

# COACH/PROFESSIONAL HELP DOCUMENTATION

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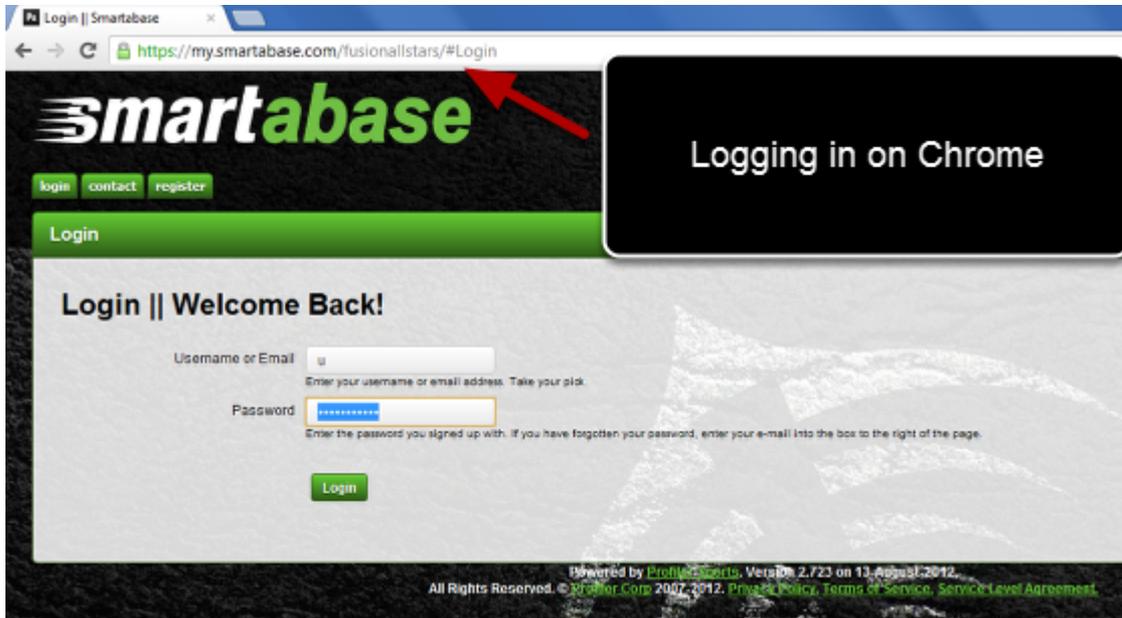
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**The Smartabase software is available to use on an Internet Browser, an Installed Version AND and iPad/iPhone Version**

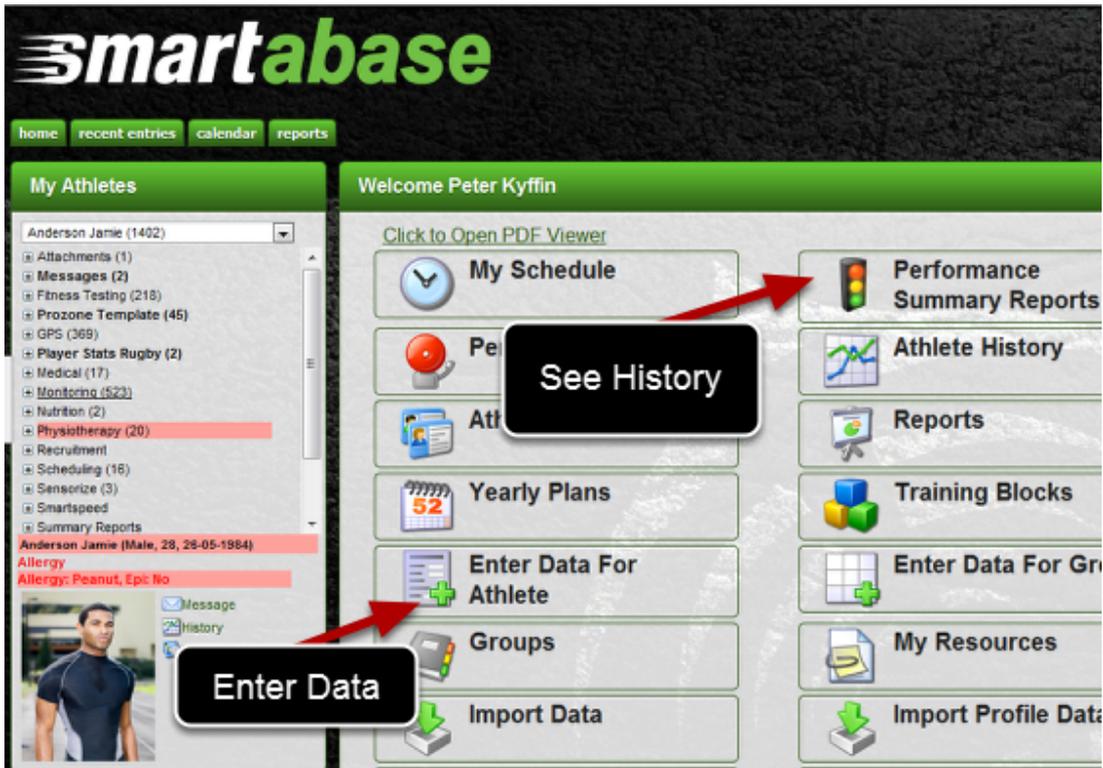
# The different ways to access the system

When you are given your login instructions you can go directly to your Internet Browser and access the system

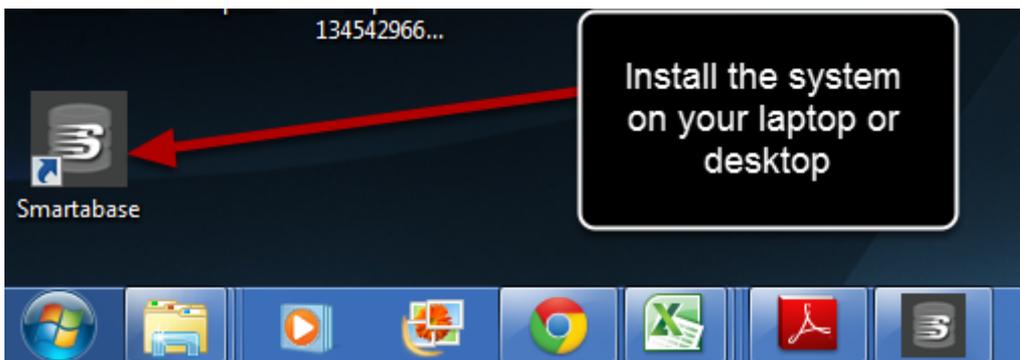


Load your system and type in your system site location

You can login, enter data or review data that has been entered



You can access an Installed Version which is installed and is then available from your Desktop

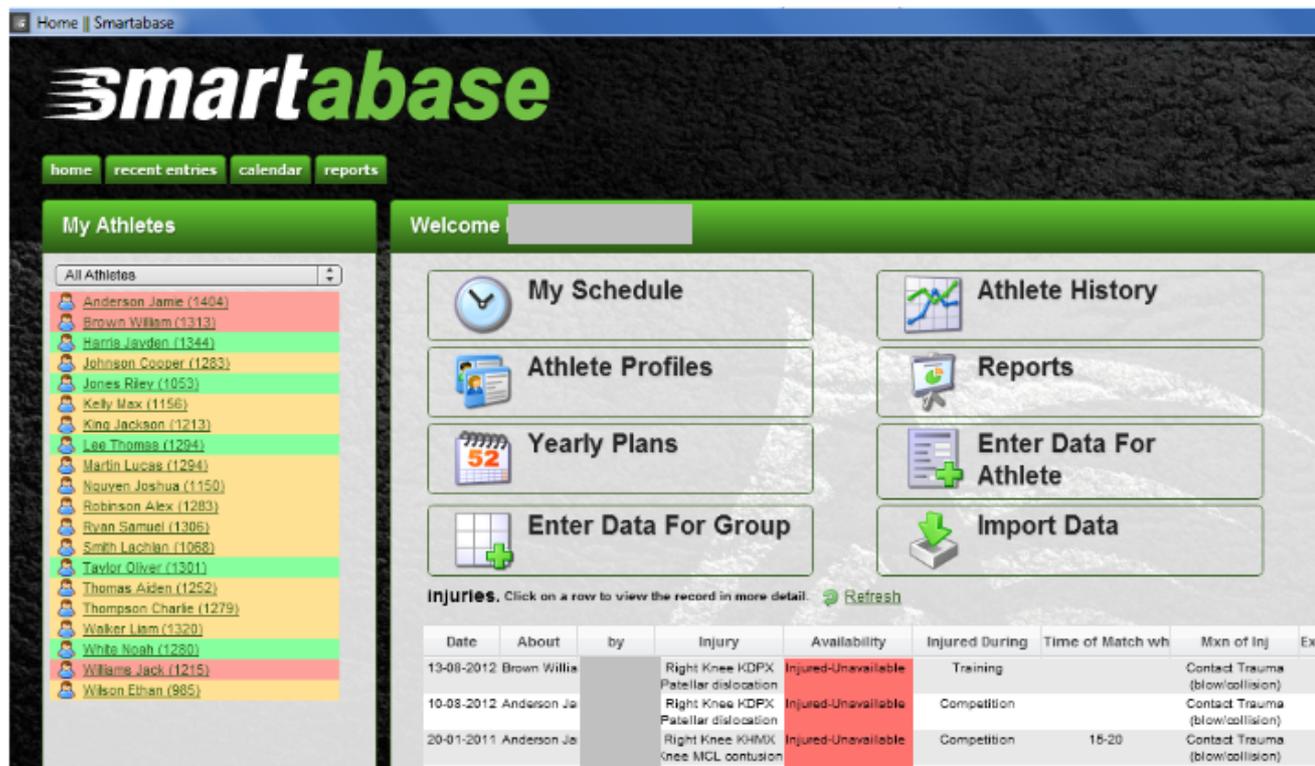


Instructions on downloading this are available in subsequent lessons

## The Installed Version can be accessed Online

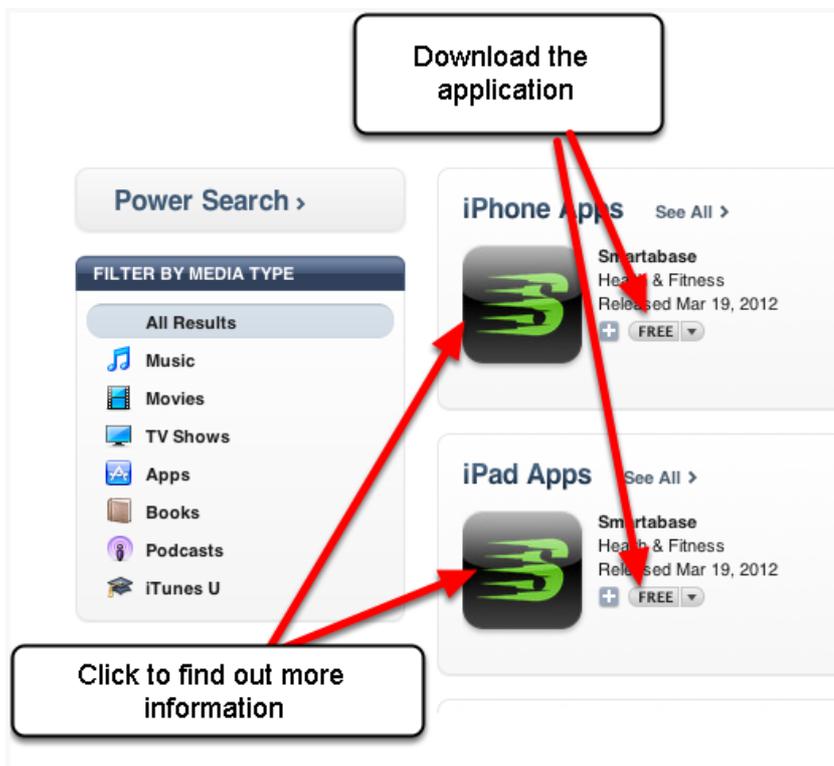


## The Installed Version can be accessed Offline (with reduced features)



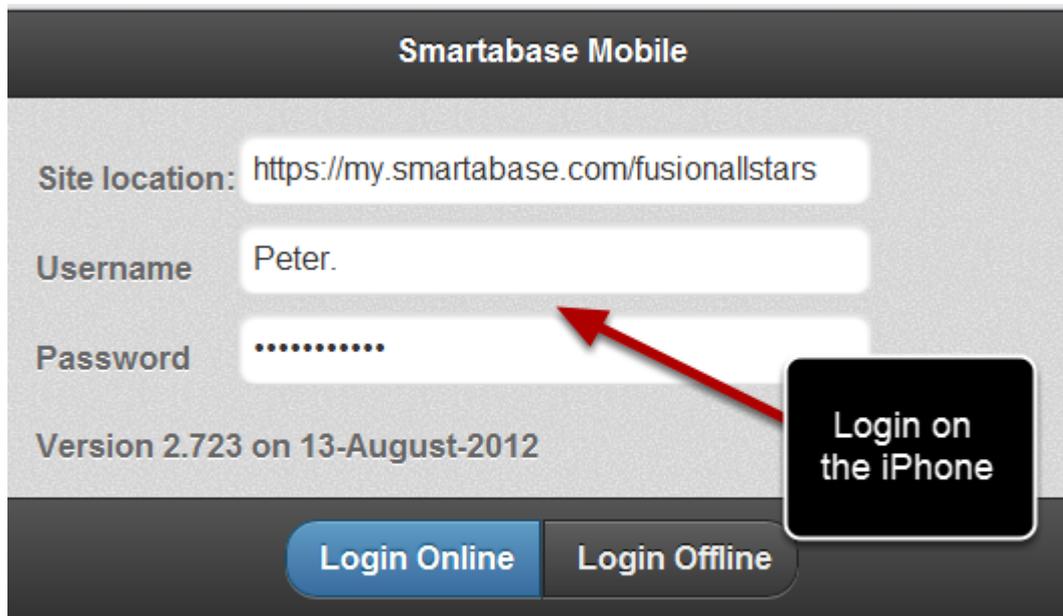
You can enter in new data and review existing data offline using your installed version. When you login online again your data automatically synchronises with the central system and is available on the internet browser version.

You can also download the Smartabase App onto your iPad or iPhone

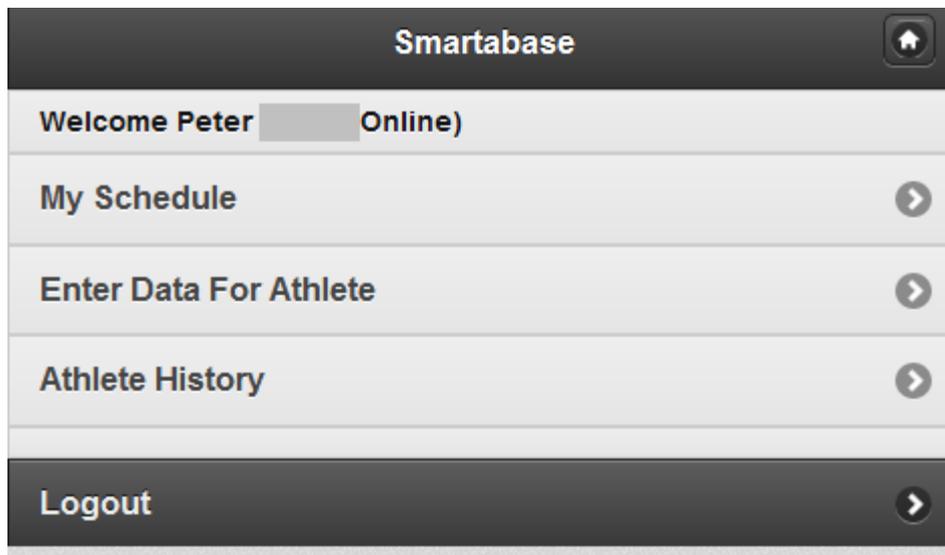


Find the Smartabase app from the Apple App store and download it for free.

The App enables you to enter in new data and review existing data that has been set up especially by your organisation



It is available both online and offline.



You can enter in new data and review existing data online and offline using your iPad/iPhone version. When you login online your data automatically synchronises with the central system and is available on the internet browser version and the installed version.

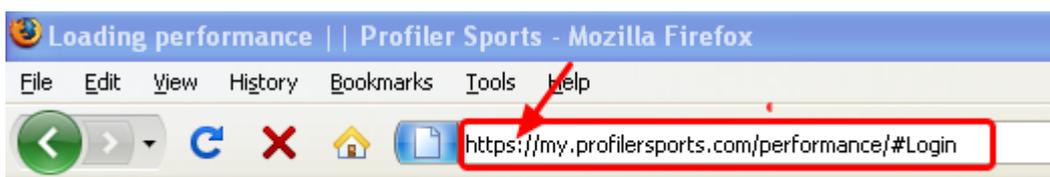
# Logging in and bookmarking the software website address

# Logging into the software

Please note that the system works best using the internet browser Chrome or Firefox. If you are using Internet Explorer 6, we recommend that you change to a different internet browser. Chrome and Firefox are web browser that are free to install and use on your computer and the software will work considerably faster on this browser compared to Internet Explorer. For more information on Firefox visit <http://www.mozilla.com/en-US/firefox/personal.html>

## Load your internet browser

You will be given a unique website address, type it into your internet browser:



## Access and Login to the website

On your internet web browser such as Firefox (the preferred browser) or Chrome type in the software link that your administrator provided you.

Your site will begin with one of the following:

<https://my.profilersports.co.uk/sitename>

<https://my.profilersports.com/sitename>

<https://performance.co.uk/sitename>

<https://my.smartabase.com/sitename>

<https://my.smartabase.co.uk/sitename>

<https://my2.smartabase.com/sitename>

<https://my2.smartabase.co.uk/sitename>

<https://my3.smartabase.com/sitename>

<https://my4.smartabase.com/sitename>

https://edu.cmartabase.com/sitename

Please note that there is NO "www" at the start of the address and you must type in "https" to access the website securely.

## Type in Your Username and Password in the Login Page



Username or Email    
Enter your username or email address. Take your pick.

Password    
Enter the password you signed up with. If you have forgotten your password, enter your e-mail into the box to the right of the page.



Enter the Username and Password provided in your Welcome e-mail.

1. Enter your Username in the "Username or Email" text box.
2. Enter your Password in the "Password" text box.
3. Press Login

The username and password need to be entered correctly and in the correct case. For example, the username of henry.bander needs to be entered in lowercase with a full stop between the first and last name. If you are not sure what your Username is contact your administrator, or look through your e-mails.

This username and password will also enable you to login to the mobile, iPad and iPhone applications if you use them

## Forgotten Your Password?

**Forgot your password?**

Enter your e-mail address and we will immediately send you a new password.

Forgotten your Password?

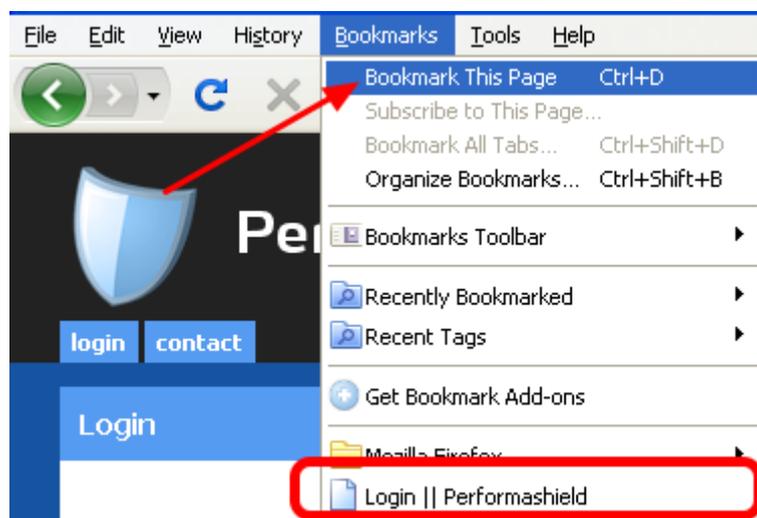
If you have forgotten your password, type your e-mail address in the "Forgot Your Password" text box on the right hand side of the page. A new password will be sent to your e-mail account. You will need to use this new password to login.

You can then go to your [account](#) settings (top right of the login page) and change your password after you next login.

# Bookmark the Website for Easy Access Next Time

If you bookmark the website address, each time you want to enter information, you can simply go to the bookmark link and click it to be taken directly to the login page. This saves you time you don't have to remember the address.

## Bookmark the website address for faster access

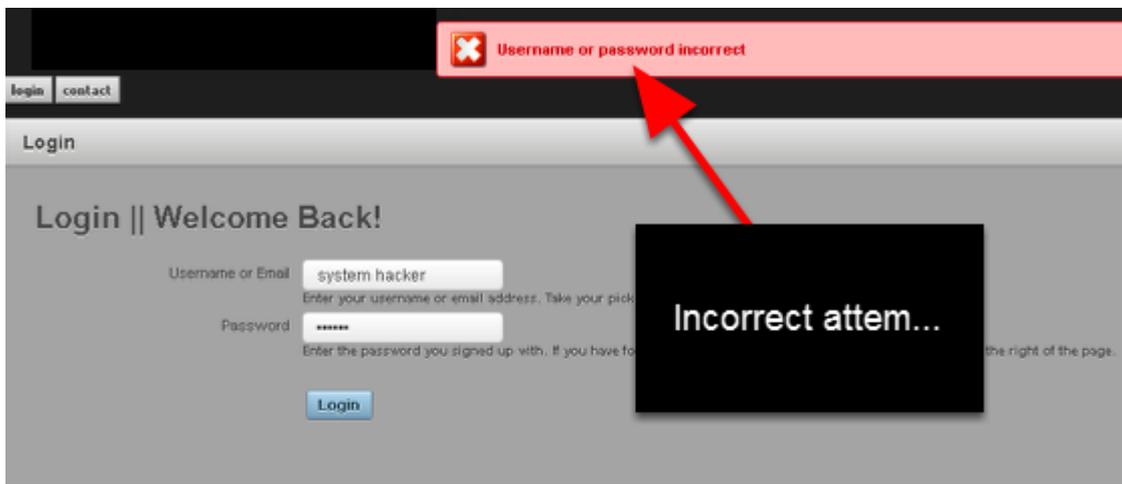


### To Bookmark the site:

1. When you are on the **Login Page** go to the **Bookmarks Menu** on your web browser. Click on "Bookmark This Page" (as shown in the image above) and then save the address in your bookmark files.
2. The next time you are on the internet and you need to enter your information, go straight to your **Bookmarks Menu** and select the your link e.g. "Login || Performashield" to be taken directly to the Login Page. The image above shows that the Performashield site has already been bookmarked and is available to click on. Once a your site address is book marked, it will appear in your bookmarks list.

# Logging in 5 times with an incorrect password or username will stop you from being able to login for 10 minutes

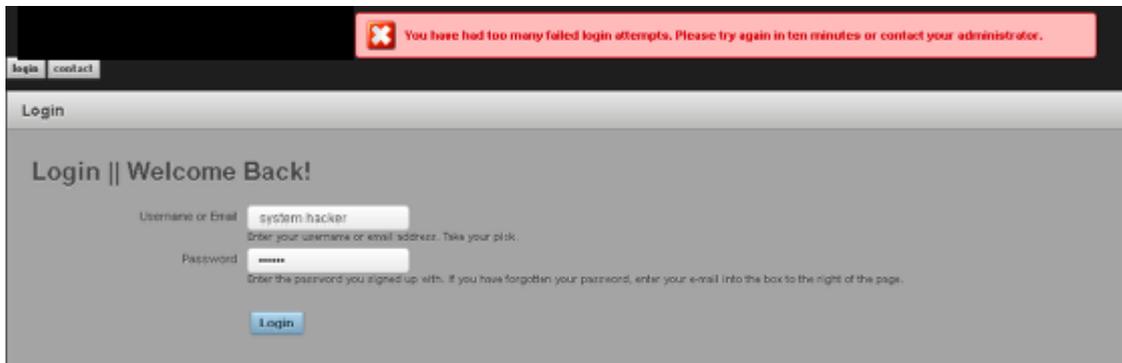
Because we strive to optimise our system's security, if you have 5 failed attempts to login to the software, you will not be able to login for 10 minutes.



This user has tried 4 times with the wrong password. Each failed attempt will follow with a red pop up box that says "Username or Password incorrect". If you get this message, firstly check that you do not have your Caps Lock on (the username and password are case sensitive).

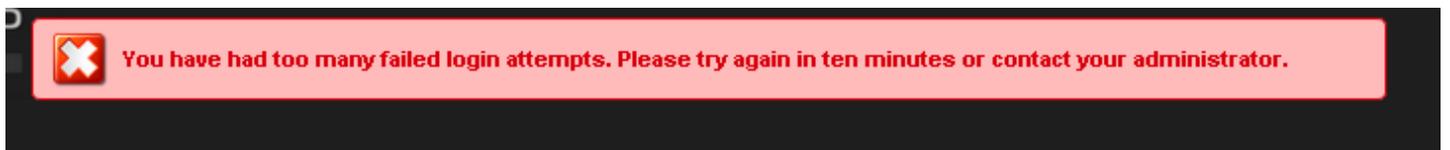
If you still can't remember your username or password, you may need to contact your administrator for a new password if you have forgotten your old one.

If you have 5 attempts and you still enter in your username or password incorrectly, you will not be able to login for another 10 minutes.



If you attempt to login 5 times in a row with an incorrect username or password, you will have to wait 10 minutes before you can login again from your computer. This helps our security team protect against automated programmes that continuously try different username and password combinations.

If this message is displayed, you must wait 10 minutes before you can login.

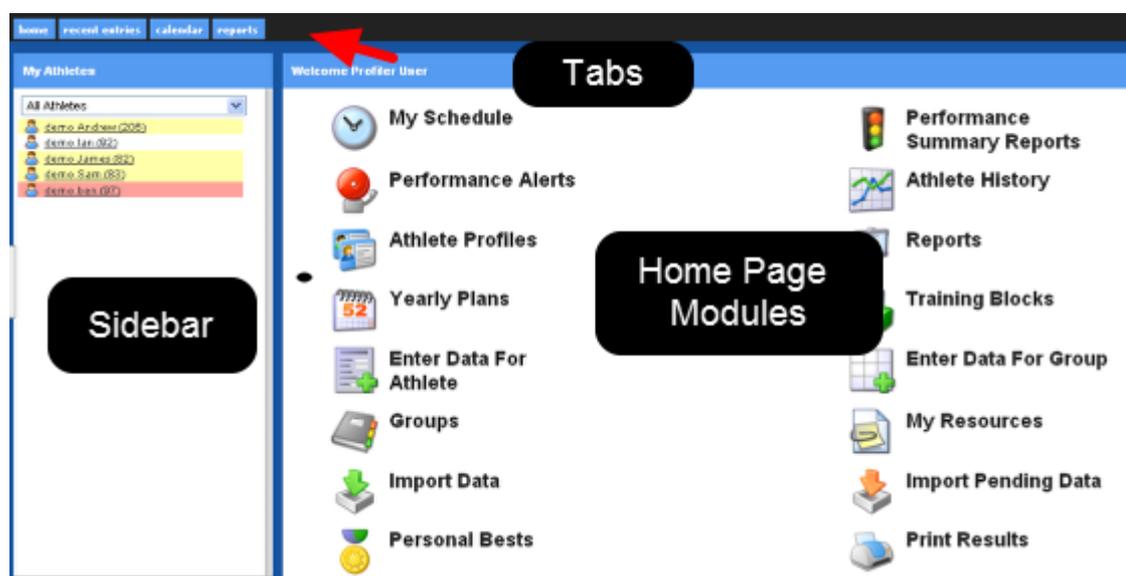


If you have any questions, do not hesitate to contact your administrator

# Coaches, Managers, Administrators Home Page

Each different type of user has access to different modules on the system when they login. All of the system permissions (the modules that you access) and data permissions (what data you can enter and/or view) is set up by your administrator. Please contact them if you have any queries about the system.

## The Home Page Modules



## The Home Page

Once you have logged on you will be taken to the Home Page where you can access all of the features on your software:

Every system that is developed has different capabilities depending on the type of information you need access to and what you need to do with your system.

You may have access to all or some of the capabilities shown in the image above.

What you see on your home page WILL be different from what is shown in the image above. This gives an overview of the different module capabilities:

- Side Bar-shows all of the athletes in the group that you are viewing.
- My Schedule allows you to see what is planned for your athletes today, shows individual events and groups events. The Schedule allows you to open and edit the events scheduled on any day.

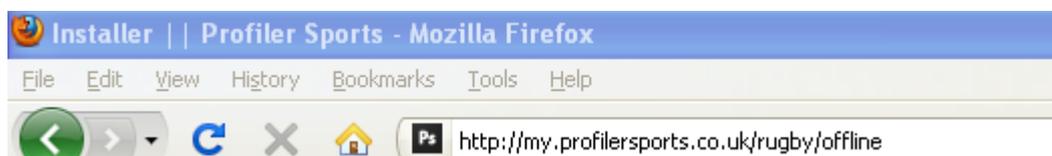
- **Performance Alerts** allow you to set up the alerts for events that are entered and combinations of information entered (available from the Home Page)
- **Performance Summary Reports** allows you to see how your athletes are performing across key performance measures (available from the Home Page)
- **Athlete History** allows you to see the history entered for each type of event for an individual athlete(available from the Home Page)
- **Athlete Profiles** is where information about each athlete such as GP, Physio and emergency contact details is stored (available from the Home Page)
- **Reports** is where you access and run reports for all of the information entered into the system for a group of athletes (available from the Home Page and the Reports Tab)
- **Yearly Plans** is where you can create a complete periodisation plan for your athlete, and the plan is written to their calendars as planned events
- Training Blocks** allows you to create a block of training that can be applied to multiple athletes. It is a very fast way to optimise planning for a large group of athletes
- **Enter Data For Athlete** is where you can enter all new information into the system for a single athlete (available from the Home Page)
- **Enter Data for Group** is where you can enter data for a group in a table mode (available from the Home Page)
- **Groups** allows you to set which groups data you are viewing and accessing when you use the system (available from the Home Page)
- **My Resources** is where resources are stored such as preferred provider lists (available from the Home Page)
- **Import Data** is where you can upload data and see the templates for information to be uploaded into the system (available from the Home Page)
- **Import Pending Data** allows you to upload data from any system such as the smart speed timing lights.
- **Personal Bests** allows you to see all of the personal bests of each athlete for specified fields
- **Print Results** is where you can select to print off session information e.g. a 4 week training cycle.
- **Calendar** is where you can see what events are scheduled , view draft and any overdue events that have not been entered for each athlete (available from the Calendar Tab)
- **Recent Entries** allows you to see the recent entries that have been added by athletes or other coaches/professionals about each athlete into the system (available from the Calendar Tab)

# Install and Work Online or Offline from an installed version

# Install the software and work On-line OR Off-line

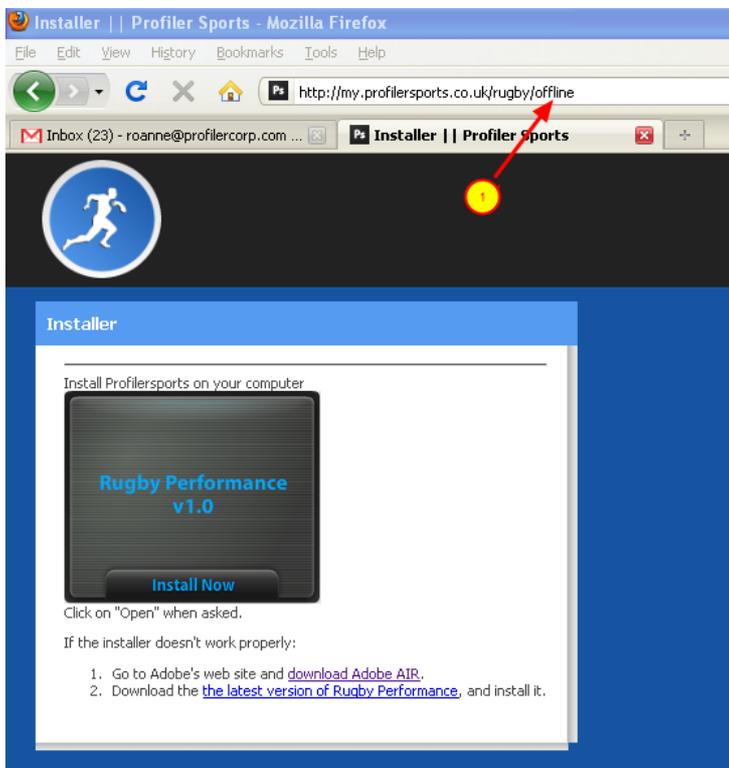
The software is available to use on a desktop or laptop computer on-line (connected to an internet connection) or off-line (not connected to the internet). Follow the steps below to install the software onto your computer for off-line or on-line use.

## 1.0 Access the downloadable/installed version to work on-line or off-line



The software can be used to enter and view data off-line (without being connected to the internet). To access this capability the software must be installed on your computer. You can easily perform this yourself when you are connected to the internet. To install the software you must be on-line (connected to the internet) and the first time you login to the installed/downloadable version, you must be connected to the internet and choose to "Login on-line".

## 2.0 To Install the software on your computer type in your site name and then "/offline" OR "/install"



To install the software just type in the name of your website address and then add "/offline" or "/install" to the end of the website address. For example:

<https://my.profilersports.co.uk/sitename/install>

<https://my.profilersports.com/sitename/offline>

<https://my.smartabase.com/sitename/install>

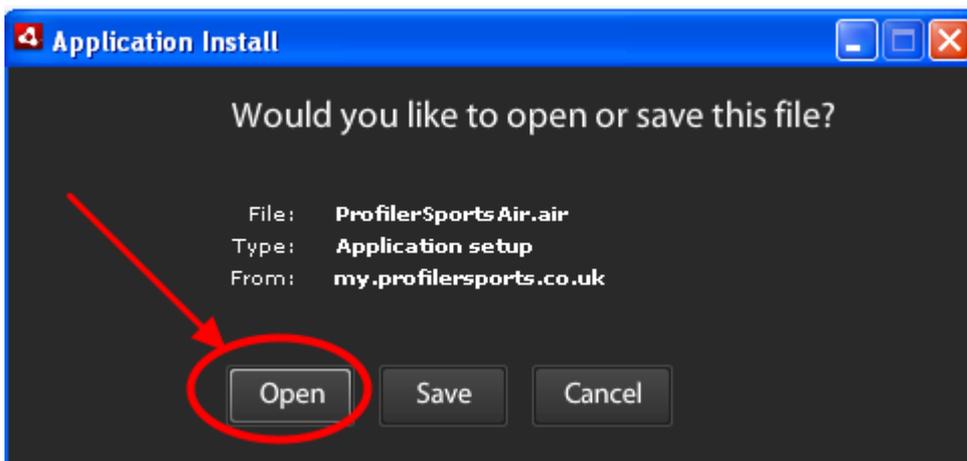
<https://my.smartabase.co.uk/sitename/offline>

### 3.0 Click "Install Now" and wait for the installation to start



Click the "Install Now" button.

### 3.1 The application will install, then click "Open"

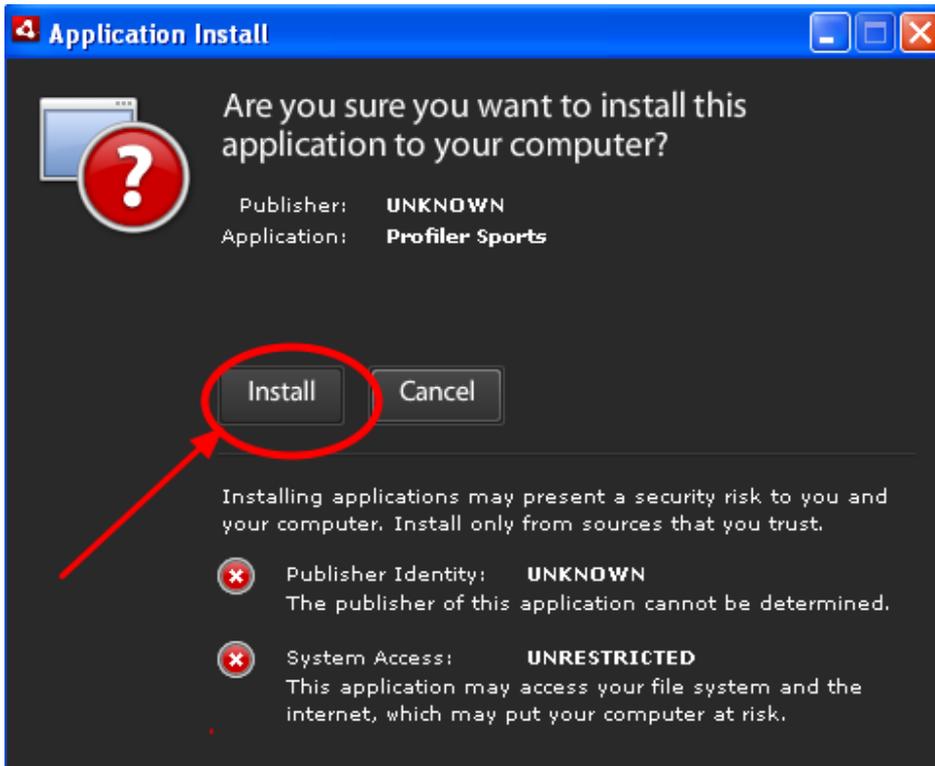


The software will take a moment to install. You will then be asked if you "would like to open or save the file?"

-Click "Open". Do not click Save.

The software will then take a moment to install. If the "Application Installation" window does not appear, go to Step 8.0 and install the Adobe AIR program (a program that the software needs to be able to work).

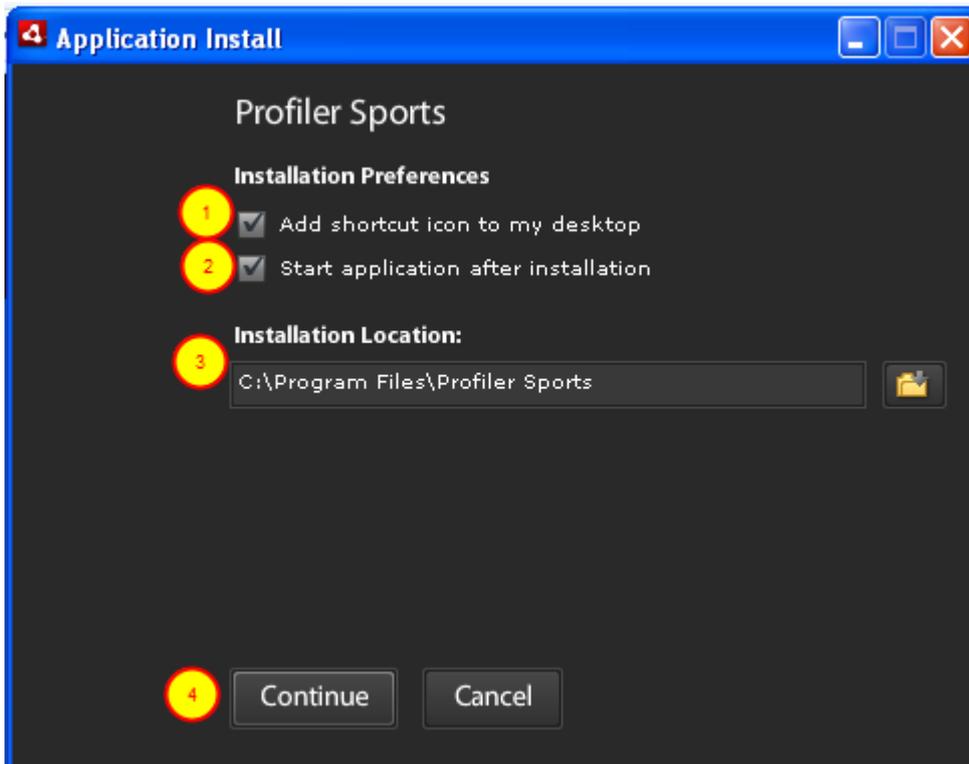
### 3.2 In the Application Install window, click “Install”



Click **Install** to install the software onto your computer.

Another window will appear that specifies where the program will be stored. It will default to save in your program files. You can chose to save it in a different file location if you require (see Step 3.3 below) .

## 3.3 Application Install: Set Your Installation Preferences



You will be able to choose where you want the software to be stored and be available from. In the image here you can see that:

#1: A short cut is going to be saved onto the desktop (the desktop file on your computer).

#2: The software application is going to start once you click "continue"

#3: The software is going to be saved in your Program Files. Choose the file box to select a different location to save the software to.

#4: Click "Continue"

## 4.0 The Login window will appear

The screenshot shows a login window with a blue header bar containing the word "Login". Below the header, there is a yellow padlock icon followed by the text "Login || Nice to see you again!". The main form contains the following fields and elements:

- Site Location:** A text input field containing "http://my.profilersports.co.uk/rugby". A red circle with the number "1" is next to the label. Below the field is the text "The site you login to, e.g. profilersports.com/yoursite".
- Username:** A text input field containing "rugby.coach". A red circle with the number "2" is next to the label. Below the field is the text "Enter your username. If you are not sure of your username contact administrator".
- Password:** A password input field containing "\*\*\*\*\*". A red circle with the number "3" is next to the label. Below the field is the text "Enter your password. If you have forgotten your password please contact your administrator".
- Validation:** A green button labeled "All fields valid".
- Login Buttons:** Two buttons labeled "Login Online" and "Login Offline". A red circle with the number "4" is next to the "Login Offline" button, and a red arrow points from it to the "Login Online" button.

The login window will appear. It will be the same as the window that you use when you login using your internet browser. However, for this login page you also need to type in your system address into the Site Location box:

#1: Enter in the Site Location: e.g. <https://my.profilersports.co.uk/sitename> or <https://my.profilersports.com/sitename>, <https://my.smartabase.com/sitename> or <https://my.smartabase.co.uk.sitename>.

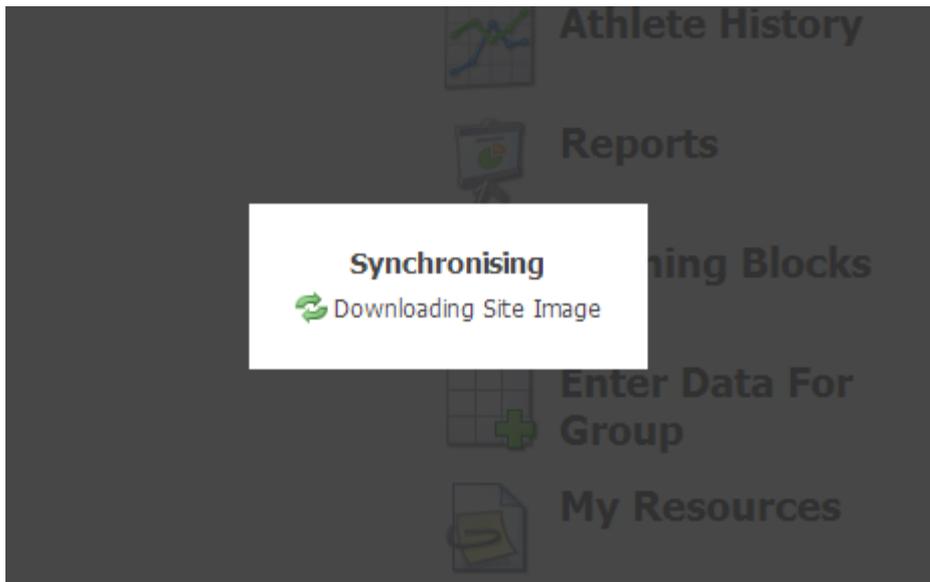
#2: Enter your username

#3: Enter your password

#4: Click "Login Online". The first time you login to the downloadable version you must be connected to the internet so that your information can be shared between the two systems and then saved locally on your computer.

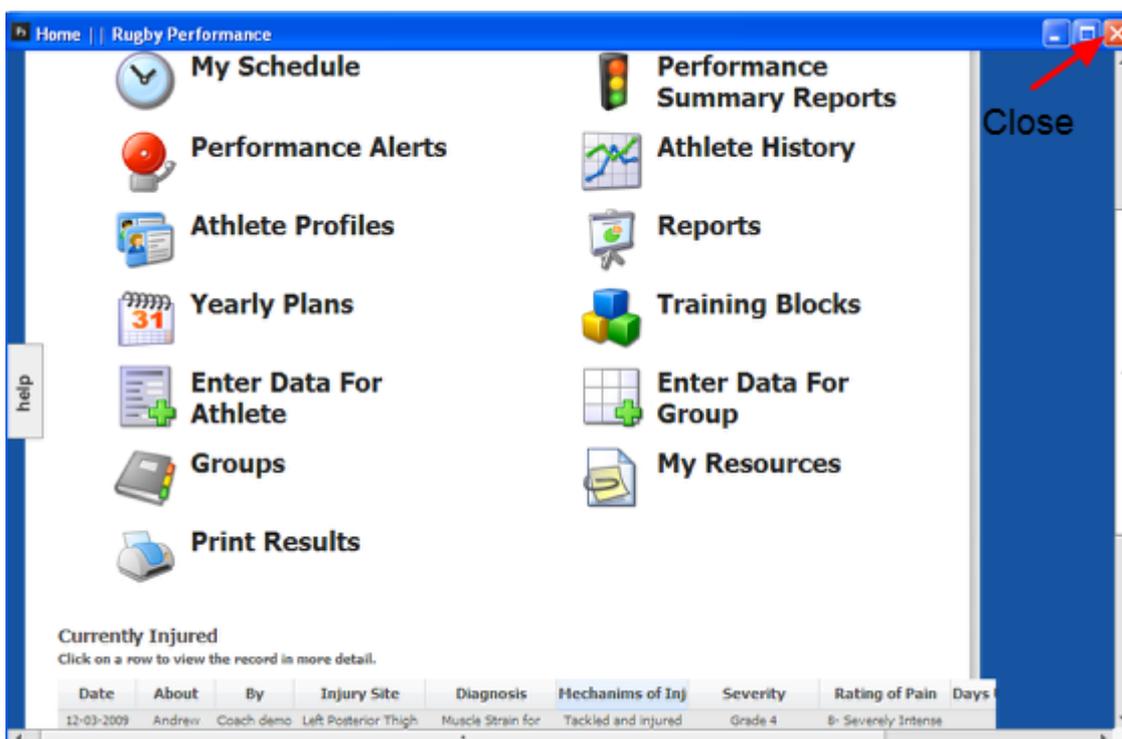
The system will take a moment to synchronise and download any data, reports, or changes to the software. Synchronisation time will vary depending on the amount of data you download, and/or if there is a new version of the software to install (this will happen automatically).

## 4.1 The software will synchronise



All of the information from the on-line system will synchronise and be copied to the downloadable/offline version. This means when you login off-line you will be working from the most recently synchronised on-line version.

## 5.0 Working on the installed software: the Same System Features and Front Page Reports

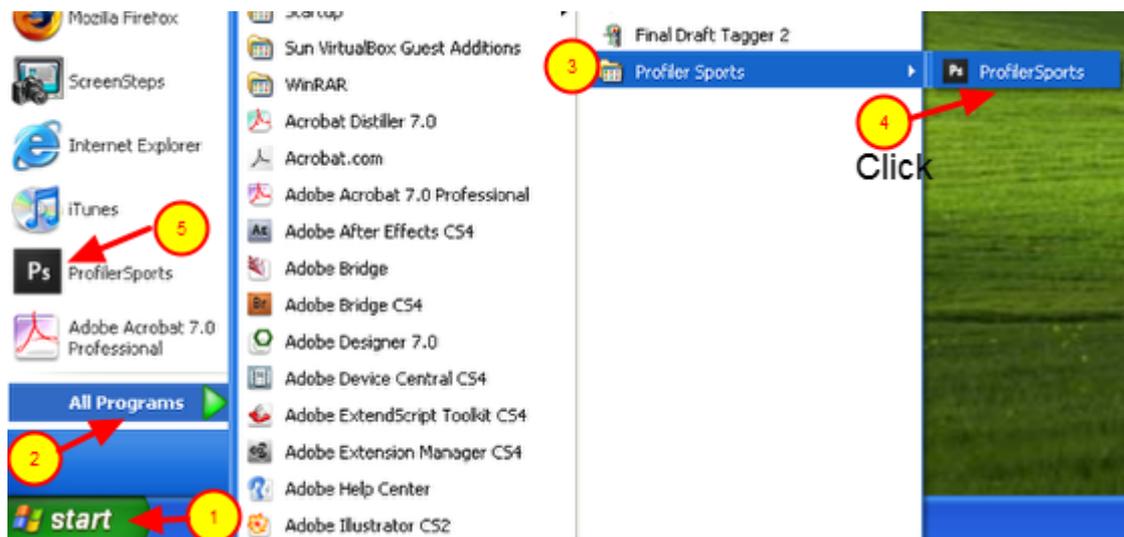


When you work on-line on the installed software, you have access to the same system features. When you add in new data it will need to synchronise between "Saves" but all of the capabilities and modules will be the same.

When you work on-line on the installed version you do not need to logout. When you have finished, simply close the window using the red X in the top right of the window (as shown in the image above). All of the data and settings that you used will be saved.

To reload/access the software again, the file will be available from the settings you specified previously, e.g. in your programme files list (see Step 6.0)

## 6.0 Load the software from your Program Files or your desktop.



Once you successfully download the program, it will be available from the location that you specified in Step 3.3 (e.g. from the program files or from your desktop).

To access the program from your "Start" menu:

#1: Click on the "start" menu

#2: Click on "All Programs"

#3: Search through your list of program files until you find Profiler Sports

#4: Click on the ProfilerSports (the black PS box) link

or

#5 if you selected to add it to your quick links it will be available on your quick links #5 and you can just click it and the programme will load.

To access the system from your desktop:

Go to your desktop and click on the Black PS icon.

## 7.0 Login "Off-line"

Login

 **Login** || Nice to see you again!

1 Site Location   
The site you login to, e.g. profilersports.com/yoursite

Username   
Enter your username. If you are not sure of your username contact your administrator

2 Password   
Enter your password. If you have forgotten your password please contact your administrator

3

4

Once you open the software from your programme files or desktop, the login screen will appear again:

#1: The previously entered site link will be automatically remembered so you should not need to retype this in. Just check to see that it is the correct address e.g.

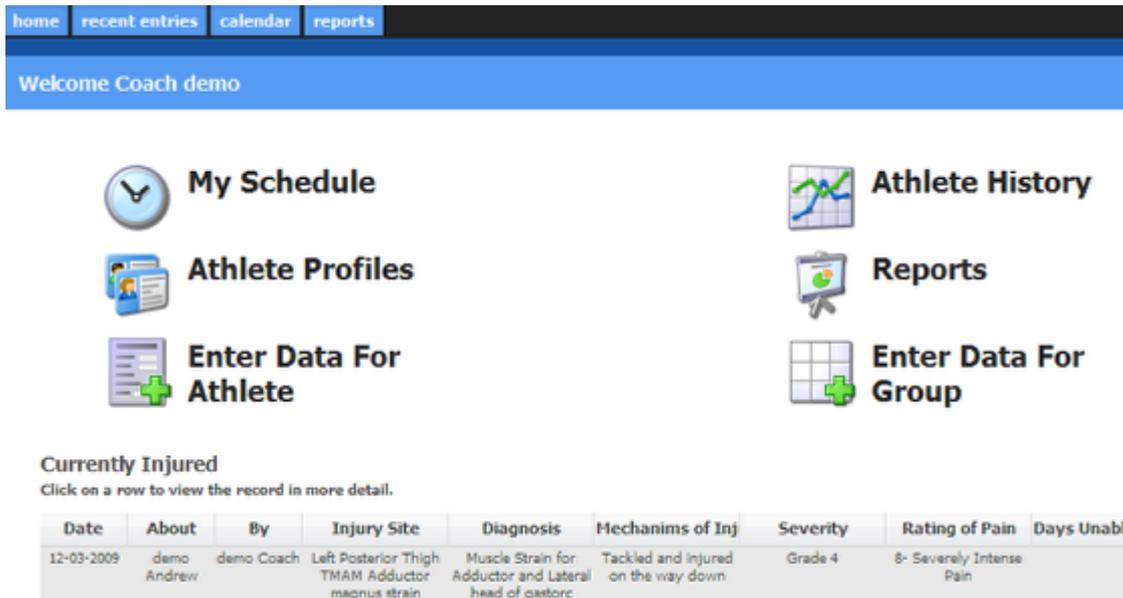
<http://my.profilersports.co.uk/sitename> or <https://my.smartabase.co.uk/sitename>

#2: Enter your username

#3: Enter your password

#4: Click "Login Offline" to access the system without having to be connected to the internet.

## 7.1 Access to Enter Data and Review Reports



The screenshot shows a software interface with a navigation bar at the top containing tabs for 'home', 'recent entries', 'calendar', and 'reports'. Below the navigation bar is a blue banner with the text 'Welcome Coach demo'. The main area contains several icons and labels for different functions: 'My Schedule' (clock icon), 'Athlete Profiles' (person icon), 'Enter Data For Athlete' (calendar with plus icon), 'Athlete History' (line graph icon), 'Reports' (screen with chart icon), and 'Enter Data For Group' (calendar with plus icon). Below these is a section titled 'Currently Injured' with a sub-header 'Click on a row to view the record in more detail.' and a table of injury records.

Date	About	By	Injury Site	Diagnosis	Mechanims of Inj	Severity	Rating of Pain	Days Unable
12-03-2009	demo Andrew	demo Coach	Left Posterior Thigh TMAM Adductor magnus strain	Muscle Strain for Adductor and Lateral head of gastroc	Tackled and injured on the way down	Grade 4	8- Severely Intense Pain	

The off line version is designed for data entry and viewing results. Many of the system modules will be turned off automatically to reduce loading time and increase the speed that the software runs.

### Where is the Data Saved and Is it Safe?

Any data that you enter or changes you make off line are saved locally on your computer. The next time you login on line on the installed version all of the changes that you made off-line will be automatically synchronised and updated.

The data is very safe on your computer as it is all stored as encrypted data. It cannot be accessed without your unique username and password.

### Special Note Regarding Attachments and Uploaded files

One of the main difference when you work on line and off line is with attachments. To reduce the size of the system that you load, all of the files and attachments that you upload into the system are all stored on-line on a special secure server. This capability mean hundreds of GB's of files and video can be stored without you having to download them each time you access the system. However, this means you cannot access attachment or uploaded files in the off line version. To access attachments or file uploads you need to be connected to the internet.

## 8.0 Install Didn't Work? Download the Adobe Air Program

**Installer**

Install Profilersports on your computer



Click on "Open" when asked.

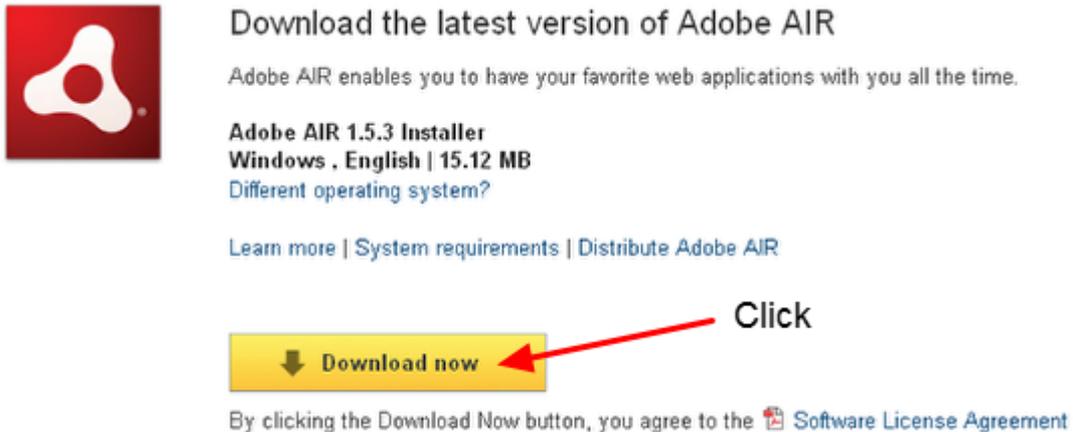
If the installer doesn't work properly:

1. Go to Adobe's web site and [download Adobe AIR](#).
2. Download the [the latest version of Rugby Performance Monitor](#), and install it.

If the Installation did not work and an error occurred go back to step 2.0 then:

Click on the "download Adobe AIR" link

## 8.1 The Adobe AIR program will open in a new Window/Tab. Click the "Download" button



**Download the latest version of Adobe AIR**

Adobe AIR enables you to have your favorite web applications with you all the time.

**Adobe AIR 1.5.3 Installer**  
Windows , English | 15.12 MB  
[Different operating system?](#)

[Learn more](#) | [System requirements](#) | [Distribute Adobe AIR](#)

**Download now**

By clicking the Download Now button, you agree to the [Software License Agreement](#)

Click on the Download now button.

You may be asked via a pop up if you are sure you want to install "AdobeAIRInstaller.exe". Click the "Save" button.

8.2 On your internet downloads list the "AdobeAIRInstaller.exe" will be available. Click on the link to open/run the software.



8.3 A pop up window will tell you when it has installed correctly. Click "Finish"



Click "Finish" on the Adobe AIR Setup pop up box. Then, return to the install site address (Step 2.0) on your internet browser and press the Install Now software again. Follow steps 3.0 to 5.0.

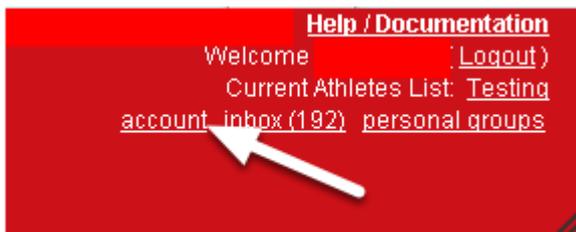
Any problems. Contact your administrator.

# Your Account and Internationalisation

# Your Account Information

Your account details

To access your account settings click on "account" top right of the page



## Changing your account details

---

First Name	<input type="text" value="Test"/>		
Middle Names	<input type="text"/>		
Last Name	<input type="text" value="User"/>		
Username	<input type="text" value="test.user"/>		
Known As	<input type="text"/>		
Email Address	<input type="text" value="est@smartabase.com"/>		
Password	<input type="password" value="....."/>	Confirm: <input type="password" value="....."/>	<input type="button" value="Generate Random"/>
Date Of Birth	<input type="text" value="Sat 07-March-1979"/>		
Sex	<input type="text" value="Male"/> <input type="button" value="v"/>		
Picture	<input type="button" value="Browse..."/> No file selected.		
	<input type="button" value="Upload"/>		

### Your account details

- First Name: the first name (must be entered into the system)
- Middle Names: the Middle Name
- Last Name: the Last Name (must be entered into the system)

-Username: is used when they login (must be entered in the system)

-Known As: The name that is shown when others are viewing their information

-Email Address: Your e-mail is the address that any reports, messages, or new passwords are sent to

-Password: Password Security

Passwords need to be a minimum of 6 characters. For security try and use a mix of letters and numbers. NEVER use a simple 123456 or just a first name. For security, passwords do NOT appear once they are written in. They cannot be read/accessed once they are set.

-Date Of Birth: Use the << arrows to move between years and the < to move between months to select the correct date using the pop-up calendar. Move to the correct date and then right mouse click on the correct day.

-Sex: Male/Female

-Picture: An image of the athlete can be displayed beside your Know as details. Browse, select and upload the image.

N.B. If you do not select "Upload" your picture will not be updated

## Address and Phone numbers

The screenshot shows a user profile form with the following sections:

- Sex:** A dropdown menu currently set to "Male".
- Picture:** A "Browse..." button, the text "No file selected.", and an "Upload" button.
- Addresses:** An "Add Address" button, which is highlighted with a red arrow.
- Phone Numbers:** Two rows of phone number input fields. Each row includes a dropdown menu (set to "Mobile"), a plus sign, a country code field (61 and 44), a hyphen, a city code field (431 and 797), another hyphen, and a number field (233311 and 144323434). To the right of each row is an example "E.g. +64-275-123123" and a "Test" button. To the right of the entire section are three vertical arrows (red minus, green plus, green minus) for each row, and another set of three for the "Add Phone Number" button below. The "Add Phone Number" button is highlighted with a red arrow.
- Language:** A dropdown menu currently set to "English".
- Active:** A checked checkbox.
- Favorite Events:** Two dropdown menus (set to "Injury Record" and "Counter Movement Jump"), each with a red minus, green plus, and green minus arrow to its right. Below them is an "Add" button.
- Sidebar Width:** A text input field.

-Address: You can select to include a Primary and/or Alternate Address

To add an additional address click the "Add Address" button

**-Phone Number:** Phone numbers are used for text messages. Phone numbers need to be entered as International, National (drop the 0) and then Local Number. For example, (03) 453 2768 becomes 643 453 2768, or a cell phone 0275663 877 becomes 642 756 63877.

Once you write in your cell phone number, you can click on the "test" button and the system will send a text message to that phone number to verify it is correct. A notification will also appear saying "valid phone number". If it doesn't then try again.

YOu can add multiple phone numbers by clicking the "Add Phone Number"

## Internationalisation... what language will appear when you login?



You can select what language you the application site to appear. The available languages are:

English

German

Spanish

Portuguese

The entire site will appear in that language apart from the labels for athletes and coaches. These must be set by your site Builder.

## Favourite Events and Sidebar Width



**Favourite Events:** These are events that you can choose to appear as a separate button at the top of the Home Page, and that event appears at the top of the list in the sidebar, as well as having links to it by the athlete's picture on the sidebar and on the Sidebar that always show. Usually you would select an event that is used daily, but you do not have to select any events (see the next lesson to learn more about favourite events).

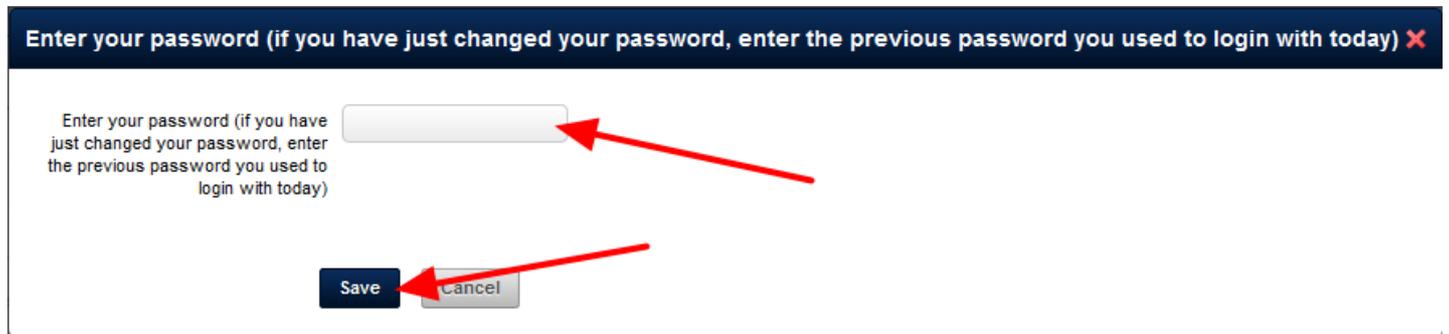
Sidebar Width is set in pixels.

The default width is about 220-250 pixels. You can make it wider or narrower to fit your needs (see the section in the application help on section width for more details).

**YOU MUST CLICK "SAVE" to update you account information**

Make any necessary changes and select "Save" to update the users account.

**When you click Save you need to confirm these changes by entering in the password you used to login**

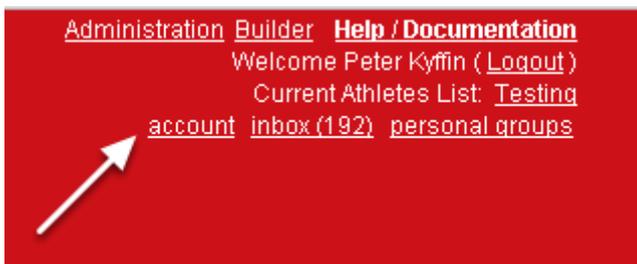


The screenshot shows a dark blue header bar with the text "Enter your password (if you have just changed your password, enter the previous password you used to login with today) X". Below the header, the same text is repeated in a smaller font. A white text input field is positioned to the right of the text. Below the input field are two buttons: a dark blue "Save" button and a light grey "Cancel" button. Two red arrows point to the input field and the "Save" button.

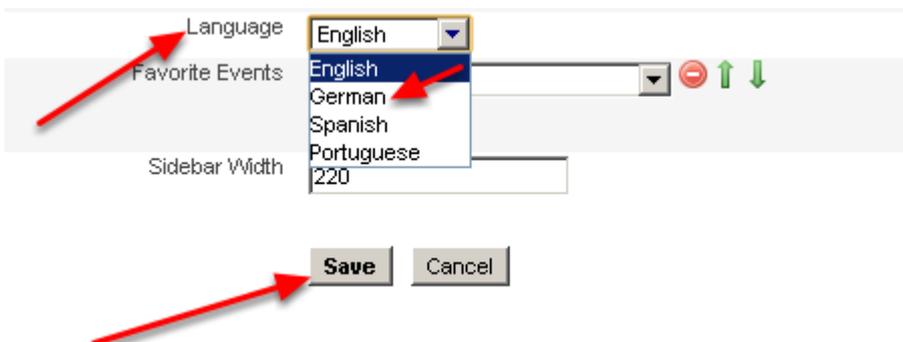
# Internationalisation: Choosing to see the application in English, Spanish, German or Portuguese

You can now choose to view all of the application in a different language.

To change your language settings click on your account (top right of the page)



At the bottom of your account page, click on the drop down box beside Language and select your preferred language. Save the new account settings.



You will need to refresh your internet browser



Updated Account Details. Please reload to see the changes.

This shows you how the site looks after you have changed your account settings

An example of German

To change your settings to a different language, go back to account

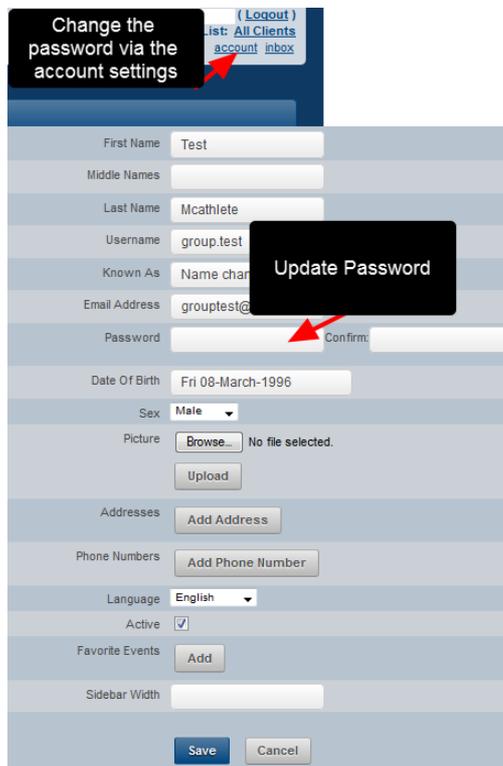
[Verwaltung](#) [Builder](#) [Hilfe / Dokumentation](#)  
Willkommen Peter Kyffin ([Logout](#))  
Aktuelle Athleten Liste: [Testing](#)  
[konto](#) [eingang \(192\)](#) [persönliche gruppen](#)

Go back to your account, and select a different language then refresh your application

# New Password Security Criteria: 8 characters with at least 1 Upper Case, 1 lower case, and 1 numeric character

To ensure passwords are in line with best practice security protocols, if you update your password you will be required to adopt an 8 character password; with at least one upper and lower case letter, and one number, e.g., For example s8x34Yt1

If you change your password, then it must meet the new Password Security criteria



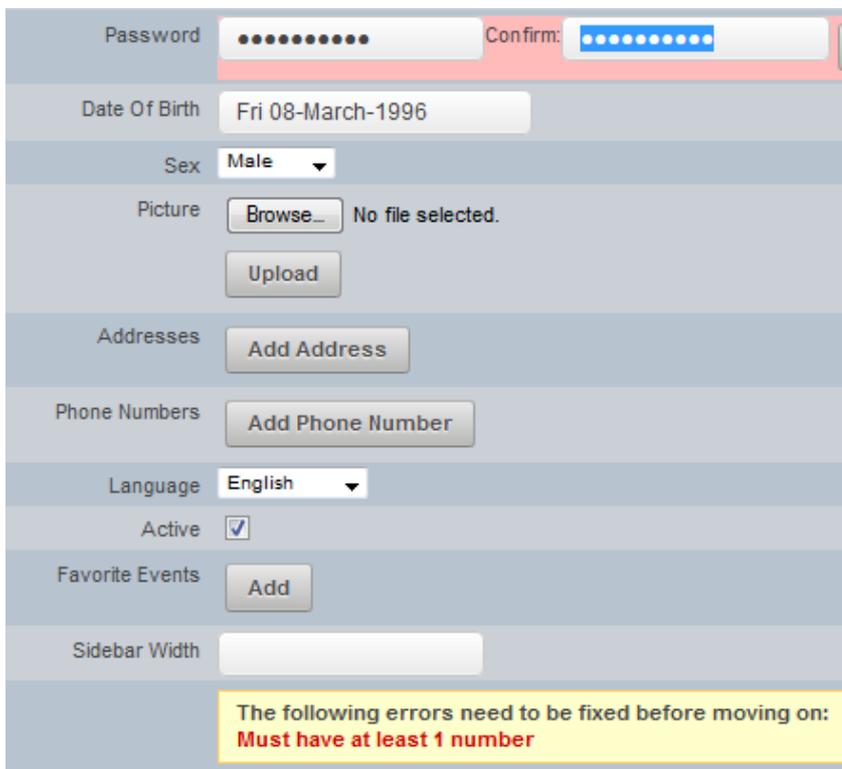
The screenshot shows a user account settings page. At the top left, a black box with white text says "Change the password via the account settings" with a red arrow pointing to the "account" link in the top navigation bar. In the top right, there is a "(Logout)" link and a list of links: "list: All Clients", "account", and "inbox". The main form contains the following fields: First Name (Test), Middle Names (empty), Last Name (Mcathlete), Username (group.test), Known As (Name char...), Email Address (grouptest@...), Password (with a red arrow pointing to the "Update Password" button), Confirm (empty), Date Of Birth (Fri 08-March-1996), Sex (Male), Picture (Browse... No file selected, Upload), Addresses (Add Address), Phone Numbers (Add Phone Number), Language (English), Active (checked), Favorite Events (Add), and Sidebar Width (empty). At the bottom are "Save" and "Cancel" buttons.

If the password is too short, the "at least 8 characters" error message will appear

The image shows a user profile form with several fields: Password, Confirm, Date Of Birth (Fri 08-March-1996), Sex (Male), Picture (Browse... No file selected, Upload), Addresses (Add Address), Phone Numbers (Add Phone Number), Language (English), Active (checked), Favorite Events (Add), and Sidebar Width. A red box highlights the Password and Confirm fields, and a red arrow points from a black box labeled "Not 8 characters" to the Password field. Another red arrow points from the same black box to a yellow error message box at the bottom that reads: "The following errors need to be fixed before moving on: Your password must be at least 8 characters". A "Generate Random" button is also visible next to the Confirm field.

Every new password and changes to old passwords will need to be at least 8 characters.

If a number is not included as part of the password, the "at least 1 number" error message will appear



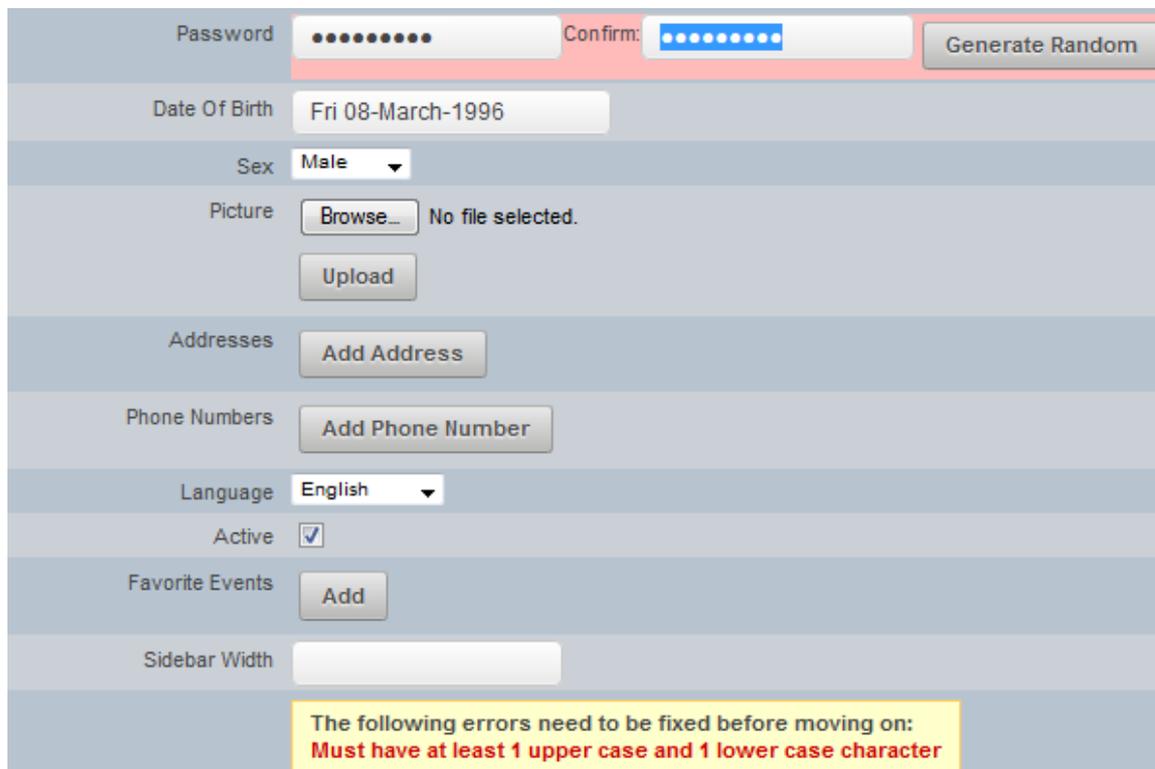
The image shows a user profile form with the following fields and controls:

- Password:** A text input field with masked characters (dots). A red error message is visible below it.
- Confirm:** A text input field with masked characters (dots).
- Date Of Birth:** A text input field containing "Fri 08-March-1996".
- Sex:** A dropdown menu with "Male" selected.
- Picture:** A "Browse..." button, the text "No file selected.", and an "Upload" button.
- Addresses:** An "Add Address" button.
- Phone Numbers:** An "Add Phone Number" button.
- Language:** A dropdown menu with "English" selected.
- Active:** A checked checkbox.
- Favorite Events:** An "Add" button.
- Sidebar Width:** A text input field.

A yellow error message box at the bottom of the form contains the text: "The following errors need to be fixed before moving on: **Must have at least 1 number**".

For example, a password of upytYwyy does not include a number, so an error message will appear. When a number is added (e.g., upytYw4yy), the error will be resolved.

If only uppercase, or only lowercase, characters are used then an error message will appear



The image shows a user profile form with the following fields and controls:

- Password:** A text input field with a red border and a "Generate Random" button to its right.
- Confirm:** A text input field with a red border.
- Date Of Birth:** A text input field containing "Fri 08-March-1996".
- Sex:** A dropdown menu with "Male" selected.
- Picture:** A "Browse..." button, the text "No file selected.", and an "Upload" button.
- Addresses:** An "Add Address" button.
- Phone Numbers:** An "Add Phone Number" button.
- Language:** A dropdown menu with "English" selected.
- Active:** A checked checkbox.
- Favorite Events:** An "Add" button.
- Sidebar Width:** A text input field.

At the bottom of the form, a yellow error message box contains the text: "The following errors need to be fixed before moving on: Must have at least 1 upper case and 1 lower case character".

For example, a password of 8987657yz or 8987657YZ has both numbers and letter, but at least one upper and lower case letter need to be used. When a character using each case is added (e.g., 8987657yZ), the error will be resolved.

Once an 8 digit character is entered into both password boxes, the account details can be saved.



The image shows a user profile form with the following fields and controls:

- Password:** A text box containing 8 dots.
- Confirm:** A text box containing 8 dots.
- Date Of Birth:** A text box containing "Fri 08-March-1996".
- Sex:** A dropdown menu with "Male" selected.
- Picture:** A "Browse..." button and an "Upload" button.
- Addresses:** An "Add Address" button.
- Phone Numbers:** An "Add Phone Number" button.
- Language:** A dropdown menu with "English" selected.
- Active:** A checked checkbox.
- Favorite Events:** An "Add" button.
- Sidebar Width:** A text box.
- Buttons:** A blue "Save" button and a grey "Cancel" button.

A red arrow points from a callout box to the "Save" button. The callout box contains the text: "Once the password and the confirmation password are entered. Click Save."

**N.B. If any other account information is being changed, this will NOT require the password to be updated**

The image shows a user profile update form with the following fields and values:

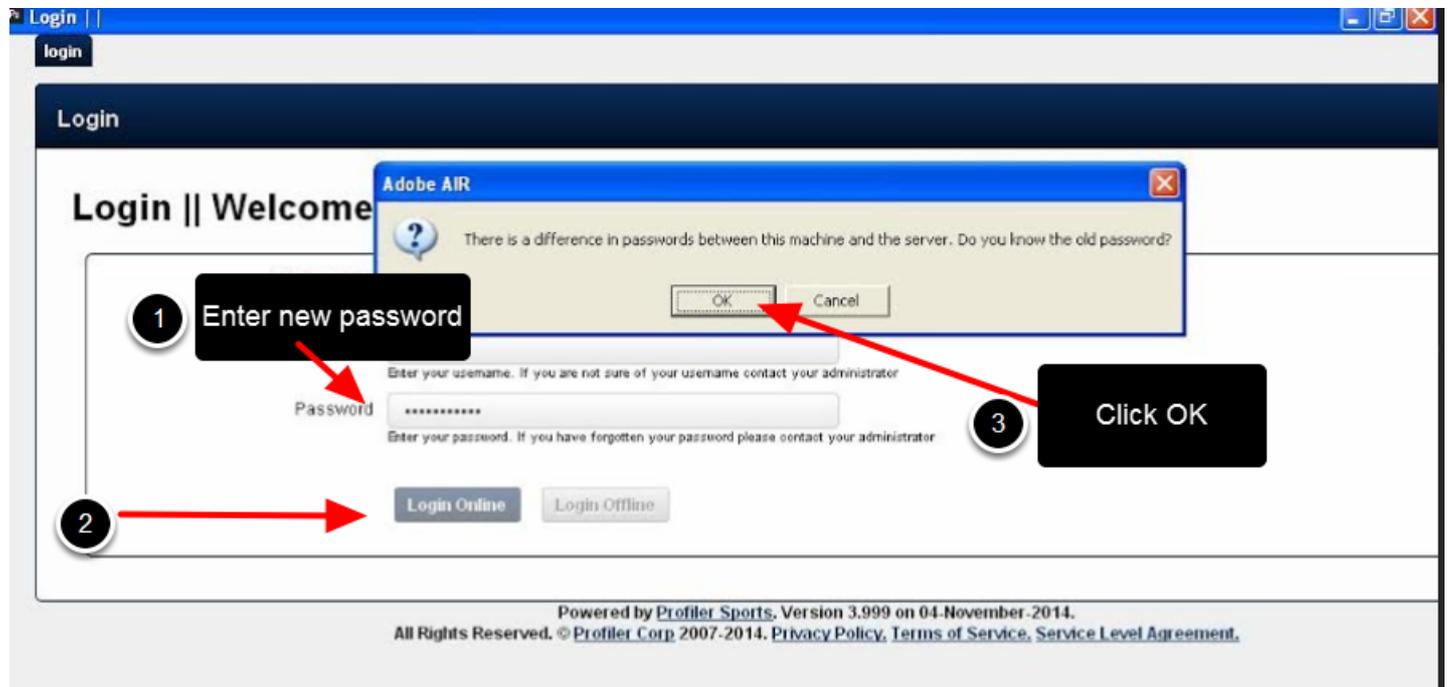
- First Name: Test
- Middle Names: (empty)
- Last Name: Mcathlete
- Username: group.test
- Known As: Name changed
- Email Address: grouptest@promisecor
- Password: (empty)
- Confirm: (empty)
- Date Of Birth: Fri 08-Mar
- Sex: Male
- Picture: (Browse... button)
- Upload: (button)
- Addresses: (Add Address button)
- Phone Numbers: (Add Phone Number button)
- Language: English
- Active:
- Favorite Events: (Add button)
- Sidebar Width: (empty)
- Save: (button)
- Cancel: (button)

Two black callout boxes with white text and red arrows are present:

- One box points to the "Known As" field with the text: "Only the Know As field is changed".
- Another box points to the "Save" button with the text: "Changes can be saved".

For example, if a user's phone number, name or address are changed, this information can be changed and saved without having to update a password. It is ONLY if the password box is changed that it must be updated to fit with the new standards.

If you changed the password online and you use the installed version, please ensure you load the installed version to update the password to the local desktop database

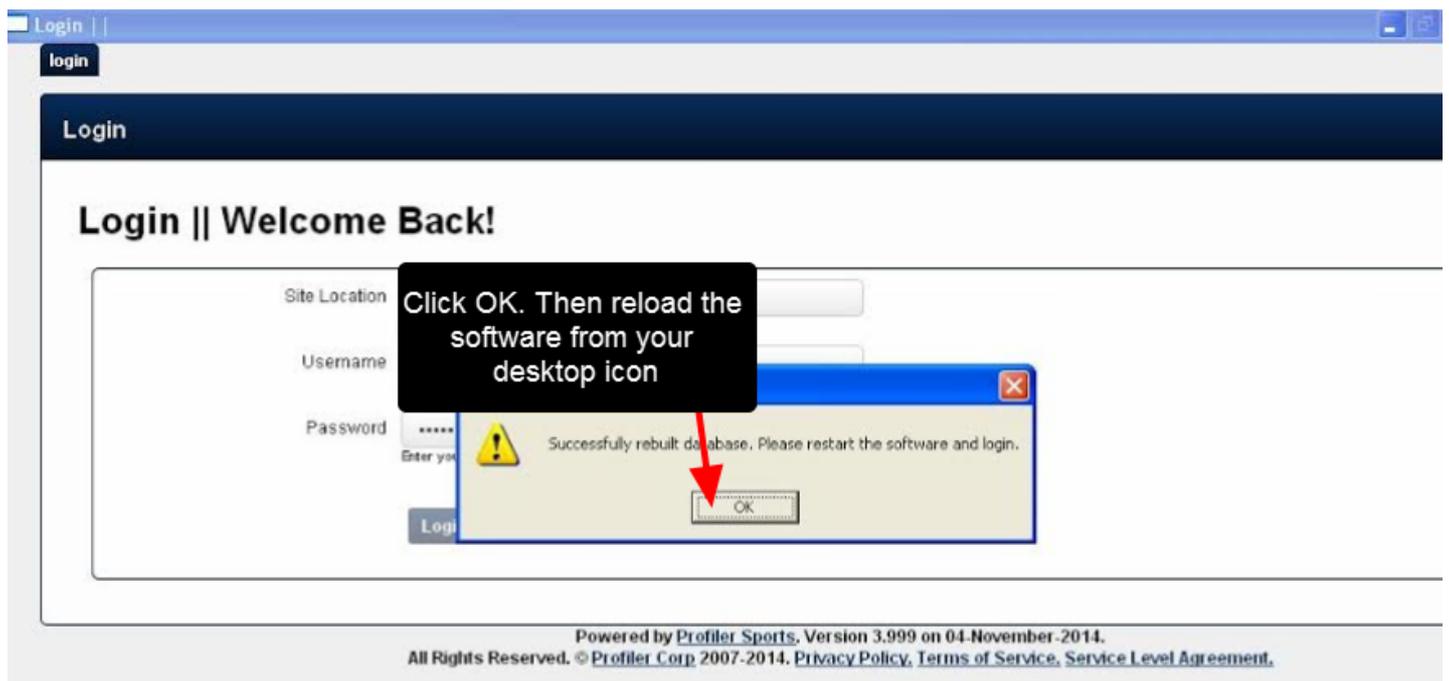


After the installed version of the software loads, type in the NEW password into the Password box and click Login Online. A notification will appear that there is a differences in passwords between the installed software on this computer and the main server where you access your data from online. Click OK.

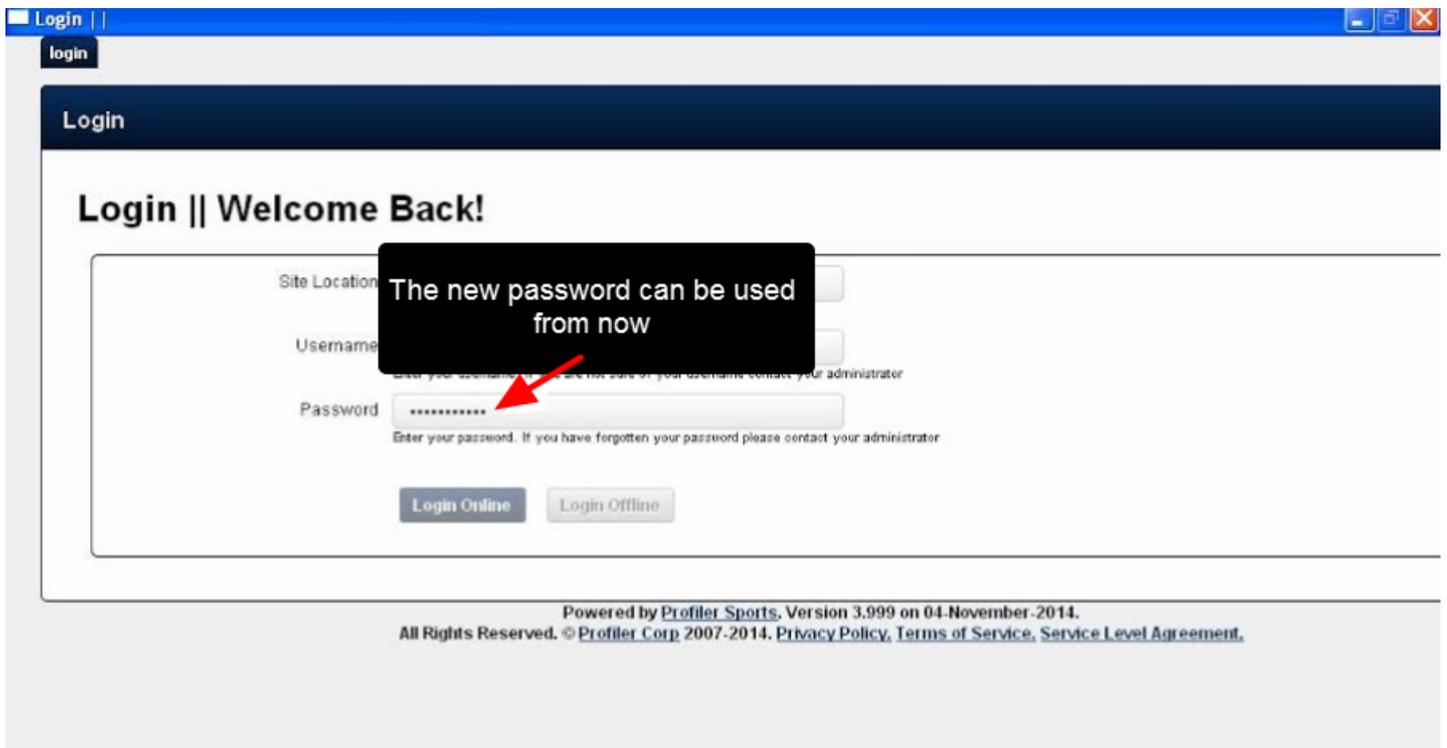
Simply retype in the original password (the one before you updated it)



The database will be rebuilt, enabling the new password to be used to access the installed software. Click OK to close the programme, then reopen it again.

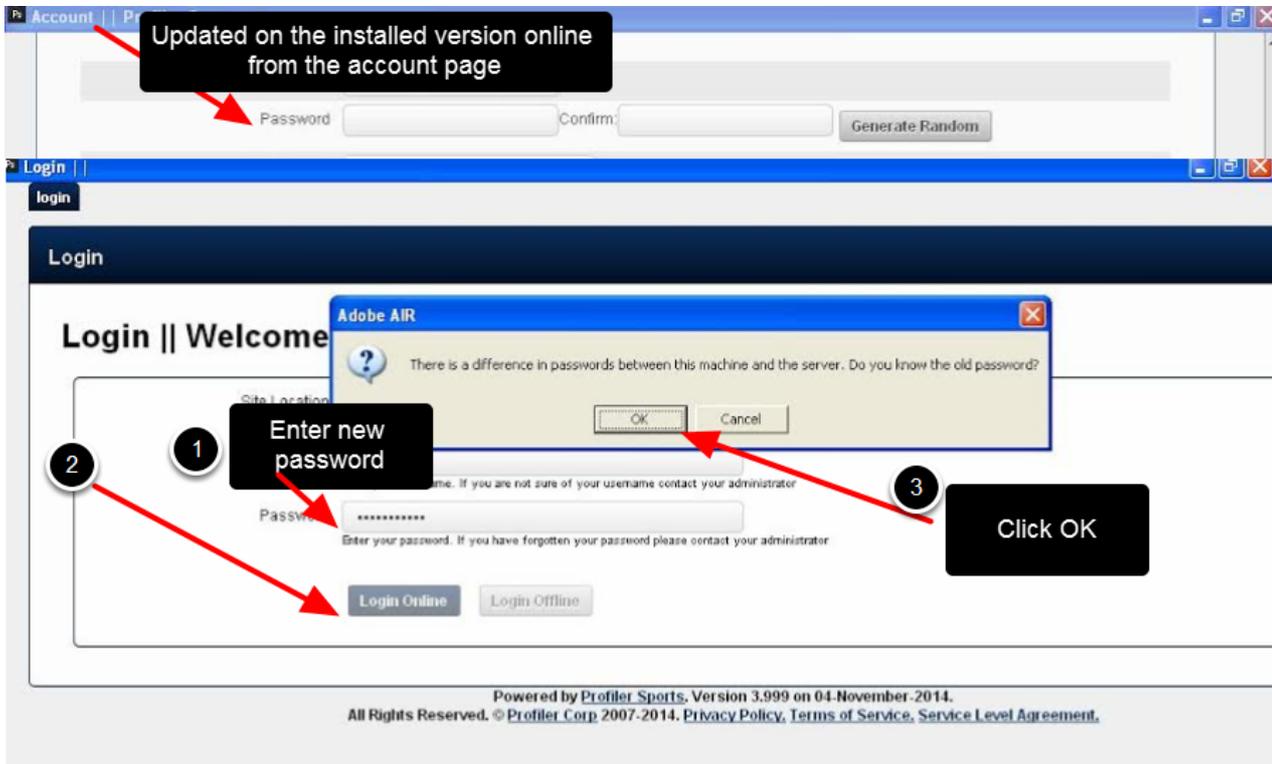


The software will load and the new, more secure, password can be used to access the installed system online and offline



The screenshot shows a web browser window titled "Login ||". The page has a dark blue header with the word "Login" in white. Below the header, the main content area has a white background with the heading "Login || Welcome Back!". There is a form with three input fields: "Site Location", "Username", and "Password". The "Password" field is filled with asterisks. A red arrow points from a black callout box containing the text "The new password can be used from now" to the "Password" field. Below the form, there are two buttons: "Login Online" and "Login Offline". At the bottom of the page, there is a footer with the text: "Powered by Profler Sports, Version 3.999 on 04-November-2014. All Rights Reserved. © Profler Corp 2007-2014. [Privacy Policy](#), [Terms of Service](#), [Service Level Agreement](#)."

N.B. If you updated your password on the installed version of the software, you will still need to retype in your old password the next time you load it



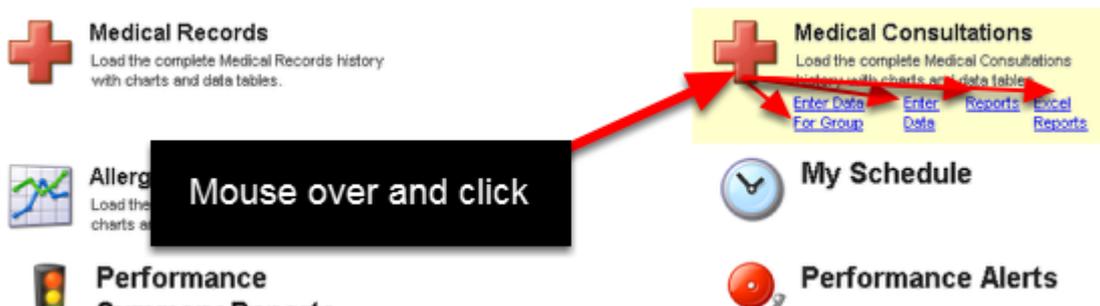
Even if you change a password on the installed version of the software online, the next time you login to the software there will still be difference in passwords between the installed software on this computer and the main server where you access your data from online. Click OK and retype in the old password just as the previous steps had outlined.

# Optimising your workflow

# Setting up "Favourite" Events so you can quickly enter new data, access history, reports and even excel reports for Event Forms you use daily

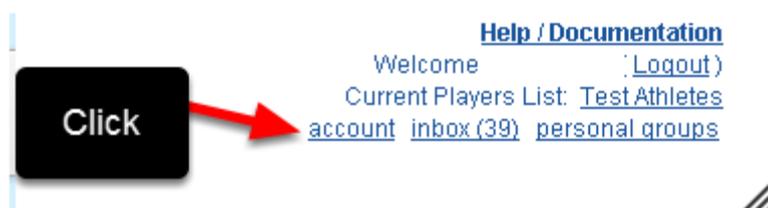
When you enter in a lot of data into one or two forms in the system, you may wish to set these event forms as Favourites to help speed up data entry and access. Favourites enable you to quickly enter in data, access reports and access excel reports for that specific form.

Favourite Events appear at the top of your event lists on the Sidebar and also on the Home Page. They enable you to quickly enter in a new record, access Reports and even access any Excel Reports setup from that Event form.

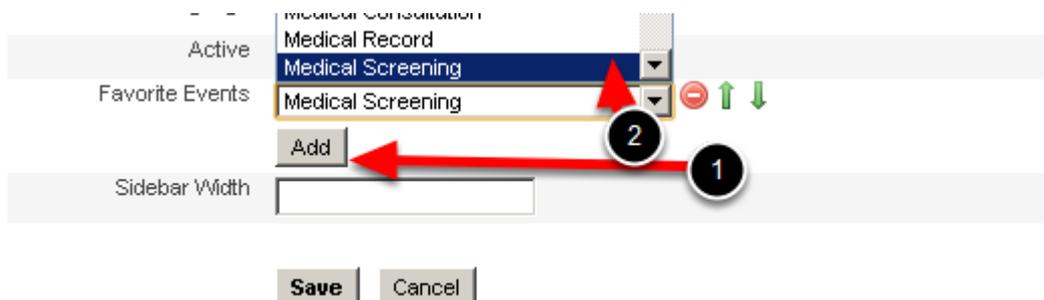


The image here shows Events that have been set up as Favourites. They appear at the top of your home page for fast access, and you can enter in new data, and access Reports that you have saved using that Event form.

To set up Event Forms as "Favourites", you need to open your account (shown here) and go to Favourite Events



In the accounts click Add and then choose from the list of Event Forms in the drop down box

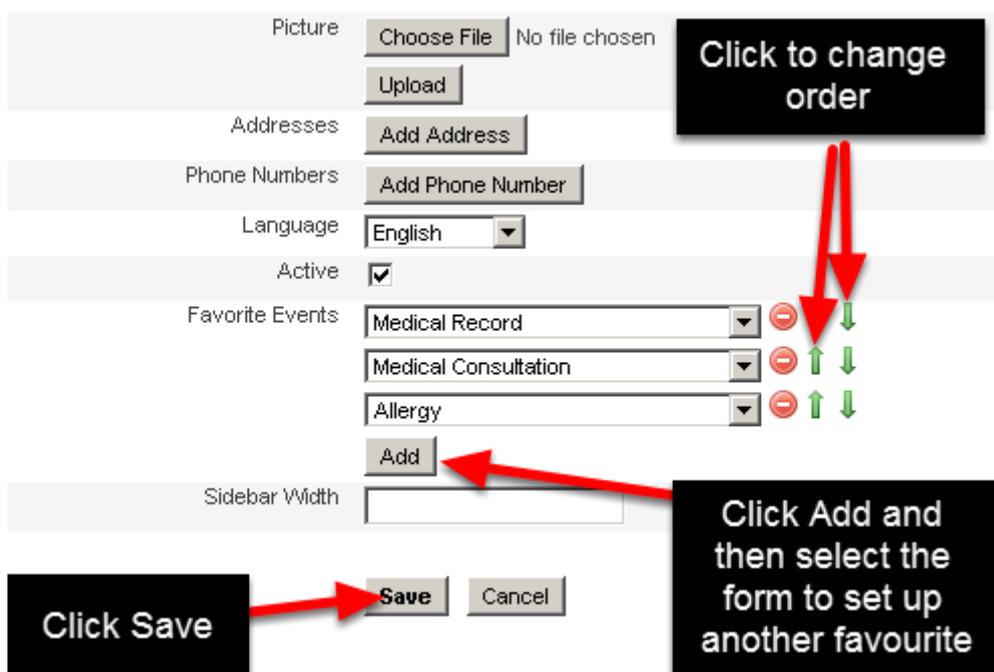


1: Click Add

2: Choose from the list of Event forms and select the one that you would like to set as a favourite

N.B click "Add" again to add in an additional event forms as a Favourite.

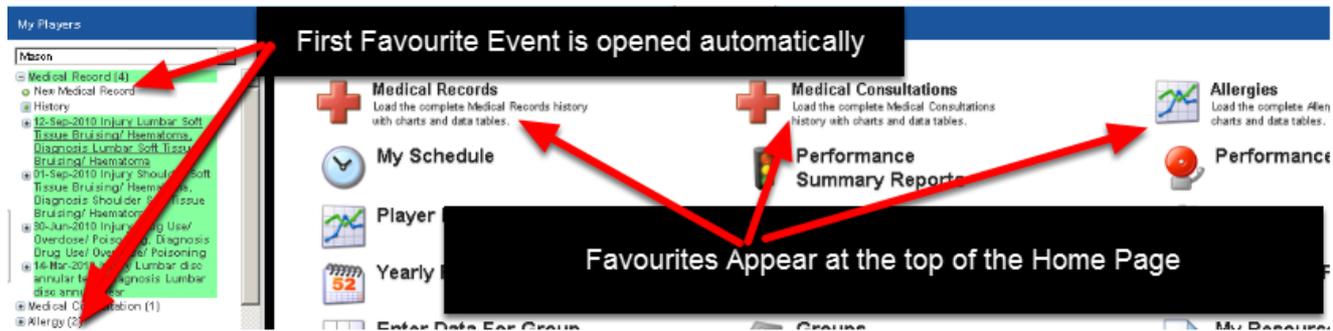
The image here shows that 3 forms have been set up as Favourites on this users Account page



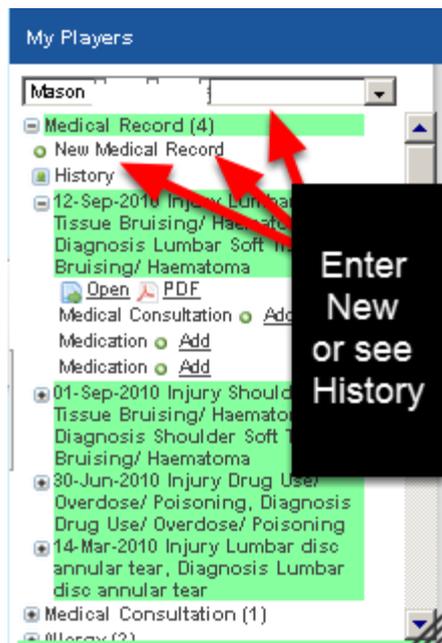
The form at the top of the list will appear at the top of the sidebar (see the image below) and it will be opened to show all records. Any other forms you add as favourites will appear underneath the first form (you can use the up and down arrows shown here to ensure the most

important Event is first). All of the Favourite Events will appear at the top of the Home Page as well (as shown in the image in the step below).

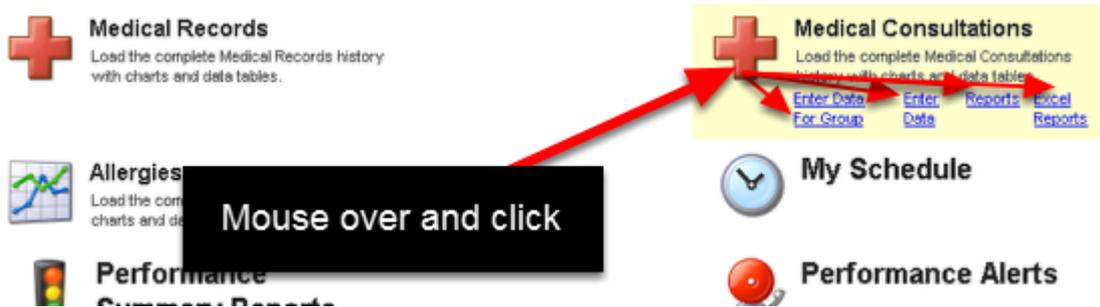
## How the Favourites Appear on the Home Page and Sidebar



Because the Favourite events appear at the top of the Sidebar, you can enter new records, open recent entries, go directly to the history for the athlete and even add in related events from the sidebar (if that is enabled on your system)



The Favourite Events also appear on the Home Page and allow you to quickly enter in a new record, access reports and even access any Excel Reports setup using a Favourite Event form



The Image here shows that when you mouse over a Favourite Event you can:

Enter Data for a group: enter in new data for a group (if it is enabled)

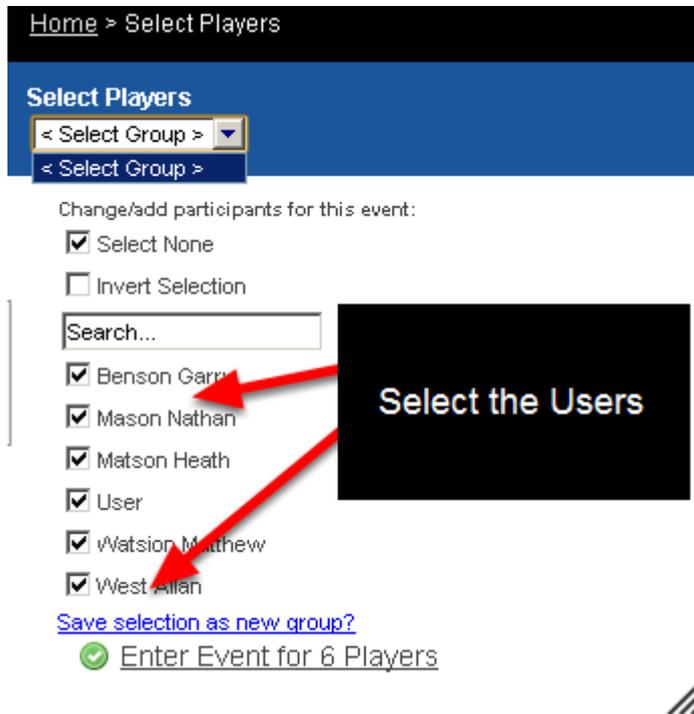
Enter Data: enter a new record

Reports: Load saved Reports that are created on the Reports page using this Event

Excel Reports: Load Excel Reports created using this Event

Examples are shown below.

When you click on the Enter Data or Enter Data for Group for the Favourite Event you simply need to select the athlete and a new entry will appear to be completed and saved



When you select "Reports" for the Favourite Event, any reports that you have created using this record will appear for you to load



The example here shows that three reports have been saved using this Favourite Event. You simply click on one of these reports to be taken to the Reports Page to see this report (as shown below).

## The Report Loads in the Reports Page

The screenshot shows a web interface with two main sections: 'Select Data To View' on the left and 'Reports' on the right. The 'Select Data To View' section contains several dropdown menus and buttons for filtering data. The 'Reports' section displays a table of data with columns for Date, About, by, and Consult. A red arrow points from the 'Medical Consultation' dropdown in the filters to the first row of the table.

**Select Data To View**

Type of Event:  
Medical Consultation

Player(s):  
[6 Players selected](#)

Date Interval:  
All (History and Future)  
9 most recent results  
Add Date Range

Saved/Draft  
Saved

Field Name  
Follow Up Completed

Condition  
Not Equal To

Search Term  
Yes

Run Report Clear

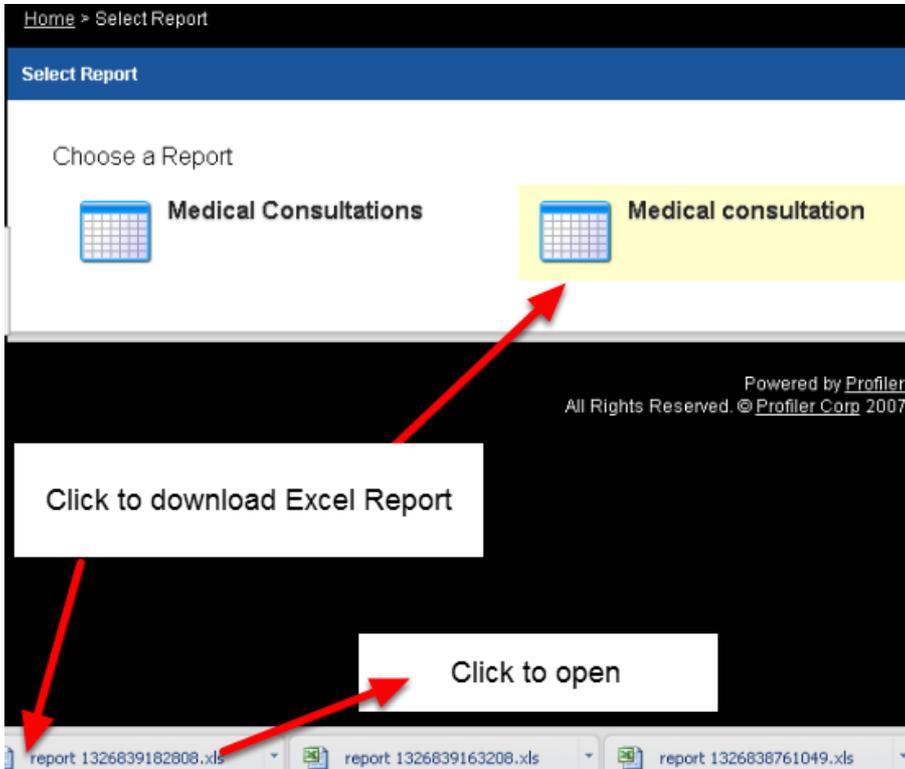
**Reports**

Click on a row to view the record in more detail.

Date	About	by	Consult
18-01-2012	Garry Benson		Consultation
17-01-2012	Matthew Wa		Specialist Referral
17-01-2012	Allan West		Consultation
12-01-2012	Allan West		Consultation
28-09-2011	Matthew Wa		Consultation
29-07-2011	Matthew Wa		Consultation
21-07-2011	Allan West		Consultation
30-06-2011	Matthew Wa		Consultation
24-06-2011	Matthew Wa		Investigation
23-06-2011	Allan West		Specialist Referral
21-06-2011	Nathan Masc		Consultation
15-06-2011	Matthew Wa		Investigation
07-06-2011	Matthew Wa		Consultation
07-06-2011	Matthew Wa		Consultation
31-05-2011	Matthew Wa		Investigation

The Report and report settings selected previously will load in the Reports Page

When you select Excel for the Favourite Event, any excel reports that you have appear for selection. Click on one and it will appear in your downloads ready to open



The example here shows that an Excel report created from this Event Form has been selected to be run. It will appear in the users downloads ready to be clicked on and opened (as shown in the step below).

## The Opened Excel Report

	A	B	C	D	E	F	
1	Drop Report Filter Fields Here						
2							
3	Count of Requested By	Investigation					
4	Consultation Type		Other Investigation	Grand Total			
5	Consultation	12	1	13			
6	Investigation	3		3			
7	Specialist Referral	3		3			
8	Grand Total	18	1	19			
9							
10							
11							
12							
13							

The opened excel report.

If you want to change the order of your Favourites, or remove any Favourites and select others, this is always done in the account page. Don't forget to save the changes to your account that you have made



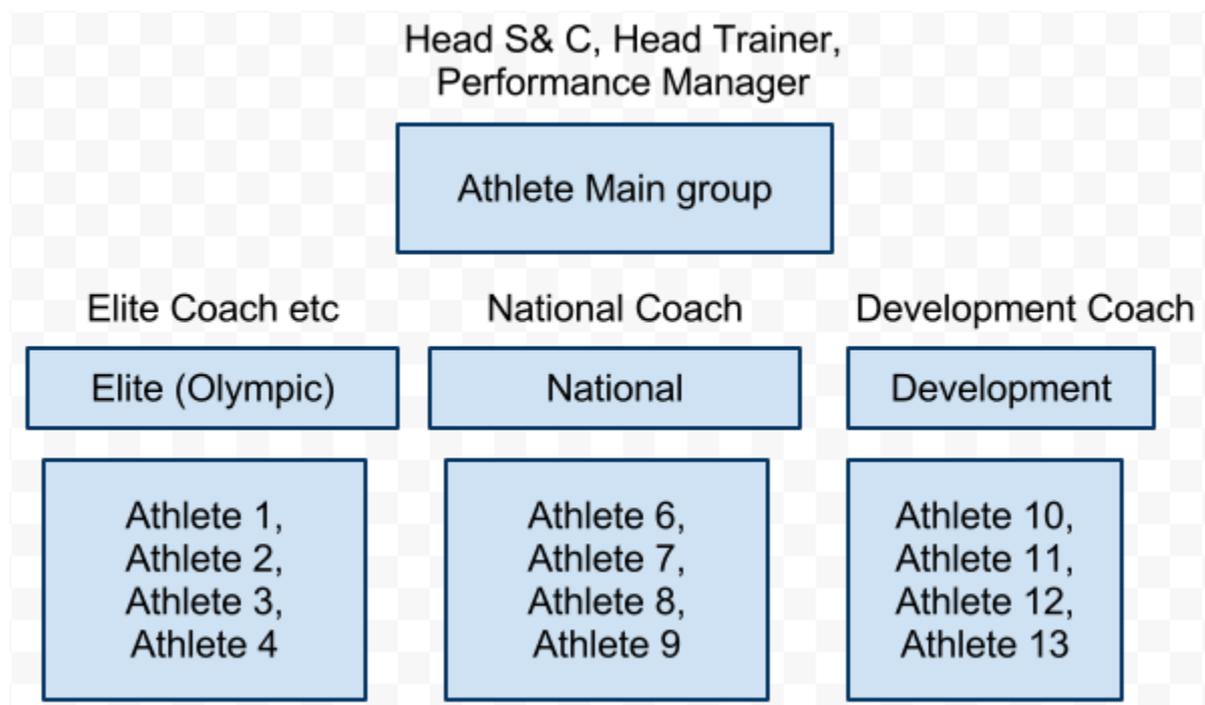
If you need to change the order of your favourites use the green up and down arrows, select a different one from your selection list (click on the drop down arrow and select a new one) or delete a Favourite Event (click the red delete button and then click "Yes").

# Groups, Personal Groups and using the Search Module to Find an athlete

# Groups: learn how to change groups or you won't be able to access your athlete's data

Groups allow you to see, view and edit information for a single group at a time. This limits information and reduces clutter when you are entering in new data or generating meaningful reports. Groups are set up by your administrator so all you need to do is ensure you know how to navigate between groups. If you want to set up your own groupings, use the Personal Groups Capabilities (discussed in Personal Groups).

Groups will be set up by your Administrator to ensure that the correct grouping and access is set for each user



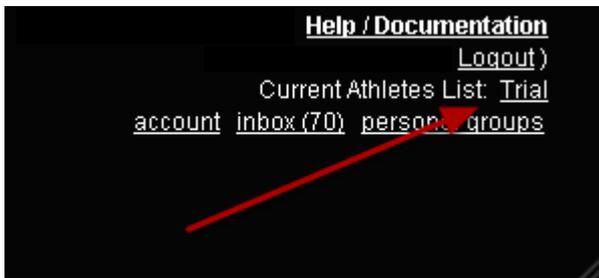
Your grouping structures will be set up into the correct groups for your sport/organisation. This is set up to:

- Maintain confidentiality and security for each Athlete's data (coaches are added to have access to specific groups of athletes, as shown in the image above

- Ensure fast and easy data entry, group entry and group analysis

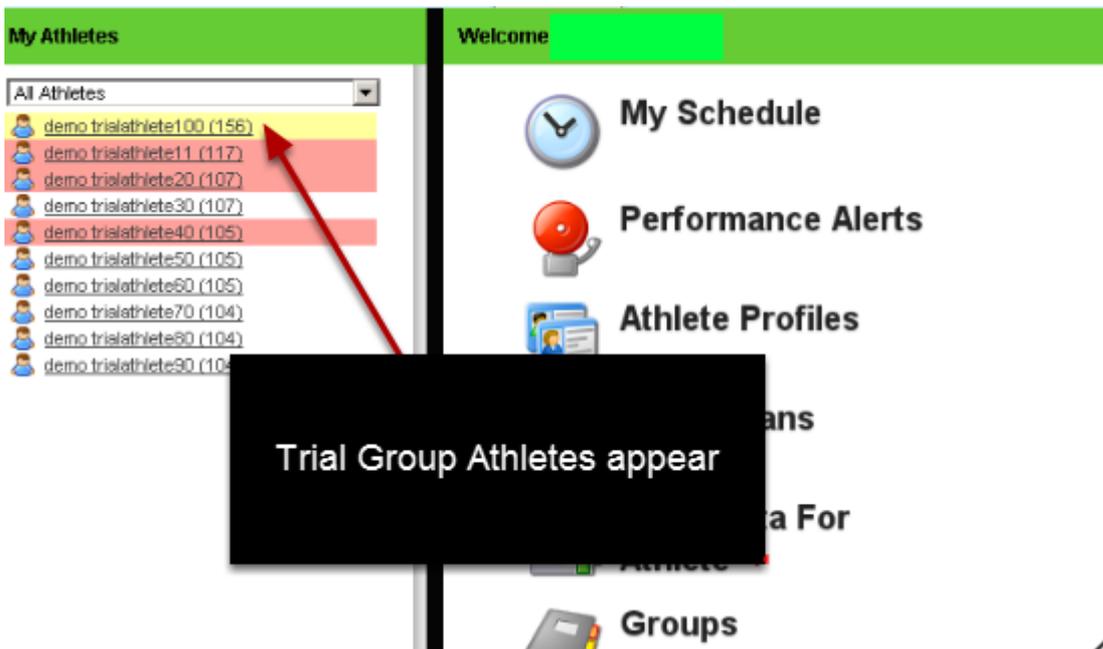
If your groups are wrong, contact your administrator as soon as possible.

When you first login, go straight to the top right of the page and see which group of athletes you are viewing.



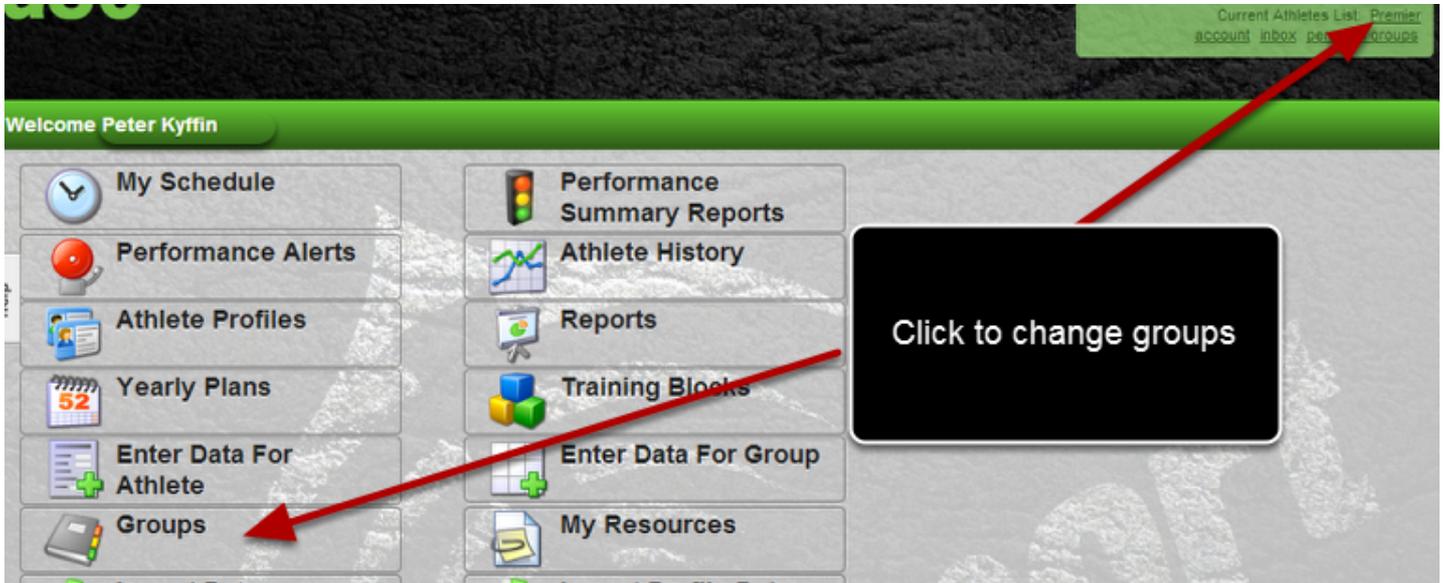
ONLY the group of athletes that is select will appear on the enter data, reports, athlete history pages. You may have access to other groups, so follow the steps below to learn how to change groups.

The Enter Data for athlete page, the Sidebar, Reports etc will ONLY show the athletes in the group that you are currently viewing



Only the athletes that in the current group that you are viewing appear for you to enter and review data for.

To CHANGE the athletes and group that you access, click on the Groups button on the home page, or on the Group name from the top right of the page



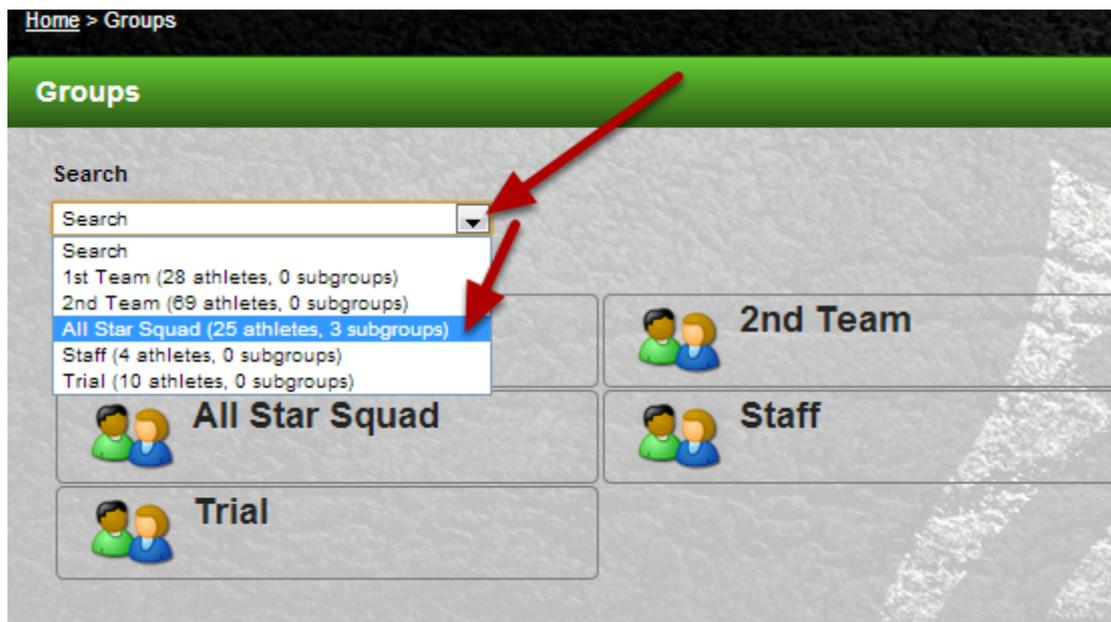
Click on the Groups button, or on the name of the Current Athlete List, to change to a different group and load that group's data.

You can view and load any of the groups and subgroups that you have access to. Use the Search Bar, or just click on a Group Name



Click on a Group to save the athletes in that group as the current athletes that you want to view. For this example we are going to select All Star Squad. The Squad will load and you can select the entire squad or a subgroup of the squad (as shown in the image 2 steps below). Alternatively, you can use the Search dropdown to see all of the groups/subgroups that you have access to.

To load a group using the Search Module, click on the "Search" dropdown. Select any of the groups that appear.



When you click on Search dropdown, a list of all of the groups and subgroups that you have access to appears; this includes the number of athletes in the group. If you select a Group from the Search List, that group will appear for you to choose your options for how you want the group to load (see the image in the step below).

Select to load the entire group and all subgroups, no subgroups, or just one subgroup of athletes

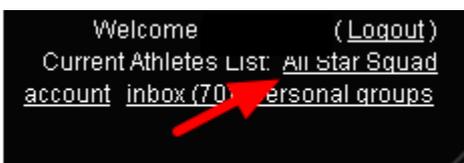


Now select to view the data for:

- #1- all of the All Star squad and no subgroups (only the athletes in the All Stars group will appear- NOT the Medical Team, Premier or Reserves subgroups)
- #2- The ALL stars squad and all subgroups (if the Medical Team, Premier or Reserves has subgroups these athlete will be included)
- #3- The All Star Squad and only the immediate subgroups (if the Medical Team, Premier or Reserves subgroups have subgroups the athletes from the subgroups will NOT be included)
- #4: Choose to load the Medical Team, Premiere or the Reserves subgroup ONLY so that you can limit the number of athletes even further.

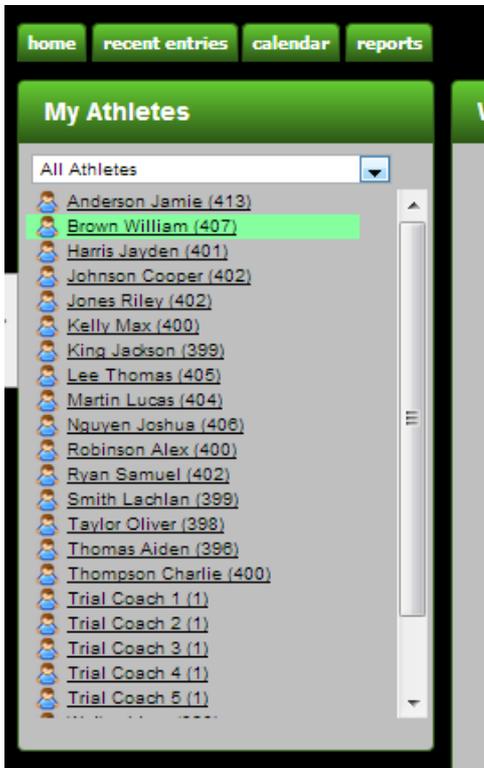
For this example we are going to select #2; all of the ALL star squad and all subgroups. We click "Save" for that selection.

The Group of athletes now appears in "Current Athletes List" and ONLY these athletes will appear in the Sidebar, Reports etc to enter and review data for.

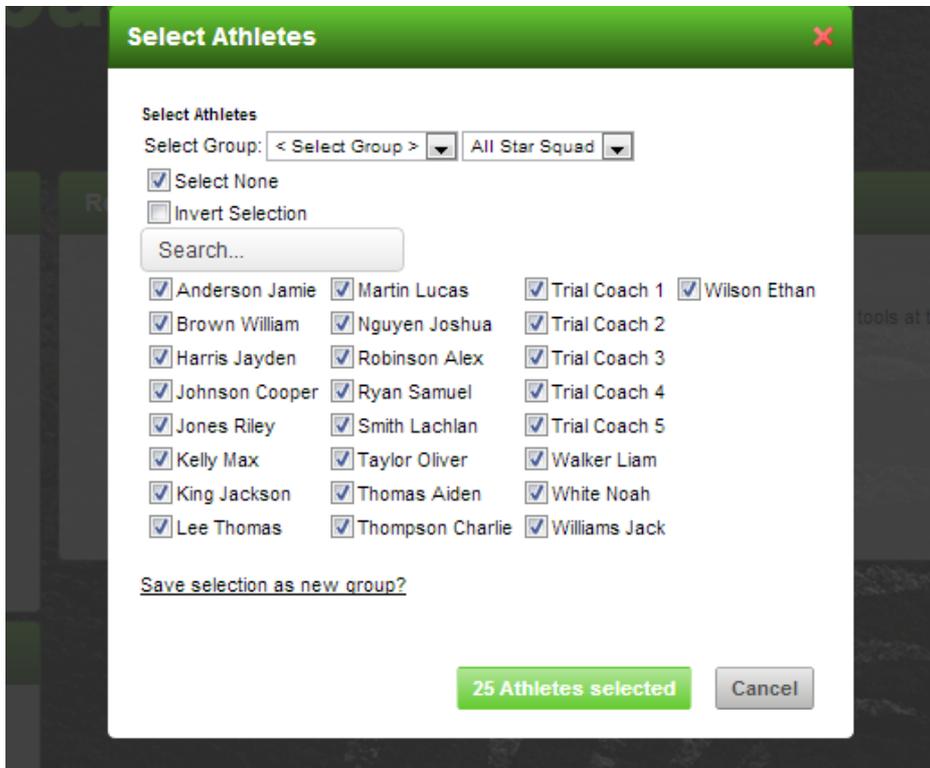


The image here shows that the All Stars Squad has been selected and ONLY these athletes will be available. The Group has also changed on the "Current Athletes List".

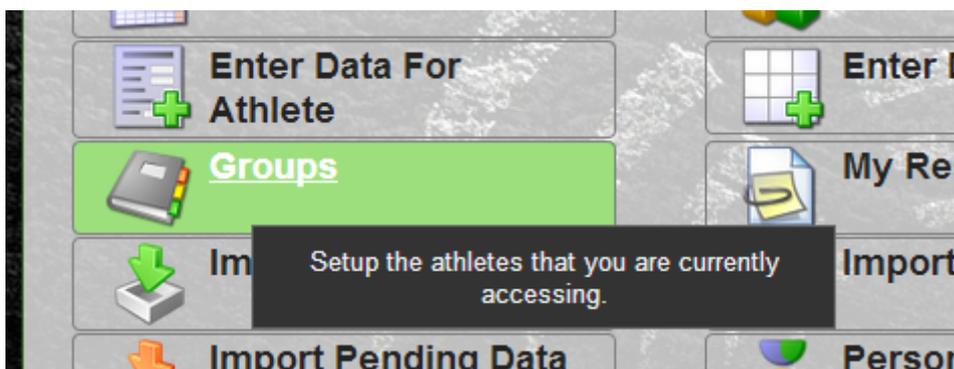
The sidebar will be updated with that Squad of athletes



All of the existing modules will allow you to view, enter and produce reports for that group of athletes. For example, selecting the athletes on the Reports page.



To change groups, click on the groups button and then select a different group of athletes.



**N.B. The most recent group of athletes that you loaded while are online on the internet browser or installed version will be the group that loads offline**

Just for future reference, if you use the offline installed or offline iPad/iPhone applications, then the most recent group of athletes that you save when you are online will appear for offline data entry.

# The Personal Groups Module enable you to set up your own groups of athletes

Groups allow you to see, view and edit information for a single group at a time so that you are not overwhelmed with too much information. Groups are set up by your administrator. Accessing the personal groups module allows you to set up your own personalised groups to help speed up data entry, or run analysis for a specific group of athletes, e.g. special groups such as injured, need motivating etc.

Click on the "Personal Groups" Link to set up and access your own personal groups



View your groups (left of the page) or Click "Create new Personal Group"



Name the New Group, tick the Athletes, Click "Save"

New Personal Group

Name

Members

Select all

demo Andrew

demo Ian

demo James

demo Sam

demo ben

All fields valid

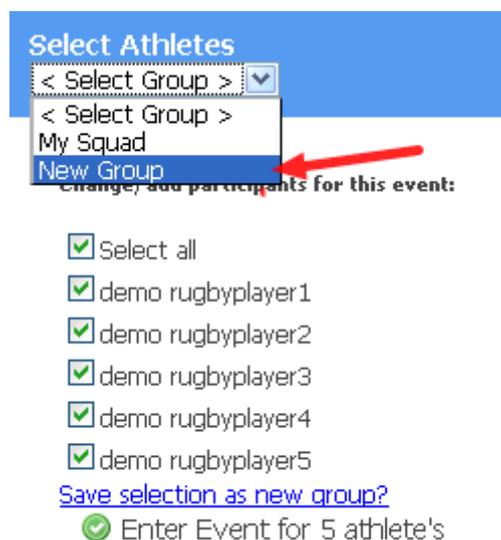
Save Cancel

The New Group now appears in your "Personal Groups" List (shown below) and appears in the group entry page selection (shown in the step below)

#### Personal Groups

Name	
1.	My Squad  Edit  Delete
2.	New Group   Edit  Delete

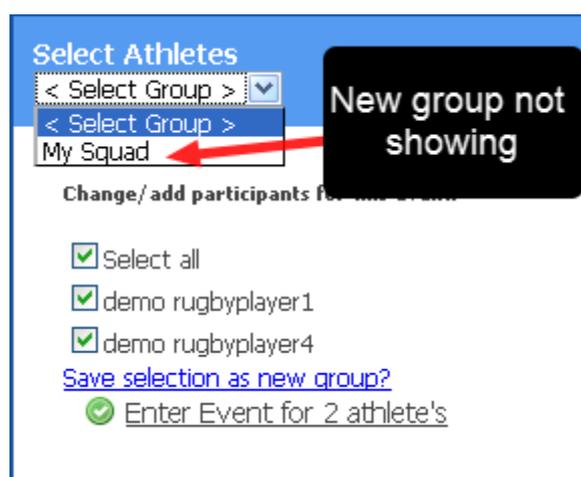
## The New Personal Group is now available in the Group Entry Selection (shown here)



When you click to Enter data for a Group (discussed in the Enter Data for a Group Section), the new Personal group will be available here for selection.

If your Personal Group does not showing , then see the step below. You can always double check that you created the groups by clicking on the [personal groups link](#) (top right of the home page) to review your personal group again.

## Went to Enter Data and the Personal Group was not showing?



Check your Group of Athletes.

If you created a Personal Group using Athletes from a subgroup of athletes e.g. the First Team (e.g New Group as shown in the step above) and then you change to view the Second Team

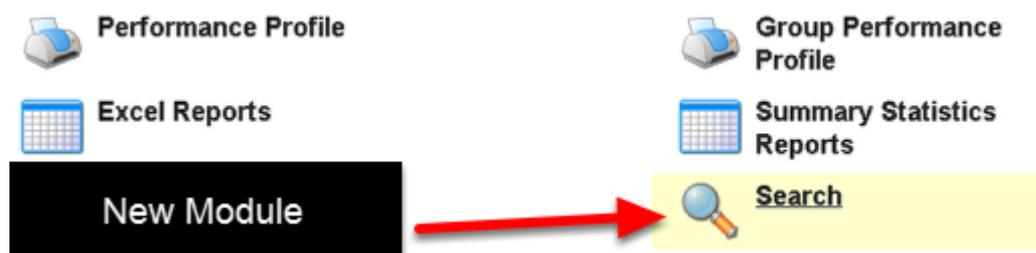
athletes, the personal group created from the First Team athletes WILL NOT SHOW, because none of those athletes are they Second Team which is the group that you are viewing. Change the group that you are viewing back to the Group that your Personal Group was made from and try again.

For more information on Groups, see the **Groups** section of the Help Manual.

# The Search Module enables you to search for an athlete in the system who you may not be familiar with

The Search module was created to enable a user to search for an athlete or a user with whom they are not familiar. A Doctor may have met with a "Max" who was a "Cyclist" and in the Junior academy that is managed by a specific coach. The Doctor needs to find out more details about the athlete or enter in data for the athlete. Previously to find out what group the athlete was he/she would have had to search through the groups, or know the athletes last name. Now a user can go straight to the "Search" module, add in "Max" to the people search, add in a group parameter for cycling, or even add in a staff label of who the athlete's manager is and all possible matches will appear. It is particularly useful in large system with a lot of athletes. In smaller system, many of the coaches or staff will know the athletes details. Your administrator will consider whether this module should be enabled depending on the type of organisational set up that you have.

## 1.0 There is a Search Module which allows Coaches and Professionals to search for an athlete/player when they do not know many details about the athlete/player



The new Search Permission Module enables a coach or professional to search for users when they do not know many details about them. They can use details such as an e-mail address, or first name, or search by a group that they think an athlete is in to find the athlete in the system.

N.B If the Search button does not appear on your home page, you have not been given access to this Module. Talk to your Administrator about this if you think you require it.

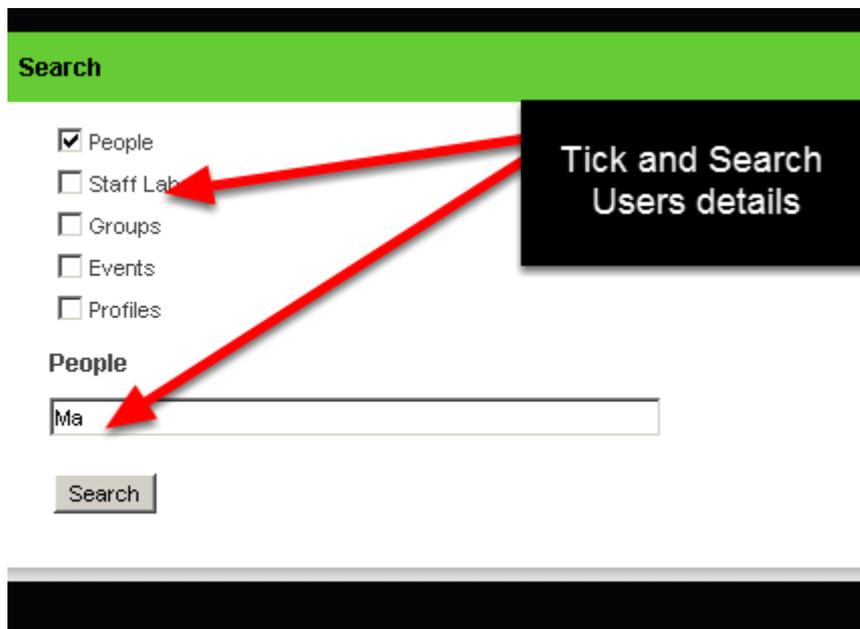
2.0 In the Search Module users can search through names, e-mails, groups, staff, event and even profile data to find a user, or a group that a user is in

The screenshot shows the 'Search' module interface. At the top is a blue header with the word 'Search'. Below it is a list of search categories, each with a checked checkbox: 'People', 'Staff Label', 'Groups', 'Events', and 'Profiles'. A black callout box with white text says 'Tick and the search bar or drop down is enabled'. Two red arrows point from this box to the 'People' checkbox and the 'Search (Name, Email)' input field. Below the 'People' section is a search input field. The 'Staff Label' section has a dropdown menu with 'Testing PDW' selected. The 'Groups' section has a dropdown menu with 'Test Athletes' selected. The 'Events' section has a dropdown menu with 'Injury or Illness Record' selected, an 'Add Filter' button, and two more dropdown menus: 'All History' and 'Include All'. The 'Profiles' section has a dropdown menu with 'Personal Profile' selected, an 'Add Filter' button, and a 'Search' button at the bottom.

The image here shows that when you place a tick beside the type of information you want to search through, additional search options can be applied. These can be used separately, or combined to search all of the athletes on the system that you can access.

The most important aspect of the search tool is that you **MUST** add in search parameters into the people, staff or groups search fields. This search module was created to enable users to find an athlete or find an athlete's details when they do not know the first and last name for an athlete or when they do not know which group of athletes they are in. This Search tool is designed to type in minimal details for searching and bring up the athlete's details, or to load the group that the athlete is in. The Event and Profile searches are designed to be used in conjunction with the people search parameters.

### 3.0 People Search: search through athlete details using partial searches for first name, last name or e-mail



When you tick on the "people" tick box a search box will appear for you to type in the details that you know about an athlete. It may be a first name, or just the first part of a name with which you are not familiar with the spelling. For this example, we are using the partial search for any users with Ma in their first name, last name or e-mail address.

### 3.1 The search shows all of the results for People in the system with "Ma" in their e-mail address or name.



All results that match the search term (partial or full match) will be returned. The image here shows that "Ma" was in an athlete's username as well as their e-mail address.

You can click directly on a blue link (e.g. the e-mail address link) to load that users details (shown in 3.2 below).

N.B. If a group name appears that matches your search parameter, you can click on it to load that group (as shown in step 3.3 below).

### 3.2 You can click on the name of a user (shown in step 3.1) to be taken to their athlete history page where you can review their details or enter in data for them

The screenshot displays the 'Martin Lucas's Performance History' page. On the left, a 'My Athletes' sidebar lists various categories and sub-items, with 'Player Stats Rugby (2)' selected. The main content area features a 'Daily Review' section for the date 26-01-2012. Below this, there is a table of performance metrics:

Metric	Value
Stress/Pressure	3
Sleep Quality	2
Soreness	1
Energy	4
Fatigue	4
Overall Performance	4

Below the table, there are sections for 'Daily Monitoring' and a comment prompt: 'Be the first to comment'.

### 3.3 You can load a group of athletes that were highlighted in a search in Step 3.1 and then access the data for the entire group of athletes

The screenshot shows the 'All Star Squad' group management interface. It presents three options for setting the current group, each with a 'Preview' and 'Save' button:

- Set All Star Squad as the current group** (20 Athletes)
- Set All Star Squad and all subgroups as the current group** (21 Athletes)
- Set All Star Squad and immediate subgroups as the current group** (21 Athletes)

## 4.0 You can click on staff labels to be shown the athletes that are coached/managed by one of these coaches/professionals



If you add in a Staff Label search you can view which athletes and groups this coach has access to. In this example we are going to see what athletes Coach Joe has access to.

N.B You will only be shown the athletes that you have access to to ensure data security. Coach Joe may have access to more groups and athletes, but if you do not have permission to view them, you will not be shown those results.

4.1 The search shows all of the results for People in the system that this Coach accesses. Just as for the "People" search (in 3.1), you can click to load an athlete's details. All of the groups also appear for you to load if you need to load a different group.

**Report**

▼ Users (52)

[Brown William \(25\) 25-04-1986 william.brown@fusionsport.com](#)

[Jones Riley \(26\) 12-06-1985 riley.jones@fusionsport.com](#)

[Lee Thomas \(24\) 16-03-1987 tomas.lee@fusionsport.com](#)

[King Jackson \(30\) 20-04-1981 jackson.king@fusionsport.com](#)

[Martin Lucas \(25\) 20-05-1986 lucas.martin@fusionsport.com](#)

[Nguyen Joshua \(23\) 23-07-1988 joshua.nguyen@fusionsport.com](#)

[Smith Lachlan \(27\) 07-08-1984 lachlan.smith@fusionsport.com](#)

[Taylor Oliver \(24\) 20-07-1987 oliver.taylor@fusionsport.com](#)

[Williams Jack \(23\) 27-06-1988 jack.williams@fusionsport.com](#)

[Wilson Ethan \(23\) 04-02-1988 ethan.wilson@fusionsport.com](#)

[Thompson Charlie \(28\) 21-03-1983 charlie.thompson@fusionsport.com](#)

[Walker Liam \(24\) 05-06-1987 liam.walker@fusionsport.com](#)

[White Noah \(25\) 10-01-1987 noah.white@fusionsport.com](#)

[Ryan Samuel \(26\) 01-02-1985 samuel.ryan@fusionsport.com](#)

[Harris Jayden \(28\) 23-09-1983 jayden.harris@fusionsport.com](#)

[Johnson Cooper \(21\) 24-11-1990 cooper.johnson@fusionsport.com](#)

[Robinson Alex \(22\) 24-12-1989 alex.robinson@fusionsport.com](#)

[Thomas Aiden \(25\) 03-06-1986 aiden.thomas@fusionsport.com](#)

Trial Athlete 1 (27) 12-08-1984 trialathlete1@smartabase.com

[Set Trial as the current group](#)

Trial Athlete 2 (23) 30-06-1988 trialathlete2@smartabase.com

[Set Trial as the current group](#)

Trial Athlete 3 (26) 15-06-1985 trialathlete3@smartabase.com

[Set Trial as the current group](#)

Trial Athlete 4 (25) 23-04-1986 trialathlete4@smartabase.com

[Set Trial as the current group](#)

Trial Athlete 5 (23) 06-02-1988 trialathlete5@smartabase.com

[Set Trial as the current group](#)

Trial Athlete 6 (24) 23-07-1987 trialathlete6@smartabase.com

[Set Trial as the current group](#)

Trial Athlete 7 (21) 26-11-1990 trialathlete7@smartabase.com

[Set Trial as the current group](#)

Trial Athlete 8 (23) 26-07-1988 trialathlete8@smartabase.com

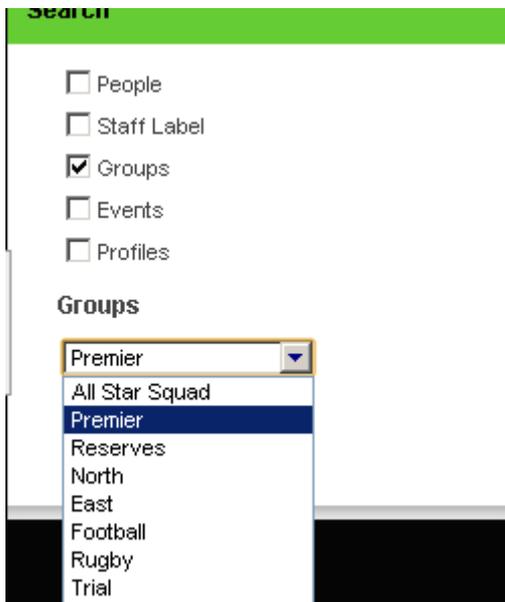
[Set Trial as the current group](#)

All results that match the search term (partial or full match) will be returned.

1: You can click directly on a blue link (e.g. the e-mail address link) to load that users details including player history and sidebar

2: You can click to load a Group of athletes are coached by that specific coach

## 5.0 The Groups Search allows you to search through Groups that you currently have access to



The groups search button allows you to search through any groups that you have access to. The example here shows a search for "Premier".

5.1 The athletes that are in that group will be loaded for you to select individually. You will also be able to load any other groups you have access to as well.

**Report**

▼ Users (11)

[Brown William \(25\) 25-04-1986 william.brown@fusionsport.com william](#)  
[Jones Riley \(26\) 12-06-1985 riley.jones@fusionsport.com riley.jones](#)  
[Martin Lucas \(25\) 20-05-1986 lucas.martin@fusionsport.com lucas.martin](#)  
[Nguyen Joshua \(23\) 23-07-1988 joshua.nguyen@fusionsport.com joshua.nguye](#)  
[Smith Lachlan \(27\) 07-08-1984 lachlan.smith@fusionsport.com lachlan.smith](#)  
[Taylor Oliver \(24\) 20-07-1987 oliver.taylor@fusion](#)  
[Williams Jack \(23\) 27-06-1988 jack.williams@fusi](#)  
[Wilson Ethan \(23\) 04-02-1988 ethan.wilson@fusi](#)  
[White Noah \(25\) 10-01-1987 noah.white@fusions](#)  
[Johnson Cooper \(21\) 24-11-1990 cooper.johnson](#)  
[coach2 demo demo2@smartabase.com demo.coa](#)

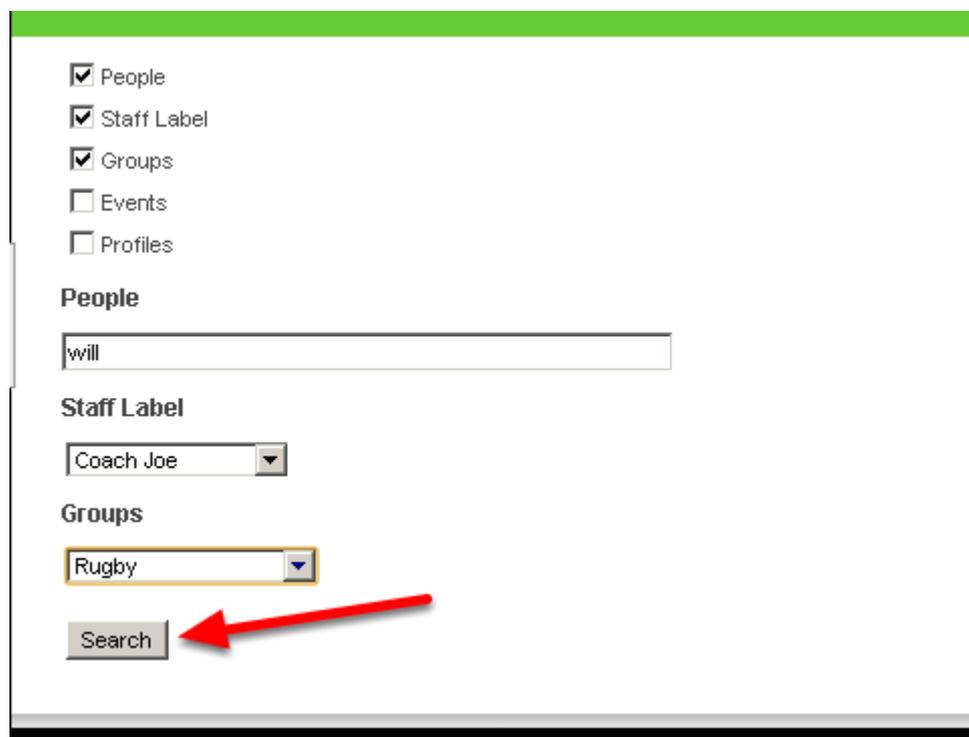
[Set Premier as the current group](#)  
[Set Reserves as the current group](#)  
[Set Trial as the current group](#)  
[Set Murrayz Muppets as the current group](#)  
[Set CAMP National Team as the current group](#)  
[Set MCFC as the current group](#)  
[Set North as the current group](#)  
[Set East as the current group](#)

**Click to load an athlete from that group**

**Click to load group**

The groups search parameter will only show groups that you have access to.

6.0 The best use of the Search Module is to combine search parameters, e.g People, Staff Label and Groups etc. For this example we are searching for an athlete who has "will" in his name, his coach is named Joe and he is a rugby player



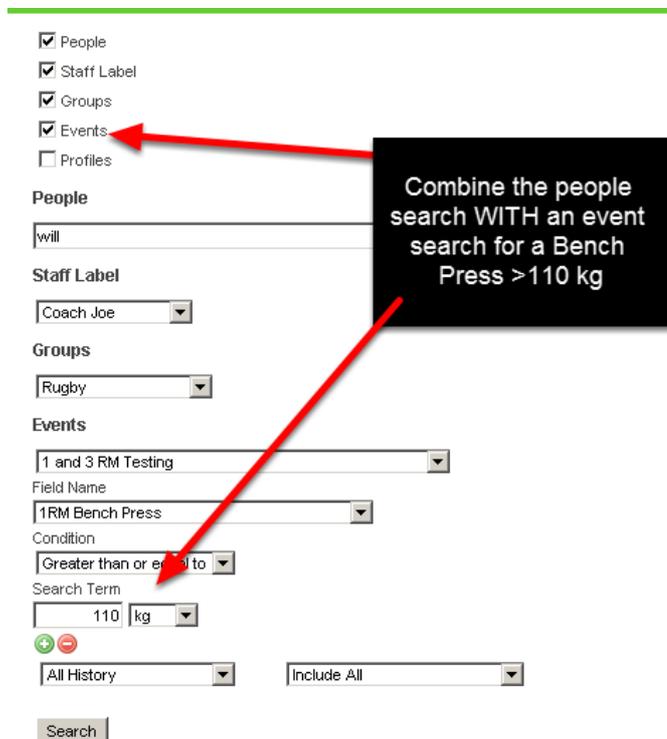
The screenshot shows a search interface with a green header bar. Below the header, there are five checkboxes:  People,  Staff Label,  Groups,  Events, and  Profiles. Under the heading "People", there is a text input field containing the word "will". Under the heading "Staff Label", there is a dropdown menu with "Coach Joe" selected. Under the heading "Groups", there is a dropdown menu with "Rugby" selected. At the bottom of the form is a "Search" button, which is pointed to by a red arrow.

You may know a few parameters about an athlete that you are searching for. In this example you know the athlete has "Will" in their name, they play rugby and you think they are in Joe's group. Enter in these search parameters and any potential matches will appear (as shown in the image in the step below).

6.1 The results here show that there is one athlete matching the Search parameters set in Step 6.0. You can click on the blue link to be taken directly to their history so you can enter data or view their information



7.0 You can also add in Event Data and Profile Data Search parameters (that function exactly the same way as filters in reports or performance alerts), but these are ONLY designed to work in conjunction with the user search parameters set for people, staff or groups.



## 7.1 Any Users that Match the People, Group and Staff Search Parameters who ALSO have a bench press >110 will be shown.

**Report**

▼ Users (1)  
[Williams Jack \(23\) 27-06-1988 jack.williams@report.com jack.williams](#)

▼ Events (5)  
[1 and 3 RM Testing](#)  
[1 and 3 RM Testing](#)

**Click to load user**

**Click to load event**

7.2 However, if you ONLY add in an Event search parameter (or only a Profile search parameter), the search will simply return a result of all entries for that Event form. The Event search parameters are ONLY designed to be used in conjunction with the people, staff and groups search parameters to help zone in on an athlete you need to find

**Search**

People  
 Staff Label  
 Groups  
 Events  
 Profiles

**Events**

1 and 3 RM Testing

Field Name  
1RM Bench Press

Condition  
Greater than or equal to

Search Term  
110 kg

All History Include All

Search

**The Search Module will not work. Use the Reports Page on the system to run reports for just Event or Profile data.**

The example here shows an incorrect search. The user needs to add in a People search so that they can use the Event search parameters to narrow down the list of users that they are trying to find. If they only use the Event parameters, then the system cannot narrow down the "People" that they are trying to search for, and it will return all users (as shown in the image in the step below).

7.3 ALL of the athletes on the system will show under the "Users" link if NO Search parameters are added for the People section AND all of the events for 1RM bench will show under the "Events" link. If you want to look at 1RM max values of a bench press >110 use the Reports Module.

Report

▼ Users (52)

[Brown, William \(25\) 25-06-1986 william.brown@fusionsport.com william](#)  
[Jones, Riley \(26\) 12-06-1985 riley.jones@fusionsport.com riley.jones](#)  
[Lee, Thomas \(24\) 16-03-1987 tomas.lee@fusionsport.com tomas.lee](#)  
[King, Jackson \(30\) 20-04-1981 jackson.king@fusionsport.com jackson.king](#)  
[Martin, Lucas \(26\) 20-05-1986 lucas.martin@fusionsport.com lucas.martin](#)  
[Nguyen, Joshua \(23\) 23-07-1988 joshua.nguyen@fusionsport.com joshua.nguyen](#)  
[Smith, Lachlan \(27\) 07-08-1984 lachlan.smith@fusionsport.com lachlan.smith](#)  
[Taylor, Oliver \(24\) 20-07-1987 oliver.taylor@fusionsport.com oliver.taylor](#)  
[Williams, Jack \(23\) 27-06-1988 jack.williams@fusionsport.com jack.williams](#)  
[Wilson, Ethan \(23\) 04-02-1988 ethan.wilson@fusionsport.com ethan.wilson](#)  
[Thompson, Charlie \(28\) 21-03-1983 charlie.thompson@fusionsport.com charlie.thompson](#)  
[Walker, Liam \(24\) 05-06-1987 liam.walker@fusionsport.com liam.walker](#)  
[White, Noah \(25\) 10-01-1987 noah.white@fusionsport.com noah.white](#)  
[Ryan, Samuel \(28\) 01-02-1985 samuel.ryan@fusionsport.com samuel.ryan](#)  
[Harris, Jayden \(28\) 23-09-1983 jayden.harris@fusionsport.com jayden.harris](#)  
[Johnson, Cooper \(21\) 24-11-1990 cooper.johnson@fusionsport.com cooper.johnson](#)  
[Robinson, Alex \(22\) 24-12-1989 alex.robinson@fusionsport.com alex.robinson](#)  
[Thomas, Aiden \(26\) 03-06-1988 aiden.thomas@fusionsport.com aiden.thomas](#)  
Trial Athlete 1 (27) 12-08-1984 trialathlete1@smartabase.com  
[Set Trial as the current group](#)  
Trial Athlete 2 (23) 30-06-1988 trialathlete2@smartabase.com  
[Set Trial as the current group](#)  
Trial Athlete 3 (26) 15-06-1985 trialathlete3@smartabase.com  
[Set Trial as the current group](#)  
Trial Athlete 4 (25) 23-04-1986 trialathlete4@smartabase.com  
[Set Trial as the current group](#)  
Trial Athlete 5 (23) 06-02-1988 trialathlete5@smartabase.com  
[Set Trial as the current group](#)  
Trial Athlete 6 (24) 23-07-1987 trialathlete6@smartabase.com  
[Set Trial as the current group](#)  
Trial Athlete 7 (21) 26-11-1990 trialathlete7@smartabase.com  
[Set Trial as the current group](#)  
Trial Athlete 8 (23) 26-07-1988 trialathlete8@smartabase.com  
[Set Trial as the current group](#)  
Trial Athlete 9 (25) 12-01-1987 trialathlete9@smartabase.com  
[Set Trial as the current group](#)  
Trial Athlete 10 (25) 23-05-1986 trialathlete10@smartabase.com  
[Set Trial as the current group](#)  
Muppet One (22) 01-02-1989 OneMuppet@smartabase.com OneMuppet  
[Set Muppet Muppets as the current group](#)

**Incorrect search. No user details have been used for searching so ALL athletes in the system are returned**

8.0 Profile Data can be used in the same way as Event Data to enhance the search when looking for a user. In this example we are searching for an athlete named Will who had an Australian accent. We then set up a Profile search for place of birth (as shown here) in addition to the "will" people search.

The screenshot shows a search interface with a breadcrumb trail 'Home > Search'. Below the breadcrumb is a green bar with the word 'Search'. The main search area has several sections:

- People search:** A list of checkboxes:  People,  Staff Label,  Groups,  Events, and  Profiles. A red arrow points from a callout box labeled 'People search' to the 'People' checkbox.
- People:** A text input field containing the word 'will'. A red arrow points from the 'People search' callout box to this field.
- Profile Data ...:** A section with a dropdown menu set to 'Athlete Intake Form'. Below it is a 'Field Name' dropdown set to 'Place of Birth', a 'Condition' dropdown set to 'Contains', and a 'Search Term' input field containing 'Aus'. A red arrow points from a callout box labeled 'Profile Data ...' to the 'Field Name' dropdown.
- Search:** A 'Search' button at the bottom.

You may recall that an athlete that you spoke to named "Will" had an Australian accent. In this example we are using a Profile Data search of Place of Birth to try and find the athlete. The image in the step below shows that there are two possible matches for this search.

## 8.1 The output of the People and Profile Data Search

The screenshot shows a search report with a breadcrumb trail 'Home > Search > Report'. Below the breadcrumb is a green bar with the word 'Report'. The main report area shows:

- A dropdown arrow followed by 'Users (2)'. Below this are two lines of user information, each with a blue link:
- [Brown William \(25\) 25-04-1986 william.brown@fusionsport.com william](#)
- [Williams Jack \(23\) 27-06-1988 jack.williams@fusionsport.com jack.williams](#)

**9.0 Remember that the Search Module is designed to search for athletes/ players on the system. Only use the Event and Profile Data parameters in conjunction WITH the People search parameters.**

If you have any questions about this module contact your administrator

# Entering Data

# Entering Data For a Single Athlete

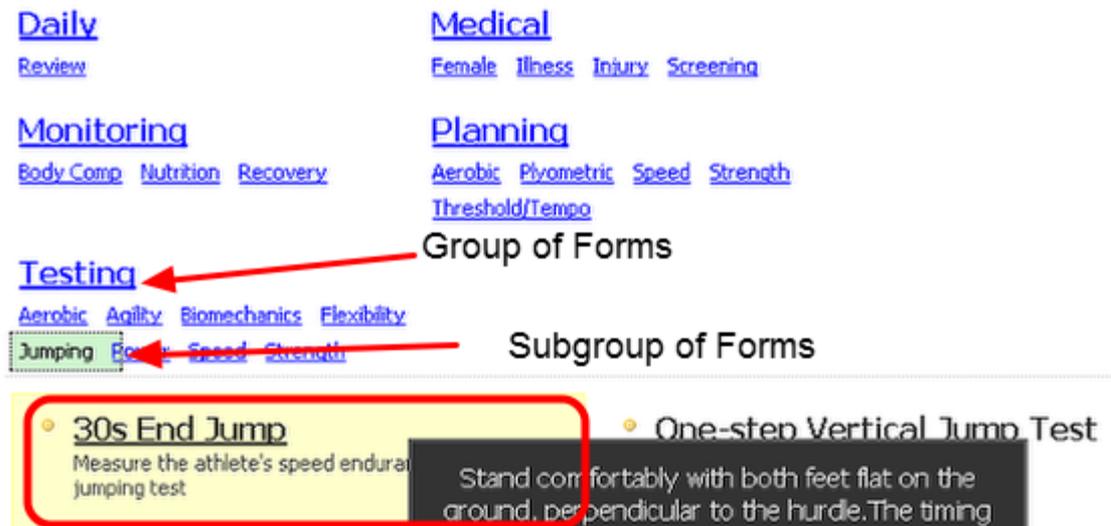
## Entering Data for a Single Athlete



To Enter Data For a Single Athlete:

Select the "Enter Data For Athlete" button displayed in the image above. All of the forms that you have access to, and any new forms that your sport/organisation monitor will all be available using the "Enter Data For Athlete" button on the Home Page.

## Select the Type of Information You Need to Enter



Choose the form you want to enter on the Select Events Page:

1. Once you click "Enter Data" you will be shown all of the forms you have access to (they will be different from those in the Image here).
2. The Underlined Blue links show the groups of forms that are available. For example, if you selected Testing all of the "Fitness Testing" data entry forms would be shown.
3. You can also select to be shown a subgroup of forms. The example here shows that the "Jumping" Link from the Testing forms has been selected which shows all of the jumping Fitness Testing Forms.

4. The example shows that of the two jump fitness testing forms, you could select either the 30s End Jump and the One-step Vertical Jump Test.

Once you select to complete a specific type of form/event, the exact form will appear for you to enter your information into. The system is designed to be easy to enter information into and each question is designed to capture specific information. Points a-g below shows you how to enter different types of information into the system.

## Set the Date and Time of the Entry (it will show in the Calendar, History, Reports and the Schedule at this time and date)

Enter New 40M Sprint For demo ben

On Date: 13-10-2009 from: 8:30 PM to: 9:30 PM

**Test Instructions**  
If you have timing lights use those and record your split times. If you do not use a stop watch record the time it takes to run 40m using a stop watch.

Testing Environment: Outdoor Track

Timing Method:  Stop Watch  Timing Lights

**Sprint Times**

0-10m Time	1.23	seconds
0-20m Time	2.34	seconds
0-30m Time	3.56	seconds
0-40m Time	4.67	seconds

**Splits**

Split time 10m	1.23
Split time 10-20 m	1.11
Split time 20-30 m	1.22
Split time 30-40 m	1.11

You **MUST** set the date and time that you want the entry to be saved under. ALL records are stored using the date and time selector shown here. It will default to the date and time that you enter the record.

To change the date:

#1 Click in the date box and a calendar will appear. Use the arrows to go back or forward between the correct months (< and > buttons) and years (<< and >> buttons). Then just click on a date in the calendar and it will appear in the On Date Box

#2 Select the time the events will start. Click in the "from" drop down box and scroll through the time using the scroll bar in the drop down box (or start to type in the correct time) and then click on the correct time. The "to" time will then change to be an hour later than the "from" time. To change this, simply click in the "to" drop down and select the correct time that the event will finish.

You need to change the date when:

1. If you completed a test/event 1-2 days ago, you will need to select the correct date and time that the event happened, otherwise the information will be stored on the day that you are entering the information.

2. You want to plan a session for the future. You will need to select the correct date and time that you want the event to be scheduled for, otherwise it will be stored on the wrong date.

## Direct Comparison to Any Previously Entered Records

The screenshot shows a data entry form for a 40m sprint. At the top, there are date and time selection fields: "On Date" (06-10-2009), "from" (11:15 AM), and "to" (12:15 PM). Below this, there are fields for "Testing Environment" (Indoor Track) and "Timing Method" (Timing Lights). The form includes input fields for split times: 0-10m (1.76s), 0-20m (3.20s), 0-30m (4.25s), and 0-40m (5.17s). A "Split time" section shows 10m (1.76s), 10-20m (1.44s), 20-30m (1.05s), and 30-40m (0.92s). A green "All fields valid" button is at the bottom left. On the right, a comparison table shows data for 11-02-2009. A red box highlights this comparison table, with arrows pointing to it from labels: "Worse" (pointing to the 0-10m split), "Improved" (pointing to the 0-20m, 0-30m, and 0-40m splits), and "No change" (pointing to the 10m split). The comparison table shows the following data:

Split	Current Time	Previous Time	Change	% Change
0-10m	1.76	1.74	+0.02	1%
0-20m	3.20	3.27	-0.07	-2%
0-30m	4.25	5.29	-1.04	-2%
0-40m	5.17	1.74	+3.43	1%
Split time 10m	1.76	1.53	+0.23	+15%
Split time 10-20m	1.44	1.05	+0.39	+37%
Split time 20-30m	1.05	0.97	+0.08	+8%
Split time 30-40m	0.92	0.97	-0.05	-5%

On the right hand side of the data entry page, if any previous information has been entered for that event, then the system will automatically show this data. It will also calculate the difference between the new information and the most recent entry and show you the actual difference and the % difference.

The image here show that the last 40m sprint was performed on the 11-02-09, and while the athlete was slower on the 0-10m split (shown by a red arrow), he has improved his time (shown by green arrows) on all of the other measures.

This feature instantly shows you how the athlete is progressing, without even leaving the data entry page. This feature may or many not be enabled for you by your administrator.

## a. Entering in numeric fields E.g a 40 m sprint event

The screenshot shows a form for entering sprint times. At the top, there is a date and time range: "On Date 04-10-2009 from 8:45 PM to 9:45 PM". Below this is a section titled "Test Instructions" with the text: "If you have timing lights use those and record your split times. If you don't, simply record the time it takes to run 40m using a stop watch." The "Testing Environment" is set to "Outdoor Track". The "Timing Method" has two options: "Stop Watch" (unselected) and "Timing Lights" (selected).

The "Sprint Times" section contains four rows:

Split	Time	Unit
0-10m Time	1.34	seconds
0-20m Time	2.45	seconds
0-30m Time	wo	seconds
0-40m Time		seconds

Red arrows point from the text "Type directly into the box" to the input fields for the 0-20m and 0-30m times. The 0-30m input field is highlighted in red and contains the text "wo".

The "Splits" section shows a table with the following data:

Split	Time
Split time 10m	1.34
Split time 10-20 m	1.11
Split time 20-30 m	
Split time 30-40 m	

At the bottom, a yellow error box states: "The following errors need to be fixed before moving on: 0-30m Time must be a number". Below the error box are three buttons: "Save & Close", "Save Draft", and "Cancel".

All of the events have been built to capture specific information.

### Numeric Fields

The image above shows that the 40m sprint form can only record numbers.

To complete a number box, simply type in the correct number. In this form you can instantly see that the time needs to be recorded in seconds.

### Errors

If you enter in text into a numeric field e.g. the 0-30m numeric field, the box will turn red and the "save and close" button will be hidden. This prevents users from making mistakes, and ensures you enter the correct information into the system. To fix this issue, simply delete the typing, wait a couple of seconds and then type in a number.

## b. Selecting from a drop down or a single selection field

The image shows a form with several fields. The 'Severity' field is a dropdown menu that is currently open, showing a list of options: Grade 1, Grade 2, Grade 3, Grade 4, Grade 5, and Unable to train. A red circle highlights the blue arrow icon on the dropdown menu. A red arrow points to the 'Unable to train' option, which has a small circular tick box next to it, indicating it is selected. Other fields include 'Mechanims of Injury', 'Rating of Pain', 'Able to Train/Play', and 'Date of First Symptoms'.

