

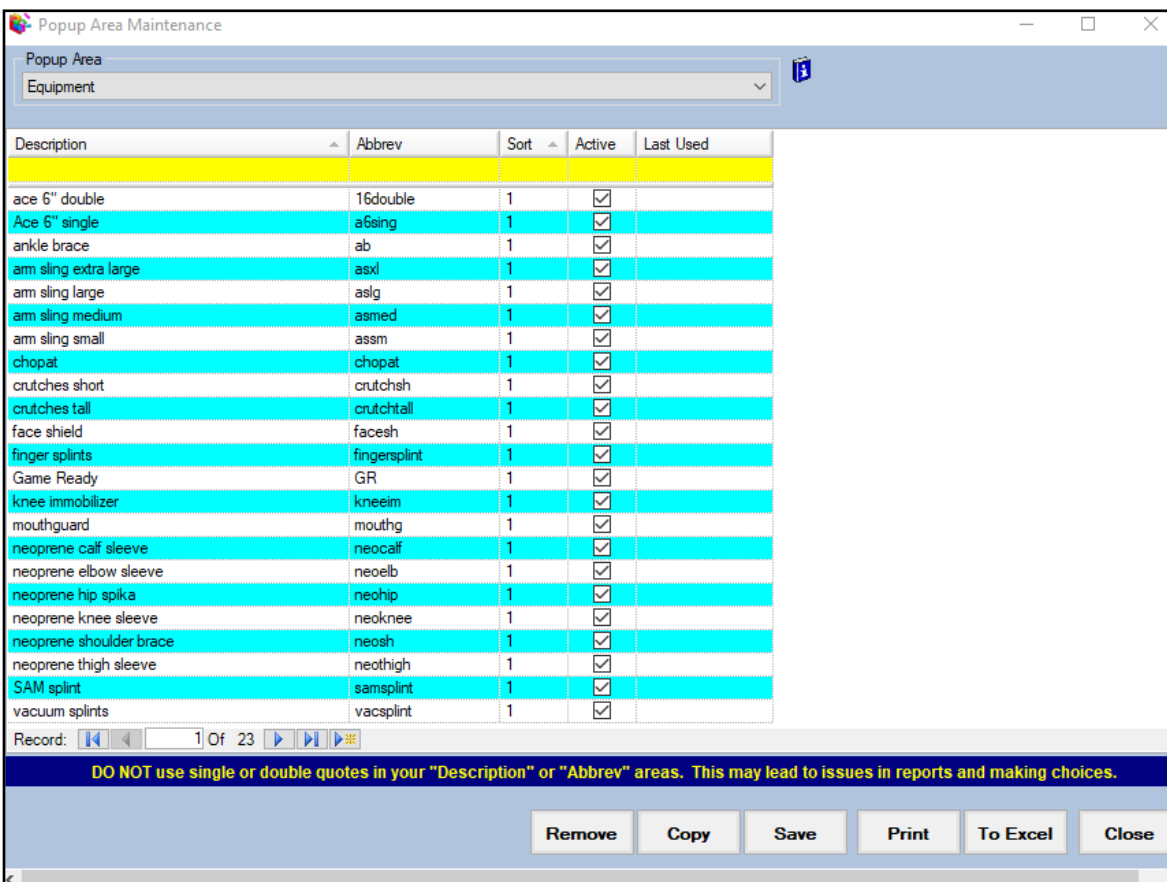
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Keeping track of equipment you issue athletes we all know can be difficult. ATS has the ability for you to manage the checkout of equipment and returns, see what is missing and tie it to your inventory if you would like. The inventory components within ATS are available across many of the modules in ATS.

Before you begin utilizing the equipment portion of ATS, you will want to make sure the equipment list is reflective of your organizations equipment. This is an administrative feature, either the system Administrator will need to update, or you will have to ensure you have partial admin access.

