

How Do I Download A Spreadsheet of My Contact Records?

Last Modified on 08/03/2021 5:30 pm MDT

If you'd like to download a spreadsheet of your Farmbrite contacts, you can do so from your Farmbrite Contacts Directory.

Navigate to Contacts from the left navigation menu, and you'll see a list of your Contacts displayed.

The screenshot shows the Farmbrite web interface. The left navigation menu includes: Schedule, Tasks, Livestock, Crops, Resources, Accounting, Market, **Contacts** (highlighted), Farm Map, and Reports. The main content area is titled 'Contacts' and features a 'New Contact' button and a search bar. Below is a table of 12 contacts:


NAME	TYPE	COMPANY	EMAIL	PHONE	CITY	
Syzlak, Maurice	Buyer	Springfield Butchers Inc	moe@springfieldbutchers.com	(303) 555-8526	Springfield	✖
Coles, Dennis	Employee	Copperdale Farms	denniscoles@mailinator.com	(303) 555-1254	Golden	✖
Jones, Austin	Consultant	Seed and Breed...	ajones@mailinator.com	(303) 555-5555	Denver	✖
Jordan, Linda	Supplier	Feeding Frenzy Farms LLC	Lindaj@feedingfrenzyfarms.com	(303) 555-2542	East Boulder	✖
Krustofsky, Herschel	Consultant	Franklin Grimes Consulting	Hesch@kmailinator.com	(303) 555-9228	Pinecliffe	✖
Mann, Otto	Certifier	Boulder County	Kearney@bococertifies.com	(303) 555-8427	Nederland	✖
Marcus, Regina	Veterinarian	Happy Tails Animal Clinic	regina@happytailsforlife.net	(303) 555-3534	Niwot	✖
Roberts, Anna	Employee	Copperdale Farms	anna@copperdalefarms.com	(303) 555-2531	Superior	✖
Wallace, Greg	Customer		greg@mailinator.com	(303) 555-1030	Lafayette	✖
White, Walter	Wholesale Customer	Bison and Beef Company	walt@bisonandbeeforyou.com	(303) 555-7535	Broomfield	✖
Wiggum, Clancy	Contractor	Alpine Contracting LLC	Cwiggum@alpinecontractors.com	(303) 555-8533	Westminster	✖
Worthington, Carie	Buyer	American Meats	carie@americanmeatsmfgcoinc.com	(303) 555-5473	Golden	✖

At the bottom left of the table area, it says 'Displaying all 12 contacts' and 'Download all Contacts'.

Click to Download All Contacts in the bottom left.

NAME ^	TYPE	COMPANY
Syzlak, Maurice	Buyer	Springfield Bi
Coles, Dennis	Employee	Copperdale F
Jones, Austin <small>Seed and Breedi...</small>	Consultant	
Jordan, Linda	Supplier	Feeding Fren
Krustofsky, Herschel	Consultant	Franklin Grim
Mann, Otto	Certifier	Boulder Cour
Marcus, Regina	Veterinarian	Happy Tails A
Roberts, Anna	Employee	Copperdale F
Wallace, Greg	Customer	
White, Walter	Wholesale Customer	Bison and Be
Wiggum, Clancy	Contractor	Alpine Contra
Worthington, Carie	Buyer	American Me

Displaying all 12 contacts

 Download all Contacts

This will download a .CSV spreadsheet file to your default downloads folder. It will usually display as a file download along the bottom portion of your web browser once completed.

The screenshot shows the FarmBrite software interface. On the left is a navigation menu with options: Schedule, Tasks, Livestock, Crops, Resources, Accounting, Market, **Contacts**, Farm Map, and Reports. The 'Contacts' section is active, displaying a list of 14 contacts. At the top of the contact list is a 'New Contact' button and a download icon. Below the list, it says 'Displaying all 14 contacts' and provides a 'Download all Contacts' link. At the bottom of the screen, the Windows taskbar shows a file named 'farmbrite-contacts....csv' highlighted with a red box.

