ATS— Importing Electronic Files for an Athlete

ATS gives you the flexibility to add electronic documents directly to your athlete's profile. When you get a return to participation note, MRI report, x-ray report or anything else you want to keep track of.

There are two ways of attaching documents to ATS. One is with an attached scanner, the other is from your computer.

1) Attached Scanner:

If you are using a scanner attached to your computer, there is a little bit of set up to configure ATS to utilize that device. Please review the **Installation and Use of a Scanner** to ensure you have the driver installed

2) Document on your Device:

If you have the document you need to attach in an email, simply save it to your computer and you will be able to upload it directly into ATS without doing the scanner installation.

As a reminder, the standard upload size max limit is 1mb.

Customize your eFile Document List:

Before you upload your eFiles, for ease of attaching and documenting correctly; we do advise you to go the dropdown list and add specific file names for the electronic documents.
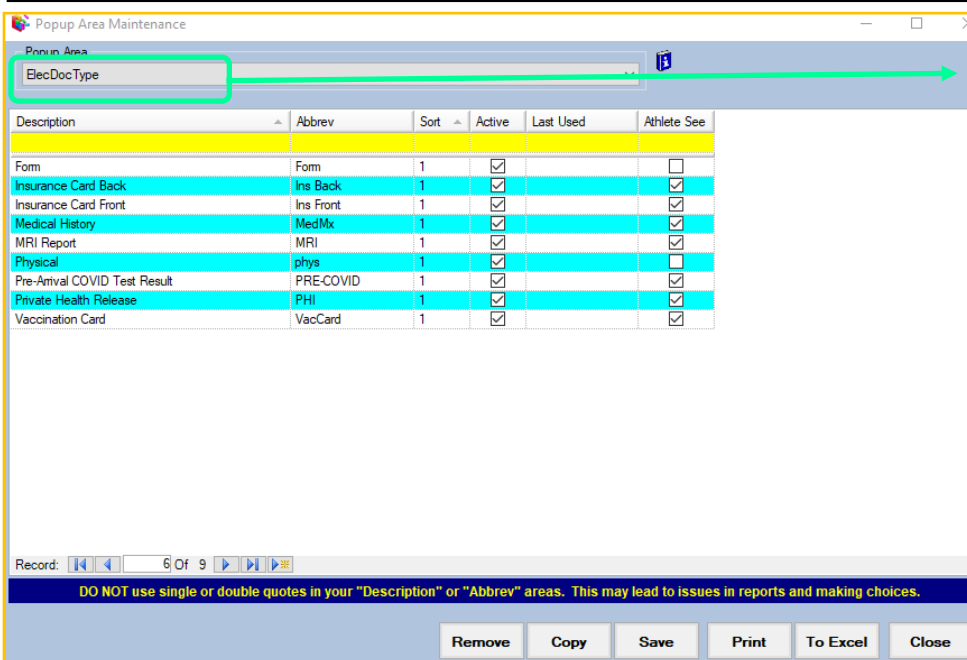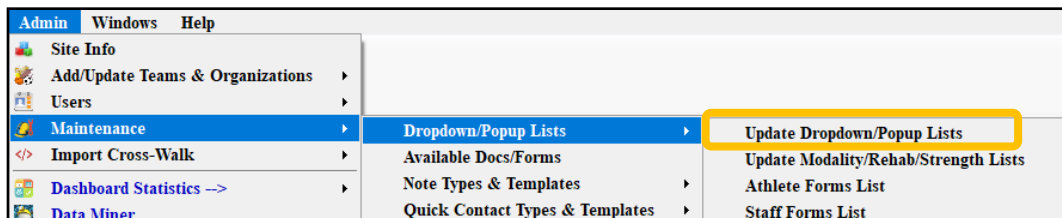
When you get to the maintenance screen select the ElecDocType dropdown. Once here, add the list of items you may be attaching, or having your athletes attaching to their profiles. If there are staff specific files, leave them unchecked from the athlete see, if it is a form type they may need to attach, check off athlete see.

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There are many different ways for you to access your athletes in the ATS Desktop. Use your preferred way of accessing their profile.

