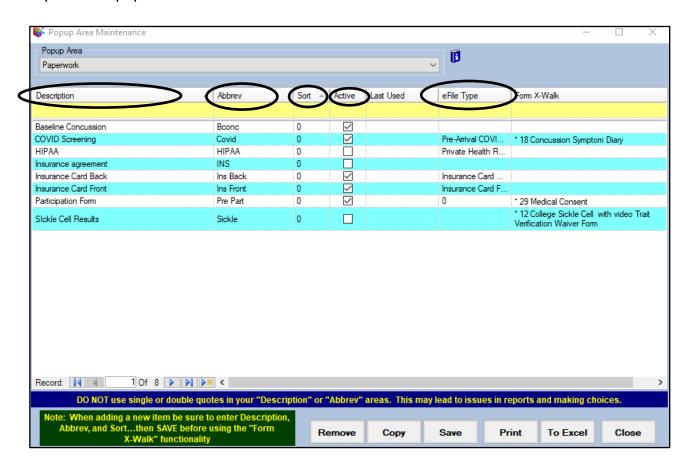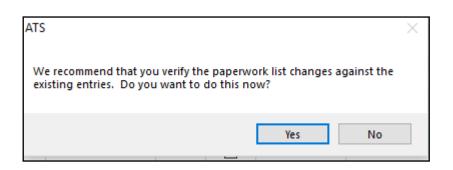# ATS: Linking E-Files to the Paperwork List

You can link specific E-Files to your Paperwork list, allowing its submission to be checked off along with the online athlete forms. To begin you must first update your paperwork list in the Dropdown/Popup Area.

To get to the paperwork list first go to the admin menu. Select admin—> Maintenance —>Dropdown/Popup list—> Update Dropdown/Popup lists. Then find Paperwork in the dropdown menu.

You will need to fill out several areas: **Description**, give it a unique **Abbreviation**, the **sort number**, mark it **active**, and then choose the specific **eFile** type. Your athletes will be s electing this specific eFile type when uploading their file from the Athlete Portal. ***Each efile type needs to be unique, you cannot use the same type twice in the crossover area***. Once you hit save you will be prompted to run the verify paperwork utility. This is the utility that will link your eFile to your paperwork list. If you choose not to run it at this time you can also find the utility under the File menu. File—> Utilities—>Run Paperwork Verification
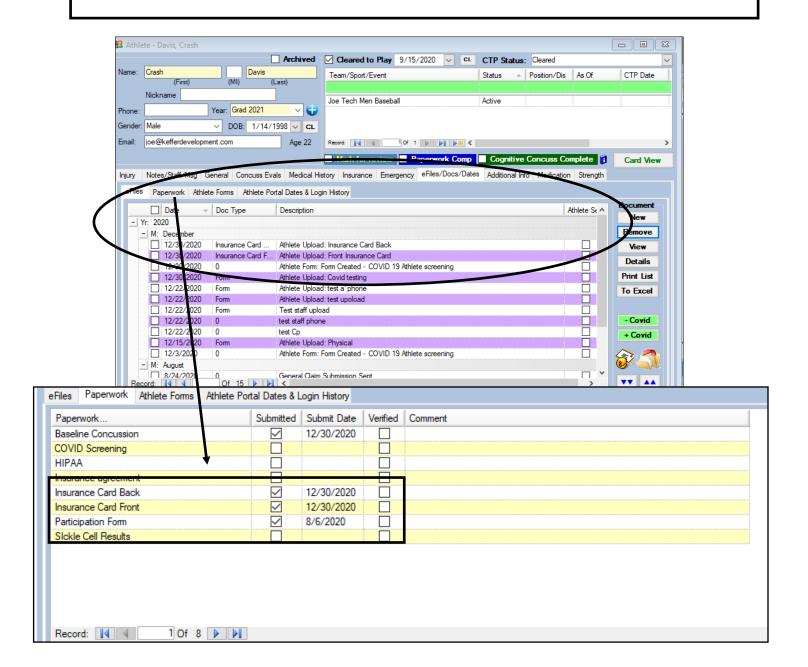

Verification– builds the paperwork list in the athlete profile, and check them off when completed.

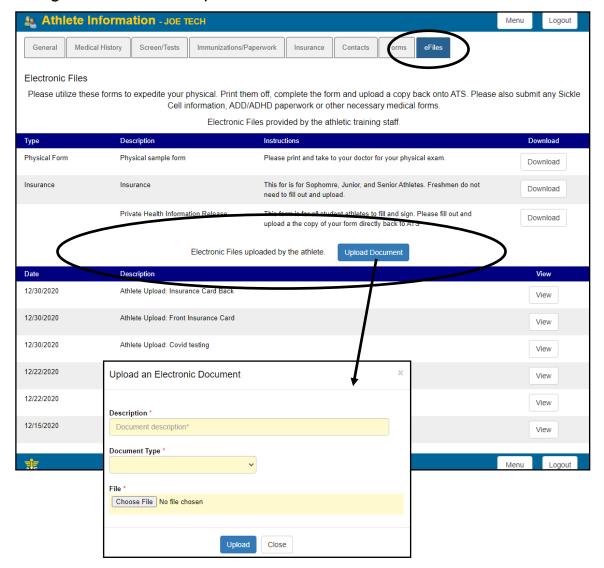**Check Complete**— will check off the paperwork complete flag in the athlete profile.

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

ATS: Linking E-Files to the Paperwork List

Once you have run the paperwork verification you should now see the efile type you added in your Paperwork list along with any online forms you use. When an athlete submits the online form, it will be checked off, the same as the forms they are filling out. The Paperwork list can be found under the eFiles tab—> paperwork sub tab

ATS: Linking E-Files to the Paperwork List

Athletes can upload their document from the eFiles section of the athlete portal. After they select the upload button it will open the upload screen. They need to give a description and select the correct document type (this must be the same as the edoc type you selected in your paperwork dropdown list for it to be checked off as submitted in the athlete's paperwork area), choose the file they want to upload, and click the upload button.

You will see the notification at the top of their page saying the document was successfully uploaded.