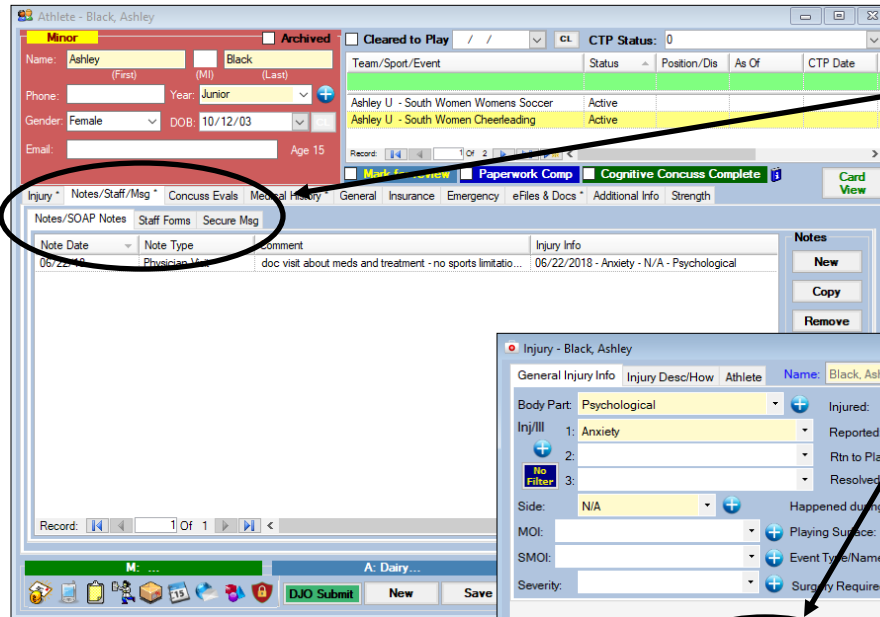
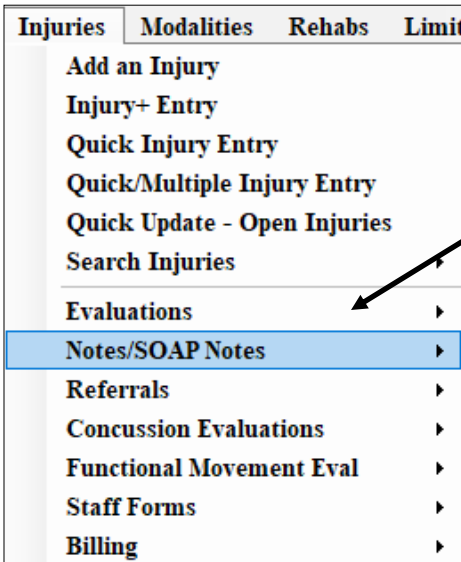
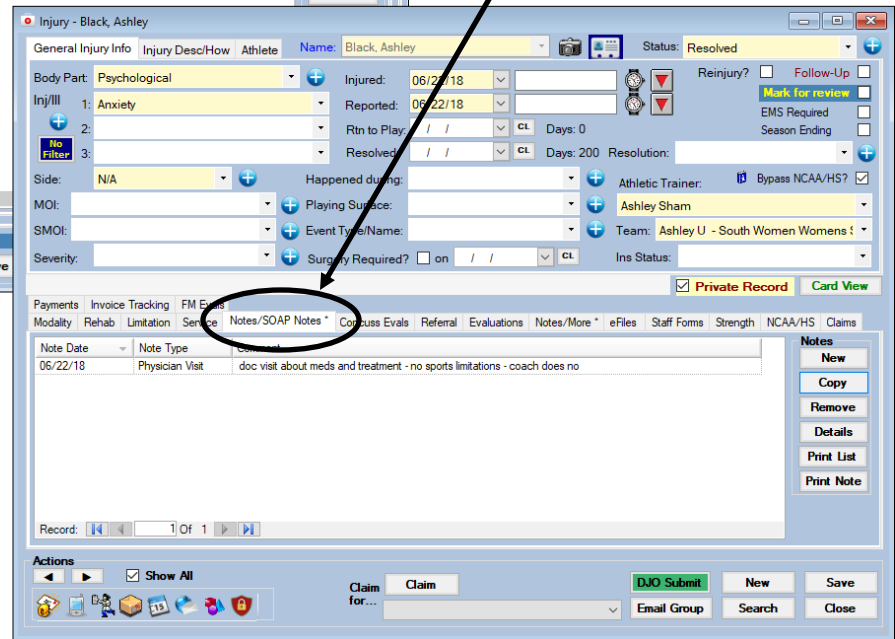


