

# Farm Owner User Guide



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# MODIFY ACCOUNT SETTINGS

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

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

The screenshot shows a web form titled "Modify Account Settings". The form is organized into two columns. The left column contains fields for "First Name \*", "Email \*", "Password \*", "Address \*", "State/ Territory \*" (with a dropdown menu showing "-Select State-"), "Phone \*", "Emergency Contact Name", "Farm Name \*", and "Time Zone" (with a dropdown menu showing "-Select Time Zone-"). The right column contains fields for "Last Name \*", "Alternate Email Address", "Confirm password \*", "City \*", "Postal Code \*", "Alternate Phone Number", and "Emergency Phone Number". At the bottom of the form, there is a section for "Upload new logo (maximum size of 256 x 64 pixels)" with a "Browse..." button, and a text area labeled "Enter Terms that you want displayed on Invoice footer". A "Cancel" link is located in the top right corner of the form area.

The farm owner can update and change this information as needed. One suggestion would be to use an e-mail address that is typically used as the farm e-mail which their customers typically use to contact them.

The farm owner can upload a graphical picture of their farm's logo, which will be displayed at the far upper left hand side of the software application and included on every invoice that is sent out to customers. The farm logo photo **maximum size is 256 x 64 pixels**; if it is any larger, the logo will not show up on the invoices.

When a customer or staff member logs in to their own member account, they will see the farm's logo in the upper left hand side of the screen.

Enter in the local time zone for the farm's location to enable a correct time stamp when creating events and sending or receiving alerts.

Another important item to include is in the '**Terms**' box at the bottom of the menu. Information that is typed in this area will show up at the bottom of every invoice sent to the customers. This would be where the farm might include payment due date or how payments can be made.

# CREATE HORSE AND CUSTOMER ACCOUNT

When the farm owner subscribed to LaRaedo, an Administrative account login and password was provided specifically for the owner's farm.

The Administrative login allows the farm owner to create, edit and delete information. There are some things that employees and customers can do but most of the authority belongs to the Administrator.

Once logged in, the owner can see that there are four tabs on this main page. The first tab is the 'Home' page, which is where the horse information is created or added.

By clicking on the **'Add Horse'** menu, a new window will open where information can be added about the horse. Required information is designated with an "\*" which includes the name, breed, birth month, birth date, birth year and gender. The remaining information can be added later.

The screenshot shows a web form for adding a horse. The form is organized into two columns. The left column contains fields for 'Name \*', 'Birth Month \*' (a dropdown menu currently showing 'July'), 'Birth Year \*' (a dropdown menu currently showing '2010'), 'Gender \*' (a dropdown menu currently showing '-Select Gender-'), 'Height' (with a checkbox for 'Hands'), and a large 'Notes' text area. The right column contains fields for 'Breed \*', 'Birth Date \*' (a text input field with '9'), 'Owner' (a dropdown menu currently showing '-Select owner-'), and 'Add Horse Image (JPG,GIF,PNG)' (with a text input field and a 'Browse...' button). At the bottom of the form, there is a 'Browse...' button, a green 'Add New Attachment' button, a green 'Save' button, and a 'Cancel' button.

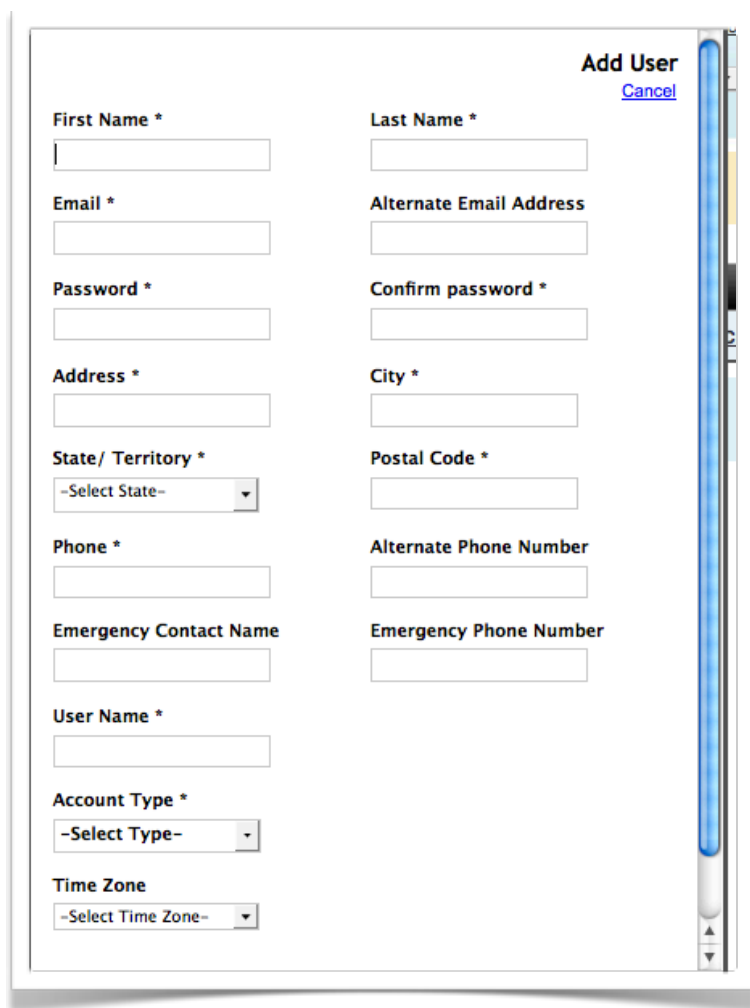
Under **'Add Horse Image'** click on **'Browse'** and a window will open that allows the selection of a horse photo. If a horse photo is not selected, it can be inserted later by the farm owner, employee or customer.