Mechanims of Injury	
Severity	Grade
Rating of Pain	Grade 1 Grade 2 Grade 3 Grade 4 Grade 5
Able to Train/Play	Grade 1: Mildly Discomforting Pain Grade 2: Pain and train Grade 3: Pain but unable to play Grade 4: Perform modified training, but unable to play Grade 5: Unable to train
Date of First Symptoms	04-10-2009

**Drop down box:** Drop down boxes have the blue arrow that you need to click. Then you select from a list of possible choices.

The image above shows that Severity needs to be rated, so the users selects the blue drop down icon (Circled) and then the list of available choices appears. Click on the most appropriate response and that will be saved e.g. Grade 1.

**Single Selection:** for a single selection question (partly obscured in the image above), you will only be able to select ONE answer. Simply click in the correct circular tick box beside the most appropriate response.

The image above shows that "Unable to Train" has been selected from the list of possible responses for the "Able to Train/Play" question.

**Multiple Selection:** A multiple selection question will have square selection boxes (instead of the circular ones that a single selection has). For a multiple selection question you will be able to select multiple responses.

## c. Text boxes: lines and large text areas

**Doping Information**

Doping Test Name:

Test Place:   
e.g at home, event, competition

Positive:  Yes  No

TUE for drug:  Yes  No

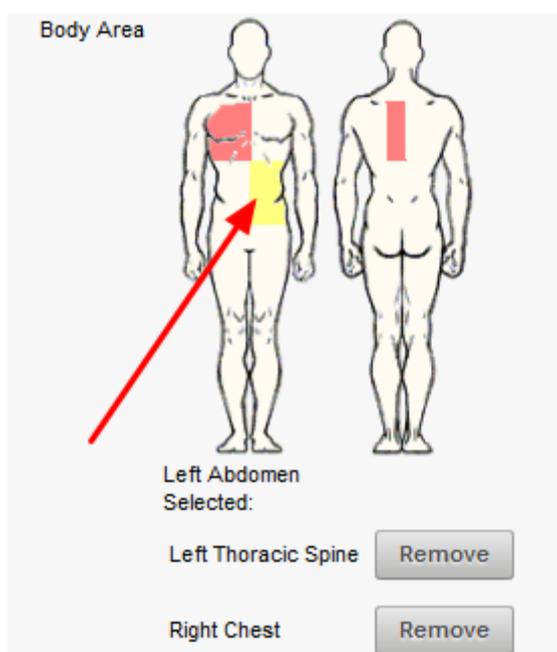
Doping Record:

Comments:

A single line of text or a text box allow you to enter ANY type of information and no errors or selection boxes appear at all. The arrows above highlight the different sized text boxes that are used in the drug testing form. Numbers and text has been entered.

A text area/line allows you to enter any type of information. Other question fields such as databases, or large drop down boxes look like text areas. However, when you start to type in your response, possible selections appear for you to select ( see section f. Databases below).

## d. How to enter data into a body image



## Body Diagram

Some injury, illness or overtraining forms may show a body image like the one in this image. The easily allows athletes and professionals to visualise where an injury or issue is occurring.

To enter simply mouse over the body and different areas will be highlighted in yellow (#1). Click on the area that is injured, the body area it will turn red(#2) and a description of the area will be recorded (Left thigh has been selected). Click "Remove" to remove this selected body area and select a different area.

Some forms allow you to record more than one injury area (which means you could have up to 3 red areas selected)

## e. Illness or Injury Codes

The screenshot shows the OSICS Injury form interface. At the top, there are two human figures representing the front and back views of a torso. A red area is highlighted on the back view, indicating a selected injury area. Below the figures is a list of injury codes with a search bar. A red arrow points to the search bar. The list includes:

- Abdominopelvic Soft Tissue Bruising/ Haematoma/ Bruised organs - see O0XX
- Truncal Laceration/ Abrasion
- Truncal Muscle Strain/ Spasm/ Trigger points
- Abdominal muscle cramping during exercise
- Abdominal Tendon Injury
- Abdominal Biomechanical Injury
- Abdominal Organ Injury
- Pelvic Organ Injury
- Abdominal pain not otherwise specified (e.g. Divarication of rectus abdominis)

Below the list, there is a section for "Medical Illness" with a search bar and a list of medical codes. A red arrow points to the search bar. The list includes:

- Post Neck Surgery
- Post Shoulder Surgery
- Post Elbow Surgery
- Post Wrist/ Hand Surgery
- Post Hip/ Groin Surgery
- Post knee Surgery
- Post Lower leg surgery
- Post ankle surgery
- Post foot surgery
- Post surgery on other site not specifically mentioned

At the bottom right, there is a "Consultations (No Treatment)" button with a green checkmark icon. A red arrow points to this button.

## OCIS10 Body Diagram

If your body Diagram has a list of injury codes that appears when you click on a area, simply scroll down the selection and navigate through to the correct area/diagnosis. The correct Orchard Code will be displayed and will be recorded for that athlete.

The same applies to Medical Codes, or Illness Codes

## f. Questions linked to a database

Type in here

Select record list

A question can be linked to a database of records. Databases are used most commonly to store a lot of records about a specific question, e.g. exercises for resistance training, or medications, or even different competition event names.

The image above shows a database of exercises is included in a resistance training form, so that users can select an appropriate exercise.

To choose a database record from a database question, simply start typing the name of the record that you want and any database records that match that name will appear.

The image shows that dead lift has been typed into the text area, and all matches are appearing to select from. Simply click on the database record that you want and it will appear.

## g. How to enter data into a table

Assessment Date	Able to Train/Play	Template	Subjective	Objective	Treatment	Assessment	Plan
21-11-2009	Unable to train	Hams	Sore hamstrings	=hamp			
05-01-2010	Able to train but unable to play	Sore bicep	Sore hamstrings				
09-01-2010	Able to play and train						

### Tables

Any table that you need to enter data into may be made up of any kind of question (single selection, drop down, text box, number, database). When you enter data into a table, simply click in the first cell of the table. A pop up box appears allowing you to enter data for that specific cell. Because you are entering data on-line it works slightly differently that an excel spreadsheet, so you need to work from one cell to the next. Simply enter your information and click Done. To speed up data entry, the system will automatically take you to the next cell to enter your information.

Done- takes you to the next most appropriate cell (either right, or down depending on what information you need to enter)

Cancel- closes out of the cell you are editing

Clear- clears the information from the cell you are editing

Fill Down- allows you to select to fill down the entire column (or even all of the rows) with the same data. When you select "Fill Down" a pop up box will appear asking you to clarify what is being filled down. e.g. copy rows 1-2 and fill down rows 3-10. this will take the data from the column in row 1 and 2 and fill down that combination into rows 3-10. It **WILL overwrite any data that is currently there**. You can select to copy entire rows of data or just fill down a single column

If you select in the "copy entire rows", this will copy all of the information in the entire row, and overwrite any existing data. Use this option only when you need to have the same type of data going into all rows (not just one column!!).

Copy Last- Allows you to copy the data that is in the cell above

Paste from Excel- Paste allows you to copy in data from an excel spreadsheet, as long as it is formatted in exactly the same format as the table columns. Click Paste and a blank pop up box appears. Copy the information from an excel spreadsheet directly into this window and click "Insert Values".

## "Save and Close", or "Save and Enter another", or "Save Draft"

Enter New 3km run For demo Ian

On Date  from  to

Time to complete 3km run  
Record the time it takes to run around a 400m track 7.5 times. Run as fast as possible.

Track/weather

3km time:

Speed

Predicted VO2

All fields valid

Complete your information and click "Save and Close"

Complete all of the questions in your data entry form and when you have finished click "Save and Close".

You will then be taken directly to that Athlete's History page. This displays the new entry against any other records for that type of event. Then you can easily compare this new record and see

how the athlete is progressing. For more information on the History page, see the "My History" in the help manual.

## Save Draft

Click the "Save Draft" if the information that you entered is NOT completed and you want to go back into it later. You click Save Draft to show that a future event is saved as a draft, e.g. a training session that an athlete needs to complete later on in the week. For more information on Drafts, see the "Draft" and Planned data section in the help manual.

## Save and Enter Another

To enter additional information, you may have access to a "Save and enter another" button at the bottom of the page. This allows you to save the information you have just entered, and then select a different event to enter new information into the system. Click Save and Enter Another, and you simply select a different event/form, and the appropriate athlete that you want to enter the new information for.

Alternatively, go back to the Home Page and select "Enter Data". Then, follow the steps outlined in this section.

## Cancel

If you do not want to save the form or the information click "Cancel" ( displayed in the Image above). After you select Cancel you will be asked if you are "Sure you want to lose all changes". Select " Yes" if you want to delete the entry. Select "Cancel" if you want to go back to the form to continue to edit it. When you have finished changing the form select Save and Close.

## Save and Lock

**Injury Details**

Date of First Symptoms (?)

Surgery Required? (?)  Yes  No

Did this injury render the player unfit to train fully and be unavailable to compete? (?)  Yes  No

Date Fully Resolved (?)

Availability Available

Injury Duration 15 Days

**Injury Duration**

Date first unavailable for training or competition

Expected number of days unavailable (?)

Date of Return to Training/ Competition (?)

Number of Training Days Missed (?)

Number of Games Missed (?)

Number of Days Unavailable 8

**Treatment**

Please record any treatment details in the table below. To add a new row, click the "Add Assessment" button.

Date Assessment	Subjective	Objective	Treatment	Entered By
27-06-2010	feeling poorly			Add Assessment

Save and lock will lock the record so that no additional information can be entered into the system. After you select Save and lock a 24 hour time delay will follow so that you edit that

record 24 hours after you select "Save and Lock". Others are locked instantly. This is important for medical data especially.

## What happens to the information you just entered

What happens to the information that you just entered?

As soon as you select "Save and Close", "Save Draft", or "Save and Enter another" , and you are working online the information will be stored on your central servers and the athlete and any other professional who has clearance to see the data will be able to access this information. If you are working off-line the data will be stored on your computer and the next time you login online the data will be automatically synchronised and will be available to others with access.

# Entering Data For a Group of Athletes

When you want to enter data for more than one athlete use the Group Entry Module.

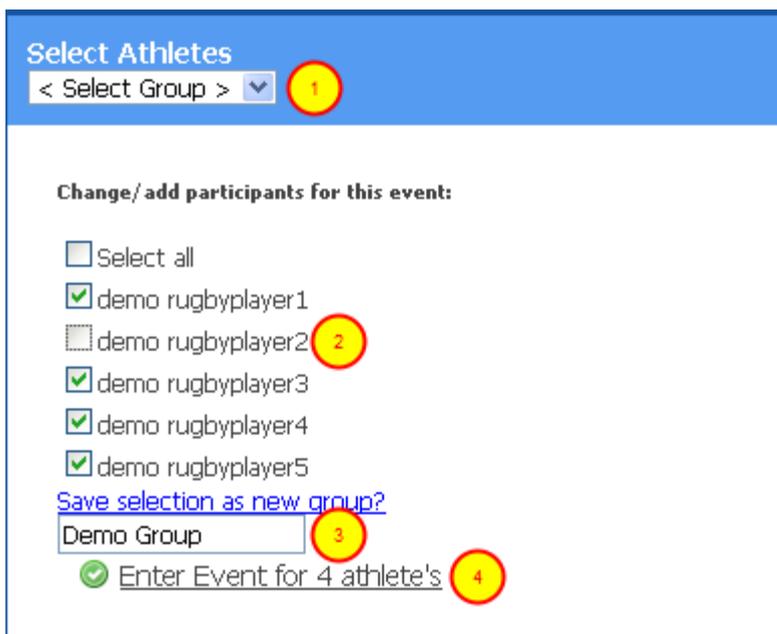
## Click Enter Data for a Group



### To Enter Data For a Group of Athletes:

Select the "Enter Data For Group" button displayed in the image above. All of the forms that you have access to, and any new forms that your sport/organisation monitor will all be available using the "Enter Data For Group" button on the Home Page.

## Select the Personal Group, or Group, you want to enter the information

A screenshot of a web form titled "Select Athletes". At the top, there is a blue header bar with the text "Select Athletes" and a dropdown menu labeled "< Select Group >" with a yellow circle containing the number "1" next to it. Below the header, the text "Change/add participants for this event:" is displayed. There is a list of five items, each with a checkbox: "Select all" (unchecked), "demo rugbyplayer1" (checked), "demo rugbyplayer2" (unchecked, with a yellow circle containing the number "2" next to it), "demo rugbyplayer3" (checked), "demo rugbyplayer4" (checked), and "demo rugbyplayer5" (checked). Below the list is a blue link that says "Save selection as new group?". Underneath that is a text input field containing "Demo Group" with a yellow circle containing the number "3" next to it. At the bottom, there is a green checkmark icon followed by the text "Enter Event for 4 athlete's" with a yellow circle containing the number "4" next to it.

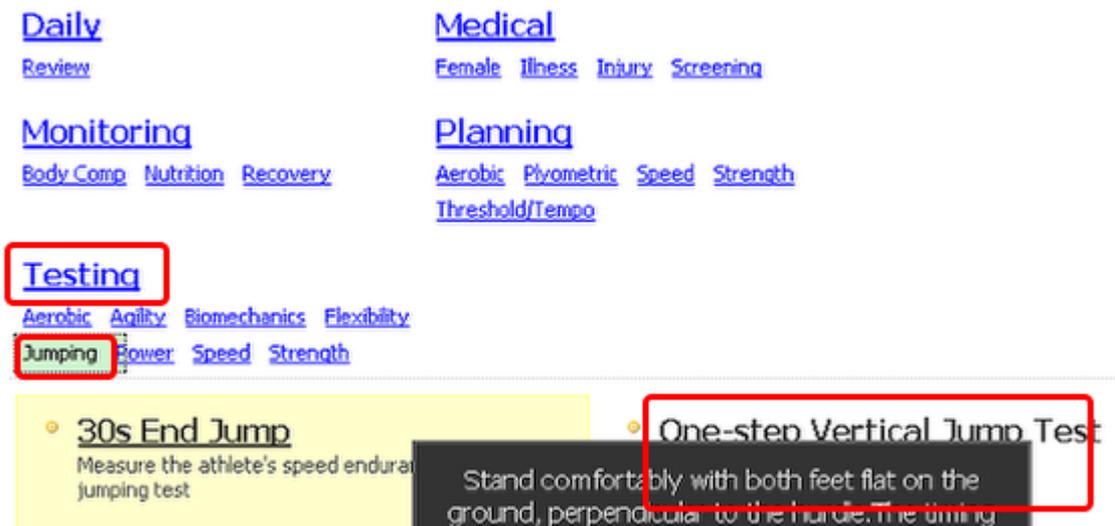
#1 If you have set up personal groups these will be available to select from

#2 Select the Participants who you want to include

#3 You can set up the selection as a new group (click the blue link and type in the group name. This name of the group and the athletes will automatically be stored in the "Personal Groups" section and will be available in the Select group Drop Down #1 shown in the image here)

#4 Click "Enter the Event for X(4-the number selected will appear here) athlete's

## Select the Type of Information You Need to Enter (this is the same page as when you enter for a single athlete).



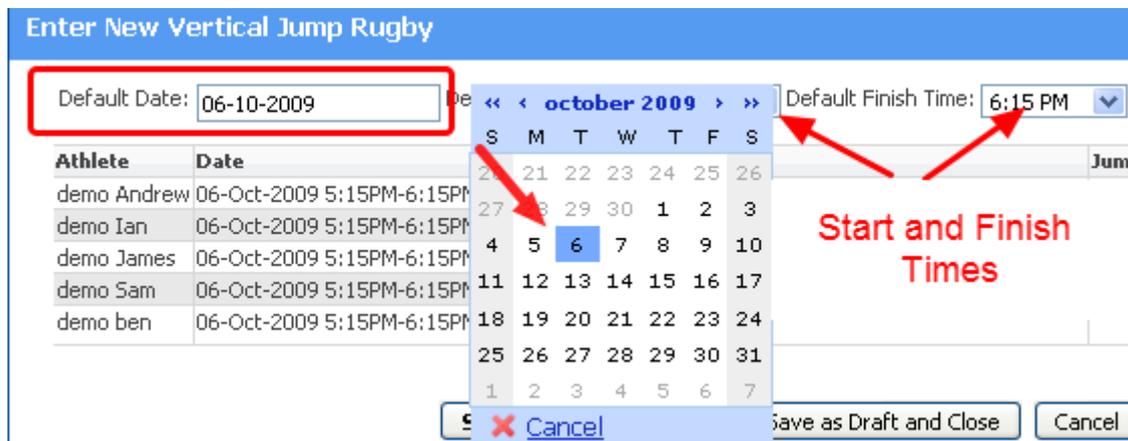
Choose the form you want to enter on the Select Events Page:

1. Once you click "Enter Data" you will be shown all of the forms you have access to (they will be different from those in the image here).
2. The Underlined Blue links show the groups of forms that are available. For example, if you selected Testing all of the "Fitness Testing" data entry forms would be shown.
3. You can also select to be shown a subgroup of forms. The example here again shows the "Jumping" Link from the Testing forms has been selected which then shows all of the jumping Fitness Testing Forms.
4. For this example we will select "One-Step Vertical Jump Test"

Is there a Table in your Event/Form?

If there is a table included as part of the Event/Form you will need to specify the number of rows you want to enter for that table. See Entering into a Form with a Table in this section.

Select the Correct Date and time that you want the event to be saved

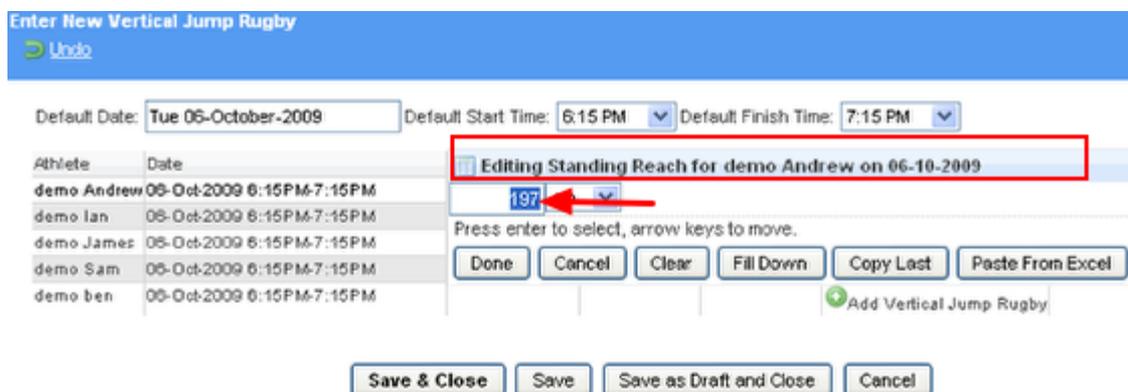


Now select the date that you want the event to be stored on the systems. The Date and time that you enter the information will appear as they default date and time. To choose a different date, click in the "Default Date" Text box and a pop up calendar will appear (as shown here). Click on a different date, or scroll through months using the < and > arrows, then click on your date. Once you select a date, the calendar will disappear and you can select a start time and a finish time. The Image here shows that the entry is being entered on the 6-10-2009 at 5:15pm.

Now start to enter your data into the Table by clicking in a cell and entering the correct information.

Use the arrows on your key board to move between cells, or click in a cell using your mouse and you will be able to enter information directly into that cell.

## Enter the Athletes Data



## Tables

Any table that you need to enter data into may be made up of any kind of question (single selection, drop down, text box, number, database). When you enter data into a table, simply click in the first cell of the table. A pop up box appears allowing you to enter data for that specific cell. A blue header appears above each cell that you click on and it specifies what data is being captured and for what athlete. This ensures you always know who you are entering data for.

Because you are entering data on-line it works slightly differently than an excel spreadsheet, so you need to work from one cell to the next. Simply enter your information and click Done.

To speed up data entry, the system will automatically take you to the next cell to enter your information.

### Important Buttons

You can use the enter, tab and up and down arrow keys on your keyboard to navigate around the table cells.

#### On the Screen:

**Done-** takes you to the next most appropriate cell (either right, down or no cell depending on what you specify at the top right of the table (see the Next Cell and Recalculate step below)

**Cancel-** closes out of the cell you are editing

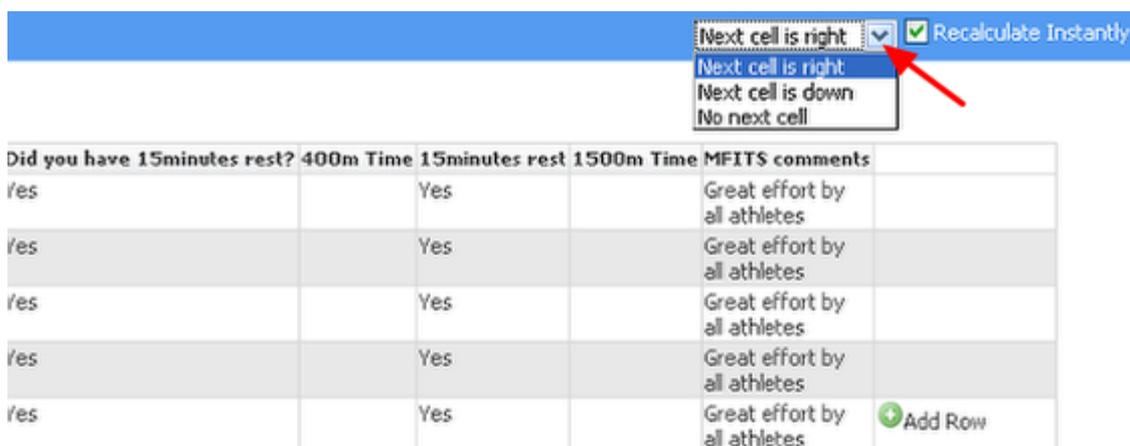
**Clear-** clears the information from the cell you are editing

**Fill Down-** allows you to select to fill down the entire column (or even all of the rows) with the same data. See the Fill Down step below.

**Copy Last-** will copy the cell above into this cell.

**Paste From Excel-** allows you to copy in data from an excel spreadsheet, as long as it is formatted in exactly the same format as the table columns. Click Paste and a blank pop up box appears. Copy the information from an excel spreadsheet directly into this window and click "Insert Values".

## Next Cell and Recalculate



The image shows a software interface with a blue header bar. On the right side of the header, there is a dropdown menu currently set to "Next cell is right". A red arrow points to this dropdown. To the right of the dropdown is a checked checkbox labeled "Recalculate Instantly". Below the header is a table with the following columns: "Did you have 15minutes rest?", "400m Time", "15minutes rest", "1500m Time", "MFITS comments", and an "Add Row" button (represented by a green plus icon). The table contains five rows of data, all with "Yes" in the "15minutes rest" column and "Great effort by all athletes" in the "MFITS comments" column.

Did you have 15minutes rest?	400m Time	15minutes rest	1500m Time	MFITS comments	
/es		Yes		Great effort by all athletes	
/es		Yes		Great effort by all athletes	
/es		Yes		Great effort by all athletes	
/es		Yes		Great effort by all athletes	
/es		Yes		Great effort by all athletes	

### Next Cell Is:

To speed up data entry in the table, when you click on the "Done" button after you enter information into a cell, you can specify whether you want to automatically move to the cell to the right, or underneath, or you can specify that no cell automatically opens. This allows you to mimic the way you enter data.

Click in the drop down box as shown in the image, the select your preference:

Next cell is down for entering down a column

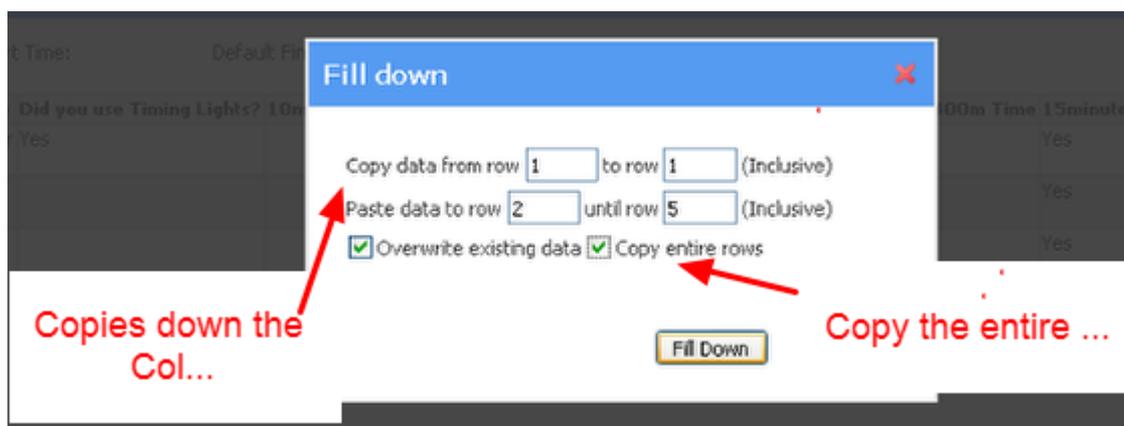
Next cell is right for entering across a row.

Alternatively, if you are going to different cells in the table, you may want No next cell to pop up.

### Recalculate Instantly:

This means any calculations will instantly occur when you are entering data into the table. If you have a very large amount of data to enter, you can turn off the recalculate Instantly to help speed up data entry. All/any calculations will be performed when you click Save.

## Fill Down in a Table



### Fill Down

Fill Down allows you copy any combination of data that you have entered into a column and fill the rest of the tables with this information.

When you select "Fill Down" a pop up box will appear asking you to clarify what is being filled down e.g. copy rows 1-1 and fill down rows 2-5. This will take the data from the column in row 1 to row 1, and fill down that information into rows 2-5. If the "Overwrite existing data" is selected, you **WILL** overwrite any data that is currently in any cell that you are fill down over.

### Copy entire rows

If you click in the "Copy entire rows" (as shown above), this will copy all of the information along the first row, and overwrite over all of rows 2 to 5. **ONLY** use this option only when you need to have the same type of data going into all rows (not just one column!!). If you look in the image in the previous step, the "Copy entire rows" has actually been used on a MFST Form to completed generic testing information, before the actual athlete results are entered.

## Saving the Data

Athlete	Date	Sit ups
demo ben	06-Oct-2009 8:30PM-9:30PM	51.0
demo Sam	06-Oct-2009 8:30PM-9:30PM	45.0
demo James	06-Oct-2009 8:30PM-9:30PM	59.0
demo Ian	06-Oct-2009 8:30PM-9:30PM	32.0
demo Andrew	06-Oct-2009 8:30PM-9:30PM	56.0

Save & Close Save Save as Draft and Close Cancel

When you have entered your data you can choose to:

**Save and Close:** to save the information and close entry page. You will then be taken to the reports page to compare the data against other records.

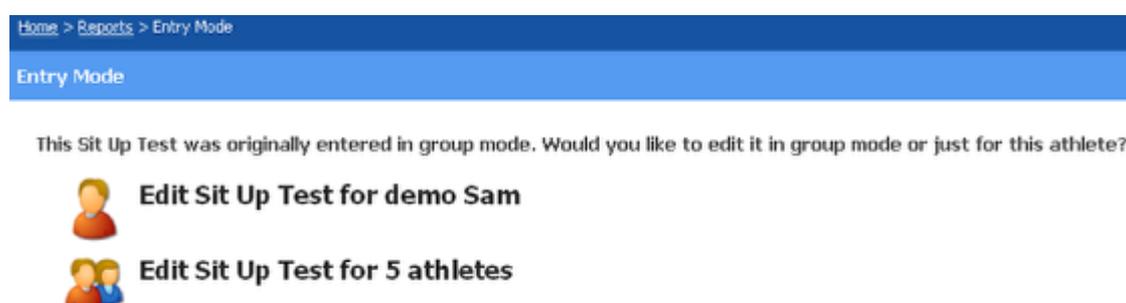
**Save:** to save all of the information and continue editing the table

**Save as Draft and Close:** to save as a draft event that you or the athlete can enter later

**Cancel:** will quit out of the table and take you back to the "Select Event" Page

For this example, we are going to save and close the event. You will then be taken to the reports page to review the data, compare it to relevant performance standards, or compare it to previously entered records.

## Editing or Reviewing Data Entered for a Group of Athletes



When you enter data for a group of athletes, you can choose to edit or view that data in group mode again. This saves a significant amount of time.

If data has been entered in group mode, and you want to edit/review that event, simply click on that event in the Calendar, My Schedule or Reports page using any athlete's name who was in that specific event. You will then be able to edit it for that individual athlete, or for the entire group.

The example in the image above shows that a sit up test was entered in group mode. Demo Sam's Sit Up event was selected on the Reports page and then we could select to edit the event (e.g. open the event) just for demo Sam, or to open the event in group mode (Table mode) again.

One of the best features of the system is that when you enter data for a group of athletes, each individual record is saved individually under the athlete's name. This means even when you enter data for a group, when an athlete logs in on their athlete login, they will only be able to see their personal information.

# Entering an event with a Table in it, for a Group of Athletes

## Number Of Entries

How many Exercises would you like to enter for each athlete?

- **1**  
Enter 1 Exercise for each athlete
- **2**  
Enter 2 Exercises for each athlete
- **3**  
Enter 3 Exercises for each athlete
- **4**  
Enter 4 Exercises for each athlete
- **5**  
Enter 5 Exercises for each athlete
- **6**  
Enter 6 Exercises for each athlete
- **7**  
Enter 7 Exercises for each athlete
- **8**  
Enter 8 Exercises for each athlete
- **9**  
Enter 9 Exercises for each athlete
- **10**  
Enter 10 Exercises for each athlete

## Tables in the group Entry Table

When you select a Form/event that has a table in it (e.g. a Strength and Conditioning Form) you will be asked how many rows of data you want to enter as part of the table. For example, how many Exercises you want to enter for each athlete for a strength and conditioning session, or how many Medications you want to enter for a Medications Form.

Click on the Number that corresponds with the number of rows of data you want to enter. For this example we are going to enter 2 exercises.

# The Group Entry Table, with extra rows as specified

Home > Select Athletes > Select Event > **Number Of Entries** > Enter New

Enter New

Default Date:

Athlete	Date	Exercise	Reps	Weight	
Blink Jim	25-06-2009	Squats	5	120	
		Power Clean	4	200	
Carney Daniel	25-06-2009	Squats	5	<input type="text" value="130"/>	
		Power Clean	4	Carney Daniel : Weight	<input type="button" value="Ok"/> <input type="button" value="Cancel"/> <input type="button" value="Clear"/> <input type="button" value="Fill Down"/>
Cole Joe	25-06-2009	Squats	5		
		Power Clean	4		
Jones Peter	25-06-2009	Squats	5		
		Power Clean	4		
Mitchell Randy	25-06-2009	Squats	5		
		Power Clean	4		
Wright Curtis	25-06-2009	Squats	5		
		Power Clean	4		
Carney Daniel	26-06-2009	Squats	5		<input type="button" value="Add Row"/>
		Power Clean	4		

The Table above shows that 2 rows are now available for each athlete to add exercise data into.

If you needed to add in 3 rows of Exercise Data, click on the **Number of Entries** Link highlighted above and choose 3.

## #1 The Fill Down Button

This allows you to repeat the Reps, or Exercise that you need to instantly fill the rows of data with exercises or reps (as shown here with Power Cleans and Squats and the number of repetitions). To do this you need to select the last cell in the series that you want to repeat, You would then choose to copy the data from rows 1 to row 2 and copy to rows 3 to 10. See the Fill Down step discussed previously.

## #2 Add Row

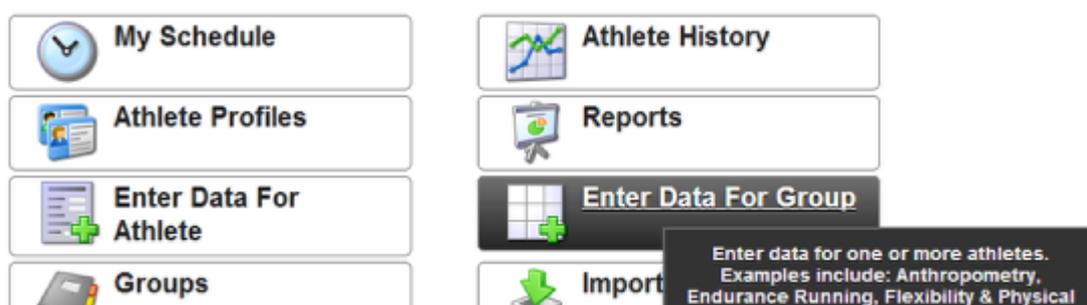
The green Add Row button allows you to add in additional rows at the bottom of the table.

**Complete the Data and Remember to Save it!**

# Group Entry Mode Improvements: Entering in data into one Section at a Time in Group Entry

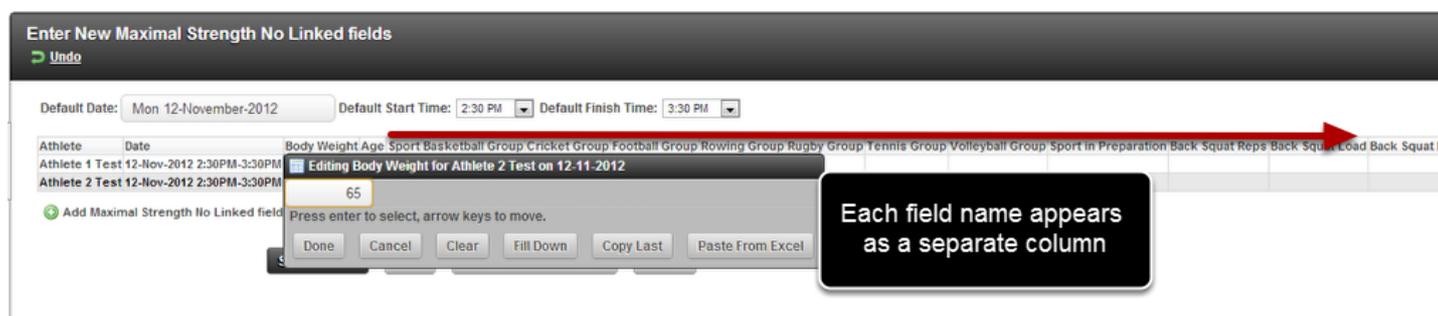
Event Forms can now be set up to enable sections to appear separately when you enter data in Group Entry Mode.

The "Enter Data for Group" Module allows you to enter in data for an Event Form for multiple athletes



Any Event Form that has been set up as "Group Entry" can be selected to be entered for an entire group of athletes at one time.

After you select the type of Event Form that you want to enter, the athletes appear in the rows and all of the field names appear in separate columns in a Group Entry Table



All of the Event Form field names appear as separate columns to enter across the page in a Group Entry Table. When you click on a cell you can see what field and what athlete you are entering in new data for. Some Forms have up to 200 fields and entering in data in group mode

was difficult. If your Event Form is set up correctly by your site builder, you can now select to just view one or a few Section/s at a time during group entry mode.

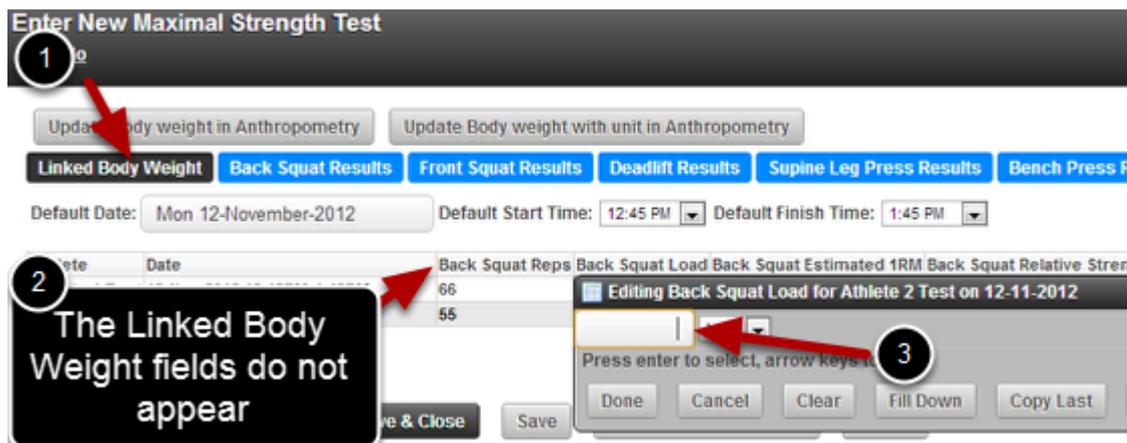
If your Event Form is set up correctly, now when you enter data using the Group Entry Mode EVERY section in the Event Form appears along the top of the Group Entry Table



#1: All of the sections in the Event Form appear above the Group Entry Table as separate Tabs.

#2: As soon as you click on a Section name (e.g. the Linked Bod Weight Section) all of the fields in that section will be hidden (as shown in the image below). This means you can enter in data for a section and click on the Section Tab to hide the section and only see the next section.

Once you click on a Tab, the Tab changes colour to show it has been deselected and the Fields from that Section are hidden



#1: Click on the name of the Section Tab

#2: The fields in that Section will be hidden (e.g. the Linked Body Weight section's fields)

#3: Continue to enter in your data as you normally would during Group Entry

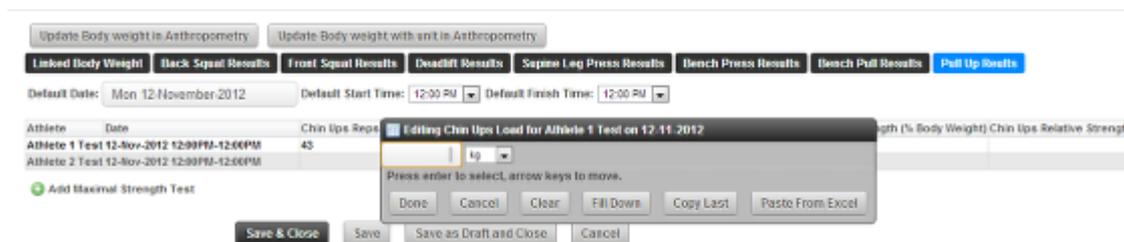
N.B. You can click on the section name so the Tab is highlighted again and the fields will appear.

If you deselect ALL of the Section Tabs all of the Fields will be hidden.



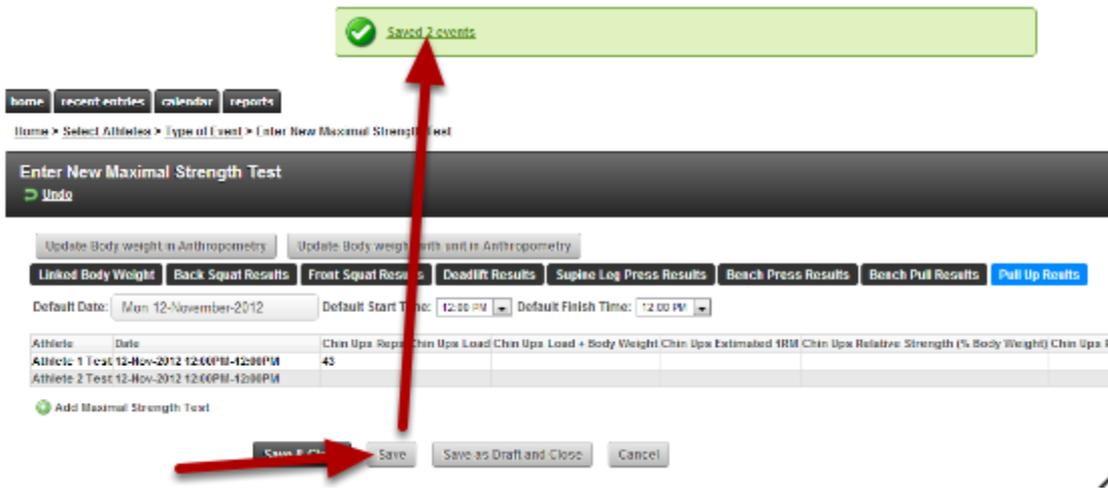
If All of the Sections are deselected, all of the fields will be hidden (unless you have an unnamed section, as outlined later in this lesson).

Some users now choose to deselect all but one of the sections to enhance their group entry work flow. This means only the fields in the selected section will appear



Some users deselect all of the sections and then highlight the appropriate section that they need to enter as they progress through the form.

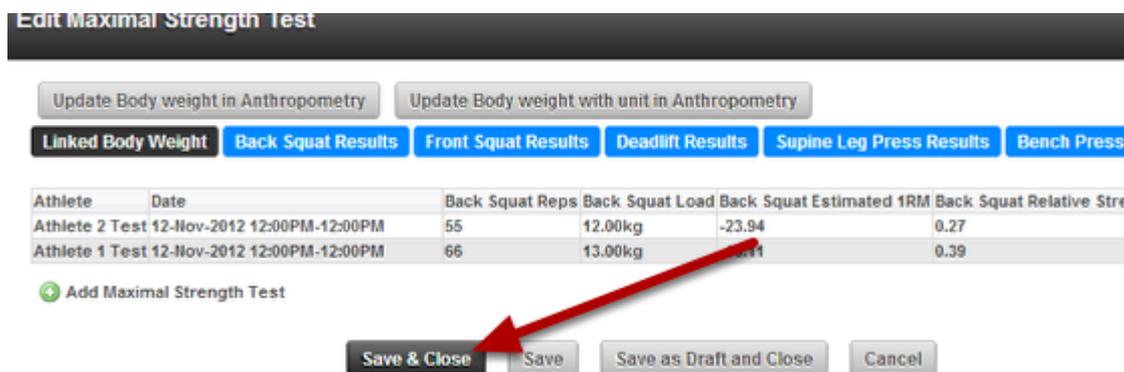
If you are concerned about saving data, you can select to "Save" (NOT Save and Close) and this will save the data and leave the Group Entry Mode open



As soon as you click on "Save" (NOT save and close), the data will be saved and if the computer crashes or you lose your internet connect the data entered before you clicked "Save" will be available.

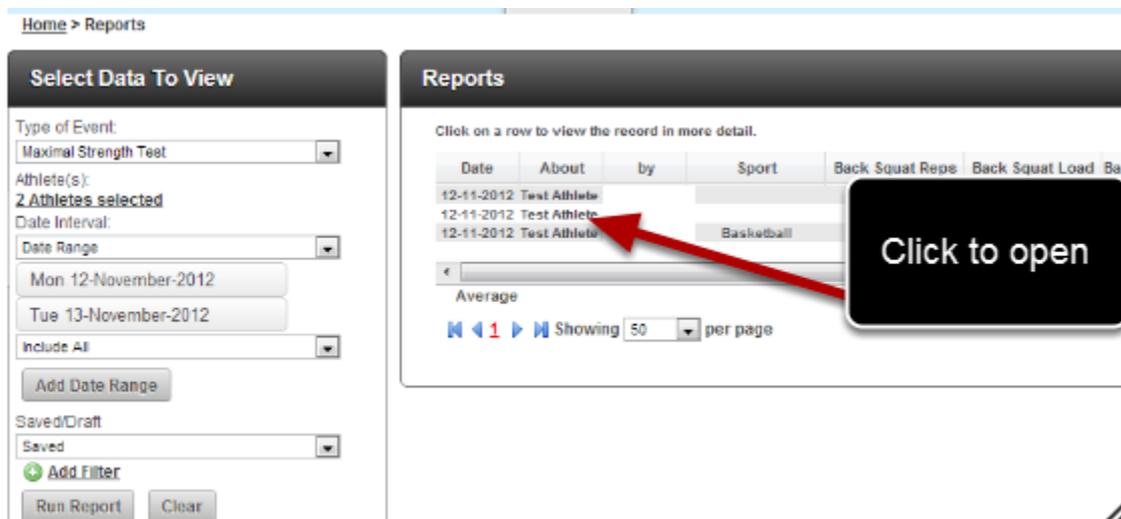
N.B. To open the data and continue editing it in group entry mode, click on one of the athlete's records from their history, the calendar, recent entries page, or even schedule page and the records will open it in Group Entry Mode (as outlined in the second step below).

Once you have finished entering in your data click on "Save & Close" to save the Events and to close the Group Entry Page



Check you have completed all of the fields in each section and then click on "Save & Close".

After you save the date entered during Group Entry you are automatically taken to the Reports Page. You can click on one of the records to open the record in Group entry again



Once you click on a group entry record you can choose to open it in single entry or group entry mode (see the step below).

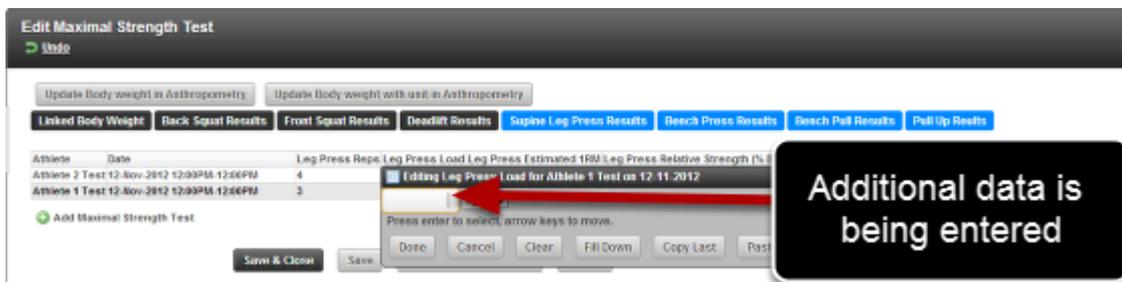
## Click to Edit the Event Form for more than 1 Athlete (e.g for 2 Athletes)



#1: You can review/edit the record for the athlete that you clicked on.

#2: You can review/edit the record for the group of athletes that you entered the record for originally (as shown in the image in the step below).

You can still view, or edit the Group Entry Records, and you can still hide the fields by clicking the Section Tabs



N.B. If you have a Section that has no Section Title (name), the fields in that section will always appear, but you will not be able to select/deselect any Blank Sections



For this example we removed the name of the Back Squats Results section. During Group Entry Mode, the Section name will not appear for deselection and the fields in the section will always appear (as shown in the image in the step below).

N.B. All of the sections have been deselected but the back squat fields (from the section with no name) always appear



Any fields in a Section that has no Section Title will still be available for entry during Group Entry Mode, but they cannot be hidden as the Section cannot be hidden.

If you need your Event Form to be set up with separate sections but it is not, contact your system Builder or your distributor for further help

# Copy and Paste data from one Event Form entry to another entry; for use across the same or different athletes

Previously there was no way to copy data from one entry into another entry. Copy and paste functionality can now be set on a Event Form by Event Form basis according to your needs. If copy and paste is available for that Event Form, the data in one entry can be copied to a clipboard and then pasted into a new entry for the SAME Event type. For example, you cannot copy data from a daily wellness entry to a weekly wellness entry, but you can copy it to another daily wellness entry.

N.B. The copy and paste works for forms with Database and Related Entities in them.

N.B. It is not available in each form by default; Medical data should not be able to be copied from one athlete to another.

At the top left of a new entry, the copy to clipboard and copy for next entry buttons may appear (if they have been enabled).

Enter new Conditional Options for Name Athlete 2

Hide Instructions PDF Copy to Clipboard Copy for next entry

On Date Mon 15-September-2014 from 10:45 AM to 11:45 AM

Conditional Options  
Working on the main app, but not on the mobile app  
Category A  A  B  C  D  
Category A1  
Category A2

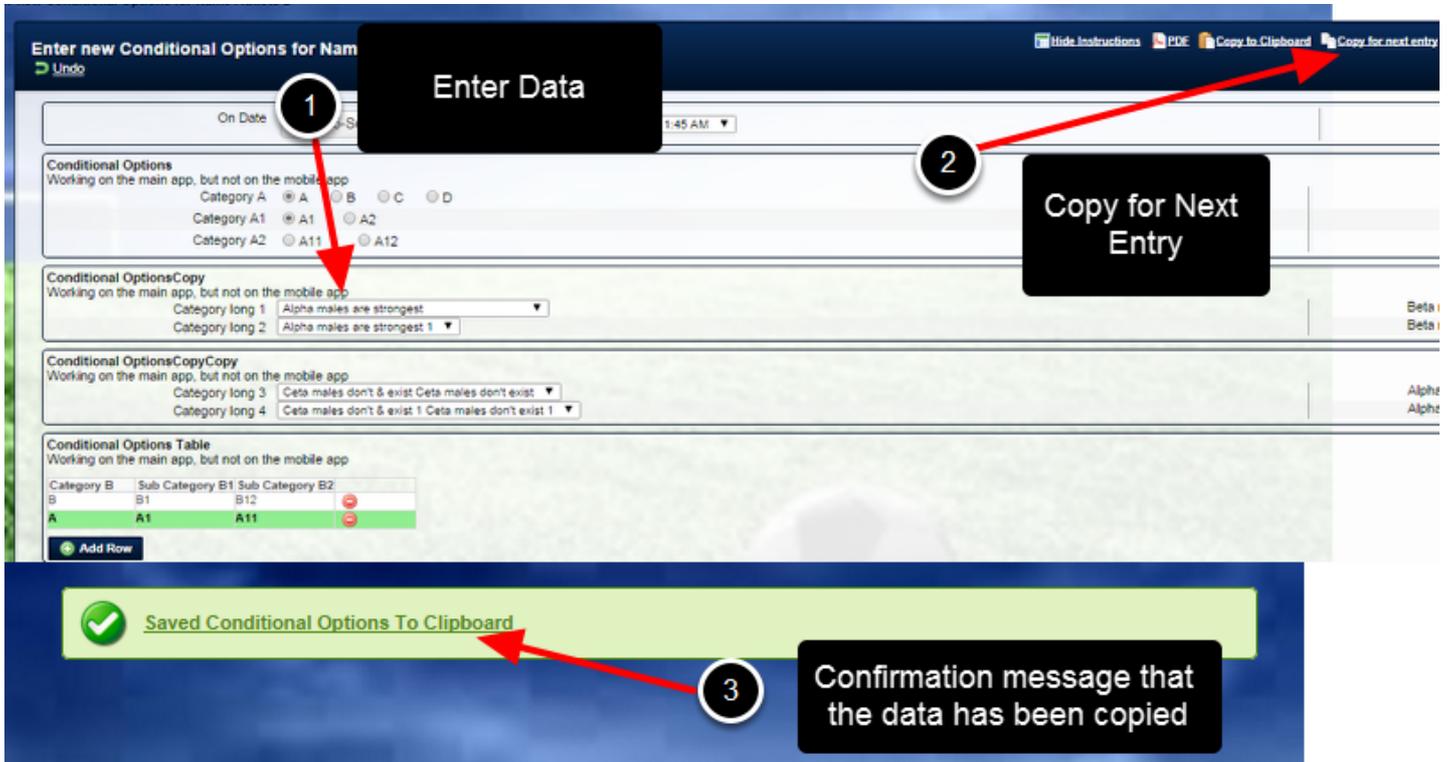
Conditional OptionsCopy  
Working on the main app, but not on the mobile app  
Category long 1  
Category long 2

Conditional OptionsCopyCopy  
Working on the main app, but not on the mobile app

Beta n  
Beta n

New Features

The "Copy for next entry" button allows you to copy the data entered into an entry and as soon as you enter in a new entry, the data is copied to that next entry ONLY



Once all of the data is entered into an entry for the athlete, click on "Copy for Next Entry". Save the Form and choose another athlete or another entry for the same athlete. N.B. You can open an existing saved entry and copy the data from that form as well.

If another entry is made for the same athlete, the data will automatically be pasted into the new entry



The data is automatically loaded from the clipboard into the new entry. A message will appear at the top of the screen confirming this

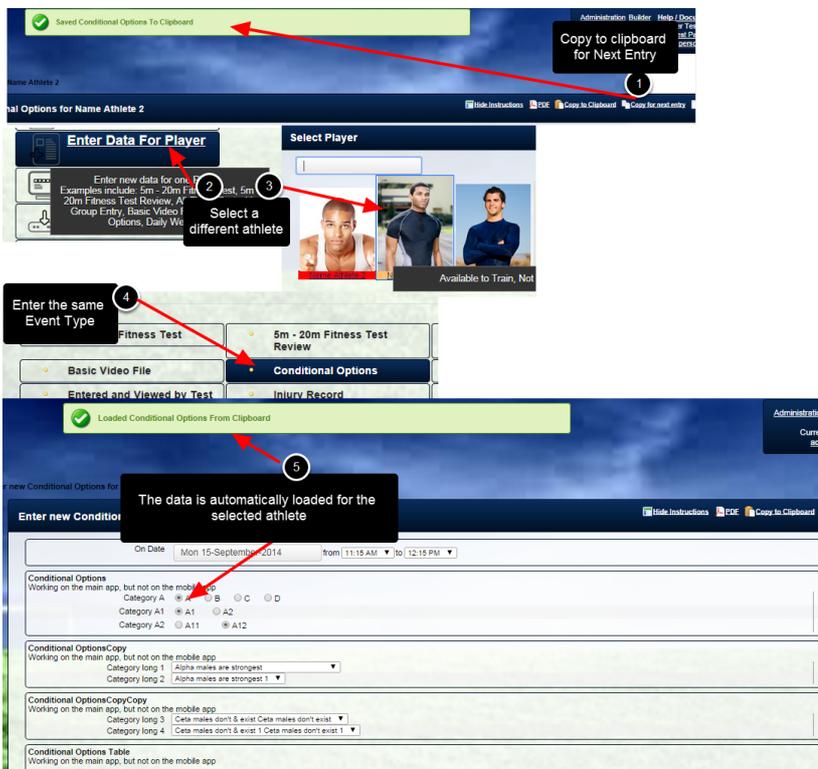
A screenshot of a web application interface. At the top, a green banner with a checkmark icon contains the text "Loaded Conditional Options From Clipboard". Below this, a red arrow points to the banner. The main form is titled "Enter new Conditional Options for Name Athlete 2". It features a date and time selection field with "Mon 15-September-2014" and "from 11:15 AM to 12:15 PM". Below this are several sections for "Conditional Options", each with radio button selections for categories A, B, C, D, A1, A2, A11, and A12. A black callout box with white text "The date is autofilled" has red arrows pointing to the date field and the "Category A" radio button. Further down, there are sections for "Conditional OptionsCopy" with dropdown menus for "Category long 1" and "Category long 2", and another "Conditional OptionsCopy" section with dropdowns for "Category long 3" and "Category long 4". At the bottom, there is a "Conditional Options Table" with columns for "Category B", "Sub Category B1", and "Sub Category B2".

N.B. If you enter in data into the same type of form again, the data will NO LONGER be available to paste; it only auto-fills one entry

A screenshot of a web application interface. At the top, a dark blue header contains the text "Name Athlete 2's Performance History" and several icons for "Summary Statistics", "Excel", "PDF", "PDF (Form)", "Investigate", and "Delete All". Below this is a "More Actions" menu with a "New Conditional Options" button. A red arrow points from this button to the form below. The form is titled "Enter new Conditional Options for Name Athlete 2" and has the same date and time selection field as the previous screenshot. Below this are sections for "Conditional Options" with radio button selections for categories A, B, C, D, A1, and A2. A black callout box with white text "No data is loaded" has red arrows pointing to the "Category A" radio button and the "New Conditional Options" button. Below the form, there is a "Compare To" section.

Once you have auto-filled the next entry, the data is not longer available to auto-fill other entries; for that athlete, or for any other athlete. The clipboard is essentially blank.

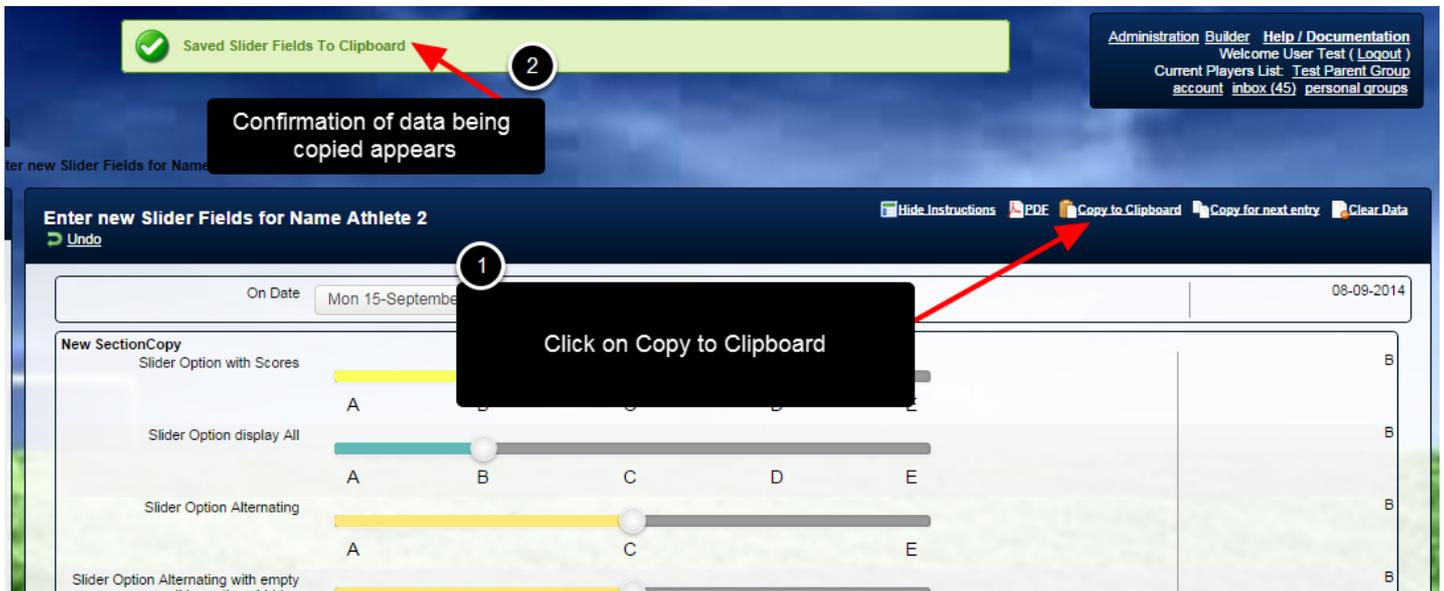
You can also use the "copy for next entry" to copy the data from one athlete and auto-fill an entry for another athlete



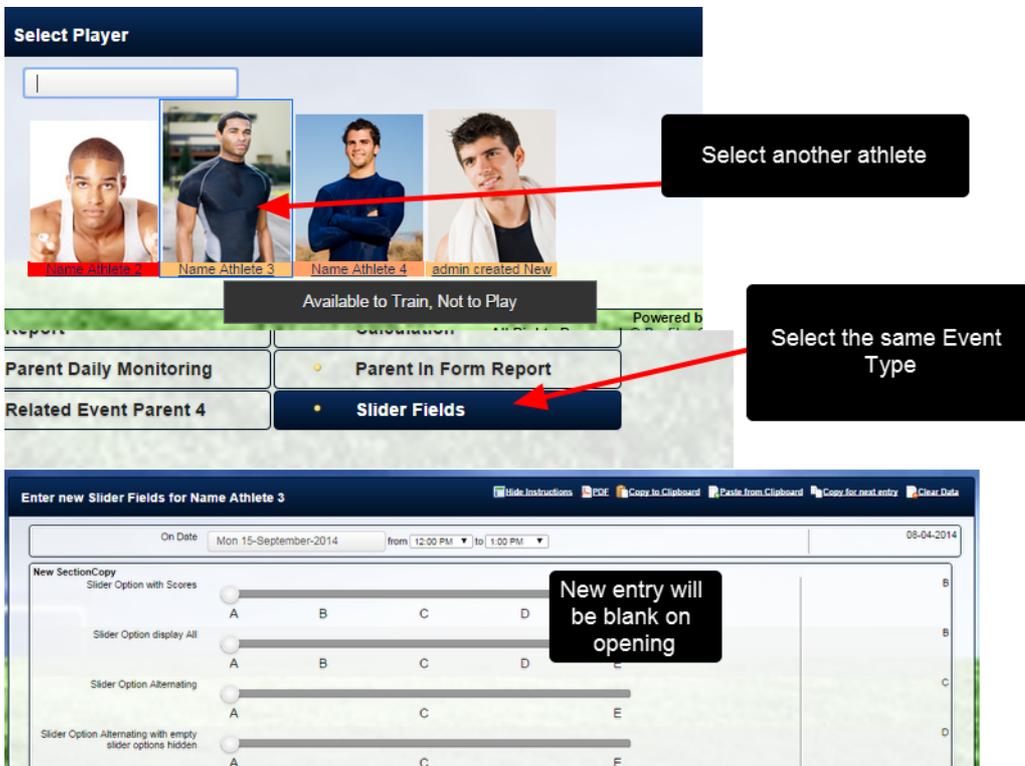
Remember that once the data is auto-filled for this athlete, it will not be available to auto-fill any additional entries.

You can reselect the copy for next entry for this athlete if you require.

The Copy to Clipboard feature allows users to copy the data and paste it into an many entries as required



Select to enter in the same Event Form, for the same athlete, or for another athlete (as shown here)

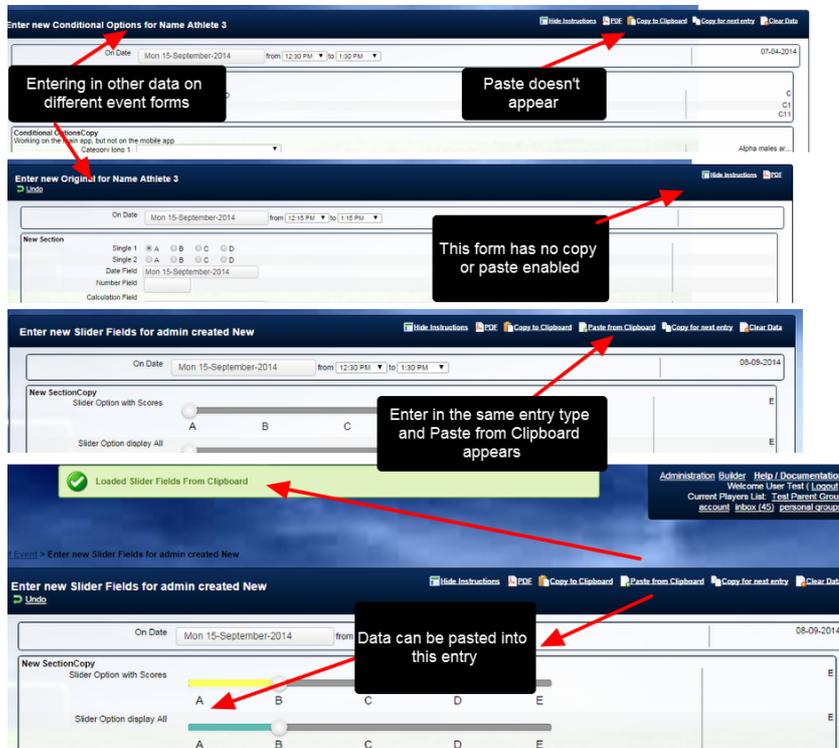


When the same event type is selected, it will not be auto-filled. Click on "Paste from Clipboard" to paste in the copied data.

The screenshot displays a software interface for entering slider field data. The top section, titled "Enter new Slider Fields for Name Athlete 3", includes a date and time selector (Mon 15-September-2014, 12:00 PM to 1:00 PM) and a "08-04-2014" field. Below this are several slider options, each with a horizontal bar and a slider knob. A green banner with a checkmark and the text "Loaded Slider Fields From Clipboard" is visible. The interface is annotated with four numbered callouts and text boxes:

- 1. "New entry is blank" (points to a slider knob).
- 2. "Click on Paste from Clipboard to copy the data in" (points to the "Paste from Clipboard" button in the top right).
- 3. "Once clicked, the form autofills" (points to the "Loaded Slider Fields From Clipboard" banner).
- 4. "The data is pasted in" (points to a slider knob that has been filled with data).

Even if a user enters in additional entries for different Event Types, the data will be stored to the clipboard for the most recently copied entry to the clipboard



As long as the user doesn't click Copy to Clipboard or Copy for Next Entry when the enter in data into the other Event types or for other entries, then the Clipboard data can be copied into an Event Type and still paste in the data.

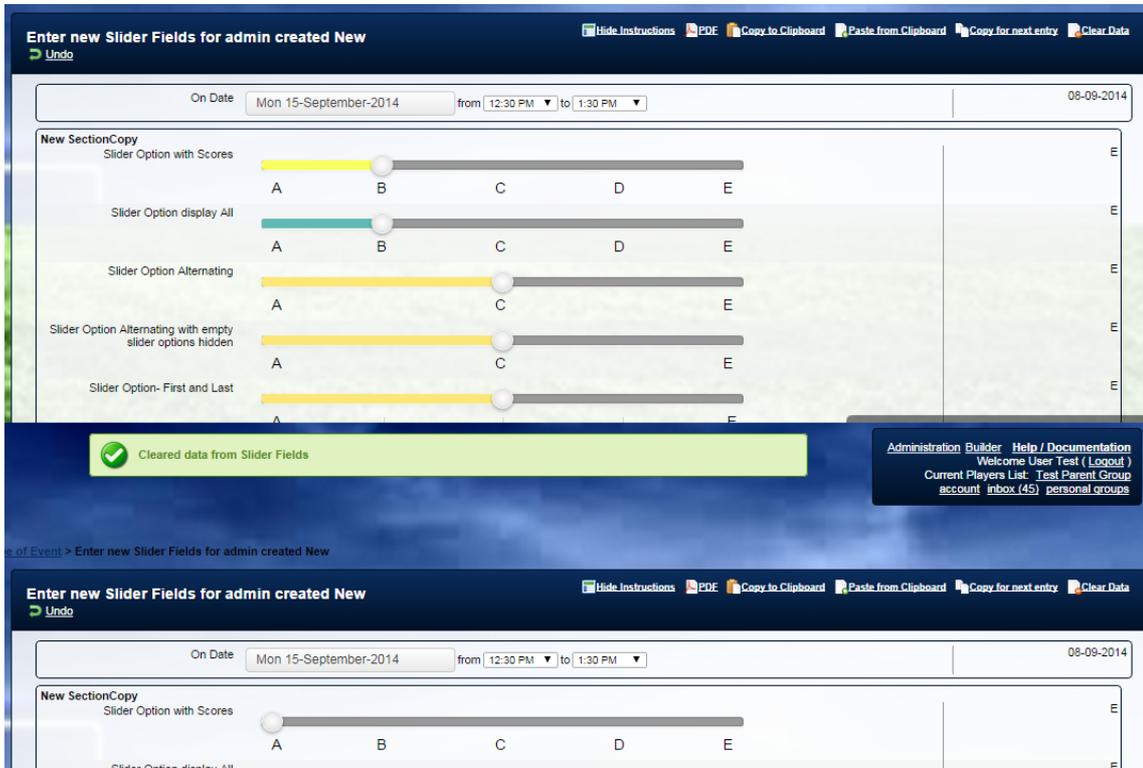
**N.B. You CANNOT copy multiple event types to the clipboard. The clipboard can ONLY store one type of data at a time; either from the Copy for next entry, or from the Copy to Clipboard**

If data was copied to the clipboard for a daily wellness form, and a user then copied to clipboard a weekly monitoring form's data, the daily wellness data would be wiped, and ONLY the weekly monitoring data would be available to paste into another weekly wellness form.

Please keep in mind that the Copy and Paste functionality can only store one Event Form's data at a time.

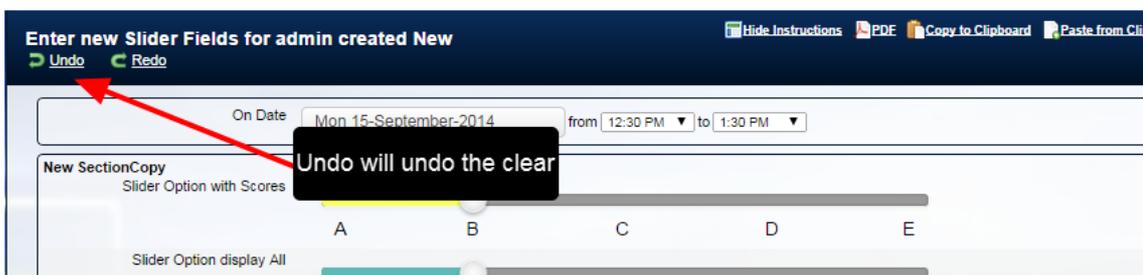
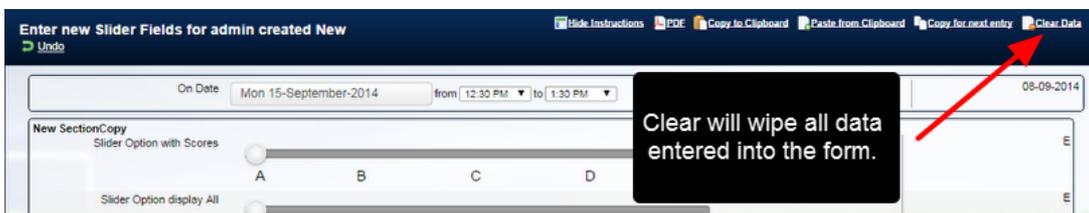
You can however enter in multiple event types, and as long as you do not click on "Copy to clipboard" or "Copy for next entry", then the data will be available to paste the next time you enter in data for the event form that you have copied the data for.

The "Clear Data" button will wipe all of the data entered into the event form.



If a user makes a mistake and pastes data, or does a copy to next entry, and get the wrong athlete they can simply click on "Clear Data" to clear all data entered into the Event Form.

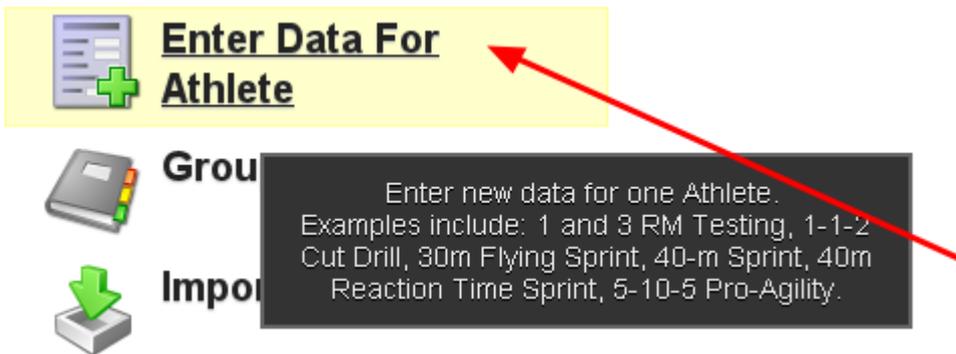
If a user mistakenly clears the data they want, they can click "Undo" to reverse the clear.



# Entering and Updating Injury/Illness Records

All Medical, injury/illness, medications, vaccinations forms etc are built to meet the unique needs of the organisation whom is tracking the medical data. However, the following provides you with a guide to entering in new injury/illness data and then understanding where to update it from.

To Enter a New Injury or Illness Record for a Player (if you are updating an existing injury/illness you DO NOT enter in a new record)



Click on the Enter Data for Athlete button on the Home Page.

Select the correct athlete that you want to enter the injury/illness for



Click on the name of the player who has experienced the injury or illness

If the correct athlete is not included in the list you may need to change groups, or e-mail your administrator to get them to update your group correctly.

For this example we are selecting an athlete who is currently NOT injured/ill.

Select the Injury/Illness form from your events pages (you form will named uniquely based on your organisation requirements)

- **Blood Pressure**
- **Doping Test**  
Record of any doping test undertaken
- **Injury / Illness + Treatment + Games**  
Please record any injury or illness that a player requires a medical and/or a physiotherapy consultation for.
- **Injury / Illness Record + Treatment**  
Please record any injury or illness that a player requires a medical and/or a physiotherapy consultation for.
- **Injury Record- Athlete Enters**
- **Injury- Basic Form**  
New Injury Record for a Medical Professional to complete
- **SOTAP Record**  
Please record any injury that a player requires a medical and/or a physiotherapy consultation for.
- **Supplements**

For this example we are going to enter in a combined injury/illness record.

The Injury/Illness record will appear for you to complete the preliminary injury information

The screenshot shows a web form for recording an injury or illness. At the top, there are date and time pickers. Below that is an 'Attachments' section. The main form area is titled 'Injury/Illness Details' and includes a diagram of a human body with a red highlight on the right arm. To the right of the diagram is a 'Click' callout box with arrows pointing to the diagram and the 'Mechanism of Injury' dropdown. Below the diagram is a 'Write' callout box with arrows pointing to the 'Injury or Illness' text field and the 'Comments' text area. The form includes several dropdown menus, text fields, and radio button options for 'Recurrent Injury or Illness', 'Protective Equipment Issue', and 'Heat Related Illness'. A question asks 'Is it possible that this injury was associated with less than optimal performance of protective equipment?' with 'Yes' and 'No' radio buttons.

Important Points to Note:

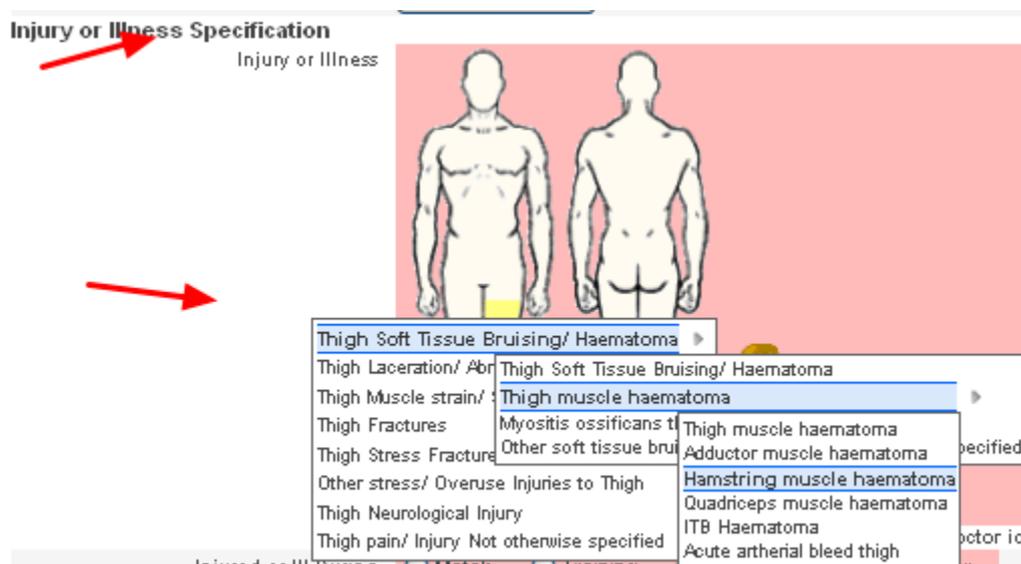
-Pink Background: Any questions/fields that are highlighted in pink are required fields. This means you **MUST** enter information into this field or you will not be able to save your new record.

-You are just entering the Initial injury/illness information. In most cases you will need to come back to this record to enter additional information such as the Date of return to play/training or the Date fully resolved or you will simply update their injury status from a SOAP table.

Most systems are designed to accurately track injury/illness progression. Each record that is not fully resolved will appear on your home page on the Current Injury/Illness Report. Additionally, the athlete's name will be coloured to reflect the status of the injury according to the record (red = injured/ill and unavailable, orange = injured/ill but available, green = no illness or injury), so it is important that you update the record (e.g. availability and resolution of the injury) when the status of the player changes.

-The type of information that you need to enter for each field/question is easy to interpret e.g. Injured/Ill During requires you to click and select an answer, and Injury or Illness Details is a blank line to enter text into.

## Select the Correct Orchard Code for the new Injury or Illness



For MOST Injury/Illness forms, the Orchard Code Body diagram and Doctor icon is a required field (you must enter it).

The injury and illness diagram automatically assign the appropriate Orchard Sports Injury Classification System Version 10 (OSICS10) Code to each injury/ illness once you select the appropriate injury/illness classification/diagnosis. This means you don't have to remember any

Injury or Illness codes, you only have to select the correct diagnosis. To find out more information on the injury codes go to <http://injuryupdate.com.au/research/OSICS.htm>

## 1: Illness or Injury?

**New Injury:** if you are entering an Injury scroll your mouse/cursor over the Body Diagram and different areas of the body will be highlighted. If you click on an area in the Body Diagram the injury classification/diagnoses will appear.

**New Illness:** if you are entering an Illness, click on the Doctor icon and the illness classifications/diagnoses will appear.

-You may have a separate Illness form depending on how your system is set up. If you do, you would select to enter the illness form on the data entry page.

2: Once you click on an area in the body diagram or on the doctor icon a list of injury classifications will appear. If there is a black arrow to the right of the classification this means when you scroll over the classification a list of sub classifications will appear. The image here shows that the Right Anterior Thigh Injury classifications are broken down into Haematomas, Laceration/Abrasions, Fractures etc. When the Thigh Soft Tissue Bruising/Haematoma is scrolled over an additional list appears. You can select on Myositis ossificans thigh or Other soft tissue bruising/haematoma not otherwise specified injury diagnosis, or scroll over the Thigh muscle classification and then choose from the additional injury diagnoses list. For this example, Hamstring Muscle Haematoma is going to be selected.

3: If the correct diagnosis is not available for that area/illness, click outside the body diagram/ doctor icon in the pink coloured region and the current injury/illness classifications will disappear. Then select a different area on the body diagram and mouse over the injury classification to find the right injury diagnosis.

4: Once you have found the correct injury diagnosis click on the name of it. Please make the diagnosis as specific as possible so that your records show the actual injury/illness.

5: Once you select an injury/illness the Injury/Illness Code automatically appears at the bottom of the injury diagram. The injured area of the body will turn red, or the doctor icon will turn red (as shown in the image in Step below).

6: You can select up to three injuries for most injury/illness event record, but the injury at the top of the list will be recorded as the primary injury.

# A Medical Orchard Code example

The screenshot shows a software interface for entering injury and illness records. At the top, there is a blue header with the text "Enter New Injury and Illness Record for Five" and an "Undo" button. Below this is a dropdown menu for "Medical Illness". The dropdown menu is open, showing a list of categories: "Heat Illness", "Exercise Associated Muscle Cramping", "Heat Exhaustion : Rectal temp <= 40 deg", "Exertional Heatstroke : Rectal temp > 40 deg", "Rhabdomyolysis", "Sunburn", and "Hypothermia". A red arrow points to the "Medical Illness" category in the dropdown, and another red arrow points to "Exercise Associated Muscle Cramping" in the sub-menu. To the left of the dropdown is a human figure with a red shaded area on the torso, labeled "Injury/Illness Details" and "Injury or Illness (?)". Below the figure is a list of categories: "Injuries Location Un...", "Abnormalities", "Paediatric Diagnoses", "Disabled Athlete Inju...", "Post Surgical Patient...", "Medical Illness", and "Consultations Where...". A red arrow points to "Medical Illness" in this list. At the bottom right, there is a field labeled "Heat Related Illne:".

The example here shows that the Medical Codes are designed to work the same as the Injury Codes. Simply mouse over the classifications and then scroll through the different Medical diagnoses to find the correct one.

# Orchard Field continued

The screenshot shows the "Injury or Illness Specification" section of the software. It features a human figure with a red shaded area on the right knee, labeled "Primary Injury". Below the figure is a list of injury codes and descriptions: "1:Right Knee [KJPX] Patellar subluxation" and "2:Left Anterior Thigh [TMAL] Adductor longus strain". A red arrow points to the "Primary Injury" label, and another red arrow points to the "Secondary Injury" label. There are also red and green arrows indicating the direction of the injury.

A good example of a primary, and secondary injury would be a knee injury e.g. Primary ACL rupture, secondary medical meniscal tear, tertiary medical collateral ligament tear

Once you select an injury diagnosis it will show under the body diagram.

You can then add other injuries if you require (only if they are directly related to the primary injury and you feel that they do not warrant being saved as a new Injury Record).

To **remove/delete** an injury or illness diagnosis, just click on the red delete button (to the right of the code)

To **move** the injury or illness diagnosis up or down (e.g. to change the order of the injuries), use the green up and down arrows. Remember that the injury at the top of the list will be saved as the primary injury.

**Entering the additional Injury/Illness fields-these will all vary greatly depending on how your system is structured.**

The screenshot shows a web form for entering injury or illness details. On the left, there is a 'Medical Illness' section with a list of injuries: '1:Right Posterior Chest muscle trigger' and 'Chest points'. Below this is the 'Injury / Illness Details' section, which includes a date field set to 'Tue 08-March-2011', a radio button for 'Is the athlete unfit to compete/train' (set to 'No'), a date field for 'Date Fully Resolved', and an 'Availability' dropdown set to 'Injured-Available'. On the right, there is an 'Injury / Illness Duration' section with a 'Number of Days' field set to '0' and an 'Unavailable' label. The main form area contains several sections: 'Attachments', 'Injury Area' (with a body diagram showing a red square on the right chest), 'Activity at Time of Injury/Illness' (with radio buttons for 'Competition', 'Training', and 'Other', and a dropdown set to 'Tackling'), 'Mechanism of Injury' (with a dropdown set to 'Contact'), 'Mechanism Details' (with a text area), 'Mechanism Video/Image' (with 'Choose File' and 'Upload' buttons), 'Injury/Illness History' (with radio buttons for 'New Injury/Illness' and 'Recurrent'), 'Medication Given' (with radio buttons for 'No' and 'Yes'), 'Medications' (with a text area), and 'Additional Comments' (with a text area). A black callout box with the text 'Click and Select' has two red arrows pointing to the red square on the body diagram and the 'Mechanism of Injury' dropdown.

All of the fields that appear for you to enter will have been tailored specifically to your organisation's needs. You maybe tracking data from recurrence to medications, or even injury mechanism.

Complete the fields with as much detail as possible.

You may have separate fields to calculate Unavailability, based on date first unavailable. Or, you may use a SOTAP table for this (shown in the step below)

The screenshot shows two main sections: 'Injury / Illness Details' and 'Injury / Illness Duration'.  
**Injury / Illness Details:**  
 - Date of First Symptoms (?): Tue 08-March-2011  
 - Is the athlete unfit to compete/train:  Yes  No  
 - Availability: Injured-Unavailable (highlighted in orange)  
 - Injury/Illness Duration: (blank)  
**Injury / Illness Duration:**  
 - Date first unavailable for training or competition: (blank)  
 - Expected number of days unavailable (?): 0  
 - Date of return to Training/ Competition (?): (blank)  
 - Number of Training Days Missed (?): 0  
 - Number of Games Missed (?): 0  
 - Number of days Unavailable: 0  
 Red arrows indicate that the 'Date first unavailable for training or competition', 'Expected number of days unavailable', 'Date of return to Training/ Competition', 'Number of Training Days Missed', 'Number of Games Missed', and 'Number of days Unavailable' fields are used to calculate the 'Injury/Illness Duration' and 'Availability' status.

Date of First symptoms is a common field. This is a date field and it will automatically default to today's date. However, you can enter in any date that you need, but please enter the date that the symptoms first appeared. You can select a different date by clicking on the date field and a date-pop-up-box will appear. Then, click on a different date (as shown on the return to availability to play date field) e.g. if the player has had symptoms for several days before presenting to you please enter initial date symptoms began.

Unavailability is a common field e.g. Did this injury or illness render the player unfit to practice fully and be unavailable to play. It is a Yes or No field and it is automatically defaulted to No.

- Date first unavailable for practice or match. Click on the date field and select the date that the player was or would have been first unavailable from the pop-up calendar. Please note that you cannot enter a date that occurred before the Date of first symptoms.

- Expected number of days unavailable (expected number of days unable to compete or train). Please write in the number of days you expect the player to be injured and unavailable for play/practice. This is a whole number, so enter in complete full days.

If the player is (1) Not available for practice or match and/or (2) the injury or illness is not fully resolved, leave the Return to availability to play date and/or Date Resolved fields blank/empty.

The (1) Return to availability to play date and (2) Date Resolved are only entered when the player actually returns to play or train injury free, or when the injury is fully resolved. **YOU CANNOT ENTER IN FUTURE DATES.** These fields must be updated when a player actually become available to play or train again.

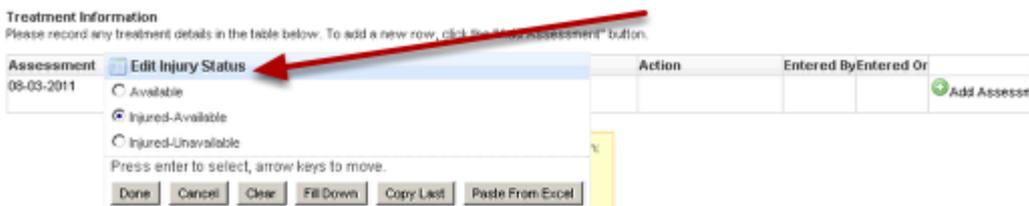
(1) Return to availability to play date is the date the player first becomes available to play or train with no restrictions, regardless of whether a match or training is scheduled on that date or not. You cannot enter in future dates e.g. if you expect the player to be available in two days time you cannot complete this field. You will need to update this form once the player actually becomes available. When a date is entered into this field the player will be recorded as Injured/ Ill-Available (Orange).

(2) Date Resolved is the date that there is no requirement for further Physiotherapy/Medical input. When a date is entered into the date field the injury/illness can then be closed and will not require additional information. The player will be marked as Available (Green).

When you enter in a date resolved date, you MUST select "Save & Lock Record"

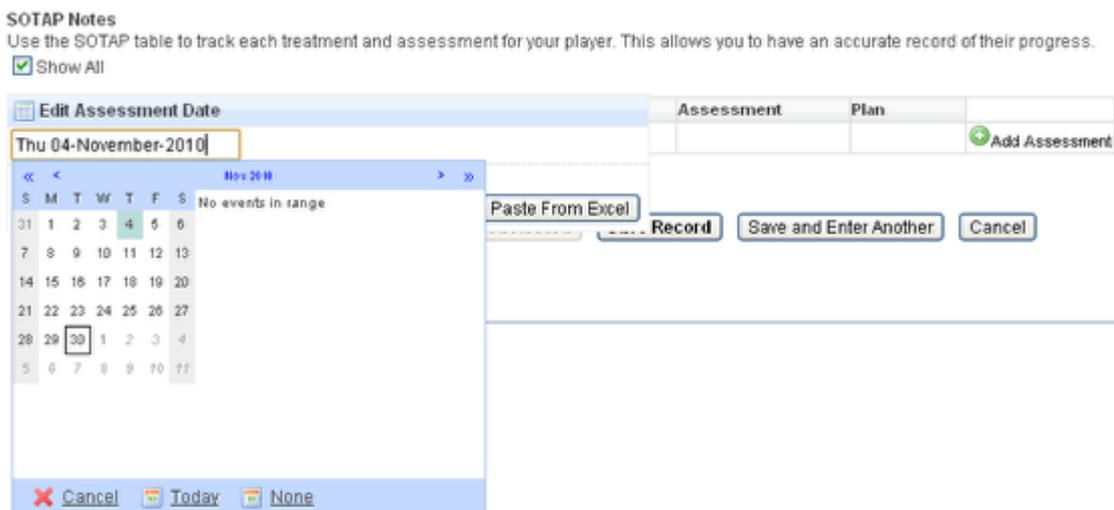
The Number of days unavailable and Injury Duration are automatically calculated once the Return to availability to play date and/or date resolved fields are entered.

You may update Injury Status using a SOTAP injury status field, where you simply update the athlete's status in a new row of the sotap table



The example here shows a SOTAP table that has injury status selection fields built into the SOTAP table. When a new assessment is completed the injury status is updated accordingly, date fully resolved etc are not required to be entered because all of the injury statistics are calculated from the date of Available on the Injury status field in the table

A SOTAP section without an injury status column allows you to monitor athlete assessment information and injury progressions



Click in the "Assessment Date" cell and select the date that you assessed/treated the player. Select the "Today" button at the bottom of the calendar pop up and the date on the day of entry will be shown, or Click "None" to remove any date from appearing in the calendar assessment date.

## Click in each cell in the table and enter in the relevant assessment information for the player in that row

**SOTAP Notes**  
Use the SOTAP table to track each treatment and assessment for your player. This allows you to have an accurate record of their progress.

Show All

Assessment Date	Edit Subjective	Plan	
04-11-2010	Player presented with severe pain over his shoulder region.		+ Add Assessment

Press enter to select, arrow keys to move.

The example here shows that the physio/doctor is entering in the players subjective information.

## Save the New Injury/Illness Record

Missed (?)

Number of Days Unavailable

**Treatment Information**  
Please record any treatment details in the table below. To add a new row, click the "Add Assessment" button.

Assessment	Subjective	Objective	Treatment	Action	Summary	Entered By	Entered On	
00-03-2011	severe pain							+ Add Assessment

### Save the New Record

When you have entered in the appropriate information click "Save Record" and the new injury/illness will be saved.

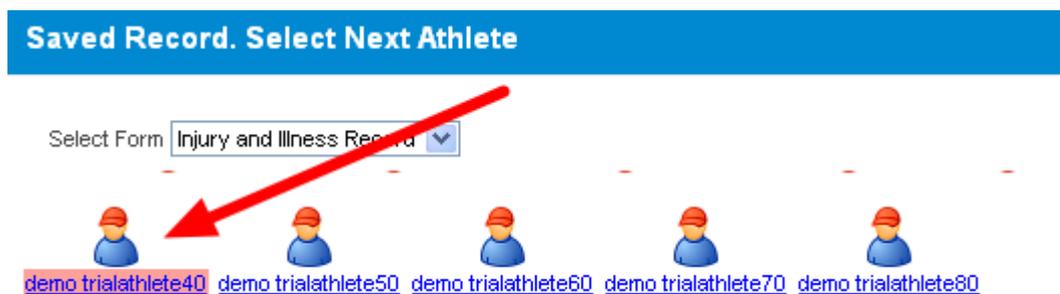
### Do you have another Injury or Illness Record to enter?

If you have another NEW injury or illness (not an existing injury or illness record) then you can select "Save and Enter Another" and you will be able to select the Injury or Illness form and enter it for the same, or a different player

If you have indicated in your record that the case is fully resolved you will need to select "Save & Lock"

To Cancel saving the record and all of your information click on cancel.

## 7.1 Save and Enter Another



The previous record will be saved and "Saved Record. Select Next Athlete" pop up window appears:

Click on the player that you want to enter the new entry for (e.g. Player Ten). A new injury and illness record form will appear to enter for the selected player.

N.B. If you clicked on the wrong player and the form has already opened, just click the cancel button at the bottom of the record and no information will be recorded.

## To Update Existing Records (including the SOTAP notes) using the Current Injury/Illness Report from the Home Page

 **Summary Status Reports** Click to open and edit the record  **Add Athletes**

Open Injury/Illness. Click on a row to view the record in more detail.  PDF  Refresh

Date	About	by	Injury Diagnosis	Mxn of Inj	Availability	Expctd days unava	Missed Training	Missed Games	Days Unav
08-03-2011	trialathlete3(demo)	Peter Kyffin	Right Posterior Chest CMYX Chest muscle trigger points	Contact	Injured-Unavailable	0	0	0	
04-03-2011	trialathlete4(demo)	Peter Kyffin	Lumbar Spine LJFX Lumbar facet joint sprain	Contact	Injured-Unavailable	10	0	0	
27-01-2011	trialathlete1(demo)	Peter Kyffin	Right Posterior Chest CKXQ Complication of chest wall laceration / abrasion incl infection perforation to chest cavity	Contact	Injured-Available				
25-01-2011	trialathlete1(demo)	Peter Kyffin	Left Thoracic Spine DAFX Facet joint OA thoracic spine	Contact	Injured-Unavailable	7	0	0	
25-01-2011	trialathlete2(demo)	Peter Kyffin	Right Posterior Elbow ENXX Elbow Neurological Injury/ Entrapment	Contact	Injured-Unavailable	2	0	0	

On your home page, your administrator should have created a front page report to highlight all of the injury and/or illness records that are currently marked as open (not fully resolved). To update an existing record, simply click directly onto a row in that report.

If you do NOT have a report, you can set one up yourself by following the Reports- Home page reports lesson, or by contacting your administrator.

## Enter in the appropriate return to play information, or Update the SOTAP table and select "Save and Close"

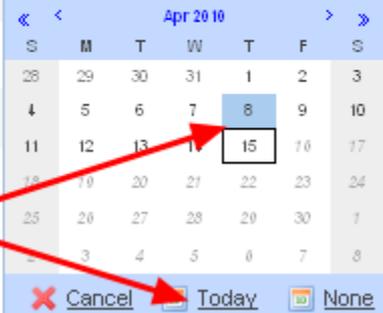
miss applies regardless if there is a match scheduled that day or not.

Date first unavailable for practice or match:

Expected number of days unavailable:

Expected number of days unable to compete.

Return to availability to play date:

Date Resolved: 

Current Status:

Number of Days Unavailable:

Injury/Illness Duration:

for selection, regardle:

ther Physio/Medical inp

Click to enter Date

Save Record

Cancel Today None

Once you open an existing record, you can enter in any Return to availability to play date and/or the Date Resolved fields, or you can add an additional row to your sotap table and update the injury status there (as shown in the image in the step below):

## Updating your SOTAP table

**Treatment Information**  
Please record any treatment details in the table below. To add a new row, click the "Add Assessment" button.

Assessment	Injury Status	Subjective	Objective	Treatment	Action	Entered By	Entered On
01-03-2011	<input type="button" value="Edit Injury Status"/>				ice, rest and maintain ob:		
08-03-2011	<input checked="" type="radio"/> Available <input type="radio"/> Injured-Available <input type="radio"/> Injured-Unavailable						<input type="button" value="Add Assessm"/>

Press enter to select, arrow keys to move.

Done Cancel Clear Fill Down Copy Last Paste From Excel

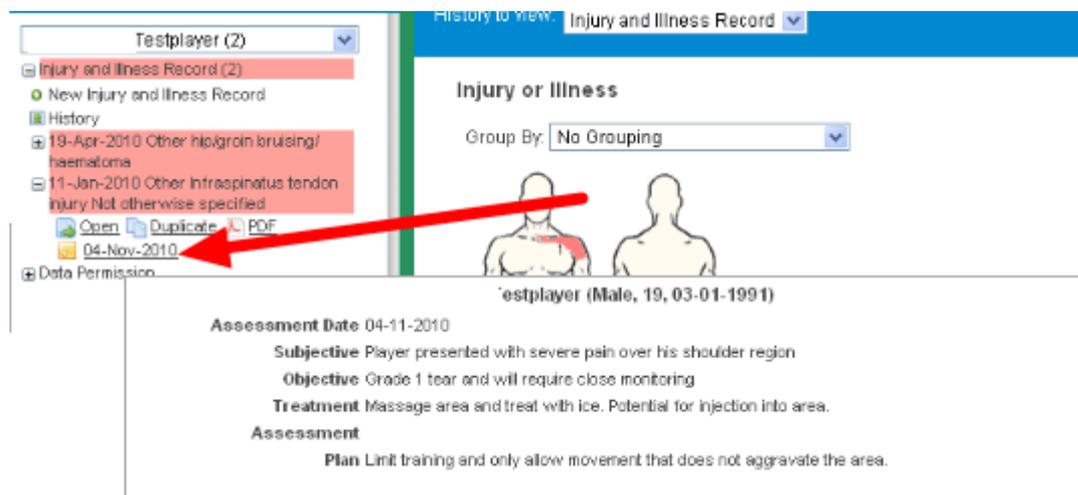
Click on the **Add Assessment** button at the end of the table row and then enter in your assessment information for a different date into that new row.

If you have your injury status fields included in your SOTAP table you can update it as shown here.

Enter in your SOTAP notes and Click "Save and Close " or "Save and Lock" depending on the status of your player.

N.B. All rows will be locked 24 hours after they are entered ensure the safety of the data.

The Sidebar may list the dates that any SOTAP notes are added (most systems will be set up this way)



Most systems will be set up so that you can see your SOAP notes underneath the injury/illness record in the sidebar. The example here shows that the SOTAP note was entered on the 4th November, and if you hold your mouse cursor over the date field, the actual SOTAP note appears for you to review without having to open the injury.

You can also enter in a new entry or update a Players Record using the My Athletes Sidebar



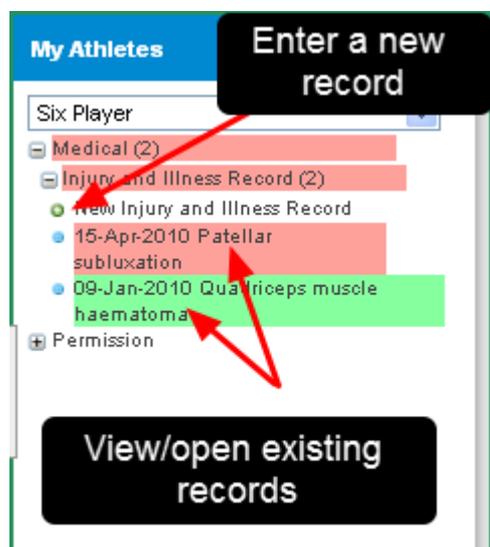
On the left of the page you will always have access to the My Athletes Sidebar. You can enter new injury/illness records, or update the status of existing records directly from this sidebar.

All of the players are coloured according to their injury/illness status:

- no colour if no records have been entered
- Red: injured/ill and unavailable to play/train
- Orange: Injured/Ill but available to play/train
- Green: injury/illness is fully resolved

You can click on any of the athlete's name to be taken to their history in the steps below. For this example we are going to select Player Six.

## Entering/Reviewing Player Information using the Athlete Sidebar Feature



To see the list of events entered for a player, click on the + beside the players name to expand the list of events. In this example Player six is coloured Red because they have an unresolved injury that has made them unable to train/play. You can also see that their injury on 9 January is fully resolved (Green). The injury from 15 April is not fully resolved and is red because the player is currently unable to play/train.

-To update the 15 April record, you could simply click on it in the sidebar and it will open in the main window, ready for you to edit or update.

-To update that record, you could simply click on it and it opens to be able to be entered.

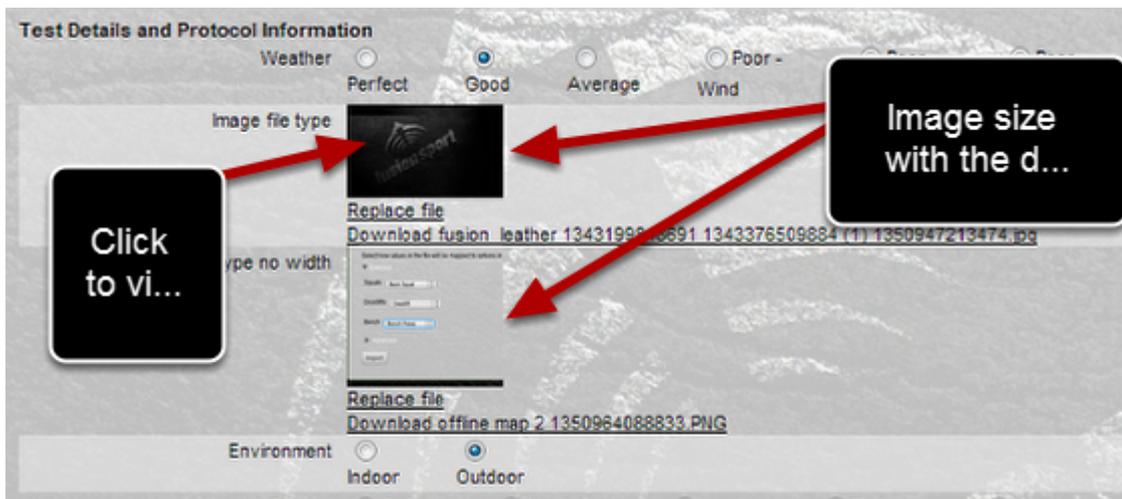
All Fully resolved entries can also be opened to be viewed, but they cannot be edited because they are locked.

-Click on "New Injury or Illness Record" to enter a new record for that player.

# All Images attached to an Image Field Types now appear as a Thumbnail in the Event Form.

A number of users were having trouble with large images taking up a lot of space and disrupting the work flows in the Event Forms. Now, all of the Image fields display the image as a thumbnail. When you click on the Thumbnail the image enlarges to it's original size. The size of the Thumbnail can be set according to the type of files you expect will be uploaded.

Now all Images uploaded to an Image Field Type automatically scale to 100 pixels



All images are now displayed as thumbnails and have been reduced to 100 pixels width.

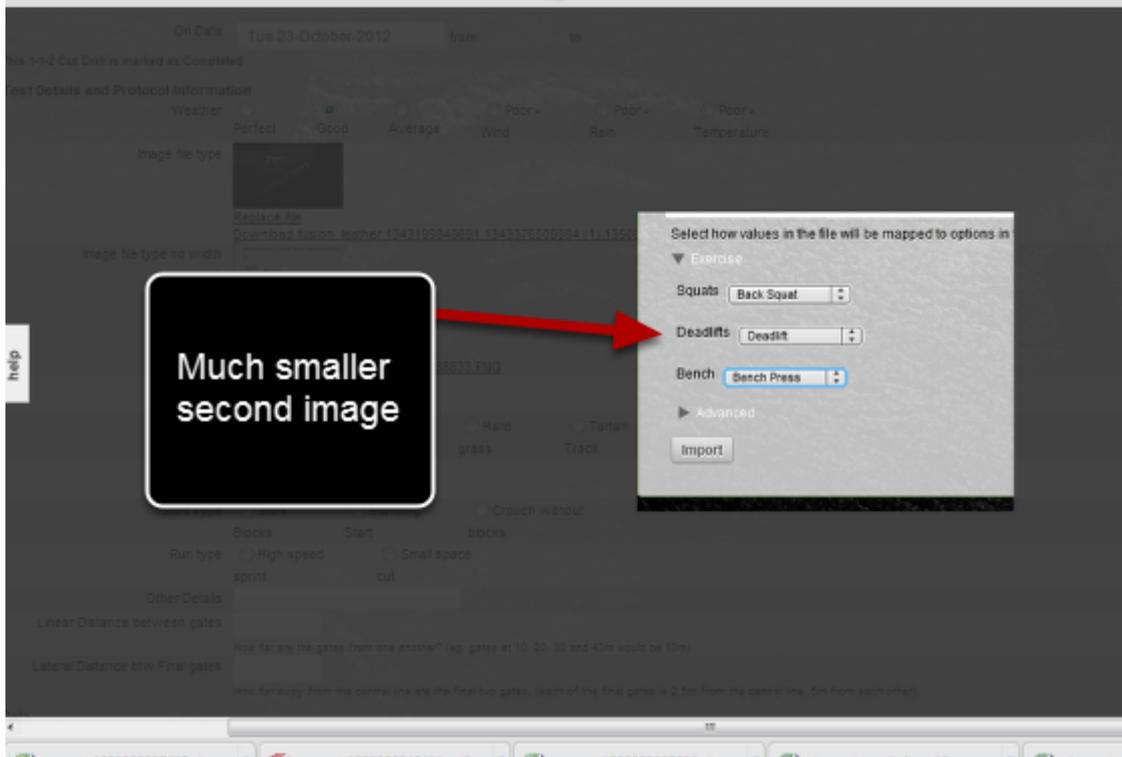
-Click on the thumbnail image to expand it to it's original size (as shown in the image below).

Click on the Thumbnail to expand it. Click on it again to reduce it



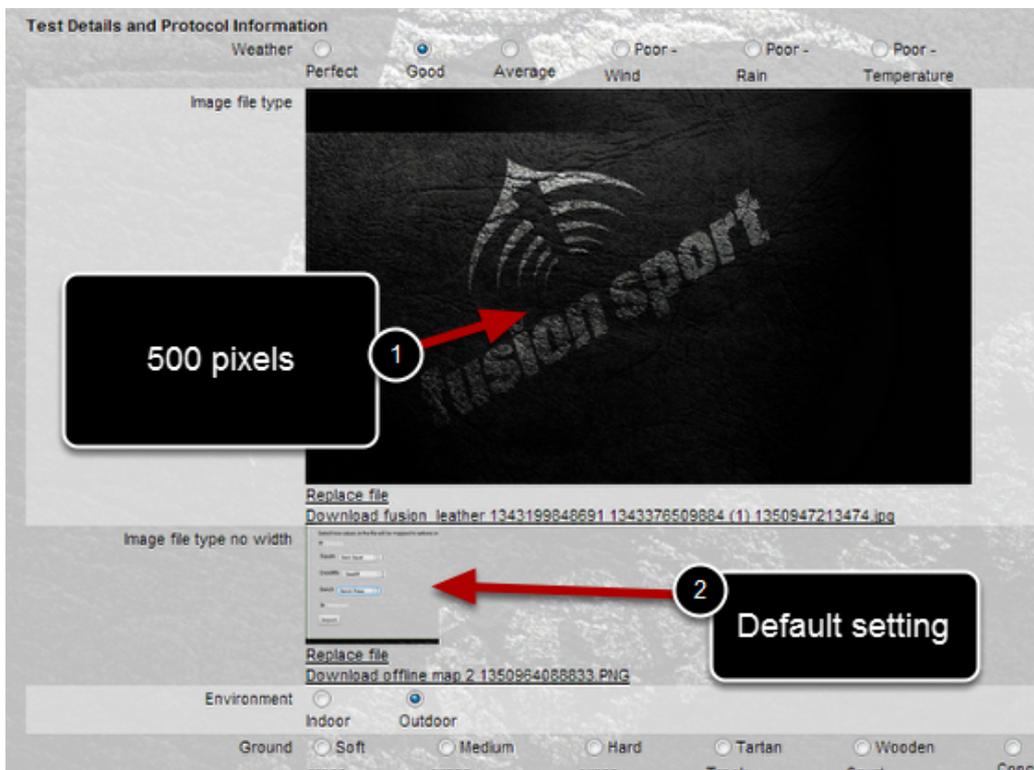
This is the first image that was uploaded into the Event Form. When it clicked it expanded to full size. Click it again to reduce the size and view the thumbnail. You can see that this image is very large and would cause issues when scrolling or entering in data into the Event Form.

An example of the second image once it was clicked to view



Regardless of the size of the image it will expand when clicked and it will scale down to a small thumbnail to ensure it reduces clutter and prevents issues with scrolling.

After the width was set to 500 (in the step above), the thumbnail appears much larger.



The image here shows how a default setting for the thumbnail width changes the size of the image in the Event Form.

#1: This image is to 500 pixels width

#2: This image has had not width set and it using the default setting (about 100 pixels).

# Save and Continue: How to save an event and reopen it for Related Events to be able to be accessed

A number of system are set up so that assessment information or consultation information can be linked to an injury record or a medical record (called Related Events). Previously, you had to enter in a new record and save it before you could access the "Related Events" at the bottom of the page. Now, your system builder can set your event form to have a "save and continue" button that saves the record and leaves it open while the Related Events appear for you to access and enter.

Previously, to access any Related Events for a new entry you needed to complete the form, save it and reopen it from the sidebar

Medical Code W1XX  
Diagnosis Lower Leg Tendon Injuries ( see knee or ankle depending on tendon location)

**Injury Severity**  
Recurrent (?)  Yes  No  
Did this injury render the player unfit to practice fully or to be unavailable to play? (?)  Yes  No  
Date Injury Resolved (?)   
Total Injury Duration  
Availability Injured-Available  
Retired as a result of this injury (?)  Yes  No

**Treatments**  
 Show All

Assessment	Subjective	Objective	Action	Plan	Details	Entered On	Assessed By

 Add Assessment



To previously access any Related Events or even some (Doctors) SOAP notes you needed to save and close the record (as shown here) and then open the record again (shown below) and then add in additional assessments or consultations etc.

After you saved the record you had to open it using the sidebar or athlete history

My Players

Rensan Garry's Performance History

History to View: Injury or Injury Record

Date: All History Include All

Injury

Occurs By: No Grouping

Click on a row to view the record in more detail

Date	By	Injury	Diagnosis	Details
18-01-2012		Right Posterior Lower Leg QTAR Lower Leg Tendon Injuriar (see knee or ankle depending on tendon location)	Lower Leg Tendon Injuries (see knee or ankle depending on tendon location)	

Then you could access the Related Events for the record

Total Injury Duration

Availability Injured-Available

Retired as a result of this injury?  Yes  No

Treatments

Show All

Assessment (Subjective Objective) Assessed By

[Add Assessment](#)

[Save and Continue](#) [Permanently Lock](#) [Close the Record](#) [Cancel](#)

[New Medication](#) [New Medication](#) [New Medical Consultation](#)

Discuss Message

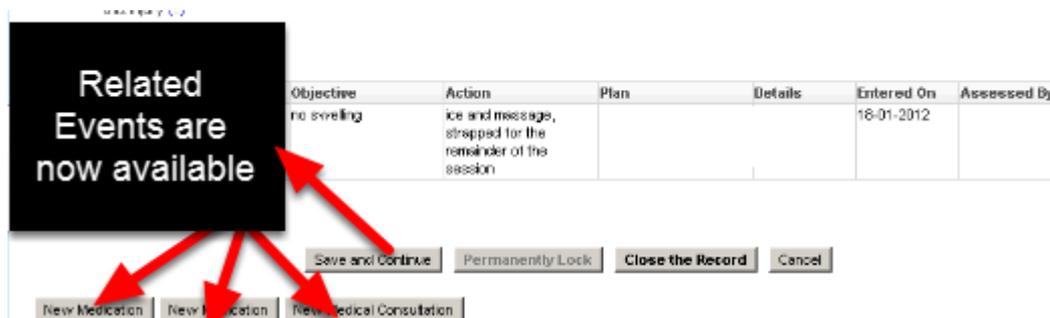
The Related Events appear for you to enter

Now, the form can be set up on the Builder to have a "Save and Continue" which saves the record and enables you to access any Related Events and continue editing it without leaving the form



The Save and Continue works the same way as a "Save and Close". By clicking "save and continue" the record will be saved on the system as an actual record, however it is kept open to enable Users to continue editing the record as well as to access any forms or assessments which are only accessible upon saving the record. The save and continue button removes the need to save the record, reopen it and then enter in the assessment details. It also works as a safeguard against entering in the wrong dates for assessments when you need Related Event data from the assessment to pull back into your SOAP notes (as shown in the steps below).

Once you enter in your initial information, click on the Save and Continue button to access the Related Events (as shown here), or SOAP tables that can only be entered once the record is saved



The Record is saved when "Save and Continue" is clicked and the Related Events are Automatically available to be entered, e.g. the Medication, Medical Consultation form and the Musculoskeletal Screening form. You will have different assessment to complete, but the work flow will be the same. The example below shows that a Medical Consultation is completed as a related event.

Enter in any Related Events: for this example the Medical Consultation form is entered



On Date:  from  to

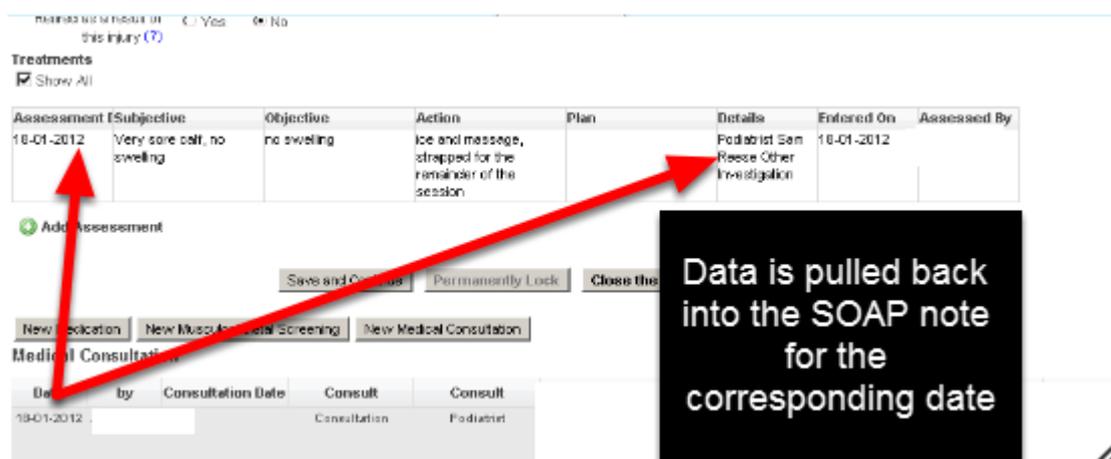
**Consult/Referral Information**

Consultation Date Conformation:  Pending  Confirmed  
Is the date confirmed by the consultant, specialist or doctor?

Consultation Type:  Consultation  Investigation  Specialist Referral

Name of Dr/Specialist:   
Please provide the name of the person that the player is being seen/referred to

If your system is set up to pull data from a related event form into the SOAP notes, ensure it is date matched.



mained by result of  Yes  No  
this injury (7)

**Treatments**  
 Show All

Assessment	Subjective	Objective	Action	Plan	Details	Entered On	Assessed By
18-01-2012	Very sore calf, no swelling	no swelling	Ice and massage, strapped for the remainder of the session		Podiatrist Sam Reese Other Investigation	18-01-2012	

**Medical Consultation**

Date	by	Consultation Date	Consult	Consult
18-01-2012			Consultation	Podiatrist

**Data is pulled back into the SOAP note for the corresponding date**

The example shows information being pulled into the SOAP table row when the date in the SOAP row matches the date in of the related event entries (e.g. Medical Consultation entered on the 18-01-2012 matches the 18-01-2012 row).

The Save and Continue speeds up data entry when a form has Related Events, or SOAP tables that cannot be accessed unless the event is first saved on the system.

Treatments

Show All

Assessment I	Subjective	Objective	Action	Plan	Details	Entered On
18-01-2012	Very sore calf, no swelling	no swelling	ice and massage, strapped for the remainder of the session		Podiatrist Sam Reese Other Investigation	18-01-2012

 Add Assessment



# Newly Entered Table Rows can be deleted

When you enter in data into a table, you can now delete newly entered rows

**Enter new Table Test for Athlete 20**  
Undo

On Date  from  to

**New Section**

Text	Number	Choice		
New Table Row	4	2		<a href="#">Duplicate</a>
second row	7	9		<a href="#">Duplicate</a> <a href="#">Delete</a>
				<a href="#">Duplicate</a> <a href="#">Delete</a>
				<a href="#">Duplicate</a> <a href="#">Delete</a>
				<a href="#">Duplicate</a> <a href="#">Delete</a>

[Add Row](#)

**Any Table Rows can be deleted**

Blank or completed table rows in a new Event Form (NOT a saved Event Form) can be deleted.

Any blank or existing row can be deleted.

**New Section**

Text	Number	Choice		
new entry	5	3		<a href="#">Duplicate</a>
second row	3	9		<a href="#">Duplicate</a> <a href="#">Delete</a>
				<a href="#">Duplicate</a> <a href="#">Delete</a>
				<a href="#">Duplicate</a> <a href="#">Delete</a>
				<a href="#">Duplicate</a> <a href="#">Delete</a>
				<a href="#">Duplicate</a> <a href="#">Delete</a>
				<a href="#">Duplicate</a> <a href="#">Delete</a>
				<a href="#">Duplicate</a> <a href="#">Delete</a>

[Add Row](#)

**Click on delete to remove**

You can see that the additional rows have been removed.

### Enter new Table Test for Athlete 20

[Undo](#)

On Date  from  to

---

#### New Section

Text	Number	Choice		
new entry	5	3		<a href="#">Duplicate</a>
second row	3	9		<a href="#">Duplicate</a> <a href="#">Delete</a>

[+ Add Row](#)

[Save & Close](#) [Save Draft](#) [Cancel](#)

If data is being entered and a mistake is made, the row can be deleted. For example, if an incorrect cell is selected, the rows can be deleted

### Enter new Table Test for Athlete 20

[Undo](#)

On Date  from  to

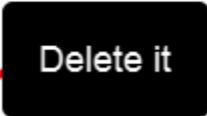
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#### New Section

Text	Number	Choice		
New Table Row	4	2		<a href="#">Duplicate</a>
second row	7	9		<a href="#">Duplicate</a>
missed a row accidentally	5	2		<a href="#">Duplicate</a>
	2	1		<a href="#">Duplicate</a> <a href="#">Delete</a>
had text typed in here				<a href="#">Duplicate</a> <a href="#">Delete</a>

[+ Add Row](#)

[Save & Close](#) [Save Draft](#) [Cancel](#)



The extra row is deleted

**New Section**

Text	Number	Choice
New Table Row	4	2
second row	7	9
missed a row accidentally	5	2
		1

Callout: Add in the data into the correct row

Buttons: Add Row, Duplicate, Delete

If you open an existing record that has been saved, the saved rows cannot be deleted

**Edit Table Test for Athlete 20**

Undo

On Date: Wed 16-July-2014 from 9:45 AM to 10:45 AM

This Table Test is marked as Completed

**New Section**

Text	Number	Choice
Adding in a first row	2	1
adding in second row	2	4

Buttons: Duplicate

Callout: No delete button will appear

Any newly entered rows can be deleted

**Edit Table Test for Athlete 20**

Undo

On Date: Wed 16-July-2014 from 9:45 AM to 10:45 AM

This Table Test is marked as Completed

**New Section**

Text	Number	Choice
Adding in a first row	2	1
adding in second row	2	4
Adding in a first row	2	1
adding in second row	2	4

Buttons: Add Row, Duplicate, Delete

Buttons: Save & Close, Save Draft, Cancel

Callout 1: Saved Rows cannot ever be deleted

Callout 2: New Rows can be deleted

Similarly, the Event Form is resaved, the newly entered rows cannot be deleted. Keep in mind that the cells can still be edited (unless they are locked)

On Date: Wed 16-July-2014 from 9:45 AM to 10:45 AM

This Table Test is marked as Completed

**New Section**

Text	Number	Choice		
Adding in a first row	2	1		<a href="#">Duplicate</a>
adding in second row	2	4		<a href="#">Duplicate</a>
Adding in a first row	2	1		<a href="#">Duplicate</a>
adding in second row	2	4		<a href="#">Duplicate</a>

[Add Row](#)

[Save & Close](#) [Save Draft](#) [Cancel](#)

**Saved Rows cannot ever be deleted**

On Date: Wed 16-July-2014 from 9:45 AM to 10:45 AM

This Table Test is marked as Completed

**New Section**

Text	Number	Choice		
Adding in a first row	2	1		<a href="#">Duplicate</a>
adding in second row	2	4		<a href="#">Duplicate</a>

**Edit Text**

adding in second row

Press enter to select, arrow keys to move.

[Done](#) [Cancel](#) [Clear](#) [Fill Down](#) [Copy Last](#) [Paste From Excel](#)

[Save & Close](#) [Save Draft](#) [Cancel](#)

**Type in cell to edit**



- Select a form e.g a "Strength" Event from the "Planning" sessions
- Enter the session information as highlighted in the image above
- Instead of clicking on "Save and Close" (which saves it as a completed event), click "Save Draft"
- The event will be saved as a draft, and will be available for you to complete at a later date.
- You can access it on the **Calendar**, **Recent Entries** or the **My Schedule Page**. In the **Calendar**, drafts are highlighted as a orange coloured event, and completed events are highlighted in blue (see below).

## Planning an event for a group of athletes

Enter New Nutrition- brief review

Default Date:  Default Start Time:  Default Finish Time:

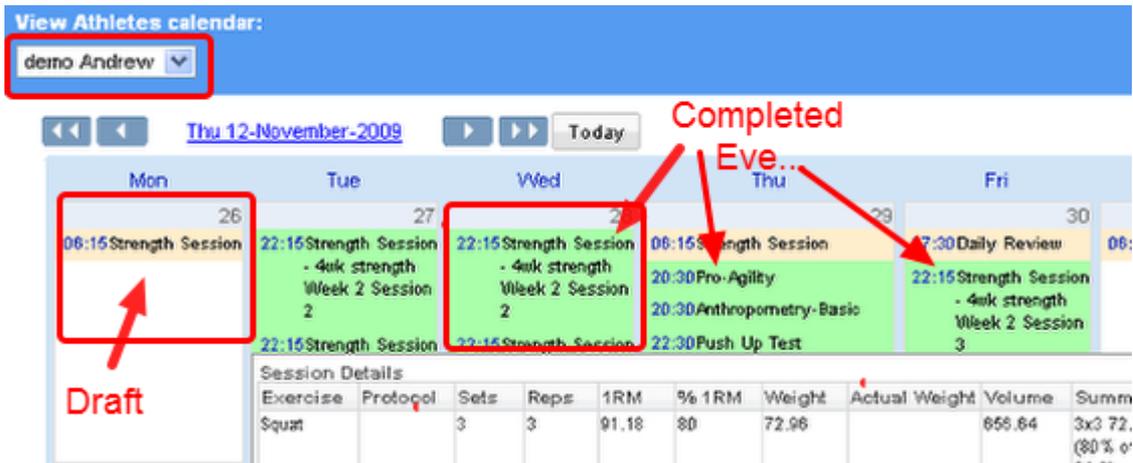
Athlete	Date	Breakfast?	Lunch?	Supper/Dinner?	Pre and Post exercise snacks?	Did you eat small portion size?
demo Andrew	06-Oct-2009 8:00AM-9:00AM					
demo Ian	06-Oct-2009 8:00AM-9:00AM					
demo James	06-Oct-2009 8:00AM-9:00AM					
demo Sam	06-Oct-2009 8:00AM-9:00AM					
demo ben	06-Oct-2009 8:00AM-9:00AM					

Save all valid rows above as draft (to be completed later) and return to the home page.

To plan a session/event for a group of athletes:

1. Click "Enter Data for Group"
2. Choose the Event e.g. Nutrition Review
3. Specify the **data and time** that you want the event to appear on the athlete's calendar
3. Click on the "Save as Draft and Close" button
4. The session will appear on their Calendars and My Schedules as a draft event that they can click to open.

# Entering data into a planned event using the Calendar



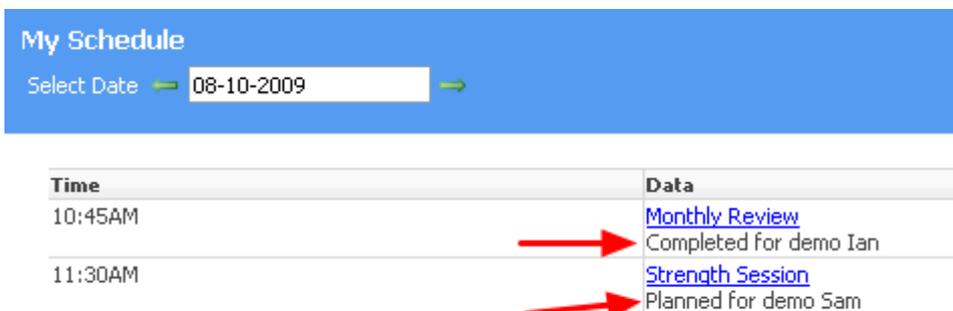
Go to the Calendar Page by selecting the "Calendar" Tab (to the right of the Home Page Tab).

On the Calendar Page any events which are saved as drafts are highlighted in orange.

To enter your actual session information into an event that has been saved as a draft, simply click on the name of the event (blue link). In the example above we clicked on the "Strength Session". The Event will then open so that the actual session information can be entered and saved as complete.

The draft event that you open may have no information stored in it, or it may be completely filled in. Regardless, enter the actual session information that you completed, and then click "Save and Close". The information will be saved as completed, and it will appear throughout the system as a completed event.

# Accessing planned data on the My Schedule Page



The planned data appears on the schedule along with completed data. They are both the same colour, but the planned sessions specify they are planned, and the completed events specify that they are completed.

-The image above shows planned and completed events.

To open an event, simply click on the name of the event and you will be able to enter data and save it as completed.

## How can I check that the athlete's have entered their data and saved it as completed?

The screenshot shows a software interface with a 'Reports' section. On the left, there are filters for 'Type of Event' (Strength Session), 'Athlete(s)' (5 athletes selected), 'Date Interval' (All History), and 'Saved/Draft' (Draft). Below these are options to 'Compare to' (Performance standard, Most Appropriate, Athlete average, Nothing) and 'View Fields'. On the right, a table displays a list of events with columns for Date, About, By, Exercise, Reps, Sets, % IRM, Weight, Load, and Summary. The table shows several entries, including BB Bench Press and Alternate Incline DB Flys, with various rep and set counts.

The easiest way to see if an athlete has completed a planned session it to run a report just for "Draft" events.

To do this, Click the "Reports" Tab, or the Reports Button on the front page.

Select the event and the athletes that you want to review e.g. Strength session.

Now select the date range and then select to only view the "Draft" information

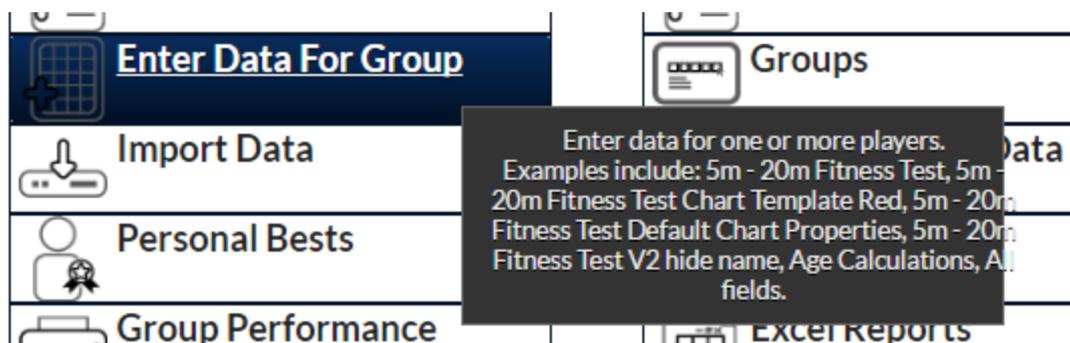
Click "Run Report"

A report will run showing any strength events which have not been saved as completed. You can then choose to Send Message and you can send a message to all of the athlete's who's data appears in the report. This ONLY works on systems when athletes are responsible for entering in their own data.

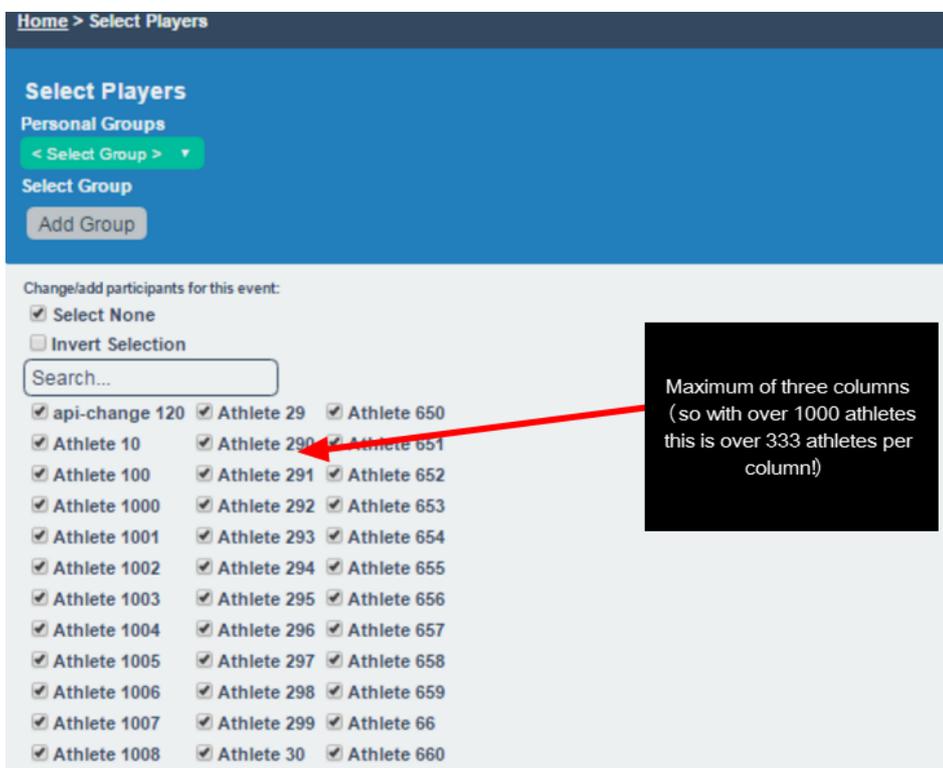
# Group Entry enhancements

Group Entry now adds in multiple columns to fit the width of the page. Filtered searches are now also condensed into lists.

For a Group Entry, the Number of Columns is maximised to fit the width of the page



The old work flow only had a maximum of a three column layout.



# The columns now fill the maximum width of the page

Personal Groups  
 < Select Group >  
 Select Group  
 Add Group

Change/add participants for this event:

Select None  
 Invert Selection  
 Search...

<input checked="" type="checkbox"/> Again Coach	<input checked="" type="checkbox"/> Athlete 1134	<input checked="" type="checkbox"/> Athlete 197	<input checked="" type="checkbox"/> Athlete 334	<input checked="" type="checkbox"/> Athlete 47	<input checked="" type="checkbox"/> Athlete 605	<input checked="" type="checkbox"/> Athlete 740	<input checked="" type="checkbox"/> Athlete 876
<input checked="" type="checkbox"/> Anderson Jamie	<input checked="" type="checkbox"/> Athlete 1135	<input checked="" type="checkbox"/> Athlete 198	<input checked="" type="checkbox"/> Athlete 335	<input checked="" type="checkbox"/> Athlete 470	<input checked="" type="checkbox"/> Athlete 606	<input checked="" type="checkbox"/> Athlete 741	<input checked="" type="checkbox"/> Athlete 877
<input checked="" type="checkbox"/> api-change 120	<input checked="" type="checkbox"/> Athlete 1136	<input checked="" type="checkbox"/> Athlete 199	<input checked="" type="checkbox"/> Athlete 336	<input checked="" type="checkbox"/> Athlete 471	<input checked="" type="checkbox"/> Athlete 607	<input checked="" type="checkbox"/> Athlete 742	<input checked="" type="checkbox"/> Athlete 878
<input checked="" type="checkbox"/> Athlete 10	<input checked="" type="checkbox"/> Athlete 1137	<input checked="" type="checkbox"/> Athlete 200	<input checked="" type="checkbox"/> Athlete 337	<input checked="" type="checkbox"/> Athlete 472	<input checked="" type="checkbox"/> Athlete 608	<input checked="" type="checkbox"/> Athlete 743	<input checked="" type="checkbox"/> Athlete 88
<input checked="" type="checkbox"/> Athlete 100	<input checked="" type="checkbox"/> Athlete 1138	<input checked="" type="checkbox"/> Athlete 201	<input checked="" type="checkbox"/> Athlete 338	<input checked="" type="checkbox"/> Athlete 473	<input checked="" type="checkbox"/> Athlete 609	<input checked="" type="checkbox"/> Athlete 744	<input checked="" type="checkbox"/> Athlete 880
<input checked="" type="checkbox"/> Athlete 1001	<input checked="" type="checkbox"/> Athlete 1139	<input checked="" type="checkbox"/> Athlete 202	<input checked="" type="checkbox"/> Athlete 339	<input checked="" type="checkbox"/> Athlete 474	<input checked="" type="checkbox"/> Athlete 61	<input checked="" type="checkbox"/> Athlete 745	<input checked="" type="checkbox"/> Athlete 881
<input checked="" type="checkbox"/> Athlete 1002	<input checked="" type="checkbox"/> Athlete 114	<input checked="" type="checkbox"/> Athlete 203	<input checked="" type="checkbox"/> Athlete 34	<input checked="" type="checkbox"/> Athlete 475	<input checked="" type="checkbox"/> Athlete 610	<input checked="" type="checkbox"/> Athlete 746	<input checked="" type="checkbox"/> Athlete 882
<input checked="" type="checkbox"/> Athlete 1003	<input checked="" type="checkbox"/> Athlete 1140	<input checked="" type="checkbox"/> Athlete 204	<input checked="" type="checkbox"/> Athlete 340	<input checked="" type="checkbox"/> Athlete 476	<input checked="" type="checkbox"/> Athlete 611	<input checked="" type="checkbox"/> Athlete 747	<input checked="" type="checkbox"/> Athlete 883
<input checked="" type="checkbox"/> Athlete 1004	<input checked="" type="checkbox"/> Athlete 1141	<input checked="" type="checkbox"/> Athlete 205	<input checked="" type="checkbox"/> Athlete 341	<input checked="" type="checkbox"/> Athlete 477	<input checked="" type="checkbox"/> Athlete 612	<input checked="" type="checkbox"/> Athlete 748	<input checked="" type="checkbox"/> Athlete 884
<input checked="" type="checkbox"/> Athlete 1005	<input checked="" type="checkbox"/> Athlete 1142	<input checked="" type="checkbox"/> Athlete 206	<input checked="" type="checkbox"/> Athlete 342	<input checked="" type="checkbox"/> Athlete 478	<input checked="" type="checkbox"/> Athlete 613	<input checked="" type="checkbox"/> Athlete 749	<input checked="" type="checkbox"/> Athlete 885
<input checked="" type="checkbox"/> Athlete 1006	<input checked="" type="checkbox"/> Athlete 1143	<input checked="" type="checkbox"/> Athlete 207	<input checked="" type="checkbox"/> Athlete 343	<input checked="" type="checkbox"/> Athlete 479	<input checked="" type="checkbox"/> Athlete 614	<input checked="" type="checkbox"/> Athlete 75	<input checked="" type="checkbox"/> Athlete 886
<input checked="" type="checkbox"/> Athlete 1007	<input checked="" type="checkbox"/> Athlete 1144	<input checked="" type="checkbox"/> Athlete 208	<input checked="" type="checkbox"/> Athlete 344	<input checked="" type="checkbox"/> Athlete 48	<input checked="" type="checkbox"/> Athlete 615	<input checked="" type="checkbox"/> Athlete 750	<input checked="" type="checkbox"/> Athlete 887
<input checked="" type="checkbox"/> Athlete 1008	<input checked="" type="checkbox"/> Athlete 1145	<input checked="" type="checkbox"/> Athlete 209	<input checked="" type="checkbox"/> Athlete 345	<input checked="" type="checkbox"/> Athlete 480	<input checked="" type="checkbox"/> Athlete 616	<input checked="" type="checkbox"/> Athlete 751	<input checked="" type="checkbox"/> Athlete 889
<input checked="" type="checkbox"/> Athlete 1009	<input checked="" type="checkbox"/> Athlete 1146	<input checked="" type="checkbox"/> Athlete 21	<input checked="" type="checkbox"/> Athlete 346	<input checked="" type="checkbox"/> Athlete 481	<input checked="" type="checkbox"/> Athlete 617	<input checked="" type="checkbox"/> Athlete 752	<input checked="" type="checkbox"/> Athlete 89
<input checked="" type="checkbox"/> Athlete 101	<input checked="" type="checkbox"/> Athlete 1147	<input checked="" type="checkbox"/> Athlete 210	<input checked="" type="checkbox"/> Athlete 347	<input checked="" type="checkbox"/> Athlete 482	<input checked="" type="checkbox"/> Athlete 618	<input checked="" type="checkbox"/> Athlete 753	<input checked="" type="checkbox"/> Athlete 890
<input checked="" type="checkbox"/> Athlete 1010	<input checked="" type="checkbox"/> Athlete 1148	<input checked="" type="checkbox"/> Athlete 211	<input checked="" type="checkbox"/> Athlete 348	<input checked="" type="checkbox"/> Athlete 483	<input checked="" type="checkbox"/> Athlete 619	<input checked="" type="checkbox"/> Athlete 754	<input checked="" type="checkbox"/> Athlete 891
<input checked="" type="checkbox"/> Athlete 1011	<input checked="" type="checkbox"/> Athlete 1149	<input checked="" type="checkbox"/> Athlete 212	<input checked="" type="checkbox"/> Athlete 349	<input checked="" type="checkbox"/> Athlete 484	<input checked="" type="checkbox"/> Athlete 62	<input checked="" type="checkbox"/> Athlete 755	<input checked="" type="checkbox"/> Athlete 892
<input checked="" type="checkbox"/> Athlete 1012	<input checked="" type="checkbox"/> Athlete 115	<input checked="" type="checkbox"/> Athlete 213	<input checked="" type="checkbox"/> Athlete 35	<input checked="" type="checkbox"/> Athlete 485	<input checked="" type="checkbox"/> Athlete 620	<input checked="" type="checkbox"/> Athlete 756	<input checked="" type="checkbox"/> Athlete 893
<input checked="" type="checkbox"/> Athlete 1013	<input checked="" type="checkbox"/> Athlete 1151	<input checked="" type="checkbox"/> Athlete 214	<input checked="" type="checkbox"/> Athlete 350	<input checked="" type="checkbox"/> Athlete 486	<input checked="" type="checkbox"/> Athlete 621	<input checked="" type="checkbox"/> Athlete 757	<input checked="" type="checkbox"/> Athlete 894

# The columns autofit based on the longest name, and if it is too long, the name will be condenses to fit

<input checked="" type="checkbox"/> Athlete 1108	<input checked="" type="checkbox"/> Athlete 170	<input checked="" type="checkbox"/> Athlete 31	<input checked="" type="checkbox"/> Athlete 445	<input checked="" type="checkbox"/> Athlete 580	<input checked="" type="checkbox"/> Athlete 716	<input checked="" type="checkbox"/> Athlete 851	<input checked="" type="checkbox"/> Athlete 990
<input checked="" type="checkbox"/> Athlete 1109	<input checked="" type="checkbox"/> Athlete 171	<input checked="" type="checkbox"/> Athlete 310	<input checked="" type="checkbox"/> Athlete 446	<input checked="" type="checkbox"/> Athlete 581	<input checked="" type="checkbox"/> Athlete 717	<input checked="" type="checkbox"/> Athlete 852	<input checked="" type="checkbox"/> Athlete 991
<input checked="" type="checkbox"/> Athlete 111	<input checked="" type="checkbox"/> Athlete 172	<input checked="" type="checkbox"/> Athlete 311	<input checked="" type="checkbox"/> Athlete 447	<input checked="" type="checkbox"/> Athlete 582	<input checked="" type="checkbox"/> Athlete 718	<input checked="" type="checkbox"/> Athlete 853	<input checked="" type="checkbox"/> Athlete 992
<input checked="" type="checkbox"/> Athlete 1111	<input checked="" type="checkbox"/> Athlete 173	<input checked="" type="checkbox"/> Athlete 312	<input checked="" type="checkbox"/> Athlete 448	<input checked="" type="checkbox"/> Athlete 583	<input checked="" type="checkbox"/> Athlete 719	<input checked="" type="checkbox"/> Athlete 854	<input checked="" type="checkbox"/> Athlete 993
<input checked="" type="checkbox"/> Athlete 1112	<input checked="" type="checkbox"/> Athlete 174	<input checked="" type="checkbox"/> Athlete 313	<input checked="" type="checkbox"/> Athlete 449	<input checked="" type="checkbox"/> Athlete 584	<input checked="" type="checkbox"/> Athlete 72	<input checked="" type="checkbox"/> Athlete 855	<input checked="" type="checkbox"/> Athlete 994
<input checked="" type="checkbox"/> Athlete 1113	<input checked="" type="checkbox"/> Athlete 175	<input checked="" type="checkbox"/> Athlete 314	<input checked="" type="checkbox"/> Athlete 45	<input checked="" type="checkbox"/> Athlete 585	<input checked="" type="checkbox"/> Athlete 720	<input checked="" type="checkbox"/> Athlete 856	<input checked="" type="checkbox"/> Athlete 995
<input checked="" type="checkbox"/> Athlete 1114	<input checked="" type="checkbox"/> Athlete 176	<input checked="" type="checkbox"/> Athlete 315	<input checked="" type="checkbox"/> Athlete 450	<input checked="" type="checkbox"/> Athlete 586	<input checked="" type="checkbox"/> Athlete 721	<input checked="" type="checkbox"/> Athlete 857	<input checked="" type="checkbox"/> Athlete 996
<input checked="" type="checkbox"/> Athlete 1115	<input checked="" type="checkbox"/> Athlete 178	<input checked="" type="checkbox"/> Athlete 316	<input checked="" type="checkbox"/> Athlete 451	<input checked="" type="checkbox"/> Athlete 587	<input checked="" type="checkbox"/> Athlete 722	<input checked="" type="checkbox"/> Athlete 858	<input checked="" type="checkbox"/> Athlete 997
<input checked="" type="checkbox"/> Athlete 1116	<input checked="" type="checkbox"/> Athlete 179	<input checked="" type="checkbox"/> Athlete 317	<input checked="" type="checkbox"/> Athlete 452	<input checked="" type="checkbox"/> Athlete 588	<input checked="" type="checkbox"/> Athlete 723	<input checked="" type="checkbox"/> Athlete 859	<input checked="" type="checkbox"/> Athlete 998
<input checked="" type="checkbox"/> Athlete 1117	<input checked="" type="checkbox"/> Athlete 18	<input checked="" type="checkbox"/> Athlete 318	<input checked="" type="checkbox"/> Athlete 453	<input checked="" type="checkbox"/> Athlete 589	<input checked="" type="checkbox"/> Athlete 724	<input checked="" type="checkbox"/> Athlete 86	<input checked="" type="checkbox"/> Athlete 999
<input checked="" type="checkbox"/> Athlete 1118	<input checked="" type="checkbox"/> Athlete 181	<input checked="" type="checkbox"/> Athlete 319	<input checked="" type="checkbox"/> Athlete 454	<input checked="" type="checkbox"/> Athlete 59	<input checked="" type="checkbox"/> Athlete 725	<input checked="" type="checkbox"/> Athlete 860	<input checked="" type="checkbox"/> Athlete Five
<input checked="" type="checkbox"/> Athlete 1119	<input checked="" type="checkbox"/> Athlete 182	<input checked="" type="checkbox"/> Athlete 32	<input checked="" type="checkbox"/> Athlete 455	<input checked="" type="checkbox"/> Athlete 590	<input checked="" type="checkbox"/> Athlete 726	<input checked="" type="checkbox"/> Athlete 861	<input checked="" type="checkbox"/> Athlete khyiy oiui..
<input checked="" type="checkbox"/> Athlete 1120	<input checked="" type="checkbox"/> Athlete 183	<input checked="" type="checkbox"/> Athlete 320	<input checked="" type="checkbox"/> Athlete 456	<input checked="" type="checkbox"/> Athlete 591	<input checked="" type="checkbox"/> Athlete 727	<input checked="" type="checkbox"/> Athlete 862	<input checked="" type="checkbox"/> Athlete Nine
<input checked="" type="checkbox"/> Athlete 1121	<input checked="" type="checkbox"/> Athlete 184	<input checked="" type="checkbox"/> Athlete 321	<input checked="" type="checkbox"/> Athlete 457	<input checked="" type="checkbox"/> Athlete 596	<input checked="" type="checkbox"/> Athlete 728	<input checked="" type="checkbox"/> Athlete 863	<input checked="" type="checkbox"/> Athlete One
<input checked="" type="checkbox"/> Athlete 1122	<input checked="" type="checkbox"/> Athlete 185	<input checked="" type="checkbox"/> Athlete 322	<input checked="" type="checkbox"/> Athlete 458	<input checked="" type="checkbox"/> Athlete 597	<input checked="" type="checkbox"/> Athlete 729	<input checked="" type="checkbox"/> Athlete 864	<input checked="" type="checkbox"/> Athlete Schedule
<input checked="" type="checkbox"/> Athlete 1123	<input checked="" type="checkbox"/> Athlete 186	<input checked="" type="checkbox"/> Athlete 323	<input checked="" type="checkbox"/> Athlete 459	<input checked="" type="checkbox"/> Athlete 598	<input checked="" type="checkbox"/> Athlete 73	<input checked="" type="checkbox"/> Athlete 865	<input checked="" type="checkbox"/> Brown William
<input checked="" type="checkbox"/> Athlete 1124	<input checked="" type="checkbox"/> Athlete 187	<input checked="" type="checkbox"/> Athlete 324	<input checked="" type="checkbox"/> Athlete 46	<input checked="" type="checkbox"/> Athlete 599	<input checked="" type="checkbox"/> Athlete 730	<input checked="" type="checkbox"/> Athlete 866	<input checked="" type="checkbox"/> Flow His Smart
<input checked="" type="checkbox"/> Athlete 1125	<input checked="" type="checkbox"/> Athlete 188	<input checked="" type="checkbox"/> Athlete 325	<input checked="" type="checkbox"/> Athlete 460	<input checked="" type="checkbox"/> Athlete 599	<input checked="" type="checkbox"/> Athlete 731	<input checked="" type="checkbox"/> Athlete 867	<input checked="" type="checkbox"/> Harris Jayden
<input checked="" type="checkbox"/> Athlete 1126	<input checked="" type="checkbox"/> Athlete 189	<input checked="" type="checkbox"/> Athlete 326	<input checked="" type="checkbox"/> Athlete 461	<input checked="" type="checkbox"/> Athlete 597	<input checked="" type="checkbox"/> Athlete 732	<input checked="" type="checkbox"/> Athlete 868	<input checked="" type="checkbox"/> Kelly Max
<input checked="" type="checkbox"/> Athlete 1127	<input checked="" type="checkbox"/> Athlete 19	<input checked="" type="checkbox"/> Athlete 327	<input checked="" type="checkbox"/> Athlete 462	<input checked="" type="checkbox"/> Athlete 598	<input checked="" type="checkbox"/> Athlete 733	<input checked="" type="checkbox"/> Athlete 869	<input checked="" type="checkbox"/> King Jackson
<input checked="" type="checkbox"/> Athlete 1128	<input checked="" type="checkbox"/> Athlete 190	<input checked="" type="checkbox"/> Athlete 328	<input checked="" type="checkbox"/> Athlete 463	<input checked="" type="checkbox"/> Athlete 599	<input checked="" type="checkbox"/> Athlete 734	<input checked="" type="checkbox"/> Athlete 87	<input checked="" type="checkbox"/> Lee Thomas

This athlete has >20 characters in their name

# This is the workflow with smaller numbers of players.

Select Players  
 Personal Groups  
 < Select Group >  
 Select Group  
 Add Group

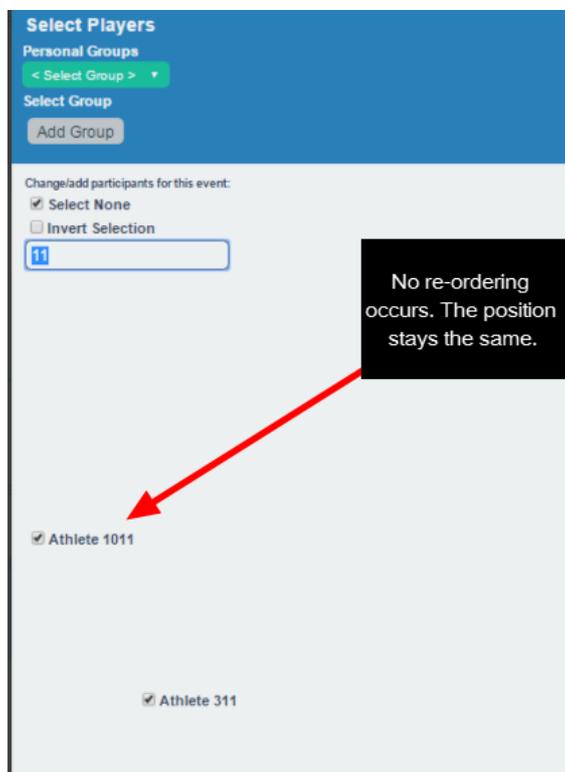
Change/add participants for this event:

Select None  
 Invert Selection  
 Search...

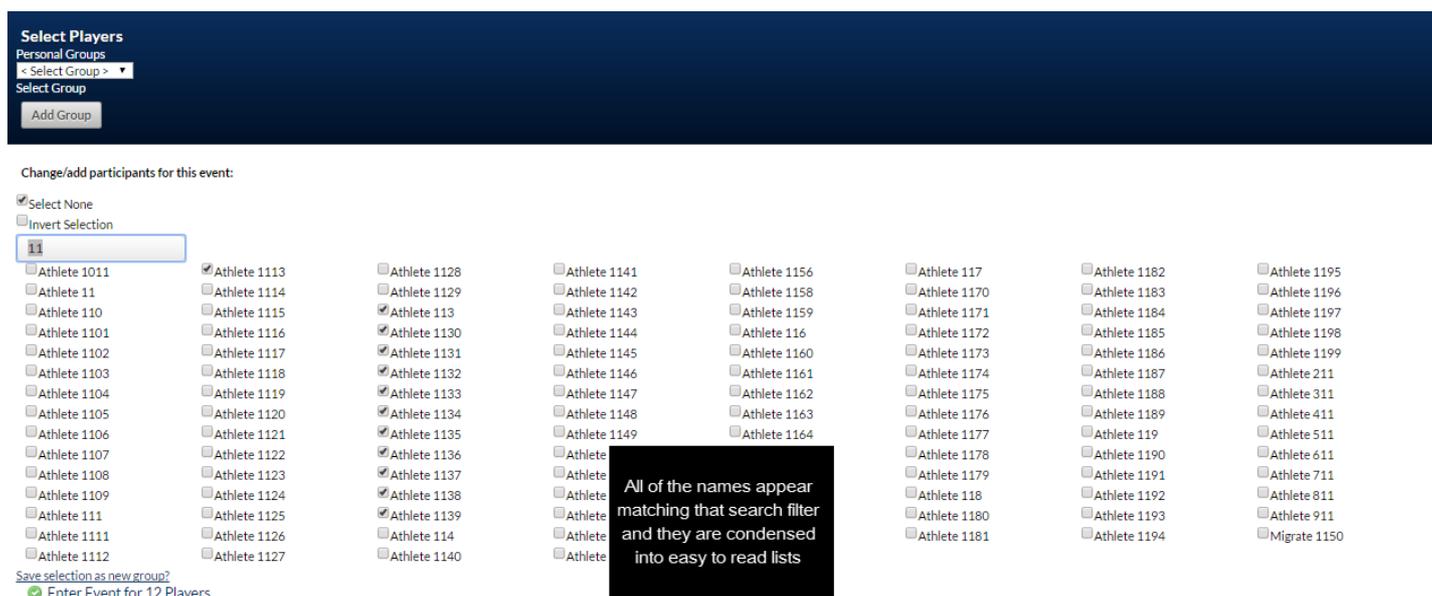
<input checked="" type="checkbox"/> Anderson Jamie	<input checked="" type="checkbox"/> Brown William	<input checked="" type="checkbox"/> Harris Jayden	<input checked="" type="checkbox"/> Johnson Cooper	<input checked="" type="checkbox"/> Jones Riley	<input checked="" type="checkbox"/> Kelly Max	<input checked="" type="checkbox"/> King Jackson	<input checked="" type="checkbox"/> Lee Thomas	<input checked="" type="checkbox"/> Martin Lucas	<input checked="" type="checkbox"/> Nguyen Joshua	<input checked="" type="checkbox"/> Robinson Alex
--	---	---	--	---	---	--	--	--	---	---

Save selection as new group?  
 Enter Event for 11 Players

For filtered searches, with the old work flows the filtered names used to stay in the same place (relative to their original position) which meant users had to scroll.



Now, all of the names matching the filter are re-ordered down each column for maximum columns across the page.



N.B. The columns are sorted alphabetically down, but are optimised to fit in the available window, enabling the maximum number of columns to appear

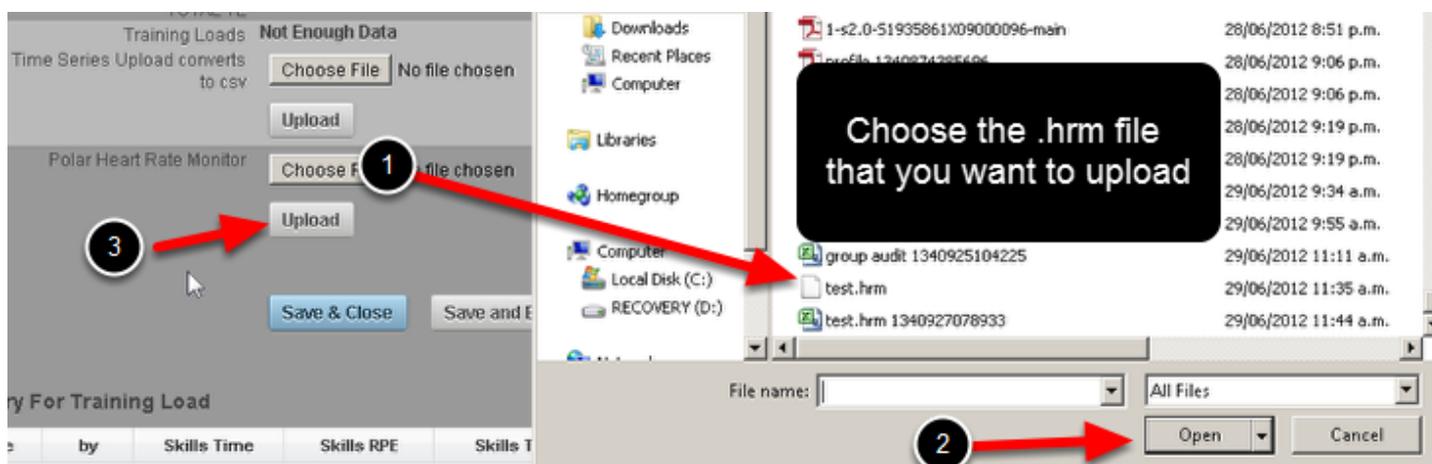
# Entering or Uploading fields like Heart Rate files

# Uploading a Polar Heart Rate file (.hrm file) into an Event Form

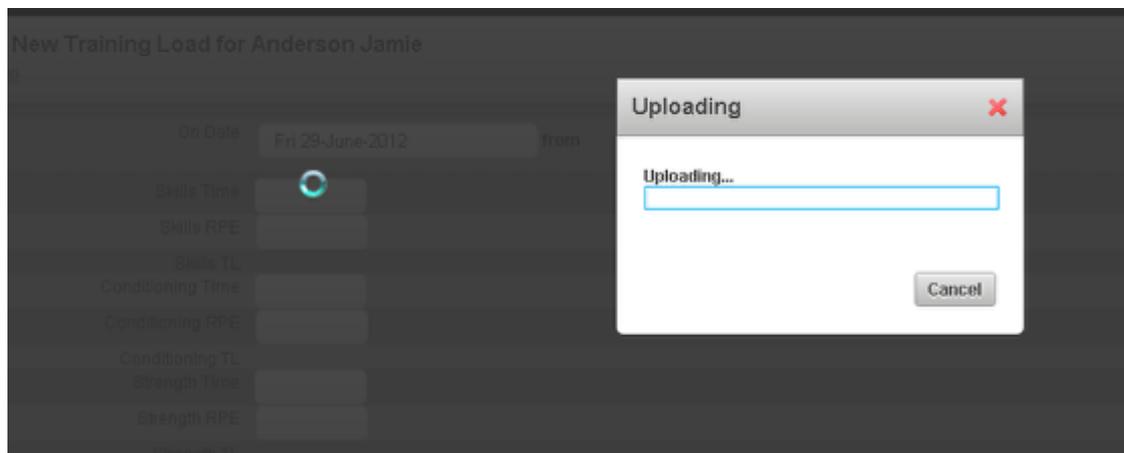
If one of the Event Forms in your system is set up to have Polar Heart Rate files uploaded into it, you can upload a .hrm file directly into the system. Choose the file you want to upload



You can upload files that are in the .hrm format directly into the field



Click Upload (shown in the image in the step above) and the file will upload into the Event Form



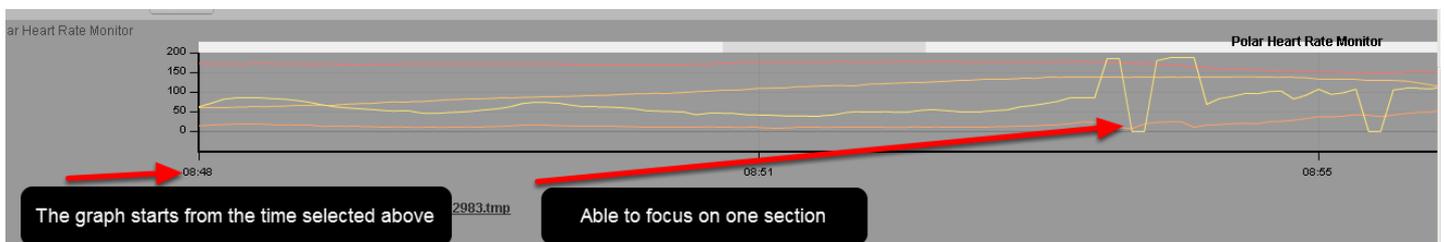
Once it has finished uploading it will display in a graphical layout. You can mouse over any time point for the variables to display.



You can zoom into any section of the graph by clicking on the graph and dragging the mouse over the section to be expanded



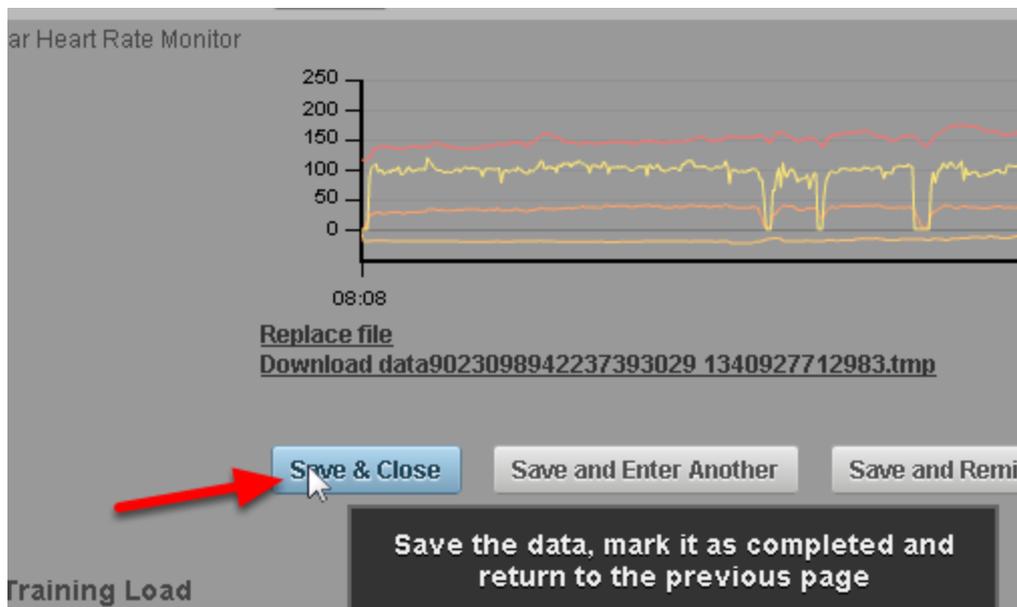
This image here shows the section that was selected in the image in the step above



Click on "Show All" on the far right of the graph to see all of the file again.



Once you have uploaded the file you can click on save and close. Then file will be available for other users to access or download



# Performance Alerts

# Critical Update Regarding the Performance Alerts Notifications and Set Up

Performance Alerts were **previously** designed to enable ANYONE who needed E-mail or Text access to an alert to have the ability to receive it. A user could have enabled someone to have access to data that they had not been set up for by their Administrator. In the interest of data security this capability has been removed.

**NOW**, an alert is ONLY sent to users who have access to the Event Form AND access to the athlete that triggered the Performance Alert. It also means you can be more flexible setting up your alerts knowing that you can multiple users to the notifications list, but only the correct users will receive a notification.

You can now set up Performance Alerts to have multiple users in the Notified users list. But, only the users with access to the correct data AND athletes will receive the alert. See the following steps for clarity

The screenshot displays the configuration interface for Performance Alerts. It includes sections for 'Communication Preferences', 'Monitored Athletes', 'Monitored Groups', and 'Notified Users'. The 'Notified Users' section contains a table with the following data:

First Name	Last Name	Known As	Username	Remove
Alert	Coach1		coach1	Remove
Alert	Coach2		coach2	Remove
Alert	Coach3		coach3	Remove
Alert	Coach4		coach4	Remove
Data	Entry	Data Entry	roanne	Remove
Alert	Test1		test1	Remove
Alert	Test2		test2	Remove
Alert	Test3		test3	Remove

Red arrows point from a black callout box to the 'coach1' and 'test1' rows in the table. The callout box contains the text: 'Multiple coaches AND athletes have been added to the Notified Users List'.

Previously an alert was set to ALL users in the "Notified Users" List.

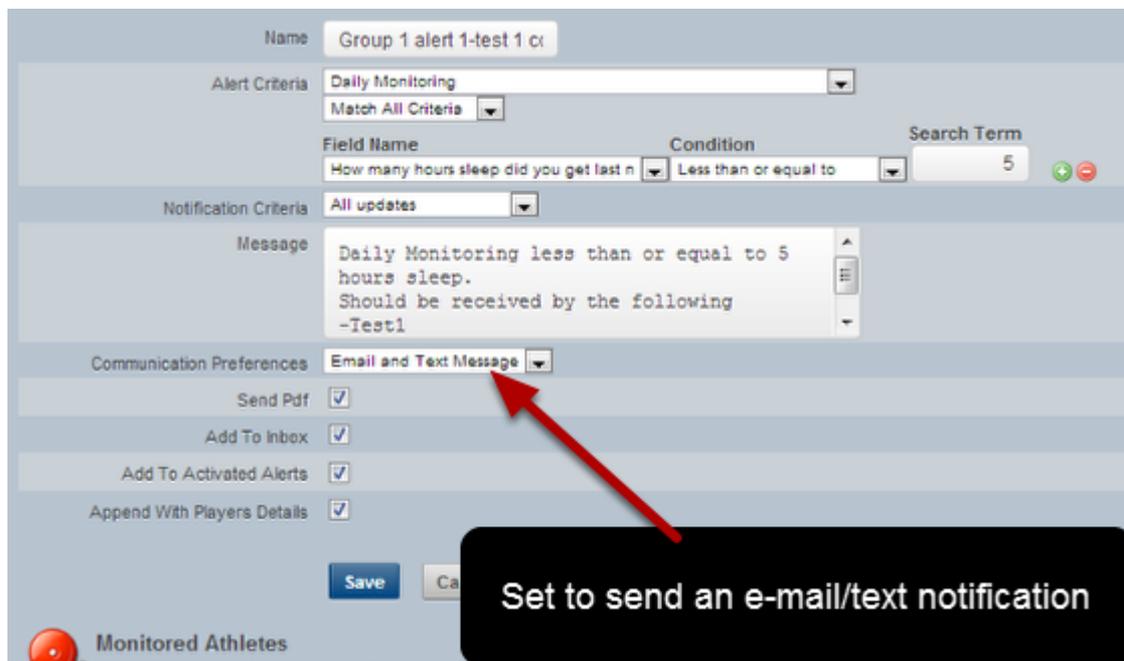
Previously when you set up a Performance Alert for a group, and add a coach or athlete as a notified user who did NOT have access to that group or Event Form, they would STILL receive an E-mail or Text alerts if any of the athletes in the Monitored Athletes or Monitored Groups list triggered an alert. This was set up to enable training coaches who do not have access to injury record data to still receive injury alerts.

It also meant that if you wanted an athlete to receive a notification of an alert you needed to set up a separate alert for each athlete who needed to receive the alert, otherwise all of the athletes would receive an alert when one athlete triggered an alert.

Now alerts are ONLY sent to users with the correct Event Form and User Permissions

NOW, if an alert is triggered the notification is ONLY sent to users who have access to the athlete/s AND the Event Forms that trigger the event. This means you can set up one alert to monitor a group of athletes for a new 10m personal best and all of the athletes can be included in the Notified Users list. If athlete A triggers an alert, only athlete A and any coach who is ALSO added to the Notified Users List (who also has access to Athlete A AND the 10m sprint form) are notified. None of the other athletes will receive a notification because they do not have access to athlete A's data. If a coach does not have access to the 10m Sprint form or to Athlete A they will NOT be notified.

If athlete 1 enter that they have had less than or equal to 5 hours sleep only that athlete and any coach with access to that athlete and that Event form will receive a notification



The screenshot shows a web-based configuration interface for an alert. The 'Name' field is 'Group 1 alert 1-test 1 cr'. The 'Alert Criteria' is 'Daily Monitoring' with 'Match All Criteria' selected. The 'Field Name' is 'How many hours sleep did you get last n', the 'Condition' is 'Less than or equal to', and the 'Search Term' is '5'. The 'Notification Criteria' is 'All updates'. The 'Message' field contains: 'Daily Monitoring less than or equal to 5 hours sleep. Should be received by the following -Test1'. The 'Communication Preferences' dropdown is set to 'Email and Text Message', which is highlighted by a red arrow. Below this are several checked options: 'Send Pdf', 'Add To Inbox', 'Add To Activated Alerts', and 'Append With Players Details'. A 'Save' button is visible. A black callout box with white text says 'Set to send an e-mail/text notification' with a red arrow pointing to the 'Email and Text Message' dropdown.

The above alert has been set up fire for the Daily Monitoring Form.

