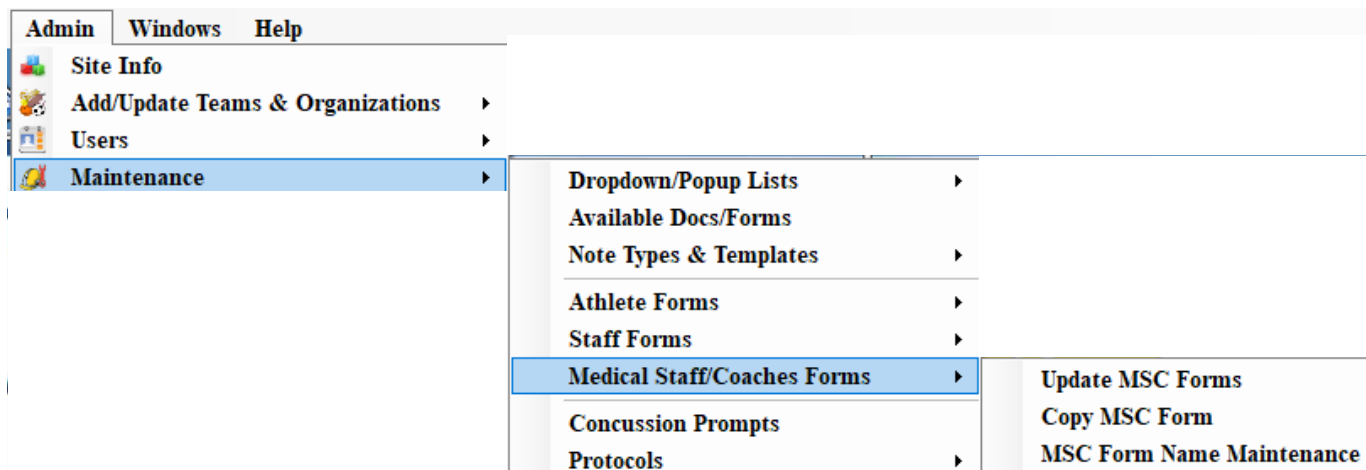
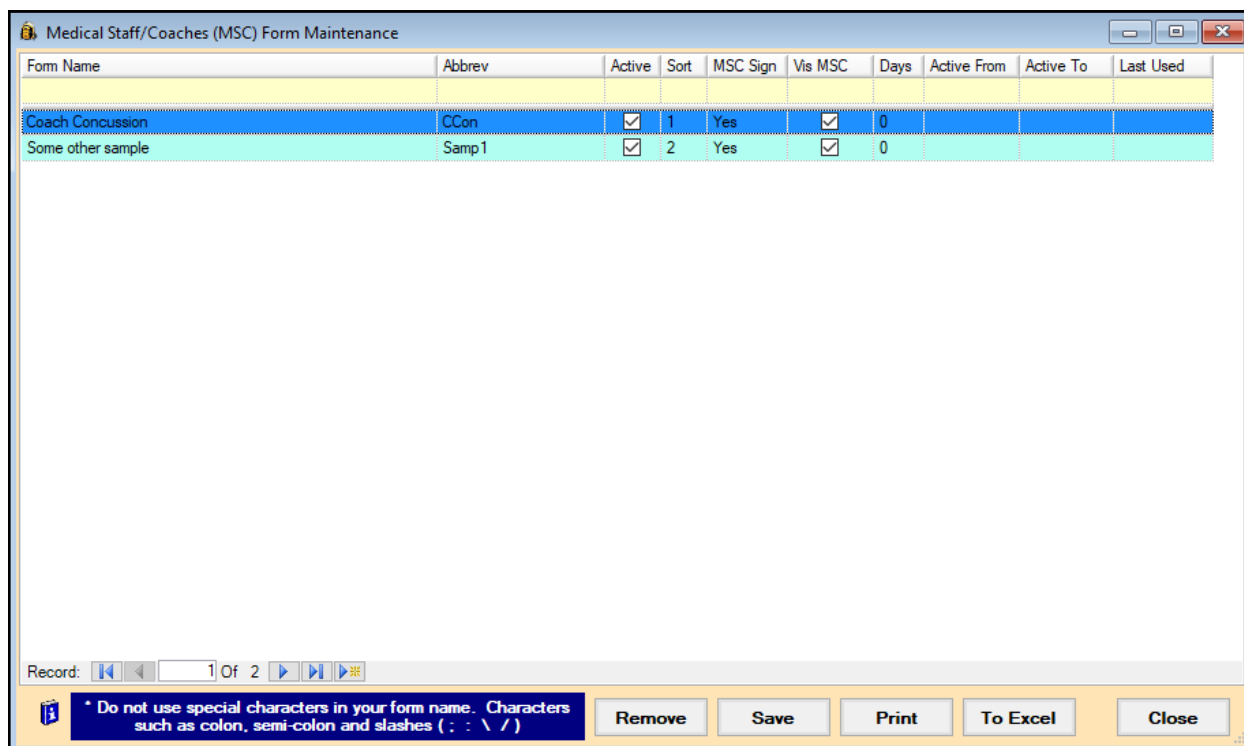


