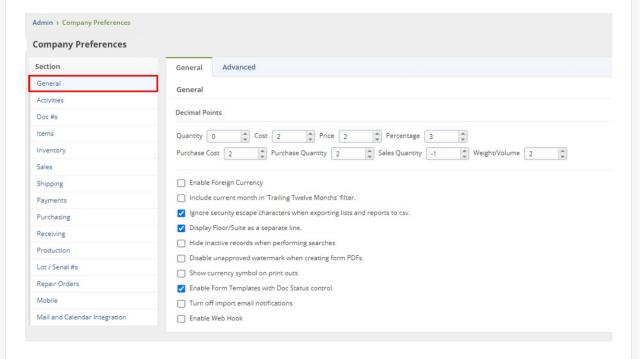
## **General Preferences**

Last Modified on 07/01/2022 9:18 am EDT

## **General Tab**

The General Section allows you to modify the following:

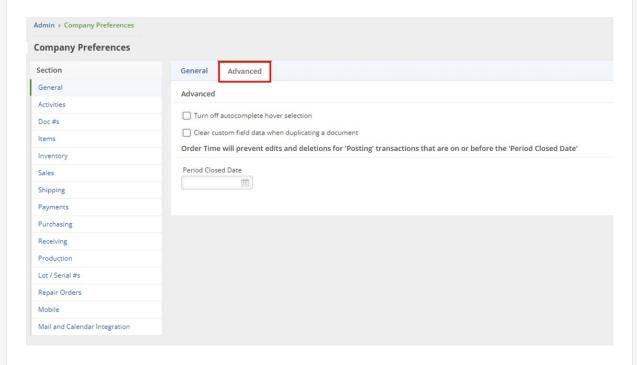
- How many places you would like Decimal Points to display (you have the option of setting it for Quantity, Cost, Price, and Percentage)
- If you would like to enable Foreign Currency.
- If you would like to include the current month in "Trailing Twelve Months" filter.
- Ignore security settings: Check to prevent a ' to be added to a cell when exporting lists or reports
- Display Floor/Suite as a separate line by default it shows on the same line as the street.
- Hide inactive records when preforming searches
- Disable the unapproved watermark when creating from PDFs
- Show Currency symbol on print outs
- Enable Form Templates with Doc Status control (Also allows Default controls)
- Turn off import email notifications
- Enable Web Hook



## **Advanced Tab**

- Turn off autocomplete hover selection
  - Checking this will disable Order Time from autocompleting your search field when hovering over a list option
- Clear custom field data when duplicating a document

- When checked, Order Time will clear the contents of all custom fields when cloning documents
- Period Closed Date
  - Entering a date here will mean that Order Time will prevent edits and deletions for transactions that posted before that date



Click Save when done.