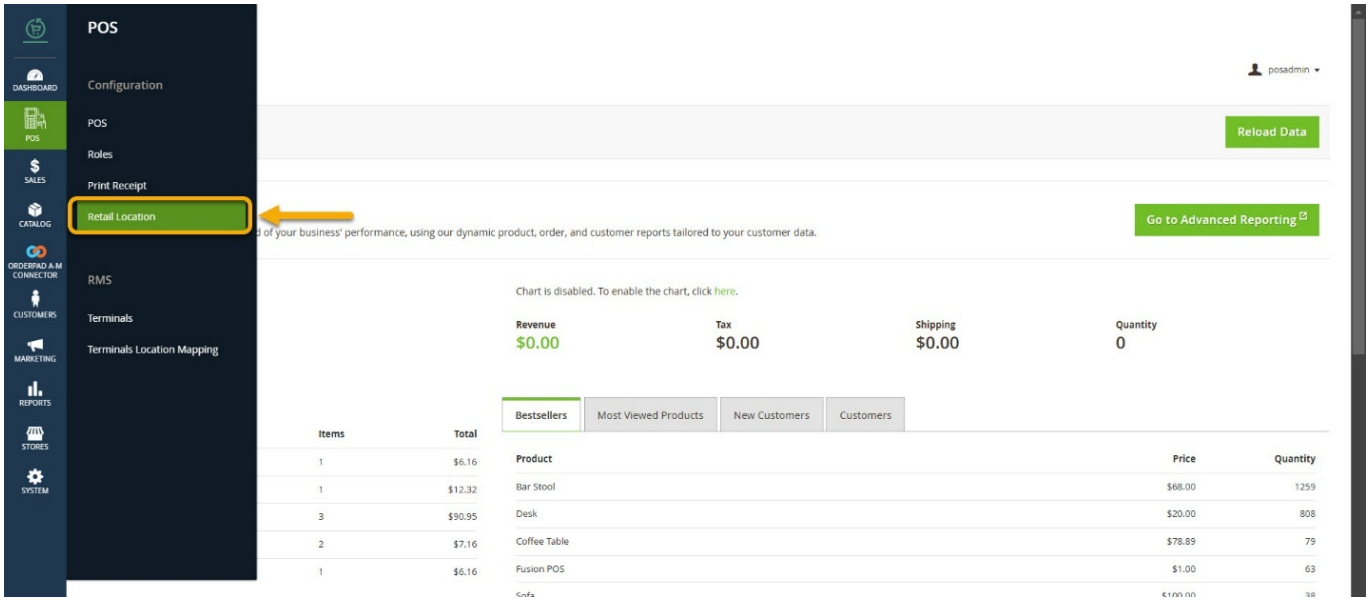
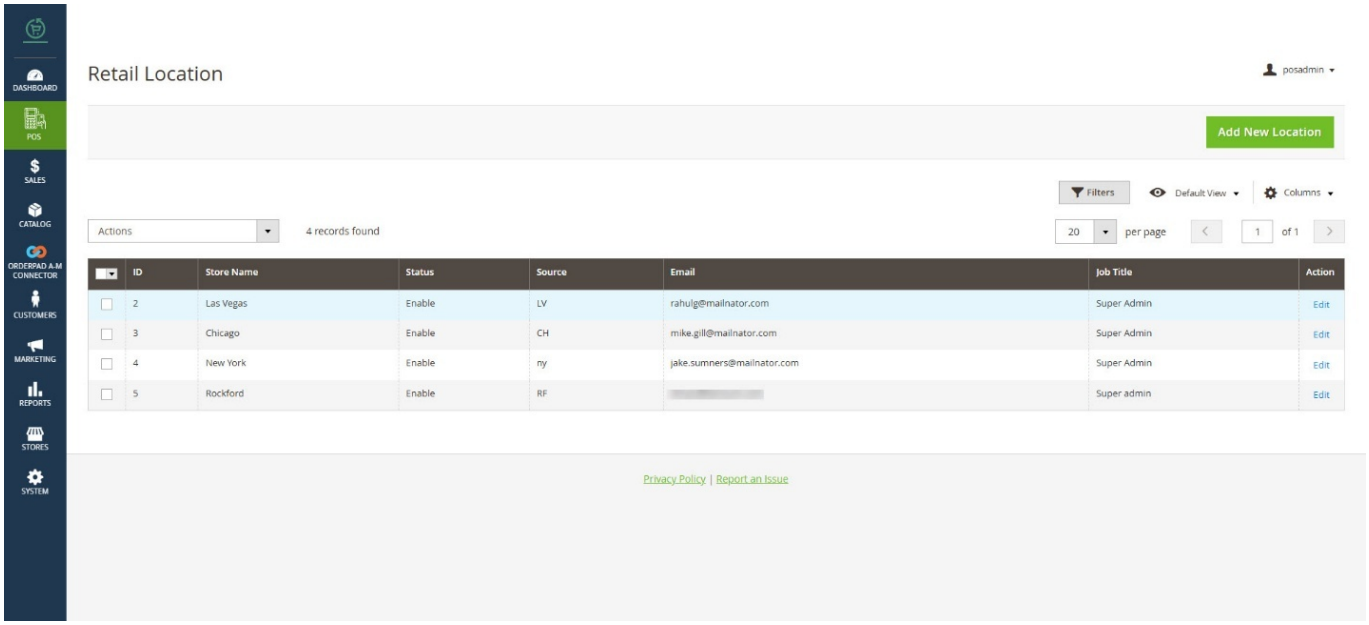
In Kensium POS, you can locate the R option within OrderPad Admin. To access it, go to the left pane, click on P , and choose R from the drop-down menu, as illustrated in the following figure.




