

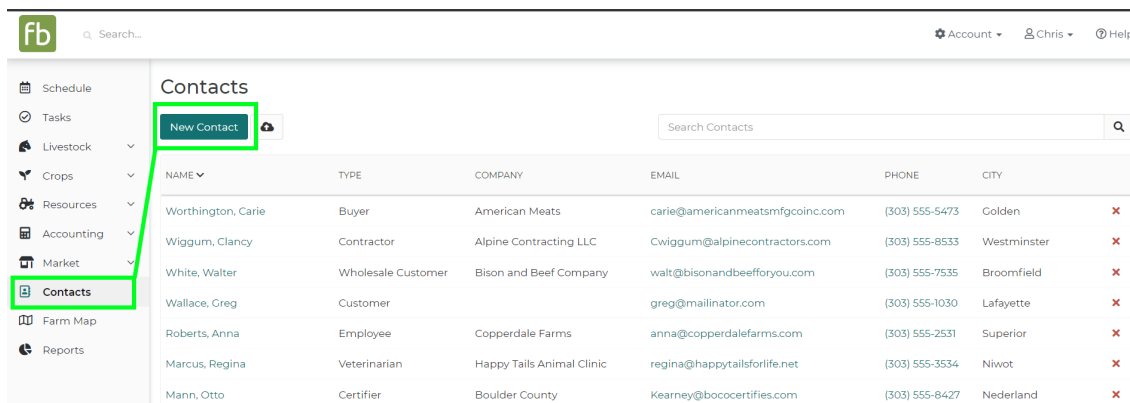
Adding Contacts

Last Modified on 06/02/2025 2:31 pm MDT

If you haven't checked out our main article for a [Contacts Overview](#), we suggest you head over there first to become familiar with the entire Contacts feature and all its capabilities before you start adding your contacts.

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Ready to add some contacts to your Farmbrite system? You might be adding customers, buyers, suppliers, vendors - or really anyone you interact with in your business. To add your first contact, navigate to the Contacts selection on the left menu, and then choose the New Contact button.



You'll see a new form pop up, asking for information about your contact. Most of these fields will be familiar to you - you obviously know what to supply for basic contact information like First or Last Name, Email, Phone, Address, and Company. Don't worry if you don't have all this information - none of these fields are required, so just supply what you have! You might simply supply a Company if you need to have an organizational record for a business you work with, but not a particular person to contact.

The screenshot shows the 'New Contact' form. A green box highlights the form fields. The fields are: First Name, Last Name, Email, Contact Type (dropdown), Keywords (with example: Vet, mechanic, etc.), Primary Phone, Mobile Phone, Fax, Company, Address, City, Country (dropdown), State/Province (dropdown), Postal Code, and Description (text area). At the bottom right, there are 'Cancel' and 'Save' buttons.

You can also add other information to further keep track of your new contact. You can first add a Contact Type, allowing you to classify your relationship with this contact, and then easily search for all records of the same type later. You can also optionally mark the contact as Tax Exempt, so that they will not have taxes charged on their market orders. This might apply if they are a non-profit or reseller.

First Name	<input type="text" value="Maria"/>	
Last Name	<input type="text" value="Nunez"/>	
Email	<input type="text" value="maria@nunezconsulting.com"/>	<input type="button" value="✉"/>
Contact Type	<div><div>Consultant</div><div><div>Auditor</div><div>Buyer</div><div>Certifier</div><div>Contact</div><div>Consultant</div><div>Contractor</div><div>Customer</div><div>Employee</div><div>Purchaser</div><div>Supplier</div><div>Vendor</div><div>Veterinarian</div><div>Wholesale Customer</div></div></div>	
Keywords	<input type="text"/>	
Primary Phone	<input type="text"/>	
Mobile Phone	<input type="text"/>	
Fax	<input type="text"/>	
Company	<input type="text"/>	
Address	<input type="text" value="142 Evergreen Terrace"/>	
City	<input type="text" value="Golden"/>	

You can also add Keywords to the contact, which are searchable as well. In our example below, we tagged Maria with "Western Stock Show", as we met her at the Denver Stock Show earlier this year.

