

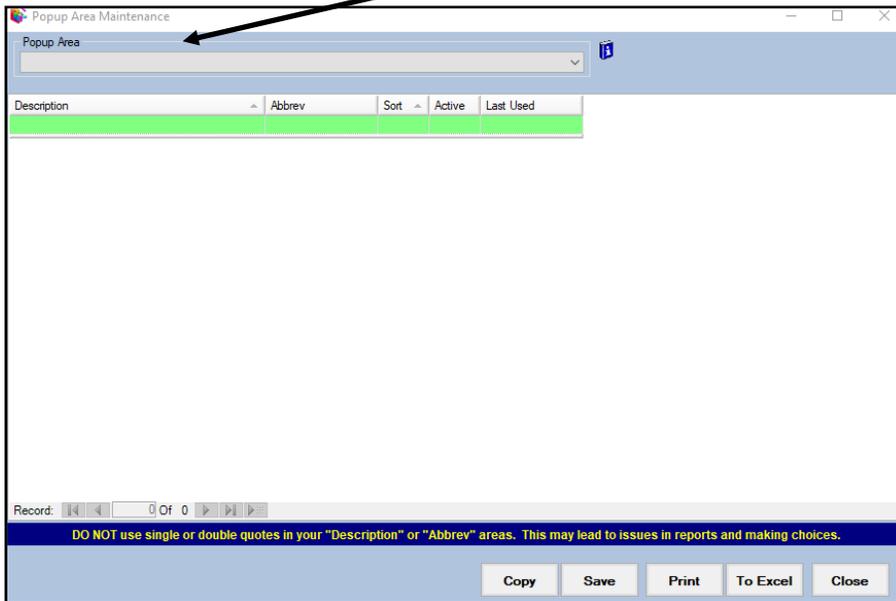
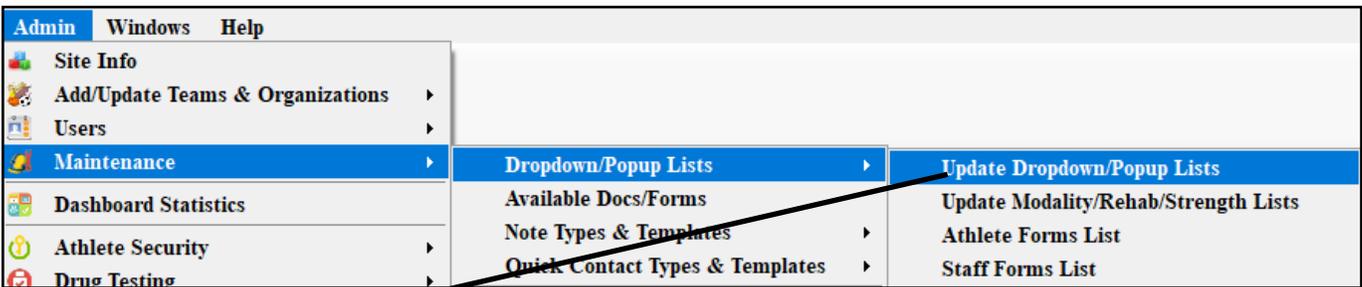
Many of the fields in ATS are customizable, in regards to the dropdown windows or popups. These are system wide settings, and cannot be configured for individual databases.

There are things to keep in mind when you decide to edit your dropdown/popup lists:

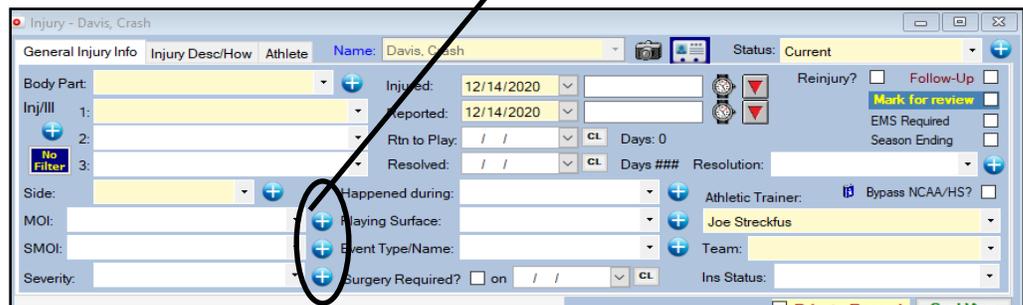
- 1) This is an administrative function. You will either need to be a system admin, or have admin privilege to edit dropdown menu items.
- 2) If you delete something it will remove the entry from all parts of ATS, which includes historical records.
- 3) If you see something you wish to not use, unclick the inactive button, and then fill in the date you stopped using it in the “last used” column. While this keeps in the maintenance list, it will no longer be an active choice in your windows.

Utilizing the inactive button and last used date preserves any historical data that may have been attributed to that dropdown entry.

