

Create POS Admin in KENSIUM

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

CrderPad
Welcome, please sign in
Username *
Password *
Forgot your password?
Sign in

Login for POS Admin

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





1.1.1		Items	Total			
<u>(†)</u>	POS	1	\$6.16	Product	Price	Quantity
		1	\$12.32	Bar Stool	\$68.00	1259
DASHBOARD	Configuration	3	\$90.95	Desk	\$20.00	808
	POS	2	\$7.16	Coffee Table	\$78.89	79
\$	Roles	1	\$6.16			
SALES	Print Receipt					
CATALOG	Retail Location	ults	Uses			
60		2	65			
ORDERPAD A-M CONNECTOR	RMS	2	43			
		0	1			
CUSTOMERS	Terminals	0	5			
	Terminals Location Mapping	0	5			
d.						
REPORTS		Results	Uses			
STORES		2	65			
•		2	43			
SYSTEM		1	35			
		1	35			

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.

DASHBOARD	Retail Location								sadmin 👻
Pos								Add New Loca	ation
\$ SALES © CATALOG	s Actions						Oefault View - 🎸 Co	lumns •	
ORDERPAD A-M CONNECTOR		ID	Store Name	Status	Source	Email		Job Title	Action
		2	Las Vegas	Enable	LV	rahulg@mailnator.com		Super Admin	Edit
		3	Chicago	Enable	СН	mike.giil@mailnator.com		Super Admin	Edit
MARKETING		4	New York	Enable	ny	jake.sumners@mailnator.com		Super Admin	Edit
REPORTS		5	Rockford	Enable	RF	and the same and		Super admin	Edit
SYSTEM					Priva	y Policy Report an Issue			





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.						





Ē	New Location		💄 posadmin 👻
DASHBOARD		← Back	Delete Save
			_
\$ SALES	General Information		
CATALOG	Enable Status * 🕖 No		
CONNECTOR	Location Name *		
	Source * Please Select 🔻		
	Order Print Receipt * Please Select 👻		
REPORTS	Saved Cart Print Receipt * Please Select +		
STORES	Address Information		\odot
SYSTEM	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.						





<u>(</u>	New Location		← Back	Delete	Save
DASHBOARD	Saved Cart Print Receipt * Please Select +				
POS	Address Information				$\overline{\bigcirc}$
Sales	Street Address *				
CATALOG					
CUSTOMERS	Country *Please Select *				
	State/Region 🔤				
	Zip/Postal Code *	(
stores	Phone Number *				
SYSTEM	Staff Admin				\odot

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.						





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

<u>(†</u>	New Location		← Back	Delete	Save
CA DASHBOARD	Phone Number *				
POS	Staff Admin				0
\$ sales	Associate to Website *	Main Website 👻 🚱			
CATALOG	Email *				
ORDERPAD A-M CONNECTOR	Job Title				
CUSTOMERS	First Name *				
MARKETING	Last Name *				
	Pin *				
STORES	Mobile *				
SYSTEM	Gender	Not Specified 🔹			

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.





CB.		1	\$6.16	Product	Price	Quantity
Ē	Customers ×	1	\$12.32	Bar Stool	\$68.00	1259
-		3	\$90.95	Desk	\$20.00	808
DASHBOARD	All Customers	2	\$7.16	Coffee Table	\$78.89	79
POS	Customer Groups	1	\$6.16			
\$ SALES		Posults	liene			
		2	65			
		2	43			
CONNECTOR		0	1			
,		0	5			
CUSTOMERS		0	5			
REPORTS		Results	Uses			
ans		2	65			
STORES		2	43			
•		1	35			
SYSTEM		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.

<u>(†)</u>	Cus	ton	ners								T	posadmin 🔻		
											Add New Cu	stomer		
⊞म्श POS \$	MAILI				Q				T ilters	 Default Vie 	w 🔹 🏟 Columns 🔹 🛃	Export •		
SALES	Active fi	iters:	Keyword: MAILI 😒									Clear all		
	Actio	ns	•	43 records fo	bund					20 ▼ per page 〈 1 of 3 >				
RDERPAD A-M CONNECTOR	×	ID	Name	POS Status	Email	Group †	Phone	ZIP	Country	State/Province	Customer Since	Action		
USTOMERS		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		
MARKETING		54	Roslin Mary	Enable	roslin@mailinator.com	POS Staff		89101	United States	Nevada	May 16, 2024 6:09:30 AM	Edit		
REPORTS		57	Annie K	Enable	annie@mailinator.com	POS Staff		89101	United States	Nevada	Jul 16, 2024 5:57:14 AM	Edit		
m		1	John Doe	Disable	johndoe@mailinator.com	General					Jan 16, 2024 11:48:06 AM	Edit		
STORES		2	Guest Guest	Disable	johndoe.guest.1@mailinator.com	General					Jan 16, 2024 11:48:07 AM	Edit		
SYSTEM		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 grav guest 7@mailinator.com	General		87110	United States	New York	lan 17-2024 6:19:22 AM	E-41+		





POS Status of the Staff and customers

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