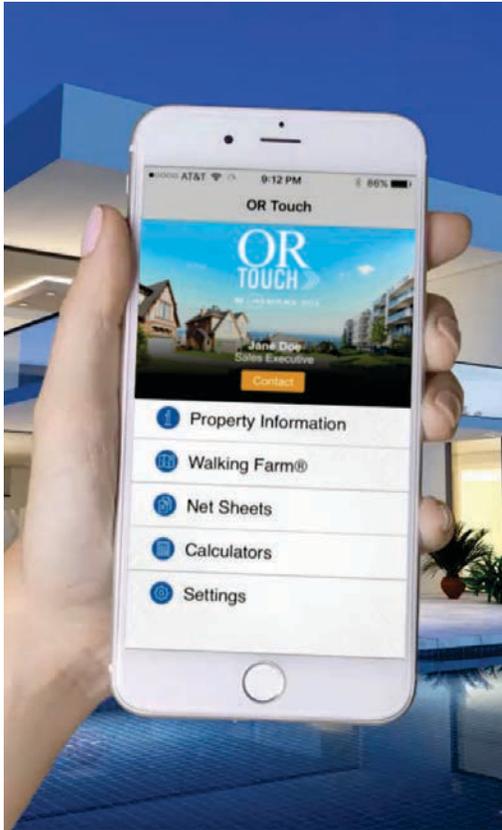


STEP 1: CREATE AN AREA TO FARM

1. From the Home Screen of the application select Walking Farm[®].
2. Select Find a Farm Area.



1 of 4



2 of 4



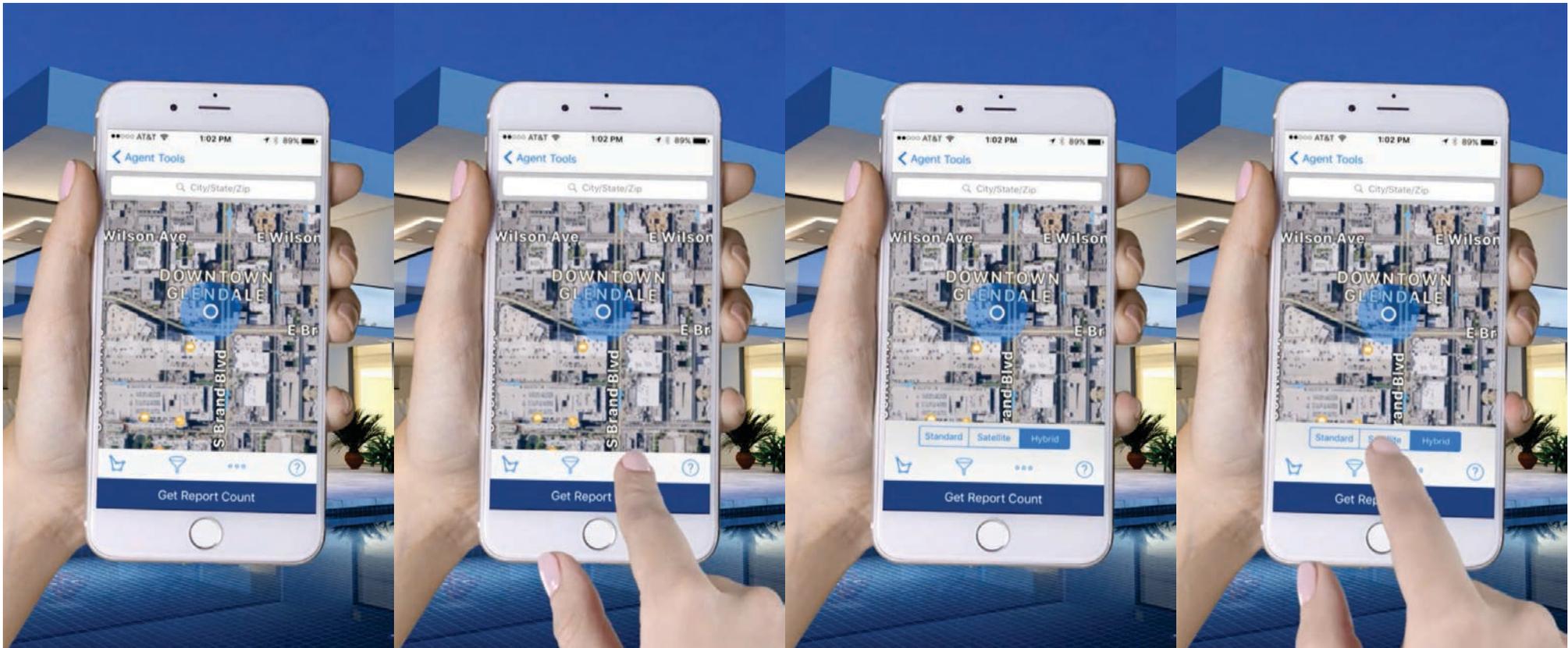
3 of 4



4 of 4

STEP 1: CREATE AN AREA TO FARM

3. Map options allow you to choose how you wish to view the map: Standard, Satellite, or Hybrid.



1 of 7

2 of 7

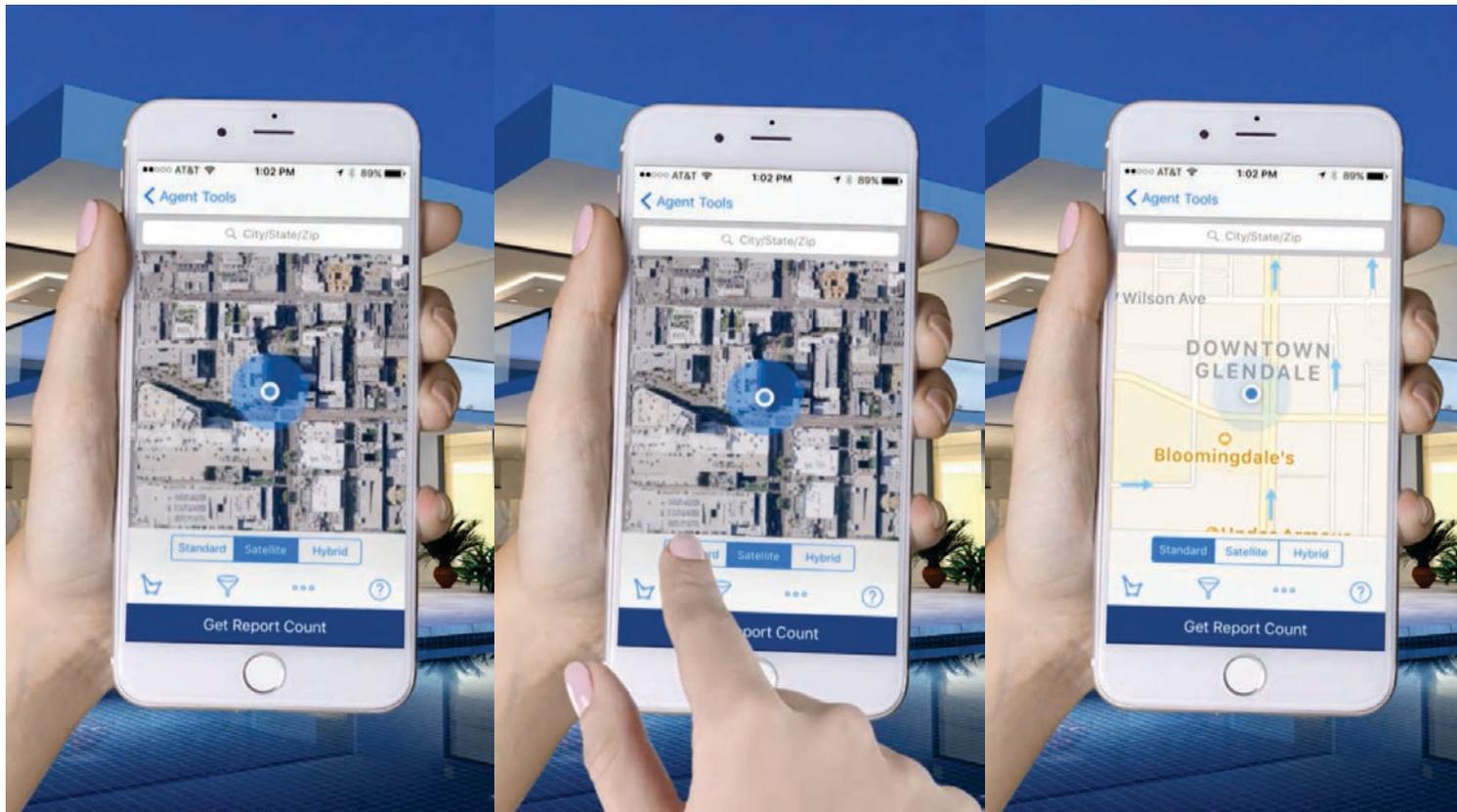
3 of 7

4 of 7

STEP 1: CREATE AN AREA TO FARM

3. Map options allow you to choose how you wish to view the map: **Standard**, **Satellite**, or **Hybrid**.

continuation...



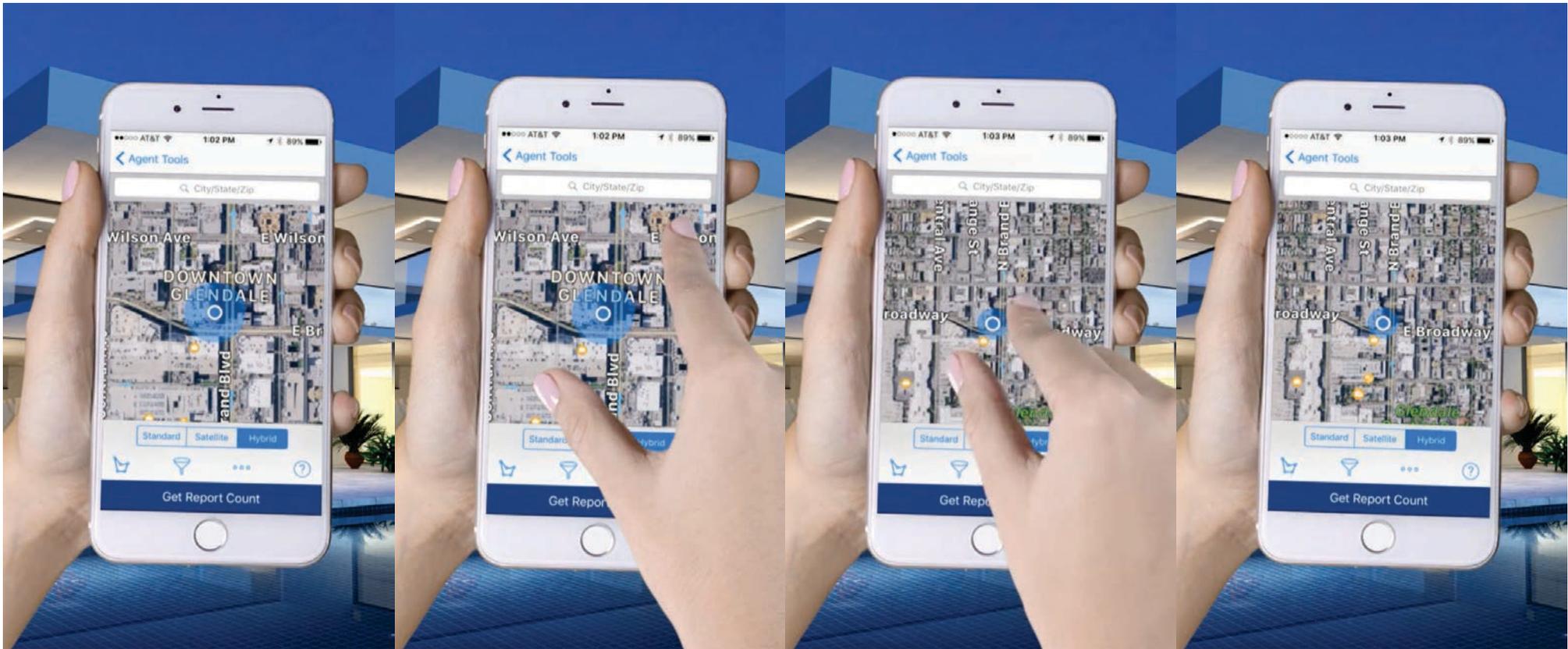
5 of 7

6 of 7

7 of 7

STEP 1: CREATE AN AREA TO FARM

4. 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.



1 of 4

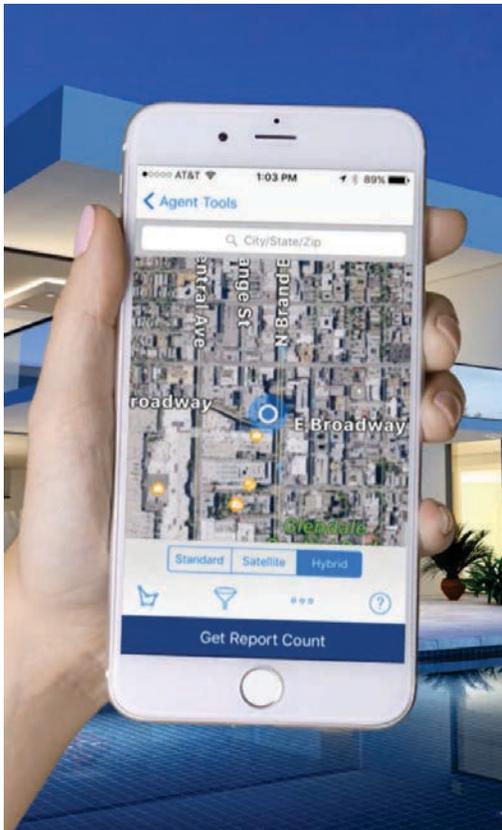
2 of 4

3 of 4

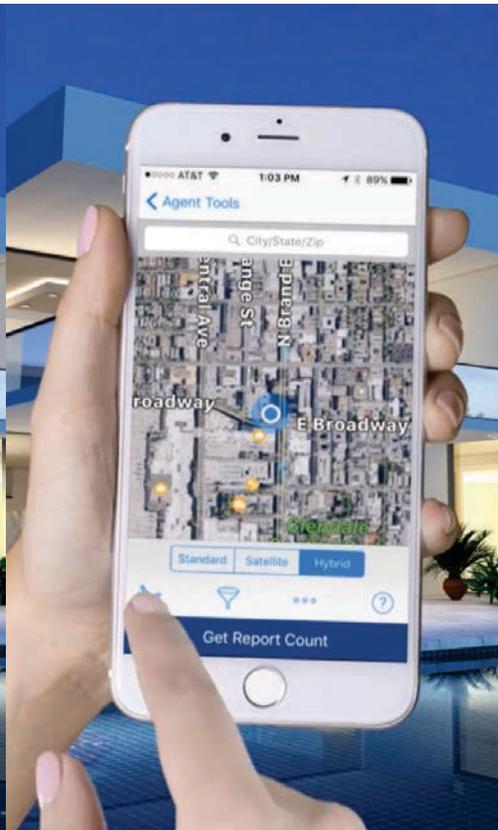
4 of 4

STEP 1: CREATE AN AREA TO FARM

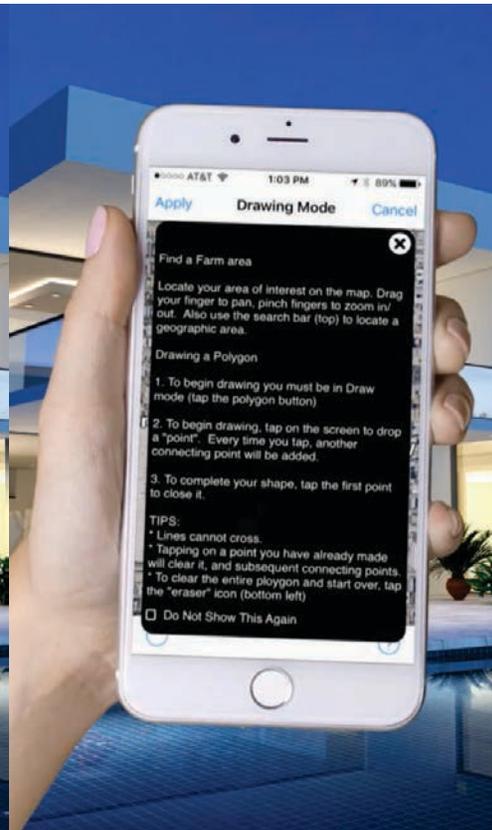
5. Select the Draw Icon (polygon) in the lower-left. Tap to drop connecting points on the map around your Farm area. Close your shape by clicking on the first point. Select Apply in the upper-left.



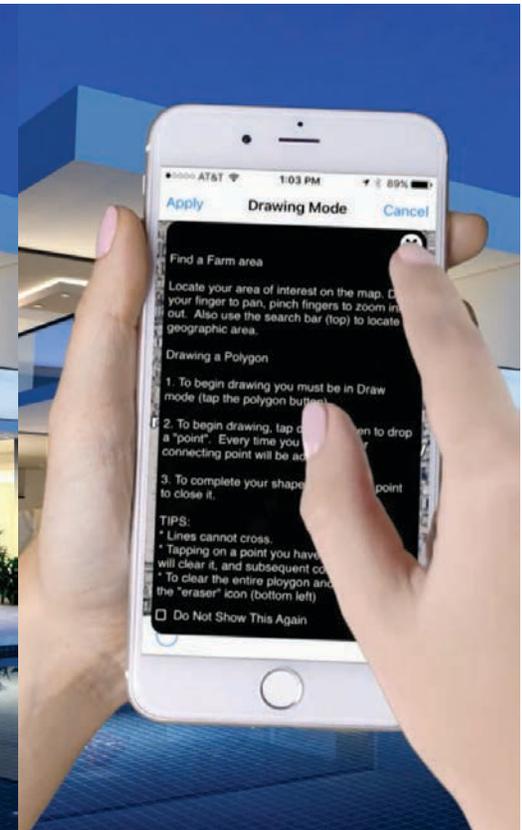
1 of 16



2 of 16



3 of 16

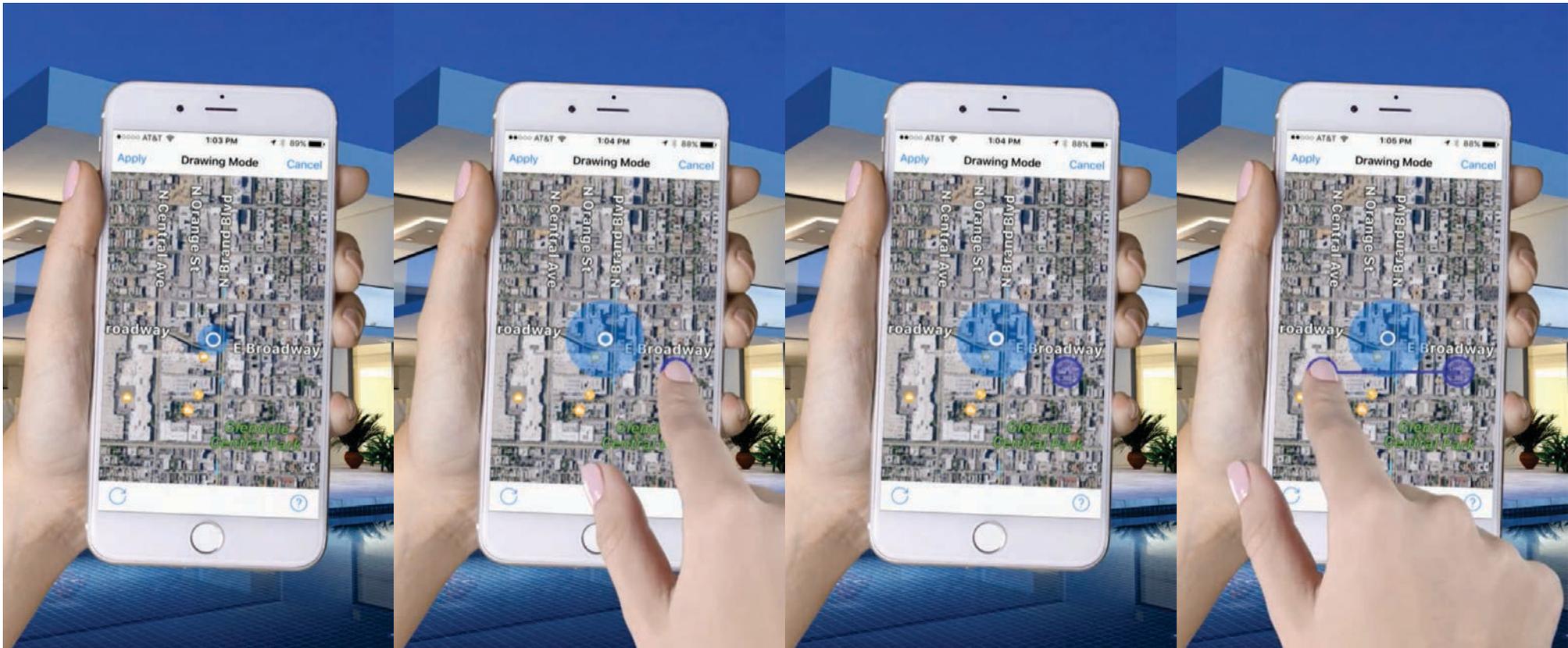


4 of 16

STEP 1: CREATE AN AREA TO FARM

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. Select Apply in the upper-left.

continuation...



