Neighborhood Notes

How to use the app

A quick guide for volunteers. You've already been added to a neighborhood. Here's how to sign in, find your homes, and record your visits as you go.

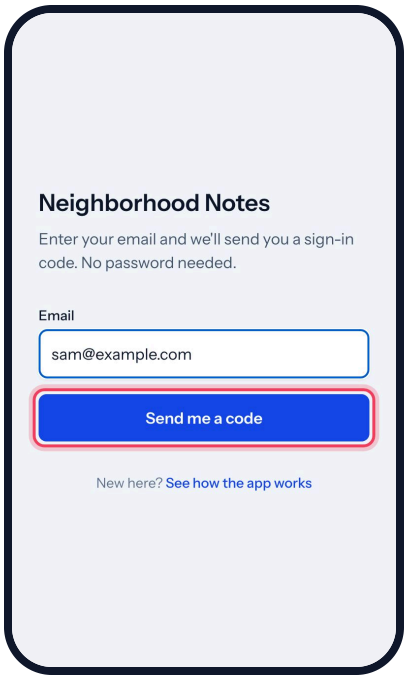
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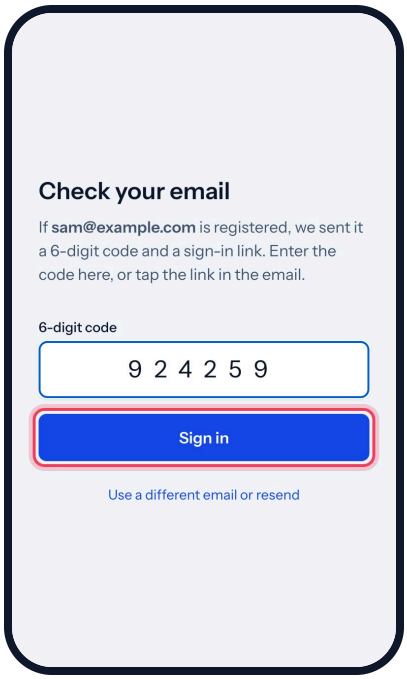
1 Signing in

There is no password to remember. Your leader has already added your email address, so the app just emails you a code.

▶ Watch this as a video: **https://ni.inspironsolutions.co.za/tutorial#signing-in**



1 Open the app on your phone. Type **your email address** and tap **Send me a code**.



2 Check your email. Type the **6-digit code** and tap **Sign in**. Or just tap the **Sign in** button in the email.

Good to know: The code works once and expires after 15 minutes. If it doesn't arrive, check your spam folder or tap "Use a different email or resend". Once you're in, the app keeps you signed in.

2 Put it on your home screen

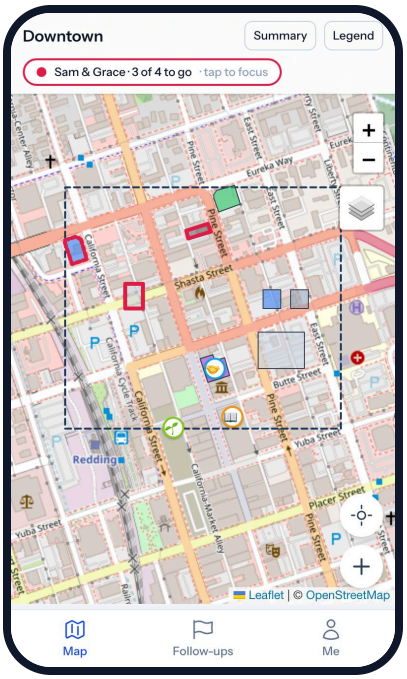
Add the app to your home screen so it opens like any other app.

1 **iPhone (Safari):** tap the **Share** button, then **Add to Home Screen**.

