



# Command Quick Guides

**Your Guide to Command:**  
*Add or Remove Tags in  
Command Contacts*



## Add Tags to Contacts

1. Log in to <https://agent.kw.com> with your Keller Williams login credentials.
2. Click the **Contacts** ,, **icon** on the left sidebar, to access your contact list.
3. **Select the contacts** you want to add tags to using the bulk actions checkboxes, and click **Add Tag** at the bottom of the page.
  - Check the box next to the "Full Name" title to select all the contacts on the page you are viewing (up to 500 if you choose to show that many at the bottom of the page).

**Jessica Campbell's Contacts** ... [Import Contacts](#) [Create Contact](#)

Search... All ▼ [Filters](#) Select Smartview ▼ [Save Changes](#) 

<input type="checkbox"/>	FULL NAME <span>↑</span>	PRIMARY EMAIL	PRIMARY PHONE	TAGS	PRIMARY ADDRESS
<input checked="" type="checkbox"/>	Aaron Andrews <span>L</span>	aaron.andrews2837363@gmail.c	+1 512 354 6658	A & W	2354 Wilson Street, A ...
<input checked="" type="checkbox"/>	Aaron Miller <span>L</span>	aaron.miller34334@myemail.com	+1 210 555 0162	Austin Buyers APIN Sync	1876 Wallin Loop, Ro ...
<input type="checkbox"/>	Aaron Wetzel	wetzelaaron091@myemail.com	+1 806 680 4111	A & W Canyon Buyers	...
<input checked="" type="checkbox"/>	Adam Rutger <span>L</span>	a.rutger7347@myemail.com	+1 512 736 4644	N & R Hutto Buyer Round Rock	3950 Garden Valley C ...
<input type="checkbox"/>	Adella Lukas	adella.lukas28273@myemail.com	+1 512 736 6454	Austin Buyers P & L Round Rocl	Denver, CO, 80224 ...
<input type="checkbox"/>	Adhitya Prakash <span>L</span>	a.prakash@myemail.com	+1 512 555 7785	APIN Sync Google Contacts Sm	12349 Metric Bouleva ...
<input type="checkbox"/>	Allison Roberts	allison.roberts27371@myemail.cc	+1 512 364 6485	N & R 1130 Quail Creek Dr Lead	...

3 ITEMS SELECTED  Select All  Clear Selection [Add Tag](#) [Add to SmartPlan](#) [Add Note](#) [Send Email](#) [Archive](#) [More Options](#) ▼

← ← **1** → → Go To:  Show 1 - 197 ▼ of 197



4. You will see a list of tags that have been created, **select the Tag(s)** you want to add to these contacts and click **Submit**. If you use the search and type out a tag name that doesn't exist, you will see a Create **Custom Tag** option.

