Order Time Mobile - Overview & Download Link

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Order Time Mobile is the warehouse app for Order Time. It runs on iPhone, iPad, and Android devices, and on Apple Silicon Macs through the App Store. Use it to pick sales orders, pack ship docs, receive purchase orders, move inventory between bins, run counts, look up inventory, work on work orders, and transfer inventory between locations.

We support both the Android and iOS versions, but **we recommend the Apple iOS version**.

Apple iOS Version

Download on the App Store

Click the button to go to the download page.

Android Version

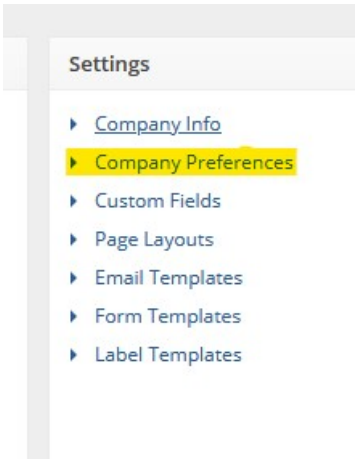
GET IT ON Google Play

Click the button to go to the download page.

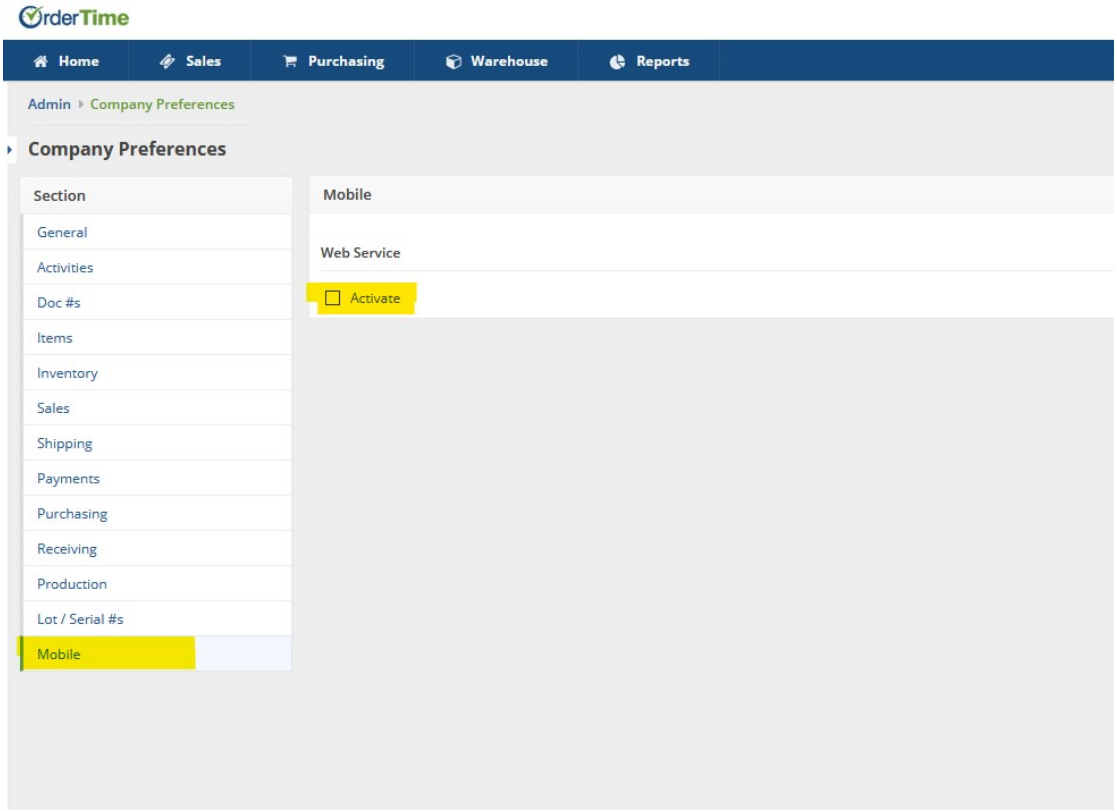
See the Release Notes for what changed in each version, and the Compatible Hardware List for supported devices.

