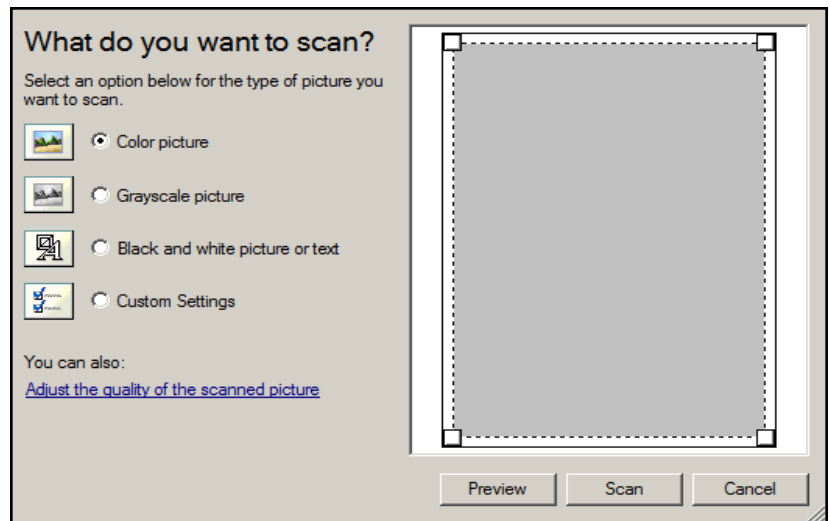


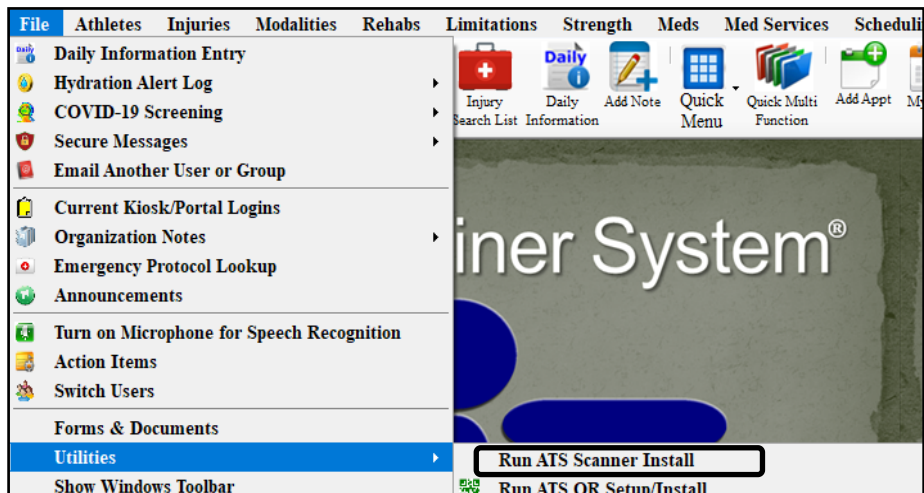
# ATS—Installation and Use of a Scanner

With ATS you have the ability to scan documents directly into your database, provided your scanner is connected with a local connection and is Twain compatible. If your scanner is NOT Twain compatible or is a network scanner you still can grab the files off your hard drive or a network drive with one additional step.

Connect your scanner and be sure to install the latest Twain compatible driver provided by your scanner's manufacturer. Then, verify that you have the ability to scan an image or document in Windows Paint



## Scanner Install for ATS:

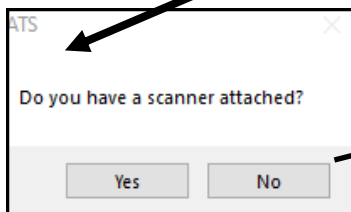
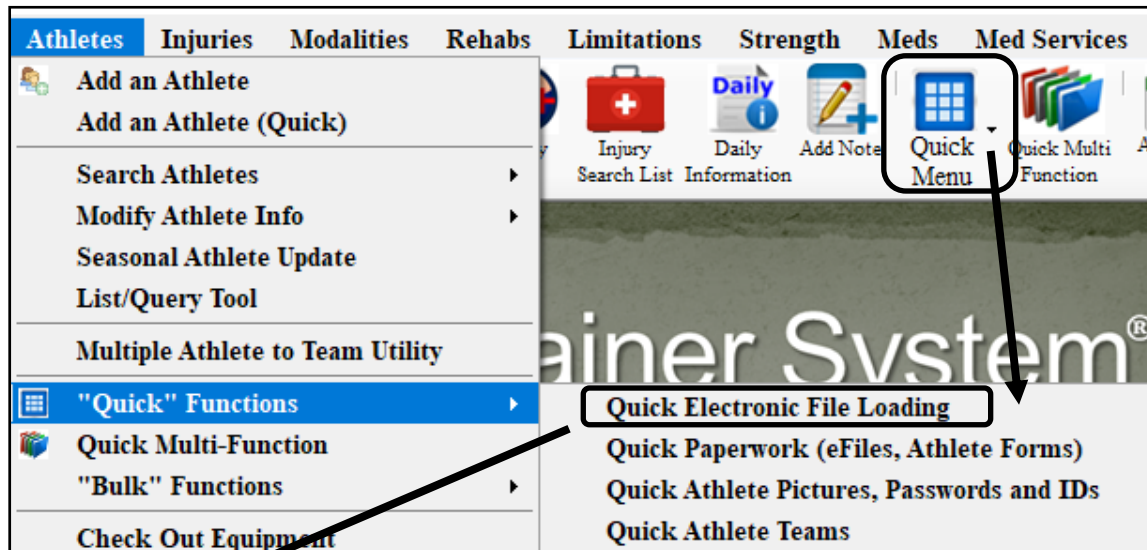


