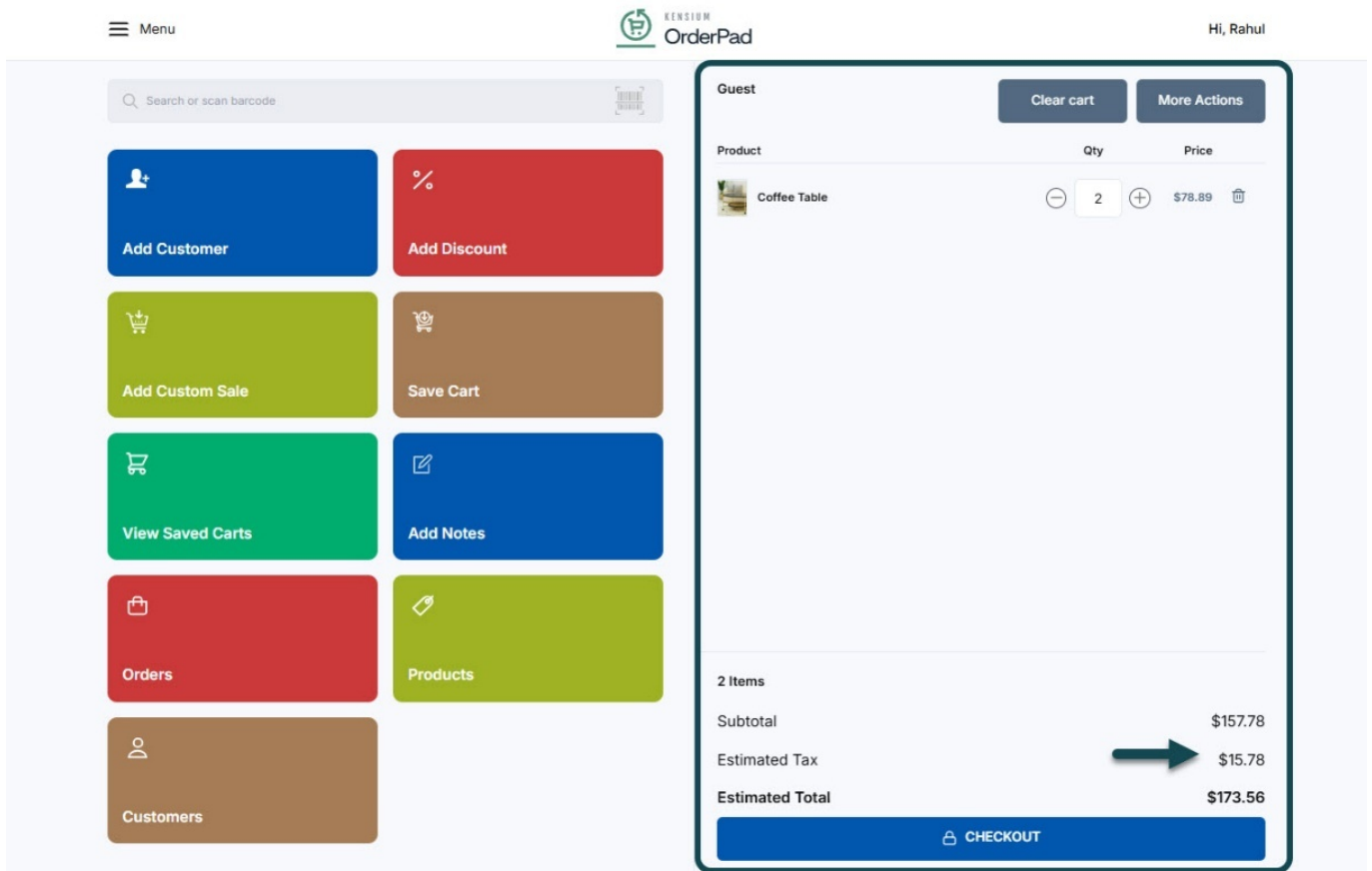


## View and Edit Cart

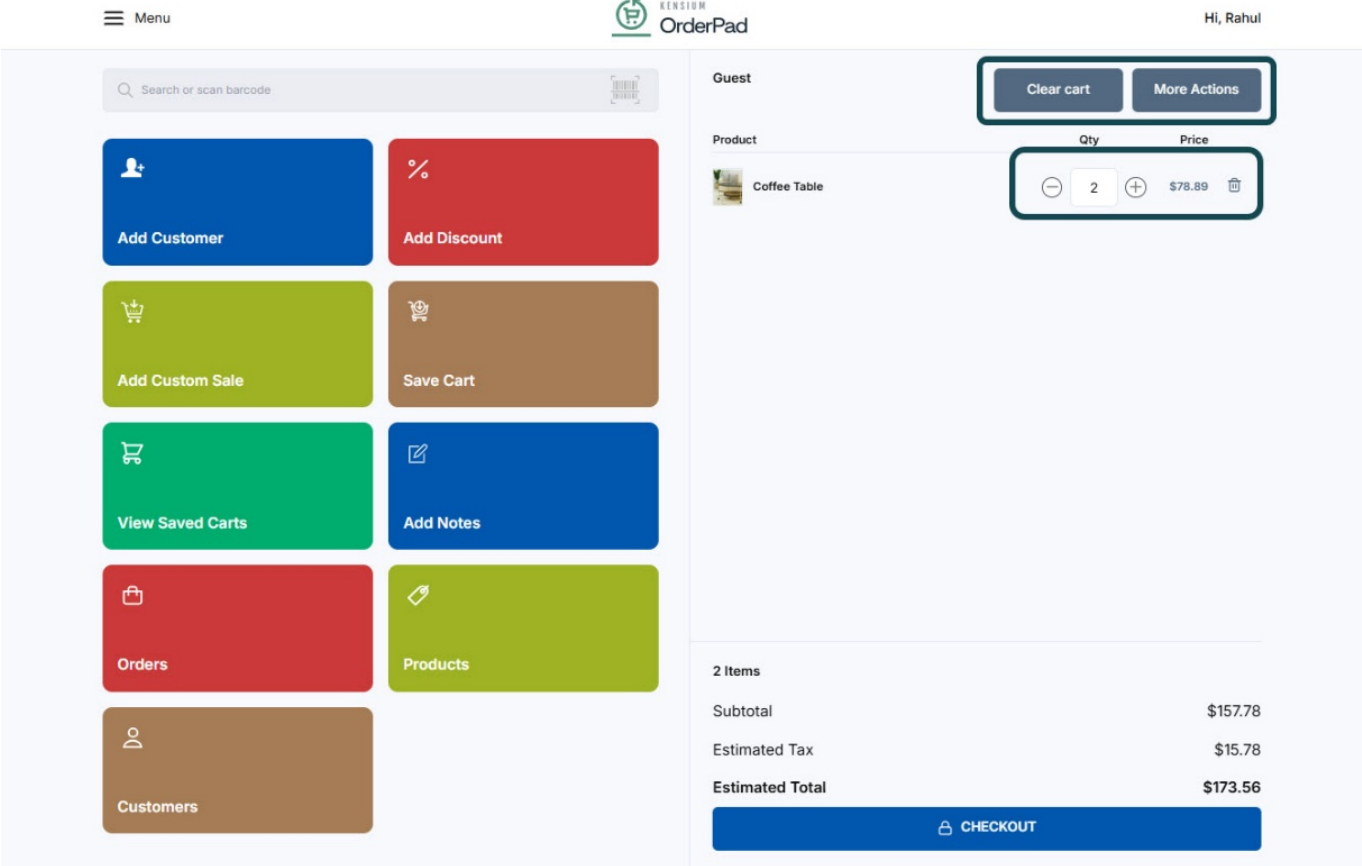
On the main page of OrderPad, you can view the cart on the right-hand side. You can view products added to the cart and price breakdown and the order total at the bottom of the cart. The tax is displayed based on the OrderPad Admin settings.