5 of 16

6 of 16

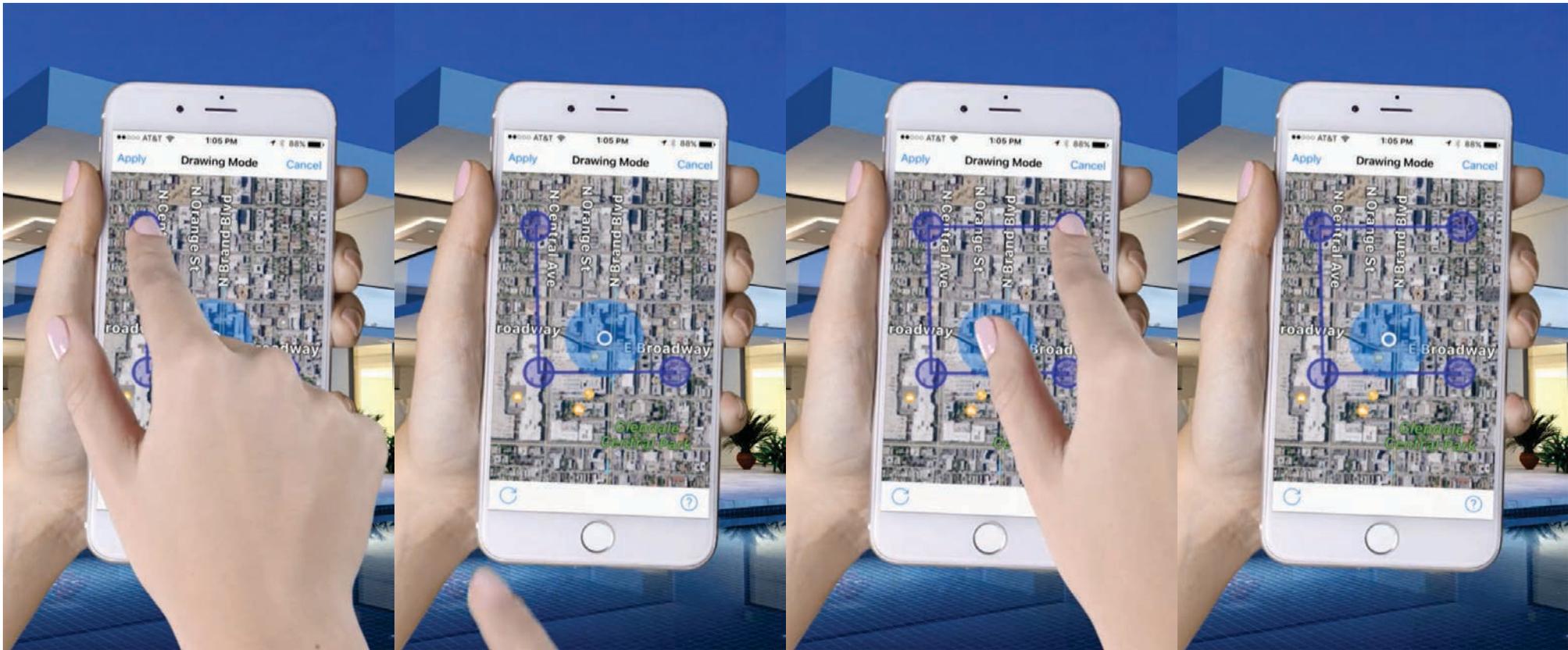
7 of 16

8 of 16

STEP 1: CREATE AN AREA TO FARM

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. Select Apply in the upper-left.

continuation...



9 of 16

10 of 16

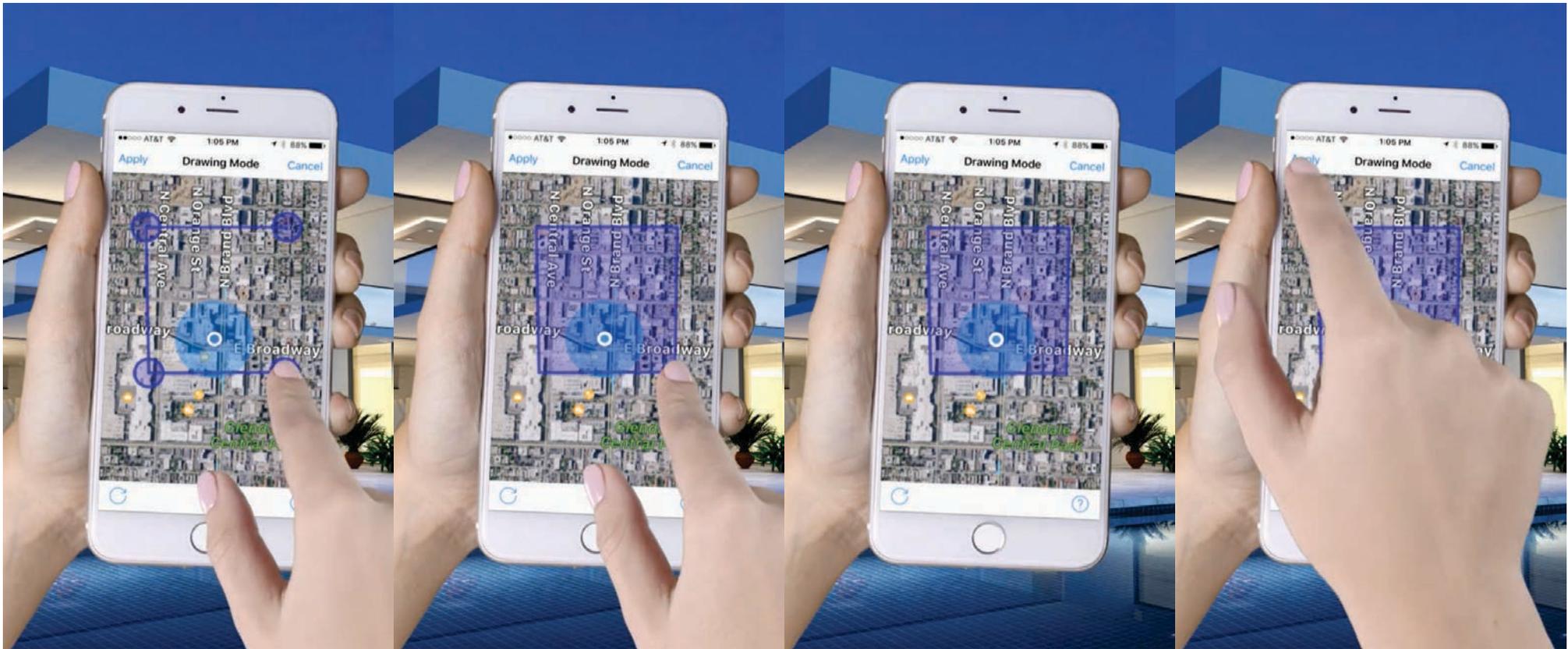
11 of 16

12 of 16

STEP 1: CREATE AN AREA TO FARM

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. Select Apply in the upper-left.

end...



13 of 16

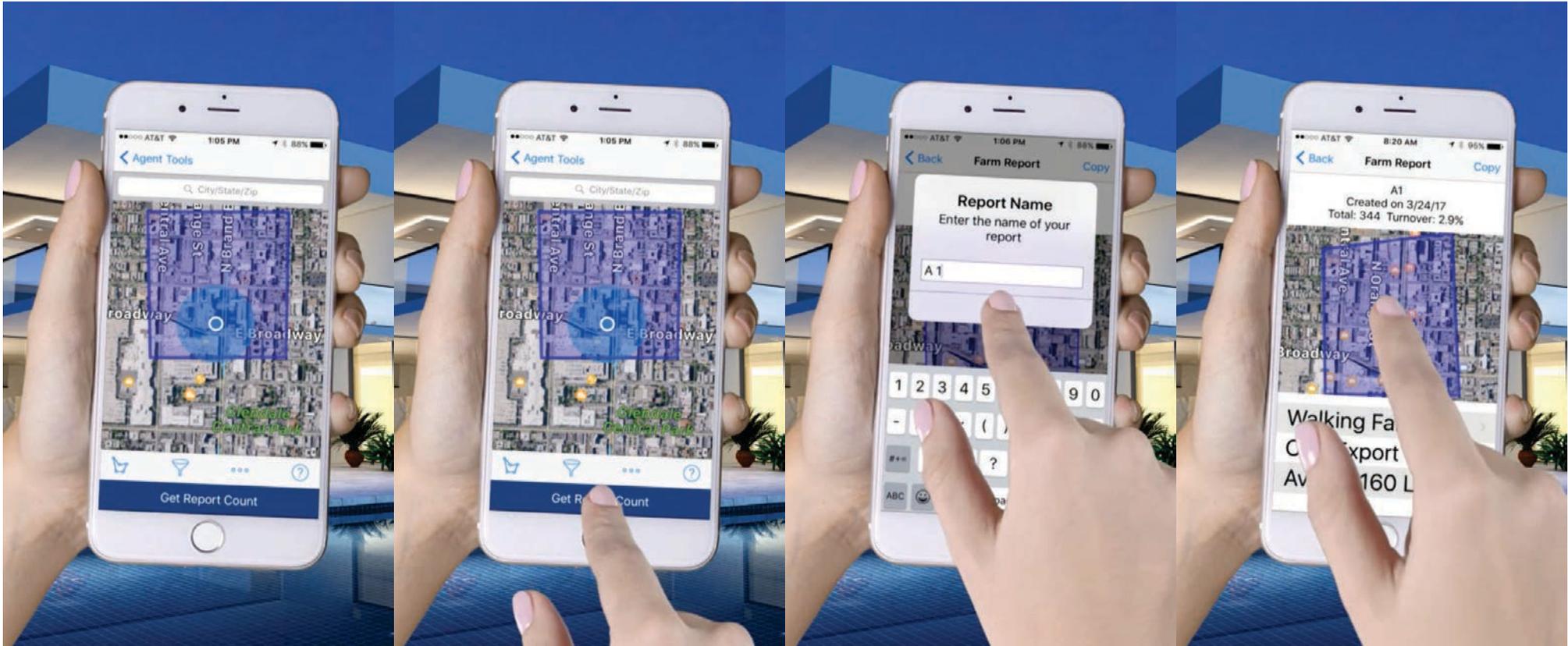
14 of 16

15 of 16

16 of 16

STEP 1: CREATE AN AREA TO FARM

6. To apply filter criteria, select the Filter Icon (optional only)
7. **Select Get Report Count from the bottom navigation.** You will receive the property count, and turnover rate.
The turnover rate is calculated based on full transfers over the past 12 months in the area you defined. Turnover rate does not take into account any filters you may have applied. The maximum report size is 500 properties. If you area contains more properties, refine using filters, or create a new shape.
8. Select Get Report. Selecting Get Report will use your Farm credits and compile the report.
9. Type a name for your report and select OK.



1 of 10

2 of 10

3 of 10

4 of 10

STEP 1: CREATE AN AREA TO FARM

6. To apply filter criteria, select the Filter Icon (optional only)
7. Select Get Report Count from the bottom navigation. You will receive the property count, and turnover rate.
The turnover rate is calculated based on full transfers over the past 12 months in the area you defined. Turnover rate does not take into account any filters you may have applied. The maximum report size is 500 properties. If you area contains more properties, refine using filters, or create a new shape.
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continuation...



5 of 10

6 of 10

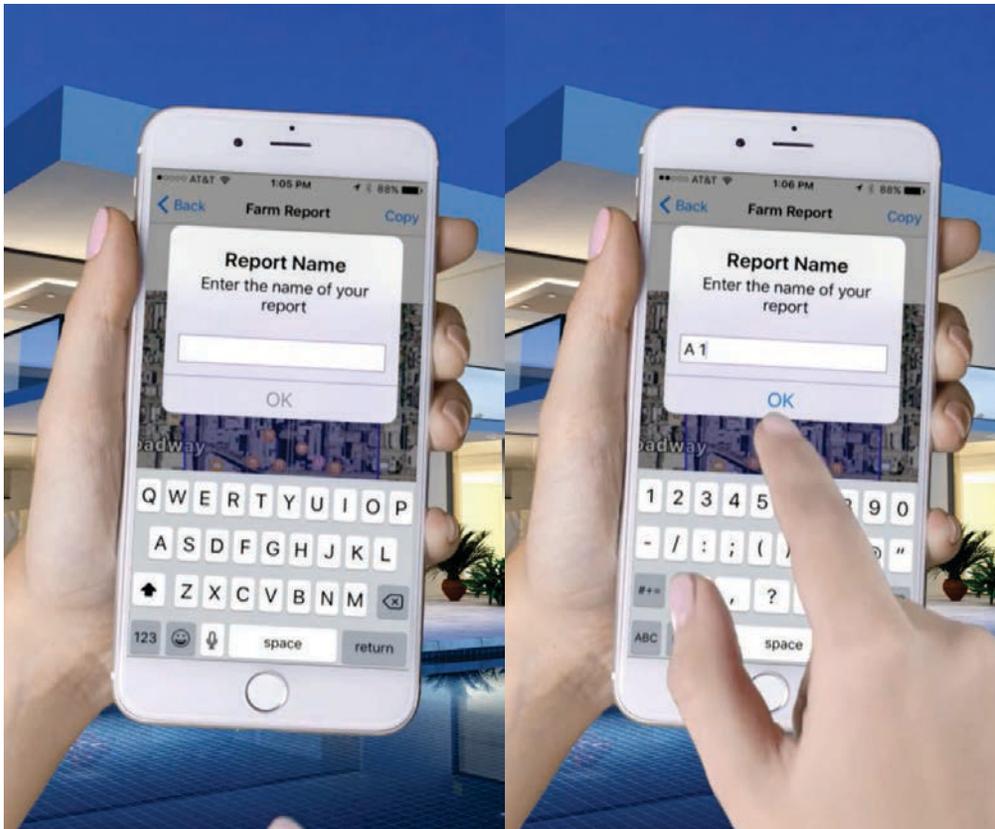
7 of 10

8 of 10

STEP 1: CREATE AN AREA TO FARM

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end...

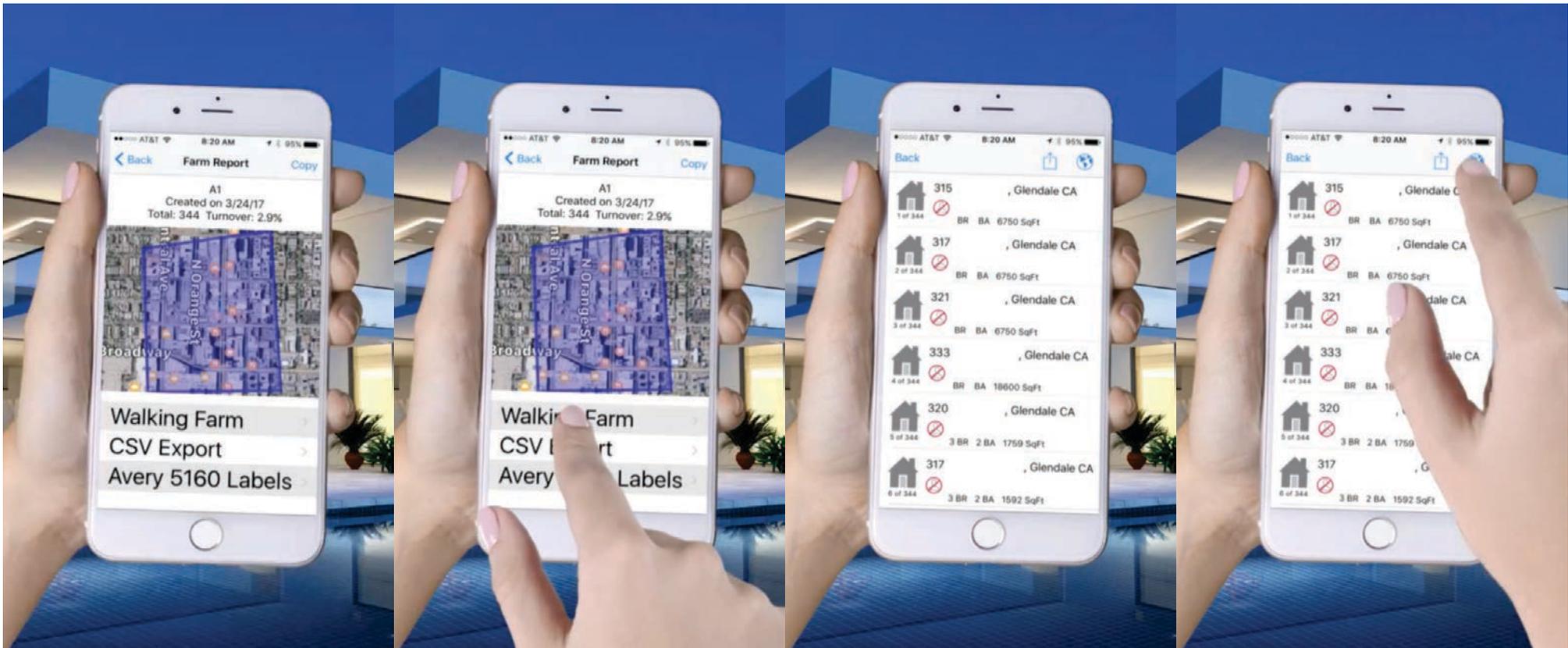


9 of 10

10 of 10

STEP 2: DESIGNATE A WALK ORDER

1. From the report options screen, select Walking Farm[®].
2. Select the Map Icon in the upper-right corner.
3. Default view is Lead status, or toggle between Owner Occupied Status.
4. Select Draw Walk Order.



1 of 14

2 of 14

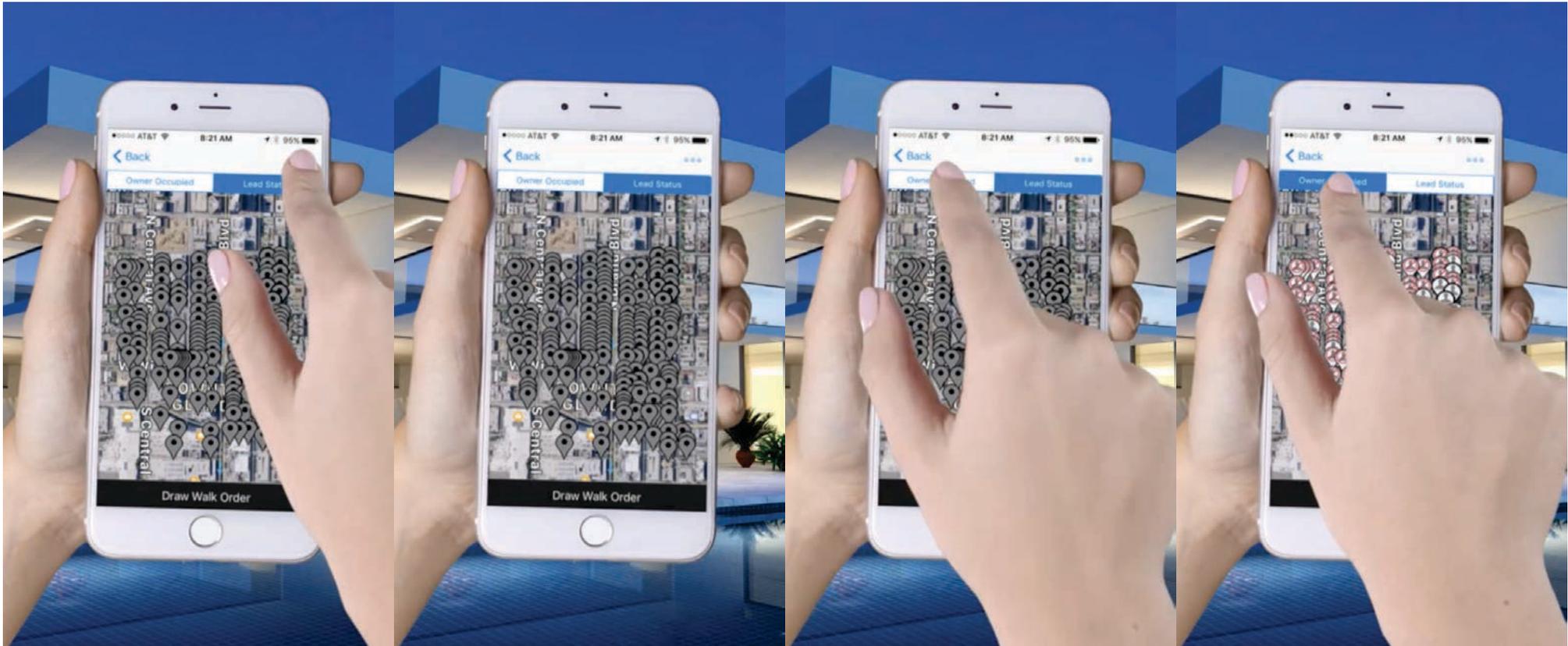
3 of 14

4 of 14

STEP 2: DESIGNATE A WALK ORDER

1. From the report options screen, select Walking Farm[®].
2. Select the Map Icon in the upper-right corner.
3. Default view is Lead status, or toggle between Owner Occupied Status.
4. Select Draw Walk Order.

continuation...



5 of 14

6 of 14

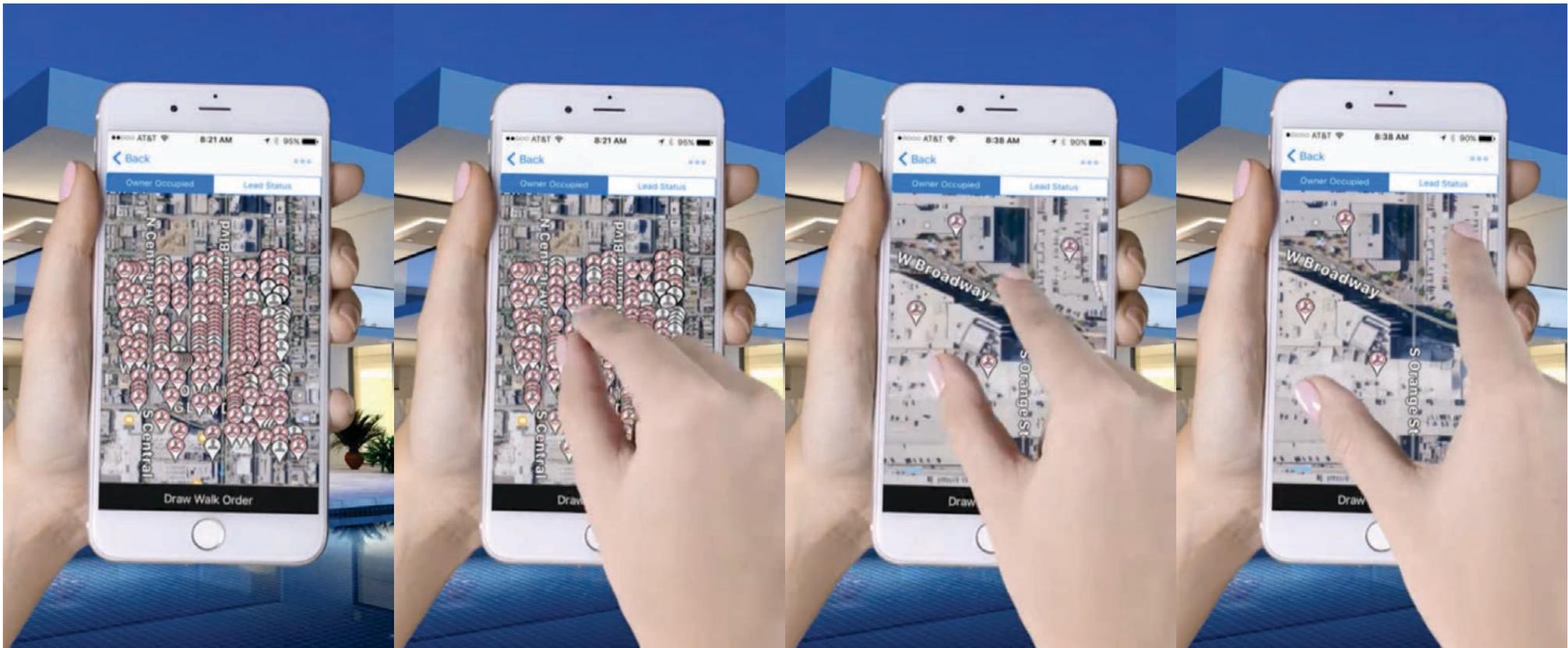
7 of 14

8 of 14

STEP 2: DESIGNATE A WALK ORDER

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2. Select the Map Icon in the upper-right corner.
3. Default view is Lead status, or toggle between Owner Occupied Status.
4. Select Draw Walk Order.

continuation...



