HORSE RECORDS

Adding a person with Horses to your Location

Login: Feedlot Livestock Admin

If you would like further assistance on how to use Horse Records, feel free to contact us using the details below:

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07 3038 1081

info@horse-records.com

Contents

1. Login to Horse Records using your unique Horse Records Username and Passwords.

Adding a Person - Step 1: Click the People Tab

On the left-hand side, click the 'People' tab on the side bar panel.

Adding a Person - Step 2: Click the download button

In the top right-hand corner of the page of the people management tab, click the 'Person Registration Form' button.

Adding a Person - Step 3: Downloading the person registration form

Once clicked, the PDF will automatically download which you can save or print.

NOTE: It's important that the person enters all the details into the form so that feedlot livestock admin can fill in the information into horse records.

Contacts:
info@horse-records.com
07 3038 1081
Login Page
https://www.horse-records.com.au/login.asp
Terms and Conditions
https://horse-records.com.au/terms.asp

HORSE RECORDS

PERSON REGISTRATION FORM

Personal Detail

First Name		Last Name	
Personal Email		Mobile	
Work Email			
Address			PIC*

*If you are holding horses on you address, you must have a PIC based on state regulations.

Name of the location you will be entering

Name of Location:	
PIC (Office use only)	

What is your relationship to this location

☐ Employee	☐ Contractor	☐ Veterinarian	☐ Other
If you ticked other, please describe:			

Are you an existing user on ©Horse Records ☐ YES   ☐ NO(Skip to New User Section)

If you have ticked YES, what is your person ID?	

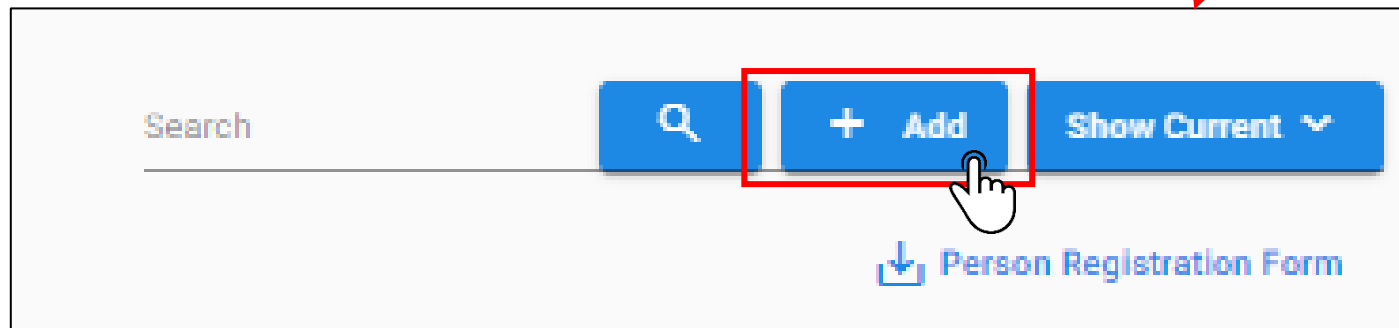# Adding a Person - Step 4: Starting the process

In the top right-hand corner of the page of the people management tab, click the 'Add' button.

Adding a Person - Step 5: Searching for a Current Horse Records User

Using the 'Person Lookup' function, we can search for a person using:

a. Person ID
b. First and Last name
c. Mobile
d. Email.

Adding a Person - Step 6: Displaying Search Results of Current Users

The search will display partially hidden results based on your search. If the hidden details match the persons details, you can click the ⁺👤 button to add the person to your location.

A pop-up menu will display prompting you to select what role you would like to allocate to this person. Once finalised, click the 'send activation link' button.

Adding a Person - Step 7: Resending the Activation Email/Text (Current User)

On your dashboard, if the user has not yet accepted the login request, you can resend the request via email or SMS by first clicking the three dots and then resending the request.

