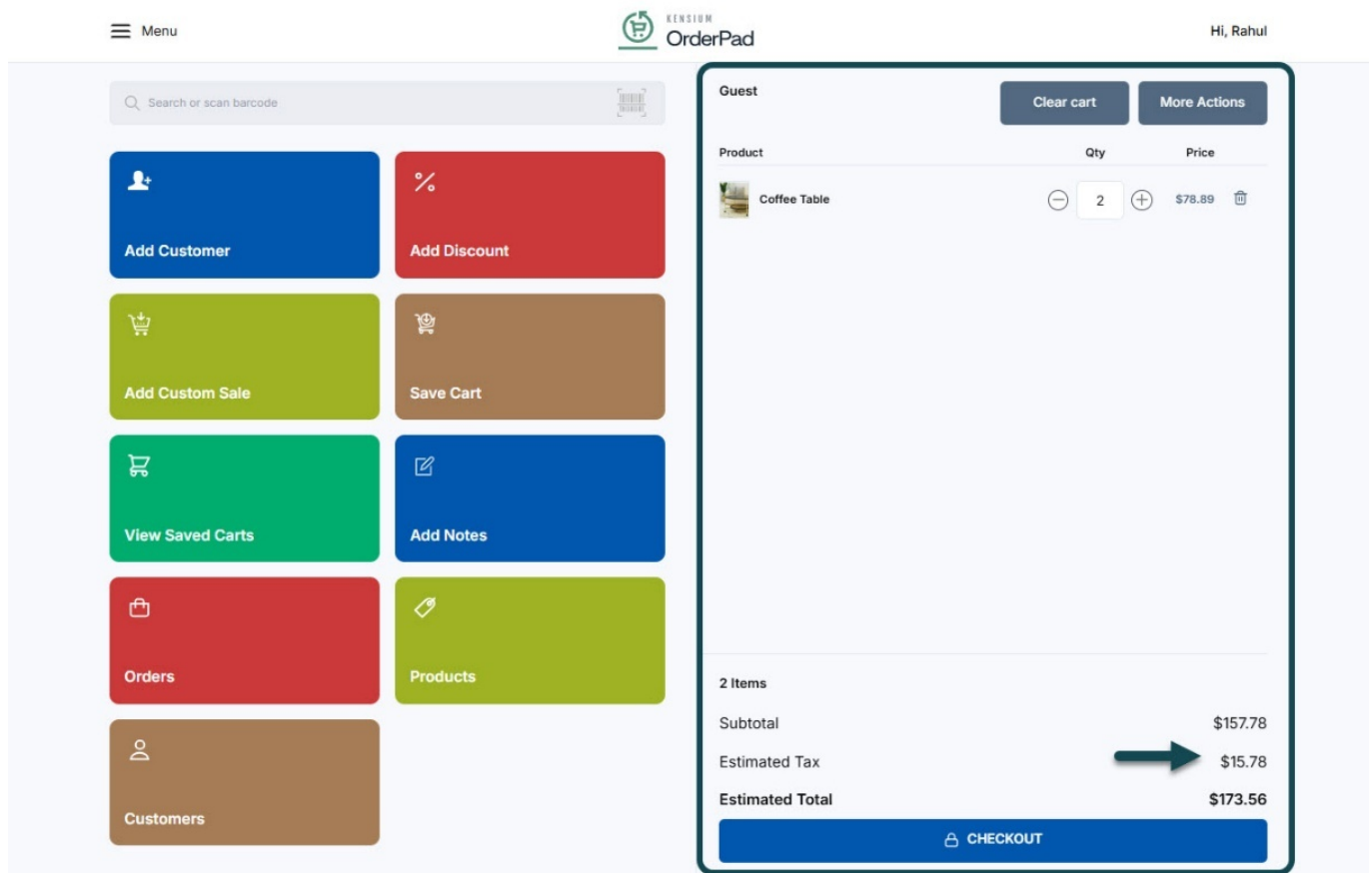