The alert will be triggered if:

-The athlete has had less than 5 hours sleep

-The athlete is in the group Alerts Group 1 (there are two athletes in this group, Alert 1 Athlete and Alert 2 Athlete).

In the Notified Users section of the Alert, you can see that multiple athletes and multiple coaches have been set up as Notified Users. However, only the correct users will receive a notification.

**Monitored Groups**  
This group is being monitored by the following performance alerts.

Name	Description
1. Alerts Groups 1	Testing the alerts permissions

Start typing to search  
Add monitored groups Cancel Add Multiple Groups Clear All

**Notified Users**  
This user is being notified of the following performance alerts

First Name	Last Name	Known As	Username	Remove
1. Alert	Coach1		coach1	Remove
2. Alert	Coach2		coach2	Remove
3. Alert	Coach3		coach3	Remove
4. Alert	Coach4		coach4	Remove
5. Data	Entry	Data Entry	rname	Remove
6. Alert	Test1		test1	Remove
7. Alert	Test2		test2	Remove
8. Alert	Test3		test3	Remove
9. Alert	Test4		test4	Remove

Start typing to search  
Add notified users Cancel Add Multiple People Clear All

This group has two athletes: Alert Test 1 and Alert Test 2

Athletes, coaches and other users are set up in the notifications list

### Athletes:

Athlete Alert Test 1, Alert Test 2, Alert Test 3 and Alert Test 4 will **ONLY** receive an alert if they trigger their **own** alert. An athlete **CANNOT** receive an alert for another athlete because they do not have access to their data.

-If the athlete **Alert Test 1** triggers an alert, **only he/she** will receive the alert. None of the other athletes listed in the Notified Users List can actually receive an alert because athletes cannot access anyone else's data.

### Coaches

The coaches on the Notified Users List have the following access:

Coach 1 has access to the Group 1 athletes and to the Daily Monitoring Form

Coach 2 has access to the Group 2 athletes and to the Daily Monitoring Form

Coach 3 has access to the Group 1 Athletes but not to the Daily Monitoring Form

Coach 4 has access to the Group 2 athletes but not to the Daily Monitoring Form

Date Entry has no access to any Groups or to the Daily Monitoring Form

-If the athlete Alert Test 1 (from Group 1) triggers an alert, only Coach 1 will receive the notification because the other coaches do not have the correct configuration of athlete access and/or coach Event Form access.

If athlete 1 enters that they have had less than 5 hours sleep only 2 alerts will be sent; one to Athlete 1 and one to Coach 1.

The screenshot displays the 'Test1 Alert's Performance History' page. At the top, there is a navigation bar with 'Welcome Alert Coach1' and 'Logout'. Below this, the page title is 'Test1 Alert's Performance History' with a dropdown menu set to 'Daily Monitoring'. There are filters for 'Dates' (Last, 1 Week, Include All) and 'More Actions' (New Daily Monitoring). A red arrow points to a notification in the 'Alerts to review' section: '10-05-2013 Test1 Alert Daily Monitoring: Athlete 1 has had less than 5 hours sleep. An alert has been received by the following Test - Coach(s)'. Below this is a table with columns: Date, by, Sleep, How hard was you, Mood, Mood, Mood, Mood, Unwell, Daily Score, L. The table shows data for dates from 09-05-2013 to 13-05-2013. At the bottom, there is a 'Sleep and Score' chart showing a peak at 12.50 and a low at 10.00.

Even though 9 Users are set up on the Notification List, only 2 users will receive an alert if the Alert Athlete 1 triggers an alert. This is because athletes cannot access other athletes data and because the other coaches do not have access to the correct combination of Groups/Athletes and Event Forms.

The image in the step here shows the alert that was sent to Alert Coach 1. Only this coach received the alert.

If you have any question please let us know immediately. This is a significant change, but one that will enable better and more secure use of the Alerts Feature.

# Setting Up a Performance Alert: Step 1- Name it, Step 2- Set up the Alert Criteria

Performance Alerts allow you get an instant notification if an athlete is injured or sick, for a combination of factors like high stress and low sleep, through to percentage changes in performance or even a new Personal Best.

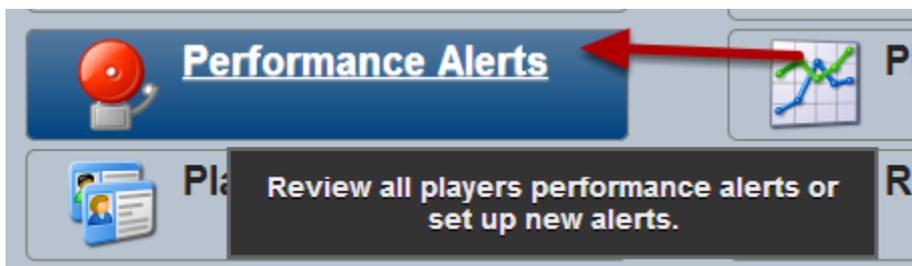
To create a new alert follow the steps outlined in this and the subsequent Performance Alerts lessons

Steps 1-6: Specify the alert criteria. It is CRITICAL that you set this up correctly or you may miss alerts or get them too often!

Step 7: Choose which athletes you want to monitor

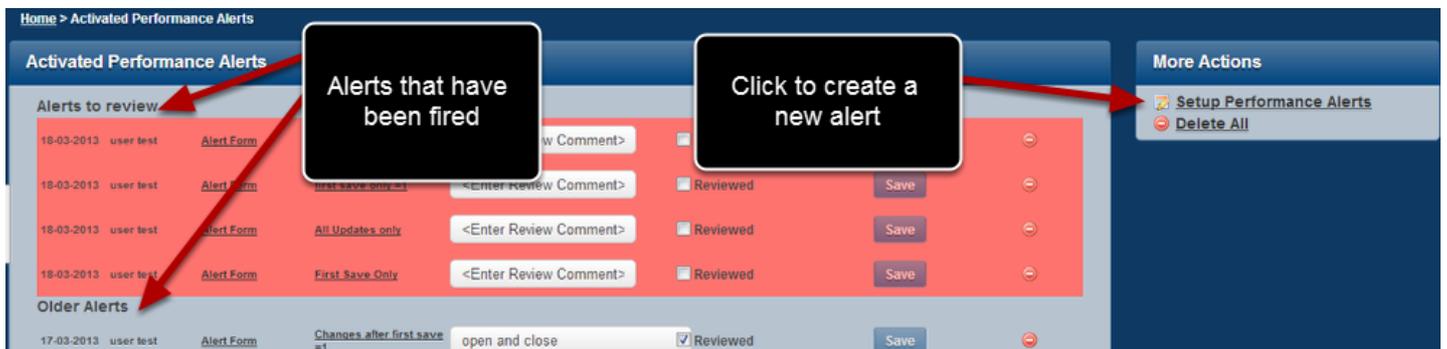
Step 8: Choose the people who need to be notified

To Create or Access the Performance Alerts, click on the "Performance Alerts" button on the Home Page



To create a Performance Alert, click on the Performance Alerts button on the Home Page

Any Activated Alerts will appear. This is covered in the lesson on Activated Alerts. Click on "Set up Performance Alerts"



Click "Create new Performance Alert" to create a new alert. You can also view/edit existing alerts on this page.



To view or delete an existing Performance Alert, click on the name of the alert to be taken to the alert settings that you can modify.

To create a new performance alert click on the "Create new Performance Alert" button on the top right of the page.

## There are 7 important steps when you create a new performance alert

The screenshot shows the 'Create New Performance Alert' form. The steps are as follows:

- Name:** 'New First save = 1'
- Alert Criteria:** 'Alert Form' (dropdown), 'Match All Criteria' (dropdown)
- Notification Criteria:** 'First save only' (dropdown)
- Message:** 'first save only =1'
- Communication Preferences:** 'Internal only' (dropdown)
- Send Pdf:**
- Add To Inbox:**
- Add To Activated Alerts:**
- Append With Players Details:**
- Buttons:** 'Save' and 'Cancel'

**Monitored Athletes**  
This athlete is being monitored by the following performance alerts.

	First Name	Last Name	Known As	Username	
1.	Hamish	West		testing	<input type="checkbox"/> Remove
2.	test	user		test.user	<input type="checkbox"/> Remove

There are 7 important steps to setting up a Performance Alert and these Steps are outlined in the lesson here and the subsequent Performance Alerts lessons. The following is a brief overview.

**#1: Name the Alert.** This is the name that appears on the Activated Alerts list, on any e-mails that are sent and on the List of Alerts you set up. Make sure it is named clearly and appropriately.

**#2. Alert Criteria:** Select which Event Form the Alert is going to apply to. You can set up an alert to fire when that Event Form is entered or updated. Alternatively, you can add filters so it only fires when specific criteria are met.

**#3: Notification Criteria:** This outlines when you want the alert to fire, e.g after the first save, when changes occur for the event, through to a change in status.

**#4. Message:** Set up your Message: this is the message you receive via e-mail or SMS, or through the internal mail saying what alert has been triggered.

**Please note that the message cannot be larger than 120 characters if you are sending it via SMS. If it is longer than 120 characters the SMS message will not be sent.**

**#5. Communication Preferences:** Set up how you want notified users to receive the message:

-Internal Mail (in the system)

-E-mail (the e-mail address in the user's account)

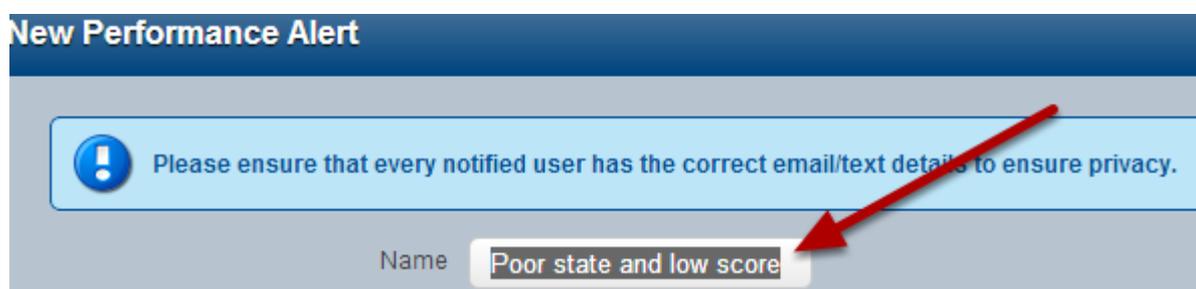
-Text Message (a text to a mobile phone number saved in their account; only use for urgent messages)

-Text and E-mail (an e-mail and a text message; only use this for urgent messages)

#6: **Additional Communication Preferences:** set up additional preferences for where the notification is set and what information is sent with it.

#7. Click "Save" and then set up who is monitored by these alerts and who needs to receive a notification if the alert is triggered.

## Step 1: Name the Alert



**New Performance Alert**

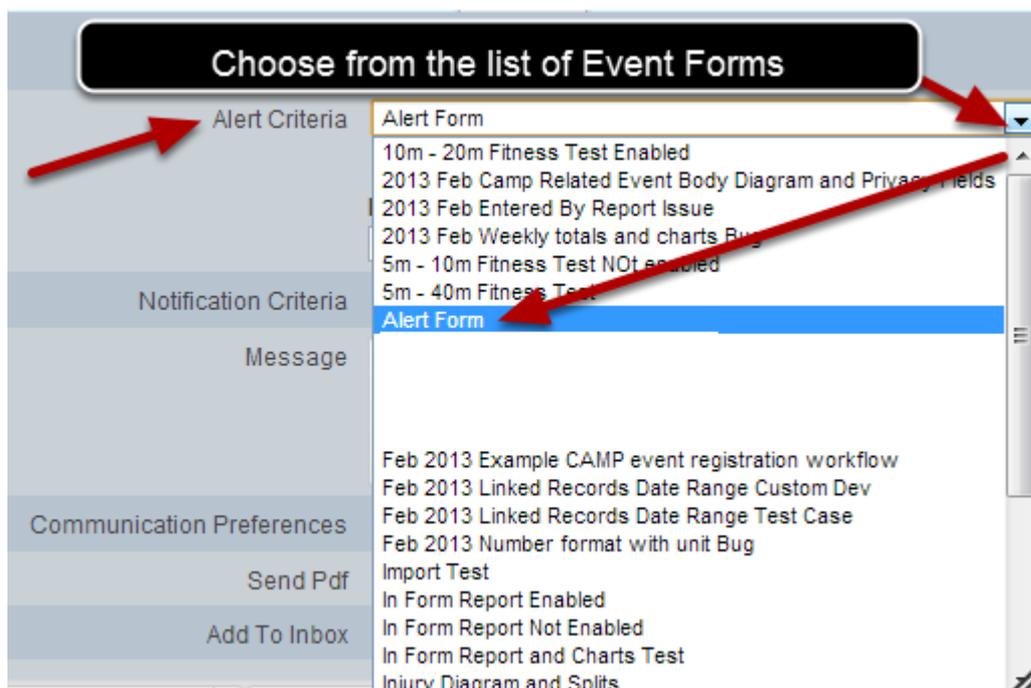
Please ensure that every notified user has the correct email/text details to ensure privacy.

Name

This is the name that appears when the alert fires through to an e-mail, text message and internal mail. It needs to be labeled appropriately to ensure the person being notified know exactly what alert they are getting and why.

For the purposes of testing we are naming this alert "Poor state and low score" because we are setting up this alert to only fire to if state is poor and the athlete has a low score.

Now select which specific Event Form you want to set the Alert up for



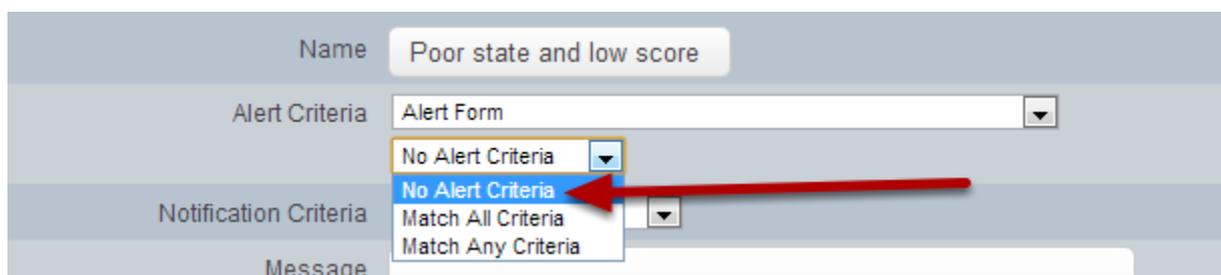
Once you select your Event Form you need to carefully consider whether you want:

-The alert to fire when a new record is entered or updated (e.g. each time a new entry is made or even updated in the system).

-The Alert to fire ONLY when specific data is entered for an athlete.

The next step explains this in more detail.

If you want the alert to fire for this Event Form every time it is entered then select "No Alert Criteria"



If the Alert Criteria are set to "No Alert Criteria", when this event is entered for a user who this alert is set up to monitor, an alert will be fired regardless of what information is entered into the actual entry.

However, if you only want to receive a notification when specific data is entered about an athlete then criteria need to be set up. See the step below.

## The Match ALL Criteria or Match ANY Criteria

Please ensure that every notified user has the correct email/text data

Name	Poor state and low score
Alert Criteria	Alert Form
Notification Criteria	<div style="border: 1px solid black; padding: 2px;"><p>No Alert Criteria</p><p>No Alert Criteria</p><p><b>Match All Criteria</b></p><p>Match Any Criteria</p></div>
Message	

You need to select from the ALL or ANY criteria

To set up an Alert to be sent when All criteria are met (e.g. when injury is "severe" AND pain is greater than 6) choose the "Match All Criteria".

To set an Alert to be sent when ANY criteria are met (e.g. if the injury is "severe" OR pain is greater than 6) choose the "Match Any Criteria"

The difference between the Match ALL and Match ANY criteria is that if only one of the fields is entered using the Match Any Criteria, the Alert will be triggered. If you select "Match All Criteria", ALL of the criteria MUST have been met or the alert will not be triggered.

For this example we are going to use the Match All criteria.

## Now select the Field from the Event Form that you want to set up the Criteria For

Name	Poor state and low score		
Alert Criteria	Alert Form		
	Match All Criteria		
	Field Name	Condition	Search Term
	1-5	Less than or equal to	2
Notification Criteria	<div style="border: 1px solid black; padding: 2px;"><p><b>1-5</b></p><p>State</p><p>Comments</p><p>Update Date</p><p>Details</p></div>		
Message			

All of the Event's Fields appear for use as a filter. Select the Field that you want to use for your criteria. For this example we are selecting the field "1-5".

Selection the Condition that you want to apply to the field. For this example we are selecting the "Less than or equal to" condition

The screenshot shows an alert configuration form with the following fields and values:

- Name: Poor state and low score
- Alert Criteria: Alert Form
- Match All Criteria: Match All Criteria
- Field Name: 1-5
- Condition: Less than or equal to (highlighted in the dropdown menu)
- Search Term: 2
- Notification Criteria: All updates
- Message: (empty text area)
- Communication Preferences: Internal only
- Send Pdf:
- Add To Inbox:

The 'Condition' dropdown menu is open, showing the following options:

- Less than or equal to
- Equal To
- Not Equal To
- Greater than
- Greater than or equal to
- Less than
- Less than or equal to (highlighted)
- Changed By
- Increased By
- Decreased By
- Percentage Changed By
- Percentage Increased By
- Percentage Decreased By
- Significantly Changed
- Significantly Increased
- Significantly Decreased

You can see that a number of alert conditions can be set up. Choose the one that meets your requirements.

Now add in the search term that the condition needs to meet.

The screenshot shows the alert configuration form with the following fields and values:

- Alert Criteria: Alert Form
- Match All Criteria: Match All Criteria
- Field Name: 1-5
- Condition: Less than or equal to
- Search Term: 2
- Field Name: 1-5
- Condition: Equal To
- Search Term: (empty)

Annotations in the image:

- 1: Points to the 'Search Term' field of the first condition.
- 2: Points to the 'Search Term' field of the second condition.
- 3: Points to the 'Field Name' dropdown menu of the second condition, which is open and showing the following options: 1-5, State, Comments, Update Date, Details.

Depending on the type of field you selected you will have different options to select for the Search Term.

#1: In this example you can see that this alert will only fire when a 2 or less is entered.

#2: To Add additional Criteria, click on green + button

#3: Set up the Alert Criteria according to your specification (as shown in the image in the step below)

**Add in any additional Criteria that are required. Be VERY careful to set the alert up correctly**

The screenshot shows an alert configuration interface. At the top, the 'Name' field is set to 'Poor state and low score'. Below this, the 'Alert Criteria' section is expanded to show 'Match All Criteria'. The criteria are defined in a table with columns for 'Field Name', 'Condition', and 'Search Term'. The first row has '1-5' as the field name, 'Less than or equal to' as the condition, and '2' as the search term. The following four rows have 'State' as the field name and 'Not Equal To' as the condition, with search terms of 'Peaking', 'Excellent', 'Average', and 'Poor' respectively. A red box highlights the 'Poor' search term, and a dropdown menu is open below it, showing 'Injured', 'Rehabilitation', 'Poor', 'Average', 'Excellent', and 'Peaking'. A red arrow points from a circled '3' to the 'Injured' option. Another red arrow points from a circled '2' to the 'Not Equal To' condition. A third red arrow points from a circled '1' to the 'Alert Form' dropdown. A fourth red arrow points from a circled '2' to the 'Match All Criteria' dropdown.

For this alert, we want it to fire when:

"1-5" is less than or equal to "2"

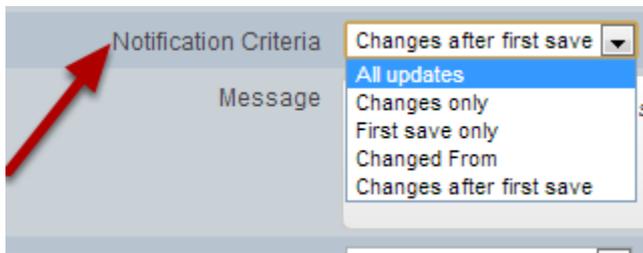
**AND**

State is equal to "Injured" OR "Rehabilitation".

Because we used the "ALL Criteria" we cannot set up the alert with State = Injured and State = Rehabilitation as an athlete cannot have both of these fields selected for them in an event form at the same time (they are either injured or in rehab, not both). Instead we have to set the alert up to fire when it is not equal to the other state conditions, so that if the player is injured or in rehab the alert will fire. This is done by select all of the other conditions and specifying that the alerts needs to fire when state is "Not equal to" each additional condition.

Setting up alerts can be tricky based on what you need to set up. Please ask your distributor for help if you need it.

Next you need to set up the Notification Criteria (as shown in the next lesson Step 3: Notification Criteria)



# Setting Up a Performance Alert: Step 3- Setting up the Notification Criteria, Step 4- Writing in your message

It is critical that you understand the the differences between the notification selection settings. These are outlined here:

Step 3: once you have set up the name and any alert criteria, you need to set up the Notification Criteria

The screenshot shows a configuration interface for an alert. At the top, the 'Name' field is set to 'Poor state and low score'. Below this, the 'Alert Criteria' section includes a dropdown for 'Alert Form' and a 'Match All Criteria' dropdown. A table of criteria is displayed with columns for 'Field Name', 'Condition', and 'Search Term'. The criteria are: '1-5' with condition 'Less than or equal to' and search term '2'; 'State' with condition 'Not Equal To' and search term 'Peaking'; 'State' with condition 'Not Equal To' and search term 'Excellent'; 'State' with condition 'Not Equal To' and search term 'Average'; and 'State' with condition 'Not Equal To' and search term 'Poor'. Each row has a green plus icon and a red minus icon. Below the table, the 'Notification Criteria' dropdown is open, showing options: 'First save only', 'All updates', 'Changes only', 'First save only' (highlighted), 'Changed From', and 'Changes after first save'. A red arrow points from a black callout box to the 'First save only' option. The callout box contains the text: 'Step 3: Set the Notification Criteria'.

If you have set up the alert criteria, you need to specify WHEN you want to be notified of this alert.

Notification Criteria allow you to choose when you want to be notified.

Please set these notification criteria carefully according to your organisation's needs

**All updates:** means you will receive an alert when the entry is:

-First saved in Smartabase

-EACH SUBSEQUENT SAVE (even if no new data has been entered!)

-EACH change to the record

**Changes only:** means you will receive an alert when the form has any changes made to it. E.g when a form has additional information added to it like SOAP notes being added into an injury form.

-EACH change to the record

-It won't alert you the first time it is saved on Smartabase

-It won't alert you if the record is opened and then saved and closed with no actual changes occurring to the entered data.

**First save only:** means you will receive an alert ONLY when the record is first saved in Smartabase.

-First saved on the system

-It won't alert you of ANY subsequent changes to the record

**Changes After First Save:** means you will receive an alert ONLY AFTER the entry has been saved in Smartabase.

-EACH SUBSEQUENT SAVE AFTER it is first saved/recorded in Smartabase (even if no new data has been entered!)

**Changed From:** allows you to be notified when a change occurs in one of the variables e.g. when a change occurs in injury status (as outlined in the step below). To set this up you need to set up additional "Changed From" criteria (as shown in the image two steps below. This is normally set up for Injury or Illness Event Forms.

N.B. Changes After First Save is almost identical to Changes Only, but there is a subtle difference in that Changes Only will trigger on any save but the first one, while Changes After First Save does not trigger when going from draft to save - so it will trigger on any save after the save that sets the event to be "active" (this is the old save as draft behaviour, not new scheduling stuff).

# An example of the Changed From Notification Setting based on the athlete's status

The screenshot shows a notification configuration form. At the top, 'Alert Criteria' is set to 'Injury Record Lock SOAP'. Below it, 'Match All Criteria' is selected. The 'Field Name' is 'status', 'Condition' is 'Equal To', and 'Search Term' is 'fully ok'. A red arrow labeled '1' points to the 'Search Term' dropdown. Below this, 'Notification Criteria' is set to 'Changed From'. A red arrow labeled '2' points to this dropdown. The 'Message' field contains 'An athlete has'. Below that, 'Communication Preferences' are set to 'Email'. A red arrow labeled '3' points to the 'Match Any' dropdown under 'Changed From'. Below this, there are two criteria blocks. The first block has 'Field Name' 'status', 'Condition' 'Equal To', and 'Search Term' 'terrible'. The second block has 'Field Name' 'status', 'Condition' 'Equal To', and 'Search Term' 'poor'. Both criteria blocks have green plus and red minus buttons.

You can set to be notified of a specific change in the status of an athlete such as changing from injured-unavailable to injured-available, or even available. The alert here has been set up to fire when:

The status of the athlete changes from:

Either **Poor OR Terrible**, to a status equal to **Fully OK**

To set up this type of alert:

#1: Set up the **Alert Criteria** that you want to be notified of (e.g when an athlete is fully available, or in the example here **fully ok**). N.B. You **MUST** set this up first before you set up the changed from notification.

#2: In the **Notification Criteria** select **Changed from**

#3: Add in the **Changed From** criteria select if **Match All** or **Match Any** to suit your needs. Then click the green + button and select the criteria that you want to be notified of when the athlete changes from this criteria. Set up the the **Field Name**, the **Condition** and the **Search Term** just as you would for the alert criteria.

Recheck your logic to ensure that you have set it up correctly. The Alert that you want to be notified of is when status is Equal to fully ok, but you **ONLY** want to be notified of this if the field status has changed from **poor** or **terrible**.

Double check your notifications and criteria. This is an example of a poorly designed alert:

The screenshot shows a configuration form for a notification named "Injury and Updates". The form includes the following fields:

- Name:** Injury and Updates
- Alert Criteria:** Injury Record Lock SOAP (with a secondary dropdown for "No Alert Criteria")
- Notification Criteria:** All updates
- Message:** An athlete has been injured and/or an update has been made to their injury record or SOAP notes
- Communication Preferences:** Email

The example here shows an alert that is set up for an injury record to fire an alert when the entry is first entered and then for any up date to that entry. This might seem like an ideal alert, but if you are monitoring a squad of 20 players and you receive a notification each time a new injury is entered and for all status changes and soap notes entered that will be a lot of alerts. Consider splitting it into two alerts

- 1: New Injury (with no criteria) set with first save only for the notification criteria
- 2: A status change alert to know when an athlete is back to full training status (e.g. with "changed from" injured to available for training as the notification criteria)

**Step 4: Write in the message that you want the notified users to receive. You must enter a message or the alert will NOT work.**

The screenshot shows a configuration form for a notification named "Changed From". The form includes the following fields:

- Notification Criteria:** Changed From
- Message:** An athlete you monitor has changed from being poor or terrible to fully OK
- Communication Preferences:** Email
- Send Pdf:**

This message will appear in the notified alerts list and with all of the alerts that are sent. Please enter an appropriate and accurate message based on your communication preferences.

N.B. If the message is going to be sent via SMS, or E-mail, you could consider adding in **"Do Not Reply"** into the message content so users do not try and reply to the e-mail or SMS directly.

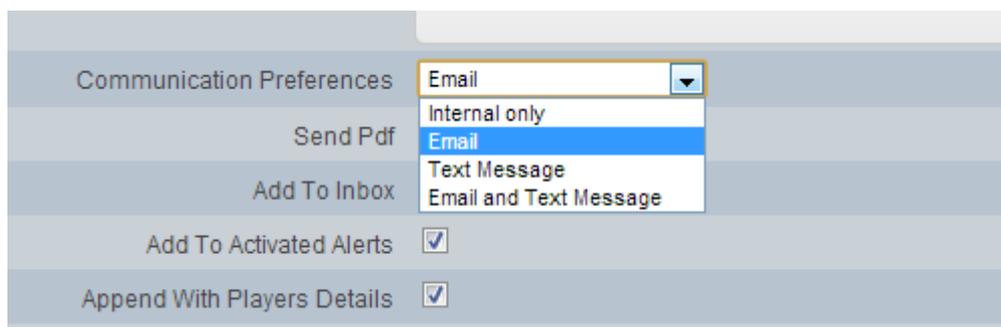
Also, consider how the message fits with your organisation's restrictions on personal information being sent out of the system.

Note, if you send an SMS you will ONLY have 140 characters available for the message. Try and be very succinct!

It is CRUCIAL that you consider what information is being sent in the message, especially if it is sent via e-mail or SMS.

If you write in that an athlete has had a new injury and it set up in the communication preferences to be sent via e-mail, which is NOT encrypted, then you may want to limit the specifics of the message. Just ensure that what ever content you are sending, you are sure it meets the organisations security needs- especially if you use the attach PDF and append the athlete's name as this means the alert, the athlete's name AND an attachment of the record are showing IN THE SAME MESSAGE (See the next steps for more on communication preferences).

Now set up the communication preferences (as shown in the following lesson Step 5: Communication Settings)



Additional criteria for attaching a PDF, the Activated Alerts, the Inbox and Player Details can be completely customised. Please see the next lesson for important information about these features and about consider the correct use for each feature.

The screenshot shows the 'New Performance Alert' form. At the top, there is a blue header with the text 'New Performance Alert'. Below this is a light blue box with a warning icon and the text: 'Please ensure that every notified user has the correct email/text details to ensure privacy.' The form fields are as follows: 'Name' is 'New Alert'; 'Alert Criteria' is 'Exercise Testing' with a dropdown arrow; 'No Alert Criteria' is also present with a dropdown arrow; 'Notification Criteria' is 'All updates' with a dropdown arrow; 'Message' is 'No more than 120 characters to receive the SMS'; 'Communication Preferences' is 'Text Message' with a dropdown arrow. Below these are four checkboxes, all of which are checked: 'Send Pdf', 'Add To Inbox', 'Add To Activated Alerts', and 'Append With Players Details'. A black callout box with white text and a white border points to these four checkboxes with red arrows. The text in the callout box reads: 'You need to know what each of these will do!'. At the bottom of the form are 'Save' and 'Cancel' buttons.

**NOTE:** If the notification criteria is set to All Updates and linked information is updated in a form that links into the form being monitored, this will NOT fire off alerts again. The form being monitored MUST be opened and saved manually (e.g., NOT via a resave, or an update to an linked form or a linked field) so the alert is prompted by a Smartabase user saving the record.

# Setting Up a Performance Alert: Steps 5 and 6- Communication Preferences

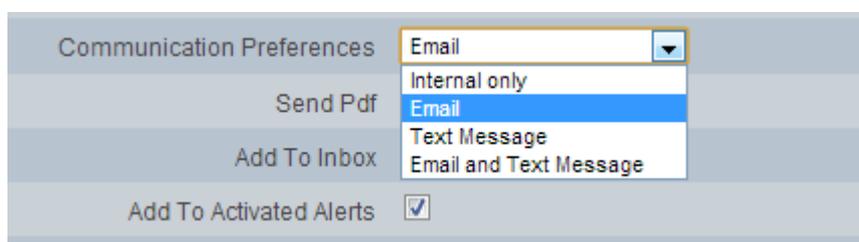
Setting up the Communication Preferences is an important step to prevent alerts from cluttering different modules in your system, and to ensure you receive the alert exactly where you need it.

Now, you can specify:

- That the alert is only sent to a text or Email account
- That it does not show in the activated alerts list
- That it does not show in the internal inbox
- You can specify whether you want the pdf attachment to be attached
- You can also specify if you want the athlete's contact information to appear in the alert message.

HOWEVER: IT IS IMPERATIVE THAT YOU ALWAYS CONSIDER THE MECHANISM WHICH YOU ARE SENDING THE INFORMATION AND WHETHER YOU HAVE KEPT AS MUCH OF THE INFORMATION SECURE AS POSSIBLE ACCORDING TO YOUR ORGANISATIONS NEEDS.

**Step 5: Setting the Communication Preferences- Select the preference for where the notification will be sent to for the users who are set as the notified user.**



A Performance alert can be sent to the following locations:

**Internal only:** To the internal messaging system that is accessed through the account button with a pdf attachment of the entry and the player's contact information.

**E-mail:** To the user's external mail address (the one saved in their account information) with a pdf attachment of the entry and it would include the player's contact information.

**Text Message:** To the user's mobile/cell number (saved in the users account information) as an SMS (Text) message

**E-mail and Text Message:** To the user's external Emailaccount with a pdf attachment AND as a Text message

Previously, all activated alerts also appeared in the Activated Alerts list on the Performance Alerts module and on the Athlete's History Page, and in the internal mail. Now these can be customised using the additional communication criteria (outline in the steps below).

NOTE: Once an Email is sent from Smartabase, is it not encrypted, it is sent to the user's external mail address.

## Step 6: Set up the additional communication preferences and click Save

Notification Criteria: First save only

Message: An athlete that you monitor has rated poorly and is in a poor state

Communication Preferences: Email

Send Pdf  1

Add To Inbox  2

Add To Activated Alerts  3

Append With Players Details  4

Save Cancel

Click "Save"

After you select whether the alert is sent to the internal mail, external email or text you can choose what additional information appears with the alert, and also where the alert appears:

#1: **Send Pdf** means a PDF attachment of the actual entry that triggered the alert will be included with the alert when it is sent via Email or the internal mail system. **If this contains sensitive medical information, carefully consider whether you should be sending this as a pdf attachment via email.**

#2: **Add to Inbox** means the alert will appear in the inbox in the internal messaging system.

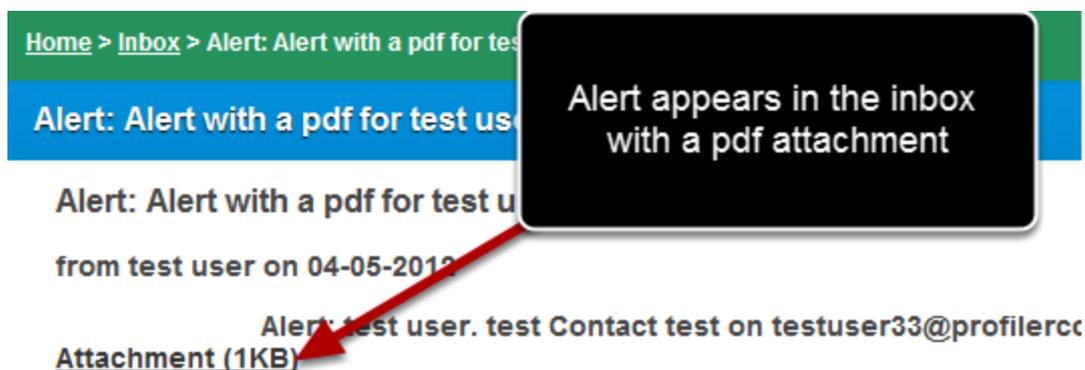
#3: **Add to Activated Alerts** means the alert will appear in the activated alerts list.

#4: **Append With Player's Details** enables you to have the alert sent with or without the player's information who the alert was triggered for (so you can contact them immediately if need be).

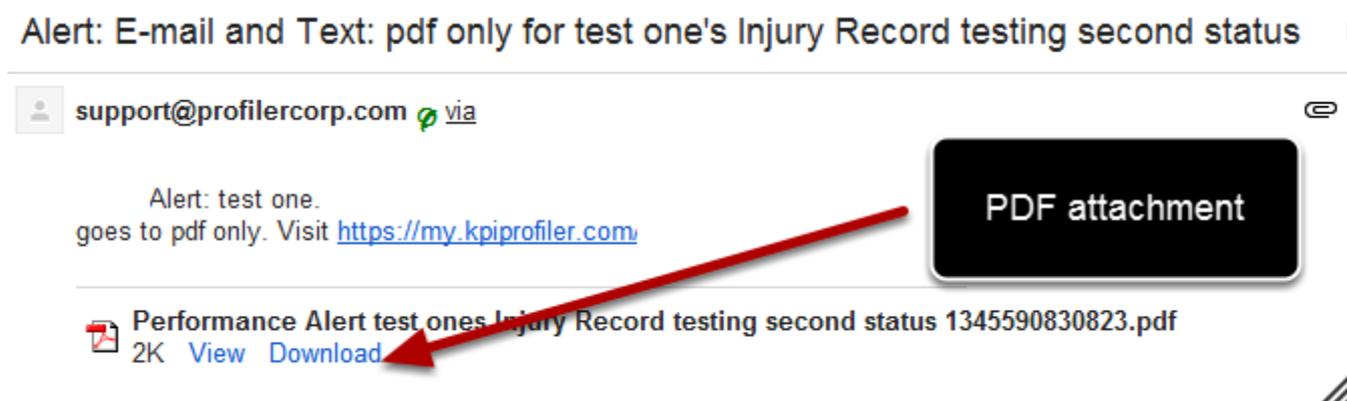
As this might be deemed as **sensitive information, carefully consider whether you should be sending this, especially if it is used in conjunction with other features like Email and PDF.**

Examples of each of these are outlined in the steps below.

#1: If the "Send PDF" is ticked, the entry will appear as a PDF attachment in the inbox message (as shown here) and also in any external Emails (as shown in the image in the step below).



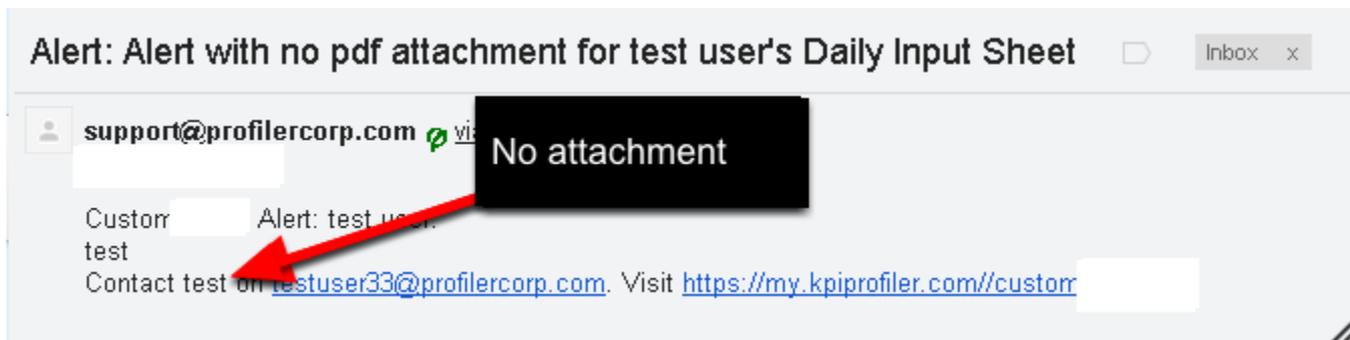
#1 Send PDF: A PDF of the actual entry will be converted into a PDF attachment AND it will be sent and attached alongside the email. If the entry contains sensitive personal/medical information, carefully consider whether or not it should be included as an attachment.



An example of an attachment of the Injury form. For example the image below shows that an Injury record alert was sent AND it contains the injury information entered for the form that is being set up to trigger the alert. Although the attachment can ONLY be sent to a user who has an email address in the Smartabase, and they must have access to the athlete and the form to receive the alert, follow any organisational guidelines on whether this information should be being sent out from Smartabase, or whether the user should login to Smartabase to see the actual content.

Injury Details	
Diagnosis	
First Row	1.00
Current Status	Fully Available, still treating
Date of First Symptoms	05-04-2018
Scans	
Surgery	No
Date Resolved	
Inj Duration	
Medication	
Group By setting	
Injury Area	
Injury	Right Lumbar, LJLI, Iliolumbar Ligament pain; Right Posterior Thigh, TYPX, Tenoperiostitis of Thigh
Medical Only	
Consultations Where There is No Presenting Illness Needing Treatment, ZTXX, Advice on equipment/ other aids e.g. appropriate footwear.	
Split Med text	Consultations
split option	Consultations
Injury Information	
Squad	A-League
Position	Goalkeeper
Injured During	Game

#1 No PDF: The Alert will be sent (to the internal mail or external mail) but there will be no pdf attachment. The image here shows the Email alert with no pdf attachment



No attachment is available if "Send PDF" is unticked during the alert set up.

#2: Every alert used to appear in the internal mail Inbox. To disable this ensure the "Add to Inbox" is not ticked



You can stop alerts cluttering your internal inbox message by unticking the Add to Inbox when you set up the alert.

However, if you want the message to appear here then ensure the "Add to Inbox" is ticked.

### #3: Activated Alerts show all alerts that have been fired. Now you can set whether or not you want the alert to appear here using the "Add to Activate Alerts" button



The screenshot shows a web interface for managing alerts. At the top, there is a green header with 'Home > Activated Performance Alerts' and a blue sub-header with 'Activated Performance Alerts'. Below this is a red section titled 'Alerts to review'. It contains a table with five rows of alert entries. Each row includes a date, a test name, a description of the alert, a review comment field, a 'Reviewed' checkbox, a 'Save' button, and a minus sign icon.

Date	Test	Description	Review Comment	Reviewed	Action	More
22-08-2012	one test	<a href="#">Injury Record testing second status</a> This alert will be sent to the inbox, the activated alerts list. It will include the players details and a pdf of the event	<Enter Review Comment>	<input type="checkbox"/>	Save	-
22-08-2012	one test	<a href="#">Injury Record testing second status</a> goes to inbox and the activated alerts list with no pdf or player details	<Enter Review Comment>	<input type="checkbox"/>	Save	-
22-08-2012	one test	<a href="#">Injury Record testing second status</a> goes to activated alerts list only	<Enter Review Comment>	<input type="checkbox"/>	Save	-
22-08-2012	Athlete108 test	<a href="#">Injury Record testing second status</a> goes to inbox and the activated alerts list with no pdf or player details	<Enter Review Comment>	<input type="checkbox"/>	Save	-
22-08-2012	Athlete108 test	<a href="#">Injury Record testing second status</a> goes to activated alerts list only	<Enter Review Comment>	<input type="checkbox"/>	Save	-

For most users, you only need the alert appearing in the Activated Alerts list if you are using it as a reference to track alerts overtime, or if you use this and not the e-mail, text or inbox as your main form of notification of an alert.

You can disable the alerts from being sent here by unticking the "Add to Activated Alerts" tick box.

### #3: Activated Alerts ALSO appear above the athlete's records in the Athlete History Page.

**user test's Performance History** [Summary Statistics](#) [Excel](#) [PDF](#) [PDF \(Form\)](#) [Investigate](#) [Delete All](#)

History to view:

Dates:

**Alerts to review:**

18-03-2013	user test	<a href="#">Alert Form</a>	<a href="#">First Save Only</a>	<Enter Review Comment>	<input type="checkbox"/> Reviewed	Save	⊖
18-03-2013	user test	<a href="#">Alert Form</a>	<a href="#">All Updates only</a>	<Enter Review Comment>	<input type="checkbox"/> Reviewed	Save	⊖

Click on a row to view the record in more detail.

Date	by	1-5	State	Comments	Update Date
18-03-2013	Data Entry	5	Peaking	1 injured	18-03-2013
18-03-2013	Data Entry	1	Injured		18-03-2013
17-03-2013	Data Entry	4	Excellent	erwqr	17-03-2013
17-03-2013	Data Entry		Excellent	erwqr	17-03-2013
17-03-2013	Data Entry	1	Peaking	adding details	17-03-2013
17-03-2013	Data Entry	5	Peaking		17-03-2013
17-03-2013	Data Entry		Peaking		17-03-2013

Activated Alerts appear in the Athlete's History Page

If the "Add to Activated Alerts" is ticked any alerts that are fired appear in the Performance Alerts Activated Alerts Page, as well as above the Athlete History for the athlete.

If the "Add to Activated Alerts" is unticked, alerts will not appear in the activated alerts list OR in the Athlete History Page.

### #4 Append with Player Details: The athlete's contact details can be selected to appear in any alerts

Alert: All Preferences Ticked for test one's Injury Record testing second status  Inbox x

support@profilercorp.com

11:13 AM (5 minutes ago)

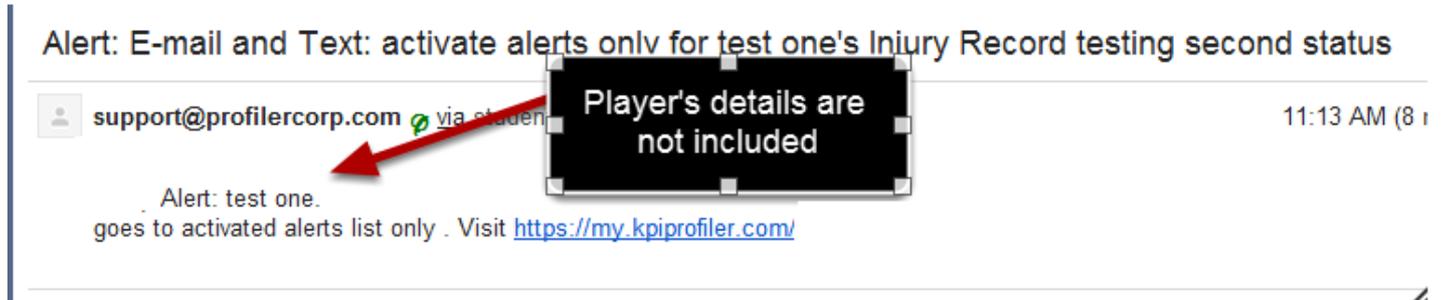
Alert: test one.  
This alert will be sent to the inbox of the activated alerts list. It will include the players details and a pdf of the event  
Contact test on Home +1111111111 or [testone@profilercorp.com](mailto:testone@profilercorp.com). Visit <https://my.kpiprofiler.com>

Performance Alert test ones Injury Record testing second status 1345590830823.pdf  
2K [View](#) [Download](#)

Player details

Player's details can be set to appear to enable a user to contact the athlete if they needed to. If this is not ticked it will not display (as shown in the image in the step below) in the message (as shown in the image in the step below).

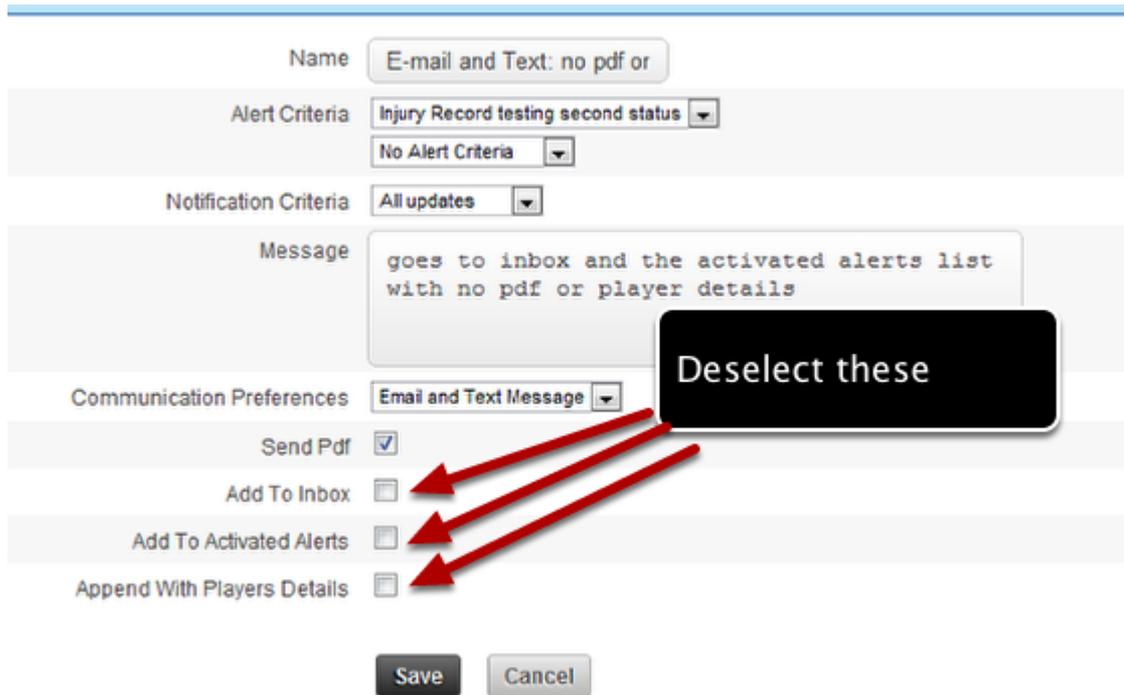
## #5: Player's details do not appear when "Append with Players Details" is not ticked (also note there is no pdf with this Emailalert)



If you work with your athlete's on a daily basis, or the contact information is not up to date, then ensure the Append with Players Details is not ticked.

When you set up or update you alerts, think about how you best need them to work for you AND how to best protect your athlete's data.

Set up tips: if you are setting up a text or Email or combined Text/Email alert it could have the following settings



The screenshot shows a configuration form for an alert. The fields are as follows:

- Name:** E-mail and Text: no pdf or
- Alert Criteria:** Injury Record testing second status (dropdown), No Alert Criteria (dropdown)
- Notification Criteria:** All updates (dropdown)
- Message:** goes to inbox and the activated alerts list with no pdf or player details
- Communication Preferences:** Email and Text Message (dropdown)
- Send Pdf:**
- Add To Inbox:**
- Add To Activated Alerts:**
- Append With Players Details:**

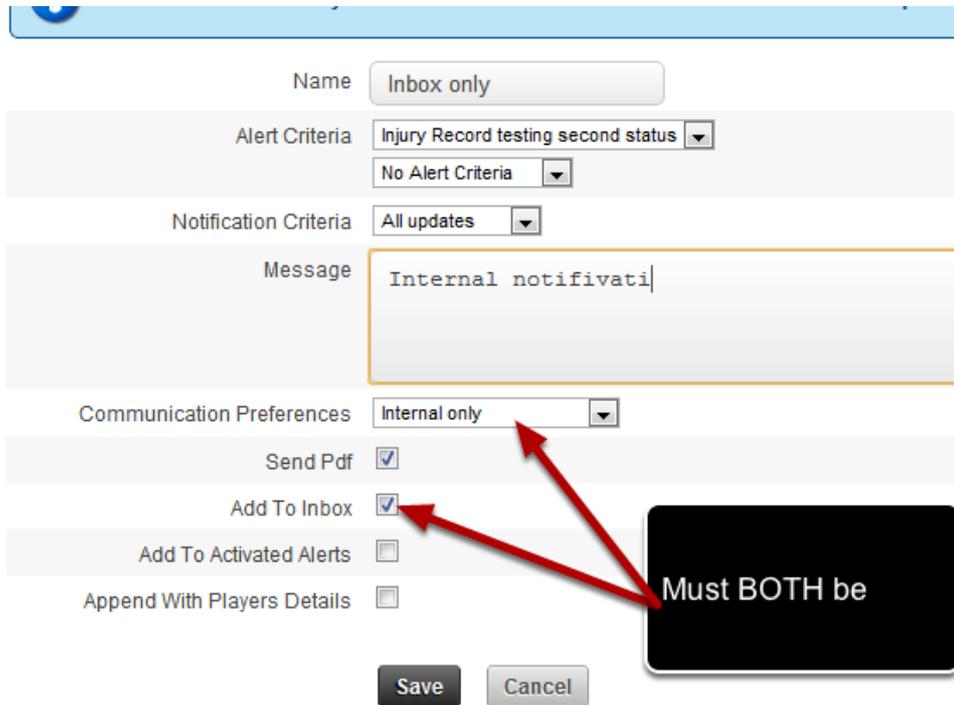
Annotations include a black box with the text "Deselect these" and three red arrows pointing to the "Add To Inbox", "Add To Activated Alerts", and "Append With Players Details" checkboxes.

Buttons at the bottom: Save, Cancel

With this set up, you will receive a text and an Email to your external Email account. There will be a copy of the event that triggered the alert on the Email as a pdf. However, no alerts will be sent to the inbox or the activated alerts list so these modules will not get cluttered.

If you work with your athletes/players on a daily basis you will not need the Player's details to be included in the alert either.

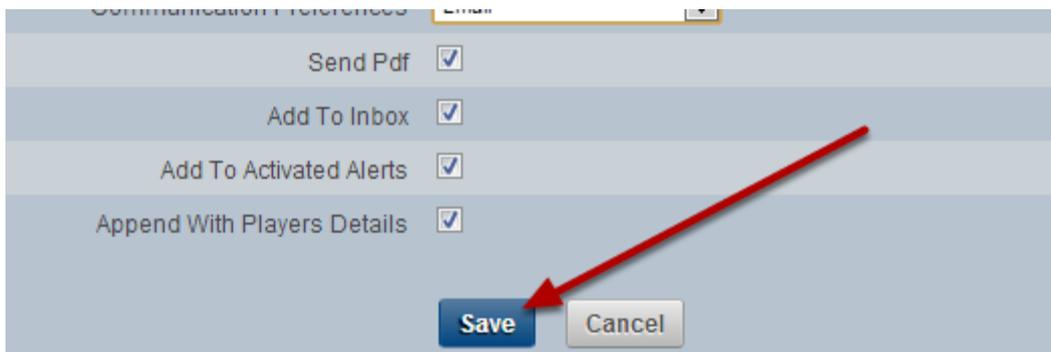
Set up tips: If you only want to be notified using you inbox (Internal only), ensure that the Add to Inbox is ALSO ticked



The screenshot shows a configuration form for an alert. The 'Name' field is 'Inbox only'. 'Alert Criteria' is 'Injury Record testing second status' and 'No Alert Criteria'. 'Notification Criteria' is 'All updates'. The 'Message' field contains 'Internal notificati'. 'Communication Preferences' is 'Internal only'. Under 'Send Pdf', 'Add To Inbox', 'Add To Activated Alerts', and 'Append With Players Details', there are checkboxes. The 'Add To Inbox' checkbox is checked. A black callout box with the text 'Must BOTH be' has two red arrows pointing to the 'Add To Inbox' checkbox and the 'Internal only' dropdown menu. At the bottom are 'Save' and 'Cancel' buttons.

#### Monitored Groups

Step 7: Once you set up your alert click on Save and then you will be able to select who is monitored by the alert and who is notified



This is a close-up of the bottom portion of the configuration form. It shows the 'Send Pdf', 'Add To Inbox', 'Add To Activated Alerts', and 'Append With Players Details' checkboxes, all of which are checked. Below these is a blue 'Save' button and a grey 'Cancel' button. A red arrow points from the top right towards the 'Save' button.

Click Save to set up the athletes who are monitored and the users who are notified of the alert.

Please set up each of your alerts according to your organisation's needs. If you have any queries do not hesitate to contact your distributor

# Setting up Performance Alerts: Steps 7 to 9- Select who is Monitored by, and who is Notified of, the Alert

Step 7: Click on Save. You will then be able to select who you want to monitor and who needs to be notified when this alert is triggered

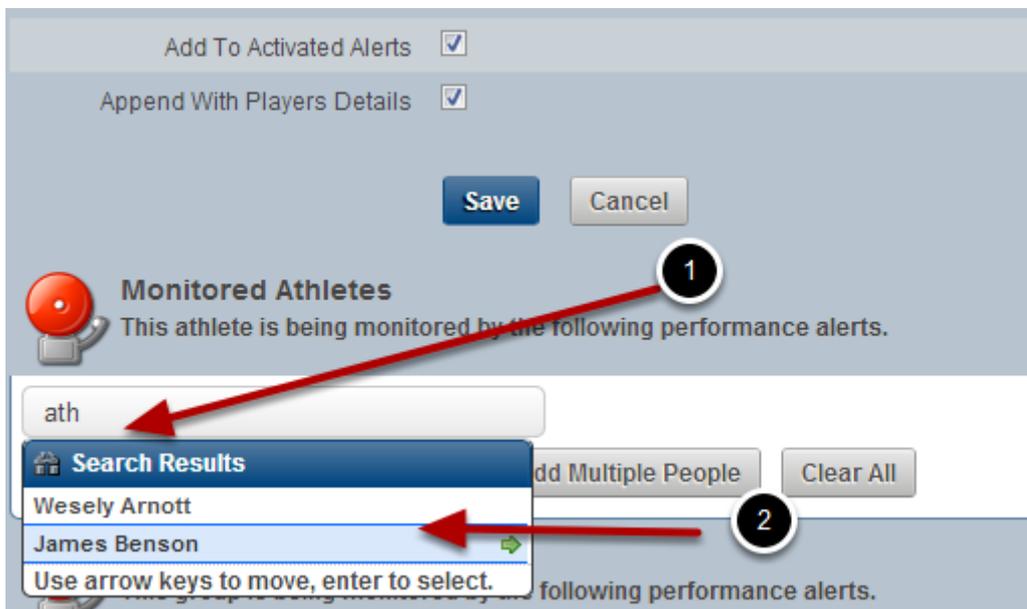
The screenshot displays the configuration interface for performance alerts. At the top, there are two checked options: 'Add To Activated Alerts' and 'Append With Players Details'. Below these are 'Save' and 'Cancel' buttons. A red arrow labeled '1' points to the 'Save' button. The interface is divided into three sections: 'Monitored Athletes', 'Monitored Groups', and 'Notified Users'. Each section has a red speech bubble icon and a sub-header. Below each sub-header is a search bar and buttons for 'Add monitored athletes/groups/users', 'Cancel', 'Add Multiple People/Groups', and 'Clear All'. Red arrows labeled '2' and '3' point to the 'Monitored Athletes' and 'Notified Users' sections respectively.

#1: Save the Alert and the section of who is monitored and notified is opened

#2: Choose the athlete/s or the group/s of athletes you want to monitor

#3: Choose who is notified of this alert

Add one Athlete at a time to the Monitored Athlete's List. Type in the athlete's name into the search box and click on it



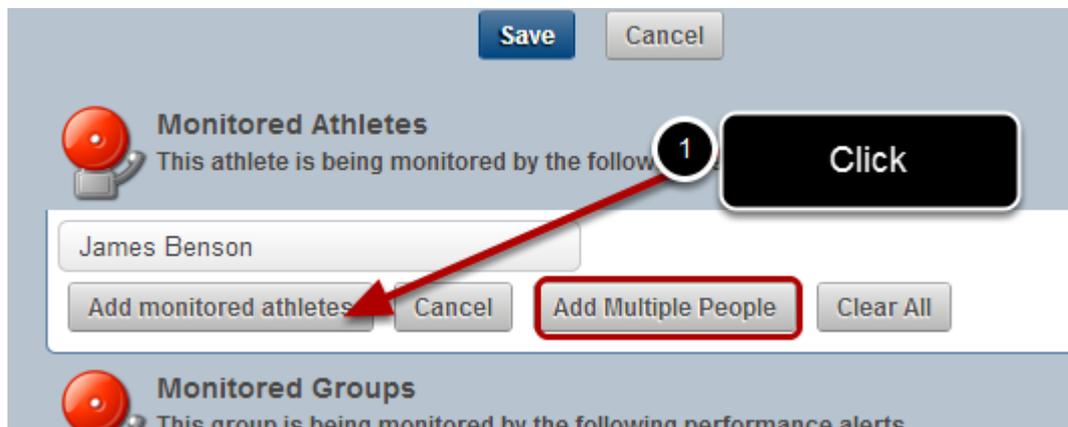
Select if you want to Monitor an entire **Group** of athletes, or if you want to select specific Athletes (you can have both athletes and groups set up).

To add a single athlete go to the Monitored Athletes section.

#1. Type in the name of the Athlete into the search box. Click on the name of the athlete

#2. Once the Athlete's name (e.g. James Benson) appears in the text box you need to click Add monitored athletes (shown in the image in the step below).

Click "Add monitored athletes" and the user will be added to the Monitored Athlete List



To Add Multiple Athletes at once to the Monitored Athletes List click on Add Multiple People (highlighted in the image in the step below)



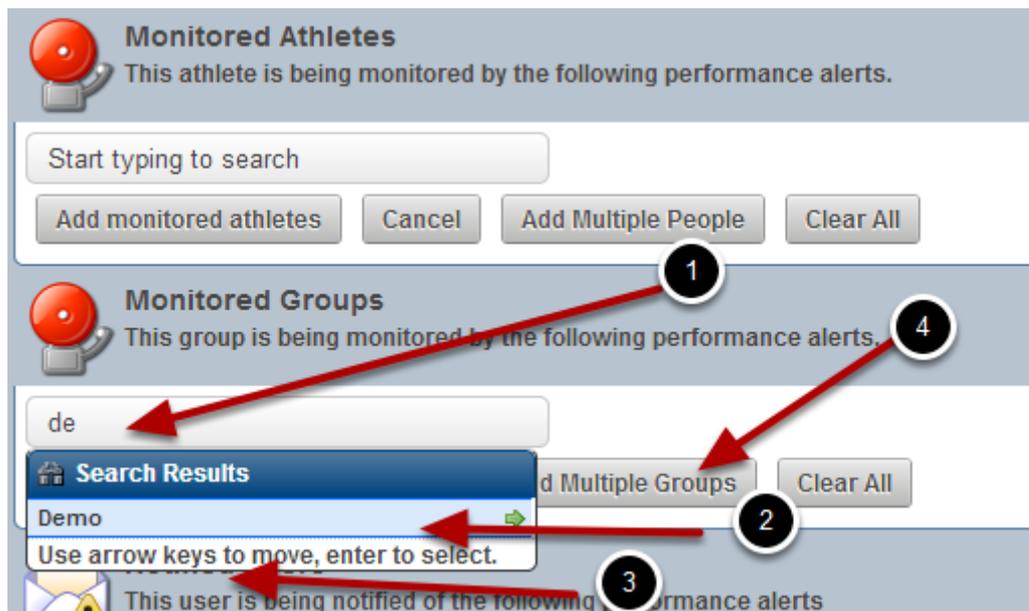
Once you click on Add Multiple Athletes a list of all of the users that you have access to will appear:

#1: Make sure there is a tick beside the name of any user you want to add and that they are all showing

#2: Click on "Add People"

These user will be added to the monitored athletes list.

## Choose to monitor an entire Group of Athletes



If you want to Monitor an entire Group of athletes go to the Monitored Groups section. Just as for a single athlete, you can type in the name of the group and add in one group at a time. Or, you can click on "Add Multiple Groups" and add in multiple groups.

#1. Type in the name of the Group into the search box.

#2: Click on the name of the group

#3. Don't forget to click "Add monitored groups" (the button is hidden in this image)

Or

#4 Click on "Add Multiple Groups" and select multiple users and click on "Add Groups"

Now choose who needs to get Notified when the alert criteria is triggered?

**Monitored Athletes**  
This athlete is being monitored by the following performance alerts.

	First Name	Last Name	Known As	Username	
1.	James	Benson		athlete	Remove
2.	Data	Entry	Data Entry		Remove

James Benson

Add monitored athletes Cancel Add Multiple People Clear All

**Monitored Groups**  
This group is being monitored by the following performance alerts.

Demo

Search Results

- Wesely Arnott
- James Benson
- Custom Dev
- Hamish West
- test user
- Use arrow keys to move, enter to select.

Add Multiple Groups Clear All

Known As	Username	
	team.admin	Remove

Add notified users Cancel Add Multiple People Clear All

Choose who will be notified when an athlete triggers an alert

## Notified Users

Once you select who needs to be monitored you must select the **Notified Users**: this defines which users will be notified when the alert criteria are triggered. You will NOT be added as a notified user unless you actually add yourself to the alert and your name appears in the notified user's list:

#1: Type in the name of the person who you want to be notified, e.g. **Wesely Arnott** and click on their name

#2: Once their name appears in the text box, click "Add notified users"

#3: If you want multiple people to be notified, select the "Add Multiple People" button and put a tick beside the users names who you want the notification to go to and click "Add People"

If you add in the wrong users or people you can delete them, or clear all of the users at once

The screenshot shows the 'Monitored Athletes' section of a software interface. At the top, there is a red circular icon and the text 'Monitored Athletes' followed by 'This athlete is being monitored by the following performance alerts.' Below this is a table with four columns: 'First Name', 'Last Name', 'Known As', and 'Username'. The table contains two rows of data. To the right of each row is a red minus sign icon and the word 'Remove'. A red arrow points from a black callout box 'Click to remove from list' to the first 'Remove' button. Below the table is a search input field containing 'James Benson'. Below the search field are four buttons: 'Add monitored athletes', 'Cancel', 'Add Multiple People', and 'Clear All'. A red arrow points from a black callout box 'Remove all monitored or notified users using Clear All' to the 'Clear All' button.

	First Name	Last Name	Known As	Username	
1.	James	Benson		athlete	Remove
2.	Data	Entry	Data Entry		Remove

You can remove users one at a time using the red remove button

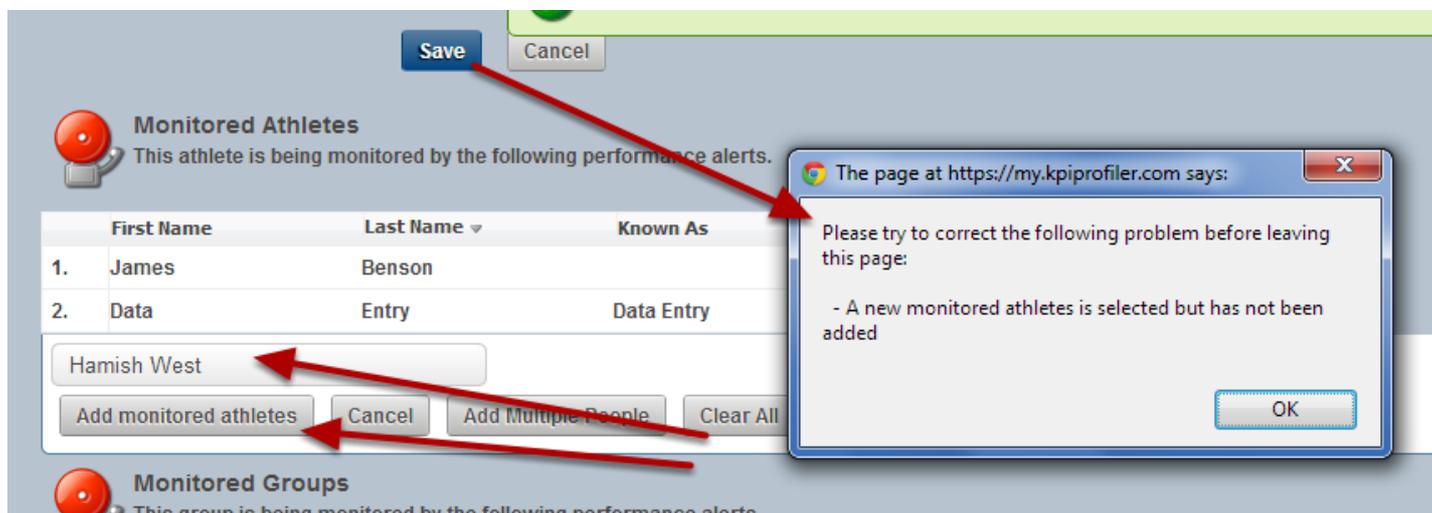
You can also clear the entire list by clicking on "Clear All". The list will be cleared and you can start again.

## What if I added athletes to the notified users list, or Coaches who do not have access to the Event Form or Athletes?

The Performance Alerts follow the same permissions structure that is set by your administrator. You can set up users to receive notifications for alerts, but if they do not have access to the users data (Event Forms) or to the monitored users, then the alerts will simply not be sent to that user.

Alerts are only set to users who can access their own data (e.g athletes) or to Coaches with access to the athlete and event form being used to create the alert.

Error Message: If you click on Save and you get the following message, it means you have a user in the text box that has not been added



This message is showing that text is in a search box and it is checking whether you want to add in the user to the list, e.g click on "add monitored athletes" to add in Hamish West to the list of monitored athletes.

-You can add the user

-Highlight the name and delete it

-Click on Cancel (beside the Save button)

All New Alerts that you create will appear on your Performance Alerts List



All of the Performance Alerts that you create will be available to view, edit and delete from the Performance Alerts List (access from the Home page by click on "Performance Alerts, then "Set up Performance Alerts").

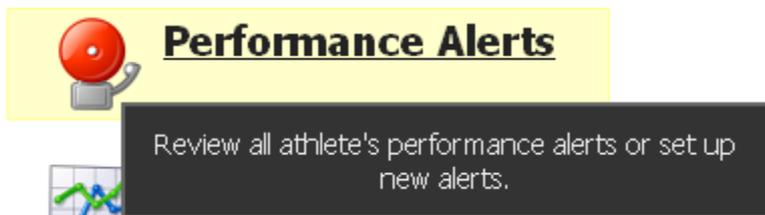
**To see what happens when alerts are triggered, see the next section.**

# Performance Alerts: Activated Alerts

Performance alerts allow you to specify when and how you get notified if a specific event (e.g. an injury event) or when a combination of information within a form/event is entered (e.g. high stress and poor sleep). This section shows you how you are alerted and outlines what to do with your activated alerts.

The Alerts are JUST a notification that something has been entered that you need to know about. If you delete them you do not remove any data from the system.

To see a complete list of Activated Performance Alerts click on the "Performance Alerts" button from the Home Page



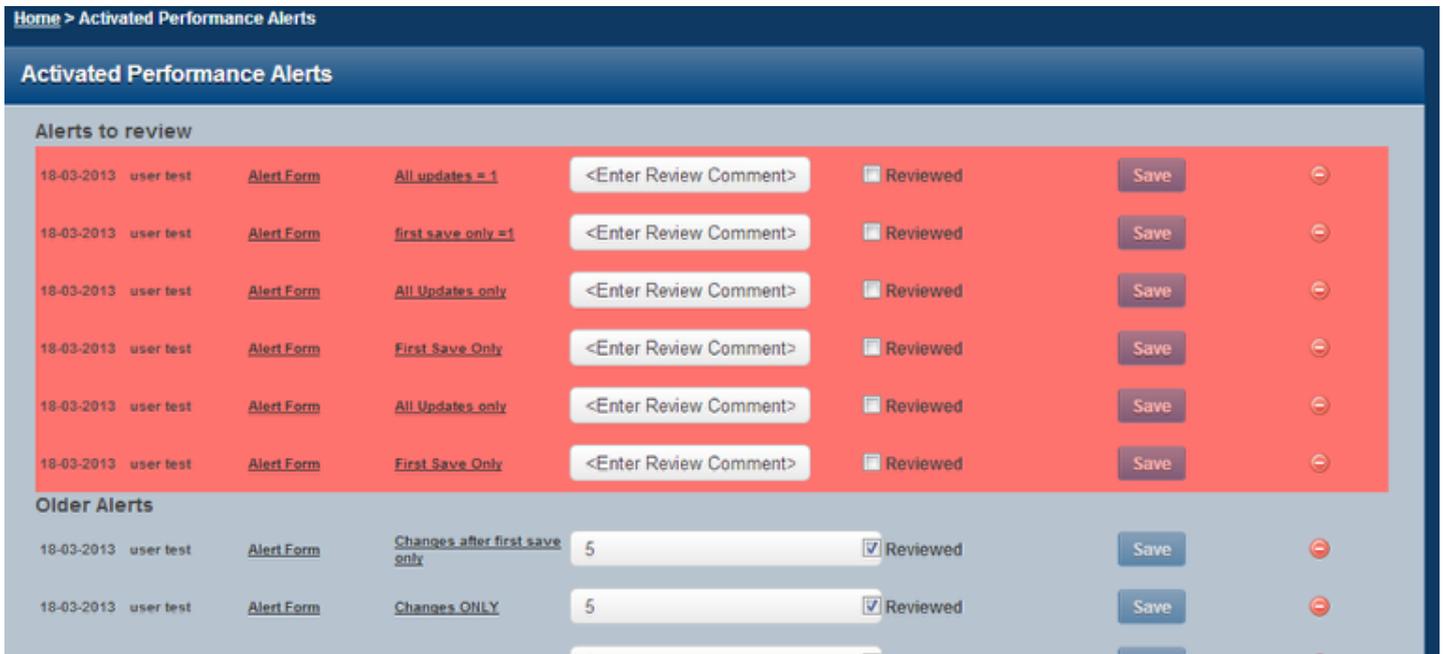
To view any Activated Alerts on your Alerts list click on the "Performance Alerts" button. This will take you to the Performance Alerts Page ( as shown in the image in the step below).

When a new alert is triggered, you may also receive:

- An e-mail
- A text message,
- An internal message to your internal mail account.

Where the message is sent, and what data is attached to it, depends on which communication preferences and additional communication preferences were selected when the alert was created.

## 1.0 A List of all of the alerts that are set to appear on the Activated Alerts Page will be shown on the Activated Alerts Page



## 2.0 E-mail Alert example (Send Pdf and Append Athletes details was ticked)



All E-mail alerts include the description of the Performance Alert and why it was triggered e.g. Injury Record, the Athlete Name

#1: A link will be displayed within the e-mail to take you directly to the software address, where you can login and see the information.

#2: If Send Pdf was ticked a pdf will be attached to the message to open and review.

#3: If Append Athletes details was ticked the athlete's contact details will appear

N.B. If Pdf was unticked when the alert was set up only the alert message and link will appear. No event data will be sent as an attachment.

## 2.0 E-mail Alert example (Send Pdf and Append with athlete's details was not ticked)



All E-mail alerts include the description of the Performance Alert and why it was triggered e.g. Injury Record, the Athlete Name,

#1: A link will be displayed within the e-mail to take you directly to the software address, where you can login and see the information.

No event data will be sent as an attachment and the athlete's contact details are not included either.

## 3.0 Internal Mail Alerts



All alerts sent through the Internal mail system are accessible by clicking the "inbox" link in the top right of the page. Click on an internal mail alert to be shown a pdf of the event ( if the alert was set up to send a Pdf)

## 4.0 ALL Activated Alerts

Activated Performance Alerts

Alerts to review

Date	User	Alert Form	Alert Details	Review Comment	Reviewed	Action
18-03-2013	user test	Alert Form	All updates only	<Enter Review Comment>	<input type="checkbox"/>	Save
18-03-2013	user test	Alert Form	first save only #1	<Enter Review Comment>	<input checked="" type="checkbox"/>	Save
18-03-2013	user test	Alert Form	All Updates only	<Enter Review Comment>	<input checked="" type="checkbox"/>	Save
18-03-2013	user test	Alert Form	First Save Only	<Enter Review Comment>	<input checked="" type="checkbox"/>	Save
18-03-2013	user test	Alert Form	All Updates only	<Enter Review Comment>	<input checked="" type="checkbox"/>	Save

Older Alerts

Date	User	Alert Form	Alert Description	Reviewed	Action
18-03-2013	user test	Alert Form	athlete has been contacted	<input checked="" type="checkbox"/>	Save
18-03-2013	user test	Alert Form	Changes after first save only: 5	<input checked="" type="checkbox"/>	Save
18-03-2013	user test	Alert Form	Changes ONLY: 5	<input checked="" type="checkbox"/>	Save

A complete list of the alerts will be shown for any athlete who has entered, or has had information entered about them that triggers an alert.

The alerts page JUST shows the name of the alert that has been triggered, and provides you with a link to see the actual data entry form (as shown in the step 5.0 below). To go directly to the actual event/form click on the "Form Name" link as shown in the image here.

The actual entry will be displayed to view (as shown in the image in Step 5).

## 5.0 The Actual Entry is displayed

Edit Alert Form for user test

On Date Mon 18-March-2013 from 7:45 PM to 8:45 PM

This Alert Form is marked as Completed

New Section

Section	Value
1-5	1

State  Injured  Rehabilitation  Poor  Average

Comments

Update Date	Details
18-03-2013	injured and 1

Add Row

Save & Close Save Draft Cancel

Once you click through, the actual entry is displayed. You can see the exact data that was entered that triggered the event.

## 6.0 Activated Alerts also appear in the Athlete History Page

The screenshot shows the 'user test's Performance History' page. On the left is a 'My Players' sidebar with a list of alerts. The main area displays 'Alerts to review' in a red background. A red arrow points to the first alert row. A black callout box with white text says 'Activated Alerts appear on the Athlete History Page as well.' Below the alerts is a table with columns: Date, by, 1-5, State, Comments, Update Date, and Details.

Date	by	1-5	State	Comments	Update Date	Details
19-03-2013	Data Entry	5	Excellent	entered offline	18-03-2013	entered offline
18-03-2013	Data Entry	5	Peaking	1 injured	18-03-2013	1 injured
18-03-2013	Data Entry	1	Injured		18-03-2013	Injured and 1

When you click to see an athlete's Athlete History Page, any Alerts that have NOT been reviewed will also appear here to ensure you are always notified of the athlete's progress. You can Review or Delete the Alert once you are notified of it (see 7.0 below so be shown how to delete or review the Alert).

## 7.0 On the Activated Alerts Page, or the Athlete History Page you can Review the Alert or Delete it.

This close-up shows the 'Alerts to review' section. A black callout box with white text says 'Write in a review'. A red arrow labeled '1' points to the text input field 'athlete has been contacte'. Other callouts are: '2' pointing to the 'Reviewed' checkbox, '3' pointing to the 'Saved' button, and '4' pointing to the delete icon. Below the alerts is a table with columns: Date, by, 1-5, State, Comments, Update Date, and Details.

Date	by	1-5	State	Comments	Update Date	Details
18-03-2013	user test			athlete has been contacte		
18-03-2013	user test			<Enter Review Comment>		
18-03-2013	user test			<Enter Review Comment>		
18-03-2013	user test			<Enter Review Comment>		
18-03-2013	user test			<Enter Review Comment>		
18-03-2013	user test			<Enter Review Comment>		

The Alerts are JUST a notification that something has been entered that you need to know about. If you delete them you will not remove any data from the system.

### Review and Save

#1: You can choose to write in a comment in the comments box to keep a record that the alert has been reviewed

#2: You then need to select the "Reviewed" box

#3: Click "Save" button. Reviewed alerts do not show in the Athlete History page, and they will not be highlighted red (as shown here).

### Delete

#4: The best practice is to delete alerts once you have reviewed them. Deleting the alert is as simple as clicking on the red delete button shown in the image here.

You can delete multiple alerts at once from the Activated Alerts Page by clicking on "Delete All". This will remove all of the alerts that are showing.

N.B. Deleting the alert from the Activated Alerts page doesn't affect the actual event that the athlete/coach entered. The only way to delete the actual data is to delete the actual entry/form.

# Performance Alerts: can't create the specific alerts you need because you need additional fields to be added to your Event Forms?

For very specific Performance Alerts you may need to create new fields in your Event Form to calculate historical information to get the most from the performance alerts

The screenshot shows a configuration window for a performance alert. The 'Name' field contains 'Daily Review change over'. The 'Alert Criteria' is set to 'Daily Monitor' with a 'Match All Criteria' sub-option. The 'Field Name' is 'Hours Stept'. The 'Condition' dropdown is open, showing a list of options including 'Equal To', 'Not Equal To', 'Greater than', 'Greater than or equal to', 'Less than', 'Less than or equal to', 'Changed By', 'Increased By', 'Decreased By', 'Percentage Changed By', 'Percentage Increased By', 'Percentage Decreased By', 'Significantly Changed', 'Significantly Increased', 'Significantly Decreased', and 'New Personal Best'. A red arrow points to the 'Equal To' option. The 'Search Term' field is empty. The 'Notification Criteria' is set to 'All updates'. The 'Message' field is highlighted in red. The 'Communication Preferences' are set to 'Internal only'. A yellow error message at the bottom reads 'The following errors need to be fixed before moving on: Message must be entered'. 'Save' and 'Cancel' buttons are at the bottom.

When you create a new performance alert for a numeric field you can select to be notified of anything from % change to a new personal best. However, most of the alerts are based on the last value entered to the next value. It does not work over a set number of days or a specific time period.

If you want to know if there has been a specific change over a certain time period then you need to ask your application Builder to set this up as a historic calculation IN the actual event form for you so that you can set up the performance alert for that specific field.

## On the Builder Site, the Builder can set up fields to include Historical Calculations (over a specific time period)

The screenshot displays the 'Calculation' section of a form builder interface. It includes a text area for an equation, a function selection dropdown, and date restriction settings.

**Visibility**

**Advanced Properties**

**Calculation**

Form Item Calculation  
Enter an equation. Example: Bodyweight \* 10. Bodyweight/Height

`lastvalue(Historical Today's Weight)  
-Today's Weight`

↑ ↓ ↶ ↷

Add Question: Add All

Available Functions: lastvalue

Date Restriction  
Restrict which historical data gets included

Last

1

days

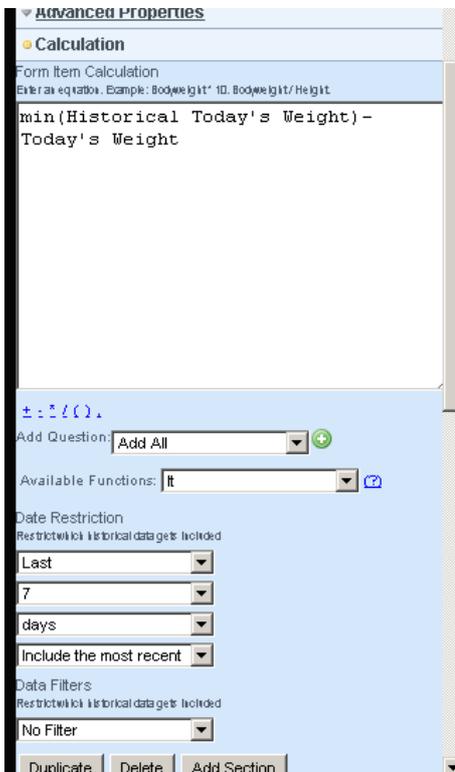
Include All

Data Filters  
Restrict which historical data gets included

No Filter

For this example we are calculating the difference from Yesterday's weight to today's weight. If there is no value entered for yesterday, the calculation will not calculate and the equation will be left blank.

You may want to calculate the minimum weight over the last week and see how today's weight differs



You can ask the Site Builder to add in field that calculate out differences over different time periods.

Other types of historical calculation used include setting a maximum, minimum and mean of a value over a specific time period (e.g. sleep over the last month)

### Daily Monitor

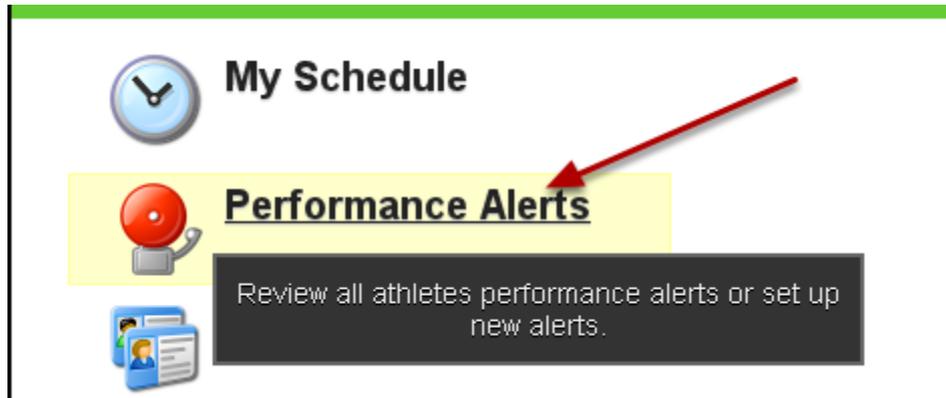
To monitor essential lifestyle and sleep information.

#### Lifestyle

Date of Entry	<input type="text" value="Tue 08-March-2011"/>
Age at Monitoring	<input type="text"/>
Today's Weight	<input type="text"/> <input type="text" value="kg"/>
Yesterday's weight	<input type="text"/>
Min Weight over the last week- Today's weight	<input type="text"/>
Hours Slept	<input type="text"/>
minimum hours slept	<input type="text"/>
maximum hours slept	<input type="text"/>
Average hours slept	<input type="text"/>

The example here shows min, max and mean hour slept over the past 1 month. Once you work with your Site Builder to create additional fields in your form, go back to the performance alerts page and set up the alert as outlined in the lesson called **Performance Alerts: Setting up your alerts**

Now go back to the application and set up the performance alerts you require based on these historical calculations



Go to the Set Up for the Performance Alerts



Create a new Performance Alert based on the new fields in your form e.g. decrease in average hours slept

Name: Daily Monitor sleep

Alert Criteria: Daily Monitor  
Match All Criteria

Field Name	Condition	Search Term
Average hours slept	Decreased By	10

Notification Criteria: All updates

Message: Percentage change by 10% in sleep over the past month

Communication Preferences: Internal only

Save Cancel

Use the new historical fields to set meaningful alerts for your data.

Or even if average hours slept drops below 6 hours for the month

Name: Daily Monitor sleep

Alert Criteria: Daily Monitor  
Match All Criteria

Field Name	Condition	Search Term
Average hours slept	Less than or equal to	6

Notification Criteria: All updates

Message: Percentage change by 10% in sleep over the past month

Communication Preferences: Internal only

Save Cancel

Another example of how historical calculations can be useful is looking at minimum ranges (like sleep below an average of 6 hours per month).

ALWAYS test your performance alerts and the historical calculations on a demo athlete to ensure that you have set it up correctly

demo triathlete100's Performance History  
History to view: All Recent Entries

Showing 10 per page

Alerts to review

Date	Athlete	Status	Actions
07-03-2011	demo triathlete100	Daily Monitor	Started
			<input type="text" value="Enter Review Comment"/> <input type="checkbox"/> Reviewed <input type="button" value="Save"/>

Recent entries over the last three months:  
[Daily Monitor](#)  
07-03-2011 Entered by Kyffin Peter

**Lifestyle**

Date of Entry	07-03-2011
Age at Monitoring	24 Years
Today's Weight	65.50 kg
Hours Slept	3
Resting Heart Rate	56
Sleep Quality	Average
Stress	High
Irritability	High

Always go into the event form and enter in a data for a test or demo athlete to ensure that the field is set up correctly in the form, and also that the performance alert is set up correctly. It may mean entering a months worth of fake data for one athlete, but it is better to get it right than miss the critical information that you need.

# Are your Athlete History pages full with Red Performance Alerts? You can delete them ALL at once using the Performance Alerts Module

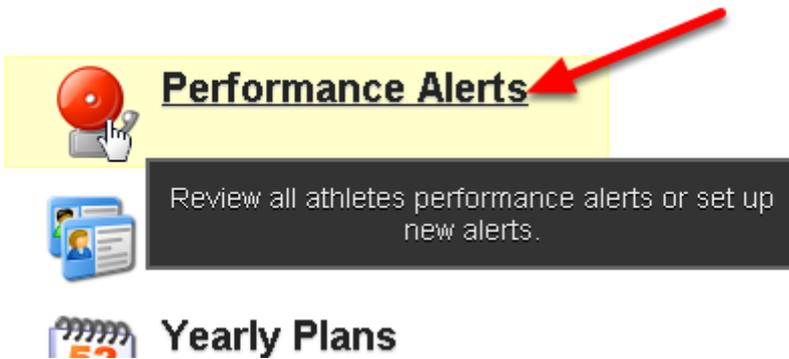
If you have Performance Alerts set up, and you do not delete them when they are triggered your Athlete History page could look like this:

The screenshot shows a web interface for 'demo triathlete100's Performance History'. At the top, there are navigation links for 'Summary Statistics', 'Reset', 'PDF', 'PDF (Form)', 'Intraday', and 'Delete All'. Below this is a green header with a dropdown menu for 'History to view:' set to 'GDPC Mood State' and a 'Dates:' section with 'All History' and 'Include All' options. The main content area is titled 'Alerts to review:' and contains a list of 12 red alerts. Each alert row includes a date, athlete name, mood state, a link to 'Edit athlete's ath alerts', a comment field with '-Enter Review Comment-', a 'Reviewed' checkbox, a 'Seen' button, and a delete icon. A red arrow points to the 'Edit athlete's ath alerts' link of the 7th alert. A black callout box with white text 'Alerts appear above the Athl...' is positioned over the bottom right of the alert list. Below the alerts is a table with columns: Date, by, Score, Unhappy, Tense, Miserable, Angry, and Fat. The table contains 5 rows of data.

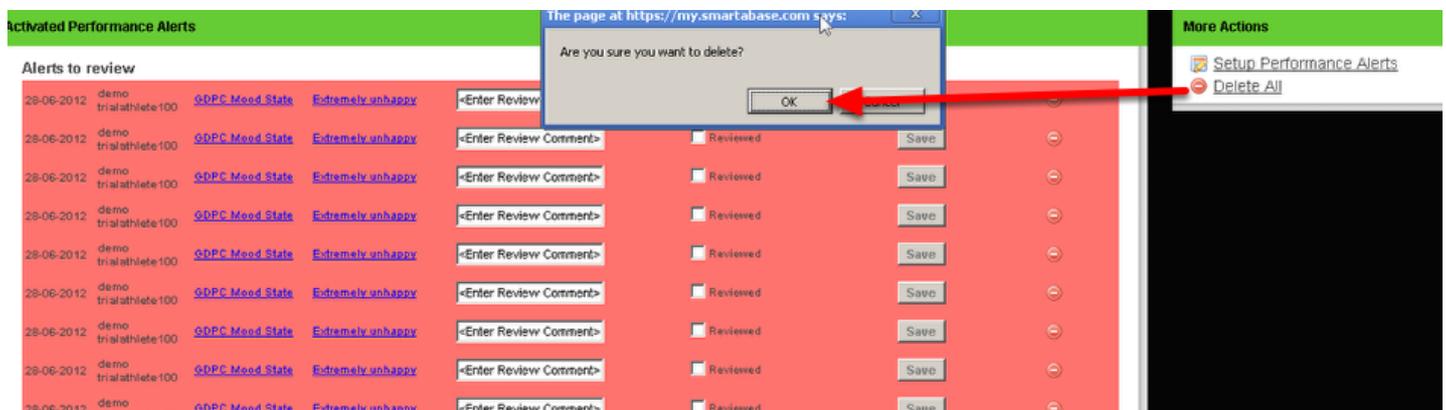
Date	by	Score	Unhappy	Tense	Miserable	Angry	Fat
23-06-2012	isanna hufte	19	Extremely	Moderately	Moderately	Not at all	Me
22-06-2012	isanna hufte	18	Extremely	A little	Moderately	Not at all	Me
21-06-2012	isanna hufte	18	Extremely	A little	Moderately	Not at all	Me
20-06-2012	isanna hufte	19	Extremely	Moderately	Moderately	Not at all	Me
19-06-2012	isanna hufte	20	Extremely	Quite a bit	Moderately	Not at all	Me

To remove these do NOT delete them any additional alerts will be added to this list and appear before the Athlete's History results

To remove any triggered alerts from the Athlete History Pages (and from the Activated Performance Alerts Page) click on the Performance Alerts Module



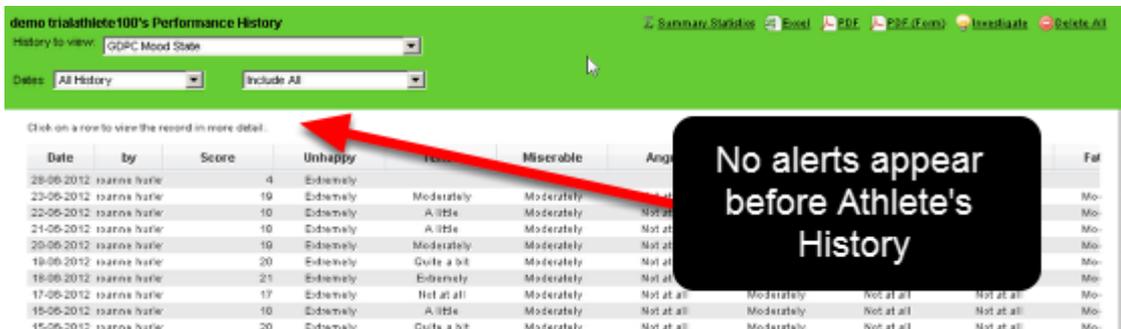
Click on "Delete All". All of the activated alerts showing on this page for this athlete, and for any other athletes, will be removed. These will remove the Alerts from the Activated Performance Alerts Page AND the Athlete History Page/s



The system will show you that it is deleting the Alerts that are shown on this page. If you have hundreds alerts across multiple pages you will need to click the Delete All button numerous times



Any Reviewed Alerts will remain in the list. All alerts that were coloured Red will be removed from the Performance Alerts Activated Alerts page



# Performance Alert FAQs

Below is a list of some of the user questions regarding Performance Alerts

## 1. Question Regarding Notifications for Athletes

The screenshot shows the 'Monitored Groups' section with a table containing one entry: 'All Clients' with the description 'All Fusion and Profiler Clients'. Below the table are buttons for 'Add monitored groups', 'Cancel', 'Add Multiple Groups', and 'Clear All'. The 'Notified Users' section below it has a search input field with the placeholder 'Start typing to search' and buttons for 'Add notified users', 'Cancel', 'Add Multiple People', and 'Clear All'. A red arrow points from the 'All Clients' group to the search field. A black callout box with white text says 'If you added these users into this list, they would all be notified'.

### Question

If I set up an alert to monitor a group of athletes, can I also set up these athletes to be the ones who receive the alert?

Example: I set up an alert to monitor a group's 40m sprint time for a personal best. I then want to alert the athletes themselves if they run a personal best, so I also want them to be notified users.

Does this work? Does an athlete only get alerted based on their own data, or would they be alerted if another athlete ran a PB, even if they are not the coach of that other athlete?

Or, do I instead have to set them up one by one – i.e. an alert for each athlete about just themselves?

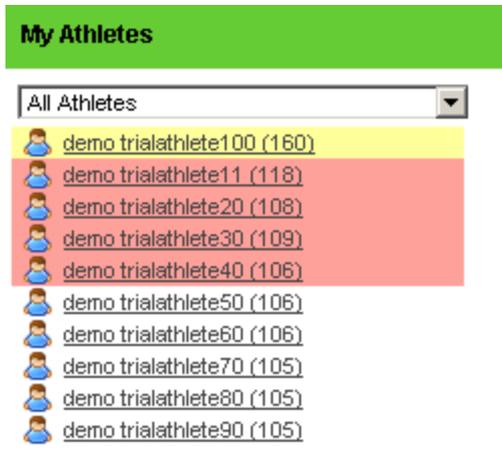
### Answer

Yes, now that the Performance Alerts are ONLY sent to users with the correct permission, you can set up an alert like you have outlined above and the alerts will only be sent to the correct athletes who triggered the alert.

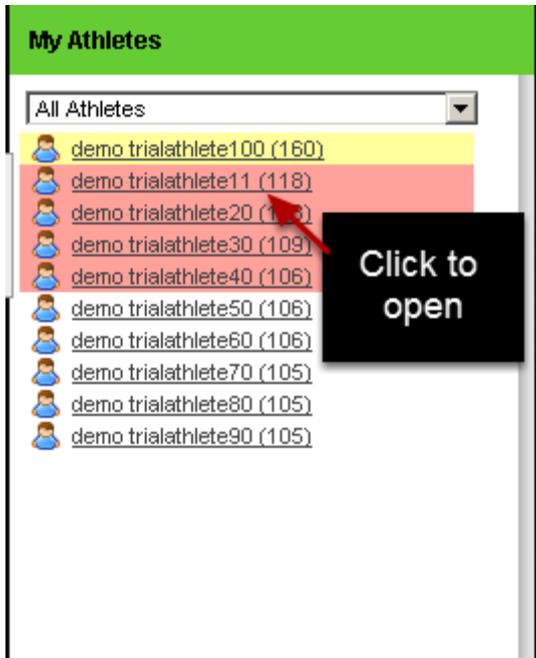
# The Side Bar

# The Side Bar

The Sidebar is available for you to review all of your athletes data by form.



To view one athlete's data, or to enter in new data click on the name of one of the athletes



If you are tracking injury/illness data each athlete might be coloured according to the status of an injury or illness. The colours here indicate injury status

The screenshot shows a software interface with a green header bar. On the left, under 'My Athletes', a dropdown menu is open for 'demo triathlete11 (118)'. The menu items are: 'Injury / Illness Record', 'Injury / Illness + Treatment + Games', 'Injury / Illness Record + Treatment (1)' (highlighted in red), 'New Injury / Illness Record + Treatment', 'History', '25-Jan-2011 Injury Diagnosis Facet joint OA thoracic spine' (highlighted in red), 'Injury Record + Treatment (1)', 'Injury Record - Separate Treatment', 'Injury Record- Athlete Enters', 'Injury- Basic Form (1)', 'Medical Appointment', 'Medical Screening', 'Medications (2)', and 'SOTAP Record'. Below the dropdown, the athlete's name 'demo triathlete11 (Male, 26, 12-08-1984)' is highlighted in red. On the right, a 'Welcome' bar contains a clock icon and the letter 'N', a red speech bubble icon and the letter 'P', and a person icon and the letter 'A'. A black box with white text 'Injury- unavailable to play' is overlaid on the interface. At the bottom right, there are icons for a document with a green plus sign and the letter 'E', a document with a green plus sign and the letter 'A', and a document icon with the letter 'G'.

You can see how many records have been entered for each athlete by event

**My Athletes**

demo triathlete11 (118)

- [-] Fitness Testing (57)
  - [+] 1 and 3 RM Testing (10)
  - [+] 1-1-2 Cut Drill
  - [+] 30m Flying Sprint
  - [+] 40-m Sprint (38)
  - [+] 40m Reaction Time Sprint
  - [+] 5-10-5 Pro-Agility
  - [+] 5-10-5 Pro-agility Smartspeed
  - [+] 5-40 Sprint
  - [+] Grip Strength
  - [+] Heart Rate Max
  - [+] MFITS
  - [+] Repeated Jump Test

demo triathlete11 (Male, 26, 12-08-1984)

Message  
History  
Profile

**118 Records**

**57 records for fitness testing**

**1RM, 40m Sprint have records**

Click on a "Plus" beside any of the event form names to see the actual entries and any summary fields. Additional buttons will also appear, to take you to the history for that form or to enter in new data for that form.

You can look at the history for an event/form

**demo triathlete11's Performance History**

History to view: Overhead MB Toss

Date: All History Include All

Click on a row to view the record in more detail.

Date	by	Med Ball Weight	Distance Thrown
12-04-2011	Markus Deutsch	5	12
<b>Average</b>		<b>5.00</b>	<b>12.00</b>

**Opens history for that event**

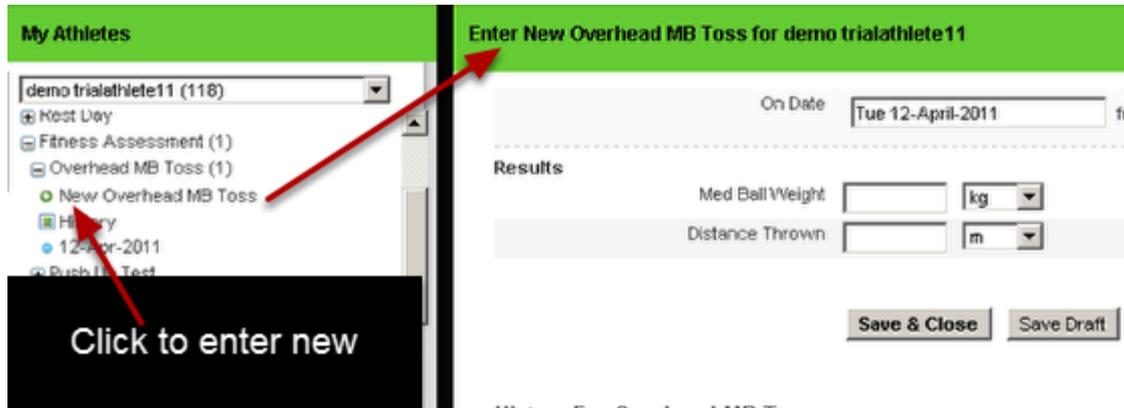
Overhead MB Toss (1)  
New Overhead MB Toss  
History  
12-Apr-2011  
Push Up Test  
Sideways Shuffle  
Sit and Reach Flexibility Test  
Fitness Testing (57)  
GPS Summary  
Match  
Medical (5)  
Monitoring (45)  
demo triathlete11 (Male, 26, 12-08-1984)

Message  
History  
Profile

You can see the history for a specific type of event by clicking on the "History" icon underneath the name the event form. This will take you to the "Athlete History" page for that event.

Summary data will appear in the sidebar if it has been set up by your site Builder.

You can enter in new data by clicking the the "New \_\_\_\_\_" underneath the Event Form name



If your sidebar is set up for entering in medical data with linked records you can enter this in directly in using the sidebar without having to open the injury/illness record



This injury record has additional records that can be "linked" to it. This is set up so that when you view the injury record you can see the different medications or assessments that have been done specifically in relation to this event. You can see here that the injury record has had 2 medication events entered and a postural form as well (as shown in the image below).

An example of the linked records as they appear when the original injury is opened.

Missed (7) Number of Games 0  
Missed (7) Number of Days Unavailable 0

**Treatment Information**  
Please record any treatment details in the table below. To add a new row, click the "Add Assessment" button.

Assessment	Subjective	Objective	Treatment	Action	Summary	Entered By	Entered On
25-01-2011	treated and in severe pain						
12-04-2011	getting back to full ROM				L Pronated = 3 R Pronated = 0 L Supinated = 0 L Arch = 1 L Toe In = 1		

**Injury Form** [And Print] [Save & Lock] **[Save this Injury]** [Save and Enter Another] [Cancel]

**Medications** [New Medications] [New Postural/Musculoskeletal]

Date	by	Medication	Amount Given	Units	Frequency	Acute/Chronic	TUE Required	Reason	Linked
25-01-2011		Paracetamol	45	mg	3 x day	2-7 days	No		
25-01-2011		Ibuprofen	50	mg					21961 Ibuprofen 50.0mg 3 x day

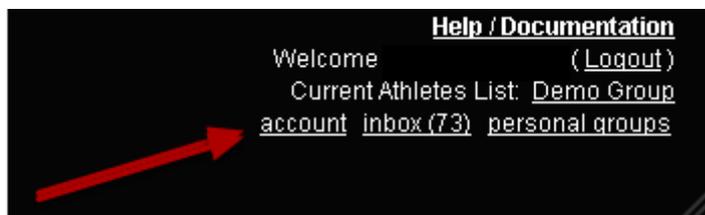
**Postural/Musculoskeletal**

Date	by	L Pronated Important	R Pronated Important	L Supinated Important	R Supinated Important	L Arch Important	R Arch Important	L Toe In Important	R Toe In Important
12-04-2011		Important	Important	Important	No	Important	No	Important	No

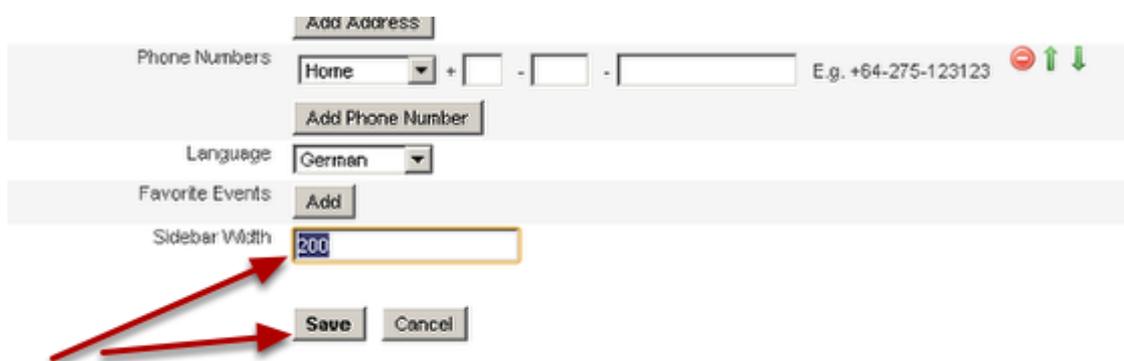
**Linked Records**

# Changing the width of the sidebar

You can change the width of the sidebar in you Account settings (top right of the page)

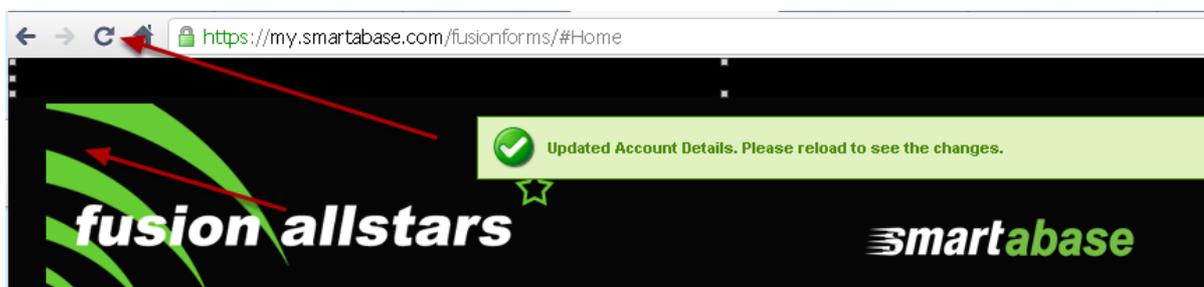


At the bottom of your account information you can specify Sidebar width... this is in pixels, NOT cm!!

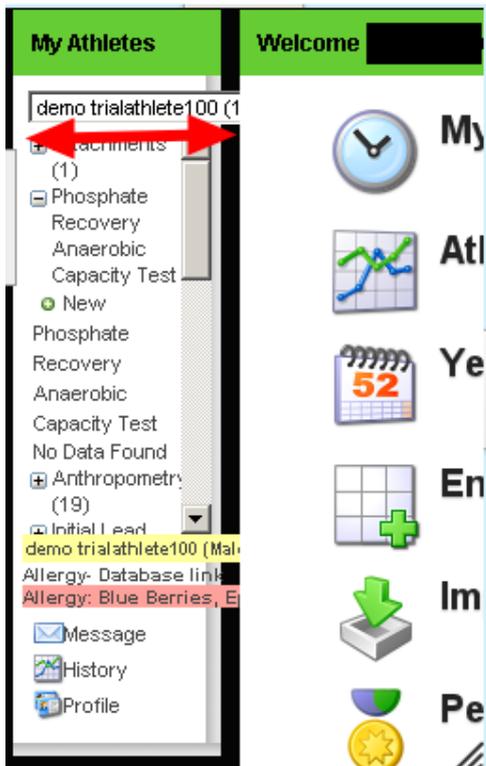


Change the width and click save

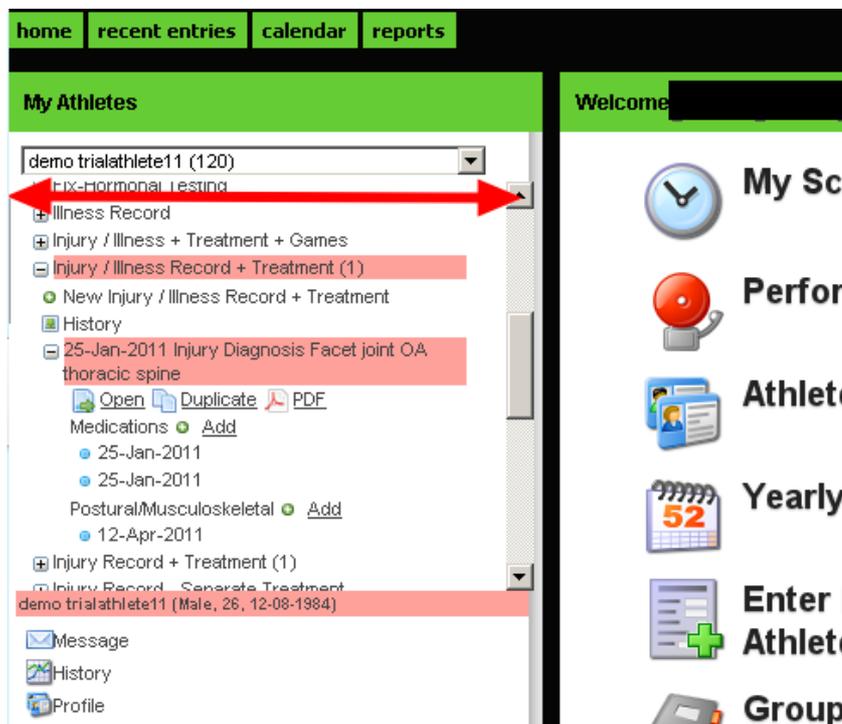
Once the changes are saved you need to reload to see the changes



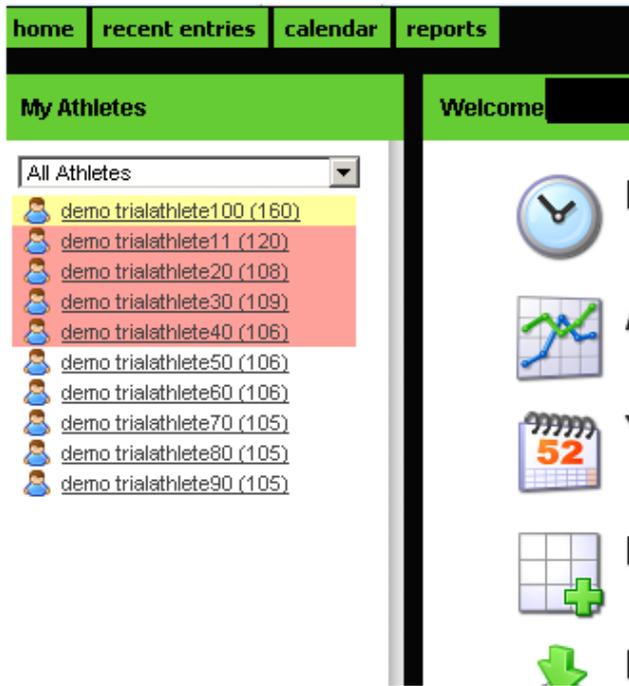
This is set to 100 pixels.. clearly too narrow



This is set to 300, which might be too wide



This is set to 200 pixels, the default width is about 220.

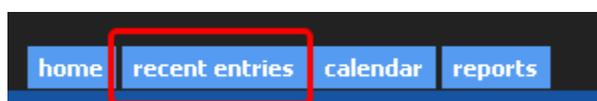


# Recent Entries and The Athlete History Modules

# Recent Entries

The recent entries is a great way to see what information has been entered recently by your athlete's and by other professionals. It shows and displays the most recent information entered. If you are interested in a specific type of event, simply select to view on a specific form using the "Recent Entries" drop down box.

The Recent Entries Tab allows you to see the recent information entered by athletes and other professionals



Click on the "recent entries" Tab to be shown the recent data activity for the athletes who you have access to .

The most recent entries across all of the data you collect will be shown. Scroll down the page to see information.

Recent Entries Showing 10 per page

View All Data

---

**demo rugbyplayer1** [Prone Bridge Hold](#) ← Click to see the actual entry  
Jun 24, 2009 **Prone Bridge Test**

You will need a stop watch for this test: In a lying position raise your body off the ground so your weight is supported by your hands and toes. Your back needs to stay straight (parallel with the floor) as as soon as it raises up or drop down, stop the test.

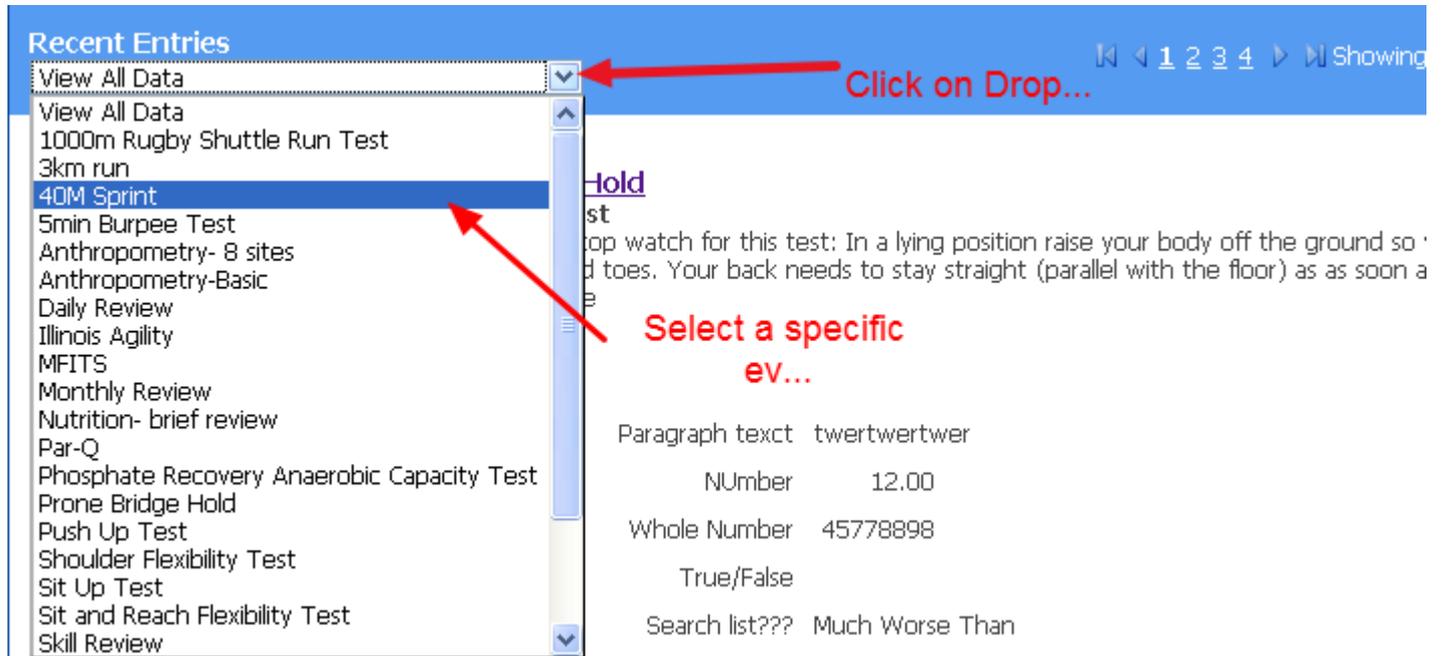
Prone Hold 12.00 s  
Single line Text sdfaert  
Paragraph text twertwertwer  
Number 12.00  
Whole Number 45778898  
True/False  
Search list??? Much Worse Than  
Single selection, chart by default Average  
Overtraining  
date difference 9 Days  
Date 01-06-2009  
Date 3 10-06-2009  
Coach rating enter only, viewed ★★★★★



Enter New  
Entered by demo coachrugby4

All of the recent entries will be shown by date, and you can select on the blue "Form Name Link" to be take to see/edit the actual entry.

## Select to view the recent activity for a Specific Type of Event



The screenshot shows a 'Recent Entries' dropdown menu. The menu is open, displaying a list of event types. A red arrow points to the dropdown arrow at the top of the menu, with the text 'Click on Drop...'. Another red arrow points to the '40M Sprint' entry in the list, with the text 'Select a specific ev...'. The background shows a partial view of a form with various input fields and labels.

Paragraph text	twertwertwer
NUmber	12.00
Whole Number	45778898
True/False	
Search list???	Much Worse Than

You can view the recent history for a specific event by click on the "Recent Entries" Drop Down box and selecting a specific Event. All of the recent information entered for that event will be displayed down the page.

## Entered Today and/or Overdue drafts



The screenshot shows a list of drafts. Each draft entry consists of a checkbox, a link to the draft, and the user's name. A red arrow points to the 'Overdue' status of a draft, and another red arrow points to the 'Last 48 Hours' filter button. The 'Monthly Review' draft is checked.

<input type="checkbox"/>	<a href="#">Plyometric Session - Plyometric Max</a>	demo Sam
<input type="checkbox"/>	<a href="#">Plyometric Session - Plyometric Max</a>	demo Sam
<input type="checkbox"/>	<a href="#">Plyometric Session - Plyometric Max</a>	demo Sam
<input type="checkbox"/>	<a href="#">Plyometric Session - Plyometric Max</a>	demo Sam
<input type="checkbox"/>	<a href="#">Plyometric Session - Plyometric Max</a>	demo Sam
<input type="checkbox"/>	<a href="#">Plyometric Session - Plyometric Max</a>	demo Sam
<input type="checkbox"/>	<a href="#">Plyometric Session - Plyometric Max</a>	demo Sam
<input type="checkbox"/>	<a href="#">Plyometric Session - Plyometric Max</a>	demo Sam
<input checked="" type="checkbox"/>	<a href="#">Monthly Review</a>	demo Ian

On the right of the recent entries page any events which have been entered within the last 48 hours will be available to review.

Any events that have been entered as drafts and have NOT been entered as saved and closed will also appear on the right of the recent entries page. The image here shows that there is data which should have been entered, but it is now overdue. You can click on a blue link to be taken to that entry to enter in the information.

# Athlete History

This is where you see all of the history for a single athlete that you, an athlete, or another coach/professional has entered into the system.

## Athlete History



**Athlete History**



**Reports**

Load the complete performance history of an athlete with charts and data tables.

### The History Page

To view an athlete's history at any time, select the "Athlete History" icon on the Home Page (as shown above).

Additionally, when you enter a new event for an athlete and select **Save and Close** you will be taken directly to the Athlete History Page. This shows you the **new** entry that you have added, as well as all of the past entries by each specific form/event for that particular athlete.

## Select the Athlete's History you want to view

Select Athlete



Mouse over the athlete and then click on an image, or the athlete's name to be taken to their history.

# The Most Recent Entries appears Automatically

History to view: **All Recent Entries**

**Plyometric Session**  
Jun 13, 2009  
Entered by demo Coach  
**Session Details**

Warm Up

Exercise/Drill	Distance	Reps	Sets	Rest (min)	Comments
Deep lunge jump		3	5	2	focus on technique
Sprinting	20	3	3	3	focus on acceleration
Ricochet jumps-SL		5	3	1	focus on stability
3 step lead into on-box jump		3	4	3	stable landing

Athlete's Rating of their Performance ★★☆☆

The Recent Entries is automatically displayed to show all of the recent information that has been entered by or for that athlete. To view the history for a specific event/field, click on the drop down box as shown in the step below.

## View Specific Event information

Home > Select An Athlete > demo Andrew's Performance History

**demo Andrew's Performance History**

History to view: **All Recent Entries**

- All Recent Entries
- All Recent Entries
- 1000m Rugby Shuttle Run Test
- 3km run
- 40M Sprint
- 5min Burpee Test
- Agility Session
- Anthropometry- 8 sites
- Anthropometry-Basic
- Daily Review
- Doping Test
- Illinois Agility
- Injury
- MFITS
- Monthly Review
- Nutrition- brief review
- Par-Q
- Phosphate Recovery Anaerobic Capacity Test
- Plyometric Session
- Prone Bridge Hold
- Push Up Test

**3km run**  
Jun 24, 2009  
Entered by Sh  
**Time to com**  
Record the tim

**Daily Review**  
Jun 15, 2009  
Entered by Sheaf Robin

To view other information that has been entered for this athlete, click on the drop down box beside "History to View" (as shown in the image above) and click on the form that you want to view. If there is any information stored for that event/form it will be displayed.

# The Athlete History for the chosen event will be displayed



## The Athlete's History

The History Page shows all of the information entered by Form/Event (e.g. by Injury, Daily Review etc). The image above shows the history for the 3km Event Form. The coloured performance backgrounds are shown automatically, and any information which the administrator wanted to show as a graph is displayed in graph format (as shown in the image). You can rapidly see where the performance information is trending.

To view the actual Event/Entry, click on a cell row (as highlighted in the rectangle in the image above)

# Viewing the Actual Entry after clicking on a Row in the Athlete's History

Home > Select An Athlete > demo Andrew's Performance History > Edit 3km run For demo Andrew

Edit 3km run For: demo Andrew

On Date: 24-06-2009 from 5:30 PM to 6:30 PM 26-05-2009

This 3km run is marked as completed

**Time to complete 3km run**  
Record the time it takes to run around a 400m track 7.5 times. Run as fast as possible.

Track/weather: Indoor Indoor

3km time: 11.29 minutes 11.30 min (-0.01, -0%)

All fields valid

Save & Close Save Draft Cancel

## Viewing A Single Event

From the Athlete History Page just click in a cell from a row in the History table. For this example we clicked on the 3km Event entered on the 24-06-09. The actual Event Entry form loads in a separate page (as shown in the image in this section). You can see all of the original information. You may have access to Edit this page, but remember that any changes you make will need to be saved.

## PDF and Delete

- You may have access to edit this information. Simply change the information directly on this page and select "Save and Close" to re-save the new information.
- You may have access to create a .pdf document of this event by selecting "PDF", naming the file and creating a report.
- You may have access to **Delete** the entire event from the system. **DO NOT DELETE ANY** of your information as it is needed to have an accurate and complete review of all information entered by athletes. If you want to remove any entry talk to your coach/administrator first.

## To Get Back to the History Page from the Edit Page:

To go back to the History Page:

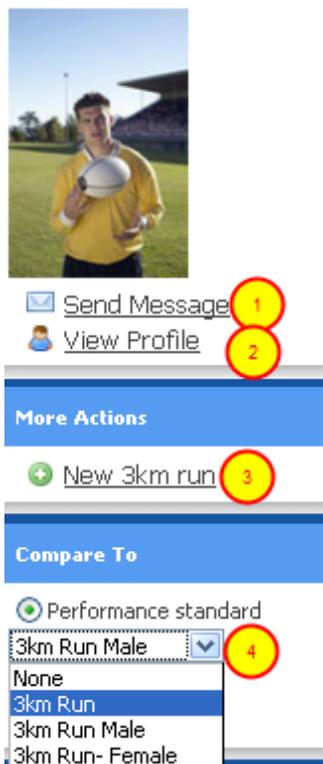
#1 Click "Cancel" on the bottom of the Entry and select "OK" when you are asked if you are sure you want to lose all changes

or

#2 Click on the trail bar link (highlighted in the image above). You will be asked "Are you sure you want to lose all changes?".

- Click OK if you haven't made any changes to the form and want to return to the History page.
- Click Cancel to stay on the Page so that you can edit the form, and then once you have select "Save and Close". You will be returned to the Athlete History page and your changes to the form will be shown in the History.

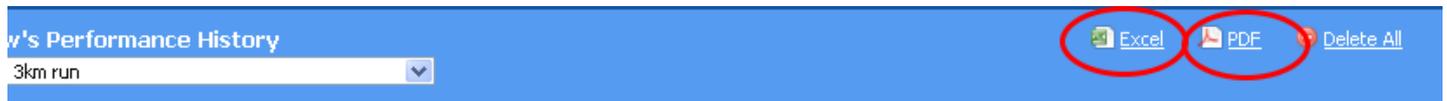
## Quick Guide Tips on the Athlete History Page: Add a new Event, E-mail the Athlete or choose a different comparison to compare their history to



On the Athlete History Page, you can

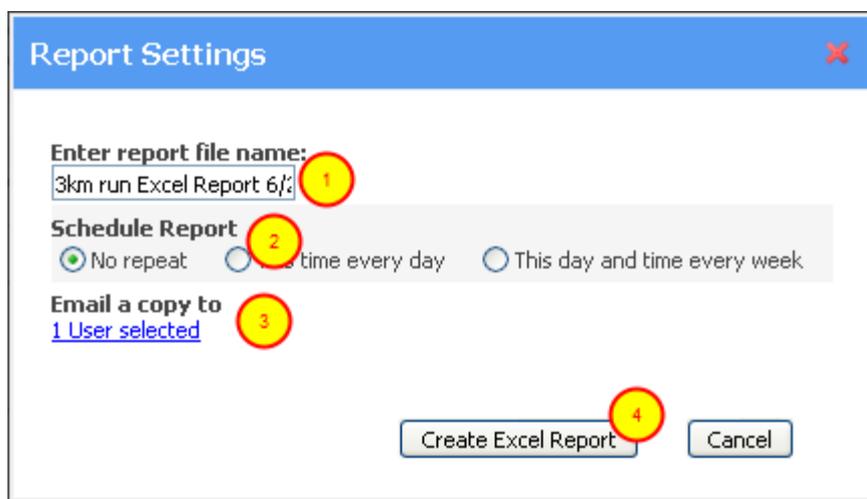
- #1: Send the Athlete a message that goes to their mobile phone or e-mail account.
- #2 View their Profile information in case you need to find out any emergency information.
- #3 Add in a New Event of this type (click on the New 3Km run in the More Actions box)
- #4 Compare their data to different Performance Standards that have been sent up for that specific form (click on the drop down and select a different one).

# Export the History Data for the Athlete to a PDF or an Excel Spreadsheet



To create an Excel or PDF report of all of the information shown on the History Page for a specific event. Click on the "PDF" or Excel links shown in the image above

## Complete the Report Name, E-mail it, or Run the Report



#1 Report Name: Enter the Report name in the text field

#2 Schedule Report: Schedule the report for No repeat

#3 Email a copy to: Select if you want to send a copy via e-mail to an Athlete or Coach on the system

#4 Click to create the Report. It will run and be available on your downloads list.

# The Reports Module

# Saved Reports-Important Changes to include Future Athletes in a Group in Saved Reports

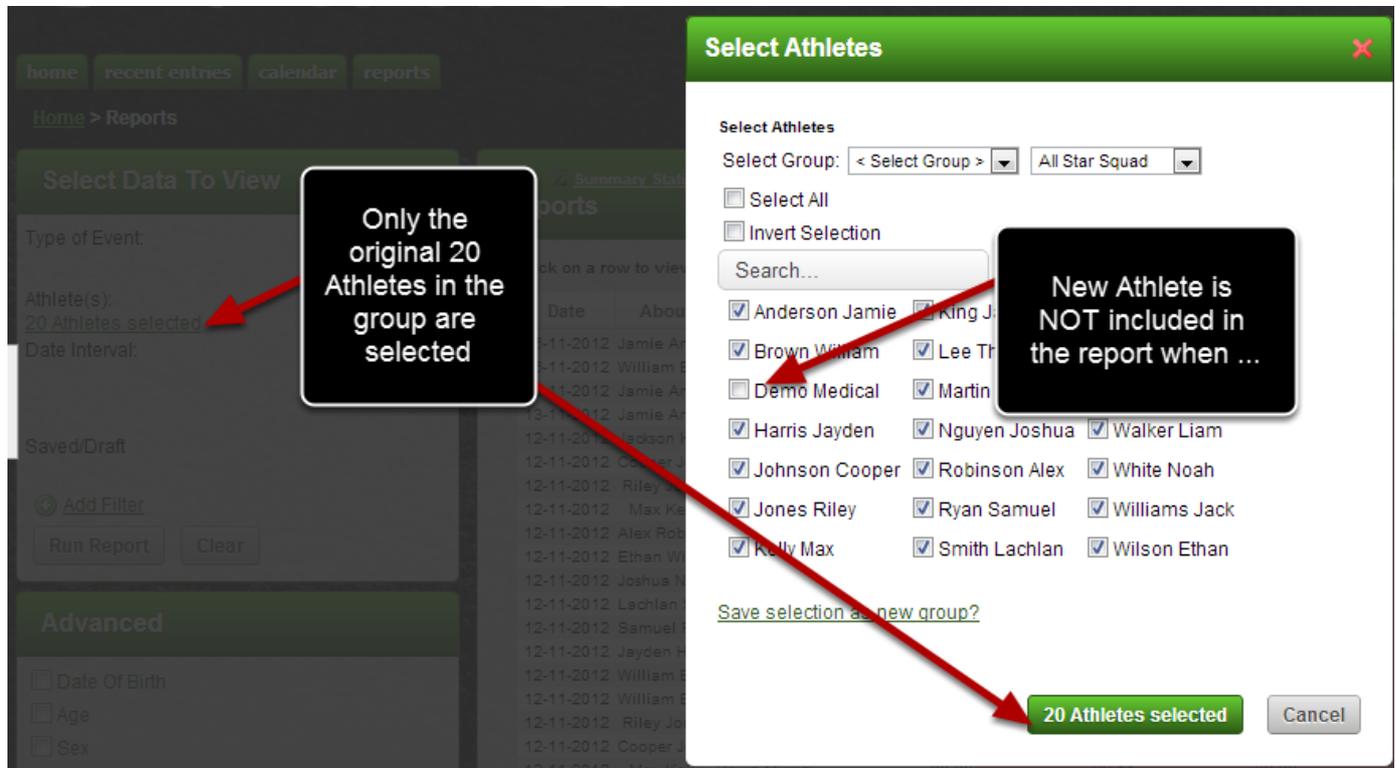
When you ran a Saved Reports on the Reports Module it ONLY included the athletes that were selected from the Athletes (s) selected group. No new players added to a group were included

The screenshot shows a software interface with a green header bar. On the left, there is a 'Text Data To View' section with a dropdown menu for 'Type of Event' set to 'Anthropometry- 8 sites'. Below it, 'Athlete(s): 20 Athletes selected' is displayed. A callout box with a black background and white text says: 'There are 20 Athletes in this group. The report was saved to include all 20 athletes.' The main area is titled 'Reports' and contains a table with columns: Date, About, by, Wt, BMI, Sum 8, % BFat, and Fat Free Ma. A red arrow points from the 'Save' button in the top right to the 'Athlete(s): 20 Athletes selected' text.

Date	About	by	Wt	BMI	Sum 8	% BFat	Fat Free Ma
15-11-2012	Jamie Ander		55.00	19.03	47.00	6.81	
15-11-2012	William Brow		66.00	16.84	34.00	5.30	
15-11-2012	Jamie Ander		66.00	16.84	34.00	5.30	
13-11-2012	Jamie Ander		77.00	19.64	47.00	6.81	
12-11-2012	Jackson King		2.00	0.50	28.00	4.30	
12-11-2012	Cooper John		2.00	0.50	28.00	4.30	
12-11-2012	Riley Jones		2.00	0.50	28.00	4.30	
12-11-2012	Max Kelly		2.00	0.50	28.00	4.30	
12-11-2012	Alex Robinsc		2.00	0.50	28.00	4.30	
12-11-2012	Ethan Wilsor		88.00	39.11	38.00	6.31	
12-11-2012	Joshua Nguy		2.00	0.50	28.00	4.30	
12-11-2012	Lachlan Smi		2.00	0.50	28.00	4.30	
12-11-2012	Samuel Ryai		2.00	0.50	28.00	4.30	
12-11-2012	Jayden Harri		2.00	0.50	28.00	4.30	
12-11-2012	William Brow		88.00	39.11	38.00	6.31	
12-11-2012	William Brow		2.00	0.50	28.00	4.30	

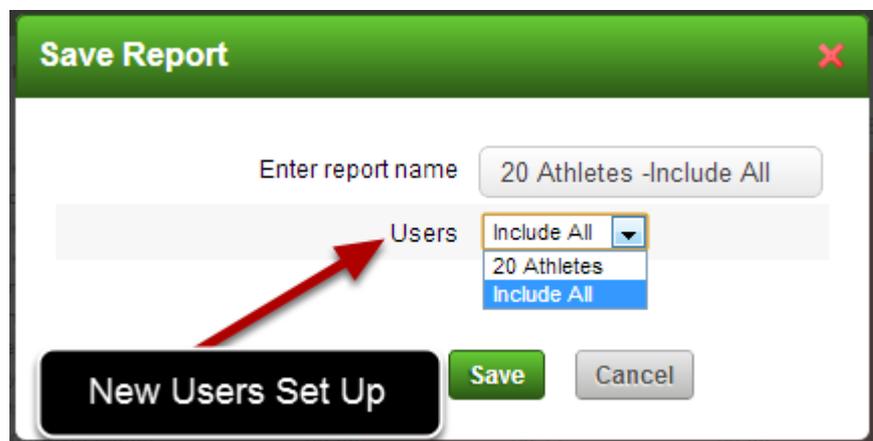
When you Saved a Report on the Reports Page, you could include all or some athletes in the report by selecting them using the Athletes Selection pop up box. However, only the athletes selected at the time the report was saved would appear when the report was loaded next.

If a new Athlete was added to the Group, they would NOT automatically be included when the Saved report was loaded (e.g. the new Medical Demo Athlete is not ticked)



When the Saved Report was loaded, it did not include any new athletes added into that group. Because new athletes were not automatically included, you had to tick the new athlete and save the report again. Now, you can select to automatically include all new athletes when you are saving a report (see the steps below).

Now when you select to Save a Report you will be asked if you want to save it to include only the specific "No. Athletes", or to "Include All"



There is now a new feature on the Save Report pop up box. "Users" has been added to enable you to select to save for Report for the selected, or for all athletes:

-To Save the Report for only the selected athletes (regardless if new athletes are added to this group) select the "No. Athletes" (e.g. 20 Athletes) option.

This means ONLY the 20 athletes and no other users will appear in this report when you run it for the group you created it for.

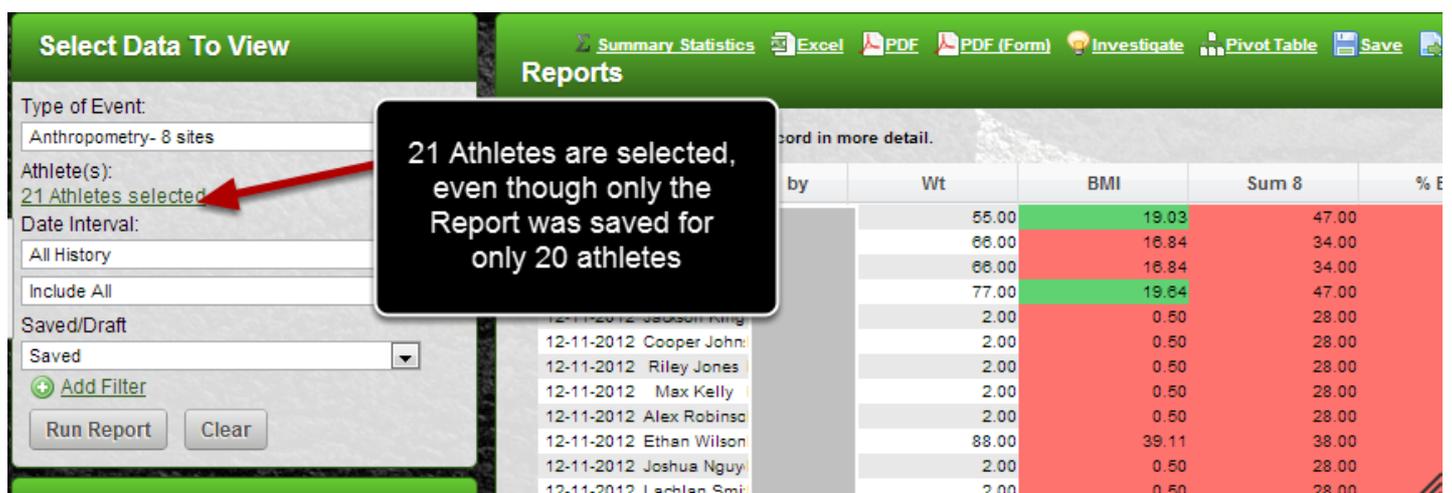
-To Save the Report to INCLUDE any new athletes that are added to the group click on "Include All". This will mean that all of the current athletes in the group and any NEW athletes will appear in the report each time it is run (as shown in the image below).

This means when a new person is added into this group, if you saved the report as "Include All" all of the athletes (including any new athletes) will automatically appear in the loaded report

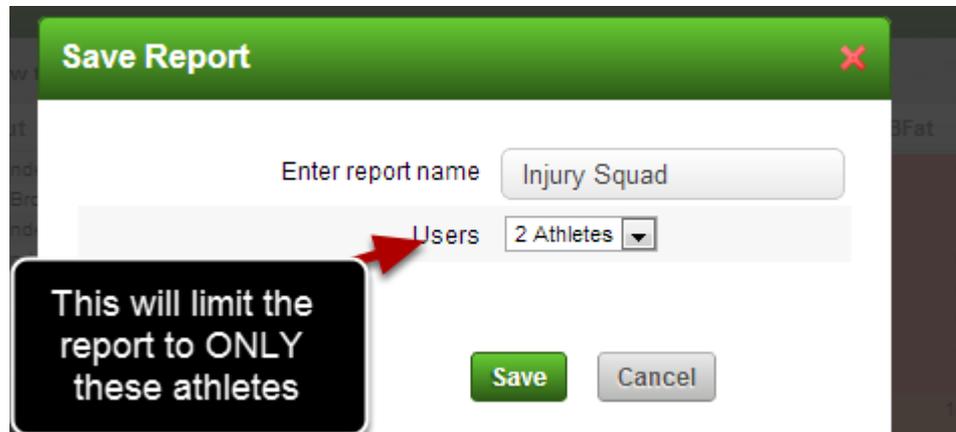


This is the original report that was Saved in the first step of this lesson. At the time there were only 20 athletes in the group, but the report was set up to Include All. This means if any new athletes are added, they will be included in the report when it is loaded (as shown in the image in the step below).

When Include All is selected any new athletes added to the group are automatically included in the Report.



Lastly, if you select 2 Athletes out of a Squad and you **ONLY** want to save the Report for these players, ensure you select the 2 Athletes option



If you only want to include specific athletes from a group in a report, then select the athletes and when you save the report, ensure you select the "2 Athletes" option. This will save the report for these two athletes only.

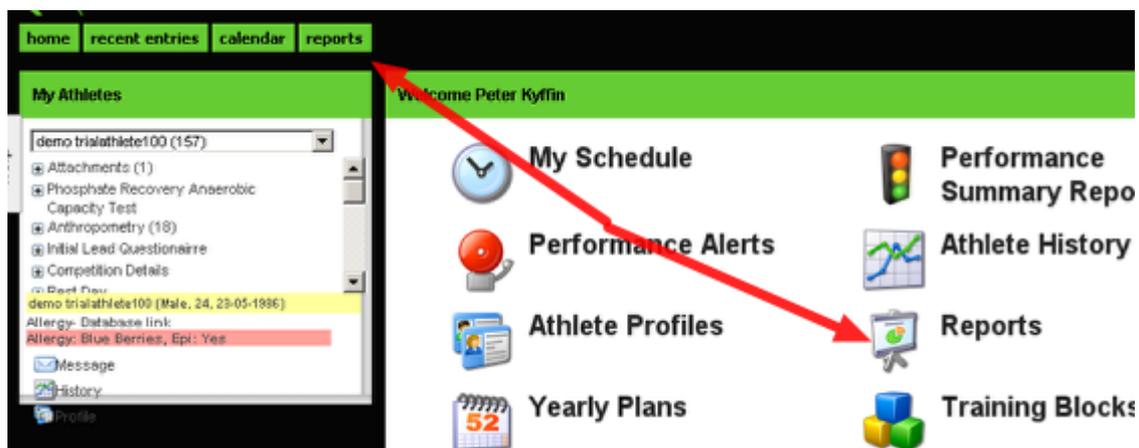
If you selected to "Include All", even though you had only originally selected two athletes, ALL of the athletes in the group would be included in the report when it was next run.

Please consider the exact work flow you require for your reports. If you have any questions or concerns then contact your distributor or type a comment below.

# Reports: Selecting your data and athletes and running a report

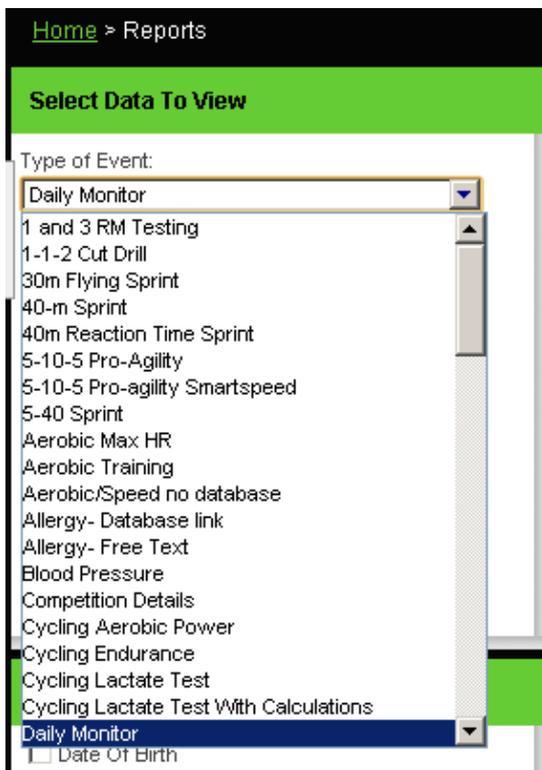
Reports allow you to view all of your athlete's information in a tabular format that can be exported or converted to a pdf.

To View a Report, click on the Reports Tab



Click on the Reports Tab, or the Reports button on the Home page

## Select Data To View: Select the Event Data you want to look at from your available list



To Run a report:

#1. Select the type of event you want to review

Select the athletes who you want to include by clicking on the blue athletes link and ensuring all of the correct athletes are ticked

### Select Athletes ✖

Select Athletes

Select Group: < Select Group > All Star Squad

Select None  Invert Selection

demo trialathlete100

demo trialathlete11

demo trialathlete20

demo trialathlete30

demo trialathlete40

demo trialathlete50

demo trialathlete60

demo trialathlete70

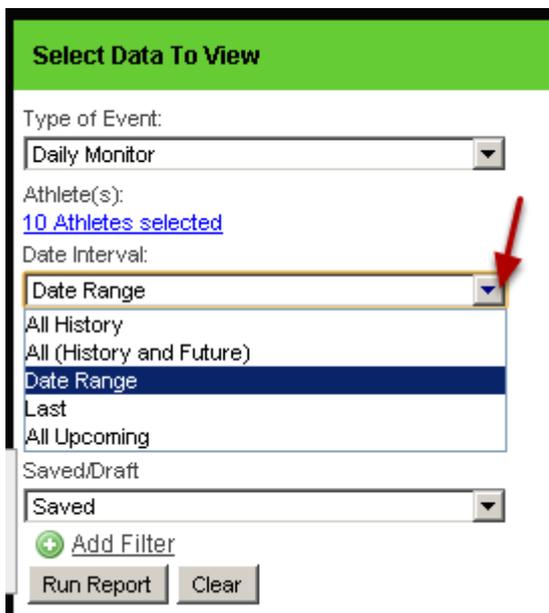
demo trialathlete80

demo trialathlete90

[Save selection as new group?](#)

**10 Athletes selected** Cancel

Set up any date restrictions- All history, between dates (date range), or specific range (last 1 year)



The screenshot shows a web interface titled "Select Data To View" with a green header. Below the header, there are several filter options: "Type of Event" (set to "Daily Monitor"), "Athlete(s)" (with a link "10 Athletes selected"), "Date Interval" (set to "Date Range" and highlighted with a red arrow), "Saved/Draft" (set to "Saved"), and an "Add Filter" button. At the bottom, there are "Run Report" and "Clear" buttons.

Select the Date period you want to include

You can even include 2 date periods if you require, by clicking on "Add Date Range"

The screenshot shows a web interface titled "Select Data To View". It contains several form elements: a "Type of Event" dropdown set to "Daily Monitor"; an "Athlete(s)" section with a link "10 Athletes selected"; a "Date Interval" section with four dropdowns: "Last", "1", "months", and "3 most recent results"; a "Date Range" section with a dropdown set to "Date Range", two text input fields containing "Fri 01-October-2010" and "Mon 01-November-2010", and a dropdown set to "Include All"; an "Add Date Range" button with a red arrow pointing to it; a "Saved/Draft" dropdown set to "Saved"; an "Add Filter" button with a plus icon; and "Run Report" and "Clear" buttons.

For this example we are selecting the last 1 month and only the 3 most recent in that time period, and then we are also including from 1-10-2010 to the 01-11-2010 and we have selected to include all data.

Saved/Draft allows you to view any data which has been saved as a draft status. Most event types will be set as "Saved"

The screenshot shows a dropdown menu for "Saved/Draft". The menu is open, showing four options: "Saved", "Draft", "Saved", and "All Data". The second "Saved" option is highlighted with a blue background.

If you select run report now, all of the data for that specific time period will be included in the report

**Select Data To View**

Type of Event:  
Daily Monitor

Athlete(s):  
[10 Athletes selected](#)

Date Interval:  
Last  
1  
months  
3 most recent results

Date Range  
Fri 01-October-2010  
Mon 01-November-2010  
Include All  
Add Date Range

Saved/Draft  
Saved  
Add Filter  
Run Report year

The Report appears on the right of the page.

**Reports**

Any soreness/injury

Group By: No Grouping

Click on a row to view the record in more detail.

Date	About	by	Date of Entry	Age at Monitoring	Today's Weight	Hours Slept	Resting Heart Rate	Sleep Quality
07-03-2011	Isotach/Isel/1	Peter Kjellin	07-03-2011	24	65.5	3	55	Average
07-03-2011	Isotach/Isel/1	Peter Kjellin	07-03-2011	25	65			
08-03-2011	Isotach/Isel/1	Peter Kjellin	08-03-2011	24	65.5	00	56	Poor
08-03-2011	Isotach/Isel/1	Peter Kjellin	08-03-2011	25	71			
05-03-2011	Isotach/Isel/1	Peter Kjellin	05-03-2011	24	67	7	45	Above Average
05-03-2011	Isotach/Isel/1	Peter Kjellin	demo	69	6	52	Average	
05-03-2011	Isotach/Isel/1	Peter Kjellin	demo	69	7	55	Above Average	
05-03-2011	Isotach/Isel/1	Peter Kjellin	demo	70	8	55	Excellent	
05-03-2011	Isotach/Isel/1	Peter Kjellin	demo	64	7	52	Excellent	
05-03-2011	Isotach/Isel/1	Peter Kjellin	demo	65	6	54	Above Average	
05-03-2011	Isotach/Isel/1	Peter Kjellin	demo	66	6	55	Very Poor	
05-03-2011	Isotach/Isel/1	Peter Kjellin	demo	69	4	58	Very Poor	
05-03-2011	Isotach/Isel/1	Peter Kjellin	demo	65	5	55	Poor	

You can add a filter to limit the data being displayed and to become more focused with your reporting. E.g Sleep <6 hours

The screenshot shows a reporting interface with a list of fields on the left and a filter configuration area on the right. A red arrow points from the 'Hours Slept' field in the list to the filter configuration area. The filter configuration area includes a dropdown menu for the field name, a dropdown menu for the condition, and a text input field for the search term. The field name is set to 'Hours Slept', the condition is 'Less than', and the search term is '6'. There are also 'Run Report' and 'Clear' buttons at the bottom.

Fields in the list: Date of Entry, Age at Monitoring, Today's Weight, Hours Slept, Resting Heart Rate, Sleep Quality, Stress, Irritability, Mood/Focus, Energy, Yesterday's weight, Min Weight over the last week, Today's weight, Average hours slept, maximum hours slept, Training Today?, How does your Upperbody feel, How does your Lowerbody feel, Variation Score, Peak Performance, Overtraining.

Filter configuration: Field: Hours Slept, Condition: Less than, Search Term: 6.

For this example we need to click the green "Add Filter" button (just above the run report button) and now we can add a filter based on the fields that are included in the daily monitoring form.

#1: Select the field

#2: Select the condition (e.g. greater than or equal to)

#6: Select the search term For this example we are going to select Sleep < 6 hours.

When we click "Run" report it will be limited to the daily monitoring entries where sleep was less than 6 hours.

You can add in an additional filter if you require, e.g. high or very high stress

The screenshot shows a report configuration interface with the following elements:

- Filter 1:**
  - Field Name: Hours Slept
  - Condition: Less than
  - Search Term: 6
- Filter 2:**
  - Field Name: Stress
  - Condition: Not Equal To
  - Search Term: None
- Filter 3:**
  - Field Name: Stress
  - Condition: Not Equal To
  - Search Term: Low
- Filter 4:**
  - Field Name: Stress
  - Condition: Not Equal To
  - Search Term: Average

At the bottom, there are buttons for "Run Report" and "Clear".

To limit the report to ONLY show events where stress is high or very high and where sleep is <6 hours, you need to add in multiple filters (as shown here).

The logic of this report is for data to show if:

Stress does not equal low

Stress does not equal moderate

Stress does not equal average

Sleep less than or equal to 6

The report that is generated includes only high stress and low sleep hours.

Any soreness/injury

Group By: No Grouping

Click on a row to view the record in more detail.

Date	About	by	Hours Slept	Resting Heart Rate	Sleep Quality	Stress	Irritability	Mood/Focus
07-03-2011	trialathlete11	Peter Kyttin demo	3	66	Average	High	High	Average
05-03-2011	trialathlete51	Peter Kyttin demo	5	65	Very Poor	High	High	Poor
06-03-2011	trialathlete41	Peter Kyttin demo	4	66	Very Poor	High	Average	Poor
04-03-2011	trialathlete11	Peter Kyttin demo	4	63	Very Poor	Very High	Very High	Poor
13-02-2011	trialathlete11	Peter Kyttin demo	5	65	Poor	Very High	High	Above Average

Limit the fields that you can see in the report columns using the View Field section on the bottom left

**View Fields**

Show ranks?

%Chg?

Include Missing Users?

Include Athlete?

Include Who Entered Record?

Selected fields:

Select All  Invert Selection

Date of Entry

Age at Monitoring

Today's Weight

Hours Slept

Resting Heart Rate

Sleep Quality

Stress

Irritability

Mood/Focus

Energy

Yesterday's weight

Min Weight over the last week-

Today's weight

Average hours slept

maximum hours slept

Training Today?

Today's Goals

How does your Upperbody feel

Place a tick beside the field name that you want to appear in the report on the right of the page and only these fields will appear. For the report below you can see that the fields have been limited to only a few fields from the form.

Once you select the fields that you want to appear and click on "Run Report" only these fields will appear in the report

Click on a row to view the record in more detail.

Date	About	by	Hours Slept	Resting Heart Rate	Sleep Quality	Stress	Irritability	Mood/Focus
07-03-2011	trialathlete1	Peter Kyffin demo	3	56	Average	High	High	Average
05-03-2011	trialathlete5	Peter Kyffin demo	5	65	Very Poor	High	High	Poor
06-03-2011	trialathlete4	Peter Kyffin demo	4	66	Very Poor	High	Average	Poor
04-03-2011	trialathlete1	Peter Kyffin demo	4	63	Very Poor	Very High	Very High	Poor
13-02-2011	trialathlete1	Peter Kyffin demo	5	62	Poor	Very High	High	Above Average
<b>Average</b>			4	62		4.40	4.00	
<b>Total</b>			21					

Showing 150 per page

# Reports: The capability to search Text boxes (single line of text, paragraph of text etc.) for word matches

Previously, when you ran a report and wanted to include a filter, you could only include a filter for fields that were defined (single selection fields, or number fields), you could NOT search Text fields. Now you can search and set filters for text fields in the system.

You can now search Text boxes for specific text matches. This feature is automatically available in the Reports Page

The screenshot shows the 'Select Data To View' report configuration interface. It includes several dropdown menus and buttons. A red arrow points to the 'Field Name' dropdown, which is set to 'Name of Dr/Specialist'. A black box with the text 'Text based Field' is overlaid on the interface, with the red arrow pointing to the 'Field Name' dropdown. The 'Condition' dropdown is set to 'Contains'. The 'Run Report' and 'Clear' buttons are at the bottom.

When you run a report you can set specific search parameters for text fields now. Run the report and if you want to search records for a specific word or even phrase, you can add in a report filter (using the green + button), then:

1: Select the Field name (e.g. question name) that you want to search for text in

2: Choose whether you want to do a:

-**Contains:** will search the text and find matches for any **partial** matches e.g. if you type in Dr John it will return any searches that have a Dr John in them such as Dr Johns and Dr Johnson.

-**Equal To** will search the text and find **exact** matches for the search term e.g. if you type in Dr John it will only return searches where only Dr John is in the text, not as part of a word (e.g. it will not return Dr Johnson).

-**Not Equal To** will search the text for an **exact** match and will return all results that are **not** equal to this search e.g. if you type in Dr John, it will return all results when the Doctors name is **NOT** Dr John (e.g Dr Johns and Johnson will be returned, but a Dr John will not ).

3: (in the step below): write in the search Term that you want to use for the filter e.g. Dr John

You can see here that the Text Field "Name of Dr/Specialist" is being searched for "contains" the search parameter "Dr John" which will return any text and partial text that has Dr John in it

The screenshot shows a software interface with two main panels. The left panel, titled "Select Data To View", contains various filters. The "Field Name" dropdown is set to "Name of Dr/Specialist" (marked with a red circle and the number 1). The "Condition" dropdown is set to "Contains" (marked with a red circle and the number 2). The "Search Term" text box contains "Dr John" (marked with a red circle and the number 3). The right panel, titled "Reports", displays a table of results. The table has columns: Date, About, Consultation Date, Consult, Consult, Name, Name, Location Address, Inve. The first row shows "19-01-2012", "Cardiologist", and "Dr Johnson". The second row shows "19-01-2012", "Confirmed", "Dr Johns", and "Dr Johns". A tooltip for the "Name" column shows "Name of Dr/Specialist". Two red arrows originate from the "Dr John" search term and point to the "Name" column of the table, highlighting the search results.

You can see that entries that include a Dr John have been found and are shown in the report. These included records for Dr Johnson and Dr Johns.

You can save the Report, run a pdf report etc just the same as any other Report that you run.

You can set up multiple filters (as shown here) that include Filters for text fields, and for other types of numeric and selection fields

The screenshot shows a 'Select Data To View' panel with several filter sections. The first section includes 'Type of Event' (Medical Consultation), 'Player(s)' (2 Players selected), and 'Date Interval' (All (History and Future)). The second section includes 'Saved/Draft' (Saved), 'Field Name' (Name of Dr/Specialist), and 'Condition' (Contains). The third section includes 'Search Term' (Dr John), 'Field Name' (Consultation Type), and 'Condition' (Equal To). The fourth section includes 'Search Term' (Investigation) and a list of options: Consultation, Investigation, and Specialist Referral. Two red arrows point to the 'Name of Dr/Specialist' and 'Consultation Type' fields, which are labeled 'Text Field' and 'Drop Down Field' respectively in black callout boxes.

The example here shows that this report is set to find any records with the Text Field Name of the Dr contains Dr Johns and where the Single Selection Field Type of consultation is equal to "Investigation". You can set up different report filters depending on your requirements.

Please note that Multiple Selection Box fields are not available for filters in reports yet.

# Running a Report that ranks the data and generates a percentage change

Using the View Fields section in the bottom left of the Reports page, you can select to rank any numeric (or scored option data) using the show ranks button.

You can also show the % change of the data and compare it to the most recent entry, or the first entry recorded for that athlete.

To rank the following 20m sprint report go to the View Fields section of the report (bottom left of the page)

The screenshot shows a software interface with a sidebar on the left and a main report area on the right. The sidebar is titled 'Select Data To View' and includes options for 'Type of Event' (Daily Monitor), 'Athlete(s)' (10 Athletes selected), 'Date Interval' (All History), 'Include All', 'Saved Draft', and 'Advanced' settings like 'Date of Birth', 'Age', 'Sex', 'Groups', 'Include Whole Record', and 'Creation Date'. The main report area is titled 'Reports' and shows a report for 'Any soreness/injury' grouped by 'No Grouping'. The report table has columns for Date, About, by, Hours Slept, Resting Heart Rate, Sleep Quality, Stress, Irritability, and Mood Focus. The data rows show various dates and values for these metrics.

Date	About	by	Hours Slept	Resting Heart Rate	Sleep Quality	Stress	Irritability	Mood Focus
07-03-2011	trialAthlete11 Peter Hylin- demo		3	60	Average	High	High	Average
07-03-2011	trialAthlete11 Peter Hylin- demo		3	60	Average	High	High	Average
07-03-2011	trialAthlete11 Peter Hylin- demo		3	60	Average	High	High	Average
06-03-2011	trialAthlete11 Peter Hylin- demo							
06-03-2011	trialAthlete11 Peter Hylin- demo		55	60	Poor	Low	Low	Poor
06-03-2011	trialAthlete11 Peter Hylin- demo		55	60	Poor	Low	Low	Poor
05-03-2011	trialAthlete11 Peter Hylin- demo		7	45	Above Average	Average	Average	Above Average
05-03-2011	trialAthlete11 Peter Hylin- demo		5	62	Average	Average	Average	Average
05-03-2011	trialAthlete12 Peter Hylin- demo		5	65	Average	Low	Low	Poor
05-03-2011	trialAthlete10 Peter Hylin- demo		5	60	Poor	Low	Low	Average

Ensure a tick is placed in the Show Ranks tick box

The screenshot shows the 'View Fields' section of the software interface. It has a green header with the text 'View Fields'. Below the header are several checkboxes: 'Show ranks?' (checked), '%Chg?' (unchecked), 'Include Missing Users?' (unchecked), 'Include Athlete?' (checked), and 'Include Who Entered Record?' (checked). Below these checkboxes is the text 'Selected fields:' followed by three more checkboxes: 'Select All' (unchecked), 'Invert Selection' (unchecked), and 'Date of Entry' (unchecked).

## Show Ranks?

Place a tick in the "Show ranks" tick box to include ranks of all numeric/scored variables that you select to view in the reports table.

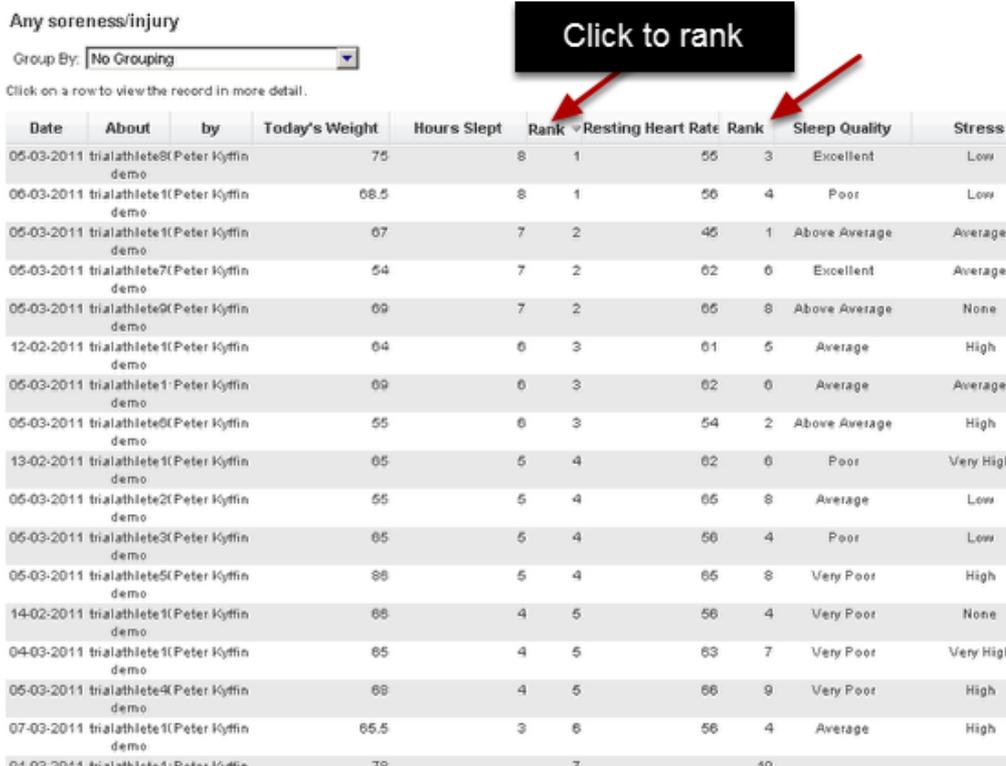
Now click on the "Run Report" button at the bottom of the view fields section, or at the top of the reports section and the report will appear

All of the numeric fields in the report will be ranked. Click on the column headings to rank from best to worst for a field.

Any soreness/injury

Group By:

Click on a row to view the record in more detail.



The screenshot shows a report table with columns: Date, About, by, Today's Weight, Hours Slept, Rank, Resting Heart Rate, Rank, Sleep Quality, and Stress. A callout box labeled "Click to rank" has arrows pointing to the "Rank" headers for "Hours Slept" and "Resting Heart Rate".

Date	About	by	Today's Weight	Hours Slept	Rank	Resting Heart Rate	Rank	Sleep Quality	Stress
05-03-2011	trialathlete8(Peter Kyffin demo		75	8	1	55	3	Excellent	Low
06-03-2011	trialathlete1(Peter Kyffin demo		68.5	8	1	56	4	Poor	Low
05-03-2011	trialathlete1(Peter Kyffin demo		67	7	2	45	1	Above Average	Average
05-03-2011	trialathlete7(Peter Kyffin demo		54	7	2	62	6	Excellent	Average
05-03-2011	trialathlete9(Peter Kyffin demo		69	7	2	65	8	Above Average	None
12-02-2011	trialathlete1(Peter Kyffin demo		64	6	3	61	5	Average	High
05-03-2011	trialathlete1(Peter Kyffin demo		69	6	3	62	6	Average	Average
05-03-2011	trialathlete6(Peter Kyffin demo		55	6	3	54	2	Above Average	High
13-02-2011	trialathlete1(Peter Kyffin demo		65	5	4	62	6	Poor	Very High
05-03-2011	trialathlete2(Peter Kyffin demo		55	5	4	65	8	Average	Low
05-03-2011	trialathlete3(Peter Kyffin demo		65	5	4	56	4	Poor	Low
05-03-2011	trialathlete5(Peter Kyffin demo		68	5	4	65	8	Very Poor	High
14-02-2011	trialathlete1(Peter Kyffin demo		68	4	5	56	4	Very Poor	None
04-03-2011	trialathlete1(Peter Kyffin demo		65	4	5	63	7	Very Poor	Very High
05-03-2011	trialathlete4(Peter Kyffin demo		68	4	5	66	9	Very Poor	High
07-03-2011	trialathlete1(Peter Kyffin demo		65.5	3	6	56	4	Average	High
01-03-2011	trialathlete1(Peter Kyffin demo		72	7	7	60	10	Average	High

ONLY the fields that have had their advanced properties set as higher better than lower, or vice versa, and a best value added for the options, will have a rank. If that data is not ranking correctly then you need to contact your Site administrator/builder and ask them to update this for you. You can see here that Sleep Quality and Stress haven't been ranked because their advanced properties have not been set up.

% Change allows you to see the athlete's % change since their first data entered, or compared to the previously entered data

**View Fields**

Show ranks?

%Chg?

Compare To Previous ▼

Compare To Previous

Compare To First

Include Athlete?

Include Who Entered Record?

Selected fields:

Select None  Invert Selection

For the Percentage change calculation, you can select to see the percentage change from the previously entered record or the first record ever entered.

-Compare to Previous will compare the data to the most recently entered data for that athlete and calculate the %change from that.

-Compare to First will compared the data to the first piece of data entered about that athlete (this could be useful looking at first 20m sprint time, or deadlift 1R etc)

Choose your desired comparison and click run report again.

## Example % Change Report for Compare to previous

Click on a row to view the record in more detail.

Date	About	by	Today's Weight	%Chg	Hours Slept	Rank	%Chg	Resting Heart Rate	Rank	%Chg	Sleep Quality
09-03-2011	trialathlete1	Peter Kyffin demo	66	20.00	7	2		45	2		Average
09-03-2011	trialathlete2	Peter Kyffin demo	67	21.82	6	3	20.00	44	1	-32.31	Average
09-03-2011	trialathlete5	Peter Kyffin demo	67	-22.00	7	2	40.00	45	2	-30.77	Average
09-03-2011	trialathlete8	Peter Kyffin demo	65	-4.41	6	1	100.00	47	4	-28.79	Average
09-03-2011	trialathlete3	Peter Kyffin demo	69	4.62	7	2	40.00	46	3	-17.86	Average
09-03-2011	trialathlete6	Peter Kyffin demo	76	10.14	6	3	-14.29	57	8	-12.31	Above Average
09-03-2011	trialathlete7	Peter Kyffin demo	66	3.70	7	2	0.00	56	7	-9.08	Very Poor
09-03-2011	trialathlete11	Peter Kyffin demo	67	2.29	6	3	100.00	55	6	-1.79	Average
07-03-2011	trialathlete11	Peter Kyffin demo	65.5	0.00	3	6	0.00	56	7	0.00	Average
05-03-2011	trialathlete4	Peter Kyffin demo	69	0.00	4	5	0.00	66	11	0.00	Very Poor
05-03-2011	trialathlete5	Peter Kyffin demo	68	0.00	5	4	0.00	65	10	0.00	Very Poor
05-03-2011	trialathlete3	Peter Kyffin demo	65	0.00	6	4	0.00	66	7	0.00	Poor
05-03-2011	trialathlete6	Peter Kyffin demo	65	0.00	6	3	0.00	64	5	0.00	Above Average

You can see that there are large differences in the Trial athlete 1 demo with 20% change in weight.

# Run a report and hide who entered the data, or the athlete's name

By default when you run any report, the person who entered the data and who the data is entered about appear in the report

By Default the entered by (by) and about (About) columns always appear.

The screenshot shows a software interface with two main sections: 'Select Data To View' on the left and 'Reports' on the right.

