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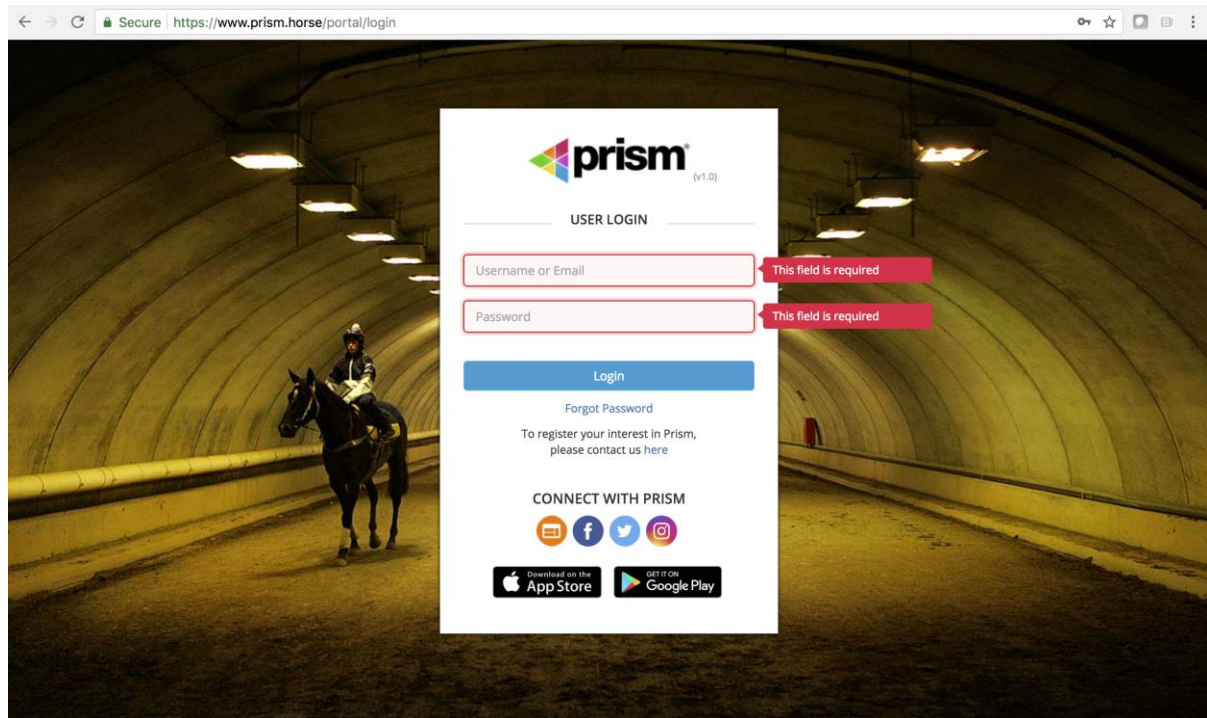
Your Username will generally be your existing email address. Owners login details will also feature their email as their Username and a password of their choosing.

