

# Keywords, Filtering, and Searching

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There are likely many tasks that need to get done around your farm. Tasks like feeding animals, scouting crops, equipment maintenance, and so much more. Depending on the size of your operation, your task list could get very full, and might be tough to manage as a single large list. To help with this, you can add keywords to your tasks, and then search and filter your list for them, and many other variables!

To get started, navigate to your Task list in the menu.

The screenshot shows the Farmbrite dashboard interface. On the left is a navigation menu with categories: Schedule, Tasks, Livestock, Plantings, Resources, Accounting, Market, Contacts, Farm Map, Climate, and Reports. The main content area is divided into several sections: 1. Alerts: A red box highlights '6 Inventory Alerts', a yellow box highlights '1 Overdue Task', and a blue box highlights '4 Recent Orders'. 2. Weather: A section titled 'WEATHER FOR GOLDEN' shows a current temperature of 46°F, 'Overcast Clouds - H 46°F L 39°F', 'Sunset: 4:41PM', 'Wind: 4 mph', and 'Humidity: 71%'. It also includes a 'Feels like 44°F', 'Sky Cover: 85%', and '1-Hr Precip: 0mm'. An hourly forecast table follows: | Hour | 4PM | 5PM | 6PM | 7PM | 8PM | 9PM | |---|---|---|---|---|---|---| | Temp | 44°F | 41°F | 41°F | 40°F | 40°F | 41°F | | Wind | 4mph | 3mph | 2mph | 2mph | 3mph | 3mph | | Precip | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 3. Top Upcoming Tasks: A task 'Milk Cows' is listed with a 'Medium' priority and a due date of 'Nov. 17, 2025'. 4. Recent Orders: A bar chart showing a single bar at the 6.0 level on a scale from 0.0 to 6.0.

## Adding Keywords

First, see that you can add keywords to any task. This works similar to your livestock records or accounting transactions; you'll supply custom text to mark this task with and then be able to search for it later. This can be anything you want! There is no limit to how you might tag a task with keywords, add whatever works for you! You can also separate keywords with a comma to add multiple. Also, you can add these keyword to [Task templates](#) in advance to tag your common tasks with the same keyword each time. In our example below, we have marked our Milk Cows task with "Yield" as the keyword. Note that when we search for that, the daily egg harvest for our chickens is returned as well, along with a planned butchering task for our bison in the future.

The screenshot shows the Farmbrite interface with the 'Tasks' section active. The left sidebar contains navigation options like Schedule, Livestock, Plantings, Resources, Accounting, Market, Contacts, Farm Map, Climate, and Reports. The main area displays a table of tasks:

Task	Associated To	Due	Priority	Status	Assignee
Harvest Spinach, Mature Leaf from Spinach Beds location	Spinach, Mature Leaf (Spinach Beds - Bed: 03)	Nov. 17, 2025	Low	To Do	Unassigned
Milk Cows		Nov. 17, 2025	Medium	To Do	Chris
Take Livestock Measurements <small>Weigh our newly birthed livestock</small>		Nov. 18, 2025	High	To Do	Farmhand-Willy
Collect Chicken Eggs <small>yield</small>	Chicken Flock B - Rhode Island Red	Nov. 21, 2025	Low	To Do	Bobby
Pregnancy recheck <small>breeding</small>	123456302654321	Nov. 21, 2025	Low	To Do	Unassigned
Plant Spinach, Mature Leaf in Spinach Beds location	Spinach, Mature Leaf (Spinach Beds - Bed: 02)	Nov. 24, 2025	Low	To Do	Unassigned
Plant Spinach, Mature Leaf in Spinach Beds location	Spinach, Mature Leaf (Spinach Beds - Bed: 03)	Nov. 25, 2025	Low	To Do	Unassigned
Retreat Vaccination	Chicken Flock B - Rhode Island Red	Nov. 28, 2025	Low	In Progress	Unassigned
Task Carrot beds from map <small>test and stuff</small>	Carrot Beds	Nov. 30, 2025	Highest	To Do	Carmela

## Searching Tasks

Like we did in the example above, you can use the search bar in the upper right to search through your tasks. You can search for the assignee, keywords, associated to record, or any text in the task title. We go through a few examples in the image below - searching for our assignee "Chris", the word "rock" to find that task about removing a large rock from the field, "spinach" to find tasks associated with that crop type, "Addison" to find tasks associated with our grow location Addison Field A, "Tony" to find a task for our equipment mechanic, and "bugs" to find those scouting tasks!

This screenshot shows the same Farmbrite Tasks page, but with a search filter applied. The search bar in the top right contains the name "Chris". The table below shows only the tasks assigned to Chris:

Task	Associated To	Due	Priority	Status	Assignee
Milk Cows		Nov. 17, 2025	Medium	To Do	Chris

## Filtering Tasks

Beyond searching, you can also filter tasks. You've likely seen filters on other pages in Farmbrite, and these work in a similar way. You can set a combination filter that includes different fields, characteristics, and variables for your tasks. That might be the title, assignee, keywords, status, priority, or due date. You can use these in conjunction with each other to find just the tasks you're looking for. This filter will remain as long as you are logged in, but you can clear or reset it to see all of your tasks again when you need. We've filtered to see the highest priority tasks assigned to Chris for next month in our example below.

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

List Board Calendar

Add Task Use Template

Search Tasks

All Users All Filter

Task	Associated To	Due	Priority	Status	Assignee
Follow up with George RE: Market Order 5446				To Do	Unassigned
Harvest Spinach, Mature Leaf from Spinach Beds location	Spinach, Mature Leaf (Spinach Beds - Bed: 03) <span>Planting</span>	Nov. 17, 2025		To Do	Unassigned
Take Livestock Measurements <small>Weigh our newly birthed livestock</small>		Nov. 18, 2025	High	To Do	farmhand-Willy
Pregnancy recheck <small>breeding</small>	123456302654321 <span>Animal</span>	Nov. 21, 2025		To Do	Unassigned
Milk Cows <small>yield</small>		Nov. 21, 2025	Medium	To Do	Chris
Collect Chicken Eggs <small>yield</small>	Chicken Flock B - Rhode Island Red <span>Animal</span>	Nov. 22, 2025		To Do	Bobby
Plant Spinach, Mature Leaf in Spinach Beds location	Spinach, Mature Leaf (Spinach Beds - Bed: 02) <span>Planting</span>	Nov. 24, 2025		To Do	Unassigned
Plant Spinach, Mature Leaf in Spinach Beds location	Spinach, Mature Leaf (Spinach Beds - Bed: 03) <span>Planting</span>	Nov. 25, 2025		To Do	Unassigned
Retreat Vaccination	Chicken Flock B - Rhode Island Red <span>Animal</span>	Nov. 28, 2025		In Progress	Unassigned
Task Carrot beds from map <small>test and stuff</small>	Carrot Beds <span>Planting</span>	Nov. 30, 2025	Urgent	To Do	Carmela