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Datalys Configuration Video	

Before you begin submitting information to Datalys or the High School Research center, there is configuration within ATS that must be done to ensure accurate information is sent.

The following pages of this doc will walk you step by step through the configuration process, the way of documenting an injury, and how to submit the information to the appropriate group.

Information sent to Datalys, is not sent automatically.

 While the teams sund injuries that are marked to send is compiled and sent by ATS, you need to initiate the process.

There are several steps to ensure your database is setup to allow your data to be submitted correctly and efficiently.

Pre-Requisite 1 Site Info Modules:

The first step in setting up the data submission is done by going to:

Admin—> Site Info—> Modules—> General. You then need to apply the appropriate feature, depending on your competition level. High Schools need the High School Research to have a check mark. Colleges of any level, need to ensure that the NCAA module has the check mark.

The Scheduling Module is also required to submit. The injuries you record and submit data for, must be tied back to a team practice or competition, more in following pages on this.
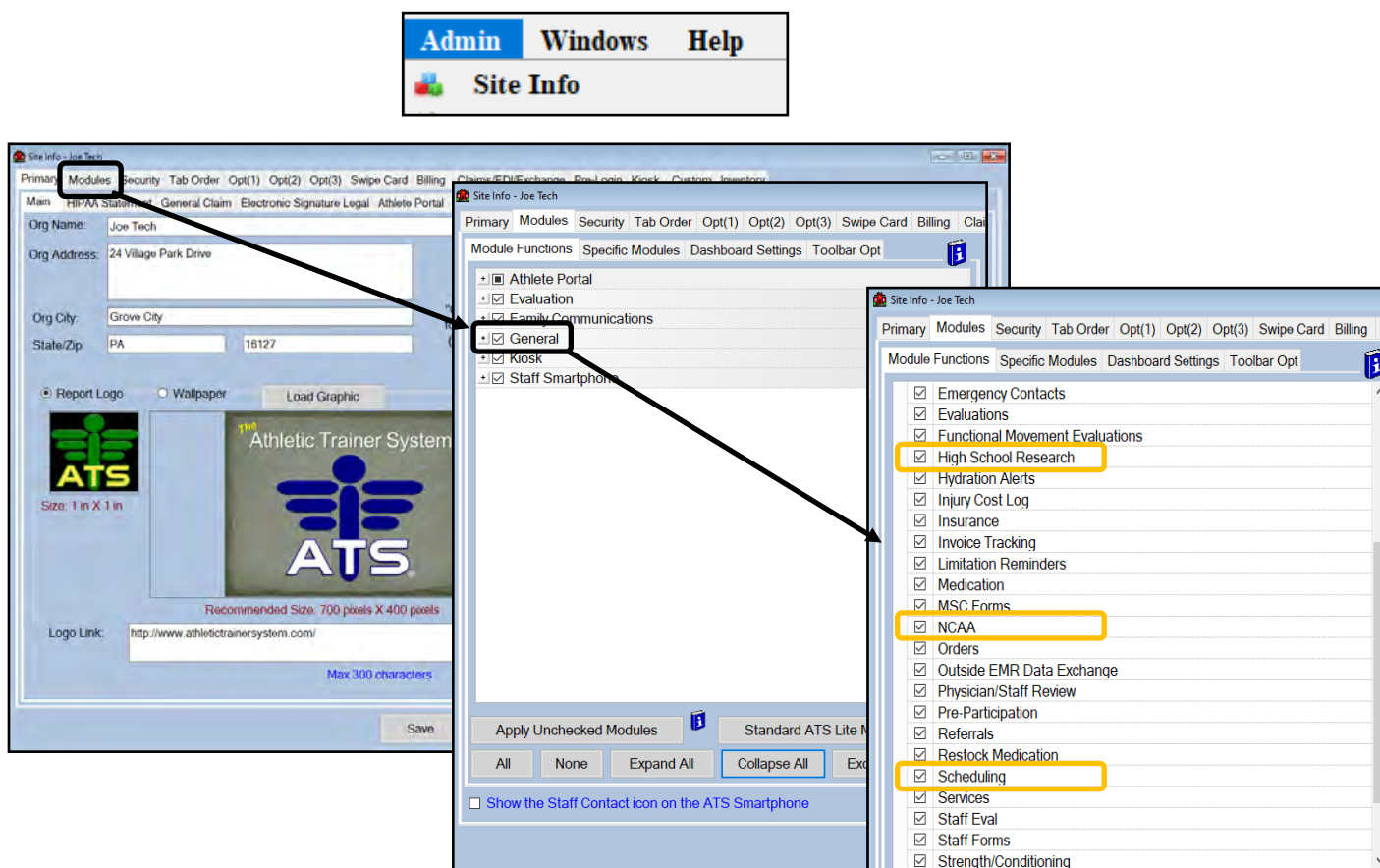
Pre-Requisite 2 Site Info Calendar:

