

Activity IDs

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Activity IDs are unique codes generated for each booking. The three types of Activity IDs are:

- Booking IDs
- [Session package](#) IDs
- Transaction IDs

Activity IDs are an invaluable tool for organizing and identifying individual activities. For example, say a Customer calls you and wants to know specific information about their meeting or payment. Using the Activity ID, you can immediately pull up the information in the [Activity stream](#) and address your Customer's request.

In this article, you'll learn about the different types of Activity IDs and how to use them.

Using Activity IDs

To find the Activity ID for an associated Booking, Panel booking, Session package, or Transaction, follow these steps:

1. Select the activity in the Activity stream.
2. In the **Details** pane, scroll all the way down to the bottom.
3. The Activity ID is listed in the footer, next to the **Created** and **Updated** dates (Figure 1).

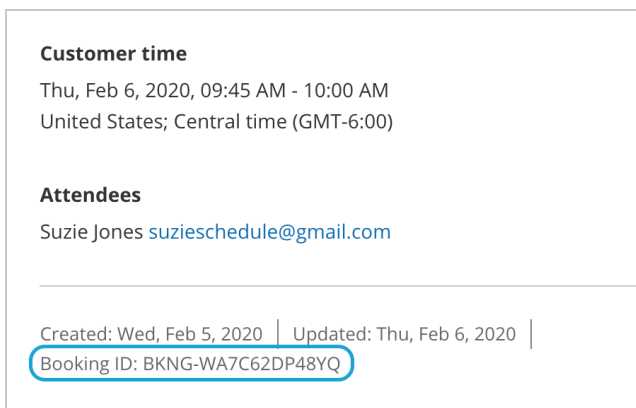


Figure 1: Activity ID

4. To search for a specific activity, enter the Booking ID or Session package ID in the [Free text filter](#) above the Activity stream (Figure 2).
5. To search for more than one ID, you can use the search operators available with the Free text filter. [Learn more about search operators](#)

Booking ID

All individual sessions booked via ScheduleOnce have a Booking ID, a unique ID code that identifies every booked session; for example, Booking ID: BKNG-5XFL23BQ674G.

The Booking ID of individual bookings appears in a number of locations:

The screenshot shows the 'Activity' stream interface. At the top, there is a search bar containing the text 'BKNG-5XFL23BQ674G' with a clear button (x) and a filter icon (funnel). To the right of the search bar are the options 'Filter (Hide) 1' and 'Time zone: United States; Centr ... (GMT -6:00)'. Below the search bar is a 'List' section with a refresh icon, showing a single activity card for 'Suzie Smythe' with a '15-minute meeting' icon and the text '15-minute meeting | Thu, Feb 20, 2020, 10:00 AM - 10:15 AM'. To the right of the list is a 'Details' pane for the '15-minute meeting' activity, showing the date and time 'Thu, Feb 20, 2020, 10:00 AM - 10:15 AM' and options to 'Cancel/request reschedule' or 'Set to No-show'. Below the details are sections for 'Booking owner time', 'Customer time', and 'Attendees' (Suzie Smythe, suzieschedule@gmail.com). At the bottom of the details pane, it shows 'Created: Wed, Feb 5, 2020 | Updated: Wed, Feb 5, 2020' and 'Booking ID: BKNG-5XFL23BQ674G | Session package ID: PKG-UTKFVR26JN'. The Booking ID is circled in blue in the original image.

Figure 2: Free text filter with an Activity ID

On each activity's **Details** pane in the Activity stream.

- On the Scheduling confirmation page.
- On calendar events.
- In all email notifications that use [Default templates](#).

The Booking ID is also available as a Dynamic field which can be added to [ScheduleOnce Detail reports](#), as well as to our [Custom notification templates](#).

If you use [Session packages](#), every package has its own unique Session package ID. Each session within the package also has its own Booking ID. The Booking ID for each session can be found in the specific session's **Details** pane in the Activity stream and in the calendar event (Figure 2 above).

Session package ID

Session packages have a unique Package ID. Unlike Booking IDs, which are used as unique identifiers of individual sessions, Session package IDs identify the entire package. Session package IDs can be differentiated from Booking IDs by the inclusion of the prefix "PKG" before every code rather than BKNG; for example, Session package ID: PKG-UTKFVR26JN

The Session package ID appears in a number of locations:

- In the footer of the **Details** pane in the Activity stream.
- On the Scheduling confirmation page.

- In all email notifications that use the [Default templates](#).

The Session package ID is also available as a Dynamic field which can be added to ScheduleOnce detail reports as well as to our [Custom notification templates](#).

Transaction ID

Transactions are identified by a unique Transaction ID with the TXN prefix; for example, Transaction ID: TXN-1234DF56

The Transaction ID can be found in the footer of the **Details** pane in the Activity stream. It's also available as a Dynamic field that can be added to [Custom notification templates](#).