After you have the athlete selected you need to upload a document for, you will need to select the eFile/Docs/Dates tab. This is where any document you need to attach will be done.

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Select the "new" button to add a new eFile/doc. You will be asked if you have a scanner attached.

If you choose yes the box below will appear. Scan your file and click save once the file appears in the box on the right.

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If you select No the box shown below will appear and you will select the desired file to upload from your computer.
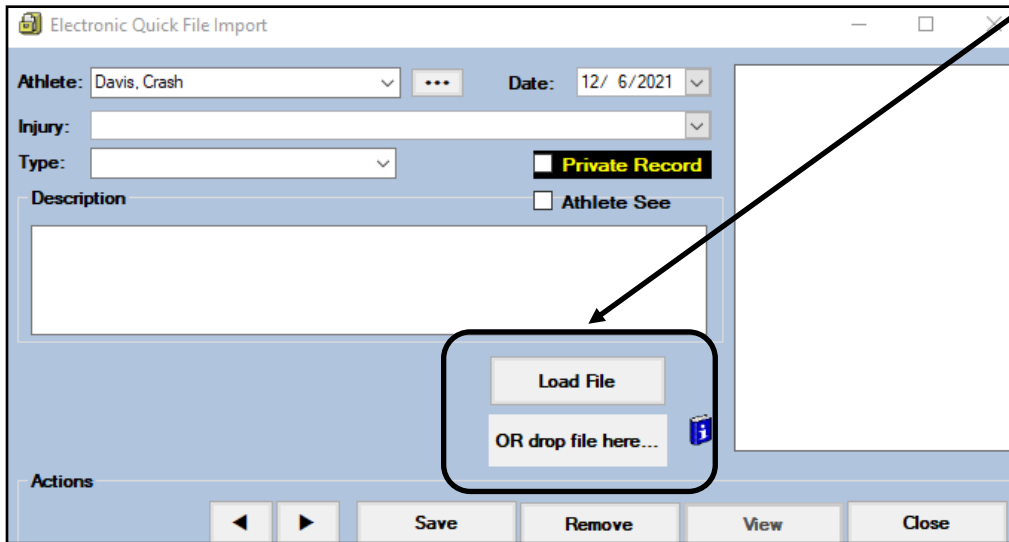
Click Load File to select. Alternatively, you can drag the file from the file menu and drop it in the box to load. Both ways will attach the file.