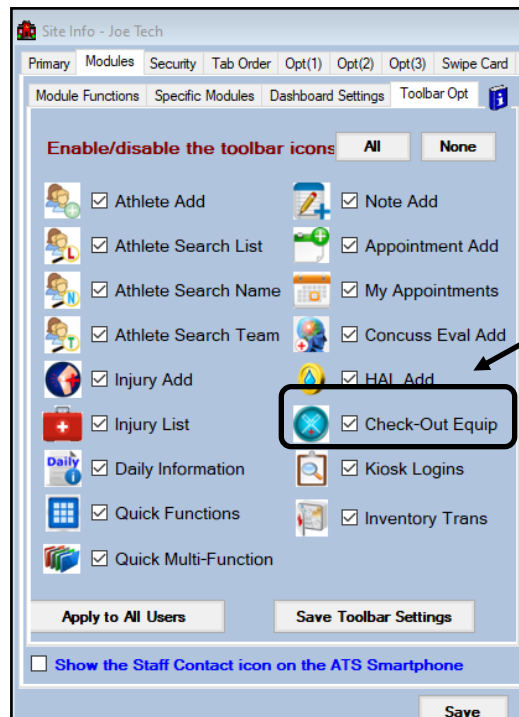
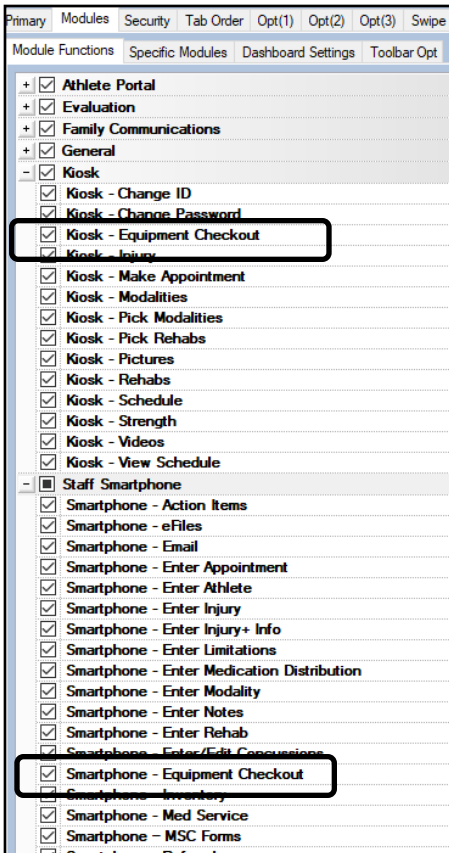
Go to Admin—>Maintenance—> Dropdown/Popup Lists—> Update Dropdown/Popup Lists. Find Equipment in the popup list.



Enter the Description, a unique abbreviation, a sort number and make sure the item is marked as active. Once you are done be sure to save your additions/changes. We suggest to not delete an entry if you do not want to have it active anymore, make it inactive.

Site Info Setup:

After setting up your equipment list in the maintenance are. You will also need to make sure your system is setup to allow you to use equipment/inventory transactions. To do this you will need to go to Admin—>Site Info. Once Site Info opens, you will want to navigate to the Modules tab. You will configure for the Kiosk and Staff Smart Phone. If you want athletes to be able to check out equipment from the kiosk leave it checked, and if you want your staff to be able to checkout equipment from their phone.



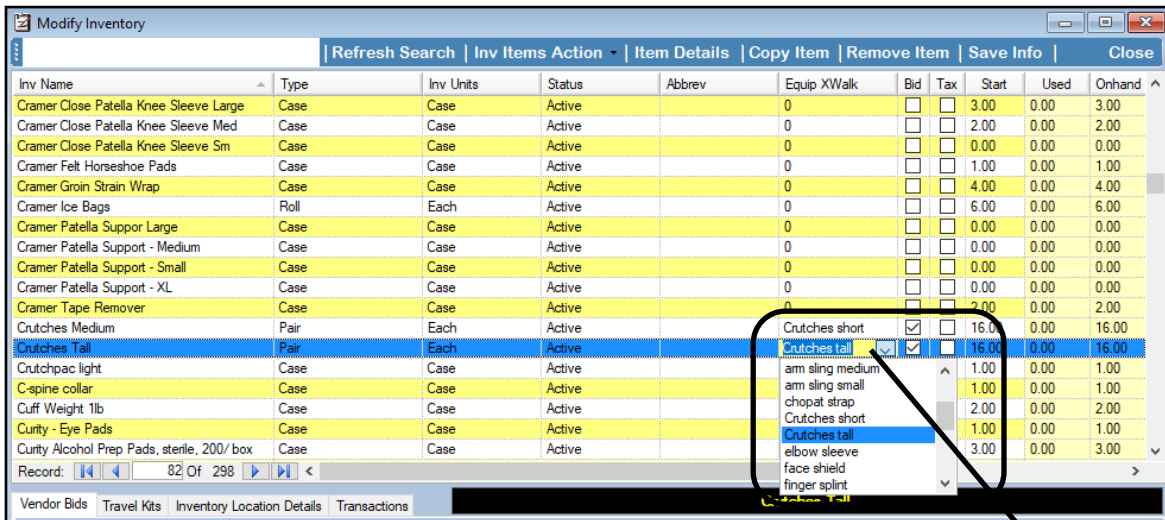
If you want to checkout equipment, but do not want the icon to be on the tool bar. While still in the modules of SiteInfo, you can turn off the equipment icon.

