ATS gives you the flexibility to add electronic documents directly to your athlete's profile. When you get a return to participation note, MRI report, x-ray report or anything else you want to keep track of.

There are two ways of attaching documents to ATS. One is with an attached scanner, the other is from your computer.

1) Attached Scanner:

If you are using a scanner attached to your computer, there is a little bit of set up to configure ATS to utilize that device. Please review the **Installation and Use of a Scanner** to ensure you have the driver installed

2) Document on your Device:

If you have the document you need to attach in an email, simply save it to your computer and you will be able to upload it directly into ATS without doing the scanner installation.

As a reminder, the standard upload size max limit is 1mb.

Customize your eFile Document List:

Before you upload your eFiles, for ease of attaching and documenting correctly; we do advise you to go the dropdown list and add specific file names for the electronic documents.

Admin Windows Help								
🚜 Site Info								
臡 🛛 Add/Update Teams & Organiz	ations 🔸							
🟥 Users	+							
🝠 Maintenance	•	Dropdow	n/Popuj	p Lists	•	Update Dropdown/H	Popup Lists	
Import Cross-Walk	•	Available	Docs/H	forms		Update Modality/Re	ehab/Strength	Lists
Dashboard Statistics>	•	Note Type	es & Te	emplates	•	Athlete Forms List		
🚰 Data Miner		Quick Co	ontact]	Types & Temp	lates 🔸	Staff Forms List		
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DO NOT use single or double of	uotes in your "Des	cription" or "	Abbrev"	areas. This ma	ly lead to issues	in reports and making ch	oices.	
		-			•	Dia T.C.		
		Re	emove	Сору	Save	Print To Excel	Close	

you get to the enance screen select the ocType dropdown. Once add the list of items you be attaching, or having thletes attaching to their If there are staff s. files, leave С them cked from the athlete it is a form type they eed to attach, check off e see.

There are many different ways for you to access your athletes in the ATS Desktop. Use your preferred way of accessing their profile.

Atl	letes Injuries Modalities Reh Add an Athlete Add an Athlete (Quick) Search Athletes Modify Athlete Info Seasonal Athlete Update	iabs	By Team	Strength		Athlete Search List	Athlete rch Name	Athlete Search Team	Quick Mr Function		
=	List/Query Tool Multiple Athlete to Team Utility "Quick" Functions Quick Multi-Function	•	By Organi By Athlete By First Na	ID	Archived)		Quick Menu	Quick Multi Function	Add Appt	My Appt	Add Concussion
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	fter you have the a			•			Q	uick Athlete 1 uick Athlete 1 uick Athlete 1	Insurance	шу	

After you have the athlete selected you need to upload a document for, you will need to select the eFile/Docs/Dates tab. This is where any document you need to attach will be done.

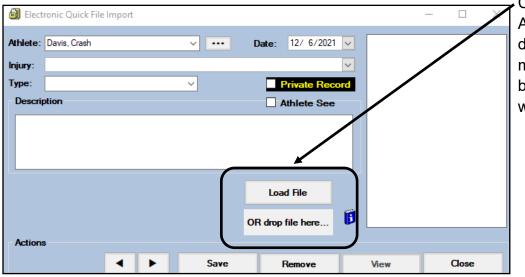
		Archived	Cleared to Play	/ / 🗸 CL	CTP Status:	Cleared	
ame: Crash	Dav	is N	Team/Sport/Event			Position/Dis	As Of
(First)	(MI)	(Last) (Suffix)	ream/ opoic/ Evene		50003 -	r oakion/ Dia	7801
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Email: ioe@keffer	levelopment.com	Age 23					
	evelopment.com	//ge 23	Mark for review	Pwk Comp	og Concuss Co	omplete	Card View
njury Notes/Staff/I	Asg General Concu	ss Evals Medical History In	surance Emerge <mark>cy</mark> eFiles/	Docs/Dates Addition	al Info Medicatio	n Strength	
eFiles Paperwork							
Paperwork	Athlete Forms Athle	ete Portal Dates & Login History					
Date	- Doc Type	Description				^	Document
- Yr: 2021							New
- M: October							Remove
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10/19/	2021 0	: ATS text to athlete					
10/19/	2021 0	: From Joe Tech to ath	ete				Details
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10/18/	2021 0	: from Joe Tech to athle	ste		4 ************************************		To Excel
	ber						
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M: Septem 9/23/2							- CovScr
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9/23/2 M: August 8/17/2 8/12/2 8/10/2 8/2/20	021         0           021         0           021         0           021         0           021         0	: Plan : SOAP Note Email: from Joe Tech to Text Message: Text Me				~	
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9/23/2 M: August 8/17/2 8/12/2 8/10/2 8/2/20 Record: 4 4	021 0 021 0 021 0 021 0 21 0 21 0	: Plan : SOAP Note Email: from Joe Tech to Tevt Messane: Tevt M	essane to athlete		14 PM Portal ical Alert	: 12/2/2021	8 <b>(</b> ) •• ••

