

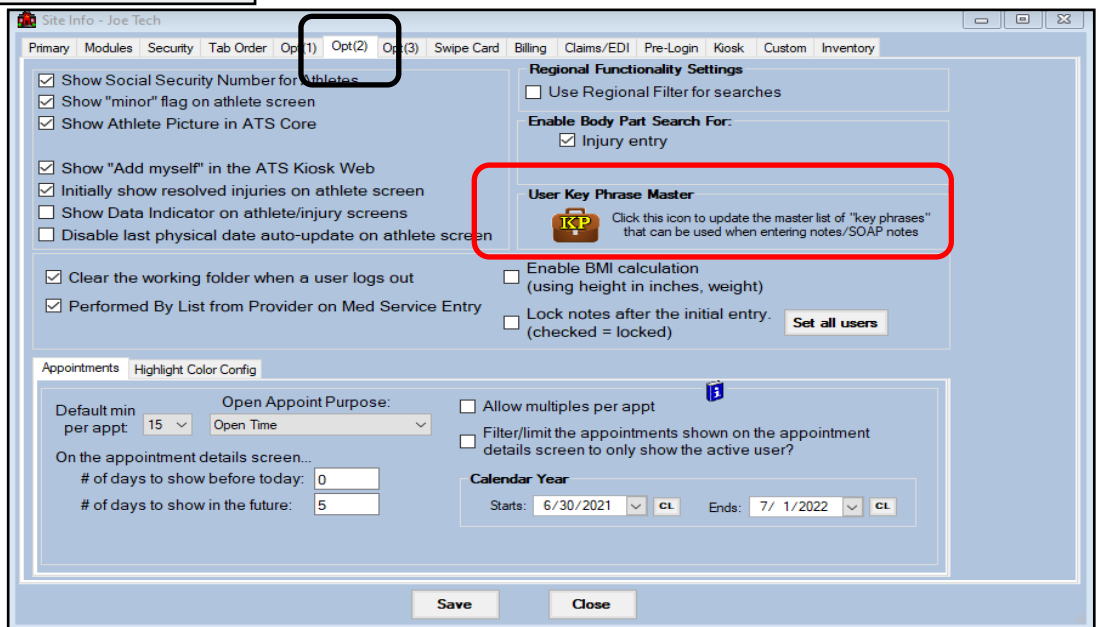
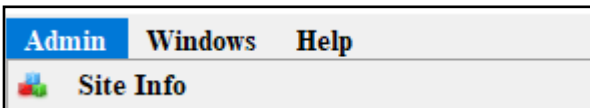
ATS— Key Phrases

User Key Phrases:

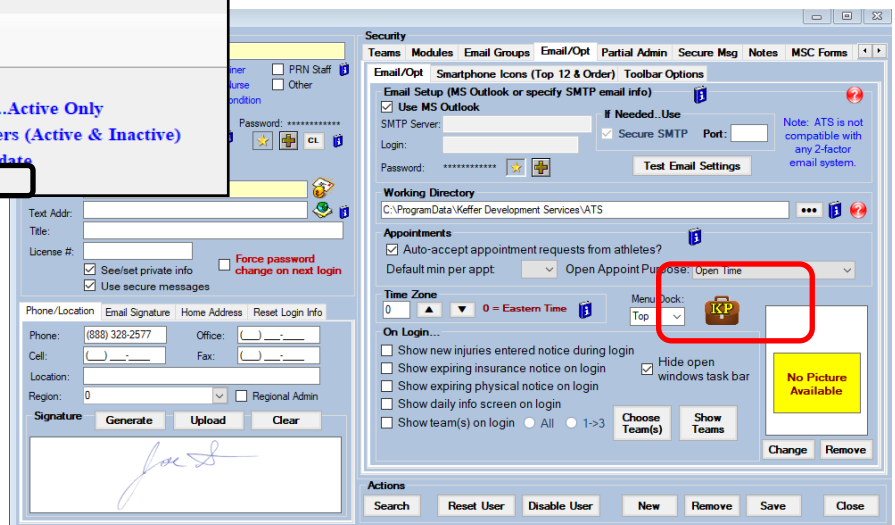
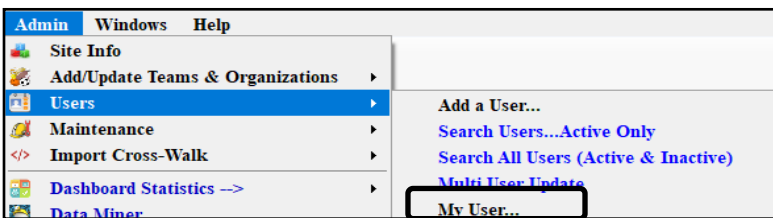
You are able to have a set of Key Phrases for the database that can be assigned to each user. If individual users have phrases they would like to be inserted into a note, they are able to build their own phrase.