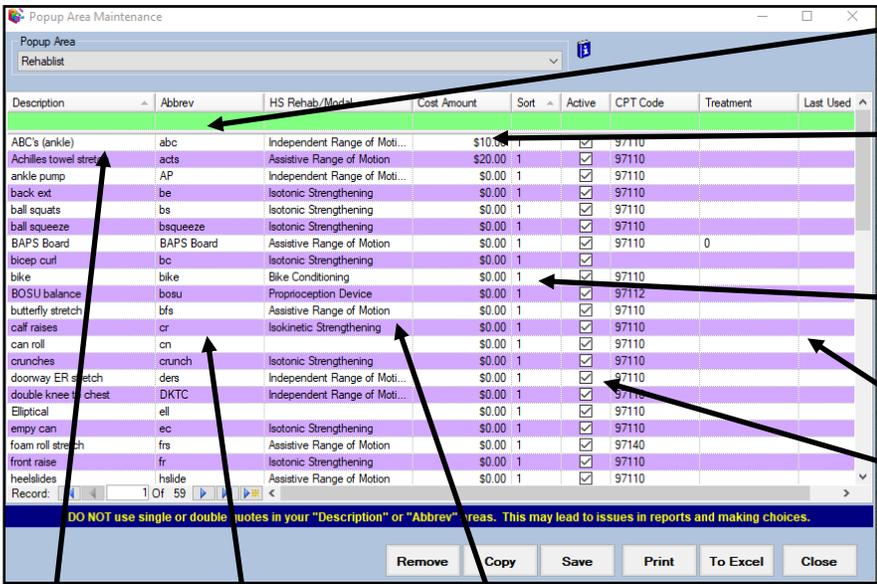
To access the Dropdown/Popup list, go to Admin—> Maintenance—> Dropdown/Popup List—> Update Dropdown/Popup List.



Alternatively, if you wish to edit an entry while in ATS, and you see the blue + sign, you can use that to take you directly to the associated dropdown menu item.



When you get to the Popup Maintenance Area, use the drop down list to access the menu items you would like to edit.



The first line of the Popup Maintenance area is where new text entry is entered.

You can enter a cost amount for some of your entries. These are defined by your organization and are default set to 0.00

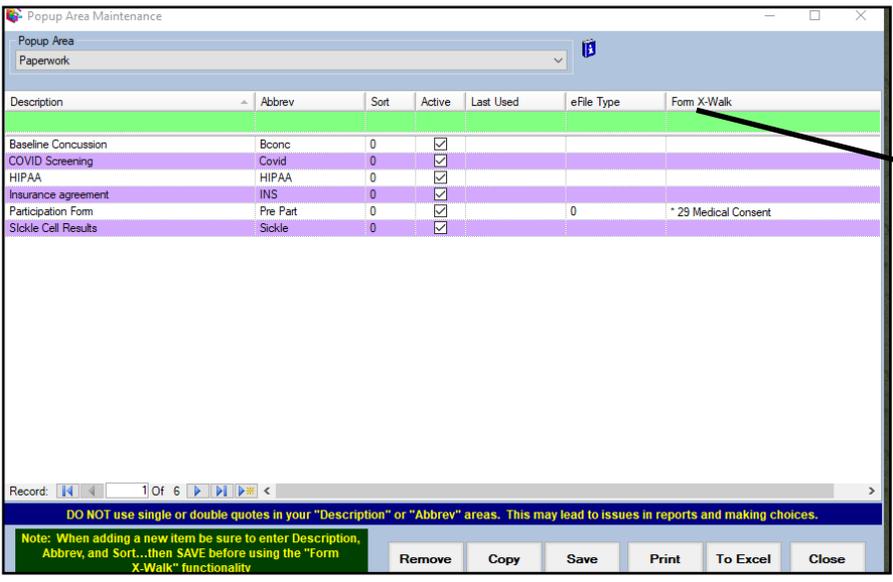
Assign a sort number, reminder all 0's or 1's alphabetizes, descending numbers 1,2,3 etc. will numerically order your entries.

Make the entry active, or inactive with the check box, be sure to also enter the last used date, for historical purpose.

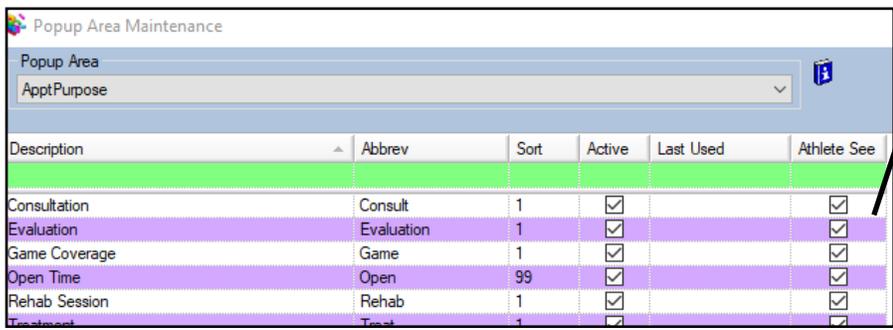
Enter the name you would like associated with the item as the Description

Enter a short abbreviation of the description.

In this example, these entries are also linked to the Datalys information for submission. If you are submitting to Datalys, please make sure this is configured.



In this example, it has the X-Walk tab option. This allows you to link one of your dropdown lists to this list. In this example, it is the paperwork list that shows in the athlete profile, that is X-walked to the online forms that are created.



This example shows Athlete See. Checking this box off, allows athletes to see the associated entry. In this example, it allows them to see the appointments that will be posted by the staff member. Without this check off, they will not see it on the athlete portal.