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
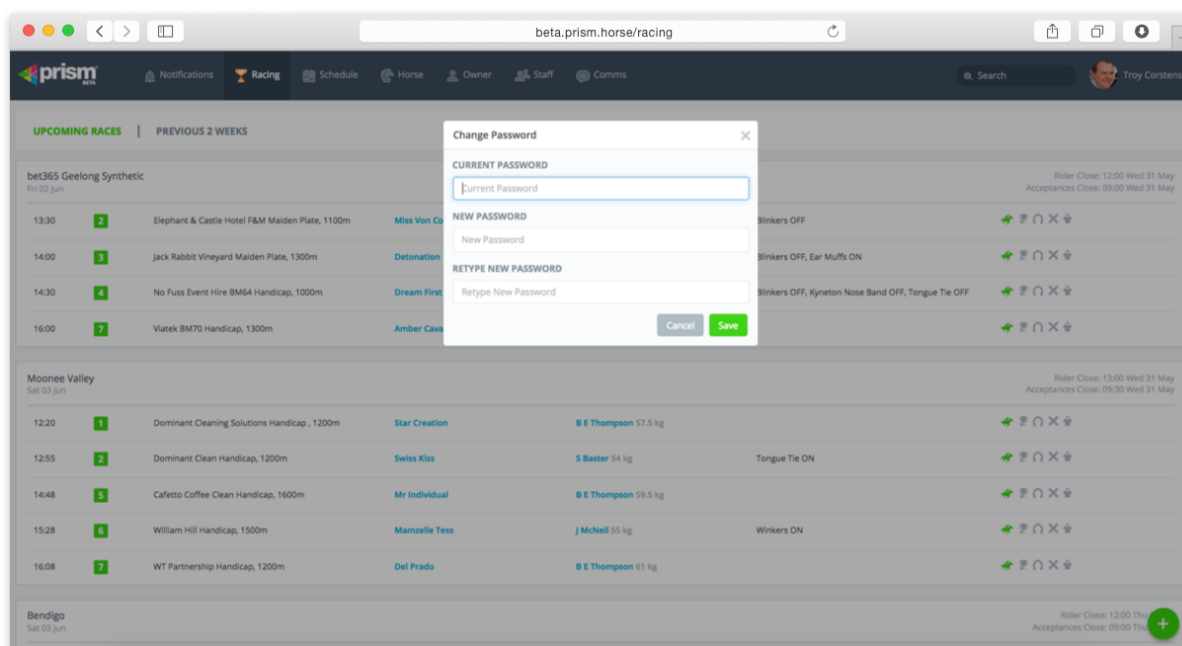
1. Visit https://www.prism.horse/login
2. Click **Forgot Password** link in the login screen
3. Enter the email address that you used to register to the system
4. Click **Continue** to submit
5. The system will then send you an email where you can set a new password by clicking on the Choose your new 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.
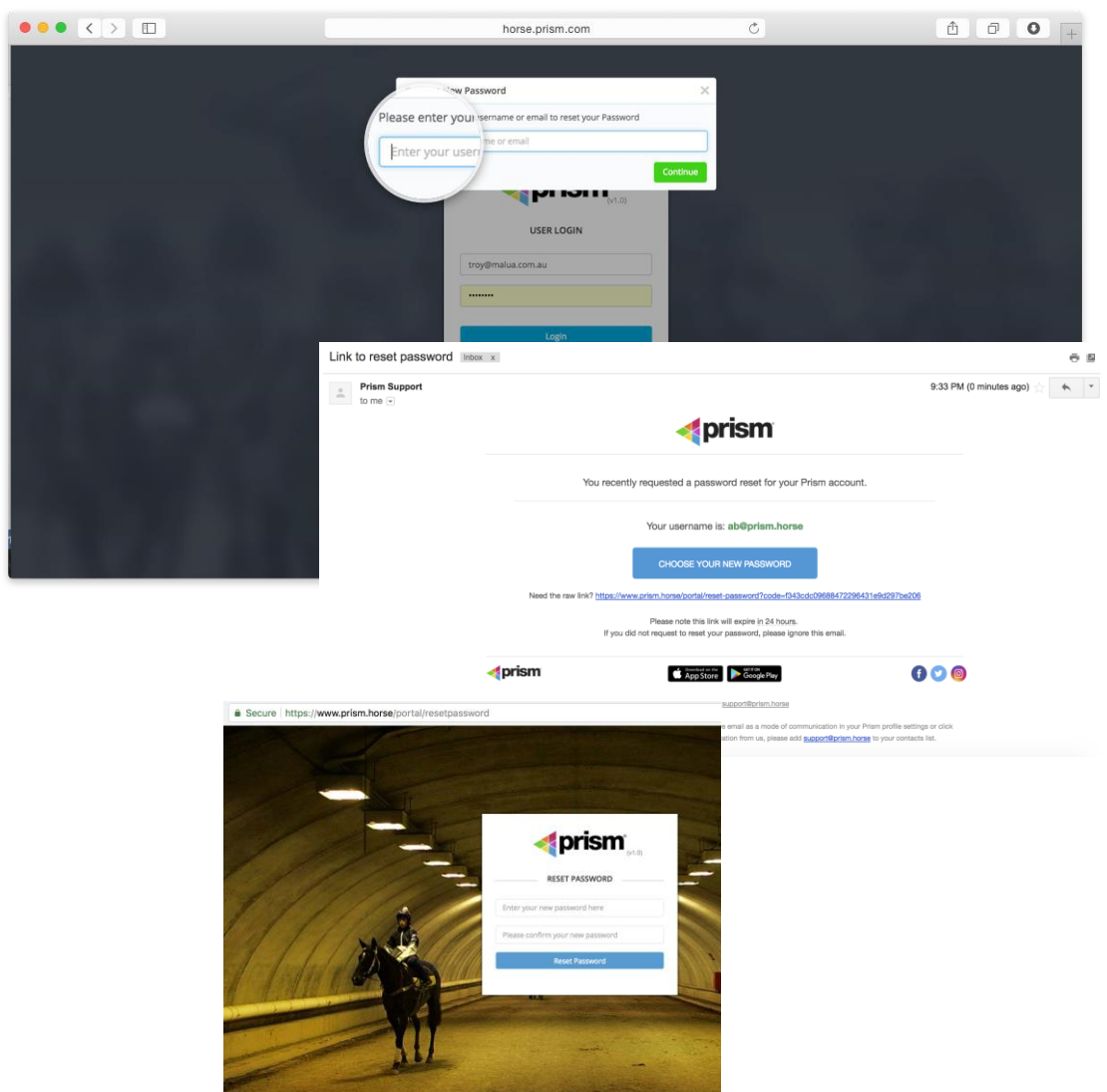
2.4   CHANGE PASSWORD

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**

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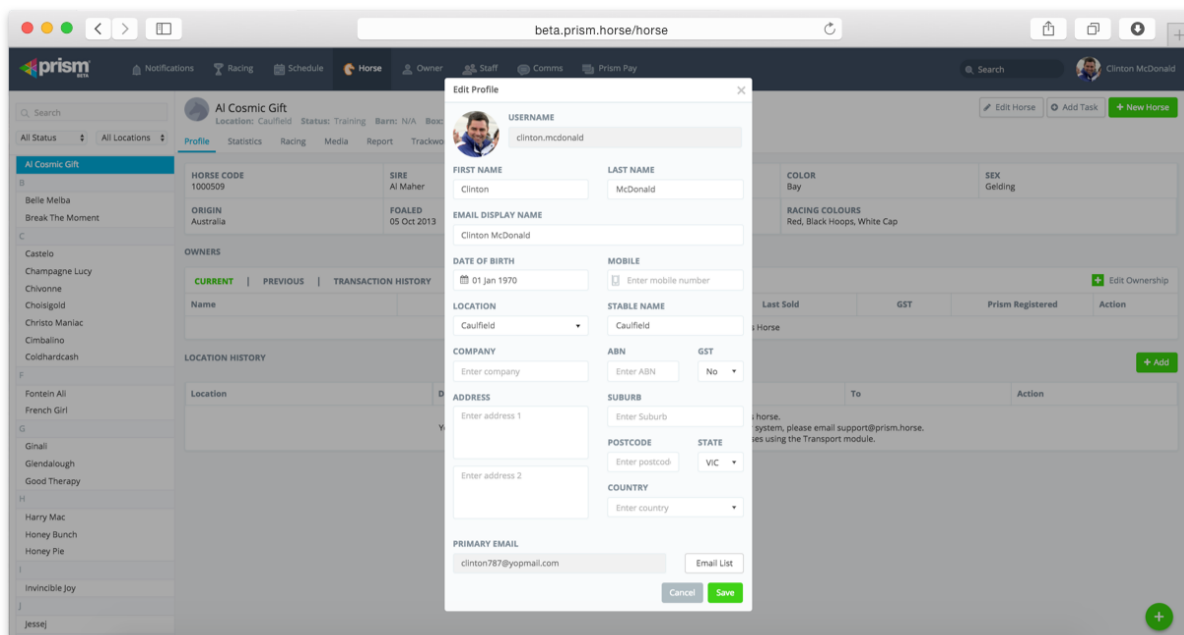
1. Click on your profile in the top right hand corner
2. Click **Logout**

