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ATS—Check Out/Track Equipment

<u> TOP</u>

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.

📕 Maintenance	Dropde	own/Popup L	ists	•	Update Dropd	own/Popup Lists	
Popup Area Maintenance						_	
Popup Area					- 6		
Equipment					~ ID		
Description	Abbrev	Sort 🔺	Active	Last Used	-		
Description	- / 80101	5011 -	/ iouve	Lust Oscu			
ace 6" double	16double	1					
Ace 6" single	a6sing	1	⊻ ✓				
ankle brace	abailig	1	V				
arm sling extra large	asxl	1					
arm sling large	aslq	1					
arm sling medium	asmed	1					
arm sling small	assm	1					
chopat	chopat	1					
crutches short	crutchsh	1					
crutches tall	crutchtall	1					
ace shield	facesh	1	\checkmark				
inger splints	fingersplint	1					
Game Ready	GR	1	\checkmark				
knee immobilizer	kneeim	1					
nouthguard	mouthg	1	\square				
neoprene calf sleeve	neocalf	1					
neoprene elbow sleeve	neoelb	1	$\mathbf{\nabla}$				
neoprene hip spika	neohip	1					
neoprene knee sleeve	neoknee	1					
neoprene shoulder brace	neosh	1					
neoprene thigh sleeve	neothigh	1					
SAM splint	samsplint	1					
vacuum splints Record: 🚺 🖣 1 Of 23 🚺	vacsplint						

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.



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 <u>Inventory Setup</u> 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

Inventory	Reports	Admin	Windows	He						
Add a N	Add a New Inventory Item									
Search	Inventory	Items		•						
Modify	Inventory	Items								

	1	4	1	1	Copy Item Remov	1 1		1	4	Close
Inv Name	Туре	Inv Units	Status	Abbrev	Equip XWalk	Bid	Tax	Start	Used	Onhand
Cramer Close Patella Knee Sleeve Large	Case	Case	Active		0			3.00	0.00	3.00
Cramer Close Patella Knee Sleeve Med	Case	Case	Active		0			2.00	0.00	2.00
Cramer Close Patella Knee Sleeve Sm	Case	Case	Active		0			0.00	0.00	0.00
Cramer Felt Horseshoe Pads	Case	Case	Active		0			1.00	0.00	1.00
Cramer Groin Strain Wrap	Case	Case	Active		0			4.00	0.00	4.00
Cramer Ice Bags	Roll	Each	Active		0			6.00	0.00	6.00
Cramer Patella Suppor Large	Case	Case	Active		0			0.00	0.00	0.00
Cramer Patella Support - Medium	Case	Case	Active		0			0.00	0.00	0.00
Cramer Patella Support - Small	Case	Case	Active		0			0.00	0.00	0.00
Cramer Patella Support - XL	Case	Case	Active		0			0.00	0.00	0.00
Cramer Tape Remover	Case	Case	Active					2.00	0.00	2.00
Crutches Medium	Pair	Each	Active		Crutches short	\checkmark		16.00	0.00	16.00
Crutches Tall	Pair	Each	Active		Crutches tall 🗸 🗸			16.00	0.00	16.00
Crutchpac light	Case	Case	Active		arm sling medium		~	1.00	0.00	1.00
C-spine collar	Case	Case	Active		arm sling small			1.00	0.00	1.00
Cuff Weight 1lb	Case	Case	Active		chopat strap Crutches short			2.00	0.00	2.00
Curity - Eye Pads	Case	Case	Active		Crutches tall			1.00	0.00	1.00
Curity Alcohol Prep Pads, sterile, 200/box	Case	Case	Active		elbow sleeve		N	3.00	0.00	3.00
Record: 14 4 82 Of 298	 				face shield					>
					finger splint		~			
Vendor Bids Travel Kits Inventory Locat	tion Details Transaction	ns			Catches Tall					

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

TOP

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 lcon on the tool bar. These open the equipment for everyone.

Injuries	Modalities	Rehab	
n Athlete			(\mathbf{x})
n Athlete (Quick)		Checkout
h Athletes		•	Equipment
y Athlete I	nfo	+	
nal Athlete	e Update		
uery Tool			🥥 Equipment Check O
k" Functio	ons	•	Only Unreturn
" Function	15	•	Athlete
c Out Equi	pment		Ross, Bob
ss Emails &	& Text Messag	es	Ross, Bob
			Barnes, Jessica
Evaluation	s	•	Bello, John Baldwin, Alex
rian/Staff F	Review	•	Adidas, Sally
Stall Stall 1		· ·	Bonder, James
	n Athlete n Athlete (h Athletes y Athlete I nal Athlete Query Tool ck'' Function c'' Function k Out Equi ss Emails & Evaluation	n Athlete (Quick) h Athletes y Athlete Info nal Athlete Update Query Tool ck'' Functions k'' Functions k Out Equipment	n Athlete n Athlete (Quick) h Athlete (Quick) h Athletes y Athlete Info nal Athlete Update Query Tool ck" Functions c" Functions k Out Equipment ss Emails & Text Messages Evaluations

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.