9 of 14

10 of 14

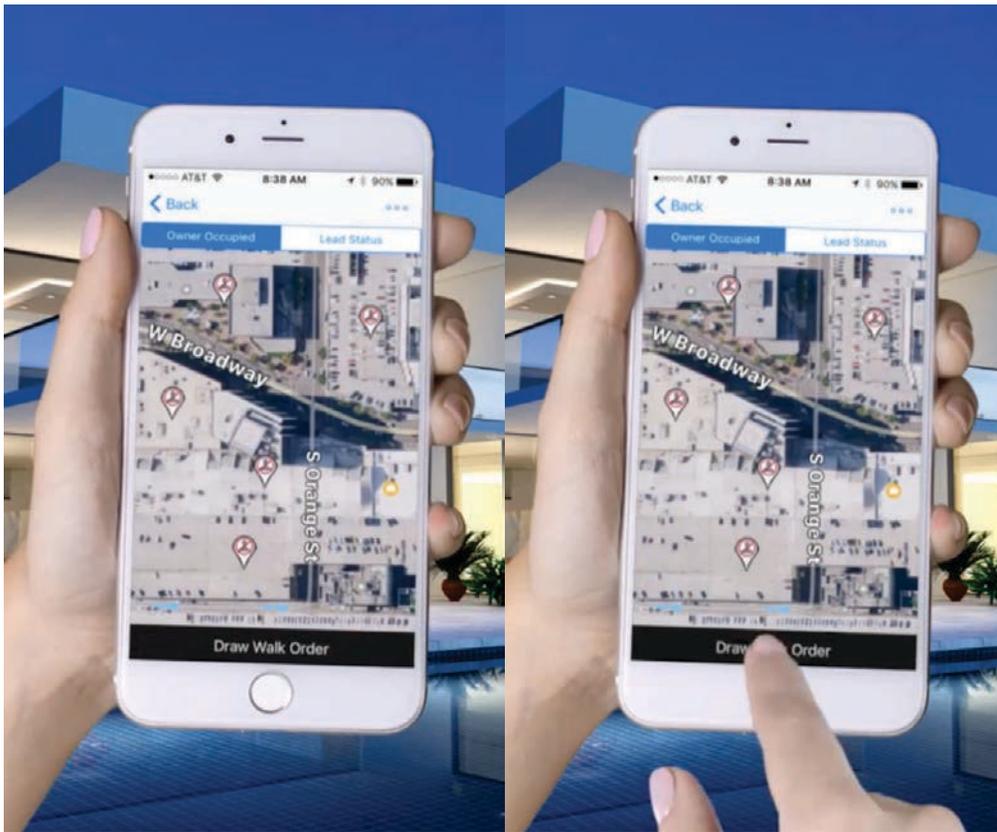
11 of 14

12 of 14

STEP 2: DESIGNATE A WALK ORDER

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2. Select the Map Icon in the upper-right corner.
3. Default view is Lead status, or toggle between Owner Occupied Status.
4. Select Draw Walk Order.

end...



13 of 14

14 of 14

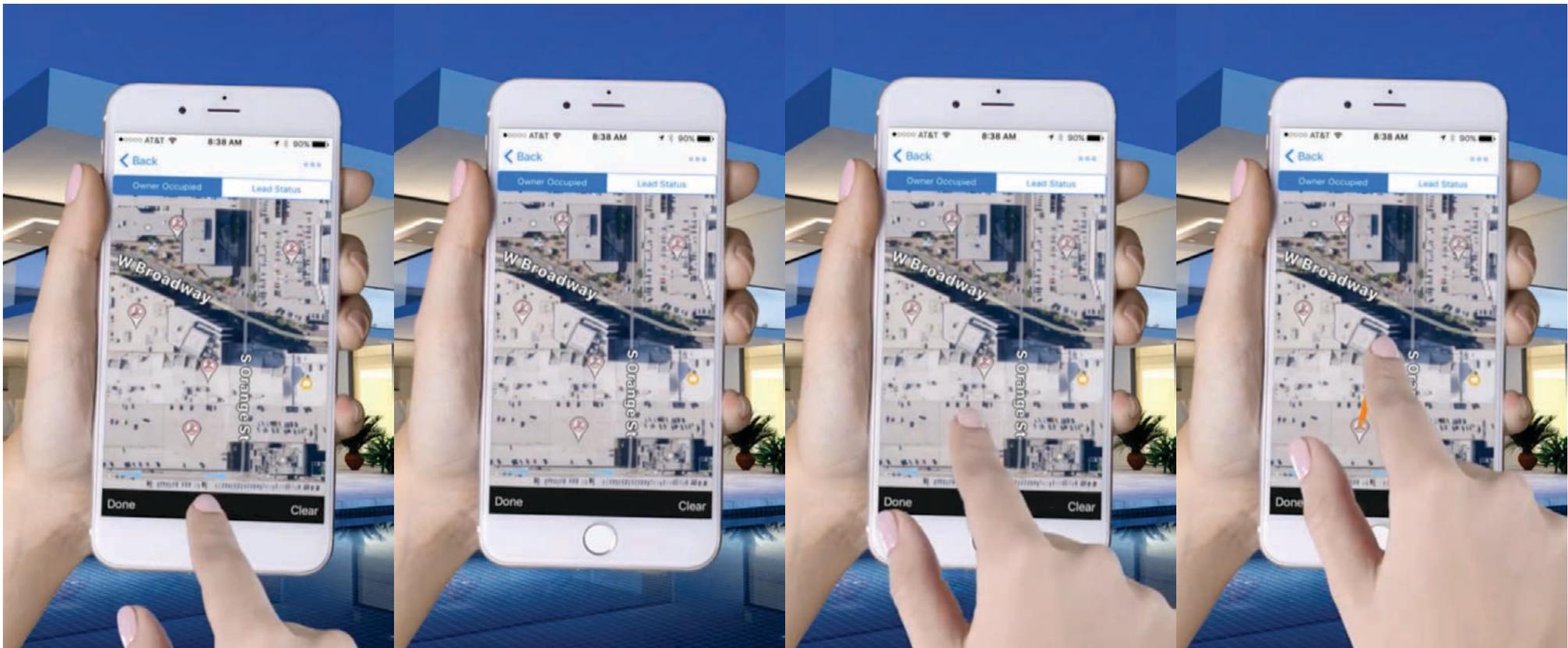
STEP 2: DESIGNATE A WALK ORDER

5. 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

If your Farm is missing properties when you sort, it is possible that the line you drew missed some of the properties. This is common when a user is trying to sort a very large Farm (a hundred to several hundred properties) – the line does need to be drawn quite close to the map pins, and in a very crowded map this can be difficult to do. A “best use case” for Walking Farm[®] is to sort a list of properties you plan to walk that day. This allows you to “zoom in” on the map to a smaller area, and draw a more concise line.

- Select Done to apply the walk order.
- 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.



1 of 23

2 of 23

3 of 23

4 of 23

STEP 2: DESIGNATE A WALK ORDER

5. 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

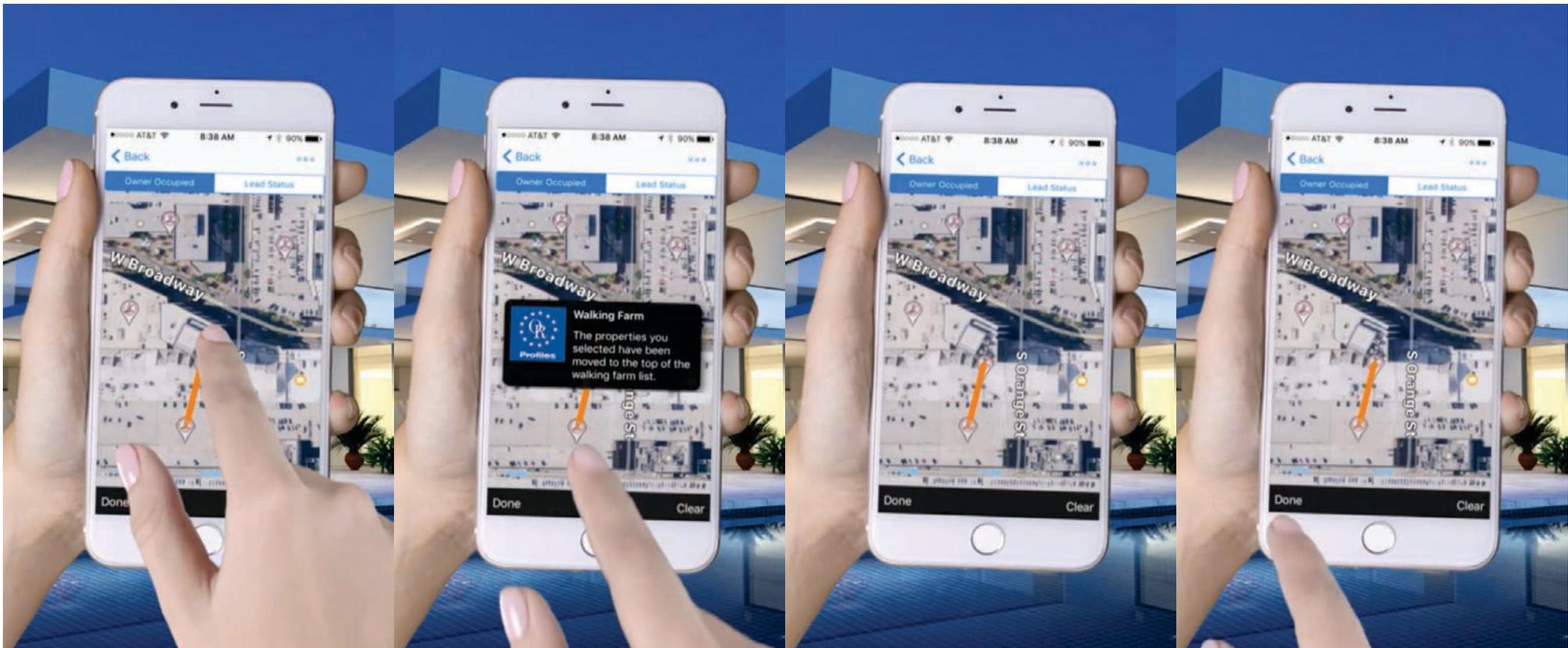
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continuation...



5 of 23

6 of 23

7 of 23

8 of 23

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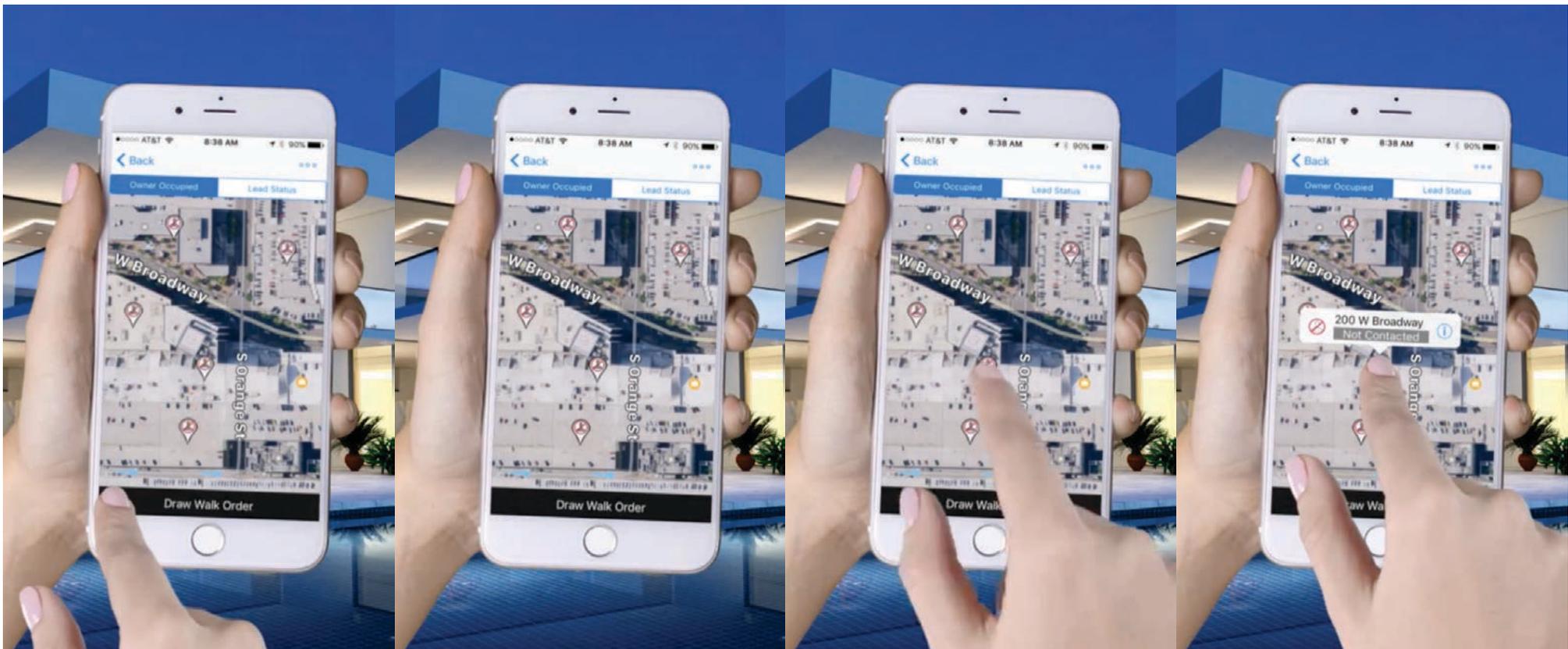
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continuation...



9 of 23

10 of 23

11 of 23

12 of 23

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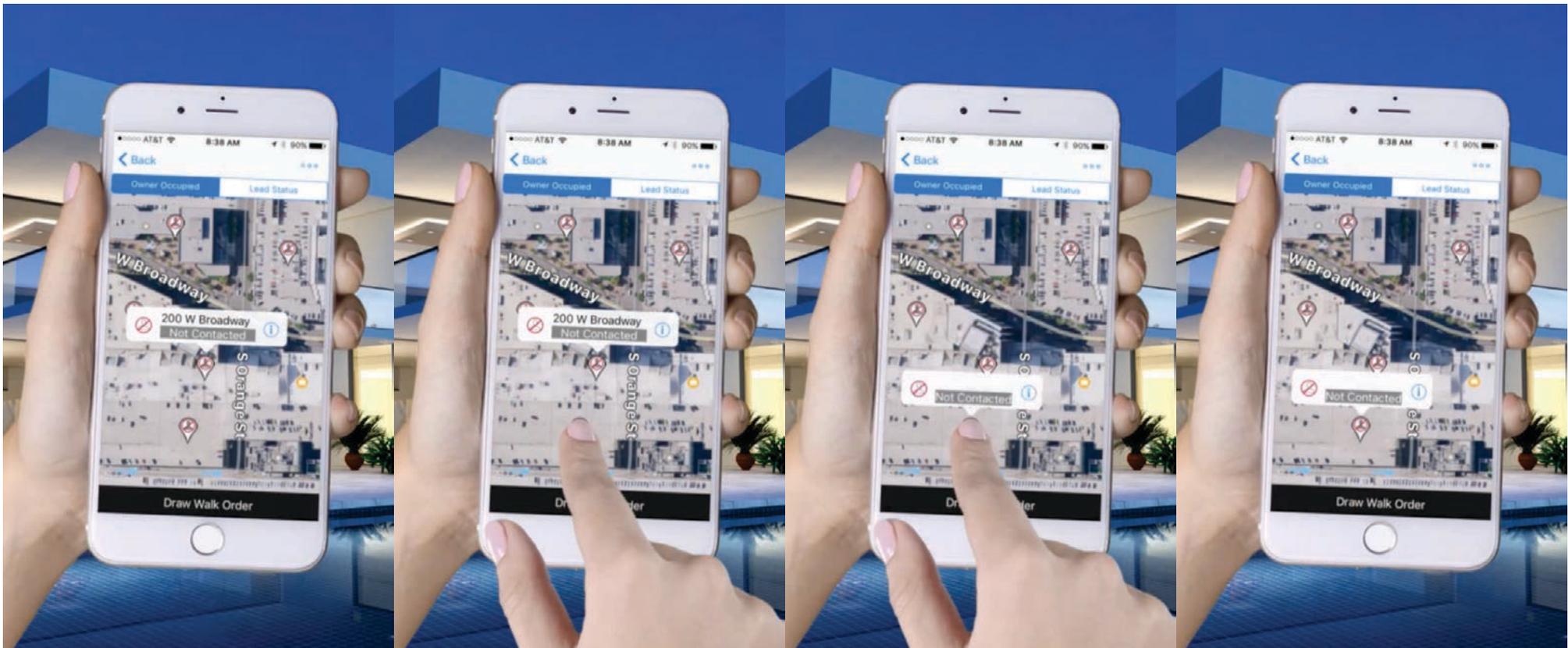
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•Select Done to apply the walk order.

•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.

continuation...



13 of 23

14 of 23

15 of 23

16 of 23

STEP 2: DESIGNATE A WALK ORDER

5. 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

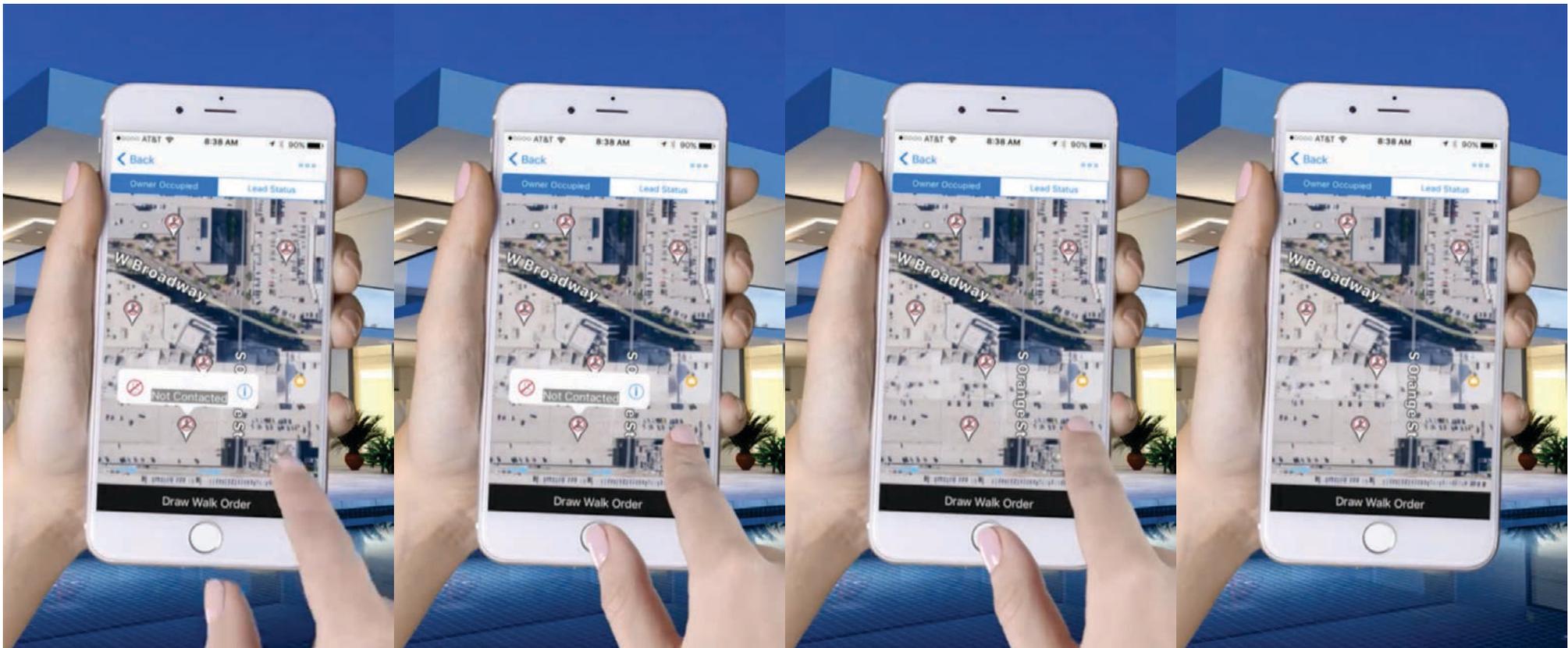
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continuation...



