



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:

07 3038 1081

info@horse-records.com

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

HORSE RECORDS

Login
Please enter your username and password

Username
johnsmith

Password

If you are not registered with Horse records, please send an email to: admin@horse-records.com.au
If you have forgotten your login details please [click here to reset](#).

Submit

© Horse Records meets existing biosecurity requirements in Australia and specific state legislations for moving and recording horse movement.
Please contact the relevant state government for specific details as they may differ from state to state.
Click on the link below to be taken to the states website:

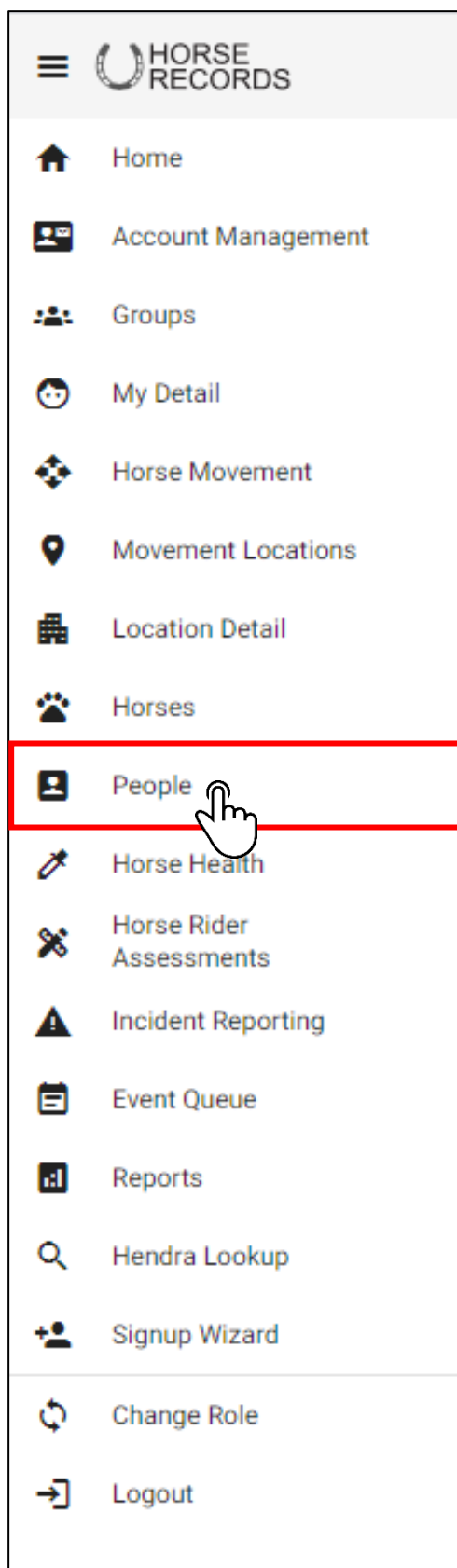
- Australian Capital Territory - ACT Government Transport Canberra and City Services
- New South Wales - NSW Government Local Land Services
- Northern Territory - Northern Territory Government Department of Primary Industry and Fisheries
- Queensland - Queensland Government Department of Agriculture and Fisheries
- South Australia - Government of South Australia Primary Industries and Regions
- Tasmania - Tasmania Government Biosecurity Tasmania
- Western Australia - Government of Western Australia Department of Agriculture and Food

20210715.5 © Horse records 2014 - 2021



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.

People Management

🔍 + Add Show Current ▾

[↓ Person Registration Form](#)

Person ID	First Name	Last Name	Formal Name	State	Postcode	Logins	Date Created	Actions
+ 10000446		Admin	Admin	QLD	4405	1	09 Apr 2021	
+ 10007029						1	27 Jul 2021	
+ 10003663		TEST	TEST		TEST	1	09 Apr 2021	
+ 10004836	Aaron	Hume	Aaron Hume	QLD	4405	1	09 Apr 2021	
+ 10004620	Abby	Merkler	Abby Merkler	QLD	4405	1	09 Apr 2021	

Search

🔍 + Add Show Current ▾


[↓ Person Registration Form](#)



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		PERSON REGISTRATION FORM	
		Login Page https://www.horse-records.com.au/login.asp			
		Terms and Conditions https://horse-records.com.au/terms.asp			
Personal Detail					
First Name		Last Name			
Personal Email				Mobile	
Work Email					
Address					PIC*
<small>*If you are holding horses on you address, you must have a PIC based on state regulations.</small>					
Name of the location you will be entering					
Name of Location:					
PIC (Office use only)					
What is your relationship to this location					
<input type="checkbox"/> Employee		<input type="checkbox"/> Contractor		<input type="checkbox"/> Veterinarian	
<input type="checkbox"/> Other					
If you ticked other, please describe:					
Are you an existing user on ©Horse Records <input type="checkbox"/> YES <input type="checkbox"/> NO(Skip to New User Section)					
If you have ticked YES, what is your person ID?					



