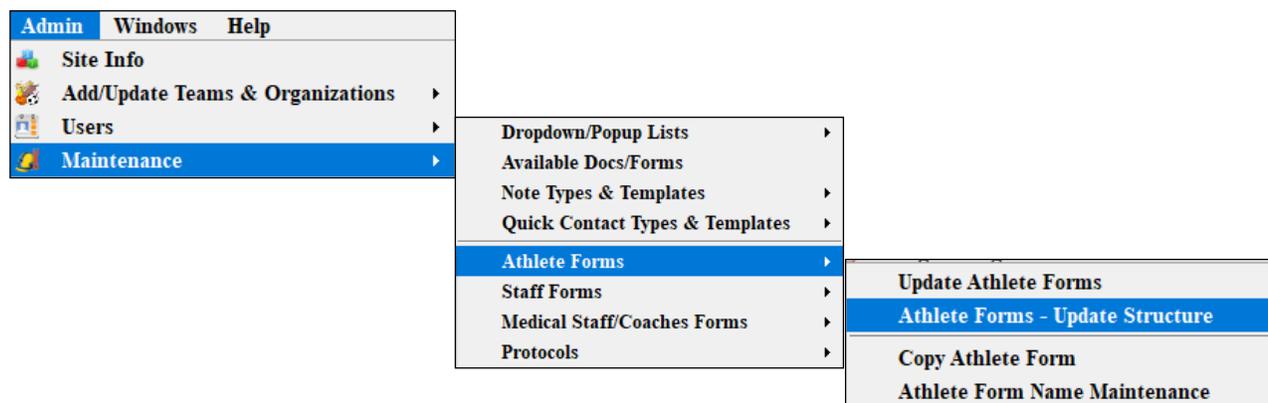


ATS – Update Athlete Form Structure

The update athlete form structure gives you an alternate way to edit one of your Athlete Forms. This area allows you to renumber/resort questions after adding or removing new questions or if you simply want to rearrange questions. This area also allows you to add or delete new question types.

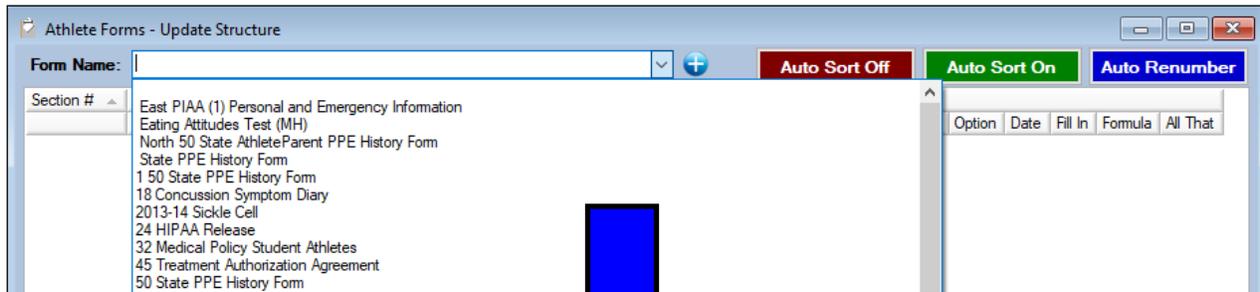


Go to admin—>maintenance—>Athlete Forms—> Athlete Forms—>Update Structure. The update structure box should load as shown below.

