The Daily Information Entry Screen is an area where you can complete most daily Athletic Training documentation tasks: Ranging from daily notes, rehabs, and modalities, to doctors referrals or limitations.
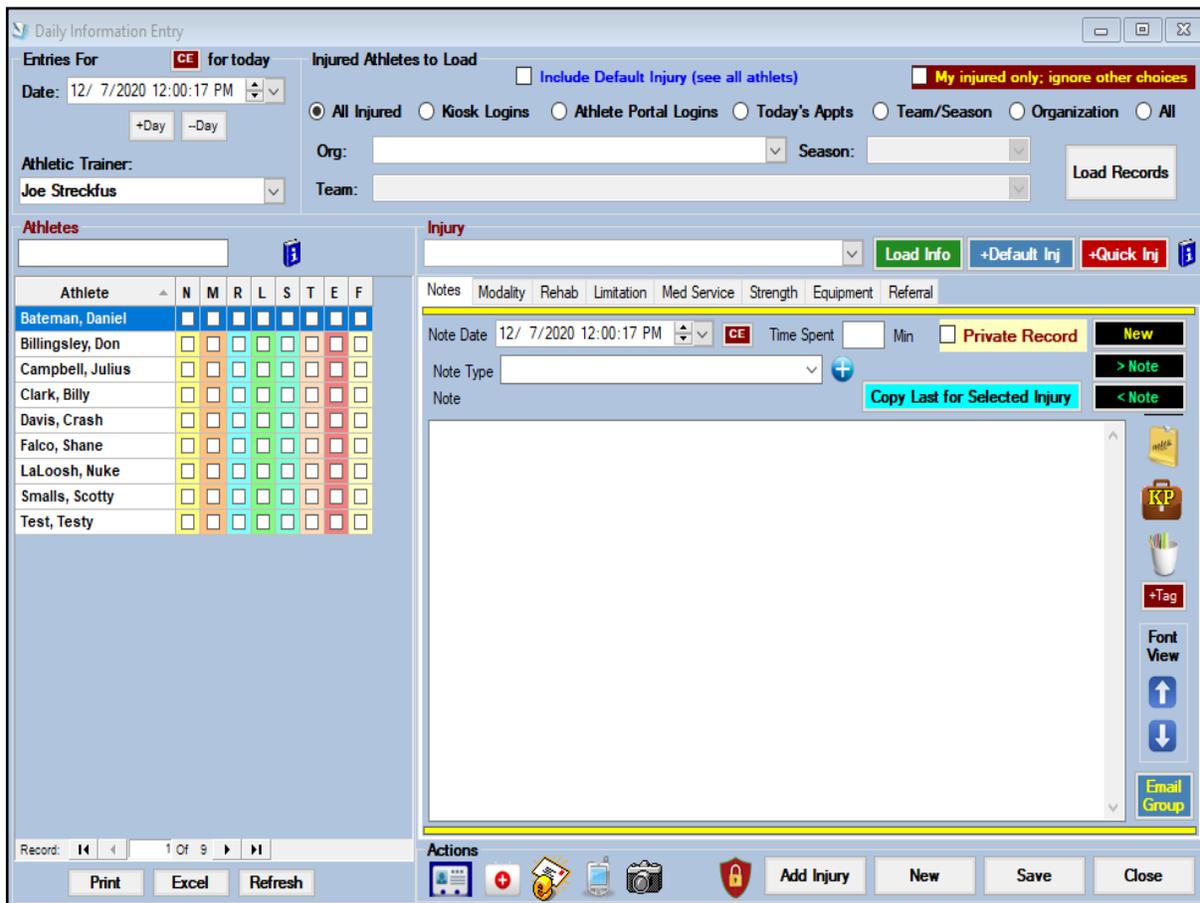
