



Stallion Cooled Semen

(Collected, Prepared and Shipped to Bred a Mare – Contract Required)

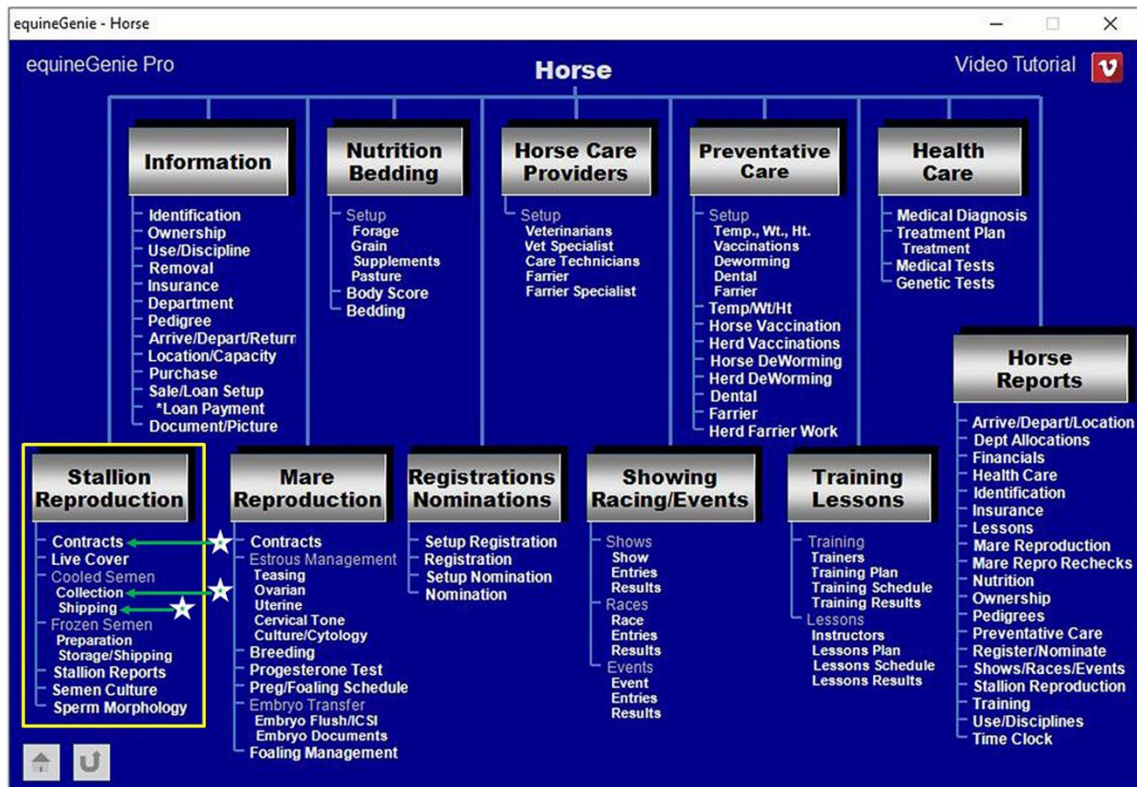
**Contract, Collection, Preparation
and Shipping**

Stallion Reproduction – Cooled Semen

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Stallion Reproduction - Introduction

equineGenie provides for contract management, live cover, semen collection, cooled semen preparation and shipment, frozen semen preparation, storage, inventory management by storage tank, canister and cane, and frozen semen shipment.

The stallion reproduction chart covers nine stallion reproduction scenarios. Chart numbers **2** through **9** cover stallion reproduction collecting, processing inventorying and shipping frozen semen. equineGenie uses contract based management to track the stallion reproduction process when a mare is going to be bred live cover (**1**) or by artificial insemination (**2-5**).