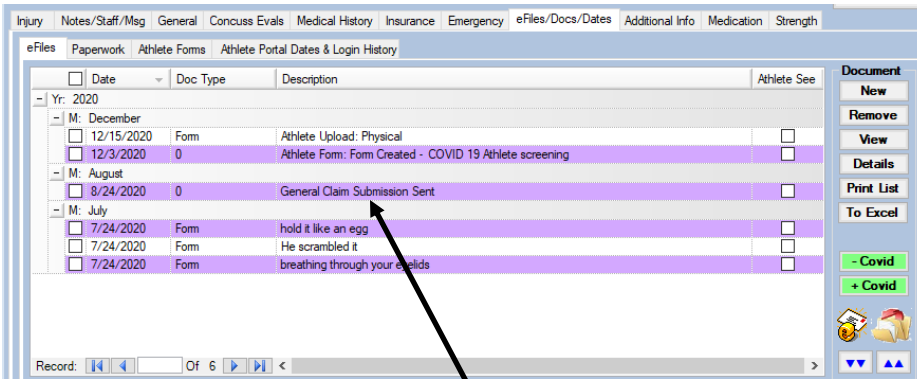Once you have selected the file it should appear in the box to the right.
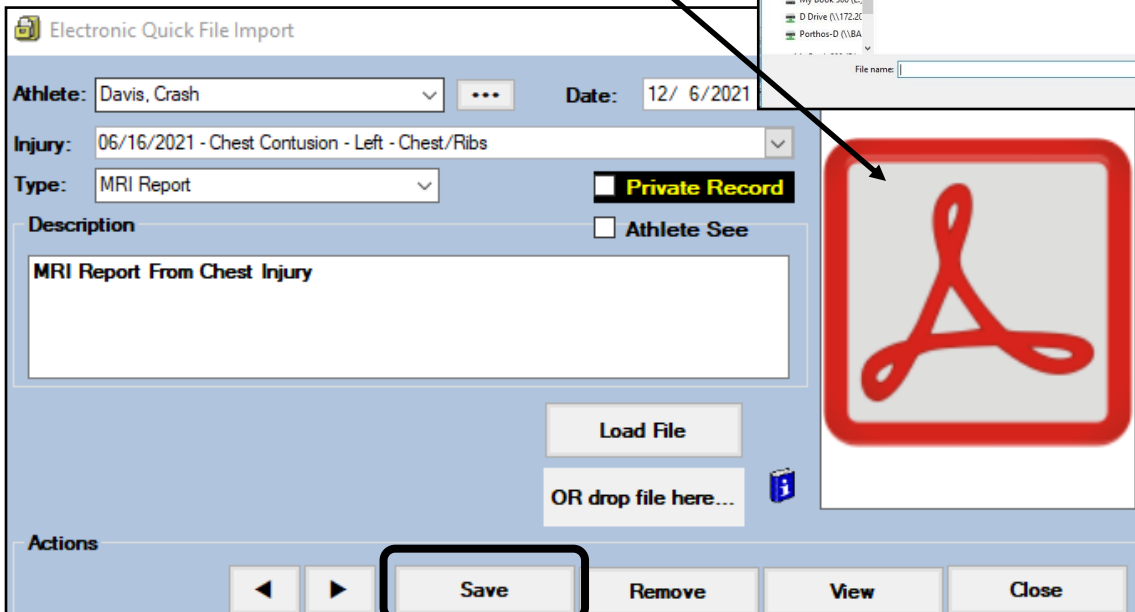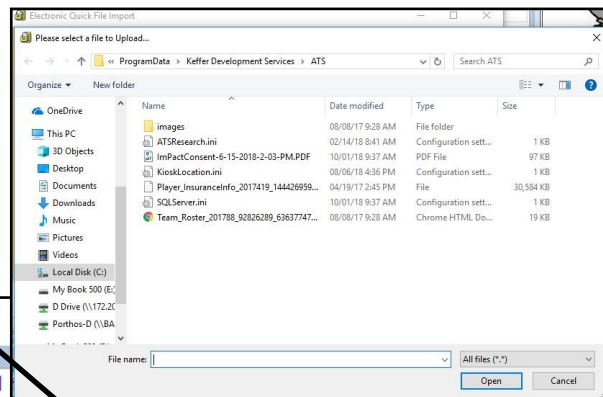
Injury: Assign the document to an injury, if it relates to that, from the injury dropdown list. Any active injury the athlete has will show up there.
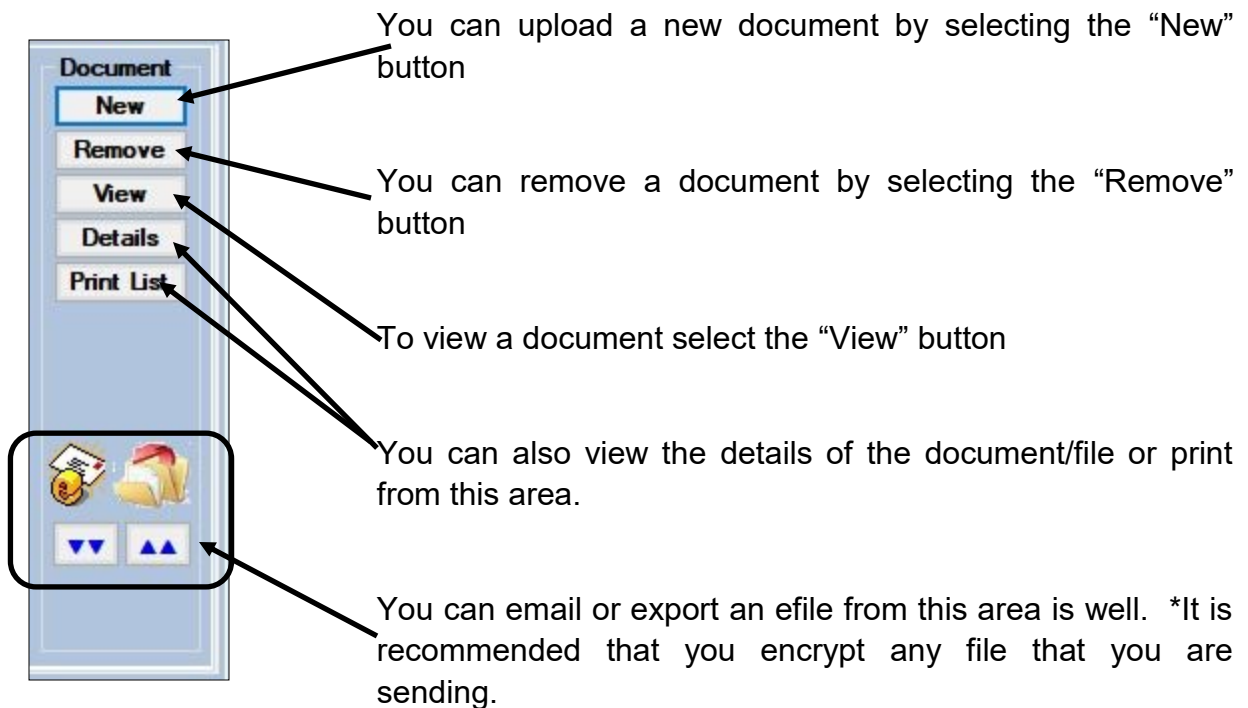
Type: Pick the type of document it is from the list you created on PG 1 of this help doc.

