

The Athlete Utilities Admin menu item allows you manage many aspects of the patient/athlete profile. This doc will serve as the overview for all of the parts of the Athlete Utility.

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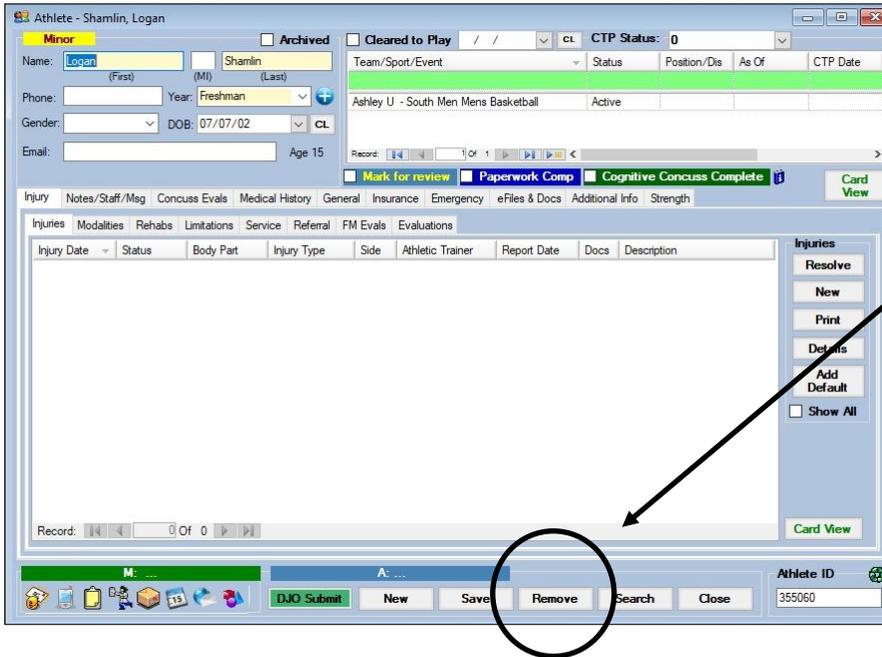
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The screenshot shows the software's Admin menu. The 'Athlete Utilities' menu item is highlighted in blue. A sub-menu is open to the right, listing the following options:

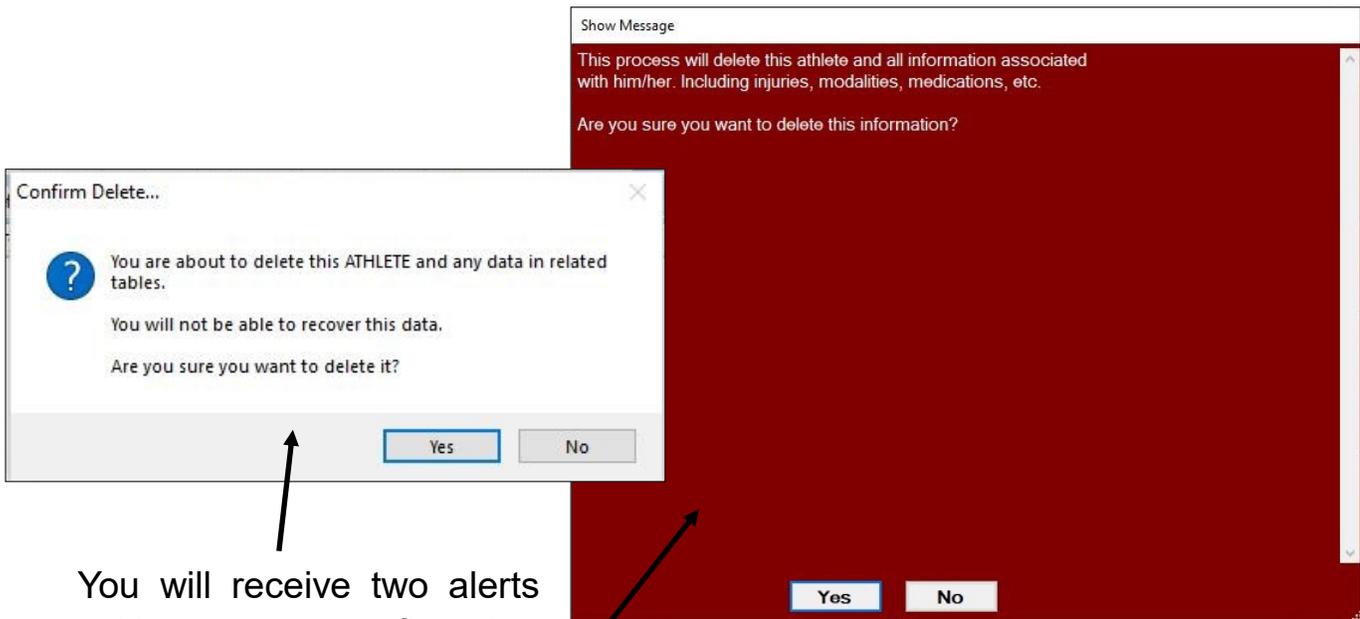
- Purge Athletes Marked to be Purged
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- 3-Day Avg Weight Calc for HAL
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## Athlete Purge– Removing an athlete permanently from the database

This document will show you how to permanently delete an athlete from your database, but be careful because once the process is complete it cannot be undone.