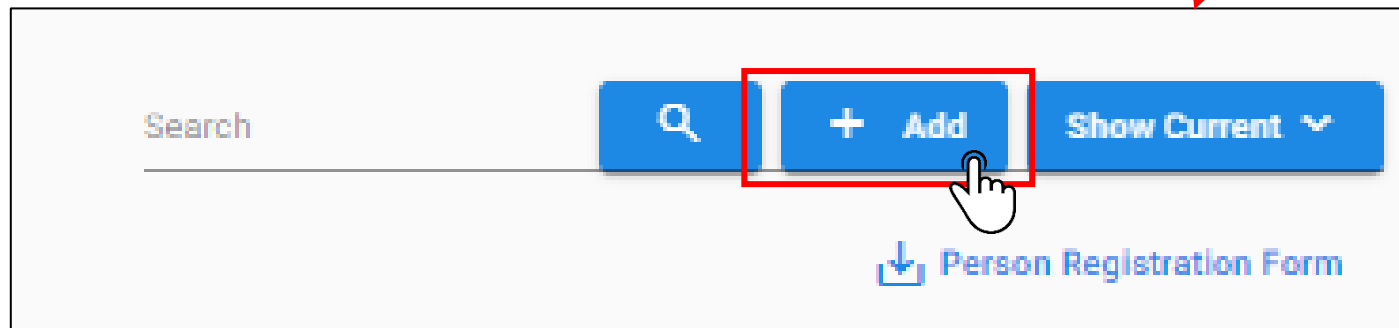
Adding a Person - Step 4: Starting the process

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

People Management

Search
[↓ Person Registration Form](#)

Person ID	First Name	Last Name	Formal Name	State	Postcode	Logins	Date Created	Actions
10000446		Admin	Admin	QLD	4405	1	09 Apr 2021	
10007029						1	27 Jul 2021	
10003663		TEST	TEST		TEST	1	09 Apr 2021	
10004836	Aaron	Hume	Aaron Hume	QLD	4405	1	09 Apr 2021	
10004620	Abby	Merkler	Abby Merkler	QLD	4405	1	09 Apr 2021	



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

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

- Person ID
- First and Last name
- Mobile
- Email.

< You are adding a new person to My good Farm

Please complete the registration form by following the steps below

Person's Detail Confirmation

Person Lookup

Search by: Person ID / First Name / Last Name / Mobile / Email Search

OR


Registration*

Formal Name <small>Person's formal name. This is typically used for formal correspondence, tax and as the legal name.</small>	DOB <small>Person's Date of Birth</small>
Given Name * <small>Given name, first name or known as name</small>	Family Name <small>Family Name</small>
Contact	Type * Email, Mobile
Person <small>Contact Person</small>	<small>Type of contact such as Email, Mobile, Land Line, Website</small>
Email <small>Email address</small>	Mobile <small>Mobile Number</small>
Comment <small>A general comment added to an entity, location, person or thing.</small>	
Drivers Licence*	
Drivers Licence Number * <small>Drivers Licence Number</small>	State Issued * <small>State Issued</small>

Next >






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.

< You are adding a new person to My good Farm

Please complete the registration form by following the steps below

1 Person's Detail 2 Potential Matches

#	First Name	Last Name	Formal Name	State	Postcode	Phone	Logins	Date Created	Create Login
10000198	Jo*****hn	Sm*****th	Jo*****th	QLD	4152	*****480	1	09 Apr 2021	
10002830	jo*****hn	Sm*****th	jo*****th	QLD	4152	*****480	1	09 Apr 2021	
10002855	Jo*****hn	Sm*****th	Jo*****th	QLD	4405	*****000	1	09 Apr 2021	

[< Modify person's detail](#)

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.

Select a role

Horse Owner

[Close](#) [Send Activation Link](#)



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	<input type="checkbox"/>	
John Smith	100015456	login	Activation link sent at 25 Aug 2021 11:21	24 Aug 2021	...	<input type="checkbox"/>	

Notifications							Snooze
Sender	Recipient	Type	Status	Date	Action	<input type="checkbox"/>	
#10000180	#10007136	login	Activation link sent at 25 Aug 2021 11:21	24 Aug 2021	...	<input type="checkbox"/>	
#10000180	#10007243	login	Activation link sent at 26 Aug 2021 08:31	25 Aug 2021	...	<input type="checkbox"/>	

