



RACING  
AUSTRALIA

## STABLE ASSIST – USER GUIDE



[www.racingaustralia.horse](http://www.racingaustralia.horse)

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## *Welcome to StableAssist*

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### *What is Racing Australia StableAssist?*

Racing Australia StableAssist is an internet based system designed for Thoroughbred Horse Trainers. It is a convenient user-friendly system that allows Trainers to lodge transactions including nominations, weights, acceptances, scratchings, gear amendments and stable returns online, 24 hours a day, 7 days a week.

StableAssist also offers Trainers access to the following information:

- Meeting details including prize money, race conditions and deadlines
- Race results from around Australia
- Live scratching sheets with up-to-date information for all meetings
- Up-to-date class and ratings on all horses
- Daily summary of deadlines approaching in each State and Territory
- Free 3 Start form when nominations, weights and acceptances are released for each race meeting

### *Who is eligible to use StableAssist?*

Any licensed Trainer can use StableAssist.

Transactions can be processed for the States that use the services of the Racing Australia Service Centre that is Victoria, New South Wales, Australia Capital Territory, South Australia, Tasmania and Northern Territory.

For Western Australian transactions please contact Racing and Wagering Western Australia on (08) 9445 5277.

### *How do you become an online user of StableAssist?*

To obtain a Stable Assist user ID and password, contact the Racing Australia Trainer & Racing Service Centre on 1800 138 704 to register with one of our Customer Service Agents.

### ***What does it cost to use StableAssist?***

StableAssist is free

### ***When should you submit your race field information?***

Race field information can be submitted up until the advertised meeting closing times. At closing times, StableAssist will shut off the meeting prohibiting any further transactions from being processed.

Closing times can be found in StableAssist in the Find Meeting profile under Meeting Details.

### ***Can Transactions be amended after they have been submitted?***

Once you have lodged a transaction on StableAssist it is final. Please contact Racing Australia Service Centre immediately on 1800 138 704 if you have processed any incorrect information.

### ***StableAssist configuration requirements***

To be able to successfully navigate StableAssist it is recommended that the following software can hardware be used:

#### **Software:**

- Operating System: Microsoft Windows 98 or above
- Internet Explorer 5.0 or above
- Internet connection: Internet Service Provider Account

#### **PC Hardware:**

- Pentium II or higher
- Memory: 128MB RAM or above
- Modem: 56K or above (Broadband connection preferable)

### ***How do you navigate StableAssist?***

Guidelines to using StableAssist are outlined on the following pages (5-21).

## Meeting Details

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Allows you to view meeting details including Prize Money, Race Conditions and Deadlines as provided by the relevant PRA

Step	Action
1	Click on <b>Find Meeting</b> from the main navigation panel
2	Search for a Race Meeting by amending one of the following fields: Dates, Venue, Club or State. Then click on <b>Search</b> .
3	Select the Race Meeting you would like to view
4	Click on the tabs at the bottom of the screen to view: <b>Meeting Details; Race List</b> (click on <b>Details</b> next to individual race) or <b>Additional Details</b> .

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## Horse

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Allows you to view any Horse's Race Class and Race Form

Step	Action
1	Click on <b>Horse</b> from the main navigation panel then click on <b>Horse Details</b>
2	Specify the horse that you are searching for by entering one of the following fields: Horse Name, Sire, Dam, Trainer Surname, Horse Code or ASB id. Then click on <b>Search</b> .
3	Click on the tabs at the bottom of the screen to view: <b>Details, Form History, Form Summary, Stable Returns, Horse Status</b> or <b>Brand Markings</b> .

## Results

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Allows you to view Race Results from around Australia

Step	Action
1	Click on <b>Results</b> from the main navigation panel then click on <b>Race Results</b>
2	Click on the Race Meeting you require. Alternatively, if the Race Meeting is not listed, search for the Race Meeting by amending one of the following fields: Dates, Venue, Club or State. Then click <b>Search</b> .
3	Select the information you would like to view by clicking on <b>Results, Prize Money, Betting, In Running</b> or <b>Comments</b> . A black tick indicates that the information has been entered in to the system and is ready to view.

