

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

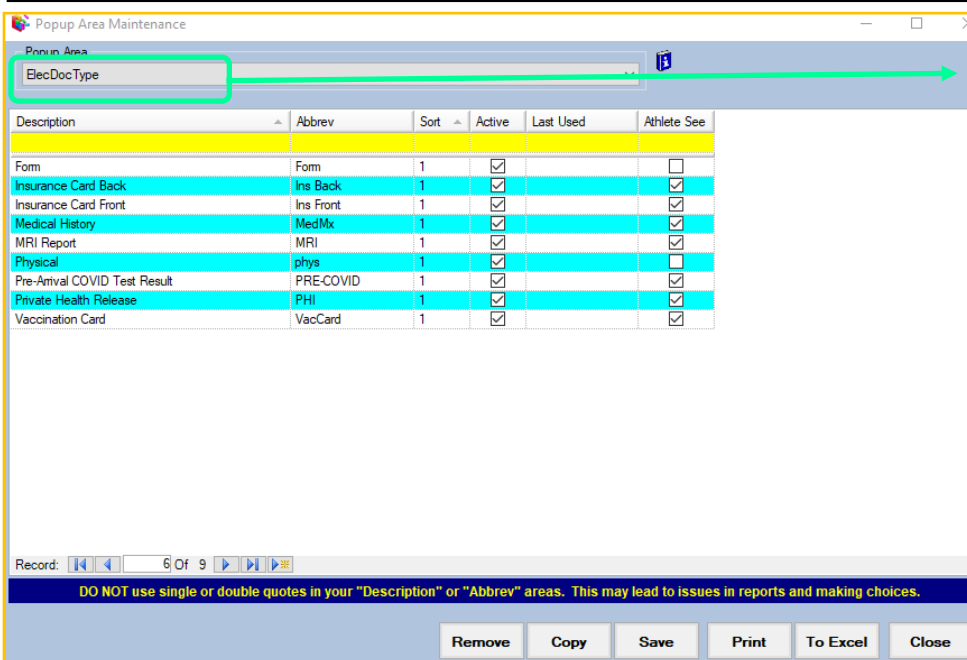
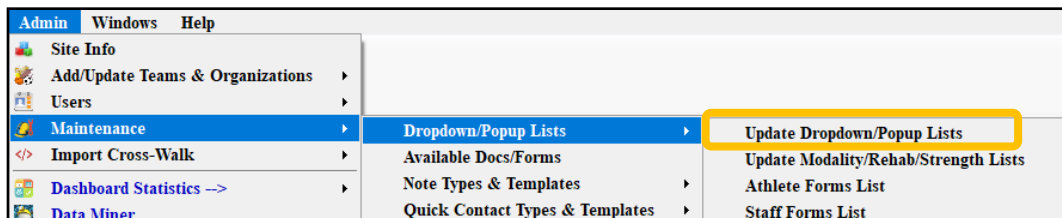
2) Document on your Device:

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.

The image shows two overlapping screenshots of the ATS Desktop interface. The top-left screenshot displays the 'Athletes' menu with options like 'Add an Athlete', 'Search Athletes', and 'Quick Multi-Function'. The top-right screenshot shows search icons for 'Athlete Search List', 'Athlete Search Name', and 'Athlete Search Team'. The bottom-right screenshot shows a 'Quick Menu' with a red box highlighting 'Quick Electronic File Loading' and other options like 'Quick Paperwork (eFiles, Athlete Forms)' and 'Quick Athlete Pictures, Passwords and IDs'.

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.

The image shows a screenshot of the ATS Desktop interface for an athlete named Davis, Crash. The 'eFiles/Docs/Dates' tab is selected and highlighted with a red box. The interface displays a list of documents with columns for Date, Doc Type, and Description. The 'Document' panel on the right includes options like 'New', 'Remove', 'View', 'Details', 'Print List', and 'To Excel'. The status bar at the bottom shows 'M: nope...', 'A: sliders...', 'R: Medical Alert...', and 'Student ID number 74741'.