ATS— Adding a Note/Soap Note in the Desktop

There are multiple ways to add a note or a SOAP note within the ATS program. In this document we will go over the ways to add a new note using the ATS Desktop.



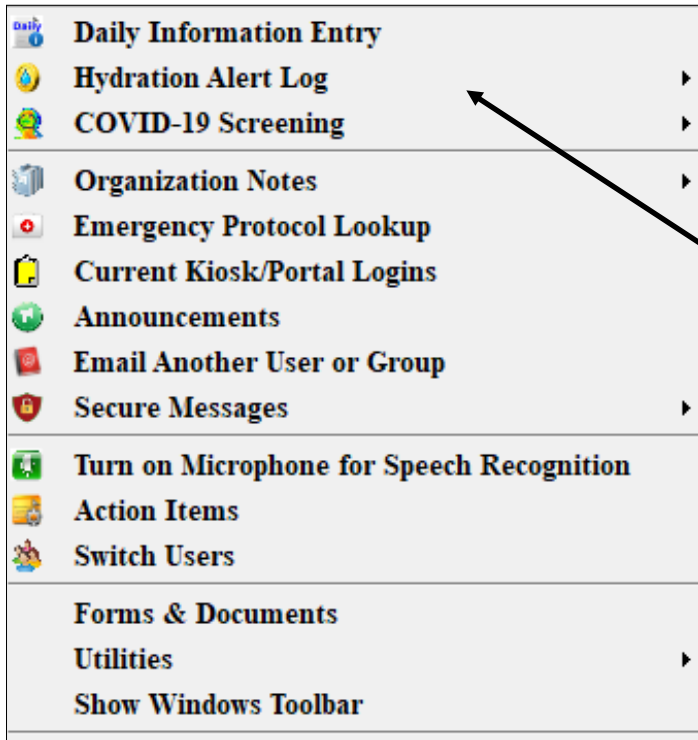
There will be a Notes/SOAP Notes tab in both the athlete profile and an individual injury profile. The note tab in the athlete profile will show all notes related to this athlete. The note tab in the injury will show only notes pertaining to that specific injury.



You can also search for a note or add a new note through the injury drop down menu. Start with Injuries—> Notes/SOAP notes —> add or search

