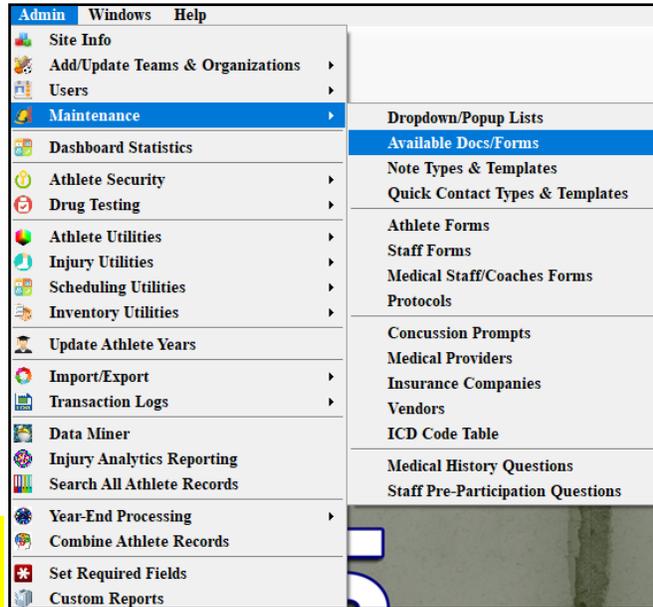


Available docs/forms allows you to upload documents your organization utilizes directly onto ATS. This is separate from the athlete forms section. These files are displayed under the eFiles section on the Patient Portal. The documents here can be printed and re-uploaded if they are within the file size limitations.

To load forms, go to ADMIN—> Maintenance—>Available Docs/Forms



The screen below allows you to customize the setting for the form.

Enter your new form in the top blank lines, the yellow lines in the example.

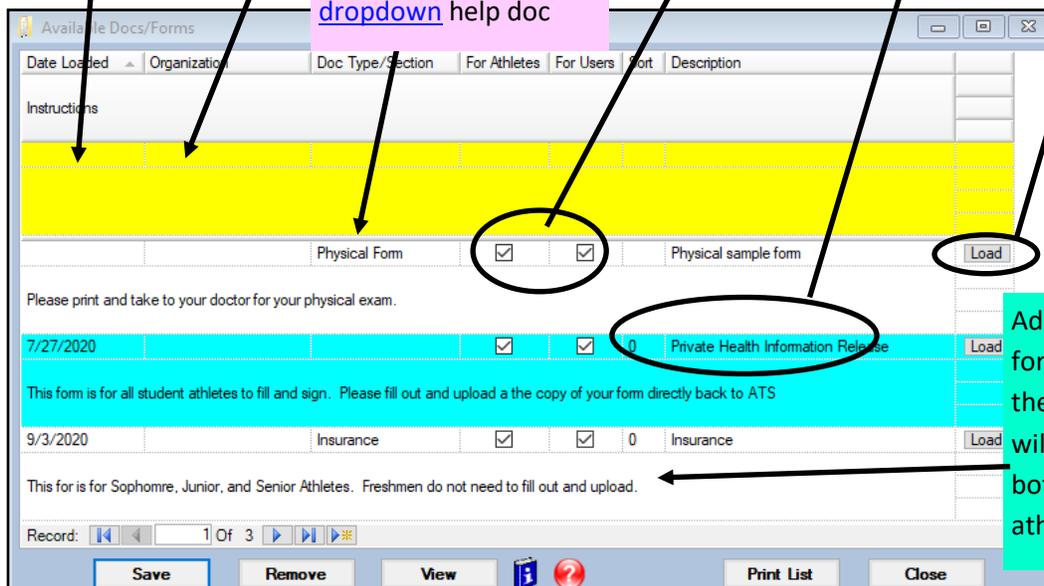
Date loaded will show when the form was added to the database. This is for your records, not visible on the portal.

If you have multiple organizations in your database you can assign to a specific one.

What the doc type is, make sure to customize the drop down menu. View the [Customizing dropdown](#) help doc

Choose the group that needs to view the form. Athletes, or staff or both. This makes it available in the portal for each or the desktop for users.

