

Getting Started with Contacts

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Getting Started with Contacts

You'll undoubtedly meet many people through your farm - customers, employees, vendors, suppliers, veterinarians, and many more. You'll have access to a Contacts Directory within Farmbrite to help you keep track of them and their contact information. No more searching for that lost business card or trying to remember which of the four "Joe" records stored in your cell phone is the supplier you need to contact.

You can find this list - and add to it - by clicking Contacts.

Name	Location	
Apriele, Rosalie Customer	chris+rosalie@farmbrite.com 2225252	
Apriele, Jackie Customer	chris+jackiej@farmbrite.com (303) 555-2252	
Bucco, Artie Buyer	chris+a@farmbrite.com (303) 555-2252	
Burns, Larry Customer	larryburns@mailinator.com (203) 666-9969	
Burton, Chris Customer	chris@farmbrite.com (203) 666-3323	
Cartman, Stan Customer	chris+stan@farmbrite.com (303) 555-5555	
Cattington, Marj Customer	chris+marj@farmbrite.com 303444	
Cifaretto, Ralph Customer	chris+ralph@farmbrite.com (303) 555-2222	
Dante, Silvio Customer	chris+larry@farmbrite.com (222) 555-8858	
FB, Chris Customer	chris+fb@farmbrite.com (203) 222-2252	

This will bring you to the main Contacts page. Here you will find:

- A grid listing all of your existing contacts, with important information shown at a glance.
- A New Contact Button to create new contact records from this page.
- A feature to import contacts using a simple spreadsheet, found under the actions menu (3 Dots)
- A search box to easily find the contact you're looking for.
- A selection to download all of your contacts to a spreadsheet.

The Contacts Grid

You'll immediately see the Contacts Grid when you access the Contacts page. Farmbrite displays the most relevant and important information immediately - Name, Company, Email, Phone, City, and what type of contact the person is. If you have many contacts and would like to sort this list, click on the column headers to sort by the field most relevant for you - perhaps alphabetically, or by type. To access more details about a contact, just click their name.

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- Farm Map
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Contacts

New Contact

Name	Location
<input type="checkbox"/> Apriele, Rosalie Customer <div> chris+rosalie@farmbrite.com 2225252 </div>	
<input type="checkbox"/> Aprille, Jackie Customer <div> chris+jackie@farmbrite.com (303) 555-2252 </div>	
<input type="checkbox"/> Bucco, Artie Buyer <div> chris+a@farmbrite.com (303) 555-2222 </div>	
<input type="checkbox"/> Burns, Larry Customer <div> larryburns@mailinator.com (203) 666-9969 </div>	
<input type="checkbox"/> Burton, Chris Customer <div> chris@farmbrite.com (203) 666-3323 </div>	
<input type="checkbox"/> Cartman, Stan Customer <div> chris+stan@farmbrite.com (303) 555-5555 </div>	
<input type="checkbox"/> Cattington, Marj Customer <div> chris+marj@farmbrite.com 303444 </div>	
<input type="checkbox"/> Cifaretto, Ralph Customer <div> chris+ralph@farmbrite.com (303) 555-2222 </div>	
<input type="checkbox"/> Dante, Silvio Customer <div> chris+larry@farmbrite.com (222) 555-8858 </div>	
<input type="checkbox"/> FB, Chris Customer <div> chris+fb@farmbrite.com (203) 222-2252 </div>	

Adding a New Contact

You're likely making new acquaintances all the time, and you'll want to keep your Contacts directory up to date with your new contact information. You can do this by clicking the New Contact button. A new window will open; supply any information you have for this person, and then save. For a full step by step walkthrough, check out our related article on [Creating Contacts](#).

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New Contact

Name	Location
<input type="checkbox"/> Wiggum, Chief Customer <div> chris+cwiggum@farmbrite.com 303555 </div>	Shelbyville
<input type="checkbox"/> Syzlak, Moe Customer <div> moe@moestavern.com (303) 555-2222 </div>	golden
<input type="checkbox"/> Syzlak, Moe Customer <div> chris+regtest822@farmbrite.com (303) 555-2252 </div>	
<input type="checkbox"/> Spatafore, Vito Customer <div> chris+vito@farmbrite.com (303) 555-2929 </div>	
<input type="checkbox"/> Soprano, Carmela Customer <div> chris+carmela@farmbrite.com (303) 555-2285 </div>	
<input type="checkbox"/> Smith, Shipper Customer <div> shipped@mailinator.com (123) 555-2525 </div>	
<input type="checkbox"/> Smith, Clifford Customer <div> chris+cliff@farmbrite.com (303) 555-2222 </div>	
<input type="checkbox"/> Slippin, Jimmy Customer <div> chris+jimmy@farmbrite.com </div>	
<input type="checkbox"/> Rosenberg, Peter Wholesale Customer <div> pete@mailinator.com </div>	
<input type="checkbox"/> Rogers, Dennis Customer <div> dennis@mailinator.com (303) 555-5555 </div>	

Importing Contacts

If the process for adding individual contacts described above seems daunting - maybe you have dozens, or even hundreds of contacts to add - then you can add your contact information to a spreadsheet, and upload it to Farmbrite. This may save you time, and will prove valuable if you're migrating your contacts from a previous farm management software, or even have them stored in an Excel sheet. You can read all about this process in this help article for [Importing Contacts From a Spreadsheet](#).

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<input type="checkbox"/> Cifaretto, Ralph Customer ✉️ chris+ralph@farmbrite.com 📞 (303) 555-2222	⋮
<input type="checkbox"/> Coles, Dennis Supplier Stapleton Fish Scales ✉️ denniscoles@gmail.com 📞 (303) 555-2222	⋮
<input type="checkbox"/> Dante, Silvio Customer ✉️ chris+larry@farmbrite.com 📞 (222) 555-8858	⋮

Searching Contacts

If you have many contacts, you'll likely want to search through them to find the specific record you are looking for, rather than paging through all of your records. Use the search bar in the upper right to search by Name, Company, or Contact type. You might find the ability to search by type useful if you are looking to find just your customers, or maybe a list of suppliers or vendors. Just type what you're looking for, and hit enter. When done searching, you can clear your search using the red X icon in the search bar.

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Downloading Contacts

If you need to get a list of your contacts, you can easily export them to a spreadsheet. This might be helpful if you'd like a list of your employee contacts to distribute as a contact list internally, or if you'd like to provide a list of your suppliers to a friend. To download the spreadsheet, click Download All Contacts in the bottom left of the Contacts Grid; it will download the spreadsheet of contacts to your browser's default downloads folder. For a full walkthrough, check out our article for [Downloading Contacts](#).

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Still have questions about your contacts? Be sure to check out the other articles in this Knowledge Base category, and feel free to [reach out to us](#) if you didn't find your answer.