



prism[®]

REGISTRATION AND SET UP



1. INTRODUCTION

Prism is a horse racing management system that streamlines the Stable workflow process, reducing pain points and improving efficiencies.

The system was designed from the ground up with several leading Trainers, documenting and digitalizing the entire stable operations.

As a modular, work-flow management tool it has multi-login options for Staff, Suppliers and Owners, all with various security and permission settings.

And being cloud based with web, mobile and tablet interfaces, it is your one stop shop to manage all facets of your Stable from anywhere at any time.

This manual outlines how to use the key functions of the system and includes links to video demonstrations for each item.

For additional information and support, please email us via support@prism.horse or visit/like/follow us using the links below.

Platform Access

Web Login	https://www.prism.horse/portal/login
Apple App Download	iTunes Store
Android App Download	Google Play

Platform Access (Beta/Test version)

Web Login	https://beta.prism.horse/login
Apple App Download	iTunes Store
Android App Download	Google Play

Website	www.prism.horse
Contact Form	www.prism.horse/contact
Facebook	https://www.facebook.com/prismhorse
Twitter	https://twitter.com/prism_horse
Instagram	https://www.instagram.com/prism_horse/





2. REGISTRATION AND SET UP

2.1 REGISTRATION

While Prism has profiles already set up for every trainer in Australia, you need to register and have your account activated before you can start using the system.

To set up your Prism account, please get in contact with Prism via support@prism.horse to set up your Username and Password.

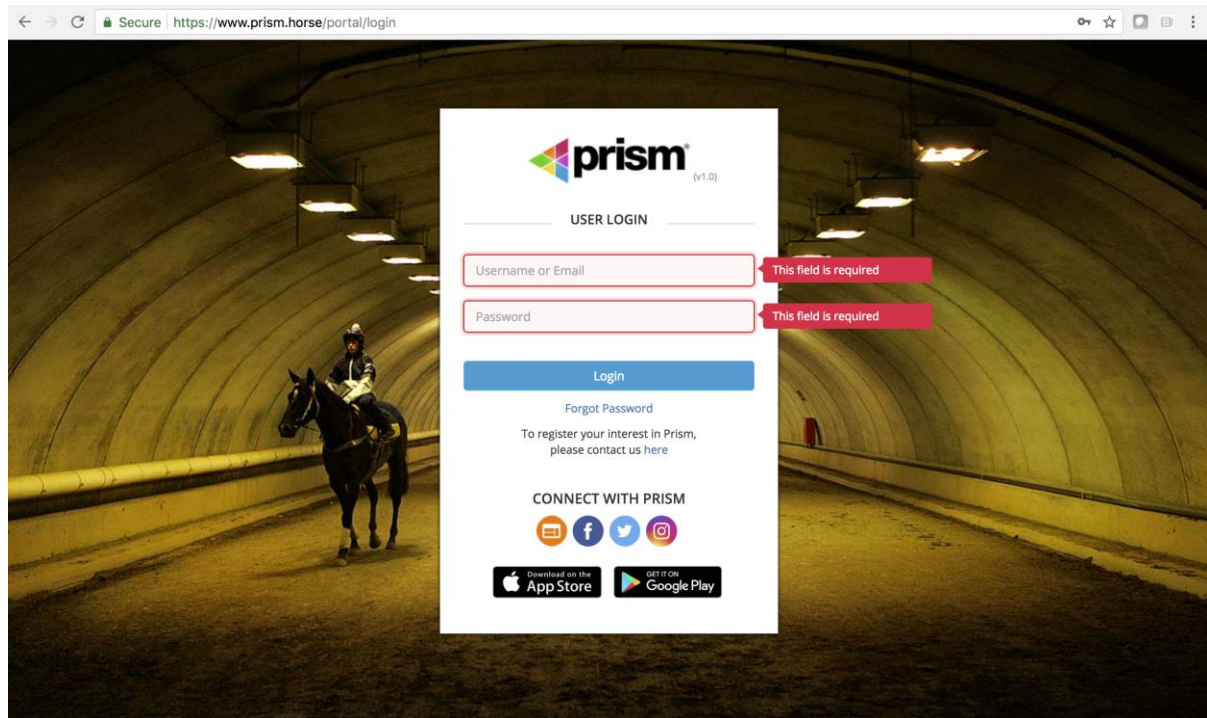
Your Username will generally be your existing email address. Owners login details will also feature their email as their Username and a password of their choosing.





2.2 LOGIN

1. Visit <https://www.prism.horse/portal/login>
2. Enter your username or email
3. Enter password
4. Click **Login** where you will be redirected to the main page

