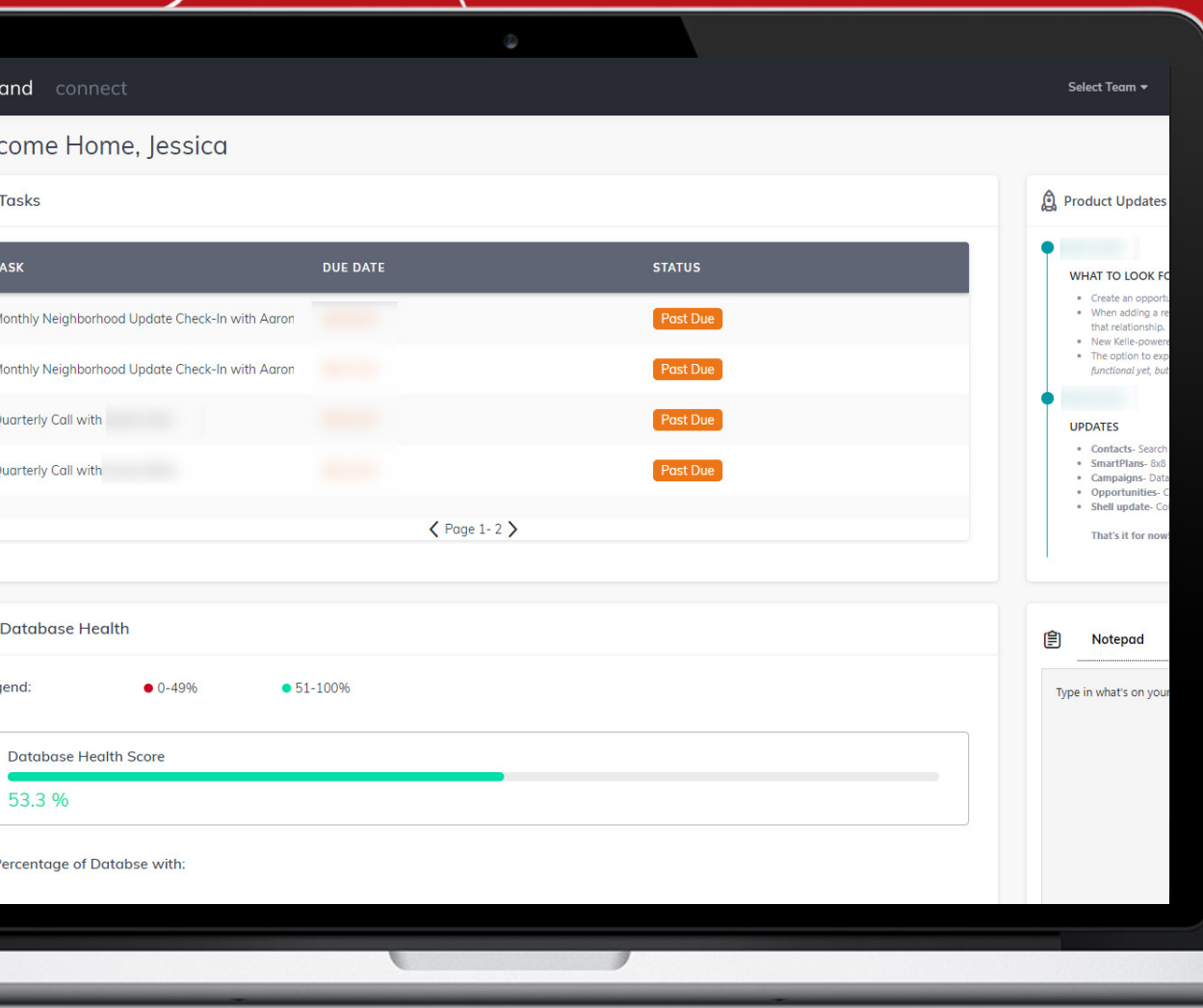


Get Started with Command



Click anywhere to start.

