



How to Create a Horse Rider Assessment and Send them to a Specific Person or Email Group.

Role: 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:

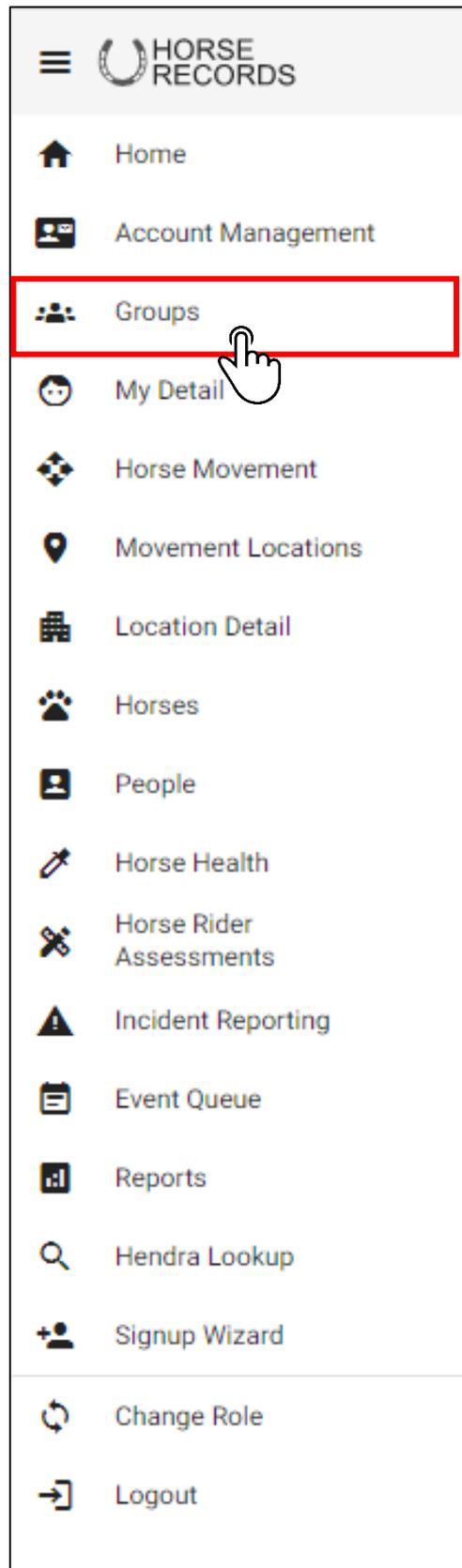
- Australian Capital Territory - ACT Government Transport Canberra and City Services
- New South Wales - NSW Government Local Land Services
- Northern Territory - Northern Territory Government Department of Primary Industry and Fisheries
- Queensland - Queensland Government Department of Agriculture 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



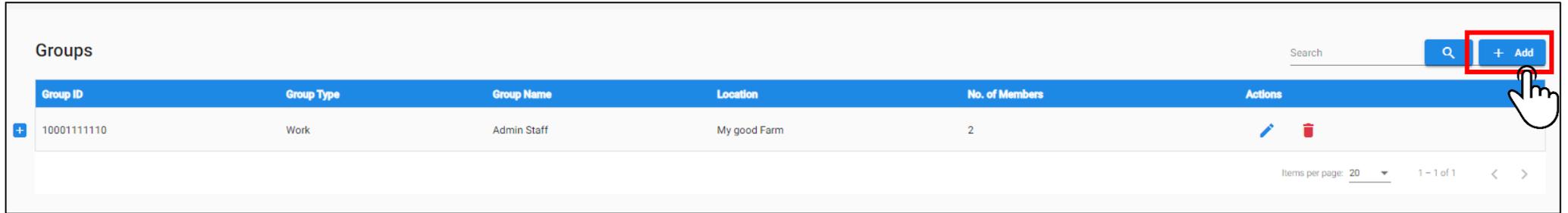
Creating an Email Group - Step 2: Click Groups

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



Creating an Email Group - Step 2: Click Add

In the top right-hand corner, click the add button to create an emailing group.



The screenshot shows a web interface for managing groups. At the top right, there is a search bar and a blue button labeled '+ Add' which is highlighted with a red box and a hand cursor. Below this is a table with the following data:

Group ID	Group Type	Group Name	Location	No. of Members	Actions
10001111110	Work	Admin Staff	My good Farm	2	 

At the bottom right of the table, there is a pagination control showing 'Items per page: 20' and '1 - 1 of 1'.



Creating an Email Group - Step 3: Enter the details of the Group

Fill out the details relating to the group.

The screenshot displays a web application interface for managing email groups. At the top, there is a header with the title "Groups", a search bar, and an "Add" button. Below the header is a table with the following columns: Group ID, Group Type, Group Name, Location, No. of Members, and Actions. The table contains one row with the following data: Group ID: 10001111110, Group Type: Work, Group Name: Admin Staff, Location: My good Farm, No. of Members: 2. The Actions column for this row contains edit and delete icons. Below the table, there is a modal form titled "Edit Email Group". The form has the following fields: Group Name (with a blue underline), Group Type, Description (with a rich text editor icon), and Search Recipients (with a search icon). Below these fields is a "Recipients List" section with a table header: Name, Email, and Actions. The table body contains the text "No Data Available". At the bottom of the modal, there are "Close" and "Save" buttons.

