

The purpose of this document is to give you, the administrator, an overview/introduction to configuring your ATS system. Please call or email any specific questions.

Name and address for your organization

Set the time zone difference for your zone versus Eastern

This logo is used for a report header, and also on the ATS Core Login and ATS Athlete Portal login screens.

Choose "Logo" (used for reports) or "Wallpaper" (used for the main screen) then click the "Load Graphic"

Other documents that may be of interest include:

- ["Getting Started"](#)
- ["Customizing ATS"](#)

Set the Options for the athlete portal including:

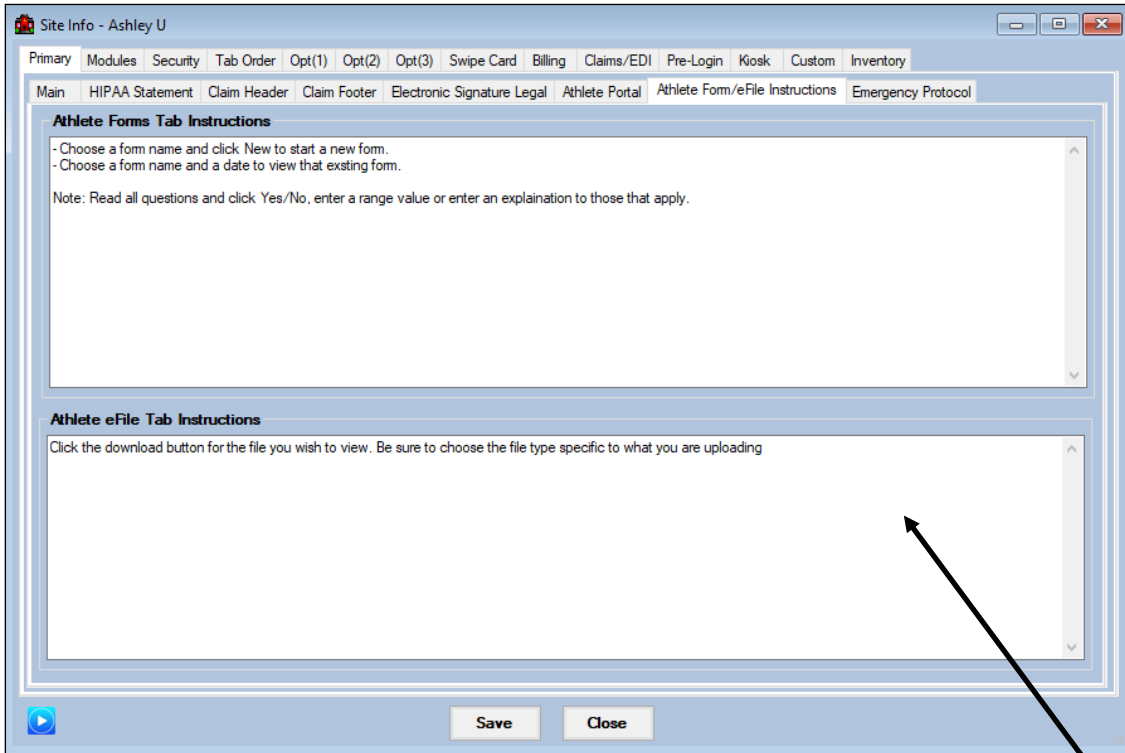
- If the completed forms should be listed initially
- Are forms able to be edited? (this is overruled by the athlete form settings on a form by form basis)
- Should the athlete be able to update his/her picture
- Will the checkbox for "no primary insurance" be visible
- Will race and ethnicity boxes be visible
- Will the "Medical History" tab be visible? And what should the tab be names

"Check" the required sections for the Athlete Portal

Enter the label for your team selection options.

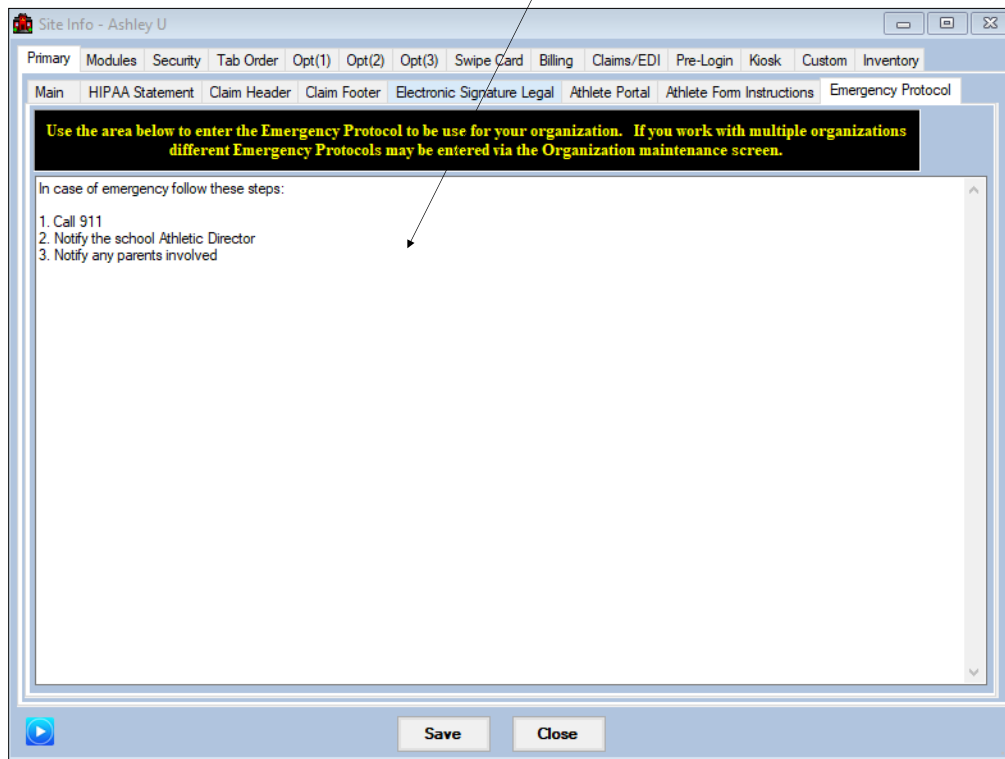
Set your appointment request settings and any instructions you wish to include here.

Additional options for the Athlete Portal and Athlete Phone functionality.



Use the Athlete Form/eFile Instructions tab to type in specific instructions for your athletes to see/follow when they are filling out their paperwork or uploading files through the Athlete Portal

The Emergency Protocol tab will allow you to customize your EP—this protocol can be seen through the Smartphone version.



The Screening Options tab allows you to set up nightly batch reminder emails to be sent out to Athletes nightly. You may choose up to 3 Athlete Forms and from 3 send times.

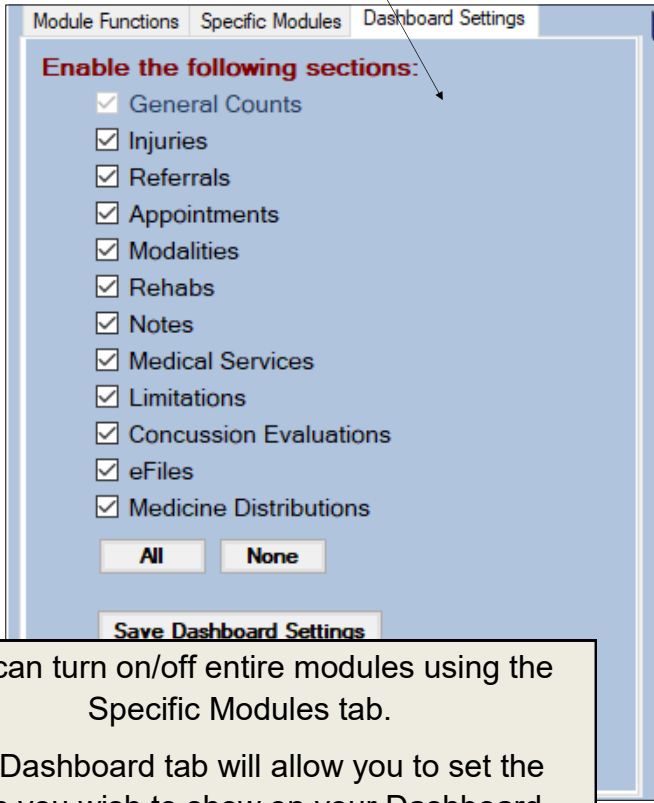
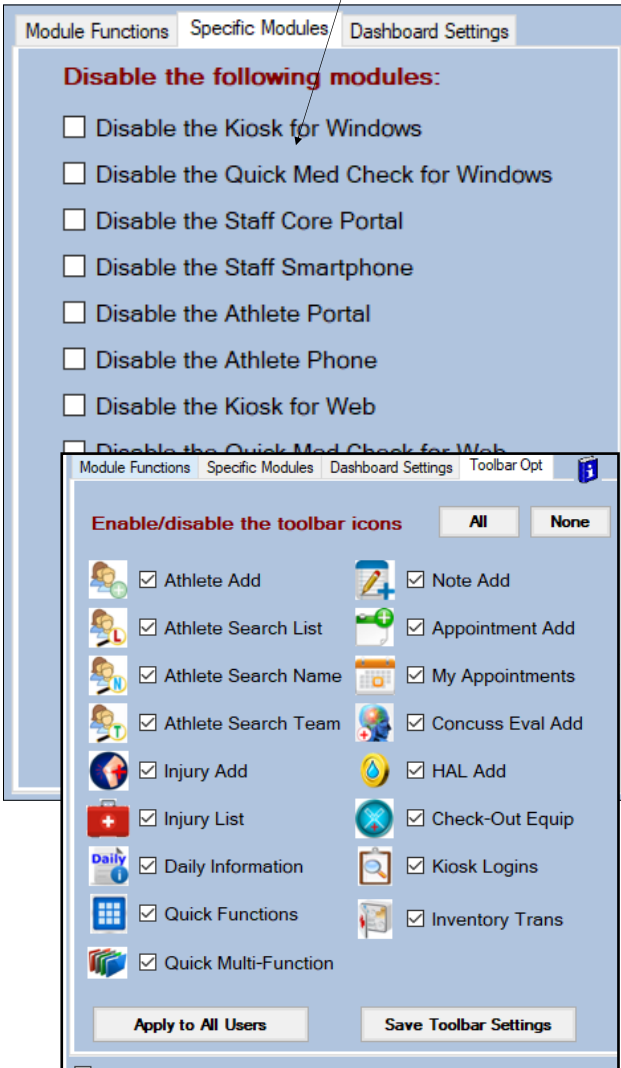
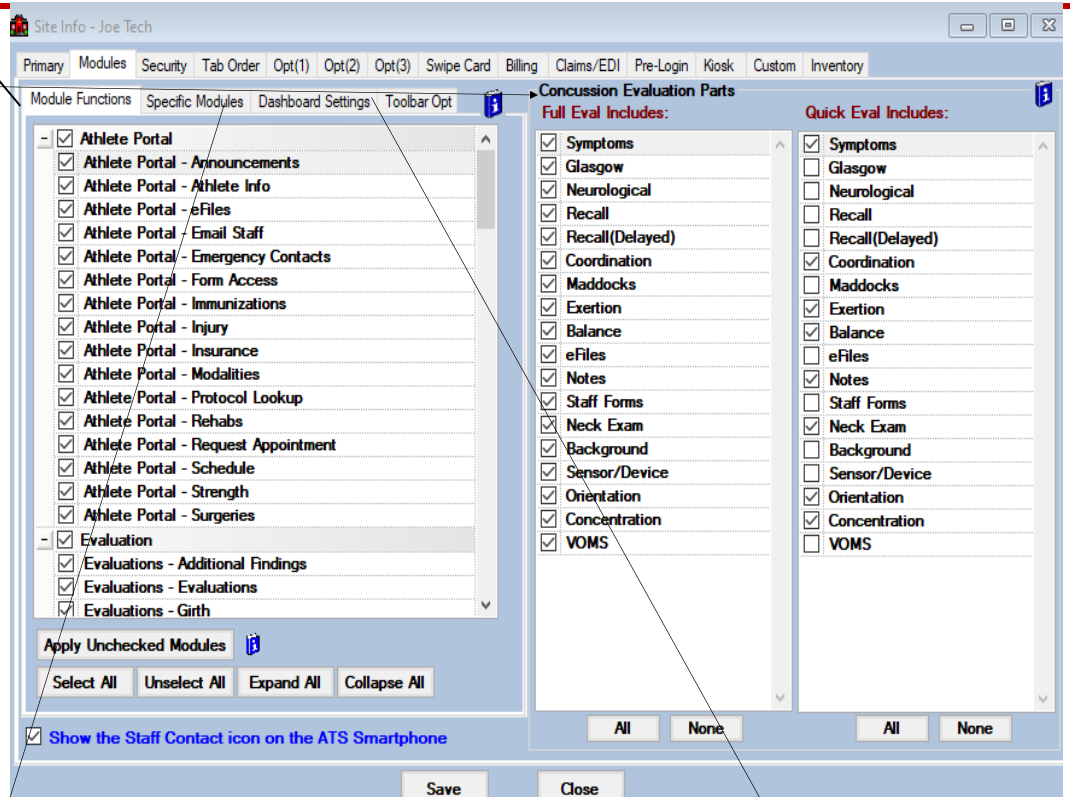
You may choose: What form, whether you want it to pop up immediately after log in, send a nightly reminder message, reminder message may be email, text or both, and the time you would like to send the message (3 options) as well as an area to add a customized message.

Use the Sport/Team/Event or Organization Filters to choose whom the reminder email will be sent to.

ATS - "Site Info" Overview & Configuration

"Check" the modules that you want to use in your ATS Suite. These choices are for all users and affect the ATS Core, ATS Web Portal, ATS Smartphone, ATS Kiosk, ATS Offsite and ATS Report Portal

The Concussion eval lets you decide what you want in both a full evaluation and a quick evaluation



You can turn on/off entire modules using the Specific Modules tab.

The Dashboard tab will allow you to set the areas you wish to show on your Dashboard.

Tool Bar Opts allows you to turn off icons that you do not wish to see on the tool bar.

The Security tab lets you set things like number of days before a password change is required, 2 factor authentication capabilities, how long an athlete stays logged into the kiosk as well as other password rules.

The screenshot shows the 'Security' configuration page for 'Ashley U'. The page is divided into several sections:

- General Security:** Includes checkboxes for 'Force password change?', 'Use strong password?', and 'Enable the ATS Web Portal(s) cookie policy'. It also features input fields for '# Days' (0), 'Forgot password token good for' (20 minutes), 'Min PWD Length' (0), 'Kiosk timeout in seconds' (120), 'Force logout after' (9:30:00 AM), and 'For' (0 min). There are buttons for 'Use Recommended Settings' and 'Require All Users to Change Their Password'.
- ATS 2-Factor Authentication:** Includes checkboxes for 'Use ATS 2-factor authentication for users?' for both Staff and Athletes, and input fields for '2-factor code delay' (500 seconds for Staff, 60 seconds for Athletes).
- DUO Login/Server Settings:** Includes tabs for 'Staff' and 'Athletes', and input fields for 'API Host Name', 'Integration Key', and 'Secret Key'.
- LDAP Settings and Information:** Includes input fields for 'IP Address', 'Server Name', and 'Container', and checkboxes for 'Use SSL Connection?'. A note states: 'Note: Your server must be 'Web Facing''.

At the bottom of the window are 'Save' and 'Close' buttons.

If your Organization/School has other security or connection requirements those can be filled in here.

Check items to be used when checking for a duplicate athlete in the system. The minimum recommended fields are already checked..

Use the available drop down menus to choose the order of your Smartphone Icons

Click the item to select it, then use the up & down arrows to change the order. These choices are for all users and affect the order of the tabs in the athlete screen and injury screen.

Set some of the optional titles used throughout the ATS software

Enable batch reporting

Checking this tells the ATS Smartphone to search by team, then athlete. If this is not checked the search will be by athlete name only

Select your weight loss alert levels for the Hydration Alert Log here.

Use the "Alt Row" and "New Row" buttons to select the color for each

Allows you to toggle on/off the secure messages, privacy and auto notification settings.

Use this area to configure email notices for data that is changed; indicate if you will be using group notices for injuries and the code (if any) required by your IT staff for sending emails.

(See next page on more details on email, auto notices and nightly reminders)

Email/Message Options

Part 1 **Part 2**

Your staff email address to use for sending. (The "From" email address):
ashley@kefferdevelopment.com
(The "From" email address. This should not be an ATS email address)

SMTP Server:

Login: Password: *****

If Needed..Use
 Secure SMTP Port: **Test Email Settings**

Staff Notices **Enable notices for...** **Nightly notices for...**

- Enable injury Auto-email
- Enable limitation Auto-email
- Enable note Auto-email
- Enable referral Auto-email
- Enable eFile Auto-email
- Enable rehab Auto-email
- Enable modality Auto-email
- Enable strength Auto-email

Save **Close**

Part 2 of the Email/Messages and options is where you will enter an email address for your database to use as the "send" address.

Enable notices allows you to choose which modules have the auto email feature enabled

Nightly notices allows you to choose who should receive nightly appointment reminder (staff, athletes, coaches) and what type of reminder (email and/or text)

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SMTP Server:

Login: Password: *****

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Staff Notices **Enable notices for...** **Nightly notices for...**

- Athlete - email reminder
- Athlete - text reminder
- Staff - email reminder
- Staff - text reminder
- Coach - email reminder
- Coach - text reminder

Check the box for the applicable nightly appointment notice

Save **Close**

Choose whether you want to use the SSN and shows the minor flag for athletes under 18

Indicate whether athletes may upload their picture from the ATS Athlete Portal and see or not the link to add themselves into the system from the ATS Kiosk (web)

Enable the Regional Filter and Body Part for searches.

You Key Phrase Master list can be found here.

Use this area to turn on/off various options

- If resolved injuries are initially shown
- If the working directory is cleared when the user logs out (recommended)
- If the body search filter should be used for injury types
- If the BMI calculation should be used when a physical is entered
- If notes/soap notes should be locked after they are entered

Use this area to define the appointment info used for scheduling available time and other appointment settings.

Use this area to indicate if users should only see their own appointments when viewing the appointment details screen
Choose whether to allow multiple signs ups per appointment

You can edit/update the email message that is sent after athlete portal changes, with injury entry, limitation entry, notes, referall, eFile, Rehab, Modality or strength entries.

Enter the info used for the default injury and default concussion injury in your database.

For NCAA or High School research: enter the school ID and applicable dates for the calendar year.

Note: If you are working with more than one organizations the IDs must be entered via the organization information.

Use this area to indicate that you will be using swipe cards and to configure/test the way cards are read and confirm that you will get the results you expect.

Note: [There is a separate document in the help section](#)

Use this area to enter the information for your organization that is required to produce the HCFA 1500 bill

Use this area to make fine adjustments to the margins for the HCFA 1500 printing

Enable Claim Submissions

Partner Page 1 | Partner Page 2 | Other EDI (1)

AG Administrators
AG Administrators Email(s) separated by semi-colon: ashley@kefferdevelopment.com

Host Name:

OR
Tgt Folder:

User: Pw:

Port: (Leave blank unless given a specific value) Partner Code: **Standard EDI** **Clear EDI**

Please make sure to do a test EDI submission and confirm that it was recieved before beginning "live" submissions

Bob McCloskey

First Agency

NAHGA ashley@kefferdevelopment.com

Commercial Travelers

Wellfleet Email(s)

Student Assurance Services

If using multiple email addresses they must be separated by a semi-colon

Save **Close**

Check the box here to enable secondary insurance claims to be processed through ATS.

Select the company you work with and fill out the requisite information

These areas are used to indicate if a user or athlete must agree to the statements before being allowed into your database.

Athlete Pre-Login Message/Agreement

Use the following message for athlete logins:

By choosing "YES" you confirm that you understand that you are entering information into an electronic medical record...

Versions of this text are not maintained; only who and when it was changed. An Athlete/parent will have to agree to these terms before entering ATS.

User Pre-Login Message/Agreement

Use the following message for user logins:

As a user you have to agree to this statement to use this software. By choosing "YES" you confirm that you understand..

Versions of this text are not maintained; only who and when it was changed. A user will have to agree to these terms before entering ATS.

Save **Close**

Site Info - KDS Sports

Organization Modules Tab Order Opt(1) Opt(2) Opt(3) Swipe Card Billing Pre-Login Kiosk Custom Inventory

Note: To attach information entered to a body part you must be making use of the default injury process... Athletes choose team for login

Quick Rehab Choices Quick Modality Choices Quick Rehab Protocol Quick Modality Protocol Login Message

The information below is used in the ATS Kiosk to customize the rehab buttons

1:	Mini squats	Button Text: MSquats
2:	Blue band	Button Text: Blue Band
3:	Jump Rope	Button Text: Jump Rope
4:	Lateral Hops	Button Text: Lat Hops

The information below is used in the ATS Kiosk to customize the modalities buttons

1:	Heat Pack	Button Text: Heat Pack
2:	Ice Pack	Button Text: Ice Pack
3:	Ankle Tape	Button Text: Ankle Tape

The information below is used in the ATS Kiosk to customize the rehab protocol buttons

1:	Ankle	Button Text: R1
2:	Ankle - Phase 1	Button Text: R2
3:	Fairmont Ankle 1	Button Text: R3

The information below is used in the ATS Kiosk to customize the modality protocol buttons

1:	Ankle	Button Text: M1
2:	Knee	Button Text: M2
3:	Shoulder	Button Text: M3
4:	Ankle	Button Text: M4
5:	Knee	Button Text: M5
6:	Shoulder	Button Text: M6
7:	Ankle	Button Text: M7
8:	Knee	Button Text: M8
9:	Shoulder	Button Text: M9
10:	Ankle	Button Text: M10
11:	Knee	Button Text: M11
12:	Shoulder	Button Text: M12

Login message:

Notice to all athletes: 3 unexcused absences will lose your privileges to the training room and you will have to perform your rehab at an outpatient facility at your own expense.

Max 250 characters

Enter a custom message that is displayed in the ATS Kiosk (windows) on the login screen

Use this area define the buttons used in the ATS Kiosks for rehabs & modalities

12 buttons may be set on each tab by choosing the item from the dropdown list and entering the applicable button text

Site Info - KDS Sports

Organization Modules Tab Order Opt(1) Opt(2) Opt(3) Swipe Card Billing Pre-Login Kiosk Custom Inventory

The 10 fields entered here are used on the athlete screen to allow you to add custom information not already in the ATS system.

Field 1: Shoe Size
 Field 2: Jersey Size
 Field 3: Previous School
 Field 4:
 Field 5:
 Field 6:
 Field 7:
 Field 8:
 Field 9:
 Field 10:

Option: Enter up to 10 custom fields to be used for athlete information. These may be entered by the athletes online or via the athlete screen

Site Info - KDS Sports

Organization Modules Tab Order Opt(1) Opt(2) Opt(3) Swipe Card Billing Pre-Login Kiosk Custom Inventory

Buttons 1-12 Buttons 13-24 Buttons 25-36

1:	Crutches - Short	Button Text: CrutchShor	
2:	Hartmann-Conco Elastic Bandage - 4" x 11yds, 6/b	Button Text: HartCo Elas4	
3:	Mueller Tapewrap - 2", White, 24 rolls/case	Button Text: Mue2Inch	
4:	Gauze - 3" x 3", Sterile, 100/box	Button Text: Gauze3x3	
5:	Crutches - Tall	Button Text: CrutchTall	
6:	Elbow compression sleeve	Button Text: ECSleeve	
7:			
8:	13: GameReady - 4	Button Text: GameRdy4	
9:	14: Blistex Packets	Button Text: Blistex Pkt	
10:	15: Moleskin - 3" x 25 yds, Tan	Button Text: Moleskin	
11:	16: Hibiclens Antiseptic Skin Cleanser - 8 oz, w/pump	Button Text: Hibi8oz	
12:	17: Feversca		
18:	18: Nitrile Exa	25: J&J 5104 - 1" Zonas, 12 rolls/box	Button Text: JJ1Zonas
19:	19: Nitrile Exa	26: Bull Frog Quik Gel Sport Spray - 4.7 oz.	Button Text: BullFrog4.7
20:	20: Nitrile Exa	27: Kinesio Tex Gold Tape - 2", Blue	Button Text: Kines2iBlue
21:	21: Skinstitch	28: Kinesio Tex Gold Tape - 2", Red	Button Text: Kines2iRed
22:	22: Hydrogen	29: Tongue Depressors - 6", Non-sterile, 500/box	Button Text: TDepress6i
23:	23: Cramer T	30: Walking Boot Tall Small	Button Text: WBoot-TS
24:	24: J&J 5188	31: Walking Boot Short Small	Button Text: WBoot-SS
		32: Walking Boot Tall Medium	Button Text: WBoot-TM
		33: Walking Boot Short Medium	Button Text: WBoot-SM
		34: Walking Boot Tall Large	Button Text: WBoot-TL
		35: Walking Boot Short Large	Button Text: WBoot-SL
		36: Walking Boot Tall XLarge	Button Text: WBoot-TXL

Use this area define the buttons used on the inventory transaction screen. 12 buttons may be set on each tab by choosing the item from the dropdown list and entering the applicable button text