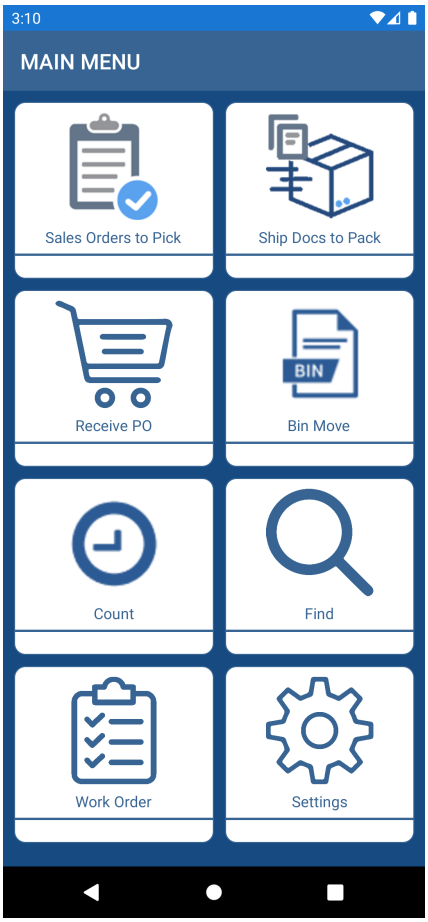
Order Time Mobile - Managing Work Orders

Last Modified on 11/04/2026 11:12 am EST

Overview

This article covers working on work orders in Order Time Mobile: downloading a work order, picking components, updating steps, tracking time, and receiving finished goods. For more on work orders in Order Time, see Production.

On the Main Menu, tap **Work Order**. The module has four tabs: **Download**, **Scan**, **List**, and **Settings**.

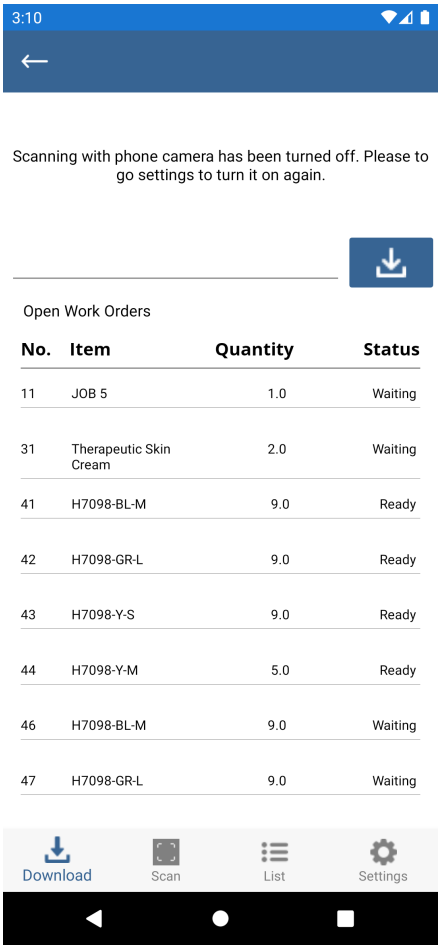


Download a work order

Create the work order in Order Time first. Then, on the **Download** tab, do one of the following:

- Pick the work order from the **Open Work Orders** list.
- Type the work order number and tap download.
- Scan a barcode with the work order number.

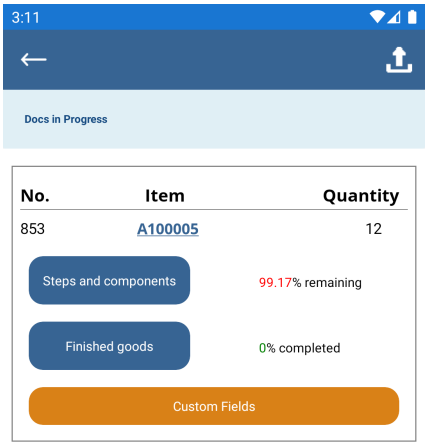
You can have one work order on the device at a time. Upload or delete it before you download another.

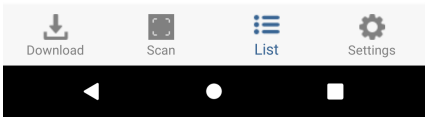


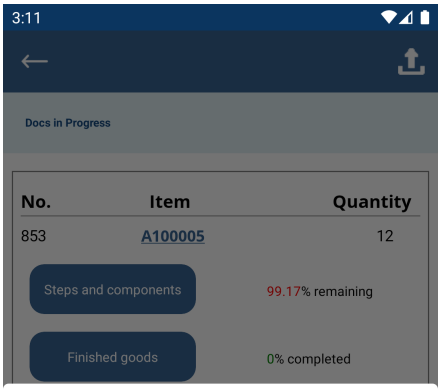
View the work order

The **List** tab shows the downloaded work order with its status, quantity, and how much is left to build. From here you can open:

- **Steps and components**: each step, its status, and the components it uses.
- **Finished goods**: receive the finished goods for the work order.
- **Custom Fields**: fill in the work order's custom fields.