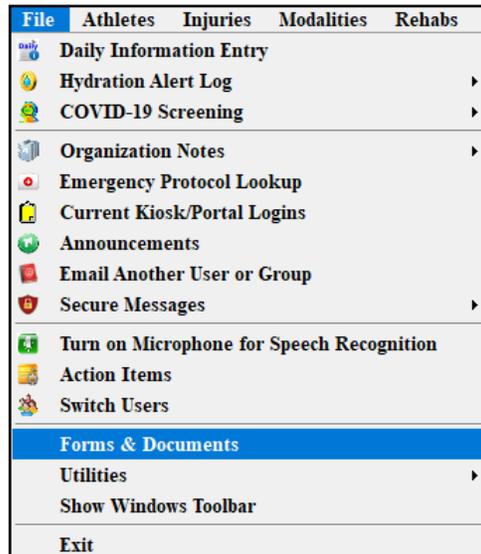
Sort the forms, how you want them to be displayed. Also write a description of the form, this will be displayed for athletes when looking for the form.



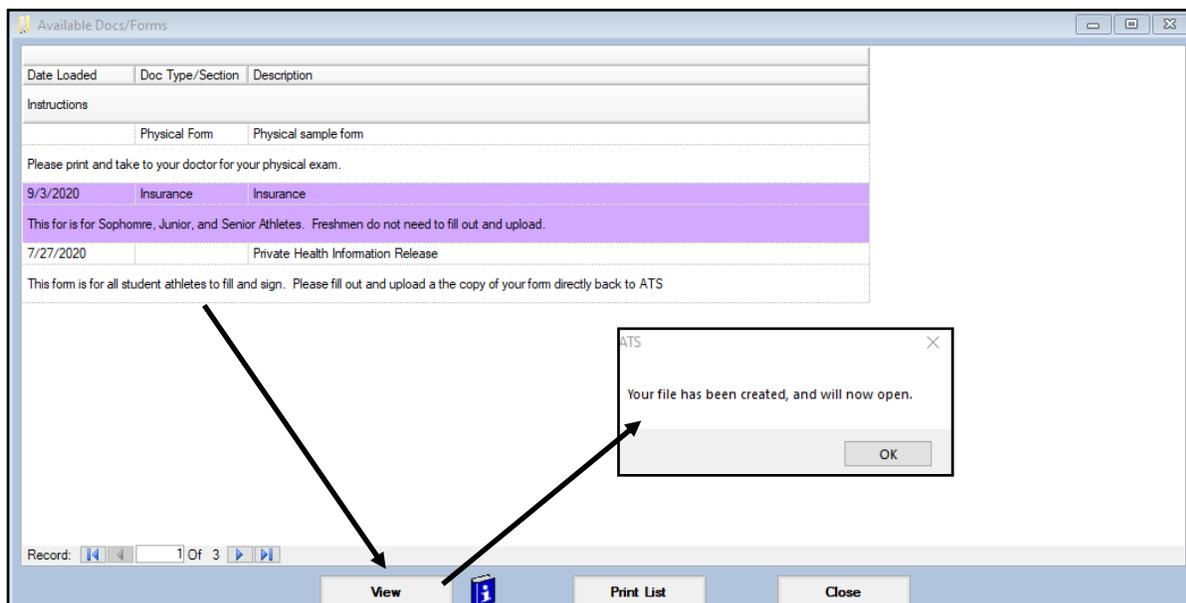
Add your document to the system using the Load button

Add instructions for the usage of the form/doc. This will be visible to both users and athletes.

For users to access the forms that are loaded, go to FILE—> Forms and Documents.