Authorisation Notifications

Snooze

Sender	Recipient	Type	Status	Date	Action	☐
John Smith	100015456	login	Activation link sent at 25 Aug 2021 11:21	24 Aug 2021	•••	☐

Notifications

Authorisation Notifications

Snooze

Sender	Recipient	Type	Status	Date	Action	☐
#10000180	#10007136	login	Activation link sent at 25 Aug 2021 11:21	24 Aug 2021	•••	☐
#10000180	#10007243	login	Activation link sent at 26 Aug 2021 08:31	25 Aug 2021	•••	☐

Resend Activation Link via SMS

Resend Activation Link via Email

Terminate Activation Process

Adding a Person - Step 8: Activation Email (Current User)

The user will receive an email to add their details to your location.

The user can either link the role to their current login or create a new login for the location.
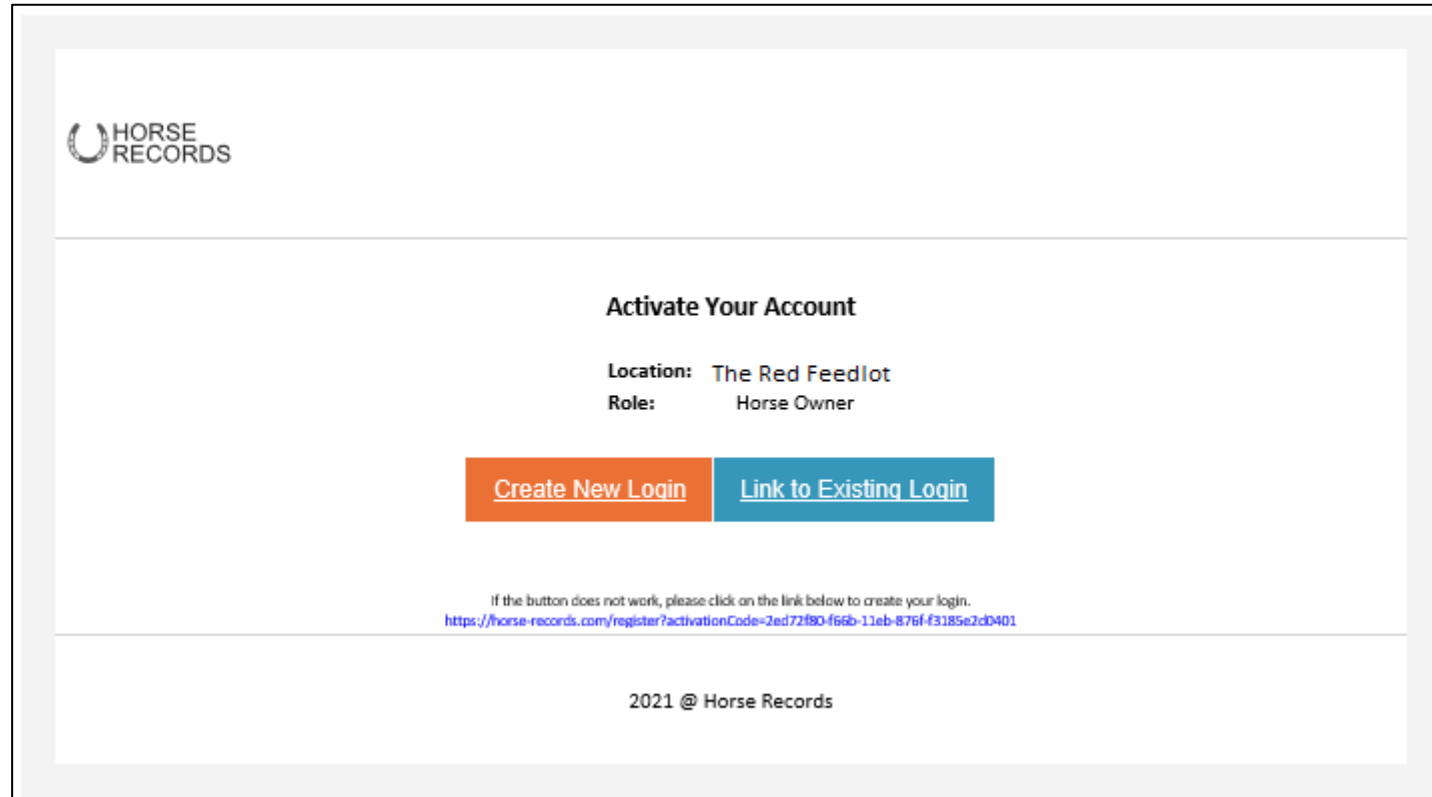
Adding a Person - Step 9: Adding a New Horse Records User

If you search for the user and they cannot be found, fill out the details associated to the person and then click next.

