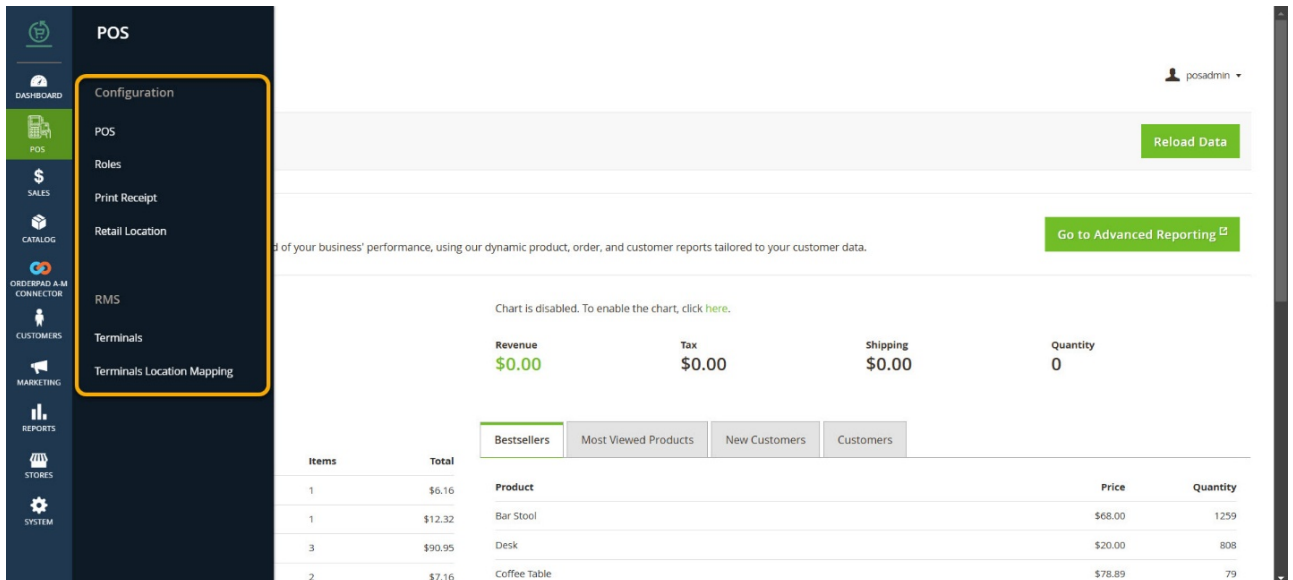




You need to configure Kensium POS within the OrderPad Admin. Upon clicking on Kensium POS on the left panel you will have the following options.

- Configuration
  - POS
  - Roles
  - Print Receipt
  - Retail Location
- RMS
  - Terminals
  - Terminals Location Mapping

