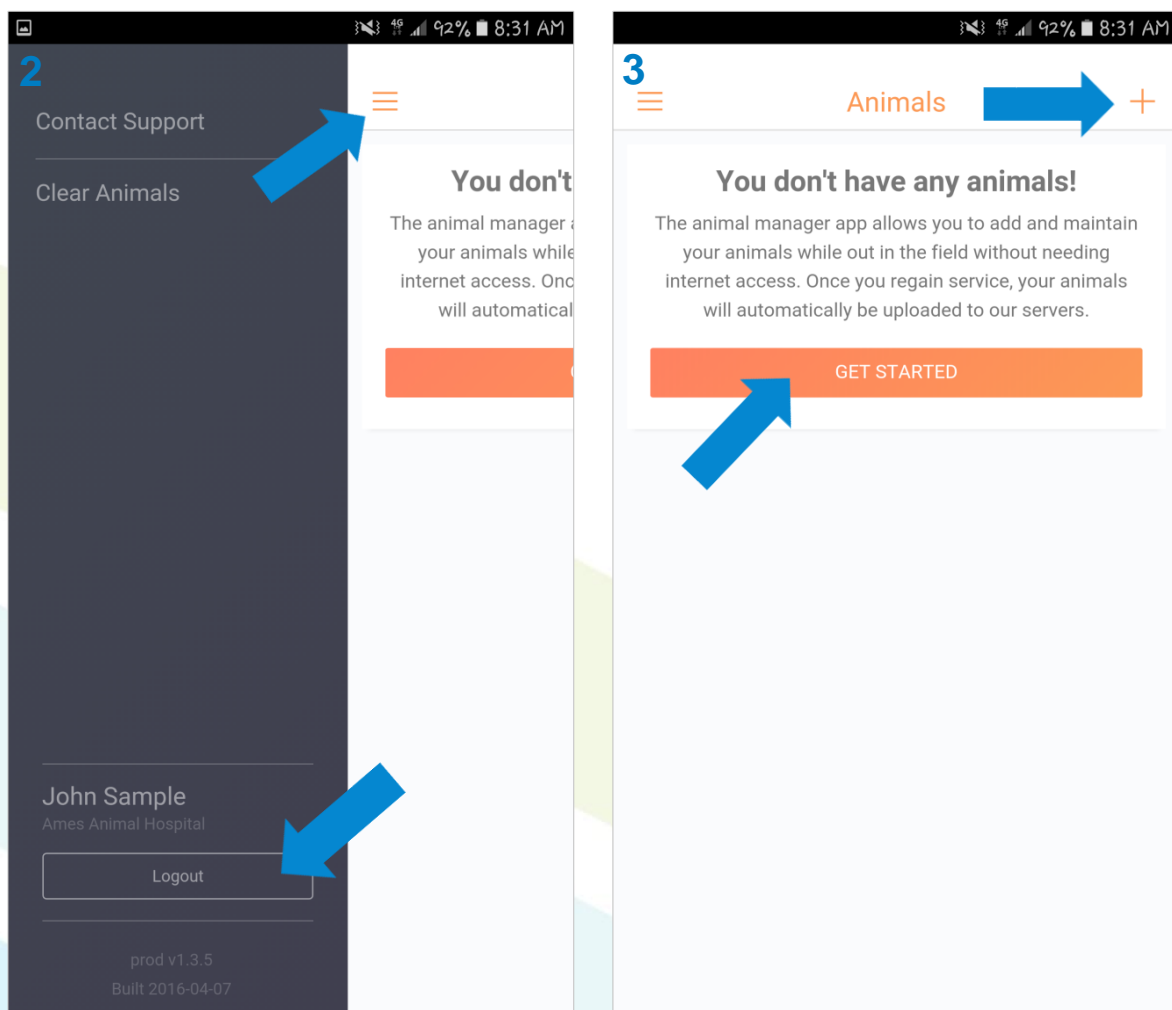