



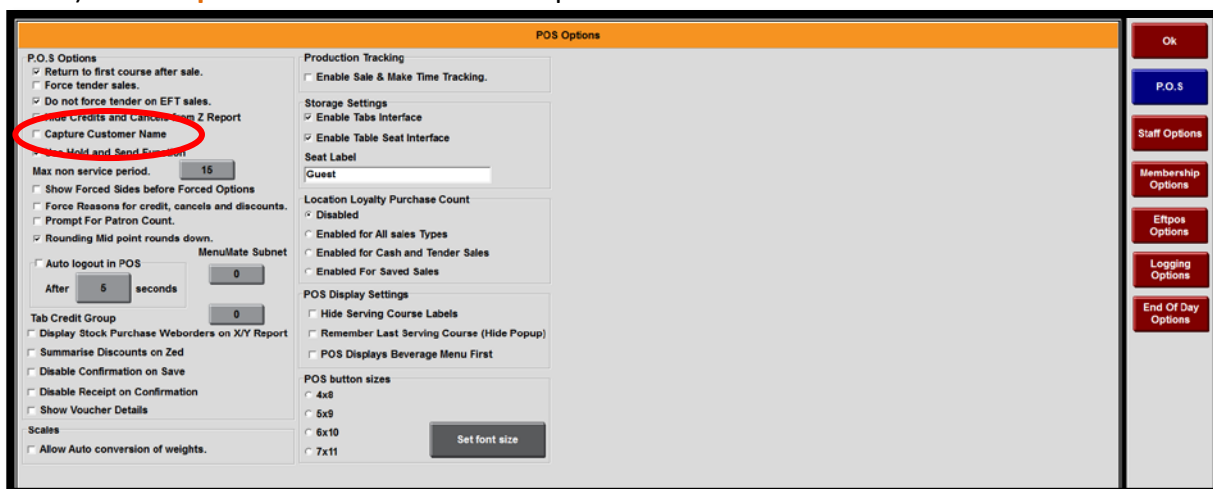
Capture Customer Name - **HOW TO**

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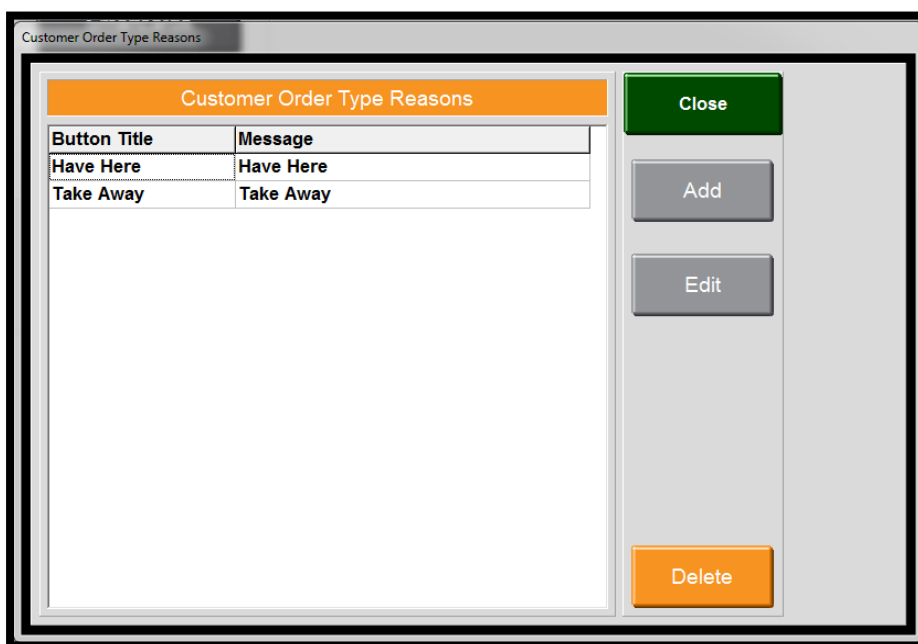
Introduction: As well as the CHIT NUMBER, customers may also need to capture the customer's name to ensure that their customer service and operation is efficient. So we can setup a sequential chit number counter AND the customer's name AND a prefix to the customer name e.g. HAVE HERE, TAKEAWAY etc.

