To connect your forms to the Paperwork list you will first need to establish Paperwork list in the dropdown/pop up list area. Go to admin—> maintenance—>dropdown/pop up list—> Update dropdown/popup lists. When the Popup Area Maintenance box loads find Paperwork in the drop down menu.



Paperwork items may be linked to the athlete forms so they are "auto-checked" when an athlete submits/completes the form.

💱 Popup Area Maintenance						_		Х
Popup Area					n 🕅			
Paperwork				~				
Description	Abbrev	Sort 🔺	Active	Last Used	eFile Type	Form X-Walk		^
Physical Form	Phy	0			Form			
Previous Injury History	Previnj	0			0	* Previous Injury Histo	ny	
Physical Form	Physical	1			0	* Menlo Form		
Insurance Form	Insure	2			0			
Pre-Participation	PPE	3			0	* North 50 State Athl Form,* South Athlete	eteParent P Parent PPE	PE H Histo
Health Habits	HHS	4			0			
Football Helmet Warning	FHW	5			0	* Football Helmet Wa	ming - Exam	ple
PNC NAIA form	PNCNAIA	7			0	* ImPact Consent		
Other Health	OHF	8			0	* SouthSample Ques *East Sample Question	tion 2, on 3	
Formula Form	FormulaFrm	9			0			
Formula Form 2	FormulaFrm2	10			0			
Formula Form 3	FormulaFrm3	11			0			
NCAA Concussion Review	NCAA CR	12			0	* NCAA Concussion F Athletes 2017, * PIAA (3) Student Pa of Concussion and Tr * TEXAS CONCUSSI ACKNOWLEDGEME	act Sheet fo rent Unders aumatic Brai ON NT FORM	ər Stu tandii in Inji
Return Soph Form	RSF	14			0	* Returning Athlete H	ealth History	Form Y
Record: 🚺 🖣 🔢 1 Of 21 🚺	> <b>&gt; &gt; *</b> <							>
DO NOT use single or dout	ble quotes in your "Descr	iption" or "/	\bbrev" a	reas. This may le	ead to issues in	n reports and making ch	ioices.	
		R	emove	Сору	Save	Print To Excel	Close	;



The last used date is used in conjunction with making a form inactive. Leave this area blank unless you are no longer using this form. The eFile type area is used to link PDF and other eFile type documents to your paperwork list. THIS IS NOT relevant for the electronically sign able forms you created. If you would like to know more about linking eFiles to the paperwork list click <u>here</u>

You must complete the form X-Walk, if you want it to automatically check off. If you are going to be manually checking the entry off in the paperwork list, you do not have to crosswalk that particular entry. You have the ability to link one or several forms to a specific paperwork topic. For example if you have a new athlete PPE and a Returning Athlete PPE you can link both forms to the Pre Participation area. Doing this allows for either form to check off the appropriate paperwork entry This is also applicable if you are a large outreach program and have different physical papers for each school. 1

, shelp , too						
Paperwork					~	
Description	Abbrev	Sort	Active	Last Used	eFile Type	Form X-Walk
senption	70000	our	/ Kurre	Lust over	onio type	
ikle/Foot	FT	0			0	
shley U Questionaire	ASUQ	Ō			0	* Ashley U Questionaire
Certification	Cert	0			Certification	* Concussion symptoms, * ImPact Consent, * PavPal Payment
Physical Form	Phy	0			Form	
revious Injury History	Previnj	0			0	* Previous Injury History
'hysical Form	Physical	1			0	* Menlo Form
nsurance Form	Insure	2			0	
re-Participation	PPE	3			0	* North 50 State AthleteParent PPE Histor Form,* South Athlete Parent PPE History F
Health Habits	HHS	4			0	+=
NC NAIA form	PNCNAIA	5			0	Football Helmet Warning - Example
)ther Health	OHF	, 8			0	* SouthSample Question 2, * East Sample Question 3
Formula Form	FormulaFrm	9			0	
omula Form 2	FormulaFrm2	10			0	
Formula Form 3	FormulaFrm3	11			0	
ecord: 0 Of 21	Ible quotes in your "Descr	iption" or "	Abbrev" a	reas. This ma	ay lead to issues in	reports and making choices.
		F	Remove	Сору	Save P	Print To Excel Close
				Q Choose	• the form(s)	
				Choose	the form(s)	
				Choose	e the form(s)	Search
Click on the (. list of the fo active in your	)button, this w rms currently a database. S	<i>r</i> ill load availat elect f	d a ble/ the	Choose East PIAA North 50 St Concussion Concussion Fill In Quest First Agency Health Habi ImPact Con Internationa	the form(s) (1) Personal and Emergency Info ate AthleteParent PPE History Fo Self-Eval symptoms ion Sample ( Authorization ts Questionnaire sent Kroce Documentation Committee	mation om
Click on the (. list of the fo active in your form(s) that ap	)button, this w rms currently a <sup>.</sup> database. S ply from this list	/ill load availab elect 1	d a ble/ the	Choose East PIAA North 50 St Concussion Fill In Quest First Agency Health Habi ImPact Con Internationa Lower Extre Menio Form NCAA Conc. PauDal Paur	(1) Personal and Emergency Info ate AthleteParent PPE History Fi Self-Eval symptoms on Sample Authorization ts Questionnaire sent I Knee Documentation Committee mity Functional Scale ussion Fact Sheet for Student At ment	search search bletes 2017