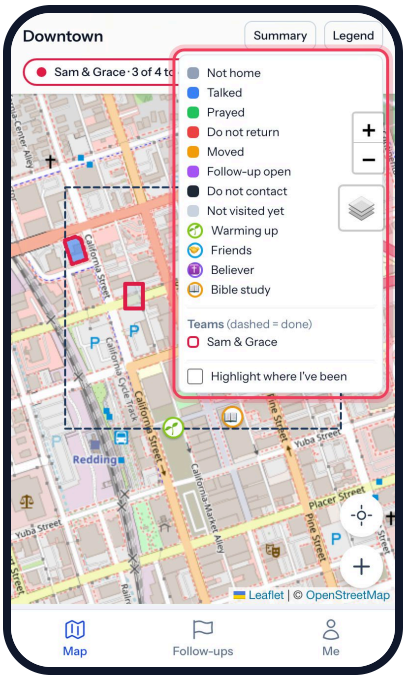
2 **Android (Chrome):** tap the ⋮ **menu**, then **Add to Home screen** or **Install app**.

3 Your neighborhood map

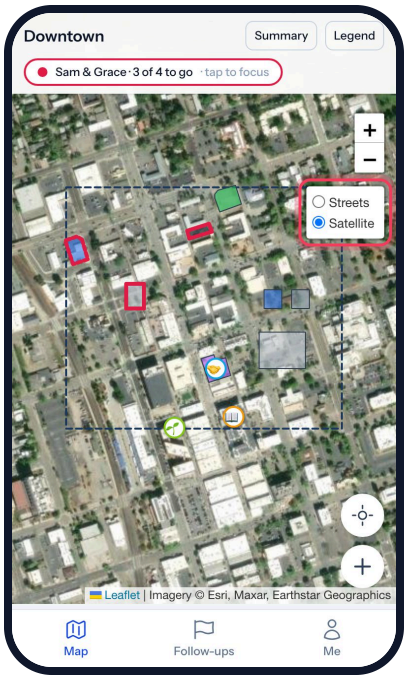
After you sign in, you land on the map of your neighborhood. Every home is a shape on the map, and its colour shows what happened there last.



1 Pinch to zoom and drag to move around. The bar along the bottom switches between **Map**, **Follow-ups** and **Me**.



2 Tap **Legend** to see what the colours mean. For example, green is "Prayed", purple means a follow-up is open, and light grey means nobody has visited yet. Tick **Highlight where I've been** to pick out the homes you visited.

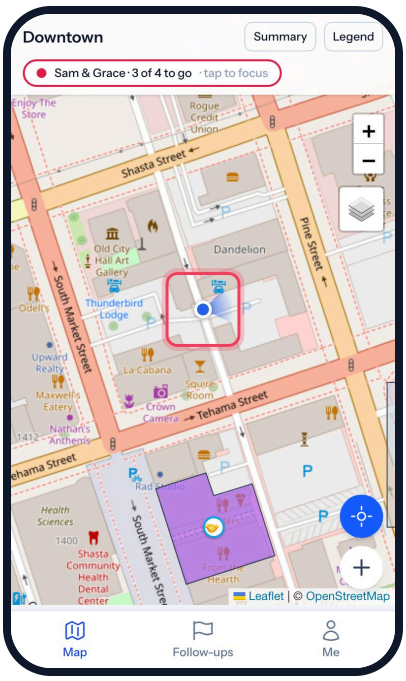


3 Tap the layers button in the top-right corner and pick **Satellite** to see the houses from above. This helps you find the right door.

4 Show where you are

While you walk, the map can follow you, so you always know which house is in front of you.

▶ Watch this as a video: **https://ni.inspironsolutions.co.za/tutorial#my-location**



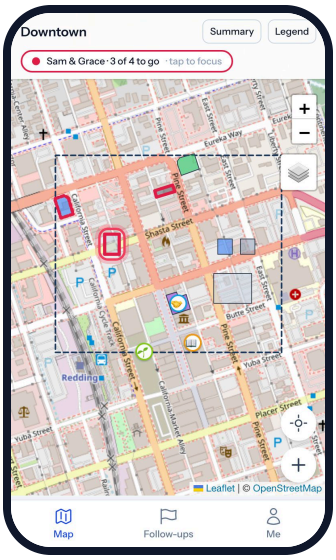
Tap the **target button** at the bottom right. Allow location access if your phone asks. A **blue dot** shows where you are. The cone shows which way you are facing.

