



# Stallion Frozen Semen

(Collected, Frozen and Shipped to Breed a Mare – Contract Required)

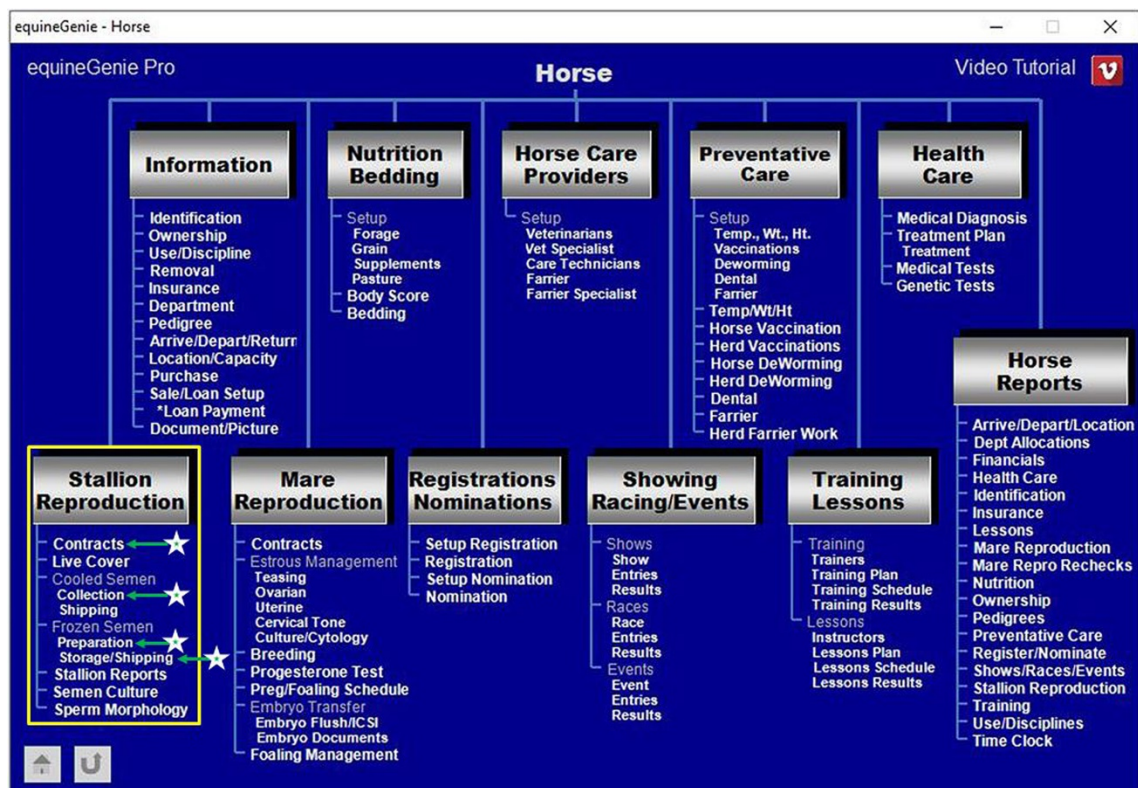
**Contract, Collection, Preparation, Storage,  
Inventory and Shipping**

# Stallion Reproduction – Frozen 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 semen 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 semen 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 semen 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 semen 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's 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's breeding contract.

**Stallion Reproduction Chart (Frozen Semen with Contract)**

|   | Mare(s)<br>Bred | Breeding<br>Contract(s)<br>Required | Semen<br>Collected | Cooled<br>Semen<br>Prepared | Cooled<br>Semen<br>Shipped | Frozen<br>Semen<br>Prepared | Semen<br>Frozen | Frozen<br>Semen<br>Stored | Frozen<br>Semen<br>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 a numeric number, an alphanumeric combination 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 contact identifier on the *Mare Reproduction Contract* 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 telephone number in the *Telephone* box.

**Note 5:** 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 6:** 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 7:** 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 8:** 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 again 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 9:** 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 10:** 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

equineGenie Stallion Reproduction - Semen Collection

**Stallion Collection (1 of 3)**

Select Stallion ①

Enter or Select the Stallion Handler ②

Date & Time ③

Behavior Libido ④

☐ Jump Mare ☐ Phantom ④

☐ Tease Mare

AV Type AV Temperature ⑤

# Mounts ⑤

Enter or Select the Collector ⑥

Business Owner Collection Cost ⑦ Post

**Stallion Collection Comments**

⑧

Enter ⑩ Video Tutorial

Enter and Charge the Horse/Customer (Go To Horse Billing Log) ⑨

Popup And Red Flag equineGenie Notes

Stallion Current Year Collection Log ①

Next Page ②

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.

