

ATS: Partial Admin User setup

You can set up your users to have certain administrative capabilities without having to give them full system administrative privilege.

Select Admin—> Users—> and then either **ADD** a user or **Search** for the user you wish to edit.

Once you have either added the user, or opened the user profile open you are going to go to the Partial Admin tab.

The screenshot displays the 'User' management interface. On the left, the 'Information' tab is active, showing fields for Name (new), User ID (new), Password, and various role checkboxes (Administrator, Athletic Trainer, PRN Staff, Coach, Doctor/Physician, Other, Student, Strength/Condition). Below this are fields for Phone, Cell, Location, and Region, along with a Signature section. On the right, the 'Security' tab is active, with the 'Partial Admin' sub-tab selected and circled. A note states: 'Note: IF you checked the "Administrator" box under the user name this tab does not apply...it is only for "Partial" admins'. A list of modules is shown with checkboxes, including Admin Area, Site Information, Team(s) Information, User Information, User Reports, and various Maintenance and Athlete-related modules. At the bottom, an 'Actions' bar contains buttons for Search, Reset, Disable, New, Remove, Save, and Close.

In the Partial Admin tab you are able to grant specific administrative functions, for regular users. This area is designed to grant only partial privileges. **Marking all of the fields in this area will give the same access as checking the Administrator box on user details screen.**

If they are given full admin rights, even in this area they would be able to go in and edit your forms, change your site information, change user accounts, purge information. While we keep a record of what screens were opened in ATS via user transaction logs, some of that information is not recoverable; should it be deleted.

Security

Teams Modules Email Groups Email/Opt **Partial Admin** Secure Msg Notes MSC Forms

Note: IF you checked the "Administrator" box under the user name this tab does not apply...it is only for "Partial" admins

All None

- Admin Area
- Site Information
- Team(s) Information
- User Information
- User Reports
- Maintenance - Dropdown/Popup Lists
- Maintenance - ICD-9 Table
- Maintenance - Available Docs/Forms
- Maintenance - Concussion Prompts
- Maintenance - Note Types and Templates
- Maintenance - Athlete Forms
- Maintenance - Staff Pre-Participation Quest...
- Athlete Security
- Drug Testing
- Purge Athletes
- Update Athlete Years
- Import/Export - Import Demographics
- Import/Export - Export Demographics
- Import/Export - Datalys/NCAA Submissions
- Transaction Logs
- Clear Athlete Paperwork
- Reset Cleared to Play Flags

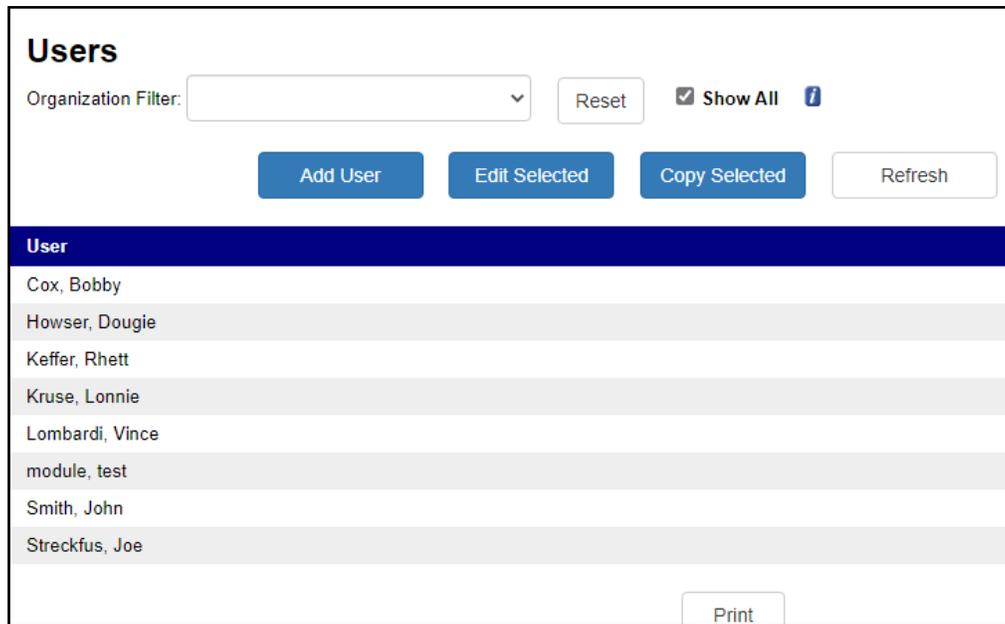
Record: 1 Of 44

Check all applicable modules for access

Actions

Search Reset Disable New Remove Save Close

Partial Admin from the ATS Staff Portal:



Select the user you want to update or click the Add user to set up a new user.

Choose the appropriate administrative tasks for the User to have access to. As always, save when you are done making changes

