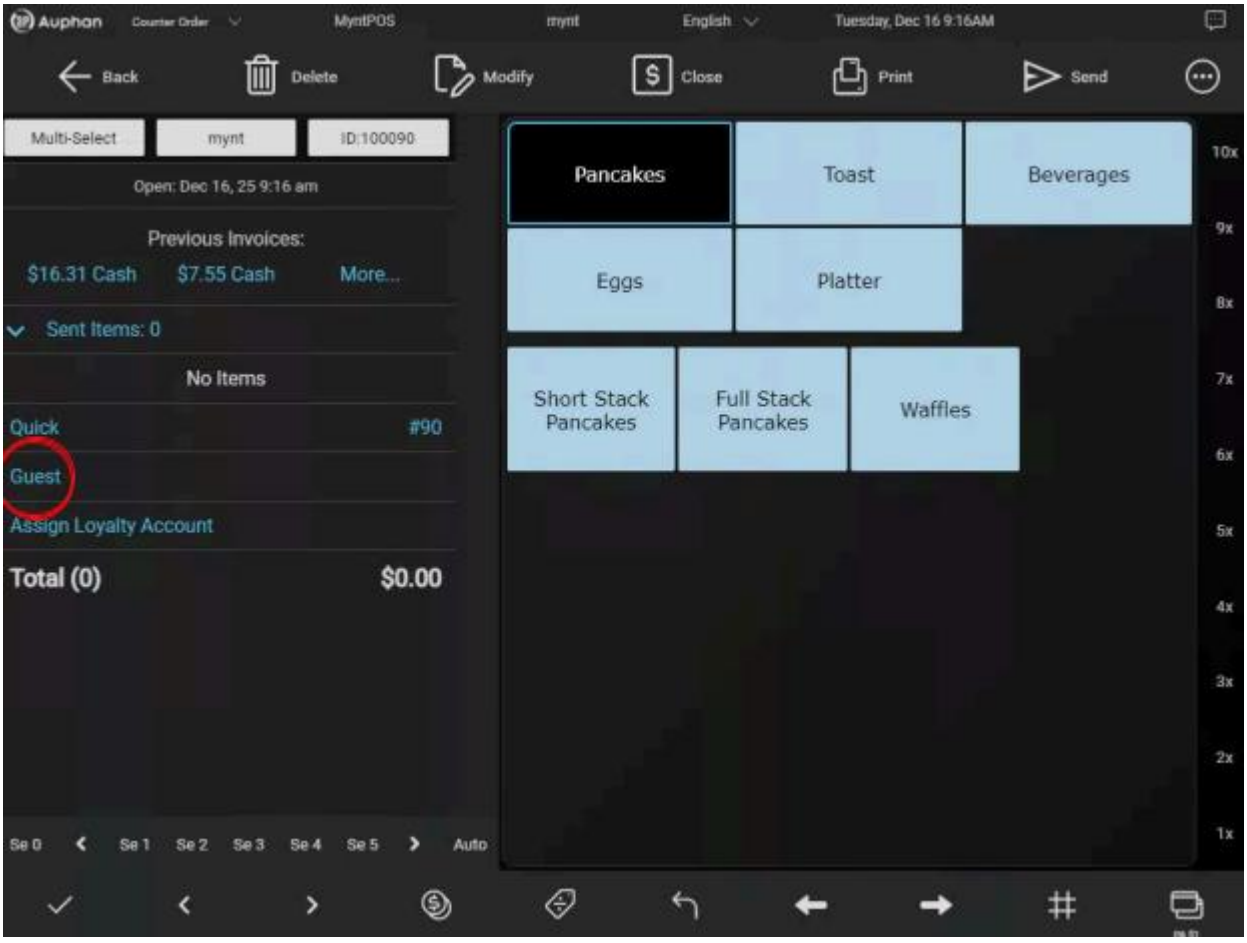