17 of 23

18 of 23

19 of 23

20 of 23

STEP 2: DESIGNATE A WALK ORDER

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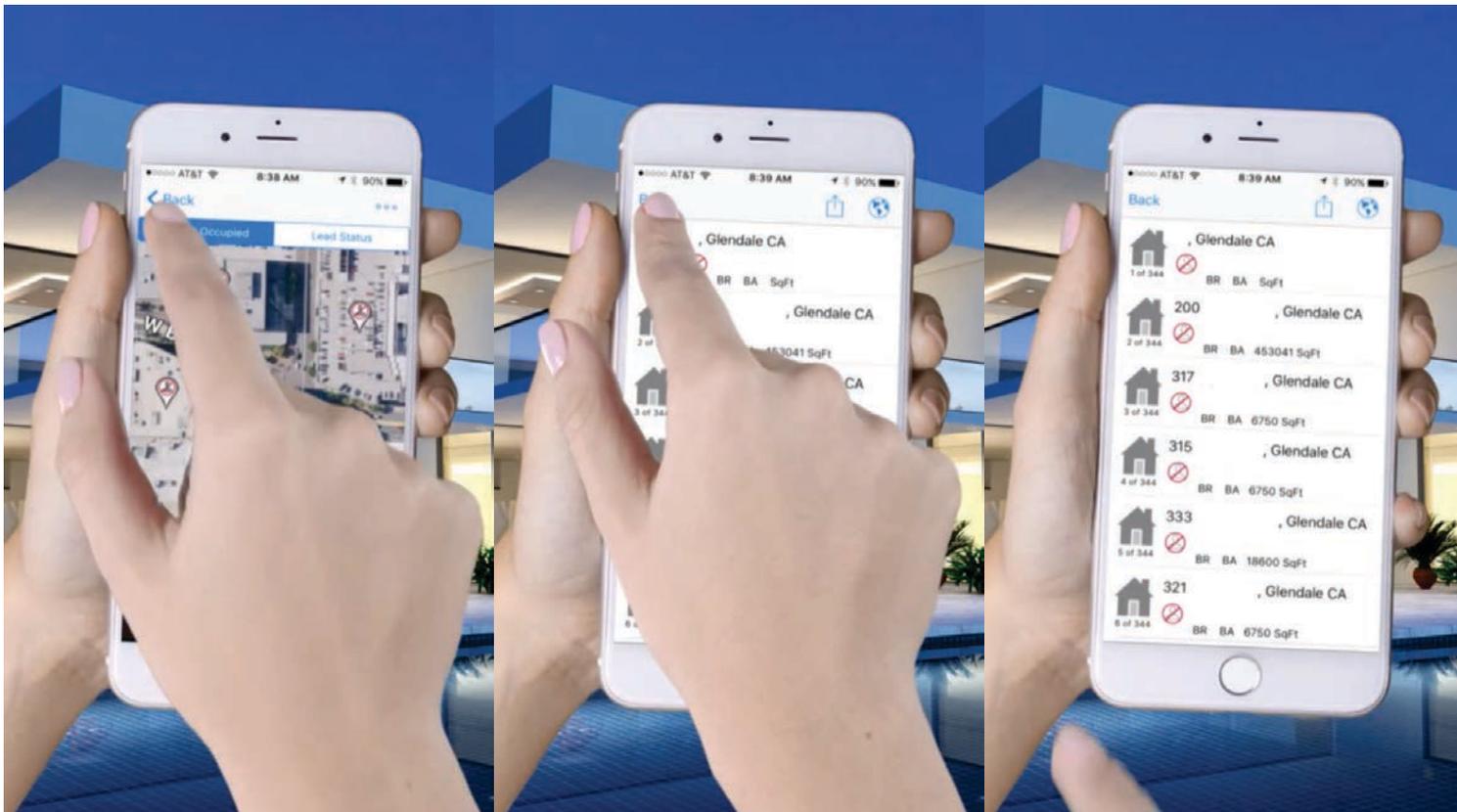
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- Or, tap the Back button on your device to return to the list view, and select the first property.

end...



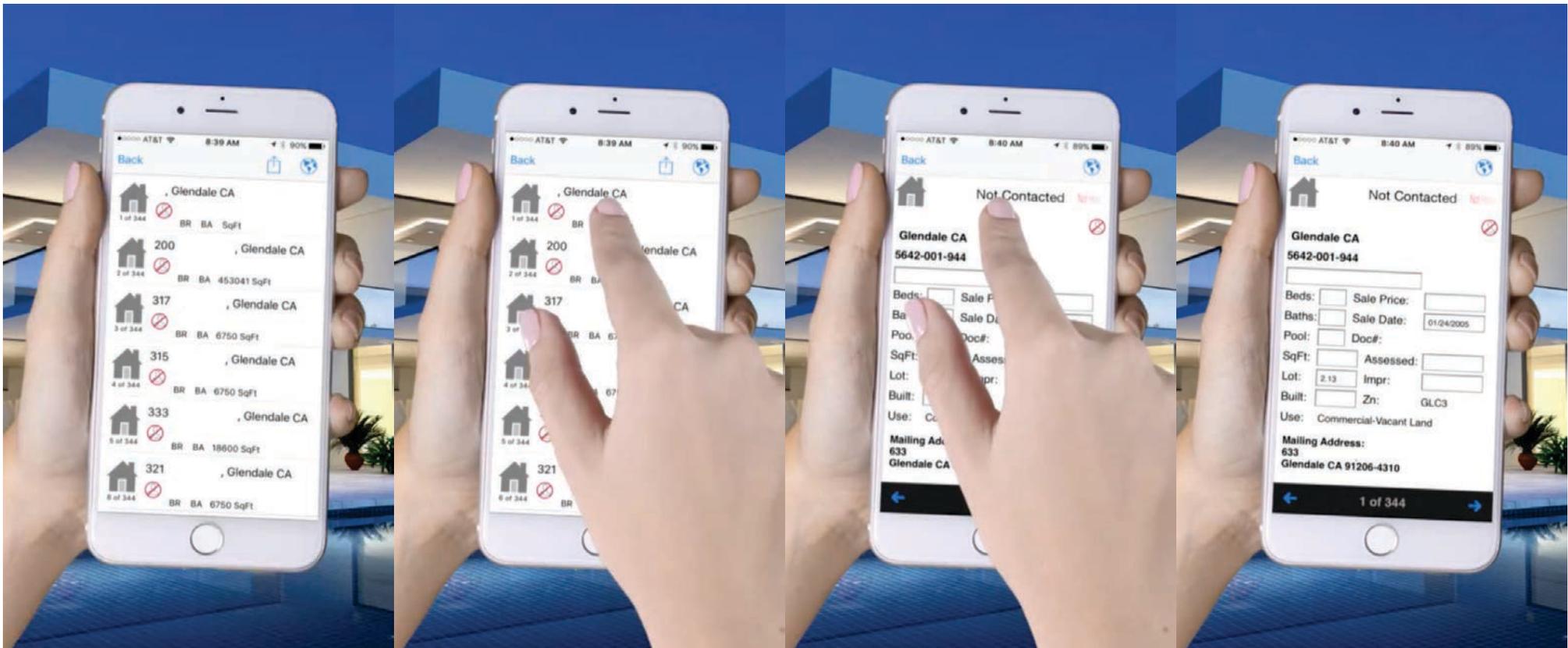
21 of 23

22 of 23

23 of 23

STEP 3: WALKING YOUR FARM

1. In the steps above, you should have created a walk order for your Farm.
2. Going back to the List View, selecting a property row opens the Detail View for that property.
3. Navigation:
Globe Icon in the upper-right shows you the subject property on a map, House Icon allows you to change the Lead Status of the property.
4. Scroll to the bottom of the detail view to see:
An area for notes which auto-save on entry
Request a Property Profile report.
Navigation to go to the next, and previous properties in the list.



1 of 19

2 of 19

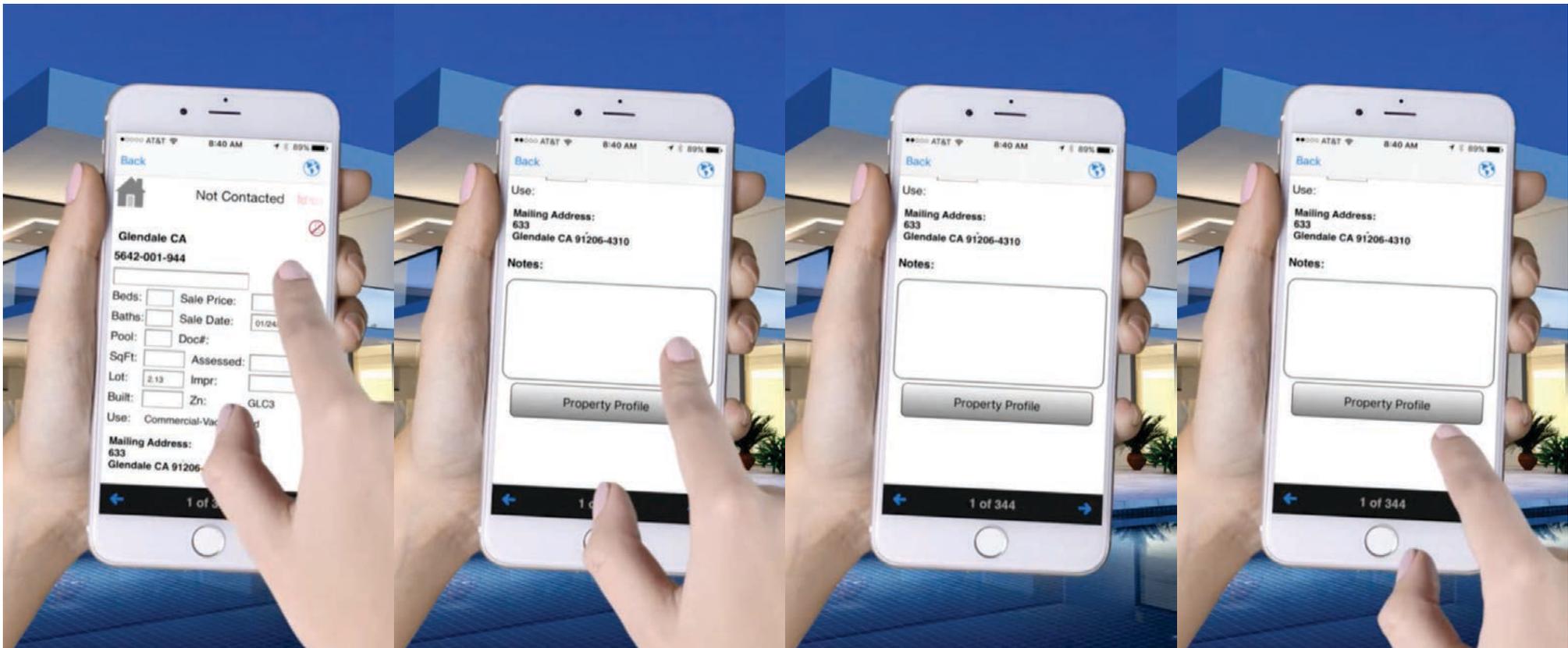
3 of 19

4 of 19

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An area for notes which auto-save on entry
Request a Property Profile report.
Navigation to go to the next, and previous properties in the list.

continuation...



5 of 19

6 of 19

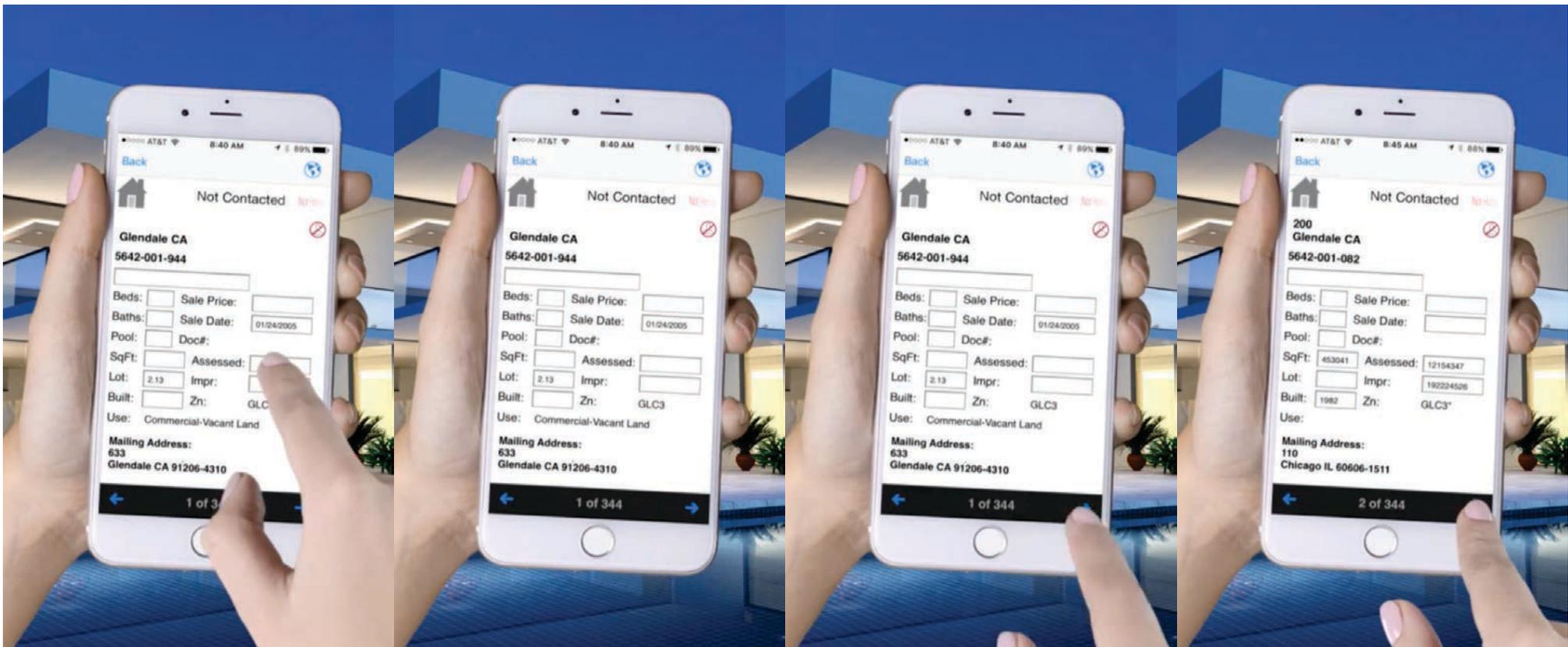
7 of 19

8 of 19

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continuation...



9 of 19

10 of 19

11 of 19

12 of 19

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Navigation to go to the next, and previous properties in the list.

continuation...



13 of 19

14 of 19

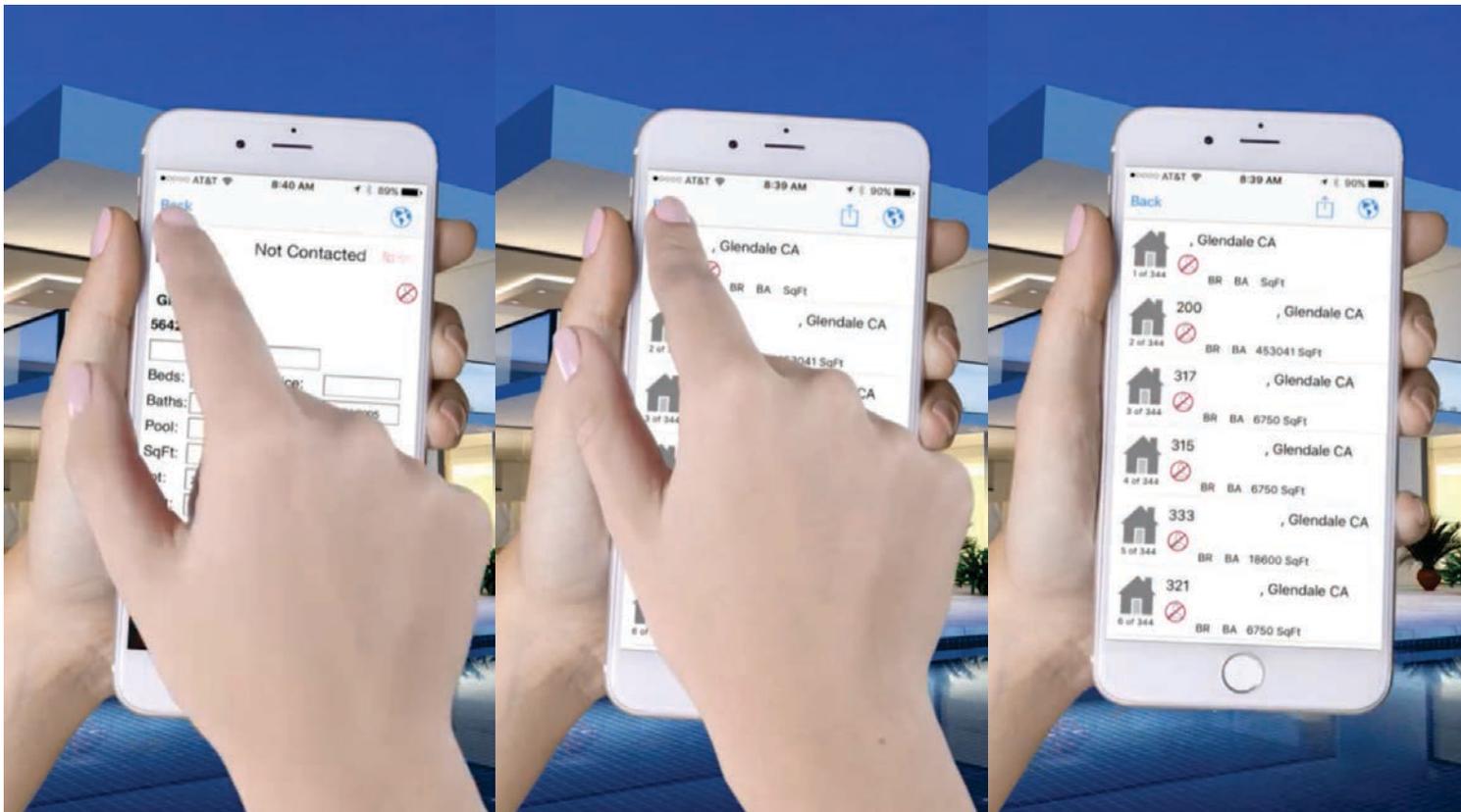
15 of 19

16 of 19

STEP 3: WALKING YOUR FARM

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Request a Property Profile report.
Navigation to go to the next, and previous properties in the list.

end...



17 of 19

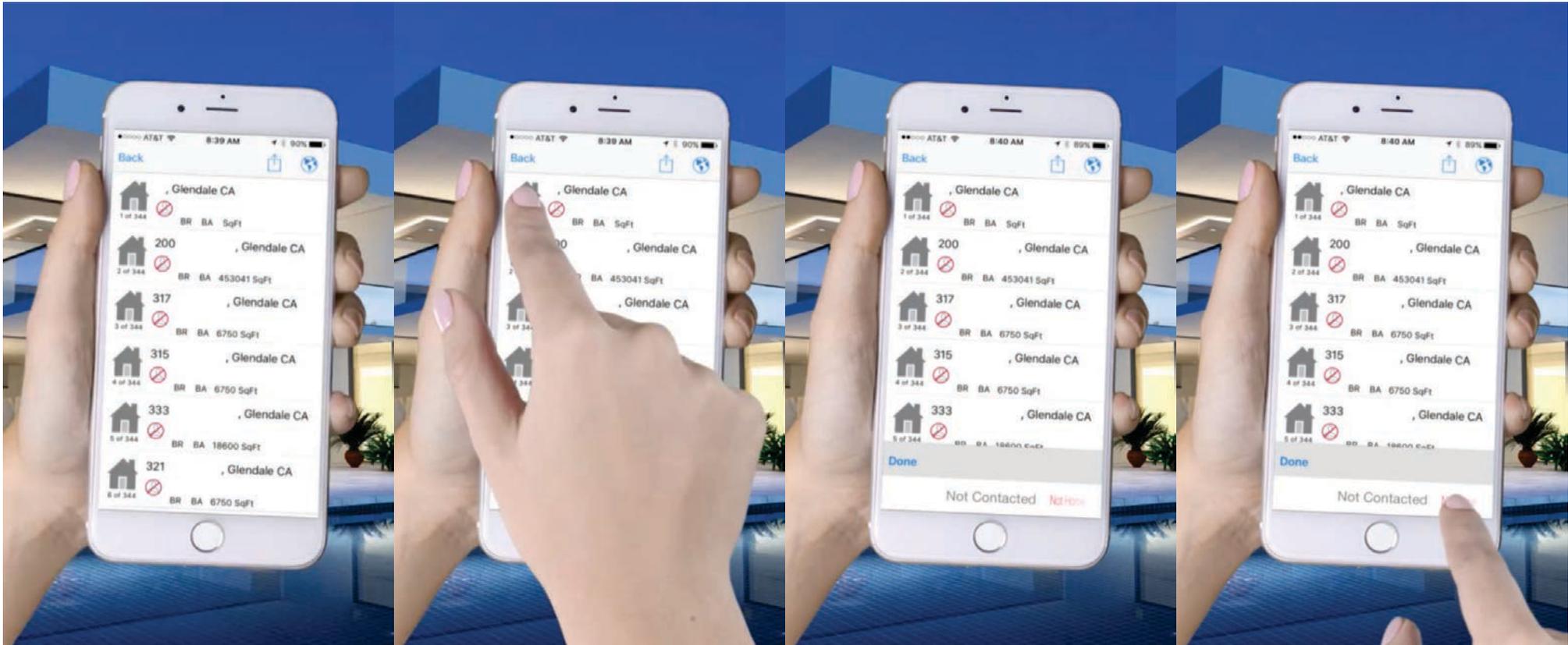
18 of 19

19 of 19

ABOUT PROPERTY LEAD STATUS

Lead Status was designed to provide a way to indicate properties you have visited, ones you may need to return back to, as well as possible leads. The "default status" is Not Contacted for all properties. There are two ways to update the Lead Status:

1. List View: Tap the House Icon and select the status at the bottom of the screen.
2. Detail View: Tap the House Icon and select the status.