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 uses 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**
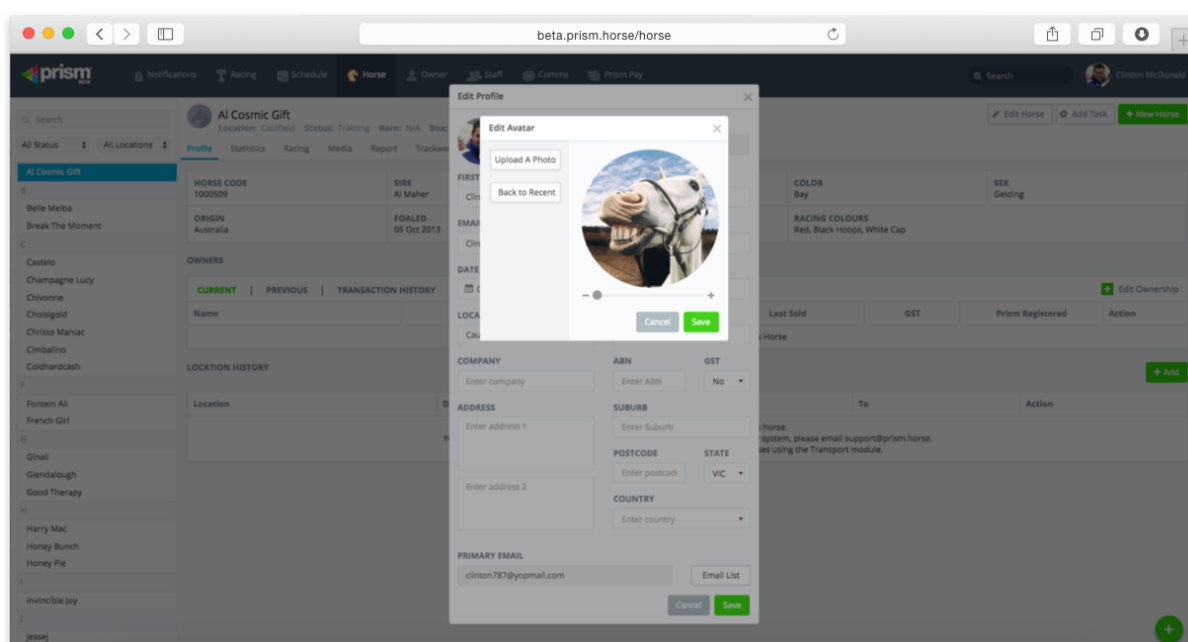
EMAILS

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.
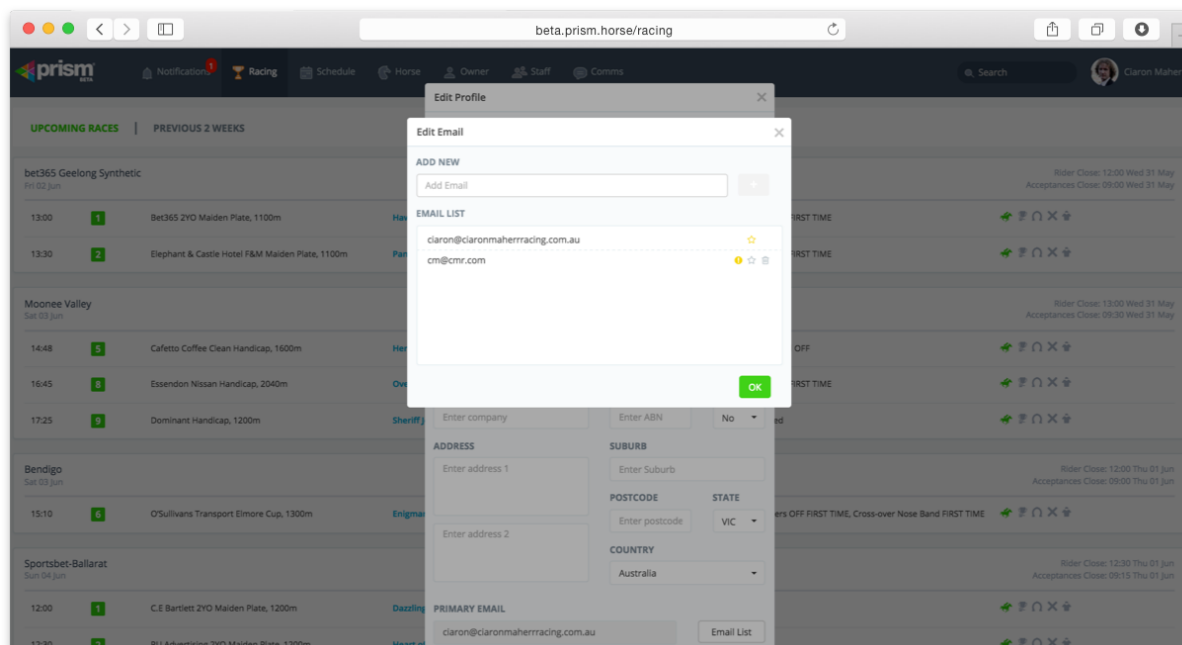
Add New Email