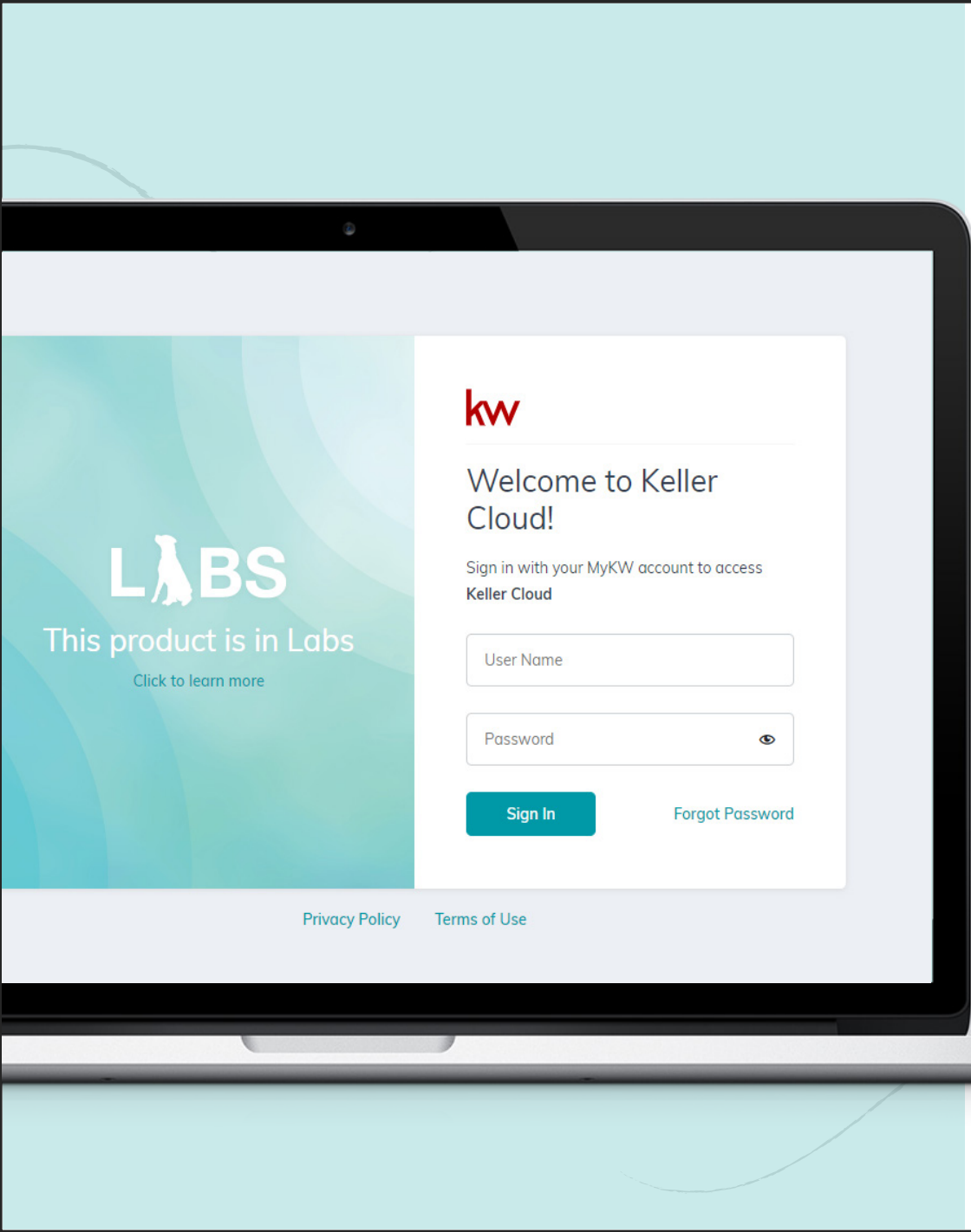
- 1 Log on to Command
- 2 Get Help
- 3 Connect Applications
- 4 Create Custom Fields
- 5 Create Custom Tags
- 6 Add Contacts
- 7 Import Contacts

Get Started with Command

Click each tab.