There are two ways to access the Daily Information Entry Screen. You can click on the icon as shown below or go to File —>Daily Information Entry.
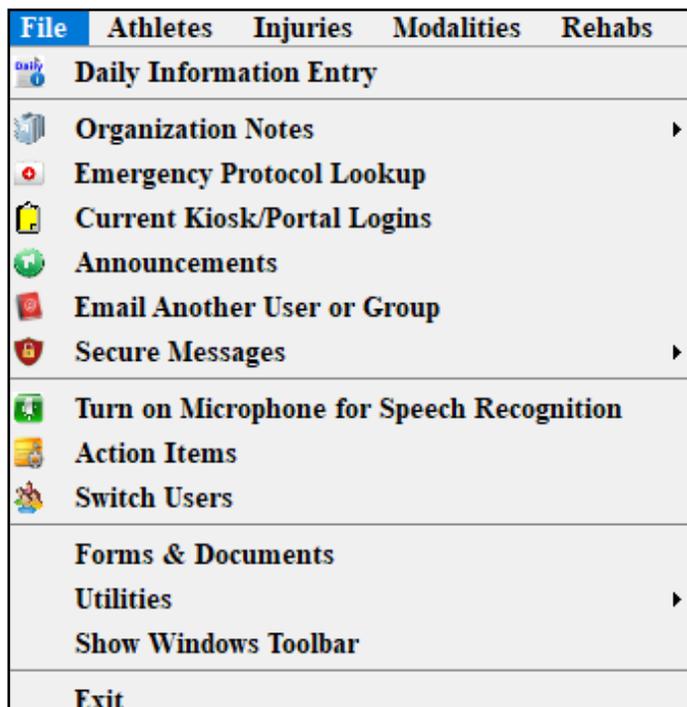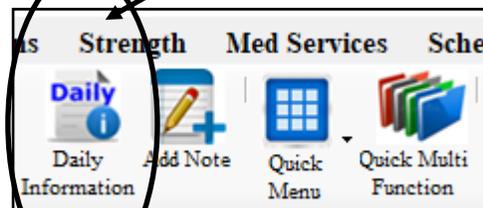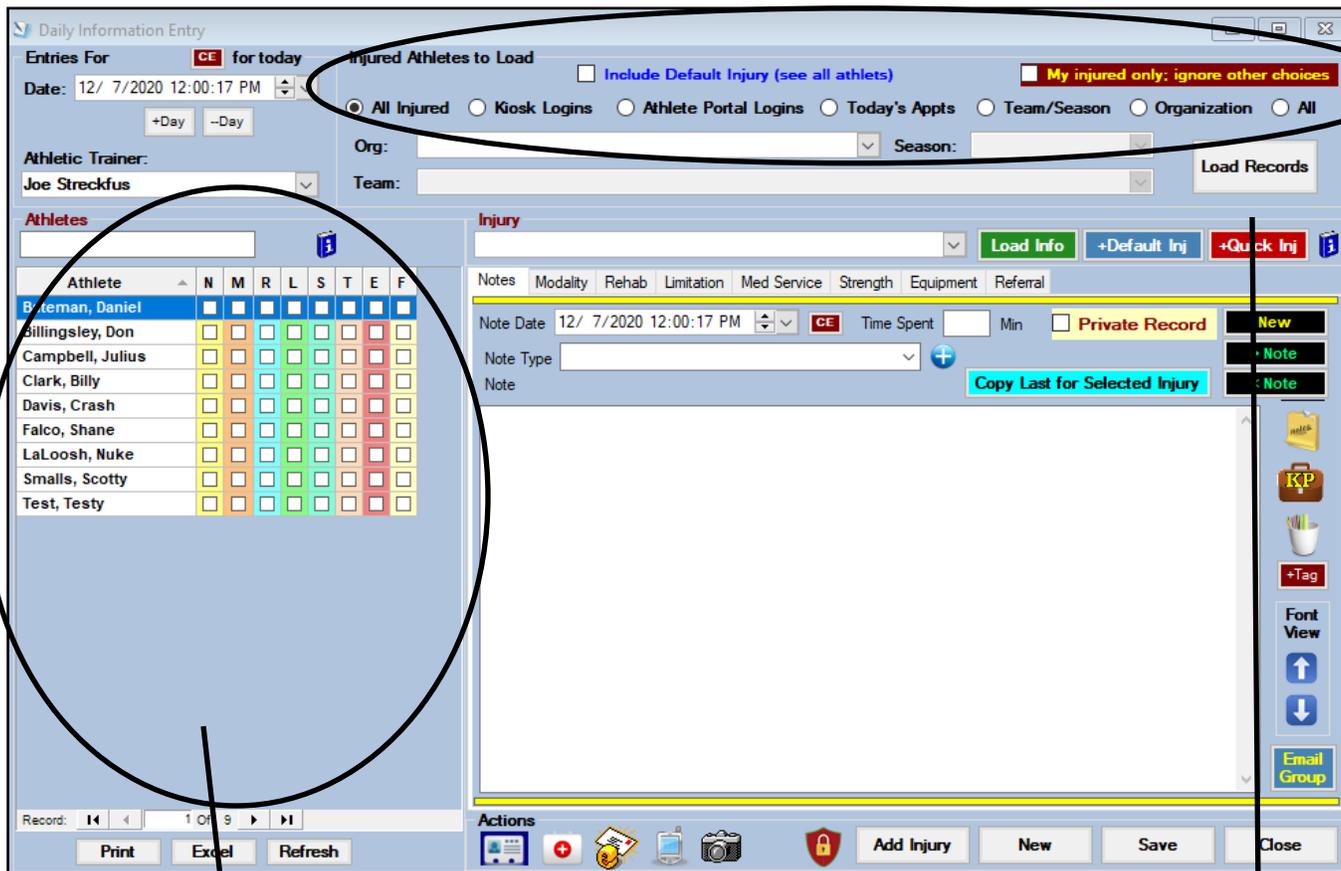
The screen defaults to all injured athletes. You can filter the list to include, Kiosk Logins, Portal Logins, Today's appointments, by Team/Season, Organization, you can search by only your injured, or filter by default injury.

