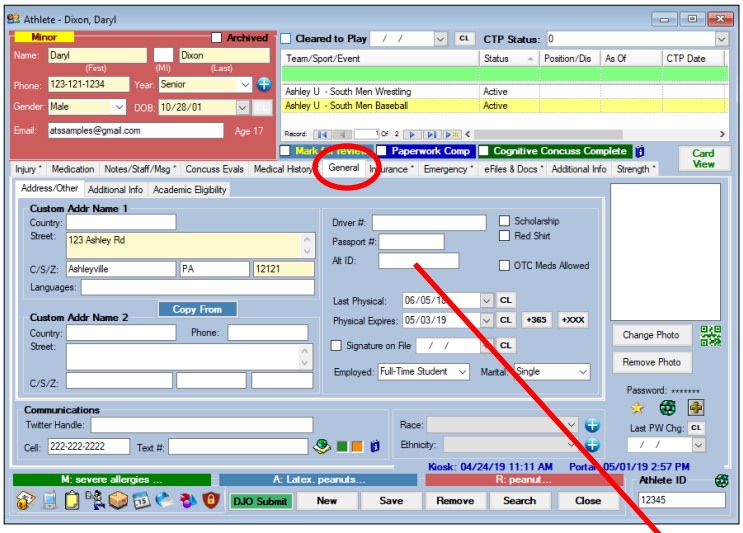
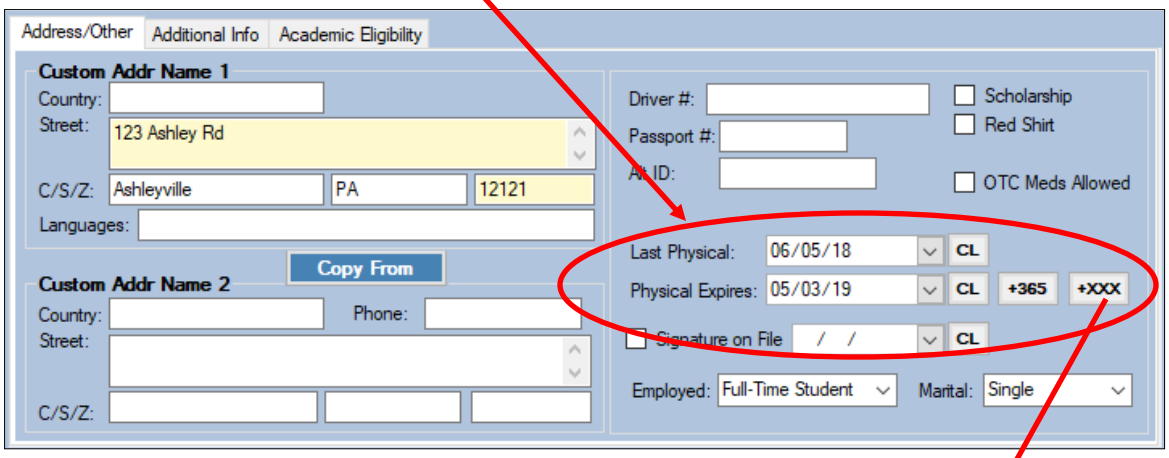
ATS: How to Set the Physical Expiration Date

Once you have entered a Physical Date into the system, ATS gives you the ability to set the expiration date. There are several modules where you can accomplish this and there are several options as far as picking the actual expiration date.

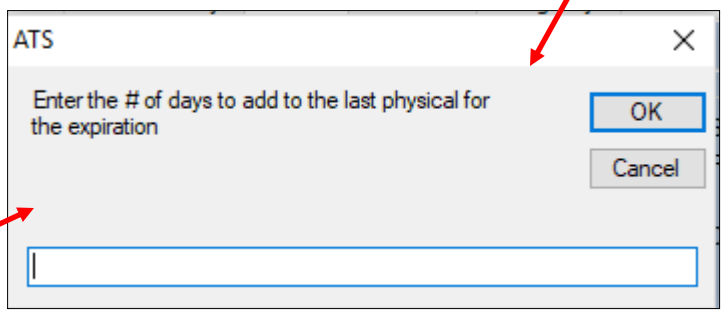


You can add a physical date to an individual profile using the medical history tab or the general tab (both generate to the general tab area).

You set the date expiration date to one year later by clicking on the +365 button



You can choose a specific number of days for the physical date to expire by clicking on the +XXX button. You will then enter the number of days in dialogue box that will appear. Click ok when finished.