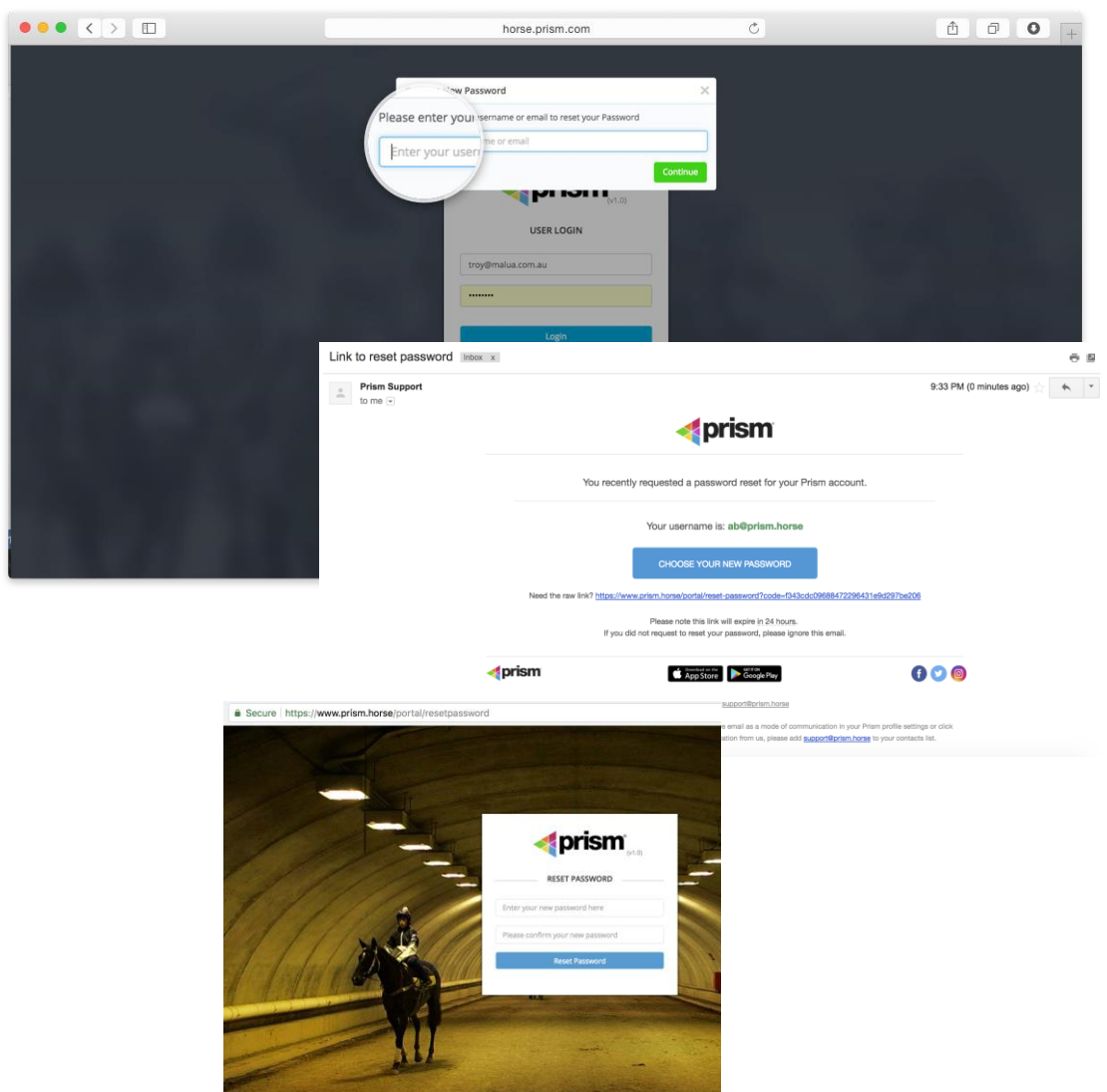




2.3 FORGOT/RESET PASSWORD

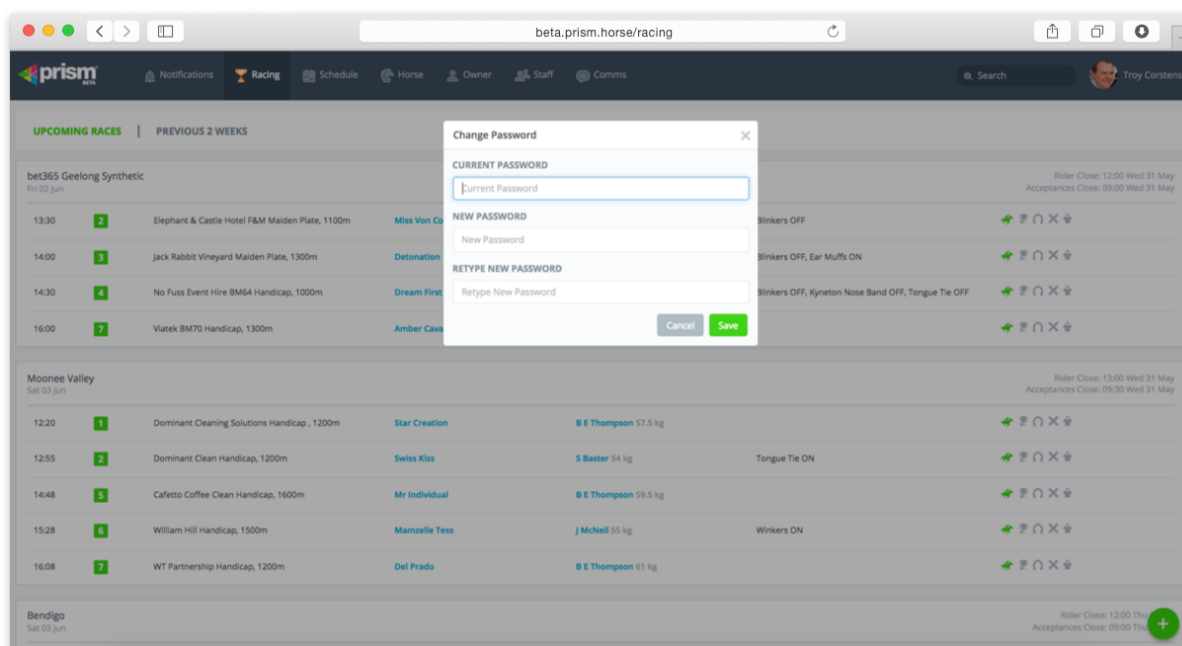
1. Visit <https://www.prism.horse/login>
2. Click **Forgot Password** link in the login screen
3. Enter the email address that you used to register to the system
4. Click **Continue** to submit
5. The system will then send you an email where you can set a new password by clicking on the Choose your new password button.
6. You will then be taken to a Reset Password page where you can enter your new password
7. Click Reset Password again to confirm and then use your Email and New Password to login again.

NOTE: You can also use this for Owners who don't know their Username or Password. Simply follow the steps above, entering their email into the Step 3 and they will then be sent a reset email to follow as per Steps 5-7.



2.4 CHANGE PASSWORD

1. Login to your Prism portal via <https://www.prism.horse/login>
2. Click on your profile in the top right hand corner
3. Click **Change Password**
4. Type in current and new passwords
5. Click **Save**



The screenshot shows the Prism portal interface with a 'Change Password' modal open. The modal contains the following fields and buttons:

- Change Password** (Modal Title)
- CURRENT PASSWORD**: A text input field with a placeholder 'Current Password'.
- NEW PASSWORD**: A text input field with a placeholder 'New Password'.
- RETYPE NEW PASSWORD**: A text input field with a placeholder 'Retype New Password'.
- Cancel** and **Save** buttons at the bottom right of the modal.

The background shows race listings for 'bet365 Geelong Synthetic', 'Moonie Valley', and 'Bendigo'.





2.5 LOGOUT

1. Click on your profile in the top right hand corner
2. Click **Logout**

The screenshot shows the Prism Online User Manual interface. The user is logged in as Claron Maher. The profile dropdown menu is open, showing options: Edit Profile, Change Password, Notifications, Configure, and Logout. The Logout option is highlighted with a red circle.

Prism Online User Manual

Logout

1. Click on your profile in the top right hand corner

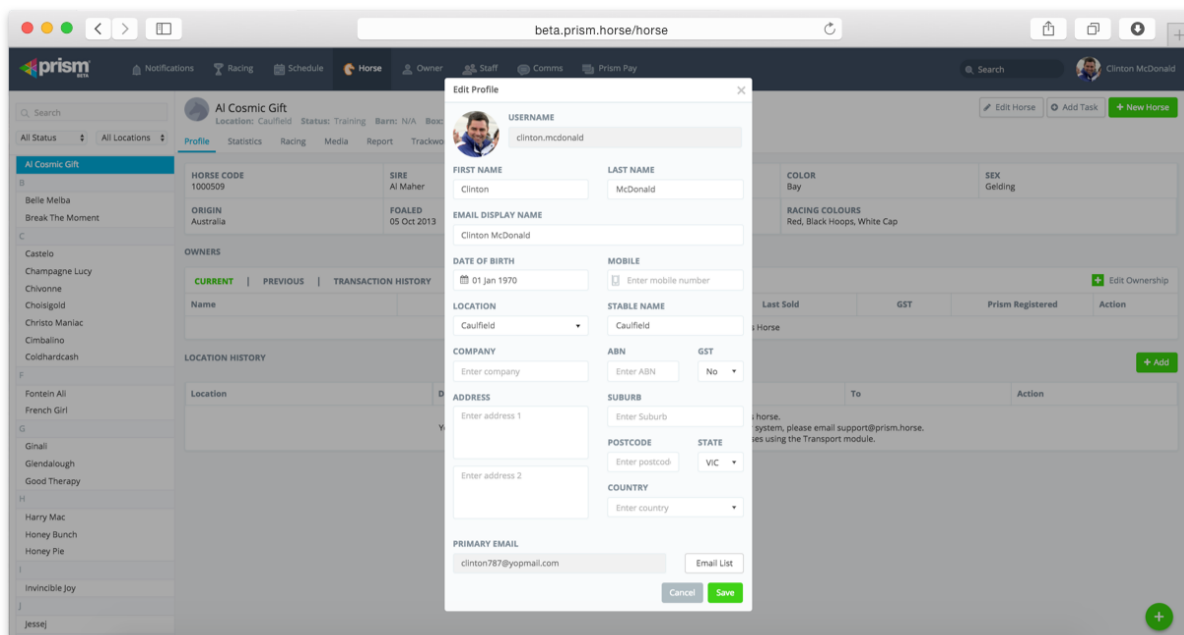
2. Click **Logout**



2.6 PROFILE

BASIC INFORMATION

1. Click on your profile in the top right hand corner
2. Click **Edit Profile**
3. Adjust details as required
4. Click **Save**



