



How to Create Different Reports, including;

Incident Reports

Shoeing Reports

Vaccination Reports

Hendra Vaccination Reports

Horse Movement Reports

Horses with No Vaccination Report

No Microchip Reports.

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

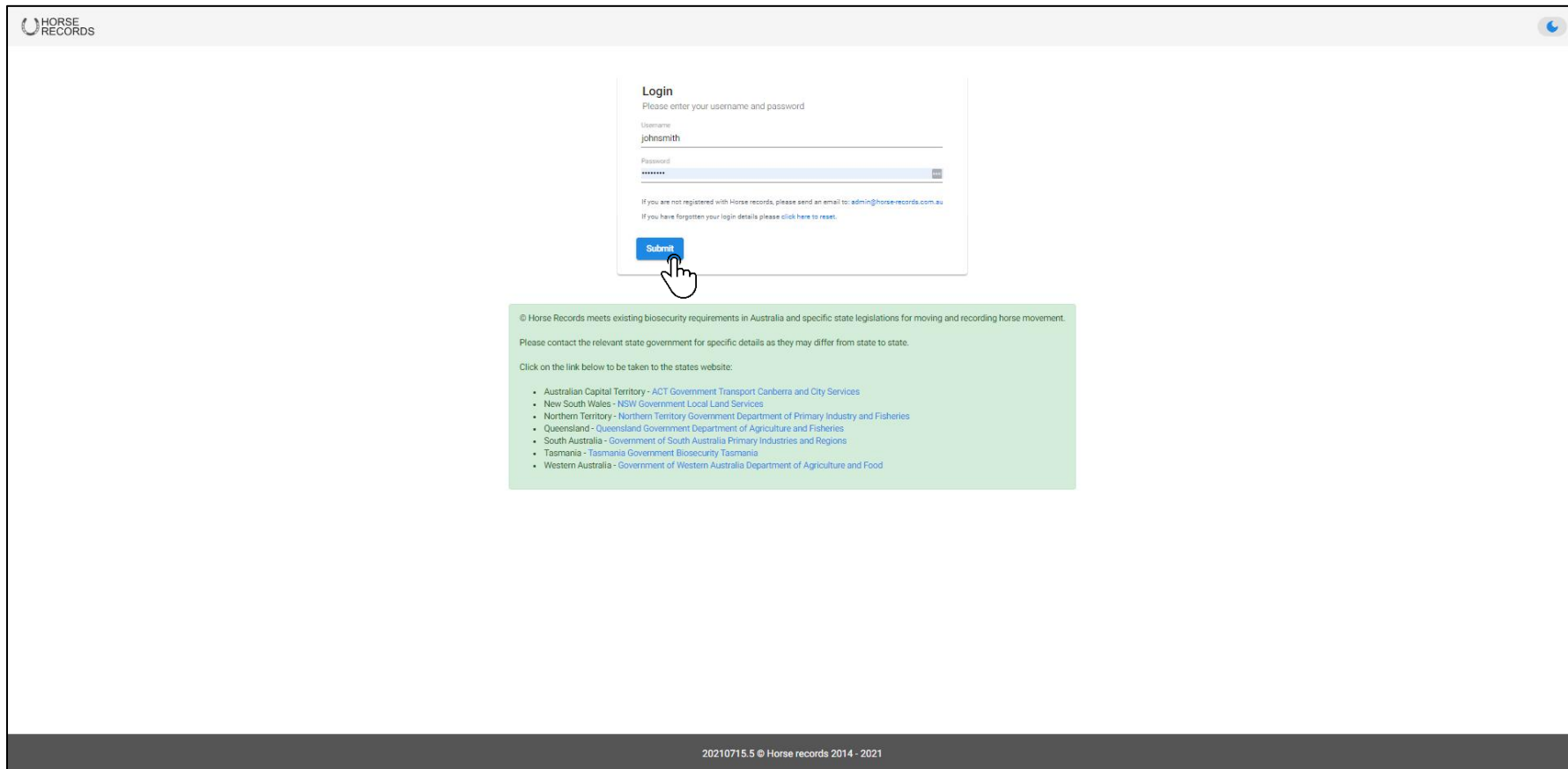
info@horse-records.com

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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

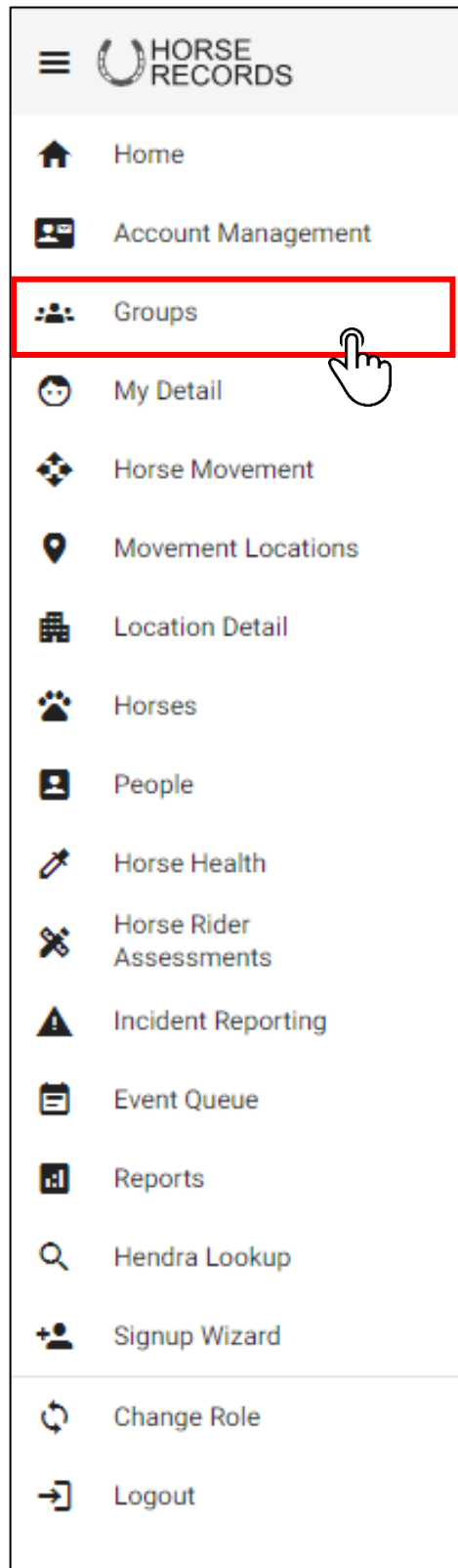
20210715.5 © Horse records 2014 - 2021



Creating an Email Group -

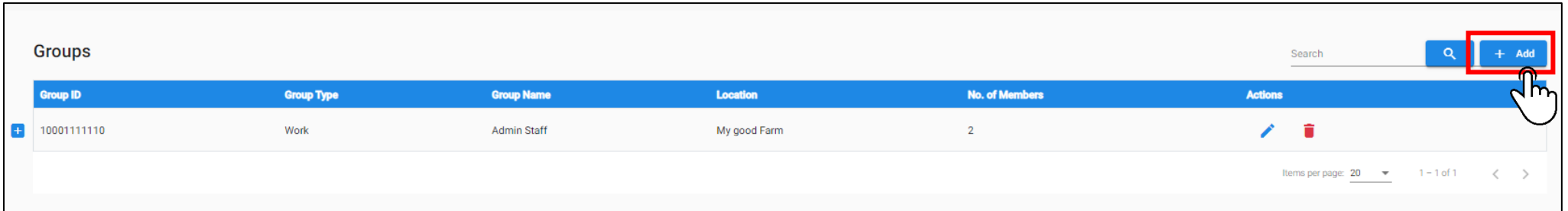
Step 1: Click the Groups Tab

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





Creating an Email Group - Step 2: Click Add

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



The screenshot displays a web interface for managing email groups. At the top left, the title 'Groups' is visible. To the right of the title is a search bar and a blue button with a plus sign and the text '+ Add', which is highlighted with a red rectangle. Below this 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, and No. of Members 2. The Actions column for this row contains a pencil icon and a trash can icon. At the bottom right of the table, there is a pagination control showing 'Items per page: 20' and '1 - 1 of 1'.

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



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

Fill out the details relating to the group.

Groups

Search

+

Add

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

Items per page: 20

1 - 1 of 1

<

>

Edit Email Group

Group Name

Group Type

Description

Search Recipients

Search

Recipients List

Name	Email	Actions
No Data Available		

Close

Save



Creating an Email Group - Step 4: Adding People

Use the search function to find people in your feedlot and click the search button once you have finalised your search. Then click the + button to add the person to your emailing group. 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.