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
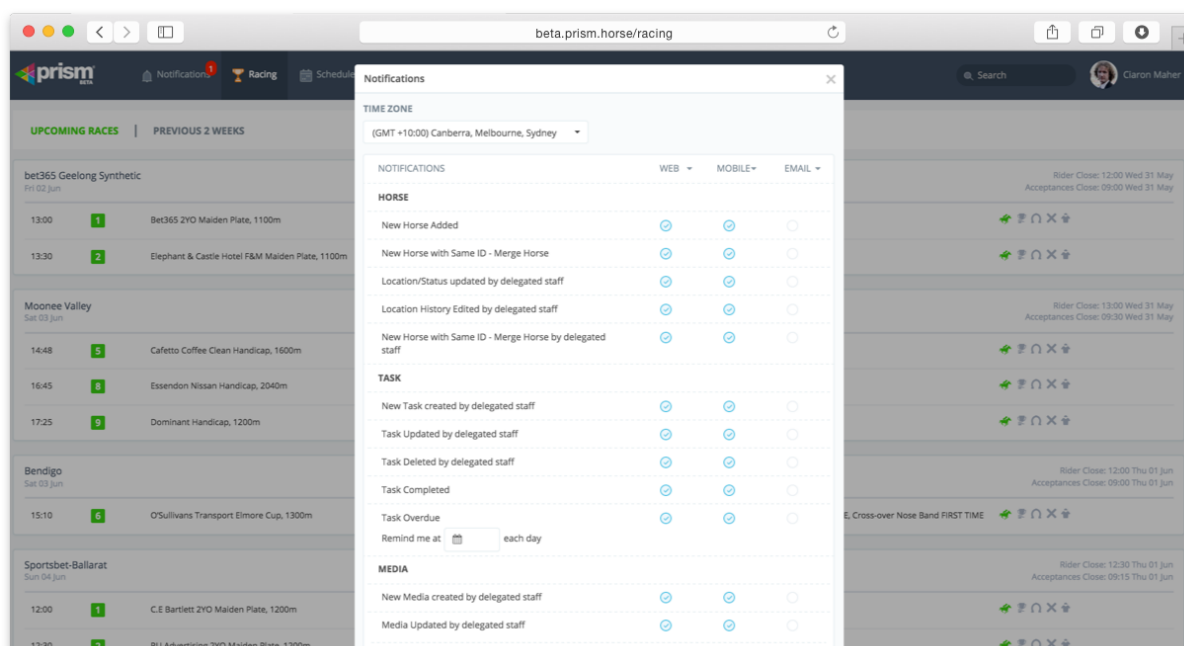
Key Notification types:

- **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.

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.

