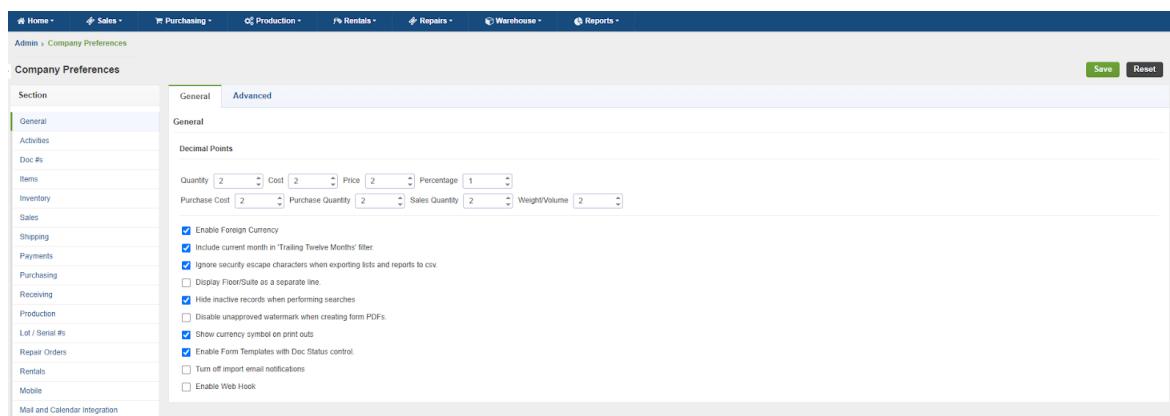# General Preferences

Last Modified on 01/16/2026 11:13 am EST

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 preforming 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

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
- Do not allow existing custom list views to be overridden
- Allow editing custom fields from a transaction's details page, even when the transaction is closed.
    - Allow editing custom fields from a full list in batch action
- Show Account numbers while selecting an Account

- Show location address on a form template instead of the company addresses
- Show only Employees for name on time entries
- Enable Doc Status Role Restrictions
- Hear a beep sound after successfully scanning a line item
- 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
- Mark Memo and Instructions tab when they have data.
  - Tabs will highlight red to indicate data has been added
- Enable Report Calculated Fields
  - Allows you to use fields that exist on the report in a calculation within the report itself
- Enable Reports from the Detail Page
  - You will be able to access reports with a matching type to the Entity or Transaction you are on filtered for that Entity or Transaction
- Order Time will prevent edits and deletions for 'Posting' transactions that are on or before the 'Period Closed Date'

  □

Click **Save** when done.