1 of 28

2 of 28

3 of 28

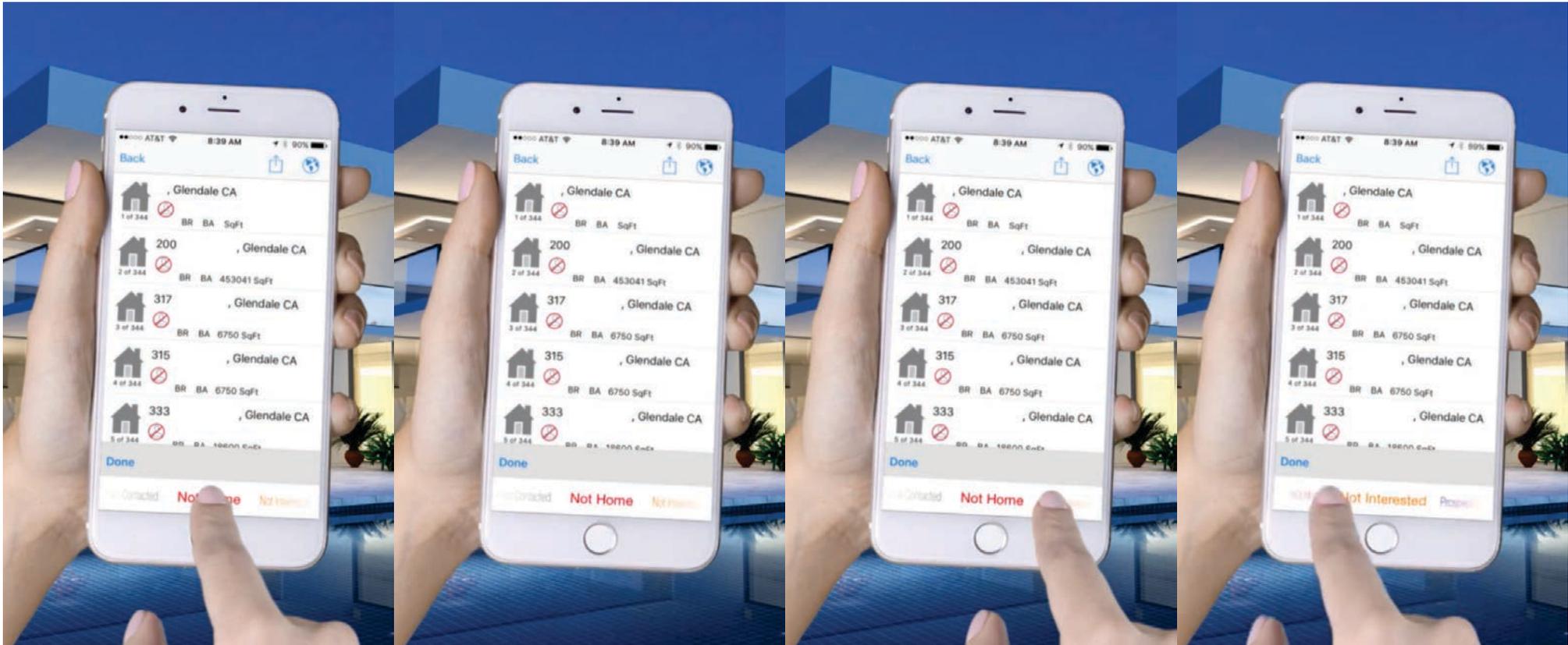
4 of 28

ABOUT PROPERTY LEAD STATUS

Lead Status was designed to provide a way to indicate properties you have visited, ones you may need to return back to, as well as possible leads. The "default status" is Not Contacted for all properties. There are two ways to update the Lead Status:

1. List View: Tap the House Icon and select the status at the bottom of the screen.
2. Detail View: Tap the House Icon and select the status.

continuation...



5 of 28

6 of 28

7 of 28

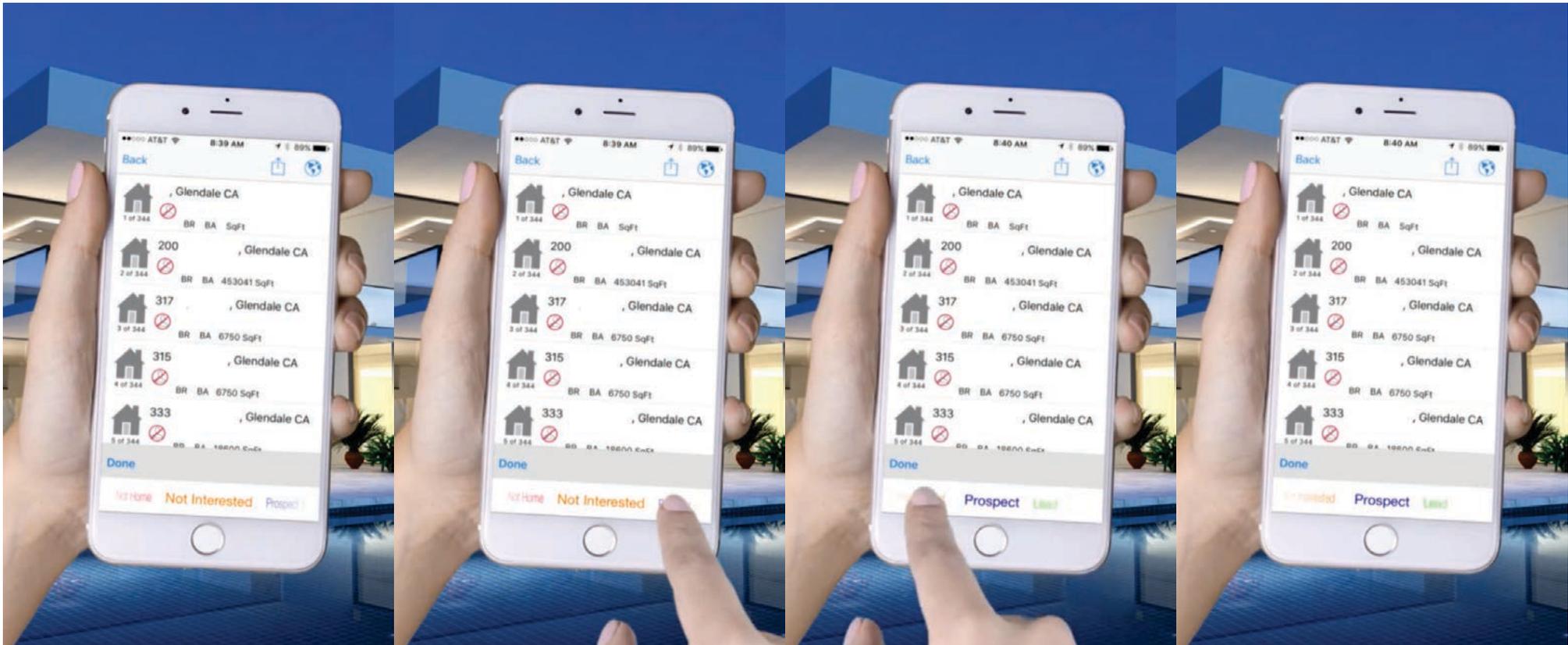
8 of 28

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Lead Status was designed to provide a way to indicate properties you have visited, ones you may need to return back to, as well as possible leads. The "default status" is Not Contacted for all properties. There are two ways to update the Lead Status:

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2. Detail View: Tap the House Icon and select the status.

continuation...



9 of 28

10 of 28

11 of 28

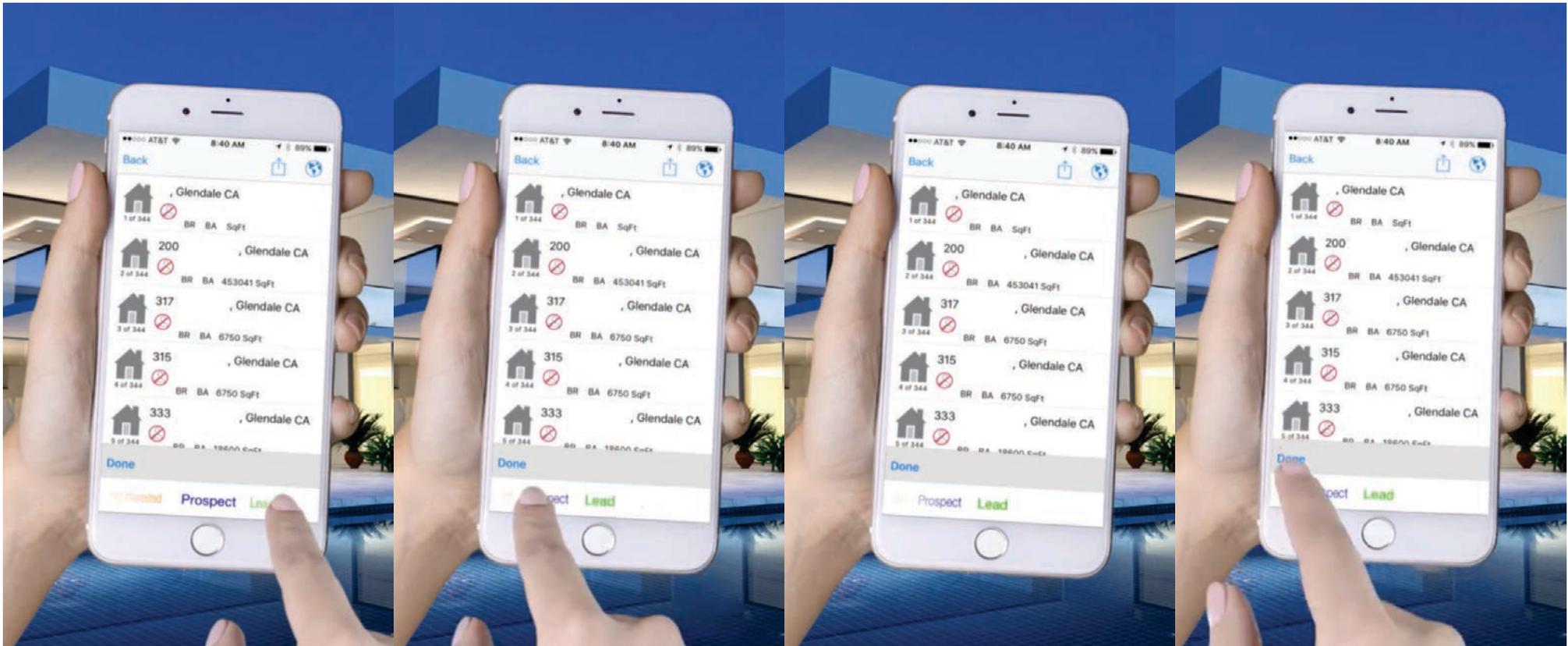
12 of 28

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continuation...



13 of 28

14 of 28

15 of 28

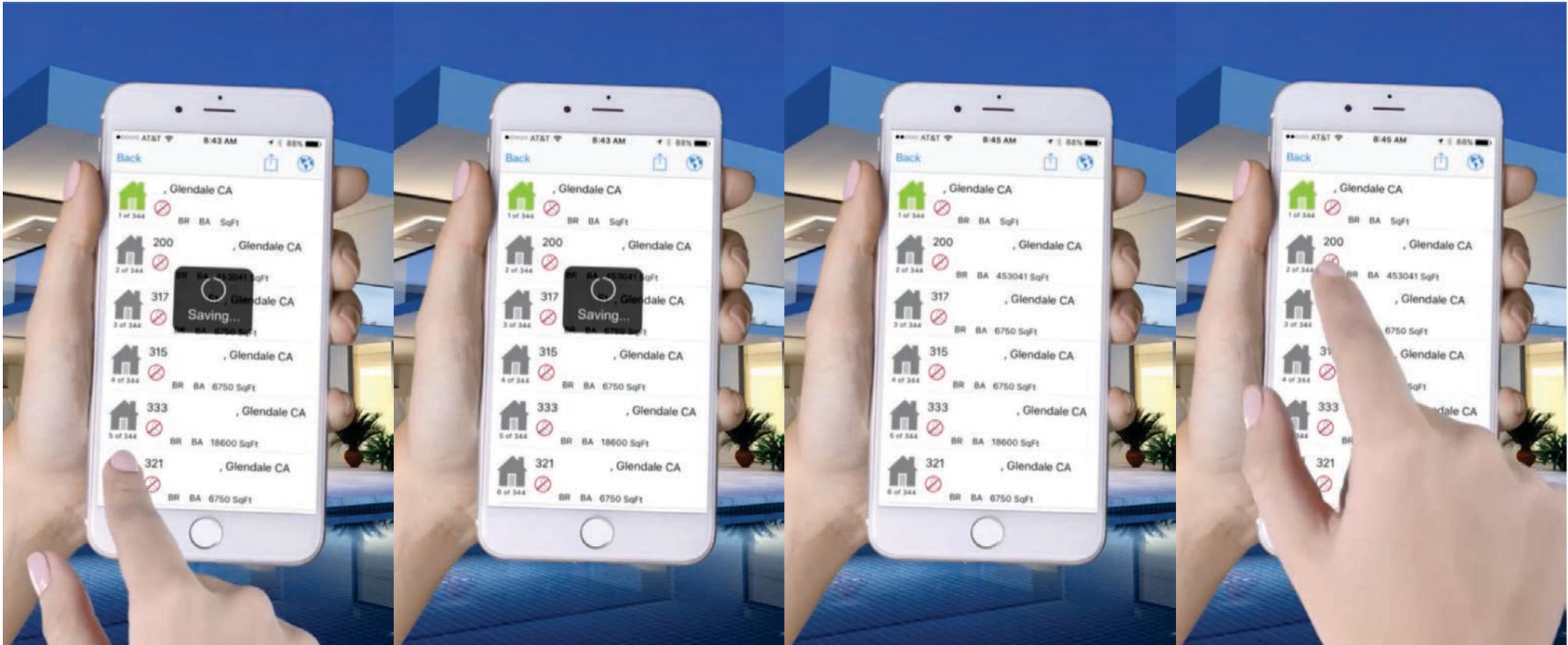
16 of 28

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continuation...



17 of 28

18 of 28

19 of 28

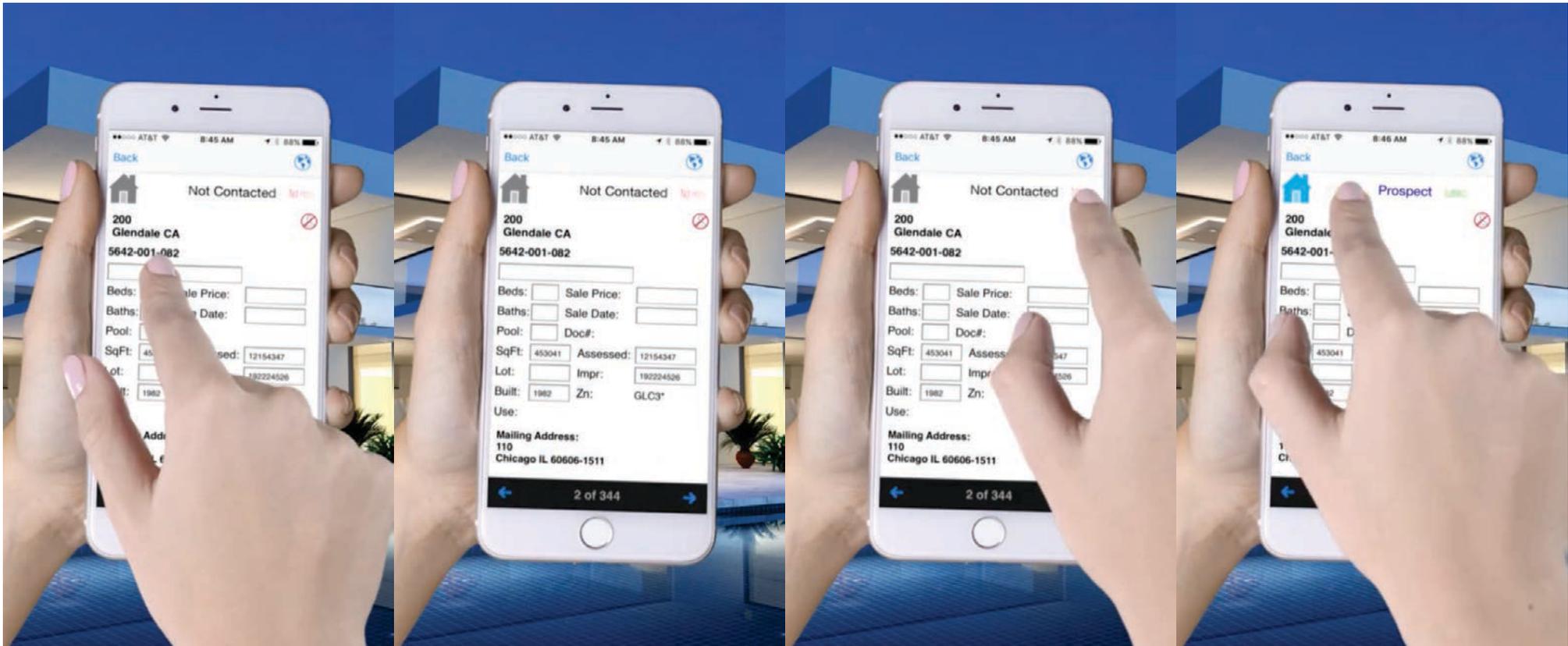
20 of 28

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2. Detail View: Tap the House Icon and select the status.

continuation...



21 of 28

22 of 28

23 of 28

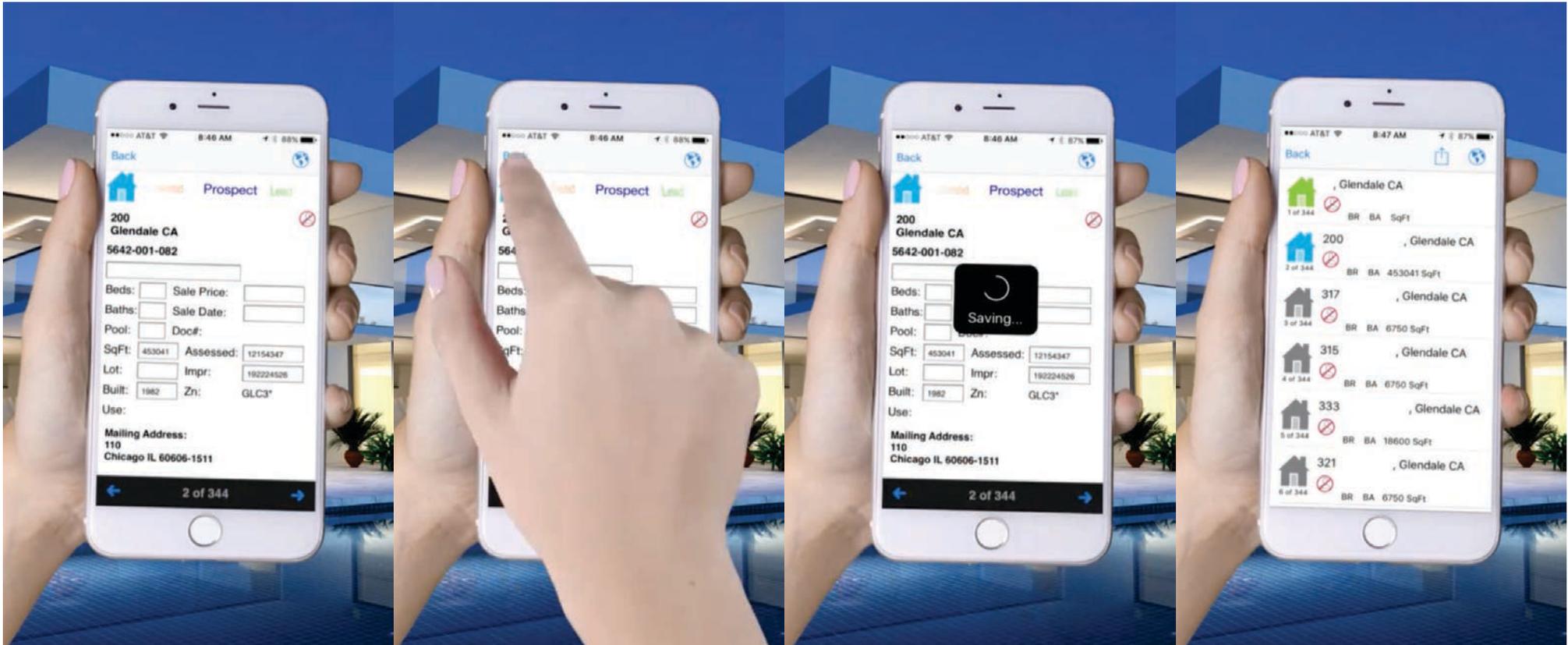
24 of 28

ABOUT PROPERTY LEAD STATUS

Lead Status was designed to provide a way to indicate properties you have visited, ones you may need to return back to, as well as possible leads. The "default status" is Not Contacted for all properties. There are two ways to update the Lead Status:

1. List View: Tap the House Icon and select the status at the bottom of the screen.
2. Detail View: Tap the House Icon and select the status.

end...



25 of 28

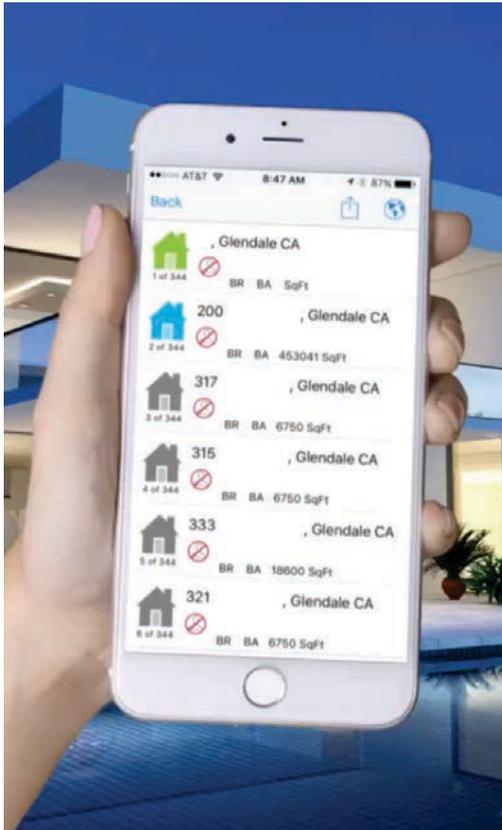
26 of 28

27 of 28

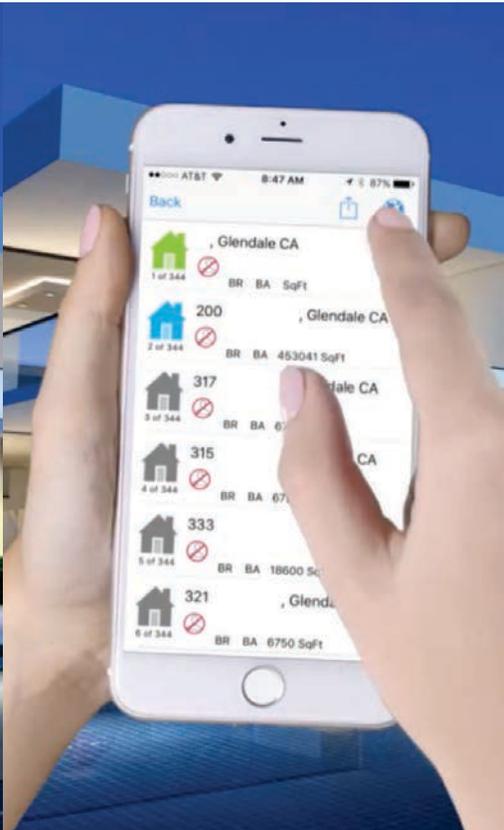
28 of 28

USING THE MAP VIEW

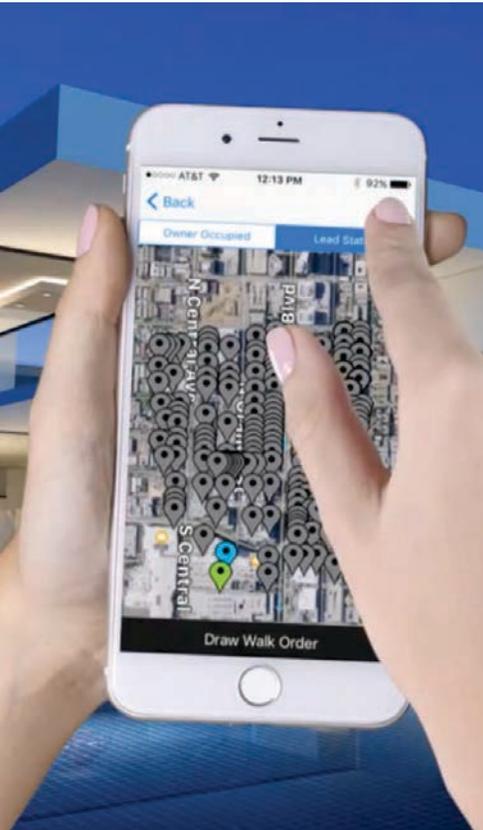
1. Select the **Map Icon** in the upper-right corner of the Walking Farm[®] List View.
2. By default, the map shows the **Lead Status**.
3. Toggle between **Owner Occupied** status and **Lead Status** using the top buttons.
4. Return to the list view by selecting the **Back** button on your device.
5. Open the **Detail View** on any property by **tapping on the pin**, and then tapping on the **address flag**.



