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                                      |                       |                |                         |                |                   |                          |               |         |
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| 🚜 Site Info   |                       |                |                         |                |                   |                          |               |         |
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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<br>Add an Athlete<br>Add an Athlete (Quick)<br>Search Athletes<br>Modify Athlete Info<br>Seasonal Athlete Update | iabs | By Team                                | Strength |           | Athlete<br>Search List | Athlete<br>rch Name | Athlete<br>Search Team  | Quick Mr<br>Function                            |                         |                   |
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| <b>=</b> | List/Query Tool<br>Multiple Athlete to Team Utility<br>"Quick" Functions<br>Quick Multi-Function   | •    | By Organi<br>By Athlete<br>By First Na | ID       | Archived) |                        | Quick<br>Menu       | Quick Multi<br>Function   | Add Appt  | My Appt                 | Add<br>Concussion |
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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.

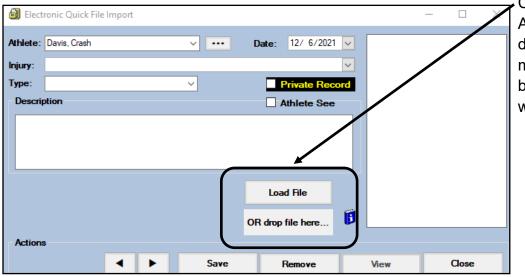
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| ame: Crash  | Dav   | is N  | Team/Sport/Event                       |                     |   | Position/Dis  | As Of                 |
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| Nickname  | Pror  | nouns   |  |                     |   |               |                       |
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| Email: ioe@keffer   | levelopment.com   | Age 23  |  |                     |   |               |                       |
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| 🚨 Atl           | hlete - Davis, (                                   | Crash                    |  |                                  |              |          |          |                        |                |              |                      |             |             |                                 |
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|                 |  |                          |  | Joe Tech I                       | Men Basel    | ball     |          |                        | Activ          | e            |                      |             |             |                                 |
| Phone           | e:   | Year:                    | Grad 2021 🗸                                    | 2                                |              |          |          |                        |                |              |                      |             |             | will be asked if you have a     |
| Gend            | er: Male   | ~                        | DOB: 1/14/1998 V C                             |                                  |              |          |          |                        |                |              |                      |             |             | -                               |
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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    |             |                                 |
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| eFi             | les Paperwor                                       | k Athlete Form           | ns Athlete Portal Dates & I                    | .ogin History                    |              |          |          |                        |                |              |                      |             |             |                                 |
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|                 | 12/3/  |                          | Athlete For                                    | m: Form Created                  | - COVID      | 19 Athle | ete scre | ening                  |                |              |                      |             | Details     | ATS                             |
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|                 | 8/24/  | /2020 0                  | General Cla                                    | aim Submission S                 | Sent         |          |          |                        |                |              |                      |             |             |                                 |
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|                 | 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<br>es, Jessica                           | Senior<br>Senior         | Joe Tech Men Football<br>Men Sent by ATS       |                                  |              |          |          | 7/20/1990 9/11/2000    | Male<br>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<br>Clark   | bell, Julius                                       | Junior<br>Grad 2019      | Joe Tech Men Football<br>Joe Tech Men Baseball |                                  | N            |          |          | 9/15/2001<br>5/19/1998 | Male<br>Male   |              |                      | (15/20)     | 20 10:10 AM |                                 |
|                 | , biiy<br>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<br>Senior       | Joe Tech Women Womens<br>Joe Tech Men Football |                                  |              |          |          | 4/14/2005              | Female<br>Male |              |                      |             |             |                                 |
| Gruff,<br>Hinen | n, Dottie  | Junior                   | Joe Tech Women Softball                        |                                  |              | H        |          | 9/19/1998<br>5/25/2000 | Female         |              |                      |             |             |                                 |
|                 | rd: 4  | 10 Of 34                 |  | i                                |              |          | H        |                        |                |              | >                    |             |             |                                 |
|                 |  | 10 01 34                 | PIX  |                                  |              |          | _        |                        |                |              | ,                    |             |             |                                 |
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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<br>- 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   |                      |             |             |                                 |
|                 | - M: August  |                          |  |                                  |              |          |          |                        |                | To Excel     | - Covid              |             |             |                                 |
|                 | 8/24/2020  | 0                        | General Claim Submission                       | Sent                             |              |          |          |                        |                | _            | + Covid              |             |             |                                 |
|                 | - M: July  |                          |  |                                  |              |          |          |                        |                |              |                      |             |             |                                 |
|                 | 7/24/2020  | -                        | hold it like an egg                            |                                  |              |          |          |                        | ~              | 8            | Cognitive<br>Concuss |             |             |                                 |
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|                 | Davis, Cra   | aeh —                    |  |                                  |              |          |          |                        |                |              |                      |             |             |                                 |
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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.

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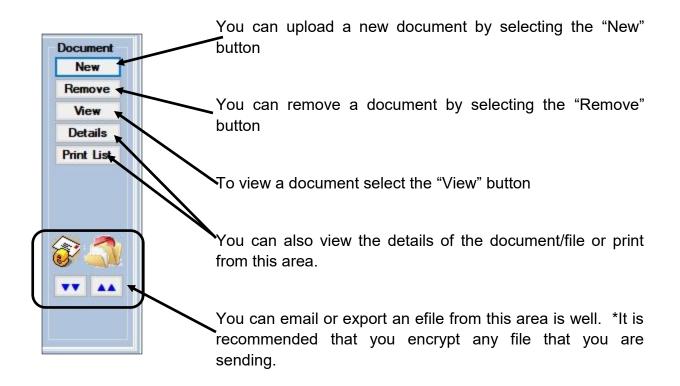
**Injury:** Assign the document to an injury, if it relates to that, from the injury dropdown list. Any active injury the athlete has will show up there.

**<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<br>7/24/2020 | Form     | L USH   |              | To Exce   |
| 7/24/2020              | Form     | hold it like an egg<br>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<br>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:<br>Choose File No file chosen                                 |           |
| by taking a picture of it.                                |                     | Choose File Ino file chosen   |           |
|   |                     |   |           |
|   |                     | Save  |           |
|   |                     |   |           |
|   |                     | Call 1-888-328-2577   |           |
|   |                     | Version 1.0.0, Copyright © 2021<br>Keffer Development Services, LLC |           |