To connect your forms to the Paperwork list you will first need to establish Paperwork list in the dropdown/pop up list area. Go to admin—> maintenance—>dropdown/pop up list—> Update dropdown/popup lists. When the Popup Area Maintenance box loads find Paperwork in the drop down menu.



Paperwork items may be linked to the athlete forms so they are "auto-checked" when an athlete submits/completes the form.

Popup Area					- 1 1			
Paperwork				``	 T 			
Description	Abbrev	Sort 🔺	Active	Last Used	eFile Type	Form X-Walk		
Physical Form	Phy	0			Form			
Previous Injury History	Previnj	0			0	* Previous Injury History		
Physical Form	Physical	1			0	* Menlo Form		
Insurance Form	Insure	2			0			
Pre-Participation	PPE	3			0	* North 50 State AthleteParent PPE H Form,* South Athlete Parent PPE Histo		
Health Habits	HHS	4			0			
Football Helmet Warning	FHW	5			0	* Football Helmet Warning - Example		
PNC NAIA form	PNCNAIA	7			0	* ImPact Consent		
Other Health	OHF	8			0	* SouthSample Question 2, * East Sample Question 3		
Formula Form	FormulaFrm	9			0			
Formula Form 2	FormulaFrm2	10			0			
Formula Form 3	FormulaFrm3	11			0			
NCAA Concussion Review	NCAA CR	12			0	 NCAA Concussion Fact Sheet for Stu Athletes 2017, PIAA (3) Student Parent Understandin of Concussion and Traumatic Brain Inju TEXAS CONCUSSION ACKNOWLEDGEMENT FORM 		
Return Soph Form Record:	RSF	14			0	* Returning Athlete Health History Form		
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			emove	Сору	Save P	Print To Excel Close		



The last used date is used in conjunction with making a form inactive. Leave this area blank unless you are no longer using this form. The eFile type area is used to link PDF and other eFile type documents to your paperwork list. THIS IS NOT relevant for the electronically sign able forms you created. If you would like to know more about linking eFiles to the paperwork list click <u>here</u>

You must complete the form X-Walk, if you want it to automatically check off. If you are going to be manually checking the entry off in the paperwork list, you do not have to crosswalk that particular entry. You have the ability to link one or several forms to a specific paperwork topic. For example if you have a new athlete PPE and a Returning Athlete PPE you can link both forms to the Pre Participation area. Doing this allows for either form to check off the appropriate paperwork entry This is also applicable if you are a large outreach program and have different physical papers for each school. 1

Popup Area						
Paperwork					~	
Description	Abbrev	Sort 🔺	Active	Last Used	eFile Type	Form X-Walk
Ankle/Foot	FT	0			0	
Ashley U Questionaire	ASUQ	0			0	* Ashley U Questionaire
Certification	Cert	0			Certification	* Concussion symptoms, * ImPact Consent, * PayPal Payment
Physical Form	Phy	0	\checkmark		Form	
Previous Injury History	Previnj	0	\square		0	* Previous Injury History
Physical Form	Physical	1			0	* Menlo Form
Insurance Form	Insure	2			0	
Pre-Participation	PPE	3			0	* North 50 State AthleteParent PPE History Form,* South Athlete Parent PPE History Form
Health Habits	HHS	4			0	
Football Helmet Warning PNC NAIA form	FHW	5 7			0	* Football Helmet Warning - Example
	PNCNAIA					* ImPact Consent * South Sample Question 2
Other Health	OHF	8	\checkmark		0	* SouthSample Question 2, * East Sample Question 3
Formula Form	FormulaFrm	9			0	
Formula Form 2	FormulaFm2	10			0	
Formula Form 3	FormulaFm3	11			0	
DO NOT use single or do	ouble quotes in your "Descr	iption" or "A	bbrev" a	reas. This may	y lead to issues in i	reports and making choices.
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Texas Concussion Acknowledgement Form Texas CONSENT FOR ImPACT

Texas SUDDEN CARDIAC ARREST AWARENESS FORM All Selections

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Cancel

Be sure to click save when you are finished. You will then be asked if you want to run the Paperwork Verify utility. You should say yes to this question once the list is complete. * *This process may take a long time depending on your athlete count and connection speed. BE SURE TO LET IT FINISH. Even if ATS says "NOT RESPONDING", <u>DO NOT interrupt this process.</u> It is advisable to do this when you do not need the system, during practice or at the end of the day.*

Paperwork ✓ Description Abbrev Sot Active Last Used eFile Type Form X-Walk Health Habits HHS 4 Ø Ø Forball Helmet Warning - Example PNC NAIA form PNC NAIA 7 Ø Ø * Forball Helmet Warning - Example PNC NAIA form PNC NAIA 7 Ø Ø * Forball Helmet Warning - Example Other Health OHF 8 Ø Ø * South Sample Question 2. * Formula Form FormulaFrm 9 Ø Ø Ø * South Sample Question 3. * Formula Form 2 FormulaFrm2 10 Ø Ø Ø * Ø * Ø * Ø <th>Popup Area</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>Ó</th> <th></th> <th></th>	Popup Area						Ó		
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REMEMBER– Ignore this! This is a windows prompt because your PC and database are VERY busy.

ATS	\times	
Paperwork lists/entries verified.	+	You will see this notification when the process is complete.
ОК		

If you forget to run this verify, if you said no to the prompt, if you see symptoms of it not being completed, or run correctly (Each athletes record does not show the correct forms, forms are not auto-checking, or form reports are not correct.) or you did not have time to run this task mid day, etc..... You can run this process manually as shown below.

Go to File->Utilities->Run Paperwork Verification.



Verification– builds the paperwork list in the athlete profile, and check them off when completed.

Check Complete— will check off the paperwork complete flag in the athlete profile.

Check process— will go "Back In Time" looking for submitted paperwork and then check it off.

If you want the paperwork complete box to check off when all the paperwork is finished, please run the Check Complete Process after the verification.

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