Click on Retail Location

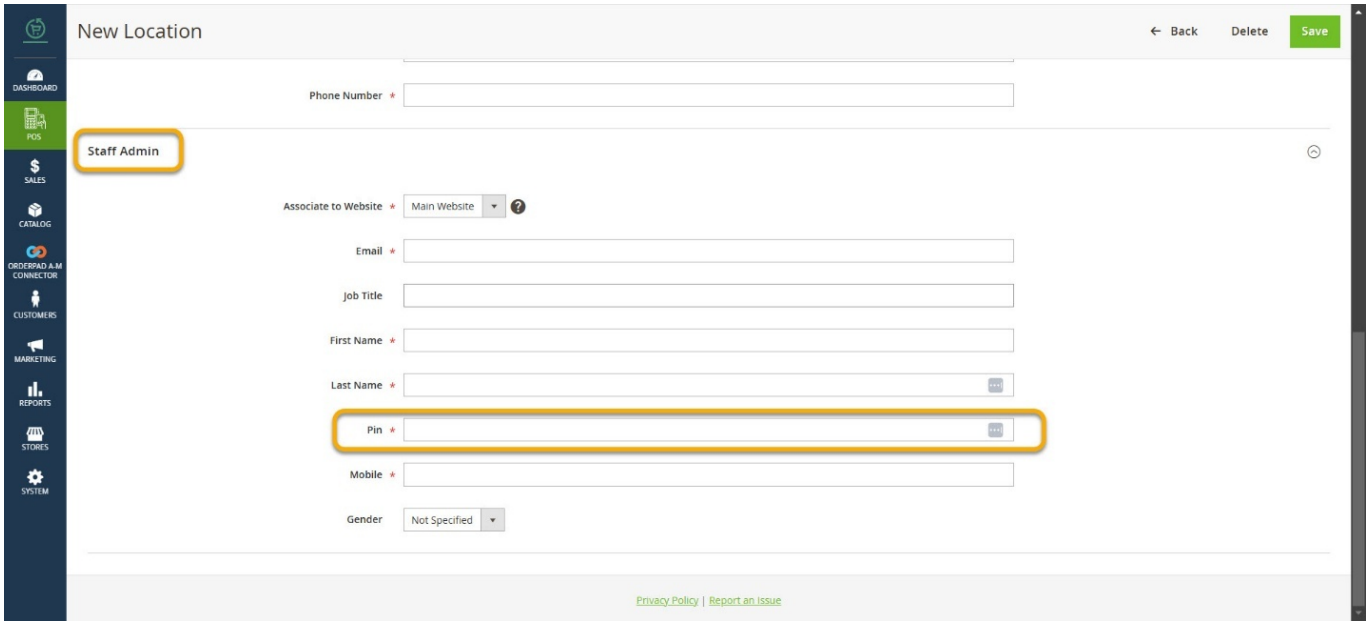
Within this Retail location section, several locations can be added. Each location is assigned a specific staff admin to manage operations in that location.

