Order Time Mobile - Sales Orders to Pick

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Use **Sales Orders to Pick** to pick approved sales orders in your location and create ship docs in Order Time. The module has four tabs: **Download**, **Scan**, **List**, and **Settings**.

Download a sales order

On the **Download** tab, use one of these options:

- Swipe an order in the **Open Sales Orders** list to download it. The list appears when **Load download list** is on in User Settings.
- Type the sales order number and tap download.
- Scan the sales order barcode. Order Time's sales order form templates already include it.

Downloading assigns the order to your device. Nobody else can work on it until you upload it or delete it from the device. See Checkout, Upload & Release Sales Orders.

Pick on the Scan tab

The Scan tab shows one item at a time with the quantity to pick, quantity on hand, bins, and lot or serial numbers (LSN) when the item tracks them. Swipe left or right to move between items.

The app asks for an **Item**, **Bin**, and **LSN** based on your settings. The highlighted field is the one the app expects next.

- **Start Scan With** (User Settings) sets whether you scan the item or the bin first. It also sorts the pick list by item or by bin.
- **Scan Item**, **Scan Bin**, and **Scan LSN** (Preferences) turn each scan field on or off.
- **Pick Quantity After Scan** (User Settings) sets how much each scan picks:
  - **One**: picks 1 per scan.
  - **All**: picks the full available quantity.
  - **Ordered Or One**: picks the quantity ordered, or 1 if there is none.
  - **Ordered Or All**: picks the quantity ordered, or the full available quantity if there is none.
  - **Manual**: asks you to enter the quantity.
- If an item has no barcode, tap the keyboard icon and type the value.
- **Use Phone Camera to Scan** (User Settings) turns the camera scanner on. Turn it off if you use a hardware scanner.

Tap to Confirm Picking

When **Enable Tap to Confirm Picking** is on in User Settings, you can tap an item instead of scanning it. Enter the quantity, check the bin and LSN, then confirm the pick. This helps prevent picks you didn't mean to make. The setting appears only when it is turned on for your company.

Contact support@ordertime.com to ask about it.

Review on the List tab

The List tab shows every sales order on the device and how much of each is picked. Tap an order to see its lines, and tap a line to see the pick details. To fix a pick, delete it and scan again.

Upload

Swipe an order to the right and tap **Upload**, or tap the upload button in the top right to upload every order on the list. Uploading creates a Ship Doc in Order Time for each order.

The upload is blocked if:

- Nothing has been picked on the order.
- The order does not allow partial shipments and is not fully picked.

Delete (release) an order

Swipe an order to the left and tap **Delete** to release it. No Ship Doc is created, and the order is free for someone else to download.

Auto Upload Sales Orders

When **Auto Upload Sales Orders** is on in User Settings, 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 on while sales orders are already on the device. Upload or delete them first.

Related settings

- **Location** (User Settings): you can only download orders for your current location.
- **Deny More Than Ordered** (Preferences > Pick Sales Orders): stops you from picking more than the ordered quantity.
- **Allow Negative Inventory** (Preferences > Pick Sales Orders): lets you pick even if it takes the bin's on-hand quantity below zero.

See Preferences & User Settings for every setting.