**Select Data To View:**

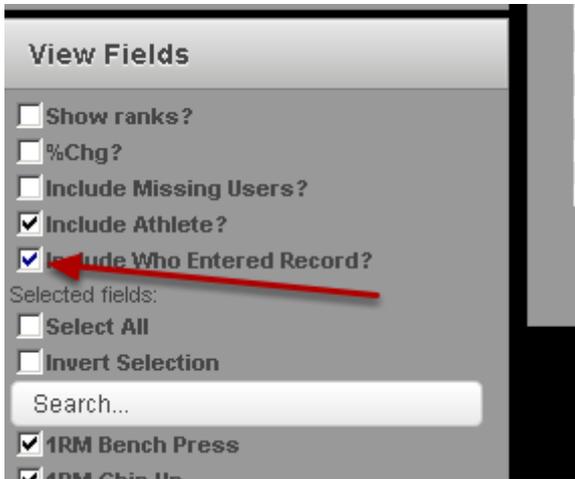
- Type of Event: 1 and 3 RM Testing
- Athlete(s): 20 Athletes selected
- Date Interval: All History
- Include All
- Saved/Draft: Saved
- Buttons: Run Report, Clear
- Advanced:  Date Of Birth,  Age

**Reports:**

Click on a row to view the record in more detail.

Date	About	by	1RM Bench Press	1RM Chin Up	1RM Back Squat
13-08-2010	Lucas Martin	Peter Kyffin	131.00	124.00	143.00
13-09-2010	Alex Robbins	Peter Kyffin	129.00	124.00	137.00
13-09-2010	Liam Walker	Peter Kyffin	125.00	135.00	174.00
13-09-2010	William Bro	Peter Kyffin	128.00	119.00	148.00
13-08-2010	Max Kelly	Peter Kyffin	119.00	137.00	173.00
13-08-2010	Riley Jones	Peter Kyffin	131.00	132.00	179.00
13-08-2010	Alex Robbins	Peter Kyffin	124.00	124.00	137.00
13-09-2010	Joshua Ngu	Peter Kyffin	124.00	130.00	163.00
13-08-2010	Ethan Wilso	Peter Kyffin	129.00	133.00	163.00
13-09-2010	Oliver Taylor	Peter Kyffin	119.00	121.00	164.00
13-09-2010	Charlie Thor	Peter Kyffin	124.00	125.00	175.00
13-09-2010	Aiden Thom	Peter Kyffin	136.00	112.00	143.00
13-09-2010	Lachlan Smi	Peter Kyffin	116.00	124.00	182.00
13-09-2010	Cooper Joh	Peter Kyffin	112.00	117.00	145.00
13-09-2010	Lucas Martin	Peter Kyffin	131.00	124.00	143.00
13-09-2010	Noah White	Peter Kyffin	149.00	129.00	137.00
13-09-2010	Jack William	Peter Kyffin	128.00	137.00	145.00
13-09-2010	Jayden Harr	Peter Kyffin	118.00	119.00	133.00
13-09-2010	Noah White	Peter Kyffin	149.00	129.00	137.00
13-09-2010	Ethan Wilso	Peter Kyffin	129.00	133.00	163.00
13-09-2010	Thomas Lee	Peter Kyffin	127.00	147.00	175.00

To run a report and hide the "by" column (who entered the record on the system) go to the View Fields (bottom left of the page) and deselect "Include Who Entered Record?"



Click on run report and the by column will disappear (as shown in the image in the step below)

The "By" column has been removed

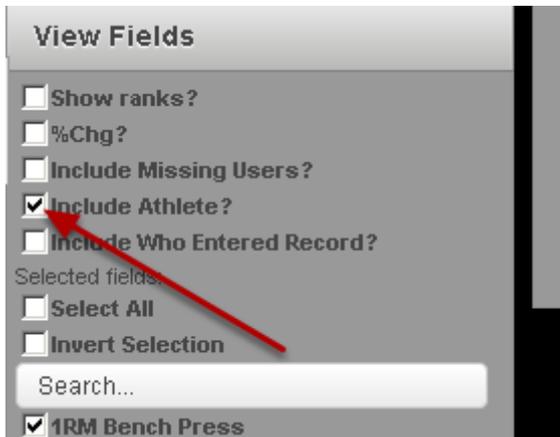
Reports [Summary Statistics](#)

Click on a row to view the record in more detail.

Date	About	1RM Bench Press	1RM Chin Up	1RM Back Squat
13-09-2010	Lucas Martin	131.00	124.00	143.00
13-09-2010	Alex Robins	129.00	124.00	137.00
13-09-2010	Liam Walker	125.00	135.00	174.00
13-09-2010	William Bro	126.00	119.00	148.00
13-09-2010	Max Kelly	119.00	137.00	173.00
13-09-2010	Riley Jones	131.00	132.00	179.00
13-09-2010	Alex Robins			
13-09-2010	Joshua Ngu			
13-09-2010	Ethan Wilso			
13-09-2010	Oliver Taylo			
13-09-2010	Charlie Thor			
13-09-2010	Aiden Thom			
13-09-2010	Lachlan Smi			
13-09-2010	Cooper Joh			
13-09-2010	Lucas Martin			
13-09-2010	Noah White	133.00	129.00	137.00
13-09-2010	Jack William	128.00	137.00	146.00
13-09-2010	Jayden Harr	118.00	119.00	139.00
13-09-2010	Noah White	149.00	129.00	137.00
13-09-2010	Ethan Wilso	129.00	133.00	168.00
13-09-2010	Thomas Lee	127.00	147.00	175.00
13-09-2010	Jamie Ander	138.00	148.00	152.00
13-09-2010	Aiden Thom	136.00	112.00	149.00
13-09-2010	Thomas Lee	127.00	147.00	175.00
13-09-2010	Jackson Kin	117.00	117.00	140.00
13-09-2010	Samuel Ryan	141.00	124.00	176.00
13-09-2010	Jayden Harr	118.00	119.00	139.00
13-09-2010	Riley Jones	131.00	132.00	179.00
13-09-2010	Jamie Ander	138.00	148.00	152.00
13-09-2010	Oliver Taylo	119.00	121.00	164.00
13-09-2010	Lachlan Smi	116.00	124.00	182.00
13-09-2010	Samuel Ryan	141.00	124.00	176.00
13-09-2010	Liam Walker	125.00	135.00	174.00

Please note that if you think the "About" column is too narrow for the list of user you are looking at, you can e-mail you site Builder (the person who developed your system) and ask them to increase the width of this column.

To run an anonymous Report (when the athlete's name is not included), deselect the "Include Athlete?" button



Ensure there is no tick beside the "Include Athlete?" text and click on run report. An anonymous report will be generated.

## Example of an Anonymous Report with no athletes names showing

Reports [Summary Statistics](#) [Excel](#) [PDF](#)

Click on a row to view the record in more detail.

Date	1RM Bench Press	1RM Chin Up	1RM Back Squat
13-09-2010	131.00	124.00	143.00
13-09-2010	129.00	124.00	137.00
13-09-2010	125.00	135.00	174.00
13-09-2010	126.00	119.00	148.00
13-09-2010	119.00	137.00	173.00
13-09-2010	131.00	132.00	179.00
13-09-2010	129.00	124.00	137.00
13-09-2010	124.00	120.00	168.00
13-09-2010	129.00	133.00	168.00
13-09-2010	119.00	121.00	164.00
13-09-2010	124.00	125.00	175.00
13-09-2010	136.00	112.00	149.00
13-09-2010	116.00	124.00	182.00
13-09-2010	112.00	117.00	146.00
13-09-2010	131.00	124.00	143.00
13-09-2010	149.00	129.00	137.00
13-09-2010	128.00	137.00	146.00
13-09-2010	118.00	119.00	139.00
13-09-2010	149.00	129.00	137.00
13-09-2010	129.00	133.00	168.00
13-09-2010	127.00	147.00	175.00
13-09-2010	138.00	143.00	152.00
13-09-2010	136.00	112.00	149.00
13-09-2010	127.00	147.00	175.00
13-09-2010	117.00	117.00	140.00
13-09-2010	141.00	124.00	176.00
13-09-2010	118.00	119.00	139.00
13-09-2010	131.00	132.00	179.00
13-09-2010	138.00	143.00	152.00
13-09-2010	119.00	121.00	164.00
13-09-2010	116.00	124.00	182.00
13-09-2010	144.00	124.00	176.00

Once you have run the report you can then save it, or export the data to a .csv file. See the next lesson called Report Options: Save, Delete, Export, PDF, Investigate, Summary Statistics to find out more.

# Report Options: Save, Delete, Export, PDF, Investigate, Summary Statistics

Depending on the modules that you have access to you might have access to some or all of the capabilities shown in the image in the first step. Follow the steps below to learn about using these capabilities.

**Reports:** different options appear along the top of the reports section when you have run a report



You will see that you have multiple options to run on the data you select to appear in your reports:

Delete All-delete all of the data on the page completely from the system (Section 1.0)

Save- Save the filter, athlete and report settings for later use (Section 2.0)

Excel- export the results to an excel spreadsheet (3.0)

PDF-create a pdf of the rows of data (Section 4.0)

PDF Form- create a pdf of the data and display the records by entries (e.g. by each form that has been entered) (Section 5.0)

Summary Statistics -a basic summary of the data including mean median etc (Section 6.0)

Investigate- Look for patterns of associations between the data (Section 7.0)

Pivot Table-produce a pivot table of the data (Section 8.0)

Send Messages- to send e-mail messages to athletes who are included in the report (Section9.0)

Send to Front Page- discussed in the next lesson

**1.0 If you have access to the Delete All button and you click this you will DELETE ALL of the entries showing in the report**

completely from the system. ONLY click this if you want to delete data



Reports Summary Statistics Excel PDF PDF (Form) Investigate Pivot Table Save Send to Front Page **Delete All**

Click on a row to view the record in more detail.

Date	About	5m Split	Rank	%Chg	10m	Rank	%Chg	10m Split	Rank	%Chg	20m	Rank
28-07-2010	biathlete20 demo		2	0.00	1.70	5	0.00	1.700	5	0.00	2.914	9
28-07-2010	biathlete30 demo		2	0.00	1.648	1	0.00	1.648	1	0.00	2.63	1
28-07-2010	biathlete40 demo		2	0.00	1.722	3	0.00	1.722	3	0.00	2.638	2
28-07-2010	biathlete50 demo		2	0.00	1.70	5	0.00	1.700	5	0.00	2.915	10
28-07-2010	biathlete60 demo		2	0.00	1.816	6	0.00	1.816	6	0.00	2.71	5
28-07-2010	biathlete70 demo		2	0.00	1.821	7	0.00	1.821	7	0.00	2.84	7
28-07-2010	biathlete80 demo		2	0.00	1.762	4	0.00	1.762	4	0.00	2.667	3
28-07-2010	biathlete90 demo		2	0.00	1.843	9	0.00	1.843	9	0.00	2.72	6

99.99% of users should NOT be given access to this button. If you do have access, double check with your administrator to see if you really need it.

N.B. If you need to delete data from the system, this should be done by an administrator. It cannot be undone and any data deleted will be removed from your site completely.

1.1 Once you select "Delete All" all of the event data (e.g. each complete event) showing in your report will be deleted



## 1.2 The events will be completely removed from the system for anyone with access to that athlete's data



## 2.0 To save the report format, date range, athletes, data, fields, ranks etc (everything you have set up on the left of the page), click Save

The screenshot shows the "Reports" interface. On the left is a "Select Data To View" sidebar with various filters. The main area displays a report titled "Any soreness/injury" with a table of data. A red arrow points to the "Save" button in the top right corner of the report area.

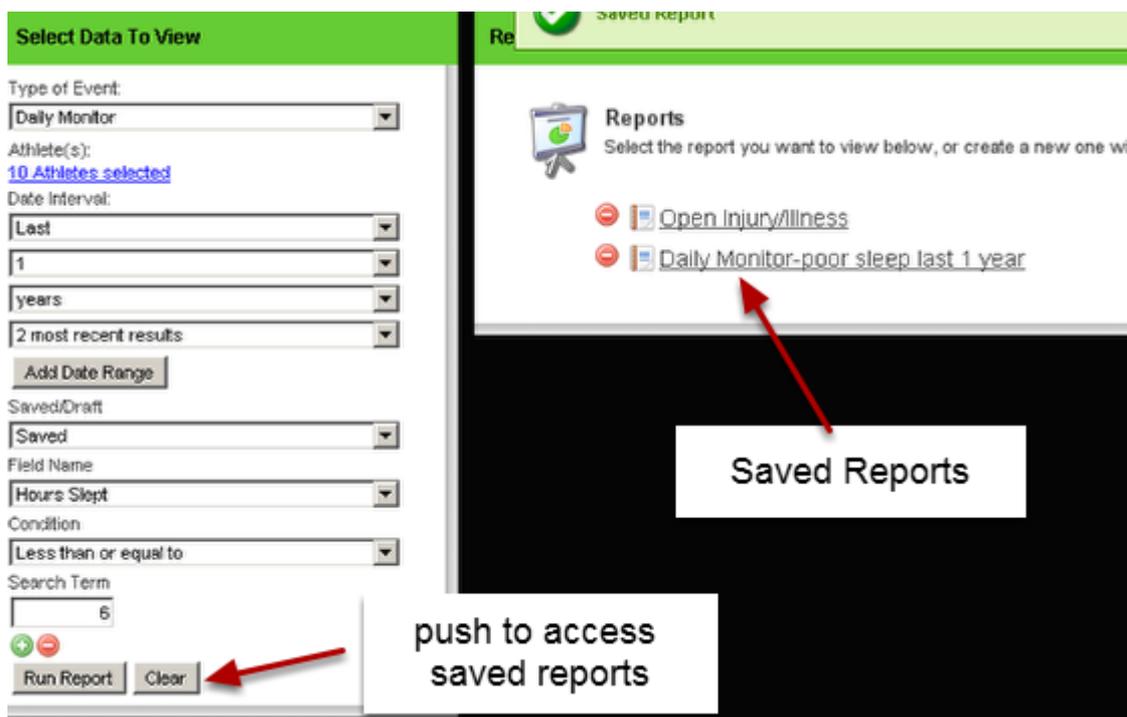
Date	About	Today's Weight	%Chg	Hours Slept	Rank	%Chg	Resting Heart Rate	Rank	%Chg	Sleep Quality
05-03-2011	triatathlete1-demo	59	0.00	5	1	0.00	52	5	0.00	Average
08-03-2011	triatathlete1-demo	57	2.29	5	1	100.00	55	3	-1.79	Average
08-03-2011	triatathlete6-demo	56	0.00	5	1	0.00	56	3	0.00	Average
08-03-2011	triatathlete6-demo	75	0.00	5	1	0.00	57	5	0.00	Above Average
09-03-2011	triatathlete2-demo	57	21.62	5	1	20.00	44	1	-32.21	Average
05-03-2011	triatathlete6-demo	55	0.00	5	1	0.00	54	2	0.00	Above Average
05-03-2011	triatathlete2-demo	55	0.00	5	2	0.00	55	7	0.00	Average
05-03-2011	triatathlete6-demo	55	0.00	5	2	0.00	56	4	0.00	Poor
05-03-2011	triatathlete6-demo	58	0.00	5	2	0.00	56	7	0.00	Very Poor
05-03-2011	triatathlete4-demo	58	0.00	4	3	0.00	56	8	0.00	Very Poor

Click on save to save all of your specific report settings and filters.

## 2.1 Name the report in the pop up box and click on OK



## 2.2 When you first come to your reports page, or if you click clear, the report name will appear for you to click on and run



Click on Clear to remove the current report from the reports display area and access any/all saved reports.

To run a saved report you simply click on the name of the report

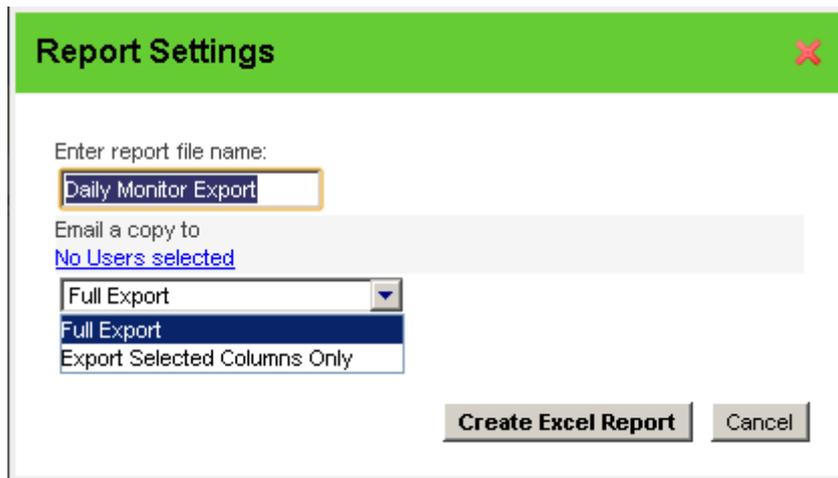
To Delete a saved report, you simply click on the red delete icon and click OK.

## 3.0 Export the data as a .csv file



To export the data as a csv file, simply click on Excel.

## 3.1 You will be asked if you want to do a Full export (all of the fields in that form), or ONLY the columns you have showing in your report



Name the report, and select if you want to export out all of the columns from that form, or just limit it to the columns that are showing.

Then click on "create Excel Report"

### 3.2 An Excel report will be generated and will be available in your downloads (as shown here)

Date	About	Date of Entry	Age at Mo	Age at Mo Today's W	Hours Sle	Hours Sle	Resting Hi	Resting Hi	Sleep Qui	Stress
5/03/2011	trialathlete11 demo			2	69	6	1	62	6 Average	Average
5/03/2011	trialathlete20 demo			2	55	5	2	65	7 Average	Low
5/03/2011	trialathlete30 demo			2	65	5	2	56	4 Poor	Low
5/03/2011	trialathlete40 demo			2	68	4	3	66	8 Very Poor	High
5/03/2011	trialathlete50 demo			2	86	5	2	65	7 Very Poor	High
5/03/2011	trialathlete60 demo			2	55	6	1	54	2 Above Av	High
7/03/2011	trialathlete100	7/03/2011	24	1	65.5	3	4	56	4 Average	High
9/03/2011	trialathlete100 demo			2	67	6	1	55	3 Average	Low
9/03/2011	trialathlete20 demo			2	67	6	1	44	1 Average	Average
9/03/2011	trialathlete90 demo			2	76	6	1	57	5 Above Av	Low
9/03/2011	trialathlete80 demo			2	55	6	1	55	3 Average	Low

### 4.0 PDF will generate a pdf of the data in a table format



Click on PDF to create a pdf of the data.

### 4.1 Name the PDF report and click Create PDF Report

#### Report Settings

Enter report file name:

Email a copy to  
[No Users selected](#)

## 4.2 A PDF report will be generated and will be available in your downloads (as shown here)



### Daily Monitor

Date	About	Today's Weight	%Chg	Hours Slept	Rank	%Chg	Resting Heart Rate	Rank	%Chg	Sleep Quality	Stress	Irritability	Mood/Focus	Energy
05-03-2011	trialathlete11 demo	69.00	0.00	6	1	0.00	62	6	0.00	Average	Average	Average	Average	Above Average
05-03-2011	trialathlete60 demo	55.00	0.00	6	1	0.00	54	2	0.00	Above Average	High	Average	Average	Poor/Low
09-03-2011	trialathlete100 demo	67.00	2.29	6	1	100.00	55	3	-1.79	Average	Low			
09-03-2011	trialathlete20 demo	67.00	21.82	6	1	20.00	44	1	-32.31	Average	Average			
09-03-2011	trialathlete90 demo	76.00	0.00	6	1	0.00	57	5	0.00	Above Average	Low			
09-03-2011	trialathlete80 demo	55.00	0.00	6	1	0.00	55	3	0.00	Average	Low			
05-03-2011	trialathlete20 demo	55.00	0.00	5	2	0.00	65	7	0.00	Average	Low	Low	Poor	Excellent/Very High
05-03-2011	trialathlete30 demo	65.00	0.00	5	2	0.00	56	4	0.00	Poor	Low	Low	Average	Average
05-03-2011	trialathlete50 demo	86.00	0.00	5	2	0.00	65	7	0.00	Very Poor	High	High	Poor	Average
05-03-2011	trialathlete40 demo	68.00	0.00	4	3	0.00	66	8	0.00	Very Poor	High	Average	Poor	Above Average
07-03-2011	trialathlete100 demo	65.50	0.00	3	4	0.00	56	4	0.00	Average	High	High	Average	Poor/Low

## 5.0 PDF Form will create a pdf of EACH of the event forms that have been selected to appear. The events will show as a single data entry form, and will appear as one pdf

Summary Statistics Excel PDF PDF (Form) Investigate Pivot Table

rd in more detail.

Today's Weight	%Chg	Hours Slept	Rank	%Chg	Resting Heart Rate	Rank	%Chg	
----------------	------	-------------	------	------	--------------------	------	------	--

Click on PDF Form to generate a pdf of all of the individuals event form (as they are displayed during data entry)

## 5.1 Name the Report, select the number of columns that you want the data be split (usually a maximum of 2) and run the report

**Report Settings**

Enter report file name:  
Daily Monitor PDF (Form) F

Email a copy to  
[No Users selected](#)

Columns  
Enter the number of columns for printing.  
 1 column  2 columns  3 columns  4 columns

Note: If you select more than one column some data may be cut off when printing. You may need to try different numbers of columns depending on the event.

Create PDF Form Report Cancel

## 5.2 A report will be generate in your downloads and will be available to view (as shown here)

smartabase

Daily Monitor for triathlete20 demo  
Sat 05 March 2011, 11:02PM

Wed 09 March 2011, 11:15AM

Individual Forms in 2 columns

smartabase

Daily Monitor for triathlete20 demo  
Sat 05 March 2011, 11:02PM



6.2 The report will be available on your downloads to open and view as a pdf. Scroll through the report to see the summary data

**TABLE OF CONTENTS**

**Basic Data Summary**

[Summary](#)

**Frequency Analysis**

[Athlete](#)

[Sleep Quality](#)

[Stress](#)

[Irritability](#)

[Mood/Focus](#)

[Energy](#)

**Summary By Category**

[Athlete](#)

[Sleep Quality](#)

[Stress](#)

[Irritability](#)

[Mood/Focus](#)

[Energy](#)

The report is automatically generated and will include:

**Basic Data Summary:** Summary of Total, Mean, Median and Range of the data

**Frequency Analysis:** Histogram of responses by Athlete and any Categories, e.g Sleep Quality

**Summary By Category:** Summary statistics (mean, median, range etc) for each numeric data field for each category, e.g Athlete, Sleep Quality, Energy (as shown in 6.3 below)

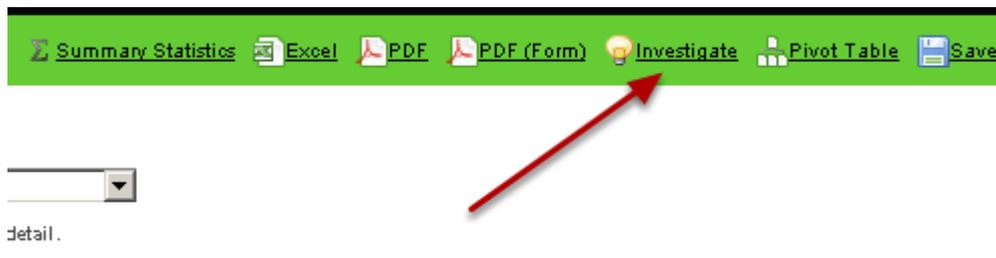
## 6.3 An Example of the Energy Field Summary from the Summary Report

### Summary By Category

Summary statistics for each numeric data field for each category

		Statistic	Today's Weight	Hours Slept	Resting Heart Rate	Yesterday's weight	Min Weight over the last week	Today's weight
Above Average	Samples	2.00	2	2	0.00	1.00		
	Total	137.00	10	128		9.00		
	Mean ± SD	68.50 ± 0.71	5 ± 1	64 ± 3		9.00 ± 0.00		
	Median	68.50	5	64		9.00		
	Range	68.00 - 69.00	4 - 6	62 - 66		9.00 - 9.00		
Average	Samples	2.00	2	2	0.00	0.00		
	Total	151.00	10	121				
	Mean ± SD	75.50 ± 14.85	5 ± 0	60 ± 6				
	Median	75.50	5	60				
	Range	65.00 - 66.00	5 - 5	56 - 65				
Excellent/Very High	Samples	1.00	1	1	0.00	0.00		
	Total	55.00	5	65				
	Mean ± SD	55.00 ± 0.00	5 ± 0	65 ± 0				
	Median	55.00	5	65				
	Range	55.00 - 55.00	5 - 5	65 - 65				
Poor/Low	Samples	2.00	2	2	1.00	1.00		
	Total	120.50	9	110	3.00	3.00		
	Mean ± SD	60.25 ± 7.42	4 ± 2	55 ± 1	3.00 ± 0.00	3.00 ± 0.00		
	Median	60.25	4	55	3.00	3.00		
	Range	55.00 - 65.50	3 - 6	54 - 56	3.00 - 3.00	3.00 - 3.00		
Very Poor/Headache/Low	Samples	0.00	0	0	0.00	0.00		
	Total							
	Mean ± SD							
	Median							
	Range							

## 7.0 Investigate allows you to automatically look to relationships between data capture variables in your report



Click on Investigate

## 7.1 Name the report and choose the strength of relationships you want to see and click Start Investigation

**Investigation Settings** ✕

Enter report file name:

Email a copy to  
[No Users selected](#)

Minimum strength of relationships  
Optionally filter out results that have no relationship to one another.

▼

- Show all relationships, regardless of strength
- Show only weak strength or greater relationships
- Show only medium strength or greater relationships
- Show only strong relationships

You can select to view the strength of relationships between your data. If you choose weak, you will be looking for variables that are weakly related. If you choose Strong relationships, you only want to view data that is shown to be highly correlated.

## 7.2 An investigation report will be available to view in your downloads. Scroll through the document to see a basic data summary through to a ANOVA and Coincidence Testing

### TABLE OF CONTENTS

#### Data Description

[Summary](#)

#### Basic Data Summary

[Summary](#)

#### Summary By Category

[Athlete](#)

[Sleep Quality](#)

[Stress](#)

[Irritability](#)

[Mood/Focus](#)

[Energy](#)

#### Subject Frequency Analysis

[Sleep Quality](#)

[Stress](#)

[Irritability](#)

[Mood/Focus](#)

[Energy](#)

#### Anova Analysis

[Average Resting Heart Rate by Mood/Focus](#)

#### Coincidence Testing

[Athlete vs Sleep Quality](#)

[Athlete vs Energy](#)

[Sleep Quality vs Mood/Focus](#)

[Stress vs Irritability](#)

[Irritability vs Energy](#)

Similar to the "Summary Statistics" Report (Section 6.0), you will be provided with an automatically generated report including

**Data Descriptions:** Summary of the types of data contained in the data set that you are analysing

**Basic Data Summary:** Summary of Total, Mean, Median and Range of the data

**Summary By Category:** Summary statistics (mean, median, range etc) for each numeric data field for each category, e.g Athlete, Sleep Quality, Energy (as shown in 6.3 below)

**Frequency Analysis:** Histogram of responses by Athlete and any Categories, e.g Sleep Quality

**ANOVA (Analysis of Variance):** showing data which is strongly linked (e.g section 7.3 below)

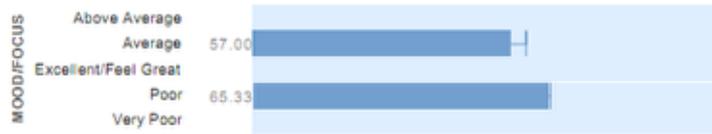
**Coincidence Testing:** showing differences between expected counts of data entry and actual counts

**Linear Correlations:** showing any linear correlations that exist in the data (e.g section 7.4 generated from a different data set)

## 7.3 An example of one of the ANOVA outputs from the Investigate Report

### Anova Analysis: Average Resting Heart Rate by Mood/Focus

Analysis of variance looking for large significant differences between group:



### Anova results for average Resting Heart Rate by Mood/Focus

	Sum of Squares	Degrees of Freedom	Mean Square	F-Ratio	Critical F	P-Value
General Level	25,682.29					
Mood/Focus	119.05	1.00	119.05	16.23	6.6079	0.01
Residual	36.67	5.00	7.33			

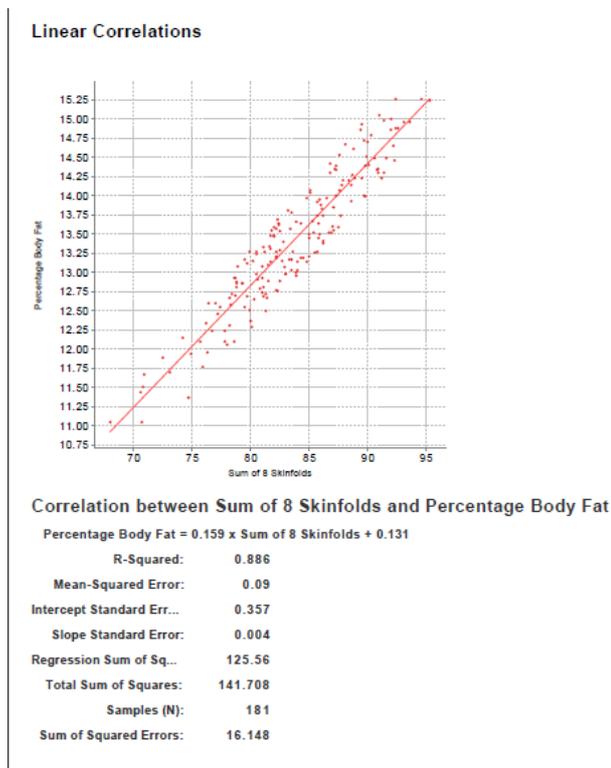
#### Extremely Large Effects:

Within Mood/Focus there is an extremely large difference between Average (57) and Poor (65.333) of -3.077 standard deviations

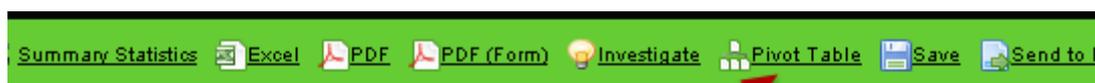
#### Warnings:

- There was no data seen in cell (1,1). Anova needs two values in each cell so will ignore cell
- There was no data seen in cell (3,1). Anova needs two values in each cell so will ignore cell
- There was no data seen in cell (5,1). Anova needs two values in each cell so will ignore cell

## 7.4 Linear Correlation found in a different Investigate Report



## 8.0 Pivot Tables allow you to generate excel files with different count, mean max information about the fields in a report

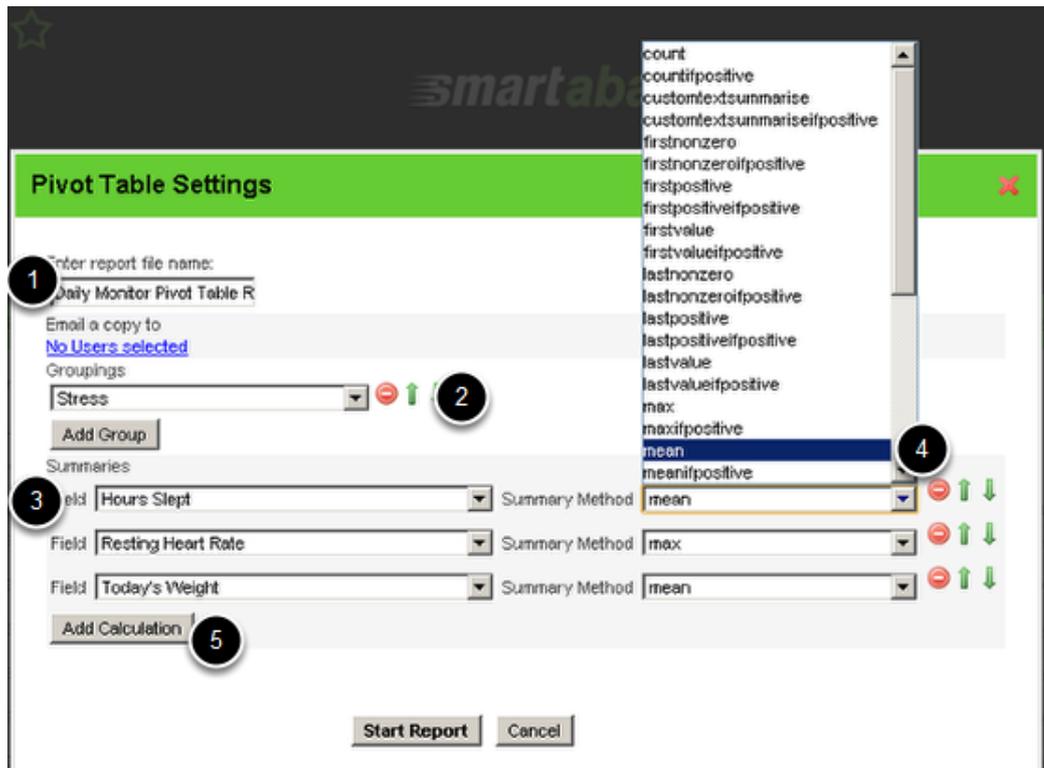


1.

	%Chg	Hours Slept	Rank	%Chg	Resting Heart Rate	Rank	%Chg	Sleep Quality	
9	0.00		6	1	0.00	62	6	0.00	Average
5	0.00		6	1	0.00	54	2	0.00	Above Average

Click on Pivot Table. Please note that the Excel Reports Module has been developed to supersede this capability. If you need to find out more about Excel Files, read the help documentation or contact your administrator.

## 8.1 Set up your Pivot Table settings



#1: Enter in the name

#2: Select any groupings (e.g. you want the data to be grouped by this field)

#3 and #4: Select the fields and the information you want to know about them (max, min, sem etc)

#5: Add in any additional summary fields

#6: Click Start Report

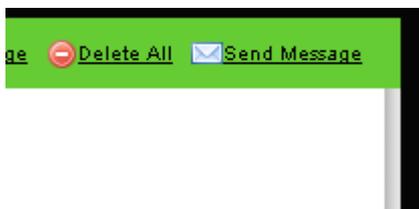
## 8.2 An excel pivot table will be generated and will be available to review

A	B	C	D	E	F
Stress	Hours Slept mean	Hours Slept max	mean Resting Heart Rate		
None	0	0	0		
Very High	0	0	0		
High	4.5	66	68.62		
Low	5.6	65	63.6		
Average	6	62	68		

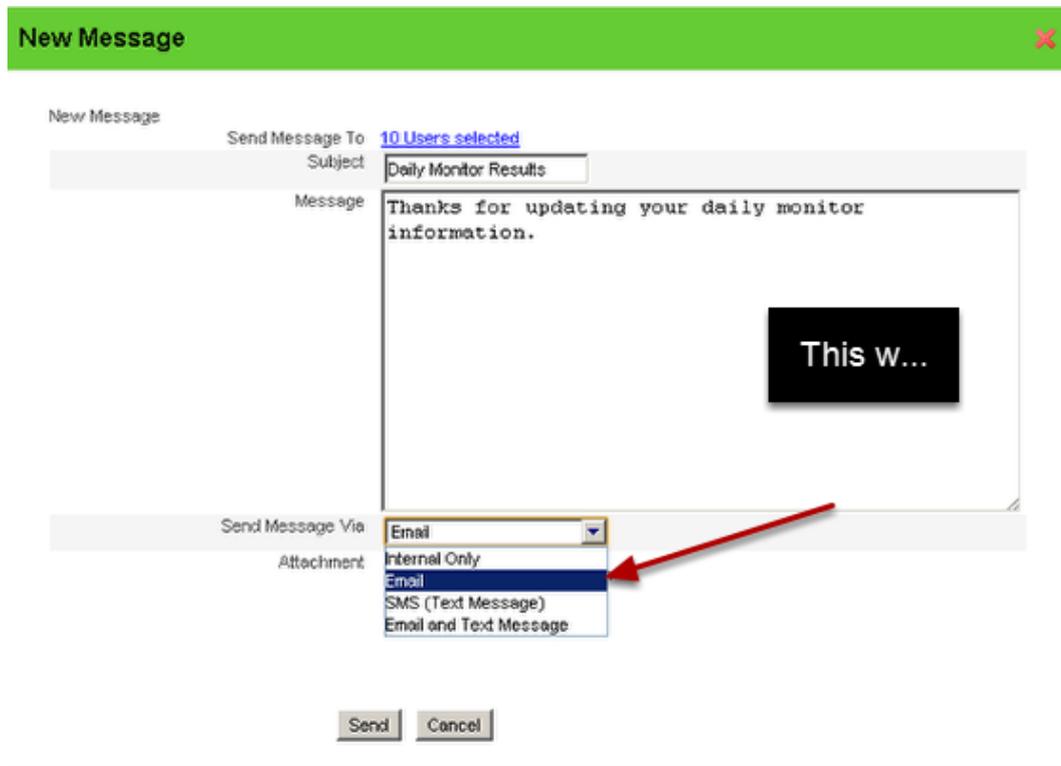
**Group BY**

**Summary Fields**

## 9.0 Send Message allows you to send a message to all of the athlete's names who are included in the report



9.2 It will automatically select the athletes name and now you can send them a message to their inbox of the system, or even their e-mail.



On some systems the e-mail address is NOT set up correctly for each athlete, so ensure you check with your administrator first before sending out e-mails using this method. .

10.0 The Send to Front Page is discussed in the next lesson.



If you have any queries about the reports features, don't hesitate to write comments in the appropriate section of this help manual.

# Reports that appear on the home page when you login

You may want access to specific information the instant you login. To do this you can set up a Front Page Report. They are very useful for reviewing Injury and illness reports for injury and illness data that is not resolved, or for daily availability data. Other users set up front page reports to monitor tasks they need to complete for their athletes.

You can save a report setting so that a specific Report appears on the Home Page of your system (as shown here)

**Groups** **My Resources**

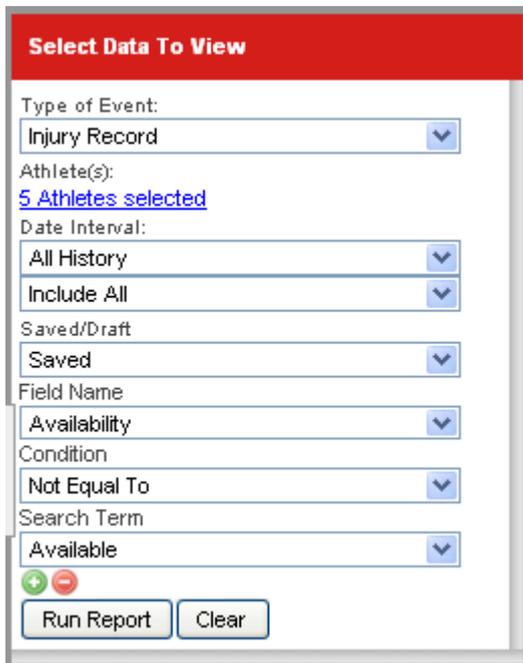
**Print Results**

**Current Injury**  
Click on a row to view the record in more detail.

Date	About	by	Injury	Availability	Inj Duration	Mon of Inj	Missed Training	Missed Games	Days Unavail
14-06-2010			Left Thoracic Spine DIMEK Thoracic extensor muscle strain	Injured-Unavailable		Contact Trauma (blow/collision)	0	0	0.0
27-06-2010			Right Lumbar LNSX Lumbar Spinal canal stenosis	Injured-Unavailable		Overuse (sudden/gradual)	0	0	0.0
27-06-2010			Right Posterior Shoulder S UAJ Anteroinferior instability of shoulder	Injured-Available		Non-contact trauma (strain or sprain)	2	1	1.0
Average							1	0	0.33
Total							2	1	1.00

This is very useful when you need to update injury records, or access newly entered information. You can set up a report on the Reports Page (as shown below) and have it appear on your home page with updated information for you to access. The example here shows an injury report for open injuries, which enables a Physio or Doctor to login and immediately see any unresolved injuries, as well as to easily update the records when they treat their athletes/players.

On the reports page, set up the data, athletes, history and filters that you require.



The screenshot shows a window titled "Select Data To View" with a red header. It contains several dropdown menus and buttons. The "Type of Event" dropdown is set to "Injury Record". The "Athlete(s)" section shows "5 Athletes selected" with a blue link. The "Date Interval" dropdown is set to "All History". The "Include All" dropdown is set to "Include All". The "Saved/Draft" dropdown is set to "Saved". The "Field Name" dropdown is set to "Availability". The "Condition" dropdown is set to "Not Equal To". The "Search Term" dropdown is set to "Available". At the bottom, there are two buttons: "Run Report" and "Clear".

For this example, we are setting up a report to show all of the injury and illness data for the athletes, that is not currently marked as fully resolved.

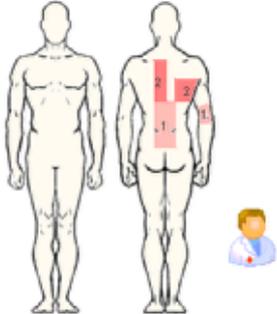
Set up the event, athletes, and specific filter to ensure you only see the data you require.

Then click **Run Report**

The report will appear on the reports view on the right of the page.

**Injury Diagnosis**

Group By: No Grouping



Click on a row to view the record in more detail.

Date	About	Injury Diagnosis	Man of Inj	Availability	Expcd days unava	Rank	%Chg	Missed Training
01-01-2011	trialathlete1% demo	Left Thoracic Spine DAXX Thoracic spine Osteoarthritis	Contact	Available	23	3	0.00	0
25-01-2011	trialathlete1% demo	Left Thoracic Spine DAFX Facet joint OA thoracic spine	Contact	Injured-Unavailable	7	3	0.00	0
25-01-2011	trialathlete2% demo	Right Posterior Elbow ENXX Elbow Neurological Injury/ Entrapment	Contact	Injured-Unavailable	2	3	0.00	0
27-01-2011	trialathlete1% demo	Right Posterior Chest CIOXQ Complication of chest wall laceration / abrasion inoi infection perforation to chest cavity	Contact	Injured-Available		3		
04-03-2011	trialathlete4% demo	Lumbar Spine LJFX Lumbar facet joint strain	Contact	Injured-Unavailable	10	2	0.00	0
06-03-2011	trialathlete3% demo	Right Posterior Chest CMYX Chest muscle trigger points	Contact	Injured-Unavailable	0	1	0.00	0



Showing 50 per page

Click Send to Front Page



## Name the Report

The screenshot shows the 'Injury Diagnosis' report interface. On the left, the 'Select Data To View' panel includes dropdowns for 'Type of Event' (Injury Record), 'Athlete(s)' (5 Athletes selected), 'Date Interval' (All History), 'Include All', 'Save/d/Draft' (Saved), 'Field Name' (Availability), 'Condition' (Not Equal To), and 'Search Term' (Available). Below these are 'Run Report' and 'Clear' buttons. The 'Compare To' panel shows 'Performance standard' selected, with 'Injury' chosen from a dropdown and 'Athlete average' and 'Nothing' as options. The 'View Fields' panel has a 'Show ranks?' checkbox. The main 'Reports' area is titled 'Injury Diagnosis' and shows a 'Group By' dropdown set to 'No Grouping'. Below this are two human figures with red markings on the right figure indicating injury locations. A table below the figures has columns for 'Date', 'About', 'by', 'Injury', and 'Availability'. A dialog box titled 'Enter Report Title' is overlaid on the table, with 'Currently Injured' entered in the text field. A red arrow points to the 'OK' button in the dialog box.

Once the reports runs, click Send to Front Page (this is available on the top right of the Reports page) and then Name the reports and click OK.

The Report will appear on the Front Page the Next time the user logs in and they can click on a row to directly access the record

**Groups** **My Resources**

**Print Results**

**Current Injury**  
Click on a row to view the record in more detail.

Date	About	by	Injury	Availability	Inj Duration	Mxn of Inj	Missed Training	Missed Games	Days Unavail
14-06-2010			Left Thoracic Spine DMEX Thoracic extensor muscle strain	Injured-Unavailable		Contact Trauma (blow/collision)	0	0	0.0
27-06-2010			Right Lumbar LNSX Lumbar Spinal canal stenosis	Injured-Unavailable		Overuse (sudden/gradual)	0	0	0.0
27-06-2010			Right Posterior Shoulder SUAK Anteroinferior instability of shoulder	Injured-Available		Non-contact trauma (strain or sprain)	2	1	1.0
Average Total							1	0	0.33
							2	1	1.00

The report will appear on the Home page and each record can be accessed just by clicking on a row.

To remove the report, simply delete it from the Reports Page. Click the delete icon beside the report name and then click OK

**Select Data To View**

Type of Event: Injury Record  
Athlete(s): 5 Athletes selected  
Date Interval: All History  
Include All  
Saved/Draft: Saved

**Reports**

Select the report you want to delete

1

2

Are you sure you want to delete this report?

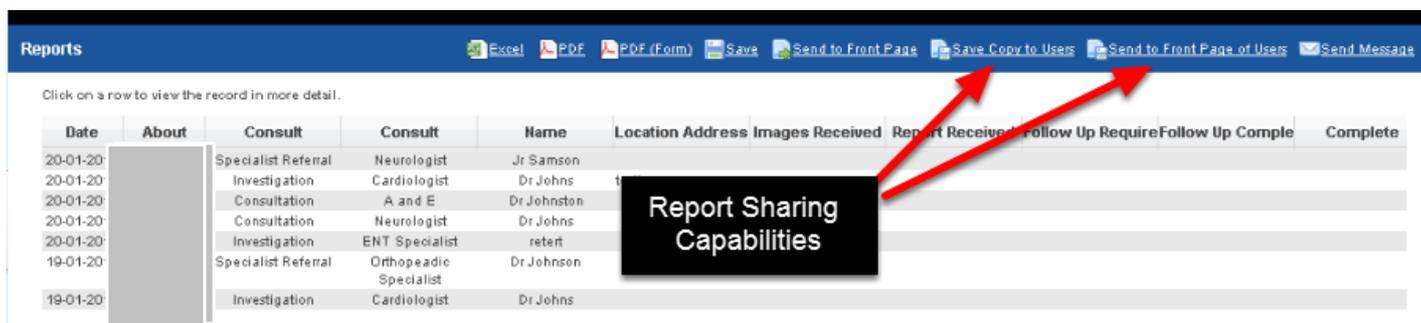
OK Cancel

You can set up more than one report to show on your home page, but it is best to limit it to 1 or 2 so as to avoid cluttering the home page.

# Reports: Setting up Reports to appear on other Users' Home Pages (Front Page Reports) and Reports Pages (Report List)

These two features enable a user to create a specific type of report, share it with other professionals/athletes so that the report appears on the other users system automatically. These permission need to be set up by the Administrator of your system, so it may not show on your reports page if you have not been given access to it. If you do not have these capabilities ask your administrator about it. Most importantly, you can learn how to load and delete a report that other users have shared with you.

1. You may have access to two new Report Page capabilities for sharing reports, or setting up home page reports on other users' systems

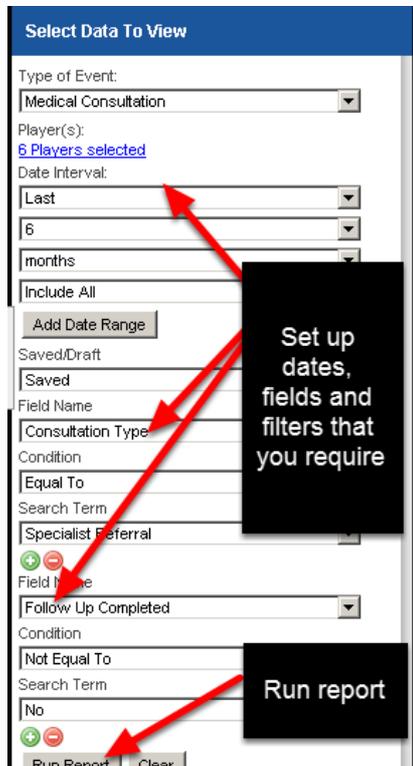


The screenshot shows a web interface for a 'Reports' page. At the top, there is a blue header with the title 'Reports' and a toolbar containing icons for Excel, PDF, PDF (Form), Save, Send to Front Page, Save Copy to Users, Send to Front Page of Users, and Send Message. Below the header, there is a table with columns: Date, About, Consult, Consult, Name, Location Address, Images Received, Report Received, Follow Up Require, Follow Up Comple, and Complete. A black box with the text 'Report Sharing Capabilities' is overlaid on the table, with two red arrows pointing from it to the 'Save Copy to Users' and 'Send to Front Page of Users' buttons in the toolbar.

Date	About	Consult	Consult	Name	Location Address	Images Received	Report Received	Follow Up Require	Follow Up Comple	Complete
20-01-20		Specialist Referral	Neurologist	Jr Samson						
20-01-20		Investigation	Cardiologist	Dr Johns						
20-01-20		Consultation	A and E	Dr Johnston						
20-01-20		Consultation	Neurologist	Dr Johns						
20-01-20		Investigation	ENT Specialist	reterf						
19-01-20		Specialist Referral	Orthopeadic Specialist	Dr Johnson						
19-01-20		Investigation	Cardiologist	Dr Johns						

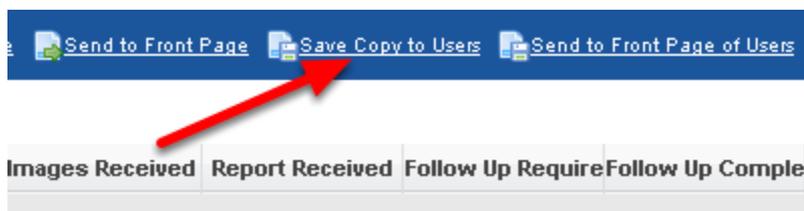
These two features need to be enabled on the Administration Tool by your system Administrator. If you are an administrator, see the Administration Help Documentation available on the administration site for more details about this feature.

1.1 To share a specific report with other Professionals/Coaches/ Staff or Athletes on your system, you need to set up the report exactly as you require it.



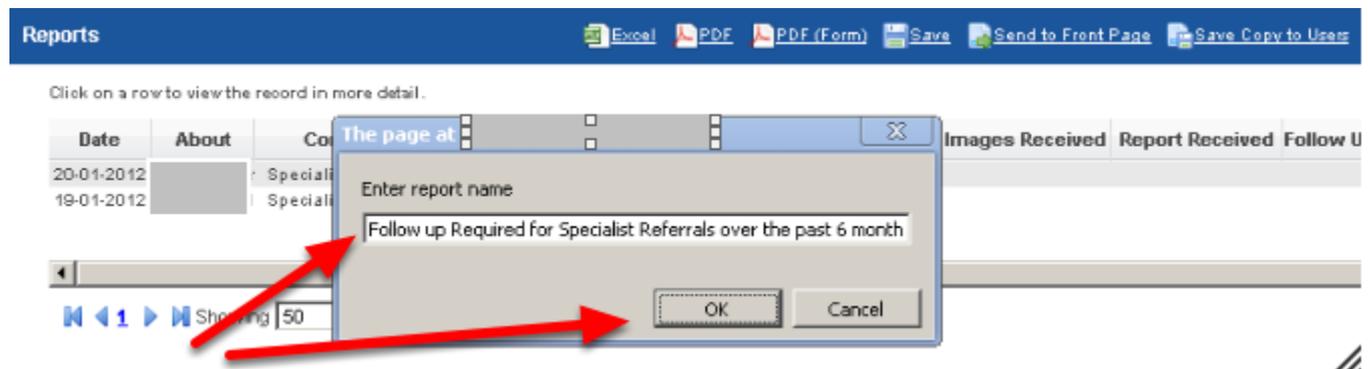
Set up the Report Options using any groups, date filters and field filters that you require and click on Run Report.

2.0 Once the report loads click on the "Save Copy to Users" and then you will need to name the report (as shown in the step below)



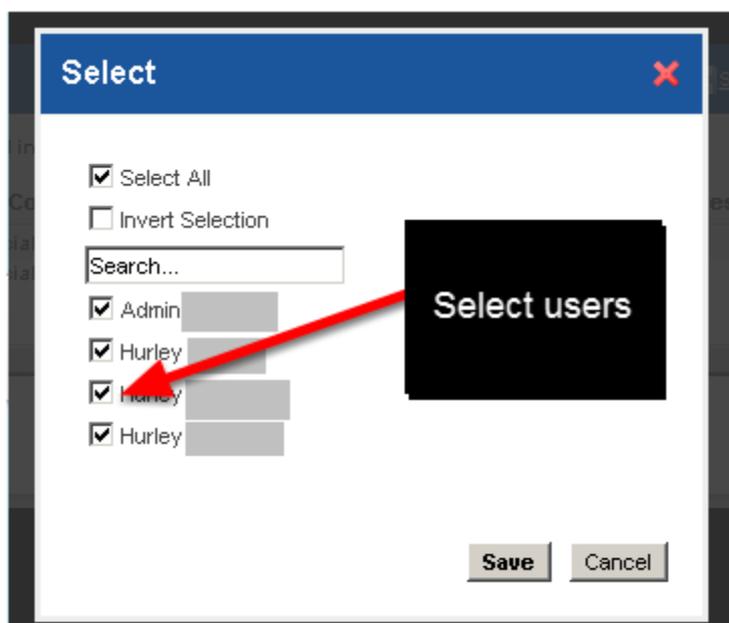
If you do not have this button you have not been given access to it

## 2.1 Clearly name the report so other system Users know exactly what the report is set to show



Enter in the Report Name and Click "OK"

2.2 Now choose which Users you want to share this report setting with. ONLY choose users that have access to the form that you used to create the report and if you want a copy to appear on your system then you need to select your name as well.

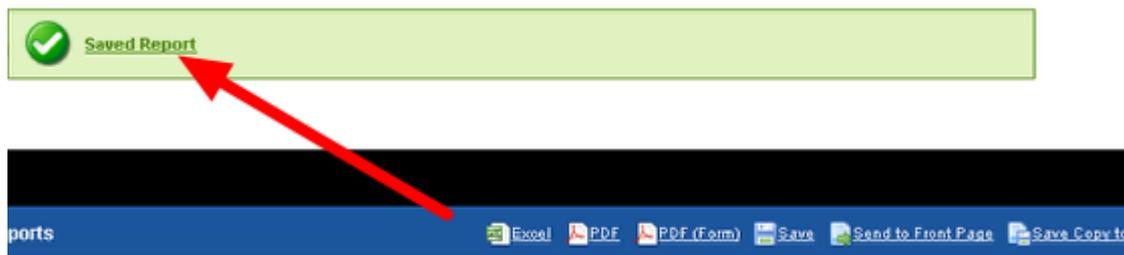


Tick the users you want to share this report with and click Save.

Please note that if the users does not have read or write access to the Event Form that was used to create the report, the report name will still show on their Reports Page, but they will not be able to load the report. Choose the Users carefully so as not to clutter the other Users' Reports Page.

If you want a copy of the report to appear on your system then you need to ensure that you tick your own name in the sharing list, or it will not appear.

## 2.3 A message will appear showing that the report has been saved

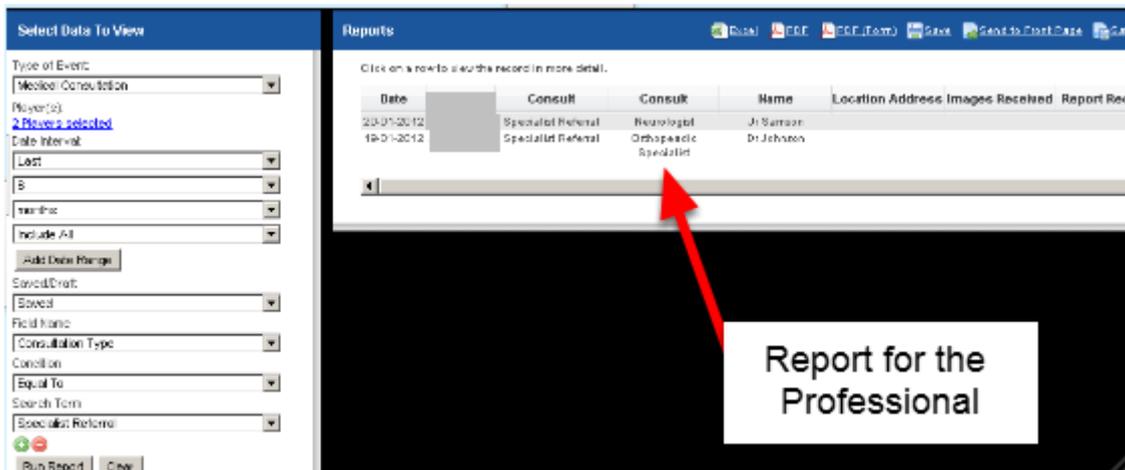


2.4 A copy will appear on your Reports Page if you selected yourself in the sharing list. You can Delete the report, but this will NOT delete it from the other user's systems who you shared the report with



A copy of the new report will appear on all of the Users' Reports pages with whom the report was shared with. Examples of these are shown below:

## 2.5 An example of the Report when it has been run by a Professional that the Report was shared with

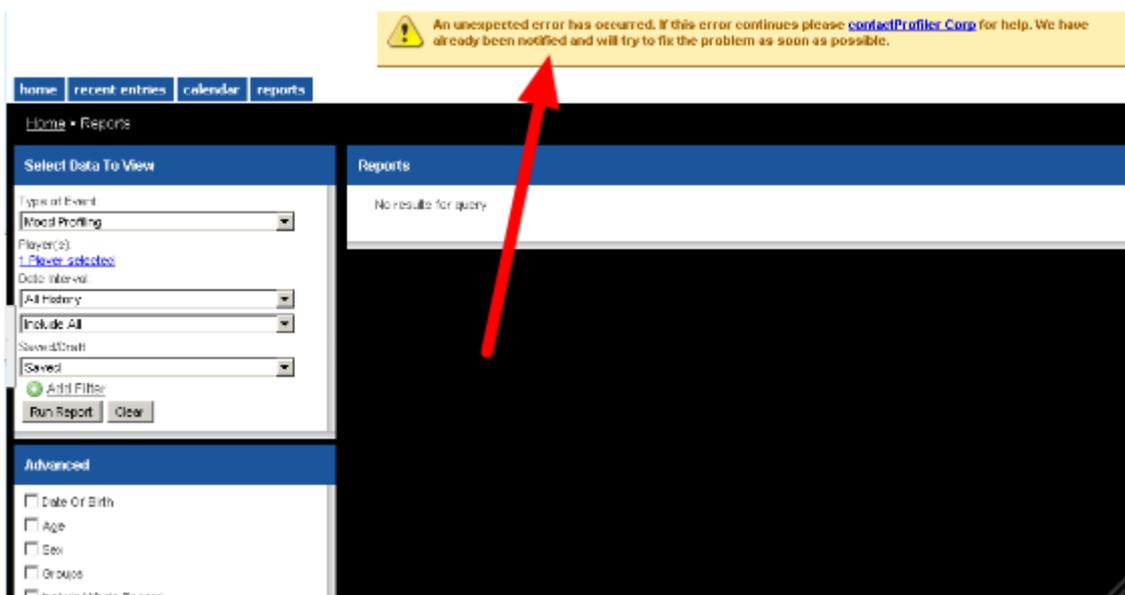


The screenshot shows a web application interface with a left sidebar for filtering and a main content area for reports. The sidebar includes options for 'Type of Event' (Medical Consultation), 'Player(s)' (2 Players selected), 'Date Interval' (Last), 'Include All', and 'Run Report'. The main area displays a table with columns: Date, Consult, Consult, Name, Location Address, Images Received, and Report Rece. The table contains two rows of data. A red arrow points to the second row, which has a white box with the text 'Report for the Professional' overlaid on it.

Date	Consult	Consult	Name	Location Address	Images Received	Report Rece
20-01-2012	Specialist Referral	Neurologist	Ji Samson			
19-01-2012	Specialist Referral	Orthopaedic Specialist	Dr Johnson			

The Professional will have the same report settings, but they may need to update the list of athletes they run the report for. They can delete the report at any time if they do not need it (see step 2.7 below).

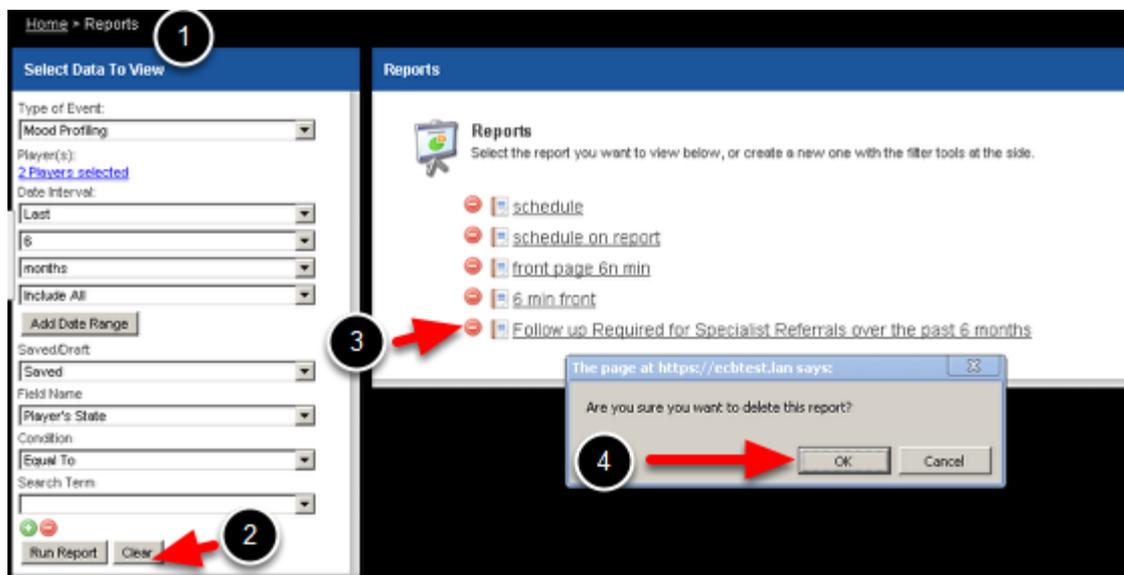
## 2.6 Unexpected Error: An example of what happens when the user loads a shared Report when they do not have access to the Event Form used to create the report. They need to delete the report (see the step below).



The screenshot shows the same web application interface as in 2.5, but with an error message at the top. The error message is a yellow box with a warning icon and the text: 'An unexpected error has occurred. If this error continues please contact Profiler Corp for help. We have already been notified and will try to fix the problem as soon as possible.' A red arrow points to this error message. Below the error message, the 'Reports' section shows 'No results for query'.

When the user clicked on the shared Report and they have not been given access to the event form that was used to create the report, an unexpected error message will occur. This user needs to delete the report from their Reports page (as shown in the image below).

## 2.7 The Report can be deleted by loading the Reports page, clearing any reports that have been run and deleting the report



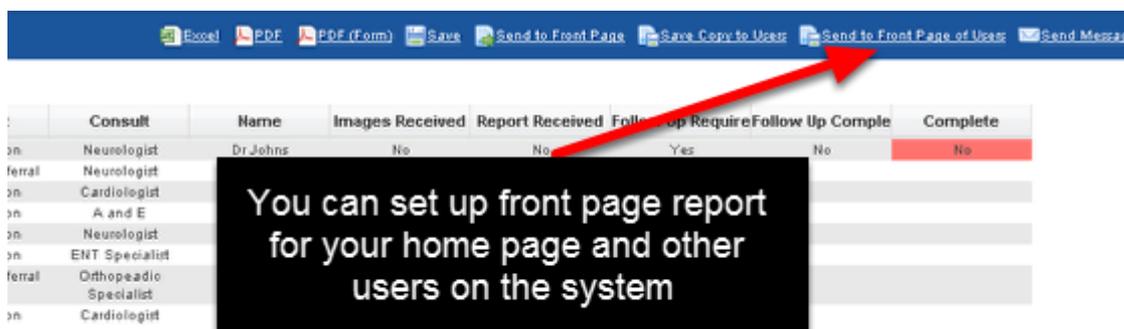
1: Go to the Reports Page

2: Click Clear to remove any reports that may be running and to access the Reports List

3: Click the Red delete button on the left of the Report name

4: Click Yes to delete the Report

## 3.0 Shared Front Page Reports: Sharing Reports that appear on the Home Page of other users on the system. These can be set up for Professionals and Athletes



User can now be given the capability to set up a front page report and save it on other User's system, so it shows on the front page of other selected Users. This is particularly useful for administrators of the system and trainers. To access this feature it needs to be set up by your system administrator on the administration site. See the Administration Help documentation for more information if you are an Administrator.

### 3.1 To share a Front Page Report, set up the report with the specific filters and settings that you require and click Run Report

Select Data To View

Type of Event:  
Medical Consultation

Player(s):  
2 Players selected

Date Interval:  
All History

Include All

Saved/Draft  
Saved

Field Name  
Follow Up Completed

Condition  
Not Equal To

Search Term  
Yes

Field Name  
Images Received

Condition  
Equal To

Search Term  
No

Run Report Clear

Set up the dates and filters that you require

Click Run

Set up the report as you require it including date filters, or field filters.

### 3.2 On the reports page, click on "Send to Front Page of Users"

Excel PDF PDF (Form) Save Send to Front Page Save Copy to Users Send to Front Page of Users

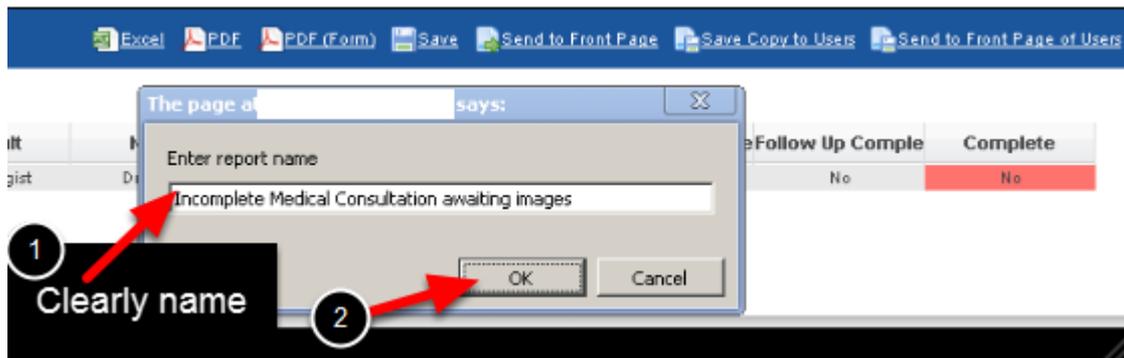
one detail.

Consult	Name	Images Received	Report Received	Follow Up Require	Follow Up Comple	Complete
Neurologist	Dr Johns			Yes	No	No

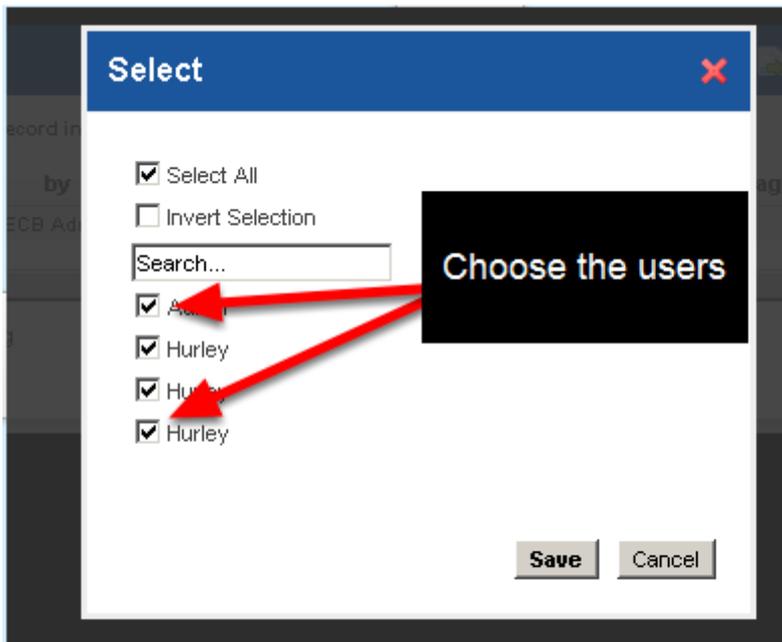
per page

Click to Share

3.3 Name the report: be as specific as possible so the user knows what the report is and click OK

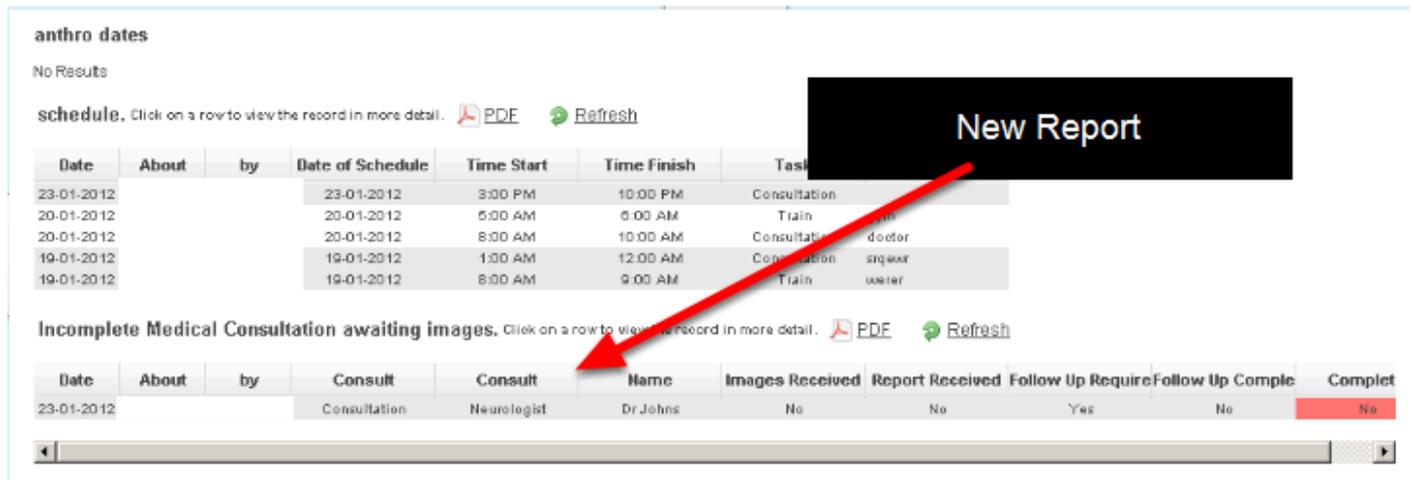


3.4 Choose who you want to share with. Only share the report with users who you know have access to this event form. If you want it to appear on your home page ensure you tick your own name



Place a tick beside the users who you want to share the report with. Once you save the report it will appear in their report list (as shown in step 3.6 below) AND it will appear on their home page when they login to the system.

3.5 You can see here that the New Front page report appears under any other front page reports that have already been set up



The newly created front page report will appear on the front page of the users that you shared the reports with. To delete this report, it is done from the Reports page by following the steps below.

3.6 The shared Front Page Report can be deleted by loading the Reports page, clearing any reports that have been run and deleting the report from the Reports List



- 1: Go to the Reports Page
- 2: Click Clear to remove any reports that may be running and to access the Report List
- 3: Click the Red delete button on the left of the Shared Report name
- 4: Click Yes to delete the Report

If you need any assistance don't hesitate to ask your distributor.

Advanced Section: pull through sex, dob, group, date event created, and even Profile data into the report

Once you set up your Event Form settings, you can then select to add in additional columns

The screenshot displays two side-by-side panels. The left panel, titled 'Select Data To View', contains several dropdown menus and buttons. The 'Type of Event' dropdown is set to 'Injury / Illness Record + Treatment'. The 'Athlete(s)' dropdown shows '10 Athletes selected'. The 'Date Interval' dropdown is set to 'All History'. The 'Include All' dropdown is set to 'Include All'. There is an 'Add Date Range' button. The 'Saved/Draft' dropdown is set to 'Saved'. At the bottom of this panel are buttons for 'Add Filter', 'Run Report', and 'Clear'. A red arrow originates from the 'Add Filter' button in this panel and points towards the right panel. The right panel, titled 'Reports', shows an 'Injury Diagnosis' section with a 'Group By' dropdown set to 'No Grouping'. Below this is a diagram of a human figure with two red rectangular markers on the back, each containing the number '1'.

In the Advanced Section of the Reports Page, you can select to pull through data from a number of additional fields including account and profile data

**Advanced**

- Date Of Birth
- Age
- Sex
- Groups
- Include Whole Record
- Creation Date

Add Profile Form

**Compare To**

Performance standard

Injury Record

Athlete average

Nothing

Date	Al
01-01-2011	trial: d
25-01-2011	trial: d
25-01-2011	trial: d
27-01-2011	trial: d
04-03-2011	trial: d
08-03-2011	trial: d

Date of Birth will pull through the athletes date of birth from the athlete's account data

Age will pull through their age (based on the date of entry in the event form)

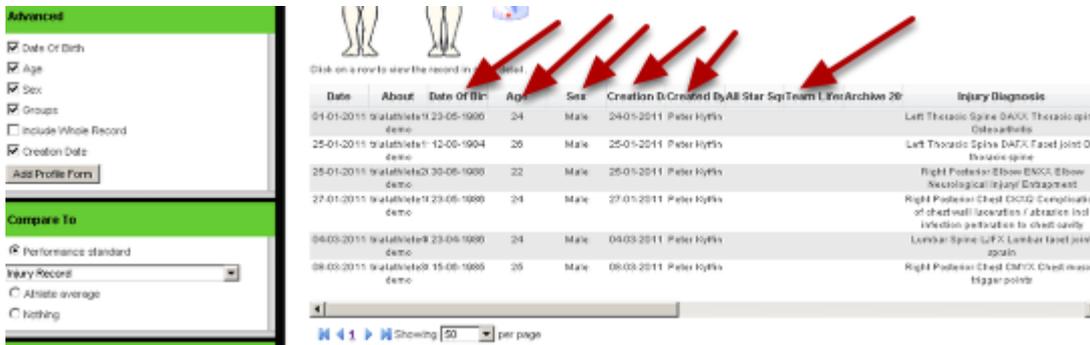
Sex will pull through their gender information form the athlete's account data

Groups will show any groups the athlete is included in

Include Whole Record will select all of the fields from any profile forms you add into the report

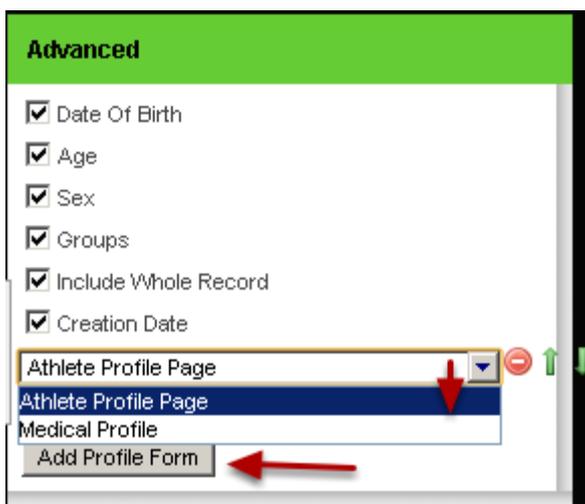
Creation Date will show the date the event was actually entered into the system and who entered it.

You can click to include any of these fields in the report that you generate and they will appear in the first columns of the report (as shown in the image in the step below)



The Advanced columns appear first and then the event report settings columns appear next.

To Include specific Profile Data click on the "Add Profile Form"



To add a profile form and include all of the fields from the athlete's profile page into the report (as shown in the image in the step below), just select the profile you want to include.

All of the fields from the Athlete Profile form are now included in the report (and any exports or summaries)

The screenshot shows a table of athlete records. The columns include Date, About, Date Of Birth, Age, Sex, Creation ID, Created By, Athlete Profile, and Athlete Profile Page. A red arrow points to the 'Athlete Profile Page' column header, which is highlighted with a black box labeled 'Profile fields'.

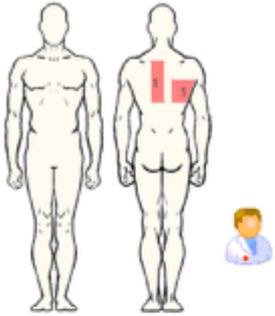
Date	About	Date Of Birth	Age	Sex	Creation ID	Created By	Athlete Profile	Athlete Profile Page
25-01-2011	SwatB:Id:1123-05-1890 Id:1123-05-1890	23-05-1990	24	Male	25-01-2011	Peter Kyllin	Saraal Jekko	09-12-1998
25-01-2011	SwatB:Id:1123-05-1890 Id:1123-05-1890	12-08-1894	26	Male	25-01-2011	Peter Kyllin		04-03-2011
25-01-2011	SwatB:Id:1123-05-1890 Id:1123-05-1890	30-08-1890	22	Male	25-01-2011	Peter Kyllin		
27-01-2011	SwatB:Id:1123-05-1890 Id:1123-05-1890	23-05-1890	24	Male	27-01-2011	Peter Kyllin	Saraal Jekko	09-12-1998
04-03-2011	SwatB:Id:1123-05-1890 Id:1123-05-1890	23-04-1890	24	Male	04-03-2011	Peter Kyllin		
09-03-2011	SwatB:Id:1123-05-1890 Id:1123-05-1890	15-05-1905	25	Male	09-03-2011	Peter Kyllin		

To filter the report based on a profile field, you just add in a filter and click Run Report again

The screenshot shows the 'Advanced' filter settings. The 'Athlete Profile Page' field is selected with a filter of 'Match Any'. The 'Field Name' is set to 'Weight' and the 'Condition' is 'Greater than or equal to'. The search term is '67'. There are plus and minus buttons and an 'Add Profile Form' button at the bottom.

For this example we only want to see records for any athletes who profile record shows that they weigh more than 67 kg's. You can use any filter you require for your report.

## An example of the limited event fields based on the profile form filter



Click on a row to view the record in more detail.

Date	About	Date Of Birth	Age	Sex	Creation D	Created By	Athlete	Pr	Athlete	Pr	Athlete	Pr	Athlete	Pr	Athlete	Pr	Athlete	Pr
01-01-2011	trialathlete1	23-05-1986	24	Male	24-01-2011	Peter Kyffin	Samual Jones	Jonsey	09-12-1985								1.89	85.0
27-01-2011	trialathlete1	23-05-1986	24	Male	27-01-2011	Peter Kyffin	Samual Jones	Jonsey	09-12-1985								1.89	85.0

Showing 50 per page

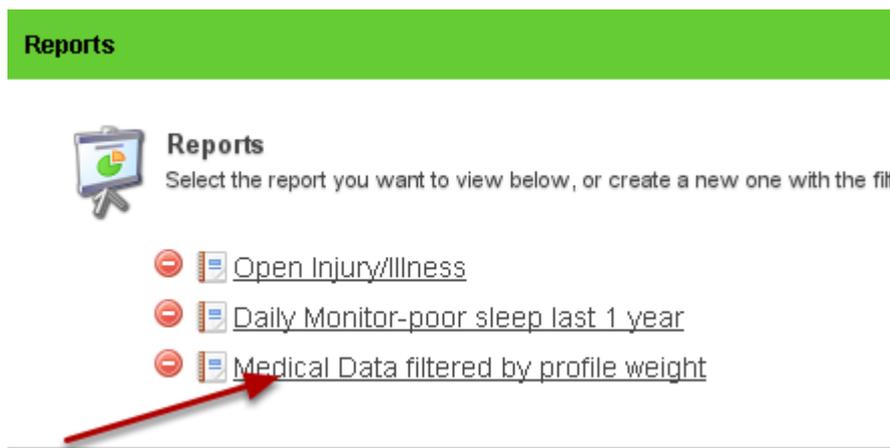
You can save these report properties (e.g Advanced, Field and Event settings) using the Save button and load up the report next time you require it.



If you save and name the report it will be available on your reports page



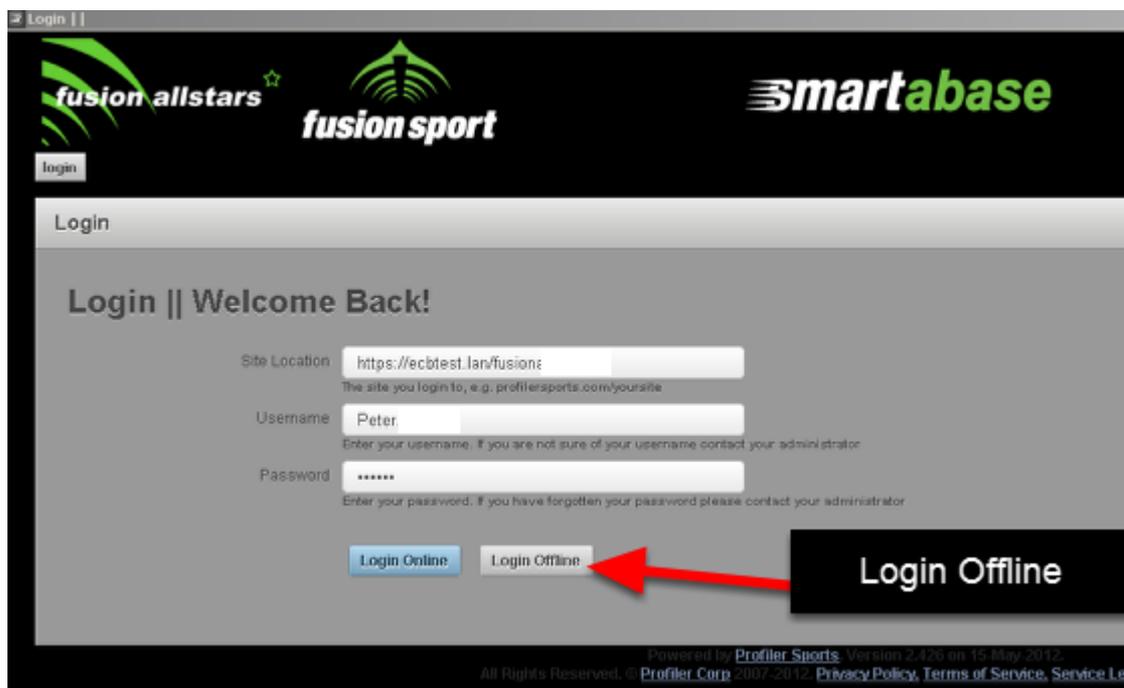
The report will be available in the reports section and can be opened and run as required



# Export to csv when logged in offline on the installed/desktop software

You can create a .csv export of the data from the Athlete History or the Reports Module when you login offline on the installed/desktop version of the software.

## Login on the installed version of the software offline



The screenshot shows a web browser window titled "Login | |". The header features logos for "fusion allstars", "fusion sport", and "smartabase". Below the header is a "Login" section with the heading "Login || Welcome Back!". The form includes three input fields: "Site Location" (containing "https://ecbtest.lan/fusion:"), "Username" (containing "Peter"), and "Password" (containing "\*\*\*\*\*"). Below the fields are two buttons: "Login Online" and "Login Offline". A red arrow points to the "Login Offline" button. At the bottom of the page, there is a footer with the text: "Powered by Profiler Sports, Version 2.426 on 15-May-2012. All Rights Reserved. © Profiler Corp 2007-2012. Privacy Policy, Terms of Service, Service Lev".

Now when you view the Athlete History you can create a csv file of the data to export out of the system

Anderson Jamie's Performance History

History to view: 5-10-5 Pre-agility

Dates: All History Include All

Click on a row to view the record in more detail.

Date	by	5-10-5 Total	Split 1	Split 2
28-07-2010	Kyffin I	5.220	2.494	2.726
21-07-2010	Kyffin I	4.777	2.436	2.342
14-07-2010	Kyffin I	5.308	2.617	2.692
07-07-2010	Kyffin I	5.237	2.666	2.671
01-07-2010	Kyffin I	5.284	2.681	2.603
24-06-2010	Kyffin I	4.748	2.468	2.281
17-06-2010	Kyffin I	5.088	2.725	2.374
10-06-2010	Kyffin I	5.067	2.485	2.581
03-06-2010	Kyffin I	5.268	2.735	2.532
27-05-2010	Kyffin I	4.723	2.254	2.468
20-05-2010	Kyffin I	4.896	2.318	2.578
13-05-2010	Kyffin I	5.168	2.742	2.427
06-05-2010	Kyffin I	5.160	2.716	2.438
29-04-2010	Kyffin I	5.138	2.671	2.467
22-04-2010	Kyffin I	4.767	2.290	2.467

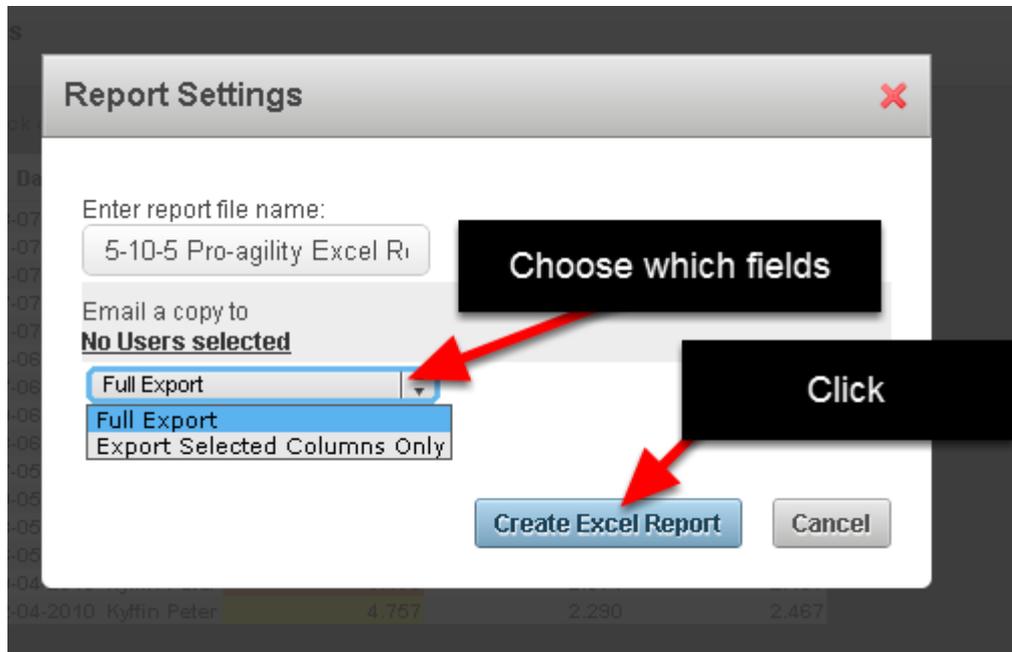
Average 5.857 2.547 2.518

Showing 15 per page

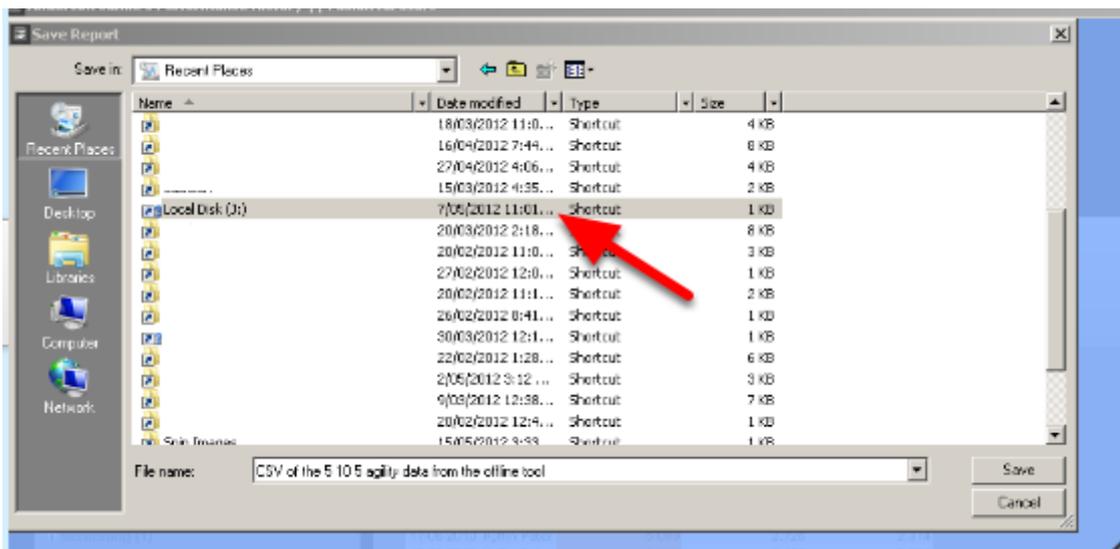
Click to create a ...

Previously, this was not a capability when you were logged in offline. Click on the "Excel" to create a csv file.

Choose to export all of the columns (fields), or just the columns (fields) that are showing in the athlete history. Click Create Excel Report



Choose where you would like to save the file to. It will not appear in your downloads, so choose where you want it to be stored. The example here shows it being stored in a secure file



Open the file from the location you saved it to to access the data

The screenshot shows the Fusion Allstars web interface on the left and a Microsoft Excel spreadsheet on the right. The web interface displays 'Anderson Jamie's Performance History' with a list of reports. A red arrow points from the 'Excel' button in the reports list to the Excel spreadsheet. A black text box with white text says 'An Export of the data to the csv file.' The Excel spreadsheet contains a table with columns: Date, 5-10-5 Tot, Split 1, and Split 2. The data rows are as follows:

Date	5-10-5 Tot	Split 1	Split 2
4/11/2009	4.922	2.349	2.573
11/11/2009	5.186	2.651	2.535
18/11/2009	4.694	2.256	2.438
25/11/2009	5.022	2.42	2.601
1/12/2009	4.842	2.342	2.5
8/12/2009	5.475	2.741	2.734
15/12/2009	4.885	2.289	2.595
1/01/2010	4.937	2.513	2.423
8/01/2010	5.087	2.524	2.563
15/01/2010	4.834	2.406	2.348
22/01/2010	4.954	2.384	2.57
29/01/2010	5.077	2.449	2.628
5/02/2010	5.301	2.704	2.598
12/02/2010	5.415	2.734	2.681
19/02/2010	4.956	2.304	2.652

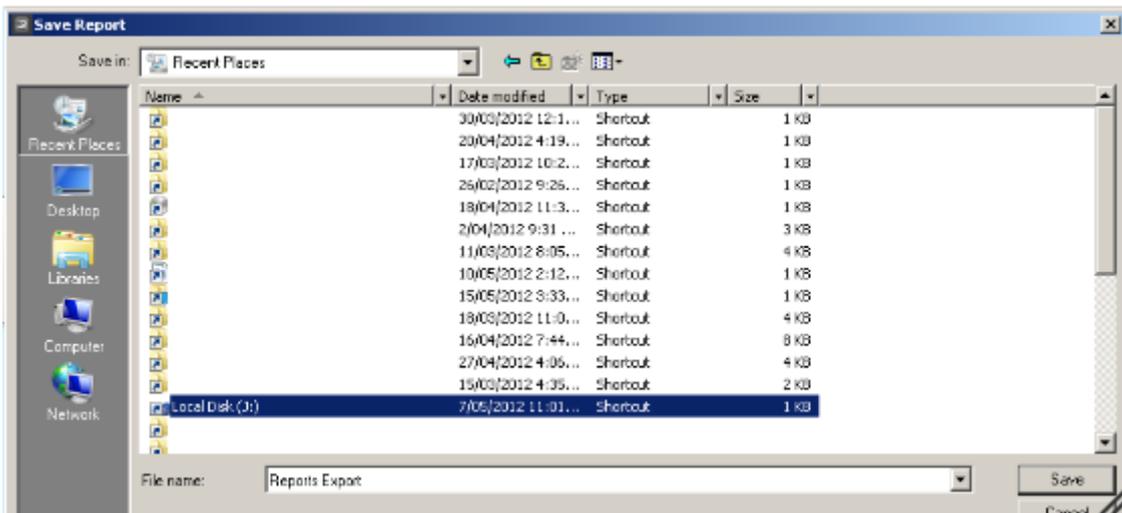
Now you can access the data and run additional analysis if you require.

The Excel Button is also available on the Reports Module. Run a Report and then click on the Excel button to create the report

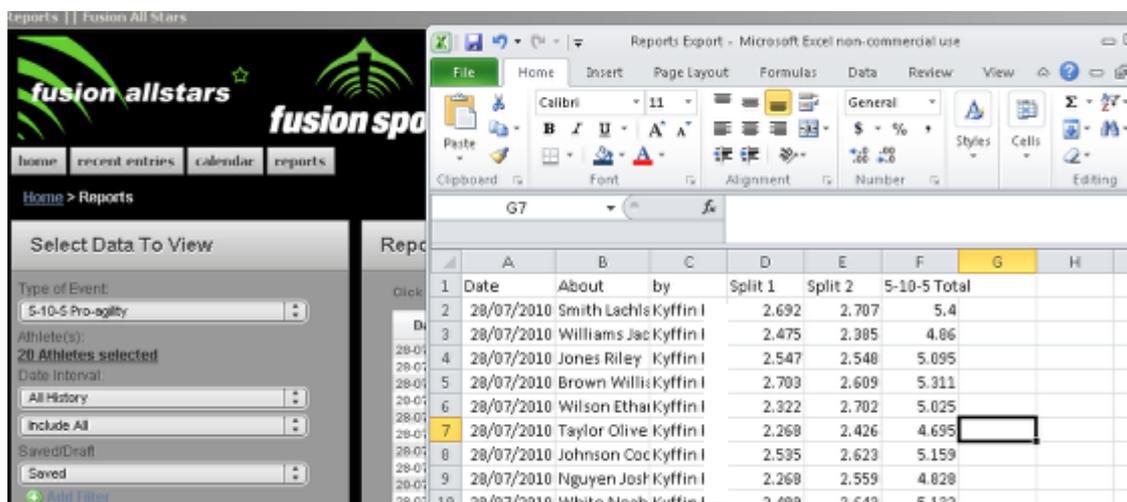
The screenshot shows the 'Reports' module in Fusion Allstars. On the left is a 'Select Data To View' panel with filters for 'Type of Event' (5-10-5 Pro-agility), 'Athlete(s)' (20 Athletes selected), 'Date Interval' (All History), 'Include All', and 'Saved/Draft' (Saved). On the right is a table of reports. A red arrow points from the 'Excel' button in the top right corner of the reports table to a black text box that says 'Click to create a csv file'. The reports table has columns: Date, About, by, Split 1, Split 2, and 5-10-5 Total. The data rows are as follows:

Date	About	by	Split 1	Split 2	5-10-5 Total
28-07-2010	Smith Lachlan	Kyffin I	2.882	2.707	5.400
28-07-2010	Williams Jari	Kyffin I	2.475	2.385	4.860
28-07-2010	Jones Riley	Kyffin I	2.547	2.548	5.095
28-07-2010	Brown Willis	Kyffin I	2.703	2.609	5.311
28-07-2010	Wilson Ethar	Kyffin I	2.322	2.702	5.025
28-07-2010	Taylor Olive	Kyffin I	2.268	2.426	4.695
28-07-2010	Johnson Coi	Kyffin I	2.635	2.623	5.169
28-07-2010	Nguyen Jost	Kyffin I	2.268	2.559	4.829
28-07-2010	White Noah	Kyffin I	2.488	2.643	5.132
28-07-2010	Martin Luca	Kyffin I	2.571	2.402	4.973
28-07-2010	Walker Liarr	Kyffin I	2.898	2.679	5.577
28-07-2010	Lee Thomas	Kyffin I	2.708	2.527	5.235
28-07-2010	Thomas Aidri	Kyffin I	2.592	2.603	5.195
28-07-2010	Thompson C	Kyffin I	2.535	2.588	5.123
28-07-2010	Harris Jaysck	Kyffin I	2.303	2.251	4.554
28-07-2010	King Jackac	Kyffin I	2.635	2.336	4.971
28-07-2010	Kelly Max	Kyffin I	2.471	2.276	4.747
28-07-2010	Robinson Al	Kyffin I	2.551	2.400	4.950
28-07-2010	Ryan Samsu	Kyffin I	2.488	2.514	5.003
28-07-2010	Anderson J	Kyffin I	2.484	2.726	5.210
21-07-2010	Smith Lachlan	Kyffin I	2.721	2.603	5.324

Choose which fields to include, and then save it to the correct location (the same steps as for the Athlete History Page)



Open the file and perform any additional calculations you require



# Performance Standards in Reports

Performance Standards are coloured ranges that appear with data in the Athlete History and Reports Modules. They are also used to help colour injury and illness status, or can help users see different performance ranges when entering data into a form.

If a Performance Standard is available to appear in your report, it will show automatically

**Select Data To View**

Type of Event:  
5m - 20m Fitness Test

Player(s):  
7 Players selected

Date Interval:  
All History

Include All

Saved/Draft  
Saved

Add Filter

Run Report Clear

**Advanced**

Date Of Birth  
 Age  
 Sex

**Reports**

Click on a row to view the record in more detail.

Date	Sex	by	Weather	Environment	Ground	Athlete State	5m	10m	20m
19-11-2013	Male	Test User	Perfect	Outdoor	Soft	Injured	1.000	2.000	
20-10-2013	Male	Test User	Good	Outdoor	Medium	Average	0.780	1.560	
20-10-2013	Male	Test User	Good	Outdoor	Medium	Average	0.780	1.560	
20-10-2013	Male	Team Admin	Good	Outdoor	Medium	Average	0.780	1.560	
20-10-2013	Male	Team Admin	Good	Outdoor	Medium	Average	0.780	1.560	
16-07-2013	Male	Team Admin	Good	Outdoor	Medium	Average	1.000	2.000	
16-07-2013	Male	Test User	Good	Outdoor	Medium	Average	1.000	2.000	
04-06-2013	Male	Test User	Good	Outdoor	Medium	Average	0.780	1.230	
04-06-2013	Male	Test User	Good	Outdoor	Medium	Average	1.230	2.330	
04-06-2013	Male	Team Admin	Good	Outdoor	Medium	Average	1.230	2.330	
04-06-2013	Male	Team Admin	Good	Outdoor	Medium	Average	1.230	1.230	

Showing 50 per page

**5m - 20m Fitness Test**  
5m

- Up to 1.000
- Up to 3.000
- Up to 5.000

If a Performance Standard is set up it will appear in the background and if you mouse over the field the coloured ranges appear for that field (as shown here).

If you have additional performance standards available for that Event Form, you can choose to compare your data against these

The screenshot displays a user interface with several sections. At the top right, there is a pagination control showing 'Showing 50 per page'. Below this is a dark blue header 'Advanced' containing a list of checkboxes: 'Date Of Birth', 'Age', 'Sex' (checked), 'Groups', 'Include Whole Record', and 'Creation Date'. A button labeled 'Add Profile Form' is at the bottom of this section. Below the 'Advanced' section is another dark blue header 'Compare To'. Underneath, there is a radio button for 'Performance Standard' and a dropdown menu currently showing '5-20m Male'. The dropdown menu is open, showing options: 'Most Appropriate', '5-20m Elite', '5-20m Female', and '5-20m Male' (which is highlighted in blue). Below the dropdown is a dark blue header 'View Fields'. A black callout box with white text 'Choose from different standards that are available' has two red arrows pointing to the dropdown menu and the '5-20m Male' option.

In the "Compare To" area you can click on the Performance Standards drop down menu and if any other Performance Standards are available, you can choose a different one to compare you data against.

The system can only select one of these standards to show in each report you run.

# The Report page can ONLY display one standard across all of the athletes

**Select Data To View**

Type of Event: (5m - 20m Fitness Test)

Player(s): 4 Players selected

Date Interval: All History

Include All

Saved/Draft: Saved

**Advanced**

Date Of Birth

Age

Sex

Groups

Include Whole Record

Creation Date

**Compare To**

Performance Standard: 5-20m Elite

**Reports**

Click on a row to view the record in more detail.

Date	About	Sex	by	Test Status	Weather	Environment	Ground	Athlete State
20-10-2013	Betty Sames	Female	Test User	Pass	Good	Outdoor	Medium	Average
04-06-2013	Betty Sames	Female	Test User	Fail - Effort	Good	Outdoor	Medium	Average
07-11-2013	PPlayer Num1	Female	Test User	Pass	Good	Outdoor	Medium	Average
07-11-2013	PPlayer Num1	Female	Test User	Pass	Good	Outdoor	Medium	Average
19-10-2013	PPlayer Num1	Female	Test User	Fail - Effort	Average	Indoor	Medium	Average
07-11-2013	PPlayer Num1	Female	Test User	Pass	Good	Outdoor	Medium	Average
29-10-2013	PPlayer Num1	Female	Test User	Fail - Protocol	Good	Outdoor	Medium	Average
2013	PPlayer Num1	Female	Test User	Fail - Protocol	Good	Outdoor	Medium	Average
2013	Player Num1	Male	Test User	Pass	Perfect	Indoor	Soft	Injured
2013	Player Num1	Male	Test User	Pass	Perfect	Outdoor	Soft	Average
2013	Player Num1	Male	Test User	Fail - Protocol	Good	Outdoor	Medium	Average
2013	Player Num1	Male	Test User	Fail - Protocol	Good	Outdoor	Medium	Average
2013	Player Num1	Male	Test User	Pass	Good	Outdoor	Medium	Average
2013	Player Num1	Male	Test User	Fail - Effort	Average	Indoor	Medium	Average
06-09-2013	Player Num1	Male	Test User	Pass	Good	Outdoor	Medium	Average
28-06-2013	Player Num1	Male	Test User	Pass	Good	Outdoor	Medium	Average
28-06-2013	Player Num1	Male	Test User	Fail - Effort	Average	Indoor	Medium	Average
07-11-2013	Player Num1	Male	Test User	Pass	Good	Outdoor	Medium	Average

Showing 50 per page

The system automatically picks the most appropriate Performance Standard to appear in the Report. The example here shows that both Male and Female athletes are included in this report. Because neither a Male or Female standard are appropriate to display, the system shows the "Elite" performance Standard that was created.

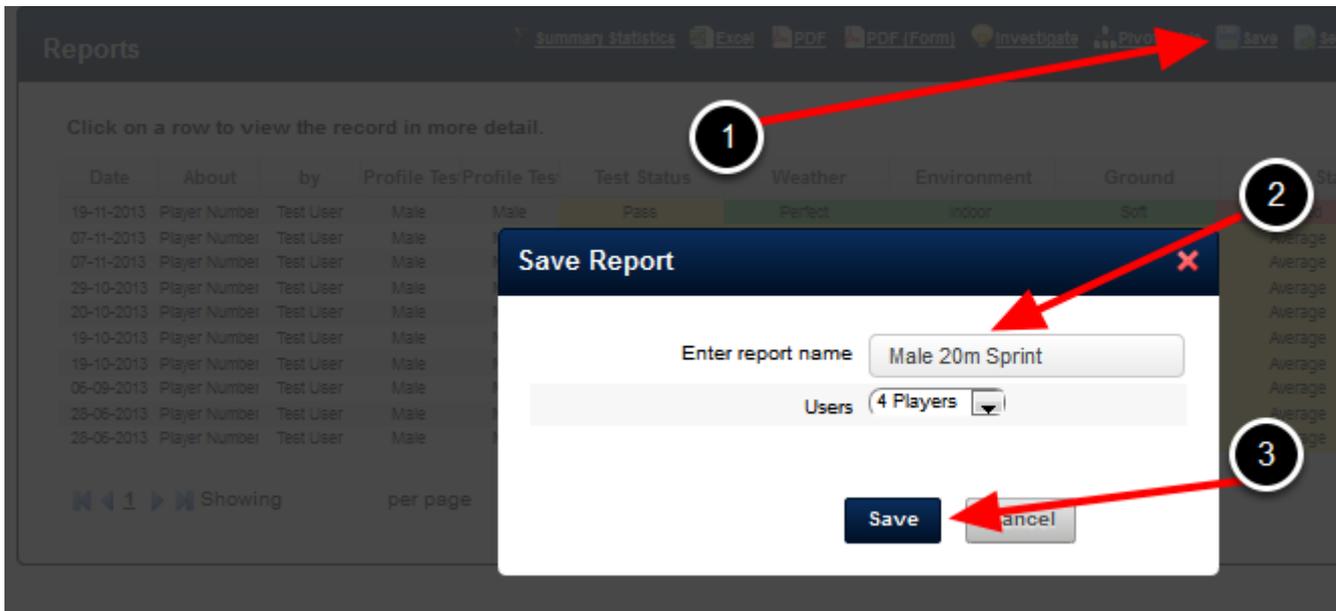
N.B. If there were only two standards (a Male and a Female standard), it would choose one standard to appear based on which gender was the most predominant in the report.

If you have different athlete groupings that you want to compare to different Performance Standards, set these up as separate Reports

The screenshot displays a software interface for generating reports. On the left, there are three main filter sections: 'Select Data To View', 'Advanced', and 'Compare To'. The 'Compare To' section has 'Performance Standard' selected, with '5-20m Female' chosen from a dropdown menu. The 'Advanced' section includes filters for Date Of Birth, Age, Sex, Groups, and Include Whole Record. The 'Select Data To View' section shows 'Type of Event' as '5m - 20m Fitness Test' and '4 Players selected'. The main area is a 'Reports' table with columns: Date, About, by, Profile Tes, Profile Tes, Test Status, Weather, Environment, Ground, Athlete State, 5m, and 10m. The table contains 8 rows of data with color-coded cells. A legend on the right for '5m - 20m Fitness Test: 5m' shows three categories: 'Up to 1.200' (green), 'Up to 3.200' (yellow), and 'Up to 5.200' (orange). A central black text box with white text reads 'Set up separate Reports for different Groupings', with two red arrows pointing to the 'Performance Standard' dropdown and the legend.

If you have set standards that you need to compare specific athletes against, try and set up different reports based on gender or age brackets. The example here shows that a separate female and male report are being generated so that male and female data can be viewed and compared separately.

Once you create your report, Save it for when you need to view it again.



Once you create your report structure (e.g. your groups, filters and performance standards), click on Save and save the report structure so you can use it again.

# On Date Start Time and End Time can be selected to be included in Reports run on the Reports Page

Enhancements have been made to enable users to add in fields into Event Forms to Track Start Time, Finish Time, Linked Time, and the Time calculations to work out the difference between these. In addition to these enhancements, Start Time and Finish Time can now be added to a Report (even if they are not specifically tracked as Time Fields in the Event Form).

## Start Time and Finish Time can be selected to be included in a Report

The screenshot shows the 'Reports' interface. On the left is the 'Select Data To View' sidebar with the following settings:

- Report Type: Events
- Type of Event: 5m - 20m Fitness Test
- Player(s): 1191 Players selected
- Date Interval: All History
- Include All
- Saved/Draft: Saved
- Buttons: Add Filter, Run Report, Clear

Below this is the 'Advanced' section with checkboxes for:

- Date Of Birth
- Age
- Sex
- Groups
- Include Whole Record
- Creation Date
- Last Updated
- Start Time
- Finish Time
- Button: Add Profile Form

On the right is the 'Reports' table with columns: Date, About, by, Athlete State, 5m, 10m, 20m. A text box with the text 'New Advanced Fields can be included in a Report' is overlaid on the table, with two red arrows pointing from the 'Start Time' and 'Finish Time' checkboxes in the sidebar to it.

Date	About	by	Athlete State	5m	10m	20m
28-02-2017	1120 Athlete	Fitness Coach	Average	2.200	3.400	4.500
21-02-2017	100 Athlete	Fitness Coach	Average	1.100	2.200	3.500
21-02-2017	10 Athlete	Fitness Coach	Average	2.200	3.400	4.500
21-02-2017	120 api-change	Fitness Coach	Average	1.100	2.200	3.500
21-02-2017	1004 Athlete	Fitness Coach	Average	2.200	3.400	4.500
21-02-2017	1003 Athlete	Fitness Coach	Average	1.100	2.200	3.500
21-02-2017	1002 Athlete	Fitness Coach	Average	2.200	3.400	4.500
21-02-2017	1001 Athlete	Fitness Coach	Average	1.100	2.200	3.500
21-02-2017	Jamie Anderson	Fitness Coach	Average	2.200	3.400	4.500
21-02-2017	Coach Again	Fitness Coach	Average	1.100	2.200	3.500
21-02-2017	1015 Athlete	Fitness Coach	Average	2.200	3.400	4.500
21-02-2017	1014 Athlete	Fitness Coach	Average	1.100	2.200	3.500
21-02-2017	1013 Athlete	Fitness Coach	Average	2.200	3.400	4.500
21-02-2017	1012 Athlete	Fitness Coach	Average	1.100	2.200	3.500
21-02-2017	1019 Athlete	Fitness Coach	Average	2.200	3.400	4.500
21-02-2017	1018 Athlete	Fitness Coach	Average	1.100	2.200	3.500
21-02-2017	1017 Athlete	Fitness Coach	Average	2.200	3.400	4.500
21-02-2017	1016 Athlete	Fitness Coach	Average	1.100	2.200	3.500
21-02-2017	1008 Athlete	Fitness Coach	Average	2.200	3.400	4.500
21-02-2017	1007 Athlete	Fitness Coach	Average	1.100	2.200	3.500
21-02-2017	1006 Athlete	Fitness Coach	Average	2.200	3.400	4.500
21-02-2017	1005 Athlete	Fitness Coach	Average	1.100	2.200	3.500
21-02-2017	1004 Athlete	Fitness Coach	Average	2.200	3.400	4.500
21-02-2017	1003 Athlete	Fitness Coach	Average	1.100	2.200	3.500
21-02-2017	1002 Athlete	Fitness Coach	Average	2.200	3.400	4.500
21-02-2017	1001 Athlete	Fitness Coach	Average	1.100	2.200	3.500
21-02-2017	1000 Athlete	Fitness Coach	Average	2.200	3.400	4.500
21-02-2017	1009 Athlete	Fitness Coach	Average	1.100	2.200	3.500

N.B. This 20 m form does not have separate Start and End Times tracked in the form. It only has the Event On Date.

Once selected and the Report is Run, the Start Time and Finish Time are included in the Report

Type of Event:  
5m - 20m Fitness Test

Player(s):  
1191 Players selected

Date Interval:  
All History

2 most recent results

Add Date Range

Saved/Draft:  
Saved

Add Filter

Run Report Clear

**Advanced**

- Date Of Birth
- Age
- Sex
- Groups
- Include Whole Record
- Creation Date
- Last Updated
- Start Time
- Finish Time

Add Profile Form

Click on a row to view the record in more detail.

Date	About	by	Start Time	Finish T...	Athlete	State	5m	10m	20m
28-02-2017	1120 Athlete	Fitness Coach	10:00	14:00	Average		2,200	3,400	4,500
21-02-2017	Lucas Martin	Fitness Coach	10:00	11:00	Average		1,100	2,200	3,500
21-02-2017	Jackson King	Fitness Coach	10:00	11:00	Average		1,100	2,200	3,500
21-02-2017	William Brown	Fitness Coach	10:00	11:00	Average		1,100	2,200	3,500
21-02-2017	Thomas Lee	Fitness Coach	10:00	11:00	Average		2,200	3,400	4,500
21-02-2017	Max Kelly	Fitness Coach	10:00	11:00	Average		2,200	3,400	4,500
21-02-2017	Jayden Harris	Fitness Coach	10:00	11:00	Average		1,100	2,200	3,500
21-02-2017	Jamie Anderson	Fitness Coach	10:00	11:00	Average		2,200	3,400	4,500
21-02-2017	Jonathan Nguyen	Fitness Coach	10:00	11:00	Average		1,100	2,200	3,500
21-02-2017	Alex Robinson	Fitness Coach	10:00	11:00	Average		1,100	2,200	3,500
21-02-2017	1000 Athlete	Fitness Coach	10:00	11:00	Average		1,100	2,200	3,500
21-02-2017	10 Athlete	Fitness Coach	10:00	11:00	Average		2,200	3,400	4,500
21-02-2017	120 api-change	Fitness Coach	10:00	11:00	Average		1,100	2,200	3,500
21-02-2017	1004 Athlete	Fitness Coach	10:00	11:00	Average		2,200	3,400	4,500
21-02-2017	1003 Athlete	Fitness Coach	10:00	11:00	Average		1,100	2,200	3,500
21-02-2017	1002 Athlete	Fitness Coach	10:00	11:00	Average		2,200	3,400	4,500
21-02-2017	1001 Athlete	Fitness Coach	10:00	11:00	Average		1,100	2,200	3,500
21-02-2017	Coach Again	Fitness Coach	10:00	11:00	Average		1,100	2,200	3,500
21-02-2017	1015 Athlete	Fitness Coach	10:00	11:00	Average		2,200	3,400	4,500
21-02-2017	1014 Athlete	Fitness Coach	10:00	11:00	Average		1,100	2,200	3,500
21-02-2017	1013 Athlete	Fitness Coach	10:00	11:00	Average		2,200	3,400	4,500
21-02-2017	1012 Athlete	Fitness Coach	10:00	11:00	Average		1,100	2,200	3,500
21-02-2017	1019 Athlete	Fitness Coach	10:00	11:00	Average		2,200	3,400	4,500
21-02-2017	1018 Athlete	Fitness Coach	10:00	11:00	Average		1,100	2,200	3,500
21-02-2017	1017 Athlete	Fitness Coach	10:00	11:00	Average		2,200	3,400	4,500
21-02-2017	1016 Athlete	Fitness Coach	10:00	11:00	Average		1,100	2,200	3,500
21-02-2017	1008 Athlete	Fitness Coach	10:00	11:00	Average		2,200	3,400	4,500
21-02-2017	1007 Athlete	Fitness Coach	10:00	11:00	Average		1,100	2,200	3,500
21-02-2017	1006 Athlete	Fitness Coach	10:00	11:00	Average		2,200	3,400	4,500

Reports can be saved to included these two fields

the record in more detail.

Save Report

Enter report name: 20m\_Start and End Time

Users: Include All

Save Cancel

# The Report can be used to view other groups of athletes

Bue on corporate  
 No rows appear  
 Not equal to unable to train (3 rows of med data)  
 Single row per athlete  
 Hamish  
 20m Start and End Time

**Front Page Reports**  
 Select the report you want to view below, or create a new one with the filter too

front page coach entered by

Home > Reports

**Select Data To View**

Report Type: Events

Type of Event: 5m - 20m Fitness Test

Layer(s): 1 Players selected

Date Interval: All History

2 most recent results

Add Date Range

Save/Draft

Save

Add Filter

Run Report Clear

**Advanced**

Date of Birth

Age

Sex

Groups

Include Whole Record

Creation Date

**Reports**

Click on a row to view the record in more detail

Date	About	by	Start Time	Finish T...	Athlete State	5m	10m	20m
21-02-2017	Thomas Lee	Fitness Coach	05:30	06:30	Average	2.200	3.400	4.500
21-02-2017	Lucas Martin	Fitness Coach	10:00	11:00	Average	1.100	2.200	3.500
21-02-2017	Jayden Harris	Fitness Coach	10:00	11:00	Average	1.100	2.200	3.500
21-02-2017	Jackson King	Fitness Coach	10:00	11:00	Average	1.100	2.200	3.500
21-02-2017	William Brown	Fitness Coach	10:00	11:00	Average	1.100	2.200	3.500
21-02-2017	Max Kelly	Fitness Coach	10:00	11:00	Average	2.200	3.400	4.500
21-02-2017	Jamie Anderson	Fitness Coach	10:00	11:00	Average	2.200	3.400	4.500
21-02-2017	Alex Robinson	Fitness Coach	10:00	11:00	Average	1.100	2.200	3.500
21-02-2017	Joshua Nguyen	Fitness Coach	10:00	11:00	Average	1.100	2.200	3.500
20-02-2017	Cooper Johnson	Fitness Coach	10:00	11:00	Average	2.000	4.000	7.000
20-02-2017	Riley Jones	Fitness Coach	10:00	11:00	Average	2.000	3.000	2.000
20-02-2017	Lucas Martin	Fitness Coach	10:00	11:00	Average	4.000	8.000	3.000
20-02-2017	Jayden Harris	Fitness Coach	10:00	11:00	Average	4.000	8.000	3.000
20-02-2017	Jackson King	Fitness Coach	10:00	11:00	Average	2.000	4.000	7.000
20-02-2017	William Brown	Fitness Coach	10:00	11:00	Average	2.000	3.000	2.000
20-02-2017	Thomas Lee	Fitness Coach	10:00	11:00	Average	2.000	3.000	2.000
20-02-2017	Max Kelly	Fitness Coach	10:00	11:00	Average	4.000	8.000	3.000
20-02-2017	Jamie Anderson	Fitness Coach	10:00	11:00	Average	2.000	4.000	7.000
20-02-2017	Alex Robinson	Fitness Coach	10:00	11:00	Average	2.000	3.000	2.000
20-02-2017	Joshua Nguyen	Fitness Coach	10:00	11:00	Average	2.000	4.000	7.000
14-02-2017	Cooper Johnson	Fitness Coach	09:15	10:15	Average	2.200	3.300	5.400
14-02-2017	Riley Jones	Fitness Coach	09:15	10:15	Average	1.200	2.300	3.400

# A PDF will include the times

**Report Settings**

Enter report file name:  
5m - 20m Fitness Test PC

Email a copy to  
No Users selected

Create PDF Report Cancel

## 5m - 20m Fitness Test All History

Date	About	Start Time	Finish Time	by	Athlete State	5m	10m	20m
21-02-2017	Thomas Lee	05:30	06:30	Fitness Coach	Average	2.200	3.400	4.500
21-02-2017	Lucas Martin	10:00	11:00	Fitness Coach	Average	1.100	2.200	3.500
21-02-2017	Jayden Harris	10:00	11:00	Fitness Coach	Average	1.100	2.200	3.500
21-02-2017	Jackson King	10:00	11:00	Fitness Coach	Average	1.100	2.200	3.500
21-02-2017	William Brown	10:00	11:00	Fitness Coach	Average	1.100	2.200	3.500
21-02-2017	Max Kelly	10:00	11:00	Fitness Coach	Average	2.200	3.400	4.500
21-02-2017	Jamie Anderson	10:00	11:00	Fitness Coach	Average	2.200	3.400	4.500
21-02-2017	Alex Robinson	10:00	11:00	Fitness Coach	Average	1.100	2.200	3.500
21-02-2017	Joshua Nguyen	10:00	11:00	Fitness Coach	Average	1.100	2.200	3.500
20-02-2017	Cooper Johnson	10:00	11:00	Fitness Coach	Average	2.000	4.000	7.000
20-02-2017	Riley Jones	10:00	11:00	Fitness Coach	Average	2.000	3.000	2.000
20-02-2017	Lucas Martin	10:00	11:00	Fitness Coach	Average	4.000	8.000	3.000
20-02-2017	Jayden Harris	10:00	11:00	Fitness Coach	Average	4.000	8.000	3.000
20-02-2017	Jackson King	10:00	11:00	Fitness Coach	Average	2.000	4.000	7.000
20-02-2017	William Brown	10:00	11:00	Fitness Coach	Average	2.000	3.000	2.000
20-02-2017	Thomas Lee	10:00	11:00	Fitness Coach	Average	2.000	3.000	2.000
20-02-2017	Max Kelly	10:00	11:00	Fitness Coach	Average	4.000	8.000	3.000
20-02-2017	Jamie Anderson	10:00	11:00	Fitness Coach	Average	2.000	4.000	7.000
20-02-2017	Alex Robinson	10:00	11:00	Fitness Coach	Average	2.000	3.000	2.000
20-02-2017	Joshua Nguyen	10:00	11:00	Fitness Coach	Average	2.000	4.000	7.000
14-02-2017	Cooper Johnson	09:15	10:15	Fitness Coach	Average	2.200	3.300	5.400
14-02-2017	Riley Jones	09:15	10:15	Fitness Coach	Average	1.200	2.300	3.400

# CSV will include the fields in separate columns

Run an Excel csv Output

Report Settings

Enter report file name:  
3m - 20m Fitness Test Ex

Email a copy to:  
No users selected

Action:  
Export

Format:  
CSV - yyyy

Create Excel Report

Advanced

Opening 3m\_20...csv...

Start and Finish Times appear

A1	Date	About	Start Time	Finish Time	Test Status	Weather	Environment	Ground
1	21/02/2017	Thomas Lee	5:30	6:30	Fitness Cc Pass	Good	Outdoor	Medium
2	21/02/2017	Lucas Martin	10:00	11:00	Fitness Cc Pass	Good	Outdoor	Medium
3	21/02/2017	Jayden Harris	10:00	11:00	Fitness Cc Pass	Good	Outdoor	Medium
4	21/02/2017	Jackson King	10:00	11:00	Fitness Cc Pass	Good	Outdoor	Medium
5	21/02/2017	William Brown	10:00	11:00	Fitness Cc Pass	Good	Outdoor	Medium
6	21/02/2017	Max Kelly	10:00	11:00	Fitness Cc Pass	Good	Outdoor	Medium
7	21/02/2017	Jamie Anderson	10:00	11:00	Fitness Cc Pass	Good	Outdoor	Medium
8	21/02/2017	Alex Robinson	10:00	11:00	Fitness Cc Pass	Good	Outdoor	Medium
9	21/02/2017	Joshua Nguyen	10:00	11:00	Fitness Cc Pass	Good	Outdoor	Medium
10	20/02/2017	Cooper Johnson	10:00	11:00	Fitness Cc Fail - Injur	Good	Outdoor	Medium
11	20/02/2017	Riley Jones	10:00	11:00	Fitness Cc Fail - Injur	Good	Outdoor	Medium
12	20/02/2017	Lucas Martin	10:00	11:00	Fitness Cc Fail - Injur	Good	Outdoor	Medium
13	20/02/2017	Jayden Harris	10:00	11:00	Fitness Cc Fail - Injur	Good	Outdoor	Medium
14	20/02/2017	Jackson King	10:00	11:00	Fitness Cc Fail - Injur	Good	Outdoor	Medium
15	20/02/2017	William Brown	10:00	11:00	Fitness Cc Fail - Injur	Good	Outdoor	Medium
16	20/02/2017	Thomas Lee	10:00	11:00	Fitness Cc Fail - Injur	Good	Outdoor	Medium
17	20/02/2017	Max Kelly	10:00	11:00	Fitness Cc Fail - Injur	Good	Outdoor	Medium
18	20/02/2017	Jamie Anderson	10:00	11:00	Fitness Cc Fail - Injur	Good	Outdoor	Medium
19	20/02/2017	Alex Robinson	10:00	11:00	Fitness Cc Fail - Injur	Good	Outdoor	Medium
20	20/02/2017	Joshua Nguyen	10:00	11:00	Fitness Cc Fail - Injur	Good	Outdoor	Medium
21	14/02/2017	Cooper Johnson	9:15	10:15	Fitness Cc Pass	Good	Outdoor	Medium
22	14/02/2017	Riley Jones	9:15	10:15	Fitness Cc Pass	Good	Outdoor	Medium

N.B. These can be used as Start and Finish Times for Event when importing in data (see the next lesson).

# Excel Reports: Reports that can be generated using an Excel Template

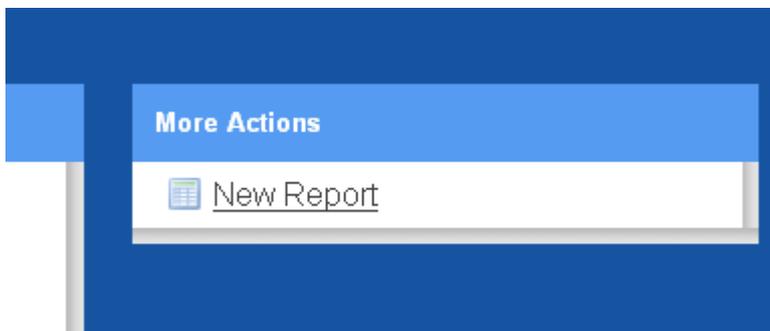
# Advanced Excel Reports

Advanced Excel Reports enable you to access all of the functionality of Excel using the data directly from your software. Instead of having to use two systems to track your data you can perform all of your reporting requirements directly in your application.

Click on "Excel Reports"



Click on New Report (top right of the page)



## Complete the report details

**Create Excel Report**

Step 1: Generate report template

Name	Test Report
Description	Example Report
Main Category	Body Composition
Tags	
Type	One report
Users	One report per athlete
Dates	One report per record

all the selected data. This is useful for piv

1. Name the Report
2. Add in a Description
3. Add in a Category (similar to a folder name that you can store multiple Excel reports into)
4. Add in a Tag (similar to a sub-folder name that you can store your Excel reports under)
5. Choose your report settings:
  - One Report- will send all data to a single Excel spreadsheet
  - One report per athlete will create a report for each athlete on a separate Excel Tab
  - One report per record will create a separate report for each record that you select
  - One record per tab will save each record on a separate tab

## Select the Users, Dates and Number of records

Users	5 Athletes selected
Dates	All History
Limit	Include All
Data	2 most recent results
file Data	3 most recent results
Groups	4 most recent results
	5 most recent results
	6 most recent results
	7 most recent results
	8 most recent results
	9 most recent results

**Users:** click on the blue Athletes link and select the athletes that you want to include in this report

**Dates:** choose your data to include:

-All History,

-All (History and Future) e.g. all historical and planned future data

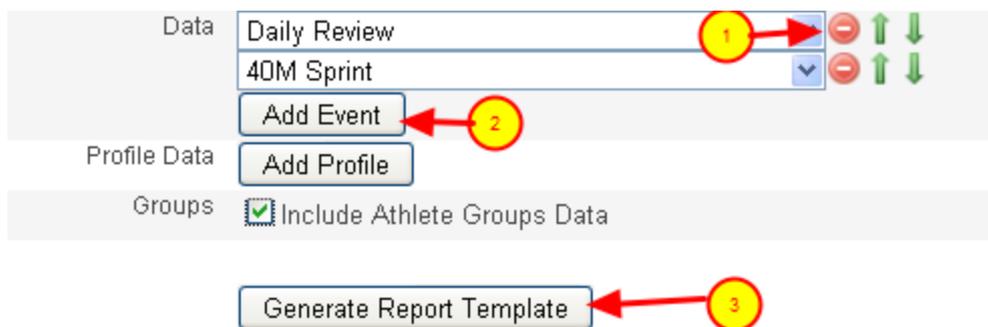
-Date Range e.g. from two specific dates

-Last - the last record, or the last week, month, year etc

You can also select the number of records that you want to be sent to the Excel File

**Limit-** Limit the number of records that are sent to the Excel File

## Select the Data to include in the Report



**Data:** Any events that you have access to can be selected from to create an Excel Report.

#1-Click on the blue drop down arrow and select on a field

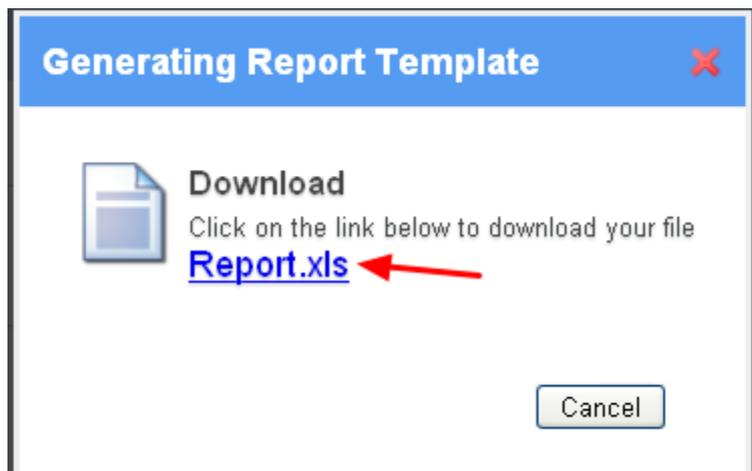
#2- Click "Add Event" to add additional events to the report

**Profile Data:** select whether you want the athlete's profile data to be included in the report e.g. positional profiles etc

**Groups:** select whether you want the groups that the athlete is currently in to appear in the report.

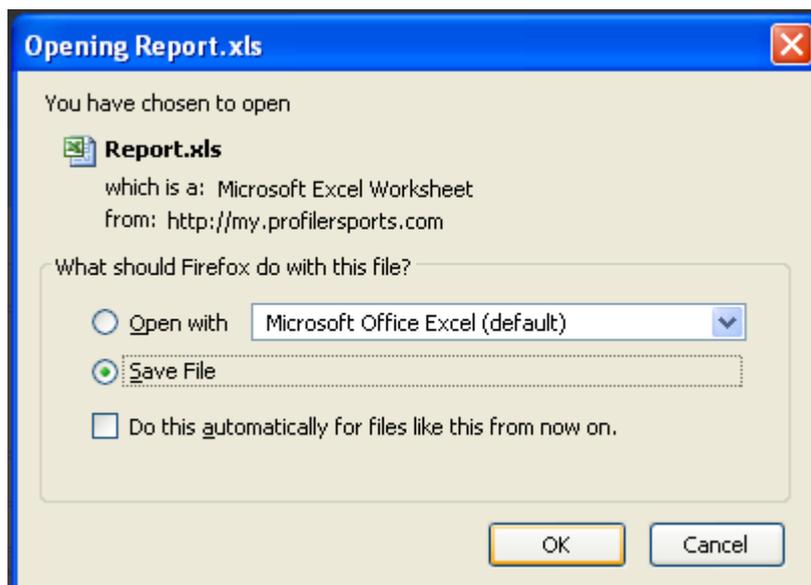
#3: Click Generate Report Template

## Download and Open

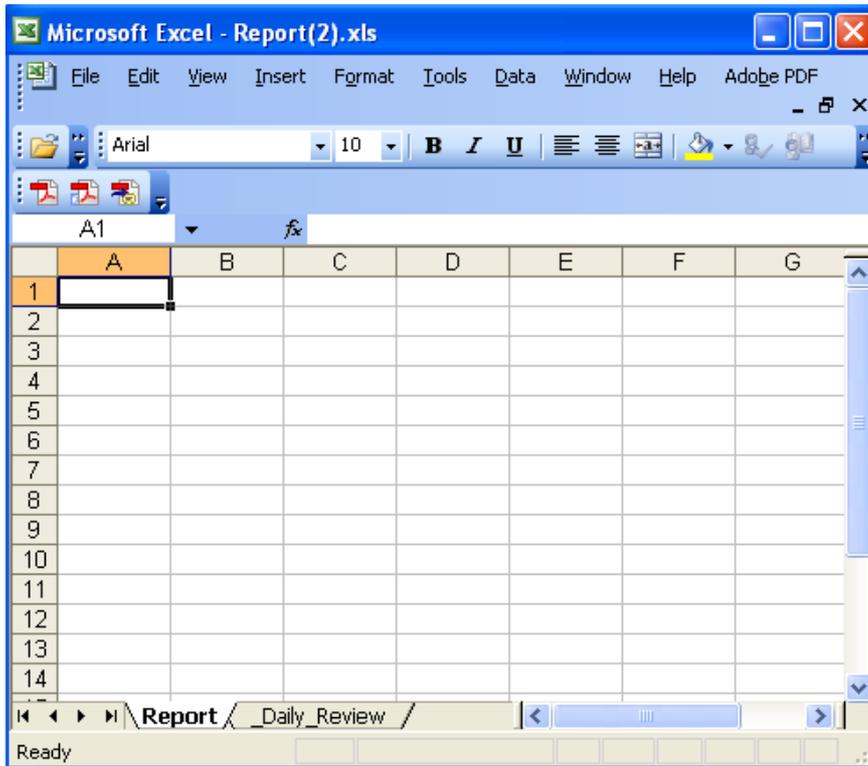


Click on the blue Report.xls link to open the file.

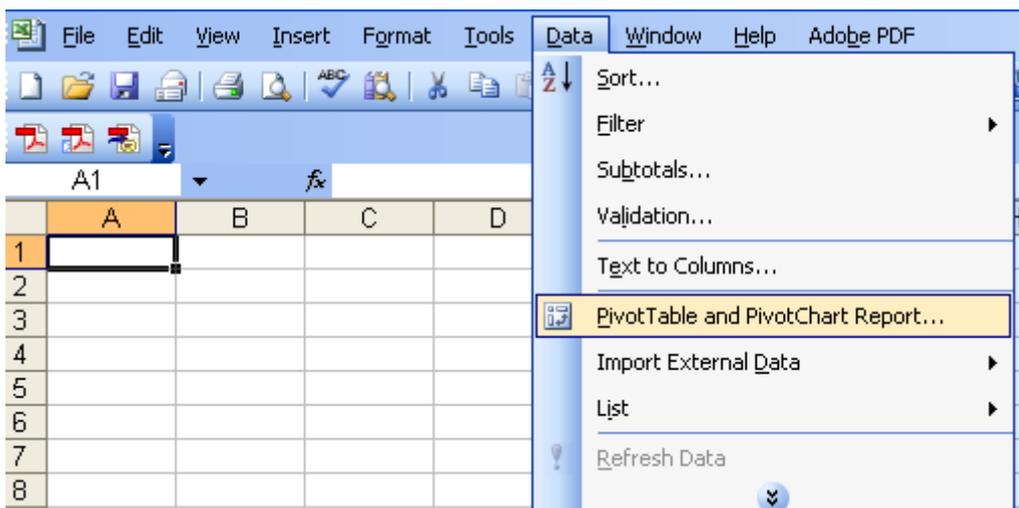
## Save the file



## Blank "Report" and a Tab for the Data you selected



## Build your pivot tables

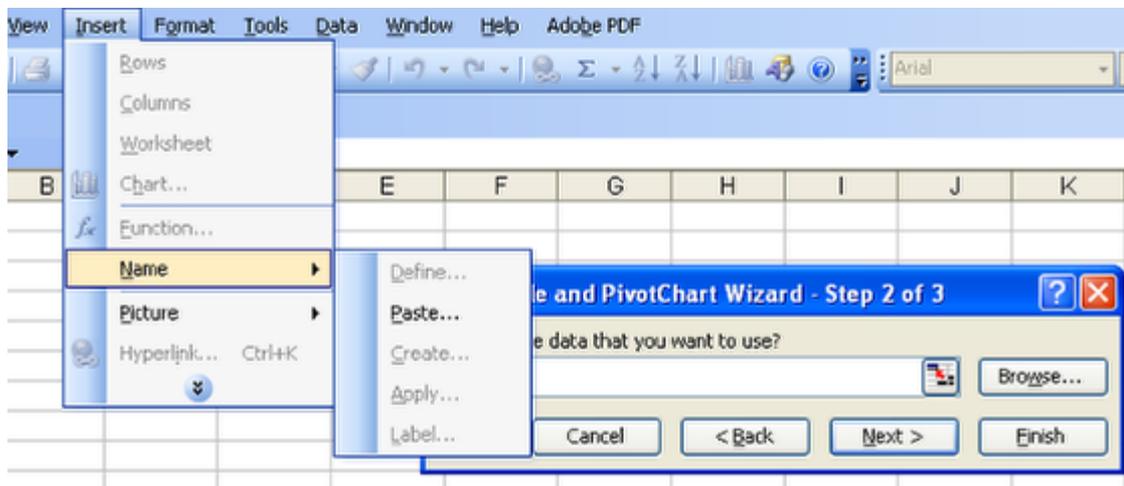


Select a "Pivot Table" from the Data Tab

## Select PivotTable and Next



## Select which vales to chart



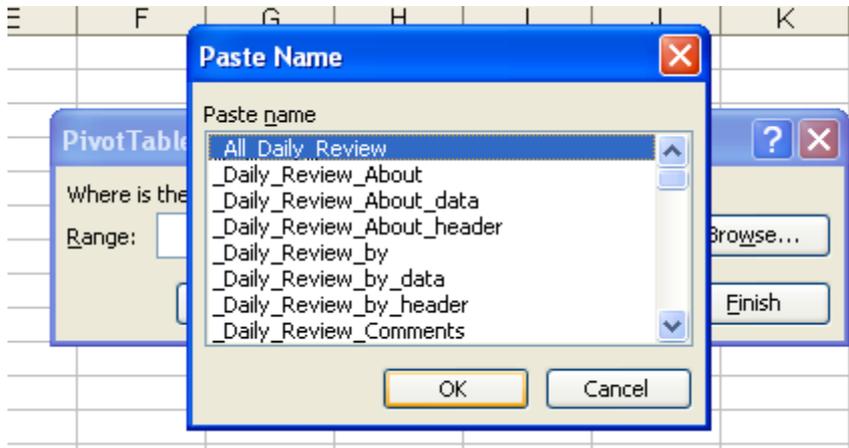
Go to the Insert menu

Select "Name"

Select "Paste"

the see the step below to choose which data to graph

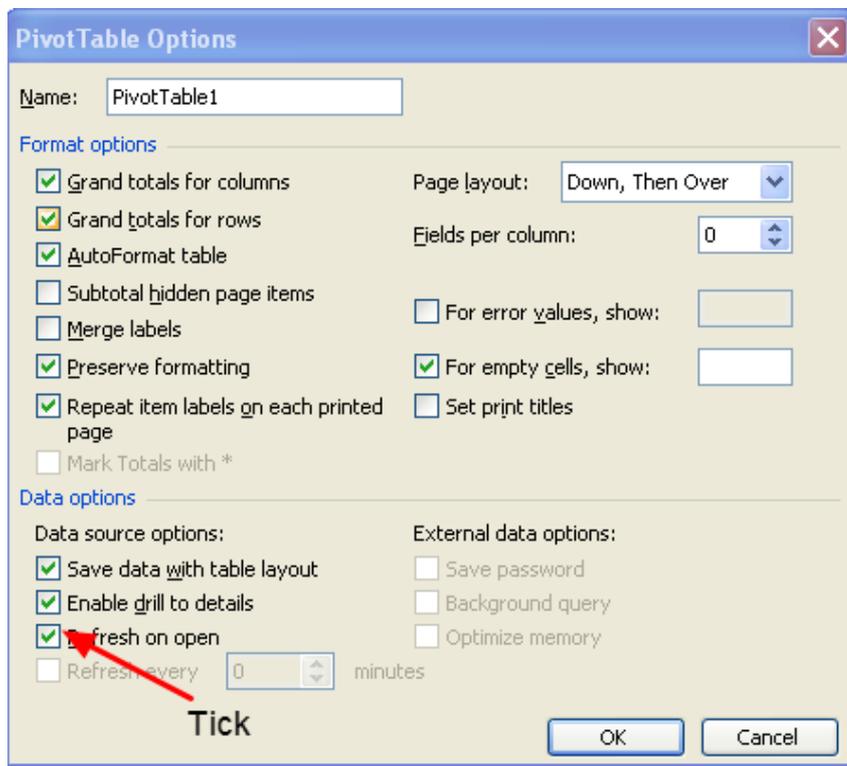
Select the entire Daily Review Data and then start building the chart



## Create Your Report

	A	B	C	D
1	Drop Page Fields Here			
2				
3	Day of Week	Data	Total	
4	Sunday	Average of Stress/Pressure	5	
5		Average of Sleep Quality	2	
6		Average of Soreness	4	
7		Average of Energy	2	
8		Average of Score	10	
9	Monday	Average of Stress/Pressure	4.8	
10		Average of Sleep Quality	2.4	
11		Average of Soreness	3	
12		Average of Energy	2.4	
13		Average of Score	11.4	
14	Tuesday	Average of Stress/Pressure	3.263157895	
15		Average of Sleep Quality	2.526315789	
16		Average of Soreness	3	
17		Average of Energy	2.947368421	
18		Average of Score	13.89473684	
19	Wednesday	Average of Stress/Pressure	2.875	
20		Average of Sleep Quality	3.3125	
21		Average of Soreness	3.0625	
22		Average of Energy	3.125	
23		Average of Score	16.0625	
24	Thursday	Average of Stress/Pressure	2.444444444	
25		Average of Sleep Quality	3.555555556	
26		Average of Soreness	2.888888889	
27		Average of Energy	3.333333333	
28		Average of Score	17	
29	Friday	Average of Stress/Pressure	3.071428571	
30		Average of Sleep Quality	2.928571429	
31		Average of Soreness	2.785714286	
32		Average of Energy	3.642857143	
33		Average of Score	16.21428571	
34	Saturday	Average of Stress/Pressure	3	
35		Average of Sleep Quality	4	

## Critical Information-You MUST set the Pivot "Table Options" to be "Refresh on Open"



Right click on the pivot table

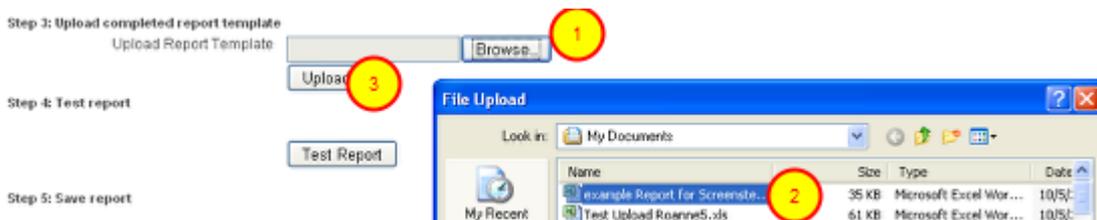
-Click on Table Options

-Ensure there is a tick in the "Refresh on open" Data Options box

-Click OK

-Save the Report again.

## Upload that report setting back into the software



#1: Browse for the file

#2: Double mouse click on it

#3: Select Upload to upload that template to the software.

Test the Report to ensure it is what you need. If not, change, save and re-upload it.

**Step 3: Upload completed report template**

Upload Report Template [example Report for Screensteps.xls](#)  
[Replace file](#)

**Step 4: Test report**

Test Report

**Step 5: Save report**

Save Report

Click on Test Report to generate, open and ensure that the file report settings are correct. Then Save the Report by clicking on Save Report.

To run the report, simply click on it from the Advanced Reports List



**Select Report**



Update the athletes or dates if you wish and generate the report again by clicking "Run Report".

## Run Report

Which users and dates to include in the report?

Users [5 Athletes selected](#)

Dates



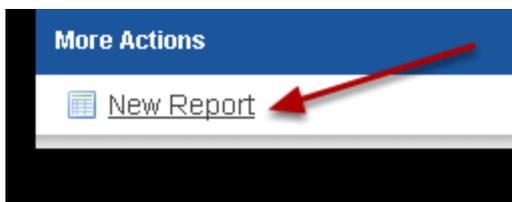
# Advanced Excel Reports- An example using Microsoft Excel 2010

The following provides an example of setting up a basic Excel Spreadsheet for a group of athletes using excel 2010.

Click on Excel Report



Click on Create New Report



Name:

Description:

Main Category:

Tags:

Type:

Users: [1 Player selected](#)

Dates:

Limit:

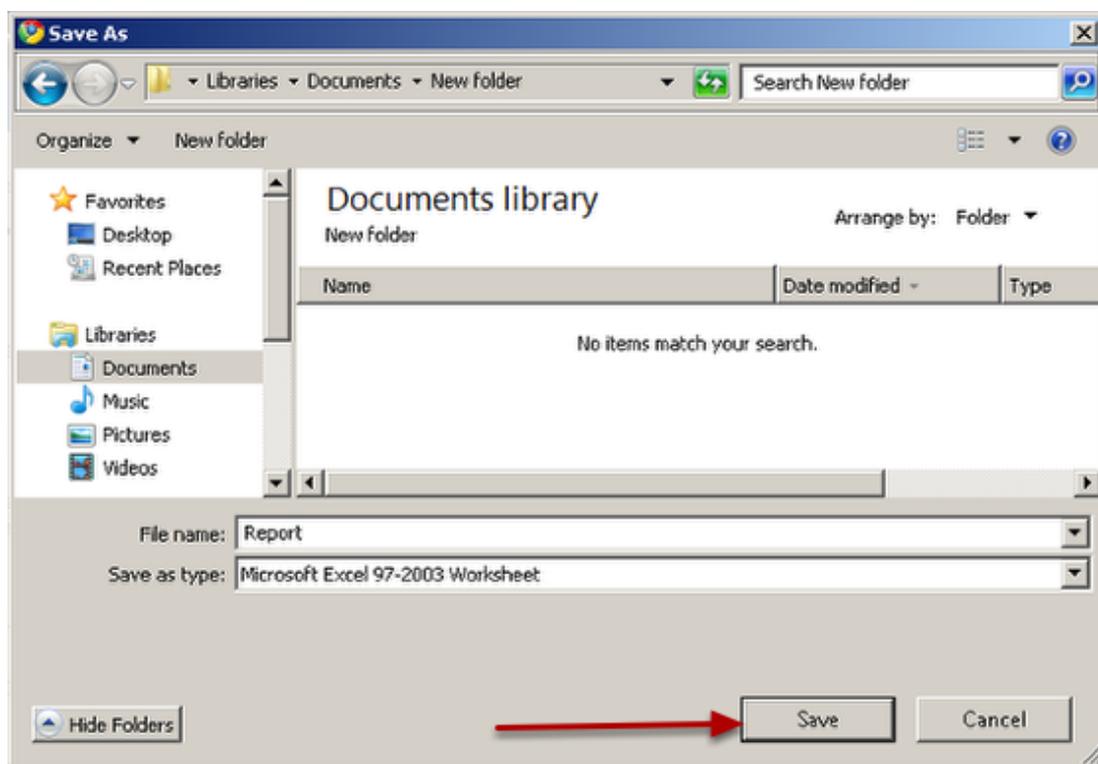
Optionally restrict the number of records per report

Data:

Profile Data:

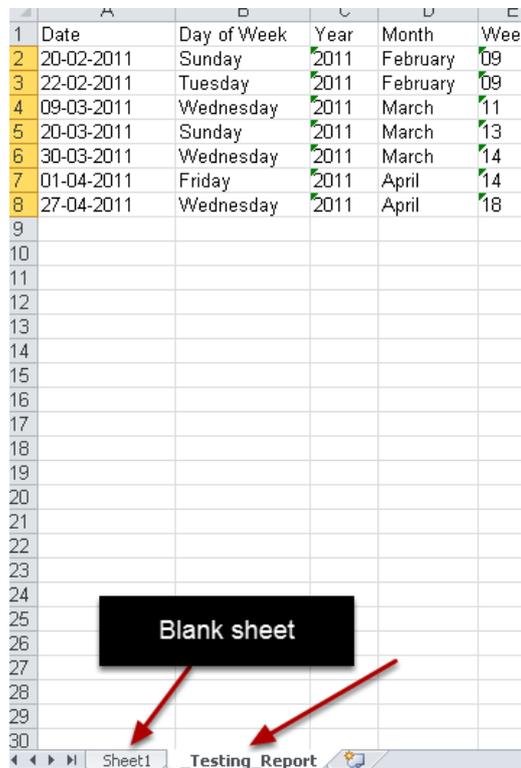
Groups:  Include Player Groups Data  
 Keep Private?  
 Ensure one record per user for each date range?  
 Rank?  
 %Chg?

An excel report will be created with the information specified above that you can open on your desktop



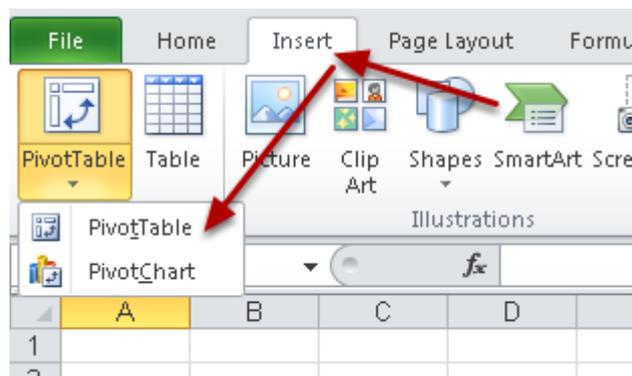
e.g for one player,

A Blank workbook will open up with the athlete's data on the second workbook

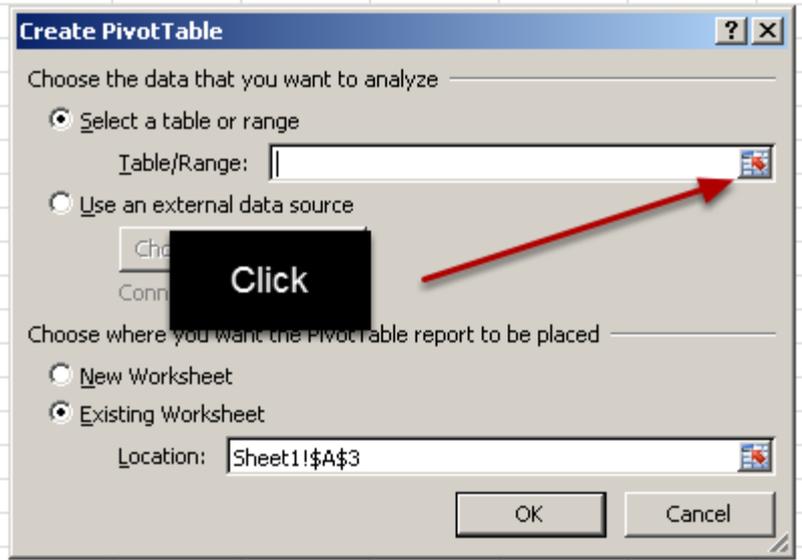


	A	B	C	D	E
1	Date	Day of Week	Year	Month	Wee
2	20-02-2011	Sunday	2011	February	09
3	22-02-2011	Tuesday	2011	February	09
4	09-03-2011	Wednesday	2011	March	11
5	20-03-2011	Sunday	2011	March	13
6	30-03-2011	Wednesday	2011	March	14
7	01-04-2011	Friday	2011	April	14
8	27-04-2011	Wednesday	2011	April	18
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
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20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

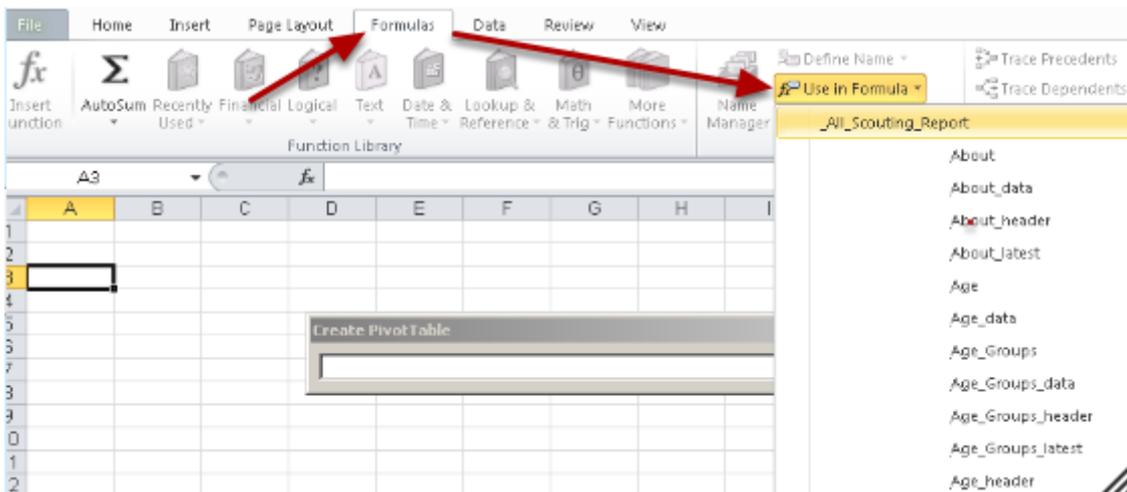
To Add in a pivot table, click on Insert and select "Pivot Table"



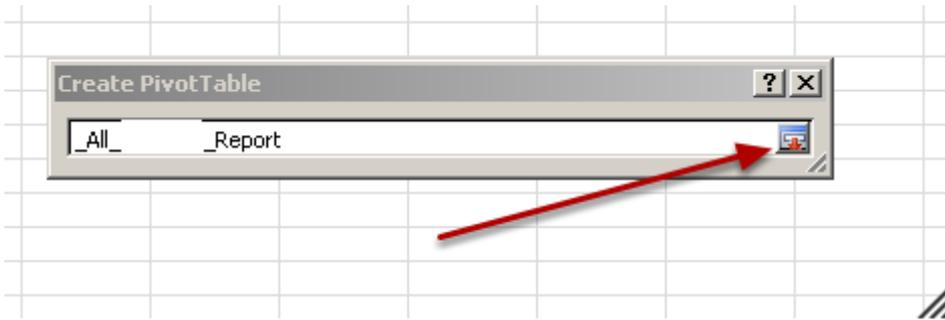
To select the data, click on the cell selection icon (as show here)



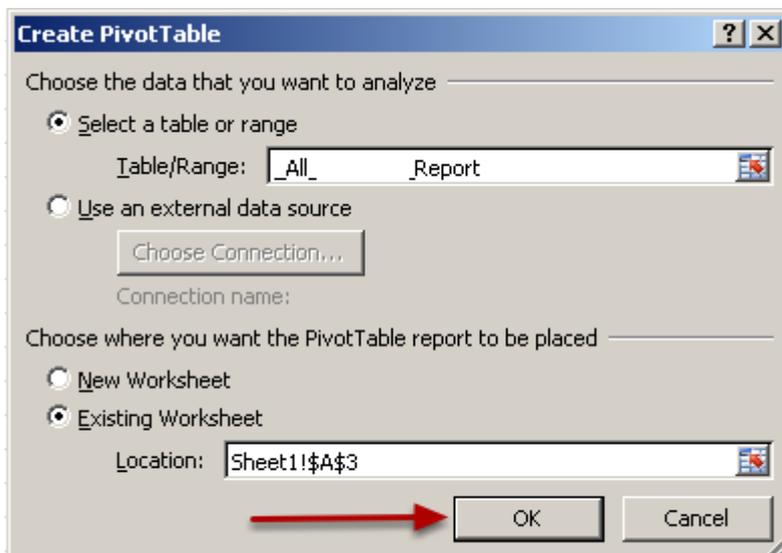
Go to "Formulas", click on "Use in Formula" and then select to use all of the data from the exported sheet (e.g. \_All\_name\_Report)



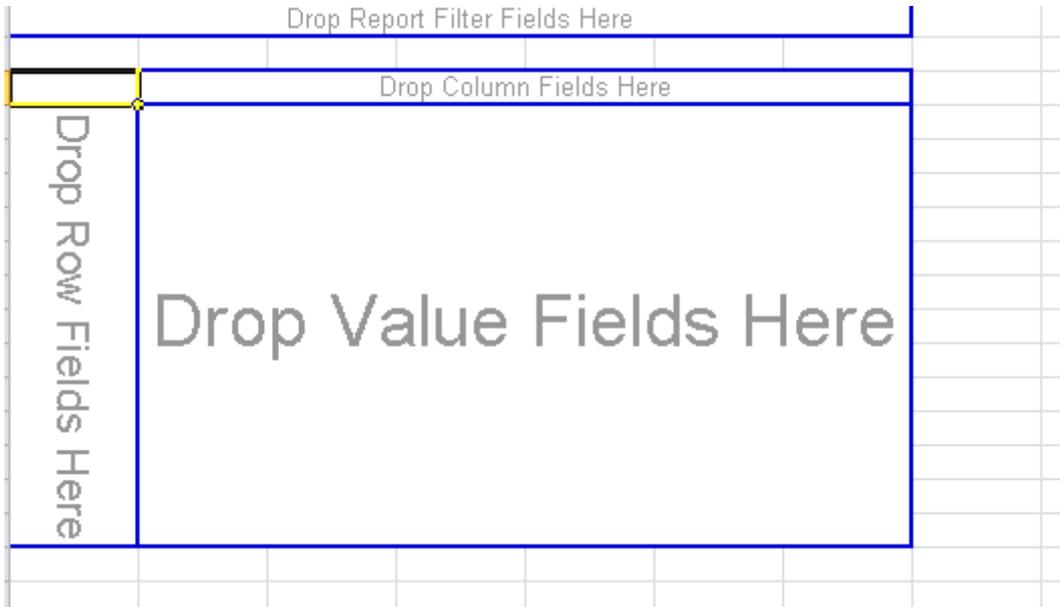
Click on the selection icon after you have select to use the data



Click on "OK"



An empty pivot table will appear and you can easily add in the different fields you want but dragging them into the correct rows or columns



Drag in the variables you want to include in the pivot table, click on Value Field settings for each field to show sum/avg/std dev etc an these are applied to the pivot table

The screenshot shows an Excel spreadsheet with a pivot table. The pivot table has the following data:

Date of Entry	Sum of Total Score	Sum of Psychological Score
01-04-2011	65	29
09-03-2011	98	29
20-02-2011	94	16
20-03-2011	0	0
22-02-2011	107	21
27-04-2011	100	23
30-03-2011	111	28
<b>Grand Total</b>	<b>575</b>	<b>146</b>

Annotations in the image include:

- Changes show on pivot table:** A red arrow points from the Value Field Settings dialog box to the pivot table.
- Drag:** A red arrow points from the PivotTable task pane to the pivot table.
- Set to sum/average etc:** A red arrow points from the Value Field Settings dialog box to the 'Sum' option in the 'Summarize value field by' list.

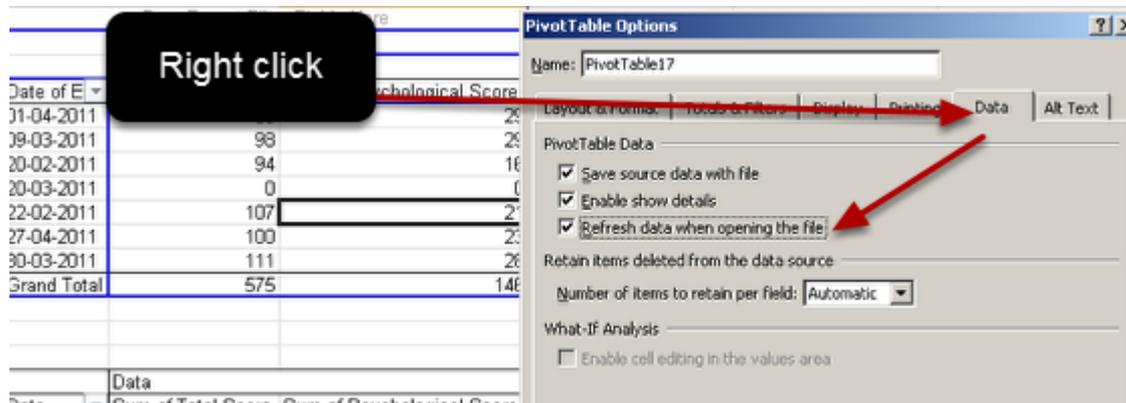
The Value Field Settings dialog box shows:

- Source Name: Psychological Score
- Custom Name: Sum of Psychological Score
- Summarize Values By: Show Values As
- Summarize value field by: Sum

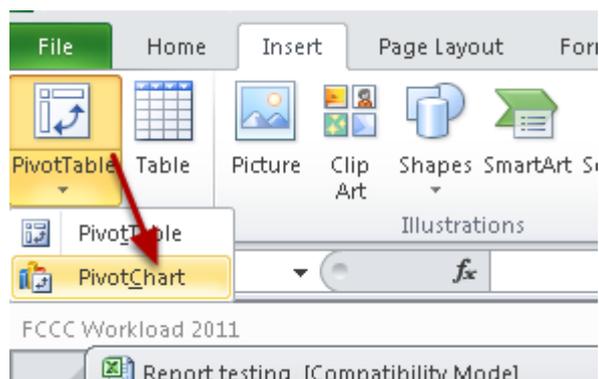
The PivotTable task pane shows:

- Choose fields to add to report: Psychological Score, Total Score
- Drag fields between areas below: Report Filter, Column Labels, Row Labels, Values
- Report Filter: (empty)
- Column Labels: (empty)
- Row Labels: Date of Entry
- Values: Sum of Total Score, Sum of Psychological Score

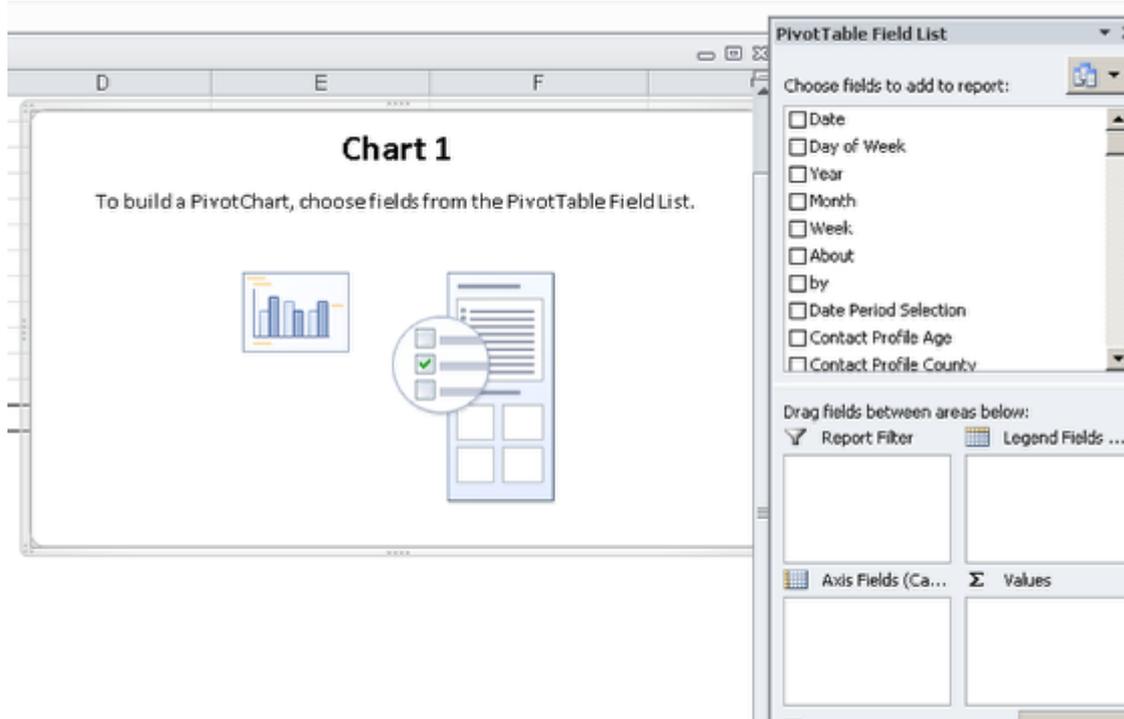
You MUST right click on the pivot table and select Refresh on Opening (then save this setting) for the pivot table, or the data will not refresh when you open it.