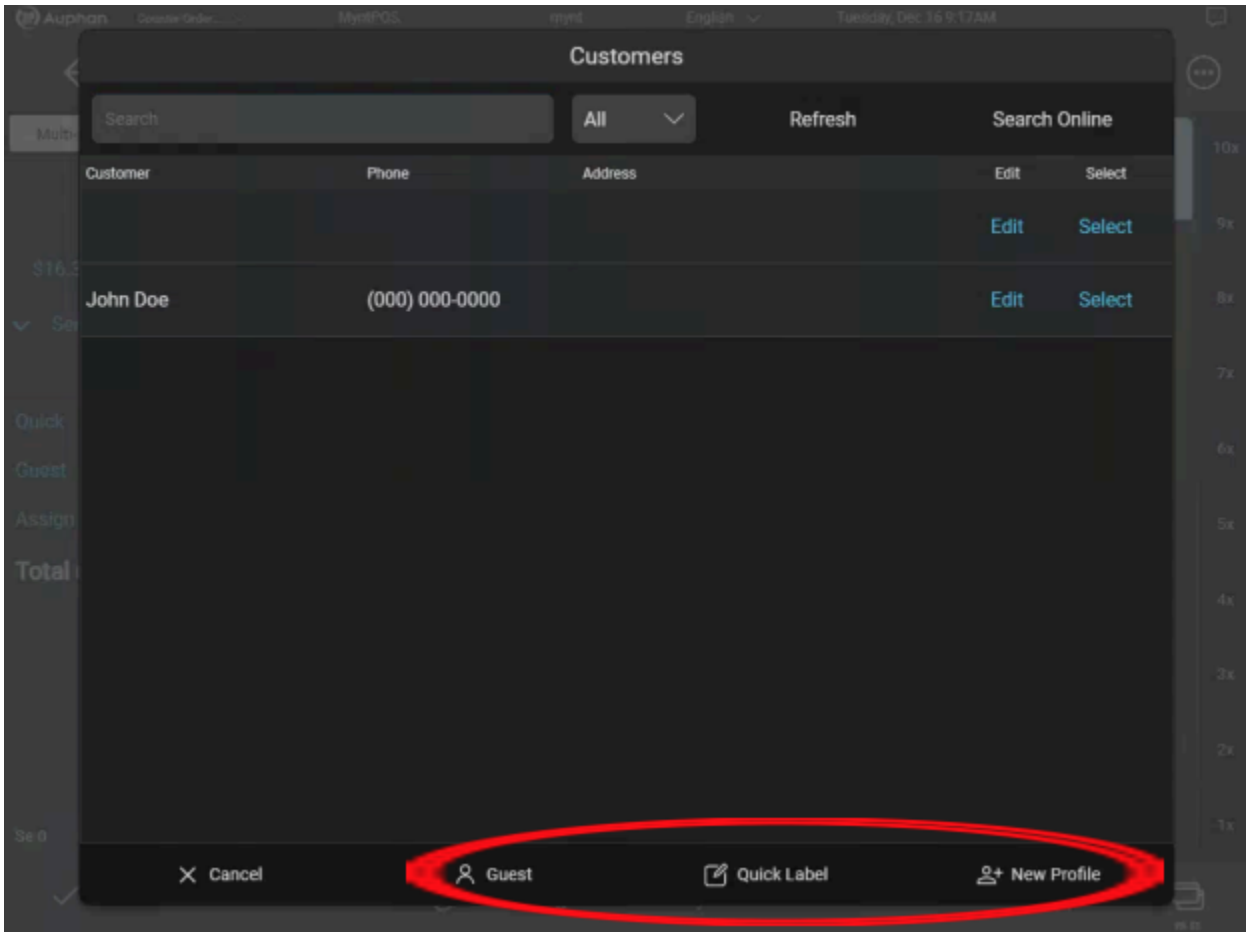
LABELING INVOICES WITH CUSTOMER NAME