Staying in your Site Info, select the Opt(2) tab. Your master calendar needs to be set to the current academic year. This does need to be updated *YEARLY* to ensure correct data submissions. If this is not correct, the schedule will not show when you are documenting that aspect, the schedule will not display in the NCAA/HS tab on the injury screen, and you will not be able to add on the fly and see that information.
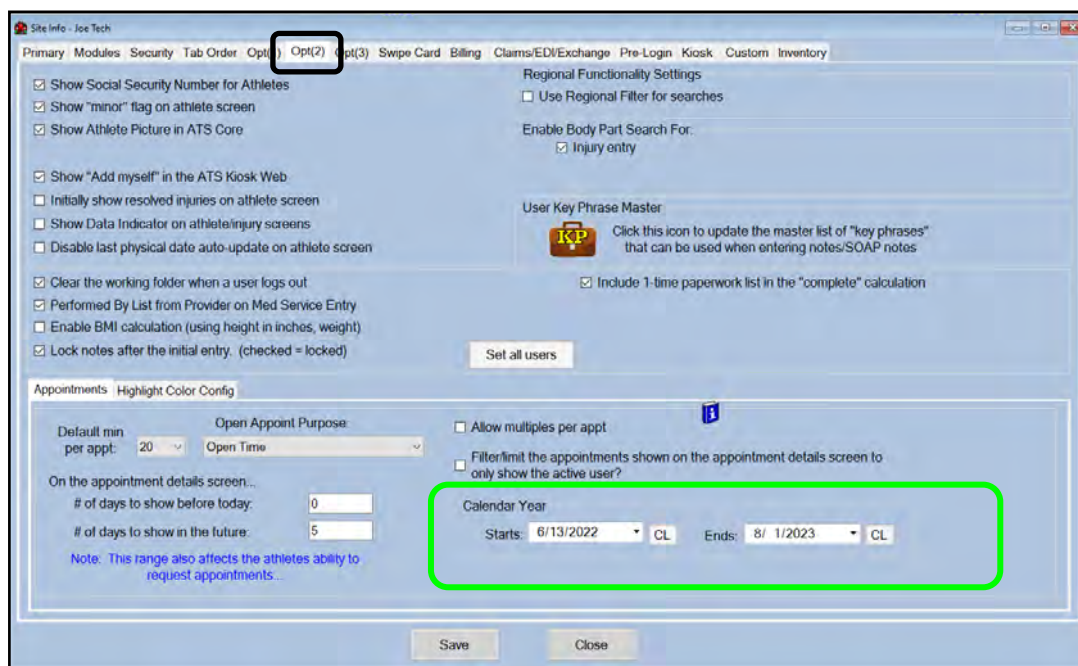
To help with the calendar remaining up-to-date. We have added this reminder screen that the master calendar is out of date, and how to update it.
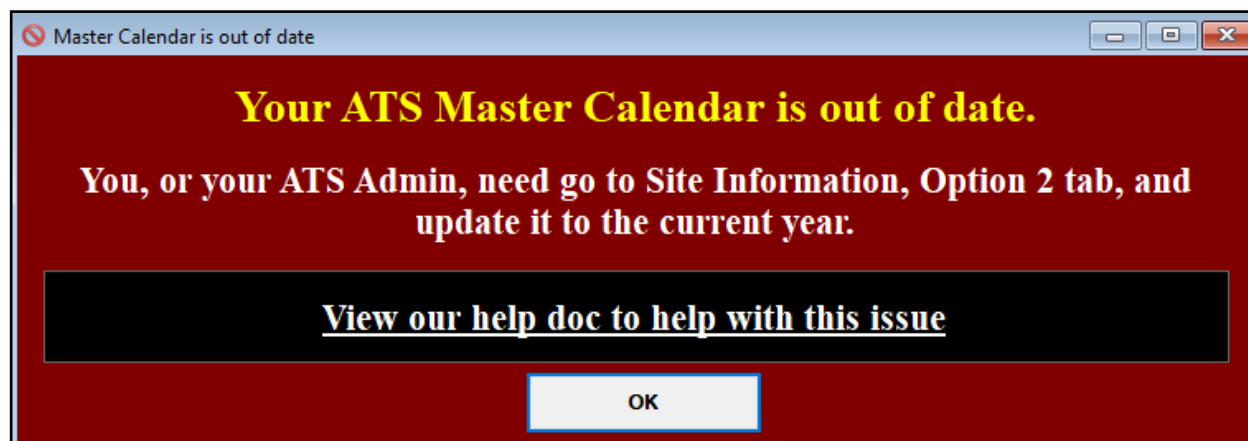
Pre-Requisite 3 Datalys Identification Number:

