

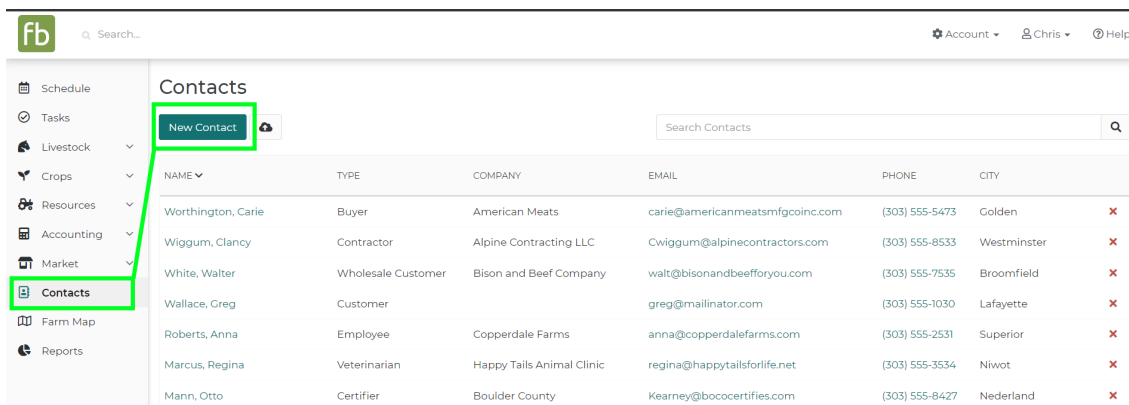
Adding Contacts

Last Modified on 12/22/2021 3:02 pm MST

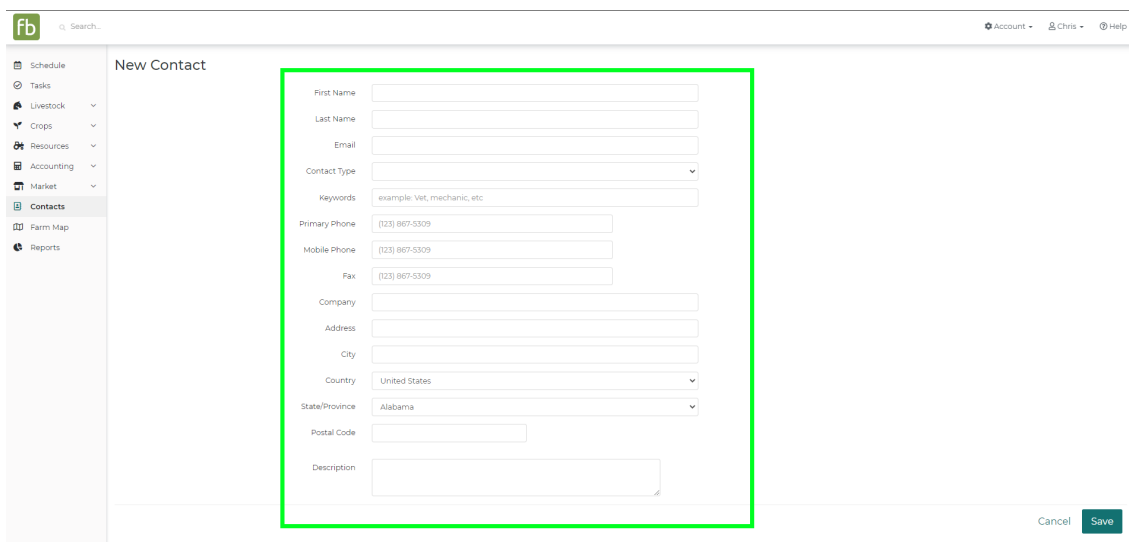
If you haven't checked out our main article for a [Contacts Overview](#), we suggest you head over there first to become familiar with the entire Contacts feature and all its capabilities before you start adding your contacts.

Your browser does not support HTML5 video.

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 - only First Name is required, you can still create a contact with just that information.



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.

