

# Quick Start Guide

Last Modified on 07/27/2023 10:11 am EDT



## GETTING STARTED WITH ORDER TIME



Thank you for registering for Order Time. At this point you are probably thinking, "Where do I go from here?"

View our [Onboarding Checklist](#)

View our [Planning to Go Live Article](#)

The first thing you need to do is upload, import or enter your customers, leads, vendors and items. The easiest way to do this is to [integrate with your accounting software](#). Another way to do this is by using [CSV imports](#). CSV Imports can be used to both insert and update data. Use the [lists](#) to find data you have imported.

An important aspect of Order Time is collaborating with your team so you will want to [manage roles](#) and [add users](#).

You may also want to integrate Order Time with your [Ecommerce Integration](#) or our [Shipping Integration](#).

Order Time can be customized to suit your needs. Start off by customizing your [form templates](#) and [page layouts](#).

You should now be ready to use Order Time. Start off by reviewing the [Sales Cycle](#) and [Purchasing Cycle](#) to get a feel for the work flow.

[Help](#) is just a click away. We are here to answer your questions!