**Note 3:** The collection date and time are used on other stallion reproduction screens to identify a specific collection. **The correct date and time are important!**

**Hint:** A stallion's collection information can be recalled by selecting the stallion, the 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 horse'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.

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## Semen Parameters

- ① **The selected stallion** whose semen was collected will be 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 with the collection handler identified and the date and time of the collection entered 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.

**Do Not Select 'Next Page'** unless a portion of the stallion's collected semen is also being prepared for a '*Cooled Semen*' shipment. If a portion of the collected semen is being prepared for a '*Cooled Semen*' shipment, the '*Stallion Semen Preparation*' is explained in the '*Stallion Reproduction - Cooled Semen*' training document.

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## Stallion Reproduction – Frozen Semen Preparation

Path: Home: Horses: Stallion Reproduction: Frozen Semen Preparation

*If there is a breeding contract there are prerequisites required before a stallion's semen can be prepared to be frozen. A stallion must be entered in equineGenie, (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). A stallion must have been previously collected (Path - Horses: Stallion Reproduction: Collection).*

*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 Parameters

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

**Note 1:** The stallion must have been previously collected on the *Stallion Reproduction – Collection* screen.

② Select the collection date of the collection that is being prepared to be frozen from the *Collection Date* dropdown..



**Note 2:** A stallion must have been previously collected for a collection date to be available in the *Collection Date* dropdown.

③ **Selection** of a collection date from the *Collection Date* dropdown will display the collected semen parameters entered previously on the selected collection date.

④ **Select or Enter** the initial extender type used from the Initial Extender Type dropdown.

**Note 3:** If the extender type is not available in the dropdown, a new extender type can be added. The new initial extender type will be remembered by equineGenie for future selection.

⑤ **Select or Enter** the freezing extender used from the Freezing Extender dropdown.

**Note 4:** If the freezing extender is not available in the dropdown, a new freezing extender can be added. The new freezing extender will be remembered by equineGenie for future selection.

⑥ **Enter** the centrifuge speed used in the semen freezing preparation in the *Centrifuge g's* box.

⑦ **Enter** the centrifuge time used in the semen freezing preparation in the *Centrifuge Time* box.

⑧ **Select** the freezing preparation pellet consistency from the *Pellet* dropdown.

① **Selecting** the 'Next Page' button will display the 'Frozen Semen Preparation' page 2 of 2 screen.

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## Semen Preparation

The screenshot shows the 'equineGenie Stallion Reproduction - Frozen Semen Preparation' window. The left pane, titled 'Frozen Semen Preparation (2 of 2)', contains the following elements: a 'Select Stallion' dropdown (1); 'Approved Countries' (2) and 'Post Thaw Motility %' (3) dropdowns; 'Size Of Straws' (4) dropdown, 'Straws/Breeding Dose' text box, 'Total Straws' text box, and 'Doses/Collection' text box; 'PMS / ml' (5) text box and 'Preparation Date' (6) date picker; 'Prepared By' (7) dropdown; 'Storage Tank ID#' (8) text box, 'Canister ID#' text box, 'Cane ID#' text box, and 'Freeze Date' date picker; 'Frozen Semen Storage Facility' (9) dropdown; 'Business Preparation Cost' section with a 'Cost' (10) text box and a dollar sign icon; and two buttons: 'Frozen Semen Current Year Report' (4) and 'Frozen Semen Date Specified Report' (5). The right pane, titled 'Frozen Semen Preparation Comments', has a large text area (1) and a yellow box with the text 'Popup And Red Flag equineGenie Notes'. At the bottom of the right pane is a button 'Go To Frozen Semen Use' (7). At the bottom of the left pane are buttons for 'Previous Page' (6), 'U' (undo), and a left arrow.

- ① The **Select Stallion** dropdown will automatically display the stallion selected on the *Stallion Reproduction - Frozen Semen Preparation (Page 1)* screen.

**Note 1:** The screen will not be active unless a stallion and a collection date has been identified on the *Stallion Reproduction - Frozen Semen Preparation (Page 1)* screen.