Texas Concussion Acknowledgement Form Texas CONSENT FOR ImPACT

Texas SUDDEN CARDIAC ARREST AWARENESS FORM All Selections

ок

Cancel

Be sure to click save when you are finished. You will then be asked if you want to run the Paperwork Verify utility. You should say yes to this question once the list is complete. \* *This process may take a long time depending on your athlete count and connection speed. BE SURE TO LET IT FINISH. Even if ATS says "NOT RESPONDING", <u>DO NOT interrupt this process.</u> It is advisable to do this when you do not need the system, during practice or at the end of the day.* 

Paperwork       Sot       Active       Last Used       eFile Type       Form X-Walk         Description       Abbrev       Sot       Active       Last Used       eFile Type       Form X-Walk         Health Habits       HHS       4       0       *       Fortball Heimet Warning       Example       Image: Source Sourc	Deserved						(p		
Description       ▲ Abbrev       Sott       Active       Last Used       eFile Type       Form X-Walk         Health Habits       HHS       4       ✓       0       Fortball       <	Paperwork					~			
Health Habits       HHS       4       Ø       0       Forball Helmet Warning - Example       Image: Consent       Image: Conse: Consent       Image: Consent	Description	Abbrev	Sort 🔺	Active	Last Used	eFile Type	Form X-Walk		-
Health Habits       HHS       4       0       • Football Helmet Warning       • FWW       5       0       • Football Helmet Warning • Example       • • • • • • • • • • • • • • • • • • •									
Football Helmet Warning       FHW       5       0       * Football Helmet Warning - Example          PNC NAIA form       PNCNAIA       7       0       * ImPact Consent          Other Health       OHF       8       Ø       0       * SouthSample Question 2, East Sample Question 3          Formula Form       9       0       0       * SouthSample Question 2, East Sample Question 3          Formula Form 2       Formula Frm       9       0       0          Formula Form 3       Formula Frm2       10       0       0          NCAA Concussion Review       NCAA       Verecommend that you verify the paperwork list changes against the existing entries. Do you want to do this now?       A Concussion Fact Sheet for Student is Store and that you verify the paperwork list changes against the existing entries. Do you want to do this now?        M Concussion Fact Sheet for Student is 2017, NCAA Concussion Fact Sheet for Student Athlet          Return Soph Form       RSF        Yes       No          Physical Verified       PV        Yes           Return Soph Form       RSF        Yes           Physical Verified       PV <t< td=""><td>Health Habits</td><td>HHS</td><td>4</td><td></td><td></td><td>0</td><td></td><td></td><td></td></t<>	Health Habits	HHS	4			0			
PNC NAIA form       PNCNAIA       7       □       0       * ImPact Consent       ···         Other Health       OHF       8       ✓       0       * South Sample Question 2.       ··         Formula Form       9       □       0       * East Sample Question 3       ··         Formula Form 2       FormulaFrm 2       10       □       0       ··         Formula Form 3       FormulaFrm 2       10       □       0       ··         NCAA Concussion Review       NCAA       Verecommend that you verify the paperwork list changes against the existing entries. Do you want to do this now?       A Concussion Fact Sheet for Student existing entries. Do you want to do this now?       A Concussion Review         Return Soph Form       RSF       Vere No       ··       ··       ··         Physical Verified       PV       If       Ø       ··       ··       ··         NCAA Concussion Fact Sheet for Student Athlet       NCAA CF       99       Ø       ·· <td< td=""><td>Football Helmet Warning</td><td>FHW</td><td>5</td><td></td><td></td><td>0</td><td>* Football Helmet Warning - Example</td><td>•••</td><td></td></td<>	Football Helmet Warning	FHW	5			0	* Football Helmet Warning - Example	•••	
Other Health       OHF       8       Image: Construction of the state stat	PNC NAIA form	PNCNAIA	7			0	* ImPact Consent	•••	
Fomula Fom       9       0       0          Fomula Fom 2       Fomula Fm2       10       0       0          Fomula Fom 3       Fomula Fm2       10       0           NCAA       Fomula Fom 2       11       0            NCAA Concussion Review       NCAA       We recommend that you verify the paperwork list changes against the existing entries. Do you want to do this now?        A(3) Student Parent Understanding of Risk ncussion and Traumatic Brain Injury, A(3) Student For M          Return Soph Fom       RSF             Physical Verified       F0             Physical Verified       PV             NCAA Concussion Fact Sheet for Student Athlet       NCAA CF       99            NCAA Concussion Fact Sheet for Student Athlet       NCAA CF       99            Record:       I       I       I       I       I       I           Record:       I       I       I       I       I       I <td>Other Health</td> <td>OHF</td> <td>8</td> <td></td> <td></td> <td>0</td> <td>* SouthSample Question 2, * East Sample Question 3</td> <td></td> <td></td>	Other Health	OHF	8			0	* SouthSample Question 2, * East Sample Question 3		