Group ID	Group Type	Group Name	Location	No. of Members	Actions
10001111110	Work	Admin Staff	My good Farm	2	

Edit Email Group

Group Name

Group Type

Description

Search Recipients

Recipients List

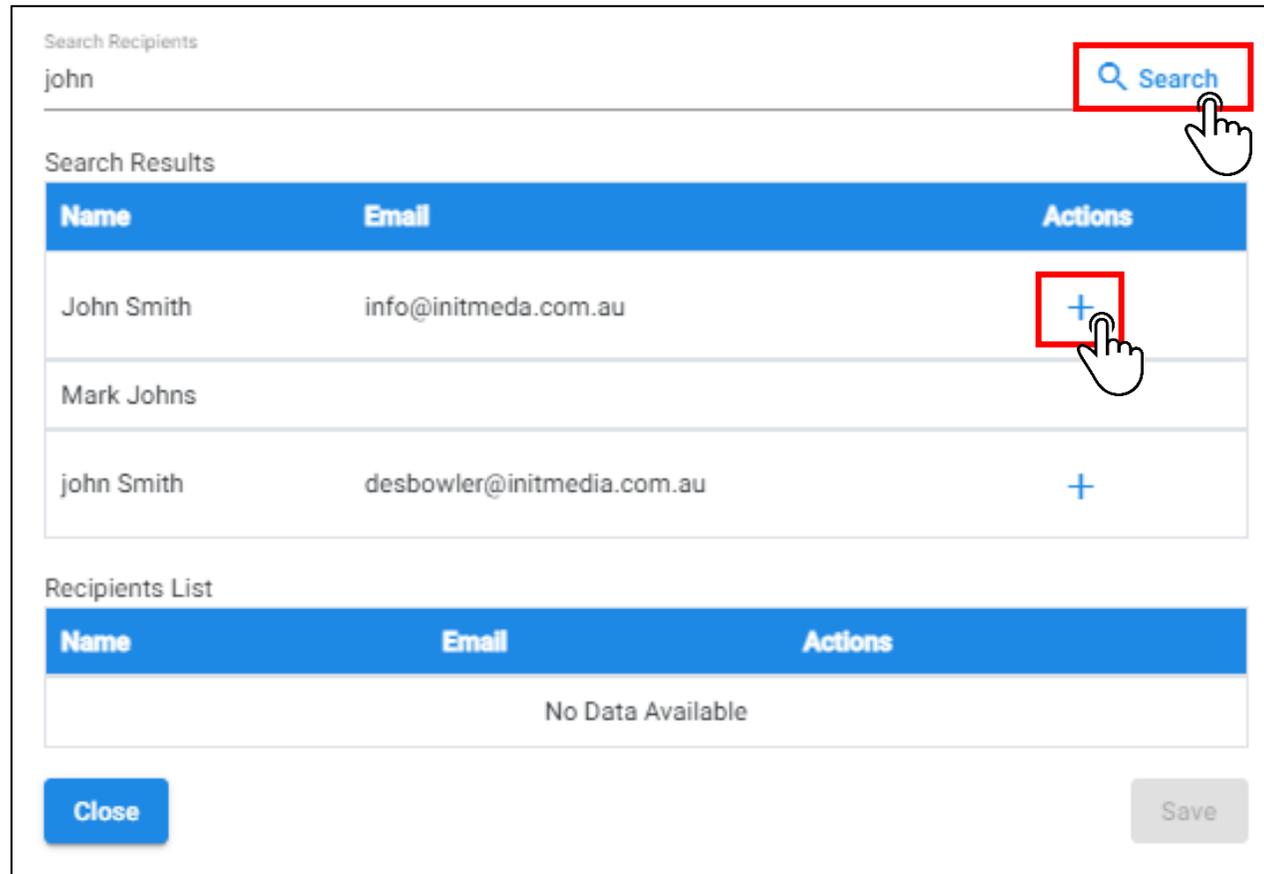
Name	Email	Actions
No Data Available		

Close Save



Creating an Email Group - Step 4: Adding People

Use the search function to look for people and click the search button once you have finalised your search. Then click the + button to add that person to your emailing group.



The screenshot shows a web interface for searching recipients. At the top, there is a search bar with the text 'john' and a 'Search' button. Below the search bar, the 'Search Results' section contains a table with three rows. The first row is for 'John Smith' with email 'info@initmeda.com.au' and a '+' button. The second row is for 'Mark Johns'. The third row is for 'john Smith' with email 'desbowler@initmedia.com.au' and a '+' button. Below the search results is a 'Recipients List' section, which is currently empty and displays 'No Data Available'. At the bottom of the interface, there are 'Close' and 'Save' buttons.

Name	Email	Actions
John Smith	info@initmeda.com.au	+
Mark Johns		
john Smith	desbowler@initmedia.com.au	+

Name	Email	Actions
No Data Available		



Creating an Email Group - Step 5: Finalising the Group

Once you have finalised your emailing group, click save.

