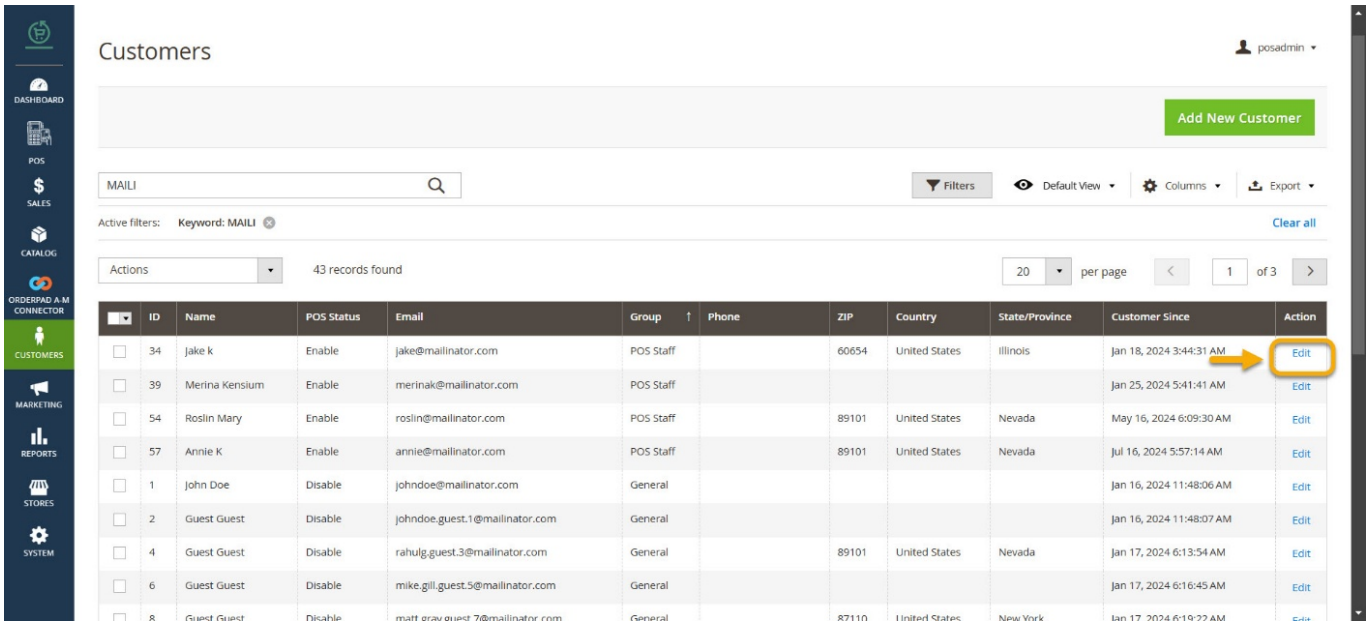
Identifying a Staff Admin

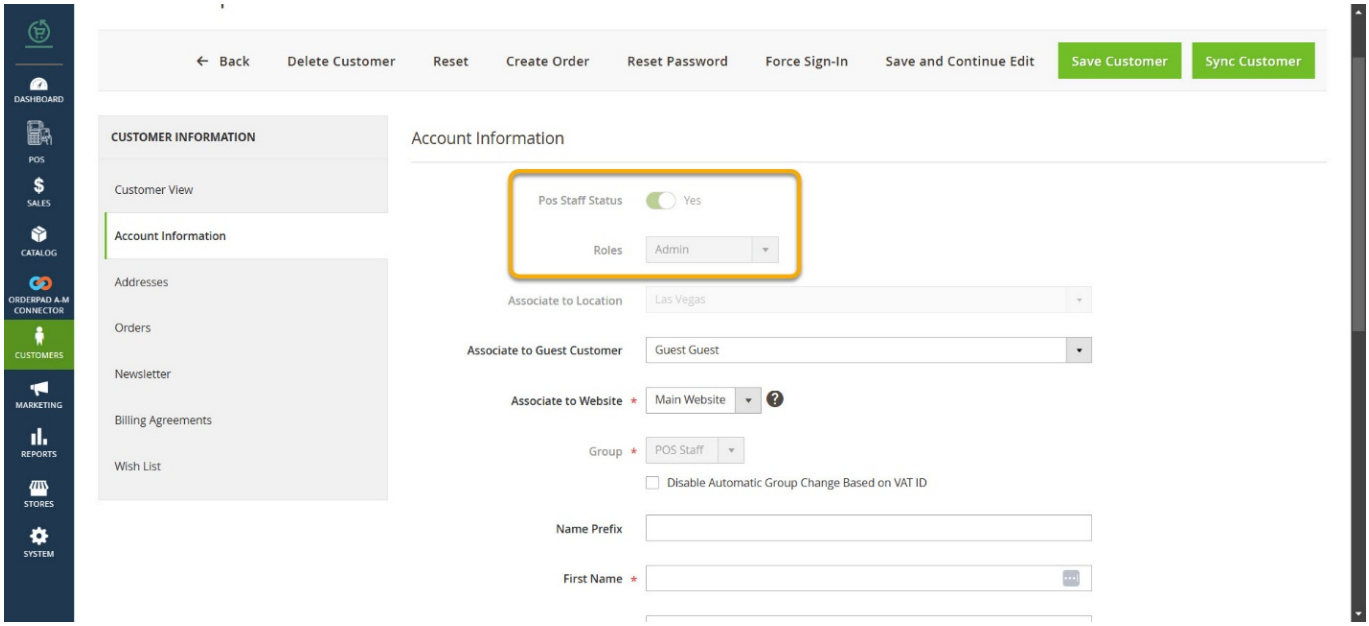
To locate the Staff Admin within the Customers screen, click on the **[Edit]** link under the **[Action]** column within the grid where the POS Group is set as **[POS Staff].**



Click on Edit

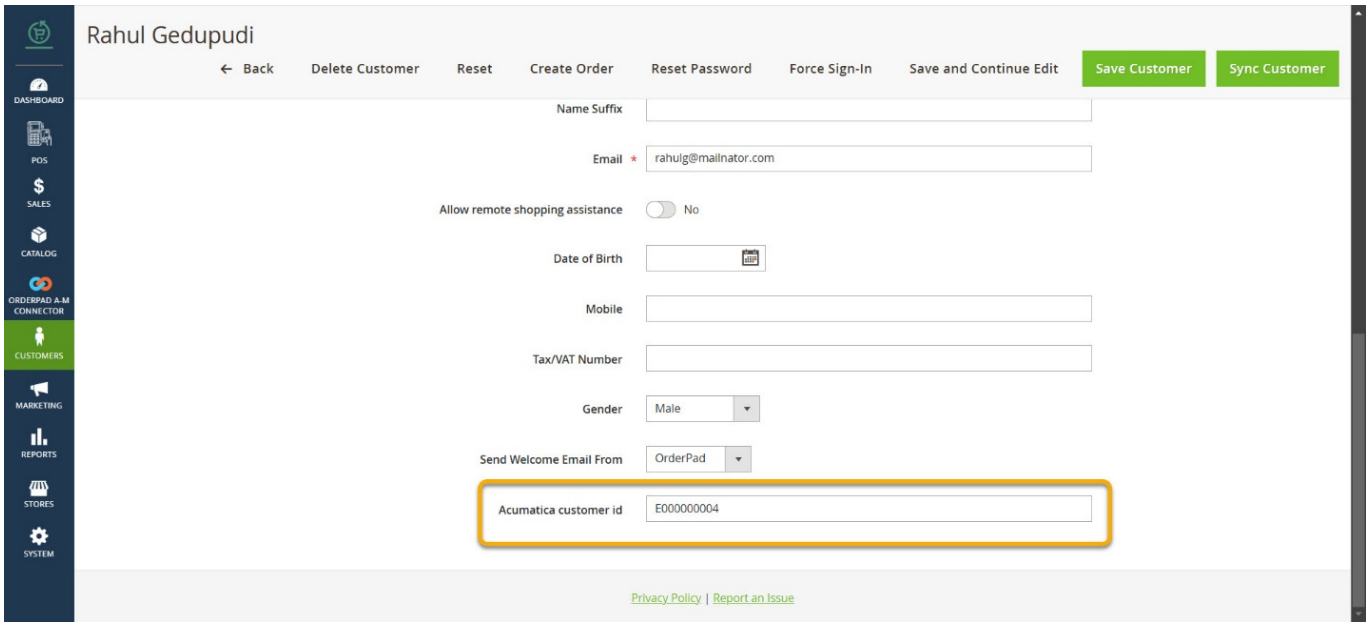
- After selecting the Edit button, you will be taken to the following screen, where you can navigate to the **[Account Information]** section.
- In the Account Information section, you will notice that the **[Roles]** and **[Group]** fields are greyed out or in read-only mode. However, the remaining fields are not disabled.