Key Profile Items:

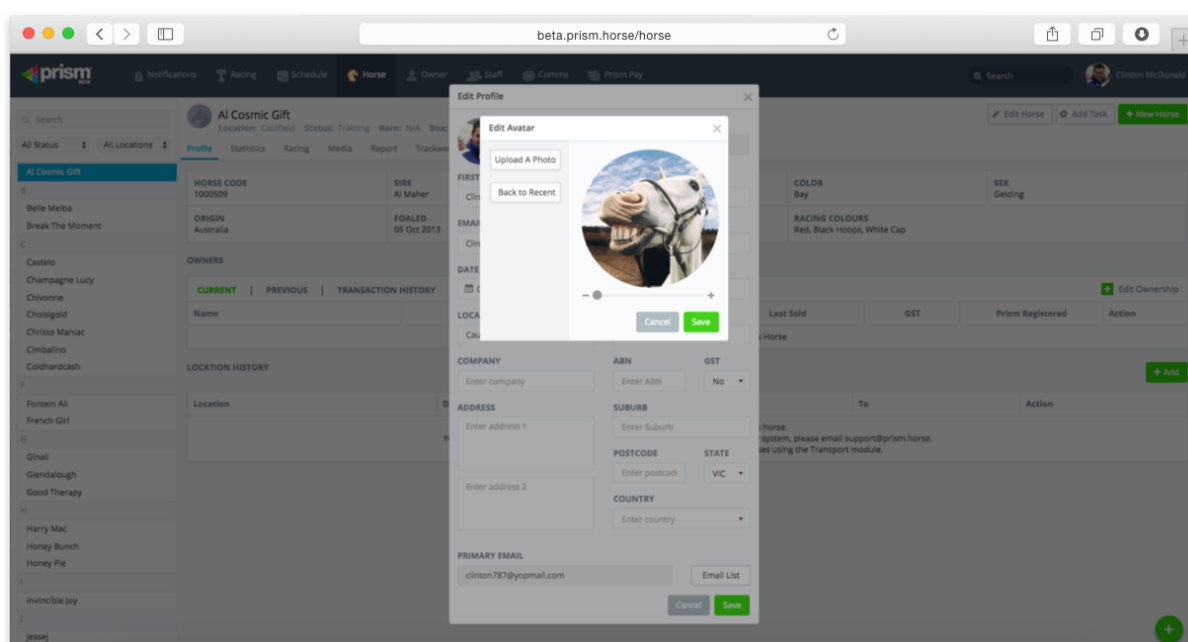
- **Avatar:** Image of you displayed through the system
- **Username:** Name you provided when signing up. This can only be changed by the Prism Administrators upon request – email support@prism.horse
- **First Name:** Your personal first name
- **Last Name:** Your personal surname
- **Email Display Name:** Name that will be shown in the 'From' section of your emails to owners and stakeholders
- **Date of Birth:** Your date of birth
- **Mobile:** Your mobile phone number
- **Location:** Stable location where you predominantly work. Select from pre-configured drop down list or add new location by clicking **Add New**.
- **Stable:** Name of your stable or organisation
- **Address/Postcode/State:** Address of your primary stable
- **Email Address:** Primary email used to receive notifications from Prism. Default is the email used to register. You can add alternative email addresses (by clicking on **Email List**) should you wish to use alternative email addresses to stay informed



AVATAR

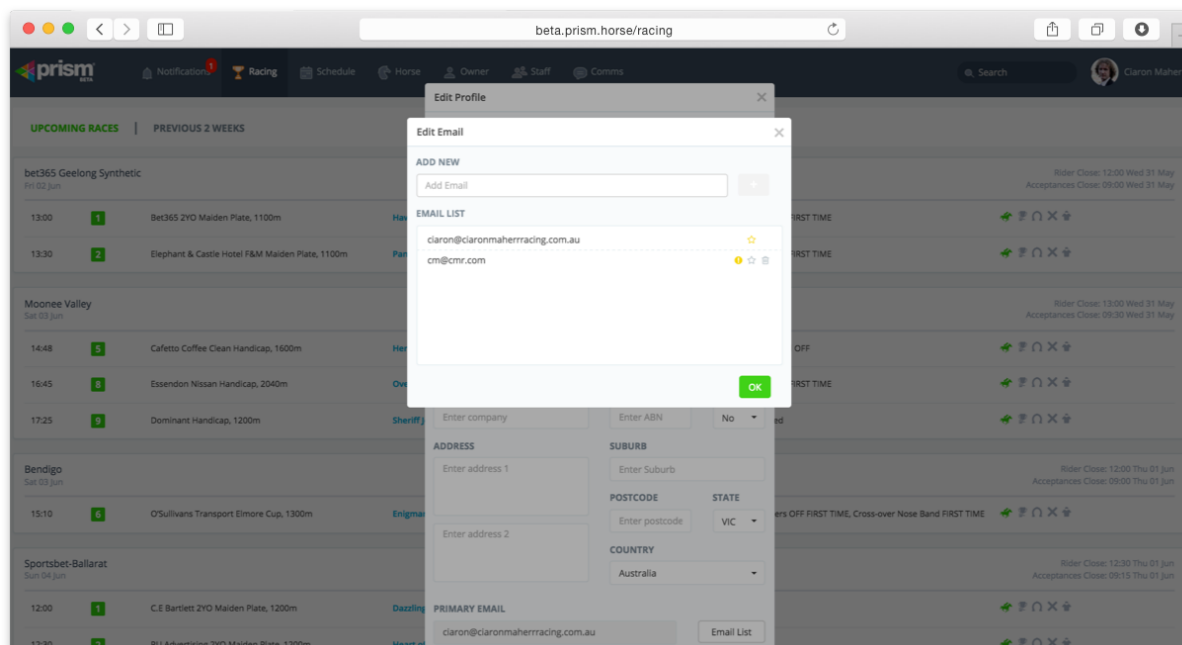
The Avatar is the thumbnail image that your staff, owners and other users of the system will see

1. Click on **Avatar** image (the picture in the circle)
2. Click **Upload a Photo** and select the image to be used
3. Adjust image by using the slider underneath the image and/or dragging image to crop within the circle
4. Click **Save**



EMAILS

The email address with yellow star is the current primary email and where all communication will be sent. You can also add additional emails as required.



Add New Email

1. Type email address into **ADD NEW** box.
2. Click **[+]** button
3. Email address is added to the list with exclamation icon, meaning the email needs to be verified
4. Click **OK** to close Edit Email screen
5. Click **Save**
6. An email will be sent to get your email validation link
7. Check inbox of the email address (including Spam and Trash folders) for the validation email
8. Click on the link in the email to verify

Set new Primary email address

1. Click on the **grey star** next to the email address that you wish to make the Primary email.
2. Click **Yes** to confirm
3. Email address will then be put first in the list with yellow star icon
4. Click **OK** button to close Edit Email screen
5. Click **Save**
6. You will be logged out and required to log back in to finalise the process



