**Manage Itinerary (Group Booking) in moonstride**

*Build, edit, and allocate a full itinerary for group bookings—ensuring accurate service management and seamless passenger allocation across your packages in one user-friendly workspace.*

**Table of Contents**

1. Manage Itinerary Overview
2. Summary Tab
3. Service Actions & Allocation
4. Passenger and Room Allocation
5. Itinerary Tab
6. See Also

**1. Manage Itinerary Overview**

After adding services to a group quotation or booking, you can manage the itinerary for the group via the **Itinerary** tab. All selected flights, hotels, transfers, tours, and more are included and can be further edited or updated as needed.

**Navigation:** CRM → Bookings → Select Booking → Itinerary tab

[Insert screenshot here: Full booking screen with CRM, Itinerary, and Summary tabs highlighted.]

**2. Summary Tab**

In the **Summary** section, you’ll see an overview of all added services.

[Insert screenshot here: Summary tab showing listed services, their status, and columns for dates, availability, and quantity.]

For each service:

* The **three-dot icon** lets you edit, add services, attach notes, copy packages, add supplier references, or delete as needed.
* The **confirmation status** (“Confirmed”/“Not Confirmed”) appears beside each service for clarity.

[Insert screenshot here: Summary—options menu for a service ("Add Services", "Edit", "Notes", "Supplier Ref No.", "Copy Package", "Delete") and Not Confirmed/Confirmed status.]

The far-right column offers:

* **Passengers** link to view current group members
* **Service Allocation** to allocate services to passengers (see below)

**3. Service Actions & Allocation**

Click **Service Allocation** to assign services (rooms, transfers, etc.) to individual passengers or vice versa.

[Insert screenshot here: Service Allocation screen—showing Search, Edit Allocation, Expanded View, and Export options.]

* Use the **Edit Allocation** button to modify allocations, such as moving passengers between services or rooms.
* **Expanded View** enables toggling between a service-centric or passenger-centric allocation perspective.

[Insert screenshot here: Expanded View of Service Allocation, with both services and passengers visible for assignment.]

Service allocation details remain visible and easily adjustable as bookings or needs change.

**4. Passenger and Room Allocation**

For hotel services, track allocated rooms and assign room types as required.

[Insert screenshot here: Passenger Allocation—showing required room types, room assignments, and a dropdown with Add Notes, View Notes, Allocate, Copy Allocation options.]

To allocate passengers to a specific room:

* Select the action icon next to the desired room.
* Choose “Allocate”.
* Tick passengers to be assigned and click **Save**.

[Insert screenshot here: Add Passenger screen with checkboxes and Save button.]

Repeat for all rooms. Allocations update instantly, clearly showing which passengers belong to each room or service.

[Insert screenshot here: Updated Passenger Allocation screen, grouped by room, and the summary showing all allocations.]

To review assignments at-a-glance:

[Insert screenshot here: Service allocation summary table—showing which passengers are assigned to which services/rooms.]

**5. Itinerary Tab**

The **Itinerary** tab works the same for group bookings as for FIT (individual) bookings. Here, you can:

* View and edit day-by-day, service-by-service details
* Add descriptions, images, highlight inclusions/exclusions, and reorder the schedule
* Manage all group-specific service allocations and package assignments

*For complete instructions on customising group itineraries, see the* [*Manage Itinerary*](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41) *article in the FIT booking section.*

**6. See Also**

* [Creating a New Group Booking](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Manage Passengers in Group Booking](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Group Booking Communication and Payment](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [FIT Booking Itinerary Management](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)

**Summary**

moonstride’s group itinerary management lets you coordinate all package services, allocate precise resources and rooms, and ensure all group members are correctly assigned—delivering a seamless, accurate group travel experience.