Search Recipients

john

Search

Search Results

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

Recipients List

Name	Email	Actions
No Data Available		

Close

Save



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	

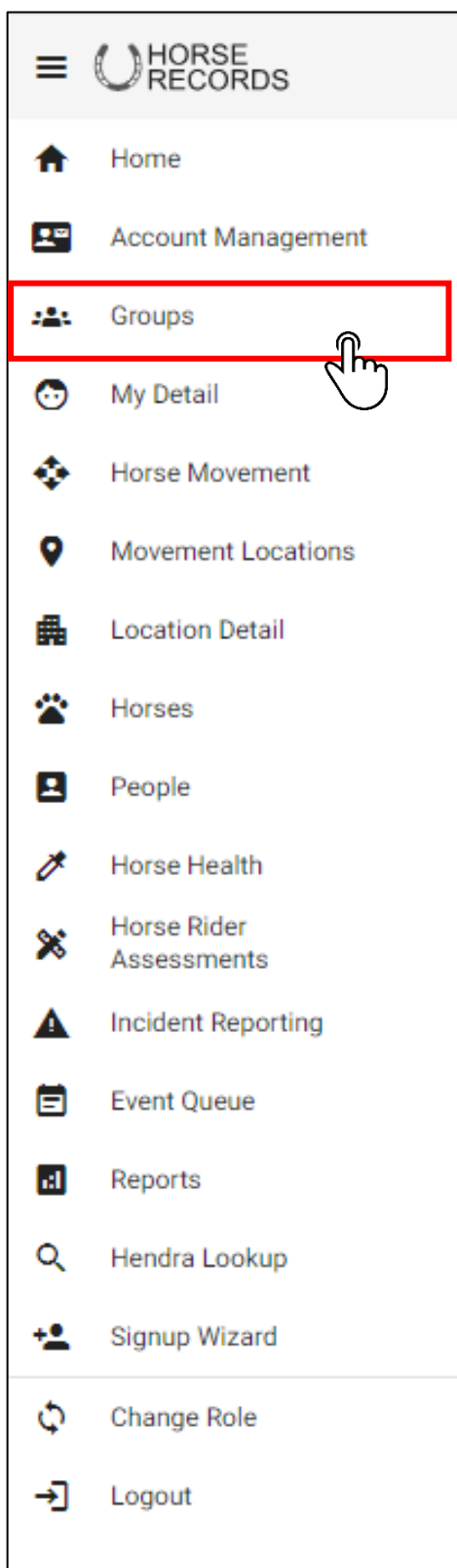
[Close](#) [Save](#)



Editing an Email Group -

Step 1: Click the Groups Tab

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



Editing an Email Group - Step 2: Click Edit

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

Groups

Search

+

Add

Group ID	Group Type	Group Name	Location	No. of Members	Actions
<div>+</div> 10001111110	Work	Admin Staff	My good Farm	2	<div><div></div><div></div></div>

per page: 20 1 - 1 of 1 < >



Editing an Email Group - Step 3: Edit the details

Edit the details of the group. To remove people, click the red trash button to delete them from the group.

Edit Email Group

Group Name

Admin Staff

Group Type

Work



Description

Admin Staff

Search Recipients

Search

Recipients List

Name	Email	Actions
Des Bowler	info@initmedia.com.au	
Joe Lewis	joe@data42.com.au	

Close

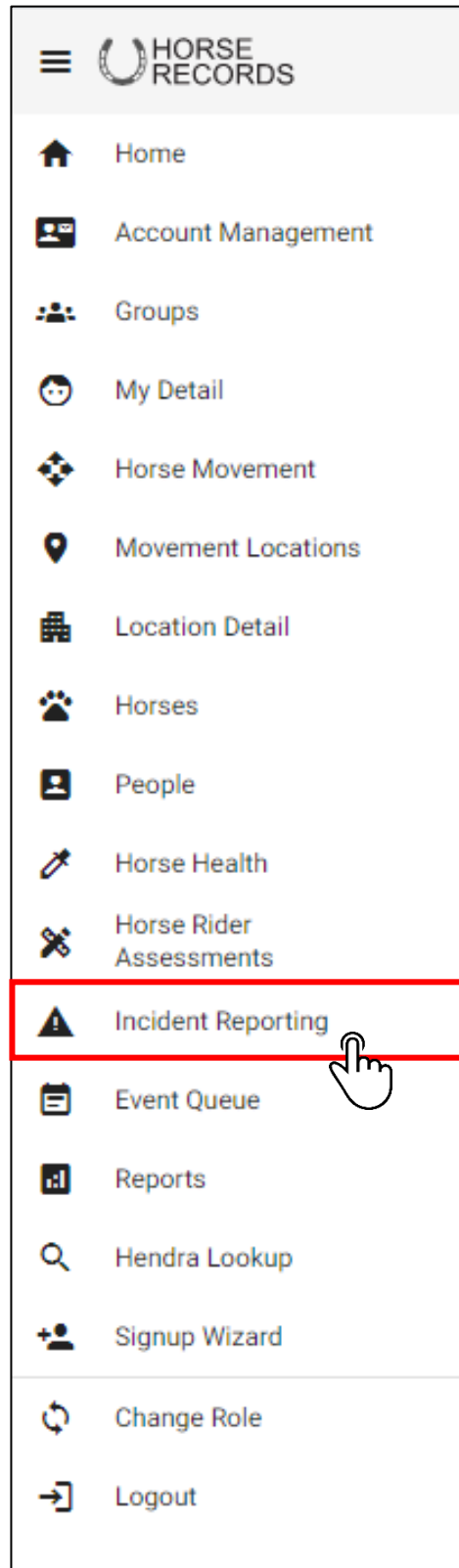
Save



Creating an Incident Report -

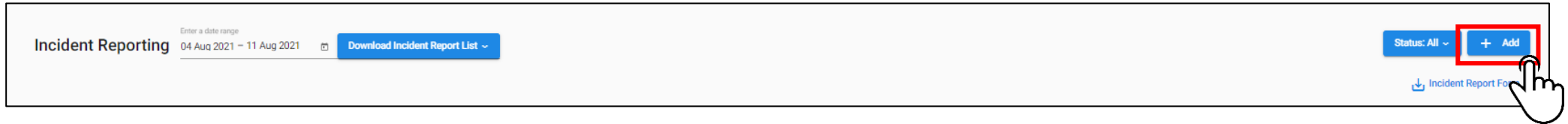
Step 1: Click the Incident Reporting Tab

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



Creating an Incident Report - Step 2: Click Add

To start the incident reporting process, click the add button in the top right hand corner.



Creating an Incident Report - Step 3: Entering the Details

Fill out the details of the incident and then click save.

< Edit Incident Report

Incident Report*

Horses Involved (one or more)

Not found? Click here to register

Search

Riders Involved (one or more)

Not found? Click here to register

Search

John Smith

 Person Reporting

Not found? Click here to register

Search

Incident Date *

The date and time the incident happened

Time of Incident *

Time of Incident

Type of Incident *

Details

The details about the incident

Was the Horse Injured *

Detail

Was the Rider Injured *

Detail

Follow-up Person

Not found? Click here to register

Search

Follow-up Date

The follow up date related to the incident and defined action, if required

Follow-up Details

Resolution Date

The date that the incident was closed out as resolved. All incidents must have a closed out date.

Continue Working *

Aid Administered *

Was hazard fixed? *

Upload Photo of Horse Injury (0 / 20)

Upload Photos of Obstruction/Hazard (0 / 20)

Save



Creating an Incident Report -

Step 3a: Entering the details (Adding a Horse)

Enter the horses name and click enter to search. 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

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


Search

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



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

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

Search

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



Creating an Incident Report -

Step 3a: Entering the details (Adding a Horse)


Enter the horses name and click enter to search. 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


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

Search

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

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

Search

Reg Name	Stable Name	Microchip	Blacklisted	Select
Alfie	Alfie	985120032729275		



Creating an Incident Report - Step 4: Finalising the Assessment

Once you have finalised the assessment, click save.

Continue Working *

No

Aid Administered *

Yes

Was hazard fixed? *

Yes

 Upload Photo of Horse Injury (0 / 20)

 Upload Photos of Obstruction/Hazard (0 / 20)

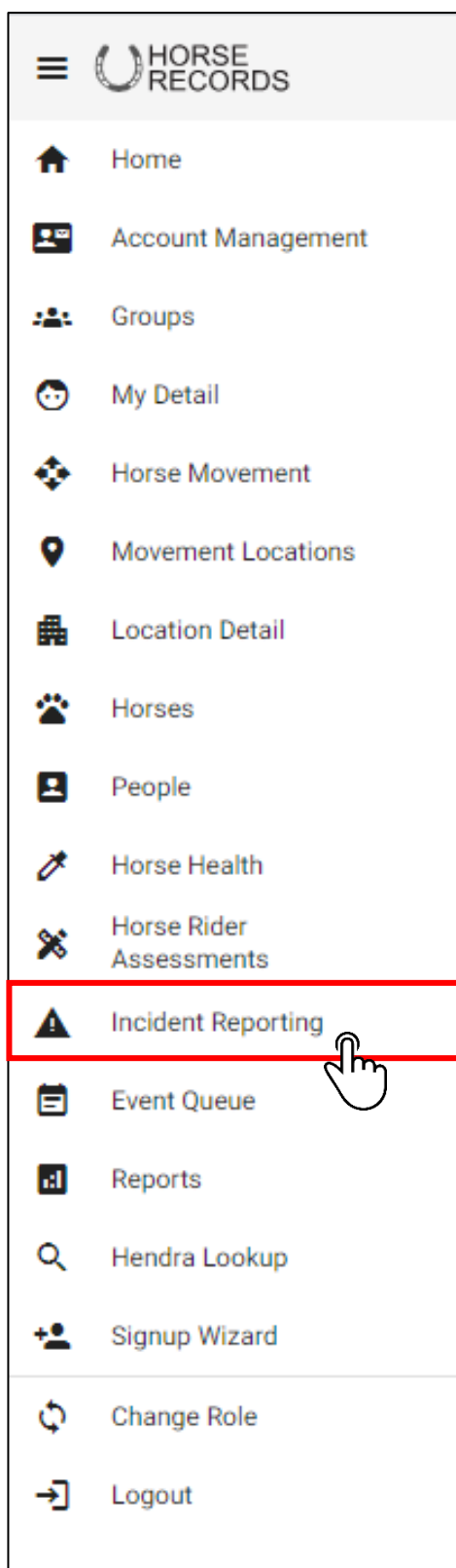
✓ Save



Emailing and Downloading Incident Reports -

Step 1: Click the Incident Reporting Tab

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



Emailing and Downloading Incident Reports -

Step 2: Select the Incident Report you want to download.

Find the incident report and click the blue pencil button on the right hand side of the incident report.

Incident Reporting

Enter a date range
09 Aug 2021 – 16 Aug 2021

Download Incident Report List

Status: All

+ Add

Incident Report Form

Horses Involved	Riders Involved	Incident Date	Incident	Detail	Status	Follow-up Date	Actions
Johnno	Des Bowler	02 Jun 2021 16:00 PM	Other		CLOSED	11 Jun 2021	



Emailing and Downloading Incident Reports -

Step 3: Scroll down to the bottom on the page and download

Scroll all the way down to the bottom of the page and click either 'save and download report' or 'save and email the report.'