© 2025 Kensium LLC




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.

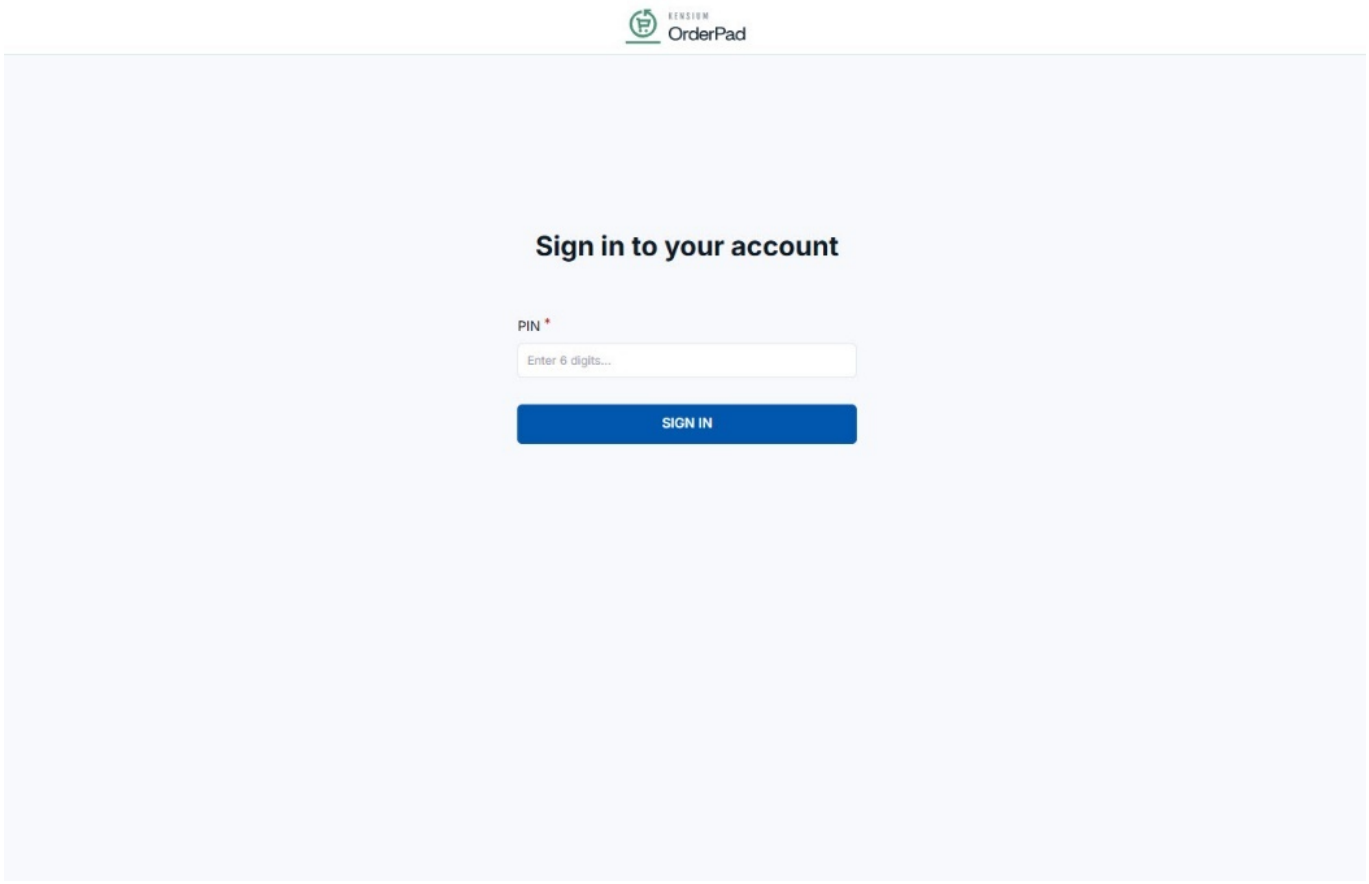



© 2025 Kensium LLC

KENSIUM
OrderPad

PIN to Login to OrderPad as Staff Admin

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



