ATS— Customizing Your System

Site Info– Main Page:

To fully customize and set up your database, start in Admin—> Site Info. There is where all of the system security, system modules, electronic claim information, athlete portal settings and many other settings are controlled.

Enter your Organization information, and a contact message for your athletes to see on their portal. Set the time zone specific for your region. This makes sure your scheduling utility, reports, and other time related functions are with the correct time zone you are in.
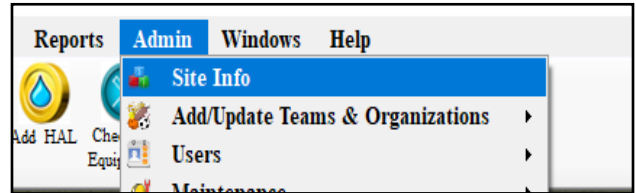
If you are "behind" eastern time, make sure your time zone is reflected –1,-2,-3 etc. Use the blue info book for more details.

Load your own logo Report and Wallpaper here.

Add a web link to your Logo, if you would like. This can redirect them to the website if they click on it.

Site Info– Modules:

The modules tab lets you decide what Modules/Functions of ATS that will be active, what features inside those Modules will be active, define your concussion evaluations and decide which module counts will appear on your Dashboard.
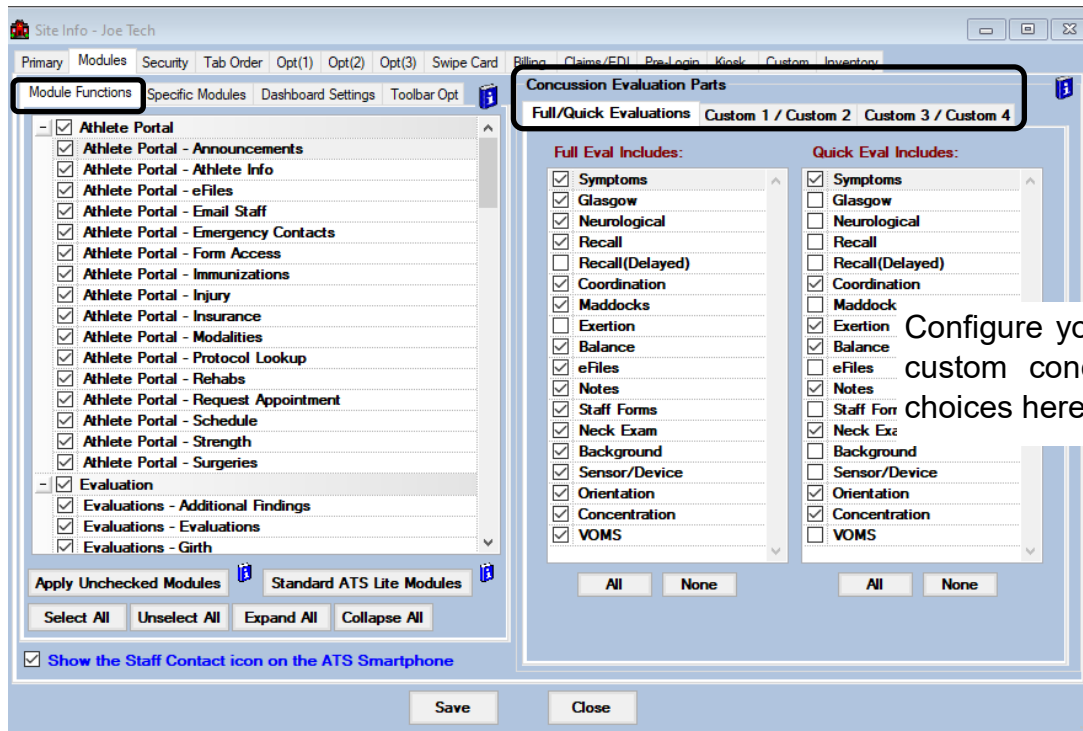
Configure your own custom concussion choices here

Disable entire modules and set what modules you wish to appear on your Dashboard.
You are also able to customize the your toolbar Icons, or you can turn them off.
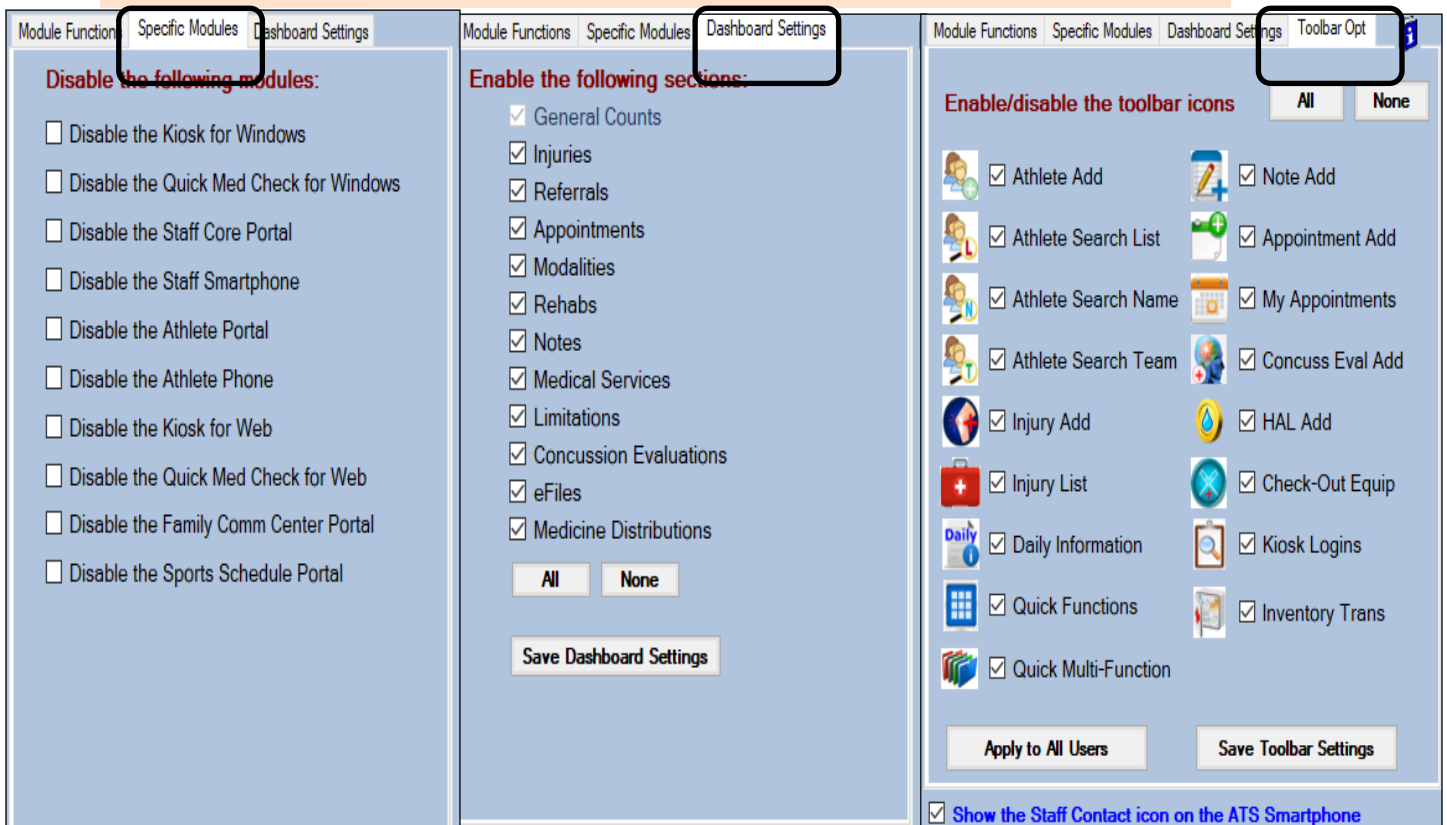
System Security:

The security tab allows control over the passwords and log in abilities.

Force Password Change—How many days until a password change is required, must be between 30-365.

Lock User After— Will disable the users account after the number you set of failed password attempts. Has to be between 3-5.

Athlete/Emergency Contact Strong Pword— Do you want your athlete or emergency contacts need to use the same criteria for passwords as staff?

Require Athlete/Emergency Contact password change as of— Will require athlete/EC to change their password when the log in after the date set here.

Disable View Password capabilities for all users— Will deactivate the ability to see passwords in the system, you will only be able to create new ones.

Allow Users to use Account Reset Function— Do you want to allow users reset their passwords if they are locked out?

Forgot Password token good for— How long the forgot password email token will be good for. You should test this prior to setting up, some email servers take a bit for our emails to be delivered.
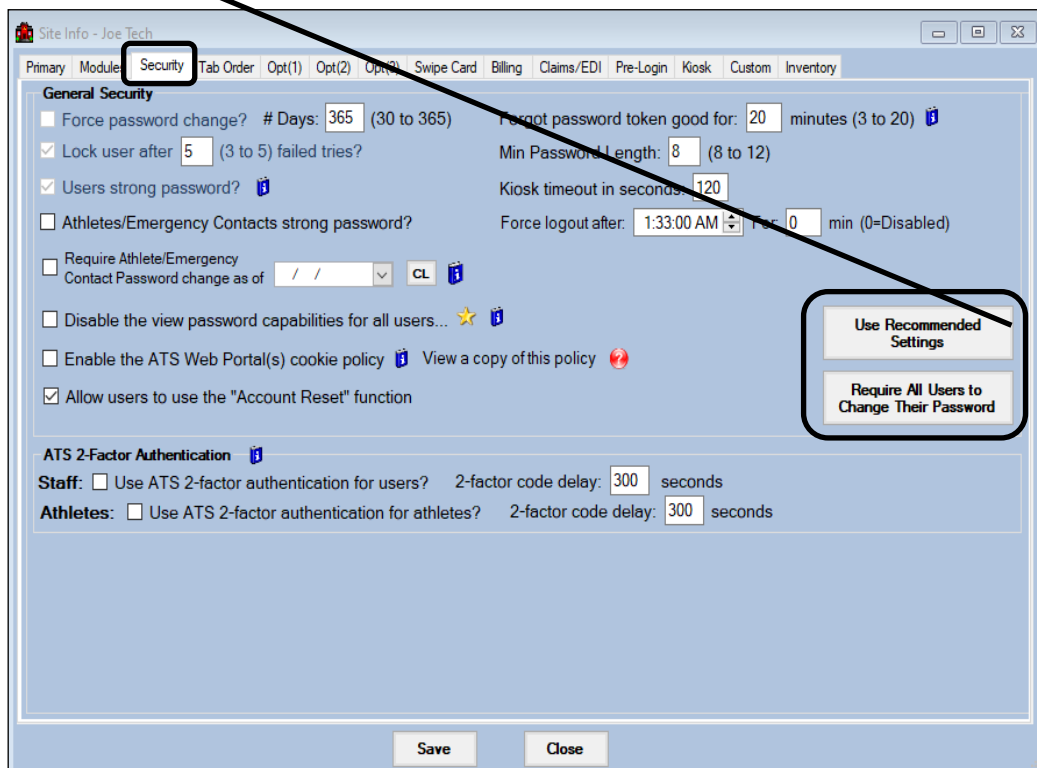
Min Password Length—Password Length must be between 8-12.

Kiosk timeout in seconds—How long the athlete stays logged into the kiosk with inactivity.

Force Logout After— This will log any user out of the system after the time you have set.

ATS 2-Factor Authentication—Will require staff and/or athletes or emergency contacts to use the ATS 2 factor authentication for logging into the system, password and then a security code that will be emailed/ texted.

These buttons will set the security settings ATS recommends, or will make everyone change their password when they log back in.

Tool Bar Customization:

Set the staff smartphone top 12 "hot" icons. If you choose to not use icons and just the menu, you can clear them. You can also assign them to all your users.

You are also able to modify the order of the tabs in the athlete profile, by rearranging them here. Highlight one and use the arrows to move it up or down. The tabs move in the athlete profile after moving, saving and logging out and back into ATS.

OPT (1) settings, and Email Configuration:

In the Opt(1) tab you will find several different customizable features, from changing the athlete identifier, how you want to keep track of their ID numbers, Student ID, vs School ID anything you choose. There are lots of other areas of customizability here as well, changing the colors of the grid, using Private Records, to using Secure Messages.

Check out the Batch Report Doc, for more information on how automatic processes work.

Part 1: controls the auto-email settings and secure messaging option.

Part 2: is the systems email address. This needs to be configured for the forgot password link, as well as other functions. It is recommended to configure SMTP information for ALL emails. This ensures proper send functionality. It also assigns an email address to sent emails, rather than noreply. For more on the SMTP Configuration see the help doc.

OPT (2):

Set search options.

Key Phrase Master area

Set schedule and other options

Make sure to set the calendar to the current date and year. This is important for the scheduling function to work properly.

OPT(3):

In Opt (3) you have the ability to customize what the automatic emails the system sends you or the athletes contain. You also can enter Datalys submission info if you have 1 organization, the default injuries, as well as the diversity/inclusion or other customizable fields.

Control default injuries here. This allows you to give a maintenance injury, to log ice, heat, or other modalities not associated with an actual injury.
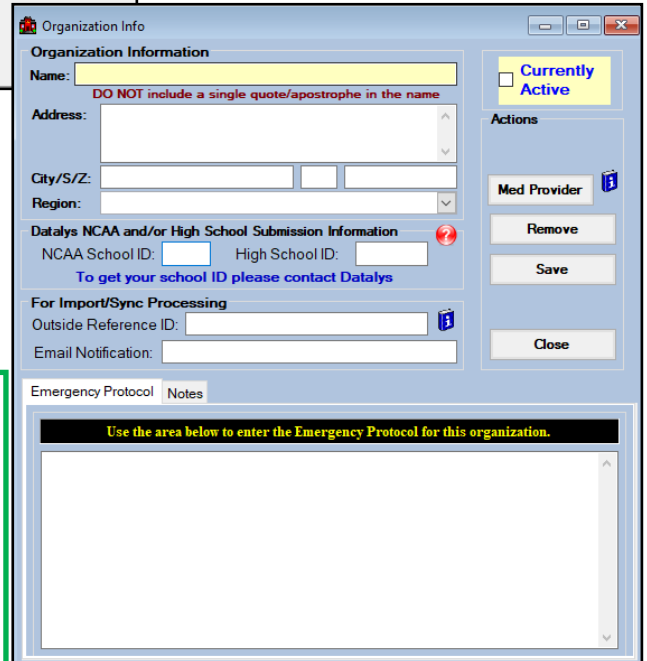
Organization/Team Setup:

The next area for customization is setting up your teams. In ATS every athlete MUST be active on at least one team. If you will have more that one organization, you can add that and tie the teams to that to aid in security. For full details check out the Team Setup help doc.
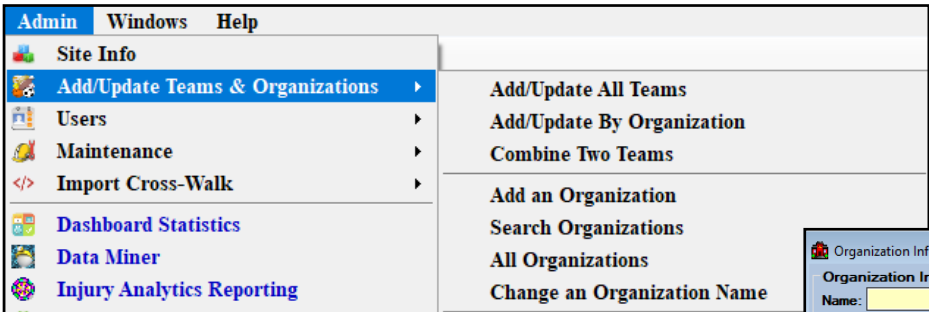
Add more than one organization if you want or need to do so. Depending on your organization, this will be necessary to aid in separation of athletes. It will also make sure you can run the organization reports.

After deciding to add an organization or skip that you are ready to add teams. Select Add/update your teams. Required information is the top line to abbreviation. The other information is optional. If you are going to participate with Datalys reporting decide which teams to keep in reporting and which teams are going to bypass.
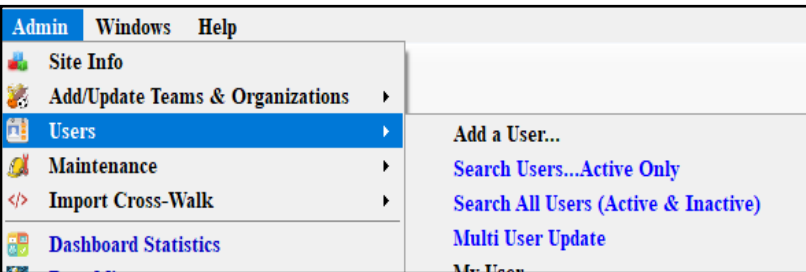
Make sure to not use special characters, keep the names simple
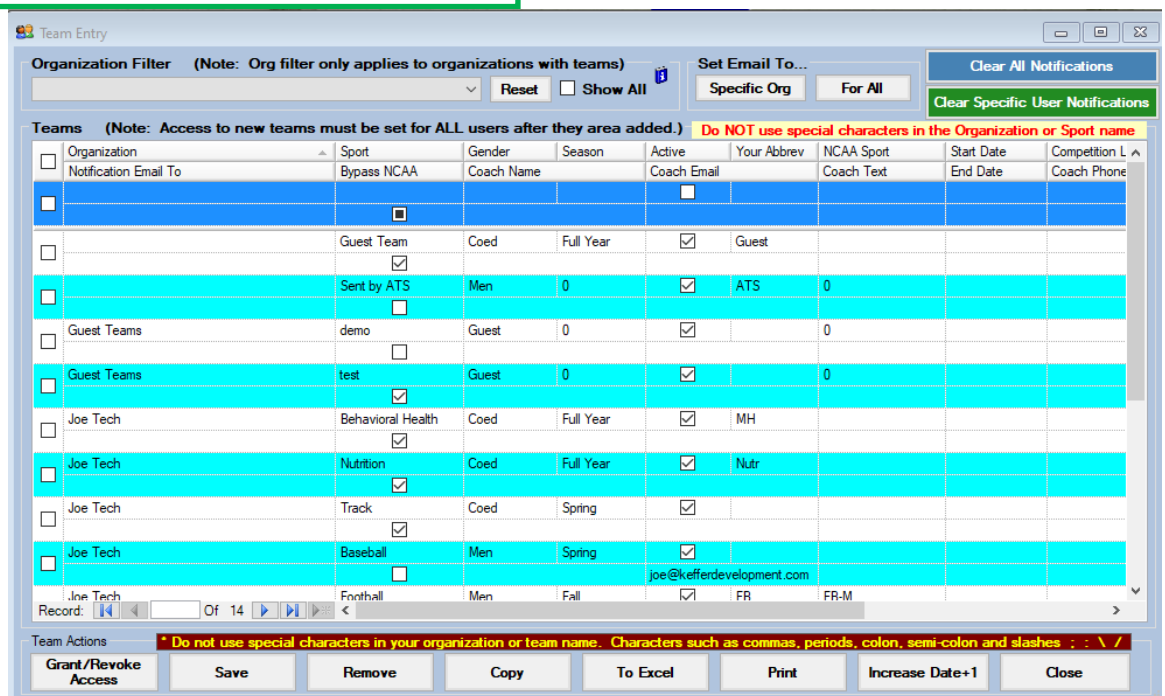
Adding Users:

Add users to the database as you need. Choose between one of the options for the account. This will give a brief overview of the parts of the user account. For more detailed info, see the Customizing Users Help Doc

Make sure you complete the user profile with the necessary information, set their team access, and give the necessary module access, shown below is for an athletic trainer.
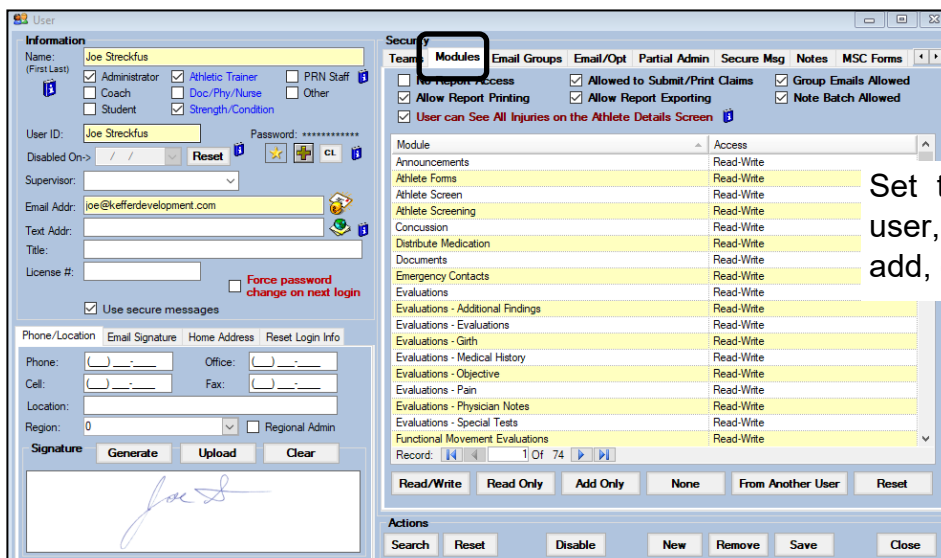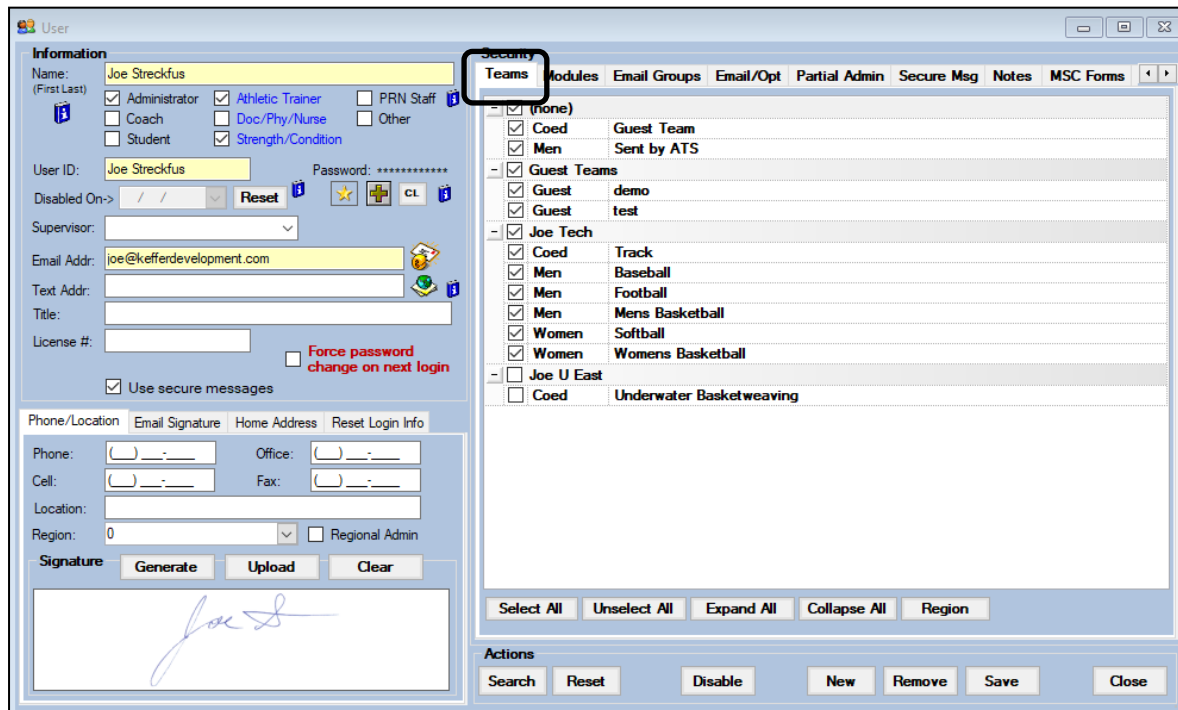
Set the module access for this user, setting read-write, none, add, or ready only.

Adding Users:

The user profiles also contain many other sub functions.

This is where the sent secure messages between users are stored.

Completed Med Staff/ Coach forms are stored here

Notes about this user are stored here

eFiles or other docs can be stored for the specific user. As well as their billing information

Keep track of certifications/licensures, their expiration dates and any comments about it

This allows you to keep track of insurance for users, incase of emergency situations
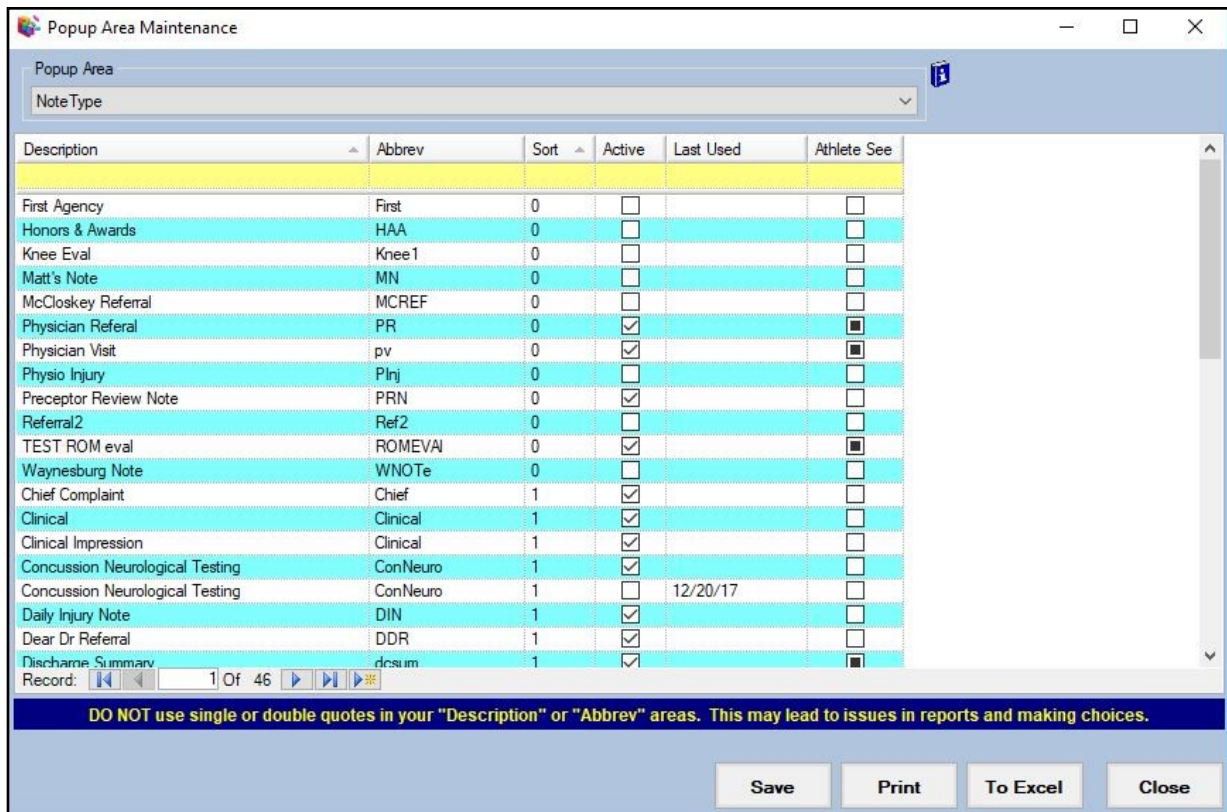
Customizing List Choices:

To update the dropdown lists use the Admin menu area as follows:
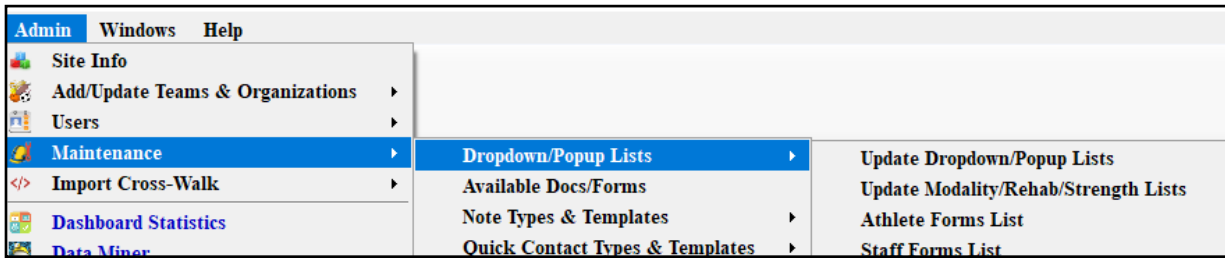
Use the drop down tab to select the area of your database to modify. Keep in mind most drop down lists in ATS are editable.

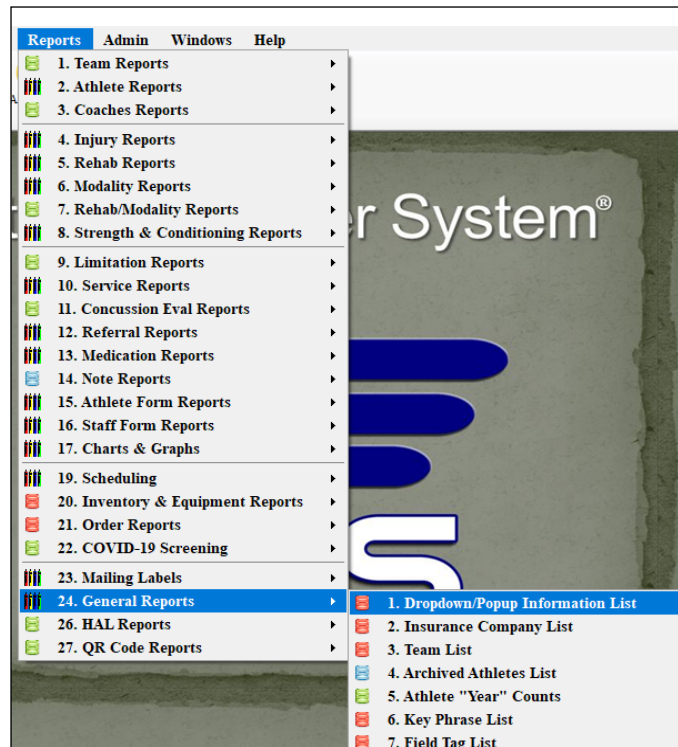*This example is Note Types. This could be Modalities, Rehabs, Body Parts, Gender.*

To edit the list, add in the top box (yellow). Give an abbreviation, and a sort number, keep in mind all 0 or all 1 sorts alphabetically, sorting 1,2,3 and so on will sort by the number assigned. Use the check box to activate the selections you would like to see, uncheck the selections you would like to not see. If you are not using the selection any longer, enter a last used date. You can make visible to your athletes or not.

** We **DO NOT** recommend deleting choices, unless you are just setting up a database. By inactivating, you preserve any historical records potentially tied to that selection.

The last area for customization is the various dropdown lists. You are able to generate a report showing all the available values. This list may be used as a worksheet for you to decide what you would like to add or remove/make inactive.

To create the report follow the menu choices shown here.

The report created is shown below.

Build your own Note Templates:

Note templates can aid in quick, consistent documentation. You are able to build an assign prefilled information in a note so that it is always there, prompting the end user to fill it in. This can also be used for referrals, insurance claims with some of our partners and other things.

Use the drop down window to select the available note types. Then, you can enter the standardized note template you would like to use. When a user selects this note type, they can enter the information.