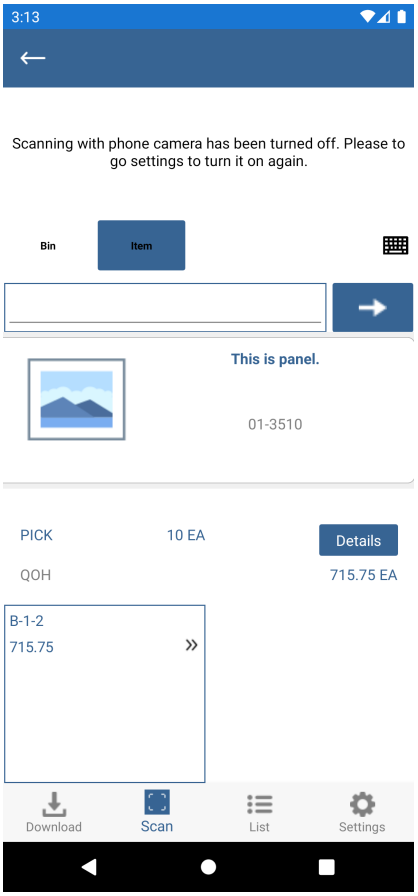
Work Order #853

Step	Time to Complete	Status
Picking	12 HR	Waiting
Bend	180 MIN	Waiting

Item	Required	Remaining
Co packing	24	24
1111	24	24
115	12	12
01-3510	12	10
100	24	24
112	24	24
113	24	24

Scan components

On the **Scan** tab, scan each component to allocate it to the work order. The app asks for the item, bin, and lot or serial number (LSN) based on your scan settings.



Scan Work Order by Steps

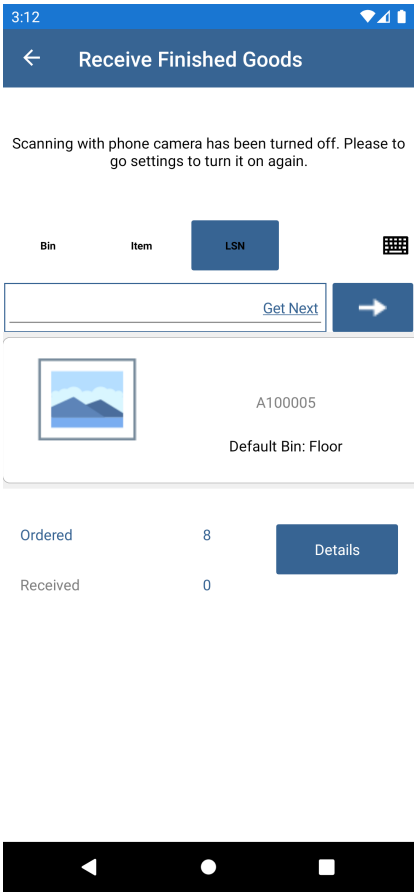
Turn on **Scan Work Order by Steps** in **Settings > User Settings** to work through the work order one step at a time. With this setting on:

- The scan screen shows the current step and its status.
- Use **Select Step** to move to another step, or choose**All Steps**.
- Use **Set Step Status** to mark a step **Waiting**, **Ready**, **In Production**, or **Finished**.
- You can't scan components into a step that is Finished, and a Finished step can't be changed.
- If you finish a step, or all steps, while components are still unpicked, the app asks before it continues.

Step statuses and the start, in-production, and finished times upload to Order Time with the work order.

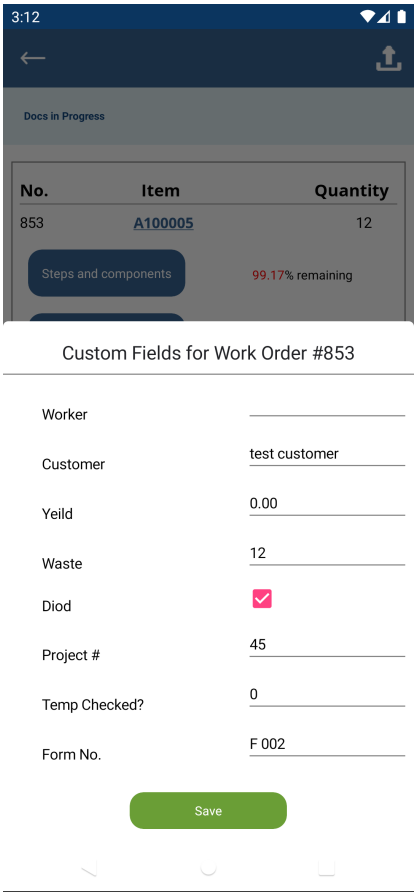
Receive finished goods

On the **List** tab, tap **Finished goods** to open **Receive Finished Goods**. Choose the bin the finished goods go into. If the item tracks lots or serial numbers, use **Get Next** on the LSN field to fill in the next available number.



Custom fields

Set up custom fields for work orders in Order Time, as described in Custom Fields & Calculated Fields. In the app, tap **Custom Fields** on the List tab to fill them in and save.



Time entry

Turn on **Show Time Entry Feature** in **Settings > User Settings** to track time on a work order. The List tab then shows play, pause, and stop buttons with a running clock. Use the edit button to add a memo and choose the step the time belongs to.

When you tap upload with time entry turned on, choose one of these options:

- **Upload Time Entry and Work Orders**: uploads your time and the work order.
- **Upload Time Entry Only**: uploads your time and keeps the work order on the device so you can keep working.

These upload options appear only when your Order Time user is linked to an employee.

Work order preferences

These settings are under **Settings > Preferences > Work Orders**. Preferences are usually visible only to admin users.

- **Auto Allocate Work Order on Finish**: allocates the remaining components when you mark a step Finished.
- **Change Status to Ready When Allocated**: sets the work order to Ready once its components are allocated.
- **Check Available on Pick**: checks available inventory when you pick a component.
- **Warn Finish if Unallocated**: warns you before you finish a step that has unallocated components.

- **Require Fully Allocated**: blocks upload until every component is fully allocated.

Upload

Tap upload on the List tab to send the work order to Order Time. If**Require Fully Allocated** is on and some components aren't allocated, the upload is blocked until you finish allocating them.

Feedback and comments

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