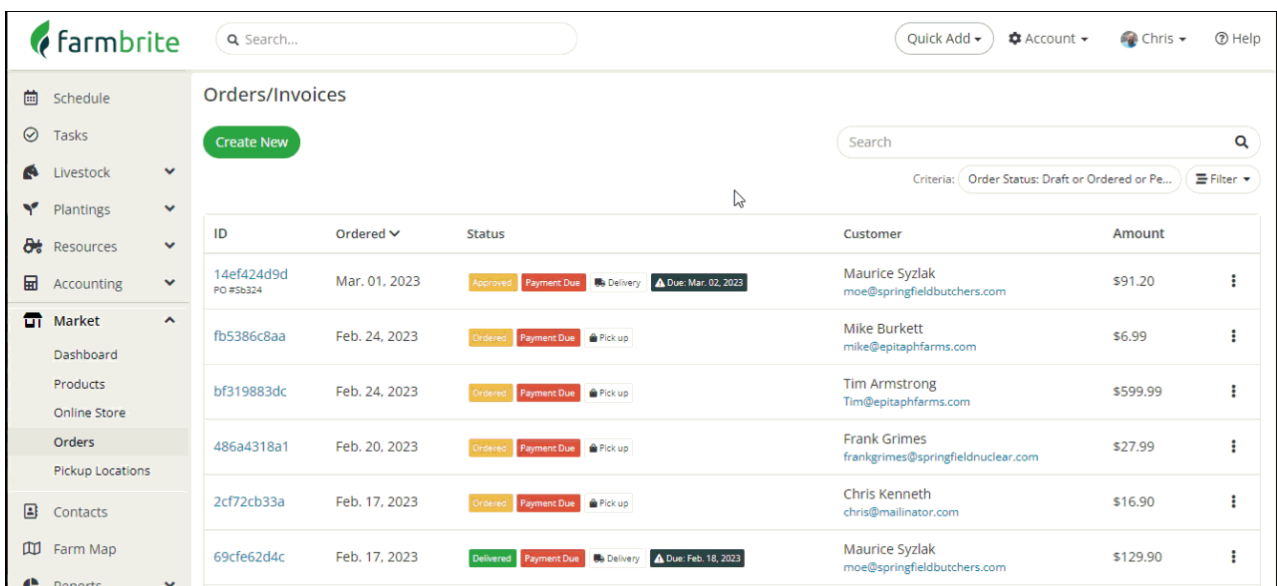


# Updating Order Statuses and Details

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Whether your order came in through your online store, or you created it manually in your Farmbrite system, you'll likely want to update it as it progresses through different phases. You might want to change the status to reflect that you're picking the order, that it's been packaged, or that it was shipped to your customer. You might also make changes to the payment status to reflect that you received a check or purchase order for the order. You can make all these updates and more from the Order Details page.

To access your orders, navigate to Market and then choose Orders. Be aware that you can use the filters and search on the page to refine your results. Perhaps you just want to find ones where payment is still due, or orders placed during a specific date range. The search allows you to find orders placed by specific customers as well. You can combine all of these filters to find just the orders you are looking for.



ID	Ordered	Status	Customer	Amount
14ef424d9d PO #5b324	Mar. 01, 2023	Approved Payment Due Delivery Due: Mar. 02, 2023	Maurice Syzlak moe@springfieldbutchers.com	\$91.20
fb5386c8aa	Feb. 24, 2023	Ordered Payment Due Pick up	Mike Burkett mike@epitaphfarms.com	\$6.99
bf319883dc	Feb. 24, 2023	Ordered Payment Due Pick up	Tim Armstrong Tim@epitaphfarms.com	\$599.99
486a4318a1	Feb. 20, 2023	Ordered Payment Due Pick up	Frank Grimes frankgrimes@springfieldnuclear.com	\$27.99
2cf72cb33a	Feb. 17, 2023	Ordered Payment Due Pick up	Chris Kenneth chris@mallinator.com	\$16.90
69cfe62d4c	Feb. 17, 2023	Delivered Payment Due Delivery Due: Feb. 18, 2023	Maurice Syzlak moe@springfieldbutchers.com	\$129.90

You can access the order by simply clicking on the row, or select Edit Order from the actions menu on the right to go directly to editing it. In our example below we were ready to deliver Moe's hot sauce order, so we first updated the status to picking and then printed our Pick List. After picking and packing, we marked it as delivered and sent an emailed receipt to our customer with a quick message. Then we updated the order one last time to reflect it as complete. You'll see that status shown on your Orders page as well.