To navigate the screen, choose the filter and hit Load Records. That will load the list of athletes into the box on the left. Select the athlete from the list, and select the injury from the drop down injury tab. If there are more than one, hit the Green Load Info button to pull the information for that specific injury. The tabs correlate to the type of documentation to be done. They also tie to the N,M,R,L,S,T,E,F boxes; once a note is entered, a check mark appears in the box that relates.

Other functions that can be accessed/completed through the Daily Information Screen:

*Add a new injury, or quick injury

*Make related information private

*Send Secure Messages

*Copy a note, modality, rehab or other from the last entry

ATS: Daily Information Entry Screen Overview
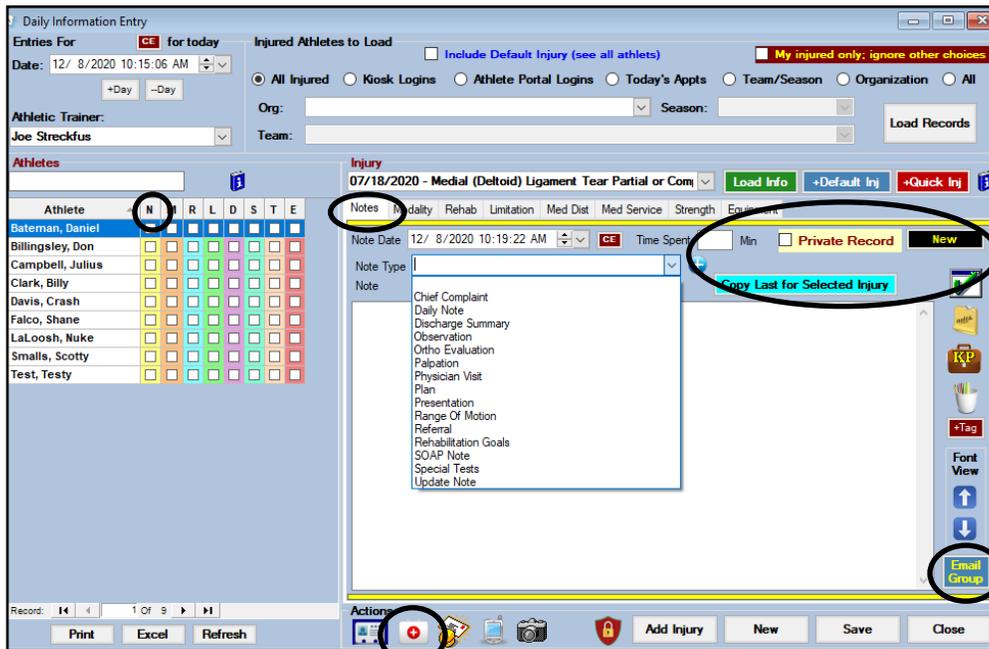
The **N** correlates to the Notes tab. You can complete any available note in this section. You can mark it private, utilize note tags and key phrases, as well as email the note to email group for the athlete. You are not limited to one note, simply select new to start a new one, after saving. You are also able to add a Default injury, or a quick injury for an athlete, if needed. Use the green load info button if you need to navigate between injuries.
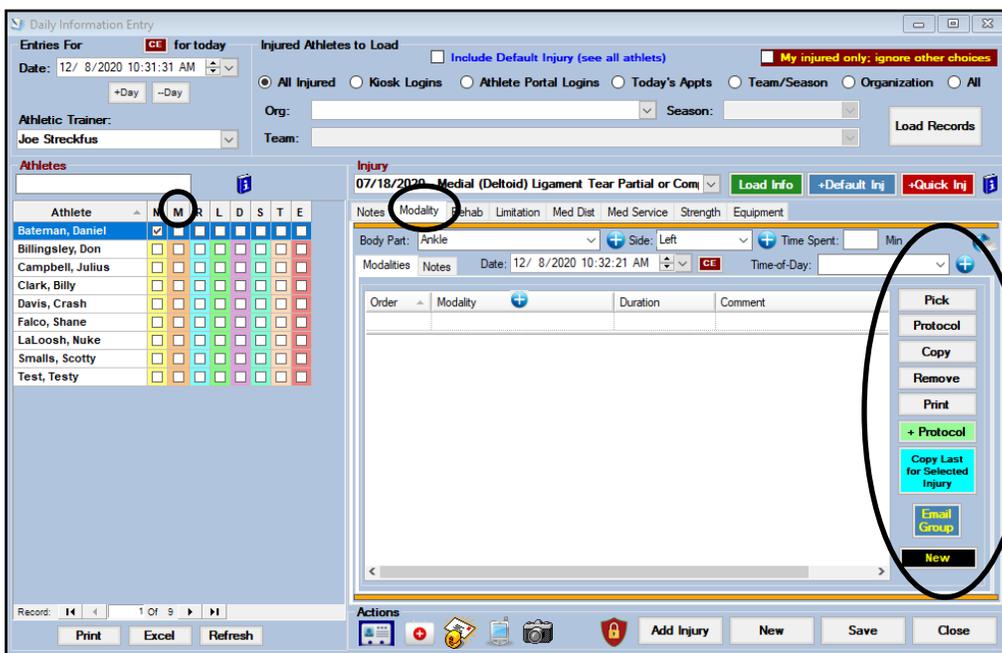
The **M** correlates to the Modalities tab. You can complete a record of the modality session here. You can access modality protocols, or copy a modality session from the day before. You are not limited to one modality session, simply click the new button to open a new one. Email a group notification.