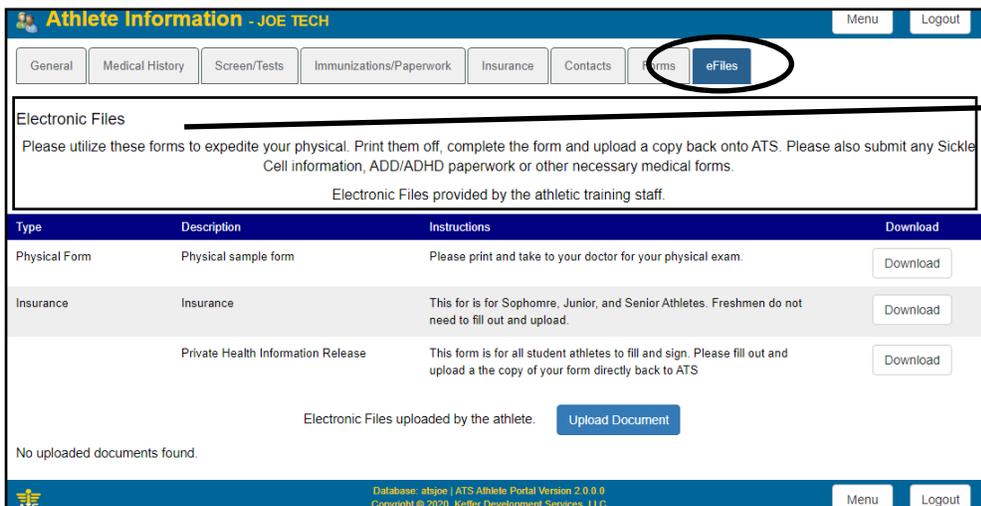
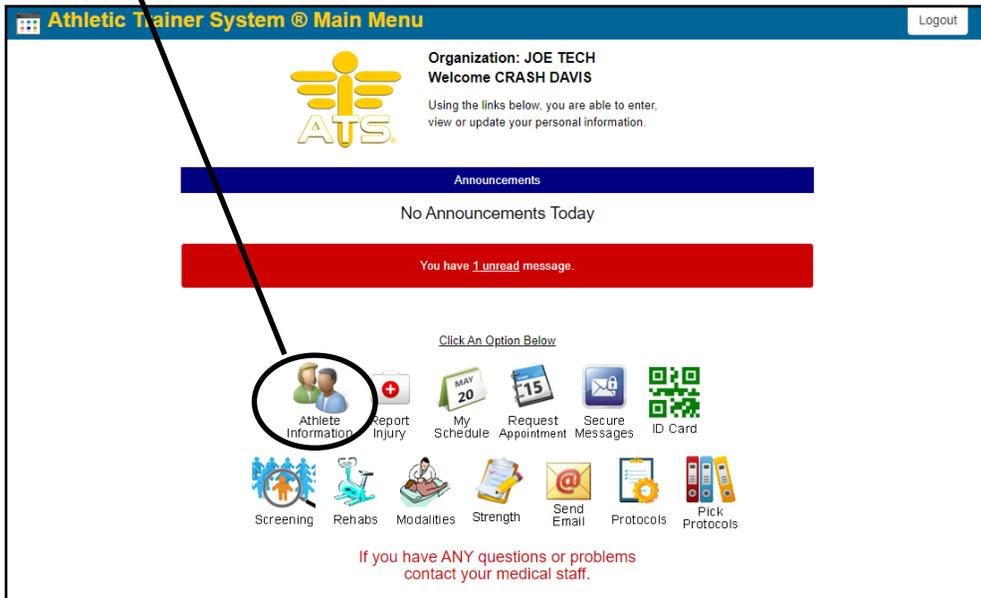
Selecting Forms & Docs allows you to view any form that is marked available to staff. Select the form, and then View at the bottom to load the available form.



Athlete Access

Athletes will need to login to their portal page to access the documents that have been uploaded.

