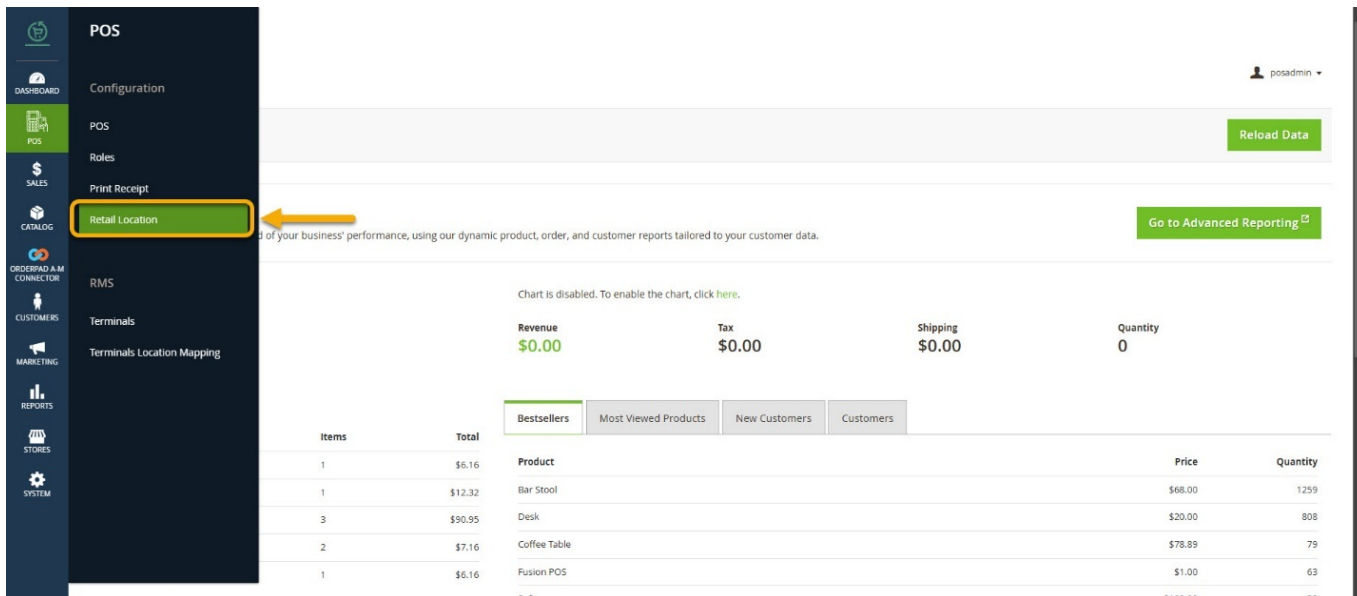


Adding a Staff Admin

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.



The screenshot shows the OrderPad Admin interface. On the left, a dark sidebar contains a menu with the following items: POS (highlighted), Configuration, POS (sub-menu), Roles, Print Receipt, **Retail Location** (highlighted with a yellow box and an orange arrow), RMS, Terminals, and Terminals Location Mapping. The main content area displays a dashboard with a 'Reload Data' button, a 'Go to Advanced Reporting' button, and a summary section showing Revenue (\$0.00), Tax (\$0.00), Shipping (\$0.00), and Quantity (0). Below this, there are tabs for 'Bestsellers', 'Most Viewed Products', 'New Customers', and 'Customers'. The 'Bestsellers' tab is active, showing a table with columns for Items, Total, Product, Price, and Quantity.

Items	Total	Product	Price	Quantity
1	\$6.16	Bar Stool	\$68.00	1259
1	\$12.32	Desk	\$20.00	808
3	\$90.95	Coffee Table	\$78.89	79
2	\$7.16	Fusion POS	\$1.00	63
1	\$6.16	Cups	\$1.00	38

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.

Dashboard

POS

Sales

Catalog

OrderPad A-M Connector

Customers

Marketing

Reports

Stores

System

Retail Location

posadmin

Add New Location

Filters Default View Columns

Actions 4 records found 20 per page 1 of 1

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

Privacy Policy Report an Issue

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.

Dashboard

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New Location

Back Delete Save

Phone Number *

Staff Admin

Associate to Website * Main Website ?