The screenshot displays the OrderPad interface. On the left, there is a menu with various options: Add Customer, Add Discount, Add Custom Sale, Save Cart, View Saved Carts, Add Notes, Orders, Products, and Customers. On the right, the cart is visible, showing a single item: Coffee Table, with a quantity of 2 and a price of \$78.89. Below the cart, the price breakdown is shown: 2 Items, Subtotal (\$157.78), Estimated Tax (\$15.78), and Estimated Total (\$173.56). A blue arrow points to the Estimated Tax value. At the bottom of the cart, there is a blue button labeled CHECKOUT.

Cart and price breakdown with tax

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



The screenshot displays the Kensium OrderPad interface. At the top left, there is a 'Menu' icon. The top center shows the 'Kensium OrderPad' logo, and the top right says 'Hi, Rahul'. Below the header is a search bar with the text 'Search or scan barcode'. The main area is divided into two sections. The left section contains a grid of colorful buttons: '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 section shows a 'Guest' header with 'Clear cart' and 'More Actions' buttons. Below this is a 'Product' section with a table for 'Coffee Table' showing a quantity of 2 and a price of \$78.89. At the bottom right, there is a summary table with the following data:

2 Items	
Subtotal	\$157.78
Estimated Tax	\$15.78
<b>Estimated Total</b>	<b>\$173.56</b>

At the bottom of the right section is a blue 'CHECKOUT' button.

- **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
	<b>Add Custom Sale</b>