Date	Doc Type	Description
10/21/2021	0	: From Joe Tech to athlete
10/19/2021	0	: ATS text to athlete
10/19/2021	0	: From Joe Tech to athlete
10/18/2021	0	: from Joe Tech to athlete
10/18/2021	0	: from Joe Tech to athlete
9/23/2021	0	test
8/17/2021	0	AG Submission Sent
8/12/2021	0	: Plan
8/10/2021	0	: SOAP Note
8/2/2021	0	Email: from Joe Tech to athlete
8/2/2021	0	Text Message: Text Message to athlete

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The screenshot shows the 'Athlete - Davis, Crash' window. At the top, there are fields for Name (Crash Davis), Nickname, Phone, Year (Grad 2021), Gender (Male), and DOB (1/14/1998). Below this is a table for 'Team/Sport/Event' with columns for Status, Position/Discipline, As Of, and CTP Date. A 'Document' menu is open, showing options: New, Remove, View, Details, Print List, To Excel, - Covid, and + Covid. A 'Quick Multi-Function' table lists athletes with columns for Athlete, Year, Team, Player Position, Cleared, PPWK, CCC, Birthdate, Gender, and Email. A 'Contacts' table is also visible, showing document entries with columns for Date, Doc Type, and Description. A 'New' button is highlighted in the 'Details' column of the Contacts table.

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

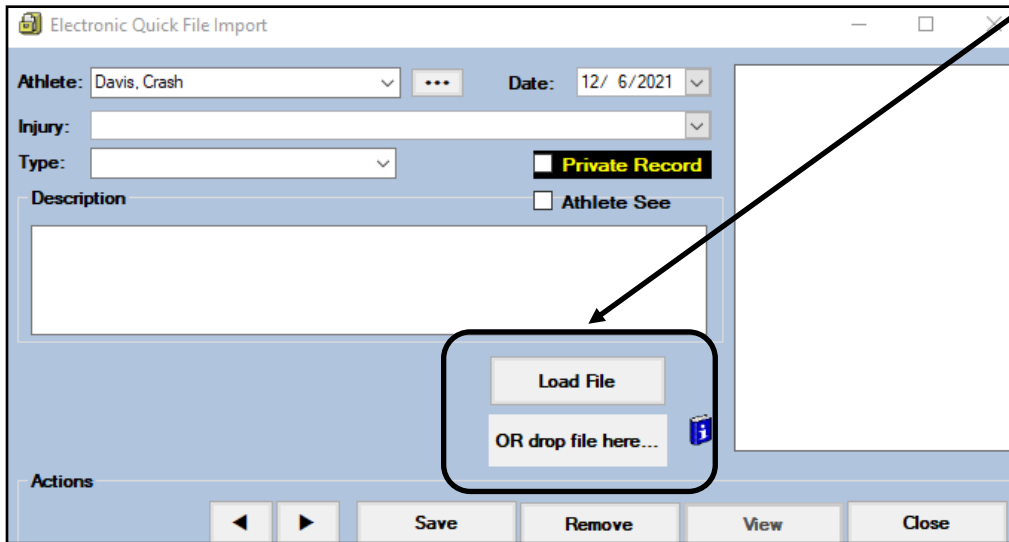
ATS
Do you have a scanner attached?
Yes No

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.

Electronic Quick File Import
Athlete: Bells, Jill Date: 10/01/18
Injury: [Empty]
Type: [Empty] Private Record
Description: [Empty]
Scan Page
Resolution: Low Use Auto Feeder?
Color: Black and White Duplex Scan (IF Available)
Scan
Actions: Save Remove View Close
Because not all manufacturers adhere to industry standards your scanner may/may not work in ATS. We have tried to account for the variety of scanners available. You may have to scan your files to disk; then import them rather than scan them directly.