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## Scratching Sheet

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Allows you to view Live Scratching Sheets with information on all race meetings

Step	Action
1	Click on <b>Scratching Sheet</b> from the main navigation panel
2	Click on the Race Meeting you require. Alternatively, if the Race Meeting is not listed, search for the Race Meeting by amending one of the following fields: Dates, Venue, Club or State. Then click <b>Search</b> .
3	Tick the box(es) of the item(s) you would like to display. Then click on <b>Generate Report</b> .

## *Access Fields and Form*

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Allows you to view Race Fields and Free 3 Start form when Nominations, Weights and Acceptance Files are released for each Race Meeting

<b>Step</b>	<b>Action</b>
<b>1</b>	Click on <b>Stable Assist</b> from the main navigation panel then click <b>Access</b>
<b>2</b>	Select either <b>Fields</b> or <b>Form</b>
<b>3</b>	Find the appropriate State
<b>4</b>	Finally, select the file that you would like to view: Nominations, Weights or Acceptances

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## *Monthly Closing Deadlines*

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Allows you to access a daily summary of closing deadlines in each state

<b>Step</b>	<b>Action</b>
<b>1</b>	Click on <b>Stable Assist</b> from the main navigation panel then click <b>Monthly Closing Deadlines</b>
<b>2</b>	Select to either download the file in a Word Document or PDF format. If you opt to download the file as a Word Document, click on open in the dialogue box to view the file



## *Industry Reminders*

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Allows you to keep up to date with Industry Reminders

- | <b>Step</b> | <b>Action</b>   |
|-------------|---|
| <b>1</b>    | Click on <b>Stable Assist</b> from the main navigation panel then click <b>Industry Reminders</b> |
| <b>2</b>    | To change State Preferences tick the State you require and then click on <b>Search</b> .          |
- 

## *Race Search Inquiry*

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Assists you to plan specific racing paths for horses

- | <b>Step</b> | <b>Action</b>   |
|-------------|---|
| <b>1</b>    | Click on <b>Stable Assist</b> from the main navigation panel then click <b>Race Search Inquiry</b>                              |
| <b>2</b>    | To search for a specific race or races select one or more of the following:<br>Class, Age, Sex, Weight, Distance or Date Range. |
| <b>3</b>    | All applicable races will appear to view  |

## *Horse Race Status Inquiry*

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Assists you to plan specific racing paths for horses

<b>Step</b>	<b>Action</b>
<b>1</b>	Click on <b>Stable Assist</b> from the main navigation panel then click <b>Horse Race Status Inquiry</b>
<b>2</b>	Select the criteria to view by altering the Status, Horse, State or date. Then click on Search.
<b>3</b>	All applicable nominations will be available to view.

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## *Horses Trained*

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Allows you to view a list of current horses trained as well as Gear Details, Stable Returns Details and up-to-date Class and Ratings

<b>Step</b>	<b>Action</b>
<b>1</b>	Click on <b>Stable Assist</b> from the main navigation panel then click <b>Horses Trained</b>
<b>2</b>	A list of all horses trained will appear to view.
<b>3</b>	Click on <b>Gear Details</b> or the <b>Stable Returns Status</b> to view or alter them.

## Gear Details

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Allows you to view or alter Gear Details of all horses trained.

- | Step | Action   |
|------|--|
| 1    | Click on <b>Stable Assist</b> from the main navigation panel then click <b>Lodge Gear Details</b>  |
| 2    | You will be prompted to read the Disclaimer, Click <b>OK</b> to proceed.   |
| 3    | Select the appropriate horse from the drop down box then click on <b>Display</b>   |
| 4    | The current Gear Details will appear on the screen   |
| 5    | To view historical Gear Details click on <b>View Gear History</b> .  |
| 6    | Click on <b>Return</b> to go back to the Gear Details page   |
| 7    | To make a Gear alteration click on <b>Add or Remove Gear</b>   |
| 8    | To Remove Gear, tick the <b>Remove Gear</b> box then select the State that the horse will run next in from the drop down box. Click <b>Save</b> to submit  |
| 9    | You will be prompted to read the pop up Disclaimer. Click <b>OK</b> to proceed.  |
| 10   | To <b>Add Gear</b> , select the appropriate Gear from the drop down box and key in any comments if applicable. Select the State that the Horse will run in next from the drop down box then click on <b>Save</b> to submit |
| 11   | You will be prompted to read the Disclaimer, Click <b>OK</b> to proceed.   |