### Add Bulk Tags ✕

Select the tags you want to add to these contacts

 ✕

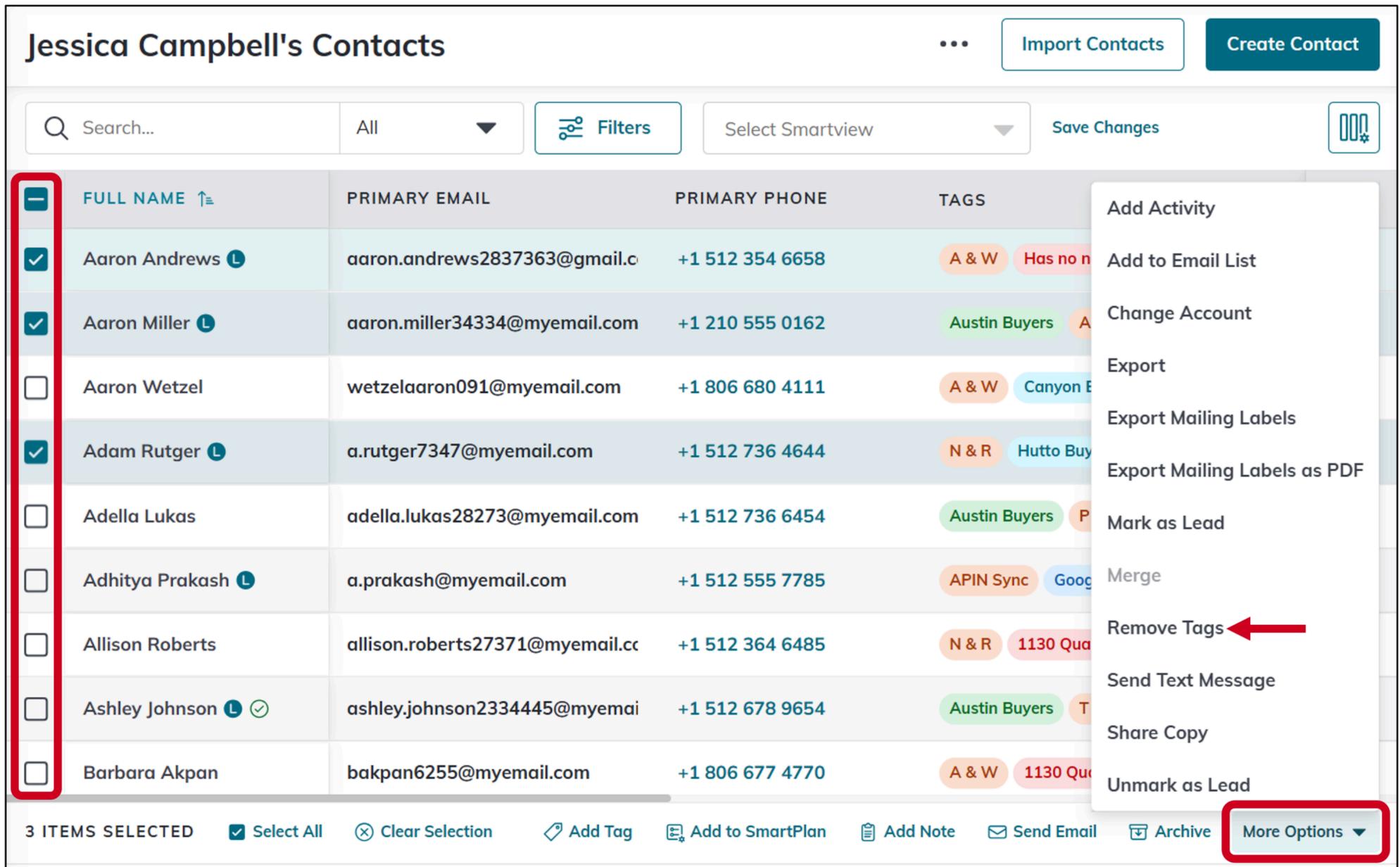
- API Nation
- APIN Sync
- Agent
- Allied Resource
- Amarillo Buyers
- Amarillo Seller 
- App/Site Lead

0 selected Cancel Submit



# Remove Tags from Contacts

1. **Select the contacts** you want to remove tags from using the bulk actions checkboxes, click **More Options** at the bottom right of the page, and select **Remove Tags**.

A screenshot of a CRM interface showing a contact list for 'Jessica Campbell's Contacts'. The list has columns for 'FULL NAME', 'PRIMARY EMAIL', 'PRIMARY PHONE', and 'TAGS'. Three contacts are selected with checkboxes. A 'More Options' dropdown menu is open, showing various actions, with 'Remove Tags' highlighted by a red arrow. A red box highlights the 'More Options' button at the bottom right of the interface.

	FULL NAME ↑	PRIMARY EMAIL	PRIMARY PHONE	TAGS
<input checked="" type="checkbox"/>	Aaron Andrews	aaron.andrews2837363@gmail.c	+1 512 354 6658	A & W Has no n
<input checked="" type="checkbox"/>	Aaron Miller	aaron.miller34334@myemail.com	+1 210 555 0162	Austin Buyers
<input type="checkbox"/>	Aaron Wetzel	wetzelaaron091@myemail.com	+1 806 680 4111	A & W Canyon E
<input checked="" type="checkbox"/>	Adam Rutger	a.rutger7347@myemail.com	+1 512 736 4644	N & R Hutto Buy
<input type="checkbox"/>	Adella Lukas	adella.lukas28273@myemail.com	+1 512 736 6454	Austin Buyers
<input type="checkbox"/>	Adhitya Prakash	a.prakash@myemail.com	+1 512 555 7785	APIN Sync Goog
<input type="checkbox"/>	Allison Roberts	allison.roberts27371@myemail.cc	+1 512 364 6485	N & R 1130 Qua
<input type="checkbox"/>	Ashley Johnson	ashley.johnson2334445@myemai	+1 512 678 9654	Austin Buyers
<input type="checkbox"/>	Barbara Akpan	bakpan6255@myemail.com	+1 806 677 4770	A & W 1130 Qu

3 ITEMS SELECTED  Select All  Clear Selection



2. A module will appear displaying all the contact tags that each of the selected contacts have. Click the checkbox to **select the tags you want to remove**. Click **Remove Selected** when done. These changes will take effect immediately.

### Remove Tags

Select the tags you want to remove from these contacts

- Select All
- A & W 1 Contact
- Amarillo Buyers 4 Contacts
- Amarillo Sellers 5 Contacts
- API Nation 21 Contacts
- APIN Sync 359 Contacts
- App/Site Lead 3 Contacts
- Austin Buyers 10 Contacts

1 selected

[cancel](#) [Remove Selected](#)