




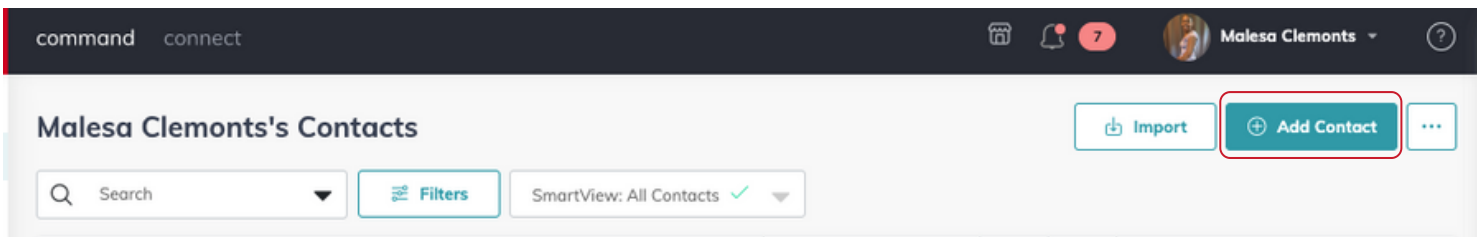
Command Quick Guides

**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.

Add to Contacts ×


Full Name*

[+ Add Relationship](#)

Primary Email

Personal

Primary Phone

Personal  Enter a phone number

Lead Source Type

Select From List Select From Contacts

Lead Source

Select Lead Source

Mark as Lead


Tags

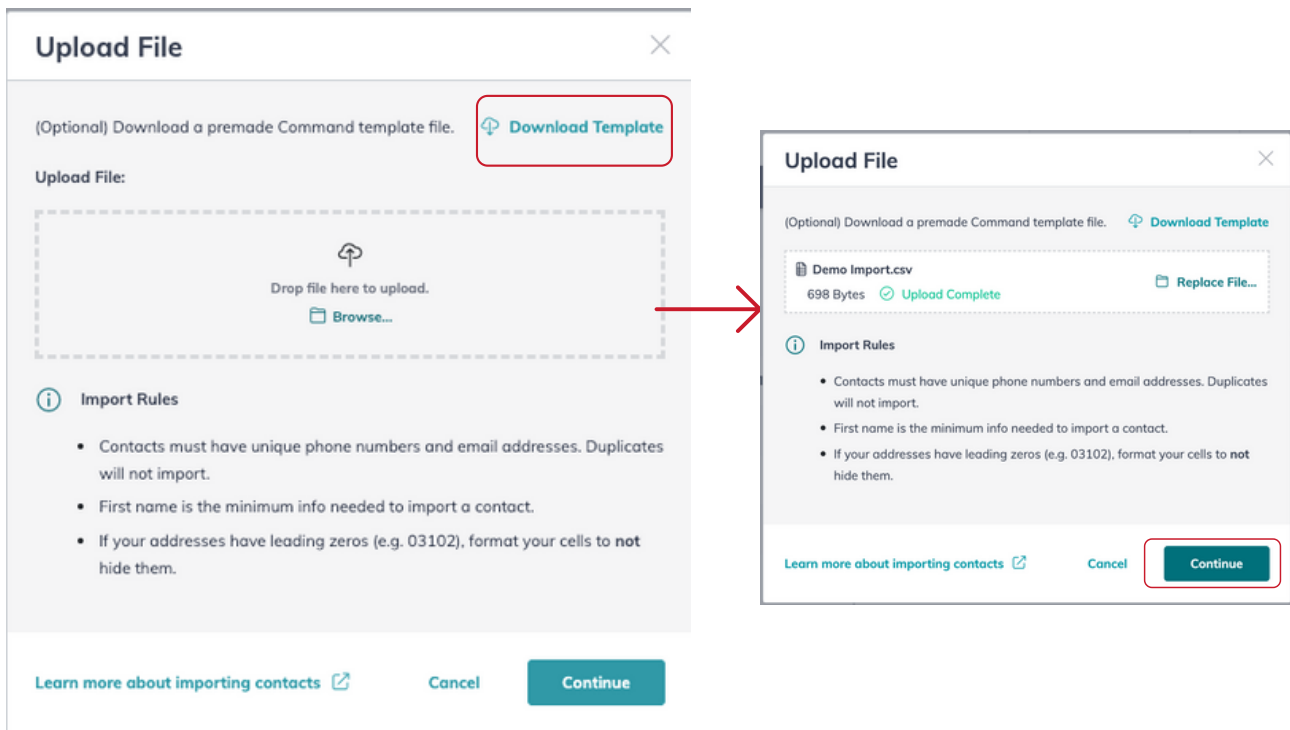
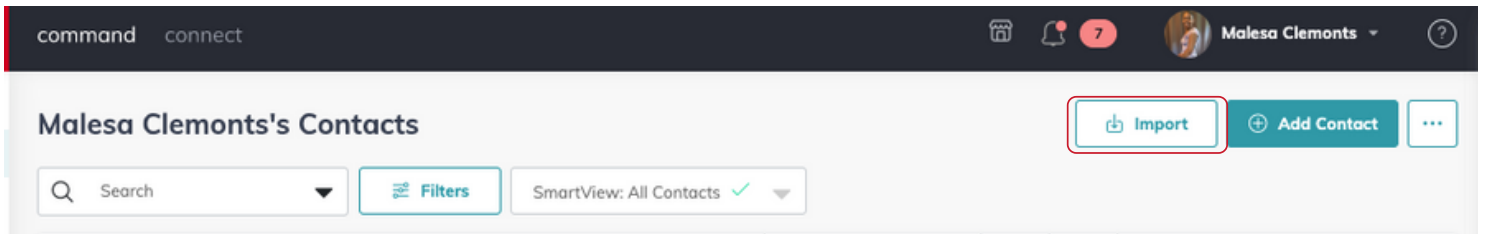
Select

[+ Add More Information](#)



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](#).

A screenshot of a mobile application's "Match Fields" pop-up window. The window has a white background and a grey header with a back arrow and a close "X" icon. The main content area is divided into two columns: ".CSV COLUMNS" and "COMMAND FIELDS". Under ".CSV COLUMNS", there are seven rows, each with a field name and a value: "First Name" (Demo), "Middle Name" (--), "Last Name" (Test), "Prefix" (--), "Suffix" (--), "Full Legal Name" (Demo Test), and "About" (--). Each row has an equals sign followed by a dropdown menu and a "Skip" button. Under "COMMAND FIELDS", there is a note: "These are the contact fields in Command. Matching at least one Name field is required." At the bottom of the window, there are three buttons: "Learn more about importing contacts" with an external link icon, "Cancel", and "Continue" (which is highlighted with a red border).

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](#).



← Review & Finalize Import

Preview how your contacts will appear once imported to Command.
Make sure your fields are mapping correctly. Once you're ready, click Finalize Import and the process will complete.

1 Contacts

Demo Test

Demo Test	
Primary Phone	123.345.6789
Primary Email	demotest@gmail.com
Tags	--
Lead Source	--
Primary Neighborhood	--
Preferred Contact Method	--
Additional Phone	--
Additional Email	--
Primary Address	--
Full Legal Name	Demo Test
Description	--
Birthday	2001-01-01
Home Anniversary	--

Cancel Finalize Import

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

Your contacts are being imported.

Depending on the size of your file, this may take a bit. You'll receive a Command notification when the process is complete.

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.