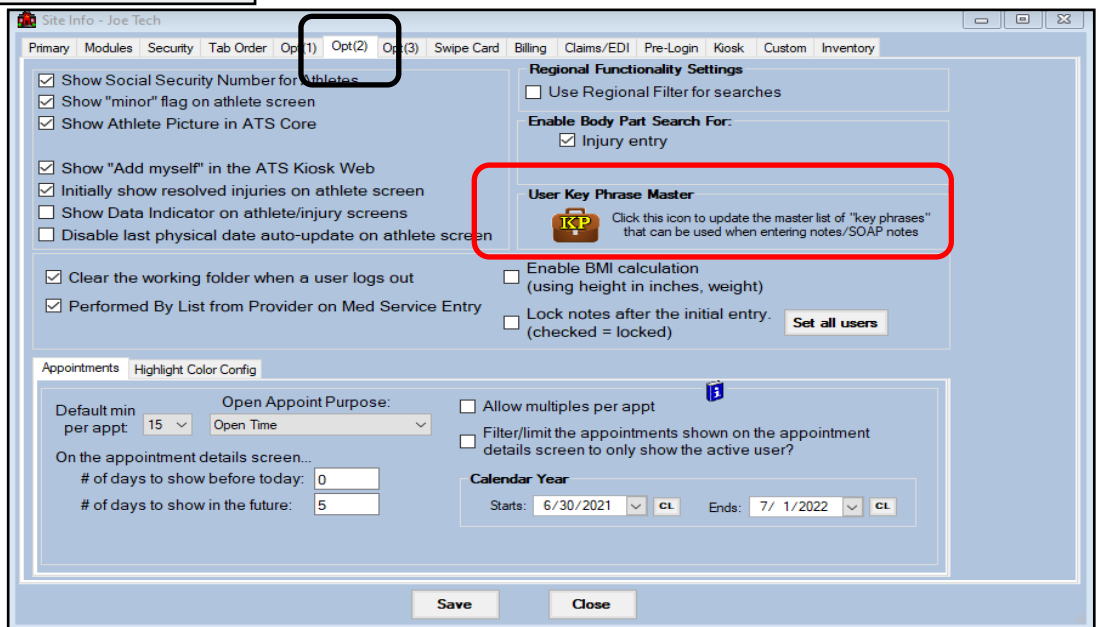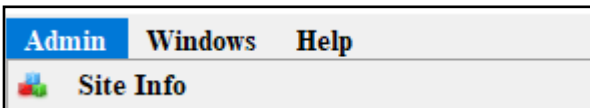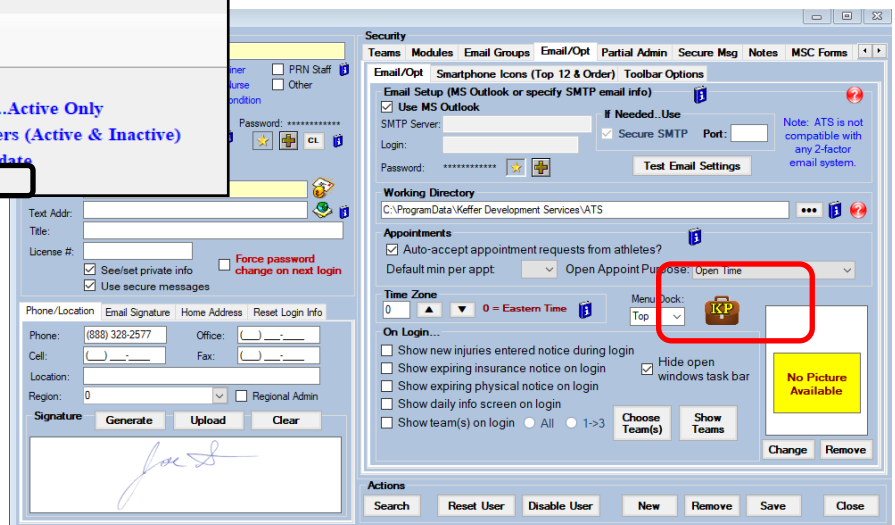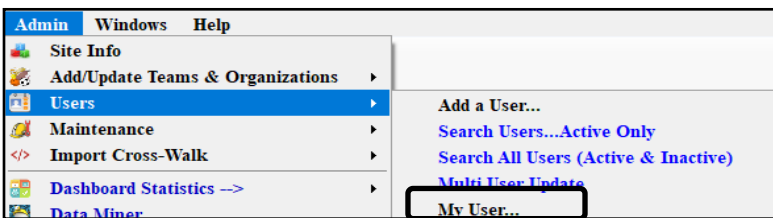# ATS— Key Phrases

User Key Phrases:

You are able to have a set of Key Phrases for the database that can be assigned to each user. If individual users have phrases they would like to be inserted into a note, they are able to build their own phrase.

