

Pre-set label manager instructions

Aer Lingus PoC



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BAGTAG

Pre-set label manager




Pre-set label manager

The pre-set label manager allows users to fill out digital baggage label information (via a desktop) and share it with a BAGTAG user via the BAGTAG app who has access to the 'preset crew label' function.

The BAGTAG user, upon seeing the digital baggage label in the BAGTAG app, can use it to update the BAGTAG device with the provided flight label.

Logged in as joost.bink@bagtag.com Logout

BAGTAG

Email	Name	Date yyyy-mm-dd	Flightnr	From	To	Expired	
joost.bink@bagtag.com	TEST123	2023-11-02	EI1234	DUB	DUB	Expired	
joost.bink@bagtag.com	TEST123	2023-11-10	EI1233	GHJ	SFG		
peter.iedema@bagtag.com	JGH/HJKL	2023-11-09	EI3543	DSF	GSS		

Create new label

NAME:

CODE:

FROM:

DEST: FLIGHT:

DATE: :

EMAIL:

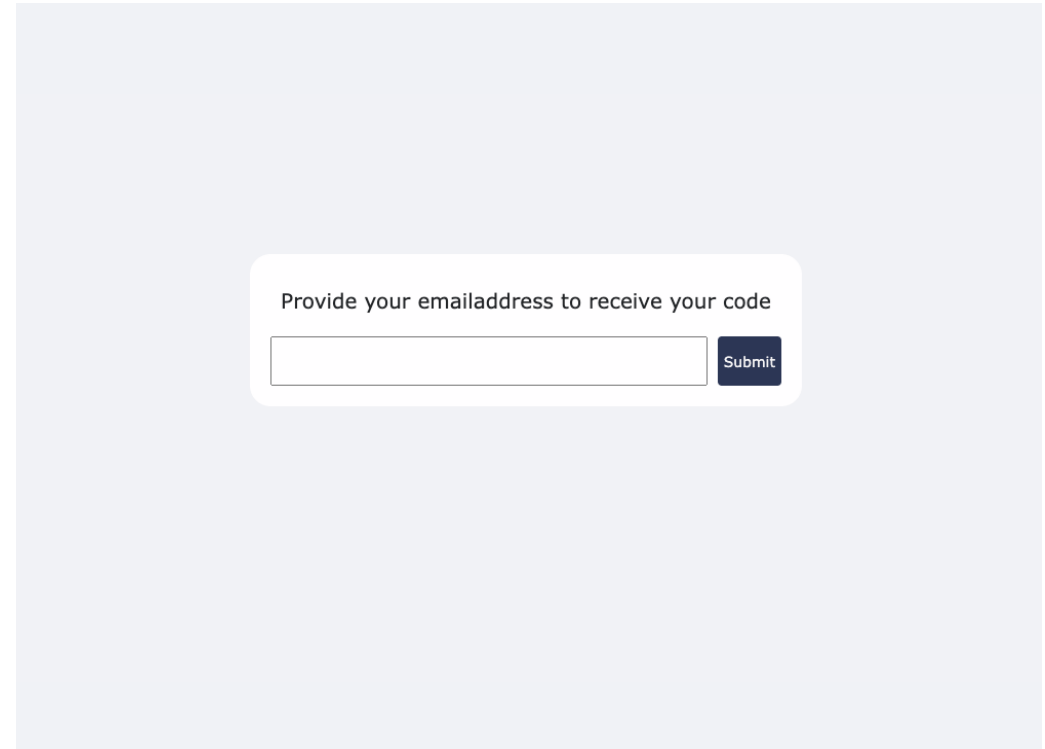
Save Label

Pre-set label manager

Accessibility

After BAGTAG has added your email address to the Pre-set label manager, you can enter your email address via the URL below, and a code will be sent to gain access to the pre-set label manager.

<https://poc-app.bagtag.com/label-manager/aer-lingus/>

A screenshot of a web form on a light gray background. The form is a white rounded rectangle containing the text "Provide your emailaddress to receive your code" in a dark gray font. Below the text is a white rectangular input field with a thin gray border. To the right of the input field is a dark blue button with the word "Submit" in white text.

Provide your emailaddress to receive your code

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Step-by-step: new label

1. Select 'Create new label'.
2. Fill out the label information.
3. Enter the email address associated with the participating crew member's BAGTAG account.
4. Select 'Save label' to make the label appear in the BAGTAG app of the designated user.

Notes:

* The right side of the screen displays a list of digital baggage labels created in the pre-set label manager. Crew members can check in their bag in the BAGTAG app when these labels are linked to their BAGTAG account email.

** Two days after the flight date, the label is marked as expired. This expiration status does not appear in the BAGTAG app.

