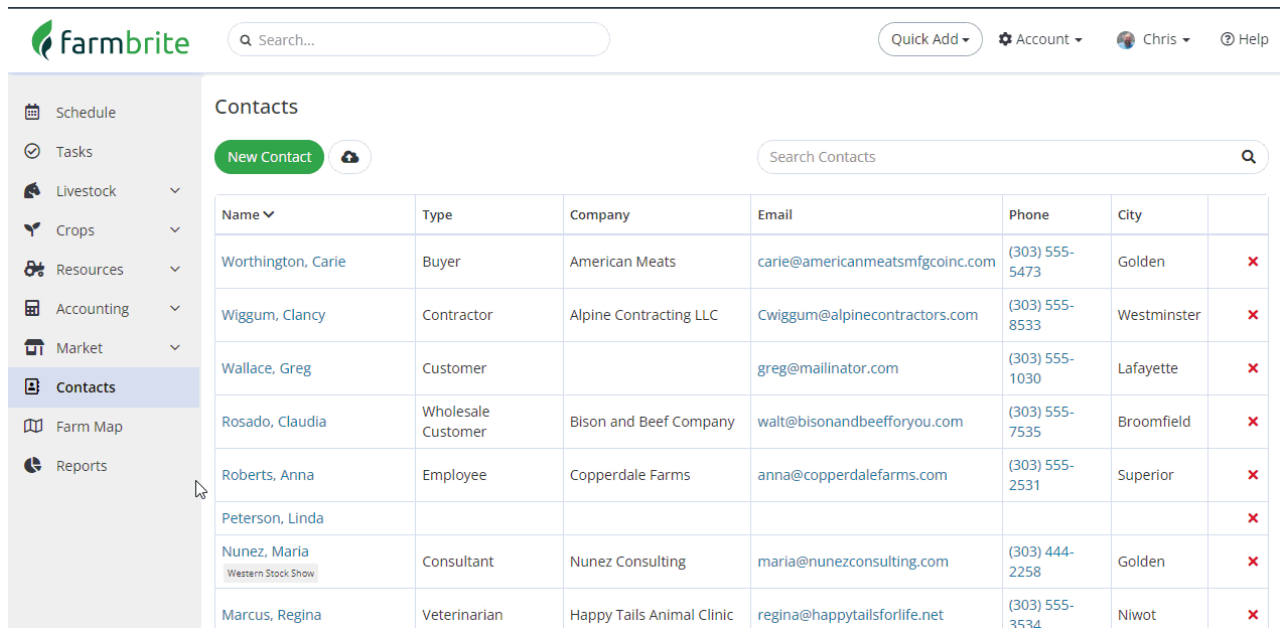


Downloading Contacts

Last Modified on 03/28/2022 6:08 am MDT

While we think you can do a lot with your contacts within Farmbrite, you have the ability to easily download them to a spreadsheet to use in another system if you need. Maybe you're using a mass email communication tool and want all their names and email addresses to upload there for marketing campaigns. You can download this spreadsheet from the main contact page - just navigate to Contacts in the main menu, and find the link to "Download All Contacts".



The screenshot shows the Farmbrite interface. At the top left is the Farmbrite logo. A search bar is in the top center. On the top right, there are buttons for 'Quick Add', 'Account', 'Chris', and 'Help'. A left sidebar contains navigation options: 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 contacts.

Name	Type	Company	Email	Phone	City	
Worthington, Carie	Buyer	American Meats	carie@americanmeatsmfgcoinc.com	(303) 555-5473	Golden	✗
Wiggum, Clancy	Contractor	Alpine Contracting LLC	Cwiggum@alpinecontractors.com	(303) 555-8533	Westminster	✗
Wallace, Greg	Customer		greg@mailinator.com	(303) 555-1030	Lafayette	✗
Rosado, Claudia	Wholesale Customer	Bison and Beef Company	walt@bisonandbeeforyou.com	(303) 555-7535	Broomfield	✗
Roberts, Anna	Employee	Copperdale Farms	anna@copperdalefarms.com	(303) 555-2531	Superior	✗
Peterson, Linda						✗
Nunez, Maria <small>Western Stock Show</small>	Consultant	Nunez Consulting	maria@nunezconsulting.com	(303) 444-2258	Golden	✗
Marcus, Regina	Veterinarian	Happy Tails Animal Clinic	regina@happytailsforlife.net	(303) 555-3534	Niwot	✗

Clicking the link starts a download for the spreadsheet - you will likely see it in the bottom left corner of your web browser once the download is complete, and it will be downloaded to your default download folder. The spreadsheet contains all the data you'll need for the contact- name, address, phone, email, company, and contact type. It is saved as a .csv file (comma separated value) by default, but you can change the file type under the Save As function in your spreadsheet program.