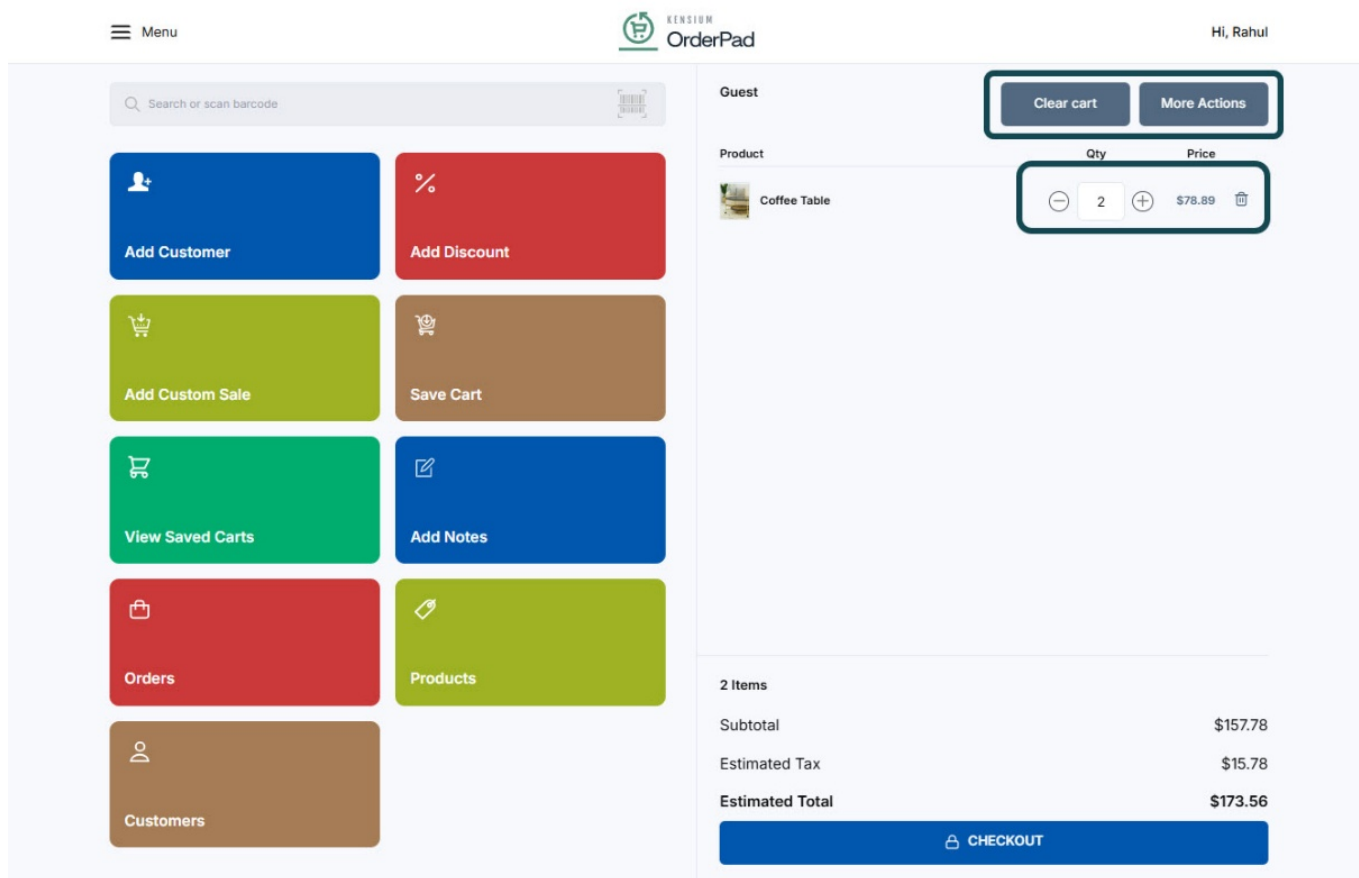# View and Edit Cart