- 1. If a stallion is to be breed to a mare live cover. A contract is required.*
- 2. If a stallion is to be breed to one or more mares from the same semen collection. Contracts are required for each mare bred from the collection. The stallion's semen is collected. The semen is prepared for cooled semen shipment. The prepared cooled semen is shipped to the one or more mares under contract.*
- 3. If a stallion is to be breed to one or more mares from the same semen collection. Contracts are required for each mare bred from the collection. The stallion's semen is collected. A portion of the semen collected is prepared for cooled shipment. The prepared cooled semen is shipped to the one or more mares under contract. A portion of the semen collected is prepared to be frozen. The semen is frozen. A portion of the frozen semen is stored. A portion of the frozen semen is shipped to one or more mares under contract.*
- 4. If a stallion is to be breed to one or more mares from the same semen collection. Contracts are required for each mare bred from the collection. The stallion's semen is collected. A portion of the collected semen is prepared for cooled shipment. The prepared cooled semen is shipped to the one or more mares under contract. A portion of the semen is prepared to be frozen. The semen is frozen. The frozen semen is stored.*
- 5. If a stallion is to be breed to one or more mares from the same semen collection. Contracts are required for each mare bred from the collection. The stallion's semen is collected. The collected semen is prepared to be frozen. The semen is frozen. The frozen semen is stored. A portion of the frozen semen is shipped to the one or more mares under contract.*
- 6. The semen from a stallion owned by another business is to be collected, frozen, stored and managed. Therefore, no mare breeding contract is required. The stallion's semen is collected. The collected semen is prepared to be frozen. The semen is frozen. The frozen semen is stored, inventoried and managed by tank, canister and cane for the stallion's owner.*
- 7. The frozen semen from a stallion owned by another business is to be stored, inventoried and managed. Therefore, no mare breeding contract is required. The stallion's semen does not need to be collected. The semen was previously collected and frozen by another entity. The frozen semen is stored by tank, canister and cane for the stallion's owner.*
- 8. The frozen semen from a stallion owned by another business is to be stored, inventoried and managed. Therefore, no mare breeding contract is required. The stallion's semen does not need to be collected. The semen was previously collected and frozen by another entity. The frozen semen is stored by tank, canister and cane for the stallion's owner. Some amount of the frozen semen is shipped to a mare as directed by the*

stallion's owner. The stallion's owner would be responsible for the mare breeding contract.

9. The frozen semen from a stallion owned by another business is being stored, inventoried and managed. Therefore, no mare breeding contract is required. The frozen semen is stored by tank, canister and cane for the stallion's owner. A portion of the frozen semen is shipped to a mare as directed by the stallion's owner. The stallion's owner would be responsible for the mare breeding contract.

Stallion Reproduction Chart (Frozen Semen with Contract)

	Mare(s) Bred	Breeding Contract(s) Required	Semen Collected	Cooled Semen Prepared	Cooled Semen Shipped	Frozen Semen Prepared	Semen Frozen	Frozen Semen Stored	Frozen Semen Shipped
1	Yes	Yes	No	No	No	No	No	No	No
2	Yes	Yes	Yes	Yes	Yes	No	No	No	No
3	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No
5	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes
6	No	No	Yes	No	No	Yes	Yes	Yes	No
7	No	No	No	No	No	No	No	Yes	No
8	No	No	No	No	No	No	No	Yes	Yes
9	No	No	No	No	No	No	No	No	Yes

The following screens identify the setup and entries used in stallion reproduction using frozen semen.

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Stallion Reproduction – Breeding Contracts

Path: Home: Horses: Stallion Reproduction: Contracts

There are prerequisites required before a stallion can be under contract. A stallion must be entered in equineGenie and identified as a stallion, (Path - Horses: Information: Identification). If the stallion is not owned by the business, the stallion's ownership must have been identified (Path - Horses: Information: Ownership). The stallion must be identified as a breeding stallion on the use/discipline screen (Path - Horses: Information: Use/Discipline).

*Note: A stallion **WILL NOT** appear on the stallion reproduction contract screen if it has not been previously identified as a stallion and used as a breeding stallion.*

Think/Plan before you setup stallions in equineGenie! Enter all stallions that are already part of your business on the Horse Identification screen. If a stallion's arrival date is important to the business, start entering the stallion on the Arrival/Depart screen. (Path – Home: Horse Information: Arrive/Depart).

equineGenie Stallion Reproduction - Contracts

Stallion Reproduction Contracts

Select Stallion ①

Enter or Select Mare ②

Contract # ③ Contract Date

Business owned Mare? ☐ No ④

Select Mare's Breed Registration #

Mare Owner ⑤

Mare Location Telephone

Deposit Date Deposit Amount

Balance Date ⑥ Balance Amount

Breeding Cover: ☐ AI ☐ Live

Semen Used: ⑦ ☐ Shipped ☐ On-Site

AI (Shipped): ☐ Cooled ☐ Frozen

Last Cover/Ship Date: ⑧

Pregnant? ☐ No ⑨ Close Contract? ☐ No

Remove Selected Contract ⑩

Foal's Name

Foaling Date ③ Gender

Stallion Setup Comments

1

Enter ② Video Tutorial

Popup And Red Flag
equineGenie
Notes

☐ Current Year Breeding Contracts ④

☐ Current Year Contract Status ⑤

① Select a stallion from the *Select Stallion* dropdown.