MYNT CORE & ENTERPRISE

This Is a step-by-step guide on how to label invoices with a customer name in Mynt.

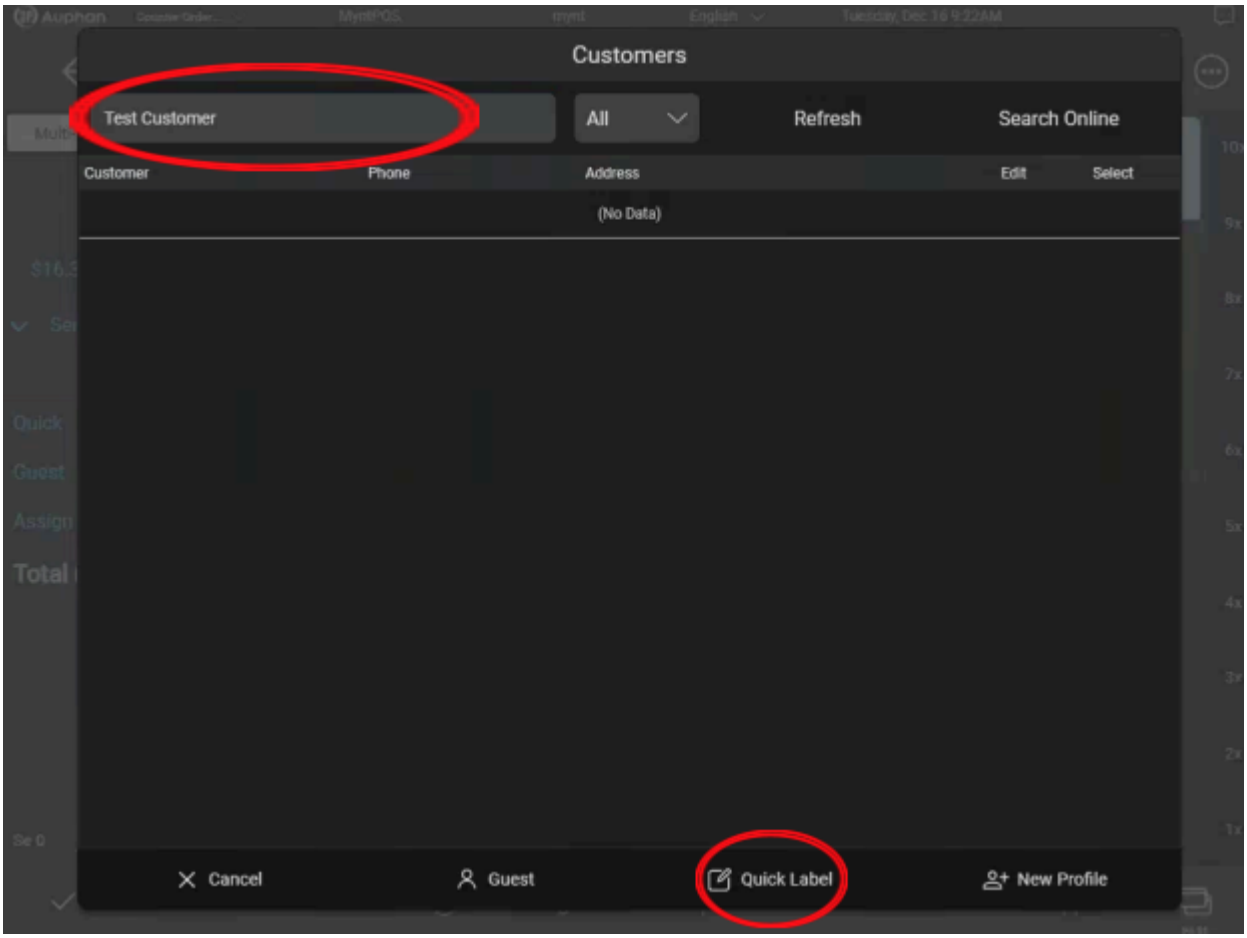


There are several ways to label an invoice in Mynt. Start by opening the order screen. The three labels to choose from are: **Guest**, **Quick Label**, and attaching/creating a **customer profile**. Select the blue “Guest” button to view your Customer list.