ATS: Daily Information Entry Screen Overview
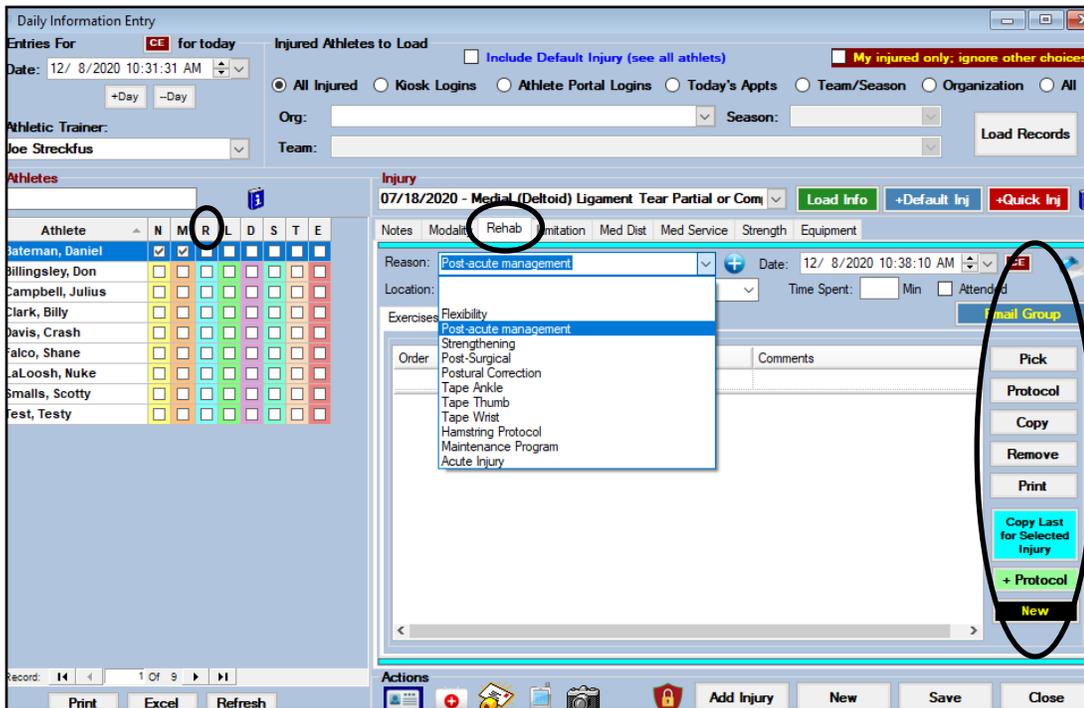
The **R** correlates to the Rehab tab. You can complete your rehab sessions here. You can access your protocols, copy the previous session, or print the rehab session. You are also able to Email the group. You are not limited to one rehab session, simply select new.
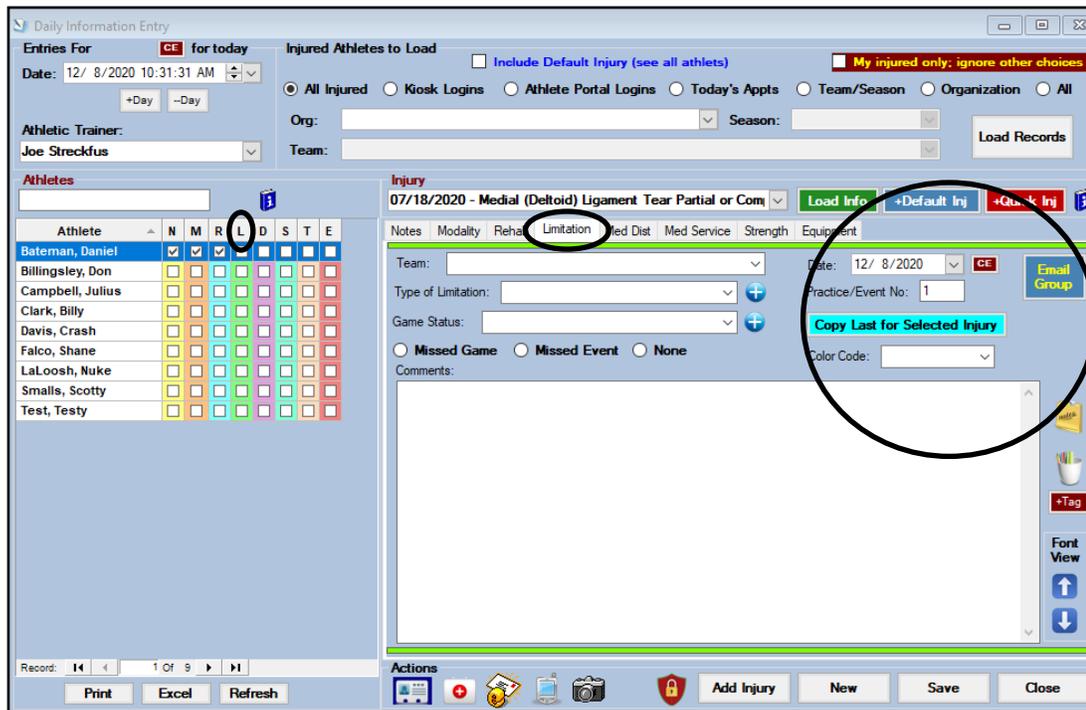
The **L** correlates to the Limitations tab. Here you can document limitations for the selected athlete. You can copy the previous limitation, color code your limitation and email it to the group associated with this athlete. You can also utilize the note tags and key phrase capabilities.