Log on to Command

1. Log on to Command by clicking **here** or by going to agent.kw.com

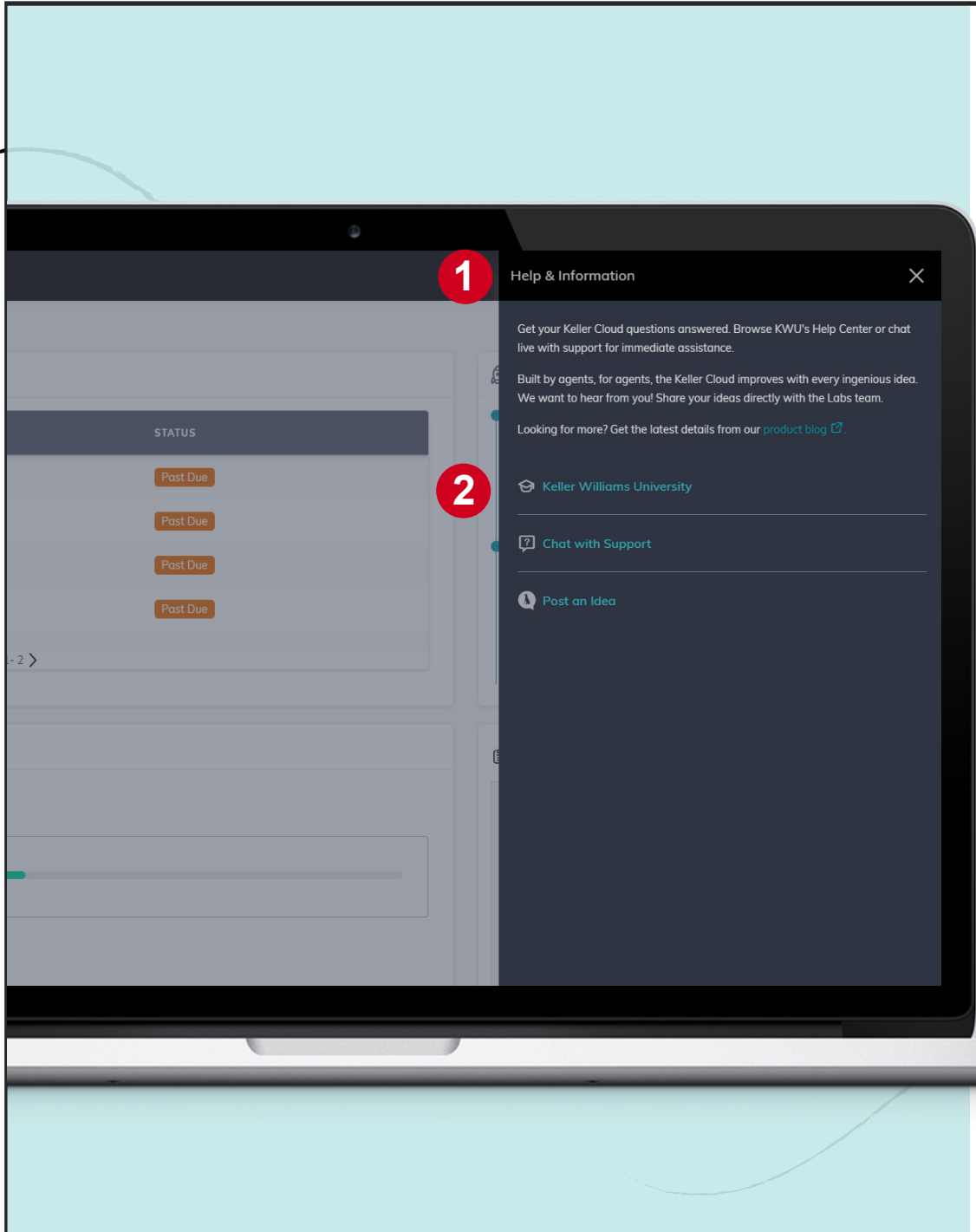


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Get Started with Command

Click each tab.