Cross-Walking Equipment to Inventory:

****Not required to use only the equipment checkout****

If you are already utilizing the inventory module in ATS, you can link your equipment list to the corresponding inventory item. By doing this, your equipment check out/returns will be reflected in your inventory list. If you are not using inventory, this is not a mandatory step, but an option to keep track of items in real time. For more information on setting up inventory in ATS, please see the [Inventory Setup](#) help doc.

To X-Walk the equipment to the inventory list go to Inventory—> Modify Inventory Items. Make sure to save after doing your crosswalk



Use the Equip X-Walk dropdown list to link your equipment to the corresponding Inventory Item

After setting up your equipment, you are ready to begin transactions. There are many different ways to access the equipment checkout screen. You can go through the Athlete tab—> Checkout Equipment, use the equipment icon on the tool bar. These open the equipment for everyone.

Athletes | Injuries | Modalities | Rehab

- Add an Athlete
- Add an Athlete (Quick)
- Search Athletes >
- Modify Athlete Info >
- Seasonal Athlete Update
- List/Query Tool
- "Quick" Functions >
- "Bulk" Functions >
- Check Out Equipment**
- Process Emails & Text Messages
- Staff Evaluations >
- Physician/Staff Review >



Choosing the Check Out Equipment option or icon will bring up the screen shown below. This screen allows you to see what equipment is still out, or review the all equipment checkouts.

Equipment Check Out

Only Unreturned All Entries

Athlete	Equipment	Checked Out	Sport	Returned	Bill Date	Deposit	Comment
Ross, Bob	Crutches tall	03/12/19	Ashley U - South Men Mens Track				
Ross, Bob	knee immobilizer	03/12/19	Ashley U - South Men Mens Track				
Barnes, Jessica	ankle brace	03/12/19	Ashley U - East Women Lacrosse				
Bello, John	elbow sleeve	02/14/19	Ashley U - South Men Wrestling	03/01/19			
Baldwin, Alex	Ace 6" double	02/12/19	Ashley U - South Men Mens Basket...				
Adidas, Sally	arm sling medium	01/21/19	Ashley U - South Women Volleyball	02/28/19			
Bonder, James	ankle brace	05/27/15	KDS School Coed Student Body			\$34.50	no

Record: 1 Of 7

Remove Save Print To Excel Close

You are also able to checkout equipment for a specific athlete while in their athlete profile. The tool strip on the bottom has an equipment icon which will take you to the equipment for the athlete. This opens a screen similar to the regular equipment checkout, but just for that athlete. When they have unreturned equipment, the equipment icon on the tool strip, will illuminate with a red background, indicating they have equipment.

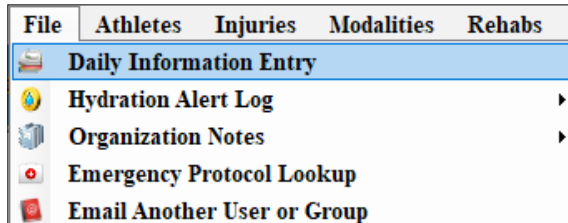
Injuries | Modalities | Rehabs | Limitations | Service | Referral | FM Ev

Injury Date	Status	Body Part	Injury Type	Sid
11/10/2021	Current	N/A	Maintenance	N/A

Record: 1 Of 1



Another area you can check items in/out is on the Daily Information Screen. Which can be found by going to File—>Daily Information Entry or by clicking the Icon shown.



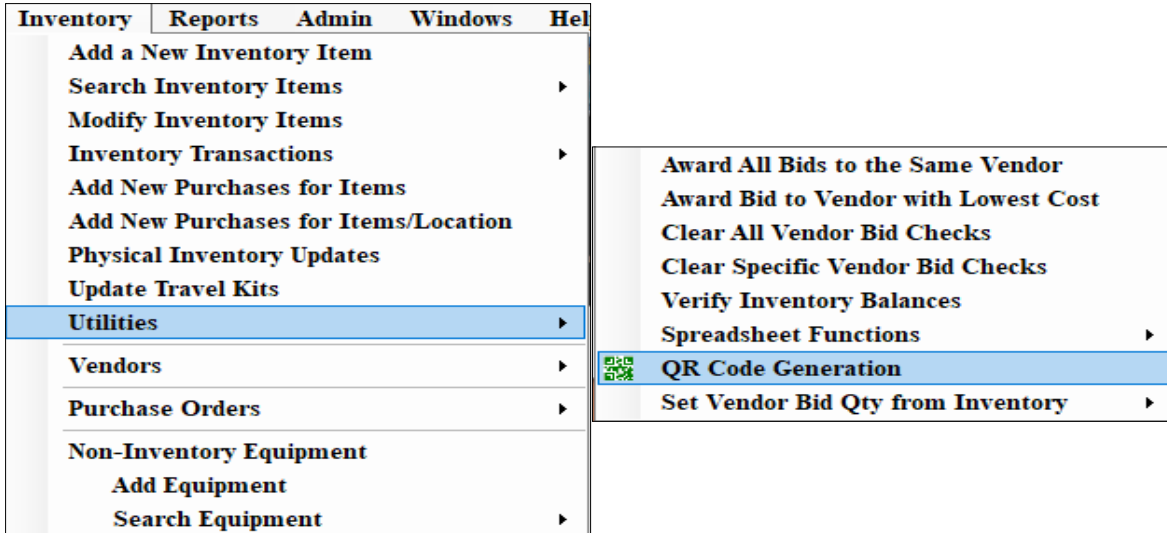
Once in the Daily Information Screen select the Equipment tab after choosing the appropriate athlete.