For more info on setting up Key Phrases for the system please see the Key Phrase Admin doc.

To access the Master Key Phrases, go to Admin—> Site Info—> Select OPT(2) tab and select the KP icon

As a user if you would like to add more phrases, or copy the master list to your account, go to Admin—> Users—> My User. In the user tab select Email/OPT and the KP icon.

ATS— Key Phrases

When you select the KP icon [KP] you will see the screen below, for either the admin or the regular user. This screen allows you to manage what phrases are in your system or user account. There is no limit to the amount you can have. The can be useful for concussion notifications or warning signs or other information you are going to say each time an injury happens. This allows you to insert the info without typing all of it out.

Users click this button to copy the KP list from another user to use as a starting point for their own.

Click to save your information

Click to remove the selected entry

Users click this button to copy the master KP list to use as a starting point for their own.

Click to add a new entry

User Key Phrases for: new

Key Name			From Master...	From User...	Save	Remove	New	Close
Active	Sort ▲	Phrase Tag						
Shows improvement after warm-up exercises								
☑	1	<SImp1>						
Another note								
☑	2	<Summary2>						
ATC note #2								
☑	3	<Eval1>						
ATC note #3								
☑	4	<Here4>						
ATC note #4								
☑	5	<Here5>						

Record: |◄ ◄ 1 Of 8 ► ►| <

Key Phrase Text

Symptoms persist. Refer to a physician if they are not better within a week.

✓

+Tag

Spellcheck your phrase text

Add a field tag your phrase text

Enter the "tag" for each phrase in this area. Be sure to enclose the tag in angle brackets. < >
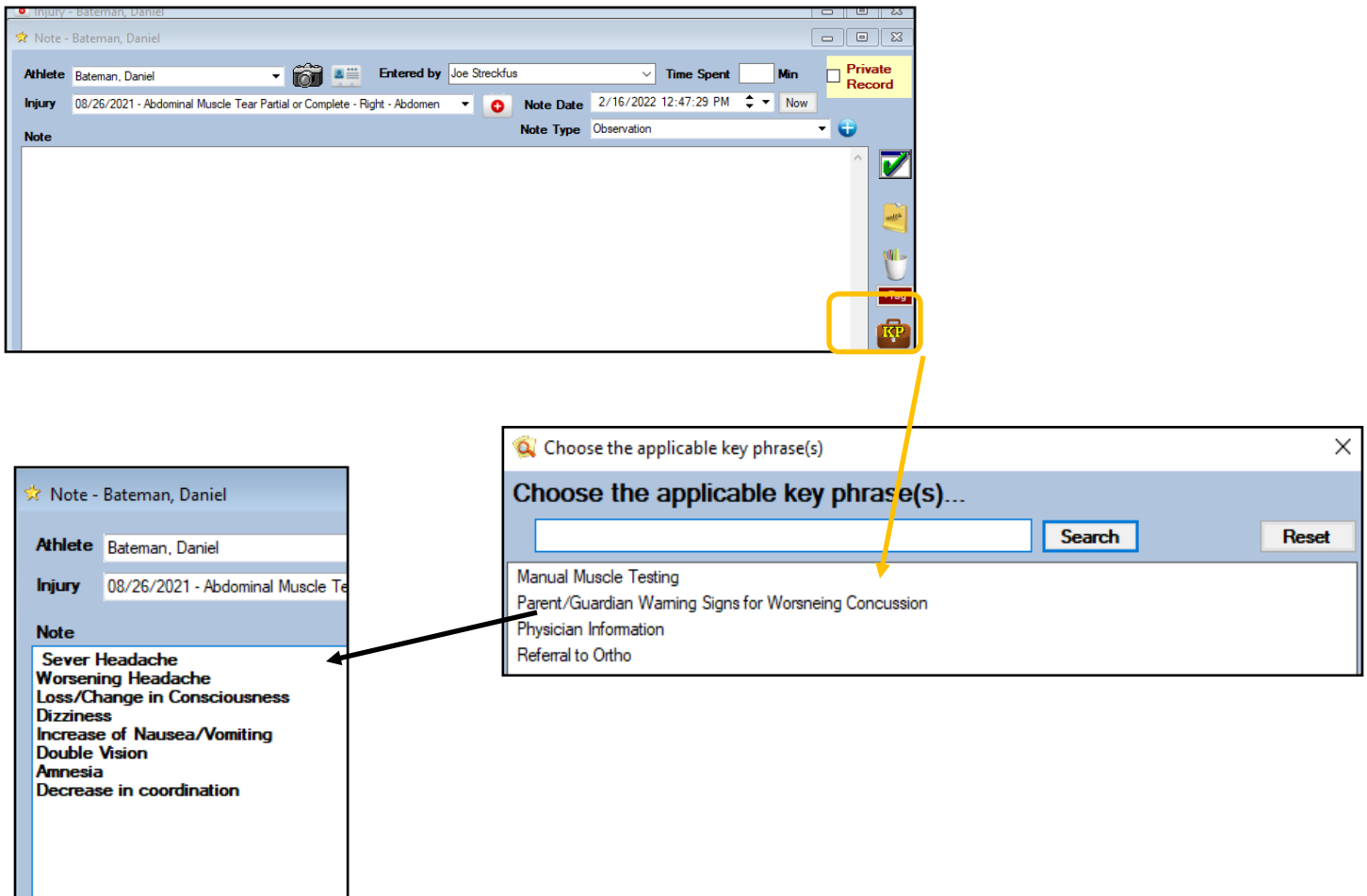
ATS— Key Phrases