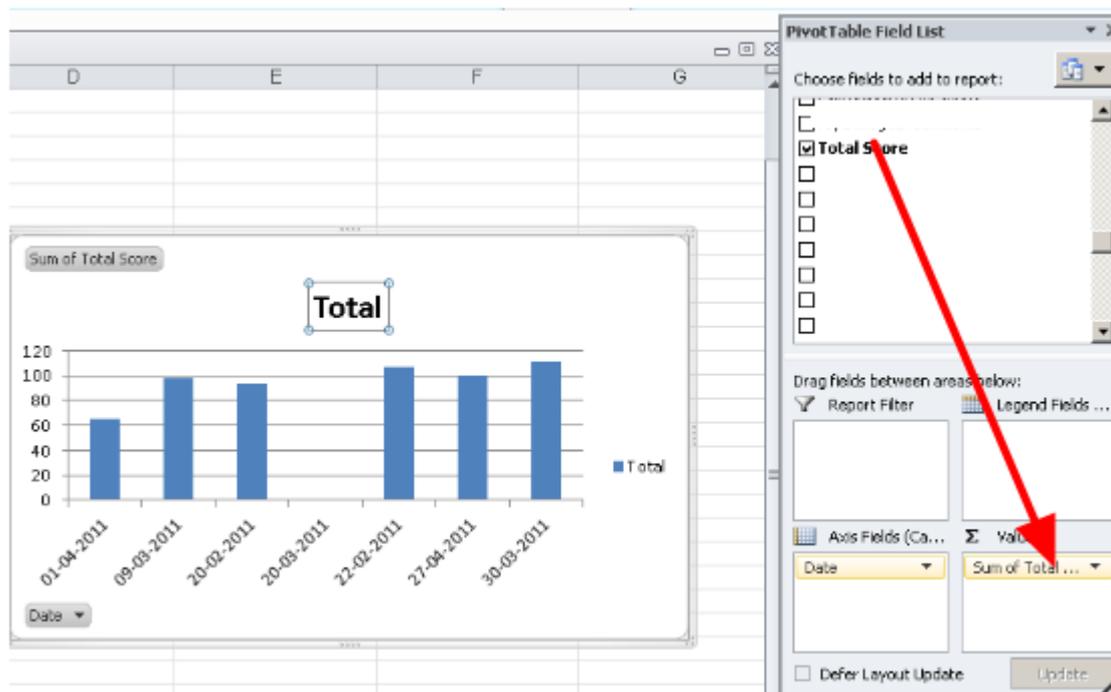
To Add a pivot chart, select "pivot chart"



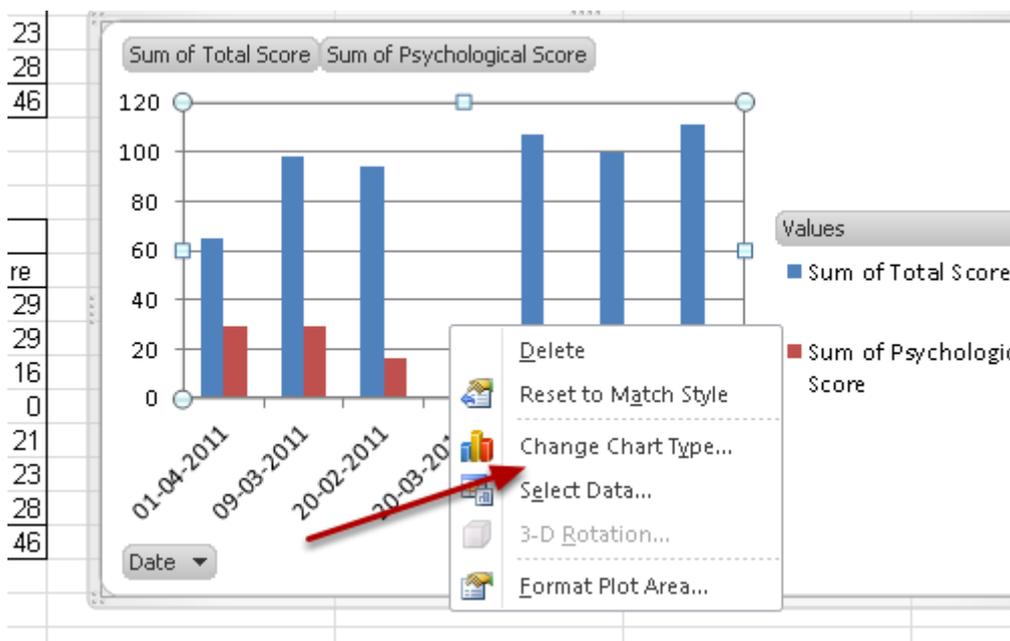
Choose the data you want to chart... use the "Formulas", click on "Use in Formula" and then select to use all of the data from the exported sheet (e.g. \_All\_name\_Report) as you did for the pivot table



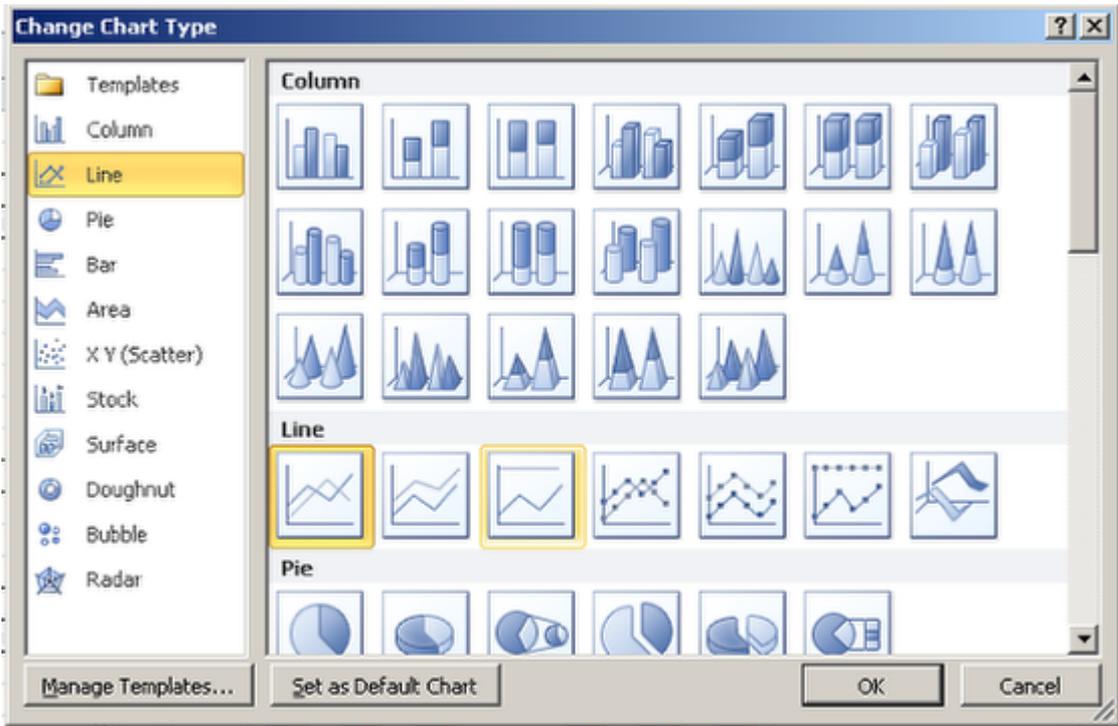
Now drag in the fields you want to chart, e.g. date and total score



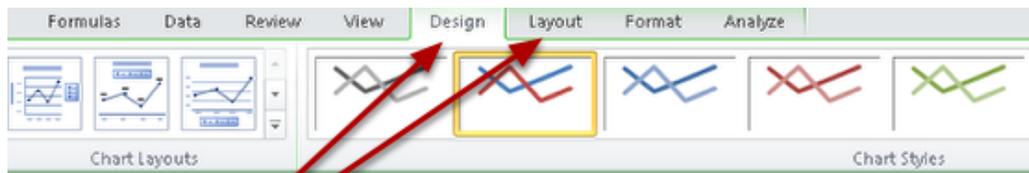
Drag in other variables, and change the chart type by right clicking on the chart area and selecting "Change Chart Type"



Try a couple of different charts to see which best suits the data



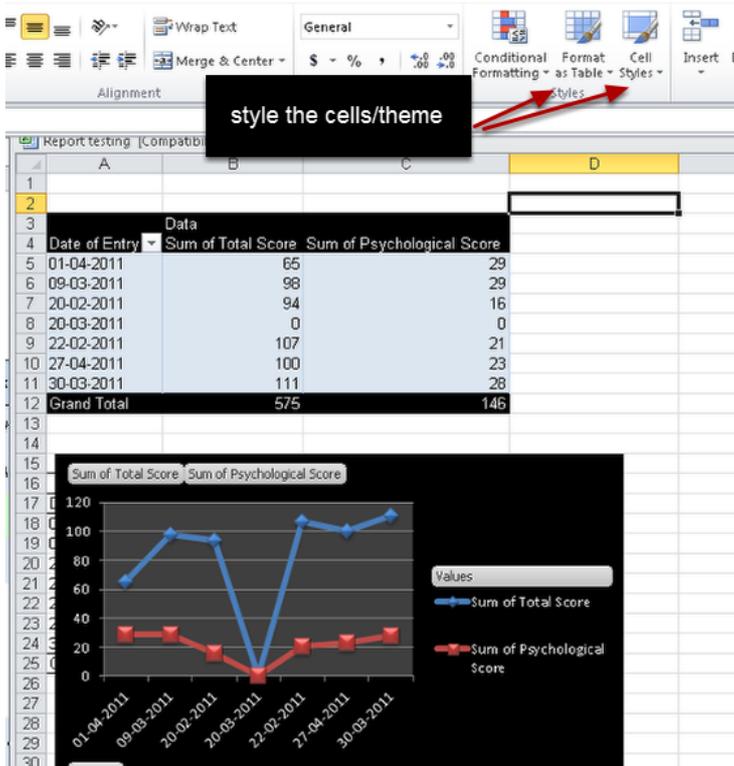
The chart type will change to the type you selected. Update any settings for the chart using the Design and Layout Capabilities



Personalise it for your requirements



## Format the cells according to your style

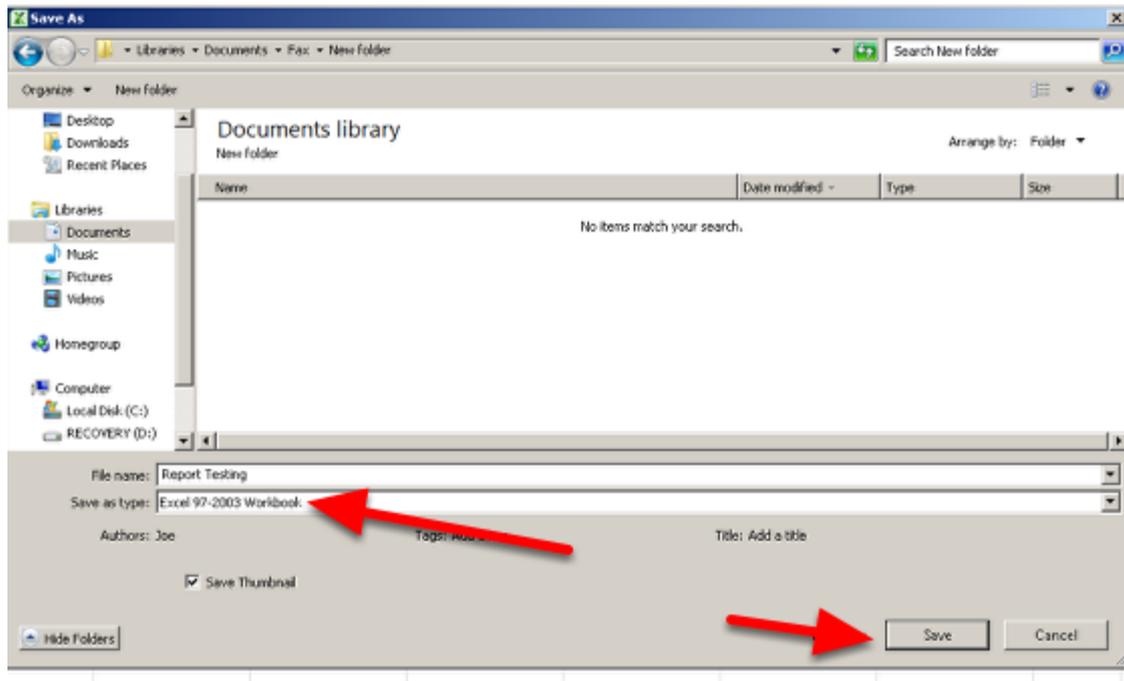


Then delete the Data that is exported on the data pages from the application

The screenshot shows an Excel spreadsheet with a data table. A callout box with the text 'Delete any data in the sheets' points to the data rows. The table has columns for Date, Day of Week, Year, Month, Week, About, by, and Date Period Selection.

Date	Day of Week	Year	Month	Week	About	by	Date Period Selection
20-02-2011	Sunday	2011	February	09	Sam Jones		1970 to May-2011
22-02-2011	Tuesday	2011	February	09	Sam Jones		1970 to May-2011
09-03-2011	Wednesday	2011	March	11	Sam Jones		1970 to May-2011
20-03-2011	Sunday	2011	March	13	Sam Jones		1970 to May-2011
30-03-2011	Wednesday	2011	March	14	Sam Jones		1970 to May-2011
01-04-2011	Friday	2011	April	14	Sam Jones		1970 to May-2011
27-04-2011	Wednesday	2011					1970 to May-2011

## Save the file as an Excel work book



## Go back to the excel reports page in the application, and upload that Excel file

### Helpful hints:

Right click on pivot tables and ensure that 'Refresh on open' is selected.

When doing calculations that operate over an entire column, e.g. `AVERAGE(IF(Sex='M`

Step 2: Modify report template to your needs

Make sure you use Insert->Name->Paste when using cell references.

Step 3: Upload completed report template

Upload Report Template [Report testing.csv](#)  
[Replace file](#)

Step 4: Test report

Test Report

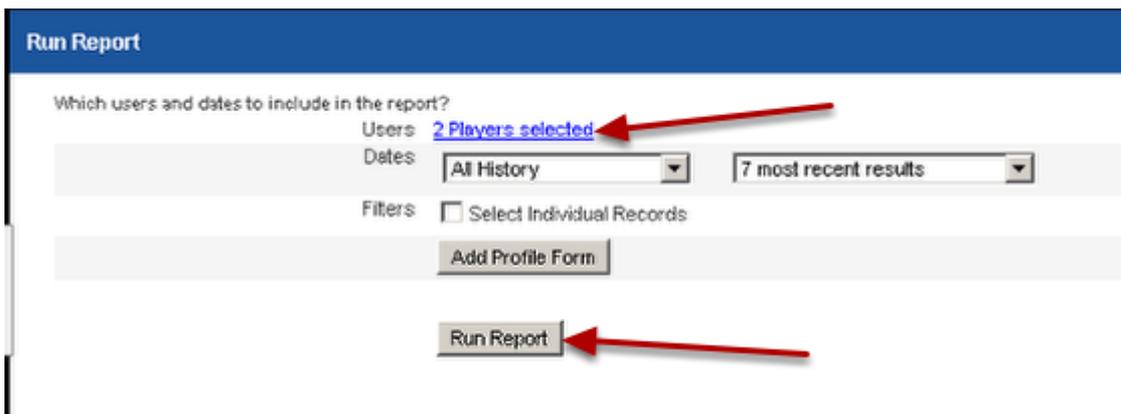
Step 5: Save report

Save Report

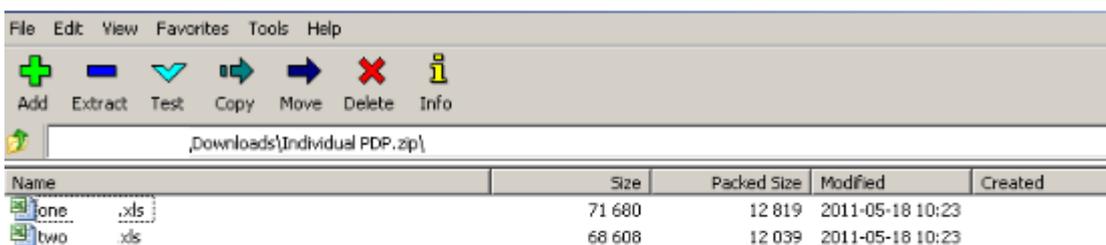
You will get confirmation that the report was saved.



The report template will be saved. In this example, we created a template to have one report per athlete. When we run this report for multiple athletes, a separate excel file will be created for each athlete as part of a zip file.

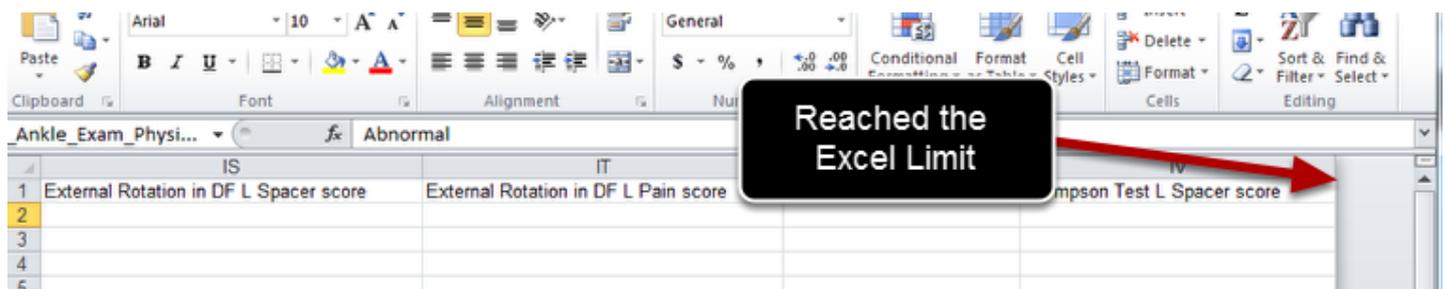


For two athletes, two separate reports are generated.



# Select specific fields that you want to include in the Excel Report (to overcome the Excel Limitation of 230 columns)

Previously, all of the Event Forms Fields in an Event Form would appear in the Excel output when creating an Excel report. However, if there were a lot of fields in the Event Form, Excel would cut off the columns at 230 columns and important fields could be missing



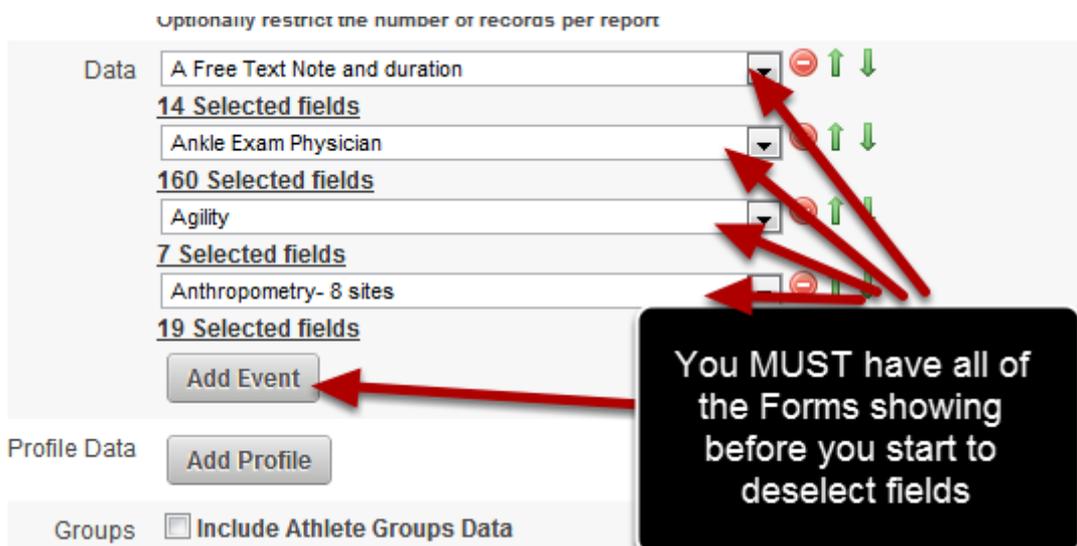
If you had a lot of fields in an Event Form, or if they were selection fields with scores associated with them, you couldn't use all of your fields in the Excel report because Excel would cut off after about 230 columns. If you had more fields than 230 fields (including the scores for the fields) only the first 230 would appear.

Now you can select the specific Fields from an Event Form that you want to include in the Excel Report. It is CRITICAL that you choose all of the Event Forms first before you start de/selecting fields



To work around the Excel column limitation you can now choose the fields that you want to use from the Event Forms. Often you won't need all of the fields from a form, you just need the numeric fields or the calculations from a form. Before you select the fields to include, you MUST have all of the Event Forms showing in your Event Forms List. You can see here that 4 Event Forms are going to be used in this Excel Report.

You MUST choose all of the Event Forms for the Excel Report BEFORE you start de/selecting the fields



If you want to include more than one Event Form in the Excel Report you MUST have the full list of all of the Event Forms showing BEFORE you start to de/select the fields.

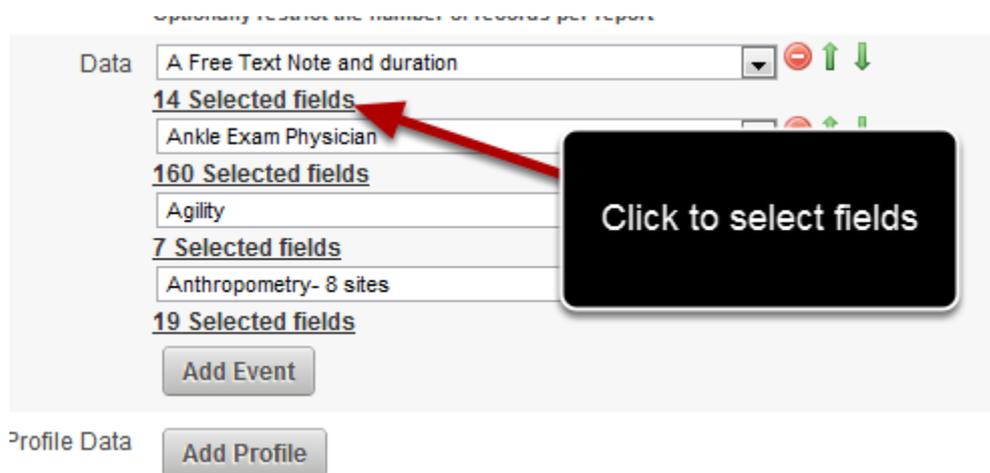
**WARNING:** If you add in an Event Form and then set up the field selection for that Form and then add in another Event Form, the previously selected field selections will be WIPED.

-First, you must set up all of the Event Forms that you want to use.

-Then, you can safely select/deselect the correct fields from each form.

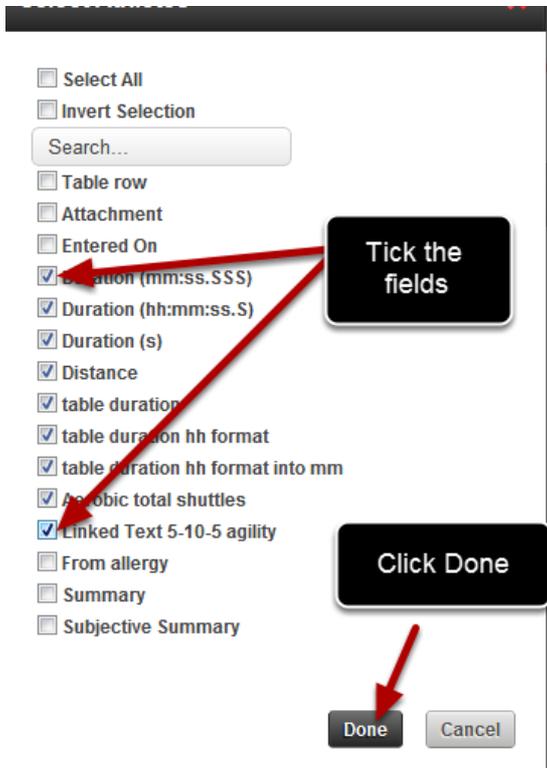
**Do NOT SELECT THE FIELDS AND THEN ADD IN A NEW EVENT FORM (OR DELETE AN EVENT FORM) OR THE FIELD SELECTIONS WILL BE WIPED FOR ALL EVENT FORMS IN THAT REPORT.**

To de/select the fields click on the "14 Selected Fields" link directly underneath the Event Form Name



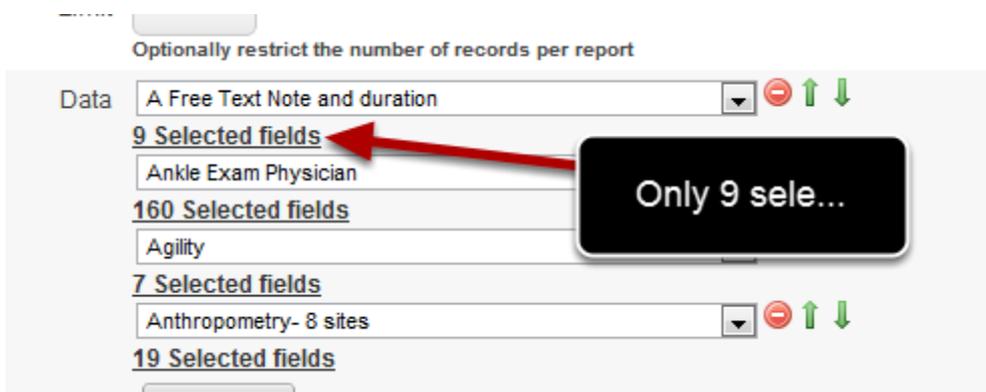
For this example we only want to include the numeric fields in the Excel output

A list of fields from that form will appear. Select the Fields by placing a tick in the fields that you require, or untick the fields you do not require.

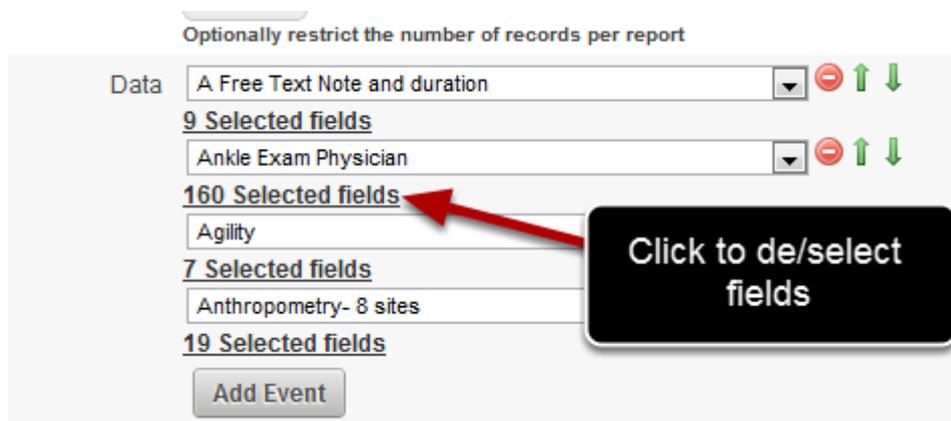


Ensure a tick is placed beside any fields you want to include in the Excel Report.

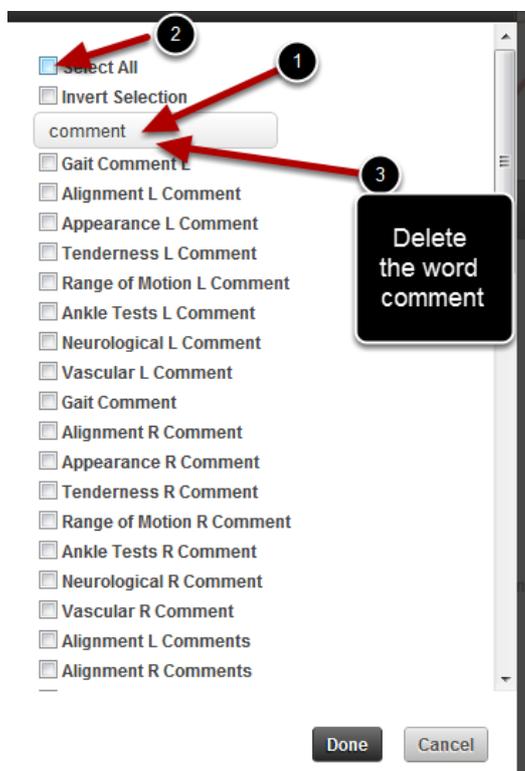
You can see that for the Free text note and duration Event Form, only 9 of the possible 14 fields have been selected



Next, we will reduce the number of fields selected for the Ankle Exam. Click on the 160 fields selected



For this example we will remove all of the comments fields. Type in "comment" into the search box. Then tick the Select All to clear all of the ticks. Now clear the search box

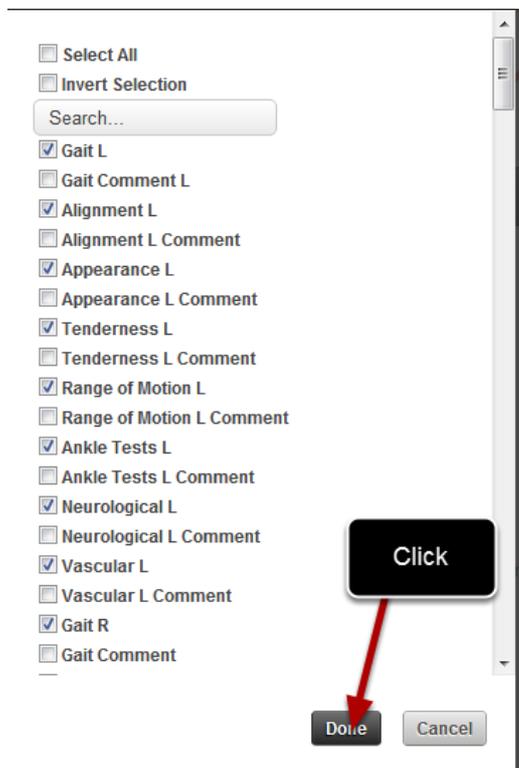


Some Event Forms are set up with recurring field names or field types that you may not want to include in the Excel Report. To quickly select or deselect fields with a similar field name you can

use the search box to show specific field names. For this example we will remove all of the fields that have the word "comment" in the name.

- 1: Type in "comment" into the search box (only the fields that have comment in the field name will appear)
- 2: Make sure all of the comments fields are deselected by ticking the "Select All" button
- 3: Delete the word comments from the search box to see all of the fields again (as shown in the image in the step below).
- 4: Quickly look through the fields to see that only the correct ones are ticked (as shown in the image in the step below).

Once the search box is cleared, you will be able to see which fields are ticked and which are not. Click Done when you have selected the correct fields.



Now only 104 fields show as selected fields to be included in the Excel Report (instead of the original 160)

Optionally restrict the number of records per report

Data  ⊖ ⬆ ⬇

9 Selected fields

⊖ ⬆ ⬇

104 Selected fields ⊖ ⬆ ⬇

⊖ ⬆ ⬇

7 Selected fields

⊖ ⬆ ⬇

19 Selected fields

**Only 104 fields selected**

Do this to as many of the Event Forms as you need.

Complete the Excel Report set up as per the previous sections on Excel Reports.

**Generate the Report Template...**

Helpful hints:  
Right click on pivot tables and ensure that 'Refresh on open' is selected.  
When doing calculations that operate over an entire column, e.g. AVERAGE(IF(Sex='Male',Bodyweigh  
Step 2: Modify report template to your needs

Make sure you use Insert->Name->Paste when using cell references.

Step 3: Upload completed report template

Upload Report Template  **Upload it**

[Replace file](#)  
[Download multiple limited 1343709452604.xls](#)

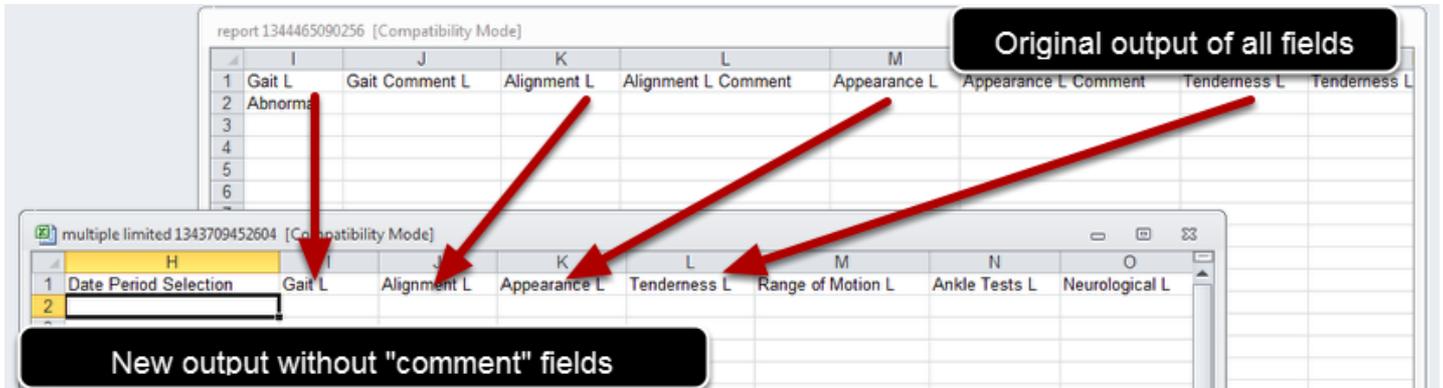
Step 4: Test report

**Test it**

Step 5: Save report

**Save it**

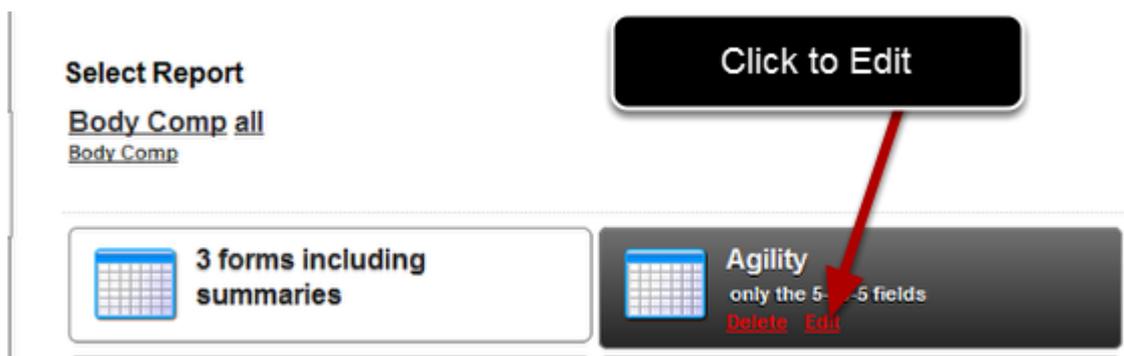
When you run the Report Template and the Actual Report you will see that the fields that you have DESELECTED do not appear in the Excel Output



The spreadsheet at the top of the image is the original output where all fields used to be included in the Excel output

The spreadsheet at the bottom of the image shows that only the previously selected fields appear in the output. You can see that all of the comments fields from the Ankle Assessment that were deselected (in the steps above) do not appear in the new Excel output.

If you are editing an Existing Report Template, simply click on Edit



You will be able to click on each Event Form's "Selected fields" link. This will appear underneath each Event Form in any Excel Report you have created.

Step 1: Generate report template

Name: Agility

Description: only the 5-10-5 fields

Main Category: [ ]

Tags: [ ]

Type: One report

Users: 1 Athlete selected

Dates: All History

Limit: [ ]

Data: Agility

[7 Selected fields](#)

Click to select the fields

Select or deselect the fields that you want to include

Select All

Invert Selection

Search...

Split 1

Split 1 Velocity

Split 2

Split 2 Velocity

5-10-5 Total

Illinois Total

T Test Total

Deselect

Done Cancel

Run the report again and check that all of the field links are still retained (they should be as long as you referenced field names and not cells in your tables and graphs)

[Generate Report Template](#)

**Helpful hints:**  
 Right click on pivot tables and ensure that 'Refresh on open' is selected  
 When doing calculations that operate over an entire column, e.g. AVERAGE, use the column reference (e.g. =AVERAGE(A:A))  
 Step 2: Modify report template to your needs

**Make sure you use Insert->Name->Paste when using cell references**

Step 3: Upload completed report template

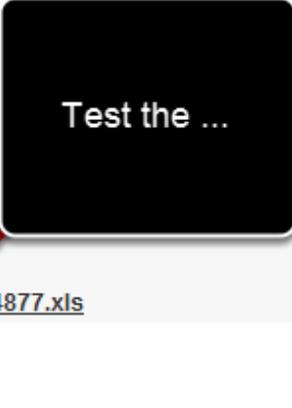
Upload Report Template [upload 2 1343689694877.xls](#)  
[Replace file](#)  
[Download upload 2 1343689694877.xls](#)

Step 4: Test report

[Test Report](#)

Step 5: Save report

[Save Report](#)



Check the entire report. If you build in new pivot tables or change it in any way reupload this new template

	A	B	C	D	E
1					
2					
3		Column Labels			
4	Values	2012-04-03	2012-07-31 (blank)	Grand Total	
5	Max of 5-10-5 Total		3	3.3	3.3
6	Max of Split 2 Veloci		5	4.545	5
7					
8					

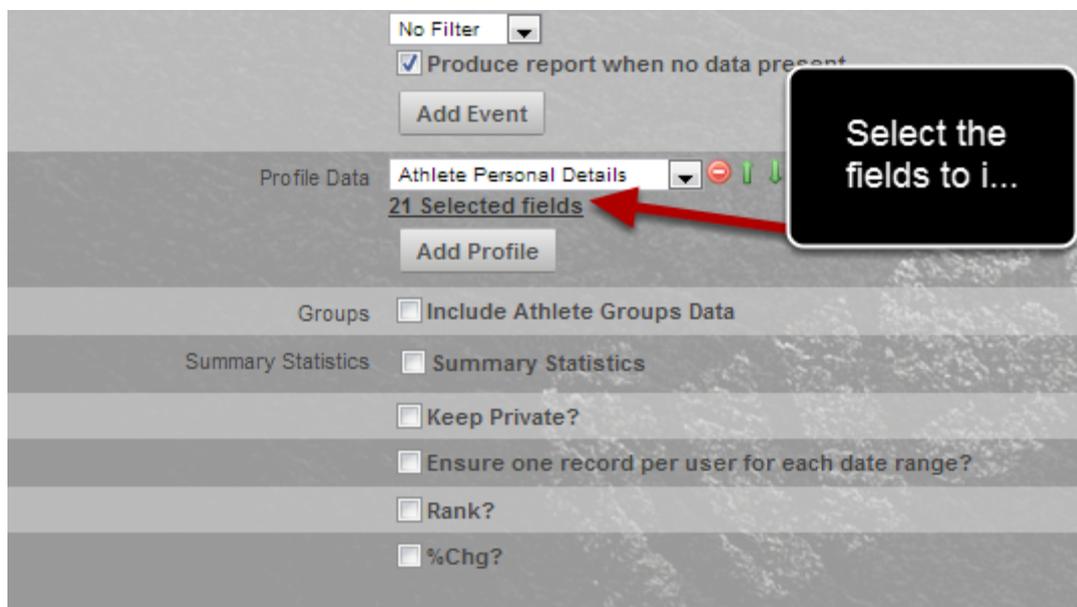
If you have updated the Excel Report Template, upload the new template, test it and save it. When you have no further changes click Save Report



If you have any questions do not hesitate to ask

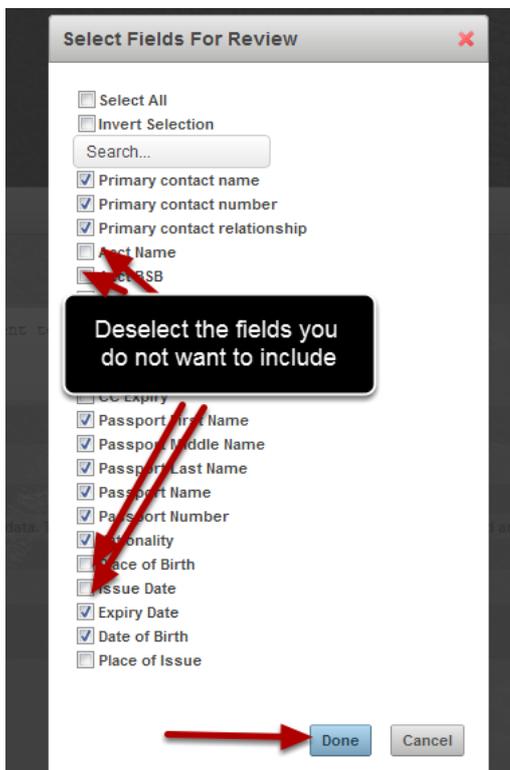
# Excel Report Enhancements: Profile Form Field selection to include in Reports

You can include a Profile Form in an Excel Report. You can now also select exactly which Profile Form fields you want to include in the report (the same as for the Event Forms)



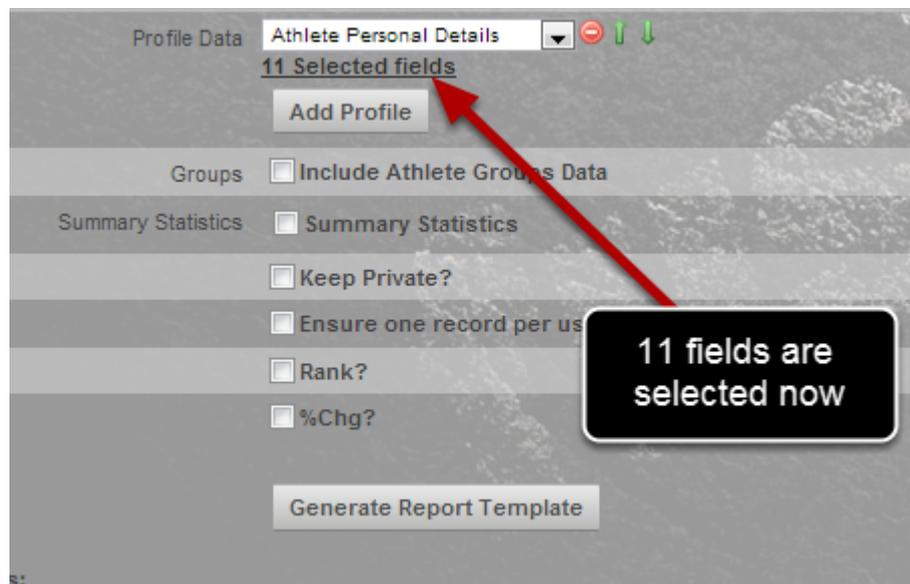
All fields are automatically selected to be included by default. You can now select or deselect any fields that you do not want to include.

You can now click on the "Selected fields" link and select which fields you want to pull through into the Excel Report.



You may only need 1 or 2 fields from a Profile Form to be included in an Excel Report. Now you can select which fields to include by selecting and deselecting the appropriate fields.

You can see that only 11 fields from the Athlete Details Profile Form will pull through into the Excel Report (previously there were 21).



The correct Profile Fields are included in the Report

The screenshot shows an Excel spreadsheet with columns A through I. A black callout box labeled 'Selected Profile Fields' has a red arrow pointing to the 'Athlete Personal Details Primary contact name' column (column I). The spreadsheet contains data for dates from 01-01-2012 to 01-07-2012, including Day of Week, Year, Month, Week, and Athlete Period Selection.

Date	Day of Week	Year	Month	Week	Athlete Period Selection	Athlete Personal Details Primary contact name	Athlete Personal De
01-01-2012	Sunday	2012	January	01	-19 Jan 2013		
17-01-2012	Tuesday	2012	January	03	-19 Jan 2013		
01-05-2012	Tuesday	2012	May	18	-19 Jan 2013		
01-06-2012	Friday	2012	June	22	-19 Jan 2013		
01-07-2012	Sunday	2012	July	27	-19 Jan 2013		

# WARNING: Check your layout is the same BEFORE you save your report



N.B. If you already have an existing excel report and the report is set up to reference specific cells, if you remove fields (columns) or change the field locations you may break the layout of the excel report. Always test the new layout using the "Test Report" before you click on "Save Report"

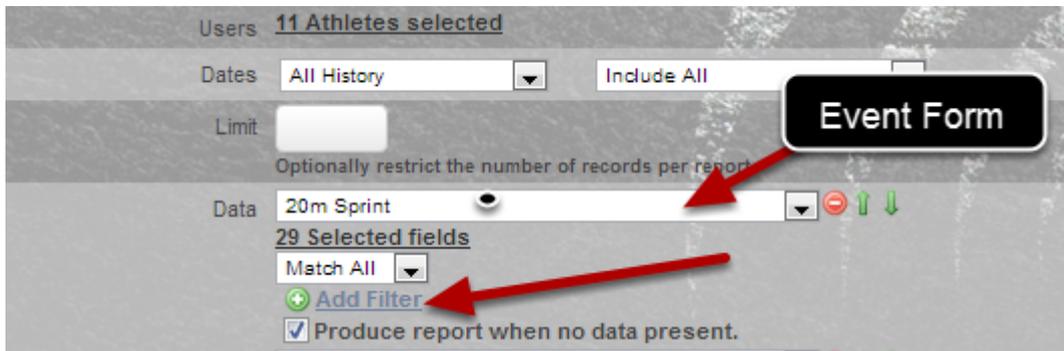
# Excel Report Enhancements: Setting up filters for each Data Type

You can now set up a filter for the Data being pulled through to an Excel Report

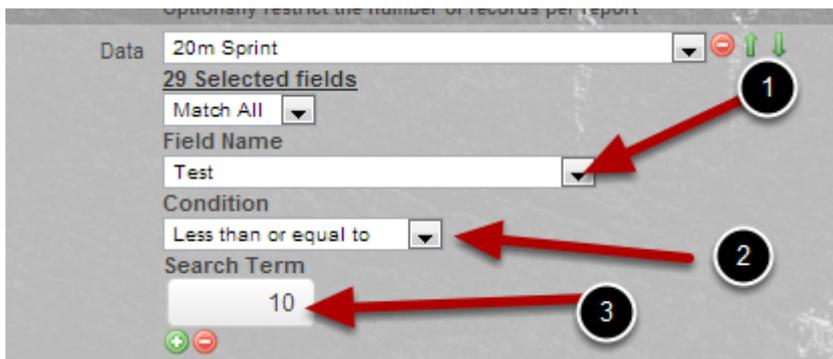
The screenshot displays the configuration interface for an Excel Report. At the top, there are dropdown menus for 'Dates' (set to 'All History') and 'Include All'. Below this is a 'Limit' field and a note: 'Optionally restrict the number of records per report'. The main section is titled 'Data' and contains two data type entries. The first entry is '20m Sprint' with '29 Selected fields'. It has a 'Match All' dropdown, a 'Field Name' dropdown, a 'Condition' dropdown set to 'Less than or equal to', and a 'Search Term' input field containing '10'. There is a checkbox for 'Produce report when no data present.' which is checked. The second entry is 'Running Time Trial' with '1 Selected fields'. It has a 'Match All' dropdown, a 'Field Name' dropdown set to '1.6km TT', a 'Condition' dropdown set to 'Less than or equal to', and a 'Search Term' input field containing '10 min'. There is a checkbox for 'Produce report when no data present.' which is unchecked. At the bottom, there is an 'Add Event' button. A black callout box with white text 'New Filter capability' has two red arrows pointing to the 'Match All' dropdowns of both data type entries.

This means you can limit the data that is pulled into the Excel Report according to your exact specifications

To add a filter, click on the Add Filter button underneath the Event Form



Then choose the Field Name, Condition and Search Term



#1: Choose the field that you want to set up the filter for (all fields for that Event Form will appear to choose from). The example shows that Test is the event field being used for the filter.

#2: Choose the condition. E.g. greater than, equal to etc. The example shows that less than or equal to has been chosen

#3: Choose the value

These filter parameters are set up so that we will ONLY include the Test data that is less than or equal to 10 in the Excel Report for this Event Form.

N.B. You can set up multiple filters for the same Event Form. Just make sure you use the Match ALL and Match ANY correctly.

For this Excel Report we are also setting up a filter on another event form used in the Excel Report. This will limit the data pulled through for that event as well

The screenshot displays a configuration window for an Excel Report. It features two sections for event forms. The top section is for '20m Sprint' and the bottom section is for 'Running Time Trial'. Both sections have a 'Match All' dropdown, a 'Field Name' dropdown, a 'Condition' dropdown, and a 'Search Term' input field. The 'Running Time Trial' section also includes a 'Produce report when no data present.' checkbox. Red arrows and numbered circles (1-4) highlight specific settings in the 'Running Time Trial' section: 1 points to the event form dropdown, 2 points to the field name dropdown, 3 points to the condition dropdown, and 4 points to the search term input field.

We are going to set up another filter for a different event form:

#1: We have chosen the Event Form "Running Time Trial"

#2: We set up a filter for the field "TT"

#3: The condition is "less than or equal to"

#4: The search term is 10

For this data type we will pull through the data that is less than or equal to 10 for the field TT.

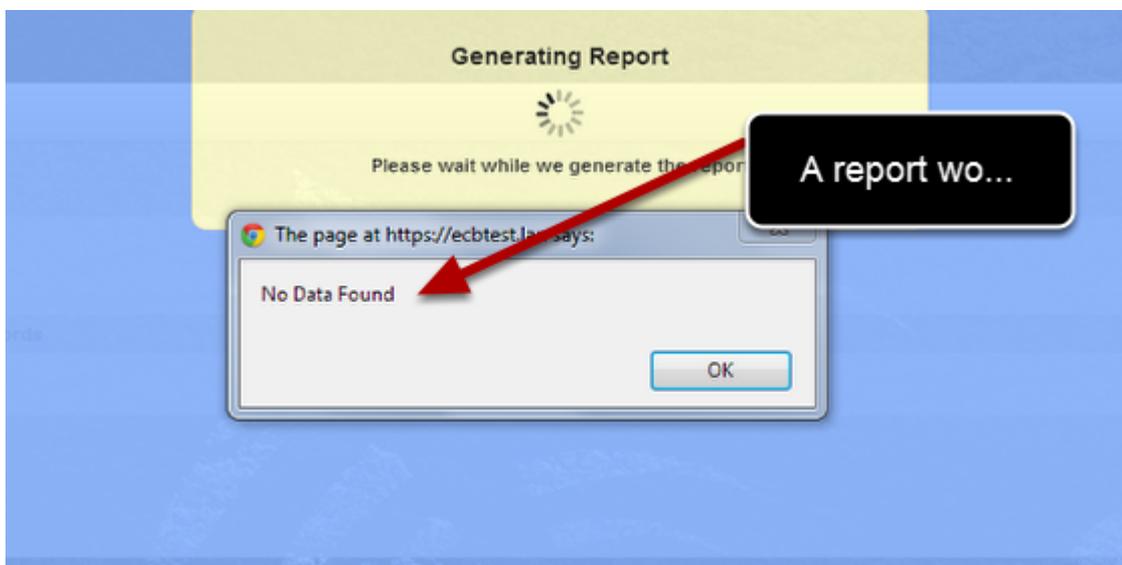
Now when the report is Run only the data that matches the filter/s appears in the report. The image here shows the pivot tables and only data below 10 is showing for the TT and Test fields

	A	B	C	D	E
1	20m Sprint Form Data				
2	Max of Test				
3	About	Total			
4	Athlete 01 Trial	9			
5	Athlete 02 Trial	8			
6	Athlete 03 Trial	8			
7	Athlete 04 Trial	8			
8	Athlete 05 Trial	8			
9	Athlete 06 Trial	8			
10	Grand Total	9			
11					
12	Running Time Trial Form Data				
13	Max of TT				
14	About	Total			
15	Athlete 01 Trial	10			
16	Athlete 02 Trial	10			
17	Athlete 03 Trial	9			
18	Athlete 04 Trial	9			
19	Athlete 05 Trial	9			
20	Athlete 06 Trial	9			
21	Grand Total	10			
22					
23					
24					
25					
26					
27					

You can add in filters to new reports or you can edit and update your existing reports.

# Excel Report Enhancements: Running a report when there is no data for an event type

Previously, Excel Reports would not run if any of the Event Forms in the Report had no data entered for the athlete. It would just return "No Data Found"



This was creating issues in Reports created using multiple Event Forms, especially if only one type of data was missing. Now users can edit their existing Reports, or create new Excel Reports and set them up to Run even if there is no data. This is done in the Event Selection section of the Excel Report

There is a new "Produce report when no data present" setting. If it is ticked the report will run even if there is no data.

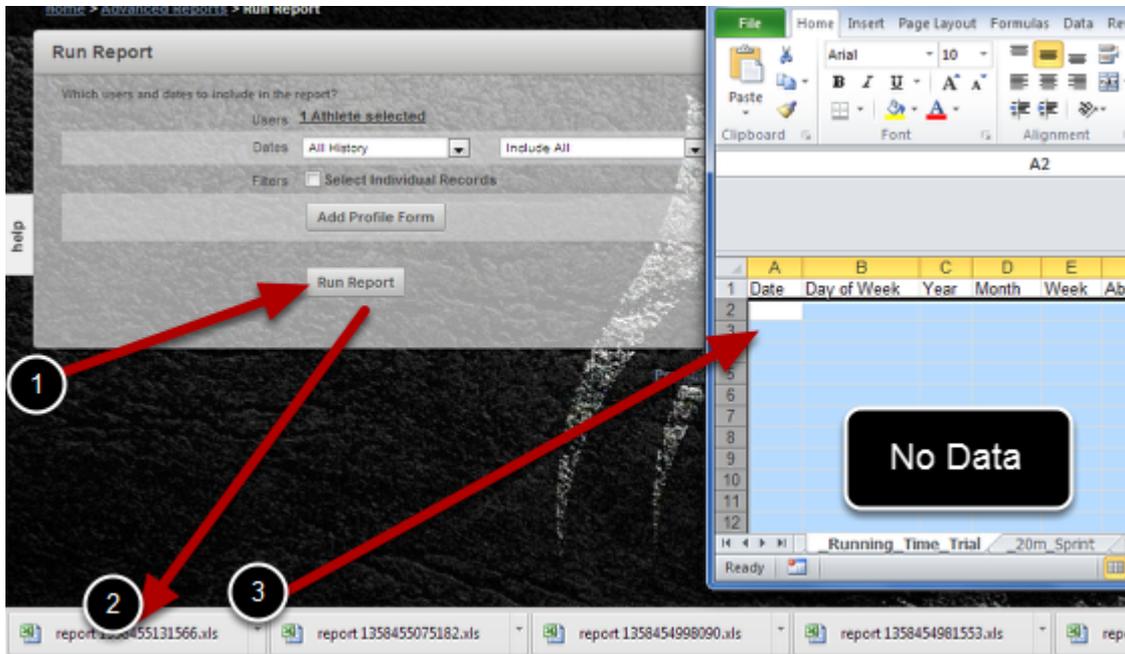
The screenshot shows the 'Create Excel Report' interface. A black callout box on the left contains the text: 'Tick if you want the report to run even if there is no data for these...'. Two red arrows point from this box to the 'Produce report when no data present' checkboxes for the '20m Sprint' and 'Running Time Trial' event forms. The '20m Sprint' form has '29 Selected fields' and the 'Running Time Trial' form has '1 Selected fields'. Both checkboxes are checked.

The image in the step here shows that the report will be generated even if there is no data in the 20m Sprint and the Running Time Trial Forms.

You MUST select this setting for any event forms that are set up in the report. It is defaulted to unticked so all of your existing Excel Reports need to be edited and updated if you require this setting.

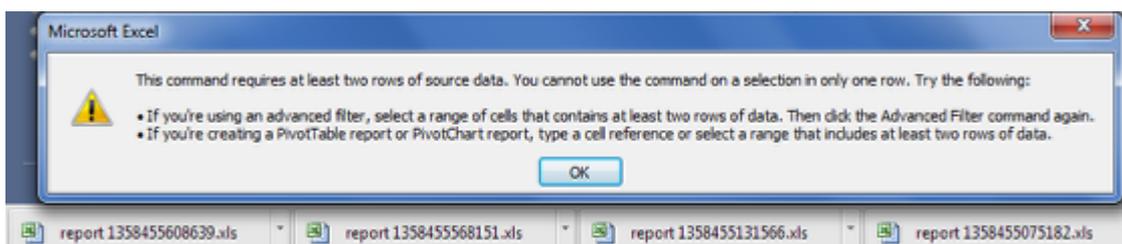
N.B. Excel Pivot tables cannot update to nothing (e.g. no data), so if you are using an event form to pull into a pivot table or chart it will not update correctly if there is no data entered for that event. This means you may not want to tick "produce report when no data present" if that event form data links to an excel pivot or chart because the pivot/chart will not display correctly. See the steps below for more details.

The image here shows that a report has been run, then opened from the sidebar. There is no data for Running Time Trial for that athlete



Previously this would not have been possible.

**N.B. Excel Pivot tables/charts will NOT work correctly if no data exists to reference**



The example in the image here shows a report that was run and there was no data for the Running Time Trial or the 20m Sprint that is referenced in the pivot table. This pop up box will appear as a warning that there is no data to reference.

Click on OK. However, when the pivot table displays it will not be able to refresh to show blank data (see the image in the step below)

The Pivot table appears, but it is NOT showing data from the report. It displays the data from the original template because it cannot update to have no data in it.

	A	B	C	D
1				
2		Data		
3	Date Period Selection ▾	Average of Test	Count of Nth in 1	
4	01-18 Jan 2013	4	6	
5	Grand Total	4	6	
6				
7				
8				
9				

# Excel Reports can be edited once they are created

Previously, when you created and saved an Excel Report you could not open it and edit it. You could only run it for different athletes and different date periods. If you create an Excel Report (e.g. you are the owner), you can now edit that report and update the Excel Report template.

Once you have followed the instructions on how to create an excel Report and it is saved, you can now edit the Excel Report.



Once you have created an Excel Report, you can now edit it by mousing over the Excel Report and clicking on Edit. Previously, you could not edit reports that you had created.

You can access the original report set up. You can add in any additional forms, groups or specifications that you need

Step 1: Generate report template

Name

Description

Main Category

Tags

Type

Create a single report with all the selected data. This is useful for pivot tables, piv

Users [3 Restaurants selected](#)

Dates

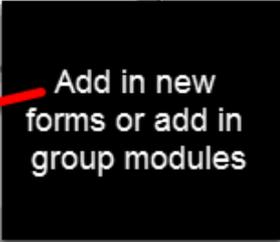
Limit

Optionally restrict the number of records per rep

Data

Profile Data

Groups   Include Restaurant Groups Data

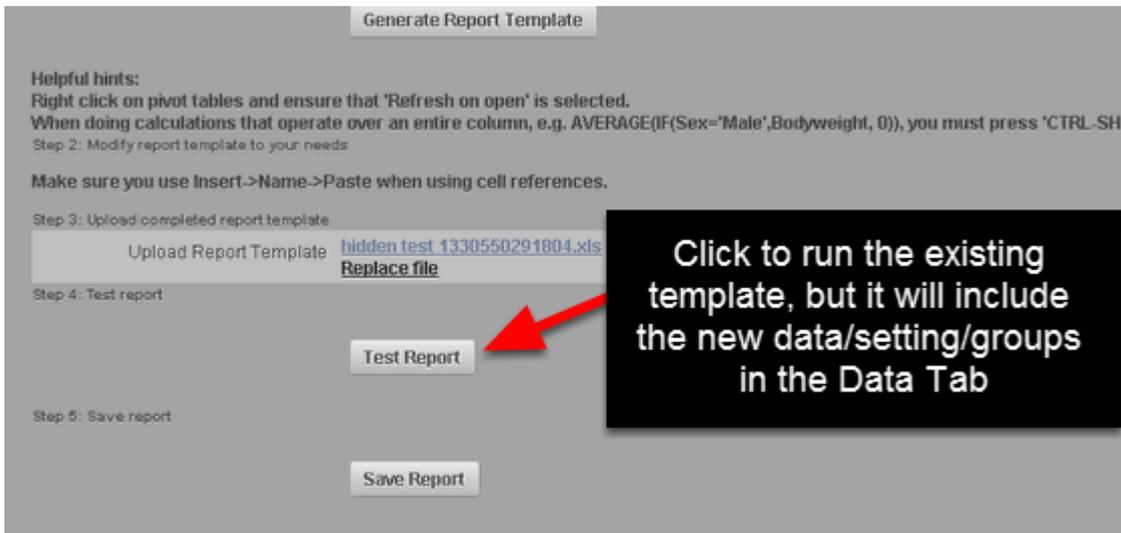


You can generate a new BLANK template by clicking "Generate Report Template". This will generate a BLANK template for you. Alternatively, you can select "Test Report" to have an export of the original template with the new settings (most users will need this- see the step below)

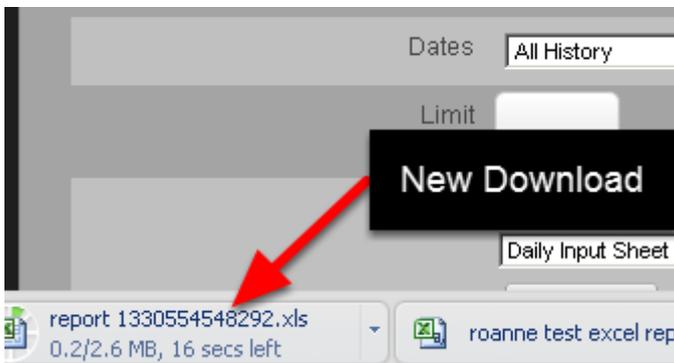
The screenshot shows a web-based configuration interface. At the top, there is a button labeled "Add Event". Below it, the "Profile Data" section contains an "Add Profile" button. The "Groups" section has a checkbox for "Include Restaurant Groups Data" which is currently unchecked. The "Summary Statistics" section includes a checked checkbox for "Summary Statistics", a text indicator "3 Restaurants selected", and several other checkboxes: "Keep Private?" (checked), "Ensure one record per user for each..." (unchecked), "Rank?" (checked), and "%Chg?" (unchecked). A prominent "Generate Report Template" button is located at the bottom of the configuration area. A red arrow points from this button towards a black warning box on the right side of the screen. The warning box contains the text: "WARNING: This will create a blank Excel Template".

Helpful hints:  
Right click on pivot tables and ensure that 'Refresh on open' is selected.  
When doing calculations that operate over an entire column, e.g. `AVERAGE(IF(Sex='Male',Bodyweight, 0))`, you must  
Step 2: Modify report template to your needs

Click on "Test Report" to access your Existing Excel Report template. You will be able to open and update



Open the Excel Download



## Update any links or pivot tables in your report.

The image shows an Excel spreadsheet with a pivot table highlighted by a red box. The pivot table is located in the top-left corner of the grid, starting from cell A5. It has a filter 'Day of Week' set to '(All)'. The data table below it is as follows:

Sum of Floor	Sum of Ceiling	Sum of number 1	
test user	20	22	3.6
Grand Total	20	22	3.6

Two callout boxes are present:

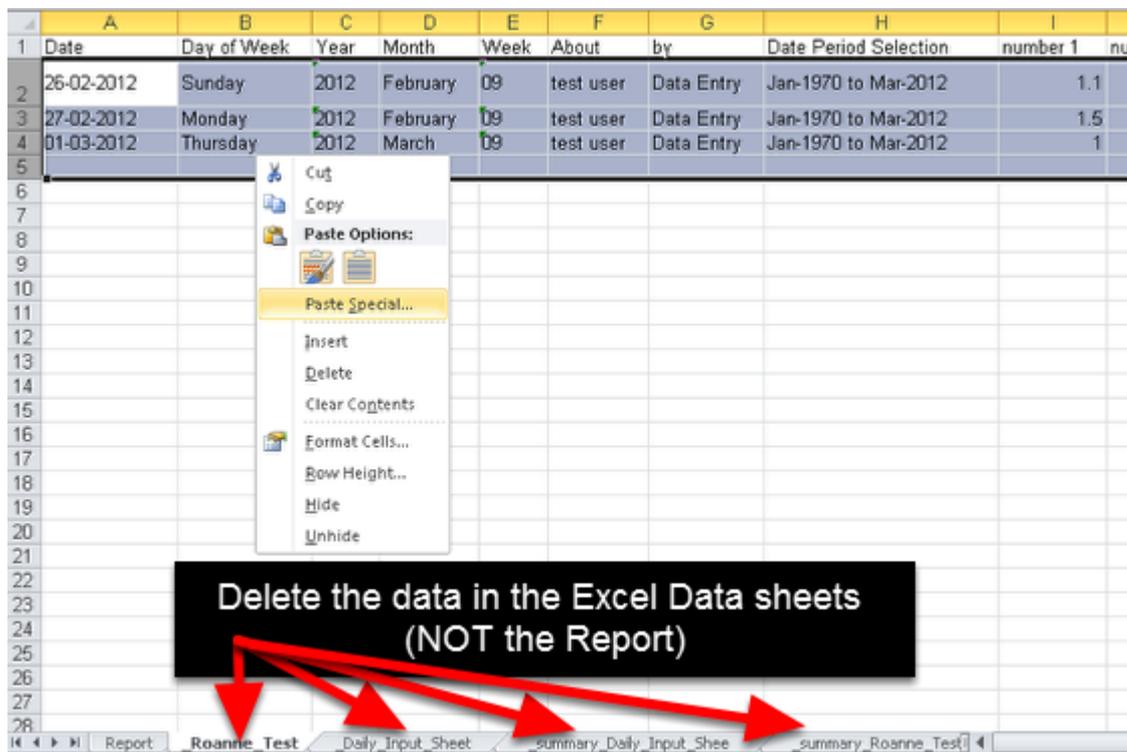
- 1 Original Pivot and Data**: A black box with a white circle containing the number '1'. A red arrow points from this box to the pivot table area.
- 2 New Data which can be used to create new pivots...**: A black box with a white circle containing the number '2'. A red arrow points from this box to a cell in row 10, column A. Three other red arrows point from this box to the sheet tabs at the bottom of the spreadsheet.

The spreadsheet tabs at the bottom are: Report, Roanne\_Test, \_Daily\_Input\_Sheet, \_summary\_Daily\_Input\_Shee, and \_summary\_Roanne\_Test.

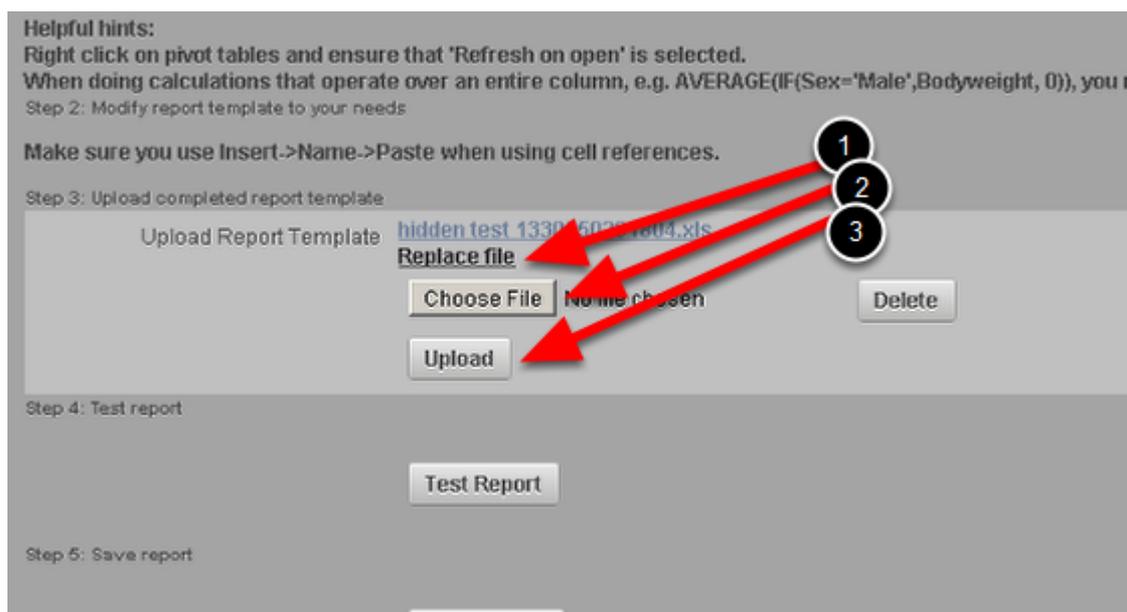
#1: The image here shows the original Excel Report pivot table created from the form called "Roanne Test".

#2: New pivot tables and reports can be created using the Daily Input Event Form, and Summary data that have been added to this Excel Template. Alternatively, you may just want to update the format of an existing field number, or even the colour of a cell. This can be completed as well.

Once you have finished, remember to Delete the data in the Data Sheets (Delete the data, NOT the headings)

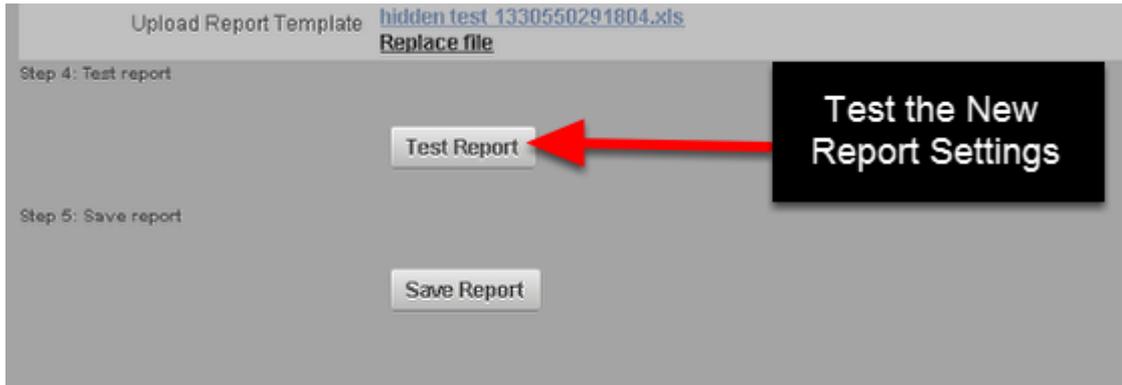


Re-upload the template and run a test of the report again



- 1: Click on Replace File
- 2: Choose the file
- 3: Upload the new template

When it has uploaded, click on Test Report to produce a Test of the new Excel Template to ensure all of the setting work correctly (as shown in the step below)



Open the New Report Settings to ensure that you uploaded the correct template and that the set up/changes are correct

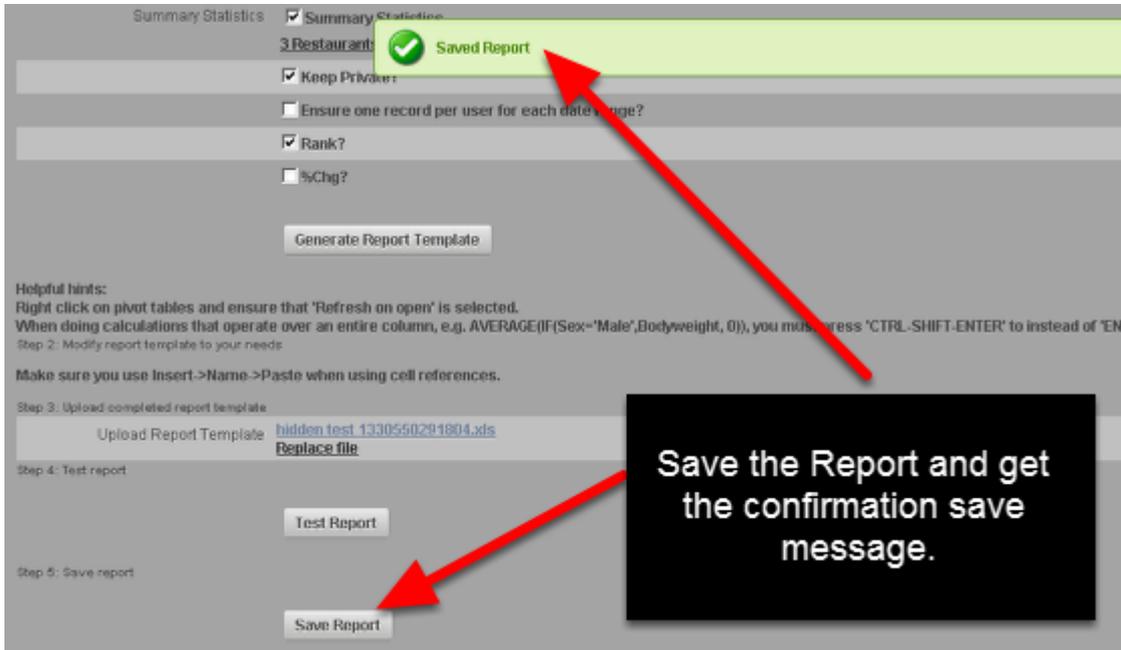
	A	B	C	D	E	F
1	Day of Week	(All)				
2						
3		Data				
4	About	Sum of Floor	Sum of Ceili	Sum of number 1		
5	test user	20	22	3.6		
6	Grand Total	20	22	3.6		
7						
8						
9						
10	Count of Owner	To Invoice				
11	Date Period Selection		Grand Total			
12	Jan-1970 to Mar-2012	1496	1496			
13	Grand Total	1496	1496			
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						

New Pivot using "Daily Input" Sheet

If you forgot to upload the correct excel template, or you forgot to set a pivot table to refresh on opening, or to not change the column widths on opening:

1. Open the template that you downloaded originally (e.g. the template that you just uploaded)
2. Edit it
3. Reupload it
3. Run the **Test Report** again and check the output to ensure it is pulling through the correct data and refreshing correctly. Once you are satisfied with the report, save the settings (as shown in the image below).

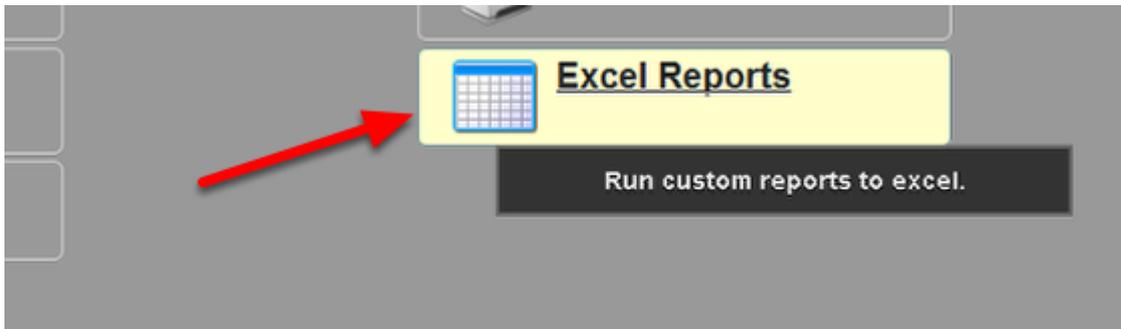
Save the report once you have finished updating your template and it will be available for use either publically or privately depending on your Report Settings



If you are not sure how to complete this confidently, or you need assistance then contact your distributor

# Formatting Duration Fields in Excel Pivot Table Reports

The best way to create reports for Duration fields is using the Excel Reports Module



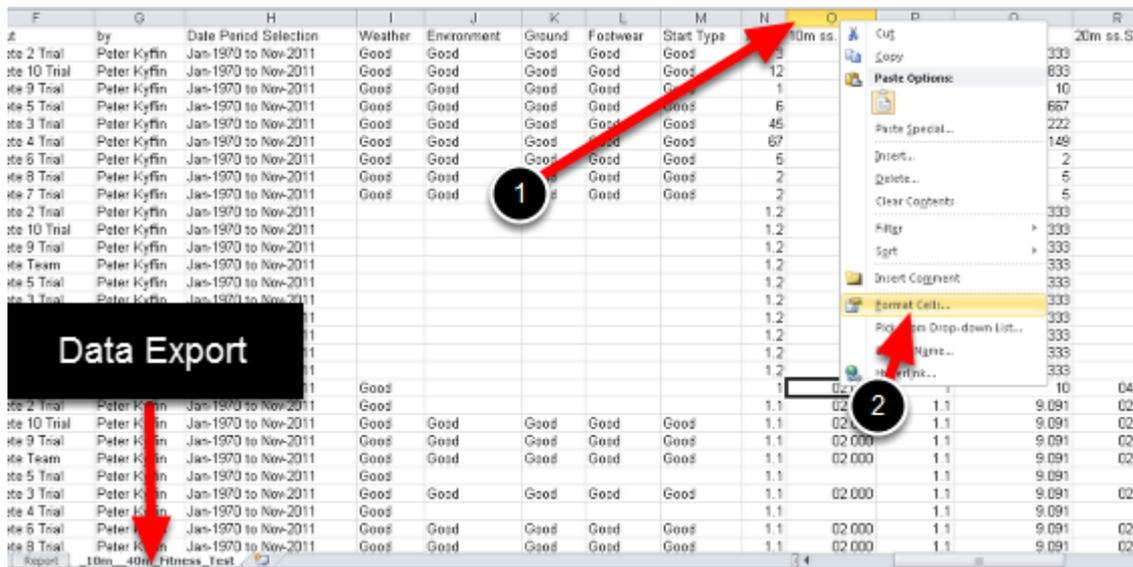
Many Excel Reports use Pivot tables or Pivot Charts. These need to be formatted correctly. Set up your excel report to include the report Type, Dates and Data you require then Generate the Report Template (as shown below)

The screenshot shows a web interface titled "Create Excel Report" with a sub-header "Step 1: Generate report template". The form includes the following fields and controls:

- Name:** A text input field containing "Duration Pivot Example".
- Description:** A large, empty text area.
- Main Category:** An empty text input field.
- Tags:** An empty text input field.
- Type:** A dropdown menu set to "One report".
- Users:** A text input field containing "10 Athletes selected".
- Dates:** Two dropdown menus, the first set to "All History" and the second to "3 most recent results". Below them is an "Add Date Range" button.
- Limit:** An empty text input field. Below it is the text "Optionally restrict the number of records per report".
- Data:** A dropdown menu set to "10m - 40m Fitness Test", with red, green, and blue arrows to its right. Below it is an "Add Event" button.
- Profile Data:** An "Add Profile" button.
- Groups:** A checkbox labeled "Include Athlete Groups Data" which is currently unchecked.

For more assistance on how to create Excel Reports see the Lessons on Excel Reports. These types of reports can be quite complex to create, so if you are not confident using Excel ask your distributor for assistance.

In the generated Template, on the second Worksheet (that has the data export) right click on your Duration fields and see how the fields are formatted. This is the EXACT cell formatting you need to apply to the Duration fields you use in a pivot table or pivot chart.

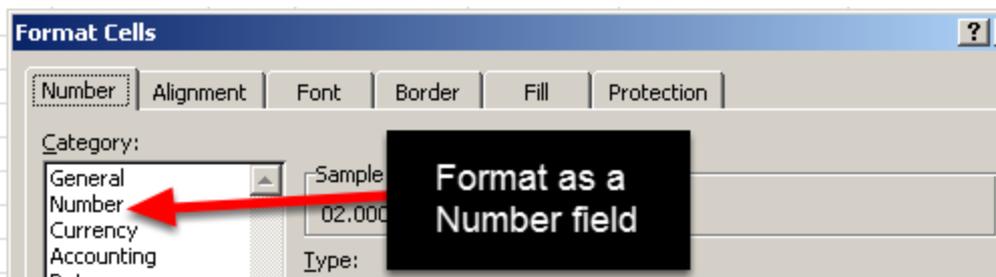


1: Right click on the Duration field or Duration calculation column. For this example, we are selecting the 10m sprint duration.

2: Click on Format cells

3: See the image in the step below

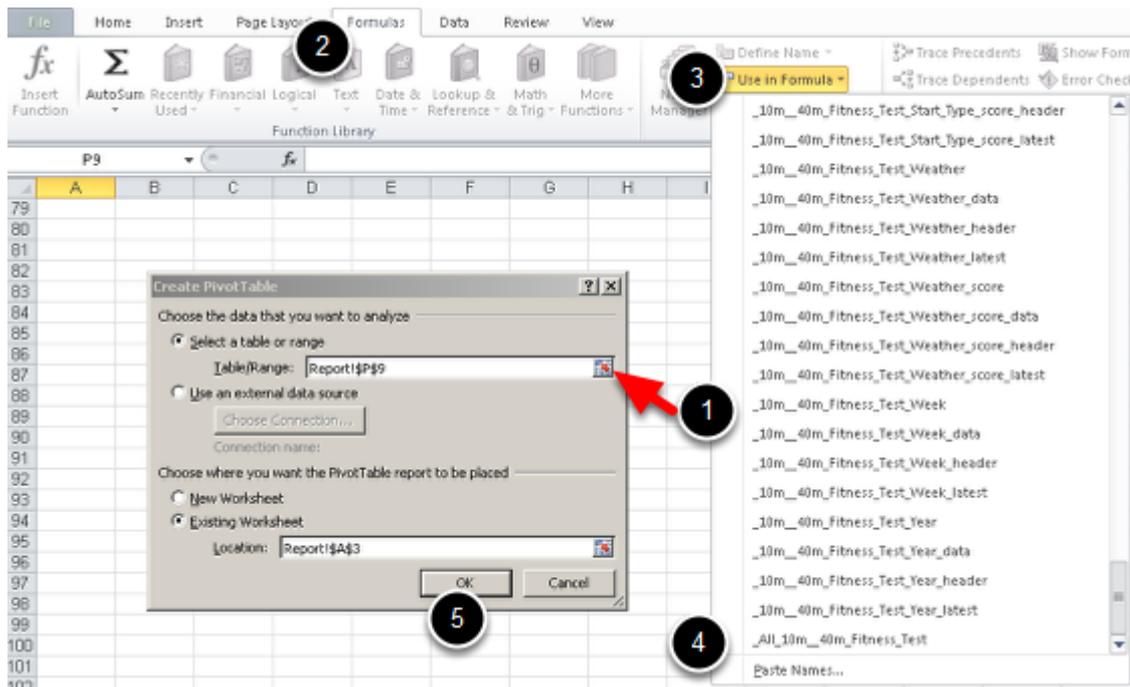
Now look at the format of the cells. Duration Formats are not Numbers, but in the original data that is exported from the Excel file, format the fields as Numbers. You



The [ ] around the highest duration ensures that if you are summing durations in a pivot table, then the answer will calculate and show in the ss.SSS format, even if the total goes about 60

seconds. If you were summing 400m split times for an 800m, without the [ ] around the ss then a time of 46.89sec and a 48.11sec would sum to 1:35.000(mm.ss.SSS), which would display as 35.00 (in a ss.SSS format and you would not see the minutes). With the [ ] the result would show as 93.000 seconds.

On the First Worksheet, add in the pivot table and remember to choose the "All fields" from the "Use in Formula" (On the Formulas Tab)



After you select to Insert a Pivot Table, follow the steps below:

- 1: Click on the cell selection for the Table/Range
- 2: Click on the Formulas Tab
- 3: Click on "Use in Formula"
- 4: Select the All\_ name to be able to use all of the fields from your form
- 5: Click "OK"

Now add in the fields into the Pivot Table. You will notice that the duration field cells are NOT formatted correctly when they are added

The screenshot shows an Excel PivotTable with the following data:

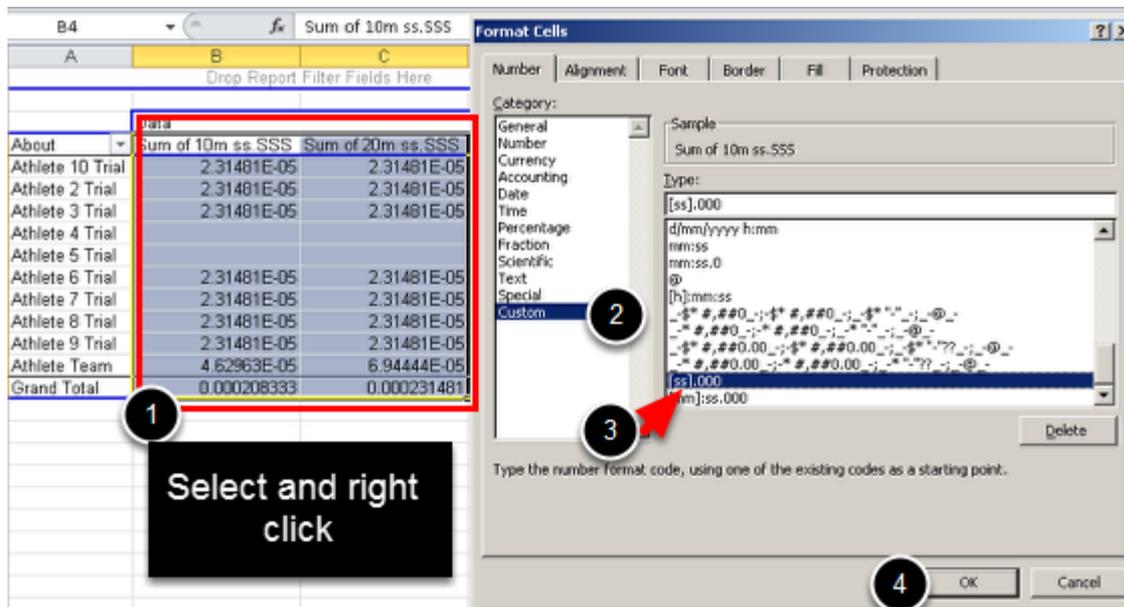
	Sum of 10m ss.SSS	Sum of 20m ss.SSS	Sum of mm:ss.SSS
Athlete 10 Trial	2.31481E-05	2.31481E-05	0.023715278
Athlete 2 Trial	2.31481E-05	2.31481E-05	0.023715278
Athlete 3 Trial	2.31481E-05	2.31481E-05	0.023715278
Athlete 4 Trial			0.031736111
Athlete 5 Trial			0.023715278
Athlete 6 Trial	2.31481E-05	2.31481E-05	0.023715278
Athlete 7 Trial	2.31481E-05	2.31481E-05	0.023715278
Athlete 8 Trial	2.31481E-05	2.31481E-05	0.023715278
Athlete 9 Trial	2.31481E-05	2.31481E-05	0.031736111
Athlete Team	4.62963E-05	6.94444E-05	0.023587963
Grand Total	0.000208333	0.00021481	0.25306713

The PivotTable Field List on the right shows the following configuration:

- Report Filter: About
- Column Labels: (empty)
- Row Labels: About
- Values: Sum of 10m ss.SSS, Sum of 20m ss.SSS, Sum of mm:ss.SSS

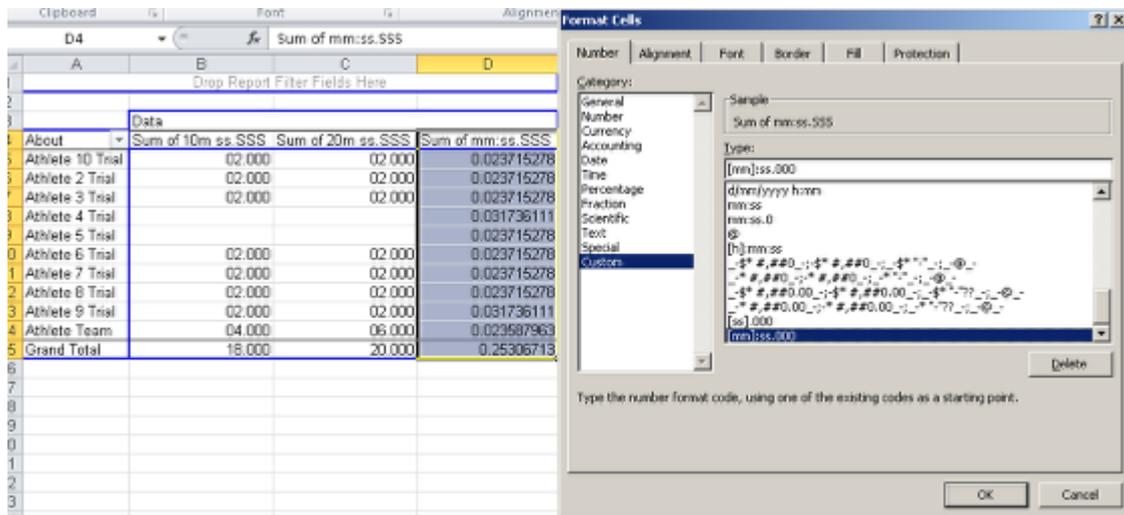
A red arrow points from a black callout box to the cell containing '2.31481E-05' in the PivotTable. The callout box contains the text: "Durations appear in a strange ...".

You need to select the Pivot table columns that are duration fields and then right mouse click and select Format Cells. Then apply the correct custom format (ensure it is the same as the format of the exported data in the data worksheet) e.g [ss].000 .

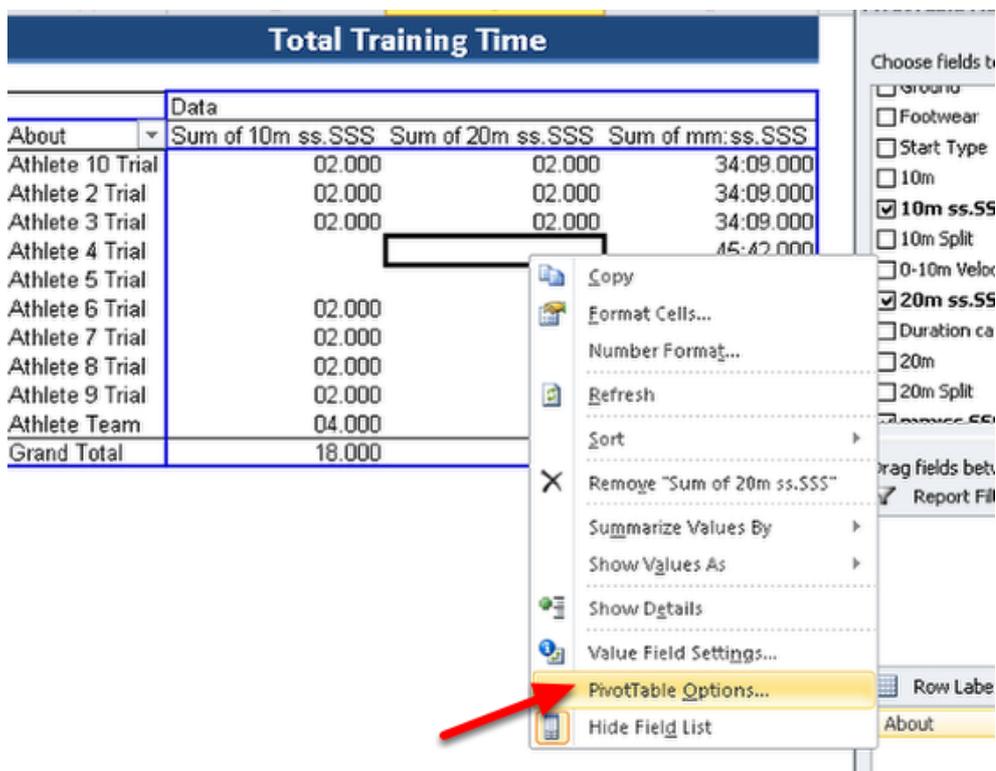


You MUST select a custom field with the [ ] around the duration to ensure that if you are summing durations in a pivot table, then the answer will calculate and show all of the duration field correctly. If you use a ss.SSS format (without the [ ]) and the sum or average goes above 60 seconds, then ONLY the seconds will show and the minutes field will be hidden. E.g 1:44.555 in a ss.SSS format will ONLY show the seconds field of 44.555. If you add in the [ ] around the ss then it will display as 104.555. Similarly, if you were summing 400m split times for an 800m, without the [ ] around the ss then a time of 46.89sec and a 48.11sec would sum to 1:35.000(mm.ss.SSS), which would display as 35.00 (in a ss.SSS format and you would not see the minutes). With the [ ] the result would show as 93.000 seconds.

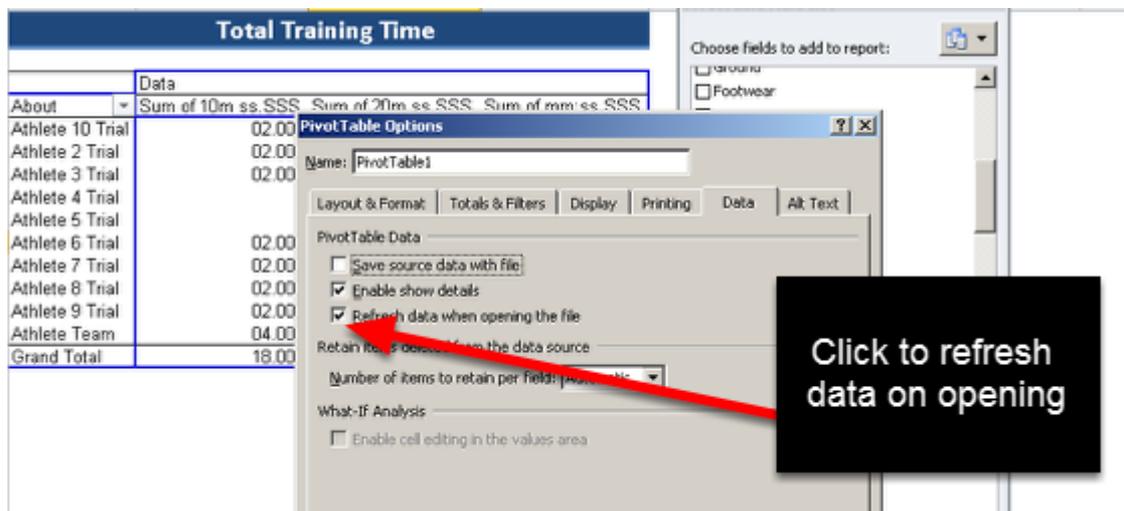
The cells will be formatted correctly. Update any other duration cells that you have in your pivot (this example shows the [mm]:ss.SSS being formatted)



Now, right mouse click on the Pivot Table and select Pivot Table options



Ensure you select Refresh data when opening the file (or the data will not update) and click OK



You MUST click on Refresh data when opening the file.

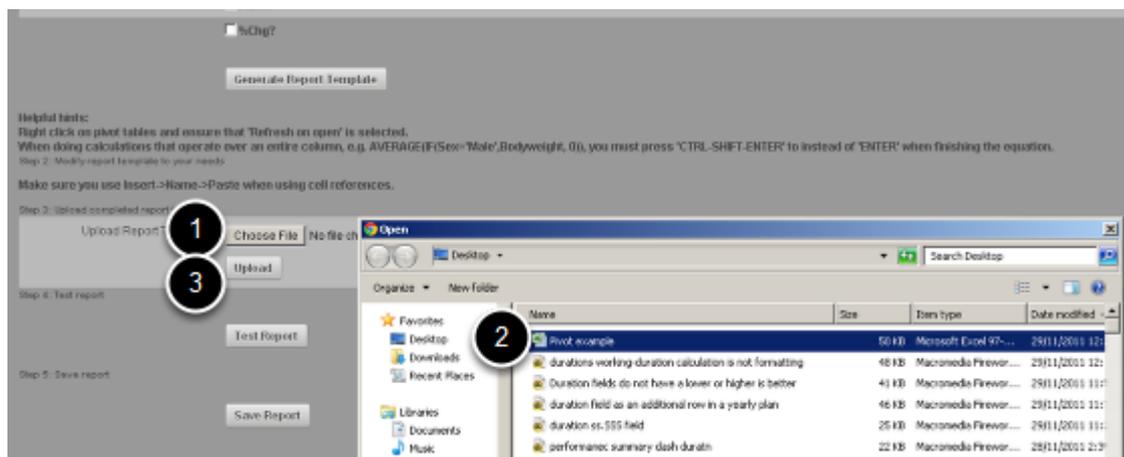
If you have formatted your cell width click on the Layout & Format and deselect "Autofit column widths on update" so that they do not collapse on opening.

Delete the Data on the Worksheet tab (as shown here) and Save the Excel worksheet. Then upload the template back into the Excel Reports Page on the system (see the step below).

	A	B	C	D	E	F	
1	Date	Day of Week	Year	Month	Week	About	by
2	17-11-2011	Thursday	2011	November	47	Athlete 2 Trial	Peter
3	17-11-2011	Thursday	2011	November	47	Athlete 10 Trial	Peter
4	17-11-2011	Thursday	2011	November	47	Athlete 9 Trial	Peter
5	17-11-2011	Thursday	2011	November	47	Athlete 5 Trial	Peter
6	17-11-2011	Thursday	2011	November	47	Athlete 3 Trial	Peter
7	17-11-2011	Thursday	2011	November	47	Athlete 4 Trial	Peter
8	17-11-2011	Thursday	2011	November	47	Athlete 6 Trial	Peter
9	17-11-2011	Thursday	2011	November	47	Athlete 8 Trial	Peter
10	17-11-2011	Thursday	2011	November	47	Athlete 7 Trial	Peter
11	22-11-2011	Thursday	2011	November	48	Athlete 2 Trial	Peter
12	22-11-2011	Thursday	2011	November	48	Athlete 10 Trial	Peter
13	22-11-2011	Thursday	2011	November	48	Athlete 9 Trial	Peter
14	22-11-2011	Thursday	2011	November	48	Athlete Team	Peter
15	22-11-2011	Thursday	2011	November	48	Athlete 5 Trial	Peter
16	22-11-2011	Thursday	2011	November	48	Athlete 3 Trial	Peter
17	22-11-2011	Thursday	2011	November	48	Athlete 4 Trial	Peter
18	22-11-2011	Thursday	2011	November	48	Athlete 6 Trial	Peter
19	22-11-2011	Thursday	2011	November	48	Athlete 8 Trial	Peter
20	22-11-2011	Thursday	2011	November	48	Athlete 7 Trial	Peter
21	22-11-2011	Thursday	2011	November	48	Athlete Team	Peter
22	24-11-2011	Thursday	2011	November	48	Athlete 2 Trial	Peter
23	24-11-2011	Thursday	2011	November	48	Athlete 10 Trial	Peter
24	24-11-2011	Thursday	2011	November	48	Athlete 9 Trial	Peter
25	24-11-2011	Thursday	2011	November	48	Athlete Team	Peter
26	24-11-2011	Thursday	2011	November	48	Athlete 5 Trial	Peter
27	24-11-2011	Thursday	2011	November	48	Athlete 3 Trial	Peter
28	24-11-2011	Thursday	2011	November	48	Athlete 4 Trial	Peter
29	24-11-2011	Thursday	2011	November	48	Athlete 6 Trial	Peter

Delete the data from the worksheet, but not the column headings. Save the file.

Choose the file and upload it.



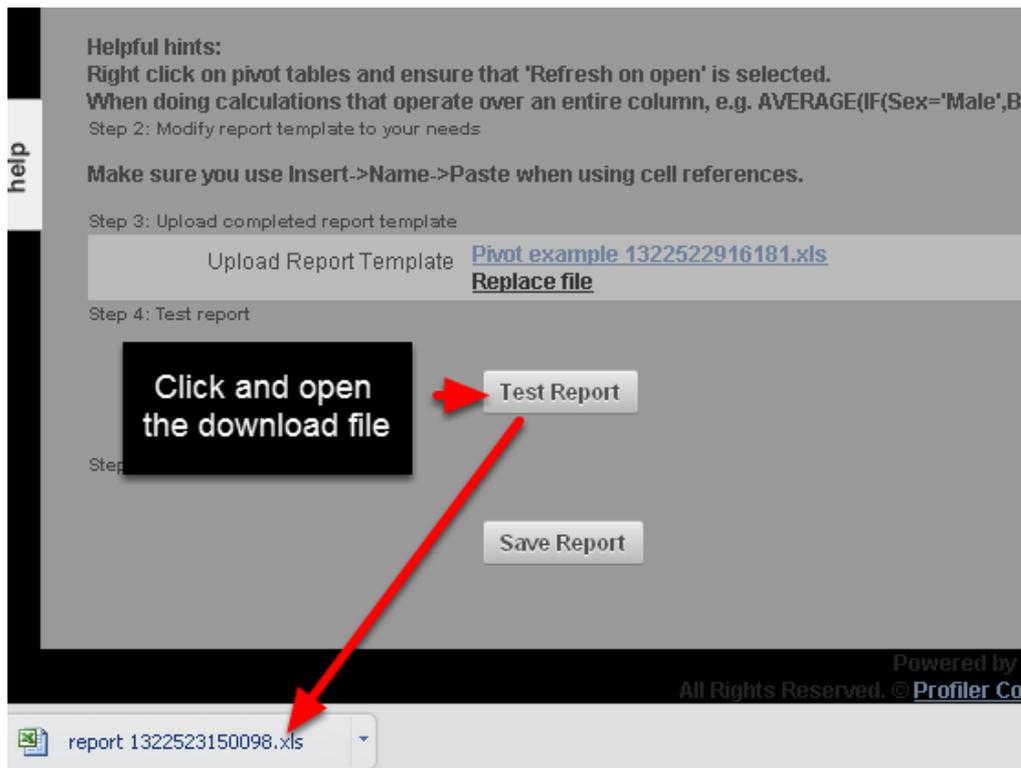
1: Now upload the template that has the pivot table in it by clicking Choose File

2: Locate the file from your downloads, or from where you saved the file

3: Click Upload to upload the template to the site

4: Test the report formatting (shown in the step in the image below)

Test that the template is formatted correctly by clicking the Test button. This will generate a test Excel Report in your downloads from the template you just uploaded. Open the download and check the formatting is correct.

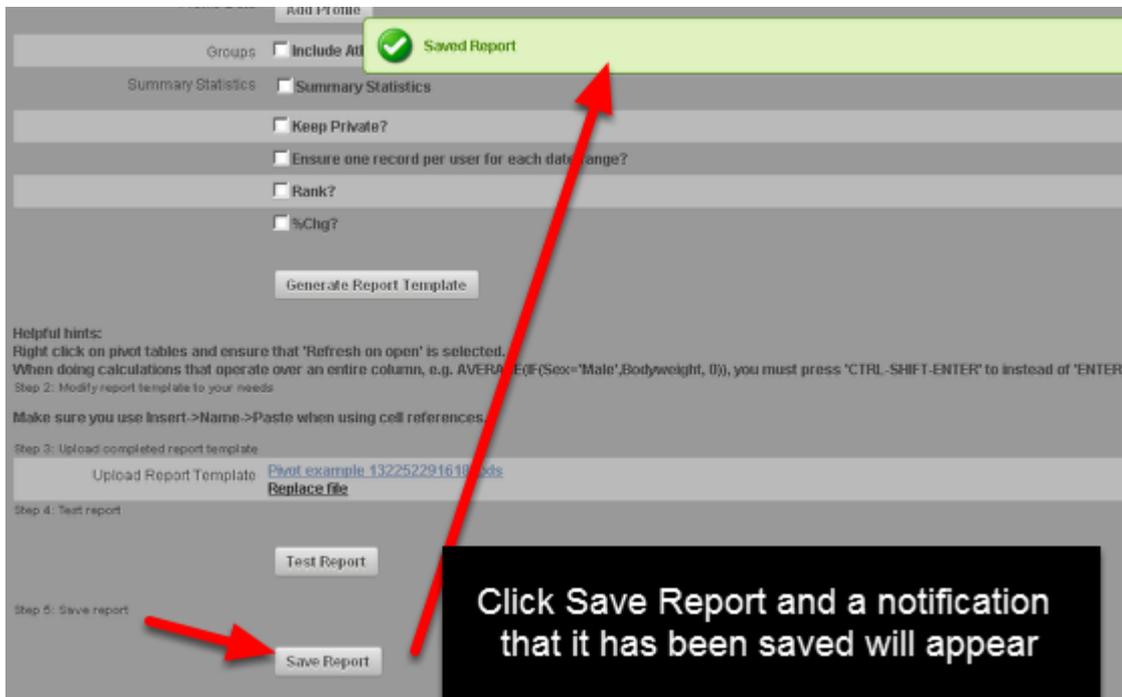


Ensure the formatting is being retained and that the file layout is correct. If it is not, update the original template and reupload it and test it again.

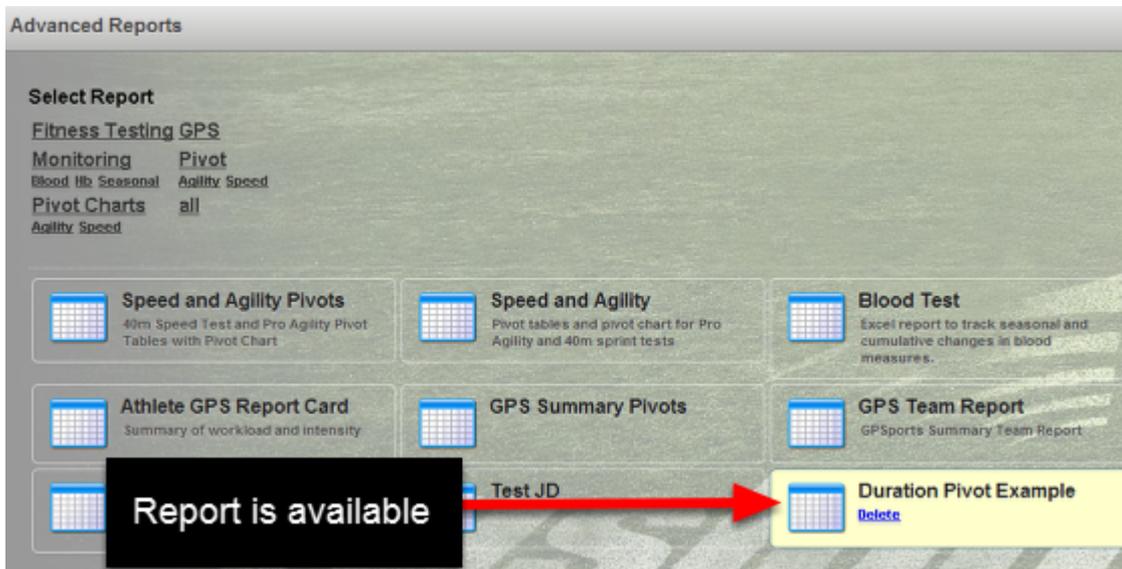
The screenshot shows an Excel spreadsheet with a PivotTable and the PivotTable Field List task pane. The PivotTable is titled "Total Training Time" and is located in the range B4:D15. The PivotTable has "About" as the filter field, and "Sum of 10m ss.SSS", "Sum of 20m ss.SSS", and "Sum of mm:ss.SSS" as the value fields. The PivotTable Field List task pane is open on the right, showing the "About" field selected under "Choose fields to add to report:". The "Report Filter" area is empty, and the "Column Labels" area contains "Σ Values".

	Sum of 10m ss.SSS	Sum of 20m ss.SSS	Sum of mm:ss.SSS
Athlete 10 Trial	02:00.000	02:00.000	34:09.000
Athlete 2 Trial	02:00.000	02:00.000	34:09.000
Athlete 3 Trial	02:00.000	02:00.000	34:09.000
Athlete 4 Trial			45:42.000
Athlete 5 Trial			34:09.000
Athlete 6 Trial	02:00.000	02:00.000	34:09.000
Athlete 7 Trial	02:00.000	02:00.000	34:09.000
Athlete 8 Trial	02:00.000	02:00.000	34:09.000
Athlete 9 Trial	02:00.000	02:00.000	45:42.000
Athlete Team	04:00.000	06:00.000	33:58.000
<b>Grand Total</b>	<b>18:00.000</b>	<b>20:00.000</b>	<b>364:25.000</b>

After you have tested the report, you must click "Save". Remember, you cannot edit it again once you Save it and click out of this page so ensure it is formatted correctly (the pivot table, page layout etc).



The Report name and structure will now be available to run from the Excel Reports Page

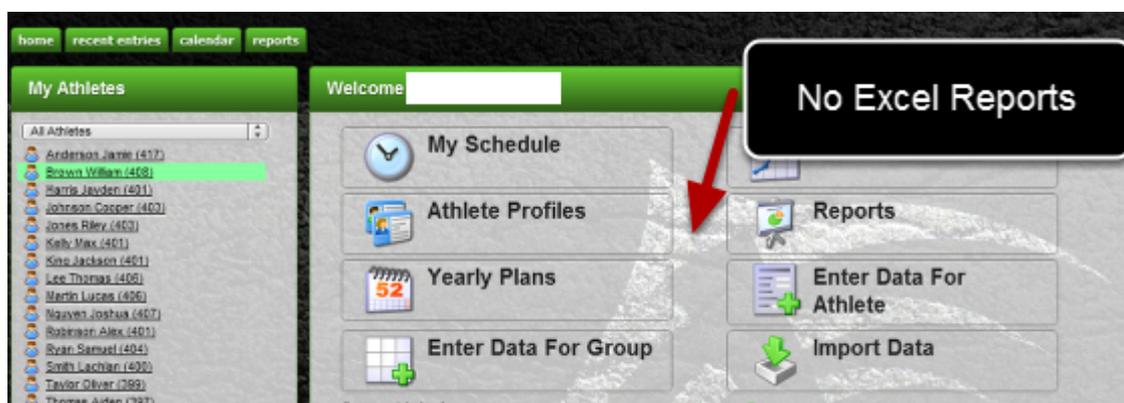


# Offline CSV export to an Excel Report Format

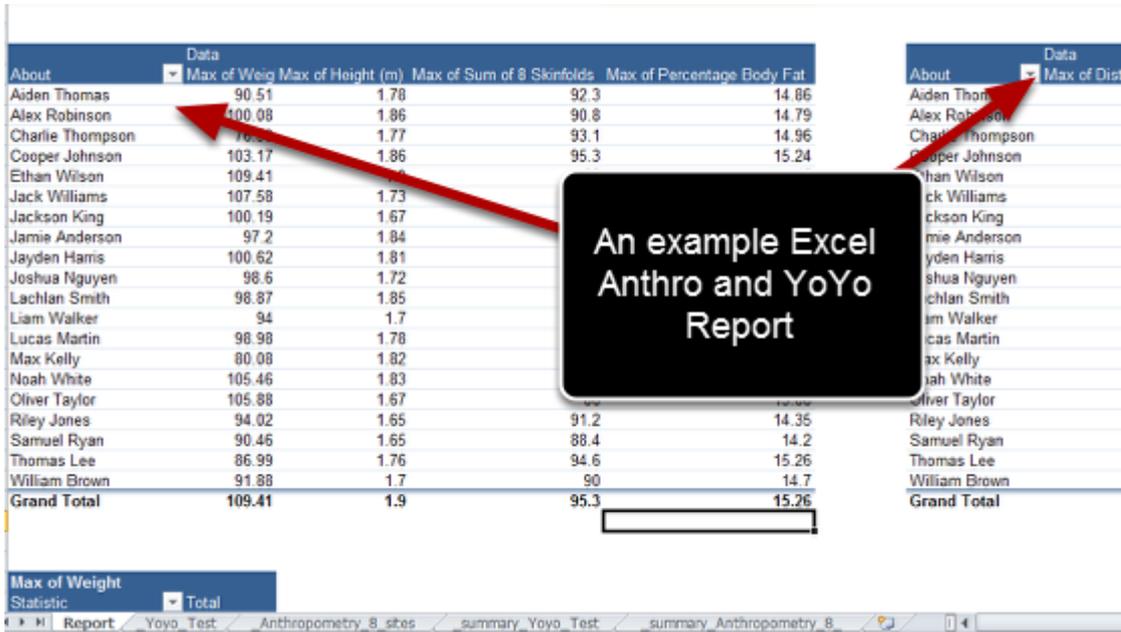
Excel Reports are not available offline on the installed version of the software. To enable users to export their data out of the system offline and then paste it into an existing Excel Report users can now generate a csv. in the same format as an Excel report (for one specific data type).

This workflow is specifically for users who need to export data out of the system working offline to paste it into an existing Excel Report

## Excel Reports are not available offline



A workaround to enable users to update their Excel Reports from data entered offline is now available. Firstly, open a previously generated Excel Report from your computer



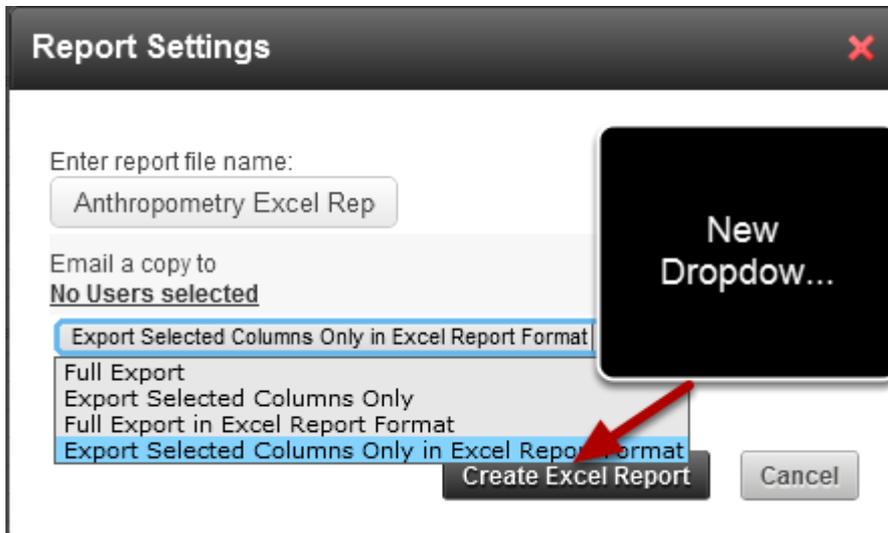
The image here shows an Excel Report that has been opened and needs to be updated with data entered offline. The example here shows an Anthropometry and YoYo Excel Report. Now go back to the system to generate a csv export of the data that is used in the Excel Report (e.g. the Anthropometry Event Form and the YoYo Event Form).

Go to the system and run a report to show the latest data that has been entered offline



The example in the image here shows a report being generated for the YoYo data. Then click on the Excel button to generate a csv report.

Click on Excel (top right) and then select "Export in Excel Report Format" the Data in the same format as the Excel Report that you are going to update



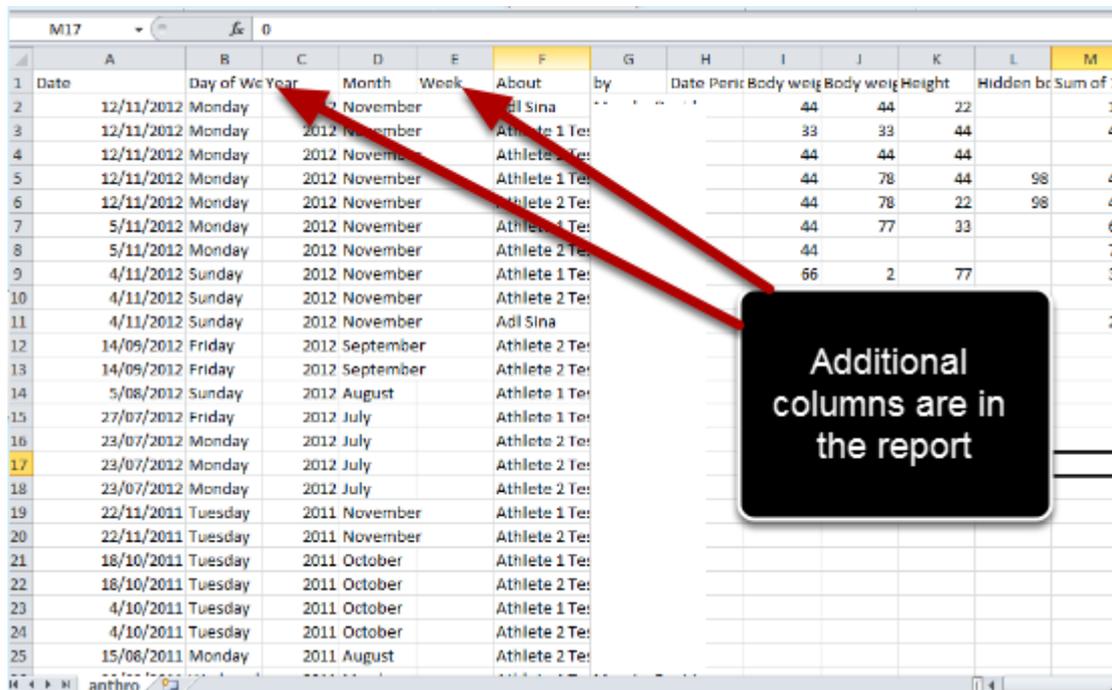
You can now select to export out all of the data in a column format that is the same as the data columns in the Excel Reports generated from the Excel Reports Module. This will download a csv. file:

-This could be Full Export in Excel Report Format

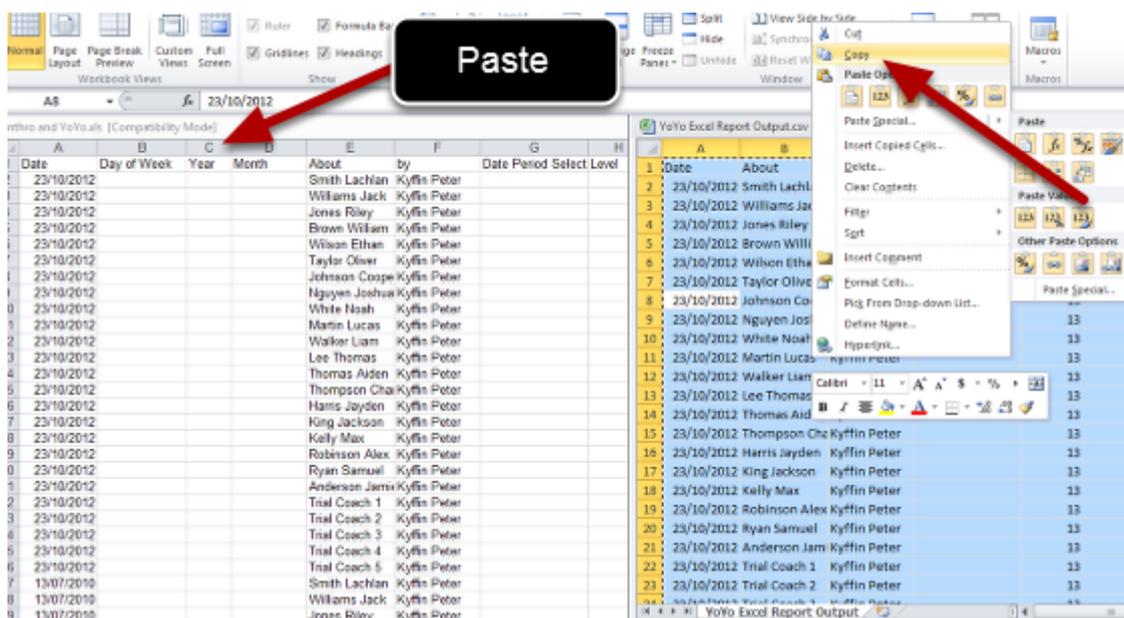
or

-Export Selected Columns Only in Excel Report Format

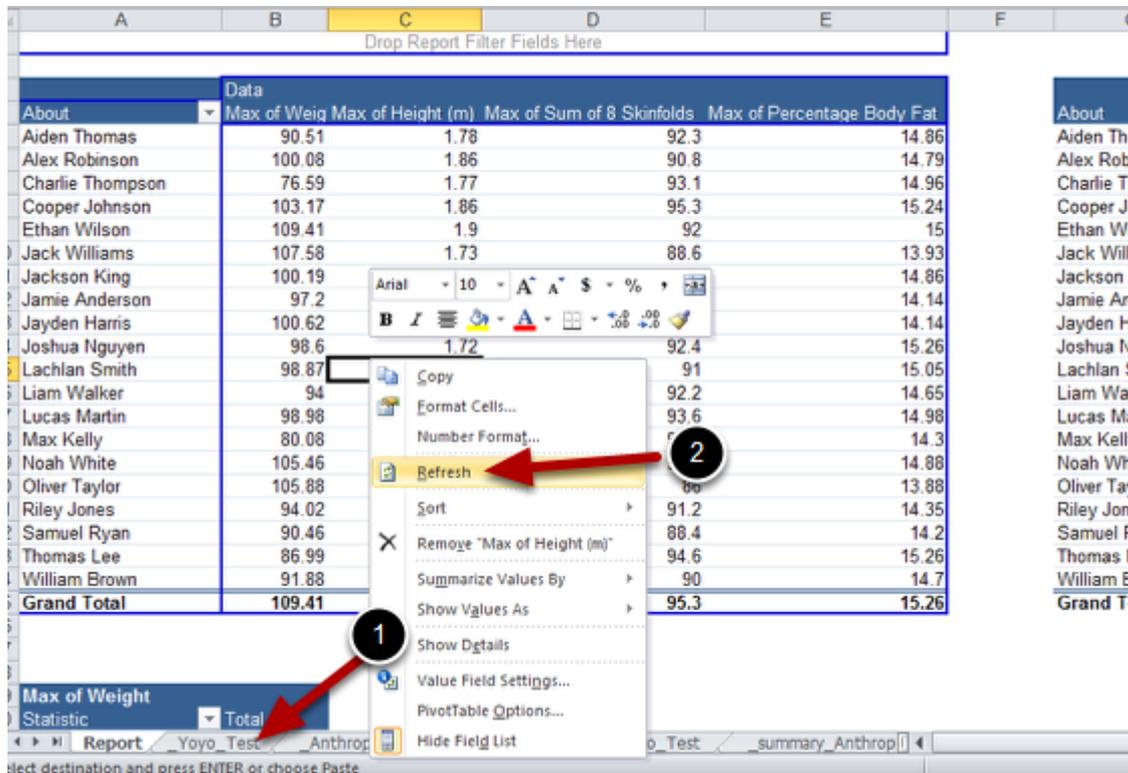
Open the csv output (as shown here), copy the data and paste it into the Original Excel Report



Copy the Data from the Report Output and Paste it into the Excel Spreadsheet



Once you have pasted in the Data Refresh the Report. If you need additional data from different Event Forms export it and paste it in



You should be able to copy and paste any data that you use from your exc

# Date Range "Date Period Selection" Excel Report output enhancement

You could set up Date Ranges for a weekly period in an Excel Report. However, the csv export would only show the month for the date period (shown in the step below)

Main Category   
Tags   
Type   
Create a single report with all the selected data. This is useful for pivot tables, pivot charts or more advanced reports.  
Users **1 Player selected**  
Dates  
Date Range     
Date Range       
Date Range       
Date Range       
Date Range

The output for the Date Period Selection would only show the Month (not the week), so you could not create pivot tables or charts using the Date Period Selection

Date	Day of Week	Year	Month	Week	About	by	Date Period Selection
01-10-2012	Monday	2012	October	40	Peter	Peter	Oct-Oct 2012
02-10-2012	Tuesday	2012	October	40	Peter	Peter	Oct-Oct 2012
03-10-2012	Wednesday	2012	October	40	Peter	Peter	Oct-Oct 2012
04-10-2012	Thursday	2012	October	40	Peter	Peter	Oct-Oct 2012
05-10-2012	Friday	2012	October	40	Peter	Peter	Oct-Oct 2012
06-10-2012	Saturday	2012	October	40	Peter	Peter	Oct-Oct 2012
07-10-2012	Sunday	2012	October	40	Peter	Peter	Oct-Oct 2012
08-10-2012	Monday	2012	October	41	Peter	Peter	Oct-Oct 2012
09-10-2012	Tuesday	2012	October	41	Peter	Peter	Oct-Oct 2012
10-10-2012	Wednesday	2012	October	41	Peter	Peter	Oct-Oct 2012
11-10-2012	Thursday	2012	October	41	Peter	Peter	Oct-Oct 2012
12-10-2012	Friday	2012	October	41	Peter	Peter	Oct-Oct 2012
13-10-2012	Saturday	2012	October	41	Peter	Peter	Oct-Oct 2012
14-10-2012	Sunday	2012	October	42	Peter	Peter	Oct-Oct 2012
15-10-2012	Monday	2012	October	42	Peter	Peter	Oct-Oct 2012
16-10-2012	Tuesday	2012	October	42	Peter	Peter	Oct-Oct 2012
17-10-2012	Wednesday	2012	October	42	Peter	Peter	Oct-Oct 2012
18-10-2012	Thursday	2012	October	42	Peter	Peter	Oct-Oct 2012
19-10-2012	Friday	2012	October	42	Peter	Peter	Oct-Oct 2012

Now when you do an Excel Report these periods will show in the Excel Output

A	B	C	D	E	F	G	H
Date	Day of Week	Year	Month	Week	About	by	Date Period Selection
02-10-2012	Tuesday	2012	October	40	Emily	Adm	Oct-01-Oct-07 2012
10-10-2012	Wednesday	2012	October	41	Emily	Adm	Oct-08-Oct-14 2012
16					Emily	Adm	Oct-15-Oct-21 2012
2					Emily	Admin	Oct-22-Oct-28 2012
3					Emily	Admin	Oct-29-Nov-04 2012

**Displays correct date range**

The Date Period Selection can then be used in pivot tables (as shown here) or charts to show performance trends

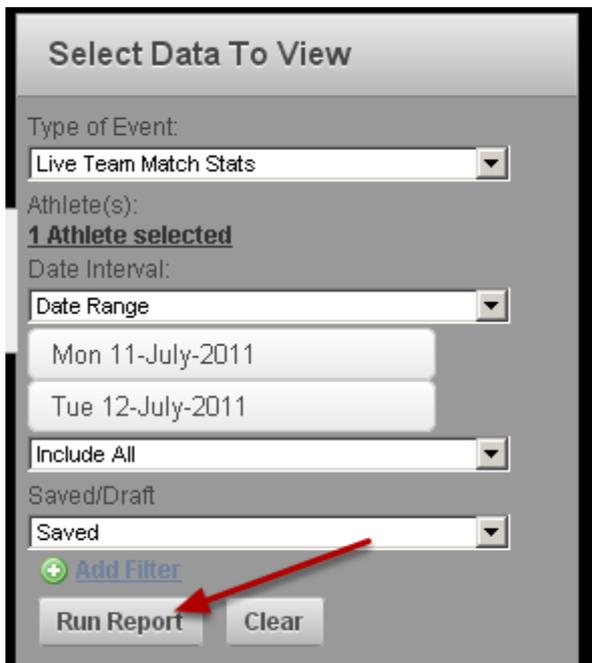
Drop Report Filter Fields Here		
	Data	
Date Period Selection	Max of Grip Left	Max of Grip Right
Oct-01-Oct-07 2012	12	17
Oct-08-Oct-14 2012	11	18
Oct-15-Oct-21 2012	11	18
Oct-22-Oct-28 2012	14	20
Oct-29-Nov-04 2012	15	22
Grand Total	15	22

**Date Period can be used**

# Live Data Reports

You can now generate reports that are updated live from data that you enter into your system. To do this follow the steps below:

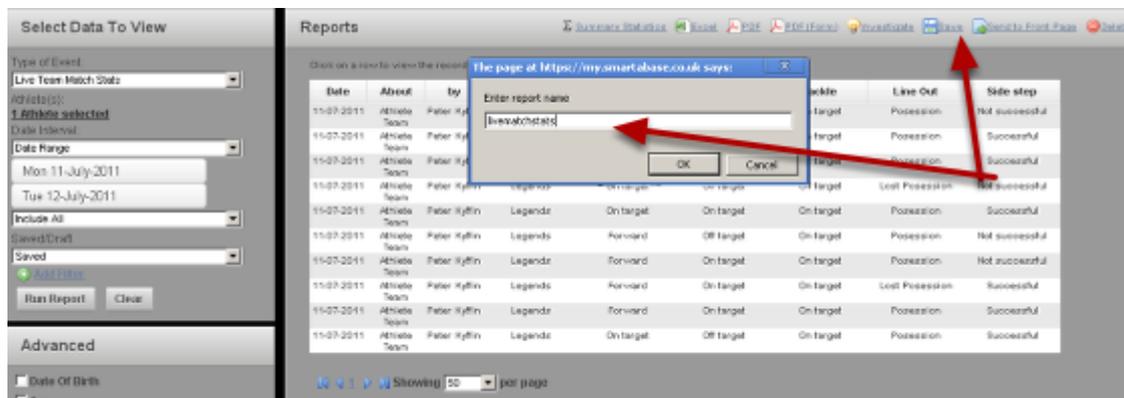
Run a report on the Reports Module to include the data, or type of data that you want to use



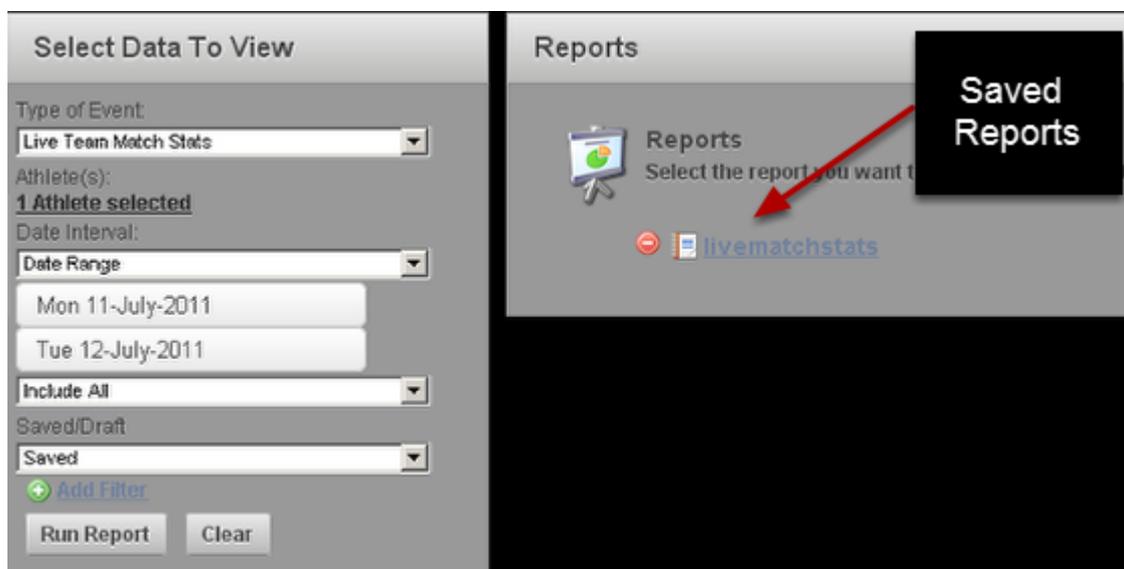
The screenshot shows a web interface titled "Select Data To View". It contains several form elements: a dropdown menu for "Type of Event" set to "Live Team Match Stats"; a section for "Athlete(s)" showing "1 Athlete selected"; a "Date Interval" dropdown set to "Date Range" with two input fields containing "Mon 11-July-2011" and "Tue 12-July-2011"; an "Include All" dropdown; a "Saved/Draft" dropdown set to "Saved"; a blue link "+ Add Filter"; and two buttons at the bottom, "Run Report" and "Clear". A red arrow points from the "Run Report" button towards the "Athlete(s)" section.

The example that we are using a very basic Scoring Event form that is updated live by someone in the system and it is entered for the "Team" athlete.

Once you run your report, click on the "Save" button and then name the Report and click OK. For this example the report name is "livematchstats"

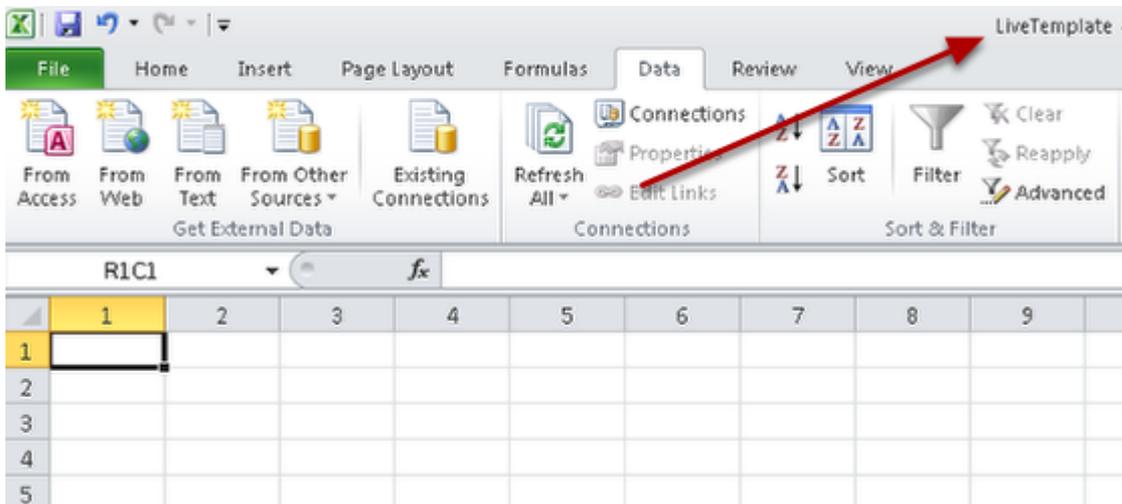


When you click on the Clear button, or when you first come back to the Reports page you will see that the report is saved



Remember the name of your report as you will need this to create an import using this exact name in the live excel report

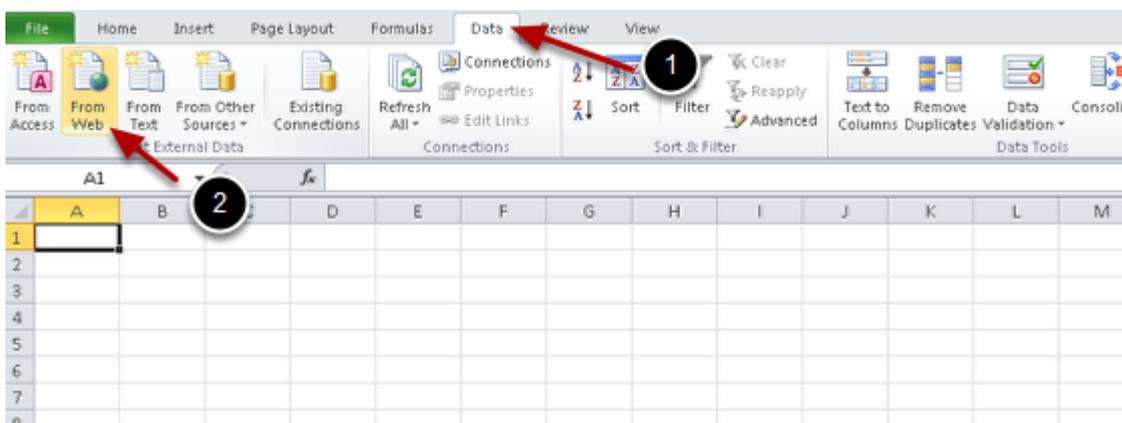
Download the template file for your excel reports- ask your distributor for more details on this



The template file is available from your distributor and it needs to be setup to make sure that all data will automatically refresh when you use your data from Smartabase in the live excel report. You need to use THIS template to create your new live reports.

N.B. Even though we can continually send new data to the excel sheet, Excel doesn't update the pivot tables and charts automatically; we use an updated excel sheet to enable you to be able to updated pivot tables and pivot charts. Excel by default doesn't do this so if you would like auto-update your charts you must use this template.

Now open the live template worksheet and click on the "Data" Tab along the top of the page and then click on the "From Web" button



1. Click on Data

2. Click on From Web

Type in the name of the site that you are logged into e.g. <https://my.smartabase.co.uk/fusionallstars> and you MUST add in `"/live?report=reportname"` and click "Go".

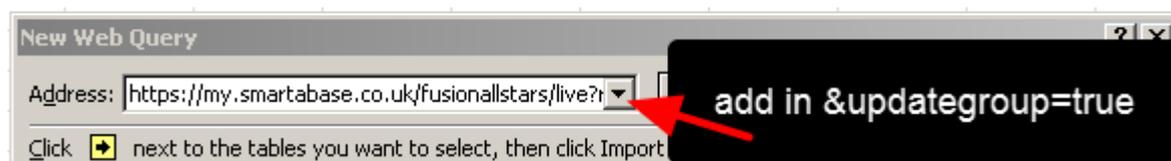


1. Type the name of your site address and add in a `"/live?report=report name"` (the exact spelling and text case of the report that you created in the reports page):

e.g. <https://my.smartabase.co.uk/fusionallstars/live?report=livematchstats>

2. See the information in the step below before you Click on "Go"

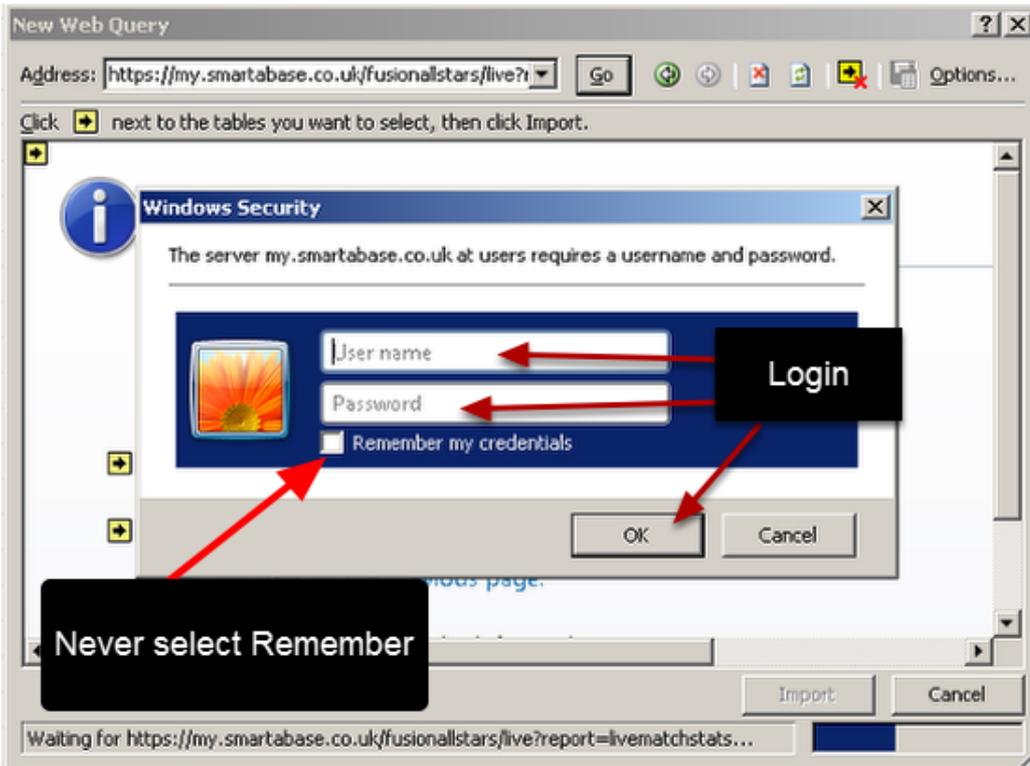
Having the ability to pull through additional athletes' data when they are added into the group can be achieved by adding in `&updategroup=true`



For example, if the url above was written as <https://my.smartabase.co.uk/fusionallstars/live?report=livematchstats&updategroup=true> then any new athletes added into the group that you are referencing would be pulled through into the report. This means you are always getting a full list of data from the group.

This means the report doesn't have to be resaved every time a new athlete is added into the group, which was how it used to function.

Once you have typed in the site and report name correctly, you will be asked for your username and password for the Smartabase site. Type this into the username and password section.

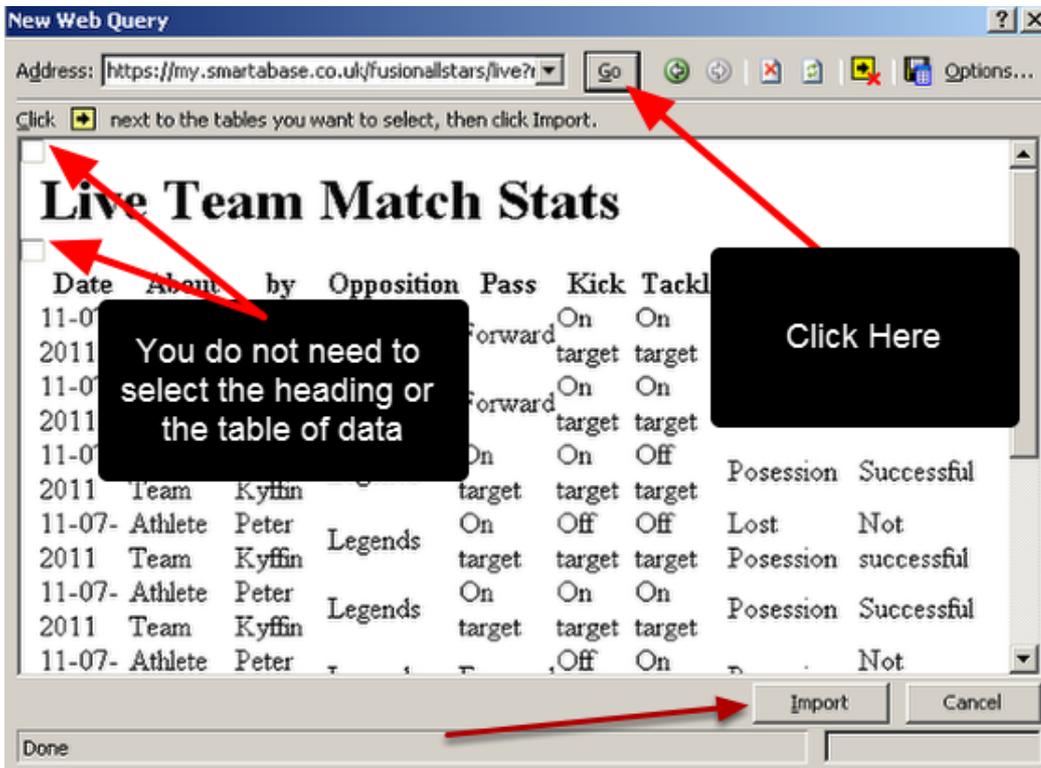


When you type your username and password into this section, you will be able to access the data directly from Smartabase. This means you don't have to be logged into the actual smartabase application to access the live data for this report, it is pulled directly from the Smartabase server.

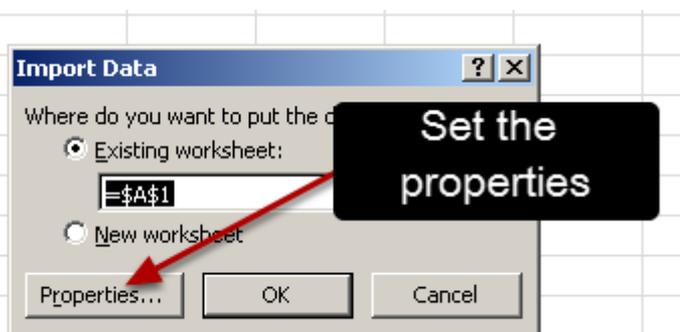
N.B. For security purposes, never select "Remember my credentials"; if you do and you lose your computer this report could be opened!.



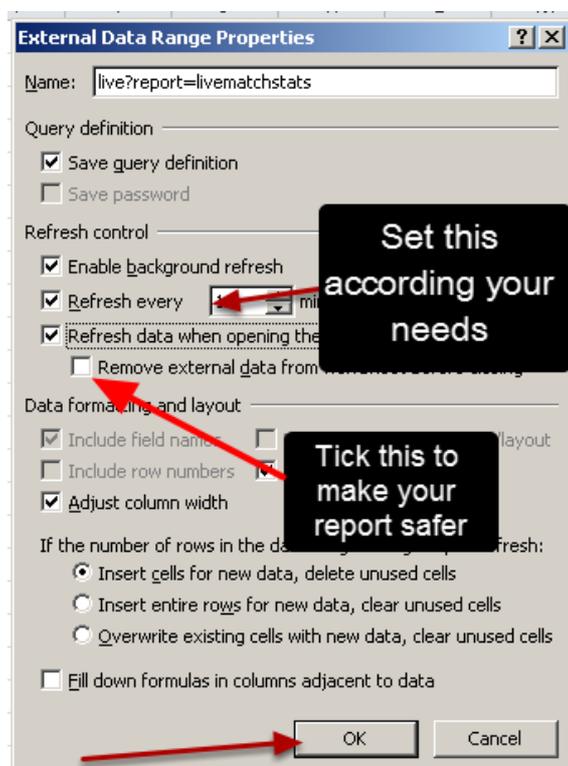
You will see any data from that report being pulled through into the window (as shown in the image here), then click Import.



An "Import Data" box will appear. You MUST select the "Properties" button and set the data to refresh button according to you needs (see the step below). DON'T CLICK ON THE OK BUTTON YET!!!



## In the External Data Range Properties, Set the Refresh Control Properties to Refresh according to your needs



### Make sure that:

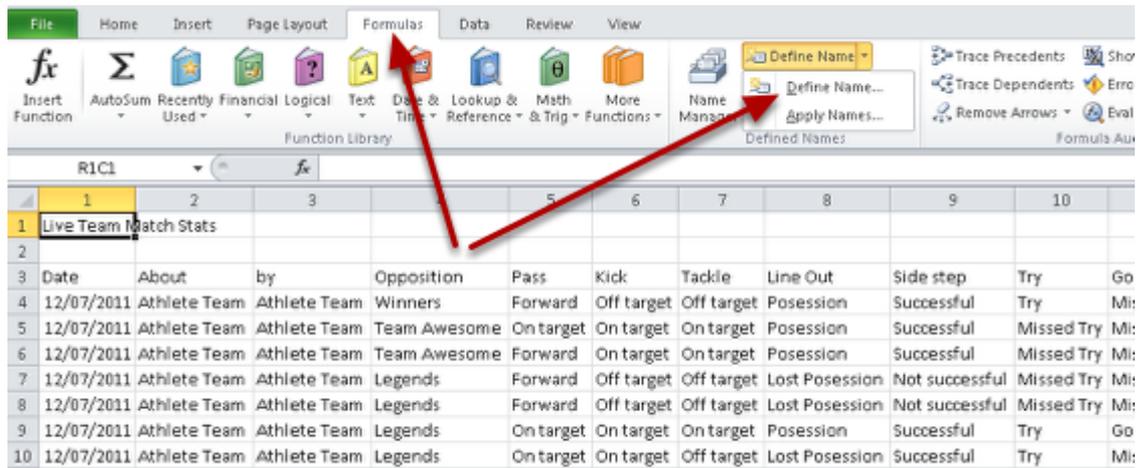
- Ensure background refresh is ticked (this enables you to use excel while the query runs)
- Set the refresh rate according to your needs; this is a balance between the amount of data you will accessing and the type of report you will be running
- If the refresh data when opening the file is ticked, this mean each time a user opens this report, it will run. Please consider how much data is being pulled through and how much load it will put on your server.
- For additional data security, you can also select to remove external data from worksheet before closing.

N.B. The only time to use a refresh of 5 minutes or less is if the report needs to be constantly refreshed for a small group of players; for example, a morning wellness, screening tests, bodyweight, hydration, or if a match is going on, some data might be getting entered to Smartabase in real time and report refreshes itself. Or if testing with multiple testing stations with data being entered and a coach needs the ability to see the results as they are happening. For most other scenarios, a constant refresh is not needed and the Refresh button should be ticked at the top using the manual refresh button.

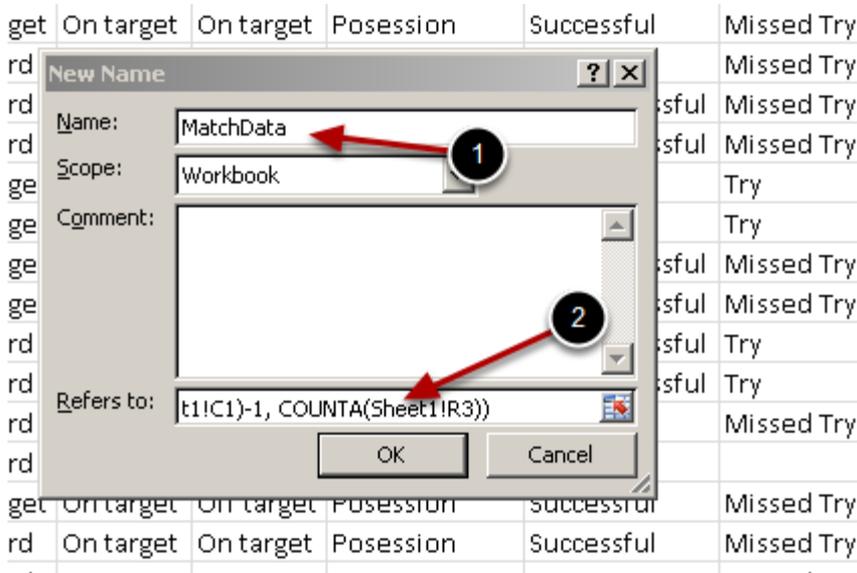
Now you can select where you want the data to import to (e.g. the sheet and page location) and you need to import them to Sheet 1 and click "OK".



Next, you need to define a name for the data. In the Formulas Tab, click on Define Name



Name the cells (you will use this name for your pivot table and charts), and add in the following formula into the Refers to: text box `=OFFSET(Sheet1!R3C1,0,0,COUNTA(Sheet1!C1)-1, COUNTA(Sheet1!R3))`



A New Name window will appear for you to name you data. Most importantly:

1: Rename your cells if you need to (names cannot have spaces in them). This will be the name that you will use to generate your pivot tables and/or charts

2: you MUST copy and paste in the following formula\* into the Refers to: text box

`=OFFSET(Sheet1!R3C1,0,0,COUNTA(Sheet1!C1)-1, COUNTA(Sheet1!R3))`

3: Click OK

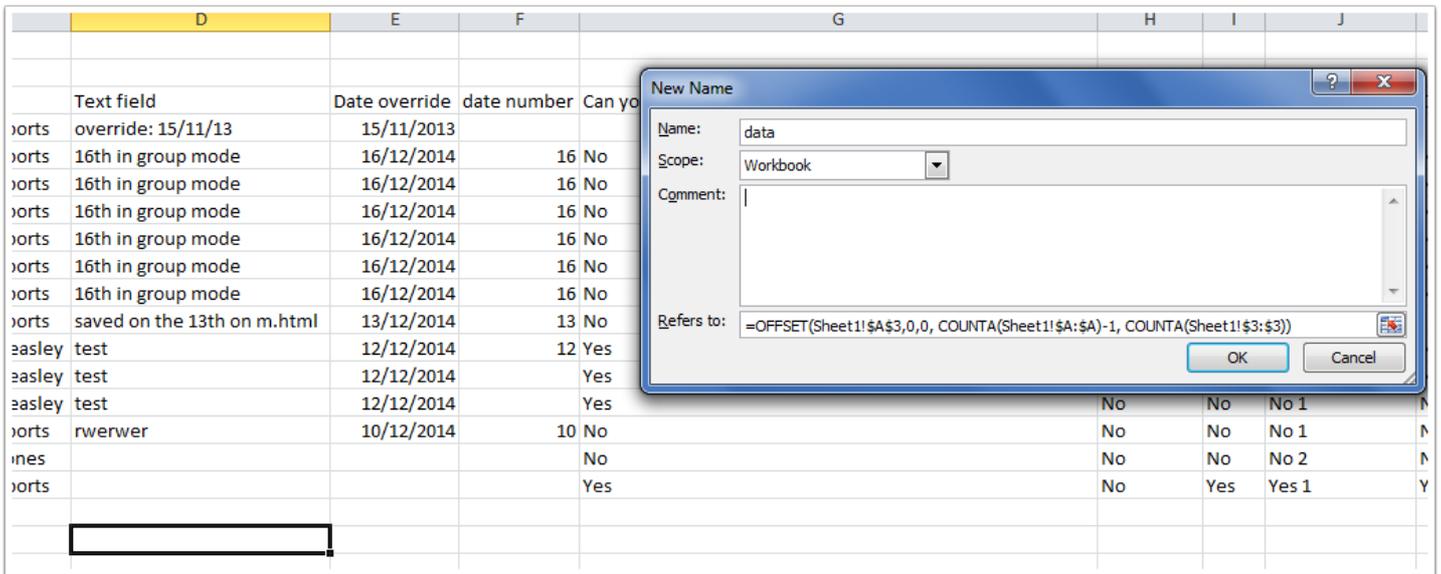
Note that this formula assumes that your source data is in a tab named "Sheet1". Change the references from "Sheet1" to the name of the tab your data is in if you choose a different sheet.

This formula is creating a "range" of data that automatically resizes to the number of rows and columns in the report, so that if new data comes in, your pivot table automatically refreshes.

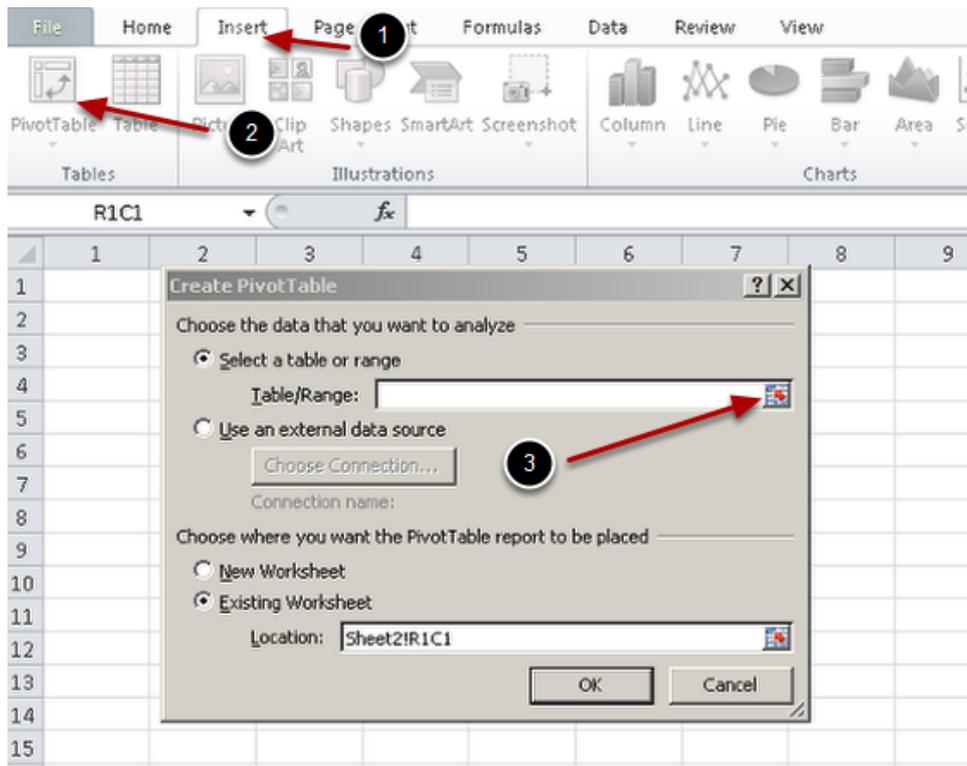
## As an alternative, you can use the following cell reference

Some customers also use the following reference instead in the "Refers to:" cell selection area.

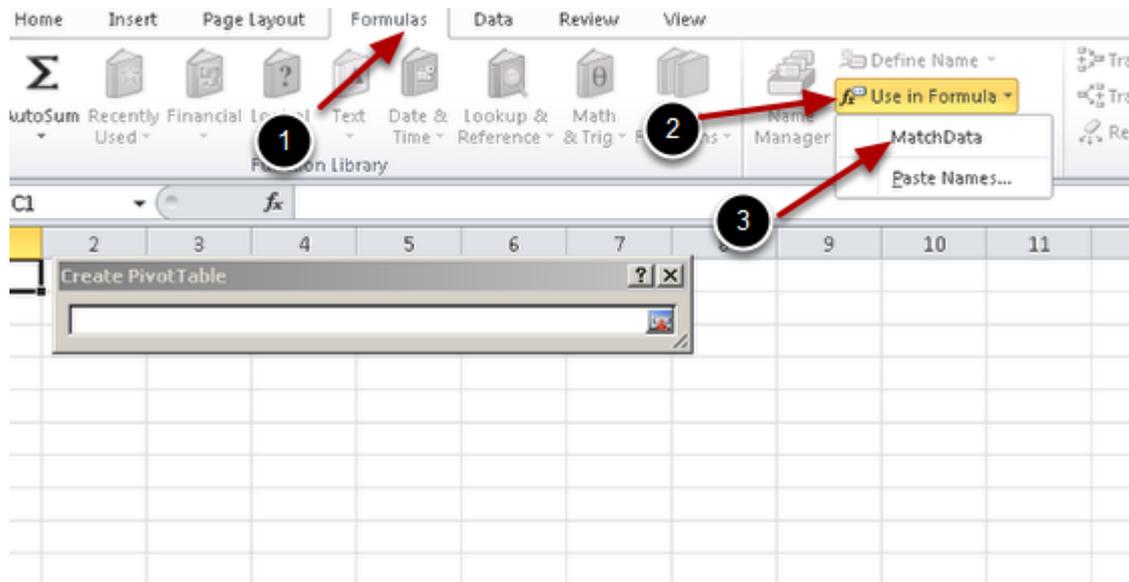
`=OFFSET(Sheet1!$A$3,0,0, COUNTA(Sheet1!$A:$A)-1, COUNTA(Sheet1!$3:$3))`



Now create you pivot chart by clicking on the Insert Pivot Table/chart. Now click on the select cells icon in the Table/Range box and follow the steps below



Click on "Formulas" and then select the "Use in Formula" button and you will see that the name that you wrote before appears for selection (e.g. MatchData)



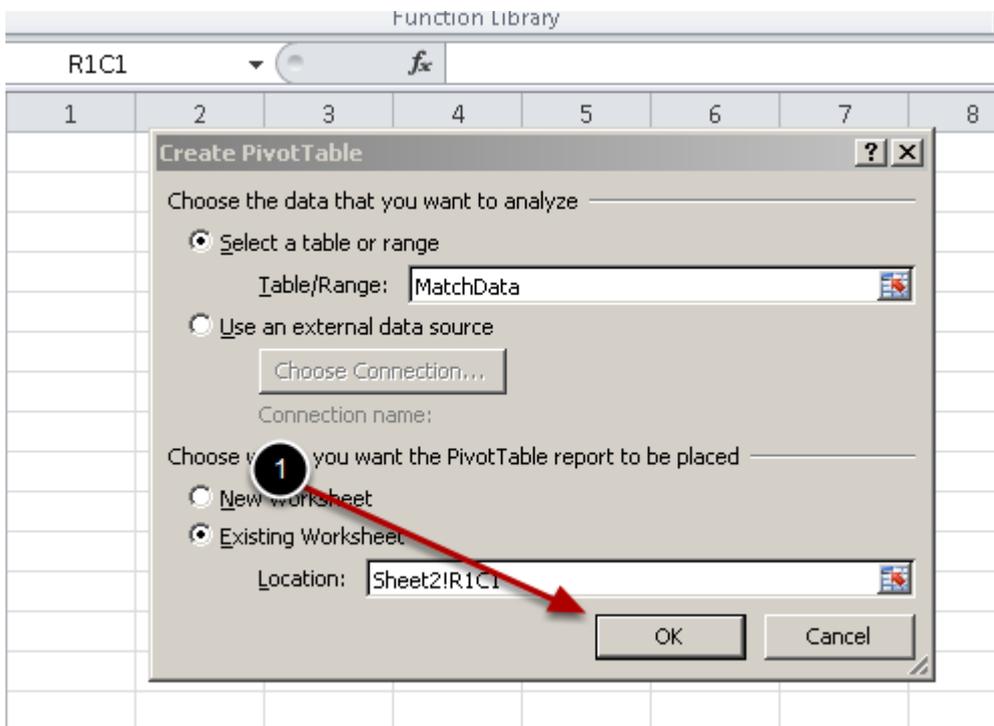
4: Click on Formulas

5: Click on "Use in Formula"

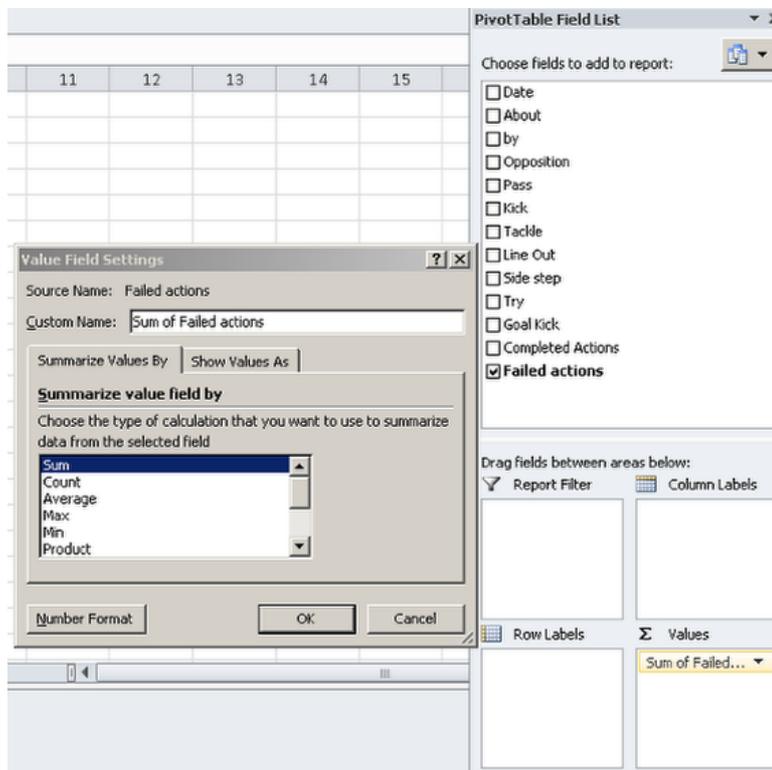
6: Click on the name that you had in the define name section (e.g. MatchData)

7: Click on the cell selection drop down box when the name of the cells appears in the "Create Pivot Table" text box.

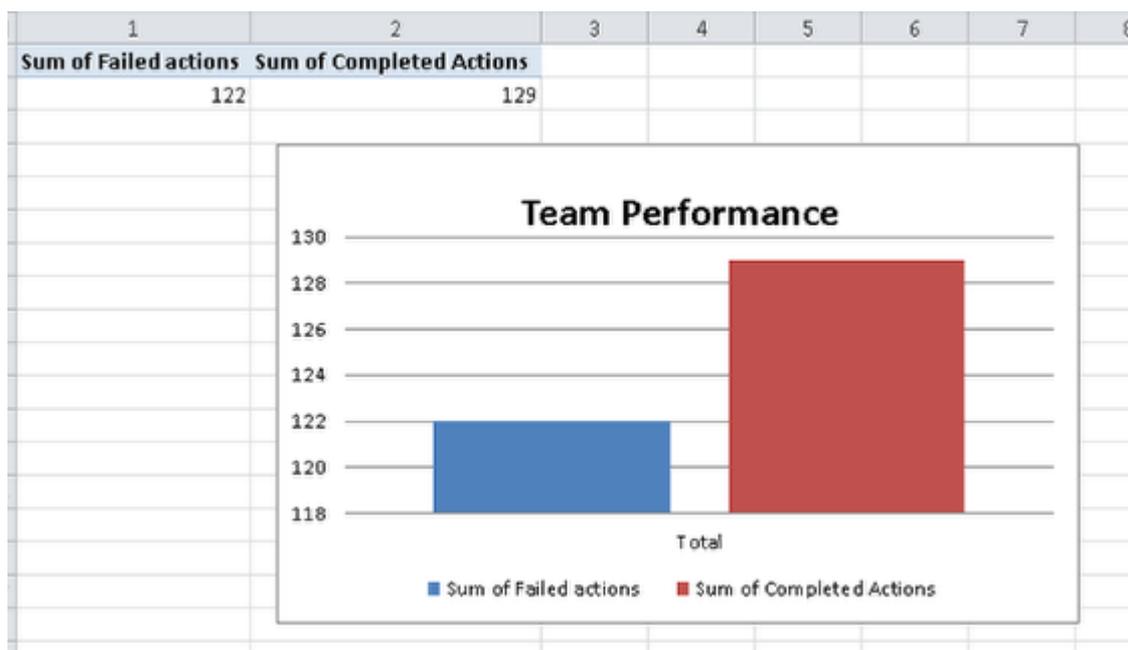
You will see that your cells are now selected as part of the pivot table, click OK



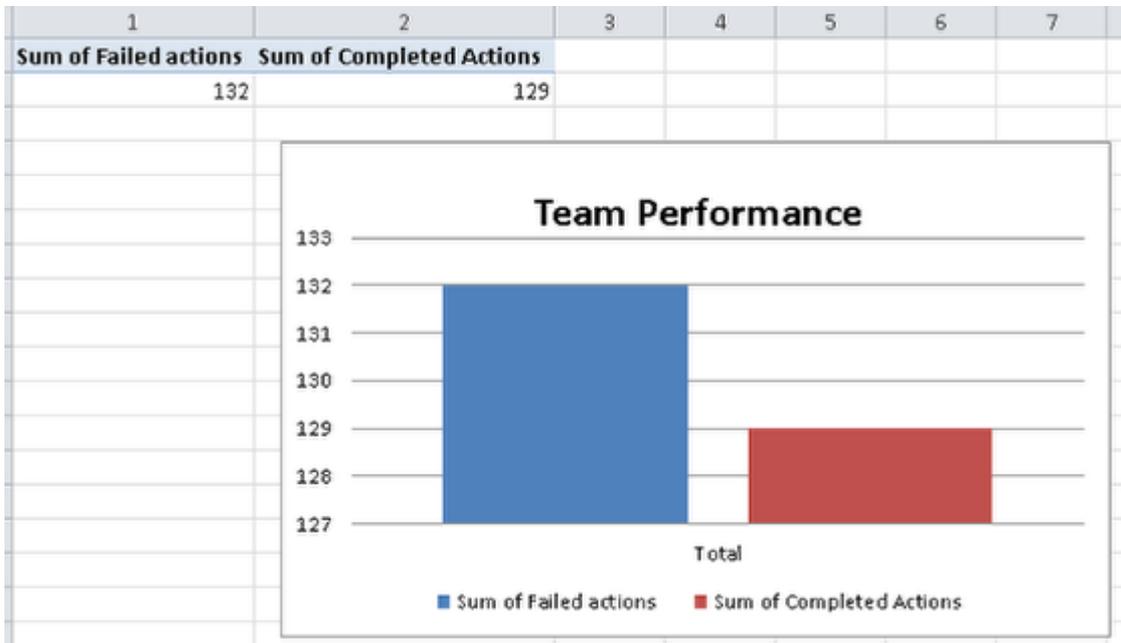
You can now create you pivot table/chart according to the columns/layout that you require



Now design your pivot tables and charts accordingly.

