



Customer User Guide

Stable Employee – Maintaining Contact Details (External User)

Version 0.1

[30/11/2018]

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1. Maintaining Contact Details

- User logs into NRAS using their username and password
- User selects 'Trainer' from the top menu bar and a dropdown menu appears
- User selects 'Stable Employees' under the Enquiries cluster



RACES TO CLOSE

- Races to Close
- Early Closing Races
- Foreign Races
- 2nd/Supplementary Entries
- Re-opened Races

MY YARD

- Horses
- Owners
- Horses in Training Totals
- My Ratings
- HIT Sponsorship Report

STABLE EMPLOYEES

- Stable Employees
- Advertise/Amend Availability

AUTHORITY TO ACT

- The page navigates to the Stable Employee List (JSES001)
- Select employee from Stable Employee register list (JSES001)

| | | | | |
|------------|---------------------|---|-----------|------------------------|
| 103529 | Gary Hodsdon | | | DOB: 01/01/1990 |
| 06/12/2018 | Assistant Trainer |  | Full Time | Pass Issued 2018/2019 |

- The page navigates to Stable Employee Details page (JSES004)

- User selects Blue 3-dot button on 'Contact Information'

HOME / STABLE EMPLOYEES LIST / STABLE EMPLOYEE DETAILS

103586 / Gary Hodsden

ABOUT **RACEHORSE ATTENDANTS PASS**

Basic information

Date of birth:
Gender: Male
Nationality: British (GB & NI)

SER no.: 103586
NI no.: No NI Number Recorded
Pension arrangements: Has other pension arrangements

Contact information

Telephone:
Mobile phone:
E-mail address: ghodsden@weatherbys.co.uk
g@gmail.com

Address: Weatherbys Ltd
Sanders Road
Finedon Road Industrial Estate
WELLINGBOROUGH
Northamptonshire
NN8 4BX

The diagram illustrates the user's path to the 'Maintain contact details' option. It starts with a box labeled 'Select 3 dot blue button' with an arrow pointing to a blue 3-dot menu icon. From this icon, an arrow points to a grey button labeled 'Maintain contact details'. A second box labeled 'Select Maintain contact details' has an arrow pointing up to the 'Maintain contact details' button.

- User selects 'Maintain contact details'
- The page navigates to Step 1. Maintain Contact Details

1.1 Step 1. Maintain Contact Details

- User updates contact details where applicable by either adding or removing for the following fields:
 - Telephone (numbers only)
 - Mobile (numbers only)
 - E-mail (valid e-mail address)

HOME / STABLE EMPLOYEE DETAILS / MAINTAIN CONTACT DETAILS

103529 / Gary Hodsden

1. Maintain Contact Details 2. Review Details 3. Receipt

Contact Details

| | | |
|------------|---|--|
| Telephone: | <input type="text" value="01933440077"/> | ← Input updated contact details where applicable |
| Mobile: | <input type="text" value="07721667689"/> | ← Input updated contact details where applicable |
| Email: | <input type="text" value="ghodsdn@weatherbys.co.uk"/> | ← Input updated contact details where applicable |
| Email: | <input type="text" value="g@gmail.com"/> | ← Input updated contact details where applicable |

- User can update address by searching via the postcode look up option
- User inputs postcode into the 'Enter Postcode' option
- User selects Find Address
- User selects address from the 'Address' drop down menu option
- If address unknown User can manually enter the address by selecting the 'Enter Address Manually' option

Address

The form consists of three main input sections and two buttons:

- Country:** A dropdown menu with 'Great Britain' selected. An annotation 'Select Find Address' points to the dropdown arrow.
- Enter postcode:** A text input field containing 'nn8 4bx'. To its right is a green 'FIND ADDRESS' button and a link 'ENTER ADDRESS MANUALLY'. An annotation 'Select Enter Address Manually' points to the 'ENTER ADDRESS MANUALLY' link.
- Address:** A dropdown menu with 'Please select...' selected. Below it, a list of address options is shown, with 'Weatherbys Ltd, Sanders Road, Finedon Road Industrial Estate, WELLINGBOROUGH' highlighted. An annotation 'Select relevant address from the drop-down options' points to this highlighted option.
- Buttons:** A blue 'CONTINUE' button and a grey 'CANCEL' button. An annotation 'Select Continue' points to the 'CONTINUE' button.

