

# Using Keywords

Last Modified on 06/03/2026 9:37 am MDT

Sometimes you just need to put a custom label on something. Maybe you need a few accounting transactions tagged in a certain way, or want to put an extra identifier on your animals. Or, perhaps you need all tasks in a certain project to be combined together under one search term. You can use Keywords across many different areas of Farmbrite to accomplish these, and a lot more.

*Looking for something selectable or more permanent? [Check out how you can make custom fields to manage similar activities and goals.](#)*

Your browser does not support HTML5 video.

## Where can I use Keywords?

The concept of using keywords is found in various areas in Farmbrite.

- Tasks and Events
- Animals
- Livestock and Crop Treatments
- Notes
- Equipment Usage Logs
- Accounting Transactions
- Contact Records

Overall, the same features and abilities apply to all of these areas. You can tag the record with a keyword, and then search and filter your reports and lists using it as search term.

## Where do I define the keywords I want to use?

On the fly! They don't get stored in a list anywhere; you can tag your records with whatever keywords you'd like. These are customized text labels that you add as you need.

In our short video example to the right, we tag a task with the keyword "Barn Project" and then search for all tasks with that keyword on our Task List.

## How can I filter groups and reports using Keywords?

After you have added your keywords to any of the record types above, you'll then be able to use them as filters to make custom reports and lists. In our example below, we're using keywords to denote two different partners in our livestock operation. We want to make a group of the Flanders herd, and then a separate group for the MacDougal herd. We use [Bulk Actions](#) on the livestock dashboard to set the correct keywords on multiple records, and then set that as a filter on our Smart Group to get just the animals we need.

The screenshot shows the Farmbrite Livestock dashboard. At the top, there's a search bar and a 'Quick Add' button. Below that, a sidebar on the left contains navigation options like Schedule, Tasks, Livestock, Animals, Livestock Groups, Grazing, Plantings, Resources, Accounting, Market, Contacts, Farm Map, Climate, and Reports. The main area displays a table of animals with columns for Animal, Gender, Age, Last Weight, Status, and Type/Breed. A summary table above the main table shows 15 animals, 7 males, and 6 females. The main table lists animals like Frank, Fred, Freya, Frink, Patty Pig, Peggy Pig, Peter Pig, and Pig A.

Animal	Gender	Age	Last Weight	Status	Type/Breed
FH Frank		1 year, 3 months, 0 days	12.00	Active	Pig Hog
123 Fred	Male	1 year, 3 months, 0 days	11.00	Active	Pig Hog
FH Freya		1 year, 3 months, 0 days	15.00	Active	Pig Hog
FH Frink	Male	1 year, 3 months, 0 days	14.00	Active	Pig Hog
987A Patty Pig	Female	1 year, 3 months, 0 days	14.00	Active Recheck	Pig Duroc
543A Peggy Pig	Female	1 year, 3 months, 0 days	14.00	Active Recheck	Pig Duroc
654A Peter Pig	Male	1 year, 3 months, 0 days	13.00	Active	Pig Duroc
256A Pig A	Male	1 year, 3 months, 0 days	13.00	Active	Pig Duroc

You can filter for keywords using 4 different search features:

- Equals - The record's keyword must match your filter exactly.
- Contains - Your filter query must be present in the record's keywords.
- Starts With - Your keyword filter must be the beginning text of the keyword.
- Is Blank - Find any record without a keyword!

## Tips and Tricks for Keywords

- You can tag multiple records with the same keyword at once using [Bulk Actions](#).
- You might use keywords in [notes](#) to add an additional topic or subject label; then you can easily run a report to see all the notes you've written using that keyword.
- If you use the keyword system extensively, use the "is Blank" to find all the records you may have missed marking.
- You can filter [custom fields](#) to only be shown on records with specific keywords.