The screenshot shows the bottom section of a web form. On the left, there are two blue buttons with white text and icons: 'Upload Photo of Horse Injury (0 / 20)' and 'Upload Photos of Obstruction/Hazard (0 / 20)'. On the right, there are three green buttons with white text and icons: 'Save & Download Copy' (with a download icon), 'Save & Email Copy' (with an email icon), and 'Save' (with a checkmark icon). A hand cursor is pointing at the 'Save' button.



Emailing and Downloading Incident Reports -

Step 4: Emailing the Report

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



Emails

Please enter emails (split by comma or enter)

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.



Emails

Please enter emails (split by comma or enter)

johnsmith@gmail.com

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

The email address will then lock into place. Then click confirm.



Emails

Please enter emails (split by comma or enter)

johnsmith@gmail.com

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




Emailing and Downloading Incident Reports -

Step 5: Downloading an Incident Report

When clicking 'Save and Download Copy', the report will automatically download as a PDF.

1 / 3 | - 100% + | [] [x]



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>

INCIDENT REPORT FORM


Location Incident Occurred			
Name of Location:	My good Farm		
PIC:	NA123456		

Horse Details			
Registered Name	Johno	Stable Name	
Microchip No.	234234234234	D.O.B	04 Jan 2014
Registration No.			



Creating a User List Report - Step 1: Click the User List Button

In the reporting tabs, click the 'Report' tab in the menu.

 Please select a report

All Vaccination Report

Hendra Vaccination Status Report

Horse List

Horse Movement Report

Horse Rider Assessment Report

Horse on this location

Horse with no vaccination records

Incidents Report

No Microchip Report

Shoeing Report

User List

Vaccination Reconciliation

All Vaccination Report

Hendra Vaccination Status Report

Horse List

Horse Movement Report

Horse Rider Assessment Report

Horse on this location

Horse with no vaccination records

Incidents Report

No Microchip Report

Shoeing Report

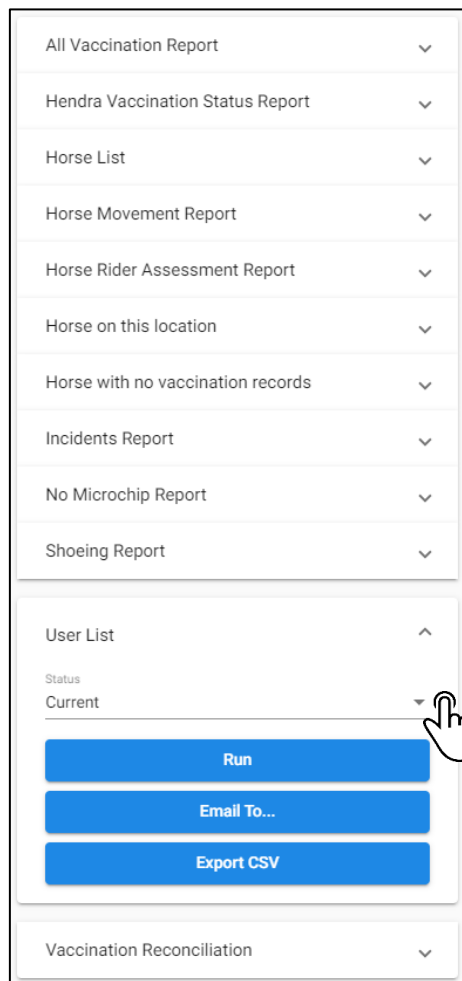
User List

Vaccination Reconciliation

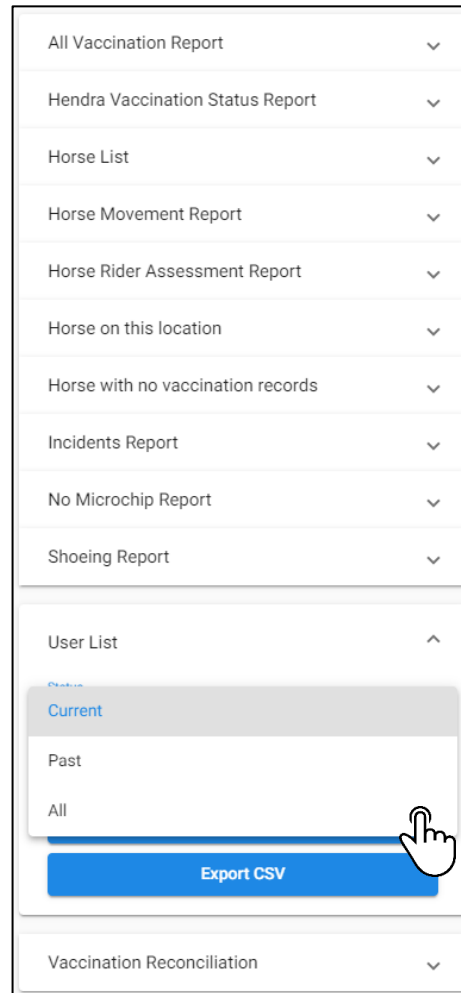


Creating a User List Report - Step 2: Select your parameters

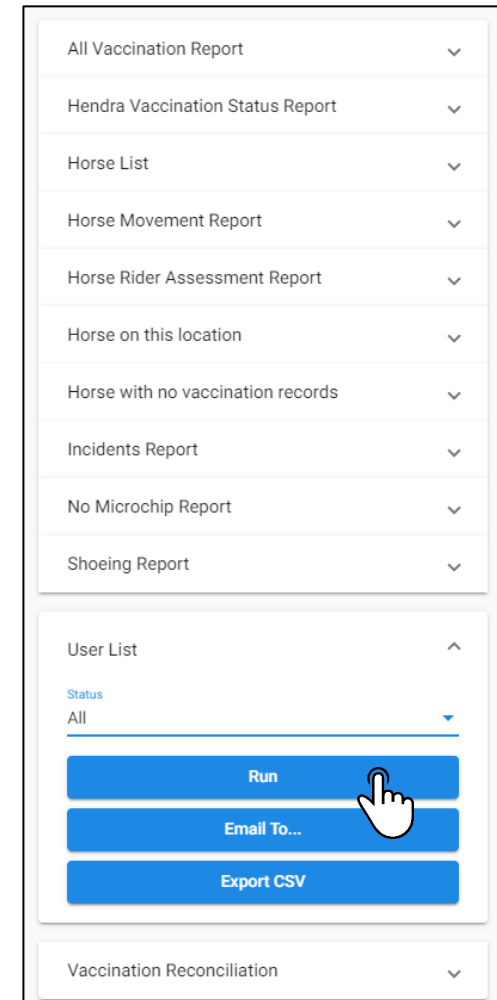
On the right hand menu, use the drop down menu to select the types of people you want to view and then click run.



This screenshot shows the report selection interface. A list of reports is displayed, including 'All Vaccination Report', 'Hendra Vaccination Status Report', 'Horse List', 'Horse Movement Report', 'Horse Rider Assessment Report', 'Horse on this location', 'Horse with no vaccination records', 'Incidents Report', 'No Microchip Report', and 'Shoeing Report'. Below these is the 'User List' section, which is expanded to show a 'Status' dropdown menu currently set to 'Current'. At the bottom of the 'User List' section are three blue buttons: 'Run', 'Email To...', and 'Export CSV'. A hand cursor is pointing at the 'Run' button. At the very bottom is a 'Vaccination Reconciliation' dropdown menu.



This screenshot shows the 'User List' dropdown menu expanded, displaying the 'Status' dropdown with 'Current' selected. Below the status dropdown are two more options: 'Past' and 'All'. At the bottom of the 'User List' section are three blue buttons: 'Run', 'Email To...', and 'Export CSV'. A hand cursor is pointing at the 'Export CSV' button. The 'Vaccination Reconciliation' dropdown menu is visible at the bottom.



This screenshot shows the 'User List' dropdown menu expanded, displaying the 'Status' dropdown with 'All' selected. Below the status dropdown are two more options: 'Past' and 'Current'. At the bottom of the 'User List' section are three blue buttons: 'Run', 'Email To...', and 'Export CSV'. A hand cursor is pointing at the 'Run' button. The 'Vaccination Reconciliation' dropdown menu is visible at the bottom.



Creating a User List Report - Step 3: Report Displays

The report will then display with all the people related to the status selected.

