

# Getting Started with the Market

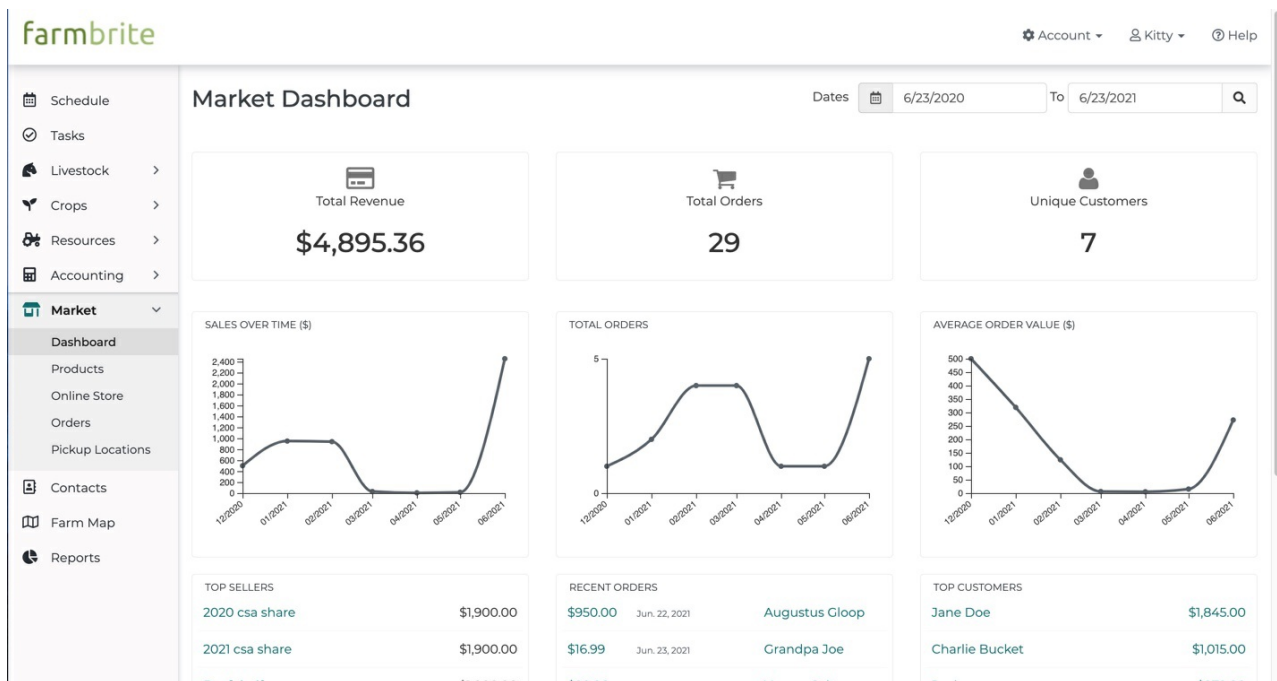
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Your online market is where you can showcase your freshly grown produce, meat products, cheese or other items. This tool is very versatile and can be used for CSA shares, events, selling livestock, sending orders, inventory tracking and more.

## Market Dashboard

On your market dashboard you will see some charts and graph showing you total sales, top sellers, recent order and more. This gives you an overall picture of your shop.

You can use the date filter at the top to sort through and find specific orders or look at the data in different ways.



## Products

Your products are where you can add things to sell on your online store. Add a CSA share, types of meat, produce or any items that you are selling. This brings the store to your customers.

Add a new product by clicking the "New Product" button or upload a list of products that you have in an excel and saving it as a CSV file. (Read on for instructions.)

NAME	SKU	AVAILABLE	CATEGORY
Yellow beans		9.00 pounds	Vegetables and Vegetable Products
Wholesale Spinach-Amount of LBS <small>Wholesale Only</small>		20.00 pounds	Vegetables and Vegetable Products
Spinach-1 bunch		9.00	Vegetables and Vegetable Products
Salad Blend 50/50			
Pork Iion		3.00	Pork Products
Peach jam		24.00	Fruits and Fruit Juices
Orange Carrot		198.00 bunches	Vegetables and Vegetable Products
Milk Share		2.00	Dairy and Egg Products
Kentucky Pole Beans- 16 ounce	KPB	32.00	Vegetables and Vegetable Products
Honey		5.00	Honey

## Add a new product

This is where you can showcase your item for sale. Add images and detailed descriptions about your items so your customer can find the ones they want.

Click on the "New Product" button

Enter the information that you would like to list about your product like a product name, price, listing category, status and all the details about your item.