Good to know: Drag the map to look around, and it stops following you. Tap the target button again to snap back to your location, and tap it once more to turn it off.

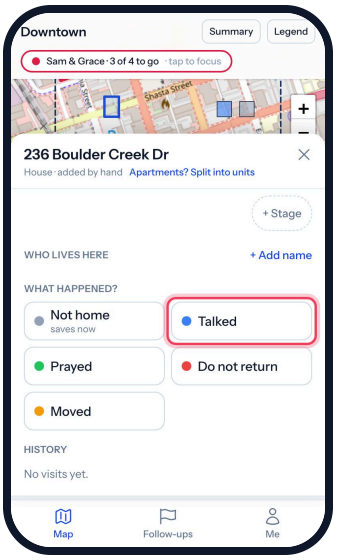
5 Record a visit

Every knock is worth writing down, even when nobody is home. It shows the next person where to go.

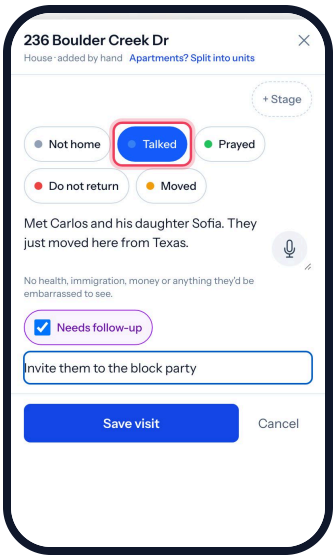
▶ Watch this as a video: **https://ni.inspironsolutions.co.za/tutorial#record-a-visit**



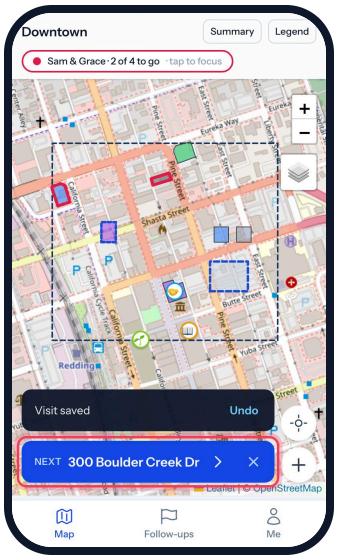
1 Tap the house on the map. Its details slide up from the bottom.



2 Under **What happened?**, tap what happened. **Not home** saves straight away, with nothing else to tap. **Talked**, **Prayed** and the others open a box for notes.



3 Type a few notes, or tap the **microphone** in the notes box and just say them. If you promised to do something, tick **Needs follow-up** and write the next step. Then tap **Save visit**.

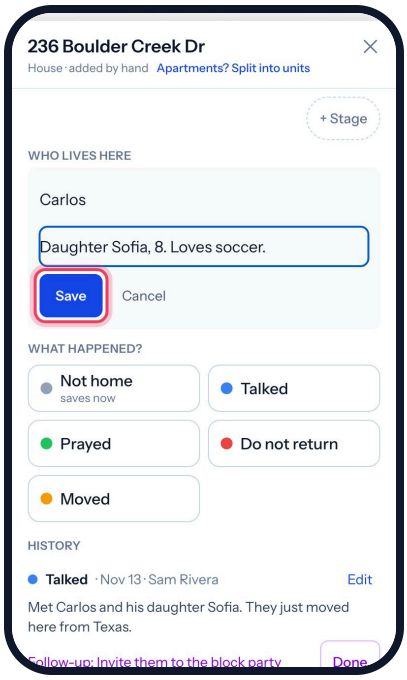


4 The house changes colour on the map for everyone. **Next** suggests the closest home on the same street that nobody has visited today. Tap it to open that home, or tap any house on the map.

