

Getting Started with Contacts

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Getting Started with Contacts

You'll undoubtedly meet many people through your farm - customers, employees, vendors, suppliers, veterinarians, and many more. You'll have access to a Contacts Directory within Farmbrite to help you keep track of them and their contact information. No more searching for that lost business card or trying to remember which of the four "Joe" records stored in your cell phone is the supplier you need to contact.

You can find this list - and add to it - by clicking Contacts.

Name	Location
<input type="checkbox"/> Apriele, Rosalie Customer	chris+rosalie@farmbrite.com 2225252
<input type="checkbox"/> Apriele, Jackie Customer	chris+jackiejr@farmbrite.com (303) 555-2252
<input type="checkbox"/> Bucco, Artie Buyer	chris+a@farmbrite.com (303) 555-2222
<input type="checkbox"/> Burns, Larry Customer	larryburns@mailinator.com (203) 666-9969
<input type="checkbox"/> Burton, Chris Customer	chris@farmbrite.com (203) 666-3323
<input type="checkbox"/> Cartman, Stan Customer	chris+stan@farmbrite.com (303) 555-5555
<input type="checkbox"/> Cattington, Marj Customer	chris+marj@farmbrite.com 303444
<input type="checkbox"/> Cifaretto, Ralph Customer	chris+ralph@farmbrite.com (303) 555-2222
<input type="checkbox"/> Dante, Silvio Customer	chris+larry@farmbrite.com (222) 555-8858
<input type="checkbox"/> FB, Chris Customer	chris+fb@farmbrite.com (203) 222-2252

This will bring you to the main Contacts page. Here you will find:

- A grid listing all of your existing contacts, with important information shown at a glance.
- A New Contact Button to create new contact records from this page.
- A feature to import contacts using a simple spreadsheet, found under the actions menu (3 Dots)
- A search box to easily find the contact you're looking for.
- A selection to download all of your contacts to a spreadsheet.

The Contacts Grid

You'll immediately see the Contacts Grid when you access the Contacts page. Farmbrite displays the most relevant and important information immediately - Name, Company, Email, Phone, City, and what type of contact the person is. If you have many contacts and would like to sort this list, click on the column headers to sort by the field most relevant for you - perhaps alphabetically, or by type. To access more details about a contact, just click their name.

The screenshot shows the Farmbrite interface with the 'Contacts' section active. A sidebar on the left contains navigation options: Schedule, Tasks, Livestock, Plantings, Resources, Accounting, Market, Contacts (selected), Farm Map, Climate, 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	Location	Contact Info
Apriele, Rosalie (Customer)		chris+rosalie@farmbrite.com 2225252
Aprille, Jackie (Customer)		chris+jackiejr@farmbrite.com (303) 555-2252
Bucco, Artie (Buyer)		chris+a@farmbrite.com (303) 555-2222
Burns, Larry (Customer)		larryburns@mailinator.com (203) 666-9969
Burton, Chris (Customer)		chris@farmbrite.com (203) 666-3323
Cartman, Stan (Customer)		chris+stan@farmbrite.com (303) 555-5555
Cattington, Marj (Customer)		chris+marj@farmbrite.com 303444
Cifaretto, Ralph (Customer)		chris+ralph@farmbrite.com (303) 555-2222
Dante, Silvio (Customer)		chris+larry@farmbrite.com (222) 555-8858
FB, Chris (Customer)		chris+fb@farmbrite.com (203) 222-2252

Adding a New Contact

You're likely making new acquaintances all the time, and you'll want to keep your Contacts directory up to date with your new contact information. You can do this by clicking the New Contact button. A new window will open; supply any information you have for this person, and then save. For a full step by step walkthrough, check out our related article on [Creating Contacts](#).

The screenshot shows the Farmbrite interface with the 'Contacts' section active. A sidebar on the left contains navigation options: Schedule, Tasks, Livestock, Plantings, Resources, Accounting, Market, Contacts (selected), Farm Map, Climate, 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	Location	Contact Info
Wiggum, Chief (Customer)	Shelbyville	chris+cwiggum@farmbrite.com 303555
Syzlak, Moe (Customer) <small>Keyword</small>	golden	moe@moestavern.com (303) 555-2222
Syzlak, Moe (Customer)		chris+regtest822@farmbrite.com (303) 555-2252
Spatafore, Vito (Customer)		chris+vito@farmbrite.com (303) 555-2929
Soprano, Carmela (Customer)		chris+carmela@farmbrite.com (303) 555-2285
Smith, Shipper (Customer)		shipped@mailinator.com (123) 555-2525
Smith, Clifford (Customer)		chris+cliff@farmbrite.com (303) 555-2222
Slippin, Jimmy (Customer)		chris+jimmy@farmbrite.com
Rosenberg, Peter (Wholesale Customer)		pete@mailinator.com
Rogers, Dennis (Customer)		dennis@mailinator.com (303) 555-5555

Importing Contacts

If the process for adding individual contacts described above seems daunting - maybe you have dozens, or even hundreds of contacts to add - then you can add your contact information to a spreadsheet, and upload it to Farmbrite. This may save you time, and will prove valuable if you're migrating your contacts from a previous farm management software, or even have them stored in an Excel sheet. You can read all about this process in this help article for [Importing Contacts From a Spreadsheet](#).

