

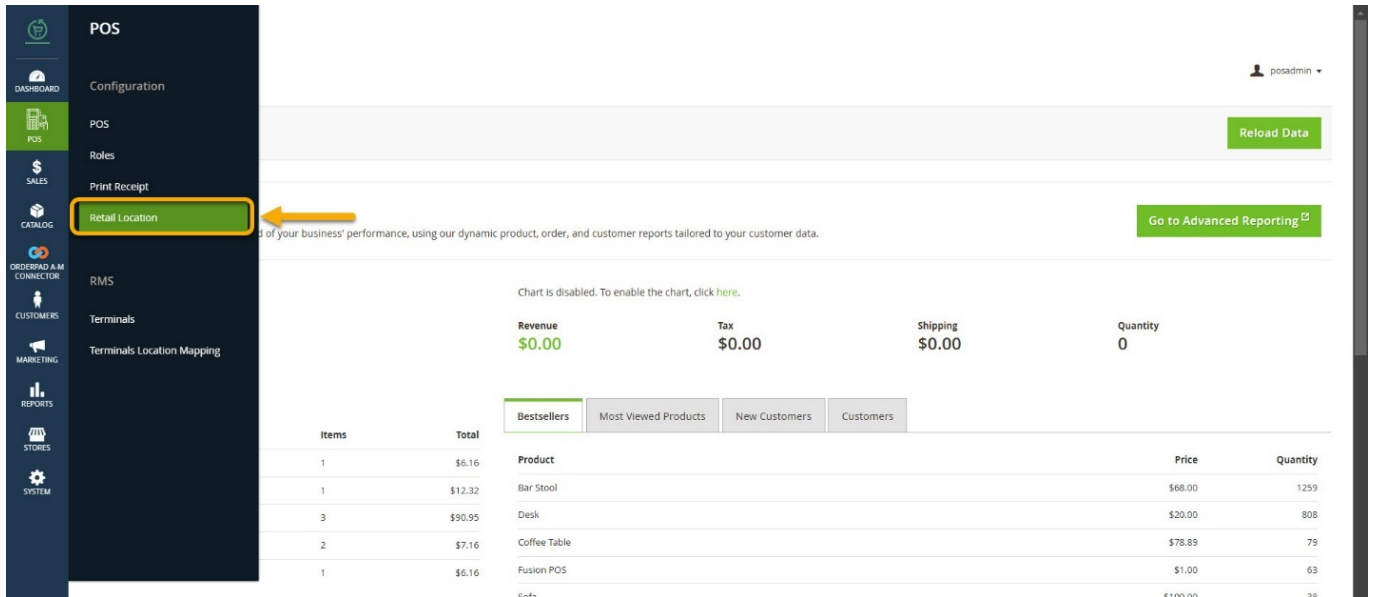


KENSIUM

OrderPad

Adding a Staff Admin

✖ In Kensium POS, you can locate the **[Retail Location]** option within OrderPad Admin. To access it, go to the left pane, click on **[POS]**, and choose **[Retail Location]** from the drop-down menu, as illustrated in the following figure.



Click on Retail Location

Within this Retail location section, several locations can be added. Each location is assigned a specific staff admin to manage operations in that location.



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.sumners@mailinator.com	Super Admin	Edit
5	Rockford	Enable	RF		Super admin	Edit

Retail Location Screen

For a specific location, enter the required details in the **[Staff Admin]** section, including email, job title, first name, last name, PIN, phone number, etc. The PIN created here is crucial for logging into OrderPad within your account. This is how you need to create a Staff Admin.

Phone Number *

Staff Admin

Associate to Website * Main Website ?

Email *

Job Title

First Name *

Last Name *

Pin *

Mobile *

Gender Not Specified

PIN to Login to OrderPad as Staff Admin

To log in to OrderPad use the PIN which you have created.



Sign in to your account

PIN *

SIGN IN

Enter the PIN to Login into OrderPad

After logging into OrderPad's front end with your PIN, the admin will generate a customer, which will appear in OrderPad's Customers section. Navigate to the Customer option on the left pane and clicking on the **[Customer]** page will open it.



- Dashboard
- POS
- Sales
- Catalog
- OrderPad A.M Connector
- Customers**
- Marketing
- Reports
- Stores
- System

Customers

posadmin

Add New Customer

Search by keyword

Filters

Default View

Columns

Export

Active filters: Keyword: MAILI Group: General

Clear all

Actions 39 records found 20 per page 1 of 2

ID	Name	Email	Group	Phone	ZIP	Country	State/Province	Customer Since	Action
1	John Doe	johndoe@mailinator.com	General					Jan 16, 2024 11:48:06 AM	Edit
2	Guest Guest	johndoe.guest.1@mailinator.com	General					Jan 16, 2024 11:48:07 AM	Edit
4	Guest Guest	rahulg.guest.3@mailinator.com	General		89101	United States	Nevada	Jan 17, 2024 6:13:54 AM	Edit
6	Guest Guest	mike.gill.guest.5@mailinator.com	General					Jan 17, 2024 6:16:45 AM	Edit
8	Guest Guest	matt.gray.guest.7@mailinator.com	General		87110	United States	New York	Jan 17, 2024 6:19:22 AM	Edit
10	Guest Guest	jmasi.guest.9@mailinator.com	General					Jan 17, 2024 6:24:42 AM	Edit
12	Guest Guest	annita.guest.11@mailinator.com	General					Jan 17, 2024 6:26:03 AM	Edit
14	Guest Guest	tjohnson.guest.13@mailinator.com	General					Jan 17, 2024 6:28:52 AM	Edit
16	Guest Guest	brent.guest.15@mailinator.com	General					Jan 17, 2024 6:30:49 AM	Edit
18	Guest Guest	antoni.guest.17@mailinator.com	General					Jan 17, 2024 6:34:48 AM	Edit

Customer Page in OrderPad Admin