Get Help



1 Click the question mark to access immediate KWU assistance related to the page you are on

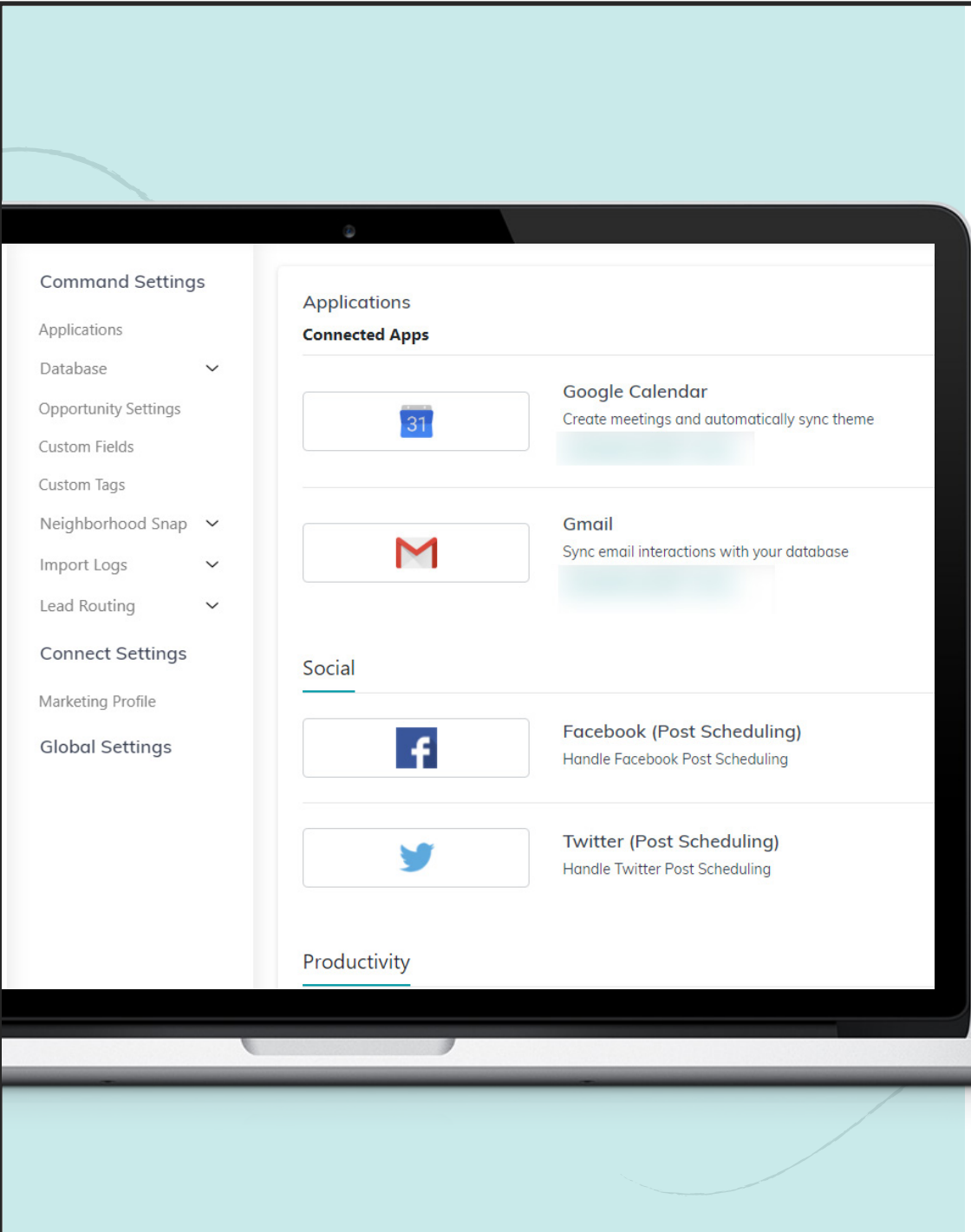
2 Click the listed topics for additional support:

- a.** KWU support
- b.** Chat with support for immediate assistance
- c.** Post improvement ideas for Command

Get Started with Command

Click each tab.