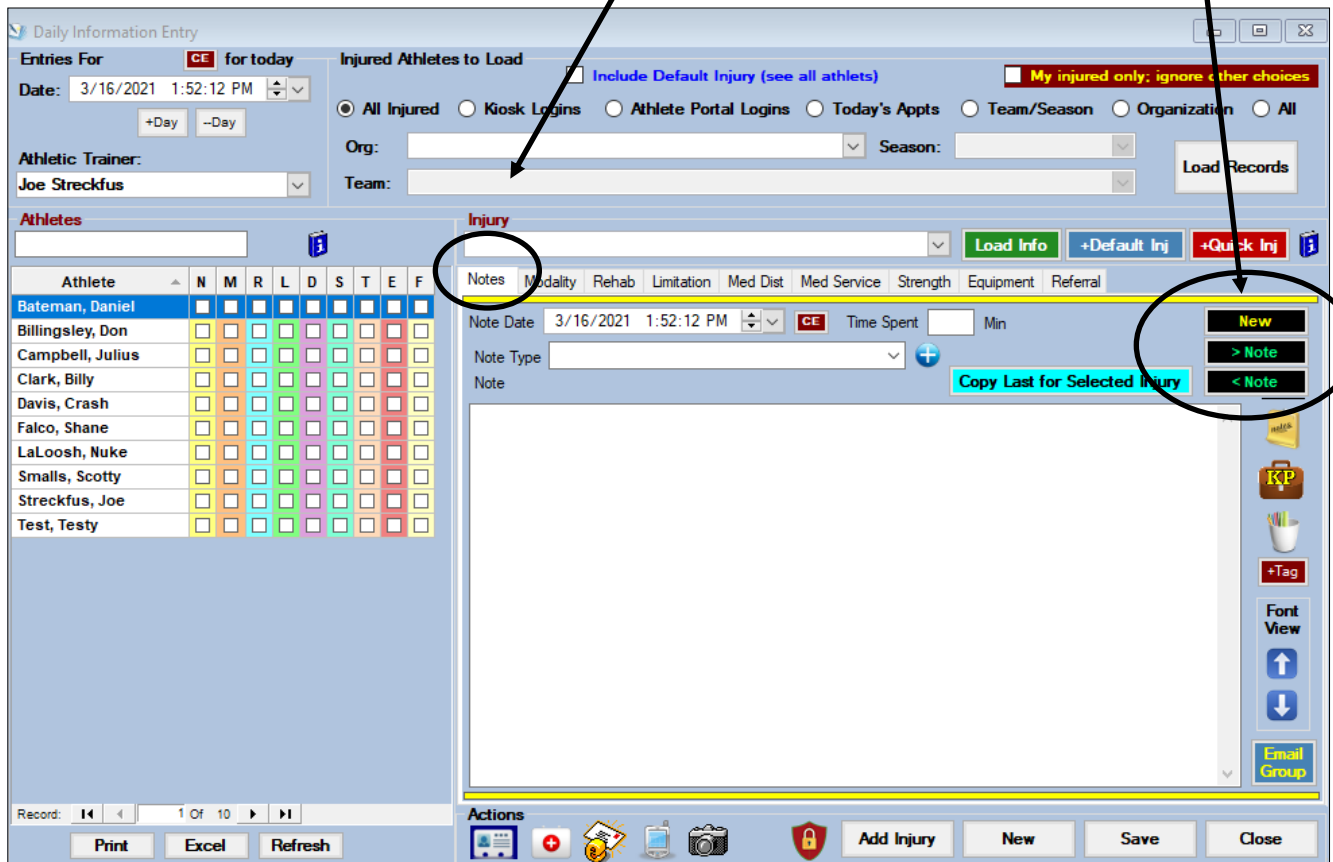
Add a Notes/SOAP Notes
Search Notes/SOAP Notes