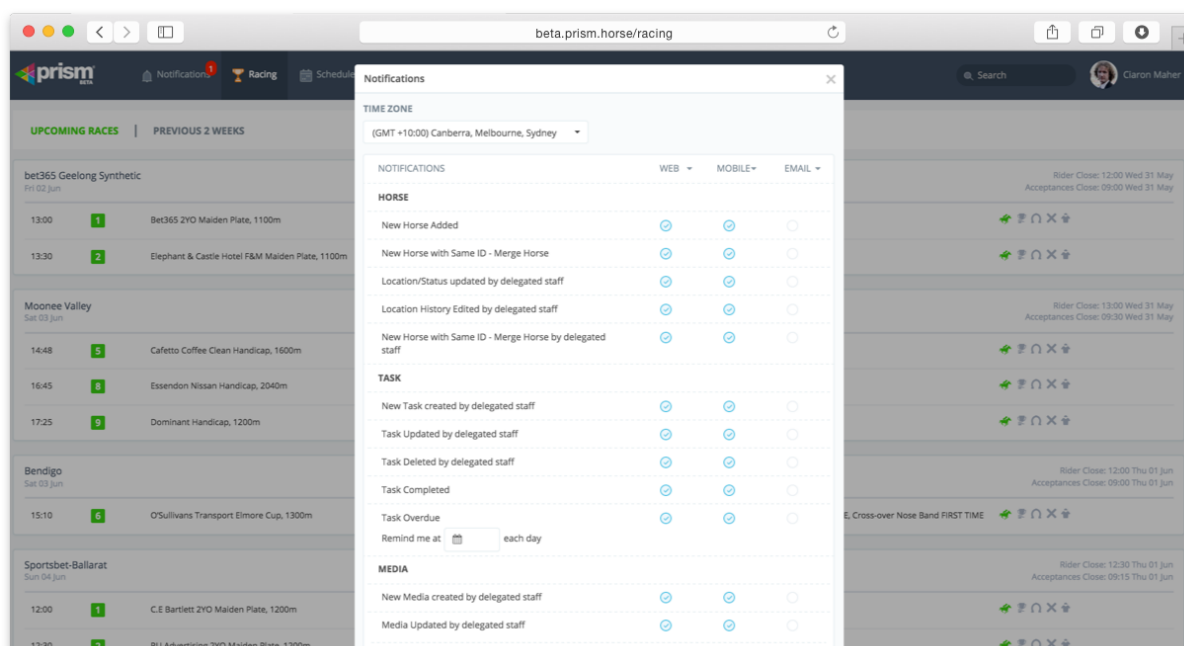
2.7 NOTIFICATIONS

Notifications is where Prism inform and alerts you to updates within your stable.

You can select the channel that you would like to receive each notification in, whether that be web (red icon in notifications menu), mobile (via push notification) or email.

To configure your notifications:

1. Check / uncheck the items you wish to be notified about and how you want to be notified
2. Click Save



Key Notification types:

- **New Horse Added:** A new horse has been added to your Horse List – manually or via Racing Australia daily registration file
- **New Horse with Same ID – Merge Horse:** A new horse registered and added that shares the same profile details as an existing un-registered horse. You can merge these two together to keep the historical data of the un-registered horse
- **Location/Status updated by delegated staff:** Notification of changes to a horse's location or status by a staff member (who you have assigned the relevant permission to)
- **Location History edited by delegated staff:** Notification of changes to a horse's location or status by a Staff member (who you have assigned the relevant permission to)
- **New Task/Media/Owner/Staff that has been created/updated/deleted by delegated staff:** Notification where a staff member (who you have assigned the relevant permission to) has actioned a task, media, owner or staff
- **Task Completed:** Notification of when a task has been completed
- **Task Overdue:** Notification and list of overdue task provided at a set time each day





- **New Horse Access Request by Owner:** Notification of when an owner has requested access to a horse in your stable
- **New Owner/Staff live on the system:** Notification when a new owner or staff member have registered and live on the Prism system
- **Horse not updated flag:** Set a flag to appear next to the horse if it has not had an update in [X] days.

Any time new notification comes through, a badge number appears in red next to Notification item in the top navigation to indicate the number of new items.

Click **Notification** in the top navigation to see the items from the last seven days and then click on the individual item to be taken to that section of the system for full details.

The screenshot displays the Prism Online User Manual interface. The top navigation bar features a 'Notifications' badge with a red number '1'. The main content area shows a list of notifications, including 'Allan Bennetto has completed the Procedure task for Multiple Horses' and 'New Horse, Hot Shot Harry, is registered with same profile details as an existing horse'. Below the notifications, there is a table for 'TRANSACTION HISTORY' and a section for 'LOCATION HISTORY'.

Name	Shareholding	Last Purchased	Last Sold	GST	Prism Registered	Action
KREUZER John	0.00%					
P & K PROPERTY Investments	0.00%					
Total Ownership Share	0.00%					

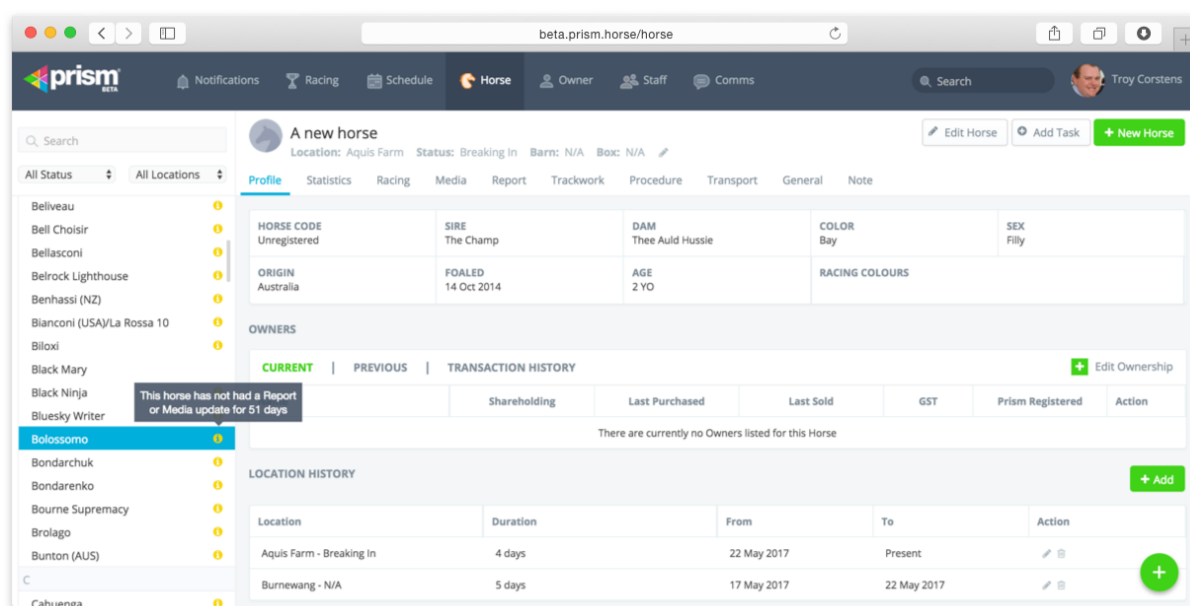
Location	Duration	From	To	Action
Caulfield - IN WORK	3 days	23 May 2017	Present	



2.8 NO HORSE UPDATES ALERT

This reminder alerts you to when a horse and its owners has not been updated for a certain period. Updates are defined as any media (photos, images, audio, documents) and reports (pre/post-race, general) and excludes notifications, acceptances and results.

You need to input the number of days you want to be alerted if a horse has not had an update (i.e., 14 days, 30 days) and from there Prism will assign a yellow alert next to any horse that has not had an update in those number of days.



The screenshot shows the Prism Online User Manual interface. The top navigation bar includes links for Notifications, Racing, Schedule, Horse, Owner, Staff, and Comms. The main content area displays the profile of a new horse named 'A new horse'. The horse's details include: Location: Aquis Farm, Status: Breaking In, Barn: N/A, Box: N/A. The horse's code is Unregistered, Sire is The Champ, Dam is Thee Auld Hussie, Color is Bay, and Sex is Filly. The horse's origin is Australia, foaled on 14 Oct 2014, and is 2 YO. The horse's racing colors are listed. The owners section shows a table with columns for Shareholding, Last Purchased, Last Sold, GST, Prism Registered, and Action. The location history section shows a table with columns for Location, Duration, From, To, and Action. A yellow alert icon is visible next to the horse name 'A new horse'.

