

Company Preferences Overview

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Overview

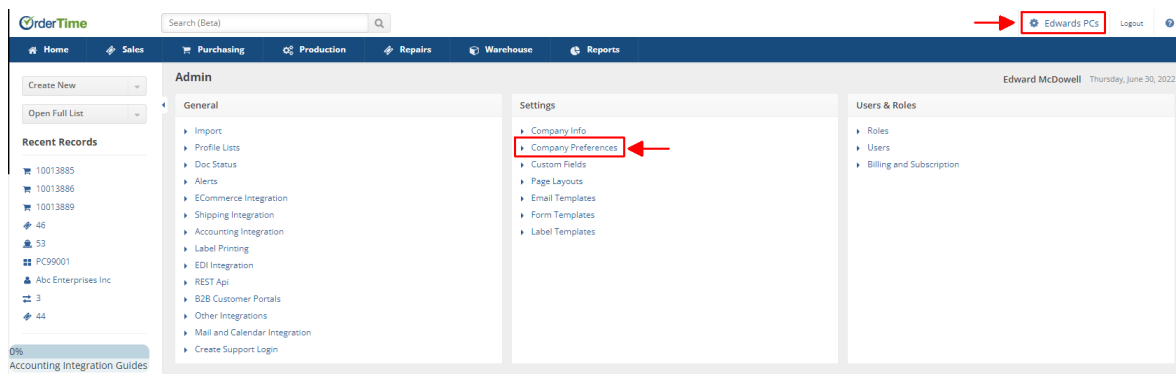
The Company Preferences under the Admin function allows you to set up specific settings that will effect functions for each of your software commands.

Setting Up Company Preferences

The Company Preference page is broken up into sections:

- General
- Activities
- Doc #s
- Items
- Inventory
- Sales
- Shipping
- Payments
- Purchasing
- Receiving
- Production
- Lot/Serial #s
- Repair Orders
- Mobile
- Mail and Calendar Integration

To access the Company Preference set up, click on the **Gear** icon on the top right of the screen. Under the *Settings* section click **Company Preferences**.



The screenshot shows the OrderTime Admin dashboard. At the top right, a gear icon is highlighted with a red box and an arrow pointing to it. Below the gear icon, the user name 'Edward McDowell' and 'Logout' are visible. The main content area is divided into three columns: 'General', 'Settings', and 'Users & Roles'. In the 'Settings' column, 'Company Preferences' is highlighted with a red box and an arrow pointing to it. The 'General' column lists various integration and system settings, while the 'Users & Roles' column lists roles, users, and billing options.



After Editing **ANY** field, always click **Save**, before moving to the next section.