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
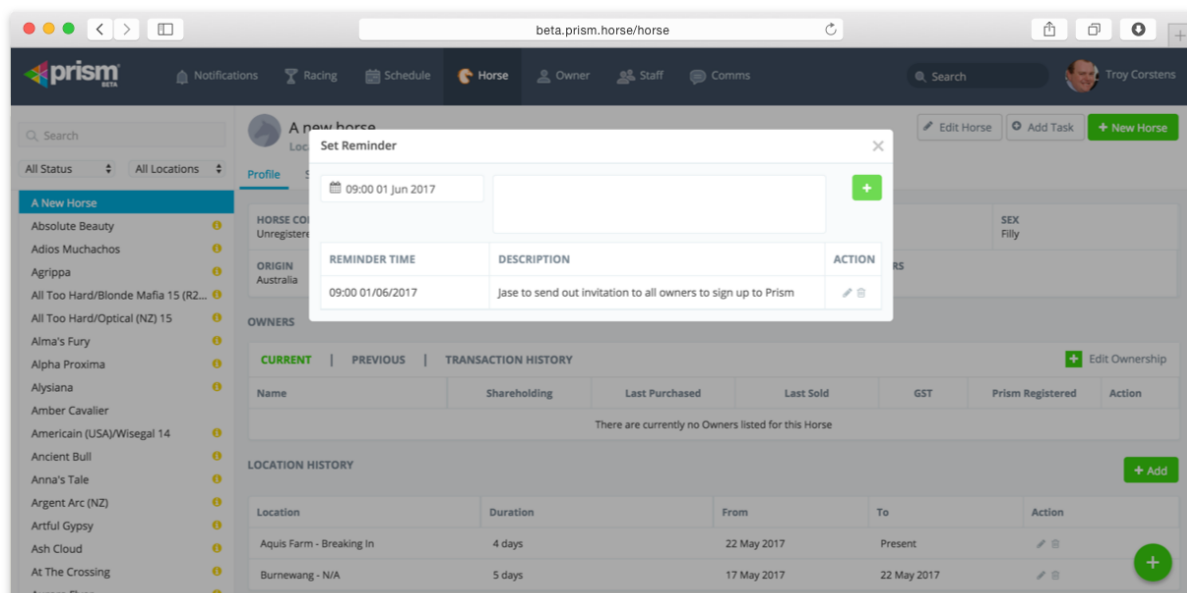2. Select the correct timezone your Stable operates in
3. Click **Save**
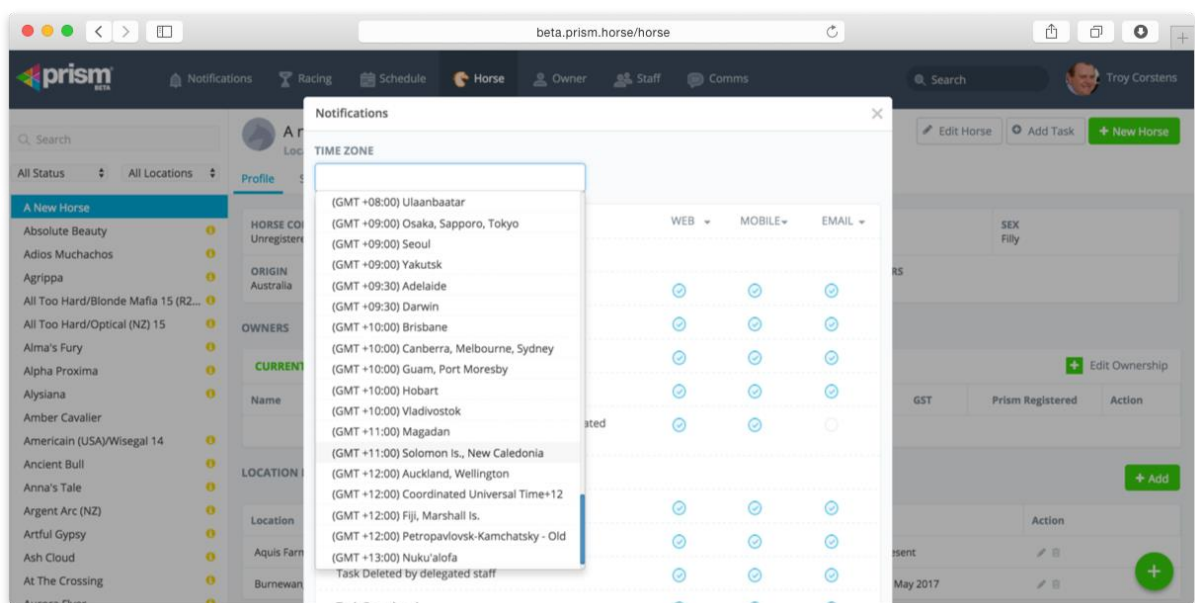
2.10 REMINDERS

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.
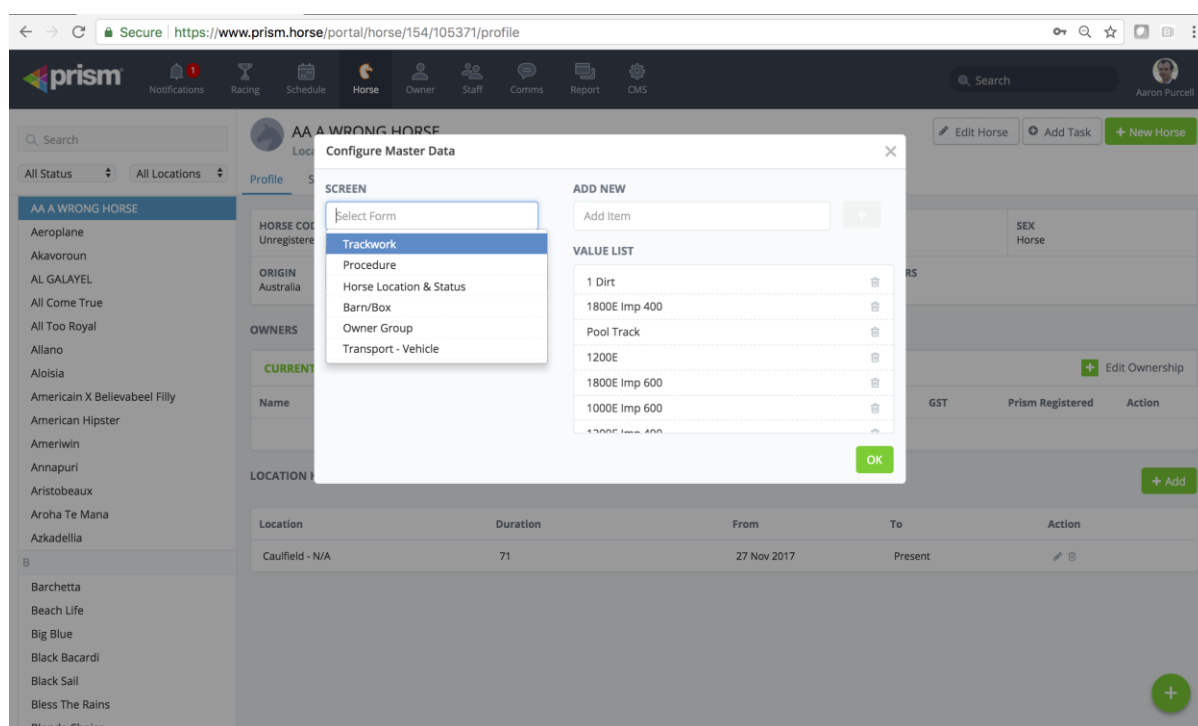
2.11 CONFIGERATION

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**.

