

Existing: Paper-based system

Form prep

- Clients fill out forms.
 - Some are completely filled out - 99% done [online](#), but some of these are via iPads loaned out from the counter during check-in, if clients haven't checked in ahead of time.
 - 1% manually in person (should have been completed by 5pm the day before, right?)
- Completed forms are delivered to `office@candmstables.com`.
- (Back Desk) Forms are printed as they come in.

Payment & Initial Ride Group Organization

- Clients check in at front desk.
 - Front desk checks for paperwork.
 - If no paperwork, they're loaned an iPad.
 - [Paperwork is complete from a client perspective, no matter how it was done.]
 - Payment is collected.
 - In some situations payment information is stored on an [air gapped](#) machine for security purposes.
 - There is no pre-pay option available at this time.
 - Information is added to the paperwork:
 - Payment info (how they paid and the amount.)
 - Rider ability is copied from the form to the top right corner (for easy access for the corral staff.)
 - Ride length is copied from the form to the top right corner (for easy access for the corral staff.)
 - [These fields in the top right are hidden from clients on the web form.]
 - Paperwork is physically organized into ride groups on a single clipboard, and handed off to the corral.
 - The `Horse Daily Work List` form is prepped with:
 - Date
 - Time
 - Guide's name
 - Number of riders
 - Type of ride (beach, trail, etc)
 - Total dollar amount of the full ride group

Corral - Horse Assignment

- Fills out the horses as they're assigned, using `Horse Daily Work List`.

- Each client form is brought up during check-in, the name of their assigned horse is added to the top right corner, along with rider ability, ride length, and payment amount.
- Individual client forms are kept with the `Horse Daily Work List`.
- [Riders depart]
- Corral finishes with rider group packet on the clipboard, brings it back to the front desk.

Front Desk - Additional Info, Closing

- During the ride, check in times are recorded in `Horse Daily Work List`.
 - Different rides have different check ins; some need more than others.
 - Once the ride group has returned, the combined ride group packet is scanned in and added to the Front Desk machine (current network name `DESKTOP-A8AM3RN`) in the following location:
 - `C&M DOCUMENTS`
 - `2. Permanent`
 - `INCOME-RECEIPTS`
 - `[##Month]-EMSCo Daily Reports-[####Year]` e.g. `12-EMSCo Daily Reports-2021`
 - `[##MonthNumber]-[MonthName] [##Day]` e.g. `7-July 21`
 - `Daily Rider Forms`
- Done with this group, on to the next!

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