Address

Address: *

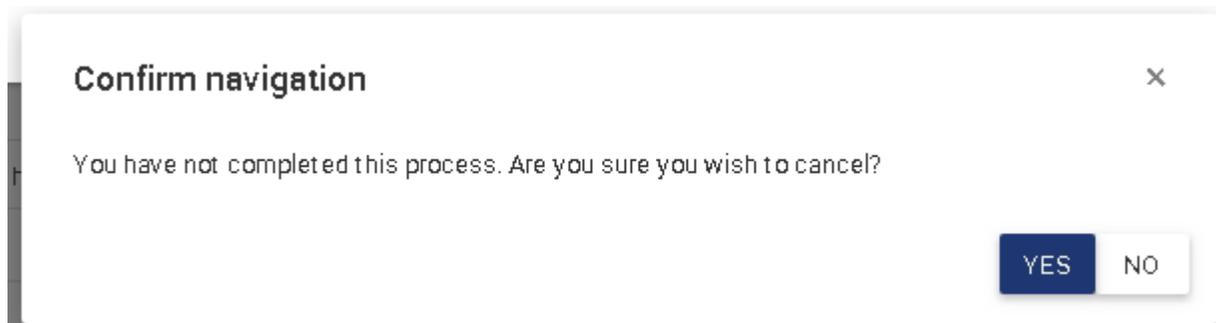
County: POSTCODE LOOKUP

Enter postcode: *

Country: *

- User selects 'Continue' and the page navigates to Step 2. Review Details
- If the User selects 'Cancel' 'Confirm Navigation' pop up box displays





- If the User selects 'Yes' the page navigates back to Stable Employee Details (JSES004)
- If the User selects 'No' the page navigates back to Step 1. Maintain Contact Details

1.2 Step 2. Review Details

- User reviews changes previously input in Step 1. Maintain Contact Details have correctly come through to Step 2. Review Details

HOME / STABLE EMPLOYEE DETAILS / MAINTAIN CONTACT DETAILS

103529 / Gary Hodsden

1. Maintain Contact Details ← Select back on the tramline should you need to make amendments 3. Receipt

? Please check the information below. If the details are correct click "Submit".
If any of the information is incorrect, please select the relevant step above and amend the details.

Contact Details

| | |
|-----------|---------------------------|
| Telephone | 01933440077 |
| Mobile | 07721667689 |
| Email | ghodsden@weatherbys.co.uk |
| Email | g@gmail.com |

Address

| | |
|---------|--|
| Address | Head Office Sanders Road Finedon Road Industrial Estate WELLINGBOROUGH Northamptonshire NN8 4BX |
|---------|--|

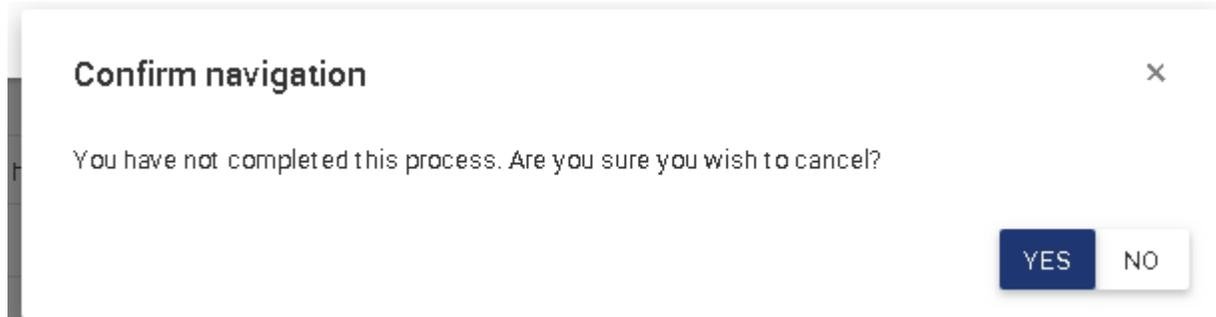
Updated details display

Select Submit

SUBMIT CANCEL

- User selects 'Submit' and the page navigates to Step 3. Receipt

- User can select back on the tramline to return to Step 1. Maintain Contact Details should they need to correct any errors
- If the User selects 'Cancel' 'Confirm Navigation' pop up box displays