2.12 CONFIGERING 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**
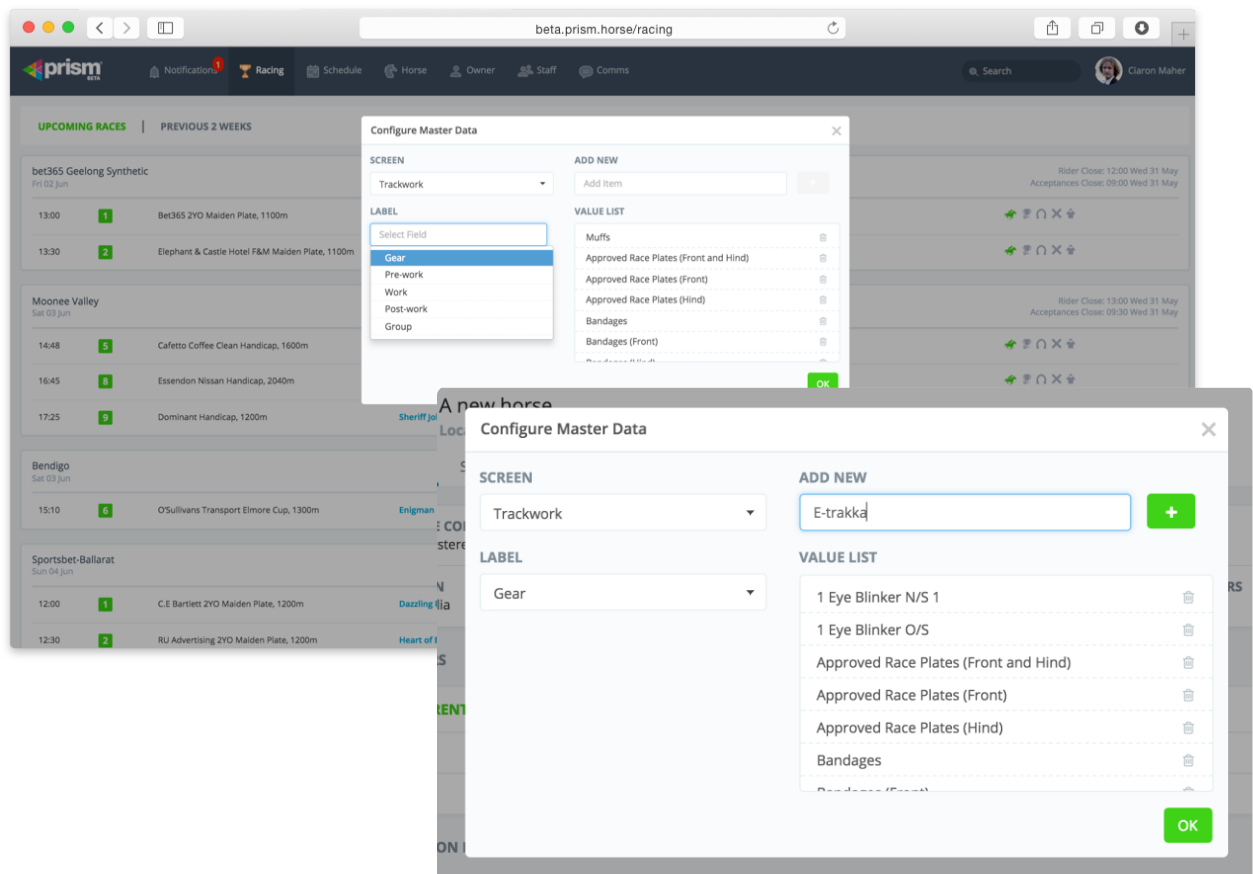
2.13 CONFIGERING PROCEDURES

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**
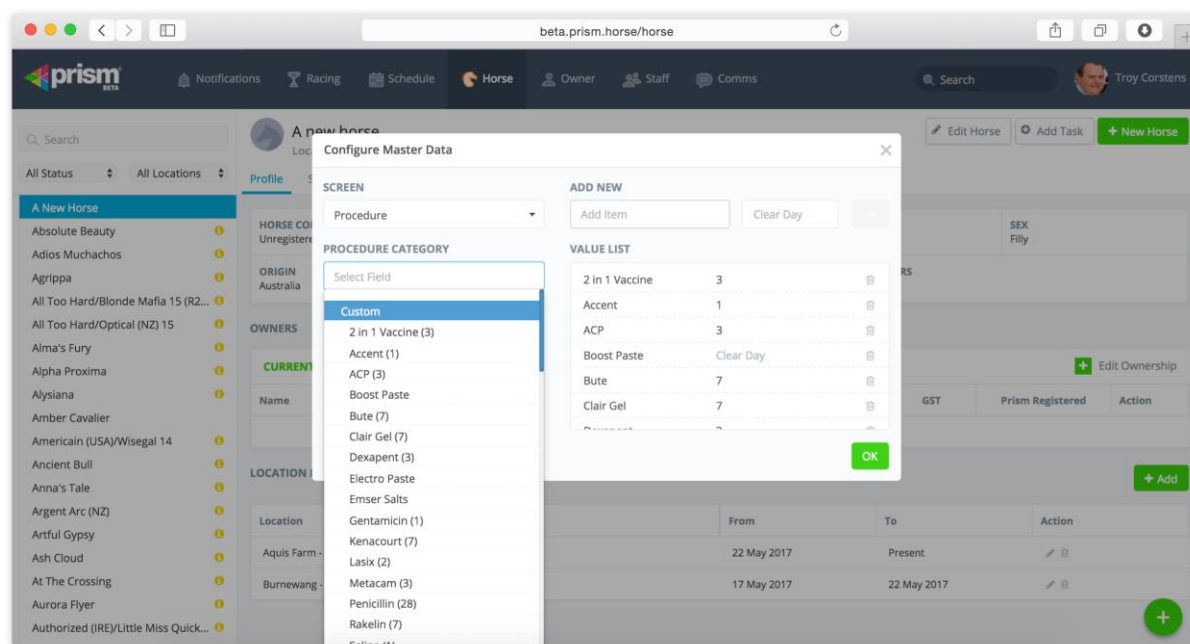
2.14 CONFIGERING LOCATION AND STATUS

