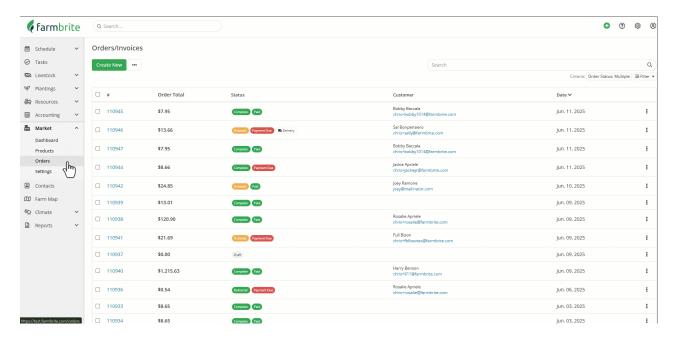
## **Viewing Orders by Source**

Last Modified on 07/16/2025 11:07 am MDT

Scratching your head about how an order was recorded? If you'd like to know how an order was added to Farmbrite, you'll be able to see that on the order itself and in custom reports. You can also filter for the creation method and get an easy list of all orders added that way.

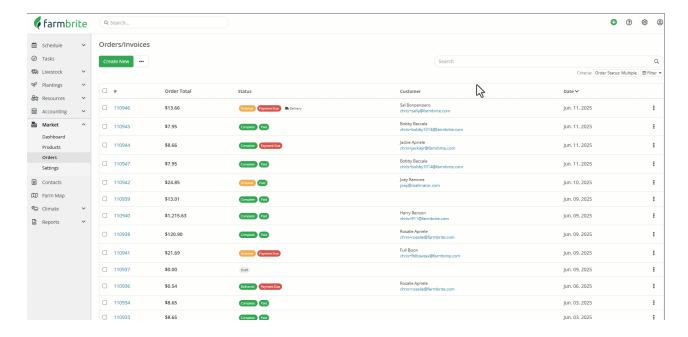
To do this, you'll navigate to Market, and then select Orders. You can open any order and you'll immediately see the entry method shown at the top. There are three possible options that could be shown.

- <u>Admin</u> These orders were created administratively within Farmbrite, using the Create New button on the orders page.
- POS These orders were recorded via the Point of Sale system.
- Online These orders were added using the Online Shop.



## **Filtering Orders by Source**

You'll find a filter to find just the order sources you are looking for on the orders page. Click it in the upper right, and you can set Online, POS, or Admin Orders. Make your selections and click Apply to refresh the page and see your results.



## **Reporting on Order Source**

You can create custom reports to see the order source as well. Just add the field Order Source to the report. Bonus: In the image below we have also Grouped By source, so we'll see our Online, Admin, and POS orders grouped together, with a count!