🚨 Atl	hlete - Davis, (	Crash												
			Archive	i 🖂 Cleare	d to Play	9/15	5/2020	V CI	СТР	Status	: Cleared		~	Select the "new" button to
Name	: Crash		Davis		-				_			1.01	CTP Date	
		irst)	(MI) (Last)	Team/Spo	ort/Event				Statu	ls ^	Position/Dis	As Of	CTP Date	add a new eFile/doc. You
	Nickname													auu a new ei ne/uuc. Tuu
				Joe Tech I	Men Basel	ball			Activ	e				
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Gend	er: Male	~	DOB: 1/14/1998 V C											-
Email:	ino @koffor	development.co	m Are 22			1.01							>	scanner attached.
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Injury	Notes/Staff	/Msg General	Concuss Evals Medical	History Insura	nce Em	ergency	eFile	s/Docs/Da	tes Add	ditional Inf	fo Medication	Strength		
eFi	les Paperwor	k Athlete Form	ns Athlete Portal Dates & I	.ogin History										
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	- M: July											_	To Excel	
🜔 Qui	ck Multi-Functio	n												B
														Do you have a scanner attached?
	Athlete	<ul> <li>Year</li> </ul>	Team	Player Position	Cleared			Birthdate	Gender	Email	^		- Covid	
	Shannon	Senior	Joe Tech Women Womens					5/16/1999	Female	joe@keff	ferdevelopme		+ Covid	
	oa, Rocky es, Jessica	Senior Senior	Joe Tech Men Football Men Sent by ATS					7/20/1990 9/11/2000	Male Female					1
	nan, Daniel	Senior	Joe Tech Men Football			Н		7/25/2000	Male					
	hum, Claire	Senior	Joe Tech Women Softball					7/14/2020						Yes No
	sley, Don	Freshman	Joe Tech Men Football					6/13/2001	Male					TES INU
	n, Barry	Freshman	Joe Tech Men Baseball	ļ				7/14/2000	Male			· · · ·		
Camp Clark	bell, Julius	Junior Grad 2019	Joe Tech Men Football Joe Tech Men Baseball		N			9/15/2001 5/19/1998	Male Male			(15/20)	20 10:10 AM	
	, biiy s. Crash	Grad 2013	Joe Tech Men Baseball					1/14/1998	Male	ioe@kef	ferdevelopme		Student ID	
	land, Ashley	Junior	Joe Tech Coed Track				П	8/14/1999	Female	,000,100			number	
	, Shane	Senior	Joe Tech Men Football					6/29/1997	Male				74741	
	din, Clifford	Junior	Joe Tech Men Football					11/25/2000						
	, Kierra	Freshman Senior	Joe Tech Women Womens Joe Tech Men Football					4/14/2005	Female Male					
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Pap				Emer Concu	iss ream	Gene	al Ac					<b>S</b>		
- 10	Date	- Doc Type	Description					Athlete S	ee ^	Details	New			
	Yr: 2020 - M: December									View	Remove			
	<ul> <li>M: December</li> <li>12/15/202</li> </ul>	0 Form	Athlete Upload: Physical											
	12/3/2020		Athlete Form: Form Create	d - COVID 19 Athle	te screening					Print List				
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Rec	cord: 14 4	Of 6 🕨	M							<b>S</b>	Complete			
	Davis, Cra	aeh —												
100			O Kiosk Logins 12/16					~ (	🔪 Pap	perwork "	Check" Process			
1 682	i 🗿 🚺	- <b>6</b> #	O Portal Logins Prev	Next Name	<b>e</b> :			6	3	Save	Close			

If you choose yes the box below will appear. Scan your file and click save once the file appears in the box on the right.