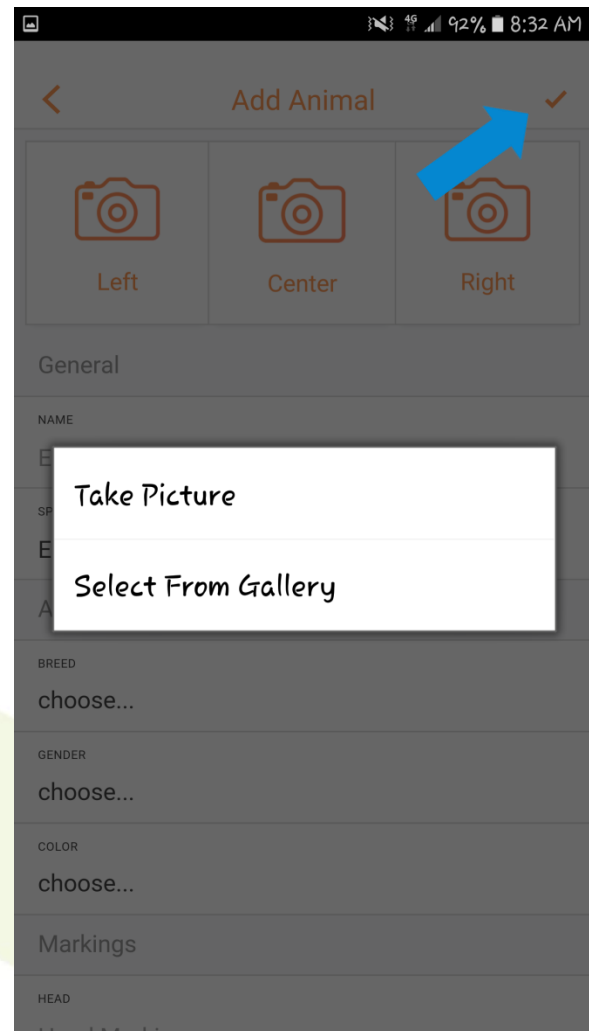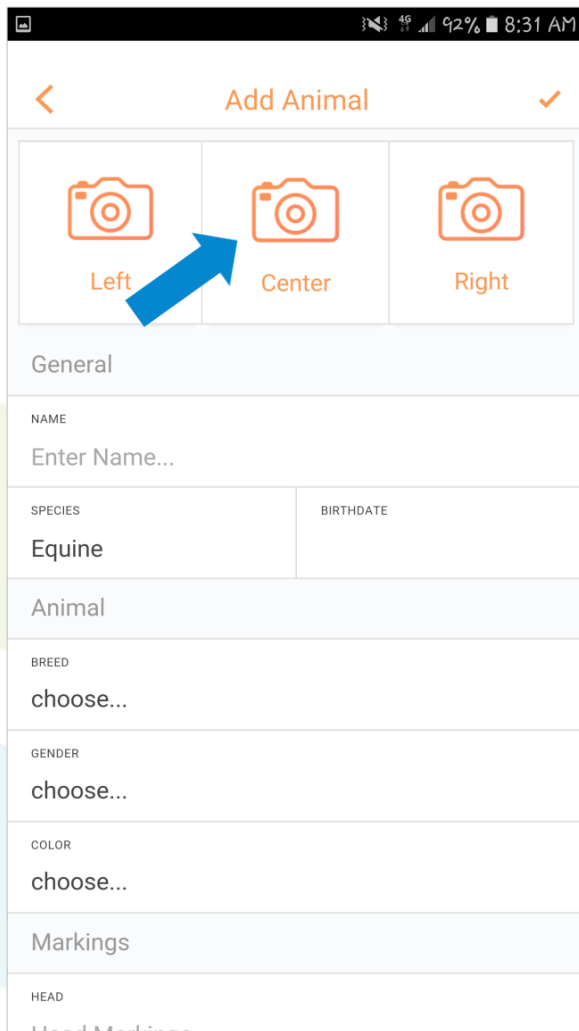