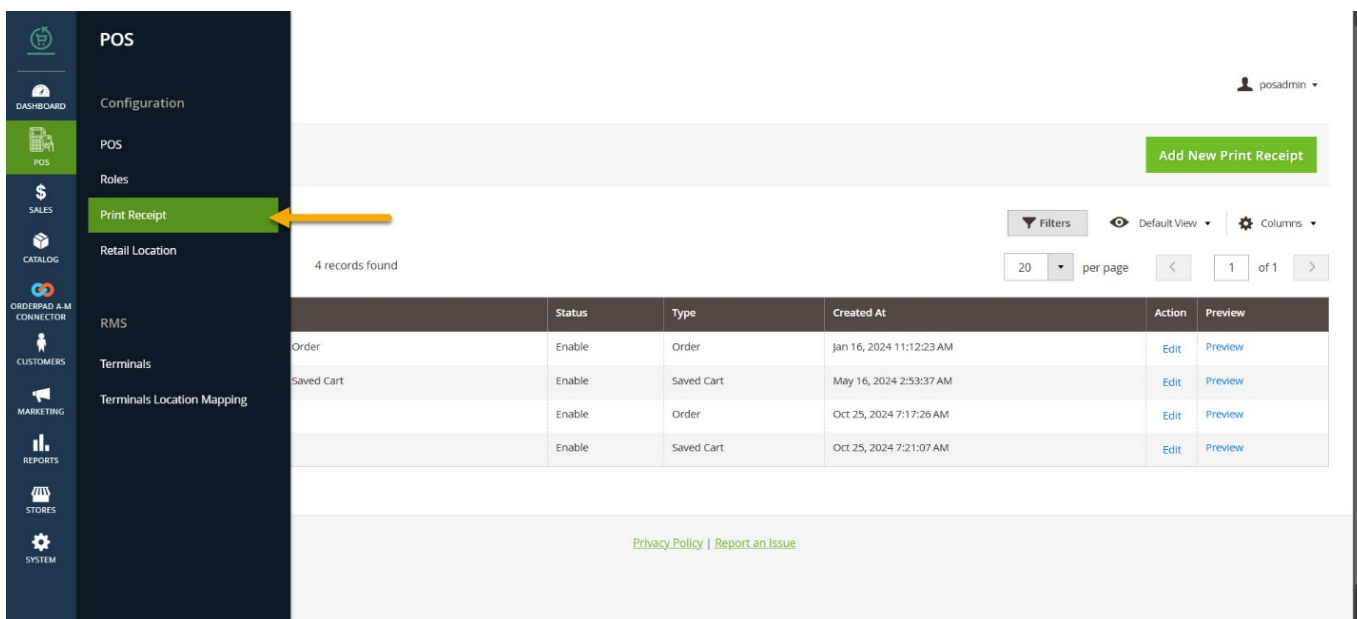


Print Receipt

After completing a transaction through the OrderPad, the customer receives a printed receipt from the store. This receipt includes details like the purchased product, amount, total, tax, etc. Configuring the Print Receipt option enables you to select the specific sections you want to include in the printed receipt.

In instances of multiple stores, you have the option to configure the print settings store-wise if you wish to. Clicking on **[Print Receipt]** will redirect you to the Configuration Screen.

- You can choose to enable or disable individual details such as Header, Body, Item, Total, or Footer on the printed receipt.



The screenshot shows the OrderPad POS interface. On the left sidebar, the 'POS' section is expanded, and 'Print Receipt' is highlighted with a green arrow. The main content area displays a table with 4 records found. The table has columns for Status, Type, Created At, Action, and Preview. The records are as follows:

| Status | Type | Created At | Action | Preview |
|--------|------------|--------------------------|----------------------|-------------------------|
| Enable | Order | Jan 16, 2024 11:12:23 AM | Edit | Preview |
| Enable | Saved Cart | May 16, 2024 2:53:37 AM | Edit | Preview |
| Enable | Order | Oct 25, 2024 7:17:26 AM | Edit | Preview |
| Enable | Saved Cart | Oct 25, 2024 7:21:07 AM | Edit | Preview |

At the bottom of the interface, there are links for [Privacy Policy](#) and [Report an Issue](#).

