**Manage Notes in moonstride (Bookings)**

*Record, update, and track key information for each booking using notes—the workflow and process remain identical to what you use for quotations.*

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**1. Manage Notes Overview**

Managing notes in bookings operates the same way as it does for quotations. Use notes to document internal messages, important instructions, guest preferences, or any other details requiring attention throughout the booking lifecycle.

You can add, edit, delete, or review all notes associated with a booking directly from the booking screen.

**2. Where to Find More Details**

For full step-by-step guidance—including notes types, display options, and best practices—see the detailed article in the "Managing Quotation" section:

[**Click here for detailed information about how to Manage Notes.**](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)

**Summary**

Keep bookings organised and well-documented using the easy, universal notes process—just as with quotations. See the linked article above for comprehensive instructions.