

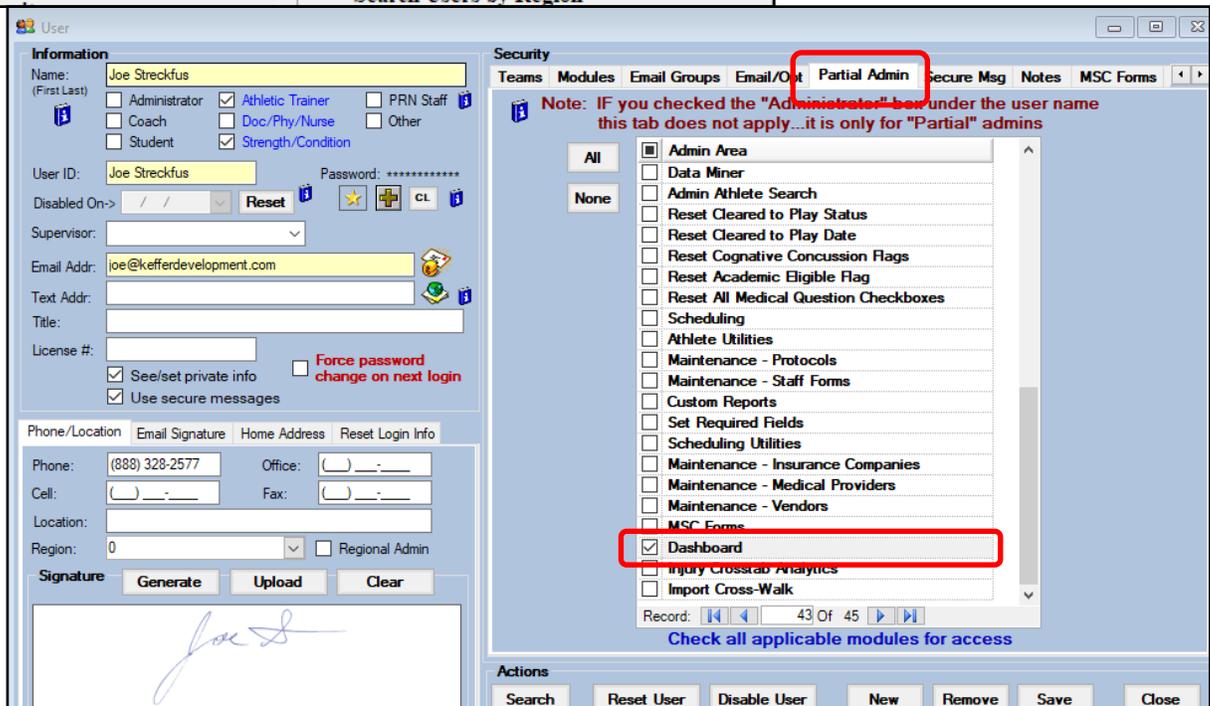
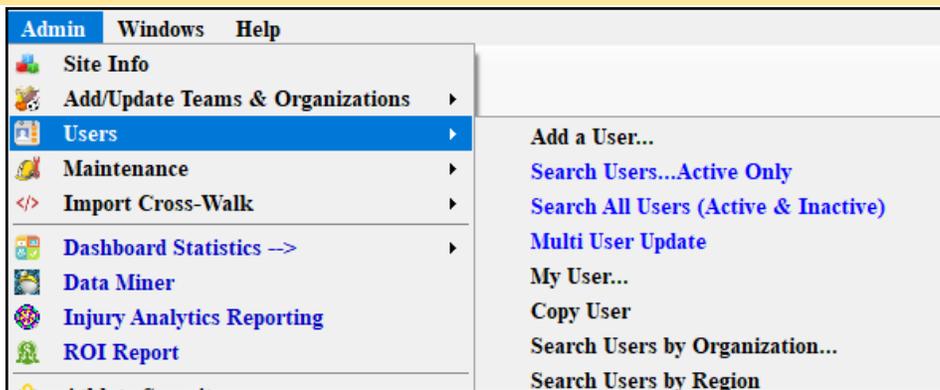
ATS—Dashboard Access and Usage

The ATS Dashboard is designed to give you a one stop area to look at current, and historical numbers for your database. This area calculates the numbers of different areas of input for your database. This is a table that you can take to your Athletic Director, or other administration and prove your worth, fight for more staff and others. A new feature released in January 2022 is the ability to build reports based on the dashboard.