Edit Email Group

Group Name
Livestock Managers

Group Type
Work

Description
For Vaccination Reporting

Search Recipients
joe Search

Search Results

Name	Email	Actions
Joe	testemail@gmail.com	

Recipients List

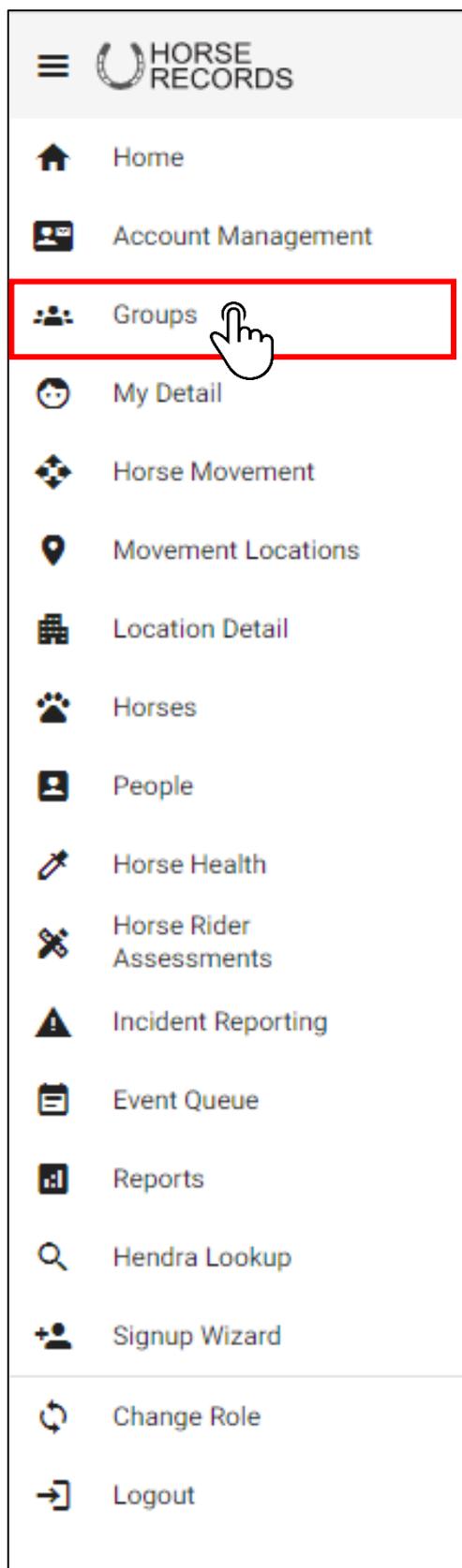
Name	Email	Actions
John Smith	info@initmeda.com.au	
Joe	testemail@gmail.com	

Close Save



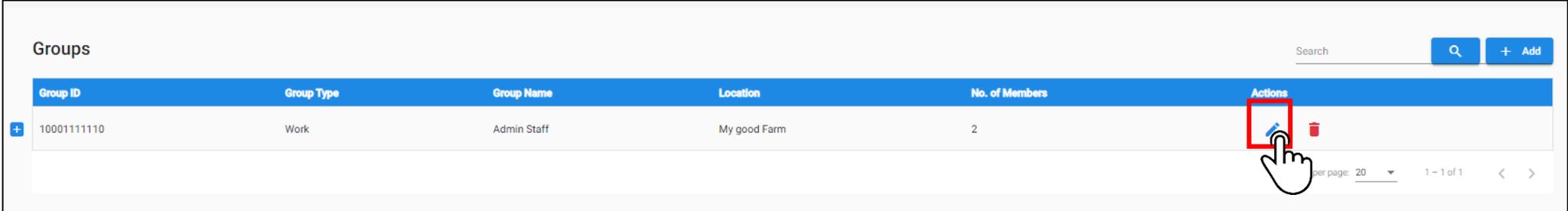
Editing an Email Group - Step 1: Click Groups

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



Editing an Email Group - Step 2: Editing the Email Groups

If you want to add or remove people from the email group, click the blue pencil button and edit the details.



The screenshot shows a table titled "Groups" with the following columns: Group ID, Group Type, Group Name, Location, No. of Members, and Actions. A single row is visible with the following data: Group ID: 10001111110, Group Type: Work, Group Name: Admin Staff, Location: My good Farm, No. of Members: 2. The "Actions" column for this row contains a blue pencil icon (edit) and a red trash can icon (delete). A red square highlights the pencil icon, and a hand cursor is pointing at it. The table is part of a web interface with a search bar and an "Add" button at the top right. At the bottom right of the table, there is a "per page: 20" dropdown and "1 - 1 of 1" with navigation arrows.

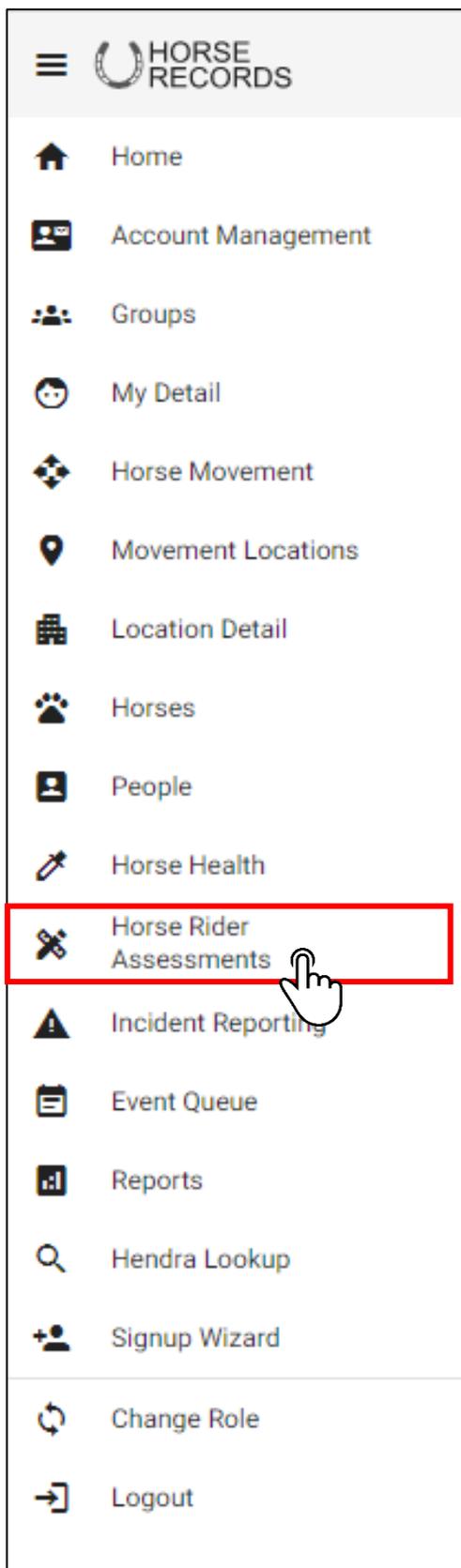
Group ID	Group Type	Group Name	Location	No. of Members	Actions
10001111110	Work	Admin Staff	My good Farm	2	 