Adding a Person - Step 10: Displaying Search Results of Current Users

After you click next, it will display a result of potential current horse records users that may match the details that you have entered. If none of these results match your person, click the red 'none of above matches' button in the bottom right-hand corner to continue.

Adding a Person - Step 11: Sending an activation to the users contact.

A screen will display to finalise the results of the person. At the bottom of the page, it will prompt you to select the role you want to add to this person and what contact (i.e. mobile or email) you want to send the activation request to.

Adding a Person - Step 12: Activation Email (New User)

The person will receive an activation link via their email or mobile depending on which option you select.
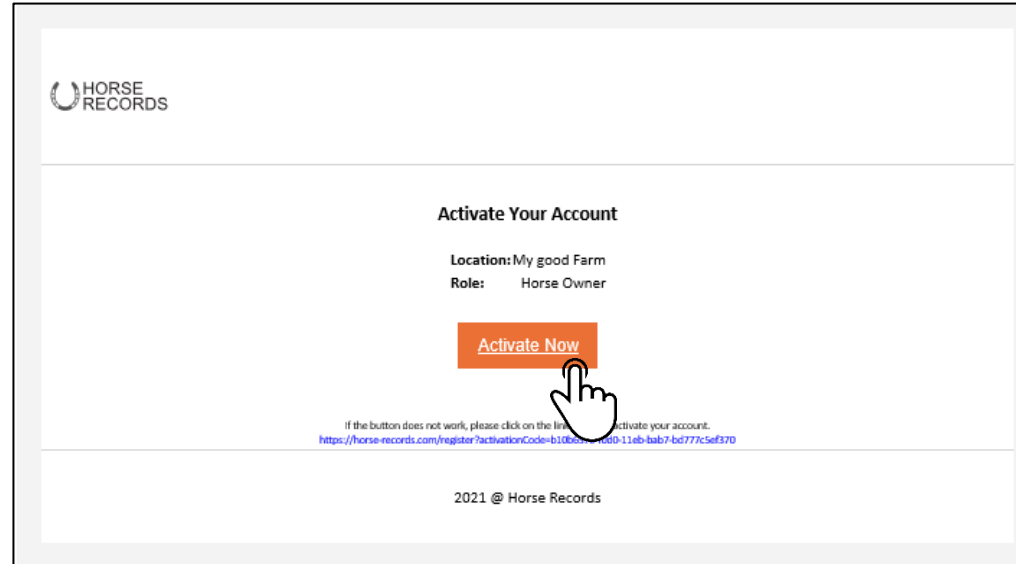
Adding a Person - Step 13: Activation the new user's account

The person will be directed to a page where they can create their username and password. Once entered, the person will be added to your location and the person will be able to use Horse Records freely.
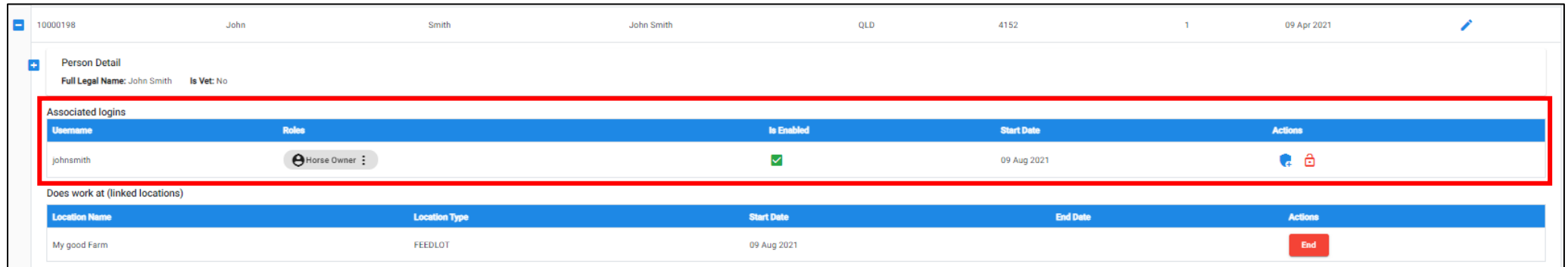
Adding a Person - Step 14: Confirming the persons account activation