ATS: Daily Information Entry Screen Overview

The **D** correlates to the medication distribution tab. Here you can track any medication you may distribute and include information like quantity, reason for the meds, instructions and comments.

The **S** correlates to the medical services tab. Here you can track what provider your athlete's are referred to and what services were performed during their visit.

The **T** correlates to the Strength tab. Here you can track any S&C session that has been completed, or pull up a previously designed strength protocol.

The **E** correlates to the Equipment tab. Here you can record when an athlete is given/checks out a piece of equipment and also when it has been returned.

*you must add the equipment to your inventory prior to using this process.

ATS: Daily Information Entry Screen Overview
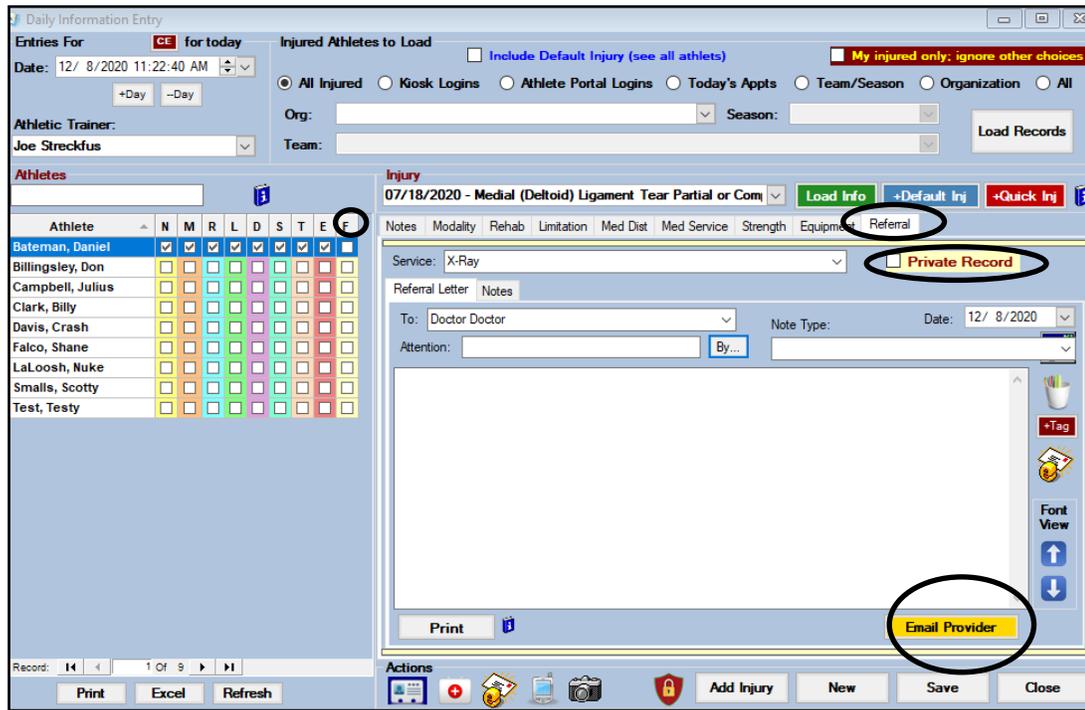
The **F** correlates to the referrals tab. Here you can track a referral to a provider, create a note for that provider, mark the record private, as well as email the provider.