ATS – Configuring MSC Forms

To get started creating staff forms you need to establish your list of forms under the “\Admin\Maintenance\Medical Staff/Coaches Forms” menu item.



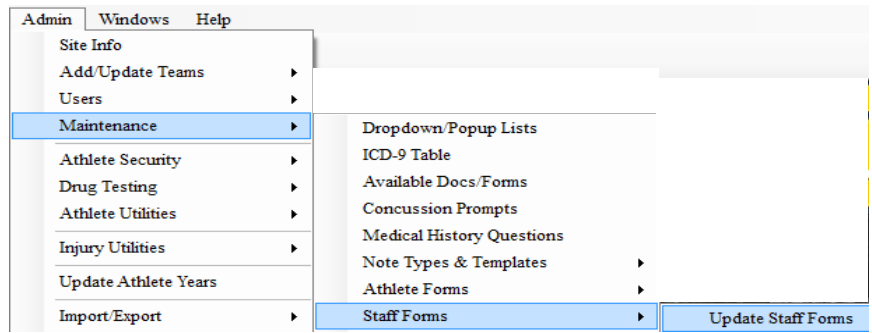
Choose the “Staff Form Names Maintenance under the \Admin\Maintenance\Staff Forms and update the form names using the example(s) shown below.



ATS – Configuring MSC Forms

To start add/updating forms follow the example shown here to navigate to the Staff Forms screen.

The next several pages describe the different parts & functions of this screen.



Choose form name

Update name list

Section #. Literally the section of the form in which to place this question.

Sub-Section #. The number within the section for this question. The format is section#.subsection#

Section Name. What this section will be called.

Question #. The physical question order.

Think of the Section & Sub-Section numbering as an outline. What ATS expects is something like what is shown here...	1
	1.10
	1.20
	1.30
	2
	2.10
This allows for inserting or reorganizing questions at a later date.	2.20
	2.30
	3

Important Note:

The format for the Sub-Section # entry is Section#.Subsection# The Subsection# after the decimal establishes the order of that question within the section.

Question is Active? Check to activate question

Answer Required? An answer is required.

Question Type

- Note/Info/Title
- Explain
- Yes/No
- Yes Only
- No Only
- Range
- Drop-Down List
- Option Boxes
- Date
- Fill In
- Formula

What type of question is this?
Choose the applicable type for the question being define.

Note: Choose "Note/Info/Title" to enter a paragraph that is a statement to be read rather than a question to be answered.

Preview Preview form

Print a Blank Form Print a Blank form

New Add a new question

Remove Remove selected question

Copy Copy selected question

Save Save form information Close the screen

Close

◀ **Question #** of 2 ▶

Use this toolbar to navigate through questions.

Question Options

Highlight a “Yes” answer when printing this question on a report

Options

- Highlight Yes on report
- Highlight No on report

Highlight a “No” answer when printing this question on a report

Indent this question in the form layout on the user screen.

- Format as multiple for layout

Range Question

Bottom: Top:

Enter the bottom and top values for a range question.

Question Gender

Limit this question to a specific gender E.g. show it for males or females

Require an explanation for this question. This may be used for all question types

Require Explanation for:

ATS – Configuring MSC Forms

Primary Question or Header; There is a 300 character limit to this section.

