Command Quick Guides

Your Guide to Command: Adding Contacts

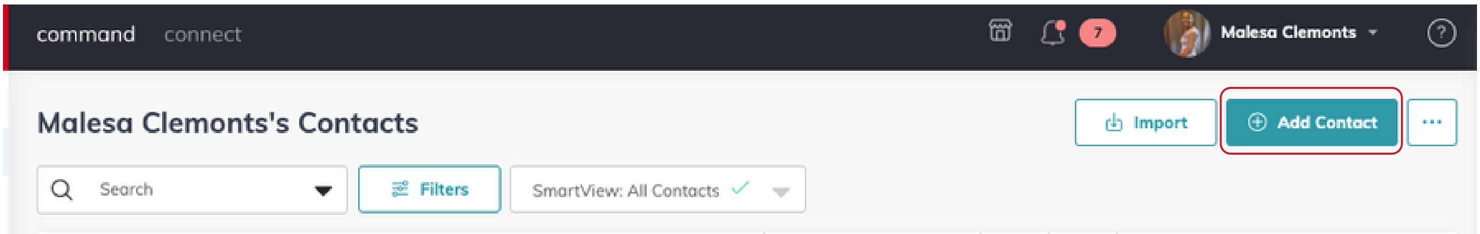
Adding Contacts

Manually Adding Contacts

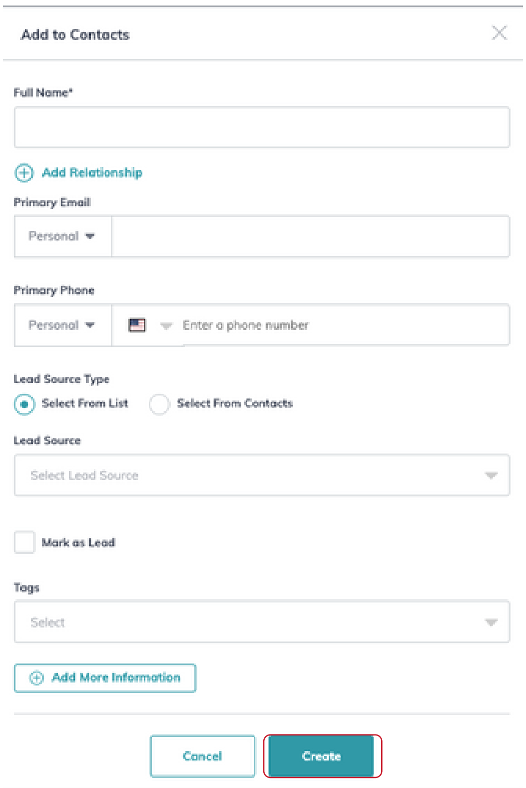
1. Log in to https://agent.kw.com with your Keller Williams login credentials.

