



Command Quick Guides

Your Guide to Command:
Adding Contacts



To add a single contact in Command:

- 1. Log in to <https://agent.kw.com> with your Keller Williams login credentials.
- 2. Click the Contacts icon, icon_contacts.png, on the left sidebar.
- 3. Click Create Contact, at the top right of the page.

Jessica Campbell's Contacts					...	Import Contacts	Create Contact
Search...	All	Filters	SmartView: All Contacts	Save Changes			
<input type="checkbox"/> FULL NAME ↑	PRIMARY EMAIL	PRIMARY PHONE	TAGS	PRIMARY ADDRESS			
<input type="checkbox"/> Aaron Andrews	aaron.andrews2837363@gmail.com	+1 512 354 6658	A & W	2354 Wilson St	...		
<input type="checkbox"/> Aaron Miller	aaron.miller34334@myemail.com	+1 210 555 0162	Austin Buyers APIN Sync	1876 Wallin Lo	...		
<input type="checkbox"/> Aaron Wetzel	wetzelaaron091@myemail.com	+1 806 680 4111	A & W Canyon Buyers		...		

4. Enter any information you wish into the "**Add to Contacts**" form. If you wish to enter in additional information when creating the contact, open the additional sections that appear at the bottom of the form (Additional Contact Information, About and Other) which each contain extra fields you can utilize.



If you are adding a lead, check the **Mark as Lead** checkbox, under the Lead Source field.

- Leads are people you have contact information for, but haven't connected with yet. Communication is one-way, offer-based, and focused on getting a response and beginning a relationship.

Add to Contacts ✕

Full Name *

James Robertson

⊕ Add Relationship

Primary Email

Personal ▼

Primary Phone

🇺🇸 ▼

 +1

Personal ▼

Lead Source Type

☒ Select From List

☐ Select From Contacts

Lead Source

Select a lead source... ▼

☐ Mark as Lead

Tags

Select as many as you want... ▼

> Additional Contact Information

Cancel

Create



5. Click **Create**, at the bottom of the form, when finished.

Add to Contacts

Full Name *

James Robertson

⊕ Add Relationship

Primary Email

james.robertson2927@myemail.com

Personal ▼

Primary Phone

🇺🇸 ▼

+1 512 354 2678

Personal ▼

Lead Source Type

☒ Select From List

☐ Select From Contacts

Lead Source

Rotary

⊗

☐ Mark as Lead

Cancel

Create