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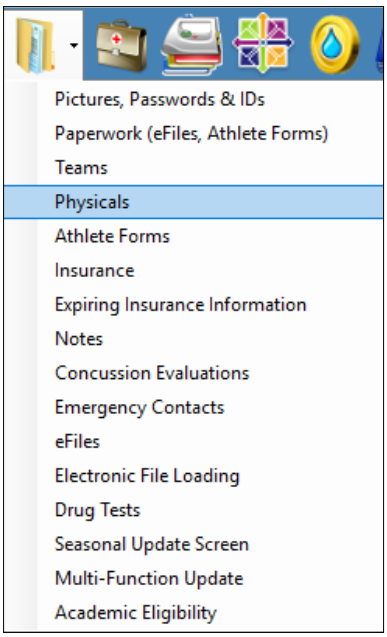
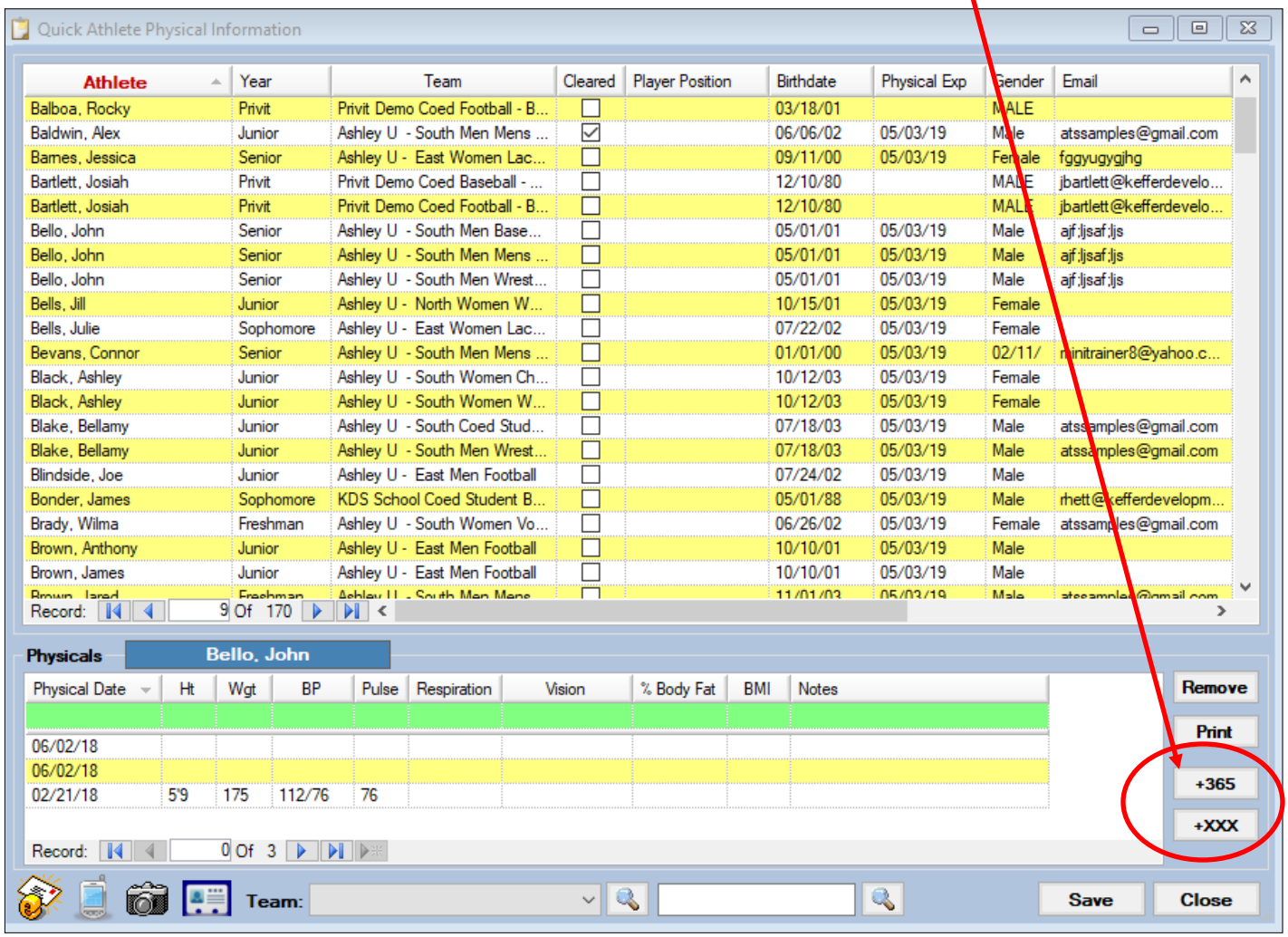


If you are entering physicals via the Quick Physicals module you can set the expiration date from this screen as well.

