

# Picking Orders

Last Modified on 05/03/2024 12:25 pm MDT

Picking and packing a shipment or delivery is an important step to completing an order. Whether you saw the [order come in through your online store](#), or you took it over the phone and [created it manually](#), you'll have the option to create a pick list for the order to make this process easier. This is something you can print or access on a mobile device to collect the products for the order from your warehouse.

*If you have not set up your inventory system to track your products yet, [check out this article for a walkthrough](#).*

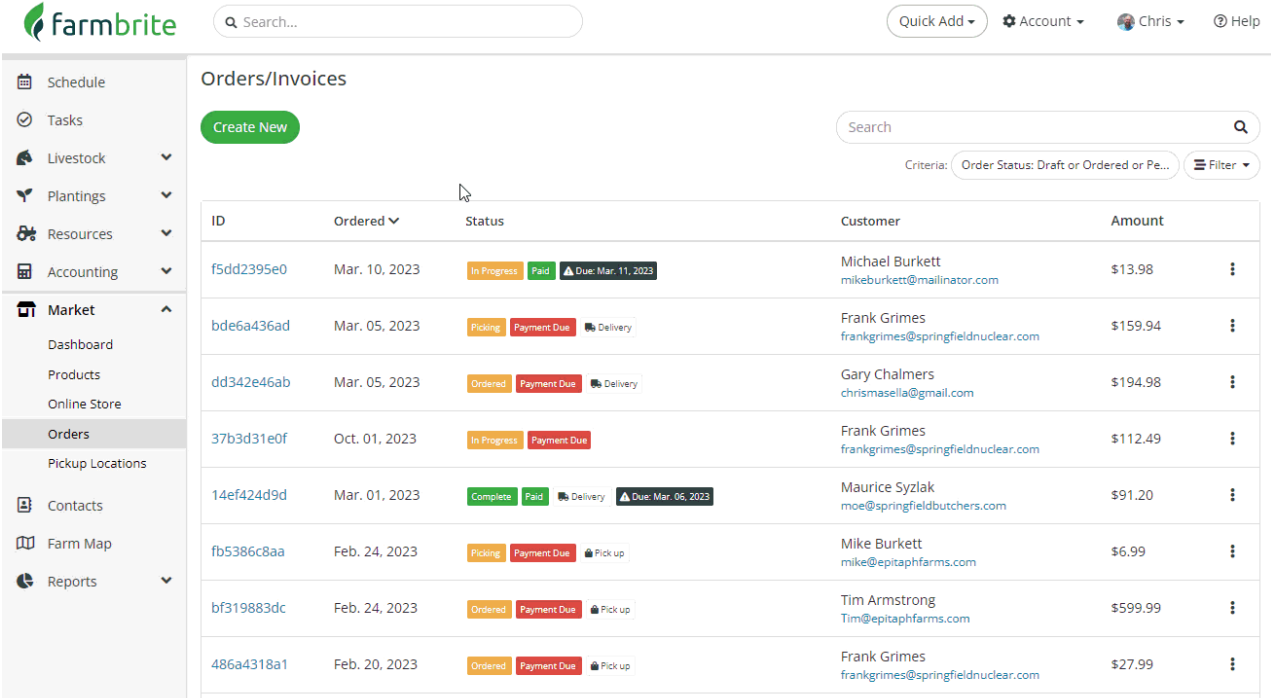
You'll have multiple opportunities to create this pick list; you can generate it as the next sequential step when creating an order manually, or print it anytime from an existing order.

## Picking an Existing Order

To start, access the order you want to work with from your Orders page. Click the **Pick Order button**, and a new window will open. *Note that this feature is not available for orders in draft status.*

This displays the location of each product in the order so you can easily find it on your selves, and asks you to then supply the amount you'll pick. You'll also choose if you should reduce your inventory now, or save that step until later; this is up to you and your business operations. If you are picking and packing the order right now you might reduce the inventory. If you are printing the pick list and someone else will pick and pack at a later time, you might wait.

Also note that the status of your order is automatically updated to Picking.




The screenshot shows the Farmbrite interface. At the top left is the Farmbrite logo. A search bar is next to it. On the right, there are links for 'Quick Add', 'Account', 'Chris', and 'Help'. A sidebar on the left contains navigation options: Schedule, Tasks, Livestock, Plantings, Resources, Accounting, Market (with sub-options: Dashboard, Products, Online Store), Orders (selected), Pickup Locations, Contacts, Farm Map, and Reports. The main content area is titled 'Orders/Invoices' and features a 'Create New' button and a search bar. Below this is a table of orders with columns for ID, Ordered date, Status, Customer, and Amount. The table contains several rows of order data with various status indicators like 'In Progress', 'Picking', 'Ordered', 'Complete', and 'Paid'.

ID	Ordered	Status	Customer	Amount
f5dd2395e0	Mar. 10, 2023	In Progress Paid Due: Mar. 11, 2023	Michael Burkett mikeburkett@mailinator.com	\$13.98
bde6a436ad	Mar. 05, 2023	Picking Payment Due Delivery	Frank Grimes frankgrimes@springfieldnuclear.com	\$159.94
dd342e46ab	Mar. 05, 2023	Ordered Payment Due Delivery	Gary Chalmers chrismasella@gmail.com	\$194.98
37b3d31e0f	Oct. 01, 2023	In Progress Payment Due	Frank Grimes frankgrimes@springfieldnuclear.com	\$112.49
14ef424d9d	Mar. 01, 2023	Complete Paid Delivery Due: Mar. 06, 2023	Maurice Syzlak moe@springfieldbutchers.com	\$91.20
fb5386c8aa	Feb. 24, 2023	Picking 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

After you've packed and shipped/delivered the order, you'll want to update it's status as shown in the video above. You can also see the picked items reduced from your Inventory in your Resources, if you chose to reduce it during picking. If you didn't, you might manually adjust it here now.

## Picking When Creating an Order

You can also pick your inventory as you are creating the order; this would be helpful if you took an order over the phone that needed to be shipped or delivered immediately. Choose **Save and Pick** when adding the order; all the rest of the steps above apply here too.




Quick Add Account Chris Help

- Schedule
- Tasks
- Livestock
- Plantings
- Resources
- Accounting
- Market**
- Dashboard
- Products
- Online Store
- Orders**
- Pickup Locations
- Contacts
- Farm Map
- Reports

### Orders/Invoices

Create New

Search

Criteria: Order Status: Draft or Ordered or Pe... Filter

ID	Ordered	Status	Customer	Amount
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bde6a436ad	Mar. 05, 2023	Picking Payment Due Delivery	Frank Grimes frankgrimes@springfieldnuclear.com	\$159.94
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