

Race Track Operations Systems

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Using Lists

Race Track Operations (RTO) system provides a platform for maintaining a multitude of commonly used race track lists. These lists can be shared through the RTO system as long as the racetrack is a current RTO user and has requested that their lists are turned on for sharing.

The following lists are available through the RTO System:

- Bleeder List
- Nerved List
- Starter List
- Veterinarian List
- Paddock Judge List
- Mares In Foal List
- Deceased List
- Problem List
- Ineligible List
- Stewards List
- Claiming List
- Racing Secretary List

Each jurisdiction is responsible for maintaining their individual lists. See page 3 for a detailed description of how to add horses and maintain lists.

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List Sharing

Once the track has authorized the sharing of the list, the track must also grant access to any individual wishing to view the lists. If you would like access to view the lists,

1. Contact the racing office or track management to request access to a particular list. If you are in charge of maintaining a list, you will need to have access to update and manage the list. If you only need to view the list, you must request "Read Only" access.

For Example:

A steward would request full access to the stewards list in order to input information about horses on the stewards list, but would request "Read Only" access to lists he/she wishes to view, such as the starter list, veterinarian list, ineligible list, etc.

2. Once the racetrack has granted you access to a particular list, the racetrack **MUST** send the request to InCompass at techsupport@incompass-solutions.com
3. InCompass will then send you a user name and password. The user name and password must be kept confidential. Do NOT let others use your unique log in.
4. Once you have access to RTO, you can review lists from other jurisdictions (who have turned on list sharing) and look up individual horses to see if they are currently on a list.

Viewing Lists from Other jurisdictions:

1. Log in to RTO
2. Choose Horse: Reports from the Main Menu

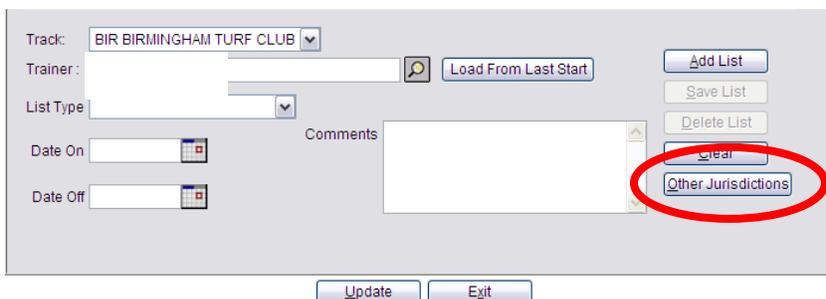
Entries:	Maint	Reports	Draws	Run Down	Move Draws/Entries
Horse:	Maint	Reports	Ship In/Out	Trainer Check In/Out	
Horsemen:	Maint	Reports	Trainer Inv.	Trainer Ruling	Jockey Colony

3. Then select from the Report Type drop menu → Horses on Lists
4. Select either Local Lists (to view your own lists) or Other Lists to view lists from other jurisdictions
5. Select List Type from the drop menu
6. Select Breed Type (if applicable)
7. Then select View/Print to display report
8. To return to Horses on List screen, close report.
9. To return to main menu, select Exit on Horses on List screen.

Checking Individual Horse on a list:

1. Log in to RTO

2. Choose Horse: Maintenance from the Main Menu
3. Type in horse name, tattoo, registration number or microchip number and then press enter or the  icon.
4. If a white screen appears with horses of a similar name, select the horse desired and select OK or double click on the horse's name.
5. Select Tab # 3 → Lists
6. Select Other Jurisdictions



The screenshot shows a software window with the following elements:

- Track: BIR BIRMINGHAM TURF CLUB (dropdown menu)
- Trainer: (text input field with a magnifying glass icon)
- List Type: (dropdown menu)
- Date On: (calendar icon)
- Date Off: (calendar icon)
- Comments: (text area)
- Buttons: Add List, Save List, Delete List, Create, Other Jurisdictions (circled in red), Load From Last Start, Update, Exit.

Email notification of overriding a list when taking entries:

When entries are taken, if a horse is currently on a list, a warning box will come up indicating that the horse is on a list. The entry clerk has the ability to override this warning and enter the horse. If this occurs, an email is automatically generated to the racing secretary. To gain access to receive these emails:

1. Request access from the racetrack management or the racing secretary
2. The racetrack management or racing secretary must then contact InCompass at techsupport@incompass-solutions.com requesting that you are added to the automated override emails. **The email must state that you request, “notification via email when a horse is on a list”**

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Adding Horses to Lists

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
(screen shot numbers correspond to list above)