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.

Cart and price breakdown with tax

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

- **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.

Adding Custom Sale Screen

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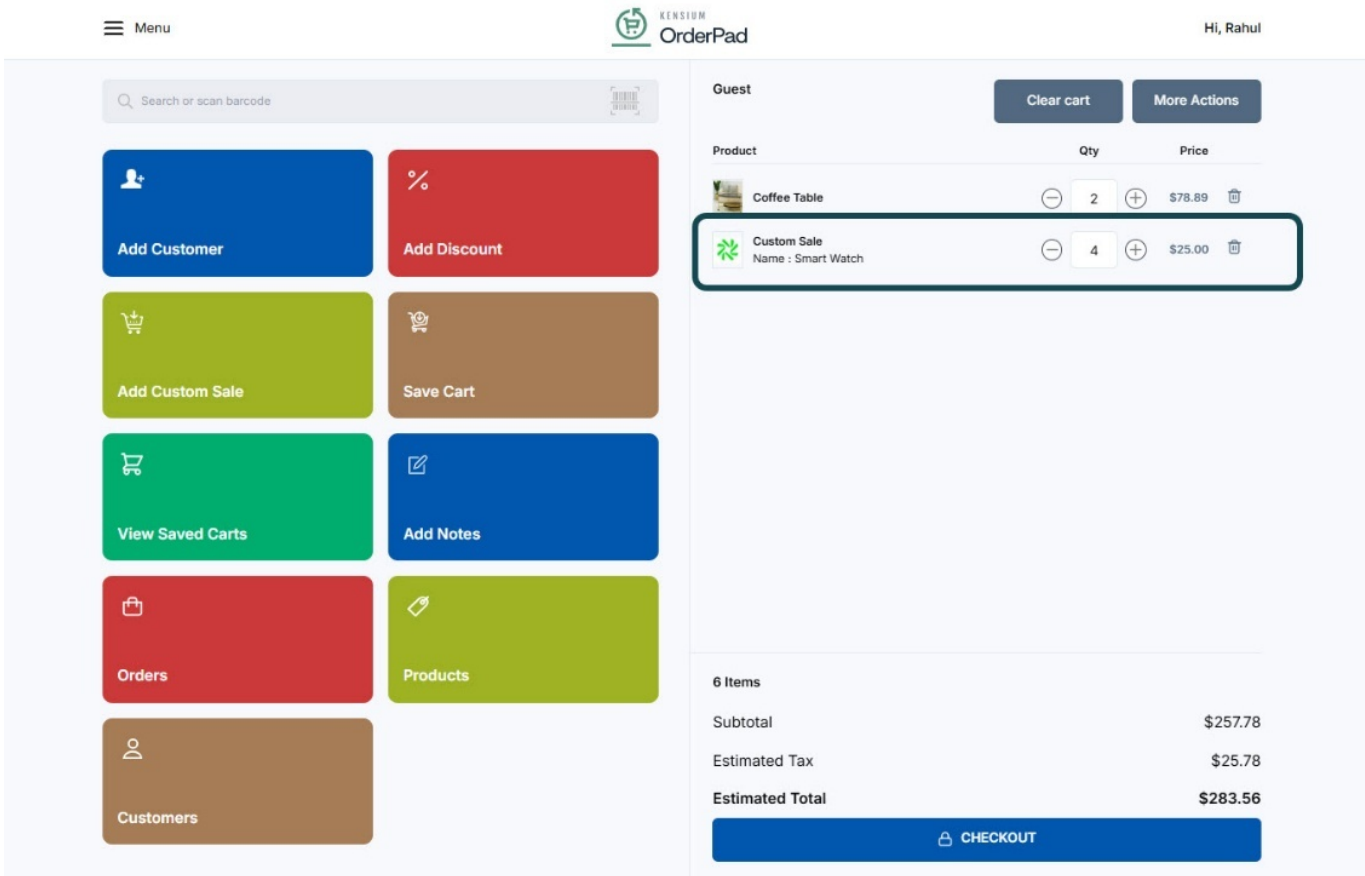
Added product displayed in cart

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.