Once the user has created their username and password, their username will display and it will show that their account is now enabled.

| 10000198 | John | Smith | John Smith | QLD | 4152 | 1 | 09 Apr 2021 | ✏️ |

Person Detail
Full Legal Name: John Smith   **Is Vet:** No

Associated logins

Username	Roles	Is Enabled	Start Date	Actions
johnsmith	👤 Horse Owner ⋮	✅	09 Aug 2021	🔑 🔒

Does work at (linked locations)

Location Name	Location Type	Start Date	End Date	Actions
My good Farm	FEEDLOT	09 Aug 2021		End

Adding a Person - Step 15: Resending the Activation Email/Text

If the user has not created their account, you can resend the request to their email or phone number by clicking the email or text message buttons. If you want to revoke the request, you can click the minus button.

Person Detail

Full Legal Name: Lucas Norton-Neale **Is Vet:** No

Associated logins

Username	Roles	Is Enabled	Start Date	Actions
b83d4fd0-f89a-11eb-a907-73ae085f1d8d (Deactivated)	👤 Horse Owner(default)	✉ ⊖ (Activation link sent at 09 Aug 2021 08:48)	06 Aug 2021	

Does work at (linked locations)

Location Name	Location Type	Start Date	End Date	Actions
Public App Users	OFFICE	09 Aug 2021		
Red Feedlot	FEEDLOT	09 Aug 2021		End

Associated Horses

Create Movement Report ⌄   Move Horses

Horse Name	Stable Name	Microchip	Current Location	Actions
		No Data Available		

Items per page: 5 ▼   0 of 0   〈 〉

Editing a Person - Step 1: Click the people tab

On the left-hand side, click the 'People' tab on the side bar panel.
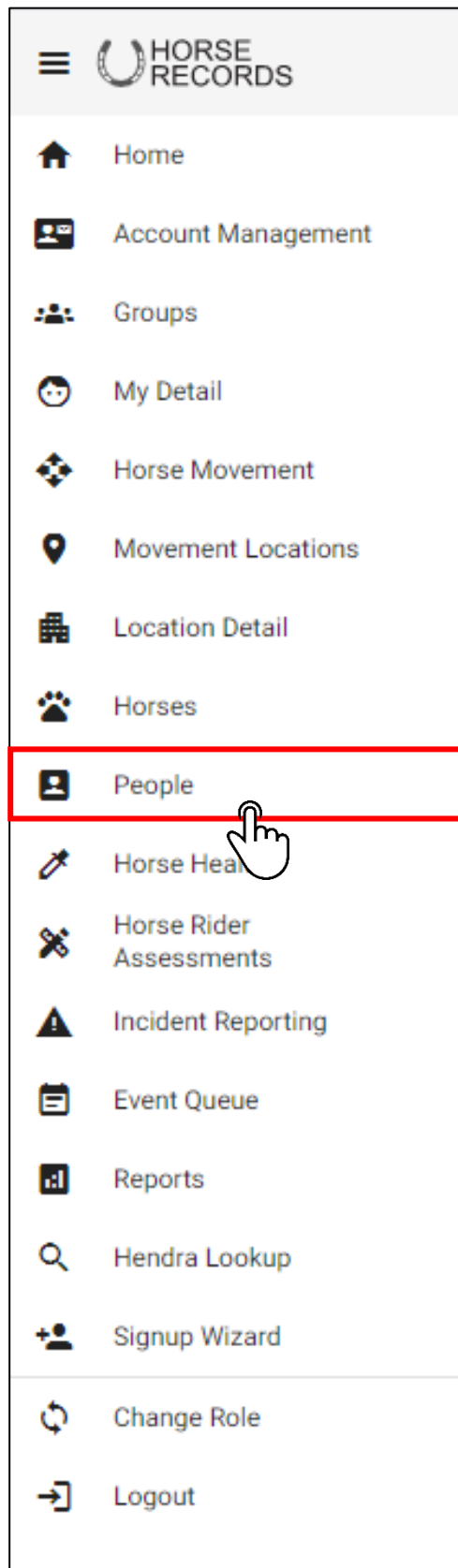
Editing a Person - Step 2: Searching for the person

