

# User Manual



Manual for the online application ([www.equinem.com](http://www.equinem.com))

V1.0.0



## Introduction

In this guide we will explain how to use EquineM on your computer or on the EquiBoard.

The most recent version of this document can be found under <http://www.equinem.com/UserManualOnline.pdf>. EquineM is a product that is under continuous development, therefore not everything may be fully described here yet. If you feel something important is missing, or if something has changed, with regards to the latest version of this document, please contact us on [info@equinem.com](mailto:info@equinem.com).

## Contents

1.	Getting started .....	4
1.1	Create a stable.....	4
1.2	Login to EquineM .....	4
1.3	The navigation bar.....	4
2.	The horses module  .....	5
2.1	Adding a new horse.....	5
2.2	Horse Profile .....	5
2.2.1	Automatic reminders.....	5
2.2.2	Horse Owner.....	5
2.2.3	Photo .....	5
2.2.4	Warnings.....	5
2.2.5	List of horses.....	6
2.2.6	Breeding .....	6
2.2.7	Team .....	6
2.2.8	Files.....	6
2.2.9	Schedules.....	6
2.3	Weekly overview .....	7
2.4	Activities .....	8
2.4.1	Adding and deleting activity types .....	8
2.4.2	Activity type options.....	8
2.4.3	Adding and deleting activities .....	8
2.4.4	Adding a plan or scheme .....	9
2.4.5	Adding a plan to horses.....	9

## 1. Getting started

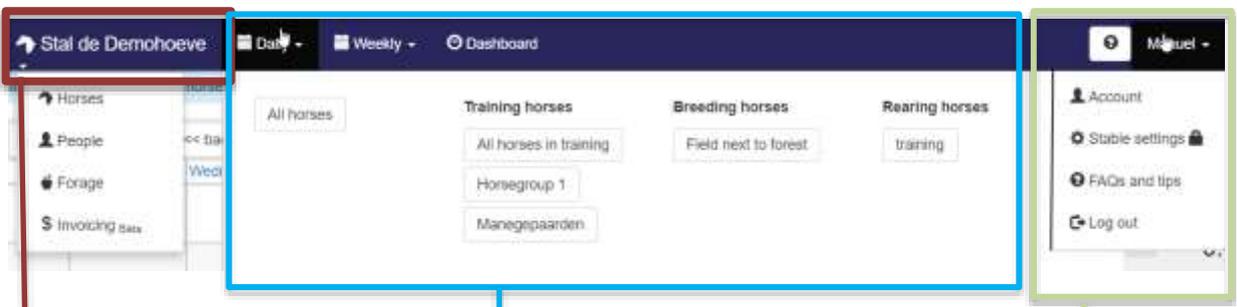
### 1.1 Create a stable

Go to [www.equinem.com/accounts/signup](http://www.equinem.com/accounts/signup) to create your own digital stable. During signup you get your own EquineM account on the e-mailaddress (or phone number) provided. This e-mailaddress (or phone number) has to be verified before you can start using EquineM. It is **your** personal EquineM account, so keep your password safe!

### 1.2 Login to EquineM

Go to [www.equinem.com/accounts/login](http://www.equinem.com/accounts/login) to login to EquineM with your e-mailaddress (or phone number) and password. Or click “**Login**” at the top right of the start page.

### 1.3 The navigation bar



The screenshot shows the navigation bar of the EquineM interface. It includes a dark blue header with the stable name 'Stal de Demohoeve', a date selector 'Daily', a weekly view selector 'Weekly', and a 'Dashboard' button. Below the header, there are four main sections: 'All horses', 'Training horses' (with sub-items 'All horses in training', 'Horsegroup 1', and 'Manegepaarden'), 'Breeding horses' (with 'Field next to forest'), and 'Rearing horses' (with 'training'). On the right, there is an 'Account' menu with options for 'Account', 'Stable settings', 'FAQs and tips', and 'Log out'. Three callout boxes provide further explanation: a red box points to the stable name, a blue box points to the horse management sections, and a green box points to the account menu.

