Order Time Mobile - Ship Docs to Pack

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Use **Ship Docs to Pack** to put the items on a ship doc into packages and record package details. The module has four tabs: **Download**, **Scan**, **List**, and **Settings**.

Download a ship doc

On the **Download** tab, pick a ship doc from the **Open Ship Docs** list, type the number, or scan its barcode. If your company uses **Download Ship Doc to Pack by SO No.** in Company Preferences, enter the sales order number instead.

Keep in mind:

- You may need to finish or delete the ship doc already on the device before you can download another one.
- A ship doc that is already fully packaged can't be downloaded again.

Pack on the Scan tab

1. Scan each item to add it to the current package. If the item tracks lots or serial numbers, scan or select the LSN as well.
2. Tap **Pkg Info** to enter the package type, weight, length, width, height, and tracking number.
3. Tap **Add New Pkg** to start another package, then keep scanning.

With **Enable Tap to Confirm Picking** on, you can tap an item, enter the quantity, and confirm which package it goes in.

Review on the List tab

The List tab shows the ship doc with its packaged and unpackaged items. Switch between **Packages** and **Items** to check your work.

Upload

Upload the ship doc to save the packages in Order Time. Before you upload:

- Every item must be in a package. The upload stops if any items are unpackaged.
- Remove any empty packages.