In the **'Notes'** box, unique information about the horse can be included that will stay on record in the notes section of this form.

The **'Add New Attachment'** selection provides the ability to attach any additional files about the horse such as insurance documents, show papers, or pedigree information.

The **'Owner'** drop down menu is for selecting a customer that already has a customer account. Generally, this would be someone that has more than one horse and an account was previously created for them.

Once the horse information has been entered, click the save button and if an **'Owner'** was not selected from the **'Owner'** drop down menu, a **'Create Customer'** menu will appear where information is entered about the owner of the horse that was just created.



The screenshot shows a web form titled "Add User" with a "Cancel" link. The form contains the following fields and controls:

- First Name \* (text input)
- Last Name \* (text input)
- Email \* (text input)
- Alternate Email Address (text input)
- Password \* (text input)
- Confirm password \* (text input)
- Address \* (text input)
- City \* (text input)
- State/ Territory \* (dropdown menu with "--Select State--")
- Postal Code \* (text input)
- Phone \* (text input)
- Alternate Phone Number (text input)
- Emergency Contact Name (text input)
- Emergency Phone Number (text input)
- User Name \* (text input)
- Account Type \* (dropdown menu with "--Select Type--")
- Time Zone (dropdown menu with "--Select Time Zone--")

If necessary, there is a **'Go Back'** button (at bottom, not shown in demonstration) which will allow the ability to go back to the horse menu. This is helpful if a new customer does not need to be created but only needs to be selected from the drop down selection as provided in the **'Add Horse'** menu.

All required information to be entered is indicated by the star symbol '\*'.

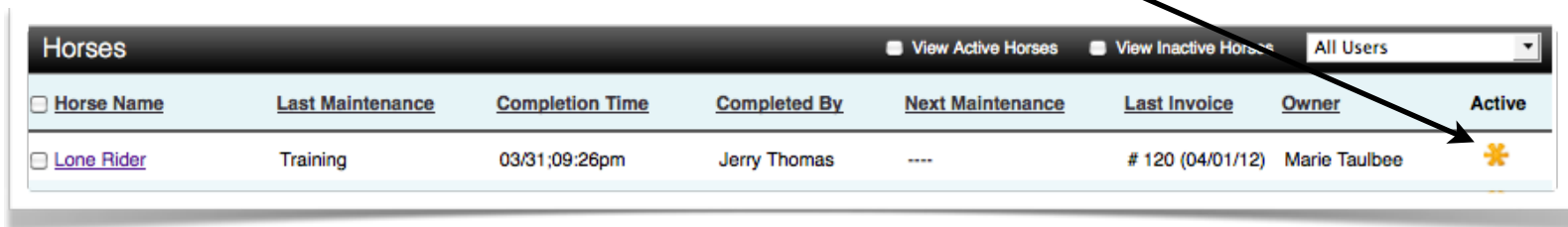
The account names and passwords for customers or employees are at the creative discretion of the farm owner. Farm owners, can reset passwords at any time for the customers or employees. The person that owns the account (customer or employee) can reset own password as well as update any personal information such as phone or address changes.


By clicking on the save button, a new horse entry with the corresponding horse owner will have been created and can be viewed at the bottom of the main page under 'Horses'.