MSC Forms

Form Name: Coach Concussion

Section #: 1 Sub-Section #: 1.10 Question #: 1

Section Name: New

Question Definition **Primary Question or Header** Secondary Question

Rich text editor toolbar: Bold, Italic, Underline, Color, + Font, - Font, Font Type & Size, Copy, Paste

0 Characters of 300 allowed

Clear all Formatting

Buttons: Preview, Print a Blank Form, New, Remove, Copy, Save, Close

Secondary question; there is no character limit to this section. To edit the content for this area click the “Secondary Question” tab. This value is required to save.

MSC Forms

Form Name: Coach Concussion

Section #: 1 Sub-Section #: 1.10 Question #: 1

Section Name: New

Question Definition Primary Question or Header **Secondary Question**

Rich text editor toolbar: Bold, Italic, Underline, Color, + Font, - Font, Font Type & Size, Copy, Paste

test 1

Add/Create a Web Link

Clear all Formatting

Buttons: Preview, Print a Blank Form, New, Remove, Copy, Save, Close

Rich-text features such as color, size, etc. may be used to further structure this text...

The screenshot shows the 'MSC Forms' configuration window for a form named 'Coach Concussion'. The window includes fields for Section # (1), Sub-Section # (1.10), and Question # (1). It has checkboxes for 'Question is Active?' and 'Answer Required?'. The 'Question Definition' tab is active, showing options for 'Question Type' (Yes/No, Yes Only, No Only, Range, Drop-Down List, Option Boxes, Date, Fill In, Formula), 'Options' (Highlight Yes/No on report, Format as multiple for layout), 'Question Gender', and 'Range Question' (Bottom: 0, Top: 0). A 'Require Explanation for:' dropdown is also present. A text field allows replacing the 'Explain' label with a 30-character string. A large text area is for 'Formula, Drop-Down or Option Box value list'. A yellow banner states 'ALL choices must < 50 Characters' and '0 Characters of 300 allowed'. A note at the bottom says: 'Note: Any changes made to an Athlete Form AFTER an athlete completes it will be reflected if/when the form is printed. This includes any forms that have been signed or not.' On the right side, there are buttons for 'Preview', 'Print a Blank Form', 'New', 'Remove', 'Copy', 'Save', and 'Close'.