< User List

Search By ×

Add Filter

No. of Records: 35

Person No.	First Name	Last Name	Formal Name	State	Postcode	Is Vet	Date Joint	Date Left
10003374	Ally	Ally Petrie	Ally Petrie	QLD	4170	YES	2021-08-18	
10003572		Audrey	Audrey	QLD	4170	NO	2021-08-18	
10003549	Ben	Ben Linn	Ben Linn	NSW	2343	YES	2021-08-18	
10006245	Caitlyn	Caitlyn Sims	Caitlyn Sims	NSW	2732	NO	2021-08-18	
10000032	Des	Des Bowler	Des Bowler	QLD	4152	NO	2021-08-18	
10000099	-	Des Bowler - 2	Des Bowler - 2	QLD	4152	NO	2021-08-18	
10003069	Ebony	Dr Ebony Mull	Dr Ebony Mull	NSW	2343	YES	2021-08-18	
10003648	Sarah	Dr Sarah Heenan	Dr Sarah Heenan	NSW	2343	YES	2021-08-18	
10005163	Edith	Edith Gregory	Edith Gregory	NSW	2703	NO	2021-08-18	
10006872	Forbes	Forbes Corby	Forbes Corby	VIC	3550	YES	2021-08-18	
10002848	Fred	Fred Jones	Fred Jones	QLD	4152	NO	2021-08-18	
10000917	Fred	Fred Jones	Fred Jones	QLD	4364	NO	2021-08-18	
10003812	2018	Fred Jones 2018 Feb	Fred Jones 2018 Feb	QLD	4152	NO	2021-08-18	
10003689		Joe	Joe	QLD	4405	NO	2021-08-18	
10000198	John	John Smith	John Smith	QLD	4152	NO	2021-08-18	
10004802	Jordyn	Jordyn Fawcett	Jordyn Fawcett			NO	2021-08-18	
10006930	Maddy	Maddy Bradley	Maddy Bradley	VIC	3550	YES	2021-08-18	
10000909	Mark	Mark Johns	Mark Johns	QLD	4364	NO	2021-08-18	
10001998	Michelle	Michelle Zaman	Michelle Zaman	QLD	4157	NO	2021-08-18	
10003697	Harris	Nina Harris Test	Nina Harris Test	QLD	4405	NO	2021-08-18	
10002798	Patrick	Patrick Sullivan	Patrick Sullivan	QLD	4408	NO	2021-08-18	
10004885	Sharni	Sharni Officer	Sharni Officer			YES	2021-08-18	
10003655		TEST	TEST		TEST	NO	2021-08-18	
10003671		Test1	Test1	QLD	4405	NO	2021-08-18	
10003200	Trish	Trish Munro	Trish Munro	NSW	2343	YES	2021-08-18	
10003010	Vicki	Vicki Burgess	Vicki Burgess	NSW	2343	NO	2021-08-18	
10002830	john	john Smith	john Smith	QLD	4152	NO	2021-08-18	
10007078	loocas	loocas test	loocas test			NO	2021-07-28	

All Vaccination Report

Hendra Vaccination Status Report

Horse List

Horse Movement Report

Horse Rider Assessment Report

Horse on this location

Horse with no vaccination records

Incidents Report

No Microchip Report

Shoeing Report

User List

Status

Current

Run

Email To...

Export CSV

Vaccination Reconciliation



Creating a User List Report -

Step 4: Choosing to Email or Export the Report

On the right hand menu, 'click email to...' Or 'Export as CSV'

All Vaccination Report	▼
Hendra Vaccination Status Report	▼
Horse List	▼
Horse Movement Report	▼
Horse Rider Assessment Report	▼
Horse on this location	▼
Horse with no vaccination records	▼
Incidents Report	▼
No Microchip Report	▼
Shoeing Report	▼
<hr/>	
User List	▲
Status	
Current	▼
<hr/>	
Run	
Email To...	
Export CSV	
<hr/>	
Vaccination Reconciliation	▼




Creating a User List Report - Step 5: Emailing the User List.

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



Emails

Please enter emails (split by comma or enter)

Email Group Name	Description	Location	Actions
Admin Staff	Admin Staff	My good Farm	

Close Confirm

Alternatively, you can type an email in the text field.




Once typed press enter.



Emails

Please enter emails (split by comma or enter)

johnsmith@gmail.com

Email Group Name	Description	Location	Actions
Admin Staff	Admin Staff	My good Farm	

Close Confirm


The email address will then lock into place. Then click confirm.



Emails

Please enter emails (split by comma or enter)

johnsmith@gmail.com

Email Group Name	Description	Location	Actions
Admin Staff	Admin Staff	My good Farm	

Close Confirm



Creating a Shoeing Reports- Step 1: Click the Shoeing Report

In the reporting tabs, click the ‘Report’ tab in the menu.

Please select a report

All Vaccination Report

Hendra Vaccination Status Report

Horse List

Horse Movement Report

Horse Rider Assessment Report

Horse on this location

Horse with no vaccination records

Incidents Report

No Microchip Report

Shoeing Report

User List

Vaccination Reconciliation

All Vaccination Report

Hendra Vaccination Status Report

Horse List

Horse Movement Report

Horse Rider Assessment Report

Horse on this location

Horse with no vaccination records

Incidents Report

No Microchip Report

Shoeing Report

User List

Vaccination Reconciliation

A small icon of a horse's hoof, positioned in the bottom left corner of the page.

Page 28 of 63

Creating a Shoeing Reports- Step 2: Select your parameters

On the right hand menu, use the drop down menu to select the types of horses you want to view and then click run. This report can be shown by: my horses, belongs to the location, on location or all.

All Vaccination Report	▼
Hendra Vaccination Status Report	▼
Horse List	▼
Horse Movement Report	▼
Horse Rider Assessment Report	▼
Horse on this location	▼
Horse with no vaccination records	▼
Incidents Report	▼
No Microchip Report	▼
<hr/>	
Shoeing Report	^
Relationship to horse *	
My horses	▼
<hr/>	
Run	
Email To...	
Export CSV	
<hr/>	
User List	▼
Vaccination Reconciliation	▼

All Vaccination Report	▼
Hendra Vaccination Status Report	▼
Horse List	▼
Horse Movement Report	▼
Horse Rider Assessment Report	▼
Horse on this location	▼
Horse with no vaccination records	▼
Incidents Report	▼
No Microchip Report	▼
<hr/>	
Shoeing Report	^
Relationship to horse *	
My horses	
Belongs to the location	
On location	
All	
<hr/>	
Run	
Email To...	
Export CSV	
<hr/>	
User List	▼
Vaccination Reconciliation	▼

All Vaccination Report	▼
Hendra Vaccination Status Report	▼
Horse List	▼
Horse Movement Report	▼
Horse Rider Assessment Report	▼
Horse on this location	▼
Horse with no vaccination records	▼
Incidents Report	▼
No Microchip Report	▼
<hr/>	
Shoeing Report	^
Relationship to horse *	
All	▼
<hr/>	
Run	
Email To...	
Export CSV	
<hr/>	
User List	▼
Vaccination Reconciliation	▼



Creating a Shoeing Reports- Step 3: Report Displays

The report will then display with all the information related to the relationship of the horses selected.

< Shoeing Report

TT

Search By ×

Add Filter

No. of Records: 6

Responsible person	Chip	Horse name	Last Shoeing date	Due Date	Last work done	Stable (today)	Invoiced	Work to do / completed	Farrier signature / Comment
John Smith	90005445431551	Taco	11 May 2021	25 Sep 2021		My Good Farm	YES		n/a
Craig Jones	98133264788239	Star Shiner	11 Jul 2021	25 Oct 2021		My Good Farm	NO		n/a
Anna Stands	90053264745488	Bronco	11 May 2021	25 Sep 2021		My Good Farm	NO		Left back foot needs attention
Lucy Bowls	99951210006554	big joe	22 June 2021	20 Oct 2021		My Good Farm	NO		n/a
Darren Shrugs	90005121541466	Kelly	1 May 2021	25 Nov 2021		My Good Farm	YES		n/a
Damien Sheek	90021213155646	Jose	22 July 2021	22 Dec 2021		My Good Farm	No		n/a



Creating a Shoeing Reports - Step 4: Choosing to Email the Report

On the right hand menu, 'click email to....' Or 'Export as CSV'.

All Vaccination Report	▼
Hendra Vaccination Status Report	▼
Horse List	▼
Horse Movement Report	▼
Horse Rider Assessment Report	▼
Horse on this location	▼
Horse with no vaccination records	▼
Incidents Report	▼
No Microchip Report	▼
<hr/>	
Shoeing Report	▲
Relationship to horse *	
My horses	▼
<hr/>	
Run	
Email To...	
Export CSV	
<hr/>	
User List	▼
Vaccination Reconciliation	▼



Creating a Shoeing Report- Step 5: Emailing the Report to a Recipient

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



Emails

Please enter emails (split by comma or enter)

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

Close Confirm

Alternatively, you can type an email in the text field.

Once typed press enter.



Emails

Please enter emails (split by comma or enter)

johnsmith@gmail.com

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

Close Confirm

The email address will then lock into place. Then click confirm.



Emails

Please enter emails (split by comma or enter)

johnsmith@gmail.com

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


Close Confirm



Creating a No Microchip Report -

Step 1: Click the No Microchip Report

In the reporting tabs, click the 'No Microchip Report' tab in the menu.

 Please select a report

All Vaccination Report

Hendra Vaccination Status Report

Horse List

Horse Movement Report

Horse Rider Assessment Report

Horse on this location

Horse with no vaccination records

Incidents Report

No Microchip Report

Shoeing Report

User List

Vaccination Reconciliation

All Vaccination Report

Hendra Vaccination Status Report

Horse List

Horse Movement Report

Horse Rider Assessment Report

Horse on this location

Horse with no vaccination records

Incidents Report

No Microchip Report

Shoeing Report

User List

Vaccination Reconciliation



Creating a No Microchip Report - Step 2: The Report will display

The report will display and you can sort it by responsible person, horse name, stable name and current location by clicking the column header.