**IMPORTANT NOTE:** *Any time a new account has been created for a customer or employee, an automatic e-mail is sent to them informing them of their new account login information, password and link to the LaRaedo software.*

*You may want to notify your customers and employees ahead of time that they will be receiving this new account e-mail.*

At the far end of this new horse entry is a yellow star. This yellow star indicates that this horse and customer are active and ready to receive event information.



| <input type="checkbox"/> Horse Name                 | Last Maintenance | Completion Time | Completed By | Next Maintenance | Last Invoice     | Owner         | Active  |
|---|------------------|-----------------|--------------|------------------|------------------|---------------|---|
| <input type="checkbox"/> <a href="#">Lone Rider</a> | Training         | 03/31;09:26pm   | Jerry Thomas | ----             | # 120 (04/01/12) | Marie Taulbee |  |

By clicking on the yellow star, it will turn grey in color, which indicates the horse is listed as **inactive**. This does NOT delete the information, it just merely lists the horse as **inactive**. By clicking on the yellow star again, the horse is made **active** again.

By clicking on the horse, it will open up to display the information that was just created. This is view is basically what a customer will see when they login to their account. They will be able to upload files, pictures, add notes and send alert notifications.

# CREATE EVENTS

There are various ways to create an event. It is quite easy and something that can be done by the farm owner or the employee. 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 lunging, cleaning stalls, baths, and 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'**.

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

- Event:** A text input field for the event name.
- Assigned to:** A dropdown menu with the text '- Select Employee -'.
- Horse:** A dropdown menu currently set to 'Multiple'.
- Event Occurrence:** A dropdown menu currently set to 'Once'.
- Start Date:** Three dropdown menus for month (July), day (9), and year (2010).
- End Date:** Three dropdown menus for month (July), day (9), and year (2010), with a 'Repeat Forever' checkbox.
- Time: From:** Two input boxes for hours (03) and minutes (00), with radio buttons for AM (selected) and PM.
- Time: To:** Two input boxes for hours (04) and minutes (00), with radio buttons for AM (selected) and PM.
- Invoiced Event:** A checkbox and a text input box for the amount.
- Notes:** A large text area for additional information.
- Attach File:** A text input box and a 'Browse...' button.
- Additional File:** A blue link with a plus icon.
- Save:** A green button with a checkmark.
- Cancel:** A blue link.

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.

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

Click on the drop down menu to select the name of the employee that will be assigned to this event.

**IMPORTANT NOTE:** *For invoiced items that occur on a monthly basis, such as board, it is suggested that the farm owner enter information as a monthly occurrence starting on the first of the month from 12:01 am to 12:02 am so that it doesn't interfere with other events. Then select the farm owner as the person assigned to this event so they can mark it as complete rather than assign it to someone else.*

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.

The next menu is a check box and amount box for an invoiced event. Only use these boxes if there will be a charge to the customer. Once the event is completed, the charge will show up in the monthly invoice for the owner of each horse.

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 on the current day. '**Upcoming Events**' only show those events that will occur on the current day.

The employee that was assigned this event will be able to view it upon their next log in as an assigned task for completion. The customer will be able to view the event as well 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**'.

To assign an event to an employee, go to the '**Users**' menu, check the box to the left of the employee's name and click at the bottom of the page where there is a '**New Event for Selected**' selection and a menu will open up to enable event assignment to an employee.

When an employee logs in to their own member login, they 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 customer informed, they can do this from their own login account.

**VERY IMPORTANT NOTE:** *If an event is 'Removed' or deleted, it **CANNOT** be undeleted. There is a warning message that is displayed when removing an event to help reduce deleting an event in error.*

# CREATE INVOICES

Now let's go to the customer invoices by clicking on the '**Billing**' menu at the top of the page.

Monthly invoices are created automatically at the end of each month when the system pulls the billable items that were listed as '**completed**' invoiced billable events throughout the month.

When the farm owner, for instance, creates the monthly board billable event, those charges will be pulled from the database and put into an invoice specifically for the customer responsible for the boarding of that horse.

Once the invoice for the month has been created, the software will generate an invoice number and the farm owner will be able to view the name of the customer for that invoice, their e-mail address on file, their phone number, the date the invoice was created and the status of the invoice which can be listed as:

- Pending – the invoice is awaiting final review by the farm owner
- Submitted – the software has sent an e-mail notification to the customer that their invoice is ready for viewing
- Paid – the invoice has been paid by the customer
- Overdue - the payment is overdue by the customer

The farm owner can preview any invoice data by clicking on the invoice number listed on the '**Billing**' menu. Once the invoice is opened, the owner can add, change and delete information. Click on '**Save as Pending**' and the information is saved until the '**Submitted**' button has been clicked.

**VERY IMPORTANT NOTE:** *After the '**Submitted**' button has been selected, the invoice can no longer be modified.*

Additional billable items can be added to the currently opened invoice by clicking on the '**New Invoice Items**' and adding in the information requested. By clicking on the letter 'X' at the end of any invoiced item, the selected item will be deleted.