*For all Gear alterations, a confirmation page will be emailed to you once the relevant Stewards department have approved or denied the Gear request. The confirmation email should be checked and filed for future reference and verification.*

**Important:** If Blinkers or Visors are altered to on or off, you must also submit a Stable Return altering the Blinkers to reflect the change.

## Lodge Stable Return for Horse Already In Your Stable

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Allows you to Lodge a Stable Return for any Horse in your Stable

- | Step | Action  |
|------|---|
| 1    | Click on <b>Stable Assist</b> from the main navigation panel then click <b>Horses Trained</b>   |
| 2    | A list of all horses trained will appear to view  |
| 3    | Locate the correct horse and click on the link under <b>Stable Return Status</b>  |
| 4    | Click on <b>Lodge New Stable Return Request</b>   |
| 5    | You will be prompted to read the pop up disclaimer. Click on <b>OK</b> to proceed.  |
| 6    | Edit Stable Return details where necessary then click on <b>Lodge Stable Return Request</b> to save changes. The Stable Return will be sent for formatting to the Racing Australia Service Centre. When complete you will receive a confirmation email. |



*For Guidelines on entering Horse Ownership Details and Racing Colours, Please see page 13 of this guide.*

## Adding New Horse to Stable

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Allows you to Lodge a Stable Return for any Registered Horse in Australia

- | Step | Action   |
|------|--|
| 1    | Click on <b>Stable Assist</b> from the main navigation panel then click <b>Lodge Stable Return</b>   |
| 2    | Specify the horse that you are searching for by entering one of the following fields: Status, Horse Name, Sire, Dam, Trainer Surname, Horse Code or ASB id. Then click on <b>Search</b> .  |
| 3    | Click on <b>Lodge New Stable Return Request</b>  |
| 4    | You will be prompted to read the pop up disclaimer. Click on <b>OK</b> to proceed.   |
| 5    | Edit Stable Return details where necessary. <u>Ensure "Horse Left Stable" field is left blank.</u> Add/amend Owners, Trainer Location and Racing Colours as applicable then click on <b>Lodge Stable Return Request</b> to save changes. |
| 6    | You will be prompted to read the pop up disclaimer. Click on <b>OK</b> to proceed.   |
| 7    | The Stable Return will be sent for formatting to the Racing Australia Service Centre. When complete you will receive a confirmation email.   |



*For Guidelines on entering Horse Ownership Details and Racing Colours, Please see pages 13 of this guide.*

## Guide to Entering Horse Ownership Details and Racing Colours

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### Owners/ Lessees

- When typing in names, never use the salutation Mr. For example:  
Mr. John Richard Smith should be entered **J R Smith**
- Always put a space between initials. If there is no space the second initial will print in lower case in the race book
- Syndicates owned or leased by a company should be entered as follows:  
ABC Pty Ltd Trading as DEF Punters should be entered as **D E F Punters  
Syndicate (Mgr: P T Jones)** only
- Always put a comma after each surname and the '&' sign between the last two owners
- Owners must appear in the same order as they do on the registration paper. Should two owners have the same surname, they can be grouped together. For example:  
Mr J R Smith and Mrs R C Smith can be entered as **J R & Mrs R C Smith**
- Do not use full stops anywhere
- If there is insufficient space for the owners, always drop their second initials and then the title Mgrs if space is still required. For Example:  
**T Wilson, Miss T Abagi, Ms T Taveira, P & Mrs L Didham, T S C Racing Syndicate  
(Mgr: R Mitchell) & P Watson**

### Racing Colours

#### VIC, QLD, SA, TAS and NT

- There are no restrictions on colours that can be used in these states
- All racing colours are to be typed in lower case except for the first letter of every word which needs to be typed in upper case. For Example:  
Royal Blue or Lime Green

NSW  
?