Run the Scanner Install Utility found at File, Utilities, “Run ATS Scanner Install”. Follow the prompts to install the scanner (this will vary with different models and manufacturers)

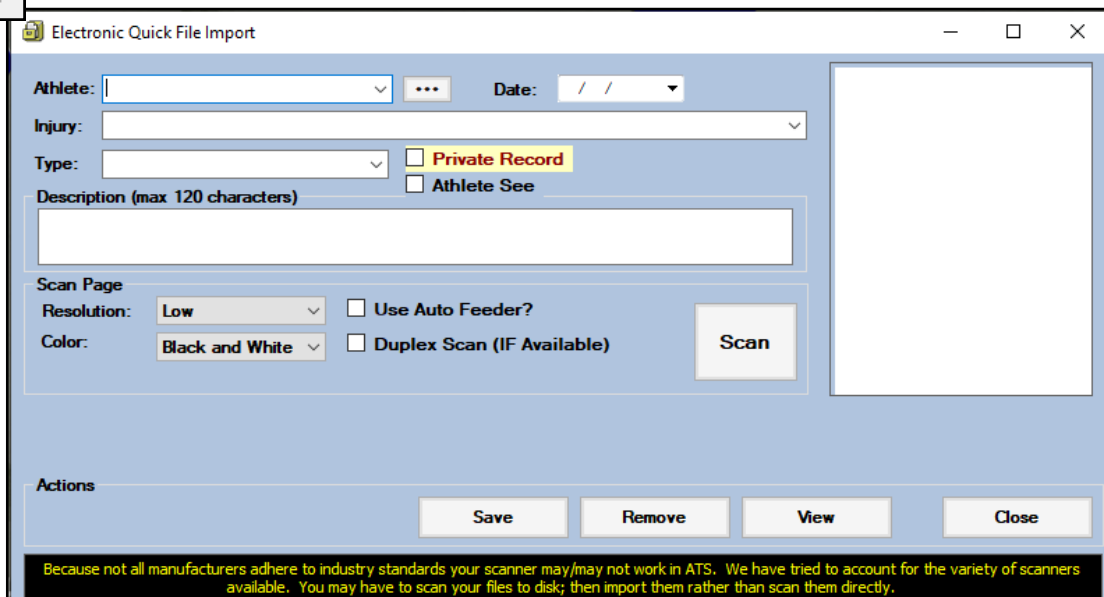
# ATS—Installation and Use of a Scanner

To use your scanner to scan documents directly into your database with a compatible scanner.

One method is by selecting Athletes—>Quick Functions—>Quick Electronic File Loading.