To remove this athlete record, which will include any injury data, from the system the first step is to click the remove button



You will receive two alerts asking you to confirm that you do want to delete the athlete record.

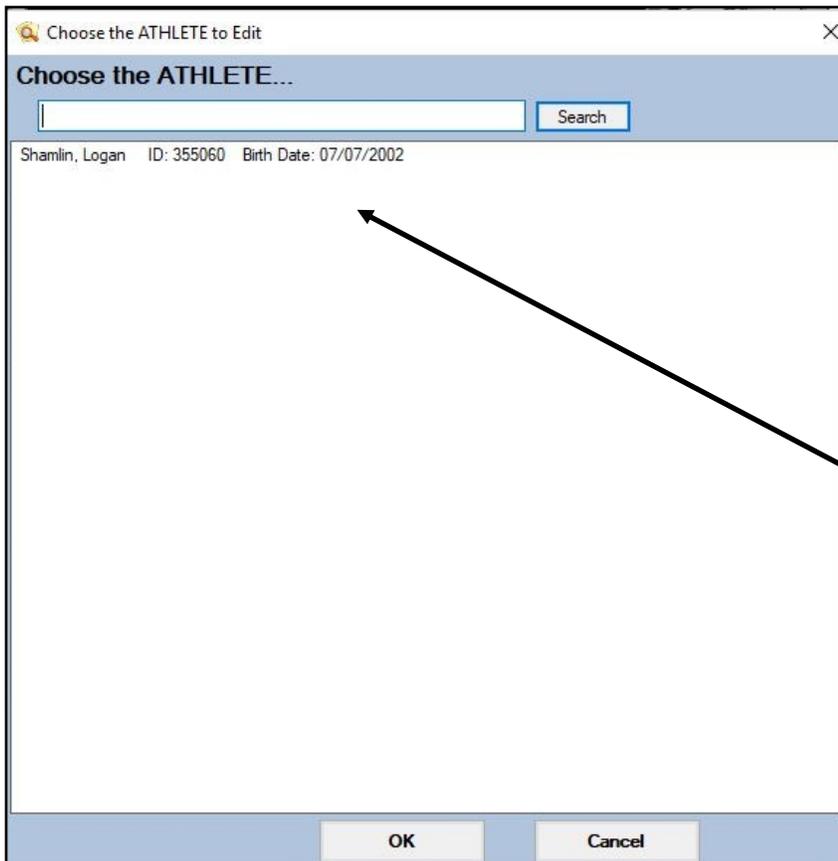


The next step in the delete process can only be completed by an administrator of your system.

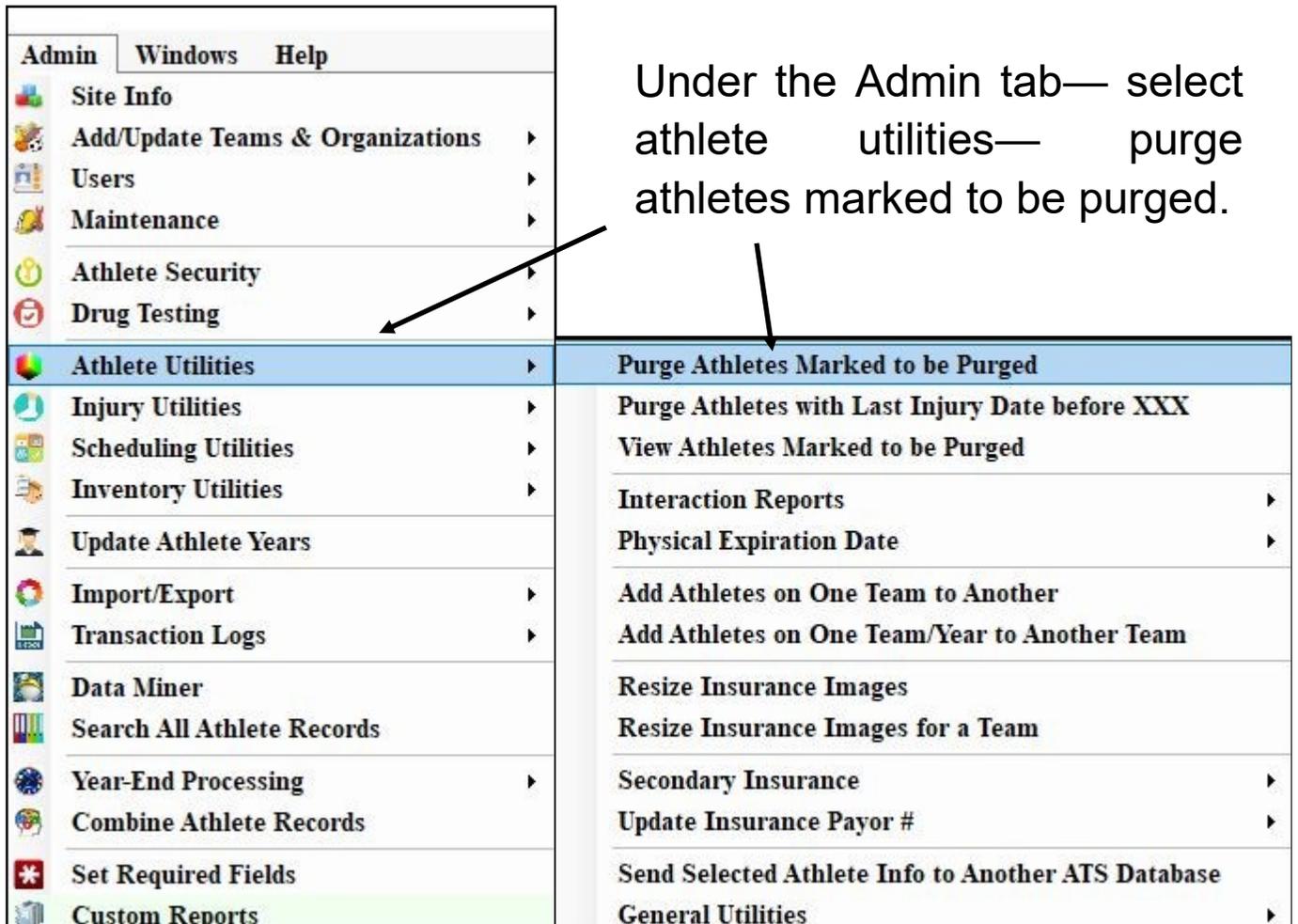
**\*It is recommended to always check the athletes to be purged before running the purge.**



