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Logging Into ATS:

Each user of ATS is given a name and password by the administrator. Entering a valid combination on the screen shown here logs the user into the system. For more full information on creating users, please see the [Adding a User](#) help file.

In server name, enter **PrimaryServer**

If you are a TDE (encrypted at rest) database enter **PrimaryEncrypted**

Database and server name are only required on the first login after installation, occasionally after an update they will need to be re-entered. Please enter your organizations database name in the database field, not the one shown above.

Setting your logo/report logo and wallpaper

Admin Windows Help

Site Info

Primary Modules Security Tab Order Opt(1) Opt(2) Opt(3) Swipe Card Billing Claims/EDI Pre-Login Kiosk Custom Inventory

Main HIPAA Statement Claim Header Claim Footer Electronic Signature Legal Athlete Portal Athlete Form/eFile Instructions Emergency Protocol Screening Options

Org Name: Joe Tech

Org Address:

Org City:

State/Zip:

Time Zone: 0 ▲ ▼ 0 = Eastern Time

"Contact Us" info for Athlete Portal: (max 300 chars)

If you have ANY questions or problems you need to contact your sports medicine staff at your school.
Passwords need to include a Capital Letter, Number and Special character
<http://www.athletictrainersystem.com/>

Report Logo Wallpaper Load Graphic

Size: 1 in X 1 in

Recommended Size: 700 pixels X 400 pixels

Logo Link: <http://www.athletictrainersystem.com/>

Max 300 characters

Save Close

The report logo shows here, as well as reports you run from ATS.

The wallpaper will become the background of your ATS Desktop and ATS Staff Portal

The news corner/icon will take you to a link we have created to share with you news, tip/tricks and other information

Athletic Trainer System® - Desktop Module Login

User name: JOE STRECKFUS OK

Password: [] Cancel

Forgot Your Password? Hide

Reset Account Change Key

Database: ATSpoe Private info Beta...

Server Name: Primary Server Connection & Speed Issues Help Document

Activation Key: Set

Number of active users: 5 Connection open

ATS Desktop Version 11.0.2.0 378 days remaining until your activation expires

Site Information:

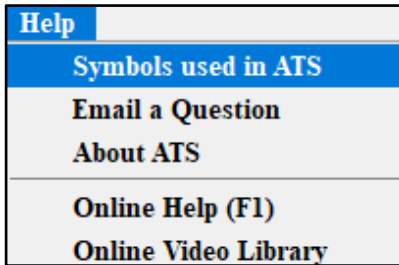
The screenshot shows the 'Site Info' configuration window for 'Joe Tech'. The window includes a menu bar with 'Admin', 'Windows', and 'Help'. Below the menu bar is a blue header with 'Site Info' and a small icon. The main content area is divided into several sections: 'Org Name' (text field with 'Joe Tech'), 'Org Address' (text field), 'Org City' (text field), 'State/Zip' (text fields), 'Time Zone' (dropdown menu showing '0 = Eastern Time'), and a 'Contact Us' info box for the Athlete Portal. There are also radio buttons for 'Report Logo' and 'Wallpaper', a 'Load Graphic' button, and a 'Logo Link' text field. At the bottom are 'Save' and 'Close' buttons.

The Site Information screen contains many different tabs, that correlate to specific areas of ATS. These areas all do have specific features and settings that should be set up prior to going much further in using the system.

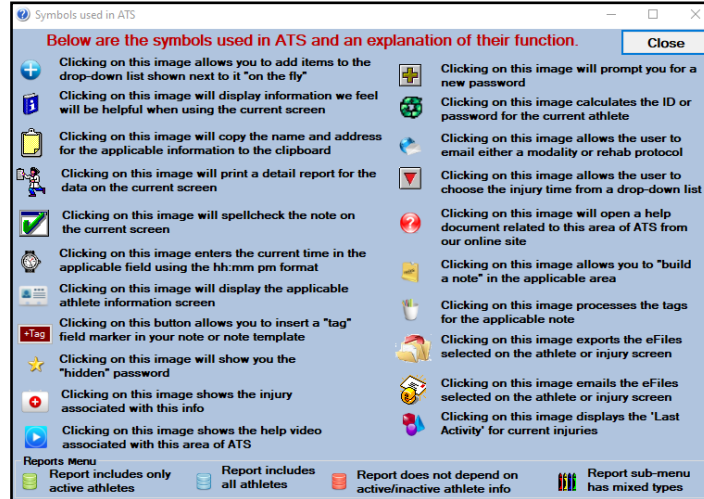
A specific section that should be configured prior to athletes using their portal is the Modules tab in site info. That section contains all of the available options for them, as well as your staff.