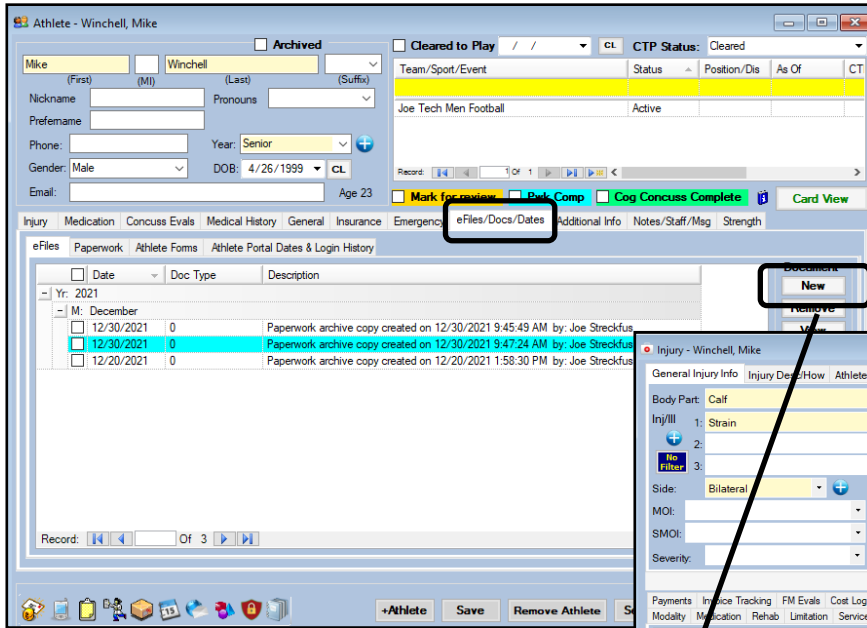
If you intend on scanning the document directly into ATS select "Yes" by selection "No" it will allow you to select docs from your computer.



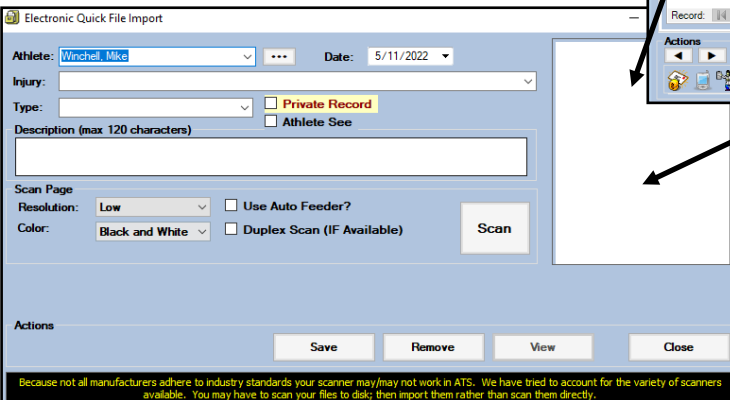
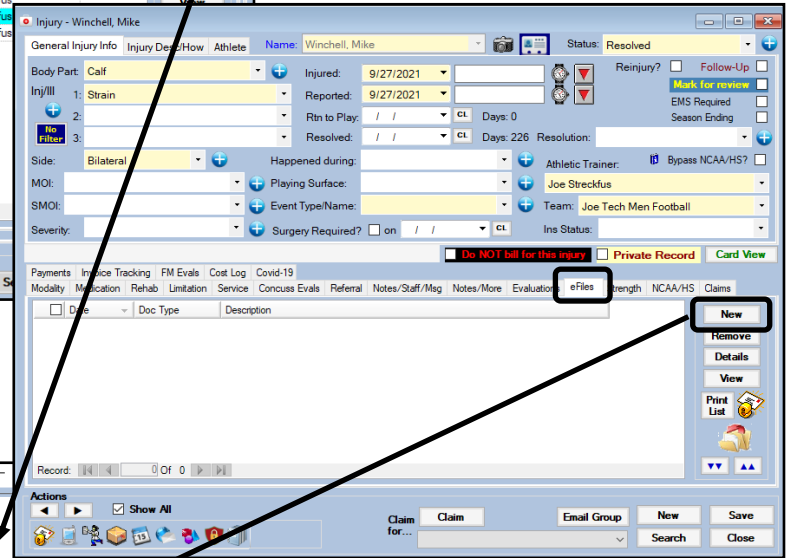
Using the quick import, use the dropdown list to select the athlete. If the document is for a specific injury, use the dropdown to select the injury. Select the file type, this list is editable, please review the [editing dropdown list](#) help doc. Give the file you are uploading a description, this will be visible on the eFile screen when you look at the attached documents.

# ATS—Installation and Use of a Scanner

You can also scan directly to athlete profiles by going to the eFile tab in the profile. This can be a general document for the athlete.



You can also choose to upload an eFile from the Injury tab, to tie it directly to that injury.