2. Click the **Contacts Icon** on the left side panel

3. Click **Add Contact** on the top right corner of the page



4. Fill in contact information, and click **Create** to finish.

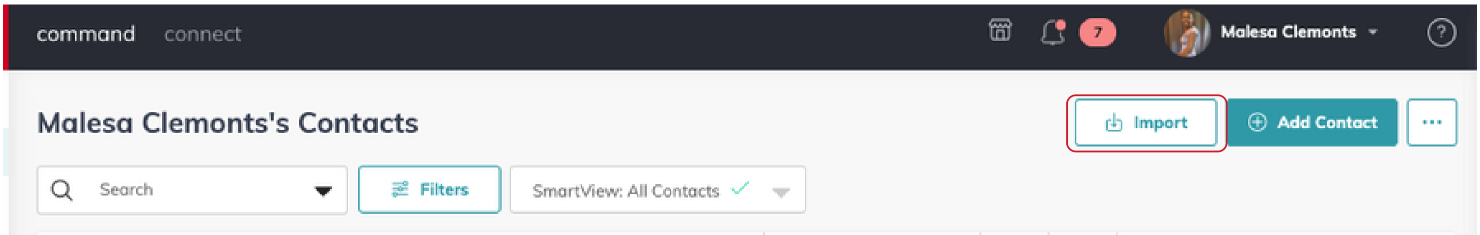


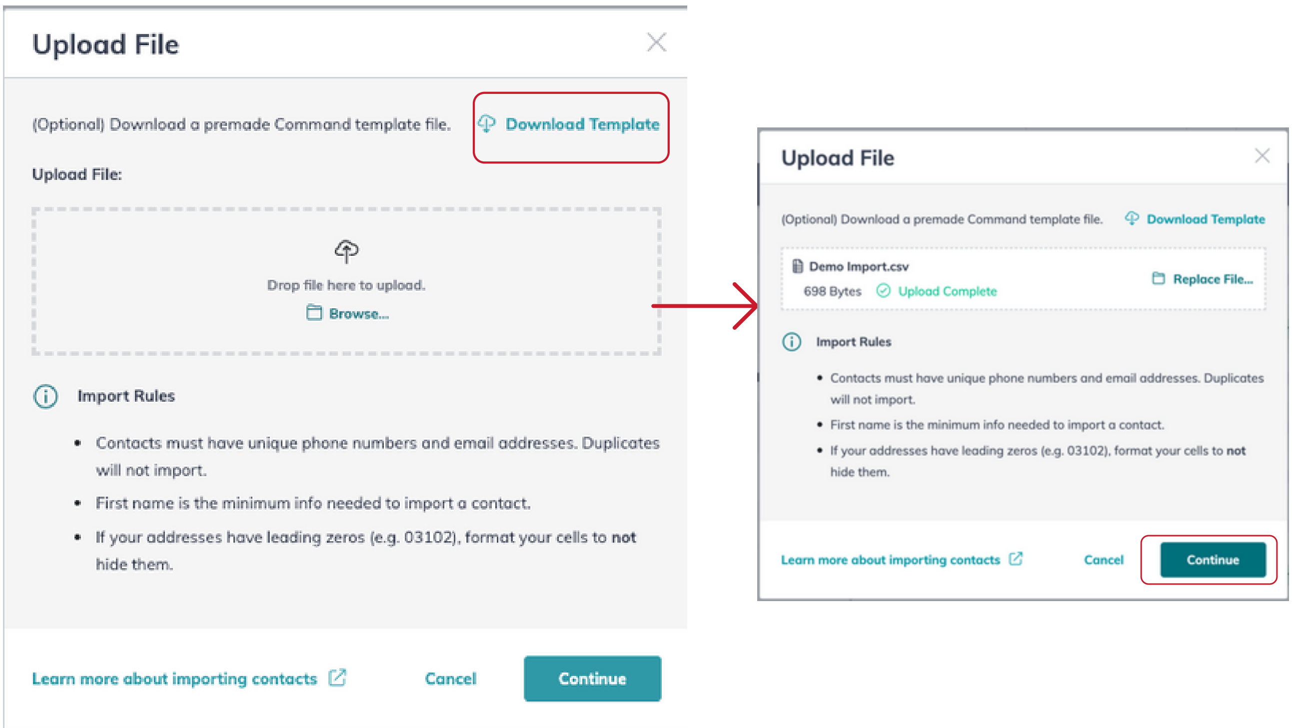
Importing Contacts

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

2. Click the **Contacts Icon,** on the left side panel.

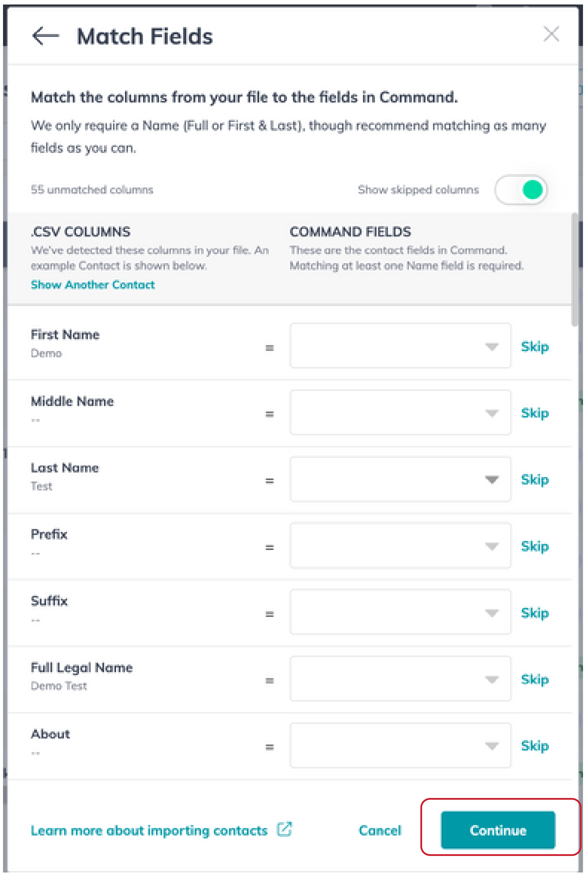
3. Click **Import** on the top right corner of the page.





