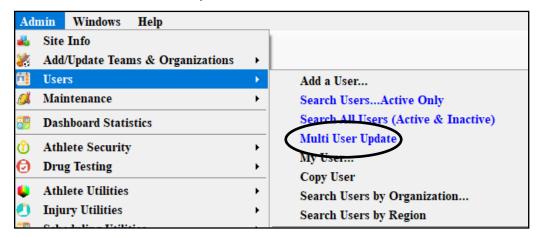
Managing users can be intimidating. ATS gives the flexibility update, modify, add and generally control your Users on one screen; this area is called the Multi-User Update function. To access the Multi User update go to ADMIN—> Users—> Multi User Update.



🔵 User Multi-Functio	n									•		
User Name	Joe Streckfus				Joe St	reckfus			<u>}</u>			
Login ID	Joe Streckfus	<u>PW</u>	Т	ams	Mala	0	A 1	1400		0.1	1	Deinsteine
Password		*				Groups	Admin	MSC	eFiles	Certs	Insurance	Reimburse
Phone	() -	÷	l i									Select All
Email Address	joe@kefferdevelopment.com	CL	II.		Coed	Guest 1						
Disabled On	Reset				Men	Sent by	AIS					Unselect All
Administrator			H	- 🗹 -	Guest Tear Guest	ns demo						Expand All
ATC			II.	\sim	Guest	test						
Student				- 17	Joe Tech	lua						Collapse All
Doc/Phys/Nurse			Ľ		Coed	Track						Region
Coach				\square	Men	Baseba						
Strength Coach			II.	\checkmark	Men	Footbal	I					
Regional Admin			II.	\checkmark	Men		asketbal	I				
Regional Admin	0		II.	\checkmark	Women	Softball						
Negion Office Phone	U				Women		s Baske	ball				
Cell Phone	4		H4	- []	Joe U East							
	() -				Coed	Underw	ater Bas	ketwea	ving			
Location See Private												
See Private No Reports												
No rieports Allow To Print												
Allowed To Submit												
Allow To Export												
Group Emails Allowed Note Batch Allowed												
See All Injuries												
Allow Secure Msg			-									
Last Login Record: I 4	3/12/2021 3 Of 6 ► ►			AII	Users	Сору	/ User	Dis	able Us	er	New User	
I< <	> >I Search			Re	iresh	Prin	t List	Т	o Excel		Save	Close

The Multi-User update allows you to seamlessly scroll between active and inactive/disabled users from one screen. Edit access, disable users, reactive users, change passwords and many other functions.

			L	Jser n	ame th	nat is	selected		
The Left Side box allows	O User Multi-Functio	n				[
you to control the user	User Name	Joe Streckfus			Joe St	treckfus	• • • • • • • • • • • • • • • • • • •		
profile as you would in	Login ID	Joe Streckfus	<u>PW</u>	Teams	Madulaa	0	a Admin MCC affiles Casta lanuar	Deinsburge	
	Password		*			Group	s Admin MSC eFiles Certs Insuran	ice Reimburse	
the individual screen.	Phone	() -	+		(none) Coed	Guest	t Team	Select All	
Assign their name, what	Email Address Disabled On	joe@kefferdevelopment.com Reset	CL		Men	Sent l	by ATS	Unselect All	
they are in the system,	Administrator				Guest Te Guest	ms demo		Expand All	
allow record access/	ATC Student				Guest Joe Tech	test		Collapse All	
,	Doc/Phys/Nurse				Coed	Track		Region	
report access, as well as	Coach				Men	Baseb			
see the last time they	Strength Coach			\triangleleft	Men Men	Footb	all Basketball		
	Regional Admin				Women	Softba			
logged in to ATS. You are	Region	0			Women	Wome	ens Basketball		
able to set passwords and	Office Phone Cell Phone				Joe U Eas				
	Location	() -			Coed	Under	rwater Basketweaving		
other login permissions.	See Private								
	No Reports								
	Allow To Print								
	Allowed To Submit								
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the second in	Group Emails Allowed								
the users in	Note Batch Allowed								
your database.	See All Injuries Allow Secure Msg	 ✓ ✓ 							
,	Last Login	3/12/2021		\frown					
\sim	Record: 14 4				Users	Co	py User Disable User New U	ser	
				Ref	resh				
		> >I Search				Pr	int List To Excel Save	e Close	
			+						
		Checking the b					ł		
		show active and	inact	ive					
		usar accounts					Functions to copy the co	urrent user set	tings,
		user accounts.					disable the current use	er if they leav	e, or
							create a new user profile	.	
							create a new aser prome	•	
						1			
						1			

The tabs and associated boxes on the right side of the multi-user update allow you to grant team access, the module access, email groups, partial admin privileges, see MSC forms, any eFiles associated, see their certifications, user specific insurance information, and any reimbursements.