Note 1: If a horse has not been identified as a stallion on the *Horse Information - Identification* screen and its use identified for breeding on the *Horse Information - Use/Discipline* screen, it will not appear in the *Select Stallion* dropdown.

- ② **Enter or Select** the mare the stallion contract is being generated for. A new mare is entered by selecting **[New Mare]** in the *Enter or Select Mare* dropdown and then, entering the mare's name.

Note 2: If the contracted mare has already been entered in equineGenie, the mare will appear in the *Enter or Select Mare* dropdown. An outside mare that is not under management in equineGenie only needs to be entered on the contract screen.

- ③ **Enter** a contract identifier in the *Contract #* dropdown by selecting [New Item] and entering the contract identifier.

Enter the contract date in the *Contract Date* box by selecting the date from the calendar icon or entering the date format set in your windows operating system, (mm/dd/yyyy or dd/mm/yyyy).

Note 3: The contract identified can be numeric, alphanumeric or all alpha characters. If you have an existing contract, enter the number that is on that contract. To redisplay an entered contract you need to recall the selected stallion, the identified mare and the associated contract identifier.

- ④ **Identify** if the business owns the mare under contract by selecting the **Red No** box turning it to a **Green Yes**.

Note 4: If the business owns the mare, the contract identifier is automatically transferred to the Mare's contract identifier on the *Mare Reproduction – Contract/Booking* screen.

- ⑤ **Select** the mare's breed from the *Select Mare's Breed* dropdown.

Enter the mare's registration identifier in the *Registration #* box if the mare is registered.

Enter the mares' owner in the *Mare Owner* box.

Enter the mare's location in the *Mare Location* box.

Enter the mare owner's contact telephone number in the *Telephone* box.

Important: The mares breed is used in the stallion's breeding reports.

- ⑥ If the breeding is a paid breeding, **Enter** how the breeding fee is paid.

If there is an initial deposit, **Enter** the deposit date in the *Deposit Date* dropdown by selecting the date from the calendar icon or entering the date format set in your windows operating system, (mm/dd/yyyy or dd/mm/yyyy).

Enter the deposit amount in the *Deposit Amount* box. If a deposit is entered select the **Green \$** box. Selecting the **Green \$** box will display the *Deposit Method* popup to complete the financial transaction.

The same procedure is used when the breeding fee balance is paid by entering the balance date in the *Balance Date* dropdown and the fee balance in the *Balance Amount* box. When the balance is entered select the **Green \$** box. Selecting the **Green \$** box will display the *Deposit Method* popup to complete the financial transaction.

If the breeding fee is paid in total, the date the total fee is paid is entered in the *Balance Date* dropdown and the total amount is entered in the *Balance Amount* box.

When the balance is entered select the **Green \$** box. Selecting the **Green \$** box will display the *Deposit Method* popup to complete the financial transaction.

Note 5: Completing a deposit financial transaction is explained in the *Deposits and Payments training documents on the equineGenie website in the Genie Academy*.

⑦ **Select** if the breeding is an **AI** or a **Live Cover** breeding.

Select if the semen is going to be **Shipped** or used **On-Site**.

If the semen is shipped, **Select** if the shipped semen is **Cooled** or **Frozen**.

Note 6: Selection of the breeding cover, how the semen is used and how it is shipped will display the selected box(s) with a **Red Dot**.

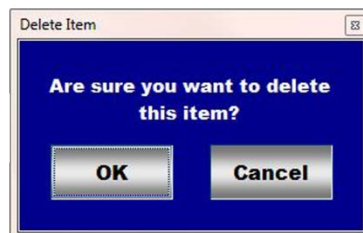
⑧ **When** a mare is **bred live cover or semen is shipped** to bred a mare, equineGenie automatically displays to last live cover breeding date, or the date when the semen was shipped.

⑨ **When** a mare is **checked in foal** the associated contract needs to be recalled and updated by changing the *Pregnant?* box from a **Red No** to a **Green Yes**.