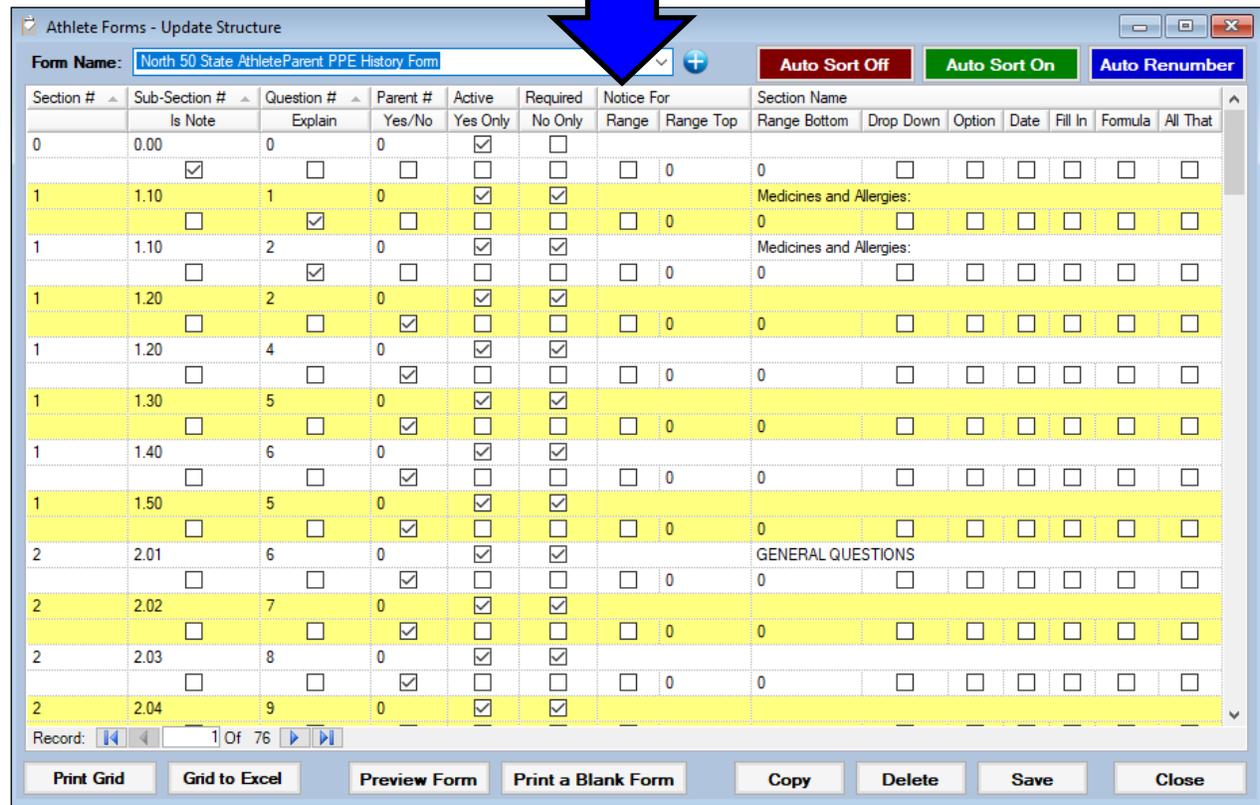
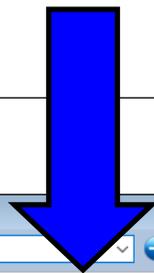
The screenshot shows a window titled 'Athlete Forms - Update Structure'. At the top, there is a 'Form Name:' field with a dropdown arrow and a plus sign. To the right of this field are three buttons: 'Auto Sort Off' (red), 'Auto Sort On' (green), and 'Auto Renumber' (blue). Below these is a table with the following columns: 'Section #', 'Sub-Section #', 'Question #', 'Parent #', 'Active', 'Required', 'Notice For', and 'Section Name'. Under 'Active', there are sub-columns 'Is Note' and 'Explain'. Under 'Required', there are sub-columns 'Yes/No', 'Yes Only', and 'No Only'. Under 'Notice For', there are sub-columns 'Range', 'Range Top', and 'Range Bottom'. Under 'Section Name', there are sub-columns 'Drop Down', 'Option', 'Date', 'Fill In', 'Formula', and 'All That'. The table is currently empty. At the bottom of the window, there is a 'Record:' field with navigation arrows and '0 Of 0'. Below the table are several buttons: 'Print Grid', 'Grid to Excel', 'Preview Form', 'Print a Blank Form', 'Copy', 'Delete', 'Save', and 'Close'.

ATS – Update Athlete Form Structure

Choose the form you wish to edit in the Form Name drop down area. Once you have made your choice the form structure will load.



The screenshot shows the 'Athlete Forms - Update Structure' window. The 'Form Name' dropdown menu is open, displaying a list of form names: East PIAA (1) Personal and Emergency Information, Eating Attitudes Test (MH), North 50 State AthleteParent PPE History Form, State PPE History Form, 1 50 State PPE History Form, 18 Concussion Symptom Diary, 2013-14 Sickie Cell, 24 HIPAA Release, 32 Medical Policy Student Athletes, 45 Treatment Authorization Agreement, and 50 State PPE History Form. The 'North 50 State AthleteParent PPE History Form' is highlighted. To the right of the dropdown are three buttons: 'Auto Sort Off' (red), 'Auto Sort On' (green), and 'Auto Renumber' (blue). Below the dropdown is a list of question types: Option, Date, Fill In, Formula, All That.



The screenshot shows the 'Athlete Forms - Update Structure' window with the 'Form Name' dropdown set to 'North 50 State AthleteParent PPE History Form'. The main area displays a grid of questions with the following columns: Section #, Sub-Section #, Question #, Parent #, Active, Required, Notice For, Section Name, Range Bottom, Drop Down, Option, Date, Fill In, Formula, All That. The grid contains 10 rows of questions, with the first 9 rows highlighted in yellow. The 10th row is labeled 'GENERAL QUESTIONS'. At the bottom of the window, there is a 'Record: 1 Of 76' indicator and a row of buttons: Print Grid, Grid to Excel, Preview Form, Print a Blank Form, Copy, Delete, Save, and Close.