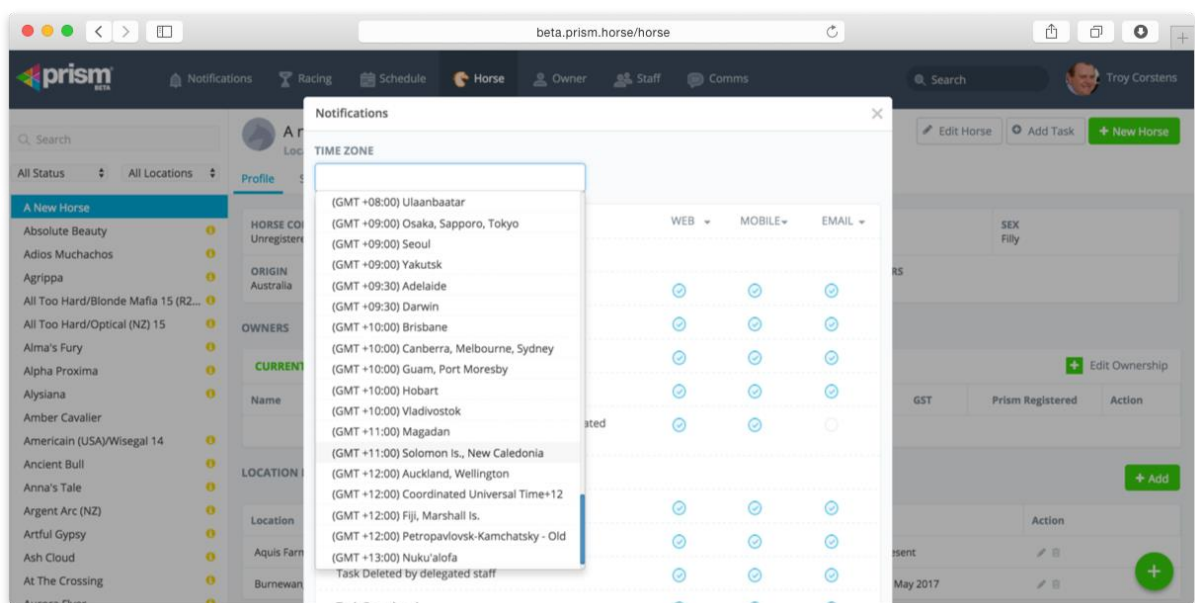


2.9 TIMEZONE SETTING

To enable notifications and reminders to be sent at the right time, you need to ensure the timezone setting on your profile is set to the right region.

To set you timezone:

1. Click on **Time Zone** drop down box
2. Select the correct timezone your Stable operates in
3. Click **Save**

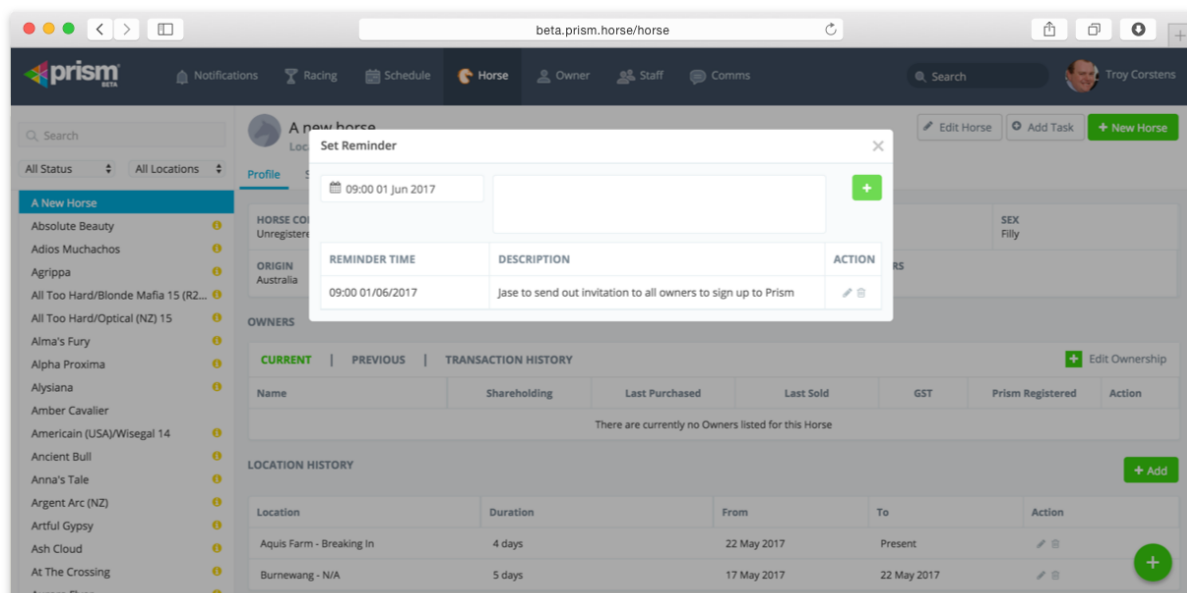


2.10 REMINDERS

You can set general reminders to help you stay on top of things and remind yourself about items in the future.

1. Select **Reminders**
2. Select the **Time and Date** you would like to be reminded
3. Input the description for the reminder.
4. Click **[+]** button to add the reminder to the list

Reminders will stay displayed in this section until you delete them or once the notification has been sent.



The screenshot shows the Prism Online User Manual interface. A 'Set Reminder' dialog box is open, allowing users to set a reminder for a specific time and date. The dialog box includes a date field set to '09:00 01 Jun 2017' and a description field. Below the description field is a table with columns: REMINDER TIME, DESCRIPTION, and ACTION. The table contains one row with the reminder time '09:00 01/06/2017' and the description 'Jase to send out invitation to all owners to sign up to Prism'. The background shows the 'A New Horse' profile page with a sidebar listing various horses and a main area with tabs for 'CURRENT', 'PREVIOUS', and 'TRANSACTION HISTORY'.