Connect Applications

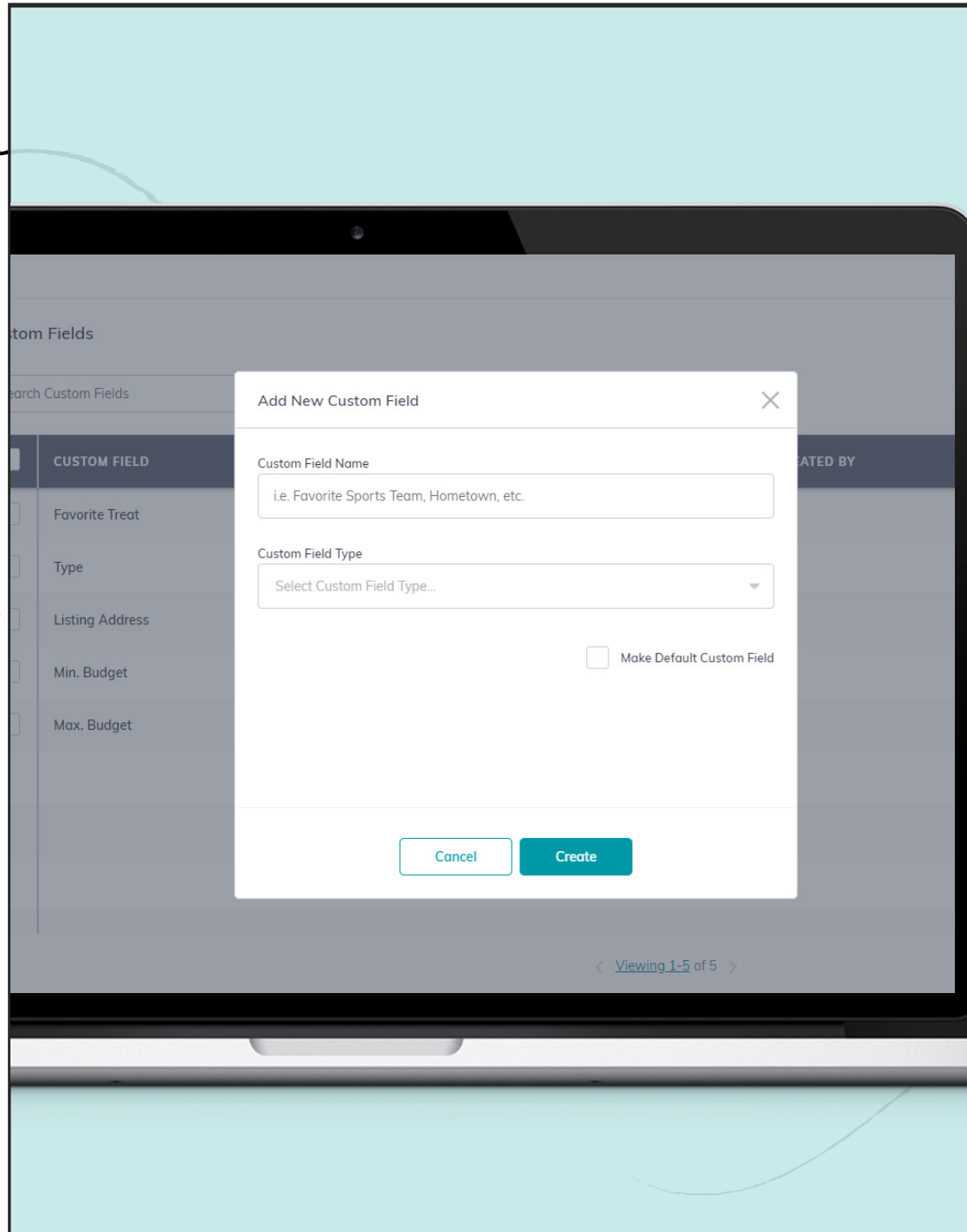


1. Click on your name (top right-hand corner)
2. Select Settings
3. Connect your accounts
 - a. Connect Facebook and/or Twitter to schedule social media posts through Lead Accelerator
 - b. Connect Facebook, Twitter, and/or Google Adwords to create social media ads through Lead Accelerator

Get Started with Command

Click each tab.