When the farm owner clicks on the '**Submitted**' button, the customer receives an automatic e-mail stating that their invoice is available for viewing. They will just need to click on the link provided in the e-mail and login to their account. This automatic e-mail is generated by the software and the farm owner does not need to send out an e-mail to the customer. All the owner will need to do once the invoice is ready for payment is click on the '**Submitted**' button.

If you click on '**Preview Invoice**', the actual invoice will appear, as it will look when the customer opens it up for viewing.

If the farm owner has already modified their '**Account Settings**', the farm logo would appear at the top left of the invoice and the '**Terms**' information that was included would be located at the bottom of the invoice. To find out more about this option view the instructions called '**Modify Account Settings**'.

If there is a customer that does not own a horse but requires an invoice for services rendered, the farm owner will need to create an account for that customer. You can find out more about this option by viewing the instructions called '**Create Accounts**'.

Once this account has been created, click on "**New Invoice**" under the '**Billing**' menu and on the left side of the page there is a drop down menu for a list of customers. All customers are listed here including those that do not have a boarded horse. Select the required customer and manually enter in the billable items. Click on '**Save as Pending**' if more information is required or click on '**Submit**' and an invoice notification e-mail will be sent to the customer.

Another point of interest is the '**Reminder**' menu selection. This is used when a payment reminder needs to be sent to the customer. Simply click on the '**Send**' selection on the far right hand side of the customer's invoice and an automatic e-mail payment reminder will be sent to the customer.

All invoices are automatically created at the end of the month and ready for review and submission to the customer. The farm owner will receive an e-mail indicating that there are invoices ready for review and submission.

At the bottom of the '**Billing**' menu, there is a '**Generate Invoice Data Report**' selection. Clicking on this will open an Excel spreadsheet with all customer invoice data. This file can be saved to the farm owner's personal computer and used for importing into their Accounting software.

**IMPORTANT NOTE:** *The '**Generate Invoice Data Report**' selection is ONLY available on the Administrative login under '**Billing**' and NOT available for employee or customer viewing.*

There may come a time when an invoice needs to be pulled for work completed during the month **BEFORE** the end of the month automated invoice feature is generated. If that is required, select '**Create Invoice**' and then select the customer from the left hand side drop down menu.

**EXTREMELY IMPORTANT NOTE:** The software will pull all '**COMPLETED**' tasks that had occurred during the month into an invoice that can be reviewed and submitted to the customer. I want to stress that all billable events must be marked as '**Completed**' in order for the software to pull them into the invoice.

## CREATE ALERTS

Alerts are useful to the farm owner when it is imperative to connect with a customer or employee about something that is of higher importance than general information.

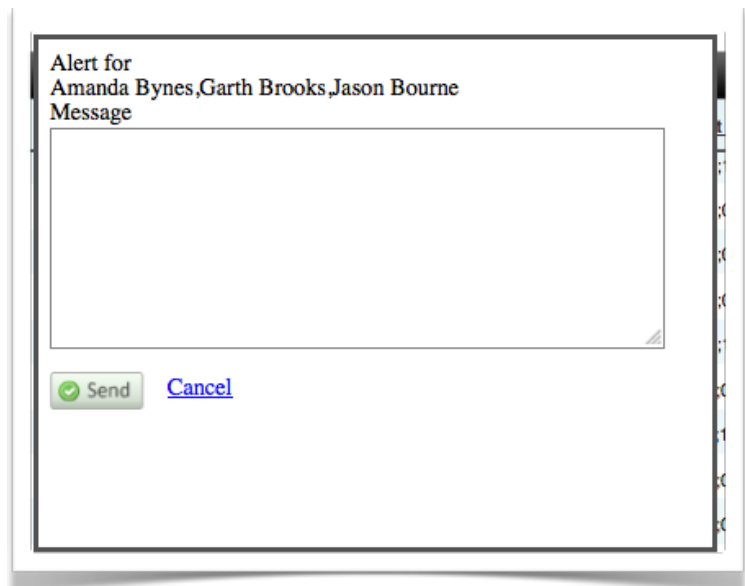
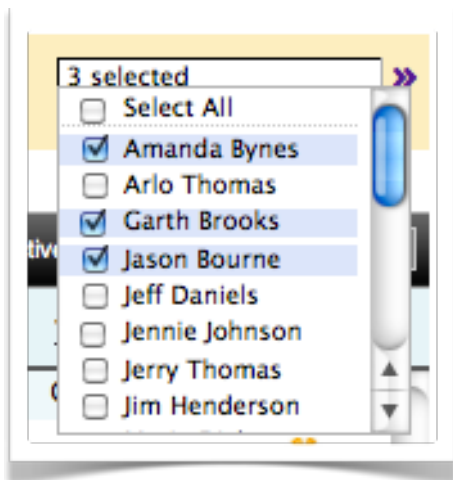
Alerts are the first thing that a person will see when they login to their account.