Customers list

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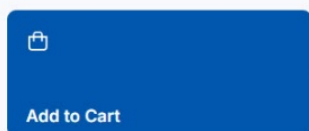
Linking customer to cart

- 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**.
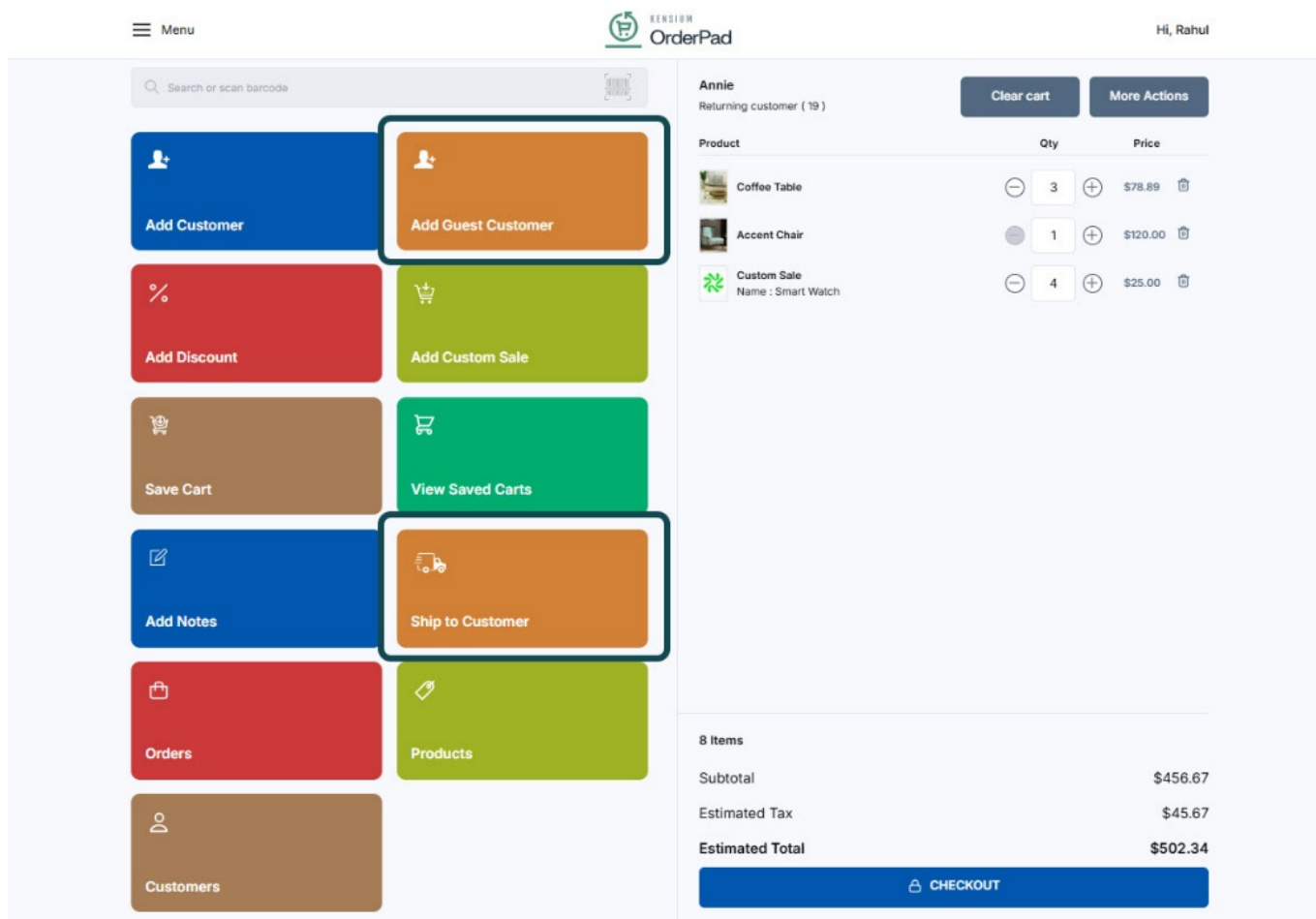
Customer details in cart and confirmation toast message

- 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.