Create Custom Fields



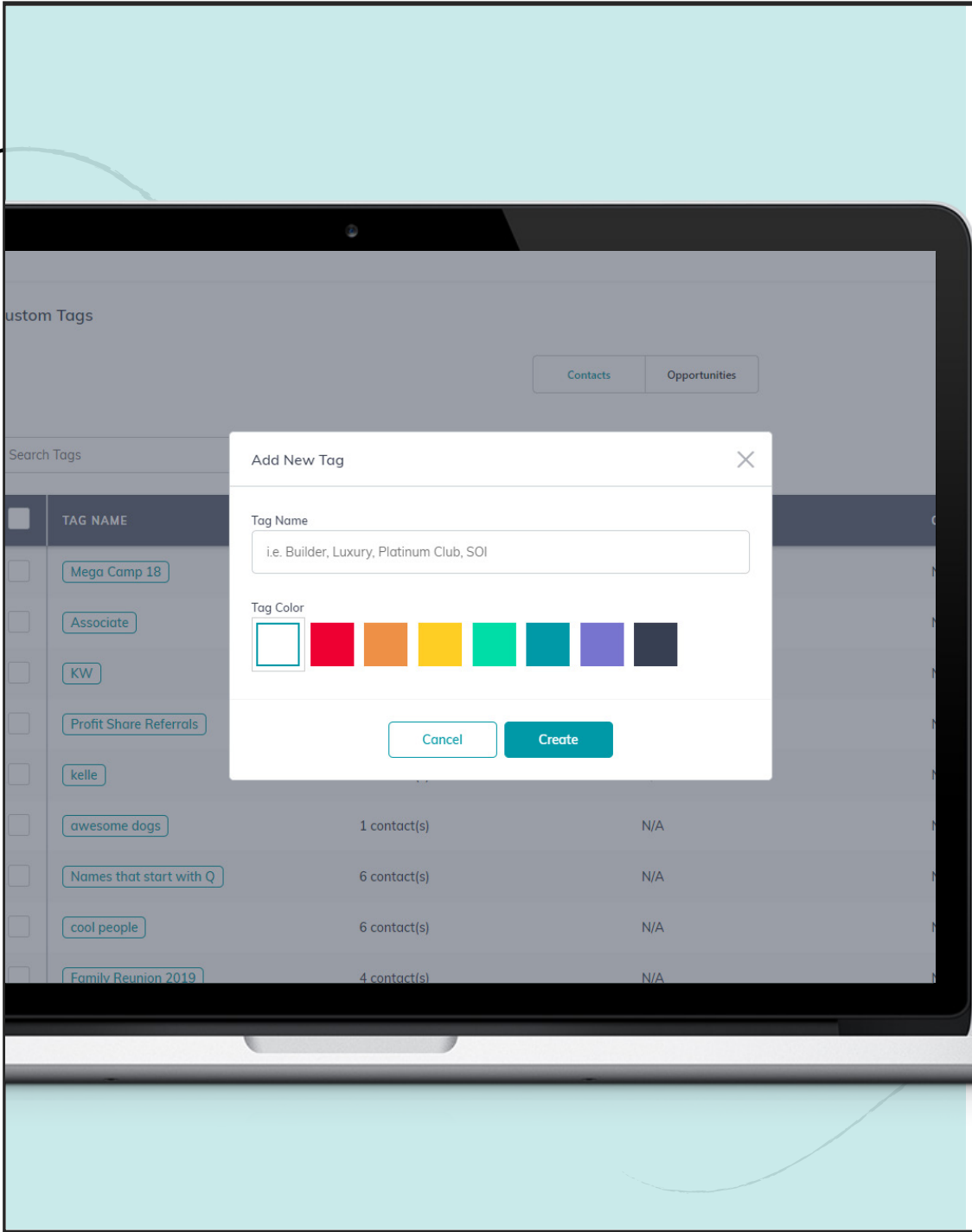
Create **custom fields** for open-ended response fields that you fill in to help you organize your database.

1. Click on your name (top right-hand corner)
2. Select Settings
3. Click Custom Fields
4. Click Create New Custom Field
5. Enter the Custom Field Name
6. Select the Custom Field Type from the drop-down menu
 - a. To apply custom field to all contacts, check the Make Default Custom Field box
7. Click Create
8. Repeat this process until you have entered all of your desired Custom Fields

Get Started with Command

Click each tab.

