There are multiple ways to add a note or a SOAP note within the ATS program. In this document we will go over the ways to add a new note using the ATS Desktop.



ATS— Adding a Note/Soap Note in the Desktop



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ATS— Adding a Note/Soap Note in the Desktop



You can also access and add Notes through the quick notes function. This can be accessed two ways 1) Select the file icon, this the quick functions icon, and then select notes. 2) Select athlete —> "Quick" Functions —> Quick Athlete Notes

Both of these will open the screen shown below. Here you can move between athletes and view or add new notes.

Adidas, Sally Backstroke, Chadey			Cleared	Player Position	Birthdate	Gender	Email	Phone #	\wedge
Backstroke, Charley	Sophomore	Ashley U - South Women Vo			09/09/03	Female	atssamples@gmail.com		
backstroke, chaney	Grad 2017	Ashley U - East Coed Swim			11/01/99	Male		1	
Baldwin, Alex	Junior	Ashley U - South Men Mens		•	06/06/02	Male			
Barnes, Jessica	Junior	Ashley U - East Women Lac			09/11/00	F			
Bello, John	Senior	Ashley U - South Men Base			05/01/01	Male		111-888-9879	
Bello, John	Senior	Ashley U - South Men Wrest			05/01/01	Male		111-888-9879	
Bells, Jill	Junior	Ashley U - North Women W			10/15/01	Female			
Bells, Julie	Freshman	Ashley U - East Women Lac			07/22/02	Female			
Bevans, Connor	Senior	Ashley U - South Men Mens			01/01/00	02/11/	atssamples@gmail.com		
Black, Ashley	Junior	Ashley U - South Women Ch			10/12/03	Female			
Black, Ashley	Junior	Ashley U - South Women W			10/12/03	Female			
Black, Jake	Junior	Ashley U - North Men Ice H			11/15/00	М			
Blake, Bellamy	Junior	Ashley U - South Men Wrest			07/18/03	Male			
Blindside, Joe	Sophomore	Ashley U - East Men Football			07/24/02	Male			
Bonder, James	Sophomore	KDS School Coed Student B			05/01/88	Male	rhett@kefferdevelopm	724-458-5289	
Brady, Wilma	Freshman	Ashley U - South Women Vo			06/26/02	Female	atssamples@gmail.com		
Brown, Anthony	Sophomore	Ashley U - East Men Football			10/10/01	Male			
Brown, James	Sophomore	Ashley U - East Men Football			10/10/01	Male			
Brown, Jared	Freshman	Ashley U - South Men Mens			11/01/03	Male	atssamples@gmail.com		
Record: 14 4	1 Of 174	Applant II South Woman W			04/20/02	Fomalo		>	Ť
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ATS— Adding a Note/Soap Note in the Desktop

Athletes Injuries Modalities	Rehabs	Quick Electronic File Loading
Add an Athlete		Quick Paperwork (eFiles, Athlete Forms)
Add an Athlete (Quick)		Quick Athlete Pictures, Passwords and IDs
		Quick Athlete Teams
Search Athletes	•	Quick Athlete Physical
Modify Athlete Info	•	Quick Athlete Form Viewing
Seasonal Athlete Update		Quick Athlete Insurance
List/Query Tool		Quick Athlete Notes
		Quick Athlete Concussion Evaluations
"Quick" Functions	•	Quick Athlete Emergency Contacts
"Bulk" Functions	•	Quick Athlete eFiles
Check Out Equipment		Expired Athlete Insurance Info
	~	Quick Drug Tests
Process Emails & Text Messag	es	Seasonal Update Screen
Staff Evaluations	•	Multi Function Updates
Physician/Staff Review	•	Quick Academic Eligibility



You can also view and new notes from the Quick Multi Function. Simply click the icon shown above or you can go through the menu. Select athletes—>"Quick" functions —> Multi Function Updates. Once the screen shown below has opened select the notes tab

