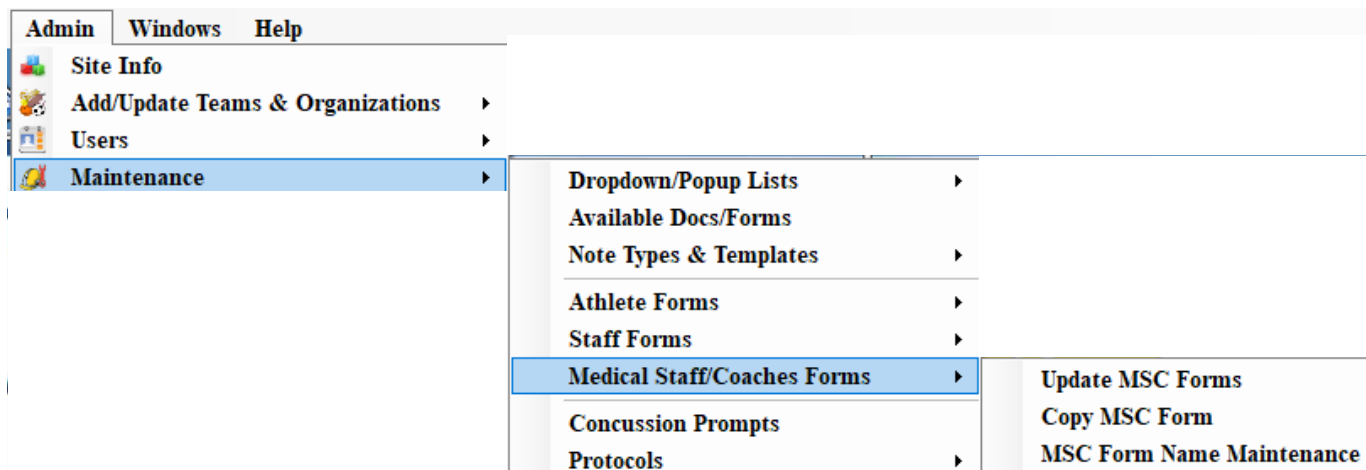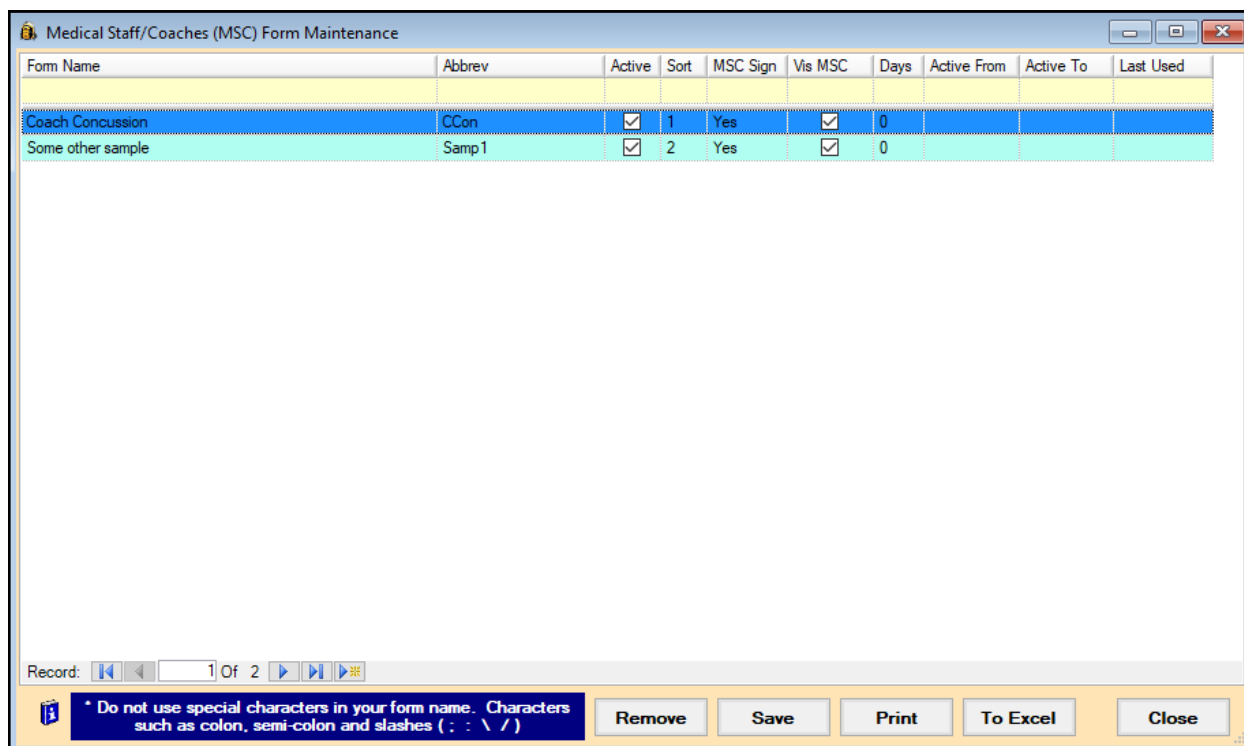# ATS – Configuring MSC Forms

