
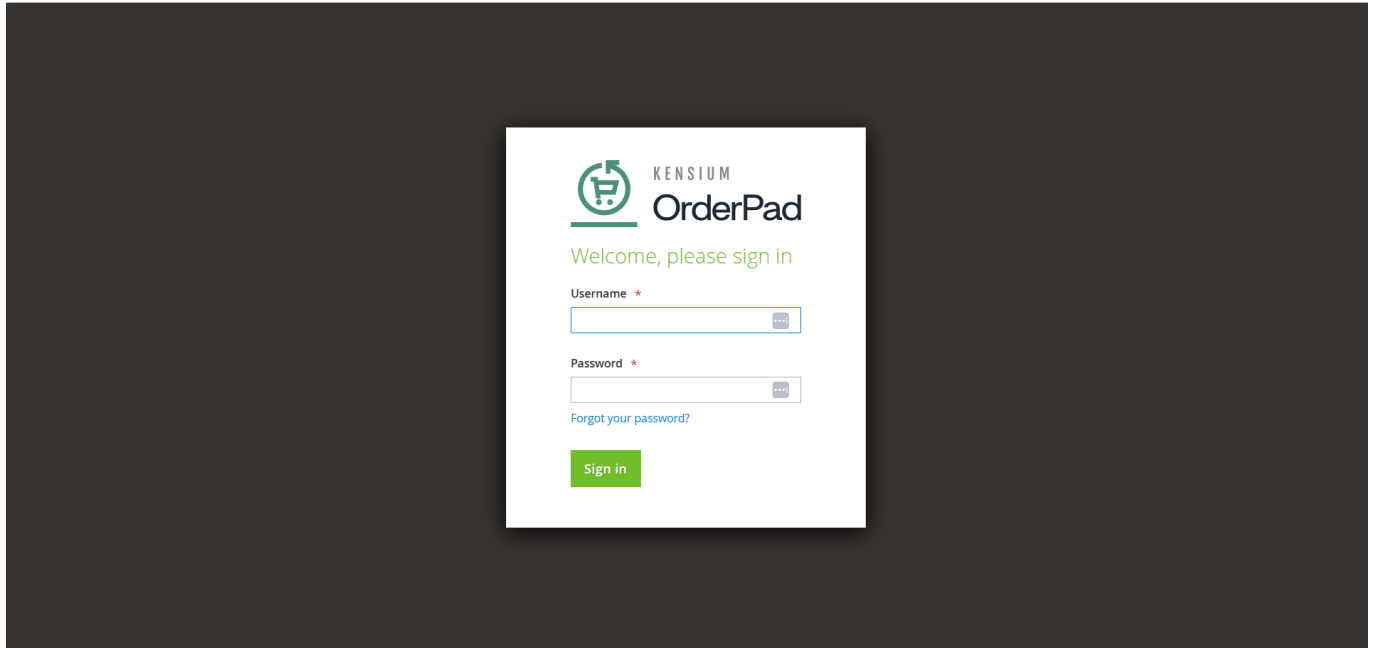


Create POS Admin in KENSIUM

 To create a POS Admin in KENSIUM, you need to login to Kensium. Enter the Credential to log in as shown below.



Login for POS Admin

From the left navigation pane select **[KENSIUM POS]** and click on **Retail Location** menu.



The screenshot shows the OrderPad POS interface. On the left is a dark sidebar with various menu items. The 'Retail Location' item is highlighted in green, and an orange arrow points to it from the right. The main content area is divided into two sections: 'Items' and 'Results'. The 'Items' section contains a table with 4 rows, and the 'Results' section contains a table with 4 rows. On the right side, there is a table with 3 columns: 'Product', 'Price', and 'Quantity'.

Items	Total
1	\$6.16
1	\$12.32
3	\$90.95
2	\$7.16
1	\$6.16

Results	Uses
2	65
2	43
0	1
0	5
0	5

Product	Price	Quantity
Bar Stool	\$68.00	1259
Desk	\$20.00	808
Coffee Table	\$78.89	79

Click on the Retail Location menu

You will be taken to the screen where you can **[Add New Location]**. After creating the location, you can then choose the staff admin for the newly created location.

The screenshot shows the 'Retail Location' management screen. At the top right, there is a user profile icon labeled 'posadmin'. Below it is a green button labeled 'Add New Location' which is highlighted with an orange box. Below the button are filters and pagination controls. A table lists 4 records found. The table has columns for ID, Store Name, Status, Source, Email, Job Title, and Action. At the bottom, there are links for 'Privacy Policy' and 'Report an Issue'.

ID	Store Name	Status	Source	Email	Job Title	Action
2	Las Vegas	Enable	LV	rahulg@mailinator.com	Super Admin	Edit
3	Chicago	Enable	CH	mike.gill@mailinator.com	Super Admin	Edit
4	New York	Enable	ny	jake.summers@mailinator.com	Super Admin	Edit
5	Rockford	Enable	RF		Super admin	Edit

Click on Add New Location

- ✘
 • When you select **[Add New Location]**, the Retail Location screen will appear. Enter the necessary details in the respective fields within sections such as General, Address Information, and Staff Admin.