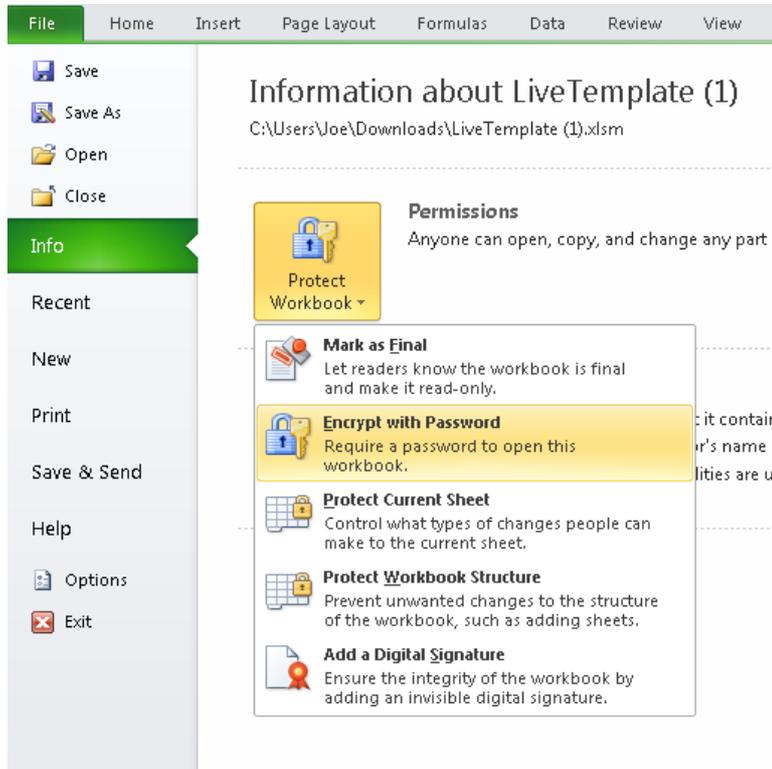


When ever any new data is entered into the system, this will get pulled through automatically every minute

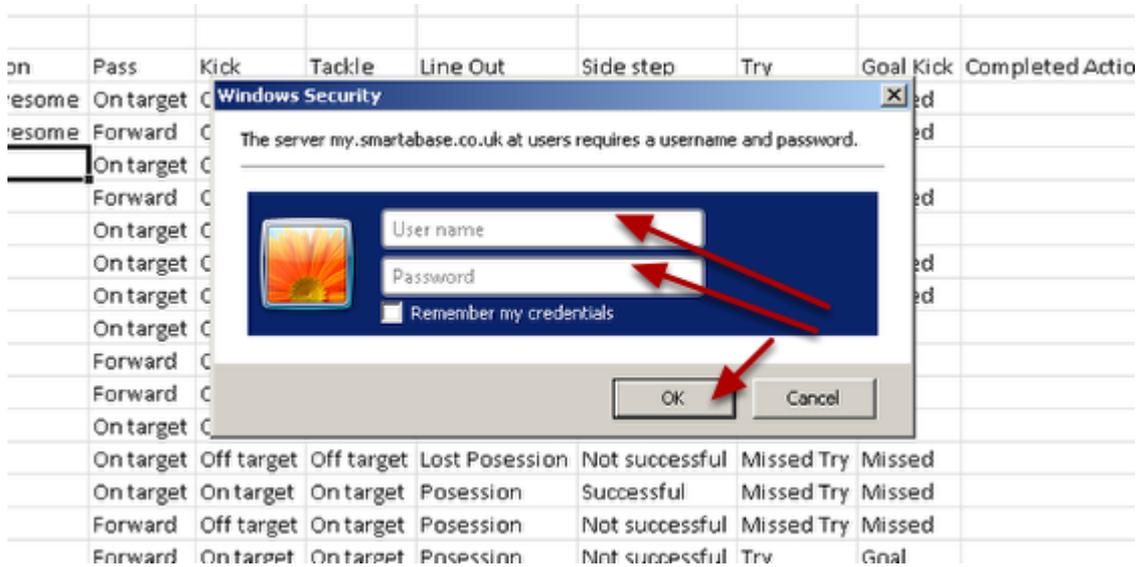


Even if you log off the actual website (e.g. [smartabase.co.uk/fusionallstars](http://smartabase.co.uk/fusionallstars)), the data will still be imported into this report and any data entered into it will pull through every 1 minute.

Password protect the excel file and then Save and Close it so that others cannot access the data. This will also log you off your connection to the Smartabase server.



When you open the file again from your documents, you will be asked for your username and password to access any new data that has been entered on the Smartabase site.



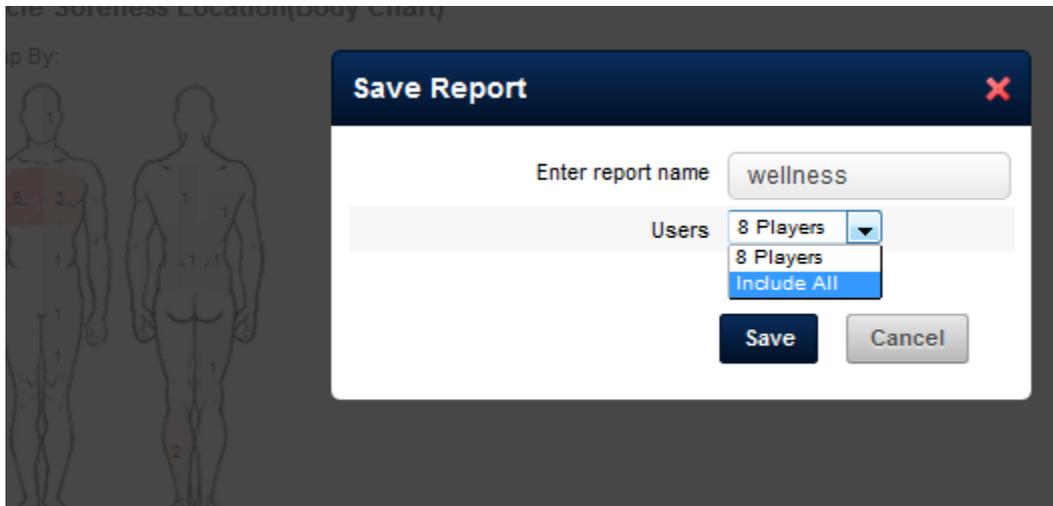
When you open the specific excel file that you have saved you will need to login again to the application to access the data.

## Security Notice

Please consider the type information that you are importing into your excel sheet and always password protect it in case you lose your computer, or if it is stolen.

Do NOT set up live reports for data which could break data protection acts requirements such as Medical Data.

The Bug where the live reports would not pick up any data point if it was saved using a report set to Included All athletes has been resolved



Previously, an excel live report would not pull through any data from the report if it referenced a Report that was saved using the setting "Include All" in the Users selection. This has been resolved and the live reports can be built from reports saved like this.

N.B. If the Groups button is ticked to be included in the live report it will not be pulled through.

The screenshot shows a web interface for generating reports. At the top, there are navigation tabs: 'home', 'recent entries', 'calendar', and 'reports'. Below this is a breadcrumb trail: 'Home > Reports'. The main content area is divided into two sections. The first section, 'Select Data To View', contains several dropdown menus: 'Report Type' (set to 'Events'), 'Type of Event' (set to '5m - 20m Fitness Test'), 'Player(s)' (set to '1196 Players selected'), and 'Date Interval' (set to 'All History'). There are also checkboxes for 'Include All' and 'Saved/Draft' (set to 'Saved'). A green 'Add Filter' button is present. Below these are 'Run Report' and 'Clear' buttons. The second section, 'Advanced', contains a list of checkboxes: 'Date Of Birth', 'Age', 'Sex', 'Groups' (checked), 'Include Whole Record', 'Creation Date', and 'Last Updated'.

Because an athlete may be in multiple groups, the Groups are not pulled through into the live report. The workaround would be to add the groups to a profile / athlete information event form and linking this data into any live report.

# Automatically Generated Reports

# Performance Profile Reports

Performance Profile Reports generate reports automatically from fields in each event form that an administrator/builder has previously selected to pull through. You can select to compare the athletes data to different groups, ages or even their own history

To Run a Performance Profile report that generates a unique report for each athlete as a pdf, click on Performance Profile



**Personal Bests**



**Performance Profile**



**Ex**

View athlete's performance history and compare them to their peers.



**Add Athletes**

## Select the athletes you want to include

### Select Athletes ✕

Select Athletes

Select Group: < Select Group > All Star Squad

Select None  Invert Selection

demo trialathlete100

demo trialathlete11

demo trialathlete20

demo trialathlete30

demo trialathlete40

demo trialathlete50

demo trialathlete60

demo trialathlete70

demo trialathlete80

demo trialathlete90

[Save selection as new group?](#)

**10 Athletes selected** Cancel

## Select the Events that you want to include, and optimise the order to suit your needs

Which Athletes: [10 Athletes selected](#)  
Which Athletes do you want to print records for?

What Events?

40-m Sprint	⊖	↑	↓
Skinfolds 8 Sites- pop up explanations	⊖	↑	↓
Daily Monitor	⊖	↑	↓

➔ Add Event ➔

What data would you like to print?

Select the dates, time period or number of entries you want to include in the report (you can choose multiple date ranges)

Which Athletes: [10 Athletes selected](#)  
Which Athletes do you want to print records for?

What Events?  
40-m Sprint     
Skinfolds 8 Sites- pop up explanations     
Daily Monitor

What data would you like to print?

What Date Range  
All (History and Future)  8 most recent results   
 

Select the date range for records to look at

Compare Athletes To  group

Select if you want to look at the athlete's compared to themselves, a group, against their age group, or the current selection of athletes



### Performance Profile

Print individual reports for each athletes, comparing them to others and their peers.

Which Athletes: [10 Athletes selected](#)  
Which Athletes do you want to print records for?

What Events?  
40-m Sprint     
Skinfolds 8 Sites- pop up explanations     
Daily Monitor

What data would you like to print?

What Date Range  
All (History and Future)  8 most recent results

Select the date range for records to look at

Compare Athletes To  
 group  
 Age  
 Current athlete selection  
 No One





Compare To:

Group- compares the athletes data against a specific group of athletes

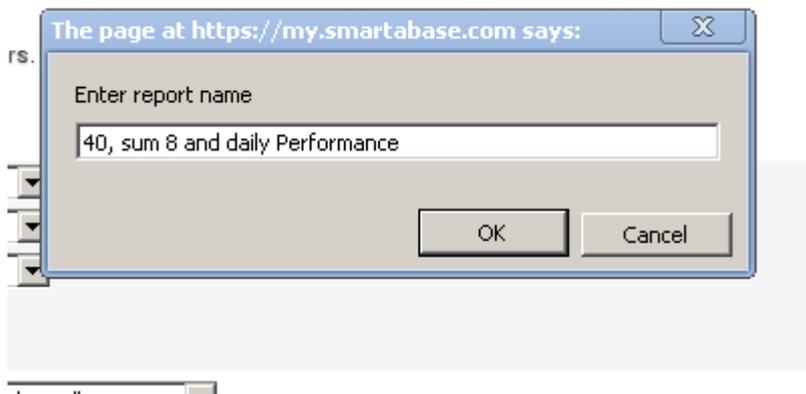
Age- Against their peers

Current athlete selection-Against the current athletes you selected at the beginning

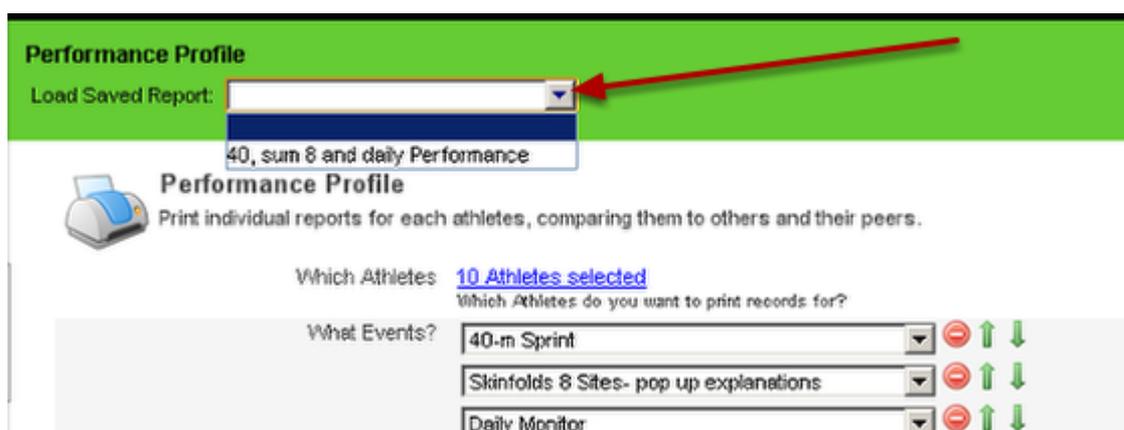
No One- Against No one.

Click Run Report or Click Save Report to save these setting (as shown in the image in the step below)

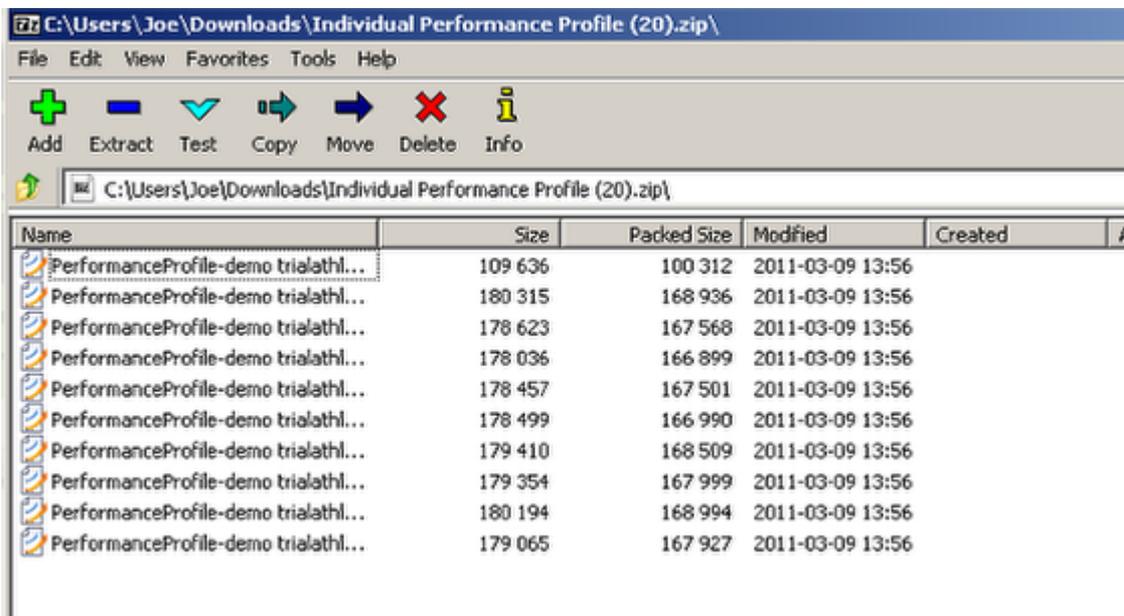
## Save and name, or just run the Report



Save Reports appear at the top of the Performance Profile Page to use again.

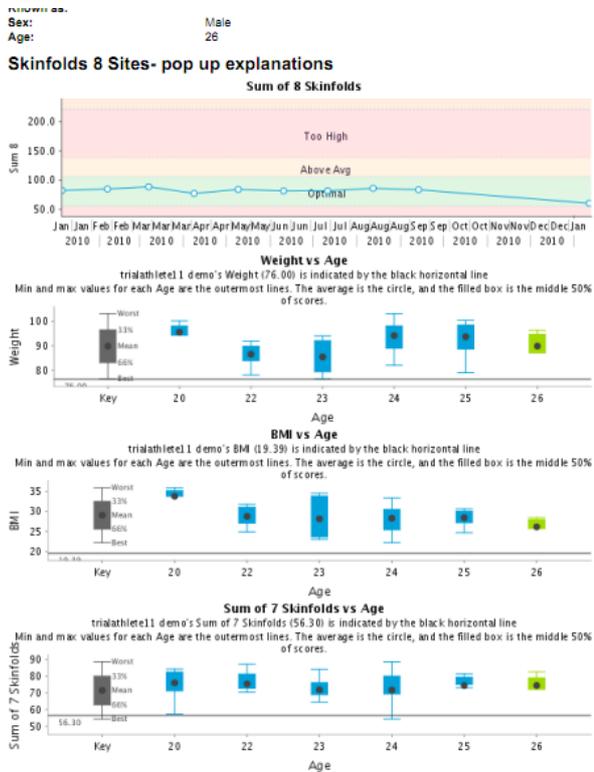


When you click Run Report, the report will be available as a zip file in your downloads



The report may take some time to generate.

You can extract the files, or click on an athlete's file to see their Performance Profile pdf report.



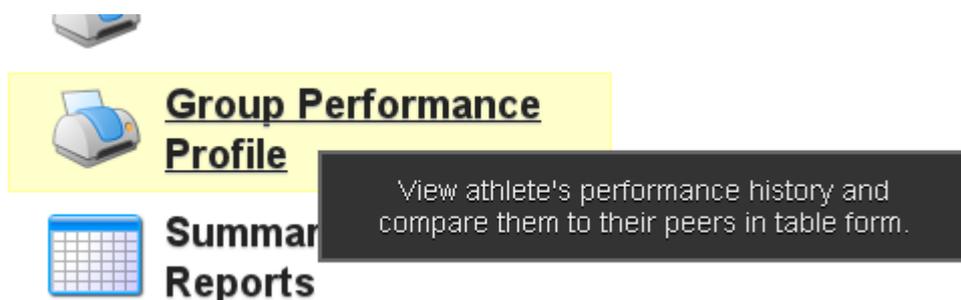
The image here shows a small snapshot of the report generated that compares the athlete's data against others of varying ages. The pdf reports can be e-mailed to the athlete if you require.

If you find the fields that you need are not being pulled into the report from specific forms, contact your administrator.

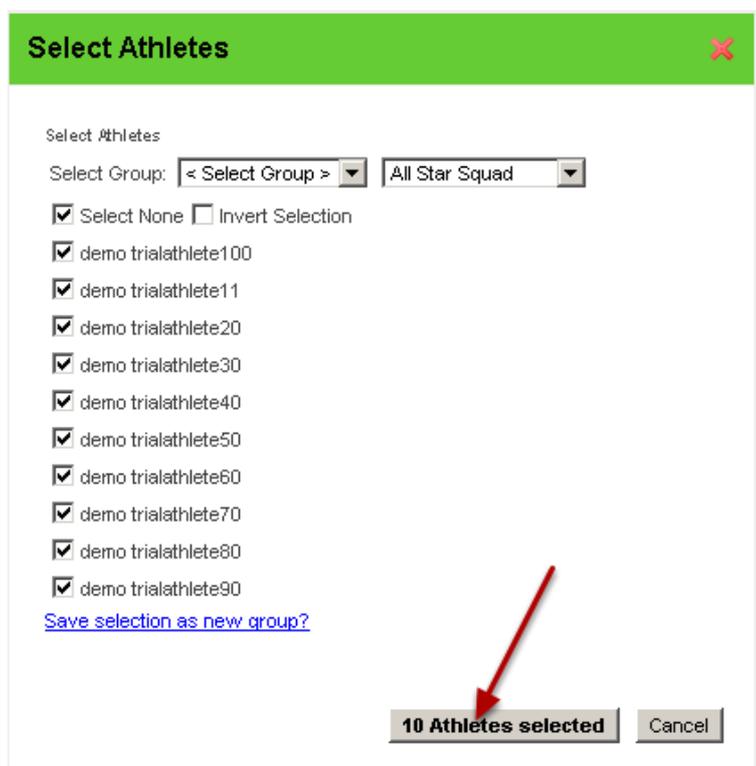
# Group Performance Profile

Group Performance Profiles generate group data for event forms and produce tabular pdf's.

To Create a Group Performance Profile, click on the Group Performance Profile



Select the athletes



## Select the Events you want to include in the report

Which Athletes [10 Athletes selected](#)  
Which Athletes do you want to print records for?

What Events?

←

What data would you like to print?

## Set up an date restrictions or data limits

What Events?

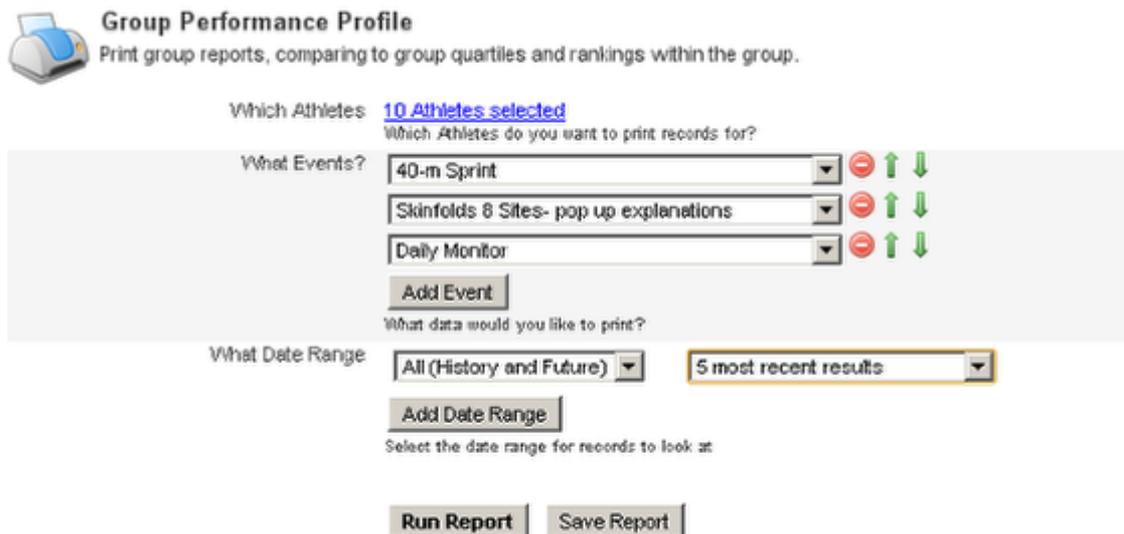
What data would you like to print?

What Date Range

Select the date range for records to look

- Include All
- Include All
- Include the most recent result
- 2 most recent results
- 3 most recent results
- 4 most recent results
- 5 most recent results
- 6 most recent results
- 7 most recent results
- 8 most recent results
- 9 most recent results

Click on Run Report or save the report for future use



**Group Performance Profile**  
Print group reports, comparing to group quartiles and rankings within the group.

Which Athletes: [10 Athletes selected](#)  
Which Athletes do you want to print records for?

What Events?

What Date Range:

Select the date range for records to look at

Name the saved report



The page at <https://my.smartabase.com> says:

Enter report name

Save reports are accessible at the top of the Group Performance Profile Page



[Home](#) > Group Performance Profile

**Group Performance Profile**

Load Saved Report:

**Group Performance Profile**  
Print group reports, comparing to group quartiles and ra

Which Athletes: [10 Athletes selected](#)  
Which Athletes do you wa

Click on Run Report and a Report will generate and be available from your downloads

Name	Size	Packed Size	Modified	Created
Skinfolds 8 Sites- pop up explanati...	31 727	23 874	2011-03-09 14:08	
Daily Monitor .pdf	6 452	5 778	2011-03-09 14:08	
40-m Sprint.pdf	29 369	21 252	2011-03-09 14:08	
Group Performance Profile.pdf	66 756	45 018	2011-03-09 14:08	

YOU can select to view the events as separate event types (e.g. skinfolds, daily monitor and 40m) which is shown in the step below, or you can view a combined report called Group Performance Profile (shown in the subsequent step)

## Skinfolds Group Performance Profile Report



### Skinfolds 8 Sites- pop up explanations

Date	Athlete	Height (m)	Rank	Weight Rank	BMI	Rank	Triceps Rank	Biceps Rank	Subscapular Rank	Iliac Crest Rank	Suprailiac Rank	Abdominal Rank	Thigh Rank	Calf Rank	Sum of 4 Skinfolds Rank								
10-06-2010	trialathlee90 demo	1.78	5	97.18	36	30.67	35	7.10	19	5.10	10	12.70	16	18.80	35	9.70	27	10.70	13	16.10	20	9.50	23
10-06-2010	trialathlee70 demo	1.67	2	96.81	35	34.71	45	9.40	33	7.30	21	16.50	34	13.40	21	8.80	22	11.20	16	17.10	25	7.90	15
10-06-2010	trialathlee50 demo	1.65	1	91.34	25	33.55	40	4.80	7	8.20	15	7.10	4	10.50	9	7.80	17	10.10	9	16.90	23	7.30	13
10-06-2010	trialathlee11 demo	1.84	9	91.50	26	27.03	17	8.10	14	4.30	5	15.10	26	12.70	18	9.10	24	10.20	10	12.40	8	11.50	31
10-06-2010	trialathlee20 demo	1.70	3	89.24	23	30.88	37	9.10	32	4.20	4	13.70	22	17.00	29	9.70	27	8.10	4	13.20	11	11.10	28
10-06-2010	trialathlee80 demo	1.76	4	84.68	13	27.34	19	7.10	18	6.90	18	8.20	10	18.20	32	8.10	19	9.90	7	14.10	14	10.80	27
10-06-2010	trialathlee60 demo	1.82	8	80.06	8	24.18	10	5.10	8	8.30	25	12.00	16	11.40	13	9.90	28	10.50	12	18.00	30	8.70	20
10-06-2010	trialathlee40 demo	1.86	10	98.11	40	28.38	25	5.30	9	5.30	11	12.70	18	18.30	33	8.20	20	10.10	9	16.00	19	9.50	23
11-07-2010	trialathlee90 demo	1.78	5	96.39	33	30.42	34	7.80	23	4.40	6	14.80	25	19.10	36	4.30	1	11.80	21	17.80	29	8.10	17
11-07-2010	trialathlee70 demo	1.67	2	94.32	31	33.80	42	5.50	10	8.40	26	14.20	24	13.80	22	5.30	7	11.10	17	13.30	12	7.20	12
11-07-2010	trialathlee50 demo	1.65	1	92.64	29	34.03	44	6.30	15	8.70	28	14.80	26	13.00	19	9.90	28	12.10	24	17.80	29	7.10	11

# Combined Performance Profile Report

## Daily Monitor

Date	Athlete	Age at Monitoring	Rank	Hours	Reps	Rank	Rising	Heart Rate	Rank	Min	Weight over the last week	Today's weight	Rank
07-03-2011	trialname10 demo	24	1	4	2	93		13					12
05-03-2011	trialname10 demo	24	1	7	2	88		2		12.0			6
05-03-2011	trialname11 demo	24	3	6	3	82		3		9.0			9
05-03-2011	trialname20 demo	24	3	4	4	85		11					12
05-03-2011	trialname30 demo	24	3	5	4	86		7					12
05-03-2011	trialname40 demo	24	3	4	3	86		12					12
05-03-2011	trialname50 demo	24	3	4	4	85		11					12
05-03-2011	trialname60 demo	24	3	6	3	84		9					12
05-03-2011	trialname70 demo	24	3	7	2	82		9					12
05-03-2011	trialname80 demo	24	3	6	1	85		6					12
05-03-2011	trialname90 demo	24	3	7	2	85		11					12
05-03-2011	trialname100 demo	24	1	8	1	84		7		11.5			7
05-03-2011	trialname11 demo	24	2	8	7	84		13					12
07-03-2011	trialname100 demo	24	1	3	6	86		3		9.0			6
07-03-2011	trialname11 demo	24	2	7	7	84		13					12
08-03-2011	trialname100 demo	24	3	6	3	85		6		11.5			7
08-03-2011	trialname11 demo	24	3	7	2	85		2		11.0			9
08-03-2011	trialname20 demo	24	3	6	3	84		11		13.0			3
08-03-2011	trialname30 demo	24	3	7	2	86		3		13.3			9
08-03-2011	trialname40 demo	24	3	6	1	87		2		13.0			9
08-03-2011	trialname50 demo	24	3	7	2	86		2		18.0			10
08-03-2011	trialname60 demo	24	3	6	1	84		5		18.0			11
08-03-2011	trialname70 demo	24	3	7	2	86		7		12.0			6
08-03-2011	trialname80 demo	24	3	6	3	85		6		20.0			11
08-03-2011	trialname90 demo	24	3	6	3	87		8		17.2			4

All of the events on one pdf

Page 1

smartabase

## 40-m Sprint

Date	Athlete	5m Rank	5m Splt	Rank	50m Velocity	Rank	10m	Rank	10m Splt	Rank	0-10m Velocity	Rank	20m	Rank	20m Splt	Rank	10m-20m Velocity	Rank	40m	Rank	40m Splt	Rank	20m-40m Velocity	Rank
04-03-2010	trialname20 demo	1	1	1	1.882	27	1.882	27	0.271	27	2.022	44	1.060	27	3.434	27	0.270	42	2.003	33	0.600	31		

# Quick Views of the Athletes Data

# Performance Summary Dashboards

Performance Summary Dashboards provide a complete overview of athletic performance

Performance Summary Dashboard

Click to view next layer

Athlete	Lifestyle/Overtraining	Flexibility and Agility	Sprint/MFITS	Aerobic
demo Andrew	⬆️ 10.25 Good (6m)	⬆️ 10.25 Good (6m)	⬆️ 1.56 Elite (23d)	⬆️ 12.71 Good Score (2d)
demo Ian	⬆️ significant increase (7min)	⬆️ 10.20 Good (8m)	⬆️ 1.74 Good (8m)	⬆️ 10.12 Elite Score (23d)
demo James	⬆️ 1.00 Elite (23d)	⬆️ 15.81 Good (9m)	⬆️ 3.40 Elite (8m)	⬆️ 12.13 Good Score (23d)
demo Sam	⬆️ 1 (23d)	⬆️ 15.20 Good (9m)	⬆️ 3.51 Average (8m)	⬆️ 1080 Below Average (8m)
demo ben	⬆️ 10.0 Below Average (23d)	⬆️ 15.60 Good (9m)	⬆️ 3.30 Very Fast (8m)	⬆️ 1320 Average (8m)

Performance Summary Dashboards are used to give a professional or athlete a complete dashboard overview of how they are performing across multiple performance areas and indicators.

Each cell in a specific report has:

- An arrow to indicate performance improvement or decrement (up improved, down is decreased improvement)
- The recent entry e.g. significant increase
- The date it was recorded (e.g 7 min or 3 months)
- The coloured backgrounds are the "Performance Standards" that were created according to the correct ranges of performance for different athletes.

## High Level Overview

The image above shows the high level overview of the athlete across a number of different variables. Your system will track different information but may include:

Lifestyle/Overtraining

Flexibility and Agility

Sprint/MFITS

Aerobic

Anthro/Nurition

Strength and Power

Each one of these columns automatically pulls data in from a "Performance Summary Report" that shows the Key fields for a specific area such as Lifestyle/Overtraining as shown below. It pulls through the most important data from the Performance Summary Report to the Main Performance Summary Dashboard (shown here) and highlights any recent changes with the athlete.

## Performance Summary Reports

Athlete	Sleep Quality	Stress/Pressure	Daily Score	Sleep Requirements
demo Andrew	3 (16d)	4 High (16d)	17.0 Average Score (16d)	slight increase (1m)
demo Ian	3 (23d)	3 Average (23d)	17.0 Average Score (23d)	significant increase (8min)
demo James	1 (23d)	1 Excellent (23d)	17.0 Average Score (23d)	no change
demo Sam	1 (23d)	3 Average (23d)	14.0 Below Average (23d)	slight decrease
demo ben	2 (23d)	5 Too High (23d)	10.0 Below Average (23d)	significant decrease

Click

Monthly Review:  
Sleep Requirements

- No Change
- Decrease
- Increase
- significant increase
- slight increase
- no change
- slight decrease
- significant decrease

Powered by Profiler Sports. Version 1.5.431 on 03/03/2009  
All Rights Reserved. © Profiler Corp 2007-2009. Privacy Policy. Terms

From the Performance Summary Dashboard (discussed in the step above) you can click on an athlete to view one specific set of performance markers which are important for the coach/trainer etc. The example here shows the Lifestyle and Overtraining Report has been selected to view. You can instantly see how each athlete is performing across the range of fields.

If all of your athletes are performing well, you may not need to view an individual entry. But as you can see in the image here the demo rugbyplayer4 has had a significant increase in their sleep requirements. You can now click on that cell to be taken directly to the actual event that the information is being pulled from (as shown in the step below).

## Viewing the Original Event

Home > Performance Summary Dashboard > Lifestyle/Overtraining > demo Ian's Performance History

demo Ian's Performance History

History to view: Monthly Review

Click on a row to view the record in more detail.

Date	By	Sleep	Resting	Soreness	Co-ordination
05-01-2009	Robin Sheat	no change	normal/unsure	Slight soreness	no change
02-02-2009	Robin Sheat	significant increase	normal/unsure	Mid soreness	slight impairment
08-10-2009	Robin Sheat	significant increase	slightly increased	Slight soreness	no change

Once you click on a cell you will be taken to the athlete history for that athlete (we are reviewing the athlete history for "demo rugbyplayer 4"). You can view the actual record and then contact the athlete directly via e-mail or text and find out if they need any assistance.

To get back to review other Performance Summary Reports, simply click on the "Performance Summary Dashboards" link or the "Lifestyle/Overtraining" report link on the Trail bar as indicated with the two arrows in this image here.

## You will then be taken back to the Performance Summary Dashboards when you can view different Performance Summary Reports or different events

Home > Performance Summary Dashboard

Performance Summary Dashboard Click to view next layer

Athlete	Lifestyle/Overtraining	Flexibility and Agility	Sprint/MFITS	Av
demo Andrew	slight increase (1m)	10.25 Good (6m)	1.74 Elite (23d)	12.71 Good
demo Ian	significant increase (7min)	10.20 Good (8m)	1.74 Good (8m)	10.12 Elite
demo James	1 Excellent (23d)	15.81 Good (9m)		12.13 Good
demo Sam	1 (23d)	15.20 Good (9m)		1080 Below
demo ben	10.0 Below Average (23d)	15.60 Good (9m)		1320 Avera

40M Sprint:  
0-10m Time

- No Change
- ↓ Decrease
- ↑ Increase
- Up to 1.70, Elite
- Up to 1.80, Good
- Up to 1.90, Average
- Up to 2.20, Below Average
- Up to 3.00, Needs Work

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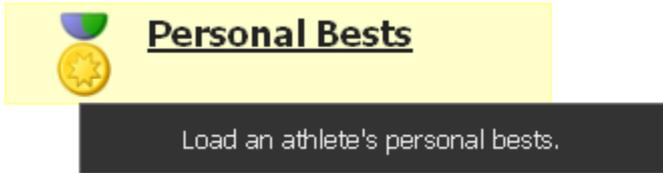
## Quick Guide: Rank a Column

Athlete	10m (40m Sprint)	40m	MFITS 10m
demo ben	1.34 Elite (9m)	3.56 Elite (9m)	
demo Ian	1.74 Good (1yr)	5.29 Good (1yr)	40m
demo Sam	1.86 Average (1yr)	5.60 Average (1yr)	
demo James	1.89 Average (1yr)	5.70 Below Average (1yr)	
demo Andrew	1.56 Elite (10m)	5.89 Below Average (10m)	

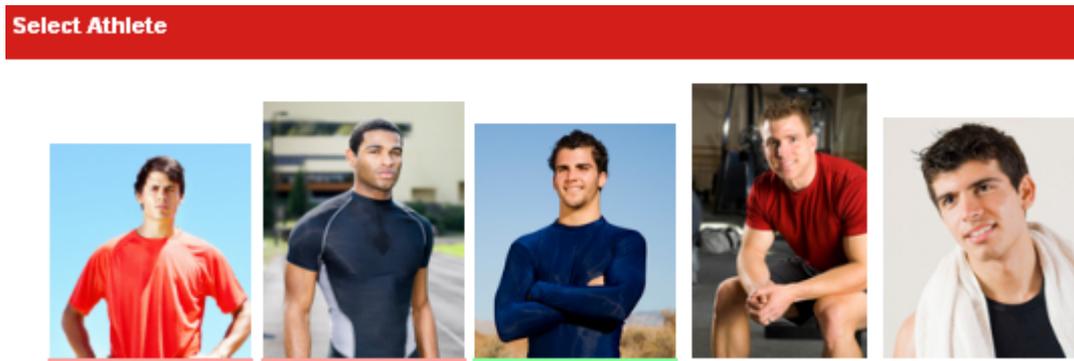
To easily Rank the columns from best to worst and vice versa, simply click on the column headers and that specific column will be ranked automatically, as shown for the 40m Sprint time. To rank a different column, simply click on the column header.

# Athlete Personal Bests

Click on the "Personal Bests" button on the Home Page



Choose an Athlete



Click on an athlete to view their personal bests.

# View the Athlete's Personal Bests

	Personal Best	Date of Personal Best	Rank	Best Value in Group	Date of Best Value
<b>1000m Rugby Shuttle Run Test</b>					
1000m Time	3.3	12-02-2009	1 / 2		
<b>3km run</b>					
3km time:	10.32	09-12-2008	2 / 2	10.12	09-12-2008
<b>400m Sprint</b>					
> 10m Time	1.24	04-10-2009	1 / 2		
> 20m Time	2.45	04-10-2009	1 / 2		
> 30m Time	4.47	09-02-2009	2 / 2	4.32	09-02-2009
> 40m Time	6.64	04-10-2009	1 / 2		
<b>5min Burpee Test</b>					
Number of Completed Burpees	79	09-02-2009	2 / 2	85	09-02-2009
<b>900m</b>					
10m Time	1.05	13-01-2009	1 / 2		
50m Time	2.74	13-01-2009	2 / 2	7.12	13-01-2009
100m Time	66.54	13-01-2009	2 / 2	64.3	13-01-2009
1500m Time	6.08	13-01-2009	2 / 2	5.98	13-01-2009
<b>Pro-Agility</b>					
> 5m	1.13	09-07-2009	2 / 2	1.07	09-07-2009
> 5m Velocity	4.42	09-07-2009	2 / 2	4.67	09-07-2009
> 10m	2.24	09-07-2009	2 / 2	2.12	09-07-2009
> 10m Velocity	4.46	09-07-2009	2 / 2	4.72	09-07-2009
2x-0	1.11	04-07-2009	2 / 2	1.05	04-07-2009

The person who designed the system (system administrator) will have decided what information they wanted to be displayed on the personal bests page.

The personal bests page includes each athlete's personal best records, the data they achieved this, how they rank compared to others in their group, the best value in the group, and the date it was attained.

Any coloured backgrounds that you see will have been set by your system administrator as a guide to the performance level achieved.

To view a different athlete, click on the select athlete link, then choose a different athlete

The screenshot shows a navigation bar with 'Home' and 'Select An Athlete' (circled in red with an arrow pointing to the table). Below the navigation bar is a blue header for 'demo Ian's Personal Bests'. The table below shows the following data:

	Personal Best	Date
<b>1000m Rugby Shuttle Run Test</b>		
1000m Time	3.46	13-02-2009
<b>3km run</b>		
3km time:	10.12	15-09-2009

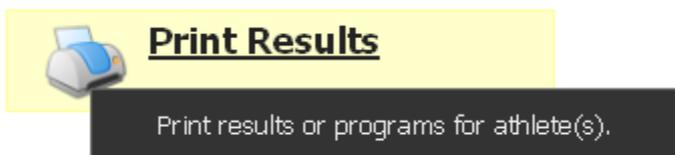
To view a different athlete, click on the Select An Athlete link (shown here) and then when the athlete's appear click on the next athlete you wish to view.

# Printing

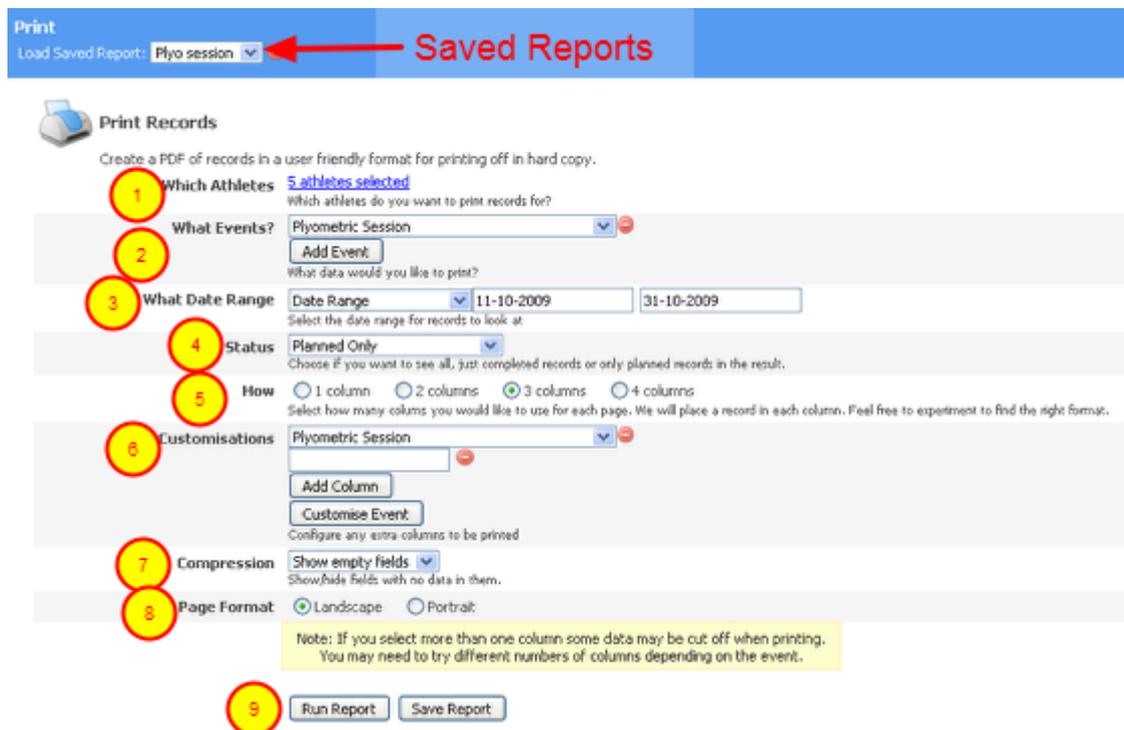
# Printing

The printing button allows you to print off reports across multiple types of data, or multiple sessions to show an athlete a weeks training plan.

Click on the "Print Results" button on the Home Page



Select what you want to Print



Select what you want to Print

#1 Select the Athletes: Click on the blue athletes link

#2 Select the Events: You can choose multiple events but clicking on "Add Event" and then selecting from the list

#3 Choose the Date/s Range

#4 Status: choose between planned (draft) and completed data or both

#5 How: choose how many columns (1 or 2 work well, but be prepared to play around with this to get the best format)

#6 Customisations: customisations allow you to add in extra columns into a form that has a table in it. For example, when you print off training programmes such as plyometric or strength session and you want athletes to record reps and sets, it will create a blank column for the athlete to enter this data into.

#7 Compressions: show or hide empty cell depending on your requirements

#8 Page format: choose from Landscape or Portrait.

#9 Run Report: click to run a report that will generate a pdf report and it will be a .zip if you select more than one athlete

N.B. All reports will be run for all athletes combined, and then for the individuals that you selected to view. This means you can see all of the data, or send a copy of each athlete's plan to take with them to sessions. It will run as a .zip file because it is more than one report (see the ZIP step below)

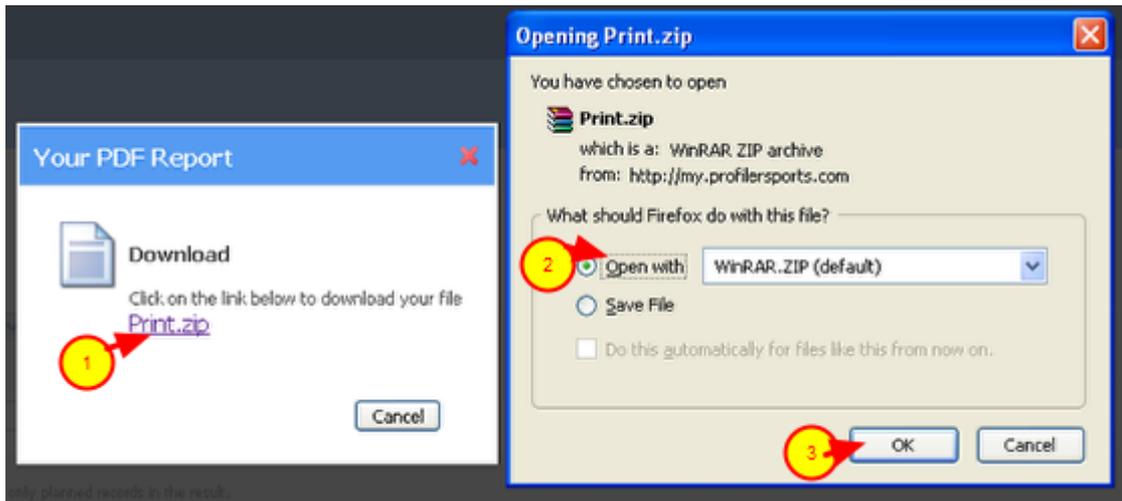
Save Report: (see the step below) allows you to save it and access it from the "Saved Reports" drop down list at the top of the Printing Page (as shown above)

## Save Report



If you select "Save Report", you will need to name it and it will be available on the Saved reports drop down list at the top of the printing page.

## Run Report



Click the Print.zip link and a pop up window will appear asking you to open the .zip file with an appropriate programme. Click on the programme name and then click the "OK" button.

## Extract from Zip file programme, or double click to open

Folder					
Print.pdf	15,558	11,346	Adobe Acrobat 7.0 ...	10/9/2009 12:3...	DEBD24F6
Print - Sam demo.pdf	5,472	5,001	Adobe Acrobat 7.0 ...	10/9/2009 12:3...	0B1165B3
Print - James demo.pdf	5,474	5,006	Adobe Acrobat 7.0 ...	10/9/2009 12:3...	53601525
Print - Ian demo.pdf	5,474	5,003	Adobe Acrobat 7.0 ...	10/9/2009 12:3...	AAE44BE8

# Report Example: 3 columns (selected when setting up the report)

## Plyometric Session for Ian demo

Plyometric Max Week 1 Session 1 Mon 12 October 2009, 09:00AM  
Session Details

Warm Up focus on soft landings, and taking force through legs

Exercise/Drill	Distance	Reps	Sets	Rest (min)	Comments
Deep lunge jump		4	3	2.0min	
Ankle bounce-DL		8	2	1.0min	
Bound-DL	20		4	1.0min	2 sets each leg, alternating
Paused full squat jump (1/2 or full position)		5	3	2.0min	

Session Comments

Plyometric Max Week 1 Session 2 Wed 14 October 2009, 09:00AM  
Session Details

Warm Up focus on speed of your feet

Exercise/Drill	Distance	Reps	Sets	Rest (min)	Comments
Barbell step ups		4	4	2.0min	
4-star drill-DL			2	1.0min	
4-star drill-DL	20		2	1.0min	
MB Overhead Pass		8	3	2.0min	

Session Comments

Plyometric Max Week 1 Session 3 Fri 16 October 2009, 09:00AM  
Session Details

Warm Up focus on technique

Exercise/Drill	Distance	Reps	Sets	Rest (min)	Comments
Deep lunge jump		4	3	2.0min	
Barbell step ups		8	2	1.0min	4 sets each leg, alternating
Sprint into 1-leg speed hop	40	2	2	1.0min	one set each leg
Skipping	20	2	3	2.0min	

Session Comments

Plyometric Max Week 2 Session 1 Mon 19 October 2009, 09:00AM  
Session Details

Warm Up focus on soft landings, and taking force through legs

Exercise/Drill	Distance	Reps	Sets	Rest (min)	Comments
Deep lunge jump		4	3	2.0min	
Ankle bounce-DL		8	2	1.0min	
Bound-DL	20		4	1.0min	2 sets each leg, alternating
Paused full squat jump (1/2 or full position)		5	3	2.0min	

Session Comments

Plyometric Max Week 2 Session 2 Wed 21 October 2009, 09:00AM  
Session Details

Warm Up focus on speed of your feet

Exercise/Drill	Distance	Reps	Sets	Rest (min)	Comments
Barbell step ups		4	4	2.0min	
4-star drill-DL			2	1.0min	
4-star drill-DL	20		2	1.0min	
MB Overhead Pass		8	3	2.0min	

Session Comments

Plyometric Max Week 2 Session 3 Fri 23 October 2009, 09:00AM  
Session Details

Warm Up focus on technique

Exercise/Drill	Distance	Reps	Sets	Rest (min)	Comments
Deep lunge jump		4	3	2.0min	
Barbell step ups		8	2	1.0min	4 sets each leg, alternating
Sprint into 1-leg speed hop	40	2	2	1.0min	one set each leg
Skipping	20	2	3	2.0min	

Session Comments

# Report Example: 2 columns (selected when setting up the report)

## Plyometric Session for Ian demo

Plyometric Max Week 1 Session 1 Mon 12 October 2009, 09:00AM

### Session Details

Warm Up focus on soft landings, and taking force through legs

Exercise/Drill	Distance	Reps	Sets	Rest (min)	Comments
Deep lunge jump		4	3	2.0min	
Ankle bounce-DL		8	2	1.0min	
Bound-SL	20		4	1.0min	2 sets each leg, alternating
Paused full squat jump (1/2 or full position)		5	3	2.0min	

Session Comments

Plyometric Max Week 1 Session 3 Fri 16 October 2009, 09:00AM

### Session Details

Warm Up focus on technique

Exercise/Drill	Distance	Reps	Sets	Rest (min)	Comments
Deep lunge jump		4	3	2.0min	
Barbell step ups		8	2	1.0min	4 sets each leg, alternating
Sprint into 1-leg speed hop	40	2	2	1.0min	one set each leg
Skipping	20	2	3	2.0min	

Session Comments

Plyometric Max Week 2 Session 2 Wed 21 October 2009, 09:00AM

### Session Details

Warm Up focus on speed of your feet

Exercise/Drill	Distance	Reps	Sets	Rest (min)	Comments
Barbell step ups		4	4	2.0min	
4-star drill-DL		2	2	1.0min	
4-star drill-SL	20		2	1.0min	
MB Overhead Pass		8	3	2.0min	

Session Comments

Plyometric Max Week 1 Session 2 Wed 14 October 2009, 09:00AM

### Session Details

Warm Up focus on speed of your feet

Exercise/Drill	Distance	Reps	Sets	Rest (min)	Comments
Barbell step ups		4	4	2.0min	
4-star drill-DL		2	2	1.0min	
4-star drill-SL	20		2	1.0min	
MB Overhead Pass		8	3	2.0min	

Session Comments

Plyometric Max Week 2 Session 1 Mon 19 October 2009, 09:00AM

### Session Details

Warm Up focus on soft landings, and taking force through legs

Exercise/Drill	Distance	Reps	Sets	Rest (min)	Comments
Deep lunge jump		4	3	2.0min	
Ankle bounce-DL		8	2	1.0min	
Bound-SL	20		4	1.0min	2 sets each leg, alternating
Paused full squat jump (1/2 or full position)		5	3	2.0min	

Session Comments

Plyometric Max Week 2 Session 3 Fri 23 October 2009, 09:00AM

### Session Details

Warm Up focus on technique

Exercise/Drill	Distance	Reps	Sets	Rest (min)	Comments
Deep lunge jump		4	3	2.0min	
Barbell step ups		8	2	1.0min	4 sets each leg, alternating
Sprint into 1-leg speed hop	40	2	2	1.0min	one set each leg
Skipping	20	2	3	2.0min	

Session Comments

# Generating a PDF from an Athlete's Data- The layout will be different depending on where you generate the PDF

To print an Athlete's data, there are a number of places where a pdf can be generated from.

## "Save and Print" in the Event Form

The screenshot displays a web-based event form. At the top, there is a date and time selection area: "On Date" with a dropdown menu showing "Thu 06-March-2014", followed by "from" and a time dropdown "11:30 AM", and "to" and a time dropdown "12:30 PM". Below this is a status message: "This Attachment Test is marked as Completed".

The next section is labeled "Attachments" and contains an "Add Attachment" button. Below that is the "Main Section" with several input fields:

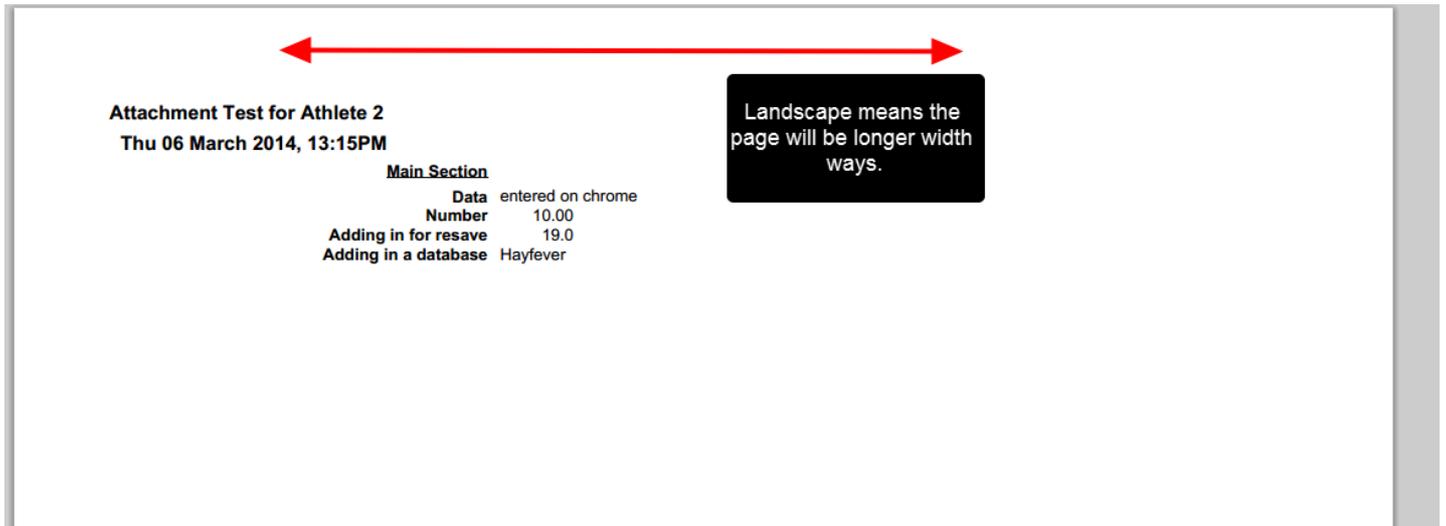
- "Migrated on Parent" with a dropdown menu showing "Entering on m.html. NO" and a tooltip that says "This was needed to allow the eve".
- "Number" with a text input field containing "3.0".
- "Adding in for resave" with a text input field containing "5.00".
- "Adding in a database" with a dropdown menu showing "Peanuts".

At the bottom of the form, there are four buttons: "Save And Print", "Save & Close", "Save Draft", and "Cancel". A red arrow points from a black callout box containing the text "Click to generate a PDF" to the "Save And Print" button.

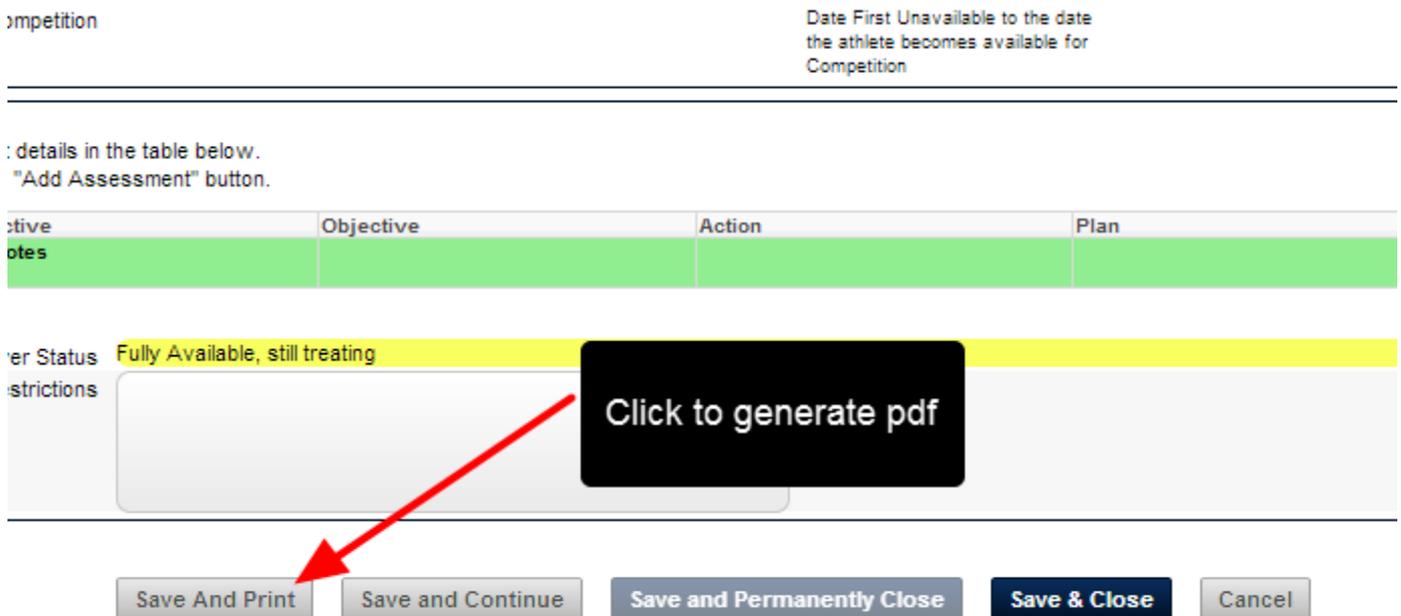
Below the buttons, there is a "Discuss" section with a "Message" input field.

Some Event Forms are set up with "Save and Print". The example here shows that this record has been set up so that the Event can be Saved, and a PDF will be generated.

The "Printed" PDF will be generated using a Landscape layout.



However, some Event Forms set to "Save and Print" are set to print specifically in a Portrait View



This Injury Record has specifically been set up so that the Form will be presented in a Portrait View (as shown in the image below).

# The Save and Print will generate the PDF using a Portrait View

**Injury Record for Athlete 20**  
Thu 06 March 2014, 12:00PM

**Injury Details**  
Diagnosis  
Current Status Fully Available, still treating  
Date of First Symptoms 06-Mar-2014  
Scans MRI  
Surgery Yes  
Surgery Details test dat  
Date Resolved  
Inj Duration  
Injury Area

**Injury**  
Left Lumbar, LKXQ, Complication of lumbar laceration/ abrasion incl infection

**Injury Information**  
Squad  
Position  
Injured During  
Injury Specifics  
Classification  
Injury Site  
Grade of Injury

**Environmental Details**  
Weather Conditions Normal  
Temperature 34.0  
Venue  
Ground Conditions

**Mechanism Details**  
Activity at Inj Throwing/Passing  
Type of Injury Overuse  
Injury Mxn  
Mechanism Video/Image  
Additional Comments

On the Athlete History Module (and Reports Module), you can generate a PDF of the History Table, or generate a PDF(Form) of all of the Entries displaying all of the Event Form Fields

**Athlete 2's Performance History**

History to view: Attachment Test

Dates: All History Include All

Summary Statistics Excel PDF PDF (Form) Investigate Delete All

**Attachments**

- Over 1000 athletes Group Attachment-Resource
- Knee Injury Video for Review
- Attachment for a single athlete
- Attachment 1 uploaded in Group Entry

Show 1 More...

Click on a row to view the record in more detail.

Date	by	Data	Number	Adding in for resa'	Adding in a databa
06-03-2014	User Test	Entering on m.html. NO database available for entry	3.0	5.0	Peanuts
06-03-2014	User Test	entered on chrome	10.0	19.0	Hayfever

When you click on "PDF" all of the Data shown in the History Table will be generated as a single pdf. This will be displayed in Landscape view

**Attachment Test All History**

Date	by	Data	Number	Adding in for resave	Adding in a database
30-11-2013	User Test	entered from child, then opened and updated in the parent site	6.0	11.0	
02-12-2013	User Test	5	5.0	9.0	
06-12-2013	user child	child entry	1.0	1.0	Peanuts
06-12-2013	User Test	parent entry	2.0	3.0	
06-12-2013	user child	entering in child	3.0	5.0	Hayfever
10-12-2013	User Test	Testing attachments			
30-01-2014	User Test	1	2.0	3.0	
03-02-2014	User Test	Please review	5.0	9.0	
07-02-2014	User Test	8	9.0	17.0	
14-02-2014	User Test	Can't upload attachments on the m.html	2.0	3.0	
16-02-2014	User Test	entered for over 1000 athletes	16.0	31.0	
06-03-2014	User Test	Entering on m.html. NO database available for entry	3.0	5.0	Peanuts
06-03-2014	User Test	entered on chrome	10.0	19.0	Hayfever

Using "PDF", a PDF is created from the Table of Data

When you click on "PDF(form)" all of the Event Form data will be displayed by Event Form, and the all entries will be displayed in a single pdf shown in Landscape view

**Report Settings**

Enter report file name:  
Attachment Test PDF (F)

Email a copy to  
No Users selected

Columns  
Enter the number of columns for printing.  
 1 column
  2 columns
  3 columns
  4 columns

Create PDF Form Report Cancel

Using "PDF(form)", a PDF is created that will show all of the Event Form Fields and all Entries

A 1 column layout will show as 1 column (e.g. all Event Form Fields running down the page). This will always display in Landscape Mode

One Column

**Attachment Test for Athlete 2**  
**Sat 30 November 2013, 12:00PM**

Main Section  
 Data entered from child, then opened and updated in the parent site  
 Number 6.00  
 Adding in for resave 11.0  
 Adding in a database

**Mon 02 December 2013, 13:45PM**

Main Section  
 Data 5  
 Number 5.00  
 Adding in for resave 9.0  
 Adding in a database

**Fri 06 December 2013, 11:30AM**

Main Section  
 Data child entry  
 Number 1.00  
 Adding in for resave 1.0  
 Adding in a database Peanuts

**Fri 06 December 2013, 11:45AM**

Main Section  
 Data parent entry  
 Number 2.00

A 2 column layout will condense the data into two columns (e.g. all Event Form Fields running down the page).

The data is now split between 2 columns

**Attachment Test for Athlete 2**  
**Sat 30 November 2013, 12:00PM**

Main Section  
 Data entered from child, then opened and updated in the parent site  
 Number 6.00  
 Adding in for resave 11.0  
 Adding in a database

**Fri 06 December 2013, 11:30AM**

Main Section  
 Data child entry  
 Number 1.00  
 Adding in for resave 1.0  
 Adding in a database Peanuts

**Fri 06 December 2013, 11:45AM**

Main Section  
 Data entering in child  
 Number 3.00  
 Adding in for resave 5.0  
 Adding in a database Hayfever

**Thu 30 January 2014, 12:00PM**

Main Section  
 Data 1  
 Number 2.00  
 Adding in for resave 3.0  
 Adding in a database

**Fri 07 February 2014, 11:45AM**

Main Section  
 Data 8  
 Number 9.00  
 Adding in for resave 17.0  
 Adding in a database

**Mon 02 December 2013, 13:45PM**

Main Section  
 Data 5  
 Number 5.00  
 Adding in for resave 9.0  
 Adding in a database

**Fri 06 December 2013, 11:45AM**

Main Section  
 Data parent entry  
 Number 2.00  
 Adding in for resave 3.0  
 Adding in a database

**Tue 10 December 2013, 13:45PM**

Main Section  
 Data Testing attachments  
 Number  
 Adding in for resave  
 Adding in a database

**Mon 03 February 2014, 10:15AM**

Main Section  
 Data Please review  
 Number 5.00  
 Adding in for resave 9.0  
 Adding in a database

**Fri 14 February 2014, 10:45AM**

Main Section  
 Data Can't upload attachments on the m.html  
 Number 2.00  
 Adding in for resave 3.0  
 Adding in a database

If you selected 3 or 4 columns, then it would try and condense down. However, depending on the type of data you are displaying it may not display correctly at all.

N.B. If you Generate a PDF for an Event Form that has been set up with a "Portrait" Page Print Layout, this will NOT be applied during the PDF or PDF Form

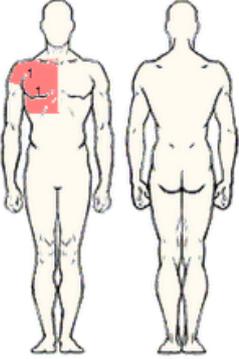
**Athlete 2's Performance History** Excel PDF PDF (Form) Delete All

History to view:

Dates

**Injury Diagnosis**

Group By:



Click on a row to view the record in more detail.

Date	by	Inj Duration	Injury	Injured During	Classification	Injury Site	Grade of Injury	Activity at Inj
01-03-2014	User Test		Right Anterior Shoulder, SDAG, Glenohumeral ligament tear					
01-03-2014	User Test		Right Anterior Shoulder, SDAG,					

The Injury Record was set specifically to print as a "Portrait".

The "PDF" will display the History Data in a Table; which will always show in Landscape

### Injury Record All History

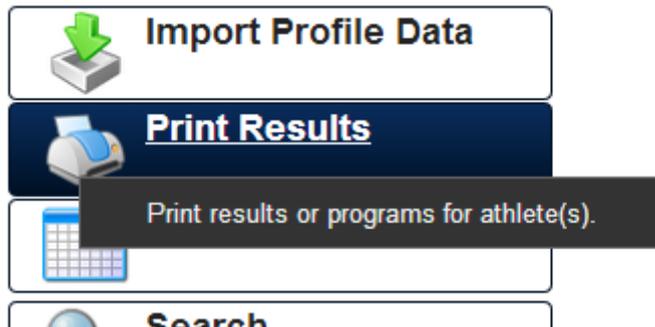
Date	by	Inj Duration	Injury	Injured During	Classification	Injury Site	Grade of Injury	Activity at Inj	Type of Injury	Mechanism	Date first unavailable for training or competition	Related Event Summary	Overall Player Status	Restrictions
06-12-2013	User Test		Right Anterior Chest CHSX Bruised sternum											
01-03-2014	User Test		Right Anterior Shoulder SDAG Glenohumeral ligament tear								01-03-2014	10.0 very high pain, rest and ice	Available to Train, Not to Play	Adding in comments from the Child Site
01-03-2014	User Test		Right Anterior Shoulder SDAG Glenohumeral ligament tear								01-03-2014	8.0 Very high pain still, continue to monitor	Available to Train, Not to Play	Adding in comments from the Child Site
01-03-2014	User Test		Right Anterior Shoulder SDAG Glenohumeral ligament tear								01-03-2014	5.0 Good to see pain subsiding	Available to Train, Not to Play	Adding in comments from the Child Site
01-03-2014	User Test		Right Anterior Shoulder SDAG Glenohumeral ligament tear								01-03-2014	3.0 Again, much better improvement	Available to Train, Not to Play	Adding in comments from the Child Site
01-03-2014	User Test		Right Anterior Shoulder SDAG Glenohumeral ligament tear								01-03-2014	L Heel Tap = N/A Pain = Minor L Squeeze Test = +ve Pain = Severe adding in comments on the child site	Available to Train, Not to Play	Adding in comments from the Child Site

The PDF(form) will also always display in Landscape, regardless of the Event Page Print Properties. This is because it may need to condense the data into up to 4 columns

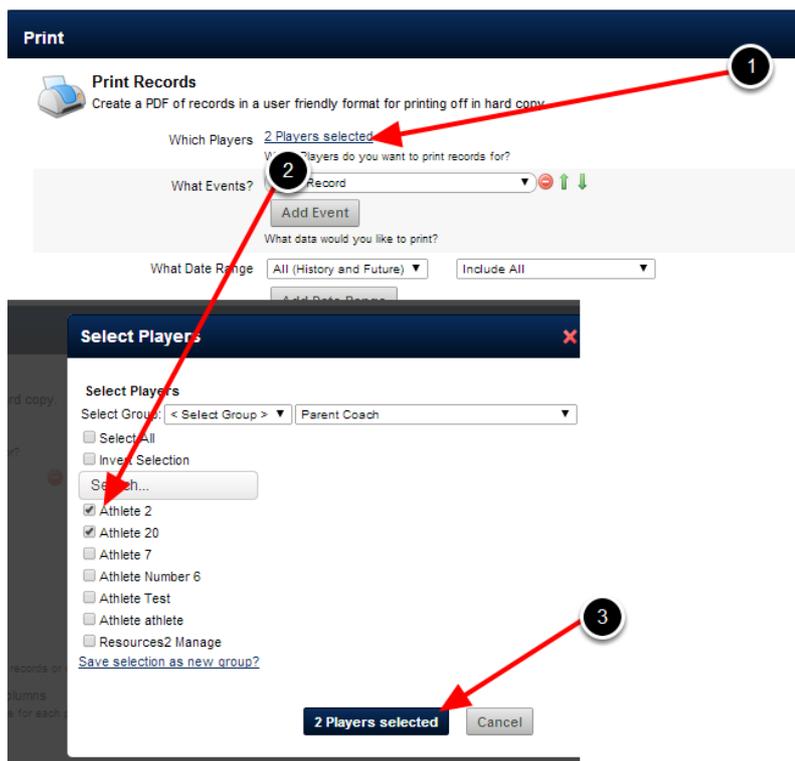
In case it has to show the data in multiple columns, PDF(form) always displays the data in Landscape

<p><b>Injury Record for Athlete 2</b> Fri 06 December 2013, 12:00PM</p> <p><u>Injury Details</u>            Diagnosis child entry            Current Status            Date of First Symptoms 06-Dec-2013            Scans            Surgery No            Date Resolved            Inj Duration  <u>Injury Area</u>            Injury Right Anterior Chest, CHSX, Bruised sternum  <u>Injury Information</u>            Squad            Position            Injured During  <u>Injury Specifics</u>            Classification            Injury Site            Grade of Injury  <u>Environmental Details</u>            Weather Conditions            Temperature            Venue            Ground Conditions  <u>Mechanism Details</u>            Activity at Inj            Type of Injury            Injury Mxn            Mechanism Video/Image            Additional Comments</p>	<p>Sat 01 March 2014, 12:00PM</p> <p><u>Injury Details</u>            Diagnosis Shoulder dislocation            Current Status Available to Train, Not to Play            Date of First Symptoms 01-Mar-2014            Scans US            Surgery No            Date Resolved            Inj Duration  <u>Injury Area</u>            Injury Right Anterior Shoulder, SDAG, Glenohumeral ligament tear  <u>Injury Information</u>            Squad            Position            Injured During  <u>Injury Specifics</u>            Classification            Injury Site            Grade of Injury  <u>Environmental Details</u>            Weather Conditions Cold            Temperature            Venue            Ground Conditions Normal  <u>Mechanism Details</u>            Activity at Inj            Type of Injury            Injury Mxn            Mechanism Video/Image            Additional Comments</p>
--	--

However, if users specifically need to print all Event Form Data in a Portrait Layout (like that generated using the PDF (form) button), the Print Module will perform this



Select the Athlete/Athletes that you want to generate the PDF for; a separate PDF will be generated for each athlete



# Select the Event Form you want to Print (e.g. the Injury Record)

**Print**

 **Print Records**  
Create a PDF of records in a user friendly format for printing off in hard copy.

Which Players [2 Players selected](#)  
Which Players do you want to print records for?

What Events?  ⊖ ⬆ ⬇

- Ankle Ax
- Attachment Resource Test
- Attachment Test
- Attendance

What Date

**Select the Event Form**

How  ⊖ ⬆ ⬇

- GL Accel/Decel
- In Form Report Test
- Injury Record**
- Knee Ax
- Link 1 Mobile
- Link 2 Mobile
- Linked Option Section Visibility

Customisations

Compression

only planned records in

4 columns

ch page. We will place a re

Select to see data across a specific data range. You can also choose to see planned or completed data

**Print**

 **Print Records**  
Create a PDF of records in a user friendly format for printing off in hard copy.

Which Players [2 Players selected](#)  
Which Players do you want to print records for?

What Events?      
  
What data would you like to print?

What Date Range    
  
Select the date range for records to look at

Status   
Choose if you want to see all, just completed records or only planned records in the result

How  1 column  2 columns  3 columns  4 columns  
Select how many columns you would like to use for each page. We will place a record in each column.

Customisations   
Configure any extra columns to be printed

Compression   
Show/hide fields with no data in them.

Page Format  Landscape  Portrait

Most importantly, click on 1 column of Data and select the "Portrait View"

Select the date range for records to look at

Status   
Choose if you want to see all, just completed records or only planned records in the result

How  1 column  2 columns  3 columns  4 columns  
Select how many columns you would like to use for each page. We will place a record in each column.

Customisations   
Configure any extra columns to be printed

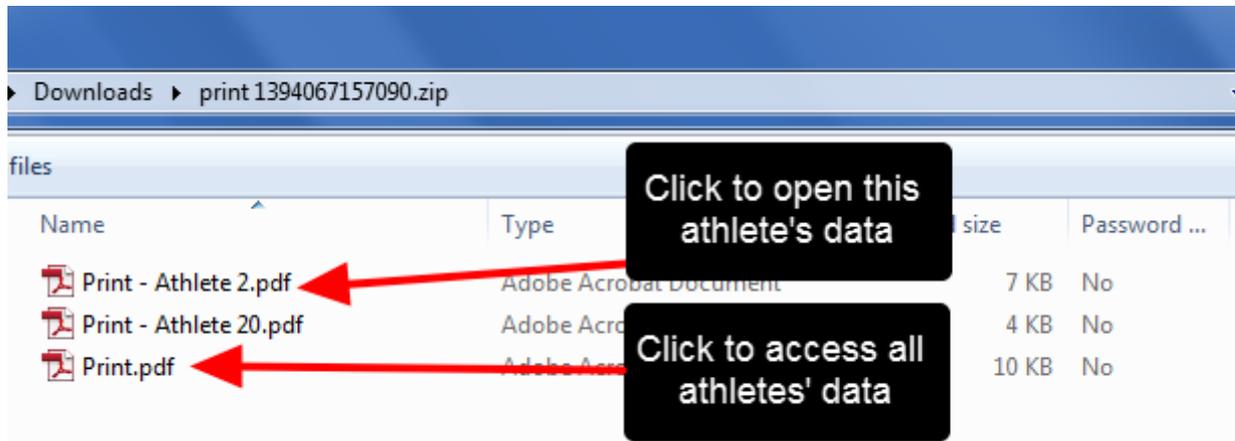
Compression   
Show/hide fields with no data in them.

Page Format  Landscape  Portrait

Click on Run Report to generate the PDF.

N.B. You can save it and the reports settings can be used again if you need

A PDF report is generated for each athlete; if you only selected on athlete only 1 file will download; if you selected multiple athletes a zip file will download with all data, and each athlete's individual data



The data will appear as one pdf and the data will be displayed in a portrait view

Sat 01 March 2014, 12:00PM

Comment = iyiyu

**Injury Details**  
 Diagnosis: Shoulder dislocation  
 Current Status: Available to Train, Not to Play  
 Date of First Symptoms: 01-Mar-2014  
 Scans: US  
 Surgery: No

**Injury Area**  
 Injury: Right Anterior Shoulder, SDAG, Glenohumeral ligament tear

**Environmental Details**  
 Weather Conditions: Cold  
 Ground Conditions: Normal

**Injury Duration**  
 Training Missed: 0  
 Training Missed: 0  
 Games Missed: 0  
 Date first unavailable for training or competition: 01-03-2014

**Treatment**

Date	Assessment	Subjective	Objective	Action	Plan	Related Event Summary	Player Status	Entered By	Entered On
01-Mar-2014	Subj notes	obj notes	action notes	plan notes	10.0 very high pain, rest and ice	Unable to Train	User Test	04-Mar-2014	
02-Mar-2014	Subj notes	obj notes	action notes	plan notes	8.0 Very high pain still, continue to monitor	Unable to Train	User Test	04-Mar-2014	
03-Mar-2014	Subj notes	obj notes	action notes	plan notes	5.0 Good to see pain subsiding	Available to Train, with modifications	User Test	04-Mar-2014	
04-Mar-2014	Subj notes	obj notes	action notes	plan notes	3.0 Again, much better improvement	Available to Train, with modifications	User Test	04-Mar-2014	
04-Mar-2014	subj notes on child	obj notes on child	action notes on child	plan notes on child	L Heel Tap = N/A Pain = Minor L Squeeze Test = +ve Pain = Severe adding in comments on the child site	Available to Train, Not to Play	user child	04-Mar-2014	

Overall Player Status: Available to Train, Not to Play

The ability to generate the PDF(form) in Landscape or Portrait from the Athlete History and Reports pages is now available

**Report Settings**

Enter report file name:  
1 and 3 RM Testing PD

Email a copy to  
[No Users selected](#)

Page Format  
 Landscape  Portrait

Columns  
Enter the number of columns for printing.  
 1 column  2 columns  3 columns  4 columns

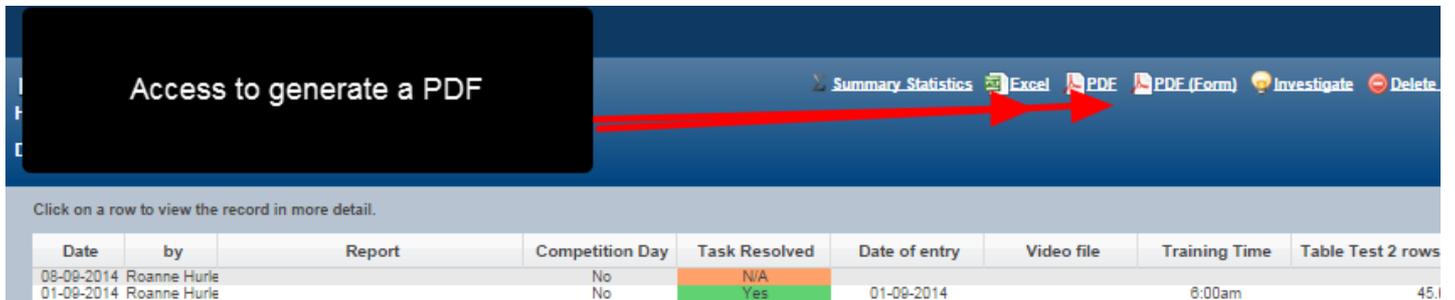
Create PDF Form Report Cancel

From the Reports Page or the Athlete History Page, a portrait or landscape page format can be applied

# To Email a PDF report, you will now need access to a special "Reports - Send Email" permission.

Previously any user who had access to generate a PDF from the Reports or Athlete History page could generate a report and Email it directly to a coach or an athlete in a group. This capability has been set up as a separate system permission. Additionally, a user cannot Email the report to any user other than a coach/coaches of the current group that is loaded.

When a user clicks on PDF or PDF Form, they can now only generate a report that downloads to their computer



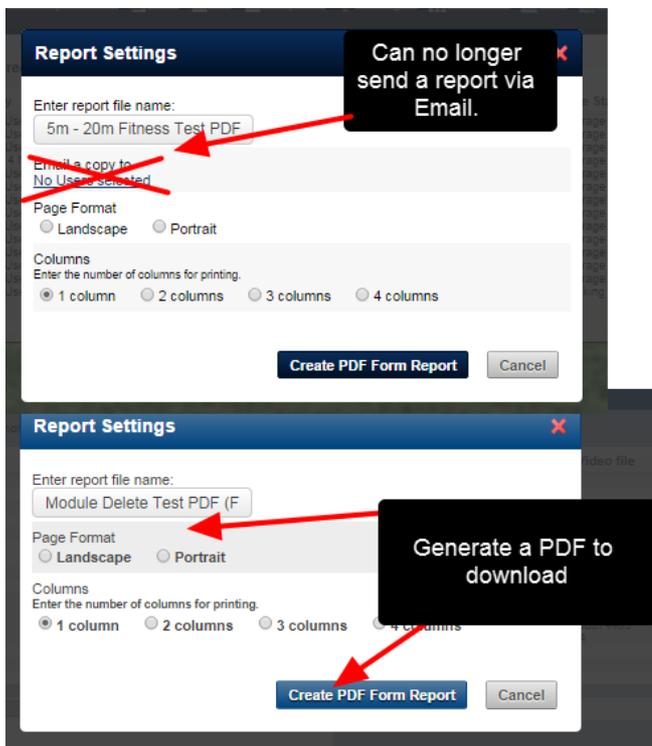
Access to generate a PDF

Summary Statistics Excel PDF PDF (Form) Investigate Delete

Click on a row to view the record in more detail.

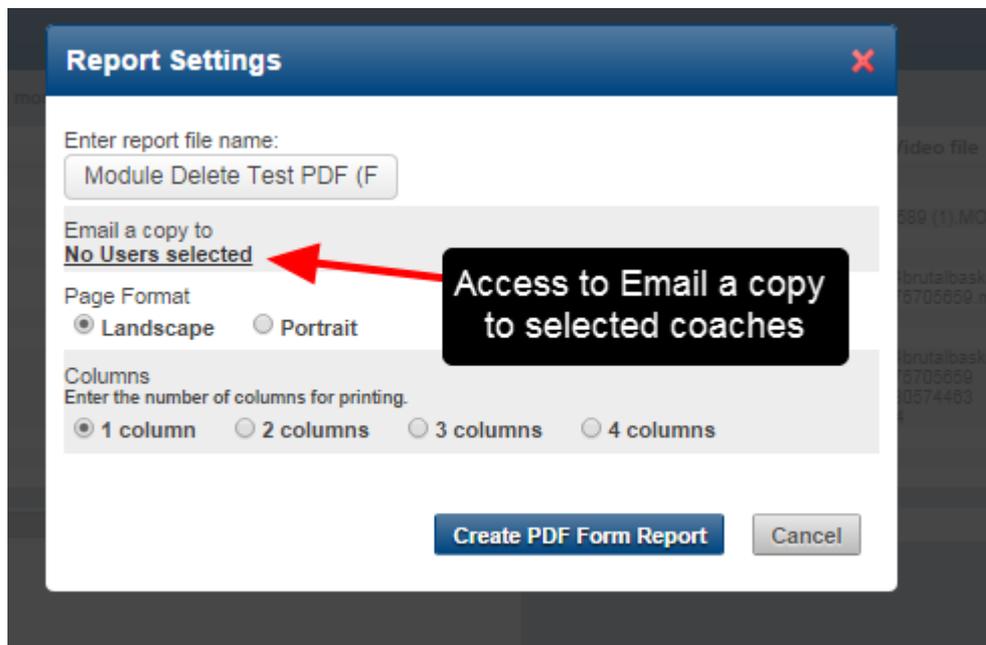
Date	by	Report	Competition Day	Task Resolved	Date of entry	Video file	Training Time	Table Test 2 rows
08-09-2014	Roanne Hurle		No	N/A				
01-09-2014	Roanne Hurle		No	Yes	01-09-2014		8:00am	45.1

The ability to send the report via Email will no longer appear; unless a user has been given special permission to access this capability



For increased data protection the ability to e-mail data to other users within the system has been set up as a separate permission. Users will no longer have access to Email a pdf report unless they have been given access by their administrator to send Reports via Email.

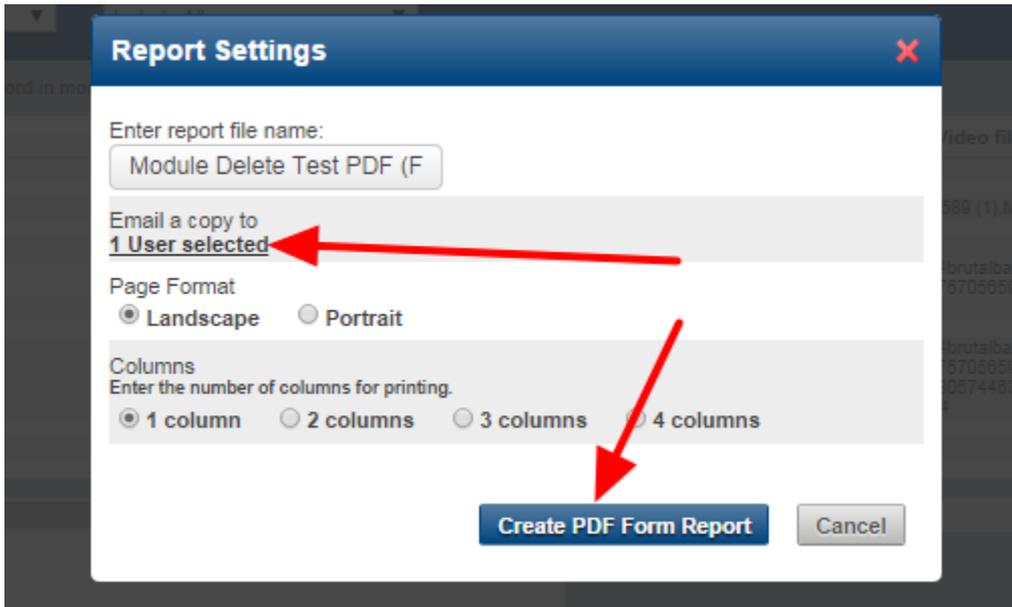
If a user has this permission they will be able to send PDF and PDF-Form reports to a coach of a group.



The PDF will be able to be Emailed to a coach of the group that is currently loaded



The user can be selected and the report can be generated.



The report will appear in their Email.



# PDF and PDF Form Reports can only be sent to a user with access to BOTH the Event Form and all Athletes included in the report

Additional security checks have been implemented for the capability to send PDF and PDF form reports from the Athlete History and Reports Pages.

In addition to having the system permission which enables a PDF or PDF Form Report to be Emailed, users cannot send a report to anyone who does not have access to both the Event Form, and all Athletes included in the report. The following example highlight how this might affect reports being sent.

A user has access to all Athletes and all Event Forms. They run a Speed Session Report for All Athletes and they want to send it to another coach.

Home > Reports

Select Data To View

Speed Session

Type of Event: Speed Session

Athlete(s): 4 Athletes selected

Date Interval: All History

Include All

Saved/Draft: Saved

Add Filter

Run Report Clear

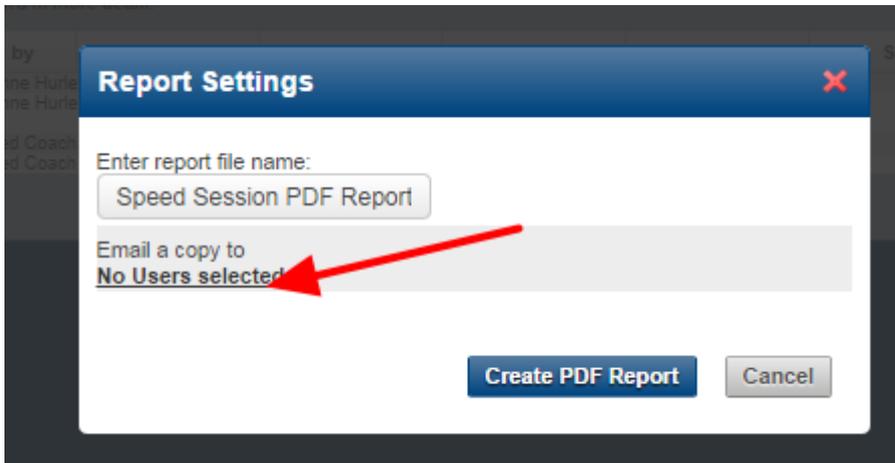
Click on a row to view the record in more detail.

Date	About	by	Question	Exercises	Weight	Reps	Sets
23-09-2014	speed athlete		week 1 100%	SB Sit up	100.0	100.0	100.0
23-09-2014	Strength A			Abdominal side bends with dumbbell	5.0	2.0	2.0
23-09-2014	Strength A			Bench Press	12.0	22.0	22.0
23-09-2014	Strength A			Bench Press	12.0	22.0	22.0

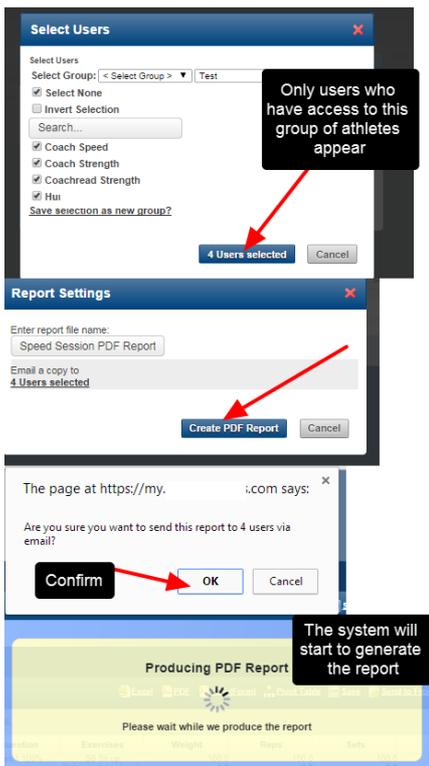
Excel PDF PDF (Form) Pivot Table Save Send

Run a PDF Report

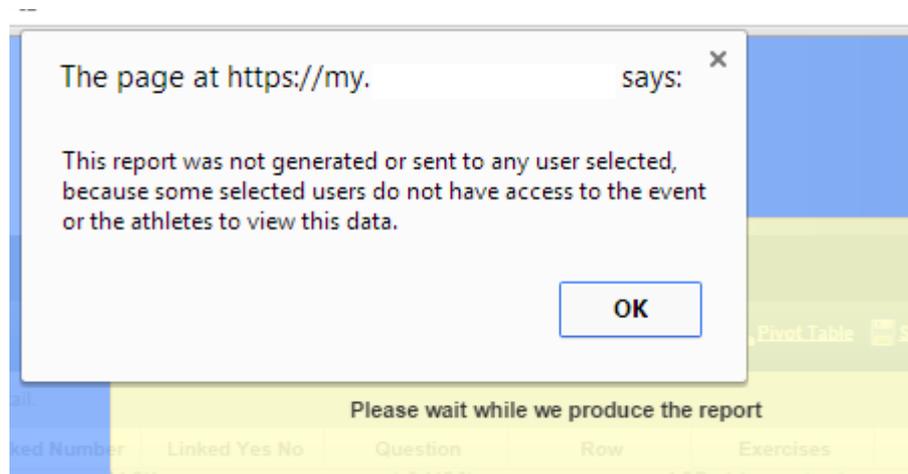
The Email a copy to users appears (because this user has access to this permission)



A list of all coaches who have access to this group of athletes appear



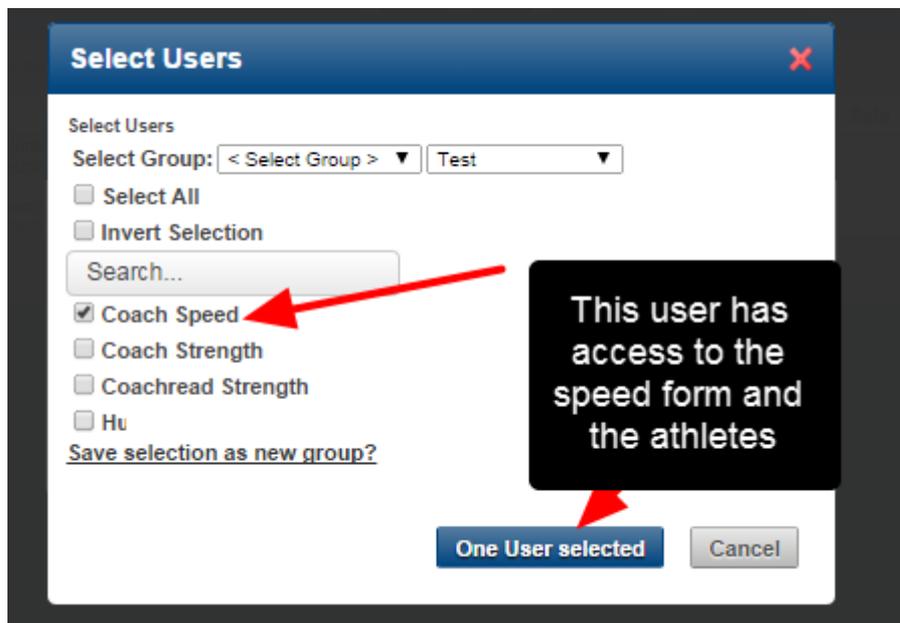
However, neither of the selected Strength Coaches have read or write access to the Speed Event Form. This means they will NOT be able to receive this report.



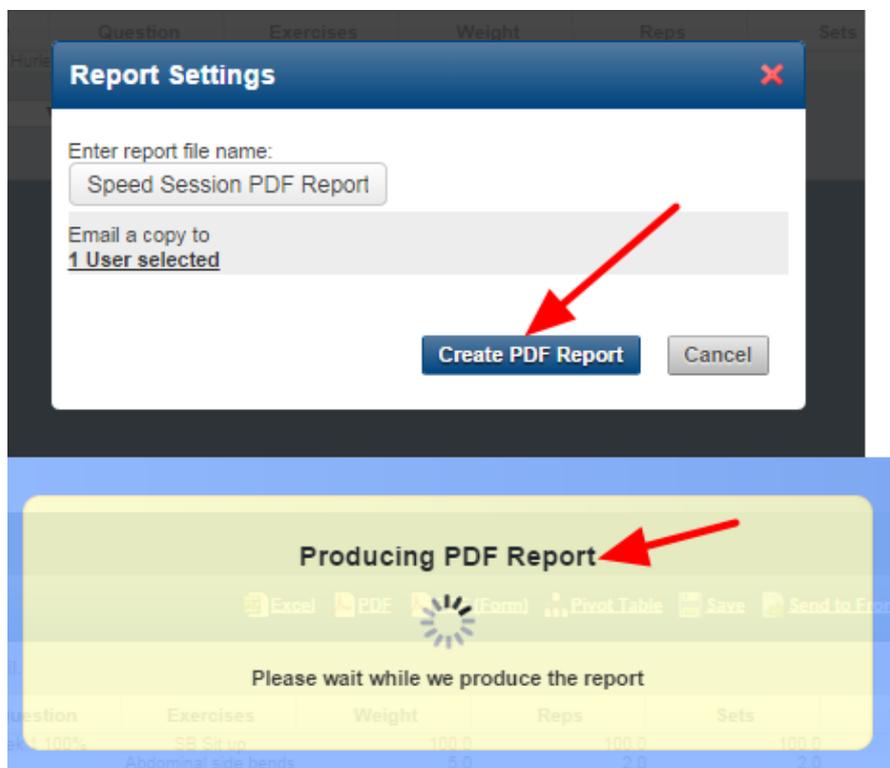
Even though both of the coaches selected have access to the athletes, neither of the strength coaches have access to the Speed Event Form; they only have access to the Strength Form. This means they should NOT receive this data. This is particularly important for data protection of medical data; e.g., if a user is creating an Injury Report and trying to send it to users who have not been given access to this Form. They cannot send the report from within the system.

**When the error shown here appears, the report has NOT be sent to ANY of the selected users; even if some of the selected users had access to both the athletes and the Event Form.**

Only users with access to the Speed Form and all of the selected athletes will be able to receive the data.



The report will run as expected and will be sent to this user.



The user with access to all event forms and all athletes wants to send strength results to the strength coaches

**Select Data To View**

Type of Event: Strength

Athlete(s): 4 Athletes selected

Date Interval: All History

Include All

Saved/Draft: Saved

Add Filter

Run Report Clear

**Strength Form**

Excel PDF PDF (Form) Pivot Table Save Send to Front Page

Date	About	by	Question	Row	Exercises	Weight	Reps	Sets
23-09-2014	Strength Athle	Strength Athle	week 3 110 %		1.0 Back hyperextensions	55.0	3.0	
23-09-2014	speed athlete	Roanne Hurle			1.0 Abdominal side bends with dumbbell	20.0	20.0	
23-09-2014	Strength Athle	Roanne Hurle	week 1 100%		1.0 Back Squat	4.0	33.0	
08-09-2014	Strength Athle	Strength Athle	week 2 105 %		1.0 Bent over row	4.0	33.0	

Showing 50 per page

The user runs a strength report to send through to the strength coaches.

Only the strength coaches are selected to send the information to, and they user runs the report

**Report Settings**

Enter report file name: Strength PDF Report

Email a copy to: No Users selected

Create PDF Report Cancel

**Select Users**

Select Users

Select Group: < Select Group > Test

Select All

Invert Selection

Search...

Coach Speed

Coach Strength

Coachread Strength

Hu

Save selection as new group?

2 Users selected Cancel

**Report Settings**

Enter report file name: Strength PDF Report

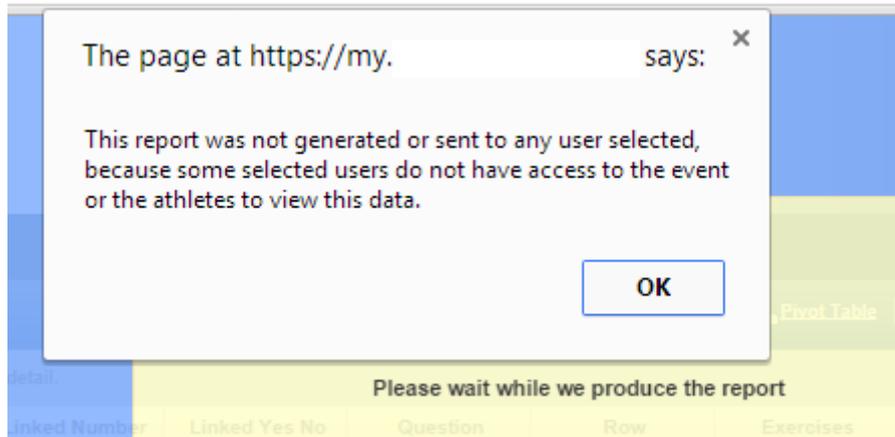
Email a copy to: 2 Users selected

Create PDF Report Cancel

**Producing PDF Report**

Please wait while we produce the report

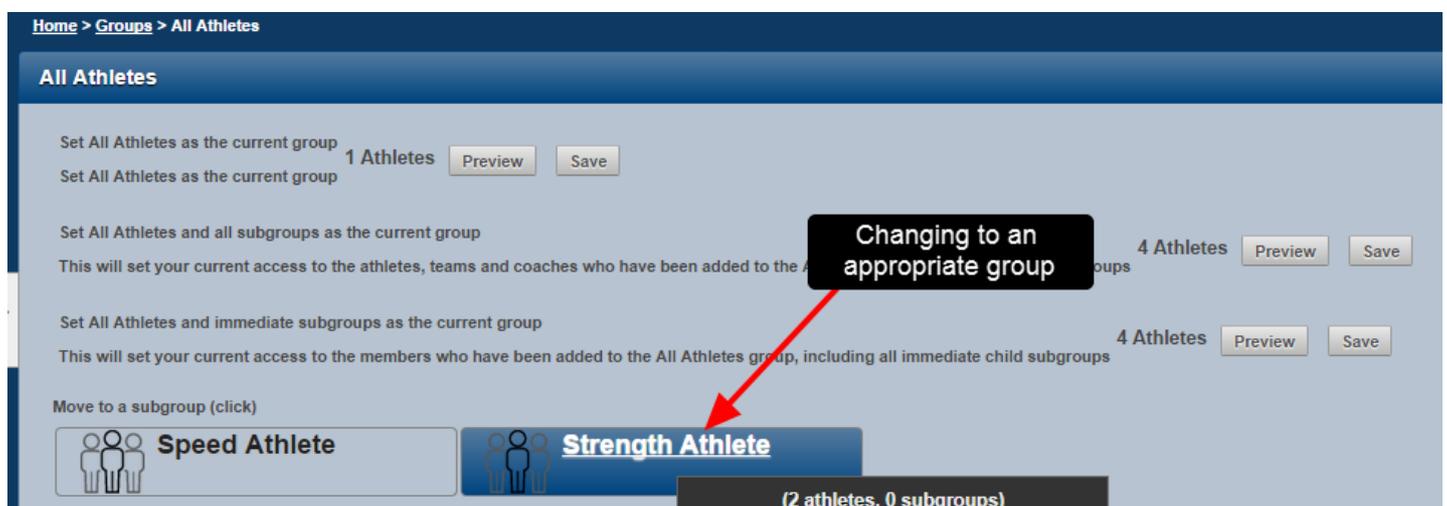
However, the report fails to be generated or sent to any of the selected coaches. This is because athletes have been included in the report who the strength coaches do not have access to



Even though both of the coaches selected have access to the Strength Form, neither of the strength coaches have access to all of the athletes in the selected report; they only have access some of the athletes in the report. This means they should NOT receive this data. This is particularly important for data protection of medical data; e.g., if a user is creating an Injury Report and trying to send it to users who have not been given access to all users included in the report. They cannot send the report from within the system.

When the error shown here appears, the report has NOT be sent to ANY of the selected users; even if some of the selected users had access to both the athletes and the Event Form.

The user could deselect the athletes, or change groups to load up the group which the strength coaches have access to



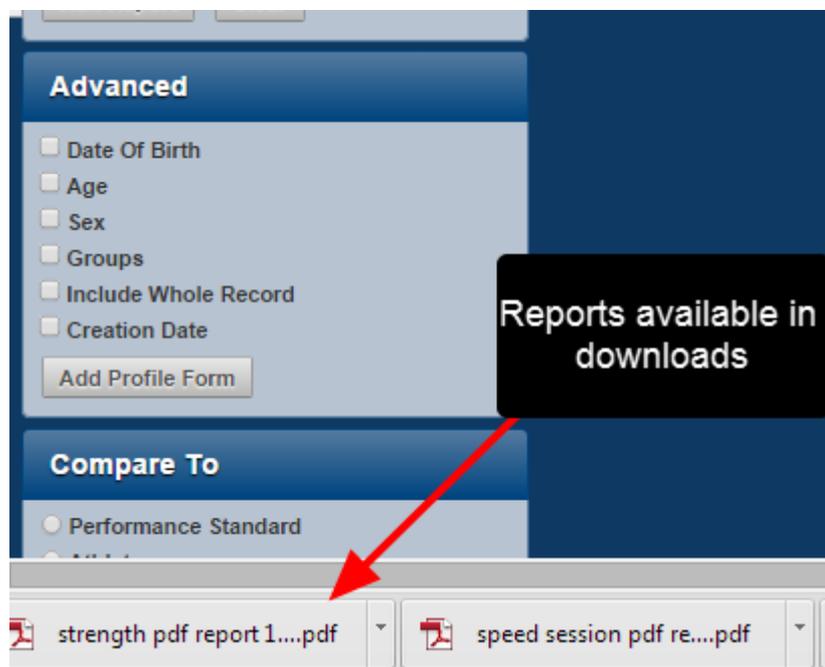
The report is run again for the athletes which the strength coaches have access to, and the report is generated and sent as expected

The screenshot illustrates the process of generating a report. It is divided into three main sections:

- Select Data To View:** A sidebar panel with filters for 'Type of Event' (Strength), 'Athlete(s)' (2 Athletes selected), 'Date Interval' (All History), 'Include All', 'Saved/Draft' (Saved), and an 'Add Filter' button. 'Run Report' and 'Clear' buttons are at the bottom.
- Reports:** A table with columns: Date, About, by, Question, Row, Exercises, Weight, Reps. It shows three rows of data. Below the table are navigation arrows and 'Showing 50 per page'.
- Select Users:** A dialog box with 'Select Group' (Test), 'Select All', 'Invert Selection', a search field, and checkboxes for 'Coach Speed', 'Coach Strength', 'Coachread Strength', and 'Hu'. 'Save selection as new group?' is a link. '2 Users selected' and 'Cancel' buttons are at the bottom.
- Producing PDF Report:** A yellow progress bar with a loading icon and the text 'Please wait while we produce the report'.

Red arrows indicate the sequence of actions: from the 'Run Report' button to the 'Reports' table, from the 'Select Users' dialog to the 'Reports' table, and from the 'Select Users' dialog to the 'Producing PDF Report' progress bar.

Keep in mind that a copy of the PDF will be saved to your downloads when the report is run successfully (e.g. when no failed to send notification appeared)



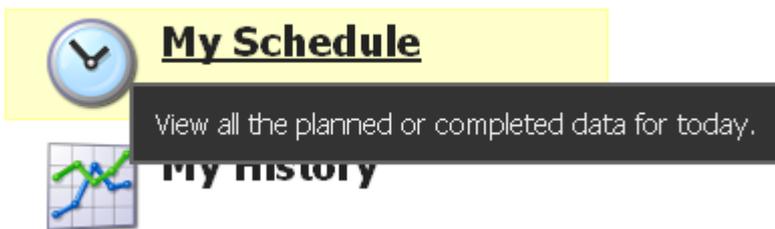
These changes have been made to prevent any user from accessing data for athlete/s or Event Forms which they have not been given access to.

# Schedules and Calendars

# Viewing "My Schedule": Professional

My Schedule is a fast way to see what events you have planned for today, tomorrow or any day!

Click on "My Schedule" on the Home Page



This will allow you to see all of the planned or completed data for any date.

If any events are entered for today, they will be listed:

Home > My Schedule

**My Schedule**

Select Date

Time	Data
10:45AM	<a href="#">Click to open</a> <a href="#">Monthly Review</a> Completed for demo Ian
11:30AM	<a href="#">Strength Session</a> Planned for demo Sam

Planned and completed events are shown. Click on an event (blue event name) to open it.

## The event will open. Enter you data or return to the My Schedule page

Home > My Schedule > Edit Monthly Review For demo Ian

Edit Monthly Review For: demo Ian

On Date  from  to

**This Monthly Review is marked as completed**

**Review questions**  
Please answer the question below and think about any changes that have occurred during the past month:

Body Weight	<input type="text" value="slight increase"/>
Sleep Requirements	<input type="text" value="significant increase"/>
Resting Heart Rate	<input type="text" value="slightly increased"/>
General Muscle Soreness	<input type="text" value="slight soreness"/>
Co-ordination	<input type="text" value="no change"/>
Overall co-ordination and ability to train	
Appetite	<input type="text" value="normal"/>
Wellness/health	<input type="text" value="slightly low (runny nose)"/>
You ability to avoid sickness or illness	
Time to Recover	<input type="text" value="slight increase"/>
Recovery time from your normal training sessions	
Readiness to train and perform	<input type="text" value="no change"/>

Comments

Do you have any comments about the past month's progress?

**All fields valid**

### 1: Enter the Event and save it

If the event was scheduled and is marked as "Planned" ( a draft event). Complete the event, and click on the "Save and Close" button. The information will be saved a completed, and this event will then be saved on your records, and only coach with access to this information will be able to access these results.

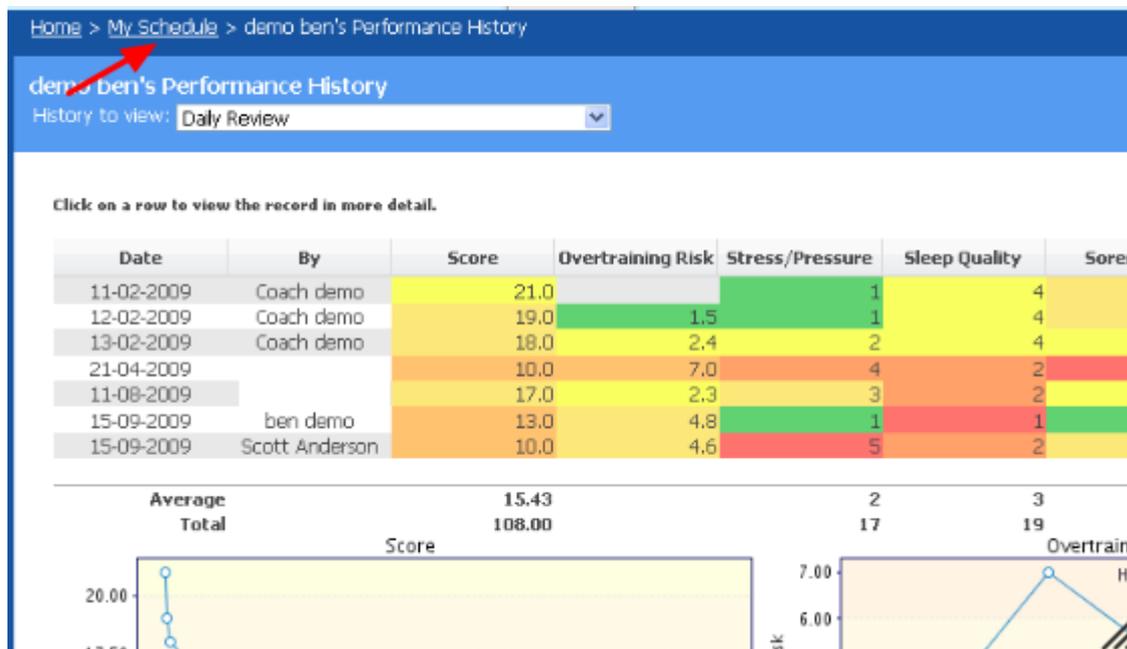
OR

### 2: Review and Go back to the Schedule

Click on the "My Schedule" link and go back without changing any information on the event.

You will be asked "Are you sure you want to lose all changes?" click the OK button.

If you select to save and close the event, you will be taken to the Athlete History page to see their results.



If you selected to enter data into your event and then "Save and Close" it, the system will automatically take you to the Athlete's history page. You will be able to see how the new entry compares with any other information that has been entered on the system for this type of event (e.g. Daily Review).

To go back to the My Schedule page, simply click on the "My Schedule" shown in the trail bar at the top of this image.

## Schedule: Accessing different days

Home > My Schedule

My Schedule

Select Date: 08-10-2009

Calendar: october 2009

Navigation arrows: 1 (left), 2 (right), 3 (previous month), 4 (next month), 5 (cancel), 6 (confirm)

Calendar grid highlights: 13 (circled), 8 (highlighted)

Event list:

- 10:45AM
- 11:30AM

Event details for 11:30AM:

- view
- or demo Ian
- ession
- demo Sam

Cancel

Click on the green arrows to move forward or back one day from the date shown (#1 Left arrow moves back one day, #2 Right arrow moves forward one day).

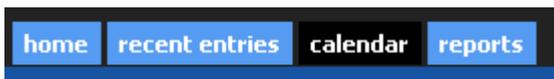
Alternatively, click on the date box and a calendar will appear for you to choose a date. Use the small blue < and > arrows to skip between months (#3 and #4), and the << and >> (#5 and #6) to skip between years. When you have found the correct date, click it. Any events scheduled for the selected day will be shown.

**When you are finished using the Schedule, click the Home link as shown in the image above to be taken back to the Home page.**

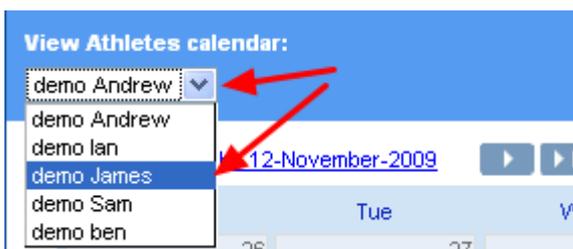
# The Calendar

The calendar allows you to see what events are scheduled and what events have been completed for each athlete.

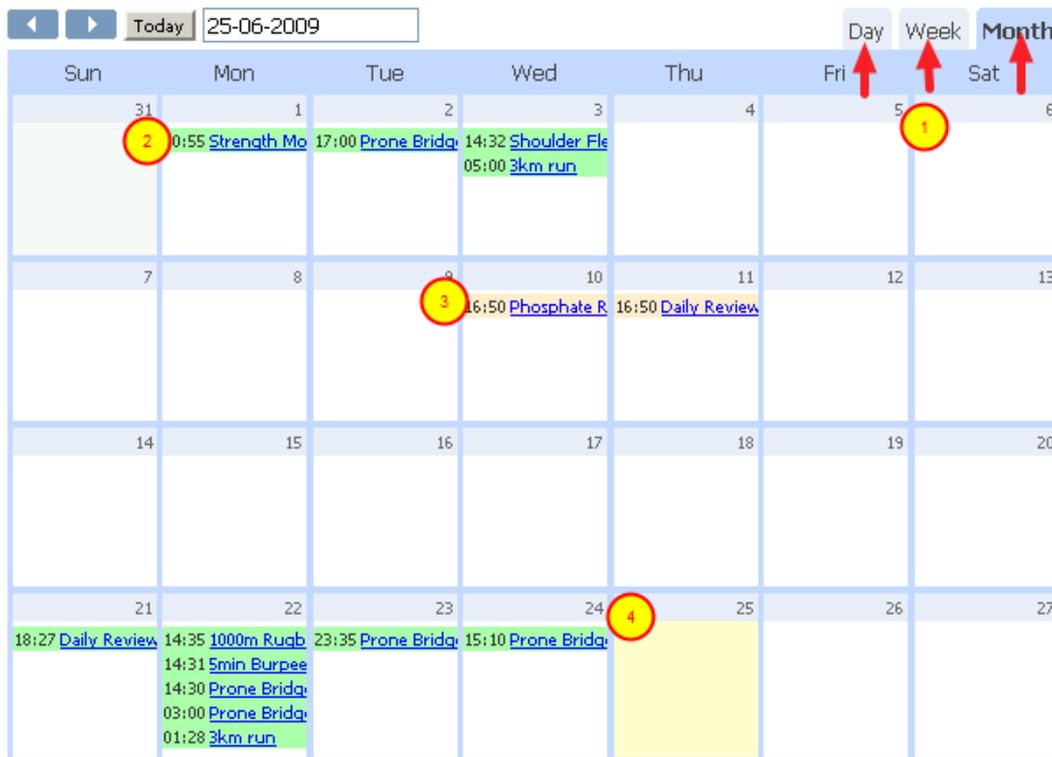
To see an Athlete's Calendar click on the "calendar" Tab



Select the athlete you want to view



## View the Athlete's Calendar as a Month, Week or Day



All of the events for an athlete are stored on the calendar.

#1: You can view the calendar as a Month, Week or Day view (shown in the image here)

#2: The Green highlighted events represent information which has been "Saved and Closed" as Completed information.

#3: Orange highlighted events represent Draft events which need to have additional information entered into them, which will then be saved as completed events.

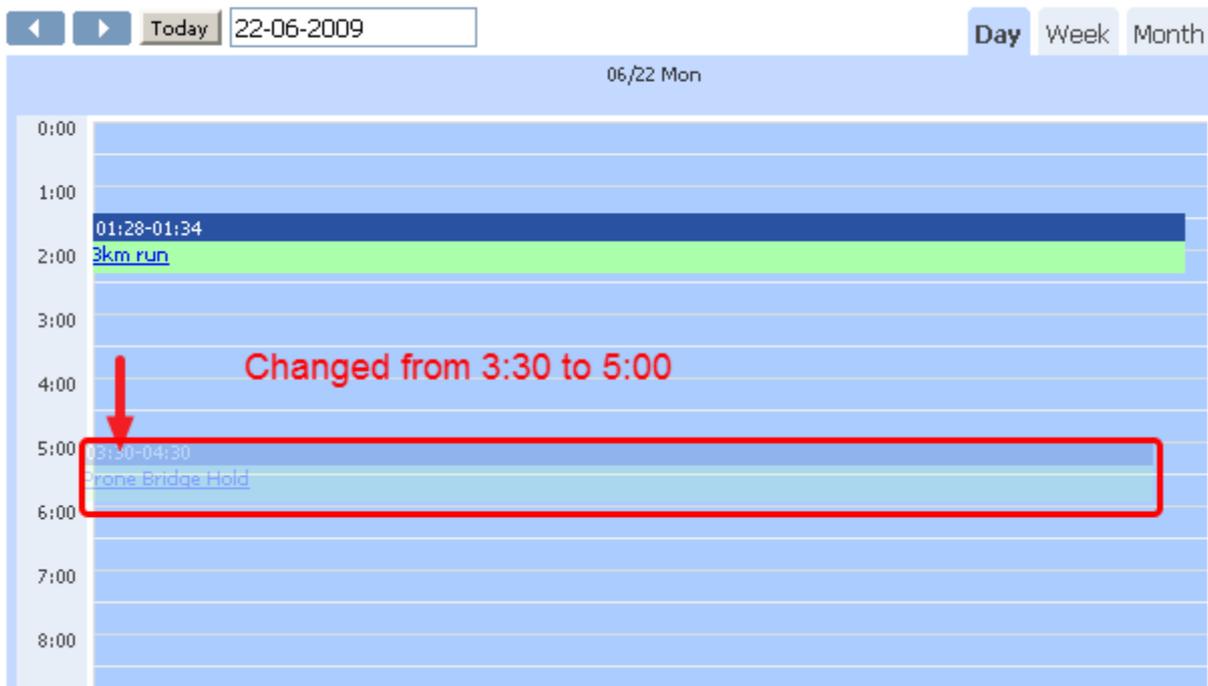
#4: View the information in an Event

To view the information entered as a Draft or a Completed event, simply click on the event name (blue link) and it will open in a new window for you to edit or review.

Enter a new Event to appear on the Calendar

To Enter a new Event click on the "Enter New Event" to enter for that athlete on the top right of the calendar page.

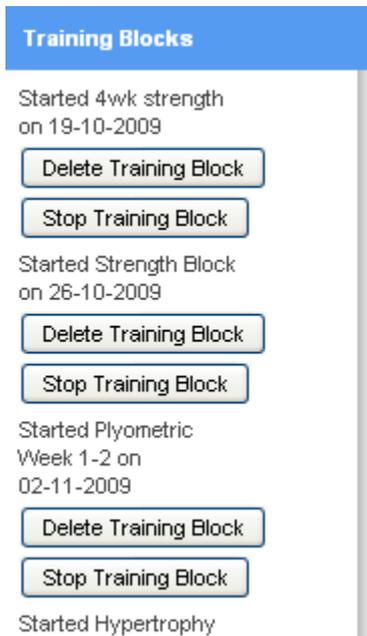
## Drag and Drop to Move Events Around



### Move events around

You can drag any event to a different day/time if there are clashes between testing etc. Mouse over the event and when the mouse arrow turns into a black 4-pointed arrow, use it to drag the event to a different day/time, as shown here.

All Training Blocks that have been applied to the athlete will appear on the right of the calendar.



**Training Blocks**

Started 4wk strength on 19-10-2009

Delete Training Block

Stop Training Block

Started Strength Block on 26-10-2009

Delete Training Block

Stop Training Block

Started Plyometric Week 1-2 on 02-11-2009

Delete Training Block

Stop Training Block

Started Hypertrophy

All of the training blocks that have been applied to an athlete will be listed on the right of the calendar page. You can delete or stop any training blocks and only data which is planned will be removed from the calendar. All data which is marked as "save and close" or "Save and lock" will be retained. If you delete or stop a training block ONLY planned sessions will be removed.

# Preview Schedule Module-alternate layout

There is the option to have an alternate preview schedule module layout.

The current Preview Schedule layout is set to appear by default, but this can be changed by your Smartabase builder.

The screenshot displays the 'Preview Schedule' interface. At the top, there are navigation tabs: 'home', 'recent entries', 'calendar', 'related entity calendar', and 'reports'. Below these is a breadcrumb 'Home > Preview Schedule'. The main header area includes a 'Preview Schedule' title, a 'Related Entity' dropdown set to 'Doctor', and a 'View or Select Additional Doctors' button. Below this are 'Start Date' (Mon 06-March-2017) and 'End Date' (Sun 12-March-2017) fields, along with 'Publish', 'Publish With iCals', and 'Preview iCals' buttons.

The main content is a calendar grid for 'Wed 08-March-2017'. The columns represent different doctors: Doctor 1, Doctor 2, Doctor 3, Doctor 4, Doctor Black, and Doctor Or. The rows represent time slots: 8:00, 9:00, and 11:00. A green event is scheduled for Doctor 3 from 09:00 to 09:15. A tooltip titled 'Schedule Details' is open over this event, listing 'Studios Area 2', 'Teacher - Coach Benjamin', 'Teacher - Coach 1', 'Doctor Doctor 3', and 'Details All required'. Below the tooltip is a 'Select Athletes' section with 'Individual Athlete' listed.

Two callout boxes provide context: one on the left states 'An event is on, but because the cell height is fixed the details are being hidden.' and one on the right states 'The details of the event appear when mousing over'. Red arrows point from these boxes to the event cell and its tooltip respectively.

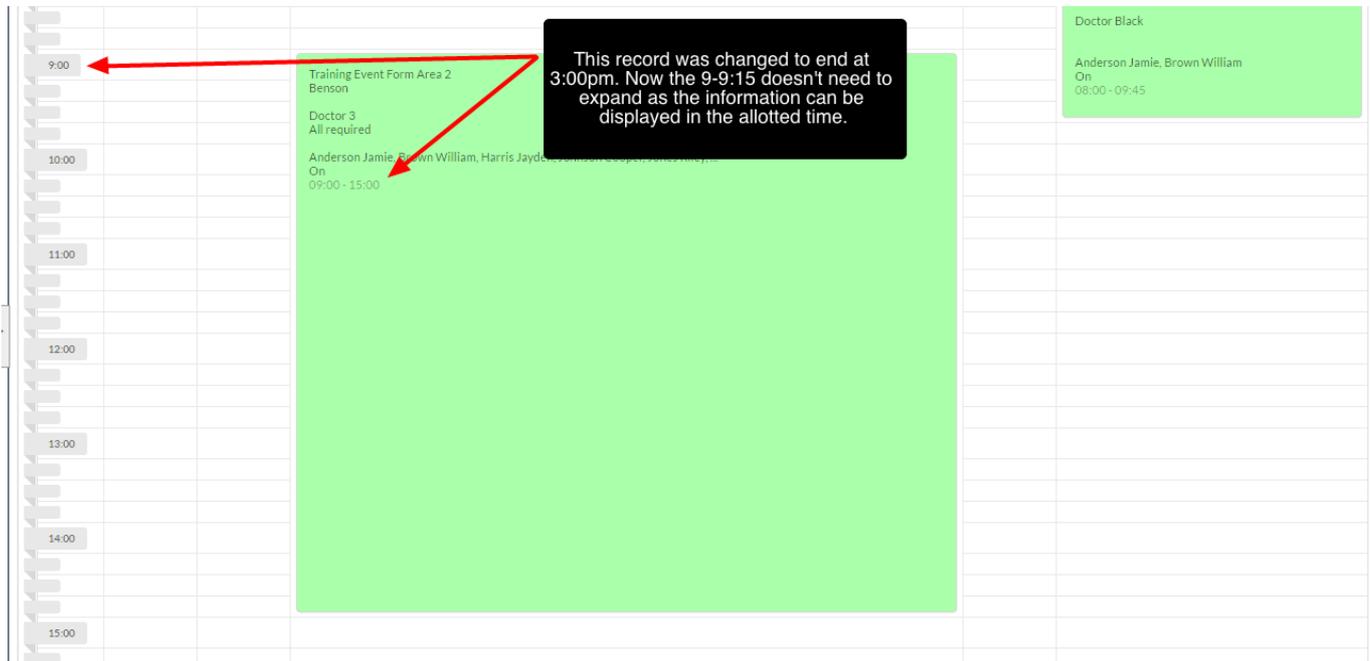
If your site has been changed, then the layout will change as shown in the images below

## New Preview Schedule Layout (columns and cell height auto-size to fit Scheduling Event summary information)

The screenshot displays a 'Preview Schedule' interface. At the top, there is a 'Preview Schedule' button and a tooltip that reads: 'Allows a user to preview an upcoming schedule of events and edit it'. Below this is a 'Player Profiles' section with a date selector set to 'Wed 08-March-2017'. The main area is a grid with columns for 'Doctor 1', 'Doctor 2', 'Doctor 3', 'Doctor 4', and 'Doctor Black', and rows for time slots from 6:00 to 9:00. Two green event boxes are visible: one for 'Training Event Form Area 2' (9:00-9:15) and one for 'Training Event Form Area 1' (8:00-9:45). Red arrows point from a black box labeled 'Auto sizing columns' to the column headers and the 9:00-9:15 slot. Another black box labeled 'Expands to show all contents in a 9-9:15 slot' has arrows pointing to the 9:00-9:15 slot and the event box below it.

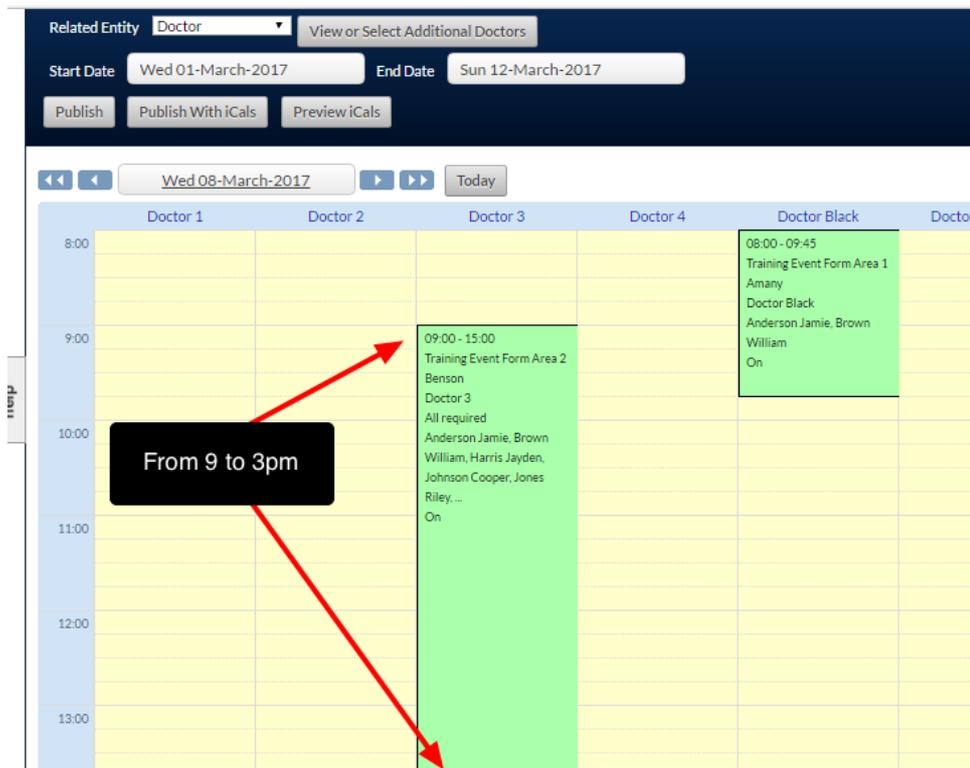
Row height expands automatically so that all details can be seen.

# An example of the alternate Preview Schedule Layout with the end time changed to 3pm



Row height expands automatically so that all details can be seen.

N.B. This is how the current preview schedule would display the updated scheduled event



Note, your Preview Schedule may be styled differently, as it can be changed by your organisation to your specifications

# Resources: access shared Resources and Event Form Resource-Attachments

# Important changes regarding access to Event Form Attachments (e.g. files you upload to a Medical Record or Travel Form) that have been set up to treat Event Form Attachments as Resources as well

The My Resources Module has undergone significant development so that it can be used as a central storage point for documents, files, video etc. All resources are now uploaded into a specific Category and access to these is set based on the Category that is assigned to you as part of your Role/s.

In line with the updates to the My Resources Module, Event Form Attachments (Attachments uploaded to Event Forms, NOT File Uploads within the document) have also undergone significant redevelopment. **Now EACH Event Form** can be set up on an Event Form by Event Form basis so that Attachments are treated as an Attachment AND as a Resource as well. This change will enhance your ability to access and locate attachments that you have access to. It has to be set up specifically by your system Builder.

N.B. Your ability to access specific Resources and Attachments from Event Forms that treat Attachments as Resources is now set by your system Administrator. If you do not have access to the correct information or Categories, please contact your organisation's Site Administrator immediately.

Any Event Form can be set up to have documents, images or files attached to the Event. This is done on a Form by Form basis

**Edit Medical Consult with OSICS for Test Athlete**  
Undo

On Date: Tue 01-October-2013 from 10:30 AM

This Medical Consult with OSICS is marked as Completed

Attachments: Add Attachment

Details

Attachment: ~~Browse...~~ No file selected. Upload

Reason for Consult: OSICS Medical

Abnormalities Paediatric Diagnosis Disabled Athlete Injuries/ Illnesses Post Surgical Patient Medical Illness Consultations (No Treatment)

**An Event Form with the ability to attach files to the Form**

**This is NOT an Event Form Attachment. It is a file upload in a form.**

**Enter new Medical Screening for Test Athlete**

On Date: Tue 21-January-2014 from 3:15 PM to 4:15 PM

Family History

Any history of:

Attachment: ~~Browse...~~ No file selected. Upload

Define health issues

Heart Disease: Yes No  
Sudden Death: Yes No  
Kidney Disease: Yes No

**This Event Form is NOT set up to have Event Form Attachments; there is no Add Attachment button**

**This is NOT an Event Form Attachment. It is a file upload in a form.**

All Event Form Attachments uploaded to an Event Form are available via the Sidebar and Athlete History for anyone with access to the Event Form and the Athlete

home recent entries calendar reports

Home > Test Athlete's Performance History

### My Players

Test Athlete (35)

- Attachment Test (8)
  - Attachments(8)
    - New Attachment
    - Added via Injury Record
    - New Events Attachment
    - Physio Entered Attachment
    - Testing Permissions
    - Medication 1st
    - Medication 2nd
    - Medication 3rd
  - Elgar
- Video Fields
- all (14)

### Test Athlete's Performance History

History to view: Attachment Test

Dates All History Include All

#### Attachments

- Testing Permissions
- New Attachment
- New Events Attachment
- Physio Entered Attachment

Click on a row to view the record in more detail.

Date	by	Data	Number	Adding in for resav	Adding in a databa
12-12-2013	Physio Medic	Physio Entered	2.0	3.0	
10-12-2013	Test User	Entering in data. Attachment should only be available to Doctors	4.0	7.0	
10-12-2013	Test User	Testing again attachment #2	2.0	3.0	
09-12-2013	Test User	Attaching when no Resources Enables	2.0	3.0	

Attachments are available for anyone with access to the specific Event Form and Athlete

Previously, there was no way to limit whether an Event Form Attachment should be accessible to all users who have access to the Event Form and the Athlete. Furthermore, there was no way to search through any attachments using any descriptive information.

- Attachments were only displayed in the order of upload, and they could only be opened from the Sidebar, or from the Event Form or Athlete History.
- Now when you upload an Attachment-Resource it MUST be added into a Category (as shown in the image in the step below). This defines where it is stored and who can have access to it.
- Moreover, the attachments Resources also becomes searchable via the My Resources Module.

Currently when you attach a file to an Event Form that is just set up with Attachments, the following fields appear.

The screenshot shows a dialog box titled "Add Attachment" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Name:** A text input field. Below it is the text: "The name of the attachment that others will see."
- Description:** A large text area.
- File:** A "Browse..." button followed by the text "No file selected." Below this is an "Upload" button. Below the "Upload" button is the text: "Ensure you press the upload button after selecting the file."
- Date:** A text input field containing "Tue 21-January-2014". Below it is the text: "Creation Date".

At the bottom of the dialog are two buttons: "Save" and "Cancel".

All of the Event Forms on your system need to be set up to have Attachments, or to have Attachments as Resources. The image here shows an attachments being added to an Event Form that is NOT set up to treat Attachments as Resources. Many of the forms in your system may be set up this way.

They do NOT need a category to be set, and they can continue to be accessed by anyone with access to the Event Form and the Athlete.

## Event Forms set up with Attachments as Resources are now defined and accessible using the same properties as a Resources in the My Resources Module

The screenshot shows the 'Add Attachment' form with the following fields and values:

- Name: MRI Scan for Test Athlete
- Description: Uploaded via the Injury Re
- Author: Test User
- Document Date: Mon 02-December-2013
- Category: All Medical Users (dropdown menu is open)
- File Type: All Users
- Record Type: Athlete
- Tags: Attachment, Default, Doctors ONLY, Historical, Monitoring, Physio's ONLY, Psychology, S and C, Touring
- Uri: Source 1 1385945389937.docx

Two callout boxes are present:

- Top right: "Uploading an Attachment-Resource to an Event Form" with a red arrow pointing to the Name field.
- Bottom right: "Adding the Attachment into a Resource Category to set access" with a red arrow pointing to the Category dropdown menu.

Buttons: Save, Cancel

For Event Forms that are set up to treat Attachments as Resources, when you upload an Attachment-Resource you now add it into a Category. This is predefined list that was set up by your site administrator. Adding an attachment into a specific category helps to restrict access to it, and to enhance searching for it on the My Resources Module. Furthermore, additional descriptive information such as the type of file, subcategory etc increase a user's ability to search for and access each attachment on the My Resources Module. The steps to upload a new Attachment-Resource are outlined below.

The Date it was uploaded, the person who entered it, and who it was entered for, will also be available to use as search parameters in the My Resources Module.

When an Event Form is Reset to enable Attachments to be treated as an Attachment Resource, all of the historical Event Form Attachments for that Form will automatically be recategorised into an "Attachment" Category

**My Players**

Test Athlete (35)

- Added via injury Record
- New Events Attachment
- Physio Entered Attachment
- Testing Permissions
- Medication 1st
- Medication 2nd
- Medication 3rd
- Elgar
- Original (1)
  - New Original
- History
  - 10-Dec-2013 35.0
- Medical (4)
  - Medical Consult with OSICS (1)
    - New Medical Consult with OSICS
  - History
    - 01-Oct-2013
  - Medical Screening
  - Medication (3)
  - Monitoring (7)
  - Physio

**Test Athlete's Performance History**

History to view: Medication

Dates: All History Include All

**Attachments**

- Medication 1st
- Medication 2nd
- Medication 3rd

Click on a row to view the record in

Date	by	Medication
03-12-2013	Physio	Medic
02-12-2013	Physio	Medic
01-12-2013	Physio	Medic

first

These existing Attachments are automatically added to the Attachments category when the Event Form is changed to an Attachments as Resources setting.

To enable you to continue to access all of the existing attachments that have been uploaded into Event Forms that are reset to treat Attachments as Resources, all existing Attachments uploaded to the Event Form that is changed will instantly be categorised into a Category called "Attachment" (as shown in the step below).

When you open an existing Event Form Attachment it will be categorised into the "Attachment" Category.

The screenshot shows a dialog box titled "Add Attachment" with a close button (X) in the top right corner. The form contains the following fields and values:

- Name: Medication 1st
- Description: (empty text area)
- Author: Test User
- Document Date: Thu 01-January-1970
- Category: Attachment (indicated by a red arrow)
- File Type: Electronic (dropdown menu)
- Record Type: Other (dropdown menu)
- Tags: Attachment (indicated by a red arrow)
- Uri: (empty text field)
- File Attachment: [Replace file](#)  
[Download Nutrition guidelines 1387231978579.docx](#)

At the bottom of the dialog are "Save" and "Cancel" buttons. A black callout box with white text and two red arrows pointing to the "Category" and "Tags" fields contains the text: "All existing attachments will be recategorised automatically into the Category 'Attachment'".

The example here shows an existing attachments that is now automatically categorised into the "Attachment" Category. All historical attachments for each Event Form that are updated to Attachments as Resources will now be stored in the "Attachments" Category. These attachments still appear in the sidebar, and in the attachments list for the Event Form, but they ALSO now appear in the My Resources Module (the central document storage location).

The same data protection measures exist on the My Resources module. ONLY users who can access the Event Form (e.g Injury Record), the specific athlete, and now the correct category will be able to access each attachment via the My Resources Module.

Once your Role has the correct Category permissions added to it, you will be able to access all Attachments (via the Resources Module, and the Athlete's History Page)

**Select Resources To View**

Filters

Title

Contains

Owner

Equal To

Show My Resources

Athlete

Equal To

Category

Equal To

All Medical Users

All Medical Users

Attachment

Default

Physio's ONLY

Other...

File Type

Equal To

Record Type

Equal To

Document Date

All (History and Future)

Last Updated

All (History and Future)

Search Clear Reset

**Resources**

Click on a row to view the resource

All Resources Stored in the Attachment category can now be clicked on and accessed.

Document Date	Last Updated	Description	Category	Sub Category	Tags	File Type
12-12-2013	16-12-2013	Physio's ONLY	Physio's ONLY	Scan	Attachment	Electronic
28-11-2013	16-12-2013	Testing Permissions	All Medical Users	Scan	Attachment	Web Address
18-12-2013	16-12-2013	New Physio Added Resource	All Medical Users	Scan		
28-11-2013	17-12-2013	Assigned to Test Athlete via Resources	Default		Attachments	Web Address
01-01-1970	17-12-2013	Medication 1st	Attachment		Attachment	Electronic
01-01-1970	17-12-2013	Medication 2nd	Attachment		Attachment	Electronic
01-01-1970	17-12-2013	Medication 3rd	Attachment		Attachment	Electronic
17-12-2013	17-12-2013	Physio applying	Attachment			Hard Copy
01-01-1970	16-12-2013	Video Test	Default			

Showing 50 per page

The categories appear in the sidebar to be used for searching

The example here shows that this user has been given access to the Category "Attachment" (on the Administration Site in the data permissions) and they can search for any Attachment Resources on the My Resources Module. This means they can access and search through attachments in that Category that they ALSO have access to the Event Form and the Athlete for. Therefore, the Medication Attachments are now all available here to access. Moreover, you can search by athlete to see which attachments were uploaded on an athlete by athlete basis.

N.B. Even if another is given access to the category called Attachment, they will NOT be able to access the Event Form Attachments unless they have access to the correct Form, and for the specific athlete the attachment was uploaded for (as outlined below).

The Attachment-Resources are ALSO still available on the Sidebar and the Athlete History Pages (ONLY if you have access to the Category and the My Resources module)

**My Players**

Test Athlete (35)

- Added via injury Record
- New Events Attachment
- Physio Entered Attachment
- Testing Permissions
- Medication 1st
- Medication 2nd
- Medication 3rd
- Elgar
- Original (1)
  - New Original
  - History
  - 10-Dec-2013 35.0
- Medical (4)
  - Medical Consult with OSICS (1)
    - New Medical Consult with OSICS
    - History
    - 01-Oct-2013
  - Medical Screening
  - Medication (3)
  - Monitoring (7)
  - Physio

**Test Athlete's Performance History**

History to view: Medication

Dates: All History

**Attachments**

- Medication 1st
- Medication 2nd
- Medication 3rd

Click on a row to view the record in more detail.

Date	by	Medication	Quantity	Reason for Medication
03-12-2013	Physio Medic			Medication on the 3rd for Test Athlete entered by Physio
02-12-2013	Physio Medic			Medication on the 2nd
01-12-2013	Physio Medic			Medication on the first

The Attachment Resources are available in the Athlete History and Sidebar, and in the Event Form

To Upload a New Attachment Resource, click on the Add Attachment button that you would normally select

**Enter new Medication for Test Athlete**

On Date: Tue 21-January-2014 from 1:30 PM to 2:30 PM

Attachments: **Add Attachment**

**New Section**

Medication: Please contact your administrator. No Database selected

Quantity:

Reason for Medication?:

Enter an existing entry, or open an Event Form form for an athlete. If Attachments are enabled for this Event Form they appear at the top of the Page.

N.B. Any file uploads (in a table or as a stand alone filed) within the document are NOT treated as attachment Resources. ONLY attachments added via the Add Attachment button at the top of the Event Form will be available on the My Resources Module.

If your Event Form is set up to treat Attachments only as Attachments (not Attachments as Resources), it will look this

**Add Attachment** [Close]

Add Attachments

Name   
The name of the attachment that others will see.

Description

File  No file selected.  
  
Ensure you press the upload button after selecting the file.

Date   
Creation Date

These attachments will not be available in the My Resources Module, and they will not be added into any category to limit access. They will continue to function the same as before the update.

If your Add Attachment pop up box looks like this, then Name the attachment and add in a description. The "Author" is automatically recorded as you, and the Document Date default to today's date

**Add Attachment**

Name: Example Attachment

Description: This is an example attachment uploaded into the Medications Form

Author: Test User

Document Date: Tue 21-January-2014

Category: [Calendar: Jan 2014]

File Type: [Calendar]

Record Type: [Calendar]

Tags: [Calendar]

Url: [Calendar]

File Attachment: [Cancel] [Today] [None]

Upload

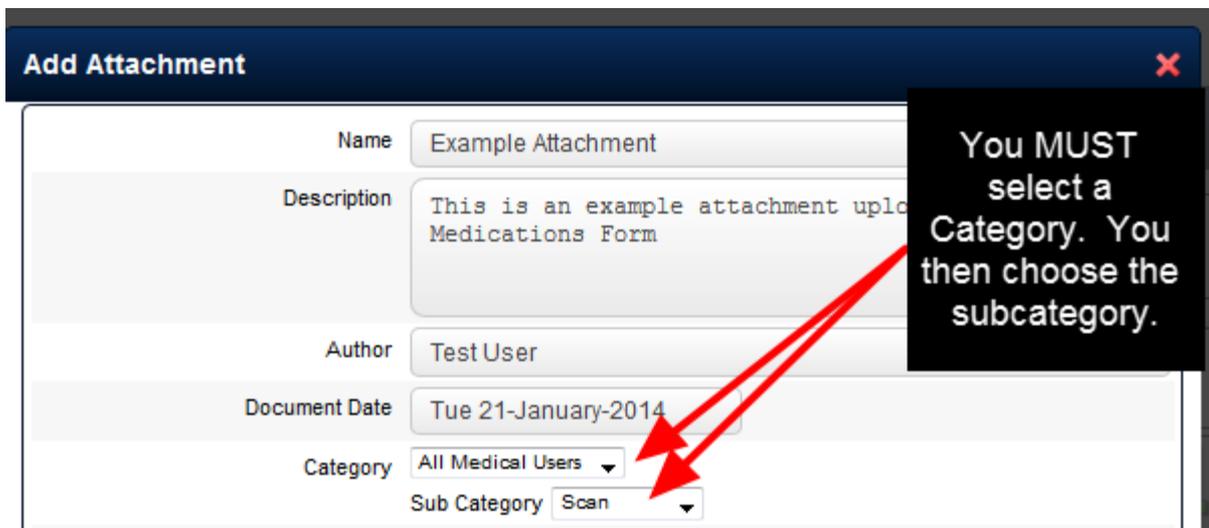
Save Cancel

**Define**

**Automatically tracked, but can be edited.**

- Name the File and add in any Descriptions that you need.
- The Author will default to your name
- The Date will default to today's date. However, just click on it to select a different date (e.g maybe the date a scan was taken, or the date of a video).

Now select a Category and the subcategory will appear for selection as well.



The screenshot shows a web form titled "Add Attachment" with a dark blue header and a red close button. The form contains several fields: "Name" with the value "Example Attachment", "Description" with the text "This is an example attachment uplo Medications Form", "Author" with "Test User", and "Document Date" with "Tue 21-January-2014". At the bottom, there are two dropdown menus: "Category" with "All Medical Users" selected and "Sub Category" with "Scan" selected. A black callout box with white text says "You MUST select a Category. You then choose the subcategory." Two red arrows point from the callout box to the "Category" and "Sub Category" dropdowns.

Select the Category from the drop down list.

Select a subcategory from the drop down list if one is available.

You cannot save the Attachment to the Event Form unless you specify the Category that the attachments needs to be stored in.

N.B. Your list of categories will be different from the list in the image; your list will depend on what Categories your Administrator has set up, and on the Categories you have been given access to as part of your Role/s

You can then specify the File type, Record type and additional Tags

The screenshot shows the 'Add Attachment' form with the following fields and annotations:

- Name:** Example Attachment
- Description:** This is an example attachment uploaded into the Medications Form
- Sub Category:** Scan
- File Type:** Hard Copy
- Record Type:** Image
- Tags:** Attachment (with a red arrow pointing to the tag and a callout box: "Add any additional Text based Tags")
- Url:** (empty)

Annotations include a black box with white text: "Define the File Type, Record Type, and add in any Tags" with red arrows pointing to the File Type, Record Type, and Tags fields. Another black box with white text: "Add any additional Text based Tags" has a red arrow pointing to the Tags field.

Define the:

- File Type
- Record Type
- Tags (additional descriptors to help when searching for the attachment). Attachment will automatically be added as a Tag.

## Next locate and upload the file

The screenshot shows the 'Add Attachment' form with the following fields and values:

- Name: Example Attachment
- Description: This is an example attachment uploaded into the Medications Form
- Author: Test User
- Document Date: Tue 21-January-2014
- Category: All Medical Users
- Sub Category: Scan
- File Type: Hard Copy
- Record Type: Image
- Tags: Attachment
- Uri: (empty)
- File Attachment: attachment 3.docx

Callout boxes and arrows indicate the following steps:

- Browse, locate and the upload the file:** Red arrows point to the 'Browse...' button, the file name 'attachment 3.docx', and the 'Upload' button.
- Once uploaded click "Save":** Red arrows point to the 'Replace file' link, the 'Download attachment 3 1390265788265.docx' link, and the 'Save' button.

Next, ensure you enter in the data into the Event Form and Save the Form

**Edit Medication for Test Athlete**  
[Undo](#)

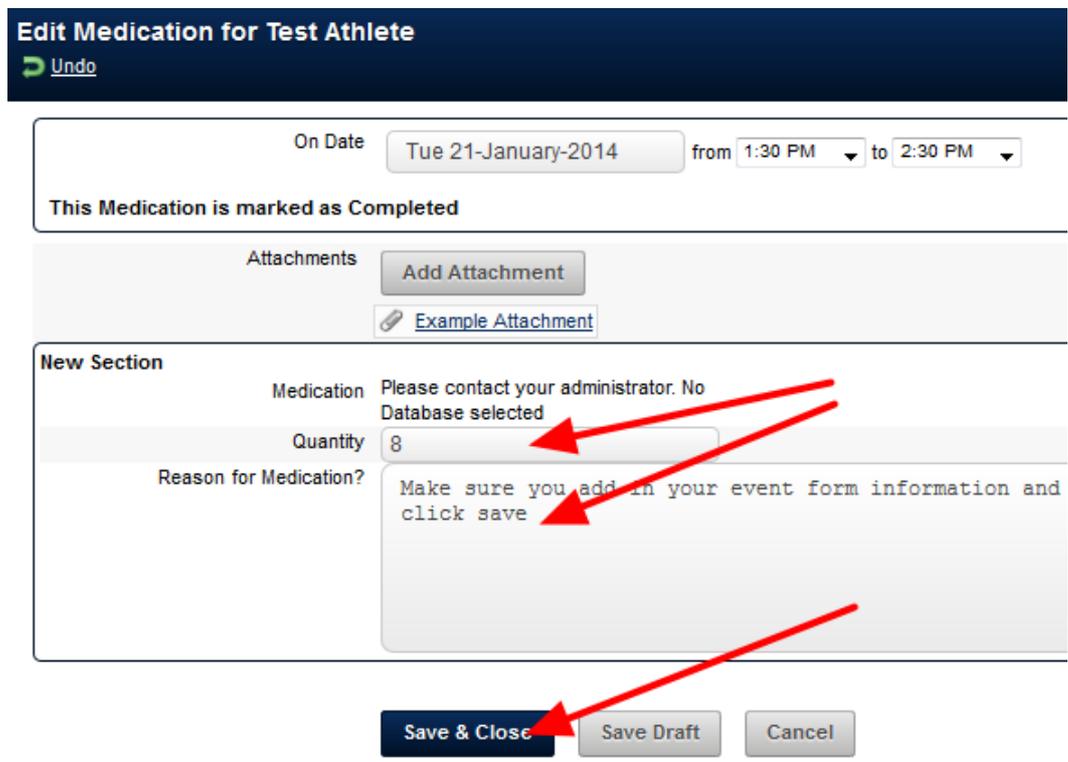
On Date  from  to

**This Medication is marked as Completed**

Attachments   
[Example Attachment](#)

**New Section**

Medication	Please contact your administrator. No Database selected
Quantity	<input type="text" value="8"/>
Reason for Medication?	<input type="text" value="Make sure you add in your event form information and click save"/>



The attachment will be stored as an Attachment. It will also be available through the My Resources Module

**Test Athlete's Performance History**  
History to view: Medication  
Dates: All History | Include All

**Attachments**  
Example Attachment  
Click on a row to view the record in more detail.

Date	by	Medication	Quantity	Reason for Medication
21-01-2014	Test User		8	Make sure you add in your event form information and click save

Home > Resources

**Select Resources To View**

**Resources**  
Click on a row to view the resource in more detail.

Document Date	Last Updated	Title	Author	Owner	Athletes
21-01-2014	21-01-2014	Example Attachment	Test User	Test User	Test Athlete

**Search using the criteria listed**

**Using the details from the attachment upload to search for the attachment**

**The attachments appears in the My Resources Module**

The image here shows that new attachments is stored as an Attachment on the Event Form. It is also available for selection on the My Resources Module.

Keep in mind that you can use any of the search parameters to find the attachment again. The image shows that the name, file type, subcategory etc were used to locate the file. Alternatively, only the athlete's name or the date it was uploaded could have been used.

On the My Resources Module, if you cannot recall the additional information that was specified with the Attachment, you can just select the athlete's name and the click Search

**My Resources**

A storage area for all the resources for this application, all uploads/attachments that the administrator has setup.

**Select Resources To View**

Filters

Title

Contains

Owner

Equal To

Show My Resources

Athlete

Equal To

Test Athlete

Category

Equal To

Tags

Contains

File Type

Equal To

Record Type

Equal To

Document Date

All (History and Future)

Last Updated

All (History and Future)

Search Clear Reset

**Resources**

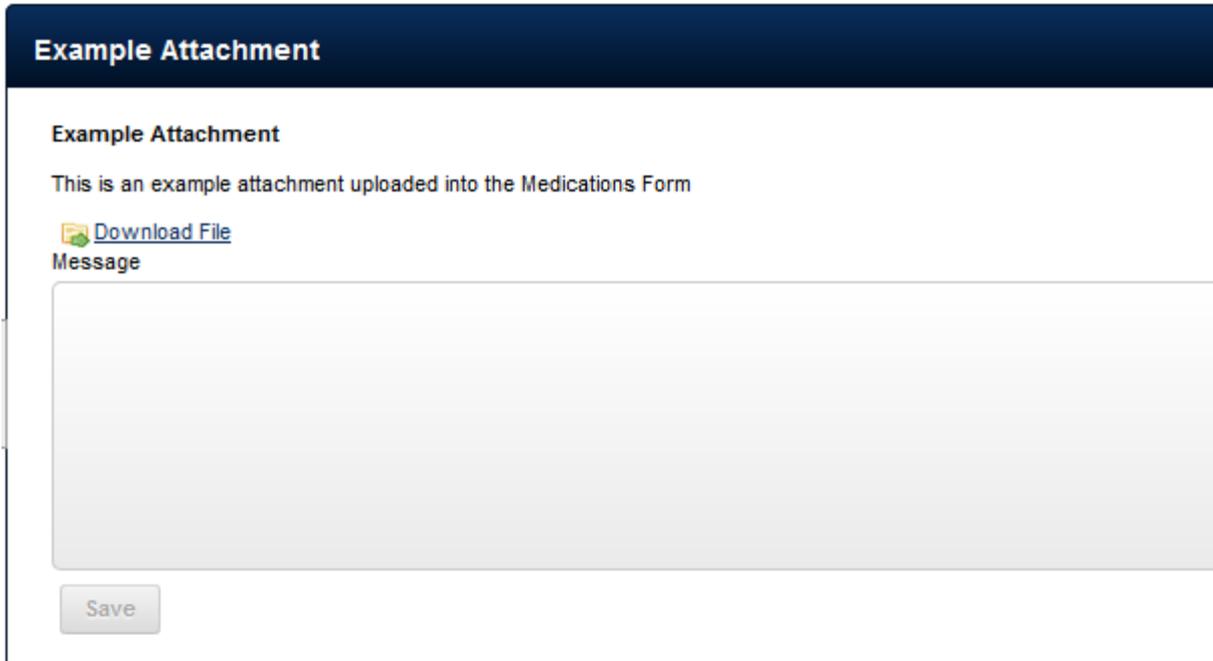
Click on a row to view the resource in more detail.

Document Date	Last Updated	Title	Author	Owner	Category
21-01-2014	21-01-2014	Example Attachment	Test User	Test Athlete	Attachment
01-01-1970	17-12-2013	Medication 3rd	Unknown	Test Athlete	Medication 3rd for Test Athlete assigned to Physio
17-12-2013	17-12-2013	Physio applying to Test Athlete via Resources	Physio	Physio Medical	Test Athlete
28-11-2013	17-12-2013	Assigned to Test Athlete via Resources	Physio	Physio Medical	Test Athlete
01-01-1970	17-12-2013	Medication 1st	Unknown	Test Athlete	Medication 1st for Test Athlete assigned to Physio
01-01-1970	17-12-2013	Medication 2nd	Unknown	Test Athlete	Medication 2nd for Test Athlete assigned to Physio
10-12-2013	16-12-2013	New Events Attachment	Test User	Test User	Test Athlete, 2 Athlete
28-11-2013	16-12-2013	Testing Permissions	Test User	Test User	Test Athlete
01-01-1970	16-12-2013	Video Test	Test User	Test User	Test Athlete
22-11-2013	16-12-2013	Video Clip from S and C Coach	Test User	Test User	Test Athlete, 2 Snippets

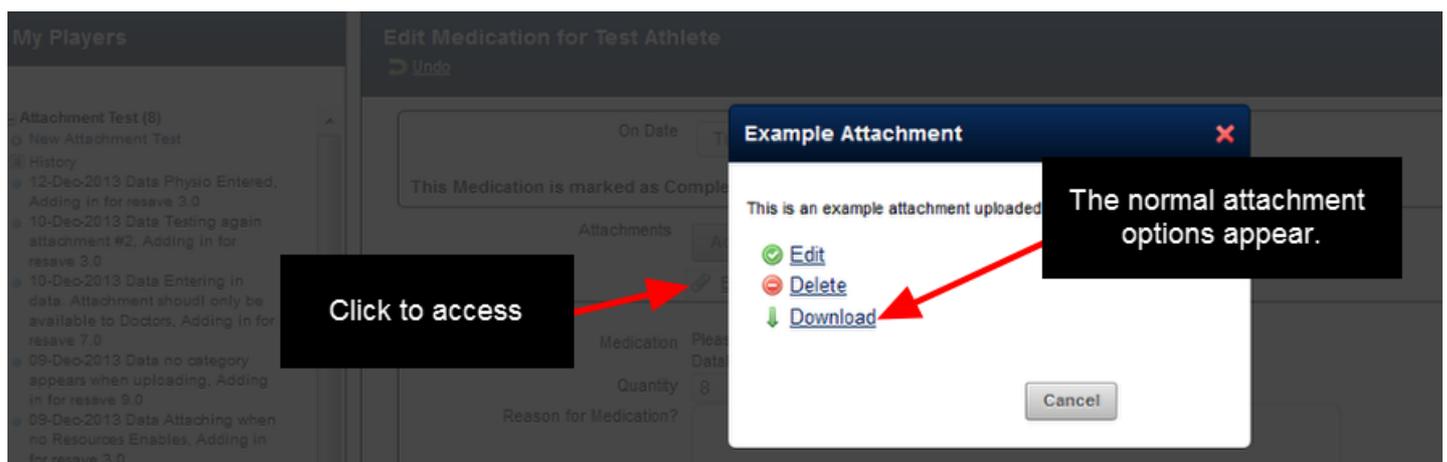
Search through the list for the correct attachment

From the My Resource Page, the attachment can be clicked on and then downloaded

[Home](#) > [Resources](#) > Example Attachment



The Attachment can also be opened and downloaded from the Event Form, as per the original work flow. If you have access to the Manage Resources module you will also be able to edit the Attachment.



If you have access to the Manage Resources module then the normal attachments options appear. It can be downloaded, edited or deleted. If not, only the download option will appear.

N.B. If you delete the attachment, it will be completely removed from the Event Form, the My Resources Module and the system.

Make sure you check where you should be storing different types of Attachments. If you upload it into the wrong category, other users may not be able to access it

**Add Attachment**

Name: New Attachment

Description:

Author: Test User

Document Date: Tue 10-December-2013

Category: Doctors ONLY

File Type:

Record Type:

Tags: Doctors ONLY, Events, Physio's ONLY, Roanne, S and C

Url:

File Attachment: [Replace file](#)  
[Download New Resource 1 1386635605156.docx](#)

Save Cancel

This attachment is being stored in the "Doctors ONLY" category. This limits access only to users with access to this category

The example here shows that a Doctor's ONLY Category was set up by the system Administrator, and this Doctor has been given access to it. This means only users with access to the Doctors ONLY category will be able to access this file, and all other files added to this specific Category. The Doctor here attached the file to this form and stored it in the Doctors ONLY category. So any users **without** access to this category will **NOT** see or be able to access this Attachment. This is ideal for a confidential record, but if it was an MRI that Physio's also need to access, then they would not be able to access it.

N.B. The categories that each user can see will vary depending on the category permissions, and the unique categories that your Administrator set up for your organisation. Your administrator will be able to provide more information on which categories you need to use to store documents. If in doubt, continue to use the "Attachments" category so that all user who can access this event form and athlete can access this attachment.

If you have access to the correct Category and the My Resources module, the Attachment-Resources appear in the same places as before (In the Athlete History and in the Sidebar)

[Home](#) > 6 Athlete's Performance History

### My Players

6 Athlete (9)

- [-] **Physiotherapy Screening**
  - New Physiotherapy Screening
  - No Data Found
- [-] **Attachments(1)**
  - 🔑 [Doctors Only](#)
- [-] **Elgar**
- [-] **Original (1)**
- [-] **Medical (1)**
- [-] **Monitoring (1)**
- [-] **Physio**
- [-] **Injury Record**
- [-] **Attachment Test (7)**
- [-] **Counter Movement Jump**
- [-] **all (1)**

### 6 Athlete's Performance History

History to view: Attachment Test

Dates: All History Include All

#### Attachments

🔑 [Doctors Only](#)

Click on a row to view the record in more detail.

Date	by	Migrated on Paren	Number	Adding in for resav	Adding in a databa
10-12-2013	Test User	Blank Category	3.0	5.0	
10-12-2013	Test User	Doctors only	2.0	3.0	
06-12-2013	child user	child entry	1.0	1.0	Peanuts
06-12-2013	Test User	parent entry	2.0	3.0	
06-12-2013	child user	entering in child	3.0	5.0	Hayfever
02-12-2013	Test User	5	5.0	9.0	
30-11-2013	Test User	entered from child, then opened and updated in the parent site	6.0	11.0	

The example here shows that the Doctor uploaded the attachment and then save it. It is available in the Sidebar, and on the Athlete History (as per the status quo for attachments).

However, if another user (e.g. a Physiotherapist) has not been given access to that category (e.g. the Doctor ONLY category), the Physiotherapist cannot access the attachment that the Doctor uploaded

Login

**Login || Welcome Back!**

Username or Email  Enter your username or email address. Take your pick.

Password  Enter the password you signed up with. If you have forgot

Login

Home > 6 Athlete's Performance History > Edit Attachment Test for 6 Athlete - entered by Test User

My Players

6 Athlete (9)

- Medical (1)
- Monitoring (\*)
- Physio
- Physiotherapy
- Attachment Test (7)
- New Attachment Test
- History
- 10-Dec-2013 5.0
- 10-Dec-2013 3.0
- 06-Dec-2013 3.0
- 06-Dec-2013 5.0
- 06-Dec-2013 1.0
- 02-Dec-2013 9.0
- 30-Nov-2013 11.0

Attachment Test for 6 Athlete

On Date  from  to

Event Test is marked as Completed

Attachments

Main Section

Migrated on Parent  This was needed to allow the event to be saved

Number

Adding in for resave

Adding in a database

Even though the Physio has access to the Event Form AND the athlete, no attachment appears in the Event Form, or on the Sidebar for the attachment that was recently stored in the Doctor ONLY Category. This attachment will also NOT appear in the My Resources section for this Physiotherapy user.

This is an excellent example of how attachments can be kept confidential. However it also highlights important training information; you need to know where you should and shouldn't store attachments in order to keep them confidential, BUT accessible

The screenshot shows a web application dialog titled "Add Attachment". The form contains the following fields and options:

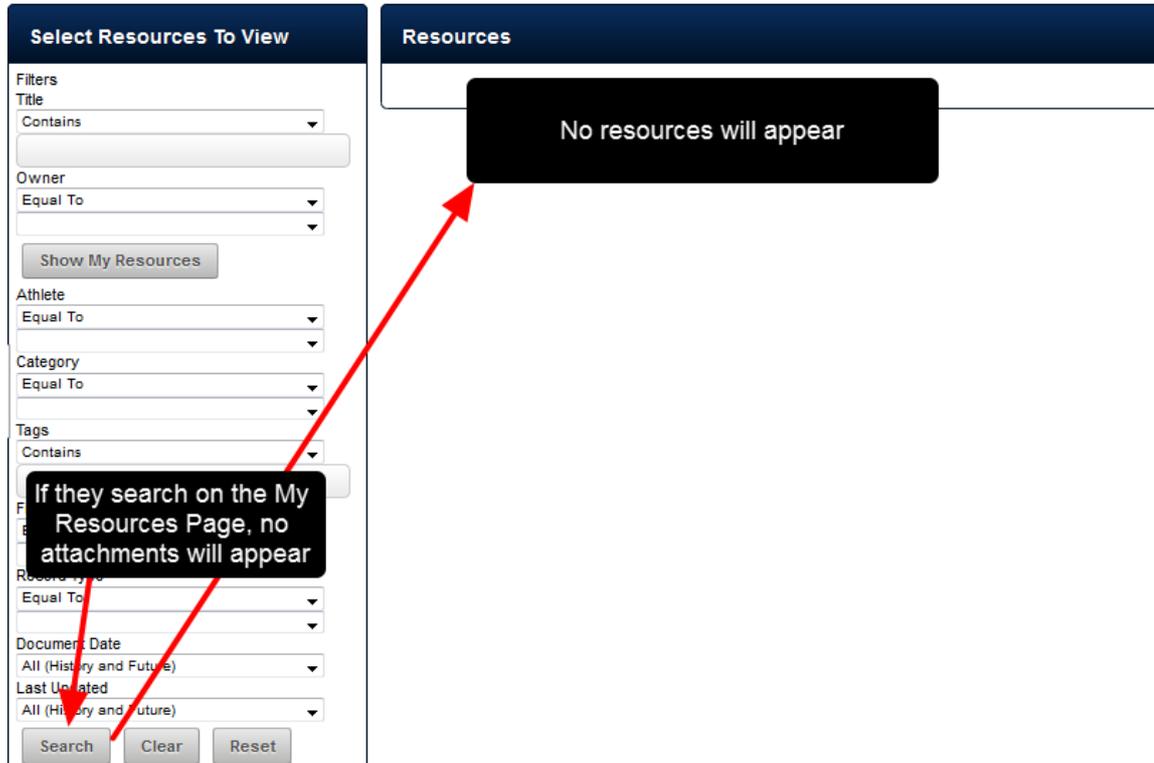
- Name: New Attachment
- Description: (empty text area)
- Author: Test User
- Document Date: Tue 10-December-2013
- Category: Doctors ONLY (dropdown menu)
- Sub Category: Admin, All Medical Users, All Users, Athlete, Demo
- File Type: (empty)
- Record Type: (empty)
- Tags: Doctors ONLY, Events, Physio's ONLY
- Url: S and C
- File Attachment: [Replace file](#), [Download New Resource 1 1386635605156.docx](#)

A callout box with a black background and white text points to the "All Medical Users" option in the Sub Category list. The text in the callout box reads: "Maybe the Doctor should have uploaded this into the All Medical Users Category to make it accessible to all Medical Users?". A red arrow points from the callout box to the "All Medical Users" option. A red 'X' is drawn over the "Doctors ONLY" option in the Tags list.

As an administrator, you need to ensure you create and then educate your users on which categories should be used depending on the type of document/s they are uploading. Remember that a user cannot access an attachment unless they have access to the Category, the Athlete AND the Event. This safeguards against a user being given access to category, but attachments stored for athletes or event forms that they cannot access still remain inaccessible.

The example in the image here shows that Doctor could have used the "All Medical Users" category to store the attachment. This category had also been made available to Physio's and other Medical Staff via the Roles and the attachment will be available to them.

N.B. No Attachments appearing in the My Resources Module, or in the Sidebar or Athlete History for Event Forms that have attachments?



If you come to your My Resources page and NO resources appear when you click on "Search", OR, if no attachments appear in the Sidebar for the Events where you know Attachments should be then you have NOT been given permission to access the "Attachments" Category in your Role. Contact your system Administrator immediately and ask for access.

# My Resources: Downloading a Resource

The Resources section is where important Resources that all users need to access are available from.

