



# **Day to Day Operations for a Feedlot Livestock Admin**

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

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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](mailto: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:

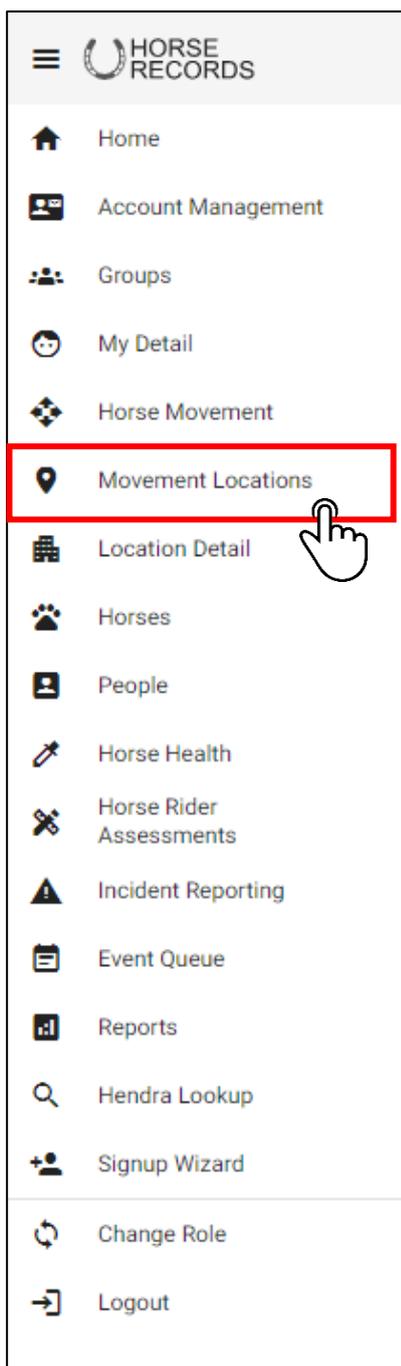
- Australian Capital Territory - ACT Government Transport Canberra and City Services
- New South Wales - NSW Government Local Land Services
- Northern Territory - Northern Territory Government Department of Primary Industry and Fisheries
- Queensland - Queensland Government Department of Agriculture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

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# Adding a Movement Location - Step 1: Click the Movements Tab

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



# Adding a Movement Location - Step 2: Click Add

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



The screenshot displays the 'Movement Locations' interface. At the top right, there is a search bar and a '+ Add' button, which is highlighted with a red box and a hand cursor. Below this is a table with the following columns: Property Name, Location Type, Alias, Last Updated At, and Actions.

Property Name	Location Type	Alias	Last Updated At	Actions
+ Aronui Feedlot	FEEDLOT	<a href="#">Set as...</a>	2021-06-11 09:00	 
+ Big Farm	EXTERNAL ADDRESS	<a href="#">Set as...</a>	2021-07-15 11:33	 



# Adding a Movement Location - Step 3: Enter the Details

Entered the details for the location and click the save button in the bottom right-hand corner once you have finished.

< Address + Add Detail

Location Name \*

---

**Address** ✕

Type <small>Location address type such as delivery address, postal address, office address, physical address.</small>	PIC <small>Property Identification Code</small>
Address 1 <small>Line one of the address, this might be a unit number, build an floor number.</small>	
Address 2 <small>Line two of the address eg the street number and street name.</small>	
Suburb * <small>The suburb, town, district or shire</small>	State <small>The location State from drop down list</small>
Postcode <small>The postcode or zip code for the address</small>	Country AU <small>Location country in ISO 3166-1-alpha-2 code elements format</small>
Comment <small>A general comment added to a entity, location, person or thing.</small>	

**Contact** ✕

Person <small>Contact Person</small>	Type * <small>Type of contact such as Email, Mobile, Land Line, Website.</small>
Comment <small>A general comment added to a entity, location, person or thing.</small>	

✓ Save



# Editing a Movement Location – Click the Pencil Button

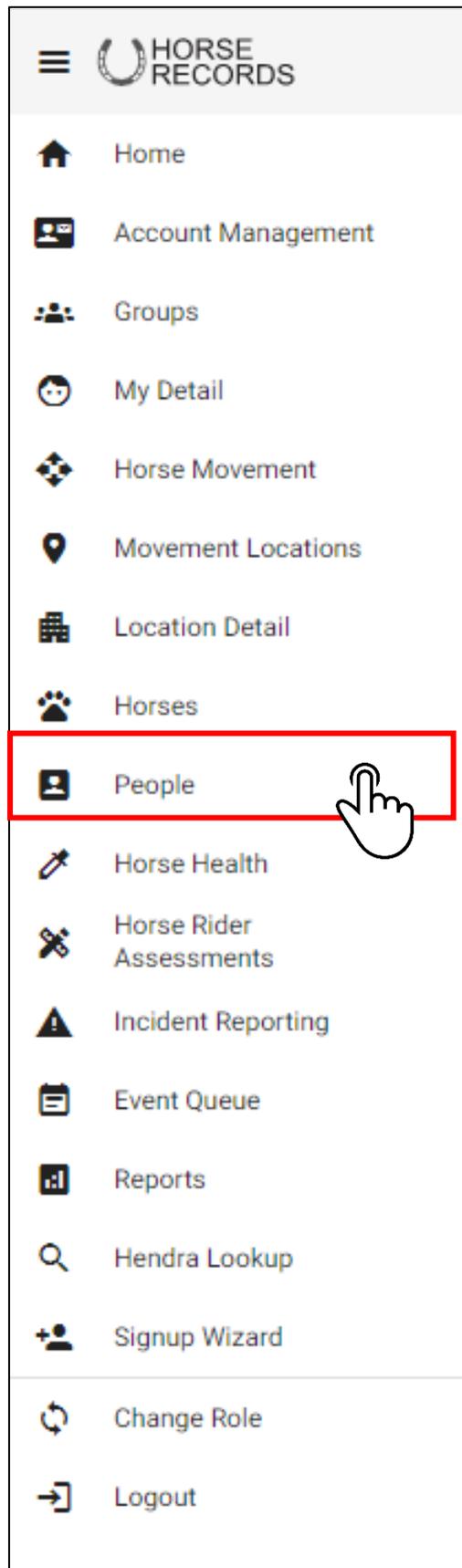
To Edit the Location, click the blue pencil button on the on the location you want to edit.

Movement Locations					Search	+ Add	Show Current
Property Name	Location Type	Alias	Last Updated At	Actions			
+ Arnold Feedlot	FEEDLOT	<a href="#">Set as...</a>	2021-06-11 09:00	 			
+ Big Farm	EXTERNAL ADDRESS	<a href="#">Set as...</a>	2021-07-15 11:33	 			
+ Big Farm	EXTERNAL ADDRESS	<a href="#">Set as...</a>	2021-07-15 11:33	 			
+ BottleTree Feedlot	FEEDLOT	<a href="#">Set as...</a>	2021-06-11 09:00	 			



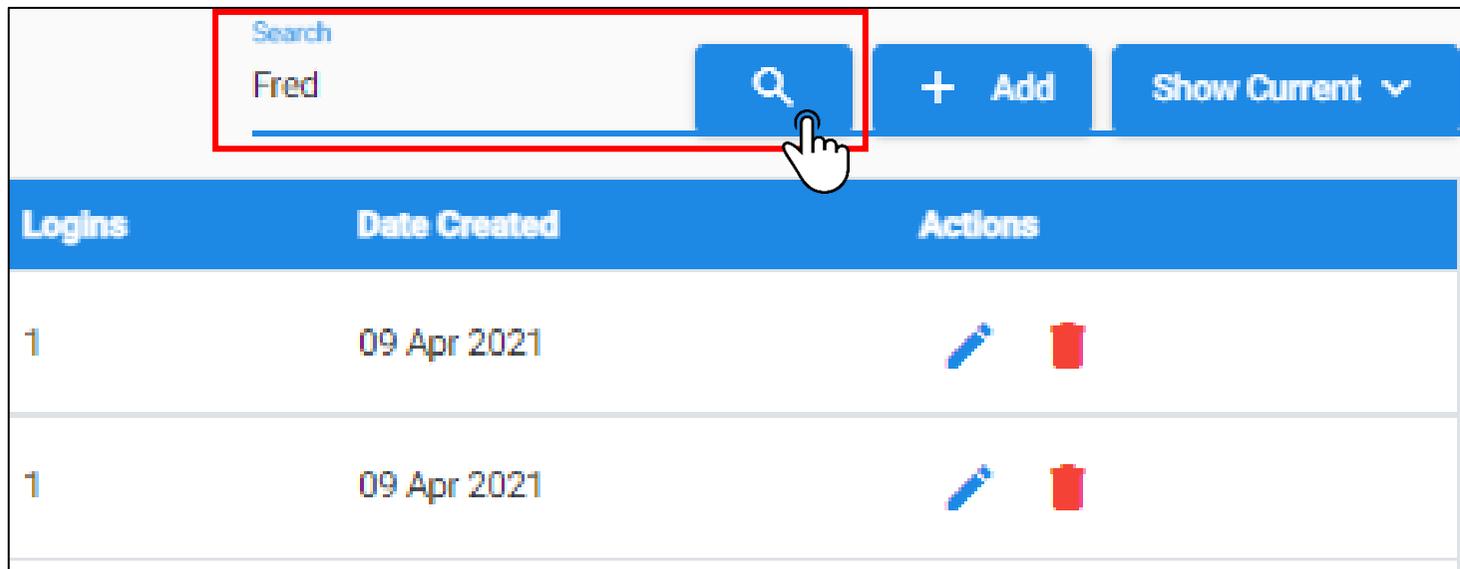
# Moving a Horse/s on Someone's Behalf - Step 1: Click the People Tab

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



## Moving a Horse/s on Someone's Behalf - Step 2: Search for the Person

Use the Search function in the top right-hand corner to find the person you want to move the horses on behalf of.



The screenshot shows a web interface with a search bar at the top. The search bar contains the text "Fred" and a magnifying glass icon. To the right of the search bar are two buttons: "+ Add" and "Show Current" with a dropdown arrow. Below the search bar is a table with three columns: "Logins", "Date Created", and "Actions". The table contains two rows of data, each with a "1" in the "Logins" column and "09 Apr 2021" in the "Date Created" column. The "Actions" column for each row contains a blue pencil icon and a red trash can icon. A red box highlights the search bar and the search button, with a hand cursor pointing to the search button.

Logins	Date Created	Actions
1	09 Apr 2021	 
1	09 Apr 2021	 



# Moving a Horse/s on Someone's Behalf - Step 3: Expand their Details

Once you have found the person, expand their details using the + button next to their name.



Person ID	First Name	Last Name	Formal Name	State	Postcode	Logins	Date Created	Actions
10000917	Fred	Jones	Fred Jones	QLD	4364	1	09 Apr 2021	

Person ID	First Name	Last Name	Formal Name	State	Postcode	Logins	Date Created	Actions
10000917	Fred	Jones	Fred Jones	QLD	4364	1	09 Apr 2021	

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

**Primary Address**  
Location Address Type: Residential Address    PIC:  
Address line 1: 123 Fate Street  
Address line 2:  
Postcode: 4364    State: QLD    Suburb: Millmeran    Country: AUSTRALIA

**Contacts**

Email	Phone	Landline
fredjones@gmail.com	0409583314	

**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	29 Jul 2021		

**Associated Horses**

Horse Name	Stable Name	Microchip	Actions
Frank the Tank	Tank	900002454648486	<input type="checkbox"/>

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



# Moving a Horse/s on Someone's Behalf - Step 4: Select a Horse

Once you have found the person, expand their details using the + button next to their name.

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	12 Aug 2021		<input type="button" value="End"/>

Associated Horses

Horse Name	Stable Name	Microchip	Current Location	Actions
Frank the Tank	Tank	900002454648486		<input checked="" type="checkbox"/>

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

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	29 Jul 2021		<input type="button" value="End"/>

Associated Horses

Horse Name	Stable Name	Microchip	Actions
Frank the Tank	Tank	900002454648486	<input checked="" type="checkbox"/>

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



# Moving a Horse/s on Someone's Behalf - Step 5: Create Movement Details

Once you have found the person, enter the movement details for the horse and then click save.