- ② If the frozen semen from the selected stallion has been approved for use outside the USA, select the approved countries from the *Approved Countries* dropdown.
- ③ Enter or Select the Post Thaw Motility %, for the selected stallion and collection being frozen from the *Post Thaw Motility %* dropdown.

**Note 2:** An entered *Post Thaw Motility %* will be remembered for future selection.

- ④ Select or Enter the straw size from the *Size Of Straws* dropdown.

**Note 3:** If the straw size is not available in the *Size Of Straws* dropdown, it can entered and will be remembered by equineGenie for future selection.

Enter the number of straws per breeding dose in the *Straws/Breeding Dose* box.

Enter the total number of straws in the *Total Straws* box.

Calculate and Enter the number of frozen semen doses from the selected collection in the *Doses/Collection* box.

**Note 4:** The number of breeding doses for the selected collection is calculated by dividing the total straws prepared from the selected collection by the number of straws per breeding dose.

- ⑤ **Enter** the number of Progressively Motile Sperm cells per milliliter of frozen semen being prepared in the *PMS / ml* box.
- ⑥ **Enter the Date and Time** the frozen semen is being prepared 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 5:** The time of the preparation is optional and entered if important. If a time is not entered with the date, equineGenie will enter 12:00 AM.

- ⑦ **Enter or Select** the person who is preparing the frozen semen from the *Prepared 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 6:** If the business's horse care providers were identified before entering the frozen semen preparation, the person performing the preparation could be selectable in the *Prepared By* dropdown without having to be entered. *Path - Home: Horses: Horse Care Providers*

- ⑧ **Enter** the storage tank identification where the frozen semen canister will be stored in the *Storage Tank ID#* box.

**Enter** the canister identification that the frozen semen cane will be stored in, in the *Canister ID#* box.

**Enter** the cane identification that the frozen semen will be attached to in the *Cane ID#* box.

**Enter the Date and Time** the frozen semen is frozen 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 7:** The time of the preparation is optional and entered if important. If a time is not entered with the date, equineGenie will enter 12:00 AM.

- ⑨ **Enter or Select** the frozen semen storage facility where the prepared frozen semen will be stored in the *Frozen Semen Storage Facility* dropdown.

**Note 8:** If a facility is not displayed in the *Frozen Semen Storage Facility* dropdown, a facility can be added by selecting [New Item] and adding the facility. An added facility will be remembered by equineGenie for future selection

- ⑩ **Enter** any *Cost* to the business for performing the frozen semen preparation. If there is no cost to the business a cost does not need to be entered.

**Note 8:** 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 frozen semen. Completing a payment transaction is explained in the *Deposits and Payments training documents*.

- ① **Enter** any comments or notes associated with the frozen semen preparation.

- ② If the stallion's semen being frozen is a customer horse, **selecting** the, '*Enter and Charge the Horse/Customer (Go To Horse Billing Log)*' button will enter the frozen semen preparation information; the preparation's business cost transaction and display the *Horse Billing Log*. The horse's name and the preparation freezing date will be automatically displayed on the *Horse Billing Log*.
- ③ **Select Enter before leaving the Frozen Semen Preparation page 2 screen.**
- ④ **Selecting** the '*Frozen Semen Current Year Report*' button will enable the current year's frozen semen to be viewed, exported and/or printed.
- ⑤ **Selecting** the '*Frozen Semen Date Specified Report*' button will enable the frozen semen within a specified date range to be viewed, exported and/or printed.
- ⑥ **Selecting** the '*Previous Page*' button will display the '*Frozen Semen Preparation Page 1*' screen.
- ⑦ **Selecting** the '*Go To Frozen Semen Use*' button will display the '*Frozen Semen Storage*' screen.

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## Stallion Reproduction – Frozen Semen Storage/Shipping

Path: Home: Horses: Stallion Reproduction: Storage/Shipping

*If there is a breeding contract there are prerequisites required before a stallion's frozen semen can be shipped. A stallion must be entered in equineGenie, (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). A stallion must have been previously collected (Path - Horses: Stallion Reproduction: Collection).*

*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).*

### Storage Facility

The screenshot shows the 'equineGenie Stallion Reproduction - Frozen Semen Storage' window. The left panel, 'Frozen Semen Storage (Page 1 of 3)', includes a 'Select Stallion' dropdown (1), a 'Frozen Semen Storage Facility' dropdown (2), an 'Address' field (3), a 'City, State, Zip Code' field, 'Telephone' (4) and 'Contact Person' fields, 'Payment Terms' (5) and 'Storage Cost (\$)' (6) fields, an 'Add To Address Book' button (7), and a list of links: 'Frozen Semen Facilities' (1), 'Frozen Semen Facility Stallions' (2), 'Frozen Semen Facility Inventory' (3), and 'Stallion Frozen Semen Inventory' (4). The right panel, 'Frozen Semen Storage Comments', has a large text area (8) and an 'Enter' button (9) next to a 'Video Tutorial' button. At the bottom right is a 'Next Page' button (5).