For more details and walkthrough of all of the tabs in the Site Info area, please view the "[Configuring Site Info](#)" document.

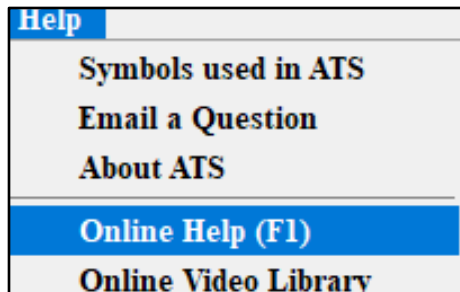
Context Help



Throughout the ATS system various types of help are available. Clicking this menu choice will explain these types.

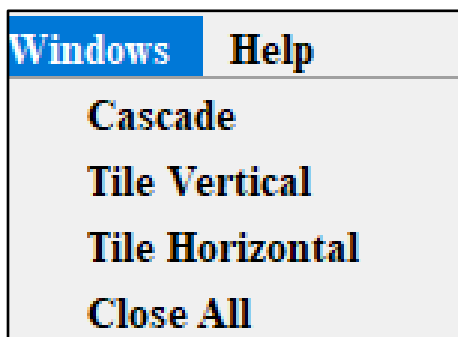


Reference Material:



Keffer Development maintains an online library of help docs and video tutorials. Clicking on this menu choice will take you to this site. Pressing F1 anywhere in the program will also bring up help.

Viewing open screens:



If you have multiple screens open, clicking on the “Windows” menu choice will allow you to see those that are open, arrange them, or close them all.

Define & Maintain Organizations

When starting out, you may want or need to have in your database, one or more organizations. Having organizations can aid in team setup, categorizing, and the overall organizations and maintenance of your teams.

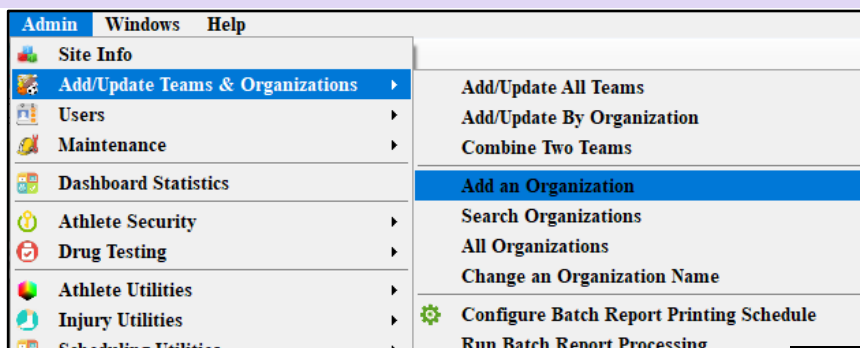
You are able to add or edit an organization at any time.

Having an organization defined; makes sure you can run organization reports, as well as any other organization based process in ATS.

To save time, create the organization first, then add teams. You can then tie the organization to the team during the team setup and not have to go back and edit your list later.

Teams are required to be established before you can add patients/athletes to the system.

Enter your organization(s) if want or need to. *If you only have one or do not want to set up an organization skip to adding your teams.*

A screenshot of the 'Organization Info' form. The form contains fields for Name, Address, City/S/Z, Region, NCAA School ID, High School ID, and Outside Reference ID. There are also checkboxes for 'Currently Active' and 'Med Provider', and buttons for 'Remove', 'Save', and 'Close'. A yellow box highlights the 'Emergency Protocol' field, with a note: 'Use the area below to enter the Emergency Protocol for this organization.' An arrow points from this note to the highlighted field.