< Create Horse Movement

Horse Name	Stable Name	Microchip Number	Hendra Status	Rider Assessment Status	Responsible Person	Location Status	Current Location	Last Move Date
Frank the Tank	Tank	900002454648486			Fred Jones	OFF	Home	

**Moving To**

Destination: My good Farm - FEEDLOT [View Address Book](#)

Expected Arrival Date: 29 Jul 2021

Expected Arrival Time: 10:30

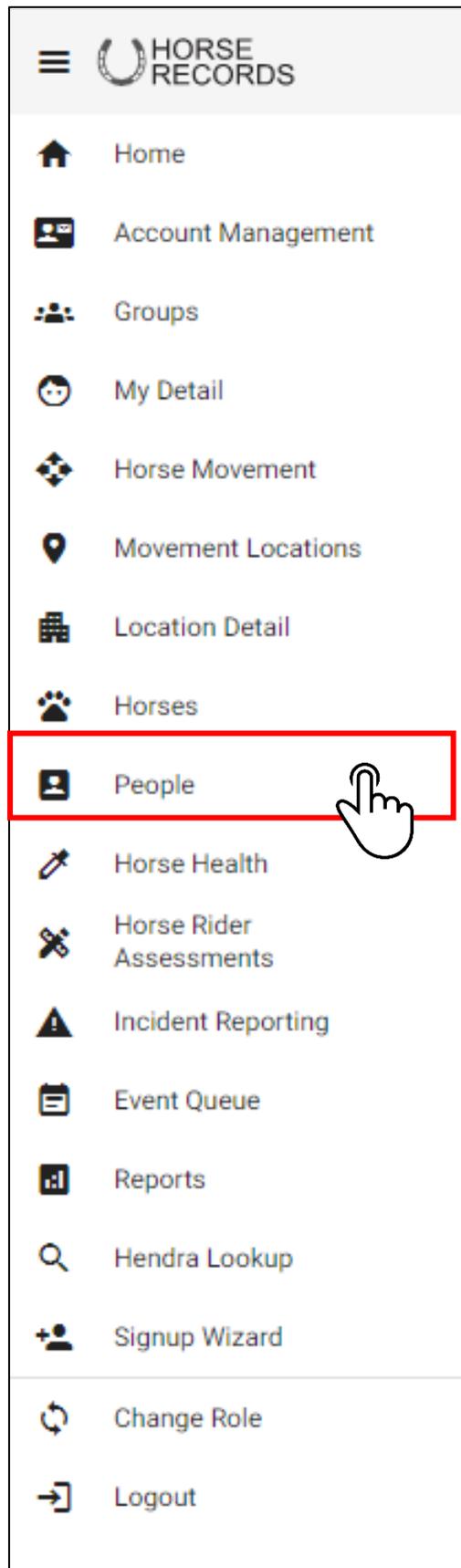
[Save](#)



# Editing a Persons Details-

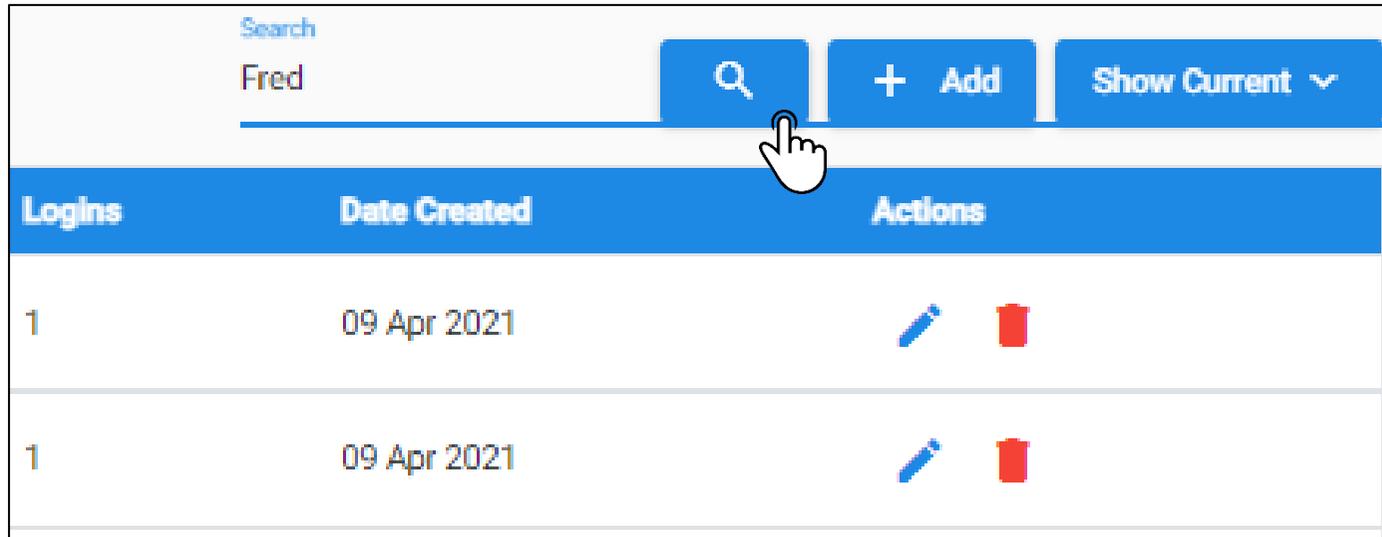
## Step 1: Click the People Tab

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



## Editing a Persons Details- Step 2: Search for the Person

Use the Search function in the top right-hand corner to find the person you want to edit.



The screenshot shows a web application interface. At the top, there is a search bar with the text 'Fred' entered. To the right of the search bar is a magnifying glass icon (search button). Further right are two buttons: '+ Add' and 'Show Current' with a dropdown arrow. Below the search bar is a table with three columns: 'Logins', 'Date Created', and 'Actions'. The table contains two rows of data, each with a '1' in the 'Logins' column and '09 Apr 2021' in the 'Date Created' column. The 'Actions' column for each row contains a blue pencil icon and a red trash can icon. A hand cursor is pointing at the search button.

Logins	Date Created	Actions
1	09 Apr 2021	 
1	09 Apr 2021	 



## Editing a Persons Details- Step 3: Click the blue pencil button

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	 
---	----------	------	-------	------------	-----	------	---	-------------	---



# Editing a Persons Details- Step 4: Edit Details and Save

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

< Person Detail Add Detail  Delete

Person ID  
**10000917**

**Registration\***

Formal Name <b>Fred Jones</b> <small>Person's formal name. This is typically used for formal correspondence, tax and as the legal name.</small>	DOB <hr/>
Given Name * <b>Fred</b> <small>Given name, first name or known as name</small>	Family Name <b>Jones</b> <small>Family Name</small>

**Vet Detail**

Is Vet  
**No**   
Determine whether the person is from vet

**Address**

Type <b>Residential Address</b> <small>Location address type such as delivery address, postal address, office address, physical address.</small>	PIC <hr/> <small>Property Identification Code</small>
Address 1 <b>865 Norwin Brookstead Road</b> <small>Line one of the address, this might be a unit number, build a floor number</small>	
Address 2 <hr/> <small>Line two of the address eg the street number and street name.</small>	
Suburb * <b>Millmeran</b> <small>The suburb, town, district or shire</small>	State <b>QLD</b> <small>The location State from drop down list</small>
Postcode <b>4364</b> <small>The postcode or zip code for the address</small>	Country <b>AUSTRALIA</b> <small>Location country in ISO 3166-1 alpha-2 code elements format</small>

Comment  
**Migrated at 2021-08-05 09:00**  
A general comment added to a entity, location, person or thing.

**Contact**

Person Contact Person Email <b>taylejohnston3@gmail.com</b> <small>Email address</small>	Type * <b>Email, Mobile, Land Line</b> <input type="button" value="x"/> <small>Type of contact such as Email, Mobile, Land Line, Website</small>
Mobile <b>0409583314</b> <small>Mobile Number</small>	Phone <hr/> <small>The land line phone number. Including area code.</small>

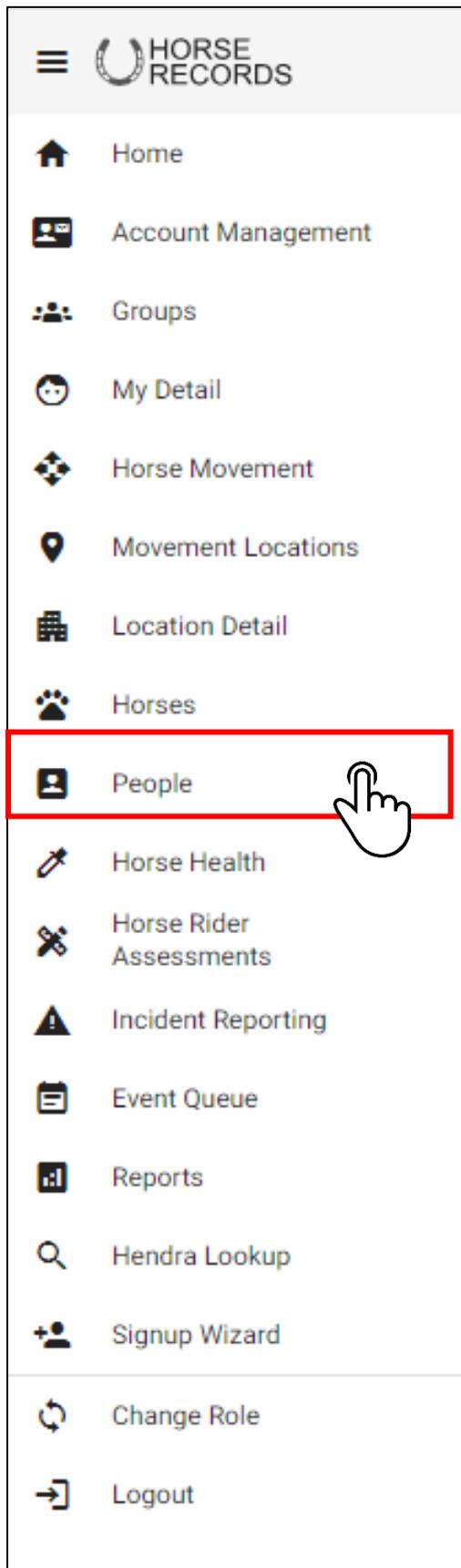
Comment  
**Migrated at 2021-08-05 09:00**  
A general comment added to a entity, location, person or thing.



# Adding a Role to a Person -

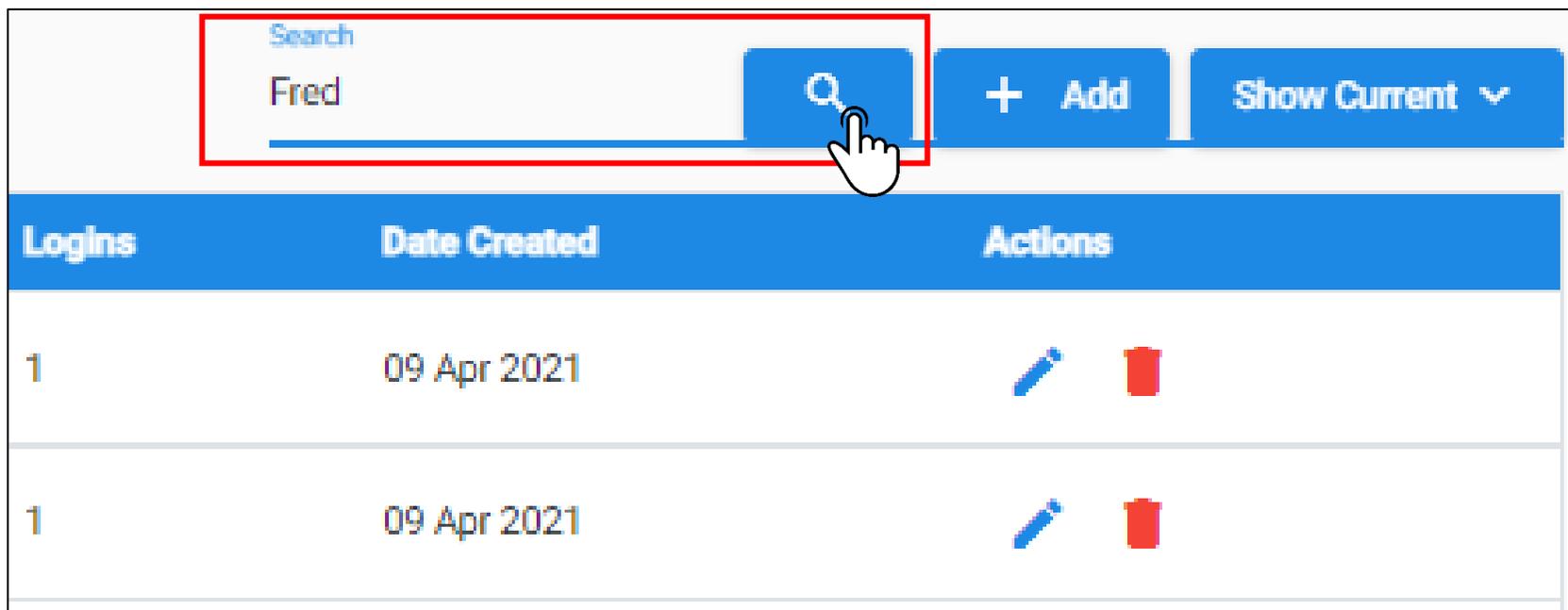
## Step 1: Click People Tab

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



## Adding a Role to a Person - Step 2: Click People Tab

Use the Search function in the top right-hand corner to find the person you wish to move the horses on behalf of.



The screenshot shows a web interface with a search bar at the top. The search bar contains the text "Fred" and a search icon. A red box highlights the search bar and the search icon. To the right of the search bar are two buttons: "+ Add" and "Show Current" with a dropdown arrow. Below the search bar is a table with three columns: "Logins", "Date Created", and "Actions". The table contains two rows of data, each with a "1" in the "Logins" column and "09 Apr 2021" in the "Date Created" column. The "Actions" column for each row contains a blue pencil icon and a red trash can icon.

Logins	Date Created	Actions
1	09 Apr 2021	 
1	09 Apr 2021	 



# Adding a Role to a Person - Step 3: Expand the Person's Details

Once you have found the person, expand their details using the + button next to their name.



Person ID	First Name	Last Name	Formal Name	State	Postcode	Logins	Date Created	Actions
10000917	Fred	Jones	Fred Jones	QLD	4364	1	09 Apr 2021	

Person ID	First Name	Last Name	Formal Name	State	Postcode	Logins	Date Created	Actions
10000917	Fred	Jones	Fred Jones	QLD	4364	1	09 Apr 2021	

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

**Primary Address**

Location Address Type: Residential Address	PIC:
Address line 1: 123 Fate Street	
Address line 2:	Suburb: Millmeran
Postcode: 4364	State: QLD
	Country: AUSTRALIA

**Contacts**

Email	Phone	Landline
fredjones@gmail.com	0409583314	

**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	29 Jul 2021		

**Associated Horses**

Horse Name	Stable Name	Microchip	Actions
Frank the Tank	Tank	900002454648486	<input type="checkbox"/>

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



## Adding a Role to a Person - Step 4: Click the Blue Shield

Click the blue shield plus button to add a role to the person.