① Select the stallion whose semen was frozen, stored and is to be shipped.

**Note 1:** Before a stallion can be selected the stallion's semen must have been previously frozen and stored on the *Stallion Reproduction – Frozen Semen Preparation (Page 2)* screen.

② Select the facility from which the selected stallion's semen will be shipped.



**Note 2:** The semen storage facility must have been previously identified on the *Stallion Reproduction – Frozen Semen Preparation (Page 2)* screen when the selected stallion's semen was prepared, frozen and stored.

- ③ If the selected facility has not been previously setup, **Enter** the facilities address in the *Address* box.

**Enter** the facilities city, state and zip code in the *City, State, Zip Code* box.

**Note 3:** If the facility was previously setup, the facility's address will be displayed when the storage facility is selected.

- ④ If the selected facility has not been previously setup, **Enter** the facility's telephone number in the *Telephone* box.

**Enter** the contact person at the entered facility in the *Contact Person* box.

**Note 4:** If the facility was previously setup, the facility's telephone number and contact person will be displayed when the storage facility is selected.

- ⑤ If the selected facility has not been previously setup, **Select** the facility storage cost payment terms from the *Payment Terms* dropdown.

**Note 5:** If the facility was previously setup, the facility's payment terms will be displayed when the storage facility is selected.

- ⑥ If the selected facility has not been previously setup, **Enter** the facility storage cost based on the payment terms in the *Storage Cost (\$)* box.

**Note 6:** If the facility was previously setup, the facility's payment terms cost will be displayed when the storage facility is selected.

- ⑦ **Select** the Add To Address Book button to add the facility's address to the business's equineGenie address book.

- ⑧ Enter any comments associated with the selected frozen semen storage facility.

- ⑨ **Select Enter before leaving the Frozen Semen Storage page 1 screen.**

- ① **Selecting** the '*Frozen Semen Facilities*' button will enable all the frozen semen storage facilities to be viewed, exported and/or printed.

- ② **Selecting** the '*Frozen Semen Facility Stallions*' button will enable the stallions at each frozen semen facility to be viewed, exported and/or printed.

- ③ **Selecting** the '*Frozen Semen Facility Inventory*' button will enable the frozen semen inventory at the selected facility to be viewed, exported and/or printed.

- ④ **Selecting** the '*Stallion Frozen Semen Inventory*' button will enable the selected stallions frozen semen at the selected facility to be viewed, exported and/or printed.

- ⑤ **Selecting** the '*Next Page*' button will display the '*Frozen Semen Shipping*' screen.

## Shipping Preparation

- ① **Select** the freeze date of the frozen semen that will be shipped from the selected facility identified on the *Stallion Reproduction – Frozen Semen Storage (Page 1)* screen.

**Note 1:** All the frozen semen freeze dates will appear in the *Freeze Date* dropdown. Any one of the freeze dates can be selected.

- ② **Enter** the ship date in the *Ship 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).
- ③ **Select** stallion/mare/contract identifier 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](#))

- ④ **Enter** the storage tank identifier from which the frozen semen will be shipped in the *Storage Tank ID#* box.

**Enter** the canister identifier in the identified storage tank from which the frozen semen will be shipped in the *Canister ID#* box.

**Enter** the cane identifier in the identified canister from which the frozen semen will be shipped in the *Cane ID#* box.

**Enter** the number of frozen semen straws that will be shipped in the *# Straws Sent* box.

- ⑤ **Select** the packaging from the *Packaging* dropdown that will be used to ship the frozen semen.

**Enter** the packaging or container identifier of the selected packaging used to ship the frozen semen in the *Package ID #* box.

- ⑥ **Enter or Select** who packaged the frozen semen shipment in the *Packaged By* dropdown.

**Note 3:** Individuals entered in the Packaged By dropdown will be remembered by equineGenie and will be available for future selection.