The screenshot shows the Farmbrite interface with the 'Contacts' section active. A search bar is located at the top right of the contacts grid. The left sidebar contains navigation options like Schedule, Tasks, Livestock, etc. The main content area displays a table of contacts with columns for Name, Location, and contact details.

Name	Location	Contact Info
Apriele, Rosalie (Customer)		chris+rosalie@farmbrite.com 2225252
Aprille, Jackie (Customer)		chris+jackiejr@farmbrite.com (303) 555-2252
Bucco, Artie (Buyer)		chris+a@farmbrite.com (303) 555-2222
Burns, Larry (Customer)		larryburns@mailinator.com (203) 666-9969
Burton, Chris (Customer)		chris@farmbrite.com (203) 666-3323
Cartman, Stan (Customer)		chris+stan@farmbrite.com (303) 555-5555
Cattington, Marj (Customer)		chris+marj@farmbrite.com 303444
Cifaretto, Ralph (Customer)		chris+ralph@farmbrite.com (303) 555-2222
Coles, Dennis (Supplier) Stapleton Fish Scales		denniscoles@gmail.com (303) 555-2222
Dante, Silvio (Customer)		chris+larry@farmbrite.com (222) 555-8858

Searching Contacts

If you have many contacts, you'll likely want to search through them to find the specific record you are looking for, rather than paging through all of your records. Use the search bar in the upper right to search by Name, Company, or Contact type. You might find the ability to search by type useful if you are looking to find just your customers, or maybe a list of suppliers or vendors. Just type what you're looking for, and hit enter. When done searching, you can clear your search using the red X icon in the search bar.

This screenshot is identical to the one above, showing the Farmbrite interface with the 'Contacts' section active. It highlights the search bar at the top right of the contacts grid and the list of contact records below it.

Downloading Contacts

If you need to get a list of your contacts, you can easily export them to a spreadsheet. This might be helpful if you'd like a list of your employee contacts to distribute as a contact list internally, or if you'd like to provide a list of your suppliers to a friend. To download the spreadsheet, click Download All Contacts in the bottom left of the Contacts Grid; it will download the spreadsheet of contacts to your browser's default downloads folder. For a full walkthrough, check out our article for [Downloading Contacts](#).

- Schedule
- Tasks
- Livestock
- Plantings
- Resources
- Accounting
- Market
- Contacts**
- Farm Map
- Climate
- Reports

Contacts

New Contact

Search Contacts

Name ^	Location
<input type="checkbox"/> Apriele, Rosalie <small>Customer</small> ✉️ chris+rosalie@farmbrite.com 📞 2225252	⋮
<input type="checkbox"/> Aprille, Jackie <small>Customer</small> ✉️ chris+jackiejr@farmbrite.com 📞 (303) 555-2252	⋮
<input type="checkbox"/> Bucco, Artie <small>Buyer</small> ✉️ chris+a@farmbrite.com 📞 (303) 555-2222	⋮
<input type="checkbox"/> Burns, Larry <small>Customer</small> ✉️ larryburns@mailinator.com 📞 (203) 666-9969	⋮
<input type="checkbox"/> Burton, Chris <small>Customer</small> ✉️ chris@farmbrite.com 📞 (203) 666-3323	⋮
<input type="checkbox"/> Cartman, Stan <small>Customer</small> ✉️ chris+stan@farmbrite.com 📞 (303) 555-5555	⋮
<input type="checkbox"/> Cattington, Marj <small>Customer</small> ✉️ chris+marj@farmbrite.com 📞 303444	⋮
<input type="checkbox"/> Cifaretto, Ralph <small>Customer</small> ✉️ chris+ralph@farmbrite.com 📞 (303) 555-2222	⋮
<input type="checkbox"/> Coles, Dennis <small>Supplier</small> Stapleton Fish Scales ✉️ denniscoles@gmail.com 📞 (303) 555-2222	⋮
<input type="checkbox"/> Dante, Silvio <small>Customer</small> ✉️ chris+larry@farmbrite.com 📞 (222) 555-8858	⋮

Still have questions about your contacts? Be sure to check out the other articles in this Knowledge Base category, and feel free to [reach out to us](#) if you didn't find your answer.