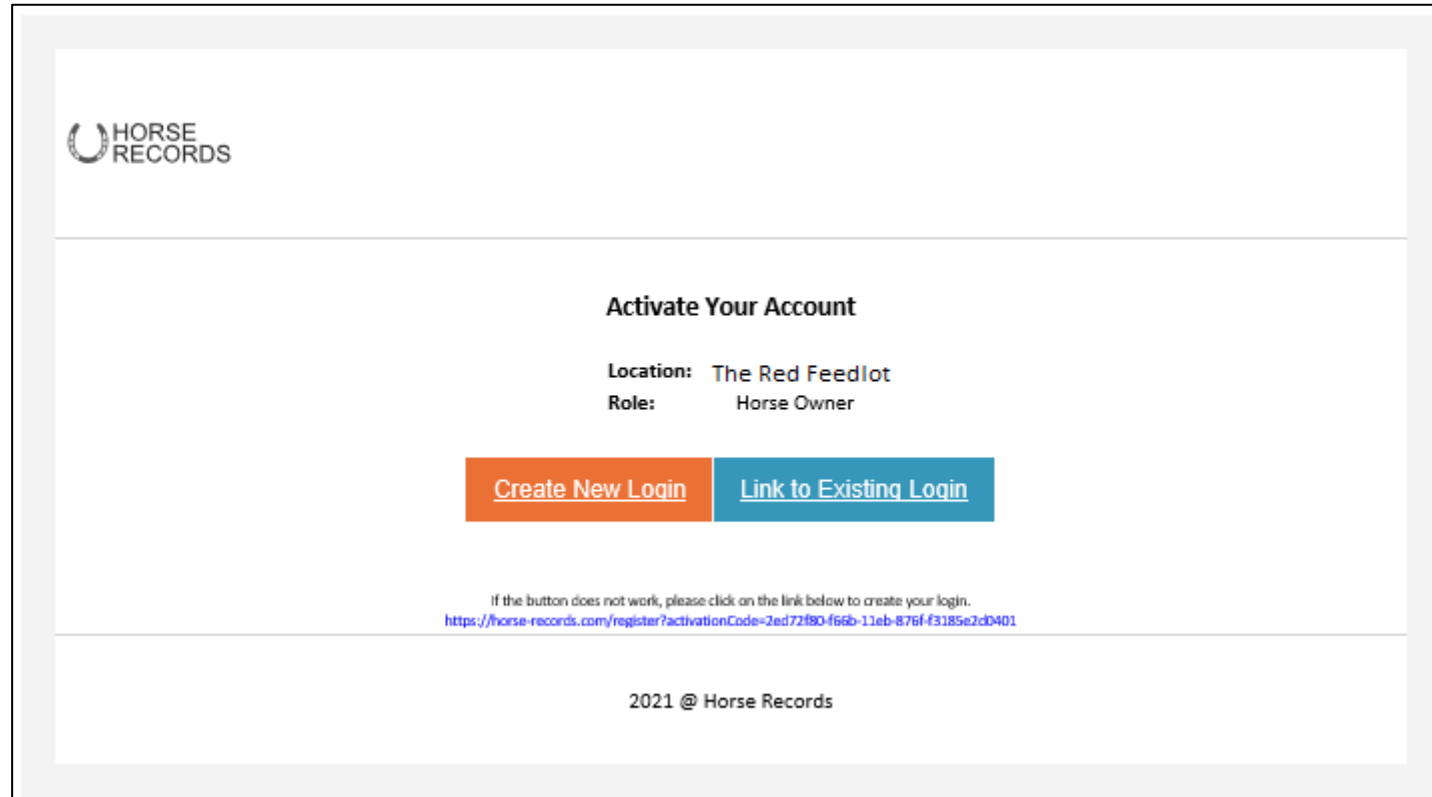
- [Resend Activation Link via SMS](#)
- [Resend Activation Link via Email](#)
- [Terminate Activation Process](#)



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.

< You are adding a new person to My good Farm

Please complete the registration form by following the steps below

1 Person's Detail 2 Confirmation

Person Lookup

Search by: Person ID / First Name / Last Name / Mobile / Email Search

OR

Registration*

Formal Name John Jones Smith	DOB 17 Mar 1998
<small>Person's formal name. This is typically used for formal correspondence, tax and as the legal name.</small>	<small>Person's Date of Birth</small>
Given Name * John	Family Name Smith
<small>Given name, first name or known as name</small>	<small>Family Name</small>

Contact

Person John	Type * Email, Mobile
<small>Contact Person</small>	<small>Type of contact such as Email, Mobile, Land Line, Website.</small>
Email johnjonessmith@farmmail.com	Mobile 0412312345
<small>Email address</small>	<small>Mobile Number</small>

Comment

A general comment added to a entity, location, person or thing.

Drivers Licence*

Drivers Licence Number * 111222333	State Issued * Queensland
<small>Drivers Licence Number</small>	

[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.


