Command Quick Guides

Your Guide to Command: Adding SmartPlans from the Library

Access

1. Log in to **https://agent.kw.com** with your Keller Williams login credentials.

2. Click on the SmartPlans icon on the left side panel.

3. Click **Library** at the top of the page.

Find a SmartPlan

1. Use the **Search** bar. You can search by the name of the SmartPlan. the author or by the description
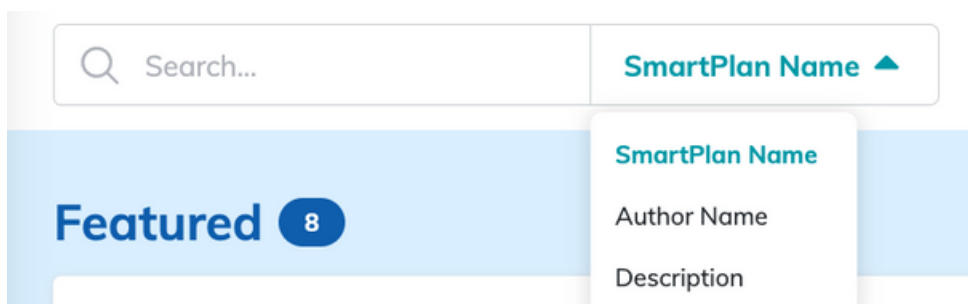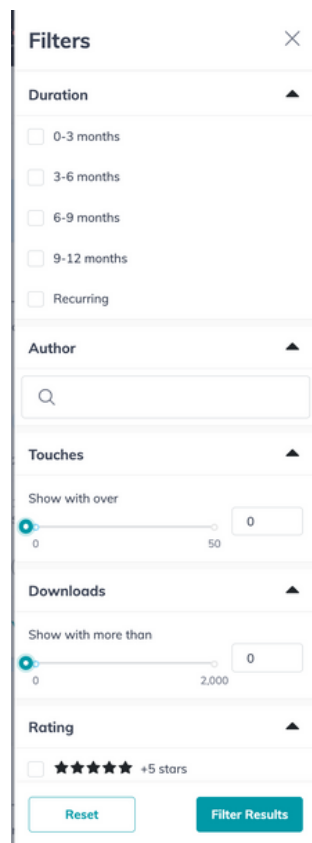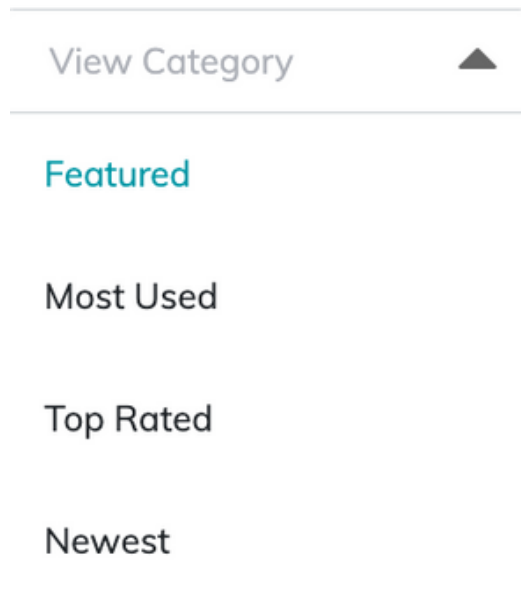

2. Use a **Filter**. You can filter SmartPlans by type, duration, number of downloads, rating, number of touches, or author.

3. Use the **View Category** drop-down menu to sort the SmartPlan Library by category.

Add a SmartPlan

1. After you find the SmartPlan you want to use, click **Add SmartPlan** to add it to your SmartPlan list. A pop-up window will appear, click **Download** to complete this process.

2. If the SmartPlan you choose is part of a bundle, you will need to download each separately. Once you download the linked SmartPlans, it will say Success. When all of the linked SmartPlans are downloaded, click **Download** to finish adding the bundle to your list.