Once their page opens, they will need to select Athlete Information

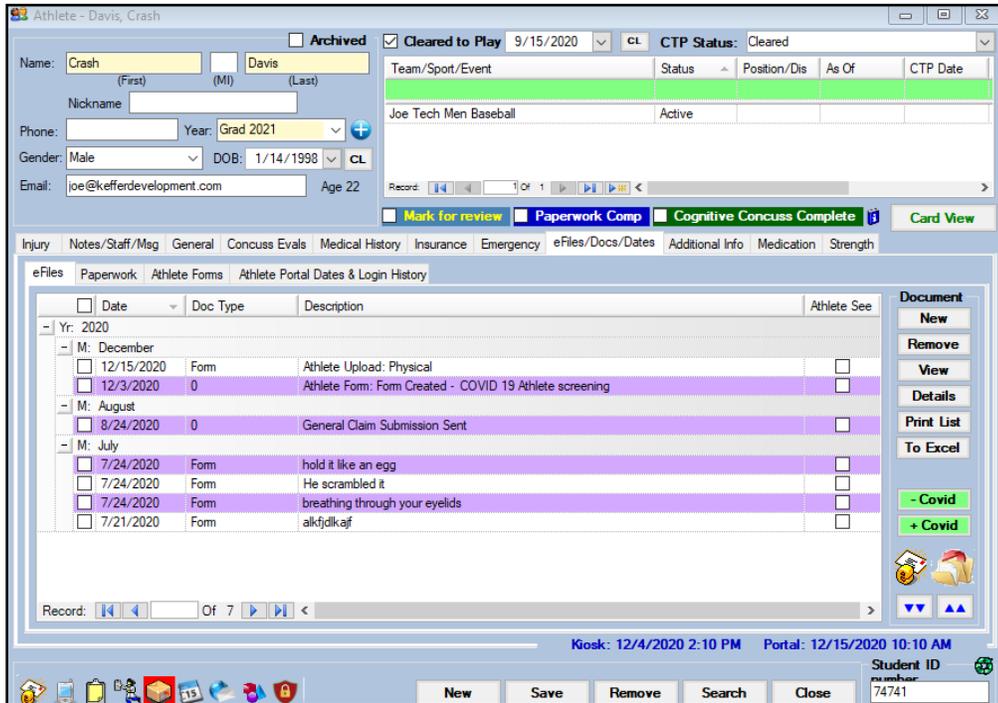


You can also add a message for athletes, that provides general information about the Efiles. Please see the information in [SiteInfoOverview](#) for more details.

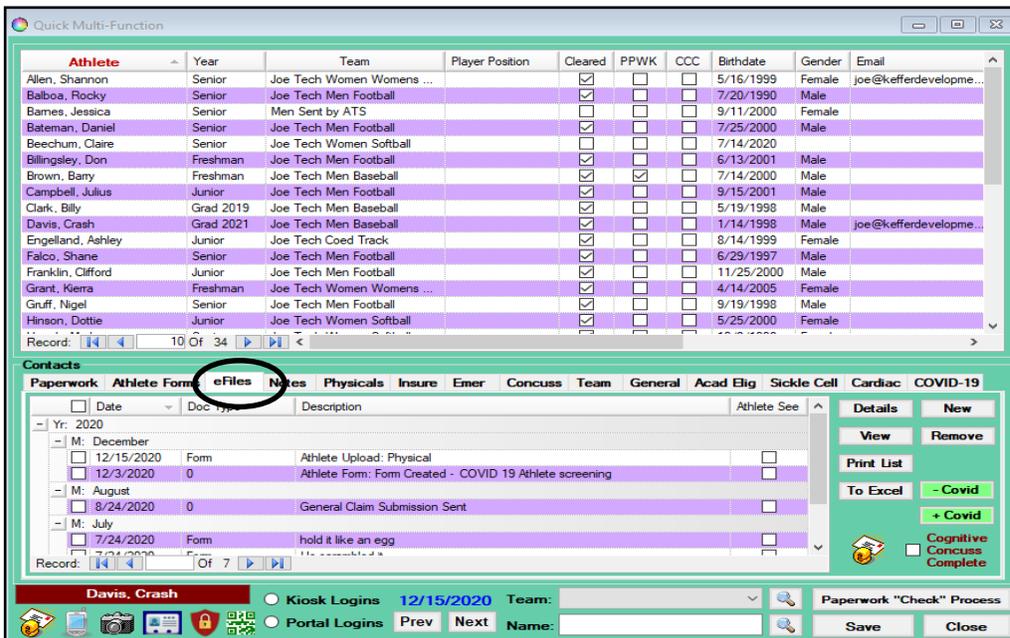
They can download and print and bring the document with them. They can see the instructions you have given for that form.

If the file is under 1 MB, they can upload it back into ATS. This will be stored as an Efile in their profile. This is available for any document they wish to upload, does not have to be related the listed files.