< You are adding a new person to My good Farm

Please complete the registration form by following the steps below

1 Person's Detail 2 Potential Matches

#	First Name	Last Name	Formal Name	State	Postcode	Phone	Logins	Date Created	Create Login
+ 10000198	Jo*****hn	Sm*****th	Jo*****th	QLD	4152	*****480	2	09 Apr 2021	
10000511	Ro*****ry	Sm*****th	Ro*****th	QLD	2406	*****725	1	09 Apr 2021	+👤
10000578	Jo*****hn	Jo*****es	Jo*****es	QLD	4311	*****600	1	09 Apr 2021	+👤
10000982	As*****gh	Sm*****th	Dr*****th	NSW	2343	*****909	1	09 Apr 2021	+👤
10001238		ja*****th	ja*****th	NSW			1	09 Apr 2021	+👤
10001808	Jo*****hn	Ha*****ey	Jo*****ey	QLD	4346	*****078	1	09 Apr 2021	+👤
10002368	Jo*****hn	Sc*****er	Jo*****er	QLD	4405	*****234	1	09 Apr 2021	+👤
+ 10002830	jo*****hn	Sm*****th	jo*****th	QLD	4152	*****480	1	09 Apr 2021	+👤
10002855	Jo*****hn	Sm*****th	Jo*****th	QLD	4405	*****000	1	09 Apr 2021	+👤
10003267	Jo*****hn	Vo*****ss	Jo*****ss	QLD	4719	*****930	1	09 Apr 2021	+👤

< Modify person's detail None of above matches



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.

< You are adding a new person to My good Farm

Please complete the registration form by following the steps below

1 Person's Detail 2 Confirmation

Full Legal Name	John Jones Smith
Given Name	John
Family Name	Smith
DOB	06 Jul 2021
Mobile	0412312345
Email	johnjonesmith@farmmail.com
Drivers Licence Number	111222333
State Issued	Queensland

Please Select:

Select a role for Horse Records:	
Send Request to:	

< Previous Confirm ✓

Please Select:

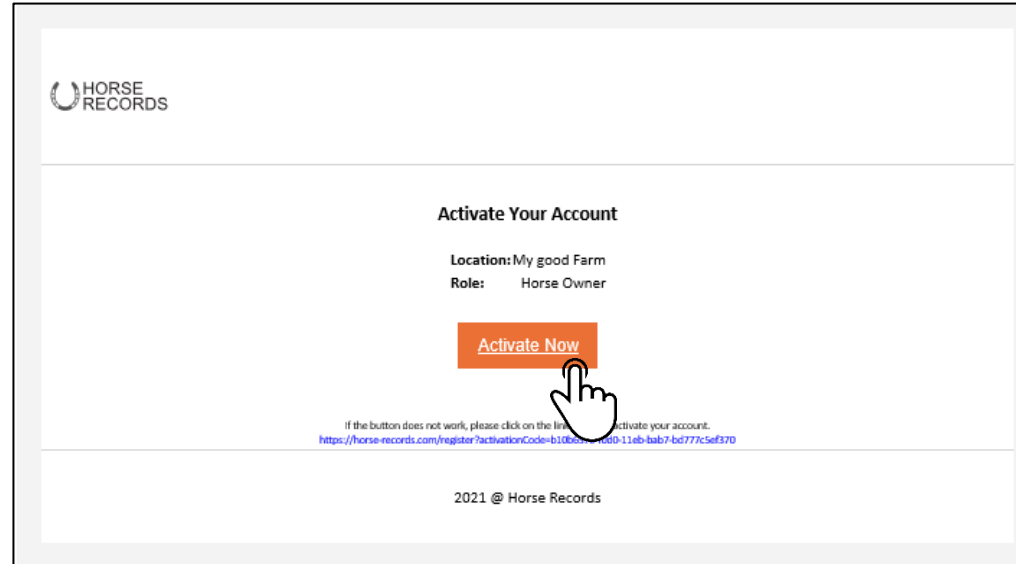
Select a role for Horse Records:	Horse Owner
Send Request to:	Mobile - 0412312345

< Previous Confirm ✓



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.

Activate Account

Please fill up the following information


Username

Password

Confirm Password

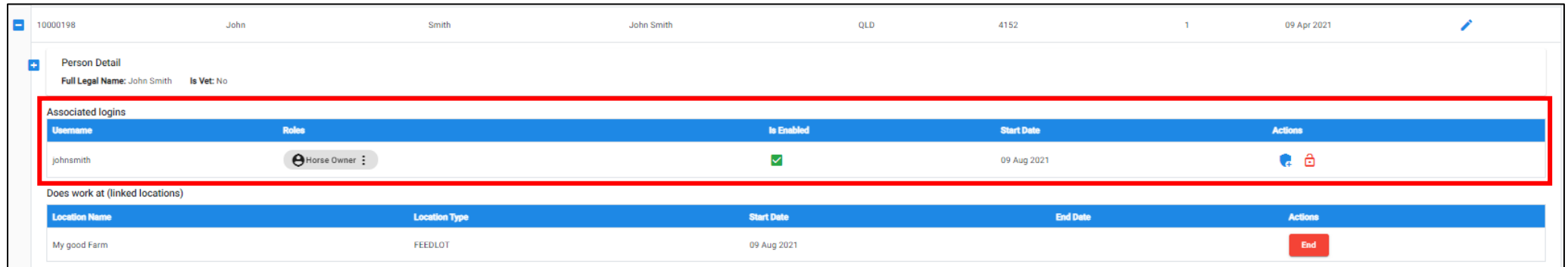
[If you are registered with Horse records, please click here to login.](#)

[If you have forgotten your login details please click here to reset.](#)





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.