Under the Admin tab - select Athlete Utilities - then select View Athletes Marked to be Purged.



Once you have confirmed that only the correct/desired athlete(s) are present in the list you can move on to running the purge which will completely delete the athlete record from your system.



Under the Admin tab— select athlete utilities— purge athletes marked to be purged.

You will be asked if you are sure you want to run the purge. Remember once the purge is run it cannot be undone.



Once the process is complete you will see a confirmation message that the athlete has been deleted.

## Purge with last injury Date XXX

The screenshot shows a menu with the following items: Admin, Windows, Help, Site Info, Add/Update Teams & Organizations, Users, Maintenance, Dashboard Statistics, Athlete Security, Drug Testing, Athlete Utilities (highlighted), and Injury Utilities. To the right of the menu, there is explanatory text: "Purge with last injury Date XXX will automatically purge anyone with an injury date after the date you select. This would be a good utility for anyone that has done a conversion into ATS, or been a long time client and would like to clean up their list. Again, running this utility will delete anyone from the previous to the date you pick, that has an injury associate." Below the menu, there are two sub-menus: "Purge Athletes Marked to be Purged" and "Purge Athletes with Last Injury Date before XXX" (highlighted).

ATS

This process will delete archived athlete records with an injury <= the date you enter. It will not delete archived records without an injury. Do you want to continue?

Yes No

Select the date you want to delete records for.

Choose the delete date

Choose the delete date

4/ 5/2021

OK Cancel

Purge Athletes

This process may not be reversed. Do you want to continue?

Yes No

Update complete.

OK

## Interaction Report:

Purge Athletes Marked to be Purged	
Purge Athletes with Last Injury Date before XXX	
View Athletes Marked to be Purged	
<b>Interaction Reports</b>	<ul style="list-style-type: none"> <li>All for a Time Period</li> <li>Organization for a Time Period</li> <li>Team for a Time Period</li> <li>Gender for a Time Period</li> <li>Season for a Time Period</li> </ul>
Physical Expiration Date	
Add Athletes on One Team to Another	
Add Athletes on One Team/Year to Another Team	

Interaction reports are a way for you to generate a de-identified report of the different interactions for the submenu. You have different ways to look at the numbers associated with different aspects of care.

Select the report you would like to generate from the 5 available, and the time frame you would like the report to generate for. Once you do, you will see a report similar to the one below.



**Joe Tech**

**Athlete Interactions Report**

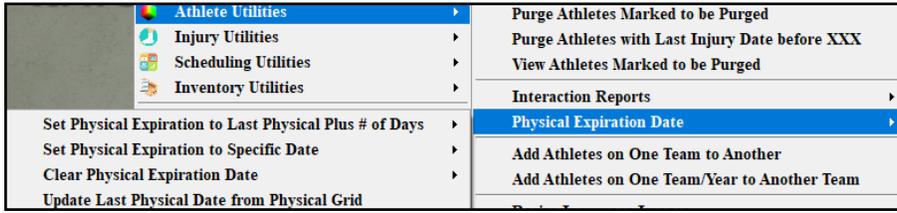
**From 5/1/2020 to 4/3/2021**

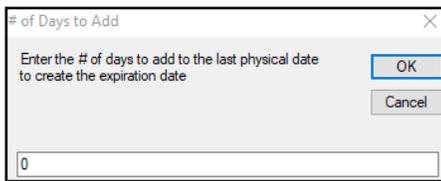
Active Athlete Count	55
Total Unique Interactions	21
Medical Services	4
Evaluations	2
Concuss Evals	13
Modality Sessions	70
Medication Distr	5
Limitations	14
Rehab Sessions	19
Referrals	3
Notes	53

## Physical Expirations:

This utility allows you to set the expiration of the physicals that are entered into the system. Either by a number of days, set for a specific date, you can clear the expiration, or update in a grid form.



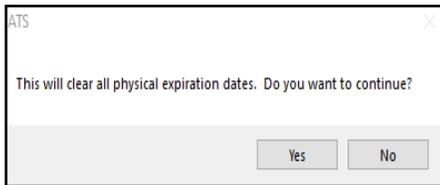
Set expiration to last+ days. Allows you to add a number of days you choose to the last physical date



Expiration to specific date. Allows you to pick a future date for the physicals to expire.