Gto Utilities—> Daily Information Entry or simply use the icon.
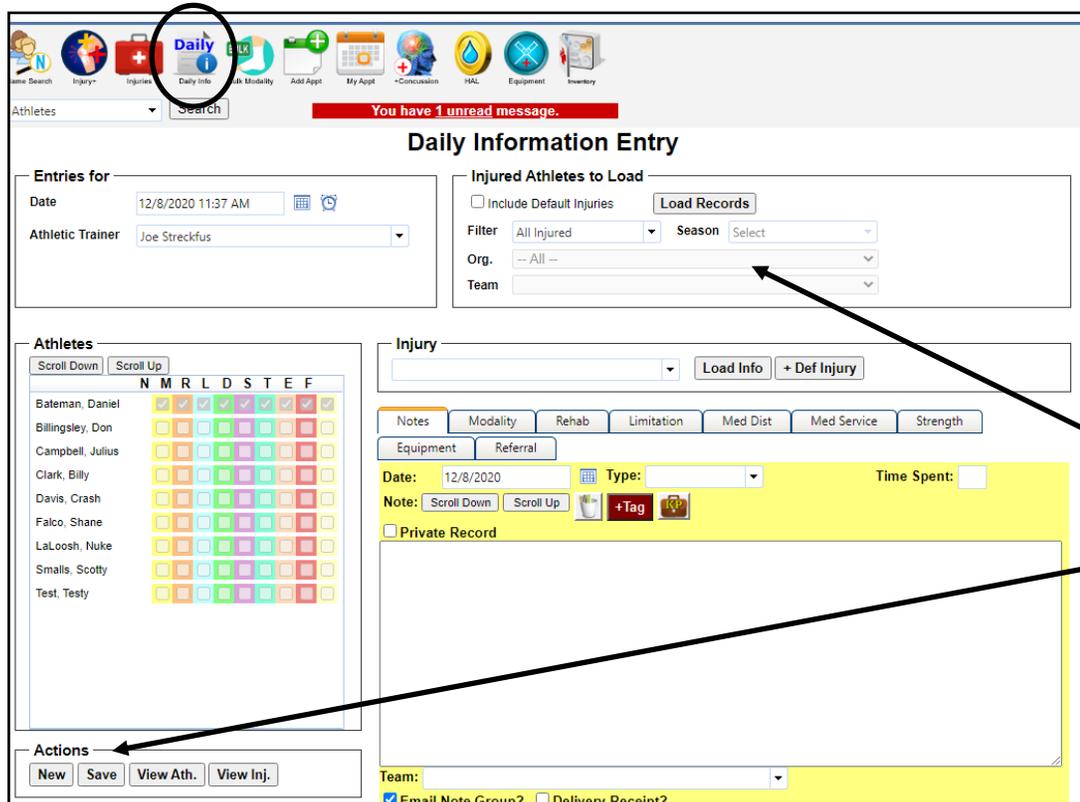
The Daily Information Entry is also available on the Staff Portal with the exact same functionalities as the Desktop version.

Filter using the drop downs, use the load buttons, and save after each entry.