< No Microchip Report

Search By

×

Add Filter

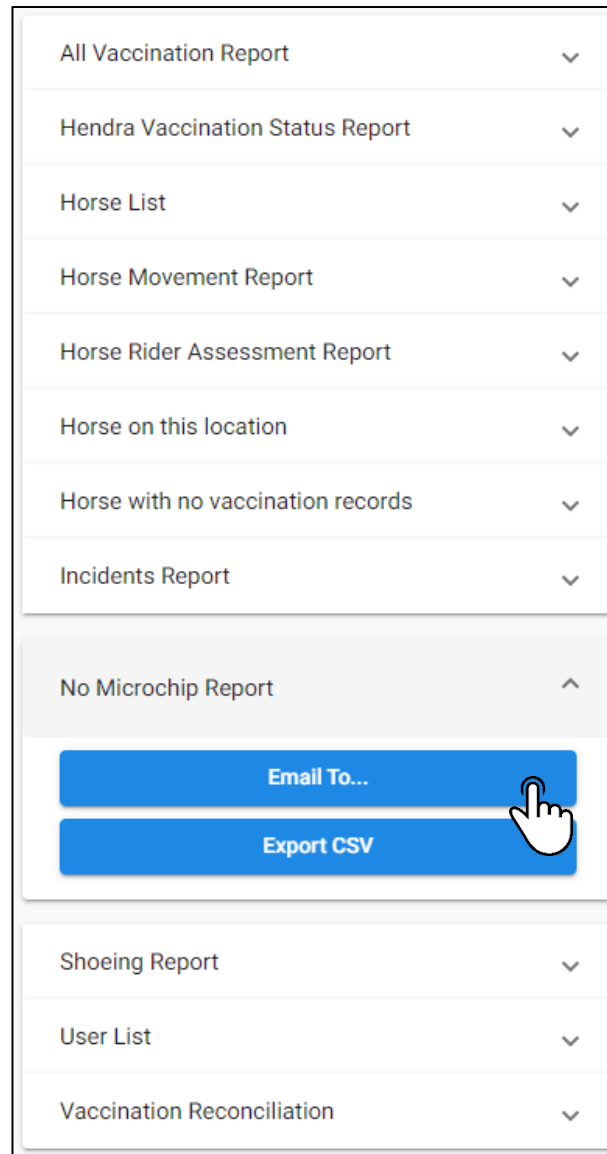
No. of Records: 9

Responsible person	Horse name	Stable name	Current Location
Jone Ramsay	Slider	Slider	My Good Farm
Jone Ramsay	Carmer	Carmer	My Good Farm
Jone Ramsay	Barney	Barney	My Good Farm
Kristy Mack	Sassy	Sassy	My Good Farm
Mackensie Pool	Reckless Romance	Reckless Romance	Blueville
Reiley McDowell	Mia	Mia	Blueville
Tate Bate	Heart	Heart	Green Farm
Tate Bate	Diva	Diva	Green Farm
Tate Bate	Destiny	Destiny	Green Farm



Creating a No Microchip Report - Step 3: Choosing to Email the Report

On the right hand menu, 'click email to....' Or 'Export as CSV'.



The screenshot displays a vertical menu with various report options. The 'No Microchip Report' section is highlighted in grey and contains two blue buttons: 'Email To...' and 'Export CSV'. A hand cursor is pointing at the 'Email To...' button. Other menu items include 'All Vaccination Report', 'Hendra Vaccination Status Report', 'Horse List', 'Horse Movement Report', 'Horse Rider Assessment Report', 'Horse on this location', 'Horse with no vaccination records', 'Incidents Report', 'Shoeing Report', 'User List', and 'Vaccination Reconciliation'.

All Vaccination Report	▼
Hendra Vaccination Status Report	▼
Horse List	▼
Horse Movement Report	▼
Horse Rider Assessment Report	▼
Horse on this location	▼
Horse with no vaccination records	▼
Incidents Report	▼
No Microchip Report ^	
Email To...	
Export CSV	
Shoeing Report	▼
User List	▼
Vaccination Reconciliation	▼



Creating a No Microchip Reports -

Step 4: Emailing the Report to a Recipient

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



Emails

Please enter emails (split by comma or enter)

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

Close Confirm

Alternatively, you can type an email in the text field.

Once typed press enter.



Emails

Please enter emails (split by comma or enter)

johnsmith@gmail.com

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

Close Confirm

The email address will then lock into place. Then click confirm.



Emails

Please enter emails (split by comma or enter)

johnsmith@gmail.com

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

Close Confirm



Creating a Horse Rider Assessment Report -

Step 1: Click the Horse Rider Assessment Report

In the reporting tabs, click the 'Horse Rider Assessment' tab in the menu.

ⓘ Please select a report

All Vaccination Report

Hendra Vaccination Status Report

Horse List

Horse Movement Report

Horse Rider Assessment Report

Horse on this location

Horse with no vaccination records

Incidents Report

No Microchip Report

Shoeing Report

User List

Vaccination Reconciliation

All Vaccination Report

Hendra Vaccination Status Report

Horse List

Horse Movement Report

Horse Rider Assessment Report

Horse on this location

Horse with no vaccination records

Incidents Report

No Microchip Report

Shoeing Report

User List

Vaccination Reconciliation



Creating a Horse Rider Assessment Report - Step 2: The Report will display.

The report will display and you can sort by clicking the column header.

< Horse Rider Assessment Report

TT

Search By

×

Add Filter

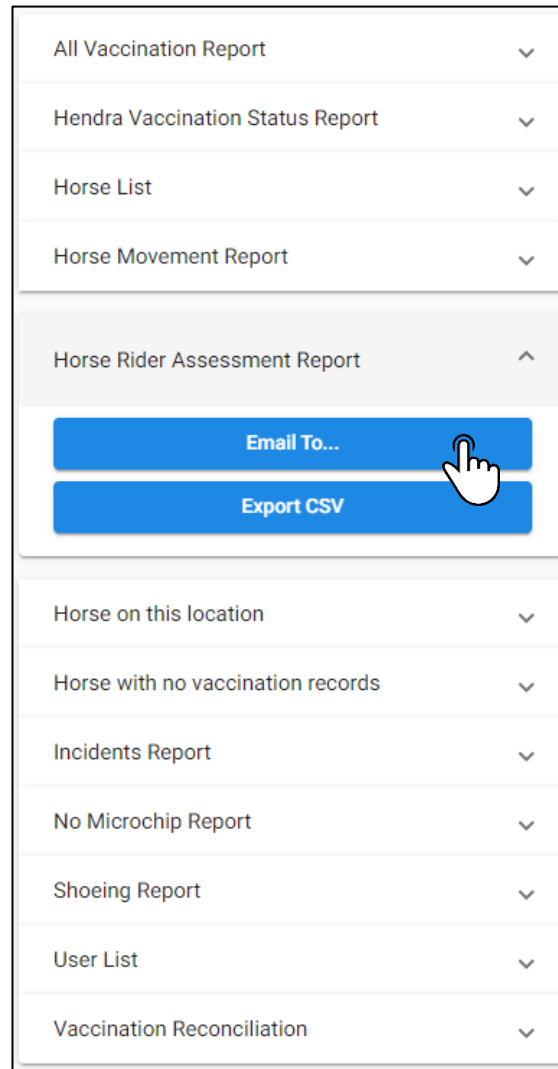
No. of Records: 203

Horse Name	Stable Name	Microchip Numbers	Latest Rider Name	Assessment Date	Re-assessment Date	Score Percentage	Shod	Number of Assessments
Spina Chic	Chic	900005555551121	Peter Rines	2019-10-25		99%	Yes	1
Ferb	Ferb	900369636216862	Kyle Rodder	2020-02-20		95%	Yes	1
Spina Chic	Chic	900006123456121	Mike Trainer	2020-02-16		95%	Yes	1
Arakoola Dawn	Rosie	900005989890208	Micky Stain	2020-04-30		89%	Yes	1
Wallarae Dee Bar Romeo	Rome	900001234564653	Tony Surpra	2014-10-09		88%	Yes	1



Creating a Horse Rider Assessment Report - Step 3: Choosing to Email or Export the Report

On the right hand menu, 'click email to....' Or 'Export as CSV'.



Creating a Horse Rider Assessment Report -

Step 4: Emailing the Report to a Recipient

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



Emails

Please enter emails (split by comma or enter)

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

Close Confirm

Alternatively, you can type an email in the text field.



Once typed press enter.



Emails

Please enter emails (split by comma or enter)

johnsmith@gmail.com

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

Close Confirm

The email address will then lock into place. Then click confirm.



Emails

Please enter emails (split by comma or enter)

johnsmith@gmail.com

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

Close Confirm



Creating a Hendra Vaccination Status Report -

Step 1: Click the Hendra Vaccination Status Report

In the reporting tabs, click the 'Hendra Vaccination Status Report' tab in the menu.

ⓘ Please select a report

All Vaccination Report

Hendra Vaccination Status Report

Horse List

Horse Movement Report

Horse Rider Assessment Report

Horse on this location

Horse with no vaccination records

Incidents Report

No Microchip Report

Shoeing Report

User List

Vaccination Reconciliation

All Vaccination Report

Hendra Vaccination Status Report

Horse List

Horse Movement Report

Horse Rider Assessment Report

Horse on this location

Horse with no vaccination records

Incidents Report

No Microchip Report

Shoeing Report

User List

Vaccination Reconciliation



Creating a Hendra Vaccination Status Report - Step 2: The Report will display

The report will display and you can sort by clicking the column header.

< Hendra Vaccination Status Report

Search By

×

Add Filter

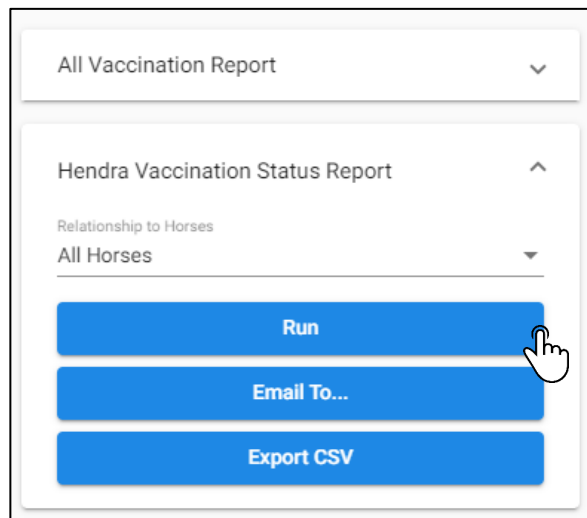
No. of Records: 132

Responsible person	Chip	Horse name	Status	Type	Last vaccinated date	Due Date	Expiry Date
Aaron Teller	985198765432726	Dun It Tuff	Current	Hendra - Annual Booster	2020-09-23	2021-09-22	2021-10-27
Aaron Teller	939012345678562	Meg	Current	Hendra - Vaccination 2	2021-03-09	2021-09-05	2021-10-10
Aaron Teller	953058585812055	Nargilco Laila	Current	Hendra - Annual Booster	2021-02-09	2022-02-08	2022-03-15
Aaron Teller	991006969693728	Pirates Cee Miss Queens	Current	Hendra - 6 Monthly Booster	2021-03-09	2022-03-08	2022-04-12
Aaron Teller	991123456220305	Warratah Genesis	Current	Hendra - Vaccination 2	2021-06-15	2021-12-12	2022-01-16