A screenshot of the 'Daily Information Entry' application window. The window title is 'Daily Information Entry'. It has several sections:

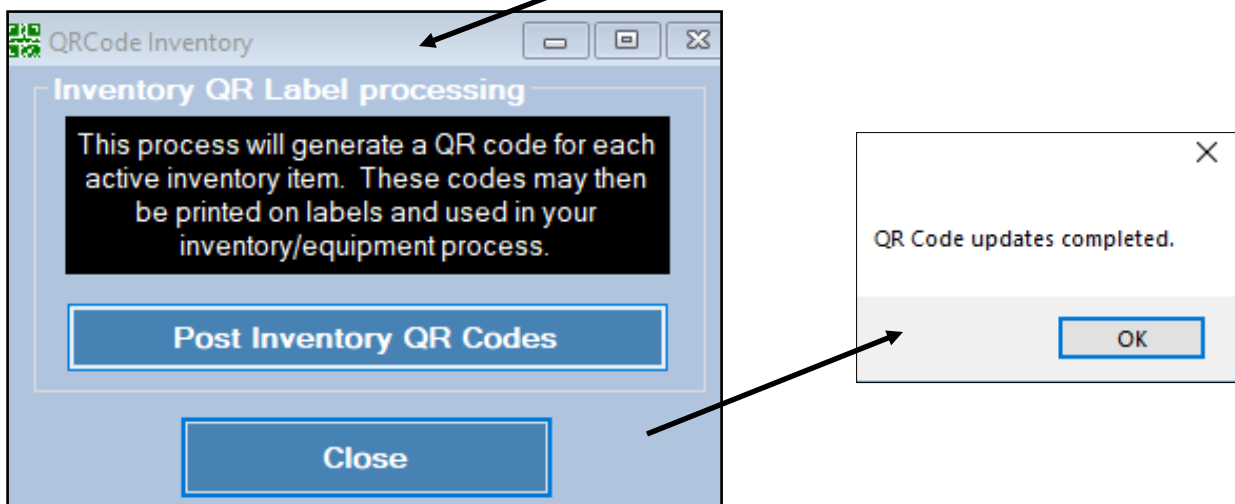
- Entries For:** Includes a date field set to '04/03/19 10:51:42 AM' and buttons for '+Day' and '-Day'.
- Athletic Trainer:** A dropdown menu showing 'Ashley Sham'.
- Injured Athletes to Load:** Includes radio buttons for 'All Injured', 'Kiosk Logins', 'Athlete Portal Logins', 'Team/Season', 'Organization', and 'All'. There are also fields for 'Org:' and 'Season:' and a 'Load Records' button.
- Athletes:** A table with columns for days of the week (N, M, R, L, D, S, T, E, F) and rows for various athletes. 'Adidas, Sally' is selected.
- Equipment Tab:** A red box highlights the 'Equipment' tab in the top navigation bar. Below it, there are fields for 'Equipment:', 'Sport:', 'Checked Out:' (with a 'CE' button), 'Returned:', 'Bill Date:', 'Deposit:', and a 'Comment:' text area.
- Actions:** A bottom bar with buttons for 'Add Injury', 'New', 'Save', and 'Close'.

If you are utilizing the Kiosk and a QR code scanner you can also use the Kiosk to check out equipment. To do this you must give your inventory items a QR Code first. Again, to check out equipment with the QR code, you must have done the setup previously, cross walking the inventory to the equipment. Go to Inventory—> Utilities —> QR Code Generation.