Once the physical information has been entered click the +365 button to set the expiration date to one year. Click the +XXX button to set the expiration date to a specific number of days.



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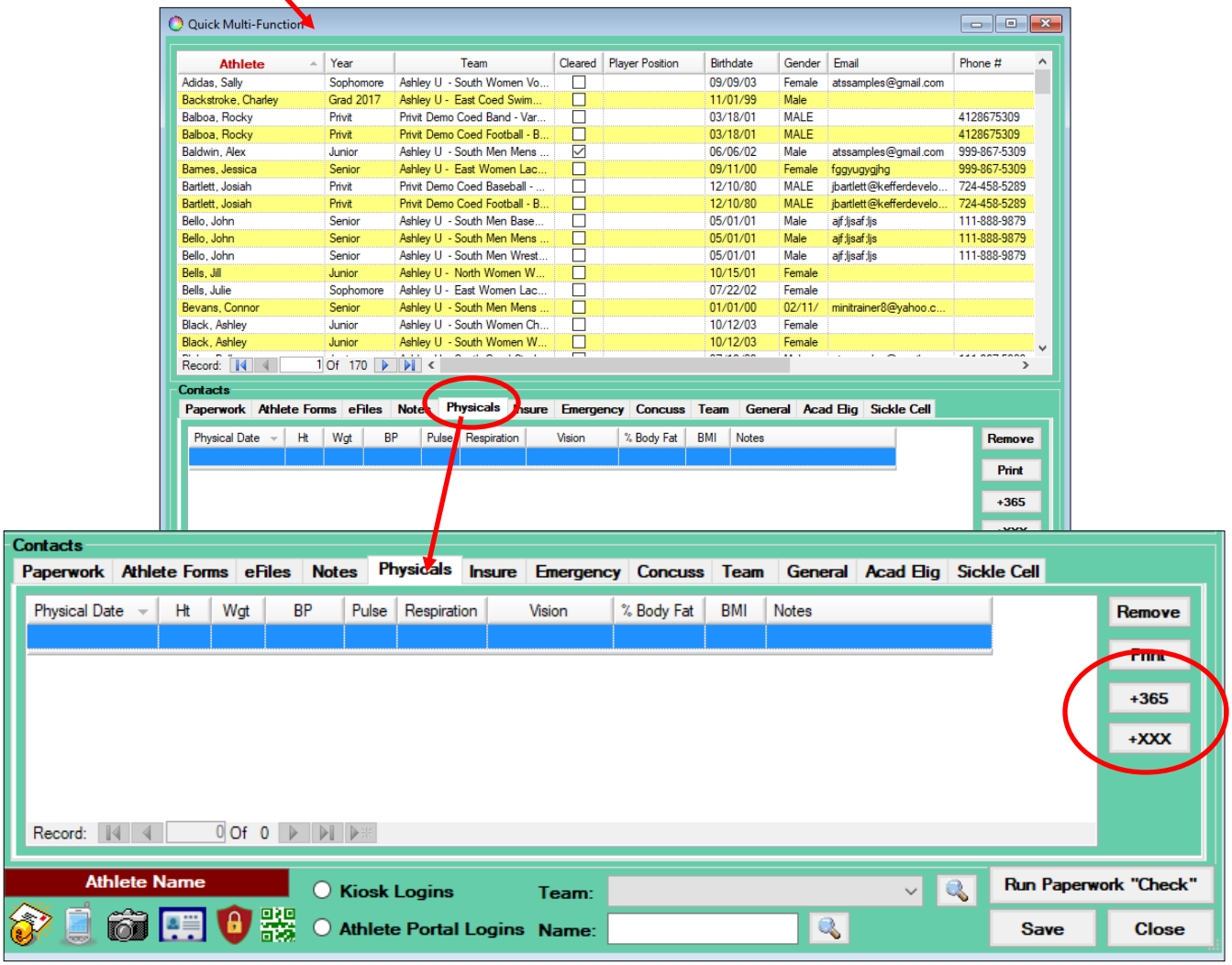
You can also enter physical information through the Quick Multi Function. Click on the Physicals tab. Once the information is entered you can set the expiration date using the +365 for one year or the +XXX button to set a specific number of days for expiration.