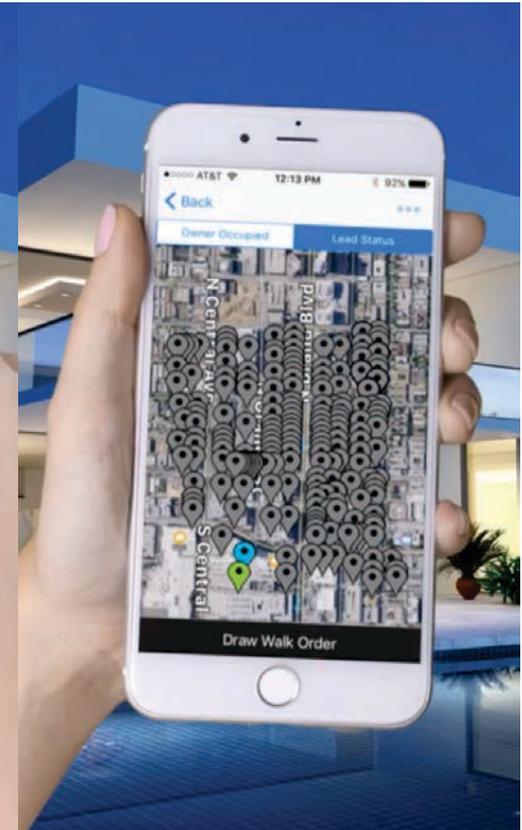
1 of 27



2 of 27



3 of 27

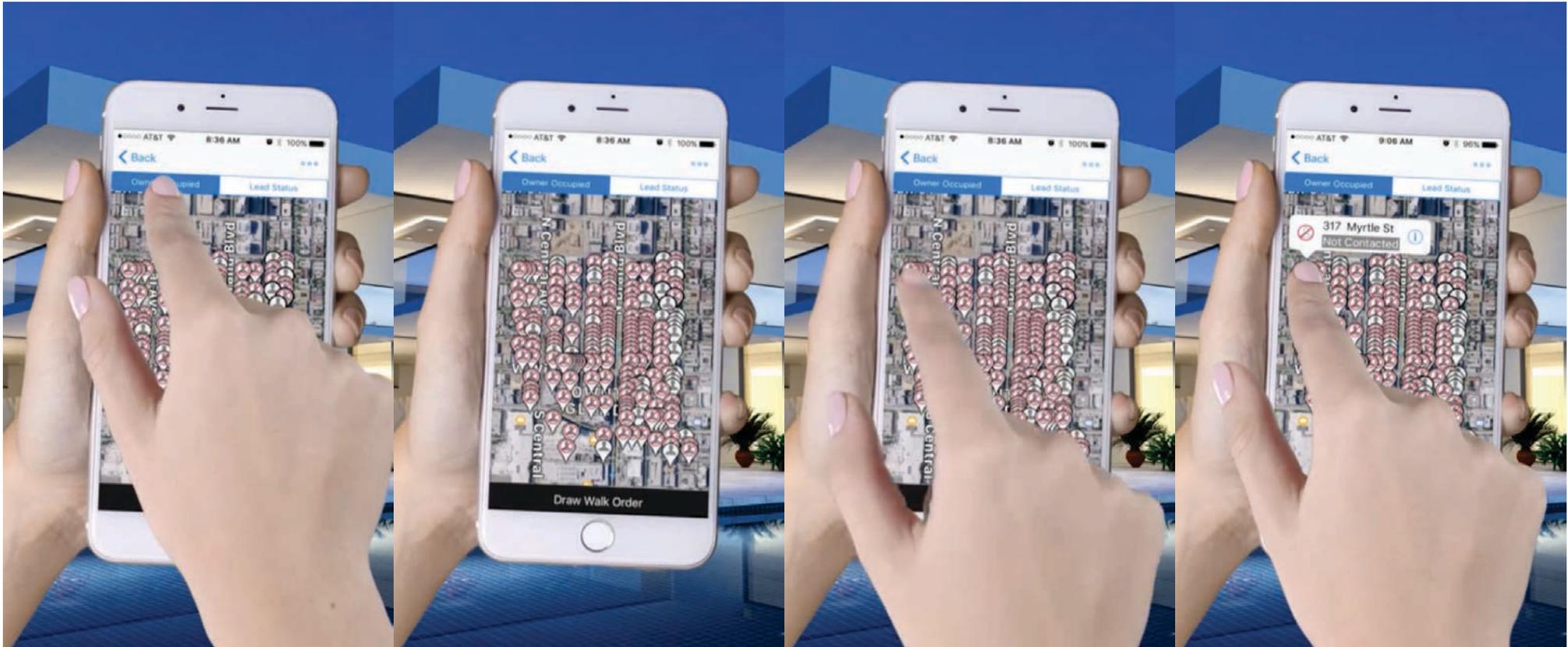


4 of 27

USING THE MAP VIEW

1. Select the **Map Icon** in the upper-right corner of the Walking Farm[®] List View.
2. By default, the map shows the **Lead Status**.
3. Toggle between **Owner Occupied** status and **Lead Status** using the top buttons.
4. Return to the list view by selecting the **Back button on your device**.
5. Open the **Detail View** on any property by **tapping on the pin**, and then tapping on the **address flag**.

continuation...



5 of 27

6 of 27

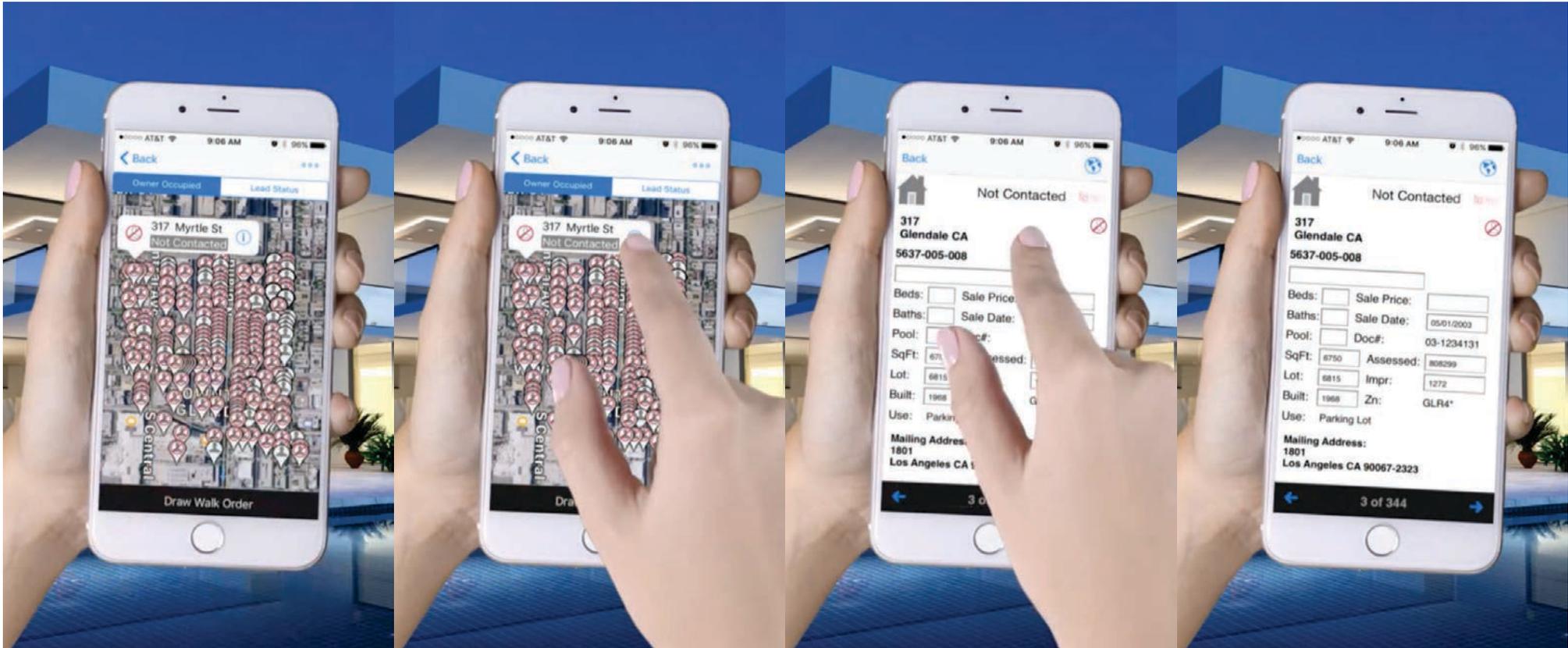
7 of 27

8 of 27

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continuation...



9 of 27

10 of 27

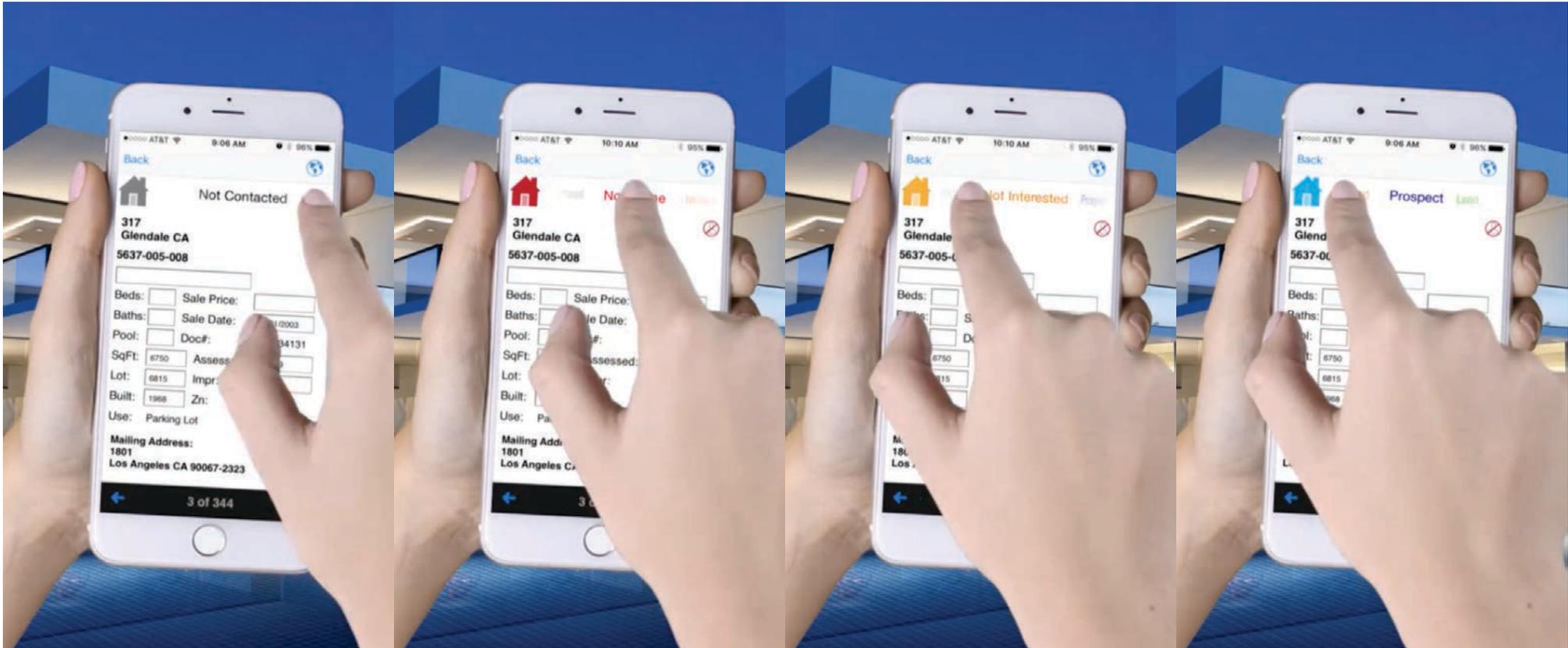
11 of 27

12 of 27

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continuation...



13 of 27

14 of 27

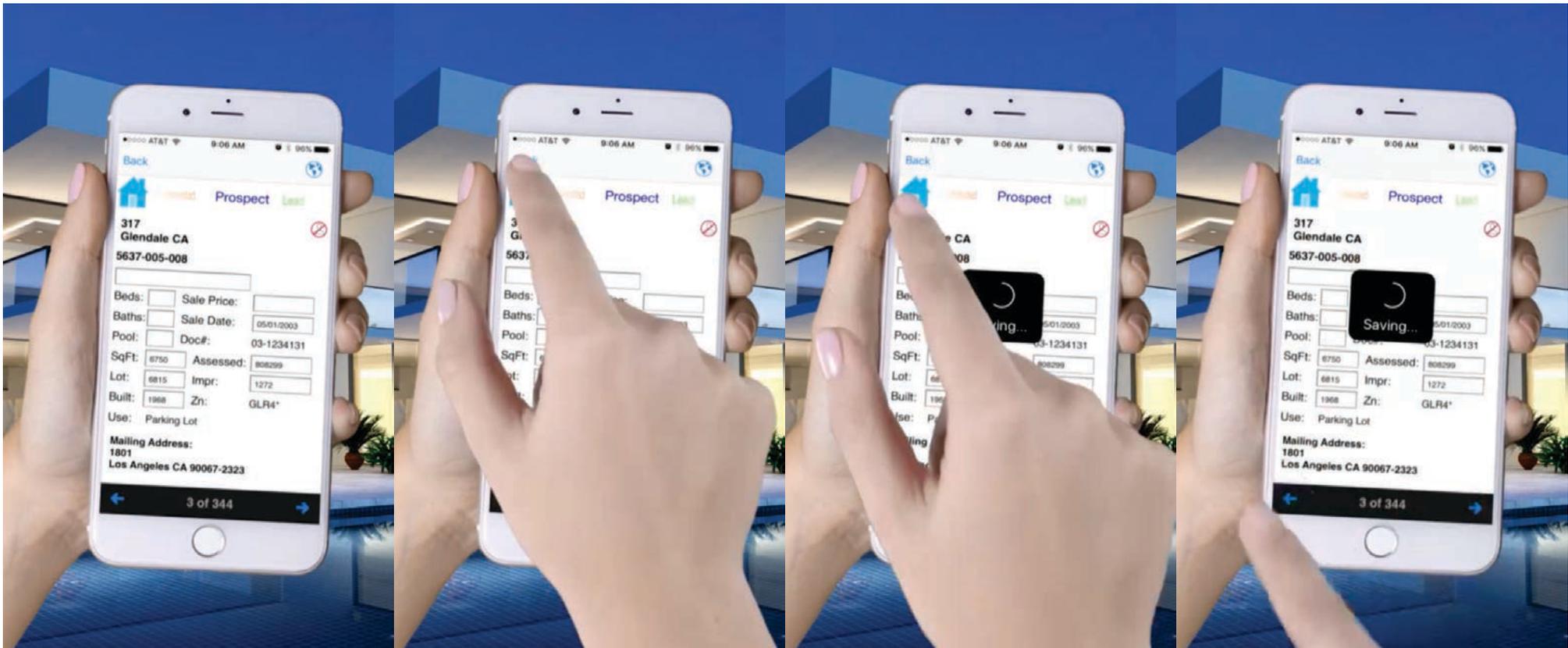
15 of 27

16 of 27

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continuation...



17 of 27

18 of 27

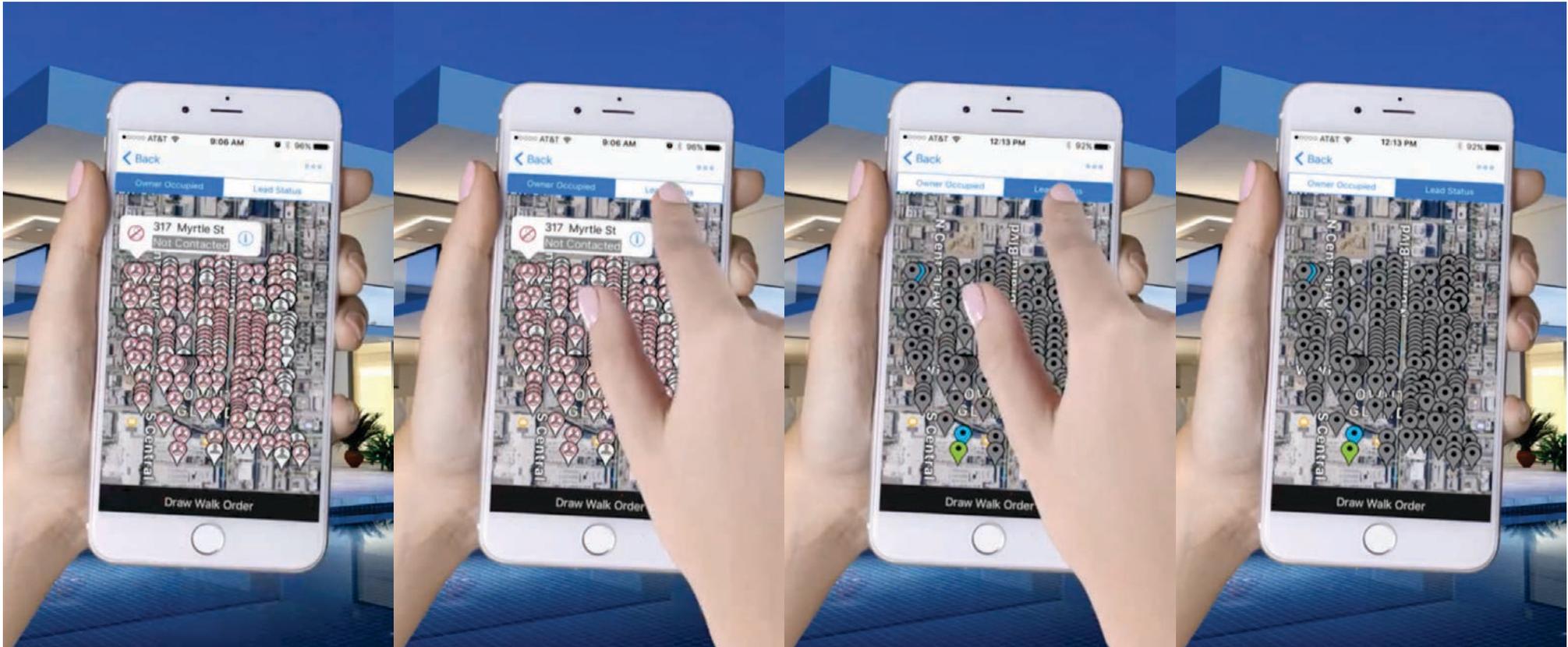
19 of 27

20 of 27

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continuation...



21 of 27

22 of 27

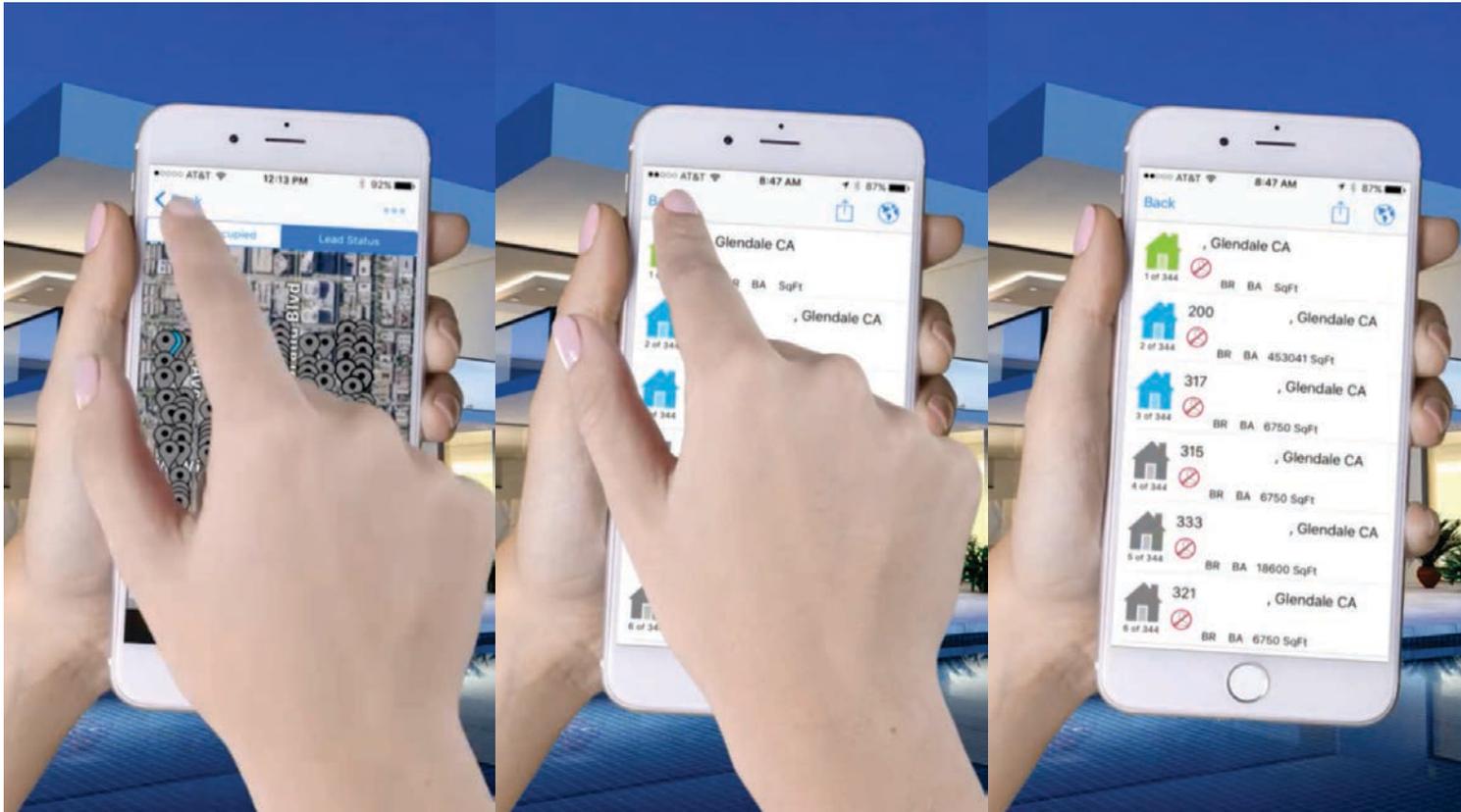
23 of 27

24 of 27

USING THE MAP VIEW

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end...



