**Other Configuration in moonstride**

*Customise moonstride to match your business processes: manage bookmarks for easy navigation, set goal statistics for your team, record the purpose of travel, tailor dropdown selections system-wide, and keep your calendar events up to date—all in one place.*

**Table of Contents**

1. Bookmarks
2. Goal Statistics
3. Purpose of Travel
4. System Dropdowns
5. Calendar Events
6. See Also

**1. Bookmarks**

Bookmarks provide quick access to frequently used web pages within moonstride, letting you jump straight to important screens without navigating step by step.

**Navigation:** Widgets → Widget → Bookmarks

**Add Bookmark**

1. Click **Add** in the bookmark listing screen.
2. Enter the bookmark name, the page’s URL, and set its status (active/inactive).
3. Click **Save**.

**Edit Bookmark**

* Click the **Actions** gear icon next to your chosen bookmark and select **Edit**. Update details and save.

**Delete Bookmark**

* Use the **Actions** gear icon, select **Delete**, and confirm the prompt.

**Search & Sort Bookmarks**

* Use the **Search** button to find bookmarks by name or status.
* Set the display order by entering a number in the **Sort Order** column and click **Save Sequence**.

*Insert screenshot here showing the bookmarks list with the Add, Edit, and Delete options highlighted.*

**2. Goal Statistics**

Goal statistics let you set and track targets for individual staff, by month or year, supporting performance reviews and business planning.

**Navigation:** Widgets → Widget → Goal Statistics

**Add Goal Statistic**

1. Click **Add**.
2. Select the user, set the duration (month/year), and enter the target goal.
3. Click **Save**.

**Edit & Delete Goal Statistics**

* Edit: Use **Actions > Edit** to update details.
* Delete: Use **Actions > Delete** and confirm the pop-up dialog.

*Insert screenshot here of the Add Goal Statistic form.*

**Search & Export**

* Search by user, status, or duration.
* Export all goal statistics to Excel with the **Export to Excel** button for offline review or reporting.

**3. Purpose of Travel**

Define common travel purposes—such as business, holiday, or conference—so users can select the correct reason in a quotation or booking.

**Navigation:** Widgets → Widget → Purpose of Travel

**Add Purpose of Travel**

1. Click **Add**.
2. Enter the purpose (e.g., "Leisure", "Business"), provide a description, and set the status.
3. Click **Save**.

**Edit & Delete Purpose of Travel**

* Edit: Use **Actions > Edit** to update.
* Delete: Use **Actions > Delete** and confirm.

**Search & Filter**

* Filter your view by purpose name, status, or use the status selector for active/inactive purposes.

*Insert screenshot here showing the Purpose of Travel list in the system.*

**4. System Dropdowns**

Create and manage custom dropdown lists that appear on various screens throughout moonstride—for example, booking payment status, agent type, cruise star rating, or vehicle type.

**Navigation:** Widgets → Widget → System Dropdown

**Add System Dropdown Option**

1. Click **Add**.
2. Choose the **Screen** with which the dropdown item will be associated (see below for more).
   * *Example: "Agent / Supplier - Other Details", "Booking - Trip Status", "Fee & Tax Type", "Flight Type", etc.*
   * *Insert screenshot here illustrating available "Screen" options as per your example.*
3. Enter the dropdown option **Name** and an optional **Description**.
4. Set the status as active or inactive.
5. Click **Save**.

**Edit & Delete Dropdown Options**

* Edit: Select **Actions > Edit** to update.
* Delete: Select **Actions > Delete** and confirm.

**Search & Sort**

* Filter items by screen, name, or status using the **Filter** button.
* Set the display order using the **Sort Order** column; save your preferences with **Save Sequence**.

**5. Calendar Events**

Manage important dates that should appear in your moonstride calendar dashboard, such as business milestones, staff reminders, or company-wide events.

**Navigation:** Widgets → Widget → Calendar Events

**Edit Calendar Events**

* To update an existing event, click the **Actions** gear icon and select **Edit**. Change details as required and save.
* Events display in the calendar view, helping teams stay aligned on deadlines and special dates.

**Search & Sort Events**

* Search by event name or status.
* Change the order of events in the Events dropdown using **Sort Order** and **Save Sequence**.

*Insert screenshot here of the Calendar Events screen with the Actions column and an example event.*

**6. See Also**

* [User Creation & Access Rights](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Customising Templates & Branding](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Reporting & Analytics](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Notification & Task Configuration](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)

**Summary**

The "Other Configuration" options in moonstride equip you with powerful customisation tools for navigation, staff management, data entry, and calendar integration. Use each section above to tailor the platform to your business, streamline day-to-day operations, and boost team productivity.