To be checked and typed

## Nominations

---

Allows you to Nominate for any race around Australia

- | Step | Action  |
|------|---|
| 1    | Click on <b>Stable Assist</b> from the main navigation panel then click <b>Lodge Nominations</b>  |
| 2    | Search for a Race Meeting by amending one of the following fields: Dates, Venue, Club or State. Then click on <b>Search</b>   |
| 3    | Select the appropriate meeting  |
| 4    | Select the appropriate Race(s) and Horse(s) from the drop boxes provided. Only horses for which a Stable Return has been lodged will appear in the Horse drop down box. Click on <b>Save Nomination and Confirm</b> to lodge your Nomination(s)   |
| 5    | You will be taken to the Confirmation of Stable Assist Transactions screen. Carefully check the confirmation report to ensure that all nominations have been processed correctly.<br>The confirmation Report should be kept until the meeting has passed if verification is required. An automatic email of the confirmation will be sent to your nominated email address; alternatively you can print out the confirmation report by clicking on <b>Print Confirmation</b> . |

Under the Australian Rules of racing you must have submitted your final Nomination by the official Nomination Closing Time. Therefore please ensure you have sufficient time to complete this transaction.

This StableAssist Session provides you with **10 Minutes** to complete your nomination for each meeting. Should you exceed this time limit you will need to start the process again.

**Do not click the BACK BUTTON whilst lodging a transaction**

## Removing Horse from Nominations

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**Allows you to remove your horse from Nominations**

*Note: This function is only available if Nominations for the relevant race are still open*

Step	Action
1	Click on <b>Stable Assist</b> from the main navigation panel then click <b>Cancel Nominations</b>
2	Click <b>Cancel This Nomination</b> next to the horse/race you wish to remove from nominations
3	You will be asked to confirm the Cancellation. Select <b>Confirm</b>
4	An automatic email of the confirmation will be sent to your nominated email address; alternatively you can print out the confirmation report by clicking on <b>Print Confirmation</b> .

In some instances, a trainer may wish to **re-nominate** their horse for a race from which they had previously cancelled the nomination.

This process cannot be completed via StableAssist.

To re-nominate, please call Racing Australia Service Centre on 1800 138 704 prior to Nominations Closing Time for the relevant race.



## Acceptances

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Allows you to accept in the races that you have nominated

- | Step | Action  |
|------|---|
| 1    | Click on <b>Stable Assist</b> from the main navigation panel then click <b>Lodge Acceptances</b>  |
| 2    | Click on the appropriate meeting. Alternatively, if the meeting is more than seven days ahead enter the meeting date and click on <b>Display</b>  |
| 3    | For each Horse you would like to accept for, tick the <b>Accept box</b> and enter the Jockey if you have one. Add any applicable comments in the comments box (e.g. spare stall). Click on <b>Save</b> to lodge your Acceptance(s).   |
| 4    | You will be taken to the Confirmation of Stable Assist Transactions screen. Carefully check the confirmation report to ensure that all acceptances have been processed correctly.<br>The confirmation Report should be kept until the meeting has passed if verification is required. An automatic email of the confirmation will be sent to your nominated email address; alternatively you can print out the confirmation report by clicking on <b>Print Confirmation</b> |

Under the Australian Rules of Racing you must have submitted your final Acceptance by the official Acceptance Closing Time. Therefore please ensure you have sufficient time to complete this transaction.

This StableAssist Session provides you with **10 Minutes** to complete your acceptance for each meeting. Should you exceed this time limit you will need to start the process again.