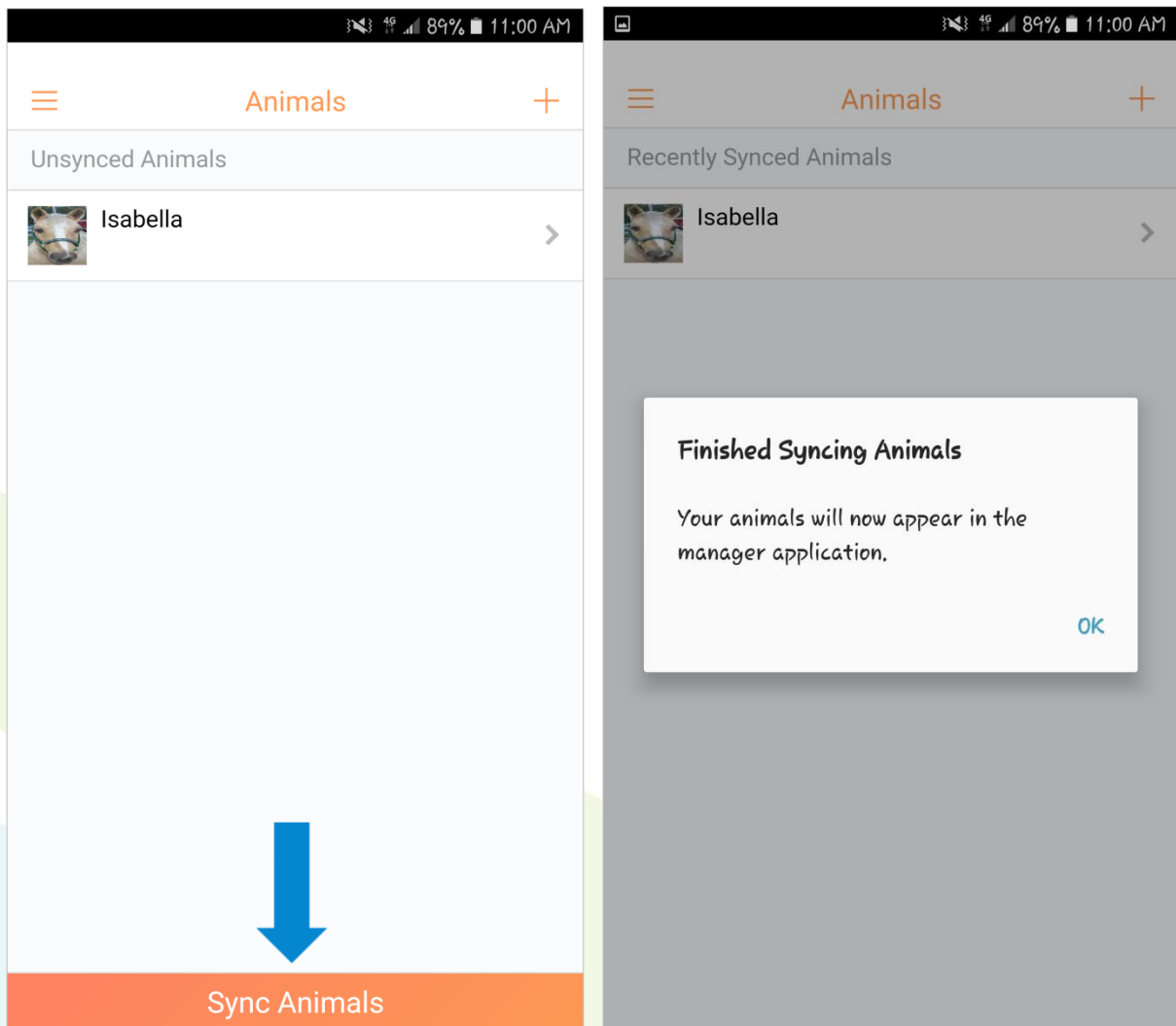# HorseSYNC App