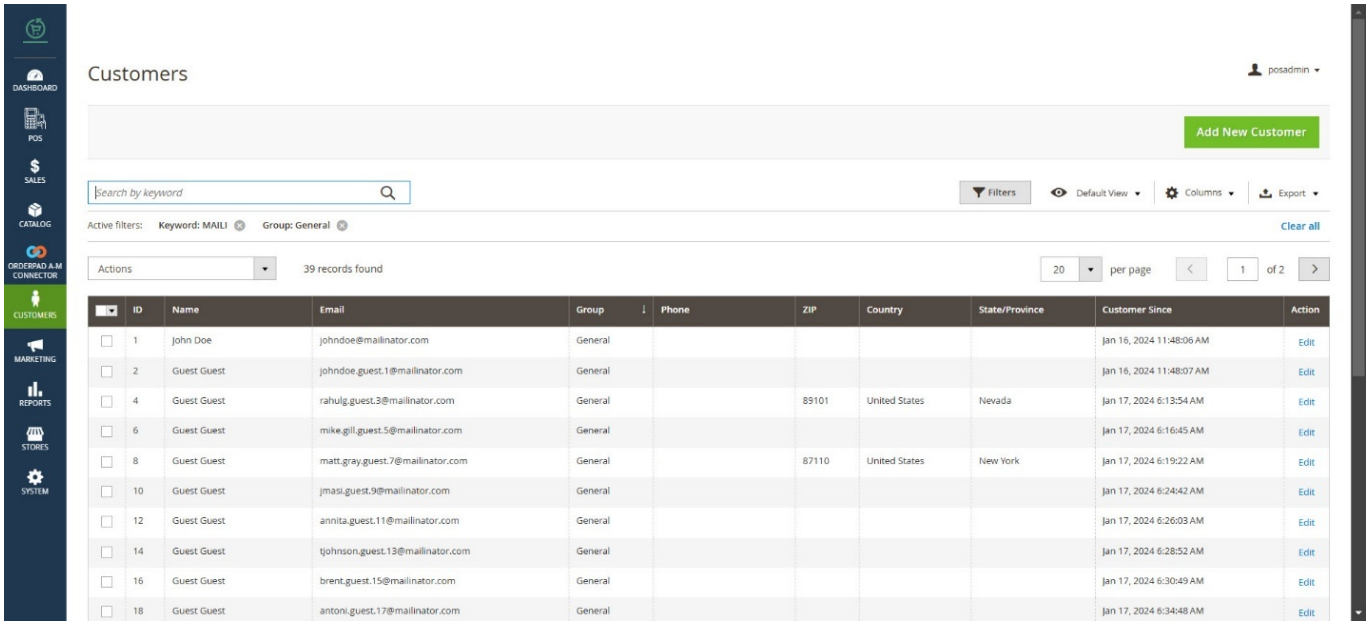

Enter the PIN to Login into OrderPad

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 [redacted] page will open it.

© 2025 Kensium LLC

KENSIUM

KENSIUM
OrderPad




Customer Page in OrderPad Admin

© 2025 Kensium LLC

KENSIUM