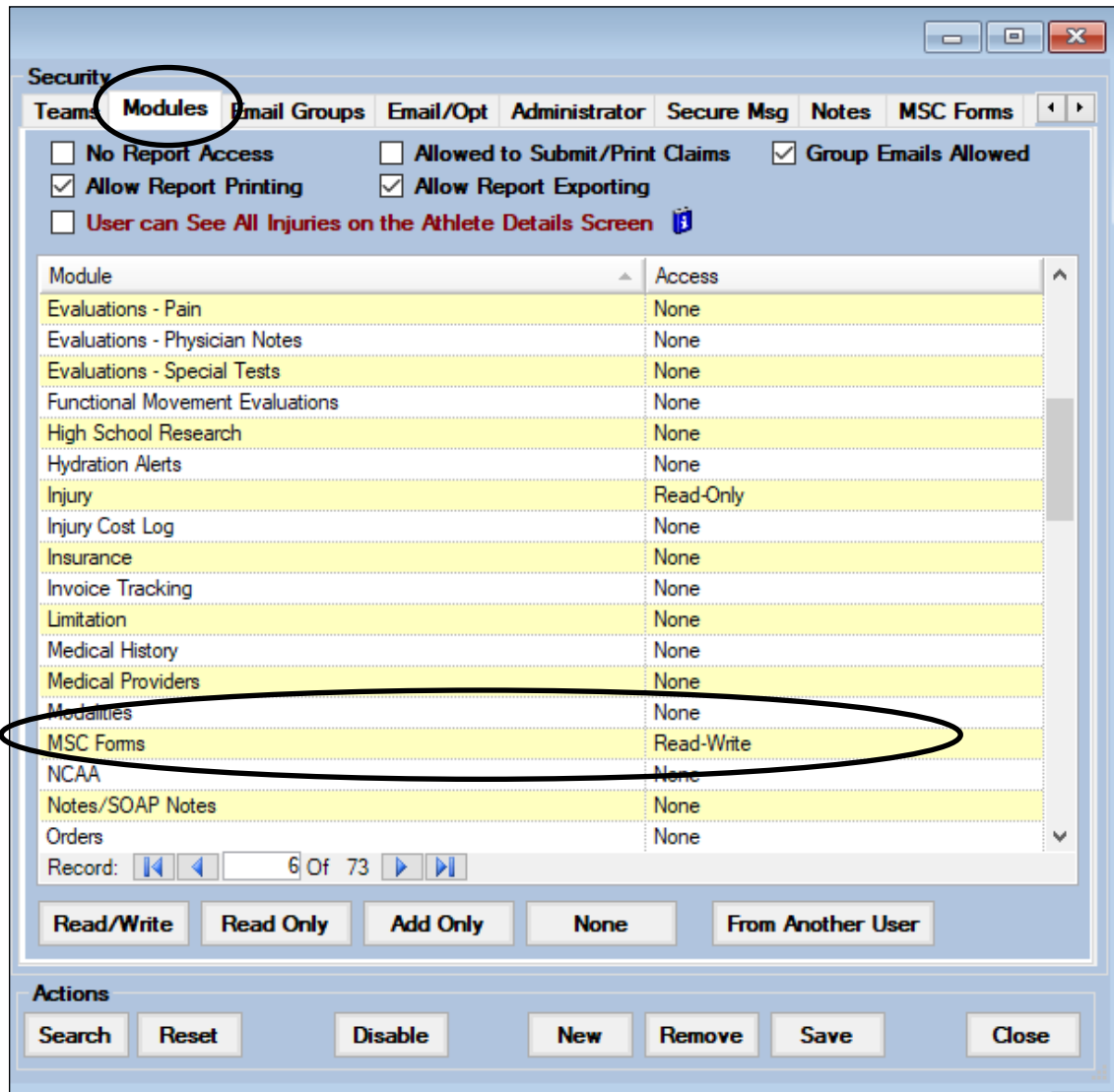
Layout Preview

The screenshot shows a 'Report Viewer' window displaying the layout preview of the 'UWP Sports Medicine Pre-Participation Form'. The form features the ATS logo on the left and the title 'UWP Sports Medicine Pre-Participation Form' in the center. Below the title, there is a section for 'Person History' with a sub-section for 'ADD/ADHD'. The questions are: 'Have you been diagnosed with ADD/ADHD?', 'The following questions ask for information regarding your personal background', 'What is your primary sport?', 'Have you participated in other sports in the past (including competitively)?', 'What is your ethnic origin?', 'Do you have any religious convictions that could affect your medical treatment?', 'What is the date of your last physical?', 'Have you ever failed a pre -participation exam for sports , or has your doctor ever stopped you from participating in sports for any reason ?', and 'In total, how many days have you missed practice or competition in the past year because of injury or illness ?'. Below this is a section for 'Heart' with the question: 'Have you ever had any of the following heart or circulation related problems: Chest pain, discomfort, tightness or pressure with exercise?'. The footer of the report viewer shows 'Current Page No:1', 'Total Page No:1', and 'Zoom Factor: Page Width'.

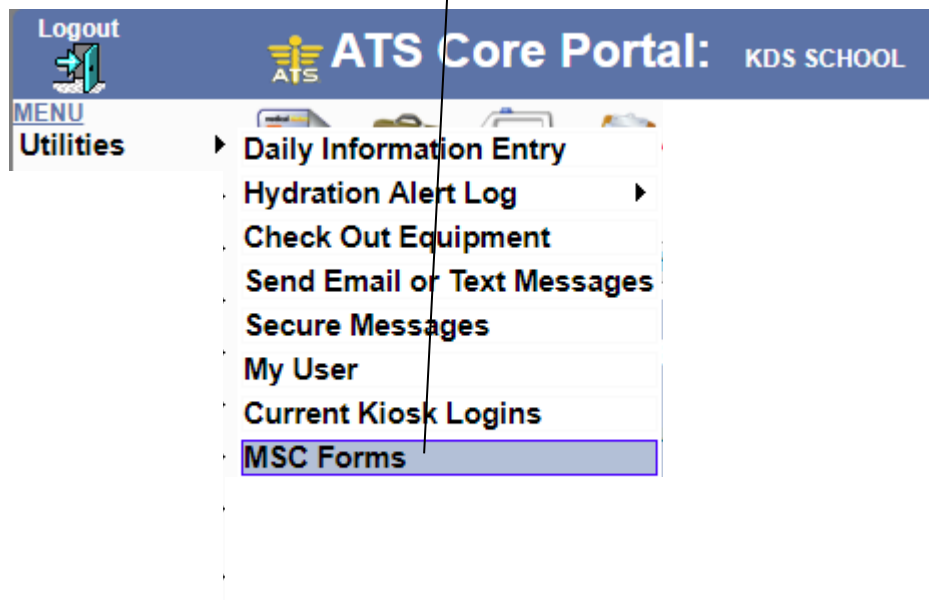
To allow your coaches to see and complete MSC forms you will need to give them read/write access to this area in their user profile.