KENSIUM

OrderPad

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



Hi, Rahul

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### Add Custom Sale

**Item Details**

Title \*

 ←

Price \*

 ←

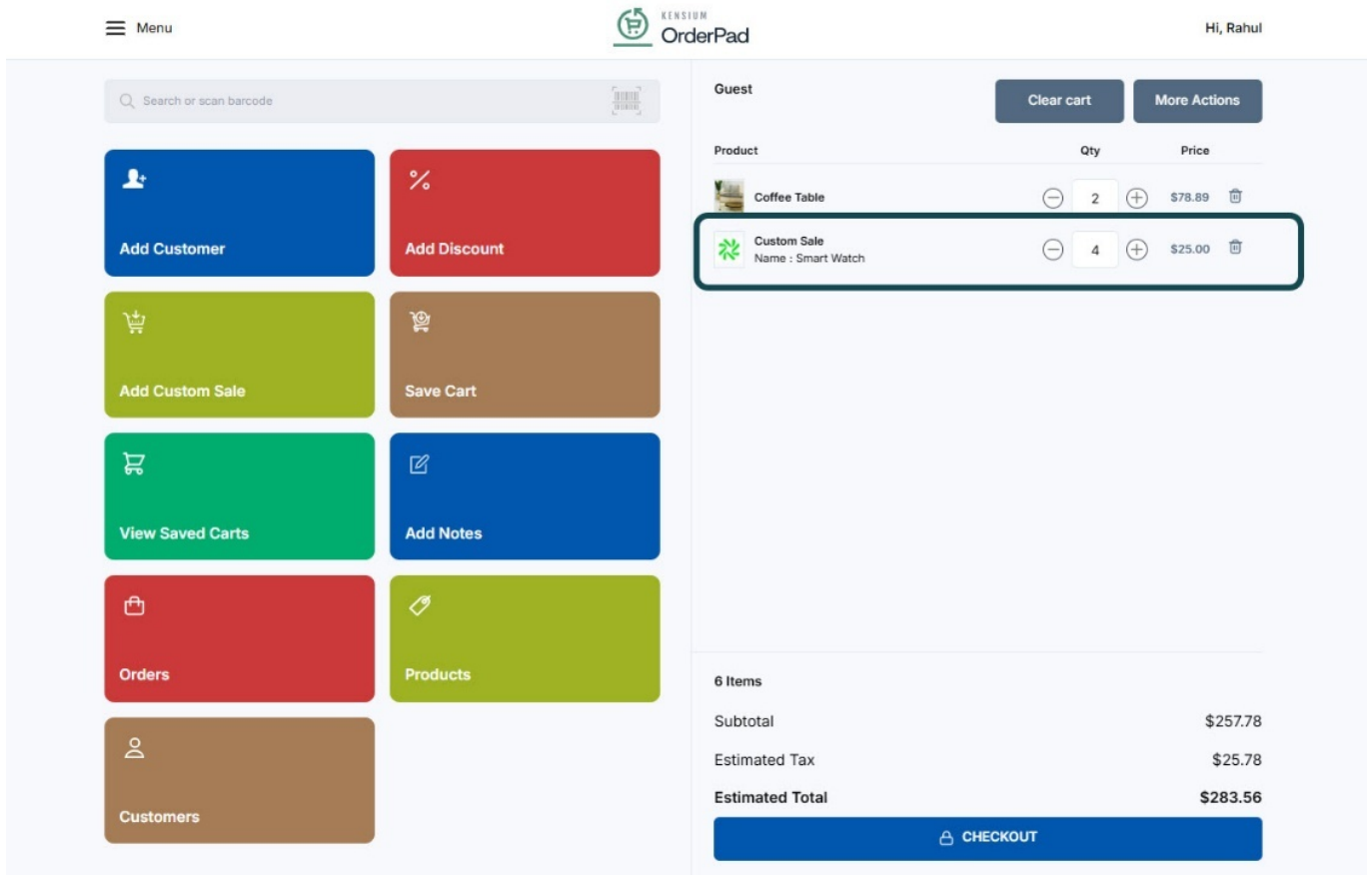
Quantity

− 4 + ←

ADD