When the terms of the associated contract have been satisfied the contract needs to be recalled and updated by changing the *Close Contract?* box from a **Red No** to a **Green Yes**.

Note 7: When the *Close Contract?* box is changed to a **Green Yes**, the contract will be inactive in any associated dropdowns. A closed contract can be activated by displaying the entire contract's information and changing the **Green Yes** to a **Red No**.

⑩ **If you need to remove a contract**, it can be removed by displaying the entire contract's information and selecting the **Red 'Remove Selected Contract'** button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to delete the contract.



After selecting **OK** on the **Delete Item** popup you need to select the **Enter** button ②.

① **Enter** any comments or notes associated with the selected stallion's reproduction contract.

② **Select Enter before leaving the Stallion Reproduction - Contracts screen.**

③ **After** the contracts associated mare foals, display the entire contract's information and...

Enter the foal's name in the *Foal's Name* box.

Enter the foal's birth date in the *Foaling Date* box by selecting the date from the calendar icon or entering the date format set in your windows operating system, (mm/dd/yyyy or dd/mm/yyyy).

Select the foal's gender from the *Gender* dropdown.

Select Enter after the foal's information has been entered ②.

Note 8: equineGenie uses the resulting foal's information for the stallion's progeny and final conception percentage.

④ **Selection** of the '*Current Year Breeding Contracts*' will enable the selected stallion's current year contract information to be viewed, exported and/or printed.

⑤ **Selection** of the '*Current Year Contract Status*' will enable all current year stallion contract information to be viewed, exported and/or printed.

Note 9: Additional stallion contract reports are available on the *Horse Reports – Stallion Reproduction* screen. [Path - Home: Horses: Horse Reports: Stallion Reproduction](#)

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Stallion Reproduction – Semen Collection

Path: Home: Horses: Stallion Reproduction: Collection

If there is a breeding contract there are prerequisites required before a stallion can be collected. A stallion must be entered in equineGenie and identified as a stallion, (Path - Horses: Information: Identification). If the stallion is not owned by the business, the stallion's ownership must be entered (Path - Horses: Information: Ownership). The stallion must be identified as a breeding stallion on the use/discipline screen (Path - Horses: Information: Use/Discipline).

*Note: A stallion **WILL NOT** appear on any stallion reproduction screen if it has not been previously identified as a breeding stallion.*

Think/Plan before you setup stallions in equineGenie! Enter all stallions that are already part of your business on the Horse Identification screen. If a stallion's arrival date is important to the business, start entering the stallion on the Arrival/Depart screen. (Path – Home: Horse Information: Arrive/Depart).

Semen Collection

① Select the stallion to be collected from the *Select Stallion* dropdown.

Note 1: If a horse has not been identified as a stallion on the *Horse Information - Identification* screen and its use identified for breeding on the *Horse Information - Use/Discipline* screen, it will not appear in the *Select Stallion* dropdown.

② **Enter or Select** the stallion's collection handler.

Note 2: If a handler has not been previously identified, select [New Stallion Handler] and enter the stallion handler. equineGenie remembers identified handlers. Previously identified handlers will be available for selection.

③ **Enter the Date and Time** of the collection in the *Date & Time* dropdown. Selection of a [New Date and Time] in the dropdown will enter your computer's current date and time. Selection of a date from the calendar icon will enter the calendar date and a time of 12:00 AM. You can mouse over the time and change it to the correct collection time.

Select the stallion's behavior from the *Behavior* dropdown at the time of collection.

Select the stallion's libido from the *Libido* dropdown at the time of collection.

Important: The collection date and time are used on other stallion reproduction screens to identify a specific collection. **The correct date and time are important!**

Note 3: A stallion's collection information can be recalled by selecting the stallion, the collection handler and the collection date and time.

④ **Select** if a *Jump Mare*, *Phantom* or *Tease Mare* is used to collect the stallion.

Note 4: Selection of the *Jump Mare*, *Phantom* or *Tease Mare* will display the selected box with a **Red Dot**.

⑤ **Select** the artificial vagina (AV) type used for the collection from the *AV Type* dropdown.

Enter the artificial vagina (AV) temperature in the *AV Temperature* dropdown.

Enter the stallion's number of mounts in the *# Mounts* dropdown.