Access to the Dashboard is an administrative feature. If you do not see it on your Admin tab, please speak with your system administrator to gain access.

To give your users access to the Dashboard you will need to make a change in their user profile. Go to admin—> Users—>Search Users and then select the User you wish to grant dashboard access to.

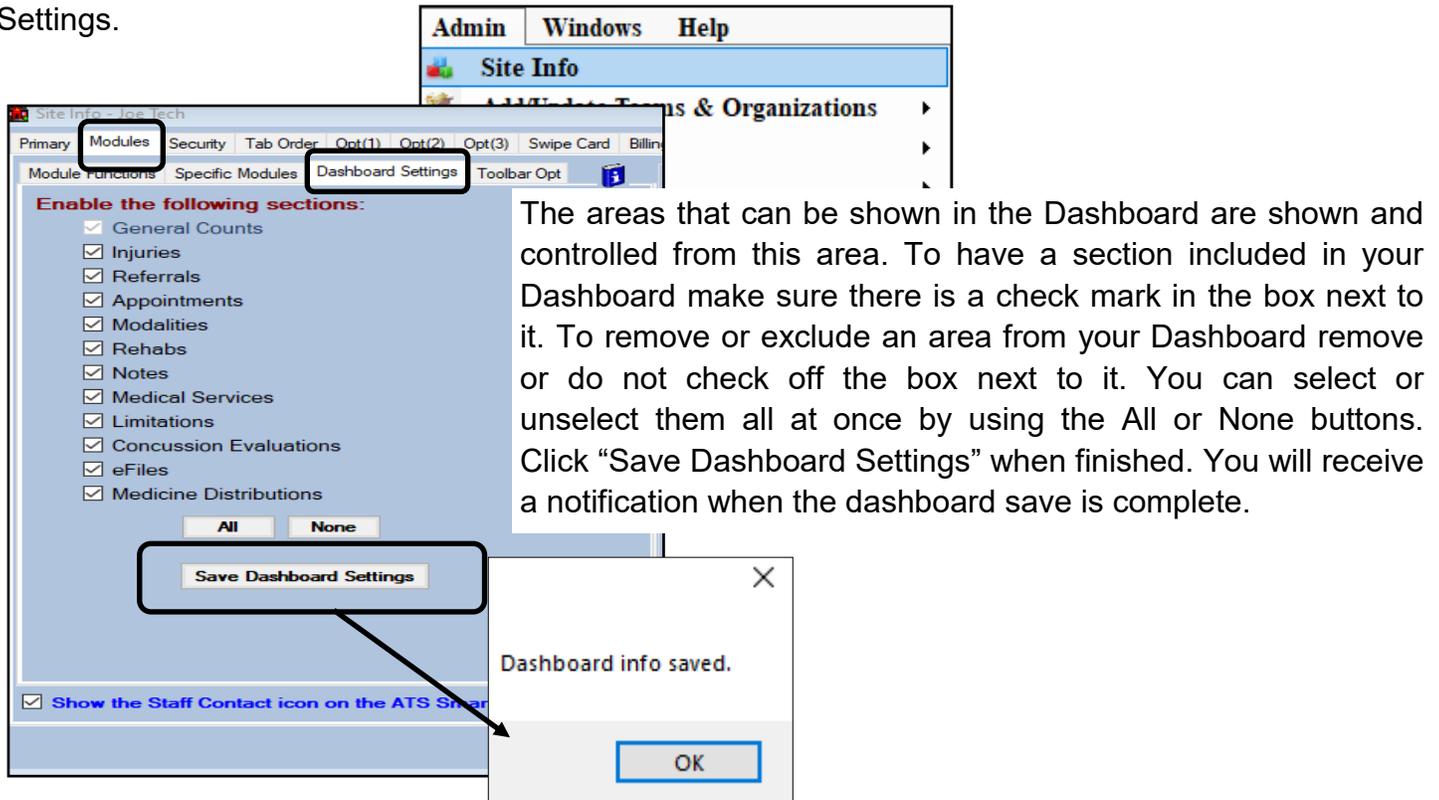
Once you have the user profile open go to the Partial Admin tab and scroll down until you see Dashboard. Check off the box next to dashboard and save your changes. Your user should now have access to the Dashboard function, after logging out and back into ATS.