Electronic Q	uick File Import					
hlete: Bells,	Jill	~ •••	Date: 10/0	)1/18 🗸		
jury:					~	
pe:		Privat	e Record			
escription						
an Page						
lesolution:	Low $\vee$	Use Auto Fe	eder?			
olor:	Black and White $$	Duplex Scar	(IF Availabl	e)	Scan	
tions						
			ave	Remove	View	Close

If you select No the box shown below will appear and you will select the desired file to upload from your computer.



Click Load File to select. Alternatively, you can drag the file from the file menu and drop it in the box to load. Both ways will attach the file.

	Electronic Quick File Import	- 🗆 X
Once you have selected the file it sho	Please select a file to Upload	×
Once you have selected the file it sho	← → · · ↑  G « ProgramData > Keffer Development Services > ATS	י ט Search ATS ג
appear in the box to the right.	Organize 🛩 New folder	III • 🔟 🚱
appear in the box to the right.	ConeDrive Name Date r	modified Type Size
<b>`</b>		3/17 9:28 AM File folder
		1/18 8:41 AM Configuration sett 1 KB 1/18 9:37 AM PDF File 97 KB
	Desktop	5/18 4:36 PM Configuration sett 1 KB
	Documents Player_InsuranceInfo_2017419_144426959 04/19,	
	<ul> <li>Downloads</li> <li>SQLServer.ini</li> <li>Music</li> <li>Team_Roster_201788_92826289_63637747</li> <li>08/08.</li> </ul>	1/18 9:37 AM Configuration sett 1 KB 3/17 9:28 AM Chrome HTML Do 19 KB
	E Pictures	
	Videos	
	San Local Disk (C:)	
	My Book 500 (E:)     Drive (\\172.2C	
🗐 Electronic Quick File Import	Porthos-D (\\BA	
- '	· · ·	
	File name:	✓ All files (*.*) ✓
Athlete: Davis, Crash $\checkmark$ ••• Date:	12/ 6/2021	Open Cancel
Injury: 06/16/2021 - Chest Contusion - Left - Chest/Ribs	$\sim$	
Type: MRI Report V	rivate Record	
Description At	hlete See	
MRI Report From Chest Injury		
Load	File	
	<b>F</b>	
OR drop f	ile here	
Actions		
✓ ► Save R	emove View Close	
J J Jave R	emove View Close	

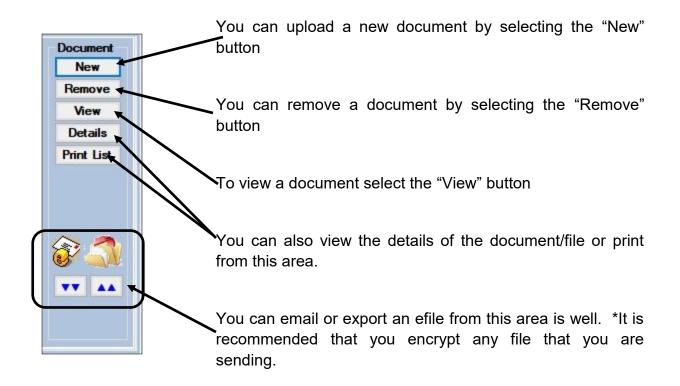
**Injury:** Assign the document to an injury, if it relates to that, from the injury dropdown list. Any active injury the athlete has will show up there.

**<u>Type</u>**: Pick the type of document it is from the list you created on <u>PG 1</u> of this help doc.

**Description:** Include a description of the document to aid with finding it in the list later, if needed.

Date -	Doc Type	Description	Athlete See	Documen
Yr: 2020	boc type	Description	At liete See	New
- M: December				Remove
12/15/2020	Form	Athlete Upload: Physical		View
12/3/2020	0	Athlete Form: Form Created - COVID 19 Athlete screening		Details
- M: August				
8/24/2020	0	General Claim Submission Sent		Print Lis
- M: July 7/24/2020	Form	L USH		To Exce
7/24/2020	Form	hold it like an egg He scrambled it		
7/24/2020	Form	breathing through your elelids		- Covid
				+ Covid
		$\backslash$		
		\		

Any file that is uploaded can be found in the eFile/Docs/Dates tab, under the eFile sub menu.