### 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.

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

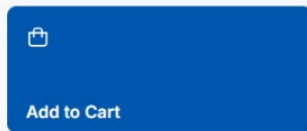


### Customers list

- 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

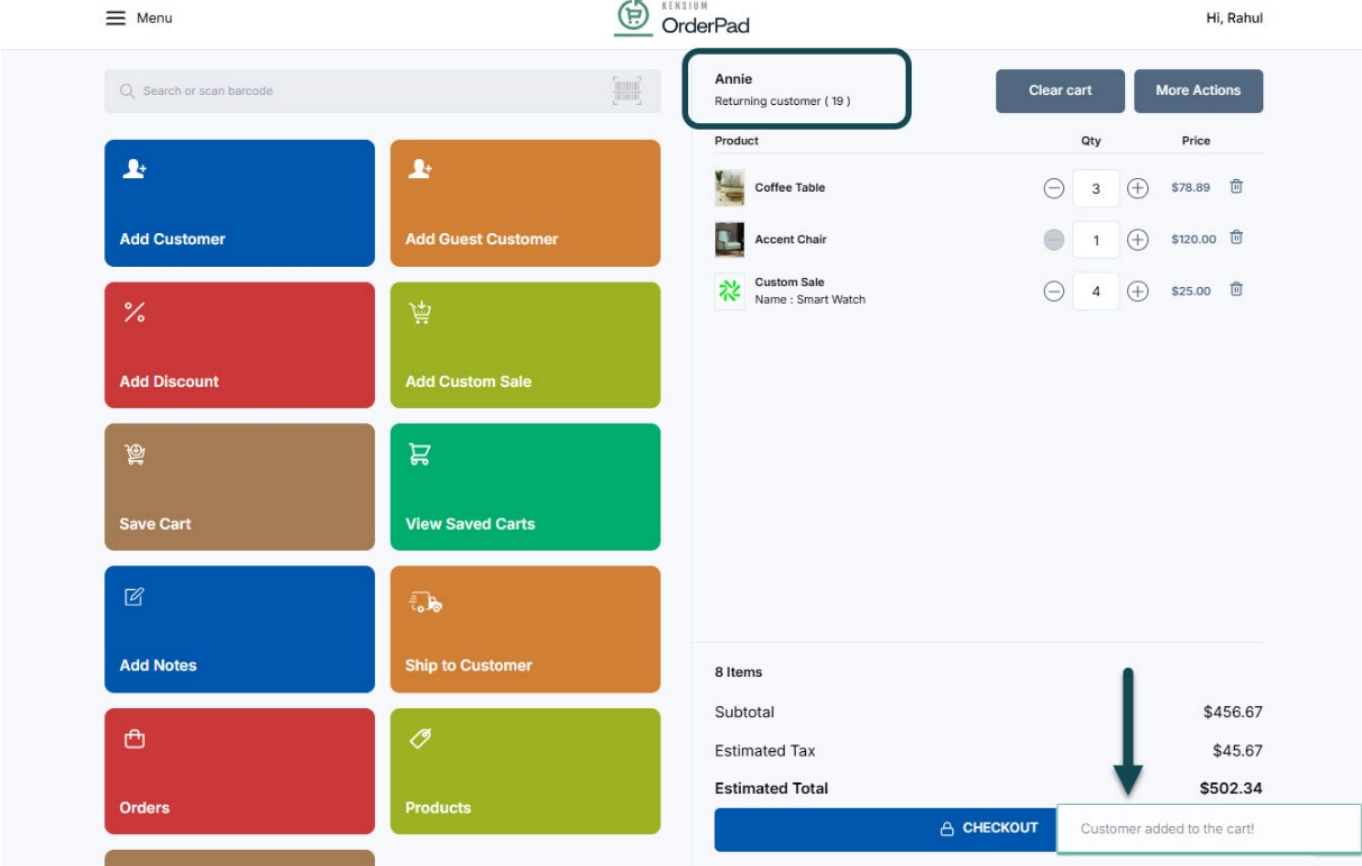
Email address

[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**.