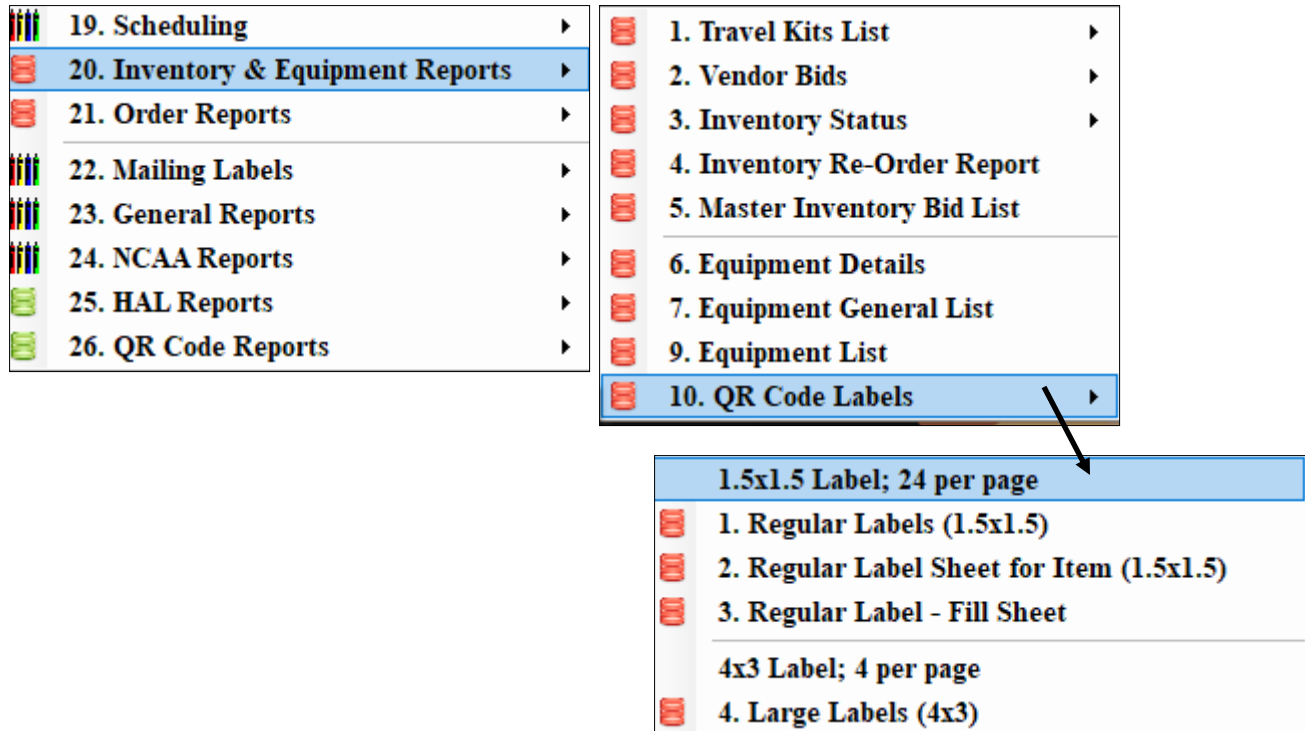
If you are unsure if you have your system configured for QR codes, please see the [QR Code Setup](#) help doc.



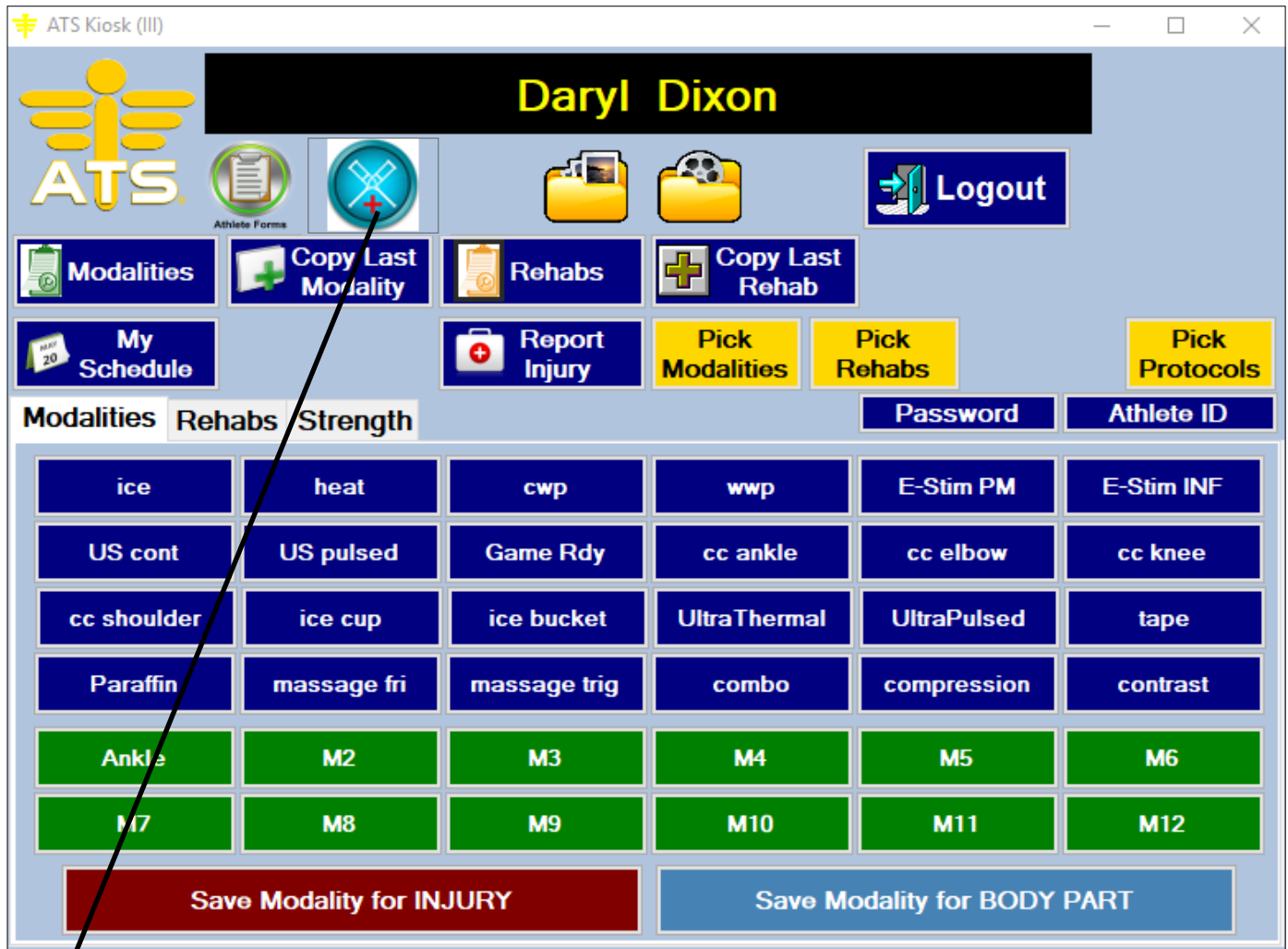
After selecting QR codes, you will see box similar to the one below. Click the Post Inventory QR codes button. This process will take varying amounts of time depending on how many items are in your inventory. You will get a message when the process is complete.