** Contact Datalys and obtain your school identification number.**

Depending on your database structure:

—If you are a single school database you will need to place your Datalys ID number in the OPT(3) tab of Site Info.

—If you have more that one (1) organization, you will need to enter the Datalys ID number in the Organization Screen.
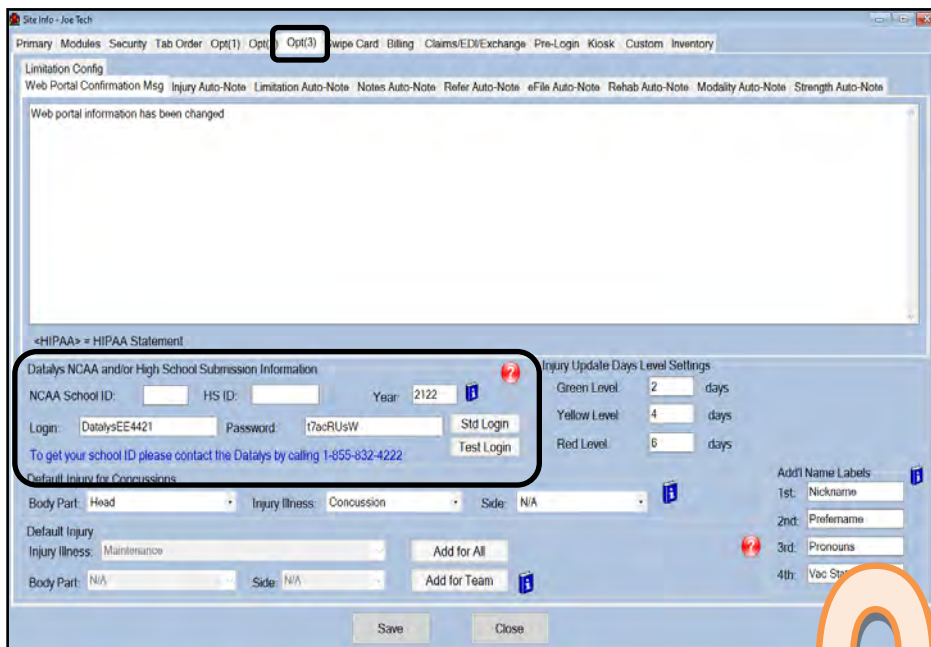
To add NCAA/HS ID numbers to organizations go to:

Admin—> Add/Update Teams & Organization. If you need, add an organization or use the Search or All Organizations to open the information.
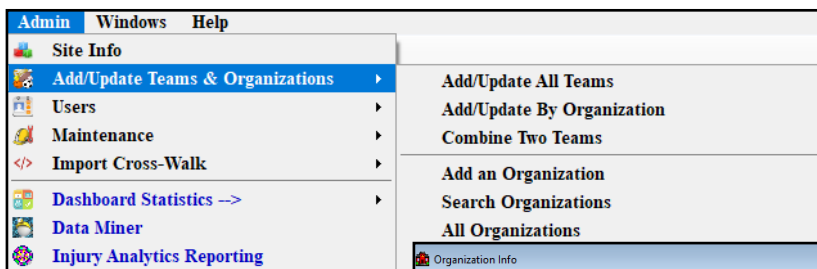
Enter the correct ID Information here, for *each different* org that will submit data.
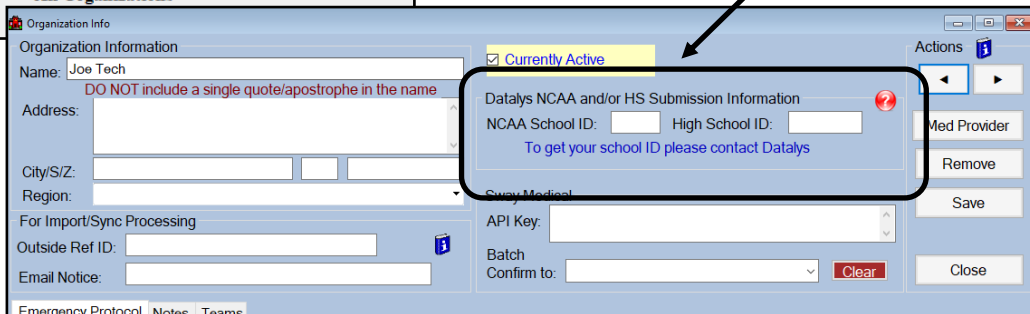
Pre-Requisite 4 User Modules:

After enabling the previous features in Site Info, enable the modules for the necessary users. There are several different ways to do this, individually– Search Users– Active only, the Multi User Update, or through a User Utility.

Through the avenues, choose the user that needs to have permission added, select them and grant Read/Write Access to NCAA or High School as well as the Scheduling Module.

The Multi User Update will be similar, you will just be able to scroll through staff, and save vs selecting them from the menu each time.

For explanation, please check out the Multi User Update Help Doc.

Select the bulk set process, then choose the module you need to enable. Then choose the permission, in this case read/write. And then choose the users/staff you need to grant access.

Use the Control/ CTL key on your key board to select more than 1 person.

Team Set Up:

Once you complete the previous set up steps, if you haven't you will need to add your teams. If you have added teams, you will need to make sure they are set up to submit data.

For specifics on adding teams please visit the Adding Teams held doc.