Create Custom Tags



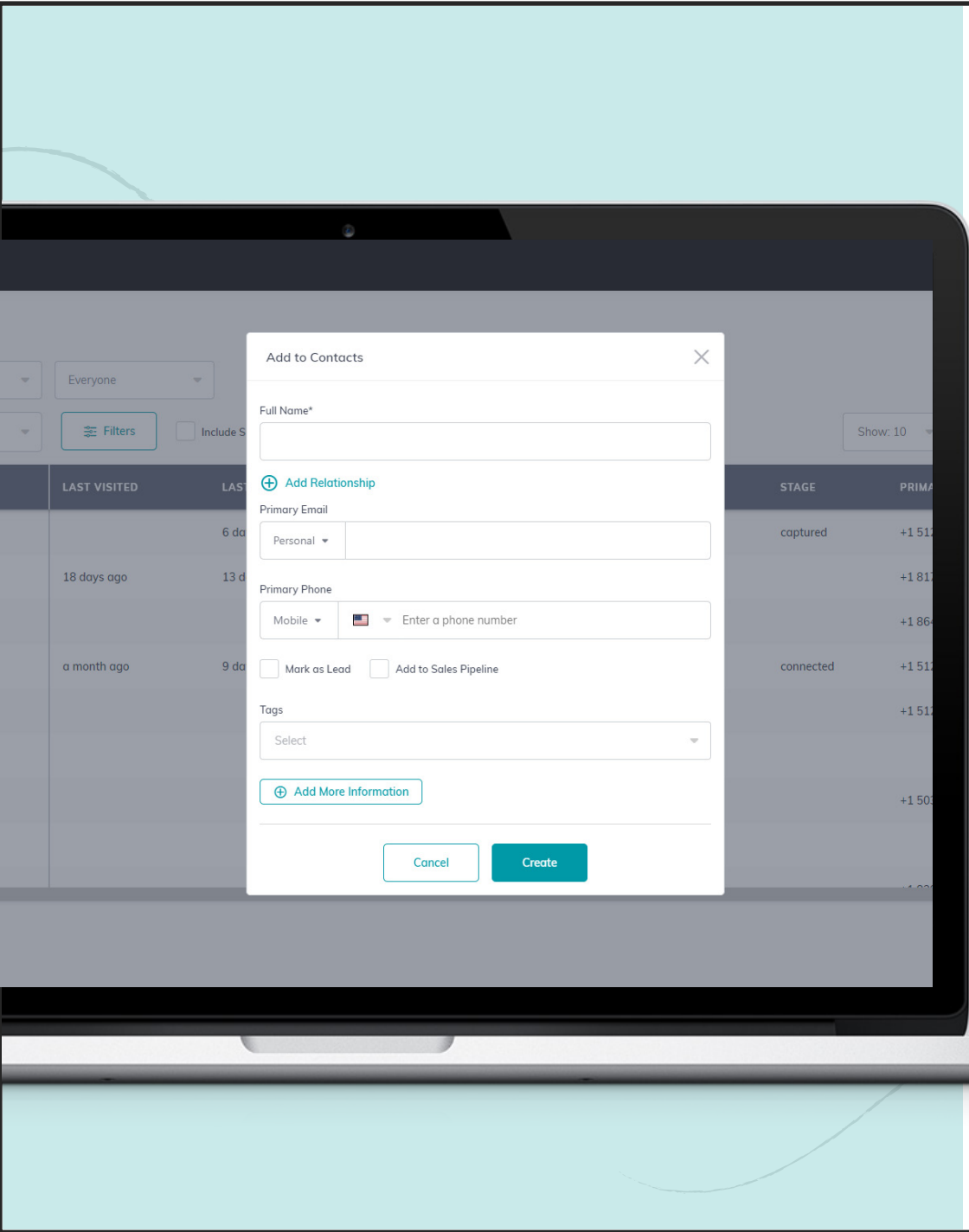
Create **custom tags** as a way to create labels to help you organize your database.

1. Click on your name (top right-hand corner)
2. Select Settings
3. Click Custom Tags
4. Click Create New Tag
5. Enter the tag name
6. Select the tag color
7. Click Create
8. Repeat this process until you have entered all of your desired Custom Tags

Get Started with Command

Click each tab.