NAME	TYPE ^
Syzlak, Maurice	Buyer
Worthington, Carie	Buyer
Gordon, Trey	Buyer
Mann, Otto	Certifier
Jones, Austin <small>Seed and Breedi...</small>	Consultant
Krustofsky, Herschel	Consultant
Nunez, Maria <small>Western Stock Show</small>	Consultant
Wiggum, Clancy	Contractor
Wallace, Greg	Customer
Coles, Dennis	Employee
Roberts, Anna	Employee
Jordan, Linda	Supplier
Marcus, Regina	Veterinarian
White, Walter	Wholesale Customer

Open the file with your preferred spreadsheet program. You can sort the data and remove rows or columns you don't need.

Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Clipboard Font Alignment Number Conditional Formatting Styles Cells Editing

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	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	id	created_at	updated_at	first_name	last_name	email	phone	cell	fax	type	label	company	description	do_not_mail	address.street	address.city	address.state	address.postal	
2	60ff2d	2021-07-26 21:	2021-07-21	Clancy	Wiggum	cwiggum@	3035558533			Contractor	Alpine Contracting L			FALSE		Westmins	CO		
3	60ff2d	2021-07-26 21:	2021-07-21	Herschel	Krustofsky	Hesch@kr	3035559228			Consultant	Franklin Grimes Con			FALSE		Pinecliffe	CO		
4	60ff2d	2021-07-26 21:	2021-07-21	Otto	Mann	Kearney@	3035558427			Certifier	Boulder County			FALSE		Nederlan	CO		
5	60ff2d	2021-07-26 21:	2021-07-21	Linda	Jordan	Lindaj@fe	3035552542			Supplier	Feeding Frenzy Farm			FALSE		East Boulc	CO		
6	60ef82	2021-07-15 00:	2021-07-21	Austin	Jones	ajones@n	3035555555			Consultan	Seed and Breeding	Consultant		FALSE		Denver	CO		
7	60ff2d	2021-07-26 21:	2021-07-21	Anna	Roberts	anna@cof	3035552531			Employee	Copperdale Farms			FALSE		Superior	CO		
8	60ff2d	2021-07-26 21:	2021-07-21	Carie	Worthingt	carie@am	3035555473			Buyer	American Meats			FALSE		Golden	CO		
9	60ff29	2021-07-26 21:	2021-07-21	Dennis	Coles	dennisco	3035551254	3035551265		Employee	Copperdale Farms			FALSE	444 Coppe	Golden	CO	80402	
10	60ff2d	2021-07-26 21:	2021-07-21	Greg	Wallace	greg@mai	3035551030			Customer				FALSE		Lafayette	CO		
11	6100ae	2021-07-28 01:	2021-08-01	Maria	Nunez	maria@nu	3034442258			Consultan	Western S	Nunez Co	Family ow	FALSE	3245 Mine	Golden	CO	80403	
12	60ff2d	2021-07-26 21:	2021-07-21	Maurice	Syzlak	moe@spr	3035558526			Buyer	Springfield Butchers			FALSE		Springfie	AL		
13	60ff2d	2021-07-26 21:	2021-07-21	Regina	Marcus	regina@h	3035553534			Veterinarian	Happy Tails Animal C			FALSE		Niwot	AL		
14	60ff3cx	2021-07-26 22:	2021-07-21	Trey	Gordon	treygordo	3035546632			Buyer	PharmPhresh Limite			FALSE	541 Harrie	Burlington	VT	6585	
15	60ff2d	2021-07-26 21:	2021-07-21	Walter	White	walt@bixi	3035557535			Wholesale Custome	Bison and Beef Com			FALSE		Broomfiel	AL		
16																			

The download includes the following fields:

- Contact ID
- Created Date
- Updated Date
- First and Last Name
- Email
- Phone Number
- Cell Phone Number
- Fax Number
- Contact Type
- Keyword/Label
- Company
- Contact Description
- Email Status
- Address
- City
- State
- Zip Code