Desktop Configuration:

Email configuration is essential to ensure functionality is maintained. This step ensures that emails are handled by our server as well as handled by your server appropriately. This process also streamlines any of the automated report functions that you may choose to utilize.

ATS does not have its own email system, it is built to utilize the email system of the users. The first step is to give the system a "send" email address. This is the address that will be used for auto notifications and other reminders. To begin you will need to open the Site Info area. Go to Admin-> Site Info-> Opt (1) tab. At a minimum you need to include the email address here, if you use MS outlook. If you utilize Google or other email providers, you will have to configure all of the SMTP information. It is also recommended to configure all of the SMTP information for MS outlook as well. Admin Windows Help

	Site Info			
	Add/Update Teams & Organiza	ions 🕨		
	Disers	•		
	💋 Maintenance	• ·		
Site Info - Joe Tech				
rimary Modules Security Tab Order Opt(1)	Opt(2) Opt(3) Swipe Card Billing Cla	ms/EDI Pre-Login Kiosk	Custom Inventory	
Dimensional Markov Addate Tasia	Athlatia Trainar	NC-burger Labob	Nieknome	
Primary user title (ex. Athletic Traine	ar): Americ trainer	NICKName Label:	Nickname	
Athlete Identifier (ex. Athlete ID):	Student ID number			
1st Addr Title: Address	2nd: Additional Add	ess	Grid color:	s: Alt Row
Force injury screen display for us	ers after login			New Row
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Smartphone search by team?				
Weight deficit percentages to use for	r hydration alerts: (2 = 2%) Leve	11·250 Level 2	3.20	
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Allow Privacy Settings	Privacy settings on/off are determined by	your administrator. ATS r	nakes no 🔛	
Allow Secure Messaging the use	nination in this area for our clients and us	es our best efforts to ensu	re privacy. Similarly	
Email/Message Ontions	e di sechie messades are sur ectito you	organization s policies al		
	Staff Noti	ces Notices for N	ghtly Notices Note/Batc	ch Schedule
Part 2	Send	emails after Athlete P	ortal Changes	
Use auto email for group notices	s (limitation/injury/note)	emails after Kiosk Cha	andes	
Use delayed delivery for secure	messages		J	
Empil profess from your ashaol/org	for operation:			
Email preface from your school/org	for encyption.			
Note: All emails generated "to staff" f	rom athlete entries are			
controlled by the "Notification" list on	the \Admin\Teams area.			
Email/Message Ontions	Save	ose		
		Enter your Email	Address, SMTP Server	Information, Lo
Part 1 Part 2		will be your full email address, enter the Password you u		
Your staff email address to use for	sending. (The "From" email address):	to sign into you	r email account. If it	is a secure SN
	server he sure to	check that and enter	the port num	
(The "From" email address. Th	is should not be an ATS email address)	Once save that he sure to use the Test Email Setting		
SMTP Server		Once save that,	be sure to use the I	est Email Sett
		button. That will send a test message, ensuring that t		
Login:	Paseword: 📈 💾 CL	email settings are	working correctly.	
If NeededUse	Test Email			
Secure SMTP Por	t: Settings			

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Staff Portal Configuration

You may need to obtain the information from your IT Department. If you have configured the SMTP information in the Desktop and you are having issues sending emails, it is recommended to go to the Staff Portal and verify the information here. We have provided a way to test the settings and make sure they work, off of your schools network. If you get the email, from here and not from the desktop module, that narrows it down to an IT communication issue, as to why the Desktop emails do not work properly.

Scheduling	Athlatic Tr	Logout	🛨 ATS Staff Po	ortal: JOE TECH		
Scheduling dmin Reports Home	Athletic Tr Dropdown/Popup Lists Org-Team-Users Import Athletes Medical Providers Insurance Companies Update Athlete Years Data Miner Default Injury Utilities SMTP Server Settings	Logout <u>HENU</u> Jtilities + Athletes + njuries + Notes + Modalities + Rehabs + Limitations + Evaluations Services + Concussions + Medication Distribution +	ATS Staff Po Star New Band New Band New Band New Star New St	Image: Server Settings are correct, there is a verification	with the ATS websites and from the originate from the ATS server whose ip ells other email servers that it is expected process which needs to occur before a is work.	e batch processes. The settings involve technical is 67.221.0.203. To pass spf, your IT support can ed when emails are sent from ip 67.221.0.203, the ny setting changes will be saved. Since emails are
		Referrals Strength and Conditioning Scheduling Admin Reports Home	Your Staff Email Address to use for sending (The "From" email address." SMTP Server Login Password Port Your Email Address This email address will just b Optional Email Address	joe@kefferdevelopment.com This should not be an ATS email address.) SMTP Server * Login * Password * Port * joe@kefferdevelopment.com be used for testing. The verification code will be see Optional Email Address	Confirm Pass word Secure SMTP?	Confirm Password *
		This email address can be any email address like a small amail address or a value email address. You can also enter anothe determine if emails to emergency contacts will be successful. Test Settings				Input the correct SMTP settings here. The log in and password will be specific to you email and
The SM informat add "inc ATS ser To ensu very imp	A verification code w the verification code TP Server Settings allow you to tion which you may need to get ilude:porthos.atsusers.com [®] to y ver. re that your SMTP Server Settin portant in various ATS communi	as sent to you which you re use your own mai from your IT suppo your SMTP server's ngs are correct, the cations, it is essent	SMTP Serve our work email addr eceived in the email I server to send emails from to ort. The emails still originate f a spf record. This tells other e are is a verification process w tial that the settings work.	r Settings ress. To save your SMTP Serve and then click "Save Settings" the ATS websites and from the batch processe rom the ATS server whose ip is 67.221.0.203. imail servers that it is expected when emails ar hich needs to occur before any setting change	r Settings, enter × s. The settings involve technical To pass spf, your IT support can re sent from ip 67.221.0.203, the s will be saved. Since emails are	not ATS. After you input that, use the Test Settings button at the bottom. That will send you an email if everything works correctly. When you get the email, enter the code and save the settings.
To save yo code, click Verificatior	ur settings, enter the verification "Send New Code". If you need n Code 6 digit code	n code which was s to modify the settir e	sent to your email address. T ngs before saving them, click Save Settings	hen click "Save Settings". If you need to resen "Cancel Save".	d the test email with a new verificatio	n

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STAFF Portal Configuration, CTD



After you ensure the communications worked, entering the verification code will copy the information into the Desktop, Site Info area.

User Account Configuration

You also will need to include the SMTP settings in each users profile. Admin—> Users—> Search Users or My User. Once the profile opens, go to the Email/Opt tab and configure the information.

Admin Windows Help Site Info Site Info Add/Update Teams & Organizations Add a User Maintenance Search UsersActive On Search All Users (Active On Search All Users (Active Multi User Update Multi User Update My User Athlete Security Multi User Update My User	If you are utilizing MS outlook, there is no further settings to be done here. If you are utilizing any other email provider, you will need to enter the correct SMTP information in the user profile as well. Each user that will be sending emails, will need this information input. It will need to be user specific, in regards to login and the passwords.
Teams Modules Email Group	Email/Opt Partial Admin Secure Msg Notes MSC Forms
Email Setue (MS Outlook or SMTP Server: Login: Password: ********** Note: ATS is no	specify SMTP email info) If NeededUse Secure SMTP Port: Test Email Settings t compatible with any 2-factor email system.