

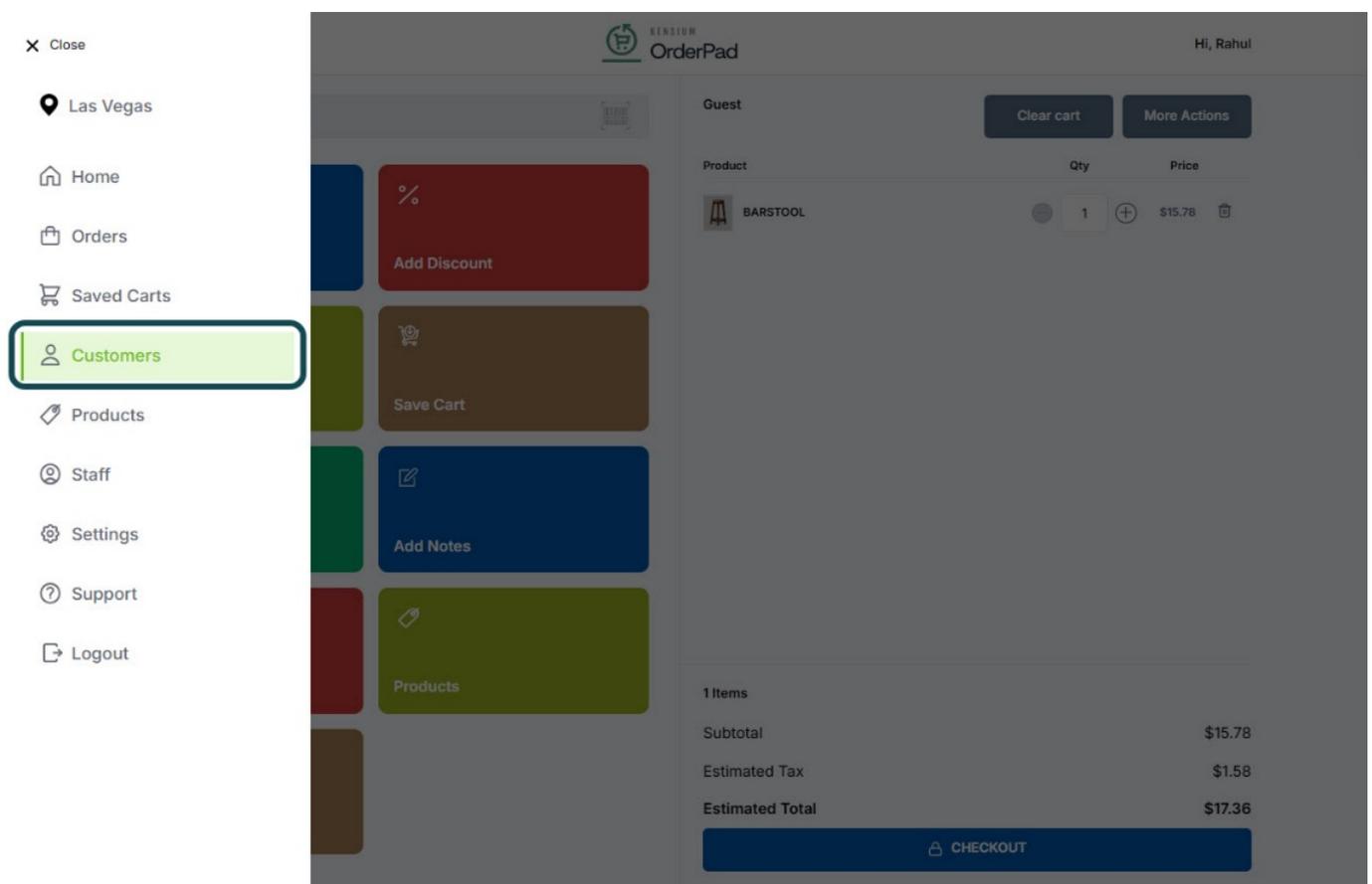
Actions in OrderPad

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

Q Search

Customers

Add New Customer

Jasmine Lonovola

jasmine@test.com



Guest Guest

jasmine.guest.76@mailinator.com



Shiva Chandramouli

shivac@mailinator.com



Guest Guest

shivac.guest.74@mailinator.com



Guest Guest

himap.guest.72@mailinator.com



Jamie Benn

jb@dallasstars.com



Kiran K

kirank@mailinator.com



Guest Guest

kirank.guest.69@mailinator.com



Vishnu K

vishnuk77@test.com



[Add New Customer] in Customers window

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

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Add New Customer

First Name *

Last Name *

Email *

Phone *

SAVE

Add New Customer

- 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.

Q Search

Customers

Add New Customer

Jasmine Lonovola

jasmine@test.com

>

Guest Guest

jasmine.guest.76@mailinator.com

>

Shiva Chandramouli

shivac@kensium.com

>

Guest Guest

shivac.guest.74@mailinator.com

>

Guest Guest

himap.guest.72@mailinator.com

>

Jamie Benn

jb@dallasstars.com

>

Kiran K

kirank@kensium.com

>

Guest Guest

kirank.guest.69@mailinator.com

>

Vishnu K

vishnuk77@test.com

>

List of customers

- 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.

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Jasmine Lonovola



Add to Cart

History

Customer Since
Dec 17, 2024 12:35:17 AM

Total orders
0

Total spent to date
\$ 0.00

Contact Information

Name

Jasmine Lonovola

[Edit](#)

Email address

[Update](#)
jasmine@test.com

Customer details page

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



Edit Customer

First Name *

Jasmine

Last Name *

Lonovola

Phone *



Addresses

Manage Addresses

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.



Customer Address

+ Add an Address





Menu Hi, Rahul

Back

New Address

First Name Middle Name

Last Name

Country
United States

Street Address Street Address 2

City State

ZIP / Postal Code Phone Number

Make this my default address

Cancel Save

New Address

- 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]**