Use the search function in the top right-hand corner to find the person you want to edit.
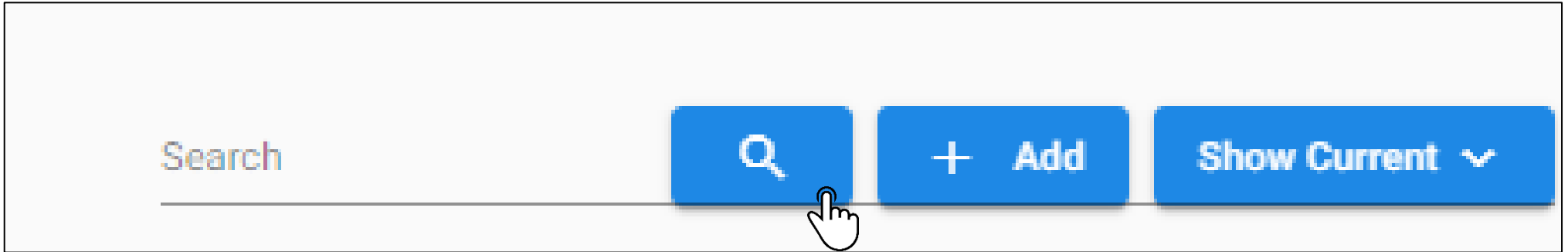
Editing a Person - Step 3: Editing their details

Once you have found the person, click the blue pencil button to edit their details.

Once opened, edit the persons details and then click the green save button

Adding a Horse - Step 1: Horse Tab

Once the person has been added to the location, you can now add their horses to the person. To start this process, On the left-hand side, click the 'Horses' tab on the side bar panel.
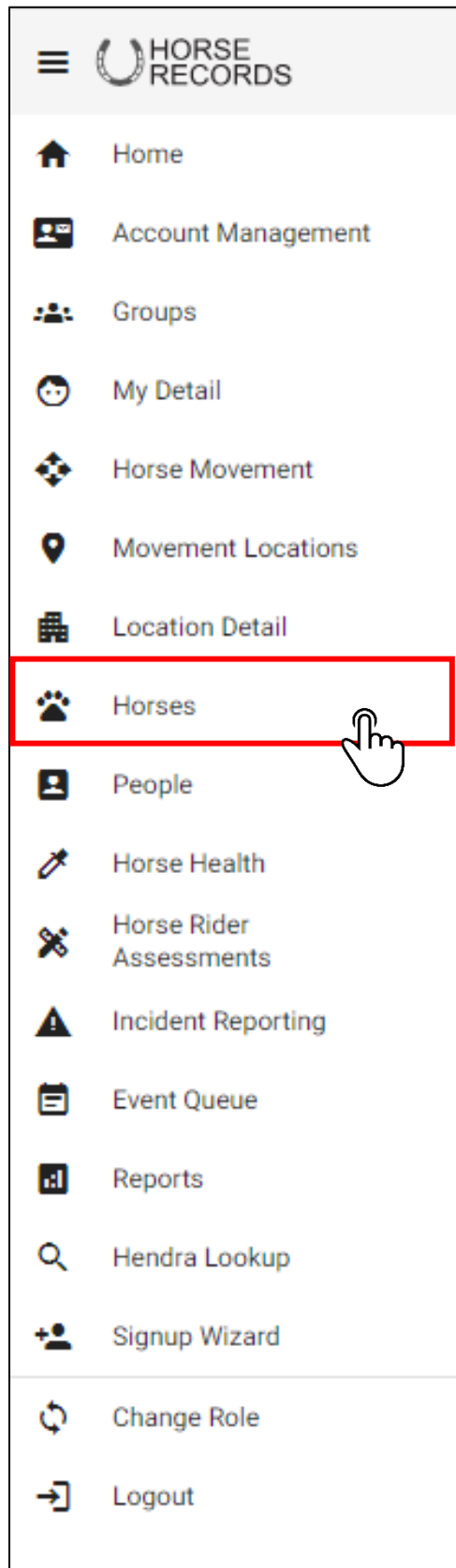
Adding a Horse - Step 2: Adding the horse

In the top right-hand corner of the page, click the 'add' button.