Downloading a Horse Rider Assessment Form -

Step 1: Click the Horse Rider Assessment Tab

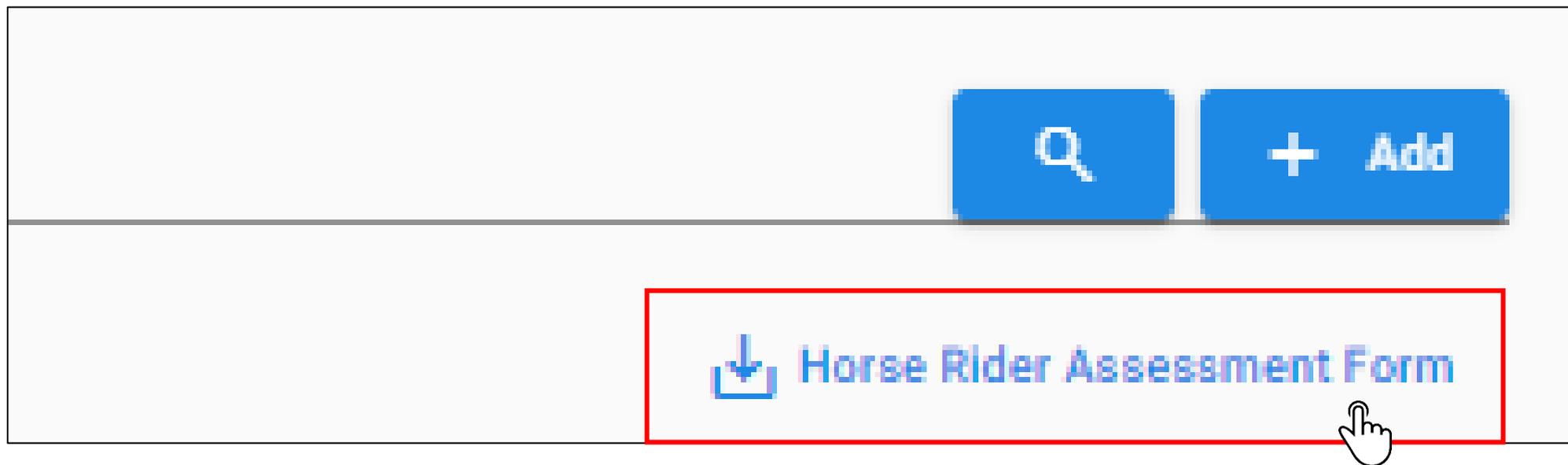
On the left-hand side, click the 'Horse Rider Assessment' tab on the side bar panel.



Downloading a Horse Rider Assessment Form -

Step 2: Click Horse Rider Assessment Form.

In the top right-hand corner, click the blue Horse Rider Assessment Form Button.



Downloading a Horse Rider Assessment Form - Step 3: Downloading and Printing the Form

A new tab will open where you can save or download the horse rider assessment form.

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 RIDER
ASSESSMENT**

NOTE: This assessment must be completed before:

- a horse and rider combination is given duties at the abattoir / feedlot
- the rider is enrolled in a riding unit of competency

This assessment is valid for this combination of horse and rider only

Name of Location Where Horse Rider Assessment is being conducted:

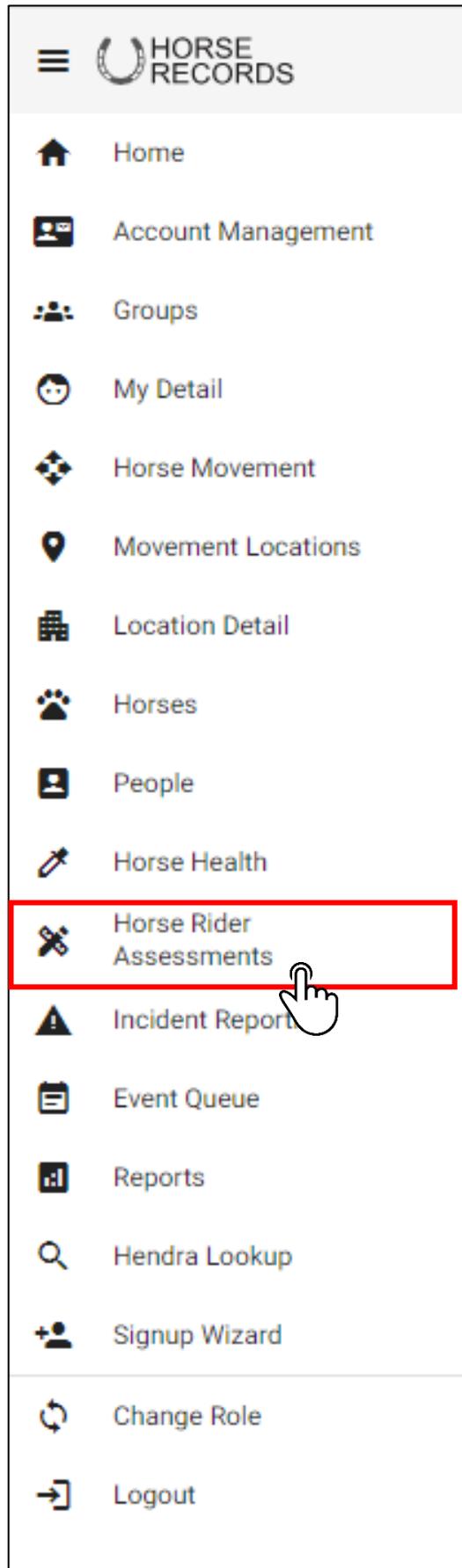
Horse Details						
Registered Name				Stable Name		
Microchip No.				D.O.B		
Registration No.						
Current Address					PIC	
Suburb			State		Postcode	
Breed	Sex	Colour	Marketing	Brand	Height	Weight



Entering a Horse Rider Assessment -

Step 1: Click the Horse Rider Assessment Tab

On the left-hand side, click the 'Horse Rider Assessment' tab on the side bar panel.



