

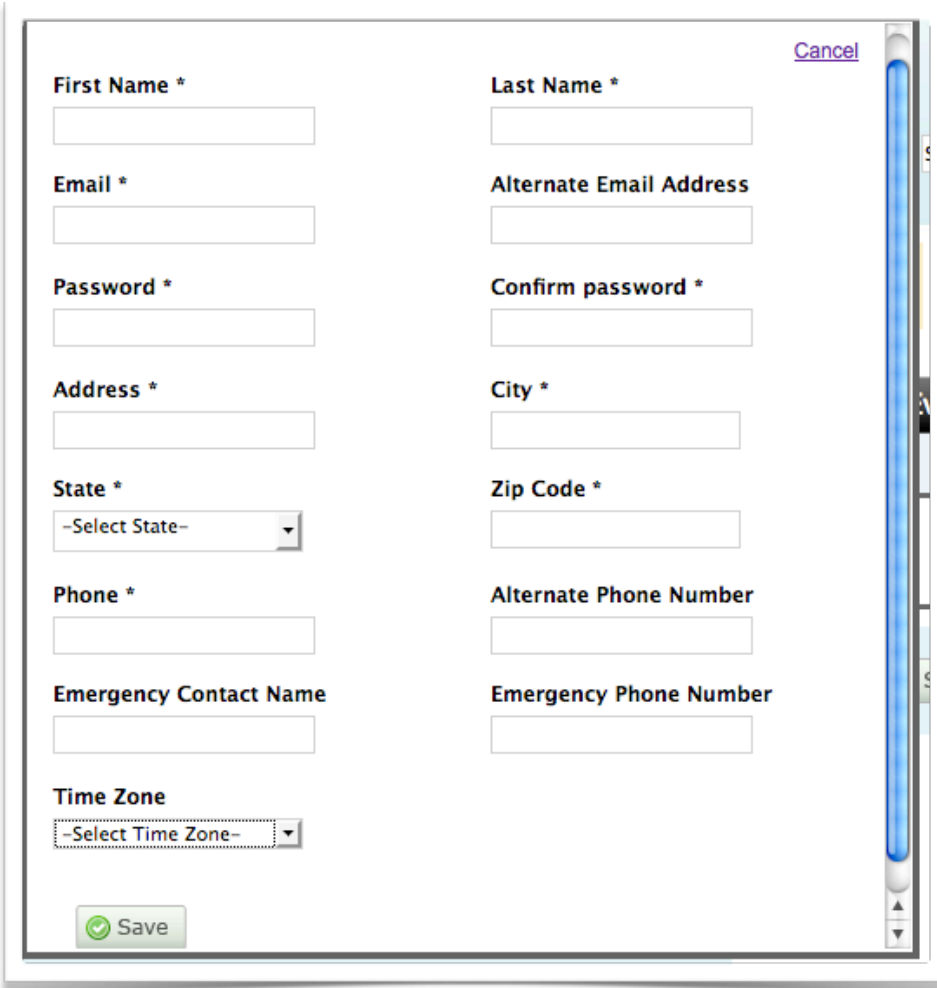
Employee User Guide



The first thing that the employee will want to do when they initially log into their account is to edit the '**Account Settings**'.

The '**Account Settings**' selection is located in the upper right hand corner of the employee's login page. Upon clicking on this selection, a menu will open with all the account settings for the employee.

The employee can update and change this information as needed.



The screenshot shows a web form titled 'Account Settings' with a 'Cancel' link in the top right corner. The form is organized into two columns of input fields. The left column contains: 'First Name *' (text box), 'Email *' (text box), 'Password *' (text box), 'Address *' (text box), 'State *' (dropdown menu with '-Select State-' selected), 'Phone *' (text box), 'Emergency Contact Name' (text box), and 'Time Zone' (dropdown menu with '-Select Time Zone-' selected). The right column contains: 'Last Name *' (text box), 'Alternate Email Address' (text box), 'Confirm password *' (text box), 'City *' (text box), 'Zip Code *' (text box), 'Alternate Phone Number' (text box), and 'Emergency Phone Number' (text box). At the bottom left of the form is a green 'Save' button with a checkmark icon. A vertical scrollbar is visible on the right side of the form area.