The screenshot displays a user profile for John Smith. The 'Associated logins' table is highlighted with a red border, showing the user's login details and activation status.

Username	Roles	Is Enabled	Start Date	Actions
johnsmith	Horse Owner	<input checked="" type="checkbox"/>	09 Aug 2021	 

Below the logins table, the 'Does work at (linked locations)' table shows the user's location:

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









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		

Associated Horses

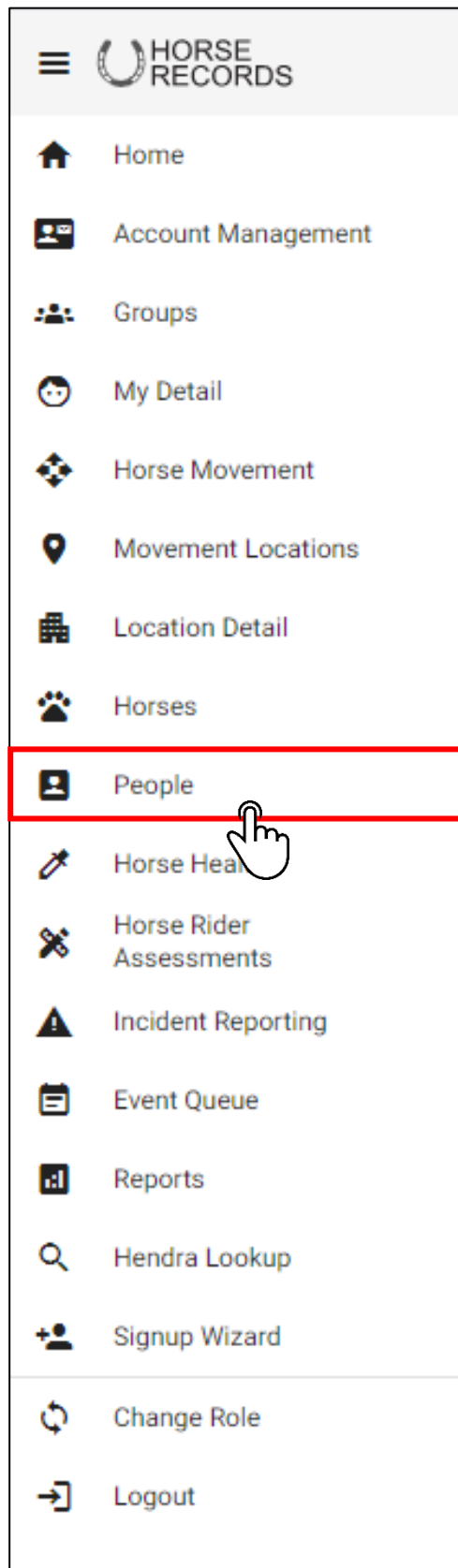
Horse Name	Stable Name	Microchip	Current Location	Actions
No Data Available				

Items per page: 5 0 of 0 < >



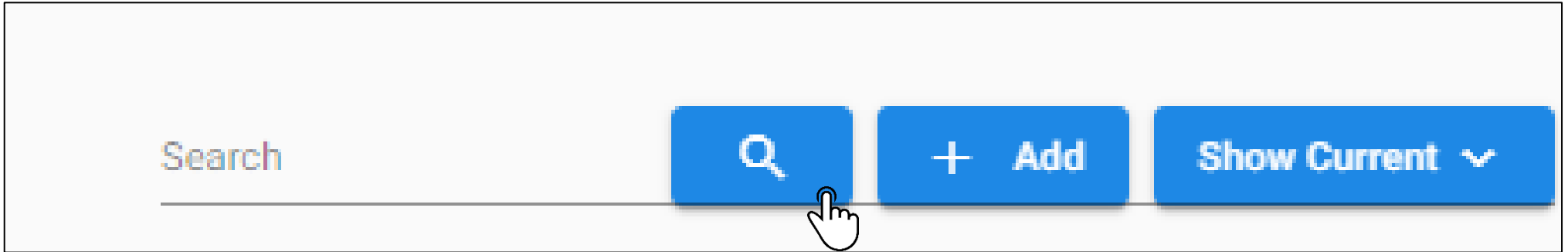
Editing a Person - Step 1: Click the people tab

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.

