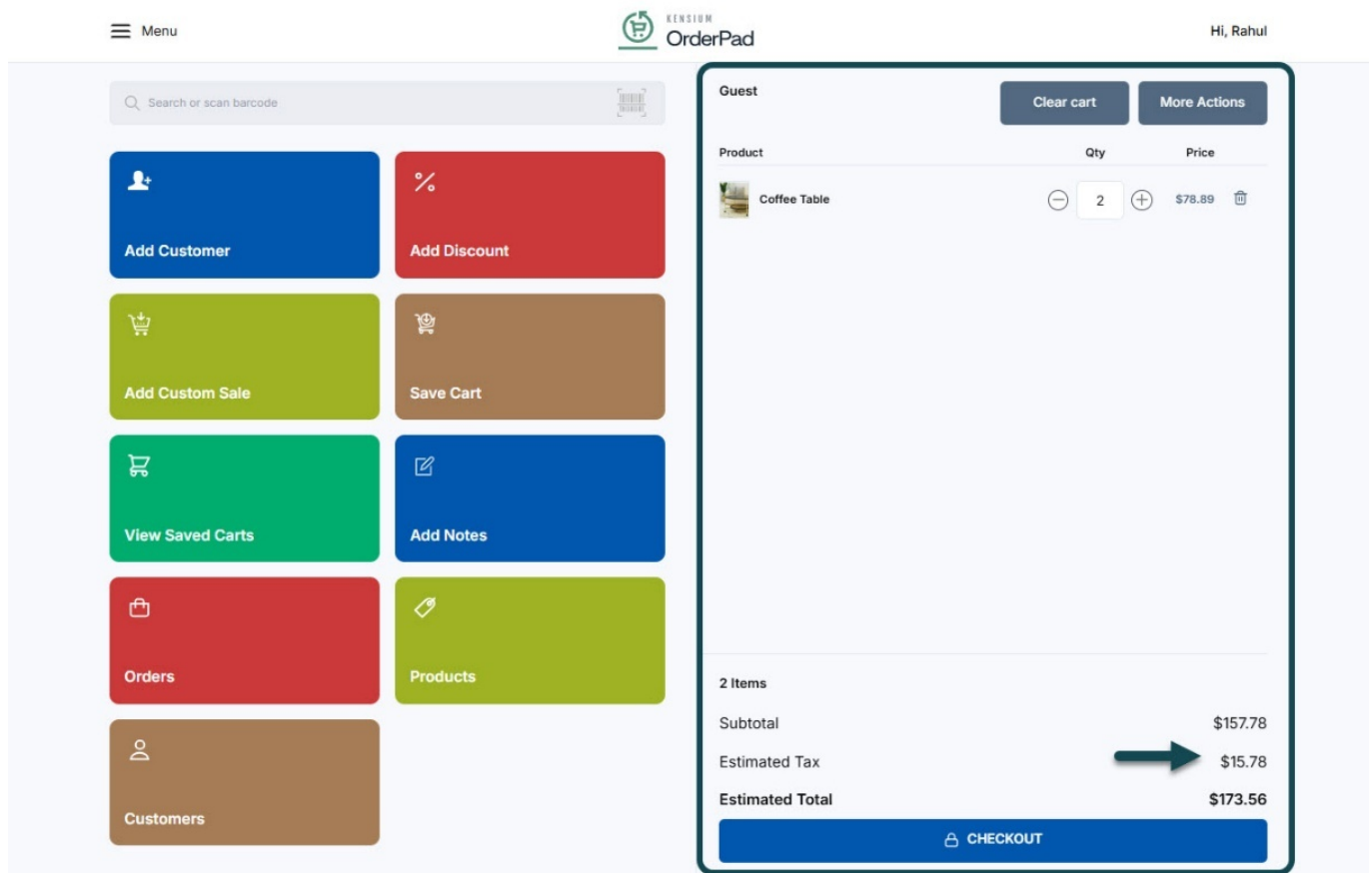



## View and Edit Cart


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.


 Menu





Hi, Rahul





 Add Customer


 Add Discount


 Add Custom Sale


 Save Cart

 View Saved Carts

 Add Notes

 Orders



 Products

 Customers

Guest

Clear cart

More Actions

	Qty	Price
 Coffee Table	<div> <div>-</div> <div>2</div> <div>+</div> </div>	<div>\$78.89</div> <div></div>

2 Items

Subtotal


Estimated Tax

Estimated Total

\$157.78


\$15.78

\$173.56

 CHECKOUT

- **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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[← Back](#)

### 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	



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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

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:

 Menu




Hi, Rahul







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	<div> <div>−</div> <div>2</div> <div>+</div> </div>	\$78.89
 Custom Sale Name : Smart Watch	<div> <div>−</div> <div>4</div> <div>+</div> </div>	\$25.00

6 Items

Subtotal

\$257.78

Estimated Tax

\$25.78

Estimated Total

\$283.56

CHECKOUT

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

[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

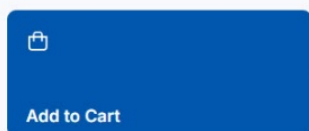


### Customers list

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

[← Back](#)

Annie K



## History

Customer Since  
Jul 16, 2024 5:57:14 AMTotal orders  
19Total 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

Annie

Returning customer ( 19 )

Clear cart

More Actions

Product	Qty	Price
Coffee Table	<div>-</div> 3 <div>+</div>	\$78.89
Accent Chair	<div>-</div> 1 <div>+</div>	\$120.00
Custom Sale Name : Smart Watch	<div>-</div> 4 <div>+</div>	\$25.00

8 Items

Subtotal

Estimated Tax

Estimated Total

\$456.67

\$45.67

\$502.34

CHECKOUT

Customer added to the cart!