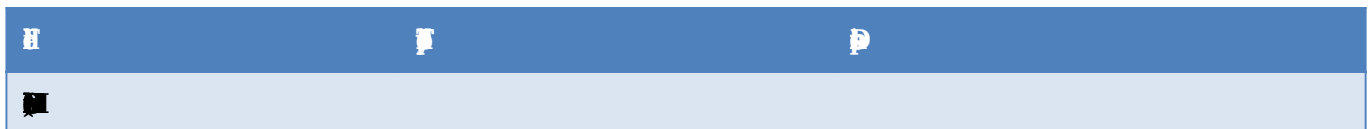



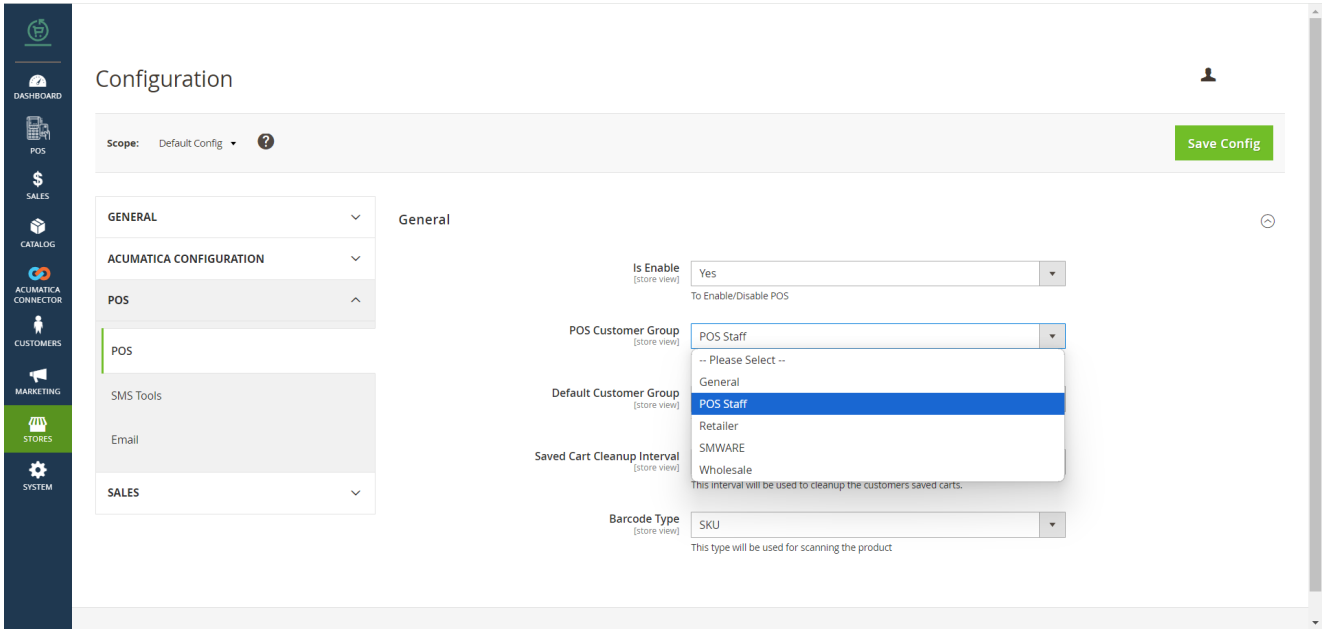
The screenshot shows the OrderPad Admin interface. On the left, a dark blue sidebar contains a menu with icons for various sections. A yellow box highlights the 'Configuration' section, which includes 'POS', 'Roles', 'Print Receipt', 'Retail Location', 'RMS', 'Terminals', and 'Terminals Location Mapping'. The main content area is white and displays a dashboard with metrics for Revenue (\$0.00), Tax (\$0.00), Shipping (\$0.00), and Quantity (0). Below these metrics is a table of 'Bestsellers' with columns for Product, Price, and Quantity. The table lists items like Bar Stool, Desk, and Coffee Table.

