Command Quick Guides

Your Guide to Command:

Archive, Delete or Restore 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.

Archive a Single Contact

1. **Click on the contact** you want to archive.

2. Click the **ellipses icon**, **...** , and select Archive.

3. A confirmation will appear, click **Archive** to confirm.

Archive Multiple Contacts

1. **Check the box next to the name of the contacts you want to archive** (you can also check the box next to the Name column title to select all of the contacts on a page) and click **Archive** at the bottom of the page.

2. A confirmation will appear which will include a list of all selected contacts, click **Archive** to confirm.

Archive All Contacts

1. Click your **Name** in the top right corner, and then select **Settings**.

2. On the left side of the page, select **Command Settings**, **Contacts**, then **Database Wipe**.

3. Select **Archive All Contacts**.
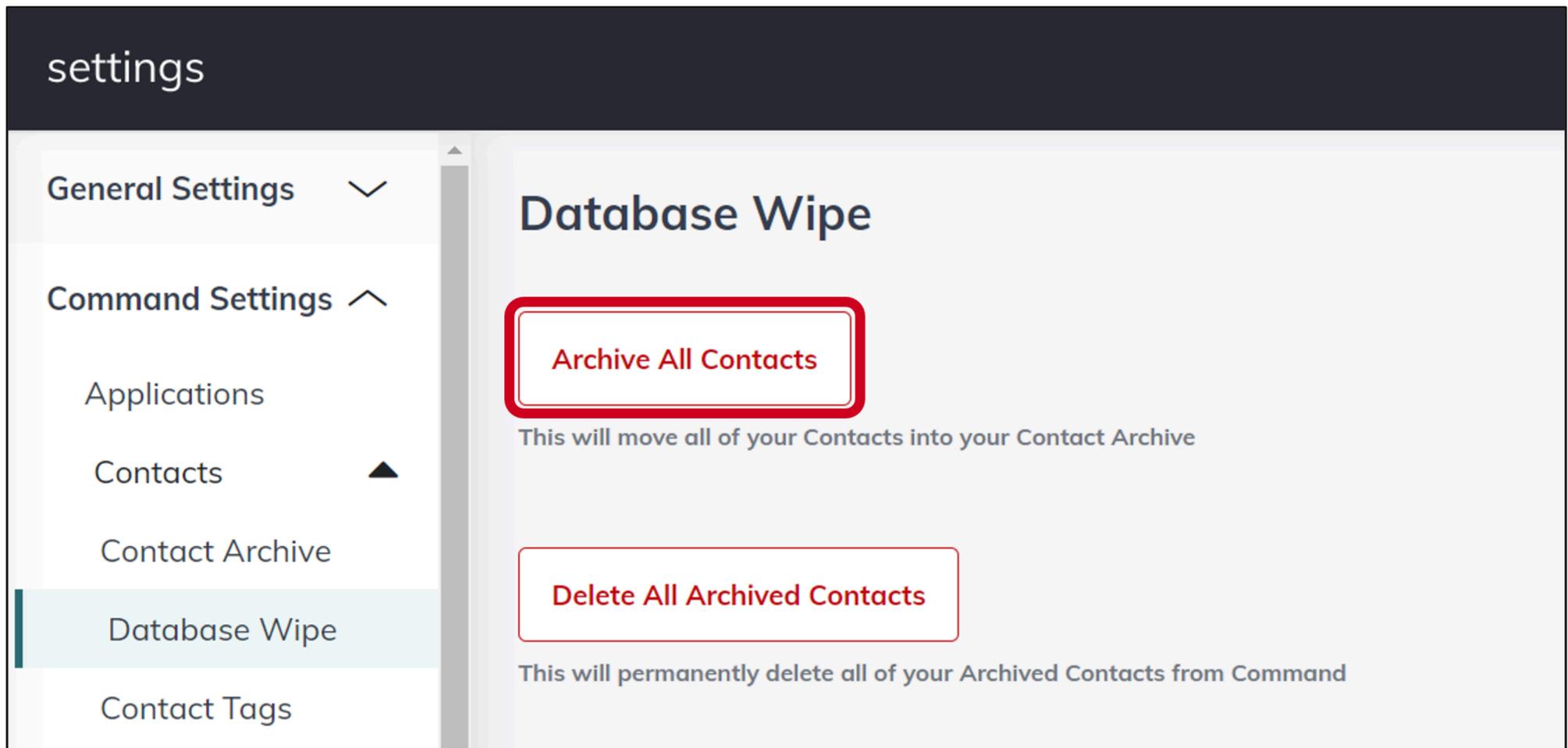
4. A confirmation will appear, click **Archive All Contacts** to confirm.
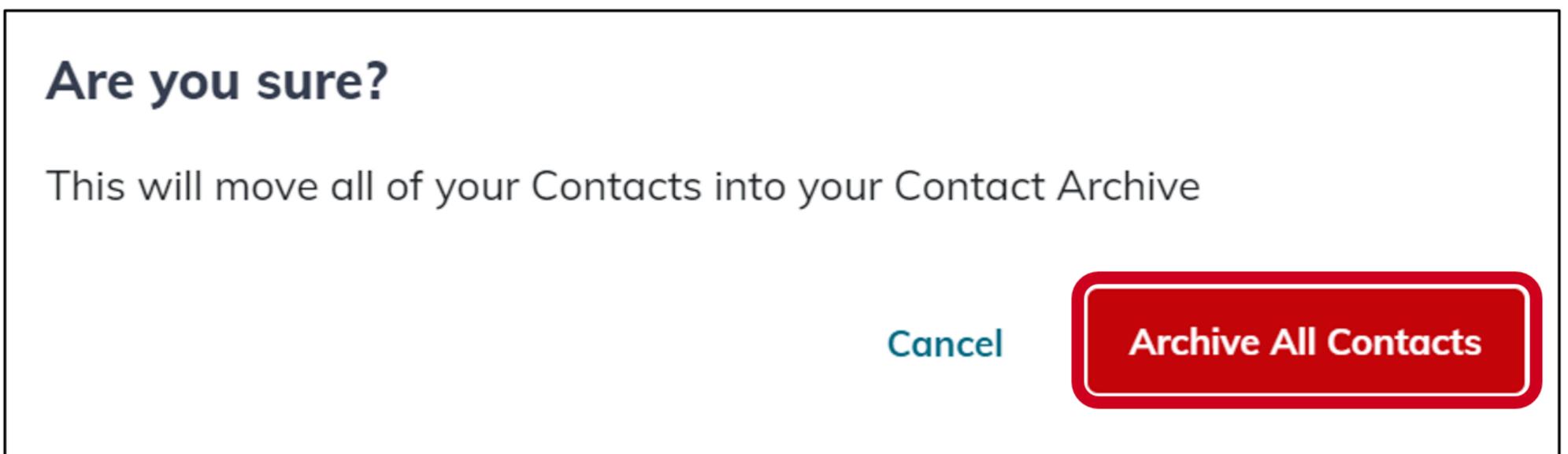
Delete or Restore an Archived Contact

