Company Preferences - Mobile

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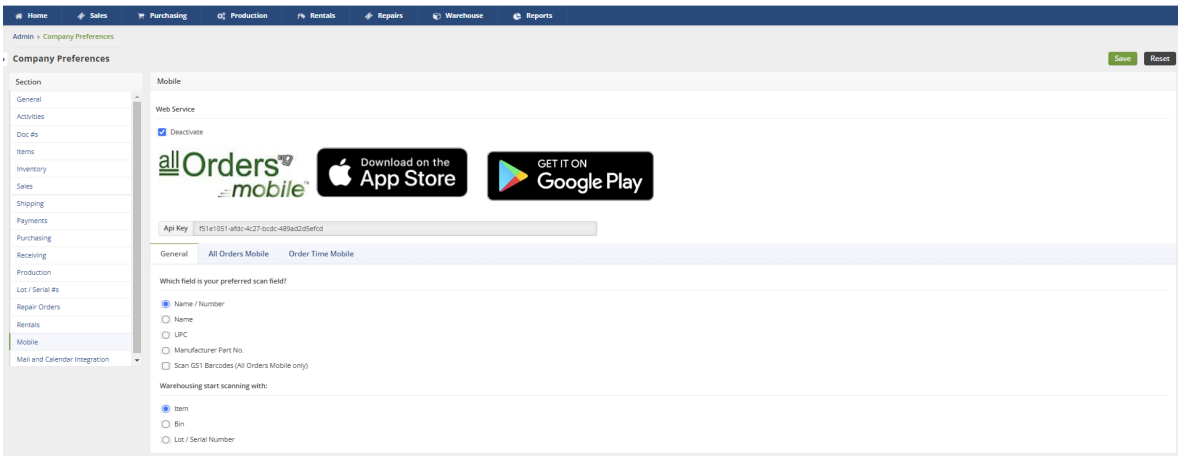
Company Preferences > Mobile holds the settings for both of Order Time's mobile apps. Most of this page is for **Order Time Mobile**, the current warehouse app. The **All Orders Mobile** tab is for the older All Orders Mobile app and has no effect on Order Time Mobile.

To open these settings, click the cog in the top right of Order Time, then click **Company Preferences > Mobile**.

Activate

- **Activate** (checkbox): check this box to turn on mobile access for your company. Leave it unchecked to turn mobile access off. If it is unchecked, users see "Incorrect API key or the key is deactivated" when they try to sign in. See this article for details.
- **API Key**: shown for reference. Order Time Mobile users don't need to enter it. The app signs in with their Order Time email and password.



Order Time Mobile settings

General tab

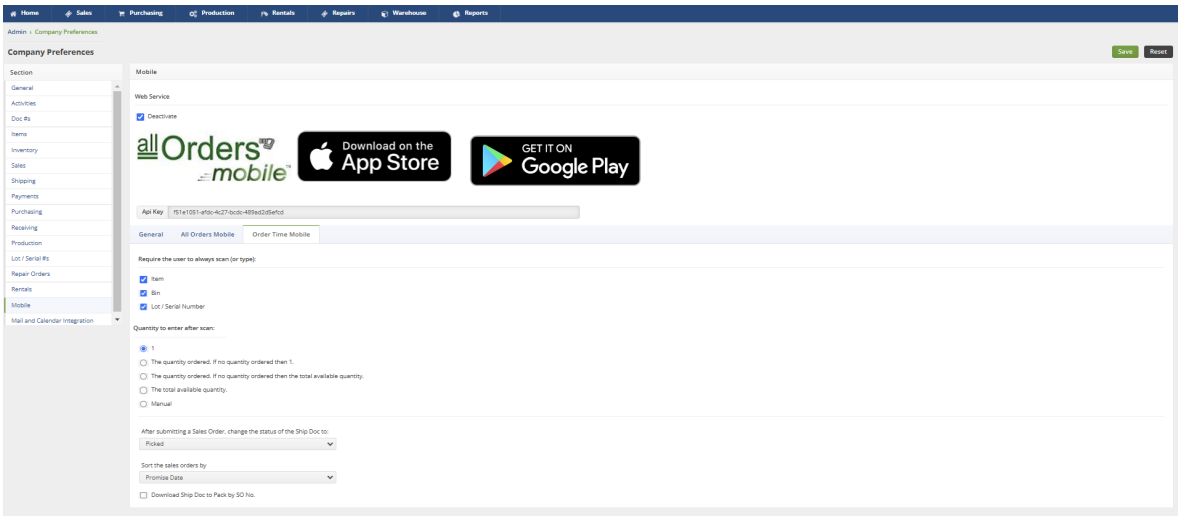
What field is your preferred scan field? This sets the company default for **Recognize Scan** in Order Time Mobile.