Field	Field Type	Description
General Information (* indicates Mandatory Fields)		
Enable Status*	Toggle button	To enable this section, toggle the button.
Location Name*	Textbox	Enter the name of the Location
Sources*	Drop-down	Choose the sources from the drop-down menu. If the sources are not available in the drop-down, you can create them by navigating to Stores à Inventory Sources. Follow this process if you wish to add a new source. This is equivalent to Acumatica Warehouse.
Receipts*	Drop-down	Select the receipts from the dropdown menu. You have previously created various types of receipts through Kensium POS Print Receipt. These receipts will be accessible in the dropdown. Choose the one that aligns with your business requirements. Depending on the receipt selection, whether you have enabled or disabled specific sections (Header/Body/Footer) in the receipt, the information displayed on the receipt for any order processed through the selected sources will be based on your configured choices.



New Location posadmin

← Back Delete Save

General Information

Enable Status * No

Location Name *

Source * -- Please Select --

Order Print Receipt * -- Please Select --

Saved Cart Print Receipt * -- Please Select --

Address Information

Street Address *

General Information Section

In the **[Address Information]** section we need to add the address details for the **[Location]**

Field	Field Type	Description
Address Information (* indicates Mandatory Fields)		
Street Address*	Text Field	Street address
City*	Text Field	Enter the name of the city.
Country*	Drop-down	Select the country from the drop-down.
State/ Region	Text Field	Enter the State or the Region.
Zip/Postal Code	Text Field	Enter the Zip code or the Postcode.
Phone Number	Text Field	Enter the phone number of the admin.



New Location ← Back Delete Save

Saved Cart Print Receipt * -- Please Select --

Address Information

Street Address *

City *

Country * --Please Select--

State/Region

Zip/Postal Code *

Phone Number *

Staff Admin

Address details

- Enter the Staff Admin Details.

Field	Field Type	Description
Staff Admin (* indicates Mandatory Fields)		
Associate to Website*	Drop-down	By default, it will be the Main Website. If your OrderPad installation involves multiple websites, you can modify the scope and link the customer with a particular site.
Email*	Text Field	Email address of the Staff Admin.
Job Title*	Text Field	Enter the Job Title as Staff Admin
First Name*	Text Field	First Name of the Staff Admin.
Last Name*	Text Field	Last Name of the Staff Admin.
PIN*	Text Field	Input the PIN. Note that this PIN is utilized to login to the OrderPad.



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Mobile Number*	Text Field	Enter the mobile number of the Staff Admin.
Gender	Drop-down	This is optional.

New Location

Phone Number *

Staff Admin

Associate to Website * Main Website ?

Email *

Job Title

First Name *

Last Name *

Pin *

Mobile *

Gender Not Specified

← Back Delete Save

Staff Admin Details

- Upon entering the necessary information, click **[Save]** to store the Staff Admin details. This Staff Admin/Customer will be saved under Customers à All Customers as shown below.



The screenshot shows the OrderPad interface. On the left is a dark sidebar with navigation icons for Dashboard, POS, Sales, Catalog, OrderPad A-M Connector, Customers (highlighted), Marketing, Reports, Stores, and System. The main area is titled 'Customers' and has a sub-menu 'All Customers' with an orange arrow pointing to it. Below this is a table of items:

Product	Price	Quantity
Bar Stool	\$68.00	1259
Desk	\$20.00	808
Coffee Table	\$78.89	79

Below the items table are two sections labeled 'Results' and 'Uses' with two columns each:

Results	Uses
2	65
2	43
0	1
0	5
0	5

Another 'Results' and 'Uses' section follows:

Results	Uses
2	65
2	43
1	35
1	35
1	14

Staff Admin is saved under All Customers

- On the **[All Customers]** screen, you can view that the **[POS Status]** of the Staff Admin you created is enabled.

The screenshot shows the 'Customers' list view in OrderPad. The top right shows the user 'posadmin'. There is a search bar with 'MAILI' entered and a search icon. Below the search bar are options for 'Filters', 'Default View', 'Columns', and 'Export'. The active filters show 'Keyword: MAILI'. Below this, it says '43 records found' and '20 per page'. The main table has the following columns: ID, Name, POS Status, Email, Group, Phone, ZIP, Country, State/Province, Customer Since, and Action. The 'POS Status' column is highlighted with an orange box. The first few rows are:

ID	Name	POS Status	Email	Group	Phone	ZIP	Country	State/Province	Customer Since	Action
34	Jake k	Enable	jake@mailinator.com	POS Staff		60654	United States	Illinois	Jan 18, 2024 3:44:31 AM	Edit
39	Merina Kensium	Enable	merinak@mailinator.com	POS Staff					Jan 25, 2024 5:41:41 AM	Edit
54	Roslin Mary	Enable	roslin@mailinator.com	POS Staff		89101	United States	Nevada	May 16, 2024 6:09:30 AM	Edit
57	Annie K	Enable	annie@mailinator.com	POS Staff		89101	United States	Nevada	Jul 16, 2024 5:57:14 AM	Edit
1	John Doe	Disable	johndoe@mailinator.com	General					Jan 16, 2024 11:48:06 AM	Edit
2	Guest Guest	Disable	johndoe.guest.1@mailinator.com	General					Jan 16, 2024 11:48:07 AM	Edit
4	Guest Guest	Disable	rahulg.guest.3@mailinator.com	General		89101	United States	Nevada	Jan 17, 2024 6:13:54 AM	Edit
6	Guest Guest	Disable	mike.gill.guest.5@mailinator.com	General					Jan 17, 2024 6:16:45 AM	Edit
8	Guest Guest	Disable	matt.crawford.7@mailinator.com	General		87110	United States	New York	Jan 17, 2024 6:19:22 AM	Edit



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POS Status of the Staff and customers