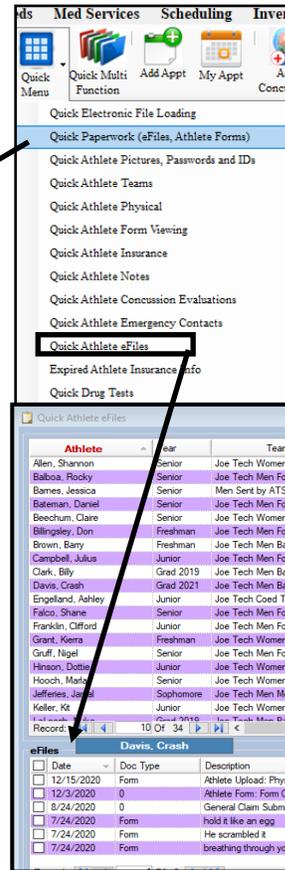
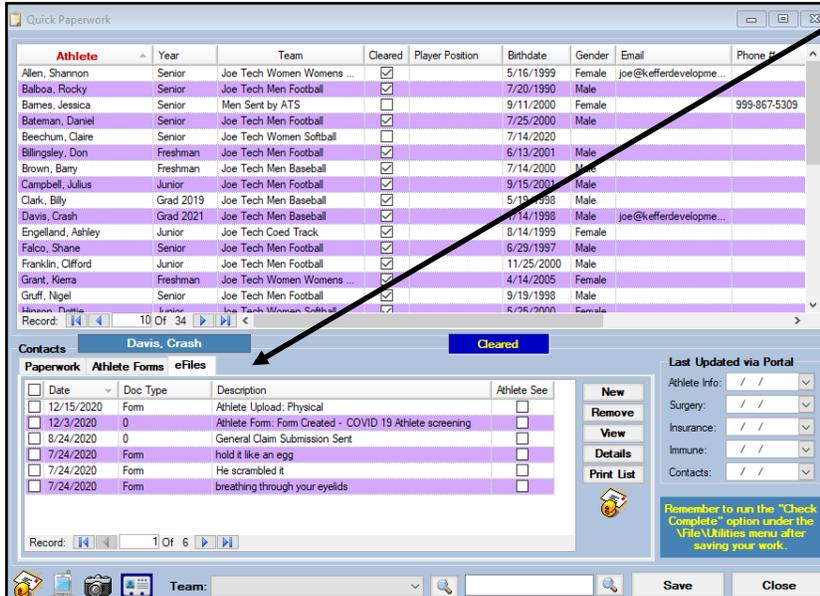
Files that Patients/Athletes upload, will show in their eFiles/Docs/Dates tab in their profile. From here, you are able to manage the information accordingly.



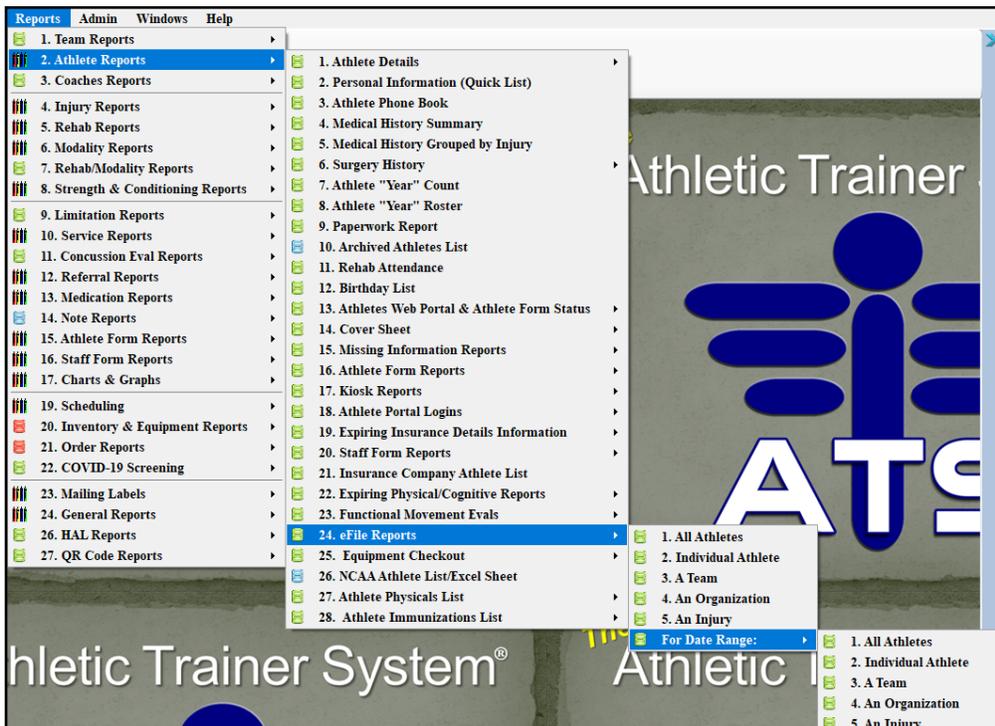
The Quick Multi-Function also provides you the same avenue for information management. Use the QMF, select the athlete, and eFile from the available tabs. You have the same capabilities here as you did in the profile.