The employee has three menu selections, the **'Home'**, **'Events'** and the **'Calendar'** menus.

The **'Home'** menu will provide an overview of the horses boarded on the farm that have an event assigned to the employee. The **'Home'** menu includes the date and completion time of the last maintenance event and the next planned event.

This page also displays a list of **'Upcoming Events'** scheduled for the current day that are assigned to the employee. The employee can create a **'New Event'** and assign it to themselves or mark it as completed by checking the box next to the date and click on the **'Complete Selected'**.

At the top of both the **'Home'** and **'Calendar'** menu screens, there is the option for the employee to send an alert to another employee or to the Administrative account.

The screenshot displays the LARAIDO web application interface. At the top left is the LARAIDO logo. On the top right, it says "Welcome Jerry Thomas" with links for "Support", "Account Settings", and "Log Out". Below this is a navigation bar with "Home", "Events", and "Calendar" tabs. A search bar is located to the right of the tabs, with a "Define Search (required)" dropdown and a "Search" button. Below the navigation bar is an alert banner with "3 New Alerts!". The alerts include messages from "farm admin" with timestamps and "Remove" buttons. To the right of the alerts is a "Select Alert Recipients" dropdown. Below the alerts are two main sections: "Overview" and "Upcoming Events".

Overview Table:

Horse Name	Last Maintenance	Completion Time	Next Maintenance
<input type="checkbox"/> Lone Rider	Training	03/31;09:26p	----
<input type="checkbox"/> Racer	New Clinic Fee	04/16;12:17a	----
<input type="checkbox"/> Born to Ride	Holding Fee for Farrier Apt	04/06;12:23a	Paddock - Front Field
<input type="checkbox"/> Galloper	Clinic Fees	03/15;10:55p	Paddock - Front Field
<input type="checkbox"/> Dancer	Holding Fee for Farrier Apt	04/06;12:23a	Fly Spray
<input type="checkbox"/> Jumper	Monthly Board	03/13;01:09a	Fly Spray
<input type="checkbox"/> Renegade	Clinic Fees	03/15;10:55p	Worming - Vet Visit
<input type="checkbox"/> Baron	Holding Fee for Farrier Apt	02/29;12:36a	Monthly Worming
<input type="checkbox"/> June Bug	Holding Fee for Farrier Apt	02/29;12:36a	Paddock
<input type="checkbox"/> Lilo	Holding Fee for Farrier Apt	02/29;12:36a	Holding Fee for Farrier Apt

Upcoming Events Table:

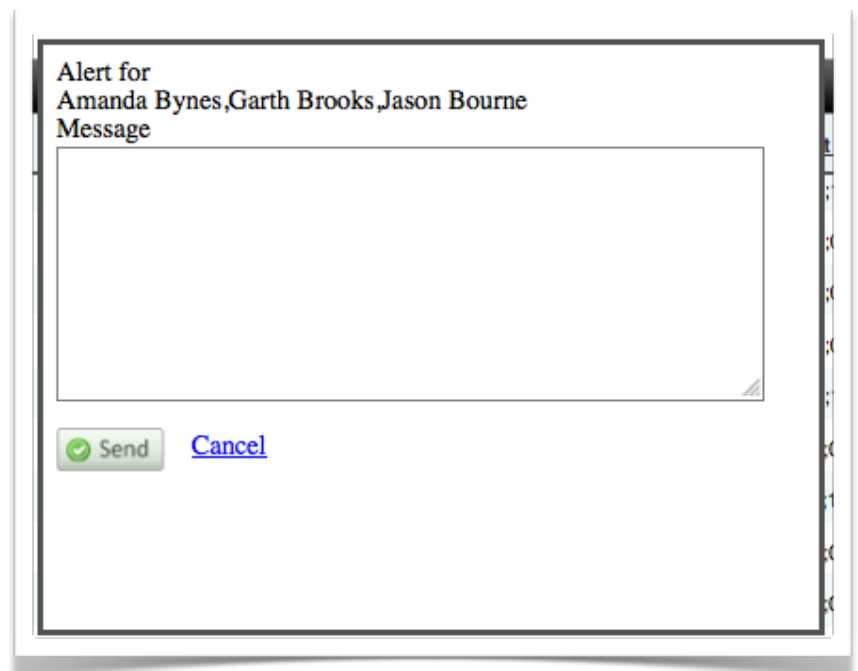
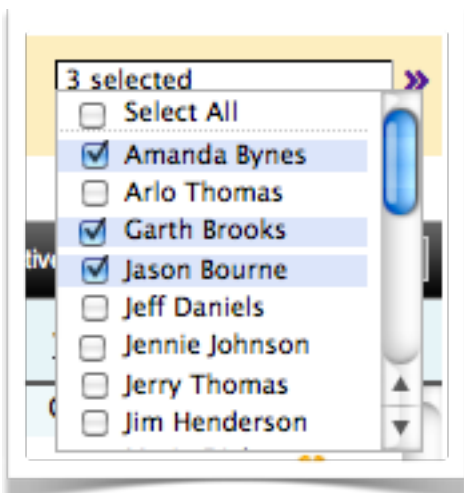
Time	Horse	Event
<input type="checkbox"/> 04/16;02:00p	Galloper	Horse Show
<input type="checkbox"/> 04/16;01:00p	Racer	Vet Visit

