



Creating Local Line Order Lists:
Option for markets with small # of orders

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for the Farmers' Market Hub project
farmersmarkethub.org
farmersmarketaggregation.wordpress.com

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1. In the Orders section > Customer view, choose Sort by: Delivery Date. Choose the current Saturday's date as both start & end date
2. Download the Customer Order List by clicking "Download Orders" in the upper left.
3. Delete rows of Notes, except for any customer notes you want to keep
4. Delete extraneous columns (Delivery/Pickup & Delivery/Pickup Tax)
5. Print a copy at this point to cut up for taping or stapling to order bags
6. Insert a column for Customer Name
7. Manually copy & paste customer names into the Customer Name column
8. Delete remaining rows of text so you get a sort-able sheet with all data in columns.
9. Sort by supplier
 - * Go to Data > Sort
 - * Choose Sort by: Supplier
10. Copy & paste from this spreadsheet to create a separate list for each supplier
11. Sort by customer order # for your own use at the market