**Enter or Select** who shipped the frozen semen shipment in the *Shipped By* dropdown.

**Note 4:** Individuals entered in the Shipped By dropdown will be remembered by equineGenie and will be available for future selection.

- ⑦ **Select** the shipping method used to ship the frozen semen from the *Shipping Method* dropdown.

**Enter** any tracking number associated with the frozen semen shipping method in the *Tracking Number* box.

- ⑧ **Enter** any *Cost* to the business for shipping the frozen 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 frozen semen for shipment. Completing a payment transaction is explained in the *Deposits and Payments training documents*.

- ⑨ **Enter** any comments or notes associated with the frozen semen shipping preparation.

- ⑩ If the frozen semen shipping is for a customer, **selecting** the, '*Enter and Charge Customer (Go To Customer Billing Log)*' button will enter the frozen semen shipping preparation information; the shipping preparation's business cost transaction and display the *customer Billing Log*. The stallion's name and the shipping date will be automatically displayed on the *Customer Billing Log*.

- ① **Select Enter before leaving the Frozen Semen Shipping Preparation screen.**

- ② **Selecting** the '*Previous Page*' button will display the '*Frozen Semen Storage Page 1*' screen.

- ③ **Selecting** the 'Next Page (Ship To Address)' button will display the 'Frozen Semen Shipping Address' screen.



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## Shipping Address

- ① **Enter** the name of the person the frozen semen is being shipped to.
- ② **Enter** the address where the frozen semen is being shipped in the *Address* box.
- Enter** the city, state and zip code where the frozen semen is being shipped in the *City, State, Zip Code* box.
- Enter** the telephone number where the frozen semen is being shipped in the *Telephone* box.
- Enter** the cell phone number where the frozen semen is being shipped in the *Cell Phone* box.
- ③ **Enter** the email address where the frozen semen is being shipped in the *Email Address* box.
- ④ **Enter** any comments or notes associated with the frozen semen shipping address.
- ⑤ **Select Enter before leaving the Frozen Semen Shipping Address screen.**

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

### Frozen Semen Shipping Report Example

|  |  |   |  |
|--|--|---|--|
| <b>Make Believe Ranch</b>                                  |  |  |  |
| <b>Make Believe Stallion - Shipped Frozen Semen Report</b> |  |   |  |
| Breed: Arabian   |  | Owner: John Goodrider   | Registration #: 608899   |
| Contract Number: 2020-001                                  |  | Storage Facility: Royal Vista   |  |
| Mare Name: Gazal Special                                   |  | Ship To: Ralph Smith  |  |
| Mare Registration #: 69873                                 |  | Address: 1234 Ssomeplace Lane   |  |
| Mare Owner: Ralph Smith                                    |  | City, State, Zip: Someplace, ST 99999   |  |
| Telephone: 999.888.7777                                    |  | Telephone #: 888.888.5678   |  |
| Mare Location: Erie, PA                                    |  | Cell Phone #: 888.555.4321  |  |
|  |  | eMail: info@ralphsmith.com  |  |
| Collection Date: March 7, 2020                             |  | Collection Time: 9:00 am  |  |
| Freeze Date: March 7, 2020                                 |  | Freeze Time: 12:00 pm   |  |
| Tank ID: 234   |  | # Straws Sent: 6  |  |
| Cane ID: 5   |  | PMS/ ml: 50 /ml   |  |
| Canister ID: 12  |  |   |  |
| Shipping Container: Equitainer II                          |  | Packaged By: Hans Handler   |  |
| Container ID: 123456                                       |  | Shipped By: Federal Express   |  |
| Method of Shipment: FedEx First Overnight                  |  | Tracking #: F-123456  |  |
| Please return the equitainer within 3 business days        |  |   |  |

- 2 **Selecting** the 'Semen Address Label (Avery 5164)' button will enable an Avery 5164 label to be viewed, exported and/or printed.
- 3 **Selecting** the 'Shipped Frozen Semen Current Year' button will enable the current year frozen semen shipped report to be viewed, exported and/or printed.
- 4 **Selecting** the 'Shipped Frozen Semen Date Specified' button will enable the frozen semen shipped within a specified date range to be viewed, exported and/or printed.
- 5 **Selecting** the 'Stallion Frozen Semen Inventory' button will enable the selected stallions frozen semen inventory to be viewed, exported and/or printed.

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