1. Download HorseSYNC from the app store for your smart phone or tablet. HorseSYNC is a free download that is compatible with most devices.

2. Login to HorseSYNC. Click on the three bars menu icon in the upper left-hand corner of the screen to locate the Login/Logout button. The login information is the same as your GVL login.

3. To get started adding an animal to the app, click either the + (plus sign) in the upper right-hand corner of your screen or the orange Get Started bar.

**2**

Contact Support

Clear Animals

You don't

The animal manager
your animals whil
internet access. Ond
will automatical

John Sample
Ames Animal Hospital

Logout

prod v1.3.5
Built 2016-04-07

**3**

Animals  +

**You don't have any animals!**

The animal manager app allows you to add and maintain your animals while out in the field without needing internet access. Once you regain service, your animals will automatically be uploaded to our servers.

GET STARTED

4. Next, enter the horse information, starting with the images. Click on the camera icon to either take a picture or upload an image from your device gallery. When creating the horse profile through HorseSYNC, the images and name are the only required pieces of information. Enter as much or as little of the additional information as you'd like. Once you have entered the horse information, click the check mark in the upper right-hand corner to save.
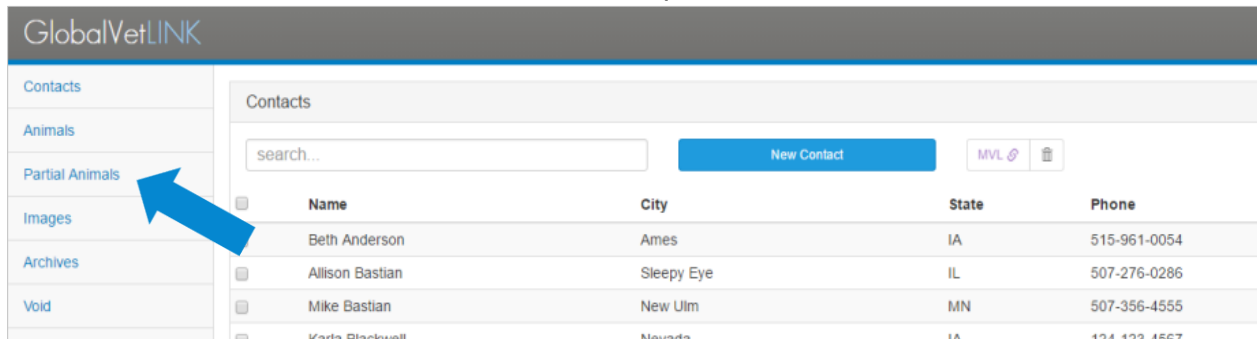
**5.** Once the animal information is entered and saved, now sync the animals with your GlobalVetLINK account. Your device will need an internet connection to sync. The app will automatically sync after it has connected, but you can also prompt it to sync by clicking the Sync Animals button at the bottom of the screen. A pop-up message will let you know the animals have synced with your GVL account.
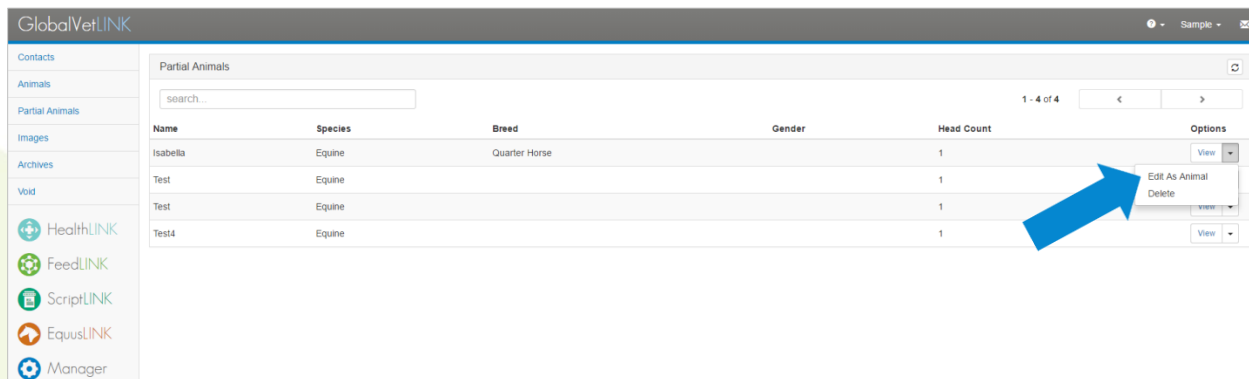


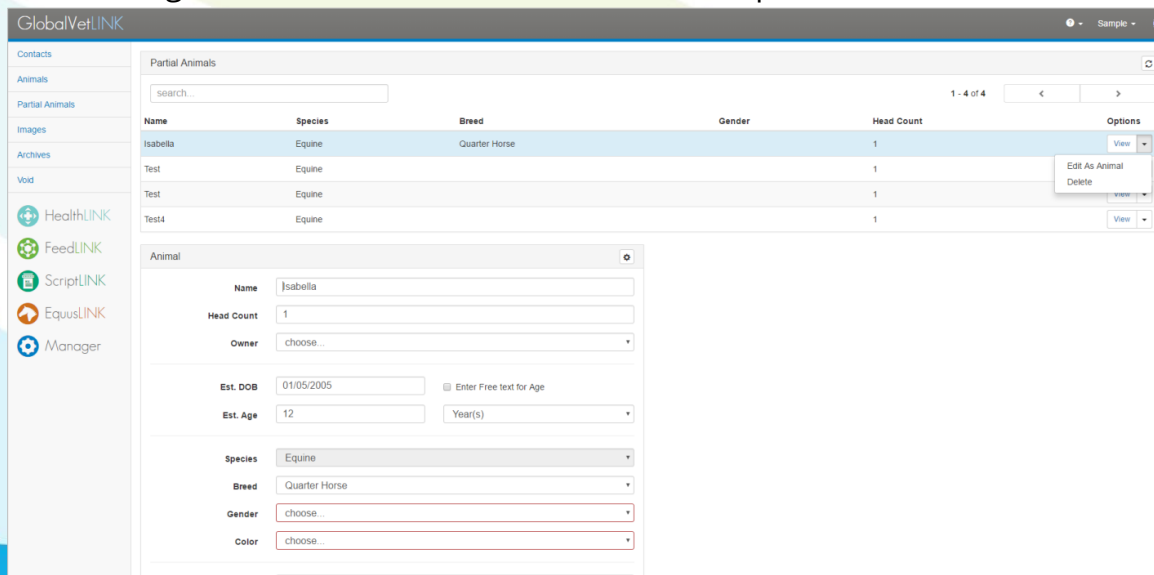**6.** Next, log into your GVL account and select Manager.