ATS— Adding a Note/Soap Note in the Desktop

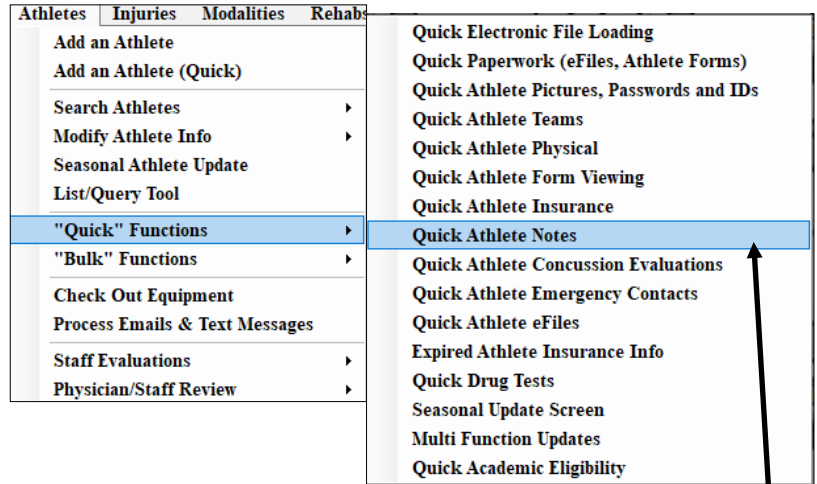
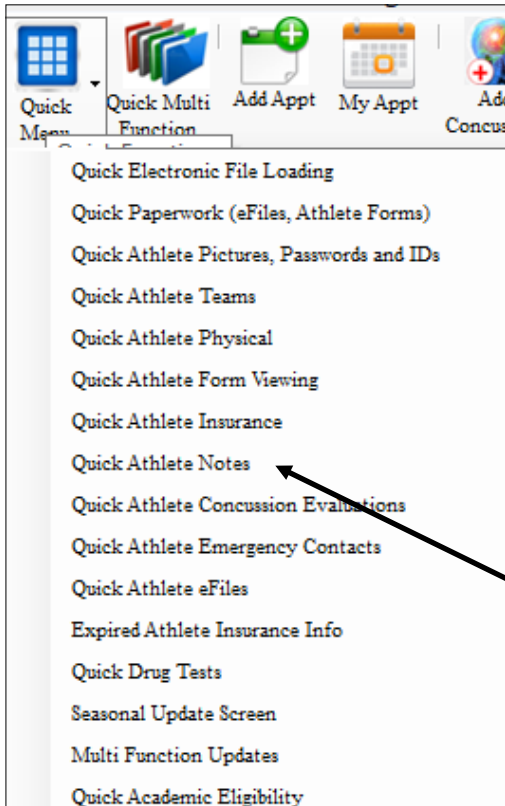


You can add a new note using the Daily Information Entry Screen. This can be accessed by selecting the icon shown above or through the menu. Select File → Daily Information Entry.

You will see a Note tab here, you can view notes already written and add a new note (you can add more than one new note from this screen)