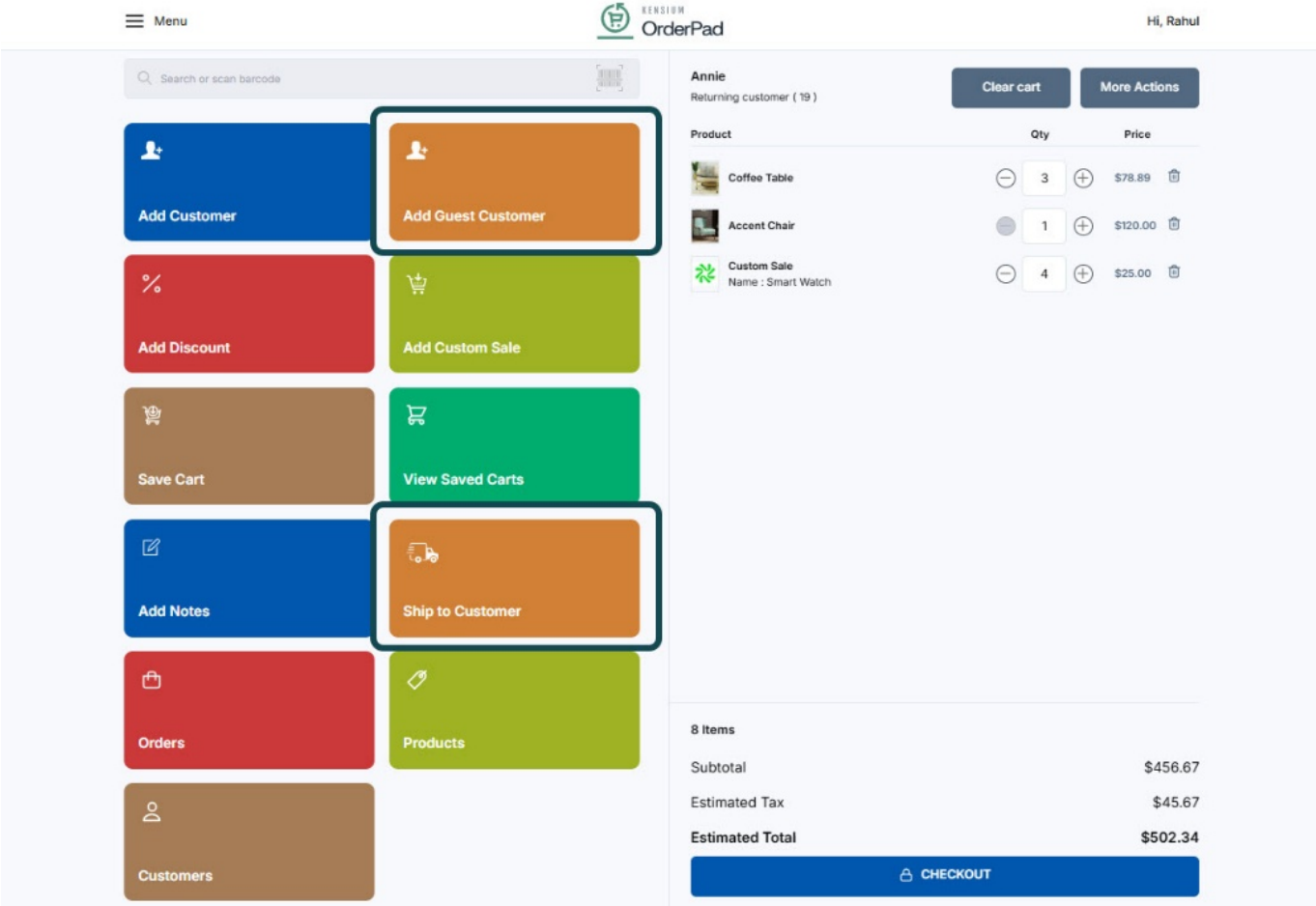


The screenshot shows the Kensium OrderPad interface. On the left is a 'Smart Grid' of action buttons: Add Customer, Add Guest Customer, Add Discount, Add Custom Sale, Save Cart, View Saved Carts, Add Notes, Ship to Customer, Orders, and Products. The top right shows the user 'Hi, Rahul'. The main area displays a cart for 'Annie', a returning customer. The cart contains three items: Coffee Table (3 units, \$78.89), Accent Chair (1 unit, \$120.00), and Custom Sale (4 units, \$25.00). A summary table shows 8 items, a subtotal of \$456.67, an estimated tax of \$45.67, and an estimated total of \$502.34. A 'CHECKOUT' button is visible, and a toast message at the bottom right says '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





The screenshot shows the OrderPad interface for a customer named Annie. The main menu on the left includes buttons for 'Add Customer', 'Add Guest Customer', 'Add Discount', 'Add Custom Sale', 'Save Cart', 'View Saved Carts', 'Add Notes', 'Ship to Customer', 'Orders', 'Products', and 'Customers'. The 'Add Guest Customer' and 'Ship to Customer' buttons are highlighted with red boxes. The cart on the right contains three items: Coffee Table (3 units, \$78.89), Accent Chair (1 unit, \$120.00), and Custom Sale (4 units, \$25.00). The total estimated amount is \$502.34, including a subtotal of \$456.67 and an estimated tax of \$45.67. A 'CHECKOUT' button is visible at the bottom right.

### 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

<input type="text" value="Percentage(%)"/>	<input type="text" value="Amount(\$)"/>	<input type="text" value="Discount Code"/>
--	---	--

