**Manage Passengers (Bookings)**

*Easily manage passenger records for any booking—add, edit, import, or allocate with the same user-friendly process used for quotations.*

**Table of Contents**

1. Manage Passengers Overview
2. Where to Find More Details

**1. Manage Passengers Overview**

The process for managing passenger details in moonstride is consistent whether you’re working with a quotation or a booking. You can add new passengers, import from existing records, update personal and travel details, allocate services, and communicate efficiently—all using the comprehensive passenger management tools built into moonstride.

If you need to update or organise information on travellers for any booking, simply use the same intuitive features and workflow as found in quotation management.

**2. Where to Find More Details**

For a full, step-by-step guide (including importing, editing, allocating, and sharing passenger information), refer to the dedicated article in the "Managing Quotation" section:

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

**Summary**

Passenger management in bookings is simple and seamless—just as it is for quotations. Use the in-depth guide linked above for all practical instructions.