1. Click your **Name** in the top right corner, and then select **Settings**.

2. On the left side of the page, select **Command Settings**, **Contacts**, then **Contact Archive.**

Delete or Restore an Archived Contact

3. You can either choose to restore the contact by clicking **Restore**, or you can click the **Delete icon,** 🗑️, to permanently delete the contact from Command. You can also <u>check the box next to multiple contacts</u> and click either **Restore Selected** or **Delete Selected Permanently**, above the list.

4. Click **OK** to confirm the deletion.

Delete All Archived Contacts

1. Click your **Name** in the top right corner, and then select **Settings**.

2. On the left side of the page, select **Command Settings**, **Contacts**, then **Database Wipe**.

3. Click **Delete All Archived** Contacts.

settings

General Settings ∨

Command Settings ∧

Applications

Contacts ▲

Contact Archive

Database Wipe

Contact Tags

Database Wipe

Archive All Contacts

This will move all of your Contacts into your Contact Archive

Delete All Archived Contacts

This will permanently delete all of your Archived Contacts from Command
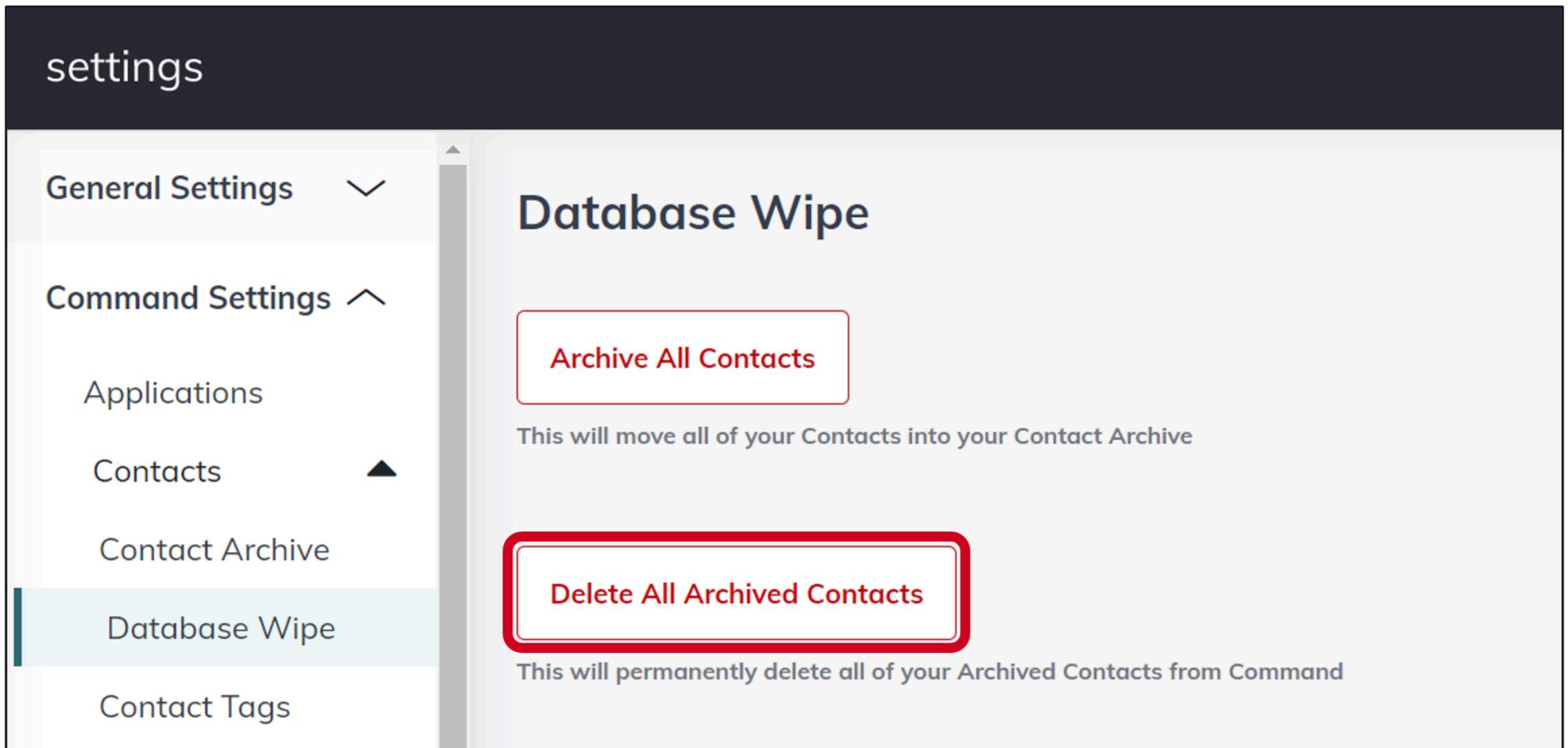
4. This is a permanent action, so the confirmation screen includes an extra step to ensure this is what you want to do. In the empty space, type in the phrase "*Delete all archived contacts*" exactly, then click **Delete All Archived Contacts**.

- When you type this, it must match the phrase exactly and is case-sensitive.

Delete All Archived Contacts ✕

Are you sure you want to do this?
This will permanently delete all of your archived contacts from Command.

To proceed, type Delete all archived contacts in the field below. (Typed text must match the phrase exactly, and case-sensitive.)

Delete all archived contacts ←

⚠ Reminder: this will be permanent. It cannot be undone.

Cancel   **Delete All Archived Contacts**