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 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. They 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

Click to add a new entry

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

Spellcheck your phrase text

Add a field tag your phrase text

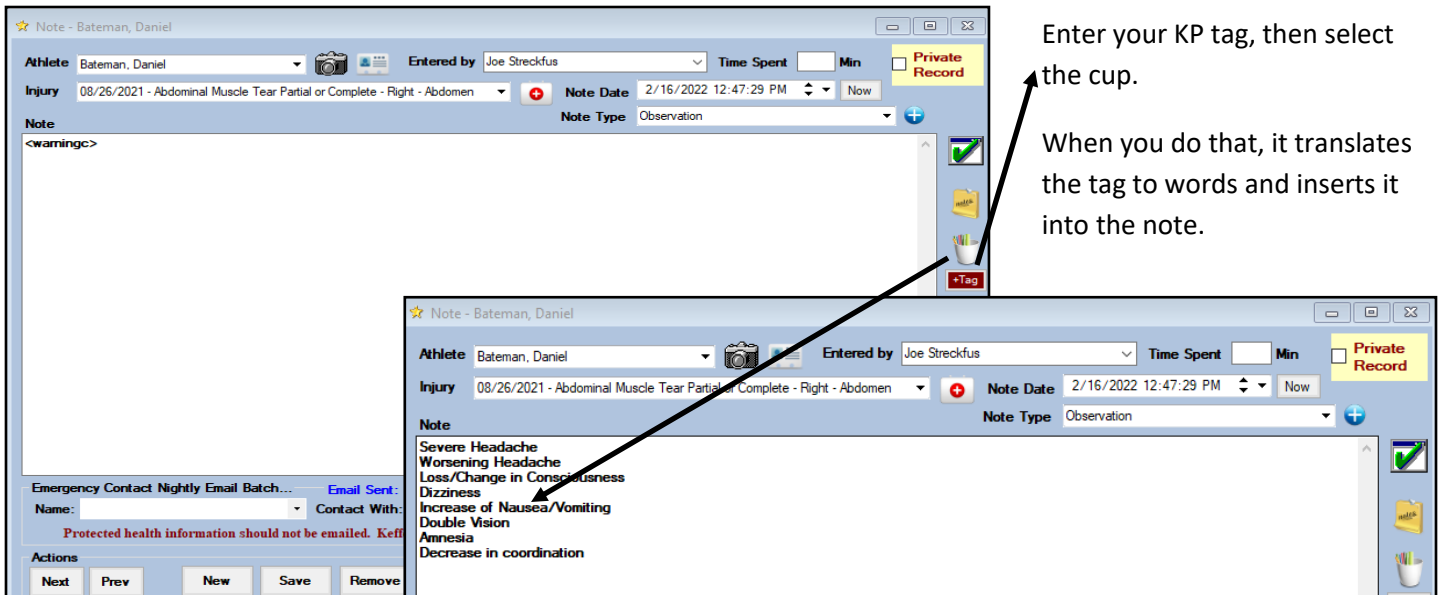
Enter the "tag" for each phrase in this area. Be sure to enclose the tag in angle brackets. < >

The screenshot shows a window titled "User Key Phrases for: new" with a toolbar containing buttons for "From Master...", "From User...", "Save", "Remove", "New", and "Close". Below the toolbar is a table with columns "Active", "Sort", and "Phrase Tag". The table contains five rows of key phrases, each with a checked "Active" box and a "Phrase Tag" in angle brackets. Below the table is a "Record" indicator showing "1 Of 8". At the bottom is a "Key Phrase Text" area with a text input field containing "Symptoms persist. Refer to a physician if they are not better within a week." and a "+Tag" button.