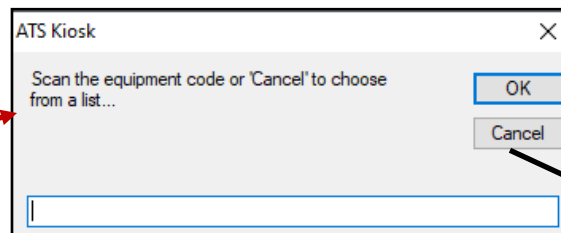
Once you have created the QR Codes for your inventory/equipment items you will need to print them out and stick them on the physical equipment, or somewhere handy to scan when the piece of equipment is leaving the ATR. Go to Reports—> # 20 Inventory & Equipment Reports —> #10 QR Codes—> make desired selection.



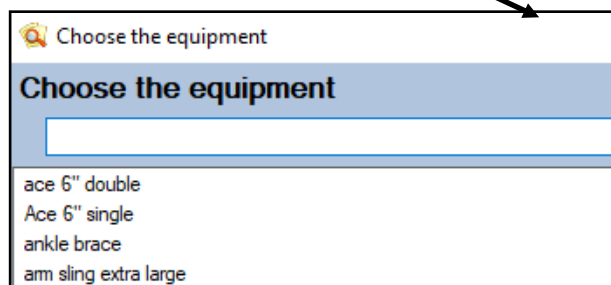
The athletes are also able to check out equipment that may have been given to them during a session in the AT facility. They can utilize the QR code or choose from the list of available equipment. They will use the equipment icon to start the process.



Click this Icon to begin the Equipment check out process on the Kiosk



After selecting the equipment button, your athlete can either choose to scan the QR code if you have them created and enabled. Or they can hit the cancel button and choose from the list of equipment in your database.



There are two main ways to see who has returned equipment and who has not. The first is the same screen discussed on page 1, found under Athletes—>Check Out Equipment.

Athlete	Equipment	Checked Out	Sport	Returned	Bill Date	Deposit	Comment
Ross, Bob	Crutches tall	03/12/19	Ashley U - South Men Mens Track				
Ross, Bob	knee immobilizer	03/12/19	Ashley U - South Men Mens Track				
Barnes, Jessica	ankle brace	03/12/19	Ashley U - East Women Lacrosse				
Baldwin, Alex	Ace 6" double	02/12/19	Ashley U - South Men Mens Basket...				
Bonder, James	ankle brace	05/27/15	KDS School Coed Student Body			\$34.50	no

The second option is to run a report. This can be found under Reports—>2) Athlete Reports—> 25) Equipment Check out. You will then select whether you want to run the report for All Athletes, a specific team or specific organization.