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



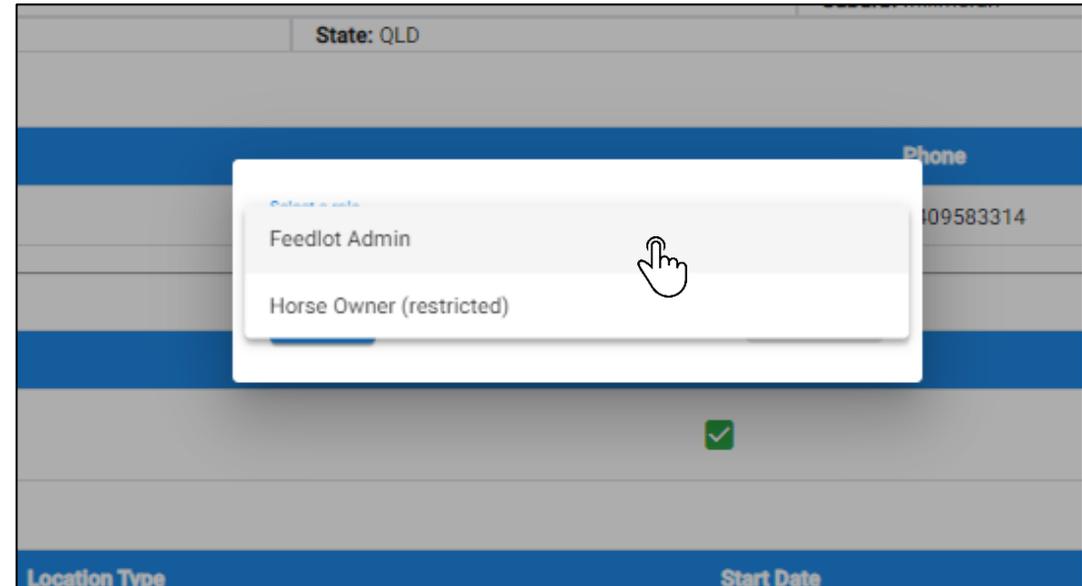
## Adding a Role to a Person - Step 5: Choose a Role to Add

Once opened, click the drop-down button and select a role for the person.

Once finalised, click the add role button.



A screenshot of a web interface showing a dropdown menu for selecting a role. The text "Select a role" is at the top. Below it, "Feedlot Admin" is selected and displayed. A hand cursor is pointing at the dropdown arrow on the right. At the bottom left is a blue "Close" button, and at the bottom right is a green "Add Role" button with a hand cursor pointing at it.

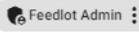
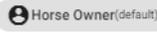


A screenshot of a web interface showing a dropdown menu for selecting a role, overlaid on a table. The table has a header row with "State: QLD" and "Phone". The dropdown menu is open, showing two options: "Feedlot Admin" (selected) and "Horse Owner (restricted)". A hand cursor is pointing at the "Feedlot Admin" option. Below the dropdown menu, a green checkmark is visible. The table has columns for "Location Type" and "Start Date".



# Adding a Role to a Person - Step 6: Confirming the Role has been added

Once finalised, the new role will display under the persons associated logins.

Associated logins				
Username	Roles	Is Enabled	Start Date	Actions
fredjones	 	<input checked="" type="checkbox"/>	07 Oct 2020	  



# Removing the Role from a Person.

Click the three dots on the persons role you want to delete. An option will display where you can delete the role.

Associated logins

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



Associated logins

Username	Roles	Is Enabled	Start Date	Actions
fredjones	Feedlot Admin  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	12 Aug 2021		

Associated Horses

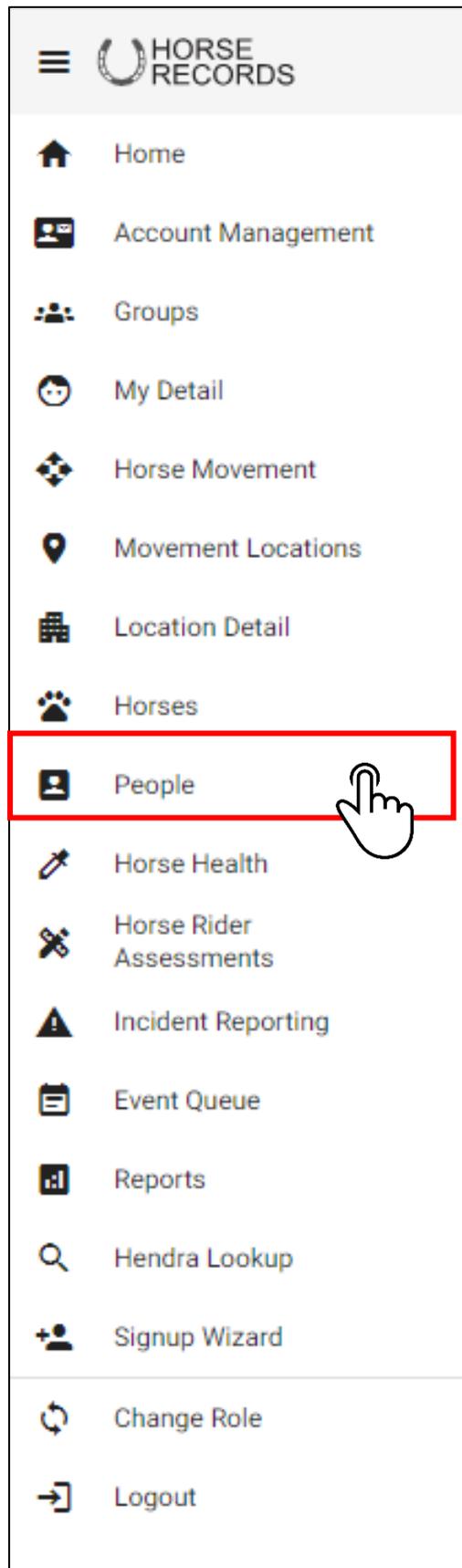
Create Movement Report Move Horses

- Set as default
- Delete role



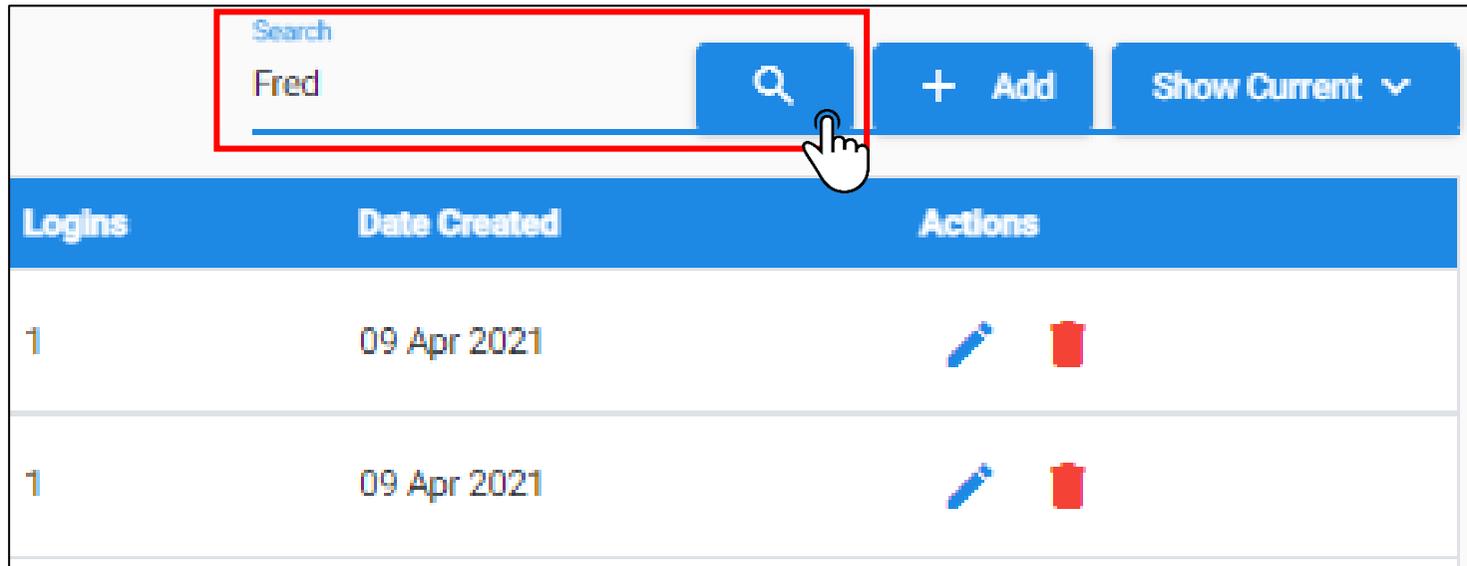
# Removing a Person from Your Location - Step 1: Click the People Tab

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



## Removing a Person from Your Location - Step 2: Search for the Person

Use the Search function in the top right-hand corner to find the person you wish to remove.



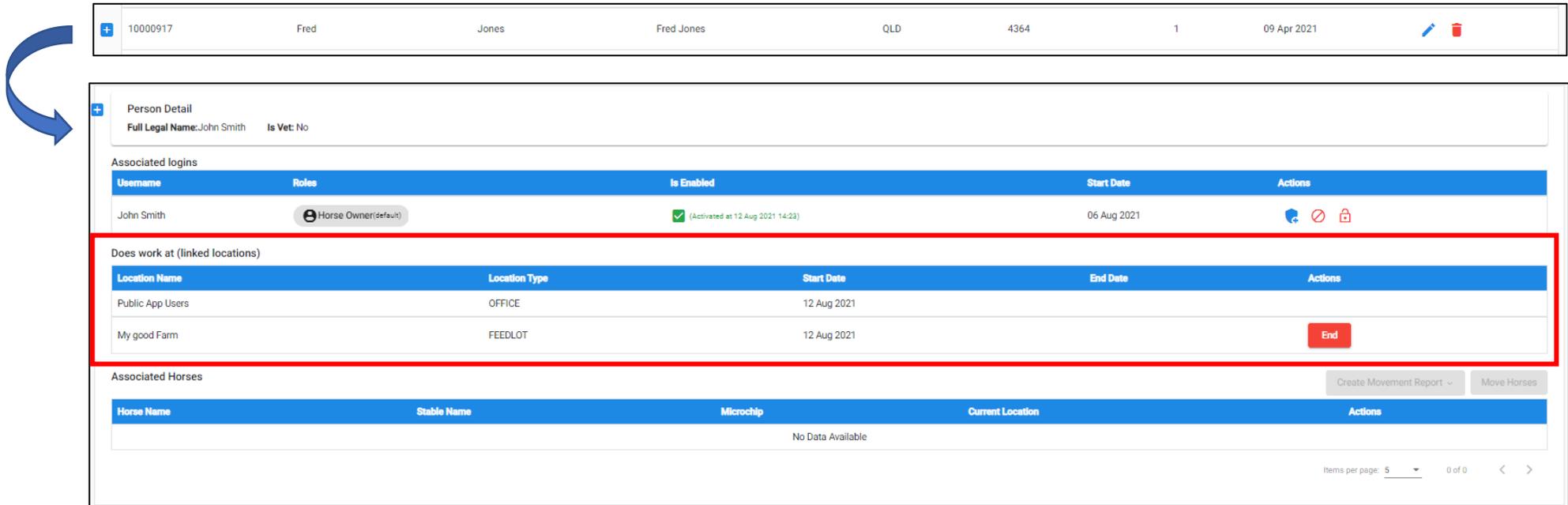
The screenshot shows a user interface with a search bar at the top. The search bar contains the text "Fred" and a magnifying glass icon. To the right of the search bar are two buttons: "+ Add" and "Show Current" with a dropdown arrow. Below the search bar is a table with three columns: "Logins", "Date Created", and "Actions". The table contains two rows of data, each with a "1" in the "Logins" column and "09 Apr 2021" in the "Date Created" column. The "Actions" column for each row contains a blue pencil icon and a red trash can icon. A red box highlights the search bar and the search button, and a hand cursor is pointing at the search button.

Logins	Date Created	Actions
1	09 Apr 2021	 
1	09 Apr 2021	 



# Removing a Person from Your Location - Step 3: Expand the Person's Details

Once you have found the person, expand their details using the + button next to their name.



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

Associated logins

Username	Roles	Is Enabled	Start Date	Actions
John Smith	Horse Owner (default)	<input checked="" type="checkbox"/> (Activated at 12 Aug 2021 14:23)	06 Aug 2021	

Does work at (linked locations)

Location Name	Location Type	Start Date	End Date	Actions
Public App Users	OFFICE	12 Aug 2021		
My good Farm	FEEDLOT	12 Aug 2021		<input type="button" value="End"/>

Associated Horses

Horse Name	Stable Name	Microchip	Current Location	Actions
No Data Available				

Items per page: 5 0 of 0 < >



# Removing a Person from Your Location - Step 4: Click End and Confirm

Click end on their location and once you are happy to continue, click confirm.

Does work at (linked locations)

Location Name	Location Type	Start Date	End Date	Actions
Public App Users	OFFICE	12 Aug 2021		
My good Farm	FEEDLOT	12 Aug 2021		<span>End</span>

Associated Horses

Click Movement Report Move Horses

## Confirm

Are you sure you want to mark the linkage as ended?