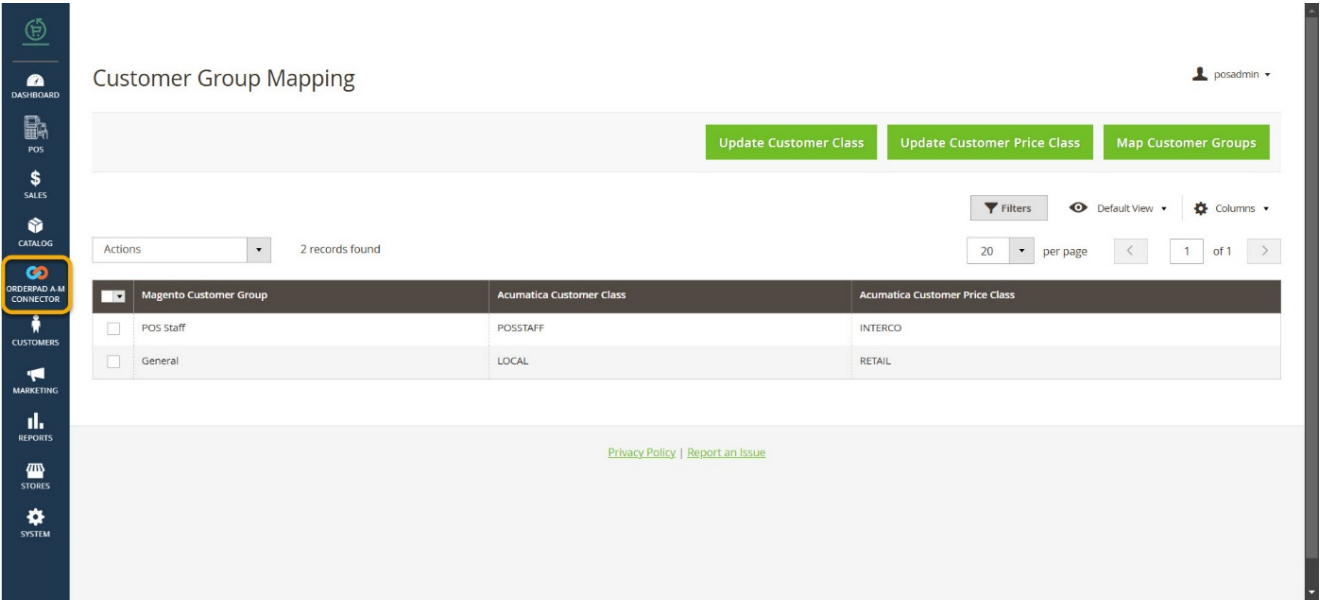


### Options under POS

Upon clicking on the POS, you will be redirected to the POS Configuration Screen.

You need to select the following to configure & Enable the OrderPad.



|   |  |                    |  |
|---|--|--------------------|--|
|  | Is Enable  | Dropdown Selection | <p>Options available</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p>Select [Yes] to enable the OrderPad. By selecting No, OrderPad will be disabled.</p>   |
|   | POS Customer Group   | Dropdown selection | <p>The staff created in the OrderPad will be treated as a customer and this option lets you configure the C in Acumatica. You will get an option to map the POS Customer Group for the Staff members.</p> <p>The staff created in the POS Customer Group should be mapped Acumatica Customer Class and Acumatica Price Class for any special discounts to Staff.</p> |
|   |  <p>The screenshot shows the 'Configuration' page in the OrderPad interface. On the left is a sidebar with navigation icons for Dashboard, POS, Sales, Catalog, Acumatica Connector, Customers, Marketing, Stores, and System. The main content area is titled 'Configuration' and shows a 'Scope: Default Config' dropdown. Under the 'POS' section, the 'POS Customer Group' dropdown menu is open, displaying options: 'POS Staff', '-- Please Select --', 'General', 'POS Staff' (highlighted), 'Retailer', 'SMWARE', and 'Wholesale'. Other configuration options visible include 'Is Enable' (set to Yes), 'Default Customer Group' (set to POS Staff), 'Saved Cart Cleanup Interval' (set to 30 minutes), and 'Barcode Type' (set to SKU).</p> |                    |  |
|   | Default Customer Group   | Dropdown Selection | <p>When a staff member is no longer part of the organization, deleting them will keep them as customers in the OrderPad, but the Staff member's customer group will be changed to the one selected in this configuration. So, select the Customer group used for regular customers.</p>  |

|  |                           |   |
|--|---------------------------|---|
|  |                           |   |
| <p>Saved Cart Cleanup Interval</p>   | <p>Dropdown Selection</p> | <p>You can store the customer's items in the saved cart, anticipating that the customer might return and continue after a certain period for order processing. In the meantime, you can proceed with serving other customers. If the customer doesn't return, the record in the cart should be cleared. The saved order in the cart will be automatically deleted based on the hours configured during setup. The application enables you to set the cleanup interval within a range of 1-10 hours, and you must select the appropriate interval from the drop-down menu.</p> |
| <p>Barcode Type</p>  | <p>Dropdown Selection</p> | <p>You have two alternatives: you can either scan the  affixed to the product or utilize the  (Stock Keeping Unit).</p>   |

The above details explain the General Configuration to connect with the OrderPad.



DASHBOARD

POS

SALES

CATALOG

ACUMATICA CONNECTOR

CUSTOMERS

MARKETING

STORES

SYSTEM

# Configuration

Scope: Default Config ?

Save Config

GENERAL

ACUMATICA CONFIGURATION

POS

SMS Tools

Email

SALES

General

Is Enable  
[store view]

Yes

To Enable/Disable POS

POS Customer Group  
[store view]

POS Staff

For staff customers this group will be used.

Default Customer Group  
[store view]

General

This group will be used when staff customer is removed from the location.

Saved Cart Cleanup Interval  
[store view]

10 Hours

This interval will be used to cleanup the customers saved carts.

Barcode Type  
[store view]

SKU

This type will be used for scanning the product

General Configuration

## General Configuration in POS