ATS—User Menu Items

The User Tab in ATS allows you to add, change/edit, and remove users and their permissions. As well as several other user specific functions.

Menu Item	Page	Video if available
Add a User	<u>Top 2</u>	
Search Users– Active Only	Middle2	
Search All Users- Active/Inactive	Bottom2	
Multi User Update	<u>Top3</u>	
My User	Middle3	
Copy User	Bottom3	
Search Users by Organization	<u>Top 4</u>	
Search Users by Region	Top4	
User Utilities	Bottom 4	
User Lists	<u>Top 5</u>	
User Details Reports	Bottom 5	
User Login Reports	<u>Top 6</u>	
User Athlete Activity	Bottom 6	
MSC Reports	<u>Top 7</u>	
User List for Email Groups	Bottom 7	
User Login/Password List	<u>Top 8</u>	
User Transaction Log	Bottom 8	

Ad	nin Windows Help			
-	Site Info			
28	Add/Update Teams & Organizations	►		
	Users	•	Add a User	
<i>S</i>	Maintenance	•	Search UsersActive Only	
87	Dashboard Statistics		Search All Users (Active & Inactive)	
3	Athlete Security	•	Multi User Update	
ŏ	Drug Testing	•	My User	
	Athlete Utilities		Copy User	
5	Injury Utilities		Search Users by Organization	
	Scheduling Utilities		Search Users by Region	
	Inventory Utilities	•	User Utilities	•
	-		User Lists	•
	Update Athlete Years		User Detail Reports	•
0	Import/Export	•	User Login Reports	•
	Transaction Logs	•	User Athlete Activity	•
2	Data Miner		MSC Reports	•
۲	Injury Analytics Reporting		User List for Email Groups	
	Search All Athlete Records		User Login/Password List	
	Vear-End Processing	•	User Transaction Log	•

Adding a User:

_			
Adı	min Windows Help		
2	Site Info		
8	Add/Update Teams & Organizations	•	
	Users	•	Add a User
- 4			

Adding a user in the ATS Desktop is done by going to the Add a User tab. This allows you to create users for your database. This is where you can create new Athletic Trainers, new coaches so they can get automated reports, athletic training students, or anyone else that needs to have some kind of access to your database.

For more specific information on adding specific types of users please see the help docs listed below.

Add a regular user — Desktop

Add a user — Portal

Add a PRN user — Both

Add a Coach as a user ---- desktop, does include the modules access we recommend

can follow the Add a user for Portal, use the modules from this doc or grant your own access

Search Users Active only:

Admin Windows Help		
🚜 Site Info		
😻 🛛 Add/Update Teams & Organizations	•	
🟥 Users	•	Add a User
💋 Maintenance	•	Search UsersActive Only

This is the list of your current users that are active. You can use this menu to change/edit any of the person security levels, or anything else with the users account, or disable them when they are no longer employed.

Search All Users (Active & Inactive):

Ad	min Windows Help		
2	Site Info		
🐉 🛛 Add/Update Teams & Organizations		•	
🚺 Users		•	Add a User
	Maintenance	•	Search UsersActive Only
	Dashboard Statistics		Search All Users (Active & Inactive)

This list contains everyone that is a part of your database, whether they have been deactivated or are active. If someone goes missing, they forgot their password they will be on this list, they aren't missing, they are not active. We do not recommend deleting a users account, instead disable to preserve the historical records.

Multi User Update:

Ad	min Windows Help		
2	Site Info		
2	Add/Update Teams & Organizations	•	
	Users	•	Add a User
	Maintenance	•	Search UsersActive Only
Dashboard Statistics			Search All Users (Active & Inactive)
3	Athlete Security	•	Multi User Update

The Multi User Update allows you to update users in quick fashion much like the quick multifunction/athlete multifunction. For more info please check out the <u>Multi</u> <u>User Update</u> help doc.

MY User:

Ad	nin Windows Help		
2	Site Info		
2	Add/Update Teams & Organizations	•	
	Users	•	Add a User
	Maintenance	•	Search UsersActive Only
	Dashboard Statistics		Search All Users (Active & Inactive)
	Athlete Security	•	Multi User Update
0	Drug Testing	•	My User

The My User option will take you directly to your account without having to search for it.

Copy User:

Ad	min Windows Help		
2	Site Info		
2	Add/Update Teams & Organizations	•	
	Users	•	Add a User
<i>ه</i>	Maintenance	•	Search UsersActive Only
.	Dashboard Statistics		Search All Users (Active & Inactive)
3	Athlete Security	•	Multi User Update
Ø	Drug Testing		My User Copy User
-	4 (1.1. (Copy Oser

The Copy User utility allows you to select a specific account to copy the modules for. This is especially helpful when creating coach accounts. It allows you to assign the account with User name, Log In and Password, and copy the modules already existing so you don't have to remember what you assigned. Do make sure to change the team access to be specific to the individual you just created.