Creating a Horse Rider Assessment - Step 2: Click Add

Click the add button in the top right-hand corner.



Creating a Horse Rider Assessment - Step 3: Entering the details

Enter the details for the horse rider assessment.

< Horse and rider assessment

Rider Assessment*

This assessment must be completed before:

- a horse and rider combination is given duties at the abattoir/feedlot.
- the rider is enrolled in a riding unit of competency.

This assessment is valid for this combination of horse and rider only.

Horse * 🔍 Search

Not found? [Click here to register](#)

Horse Experience _____

The Horse Experience as part of the pre-assessment of the horse and rider.

Rider * 🔍 Search

Not found? [Click here to register](#)

Status * Rider Experience * _____

The status of the rider in terms of relationship with location The Rider Experience as part of the pre-assessment

The table below is the scoring system used for the Horse Rider Assessment

Scoring	Description
0	Task Not Assessed - Task has not been assessed yet.
1 - 2	Needs Attention - Unacceptable standard that places horse and / or rider at risk. Immediate attention required.
3 - 4	Below Average - Low standard of attention / control. Improvement required.
5 - 6	Average - Average standard with more attention / control required.
7 - 8	Above Average - Good level of attention / control. Minor areas for improvement.
9 - 10	Excellent - High standard - Meets all requirements.

Task 1: Equipment



Creating a Horse Rider Assessment - Step 3a: Entering the details (Adding a Horse)

Enter the horse's name and click enter to search for it. Once the horse is displayed, click the select button to enter it into the form.

This assessment is valid for this combination of horse and rider only.

Horse *
Alfie 🔍 Search

[Not found? Click here to register](#)

Reg Name	Stable Name	Microchip	Blacklisted	Select
Alfie	Alfie	985120032729275		

Once selected, the horse's name will be locked into place. (As below)

This assessment is valid for this combination of horse and rider only.

 **Alfie** Horse 🔍 Search

[Not found? Click here to register](#)

Reg Name	Stable Name	Microchip	Blacklisted	Select
Alfie	Alfie	985120032729275		<input checked="" type="radio"/>



Creating a Horse Rider Assessment - Step 3b: Entering the details (Adding a Person)

Enter the person's name and click enter to search for it. Once the horse is displayed, click the select button to enter it into the form.

Rider *
John Smith 🔍 Search

[Not found? Click here to register](#)

Family Name	Formal Name	Given Name	Identity	Select
Smith	John Smith	John	10000198	<input type="radio"/>



Once selected, the person's name will be locked into place. (As below)

John Smith 🔍 Search

[Not found? Click here to register](#)

Family Name	Formal Name	Given Name	Identity	Select
Smith	John Smith	John	10000198	<input checked="" type="radio"/>



Creating a Horse Rider Assessment - Step 4: Finalising the Assessment.

Once finalised, either click save and download result, save and email result or save.

Assessor Position	The assessment date	The length of time taken to do the assessment in minutes
Scoring (%)	Outcome (%)	
0 - 40	Not Competent/Horse No Suitable - Or Immediate Fail in Scoring	
41 - 70	Supervision/Restrictions/Areas for Improvement/Training and Attention Required (see action plan).	
71 - 100	Open Status - Good Level of Attention/Control. No Restrictions.	
Total score (Count)	60	Combined total score
Total possible score (Count)	80	The maximum possible score of 10 x (number of tasks scored).
Assessment score (%) (Percentage)	75	Open
Rider Name	Assessment Date: 02 Aug 2021	
<input type="checkbox"/> Blacklist this horse		
<div style="border: 2px solid red; padding: 5px;">Save & Download Result Save & Email Result Save</div>		



Blacklisting a Horse

If you want to blacklist a horse because they have become too dangerous to ride, you can click 'Blacklist this horse' in the bottom left-hand corner.

Scoring (%)	Outcome (%)
0 - 40	Not Competent/Horse No Suitable - Or Immediate Fail in Scoring
41 - 70	Supervision/Restrictions/Areas for Improvement/Training and Attention Required (see action plan).
71 - 100	Open Status - Good Level of Attention/Control. No Restrictions.

Total score (Count)	60	Combined total score
Total possible score (Count)	80	The maximum possible score of 10 x (number of tasks scored).
Assessment score (%) (Percentage)	75	Open
Rider Name	Assessment Date: 02 Aug 2021	

Buttons: Save & Download Result, Save & Email Result, Save

Under the horse management section, the horse will then display as blacklisted.

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

Search: Horse name / Stable name / Microchip [Q](#) [+ 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
Alfie	Alfie	985120032729275	Yambinya	OFF	No	Des Bowler	05 Feb 2022
Andy	Andy	900006000251445	Yambinya	OFF	No	Des Bowler	30 Dec 2015
Augustus	Gus	900006000217047	My House	OFF	Yes	Dr David Frith	01 Aug 2017



Blacklisting a Horse (Option 2) - Step 1: Search for a horse

Alternatively, search the horse in the horse management section.