Reports Admin Windows Help

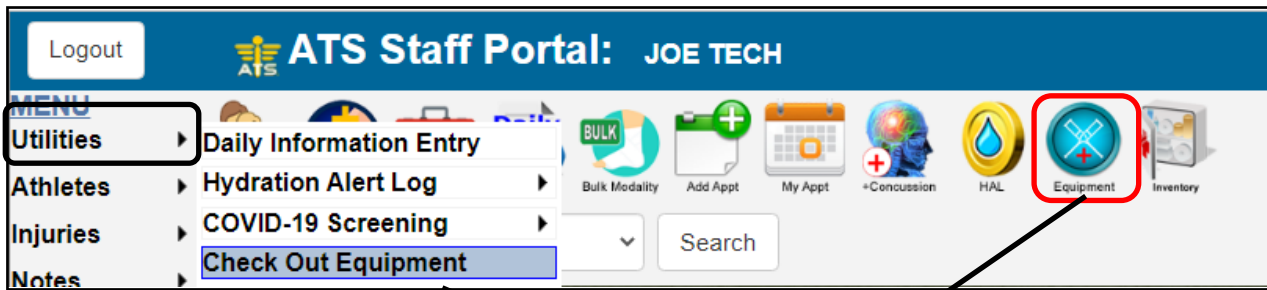
- 1. Team Reports
- 2. Athlete Reports**
 - 1. Athlete Details
 - 2. Personal Information (Quick List)
 - 3. Athlete Phone Book
 - 4. Medical History Summary
 - 5. Medical History Grouped by Injury
 - 6. Surgery History
 - 7. Athlete "Year" Count
 - 8. Athlete "Year" Roster
 - 9. Paperwork Report
 - 10. Archived Athletes List
 - 11. Rehab Attendance
 - 12. Birthday List
 - 13. Athletes Web Portal & Athlete Form Status
 - 14. Cover Sheet
 - 15. Missing Information Reports
 - 16. Athlete Form Reports
 - 17. Kiosk Reports
 - 18. Athlete Portal Logins
 - 19. Expiring Insurance Details Information
 - 20. Staff Form Reports
 - 21. Insurance Company Athlete List
 - 22. Expiring Physical/Cognitive Reports
 - 23. Functional Movement Evals
 - 24. eFile Reports
 - 25. Equipment Checkout**
 - All Athletes
 - by Team
 - by Organization
 - 26. NCAA Athlete List/Excel Sheet
 - 27. Athlete Physicals List
- 3. Coaches Reports
- 4. Injury Reports
- 5. Rehab Reports
- 6. Modality Reports
- 7. Combo Reports
- 8. Strength & Conditioning Reports
- 9. Limitation Reports
- 10. Service Reports
- 11. Concussion Eval Reports
- 12. Referral Reports
- 13. Medication Reports
- 14. Note Reports
- 15. Athlete Form Reports
- 16. Staff Form Reports
- 17. Charts & Graphs
- 18. Billing
- 19. Scheduling
- 20. Inventory & Equipment Reports
- 21. Order Reports
- 22. COVID-19 Screening
- 23. Mailing Labels
- 24. General Reports
- 25. NCAA Reports
- 26. HAL Reports
- 27. QR Code Reports

Ashley U
Checked-Out Equipment List

LastFirstName	Equipment	Checked Out	Sport	Return Date	Bill Date	Deposit
Addas, Sally	arm sling medium	01/21/2019	Ashley U - South Volleyball	02/28/2019		\$0.00
Baldwin, Alex	Ace 6" double	02/12/2019	Ashley U - South Mens Basketball			\$0.00
Barnes, Jessica	ankle brace	03/12/2019	Ashley U - East Lacrosse			\$0.00
Bello, John	elbow sleeve	02/14/2019	Ashley U - South Wrestling	03/01/2019		\$0.00
Bonder, James	ankle brace	05/27/2015	KDS School Student Body			\$34.50
Ross, Bob	Crutches tall	03/12/2019	Ashley U - South Mens Track			\$0.00
Ross, Bob	knee immobilizer	03/12/2019	Ashley U - South Mens Track			\$0.00

Once the report is run you have several options: you can print the report, email it out to the necessary parties or export it out into another form to save.

ATS also allows you the ability to do equipment checkouts from the ATS Staff Portal. You can access the equipment checkout from several different screens here as well. You can go from, Utilities—> Checkout Equipment or from the icon.