To set this up

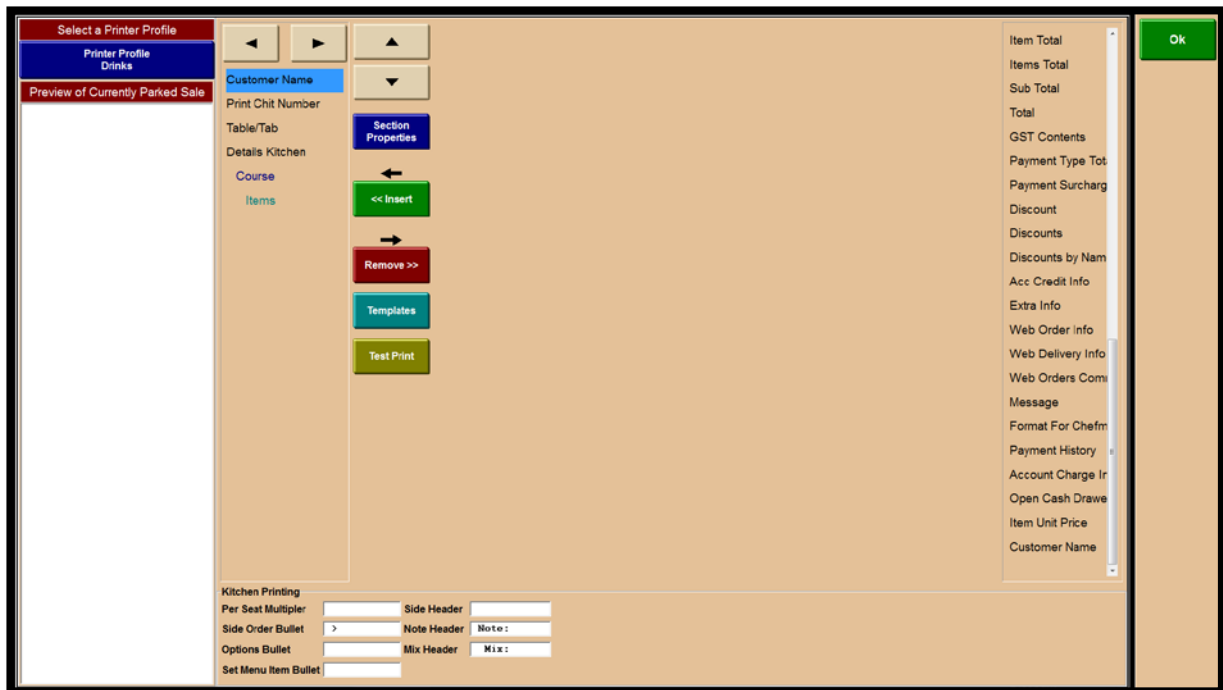
- 1) Press **Maintenance**
- 2) **Misc Settings** and log in
- 3) Tick **Capture Customer Name** and press **Ok**.