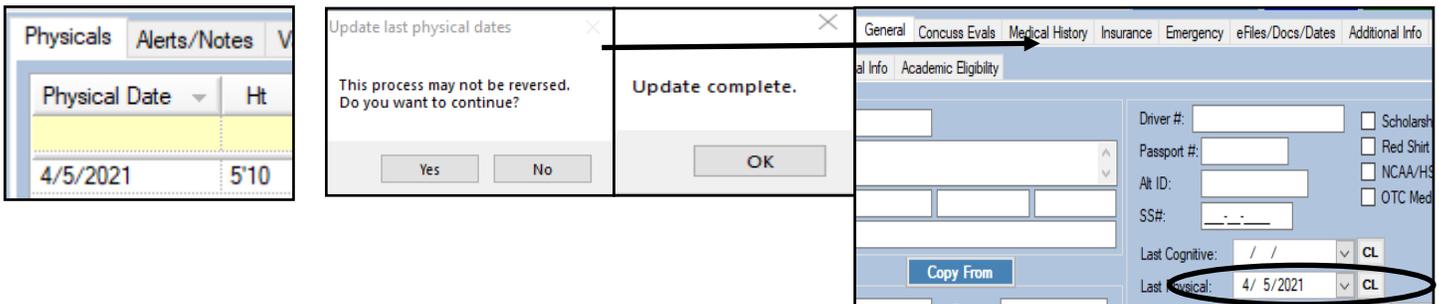


Clear Physical Expiration. Allows you to reset the expiration dates for the physicals entered.



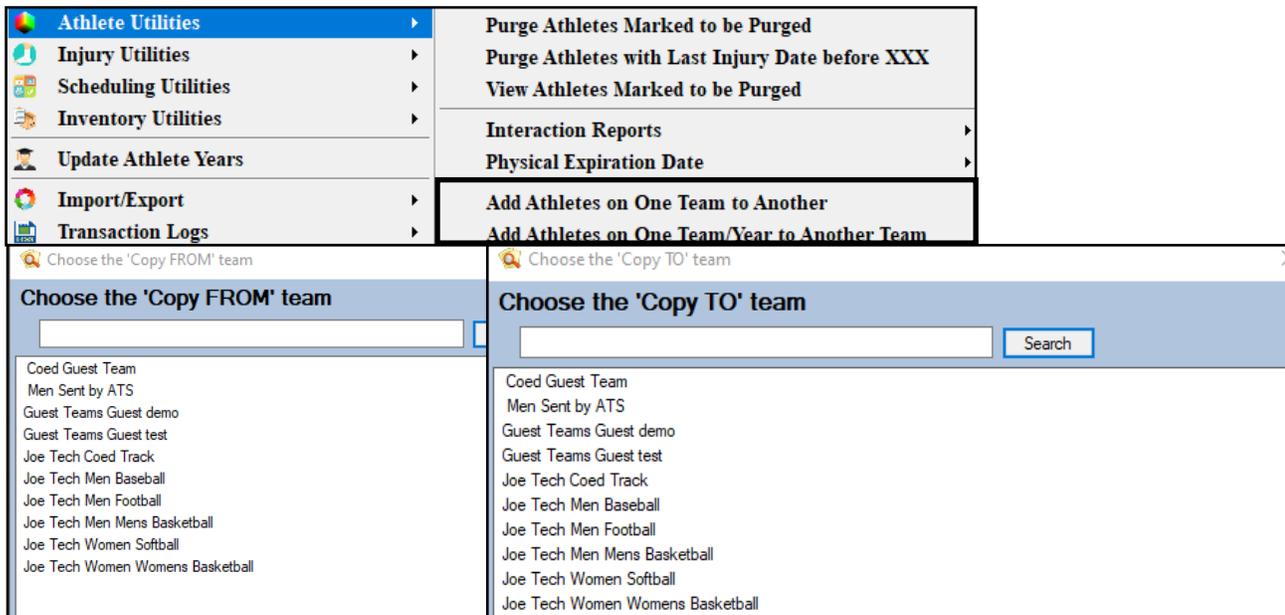
Update from Physical Grid.

If you have entered physicals in the physical box under the medical history, and the Last Physical date did not update, this utility will update that area.

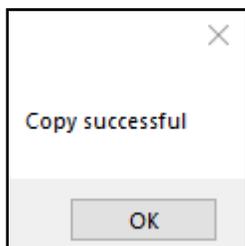


## Add Athletes on One Team to Another:

This utility allows you to migrate one team to another as a group rather than moving individual athletes. Particularly useful, as example, cross country season is over, you want to move all of the cross country runners to track because they run distance.



Select the team you want to move the patients/athletes **from**. Then select the team you are going to move them **to**.