- If the User selects 'Yes' the page navigates back to Stable Employee Details (JSES004)
- If the User selects 'No' the page navigates back to Step 2. Review Details

1.3 Step 3. Receipt

- User can view the green success message that read ‘Contact details successfully sent to Weatherbys for approval. The changes made will display in red until approved.’
- User can select ‘View Employee Details’ and the page navigates back to Stable Employees Details Page (JSES004)
- User can select ‘View List of Stable Employees’ and the page navigates back to Stable Employee Register (JSES001)

HOME / STABLE EMPLOYEE DETAILS / MAINTAIN CONTACT DETAILS

103529 / Gary Hodsden

1. Maintain Contact Details ✓ 2. Review Details ✓ 3. Receipt ✓

✓ **Contact details successfully sent to Weatherbys for approval. The changes made will display in red until approved.**
Please review any Alerts or Notifications listed below.

Contact Details

| | |
|-----------|--------------------------|
| Telephone | 01933440077 |
| Mobile | |
| Email | ghodsdn@weatherbys.co.uk |
| Email | g@gmail.com |

Address

| | |
|---------|--|
| Address | Head Office Sanders Road Finedon Road Industrial Estate WELLINGBOROUGH Northamptonshire NN8 4BX |
|---------|--|

[View Employee Details](#) [View List of Stable Employees](#)

Select View Employee Details

2. Stable Employee Details Page (JSE004)

- The User selects on the Stable Employee Details page (JSES004)
- All pending contact information changes display in red until approved by the Weatherbys team

HOME / STABLE EMPLOYEES LIST / STABLE EMPLOYEE DETAILS

103529 / Gary Hodsden

ABOUT RACEHORSE ATTENDANTS PASS

Basic information

Date of birth: 01/01/1990
 Gender: Male
 Nationality: British (GB & NI)

SER no.: 103529
 NI no.: No NI Number Recorded
 Pension arrangements: No other pension arrangements

Contact information

Telephone: 01933440077
 Mobile phone:
 E-mail address: ghodsden@weatherbys.co.uk
 g@gmail.com

Address: Head Office
 Sanders Road
 Finedon Road Industrial Estate
 WELLINGBOROUGH
 Northamptonshire
 NN8 4BX

Next of kin

Name: Gary Hodsden
 Telephone: 01933440077
 E-mail address:

Employment history

| Start date | End date | Job title | Type | Terms | Attendants pass | RIABS |
|------------|----------|-------------------|----------|-------|-----------------|-------|
| 06/02/2018 | | Assistant Trainer | FullTime | Paid | | Yes |

Pending changes display in red until approved by Weatherbys

- Once Approved by the Weatherbys team the details are updated and display in black.

103529 / Gary Hodsden

ABOUT

RACEHORSE ATTENDANTS PASS

 Basic information

Date of birth: 01/01/1990
Gender: Male
Nationality: British (GB & NI)

SER no.: 103529
NI no.: No NI Number Recorded
Pension arrangements: No other pension arrangements



Select 3-dot blue button to amend details again



 Contact information

Telephone: 01933440077
Mobile phone:
E-mail address: ghodsden@weatherbys.co.uk
 g@gmail.com

Address: Head Office
 Sanders Road
 Finedon Road Industrial Estate
 WELLINGBOROUGH
 Northamptonshire
 NN8 4BX

Updated contact details display on page

- The User can re-select the 3-dot blue button to submit any further changes and complete the process again

Note

- If the Stable Employee holds any form of Licence the 3-dot blue button by contact information will not display. Should the contact details need to be updated, please contact the British Horse Racing Authority Licensing team on 02071520000 or e-mail licensing@britishhorseracing.com