



View and Edit Cart

On the main page of OrderPad, you can view the cart on the right-hand side. You can view products added to the cart and price breakdown and the order total at the bottom of the cart. The tax is displayed based on the OrderPad Admin settings.

A screenshot of the OrderPad mobile application. The left side of the screen displays a navigation menu with the following options: "Add Customer" (blue), "Add Discount" (red), "Add Custom Sale" (green), "Save Cart" (brown), "View Saved Carts" (green), "Add Notes" (blue), "Orders" (red), "Products" (green), and "Customers" (brown). The right side of the screen shows a "Guest" cart. The cart contains one item: "Coffee Table" (Qty: 2, Price: \$78.89). Below the cart, the price breakdown is shown: Subtotal \$157.78, Estimated Tax \$15.78, and Estimated Total \$173.56. A blue "CHECKOUT" button is at the bottom. A green arrow points to the "Estimated Total" line.

Cart and price breakdown with tax

On the same screen, you will have a couple of options.



☰ Menu



Hi, Rahul

The screenshot shows the Kensium OrderPad mobile application. The top navigation bar includes a menu icon, the "KENSUM OrderPad" logo, and a greeting "Hi, Rahul". The main interface is divided into sections: a sidebar on the left with various menu items, a "Guest" cart summary on the right, and a detailed "Product" view for a "Coffee Table".

Guest Cart Summary:

- Clear cart
- More Actions

Product View:

Qty	Price
2	\$78.89

Product Details:

- 2 Items
- Subtotal: \$157.78
- Estimated Tax: \$15.78
- Estimated Total: \$173.56

Checkout:

Sidebar Menu Options:

- Add Customer
- Add Discount
- Add Custom Sale
- Save Cart
- View Saved Carts
- Add Notes
- Orders
- Products
- Customers

- Increase/ Decrease the Quantity:** You can use the [+] and [-] symbols to increase or decrease the quantity of the products.
- Delete Item:** You can use the delete icon on the right of the item price to delete the item.
- Clear Cart:** To remove all items/ products use the Clear Cart option.
- More Actions:** Selecting this option on the OrderPad screen will take you to the following screen with **Cart Modifiers**.



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Cart Modifiers

- [Add Custom Sale](#)
- [Add Customer](#)
- [Apply Discount](#)
- [Add Note](#)
- [Save Cart](#)

Cart Modifiers under More Actions

This includes the following options:

- **Add Custom Sale**
- **Add Customer**
- **Apply Discount**
- **Add Note**
- **Save Cart**

Add Custom Sale

Field	Description
Add Custom Sale	



Item Details	Products that are not available for display are included in this section. For instance, items like carry bags, covers, gift wrappers, etc.	
Title*	Text Field	Enter the item name. For instance, Bag.
Price *	Text Field	Enter the price of the item you have added.
Quantity	Text Field	Enter the quantity of the product. You can use the [+] sign to increase the quantity and vice versa.
ADD	Button	To save the product details, price and quantity click on [ADD]. The record will be saved.

☰ Menu KENS IUM OrderPad Hi, Rahul

← Back **Add Custom Sale**

Item Details

Title* Smart Watch

Price* 25

Quantity

4

ADD

Adding Custom Sale Screen

- You can see the added product on the cart as follows:

A screenshot of the OrderPad mobile application. The top navigation bar includes a "Menu" icon, the "Kensium OrderPad" logo, and a "Hi, Rahul" greeting. The main content area is divided into two sections: a sidebar on the left and a cart summary on the right.

Guest

Product

Product	Qty	Price
Coffee Table	2	\$78.89
Custom Sale Name : Smart Watch	4	\$25.00

6 Items

Subtotal	\$257.78
Estimated Tax	\$25.78
Estimated Total	\$283.56

CHECKOUT

Sidebar Actions:

- Add Customer
- Add Discount
- Add Custom Sale
- Save Cart
- View Saved Carts
- Add Notes
- Orders
- Products
- Customers

Search Bar: Search or scan barcode

Added product displayed in cart

Add Customer

You can link a customer to the cart using this section.

- Click on Add Customer on the Cart Modifier screen to view a list of existing customers.



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Hi, Rahul

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



Customers list

- Select a customer to open the customer details page and click **[Add to Cart]**.



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Annie K



History

Customer Since
Jul 16, 2024 5:57:14 AM

Total orders
19

Total spent to date
\$ 4884.37

Contact Information

Name

Edit

Annie K

Email address

Update

annie@mailinator.com

Linking customer to cart

- The Customer name is now visible in the cart and a toast message will appear confirming that the customer is linked to the cart. The number of orders placed by the customer is denoted by the number beside the **Returning Customer**.