**New Product**

Product Name

SKU

Retail Price \$

Wholesale Price \$   Wholesale Only

Product Sold By

Limit sales based on Inventory

Listing Category  [Edit Categories](#)

Pin to top of category

Product Type

Status

Show In Online Store  Yes  No

Delivery Options  Delivery  Pick up  Shipped

Description

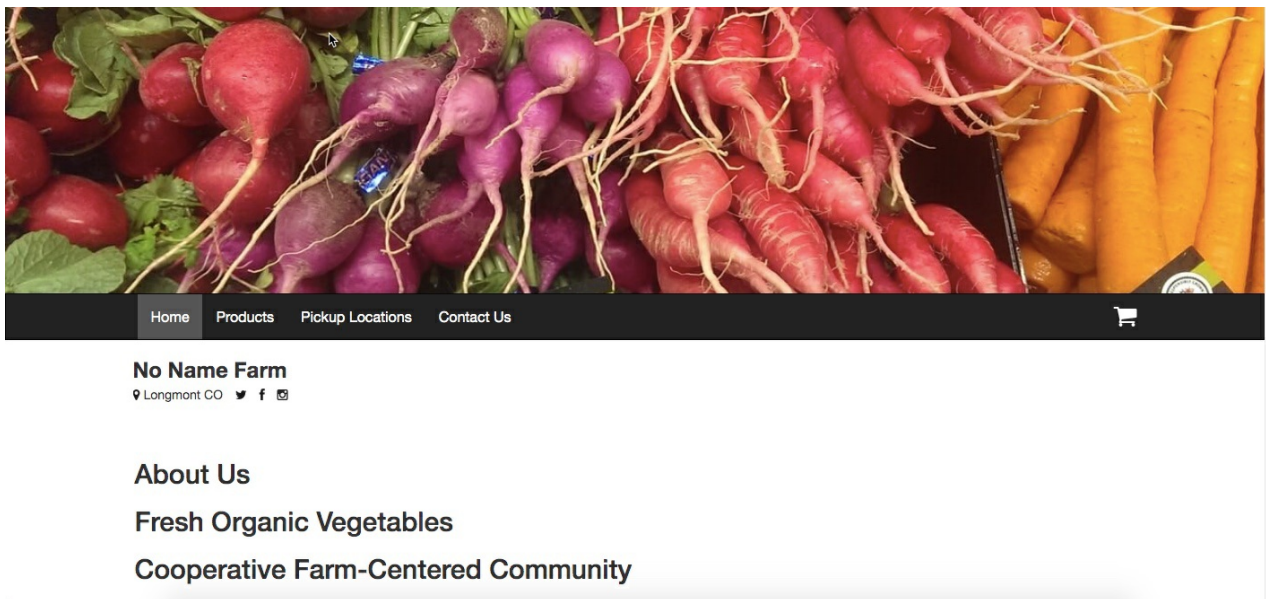
## Online Store

This tab lets you create a customized online storefront. It shows your homepage, a gallery of photos and lets you add logos and photo headers to your page.

You can use the site provided with your Farmbrite account (which you will find on the Online Store tab). You can also use your own URL and embed the Farmbrite market on your site. There is a link to add that in the Online Store tab.

To take online payments you will need to set up your shop with Stripe, our payment processor. You can also decide to only accept cash or check. We also have the option to set up the Quick Pay options through Stripe. Once you have set up your account with them you can send invoices or receive payments by scanning a QR code. You can add this QR code to a roadside farmstand, use it in your pop-up shop or when you send invoices to customers.

Remember to set up your currency in your Account settings.



## Orders

This is where you will find a listing of all your orders that have been placed. You can search your orders history for past or new orders.

You can also create new orders and see orders that have been placed. You can add discounts, shipping and delivery fees as well as taxes. Farmbrite does not calculate taxes automatically but there are resources by clicking on the tax links under Add Taxes that can help you with this calculation.

(Note: Deleted orders can not be restored.)

- Schedule
- Tasks
- Livestock >
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- Market** ▾
  - Dashboard
  - Products
  - Online Store
  - Orders**
  - Pickup Locations
- Contacts
- Farm Map
- Reports

## Order #82927d8518

Edit
Pick Inventory
Email Invoice
🗑️
🖨️

Ordered: Jun. 23, 2021

Ordered Admin Payment Due Created by: Kitty

PRODUCT	PRICE	QTY	TOTAL
Kentucky Pole Beans- 16 ounce	\$4.99	1.0	\$4.99
Honey	\$12.00	1.0	\$12.00
			Products \$16.99
			Discount -\$0.00
			Subtotal \$16.99
			Shipping & Delivery \$0.00
			Taxes \$0.00
			<b>Total Due \$16.99</b>

**Billed To**  
Grandpa Joe  
joe@asdk.com

## Invoices

You can create an invoice through the Farmbrite Market that you can send to your customers. You can easily create and share invoices for your orders.

Click the "Email Invoice" at the top next to the Pick inventory button. You will need to have a valid email for your customer, and your Stripe and Quick payment set up in your account.

## Pickup locations

Add pick up locations, delivery options, or show your hours of operation to your customers. Then you can tell your customers when and where to come pick up their boxes or orders.

## Payment Options

At this time Farmbrite only supports Stripe Payment. You will be asked to set up an account with them when you open your online shop. They process all payments in the Farmbrite market.

## Shop refunds

Since payment is processed through Stripe you would also do refunds through them. Log into your Stripe account to do this and for more information.

## Quick Pay

Farmbrite has an option of using quick pay. You can use this at off-farm events or at your farm stand.

How this works:

A customer scans your unique QR code and then is quickly able to pay for your farm products. This is a contactless payment system which is a convenient way to offer credit card payments to your customers.