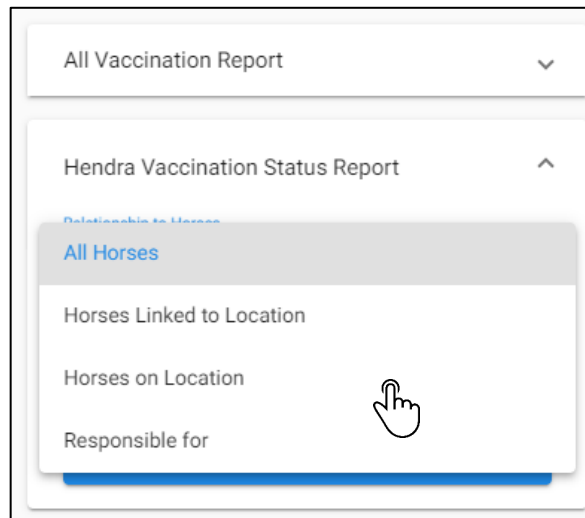


Creating a Hendra Vaccination Status Report - Step 3: Filtering Your Relationships to Horses

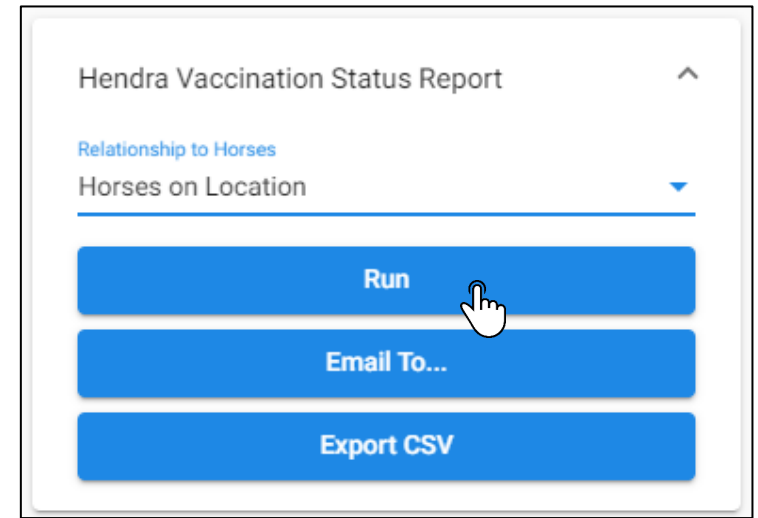
You can filter which horses display by clicking the drop down menu so you can view which horses display in the report. Then click run.



This screenshot shows the initial state of the report interface. At the top, there is a dropdown menu set to 'All Vaccination Report'. Below it, the 'Hendra Vaccination Status Report' section is expanded, showing a 'Relationship to Horses' dropdown menu currently set to 'All Horses'. At the bottom of this section are three blue buttons: 'Run', 'Email To...', and 'Export CSV'. A hand cursor is pointing at the 'Run' button.



This screenshot shows the 'Relationship to Horses' dropdown menu open. The menu lists four options: 'All Horses' (highlighted in grey), 'Horses Linked to Location', 'Horses on Location', and 'Responsible for'. A hand cursor is pointing at the 'Horses on Location' option.

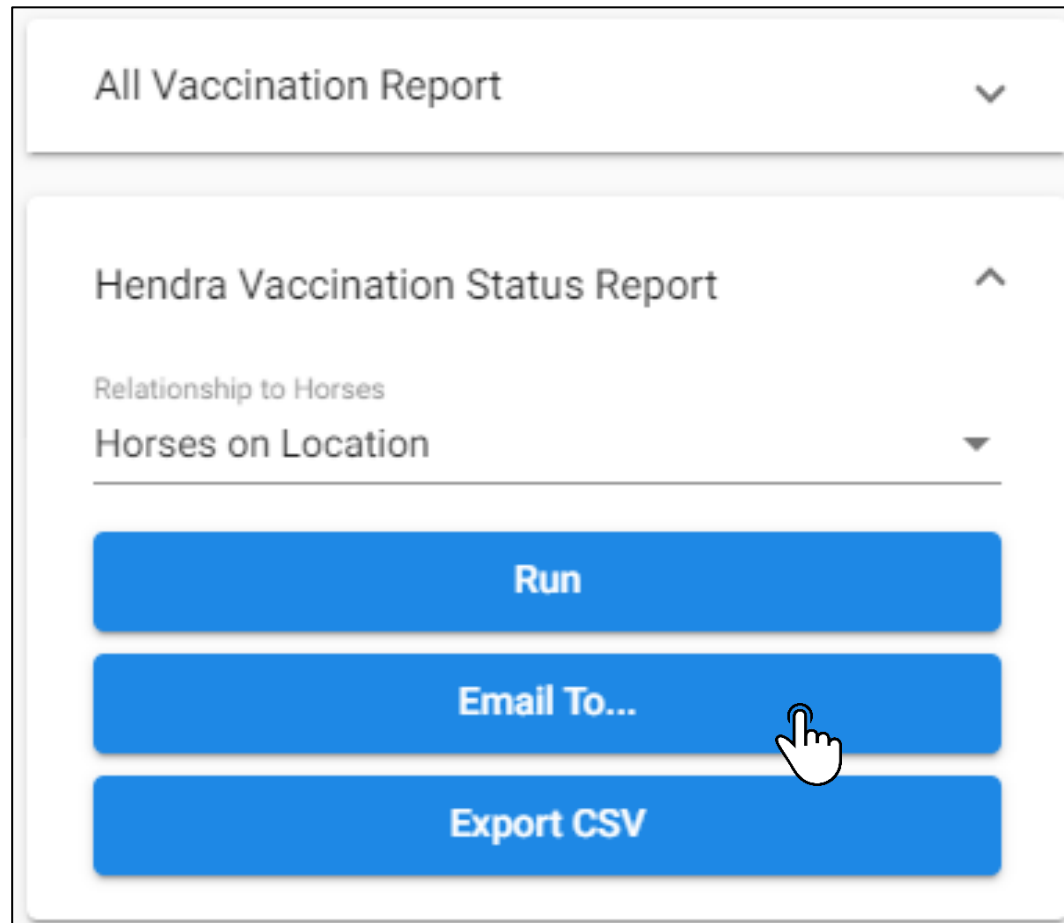


This screenshot shows the final state of the report interface. The 'Hendra Vaccination Status Report' section is collapsed, and the 'Relationship to Horses' dropdown menu is set to 'Horses on Location'. At the bottom of this section are three blue buttons: 'Run', 'Email To...', and 'Export CSV'. A hand cursor is pointing at the 'Run' button.



Creating a Hendra Vaccination Status Report - Step 4: Choosing to Email or Export the Report

On the right hand menu, 'click email to....' Or 'Export as CSV'.



The screenshot shows a web interface for generating a report. At the top, there is a dropdown menu labeled 'All Vaccination Report' with a downward arrow. Below this is a section titled 'Hendra Vaccination Status Report' with an upward arrow. Underneath, there is a label 'Relationship to Horses' and a dropdown menu currently showing 'Horses on Location' with a downward arrow. At the bottom of this section are three blue buttons: 'Run', 'Email To...', and 'Export CSV'. A hand cursor icon is pointing at the 'Email To...' button.



Creating a Hendra Vaccination Status Report -

Step 5: Emailing the Report to a Recipient

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



Emails

Please enter emails (split by comma or enter)

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

Close

Alternatively, you can type an email in the text field.



Once typed press enter.



Emails

Please enter emails (split by comma or enter)

johnsmith@gmail.com

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

Close

Confirm

The email address will then lock into place. Then click confirm.



Emails

Please enter emails (split by comma or enter)

johnsmith@gmail.com

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

Close


Confirm



Creating a Horses on this Location Report -

Step 1: Click the Horse on this location

In the reporting tabs, click the 'Horses on this location' tab in the menu.

 Please select a report

All Vaccination Report

Hendra Vaccination Status Report

Horse List

Horse Movement Report

Horse Rider Assessment Report

Horse on this location

Horse with no vaccination records

Incidents Report

No Microchip Report

Shoeing Report

User List

Vaccination Reconciliation

All Vaccination Report

Hendra Vaccination Status Report

Horse List

Horse Movement Report

Horse Rider Assessment Report

Horse on this location

Horse with no vaccination records

Incidents Report

No Microchip Report

Shoeing Report

User List

Vaccination Reconciliation



Creating a Horses on this Location Report -

Step 2: The Report will display

The report will display and you can sort by clicking the column header.