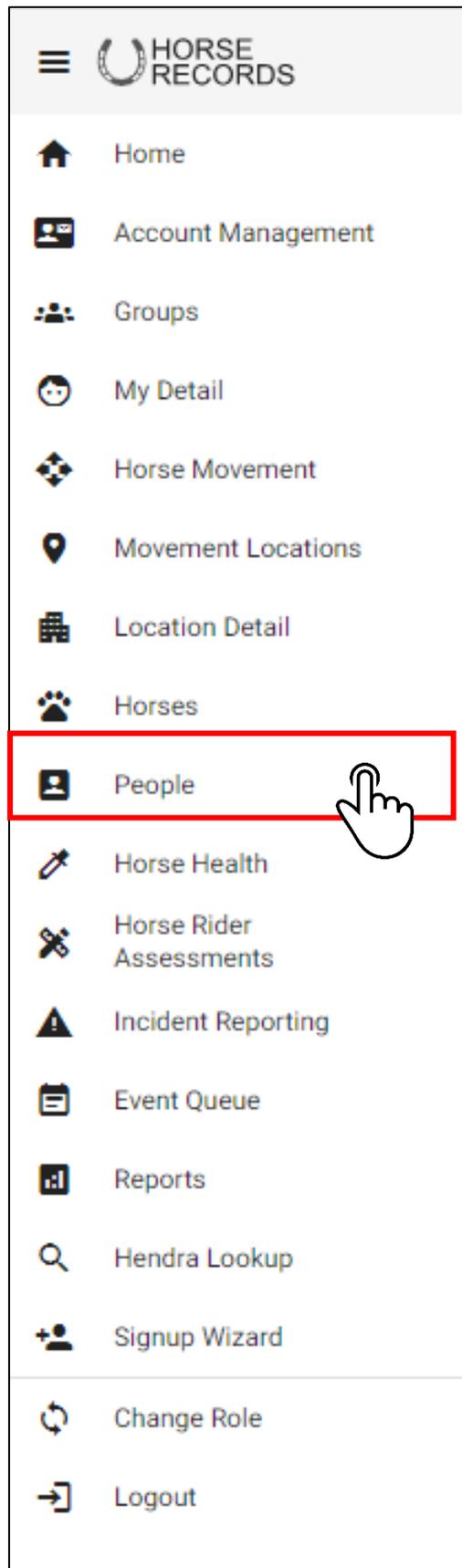
Cancel ✓ Confirm



# Confirming Removal has Occurred-

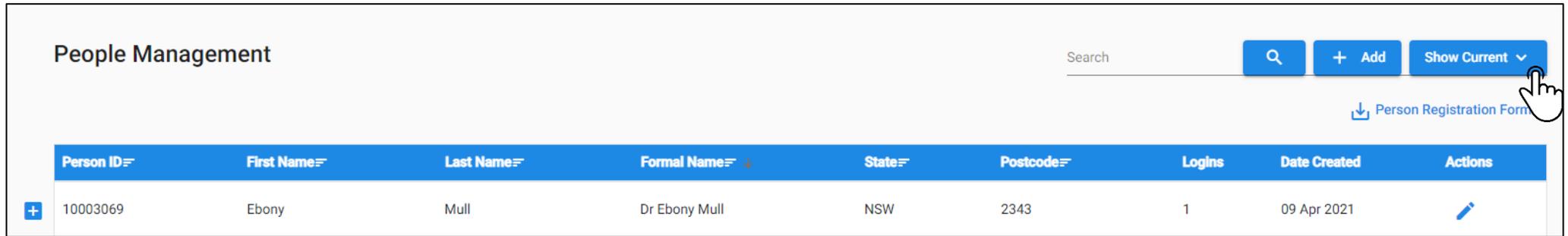
## Step 1: Click the People Tab

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

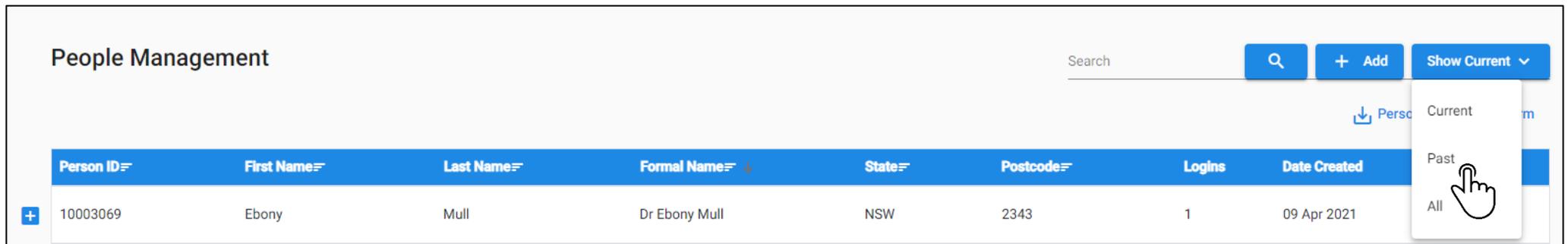


# Confirming Removal has Occurred - Step 1: Change filter to show past users

In the top right-hand corner, using the filter button click the drop-down menu. Then click past, to your past users.



The screenshot shows the 'People Management' interface. At the top right, there is a search bar and three buttons: a magnifying glass icon, '+ Add', and 'Show Current' with a downward arrow. A hand cursor is pointing at the 'Show Current' button. Below the buttons is a link with a download icon and the text 'Person Registration Form'. Below that is a table with the following columns: Person ID, First Name, Last Name, Formal Name, State, Postcode, Logins, Date Created, and Actions. The table contains one row with the following data: Person ID: 10003069, First Name: Ebony, Last Name: Mull, Formal Name: Dr Ebony Mull, State: NSW, Postcode: 2343, Logins: 1, Date Created: 09 Apr 2021, and Actions: a pencil icon.



The screenshot shows the 'People Management' interface with the 'Show Current' dropdown menu open. The menu has three options: 'Current', 'Past', and 'All'. A hand cursor is pointing at the 'Past' option. The table below the menu is the same as in the previous screenshot, showing one user: Person ID: 10003069, First Name: Ebony, Last Name: Mull, Formal Name: Dr Ebony Mull, State: NSW, Postcode: 2343, Logins: 1, Date Created: 09 Apr 2021, and Actions: a pencil icon.



# Confirming Removal has Occurred - Step 2: Find Past User

Search for the user and they will display under the past users.

People Management

Search    [Person Registration Form](#)

Person ID	First Name	Last Name	Formal Name	State	Postcode	Logins	Date Created	Actions
+ 10003655	Aaron	Toolin	Aaron Ben Toolin	QLD	4501	1	09 Apr 2021	
+ 10003671	Anna	Promes	Anna Promes	QLD	4405	1	09 Apr 2021	
+ 10003549	Ben	Linn	Ben Linn	NSW	2343	1	09 Apr 2021	
+ 10000917	Fred	Jones	Fred Jones	QLD	4364	1	09 Apr 2021	

Items per page: 20 1 - 4 of 4 < >



# Adding a past person back to your location -

## Step 1: Expand past users' details

Expand the users' details using the plus button next to the person's name.

The screenshot shows a user management interface. At the top, there is a list of users. The first user is Fred Jones, with ID 10000917, located in QLD. A blue arrow points from the plus button next to his name to the expanded details view below.

**User List:**

ID	Name	Location	Address	State	Postcode	Count	Date	Actions
10000917	Fred Jones	QLD	4364	1	09 Apr 2021	[Edit]		

**Expanded User Details:**

**Person Detail**  
Person ID: 10000917    Full Legal Name: Fred Jones    Is Vet: No

**Associated logins**

Username	Roles	Is Enabled	Start Date	Actions
fredjones	Feedlot Admin, Horse Owner(default)	✓	07 Oct 2020	[Share] [Disable] [Lock]

**Does work at (linked locations)**

Location Name	Location Type	Start Date	End Date	Actions
My good Farm	FEEDLOT	17 Aug 2021	17 Aug 2021	[Link Again]

**Associated Horses**

Create Movement Report | Move Horses

Horse Name	Stable Name	Microchip	Current Location	Actions
No Data Available				

Items per page: 5 | 0 of 0 | [Previous] [Next]



# Adding a past person back to your location -

## Step 2: Press Link Again

Under the persons, linked locations, click the 'link again' button to add the person back to the location. Then press c confirm.

Associated logins

Username	Roles	Is Enabled	Start Date	Actions
fredjones	Feedlot Admin  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	17 Aug 2021	17 Aug 2021	<a href="#">Link Again</a>

**Confirm**

Are you sure you want to link the person again?

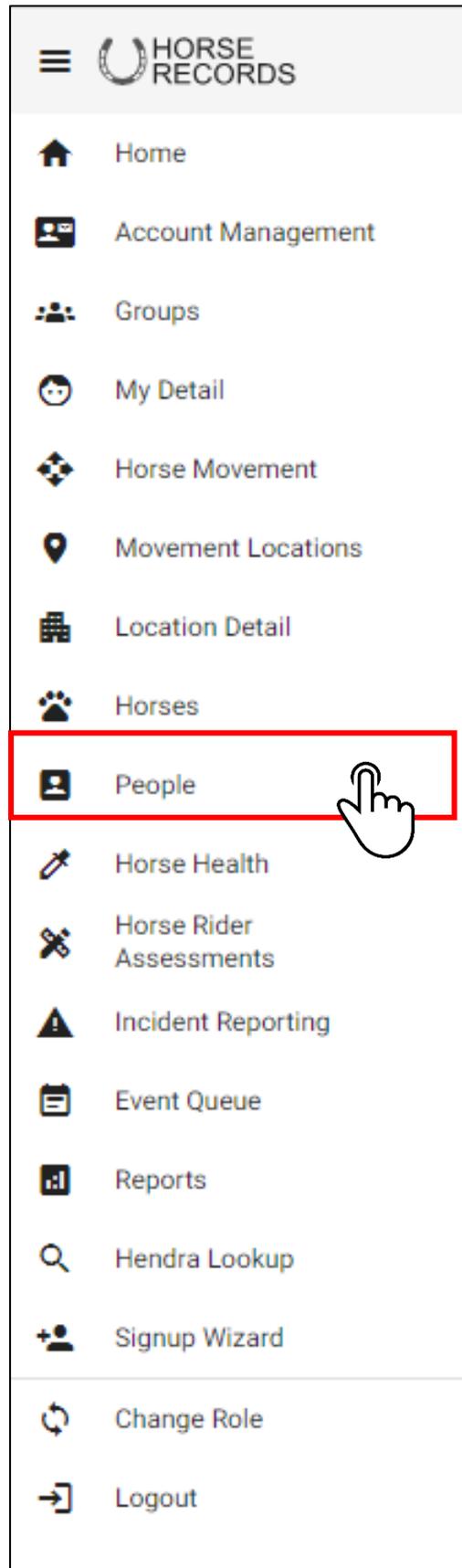
[Cancel](#) [Confirm](#)



# Resetting a Person's Password -

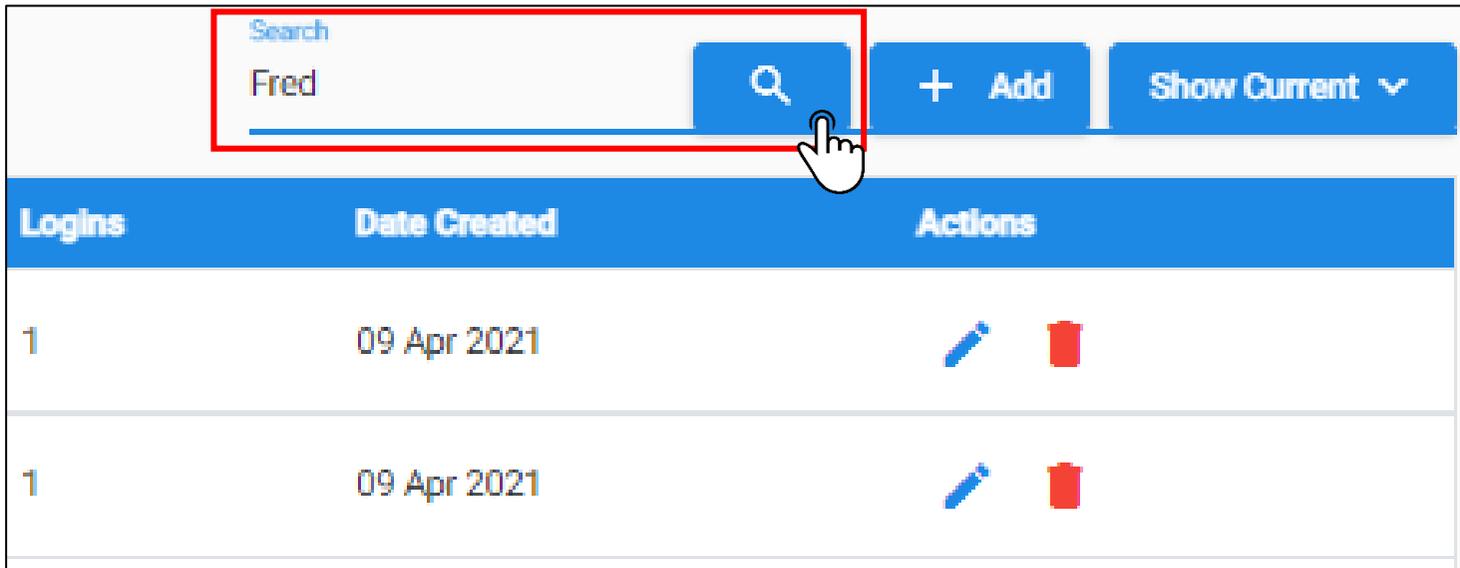
## Step 1: Click the People Tab

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



## Resetting a Person's Password - Step 2: Search for the Person

Use the Search function in the top right-hand corner to find the person you want to reset their password for.



The screenshot shows a user interface with a search bar at the top. The search bar contains the text "Fred" and a magnifying glass icon. To the right of the search bar are two buttons: "+ Add" and "Show Current" with a dropdown arrow. Below the search bar is a table with three columns: "Logins", "Date Created", and "Actions". The table contains two rows of data, each with a "1" in the "Logins" column and "09 Apr 2021" in the "Date Created" column. The "Actions" column for each row contains a blue pencil icon and a red trash can icon. A red box highlights the search bar and the search button, with a hand cursor pointing to the search button.