User Name	Joe Streckfus	PW
Login ID	Joe Streckfus	1
Password		
Phone	() -	
Email Address	joe@kefferdevelopment.com	CL
Disabled On	Reset	
Administrator	V	
ATC	V	
Student		
Doc/Phys/Nurse		
Coach		
Strength Coach		
Regional Admin		
Region	0	
Office Phone		
Cell Phone	() -	
Location		
See Private		
No Reports		
Allow To Print		
Allowed To Submit		
Allow To Export		
Group Emails Allowed		
Note Batch Allowed		
See All Injuries		
Allow Secure Msg		
Last Login	3/12/2021	
Record: 14 4	3 Of 6 ▶ ▶1	

The left portion of the User Update area controls role and log in settings as well as contains the demographic information for the user.

<u>User Name</u>– name of user

Log in ID – the id the user logs into ATS with

<u>Password</u>— users password, use the buttons to manage the password

Email Address – for the user, for communications purposes, auto notifications/batch notes

<u>Disabled on</u>—This box will have a date in it when there have been 3 unsuccessful password attempts, or the account has been manually disabled with the disabled button.

Users role—Administrator, ATC, Student, Physician, Coach or Strength and Conditioning Coach

<u>Region Index</u>—if set up into different regions this will indicate which one the user is a part of.

Phone Number

Office Phone Number

Cell Phone number

Location Office location

<u>See Private</u>—by checking this box you are indicating that this user can see any information that has been marked Private.

No Reports - Checking this box removes the ability to view reports

Allow to print- Unchecking this box, will not allow reports to be printed

<u>Allowed to Submit</u>– Unchecking this box, will not allow the user the ability to submit Secondary Ins Claims

<u>Allowed to Export</u> – Unchecking this box will not allow the user the ability to export reports

Group Emails Allowed — Unchecking this box, will keep the user from getting group emails

<u>Note Batch Allowed</u>— Unchecking this box, will keep the user from being able to send injury note batches

<u>See All Injuries</u>— Checking this box will allow the user to view all injury information for the patient

<u>Allow Secure Msg</u>— Checking this box will allow the user to send/receive secure messages.

Last login — The date the user last logged into ATS from any avenue Desktop, Staff Portal, or Phone

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The Right portion of the update area will deal with the users team and module access as well as email group access, partial admin privilege and other information if your program chooses to track it.

Teams

teams the user has access to control the access the user is a part of. The email groups see. A check in the box means has. None, Read only, Write allow they do have access, a blank box only means they do not.

access

Modules

Read/Write or Access).

access.

The area on the left controls what The area below, allows you to Controls email groups the user users receive to (Full automatic notifications if those are enabled in your system.

<u>Groups</u>

Use the buttons, to grant bulk Use the buttons, to grant bulk For more information on user group emails click here or see our help area for specific instruction by clicking here and searching "email".

