

How to Print Labels from the Cutler Online Assistant

From the Cutler Online assistant you will first click on Prospects

Then click on Customer Center

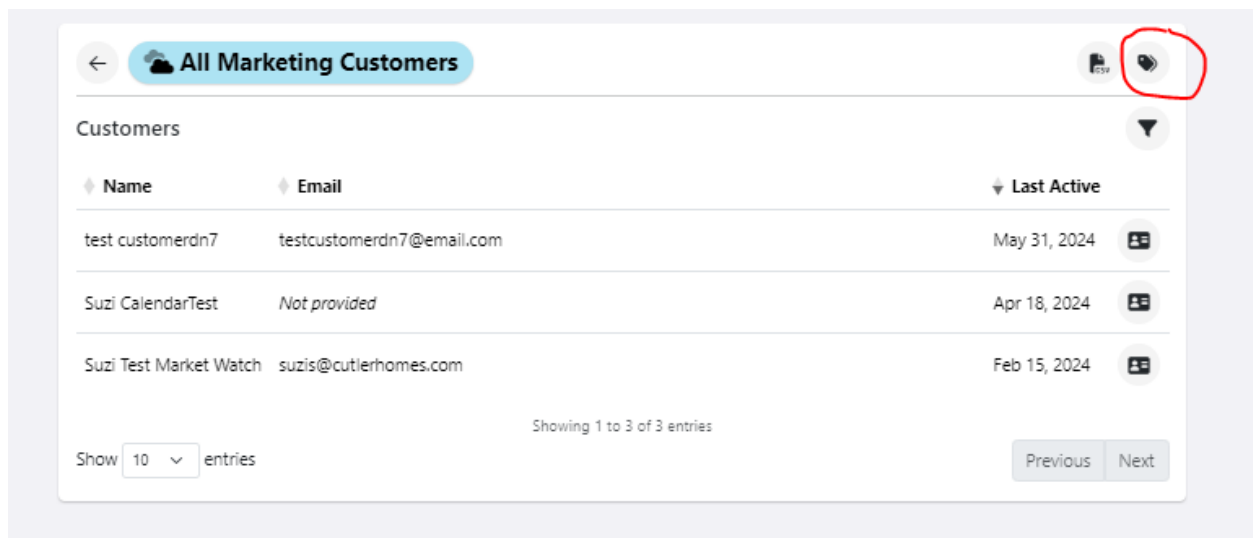
Scroll down to where your groups are located and click on the Magnifying Glass Button next to any of the groups that you would like to print labels:

The screenshot displays the 'Groups' section of the Cutler Online Assistant. At the top, there is a search bar labeled 'Search groups' and a dropdown menu. Below the search bar, a table lists various customer groups. Each row includes a checkbox, a group name, and a count. A red circle highlights the magnifying glass icon next to the 'Current Buyers' group, which has a count of 4. The groups listed are:

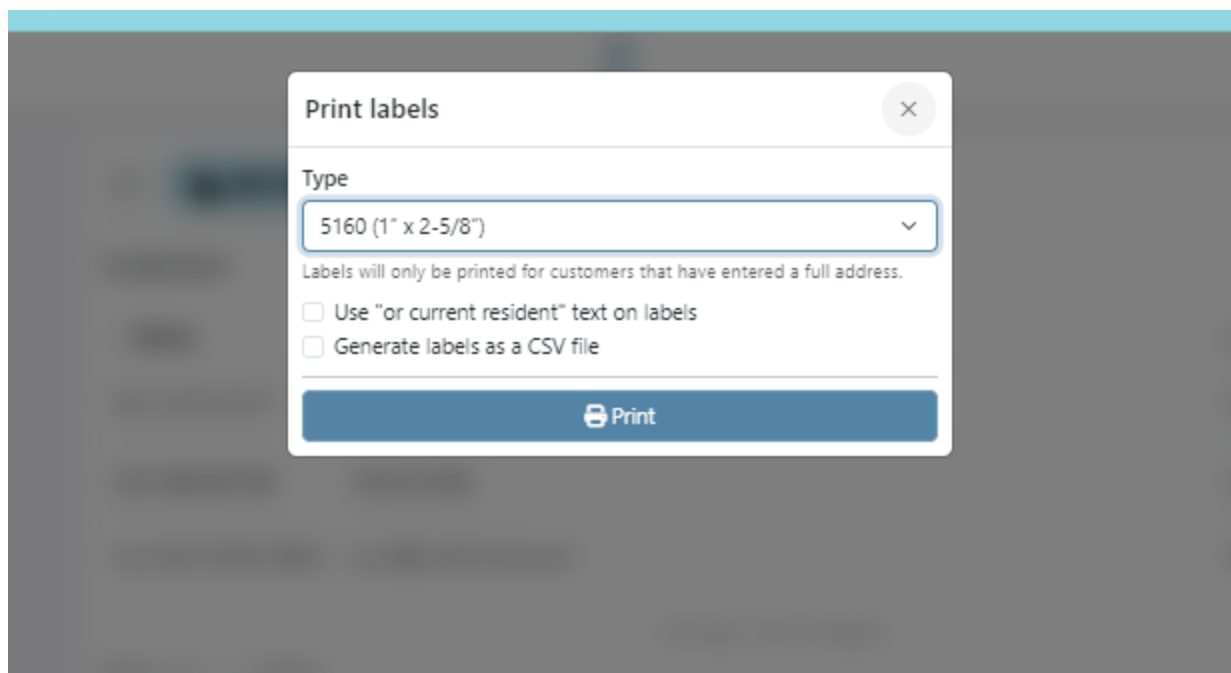
Group	Customers
Group	
Active	2
All Marketing Customers	3,784
Closed	196
Closed - Buyer	199
Closed - Seller	23
Conversion Monster	0
Current Buyers	4
Current Sellers	6
Customers marked "Active" Status	3,772
Customers marked "Closed Transaction" Status	12