Add Contacts

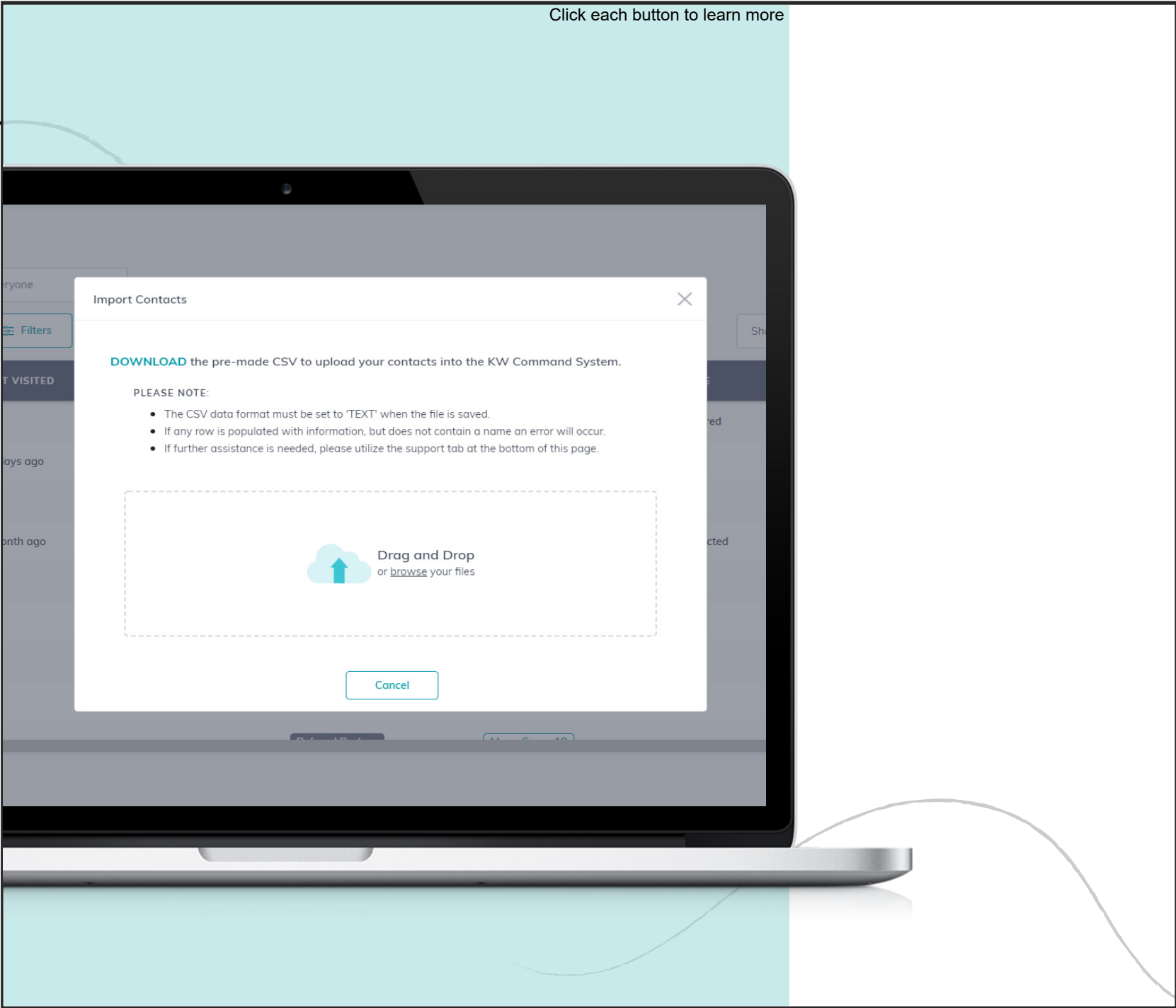


1. Navigate to Contacts
2. Click Add Contact from the top right-hand corner
3. Enter the contact's details
 - a. At a minimum, enter the contacts name
4. Click Create at the bottom of the form

Get Started with Command

Click each button to learn more

Click each tab.



Import Contacts