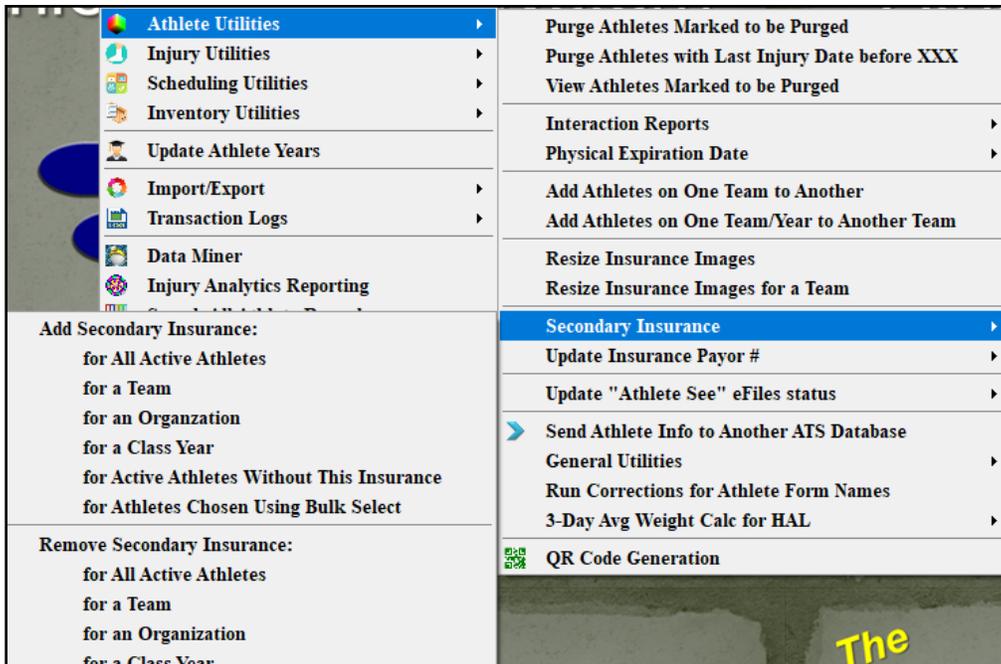
After you see this message, your patients/athletes will be copied. They will now be present on both teams.

**Resize Insurance Images:**

This utility will allow you to size down the images that have been uploaded to be a better fit. If some images are large, you are having a difficult time running reports for insurance cards. Select either Insurance Images, which will resize for the entire database, or select by team.

 <b>Athlete Utilities</b> ▶	<b>Purge Athletes Marked to be Purged</b>
 <b>Injury Utilities</b> ▶	<b>Purge Athletes with Last Injury Date before XXX</b>
 <b>Scheduling Utilities</b> ▶	<b>View Athletes Marked to be Purged</b>
 <b>Inventory Utilities</b> ▶	<b>Interaction Reports</b> ▶
 <b>Update Athlete Years</b>	<b>Physical Expiration Date</b> ▶
 <b>Import/Export</b> ▶	<b>Add Athletes on One Team to Another</b>
 <b>Transaction Logs</b> ▶	<b>Add Athletes on One Team/Year to Another Team</b>
 <b>Data Miner</b>	<b>Resize Insurance Images</b>
 <b>Injury Analytics Reporting</b>	<b>Resize Insurance Images for a Team</b>

## Secondary Insurance:

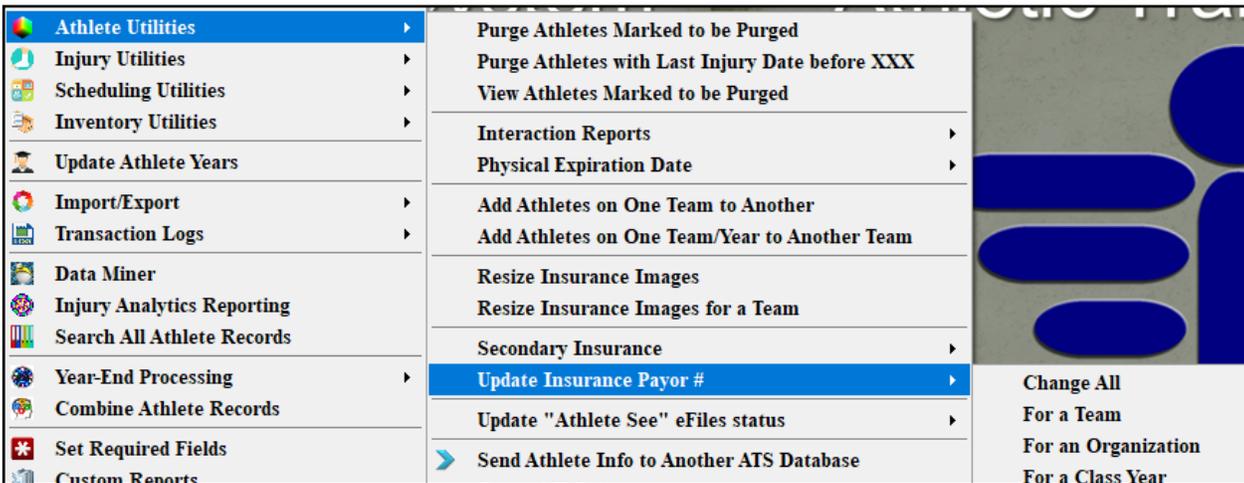


If you have secondary insurance coverage, you can assign that coverage to any active athlete by using this utility.

You do have to manually enter the secondary insurance coverage information for one of your patient/athletes first, before you can copy the information to the chosen group. Please see the associated help doc for further explanation of the process for completing this [Secondary Insurance](#) bulk add.