**Do not click the BACK BUTTON whilst lodging a transaction**

## Withdrawing Horse from Acceptances

---

**Allows you to withdraw a horse from acceptances**

*Note: This function is only available if Acceptances for the relevant race are still open*

- | <b>Step</b> | <b>Action</b>  |
|-------------|--|
| <b>1</b>    | Click on <b>Stable Assist</b> from the main navigation panel then click <b>Lodge Acceptances</b>   |
| <b>2</b>    | Click on the appropriate meeting   |
| <b>3</b>    | Locate the horse/race from which you wish to withdraw acceptance   |
| <b>4</b>    | Click on the tick under “Accept” to un-accept  |
| <b>5</b>    | Click on <b>Save</b> to lodge your Withdrawal of Acceptance for this horse/race  |
| <b>6</b>    | <p>You will be taken to the Confirmation of Stable Assist Transactions screen. Carefully check the confirmation report to ensure that all acceptances have been processed correctly.</p> <p>The confirmation Report should be kept until the meeting has passed if verification is required. An automatic email of the confirmation will be sent to your nominated email address; alternatively you can print out the confirmation report by clicking on <b>Print Confirmation</b></p> |

## Riders

---

Allows you to accept in the races that you have nominated

- | Step | Action   |
|------|--|
| 1    | Click on <b>Stable Assist</b> from the main navigation panel then click <b>Lodge Acceptances</b>   |
| 2    | Click on the appropriate meeting. Alternatively, if the meeting is more than seven days ahead enter the meeting date and click on <b>Display</b>   |
| 3    | <p>Enter the Jockey's name. Jockey's First Name in the first box and Surname in the next box.</p> <p>When entering the jockey's name ensure the spelling is correct.</p> <p><b><i>If you are unsure use the * wildcard function to search for jockey names.</i></b></p> <p>This involves entering the first letter of the first name followed by an asterisk (*), then the first letter of the surname followed by an asterisk.</p> <p>For example: <b>L* C*</b> - StableAssist will provide a list of Jockeys whose first name begins with L and surname begins with C. Select the correct Jockey then click <b>Save</b> to lodge the Jockey to ride.</p> |
| 4    | <p>You will be taken to the confirmation of StableAssist Transactions screen. Carefully check the confirmation report to ensure all the transactions have been processed correctly. The confirmation Report should be kept until the meeting has passed if verification is required. An automatic email of the confirmation will be sent to your nominated email address; alternatively you can print out the confirmation report by clicking on <b>Print Confirmation</b>.</p>  |



All riders to be declared after the advertised deadline will need to be phoned through to the Racing Australia Service Centre on 1800 138 704

## Scratchings

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Allows you to scratch your horse from a race for which acceptances have closed

- | Step | Action   |
|------|--|
| 1    | Click on <b>Stable Assist</b> from the main navigation panel then click <b>Lodge Scratchings</b>   |
| 2    | Enter the State, the horse name and the date range then click on <b>Search</b>   |
| 3    | Scroll to the right and tick the Scratching box and the vet certificate box if applicable, Select the scratching fee type from the drop down box. Click on <b>Save</b> to submit the Scratching.   |
| 4    | You will be prompted to read the disclaimer. Click on <b>OK</b> to proceed   |
| 5    | You will be taken to the confirmation of StableAssist Transactions screen. Carefully check the confirmation report to ensure all the scratchings have been processed correctly. The confirmation Report should be kept until the meeting has passed if verification is required. An automatic email of the confirmation will be sent to your nominated email address; alternatively you can print out the confirmation report by clicking on <b>Print Confirmation</b> . |



### HELP

Scratchings lodged though StableAssist will automatically be finalised and released. As a safety measure, a warning dialogue box will appear before the scratching is finalised. The only exception to this is scratchings lodged for Group 1 races and all races held in the Northern Territory.

Under the Australian Rules of Racing, Scratchings lodged for Group 1 and NT races require the approval of the Stewards, therefore any scratching lodged via StableAssist for Group 1 and NT races will not be finalised immediately. These will remain in 'Pending Phase' until approved by the responsible Steward.

## Confirmation Pages

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As previously stated it is the responsibility of the Trainer to check the confirmation report on the screen to ensure all transactions have been processed correctly. After the completion of each transaction, an automated confirmation report will also be sent to the Trainers nominated email address. Trainers are advised to retain each confirmation report until the race meeting is finished. Upon discrepancy or dispute, Trainers may be required to supply stewards with a confirmation report.