When entering a note, there are two different ways you can enter the KP.

1. You can enter the "phrase tag" from the previous screen including the < >
2. Click on the key phrase icon and choose the phrases from a dropdown list of your descriptions.

Enter your KP tag, then select the cup.

When you do that, it translates the tag to words and inserts it into the note.
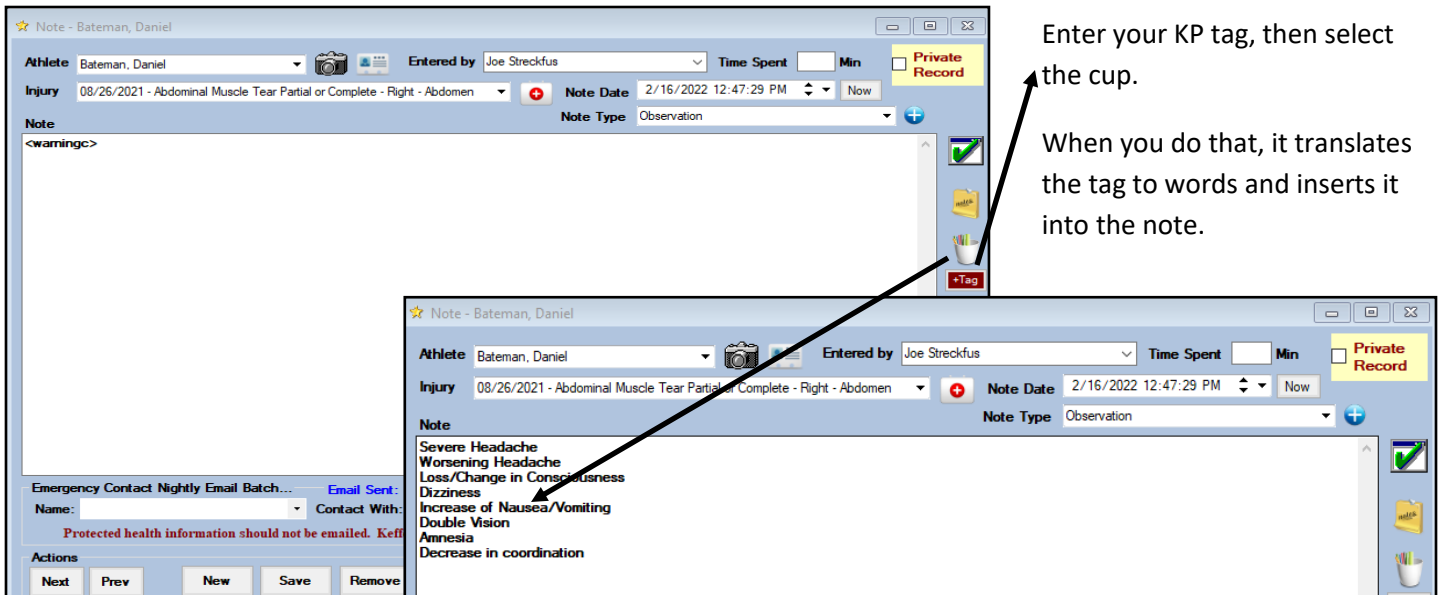
The second way to enter the Key Phrase is go select the KP Icon on the note screen.

ATS— Key Phrases

Using Key Phrases on the Staff Portal:

To use the Key Phrase on the staff portal, you can follow the same procedures as you would use in the desktop.

Type in the <TAG> and use the cup to convert to regular text.

You can also select the KP button and choose from the available phrases in your system.

ATS— Key Phrases

Key Phrases on the Staff Phone:

Entering the Key Phrase from the staff phone, it will work the same way as it did in the Desktop or the Staff Portal. You are either able to enter the Phrase Tag and the cup, or use the KP icon and select from your list.