

# General Preferences

Last Modified on 05/07/2024 11:03 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 performing 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

The screenshot shows the OrderTime web application interface. The top navigation bar includes links for Home, Sales, Purchasing, Production, Repairs, Warehouse, and Reports. The user is logged in as 'Mike All Orders Demo'. The main content area is titled 'Company Preferences' and has a 'General' tab selected. The 'General' tab contains settings for 'Decimal Points' (Quantity: 2, Cost: 3, Price: 2, Percentage: 1) and various checkboxes. The 'General' tab is highlighted with a red box in the original image. The 'Advanced' tab is also visible. The 'Recent Records' sidebar on the left lists various records with IDs like 225, A100004, and 060119WEBEX INC.

OrderTime

Search

Mike All Orders Demo | Logout

Home Sales Purchasing Production Repairs Warehouse Reports

Admin > Company Preferences

Create New Open Full List

Recent Records

- 225
- A100004
- 060119WEBEX INC
- 1549
- 104374
- 1548
- 111-2
- 104373
- 104372

Section

- General
- Activities
- Doc #s
- Items
- Inventory
- Sales
- Shipping
- Payments
- Purchasing
- Receiving
- Production
- Lot / Serial #s
- Repair Orders
- Rentals
- Mobile
- Mail and Calendar Integration

General Advanced

General

Decimal Points

Quantity 2 Cost 3 Price 2 Percentage 1

Purchase Cost 2 Purchase Quantity 2 Sales Quantity 2 Weight/Volume 2

- ☒ Enable Foreign Currency
- ☒ Include current month in Trailing Twelve Months filter.
- ☒ Ignore security escape characters when exporting lists and reports to csv.
- ☐ Display Floor/Suite as a separate line.
- ☐ Hide inactive records when performing searches
- ☐ Disable unapproved watermark when creating form PDFs.
- ☒ Show currency symbol on print outs
- ☒ Enable Form Templates with Doc Status control.
- ☐ Turn off import email notifications
- ☐ Enable Web Hook

Save Reset

Powered by NumberCruncher

Terms of Use | Privacy

## 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
- Show form templates in letter size (8.5x11)
  - Forces a default page size for Form Templates when they are converted to PDF

The screenshot shows the OrderTime web application interface. At the top, there is a navigation bar with links for Home, Sales, Purchasing, Production, Repairs, Warehouse, and Reports. A search bar is located on the left side of the navigation bar. The main content area is titled 'Company Preferences' and has two tabs: 'General' and 'Advanced'. The 'Advanced' tab is currently selected. Under the 'Advanced' tab, there are several checkboxes: 'Turn off autocomplete hover selection' (checked), 'Clear custom field data when duplicating a document' (unchecked), 'Do not allow existing custom list views to be overridden' (unchecked), 'Allow editing custom fields from a transaction's details page, even when the transaction is closed.' (checked), 'Show Account numbers while selecting an Account' (checked), 'Show location address on a form template instead of the company address' (checked), 'Show Only Employees for name on time entries' (unchecked), 'Enable Doc Status Role Restrictions' (unchecked), 'Hear a beep sound after successfully scanning a line item' (unchecked), and 'Show form templates in letter size (8.5x11)' (checked). Below these checkboxes, there is a section titled 'Order Time will prevent edits and deletions for 'Posting' transactions that are on or before the 'Period Closed Date''. At the bottom of this section, there is a 'Period Closed Date' field with a calendar icon. The footer of the page indicates 'Powered by NumberCruncher' and 'Terms of Use | Privacy'.

Click **Save** when done.