First Name	<input type="text" value="Maria"/>	
Last Name	<input type="text" value="Nunez"/>	
Email	<input type="text" value="maria@nunezconsulting.com"/>	<input type="button" value="✉"/>
Contact Type	<div><div>Consultant</div><div></div></div>	
Keywords	<input type="text" value="Western Stock Show"/>	

If you supply an address, see that Farmbrite will show you a handy map at the bottom of the record. You'll need at least the Address and City on the record to have the map displayed.

Company

Address

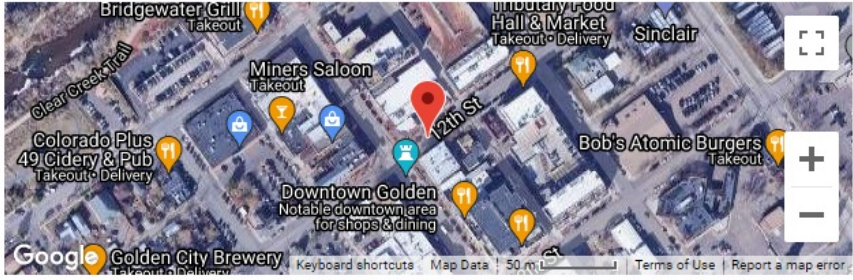
City

Country

State/Province

Postal Code

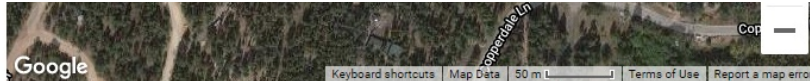
Tagged Location



Latitude

Longitude

Finally, you can also add a short description. In our example, we've used this optional field to record some memorable points from our conversation at the Stock Show.



Latitude

Longitude

Description

Once you've added all the information you have for the contact, be sure to click Save in the bottom right.

New Contact

First Name: Maria

Last Name: Nunez

Email: maria@nunezconsulting.com

Contact Type: [Dropdown]

Keywords: [Text]

Primary Phone: (304) 444-5555

Mobile Phone: (123) 867-5309

Fax: (123) 867-5309

Company: Nunez Consulting

Address: 742 Evergreen Terrace

City: Golden

Country: United States

State/Province: Colorado

Postal Code: 80402

Tagged Location: [Map]

Description: Family owned Hartsel Hay and Feed for 20+ years - Brother was in rodeo

Cancel Save

The contact will be added to your Farmbrite system. You'll then see two more choices on the contacts page - Notes and Orders.

fb Search...

Details Maria Nunez

Notes

Orders

First Name: Maria

Last Name: Nunez

Email: maria@nunezconsulti

Contact Type: [Dropdown]

Keywords: example: Vet, mechan

Primary Phone: (303) 444-5555

Mobile Phone: (123) 867-5309


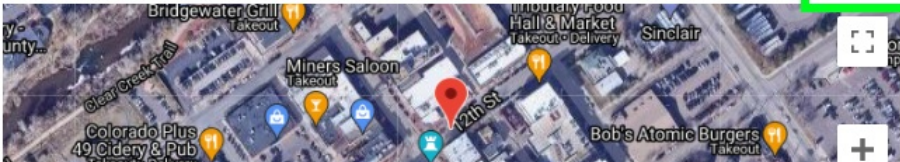


Fax: (123) 867-5309

You can check out these two articles to learn more about adding Notes or Orders to your new contact.

[How do I find orders that are associated with contacts?](#)

[How do keep detailed contact notes?](#)

You'll also see a few new features now that the contact is saved - you can easily email the contact (A), or get directions to their location and open Google Maps (B).

First Name	<input type="text" value="Maria"/>
Last Name	<input type="text" value="Nunez"/>
Email	<input type="text" value="maria@nunezconsulting.com"/> A 
Contact Type	<input type="text" value="Consultant"/>
Keywords	<input type="text" value="Western Stock Show"/>
Primary Phone	<input type="text" value="(303) 444-2258"/>
Mobile Phone	<input type="text" value="(123) 867-5309"/>
Fax	<input type="text" value="(123) 867-5309"/>
Company	<input type="text" value="Nunez Consulting"/>
Address	<input type="text" value="3245 Miners Street"/>
City	<input type="text" value="Golden"/>
Country	<input type="text" value="United States"/>
State/Province	<input type="text" value="Colorado"/>
Postal Code	<input type="text" value="80403"/>
Tagged Location	
 B  	

Still have questions about your contacts? Browse through the [other articles in this category](#), and [reach out to us](#) if you don't find your answer.