- The employee can send alerts to employees, customers and the Administrative account.
- The customers can send alerts to the Administrative account and employees.
- The Administrative account can send alerts to both the employees and customers.

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.



# CREATE ACCOUNTS (EMPLOYEE AND CUSTOMER)

To create an account for an employee or for a customer that may not have a boarded horse, click on the menu tab called 'Users'.

Then click on 'New Login' located at the bottom of menu screen. Fill in all appropriate information and click save.

**Add User**  
[Cancel](#)

|                               |   |                                |                      |
|-------------------------------|---|--------------------------------|----------------------|
| <b>First Name *</b>           | <input type="text"/>                            | <b>Last Name *</b>             | <input type="text"/> |
| <b>Email *</b>                | <input type="text"/>                            | <b>Alternate Email Address</b> | <input type="text"/> |
| <b>Password *</b>             | <input type="text"/>                            | <b>Confirm password *</b>      | <input type="text"/> |
| <b>Address *</b>              | <input type="text"/>                            | <b>City *</b>                  | <input type="text"/> |
| <b>State/ Territory *</b>     | <input type="text" value="-Select State-"/>     | <b>Postal Code *</b>           | <input type="text"/> |
| <b>Phone *</b>                | <input type="text"/>                            | <b>Alternate Phone Number</b>  | <input type="text"/> |
| <b>Emergency Contact Name</b> | <input type="text"/>                            | <b>Emergency Phone Number</b>  | <input type="text"/> |
| <b>User Name *</b>            | <input type="text"/>                            |                                |                      |
| <b>Account Type *</b>         | <input type="text" value="-Select Type-"/>      |                                |                      |
| <b>Time Zone</b>              | <input type="text" value="-Select Time Zone-"/> |                                |                      |

**IMPORTANT NOTE:** *Any time a new account has been created for a customer or employee, an automatic e-mail is sent to them informing them of their new account login information, password and link to the LaRaedo software.*

*You may want to notify your customers and employees ahead of time that they may be receiving this new account e-mail. .*

**EXCELLENT SUGGESTION:** Farm owners can place a member login link on their own website for their customers and employees and upon clicking that link it would take them to the LaRaedo software website. The employees or customers would just need to go to the farm owner's website to gain access their account.

## GENERATE INVOICE DATA REPORT

A report of all the billable invoice data completed can be pulled into a Excel spreadsheet.

The way to do this is to select the '**Billing**' menu at the top of the page.

Scroll down to the bottom of the '**Billing**' menu page and you will see an item call '**Generate Invoice Data Report**'.

Click on that selection and it will open up an Excel file which can be saved to a computer's hard drive.

Once it has been saved, this file can be manipulated so that rows and columns that may not be of use to the farm owner can be deleted.

The headings at the top of each column in the file provide information about what the column is referencing. The report is only available for the farm owner.

## GENERATE FARM DATA REPORT

A report of all the farm data entered about the customer, horse and employee can be pulled into a Excel spreadsheet.

The way to do this is to select the '**Home**' menu at the top of the page.

Scroll down to the bottom of the '**Home**' menu page and you will see an item call '**Generate Farm Data Report**'.

Click on that selection and it will open up an Excel file which can be saved to a computer's hard drive. This report is only available for the farm owner.

# VIEW OF CUSTOMER ACCOUNT

Farm Owners can login in as one of their customers after creating an account for them to view what a new customer account looks like.

The first thing that comes into view is a picture of the customer's horse, if one was uploaded at the time the account was created. Also, listed will be the horse's breed, age, and height in 'hands'. The date the account was made active is also included, as well as, whether the account status is active or inactive.

The customer also has the ability to select '**Account Settings**' located in the upper right corner and update or modify their personal information as well as change their password.

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

The screenshot shows a web interface for a customer account. At the top left is the 'LARAIDO' logo. The top right says 'Welcome Marie Taulbee' with links for 'Support', 'Account Settings', and 'Log Out'. Below this is a navigation bar with 'Home', 'Events', 'Billing', and 'Calendar'. A search bar is also present. A central alert banner shows '8 New Alerts!' with three message snippets. Below the alerts is a profile section for 'Lone Ride' featuring a photo of a horse and rider, and fields for 'Breed' (Thoroughbred), 'Age' (11 years), 'Height' (16 Hands), 'Owner' (Marie Taulbee), and 'Last Activated' (22 Jun 2011 05:06). A 'Notes' section contains several entries from farm admin and Marie Taulbee. To the right is a table of attachments with columns for 'Title' and 'Uploaded by'. At the bottom is a 'Calendar' section with a table of events.