- Name / Number
- Name
- UPC
- Manufacturer Part No.
- Scan GS1 Barcodes

Warehousing start scanning with: This sets the company default for **Start Scan With**.

- Item
- Bin
- Lot / Serial Number

Order Time Mobile tab



Require the user to always scan (or type):

- Item
- Bin
- Lot / Serial Number

Quantity to enter after scan: This sets the company default for **Pick Quantity After Scan**.

- 1
- The quantity ordered. If no quantity ordered, then 1.
- The quantity ordered. If no quantity ordered, then the total available quantity.
- The total available quantity.
- Manual

After submitting a Sales Order, change the status of the Ship Doc to:(dropdown)

- Released
- Picked
- Shipped

Sort the sales orders by: (dropdown)

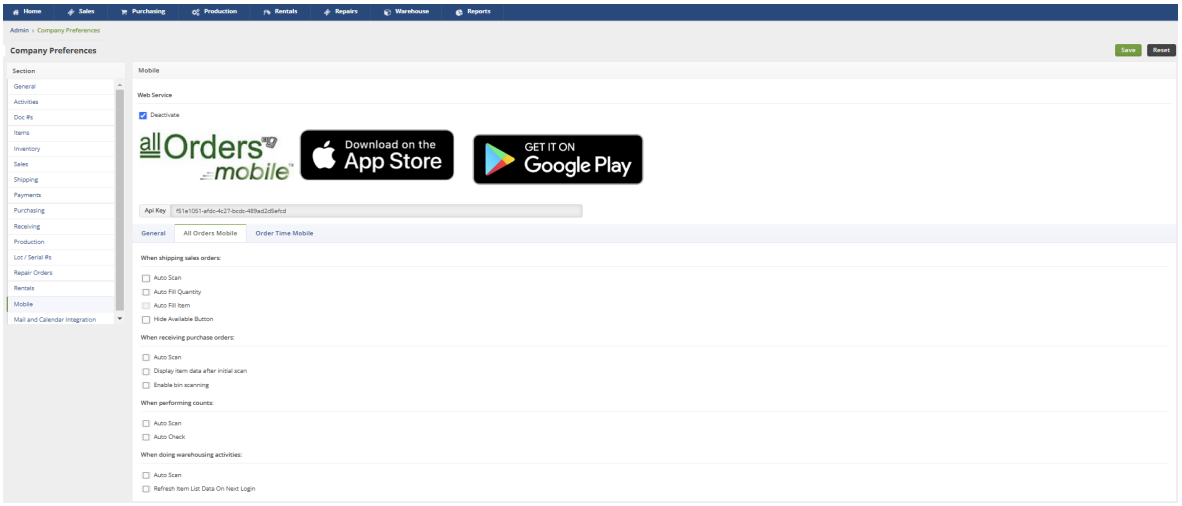
- Promise date
- Doc No

Download Ship Doc to Pack by SO No.

Users can change many of these defaults on their own device. See Order Time Mobile - Preferences & User Settings.

All Orders Mobile settings (legacy app)

These settings only apply to All Orders Mobile. They do not change how Order Time Mobile works.



When shipping sales orders:

- Auto Scan
- Auto Fill Quantity
- Auto Fill Item
- Hide Available Button

When receiving purchase orders:

- Auto Scan
- Display item data after initial scan
- Enable bin scanning

When performing counts:

- Auto Scan
- Auto Check

When doing warehousing activities:

- Auto Scan
- Refresh Item List Data On Next Login