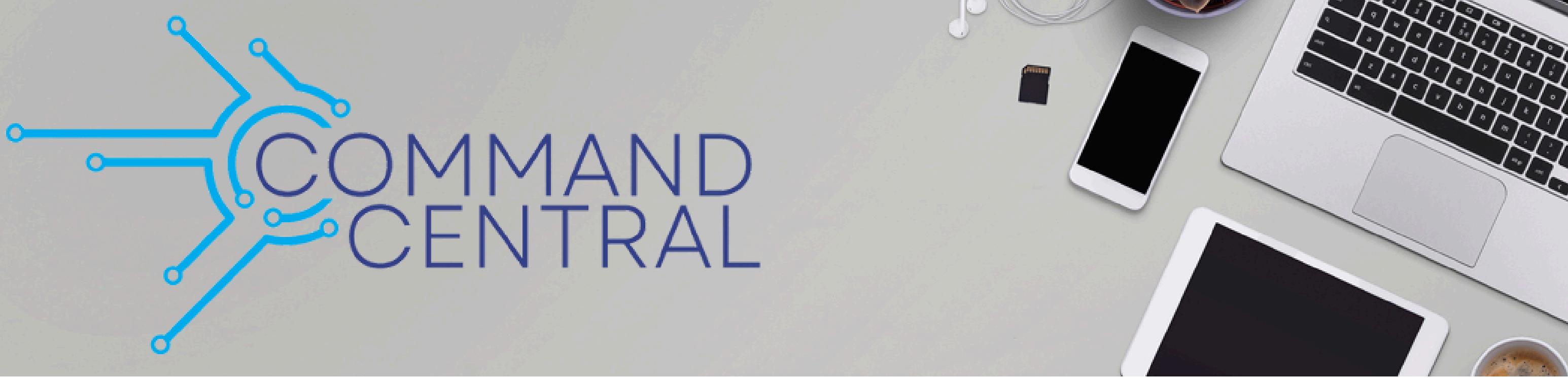




Command Quick Guides

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.

A screenshot of the 'Jessica Campbell's Contacts' page. At the top, there is a search bar, a dropdown menu set to 'All', a 'Filters' button, a 'SmartView: All Contacts' dropdown, a 'Save Changes' button, and a 'Print' icon. To the right are three buttons: 'Import Contacts', 'Create Contact' (which is highlighted with a red box), and a three-dot menu. The main area is a table with columns for 'FULL NAME', 'PRIMARY EMAIL', 'PRIMARY PHONE', 'TAGS', and 'PRIMARY AD'. There are four rows of data:

FULL NAME	PRIMARY EMAIL	PRIMARY PHONE	TAGS	PRIMARY AD
Aaron Andrews	aaron.andrews2837363@gmail.com	+1 512 354 6658	A & W	2354 Wilson St
Aaron Miller L	aaron.miller34334@myemail.com	+1 210 555 0162	Austin Buyers APIN Sync	1876 Wallin Ln
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 X

Full Name *
James Robertson

⊕ Add Relationship

Primary Email
[Input field] Personal

Primary Phone
[Input field with USA flag and +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 *

[⊕ Add Relationship](#)

Primary Email

Personal ▾

Primary Phone

+1 512 354 2678 Personal ▾

Lead Source Type

Select From List Select From Contacts

Lead Source

 ×

Mark as Lead

[Cancel](#) Create