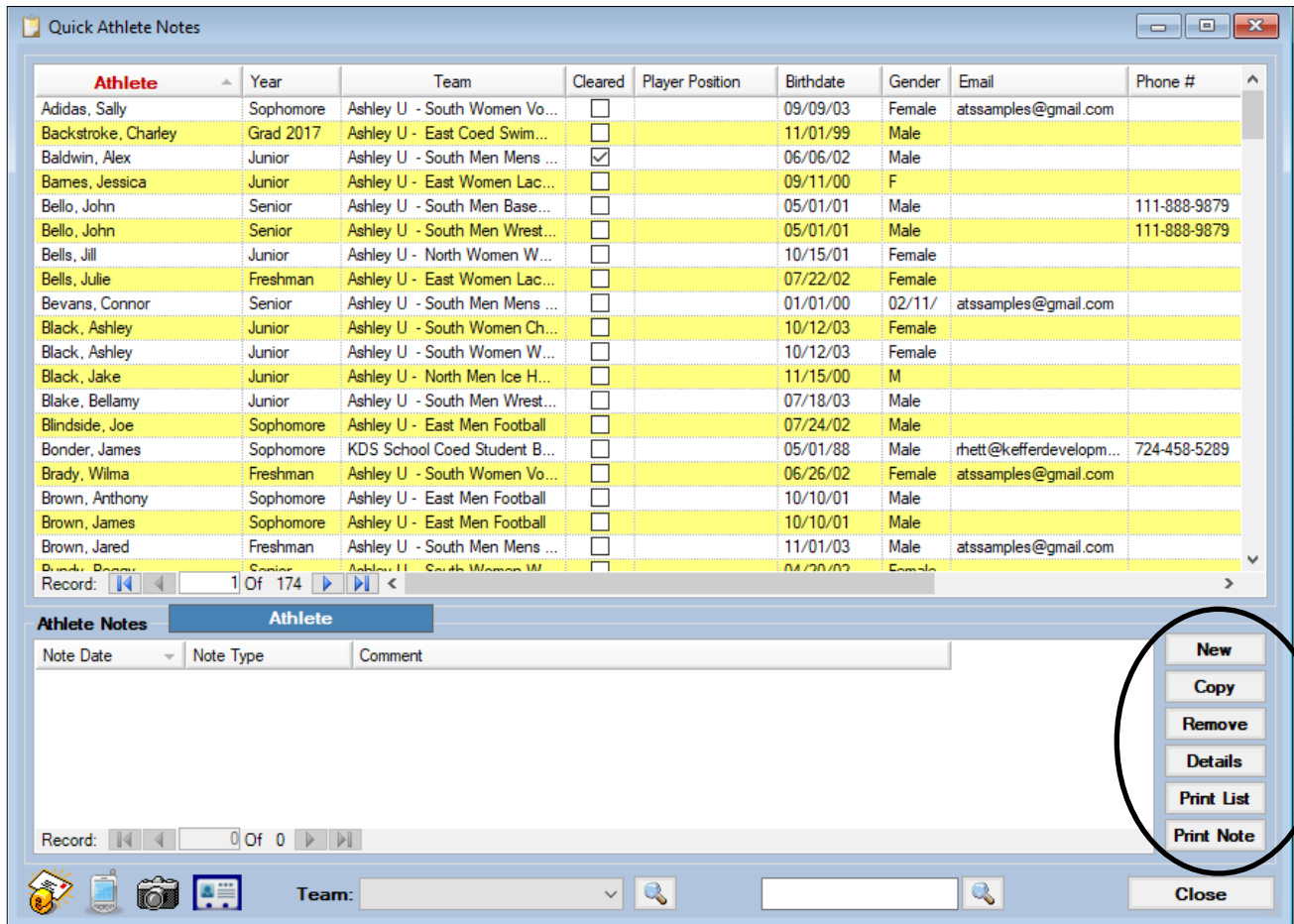


ATS— Adding a Note/Soap Note in the Desktop



You can also access and add Notes through the quick notes function. This can be accessed two ways
 1) Select the file icon, this the quick functions icon, and then select notes. 2) Select athlete —> “Quick” Functions —> Quick Athlete Notes

Both of these will open the screen shown below. Here you can move between athletes and view or add new notes.



ATS— Adding a Note/Soap Note in the Desktop

The screenshot shows a menu with the following items:

- Athletes
- Injuries
- Modalities
- Rehabs
- Add an Athlete
- Add an Athlete (Quick)
- Search Athletes
- Modify Athlete Info
- Seasonal Athlete Update
- List/Query Tool
- "Quick" Functions**
- "Bulk" Functions
- Check Out Equipment
- Process Emails & Text Messages
- Staff Evaluations
- Physician/Staff Review

The "Quick" Functions sub-menu is expanded, showing:

- Quick Electronic File Loading
- Quick Paperwork (eFiles, Athlete Forms)
- Quick Athlete Pictures, Passwords and IDs
- Quick Athlete Teams
- Quick Athlete Physical
- Quick Athlete Form Viewing
- Quick Athlete Insurance
- Quick Athlete Notes
- Quick Athlete Concussion Evaluations
- Quick Athlete Emergency Contacts
- Quick Athlete eFiles
- Expired Athlete Insurance Info
- Quick Drug Tests
- Seasonal Update Screen
- Multi Function Updates**
- Quick Academic Eligibility



You can also view and new notes from the Quick Multi Function. Simply click the icon shown above or you can go through the menu. Select athletes—>“Quick” functions —> Multi Function Updates. Once the screen shown below has opened select the notes tab

The screenshot shows the 'Quick Multi-Function' application window. The top section displays a table of athletes with columns: Athlete, Year, Team, Cleared, Player Position, Birthdate, Gender, Email, and Phone #. The bottom section shows the 'Notes' tab for 'Daryl Dixon' with a table of notes and a sidebar with action buttons.