## Insurance Payor Number:

This utility allows you to inactive, or change the payor number of insurance in the system. This will insert a 99 number in the insurance payor number, effectively inactivating the selection, but preserving the records of previous insurance. If there were ever dispute of coverage for the previous year, the insurance is preserved, but while the patient/athlete is registering they need to re-enter the information.

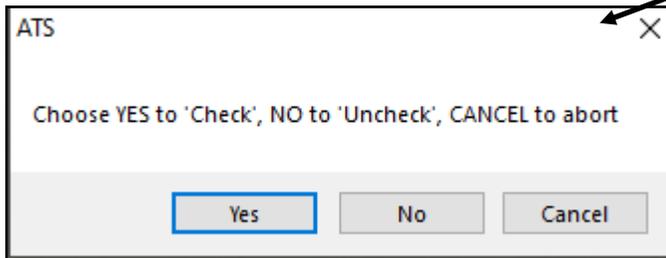
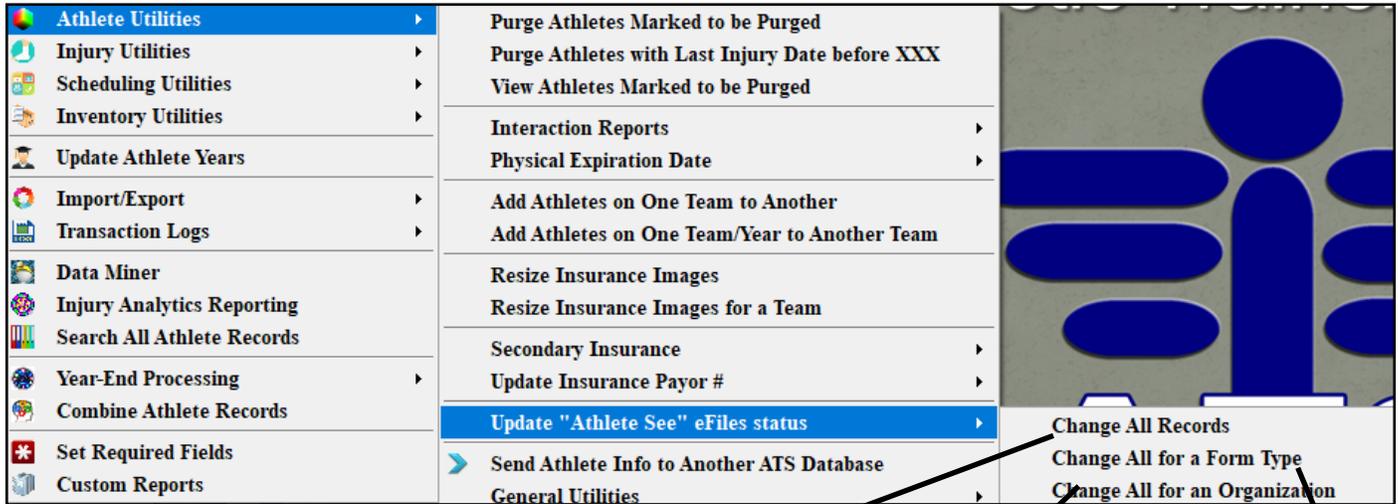


Change All  
For a Team  
For an Organization  
For a Class Year

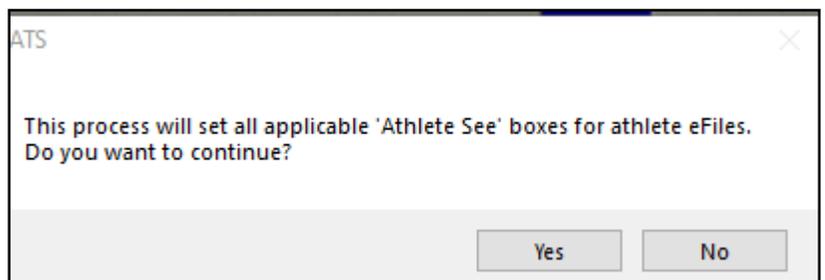
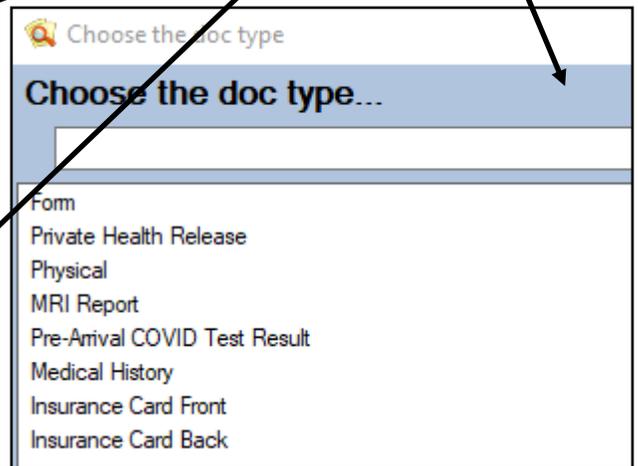
For more information and specifics, please see the [Archiving Athlete](#) insurance help doc.

## Update Athlete See:

This utility allows you the ability to update the patient/athlete ability to view, specifically their eFiles. If you did not mark each entry as they were attached, this utility will allow you the ability to update that in bulk. Choose the associated options to grant or remove access.



