

Setting Your Order Number Sequence

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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>Settings. 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 1104 . Be sure you click Save in the settings if you make any changes.

The screenshot shows the Farmbrite 'Order Settings' page. The left sidebar contains a navigation menu with categories like Schedule, Tasks, Livestock, Plantings, Resources, Accounting, Market, and Settings. The 'Settings' category is expanded, showing sub-options like Online Sales, Look & Feel, Contact Details, and Pickup Locations. The 'Order Settings' section is active, displaying the 'Starting Order Number' field set to 1104. Below this is the 'Send Notification Email for Orders' field set to chris+masella@farmbrite.com. The 'Payment Options' section includes checkboxes for 'Accept Online Credit Card Payments', 'Enable QuickPay', 'Accept Cash', and 'Accept Check'. The 'Taxes, Fees & Accounting' section includes a 'Basic Default & In-Person (POS) Tax Rate' of 8.9%, a 'Shipping & Delivery Fee (Optional)' of \$ 5.0, and checkboxes for 'Advanced Tax Calculation for Online Sales' and 'Split Order Transactions by Product'. The 'Delivery Fee Accounting Category' is set to 'Shipping and Delivery'. The page has a 'Cancel' button and a green 'Save' button at the bottom right.

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 (1104), the next new order would be number 1114.