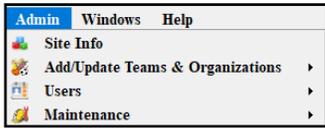


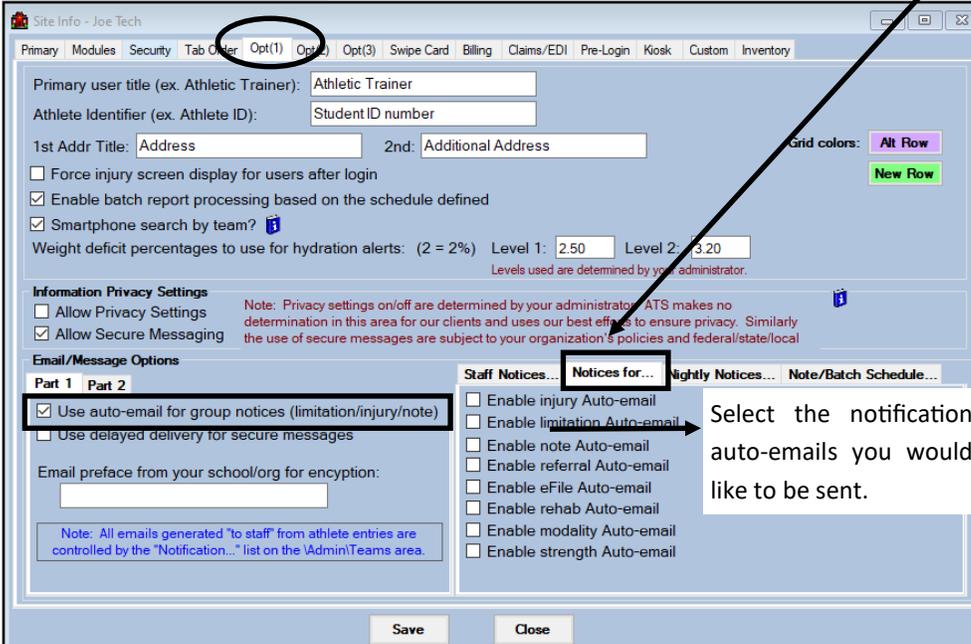
ATS - Configuring Group Email Content

ATS allows communication to be streamlined and automated. This can be between staff members tied to the same group, and anyone else that is part of that group. This is configurable for your database, and allows you to send automatic emails to the groups the patient/athlete falls under. This can help with limitation notification, note entry notification or anything else you would like to set up.

To allow group emails, follow the following instructions.



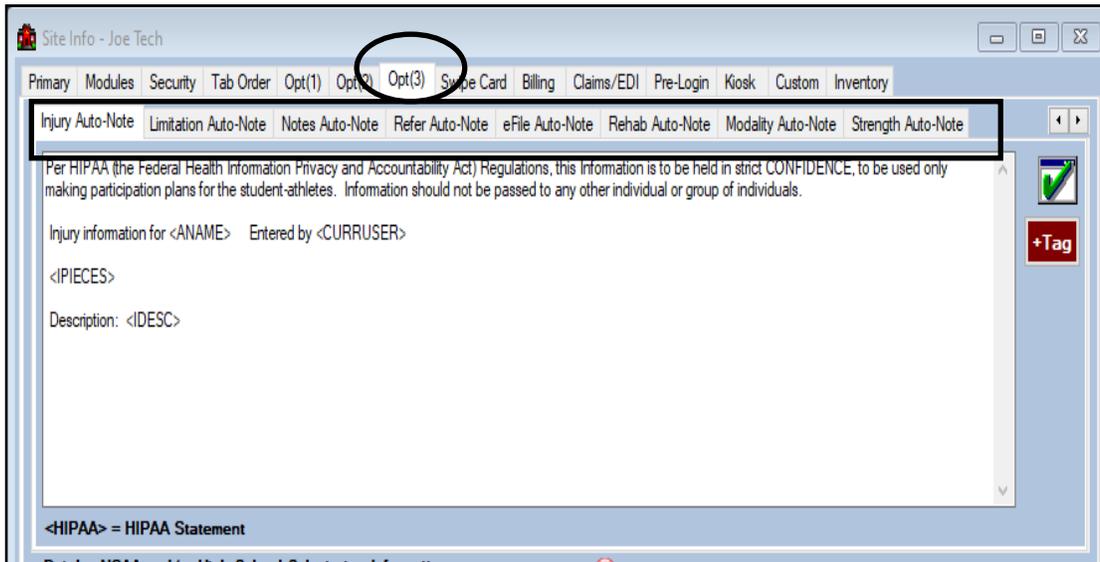
Begin by going to the ADMIN tab—> site info—> Opt(1). There you will want to turn on the auto-email group notices, and then select from the NOTICE FOR tab what notes/entries you would like to be automatically sent.