	10000917	Fred	Jones	Fred Jones	QLD	4364	1	09 Apr 2021	
--	----------	------	-------	------------	-----	------	---	-------------	--

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



< Person Detail

Add Detail Delete

Person ID
10000917

Registration*

Formal Name
Fred Jones

Persons formal name. This is typically used for formal correspondence, tax and as the legal name.

Given Name *
Fred

Given name, first name or known as name

DOB
Persons Date of Birth

Family Name
Jones

Family Name

Vet Detail

is Vet
No

Determine whether the person is from vet

Address

Type
Residential Address

Location address type such as delivery address, postal address, office address, physical address

Address 1
865 Norwin Brookstead Road

Line one of the address, this might be a unit number, build or floor number

Address 2

Line two of the address eg the street number and street name

Suburb *
Millmeran

The suburb, town, district or shire

Postcode
4364

The postcode or zip code for the address

Comment
Migrated at 2021-08-05 09:00

A general comment added to a entry, location, person or thing.

State
QLD

The location State from drop down list

Country
AUSTRALIA

Location country in ISO 3166-1-alpha-2 code elements format

Contact

Person
Contact Person

Email
taylajohnston3@gmail.com

Email address

Mobile
0409583314

Mobile Number

Comment
Migrated at 2021-08-05 09:00

A general comment added to a entry, location, person or thing.

Type *
Email, Mobile, Land Line

Type of contact such as Email, Mobile, Land Line, Website

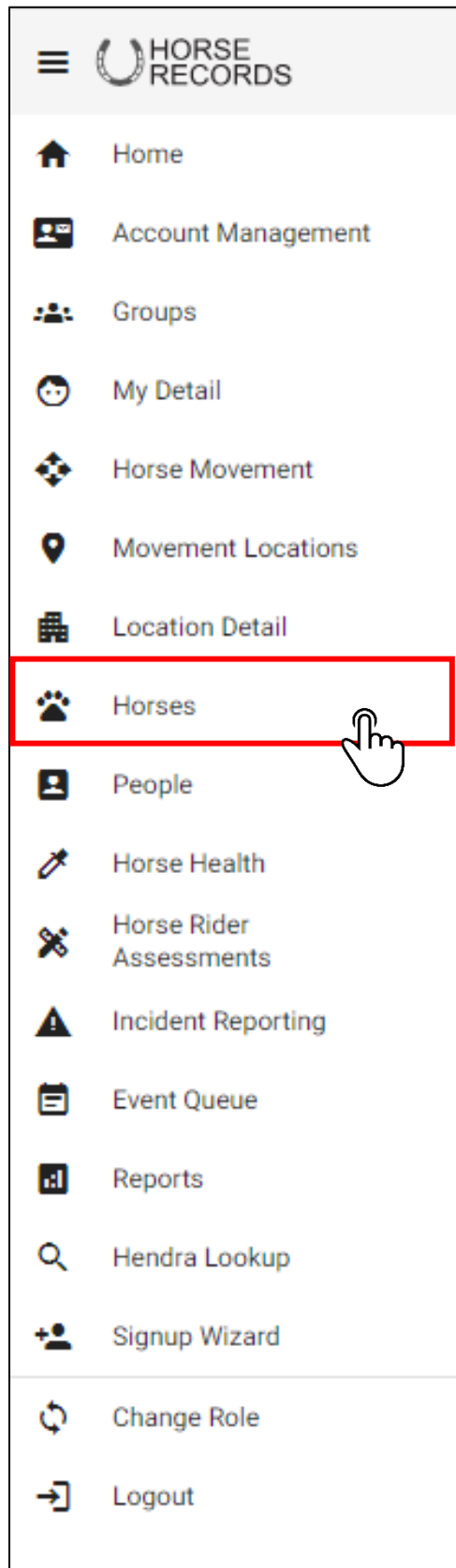
Phone

The land line phone number, including area code

Save 

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.

The screenshot shows the 'Horse Management' interface. On the left is a navigation sidebar with options like Home, Account Management, Groups, Location Management, My Detail, Horse Movement, Movement Locations, Location Detail, Horses, People, Horse Health, Horse Rider Assessments, Incident Reporting, and Gate Keeper. The main content area has a search bar and a '+ Add' button highlighted with a red box and a hand cursor. Below the search bar are filter options: Current (selected), Pastured, Deceased, Sold / In Transfer, and All. A table lists horse records with columns: Horse Name, Stable Name, Microchip, Current Location, On Site, Black Listed, Responsible Person, and Vaccination Expire Date. One record is shown for 'Dakota' with microchip '900006000209147' and location 'East Brisbane'. The bottom right shows 'Items per page: 20' and '1 - 1 of 1'.