Email *

Job Title

First Name *

Last Name *

Pin *

Mobile *

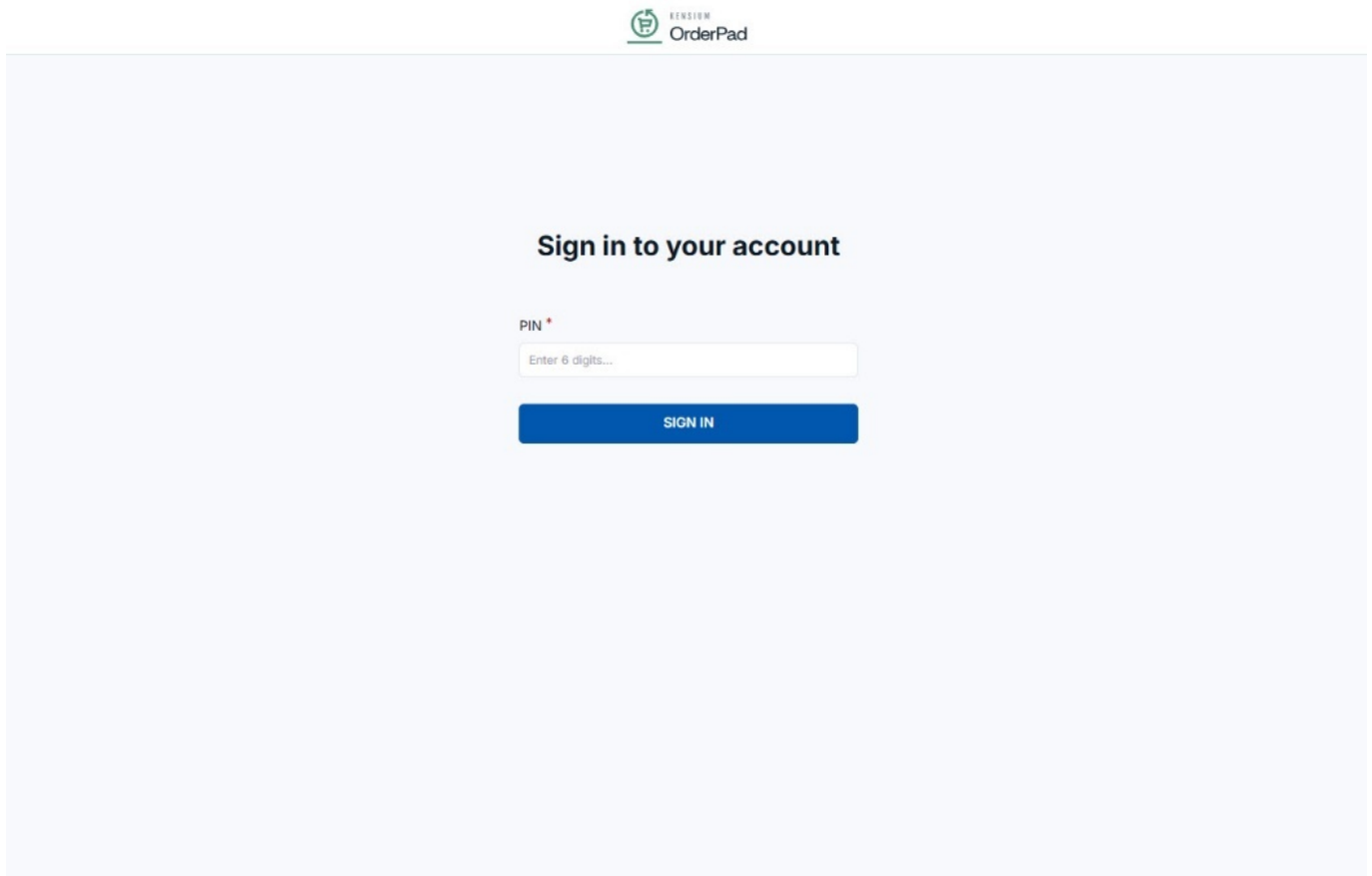
Gender Not Specified

Privacy Policy Report an Issue




PIN to Login to OrderPad as Staff Admin


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


A screenshot of the OrderPad login interface. At the top center, there is a small logo with the text "KENSIMUM OrderPad". Below this, the heading "Sign in to your account" is centered. Under the heading, the label "PIN *" is positioned above a text input field. The input field contains the placeholder text "Enter 6 digits...". Below the input field is a blue rectangular button with the text "SIGN IN" in white, uppercase letters.


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: MAIL Group: General

Clear all

Actions

39 records found

20 per page

1 of 2

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

Customer Page in OrderPad Admin