Note 5: The artificial vagina (AV) temperature and the number of mounts are remembered by equineGenie. They will be available for future selection.

⑥ **Enter or Select** the person doing the collection in the *Enter or Select the Collector* dropdown. If the person is not listed in the dropdown, a person can be added by 'clicking' in the dropdown box and adding the person. The person added will be remembered by equineGenie and will be available for future selection.

Note 6: If the business's horse care providers were identified before entering the collection, the person performing the collection could be selectable in the dropdown without having to be entered. [*Path - Home: Horses: Horse Care Providers*](#)

⑦ **Enter** any *Cost* to the business for performing the collection.

Note 5: If a business cost is entered, the \$ to the right of the *Cost* box will turn **Red**. Selection of the \$ will display the *Payment Method* popup to initiate recording the financial transaction associated with collecting the stallion. Completing a payment transaction is explained in the *Deposits and Payments training documents*.

⑧ **Enter** any comments or notes associated with the selected stallion's collection.

- ⑨ If the stallion being collected is a customer horse, **selecting** the, 'Enter and Charge the Horse/Customer (Go To Horse Billing Log)' button will enter the stallion's collection information; the collection's business cost transaction and display the *Horse Billing Log*. The stallion's name and the collection date will be automatically displayed on the *Horse Billing Log*.
- ⑩ **Select Enter before leaving the Stallion Reproduction - Stallion Collection screen.**
- ① **Selecting** the 'Stallion Current Year Collection Log' button will enable the selected horse's current year collection log to be viewed, exported and/or printed.
- ② **Selecting** the 'Next Page' button will display the 'Stallion Semen Parameters' screen and transfer the collected stallion's name.

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Semen Parameters

- ① **The stallion** whose semen was collected will be automatically displayed in the *Select Stallion* dropdown.

Note 1: For a stallion to be displayed in the *Select Stallion* dropdown *the stallion* whose semen was collected must have been selected, the collection handler identified and the date and time of the collection entered and displayed on *Stallion Reproduction – Semen Collected (page 1)* screen.

- ② **Enter** the collected stallion's semen parameters in the associated boxes.
- ③ **equineGenie will calculate** the Total Sperm (Millions).
- ④ **Enter** any comments or notes associated with the stallion's collected semen parameters.
- ⑤ **Select Enter before leaving the Stallion Semen Parameters screen.**
- ① **Selecting** the '*Stallion Current Collection Results*' button will enable the selected horse's current year collection results to be viewed, exported and/or printed.
- ② **Selecting** the '*Previous Page*' button will display the '*Stallion Collection*' screen.
- ③ **Selecting** the '*Next Page*' button will display the '*Stallion Semen Preparation*' screen and transfer the collected stallion's name.

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Semen Preparation

- ① The stallion whose semen was collected will be automatically displayed in the *Select Stallion* dropdown.

Note 1: For a stallion to be displayed in the *Select Stallion* dropdown the stallion whose semen was collected must have been selected, the collection handler identified and the date and time of the collection entered on *Stallion Reproduction – Semen Collected* (page 1) screen.

- ② Select or Enter the expender used in preparing the semen in the *Extender Used* dropdown.

Note 2: A new extender can be added by 'clicking' in the *Extender Used* dropdown and entering the new extender. equineGenie will remember the added extender. The extender added will be available for future selections.

- ③ Enter the number of Progressive Motile Sperm (PMS) in the prepared dose in the *PMS (M)* box.

Enter the percentage of Progressive Motile Sperm (PMS) in the prepared dose in the *PMS (%)* box.

- ④ Enter or Select the person who prepared the semen from the *Enter or Select Who Prepared the Semen* dropdown. If the person is not listed in the dropdown, the person can be added by 'clicking' in the dropdown box and adding the person. The

person added will be remembered by equineGenie and will be available for future selection.

Note 3: If the business's horse care providers were identified before entering the semen preparation, the person performing the preparation could be selectable in the *Enter or Select Who Prepared the Semen* dropdown without having to be entered. *Path - Home: Horses: Horse Care Providers*

- ⑤ **Enter** any Cost to the business for preparing the semen. If there is no cost to the business a cost does not need to be entered.

Note 5: If a business cost is entered the \$ to the right of the Cost box will turn **Red**. Selection of the \$ will display the payment Method popup to initiate recording the financial transaction associated with preparing the semen. Completing a payment transaction is explained in the *Deposits and Payments training documents*.