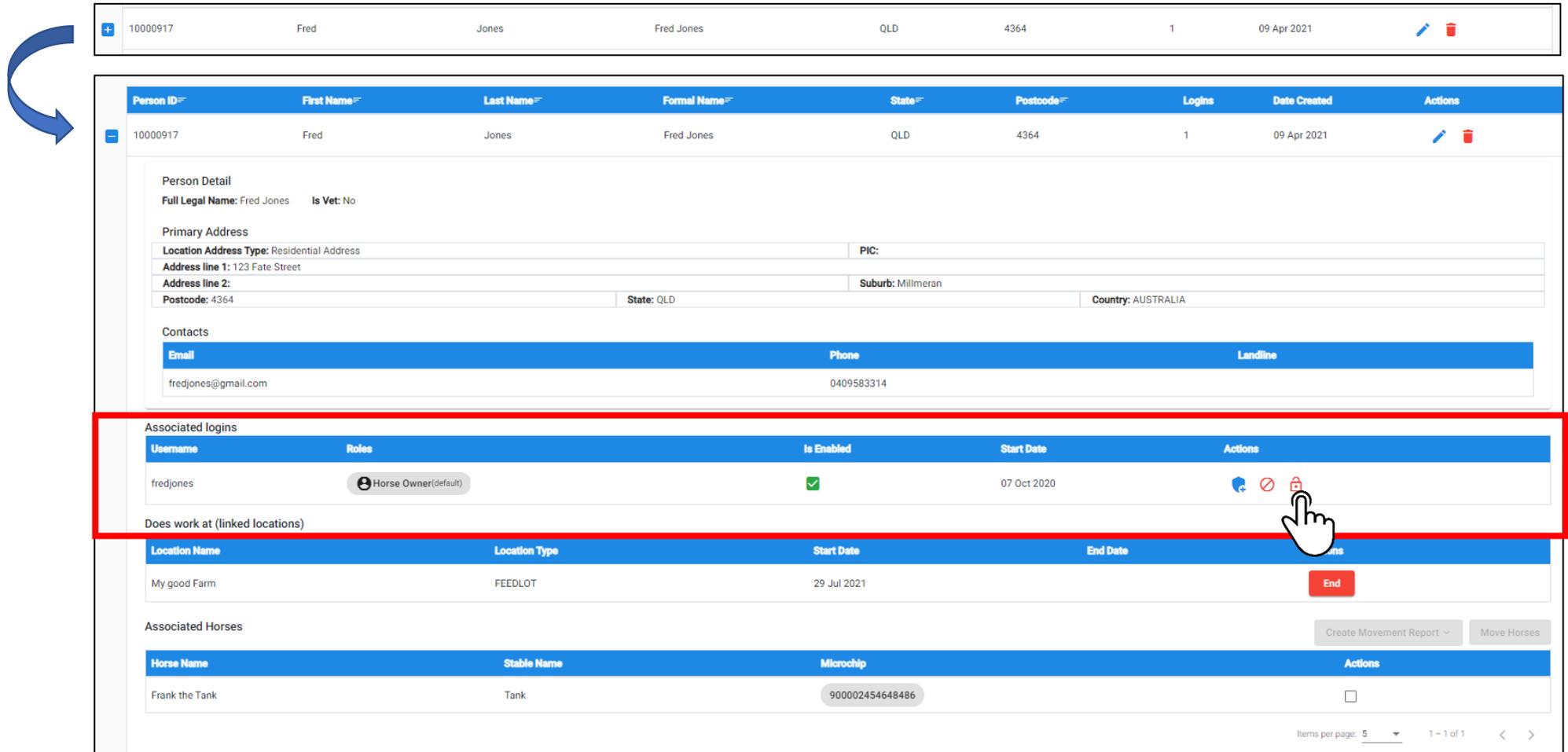
Logins	Date Created	Actions
1	09 Apr 2021	 
1	09 Apr 2021	 



# Resetting a Person's Password -

## Step 3: Expand the Person's Details and click the lock

Once you have found the person, expand their details using the + button next to their name. Then click the lock button.



The screenshot shows a user interface for managing a person's profile. A blue arrow on the left indicates the expansion of the person's details. The main content area is divided into several sections:

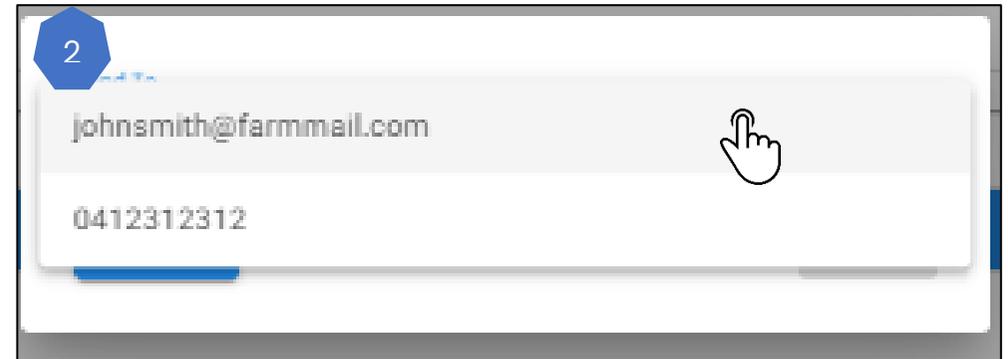
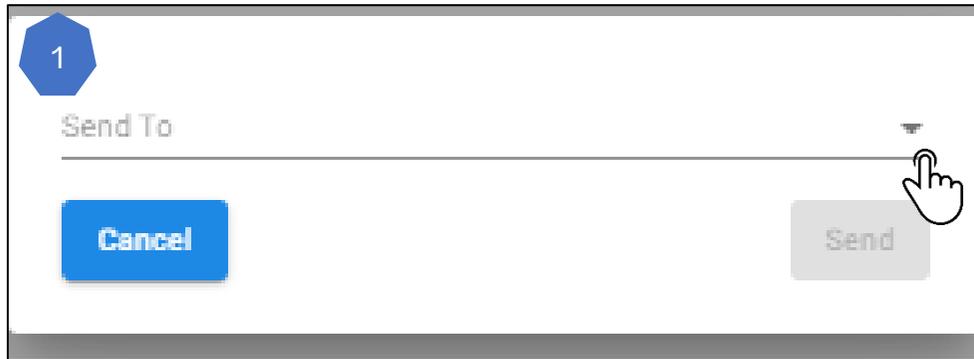
- Person Detail:** Shows full legal name (Fred Jones), vet status (No), and primary address (123 Fate Street, Millmeran, QLD 4364, Australia).
- Contacts:** Lists an email (fredjones@gmail.com) and a phone number (0409583314).
- Associated logins:** A table with columns for Username, Roles, Is Enabled, Start Date, and Actions. The 'fredjones' login is highlighted with a red box, and a hand cursor points to the lock icon in the Actions column.
- Does work at (linked locations):** A table with columns for Location Name, Location Type, Start Date, End Date, and Actions. One location, 'My good Farm' (FEEDLOT), is listed with a start date of 29 Jul 2021 and an 'End' button.
- Associated Horses:** A table with columns for Horse Name, Stable Name, Microchip, and Actions. One horse, 'Frank the Tank', is listed with a microchip ID of 900002454648486.



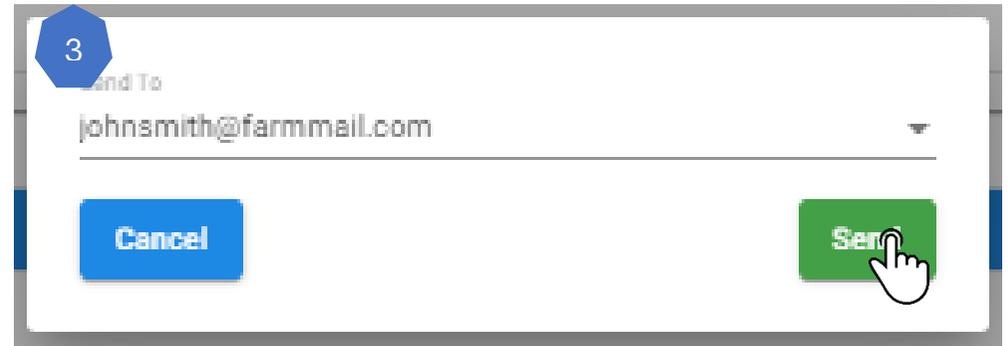
## Resetting a Person's Password -

### Step 4: Select a Contact to Send Reset to

Once clicked, a pop-up menu will display which will allow you to choose which contact you would like to send the reset password link to.

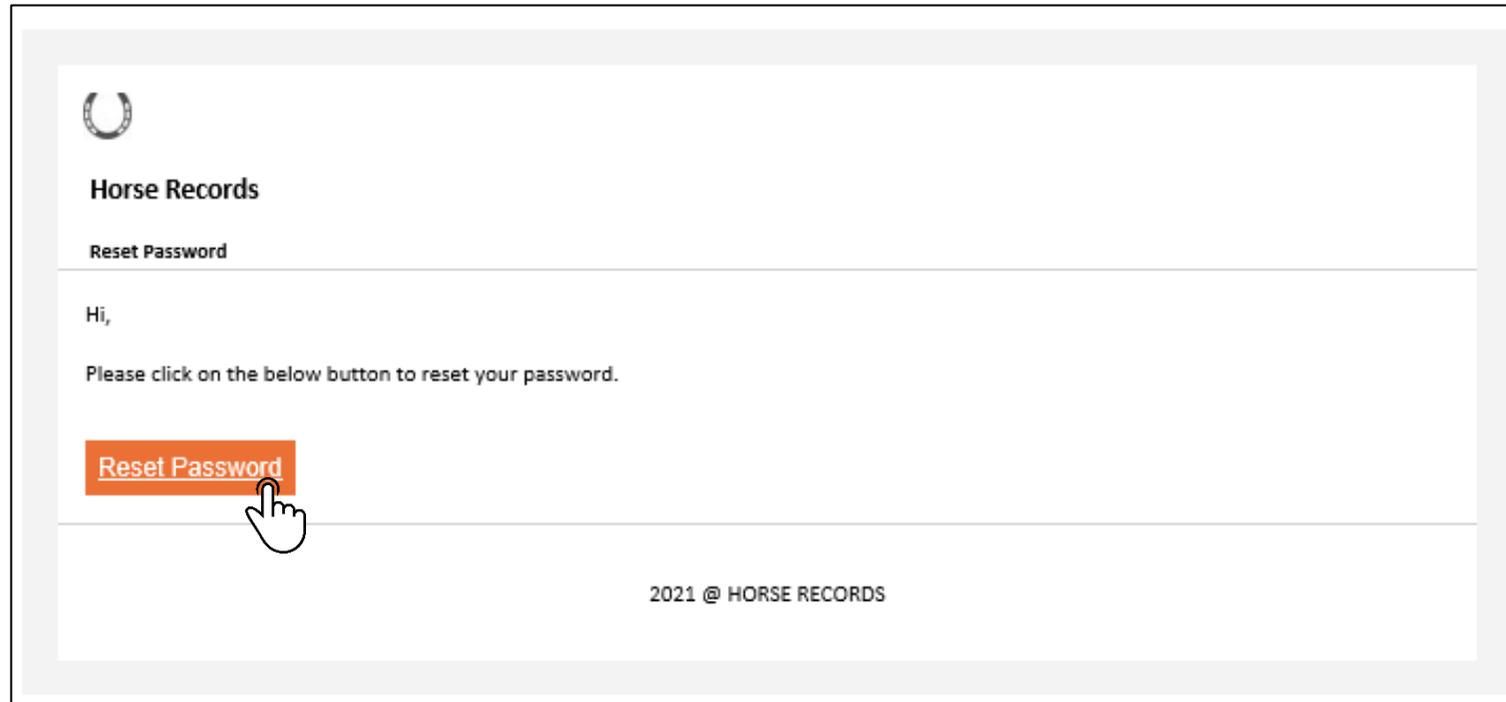


Then Click Send. 



## Resetting a Person's Password - Step 5: User Receives Notification

An email or text will be sent to their contact with a reset link.



## Resetting a Person's Password - Step 6: Resetting their Password.

Once clicked, a pop-up menu will display which will allow you to choose which contact you would like to send the reset password link to.

### Reset Password

Please complete the form below

Password

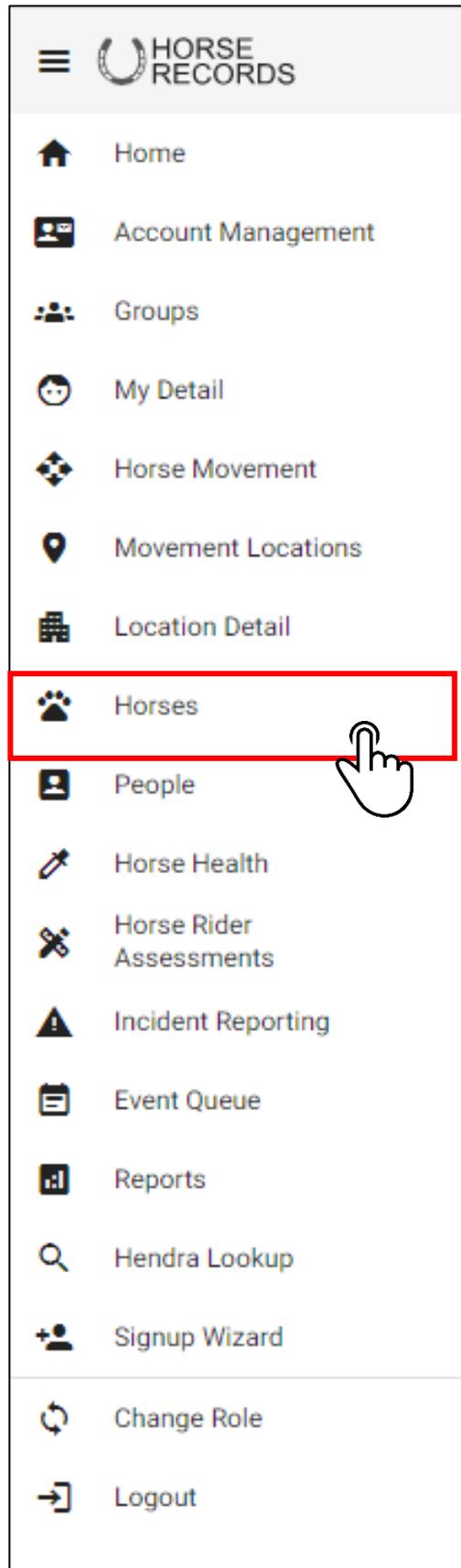
Confirm Password

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



## Merging a Horse – Step 1: Click the Horses Tab

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



## Merging a Horse – Step 2: Searching for a Horse

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

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

Horse name / Stable name / Microchip

Search: Alfie 🔍



# Merging a Horse – Step 3: Expand 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: Alfie

Current  Pastured  Deceased  Sold / In Transfer  All

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

Items per page: 20 1 – 1 of 1 < >

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

### Horse Detail

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

### Horse Owner

**Full Legal Name:** Des Bowler **Is Vet:** No

#### Primary Address

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

#### Contacts

Email	Phone	Landline
info@initmedia.com.au	0412124480	

### Responsible Person

**Full Legal Name:** Des Bowler **Is Vet:** No

#### Primary Address

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

#### Contacts

Email	Phone	Landline
info@initmedia.com.au	0412124480	



# Merging a Horse – Step 4: Click Merge

Click the red actions button to expand the options then click merge.