Search User by Organization or Region:

Admin Windows Help		
🚜 Site Info		
🗱 🛛 Add/Update Teams & Organizations	•	
🛄 Users	•	Add a User
🐊 Maintenance	•	Search UsersActive Only
Dashboard Statistics		Search All Users (Active & Inactive)
Athlete Security		Multi User Update
	•	My User
Athlete Utilities Injury Utilities	• •	Copy User Search Users by Organization Search Users by Region
Athlete Utilities	•	Copy User

This search user feature allows you to look for users based on the organization they are a part of, if you have that defined. You can also search based on region, again if that is set up for your system. Typically, for smaller schools there won't be a region set. You could have organizations based on how you set up your teams.

<u>User Utilities:</u>

Admin Windows Help				
 Site Info Add/Update Teams & Organizations 	•			
Users	•	Add a User		
Maintenance Dashboard Statistics	•	Search UsersActive Only Search All Users (Active & Inactive)		
 Athlete Security Drug Testing 	+	Multi User Update My User Copy User		
 Athlete Utilities Injury Utilities 	+	Search Users by Organization Search Users by Region		Athletic Traine
Scheduling Utilities Inventory Utilities	+	User Utilities	¥.	Change User Password
🕱 Update Athlete Years		User Lists User Detail Reports	* *	Copy Key Phrase from Master to All
O Import/Export	+	User Login Reports	ł	Bulk Set Module Access for Selected Users Global Module Access Process

The user utilities area allows you to <u>change a password</u> for a single user, <u>copy the key phrases</u> from the master list to all your users. For more info on what <u>Key Phrases</u> are and what they do, check out the help doc. <u>Bulk Set Module Access</u> for Selected Users, allows you to change module access in bulk for several users at once. <u>Global Module Access Process</u>, it allows you to change one specific module for multiple people.

User Lists:

Admin Windows Help				
🚢 Site Info				
🧞 Add/Update Teams & Organizations	•			
🟥 Users	•	Add a User		
💋 Maintenance	•	Search UsersActive Only		
😨 Dashboard Statistics		Search All Users (Active & Inactive)		
() Athlete Security	•	Multi User Update		
Drug Testing	•	My User Copy User		Athletic Tra
Athlete Utilities	•	Search Users by Organization		
 Injury Utilities 	•	Search Users by Region		
Scheduling Utilities	•	User Utilities	•	
Inventory Utilities	-	User Lists	•	User List Report
👤 Update Athlete Years		User Detail Reports	•	User List for a Location
Import/Export	•	User Login Reports	•	User List for a Team
📰 Transaction Logs	•	User Athlete Activity	+	User List for an Organization
🚰 🛛 Data Miner		MSC Reports	•	User List for a Region
Dinux Analytics Reporting		User List for Email Croups		User List with Additional Info

The User Lists: allows you to generate reports based on the sub menu. You can see which users are assigned to which teams or organizations. As well as other way of seeing the users in your organization.

User Detail Reports:

Admin Windows Help			
🚜 Site Info			
🧞 Add/Update Teams & Organizations	•		
🛄 Users	•	Add a User	
💋 Maintenance	•	Search UsersActive Only	
Dashboard Statistics		Search All Users (Active & Inactive)	
() Athlete Security	•	Multi User Update	
🕝 Drug Testing	•	My User Copy User	Athletic Tra
Athlete Utilities	•	Search Users by Organization	
 Injury Utilities 	•	Search Users by Region	
🕃 Scheduling Utilities	•	User Utilities	the state of the state of the
Inventory Utilities	•	User Lists	
🧵 Update Athlete Years		User Detail Reports	User Details Report
Import/Export	+	User Login Reports	User Details for a Location
📰 Transaction Logs	+	User Athlete Activity	User Details for a Team
🎦 Data Miner		MSC Reports	User Details for an Organization
Iniury Analytics Reporting		User List for Email Groups	User Details for a Region

The User Detail Reports: allows you to see details for your users in a variety of ways. This pulls all the pertinent information from their user account.

User Detail Reports:

Admin Windows Help	_	
 Site Info Add/Update Teams & Organizations Users Maintenance 	Add a User Search UsersActive Only	
 Dashboard Statistics Athlete Security Drug Testing 	Search All Users (Active & Inactive) Multi User Update My User	\thlatia ⁻
Athlete Utilities Athlete Utilities Injury Utilities Scheduling Utilities Inventory Utilities	Copy User Search Users by Organization Search Users by Region User Utilities	Athletic ⁻
 Update Athlete Years Import/Export 	User Lists User Detail Reports User Login Reports	User Login History
Transaction Logs	User Athlete Activity	User Logins by Date

The User Login Reports: allows you to see when your user accounts have logged in to ATS, or to view the dates they have been in. This can be useful if you need to verify if your staff have been logging in or not.