## My Resources



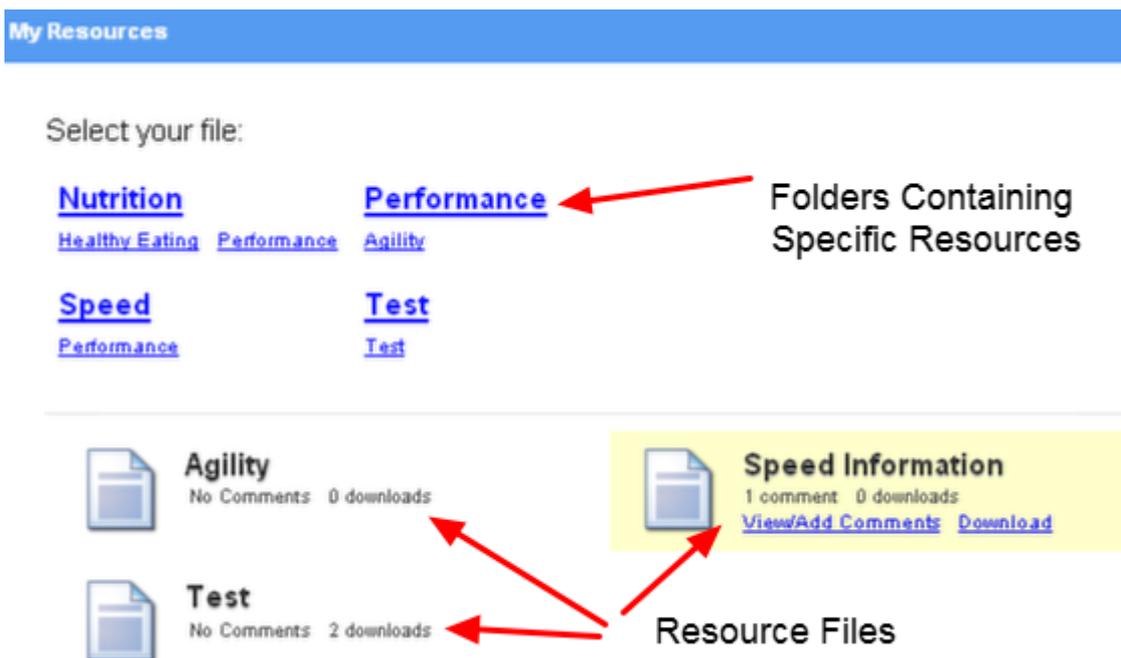
**My Resources**

A storage area for all the resources for this application, all uploads/attachments and all

## Resources

The My Resources section provides users with access to any Resources or information that their organisation or sport has developed for them . To access a resource, click on the "My Resources" button on the Home Page. The resources that are available on your specific software site will be different from those shown in this example.

All of your Resources will be available to Download, review or add a comment to



**My Resources**

Select your file:

[Nutrition](#)  
[Healthy Eating](#) [Performance](#) [Agility](#)

[Speed](#)  
[Performance](#) [Test](#)  
[Test](#)

**Performance** ← Folders Containing Specific Resources

---

**Resource Files**

 **Agility**  
No Comments 0 downloads

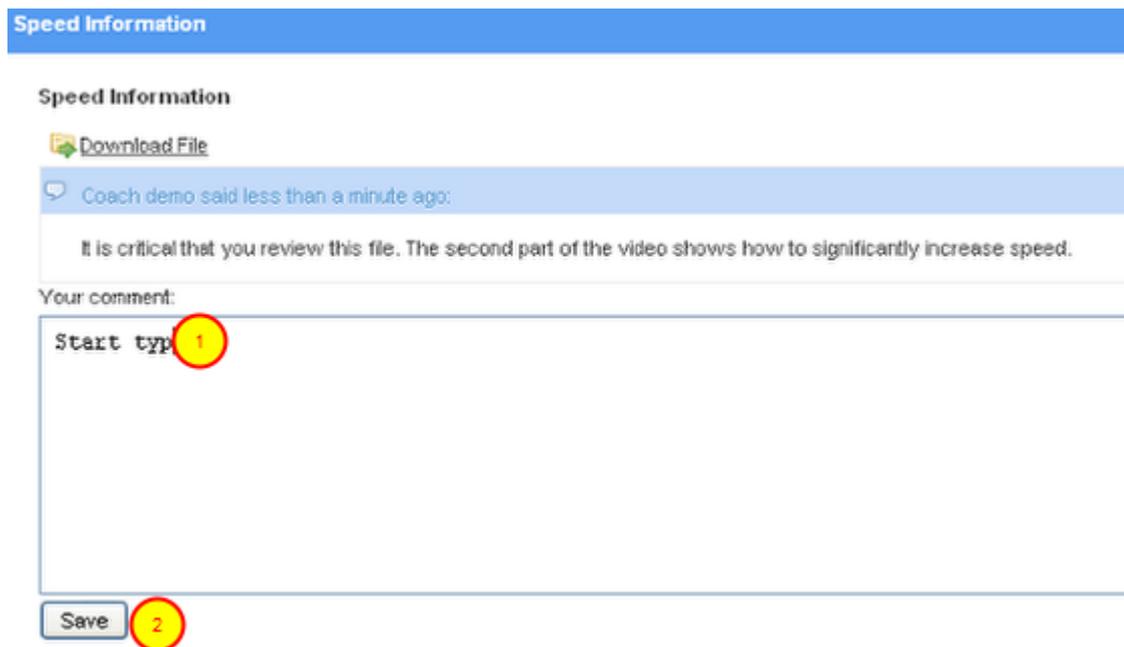
 **Speed Information**  
1 comment 0 downloads  
[View/Add Comments](#) [Download](#)

 **Test**  
No Comments 2 downloads

Once you select the My Resources Module any resources will be shown. Resource Folders are shown at the top of the page in Underlined Blue. If you click on a Specific Folder name, only the Resources in that Folder will be shown below in black

The actual Resources are shown in black and when you mouse over them, you can select to View/Add Comments which are relevant to other users, or Download the file. The number of downloads and comments about each specific Resource also appears.

## Make and Review Comments



You can add comments about any Resource simply by clicking on the "View/Add Comments" button that appears when you hold your mouse over a Resource on the My Resources Page (as shown in the image in the previous step). In the example here, the **View/Add Comment** link was clicked for the **Speed Information** Resource.

A list of all comments and who entered the comment is also shown.

**To add a comment:**

#1: Type directly into the text box

#2: Click **Save**.

The comments will be updated and anyone with access to that Resource will be able to see your comment.

## To Download the Resource

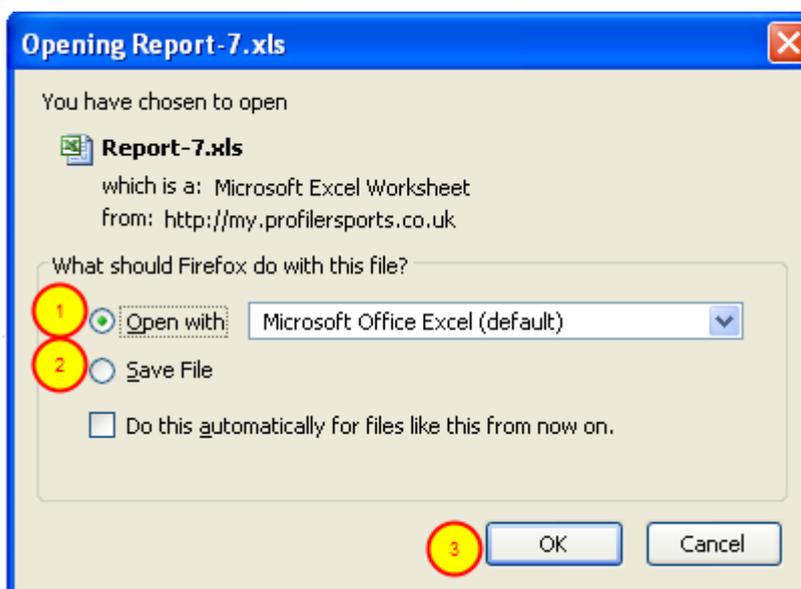


To Download a Resource, simply click on the blue "Download" link on the Resources Page.

Alternatively, there is a link on the View/Add Comments page to download the file as well (as shown in the image in the previous step)

N.B. If an error message appears, see the "Allowing Pop Ups" step at the end of this section.

## Select to "Open with" or "Save File"?



### Open or Save?

Users will need to select if they want to Open the document with existing software available on their computer, or Save it to their computer via their internet browser Downloads.

#### #1: "Open With"

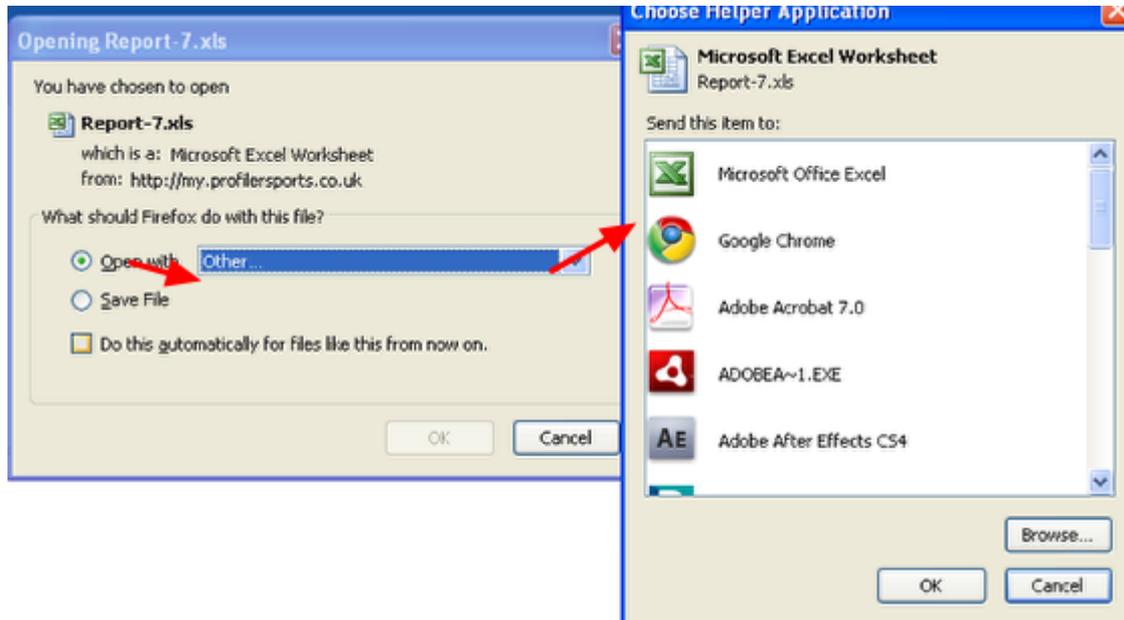
In the example here, the Speed Resource is a .xls document, so the software has already selected to open the .xls file using the Microsoft Office Excel software that reads xls files. Alternatively, if the file was a .png or a .flv then the software would use the existing image, or video software to open the file. If a user wanted to use different software to open the file, they would select the Other and then choose the programme as shown in the image in the "Open with chosen software" step below.

or #2: "Save File"

If a user selects to save the file, it will be saved to the Downloads List (as shown in the next Step).

#3: Click OK.

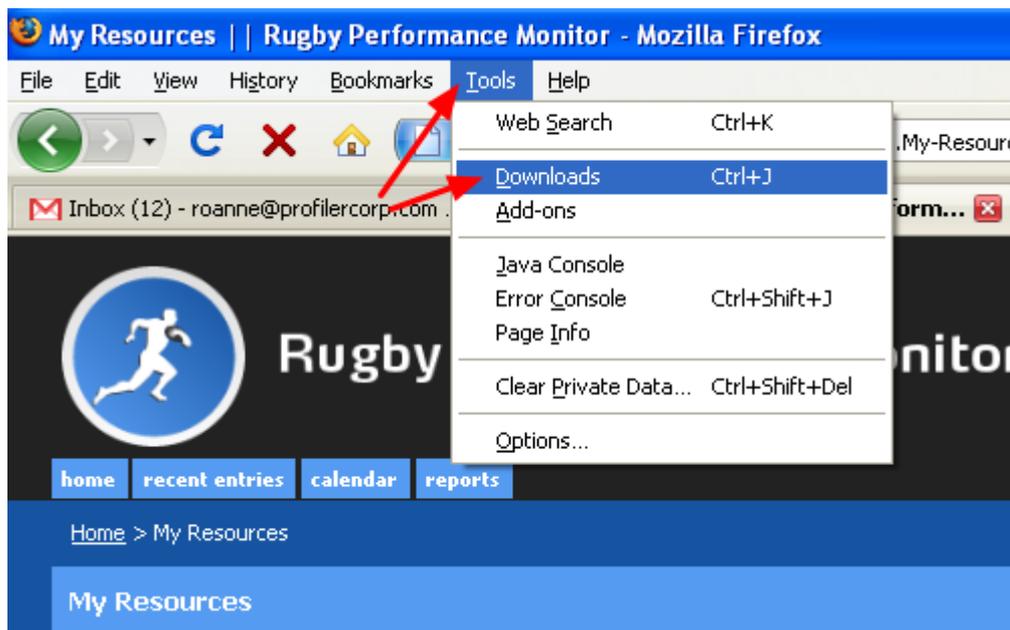
## Users can also choose different software to open the file



Your computer will automatically try and open the file using the correct programme. However, you can select to choose a different software programme.

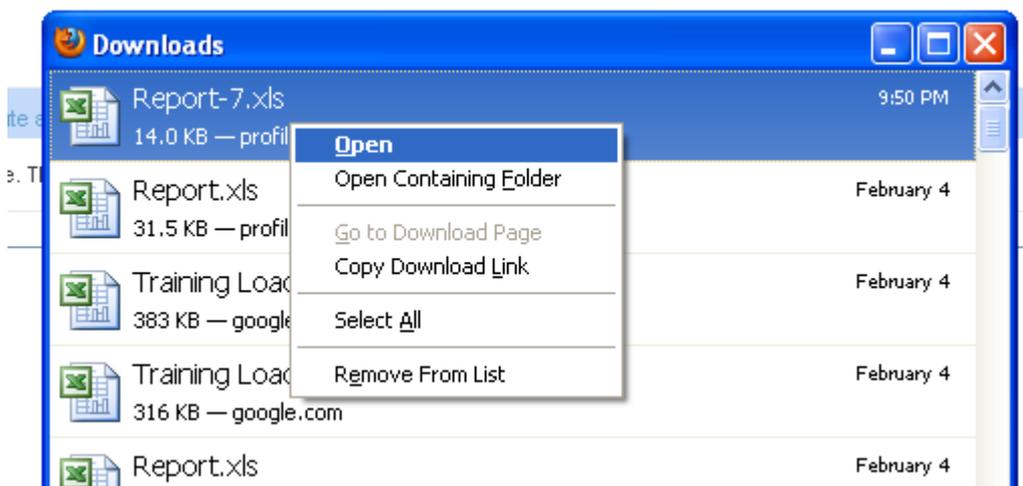
If a user selected to open the file with an "Other" file a **Choose Helper Application** selection box appears. Select the application/software program that you want to use to open the file (as shown in the image here). Then click the "OK" button.

## Save File: the file is saved to the Downloads list



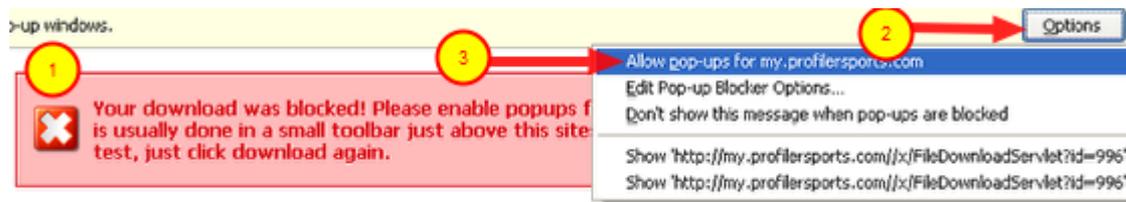
If you chose to save the file by clicking the selection box beside **Save File** in the previous image. The file will then be downloaded to the "Downloads" list on the users internet browser. The Downloads list usually pops up as soon as the file is finished downloading. If it does not appear, users can access the Downloads list by clicking on the "Tools" menu and then selecting "Downloads" (as shown here).

## Open the file from the Downloads



The file will appear in the Downloads List. Click on the file name, and then click **Open**. When the file opens, a user can save it to their computer.

# Allowing Pop Ups



## Pop-Up Blocker?

#1: If a message about the download being blocked appears because of a "pop up", don't worry.

#2: Click on the "Options" button on the top right of the web page.

#3: Select the "Allow pop-ups for my.profilersports.com" or Allow pop-ups for my.smartabase.com". Then click download again and the document will download and be available to open or save.

# My Resources: Add a new Resource, Edit an Existing Resource, or Remove a Resource

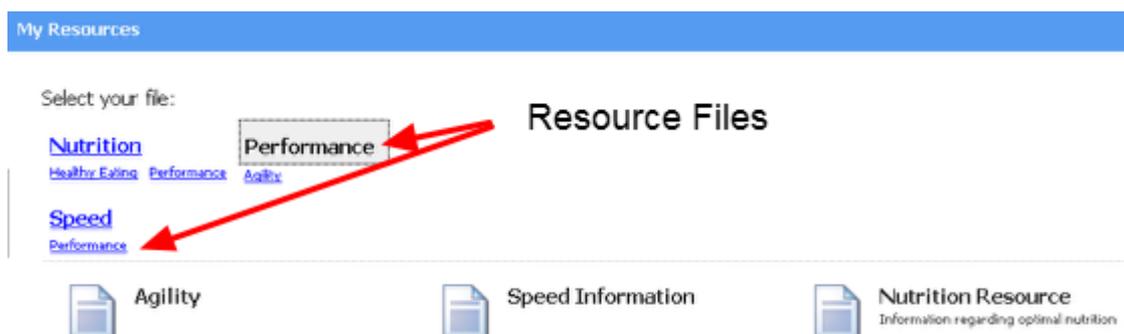
The Resources section is where important resources that ALL users can access if given permission to the Resources module. Some users will be given access to be able to upload new and remove existing resources. The following steps outline how to Manage the Resources in the My Resources Page. It also includes information on how to add a resource into a folder.

To add or remove a Resource, click on My Resources



Click on the "My Resources" button on the Home Page.

You will see any Resources that have already been uploaded and are available to download



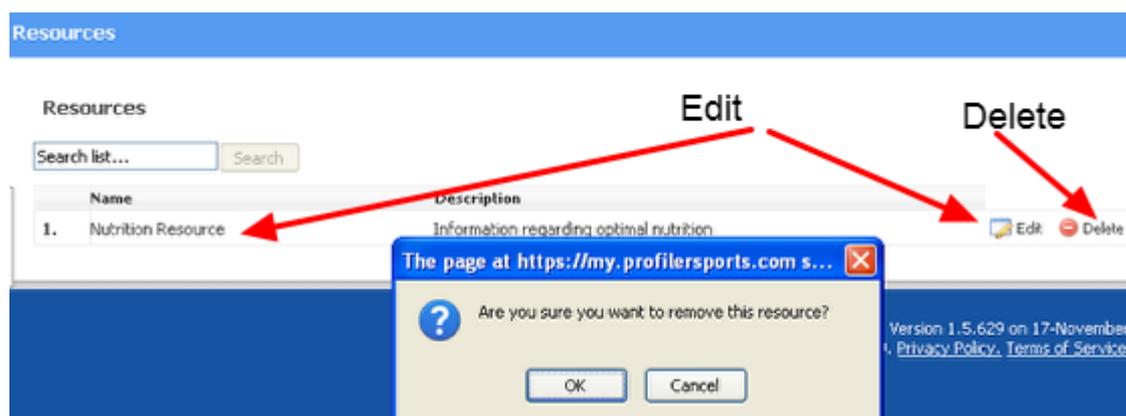
To access the Resource data, click on the "Manage Resources" link on the right of the page



If a user has access to manage the resources, they will have a separate "Upload New Resources" window on the top right of their My Resources page (as shown here).

#1: Click on the Manage Resources link to be taken to the management page.

All of the existing Resources will be displayed. To Edit or Delete a Resource click on the required button.



To Edit or Add an existing Resource into a new Folder, click on the "Edit" button, or click on the name of the resource (e.g. Nutrition Resource), then the Resource can then be edited (as shown in the step below).

To Delete a Resource, click on the "Delete" button for the Resource that needs to be removed. A pop up box will appear asking if you "are sure you want to remove this resource?":

- Click "OK" to delete it from the system.
- Click "Cancel" to cancel deleting it from the system.

# Update an existing Resource

The screenshot shows a form titled "Nutrition Resource" with the following fields and controls:

- 1** Name: Nutrition Resource
- 2** Description: Information regarding o
- Main Category: Nutrition
- Tags: Performance, Healthy E:
- File Attachment:  [Replace file](#) **3** →
- 4** Choose File: No file chosen
- 5** Upload
- [Download healthy eating guide.pdf](#)
- All fields valid
- 6** Save Cancel

You can update the name, description and even replace the file of an existing Resource:

#1, #2: To make any changes to the Resource Name or Description, type directly into the text box.

#3: To upload a new or updated resource File Attachment, click on [Replace file](#)

#4: Click **Choose File**, to search through the list of files on your computer. Select and Open the file.

#5: Click **Upload** to wipe the existing file and upload a new file.

#6 Click **Save**

To Add the File to a Folder or sub folder see the step below.

## Adding a Resource to a Folder

The image shows a form titled "Nutrition Resource" with the following fields and values:

Name	Nutrition Resource
Description	Information regarding op
Main Category	Nutrition
Tags	Performance,Healthy Ea
File Attachments	<a href="#">Replace file</a> <a href="#">Download healthy eating guide.pdf</a>

Below the form is a green button labeled "All fields valid" and two buttons labeled "Save" and "Cancel".

### Main Category (Main Folder)

You can group resources together into folders by typing in the name of the folder into the "Main Category" text box area. In the example here, the Main Category folder is called "Nutrition". This resource will now be linked to the "Nutrition" Folder on the My Resources page. You can only type in one folder name in the Main Category text area.

**N.B. MAKE SURE YOU TYPE THE FOLDER NAME CORRECTLY.** You can specify other files to have "Nutrition" as their Main folder, but if you type in nutrition instead of Nutrition (with a capital) two separate folders will appear. You must type it **exactly** the same for all files that you want to include in a specific Folder.

### Tags (Sub Folder)

Tags allow you to add the file/resource into a sub folder of the Main Category folder (see the step below). Tags also allow you to type in the name of another Main Category folder like "Performance" so that the file will appear in the Performance sub folder of Nutrition, as well as appearing in the Main "Performance" folder.

Simply type in the name of the folder and/or sub folder into the Tags text box. You can add in more than one sub folder but make sure you separate the sub folder and/or main folder names using a comma. Do NOT put a space between the folder names, just use a comma. A space can be included as part of the folder name e.g. Healthy Eating (as shown in the image here).

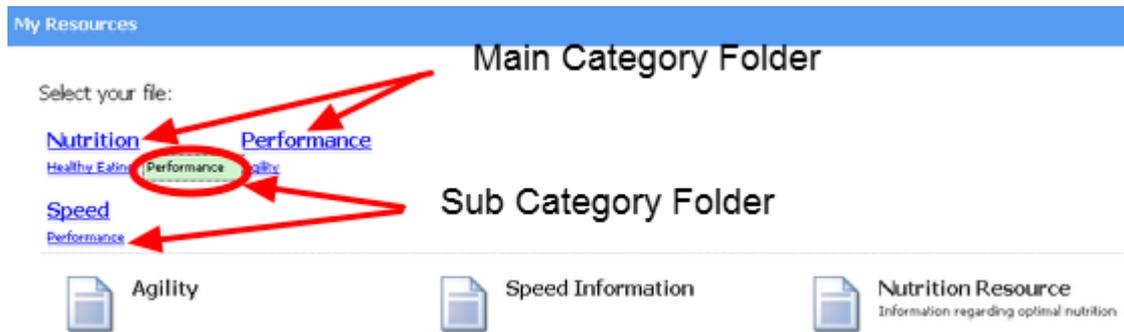
**N.B. MAKE SURE YOU TYPE THE FOLDER NAME CORRECTLY.** You can specify other files to be in the "Healthy Eating" sub folder, but if you type in healthy eating instead of Healthy Eating (with a capital) two separate sub folders will appear. You must type it exactly the same for all files that you want to include in a folder and/or sub folder.

The image in the step below shows the folders and sub folders.

**Save your changes:**

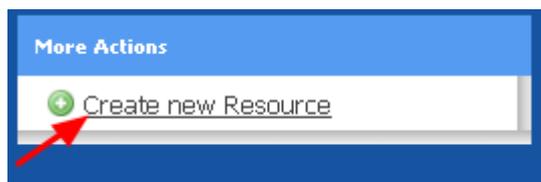
Click Save when you have added in the Main category and Tags folder names

## How the Folders Appear



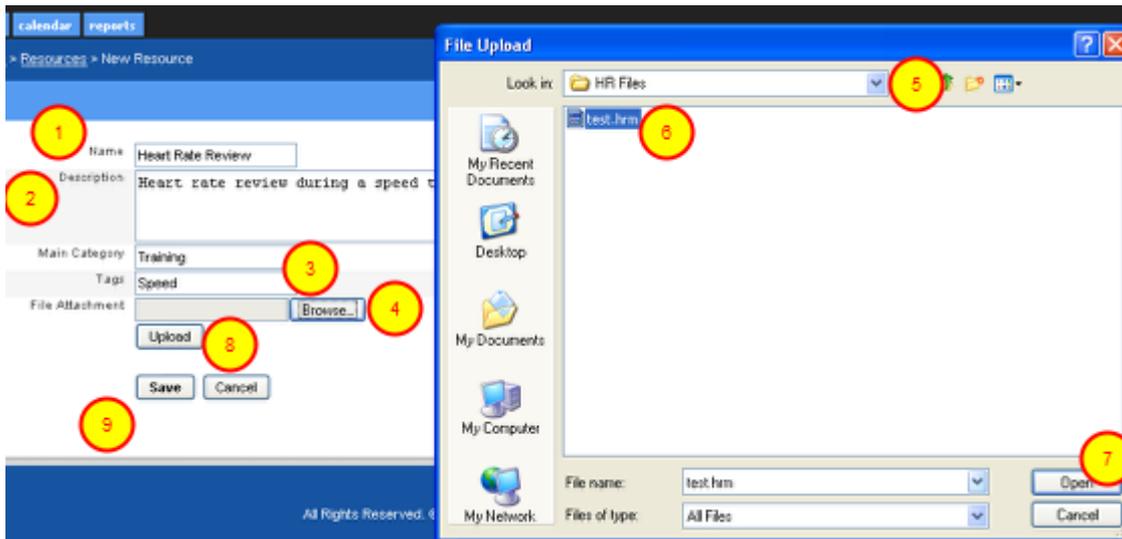
The Folders and sub folders appear as they have been previously set up. To add a resource into an existing or a new file simply type the file name in the Main category text area as shown in the image in the previous step.

## Adding a New Resource



To Add a New Resource, click on the "Create New Resource" on the right of the Resources List page.

## Name, Describe, Add Main Category, Add Tags and Upload



Complete the New Resource information:

#1: Name the Resource.

#2: Add in a Description

#3: Add in the Main category and Tags (as outlined in the previous step)

#4: Browse through your computer files.

#5: Choose the folder your file is in

#6: Click on the name of the file

#7: Click Open

#8: Click Upload

#9: Click Save

The Resource will be added to the Resources list.



The New Resource will be shown on the Resource List and will be available on the My Resources Page for users to download (as shown in the step below).

## The Resource will be available for all users to access on the application



### Heart Rate Review

Look at this heart rate file to review the drop off

[Download](#)

The new Resource is available to download.

## Messaging / Alerting your users that there is a new Resource

New Message

Send Message To [10 Users selected](#)

Subject

Message

Send Message Via

Attachment

If you uploaded a new Resource and you require some of your users to review or download that information, you can send a message to the users who you want to access it. This can be done using the "inbox" (top right of the page):

-Click on the inbox link

-Click New message (right hand corner of the inbox page)

-Select the Users that you want to send a message to specifying that the new information is available

-Add in the subject

-Add in message

-Send Message Via: Check that you want this e-mail to go to the users external e-mail account (e.g. xtra, hotmail or g-mail).

Click Send

# Resources: Links other external websites

You can now include website links to other sites as part of the resources module

Go to the Resources section



Click on "Create new Resource"



Name and set the Main Category (main folder) information and then type in the full link into the URL section

The screenshot shows a web interface for creating a new resource. At the top, a breadcrumb trail reads "Home > My Resources > Resources > New Resource". Below this is a green header bar with the text "New Resource". The form contains several fields and buttons, each with a numbered callout:

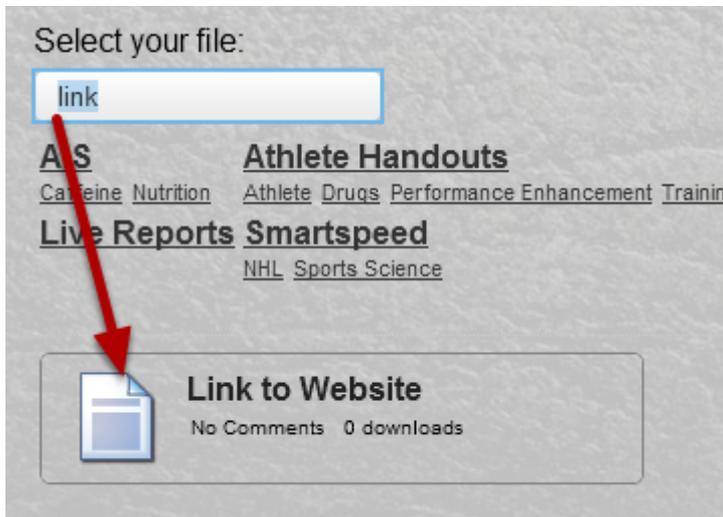
- 1**: Points to the "Name" field, which contains the text "Link to Website".
- 2**: Points to the "Main Category" field, which contains the text "Link Example".
- 3**: Points to the "Url" field, which contains the text "http://www.performance-pi".
- 4**: Points to the "File Attachment" section, which includes a "Browse..." button and an "Upload" button.
- 5**: Points to the "Save" button, which is highlighted in green.

Other visible fields include "Description" (empty), "Tags" (containing "Sites"), and a "Cancel" button.

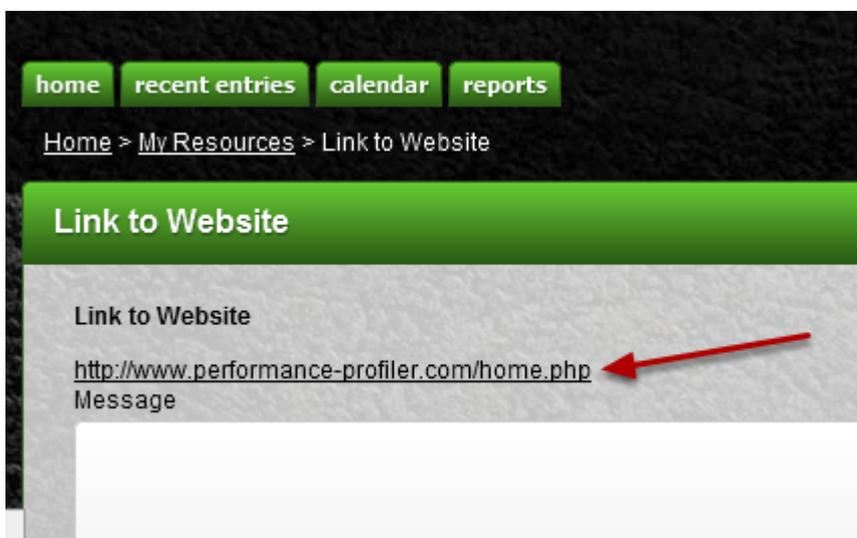
Name the link, add it to a specific Link folder and type in the URL details e.g. <http://www.performance-profiler.com/home.php>

Do NOT upload any information, JUST add in the url and click "Save"

The Link will appear in the My Resources section for all users to access. Click on the Name of the Resource to be taken to the link (as shown below)



Click on the link and it will open in a separate tab.



You can add as many links as you require as separate resources and they will all be available as part of the My Resources section



# You can add Attachments or Attachment-Resources to an Event Form during Group Entry

The My Resources Module has undergone significant development so that it can be used as a central storage point for documents, files, video etc. All resources are now uploaded into a specific Category and access to these is set based on the Category that is assigned to you as part of your Role/s.

In line with the updates to the My Resources Module, each Event Form (e.g. a Player Review, Video review form, Tour Programme) can have an attachments (Attachments uploaded to an Event Form, NOT a File that is uploaded within the document) so that it is available in the special Attachments section in the Sidebar and the Athlete History. These Attachments can also be set up to act as a "Resource" so that they appear in the My Resources Module. This change will enhance your ability to upload, access and share attachments that a group of athletes need access to.

These Attachments and Attachment-Resources can now be attached during Group Entry (enter data for group).

N.B. Your ability to access specific Resources and Attachments for different Event Forms is set by your system Administrator. If you do not have access to the correct information or Resource Categories, please contact your organisation's Site Administrator immediately.

Any Event Form can be set up to have documents, images or files attached to the Event. This is done on a Form by Form basis

**Edit Medical Consult with OSICS for Test Athlete**  
Undo

On Date: Tue 01-October-2013 from 10:30 AM

This Medical Consult with OSICS is marked as Completed

Attachments: **Add Attachment**

Details

Attachment: ~~Browse...~~ No file selected. **Upload**

Reason for Consult: Checkup  
OSICS Medical

Abnormalities Paediatric Diagnoses Disabled Athlete Injuries/ Illnesses Post Surgical Patient Medical Illness Consultations (No Treatment)

**An Event Form with the ability to attach files to the Form**

**This is NOT an Event Form Attachment. It is a file upload in a form.**

**Enter new Medical Screening for Test Athlete**

On Date: Tue 21-January-2014 from 3:15 PM to 4:15 PM

Family History

Any history of:

Attachment: ~~Browse...~~ No file selected. **Upload**

Define health issues

Heart Disease: Yes No  
Sudden Death: Yes No  
Kidney Disease: Yes No

**This Event Form is NOT set up to have Event Form Attachments; there is no Add Attachment button**

**This is NOT an Event Form Attachment. It is a file upload in a form.**

Previously, Attachments could only be attached to a single athletes' entry. Now, a single document or file can be attached during group entry mode, and this single file appears with the individual entries, either on the coach or the athlete's view (providing they have permission to access it).

User can now attach one file to multiple athletes' records so that those entries all reference that one file

The screenshot shows a software interface for managing attachments. At the top, there is an 'Attachments' section with an 'Add Attachment' button. Below this, a file named 'Knee Injury Video for Review' is listed with a red arrow pointing to it. A table below contains athlete records with columns for 'Player', 'Date', 'Migrated on Parent Number', and 'Adding in for resave Adding in a database'. A black callout box with white text states: 'A Group Entry can have one or more attachments added to it'. At the bottom, there are buttons for 'Add Attachment Test', 'Save & Close', 'Save', 'Save as Draft and Close', and 'Cancel'.

Player	Date	Migrated on Parent Number	Adding in for resave Adding in a database
Athlete 6	03-Feb-2014 10:15AM-11:15AM	Pleas	
Athlete 7	03-Feb-2014 10:15AM-11:15AM	Pleas	
Athlete Test	03-Feb-2014 10:15AM-11:15AM	Pleas	
Athlete athlete	03-Feb-2014 10:15AM-11:15AM	Pleas	
Athlete 2	03-Feb-2014 10:15AM-11:15AM	Pleas	
Athlete 20	03-Feb-2014 10:15AM-11:15AM	Pleas	
Resources2 Manage	03-Feb-2014 10:15AM-11:15AM	Pleas	

To enter in Data and an Attachment for a group of athletes, click on the Enter Data For Group Button

The screenshot shows a toolbar with several icons. A prominent button labeled 'Enter Data For Group' is highlighted with a red arrow. A black callout box with white text explains the button's function: 'Enter data for one or more players. Examples include: Ankle Ax, Attachment Test, Counter Movement Jump, Daily Wellness, Elgar Training Friday, Elgar Training Monday.' Other icons in the toolbar include a calendar, a printer, and various document and data symbols.

## Select the athletes you want to enter in the new data for

[Home](#) > [Select Players](#)

### Select Players

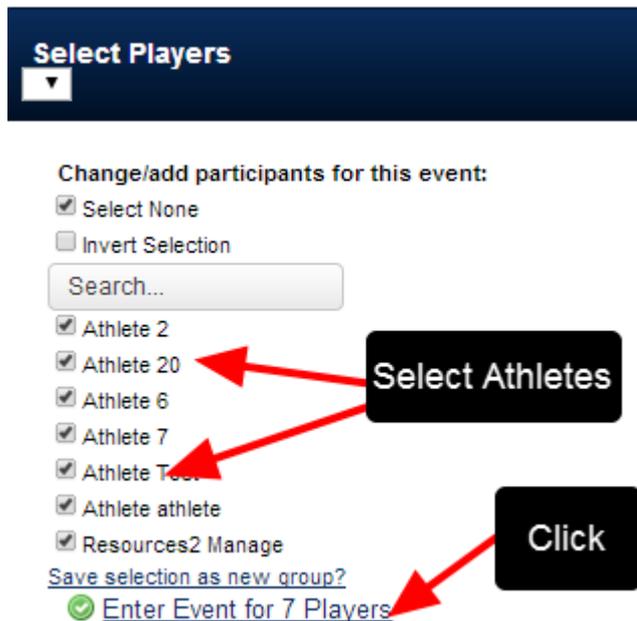
Change/add participants for this event:

Select None  
 Invert Selection

Search...

Athlete 2  
 Athlete 20  
 Athlete 6  
 Athlete 7  
 Athlete Test  
 Athlete athlete  
 Resources2 Manage

[Save selection as new group?](#)  
 [Enter Event for 7 Players](#)

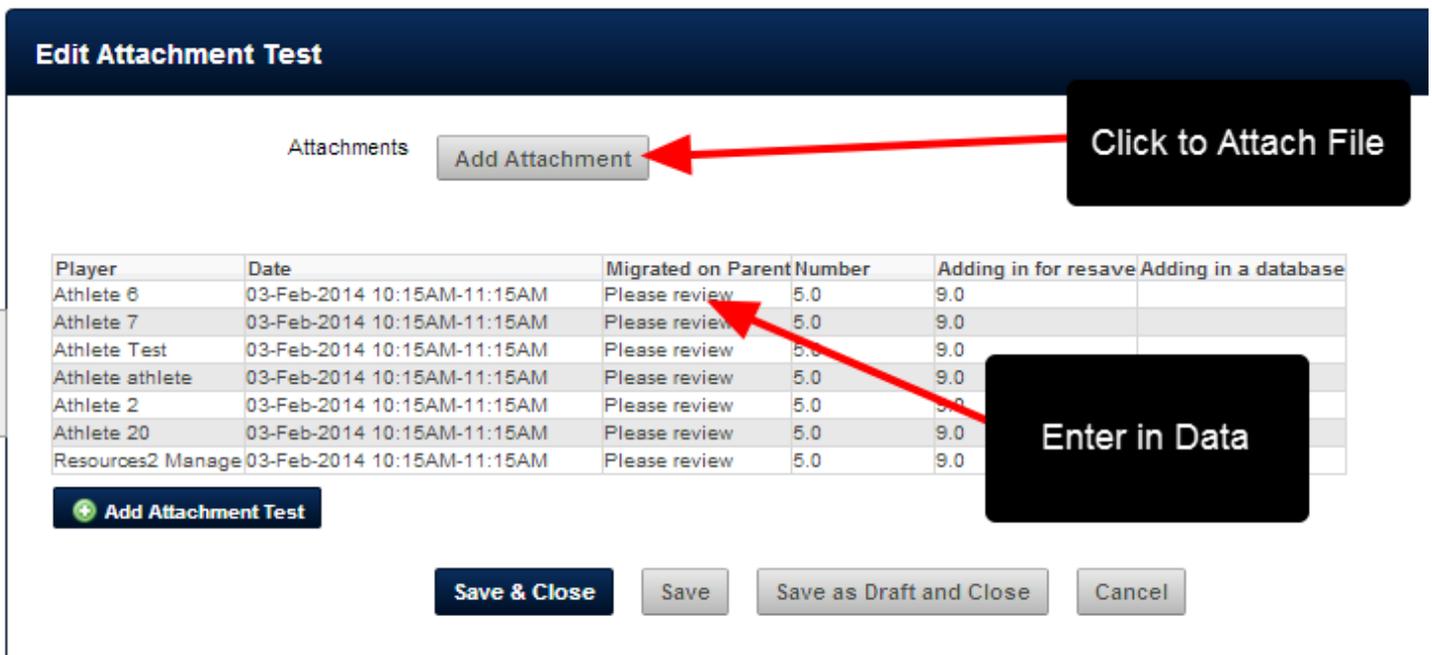


The data entry form appears in a tabular format. Enter in the relevant data for the players. Then, click on Add Attachment to attach a file

### Edit Attachment Test

Attachments

Player	Date	Migrated on Parent Number	Adding in for resave	Adding in a database
Athlete 6	03-Feb-2014 10:15AM-11:15AM	Please review	5.0	9.0
Athlete 7	03-Feb-2014 10:15AM-11:15AM	Please review	5.0	9.0
Athlete Test	03-Feb-2014 10:15AM-11:15AM	Please review	5.0	9.0
Athlete athlete	03-Feb-2014 10:15AM-11:15AM	Please review	5.0	9.0
Athlete 2	03-Feb-2014 10:15AM-11:15AM	Please review	5.0	9.0
Athlete 20	03-Feb-2014 10:15AM-11:15AM	Please review	5.0	9.0
Resources2 Manage	03-Feb-2014 10:15AM-11:15AM	Please review	5.0	9.0



Enter in the required data for the athletes. You may want to complete the data in the table, or leave it blank for the athlete to enter when they re-open the form.

Now at the top of the Event Form, you can see that there is a field called Attachments where you can add in one or more attachments. To add an attachment, click on "Add Attachment".

The Attachment pop up box appears for you to enter in the relevant attachment information into

The image shows a screenshot of the 'Add Attachment' pop-up form. The form contains the following fields and options:

- Name:** Knee Injury Video for Review
- Description:** (Empty text area)
- Author:** User Test
- Document Date:** Mon 03-February-2014
- Category:** Athlete
- Sub Category:** Video
- File Type:** Electronic
- Record Type:** Other
- Tags:** Attachment, Video
- Url:** (Empty text area)
- File Attachment:** [Replace file](#)  
[Download\\_070304brutalbasketballkneedislocationvideohigh\\_1378075705659\\_1391980574463.mp4](#)

Annotations with red arrows point to the following elements:

- Complete:** Points to the Description field.
- Being added to the "Athlete" category:** Points to the Category dropdown.
- Upload:** Points to the File Attachment field.
- Click to Save:** Points to the Save button.

The example in the image here shows the attachment is being uploaded and it is being added into the "Athlete" category. It is being added into that Category because all athletes in this system have been given access to that Category. This means, if the athlete is given access to access this event form, and this category they will each be able to access the data entered for them and the attachment entered for the group.

N.B. If the Event Form is only set up to allow attachments ONLY (not Attachment-Resources), the group entry attachment pop-up will look like this

**Add Attachment** [Close]

Add Attachments

Name   
The name of the attachment that others will see.

Description

File  No file selected.  
  
Ensure you press the upload button after selecting the file.

Date   
Creation Date

All of the Event Forms on your system need to be set up specifically to have Attachments, and then Attachments that act as a Resource. The image here shows that this Attachment is only set as an Attachment, NOT as an Attachment Resource. If the attachment is set up this way, the attachment will still appear for each athlete attached to the entry and in the Sidebar for all of the athletes, but it will not appear in the My Resource Module.

Once the file is uploaded, the athlete entries that the attachment is linking then need to be saved on the system (e.g., click on Save and Close)

Attachments Add Attachment

[Knee Injury Video for Review](#)

Player	Date	Migrated on	Parent Number	Adding in for resave	Adding in a database
Athlete 6	03-Feb-2014 10:15AM-11:15AM	Please review	5.0	9.0	
Athlete 7	03-Feb-2014 10:15AM-11:15AM	Please review	5.0	9.0	
Athlete Test	03-Feb-2014 10:15AM-11:15AM	Please review	5.0	9.0	
Athlete athlete	03-Feb-2014 10:15AM-11:15AM	Please review	5.0	9.0	
Athlete 2	03-Feb-2014 10:15AM-11:15AM	Please review	5.0	9.0	
Athlete 20	03-Feb-2014 10:15AM-11:15AM	Please review	5.0	9.0	
Resources2 Manage	03-Feb-2014 10:15AM-11:15AM	Please review	5.0	9.0	

+ Add Attachment Test

Save & Close Save Save as Draft and Close

Shows that it has been attached

Click to save

The entries are added to the system and you can see these displayed on the Reports Page

Home > Reports

Select Data To View

Type of Event: Attachment Test

Player(s): 7 Players selected

Date Interval: Date Range

Mon 03-February-2014

Tue 04-February-2014

Include All

Add Date Range

Saved/Draft: Saved

Add Filter

Reports

Click on a row to view the record in more detail.

Date	About	by	Data	Number	Adding in for resave	Adding in a database
03-02-2014	Resources2	User Test	Please review	5.0	9.0	
03-02-2014	Athlete 6	User Test	Please review	5.0	9.0	
03-02-2014	Athlete 7	User Test	Please review	5.0	9.0	
03-02-2014	Athlete Test	User Test	Please review	5.0	9.0	
03-02-2014	Athlete athlet	User Test	Please review	5.0	9.0	
03-02-2014	Athlete 2	User Test	Please review	5.0	9.0	
03-02-2014	Athlete 20	User Test	Please review	5.0	9.0	

Recently added entries

The records can be opened again in group entry mode and the attachment appears

[Home](#) > [Reports](#) > [Entry Mode](#) > [Edit Attachment Test](#)

**Edit Attachment Test**

Attachments

[Knee Injury Video for Review](#)

Player	Date	Migrated on Parent	Number	Adding in for resave	Adding in a database
Athlete Number 8	03-Feb-2014 9:15AM-10:15AM	Please review	5.0	9.0	
Athlete Seven	03-Feb-2014 9:15AM-10:15AM	Please review	5.0	9.0	
Athlete Test	03-Feb-2014 9:15AM-10:15AM	Please review	5.0	9.0	
Athlete Four	03-Feb-2014 9:15AM-10:15AM	Please review	5.0	9.0	
Athlete Two	03-Feb-2014 9:15AM-10:15AM	Please review	5.0	9.0	
Athlete 20	03-Feb-2014 9:15AM-10:15AM	Please review	5.0	9.0	
Resources2 Manage	03-Feb-2014 9:15AM-10:15AM	Please review	5.0	9.0	

Alternatively, the entry can be opened for any of the individual athletes, and the attachment appears as well.

[Home](#) > [Reports](#) > [Entry Mode](#) > [Edit Attachment Test for Athlete Test - entered by User Test](#)

**My Players**

Start typing to search

Athlete Test (88)

- Attachments (3)
- Attendance
- Appointment
- Attachments
- iCal Testing
- Elger
- February Doc Upload Testing
- Original (1)
- Medical (5)
- Mobile
- Mobile Bug
- Monitoring (43)
- Parent
- Physio
- Physiotherapy (1)
- RE
- Attachment Test (11)
- Scheduling Event Form
- Slider (2)

**Edit Attachment Test for Athlete Test**

On Date  from  to

This Attachment Test is marked as Completed

Attachments

[Knee Injury Video for Review](#)

Main Section

Migrated on Parent

This was needed to allow the event to be saved

Number

Adding in for resave

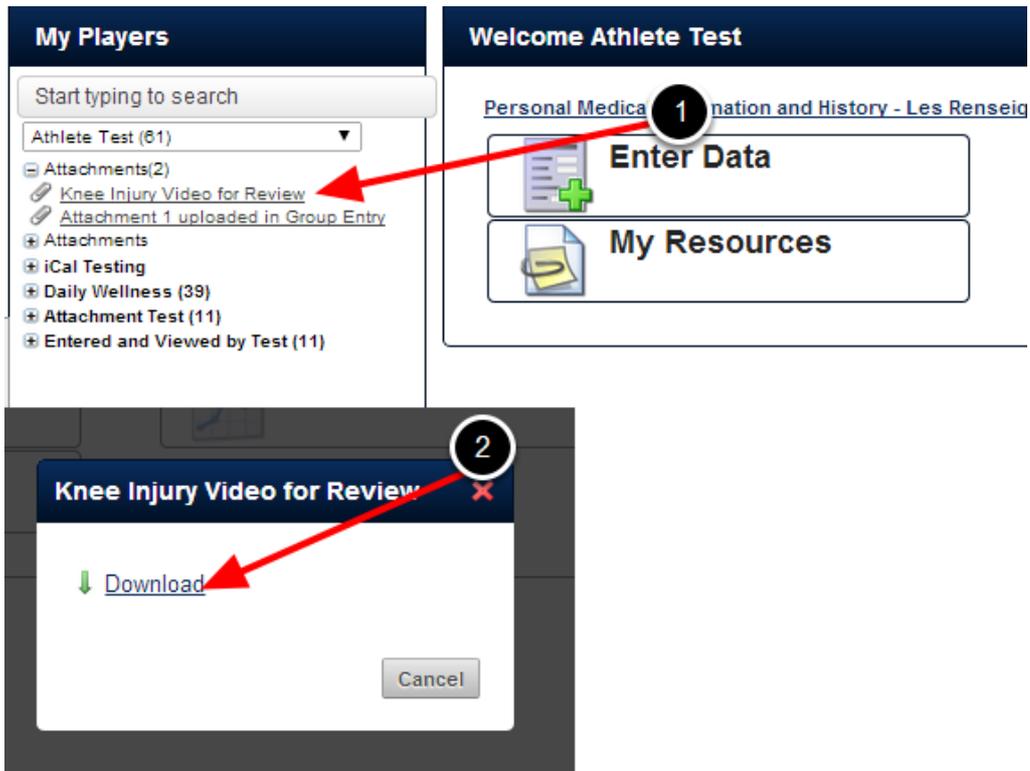
Adding in a database

If the athlete has been given read/write access to the form, they will see this Entry in their Schedule, Sidebar, History etc. If they also have access to the

The screenshot shows a user interface for an athlete's profile. On the left is a sidebar titled "My Players" with a dropdown menu set to "Athlete athlete (10)". Below the dropdown are sections for "Attachments(2)", "Daily Wellness (2)", and "Attachment Test (8)". The "Attachment Test (8)" section is expanded to show a "History" list of entries with dates and descriptions. On the right is a "Welcome Athlete athlete" header with a "My Schedule" button. Below this are three buttons: "My Resources", "My Personal Bests", and "My History". A black callout box with white text says "Any Attachments and Attachment-Resources appear in the sidebar" with a red arrow pointing to the "Attachment Test (8)" section in the sidebar. Another black callout box with white text says "The Form appears on the athlete's History and Sidebar" with a red arrow pointing to the "History" list in the sidebar.

Any Attachments and Attachment Resources will appear in the Attachments List in the Sidebar. The attachment can be downloaded from here, or by opening the Event Form, or from the My Resources Module (if the attachment is set up as an Attachment-Resource, and the athlete has access to the My Resources Module).

The athlete can download the attachment directly from the Sidebar



The athlete can open the Event Form, download the Attachment and enter in any relevant data into the Event Form

The screenshot shows a web application interface for editing an attachment test. The main window is titled "Edit Attachment Test for Athlete Test" and includes an "Undo" button. The form displays the following information:

- On Date:** Mon 03-February-2014, from 9:15 AM to 10:15 AM.
- Status:** This Attachment Test is marked as Completed.
- Attachments:** A list containing "Knee Injury Video for Review" with a "Download" link and a "Knee Injury Video for Review" button. A red arrow points to the "Download" link.
- Main Section:**
  - Migrated on Parent:** Athlete has reviewed. This was needed to allow the event to be saved.
  - Number:** 5.0
  - Adding in for resave:** 9.00
  - Adding in a database:** Please contact your administrator. No Database selected.

At the bottom of the form, there are buttons for "Save And Print", "Save & Close", "Save Draft", and "Cancel".

A sidebar on the left, titled "My Players", contains a search bar and a list of attachments. A red arrow points to the "Knee Injury Video for Review" attachment in the list, which is marked with a circled "1".

A modal window titled "Knee Injury Video for Review" is open, showing a "Download" button with a red arrow pointing to it, marked with a circled "3".

If the Event Form Attachment is set up as an Attachment-Resource, the athlete will also be able to access the Attachment from the My Resource (providing they have the correct Form and Category permissions)

Welcome Athlete Test

Personal Medical Information and History - [Less Ben](#)

Enter Data

My Resources

Attachment-Resources will be available in the My Resources section

Select Resources To View

Filters

Contains

Owner

Equal To

User Test

Show My Resources

Athlete

Equal To

Selected

Category

Equal To

Athlete

Sub Category

Equal To

Tags

Contains

File Type

Equal To

Selected

Record Type

Equal To

Selected

Document Date

All (History and Future)

Last Updated

All (History and Future)

Search

Resources

Click on a row to view the resource in more detail.

Document Da	Last Updated	Title	Author	Owner	Athletes
05-02-2014	14-02-2014	Attachment 2	uploaded in Resources	User Test	User Test
03-02-2014	10-02-2014	Knee Injury Video for Review	User Test	User Test	Athlete Test

Showing 50 per page

Click to open

Click to Search

Knee Injury Video for Review

Download File

Test User said ages ago

You can add a comment and click on the Add New Comment button

Message

Add comments or download file

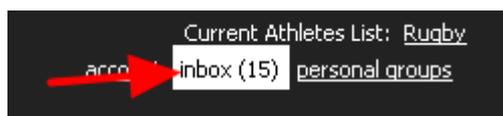
To be able to access the Attachment-Resource, the Athlete MUST have read access to the Event Form, AND Access to the Category that the Attachment Resource is stored in (e.g.in the example in the steps above the Resource was added to the Category called "Athlete"). The Category was enabled on the Role permissions for the athlete.

# Messaging

# Inbox and Sending Messages

You have access to the internal mail where alerts and internal messages are all sent.

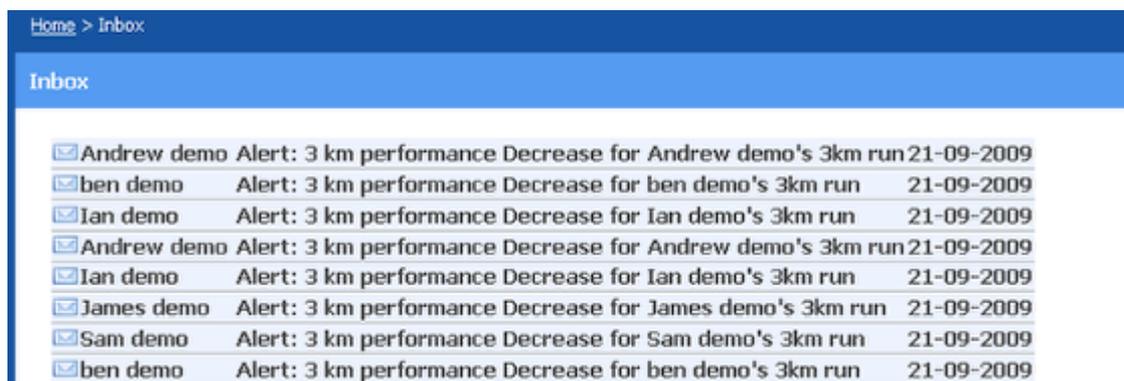
## Internal Mail within the system



At the top right of the page you can access your internal mail box. The number of unread messages appears beside the inbox link. In this image above it shows 15.

Click the link to be taken to the Messaging tools within the system.

## Inbox



All message appear on the right. Messages can be sent by other users to your account. Additionally, any Performance Alerts are also sent through the internal mail.

To read /delete a message simply click on it (as shown below)

## Reply or Delete

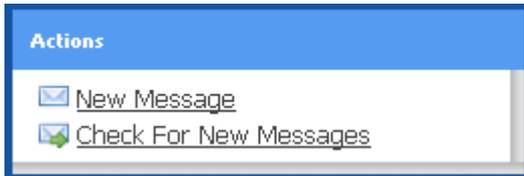


#1 To delete the message, click on the red delete icon

#2 To Reply, click on "Reply"

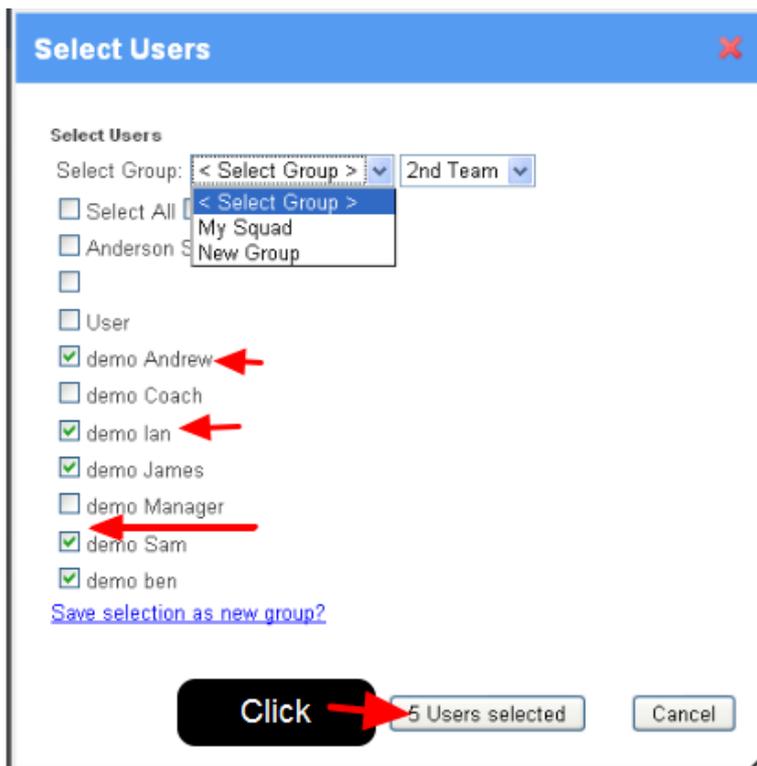
#3 To return to the inbox, click on the Inbox link in the trail bar above the message

## To send messages to a Users or group of Users external Mail address (e.g. their actual e-mail address)



Click on "New Message" to the right of the Inbox Page

## Send Message: Select the Users



Select the users you require the message to go to by placing a tick beside their name. Alternatively, you can choose from different athlete groupings (including Personal Groups).

## Add in Subject and Message

Send Message To	<a href="#">5 Users selected</a>
Subject	<input type="text" value="Add in Subject"/>
Message	<input type="text" value="Add in the Message to the athletes"/>

## Choose where you want the message to be sent to

Send Message Via	<input type="text" value="Email"/>
Attachment	<ul style="list-style-type: none"><li>Internal Only</li><li>Email</li><li>SMS (Text Message)</li><li><b>Email and Text Message</b></li></ul>

You can choose where you want the message to be sent to:

**Internal Only** will be sent to their software's Internal mail inbox.

**Email** will be sent to the e-mail address that they used when they signed up for the software e.g. a g-mail account.

**SMS (Text Message)** will be sent to any cell-phone number that they have saved on their account settings.

**Email and Text Message** will send the message to a cell phone and an external mail account such as g-mail.

## Upload any attachment and click Send

Send Message To [5 Users selected](#)

Subject

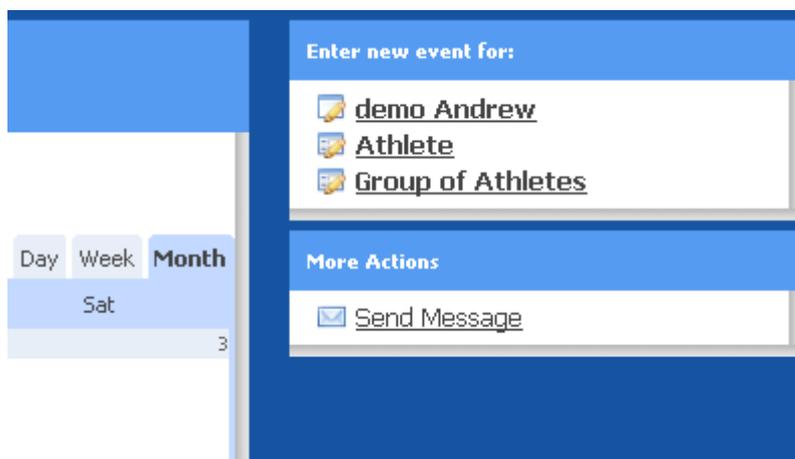
Message

Send Message Via

Attachment [test.hrm](#) [Replace file](#)

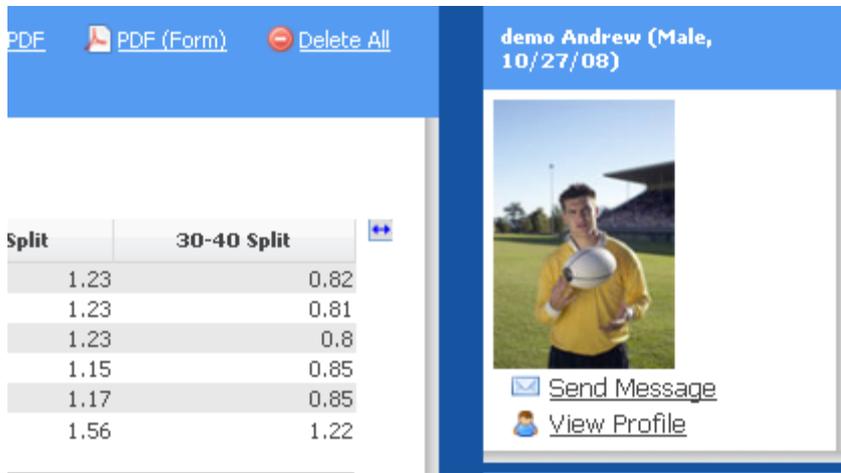
To Upload an attachment, click "Browse" and once you find the file click and upload it.  
Then click "Send"

## Other modules of the system where you can send messages from: Calendar



When you are viewing an athlete's calendar you can click on a "Send Message" button and the athlete who you are viewing will be selected to send a message to. The messaging component is exactly the same as that shown above.

## Messages from the Athlete History Module

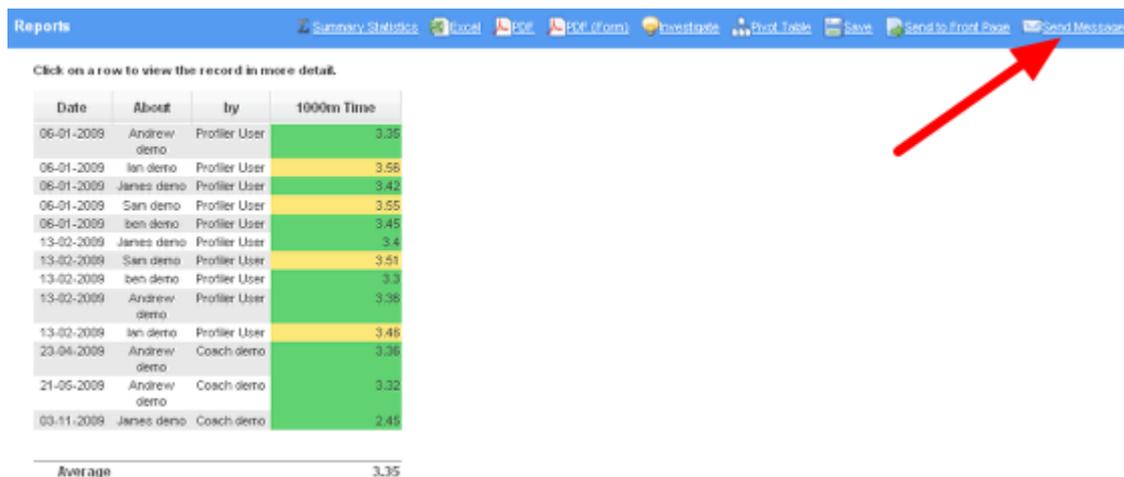


The screenshot shows a user interface for an athlete's history. On the left, there is a table with two columns: 'Split' and '30-40 Split'. The table contains six rows of data. On the right, there is a profile card for 'demo Andrew (Male, 10/27/08)'. The card features a photo of a man in a yellow shirt holding a white ball. Below the photo are two buttons: 'Send Message' and 'View Profile'.

Split	30-40 Split
1.23	0.82
1.23	0.81
1.23	0.8
1.15	0.85
1.17	0.85
1.56	1.22

When you are viewing an athlete's history on the Athlete History Page you can click on the "Send Message" button and the athlete who you are viewing will be selected to send a message to. The messaging component is exactly the same as that shown above.

## Messaging in the Reports Module can be used to send a message to all athletes included as part of a report



The screenshot shows a 'Reports' module interface. At the top, there is a navigation bar with several icons and buttons, including 'Send Message'. A red arrow points to the 'Send Message' button. Below the navigation bar, there is a table with columns: 'Date', 'About', 'By', and '1000m Time'. The table contains 15 rows of data. At the bottom of the table, there is an 'Average' row with a value of 3.35.

Date	About	By	1000m Time
06-01-2009	Andrew demo	Profiler User	3.35
06-01-2009	Ian demo	Profiler User	3.55
06-01-2009	James demo	Profiler User	3.42
06-01-2009	Sara demo	Profiler User	3.55
06-01-2009	ben demo	Profiler User	3.45
13-02-2009	James demo	Profiler User	3.4
13-02-2009	Sara demo	Profiler User	3.51
13-02-2009	ben demo	Profiler User	3.3
13-02-2009	Andrew demo	Profiler User	3.38
13-02-2009	Ian demo	Profiler User	3.48
23-04-2009	Andrew demo	Coach demo	3.36
21-05-2009	Andrew demo	Coach demo	3.32
03-11-2009	James demo	Coach demo	2.45
Average			3.35

You can run a report using the Reports Module. All of the athletes who's data appears in the report can be send a message by selecting "send message". The message box will appear and can be completed as shown in the previous steps.

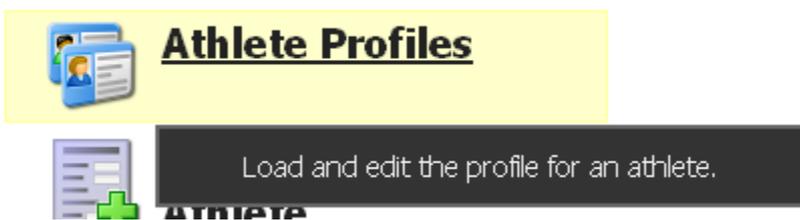
# Access Profile Information

# Viewing an Athlete's Profile

## Profile Information

The [Athlete Profiles Page](#) allows you to enter/view profile information about the athlete, their medical support team, or any other Profile information that your organisation/sport feel is important to capture.

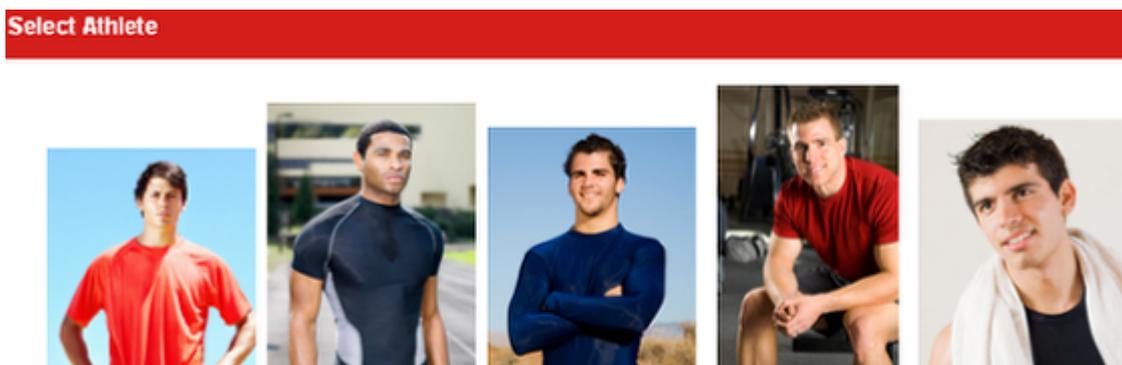
## Athlete Profile Information



To view an Athlete's Profile information:

Select the "Athlete Profile" link on the Home Page (shown in the Image above).

## Select the Athlete



Click on their profile photo, or name.

You can also access Profile data for a specific athlete using the sidebar if you have access to it

Three Player (75) ▾

- [-] Injury Record
  - New Injury Record
- No Data Found
- [+] Ankle Ax
- [+] Medical (1)
- [+] Monitoring (72)
- [+] Physio
- [+] Physiotherapy Screening
- [+] Counter Movement Jump
- [+] all (2)

Three Player (Male, 16, 05-04-1995)

- [✉] Message
- [📅] History
- [👤] Profile
- New Injury Record
- New Ankle Ax



All of the Profile information that you have access to will appear



**Profile**

Profile  
Profile  
Profile Testing

**Personal details**

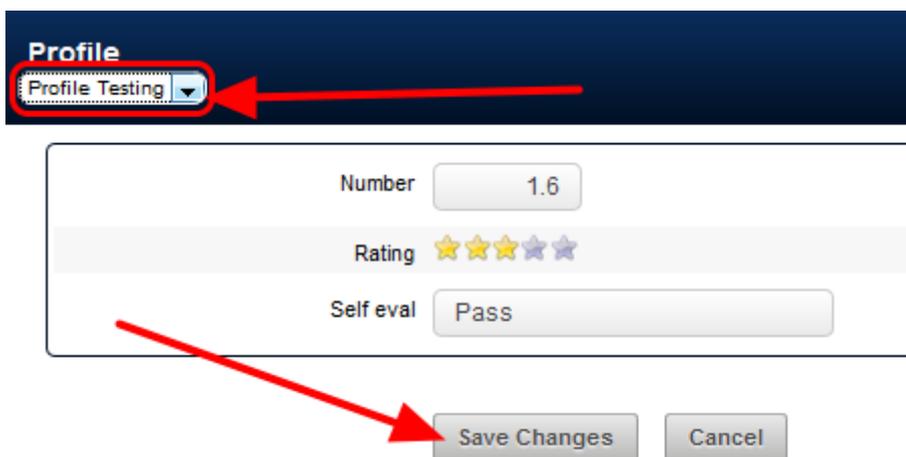
To adjust personal details please contact your administrator.

First Name	Player
Last Name	Three
Email Address	player.three@smartabase.com
Sex	Male
Date of Birth	05-04-1995
Phone Numbers	
Addresses	Primary

**Profile Testing**

Number	1.6
Rating	★ ★ ★ ☆ ☆
Self eval	Pass

To Edit an existing Profile select the Profile Form you need to update and then save the changes



**Profile**

Profile Testing

Number	1.6
Rating	★ ★ ★ ☆ ☆
Self eval	Pass

Save Changes Cancel

Select the correct Profile information to view/complete:

There may be one or more forms for you to view/update depending on your organisation/ sports requirements.

1. Click on the drop down list and select the Profile Form that you want to complete.

2. Complete the information.

3. Click "Save Changes".

4. Enter/update any other Profile forms (available from the drop down list ) and **Save** your changes.

To view a different athlete, click on the "Select An Athlete" link in the trail bar.

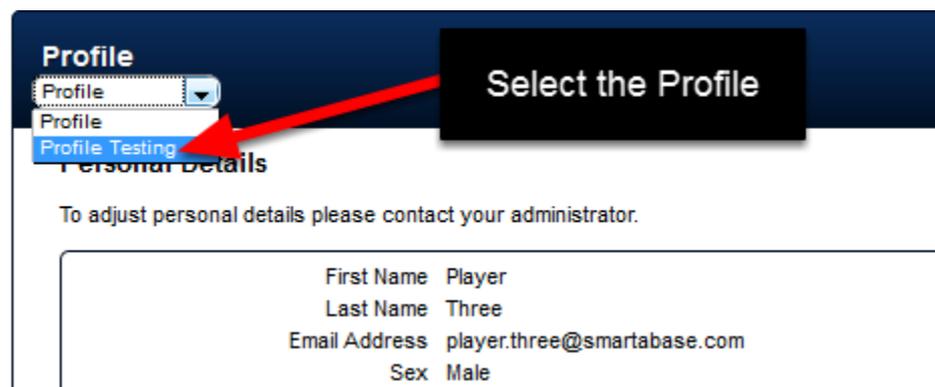
# You can create a PDF of any of the Profile Pages in the system

Previously, you could only generate a PDF of ALL of the Profile Pages combined in one PDF report.



The PDF button was only available to generate a PDF print off of all of the Profile Data combined. You could not open just one of the Profile Pages and create a PDF of that.

Now, you can go to any of the Profile Pages and create a PDF of the data from each Profile



Once the Profile Page is loaded, just click on the PDF (top right) to create a PDF of the Profile Page.

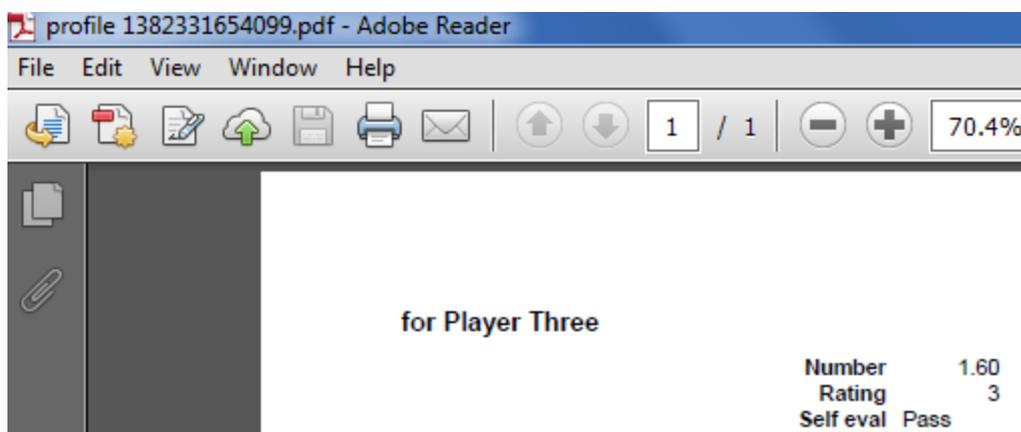


The File will be available from your downloads



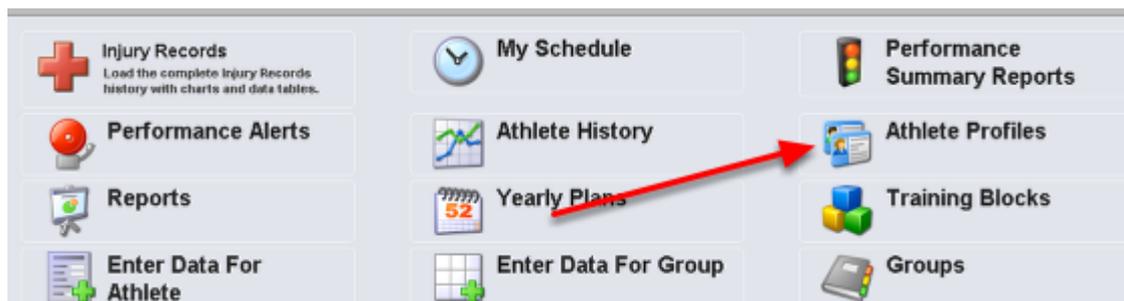
Open the PDF and save it if you require or Print it off.

A PDF of the Profile Page will be available to print off. The image here shows the PDF of the Medical Profile Page.



# How to get a complete Report of ALL Profile Data entered for a Profile Form

You can instantly generate a file of ALL Profile Data entered in the Profile Pages. If you are a coach or a staff member and you need a copy of this information you will need to ask you Site Builder.



Athlete Profile Pages are used to store information about an athlete that you do not need to keep a track of changes of. It stores the latest information and this data can be pulled through into Event Forms or it can be set to show alongside Reports and Excel Reports.

Previously, to get a list of any Profile Data entered for an athlete, you had to run a report on the Reports page and include the specific Profile Page in the report and then do an excel export.

The screenshot shows a web application interface for generating reports. On the left, there are several filter sections: 'Type of Event' (set to 'Allergy'), 'Athlete(s)' (10 Athletes selected), 'Date Interval' (All History), and 'Include the most recent result'. Below these are buttons for 'Add Date Range', 'Run Report', and 'Clear'. The 'Advanced' section has checkboxes for 'Date Of Birth', 'Age', 'Sex', 'Groups', 'Include Whole Record', and 'Creation Date'. At the bottom of the sidebar, there are dropdowns for 'Profile Form Example' and 'No Filter', and an 'Add Profile Form' button.

The main area displays a table with the following columns: Date, Profile For, Allergy, and Type. The table contains several rows of data, including dates from 09-08-2011 to 08-10-2011, names like Donald and Athlete 1, and allergy types like Bee Stings, Codeine, Carrot, Peanuts, and Food. A red arrow points to the first columns of the table, which are labeled 'Profile For'. A black box with white text says 'Profile Data appears in the first columns'.

To access a group of athletes' Profile Data, you had to go to the Reports Page, include a Profile page in a report and then the Profile fields that were set as summary fields would pull through into the Report. Then you could generate an Excel Report of this data.

However, if an athlete did not have a record for the Event that you were running a Report for then the Profile Data would not be shown. Often you had to enter in a group entry for all of the players you wanted to run a reports for before you could generate a complete list of all of the Profile Data. This workflow was time consuming and prone to issues.

Now, your Builder you can go directly to the Profile Pages on the Builder Site and click on "Download Report" for the Profile information that you require.



On the Builder site open the Profile Pages and click on Download Report

A .csv file download will appear in your downloads directory.



The file will consist of all of the athlete's administration details (name, address, e-mail ,sex) and then the subsequent columns will be all of the Profile Page Fields for the Specific Profile Page that you ran the download for

I	J	K	L	O	P	Q	R	S	T
one 2	Phone 3	Use Sex		First Name	Last Name	Full Name	Date of Bi	Nickname	Place of B Shi
		test Male		Test	Test	Athlete1	#####		UK Lar
me +	Home +	Karl Female		ort.com					
me +1		Sara Female		testathlete33@fusionsport.com					
		Male		testathlete33@fusionsport.com					r Sm
		Don Male		testathlete33@fusionsport.com			#####		Lar

Builder's, if you are generating this list for a coach or administrator please ensure that the users receiving this file have clearance to view the athlete's data in this file. The download generates the profile data for ALL of the users with that Profile Data!

# Landscape or Portrait is now available on Athlete History and Reports for the PDF (form) feature

Previously, you could only generate a PDF(form) on the athlete history and it would always default to landscape view

The screenshot shows the 'Anderson Jamie's Performance History' page. At the top right, there are buttons for 'Summary Statistics', 'Excel', 'PDF', and 'PDF (Form)'. Below these are dropdown menus for 'History to view: 1 and 3 RM Testing' and 'Dates: All History'. A table of performance data is visible, with columns for 'Date', 'by', '1RM Bench Press', '1RM Chin Up', '1RM Back Squat', and 'Comments field'. A 'Report Settings' dialog box is open in the foreground, with a red arrow pointing from the 'PDF (Form)' button to the '2 columns' radio button. The dialog box contains fields for 'Enter report file name:' (1 and 3 RM Testing PD), 'Email a copy to' (No Users selected), and 'Columns' (1 column, 2 columns, 3 columns, 4 columns). The '2 columns' option is selected.

The data displayed in Landscape Layout by default.

The screenshot shows a PDF report titled '1 AND 3 RM TESTING FOR JAMIE ANDERSON'. The report is displayed in a landscape layout. The data is organized into sections for '1RM Weights' and '3RM Weights'. The '1RM Weights' section includes '1RM Bench Press' (119.00kg), '1RM Chin Up' (120.00kg), and '1RM Back Squat' (122.00kg). The '3RM Weights' section includes '3RM Bench Press', '3RM Chin Up', and '3RM Back Squat'. The report also includes a 'Comments field' and a date stamp 'Tue 05 January 2010, 10:45AM'. A red double-headed arrow points from the text 'Landscape Layout' to the report content.

Now you can select to generate a PDF(form) using a Landscape view or a Portrait view

**Report Settings**

Enter report file name:  
1 and 3 RM Testing PD

Email a copy to  
No Users selected

Page Format  
 Landscape  Portrait

Columns  
Enter the number of columns for printing.  
 1 column  2 columns  3 columns  4 columns

Create PDF Form Report Cancel

The data displaying in Portrait Layout

**Portrait Layout**

**1 AND 3 RM TESTING FOR JAMIE ANDERSON**  
Tue 05 January 2010, 10:45AM

**1RM Weights**  
1RM Bench Press 119.00kg  
1RM Chin Up 120.00kg  
1RM Back Squat 122.00kg

**3RM Weights**  
3RM Bench Press  
3RM Chin Up  
3RM Back Squat  
Comments field

Sat 06 February 2010, 10:45AM

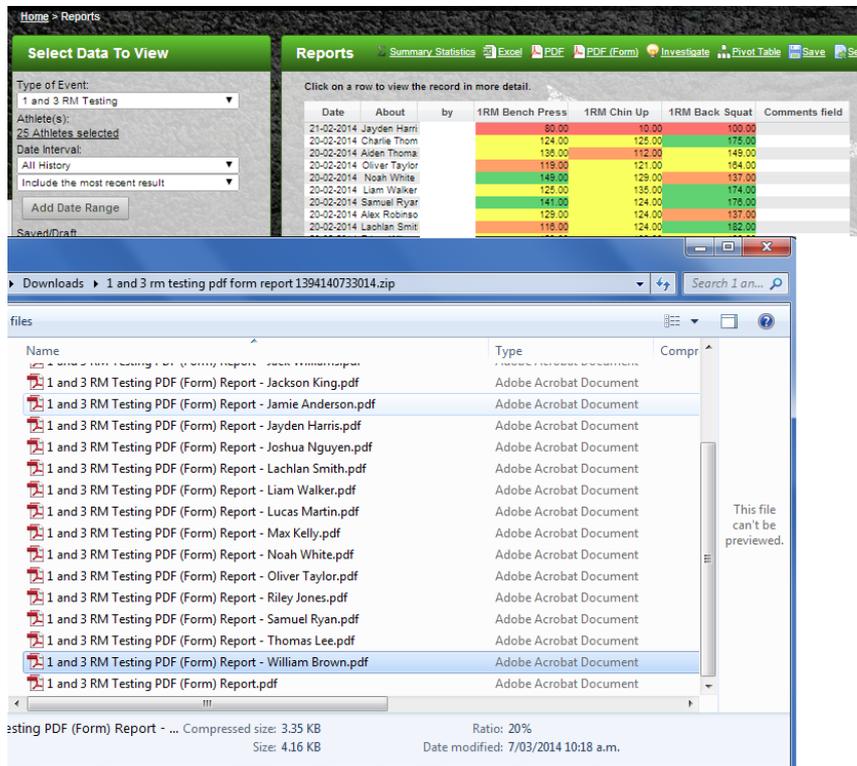
**1RM Weights**  
1RM Bench Press 121.00kg  
1RM Chin Up 123.00kg  
1RM Back Squat 127.00kg

**3RM Weights**  
3RM Bench Press  
3RM Chin Up  
3RM Back Squat  
Comments field

Sun 07 March 2010, 10:45AM

**1RM Weights**  
1RM Bench Press 122.00kg  
1RM Chin Up 128.00kg

If you use the PDF(form) on the Reports Page, it will generate a separate file each athlete, AND a combined file with all athletes data.



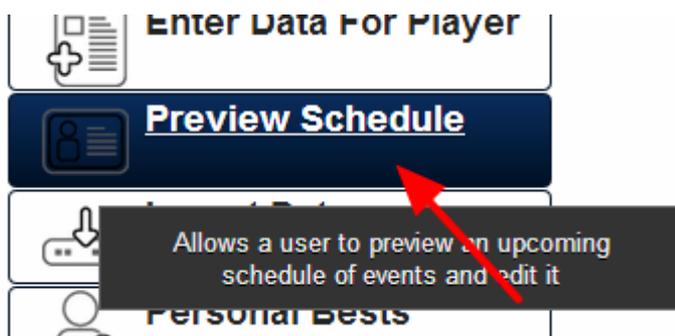
**WARNING:** This may take a while to run depending on the number of athletes that you run the report for

# Preview Schedule Module

The Preview Schedule Module was designed for a few key users in your organisation to Publish multiple scheduled events at one time. This is NOT a system module that athletes or regular coaches need access to.

Access to the Preview Schedule Module was designed to allow a user to view 1-2 weeks of "Draft" data (unpublished and hidden from any users). Then, multiple events can be published scheduled at once. This turns all Draft (hidden) data into Published events that are accessible to that any users with access to the event form.

The Preview Schedule Module is available on the main application



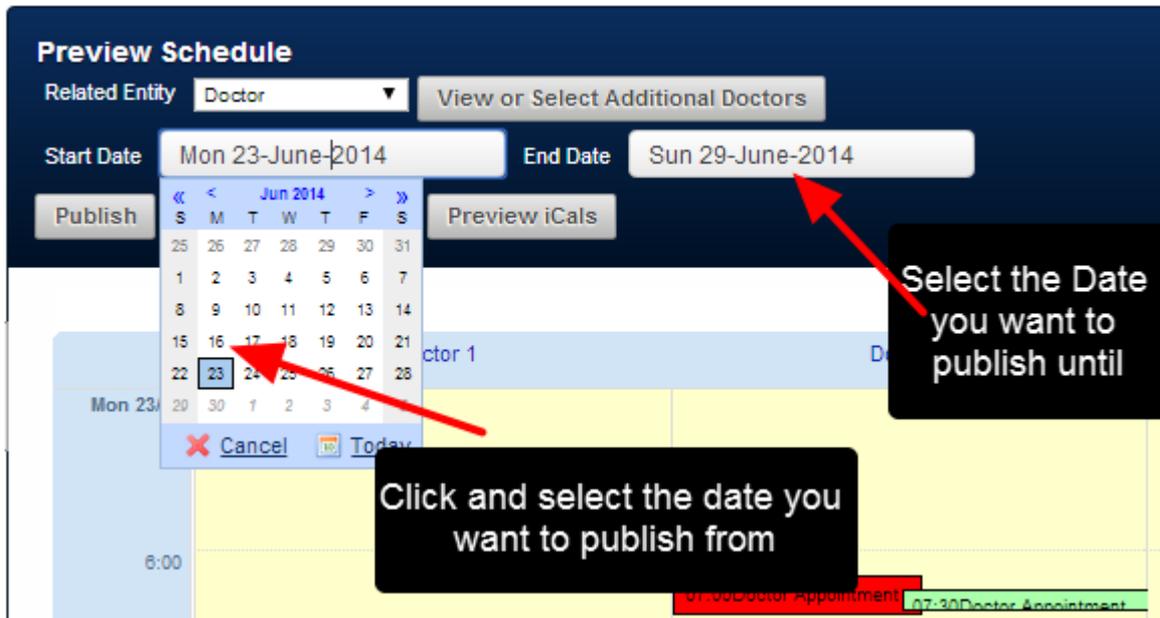
It enables users to see all Draft and Published Scheduled events for any Related Entities used in the Schedule forms that the user has access to (e.g. Doctor, Room etc.).



The image in the example here shows that published (green) and unpublished events appear in the preview schedule module.

Select the Start Date and the Finish Date that you want to view the Scheduled Data for. This selects the Period that you want to Publish the Data for

[Home](#) > Preview Schedule



Select the Start and Finish Date that you want to Publish the Schedule Events For

N.B. You can only publish Scheduled Events that you have access to, for the users and Related Entities that you have access to. Ideally, a main administrator who has access to Publish Scheduled Events via the Preview Schedule Module, should have access to all athletes and all Scheduling Event Forms.

The data from that period will load. You can view the Schedule Calendar by moving back and forward through the dates that have been selected

Related Entity: Doctor | View or Select Additional Doctors

Start Date: Mon 23-June-2014 | End Date: Sun 29-June-2014

Buttons: Publish, Publish With iCals, Preview iCals

Calendar view for Doctor 1, Doctor 2, Doctor Black

Callout 1: You cannot view the data past the "Start Date", unless you select a different start date

Callout 2: You cannot view the data past the "End Date", unless you select a different end date

If any "Conflicts" occur within the data range (e.g. double bookings of a related entity), these appear at the top of the Preview Schedule Module in the Conflicts Detected Section

Home > Preview Schedule

Preview Schedule

5 conflicts detected

Conflicts for Coach/Teacher:

- Anderson: Mon 23/06 09:00 - 09:30

Conflicts for RE:

- Anderson: Mon 23/06 09:00 - 09:30
- Anderson: Mon 23/06 09:00 - 09:30
- Anderson: Mon 23/06 09:00 - 09:30

Related Entity: Coach/Teacher | View or Select Additional Coach/Teachers

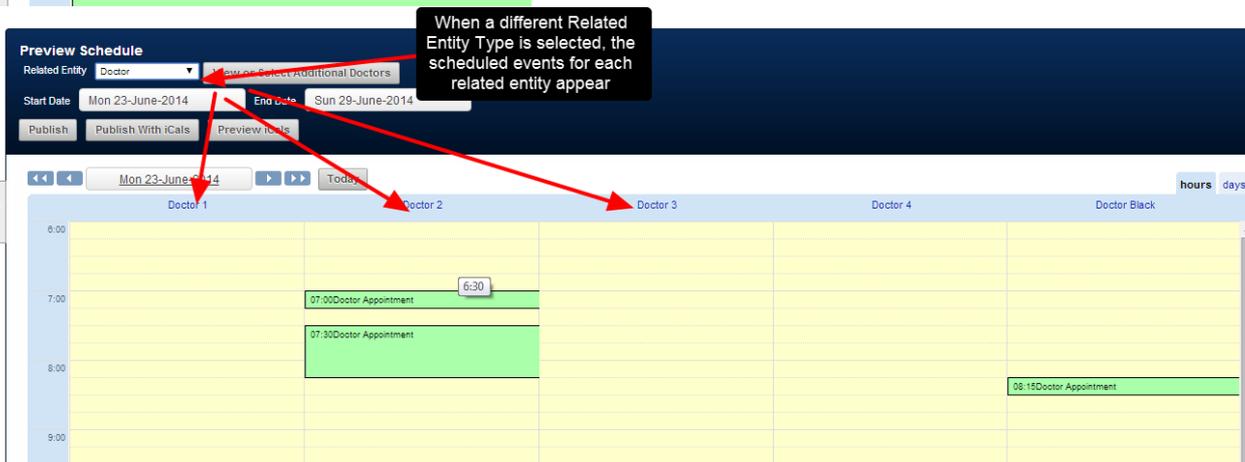
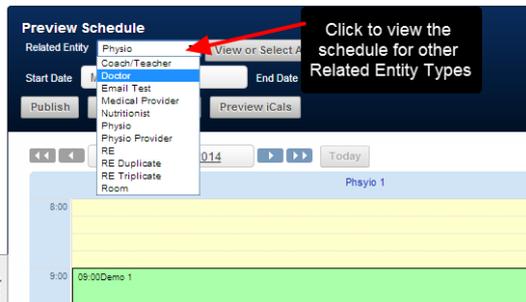
Callout 1: Preview the Conflicts that have occurred. See the name of the related entity, and the date and time

Callout 2: You may need to scroll to see them all

Any conflicts (double bookings for a single related entity) will appear for ALL Related Entities Types for the time period you have selected. In the example here, you can see that a number of conflicts exist for the Coach/Teacher Related Entity Type for the related entity "Anderson".

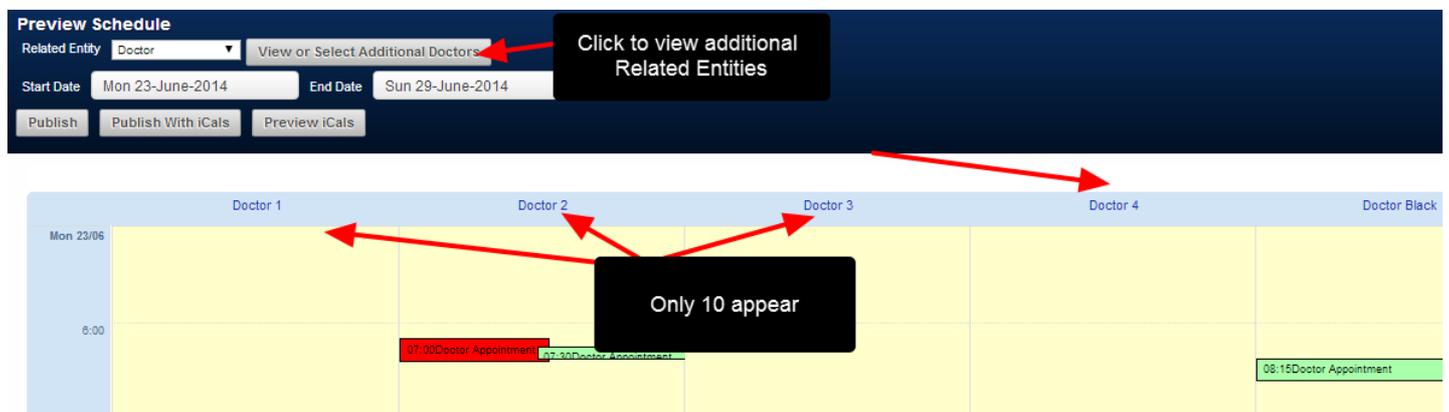
N.B. To resolve these types of conflicts, see the subsequent section on Scheduling Conflicts

Click on the "Related Entity" Dropdown selector to view the schedule for different Related Entity Types used in Scheduling Forms



E.g When Doctor is selected, the schedule events for a Doctor appear.

Only the first 10 Related Entity records will appear (in alphabetically order), but you can view and select any records via the "View or Select Additional ..." button (as outlined in the step below)



Click "View or Select Additional ...." to select different related entities to view, e.g. in this instance the Related Entity is a Doctor

**Preview Schedule**  
Related Entity: Doctor View or Select Additional Doctors  
Start Date: Mon 23-June-2014 End Date: Sun 29-June-2014  
Publish Publish With iCals Preview iCals

**Select Related Entities To Display** (2)

Doctor 1  Doctor Ortho 1  Dr Yellow  
 Doctor 2  Doctor Ortho 2  
 Doctor 3  Dr Orange  
 Doctor 4  Dr Pink  
 Doctor Black  Dr White

You currently have the maximum number of options selected

Update Cancel

1 Click to select different doctors to view

2 Select or deselect accordingly

**Select Related Entities To Display** (3)

Doctor 1  Doctor Ortho 1  Dr Yellow  
 Doctor 2  Doctor Ortho 2  
 Doctor 3  Dr Orange  
 Doctor 4  Dr Pink  
 Doctor Black  Dr White

You currently have the maximum number of options selected

Update Cancel

The Preview will display the related entity records that were selected

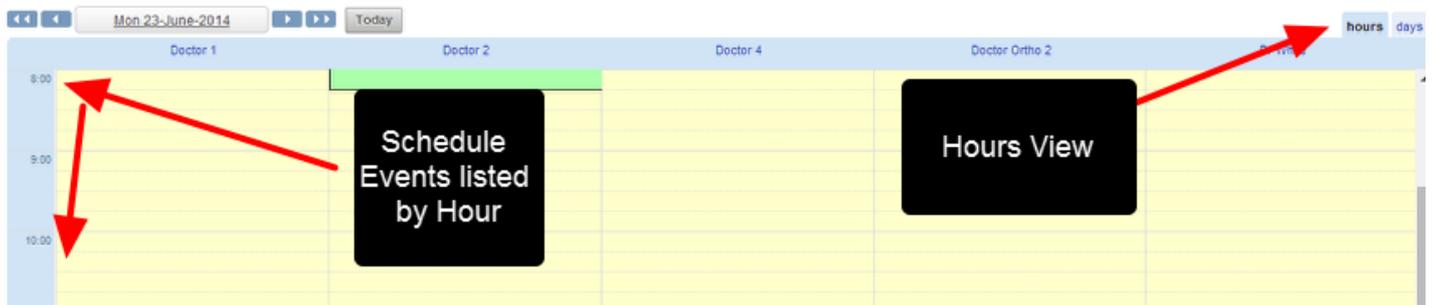
**Preview Schedule**  
Related Entity: Doctor View or Select Additional Doctors  
Start Date: Mon 23-June-2014 End Date: Sun 29-June-2014  
Publish Publish With iCals Preview iCals

**Doctors Selected Above**

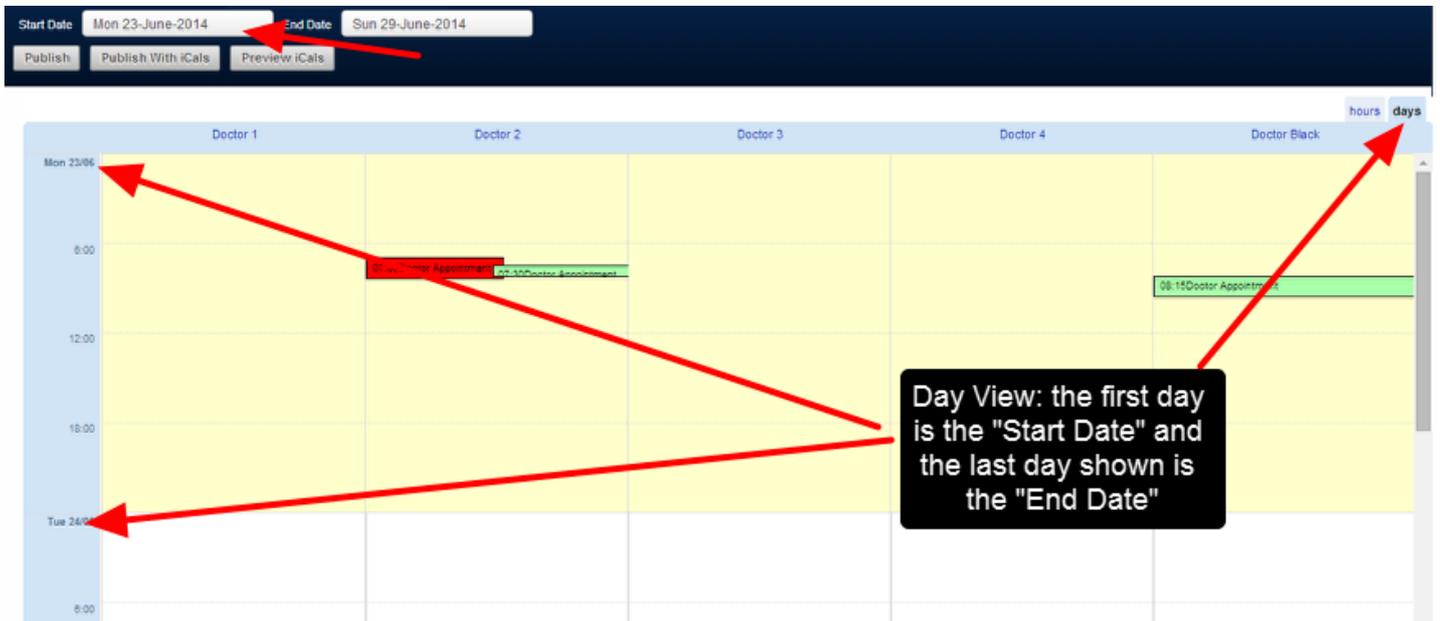
Mon 23-June-2014 Today hours days

	Doctor 1	Doctor 2	Doctor 4	Doctor Ortho 2	Dr White
8:00					

# The Scheduled Events for the Related Entities can be viewed by Hours or Days



# The Schedule Events for the Related Entity as a Day view



You can resolve any conflicts (see the subsequent section on conflicts) and then Publish all of the Schedule Events for the chosen period (see the subsequent section on Publishing)

The screenshot shows a scheduling interface with a dark blue header bar. The header bar contains two date input fields: "Start Date" with the value "Mon 23-June-2014" and "End Date" with the value "Sun 29-June-2014". Below these fields are three buttons: "Publish", "Publish With iCals", and "Preview iCals".

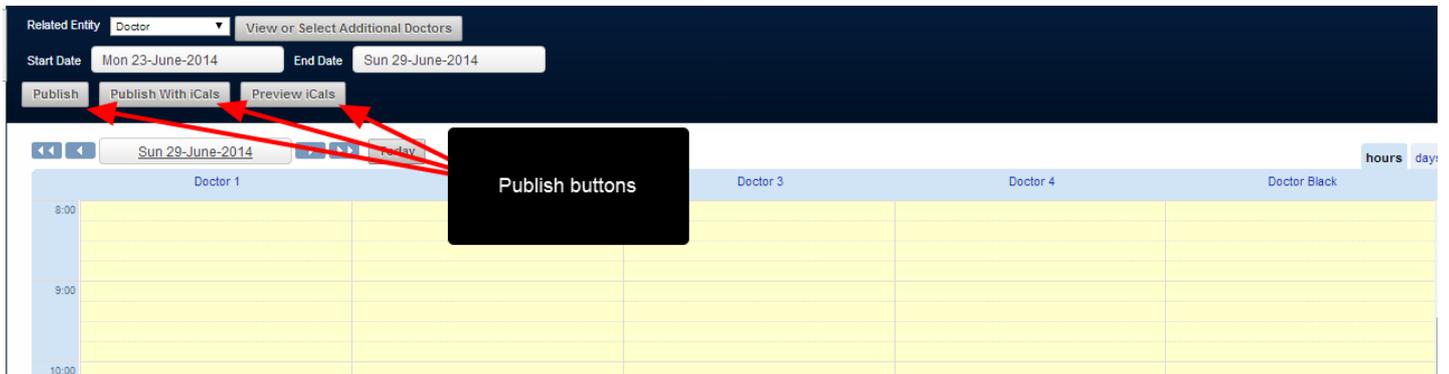
Below the header bar is a grid representing a schedule. The grid has columns for "Doctor 1", "Doctor 2", and "3". The rows represent time slots, with "Mon 23/0" at the top and "12:00" at the bottom. A red box highlights a "07:00 Doctor Appointment" in the "Doctor 2" column, and a green box highlights a "07:30 Doctor Appointment" in the "Doctor 3" column.

Three callout boxes with red arrows point to specific elements:

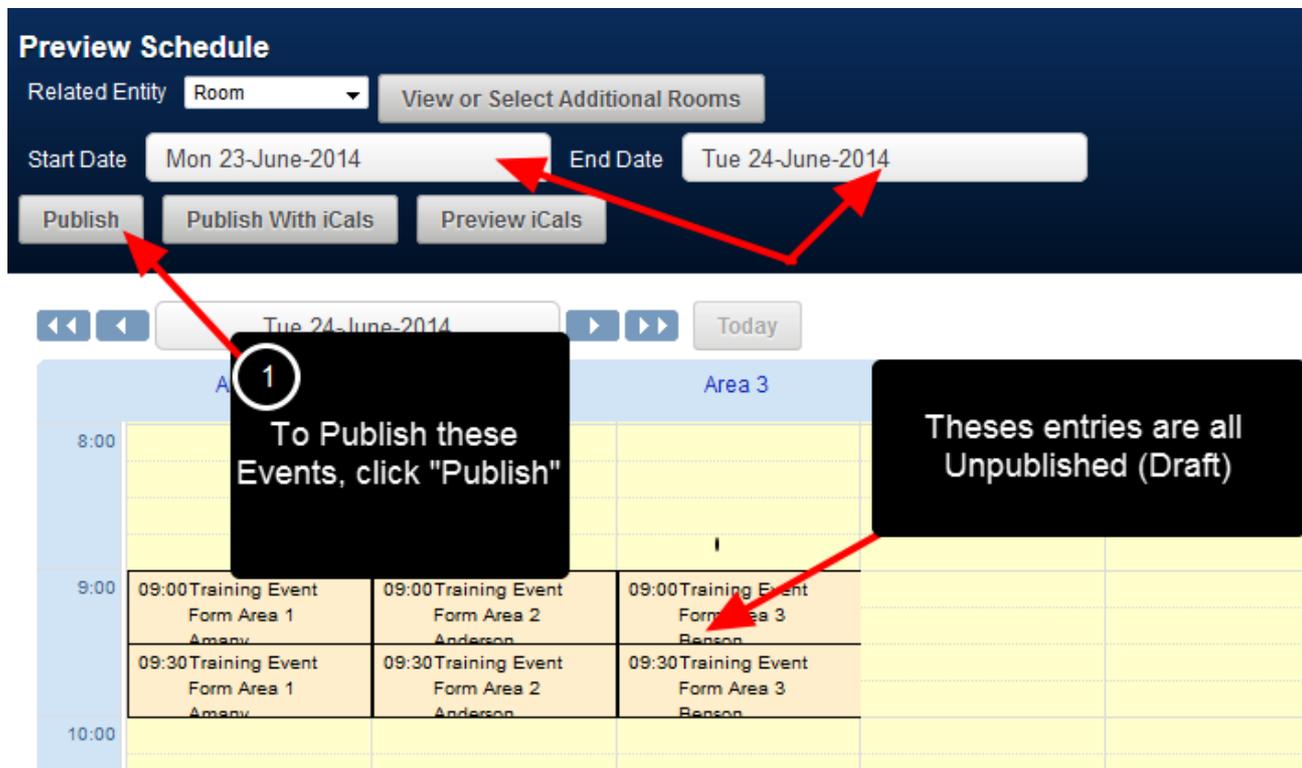
- A callout box labeled "Publish or Publish and send iCals" has two red arrows pointing to the "Publish" and "Publish With iCals" buttons.
- A callout box labeled "Click to open and edit/view" has a red arrow pointing to the "07:30 Doctor Appointment" event.

# Preview Schedule Module: How to Publish Draft Scheduling forms and send iCALS

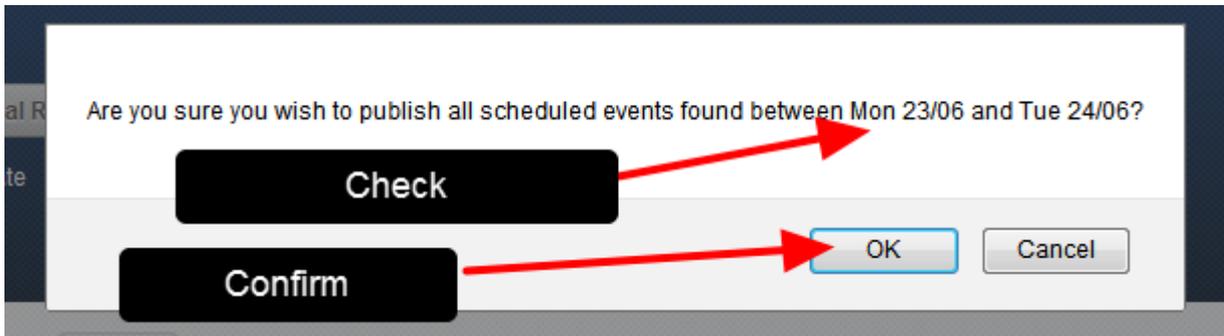
After a publishing date period has been selected, and any conflicts are resolved, the Draft Data can be published



Publish: the Draft Scheduled Entries can be Published so that they appear for the appropriate users.

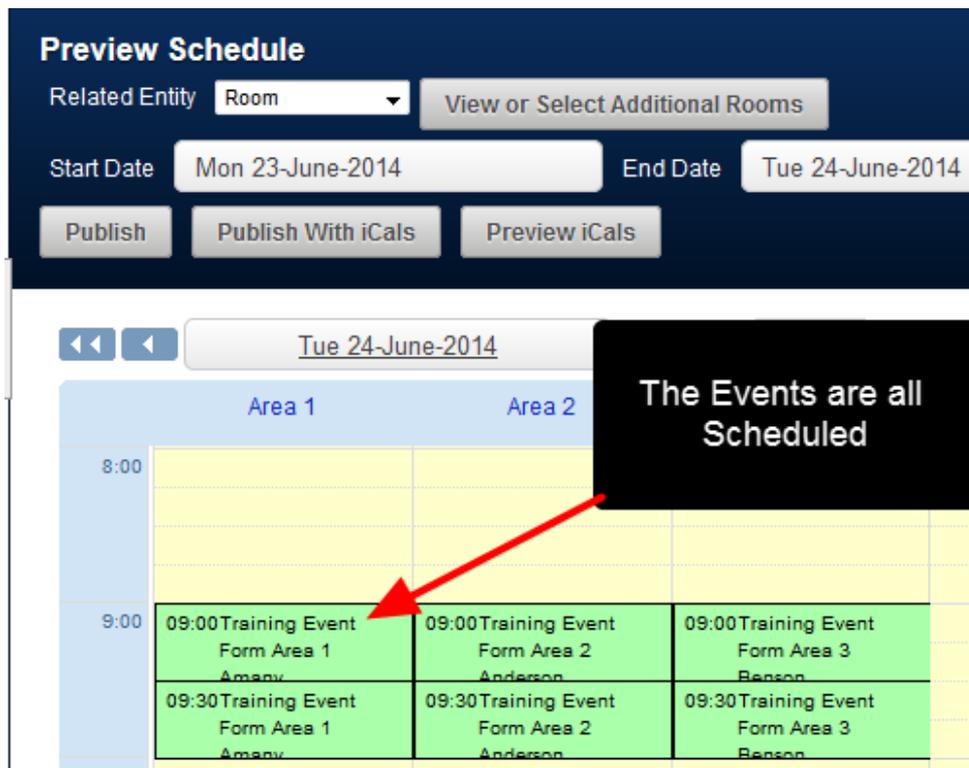


A confirmation pop-up will appear to confirm the Publishing of the Events for the selected data range- click OK



Once the Publish has been confirmed the entries will all be published.

The Scheduled Events will change from "Draft" to "Published", and any users with permission will be able to access these events in their calendar/sidebar etc



## An example of the player's calendar

Start typing to search

All Players

- Athlete 1 (13)
- Athlete 993 (6)

Athlete 1

Tue 24-June-2014 Today

Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

09:00 Training Event Form Area 2  
asfsdaf  
On

09:00 Training Event Form Area 1  
Benson  
New Stretching  
Technique review  
On

09:00 Training Event Form Area 3  
Benson

Anderson  
Athlete 1, Athlete 993  
Rescheduled

Published Events appear

Draft Scheduled Events can also be Published and iCals can be sent to an e-mail associated with each related entity record

Related Entity Room View or Select Additional Rooms

Start Date Mon 23-June-2014 End Date Tue 24-June-2014

Publish Publish With iCals Preview iCals

Tue 24-June-2014 Today

Area 1 Area 2

8:00 08:00 Training Event Form Area 2 Anderson

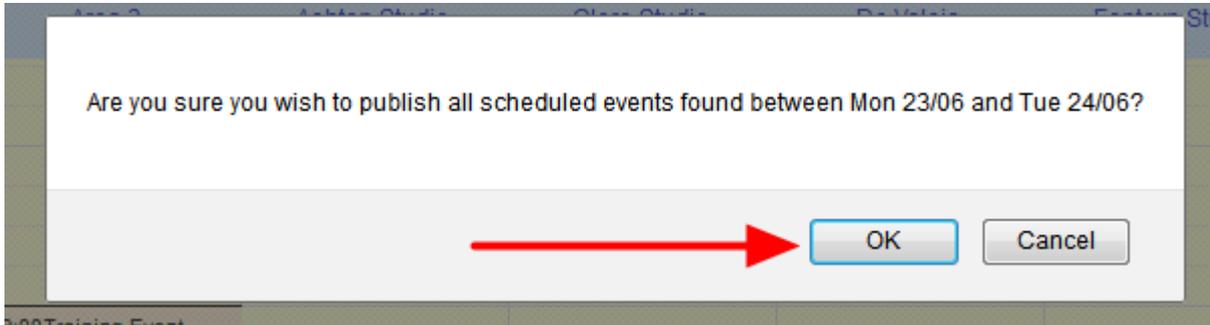
9:00 09:00 Training Event Form Area 1 Amanv  
09:00 Training Event Form Area 2 Anderson  
09:00 Training Event Form Area 3 Benson  
09:30 Training Event

2

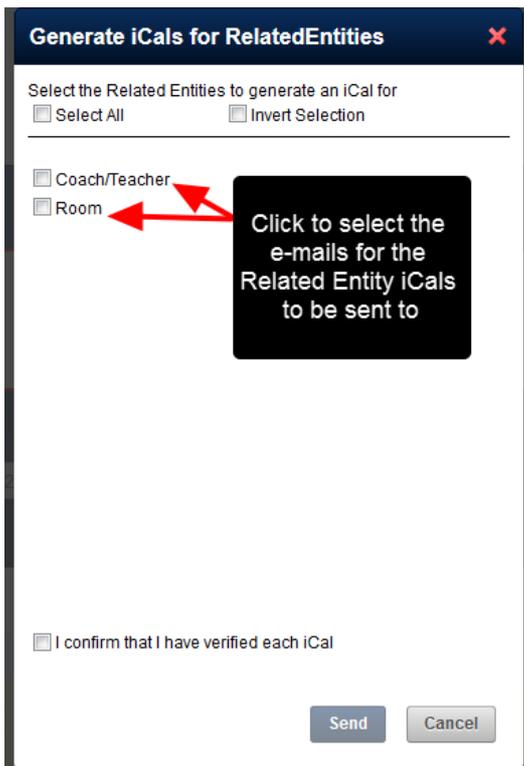
Publish and send iCals

The Same Publish Function is available, but iCals for the published Schedule Entries within that Date Range can be sent to any related entity record e-mail addresses.

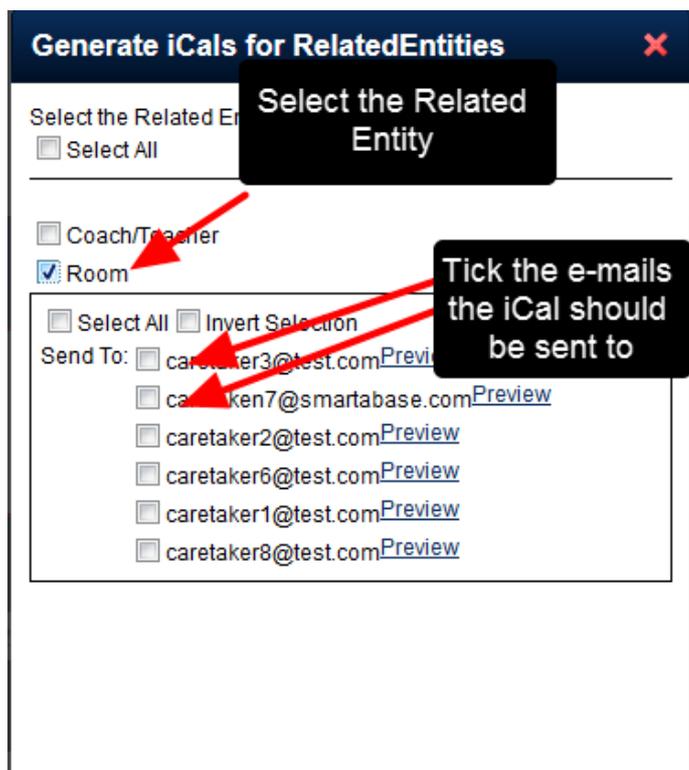
The confirmation pop-up will appear to confirm the Publishing of the Events for the selected data range- click OK



Choose whether iCals are sent out for this period to e-mail addresses associated with the Related Entity Records

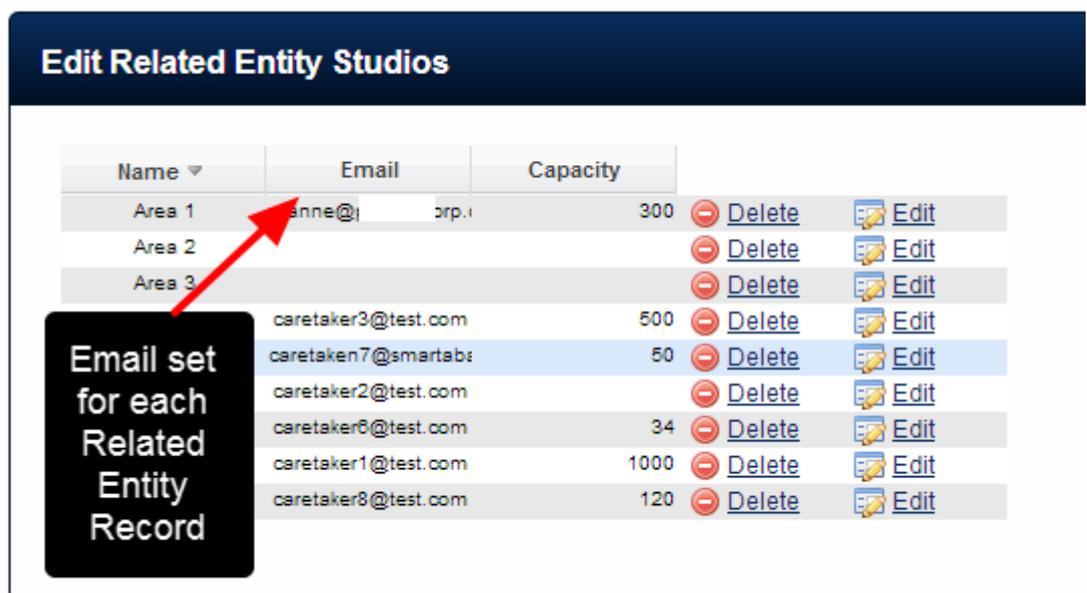


Ensure a tick is placed beside the correct iCal



Each E-mail address is set up when the Related Entity record is entered.

N.B. The available Email addresses are set for each Related Entity



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The Related Entity needs to have a field in it called "Email", and only a field with this name will link to the iCal to send the e-mail notifications to.

You need to confirm that the Email addresses are correct.

**Generate iCals for RelatedEntities** ✕

Select the Related Entities to generate an iCal for

Select All  Invert Selection

Coach/Teacher  
 Room

Select All  Invert Selection

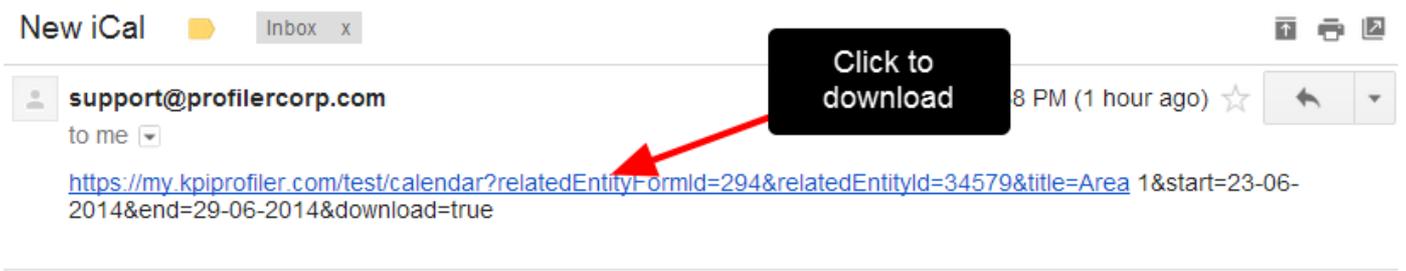
Send To:  [redacted].com [Preview](#)

- caretaker3@test.com [Preview](#)
- caretaker7@smartabase.com [Preview](#)
- caretaker2@test.com [Preview](#)
- caretaker6@test.com [Preview](#)
- caretaker1@test.com [Preview](#)
- caretaker8@test.com [Preview](#)

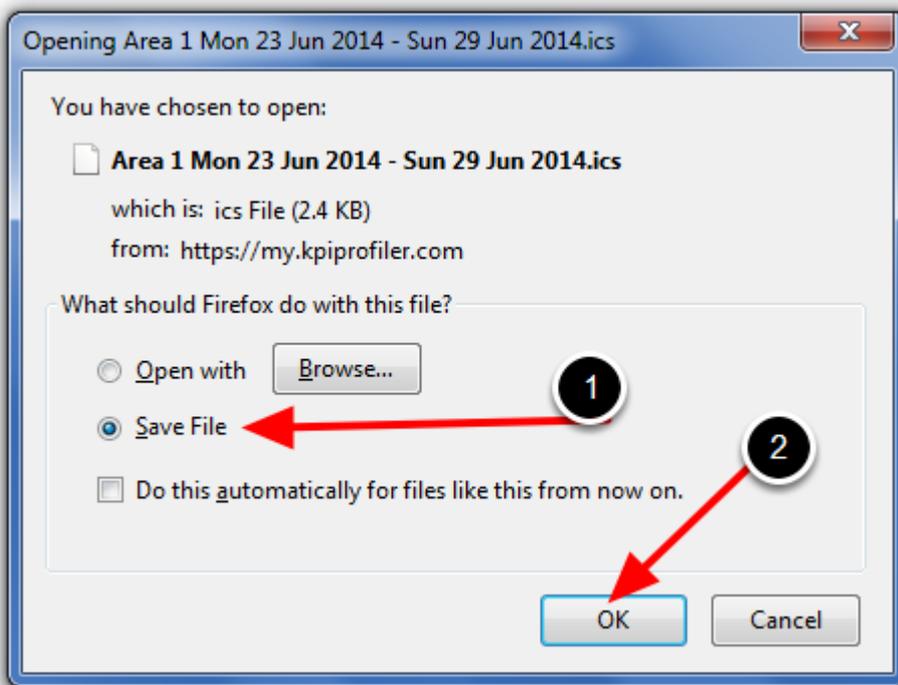
I confirm that I have verified each iCal

**Send** Cancel

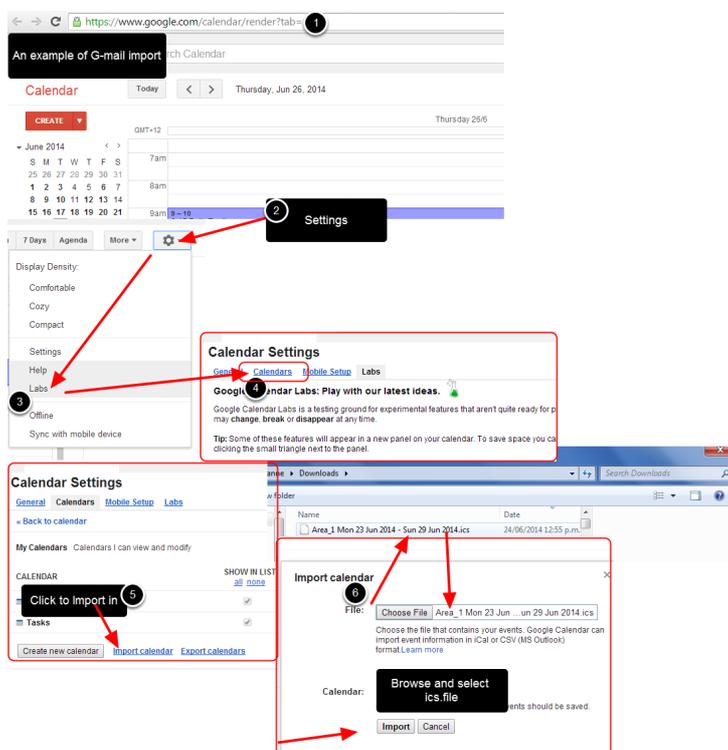
The File will be sent to the user's e-mail address- Click to download



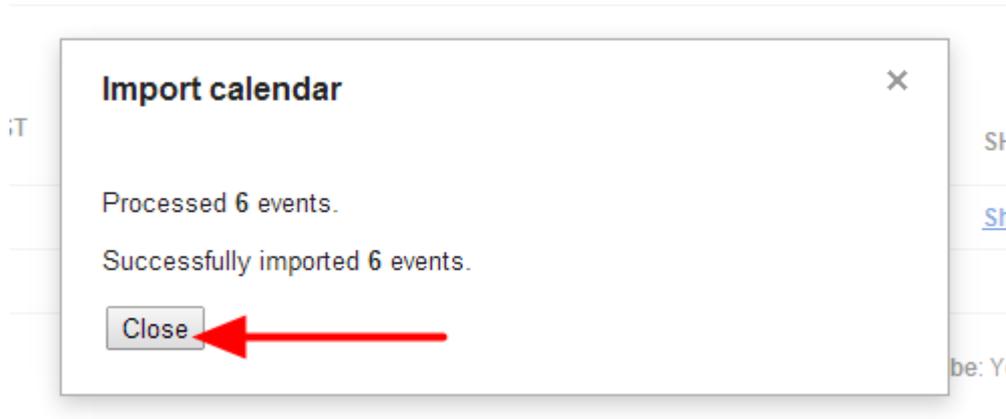
Save the File (to your downloads or in an appropriate folder)



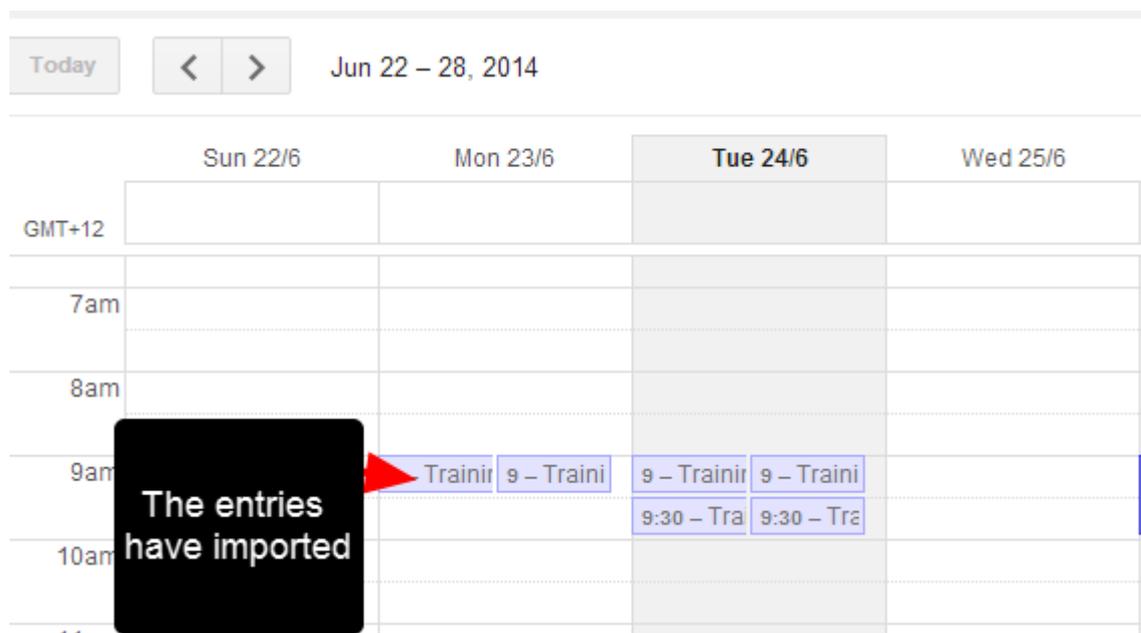
Users can then go to their respective mail accounts and import in the iCal for that period



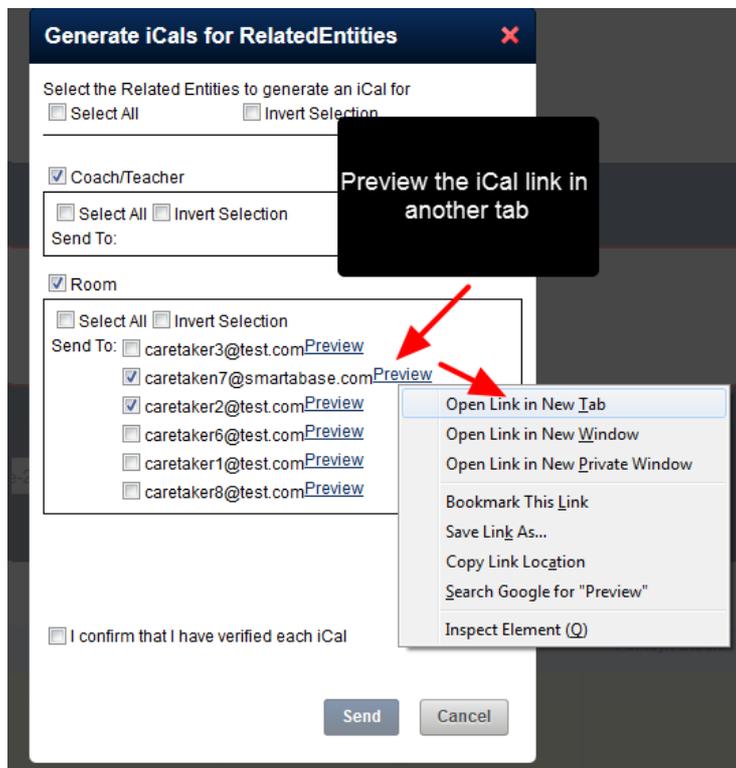
An import confirmation box will appear



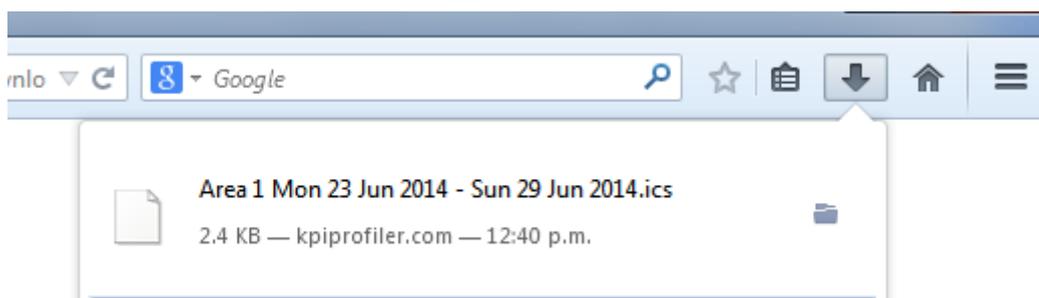
The scheduled entries will now appear in the calendar



N.B. The iCAL can be previewed during the Publishing Process as well. Open the Preview in another Tab



The link is downloaded and can again be previewed in a calendar by importing the file into the calendar (as outlined above)



# N.B. Only User with access to the "Publish" System Permission will be able to Publish Multiple Events in the Preview Schedule Module

**Permissions**

	Name ▾	Description		
1.	Athlete History	Use the Athlete History module	Edit	Remove
2.	Calendar	Use the Calendar module	Edit	Remove
3.	Edit Athlete Fields	Use the Edit Athlete Fields module	Edit	Remove
4.	Enter Data	Use the Enter Data module		Remove
5.	Enter Data For Group	Use the Enter Data For Group module		Remove
6.	Enter Scheduled Data	Use the Enter Scheduled Data module		Remove
7.	Groups	Use the Groups module	Edit	Remove
8.	Preview Schedule	Use the Preview Schedule module	Edit	Remove
9.	<b>Publish Scheduled Events</b>	Use the Publish Scheduled Events module	Edit	Remove

Publish Scheduled Events

**The User MUST have access to Publish or they will not be able to publish the Draft Events**

This user cannot Publish Scheduled Events in the Preview Module, or in any Event Forms. They can only enter and/or open Draft Scheduled events and update them.

The screenshot displays a scheduling interface with the following elements:

- Header:** "Related Entity" dropdown set to "Doctor" and a "View or Select Additional Doctors" button.
- Date Range:** "Start Date" (Mon 23-June-2014) and "End Date" (Sun 29-June-2014).
- Preview Button:** "Preview ICals" button with a red arrow pointing to it from a black error box.
- Error Box:** "No access to Publish" (black box with white text).
- Calendar:** A calendar grid for "Tue 24-June-2014" showing appointments for "Doctor 1", "Doctor 2", and "Doctor 3" at 08:00. A black box with white text says "Can open and edit if necessary, but can only save as a draft".
- Time Selection:** "On Date" (Tue 24-June-2014) and "from 8:00 AM to 8:44 AM".
- Medical Provider Details:** "Medical Provider" dropdown set to "Doctor 1" with a red "Not Available!" message. "General description of reason for appointment" is "booking in now".
- Attendance and Appointment Details:** "Cost \$" (50.0), "Appointment Status" (Booked, Cancelled, Rescheduled), and "Paid" (Yes, No).
- Buttons:** "Save Draft" and "Cancel" buttons at the bottom, with a red arrow pointing to "Save Draft".

N.B If no Email addresses have been set up for a Related Entity Type, the section appears blank.

The image shows two screenshots from a software interface. The top screenshot is a dialog box titled "Generate iCals for RelatedEntities" with a close button (X). It contains a section "Select the Related Entities to generate" with a "Select All" checkbox and a "Coach/Teacher" checkbox which is checked. Below this are "Select All" and "Invert Selection" checkboxes, and a "Send To:" field. A red arrow points from a black callout box "No Email address set for this related entity" to the "Send To:" field. The bottom screenshot is titled "Edit Related Entity Teacher - Coach" and shows a table with columns "Position" and "Email". The table lists several coaches, including "Lead Male Coach", "Amany", "Anderson", and "Benson". A red arrow points from a black callout box "No Email set" to the "Email" column of the first row. Each row has "Delete" and "Edit" buttons.

	Position	Email		
	Lead Male Coach		<a href="#">Delete</a>	<a href="#">Edit</a>
			<a href="#">Delete</a>	<a href="#">Edit</a>
			<a href="#">Delete</a>	<a href="#">Edit</a>
	Amany		<a href="#">Delete</a>	<a href="#">Edit</a>
	Anderson	Lead Male Coach	<a href="#">Delete</a>	<a href="#">Edit</a>
	Benson	Lead Junior Coach	<a href="#">Delete</a>	<a href="#">Edit</a>

# Preview Schedule Module: Conflicts between Related Entities

Conflicts occur when a related entity record is scheduled at the same time. The example here shows conflicts between draft scheduled events

[Home](#) > Preview Schedule

### Preview Schedule

5 conflicts detected

Conflicts for Coach/Teacher:  
- Anderson: Mon 23/06 09:00 - 09:30  
Conflicts for Room:  
- Area 2: Mon 23/06 09:00 - 09:30  
Conflicts for RE:  
- Anderson: Mon 23/06 09:00 - 09:30

Related Entity: Room

Start Date: Mon 23-June-2014 End Date: Sun 29-June-2014

Mon 23-June-2014 Today

	Area 1	Area 2	Area 3
8:00			
9:00	09:00 Training Event Form Area 1 Anderson Male Sprint Technique	09:00 Training Event Form Area 2 Amanu	09:00 Training Event Form Area 3 Benson Booked for one athlete
10:00			

**Conflict of a Room**

**Drafts appear in orange**

Conflicts can occur across different Scheduling Event Forms that use the same related entity, or if someone double books a related entity from even one Scheduling Event Form. You can see here that there are two entries made for the same Training Room record called "Area 2". Training has been scheduled at the same time.

N.B. If there are no conflicts for the date period you have selected, then Draft Scheduled Events can be Published

[Home](#) > Preview Schedule

The screenshot shows the 'Preview Schedule' interface. At the top, there is a dark blue header with the title 'Preview Schedule'. Below the title, there is a 'Related Entity' dropdown menu set to 'Room' and a 'View or Select Additional Rooms' button. The 'Start Date' is 'Tue 17-June-2014' and the 'End Date' is empty. There are three buttons: 'Publish', 'Publish With iCals', and 'Preview iCals'. A black callout box with the text 'No conflicts appear' is positioned over the right side of the interface. A red arrow points from the 'View or Select Additional Rooms' button to the 'Room' dropdown menu. Below the header, there is a navigation bar with a date selector set to 'Sat 21-June-2014' and a 'Today' button. The main area is a calendar grid with three columns labeled 'Area 1', 'Area 2', and 'Area 3'. The time slots are empty, indicating no conflicts.

If there are no conflicts for the Date Period that you want to publish, then progress to Publishing (outlined in the next section)

To resolve conflict for Draft events, the records must be changed so that they no longer overlap; open the form and change the time, or delete it.

The screenshot shows the 'Preview Schedule' interface with a conflict. The 'Related Entity' is 'Room' and the 'View or Select Additional Rooms' button is visible. The 'Start Date' is 'Mon 23-June-2014' and the 'End Date' is 'Sun 29-June-2014'. The 'Publish', 'Publish With iCals', and 'Preview iCals' buttons are present. A black callout box with the text 'Click to open' is positioned over the right side of the interface. A red arrow points from the callout box to a red event block in the calendar grid. The calendar grid shows a date selector set to 'Mon 23-June-2014' and a 'Today' button. The main area is a calendar grid with two columns labeled 'Area 1' and 'Area 2'. The time slots are 8:00, 9:00, and 10:00. At 9:00, there are four event blocks: '09:00 Training Event Form Area 1 Anderson Male Sprint Technique' (yellow), '09:00 Training Event Form Area 2 Amanu' (red), '09:00 Training Event Form Area 2 Anderson' (red), and '09:00 Training Event Form Area 3 Benson Booked for one athlete' (yellow). The two red blocks overlap in Area 2, indicating a conflict.

If the record is a draft record (unpublished; it will say it is marked as Planned), it can be opened and changed to a time when you know the room is available

**Marked as a Draft** Form for Athlete 20

On Date: Mon 23-June-2014 from 9:00 AM to 9:30 AM

This Training Event Form is marked as Planned

**Schedule Details**

Room: Area 2 **Busy: 09:00 - 09:30**

Coach/Teacher: Amany

Details: [Empty field]

**Select Athletes**

This is where we would select which dancers would be added to this event. To be developed.

Individual Athlete: Athlete Test

Multiple Athletes: [3 Players selected](#)

**Attendance**

Athlete Expected:  Yes  No

Attended Session: 0

Missed Session: 0

**Event Cancellation**

[Empty field]

**Save and Publish** Save as a Temp Cancel

Change the time to when the room is available so that the conflict is removed

On Date: Mon 23-June-2014 from 9:00 AM to 9:30 AM

This Training Event Form is marked as Planned

**Schedule Details**

Room: Area 2 **Busy:**

Coach/Teacher: Amany

Details: [Empty field]

**Select Athletes**

This is where we would select which dancers would be added to this event. To

Individual Athlete: Athlete Test

Dropdown menu options: 6:30 AM, 6:45 AM, 7:00 AM, 7:15 AM, 7:30 AM, 7:45 AM, 8:00 AM, 8:15 AM, 8:30 AM, 8:45 AM, 9:00 AM, 9:15 AM, 9:30 AM, 9:45 AM, 10:00 AM

However, be mindful that if you have multiple Related Entity Types in a form, this may conflict with them as well!

On Date: Mon 23-June-2014 from 10:00 AM to 10:30 AM

This Training Event Form is marked as Planned

**Schedule Details**

Room: Area 2

Coach/Teacher: Amany

Details:

**Select Athletes**

This is where we would select which dancers would be added to this event. To be developed.

Individual Athlete: Athlete Test

Multiple Athletes: [3 Players selected](#)

**Attendance**

Athlete Expected:  Yes  No

Attended Session: 0

Missed Session: 0

**Event Cancellation**

Buttons: Save and Publish, Save as a Temp, Cancel

Callout 1: 10:00 conflicts with a Coach booking

Callout 2: At 11:00 the Coach and the Room are available

When a Scheduled Event is saved as a Draft, it will not appear on the Calendar of any of the users until it is published. This means, when a draft event is edited, it does not have to be marked as "Reschedule" or "Cancelled", it can just be updated and resaved as a Draft or Temporary file in preparation for the Schedule to be Published.

Once the events no longer conflict, the events are no longer red and the conflict is removed

Conflicts for Coach/Teacher:  
- Anderson: Mon 23/06 09:00 - 09:30  
Conflicts for RE:  
- Anderson: Mon 23/06 09:00 - 09:30  
Conflicts for RE Duplicate:  
- Anderson: Mon 23/06 09:00 - 09:30

**"Area 2" conflict has been removed**

Related Entity

Start Date  End Date

Mon 23-June-2014 Today

	Area 1	Area 2	
8:00			
9:00	09:00 Training Event Form Area 1 Anderson Male Sprint Technique	09:00 Training Event Form Area 2 Anderson All Staff and Athletes	09:00 Training Event Form Area 3 Benson Booked for one athlete
10:00			
11:00		11:00 Training Event Form Area 2 Amany Athlete Test	

**No longer conflicting**

If a draft event needs to be completely removed from the calendar and deleted from the system, this is done when the form is opened

Event Form for Athlete 20 - entered by user TEST

**Edit Training Event Form for Athlete 20**

On Date  from  to

This Training Event Form is marked as Planned

**Schedule Details**

Room

Coach/Teacher

Details

**Select Athletes**

This is where we would select which dancers would be added to this event. To be developed.

Individual Athlete

Multiple Athletes

**Attendance**

Athlete Expected  Yes  No

Attended Session

Missed Session

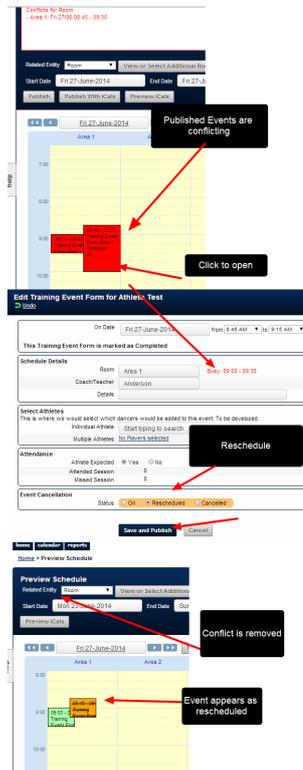
**Event Cancellation**

Event  On  Rescheduled  Canceled

**Delete and completely remove from the system**

Any Draft Schedule event can be deleted from the system, but only if a users has access the data permission to delete that Event Form.

If Scheduled Published Events are conflicting, one of the entries can be opened and Cancelled or Rescheduled using the "Status" field.



Published Scheduled Events appear in the calendar or sidebar for users to view/access. If you need users to see that a change has been made to a scheduled event, use the Status fields (these appear once the event is published):

- 1: Set the Status to "Cancelled" and it will appear in a different font colour with a line through it.
- 2: Set the Status as "Rescheduled" and it will appear in a different font colour with a line through it.

N.B. Some organisation may just want to change the time and not notify users. Make sure you have a clear organisational workflows to ensure you cancel or reschedule events appropriately.

The image shows a calendar grid with three columns representing days 23, 24, and 25. On day 23, there are four event blocks: a green block from 09:00 to 10:00, another green block from 09:00 to 10:00, an orange block from 10:00 to 10:00, and a grey block from 11:00 to 11:00. On day 25, there is a green block from 10:30 to 10:30. A black callout box with white text says "Events have been marked as rescheduled and cancelled" and has a red arrow pointing to the orange 10:00 block on day 23.

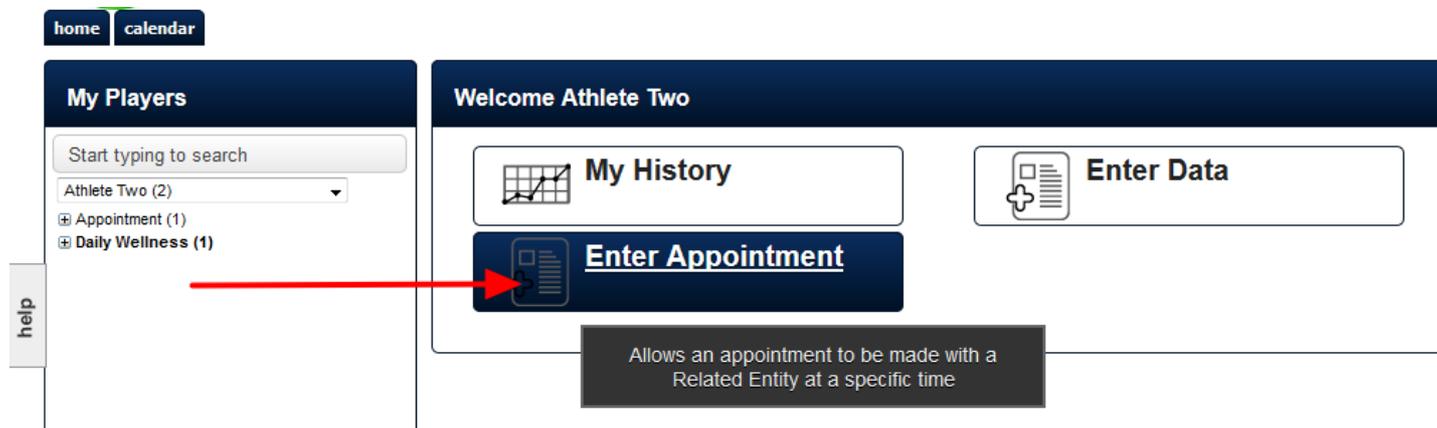
23	24	25
09:00 Training Event Form Area 2 Anderson All Staff and Athletes Athlete 20, Athlete Four, Athlete Number 6, Athlete Seven, Athlete Test, ... On		10:30 Attachment Te
09:00 Training Event Form Area 1 Anderson Male Sprint Technique Athlete 20, Athlete Four On		
10:00 Demo 2		
11:00 Demo 3		

The example here shows that these scheduled events have been marked as cancelled and rescheduled. Some organisation's may just want to change a time and not track whether the event was cancelled.

Make sure you have clear organisational workflows about managing scheduled or cancelled events. You may simply want to change the time or select a different related entity and not track status. These events don't appear in a different colour.

# Athletes: How to Book an Appointment

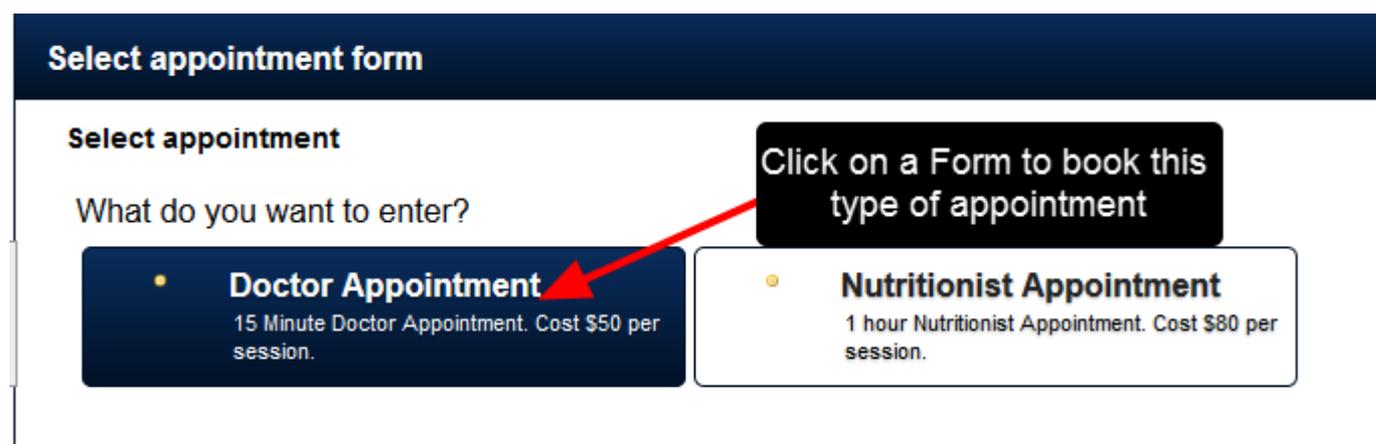
You will have been set up with access to the "Book Appointments" Module. This will appear on your Home Page



All Appointments are Booked using the "Enter Appointment" button.

None of the appointment Forms are available for use from the "Enter Data" button

Any Appointment Forms that you have access to will appear for you to click on. Your forms will be different to those shown here



Available Slots appear depending on the bookings, the provider's availability, and the type of Appointment Form you chose

**Calendar for Doctor Appointment**  
 Athlete **Athlete Two** Related Entity **Medical Provider** View or Select Additional Medical Providers  
 Start Date **Mon 23-June-2014** End Date **Sun 29-June-2014**

Fri 27-June-2014 Today

Doctor 1 Doctor 2 Doctor 3 Doctor 4 Doctor Ortho 1 Doctor Ortho 2 Dr Orange

8:00

9:00 09:00 - 09:09 09:00 - 09:14 09:00 - 09:14

10:00 10:00 - 10:14 10:00 - 10:14

Red time slots indicate unavailability

You cannot book over these

Other bookings appear. These cannot be opened, they are just to show unavailability

Select the correct day, click on the date and select the day you want to make an appointment for

[Home](#) > [Select appointment form](#) > Calendar for Doctor Appointment

**Calendar for Doctor Appointment**  
 Athlete **Athlete Two** Related Entity **Medical Provider** View or Select Additional Medical Providers  
 Start Date **Mon 23-June-2014** End Date **Sun 29-June-2014**

Fri 27-June-2014 Today

Doctor 3

8:00

9:00 09:00 - 09:09 09:00 - 09:14

10:00 10:00 - 10:14

Click to select the Date you want to make the appointment

Any available time slots appear. Click on the exact time you require with the Provider that you need

[Home](#) > [Select appointment form](#) > Calendar for Doctor Appointment

Calendar for Doctor Appointment

Athlete Athlete Two Related Entity Medical Provider View or Select Additional Medical Providers

Start Date Mon 23-June-2014 End Date Sun 29-June-2014

Fri 04-July-2014 Today

Doctor 1 Doctor 2 Doctor 3 Doctor 4 Doctor Black Doctor Ortho 1 Doctor Ortho 2 Dr Orange Dr Pink

8:00

9:00

10:00

11:00

Choose alternate booking options if available (see step below for more detail)

Click to book with Dr Black at 9:00

N.B. Only the first 10 providers or options appear. You may have access to more. Click on the "View or Select More .." to see what other booking options are available

Calendar for Doctor Appointment

Athlete Athlete Two Related Entity Medical Provider View or Select Additional Medical Providers

Select Related Entities To Display

Doctor 1  Doctor Ortho 1  Dr Yellow

Doctor 2  Doctor Ortho 2

Doctor 3  Dr Orange

Doctor 4  Dr Pink

Doctor Black  Dr White

Select between 1 and 10 options

Tick to show

Untick to hide

Update Cancel

## Different providers appear based on the previous selection



Click on the Calendar to Book with a specific Provider and a new Appointment Form will open

**Enter new Doctor Appointment for Athlete Two**  
Undo

On Date 04-07-2014 from 9:00 AM to 9:14 AM

**Medical Provider Details**  
Medical Provider Doctor Black  
General description of reason for appointment: Need to be assessed regarding ankle pain. |

**Attendance and Appointment Details**  
These fields are all set to be "entered by coaches only and viewed by everyone"  
Cost \$ 50.0  
Attendance

Save & Close Cancel

Callouts:  
- The date and time are selected  
- The Provider is selected  
- Complete any relevant details  
- Click "Save & Close", or "Book Appointment" may also be shown

Enter in the relevant data.

If you make a mistake you can click "Cancel" to return to the Appointments Module again.

The Appointment will be made. You CANNOT open it from this page again. This Module is only for booking appointments

**Calendar for Doctor Appointment**

Athlete **Athlete Two** Related Entity **Medical Provider** [View or Select Additional Medical Providers](#)

Start Date **Mon 23-June-2014** End Date **Sun 29-June-2014**

**Fri 04-July-2014** Today

Doctor 1 Doctor 2 Doctor Bl

8:00

9:00

09:00 - 09:14

The appointment will be made. It CANNOT be opened from this page

As soon as you book in this appointment, it will be blocked out and other users will not be able to book over it.

To Cancel an Appointment, go to your Calendar and open the Event from the Calendar by clicking on it

home calendar

Home > Calendar

**My Players**

Start typing to search

Athlete Two (2)

Appointment (1)

Daily Wellness (1)

**View Players calendar:**

Athlete Two

**Sun 27-July-2014** Today

Day Week Month

Mon 30 Tue 1 Wed 2 Thu 3 Fri 4 Sat 5 Sun 6

7 8 9 10 11 12 13

09:00 Doctor Appointment

Click to open

The appointment can also be opened via the sidebar

Home > Calendar

**My Players**

Start typing to search

Athlete Two (2)

- Appointment (1)
  - Doctor Appointment (1)**
    - History
      - 04-Jul-2014
      - 27-Jun-2014
  - Medical Appointment
  - Nutritionist Appointment
  - Daily Wellness (1)

**View Players calendar:**

Athlete Two

Sun 27-July-2014 Today

Mon	Tue	Wed	Thu	Fri
30	1	2	3	4
				09:00 Doctor Appointment

Click to open

Change the Appointment Status to "Cancelled"

**My Players**

Start typing to search

Athlete Two (2)

- Appointment (1)
  - Doctor Appointment (1)**
    - History
      - 04-Jul-2014
      - 27-Jun-2014
  - Medical Appointment
  - Nutritionist Appointment
  - Daily Wellness (1)

**Edit Doctor Appointment for Athlete Two**

Undo

On Date 04-07-2014 from 9:00 AM to 9:14 AM

**Medical Provider Details**

Medical Provider Doctor Black

General description of reason for appointment Need to be assessed regarding ankle pai

**Attendance and Appointment Details**

These fields are all set to be "entered by coaches only and viewed by everyone"

Cost \$ 50.0

Status  On  Rescheduled  Cancelled

Save & Close Cancel

Athlete Two (Male, 6, 02-01-2008)

Change status and click "Save and Close" or "Book Appointment"

All Appointment Forms should be set up with a "Status" field.

Click on "Cancelled" to cancel the appointment booking.

Click on Reschedule to mark the appointment as Rescheduled, and then enter in a new appointment from the Appointments Module.

Then, click on "Save and Close" or the "Book Appointment", and it will rebook the entry as a cancelled/rescheduled and other user's can book in an appointment at that time now.

## Cancelled Events Appear with a line through them and the time slot is now available for others to book

**Calendar for Doctor Appointment**

Athlete: Athlete Two | Related Entity: Medical Provider | View or Select Additional Medical Providers

Start Date: Fri 27-June-2014 | End Date: Fri 04-July-2014

Navigation: Fri 04-July-2014 | Today

Time	Doctor 1	Doctor 2	Doctor 3	Doctor 4	Doctor Black	Doctor Ortho 1	Doctor Ortho 2
9:00					<del>09:00 - 09:14</del>		

N.B. If you open a "On" Appointment (e.g. not cancelled or rescheduled) and it says "Not Available!" beside the Provider, contact the person responsible for scheduling/appointments

**My Players**

Athlete Two (2)

- Appointment (1)
- Doctor Appointment (1)
- History
  - 04-Jul-2014
  - 27-Jun-2014
- Medical Appointment
- Nutritionist Appointment
- Daily Wellness (1)

**Athlete Two (Male, 6, 02-01-2008)**

**Edit Doctor Appointment for Athlete Two**

Undo

On Date: 04-07-2014 from 9:00 AM to 9:14 AM

**Medical Provider Details**

Medical Provider: Doctor Black **Not Available!**

General description of reason for appointment: Need to be assessed regarding ankle pain

**Attendance and Appointment Details**

These fields are all set to be "entered by coaches only and viewed by everyone"

Cost \$: 50.0

Status:  On  Rescheduled  Cancelled

Buttons: Save & Close, Cancel

Someone else may have booked this provider's time on a separate form that you do not have access to. Contact your administrator to let them know this conflict is occurring.

You can book in different types of appointments that you have access to by returning to the Enter Appointments module

Welcome Athlete Two

My History Enter Data

**Enter Appointment**

Allows an appointment to be made with a Related Entity at a specific time

Home > Select appointment form

Select appointment form

Select appointment

What do you want to enter?

- Doctor Appointment  
15 Minute Doctor Appointment. Cost \$50 per session.
- Nutritionist Appointment**  
1 hour Nutritionist Appointment. Cost \$80 per session.

Home > Select appointment form > Calendar for Nutritionist Appointment

Calendar for Nutritionist Appointment

Athlete: Athlete Two Related Entity: Nutritionist View or Select Additional Nutritionists

Start Date: Mon 23-June-2014 End Date: Sun 29-June-2014

8:00

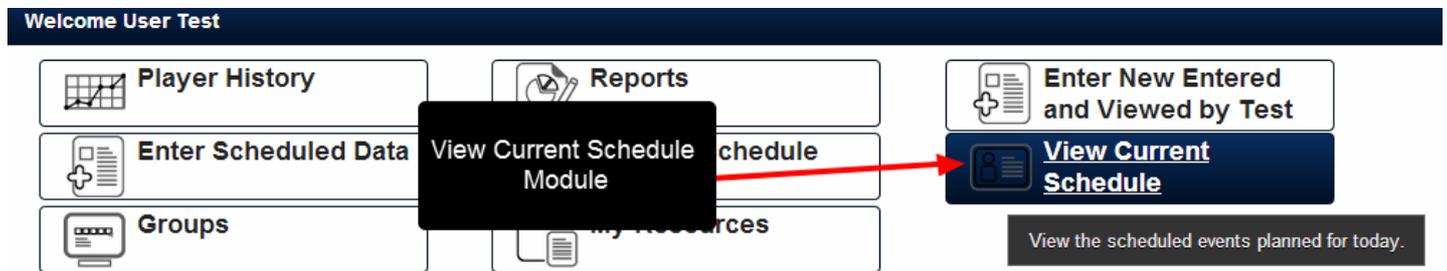
Mr Go Longer Mr Muscle Gain Mr Weight Maker Mrs A

Book any available slots

# View Current Schedule Module

The View Current Schedule Module is a view of Today's data that have been entered for any Related Entities in Scheduling Event Forms which a user has access to. It provides a one page calendar layout to easily review schedules for a specific Related Entity Type for today.

The View Current Schedule is a Day view of the Events which have been scheduled by related entity types used in scheduling forms



This should only be made available to users who need to view all scheduled events for a related entity type in a day view.

Any Related Entities that you have access will appear on the Page. The Page ONLY shows today's entries

**View Current Schedule**  
Related Entity: Coach/Teacher | View or Select Additional Coach/Teachers  
Fullscreen

Amany

See Scheduled Published Events

Cancelled or Rescheduled Events appear as shown

08:45 - 09:15  
Training Event Form Area 4

The Current Schedule will update when new entries are added to the system

home | calendar | reports  
Home > View Current Schedule

**View Current Schedule**  
Related Entity: Coach/Teacher | View or Select Additional Coach/Teachers  
Fullscreen

Amany Anderson Benson

New Entries appear without having to refresh

09:00 - 09:30  
Training Event Form Area 2

# Different Related Entity Types can be selected (depending on what access this user has)

Home > View Current Schedule

**View Current Schedule**

Related Entity: Room [View or Select Additional Rooms](#)

Fullscreen

Now viewing Scheduled data for "Room"

Area 1	Area 2	Area 3	Main Stage
8:00			
9:00	09:00 - 09:30 Training Event Form	09:00 - 09:30 Training Event Form Area 2	09:30 - 10:00 Training Event Form Area 3
10:00		10:00 - 10:30 Training Event Form Area 3	09:30 - 10:00 Training Event Form Main Stage
11:00			

The training event form uses coach and room in it, so these appear in this view as well

Click to View as a Full Screen Preview and go back to the Home Link when required.

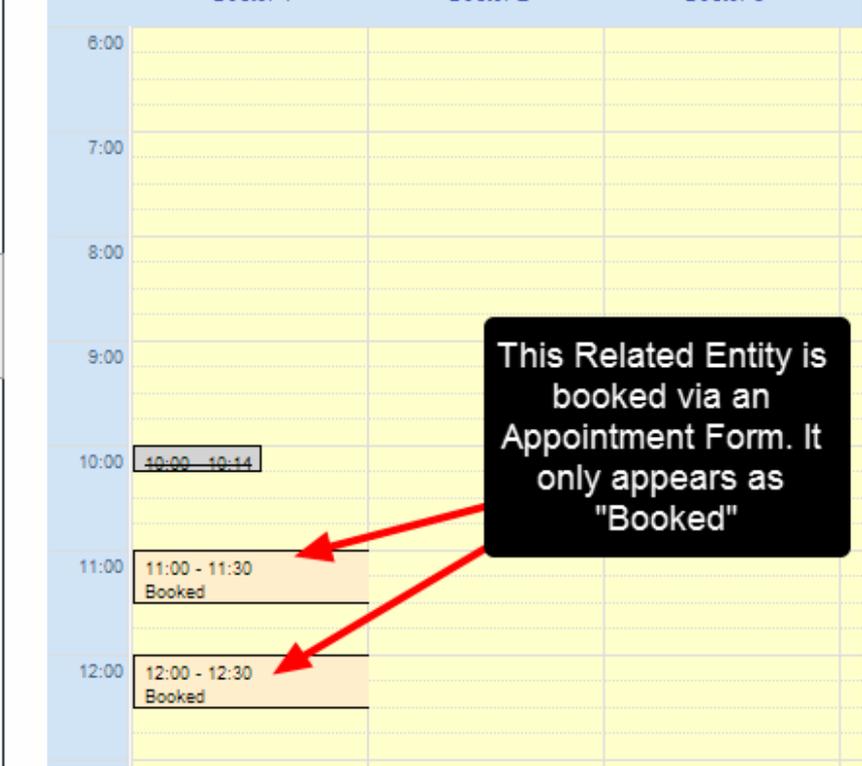
Home > View Current Schedule

Area 1 Area 2 Area 3 Main Stage

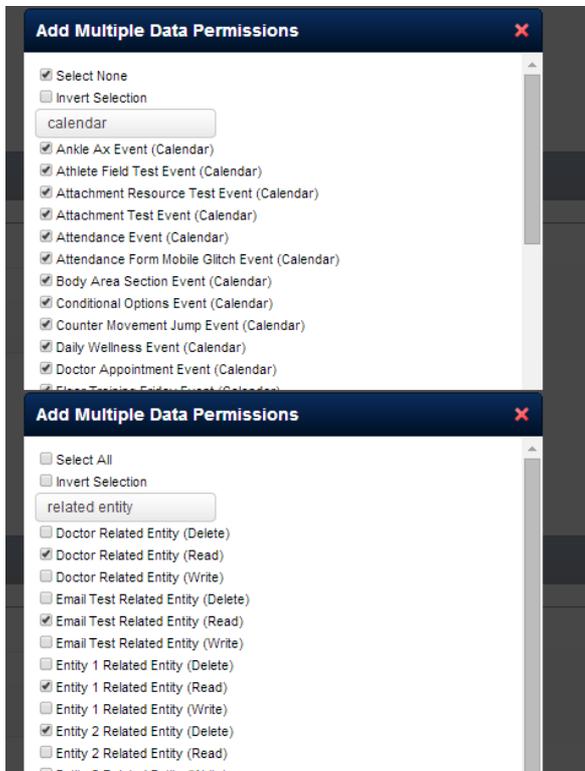
Click to go back to the home page

6:00			
7:00			
8:00			
9:00	09:00 - 09:30 Training Event Form	09:00 - 09:30 Training Event Form Area 2	09:30 - 10:00 Training Event Form Area 3
10:00		10:00 - 10:30 Training Event Form Area 3	09:30 - 10:00 Training Event Form Main Stage
11:00			
12:00			
13:00			
14:00			
15:00			
16:00			

Any other Events or Appointments that are entered which include this Related Entity will also appear here. But, they will just show as "booked"



Ideally, you would set up a special login with Access to all Scheduling/Appointments Forms, and all athletes. This way all data appears



Because you need this data to display all scheduled data for a related entity, you could set up this system permission on a separate login.

This user would have read and write access to all Event Forms, Appointment and Scheduling Forms that use Related Entities.

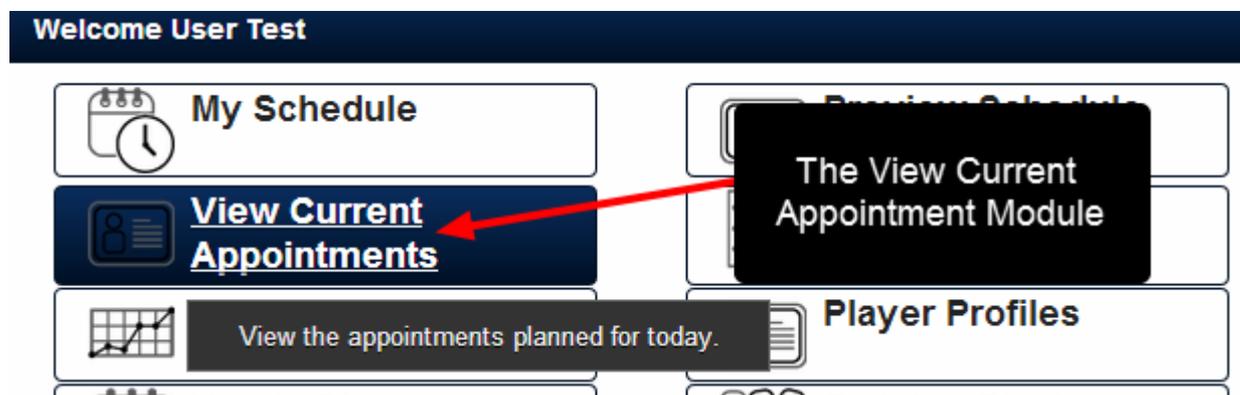
Read Access to all Related Entities

The display can then be used on screens or monitors to show the day's schedule.

# View Current Appointment Module

The View Current Schedule Module is a view of Today's data that have been entered for any Related Entities in Scheduling Event Forms which a user has access to. It provides a one page calendar layout to easily review schedules for a specific Related Entity Type for today.