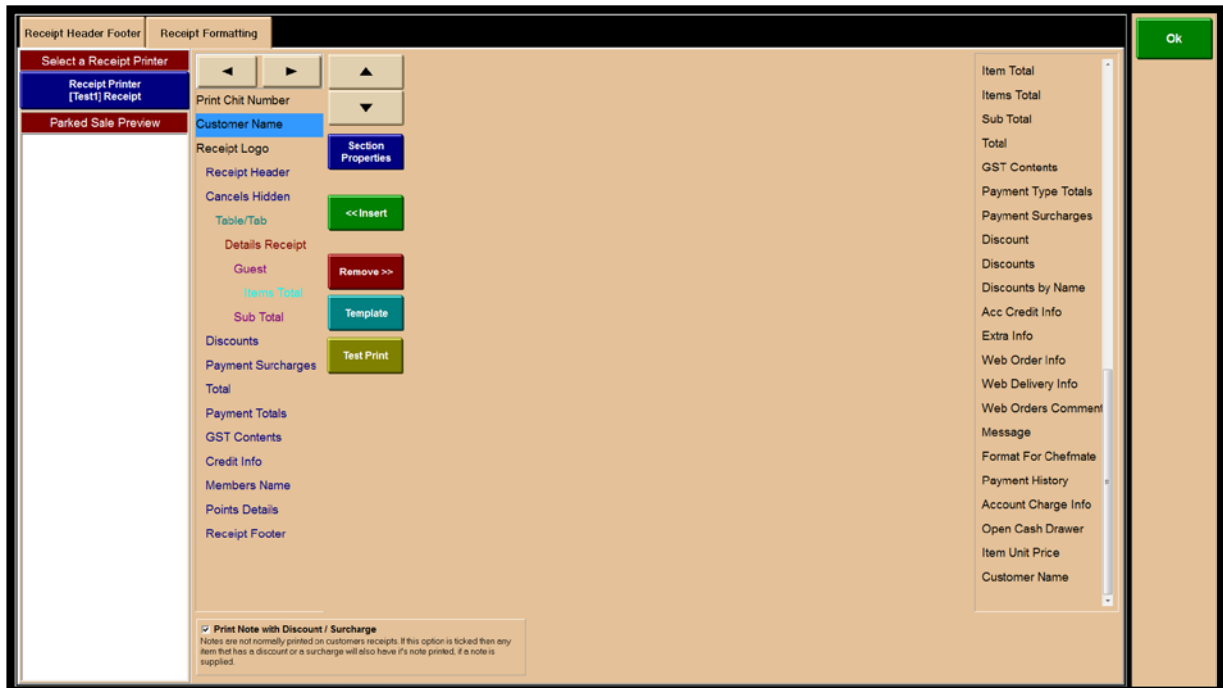
- 4) Now press **Customer Order Types** to set up the different reason like Take Away and Have Here.



5) In the Kitchen format screen add **Customer Name** to the top of the format.



6) In the Receipt format screen add **Customer Name** to the top of the format.

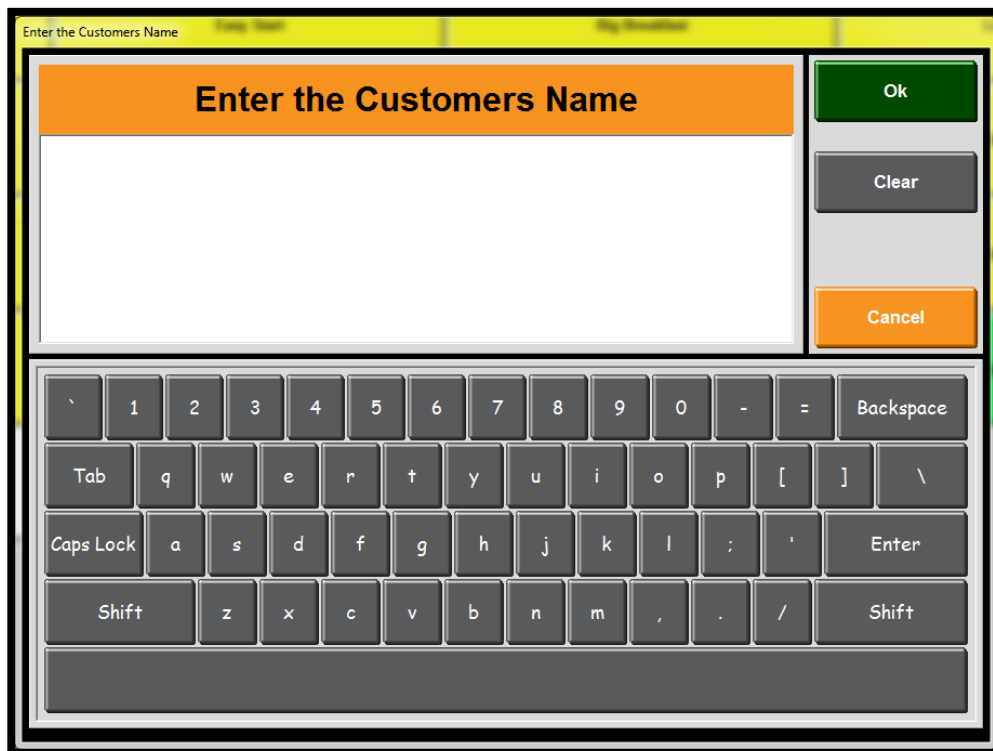


To use.

- 1) Take an order as normal
- 2) When you save or take a payment the system will ask for the order type



- 3) After picking an order type it will then ask for the customer's name. Type this in and press **OK**.



- 4) The order will go through and print the order type and customer name on the docket.