

## Adding Horses to Lists in InCompass' Race Track Operations System

1. Log into RTO
2. Choose Horse Maintenance from the Main Menu\*\*
3. Select the Subject Horse
4. Choose Lists – tab 3 \*\*
5. The track will auto populate to the track for which you logged in
6. Enter the Trainer name, if known
7. Choose list type\*\*
  - For horses ineligible under claiming rules to race in another jurisdiction, choose “Claiming List”
  - To put a horse on the Stewards’ List choose “Stewards List”
  - There are other lists available and the choices may vary by jurisdiction.
8. Put the date the Horse went on the list (i.e. became ineligible) in the “Date On” field\*\*
9. Put date the Horse will be off the list (i.e. will become eligible) in the “Date Off” field\*\*
10. Add any comments related to the list entry\*\*
11. Choose “Add List “ to update the Lists
12. Choose “Update “ to update the Horse’s information
13. The list is now there for any entry clerk

You SHOULD NOT delete a horse off of a list *unless* it was entered in error. By using the “On” and “Off” date, you allow a horse to be taken off a list but still keep a record of the horse’s list history.

\*\*Screenshot included below for reference

### 2. Horse Maintenance

|             |       |         |               |                      |
|-------------|-------|---------|---------------|----------------------|
| Stakes Nom: | Maint | Reports | Mobile Stakes |                      |
| Cond Book:  | Maint | Reports | Renum Race    | Template             |
| Entries:    | Maint | Reports | Draws         | Run Down             |
| Horse:      | Maint | Reports | Ship In/Out   | Trainer Check In/Out |
| Horsemen:   | Maint | Reports | Trainer Inv.  | Jockey Colony        |

### 4. Lists Tab



## 7. Types of Lists [may vary by jurisdiction]

This screenshot shows a web application interface for managing horse racing lists. The 'Track' is set to 'BIR BIRMINGHAM TURF CLUB' and the 'Trainer' is 'Machowsky, Michael'. The 'List Type' dropdown menu is open, displaying a list of default list types: Default Bleeder List, Default Nerved List, Default Starter List, Default Veterinarian List, Default Paddock Judge List, Default Mares in Foal List, Default Deceased List, Default Problem List, Default Ineligible List, Default Stewards List, Default Claiming List, and Default Racing Secretary List. Other buttons visible include 'Add List', 'Save List', 'Delete List', 'Clear', 'Other Jurisdictions', 'Update', and 'Exit'. The browser's status bar at the bottom shows 'Done', 'Internet', and '100%' zoom.

## 8. Date on

This screenshot shows the same web application interface, but the 'Date On' field is highlighted with a red circle. The 'Date On' field is a date picker with a calendar icon. The 'Date Off' field is also visible below it. The 'List Type' dropdown is now closed. The 'Trainer' field is empty. The 'Update' and 'Exit' buttons are at the bottom. The browser's status bar at the bottom shows 'Done', 'Internet', and '100%' zoom.

## 9. Date Off

This screenshot shows the same web application interface, but the 'Date Off' field is highlighted with a red circle. The 'Date Off' field is a date picker with a calendar icon. The 'Date On' field is visible above it. The 'List Type' dropdown is closed. The 'Trainer' field is empty. The 'Update' and 'Exit' buttons are at the bottom. The browser's status bar at the bottom shows 'Done', 'Internet', and '100%' zoom.

## 10. Comments

Trainer :

List Type

Date On

Date Off

Comments

### Example:

A Horse racing at Birmingham in State A went on the Claiming List on 10/14/09 and will be eligible to race out of state on 10/28/09 under State A's Rules of Racing. The horse should be added to the Claiming List and should appear in Horse Maintenance as follows:

Horse Maintenance - Windows Internet Explorer

http://rto.incompasssolutions.com/rtoHorseMaintenanceEdit.jsp

01/10/11/2009 - 12/13/11/2009

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1-Physical 2-Pedigree 3-Lists 4-Lasix List 5-Equipment 6-Comments 7-Partnership 8-Microchip

Rush Rush -- Dark Bay or Brown, TB, Gelding (03/24/2003) Reg. # 03012384

| List Type             | Date On    | Date Off   | Reason |
|-----------------------|------------|------------|--------|
| Default Claiming List | 10/14/2009 | 10/28/2009 |        |

Track:

Trainer:

List Type

Date On

Date Off

Comments