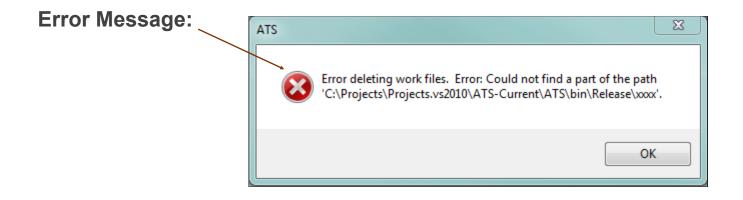
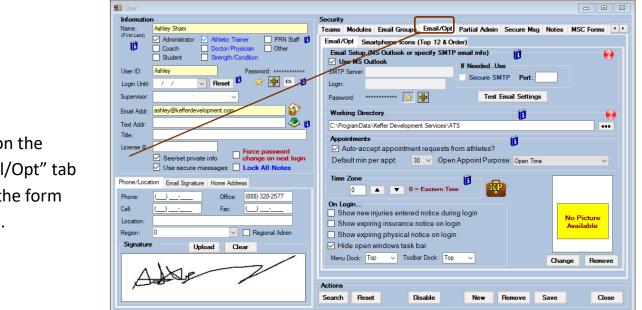
ATS makes use of a "working folder" for temporary files. The process of viewing electronic documents, exporting reports to Excel or some other format uses this folder.

Below is the error you will receive if this is not set, and instructions for setting your information.

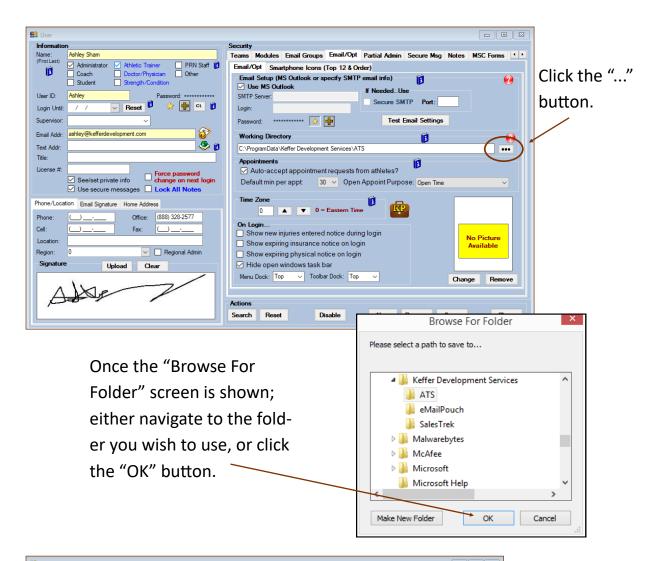


Set your information:

Navigate to your user information	Admin	Windows	Help		
following the menus shown here.	- Use	ers		F	My User



Click on the "Email/Opt" tab once the form opens.



2 User	
Information	Security
Name: Ashley Sham	Teams Modules Email Groups Email/Opt Partial Admin Secure Msg Notes MSC Forms
🖌 🗹 Administrator 🗹 Athletic Trainer 🔄 PRN Staff 🚺	Email/Opt Smartphone Icons (Top 12 & Order)
Coach Doctor/Physician Other Student Strength/Condition	Email Setup (MS Outlook or specify SMTP email info)
	Use MS Outlook
User ID: Ashley Password: *******	SMTP Server: Secure SMTP Port:
Login Until: 🖊 / 🗸 🔽 🦉 Reset 🖡 📩 🚺	Login:
Supervisor: V	Password: ******** 📝 📫 Test Email Settings
Email Addr: ashley@kefferdevelopment.com	Working Directory
Text Addr:	
Title:	
License #:	Appointments
See/set private info	Auto-accept appointment requests from athletes?
Use secure messages Lock All Notes	Default min per appt 30 V Open Appoint Purpose: Open Time V
Phone/Location Email Signature Home Address	Time Zone
	0 🔺 🔻 0 = Eastern Time
Phone: Office: (888) 328-2577	On Login
Cell: (Fax: ()	Show new injuries entered notice during login
Location:	Show expiring insurance notice on login No Picture Available
Region: 0 Regional Admin	Show expiring physical notice on login
Signature Upload Clear	Hide open windows task bar
- opioau clear	
	Menu Dock: 10p V Tooloar Dock: 10p V Change Remove
AND	
por 1	Actions
	Search Reset Disable New Remove Save Close

The working directory will be set. Click the "Close" button and click "Yes" to save your changes.