The Quick Menu also allows you access to the athlete list as well as their documents. You can search all, or use the Quick Athlete eFiles menu item



If you wish, you can generate a report of the eFiles. Go to Reports—>2.Athlete Reports—> 24. Athlete Reports—> decide which report you would like to run.

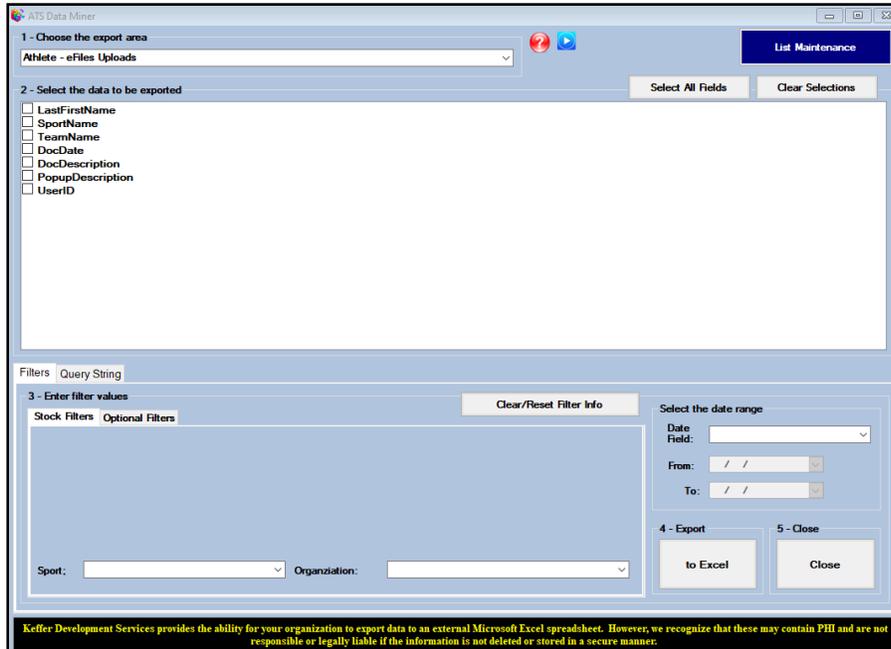


You are also able to generate a Data Miner for athlete eFile uploads. This is an administrative function; if you do not see it, speak with your system admin.

To access the DM from the desktop version, go to ADMIN—> Data Miner

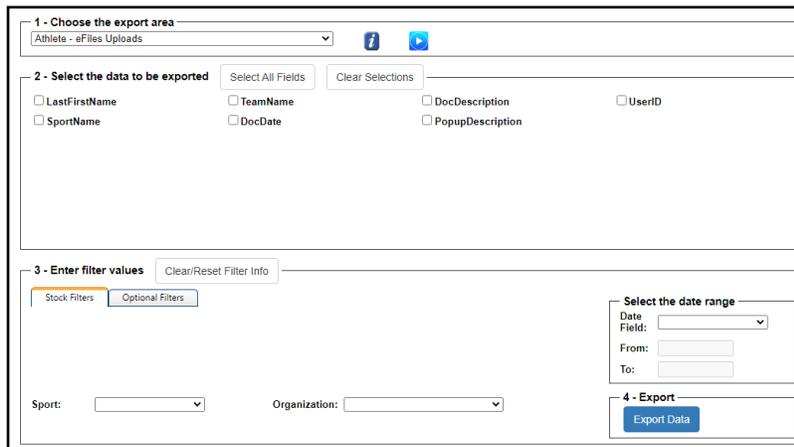
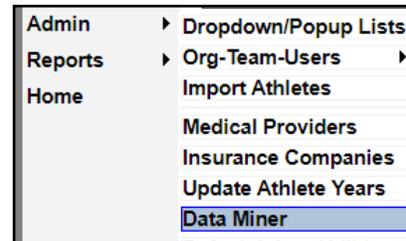
Once there search for Athlete-eFile Uploads in the dropdown window.