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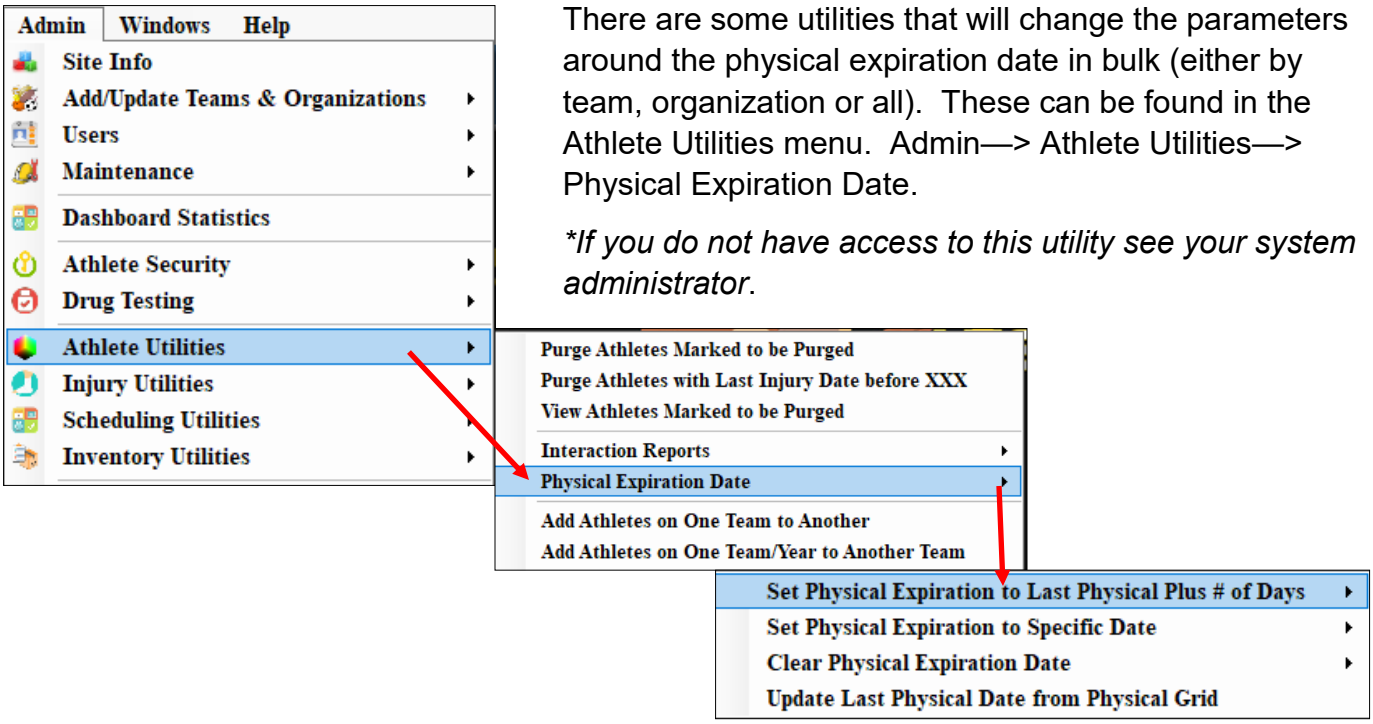
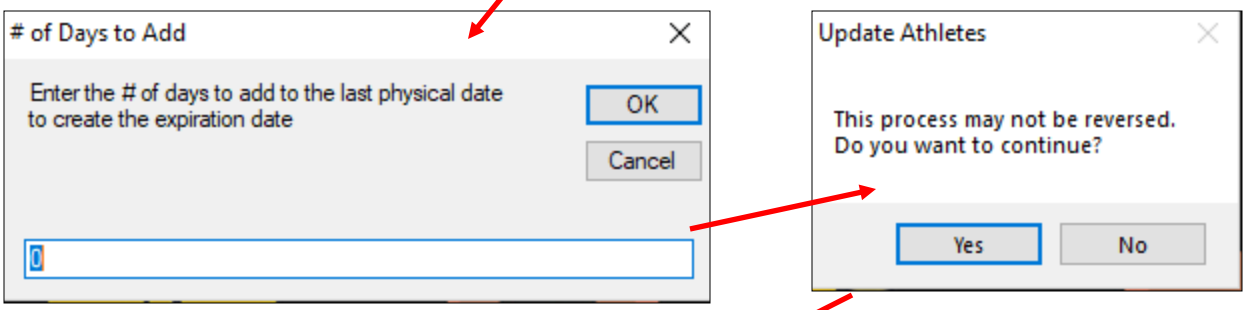
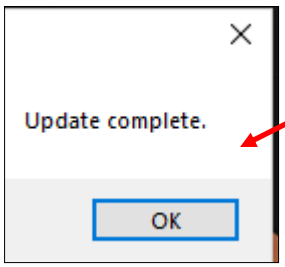