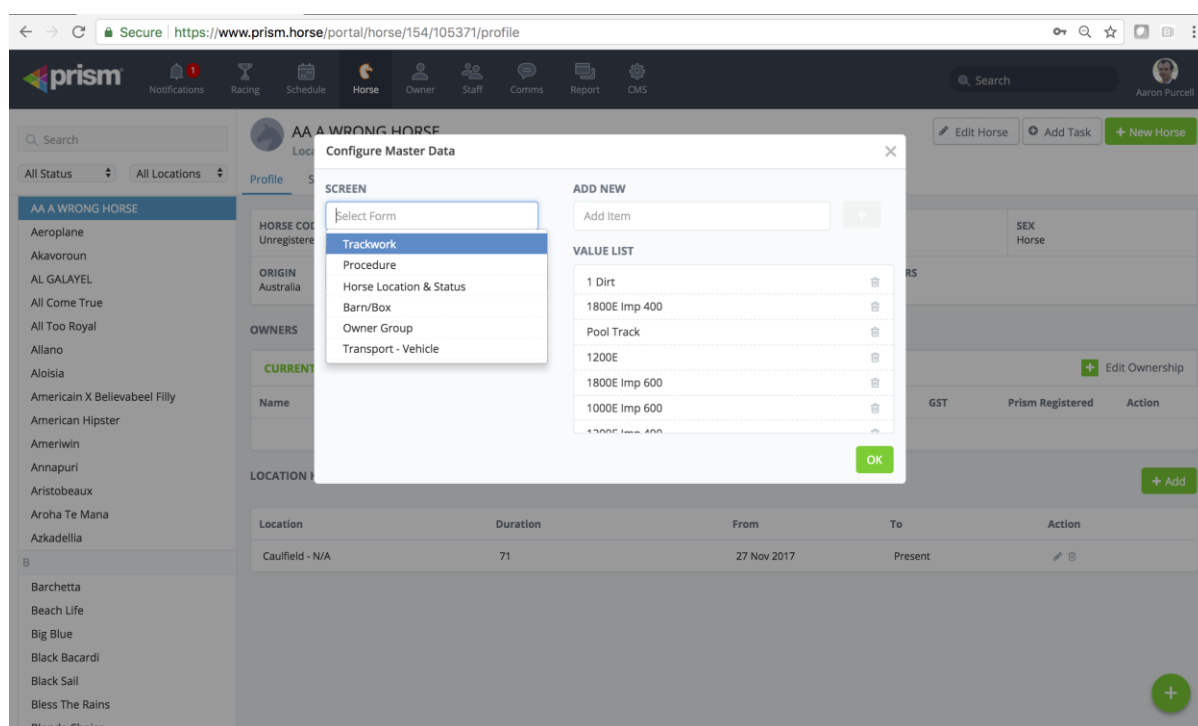


2.11 CONFIGURATION

Every stable is different, which is why Prism has a built-in configuration module to enable you to customise your system to your own operations and way of doing things.

This includes specific items, abbreviations, clear day procedure alerts, locations and status. When updating these items, you will then only see these options from your drop-down fields.

To access this section, click on your name in the top right corner of the screen and select **Configure**.



The screenshot shows the Prism Online User Manual interface. A 'Configure Master Data' dialog box is open, displaying a list of screens and a value list. The 'SCREEN' section has a dropdown menu with 'Trackwork' selected. The 'ADD NEW' section has an 'Add Item' button. The 'VALUE LIST' section contains a table with the following data:

Value	Action
1 Dirt	[icon]
1800E Imp 400	[icon]
Pool Track	[icon]
1200E	[icon]
1800E Imp 600	[icon]
1000E Imp 600	[icon]
1200E Imp 400	[icon]

The background shows the Prism Online User Manual interface with a search bar, navigation tabs, and a list of horses. The 'AA A WRONG HORSE' profile is selected, showing details like 'HORSE COLOUR', 'ORIGIN', 'OWNERS', and 'LOCATION'.



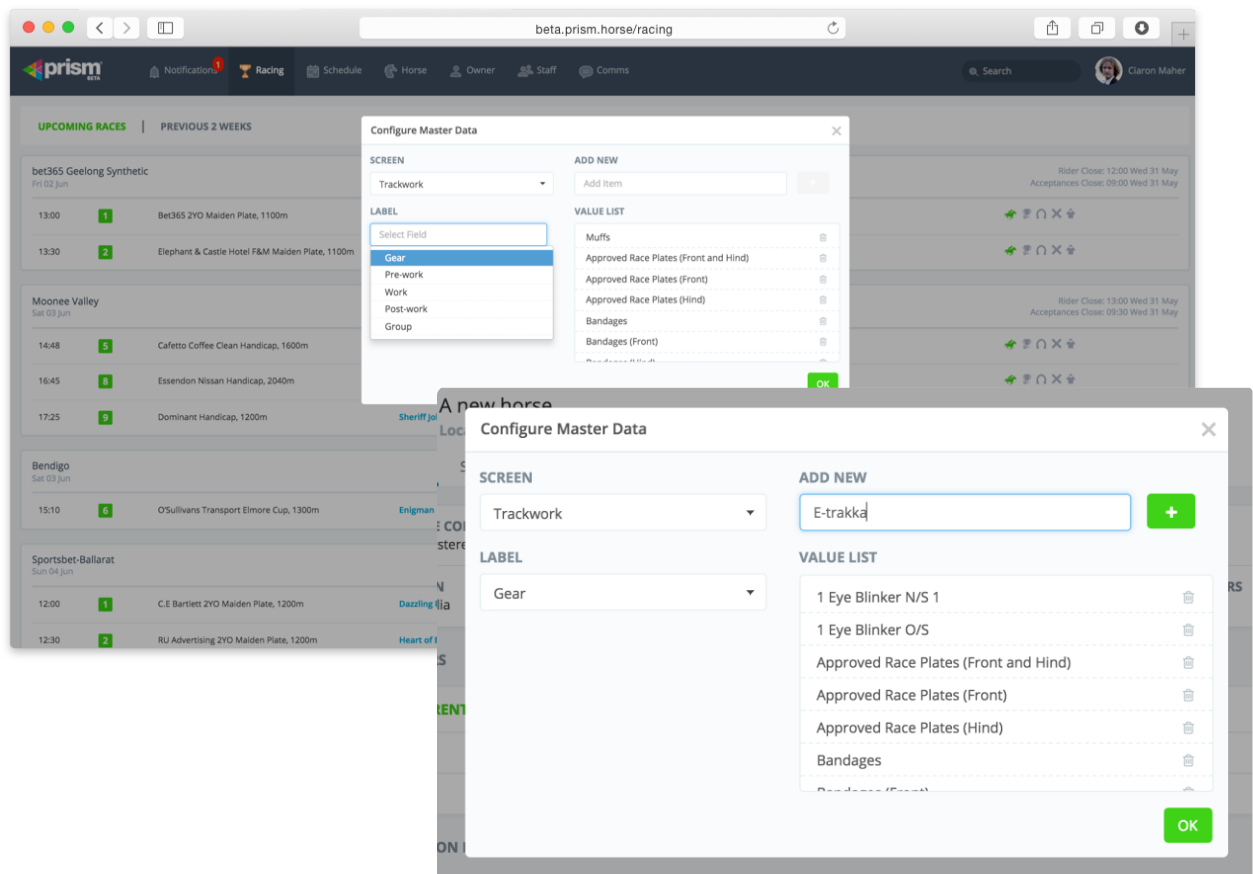
2.12 CONFIGURING TRACKWORK

Presets relating to trackwork include:

- **Gear:** Gear as used by the stable on your horses. Default settings are based on Racing Australia list.
- **Pre-work:** All defined pre-work items you can assign to a horses trackwork session
- **Work:** All defined work items you can assign to a horses trackwork session
- **Post-work:** All defined post-work items you can assign to a horses trackwork session
- **Group:** The name of a dedicated group you wish your horses to work in (i.e., Group 1, Treadmill Group, Water Walker)

To customise and add new trackwork:

1. Select **Trackwork** in screen section
2. Select the **Label** you wish to customise (Gear, Pre-work, Work, Post-work drop, Group)
3. Current selection will display in Value List
4. Enter the new value you want to add to the Label in the **ADD NEW** list
5. Click **+** button to add it to the list
6. Click **OK**