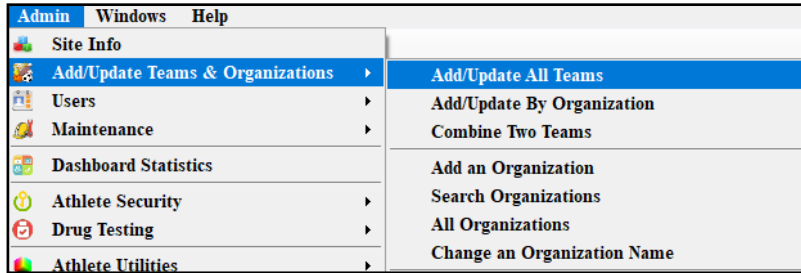
Shown here is the screen used to enter/update organizations. The only required information is the organization name and "Currently Active".

If you are participating in the NCAA or high school research process you will have to enter the organization's ID. This is obtained from Datalys. For more information please see the [Datalys Configuration](#) help doc.

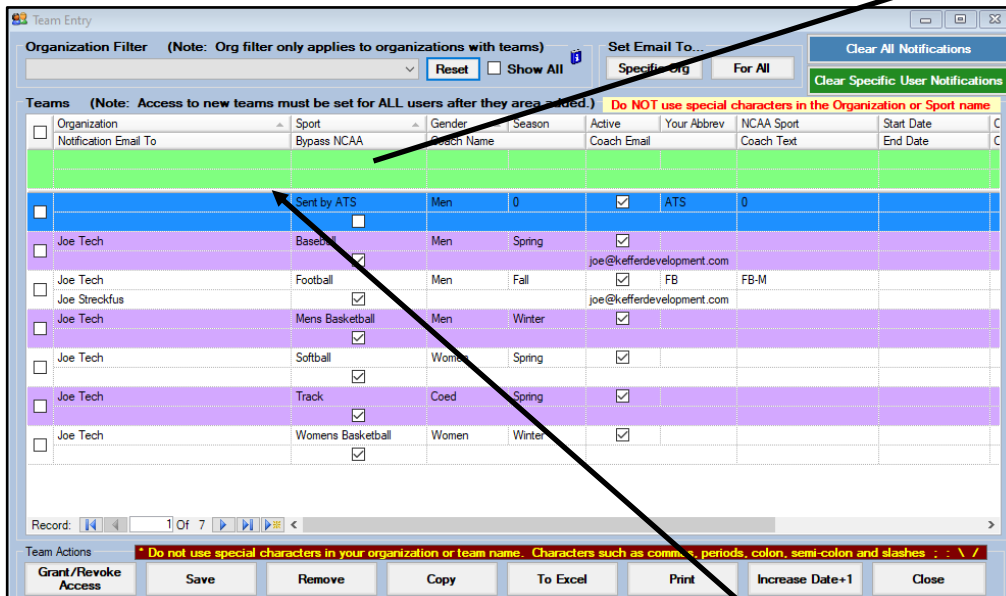
Define & Maintain Teams

Before adding athletes to the system you must add the team information. To save time, it is also suggested to setup existing teams before creating users so that users may be given access to teams during setup.

You may add additional teams or edit existing teams at any time. Users will need access granted to new teams before viewing or adding athletes for that team.



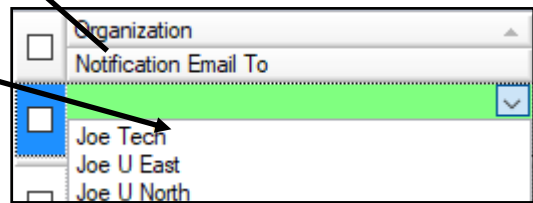
Teams are added or updated by clicking on the menu shown here.



New teams are added on the first row of the table.

Do not use characters, '/',,;, " or any other

If you have organizations defined you will use the dropdown list to choose the one that applies.



Required fields when adding a new team are: Organization if utilized, Sport, Gender, and Season. As well as checking the Active box.