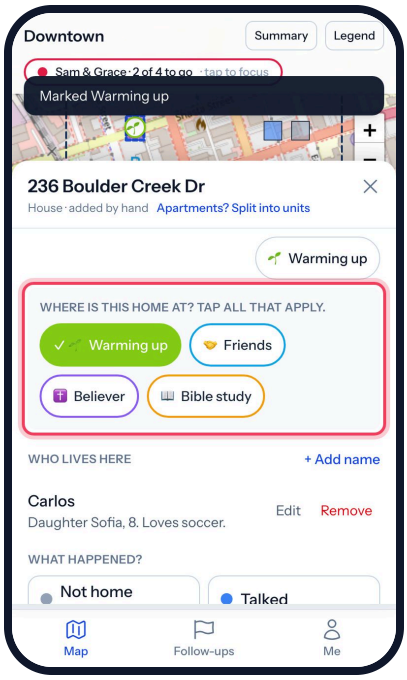
Good to know: Tapped the wrong thing? Tap **Undo** on the message that pops up. Later, open the home and tap **Edit** on your visit to fix it or delete it. Only write what helps us serve people. Don't record health diagnoses, immigration status, finances, or anything they'd be embarrassed to see.

6 Names and stages

Remembering someone's name is a big deal the second time you knock.



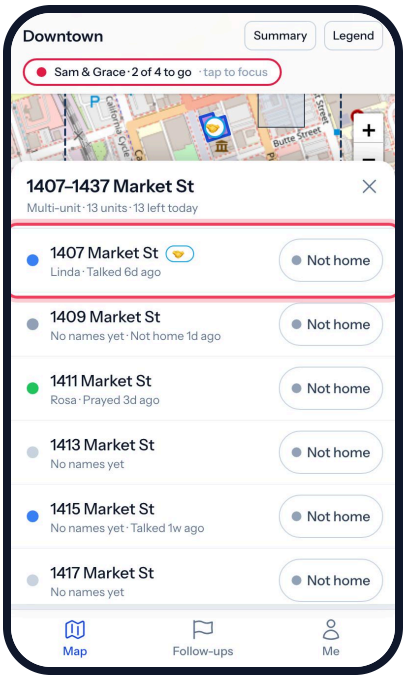
1 Under **Who lives here**, tap **+ Add name**. Type their name and a short note, like "dog called Sparky", then tap **Save**.



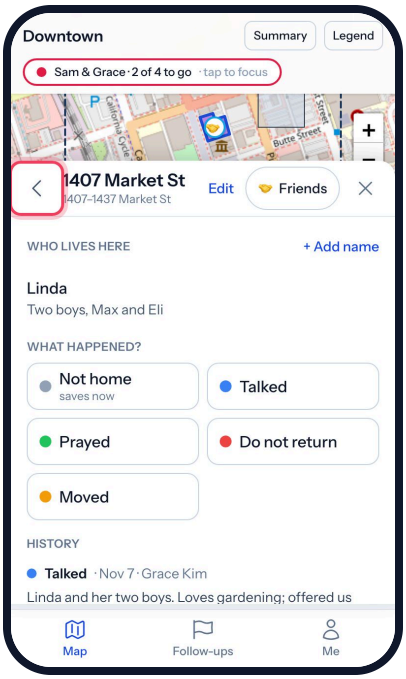
2 Tap **+ Stage** at the top to mark where things are at: **Warming up**, **Friends**, **Believer** or **Bible study**. Tap all that apply. The badge shows on the map.

7 Apartments and buildings

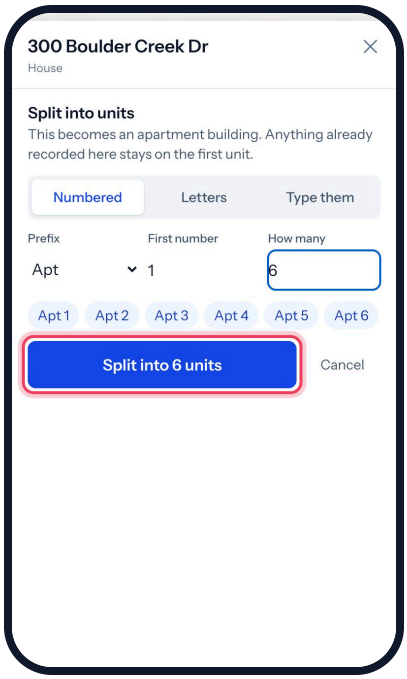
Buildings with several front doors list each one separately, so every household gets its own notes.