Check Out Equipment
 Only Unreturned All Entries

Athlete	Equipment	Checked Out	Sport	Returned	Bill Date	Deposit
Austin, Steve	arm sling small	02/11/2022	Men Sent by ATS			
Davis, Crash	SAM splint	07/19/2021	Joe Tech Men Baseball			
Brown, Barry	neoprene thigh sleeve	07/19/2021	Joe Tech Men Baseball			
Davis, Crash	chopat	04/09/2021	Joe Tech Men Baseball			\$0.00
Clark, Billy	knee immobilizer	02/01/2021	Joe Tech Men Baseball			
Davis, Crash	Game Ready	10/22/2020	Joe Tech Men Baseball			
Davis, Crash	chopat	10/21/2020	Joe Tech Men Baseball			

As in the Desktop, the check out equipment and the icon will take you to the screen that shows everyone who has equipment.

From the athletes screen, you are also able to access their equipment by using the same equipment icon. This will show the equipment that the athlete has specifically for them vs everyone on the list.

Athlete - Davis, Crash

Archived?

Name: (First) (Middle) (Last) (Suffix)

Nickname: Pronouns:

Prefname:

Phone: Year:

Gender: DOB: Age:

Email:

Kiosk: 2/11/2022 Portal: 2/8/2022

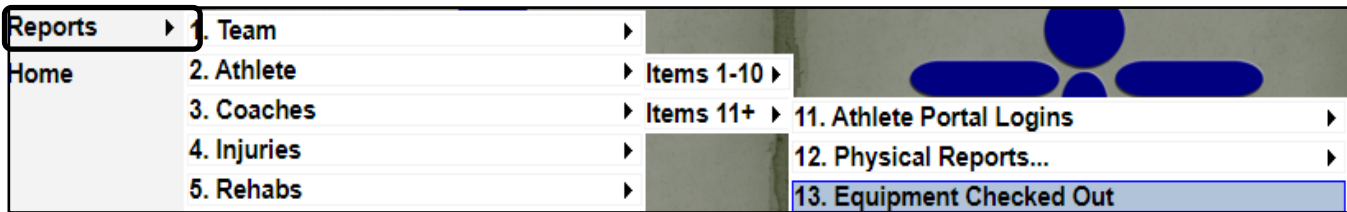
Student ID n:

Password:

Force Password Change? Last PW Chg: 4/28/2021

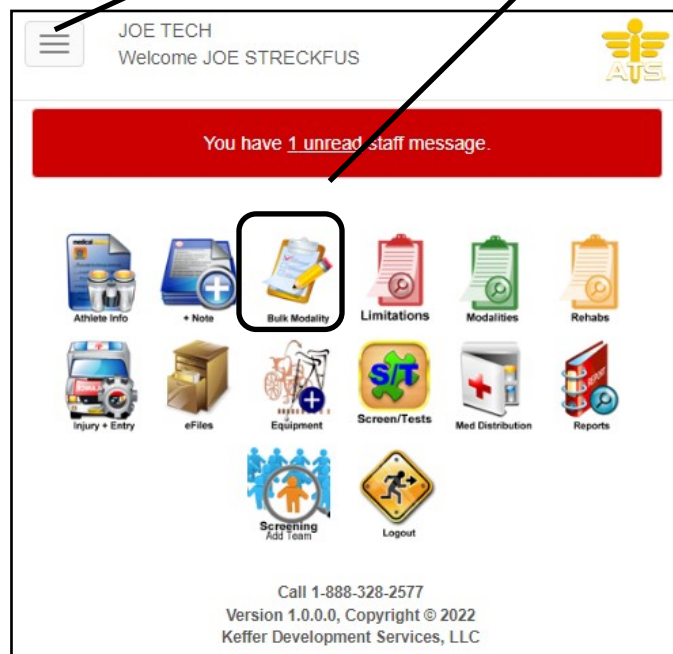
Mark for Review? Paperwork Complete? Cognitive Concuss Complete?

Accessing reports from the portal. Go to the Reports Menu—> Athletes—> options 11+—> 13 equipment checked out. The report selection is smaller through the portal.



Equipment Checkout from ATS Staff Phone:

From the Staff Phone log in, you have the ability to set your Default Icon on your phone dashboard for equipment checkouts. Or by going through the menu icon.



Checking out equipment on the Staff Phone:

After using one of the ways to get to the equipment, select your athlete and use the dropdown to select the equipment you are issuing them. Enter the appropriate dates and other information on the bottom of the screen.

The screenshot shows a web form for checking out equipment. It includes several dropdown menus for Organization, Team, and Athlete. The Athlete dropdown is currently set to 'Davis, Crash'. Below this is a search field for the athlete's name with a 'Select' button. The Equipment dropdown is open, showing options like 'ace 6" double' and 'Ace 6" single'. At the bottom, there are input fields for 'Checked Out' (with a date and time '2/14/2022 09:36 AM' and a 'Now' button), 'Returned', 'Bill Date', and 'Deposit'. A 'Comments' text area is also present. At the very bottom are 'Save' and 'New' buttons.

Entering equipment here, as with any thing you enter in ATS, this is live information. After it is entered it is available across the other platforms of ATS