Don't forget you **MUST** to grant access to the teams before **YOU** or **ANYONE** can see them. This can be done in the user area or right from this screen in bulk.

Check off the team or teams you need to grant access to.

The screenshot shows the 'Team Entry' window. At the top, there are filters for 'Organization Filter' and 'Set Email To...'. Below that is a table of teams with columns: Organization, Sport, Gender, Season, Active, Your Abbrev, NCAA Sport, Start Date, and End Date. The table contains 7 rows of team data. A pink box on the left points to the checkboxes in the 'Organization' column. At the bottom, there is a 'Grant/Revoke Access' button circled in black, with an arrow pointing to it from the text below.

Organization	Sport	Gender	Season	Active	Your Abbrev	NCAA Sport	Start Date	End Date
<input type="checkbox"/>	Sent by ATS	Men	0	<input checked="" type="checkbox"/>	ATS	0		
<input type="checkbox"/>	Joe Tech	Baseball	Men	Spring	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	Joe Tech	Football	Men	Fall	<input checked="" type="checkbox"/>	FB	FB-M	
<input type="checkbox"/>	Joe Tech	Mens Basketball	Men	Winter	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	Joe Tech	Softball	Women	Spring	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	Joe Tech	Track	Coed	Spring	<input checked="" type="checkbox"/>			
<input type="checkbox"/>	Joe Tech	Womens Basketball	Women	Winter	<input checked="" type="checkbox"/>			

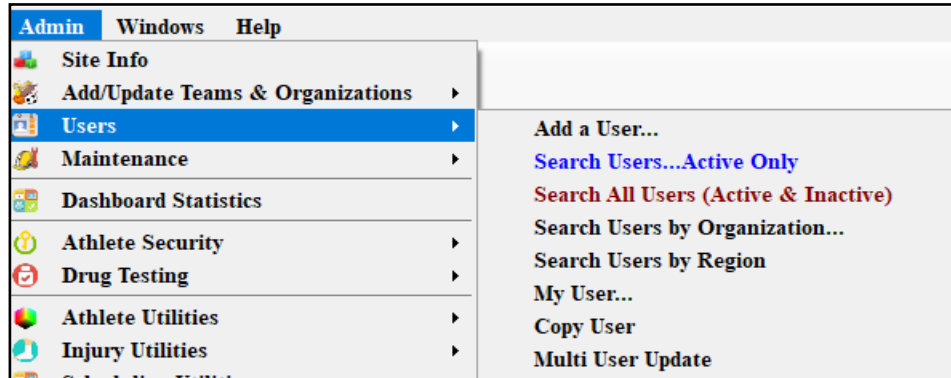
Click on the Grant/Revoke Access button

Then select the Users you want to be able to see the team or teams.

After the users are selected, use the update button to grant, or revoke the access for the users.