Description: Include a description of the document to aid with finding it in the list later, if needed.

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Any file that is uploaded can be found in the eFile/Docs/Dates tab, under the eFile sub menu.

You can upload a new document by selecting the "New" button

You can remove a document by selecting the "Remove" button

To view a document select the "View" button

You can also view the details of the document/file or print from this area.

You can email or export an efile from this area is well. *It is recommended that you encrypt any file that you are sending.

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Staff Portal eFile uploading:

You are able to upload electronic documents to your athlete, using the core portal. Again, there are several different ways to accomplish the task. Utilize the pathway that suits your needs to access the athlete profile.

After getting to the athlete profile select the eFile tab, and then electronic documents. This will allow you to view the files that are currently there, as well as add new.

To add a new file, click the Add button.

After hitting add, you will see the screen to add the file.

Like in the Desktop, you link the file to an injury, using the **Injury** dropdown. Add a **Description** of the file to aid with finding it later.

When you have those details entered, use the Choose File No file chosen button to get to the list.

The Green Message tells you, the file has bee added and saved successfully.

The Red Message, tells you that only use the choose file button, if you want to update or change the file you just attached.
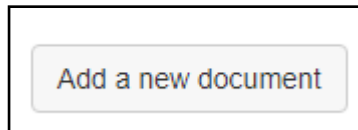
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Adding eFiles from the Staff Smartphone:

ATS does allow you the ability to add an eFile from your Staff Smartphone link. You can set the eFile icon as one of your top 12, or you are able to go through the Menu—> General—> eFiles to upload.
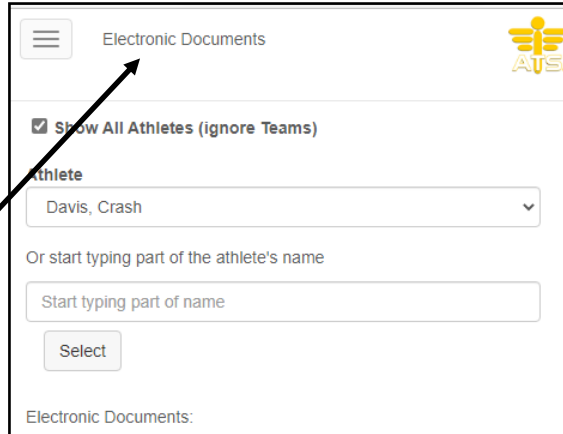
The add document button is at the bottom of the eFile screen.

When you click, choose file, it will then allow you to select the file you need to upload. Either from the files on your phone, or by taking a picture of it.