Order Time Mobile - Checkout, Upload & Release Sales Orders

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Overview

This article explains what happens to a sales order when you download it to Order Time Mobile, and how to upload it or release it when you are done.

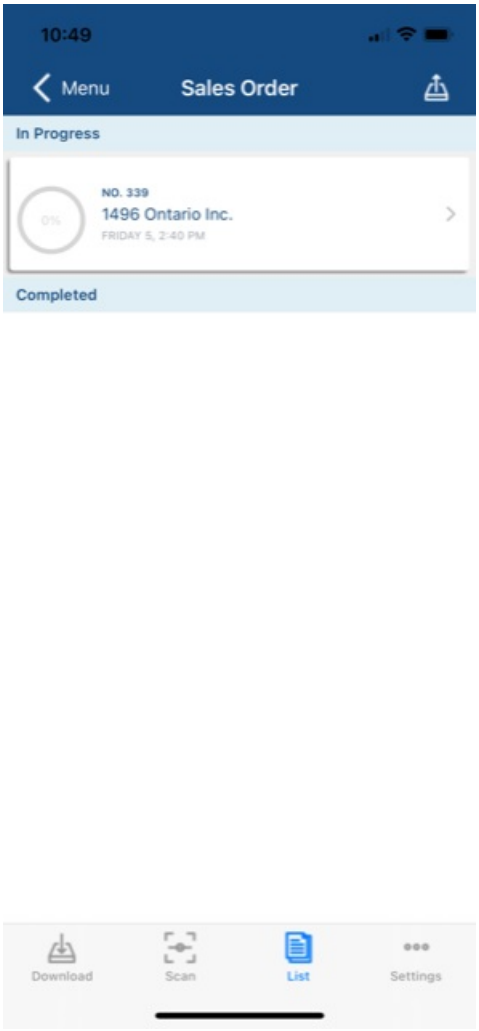
Download checks out the sales order

To pick a sales order, you first download it to your device in **Sales Orders to Pick**. Downloading assigns the order to your device. While it is assigned, nobody else can work on it from another device, and you can only work on it from the device you downloaded it to. The order stays assigned until you upload it or delete it from the device.

For the full picking steps, see Sales Orders to Pick.

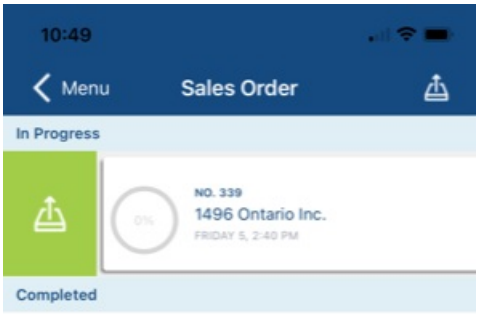
Upload or release from the List tab

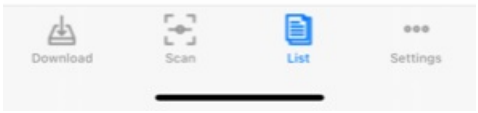
Open the **List** tab to see every sales order downloaded to the device.



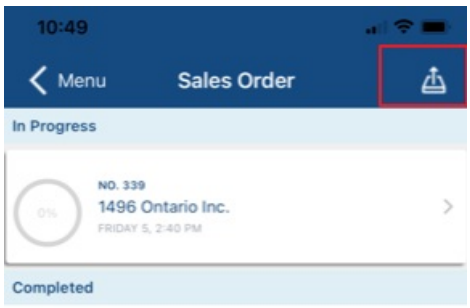
Upload

Swipe a sales order to the right and tap **Upload**. Uploading sends your picks to Order Time and creates a Ship Doc.





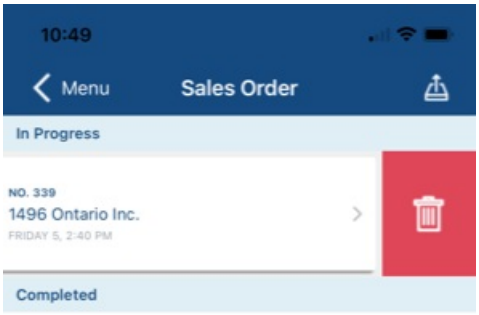
To upload every order on the list at once, tap the upload button in the top right of the List tab.

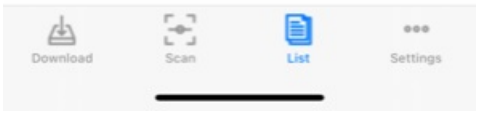


The upload is blocked if nothing has been picked on the order, or if the order does not allow partial shipments and is not fully picked.

Delete (release)

Swipe a sales order to the left and tap **Delete**. This releases the order so someone else can download it. No Ship Doc is created, and any picks on the device for that order are removed.





Auto Upload Sales Orders

Turn on **Auto Upload Sales Orders** in **Settings > User Settings** to have the app upload sales orders for you. With this setting on, downloaded sales orders upload when you:

- Leave the Sales Orders to Pick module
- Sign out
- Download another sales order
- Finish picking an order (100% picked)

You can't turn this setting on while sales orders are already on the device. Upload or delete them first.

Feedback and comments

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