ATS—Dashboard Access and Usage

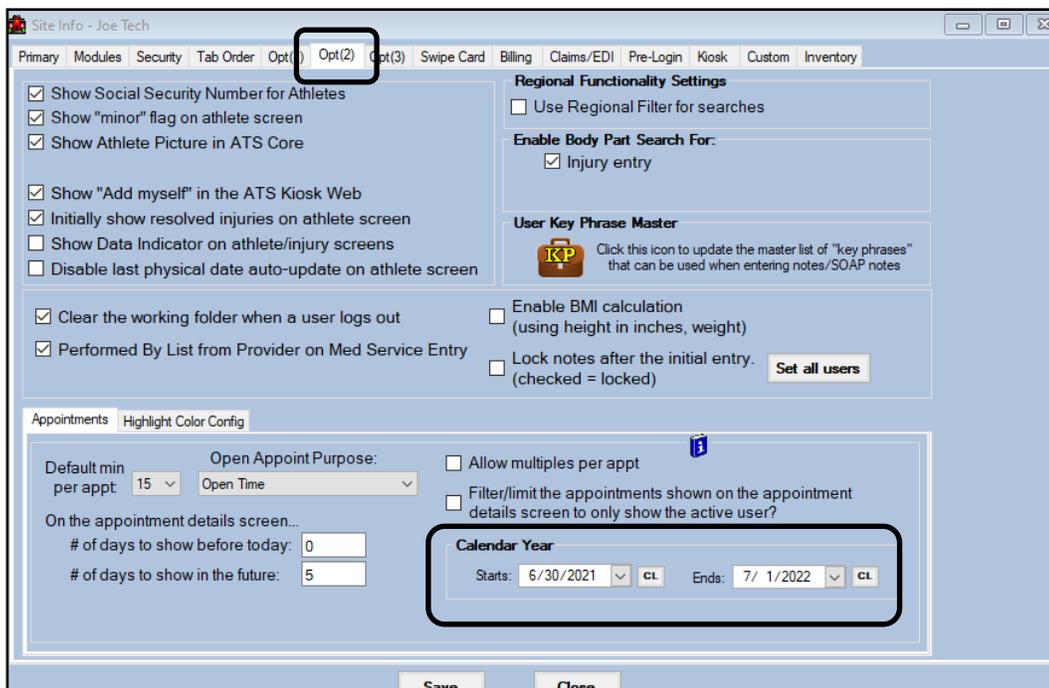
Customizing the Dashboard Options:

Once you have turn on access to the Dashboard the next step is to choose which areas you would like it to show. You do this in the Site Info area. Admin—>Site Info—>Modules tab—>Dashboard Settings.



The areas that can be shown in the Dashboard are shown and controlled from this area. To have a section included in your Dashboard make sure there is a check mark in the box next to it. To remove or exclude an area from your Dashboard remove or do not check off the box next to it. You can select or unselect them all at once by using the All or None buttons. Click “Save Dashboard Settings” when finished. You will receive a notification when the dashboard save is complete.

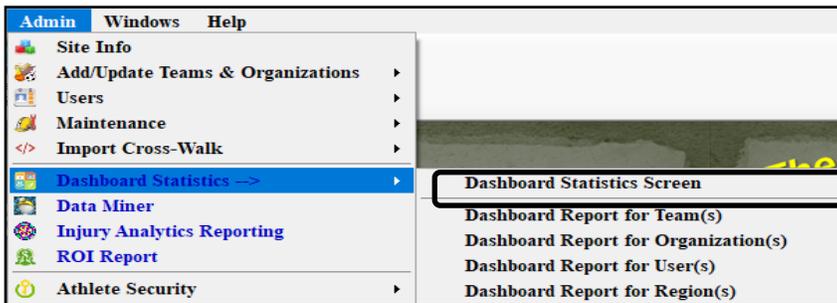
While ensuring the Dashboard settings are correct; you also need to verify the ATS Calendar year is up-to-date. While you are still in Site Info go to OPT(3) and check the calendar is set to the current academic, or fiscal year, whichever you need.