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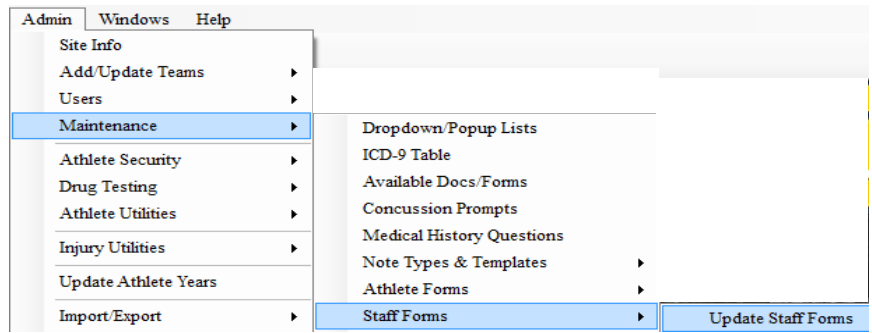

Choose the "Staff Form Names Maintenance under the \Admin\Maintenance\Staff Forms and update the form names using the example(s) shown below.

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…
This allows for inserting or reorganizing questions at a later date.

1	
	1.10
	1.20
	1.30
2	
	2.10
	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.

Check to activate question

☑ **Question is Active?**

☑ **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

Print a Blank Form

Print a Blank form

Preview form

New

Add a new question

Remove selected question

Remove

Copy

Copy selected question

Save form information

Save

Close the screen

Close

◀ **Question #** [1] **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
- ☐ Format as multiple for layout

Highlight a "No" answer when printing this question on a report

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

Range Question

Bottom: 0   Top: 0

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:

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

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.