Below the "Upcoming Events" table are two buttons: "Complete Selected" and "New Event". At the bottom left of the page, there is a "New Event for Selected" button.

To send an alert, click on the drop down bar on Menu item called '**Select Alert Recipients**'. It will provide a list of people that can receive alerts. You can click the box for to 'Select All' recipients or click on one or more as desired.

Upon clicking on the desired person(s), a new window will appear where the alert text information is entered.

Click the save button and the next time that person(s) logs into their account, the alert will be available for viewing. They will also receive an e-mail that contains the alert message information as well.



There are various ways to create an event. Events are simply tasks that are performed that the farm owner or employee want to track. The most important events to track are those that are billable to the customer. Other examples might be - cleaning stalls, baths, or fly spray application.

One method is to create an event for multiple horses. At the main menu, click several of the boxes to the left of each horse. Then click on the menu button '**New Event for Selected**'.

A new menu will pop up and information about the event should be entered such as Vet Visit – Worming. Then select from the drop down menu whether this event will be a one time, daily, weekly or monthly occurrence. If the event is more than once, a start and end date can be included.

The screenshot shows a web-based form for creating an event. The form is organized into several sections:

- Event:** A text input field for the event name.
- Assigned to:** A dropdown menu currently showing "Johnny Depp".
- Horse:** A dropdown menu currently showing "Multiple".
- Event Occurrence:** A dropdown menu currently showing "Once".
- Start Date:** A date picker showing "July 9, 2010".
- End Date:** A date picker showing "July 9, 2010", with a "Repeat Forever" checkbox.
- Time: From:** Time selection fields showing "05:00 AM".
- Time: To:** Time selection fields showing "06:00 AM".
- Invoiced Event:** A checkbox labeled "Invoiced Event" with a "\$" symbol and an empty input field.
- Notes:** A large text area for entering notes.
- Attach File:** A text input field, a "Browse..." button, and a link for "Additional File".
- Buttons:** A "Save" button with a checkmark icon and a "Cancel" link.

Next, enter in the date the event will begin and fill in the time, start and finish. The time information does not necessarily need to be exact but at least enter in an approximate time.

An employee can only assign an event to themselves, so their name will automatically show up on the **'Assigned To'** field.

If this is a billable event, meaning that the customer will incur a charge for the completion of this task, check the box next to **'Invoiced Event'** and enter in the amount to be charged. The charge will show up in the monthly invoice for the owner of each horse.

Since more than one horse was included in this event example, the software will automatically list **'Multiple'** under the horse selection. If only one horse was selected for this event, that horse's name would appear in the **'Horse'** selection.

If there were any notes that needed to be captured, they should be entered into the **'Notes'** area. Also, if there is a document to be included, it can be attached by clicking the **'Choose File'** selection.

Upon clicking **'Save'**, the event will show up under the **'Calendar'** menu and under **'Upcoming Events'** on the Home page if it was scheduled to happen the day the event was created. **'Upcoming Events'** only show those events that will occur on the current day.

The customer will be able to view the event if it is related to their horse and will be able to view when the employee marks this task as completed.

Another method for creating an event is to go to the **'Calendar'** menu page and create an event by clicking on the bottom of the page where there is a menu selection for **'New Event'**.