1 Tap a building to see its units. Each row shows the names you know and the last visit. Nobody answers? Tap **Not home** on that row. You don't even need to open the unit.



2 Tap a unit to open it. It works just like a house. When you save, you go back to the list, and the next door you haven't knocked on today is marked **Next**. The **back arrow** also takes you to the list.

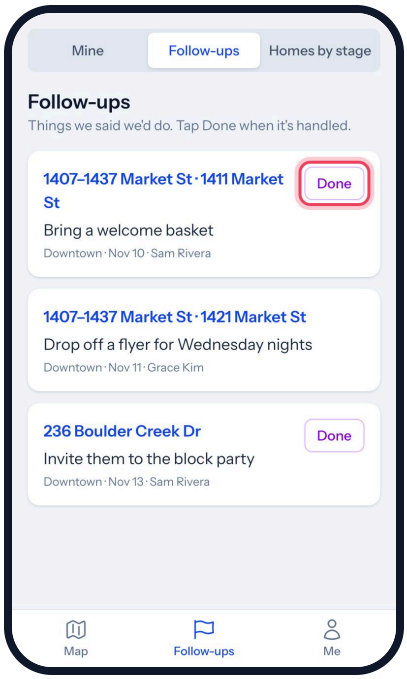


3 Found out a "house" is really apartments? Tap **Apartments? Split into units**, choose how they're numbered, and tap **Split into … units**.

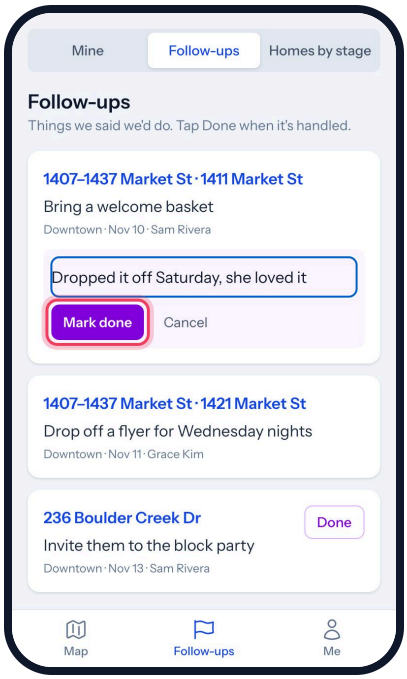
8 Follow-ups

Follow-ups are the things we said we'd do: drop off a meal, bring a flyer, come back on Tuesday.

▶ Watch this as a video: **https://ni.inspironsolutions.co.za/tutorial#follow-ups**



1 Tap **Follow-ups** in the bottom bar to see everything that's still open in your neighborhood. Tap an address to find it on the map.



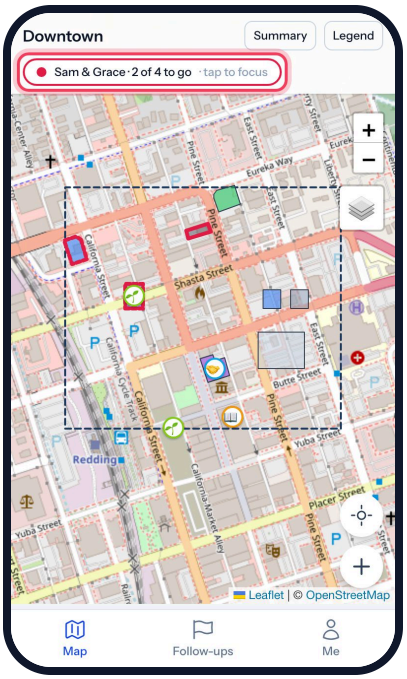
2 Once you've done it, tap **Done** on your follow-up, add a short note if you like, and tap **Mark done**.

Good to know: You can only close the follow-ups you created. If someone else's is done, let them or a leader know.