Go to admin—>users—>search users, then load the user you wish to give MSC permission to.

Click on the modules tab and scroll down until you see the MSC forms option and then make that read/write access. Be sure to save your changes.



Forms are completed by staff members via the ATS Core Portal; using the menu item shown below



The applicable form should be started by choosing the name from the “Form Names” list and clicking the “New” button.

A screenshot of the 'Medical Staff/Coach Forms' configuration page. The page has a light blue background. At the top, it says 'Medical Staff/Coach Forms' and '* Items required to be filled out.' Below this are two dropdown menus: 'Form Name' (set to 'Coach Concussion') and 'Date' (set to 'Select Date'). There are three buttons: 'New', 'Save', and 'Print/View'. Below the buttons is a section titled 'Question / Your Answer' with a 'New' button. There are two question entries: '1: test 1 *' with 'Yes' and 'No' radio buttons, and '2: test 1 *' with 'Yes' and 'No' radio buttons. Below the questions are 'Prev' and 'Next' buttons, and a 'Page 1 (Questions 1 to 2) of 1' indicator. A red warning message states: 'By using an input device (mouse or stylus) to enter a signature, typing your complete name and adding the date below, you attest that you have read and understand the information included on this form and certify that have truthfully answered any questions to the best of your knowledge.' Below this is a 'Your Signature:' field with a 'Clear' button and a large dashed yellow box for the signature. At the bottom, there is a 'Please sign.' prompt with a signature icon, a '* Signed By:' field with a 'Sign' button, and 'Save' and 'Print/View' buttons. A callout box from the text above points to the 'Form Name' dropdown.

ATS – Configuring MSC Forms

Forms that have been completed may be viewed in the user details screen and also on the multi-user update screen.

The screenshot displays the ATS software interface, divided into several key sections:

- Admin Menu:** Located at the top left, it includes options for 'Site Info', 'Add/Update Teams & Organizations', and 'Users'. The 'Users' option is expanded to show a list of actions: 'Add a User...', 'Search Users...', 'Search Users by Organization...', 'Search Users by Region', 'My User...', 'Search All Users', 'Copy User', and 'Multi User Update'.
- Security Panel:** A secondary window titled 'Security' is open, showing a list of 'MSC Forms' under the 'Administrator' tab. The list includes columns for 'Date Created' and 'Form Name'. The data shown is:

Date Created	Form Name
5/5/2018	Coach Concussion
5/4/2018	Some other sample
5/4/2018	Coach Concussion
4/11/2018	Coach Concussion
- User Multi-Function:** A large window displaying a user list with columns for 'User Name', 'Phone', 'Email', 'Adm', 'ATC', 'Stdnt', 'Doc', 'Coach', 'Str', 'Reg Adm', 'Office Phone', 'Cell Phone', and 'Last Login'. The list includes users such as Jill Wilson, Joe Lewis, and Rhett Keffer.
- MSC Forms/eFiles:** A detailed view of the 'MSC Forms' configuration, showing a list of forms (e.g., 'Coach Concussion') and a description field. It includes buttons for 'Remove', 'Print/View Form(s)', 'Print List', 'Excel', 'Edit Doc', 'Remove', 'View Doc', 'Print List', 'Load', and 'Save Doc'.