| Date/Time               | Event                 | Assigned To  | Status   | Completed by | Invoice Status | Created by   |
|-------------------------|-----------------------|--------------|----------|--------------|----------------|--------------|
| 03/31/12 9:00a - 10:00a | Training              | Jerry Thomas | Complete | Jerry Thomas | Pending        | Jerry Thomas |
| 03/02/12 1:00a - 2:00a  | Monthly Board         | Jerry Thomas | Complete | farm admin   | Pending        | farm admin   |
| 02/28/12 1:00p - 2:00p  | Trailer Horse to Show | Jerry Thomas | Complete | farm admin   | Pending        | farm admin   |

If you make an error when creating a note; simply click on the note, make the changes and click save. You can only make changes to notes that you create.

The customer can send an **'Alert'** if there is something more immediate that needs to be addressed by clicking on the **'Select Alert Recipient'** button. These alerts can be sent to the farm owner's Administrative account or to an employee.

When clicking on the **'Edit'** button, a new menu opens that provides information about the horse. The customer can update this information as required, add a new photo, enter new notes, attach files and videos. Please note that larger videos (over 5 minutes) may take a substantial time uploading depending on the speed of the internet used.

In the top right hand corner of the page, there is a drop down menu with the name of customer's horse. If a customer has another horse on the farm, the drop down menu will show the name of that horse.

By clicking the other listed horse, the software will open up and display the information about the other horse.

At the bottom of the page, there is a list of all recent events that have been scheduled. The list of events gives the customer more information about what tasks have been completed or planned for their horse.

Some of these events are invoiced meaning there is a cost associated with them and an invoice number will be listed once the invoice for this item has been created.

Which brings us to the next menu tab called **'Billing'**. The **'Billing'** menu will show all of customer's invoiced items both current and paid.

To open up one of the invoices, simply click on the invoice number and it will open a copy of the customer's invoice.

The customer can view and save to their own computer a static (non-editable) copy of their invoice.

At the bottom of the **'Billing'** menu, there is a **'Generate Invoice Data Report'** selection. Clicking on this will open an Excel spreadsheet of all **paid** invoice data **ONLY** for that particular customer. This file can be saved to the customer's personal computer and used for importing into their Accounting software.

# VIEW OF EMPLOYEE ACCOUNT

The farm owner can log in to an employee account after it has been created to obtain a view of what events have been assigned to the employee.

The employee also has the ability to select **'Account Settings'** and update or modify their personal information as well as change their password.

The employee has three menu selections, the **'Home'**, **'Events'** and **'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 will also include the date and completion time of the last maintenance event and the next planned event.

This page 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'**.

The screenshot shows the LARADO employee account interface. At the top, there is a navigation bar with 'Home', 'Events', and 'Calendar' tabs. A search bar is located on the right. Below the navigation bar, there are three alert boxes from a farm admin: 'Hi I need your help.' (06/16, 08:56pm), 'Hi I need your help.' (06/16, 08:56pm), and 'I need you to work late tonight...' (09/16, 10:34am). Each alert has a 'Remove' button. To the right of the alerts is a 'Select Alert Recipients' dropdown menu.

The main content area is divided into two sections: 'Overview' and 'Upcoming Events'.

**Overview Table:**

| Horse Name  | Last Maintenance            | Completion Time | Next Maintenance            |
|---|-----------------------------|-----------------|-----------------------------|
| <input type="checkbox"/> <a href="#">Lone Rider</a>   | Training                    | 03/31;09:26p    | ----                        |
| <input type="checkbox"/> <a href="#">Racer</a>        | New Clinic Fee              | 04/16;12:17a    | ----                        |
| <input type="checkbox"/> <a href="#">Born to Ride</a> | Holding Fee for Farrier Apt | 04/06;12:23a    | Paddock - Front Field       |
| <input type="checkbox"/> <a href="#">Gallop</a>       | Clinic Fees                 | 03/15;10:55p    | Paddock - Front Field       |
| <input type="checkbox"/> <a href="#">Dancer</a>       | Holding Fee for Farrier Apt | 04/06;12:23a    | Fly Spray                   |
| <input type="checkbox"/> <a href="#">Jumper</a>       | Monthly Board               | 03/13;01:09a    | Fly Spray                   |
| <input type="checkbox"/> <a href="#">Renegade</a>     | Clinic Fees                 | 03/15;10:55p    | Worming - Vet Visit         |
| <input type="checkbox"/> <a href="#">Baron</a>        | Holding Fee for Farrier Apt | 02/29;12:36a    | Monthly Worming             |
| <input type="checkbox"/> <a href="#">June Bug</a>     | Holding Fee for Farrier Apt | 02/29;12:36a    | Paddock                     |
| <input type="checkbox"/> <a href="#">Lilo</a>         | 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 | Gallop | Horse Show |
| <input type="checkbox"/> 04/16;01:00p | Racer  | Vet Visit  |

At the bottom of the 'Upcoming Events' section, there are two buttons: 'Complete Selected' and 'New Event'. At the bottom of the 'Overview' section, there is a button: 'New Event for Selected'.