At the bottom of the interface, there is a pagination section showing 'Showing 1 to 10 of 50 entries' and a 'Show 10 entries' dropdown. Navigation buttons for 'Previous' and 'Next' are also present.

Select the “print labels” icon from the top



That will open a module to select your label type -- yes you have options!!! Woo Hoo!!!



Use the drop down to select your “Avery” Label. (btw, frequently asked question...what is an Avery Label? Avery is the most popular brand of label manufacturers. If you look at a box of Avery labels they have a number code on them. As you can see you will want to purchase labels with any of these numbers:

5160

5161

5162

5163
5164
8600
L7163 or
3422

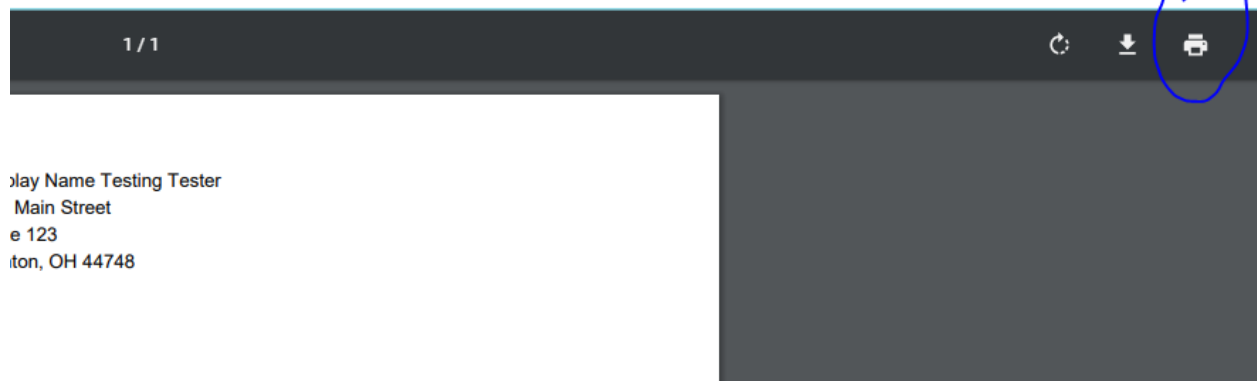
Next you will select "Print"

Your labels will display on the next screen for those customers who have "Postal Address Information" loaded in.

Display Name Testin Teste
123 Main Streets
124 East Streets
Canton, OH 44748

Display Name Testing Tester
123 Main Street
Suite 123
Canton, OH 44748

In the top right hand corner you will see a printer icon that you can send direct to your printer (don't forget to load your labels the correct way) :) You can also choose the arrow button if you would like to save these as a pdf first :)



Did you forget to add mailing addresses to a customer, or do you see an error? Simply Search for the customer in your Customer Centerclick customer contact card icon to open the record and click on "pencil icon" to edit the primary address.

Fill out or correct the information here, and then SCROLL down and hit save and close or save

The image shows a 'Edit customer' form with the following sections and fields:

- Name:** Title (dropdown), text (input), customerde7 (input).
- Emails:** Primary (text: textcustomersde7@email.com), Other (dropdown), CC (checkbox).
- ☐ Send welcome email
- Phones:** Calling (dropdown), (330) 623-4567 ext. (input), Other (dropdown), () - - - - - ext. (input).
- Groups:** (dropdown).
- Primary address:** Street address (input), Apartment / Suite / Other (optional) (input), City (input), State (dropdown: Select...), Postal code (input), United States of America (dropdown).
- More information:**
 - Status: Active (selected), Inactive.
 - Email marketing: Opt-in (selected), Opt-out.
 - Manage Email Subscriptions (button).
 - Preferred communication method: Email (selected), Text.
 - Email calibration (input).
 - Preferred language (dropdown: English).
 - Envelope calibration (input), County of residence (input).
 - Company (input), Job title (input).
 - Date of birth: Month (dropdown), Day (dropdown), Year (dropdown).
 - Socials: Facebook (dropdown), https:// (input).
 - Keywords: Enter keywords (input).
- Buttons:** Save & Close, Save & View.

Red circles highlight the 'Primary address' section and the 'Keywords' field.

& view.