Admin—> Add Teams/Organizations
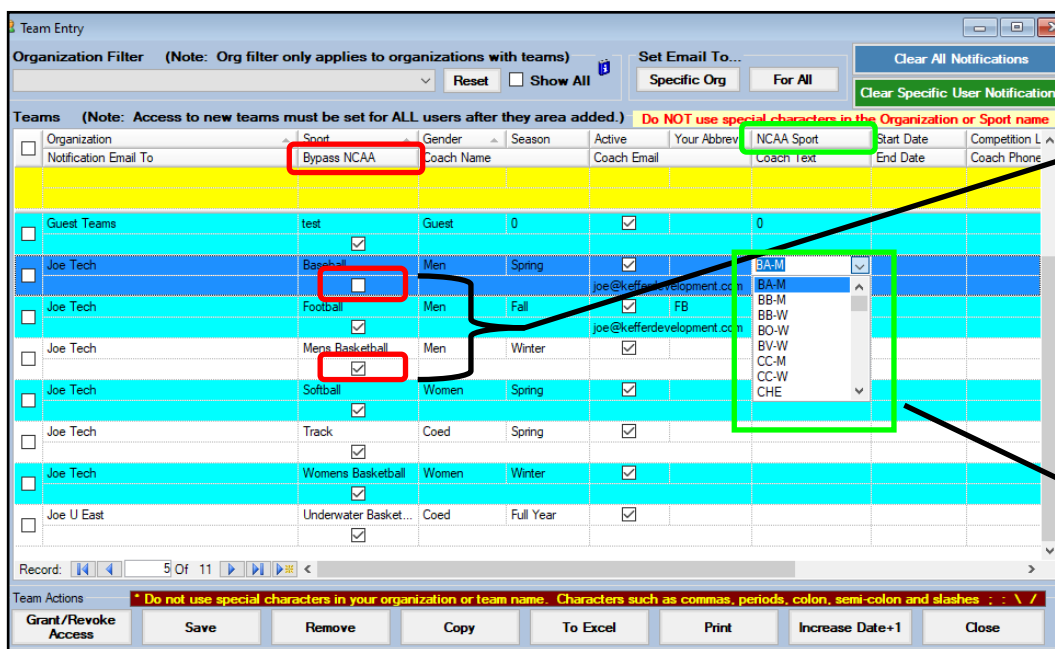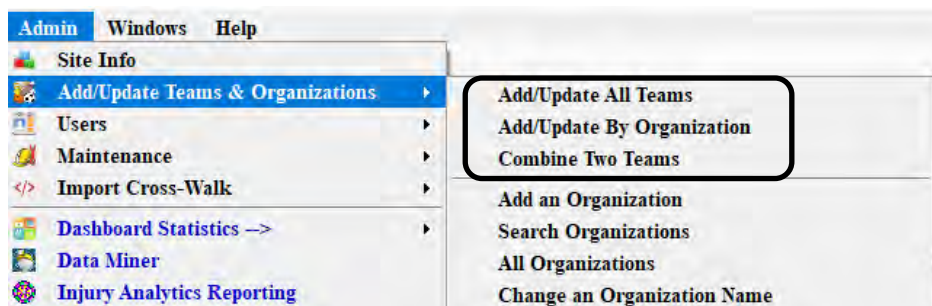
The BYPASS NCAA option allows you to choose which teams you are going to submit data for (no checkmark) and which teams will be automatically bypassed (checkmark)

From the dropdown list, you need to link your ATS team to the approved Datalys team list.

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Maintenance List Cross Walking:

The maintenance list items below are others that need to have information cross walked in them. Since ATS allows you the ability to customize the data fields, you need to link what you have entered, to a standard set of information Datalys recognizes.

One of the lists that needs to ensure a crosswalk has been completed is AthleteYear. You have freedom to customize the area, but there needs to be a common link back to the datacenter, in how they view information.

Each body part must have an approved research body part cross walked to it. Use the dropdown list to select the appropriate category

Each concussion symptom must have the approved research symptom tied to it. If one has been added/changed make sure the crosswalk is complete.

It is not recommended to change this area, it comes from the SCAT 5 concussion exam.

HIGH SCHOOL DATA SUBMISSION ONLY:

These are for High School research participants only

If you are a high school participant, and you have made changes to the dropdown popup lists you also need to ensure that you have cross walked that entry to the appropriate rehab/modality or injury type for the submission. The boxes are dropdowns, select the most appropriate.
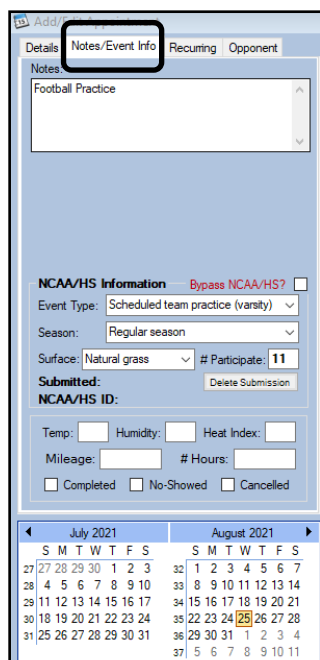
Team Schedules:

In order to make submissions to Datalys, you must have the events scheduled. The calendar must be filled in with appropriate events, practices or games for the injury to be tied to. There are multiple way to schedule events, this will go over some of those. It will also give more details about the other special needs of the reporting portion.


Utilize the appointment dropdown, or add appointment icon to begin adding appointments. Build your schedule with the required parts, customize in the popup list as necessary. These do need to be scheduled as **team** appointments for the feature to work correctly.

