

# E-File Printing

After you have entered files for the athlete, or if your athletes/emergency contacts are entering files to their profiles; you have the option to print those files. This doc will show you a few of the ways you can manage that information.

ATS allows you to print individual files for the athlete, or you can bulk print files for a team, or your organization.

In order to bulk print accurate information, make sure you have set your dropdown popup list, and tag your entries with the correct document type name. You should make different entries for different documents.

## From the athlete profile:

The screenshot displays the athlete profile for 'Crash Davis'. The 'eFiles' section contains a table with columns for Date, Doc Type, and Description. Several files are highlighted in blue, and a black box highlights the 'Print List' button in the right-hand sidebar. A callout box shows the 'Print' dialog with the following settings:

- Printer: HP ePrint
- Status: Ready
- Type: HP ePrint
- Where: LPT1
- Print range:  All
- Copies: Number of copies: 1
- Collate:

Select the files you would like to print while in the athlete profile, once you have a check mark in the files you would like to print, click the print list button and select the appropriate printer or function you want.

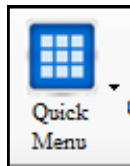
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## Viewing and printing form the Quick Multi-Function:

Accessing eFiles from the quick multi-function allows you to quickly move from athlete to athlete and access the information you need more rapidly.



Quick paperwork, accessed through the quick menu



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## Report Options:

ATS has many different report options, this will allow you the flexibility to print specific eFiles; and the ability to print that file for the options in the report menu.

The screenshot shows the 'Reports' menu in the ATS software. The menu is organized into two columns. The left column lists report categories from 1 to 27, including Team Reports, Athlete Reports, Coaches Reports, Injury Reports, Rehab Reports, Modality Reports, Combo Reports, Strength & Conditioning Reports, Limitation Reports, Service Reports, Concussion Eval Reports, Referral Reports, Medication Reports, Note Reports, Athlete Form Reports, Staff Form Reports, Charts & Graphs, Billing, Scheduling, Inventory & Equipment Reports, Order Reports, COVID-19 Screening, Mailing Labels, General Reports, NCAA Reports, HAL Reports, and QR Code Reports. The right column lists specific report options from 1 to 29, including Athlete Details, Personal Information (Quick List), Athlete Phone Book, Medical History Summary, Medical History Grouped by Injury, Surgery History, Athlete "Year" Count, Athlete "Year" Roster, Paperwork Report, Archived Athletes List, Rehab Attendance, Birthday List, Athletes Web Portal & Athlete Form, Cover Sheet, Missing Information Reports, Athlete Form Reports, Kiosk Reports, Athlete Portal Logins, Expiring Insurance Details Information, Staff Form Reports, Insurance Company Athlete List, Expiring Physical/Cognitive Reports, Functional Movement Evals, eFile Reports, Equipment Checkout, NCAA Athlete List/Excel Sheet, Athlete Physicals List, Athlete Immunizations List, and Last Portal Updates. A 'Show Message' dialog box is overlaid on the right side of the menu. The dialog box has a red background and contains the following text: 'This process will merge eFiles into one PDF document. There are a few caveats to this process: \* Some PDF docs were not created in the industry format and may not be included in the merge file because they may not be readable for this process. \* Depending on the number of athletes and associated files: 1. This process may take some time to run. 2. You may even receive a "Not Responding" message even though the process is still running. 3. You may receive messages about memory, or other messages, if your machine has limited memory. \* The only file types included will have the following extensions: \* .bt - text document \* .msg - email document \* .pdf - Adobe Acrobat document \* .bmp, .png, .gif - image files Note: Video file types such as .MOV, .MP4, .WMV will NOT be included. Neither will Microsoft Word documents(.doc, .docx) or Microsoft Excel documents(.xls, .xlsx) Do you want to continue? Yes No'. A cyan arrow points from the 'eFile Reports' option in the menu to the 'Show Message' dialog box. Another cyan arrow points from the 'Show Message' dialog box to the 'eFile Reports' option. The 'eFile Reports' option is expanded, showing sub-options: 1. All Athletes, 2. Individual Athlete, 3. A Team, 4. An Organization, 5. An Injury, and For Date Range: 1. All Athletes, 2. Individual Athlete, 3. A Team, 4. An Organization, 5. An Injury.

The screenshot shows two dialog boxes. The left dialog box is titled 'Choose the Team' and has a sub-header 'Choose the Sport...'. It contains a search bar and a list of sports: Men Sent by ATS, Joe Tech Coed Track, Joe Tech Men Baseball, Joe Tech Men Football, Joe Tech Men Mens Basketball, Joe Tech Women Softball, and Joe Tech Women Womens Basketball. The right dialog box is titled 'Choose the doc type or "Cancel" for all...'. It contains a search bar and a list of document types: Form, Email, Insurance, Picture, Video, Group PDF Print, Concussion Form, Brief General Medical History, Physical Packet, and Privat Profile™ Medical History Summary. A black arrow points from the search bar in the 'Choose the Team' dialog box to the search bar in the 'Choose the doc type or "Cancel" for all...' dialog box.

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## eFile Access in the Seasonal Update:

One of the other screens in ATS is the Seasonal Athlete Update, this screen allows you to manage many of the profile aspects of the athlete, as well as getting to the paperwork.

The image displays a software interface for managing athlete profiles. On the left, a navigation menu includes options like 'Add an Athlete', 'Search Athletes', and 'Seasonal Athlete Update'. The main window shows a list of athletes with 'Beechum, Claire' selected. Below this, a table lists documents such as 'General Athlete Info Sent' and 'Med History Info Sent'. A 'Print List' button is highlighted, leading to a 'Print' dialog box. This dialog shows printer settings for 'HP ePrint', including page ranges and a 'Print to file' checkbox.

**Navigation Menu:**

- Athletes
- Injuries
- Modalities
- Rehab
- Add an Athlete
- Add an Athlete (Quick)
- Search Athletes
- Modify Athlete Info
- Seasonal Athlete Update
- List/Query Tool
- Multiple Athlete to Team Utility

**Seasonal Update - Beechum, Claire**

Entries For (where applicable):  All Injured  Kiosk Logins  Web Portal Logins  Team/Season  All

Date: / / +Day -Day

Org: Season: Team:

**Athletes**

- Beechum, Claire
- Brown, Barry
- Campbell, Julius
- Clark, Billy
- Davis, Crash
- Engelland, Ashley
- Falco, Shante
- Franklin, Clifford
- Grant, Kierra
- Gruff, Nigel
- Hinson, Dottie
- Hooch, Marla
- Jefferies, Jamal
- Keller, Kit

**Document List**

Date	Doc Type	Description	Athlete See
10/23/2020	0	General Athlete Info Sent	<input type="checkbox"/>
10/23/2020	0	Med History Info Sent	<input type="checkbox"/>
10/23/2020	0	Team Info Sent	<input type="checkbox"/>

**Print Dialog**

Printer: HP ePrint

Status: Ready

Type: HP ePrint

Print range:  All

Copies: Number of copies: 1

Collate:

Buttons: OK, Cancel