The name of this stable is 'Stal de Demohoeve'.

This section gives access to different **modules**, such as Horses, People, Forage and Invoicing

This is the Account menu.

The question mark brings you to our interactive guides (tip!)

The look of this part of the navigation bar depends on the module you are in.

In this case we are in the Horses module and we have added some groups for our horses.

Figure 1 - The navigation bar explained

## 2. The horses module

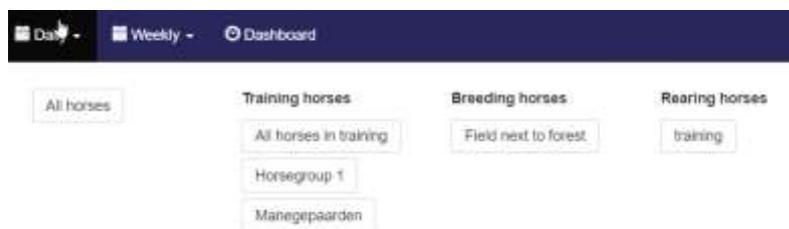


Figure 2 - The navigation bar for the horses module. At the top the 3 different overviews: **Daily**, **Weekly** and the **Dashboard**. Here daily is selected and some horse groups are created.

### 2.1 Adding a new horse

Via **Dashboard** you can add a new horse. You only need to enter the name.

### 2.2 Horse Profile

When clicking on the name of your horse in the **Weekly Overview** or **Dashboard** you will be sent to the **horse profile page**. Most information will be clear, but below we will explain the parts that might need clarification.

#### 2.2.1 Automatic reminders

In the horse's profile page one can set the vaccination scheme, days between farrier appointments and days between dentist appointments. EquineM then automatically plans those appointments for that horse and sets a reminder. If you don't want automatic scheduling, enter a 0.

#### 2.2.2 Horse Owner

Via the profile page an owner for a horse can be set. The owner can, optionally, be given permission to view the horse information, the plan, or only some parts, for their horse. More about this in the Permission section.

#### 2.2.3 Photo

By clicking on the EquineM logo (shown below) it is possible to add a photo as profile picture to your horse.

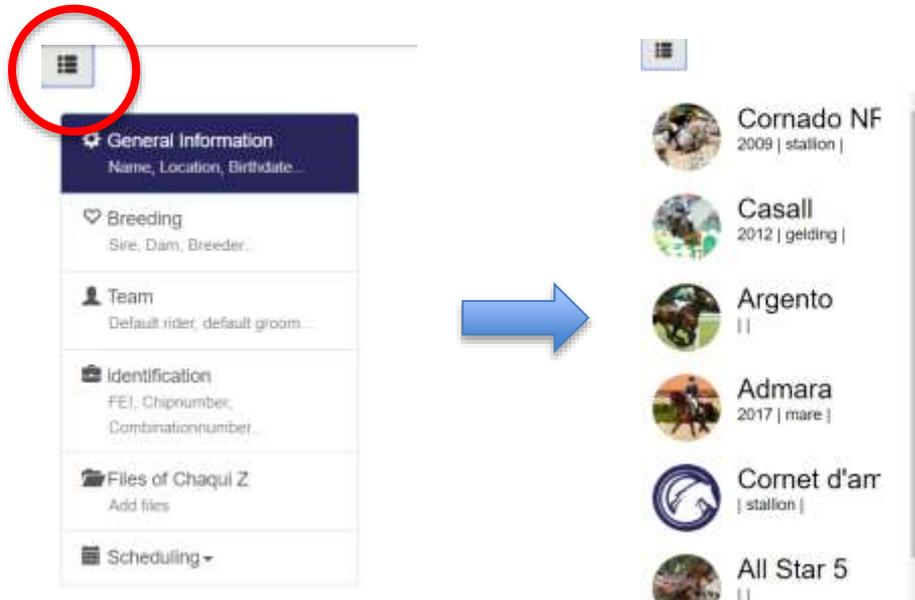


#### 2.2.4 Warnings

Warnings will be shown in the Weekly overview as well.