Horse Name	Stable Name	Microchip	Current Location	On Site	Black Listed	Responsible Person	Vaccination Expire Date
Dakota	Dakota	900006000209147	East Brisbane	ON	No	Ally Petrie	29 Jan 2018



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.



The screenshot shows the 'Horse Detail' form with the following fields and values:

- Current Location ***: Not found? Click here to add a movement location...
- Horse Registration***:
 - Reg Name**: John Smith (The official name given to the horse)
 - Stable Name**: (The common name used for the horse)
 - Horse Owner**: John Smith (with a lock icon and a search icon)
 - Responsible Person**: John Smith (with a lock icon and a search icon)

A hand cursor is pointing to the 'John Smith' text in the 'Responsible Person' field.

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



The screenshot shows the 'Horse Detail' form with the following fields and values:

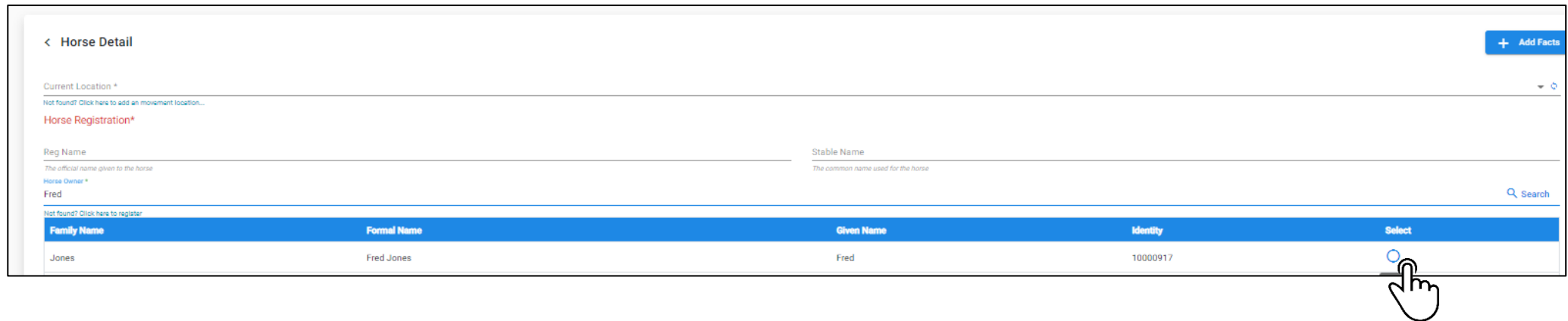
- Current Location ***: Not found? Click here to add a movement location...
- Horse Registration***:
 - Reg Name**: (The official name given to the horse)
 - Stable Name**: (The common name used for the horse)
 - Horse Owner**: John Smith (with a lock icon and a search icon)
 - Responsible Person**: John Smith (with a lock icon and a search icon)
- Microchip**: (The official name given to the horse)
- Date of Birth**: (Horse Date of Birth)

A hand cursor is pointing to a red 'Clear' button that has appeared over the 'John Smith' text in the 'Responsible Person' field.



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.



< Horse Detail + Add Facts

Current Location *
Not found? Click here to add a movement location...

Horse Registration*

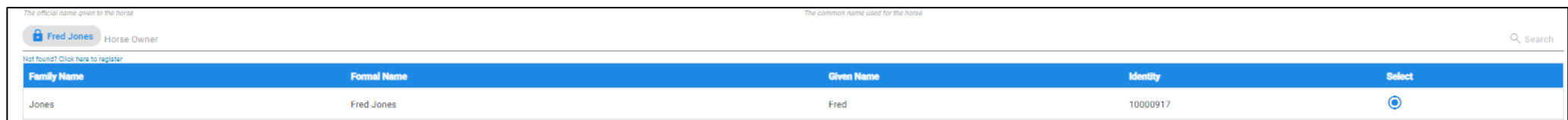
Reg Name The official name given to the horse Stable Name The common name used for the horse

Horse Owner *
Fred Search

Not found? Click here to register

Family Name	Formal Name	Given Name	Identity	Select
Jones	Fred Jones	Fred	10000917	<input type="radio"/>

Their name will then lock into the text field. (As Below)



The official name given to the horse The common name used for the horse

Fred Jones Horse Owner Search

Not found? Click here to register

Family Name	Formal Name	Given Name	Identity	Select
Jones	Fred Jones	Fred	10000917	<input checked="" type="radio"/>



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
Sex Filly	Horse Date of Birth Breed Australian Stock
Horse Sex Colour Buckskin	The breed of the Horse Weight 220
The colour of the horse Height 12	Horse weight in kgs. Marks White patch on left eye
Horse height in hands Assoc Australian Quarter Horse Association	The markings on the horse Reg No AQ546548
The horse association where a horse is registered. Brand U on left Leg	Horse Association Registration Number as allocated by a specific association DNA ID 546568
Horse Brand DNA Company The DNA Company QLD	Horse DNA ID number Blacklisted No
Horse DNA test body Notification Disabled No	This is for horses that ARE NOT safe for working conditions

[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.

