




# 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.

The screenshot shows the Command Central SmartPlans Library interface. At the top, the user is logged in as Malesa Clemonts. The left sidebar contains a navigation menu with icons for Home, Profile, SmartPlans, and other features. The SmartPlans icon is circled in red. The main content area is titled "SmartPlans" and has a sub-tab "Library" highlighted with a red box. Below the navigation, there is a search bar and a "Filter" button. The "Featured" section displays three SmartPlans:

- Monthly Call Plan** (Marty Miller, Author): 6,074 Downloads, 3 Steps, 31 Duration, 1 Touches. Published: August 17, 2020.
- 6 Month "Just Looking" Nurture** (Blake Petska, Author): 6,511 Downloads, 7 Steps, 32 Duration, 2 Touches. Published: June 24, 2020.
- The Duley Group's Guide to Loving Clients** (Mike Duley, Author): 2,521 Downloads, 11 Steps, 30 Duration, 5 Touches. Published: February 9, 2021.

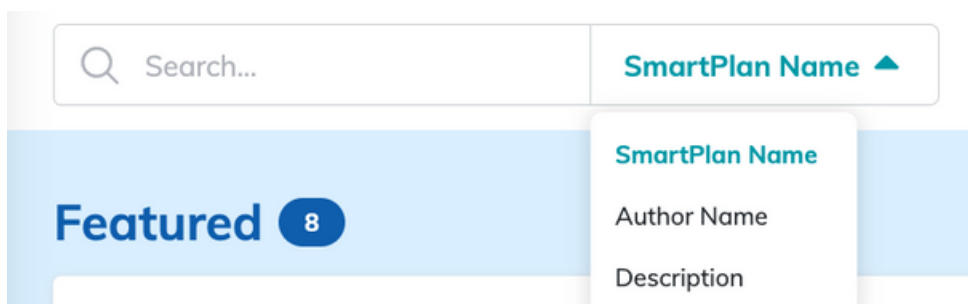
Below the featured section, the "Keller Williams" section displays three more SmartPlans:

- Bi-Weekly Neighborhood Nurture**
- 8x8 New Contact Engagement**
- Quarterly Call Plan**

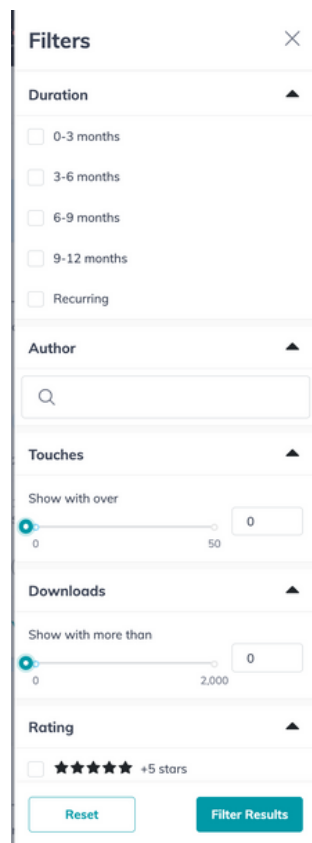


## Find a SmartPlan

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

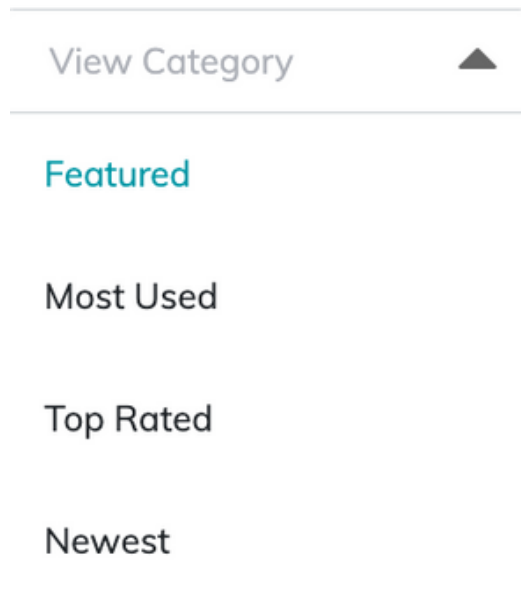


2. Use a **Filter**. You can filter SmartPlans by type, duration, number of downloads, rating, number of touches, or author.





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.

The image shows a SmartPlan card on the left and a 'Add to My SmartPlans' pop-up window on the right.

**SmartPlan Card:**

- Title:** Bi-Weekly Neighborhood Nurture
- Description:** This is a bi-weekly email that helps you reach out to clients, leads, or recruits to show real time market data, specific to their neighborhoods.
- Published:** October 2, 2019
- Downloads:** 116,633 Downloads
- Rating:** 5 stars (107)
- Stats:** 3 Steps, 15 Duration, 1 Touches
- Author:** Keller Williams (kw) Author
- Buttons:** View Steps, Add SmartPlan (highlighted with a red box)

**Add to My SmartPlans Pop-up:**

- Title:** Add to My SmartPlans (with a close 'X' button)
- Plan Name:** My Bi-Weekly Neighborhood Nurture (with an edit icon)
- Warning:** \*SmartPlan name must be unique in your library
- Buttons:** Cancel, Download (highlighted with a red box)



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.