### 2.2.5 List of horses

By clicking the list icon one can quickly go from one horse profile to another. See the picture.



### 2.2.6 Breeding

It is possible to add the breed, breeder and studbook of the horse. This information can also be automatically retrieved from horse telex if your horse is listed there by clicking the button “connect to horsetelex”.

### 2.2.7 Team

By adding a team to a horse, the team mates can be added automatically for their respective activity when it is added.

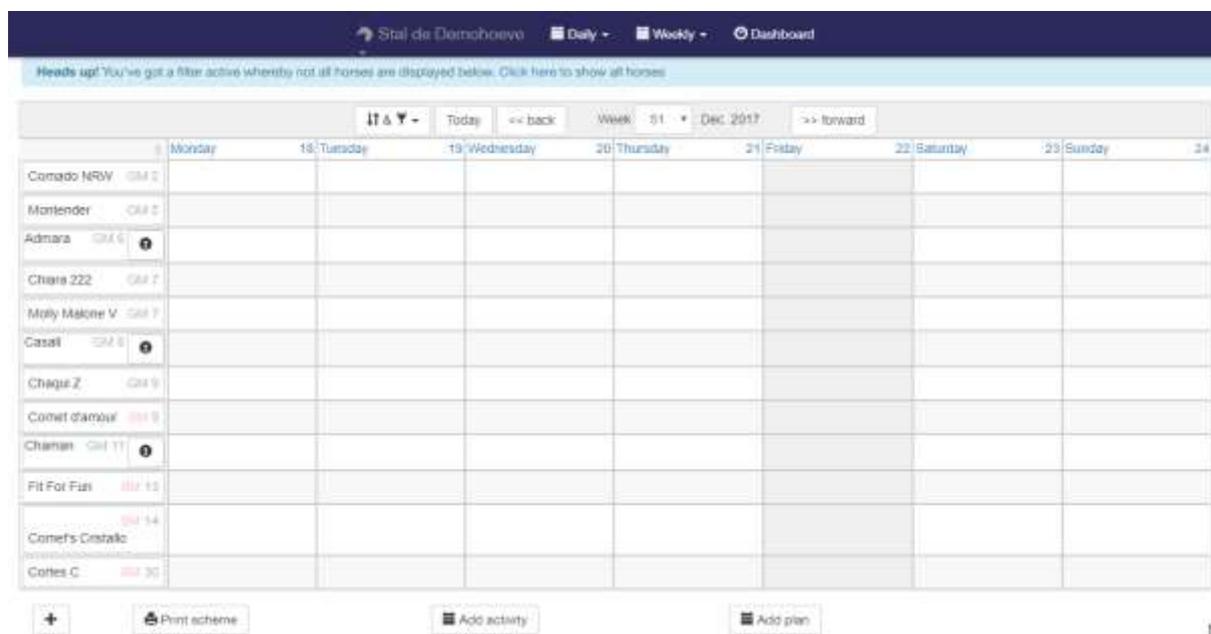
### 2.2.8 Files

EquineM comes with its own, version-controlled and duplicated, storage to store the files of your horse(s). Different types of files can be added. Documents, images, X-rays, etc. can all be stored by the file uploader. Videos can be added via YouTube or Vimeo (third parties). Each file can be given a privacy setting (public or private). Private files requires special permissions (see the permission section) to view them.

### 2.2.9 Schedules

If you want to see the monthly calendar of one horse, an overview that count the number of activities for the past month or a filterable list of all activities that are done for this horse this is the place to be.

