

WALKING FARM ON-the-GO Quick Guide

For APPLE Devices

1. Log into the **On-the-Go APP**.
If you need a username or security code, please contact your Sales Rep to be set up with an account and get On-the-Go.
App is available in the App Store.
2. From the Home Screen select **"More"**
3. Select **"Neighborhood Farm"**
4. Select **"Find a Farm Area"**
Locate an area on the map you wish to farm. Drag your finger on the map to move the map, pinch in/out to zoom in/out or, search by city/state/zip using the search bar at the top.
5. Select the **"Draw Icon" (polygon)**  in the lower-left.
Tap to drop connecting points on the map around your farm area. Close your shape by clicking on the first point.
6. Select **"Apply"** in the upper-left
7. To apply filter criteria, select the **"Filter Icon"** 
8. Select **"Get Report Count"** from the bottom navigation. You will receive the property count and turnover rate.
9. Select **"Get Report"**
10. Type a name for your Farm Area and select **"OK"**



Designate a Walking order

1. From the report options screen, select **"Walking Farm"**
2. Select the **"Map Icon"**  in the upper-right corner
3. Default view is **"Owner Occupied"** status, or toggle between **different status types available**.
4. Select **"Draw Walk Order"**
Drag your finger on the map across the pins to draw the order you wish to walk the neighborhood. Create your order across all properties, or just a section where you wish to walk that day.
5. Select **"Done"** to apply the walk order
6. Select the **"first pin"** in your order, and **"tap the address flag"**  to begin walking (or tap the **Back** button on your **device** to return to the list view and select the first property).

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WALKING FARM ON-the-GO Quick Guide

For ANDROID Devices

1. Log into the **“On-the-Go APP”**.
If you need a username or security code, please contact your Sales Rep to be set up with an account and get On-the-Go.
App is available in Google Play.
2. From the Home Screen select **“More”**
3. Select **“Neighborhood Farm”**
4. Select **“Find a Farm Area”**
Locate an area on the map you wish to farm. Drag your finger on the map to move the map, pinch in/out to zoom in/out or, search by city/state/zip using the search bar at the top of the screen.
5. Select the **“Select Draw”**
Tap to drop connecting points on the map around your farm area. Close your shape by clicking on the first point.
6. Select **“Done”**
7. To apply filter criteria, select **“Filter”**
8. Select **“Get Report Count”** from the bottom navigation. You will receive the property count and turnover rate.
9. Select **“Get Report”**
10. Type a name for your Farm Area and select **“OK”**



Designate a Walking Order

1. From the report options screen, select **“Walking Farm”**
2. Select the **“Map Icon”**  in the upper-right corner.
3. Default view is **“Owner Occupied”** status, or toggle between **different status types available**.
4. Select **“Draw Walk Order”**
Drag your finger on the map across the pins to draw the order you wish to walk the neighborhood.
TIP: Draw your line **ON** the house pins for best results.
5. Select **“Done”** to apply the walk order
6. Select the **“first pin”** in your order, and **“tap the address flag”** to begin walking (or tap the **Back** button on your **device** to return to the list view and select the first property). The Subject Property Detail View contains a split screen (the bottom half contains an area for notes which auto save on entry).

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