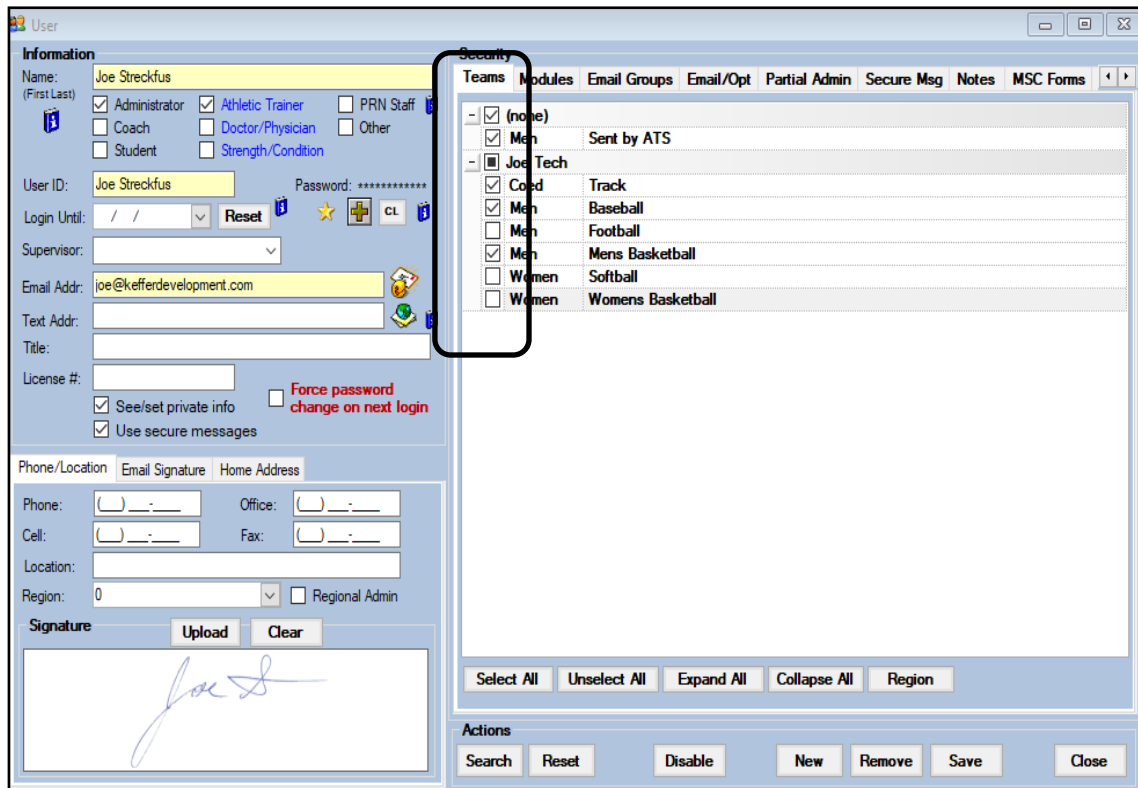
The screenshot shows the 'Update Team Access' dialog box. It has a list of staff members on the left, each with a checkbox. The list includes: Staff Name, mr coach, Dr Mike Jones, Ginger Sotak, Joe Floater, joe smith, Rober Admin, Rhett K... and William K Sotak. On the right, there are instructions: 'Check the box next to each staff member that you want to grant access to for the organization/team.' and 'For staff members with access already to the organization/team you can remove their access by unchecking their name on the list.' At the bottom right, there is an 'Update Access' button circled in black, with an arrow pointing to it from the text below, and a 'Cancel' button below it.

Adding or Updating Users



Users in the system are entered and updated and configured with the screen below.

If you did not grant access to teams during the team setup, make sure you give the user you are configuring, appropriate team access.



For more info on configuring users: see [Configuring Users Accounts](#) help doc.

Adding Users

Information

Name: Joe Streckfus (First Last)

Administrator
 Athletic Trainer
 PRN Staff
 Coach
 Doctor/Physician
 Other
 Student
 Strength/Condition

User ID: Joe Streckfus Password: *****

Login Until: / / Reset

Supervisor: [Dropdown]

Email Addr: joe@kefferdevelopment.com

Text Addr: [Field]

Title: [Field]

License #: [Field]

See/set private info
 Force password change on next login
 Use secure messages

Phone/Location Email Signature Home Address

Phone: () - - Office: () - -

Cell: () - - Fax: () - -

Location: [Field]

Region: 0 [Dropdown] Regional Admin

Signature [Field] Upload Clear

Joe S

Security

Teams Modules Email Groups Email/Opt Partial Admin Secure Msg Notes MSC Forms

No Report Access
 Allowed to Submit/Print Claims
 Group Emails Allowed
 Allow Report Printing
 Allow Report Exporting
 User can See All Injuries on the Athlete Details Screen

Module	Access
Announcements	Read-Write
Athlete Forms	Read-Write
Athlete Screen	Read-Write
Athlete Screening	Read-Write
Concussion	Read-Write
Distribute Medication	Read-Write
Documents	Read-Write
Emergency Contacts	Read-Write
Evaluations	Read-Write
Evaluations - Additional Findings	Read-Write
Evaluations - Evaluations	Read-Write
Evaluations - Girth	Read-Write
Evaluations - Medical History	Read-Write
Evaluations - Objective	Read-Write
Evaluations - Pain	Read-Write
Evaluations - Physician Notes	Read-Write
Evaluations - Special Tests	Read-Write
Functional Movement Evaluations	Read-Write

Record: 1 Of 75

Read/Write Read Only Add Only None From Another User Reset

Actions

Search Reset Disable New Remove Save Close

Don't forget to choose the appropriate modules for each user.