Print Receipt

- You have the flexibility to generate different types of receipts tailored for distinct stores located at various locations.
- To update Receipts, click on **[Edit]**

DASHBOARD
 POS
 SALES
 CATALOG
 ORDERPAD A-M CONNECTOR
 CUSTOMERS
 MARKETING
 REPORTS
 STORES
 SYSTEM

Print Receipt

posadmin

Add New Print Receipt

Filters Default View Columns

Actions 4 records found 20 per page 1 of 1

| ID | Title | Status | Type | Created At | Action | Preview |
|----|----------------------------|--------|------------|--------------------------|--------|---------|
| 1 | Default Receipt Order | Enable | Order | Jan 16, 2024 11:12:23 AM | Edit | Preview |
| 4 | Default Receipt Saved Cart | Enable | Saved Cart | May 16, 2024 2:53:37 AM | Edit | Preview |
| 5 | Test | Enable | Order | Oct 25, 2024 7:17:26 AM | Edit | Preview |
| 6 | Test_2 | Enable | Saved Cart | Oct 25, 2024 7:21:07 AM | Edit | Preview |

[Privacy Policy](#) | [Report an Issue](#)

Print Receipt

- You will be redirected to the following screen.

DASHBOARD
 POS
 SALES
 CATALOG
 ORDERPAD A-M CONNECTOR
 CUSTOMERS
 MARKETING
 REPORTS
 STORES
 SYSTEM

Default Receipt Order

posadmin

Back Delete Save

General Information

Enable Status Yes

Title * Default Receipt Order

Header

Display Logo Yes

Display Location Name Yes

Display Customer Name Yes

Body

Display Payment Type Yes

Display Ship to Address Yes

Default Receipt



KENSIMUM

OrderPad

| Field | Field Type | Description |
|-------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KENSIMUM POS (General) | | |
| Enable Status | Toggle button | Options available <ul style="list-style-type: none">• Yes• No If you select [Yes], the status will display as enabled, if you select [NO] it will display as disabled. |
| Title | Text box | You need to enter the receipt's Name |
| Header Section | Toggle buttons | You can select "yes" or "no." If you choose "yes," the specific information will appear on the receipt; if you choose "no," it won't appear on the receipt. <ul style="list-style-type: none">• Display Logo• Display Location Name• Display Customer Name |
| Body Section | Toggle buttons | You can select "yes" or "no." If you choose "yes," the specific information will appear on the receipt; if you choose "no," it won't appear on the receipt. <ul style="list-style-type: none">• Display Payment Type• Display Ship to Address |
| Items Section | Toggle button | <ul style="list-style-type: none">• Display SKU• Display Discount• Display Tax Amount |
| Totals | Toggle button | <ul style="list-style-type: none">• Display Discounts• Display Tax Amount• Display Shipping Amount• Display Subtotal |
| Footer | Toggle button | <ul style="list-style-type: none">• Display Order ID• Display Order Date• Display Location Address• Display Location Mobile Number |



OrderPad

Default Receipt Order

Delete

Ⓢ Item

Display SKU ☒ Yes

Display Price ☒ Yes

Display Discount ☒ Yes

Display Tax Amount ☒ Yes

Display Total Amount ☒ Yes

 Totals

Display Discount ☒ Yes

Display Tax Amount ☒ Yes

Display Shipping Amount ☒ Yes

Display Subtotal ☒ Yes

Display Grand Total ☒ Yes

Default Receipt

Default Receipt Order

Delete

Display Shipping Amount ☒ Yes

Display Subtotal ☒ Yes

Display Grand Total ☒ Yes

Footer

Display Order Id ☒ Yes

Display Order Date ☒ Yes

Display Cart Create Date ☒ Yes

Display Quote Id ☒ Yes

Display Location Address ☒ Yes

Display Location Mobile Number ☒ Yes

[Privacy Policy](#) | [Report an Issue](#)

Default Receipt