Select the team that you are submitting data for, from the list.
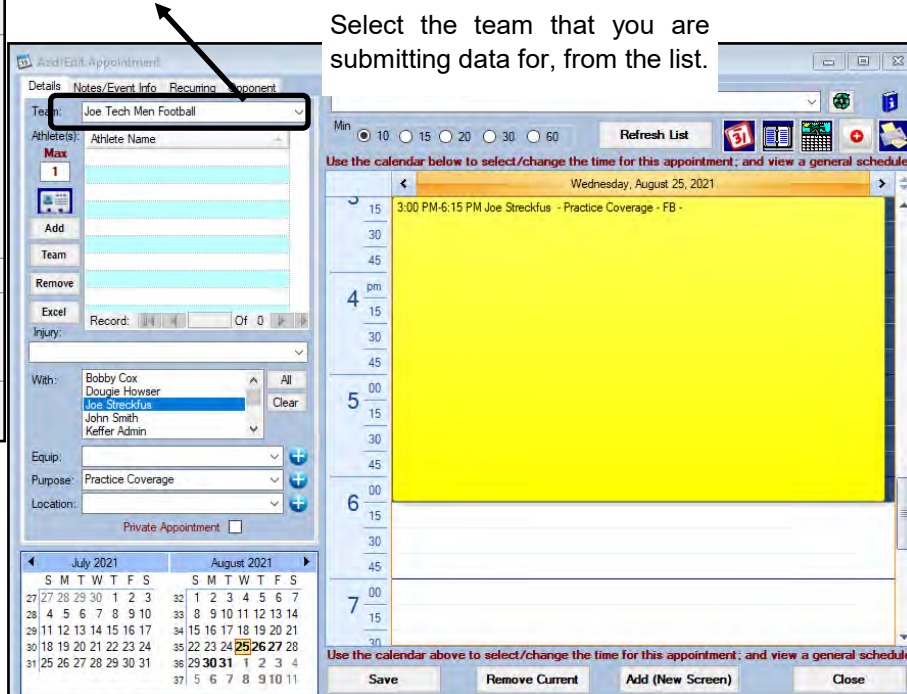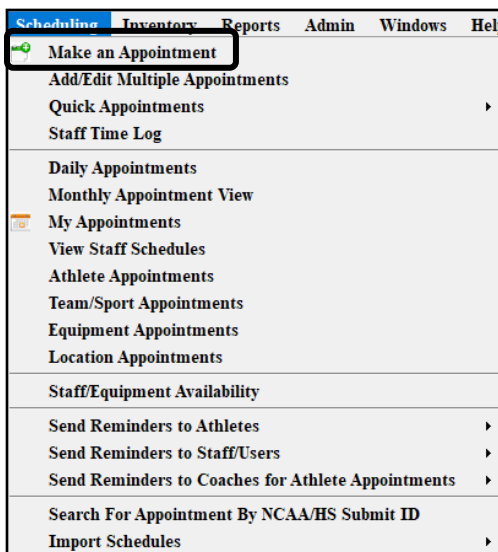
Allows you to set up what type of practice/event it is, regular season, non championship season practice, or games or other events, and the details of that event. ATS will also load the active number of participants from your roster.

Set the recurrence of the appointment you need. You can schedule practice for days, weeks or months. Likewise the game schedule. Set the amount of time for the event to reoccur, and the days/weeks/months.

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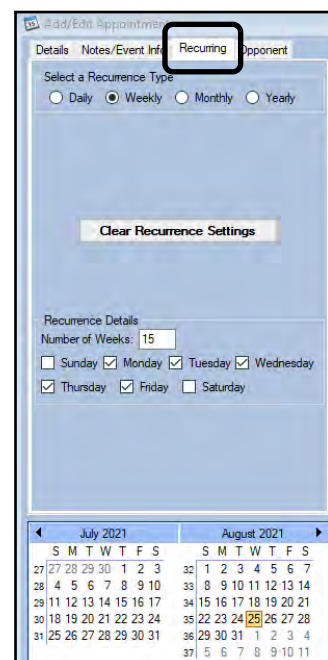
Use the Team/Sport appointments menu item to review the appointments you posted and make any necessary adjustments if necessary.