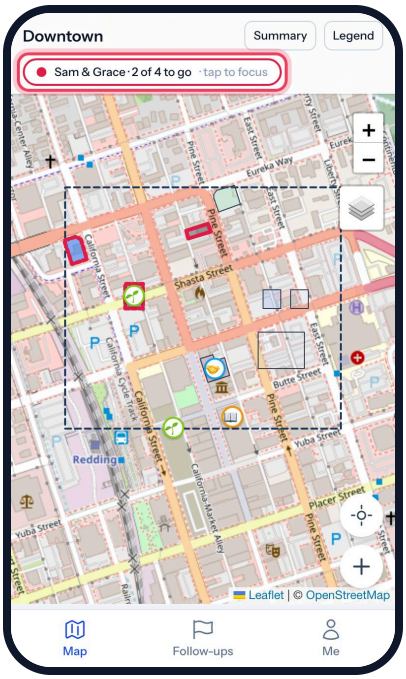
9 Your team's homes

If a leader has given your team a street or a building, the app shows you exactly which homes are yours.

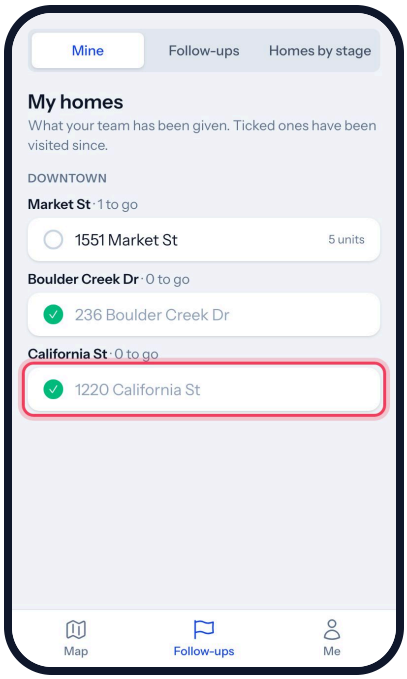
▶ Watch this as a video: **https://ni.inspironsolutions.co.za/tutorial#my-team**



1 Your team shows at the top of the map with how many homes are left, for example "3 of 4 to go". Your homes have an outline in your team colour.



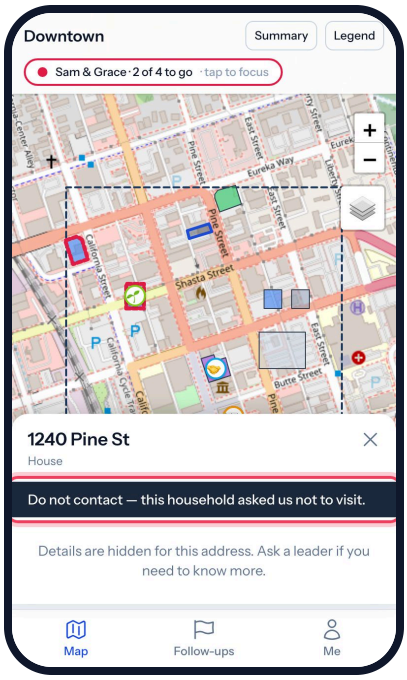
2 Tap the team bar to **focus**. Everything else fades out. Tap it again to see the whole neighborhood.



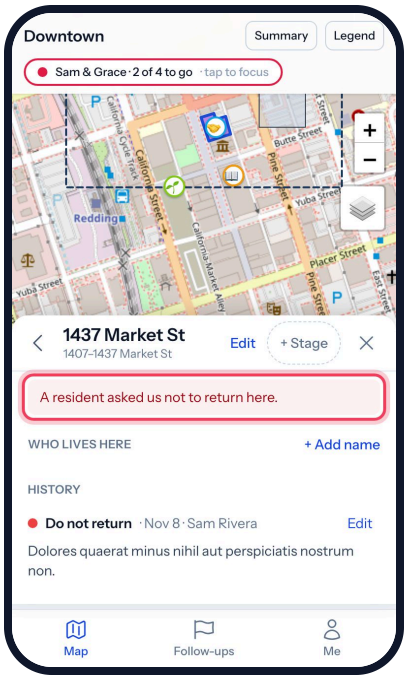
3 In **Follow-ups → Mine** you'll find the same homes as a list, grouped by street. Ticked homes have been visited. Tap one to jump to it on the map.