Person Detail
Full Legal Name: Fred Jones Is Vet: No

Associated logins

Username	Roles	Is Enabled	Start Date	Actions
fredjones	Horse Owner(default)	<input checked="" type="checkbox"/>	07 Oct 2020	

Does work at (linked locations)

Location Name	Location Type	Start Date	End Date	Actions
My good Farm	FEEDLOT	09 Aug 2021		<input type="button" value="End"/>

Associated Horses

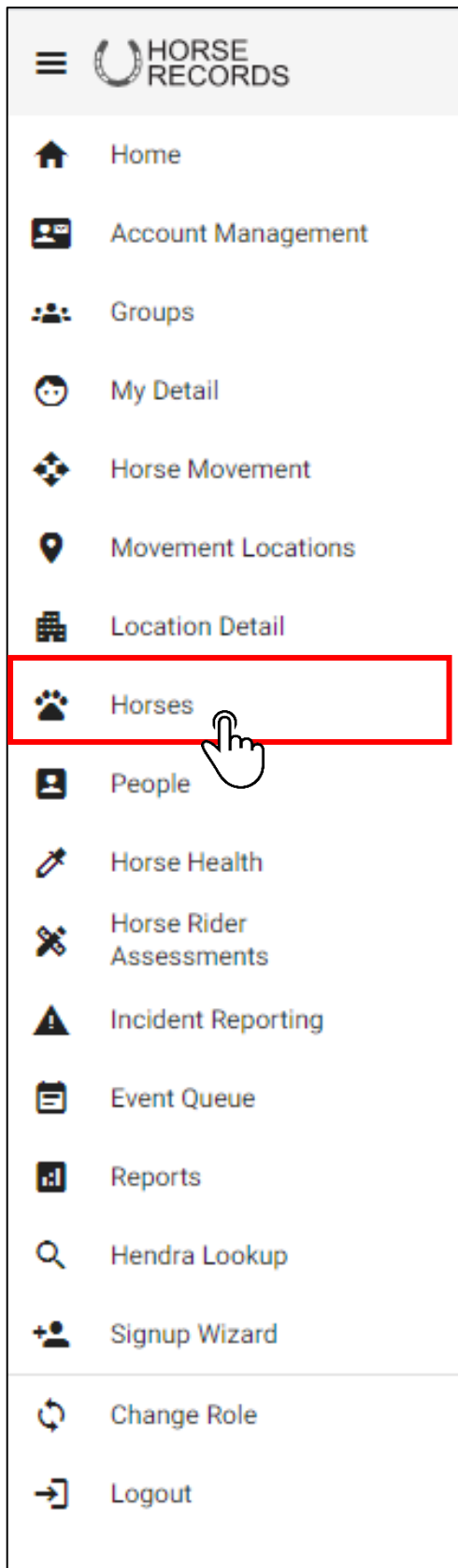
Horse Name	Stable Name	Microchip	Current Location	Actions
Sally Fiesta	Fiesta	900090908786543	Big Farm	<input type="checkbox"/>

Items per page: 5 1 - 1 of 1 < >



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.

Horse Management [Create Report](#) Linked to My good Farm

Horse name / Stable name / Microchip

Search: Fiesta

Current Pastured Deceased Sold / In Transfer All

[📄 Horse Registration Form](#)



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

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
<input type="button" value="+"/> Sally Fiesta	Fiesta	900090908786543		OFF	No	Fred Jones	<input type="checkbox"/>

Items per page: 20 1 - 1 of 1

Horse Name	Stable Name	Microchip	Current Location	On Site	Black Listed	Responsible Person	Vaccination Expire Date
<input type="button" value="-"/> Sally Fiesta	Fiesta	900090908786543		OFF	No	Fred Jones	<input type="checkbox"/>

Horse Detail

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

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

[Edit](#) [Actions](#) ▾

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
Sex Filly	Horse Date of Birth 20 Mar 2019
Horse Sex Colour Buckskin	Breed Australian Stock
The colour of the horse Height 12	The breed of the Horse Weight 220
Horse height in hands Assoc Australian Quarter Horse Association	Horse weight in kgs. Marks White patch on left eye
The horse association where a horse is registered. Brand U on left Leg	The markings on the horse Reg No AQ546548
Horse Brand DNA Company The DNA Company QLD	Horse Association Registration Number as allocated by a specific association DNA ID 546568
Horse DNA test body Notification Disabled No	Horse DNA ID number Blacklisted No
	This is for horses that ARE NOT safe for working conditions

[↓ Horse Registration Form](#)