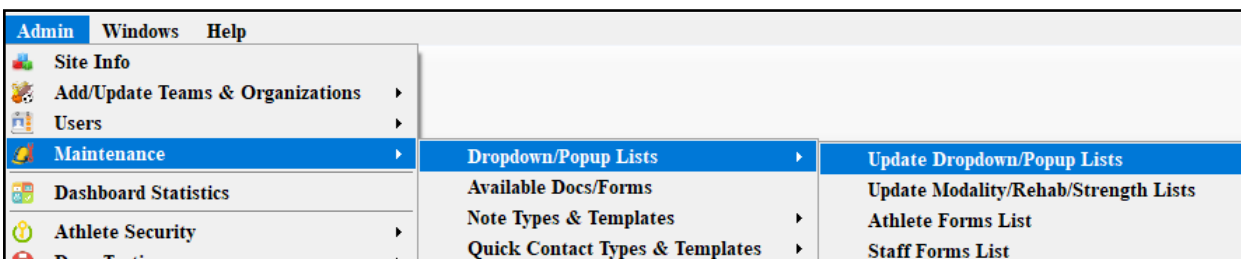
Further details on configuring a user may be found in our ["Configuring User Accounts"](#) document

Customizing Dropdown Lists:

Saved popup information is used throughout the ATS system to help ensure the consistency of data entered.

To update the information, choose the Dropdown/Popup Lists menu option from the menu that is displayed. You will then be allowed to update, add, or remove the values for that list using the screen shown below. It is strongly recommended to mark *a value inactive* instead of removing in case existing data is using this popup value.

Sort order is used to prioritize popup list values according to most used. Popup values without a sort number default to alphabetical order.