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

Search: [🔍](#) [+ Add](#) [Show Linked to My good Farm](#) [Move](#)

Current Pastured Deceased Sold / In Transfer All [📄 Horse Registration Form](#)



Blacklisting a Horse (Option 2) - Step 2: Expand the Horses Details

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



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

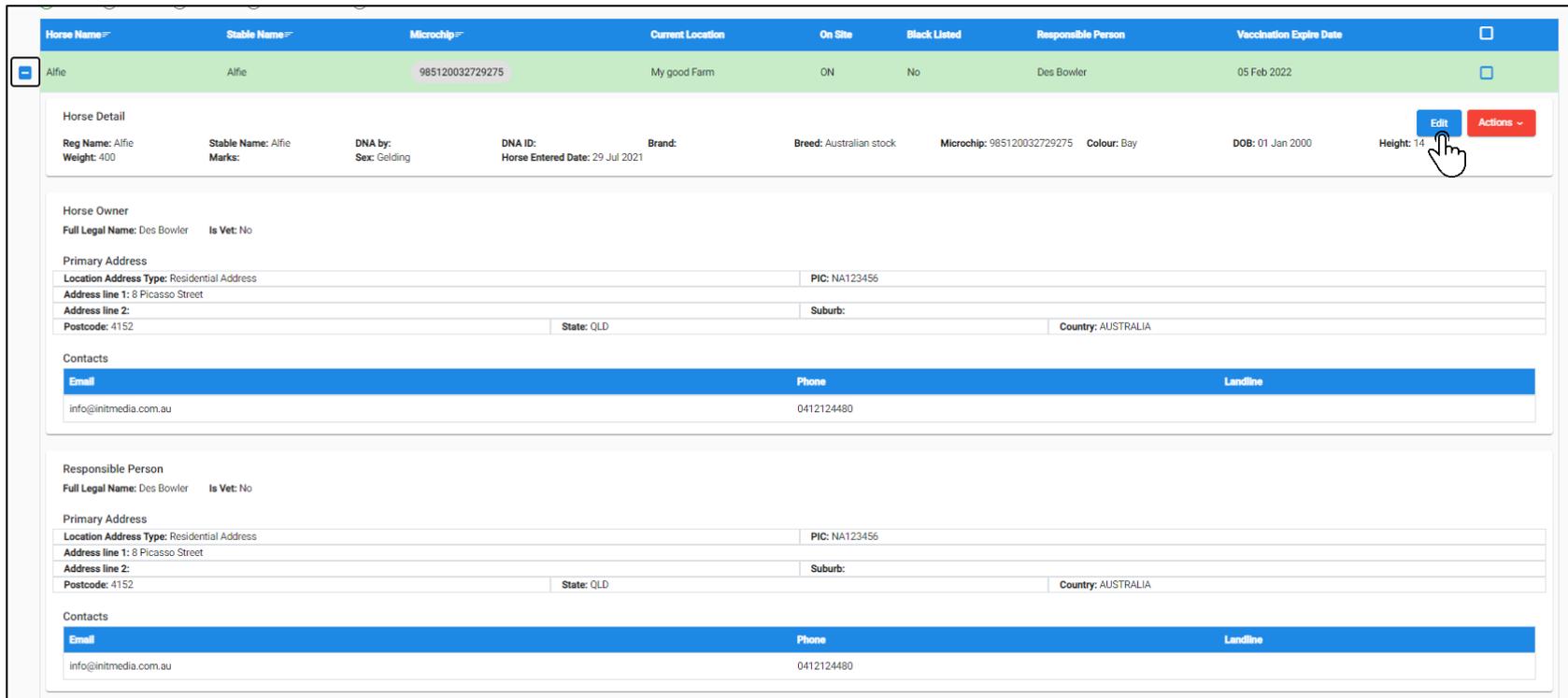
Horse name / Stable name / Microchip

Search: Alfie + Add Show belongs to the location Move

Current Pastured Deceased Sold / In Transfer All

Horse Name	Stable Name	Microchip	Current Location	On Site	Black Listed	Responsible Person	Vaccination Expire Date	
Alfie	Alfie	985120032729275	My good Farm	ON	No	Des Bowler	05 Feb 2022	<input type="checkbox"/>

Items per page: 20 1 - 1 of 1



Horse Name: Alfie Stable Name: Alfie Microchip: 985120032729275 Current Location: My good Farm On Site: ON Black Listed: No Responsible Person: Des Bowler Vaccination Expire Date: 05 Feb 2022

Horse Detail Edit Actions

Reg Name: Alfie DNA by: DNA ID: Brand: Breed: Australian stock Microchip: 985120032729275 Colour: Bay DOB: 01 Jan 2000 Height: 14
Weight: 400 Marks: Sex: Gelding Horse Entered Date: 29 Jul 2021

Horse Owner
Full Legal Name: Des Bowler Is Vet: No

Primary Address
Location Address Type: Residential Address PIC: NA123456
Address line 1: 8 Picasso Street
Address line 2: Suburb:
Postcode: 4152 State: QLD Country: AUSTRALIA

Contacts

Email	Phone	Landline
info@initmedia.com.au	0412124480	

Responsible Person
Full Legal Name: Des Bowler Is Vet: No

Primary Address
Location Address Type: Residential Address PIC: NA123456
Address line 1: 8 Picasso Street
Address line 2: Suburb:
Postcode: 4152 State: QLD Country: AUSTRALIA

Contacts

Email	Phone	Landline
info@initmedia.com.au	0412124480	



Blacklisting a Horse (Option 2) - Step 3: Change Blacklisting Status

Under the Horses Details, change blacklisted from 'No' to 'Yes'. Then Click Save.