#### Staff Portal eFile uploading:

You are able to upload electronic documents to your athlete, using the core portal. Again, there are several different ways to accomplish the task. Utilize the pathway that suits your needs to access the athlete profile.

Athletes	; I	Add	New A	thlete						
Injuries	I	Quic	k Athl	ete Add						
Notes	I	Sear	ch Fo	r Athlete	Name Search					
Modaliti	es I	Athl	etes M	ulti-Functior		-				
Ath	ete - Dav	is, Crash								
Athlete	Teams	Addr.	Other	Communications	Addit. Info	Acad. Eligibility	Med Hist.*	Injury*	Modality*	/leds*
Rehab*	Limit*	Service*	Notes	/Staff/Msg* Conc	uss* Ref*	Insure* Emer	eFiles*	FM Evals	Strength*	Comments*
Electronic	Documents	* Pape	erwork*	Athlete Forms*	Athlete Portal Da	tes & Login History				
		Add	View	Edit Delete	Email	- Covid Refr	Scrol	Down	Scroll Up	

After getting to the athlete profile select the eFile tab, and then electronic documents. This will allow you to view the files that are currently there, as well as add new.

To add a new file, click the Add button.

Return to Athle	Electronic Docum	ent				After hitting add, you will
Athlete:	Davis, Crash	✓ Date:	12/6/2021			see the screen to add
Injury:		~				the file.
Description:						
Document	t description *					
	Private Record					
File:	Choose File No file chosen					
	Save	New	/iew			
Like in t	he Desktop, you link the file to a	n iniury, usir	na the <b>Iniur</b>	dropdown.	Add a Des	<b>cription</b> of the file to aid with

Like in the Desktop, you link the file to an injury, using the **Injury** dropdown. Add a **Description** of the file to aid with finding it later.

____ The Green Message tells

When you have those details entered, use the	Choose File No file chosen	button to get to the list.
----------------------------------------------	----------------------------	----------------------------

O Yo	our Electronic Document has been saved.			×	you, the file has bee added and saved
Return to Athlete	Electronic Documer	nt			successfully.
Athlete:	Davis, Crash	Date:	12/6/2021		
Injury:	10/29/2021 - Anterior Cruciate Ligament (ACL) TearPartia 🗸				
Description:					The Red Message, tells
test upload					you that only use the
	Private Record				choose file button, if you
Do not ent	ter a file path or browse to a file below unless you are rep	lacing the existi	ng document.		want to update or change the file you just attached.
File:	Choose File No file chosen	Nou	Micrus		

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#### Adding eFiles from the Staff Smartphone:

ATS does allow you the ability to add an eFile from your Staff Smartphone link. You can set the eFile icon as one of your top 12, or you are able to go through the Menu—> General—> eFiles to upload.

Alje.	Electron	nic Documents	
Cogout		AUS.	
Athlete -	Show All Ath	etes (ignore Teams)	
Limitation ~		(0)	
Notes -	Thiete Davis, Crash	~	
Add Rehab			
Modality -	Or start typing par	t of the athlete's name	
🙀 injury -	Start typing part	of name	
Societies	Select		
Scheduling -			
Referrals -	Electronic Docum	ents:	
Med Services -	The edd dee		4
Add Strength       Understand       Hydration Alert Log -		ument button is at the bottom of	the erlie
If you also in fact, Log 2       If COVID-19 Screening -	screen.		
Emergency Protocol			
	Add a new	document	
1 Inventory			
💭 eFiles			
			-
		Electronic Documents	
		Return to Document List	
		Athlete - Davis, Crash	
		Date:	
		12/0/2021	
		Injury:	
		~	
		Description:	
When you click, choose	file, it will then	Private Record	
allow you to select the file	you need to up-		
load. Either from the files o	on your phone, or	File: Choose File No file chosen	
by taking a picture of it.		Choose File Ino file chosen	
		Save	
		Call 1-888-328-2577	
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