## 2.3 Weekly overview



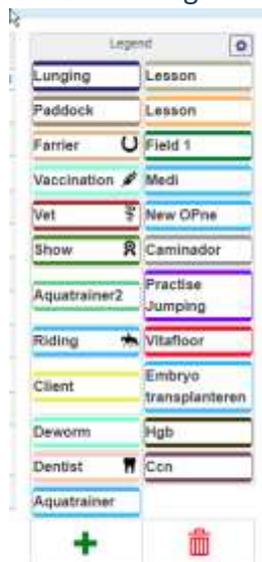
	Monday 18	Tuesday 19	Wednesday 20	Thursday 21	Friday 22	Saturday 23	Sunday 24
Comado NRW GM 0							
Montender GM 0							
Admara GM 6							
Chiara 222 GM 7							
Molly Makine V GM 7							
Casali GM 8							
Chaque Z GM 9							
Comet d'Amour GM 9							
Chaman GM 11							
Fit For Fun GM 13							
Comet's Crystals GM 14							
Cortes C GM 30							

Figure 3 - Weekly overview with horses, without activities. On the left side all the horses, at the top buttons to navigate to a date/week and the filter buttons. Tap a day to go to the daily overview for that day. The current day is shown as a grey column.

## 2.4 Activities

Activities are an important part in the daily work with horses. Therefore they are a main part in EquineM too. Activities are always connected to a horse, on a specific date and of a certain “activity type”. Furthermore, extra information can also be added to activities, depending on the type of the activity. For example, for the **Riding** activity type, a rider and a note can be added.

### 2.4.1 Adding and deleting activity types



In the legend some default activity types are shown, such as Riding, Paddock, etc.

 Use the green plus for adding your own activity types.

 Drag an activity type to the trash to remove it.

 Use the cog symbol to change an activity type

### 2.4.2 Activity type options



When adding an activity type, you are asked to enter the options of this activity. For example, set Rider, if you want to be able to set a rider for this activity. Or set ‘note’ if you want to add a note to activities of this type.

If you want to change the options, use the cog symbol.

### 2.4.3 Adding and deleting activities

**Adding** activities to a horse via the weekly overview can be done in 2 ways:

Drag an activity type from the legend into the desired cell of a horse and date

Click add activity button at the bottom of the page, this way the activity can be added for multiple horses and multiple days

**Removing** activities can also be done in 2 ways:

By tapping on an activity and choosing delete in the following popup

By dragging an activity from the overview into the trash bin

Some activity types trigger extra checks or actions, these are listed below.

**Show**

A show activity type automatically checks the vaccination rules and past done vaccinations. A show cannot be added when those are not correct \*

**Vaccination**

A checked vaccination automatically plans the next one as a reminder \*



**Farrier**

A checked farrier appointment automatically plans the next one as reminder \*



**Insemination**

A checked insemination automatically plans a foaling date, removes future “in heat” activities and plans a pregnancy check in 18 days.

**In heat**

A checked in heat activity automatically plans the next one in 21 days, to keep track of the ovulation cycle of the mare.

**Dentist**

A checked dentist activity automatically plans the next one as reminder \*

**2.4.4 Adding a plan or scheme**

You can see the plan as a template that can be attached multiple times to multiple horses. Like a blueprint. Sometimes it is helpful to create a plan to make planning faster. For example a Walker plan, in which the horses get into the walker 6 days a week (only Sunday not). That way all walker activities can be added to all horses with one click for one or multiple weeks. Or a field plan, in which horses get one day in the field, one day in the paddock, again in the field, etc. Below we will demonstrate how to create the Walker plan. It is up to you to decide what plans are handy at your stable!

Add a plan via the “add plan” button on the weekly overview. Select if it is a training plan or a rehabilitation scheme. The difference is that for a training plan, activities are planned on exact week days. While for a rehab scheme, activities are planned by the number of days of the start of the plan. For the Walker plan we select the training plan type.

Next we select the Walker activity type (if it does not show up, you might have to create it, see section “create and delete an activity type”) and we select the days we want to add the walker activity. Click “Save plan details” and the plan is saved!

**2.4.5 Adding a plan to horses**

The newly added plan is now shown in the list of plans. Click it and selected the horses to add the plan to multiple horses at once.