<p><i>Horse Sex</i></p> <p>Colour</p> <p>Bay</p> <hr/> <p><i>The colour of the horse</i></p> <p>Height</p> <p>14</p> <hr/> <p><i>Horse height in hands</i></p> <p>Assoc</p> <p>Australian Quarter Horse Association</p> <hr/> <p><i>The horse association where a horse is registered.</i></p> <p>Brand</p> <p>No brand</p> <hr/> <p><i>Horse Brand</i></p> <p>DNA Company</p> <hr/> <p><i>Horse DNA test body</i></p> <p>Notification Disabled</p> <p>No</p> <hr/>	<p><i>The breed of the Horse</i></p> <p>Weight</p> <p>400</p> <hr/> <p><i>Horse weight in kgs.</i></p> <p>Marks</p> <p>Spots on left side of face.</p> <hr/> <p><i>The markings on the horse</i></p> <p>Reg No</p> <p>RN45788889</p> <hr/> <p><i>Horse Association Registration Number as allocated by a specific association</i></p> <p>DNA ID</p> <p>DN45488</p> <hr/> <p><i>Horse DNA ID number</i></p> <p>Blacklisted</p> <p>No</p> <hr/> <p><i>This is for horses that ARE NOT safe for working conditions</i></p>
<p>↓ Horse Registration Form</p>	<p><input checked="" type="checkbox"/> Save</p>

<p><i>Horse height in hands</i></p> <p>Assoc</p> <p>Australian Quarter Horse Association</p> <hr/> <p><i>The horse association where a horse is registered.</i></p> <p>Brand</p> <p>No brand</p> <hr/> <p><i>Horse Brand</i></p> <p>DNA Company</p> <hr/> <p><i>Horse DNA test body</i></p> <p>Notification Disabled</p> <p>No</p> <hr/>	<p><i>The markings on the horse</i></p> <p>Reg No</p> <p>RN45788889</p> <hr/> <p><i>Horse Association Registration Number as allocated by a specific association</i></p> <p>DNA ID</p> <p>DN45488</p> <hr/> <p><i>Horse DNA ID number</i></p> <p>Blacklisted</p> <p>Yes</p> <hr/> <p><i>This is for horses that ARE NOT safe for working conditions</i></p>
<p>↓ Horse Registration Form</p>	<p><input checked="" type="checkbox"/> Save</p>



Emailing the Horse Rider Assessment

You can Email the result by clicking the email group you want it sent it to. This can be done by the tick box next to the group.



Email Group Name	Description	Location	Actions
Admin Staff	Admin Staff	My good Farm	<input checked="" type="checkbox"/>

Alternatively, you can type an email in the text field. Once typed press enter.



Email Group Name	Description	Location	Actions
Admin Staff	Admin Staff	My good Farm	<input type="checkbox"/>

The email address will then lock into place.

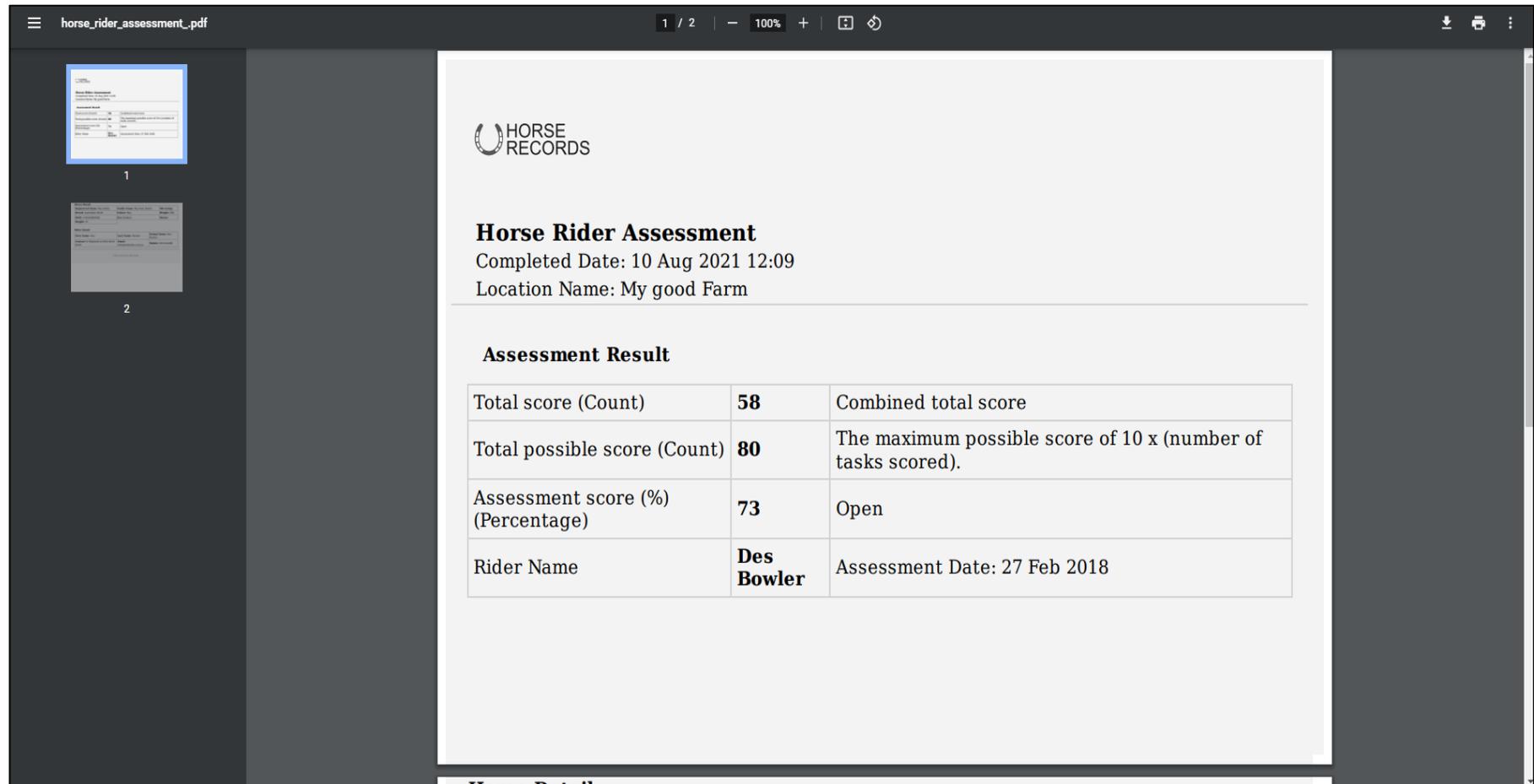


Email Group Name	Description	Location	Actions
Admin Staff	Admin Staff	My good Farm	<input type="checkbox"/>



Downloading the Horse Rider Assessment

If you click 'Save and Download Result' the assessment will save and then a new tab will open where you can download and print the assessment.



