EQUINE FARM MANAGER · USER GUIDE

# Reports, Backup & Settings

Print the whole farm or one horse, keep a portable backup, move to a new device, and tailor the app's lists and constants to your operation.

Version 2.0 · November 2026  Pairs with: Reports tab · Settings tab

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## 01 Where your data lives

Everything you enter is saved automatically in the browser you are using, on the device you are using. Nothing is uploaded to a server. That keeps your farm private, and it means the backup is your responsibility.

WHAT CAN ERASE BROWSER DATA

- Clearing browsing data or site data
- Using a private or incognito window (data is discarded when it closes)
- Some phone storage-cleanup apps, or a browser reinstall
- Using a different browser on the same computer: it won't see the other browser's data

## 02 Printing reports

Reports tab · Print a report

1. Choose a **report scope**:
   - **Comprehensive farm report:** walks every horse, field, forage lot, and biosecurity item.
   - **Daily feed chart (barn sheet):** pounds of hay per horse, AM and PM, for this month.
   - **An individual horse or field:** one sheet for a vet visit, a sale, a boarder, or a lease.
2. Press **Preview**. The exact printout renders beneath the page.
3. Press **Download / print**, then print or choose "Save as PDF" in the print dialog.

GOOD USES

Post the barn sheet where hay is thrown and reprint it monthly. Bring a horse report to the vet. Attach the farm report to a loan application, insurance file, or AEM plan.

## 03 Backing up and moving devices

`Settings · Save to file · Open a saved file`

- **Save to file** downloads the whole farm, including your settings, as one file. Name it with the date, and keep copies somewhere other than the device: email, a cloud drive, or a USB stick.
- **Open a saved file** loads a backup. Use it to restore after data loss or to pick up on another device.

### Moving to a new phone or computer

1. On the old device: Save to file.
2. Send the file to the new device.
3. On the new device: open the app, then Open a saved file.

> **ONE WORKING COPY AT A TIME**
> Two devices don't sync. If two people enter records on two devices, one set will be lost when a file is opened over the other. Pick one device as the working copy, or pass the file back and forth deliberately.

**A backup rhythm that works:** after any big data entry, at the end of each month, and always before Clear everything or Reset.

## 04 Settings: lists and constants

Settings holds the **dropdown lists** used across the tabs (classes, work types, record types, and so on) and the **calculation constants** behind the estimates. Edit them to fit your operation.

- Removing an option does not change horses or records already using it; their value is kept and still shows.
- Settings save with the farm, so they travel in your Save-to-file backup.
- Change constants only when you have a reason, such as measured feeding waste or your own pasture yields, and note what you changed.

## 05 Integrity check, reset, and clear

| BUTTON | WHAT IT DOES | WHEN TO USE IT |
|---|---|---|
| **Run integrity check** | Looks for records that point to missing horses, fields, or cuttings | After renaming or deleting, or when a figure looks wrong |
| **Reset to JoGlenn sample** | Replaces your data with the example farm | To explore or demonstrate the app. Save first. |
| **Clear everything** | Erases the farm from this browser | To start fresh. Save first; this cannot be undone. |

## 06 Privacy

Farm data stays in your browser on your device. The optional **Join the beta** sign-up opens your own email app with a short note to the support inbox; nothing is sent unless you press send. The app is free to use; optional contributions toward its upkeep are welcome but never required.

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