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

You are also ablet o 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

Injuries	Modalite	s Rehabs	Limitations	Service	Referral	FM Ev
Injury D)ate 🔺	Status	Body Part	Inj	ury Type	Sid
11/10/	2021	Current	N/A	Ma	intenance	N//
Record	l: 🚺 🛛	1	Of 1 🕨			
		-				
ô 🚯	n 🕅 🕅	L 📦 🖬	. 손 🐴	10	ก	
Sr 18					p*	

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.



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.



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 doe 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 <u>QR Code Setup</u> help doc.

Inventory	Reports	Admin	Windows	Hel		
Add a N	New Invento	ory Item				
Search	Inventory	Items		•		
Modify	Inventory	Items				
Add Ne Add Ne Physica Update	ory Transac w Purchase w Purchase Il Inventory Travel Kits	es for Item es for Item y Updates		•	Award All Bids to the Same Vendor Award Bid to Vendor with Lowest Cost Clear All Vendor Bid Checks Clear Specific Vendor Bid Checks Verify Inventory Balances	
Utilitie	S			•	Spreadsheet Functions	•
Vendor	s			•	QR Code Generation	
Purcha	se Orders			•	Set Vendor Bid Qty from Inventory	•
Add	ventory Equ l Equipmen	t				
Sea	rch Equipn	ient				

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.



ATS Report Viewer		
≝ ≝ ⊗ € <mark>E</mark> × →		
	Main Report	
	ſ	
		ាលី៣
		2220
		Crutches Tall
		5.88.79
		Crutches Tall

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.



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.

Equipment Check	k Out						
Only Unretu	ırned 🛛 🔿 All Entri	es					
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		gamzation					1	
🗧 1. Team Reports	•							
1 2. Athlete Reports		1. Athlete Details			+ I			
3. Coaches Reports	۰ 🛢	2. Personal Informat	ion (Ouick Lis	t)				
4. Injury Reports	, 8	3. Athlete Phone Boo		, ,	No.			
5. Rehab Reports	. 8	4. Medical History Su	mmary		-	and the second		
6. Modality Reports	. 8	5. Medical History G	ouped by Inju	ry				
 7. Combo Reports 	. 8	6. Surgery History			$\rightarrow N$	thlatia		
8. Strength & Conditioning Reports	. 8	7. Athlete "Year" Co	unt		- A	thletic		
	. 8	8. Athlete "Year" Ro	ster		120			
9. Limitation Reports	. 8	9. Paperwork Report						
 10. Service Reports 11. Concussion Eval Reports 	. 8	10. Archived Athletes	List		100			
12. Referral Reports	18	11. Rehab Attendance	e					
12. Medication Reports	. 8	12. Birthday List						
14. Note Reports	18	13. Athletes Web Por	tal & Athlete 1	Form Status	• 🔤			
15. Athlete Form Reports	8	14. Cover Sheet			+			
16. Staff Form Reports	(B	15. Missing Informat	ion Reports		+	and the second second		
17. Charts & Graphs	(B	16. Athlete Form Rep	orts		+	and the second second		
18. Billing	(B	17. Kiosk Reports						
	- 8	18. Athlete Portal Lo	gins		- N	Charles and		
19. Scheduling	1 8	19. Expiring Insuran	e Details Info	rmation	• 20	1.27		
20. Inventory & Equipment Reports	18	20. Staff Form Repor	ts		•			
21. Order Reports	18	21. Insurance Compa	ny Athlete Lis	t	100			
22. COVID-19 Screening	<u> </u>	22. Expiring Physical	Cognitive Rep	orts	•			
23. Mailing Labels	• 8	23. Functional Mover	nent Evals					
24. General Reports	• 8	24. eFile Reports			•	-		
25. NCAA Reports	• 🗧	25. Equipment Check				All Athletes		
26. HAL Reports	• 8	26. NCAA Athlete Lis			8	by Team		
27. QR Code Reports	▶ <u></u>	27. Athlete Physicals			▶ 🧧	by Organization]	
	/	· m · · · · · · · · · · · · · · · · · ·			_	_	_	_
	•		Ch	Ashley ecked-Out Equ		Tint		
nere			C	eckeu-Out Equ	пршент	List		
LastFirst	Name	Equipment	Checked Out	Sport		Return Date	Bill Date	Deposit
Adidas, S	ally	arm sling medium	01/21/2019	Ashley U - South		02/28/2019		\$0.00
Baldwin, / Barnes, J		Ace 6" double ankle brace	02/12/2019 03/12/2019	Ashley U - South Ashley U - East		ketball		\$0.00 \$0.00
Bello, Joh	n	elbow sleeve	02/14/2019	Ashley U - South	h Wrestling	03/01/2019		\$0.00
Bonder, J	ames no	ankle brace	05/27/2015	KDS School Stud	dent Body			\$34.50
Ross, Bo	b	Crutches tall	03/12/2019	Ashley U - South				\$0.00
Ross, Bo	b	knee immobilizer	03/12/2019	Ashley U - South	h Mens Trac	k		\$0.00
Once the report is run yo	ou h	ave several	options:	you cai	n prii	nt the report,	email	l it c

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.