Percentage\*

### 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

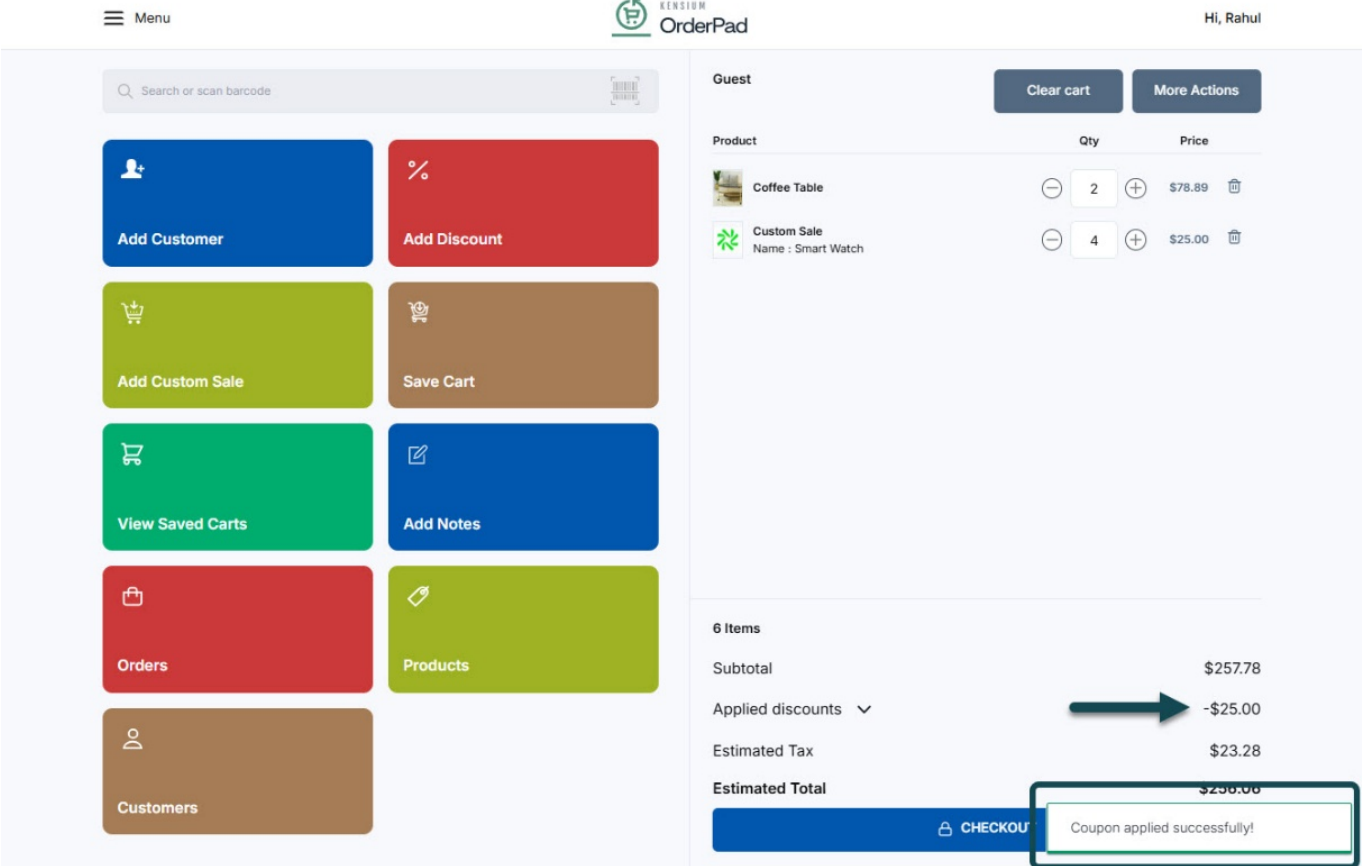
Discount Code \*

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.



Menu Kensium OrderPad Hi, Rahul

Search or scan barcode

**Grid Buttons:**

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

**Cart Summary:**

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
<b>Estimated Total</b>	<b>\$256.06</b>

**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.

Menu Kensium OrderPad Hi, Rahul

Search or scan barcode

**Add Customer**

**Add Discount**

**Add Custom Sale**

**Save Cart**

**View Saved Carts**

**Add Notes**

**Orders**

**Products**

**Customers**

Guest Clear cart More Actions

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
<b>Estimated Total</b>	<b>\$502.34</b>

[CHECKOUT](#) Note is added to cart Successfully!

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.

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## Cart Modifiers

- Add Custom Sale >
- Add Customer >
- Apply Discount >
- Add Note >
- Save Cart >
- Ship To Customer >



Cart is saved

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