< Horse on this location

Search By

×

Add Filter

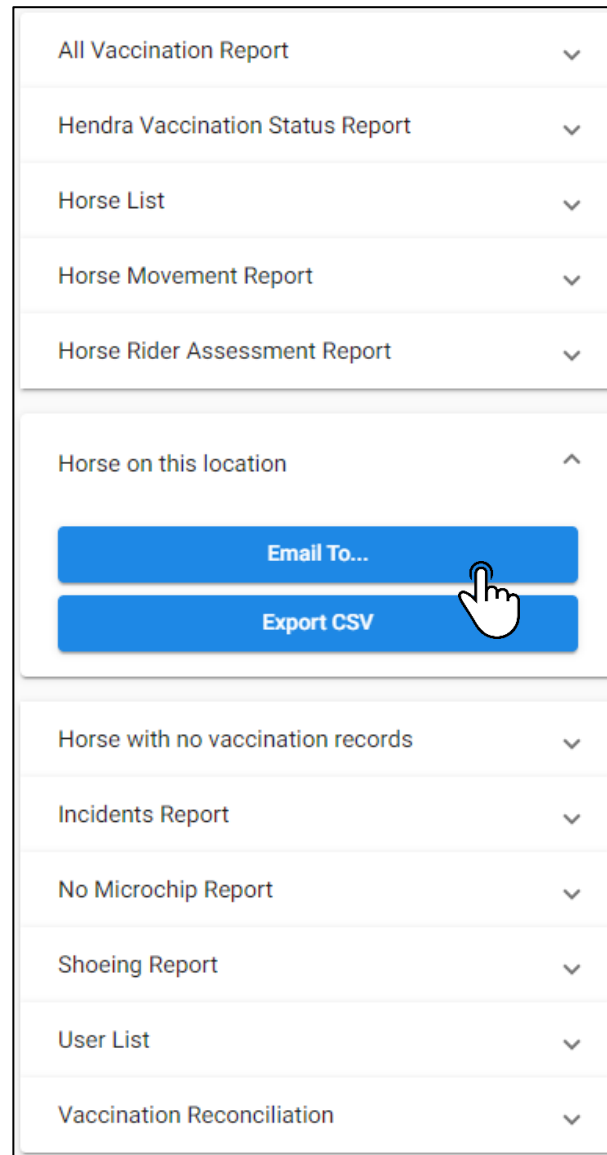
No. of Records: 55

Horse name	Stable name	ON/OFF site	Date arrived	Current location	Chip	Status	Responsible person
Akkadakka	Akka	OFF	17 Aug 2021 15:17	Saddle Farm	983333696751013	Current	Jenny Pleer
Allie	Allie	OFF	17 Aug 2021 15:17	Saddle Farm	900659865271994	Current	Joey Iggy
Arakoola Dawn	Rosie	OFF	17 Aug 2021 15:17	Saddle Farm	900001457850208	Current	Pete Rico
Billy-Ray	Billy-Ray	OFF	17 Aug 2021 15:17	Saddle Farm	956009685697951	Current	Anette Yin
Boyd	Boyd	OFF	17 Aug 2021 15:17	Saddle Farm	985146543201175	Current	Felicity Unity
Brandi	Brandi	OFF	17 Aug 2021 15:17	Saddle Farm	985141123457065	Current	Des Feel
Candice	Candice	OFF	17 Aug 2021 15:17	Saddle Farm	999875000215929	Current	Jessica Speer



Creating a Horses on this Location Report - Step 3: Choosing to Email or Export the Report

On the right hand menu, 'click email to....' Or 'Export as CSV'.



All Vaccination Report	▼
Hendra Vaccination Status Report	▼
Horse List	▼
Horse Movement Report	▼
Horse Rider Assessment Report	▼
<hr/>	
Horse on this location	▲
<div>Email To...</div>	
<div>Export CSV</div>	
<hr/>	
Horse with no vaccination records	▼
Incidents Report	▼
No Microchip Report	▼
Shoeing Report	▼
User List	▼
Vaccination Reconciliation	▼



Creating a Horses on this Location Report -

Step 4: Emailing the Report to a Recipient

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



Emails

Please enter emails (split by comma or enter)

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

Close Confirm

Alternatively, you can type an email in the text field.



Once typed press enter.



Emails

Please enter emails (split by comma or enter)

johnsmith@gmail.com

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

Close Confirm

The email address will then lock into place. Then click confirm.



Emails

Please enter emails (split by comma or enter)

johnsmith@gmail.com

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

Close Confirm



Creating a Hendra Vaccination Status Report-

Step 1: Click the Hendra Vaccination Status Report

In the reporting tabs, click the 'Hendra Vaccination Status Report' tab in the menu.

ⓘ Please select a report

All Vaccination Report

Hendra Vaccination Status Report

Horse List

Horse Movement Report

Horse Rider Assessment Report

Horse on this location

Horse with no vaccination records

Incidents Report

No Microchip Report

Shoeing Report

User List

Vaccination Reconciliation

All Vaccination Report

Hendra Vaccination Status Report

Horse List

Horse Movement Report

Horse Rider Assessment Report

Horse on this location

Horse with no vaccination records

Incidents Report

No Microchip Report

Shoeing Report

User List

Vaccination Reconciliation



Creating a Hendra Vaccination Status Report-

Step 2: The Report will display

The report will display and you can sort by clicking the column header.

< Hendra Vaccination Status Report

Search By

Add Filter

No. of Records: 132

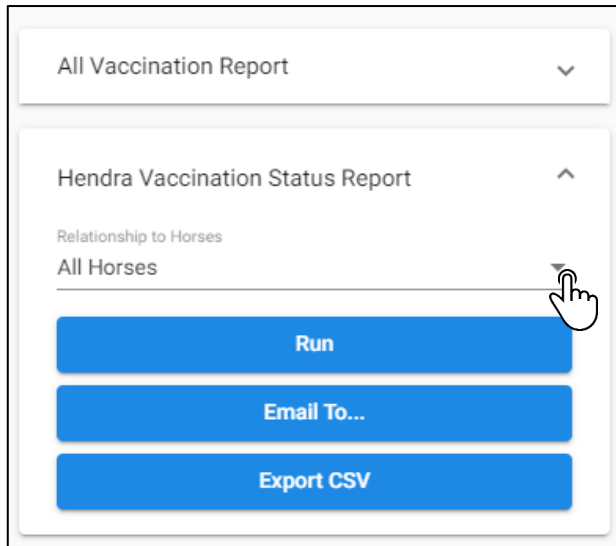
Responsible person	Chip	Horse name	Status	Type	Last vaccinated date	Due Date	Expiry Date
Aaron Teller	985198765432726	Dun It Tuff	Current	Hendra - Annual Booster	2020-09-23	2021-09-22	2021-10-27
Aaron Teller	939012345678562	Meg	Current	Hendra - Vaccination 2	2021-03-09	2021-09-05	2021-10-10
Aaron Teller	953058585812055	Nargilco Laila	Current	Hendra - Annual Booster	2021-02-09	2022-02-08	2022-03-15
Aaron Teller	991006969693728	Pirates Cee Miss Queens	Current	Hendra - 6 Monthly Booster	2021-03-09	2022-03-08	2022-04-12
Aaron Teller	991123456220305	Warratah Genesis	Current	Hendra - Vaccination 2	2021-06-15	2021-12-12	2022-01-16



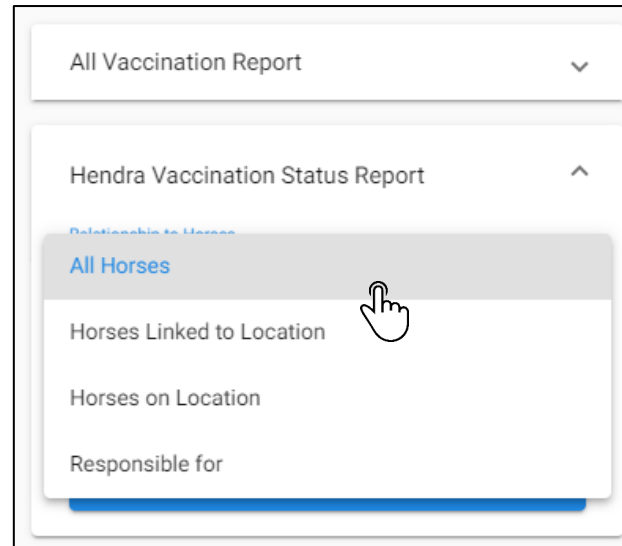
Creating a Hendra Vaccination Status Report-

Step 3: Filtering Your Relationships to Horses

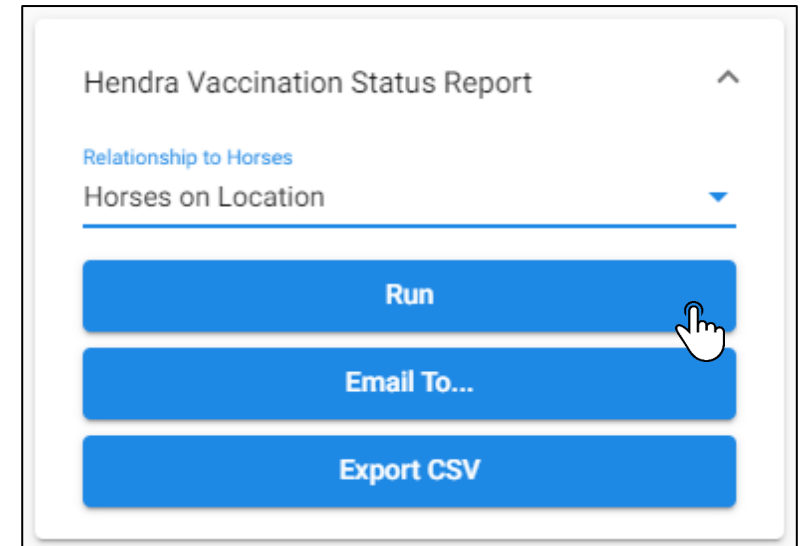
You can filter which horses display by clicking the drop down menu so you can view which horses display in the report. Then click run.



This screenshot shows the initial state of the report interface. At the top, there is a dropdown menu labeled 'All Vaccination Report' with a downward arrow. Below it, the 'Hendra Vaccination Status Report' section is expanded, showing a dropdown for 'Relationship to Horses' currently set to 'All Horses'. At the bottom of this section are three blue buttons: 'Run', 'Email To...', and 'Export CSV'. A hand cursor is pointing at the 'Run' button.



This screenshot shows the 'Relationship to Horses' dropdown menu open. The menu lists four options: 'All Horses' (highlighted in grey), 'Horses Linked to Location', 'Horses on Location', and 'Responsible for'. A hand cursor is pointing at the 'All Horses' option.



