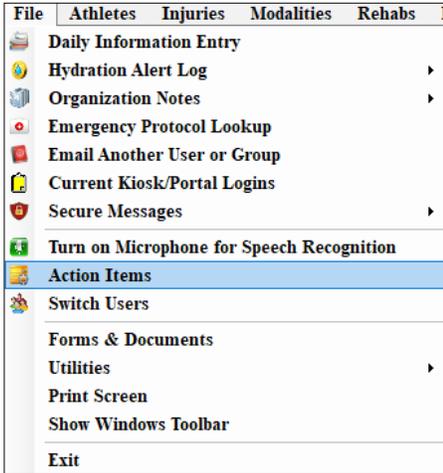


ATS: Action Items

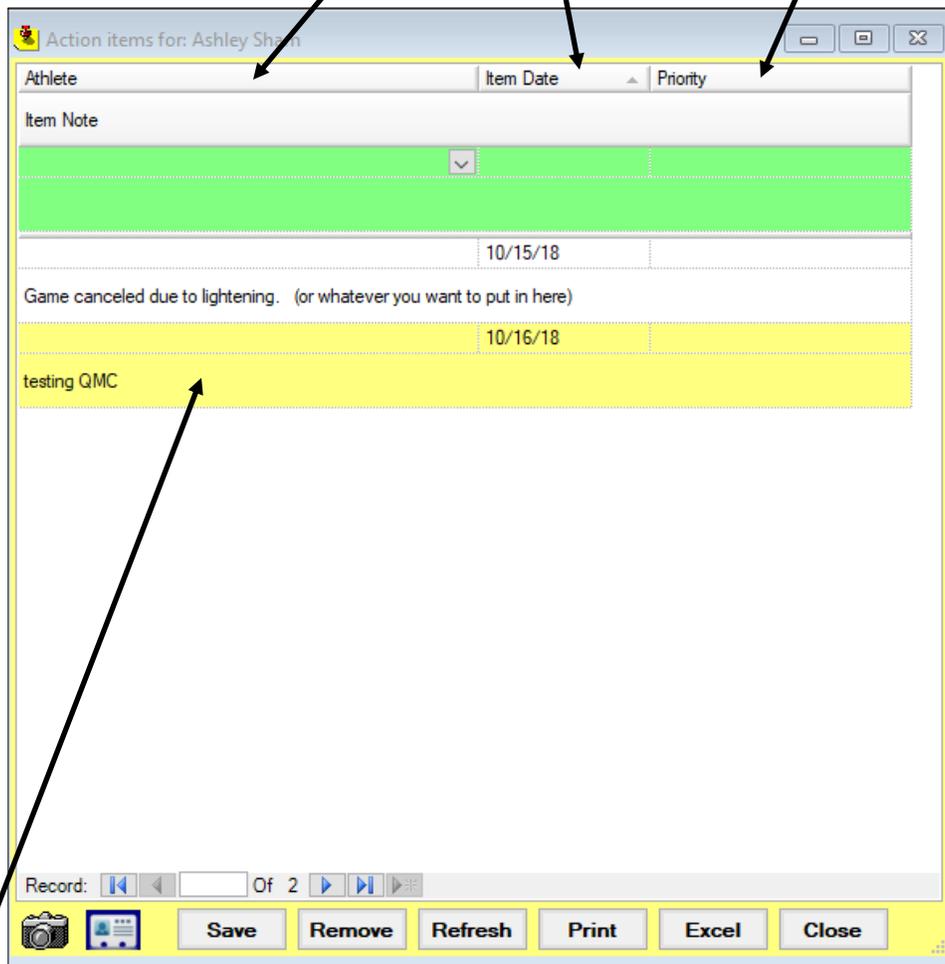
Action Items is an area where you can write your self reminders or make notes of something that isn't athlete specific but you still want documentation of. To get to the Action Items area you can select File—> Action Items or click on the icon shown below. The Action Item icon can be found at the bottom of your ATS screen along with the speech to text and secure message icons.



You can select an athlete if you wish to link your action item note to an athlete, but it is not required.

Select the Date from the dropdown

You can select a priority level of Low, High, or you can leave this blank as well.



Type your note or reminder in the Item Note area. Once you click save the action item will remain visible upon loading this screen until manually removed/deleted.