If the employee wants to see more details about the horse, simply click on the horse's name and a new window will open with all the detailed information about the horse.

The employee can add notes, upload a horse picture, edit information about the horse, attach files and mark events as completed.

If the employee has completed an event assigned to another employee, the event can be checked as completed on this page.

When the employee clicks on the '**Events**' menu, it will show all the events (complete and incomplete) that have been assigned to that specific employee. This menu can also be used to create new events and mark events as completed.

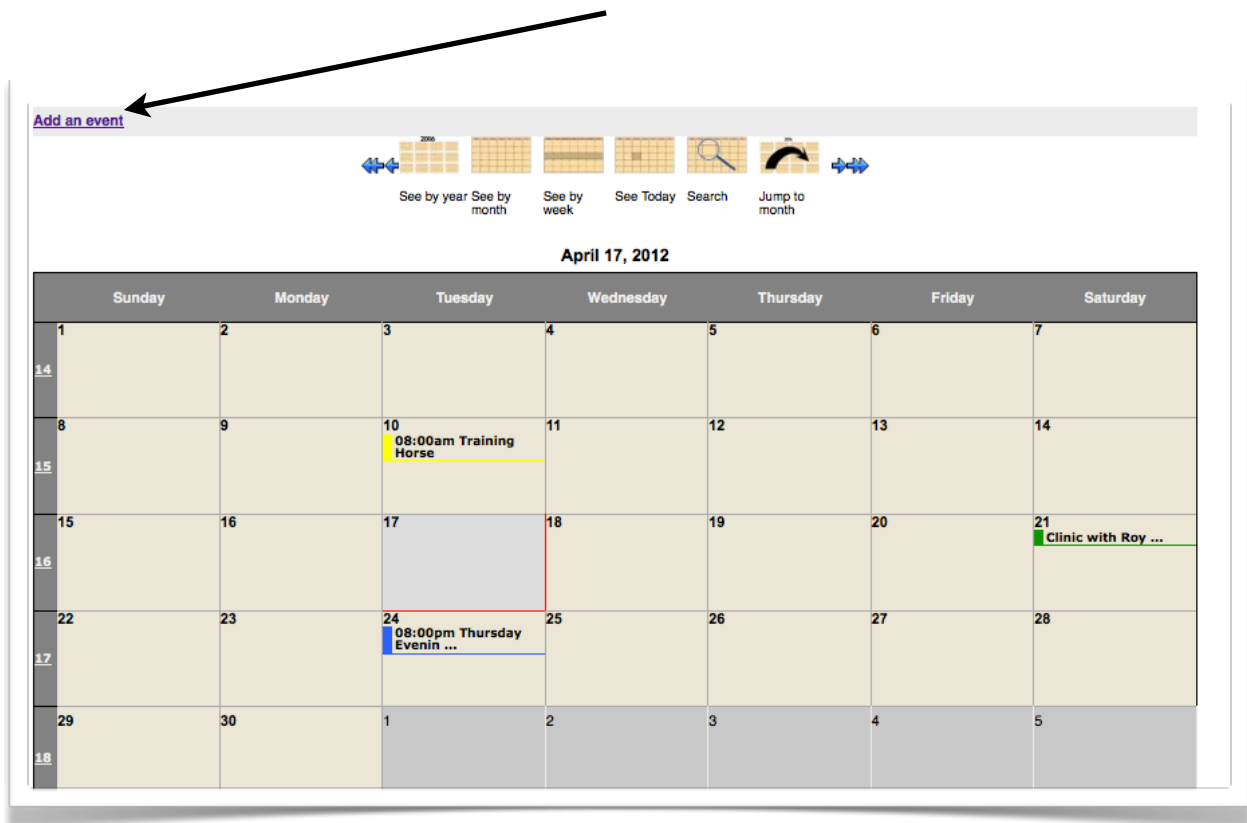
At the top of both menu screens, there is the option for the employee to send an alert to another employee or to the Administrative account. This can be done by selecting the '**Select Alert Recipients**' drop down menu and clicking on the person(s) that will receive the alert, enter the subject information and click '**Save**'. The alert message will show up immediately in the recipient's '**New Alerts**' menu or upon their next login. The recipient will also receive an e-mail message with the alert information.

