

Actions in OrderPad

The following section illustrates different types of actions that you can perform using OrderPad.

Adding New customer

You can add customers by going to the [Add Customer] section.

• Navigate to **Add New Customer** page from the Smart Grid or the **[Customers]** option as shown below



[Customers] option in the menu





E Menu	OrderPad	Hi, Rahul
Q Search		
Customers		Add New Customer
asmine Lonovola asmine@test.com		>
Buest Guest Ismine.guest.76@mailinator.com		>
hiva Chandramouli hivac@mailinator.com		>
uest Guest nivac.guest.74@mailinator.com		>
uest Guest map.guest.72@mailinator.com		>
amie Benn @dallasstars.com		>
iran K rank@mailinator.com		>
uest Guest rank.guest.69@mailinator.com		>
i ishnu K ishnuk77@test.com		>

[Add New Customer] in Customers window

- Enter the following details in the Add New Customer page
 - First Name
 - Last Name
 - Email
 - \circ Phone



	ensium DrderPad	
≡ Menu		Hi, Rahul
← Back	Add New Customer	
	First Name *	
	Last Name *	
	Email *	
	Phone *	
	SAVE	



• Click **[SAVE]** to save the customer data.

Edit Customer Data in OrderPad

Once customer data is saved, you can also edit the data on the **[Customers]** page.

• Navigate to the **[Customers]** page from the option available on the Smart Grid or the Menu. You can see the list of existing customers.





Menu	OrderPad	Hi, Rahul
Q Search		
Customers		Add New Customer
asmine Lonovola smine@test.com		>
uest Guest smine.guest.76@mailinator.com		>
hiva Chandramouli ivac@kensium.com		>
uest Guest ivac.guest.74@mailinator.com		>
uest Guest nap.guest.72@mailinator.com		>
mie Benn @dallasstars.com		>
ran K ank@kensium.com		>
uest Guest ank.guest.69@mailinator.com		>
ishnu K shnuk77@test.com		>

List of customers

- $\bullet\,$ Select the customer for whom you want to edit the details.
- Once you are re-directed to the customer's details page click on **[Edit]** to edit the customer's First Name, Last Name, and Phone.





Customer details page

• You can add an address by clicking on [Manage address].



Order	Pad	
🚍 Menu		Hi, Rahul
← Back	Edit Customer	
First Name *		
Jasmine		
Last Name*		
Lonovola		
Phone *		
•		
Addresses Manage Addresse		
	SAVE	

- On the Customer Address page click on **[Add an Address]** and a pop-up will open for entering the details.
- Fill out the fields on the New Address screen.







≡ Menu	aa		Hi, Rahul
	New Address	×	
← васк	First Name	Middle Name	
	Last Name		
	Add an I Country United States	~	
	Street Address	Street Address 2	
	City	State	
	ZIP / Postal Code	Phone Number	
	Make this my default a	ddress	
	Ca	ncel Save	



• Select [Country] and [State] from the drop-down options and then click on [Save].

Note: To make an address as default you can check the box [Make this my default address]