Adding a Horse - Step 3: Removing Feedlot Livestock Admins Details from the form

Your details will pre-enter into the horse owner and person responsible fields.

To remove your details from the form (so you can enter the users name), click on your name and then click clear.

Adding a Horse - Step 4: Searching for the person

Type the person's name in horse owner and responsible person section, type in the person's name and press 'enter' to search. Their name will display and click the select button to enter them into the form.
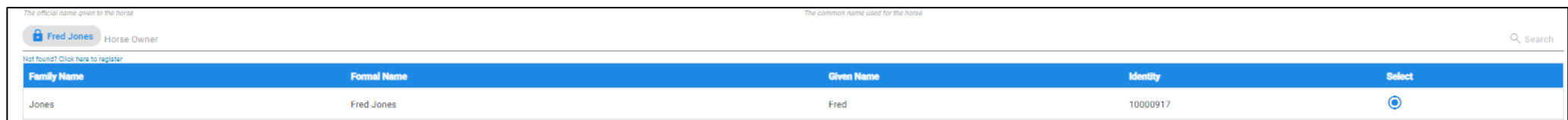
Their name will then lock into the text field. (As Below)

Adding a Horse - Step 5: Saving the horses details

Once you have finalised the details of the horse, click the green save button.

Microchip
900090908786543

Date of Birth
20 Mar 2019
Horse Date of Birth

Sex
Filly
Horse Sex

Breed
Australian Stock
The breed of the Horse

Colour
Buckskin
The colour of the horse

Weight
220
Horse weight in kgs.

Height
12
Horse height in hands

Marks
White patch on left eye
The markings on the horse

Assoc
Australian Quarter Horse Association
The horse association where a horse is registered.

Reg No
AQ546548
Horse Association Registration Number as allocated by a specific association

Brand
U on left Leg
Horse Brand

DNA ID
546568
Horse DNA ID number

DNA Company
The DNA Company QLD
Horse DNA test body

Blacklisted
No
This is for horses that ARE NOT safe for working conditions

Notification Disabled
No

⬇ Horse Registration Form

✓ Save

Adding a Horse - Step 6: Confirming the horse has been added.

Under the persons details, you will then see the horse under the persons associated horses.

Editing a Horse - Step 1: Horse Tab

If you want to edit the details of this horse because you may have entered them incorrectly, on the left-hand side, click the 'Horses' tab on the side bar panel
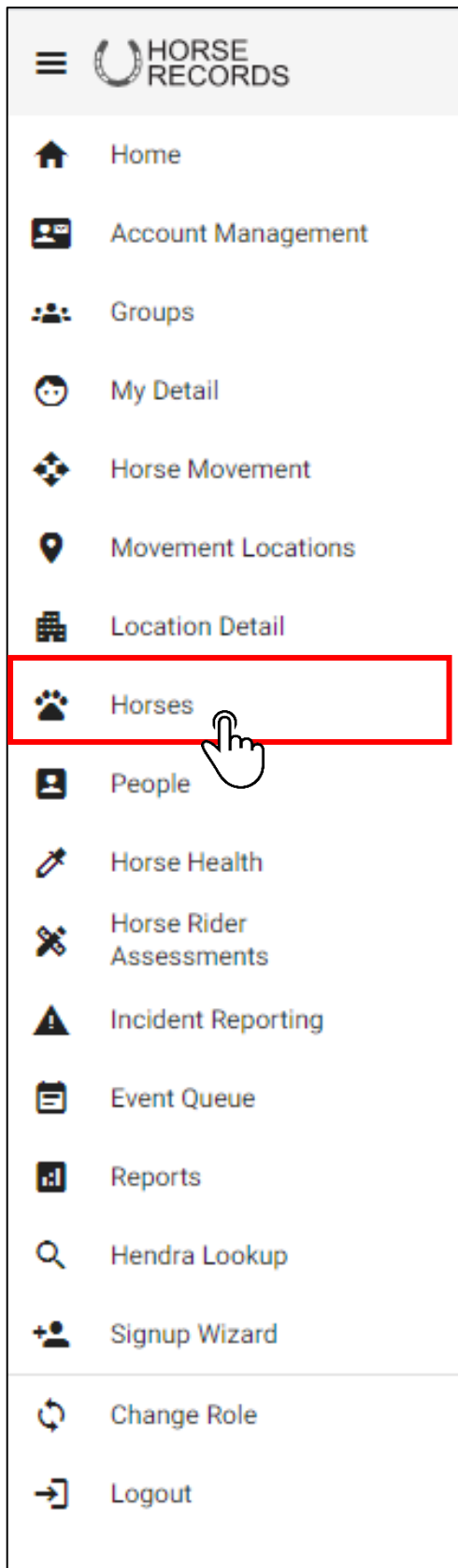
Editing a Horse - Step 2: Searching for the horse