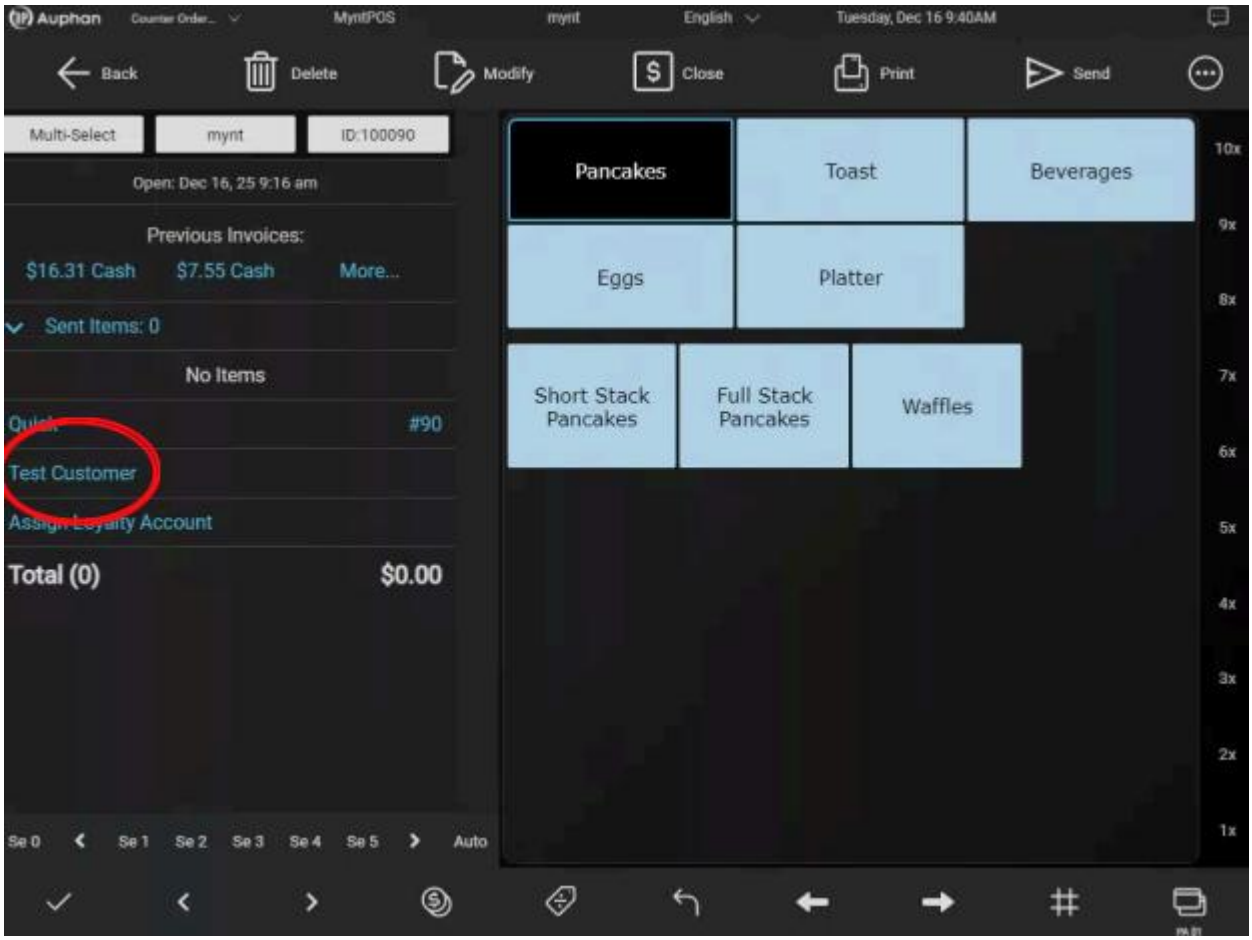


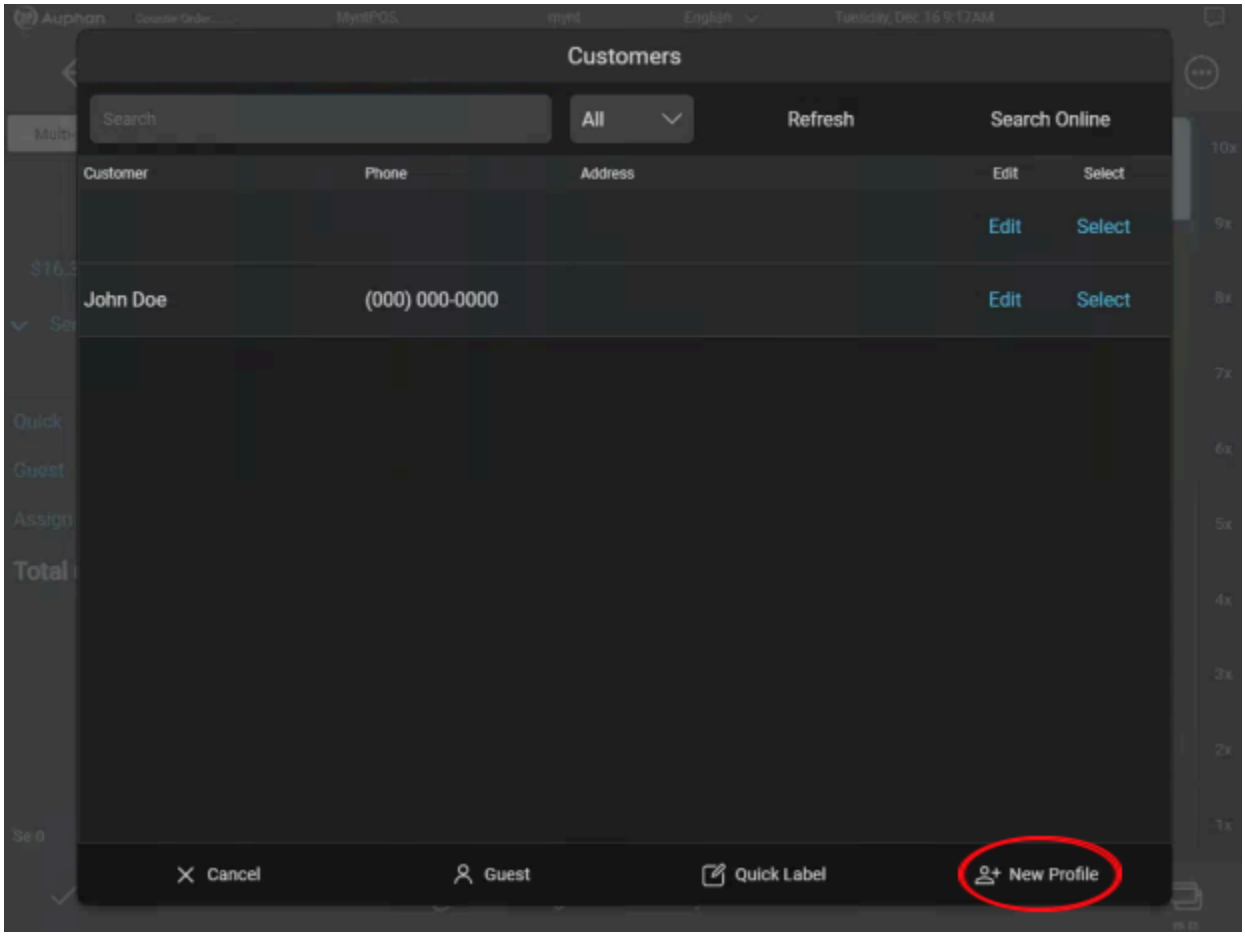
The Customer list displays all customers in the system, as well as the label options on the bottom.

Guest – Guest is going to be the most used label for many businesses. The invoice is already on Guest when opened. Guest will not track customers in the system.

