Farm Owner Quick Start Guide

LARAEDO™

The steps below provide a quick and easy method to start using LaRaedo. For more instructional details, see the 'Farm Owner User Guide'.

Step #1 Account Settings

Click on 'Account Settings' - Update information about your farm. Use the farm's e-mail address and create a unique password. Upload the farm logo (256 x 64 pixels), select the time zone and the enter the preferred payment information in 'Terms'. Logo and Terms will show up in the customer invoice.

Step #2 Create Accounts for Employee or Customer

Click on the 'User' menu and select 'Add User'. Enter in all required information, create account log in name and password and click 'Save'. An e-mail will automatically be sent to the customer or employee with their account information, and a link to www.software.laraedo.com. Initially, you may want to log in to these accounts to get a feel for what they will look like to the customer or employee.

Step #3 Create Horse and Customer

Click on 'Add Horse' - Enter in all information about the horse, upload a picture and select a customer (owner) if an account was previously created for one. Click save, if no previous customer was selected, a new window will appear to add information about the customer. Enter in data and click save.

Step #4 Create Events

Check the box next to the horse for the event, then Click on 'Select New Event'. Fill in the required information, select the employee to complete the event, enter in the dollar amount if it will be billed to the customer and click on 'Save'.

Step #5 Create Invoice

Click on the 'Billing' menu and click on 'New Invoice'. From the drop down menu on the far left side, select a customer name. Fill in the billable information and if there is more than one billable item, click on 'New Invoice Item'. Once completed, select 'Preview Invoice' to view the final copy of the invoice. Either click 'Save as Pending' if more items need to be added later or click 'Submit' and an e-mail will be sent to the customer informing them that there is an invoice available for their viewing.

Step #6 Create Alerts

Click on the 'Select Alert Recipients' menu and select the person to receive the Alert. In the Alert window, enter in the message and click 'Send'. If the receiver is logged into their account, they will immediately receive the Alert, and they will also receive an email to the email account stored for them on LaRaedo.