

Knowledge Base



Introduction to Gojee Contacts

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Introduction

Gojee has a two-way synchronisation with Xero. This means all of your contacts from Xero – whether customers, suppliers or both – will automatically be synced into Gojee, and conversely any contact that you add through Gojee will be pushed into Xero.

- For new contacts created in Xero, they will be synced into Gojee with the overnight sync process. If you want to pull them instantly into Gojee on demand, you can use the “Sync Now” option in Gojee.
- Contacts newly created or updated in Gojee will be instantly sent to Xero.

The Contact List

The contact list, found under Resources > Contacts, is your rolodex of customers, suppliers, or raw contacts that you want to store in Gojee. This menu has options to show all contacts, to filter by Customer or Supplier, or to view legacy, archived contacts.

Contacts

All Customer Supplier Archived

Search contacts

Add

Name	Contact Person	E-mail	Customer Contact	Supplier Contact
132 Collins	-	-		
7-Eleven	-	-		
Abby & Wells	-	-		
ABC Furniture	Trish Rawlings	info@abfl.com		
ABPA	-	-		
Alan Williams	-	awilliams@someaddress.co		
ASGARD	-	-		
ATO	-	-		
Bank	-	-		
Bankrock Station	-	-		
Bank West	-	procteam@bwb.co		

To get started, refer to the [Add and Edit Contacts](#) section.