

Importing Contacts From a Spreadsheet

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Importing Contacts

If you are migrating to Farmbrite from another farm management system or from Excel or Google docs and want an easy way to add your contacts to Farmbrite, you should consider our import feature. By simply mapping your data from another system to a format we've specified you can easily create your basic Contacts records. To access the import feature, select the arrow on the right side of the "Add a New Contact" button and choose the "Import Contacts" option. A dialog will guide you through importing your contacts.

The screenshot shows the Farmbrite interface with the 'Import Records' dialog box open. The dialog box has three steps: 1. Upload File, 2. Data Mapping, and 3. Results. Step 1 is currently active. It includes instructions for downloading a CSV template, updating it with records, and uploading the file. A 'Choose File' button is highlighted with a red box, and a 'Cancel' button is visible at the bottom right. The background shows the 'Contacts' page with a 'New Contact' button also highlighted with a red box.

NAME	PHONE	CITY
Syzlak, Maurice	(303) 555-8526	Springfield
Coles, Dennis	(303) 555-1254	Golden
Jones, Austin	(303) 555-5555	Denver
Jordan, Linda	(303) 555-2542	East Boulder
Krustofsky, Herschel	(303) 555-9228	Pinecliffe
Mann, Otto	(303) 555-8427	Nederland
Marcus, Regina	(303) 555-3534	Niwot
Roberts, Anna	(303) 555-2531	Superior
Wallace, Greg	(303) 555-1030	Lafayette
White, Walter	(303) 555-7535	Broomfield

Note: Currently only top level information about your contacts can be imported (see below).

- email
- first_name
- last_name
- phone
- fax
- cell
- company
- street
- city
- state
- postal