● 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"/>

Horse Detail

Reg Name: Alfie    Stable 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:    State: QLD    Country: AUSTRALIA  
Postcode: 4152

Contacts

Email	Phone	Landline
info@initmedia.com.au	0412124480	

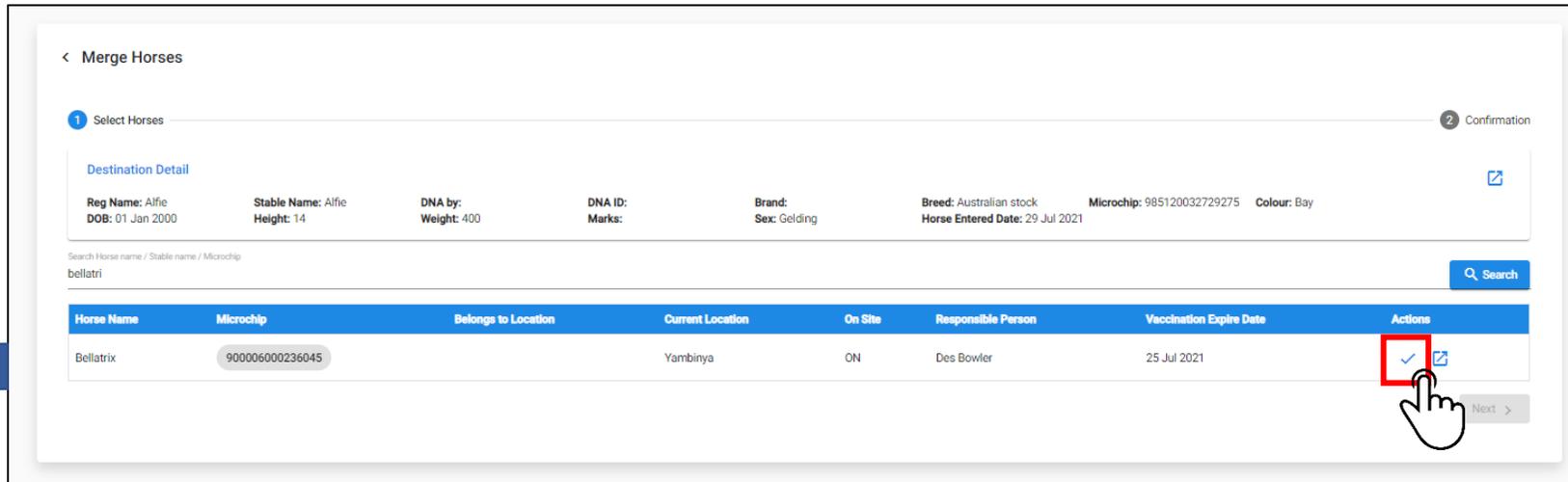
**Actions** dropdown menu:

- Merge
- Death Re...
- Set to Pasture
- Set Sold Status



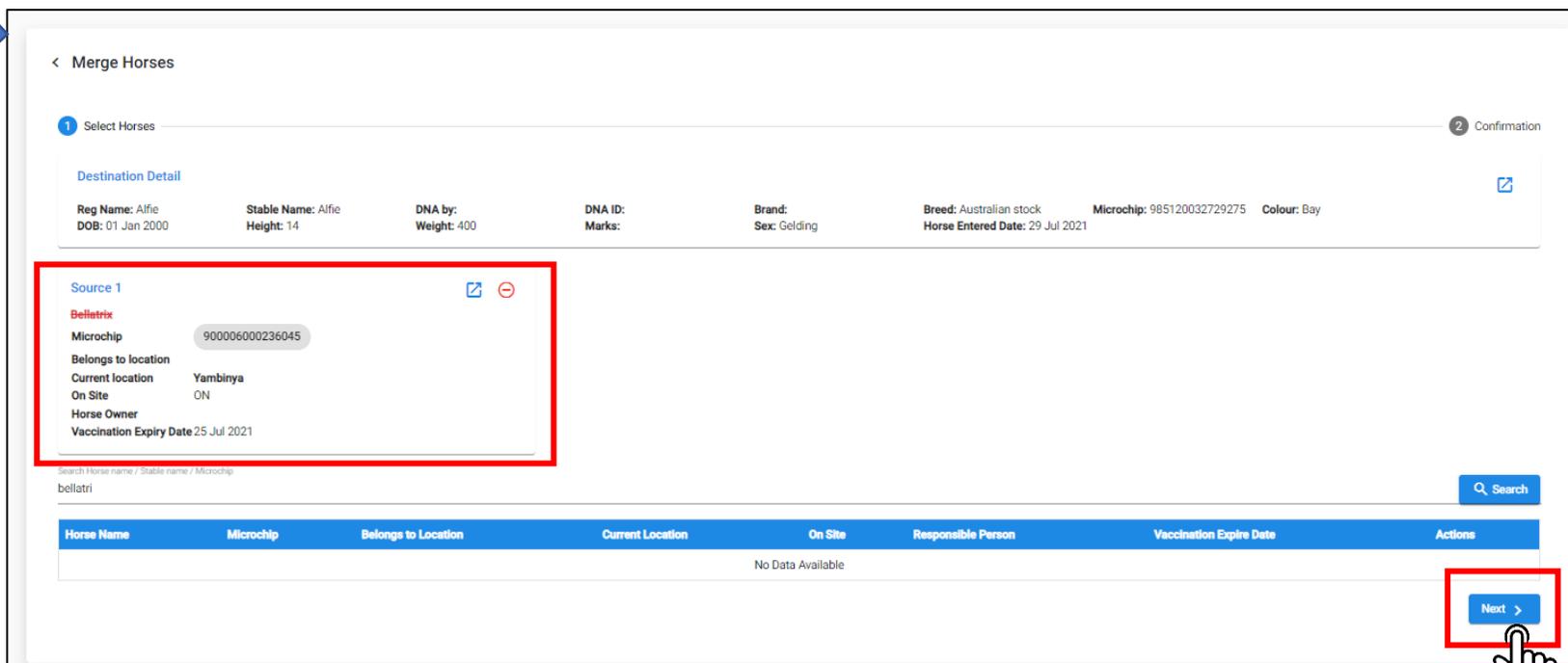
## Merging a Horse – Step 5: Searching for the Horse to Merge

Use the search function to find the horse you want to merge the original horse with. Then click the tick button to attach the horse and then press next.



The screenshot shows the 'Merge Horses' interface. At the top, there are two steps: '1 Select Horses' and '2 Confirmation'. Below this is a 'Destination Detail' section with the following information: Reg Name: Alfie, DOB: 01 Jan 2000, Stable Name: Alfie, Height: 14, DNA by: Weight: 400, DNA ID: Marks:, Brand: Sex: Gelding, Breed: Australian stock, Microchip: 985120032729275, Colour: Bay, Horse Entered Date: 29 Jul 2021. A search bar contains 'bellatri' and a 'Search' button. Below the search bar is a table with the following columns: Horse Name, Microchip, Belongs to Location, Current Location, On Site, Responsible Person, Vaccination Expire Date, and Actions. The table contains one row for 'Bellatrix' with Microchip 900006000236045, Current Location Yambinya, On Site ON, Responsible Person Des Bowler, and Vaccination Expire Date 25 Jul 2021. A red box highlights the 'Actions' column for 'Bellatrix', which contains a checkmark and a document icon. A hand cursor is pointing at the checkmark. A blue arrow on the left points from this screenshot down to the next one.

Horse Name	Microchip	Belongs to Location	Current Location	On Site	Responsible Person	Vaccination Expire Date	Actions
Bellatrix	900006000236045		Yambinya	ON	Des Bowler	25 Jul 2021	<input checked="" type="checkbox"/>



The screenshot shows the 'Merge Horses' interface. At the top, there are two steps: '1 Select Horses' and '2 Confirmation'. Below this is a 'Destination Detail' section with the following information: Reg Name: Alfie, DOB: 01 Jan 2000, Stable Name: Alfie, Height: 14, DNA by: Weight: 400, DNA ID: Marks:, Brand: Sex: Gelding, Breed: Australian stock, Microchip: 985120032729275, Colour: Bay, Horse Entered Date: 29 Jul 2021. A search bar contains 'bellatri' and a 'Search' button. Below the search bar is a 'Source 1' section, which is highlighted with a red box. It contains the following information: Bellatrix, Microchip 900006000236045, Belongs to location, Current location Yambinya, On Site ON, Horse Owner, and Vaccination Expiry Date 25 Jul 2021. Below the 'Source 1' section is a search bar with 'bellatri' and a 'Search' button. Below the search bar is a table with the following columns: Horse Name, Microchip, Belongs to Location, Current Location, On Site, Responsible Person, Vaccination Expire Date, and Actions. The table contains the text 'No Data Available'. A red box highlights the 'Next >' button at the bottom right, with a hand cursor pointing at it.

Horse Name	Microchip	Belongs to Location	Current Location	On Site	Responsible Person	Vaccination Expire Date	Actions
No Data Available							



# Merging a Horse – Step 6: Selecting the Correct Details

Use the Merging function to select the horses' details that are correct for this horse.

< Merge Horses

**1** Select Horses **2** Confirmation

### Merge Outcome

#### Horse Detail

horse responsible person	<input type="radio"/> Des Bowler	<input type="radio"/> Des Bowler	<b>Des Bowler</b>
horse owner	<input type="radio"/> Des Bowler	<input type="radio"/> Des Bowler	<b>Des Bowler</b>
horse chip number	<input checked="" type="radio"/> 985120032729275	<input type="radio"/> 900006000236045	985120032729275
horse chip number 2			Confirmed Value
horse chip number 3			Confirmed Value
horse stable name	<input checked="" type="radio"/> Alfie		Alfie
horse registered name	<input checked="" type="radio"/> Alfie	<input type="radio"/> Bellatrix	Alfie
horse dob	<input checked="" type="radio"/> 1999-12-31T14:00:00Z	<input type="radio"/> 2008-08-31T14:00:00Z	1999-12-31T14:00:00Z
horse sex	<input type="radio"/> Gelding	<input checked="" type="radio"/> Mares	Mares
horse weight	<input checked="" type="radio"/> 400		400
horse height	<input checked="" type="radio"/> 14		14
horse association registration number			Confirmed Value
horse association			Confirmed Value
horse brand			Confirmed Value
horse breed	<input type="radio"/> Australian stock	<input checked="" type="radio"/> Australian stock	Australian stock
horse colour	<input checked="" type="radio"/> Bay	<input type="radio"/> Black	Bay
horse markings			Confirmed Value
created at	<input checked="" type="radio"/> 2021-07-28T23:00:22.680Z		2021-07-28T23:00:22.680Z



## Merging a Horse – Step 7: Selecting the Correct Details

Use the merging function to merge which vaccinations, assessments and movements to merge. Once finalised, click confirm.

### Vaccinations

Horse Name	Date	Expiry date	Follow up date	Type	Detail	Batch number	Vaccinated by	<input type="checkbox"/>
Alfie	14 Jun 2018	26 Jul 2018	26 Jul 2018	Shoeing	Shoeing Full 6 weeks			<input checked="" type="checkbox"/>
Alfie	15 Apr 2016	05 Feb 2022	02 Feb 2022	Hendra	Vaccination 1	734700901	606ff82ff2f40f3348a25714	<input checked="" type="checkbox"/>
Alfie	30 Jul 2015	25 Jul 2021	24 Jul 2021	Hendra	Vaccination 2	734700805	606ff82ff2f40f3348a25714	<input checked="" type="checkbox"/>
Alfie	27 May 2015	30 Dec 2015	25 Nov 2015	Hendra	Vaccination 2	734700902	606ff82ff2f40f3348a25714	<input checked="" type="checkbox"/>

### Horse rider assessments

Horse Name	Rider Name	Assessment Date	Shod	Re-assessment Date	<input type="checkbox"/>
Alfie	Fred Jones	10 Jan 2018	No	24 Jan 2018	<input checked="" type="checkbox"/>

### Horse movements

Horse Name	Stable Name	From Location	To Location	Expected Arrival	<input type="checkbox"/>
Alfie	Alfie	Yambinya	My good Farm	29 Jul 2021 11:11AM	<input checked="" type="checkbox"/>
Alfie	Alfie		Yambinya	16 Sep 2015 11:48AM	<input checked="" type="checkbox"/>
Alfie	Alfie		Yambinya	11 Sep 2015 09:04AM	<input checked="" type="checkbox"/>

### Horse Incident Reports

Horse	Incident date	Incident	Detail	Status	Follow-up date
No Data Available					

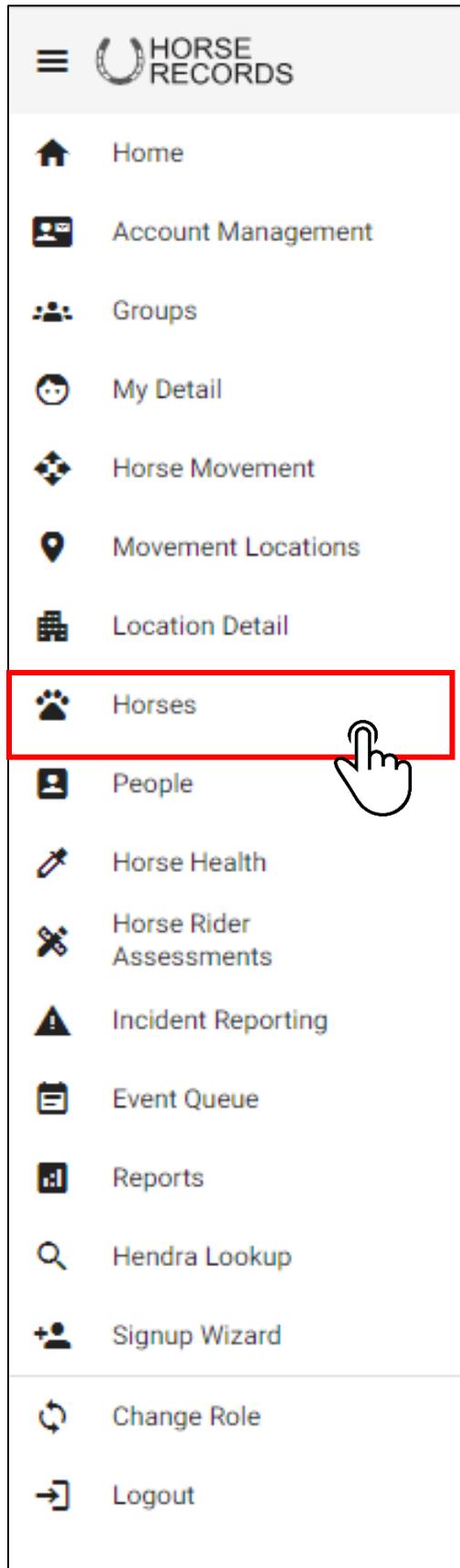
[< Back](#) [Confirm](#)



# Setting a Horse to Pasture –

## Step 1: Click the Horses Tab

On the left-hand side, click the ‘Horses’ tab on the side bar panel.