Choose whether you want to allow or remove access.



## Athlete Send Function:

ATS has the ability to send patient/athlete information from one ATS database to another ATS database. While the utility is available, Keffer Development has no determination on whether or not you utilize the utility. Please make sure you obtain all appropriate releases of information before executing the athlete send.

<b>Athlete Utilities</b> ▶	<b>Purge Athletes Marked to be Purged</b>
<b>Injury Utilities</b> ▶	<b>Purge Athletes with Last Injury Date before XXX</b>
<b>Scheduling Utilities</b> ▶	<b>View Athletes Marked to be Purged</b>
<b>Inventory Utilities</b> ▶	
<b>Update Athlete Years</b>	<b>Interaction Reports</b> ▶
	<b>Physical Expiration Date</b> ▶
<b>Import/Export</b> ▶	<b>Add Athletes on One Team to Another</b>
<b>Transaction Logs</b> ▶	<b>Add Athletes on One Team/Year to Another Team</b>
<b>Data Miner</b>	<b>Resize Insurance Images</b>
<b>Injury Analytics Reporting</b>	<b>Resize Insurance Images for a Team</b>
<b>Search All Athlete Records</b>	
<b>Year-End Processing</b> ▶	<b>Secondary Insurance</b> ▶
<b>Combine Athlete Records</b>	<b>Update Insurance Payor #</b> ▶
<b>Set Required Fields</b>	<b>Update "Athlete See" eFiles status</b> ▶
<b>Custom Reports</b>	<b>Send Athlete Info to Another ATS Database</b>

**Send Athlete Info to Another ATS Database**

**1. Choose the athlete(s) to send** **Load Athletes**

Athlete to Copy:

or Team to Copy:

or Organization to Copy:

**2. Enter the Target Database & click "Load..."**

Target ATS Database:  **Load Crosswalks**

**3. Cross walk the applicable information**

Crosswalk School Years		Crosswalk Race	
Your Year	Target Year	Your Race	Target Race
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Crosswalk Ethnicity**

Your Ethnicity	Target Ethnicity
<input type="text"/>	<input type="text"/>

\* Injury & other indicated info will be copied as a PDF doc and saved in the eFiles so it can't be edited...

This screen allows you to send the information for the selected athlete to another ATS database. ATS assumes no liability for the information transferred. You should have legal authorization from all parties involved before proceeding.

**4. Acknowledge the waivers/clearance & Load Athletes**

I/we have obtained all the applicable clearances & waivers for this process

**5a. Who to send (max 10)** 99

Include Login/Password in info sent?

<input type="checkbox"/>	Exists	Proc	Name

Record:  Of

**5b. Send information...**

**Process Send** Count:

**6. Close**

For more information on the specific ways to utilize the [Send Athlete information](#) please visit the help doc.

## Athlete Merge Function:

ATS now has the ability to merge athlete profiles from one database to another. This is specifically useful if one organization has been taken over by another. If they both use ATS they can merge the records into one congruent database. There are some limitations to this with regards to the amount of information that is transferred. For further details please view the [Merge Help](#) doc.

The image shows two parts of the ATS software interface. The top part is a screenshot of the 'Admin' menu with 'Athlete Utilities' selected. The bottom part is a screenshot of the 'Merge Athlete Info to Another ATS Database' dialog box.

**Admin Menu - Athlete Utilities Sub-menu:**

- Purge Athletes Marked to be Purged
- Purge Athletes with Last Injury Date before XXX
- View Athletes Marked to be Purged
- Interaction Reports
  - Physical Expiration Date
- Add Athletes on One Team to Another
- Add Athletes on One Team/Year to Another Team
- Resize Insurance Images
  - Resize Insurance Images for a Team
- Secondary Insurance
  - Update Insurance Payor #
- Update "Athlete See" eFiles status
- Send Athlete Info to Another ATS Database
- Merge Athlete Info to Another ATS Database**
- Run Corrections for Athlete Form Names
- 3-Day Avg Weight Calc for HAL
- QR Code Generation

**Merge Athlete Info to Another ATS Database Dialog:**

1. Choose the athlete(s) to merge  
 Athlete: [Dropdown]  
 or Team: [Dropdown]  
 or Organization: [Dropdown]

2. Enter the Target Database & click "Load..."  
 2a. Target ATS Database: [Text Box] [2b. Load Athletes] [2c. Load Crosswalk]

3. Cross walk the applicable information  
 Crosswalk School Years: [Your Year | Target Year]  
 Crosswalk Race: [Your Race | Target Race]  
 Crosswalk Ethnicity: [Your Ethnicity | Target Ethnicity]

5a. Who to merge **99**  
 Include Login/Password in info sent?  
 Table with columns: Exists, Proc, Name

5b. Merge information...  
 [Process Merge] [Count: ]

4. Acknowledge the waivers/clearance &, Load Athletes  
 We have obtained all the applicable clearances & waivers for this process

6. Close

\* The only information merged to the target database are athlete demographics, insurance information, emergency contacts, notes, eFiles & team(s)  
 This screen allows you to merge the information for the selected athlete to another ATS database. ATS assumes no liability for the information transferred. You should have legal authorization from all parties involved before proceeding.