10 Homes to leave alone

Some households have asked us not to visit. The app makes these easy to spot.



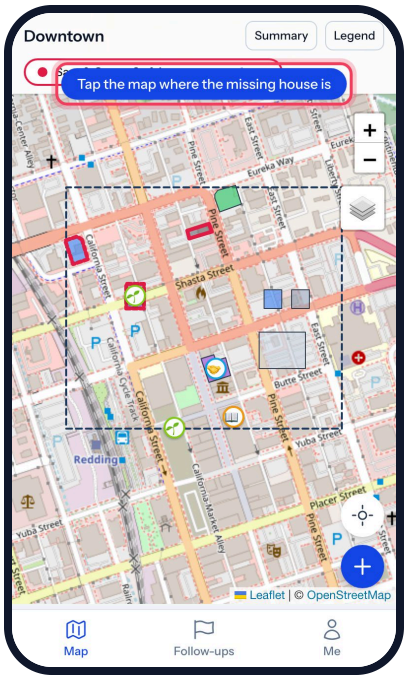
1 **Dark grey** homes are **Do not contact**. Their details are hidden, so please skip them.



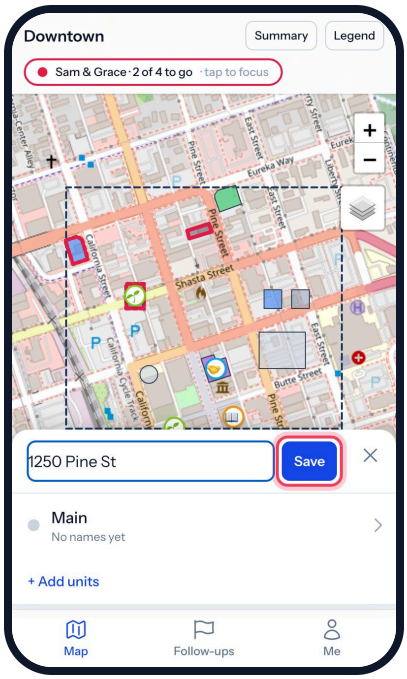
2 If a unit says **"A resident asked us not to return here"**, please respect that. You won't be able to add a visit there.

11 Add a missing house

Spotted a home that isn't on the map, like a back cottage or a new build? Add it in a few seconds.



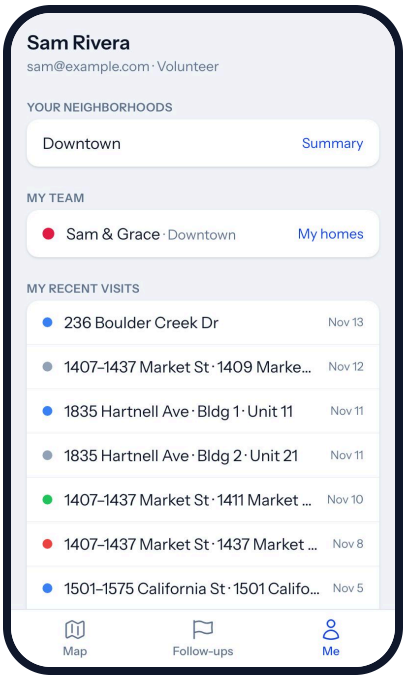
1 Tap the **+** button at the bottom right, then tap the spot on the map where the house is.



2 Type the **street address** and tap **Save**. You can record a visit there straight away.

12 The Me page

Tap **Me** in the bottom bar to see your neighborhoods, your team, and the homes you visited recently.



Tap any recent visit to open that home again. **Summary** shows how your whole neighborhood is doing. **Sign out** is at the bottom.

Good to know: Questions or something not working? Talk to your neighborhood leader.