## Setting a Horse to Pasture – Step 2: Searching for a Horse

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

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

Horse name / Stable name / Microchip

Search: Alfie 🔍



# Setting a Horse to Pasture – Step 3: Expand 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: 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	
<a href="#">+</a> 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	Stable Name	Microchip	Current Location	On Site	Black Listed	Responsible Person	Vaccination Expire Date	
<a href="#">-</a> Alfie	Alfie	985120032729275	My good Farm	ON	No	Des Bowler	05 Feb 2022	<input type="checkbox"/>

Horse Detail Edit Actions

**Reg Name:** Alfie **Stable 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	



## Setting a Horse to Pasture – Step 4: Click ‘Set to Pasture’

Click the red ‘Actions’ button to expand the options then click set to pasture.

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"/>

Horse Detail

Reg Name: Alfie    Stable 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:    State: QLD    Country: AUSTRALIA  
Postcode: 4152

Contacts

Email	Phone	Landline
info@initmedia.com.au	0412124480	

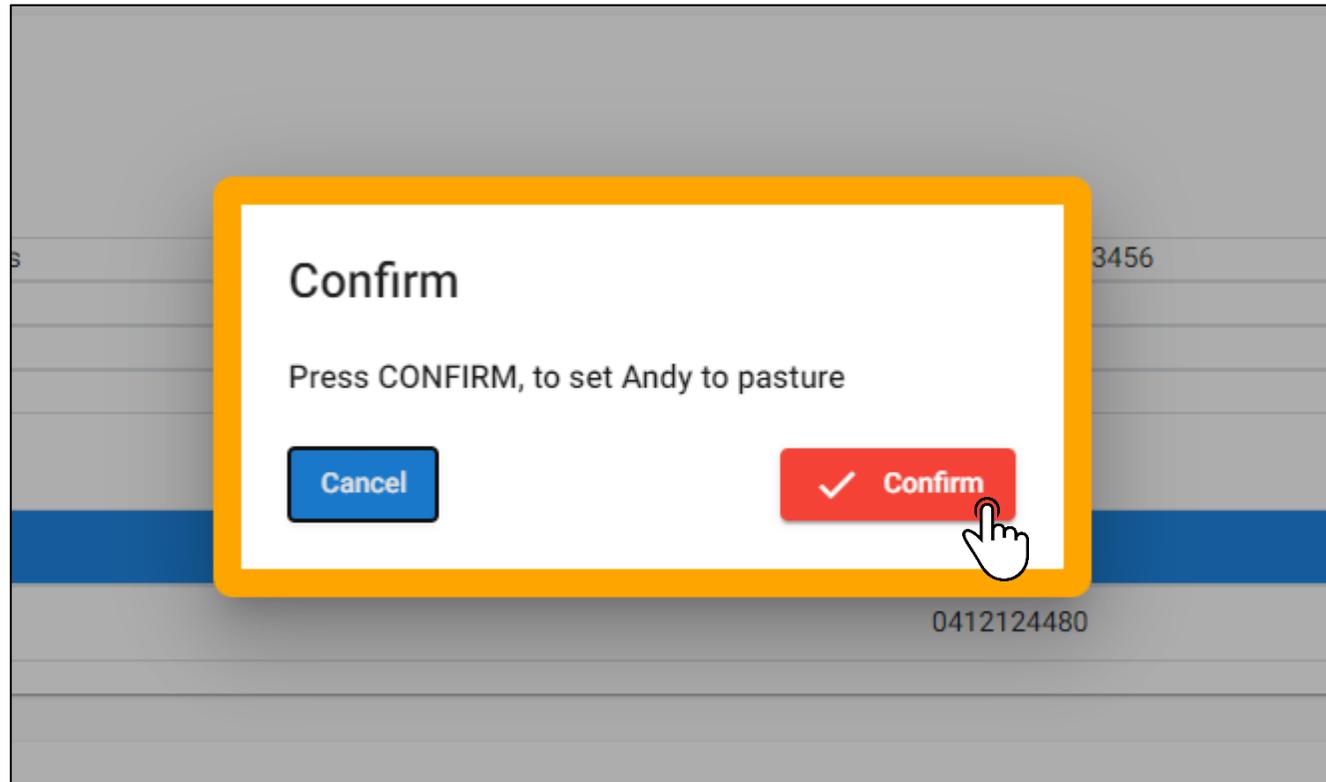
**Actions** dropdown menu:

- Merge
- Death Report
- Set to Pasture
- Set Sold



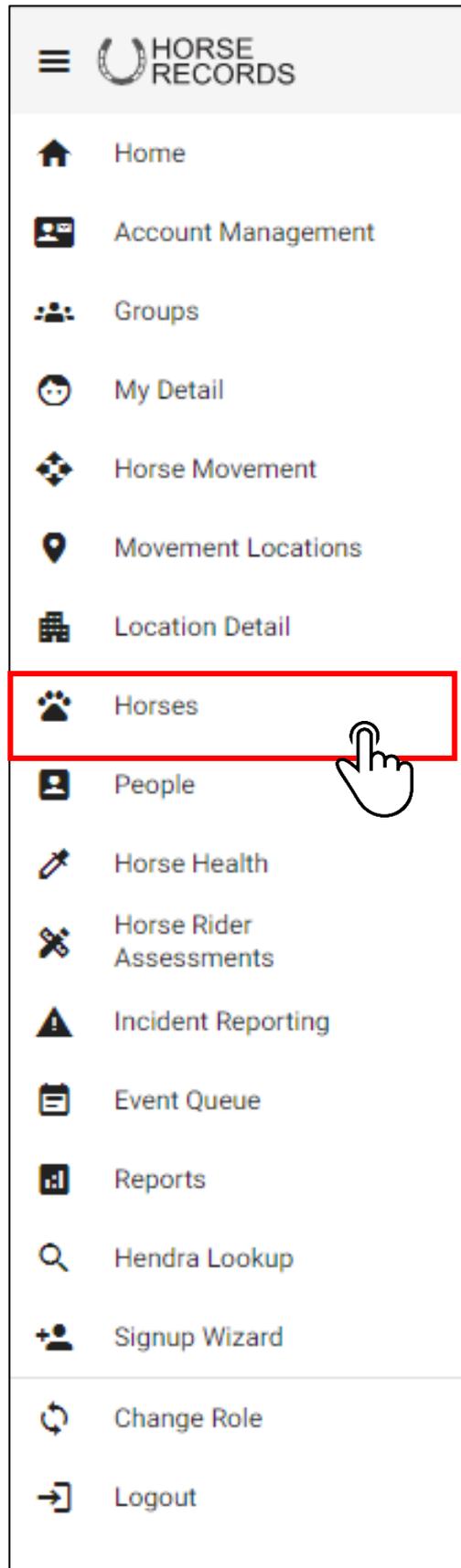
## Setting a Horse to Pasture – Step 5: Confirm

Once you're happy to continue, click confirm to set the horse to pasture.



## Selling a Horse – Step 1: Click the Horses Tab

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



## Selling a Horse – Step 2: Searching for a Horse

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

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

Horse name / Stable name / Microchip

Search: Alfie



# Selling a Horse – Step 3: Expand 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: Alfie

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	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"/>

**Horse Detail**

**Reg Name:** Alfie **Stable 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**

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

**Contacts**

Email	Phone	Landline
info@initmedia.com.au	0412124480	

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

**Primary Address**

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

**Contacts**

Email	Phone	Landline
info@initmedia.com.au	0412124480	



# Selling a Horse – Step 4: Click Set Sold Status

Click the red 'Actions' button to expand the options then click set to sold status.

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"/>

Horse Detail

**Reg Name:** Alfie **Stable 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	

**Actions** dropdown menu:

- Merge
- Death Report
- Set to Pasture
- Set Sold Status



## Selling a Horse – Step 5: Finalising Details

Once you're happy with the details included for the horse, click save.

Alternatively, if you want to send the new owner the horse details, click 'include buyers' details' in the bottom left-hand corner.

< Sold Horse

---

Horse Detail ✎

<b>Reg Name:</b> Buddy	<b>Stable Name:</b>	<b>DNA by:</b>	<b>DNA ID:</b>	<b>Brand:</b> wp	<b>Breed:</b> Thoroughbred
<b>Microchip:</b> 900006000248139	<b>Colour:</b> Bay/Brown	<b>DOB:</b> 01 Aug 1994	<b>Height:</b> 16	<b>Weight:</b> 500	<b>Marks:</b>
<b>Sex:</b> Gelding	<b>Horse Entered Date:</b>				

---

Sold Horse\*

Horse transfer record

🔒 Buddy Horse 🔍 Search

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

🔒 Des Bowler - 2 Seller 🔍 Search

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

Date of Sale \*

29 Jul 2021

---

Include Buyer's Detail ✔ Save





## Selling a Horse – Step 6: Adding Buyers Details

You can use the search function to search for the person to transfer the horses' details to. Select the person using the select function and once finalised, click save.

Buyer's Detail ✕

John Smith Buyer Search

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

Family Name	Formal Name	Given Name	Identity	Select
Smith	John Smith	John	10000198	<input checked="" type="radio"/>
Johns	Mark Johns	Mark	10000909	<input type="radio"/>
Smith	john Smith	john	10002830	<input type="radio"/>

Formal Name  
John Smith  
Person's formal name. This is typically used for formal correspondence, tax and as the legal name.

Given Name \*  
John  
Given name, first name or known as name

Email \*  
info@initmeda.com.au

DOB  
Person's Date of Birth

Family Name  
Smith  
Family Name

Mobile \*  
0412124480  
Mobile \*

Would you like to send your movement history to this new owner?  
( Warning : Once ticked, all of your location history with this horse will be sent to the new owner of the horse)

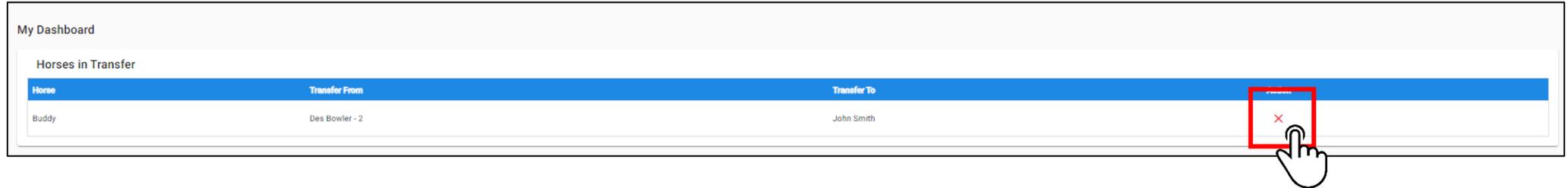
Exclude Buyer's Detail Save

Additionally, you can click the tick box down the bottom of the page to send the horses movement details with the horse.



## Selling a Horse – Step 7: Dashboard Notification

The horse will sit in transfer on the seller's dashboard until it has been approved by the purchaser. If the seller wants to cancel the transfer, they can simply click the red x button.