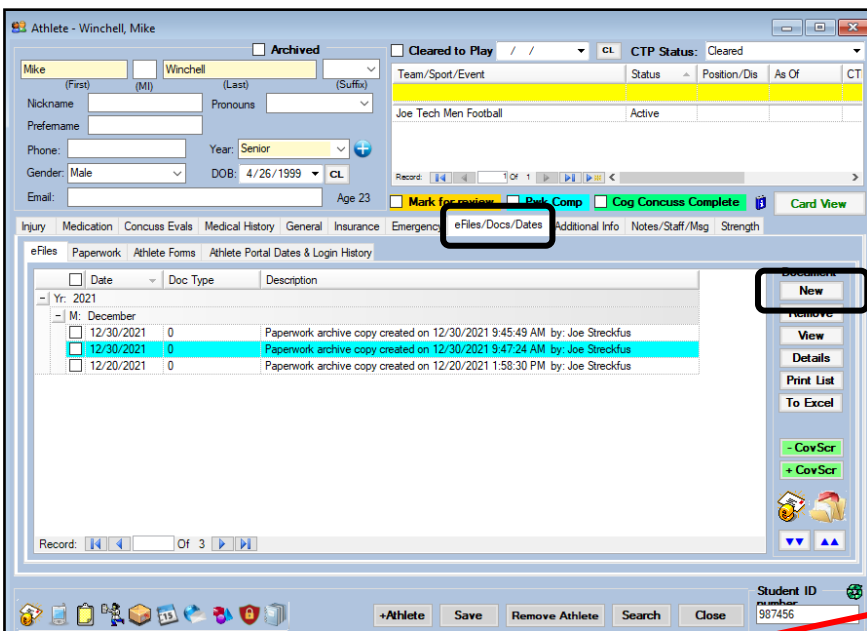


These screens are to only serve as examples. There are other screens throughout the ATS Desktop that allow you the ability to upload an eFile. Use the screen that you are most comfortable with or use to do your documentation.

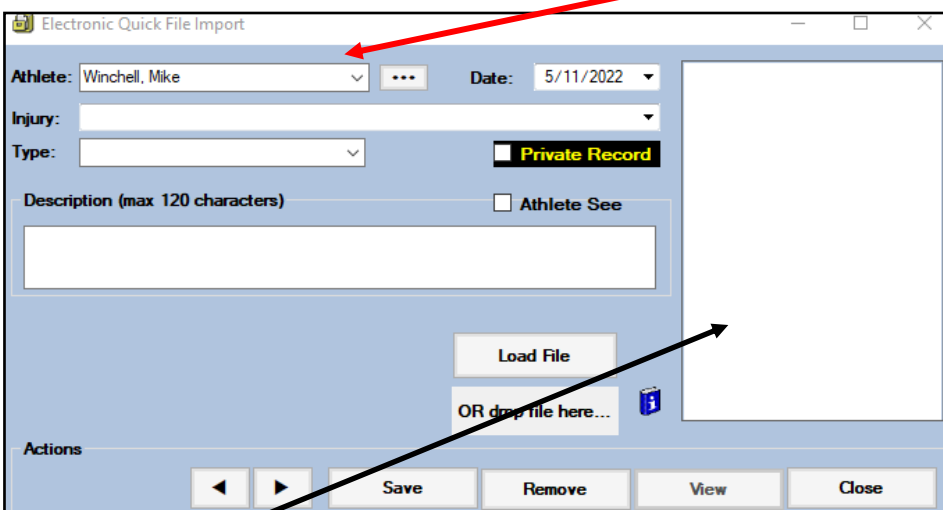
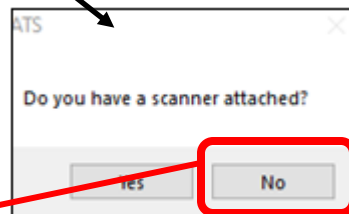
# ATS—Installation and Use of a Scanner

## Attaching documents without a scanner attached:

If you do not have a scanner that is directly attached to your computer, you are still able to attach files to ATS. These files will need to be scanned and saved to either your local hard drive, or some type of network drive or cloud.



Example: if you are going from the athlete profile, and want to attach a document you have already. When you click new and see the Scanner Attached Prompt, tell it **NO** and you will then be taken to the screen below.



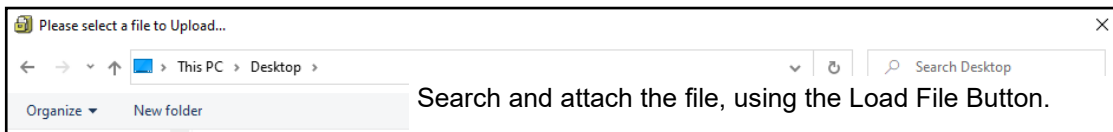
When you see this screen, you can select the injury if necessary, as well as the type of file you are uploading.

Give a description of what the file is in the Description box.

Once you have completed the dropdown information and given a description, you are ready to either select load or drag the file from your computer directly into the window.



Grab the file you want to upload and drag it to the open upload screen from your desktop or file explorer.



These screens are to only serve as examples. There are other screens throughout the ATS Desktop that allow you the ability to upload an eFile. Use the screen that you are most comfortable with or use to do your documentation.