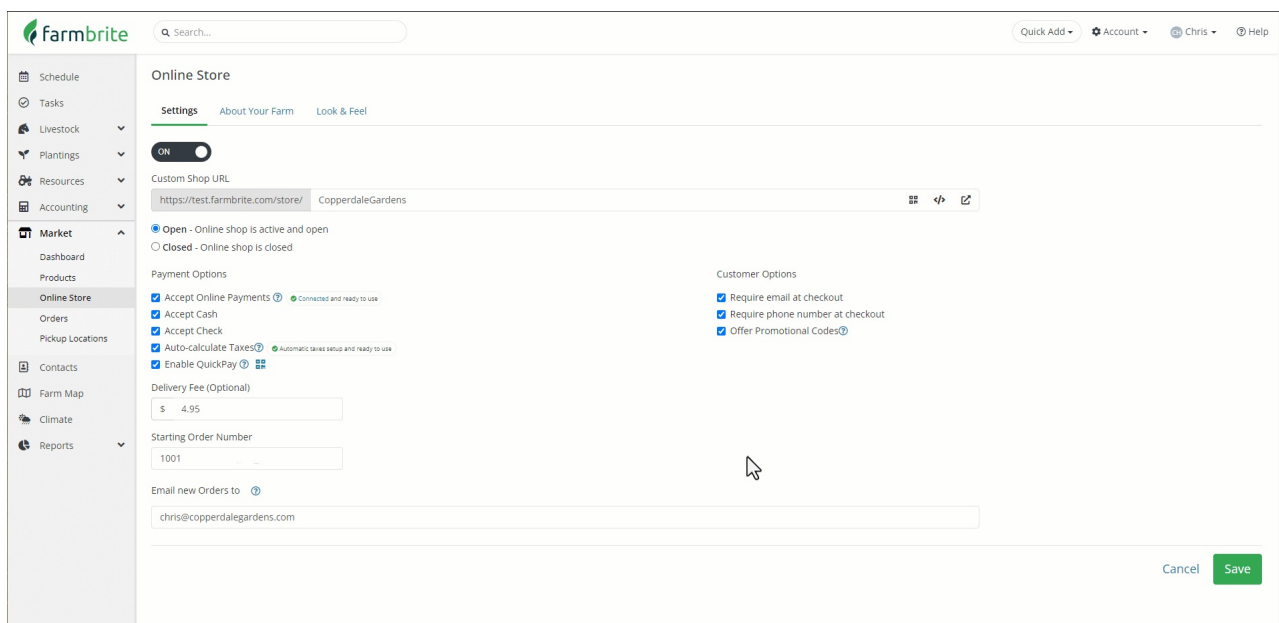


# Setting Your Order Number Sequence

Last Modified on 06/05/2023 12:21 pm MDT

Whether you are brand new to using the Farmbrite market or have hundreds of orders recorded already, we know you might want to use your own custom Order ID numbers to better keep track of them. If you have been using a different system for years, perhaps you want to start your Farmbrite orders with the next Order ID in your current sequence. Or maybe you've been using Farmbrite for years and now want something simpler than the alphanumeric string that Farmbrite used by default. Either way, you'll have an option in your Online Store Settings to set a starting Order Number.

To do this, **Navigate to your Online Store Settings under Market>Online Store. You'll see a field for Starting Order Number.** By default this is set to 1001, but you can change it to whatever you would like! In the example below we continued the sequence from our old ordering system by starting at 2556. Be sure you click Save in the settings if you make any changes.



The screenshot shows the Farmbrite user interface. On the left is a navigation sidebar with categories like Schedule, Tasks, Livestock, Plantings, Resources, Accounting, and Market. The 'Market' section is expanded, showing 'Online Store' as the active page. The main content area is titled 'Online Store' and has three tabs: 'Settings', 'About Your Farm', and 'Look & Feel'. The 'Settings' tab is active. At the top, there is a toggle switch for 'ON'. Below that is the 'Custom Shop URL' field, which contains 'https://test.farmbrite.com/store/ CopperdaleGardens'. There are two radio buttons for 'Open - Online shop is active and open' (selected) and 'Closed - Online shop is closed'. Under 'Payment Options', there are several checked checkboxes: 'Accept Online Payments', 'Accept Cash', 'Accept Check', 'Auto-calculate Taxes', and 'Enable QuickPay'. Under 'Customer Options', there are also checked checkboxes: 'Require email at checkout', 'Require phone number at checkout', and 'Offer Promotional Codes'. The 'Delivery Fee (Optional)' field is set to '\$ 4.95'. The 'Starting Order Number' field is a text input containing '1001', and a mouse cursor is hovering over it. At the bottom, there is an 'Email new Orders to' field containing 'chris@copperdalegardens.com'. In the bottom right corner, there are 'Cancel' and 'Save' buttons.

Note that if you change this after you have any orders in Farmbrite, the next new order will be numbered with the starting number *plus the quantity of existing orders*. For example, if we had 10 existing/previous orders in our account and set the same number above (2556), the next new order would be number 2567.