Order Time Mobile - Preferences & User Settings

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Order Time Mobile has settings in three places: Company Preferences in Order Time on the web, **Preferences** in the app, and **User Settings** in the app.

Company Preferences in Order Time

In Order Time, go to **Settings > Company Preferences > Mobile**. Check **Activate** to turn on the app for your company, then set company defaults on the **General** and **Order Time Mobile** tabs. See Company Preferences - Mobile.

Preferences in the app

In the app, go to **Settings > Preferences**. Preferences are usually visible only to admin users.

General

- **Scan Item**: require an item scan.
- **Scan Bin**: require a bin scan.
- **Scan Lot or Serial Number (LSN)**: require an LSN scan for items that track them.

Pick Sales Orders

- **Allow Negative Inventory**: allow picks that take a bin's on-hand quantity below zero.
- **Deny More Than Ordered**: block picking more than the ordered quantity.

Receiving

- **Deny More Than Ordered**: block receiving more than the ordered quantity.

Work Orders

- **Auto Allocate Work Order on Finish**: allocate remaining components when a step is marked Finished.
- **Change Status to Ready When Allocated**: set the work order to Ready once its components are allocated.
- **Check Available on Pick**: check available inventory when picking a component.
- **Warn Finish if Unallocated**: warn before finishing a step with unallocated components.
- **Require Fully Allocated**: block upload until all components are fully allocated.

User Settings in the app

In the app, go to **Settings > User Settings**. These settings apply to you on this device.

- **Start Scan With**: scan the Item or the Bin first. This also sorts the pick list.
- **Recognize Scan**: the item field scans are matched against: Full Name, Name, UPC, MPN, or GS1.
- **Pick Quantity After Scan**: All, One, Ordered Or One, Ordered Or All, or Manual.
- **Location**: the location you are working in. Changing it deletes any downloaded orders and scans on the device, so upload first.
- **Use Phone Camera to Scan**: use the device camera as the scanner. Turn it off for hardware scanners. Changing it reloads the app and returns you to the Main Menu, and your work is kept.
- **Enable Composite QR Parsing (Item|LSN or Item|Bin|LSN)**: read several values from one QR code.
- **Apply Shipped-As UOM Conversion to Ship Doc Fills**: convert quantities to the shipped-as unit of measure when filling ship docs.
- **Auto Upload Sales Orders**: upload sales orders when you leave the module, sign out, download another order, or finish picking an order. You can't turn it on while sales orders are on the device.
- **Auto Upload Bin Moves**: upload each bin move as soon as it's complete. You can't turn it on while bin moves are waiting on the device.
- **Auto Scroll Items**: move to the next item on its own after the current one is done.
- **Load download list**: show the list of open documents on the Download tab. Turn it off if you always type or scan document numbers. The app runs faster without the list.
- **Enable Tap to Confirm Picking**: tap an item, enter the quantity, check the bin and LSN, then confirm. This setting appears only when it is turned on for your company.
- **Show Time Entry Feature**: show time tracking on work orders.
- **Sort Count List By Bins**: sort the count list by bin.
- **Edit Count Quantity From Count List**: change counted quantities from the List tab.
- **Sort Line Items Alphanumerically**: sort document lines in alphanumeric order.
- **Scan Work Order by Steps**: work through work orders one step at a time.

Other options on the Settings tab

The Settings tab also shows your user, role, company, location, and app version. From here you can refresh preferences or tap **Sign Out**.