The screenshot shows the Farmbrite interface with the 'Orders/Invoices' section. A sidebar on the left contains navigation options like Schedule, Tasks, Livestock, Plantings, Resources, Accounting, Market, Contacts, Farm Map, and Reports. The main content area has a search bar and a 'Create New' button. Below is a table of orders with columns for ID, Ordered date, Status, Customer, and Amount. The status column includes icons for 'Approved', 'Paid', 'Delivery', and 'Due' dates.

ID	Ordered	Status	Customer	Amount
14ef424d9d	Mar. 01, 2023	Approved Paid Delivery Due: Mar. 06, 2023	Maurice Syzlak moe@springfieldbutchers.com	\$91.20
fb5386c8aa	Feb. 24, 2023	Ordered Payment Due Pickup	Mike Burkett mike@epitaphfarms.com	\$6.99
bf319883dc	Feb. 24, 2023	Ordered Payment Due Pickup	Tim Armstrong Tim@epitaphfarms.com	\$599.99
486a4318a1	Feb. 20, 2023	Ordered Payment Due Pickup	Frank Grimes frankgrimes@springfieldnuclear.com	\$27.99
2cf72cb33a	Feb. 17, 2023	Ordered Payment Due Pickup	Chris Kenneth chris@mailinator.com	\$16.90
69cfe62d4c	Feb. 17, 2023	Delivered Payment Due Delivery Due: Feb. 18, 2023	Maurice Syzlak moe@springfieldbutchers.com	\$129.90

Speaking of marking orders as complete, you can also select multiple orders and then mark them all complete at once. If you've picked, packed, and shipped a bunch of orders in one day, this might be an easier way to complete all of them, rather than going into each one individually. In our example below we filtered the page to show us only those that were shipped or packing but not complete, and got our list down to zero in just a couple clicks.

This screenshot shows the same Farmbrite interface but with filters applied. The 'Criteria' dropdown is set to 'Order Status: Approved or Delivered ...' and 'Payment Status: Paid'. The table now shows only 5 records with statuses like 'Shipped', 'Packing', and 'Delivered'. A 'Download Orders' button is visible at the bottom of the table.

<input type="checkbox"/>	Amount	Status	Customer	Date
<input type="checkbox"/>	\$162.93 PO#58123	Shipped Paid Shipped Due: Mar. 31, 2023	Maurice Syzlak moe@springfieldbutchers.com	Mar. 13, 2023
<input type="checkbox"/>	\$119.40	Shipped Paid Delivery Due: Oct. 18, 2022	Michael Burkett mikeburkett@mailinator.com	Oct. 18, 2022
<input type="checkbox"/>	\$358.20	Packing Paid Delivery	Carolyn Worthington carrie@americanmeatsmfgcoinc.com	Aug. 23, 2022
<input type="checkbox"/>	\$467.64	Packing Paid Pickup Due: Sep. 28, 2021	Trey Gordon treygordo@mailinator.com	Sep. 28, 2021
<input type="checkbox"/>	\$311.76	Delivered Paid	Greg Wallace greg@mailinator.com	Jul. 22, 2021

Displaying all 5 records  
Download Orders

It's totally up to you what statuses you want to use, and what works best for your business. Note that we skipped the "packing" status in our example and went straight from picking to delivered. We gave the picking list to our delivery person, who picked the order, packed it up, and delivered it all in one afternoon. Once they came back from the delivery route and confirmed the package was dropped off at the butcher shop, we made the last step in our process to send the receipt via email as that gives us a final touch point with our customer. If you run a larger operation where the picking and packing processes might take place separately, then go for it and use whatever statuses and workflows best suite your needs!