Fomula Fom 2       Fomula Fm2       10       0       Image: Constraint of the part	Formula Form	FormulaFrm	9			0		•••	
Formula Form 3 Formula Form 3   NCAA Concussion Review NCAA   NCAA Concussion Review NCAA   We recommend that you verify the paperwork list changes against the existing entries. Do you want to do this now?   Retum Soph Form RSF   Paid for Football FB   Physical Verified PV   Ashley U Sports Participation Agreement PA   NCAA Concussion Fact Sheet for Student Athlet NCAA CF   NCAA Concussion Fact Sheet for Student Athlet NCAA CF   O * Ashley U Sports Participation Agreement   NCAA Concussion Fact Sheet for Student Athlet NCAA CF   O * Ashley U Sports Participation Agreement   NCAA Concussion Fact Sheet for Student Athlet   NCAA Concussion Fact Sheet for Student Athlet	Formula Form 2	FormulaFrm2	10			0			- 6
ATS       ATS         NCAA Concussion Review       NCAA         We recommend that you verify the paperwork list changes against the existing entries. Do you want to do this now?       A Concussion Fact Sheet for Student es 2017, (A) Student Parent Understanding of Risk noussion and Traumatic Brain Injury, (AS CONCUSSION OWLEDGEMENT FORM, and the existing entries. Do you want to do this now?         Retum Soph Form       RSF         Paid for Football       FB         Physical Verified       PV         Ashley U Sports Participation Agreement       PA         NCAA Concussion Fact Sheet for Student Athlet       NCAA CF         NCAA Concussion Fact Sheet for Student Athlet       NCAA CF         Precord:       21 Of 21         Pathew       21 Of 21         Do NOT use single or double quotes in your "Description" or "Abbrey" areas. This may lead to issues in reports and making choices.	Formula Form 3	Formu	11			٥		•••	
Return Soph Form RSF   Paid for Football FB   Physical Verified PV   Ashley U Sports Participation Agreement PA   NCAA Concussion Fact Sheet for Student Athlet NCAA CF   NCAA Concussion Fact Sheet for Student Athlet NCAA CF   99 Image: Concussion Fact Sheet for Student Athlet	NCAA Concussion Review	NCAA We reco existing	es 2017, A (3) Student Parent Understanding of Risk ncussion and Traumatic Brain Injury, (AS CONCUSSION IOWLEDGEMENT FORM						
Paid for Football FB   Physical Verified PV   Ashley U Sports Participation Agreement PA   NCAA Concussion Fact Sheet for Student Athlet NCAA CF   NCAA Concussion Fact Sheet for Student Athlet NCAA CF   Pg 0     *NCAA Concussion Fact Sheet for Student Athlet   Record:   1 1     *NCAA Concussion Fact Sheet for Student Athlet     NCAA CF     *NCAA Concussion Fact Sheet for Student Athlet     NCAA CF     *NCAA Concussion Fact Sheet for Student Athlet     NCAA CF     *NCAA Concussion Fact Sheet for Student Athlet     NCAA CF     *NCAA Concussion Fact Sheet for Student Athlet     NCAA CF     *NCAA Concussion Fact Sheet for Student Athlet     NCAA CF     *NCAA Concussion Fact Sheet for Student Athlet     *NCAA Concussion Fact Sheet for Student Athlet <td>Return Soph Form</td> <td>RSF</td> <td></td> <td></td> <td></td> <td></td> <td>uming Athlete Health History Form</td> <td></td> <td></td>	Return Soph Form	RSF					uming Athlete Health History Form		
Physical Verified       PV       Image: Construction of the state of the	Paid for Football	FB			Yes	i No			
Ashley U Sports Participation Agreement       PA       17       Image: Constraint of the system of	Physical Verified	PV							
NCAA Concussion Fact Sheet for Student Athlet NCAA CF 99 2 0 *NCAA Concussion Fact Sheet for Student Athletes 2017	Ashley U Sports Participation Agreement	PA	17			0	* Ashley U Sports Participation Agreement		
Record: 1 Of 21 FIFE DO NOT use single or double quotes in your "Description" or "Abbrev" areas. This may lead to issues in reports and making choices.	NCAA Concussion Fact Sheet for Student Athlet	NCAA CF	99	$\checkmark$		0	* NCAA Concussion Fact Sheet for Student Athletes 2017		
DO NOT use single or double quotes in your "Description" or "Abbrev" areas. This may lead to issues in reports and making choices.	Norve concussion race sheet for student Athlet								
DO NOT use single or double quotes in your "Description" or "Abbrev" areas. This may lead to issues in reports and making choices.		212							
	Record: 14 21 Of 21	***							
	Record: 1 21 Of 21 DO NOT use single or double quote	>₩ es in your "Descr	iption" or "A	.bbrev" a	reas. This may lea	d to issues in rej	oorts and making choices.		



