**Passenger Category in moonstride**

*Define, organise, and manage categories for your passengers—such as VIP, Child, Senior, or Loyalty Club—so you can segment, filter, and customise your travel services for different traveller types.*

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**1. Passenger Category Overview**

If you need to group passengers into categories for reporting or service reasons (e.g., Business Class, Group Leader, Frequent Flyer), create and manage these categories in moonstride.

**Navigation:** CRM → Customer → Passenger Category

[Insert screenshot here: Passenger Category screen showing Add, Edit, Delete, Status, Filter, and Sort Order options]

**2. Add Passenger Category**

* Click the **Add** button on the Passenger Category list.
  + [Insert screenshot here: Passenger Category listing screen with Add button highlighted]
* Fill in the following fields:
  + **Name:** Give your new passenger category a clear descriptive name (e.g., "Senior Traveller", "Child").
  + **Description:** (optional) Add more details or context for your team.
  + **Status:** Set to Active so the category appears in selection menus.
* Click **Save** to add the new category.

**3. Edit Passenger Category**

* In the Passenger Category list, go to the Actions column for the category you wish to update.
* Click **Edit** and update any fields (Name, Description, Status).
* Save changes when finished.

[Insert screenshot here: Edit Passenger Category form/interface]

**4. Delete Passenger Category**

* From the same Actions menu (in the Passenger Category list), click **Delete** for the category to remove.
* Confirm in the alert dialog—choose OK to delete, or Cancel to keep.

[Insert screenshot here: Delete confirmation dialog pop-up]

**5. Search Passenger Category**

* Use the **Filter** button at the top of the list to search for a category by name, description, or status.
* Use the **Reset** button to clear all filters and see the full list.

[Insert screenshot here: Filter and Reset controls for passenger category]

**Other management options:**

* **Toggle Status:** Click the value in the Status column to quickly switch from Active to Inactive and vice versa.
* **Sort Order:** Change display order by entering numbers in the Sort Order column; click **Save Sequence** (top right) to apply.

[Insert screenshot here: Status toggle and Sort Order fields]

**6. See Also**

* [Manage Passengers](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Customer Category and Segmentation](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)
* [Reporting and Filtering by Category](https://platform.openai.com/playground/prompts?preset=preset-llp5NhIOF1eArNsL6eNRDo41)

**Summary**

With Passenger Categories in moonstride, you can customise how you group and target passengers—making service, communications, and reporting more precise. Add, edit, delete, and sequence categories easily as your business evolves.