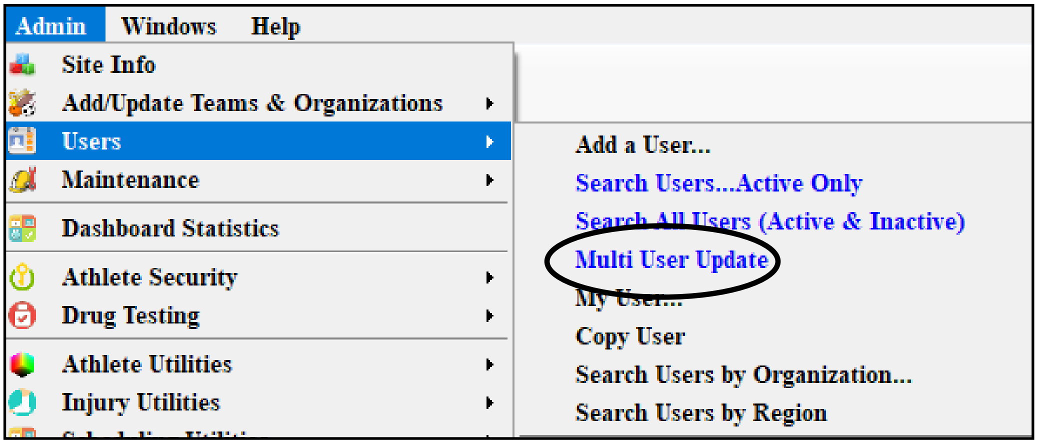
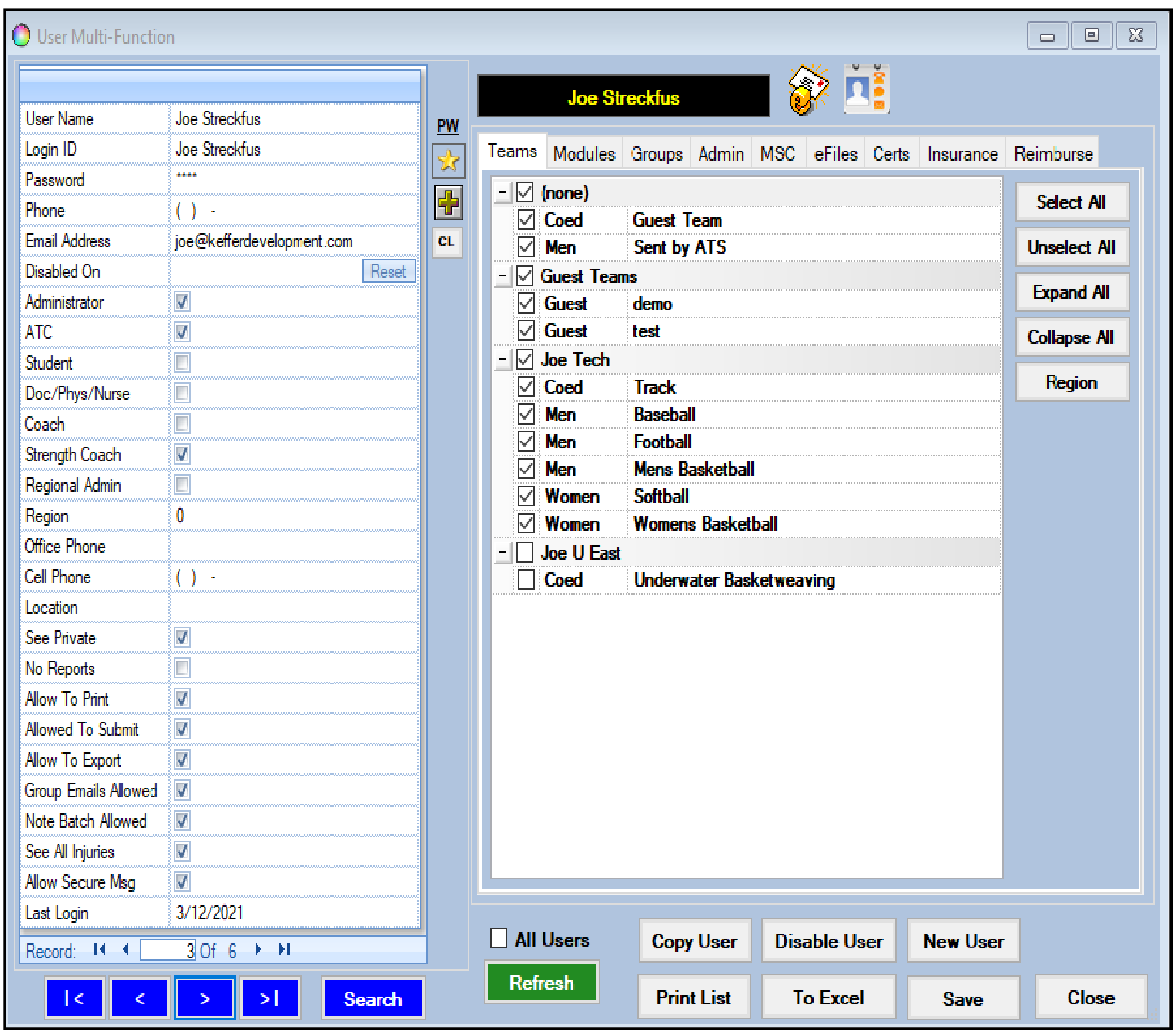
ATS: Multi-User Update