Popup Area Maintenance

Modalities

Description	Abbrev	HS Rehab/Modal	Cost Amount	Sort	Active	CPT Code	Treatment	Last Used	Athlete See
Ace Wrap	ace	Wrapping	\$0.00	1	<input checked="" type="checkbox"/>		0		<input checked="" type="checkbox"/>
Active Range of Motion	AROM	0	\$0.00	1	<input checked="" type="checkbox"/>		0		<input checked="" type="checkbox"/>
BioCryo Compression	BioC	Cryocuff	\$0.00	1	<input checked="" type="checkbox"/>		0		<input checked="" type="checkbox"/>
Cast	Cast	0	\$0.00	1	<input checked="" type="checkbox"/>		0		<input checked="" type="checkbox"/>
Cold Whirlpool	CWP	Cold Whirlpool	\$0.00	1	<input checked="" type="checkbox"/>	97022	0		<input checked="" type="checkbox"/>
Combo - us/es	combo	Electrical Modality Other	\$0.00	1	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
contrast (hot/cold)	contrast	Contrast Bath	\$0.00	1	<input checked="" type="checkbox"/>	97034			<input checked="" type="checkbox"/>
cryocuff ankle	ccankle	Cryocuff	\$0.00	1	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
cryocuff elbow	ccelbow	Cryocuff	\$0.00	1	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
cryocuff knee	ccknee	Cryocuff	\$0.00	1	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
cryocuff shoulder	ccsh	Cryocuff	\$0.00	1	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Electrical Stimulation- Interf...	Stim2	Electrical Stimulation	\$0.00	1	<input checked="" type="checkbox"/>	97014	0		<input checked="" type="checkbox"/>
Electrical Stimulation- PreMod	Stim1	Electrical Stimulation	\$0.00	1	<input checked="" type="checkbox"/>	97014	0		<input checked="" type="checkbox"/>
Electrical Stimulation- Russi...	Stim3	Electrical Stimulation	\$0.00	1	<input checked="" type="checkbox"/>	97014	0		<input checked="" type="checkbox"/>
Electrical Stimulation: High ...	Stim4	Electrical Stimulation	\$0.00	1	<input checked="" type="checkbox"/>	97014	0		<input checked="" type="checkbox"/>
Game Ready	GR	Intermittent Compression	\$0.00	1	<input checked="" type="checkbox"/>	97016	0		<input checked="" type="checkbox"/>
Heat	Heat	Hot Pack	\$0.00	1	<input checked="" type="checkbox"/>	97010	0		<input checked="" type="checkbox"/>
Heat Pack	HeatPack	Hot Pack	\$0.00	1	<input checked="" type="checkbox"/>	97010	0		<input checked="" type="checkbox"/>
Ice	Ice	Ice Bag	\$0.00	1	<input checked="" type="checkbox"/>	97010	0		<input checked="" type="checkbox"/>
ice bucket	icebucket	Slush Bath	\$0.00	1	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
ice cup	icecup	Ice Massage	\$0.00	1	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Ice Massage	IceMass	Ice Massage	\$0.00	1	<input checked="" type="checkbox"/>		0		<input checked="" type="checkbox"/>
Ice Pack	IcePack	Ice Bag	\$0.00	1	<input checked="" type="checkbox"/>		0		<input checked="" type="checkbox"/>
Intermittent Compression	IntComp	Intermittent Compression	\$0.00	1	<input checked="" type="checkbox"/>		0		<input checked="" type="checkbox"/>
Joint Mobilization	Jt Mob	Mobilization	\$0.00	1	<input checked="" type="checkbox"/>		0		<input checked="" type="checkbox"/>
kinesio-tape	kttape	Taping	\$0.00	1	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
Laser	Laser	0	\$0.00	1	<input checked="" type="checkbox"/>	97026	0		<input checked="" type="checkbox"/>
LE stretching	LES		\$0.00	1	<input checked="" type="checkbox"/>		0		<input checked="" type="checkbox"/>

Record: 1 Of 41

DO NOT use single or double quotes in your "Description" or "Abbrev" areas. This may lead to issues in reports and making choices.

Remove Copy Save Print To Excel Close

View [Configuration of modalities, rehabs, and strength](#) for more information on setting dropdown lists

Setting Required Fields:

Setting Required fields in ATS allows you to set up the athlete portal, and other fields in ATS. Some of those can be staff entry required fields that allow you as the administrator make required. Required fields will not allow the page to save until they contain the data; they are the yellow fields in the screen either for staff or athlete depending on the selection you make.

The image shows two screenshots from the ATS application. On the left is the 'Admin' menu with 'Set Required Fields' highlighted. An arrow points from this menu item to the 'Required Fields' configuration window on the right. This window is a table with columns for 'Field', 'Staff', 'Athlete', and 'Required By ATS'. The 'Required By ATS' column has checkboxes, and the 'Staff' and 'Athlete' columns have checkboxes. The 'Required By ATS' column has yellow highlights for 'First Name' and 'Gender'.

Field	Staff	Athlete	Required By ATS
Table Name: injury			
Table Name: Person			
Additional Name 1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Name 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Name 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Name 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary Address	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alternate Address	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Allergies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alternate ID	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alternate Phone	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Birthdate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blood Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary City	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Alternate City	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Primary Country	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate Country	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current Medications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driver License	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethnicity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Family Physician	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
First Name	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Gender	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ID Number	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Languages	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The image shows a screenshot of the 'Athlete - Davis, Crash' record form. The form is divided into several sections: 'Name' (First, MI, Last, Suffix), 'Nickname', 'Pronouns', 'PreferName', 'Phone', 'Year' (Senior), 'Gender' (prefer not to disclose), 'DOB' (1/14/1998), 'Email' (joe@kefferdevelopment.com), 'Address/Other' (Home Address and School Address), and 'Communications' (Twitter Handle, Cell, Text #). The 'Name' and 'Address' fields are highlighted in yellow, indicating they are required fields. The form also has a 'Mark' checkbox and a 'New' button at the bottom.