Section #	Sub-Section #	Question #	Parent #	Active	Required	Notice For	Section Name	Range Bottom	Drop Down	Option	Date	Fill In	Formula	All That
0	0.00	0	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>			0	<input type="checkbox"/>					
1	1.10	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Medicines and Allergies:	0	<input type="checkbox"/>					
1	1.10	2	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Medicines and Allergies:	0	<input type="checkbox"/>					
1	1.20	2	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
1	1.20	4	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
1	1.30	5	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
1	1.40	6	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
1	1.50	5	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
2	2.01	6	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		GENERAL QUESTIONS	0	<input type="checkbox"/>					
2	2.02	7	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
2	2.03	8	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
2	2.04	9	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					

Areas that are shown/can be update and changed: Section #, Sub-Section #, Question #, Parent #, Active status, Required answer status, notification status, section name and the question type.

ATS – Update Athlete Form Structure

To renumber the questions on a form, first turn the auto sort off so that things don't jump around while you are editing different areas. If you need to edit the section # or sub-section number that needs to be done manually, to reset the question numbers click the "Auto Renumber" button. Be sure to save your changes.

Section #	Sub-Section #	Question #	Parent #	Active	Required	Notice For	Section Name							
	Is Note	Explain	Yes/No	Yes Only	No Only	Range	Range Top	Range Bottom	Drop Down	Option	Date	Fill In	Formula	All That
0	0.00	0	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>			0	<input type="checkbox"/>					
1	1.10	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
1	1.10	2	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
1	1.20	2	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
1	1.20	4	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
1	1.30	5	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
1	1.40	6	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
1	1.50	5	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
2	2.01	6	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
2	2.02	7	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
2	2.03	8	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
2	2.04	9	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					

*** This does not change the physical order of the questions, just renumbers them.**

Section #	Sub-Section #	Question #	Parent #	Active	Required	Notice For	Section Name							
	Is Note	Explain	Yes/No	Yes Only	No Only	Range	Range Top	Range Bottom	Drop Down	Option	Date	Fill In	Formula	All That
0	0.00	1	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>			0	<input type="checkbox"/>					
1	1.10	2	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
1	1.10	3	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
1	1.20	4	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
1	1.20	5	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
1	1.30	6	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
1	1.40	7	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					

ATS - Update Athlete Form Structure

If you wish to delete a question simple highlight the question you wish to remove and click the “delete” button found at the bottom of the screen.

If you wish to add a new question, click on the question that is before prior to where you want your new question to be and click the copy button. You will now see two of that prior question, move to the copied version and make any changes necessary (such as question type, required answer, section name, etc...). You will need to update/change the Section number and Sub-Section number manually, then use the auto renumber button to renumber all of your questions.

Section #	Sub-Section #	Question #	Parent #	Active	Required	Notice For	Section Name	Range Bottom	Drop Down	Option	Date	Fill In	Formula	All That
	Is Note	Explain	Yes/No	Yes Only	No Only	Range	Range Top							
1	1.10	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
1	1.20	2	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>			0	<input type="checkbox"/>					

Section #	Sub-Section #	Question #	Parent #	Active	Required	Notice For	Section Name	Range Bottom	Drop Down	Option	Date	Fill In	Formula	All That
	Is Note	Explain	Yes/No	Yes Only	No Only	Range	Range Top							
1	1.10	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
1	1.20	2	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
1	1.20	2	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					

Section #	Sub-Section #	Question #	Parent #	Active	Required	Notice For	Section Name	Range Bottom	Drop Down	Option	Date	Fill In	Formula	All That
	Is Note	Explain	Yes/No	Yes Only	No Only	Range	Range Top							
1	1.10	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
1	1.20	2	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					
1	1.30	3	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			0	<input type="checkbox"/>					

***You will still need to go to the update athlete forms area to edit/type in the text of your question.**

ATS – Update Athlete Form Structure

If you want to rearrange questions or move a question from one section to another; click the green “Auto Sort On” button. Then move down to the question you wish to move and change the section and sub-section number. The question will automatically move to the correct spot according to the new section/sub section number. You can then use the “Auto Renumber” button to renumber the entire form correctly.

Section #	Sub-Section #	Question #	Parent #	Active	Required	Notice For	Section Name	Drop Down	Open	Date	Fill In	Formula	All These
	Is Note	Explain	Yes/No	Yes Only	No Only	Range	Range Top	Range Bottom					
0	0.00	0	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	<input type="checkbox"/>				
1	1.10	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	<input type="checkbox"/>				
1	1.20	2	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	<input type="checkbox"/>				
1	1.30	3	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	<input type="checkbox"/>				
1	1.40	4	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	<input type="checkbox"/>				
1	1.50	5	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	<input type="checkbox"/>				
2	2.01	6	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	<input type="checkbox"/>				
2	2.02	7	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	<input type="checkbox"/>				
2	2.03	8	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	<input type="checkbox"/>				
2	2.04	9	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	<input type="checkbox"/>				
2	2.05	10	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	<input type="checkbox"/>				
2	2.06	11	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	0	<input type="checkbox"/>				