Add Customer

Add Guest Customer

Add Discount

Add Custom Sale

Save Cart

View Saved Carts

Add Notes

Ship to Customer


Orders

Products

## Customer details in cart and confirmation toast message

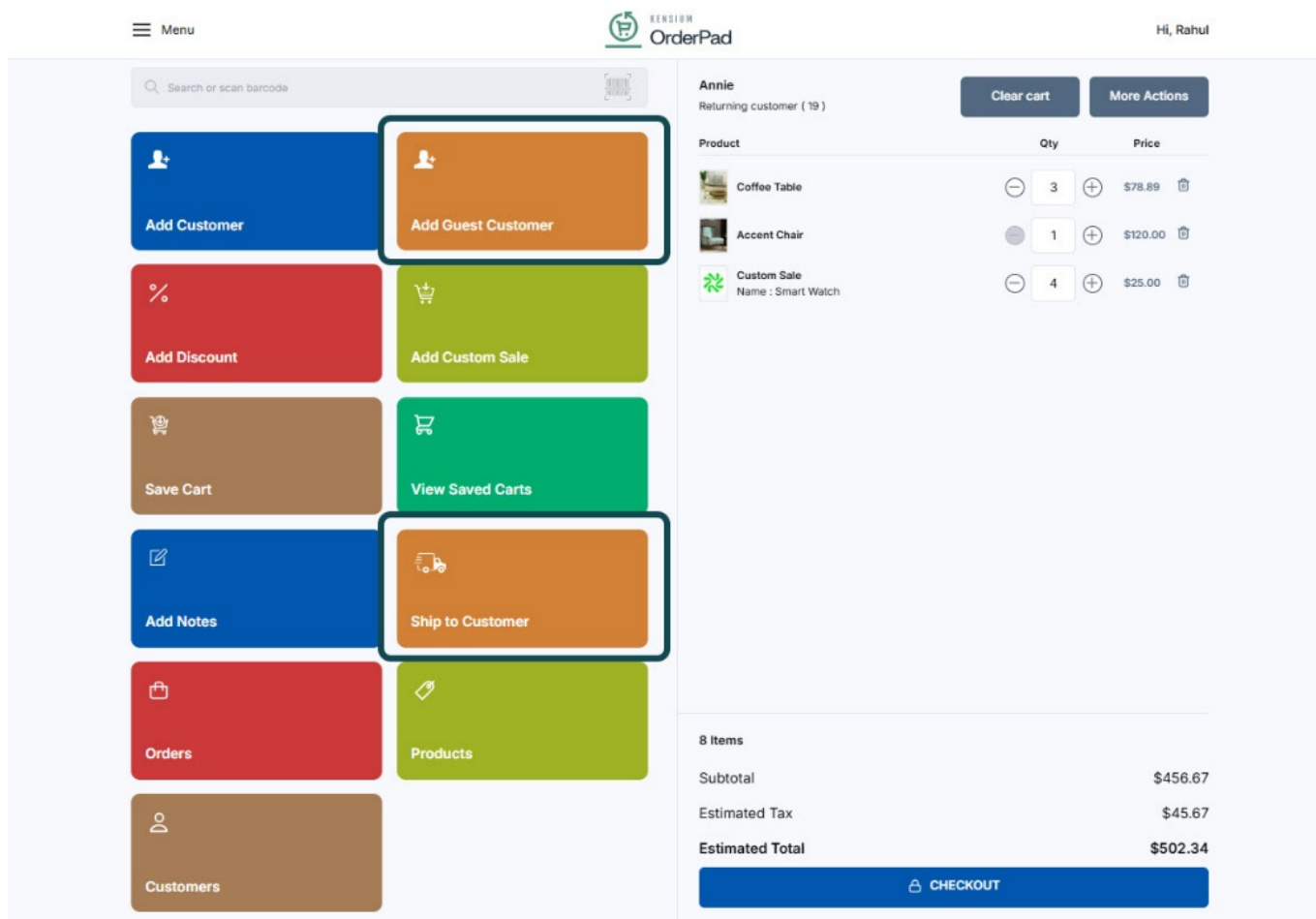
- Once a customer is added to the cart, you can see the following additional options
  - Add Guest Customer - visible on the Smart Grid
  - Ship to Customer - Visible on Smart Grid and More Action

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## 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**

[← Back](#)

## 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.

[← Back](#)

## 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.

[← Back](#)

## 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.

[← Back](#)

## Apply Discount

Discount

Percentage(%)

Amount(\$)