Athlete	Year	Team	Cleared	Player Position	Birthdate	Gender	Email	Phone #
Connor, Darlene	Junior	Ashley U - South Women W...	<input type="checkbox"/>		03/01/03	Female		
Cooper, Sheldon	Senior	Ashley U - South Men Wrest...	<input type="checkbox"/>		02/16/02	Male	minitrainer8@yahoo.c...	
Cross, Chris	Senior	Ashley U - South Men Mens ...	<input type="checkbox"/>		10/10/02	Male		
Cross, Jason	Junior	Ashley U - North Men Ice H...	<input type="checkbox"/>		08/12/00	Male		
Crutch, Josh	Senior	Ashley U - South Men Mens ...	<input type="checkbox"/>		01/01/00	09/07/		
Darling, Becky	Freshman	Ashley U - South Women So...	<input type="checkbox"/>		12/24/01	Female	atssamples@gmail.com	
Darling, Connie	Sophomore	Ashley U - North Women W...	<input type="checkbox"/>		01/04/01	F		
Davis, Thomas	Grad 2017	Ashley U - North Men Ice H...	<input type="checkbox"/>		03/04/99	M		
Denty, Brian	Senior	Ashley U - South Men Base...	<input type="checkbox"/>		02/14/00	Male	ashley@kefferdevelo...	
DeVito, David	Senior	Ashley U - South Men Mens ...	<input checked="" type="checkbox"/>		03/25/00	Male		111-333-7777
DeVito, David	Senior	Ashley U - South Men Mens ...	<input checked="" type="checkbox"/>		03/25/00	Male		111-333-7777
Dixon, Daryl	Senior	Ashley U - South Men Base...	<input type="checkbox"/>		10/28/01	Male	atssamples@gmail.com	123-121-1234
Dixon, Daryl	Senior	Ashley U - South Men Wrest...	<input type="checkbox"/>		10/28/01	Male	atssamples@gmail.com	123-121-1234
Doe, Jane	Senior	Ashley U - South Women W...	<input type="checkbox"/>		01/01/00	Female	atssample@gmail.com	
Doe, John	Freshman	Ashley U - South Men Base...	<input type="checkbox"/>		11/25/99	Male	ashley@kefferdevelo...	222-867-5309
Doer, Jane	Freshman	Ashley U - East Men Football	<input type="checkbox"/>		11/01/80	Female	atssamples@gmail.com	

Note Date	Note Type	Comment
12/07/18	Physician Referral	Daryl Dixon, injured Left Wrist on 10/23/18 . A/An Hyperextension is
11/30/18	Clinical	flakjfdoiwaejf
11/19/18	0	Information reviewed by me. No other actions needed.
10/26/18	Daily Injury Note	hf.lasjf.jsa

Notes sidebar actions: New, Copy, Remove, Details, Print List, Print Note

Once new note has been selected you will see the screen shown below. Select the desired Note Type from the dropdowns available (this may vary depending on your program's customized settings). Type your note in the available area, you can spell check the note by selecting the spell check icon found on the right hand side.

Note - Dixon, Daryl

Athlete Dixon, Daryl Entered by Ashley Sham Time Spent Min

Injury 10/23/2018 - Hyperextension - Left - Wrist Note Date 01/08/19 1:22:35 PM Now

Note Note Type

type note here

Private Record

Actions

Next Prev New Save Remove Email Group Print Note Print w/ Injury Close

Once you have typed your note be sure to hit the Save button. You also have several other options in the note area:

- 1) You can move on to a new note or view a previous note for this athlete/injury
- 2) You can email this note
- 3) You can print this note
- 4) You can print this note with the associated injury information
- 5) You have the option of making the note private by selecting the Private Record box in the top right hand corner
- 6) Please check out our time saving capabilities within the notes sections: these are [FieldTags](#) and [Key Phrases](#)