This screenshot shows the final state of the report interface. The 'Hendra Vaccination Status Report' section is collapsed, showing only the title and the 'Relationship to Horses' dropdown menu, which is set to 'Horses on Location'. Below the dropdown are three blue buttons: 'Run', 'Email To...', and 'Export CSV'. A hand cursor is pointing at the 'Run' button.



Creating a Hendra Vaccination Status Report-

Step 4: Choosing to Email or Export the Report

On the right hand menu, 'click email to....' Or 'Export as CSV'.

All Vaccination Report

Hendra Vaccination Status Report

Relationship to Horses

Horses on Location

Run

Email To...


Export CSV



Creating a All Vaccination Report -

Step 1: Click the All Vaccination Report

In the reporting tabs, click the 'All Vaccination Report' tab in the menu.

 Please select a report

All Vaccination Report

Hendra Vaccination Status Report

Horse List

Horse Movement Report

Horse Rider Assessment Report

Horse on this location

Horse with no vaccination records

Incidents Report

No Microchip Report

Shoeing Report

User List

Vaccination Reconciliation

All Vaccination Report

Hendra Vaccination Status Report

Horse List

Horse Movement Report

Horse Rider Assessment Report

Horse on this location

Horse with no vaccination records

Incidents Report

No Microchip Report

Shoeing Report

User List

Vaccination Reconciliation



Creating a All Vaccination Report - Step 2: The Report will display

The report will display and you can sort by clicking the column header.

< All Vaccination Report

Search By

×

Add Filter

No. of Records: 141

Horse name	Chip	Person responsible for the horse	Site	Hendra status	Expiry date	Dentistry due date	Hendra due date	Herpes due date	Salmonella due date	Shoeing due date	Strangles due date	Tetanus due date	Worming due date
Ello Ello	987894561919400	Aiden Stones	OFF	Current	2021-10-27		2021-09-22			2019-10-23			
Slim	939123456795512	Anna Donnirck	OFF	Current	2021-10-27		2021-09-22			2019-10-23			



Creating a All Vaccination Report -

Step 3: Filtering Your Relationships to Horses

You can filter which horses display by clicking the drop down menu so you can view which horses display in the report. Then click run.

All Vaccination Report

Relationship to Horses

All Horses

Run

Email To...

Export CSV

All Vaccination Report

Relationship to Horses

All Horses

Horses Linked to Location

Horses on Location

Responsible for

All Vaccination Report

Relationship to Horses

Horses Linked to Location

Run

Email To...

Export CSV



Creating a All Vaccination Report -

Step 4: Choosing to Email or Export the Report

On the right hand menu, 'click email to....' Or 'Export as CSV'.

All Vaccination Report

Relationship to Horses

Horses Linked to Location

Run

Email To...

Export CSV



Creating a All Vaccination Report -

Step 5: Choosing to Email or Export the Report

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



Emails

Please enter emails (split by comma or enter)

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

Close Confirm

Alternatively, you can type an email in the text field.



Once typed press enter.



Emails

Please enter emails (split by comma or enter)

johnsmith@gmail.com

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

Close Confirm

The email address will then lock into place. Then click confirm.



Emails

Please enter emails (split by comma or enter)

johnsmith@gmail.com

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

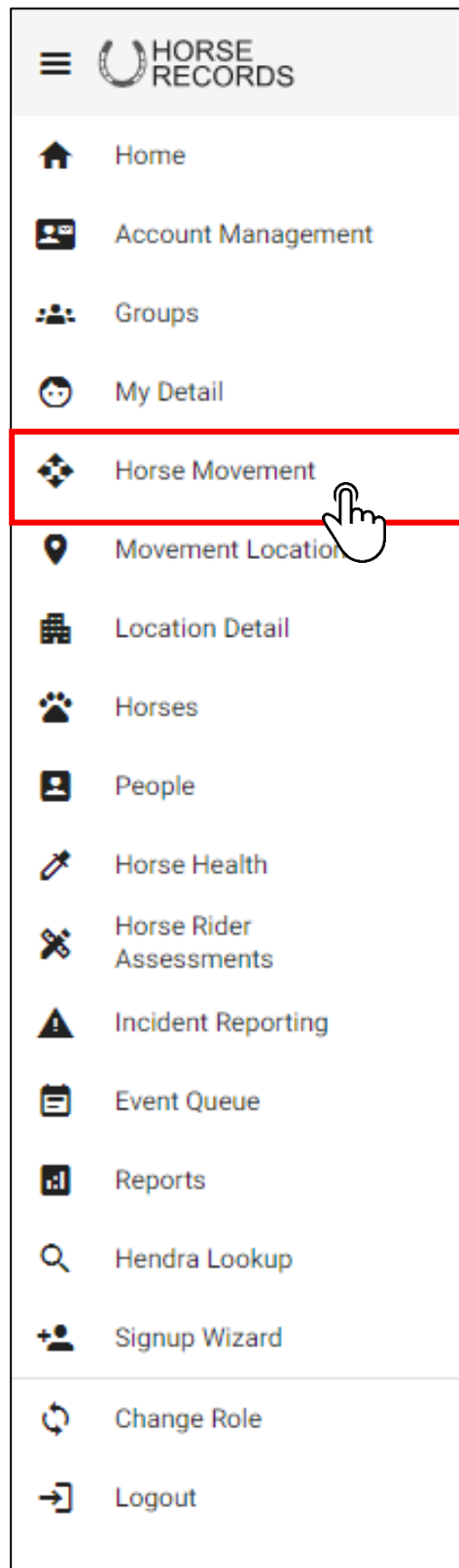
Close Confirm



Creating a Movement History Report -

Step 1: Click the Horse Movement Tab

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



Creating a Movement History Report - Step 2: Select the horses

Select the horses you want to view a movement history report for.

Horse Movements

Create Movement Report

Linked to My good Farm

Search

Move

Horse Name	Stable Name	Microchip Numbers	Hendra Status	Horse Rider Assessment Status	Location Status	Current Location	Last Move Date	
<div>+</div> Alfie	Alfie	985120032729275	Current	Failed	OFF	Yambinya	16 Sep 2015 11:48	<div><div></div><div>✓</div></div>
<div>+</div> Andy	Andy	900006000251445	Current	Restricted	OFF	Yambinya	21 Jul 2015 15:21	<div><div></div><div></div></div>
<div>+</div> Augustus	Gus	900006000217047	Expired	Restricted	OFF	My House	08 May 2017 15:15	<div><div></div><div>✓</div></div>
<div>+</div> Bailey	Bailey	900006000237528	Due		OFF			<div><div></div><div></div></div>
<div>+</div> Baileys Nelson	Baileys Nelson	982000363567119	Expired		OFF			<div><div></div><div></div></div>
<div>+</div> Basil	Basil	900006000234773	Current		OFF			<div><div></div><div></div></div>



Creating a Movement History Report - Step 3: Choose the Time Frame

Select a timeline that you want to view the movement history for.

Horse Movements

Create Movement Report ▾

Linked to My good Farm ▾

Horse Name	Microchip Numbers
+ Alfie	985120032729275
+ Andy	900006000251445
+ Augustus	900006000217047
+ Bailey	900006000237528
+ Baileys Nelson	982000363567119
+ Basil	900006000234773
+ Bellatrix	900006000236045

Last 24 Hours

Last 3 Days

Last 7 Days

Last Month

Last 6 Months

Last year

All


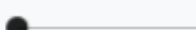


Creating a Movement History Report - Step 4: Select How to Export

Once the records are shown, you can either email them or download them as a CSV (Excel Document).

Horse Movement Report

No. of Records: 5

Email To...Export CSV×

Horse Name	Stable Name	Microchip Numbers	From Location	To Location	Arrival Date Time	Movement Created By
Augustus	Gus	900006000217047	My Farm	My House	2017-05-08 15:15	Dr David First
Augustus	Gus	900006000217047	My House	My Farm	2016-07-26 12:08	Des Bowler
Augustus	Gus	900006000217047	My House	My Farm	2016-07-26 11:35	Dr David First
Augustus	Gus	900006000217047	My Farm	My House	2016-07-26 11:34	Des Bowler
Alfie	Alfie	985120032729275	The Red Feilot	Good Farm	2015-09-16 11:48	Sophie Glass



Creating a Shoeing Reports- Step 5: Emailing the Report to a Recipient

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



The 'Emails' dialog box has a title bar 'Emails' and a subtitle 'Please enter emails (split by comma or enter)'. Below this is a table with four columns: 'Email Group Name', 'Description', 'Location', and 'Actions'. The table contains one row: 'Admin Staff', 'Admin Staff', 'My good Farm'. In the 'Actions' column, there is a pencil icon and a checked checkbox. A hand cursor is clicking the checkbox. Below the table are two buttons: 'Close' and 'Confirm'.

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.



The 'Emails' dialog box has a title bar 'Emails' and a subtitle 'Please enter emails (split by comma or enter)'. Below this is a text input field containing 'johnsmith@gmail.com'. Below the text field is a table with four columns: 'Email Group Name', 'Description', 'Location', and 'Actions'. The table contains one row: 'Admin Staff', 'Admin Staff', 'My good Farm'. In the 'Actions' column, there is a pencil icon and an unchecked checkbox. Below the table are two buttons: 'Close' and 'Confirm'.

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

The email address will then lock into place. Then click confirm.



The 'Emails' dialog box has a title bar 'Emails' and a subtitle 'Please enter emails (split by comma or enter)'. Below this is a text input field containing 'johnsmith@gmail.com' with a close button (X) to its right. Below the text field is a table with four columns: 'Email Group Name', 'Description', 'Location', and 'Actions'. The table contains one row: 'Admin Staff', 'Admin Staff', 'My good Farm'. In the 'Actions' column, there is a pencil icon and an unchecked checkbox. Below the table are two buttons: 'Close' and 'Confirm'. A hand cursor is clicking the 'Confirm' button.

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