Logout	AT	S Staff P	ortal: Joi	ETECH		
MENU Utilities Athletes Injuries Notes	Daily Inform Hydration A COVID-19 S Check Out	lert Log creening	Bulk Modality	Add Appt My Appt Concussion	HAL	Equipment inventory
indies	,	$\overline{}$		/		
Check Only Unretu	COut Equipment med O All Entries	ted Delete Selected	Refresh	Scroll Down Scroll Up		As in the Desktop, the check out equipment and the icon will take you to the screen that
						shows evervone who has
Athlete	Equipment	Checked Out	Sport	Returned Bill Date	Deposit	shows everyone who has
Athlete Austin, Steve	Equipment arm sling small	Checked Out 02/11/2022	Sport Men Sent by ATS	Returned Bill Date	Deposit	shows everyone who has equipment.
				Returned Bill Date	Deposit	,
Austin, Steve	arm sling small	02/11/2022	Men Sent by ATS	Returned Bill Date	Deposit	,
Austin, Steve Davis, Crash	arm sling small SAM splint	02/11/2022 07/19/2021	Men Sent by ATS Joe Tech Men Baseball	Returned Bill Date	Deposit \$0.00	,
Austin, Steve Davis, Crash Brown, Barry	arm sling small SAM splint neoprene thigh sleeve	02/11/2022 07/19/2021 07/19/2021	Men Sent by ATS Joe Tech Men Baseball Joe Tech Men Baseball	Returned Bill Date		,
Austin, Steve Davis, Crash Brown, Barry Davis, Crash	arm sling small SAM splint neoprene thigh sleeve chopat	02/11/2022 07/19/2021 07/19/2021 04/09/2021	Men Sent by ATS Joe Tech Men Baseball Joe Tech Men Baseball Joe Tech Men Baseball	Returned Bill Date		,

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. 1

Return to Athle	tes Multi-Func	🖿 At	hlete	Davis, Crash	1									1
Athlete	Teams	Addr.	Other	Communic	ations	Addit. Info	Acad. Eligi	bility N	ed Hist.*	Injury*	Modality*	Meds*		
Rehab*	Limit*	Service*	Notes	/Staff/Msg*	Concus	s* Ref*	Insure*	Emer*	eFiles*	FM Eval	s Strengt	h* Com	iments*	
	Archive	ed? 🗌												/
Name	Crash			MI			Davis						~	
		(First)			(Middle	e)		(Last)			(Suffix)			
lickname	Nicknam	e					Pronouns				~			
Prefername	Preferna	ne												
Phone	Phone						Year	Senio	-		~			
Gender	prefer not to disclose 🗸			DOB	1/14/1	998	Age 24							
Email	joe@keff	erdevelopme	ent.com											
Kiosk: 2/11/2	2022 Porta	l: 2/8/2022												/
Student ID n	74741		Generat	e						Char	ige			X
Password			Generat	e Cha	nge	View			No 1oto					
Force Passw	vord Change	a? 🗌 Las	t PW Chg	4/28/202				Ava	ilable					
Mark fo	or Review?			P	aperwork	Complete?			🗹 Cogniti	ve Concuss	Complete?			
M: nope				A: sli	ders				R: Medical A	lert				
Save	Remove	New								ô I	1		-	

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

Reports 🕨 🕨	1. Team	
Home	2. Athlete	▶ Items 1-10 ▶
	3. Coaches	▶ Items 11+ ▶ 11. Athlete Portal Logins ▶
	4. Injuries	12. Physical Reports
	5. Rehabs	13. Equipment Checked Out

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.

Organization:							
Select		~					
Team:							
Joe Tech Men Baseball							
Athlete							
Davis, Crash 🗸							
Or start typing part of	f the athlete's name						
Start typing part of name							
Select							
Equipment:							
		*					
		A					
ace 6" double Ace 6" single							
Ace o single							
Checked Out:	2/14/2022 09:36 AM	Now					
Returned:	Return Date & Time	Now					
Bill Date:	Bill Date & Time	Now					
Deposit:	Deposit Amount						
Comments:							
Comments							
		1					

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