Activate the app in Order Time

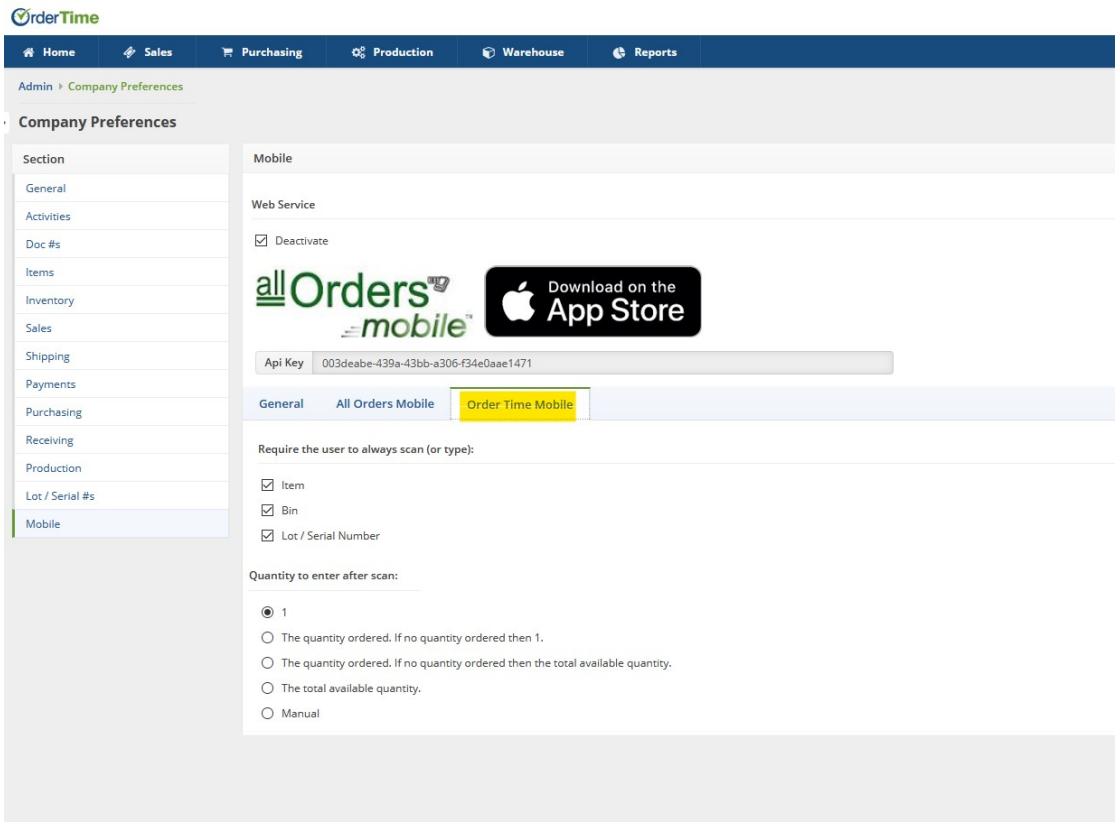
1. In Order Time, click the cog in the top right to open Settings.
2. Click **Company Preferences**.



3. Go to the **Mobile** section and check **Activate**.



4. Open the **Order Time Mobile** tab, review the settings, and click **Save**.



For details on each setting, see Company Preferences - Mobile.

Sign in

Open the app and sign in with the email and password you use for Order Time. If you have access to more than one company, pick one on the **Select Company** screen. After you sign in, the app opens to the Main Menu.

Once you have signed in with your email and password, you can use Face ID or your fingerprint to sign in next time. If you haven't signed in for about 30 days, the app asks for your email and password again.

Your location

The app works with one location at a time. To change it, go to **Settings > User Settings > Location**. You can only work with documents and inventory in the selected location. Changing the location deletes any downloaded orders and scans on the device, so upload your work first.

Main Menu

- **Sales Orders to Pick**: pick sales orders and create ship docs.
- **Ship Docs to Pack**: pack ship docs into packages.
- **Receive PO**: receive purchase orders into bins.
- **Bin Move**: move inventory between bins in the same location.
- **Count**: count inventory for a count created in Order Time.
- **Find**: look up inventory by item, bin, LSN, UPC, or MPN.
- **Work Order**: pick components and receive finished goods.

- **Transfers**: move inventory to another location.
- **Settings**: your account, location, Preferences and User Settings, and Sign Out.

How the app works

Most modules follow the same four steps:

1. **Download** the document to your device. This assigns it to you, so nobody else can work on it until you upload or delete it.
2. **Scan** items, bins, and lot or serial numbers (LSN).
3. Check your work on the **List** tab.
4. **Upload** to send the results to Order Time.

Signing in, downloading, uploading, and Find need a network connection (Wi-Fi or cellular). Once a document is downloaded, you can keep scanning without a connection and upload when you are back online. If you are offline when you try to upload or download, the app tells you and keeps your work on the device.

Demo video

Note: This video shows an older version of the app, when it was called Order Time Warehouse, so some screens and labels look different today. Use the steps in this article and the linked articles for the current app. We plan to record a new video.

Purchase new hardware

You can buy devices through our hardware partner, **ShopPOSPortal**.



Wi-Fi strength can vary with warehouse size, building materials, and other factors. If you lose signal as you walk through the warehouse, place Wi-Fi extenders at key points to fill the gaps.

Feedback and comments

Send feedback and comments to ***support@ordertime.com***.