You can also use the add/update multiple appointments screen to add a set of recurring appointments, edit multiple at one time if something were to change.

You can add new appointments here, schedule recurring, as before, or change/edit any details of the appointment that you need to. Use the date buttons to view the days you would like, you can change for as much or as little as you would like. You can also see the NCAA specific information. If you don't see it automatically, use the box (show research columns) on the top to show the information.

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Documenting Injuries:

Begin documenting your injury the same way you would normally, by filling in the header information in the injury area.

After entering the base injury information, you can proceed to entering the information for submission. Navigate to the NCAA/HS tab, in the injury screen. Fill in all of the tabs here; the tabs will also be to be filled in from the portal/ phone versions.

A value must be entered for each item. Most values will default to unknown or a similar value. When possible, as you enter different parts of the injury information other parts will be filled or choices limited to help shorten the time needed to complete an entry.

This button will preload some of the dropdowns with some general information.
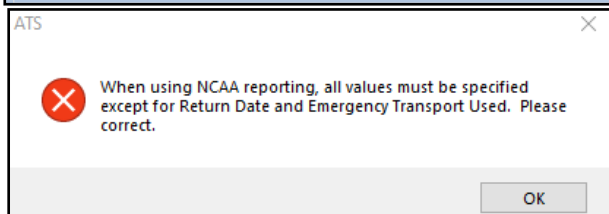In an effort to ease the data entry.

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Below are the fields filled in by the Default button.

Use the other associated dropdowns to fill in the required information for the Datalys submission.

You can create an event on the fly, using the Add+ option. This allows you add an event if you don't have the time to build a master schedule, or if you happen to miss a date
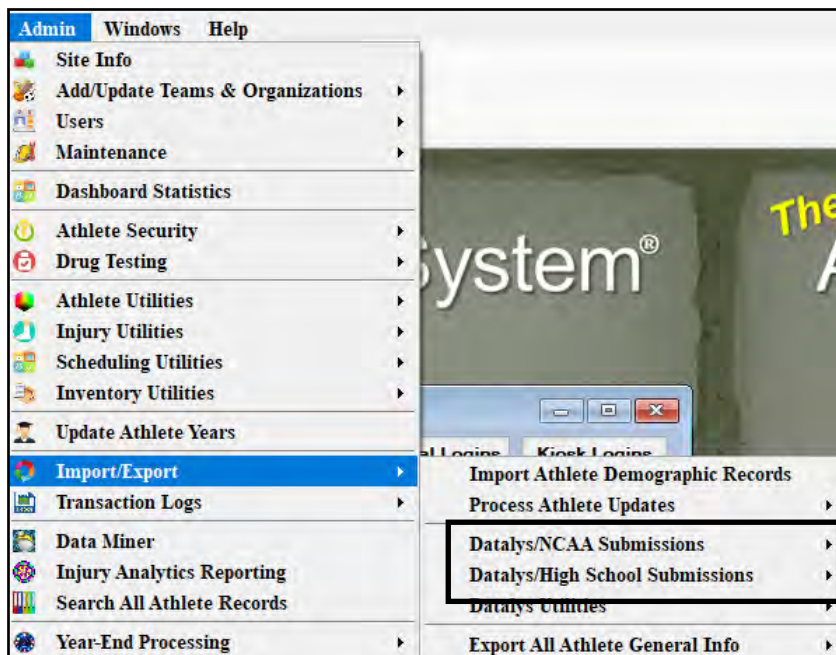

If you forget to fill an area in, you will get an error telling you to complete all of the required fields.

If you are using the concussion module, you will have an extra tab to fill out with your evaluation as well. This tab will auto-populate with as much information as we can help pull, to ease the data entry.

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Exporting Information to Datalys:

The admin tab allows you the ability to go ahead and do the submissions to Datalys. Choose the appropriate submission for NCAA or High School research.

Create/Submit Datalys: Begins the process of sending your information to Datalys

Retrieve Last Submission Identifier: Allows you to see the last submission number

Check a Submission Status: Allows you to see where in processing a submission is with Datalys

Reverse as Submission: Allows you to reverse the data submission

Date Check Report: Generates a report with all of the pre-submission information prior to starting the process.