If the nominated email address (supplied to the Racing Australia Service Centre by the Trainer) is not current, please advise Racing Australia by emailing the correct details to the Racing Australia Service Centre: [customerservice@risa.com.au](mailto:customerservice@risa.com.au) stating your name, your Trainer Identification Number and Trainer Code or by calling 1800 138 704.

## ***Racing Australia Service Centre and StableAssist Terms and Conditions***

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### **Acceptance of terms**

By lodging a nomination, acceptance, stable return, scratching or rider, whether by telephone, online through StableAssist or otherwise, you accept and agree to be bound by these terms and conditions which constitute an agreement between you and Racing Australia Pty Ltd.

### **Limitation of liability**

To the maximum extent permitted by law, Racing Australia will be under no liability in respect of any loss or damage (including consequential loss or damage) which may be suffered or incurred or which may arise directly or indirectly in respect of:

1. any services supplied or provided by Racing Australia Service Centre;
2. any delay, omission, default or error of Racing Australia, its employees or agents, whether negligent or not, in relation to:
  - a. The lodgement of nominations, acceptances, stable returns, scratchings and riders;
  - b. The publication of track condition updates
  - c. The provision of other additional information, including but not limited to race meeting dates, race classes, race closing dates, race field information (times, barriers, etc), race field amendments or race programming, whether or not Racing Australia was aware of the possibility of such loss or damage,
3. any error or delay in the processing of transactions, or
4. any technical malfunction or other problems with any telephone network or service, computer systems, servers or providers, computer or telephone equipment or software.

To the extent that Racing Australia's liability cannot by law be disclaimed, Racing Australia's liability for any loss or damage suffered or incurred in relation to the use of Racing Australia Service Centre or Stable Assist is limited to, at Racing Australia's option, supply of the service again, or the refund of the nomination, acceptance or scratching fee paid, if any.

## ***Racing Australia Service Centre and StableAssist Terms and Conditions (continued)***

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### **Australian Rules of Racing**

By lodging a nomination, acceptance, stable return, scratching or rider, whether by telephone, online through StableAssist or otherwise, you accept and agree to be bound by the Australian Rules of Racing and the Local Rules, Regulations, By-Laws and Conditions of the Principal Racing Authority (PRA) for the State or Territory in which the horse shall race.

### **Recording of Calls and logging of online activity**

1. All calls to the Racing Australia Service Centre are recorded and all online activity is logged.
2. The recorded calls and online activity reports may be shared with the PRA in each State or Territory of Australia in order to:
  - a. enable PRAs to fulfil their supervisory responsibilities;
  - b. promote and protect the integrity of the sport;
  - c. ensure compliance with the Rules of Racing.
3. The recorded calls and online activity reports may also be disclosed to third parties such as Government enforcement agencies, appeal bodies, race clubs or other authorities as required, but only for one or more of the purposes described above.



### Racing Australia Pty Ltd

Level 1, Racing Centre  
400 Epsom Road  
Flemington VIC 3031

Email:

[customerservice@racingaustralia.horse](mailto:customerservice@racingaustralia.horse)

Telephone: +61 3 8354 2500

Web: [www.racingaustralia.horse](http://www.racingaustralia.horse)

ACN 105 994 330

### Registrar of Racehorses

Level 6  
51 Drutt Street  
Sydney NSW 2000

Email: [registration@racingaustralia.horse](mailto:registration@racingaustralia.horse)

Telephone: +61 2 8072 1900

Facsimile: +61 2 8072 1999

Web: [www.racingaustralia.horse](http://www.racingaustralia.horse)

### Thoroughbred Trainers Service Centre Limited (TTSC)

Level 1, Racing Centre  
400 Epsom Road  
Flemington VIC 3031

Email: [info@ttsc.com.au](mailto:info@ttsc.com.au)

Telephone: +61 3 8354 2550

Web: [www.rttsc.com.au](http://www.rttsc.com.au)

CAN 112 056 032