ATS—Dashboard Access and Usage

Using the ATS Dashboard:

When you first run the Dashboard it will default to the calendar dates found in the Site Info area of your system. The Dashboard shows you the documentation statistics in the following areas: Athlete counts, Injuries, Referrals, Appointments, Modalities, Rehabs, Notes, Medical Services, Limitations, Concussion Evals, e-files and Medicine Distributions. The Dashboard will show the total number based off the current active athletes, then the number of entries over the past 30/60/90 days and finally a historical total for each section. You can export this information directly to an Excel sheet or over to the Clipboard, the export will only contain the sections you have enabled in your system. You can edit the Start and End date by changing the date in the corresponding boxes and then click Calculate.



The Dashboard will load with blank numbers. This is done intentionally, to aid with speed, and allow you to filter and look through your different teams, organization etc. with better speed.

If you only have one organization and want to look at all the numbers for your school, verify your dates of start/end and then click calculate.

ATS—Dashboard Access and Usage

You are able to change the calendar days from the default by using the dropdowns. That would allow you to view the information for a month range, the semester, or the timeframe you need to view.

The Dashboard does also allow you the ability to change the filtering options. Allowing you to see specific numbers for a team, if you have multiple organizations or are in an outreach program that uses regions.

The screenshot shows the 'Filters' section of the dashboard. It includes a 'Start' date of 1/1/2021 and an 'End' date of 7/1/2021, with a 'Today' button. Below this is a 'Filter:' dropdown menu currently set to 'Team'. A list of team names is displayed, including 'Coed Guest Team', 'Men Sent by ATS', 'Guest Teams Guest demo', 'Guest Teams Guest test', 'Joe Tech Coed Behavioral Health', 'Joe Tech Coed Nutrition', 'Joe Tech Coed Track', 'Joe Tech Men Baseball', 'Joe Tech Men Football', 'Joe Tech Men Mens Basketball', 'Joe Tech Women Softball', 'Joe Tech Women Womens Basketball', 'Joe U East Coed Underwater Basketweaving', and 'Joe U North Coed Badminton'. At the bottom, there are buttons for 'Create Excel' and 'Copy to Clipboard', and another 'Filters' section with a 'Start' date of 6/30/2021 and a 'Value:' dropdown.

As you change the filter option, the options in the value dropdown will reflect what was selected. Shown is the team filter which would allow you to see the Dashboard information for that specific team.

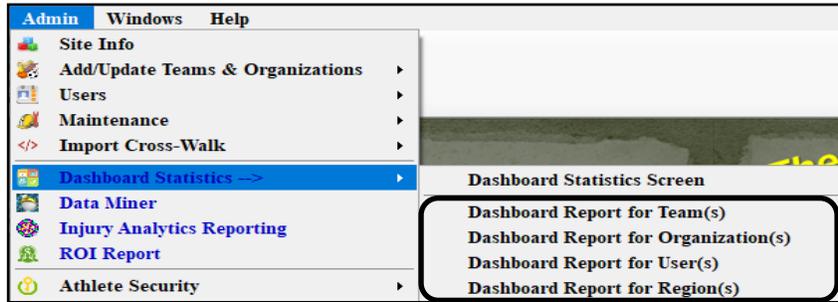
After you have made your filter selections, if you choose to do that. The next step is to click the **Calculate Button** to have the Dashboard generate the numbers.