Managing users can be intimidating. ATS gives the flexibility update, modify, add and generally control your Users on one screen; this area is called the Multi-User Update function. To access the Multi User update go to ADMIN—> Users—> Multi User Update.





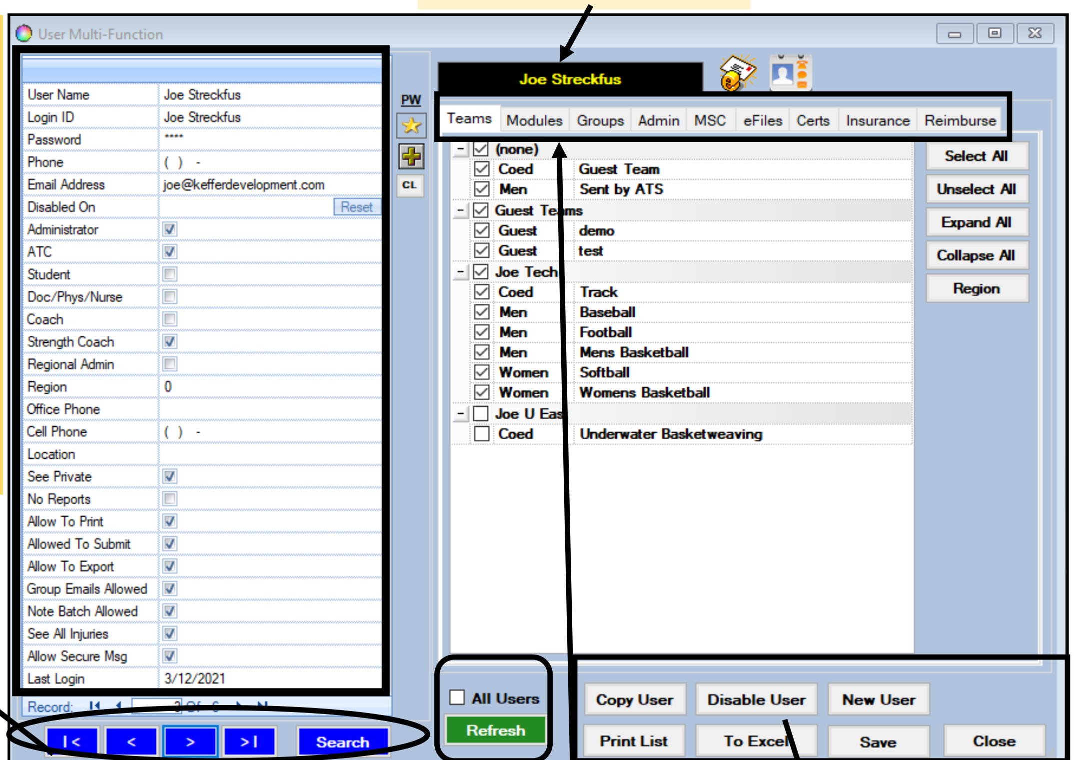
ATS: Multi-User Update

The Multi-User update allows you to seamlessly scroll between active and inactive/disabled users from one screen. Edit access, disable users, reactive users, change passwords and many other functions.

User name that is selected

The Left Side box allows you to control the user profile as you would in the individual screen. Assign their name, what they are in the system, allow record access/ report access, as well as see the last time they logged in to ATS. You are able to set passwords and other login permissions.

Scroll between the users in your database.



Checking the box will show active and inactive user accounts.

Functions to copy the current user settings, disable the current user if they leave, or create a new user profile.

The tabs and associated boxes on the right side of the multi-user update allow you to grant team access, the module access, email groups, partial admin privileges, see MSC forms, any eFiles associated, see their certifications, user specific insurance information, and any reimbursements.

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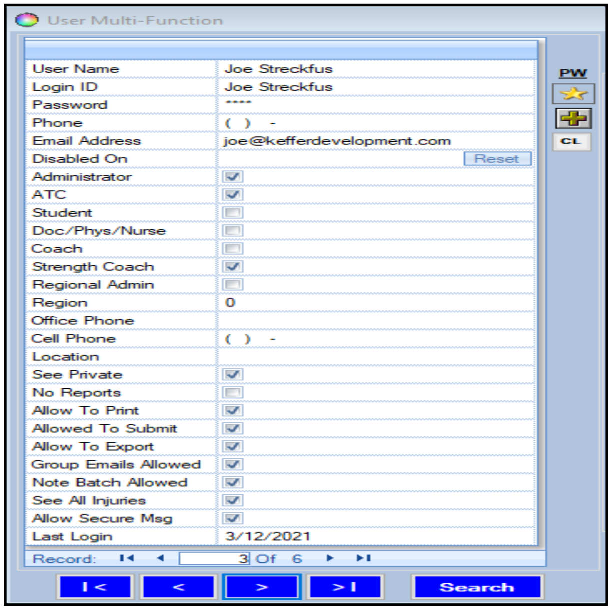


The left portion of the User Update area controls role and log in settings as well as contains the demographic information for the user.

User Name– name of user

Log in ID– the id the user logs into ATS with

Password— users password, use the buttons to manage the password

Email Address– for the user, for communications purposes, auto notifications/batch notes

Disabled on—This box will have a date in it when there have been 3 unsuccessful password attempts, or the account has been manually disabled with the disabled button.

Users role—Administrator, ATC, Student, Physician, Coach or Strength and Conditioning Coach

Region Index—if set up into different regions this will indicate which one the user is a part of.

Phone Number

Office Phone Number

Cell Phone number

Location—Office location

See Private—by checking this box you are indicating that this user can see any information that has been marked Private.

No Reports– Checking this box removes the ability to view reports

Allow to print– Unchecking this box, will not allow reports to be printed

Allowed to Submit– Unchecking this box, will not allow the user the ability to submit Secondary Ins Claims

Allowed to Export– Unchecking this box will not allow the user the ability to export reports

Group Emails Allowed— Unchecking this box, will keep the user from getting group emails

Note Batch Allowed— Unchecking this box, will keep the user from being able to send injury note batches

See All Injuries— Checking this box will allow the user to view all injury information for the patient

Allow Secure Msg— Checking this box will allow the user to send/receive secure messages.

Last login— The date the user last logged into ATS from any avenue Desktop, Staff Portal, or Phone

The Right portion of the update area will deal with the users team and module access as well as email group access, partial admin privilege and other information if your program chooses to track it.

Teams

The area on the left controls what teams the user has access to see. A check in the box means they do have access, a blank box means they do not.

Use the buttons, to grant bulk access

Modules

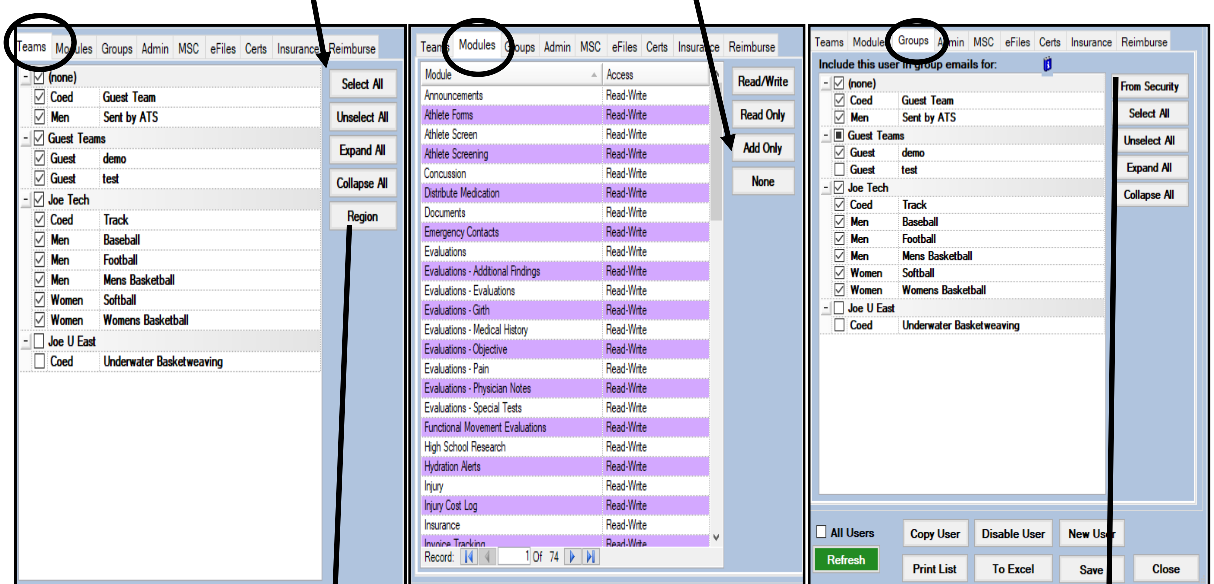
The area below, allows you to control the access the user has. None, Read only, Write only or Read/Write (Full Access).

Use the buttons, to grant bulk access.

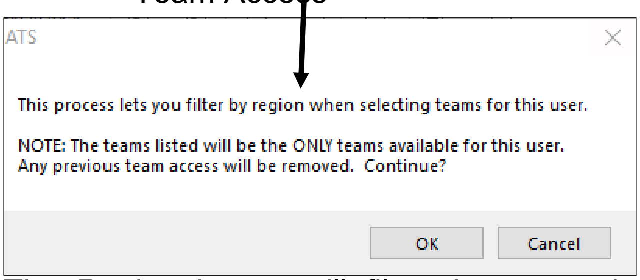
Groups

Controls email groups the user is a part of. The email groups allow users to receive automatic notifications if those are enabled in your system.

For more information on user group emails click here or see our help area for specific instruction by clicking here and searching “email”.



Team Access


ATS

This process lets you filter by region when selecting teams for this user.

NOTE: The teams listed will be the ONLY teams available for this user. Any previous team access will be removed. Continue?

OK Cancel

The Region button will filter the teams by region. You will have to confirm that you want to continue after clicking the region button.

The same applies to the email groups, you can select/unselect all at once. If you select the “From Security” button it will enter the user into every email group he/she has access to on the team side.

Admin

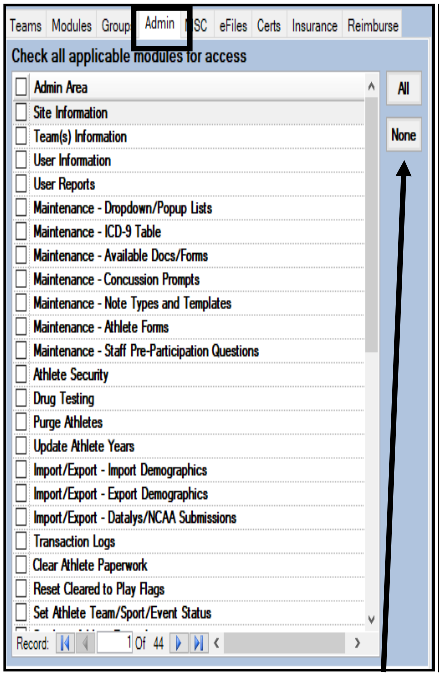
The below controls access to individual Administrative functions. To give the user access to the function put a check in the box, to remove access take the check out.

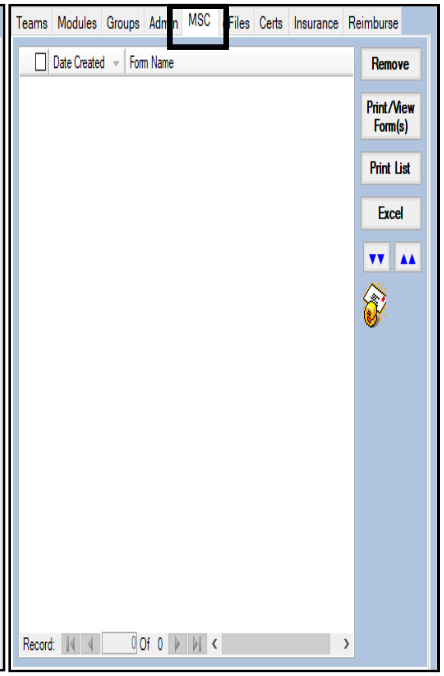
MSC

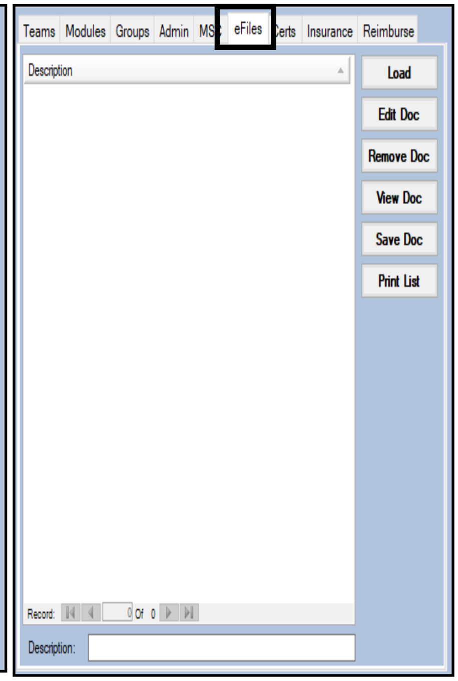
Any completed MSC forms are stored here.

eFile

Any specific eFile for the user can be stored to their profile. CPR cards, License, etc.







****Granting ALL is the same as checking the Administrator box.

This area should be utilized to grant partial administrative privileges.

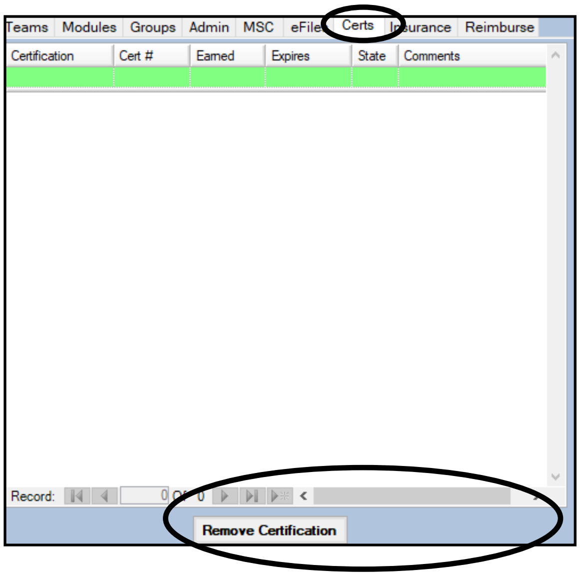
If you would like more information about the MSC forms click here.

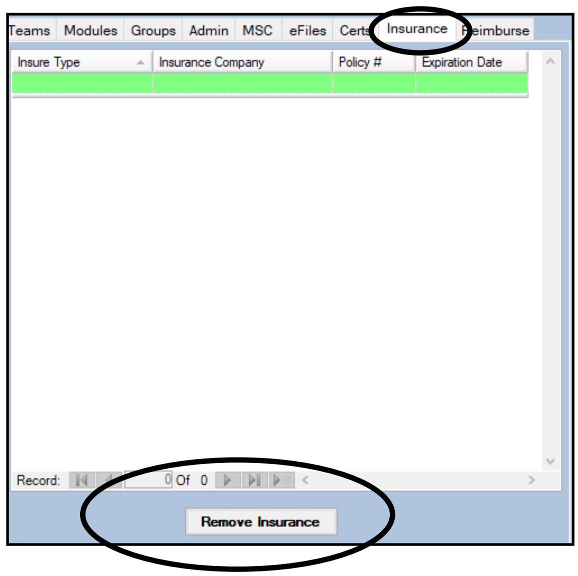
Cert/Insurance

The area on the left is where you can keep track of Certifications and their expiration dates for your users.

The area on the right is where you can keep track of the insurance policies for your users.

Add a new item to either section by clicking in the blank line at the top of the area and type in the information. You can remove either a Certification or Insurance by using the corresponding button.





Reimbursements

The last tab is the Reimbursements tab, here you and your users can keep track of any reimbursements, when it was submitted, the amount, its status, when it was paid and any comments. To add a new one simply click in the blank space at the top and enter in the information. To Remove click the Remove Reimbursement button.