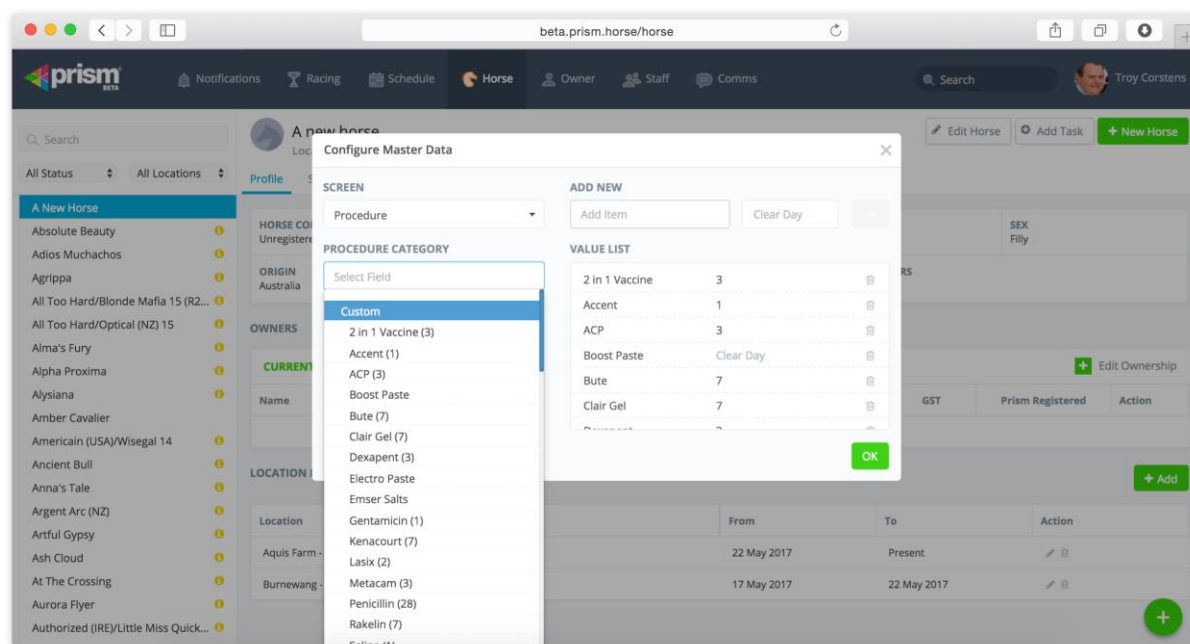
2.13 CONFIGURING PROCEDURES

Select **Procedures** in screen section to see a full list of default procedures. You can add your own procedures, including abbreviations and your own clear day rules to best configure the procedures set up to your stable.

By adding your own clear day rules into Prism, the system will alert you if there is any issue around the timing of a procedure and a race.

To customise and add a new procedure:

1. Select **Procedure** in Screen section
2. Select **Custom** in the Category drop down
3. Input the name of the procedure in the **Add Item** box.
4. Input any **Clear Days** required for this procedure (optional)
5. Click **+** button to add it to the list.
6. Click **OK**




2.14 CONFIGURING LOCATION AND STATUS


Location and Status presets can be configured independently or linked together. For example, if you have a spelling property, you can link that property location to the spelling status such that it will always update the status to spelling when a horse is moved there.

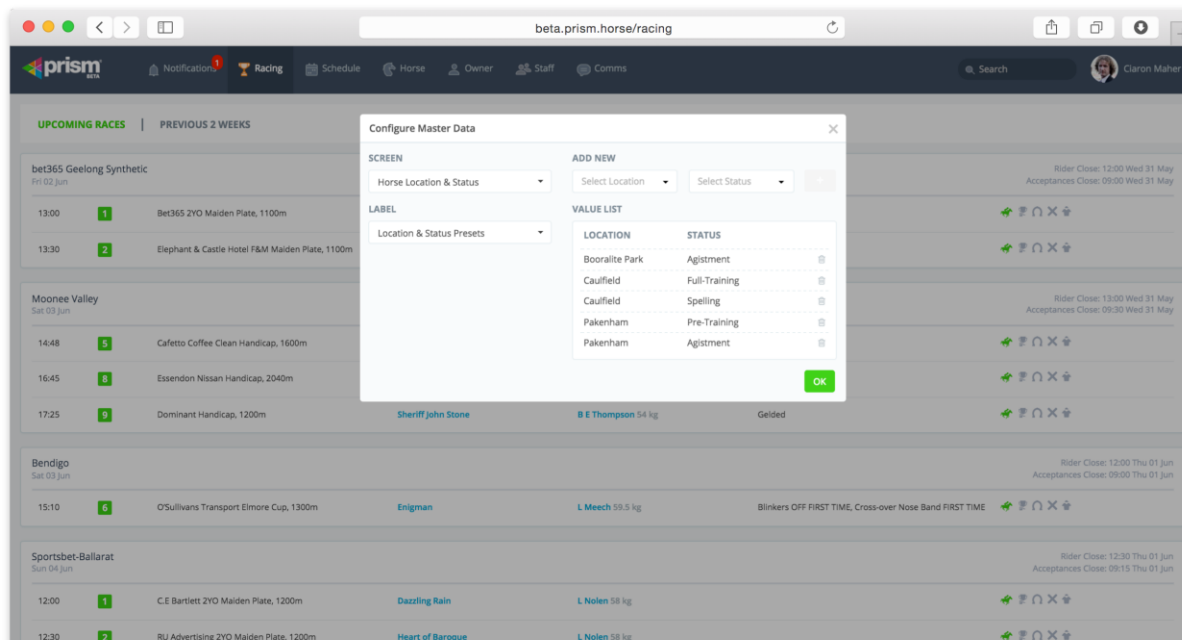
To view list of available location and status, select 'Location', 'Status' or 'Location and Status Presets' from the Screen drop down.

To customise and add a new Location or Status:

1. Select Location (or Status) from **Label**.
2. Input new value into **Add New** box.
3. Click  button to add it to the list.
4. Click OK

To link existing Locations with a Status:

1. Select **Location & Status Presets** from **Label**.
2. In **Add New**, select the Location
3. Select the **Status** in the drop down you wish to link
4. Click  button to add it to the list.
5. Click OK button to complete.

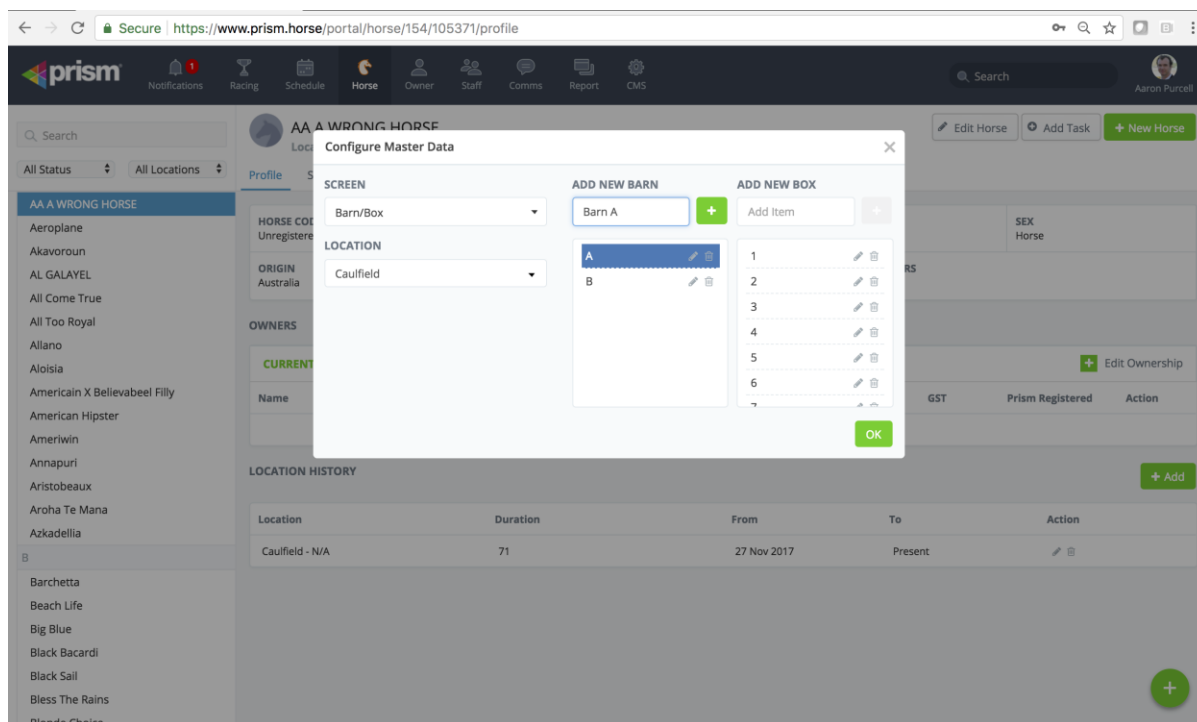



2.15 CONFIGURING BARN AND BOX

For each Location, you can also set the Barn and Box to enable you to assign those to each Horse.