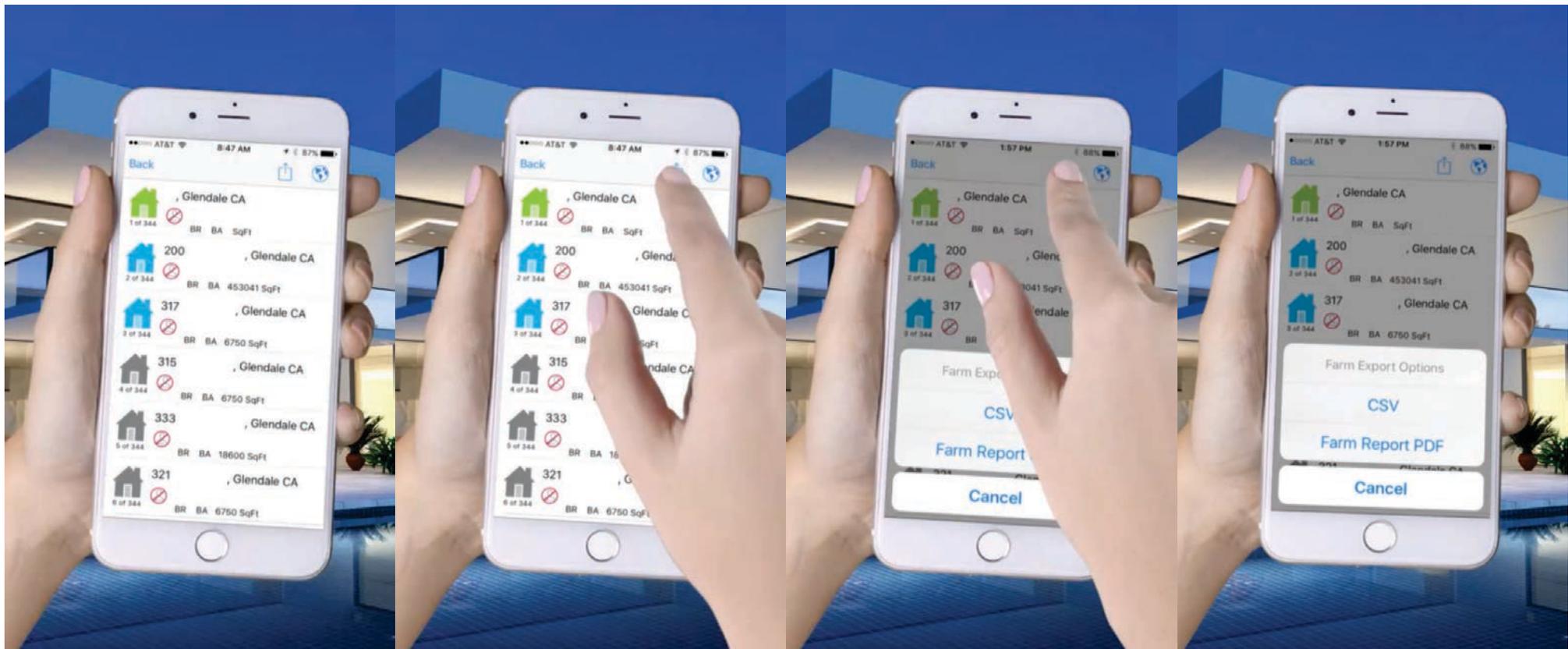
25 of 27

26 of 27

27 of 27

PRINTING YOUR FARM

1. Select the **Share Icon** in the upper-right corner of the Walking Farm[®] List View.
2. Select **PDF**.
3. Enter the e-mail address you would like the PDF document sent to within 5-10 minutes, your Farm will be delivered to the e-mail address specified.
4. The Farm cover page has your sales rep's contact information, along with the report name (number of records, and turnover rate) from the Walking Farm[®] app.
5. Each subsequent page contains two properties, with a large area for easy note-taking, and checklist for lead status.
6. If you have previously created any notes, or updated the lead status of any property it will print with this document.



1 of 12

2 of 12

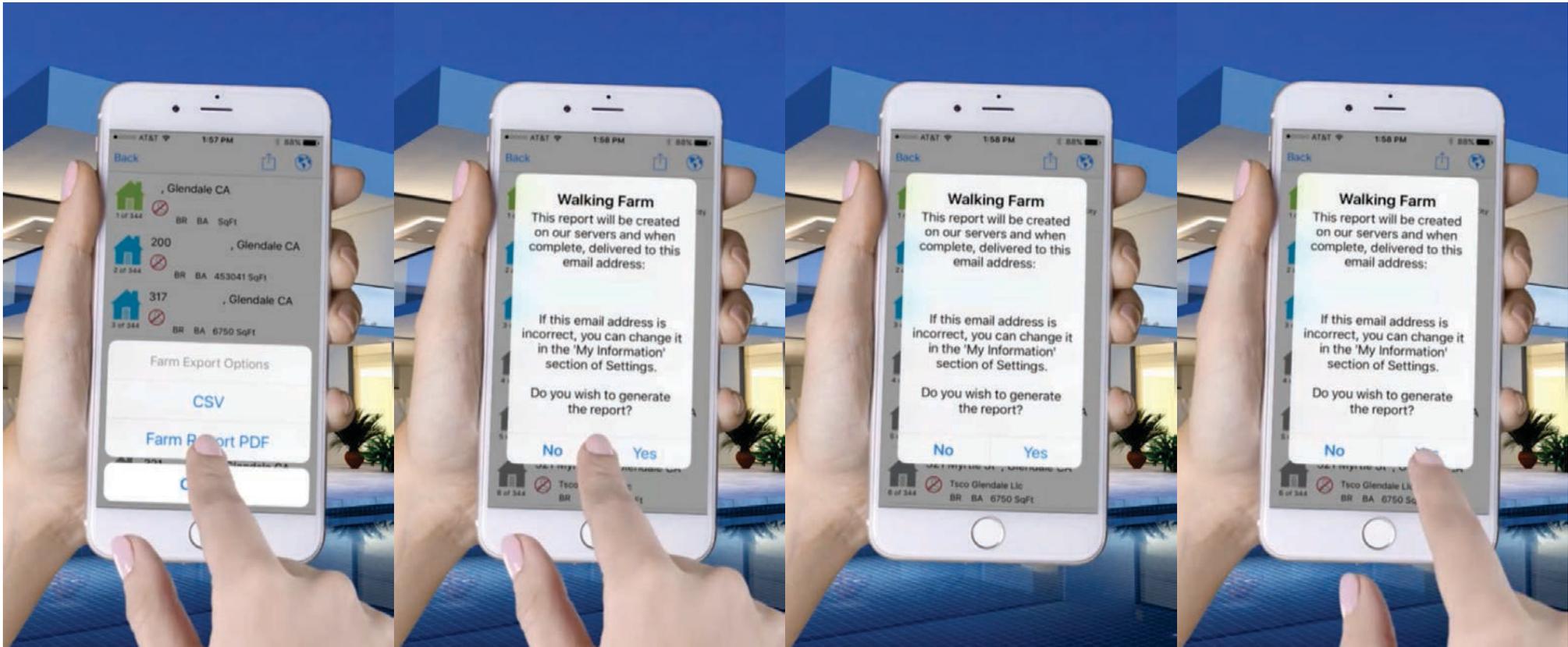
3 of 12

4 of 12

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continuation...



5 of 12

6 of 12

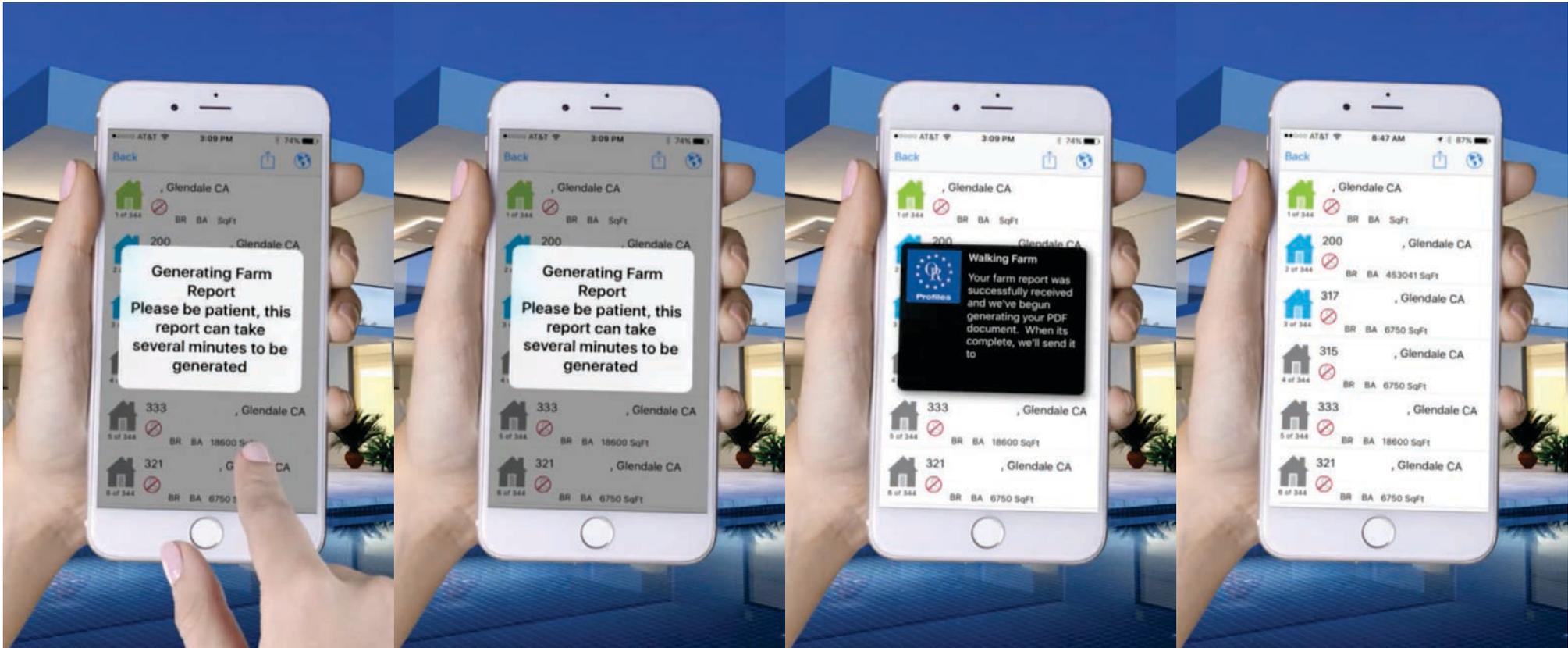
7 of 12

8 of 12

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end...



9 of 12

10 of 12

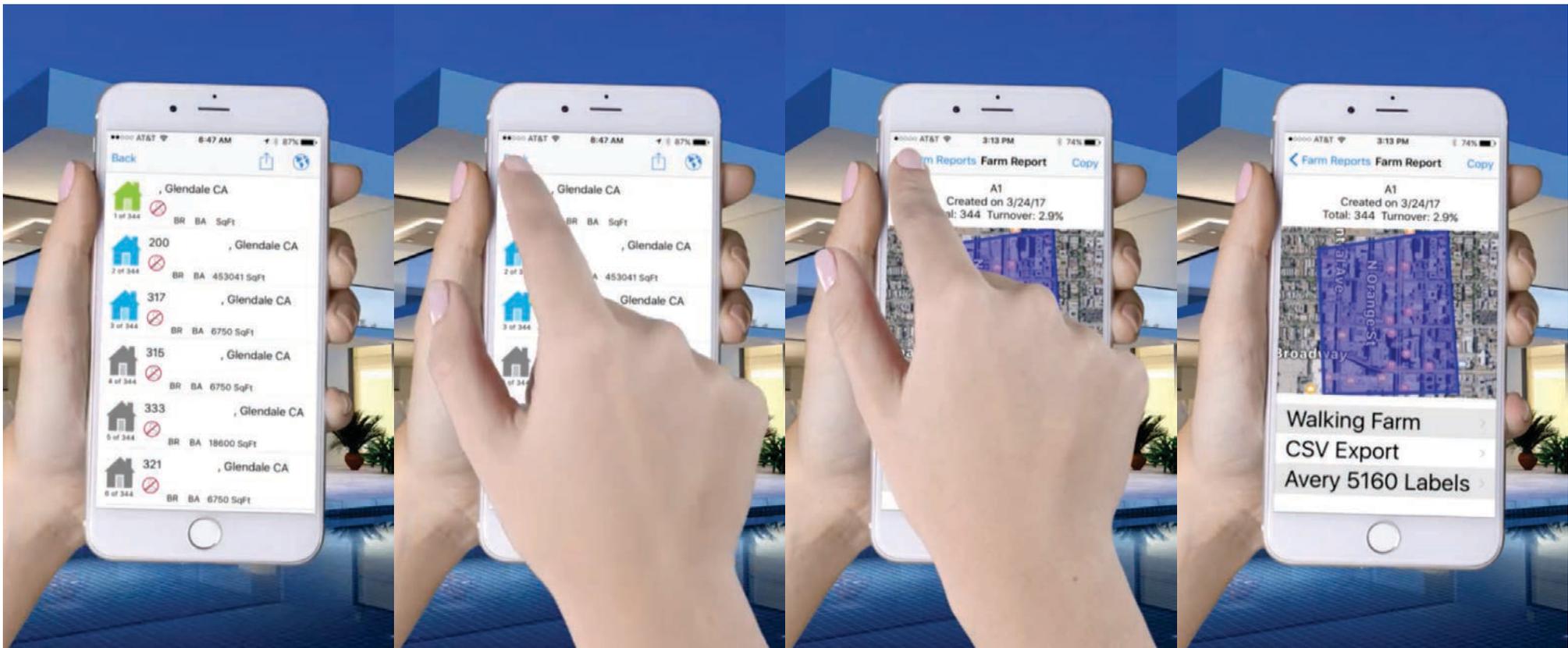
11 of 12

12 of 12

EXPORTING AS A SPREADSHEET

Option 1: Export from the saved report Options.

1. After selecting the saved report from the **Farm Reports**.
2. Select **CSV Export**.
3. A dialogue will open for you to select a program to open it in (if available); or email the spreadsheet.
4. If you have previously created any notes, or updated the lead status of any property, it will be reflected in the last 2 columns of the export.



1 of 10

2 of 10

3 of 10

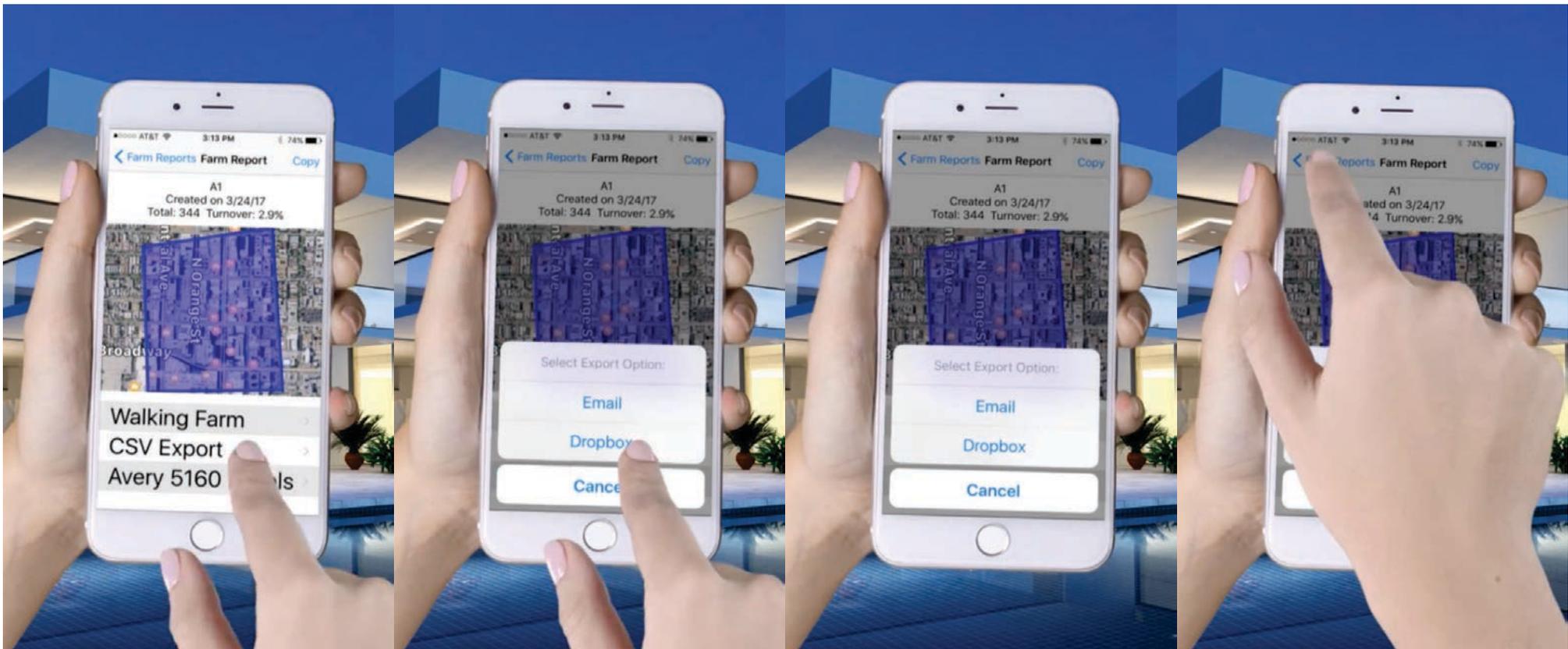
4 of 10

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continuation...



5 of 10

6 of 10

7 of 10

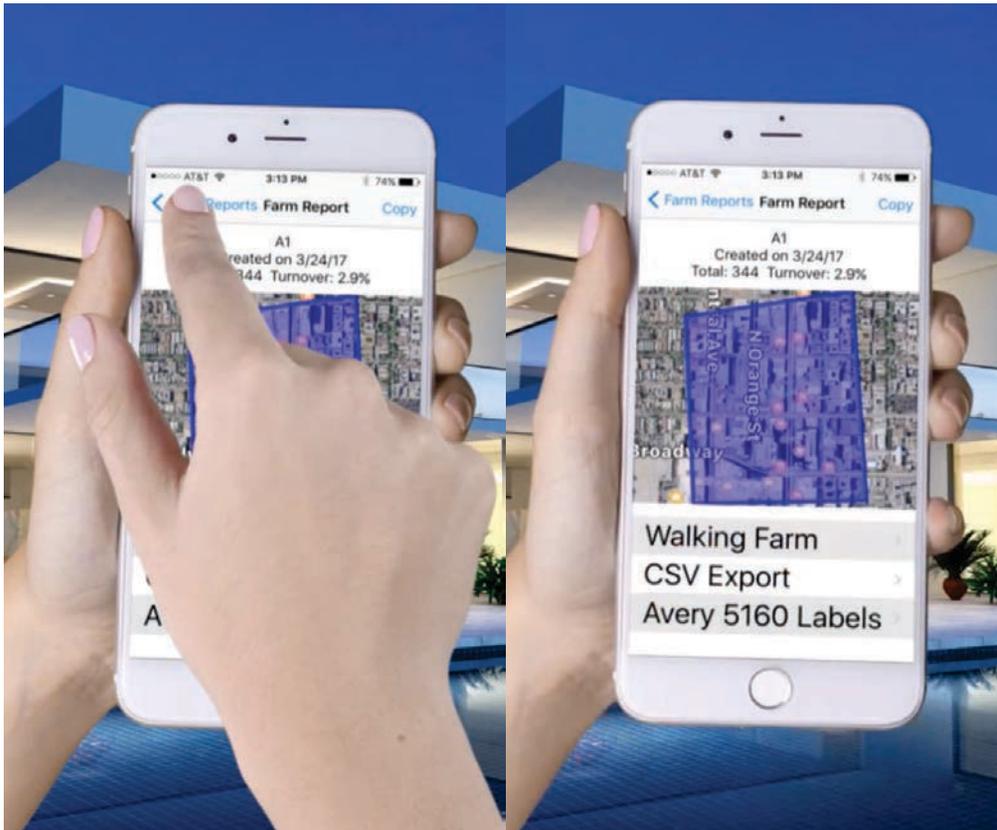
8 of 10

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end...