**7.** If the animal owner is already in the system as a contact, select the Partial Animals Tab. If the owner still needs to be added, click the New Contact button and add them, then select the partial animals tab.
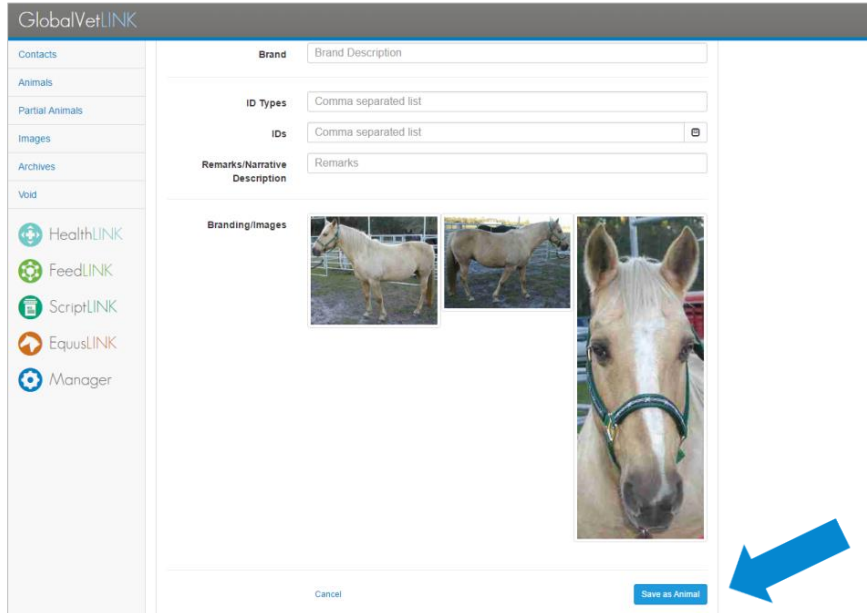


**8.** On the right-hand side of the animal you want to complete, click on the drop-down arrow and select Edit As Animal.
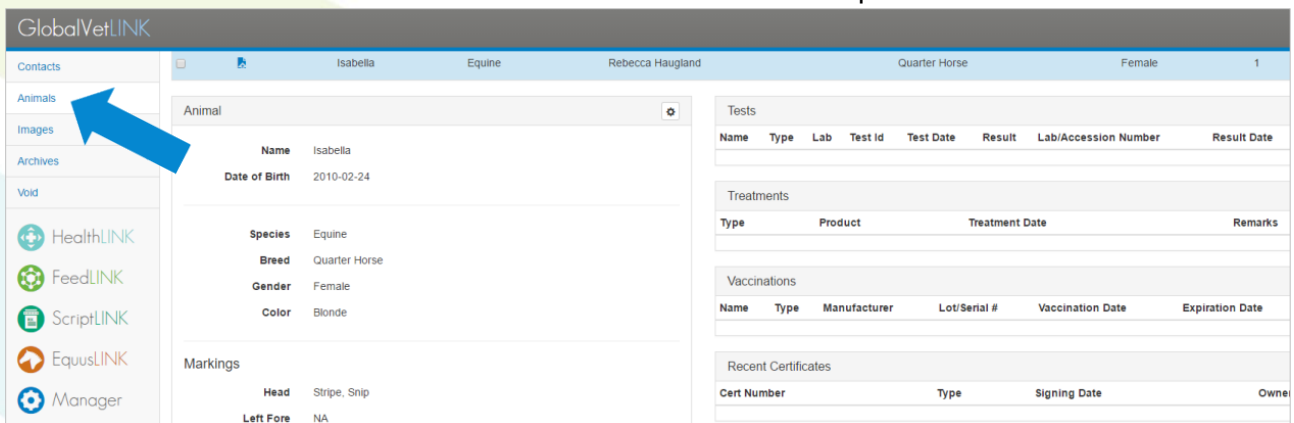


**9.** Next, enter the information needed to complete the animal profile, including selecting the owner. All the red fields will be required fields.

10. Once you have the animal profile completed, click the Save as Animal button below the pictures.



11. You can now view the completed animal in the Animals tab in Manager and write certificates for this animal in HealthLINK or EquusLINK.



If you have additional questions about the HorseSYNC App, please reach out to our Customer Success Team at 515-817-5704 or gvlsupport@globalvetlink.com.