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

Layout   Preview

ATS – Configuring MSC Forms

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.
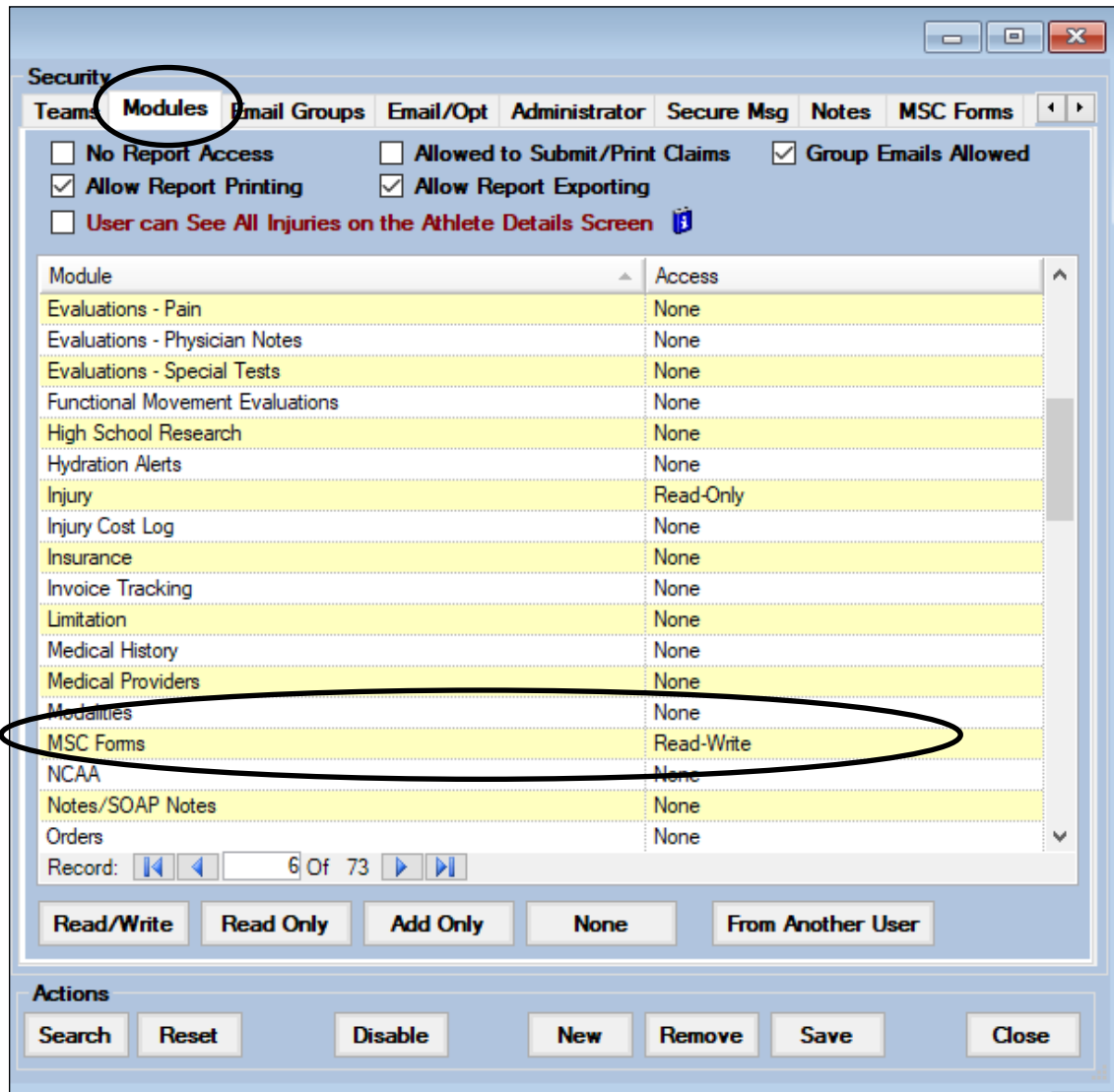
Forms are completed by staff members via the ATS Core Portal; using the menu item shown below
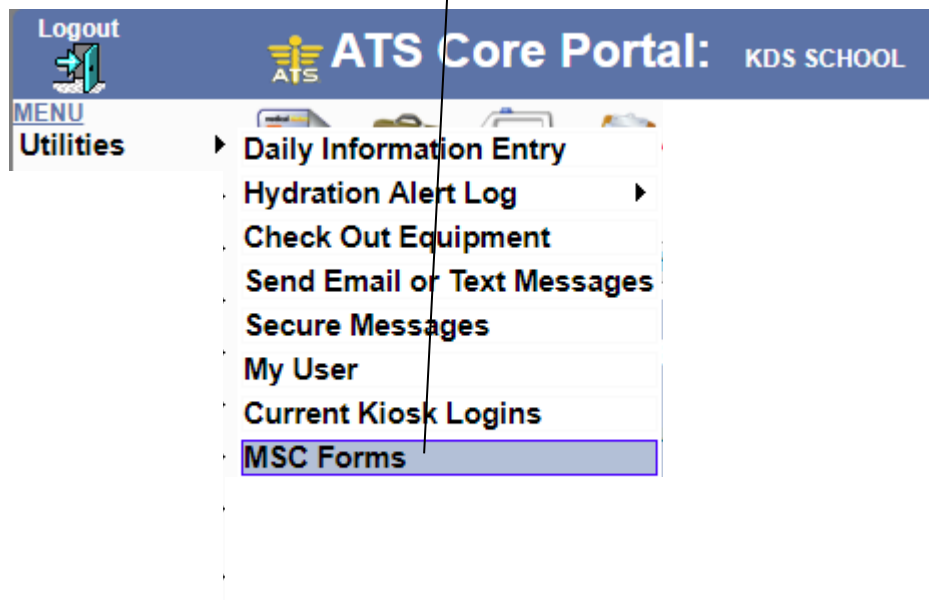
The applicable form should be started by choosing the name from the "Form Names" list and clicking the "New" button.

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