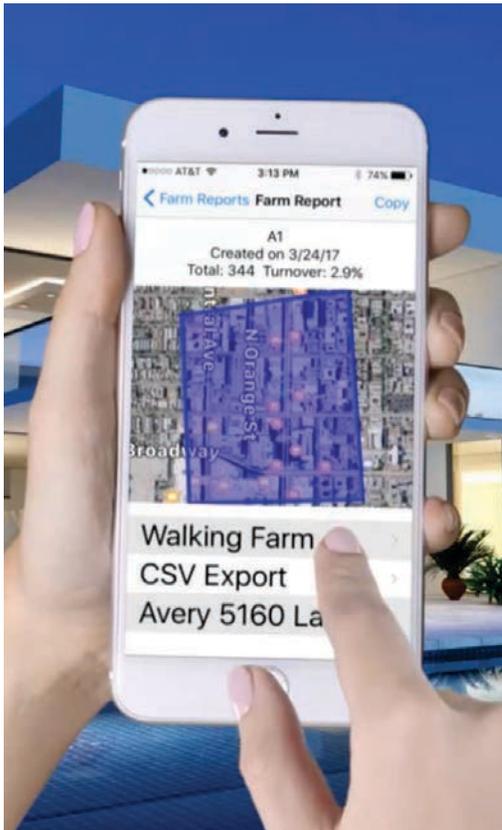
9 of 10

10 of 10

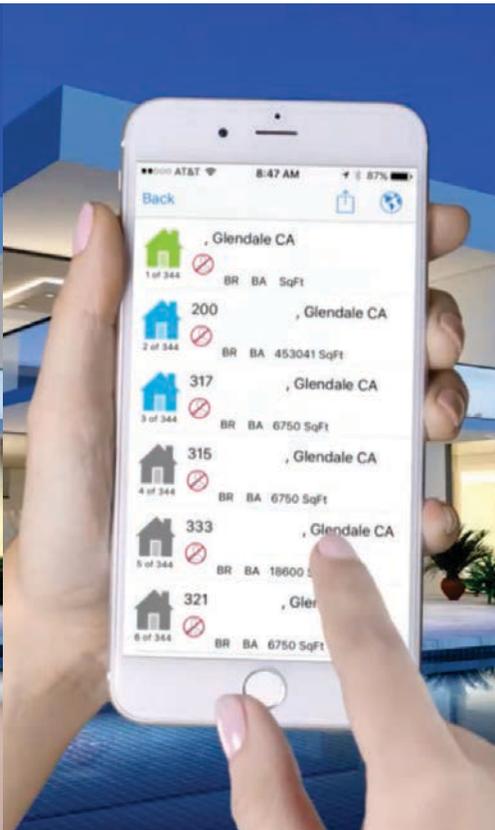
EXPORTING AS A SPREADSHEET

Option 2: Export from the Walking Farm[®] List View.

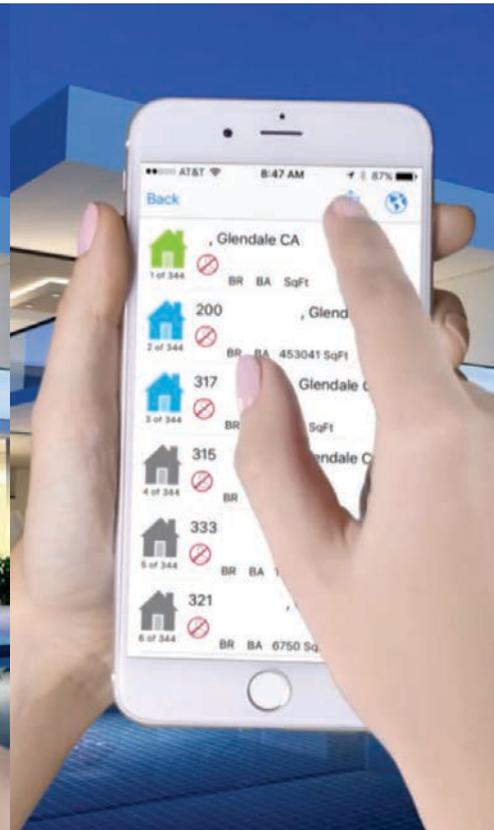
1. Select the **Share Icon** in the upper-right corner of the Walking Farm[®] List View.
2. Select **CSV**.
3. A dialogue will open for you to select a program to open it in (if available); or email the spreadsheet.
4. If you have previously created any notes, or updated the lead status of any property, it will be reflected in the last 2 columns of the export.



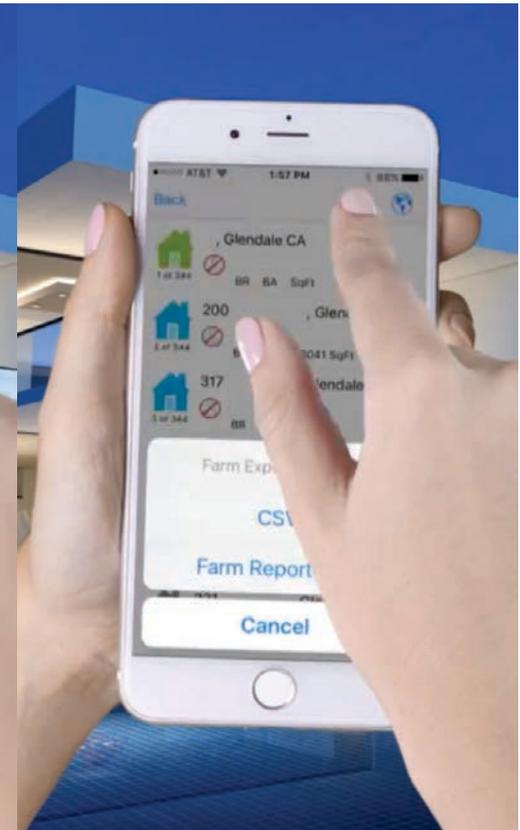
1 of 11



2 of 11



3 of 11



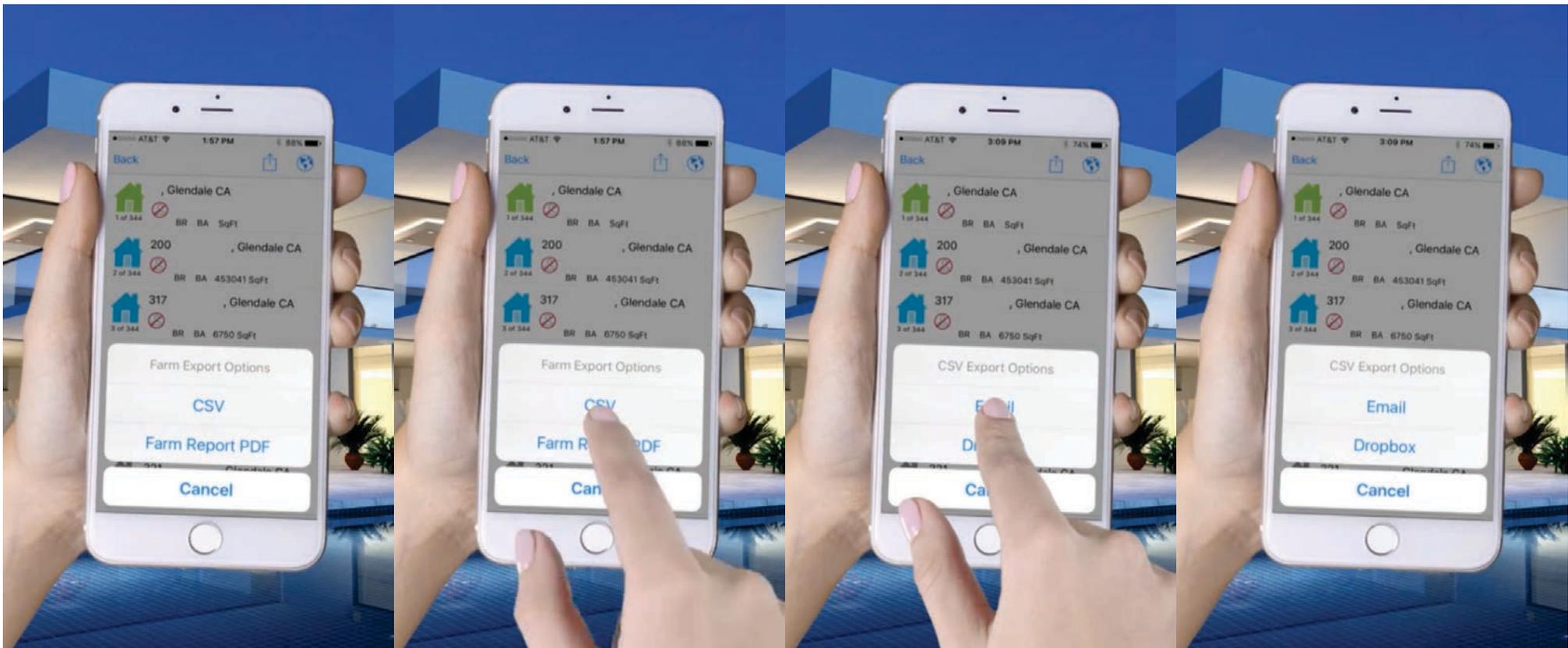
4 of 11

EXPORTING AS A SPREADSHEET

Option 2: Export from the Walking Farm[®] List View.

1. Select the **Share Icon** in the upper-right corner of the Walking Farm[®] List View.
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continue...



5 of 11

6 of 11

7 of 11

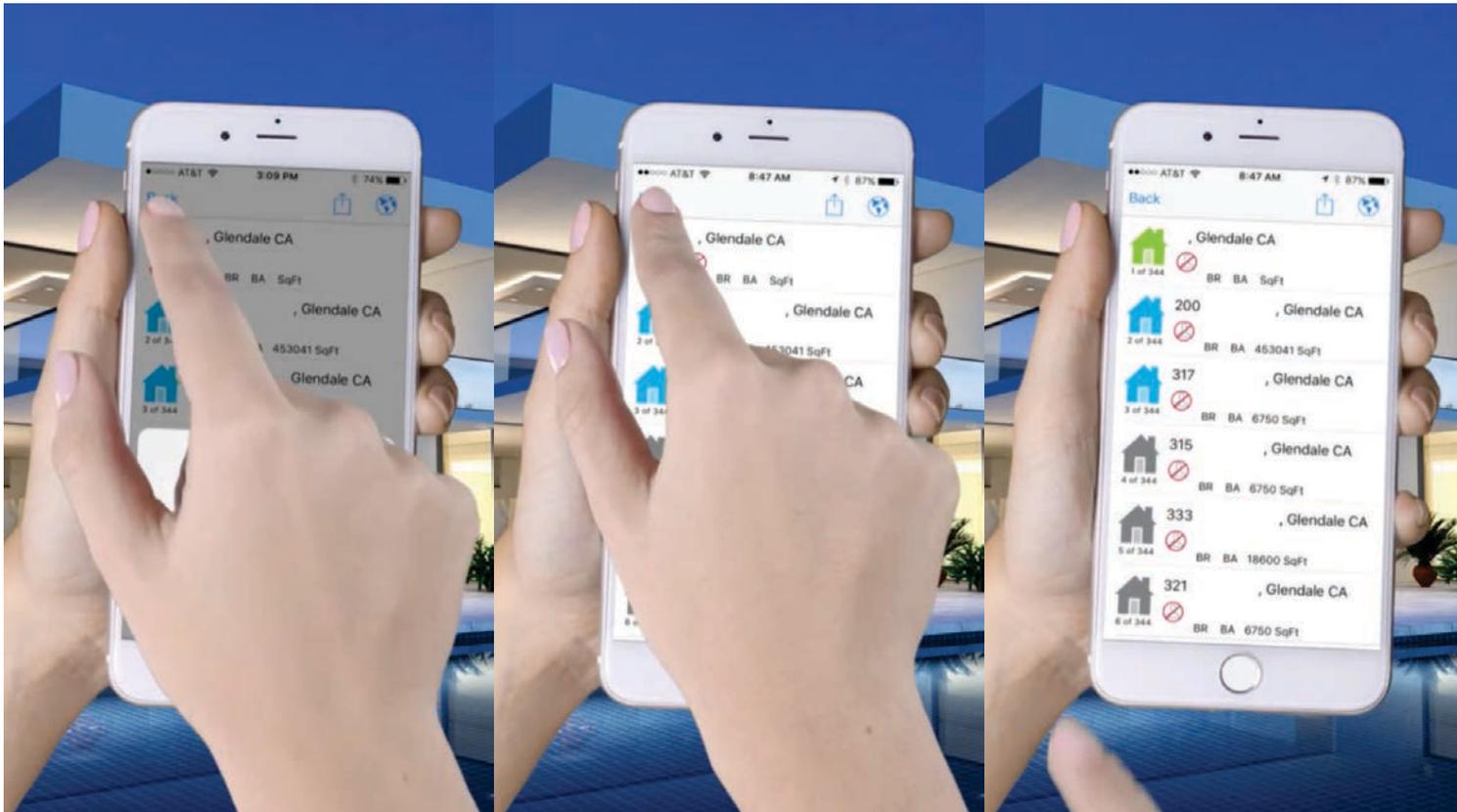
8 of 11

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4. If you have previously created any notes, or updated the lead status of any property, it will be reflected in the last 2 columns of the export.

end...



9 of 11

10 of 11

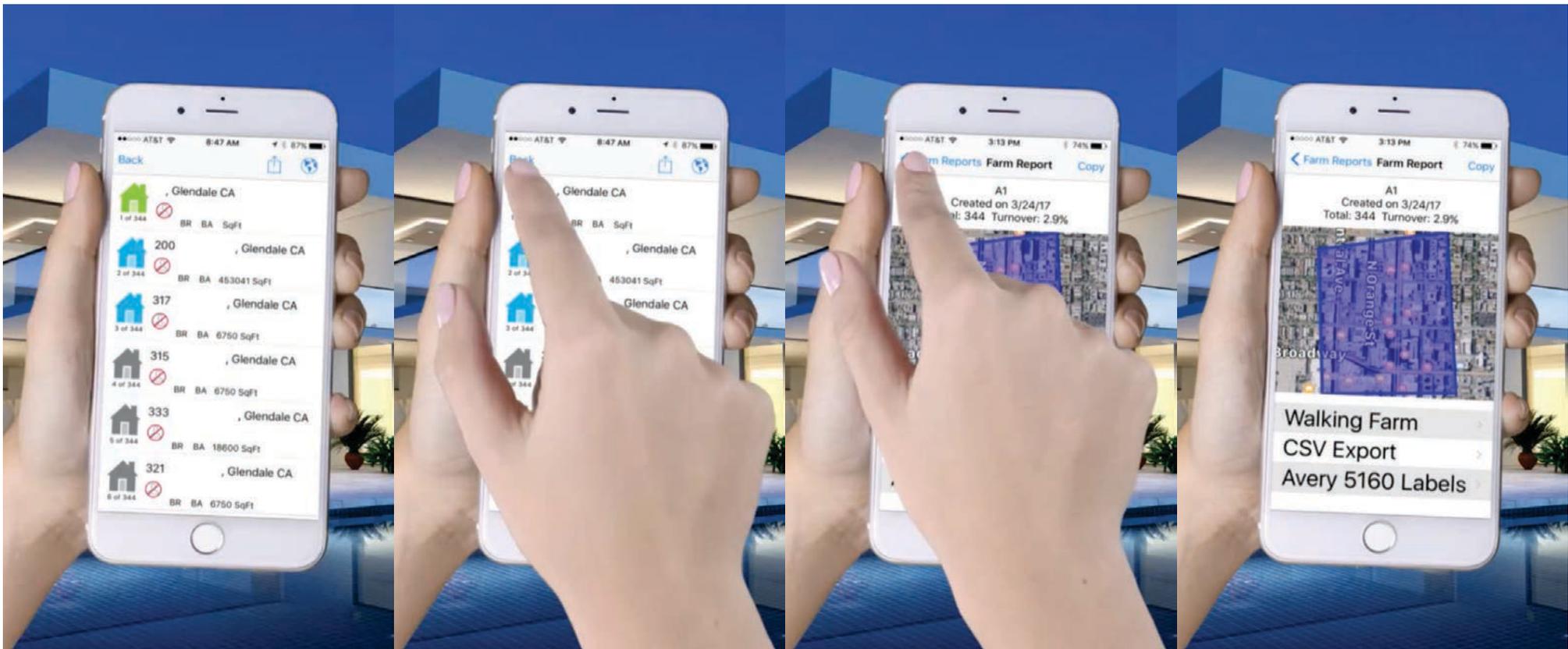
11 of 11

MAILING LABELS

Mailing labels are compatible with "Avery 5160". Look for 5160 on the package of the labels package. Labels include the **Owner Name**, phrase "**Or Current Resident**" and the owner's **mailing address**.

Please note that the data provider, Black Knight Financial Services, does not scrub for "Do Not Mail".

1. Select the **Avery Labels** button.
2. You may either email the file as an attachment, or add to Dropbox.



1 of 10

2 of 10

3 of 10

4 of 10

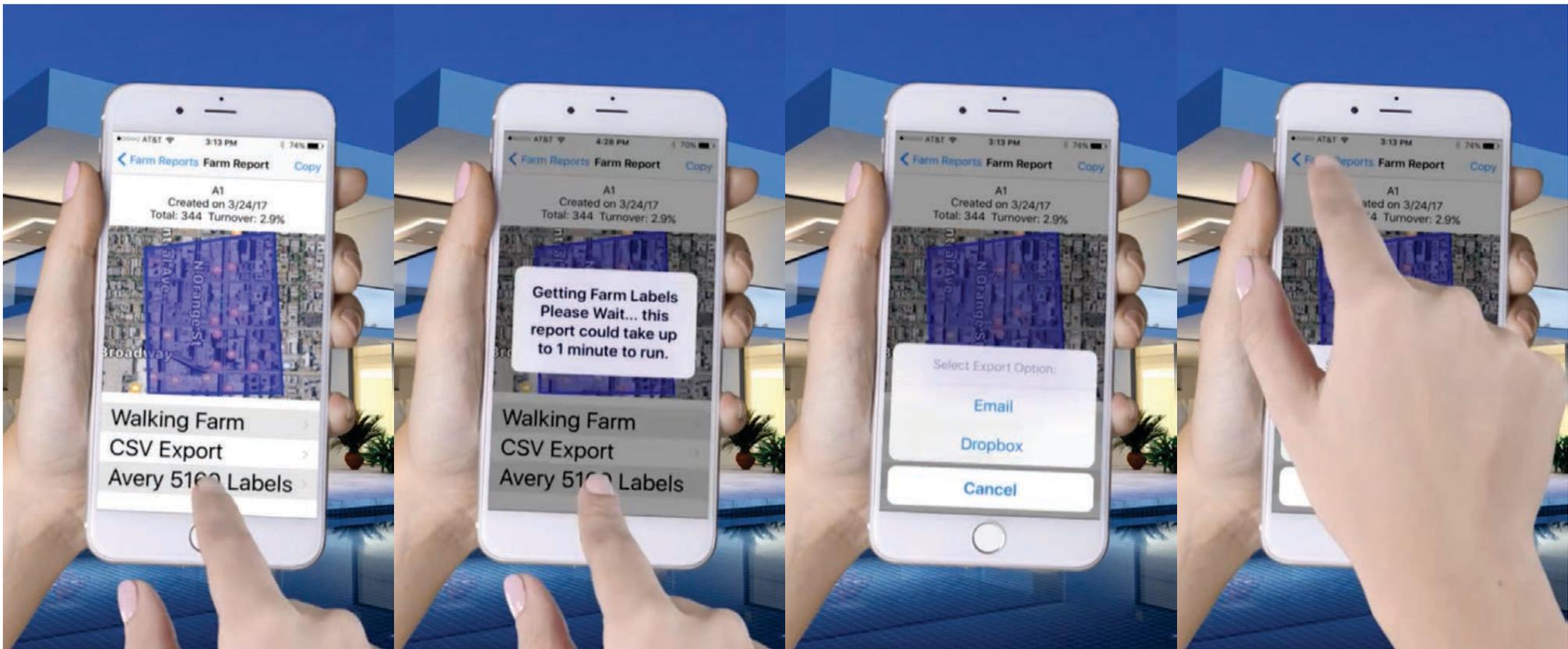
MAILING LABELS

Mailing labels are compatible with "Avery 5160". Look for 5160 on the package of the labels package. Labels include the **Owner Name**, phrase "**Or Current Resident**" and the owner's **mailing address**.

Please note that the data provider, Black Knight Financial Services, does not scrub for "Do Not Mail".

1. Select the **Avery Labels** button.
2. You may either email the file as an attachment, or add to Dropbox.

continuation...



5 of 10

6 of 10

7 of 10

8 of 10

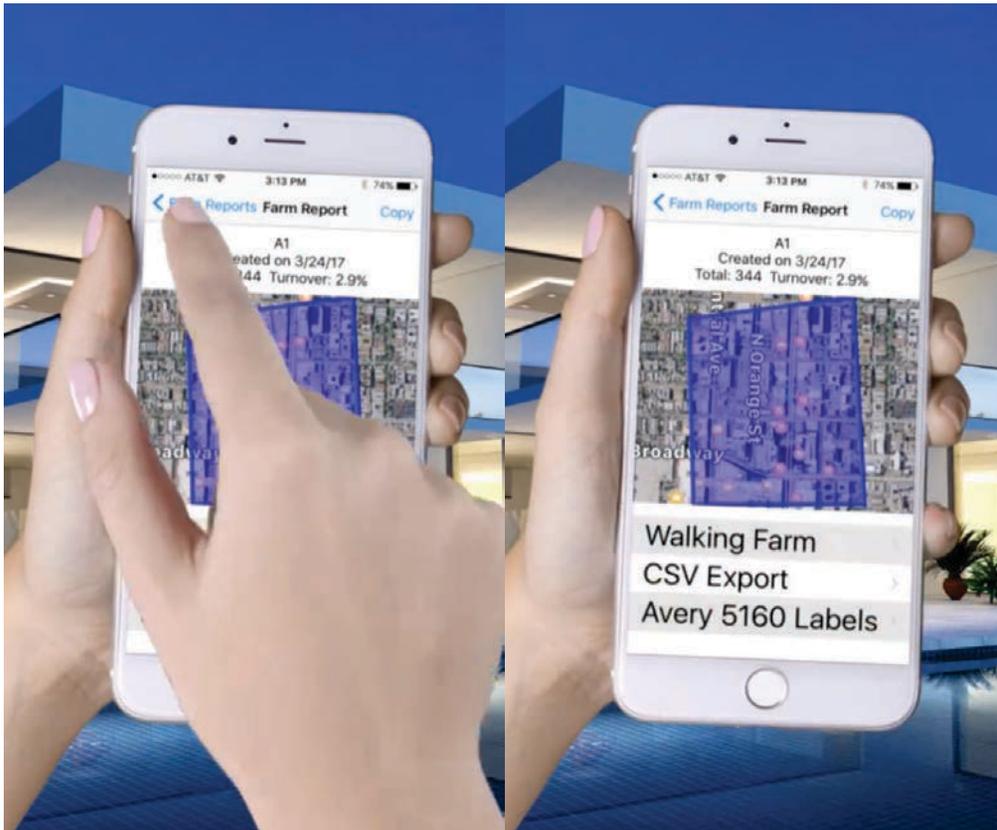
MAILING LABELS

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Please note that the data provider, Black Knight Financial Services, does not scrub for "Do Not Mail".

1. Select the **Avery Labels** button.
2. You may either email the file as an attachment, or add to Dropbox.

end...



9 of 10

10 of 10

DELETE A FARM

- From the home screen of the Application, select **Walking Farm[®]**.
- Select **Farm Reports**.
- Select **Saved Reports**.
- **Swipe left** on the row for the report you wish to delete.
- Select the **delete button**.

Important! This action cannot be undone.

STATUS KEY

Farm Reports do not expire.

Lead Status



Owner Occupied Status