The screenshot shows a dashboard titled "My Dashboard" with a section "Horses in Transfer". It contains a table with the following data:

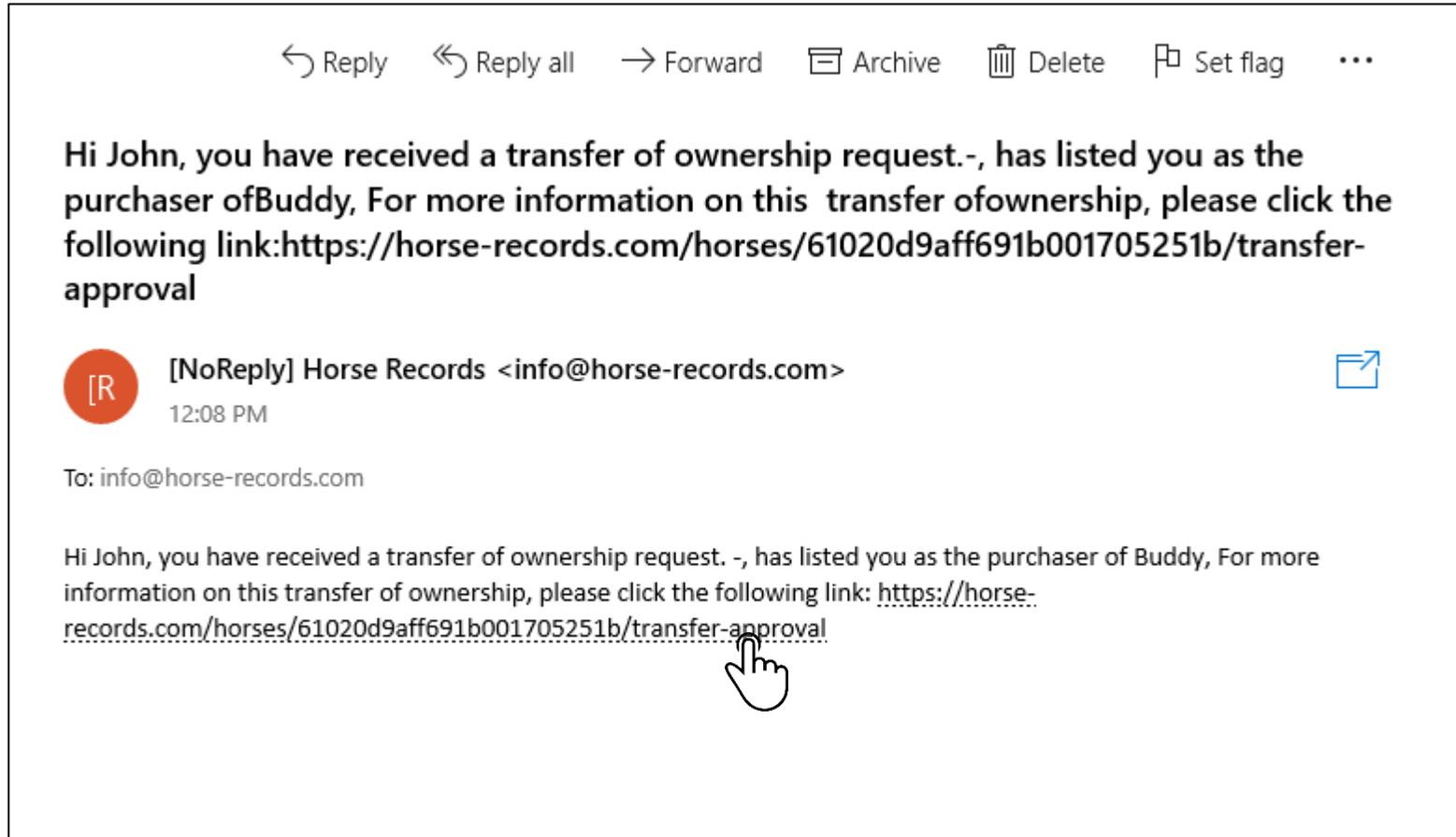
Horse	Transfer From	Transfer To
Buddy	Des Bowler - 2	John Smith

A red square with a white 'x' is overlaid on the right side of the table row, and a hand cursor is pointing at it, indicating that clicking this button will cancel the transfer.



## Selling a Horse – Step 8: Buyers Email Notification

Once the transfer request has been sent, the new owner will receive an email with a link where they will be prompted to login and accept or decline the horses' details.



# Selling a Horse – Step 9: Buyer Confirmation

Once the purchaser has confirmed the horses' details are correct, the new owner can press the accept button.

### Horse Detail

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:  
Postcode: 4152 State: QLD Suburb: 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:  
Postcode: 4152 State: QLD Suburb: Country: AUSTRALIA

Contacts

Email	Phone	Landline
info@initmedia.com.au	0412124480	

### Vaccinations

Horse Name	Date	Expiry date	Follow up date	Type	Detail	Batch number	Vaccinated by
	15 Apr 2021	19 May 2022	14 Apr 2022	Hendra	Annual Booster	abc123	606ff832f2f40f3348a2627a

### Horse rider assessments

Horse Name	Rider Name	Assessment Date	Shod	Re-assessment Date
No Data Available				

### Authorised Locations

Location Name	PIC	Location Type	Postcode
My good Farm	NA123456	FEEDLOT	4152 CARINA

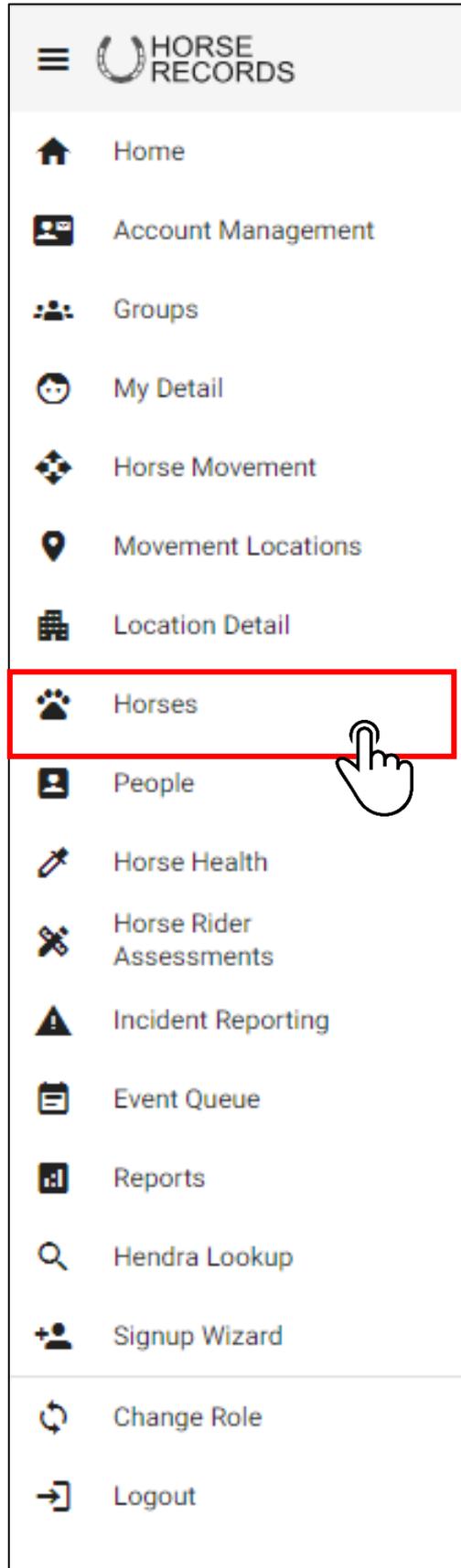
### Horse movements

Horse Name	Stable Name	From Location	To Location	Expected Arrival
Buddy			Yambinya	03 Feb 2016 08:46AM



# Creating a Death Report – Step 1: Click the Horse Tab

On the left-hand side, click the ‘Horses’ tab on the side bar panel.



## Creating a Death Report – Step 2: Search for the Horse

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

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

Horse name / Stable name / Microchip

Search: Alfie 🔍



# Creating a Death Report – Step 3: Expand 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: 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

Items per page: 20 1 - 1 of 1

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

**Horse Detail** Edit Actions

**Reg Name:** Alfie **Stable 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	



# Creating a Death Report – Step 4: Click Death Report

Click the red 'Actions' button to expand the options then click death report.

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"/>

Horse Detail

**Reg Name:** Alfie **Stable 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	

**Actions** dropdown menu:  
Merge  
Death Report  
Set to Pastured  
Set Sold Status



# Creating a Death Report – Step 5: Enter Details

Enter the details, cause of death and then click save.

< Death Report

---

Horse Detail ✎

Reg Name: Alfie	Stable Name: Alfie	DNA by:	DNA ID:	Brand:	Breed: Quarter	Microchip: 953010004987099	Colour: Bay	DOB: 01 Aug 1996	Height:	Weight:
Marks:	Sex: Mares	Horse Entered Date:								

---

Death Report

🔒 Des Bowler - 2 Person Reporting 🔍 Search

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

Death Date	Death Time *
29 Jul 2021	13:17

Horse Death Date

Cause of Death \*

Age

---

Detail //

---

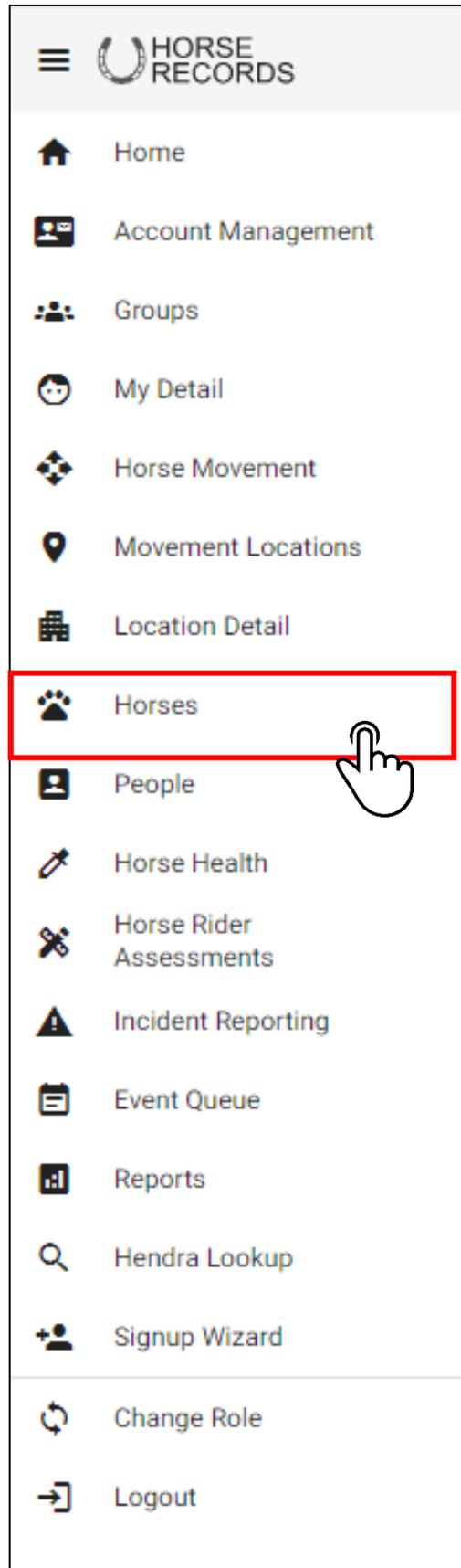
✓ Save



## Changing between locations –

### Step 1: Click the Horses Tab

On the left-hand side, click the ‘Change Role’ tab on the side bar panel.

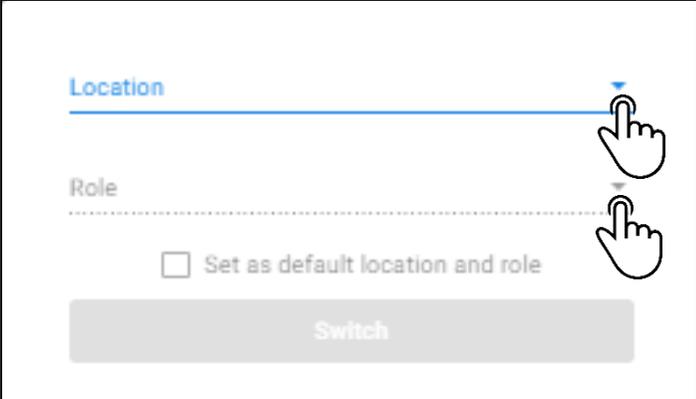


## Changing between locations – Changing and Setting Locations as Default

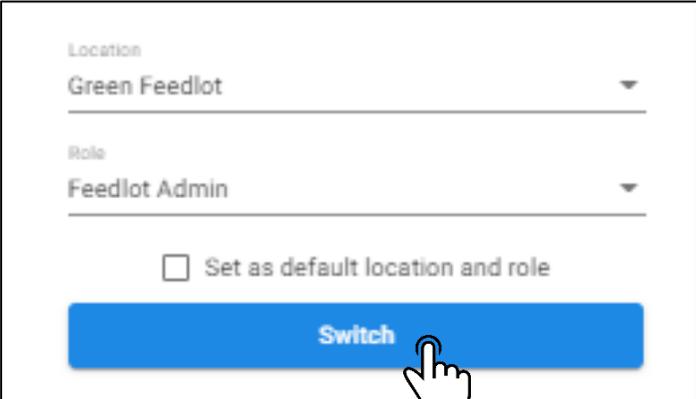
A menu will appear which will allow you to choose between the location and your role at the specific location

You can switch between roles and set a certain role as your default when you login.

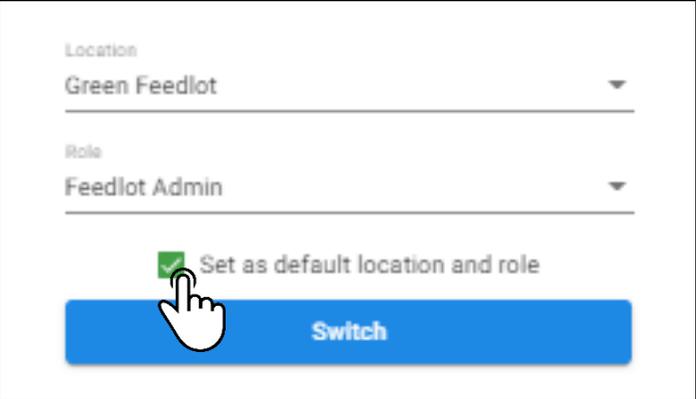
Once you tick the ‘set as default location and role’ button, click the ‘switch’ button to finalise the change. This means when you login, this will be the location that you will login to automatically.



This screenshot shows the initial state of the location and role selection menu. The 'Location' field is highlighted with a blue underline. Below it, the 'Role' field is also visible. A checkbox labeled 'Set as default location and role' is currently unchecked. At the bottom, there is a grey 'Switch' button. Hand icons indicate that the user can click on the 'Location' and 'Role' fields to open their respective dropdown menus.



This screenshot shows the location and role selection menu after the user has selected 'Green Feedlot' for the location and 'Feedlot Admin' for the role. The 'Switch' button is now highlighted in blue, and a hand icon is pointing at it, indicating it is ready to be clicked.



This screenshot shows the final step of the process. The checkbox labeled 'Set as default location and role' is now checked with a green checkmark. The 'Switch' button remains highlighted in blue, and a hand icon is pointing at it, indicating it is ready to be clicked to finalize the changes.

