

Adding a Staff Admin

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.

<u>(</u>	POS									
DASHEOARD	Configuration									💄 posadmin 👻
POS	POS									Reload Data
\$ SALES	Roles Brint Receipt									
CATALOG	Retail Location	d of your business' performance,	using our dynamic	product, order, and	d customer reports tailored t	o your customer data.			Go to Advance	ed Reporting
ORDERPAD A-M CONNECTOR	RMS									
CUSTOMERS	Terminals			Chart is disable	ed. To enable the chart, click	here. Tax		Shipping	Quantity	
MARKETING	Terminals Location Mapping			\$0.00		\$0.00		\$0.00	0	
REPORTS				Bestsellers	Most Viewed Products	New Customers	Customers			
STORES		Items	Total							
*		1	\$6.16	Product					Price	Quantity
SYSTEM		1	\$12.32	Bar Stool					\$68.00	1259
		3	\$90.95	Desk					\$20.00	808
		2	\$7.16	Coffee Table					\$78.89	79
		1	\$6.16	Fusion POS					\$1.00	63
				Sofa					\$100.00	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.





Add New Location
Add New Location
Default View Columns Column
< 1 of 1 >
Action
Edit
Edit
Edit
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.

	New Location	← Back	Delete	Save
DASHBOARD	Phone Number *			
POS SALES	Staff Admin			\odot
CATALOG	Associate to Website * Main Website 🔻 🕢			
ORDERPAD A-M CONNECTOR	Email *			
CUSTOMERS	Job Title			
	First Name *			
REPORTS	Last Name *	·		
STORES	Pin *)		
SYSTEM	Mobile *			
	Gender Not Specified ¥			_
	Privacy Policy Report an Issue			





PIN to Login to OrderPad as Staff Admin

 $\mathbf{\overline{k}} \boldsymbol{\rho}$ log in to OrderPad use the PIN which you have created.

OrderPad	
Sign in to your account	
PIN *	
Enter 6 digits	
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.





Cust	tom	ers								L posadmin
									Add New	Customer
Search	n by keyi	word	Q					Filters	Default View 🔹 🏠 Columns 👻	📩 Export
Active filt	ers:	Keyword: MAILI 🔇 Gro	oup: General 💿							Clear a
Action	15	•	39 records found					20		of 2
٠	ID	Name	Email	Group	1 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