Choose the fields you wish to include. For more information on using the DM, please see the [Data Miner](#) help doc.



Staff Portal Data Miner

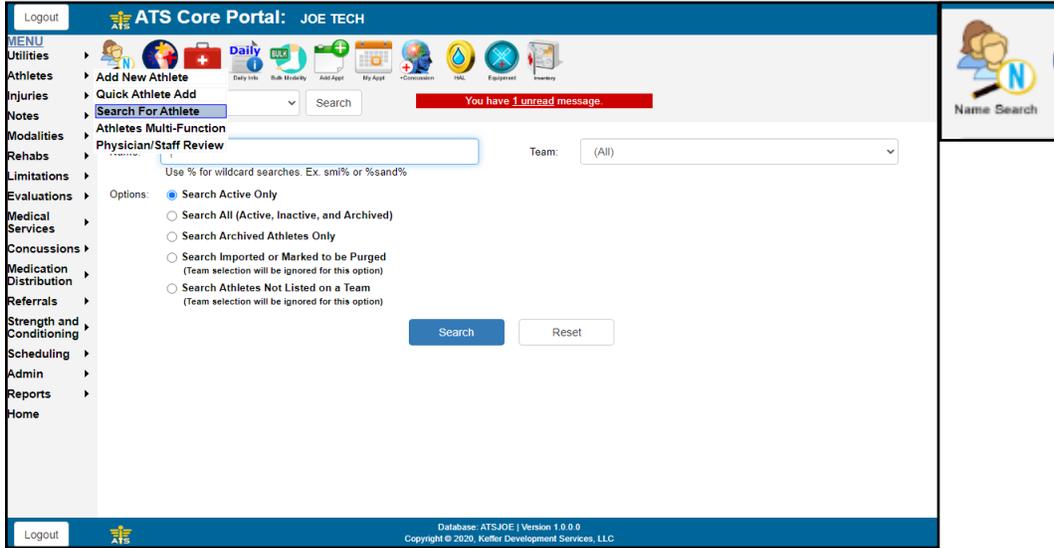
Admin—> Data Miner. Same permissions apply



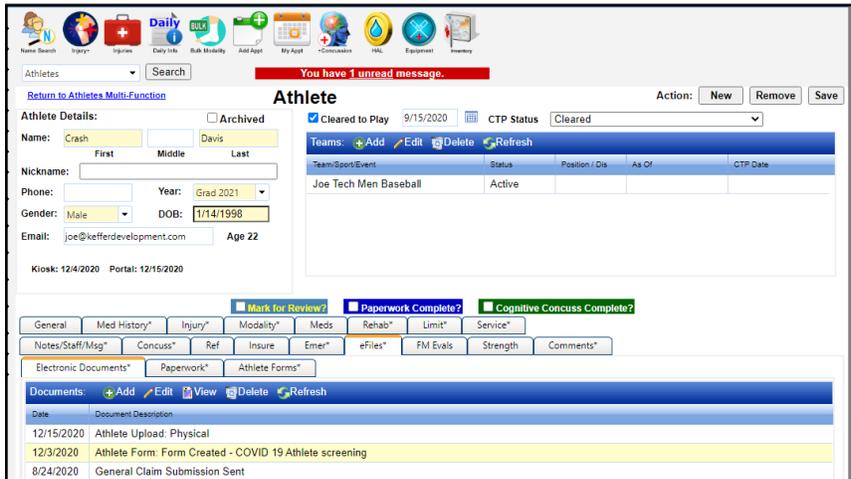
*** Contact ATS if you do not see the Data Miner you wish to utilize.

Viewing athlete eFiles from the Staff Portal.

From the core portal, either select Athlete from the Menu Items, or hit the Name Search icon. Those will both take you to the search page. Enter the information you wish to search by.



Search Single Athlete.



Using athlete multi-function.
Same as the QMF in the Desktop.