☰ Menu



Hi, Rahul

The screenshot shows the Kensium OrderPad mobile application interface. On the left, there is a sidebar with various buttons: "Add Customer" (blue), "Add Guest Customer" (orange), "Add Discount" (red), "Add Custom Sale" (green), "Save Cart" (brown), "View Saved Carts" (green), "Add Notes" (blue), "Ship to Customer" (orange), "Orders" (red), and "Products" (green). On the right, the main screen displays a customer profile for "Annie" (Returning customer (19)) with a "Clear cart" and "More Actions" button. Below this is a "Smart Grid" showing items in the cart: "Coffee Table" (3 units at \$78.89), "Accent Chair" (1 unit at \$120.00), and a "Custom Sale" for "Smart Watch" (4 units at \$25.00). The total for these items is \$456.67. Below the grid, the "Estimated Tax" is \$45.67, and the "Estimated Total" is \$502.34. A blue "CHECKOUT" button is at the bottom. A green toast message "Customer added to the cart!" is visible at the bottom right. A large green arrow points from the "Customer added to the cart!" message down towards the "Estimated Total" text.

Product	Qty	Price
Coffee Table	3	\$78.89
Accent Chair	1	\$120.00
Custom Sale Name : Smart Watch	4	\$25.00

8 Items

Subtotal \$456.67

Estimated Tax \$45.67

Estimated Total \$502.34

CHECKOUT

Customer added to the cart!

Customer details in cart and confirmation toast message

- Once a customer is added to the cart, you can see the following additional options
 - Add Guest Customer – visible on the Smart Grid
 - Ship to Customer – Visible on Smart Grid and More Action



Additional options after linking customer to cart

- You can click on **[Add Guest Customer]** to unlink the cart from a registered customer and continue the checkout process as a guest customer.
- **[Ship to Customer]** can only be used for a registered customer to enter Shipping information as a part of the Checkout process.

Apply Discount

You can use this section to offer a discount to the customer. In OrderPad, you have three options for applying the discount.

- **Percentage**
- **Amount (\$)**
- **Discount Code**



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Apply Discount

Discount

Percentage(%)

Amount(\$)

Discount Code

Percentage *

0%

APPLY DISCOUNT

Apply Discount Screen

- **Percentage%:** Select the percentage button and a text field will be activated where you can enter the discount percentage you wish to apply as shown in the above screenshot.



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Apply Discount

Discount

Percentage(%)	Amount(\$)	Discount Code
---------------	------------	---------------

Percentage *

0% ←

APPLY DISCOUNT

Discount by percentage

- **Amount (\$):** Select the amount button, and a text field will be activated for entering the discount amount. If you have a coupon code, you can also apply it here in the amount column.



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Apply Discount

Discount

Percentage(%)

Amount(\$)

Discount Code

Amount*

\$0.00



APPLY DISCOUNT

Apply discount by Amount

- **Discount Code:** Select the discount code button and a text field will be activated where you can enter a voucher or a promotional code that is associated with a discount.



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Apply Discount

Discount

Percentage(%)

Amount(\$)

Discount Code

Discount Code*

code 

APPLY DISCOUNT

Apply discount by Code

Any type of discount applied will be displayed in the OrderPad cart as an amount. OrderPad will also generate a toast message confirming that the coupon has been applied successfully.



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Hi, Rahul

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Product	Qty	Price
Coffee Table	2	\$78.89
Custom Sale Name : Smart Watch	4	\$25.00

6 Items

Subtotal \$257.78

Applied discounts -\$25.00

Estimated Tax \$23.28

Estimated Total \$256.00

CHECKOUT

Coupon applied successfully!

Discount amount displayed in the Cart

- To remove the applied discount before checkout, you can simply go to the **Apply Discount** page and click **[Remove Discount]**.

Note: You are not required to enter any details to remove the discount applied.

Add Note

Within the Smart Grid and Cart Modifiers under the More Action Section, OrderPad provides the option to add notes.

- Click on Add Notes and you will be redirected to the following screen



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Add Note

Note *

Save

Text Box to Add Notes

- After entering the notes, click on **[Save]**.
- OrderPad will present a toast message confirming that the notes have been successfully added. It will be displayed post-synchronization.

Note: The notes you enter will not be displayed on the cart.



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Product	Qty	Price
Coffee Table	3	\$78.89
Accent Chair	1	\$120.00
Custom Sale Name : Smart Watch	4	\$25.00

Toast message confirming adding a note

Save Cart

You can use this section to save a customer's cart with the products so that they can continue the purchase later without having to start from the beginning again.

- Click on Save Cart from the Cart Modifiers page.



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Cart Modifiers

- [Add Custom Sale](#) >
- [Add Customer](#) >
- [Apply Discount](#) >
- [Add Note](#) >
-  [Save Cart](#) >
- [Ship To Customer](#) >

- A toast message will pop up on the screen confirming that the cart is saved.



Note: A cart can be saved only when a customer is linked to the cart.