There are some utilities that will change the parameters around the physical expiration date in bulk (either by team, organization or all). These can be found in the Athlete Utilities menu. Admin—> Athlete Utilities—> Physical Expiration Date.

**If you do not have access to this utility see your system administrator*.

Set Physical Expiration To Last Physical Plus # of Days —> you will then need to choose whether you are setting this for a Team, an Organization or All athletes. Then you type in the exact numbers of days in the box shown. Once you click ok you will have to confirm you want to continue with this process.





You will receive confirmation when the process is complete.

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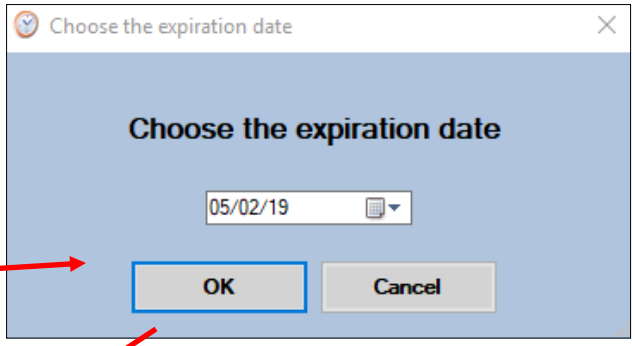
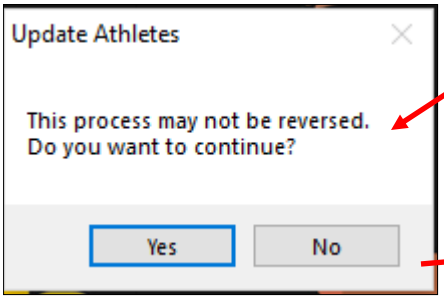
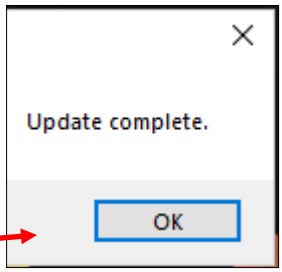
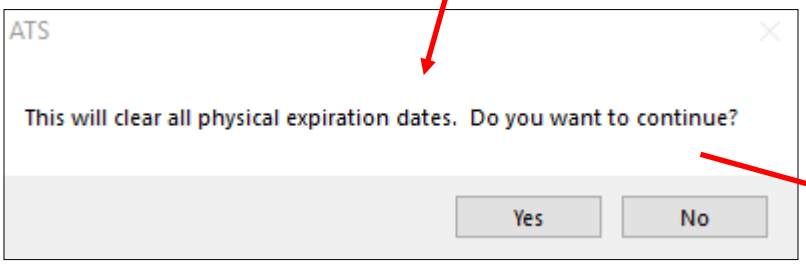
Set Physical Expiration to a Specific Date —> You will then have to choose for a Team, an Organization or All —> Once you have made your choice you then will choose the date from the box provided. Once you choose a date you need to confirm that you want to continue. You will receive a notification when the process is complete.

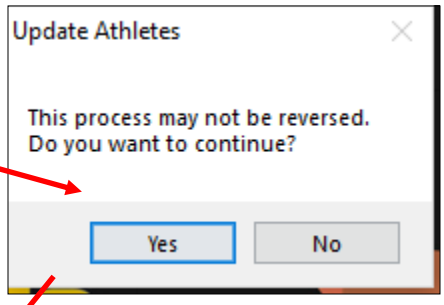


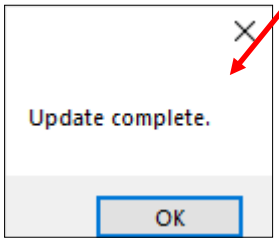




Clear Physical Expiration Date —> You will then need to choose for a Team, an Organization or All —> Once you have made your choice you will have to confirm you want to continue with this process. You will receive a confirmation when the process is complete.







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