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	<input type="text" value="Consultant"/> <input type="button" value="v"/>
Keywords	<ul style="list-style-type: none">AuditorBuyerCertifierContactConsultantContractorCustomerEmployeePurchaserSupplierVendorVeterinarianWholesale Customer
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	<input type="text" value="Consultant"/> <input type="button" value="v"/>
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.

fb Search Account | Help

New Contact

First Name

Last Name

Email

Contact Type

Keywords

Primary Phone

Mobile Phone

Fax

Company

Address

City

Country

State/Province

Postal Code

Tagged Location

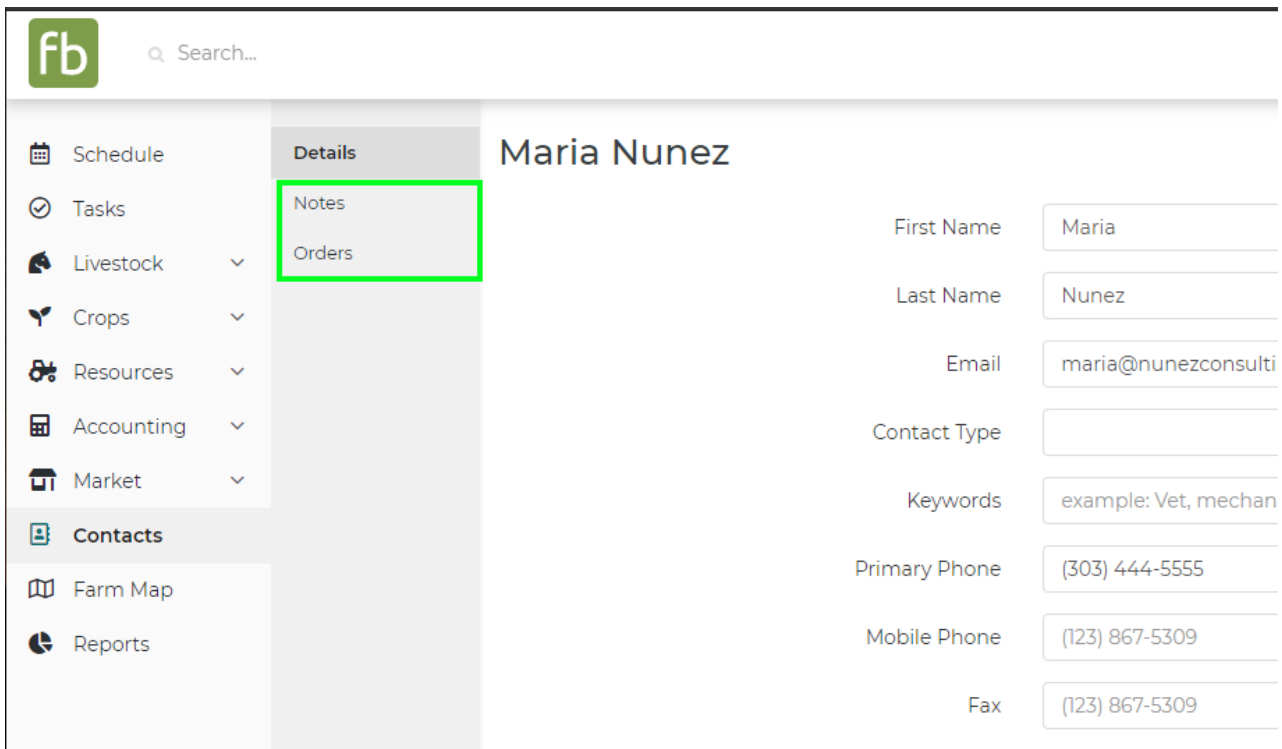
Latitude

Longitude

Description

Cancel

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



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

Last Name

Email **A** 

Contact Type

Keywords

Primary Phone

Mobile Phone

Fax

Company

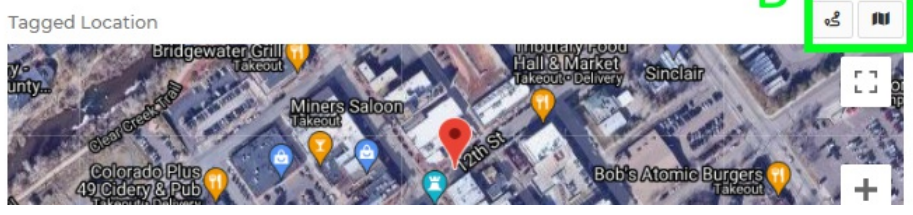
Address

City

Country

State/Province

Postal Code



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.