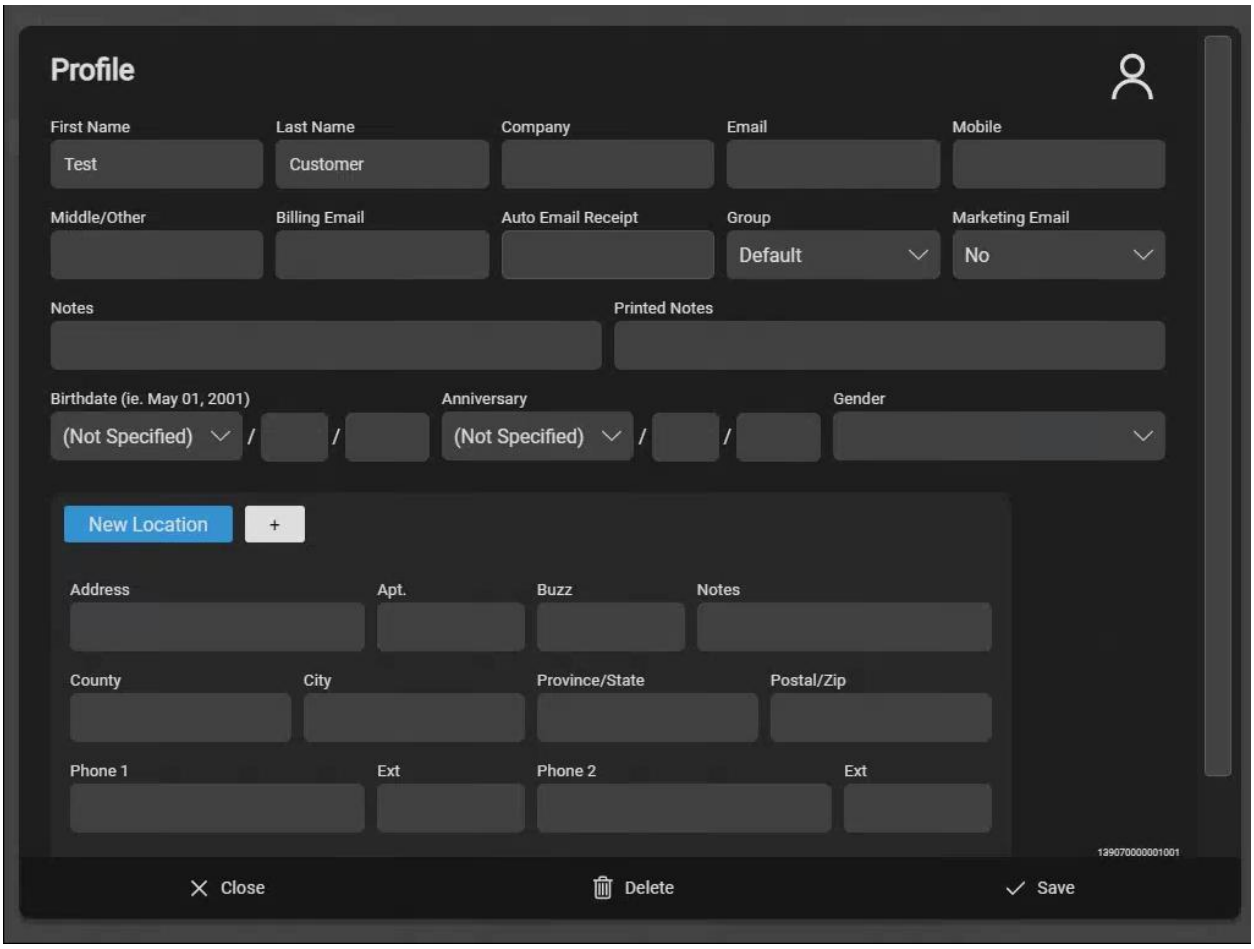


Quick Label – This is usually used the most for Pick-Up orders as they just need names for connecting orders rather than full customer profiles. To make a quick label, type a name in the Search field and press “Quick Label”**.** The name is now attached to that invoice.


Auphan
MyntPOS
mynt
English
Tuesday, Dec 16 9:40AM
Back
Delete
Modify
Close
Print
Send
Multi-Select
mynt
ID:100090
Open: Dec 16, 25 9:16 am
Previous Invoices:
$16.31 Cash
$7.55 Cash
More...
Sent Items: 0
No Items
#90
Test Customer
Assign Loyalty Account
Total (0)
$0.00
Pancakes
Toast
Beverages
Eggs
Platter
Short Stack Pancakes
Full Stack Pancakes
Waffles
10x
9x
8x
7x
6x
5x
4x
3x
2x
1x
Se 0
Se 1
Se 2
Se 3
Se 4
Se 5
Auto



New Profile – This option is used for creating a customer profile in the system to attach to the invoice. This option is mainly used for businesses who have loyalty programs or regulars that are tracked for specials, tabs, recent orders, or any other options where tracking customer information is needed.



There is a lot of information to fill out here, but the only required field is “First Name”.

Congratulations!

You can now label invoices!