The screenshot shows the 'Joe Tech Information Dashboard'. It features a grid of statistics categorized into Counts, Injuries, Referrals, Appointments, Modalities, Rehab, Notes, Medical Services, Limitations, Concussion Evals, eFiles, and Medicine Distributions. Each category has data for 'Period total', 'Last 30 days', 'Last 60 days', 'Last 90 days', and 'Historical'. At the bottom, there is a 'Filters' section with a 'Start' date of 7/21/2020 and an 'End' date of 12/31/2020, a 'Today' button, a 'Calculate' button, and a 'Filter:' dropdown menu. There are also buttons for 'Create Excel', 'Copy to Clipboard', and 'Close'.

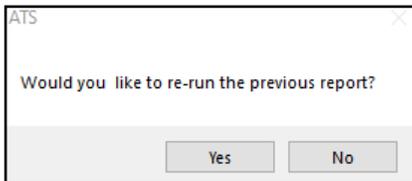
Counts	Injuries	Referrals	Appointments
All Athletes: 45	Period total: 54	Period total: 3	Period total: 0
Active Athletes: 45	Last 30 days: 3	Last 30 days: 1	Last 30 days: 0
Teams: 11	Last 60 days: 5	Last 60 days: 1	Last 60 days: 0
Users: 8	Last 90 days: 9	Last 90 days: 2	Last 90 days: 0
Kiosk Logins: 183	Historical: 66	Historical: 3	Historical: 435
Modalities	Rehab	Notes	Medical Services
Period total: 64	Period total: 17	Period total: 32	Period total: 3
Last 30 days: 4	Last 30 days: 3	Last 30 days: 17	Last 30 days: 1
Last 60 days: 4	Last 60 days: 3	Last 60 days: 17	Last 60 days: 1
Last 90 days: 5	Last 90 days: 6	Last 90 days: 21	Last 90 days: 1
Historical: 69	Historical: 19	Historical: 51	Historical: 4
Limitations	Concussion Evals	eFiles	Medicine Distributions
Period total: 12	Period total: 11	Period total: 41	Period total: 3
Last 30 days: 1	Last 30 days: 2	Last 30 days: 12	Last 30 days: 1
Last 60 days: 1	Last 60 days: 2	Last 60 days: 14	Last 60 days: 1
Last 90 days: 5	Last 90 days: 6	Last 90 days: 22	Last 90 days: 1
Historical: 13	Historical: 13	Historical: 60	Historical: 6

ATS—Dashboard Access and Usage

With the January 2022 release, we are please to announce we have expanded the capabilities of the dashboard to make it easier to generate information into a report vs. just the dashboard numbers. See the options below.

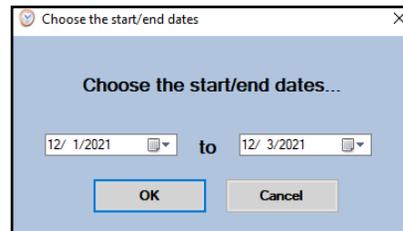


After you select which report you want to run, you are going to be prompted and asked if you would like to rerun the previous report. ATS will store 1 previous report that was generated. This was implemented to allow you to have quick access to the report that was created, incase there is a printer malfunction, or you would like to compare month to month transactions.

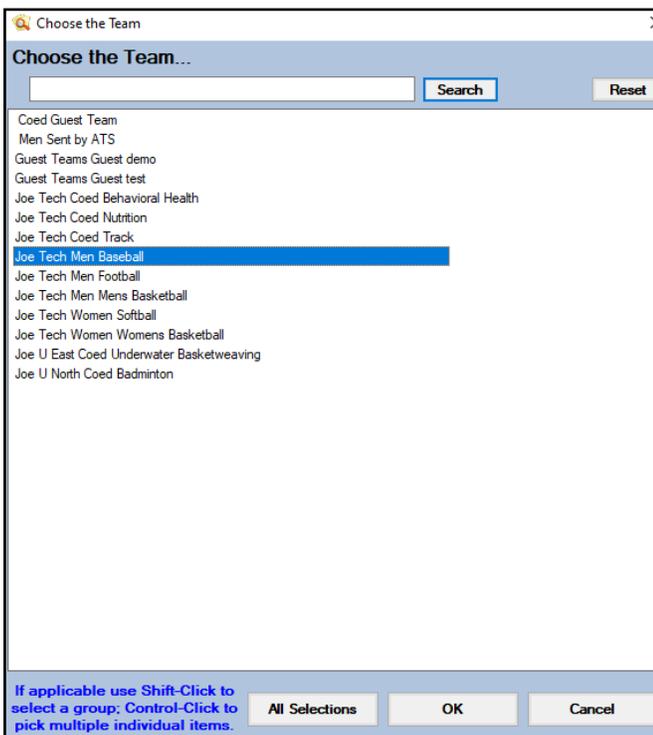


No allows you to define the search terms.