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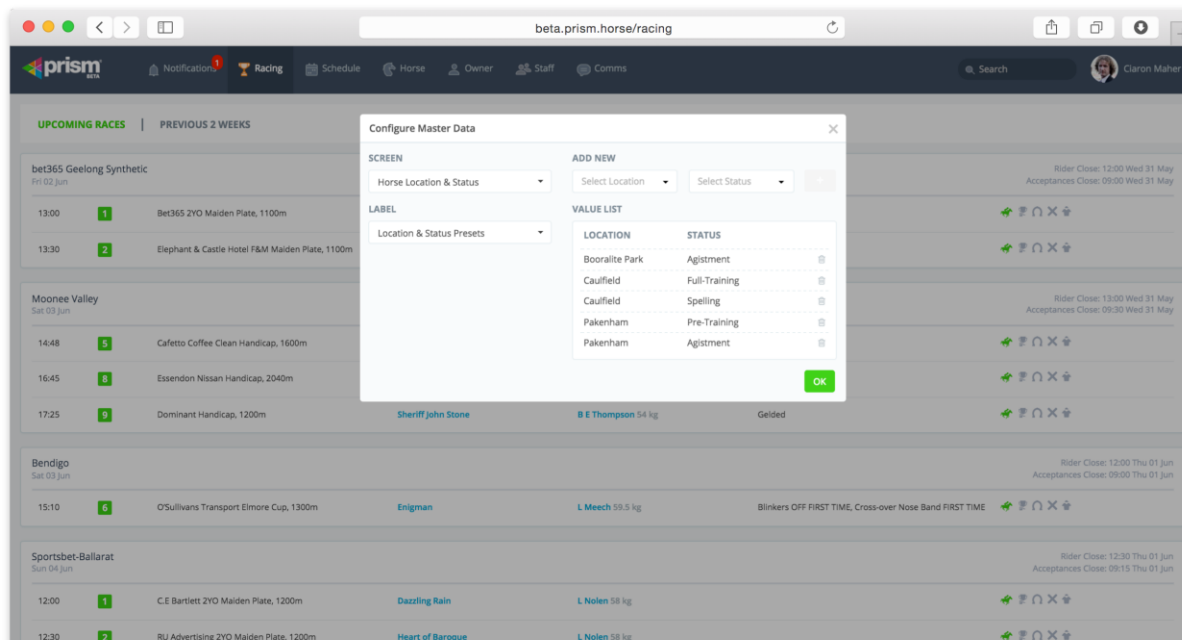
To view list of available location and status, select 'Location', 'Status' or 'Location and Status Presets' from the Screen drop down.

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.
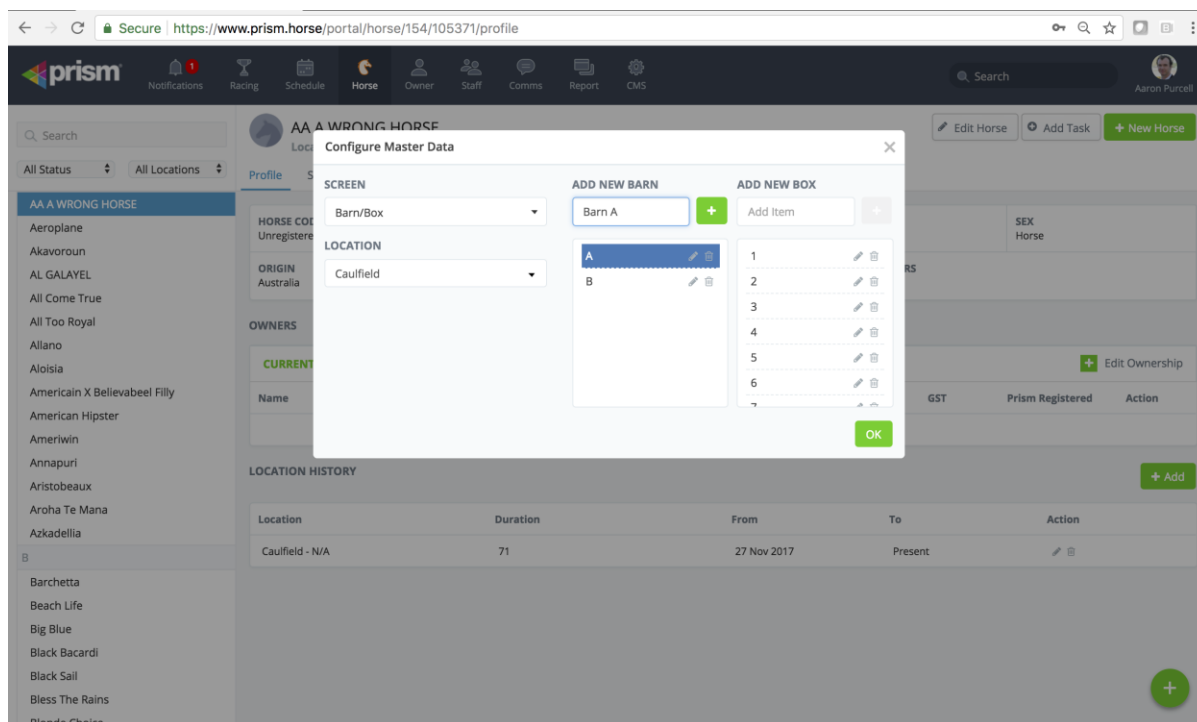5. Click OK button to complete.