For further information in configuration of site info see the [Site Info](#) or [Communication](#) help doc.

Select the notification auto-emails you would like to be sent.

After selecting your auto-emails, go to OPT 3 tab and ensure that the auto-email tabs have the information you would like in them.

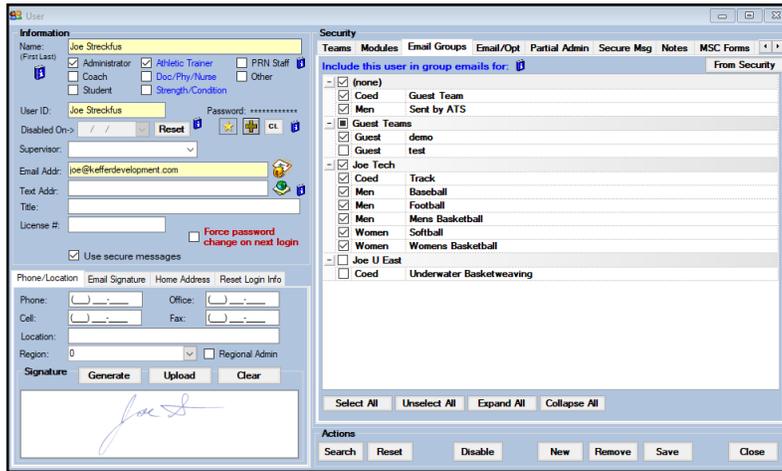


The auto-notes come with information prefilled, as well as a statement on usage. If you would like to add any other information you are able to. For more info on the field tags, which are the <> please see the [field tag](#) help doc. These automatically fill when the email is sent.

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The other piece of the group emails are the automatic emails generated from flagged questions in a patient/athlete form.

Go to the specific user profile. ADMIN—> users—> search users. After the group email settings from site info are turned on, you will see an email group tab in the profile.



The screenshot shows the 'User' profile page for 'Joe Streckfus'. The 'Security' tab is active, displaying a list of teams and their associated email groups. The 'Include this user in group emails for:' section is expanded, showing a tree view of teams. The 'From Security' tab is selected, showing a list of teams with checkboxes for selection. The 'Actions' section at the bottom includes buttons for Search, Reset, Disable, New, Remove, Save, and Close.

Team	Email Group
(none)	
Coed	Guest Team
Men	Sent by ATS
Guest Teams	
Guest	demo
Guest	test
Joe Tech	
Coed	Track
Men	Baseball
Men	Football
Men	Mens Basketball
Women	Softball
Women	Womens Basketball
Joe U East	
Coed	Underwater Basketweaving

Choose the teams that the user is responsible for, or use the From Security tab to copy over the team access. For the forms doing this will give an email to the users that the patient/athlete answered a flagged question and needs follow up.

The security and permission also ties in with the batch reports. To enable the batch reports (automatic emails), each recipient needs to have an account in ATS, as well as have the appropriate permissions to the teams the report will be coming for. If you don't not grant them access, they will only see a blank report. For more details, see the [Batch Report](#) help doc