User Athlete Activity:

Admin Windows Help				
Site Info				
Add/Update Teams & Organizations Users		Add a User		1
Maintenance	•	Add a User Search UsersActive Only		
Dashboard Statistics		Search All Users (Active & Inactive)		
 Athlete Security Drug Testing 	* *	Multi User Update My User		Athletic Traine
Athlete Utilities Injury Utilities	+	Copy User Search Users by Organization Search Users by Region		
 Scheduling Utilities Inventory Utilities 	+	User Utilities User Lists	•	
🚊 Update Athlete Years		User Detail Reports	•	
Import/Export	►	User Login Reports	►	
Transaction Logs	►	User Athlete Activity	•	Details All
🎇 🛛 Data Miner		MSC Reports	•	Details by User
 Injury Analytics Reporting Search All Athlete Records 		User List for Email Groups User Login/Password List		Summary Daily Log
Year-End Processing	•	User Transaction Log	+	Daily Log for User(s) Modalities & Rehabs Performs for a Period
Combine Athlete Records			11.1	Supervisor Summary

The User Athlete Activity: allows you the ability to generate interaction reports based on the different sub menu items. This allows you the ability to determine the interactions the staff and the student-athlete/patients have had; when injuries were entered, limitations and others.

MSC Reports:

Admin Windows Help		
🚜 Site Info		
🧞 🛛 Add/Update Teams & Organizations	•	
🛄 Users	Add a User	1
💋 Maintenance	Search UsersActive Only	
🐯 Dashboard Statistics	Search All Users (Active & Inactive)	
() Athlete Security	Multi User Update	
🕝 Drug Testing	My User Copy User	Athletic Tra
🌲 Athlete Utilities	Search Users by Organization	
Injury Utilities	Search Users by Region	
Scheduling Utilities	User Utilities	- Anna and a state of the second
Inventory Utilities	User Lists	
🧵 Update Athlete Years	User Detail Reports	
O Import/Export	 User Login Reports 	
Transaction Logs	▶ User Athlete Activity ▶	and the second sec
🎇 🛛 Data Miner	MSC Reports	Crosstab for Date Range
a Injury Analytics Reporting	User List for Email Croups	Forms Completed for Users

MSC Reports: will allow you to look at cross tabs and analyze the results of the forms, or look at the forms for the user that completed them. For more info, check out the \underline{MSC} help doc.

User List for Email Groups:

Admin Windows Help			
🚜 Site Info			
臡 🛛 Add/Update Teams & Org	anizations 🔸		
🛄 Users	•	Add a User	
💢 Maintenance	•	Search UsersActive Only	
😁 Dashboard Statistics		Search All Users (Active & Inactive)	
() Athlete Security	•	Multi User Update	
Drug Testing	•	My User	
Athlete Utilities		Copy User	
 Injury Utilities 		Search Users by Organization	
Scheduling Utilities		Search Users by Region	
Inventory Utilities	•	User Utilities	•
		User Lists	•
Update Athlete Years		User Detail Reports	•
Import/Export	•	User Login Reports	•
Transaction Logs	•	User Athlete Activity	•
🎽 Data Miner		MSC Reports	•
Injury Analytics Reportin	g	User List for Email Groups	

User List for Email Groups: will allow you to generate a report for all of the users that are assigned to specific email groups.

User List for Email Groups:

Ad	nin Windows Help			
2	Site Info			
8	Add/Update Teams & Organizations	►		
	Users	•	Add a User	
	Maintenance	•	Search UsersActive Only	
	Dashboard Statistics		Search All Users (Active & Inactive)	
8	Athlete Security	•	Multi User Update	
ŏ	Drug Testing		My User	
			Copy User	
	Athlete Utilities	•	Search Users by Organization	
2	Injury Utilities	•	Search Users by Region	
	Scheduling Utilities	•	User Utilities	•
-	Inventory Utilities	•	User Lists	•
1	Update Athlete Years		User Detail Reports	•
0	Import/Export	•	User Login Reports	•
	Transaction Logs	►	User Athlete Activity	•
8	Data Miner		MSC Reports	•
۰	Injury Analytics Reporting	_	User List for Email Groups	
	Search All Athlete Records		User Login/Password List	

User Login/Password List: Will generate you a list of your users log in information as well as what status they are, admin, coach, AT or the others and their last log in to the system.

User Transaction Log:

Ad	min Windows Help			
2	Site Info			
28	Add/Update Teams & Organizations	•		
	Users	•	Add a User	
<i>ه</i>	Maintenance	•	Search UsersActive Only	
	Dashboard Statistics		Search All Users (Active & Inactive)	
Ô	Athlete Security	•	Multi User Update	
ŏ	Drug Testing	•	My User	
-			Copy User	
-	Athlete Utilities	•	Search Users by Organization	
•	Injury Utilities	•	Search Users by Region	
27	Scheduling Utilities	•	User Utilities	•
٠	Inventory Utilities	•	User Lists	
2	Update Athlete Years		User Detail Reports	
0	Import/Export	•	User Login Reports	+
	Transaction Logs	•	User Athlete Activity	•
1	Data Miner		MSC Reports	•
۲	Injury Analytics Reporting		User List for Email Groups	
	Search All Athlete Records		User Login/Password List	
	Vear-End Processing	•	User Transaction Log	•

User Transaction Log: This is where the system tracks the users traffic in the system, logs the specific information they were doing within the admin settings and other things specific for the user. For more information check out the <u>Transaction Log</u> help doc