\frown						
Teams Moyules Groups Admin MSC eFiles Certs Insurance	e Reimburse	Teans Modules Goups Admin	MSC eFiles Certs Insu	raice Reimburse		rts Insurance Reimburse
- ⊻ (none)	Select All	Module	Access	Read/Write	Include this user in group emails for:	From Security
Coed Guest Team		Announcements	Read-Write		Coed Guest Team	Troil Security
Men Sent by ATS	Unselect All	Athlete Forms	Read-Write	Read Only	Men Sent by ATS	Select All
- 🖓 Guest Teams		Athlete Screen	Read-Write		- 🔳 Guest Teams	Unselect All
Guest demo	Expand All	Athlete Screening	Read-Write	Add Only	Guest demo	
Guest test	C.I	Concussion	Read-Write	None	Guest test	Expand All
- Ø Joe Tech	Collapse All	Distribute Medication	Read-Write	None	_ Joe Tech	Collapse All
Coed Track	Region	Documents	Read-Write		Coed Track	
		Emergency Contacts	Read-Write		✓ Men Baseball ✓ Men Football	
	-	Evaluations	Read-Write		Men Mens Basketball	
Men Football		Evaluations - Additional Findings	Read-Write		Women Softball	
Men Mens Basketball		Evaluations - Evaluations	Read-Write		Women Womens Basketball	
Women Softball		Evaluations - Girth	Read-Write		- 🗍 Joe U East	
Women Womens Basketball		Evaluations - Medical History	Read-Write		Coed Underwater Basketweaving	
- Joe U East		Evaluations - Objective	Read-Write			
Coed Underwater Basketweaving		Evaluations - Pain	Read-Write			
		Evaluations - Physician Notes	Read-Write			
		Evaluations - Special Tests	Read-Write			
		Functional Movement Evaluations	Read-Write			
		High School Research	Read-Write			
			Read-Write			
		Hydration Alerts				
		Injury	Read-Write			
		Injury Cost Log	Read-Write			
		Insurance	Read-Write	v	All Users Copy User Disable User	New User

Team Access

ATS	×
NOTE: The teams listed	ter by region when selecting teams for this user. will be the ONLY teams available for this user. ss will be removed. Continue?
	OK Cancel

Record: 14 4

1 Of 74 🕨 🔰

The Region button will filter the teams by region. You will have to confirm that you want to continue after clicking the region button.

The same applies to the email groups, you can select/unselect all at once. If you select the "From Security" button it will enter the user into every email group he/she has access to on the team side.

Print List

To Excel

Close

Admin

The below controls access to individual Any completed MSC Administrative functions. To give the forms user access to the function put a check here. in the box, to remove access take the check out.

MSC

are stored

<u>eFile</u>

Any specific eFile for the user can be stored to their profile. CPR cards, License, etc.

Teams Modules Group Admin I SC eFiles Certs Insurance Reimb	ourse	Teams Modules Groups Admin MSC Files Certs Insurance Reimburse	Teams Modules Groups Admin MS: eFiles Certs Insurance	Reimburse
Check all applicable modules for access		Date Created V Form Name Remove	Description	
Admin Area	AI			Load
Site Information		Print/View Form(s)		Edit Doc
Team(s) Information	None	rom(s)		
User Information		Print List		Remove Doc
User Reports				View Doc
Maintenance - Dropdown/Popup Lists		Excel		
Maintenance - ICD-9 Table				Save Doc
Maintenance - Available Docs/Forms		TT AA		B
Maintenance - Concussion Prompts Maintenance - Note Types and Templates		(A)		Print List
Maintenance - Athlete Forms		a		
Maintenance - Staff Pre-Participation Questions				
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				
Set Athlete Team/Sport/Event Status			Record: 14 4 0 Of 0 0 1	
Record: 1 Of 44	-	Record: 14 4 0 Of 0 > > <	Description:	

****Granting ALL is the same as checking the Administrator box.

This area should be utilized to grant partial administrative privileges.

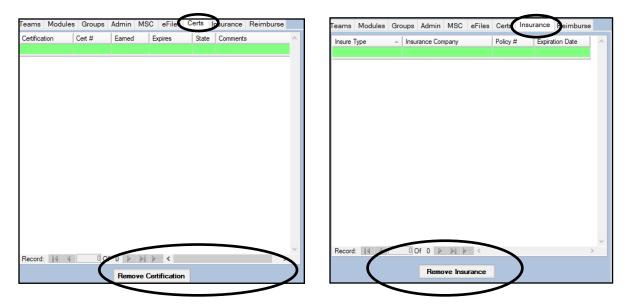
If you would like more information about the MSC forms click here.

Cert/Insurance

The area on the left is where you can keep track of Certifications and their expiration dates for your users.

The area on the right is where you can keep track of the insurance policies for your users.

Add a new item to either section by clicking in the blank line at the top of the area and type in the information. You can remove either a Certification or Insurance by using the corresponding button.



Reimbursements

The last tab is the Reimbursements tab, here you and your users can keep track of any reimbursements, when it was submitted, the amount, its status, when it was paid and any comments. To add a new one simply click in the blank space at the top and enter in the information. To Remove click the Remove Reimbursement button.

