

# Creating a Step

Last Modified on 04/15/2026 2:05 pm EDT

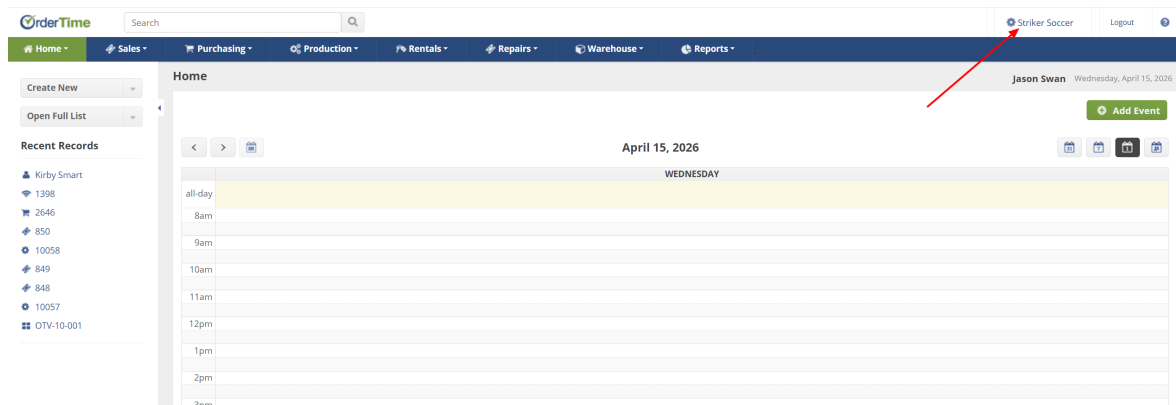
## Creating a Step

### Issue

In Bills Of Materials within Order Time each component is assigned to a Step. The steps are meant to act as a SOP in the production of that Finished Good. The Step ALSO is assigned a location. The Location of a Step determines where the components associated with that step are pulled from inventory AND the Location of the last Step determines where the Finished Good Inventory is put away at.

### Solution

To create new Steps navigate to the Admin Menu



Then select Profile Lists

OrderTime Admin Dashboard

Search: [ ]

Striker Soccer | Logout

Home | Sales | Purchasing | Production | Rentals | Repairs | Warehouse | Reports

Jason Swan | Wednesday, Ap

**Admin**

Create New [ ]  
Open Full List [ ]

**Recent Records**

- Kirby Smart
- 1398
- 2646
- 850
- 10058
- 849
- 848
- 10057
- OTV-10-001

**General**

- Import
- Profile Lists
- Doc Status
- Alerts
- ECommerce Integration
- Shipping Integration
- Accounting Integration
- Label Printing
- EDI Integration
- REST Api
- B2B Customer Portals
- Other Integrations
- Mail and Calendar Integration
- Create Support Login

**Settings**

- Company Info
- Company Preferences
- Custom Fields
- Page Layouts
- Email Templates
- Form Templates
- Label Templates
- Domain Verification

**Users & Roles**

- Roles
- Users
- Billing and Subscription

## Then Choose Steps

OrderTime Admin Dashboard

Search: [ ]

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Admin > Profile Lists

**Profile Lists**

Create New [ ]  
Open Full List [ ]

**Recent Records**

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**General**

- Activity Status
- Activity Type
- Item Group
- Units of Measure
- UOM Sets
- Account
- Manufacturers
- Class
- Currencies
- FOB
- Terms
- Employee & Other Names
- Vendor Types
- Attribute
- User Group

**Sales**

- Customer Types
- Lead Statuses
- Sales Tax Codes
- Item Sales Tax
- Payment Methods
- Sales Rep
- Discount
- Custom Messages
- Price Levels
- Payment Gateway

**Repairs**

- Repair Order Type
- Warranty Type
- Problem Code

**Production**

- Steps
- Bom Group

**Shipping**

- Ship Methods
- Package Type
- Shipping Carrier Account

Here you can Enter a Name and choose the Default location of that Step then click Save and you will see your new Step on the left hand side.

OrderTime Admin Dashboard

Search: [ ]

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Admin > Profile Lists > Steps

**Step**

Active Status

Active  Inactive  Both

Name: [ ]

Description: [ ]

Location: HQ

Active:

Save [ ] Reset [ ]

**Records**

- ABS
- Add Cans to Cases
- Build package
- coating
- Convert to Die
- Default
- Fill Can
- Make Batch
- Move Wrapped Can
- Picking
- Processing
- Pull from Envision
- Receive Cases
- Recycled material
- Rolling
- Stathera Manufactions
- ...

Make sure if adding additional steps to select the Green Plus symbol to create a new record. Otherwise you are actually overwriting your existing record that is displayed.