Apply discount by Amount

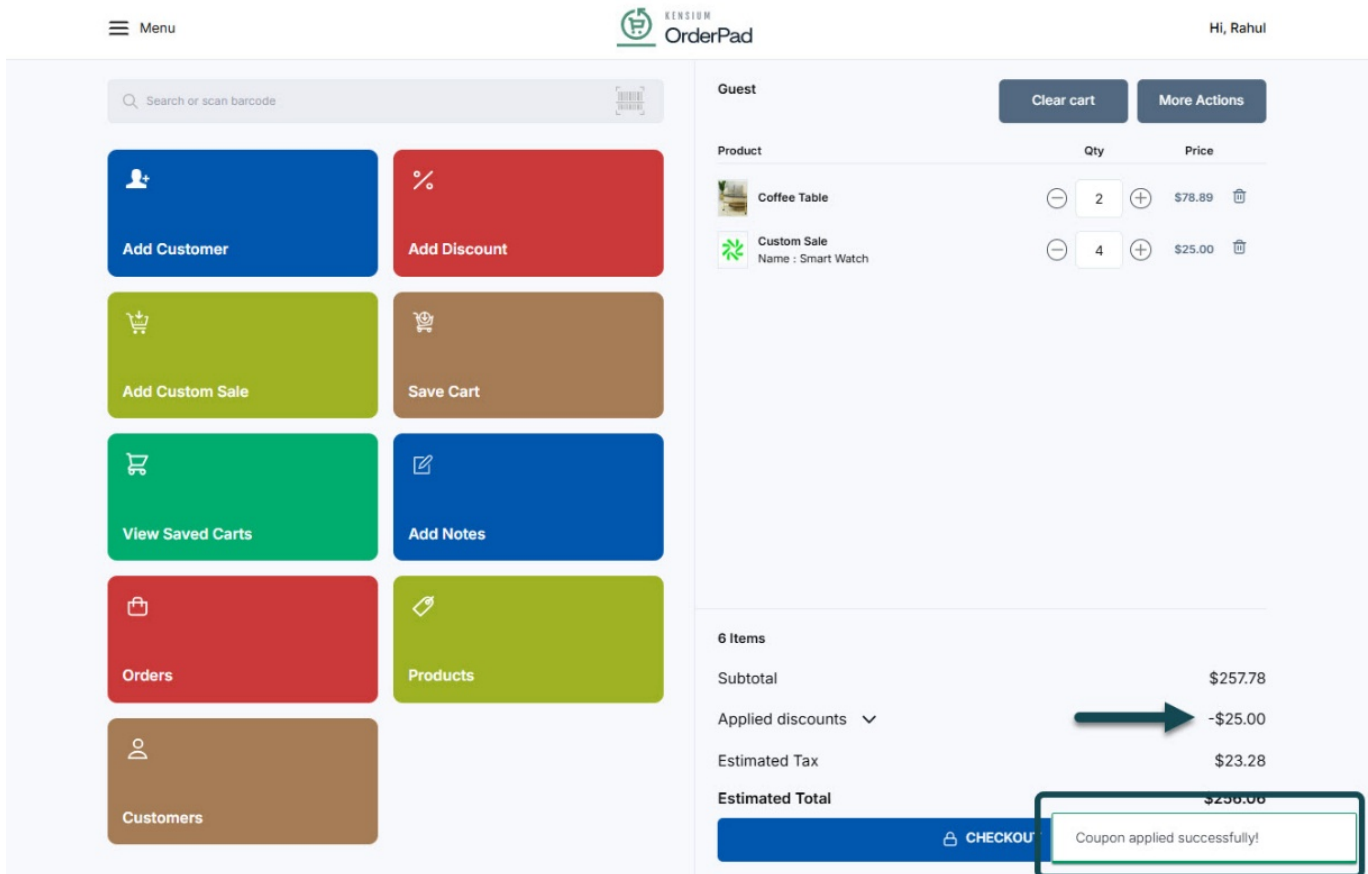- **Discount Code:** Select the discount code button and a text field will be activated where you can enter a voucher or a promotional code that is associated with a discount.

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.

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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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.

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.