- ⑥ **When collecting and preparing the semen**, if supplies are used from the business inventory, select the 'Supplies Used? Go To Enter Supplies' button. The 'Supplies Used' popup will be automatically displayed with the collection date.

Supplies Used Popup

Supplies Used

Supplies Used/Removed

07/03/2023

Select The Item Used / Removed

Item Quantity

Unit of Measure:

Another Item

☐ Reverse selected Deduction

Supplies Used Comments

Return

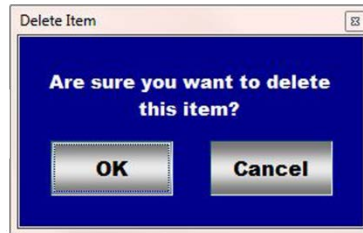
Popup And Red Flag

equineGenie

Notes

Select the item used and its quantity. The inventoried unit of measure will be automatically displayed. If there was more than one collection and semen preparation supply used, select **Another Item** and repeat the process until all the collection and semen preparation supplies that were used have been accounted for. equineGenie will automatically deduct the amount of supplies used from the collection and semen preparation supply inventory. equineGenie knows the unit cost of the supplies used. equineGenie will calculate the total cost of the units used. The supply cost will be automatically added to the selected stallion's expense. Selecting the 'Return' button will close the 'Supplies Used' popup and display the *Stallion Semen Preparation* screen.

- ⑦ If you need to remove a collection, it can be removed by displaying the selected stallion's collection information and selecting the **Red** 'Remove Selected Stallion Collection' button. When the button is selected a **Delete Item** popup will be displayed to make sure you want to delete the collection.



- After selecting **OK** on the **Delete Item** popup you need to select the **Enter** button⑩.
- ⑧ **Enter** any comments or notes associated with the stallion's collected semen parameters.
- ⑨ If the stallion being collected and semen prepared is a customer horse, **selecting** the, 'Enter and Charge the Horse/Customer (Go To Horse Billing Log)' button will enter the stallion preparation information; the preparation business cost transaction and display the *Horse Billing Log*. The stallion's name and the selected collection date will be automatically displayed on the *Horse Billing Log*.
- ⑩ **Select Enter before leaving the Stallion Semen Parameters screen.**
- ① **Selecting** the 'Stallion Current Year Collection Summary' button will enable the selected stallion's current year collections to be viewed, exported and/or printed.
- ② **Selecting** the 'Stallion Date Specified Collection Summary' button will enable the selected stallion's collections within a specified date range to be viewed, exported and/or printed.
- ③ **Selecting** the 'Previous Page' button will display the 'Stallion Semen Parameters' screen.

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Stallion Reproduction – Shipped Semen

Path: Home: Horses: Stallion Reproduction: Shipping

If there is a breeding contract there are prerequisites required before a stallion's semen can be shipped. A stallion must be entered in equineGenie and identified as a stallion, (Path - Horses: Information: Identification). If the stallion is not owned by the business, the stallion's ownership must be entered (Path - Horses: Information: Ownership). The stallion must be identified as a breeding stallion on the use/discipline screen (Path - Horses: Information: Use/Discipline).

*Note: A stallion **WILL NOT** appear on any stallion reproduction screen if it has not been previously identified as a breeding stallion.*

Think/Plan before you setup stallions in equineGenie! Enter all stallions that are already part of your business on the Horse Identification screen. If a stallion's arrival date is important to the business, start entering the stallion on the Arrival/Depart screen. (Path – Home: Horse Information: Arrive/Depart).

Shipped Semen Parameters

equineGenie Stallion Reproduction - Shipped Semen

Shipped Semen (1 of 2)

Select Stallion ①

Select Stallion/Mare/Contract# ②

Semen Collection Date Collection Date ③

Semen Preparation Date Prep Date ④

Raw Volume ml ⑤ Extender Volume ml

Total Volume ml ⑤ # Doses ⑤

Progressive Motility ⑥

PMS/Dose M/Dose % PMS/Dose %/Dose

Packaged By ⑦

Business Owner Preparation Cost ⑧ Cost

Supplies Used? Go To Enter Supplies ⑨

Shipped Semen Comments

⑩

Video Tutorial

Popup And Red Flag equineGenie Notes

Next Page

- ① Select the stallion whose prepared semen collection is to be shipped from the Select Stallion dropdown.