Discount Code

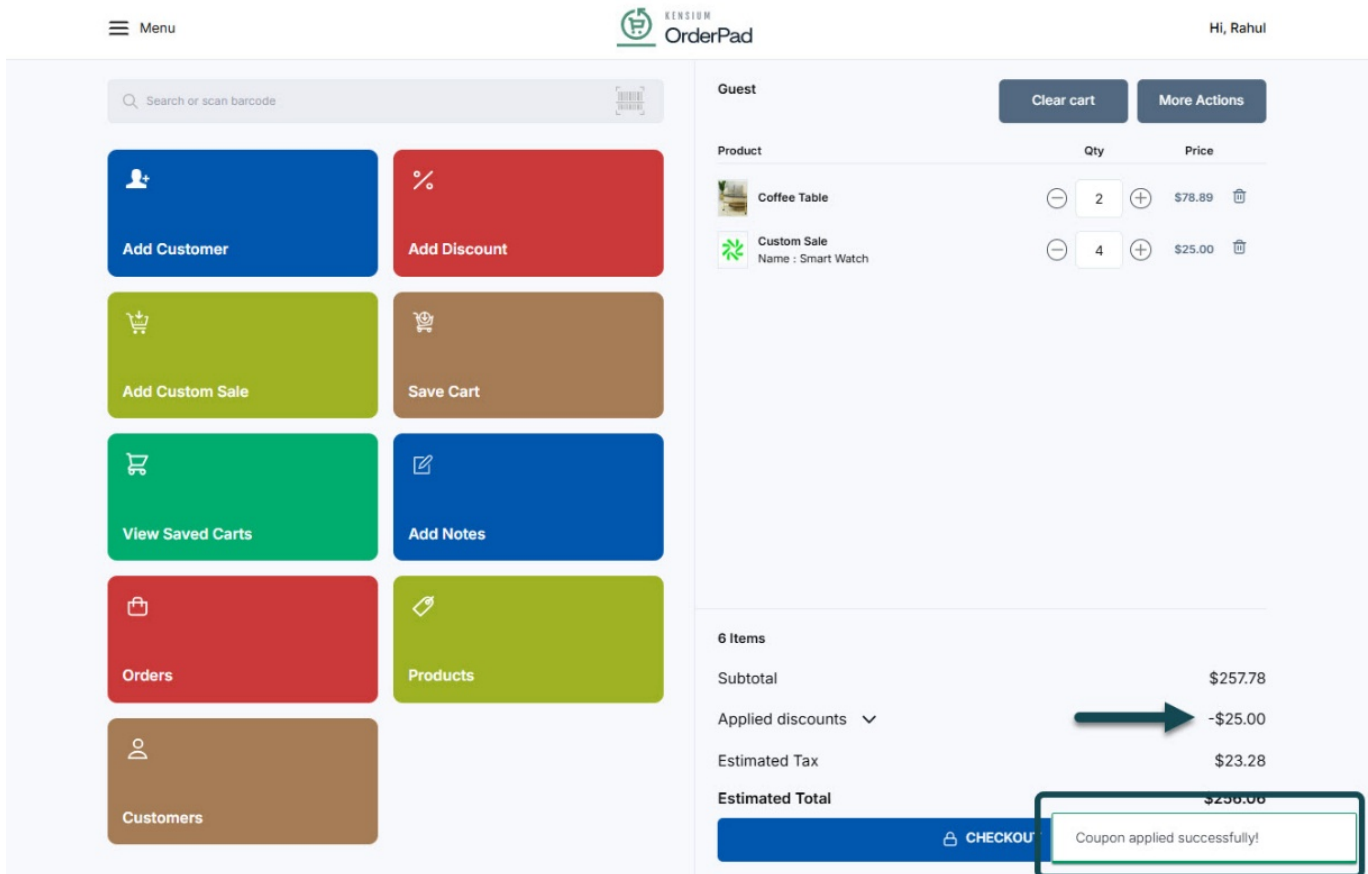
Discount Code \*

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.



The screenshot shows the Kensium OrderPad interface. On the left is a menu with buttons: Add Customer, Add Discount, Add Custom Sale, Save Cart, View Saved Carts, Add Notes, Orders, Products, and Customers. The main area displays a guest cart with two items: Coffee Table (Qty 2, Price \$78.89) and Custom Sale (Qty 4, Price \$25.00). The subtotal is \$257.78. An applied discount of -\$25.00 is shown with a green arrow pointing to it. The estimated tax is \$23.28, and the estimated total is \$256.00. A blue CHECKOUT button is visible, and a green box highlights a message: "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

[← Back](#)

## 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



Hi, Rahul



Add Customer

Add Discount

Add Custom Sale

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View Saved Carts

Add Notes

Orders

Products

Customers

Guest

Clear cart

More Actions

Product	Qty	Price
Coffee Table	<div>− 3 +</div>	\$78.89
Accent Chair	<div>− 1 +</div>	\$120.00
Custom Sale Name : Smart Watch	<div>− 4 +</div>	\$25.00

8 Items

Subtotal

Estimated Tax

Estimated Total

\$456.67

\$45.67

\$502.34

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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[← Back](#)

## 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.