

# General Preferences

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## General Tab

The General Section allows you to modify the following:

- How many places you would like Decimal Points to display (you have the option of setting it for Quantity, Cost, Price, and Percentage)
- If you would like to enable Foreign Currency.
- If you would like to include the current month in "Trailing Twelve Months" filter.
- Ignore security settings: Check to prevent a ' to be added to a cell when exporting lists or reports
- Display Floor/Suite as a separate line - by default it shows on the same line as the street.
- Hide inactive records when performing searches
- Disable the unapproved watermark when creating from PDFs
- Show Currency symbol on print outs
- Enable Form Templates with Doc Status control (Also allows Default controls)
- Turn off import email notifications
- Enable Web Hook

The screenshot shows the OrderTime web application interface. The top navigation bar includes 'Home', 'Sales', 'Purchasing', 'Production', 'Repairs', 'Warehouse', and 'Reports'. The user is logged in as 'Mike All Orders Demo'. The main content area is titled 'Company Preferences' and is divided into two tabs: 'General' (selected) and 'Advanced'. The 'General' tab contains several sections: 'Decimal Points' with dropdown menus for Quantity (2), Cost (3), Price (2), and Percentage (1); 'Purchase Cost' (2), 'Purchase Quantity' (2), 'Sales Quantity' (2), and 'Weight/Volume' (2). Below these are several checkboxes: 'Enable Foreign Currency' (checked), 'Include current month in Trailing Twelve Months filter' (checked), 'Ignore security escape characters when exporting lists and reports to csv.' (checked), 'Display Floor/Suite as a separate line.' (unchecked), 'Hide inactive records when performing searches' (unchecked), 'Disable unapproved watermark when creating form PDFs.' (unchecked), 'Show currency symbol on print outs' (checked), 'Enable Form Templates with Doc Status control.' (checked), 'Turn off import email notifications' (unchecked), and 'Enable Web Hook' (unchecked). A left sidebar shows 'Recent Records' with a list of items including '225', 'A100004', '040113WEBEX INC.', and others. The footer of the page includes 'Powered by NumberCruncher' and 'Terms of Use | Privacy'.

## Advanced Tab

- Turn off autocomplete hover selection
  - Checking this will disable Order Time from autocompleting your search field when hovering over a list option
- Clear custom field data when duplicating a document
  - When checked, Order Time will clear the contents of all custom fields when cloning documents

- Period Closed Date
  - Entering a date here will mean that Order Time will prevent edits and deletions for transactions that posted before that date
- Show form templates in letter size (8.5x11)
  - Forces a default page size for Form Templates when they are converted to PDF

The screenshot shows the OrderTime web application interface. At the top, there is a navigation bar with links for Home, Sales, Purchasing, Production, Repairs, Warehouse, and Reports. A search bar is located in the top left, and user information (Mike All Orders Demo) and a Logout button are in the top right. The main content area is titled 'Admin > Company Preferences'. On the left, there is a sidebar with 'Create New' and 'Open Full List' buttons, and a 'Recent Records' section listing various items. The main panel is divided into 'General' and 'Advanced' tabs. The 'Advanced' tab is active, showing several checkboxes: 'Turn off autocomplete hover selection' (checked), 'Clear custom field data when duplicating a document' (unchecked), 'Do not allow existing custom list views to be overridden' (unchecked), 'Allow editing custom fields from a transaction's details page, even when the transaction is closed.' (checked), 'Show Account numbers while selecting an Account' (checked), 'Show location address on a form template instead of the company address' (checked), 'Show Only Employees for name on time entries' (unchecked), 'Enable Doc Status Role Restrictions' (unchecked), 'Hear a beep sound after successfully scanning a line item' (unchecked), and 'Show form templates in letter size (8.5x11)' (checked). Below these is a section titled 'Order Time will prevent edits and deletions for 'Posting' transactions that are on or before the 'Period Closed Date''. At the bottom of this section is a 'Period Closed Date' field with a calendar icon. 'Save' and 'Reset' buttons are located in the top right of the settings panel. At the bottom of the page, it says 'Powered by NumberCruncher' on the left and 'Terms of Use | Privacy' on the right.

Click **Save** when done.