Note 1: If a stallion has not been identified as a stallion on the Horse Information screen or its use identified for breeding on the Use/Discipline screen, it will not appear in the Select Stallion dropdown.

- ② **Select** stallion/mare/contract number associated with the shipped semen from the *Select Stallion/Mare/Contract#* dropdown.

Note 2: A stallion breeding contract must have been previously setup on the *Stallion Reproduction – Contracts* screen. The *Stallion Reproduction – Contracts* setup is explained in this document. ([*Stallion Reproduction – Contracts*](#))

- ③ **Select the** collection date of the prepared semen that is being shipped to satisfy the stallion/mare/contract# selected in the *Select Stallion/Mare/Contract#* dropdown.

- ④ **Enter** the preparation date in the *Prep Date* dropdown of the semen being shipped by selecting the date from the calendar icon or entering the date format set in your windows operating system, (mm/dd/yyyy or dd/mm/yyyy).

- ⑤ **Enter** the volume of the collection's raw semen ejaculate to be shipped before an extender is added in the *Raw Volume* box.

Enter the volume of the extender added to the collection's raw semen ejaculate to be shipped in the *Extender Volume* box.

EquineGenie will calculate the total volume of the prepared semen to be shipped and display the calculation to the right of *Total Volume* label.

Select the number of doses of the collection to be shipped from the *# Doses* dropdown.

- ⑥ **Enter** the number of Progressive Motile Sperm (PMS) per dose shipped in the *PMS/Dose* box.

Enter the percentage of Progressive Motile Sperm (%PMS) per dose shipped in the *% PMS/Dose* box.

- ⑦ **Enter or Select** the person who packaged the semen from the *Packaged By* dropdown. If the person is not listed in the dropdown, the person can be added by 'clicking' in the dropdown box and adding the person. The person added will be remembered by equineGenie and will be available for future selection.

Note 3: If the business's horse care providers were identified before entering the diagnosis, the person performing the packaging could be selectable in the *Packaged By* dropdown without having to be entered. [*Path - Home: Horses: Horse Care Providers*](#)

- ⑧ **Enter** any *Cost* to the business for preparing the semen for shipment.

Note 4: If a business cost is entered, the \$ to the right of the *Cost* box will turn **Red**. Selection of the \$ will display the *Payment Method* popup to initiate recording the financial transaction associated with packaging the semen shipment. Completing a payment transaction is explained in the *Deposits and Payments training documents*.

- ⑨ **When packaging the semen shipment**, if packaging supplies from the business inventory are used, select the '*Supplies Used? Go To Enter Supplies*' button. The '*Supplies Used*' popup will be automatically displayed with the collection date.

Supplies Used Popup

Supplies Used/Removed

07/03/2023

Select The Item Used / Removed

Item Quantity

Unit of Measure:

Another Item

Reverse selected Deduction

Supplies Used Comments

Return

Popup And Red Flag
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Select the item used and its quantity. The inventoried unit of measure will be automatically displayed. If there was more than one packaging supply used, select **Another Item** and repeat the process until all the packaging supplies that were used have been accounted for. equineGenie will automatically deduct the amount of supplies used from the packaging supply inventory. equineGenie knows the unit cost of the supply used. equineGenie will calculate the total cost of the units used. The product cost will be automatically added to the selected stallion's expense. Selecting the '*Return*' button will close the '*Supplies Used*' popup and display the *Stallion Reproduction – Shipped Semen (page 1)* screen.

- ⑩ **Enter** any comments or notes associated with the semen packaging for shipment.

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Shipped Semen

- ① **The selected stallion** whose semen was prepared for shipment will be automatically displayed in the *Select Stallion* dropdown.

Note 1: For a stallion to be displayed in the *Select Stallion* dropdown, *the stallion* whose semen was prepared for shipment must have been selected on page 1, of the *Stallion Reproduction – Shipped Semen* screen.

- ② **The selected stallion/mare/contract#** that was selected when the semen was prepared for shipment will be automatically displayed in the *Select Stallion/Mare/Contract#* dropdown.

Note 2: For a contract identifier to be displayed in the *Select Stallion/Mare/Contract#* dropdown, *the contract for the stallion* whose semen was prepared for shipment must have been selected on page 1, of the *Stallion Reproduction – Shipped Semen* screen.