Using the Search Function, Search for the horse (by either horse name, stable name or microchip) that you want to edit.

Editing a Horse - Step 3: Expanding the horses' details

Expand the horses' details using the + button next to their name.

Horse Management **Create Report** ⌄   Linked to My good Farm ⌄

Horse name / Stable name / Microchip
Search: Fiesta   🔍   **+ Add**   **Show belongs to the location** ⌄   Move

◉ Current   ○ Pastured   ○ Deceased   ○ Sold / In Transfer   ○ All   ⬇ Horse Registration Form

Horse Name	Stable Name	Microchip	Current Location	On Site	Black Listed	Responsible Person	Vaccination Expire Date	☐
+ Sally Fiesta	Fiesta	900090908786543		OFF	No	Fred Jones		☐

Items per page: 20 ▼   1 – 1 of 1   ‹ ›

Horse Name	Stable Name	Microchip	Current Location	On Site	Black Listed	Responsible Person	Vaccination Expire Date	☐
– Sally Fiesta	Fiesta	900090908786543		OFF	No	Fred Jones		☐

Horse Detail   **Edit** **Actions** ⌄

Reg Name: Sally Fiesta   **Stable Name:** Fiesta   **DNA by:** Australian Quarter Horse Association **DNA ID:** AQ546548   **Brand:** U on left Leg
Breed: Australian Stock   **Microchip:** 900090908786543   **Colour:** Buckskin   **DOB:** 20 Mar 2019   **Height:** 12   **Weight:** 220
Marks: White patch on left eye   **Sex:** Filly   **Horse Entered Date:** 09 Aug 2021

Editing a Horse - Step 4: Expanding the persons details

Once you have expanded the details, click the blue 'edit' button on the horse.

Horse Name	Stable Name	Microchip	Current Location	On Site	Black Listed	Responsible Person	Vaccination Expire Date	☐
Sally Fiesta	Fiesta	900090908786543		OFF	No	Fred Jones		☐

Horse Detail

Edit   Actions ⌄

Reg Name: Sally Fiesta   **Stable Name:** Fiesta   **DNA by:** Australian Quarter Horse Association **DNA ID:** AQ546548   **Brand:** U on left Leg
Breed: Australian Stock   **Microchip:** 900090908786543   **Colour:** Buckskin   **DOB:** 20 Mar 2019   **Height:** 12   **Weight:** 220
Marks: White patch on left eye   **Sex:** Filly   **Horse Entered Date:** 09 Aug 2021

Horse Owner

Full Legal Name: Fred Jones   **Is Vet:** No

Responsible Person

Full Legal Name: Fred Jones   **Is Vet:** No

Editing a Horse - Step 5: Editing and saving the details of the horse.

Edit the horses' details then click the green save button.

Not found? Click here to register

Microchip
900090908786543

Date of Birth
20 Mar 2019

Horse Date of Birth

Sex
Filly

Horse Sex

Breed
Australian Stock

The breed of the Horse

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Horse DNA ID number

DNA Company
The DNA Company QLD

Horse DNA test body

Blacklisted
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Notification Disabled
No

⬇ Horse Registration Form

✓ Save