

All Orders Mobile - Using the Device

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Interacting with the Device

There are 3 methods of interacting with the device;

- Stylus - used to move the cursor, press buttons or drop down pick lists.
- Keyboard - your device may have a built in keyboard (recommended) or you can use the on-screen keyboard. The keyboard may be used to type order #s, quantities, item #s etc...
- Scanner - your device may have a built in scanner or the scanner can be an attachment to the device. The scanner can be used instead of the keyboard to input order #s, quantities, item #s etc... The cursor must be in placed in the field in which you want the data to be entered before you start scanning.

Launching All Orders Mobile

To launch All Orders Mobile open the Start menu on your Windows Mobile Device and select the Programs menu item.



Now find the All Orders Mobile icon in the list of programs available to launch on the device. Click it to launch All Orders Mobile.



Logging In

Log In Credentials

**all Orders[™]
mobile[™]**

User Id

Password

WS Url

Log In **Reset**

User Name: The Login email.

Password: Your Api Key (see [Activation & Preferences](#))

Web Service:

<https://services.ordertime.com/webservice/aowebsservices.asmx>

Activity Panel

Depending on the roles assigned to the user he/she may see the Activity Panel with a list of activities that can be performed:



For Ship Sales Order, user role must allow to create Ship Docs.

For Receive Orders, user role must allow to create Receivers.
For Count and Warehouse, user role must allow to create Quantity Adjustments.

Scanning

When scanning make sure the cursor is in the Scan Item data entry field.

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Scan Items

Item	Order
447T05	43
Tot. Ordrd.	Ordered
1	1
Tot. Scnd.	Scnd.
0	0

EA AutoScan

Bin: Default

Scan Item:

Quantity: **Scan!**

Order List

After you scan the item enter the quantity and then click Pick! If the AutoScan box is checked, the quantity entry field will be hidden and the quantity will automatically be incremented by 1 for each scan. Be sure

to specify Tab as the escape character for you bar code scanner so All Orders Mobile knows when it has finished scanning and is ready for the next item. You can also manually type in the part # or item name and press Tab to imitate a scan taking place.

Order Time Preferences

There are a number of Order Time Preferences that affect how All Orders Mobile operates as follows:

1. Allow Negative Inventory (in Order Time under Inventory Preferences). If you check the box you will not be able enter a quantity that is more than available.
2. Deny shipping quantities greater than ordered (in Order Time under Shipping Preferences). If you check the box you will not be able to pick quantities greater than the quantity ordered on the sales order.
3. Deny receiving quantities greater than ordered (in Order Time under Receiving Preferences). If you check the box you will not be able to scan quantities greater than the quantity ordered on the purchase order.