An employee can create events and assign them to themselves so that when they have a lesson or training event coming up or even if they completed a task that they want to track and keep the farm owner and the boarder informed, they can do this from their own login account.

If an employee click on a horse, a menu similar to the one below will appear that will provide more details about the horse.

When clicking on the **'Edit'** button, a new menu opens that provides information about the horse. The employee can update information about the horse as required. Here is where photos and documents can be uploaded.

Under the **'Notes'** area will be messages submitted from the farm owner, employee or even from the customer. The employee can also create **'Notes'** which provides an additional method for the employee to stay connected with the customer. Simply click on **'Add Note'** to create a note.

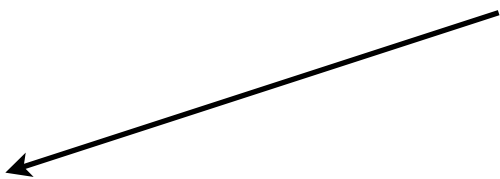
The screenshot displays the LARAEDO web application interface. At the top, there is a navigation bar with 'Home', 'Events', and 'Calendar' tabs. A search bar is located on the right, and a user welcome message for 'Jerry Thomas' is visible. Below the navigation, there are three alert cards with 'Remove' buttons and a 'Select Alert Recipients' dropdown. The main content area is for a horse named 'Lone Ride'. It includes a photo of the horse, a 'Breed' section (Thoroughbred), 'Age' (11 years), 'Height' (16 Hands), 'Owner' (Marie Taulbee), 'Last Activated' (22 Jun 2011 05:06), and 'Status' (Active). A 'Notes' section contains several entries with dates and user names. To the right of the notes is a list of attachments with checkboxes and 'Remove Selected' and 'Upload Attachment' buttons. At the bottom, there is a 'Calendar' section with a table of events.

Date/Time	Event	Assigned To	Status	Completed by	Invoice Status	Created by
<input type="checkbox"/> 04/18/12 12:30p - 1:30p	Holding Fee for Farrier Apt - Lone Rider	Amanda Bynes	Complete	farm admin	Open	farm admin
<input type="checkbox"/> 03/31/12 9:00a - 10:00a	Training	Jerry Thomas	Complete	Jerry Thomas	Pending	Jerry Thomas
<input type="checkbox"/> 03/02/12 1:00a - 2:00a	Monthly Board	Jerry Thomas	Complete	farm admin	Pending	farm admin

The calendar menu is available to all customers and employees that have a login account. This feature provides everyone with information on all activities going on, when, what, who and where!

Anyone that has an account can create an event and can edit an existing event so that a customer can add themselves to any event making it easier to track who is attending what event.

The calendar is very easy to use, just select **'Add an event'** to create a calendar event.



[Add an event](#)