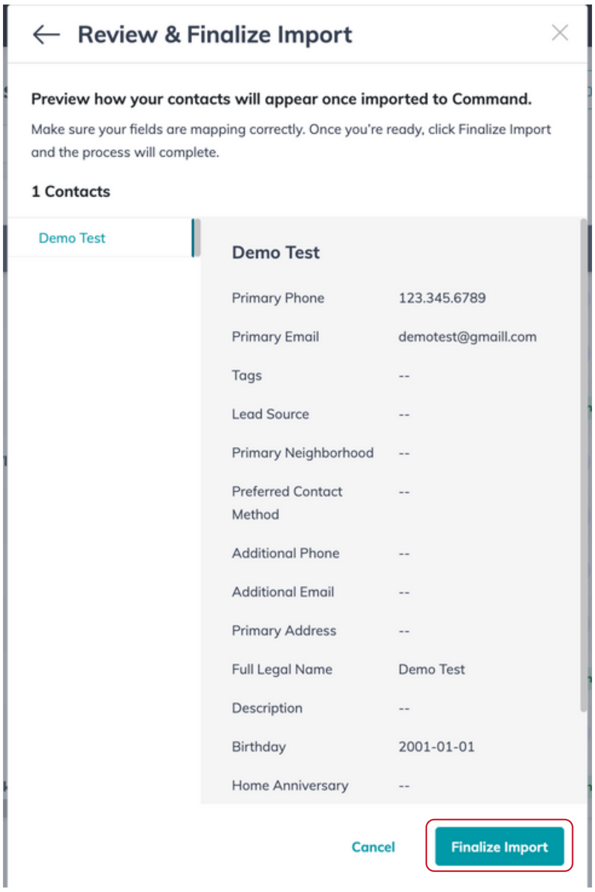
4. Click Download Template. Add contact information to the spreadsheet. Upload the file and click continue.

5. Once your file is uploaded, you will see a pop-up window. Here, you can match the fields from your file to the fields in Command. Match as many fields as possible. When you are done, click Continue.

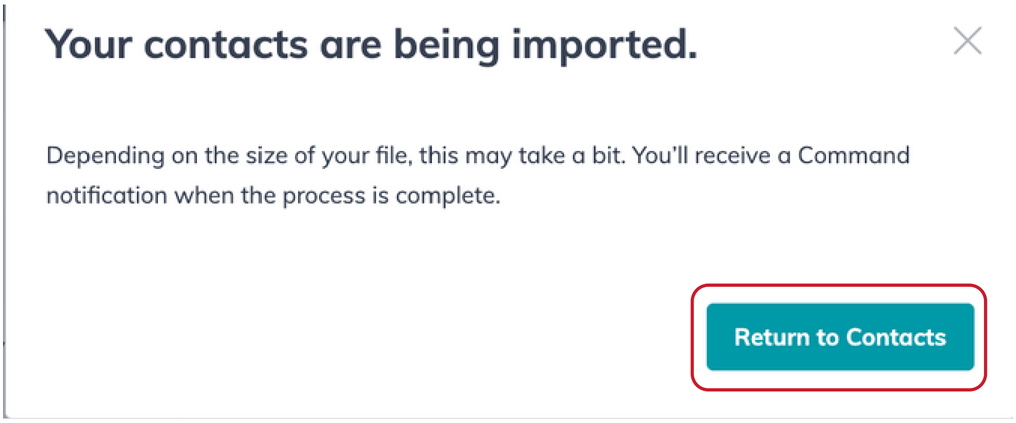


6. You will see a Review & Finalize pop-up. Here you can review all of the contacts being imported and see how the data will be mapped in Command. When you are ready click, Finalize Import.

COMMAND CENTRAL



7. Another pop-up will appear to let you know that your import is in process. Click Return to Contacts.



*The amount of time the import takes is dependent on how many contacts you are importing. You will receive a notification when the import is complete.