Connor, Darlene Cooper, Sheldon Cross, Chris Cross, Jason Crutch, Josh Darling, Becky Darling, Connie Davis, Thomas Denty, Brian	Junior Senior Senior Junior Senior Freshman	Ashley U - South Women W Ashley U - South Men Wrest Ashley U - South Men Mens Ashley U - North Men Ice H Ashley U - South Men Mens			03/01/03 02/16/02 10/10/02	Female Male	minitrainer8@yahoo.c	
Cross, Chris Cross, Jason Crutch, Josh Darling, Becky Darling, Connie Davis, Thomas Denty, Brian	Senior Junior Senior Freshman	Ashley U - South Men Mens Ashley U - North Men Ice H					minitrainer8@yahoo.c	(
Cross, Jason Crutch, Josh Darling, Becky Darling, Connie Davis, Thomas Denty, Brian	Junior Senior Freshman	Ashley U - North Men Ice H			10/10/02			
Crutch, Josh Darling, Becky Darling, Connie Davis, Thomas Denty, Brian	Senior Freshman				10/10/02	Male		
Darling, Becky Darling, Connie Davis, Thomas Denty, Brian	Freshman	Ashev U - South Men Mens			08/12/00	Male		1
Darling, Connie Davis, Thomas Denty, Brian		gradies of occurrence months and			01/01/00	09/07/		
Davis, Thomas Denty, Brian	C 1	Ashey U - South Women So			12/24/01	Female	atssamples@gmail.com	Î
Denty, Brian	Sophomore	Ashey U - North Women W			01/04/01	F		
	Grad 2017	Ashey U - North Men Ice H			03/04/99	М		Î
N 14. 5 I	Senior	Ashey U - South Men Base			02/14/00	Male	ashley@kefferdevelo	
DeVito, David	Senior	Ashley U - South Men Mens			03/25/00	Male		111-333-7777
DeVito, David	Senior	Ashley U - South Men Mens			03/25/00	Male		111-333-7777
Dixon, Daryl	Senior	Ast ley U - South Men Base			10/28/01	Male	atssamples@gmail.com	123-121-1234
Dixon, Daryl	Senior	As ley U - South Men Wrest			10/28/01	Male	atssamples@gmail.com	123-121-1234
Doe, Jane	Senior	Asiley U - South Women W			01/01/00	Female	atssample@gmail.com	
Doe, john	Freshman	Ashley U - South Men Base			11/25/99	Male	ashley@kefferdevelo	222-867-5309
Doer, Jane	Freshman	Ashley U - East Men Football			11/01/80	Female	atssamples@gmail.com	
Record: 🚺 🖣 36	Of 174				1.44.04.000			>
Contacts	- 1	\frown					Dia	on, Daryl
Paperwork Athlete For	ms eFiles	Notes Physicals Insure	Emerge	ncy Concuss	Team Gen	eral Aca	d Big	on, Daryi
Note Date 🚽 Note	Туре	Comment						New
12/07/18 Phys	ician Referal	Daryl Dixon, injured Left W	rist on 10/	23/18 . A/An Hvp	erextension is			
11/30/18 Clinic		iflakifdoiwaeif						Сору
11/19/18 0		Information reviewed by me.	No other	actions needed.				Remove
10/26/18 Daily	Injury Note	hif;lasif;isa						
								Details
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Deced 14 4		NI						
Record: 🚺 🖣	1 Of 4 🕨							

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Once new note has been selected you will the screen shown below. Select the desired Note Type from the dropdowns available (this may vary depending on your programs customized settings). Type your note in the available area, you can spell check the note by selecting the spell check icon found on the right hand side.

thlata	D: D I		Solution	aiii e	ntered by	Ashley Sh		✓ Time S	ipent Min	- Private
	Dixon, Daryl				Increa by					Record
njury	10/23/2018 - Hy	perextension -	Left - Wrist			~ 0		01/08/19 1:22:35	PM 😫 🗸 Now	
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Once you have typed your note be sure to hit the Save button. You also have several other options in the note area:

1)You can move on to a new note or view a previous note for this athlete/injury

2) You can email this note

- 3) You can print this note
- 4) You can print this note with the associated injury information

5) You have the option of making the note private by selecting the Private Record box in the top right hand corner

6) Please check out our time saving capabilities within the notes sections: these are <u>FieldTags</u> and <u>Key Phrases</u>