# CALENDAR MENU

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!

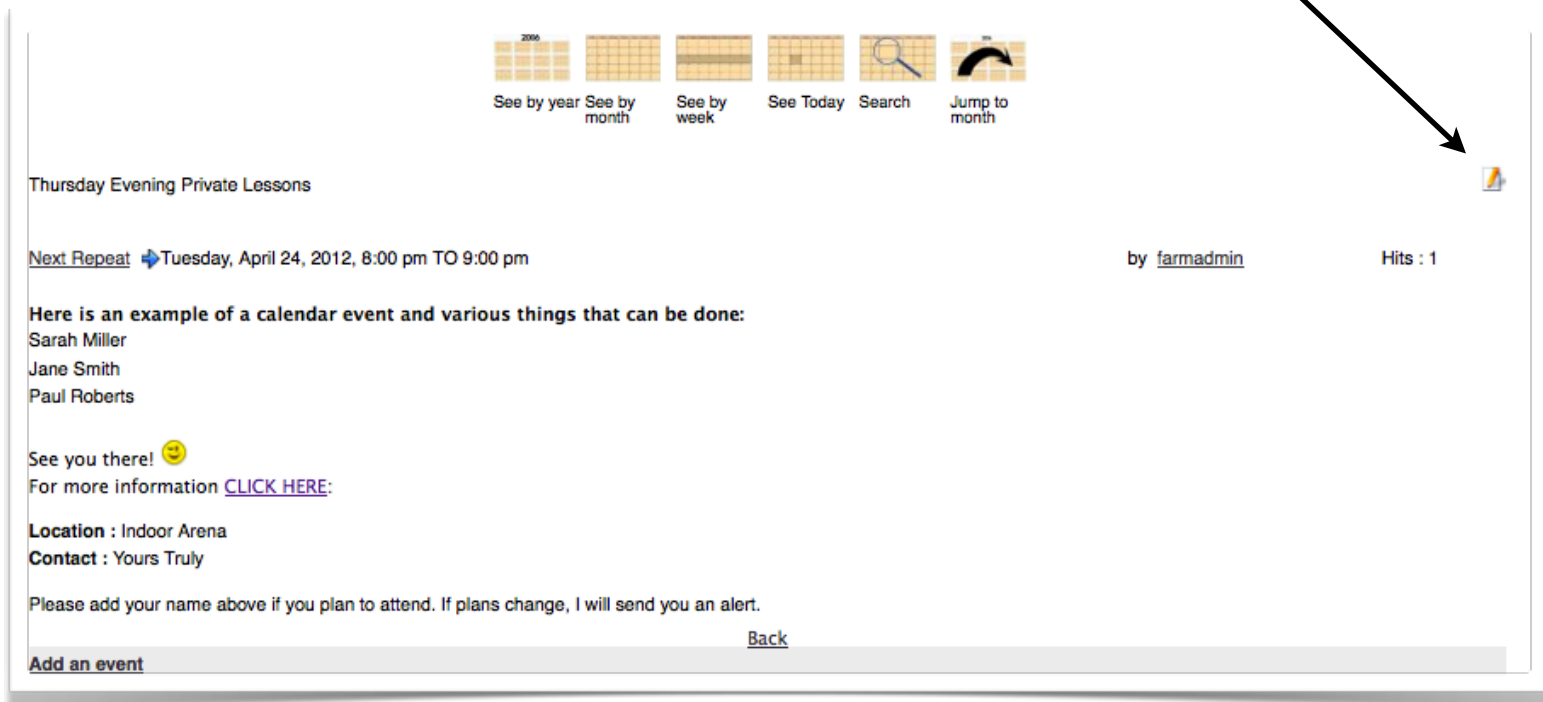
Anyone that has an account can create an event and can edit an existing event so that a customer can add themselves to any event making it easier to track who is attending what event.

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



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 several navigation icons at the top: 'See by year' (with '2006' above it), 'See by month', 'See by week', 'See Today', 'Search' (with a magnifying glass icon), and 'Jump to month' (with a curved arrow icon). Below these icons, the event title 'Thursday Evening Private Lessons' is displayed. To the right of the title is a small icon of a document with a pencil, which is pointed to by a black arrow from the text above. Below the title, the event details are shown: 'Next Repeat' with a blue arrow icon, followed by 'Tuesday, April 24, 2012, 8:00 pm TO 9:00 pm', 'by farmadmin', and 'Hits : 1'. The event description follows: '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', and 'Please add your name above if you plan to attend. If plans change, I will send you an alert.' At the bottom of the event details, there is a 'Back' link and an 'Add an event' link.

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.

# SUPPORT

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: