

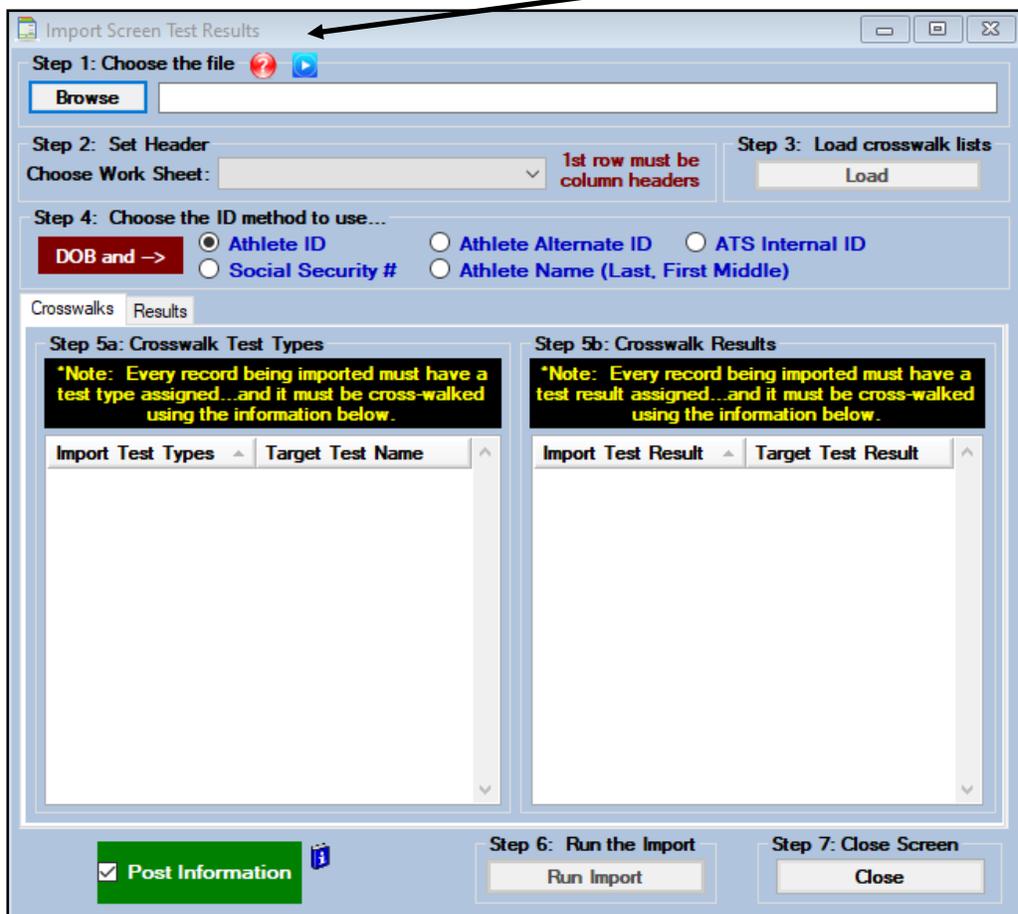
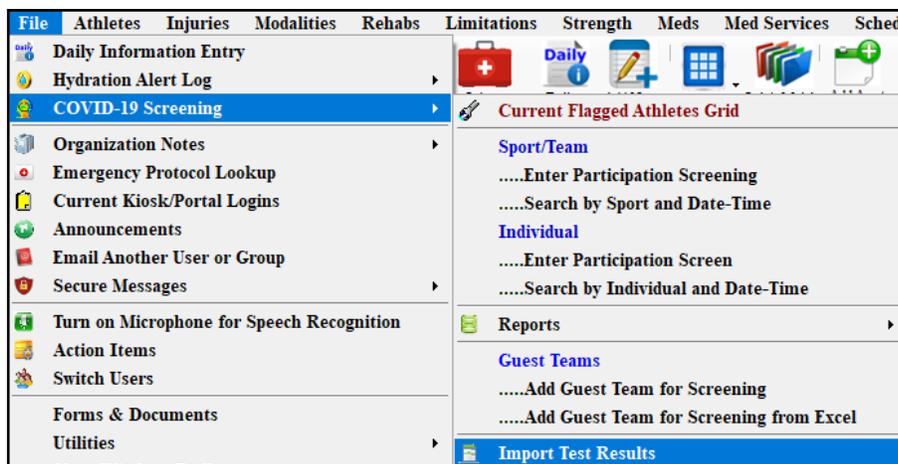
ATS— COVID-19 Test Result Import

ATS now has the ability to import multiple test results from an excel spreadsheet and post them to you athletes profile. If you do not see the COVID-19 module, please see the [COVID-19 Screening](#) help doc, to get the module activated.

STEP 1

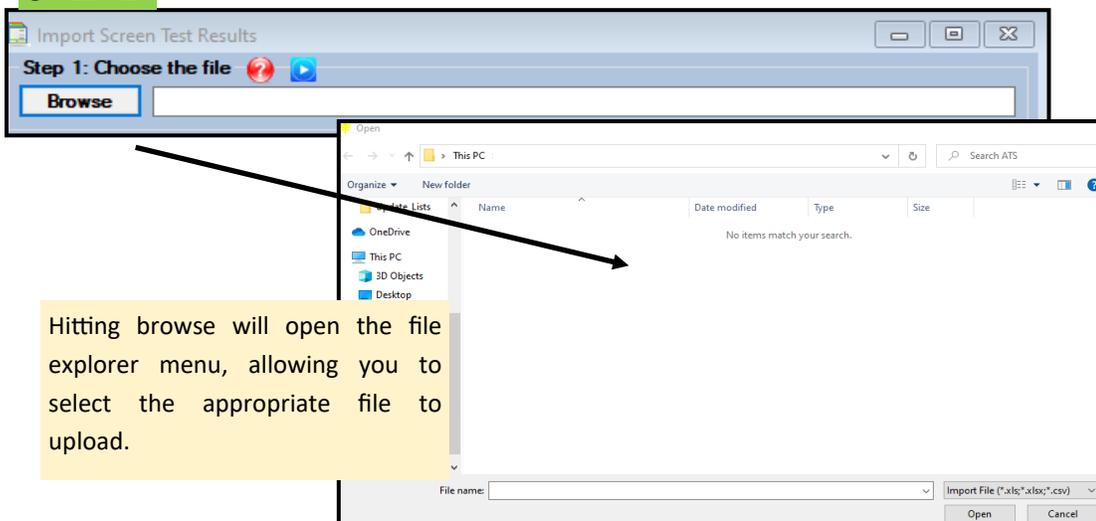
****Before you start, please make sure you have the file saved to your desktop

To import test results, begin by going to FILE—> COVID-19 Screening—> Import Test Results



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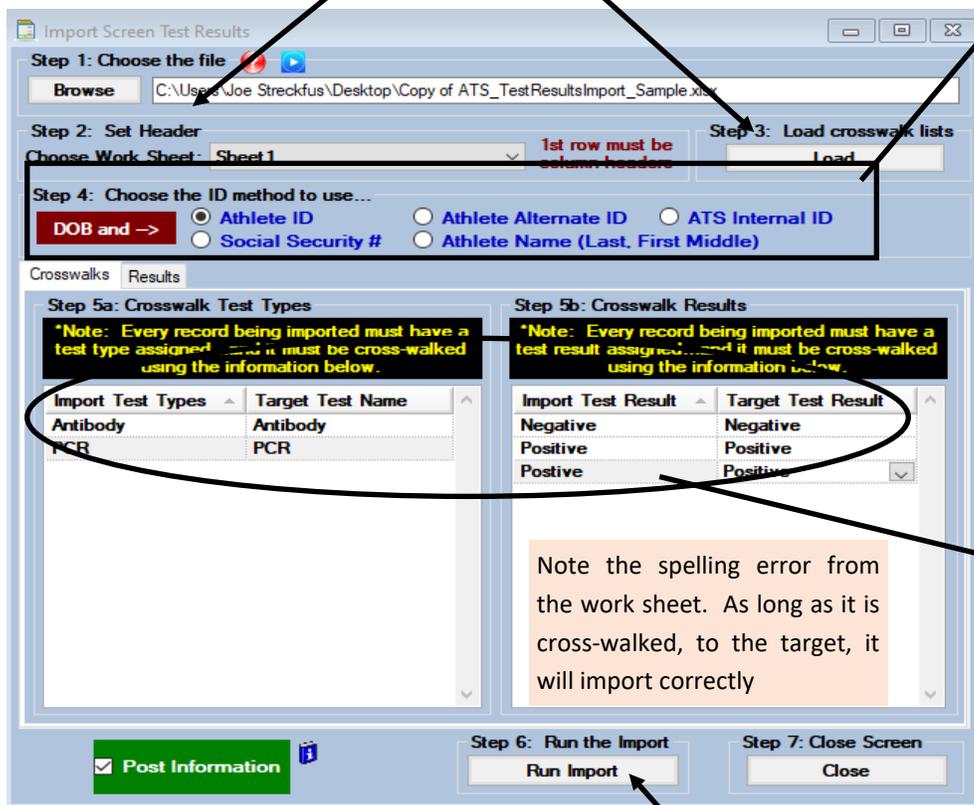
STEP 2



Hitting browse will open the file explorer menu, allowing you to select the appropriate file to upload.

STEP 3

After you select the file, it will show here. Once you have the file, hit the load button, to load the information.



STEP 4

Choose the method you are going to run the import with. You have a choice of five listed. **Athlete ID**= their ID number/student id/login id. **SSN**= their social security number, if you collected it. **Alternate ID**= alternate ID that is entered. **Athlete Name**= must be entered LAST,(comma), first (Space) middle. **ATS Internal**= Their unique, internal ID number from the system.

ATS will always cross check utilizing the DOB, and the choice you select.

STEP 5

You also need to cross-walk the test types as well as the test results. The Import Test Type/Result is what is contained in the spreadsheet, the Target Test Name/Result are the test types contained with your database.

***If you want to customize the list please see the [Drop Down Popup lists Help Doc](#)

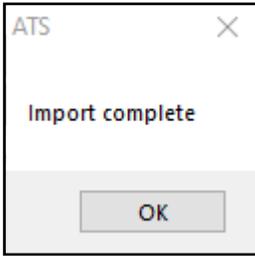
STEP 6

If you would like to verify the information is correct, prior to posting the information, uncheck the Post Information. This will allow you see the results, prior to it affecting any athlete information.

After information entered and cross-walked, use the run import button to post the information to the athletes entered contained in the spread sheet.

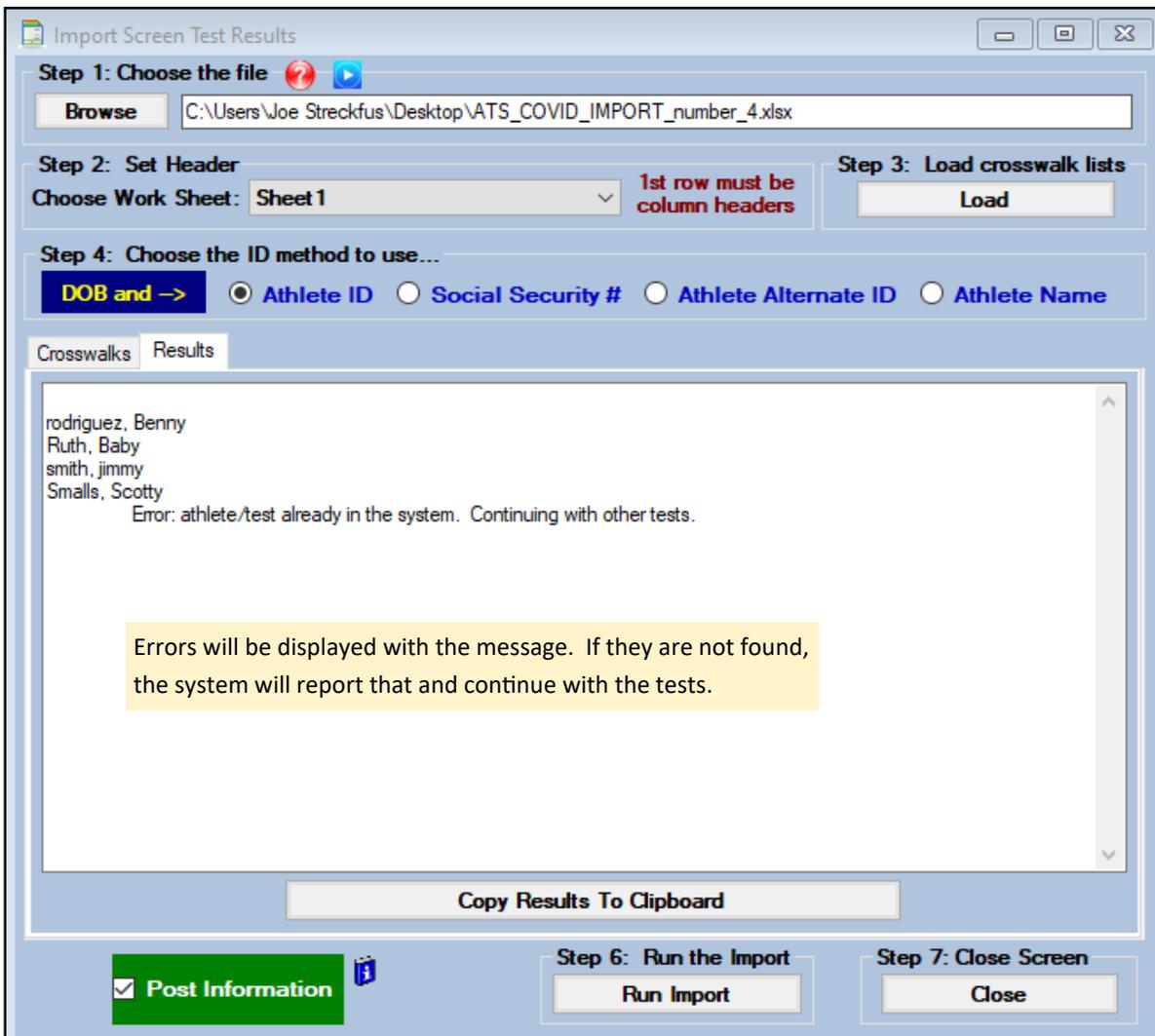
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Once you hit RUN on the screen, the import will begin. When it is finished, you will see the box telling you the import was complete.



STEP 7

The results tab, will show you the athlete information, and if the import was successful, or if there was an error for the athletes import. If there is an error/duplicate entry with your athletes, that information will not be posted, and will either need to be reimported with corrected information, or added manually.



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We do have a template for uploading, and recommend utilizing it; it is contained within the ZIP file. You are able to change the ATHLET ID, column C, to any of the five options listed above. As long as the information contained, matches what is selected to import by.

Make special note of the first column, if you are using middle names, you must leave a space after the first name as it is detailed on pg 2 in the yellow.

Athlete Name	DOB	Athlete ID	Test Date	Test Type	Test Result			<u>AthleteID</u>
Last, First Middle	1/1/2021	123456	1/1/2021	Test name	Results of test			Athletes ID, how they log into ATS
								<u>SSN</u>
								Social security #, must be entered in ATS
								<u>AlterID</u>
								ID that is soemting different that the normal ID
								<u>Internal ID</u>
								ID # you got from within ATS
								<u>Patient Name</u>
								Last, First Middle