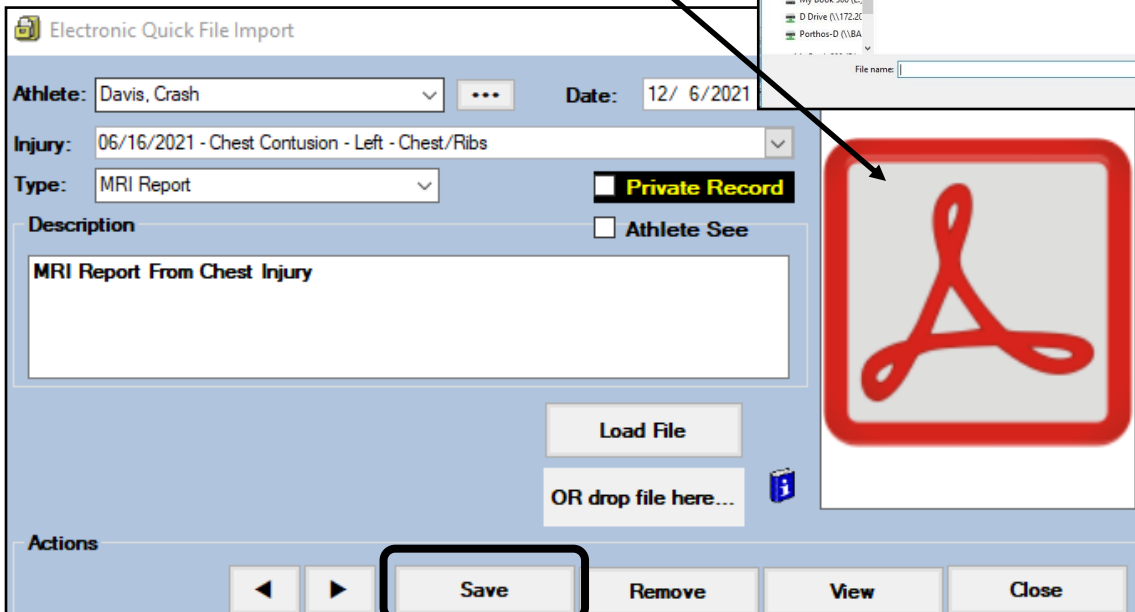
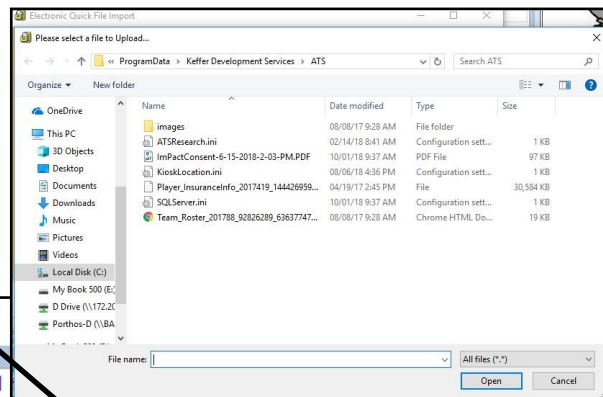
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If you select No the box shown below will appear and you will select the desired file to upload from your computer.



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.

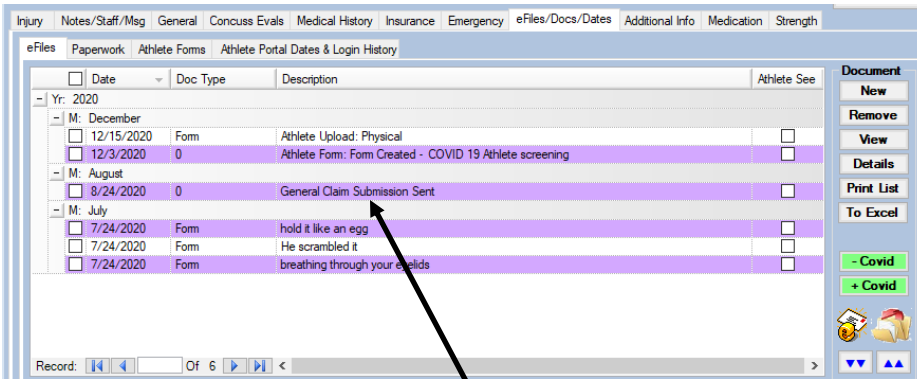


Injury: Assign the document to an injury, if it relates to that, from the injury dropdown list. Any active injury the athlete has will show up there.

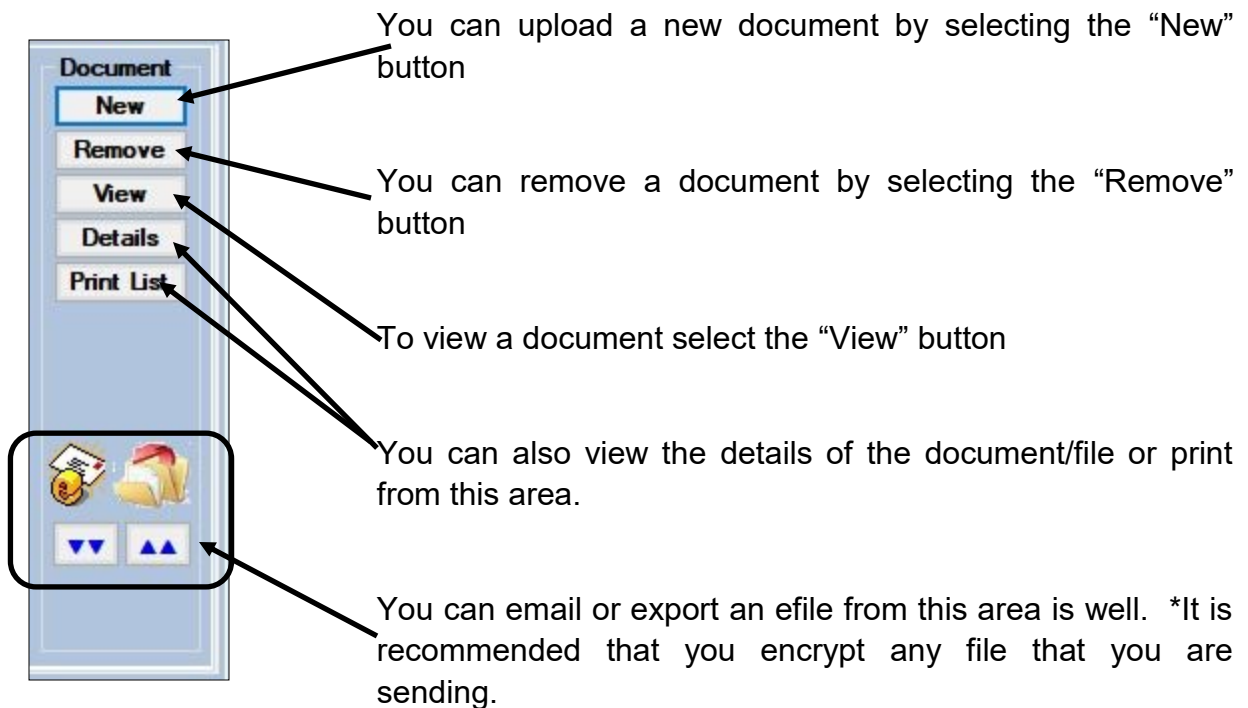
Type: Pick the type of document it is from the list you created on [PG 1](#) of this help doc.