2012

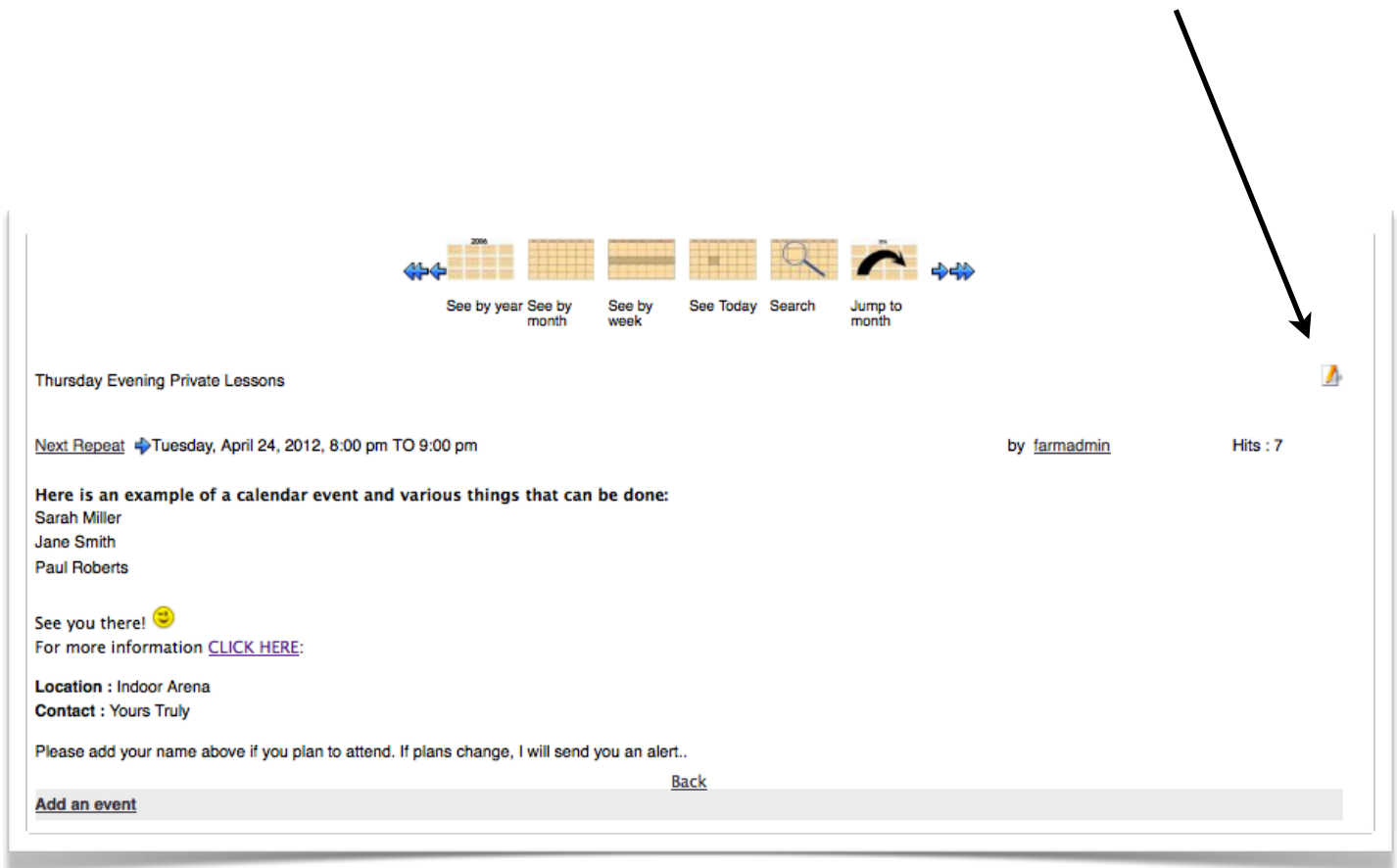
See by year See by month See by week See Today Search Jump to month

April 17, 2012

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1							
14							
8			10 08:00am Training Horse				
15							
15				18			21 Clinic with Roy ...
16							
22			24 08:00pm Thursday Evenin ...				
17							
29							
18							

Once an event has been opened for editing, enter in the information required and 'Save'.

If anyone wants to edit the event after it has been saved to add further information, they just need to click on the event in the calendar window and then click on the icon below.



The screenshot shows a calendar interface with the following elements:

- Navigation icons: "See by year", "See by month", "See by week", "See Today", "Search", "Jump to month", and navigation arrows.
- Event title: "Thursday Evening Private Lessons"
- Next Repeat: "Tuesday, April 24, 2012, 8:00 pm TO 9:00 pm"
- Author: "by farmadmin"
- Hits: "Hits : 7"
- Event description: "Here is an example of a calendar event and various things that can be done: Sarah Miller, Jane Smith, Paul Roberts. See you there! 😊 For more information [CLICK HERE:](#) Location : Indoor Arena Contact : Yours Truly. Please add your name above if you plan to attend. If plans change, I will send you an alert.."
- Buttons: "Add an event" and "Back"

A black arrow points from the top right of the page to a small icon in the top right corner of the calendar window.

There are many different ways to be creative in displaying the event, such as including a website link, adding a photo, 'happy face' icons, formatting, repeating events and more.

One last item to reference is the **'Support'** selection located in the upper right hand corner of the 'Home' page. If you have any questions or feedback you would like to share with LaRaedo support, feel free to complete this form and click 'Send'.

We are happy and eager to hear from you and look forward to answering any questions you may have about the software.

Please review your return email address below and enter a message for LaRaedo support. We will respond to your message as soon as possible, usually within 8 hours.

*Your Name:

*Return Email Address: