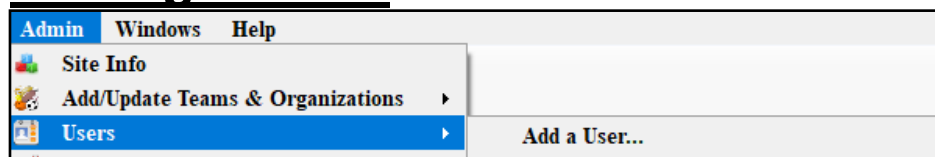# ATS—User Menu Items

The User Tab in ATS allows you to add, change/edit, and remove users and their permissions. As well as several other user specific functions.

Menu Item	Page	Video if available
Add a User	Top 2	
Search Users– Active Only	Middle2	
Search All Users– Active/Inactive	Bottom2	
Multi User Update	Top3	
My User	Middle3	
Copy User	Bottom3	
Search Users by Organization	Top 4	
Search Users by Region	Top4	
User Utilities	Bottom 4	
User Lists	Top 5	
User Details Reports	Bottom 5	
User Login Reports	Top 6	
User Athlete Activity	Bottom 6	
MSC Reports	Top 7	
User List for Email Groups	Bottom 7	
User Login/Password List	Top 8	
User Transaction Log	Bottom 8	

Adding a User:

Adding a user in the ATS Desktop is done by going to the Add a User tab. This allows you to create users for your database. This is where you can create new Athletic Trainers, new coaches so they can get automated reports, athletic training students, or anyone else that needs to have some kind of access to your database.

For more specific information on adding specific types of users please see the help docs listed below.
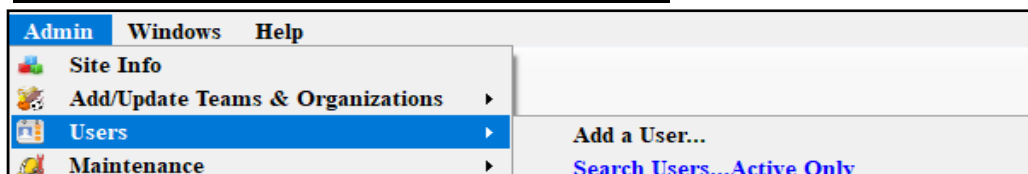
Add a regular user— Desktop

Add a user— Portal

Add a PRN user— Both

Add a Coach as a user— desktop, does include the modules access we recommend
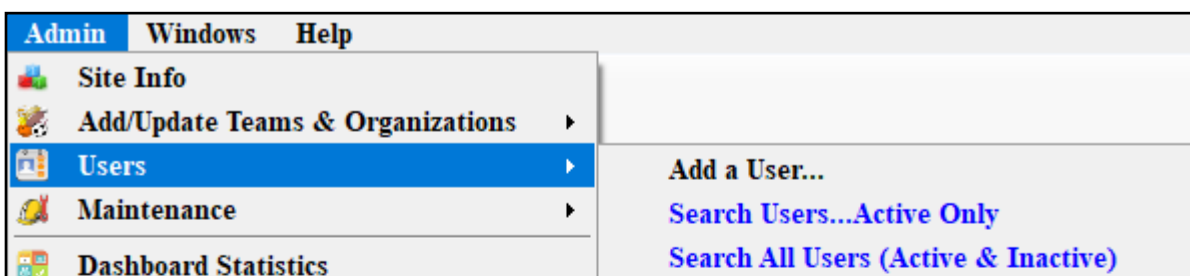   can follow the Add a user for Portal, use the modules from this doc or grant your own access
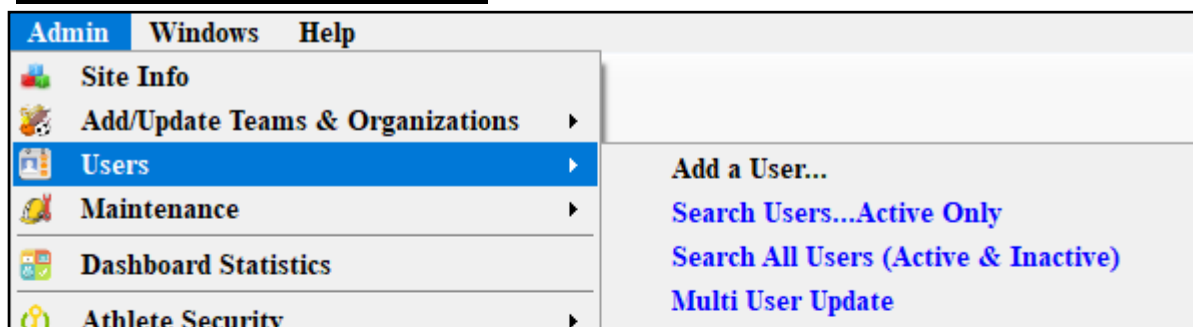
Search Users Active only:

This is the list of your current users that are active. You can use this menu to change/edit any of the person security levels, or anything else with the users account, or disable them when they are no longer employed.

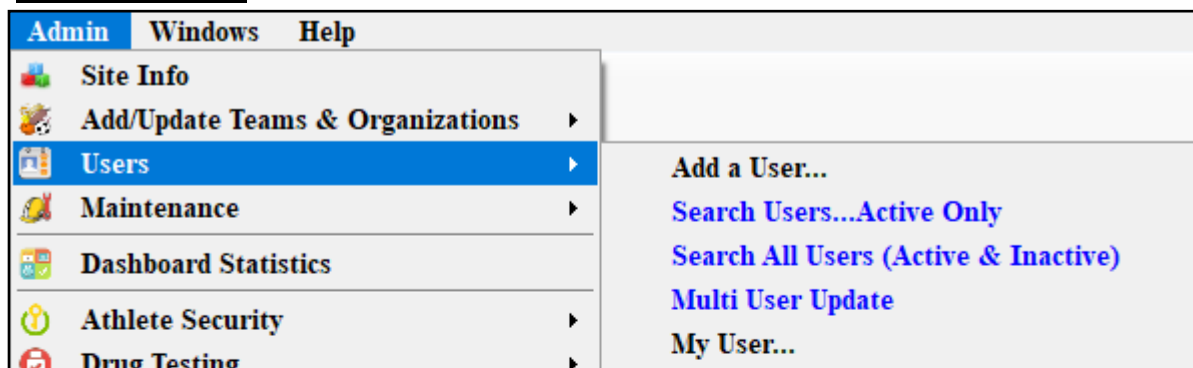# Search All Users (Active & Inactive):

This list contains everyone that is a part of your database, whether they have been deactivated or are active. If someone goes missing, they forgot their password they will be on this list, they aren't missing, they are not active. We do not recommend deleting a users account, instead disable to preserve the historical records.
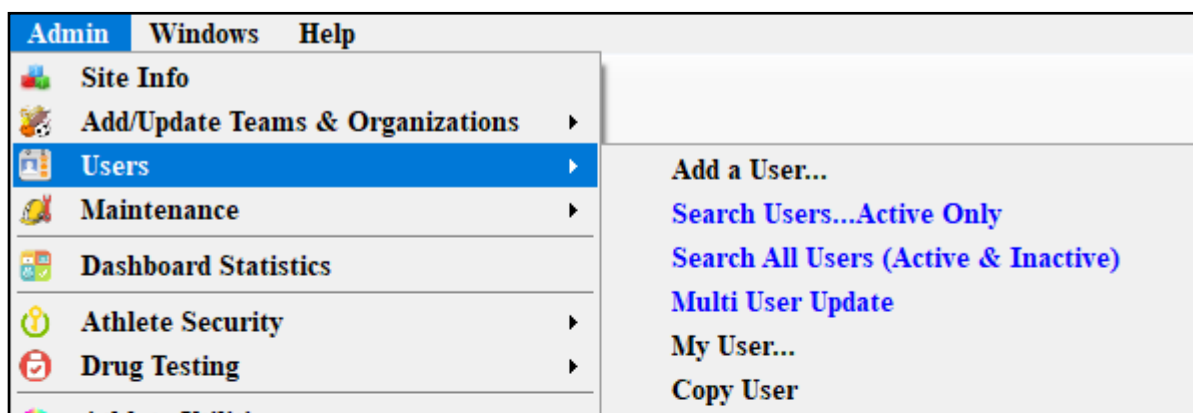
Multi User Update:

The Multi User Update allows you to update users in quick fashion much like the quick multifunction/athlete multifunction. For more info please check out the Multi User Update help doc.
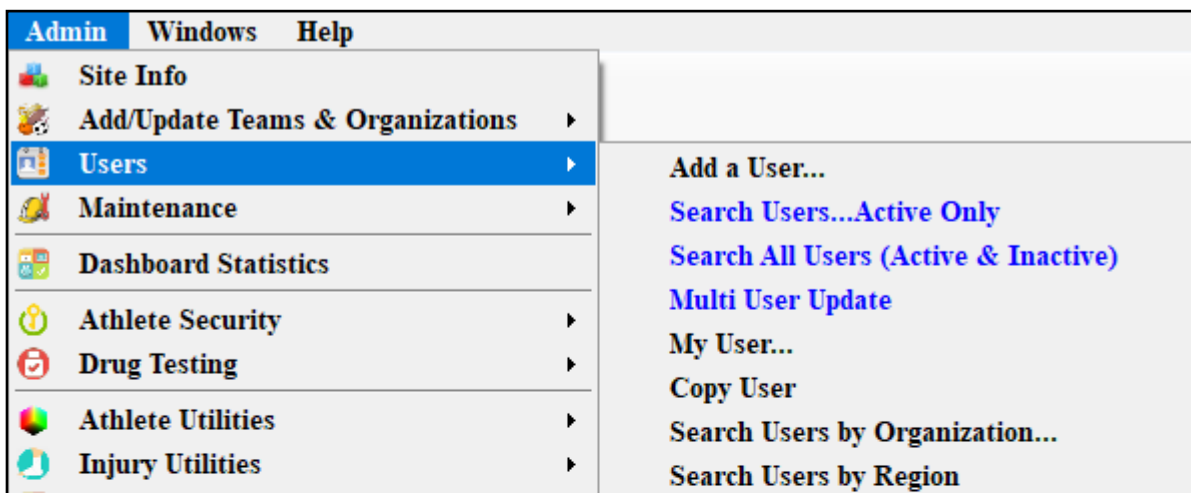
MY User:

The My User option will take you directly to your account without having to search for it.
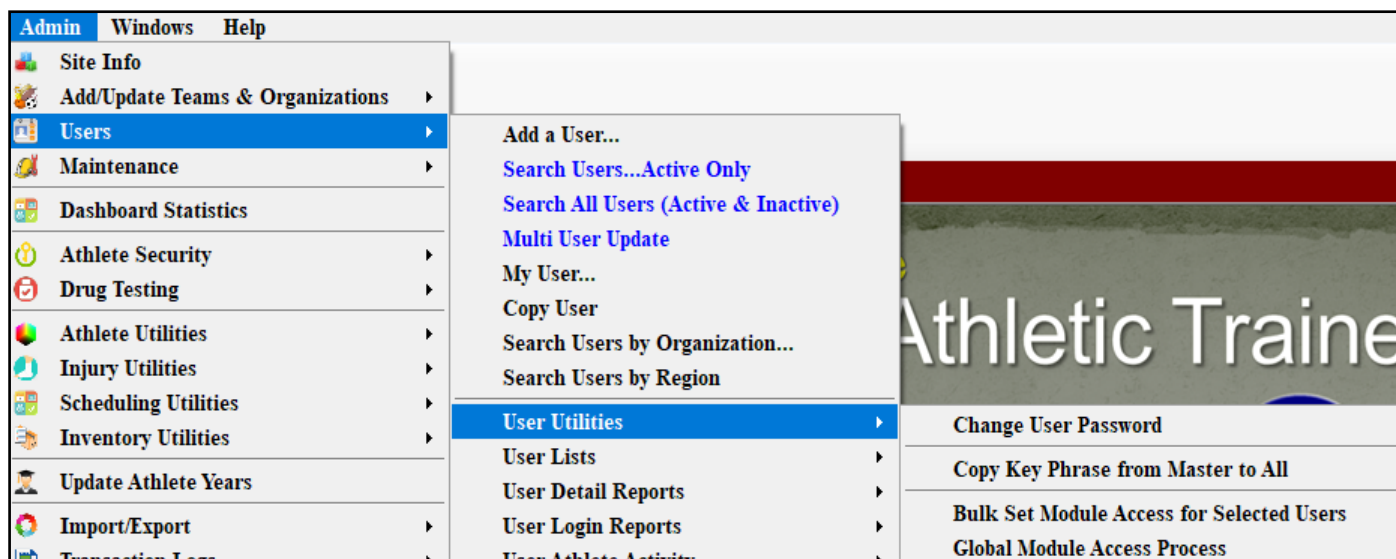
Copy User:

The Copy User utility allows you to select a specific account to copy the modules for. This is especially helpful when creating coach accounts. It allows you to assign the account with User name, Log In and Password, and copy the modules already existing so you don't have to remember what you assigned. Do make sure to change the team access to be specific to the individual you just created.
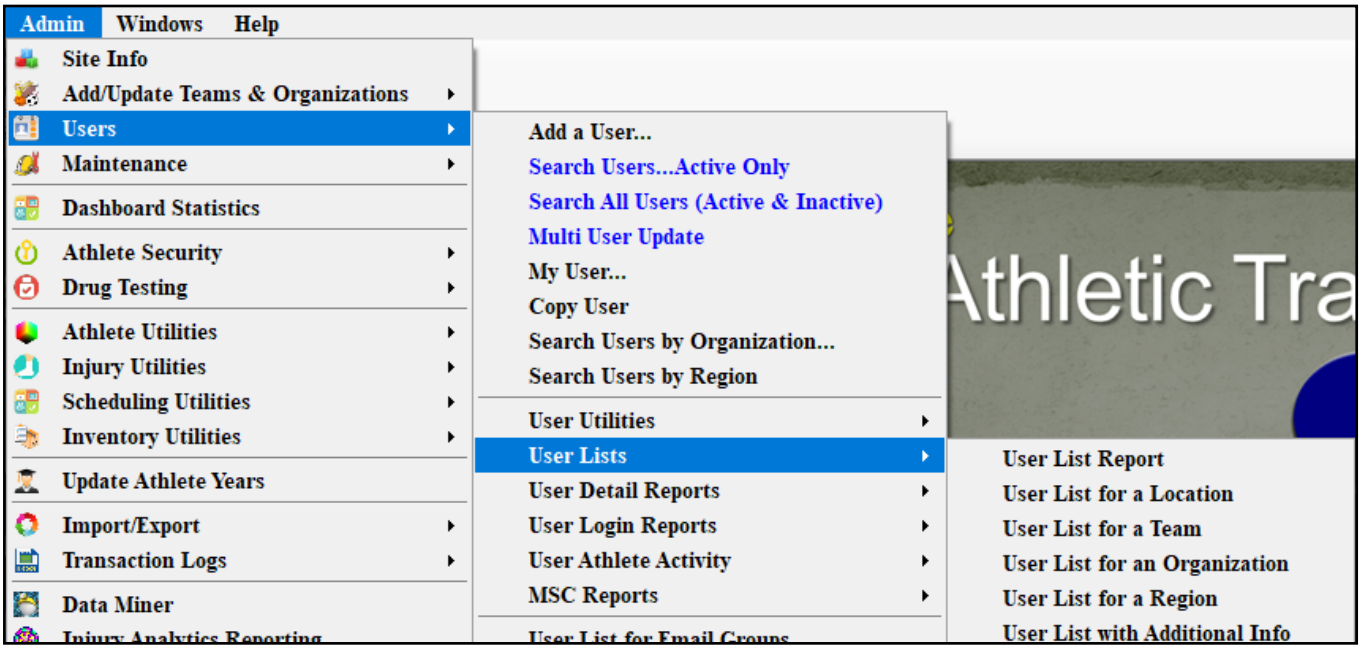
Search User by Organization or Region:

This search user feature allows you to look for users based on the organization they are a part of, if you have that defined. You can also search based on region, again if that is set up for your system. Typically, for smaller schools there won't be a region set. You could have organizations based on how you set up your teams.
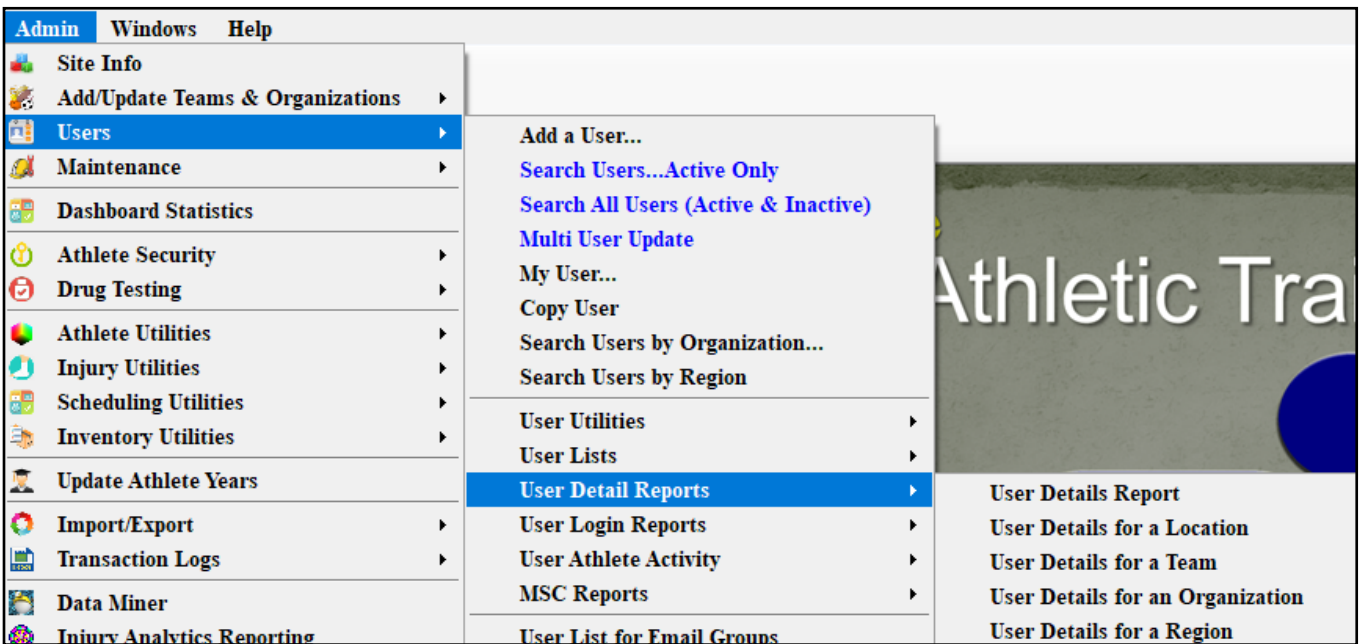
User Utilities:

The user utilities area allows you to **change a password** for a single user, **copy the key phrases** from the master list to all your users. For more info on what Key Phrases are and what they do, check out the help doc. **Bulk Set Module Access** for Selected Users, allows you to change module access in bulk for several users at once. **Global Module Access Process**, it allows you to change one specific module for multiple people.
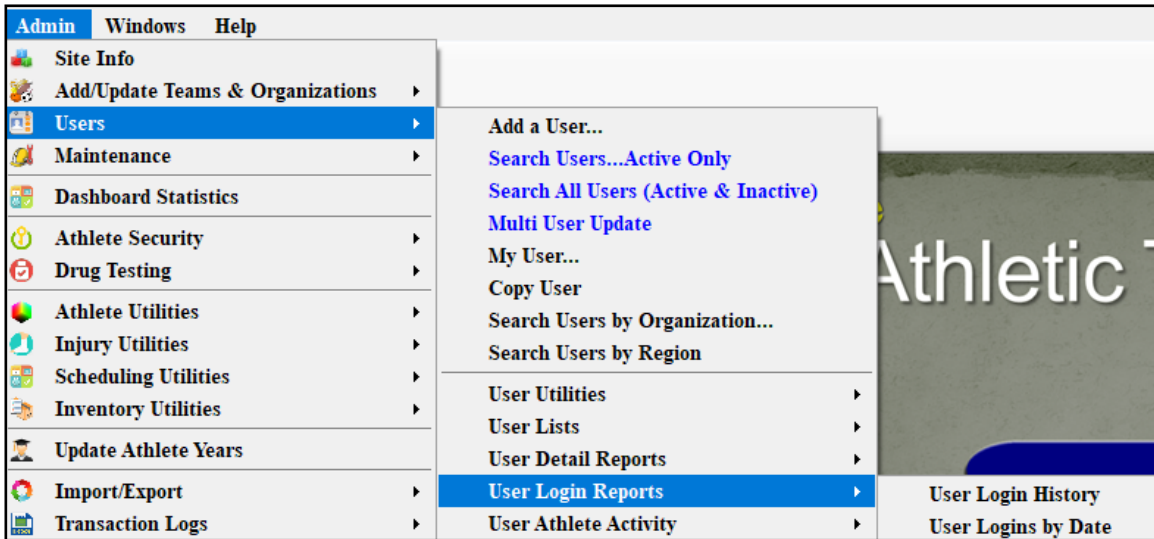
User Lists:

The User Lists: allows you to generate reports based on the sub menu. You can see which users are assigned to which teams or organizations. As well as other way of seeing the users in your organization.
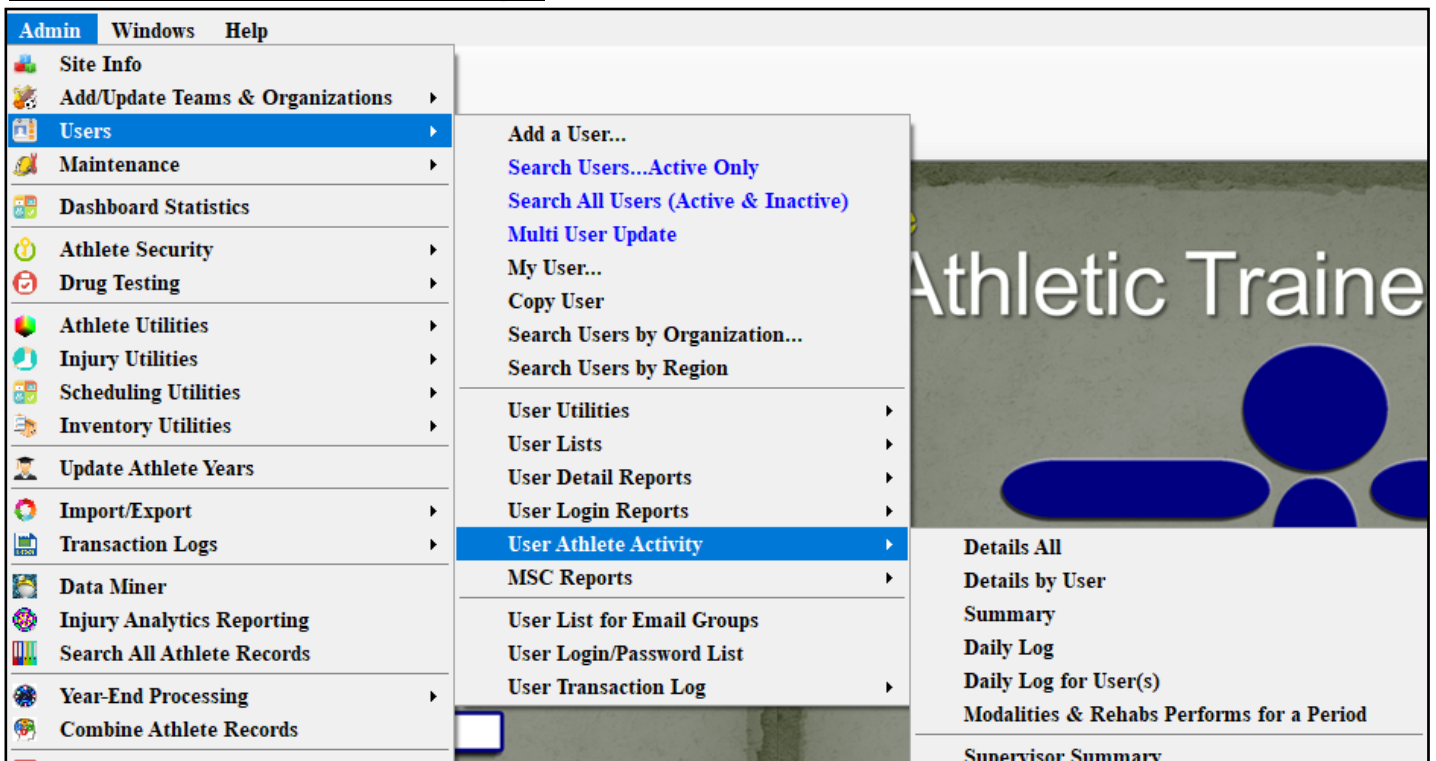
User Detail Reports:

The User Detail Reports: allows you to see details for your users in a variety of ways. This pulls all the pertinent information from their user account.
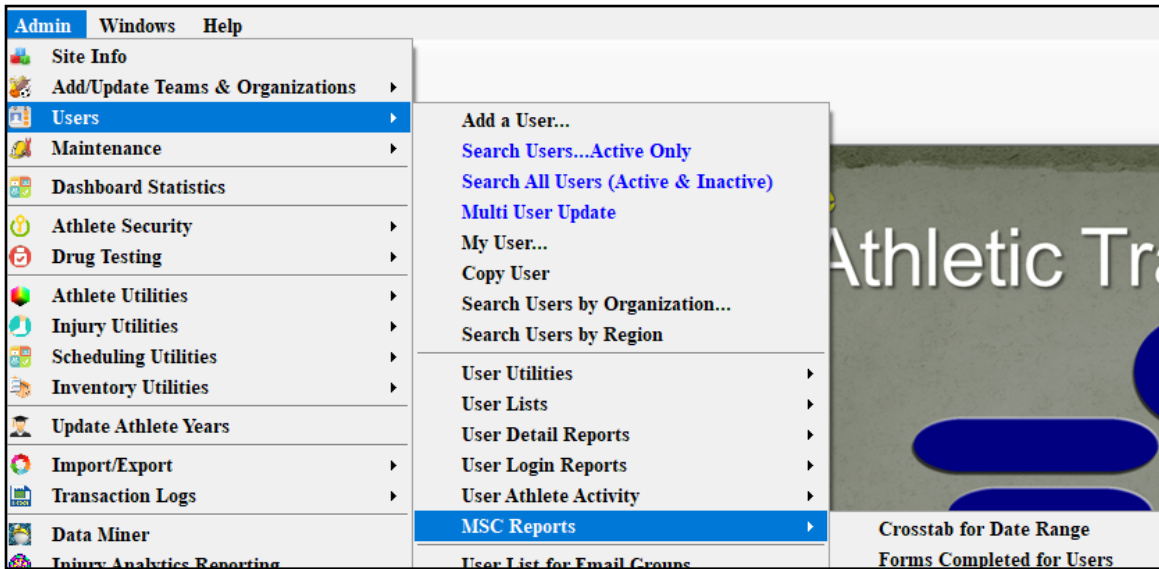
User Detail Reports:

The User Login Reports: allows you to see when your user accounts have logged in to ATS, or to view the dates they have been in. This can be useful if you need to verify if your staff have been logging in or not.
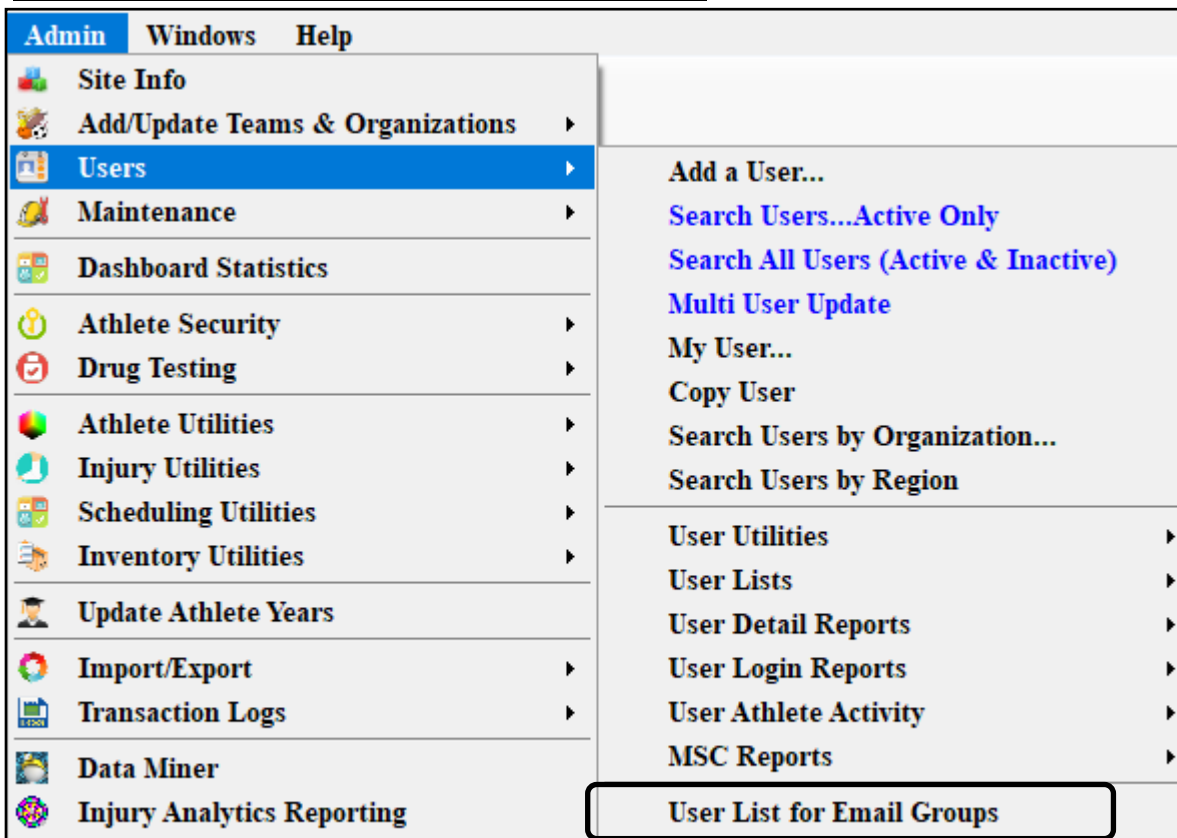
User Athlete Activity:

The User Athlete Activity: allows you the ability to generate interaction reports based on the different sub menu items. This allows you the ability to determine the interactions the staff and the student-athlete/patients have had; when injuries were entered, limitations and others.
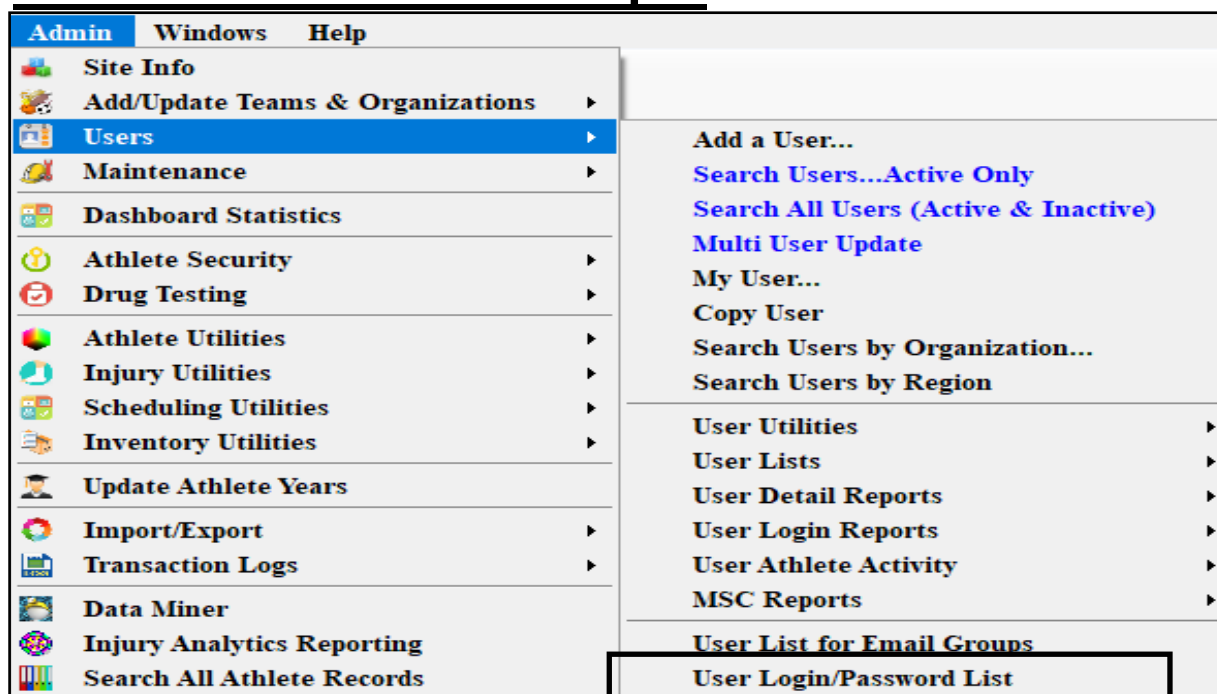
MSC Reports:

MSC Reports: will allow you to look at cross tabs and analyze the results of the forms, or look at the forms for the user that completed them. For more info, check out the MSC help doc.
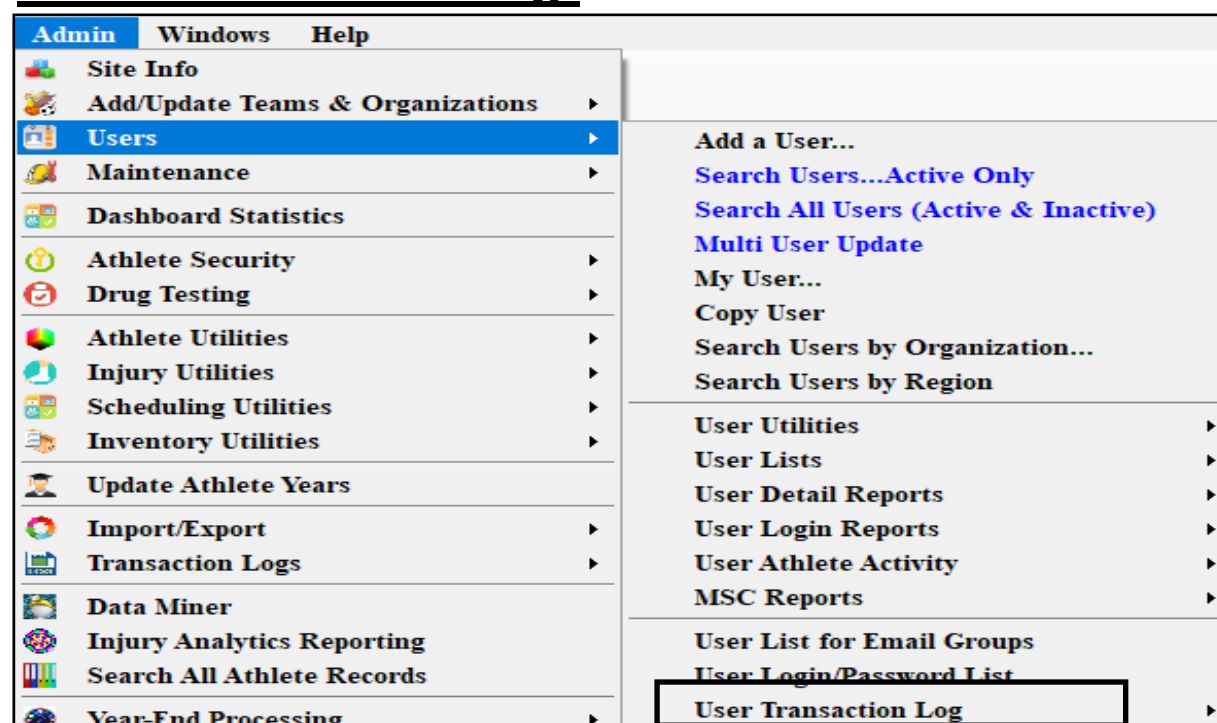
User List for Email Groups:

User List for Email Groups: will allow you to generate a report for all of the users that are assigned to specific email groups.

User List for Email Groups:

User Login/Password List: Will generate you a list of your users log in information as well as what status they are, admin, coach, AT or the others and their last log in to the system.

User Transaction Log:

User Transaction Log: This is where the system tracks the users traffic in the system, logs the specific information they were doing within the admin settings and other things specific for the user. For more information check out the Transaction Log help doc