**Manage Documentation (FIT Bookings)**

[**https://helpdesk.moonstride.com/support/solutions/articles/64000255672-manage-documentation**](https://helpdesk.moonstride.com/support/solutions/articles/64000255672-manage-documentation)

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**Introduction**

The Documentation feature in **moonstride** enables you to view, generate, and manage all documents connected to a booking—such as customer invoices, booking vouchers, service vouchers, and more.

*Insert screenshot here of the overall Documentation tab or main Documentation screen.*

**Accessing Documentation**

To manage booking-related documents:

1. Navigate to **CRM** on the main menu.
2. Select **Booking List**.
3. Click on the **Action** button next to your chosen booking.
4. Select **Edit**.
5. Open the **Documentation** tab.

*Insert screenshot showing the navigation path, highlighting Booking List > Action > Edit > Documentation Tab.*

**Statements & Vouchers**

Within the **Statements & Vouchers** section, you can:

* View and generate booking vouchers, booking statements, booking vouchers (tour), and Single Contract Package (ATOL) certificates.
* Choose how documents are branded (client, agent, or sell channel branding).
* Customise Booking Statements using dropdowns for supplier confirmation status, pricing format, and template.
* Sort services by ‘Service Type’ or ‘Service Date’ according to your preference.

*Insert screenshot here showing the Statements & Vouchers section with branding and sorting options.*

You can:

* View or email any invoice or voucher from the Actions menu.
* Select and add one or more documents to the Document Repository, to send multiple documents in a single email.

*Insert screenshot of the Actions dropdown in this section, with options to view, mail, or add to the repository.*

**ATOL Types and Certificates**

You can select the **ATOL type** for a booking, with the following options:

* **Flight Only:** Only the flight service is included in the package.
* **Single Contract Package:** All services are under one supplier and contract.
* **Multi Contract Package:** More than one contract covers all travel services included.

To manage ATOL licences:

* Click **Manage License** to display certificate options.
* The system shows the relevant certificate option based on services added and ATOL type selected.

*Insert screenshot showing the ATOL type dropdown/options and the certificate view.*

**Cancellation Statement**

If a booking is cancelled, you can generate and email the cancellation statement directly from this section.

*Insert screenshot showing cancellation statement button or modal.*

**Service Vouchers**

In **Service Vouchers**, you can:

* View and email vouchers for each service added to the booking.
* Each service has its own documentation for ease of management.

*Insert screenshot showing the Service Vouchers list, with individual service vouchers and mail options.*

**B2B Agent Documents**

If you have the appropriate access rights, you can:

* Generate, view, and email documents to B2B agents.
* Select between client branding or sell channel branding for these documents.

*Insert screenshot showing the B2B Agent Documents section and branding options.*

**Agent-Specific Cancellation Statement**

If a booking is cancelled, the cancellation statement for the agent can be viewed or emailed from here.

*Insert screenshot of cancellation statement options specific to agents.*

**Passenger Voucher**

In this section, you can:

* View and email vouchers for selected passengers according to the services included in the booking.
* Choose to send vouchers for single or multiple passengers.
* Send a combined voucher with your preferred branding (client, agent, sell channel).

*Insert screenshot showing the Passenger Voucher screen, with selection options and branding.*

**Document Repository**

The **Document Repository** allows you to:

* Collect and organise all documents that you wish to email together.
* Add documents from **Statements & Vouchers**, **Service Vouchers**, or **Passenger Voucher** sections.
* Add documents directly from your device by clicking the **Add** button, which opens a file upload screen.

*Insert screenshot of the Document Repository list, Add button, and upload dialog.*

**Automatic additions:** When a quotation is converted to a booking, "Quotation Print Summary" and "Booking Print Summary" documents are automatically included in the repository.

You can email all documents in this repository at once by using the **Email Documents** button.

*Insert screenshot of the Email Documents button in this repository.*

**Documentation History**

The **Documentation History** screen provides a log of all documents and every action taken, including downloads and mailings. You can download any document from this history screen.

*Insert screenshot of Documentation History with action logs and download option.*

**Helpful Hints and Support**

* Use the repository to send multiple documents in a single email, saving time and ensuring recipients get everything they need.
* Customise your statements or vouchers with the available sorting and branding options for the best recipient experience.
* ATOL certificate options are sensitive to your booking’s contents—if they’re not available, check your added services or ATOL type.
* For any uncertainty or difficulties using documentation features, our support team is ready to help!