Order Time Mobile - Inventory Counts

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Use **Count** to count inventory with Order Time Mobile for a count you created in Order Time. This article is for Order Time Mobile. It is not the same as Count Inventory in the older All Orders Mobile app.

The module has four tabs: **Download**, **Scan**, **List**, and **Settings**.

Before you start

Create the count in Order Time on the web first. Note the count number.

Download the count

1. On the **Download** tab, enter or select the count number.
2. Optionally, tap to select group filters or bin filters to download only part of the count. You can search the bin list, which helps when you have a lot of bins.
3. Tap **Download**.

Count items

On the **Scan** tab, scan each item and enter the quantity you counted. The app matches scans on Full Name, Name, UPC, MPN, or GS1, based on **Recognize Scan**. To count an item that isn't on the list, use **Add New**.

The **List** tab shows each item with its system quantity and counted quantity. You can filter the list to show counted or blank items, and search it by UPC and other fields.

Upload or abandon

- **Upload** sends your counted quantities to Order Time.
- To abandon the count on the device, tap **Clear** on the List tab and confirm with **Abandon**.

After you upload, finish the count in Order Time on the web, for example to review variances and post the count.

Related User Settings

- **Sort Count List By Bins**: sorts the count list by bin instead of by item.
- **Edit Count Quantity From Count List**: lets you change a counted quantity right from the List tab.