## Run Patient/Athlete Form Name Correction:

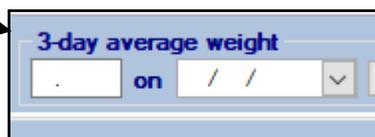
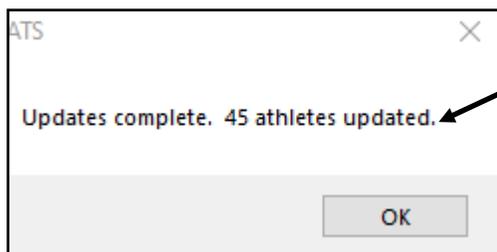
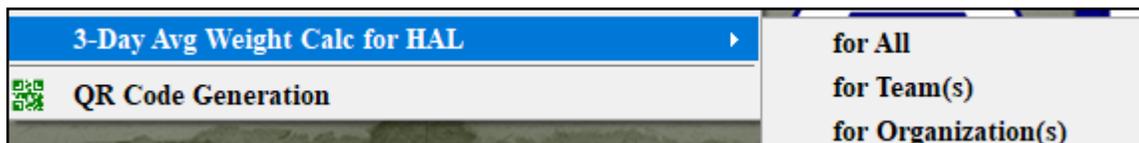
If you are having issues with forms not working correctly you may need to run the correction utility. Special characters within a form name can cause issues. Special characters, can include anything from a comma, quotation marks, apostrophe.

This process will remove those and put the forms into the correct formatting.

 <b>Athlete Utilities</b> ▶	<b>Purge Athletes Marked to be Purged</b>
 <b>Injury Utilities</b> ▶	<b>Purge Athletes with Last Injury Date before XXX</b>
 <b>Scheduling Utilities</b> ▶	<b>View Athletes Marked to be Purged</b>
 <b>Inventory Utilities</b> ▶	
 <b>Update Athlete Years</b>	<b>Interaction Reports</b> ▶
	<b>Physical Expiration Date</b> ▶
 <b>Import/Export</b> ▶	<b>Add Athletes on One Team to Another</b>
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 <b>Search All Athlete Records</b>	
 <b>Year-End Processing</b> ▶	<b>Secondary Insurance</b> ▶
 <b>Combine Athlete Records</b>	<b>Update Insurance Payor #</b> ▶
 <b>Set Required Fields</b>	<b>Update "Athlete See" eFiles status</b> ▶
 <b>Custom Reports</b>	 <b>Send Athlete Info to Another ATS Database</b>
	<b>Run Corrections for Athlete Form Names</b>

### 3 Day Average Weight Calculation for the Hydration Alerts:

Utilizing the 3-day weight calculation will allow you see across 3 days of recorded HAL entries what the average was for, the available entries.



In the athlete's profile, you are able to see the 3 day average weight. This is available in the general patient/athlete details screen, the main profile. Or through the patient/athlete seasonal update screen. It is also available in the HAL screen as well.

Hydration Alert Log (HAL)		
Date:	4/ 5/2021 12:03:08 PM	Now
Type:		Team:
Athlete	Prev Entry	3-Day
- Alert: False		
Brown, Barry		
Clark, Billy		
Davis, Crash	215.00	
LaLoosh, Nuke		0.00 -
Palledorous, Michael		0.00 -
Porter, Hamilton		0.00 -
Rodriguez, Benny		0.00 -
Ruth, Baby		0.00 -

## QR Code Generation:

Athlete Utilities	Purge Athletes Marked to be Purged
Injury Utilities	Purge Athletes with Last Injury Date before XXX
Scheduling Utilities	View Athletes Marked to be Purged
Inventory Utilities	Interaction Reports
Update Athlete Years	Physical Expiration Date
Import/Export	Add Athletes on One Team to Another
Transaction Logs	Add Athletes on One Team/Year to Another Team
Data Miner	Resize Insurance Images
Injury Analytics Reporting	Resize Insurance Images for a Team
Search All Athlete Records	Secondary Insurance
Year-End Processing	Update Insurance Payor #
Combine Athlete Records	Update "Athlete See" eFiles status
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Custom Reports	Run Corrections for Athlete Form Names
	3-Day Avg Weight Calc for HAL
QR Code Generation	

QRCode
⏪ ⏩ ⏹

**1. Choose the athletes to be included**

All Athletes     Team(s)  
 Single Athlete     Organization

*Terms of Use for QR Codes*

Keffer Development Services provides the ability for your organization to create custom QR Codes for your athletes. However, we do not assume any legal responsibility for their use and the information included.

**2. Choose information to include**

**Format for ID Card**

First Name     Allergies  
 Middle Name     Current Meds     Sickle Cell  
 Last Name     Med Alerts     Insurance Info  
 Gender     Red Flags     Emer Contacts  
 Email     Alternate ID     Paperwork  
 Phone Number     Second Address     Custom Fields  
 Cell Number     Pref Hosp  
 Birthdate     Blood Type  
 Year     Language  
 Athlete ID     Race  
 Address     Ethnicity  
 City  
 State  
 Zipcode  
 Country

**QR Code Sample Text:**

Note: Large amounts of data will not scan properly unless larger images are used for printing

The QR code generation allows you to generate and assign QR codes to the patient/athletes. They are then able to utilize the QR code to sign into the Kiosk. You are also able to generate QR codes for any of the above choices.

For full details, please see the [QR code](#) help doc.