- ③ **Select** the packaging for the semen shipment from the *Packaging* dropdown. If the required packaging is not available in the *Packaging* dropdown, a new packaging can be added and will be remembered by equineGenie.

The Ship Date dropdown will automatically display the *Prep Date* entered on the *Stallion Reproduction – Shipped Semen Page 1* screen. If the *Ship Date* is different from the *Prep Date*, a new ship date can be selected by selecting the date from the

calendar icon or entering the date format set in your windows operating system, (mm/dd/yyyy or dd/mm/yyyy).

Enter the packaging identifier for the packaging being used to ship the semen in the *Packaging ID #* dropdown.

Enter the tracking number of the packaging for the semen shipment in the *Tracking Number* box.

④ **Select** the shipping method for the semen shipment from the *Shipping Method* dropdown. If the shipping method is not available in the *Shipping Method* dropdown, a new shipping method can be added and will be remembered by equineGenie.

⑤ **Enter or Select** the person who is shipping the semen from the *Shipped By* dropdown. If the person is not listed in the dropdown, the person can be added by 'clicking' in the dropdown box and adding the person. The person added will be remembered by equineGenie and will be available for future selection.

Note 3: If the business's horse care providers were identified before entering the shipped semen, the person performing the shipment could be selectable in the *Shipped By* dropdown without having to be entered. [Path - Home: Horses: Horse Care Providers](#)

⑥ **Enter** the name of the person the semen is being shipped to in the *Ship To:* dropdown.

Enter the address where the semen is being shipped in the *Address* box.

Enter the city, state and zip code where the semen is being shipped in the *City, State, Zip Code* box.

Enter the contact telephone number where the semen is being shipped in the *Telephone* box.

Enter the contact cell phone number where the semen is being shipped in the *Cell Phone* boxes.

Enter the email address where the semen is being shipped in the *Email Address* box.

⑦ **Enter** any *Cost* to the business for shipping the semen.

Note 4: If a business cost is entered, the \$ to the right of the *Cost* box will turn **Red**. Selection of the \$ will display the *Payment Method* popup to initiate recording the financial transaction associated with shipping the semen. Completing a payment transaction is explained in the *Deposits and Payments training documents*.

⑧ **Enter** any comments or notes associated with shipping the semen.



⑨ If the semen being shipped is to a customer, **selecting** the, 'Enter and Charge the Customer (Go To Customer Billing Log)' button will enter the semen shipping information; the shipping business cost transaction and display the *Customer Billing*

Log. The stallion's name and the ship date will be automatically displayed on the *Customer Billing Log*.

⑩ **Select Enter before leaving the Semen Shipping Address screen.**

① **Selecting** the 'Shipped Semen Report' button will enable the semen shipping report to be viewed, exported and/or printed.

Semen Shipping Report Example

Make Believe Ranch		
		
Make Believe Stallion - Shipped Semen Report		
Breed: Arabian	Owner: John Goodrider	Registration #: 669541
Contract Number: 2022-2		
Mare Name: Cinnamon Candy V Mare Registration: 765942 Mare Owner: Bill Smith Telephone: 555.515.2121 Mare Location: Brighton, CO	Ship To: Fancy Ranch Address: 987 Some St. City, State, Zip: Someplace, ST 99999 Telephone: 222.555.1234 Cell Phone: 222.777.5678 eMail: info@fancyranch.com	
Collection Date: March 14, 2022 Gel free Semen: 90 ml Extender Dilution: 1:1 Concentration / Dose: 1100 x 10 ⁶ /ml Total Volume / Dose: 83 ml	Collection Time: 9:03 am Concentration: 130 x 10 ⁶ /ml Extender Type: INRA-96 Total PMS: 1100 M PMS %: 65% # of Doses: Two	
Shipping Container: Equitainer Container ID: 352	Packaged By: Jan Helper Shipped By: Ralph Helper	
Method of Shipment: FedEx Priority Overnight	Tracking #: 123456-7	

② **Selecting** the 'Shipped Semen Log Current Year' button will enable the current year semen shipped report to be viewed, exported and/or printed.

③ **Selecting** the 'Semen Address Label (Avery 5164)' button will enable an Avery 5164 label to be viewed, exported and/or printed.

④ **Selecting** the 'Previous Page' button will display the 'Stallion Reproduction – Shipped Semen (Page 1)' screen.

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