2.15 CONFIGERING 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 the button
4. Once the Barn is highlighted in blue, you can then add the numbers in the Add New Box section and click the button
5. Continue this process until all Box numbers have been added to the Barn
6. Click OK to save.

2.16 CONFIGERING 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
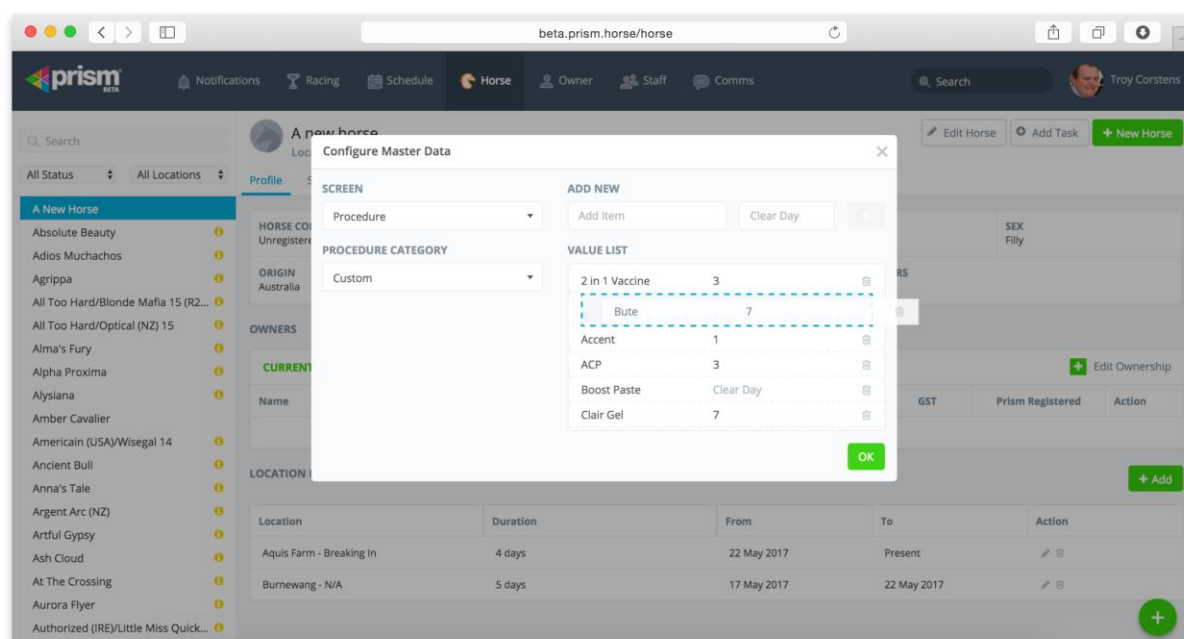3. Select the Owners from the Owner drop down and click ⊞ button to add them to the Group
4. Click OK

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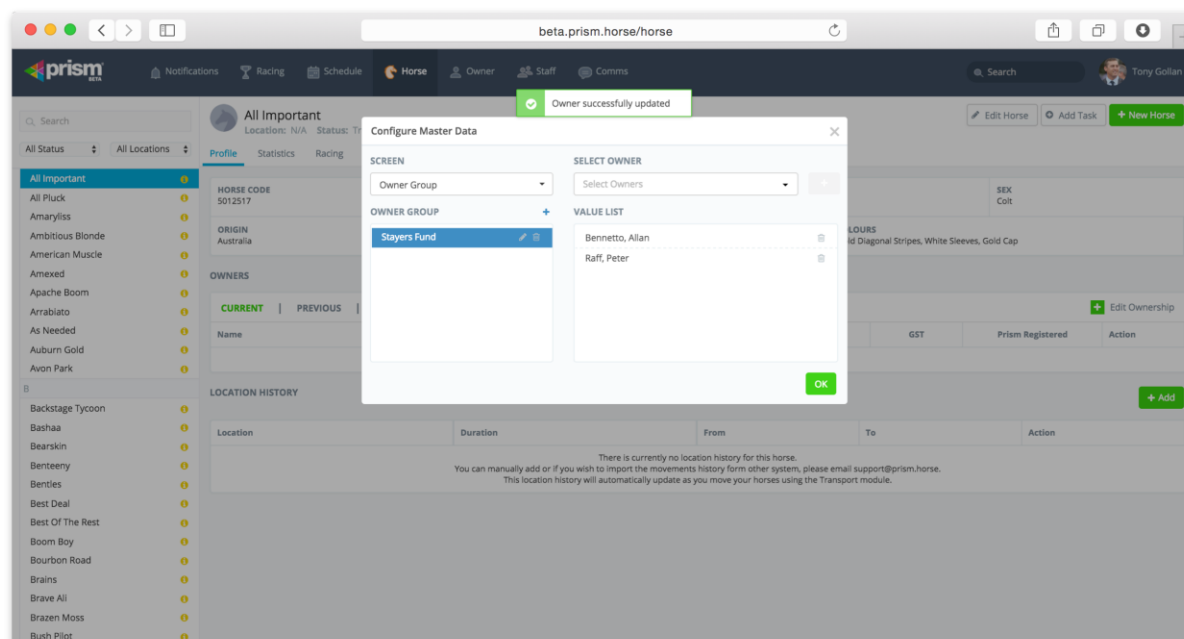
2.17 REORDERING OF CONFIGERATION

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