Manual

PMS-Luggage Tag User Guide

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TABLE OF CONTENTS

1. Overview

This PMS – Luggage Tag User Guide provides hotel front desk and reservation staff with instructions on how to generate and print luggage tag slips. These slips are used to identify guest baggage accurately and enhan This function is available in two main areas of the system:

☐ Front Desk
☐ Reservation

Each section below provides detailed steps for using the feature in both contexts.

2. Print Luggage Tag from Front Desk

Available under **Front Desk > Room**, this function allows staff to print luggage tags for in-house guests.

☐ To perform the task:
☐ Select Front Desk from the main navigation menu.
☐ Click the desired Room box to view guest details.
☐ Click the Print Luggage Tag button (printer icon with tag symbol).
☐ The luggage tag slip will appear in a pop-up window ready for printing.

Note: Ensure the room is occupied and assigned before attempting to print.

3. Print Luggage Tag from Reservation

Available under **Reservation > Room**, this function allows staff to pre-print luggage tags before the guest's arrival.

☐ To perform the task:

☐ Select **Reservation** from the main navigation menu.

☐ Select the desired **Room** from the list.

☐ Click the **Print** button at the top.

☐ Choose **Luggage Tag** from the drop-down menu.

☐ The luggage tag slip will appear in a pop-up window ready for printing.

Smart Soraso Hotel 4

Luggage Tag

Room : 103

Anya SMF

Arrival Date: 21/04/2025
Departure Date: 22/04/2025

Notice

Print By: ADMIN S.
Printed Date: 10/06/2025 17:31

Note: This function is useful for preparing luggage tags ahead of high-volume check-ins.