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The screenshot shows the BAGTAG Pre-set label manager interface. At the top, it says "Logged in as joost.bink@bagtag.com" and "Logout". The BAGTAG logo is prominently displayed. Below the logo is a "Create new label" button (step 1). The form for creating a new label (step 2) includes fields for NAME (LASTNAME/FIRSTNAME), CODE (0053 123456), FROM (DUB), DEST (JFK), FLIGHT (EI 1234), and DATE (2023-11-09 14:21). Below the form is an "EMAIL" field (step 3) with the value "example@email.com". At the bottom of the form is a "Save Label" button (step 4). To the right of the form is a table of existing labels:

Email *	Name	Date yyyy-mm-dd	Flightnr	From	To	**	***
joost.bink@bagtag.com	TEST123	2023-11-02	EI1234	DUB	DUB	Expired	
joost.bink@bagtag.com	TEST123	2023-11-10	EI1233	GHJ	SFG		
peter.iedema@bagtag.com	JGH/HJKL	2023-11-09	EI3543	DSF	GSS		

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Step-by-step: Update label

1. Select the label that you want to adjust.
2. The current label information and the email address to which the label is linked are shown and can be adjusted..
3. After making adjustments, select 'Save label' to have the updated label appear in the BAGTAG app of the designated user. If the email is also adjusted, it will disappear from the app of the previous designated user.

Logged in as joost.bink@bagtag.com Logout

BAGTAG

Email	Name	Date yyyy-mm-dd	Flightnr	From	To	
joost.bink@bagtag.com	TEST123	2023-11-02	EI1234	DUB	DUB	Expired
joost.bink@bagtag.com	TEST123	2023-11-10	EI1233	GHJ	SFG	
peter.iedema@bagtag.com	JGH/HJKL	2023-11-09	EI3543	DSF	GSS	

Create new label

NAME: **TEST123**

CODE: **0053 123455**

FROM: **DUB**

DEST: **DUB** FLIGHT: **EI 1234**

DATE: **2023 - 11 - 02 14 : 20**

EMAIL: **joost.bink@bagtag.c**

Save Label

Pre-set label manager

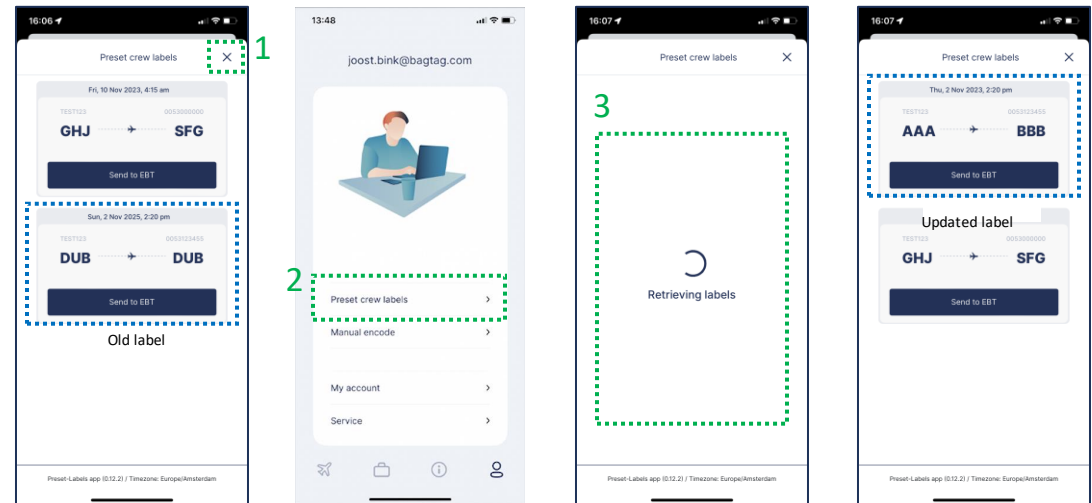
Step-by-step: Update label in the app

The labels are displayed in the BAGTAG app exactly as they are listed in the Pre-set label manager at the moment of retrieving the labels in the app.

Therefore, make sure to reload the 'preset crew labels' functionality in the app after updating in the Pre-set label manager to view the correct labels.

Reload the 'pre-set crew labels' functionality:

1. Exit the list of preset crew labels.
2. Select the 'Preset crew label' button.
3. Labels are retrieved from the current list in the Pre-set label manager.



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Preset labels in BAGTAG App

1. Labels appear in the 'preset crew labels' functionality of the BAGTAG app. Access provided by BAGTAG is required to see this functionality!
2. The labels made and listed in the Pre-set label manager, which are shared with the BAGTAG user account, are displayed.
3. Selecting the “send to EBT” button starts the update process.