REMEMBER– Ignore this! This is a windows prompt because your PC and database are VERY busy.

ATS	$\times$	
Paperwork lists/entries verified.	+	You will see this notification when the process is complete.
ОК		

If you forget to run this verify, if you said no to the prompt, if you see symptoms of it not being completed, or run correctly (Each athletes record does not show the correct forms, forms are not auto-checking, or form reports are not correct.) or you did not have time to run this task mid day, etc..... You can run this process manually as shown below.

Go to File->Utilities->Run Paperwork Verification.



Verification– builds the paperwork list in the athlete profile, and check them off when completed.

Check Complete— will check off the paperwork complete flag in the athlete profile.

Check process— will go "Back In Time" looking for submitted paperwork and then check it off.

If you want the paperwork complete box to check off when all the paperwork is finished, please run the Check Complete Process after the verification.

		Athlete - A	dd, Ed		/	F	· • • • • • • • • • • • • • • • • • • •		
		chived 🗌 Cleared to	Play / / 💌	cs. CTP Status:	Needs Impact	~			
me: Ed	Add	Team/Spot/Ev	ent	- Status P	estion/Dia Aa	OF CT	P Date		
one:	Year Freehman	V 😜 Men termis sem	ipro	nfa					
nder. Male 🗸	DOB: 11/ 5/1995	Coed Guest Ter	211	recive					
	· · · · · · · · · · · · · · · · · · ·	Mark for m	Paperwork C	omp Cognitive	Concuss Com	plete 👔	,		
Vy Notes/Staff Forms	Concuss Evals Medication	Medical History Genera	i hara an	& Docs Addto	naihnfo Streng	th .			
njuries Modelities Ref	abs Limitations Service	Referral FM Evals Evalu	ations			+-			
rjuries Modalities Ref	ube Unitations Service	Refemal   FM Evals   Evalu	search Athlete	s					
rjuriet Modeltes Per	ube   Unitations   Service	Referral ITM Evalue Color	Search Athlete	S thletes on >1 tea ultiple times on 1	m will show this screen	Web P	ortal Logins	- C	ogins
hjuries Modalbes Par S	A Year	Referral I PM Evalue Control Sh Team	Search Athlete	S thletes on >1 tea ultiple times on e Gender	m will show this screen Clearez Pa	Web P	ortal Logins CTP Status	Kiosk Lo	ogins
hurren Modelbes Per S Athlete Add, Ed	A Year Freshman	Referral I PM Evails Evaluation	Search Athlete now All Recs A Birthda	S thletes on >1 tea ultiple times on e Gender 995 Male	m will show this screen Cleared Pa	Web P per Comp	ortal Logins CTP Status Needs Impact	Kiosk Lo Email	ogins