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.



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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.

The screenshot shows the Staff Portal navigation menu on the left, with 'Athletes' highlighted in a red box. The menu options are: Add New Athlete, Quick Athlete Add, Search For Athlete, and Athletes Multi-Function. To the right is a 'Name Search' icon. Below the menu is the athlete profile page for 'Athlete - Davis, Crash'. The page has a grid of tabs: Athlete, Teams, Addr., Other, Communications, Addit. Info, Acad. Eligibility, Med Hist*, Injury*, Modality*, Meds*, Rehab*, Limit*, Service*, Notes/Staff/Msg*, Concuss*, Ref*, Insure*, Emer, eFiles* (highlighted in a green box), FM Evals, Strength*, and Comments*. Below the tabs is a row of buttons: Electronic Documents* (highlighted in a black box), Paperwork*, Athlete Forms*, and Athlete Portal Dates & Login History. At the bottom are buttons for Add, View, Edit, Delete, Email, - Covid, Refresh, Scroll Down, and Scroll Up.

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.

The screenshot shows the 'Electronic Document' form. It has a 'Return to Athlete' link. The 'Athlete' dropdown is set to 'Davis, Crash' and the 'Date' is '12/6/2021'. The 'Injury' dropdown is empty. The 'Description' field contains 'Document description *'. There is a checkbox for 'Private Record' which is unchecked. The 'File' field has a 'Choose File' button and the text 'No file chosen'. At the bottom are buttons for 'Save', 'New', and 'View'.

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 screenshot shows the 'Electronic Document' form after a successful upload. A green message bar at the top says 'Your Electronic Document has been saved.' The 'Athlete' dropdown is 'Davis, Crash' and the 'Date' is '12/6/2021'. The 'Injury' dropdown is '10/29/2021 - Anterior Cruciate Ligament (ACL) TearParti'. The 'Description' field contains 'test upload'. There is a checkbox for 'Private Record' which is unchecked. A red message bar below the description says 'Do not enter a file path or browse to a file below unless you are replacing the existing document.' The 'File' field has a 'Choose File' button and the text 'No file chosen'. At the bottom are buttons for 'Save', 'New', and 'View'.

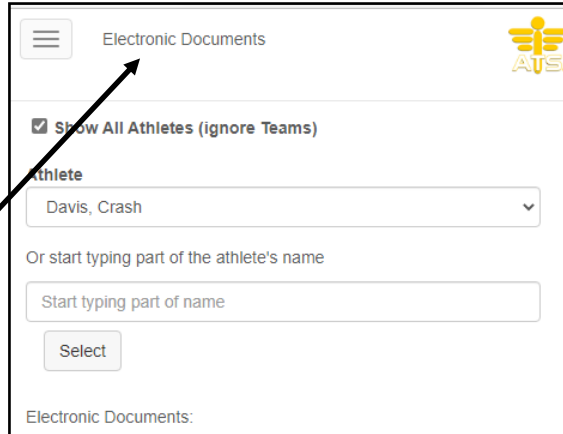
The Green Message tells you, the file has been added and saved successfully.

The Red Message, tells you that only use the choose file button, if you want to update or change the file you just attached.

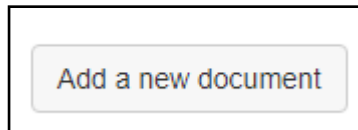
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Adding eFiles from the Staff Smartphone:

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.