Yes pulls up the previous Dashboard report.



After selecting the date range to process the report for; depending on the selection you made, you can choose a single, multiple, or all to run the report for.



ATS—Dashboard Access and Usage

This is an example of a single team report. As you add more to it, there will be separate lines for entries. You also will get a report breakdown of the dashboard, show below.

12/02/2021 3:24 pm		Joe Tech										
		Team Dashboard Statistics Report from 08/01/2021 to 12/03/2021										
Summary Group Name	Athletes	Injuries	Modality	Rehab	Notes	Limit	Con	Evals	Refer	eFiles	Med Serv	Med Dist
Joe Tech Men Baseball	10	5	20	14	3	38	1	3	3	11	5	1
	10	5	20	14	3	38	1	3	3	11	5	1

12/02/2021 3:24:13PM		Joe Tech											
		Team Dashboard Statistics Report from 08/01/2021 to 12/03/2021											
Joe Tech Men Baseball		<u>Counts... (no filtering)</u>			<u>Injuries</u>			<u>Referrals</u>			<u>Appointments</u>		
All Athletes:	10	Period Total:	5	Period Total:	3	Period Total:	0	Period Total:	0	Period Total:	0	Period Total:	0
Active Athletes:	10	Last 30 days:	0	Last 30 days:	0	Last 30 days:	0	Last 30 days:	0	Last 30 days:	0	Last 30 days:	0
Teams:	1	Last 60 days:	2	Last 60 days:	2	Last 60 days:	2	Last 60 days:	2	Last 60 days:	0	Last 60 days:	0
Users:	5	Last 90 days:	3	Last 90 days:	2	Last 90 days:	2	Last 90 days:	2	Last 90 days:	0	Last 90 days:	0
Kiosk Logins:	60	Historical:	27	Historical:	5	Historical:	1	Historical:	5	Historical:	1	Historical:	1
		<u>Modality Session</u>			<u>Rehab Sessions</u>			<u>Notes</u>			<u>Medical Services</u>		
		Period Total:	20	Period Total:	14	Period Total:	3	Period Total:	5	Period Total:	5	Period Total:	7
		Last 30 days:	2	Last 30 days:	1	Last 30 days:	1	Last 30 days:	1	Last 30 days:	1	Last 30 days:	1
		Last 60 days:	8	Last 60 days:	8	Last 60 days:	2	Last 60 days:	2	Last 60 days:	4	Last 60 days:	4
		Last 90 days:	15	Last 90 days:	12	Last 90 days:	2	Last 90 days:	2	Last 90 days:	5	Last 90 days:	5
		Historical:	72	Historical:	36	Historical:	40	Historical:	40	Historical:	7	Historical:	7
		<u>Limitations</u>			<u>Concussion Evals</u>			<u>eFiles</u>			<u>Medicine Distributions</u>		
		Period Total:	38	Period Total:	1	Period Total:	11	Period Total:	1	Period Total:	1	Period Total:	1
		Last 30 days:	0	Last 30 days:	0	Last 30 days:	0	Last 30 days:	0	Last 30 days:	0	Last 30 days:	0
		Last 60 days:	0	Last 60 days:	1	Last 60 days:	5	Last 60 days:	5	Last 60 days:	0	Last 60 days:	0
		Last 90 days:	0	Last 90 days:	1	Last 90 days:	6	Last 90 days:	6	Last 90 days:	1	Last 90 days:	1
		Historical:	112	Historical:	17	Historical:	93	Historical:	93	Historical:	3	Historical:	3