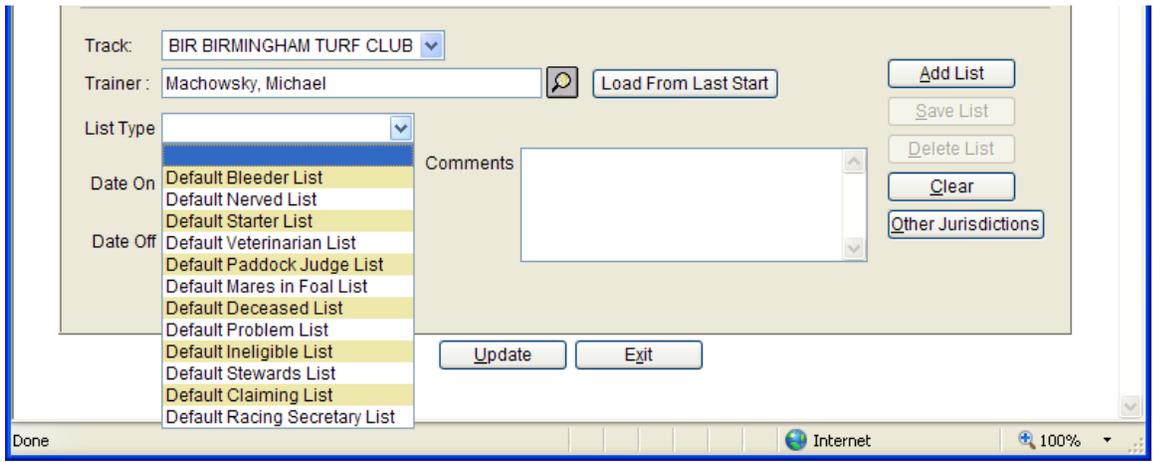
2. Horse Maintenance

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

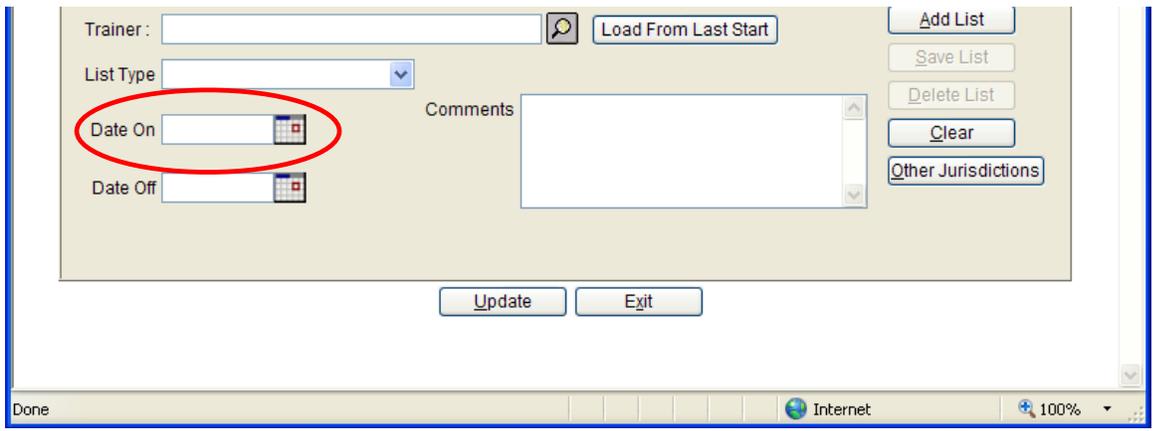
4. Lists Tab



7. Types of Lists [may vary by jurisdiction]



8. Date on



9. Date Off

This screenshot shows a web form with several input fields and buttons. The fields include 'Trainer:' (text input), 'List Type' (dropdown), 'Date On' (calendar), and 'Date Off' (calendar). The 'Date Off' field is circled in red. Other elements include a 'Load From Last Start' button, a 'Comments' text area, and buttons for 'Add List', 'Save List', 'Delete List', 'Clear', and 'Other Jurisdictions'. At the bottom are 'Update' and 'Exit' buttons. The browser status bar at the bottom shows 'Done', 'Internet', and '100%' zoom.

10. Comments

This screenshot shows the same web form as above, but with the 'Comments' text area circled in red. All other elements, including the 'Date Off' field, are visible but not highlighted. The browser status bar at the bottom shows 'Done', 'Internet', and '100%' zoom.

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:

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															
<table border="1"><thead><tr><th>List Type</th><th>Date On</th><th>Date Off</th><th>Reason</th></tr></thead><tbody><tr><td>Default Claiming List</td><td>10/14/2009</td><td>10/28/2009</td><td></td></tr></tbody></table>								List Type	Date On	Date Off	Reason	Default Claiming List	10/14/2009	10/28/2009	
List Type	Date On	Date Off	Reason												
Default Claiming List	10/14/2009	10/28/2009													
Track: BIR BIRMINGHAM TURF CLUB															
Trainer: Machowsky, Michael		Load From Last Start		Add List		Save List									
List Type		Comments		Delete List		Clear									
Date On		Date Off		Other Jurisdictions											
Update				Exit											

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