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Roles & Group are read-only mode

- The **Acumatica Customer ID** refers to the Customer ID synced from OrderPad Admin to Acumatica.

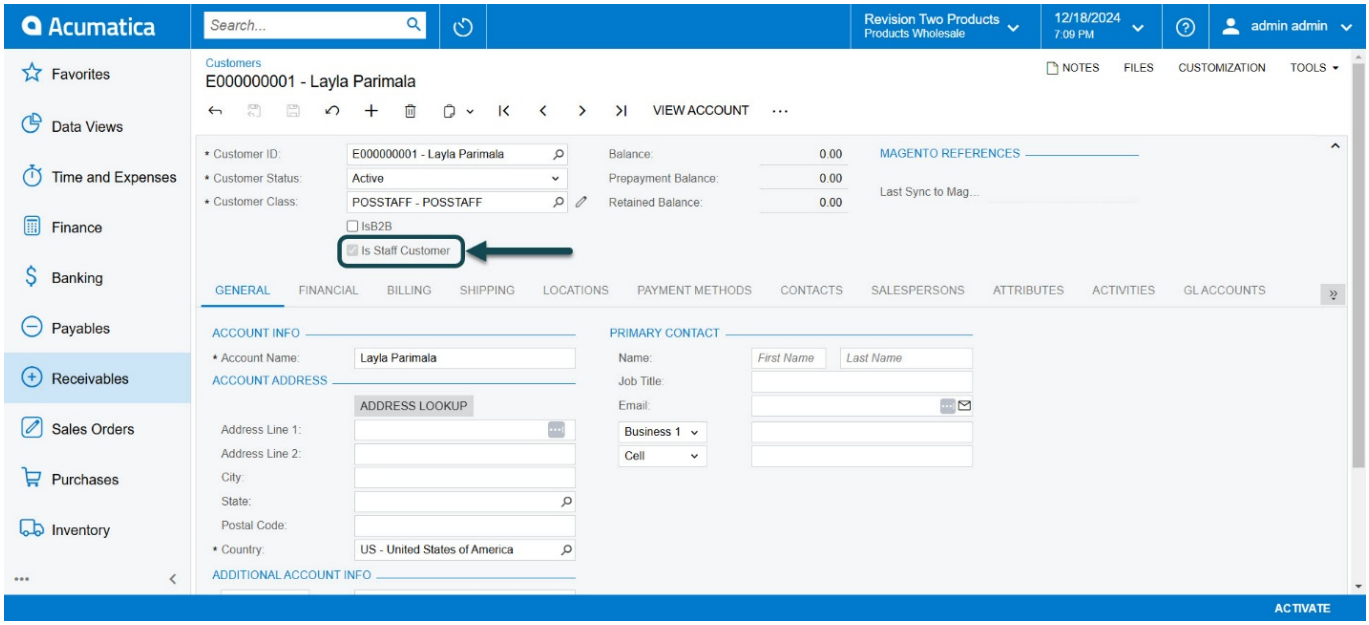


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Acumatica Customer ID in the Staff Admin section

The next section outlines how this Staff Admin is represented in Acumatica.

- Generate a customer using the Acumatica Customer ID obtained from Magento.
- When you create the customer with the code in the Receivable Section of Acumatica, the records will automatically populate in the Customer Screen.
- Below the Customer Class is a check box or flag **[Is Staff Customer]** which will be checked and set in read-only mode. This allows you to distinguish between a regular customer and a staff user in Acumatica.
- In Acumatica, there is a single repository for storing Customer and Customer-related information. Staff Admin and POS staff, categorized as Customers, can be distinguished using a specific flag.



Staff as Customer in Acumatica

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