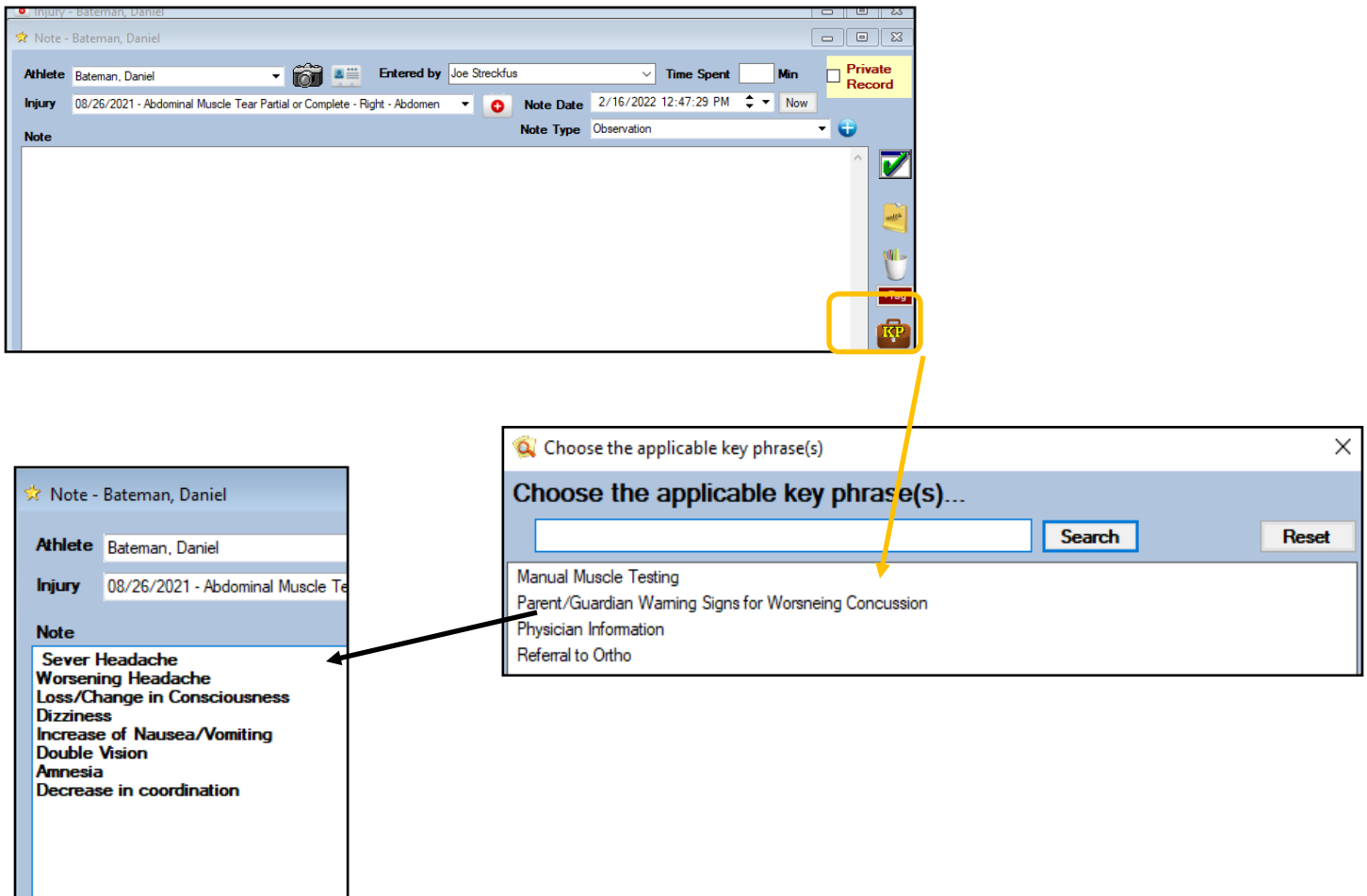
ATS— Key Phrases

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.



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.

Return to Injury

Notes/SOAP

Team: Joe Tech Men Football

Athlete: Billingsley IV, Don

Trainer: Joe Streckfus

New or Existing Injury?
 New Existing None

Existing Injury: 07/17/2020 - Sprain - N/A - Ankle

Date: 2/16/2022 01:31 PM

Time Spent: mins Min

Private Record

Note: <warningc>

Note Type:

Scroll Down Scroll Up +Tag Font View

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

Note: Note Type:

Sever Headache
Worsening Headache
Loss/Change in Consciousness
Dizziness
Increase of Nausea/Vomiting
Double Vision

Scroll Down Scroll Up +Tag Font View

Choose a Key Phrase

Choose a Key Phrase

Manual Muscle Testing
Parent/Guardian Warning Signs for Worsneing Concussion
Physician Information
Referral to Ortho test

OK Cancel

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.

Enter Note

Organization: -- Select --

Team: Joe Tech Men Baseball

Athlete: Davis, Crash

Or start typing part of the athlete's name

Start typing part of name

Select

New or Existing Injury?

New Existing None

Note Date: 2/16/2022 02:04 PM Now

Time Spent (min): Time Spent in minutes

Private Record

Note Type:

+Tag KP

Comments: Font View ↑ ↓

Note