To set up Barn and Boxes:

1. Select Barn/Box from **Screen**
2. Select the Location of where want to add your Barn and Box
3. Type in the name of the Barn in the **Add New Barn** box and click **+** button
4. Once the Barn is highlighted in blue, you can then add the numbers in the Add New Box section and click **+** button
5. Continue this process until all Box numbers have been added to the Barn
6. Click OK to save.



The screenshot shows the Prism Online User Manual interface. A modal dialog titled "Configure Master Data" is open, allowing users to add a new barn and box. The dialog has two main sections: "ADD NEW BARN" and "ADD NEW BOX".

ADD NEW BARN: This section includes a dropdown menu for "SCREEN" (currently set to "Barn/Box") and a dropdown menu for "LOCATION" (currently set to "Cauffield"). Below these is a list of barns, with "A" and "B" visible. "A" is highlighted in blue.

ADD NEW BOX: This section includes a list of box numbers from 1 to 6. Each number has a corresponding edit icon (pencil) and a delete icon (trash can). The "1" box is currently selected.

Background Interface: The background shows the Prism Online User Manual interface. The top navigation bar includes links for Notifications, Racing, Schedule, Horse, Owner, Staff, Comms, Report, and CMS. The left sidebar lists various horse names and locations. The main content area displays the "Configure Master Data" dialog box.



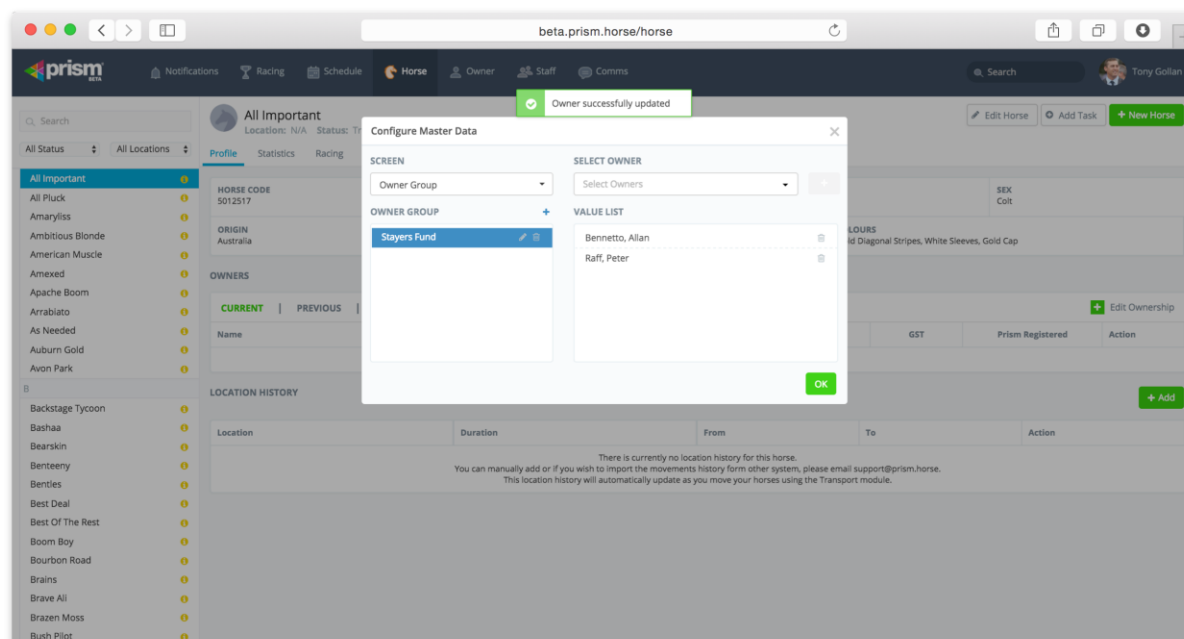
2.16 CONFIGURING OWNER GROUPS

You can create groups of Owners for specialist Stable Updates such as specific types of owners, stayer/sprinter preference etc.

To create a group:

1. Select Owner Group from **Screen**
2. Click the blue **+** and enter the name of the Owner Group
3. Select the Owners from the Owner drop down and click **+** button to add them to the Group
4. Click OK

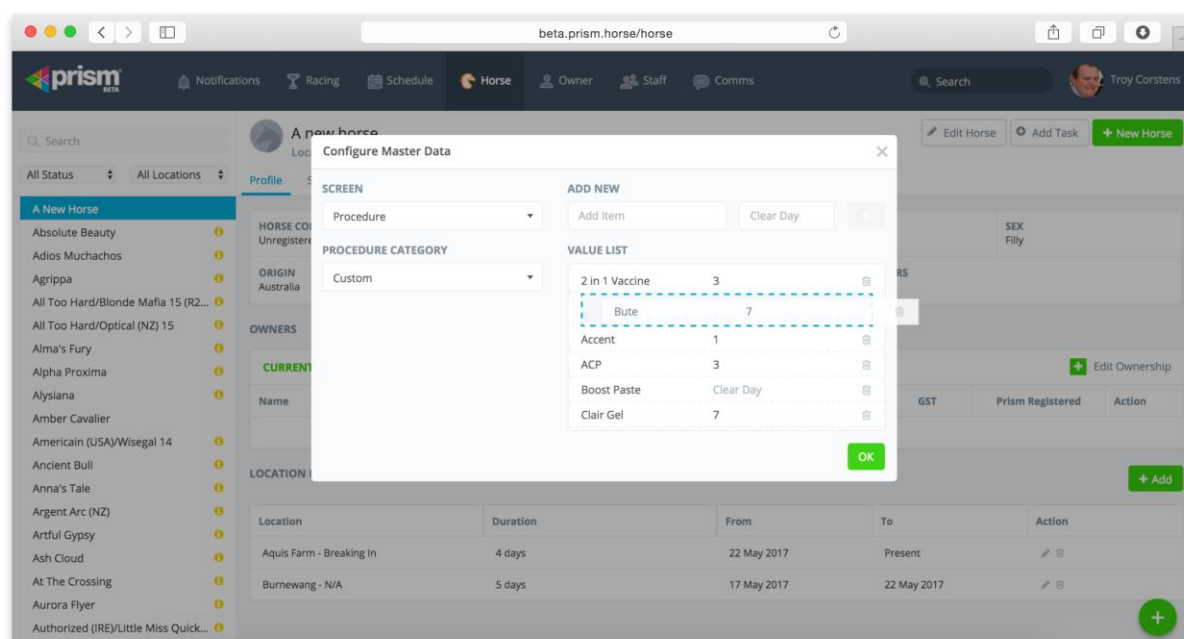
Now when send out a Stable Update to that Group, only those in that Group will be sent the update.



2.17 REORDERING OF CONFIGURATION

If you wish to reorder the layout of any of your configurations so that the most used items appear at the top of your drop downs, you can do that by dragging and dropping each item and manually placing it in the order required.

Once done, this new order will appear in the corresponding drop down field for the relevant task.





www.prism.horse