The screenshot shows a PDF viewer interface for a document titled 'horse_rider_assessment_pdf'. The document content includes the 'HORSE RECORDS' logo, the title 'Horse Rider Assessment', completion details, and an 'Assessment Result' table.

HORSE RECORDS

Horse Rider Assessment
Completed Date: 10 Aug 2021 12:09
Location Name: My good Farm

Assessment Result

Total score (Count)	58	Combined total score
Total possible score (Count)	80	The maximum possible score of 10 x (number of tasks scored).
Assessment score (%) (Percentage)	73	Open
Rider Name	Des Bowler	Assessment Date: 27 Feb 2018



Filtering the Horse Records Menu - Filtering by Horses

When clicking group by horses in the filter menu, it will show per horse and how many assessments they have done.

Group By: Rider Horse Assessment Record [Horse Rider Assessment Form](#)

	Horse Name	Stable Name	Microchip Number	Latest Rider Name	Assessment Date	Re-assessment Date	Black Listed	Shod	Number of Assessments	Actions
+ Augustus	Gus		900006000217047	John Smith	15 Dec 2017	22 Dec 2017	No	No	1	>
+ Alfie	Alfie		985120032729275	Fred Jones	10 Jan 2018	24 Jan 2018	No	Yes	1	>
+ Andy	Andy		900006000251445	Des Bowler - 2	16 May 2018		No	Yes	2	>
+ Big Daddy	Big Dady Stable			Des Bowler	27 Feb 2018		No	No	1	>



Filtering the Horse Records Menu - Filtering by Person

When clicking group by Rider in the filter menu, it will show per person and how many assessments they have done.

Group By: Rider Horse Assessment Record [Horse Rider Assessment Form](#)

	Last Assessed	Microchip Number	Rider Name	Assessment Date	Re-assessment Date	Black Listed	Shod	Number of Assessments	Actions
+	Augustus	900006000217047	John Smith	15 Dec 2017	22 Dec 2017	No	No	1	>
+	Alfie	985120032729275	Fred Jones	10 Jan 2018	24 Jan 2018	No	Yes	2	>
+	Andy	900006000251445	Des Bowler - 2	16 May 2018		No	Yes	1	>
+	Big Daddy		Des Bowler	27 Feb 2018		No	No	1	>



Filtering the Horse Records Menu - Filtering by Record

When clicking group by Record in the filter menu, it will show per record with the horse and the rider of the assessment.

Group By: Rider Horse Assessment Record [Horse Rider Assessment Form](#)

	Horse Name	Stable Name	Microchip Number	Rider Name	Assessment Date	Re-assessment Date	Black Listed	Shod	Actions
+	Augustus	Gus	900006000217047	John Smith	15 Dec 2017	22 Dec 2017	No	No	>
+	Alfie	Alfie	985120032729275	Fred Jones	10 Jan 2018	24 Jan 2018	No	Yes	>
+	Andy	Andy	900006000251445	Fred Jones	15 Dec 2017	18 Dec 2017	No	No	>
+	Andy	Andy	900006000251445	Des Bowler - 2	16 May 2018		No	Yes	>
+	Big Daddy	Big Dady Stable		Des Bowler	27 Feb 2018		No	No	>



How to Reassess a Person and Horse - Step 1: Click Reassess

Under the reassessment date, click the three lines and the plus button to create a reassessment for that specific horse and person.

Horse Rider Assessments Create Report ▾

Search by horse: 🔍 + Add

Group By: Rider Horse Assessment Record 📄 Horse Rider Assessment Form

	Horse Name	Stable Name	Microchip Number	Rider Name	Assessment Date	Re-assessment Date	Black Listed	Shod	Actions
<input type="checkbox"/>	Augustus	Gus	900006000217047	John Smith	15 Dec 2017	<input type="checkbox"/> 22 Dec 2017	No	No	>
<input type="checkbox"/>	Alfie	Alfie	985120032729275	Fred Jones	10 Jan 2018	<input type="checkbox"/> 24 Jan 2018	No	Yes	>
<input type="checkbox"/>	Andy	Andy	900006000251445	Fred Jones	15 Dec 2017	<input type="checkbox"/> 18 Dec 2017	No	No	>
<input type="checkbox"/>	Andy	Andy	900006000251445	Des Bowler - 2	16 May 2018	<input type="checkbox"/> Reassess	No	Yes	>
<input type="checkbox"/>	Big Daddy	Big Dady Stable		Des Bowler	27 Feb 2018		No	No	>

Items per page: 20 1 - 5 of 5 < >



How to Reassess a Person and Horse - Step 2: Enter the details for the assessment

Enter the details for the next assessment and once finalised, click save, save and email or save and download.

Total score (Count)	58	Combined total score
Total possible score (Count)	80	The maximum possible score of 10 x (number of tasks scored).
Assessment score (%) (Percentage)	73	Open
Rider Name	Assessment Date: 27 Feb 2018	

Blacklist this horse

[Save & Download Result](#) [Save & Email Result](#) [Save](#)