The View Current Appointments Module is a Day view of the Appointment events that have been entered for each related entity type used in Appointment Forms



Any Related Entities that you have access will appear on the Page. The Page ONLY shows today's entries

[Home](#) > View Current Appointments

**View Current Appointments**

Related Entity: **Doctor** View or Select Additional Doctors

Fullscreen

	Doctor 1	Doctor 2	Doctor 3	Doctor 4	Doctor Black
6:00					
7:00					
8:00					
9:00	09:00 - 09:14	09:15 - 09:29	09:00 - 09:14		

Limit and/or choose only specific Related Entities (up to 10)

**Select Related Entities To Display**

- Doctor 1
- Doctor 2
- Doctor 3
- Doctor 4
- Doctor Black
- Doctor Ortho 1
- Doctor Ortho 2
- Dr Orange
- Dr Pink
- Dr White
- Dr Yellow
- Massage 1

Select between 1 and 10 options

Update Cancel

## Only the selected Related Entities Appear

**View Current Appointments**  
Related Entity: **Doctor** | View or Select Additional Doctors  
Fullscreen

**Only the selected Related Entities Appear**

	Doctor 1	Doctor 2	Doctor 3	Doctor 4	Doctor Black	Dr Orange	Dr Pink	Dr White
8:00								
7:00								

The Current Appointment view will update when new entries are added to the system, or when existing entries change

[home](#) | [recent entries](#) | [calendar](#) | [reports](#)  
Home > View Current Appointments

**View Current Appointments**  
Related Entity: **Doctor** | View or Select Additional Doctors  
Fullscreen

**Cancelled appointment**

**New Entries appear without having to refresh**

	Doctor 1	Doctor 2	Doctor 3	Doctor 4	Dr Pink
8:00					
7:00					
8:00					
9:00	08:00 - 08:14	08:00 - 08:14	08:15 - 08:29	08:00 - 08:14	08:00 - 08:14
				08:45 - 08:59	

# Different Related Entity Types can be selected (depending on what access this user has)

Home > View Current Appointments

**View Current Appointments**  
Related Entity: **Physio** | View or Select Additional Physios

Fullscreen

Now viewing Appointment data for "Physio"

Time	Physio 1	Physio 2
8:00		
9:00	09:00 - 10:00 Physio Appointment	
10:00		10:00 - 11:00 Physio Appointment
11:00	11:00 - 12:00 Physio Appointment	
12:00		

Click to View as a Full Screen Preview and go back to the Home Link when required.

Home > View Current Appointments

**View Current Appointments**  
Related Entity: **Physio** | View or Select Additional Physios

Fullscreen

Click to go back to the home page

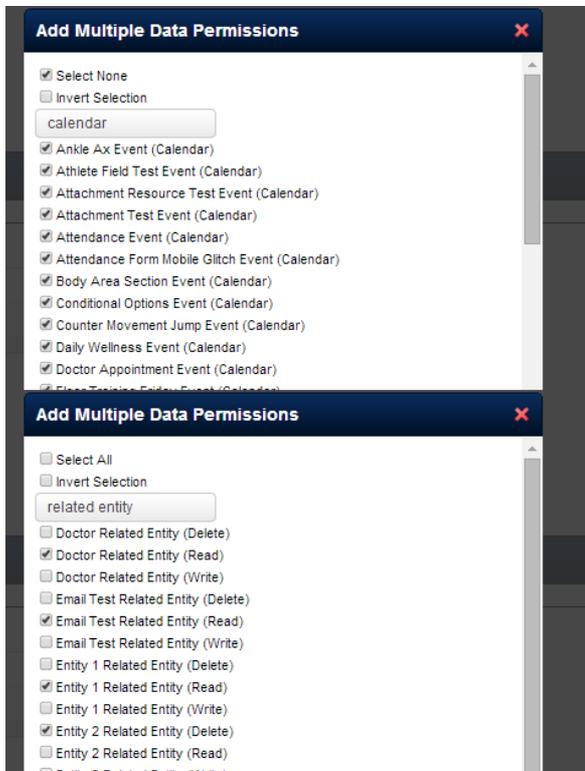
Time	Physio 1	Physio 2
8:00		
9:00	09:00 - 10:00 Physio Appointment	
10:00		10:00 - 11:00 Physio Appointment
11:00	11:00 - 12:00 Physio Appointment	
12:00	12:00 - 13:00 Physio Appointment	
13:00	13:00 - 14:00 Physio Appointment	
14:00		

Any other Events or Scheduled Events that are entered which include this Related Entity will also appear here. But, they will just show as "booked"

8:00		
9:00	09:00 - 10:00 Physio Appointment	09:00 - 09:44 Booked
10:00		10:00 - 11:00 Physio Appointment
11:00	11:00 - 12:00 Physio Appointment	11:15 - 11:59 Booked
12:00	12:00 - 13:00 Physio Appointment	12:15 - 12:59 Booked
13:00	13:00 - 14:00 Physio Appointment	

**This Related Entity is booked via a Scheduling Form. It only appears as "Booked"**

Ideally, you would set up a special login with Access to all Scheduling/Appointments Forms, and all athletes. This way all data appears



Because you need this data to display all Booked Appointments for a related entity, you could set up this system permission on a separate login.

This user would have read and write access to all Event Forms, Appointment and Scheduling Forms that use Related Entities.

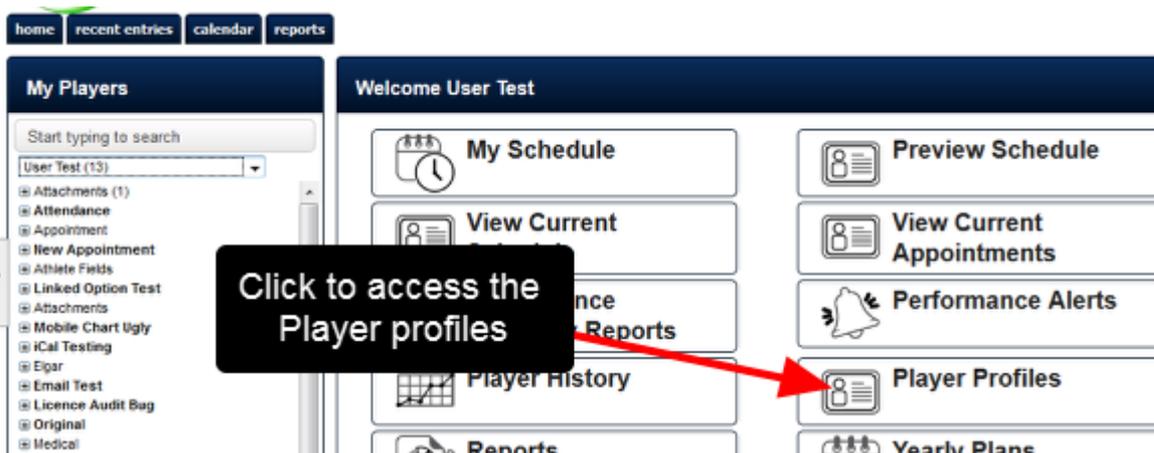
Read Access to all Related Entities

The display can then be used on screens or monitors to securely show all Appointments.

# Coaches: Access Account Data from the main application via the Profile Pages

There is a new system permissions that allows users to access most of an athlete's account information from the main application. This means a user does not need administration access to update an athlete's e-mail address, or a phone number. If you have been given this system permission, it means you can edit most of the account details for any athletes you manage/access.

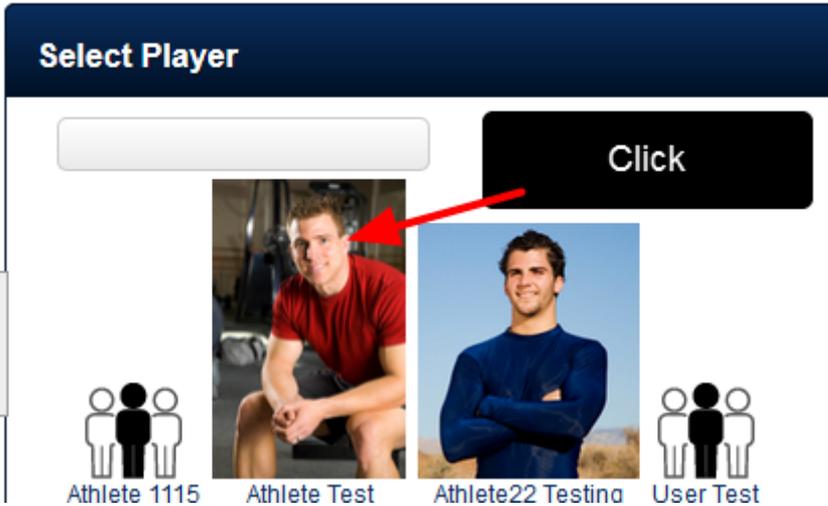
If a user has access to the "Edit Athlete Accounts" system permission, they can edit the account information online through the Profile Pages



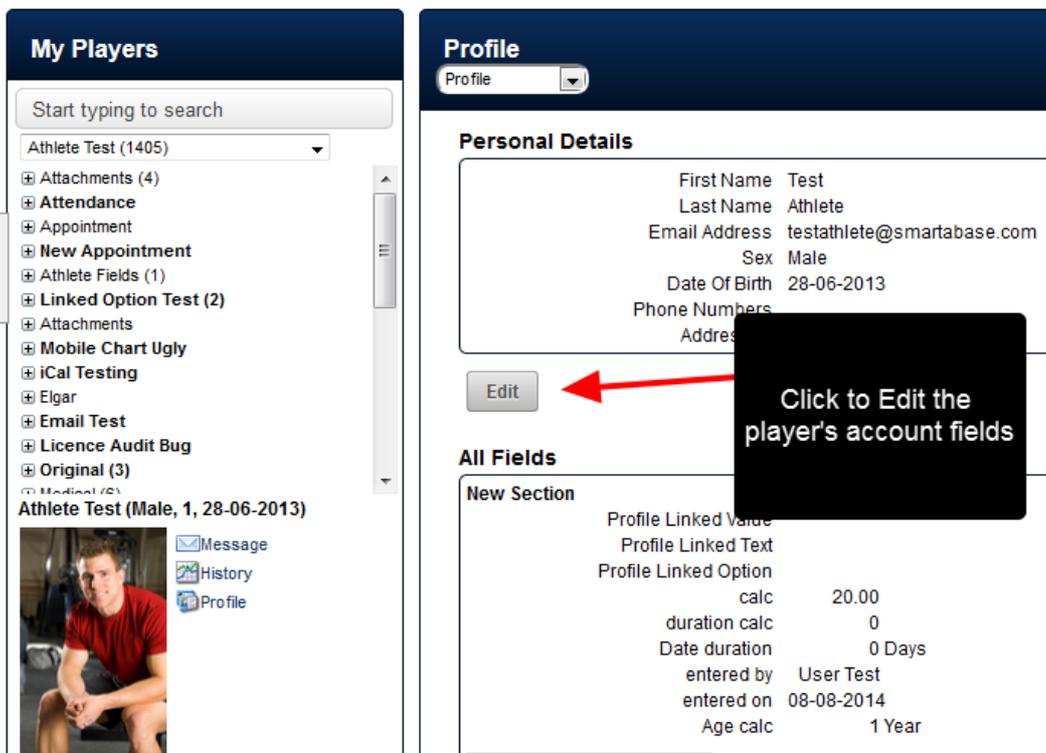
You can use the Profile Button on the main page, or even through the sidebar

# Select the Player to be updated

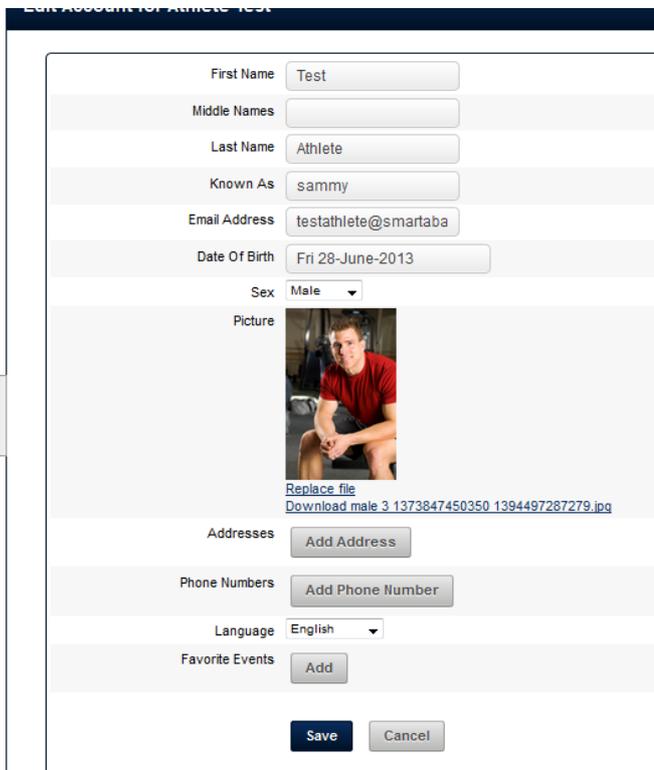
[Home](#) > Select Player



On the Profile Page Overview, an "Edit" button will appear below the Personal Details



Most of the athlete's account information can be accessed and updated as required

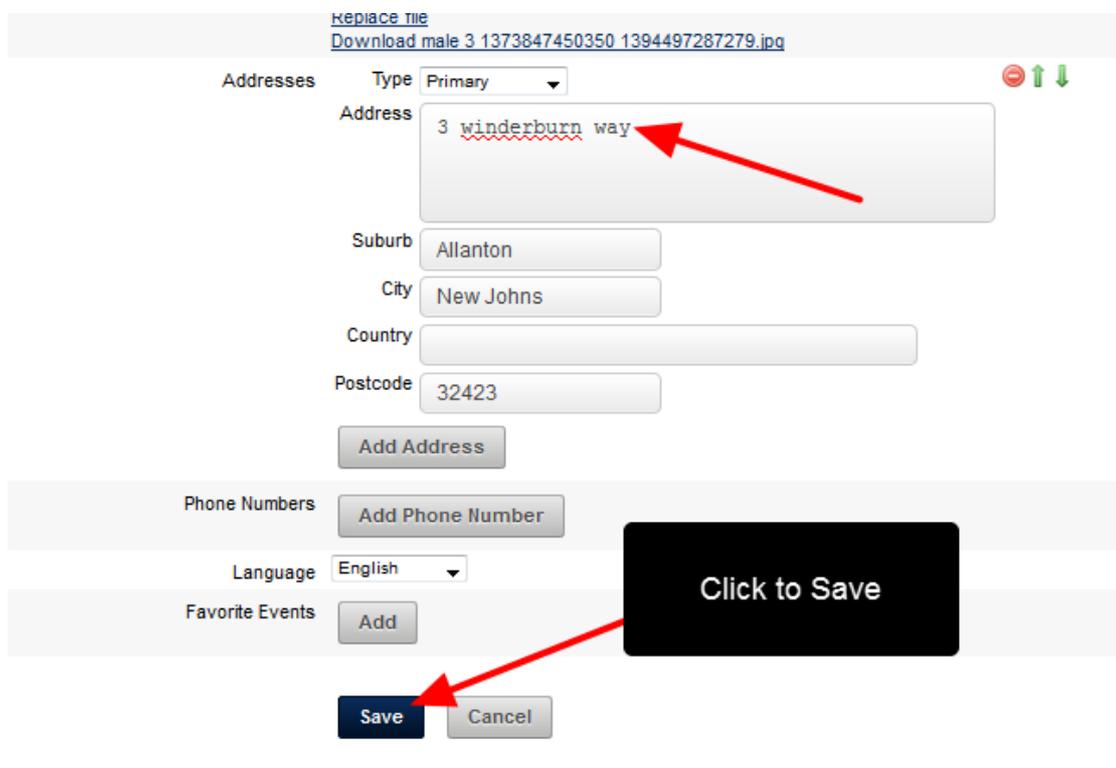


The screenshot shows a web form titled "Edit Account for Athlete TEST". The form contains several input fields and buttons:

- First Name:
- Middle Names:
- Last Name:
- Known As:
- Email Address:
- Date Of Birth:
- Sex:
- Picture:   
[Replace file](#)  
[Download male 3\\_1373847450350\\_1394497287279.jpg](#)
- Addresses:
- Phone Numbers:
- Language:
- Favorite Events:
- Buttons:

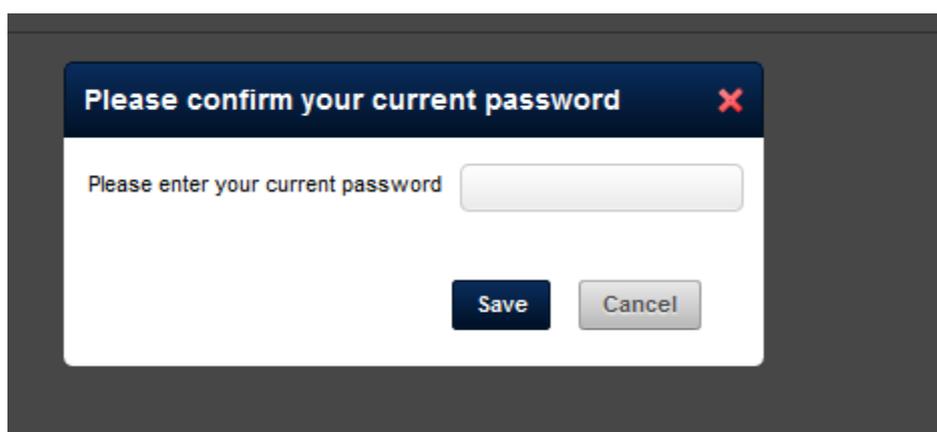
You will have access to upload and edit all of the account information apart from the username and password buttons, and the active and inactive account button.

Make any changes and Save the changes. For example, a Primary Address has been added.



The screenshot shows a user profile editing interface. At the top, there is a link to 'REPLACE THE' and a download link for a profile picture. Below this is the 'Addresses' section, where a new address is being added. The address field contains '3 winderburn way', with a red arrow pointing to it. Other fields include 'Suburb' (Allanton), 'City' (New Johns), 'Country' (empty), and 'Postcode' (32423). There is an 'Add Address' button. Below the address section are 'Phone Numbers' (with an 'Add Phone Number' button), 'Language' (set to English), and 'Favorite Events' (with an 'Add' button). A large black box with the text 'Click to Save' has a red arrow pointing to the 'Save' button at the bottom of the form.

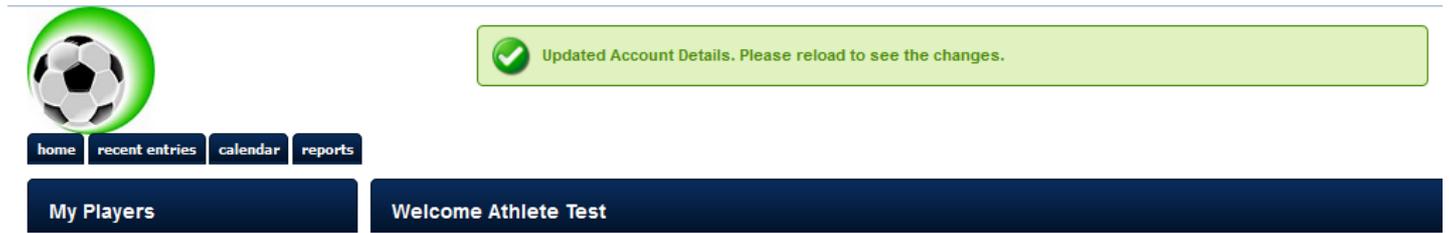
Once you click Save, you will also need to Confirm your password for extra security



The screenshot shows a modal dialog box titled 'Please confirm your current password' with a red 'X' icon in the top right corner. The dialog contains a text input field with the placeholder text 'Please enter your current password'. Below the input field are two buttons: 'Save' and 'Cancel'.

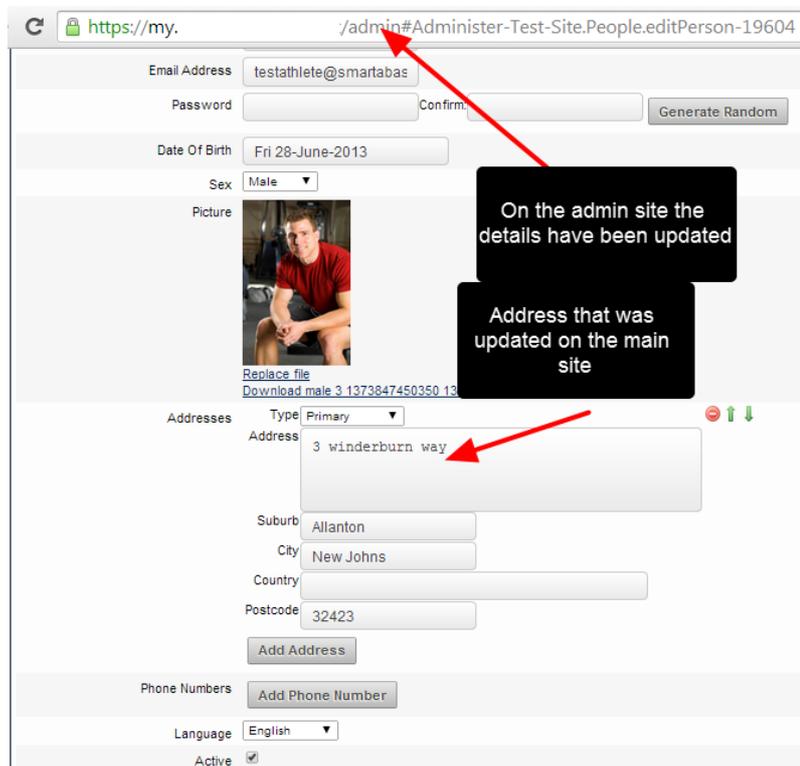
For security purposes, you MUST enter in you password correctly. If it is incorrect, or you try and cancel out of it, you will be logged out of the system and the changes won't be saved.

## The account details will be updated



Once you enter in the information and confirm the password, a green notification will appear showing that the details have uploaded correctly.

## These details will be updated on the Administration Site



The details will be updated on any personal details fields and in other places where this information might be referenced.

# Group Entry Editing: Date and Time, and Delete Access changes

Two new enhancements have been added when editing group entry records:

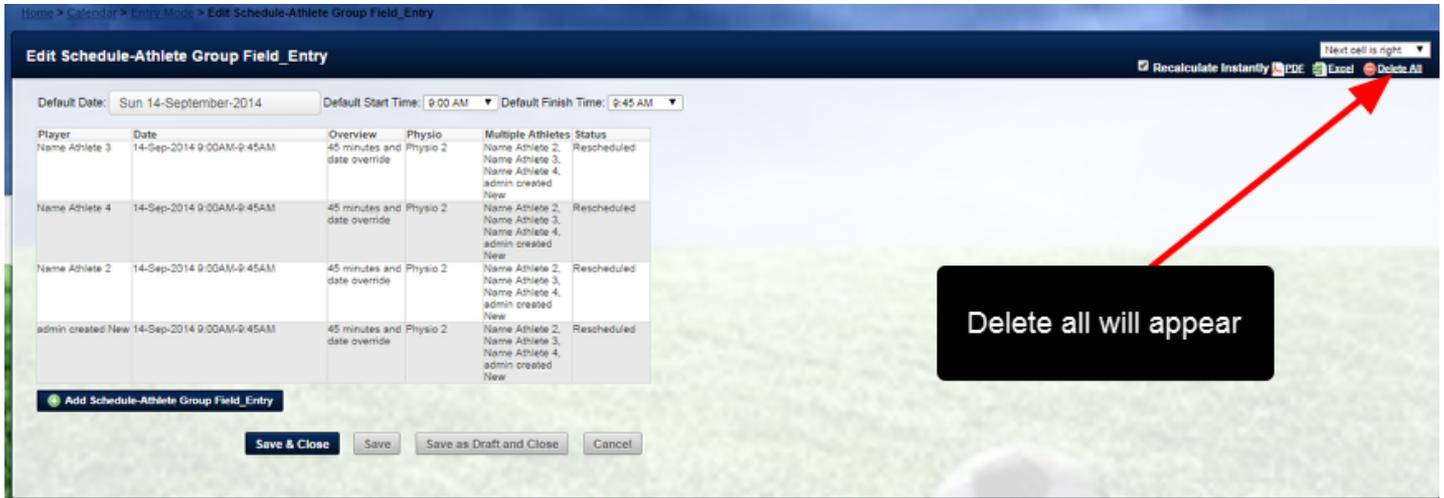
1. When a Group entry is reopened, the date and time selector appears at the top of the Form so that the date and time of entry can easily be updated,
2. If a user has access to delete the Event Form, this will appear in group entry mode when the group entry is reopened.

When a Group entry is reopened, the date and time selector appears at the top of the Group Entry page. This enables users to easily update the date or time an event is entered for

The screenshot illustrates the 'Entry Mode' interface. At the top, a calendar view shows a grid of dates from 10 to 14. A red arrow points to a specific entry in the calendar. Below the calendar, a confirmation dialog asks: 'This Schedule-Athlete Group Field\_Entry was originally entered in group mode. Would you like to edit it in group mode or just for this player?'. Two options are provided: 'Edit Schedule-Athlete Group Field\_Entry for Name Athlete 2' and 'Edit Schedule-Athlete Group Field\_Entry for 4 Players'. A red arrow points to the second option with the text 'Open it in Group Entry Mode'. Below the dialog, the main editing form is shown. It features a 'Default Date' selector set to 'Sun 14-September-2014', 'Default Start Time' set to '9:00 AM', and 'Default Finish Time' set to '9:45 AM'. A table lists player entries with columns for Player, Date, Duration, Physio, and Status. A red arrow points to the 'Date' column with the text 'These now appear at the top of the group entry to ensure the date or time of entry can easily be updated'. At the bottom, there are buttons for 'Add Schedule-Athlete Group Field\_Entry', 'Save & Close', 'Save', 'Save as Draft and Close', and 'Cancel'.

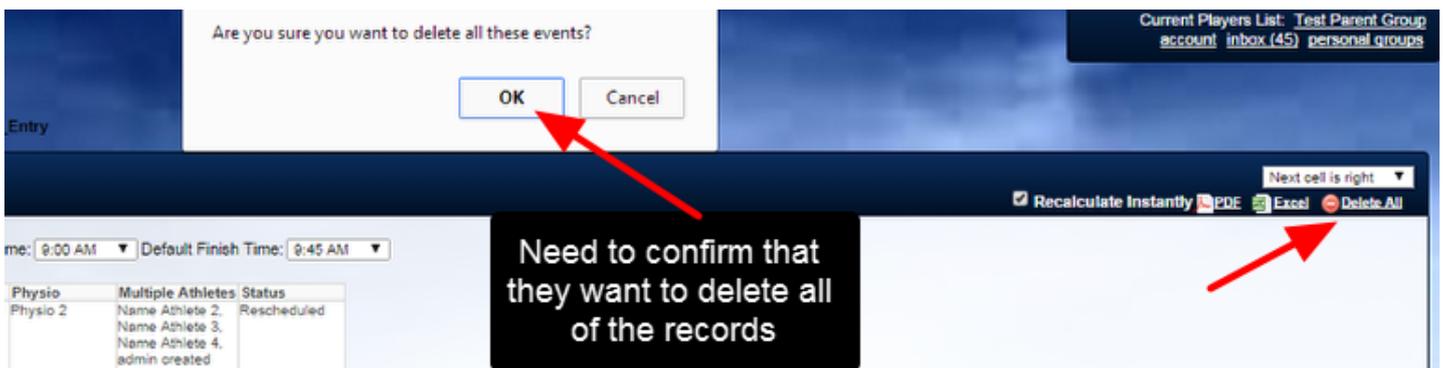
Previously these were not available during group entry editing, they were only available when entering in the original group entry.

If a user has delete access to an Event Form and they open a group entry, they can delete all of the group entry records at once

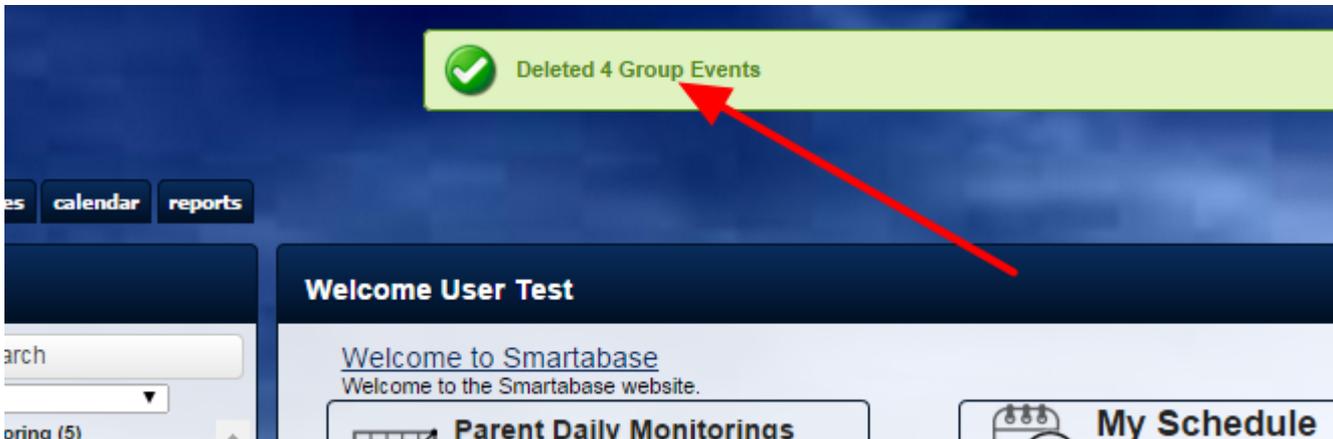


There was no easy way for a user with delete access to an Event Form to delete an incorrect group entry; it had to be done one entry at a time. This can now be done by opening the group entry and clicking on the delete all button.

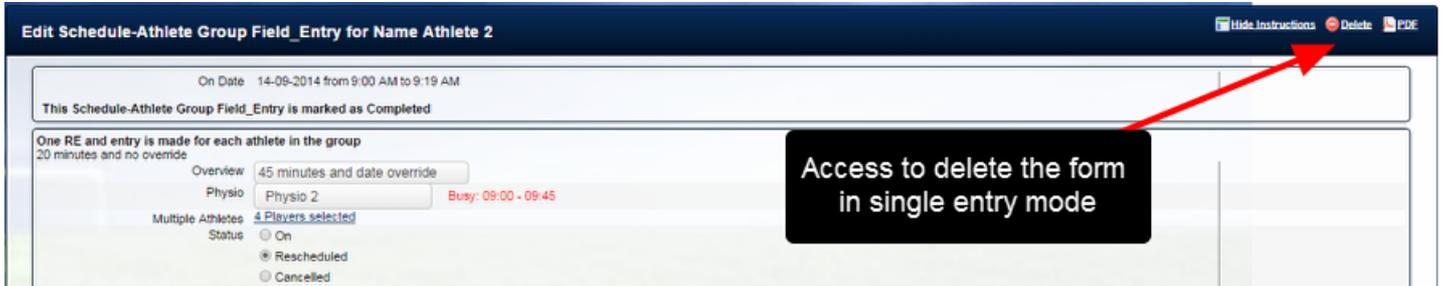
If a user clicks on Delete All, they will need to confirm that they want to delete all of these group entry records



The records will be completely removed from the system and a confirmation message will appear with the number of records that have been deleted



N.B. If a user has delete access to an event form, this means they would see the Delete button when they open it in single entry mode as well.

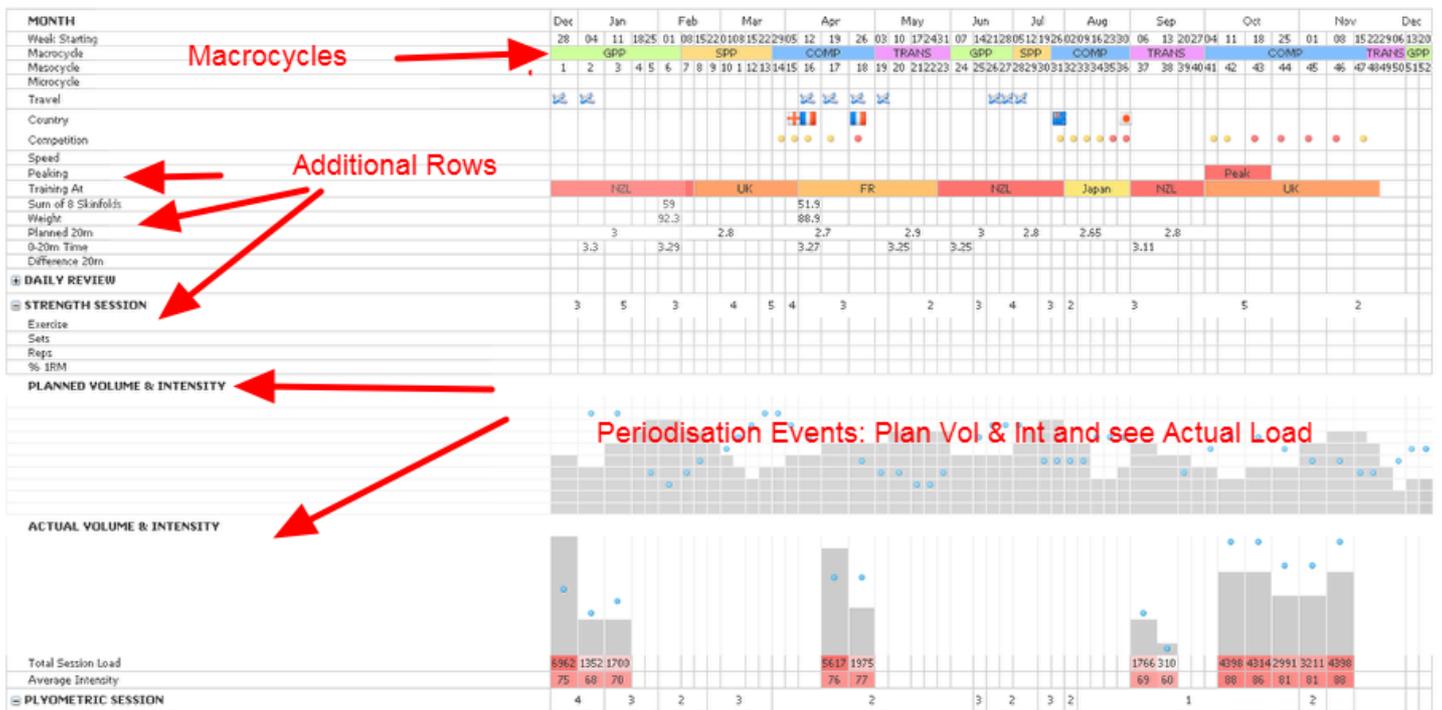


# Yearly Plans: Periodisation and Planning

# Periodisation: Yearly Plans

Creating and Editing Yearly Plans. Almost everything on the Yearly Plan is configurable. Users can break down the year into macrocycles, mesocycles and even microcycles. The system pulls through actual data into the macrocycle from strength session reps and sets to weight. Better still, the yearly plan can be used to plan for specific performance attainment from sprint times to body composition.

Plan Overview: before creating a Yearly Plan, look at how the Yearly Plan is structured.



Almost everything in a Yearly Plan is configurable:

- Choose when the plan starts
- Add in specific macrocycles/mesocycles/microcycles
- Highlight travel and competition
- Choose the events to plan for
- Graph and view volume and Intensity for an event
- See actual volume and intensity for an event

-Plan out how many sessions of other event types to include

## Macrocycle View: Plan or view completed sessions/events

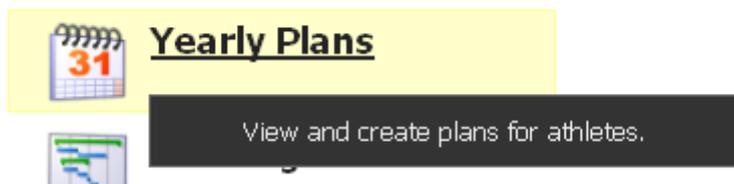
MONTH	Jan																		
Day	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19
Day of Week	Thu	Fr	Sat	Sun	Mon	Tue	Wed	Thu	Fr	Sat	Sun	Mon	Tue	Wed	Thu	Fr	Sat	Sun	Mon
Macrocycle	GPP																		
Mesocycle	1						2						3						
Microcycle																			
Travel																			
Country																			
Competition																			
Speed																			
Peaking																			
Training At																			NZL
Sum Skinfolds																			
Bodyweight																			
Planned 20m																			3
Actual 20m																			
Difference 20m																			
<b>DAILY REVIEW</b>																			
Stress/Pressure	3				4							3							2
Sleep Quality	4				3							4							4
Soreness	4				2							2							5
Energy	5				2							4							3
Overall Performance	3				4							4							4
Comments																			sore from session
	<a href="#">Edit</a>				<a href="#">Edit</a>							<a href="#">Edit</a>							<a href="#">Edit</a>
<b>STRENGTH SESSION</b>	3										3								5
Exercise	BB Bench Press				BB Bench Press						BB Bench Press								BB Bench Press
Sets	1				1						1								1
Reps	8				8						8								8
% IRM	80				80						80								80
Exercise	BB Bench Press				BB Bench Press						BB Bench Press								BB Bench Press
Sets	1				1						1								1
Reps	10				10						10								10
% IRM	80				80						80								80
Exercise	BB Bench Press				BB Bench Press						BB Bench Press								BB Bench Press
Sets	1				1						1								1
Reps	8				8						8								8
% IRM	70				70						70								70

See Days/Weeks/Cycles

Periodisation Events:  
See and Edit  
Actual Session Information

Users can pull through any information that they currently capture into the macrocycles/ mesocycles/microcycles. The image here shows the Daily Review and Strength Session information is being pulled through into the GPP macrocycle.

## To create a Yearly Plan, click on the Yearly Plans Button

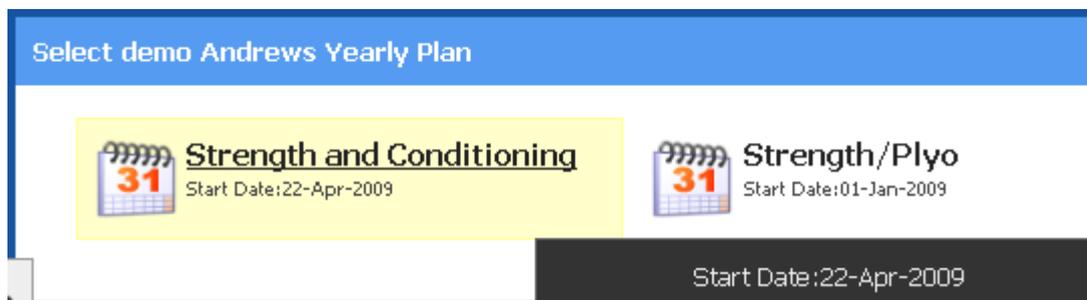


Select the athlete to create a plan for (users still need to apply the athlete/or other athletes after they create and save it)



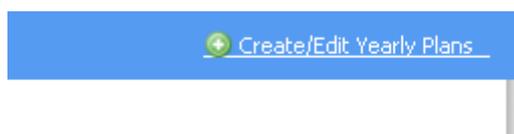
Choose the athlete to create, or view, a plan for. Users only need to select one athlete and then they can apply the plan to multiple athletes later.

## Current Plans



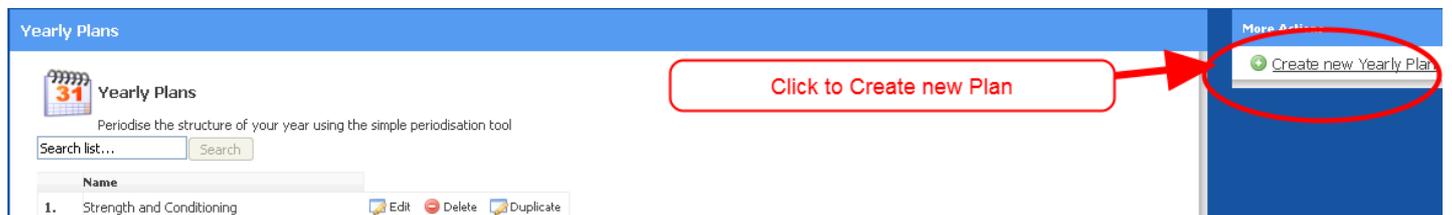
If the selected athlete is currently added to any plans, these will appear on the screen for users to select from and view. To create a new plan, click on the "Create/Edit Yearly Plans" button on the far right of the Yearly Plans page (see the step below).

## Click the Create/Edit Yearly Plan



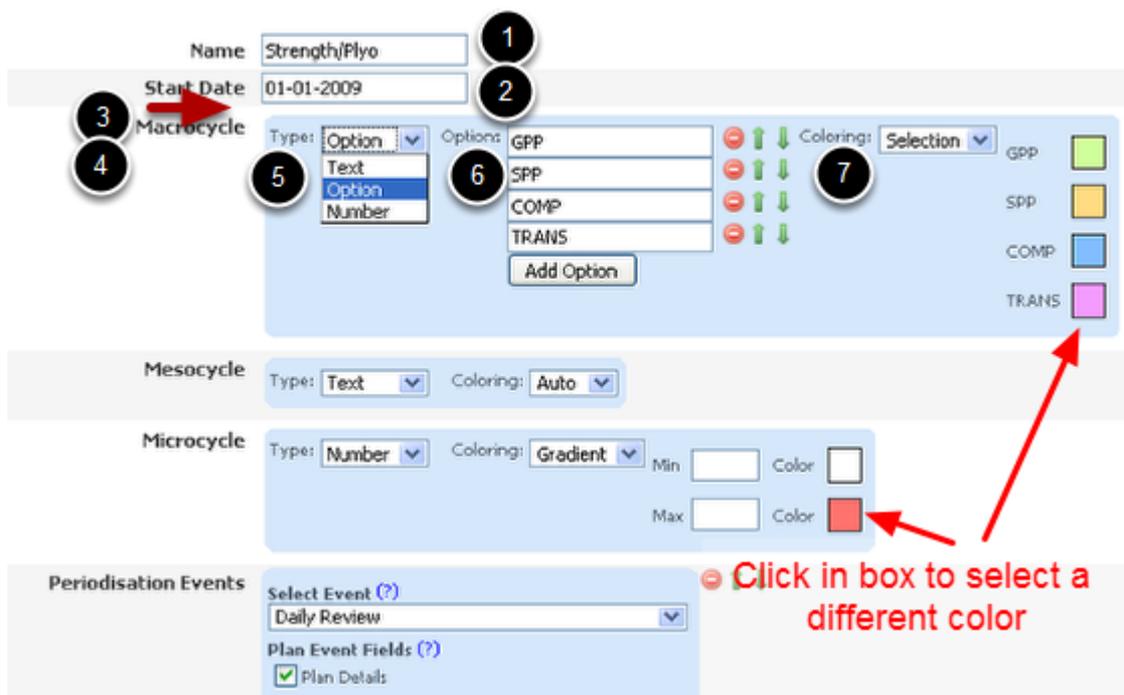
To create a new plan click on the "Create/Edit Yearly Plans" button on the far right of the Yearly Plans page.

# Click "Create new Yearly Plan" or Edit/Access any existing Yearly Plans



Any existing plans appear on the left of the page (as shown in the image here). Click "Create new Yearly Plan"

## Creating the Yearly Plan- Structure the Year



To create the Yearly Plan

#1: Name the Yearly Plan.

#2: Select the Start Date of the Plan: click in the data box and select the date for the Yearly Plan to start from.

#3: Select the Start Day of the Week that you want you week to run from (not shown here-discussed in the subsequent lesson)

**#4:** Set up the Structure of the year into the correct phases or blocks (e.g. GPP, SPP, Comp, wk 1-4 etc). For the Macrocycle, Mesocycle and Microcycle, set up the Type and Coloring (and Options if options is selected) of the Macro/Meso/Micro-cycle breakdown:

#### **#5: Type**

Type: **Text** allows user to type in text into each specific cycle/phase that can be coloured by selecting auto or none.

-Type: **Option** allows user to write in specific options to use in the cycle such as specific blocks/ phases (e.g. GPP, SP as shown above).

**#6: Options:** users type in each option by clicking on "Add Option", then adding the option into the text area. Add as many options as required. Options can be deleted by clicking the red delete icon, and moved using the up and down green arrows.

Type: **Number** allows users to write in numbers into the cycles.

#### **#7: Coloring** (see the step below to see how to select/change colors):

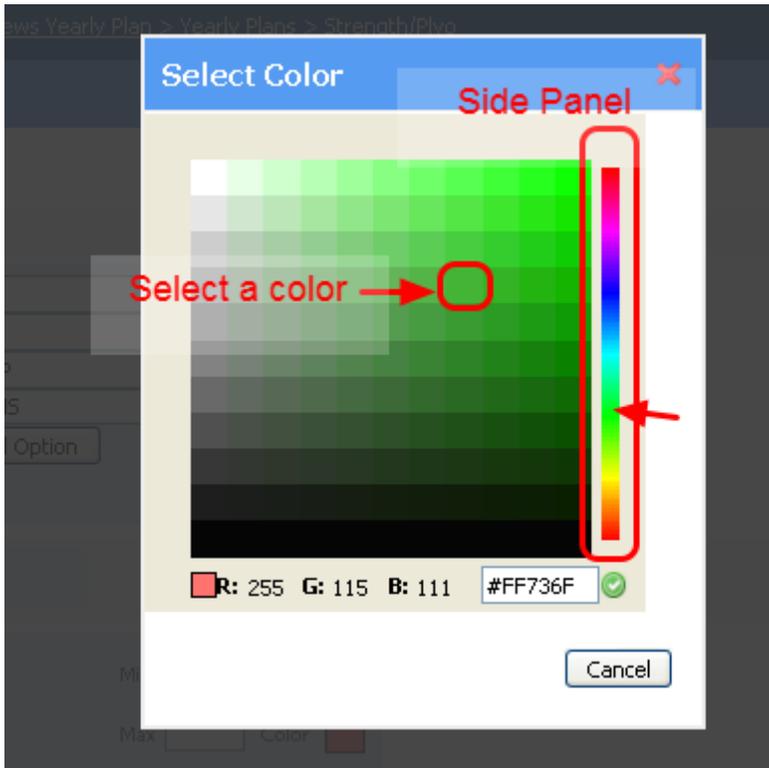
-Coloring: **Auto** means all text and numbers will be automatically assigned a colour. Any colors and text that is the same e.g GPP or 1,1,1,1 will be assigned the same colour and will be grouped (the cells in that row will be merged) where possible.

-Coloring: **None** means no color will be assigned to that cycle

-Coloring: **Gradient** allows users to select between two colors and a gradient will be shown consisting of the a range between the selected colors.

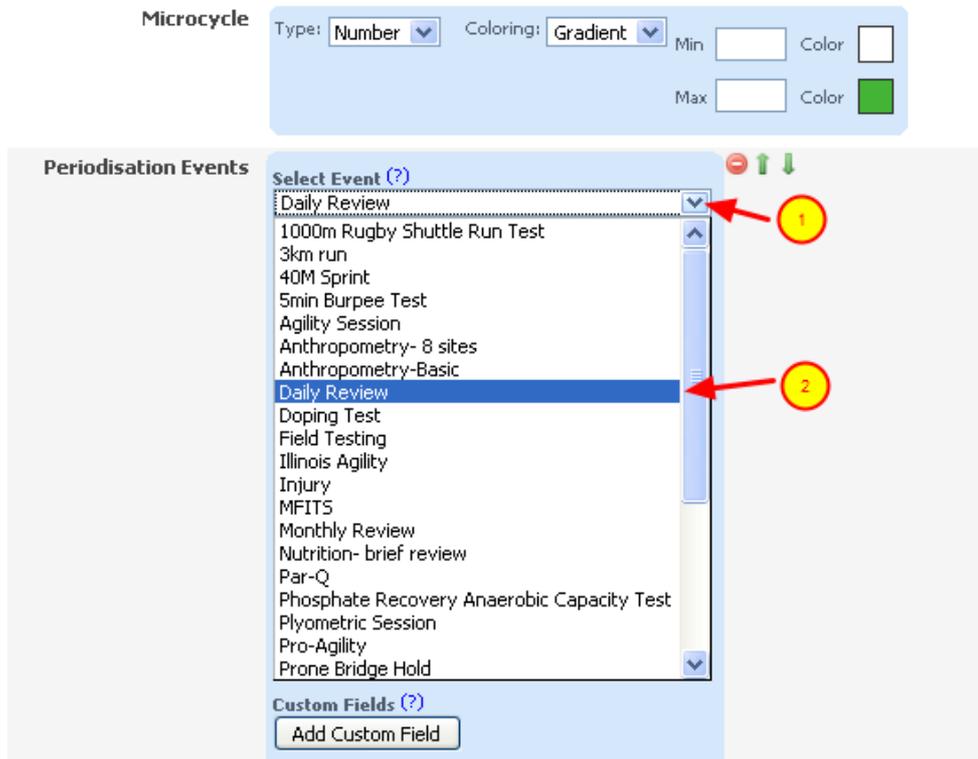
-Coloring: **Selection** (for Type: Option only) allows users to choose the exact color that they want. The example in the image here shows that the Options of GPP, SPP are selected to be colored orange and green. These exact colors will be shown with these cycles in the Yearly Plan (to select a color for the Gradient or the Selection coloring options see below).

## Select or Change the Color of the Cycle



To add or change the color of a color gradient or selection, click in the colored box (as shown in the step above) and a color palette appears. Use the side Panel color range to choose the range of colors to choose from (green has been selected here). Then click on the actual cell and that color will be selected (see the image in the step below to see that the gradient color in the Microcycle is now green).

## Select the Event to Show in the Yearly Plan



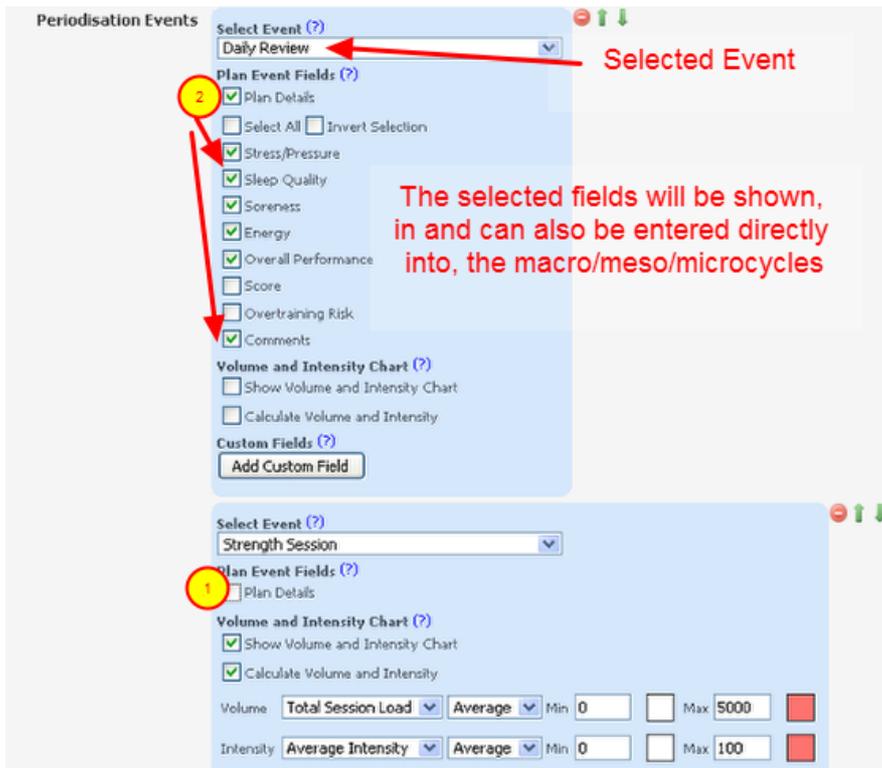
Periodisation Events are the events that users can plan for and look at in the macrocycle, which can even have volume and intensity graphed for them. In the Periodisation Events, now Choose the Events to appear in the Macrocycle:

#1: Click on the drop down arrow and all available events appear to choose from

#2: Select the event that is to be added to the yearly plan

Add as many Events as required using the "Add New Event" (not shown in this image).

# Plan for Volume and Intensity through the Yearly Plan.



Underneath each Event name that a user selects they can choose to:

## #1: Plan Details

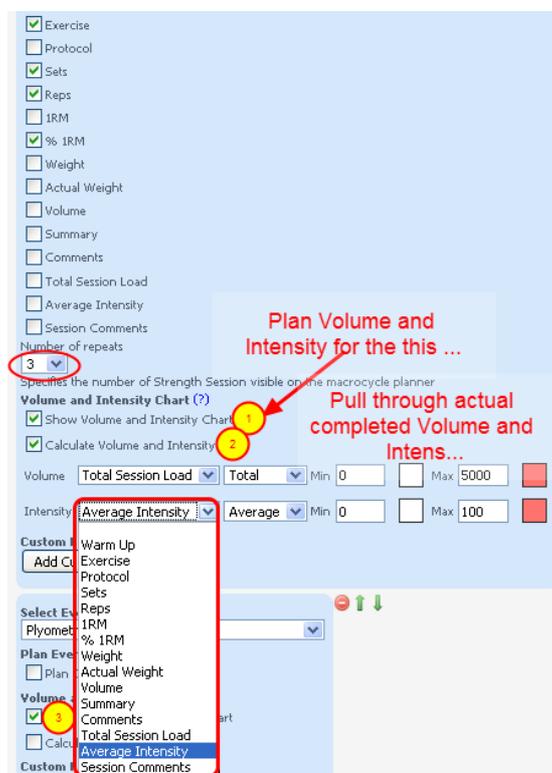
When users select the Plan Details tick box (as shown above) all of the fields from that event appear. If they want to plan actual session information for an athlete in the yearly plan, users MUST select the fields they want to be able to plan/view and these fields will be made available.

#2: All of the selected fields can actually be entered by an athlete or coach directly into the Macrocycle event in the Yearly Plan. Any data entered on their calendar will also be pulled through into the Yearly Plan to give coaches an idea of how the athlete is progressing alongside other event information (such a load or volume).

## Number of Repeats

Events that have tables (e.g. strength, plyometric, sprint sessions) allow users to select how many times they want the fields to repeat. In the step below the exercise, sets, reps and %1RM fields will appear 3 times in the macrocycle for users to enter or view strength and conditioning information. This means the fields that are selected will appear three times in a macrocycle for planned session information to be entered into.

# Plan Volume and Intensity and graph Actual Volume and Intensity from the athlete's completed sessions



**#1 Show Volume and Intensity Chart:** if this is selected a chart will appear under the Strength and Conditioning Event name on the Yearly Plan Page. It allows users to draw graphically an estimation of load and intensity throughout the year for an event type. The example here shows that the user is going graph the volume and intensity for the Strength and Conditioning event and #3 the Plyometric event.

**#2 Calculate Volume and Intensity:** enables users to pull through the actual volume and intensity of completed sessions to be shown graphically underneath that event type.

Once the Calculate Volume and Intensity is ticked, users need to choose the field (from the selected event e.g. the strength and conditioning form as shown here) that represents the Volume and Intensity to be graphed. For the example in the image:

**-Volume:** Total Session Load (from the strength and conditioning form) is going to be used to graph the Volume for the strength and conditioning event. The "Total" of the week is going to be used to show graphically in the Yearly Plan. The range is between 0 to 5000 and as range will be coloured white and red as the volume increases

**-Intensity:** Average Intensity (from the strength and conditioning form) is going to be used to represent the Intensity to graph the actual intensity. The user has selected to use an "Average" of the Average Intensity over the week. This means an Average of the Intensity of the sessions will be displayed (not the total as was used in the Volume).

N.B. Users can also select to show Minimum and maximum Volume / Intensity if they require as well.

## The Additional Rows for goals or actual results

Speed

Peaking

Training At

Sum Skinfolds

Bodyweight

Planned 20m

Actual 20m

Difference 20m

Add Additional Row

All fields valid

Next Cancel

Text to Write Specific Goals

1

2

3

4

5

6

7

8

The Additional Rows allows users to add in specific goals or event information/results that they want to appear on the Yearly Plan. An Additional Row will then be inserted into the Yearly Plan, and users can specify the Type of information they want to show across each cell in that row. To add in an Additional Row:

#1: Click the Add Additional Row Button

#2: Name the Row

#3: Select the type of information to be displayed across the Yearly Plan. Depending on the specific Type of row users select, different coloring and selections will appear:

-Text (free text to write in anything), choose automatic coloring or none for this row.

-Option (write specific options, as used in the macrocycle setup previously discussed), write options and choose color none, auto or a specific color for each available option.

-Number (any numeric field), choose none, a colour gradient or automatic coloring (discussed in the macrocycle set up previously).

-Bullet (yellow and red bullet).

-Star (yellow star and red star appear).

-Plane (plane icon appears to represent travel).

-Flag (choose from the different flags of the countries of the world).

-Numeric Data Summary (pulls through actual data from the athlete's entered events):

#4 Choose the **Form/Event** to pull information from

#5 Choose the specific **field** from the selected **Form**

#6 Choose the way the data should be summarised (Total, Average, Maximum, Minimum)

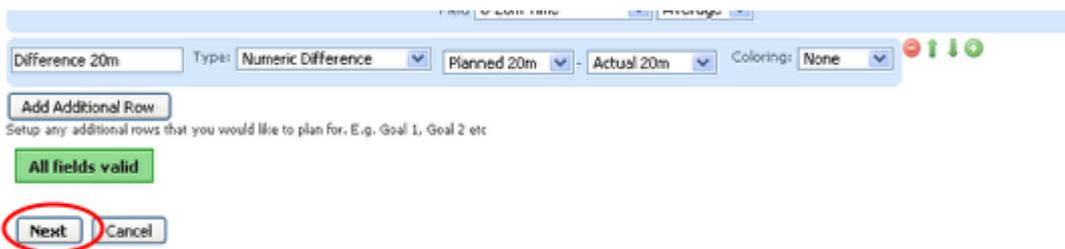
#7 Choose the color for that row (none, gradient, performance standard[pre-set standards of performance]).

-Numeric Difference (allows users to calculate the difference between the Additional Rows that the user has just entered).

#8 Choose the two fields to measure the difference between (choose numeric fields). The example here shows that planned 20m and actual 20m data will be used to calculate the difference between . This essentially allows users to pre-plan expected performance levels throughout the year and compare them with the athlete's actual results.

N.B. Please note that the additional Rows actually appear directly under the Competition information at the top of the Yearly Plan. Users can add in any specific field they require.

## Click NEXT



The screenshot shows a form for adding an additional row. At the top, there is a header bar with a search icon and a message icon. Below the header, there is a form with the following fields: a text input labeled 'Difference 20m', a dropdown menu labeled 'Type: Numeric Difference', two dropdown menus labeled 'Planned 20m' and 'Actual 20m', and a dropdown menu labeled 'Coloring: None'. To the right of these fields are three small icons: a red circle with a white exclamation mark, a green circle with a white exclamation mark, and a green circle with a white checkmark. Below the form is a button labeled 'Add Additional Row'. Underneath the button is a small text label: 'Setup any additional rows that you would like to plan for. E.g. Goal 1, Goal 2 etc'. Below this is a green button labeled 'All fields valid'. At the bottom of the form are two buttons: 'Next' and 'Cancel'. The 'Next' button is circled in red.

Once a user adds in the events and the specific planning or detail information, they need to click next to be taken to the Yearly Plan overview. Now that the structure of the yearly plan has been defined, it is time to BUILD IT !!

# Building from a Blank Plan

Edit Yearly Plan: Strength/Plyo

[-] Collapse All

Next cell is right ▾

MONTH	Dec	Jan					Feb					Mar					Apr				
Week Starting	28	04	11	18	25	01	08	15	22	01	08	15	22	29	05	12	19	26	01		
Macrocycle	GPP	SPP	GPP	GPP	SPP	SPP	SPP	SPP	SPP	SPP	SPP	SPP	SPP	COMP	COMP	COMP	COMP	COMP	TRA		
Mesocycle		Wk 1-4	Wk 5-8	Wk 5-8	Wk 5-8	Wk 5-8	Wk 9-12	Wk 9-12	Wk 9-12	Wk 9-12	Wk 13-16	Wk 13-16	Wk 13-16	Wk 13-16	Wk 17-20						
Microcycle		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21		
Travel														✈	✈	✈	✈				
Country														🇬🇧	🇫🇷			🇫🇷	🇫🇷		
Competition													●	●	●	●		●			
Speed																					
Peaking																					
Training At	NZL	NZL	NZL	NZL	NZL	NZL	NZL	UK	UK	UK	UK	UK	UK	UK	UK	FR	FR	FR	FR		
Sum of 8 Skinfolds																					
Weight																					
Planned 20m	3	3	3	3	3	3	2.8	2.8	2.8	2.8	2.8	2.8	2.8	2.7	2.7	2.7	2.7	2.7	2.7		
0-20m Time																					
Difference 20m																					
<b>DAILY REVIEW</b>																					
Stress/Pressure																					
Sleep Quality																					
Soreness																					

The Planning Page will be structured as the user defined it in the steps previously discussed. Now they can start to complete their plan. The cell rows are structured as follows:

**MONTH-** automatically generated and cannot be changed.

**Week Starting-** automatically generated and will start from the Start Data previously specified.

**Macrocycle/Mesocycle/Microcycle-** it is critical for users to plan specific phases for the macrocycle. The example here shows that the Options that were set when the user created the structure are now available to select from (e.g. GPP, SPP).

-The user has entered in mesocycles based on free text and is automatically colored based the different information that is entered, e.g. wk 1-4, wk 5-8 etc.

-The microcycle is for numeric fields (as previously specified and shown here) and is not colored.

**Travel-** Click on a cell along that row and an airplane will appear in that box. Click the box again and it will disappear.

**Country-** click on the cell and then select from the list of countries flags that appear. Type in the first letters of the country and it goes directly to the countries starting with those letters. The click on the country name and the corresponding flag appears in that cell. To remove a flag, click on the correct cell, scroll to the top of the flag list and select the blank cell before "Afghanistan".

**Competition-** Click in the box and a yellow dot appears. Click on the yellow dot and it turns red to indicate an important/hard competition. Click on the red dot and it disappears.

**Additional Rows-** the additional rows that were added when the user developed the plan show in this section. The previously selected field types are available to use here now.

## The Intensity and Volume Graph: Drawing Intensity



Any events that were selected to "Show Volume and Intensity" will have an area of grey cells under it. To draw the INTENSITY of the workload over the year, click on the Volume/Intensity button. One click and it will say Draw Volume, click it again to access the Draw Intensity.

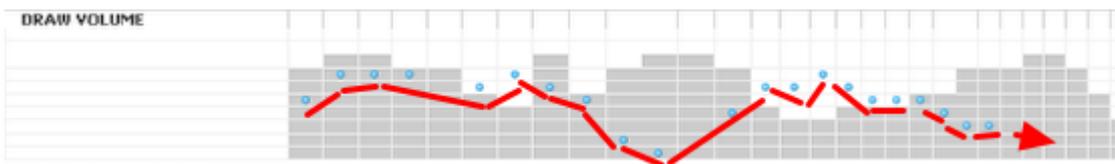
Make sure that the button says DRAW INTENSITY.

Then, users hold down their left mouse button and move the mouse cursor over the grey cells. The height that the mouse is moved across the cells indicates the number of grey cells that will be left underneath. Users need to do a single mouse button click on the last column to ensure that it does not draw over any cells when the mouse is moved back to draw the Volume.

Alternatively, users can click their mouse along each column to get the correct column height.

Now go back over to the DRAW INTENSITY button and click it to access the DRAW VOLUME button.

## Drawing Volume



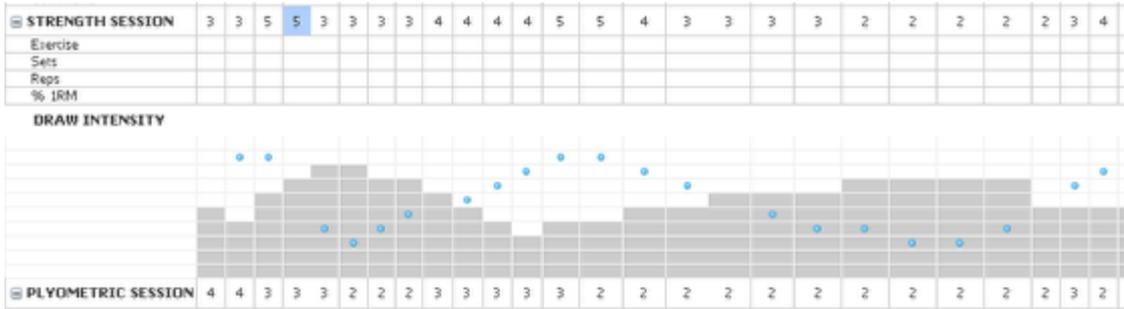
To draw the VOLUME of the workload over the year, click on the Draw Volume/Intensity button. One click and it will say Intensity, click it again to access the Volume.

Make sure that the button says DRAW VOLUME.

Then, users hold down the left mouse button and move it over the grey cells. A blue marker will be placed at the height that the mouse is moved across the cells to indicate the Volume to be completed. Users need to do a single mouse button click on the last column to ensure that it does not draw over any cells when the mouse is moved back to draw the Volume.

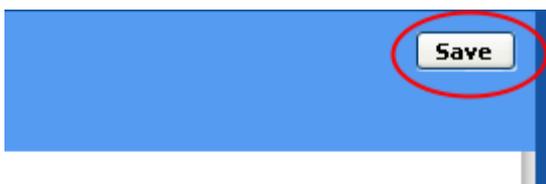
Alternatively, users can click their mouse along each column to get the correct column height.

## Adding in number of sessions thought the year.



Users can add in the number of sessions based on the volume of work that they want to complete.

## Users MUST click "Save"



When the layout of the Yearly Plan is completed click "Save" (top right hand corner of the page).

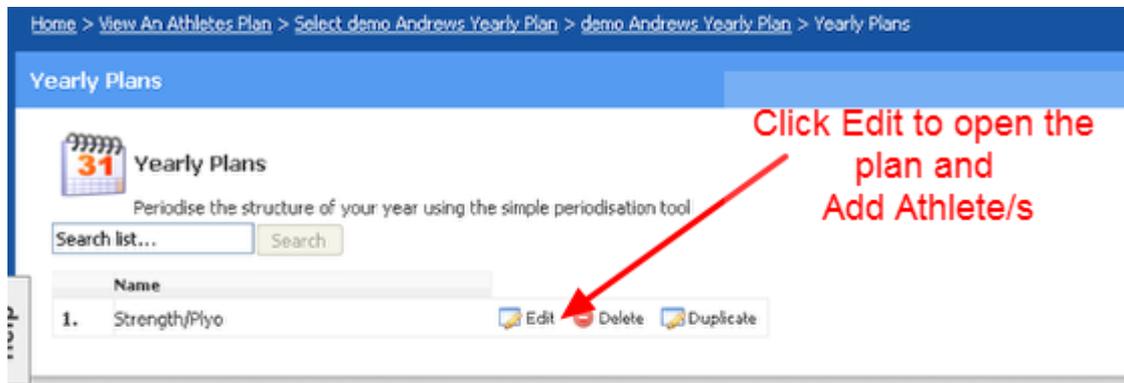
After the user selects "Save" they are taken back to the Yearly Plans List.

## What about the actual data to be entered into a specific Macrocycle?

Once a user applies a plan to an athlete they can then go into the macrocycle and add in the actual planned data for each specific athlete. This is discussed in the "Add in actual session information into a macrocycle for an athlete on that plan" Step below. The most important aspect of setting up a plan is just ensuring that there are some specific blocks/phases

throughout the year (in either a macrocycle/mesocycle/microcycle) that can be used when planning for an actual athlete.

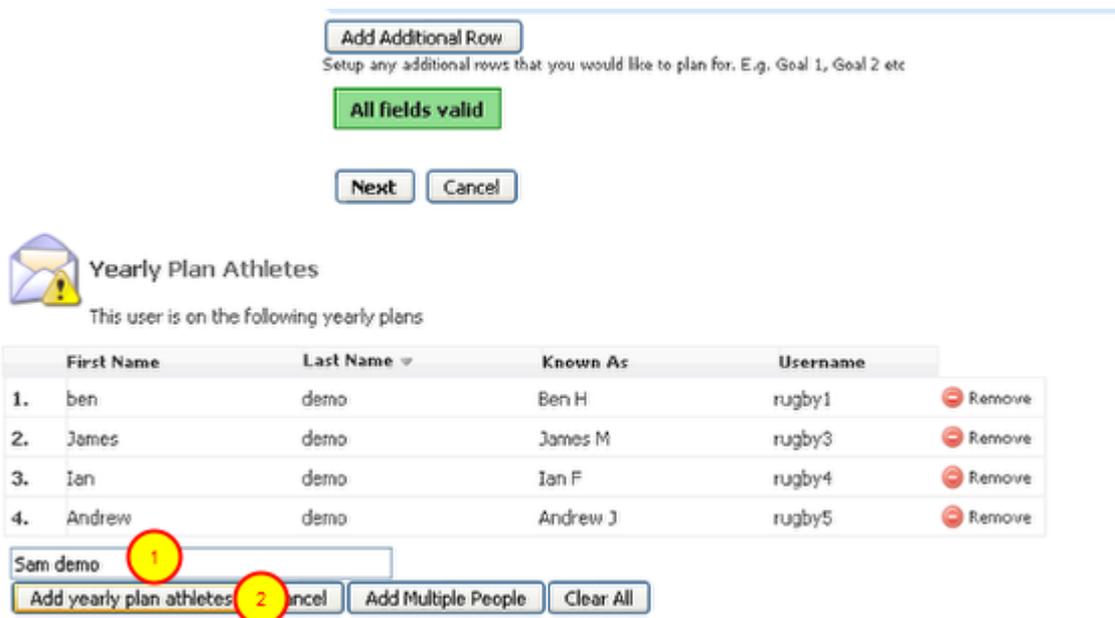
## Adding athlete/s to a Yearly Plan



After the user selects "Save" they are taken back to the Yearly Plans List. Now a user can add in athletes to the plan. Alternatively, user can add in athletes to any plan they have created.

Click on the "Edit" button on the Yearly Plan.

## The Plan will open, scroll to the bottom of the plan and add in the athlete/s



To add an athlete to this Yearly Plan:

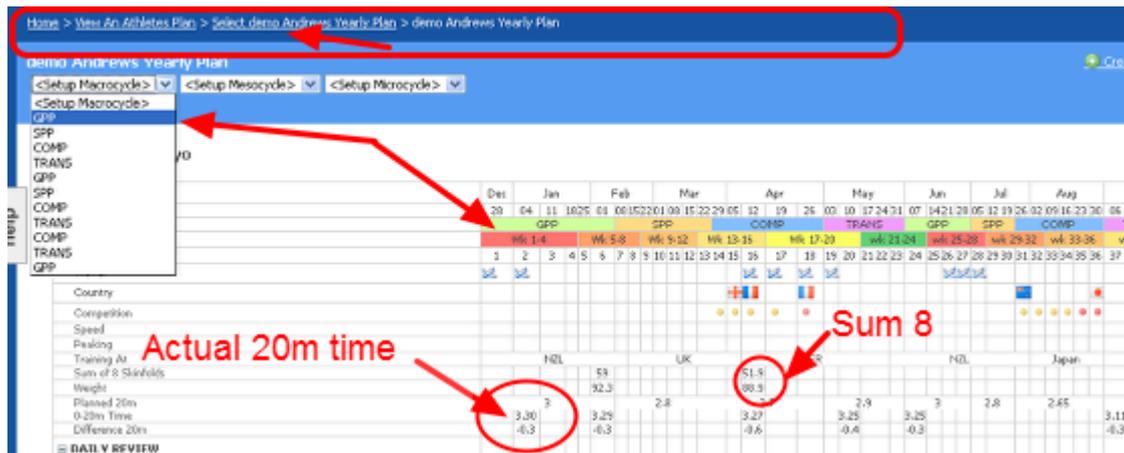
#1. Scroll to the bottom of the page, type in the athlete's name into the athlete text area.

#2. When the match appears, click on their name and then click "Add yearly plan athletes"

A green pop-up box will appear and say "person added to yearlyplan"

Once the user has added in the athlete's, scroll to the top of the page and click on the "View An Athlete's Plan" in the trail bar at the very top of the page (highlighted in the image in the step below), then select to view the newly created plan.

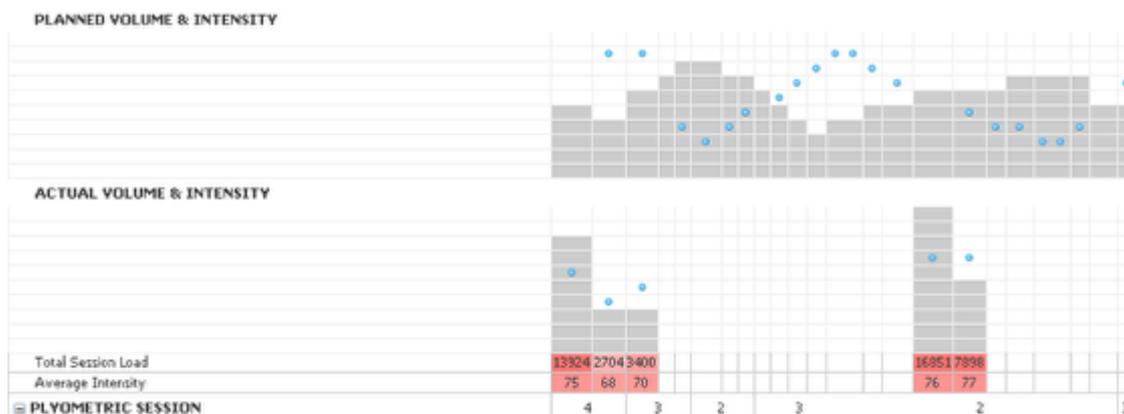
## Add in actual session information into a macrocycle for an athlete on that plan



Once an Athlete's plan is opened the athlete's actual data is pulled through into their Yearly Plan.

The image here shows that the athlete's actual 20m time is being pulled through into the plan and the difference between the planned time and actual time is being calculated (each athlete added to this plan will show that athlete's data when a user views it. The sum of 8 (skinfolds) is also being pulled through to instantly to show the coach/athlete how the athlete is progressing.

## Planned Volume and Intensity and Actual Volume and Intensity



The graphed volume and intensity is shown on this page (the planned volume and intensity is shown exactly as specified when the user developed the plan). Most importantly, the actual volume and intensity (as previously defined as Total Session Load ( a Total) and Average Intensity (an Average) is displayed underneath. This allows users to instantly see their planned versus their actual results.

## Looking at a specific Macrocycle/Mesocycle/Microcycle

The screenshot shows the 'demo Andrews Yearly Plan' interface. At the top, there are three dropdown menus: '<Setup Macrocycle>', '<Setup Mesocycle>', and '<Setup Microcycle>'. The '<Setup Macrocycle>' dropdown is open, showing a list of options: GPP, SPP, COMP, TRANS, GPP, SPP, COMP, TRANS, COMP, TRANS, and GPP. Below the dropdown is a calendar view for the months of December, January, February, and March. The calendar shows dates and session types (GPP, SPP) for various weeks. For example, in January, weeks 1-4 are GPP, weeks 5-8 are SPP, and weeks 9-12 are GPP. The calendar also shows a 'Country' field at the bottom.

To plan or view actual session information for an athlete:

In the Yearly Plan click on the "Setup Macrocycle" drop down list (top of the athlete's Yearly Plan) and select a Macrocycle, e.g. GPP.

The Macrocycle will open in a separate page for users to view/ edit (see the step below).

# View planned Macrocycle data or enter in new records

The screenshot displays a software interface for managing athletic data. At the top, there is a calendar grid with columns for days of the week (Thu, Fri/Sat/Sun, Mon, Tue, Wed) and rows for different levels of periodisation: Macrocycle, Mesocycle, Microcycle, Travel, Country, Competition, Speed, Peaking, Training At, Sun Strifolds, Bodyweight, Planned 20m, Actual 20m, and Difference 20m. Below this is a 'DAILY REVIEW' section with columns for days and rows for metrics: Stress/Pressure, Sleep Quality, Soreness, Energy, Overall Performance, and Comments. A red arrow labeled 'Actual Daily Review Entry' points to the 'Stress/Pressure' row. Below the calendar is a 'STRENGTH SESSION' table with columns for 'Exercise', 'BB Bench Press', 'Sets', 'Reps', and '% 1RM'. A 'Strength Editing Tools' pop-up box is open, showing a search for 'DB Deadlift' and a list of exercise options. A red arrow labeled '1 Enter New Event' points to the 'Add' button in this pop-up. At the bottom left, a 'Save' button is highlighted with a red arrow labeled '2'.

## The Macrocycle:

All of the information that the users selected in the Periodisation Events section for the "planned data" is being pulled through into here.

The Daily Review Event data is being pulled through directly from the athlete's calendar.

The strength and conditioning session shows the repeated "Exercise, Sets, Reps and %1RM" (as specified when we set up the Plan Details) for 3 repeats from the athlete's actual calendar. Users can see the number of sessions per week and use these as a guide for planning sessions.

## Edit/View an existing entry

To view the actual record entered on the system, click the "Edit" button which appears in the "Editing Tools" pop up box and you will be taken directly to the actual event form entry (as shown in the image in the step below).

## Adding in new information

To add in a new event (that is saved as a draft on the specified day in the athlete's calendar) click in a row and start to add in information. The example here shows that a new strength session is being entered. The exercise database appears and the user starts to type into that cell. They simply type in the exercise name and select the correct exercise. Users add in as many sessions as they require.

-Click "Save" to save the new entries to the athlete's calendar

These sessions will now be available on the athlete's calendar and schedule as drafts/planned events (see the Calendar Step).

-Once the new Events are "Saved" on the system, the Edit button will appear to be taken to the actual entry as well.

Click on the Editing Tools Row to copy and paste the data from one day to another, or to Edit and open an existing record

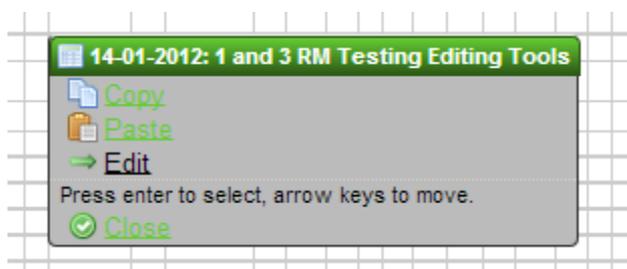
Comments				
Daily Review Editing Tools	<a href="#">Edit</a>		<a href="#">Edit</a>	
STRENGTH SESSION 3				
Exercise	BB Bench Press		BB Bench Press	BB Bench Press
Sets	1		1	1
Reps	8		8	8
% 1RM	80		80	80
Exercise	BB Bench Press		BB Bench Press	BB Bench Press
Sets	1		1	1
Reps	10		10	10
% 1RM	80		80	80
Exercise	BB Bench Press		BB Bench Press	BB Bench Press
Sets	1		1	1
Reps	8		8	8
% 1RM	70		70	70
Strength Editing Tools	<a href="#">Edit</a>	<a href="#">Edit</a>	<a href="#">Edit</a>	
PLYOMETRIC SESSION 4				

Click in a cell access the editing tools

Save

Editing Tools enable you to copy and paste data from one day into another, and to edit existing saved entries on the system (see the image in the step below). N.B The Edit link appears in the act

The Editing Tools Pop up box appears



When you click on the Editing Tools row you will be able to access the editing tool pop up box:

Copy-will copy the data entered for and existing event (one that has been entered and saved, or one recently planned)

Paste- enables you to paste copied information into any other day for that event

Edit- enables you to view an actual

To view the actual record entered on the system, click the "Edit" button which appears in the "Editing Tools" pop up box. You will be taken directly to the actual event form entry (as shown in the image in the step below).

## Clicking on "Edit" opens the actual event

Update Estimated 1RM in Strength Testing

On Date  from  to  29-12-2008

This Strength Session is marked as completed

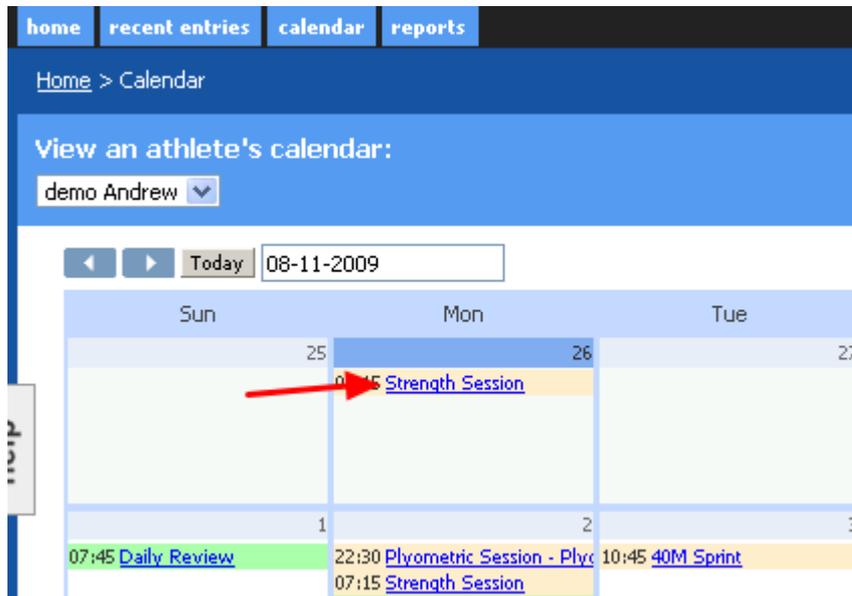
Session Details

Warm Up

Exercise	Protocol	Sets	Reps	1RM	% 1RM	Weight	Actual Weight	Volume	Summary	Comments
BB Bench Press		1	8	45.59	80	36.48		291.84	1x8 36.48 (80% of 45.6)	2-1-3 tempo
BB Bench Press		1	10	45.59	80	36.48		364.80	1x10 36.48 (80% of 45.6)	2-1-3 tempo
BB Bench Press		1	8	45.59	70	31.92		255.36	1x8 31.92 (70% of 45.6)	2-1-3 tempo
Alternate Incline DB Flys		2	12	26.83	60	16.08		385.92	2x12 16.08 (60% of 26.8)	3-2-3 tempo
Alternate Incline DB Flys		1	15	26.83				0.00	1x15	3-2-3 tempo
DB Stiff Leg Deadlift	Endurance	2	12	200.72	60	120.42		2890.08	2x12 120.42 (60% of 200.7)	
BB Bench Press	Endurance	2	12	45.59	60	27.36		656.64	2x12 27.36 (60% of 45.6)	
Deadlift	strength	3	6	118.07	85	100.39		1807.02	3x6 100.39 (85% of 118.1)	<a href="#">Add Row</a>
Total Session Load		6652								5735.0
Average Intensity		71								79.0
Session Comments		<input type="text"/>								

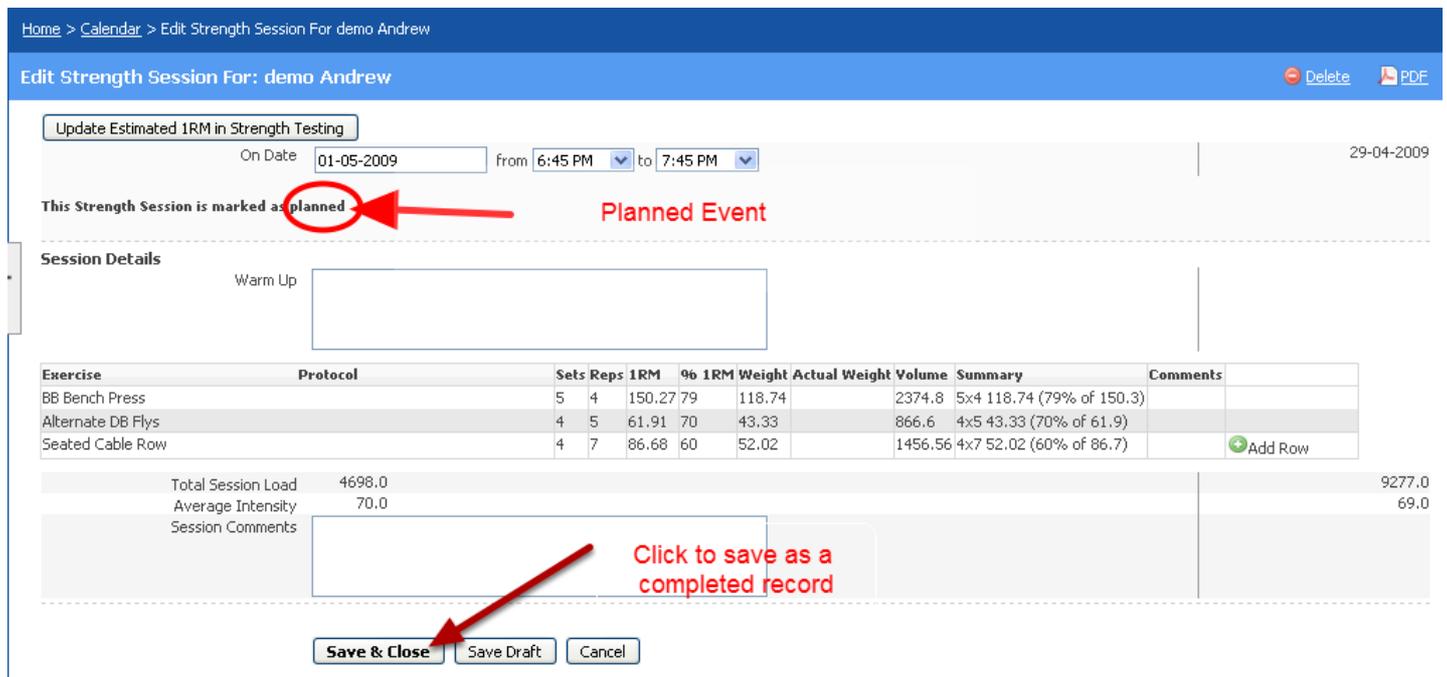
Clicking on "Edit" in the Macrocycle opens the event. The user then selects to go back to the macrocycle using the trail bar link, or they can enter in new information and click "save and close".

Any new saved entries are now available on the athlete's calendar



The event now appears on the calendar as a draft event. The athlete just needs to click on it to open it (see the step below) and then save and close it.

Event: the actual event as the athlete would see it.



The session information entered on the yearly Plan is pulled through into the athlete's calendar and is scheduled and formatted as an actual event.

For this example, the athlete could enter in their actual session information and click "Save and Close".

# Yearly Plan "Start Day"

The Yearly Plan weeks were always set to run from Sunday to a Monday

MONTH	Oct																														
Day	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
Day of Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
Macrocycle				99					22							11													111		
Mesocycle																															
Microcycle																															
Travel																															
Country																															
Competition																															
1 RM																															

Previously, the system showed weekly breakdowns from Sunday to a Monday and any calculations of load or average would be based off the Sunday to Monday period.

Now you can select a start date for the weeks to run from, e.g from Monday to Sunday, Friday to Thursday

Name: 1 and 3 RM Peter Public

Publicly available:

Start Date: Fri 17- August-2012

Start Day: Wednesday

Macrocycle: [ ]

Mesocycle: [ ]

Now you select the Start Date and also the Start Day that you want the weeks in the yearly plan to run from. This allows you get workload, daily monitoring or other calculations running for

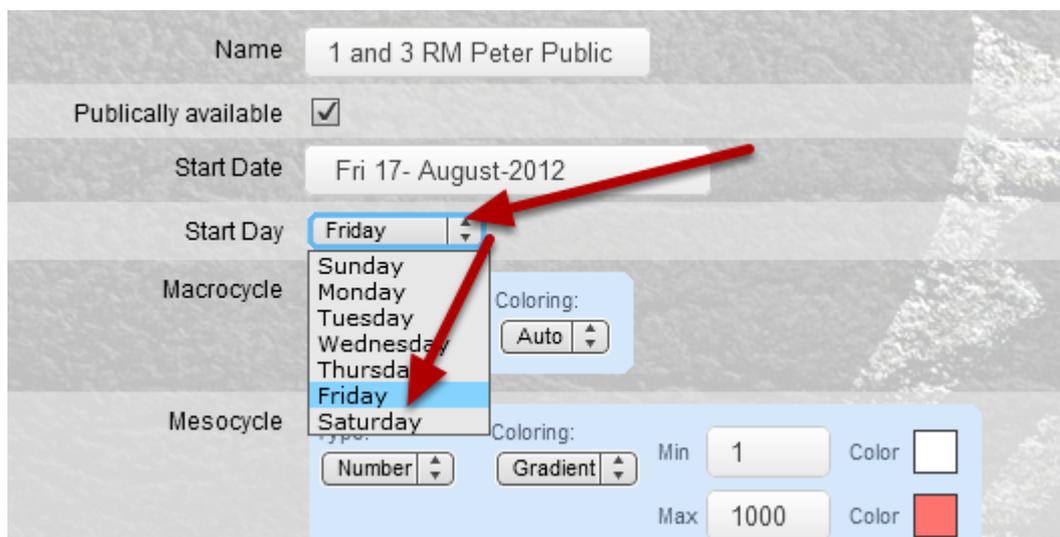
specific day-day ranges, e.g. you may run the week from Monday to Sunday, or Friday to Thursday. The Start Day gives you flexibility to start your week when you need it.

Once you select the Start Day all of the calculations you have will run for that Start Day in the Yearly Plan



The image in the example here shows the calculations for data calculating from Wednesday (it used to only calculate from Sunday). All of the data in the yearly plan is now grouped by Wednesday to Tuesday period. You can see that the sum at the bottom of the plan shows 1, 35 and 69 for the weekly totals. If we were to change the start date, these will calculate different date periods, as shown in the images below.

If we use the same yearly plan and change the Start Day, the data will be grouped differently in the Yearly Plan



If the Start Day is changed the week will start from the new day that is selected, e.g. a Friday, and the data will be calculated from Friday to Thursday.

Changing the start day to Friday changes the display on the Yearly Plan and also the days from which the data is pulled from

**Setup Month Oct**  
Collapse All

**Week starts on Friday**

MONTH		Oct																															Nov
Day		05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	01				
Day of Week		Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Th				
Macrocycle		88							99							22							11										
Mesocycle																																	
Microcycle																																	
Travel																																	
Country																																	
Competition																																	
1 RM									10																								
3 RM									10																								
Avg Load									67																								
triceps sum		6							49							50																	

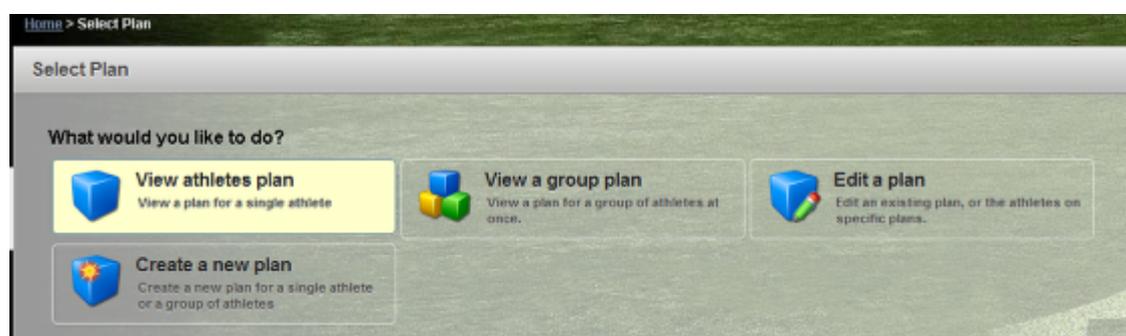
Save

The image in the example here shows the calculations for data calculating from Friday to Thursday. All of the data in the yearly plan is now grouped by a Friday to Thursday period. You can see that the sum at the bottom of the plan is different to the Wednesday start date (1, 35 and 69) and it is now 6, 49 and 50.

Consider what Start Day you need to represent your data accurately based on how users record and report your data.

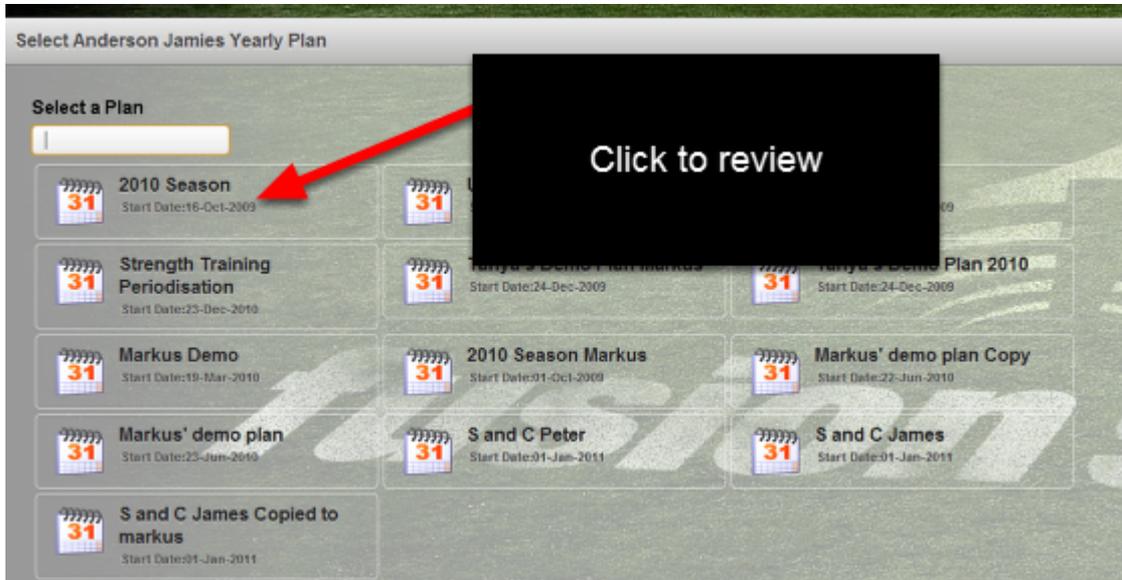
# Sharing Yearly Plans with Other Professionals on Your System

Other Professionals have been able to see what plans have been applied to athletes that you both manage. Now, a Yearly Plan can be set to be available to be shared and copied

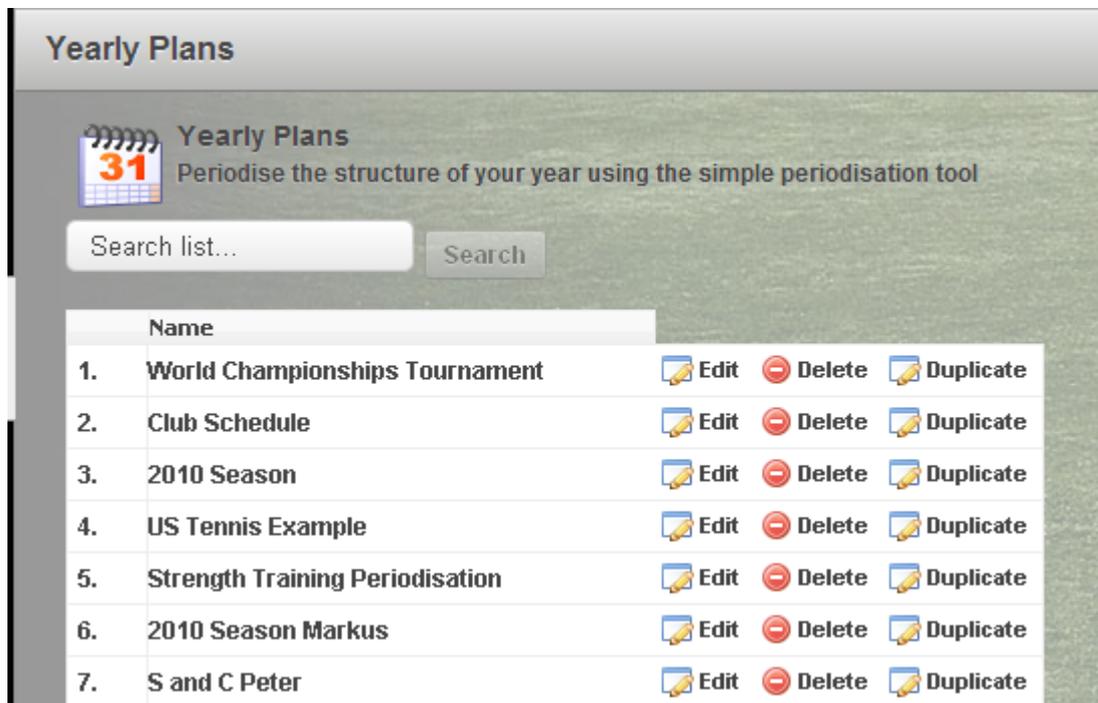


You could select to View an athletes plan and see what plans have been applied to the athlete (as shown in the image in the step below).

You can see which plans have been assigned to an athlete when you click on "Yearly Plans", "View Athletes Plan". You can open these plans and review them, but not edit them.



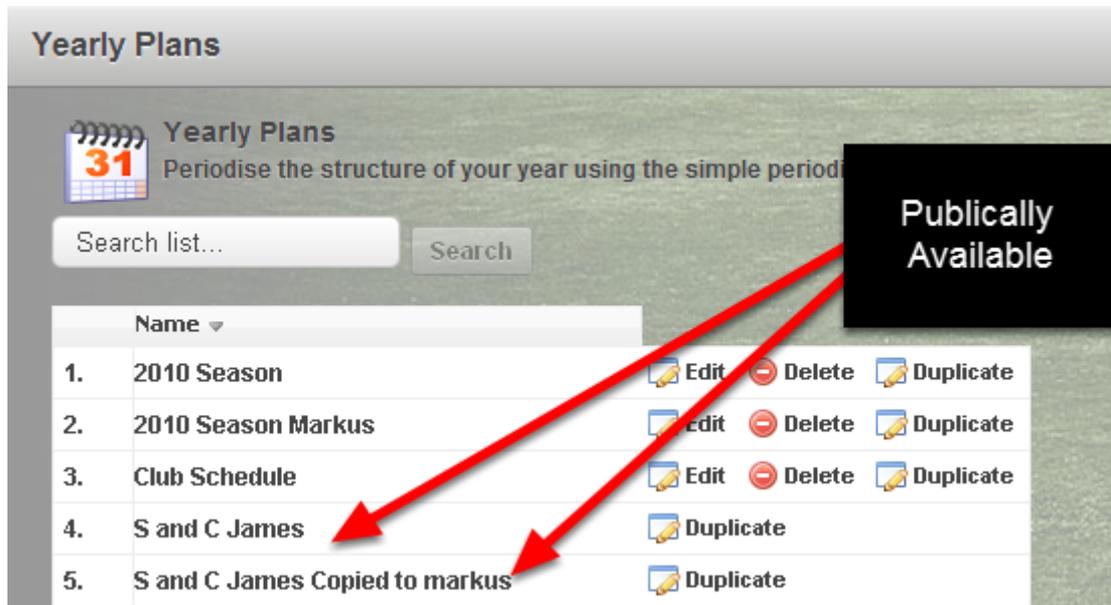
However, you could only edit and access Yearly Plans that you had created. You did not have access to edit plans that other professionals had created



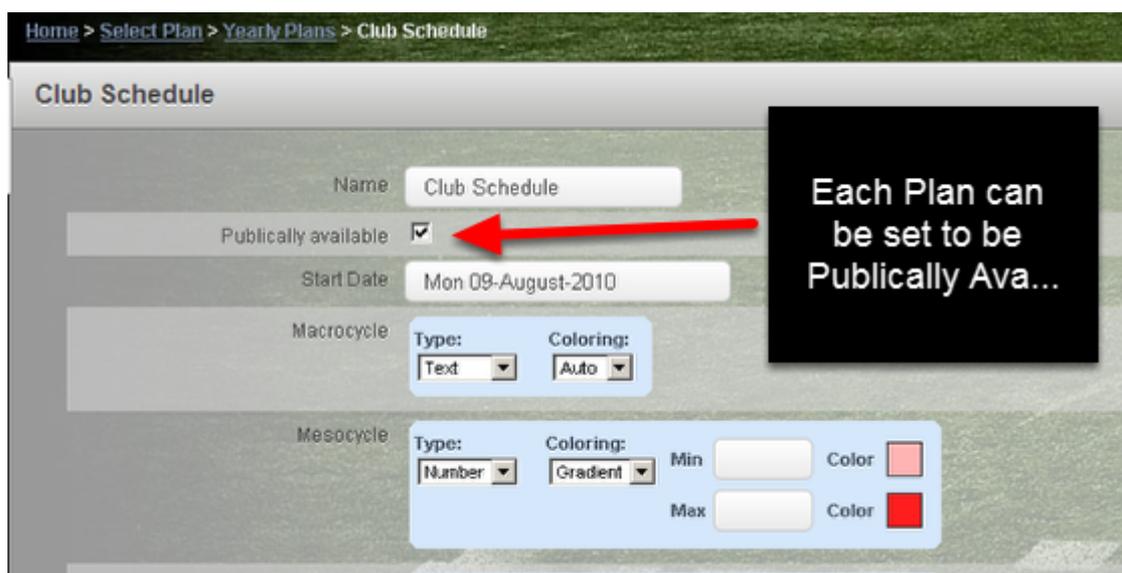
The screenshot shows a web interface titled "Yearly Plans". At the top left, there is a calendar icon with the number "31" and the text "Yearly Plans" and "Periodise the structure of your year using the simple periodisation tool". Below this is a search bar with the placeholder text "Search list..." and a "Search" button. The main content is a table with 7 rows, each representing a yearly plan. Each row has a "Name" column and three action columns: "Edit", "Delete", and "Duplicate".

	Name	Edit	Delete	Duplicate
1.	World Championships Tournament			
2.	Club Schedule			
3.	2010 Season			
4.	US Tennis Example			
5.	Strength Training Periodisation			
6.	2010 Season Markus			
7.	S and C Peter			

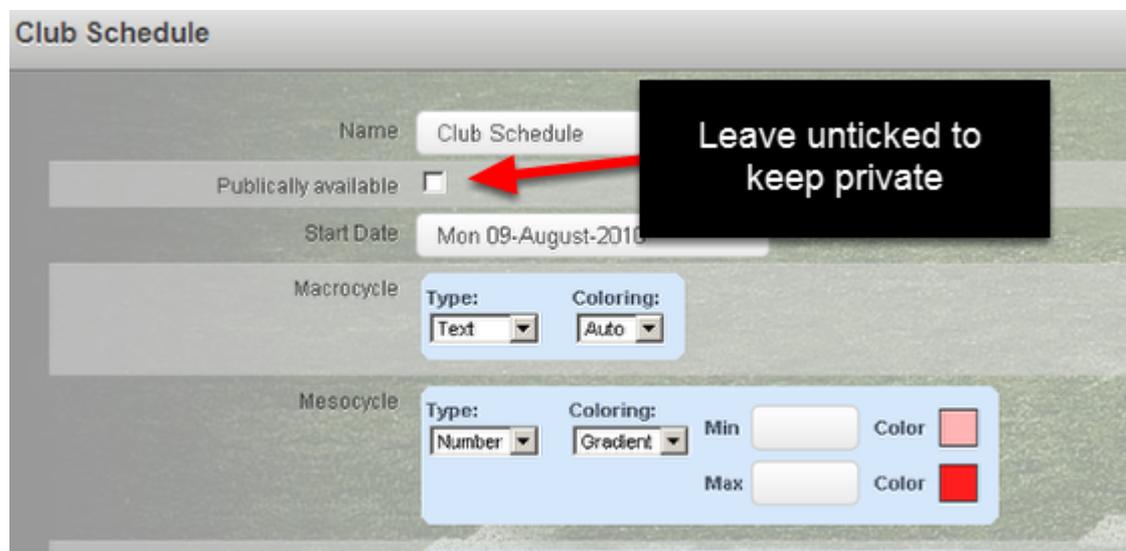
Now, you and other users can select to share your Yearly Plan templates so other can access and apply them. The image here shows two Yearly Plans that have been shared on this system.



You can select to share your existing Yearly Plans and any new Yearly Plans that you create. You can share a Yearly Plan by opening it and then Ticking Publicly available



If you leave Publically available unticked, the Yearly Plan will not appear on any other professionals list and it will not be able to be duplicated



The image shows a screenshot of a web form titled "Club Schedule". The form includes the following fields and options:

- Name:** Club Schedule
- Publically available:**  (This checkbox is highlighted with a red arrow and a callout box that says "Leave unticked to keep private".)
- Start Date:** Mon 09-August-2010
- Macrocycle:**
  - Type: Text
  - Coloring: Auto
- Mesocycle:**
  - Type: Number
  - Coloring: Gradient
  - Min: [input field]
  - Color: [light red swatch]
  - Max: [input field]
  - Color: [red swatch]

If Publically available is Ticked, the shared Yearly Plan will appear on other professionals/coaches Yearly Plan List. The example here shows the two shared and publically available plans

Home > Select Plan > Yearly Plans

### Yearly Plans

Yearly Plans  
Periodise the structure of your year using the simple periodisation tool

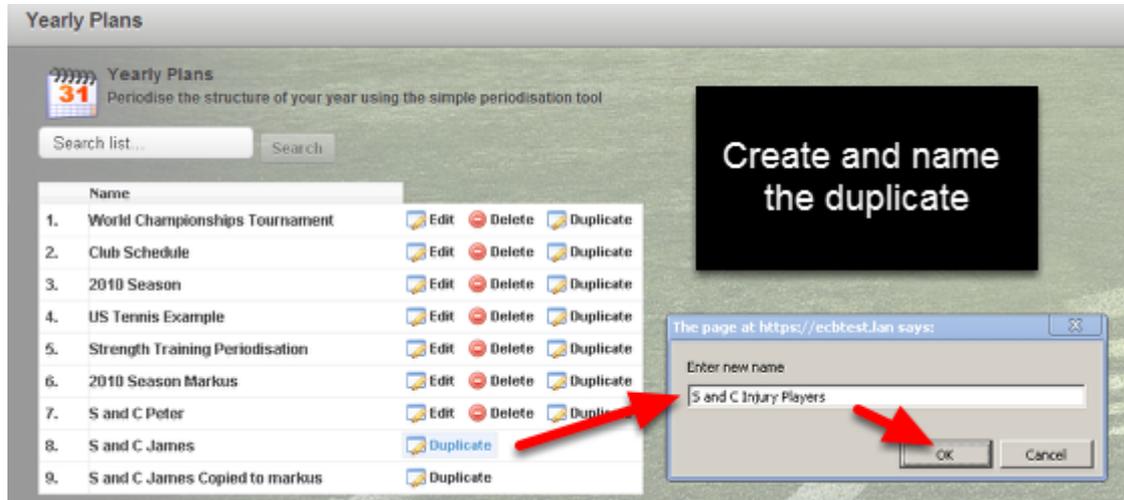
Search list... Search

Name	Edit	Delete	Duplicate
1. World Championships Tournament			
2. Club Schedule			
3. 2010 Season			
4. US Tennis Example			
5. Strength Training Periodisation			
6. 2010 Season Markus			
7. S and C Peter			
8. S and C James			
9. S and C James Copied to markus			

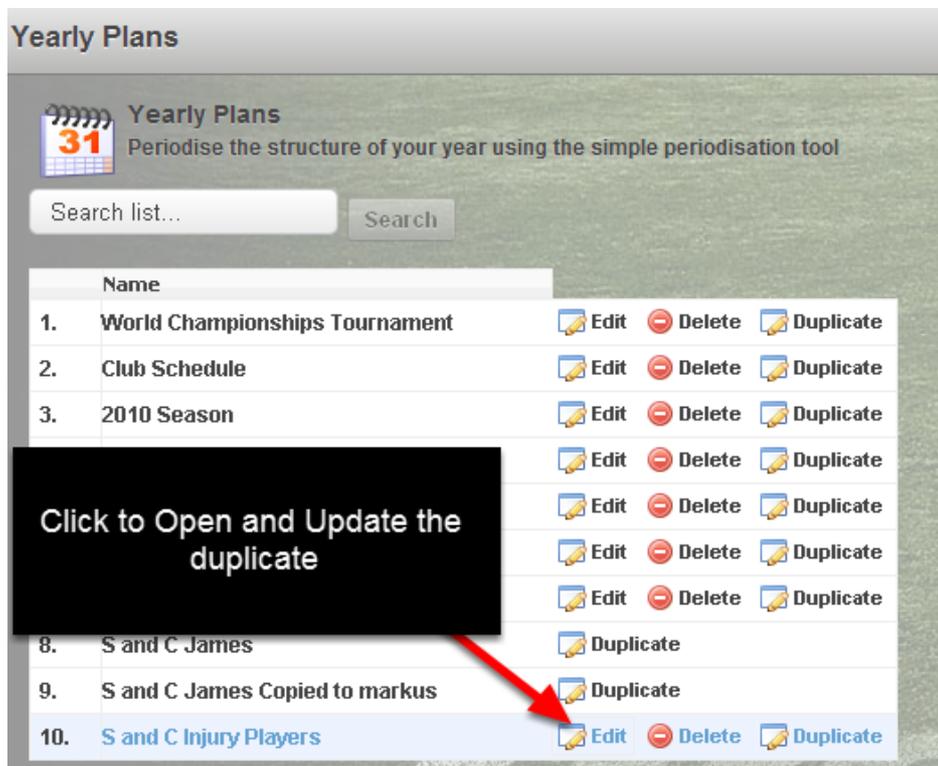
**Shared Plans**

Please only share the Yearly Plans which are import for other professionals to avoid cluttering the Yearly Plan Page

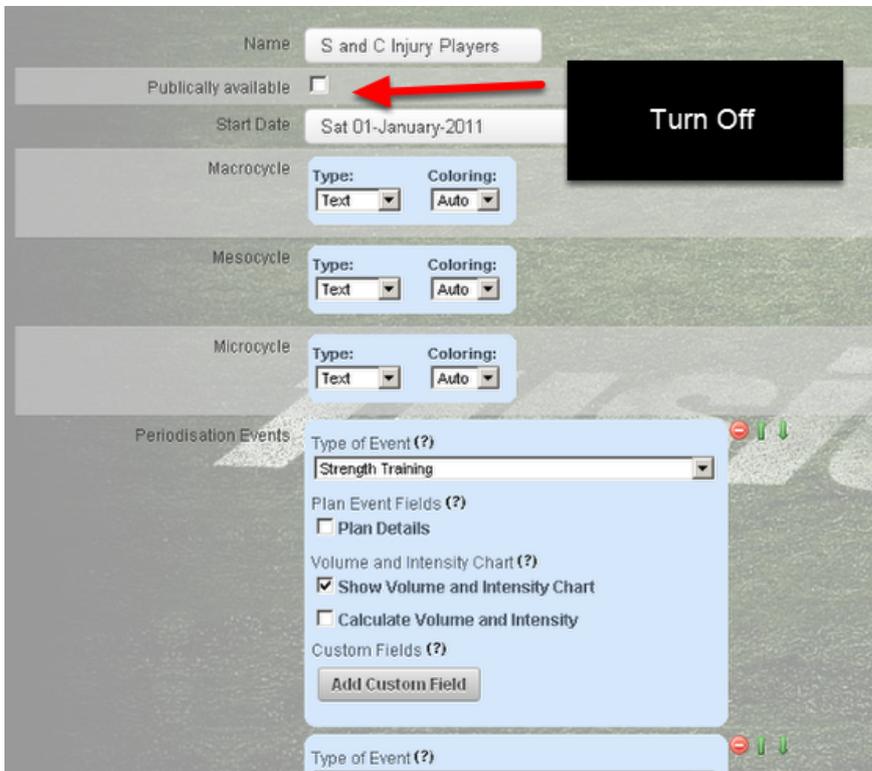
Shared Plans can be duplicated and renamed (they cannot be directly edited or deleted). You can then update and edit the duplicate



The new duplicate is available to edit and update

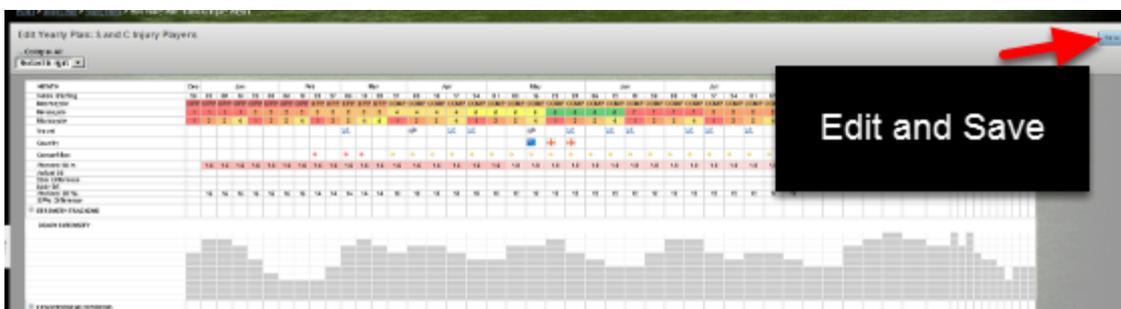


The Duplicate can be modified and saved and then applied to the correct athletes. Remember to turn off the Publically Available because it is a duplicate.



The duplicate can be edited and then saved so that the correct forms or fields are pulled through. You will need to apply the duplicate to the correct athletes (as shown in the steps below)

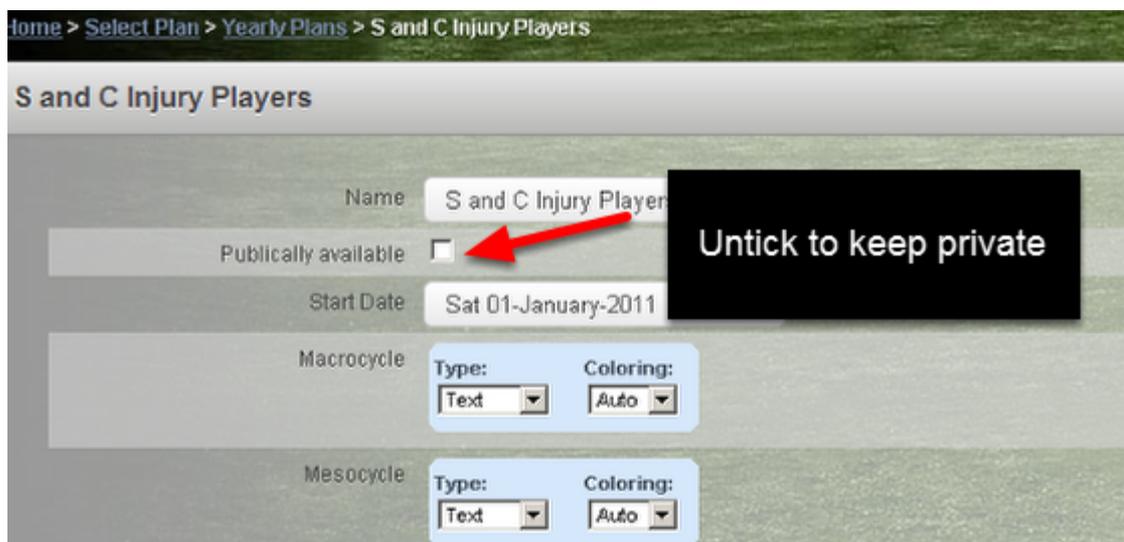
## Edit the Yearly Plan and Save it



Open and apply it to any athletes you require



You can select to Unshare your plan at any stage by ticking the Publically Available tick box.



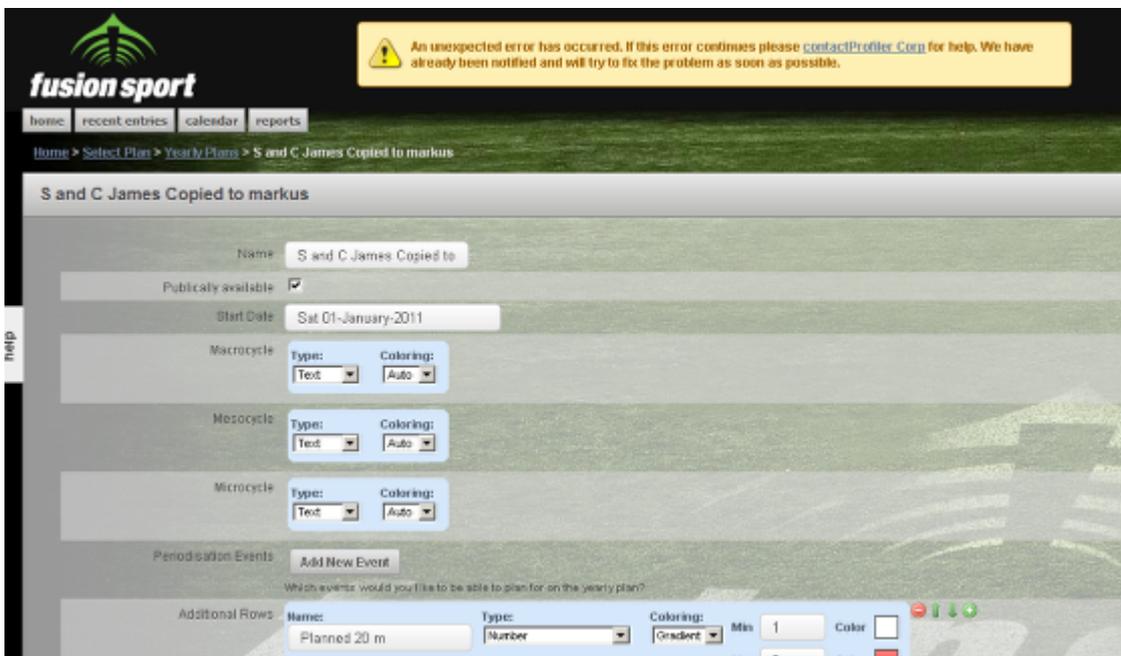
Unexpected Errors: If you try and enter data into a yearly plan via the macrocycles, or months and you do not have access to all of the events/forms used to create the yearly plan, an

unexpected error will occur on your system (as shown in the image below)



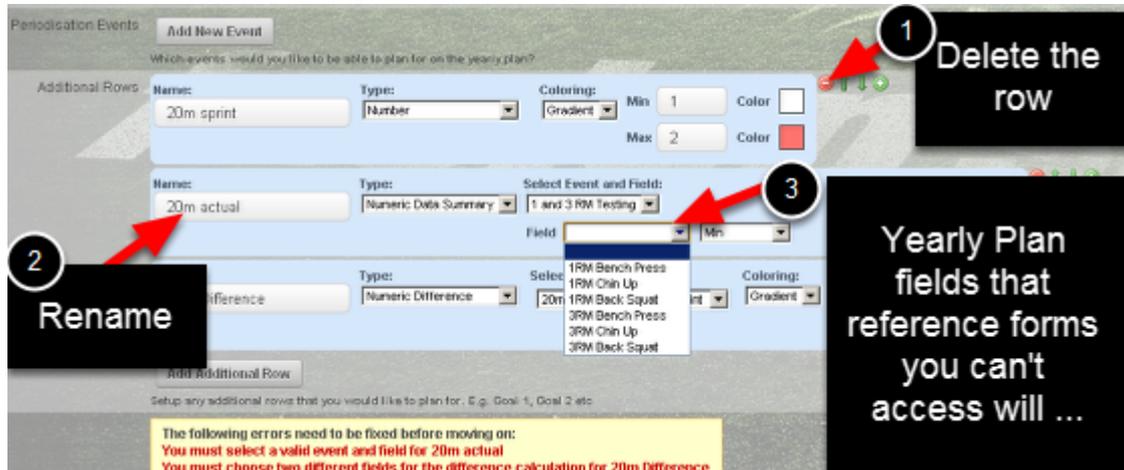
If someone has created a Plan with event/forms that you do not have access to, and you try and open the plan to enter data into it, an unexpected error will occur. We are working to fix this glitch and just enable you to view the event/forms that you do have access to.

**Unexpected Errors:** If you duplicate a shared plan and a user does not have permission to access an event/form in that plan, when they edit the plan an unexpected error will occur.



If you do not have permission to view/edit the event/form used in a yearly plan an unexpected error will occur when you open the duplicated yearly plan. This is because the yearly plan is trying to reference forms/fields that you do not have permission to access. You can remove any fields which you do not have access to (e.g blank fields) and continue to use the parts of the plan that you do have access to.

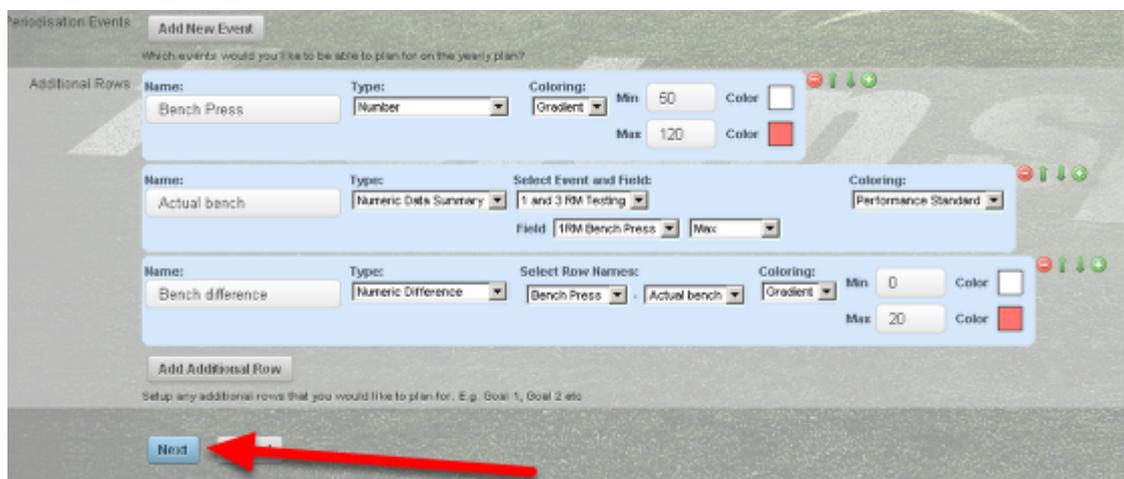
If you remove the links to fields and forms that you do not have access to in the duplicated plan, you can save the plan and there will be no unexpected error.



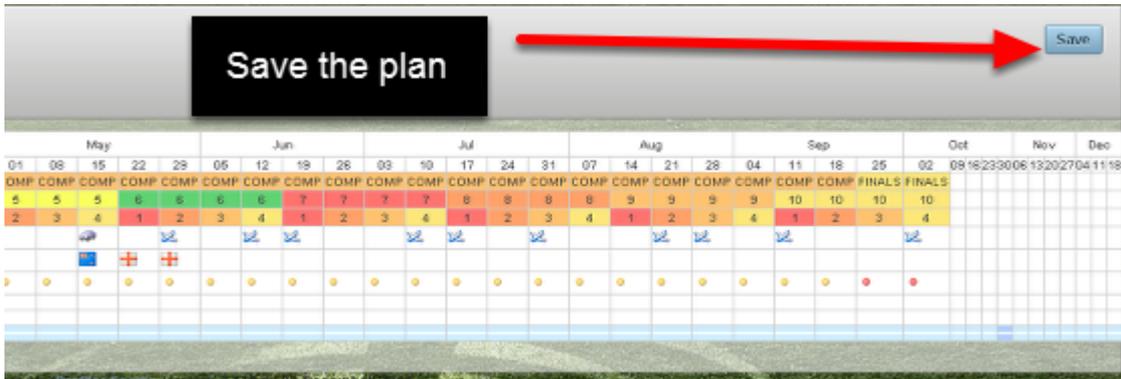
The example here shows that a Yearly Plan has been shared, duplicated and is now being edited. This user does not have access to the event/form 20m sprint.

- 1: The users can delete the 20m field that they don't have access to, and/or
- 2: They can rename the field and
- 3: Select an event/form and field that they do have access to, then click Next

Once the plan references the fields that they do have access to, they can click next and save the plan.



## Save the Plan



When the user opens the Yearly Plan, no unexpected error message will appear if they have correctly removed the links to the forms they don't have permission to access.

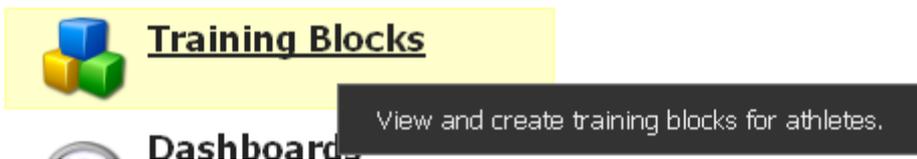


# Training Blocks

# Create a Training Block

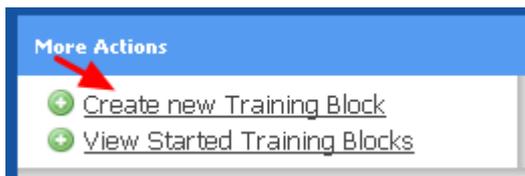
Training Blocks allow you to rapidly generate blocks of training to suit the way you structure your strength sessions through to other planned data such as plyometric sessions or even bike session. The most important component is being able to build plans based on % of 1RM, Max Heart Rate or cadence. This enables you to easily generate a training block, apply it to multiple athletes and the correct 1RM or % HR Max is automatically calculated and displayed for the each individual athlete on their login.

## To access the Training Blocks block on the Training Blocks Module



You can create, apply and access all of your training blocks using this button.

## To Create a New Training Block, click "Create New Training Block"



Click on Create new Training Block (as shown here at the top right of the page).

Access, open then edit existing training blocks, delete or duplicate a training block (available on the left of the page, not shown in the image here) by clicking on the training block Edit button.

View/remove started Training Blocks for each athlete (discussed in the "Applying a Training Block" Section Help below).

# Define the Structure of the Training Block

The screenshot shows a 'New Training Block' form with the following fields and settings:

- Name:** Plyometric Max (Callout 1)
- Event:** Plyometric Session (Callout 2)
- Cycle Settings:**
  - Cycle Repeats:** 2 (Callout 3)
  - Cycle Length (in Days):** 7 (Callout 4)
  - Block Days:**  Select all,  1,  2,  3,  4,  5,  6,  7 (Callout 5)
- Buttons:** All fields valid (green), Save (Callout 6), Cancel

## Set up the Structure of the Training Block:

**#1 Name:** Name the block for future reference e.g week 1-4 GPP, or Vo2Max 6 week. You may be generating a lot of these so name it precisely.

**#2 Event:** Select the event that you want to create the Training Block using. You can only select one event such as strength session, or plyometric session (however, you can apply more than one type of training block to an athlete).

### Cycle Settings:

**#3 - Cycle Repeats:** Choose the number of Cycle Repeats e.g. a 2 week block (on a 7 day cycle length) would be 2, and a 4 week block (on a 7 day cycle) would be 4.

**#4 - Cycle Length (in Days):** you can choose the length of the cycle. Most plans use a 7 day cycle, but you can choose the days that best suit your cycle.

**#5 - Block Days:** The days of the block that you want to plan sessions for e.g. day 1, 3 and 5 could be applied to Monday, Wednesday, Friday or Tuesday, Thursday and Saturday cycle etc.

**#6 Click Save**

If there is a Table in the event, choose the number of exercises/drills/activities you want to enter for each session

Number Of Exercise/Drills

How many Exercise/Drills would you like to enter for each athlete?

- 1 Enter 1 Exercise/Drill for each athlete
- 2 Enter 2 Exercise/Drills for each athlete
- 3 Enter 3 Exercise/Drills for each athlete
- 4 Enter 4 Exercise/Drills for each athlete
- 5 Enter 5 Exercise/Drills for each athlete
- 6 Enter 6 Exercise/Drills for each athlete
- 7 Enter 7 Exercise/Drills for each athlete
- 8 Enter 8 Exercise/Drills for each athlete
- 9 Enter 9 Exercise/Drills for each athlete

This is the number of times that an exercise/drill/activity is repeated on a specific day, so that you can plan the correct number of exercises for an athlete.

For this example we are going to use 4. This means 4 rows of data will be available to plan on each Day (e.g. 4 for Day 1, 4 for 3 and 4 for 5).

The Training Block Table will open. Click in a cell and start typing in the information.....

Setup a training block that can be applied to a number of athletes.

Training Block Name: Plyometric Week 1-2

Number of Exercise/Drills: 4

Row	Cycle	Day	Sets
1	1	1	
5	1	3	
9	1	5	
13	2	1	
17	2	3	

Editing Warm Up for demo Andrew on 02-11-2009  
work progressively through a full range of motion, and slowly increase the intensity of the movements

Press enter to select, arrow keys to move.

Done Cancel Clear Fill Down Paste From Excel

Cycles

## Training Block Structure

The structure of the block is exactly as was specified when it was created it, and when the number of exercises were chosen.

A training block for the plyometric event is now able to be created (note that the columns that you can plan for are the same columns used when entering a plyometric event in the Enter Data section):

-Two Cycles are displayed for 3 days

-Sessions are planned on day 1,3 and 5 as specified previously.

-There are 4 Exercise/Drill rows to schedule (as specified in the Number of Exercises).

### Entering in Data in the cells and columns

Complete the information the same way you would when you enter data for a group, or when you enter data into any other table in the system. Click on any cell and enter in the appropriate information as defined by the type of information each field is capturing.

Use the following buttons in each cell to enter or remove data: Done, Cancel, Clear, Paste from Excel, Fill down.

Click on Done to move to the next cell to edit

Click on Cancel to prevent any changes that you have added to a cell from being changed.

Click on Clear to remove any data/information in a cell.

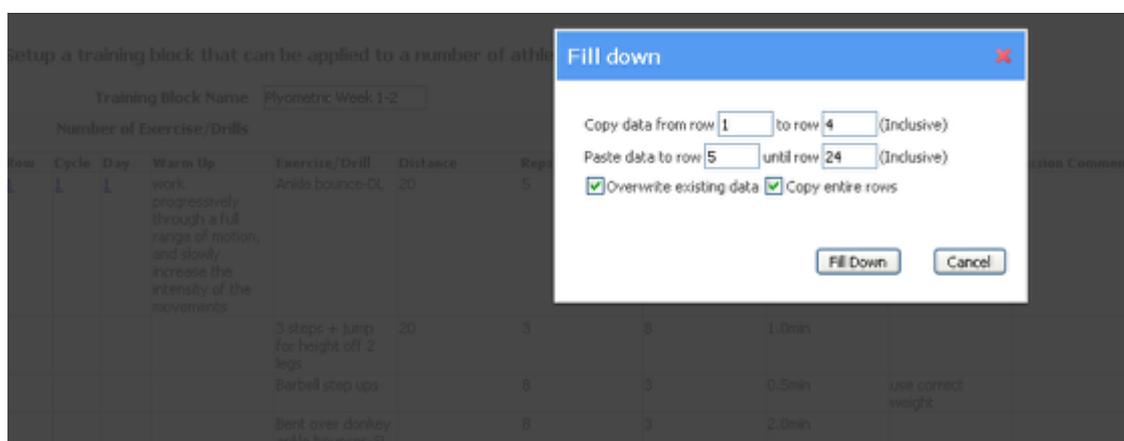
Click on Paste from Excel to Paste Data from excel into the table

Click on Fill Down to fill down a single row, or repeated sequence of rows into the existing events (see Fill down in the step below)

Click "Save and Close" and you will be taken back to the Training Block's Page (as shown below).

**Important:** An Athlete's name will appear when you click in a cell to edit it. This athlete will NOT have this training block assigned to them. It is just a quirk of the system, so please ignore it.

## Filling Down in the Training Block



You can use the Fill Down button to automatically repeat data and it will include all of the rows of data that are above the row that you selected to fill down. It is not simply for duplicating the information down a column. You can repeat a sequence of rows down through the rest of the plan.

In the image here, it shows that data from rows 1 to row 4 is going to be copied over rows 5 to 24. It is selected to "Overwrite existing data" and to "Copy entire row" which means that reps, sets, exercises etc will all be repeated throughout the table and any data that you have entered will be wiped. Make sure you select or deselect accordingly as you will wipe of all of your data if you choose to copy entire rows and overwrite existing data.

## Fill Down Result:

Row	Cycle	Day	Warm Up	Exercise/Drill	Distance	Reps	Sets	Rest (min)
1	1	1		Ankle bounce-DL	20	5	3	1.0min
				3 steps + jump for height off 2 legs	20	3	8	1.0min
				Barbell step ups		8	3	0.5min
				Bent over donkey ankle bounces-SL		8	3	2.0min
5	1	3		Barbell Lunge	20	5	3	1.0min
				3 steps + jump for height off 2 legs	20	3	8	1.0min
				Butt Kicks-DL	20	8	3	0.5min
				Bent over donkey		8	3	2.0min
9	1	5		Ankle bounce-DL				1.0min
				Marching				1.0min
				1-2-3 jump				
				1-leg speed hop (1-leg bound)			3	0.5min
				3 step lead into on-box jump			3	2.0min
				3 steps + jump for height off 1 leg				
				3 steps + jump for height off 2 legs				
13	2	1		4-star drill-DL			3	1.0min
				4-star drill-SL			8	1.0min
				Abdominal crunches				
				Ankle bounce-DL				
				Ankle bounce-SL				

You can see that the exercise rows have been "filled down" accordingly. The fill down button allows users to quickly build up their first cycle, copy that to the second cycle and then change an exercise, the intensities or repetitions.

## Copy and Paste a Day or Cycle

Row	Cycle	Day	Warm Up	Exercise/Drill	Distance	Reps	Sets	Rest (min)
1	1	1		Ankle bounce-DL	20	5	3	1.0min
				3 steps + jump for height off 2 legs	20	3	8	1.0min
				Barbell step ups		8	3	0.5min
				Bent over donkey		8	3	2.0min
5	1	5		je	20	5	3	1.0min
				mp	20	3	8	1.0min
				ff 2				
				DL	20	8	3	0.5min
				Bent over donkey		8	3	2.0min
9	1	5		ankle bounces-SL				
Cleared Day 5								
13	2	1		Ankle bounce-DL	20	5	3	1.0min

To speed up the creation of the training block, users can also Copy, Paste or Clear any Cycle or Day in the Training Block. They can also Copy, Paste and Clear the first row of each day only.

In the example above, we clicked on Day 5 and selected "Clear" which wiped the information planned for that Day. We then clicked on day 3 in the first cycle and clicked on Copy. To paste that information into Day 5 simply click on the 5 and select Paste. That data will be entered.

## Planning a session that has compressed field in it.

When you start this training block we will individualise the required performance for each athlete. We will do this by reading in their Estimated 1RM from the Strength Testing event and adjusting the program for the athlete appropriately.

Row	Cycle	Day	Warm Up	Exercise	Protocol	1	2	3	4	5	6	7	8	9	in Load
1	1	1		Squat	Hyp 1		strength	strength							
				Deadlift											
4	1	3		Squat											
				Deadlift											
7	1	5		Squat											
				Deadlift											
10	2	1		Squat											
				Deadlift											
13	2	3		Squat		3x3 (80%), 4x4 (85%), 5x5 (90%)									0
				Deadlift		2x2 (95%)									
16	2	5		Squat		3x3 (80%), 4x4 (85%), 5x5 (90%)									0

Compressed fields allow you to significantly speed up the creation of a Training Block. Compressed fields are built into events/forms that have multiple sets/reps weight for a specific

exercise/drill/activity. The form will either include this capability or not depending on how it was set up by your administrator. The image here shows a strength training block with compressed fields.

To **enter data** into compressed fields in the Training Block, users simply click the cell which says "Summary" beside the corresponding exercise that they require. Another table will appear to enter in reps, sets, %1RM through to load or actual weight. Each column that a user enters in the new table will then be "compressed" and summarised as shown in the image above.

## Save and Close, or Cancel

<a href="#">2</a>	<a href="#">5</a>		Ankle bounce-DL	20.0	5.0	3.0
			3 steps + jump for height off 2 legs	20.0	3.0	8.0
			Barbell step ups		8.0	3.0
			Bent over donkey ankle bounces-SL		8.0	3.0

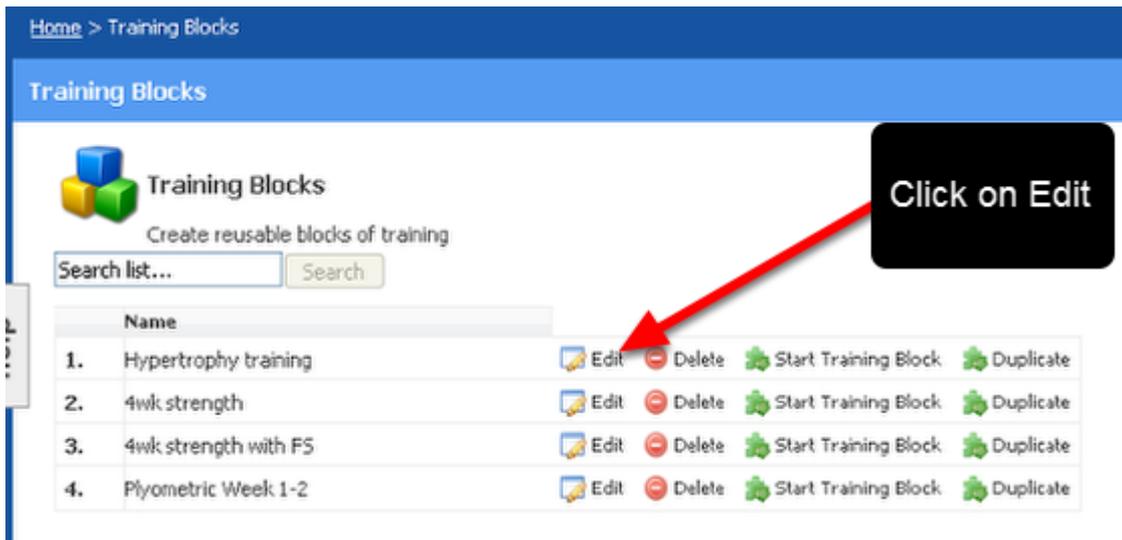
**Save & Close** Cancel

To save the Training Block, you must click on "Save and Close" or you will lose all of your training block plan. If you are editing an existing Training Block and you don't want to save any of the changes you have made, click **Cancel** to lose all changes.

You will be taken back to the Training Blocks Page where you can apply the block

# Edit a Training Block

Edit an existing Training Block that you have created.



To edit a training block, select "Edit" and the plan will appear and users can make the necessary changes to the plan. Remember to click "Save and Close" to save the changes, or cancel to NOT save any changes.

The Plan will show in the Table Layout. You can update any of the cells in the Table including exercises, or sets, distance etc. Remember to Save and Close when you have finished

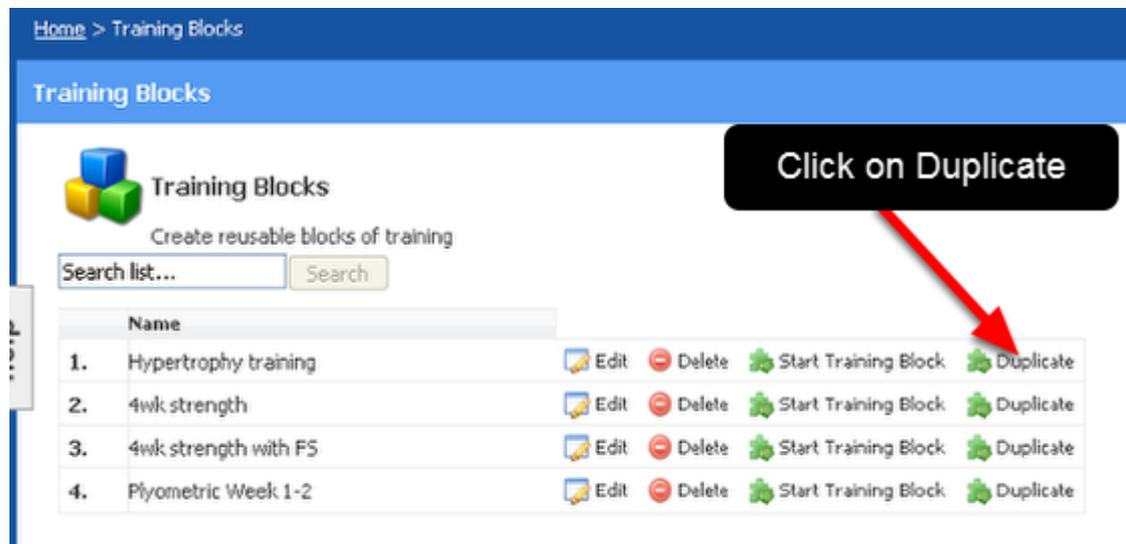
Row	Cycle	Day	Warm Up	Exercise/Drill	Distance	Reps	Sets	Rest (min)	
1	1	1		Ankle bounce-DL	20	5	3	1.0min	
				3 steps + jump for height off 2 legs	20	3	8	1.0min	
				Barbell step ups		8	3	0.5min	
				Bent over donkey ankle bounces-SL		8	3	2.0min	
5	1	3		Barbell Lunge	20	5	3	1.0min	
				3 steps + jump for height off 2 legs	20	3	8	1.0min	
				Butt Kicks-DL	20	8	3	0.5min	
				Bent over donkey		8	3	2.0min	
Editing Exercise/Drill for demo Andrew on 06-11-2009									
9	1	5		Ankle bounce-DL				1.0min	
				Marching				1.0min	
				1-2-3 jump					
				1-leg speed hop (1-leg bound)					
				3 step lead into on-box jump			3	0.5min	
				3 steps + jump for height off 1 leg			3	2.0min	
				3 steps + jump for height off 2 legs					
				4-star drill-DL			3	1.0min	
				4-star drill-SL			8	1.0min	
				Abdominal crunches					
13	2	1		Ankle bounce-DL					
				Ankle bounce-SL					

Type and select a new exercise

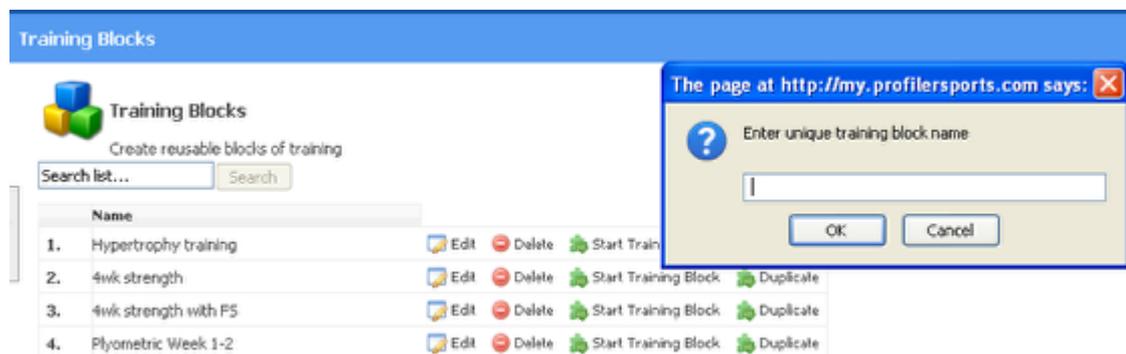
# Duplicate or Delete an Existing Block from your Training Blocks Module

If you set up a Training Block for a specific phase of training and you want to duplicate it and then update the % 1RM, or the weight or cadence you can create a duplicate of the original training block.

To Duplicate a Training Block, click on Duplicate beside the Training Block's name



You will need to rename the training block



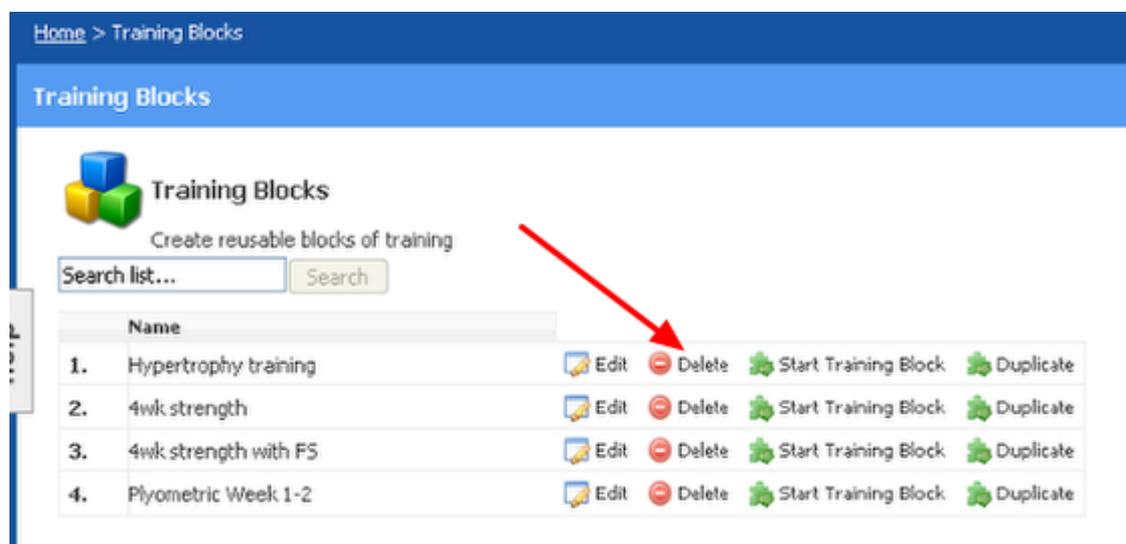
A pop up box will appear for users to enter in a new name of the block.

Enter the New Name in the text box.

Click OK to duplicate it, or Cancel to cancel the duplication.

You will then be able to open the training block, update it and save the changes.

To Delete a Training Block from your Training Block List, click the delete button and it will be completely removed.



To delete a training block from your list click on "Delete" and the training block will be removed. If you had previously applied it to an athlete and they had entered data their data will not be deleted from the system. When you delete a training block from the Training Blocks page you do not wipe any of an athletes saved data.

# Apply a Training Block or View applied Training Blocks

This is how to start a training block for an athlete or a group of athletes. This means the block of training will be applied to them and it will appear on their calendar and schedule.

## Apply the Training Block to an Athlete or Group of Athletes

Training Blocks

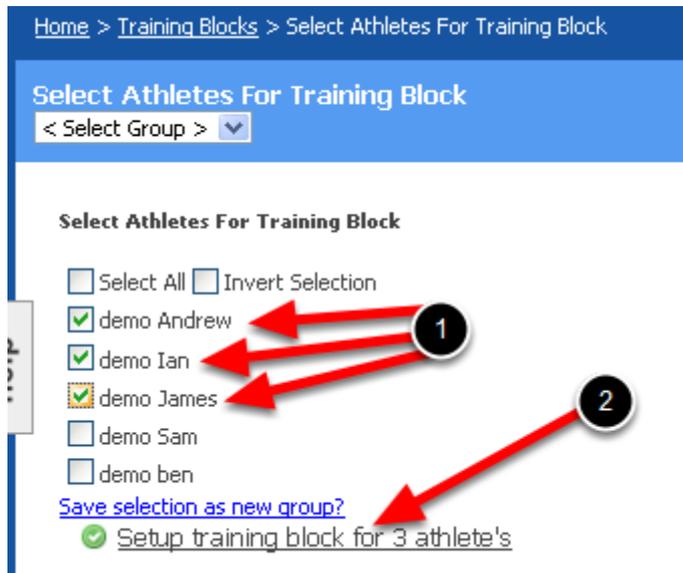
 **Training Blocks**  
Create reusable blocks of training

Search list...

	Name				
1.	Hypertrophy training	 Edit	 Delete	 Start Training Block	 Duplicate
2.	4wk strength	 Edit	 Delete	 Start Training Block	 Duplicate
3.	4wk strength with F5	 Edit	 Delete	 Start Training Block	 Duplicate
4.	Plyometric Week 1-2	 Edit	 Delete	 Start Training Block	 Duplicate

To apply a Training Block to an Athlete or a Group of Athletes, click on "Start Training Block".

# Select a Group of Athletes or a Single Athlete that you want the Block to be applied to



Place a tick beside the athlete/s you want to apply the Training Block to. For this example, three athlete have been selected. We could have selected a personal group using the "Select Group" button shown here (set up in the Personal Groups Page).

Click "Setup training block for 3 athlete's".

# Choose the start date and time that you want to schedule the sessions for the Athletes.

## Start Training Block Plyometric Week 1-2

Select the start date of the training block and the default time of day.

On Date  from

**Training Block Preview**

Day	Date	Day of Week	Plyometric Week 1-2
1	02-Nov-2009	Mon	Cycle 1, Day 1
2	03-Nov-2009	Tue	
3	04-Nov-2009	Wed	Cycle 1, Day 3
4	05-Nov-2009	Thu	
5	06-Nov-2009	Fri	Cycle 1, Day 5
6	07-Nov-2009	Sat	
7	08-Nov-2009	Sun	
8	09-Nov-2009	Mon	Cycle 2, Day 1
9	10-Nov-2009	Tue	
10	11-Nov-2009	Wed	Cycle 2, Day 3
11	12-Nov-2009	Thu	
12	13-Nov-2009	Fri	Cycle 2, Day 5
13	14-Nov-2009	Sat	
14	15-Nov-2009	Sun	
15	16-Nov-2009	Mon	

See the preview of the sessions

1: Choose the Date that you want the Training Block to be applied to the Athlete/s. The training block starts from the date you select. For this example, the user selected to start on Monday 2nd November (Monday) as the start of the Block.

If you select a different start date, you will see that the date on the Training Block Preview will change and different days will be highlighted.

-Select the time that you want the event to be scheduled in the athletes' Calendar and My Schedule Page. For example, if you want them to each do a plyometric session at 9:00am to 10:00am, then you need to choose a start time of 9:00am and a finish time of 10:00am.

2: Check that the sessions are occurring at the correct day on the Training Block Preview. If they are not choose a different start date.

3: Click "Start Training Block".

If no prerequisites are required e.g. the plan is NOT pulling in other data such as a 1RM or Max HR or Max cadence that need to be entered in order to generate the correct %1RM or %HR then the plan will be applied. Users are then taken to the "Printing" page where they can create pdf's of the individual athletes plan (which can be printed off or e-mailed), or the entire squad of athlete's plan.

If the plan is linked to pre-requisite data, this will need to be entered. See the subsequent steps below.

If there are no pre-requisites you will be taken to the "Print" Page where you can print off a copy of the plan to take to the gym or e-mail to the athlete/s

## Print

Once a user applies a plan, the system will automatically take them to the Print Page. Please see the next lesson on Printing Plans to see how to Print off a Plan for your athletes.

## Prerequisite Data?

Prerequisite data.

Some sessions may have other data that needs to be entered to be able to complete the session plan. For example, if a strength session is linked to 1RM max form, the athlete's 1RM's need to be updated before they start the plan. This is called a "prerequisite" because you need to enter the 1RM's before the %1RM will show in the strength training form.

Users can Click on "Start without prerequisites" if they have previously entered in the prerequisite data for the correct exercises. This means any historical entries for 1RM will be used in the %1RM calculations for the strength sessions used in the training block.

or

Users can "Enter Strength Testing prerequisites" by clicking on the appropriate button (shown above) to enter in their new prerequisite data (e.g. new 1RM's)

**A Table will appear for that will include any exercises from the Training Block. You can complete the Prerequisite data for each athlete and then click on Save and Close.**



All of the prerequisite exercise/drills will be displayed for the user to enter in the athlete's 1RM data. If the user choose to enter for a group of athletes the correct exercises would be displayed for the entire group.

Update the prerequisites and click "Save and Close".

A pop up box will then ask if you want the sessions to be updated automatically into reflect the new pre-requisite data Click OK. This means the prerequisite data you have just entered will be used to calculate 1RM for the each athletes that you entered the pre-requisite data for.

# Recheck the Start date and time in the Training Block Preview and click "Start Training Block"

**Start Training Block 4wk strength**

Select the start date of the training block and the default time of day.

On Date  from  to

**Training Block Preview**

Day	Date	Day of Week	4wk strength
1	02-Nov-2009	Mon	Cycle 1, Day 1
2	03-Nov-2009	Tue	
3	04-Nov-2009	Wed	Cycle 1, Day 3
4	05-Nov-2009	Thu	
5	06-Nov-2009	Fri	Cycle 1, Day 5
6	07-Nov-2009	Sat	
7	08-Nov-2009	Sun	
8	09-Nov-2009	Mon	Cycle 2, Day 1
9	10-Nov-2009	Tue	
10	11-Nov-2009	Wed	Cycle 2, Day 3
11	12-Nov-2009	Thu	
12	13-Nov-2009	Fri	Cycle 2, Day 5
13	14-Nov-2009	Sat	
14	15-Nov-2009	Sun	

**Recheck**

Now press the "Start Training Block" button again after you have checked the dates and times.

# View Started Training Blocks or Delete a Training Block (from the Training Blocks Page or the Calendar)

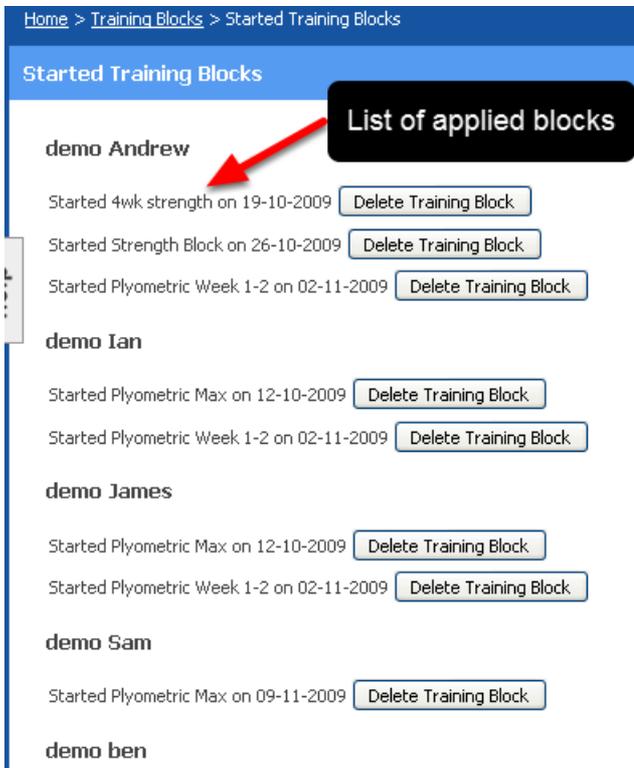
You can access a full list of all of the training blocks that have been applied to an athlete using the Started Training Blocks Button (on the Training Blocks Module), or by viewing an athlete's calendar in the Calendar Module.

On the Training Blocks Page click on View Started Training Blocks (on the top right of the page)



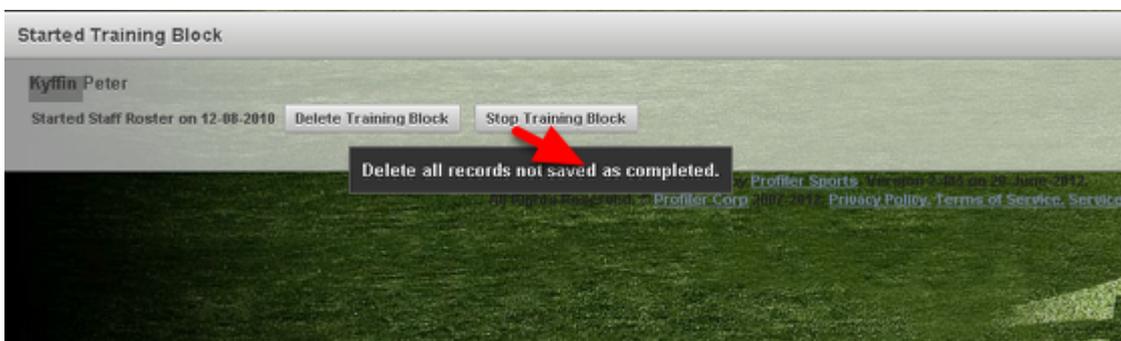
To see which plans are applied to which athlete, go to the Training Blocks Page and click "View Started Training Blocks."

A list of all of the athletes in the group that you are viewing will be displayed. If any Training Blocks have been applied they will appear beside the athlete's name



A complete list of plans by athlete will appear (as shown here).

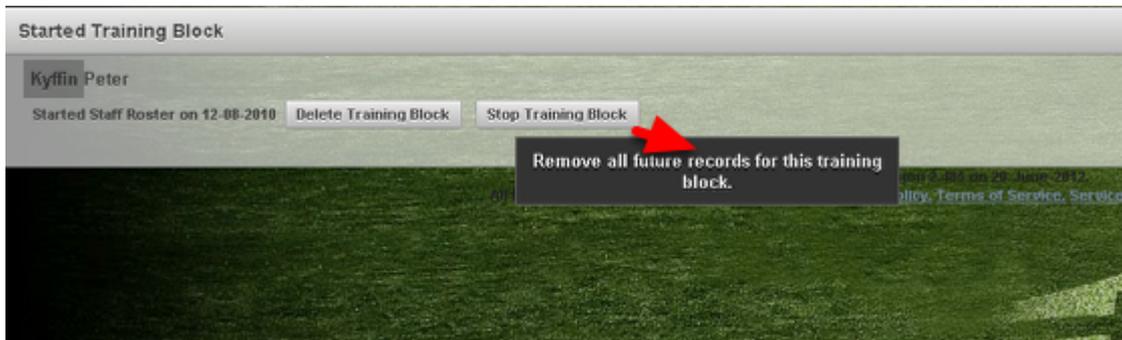
If you click on the "Delete Training Block", the training block will be removed from the athlete's list and all draft (planned) sessions will be deleted.



You can Delete an applied training block by clicking on "Delete Training Block". All sessions that have been opened schedule and "Saved" by the athlete/coach won't be deleted from the

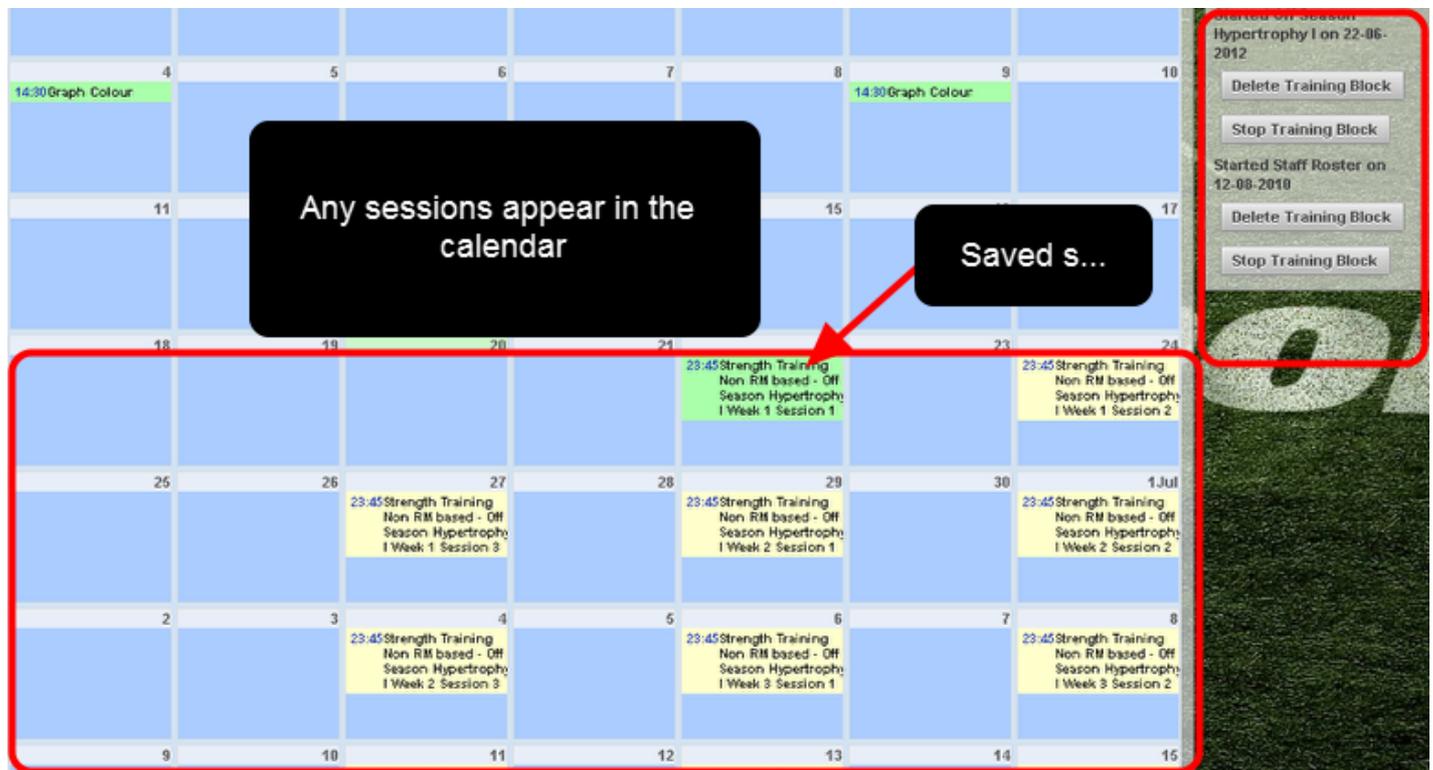
system. Any sessions that are scheduled (saved as a "Draft") will be removed from the system. This include all historical and all future sessions for that training block.

If you click on the "Stop Training Block", the training block will be removed from the athlete's list and all future planned sessions will be deleted.



You can Stop an applied training block by clicking on "Stop Training Block". All sessions that have been opened schedule and "Saved" by the athlete/coach won't be deleted from the system. Any FUTURE sessions that are scheduled (saved as a "Draft") will be removed from the system.

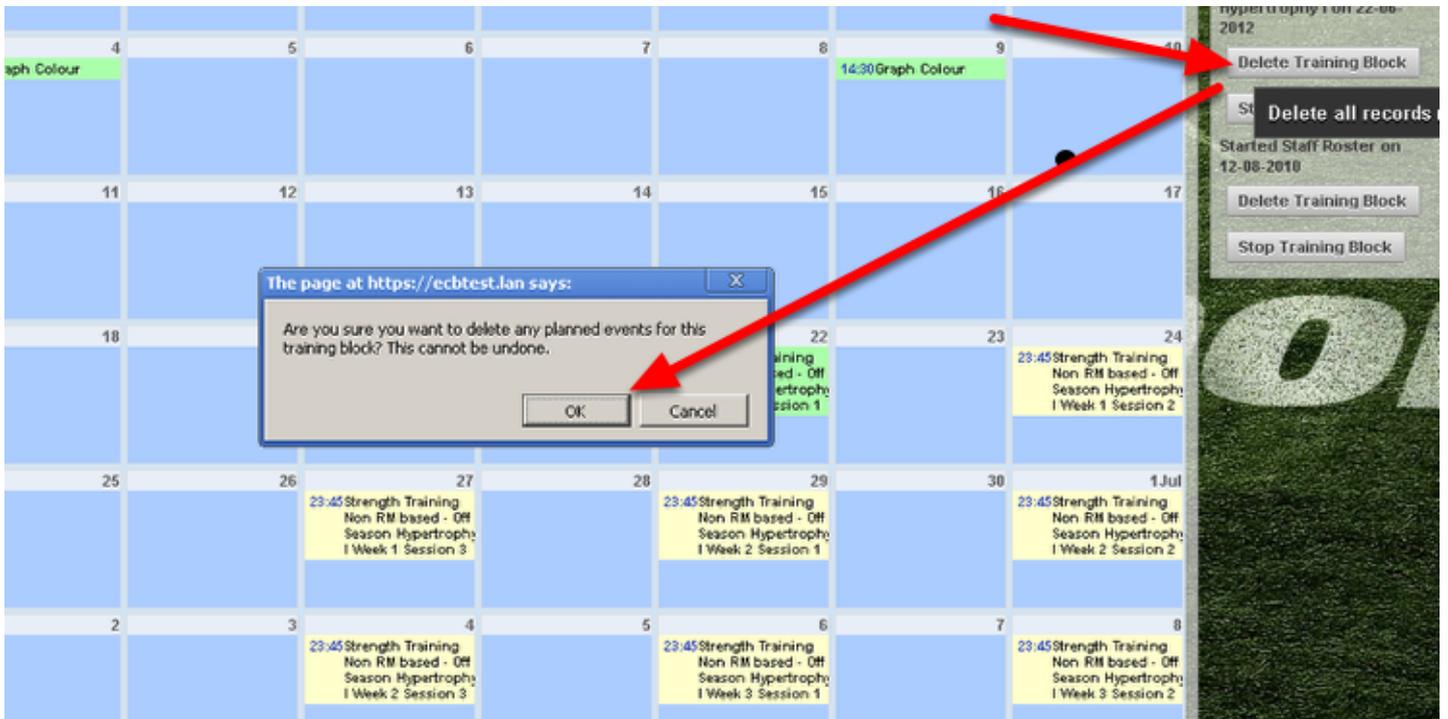
The Calendar Module also shows any training blocks that have been applied for a single athlete. The list appears on the right of the page. Any sessions appear scheduled in the Calendar



Select the athlete that you want to view, then any plans will be displayed on the right of the page in the "Training Blocks" Box.

The athlete's calendar displays the actual sessions in orange as they are "planned" and when a user mouses over the name of the session, it is easy to see that the session is the first day of the first week. When a user wants to enter in that the session was completed they simply open the event and click save and close and the event will turn green on the calendar.

## To Delete a Training Block from the Training Block List on the Calendar

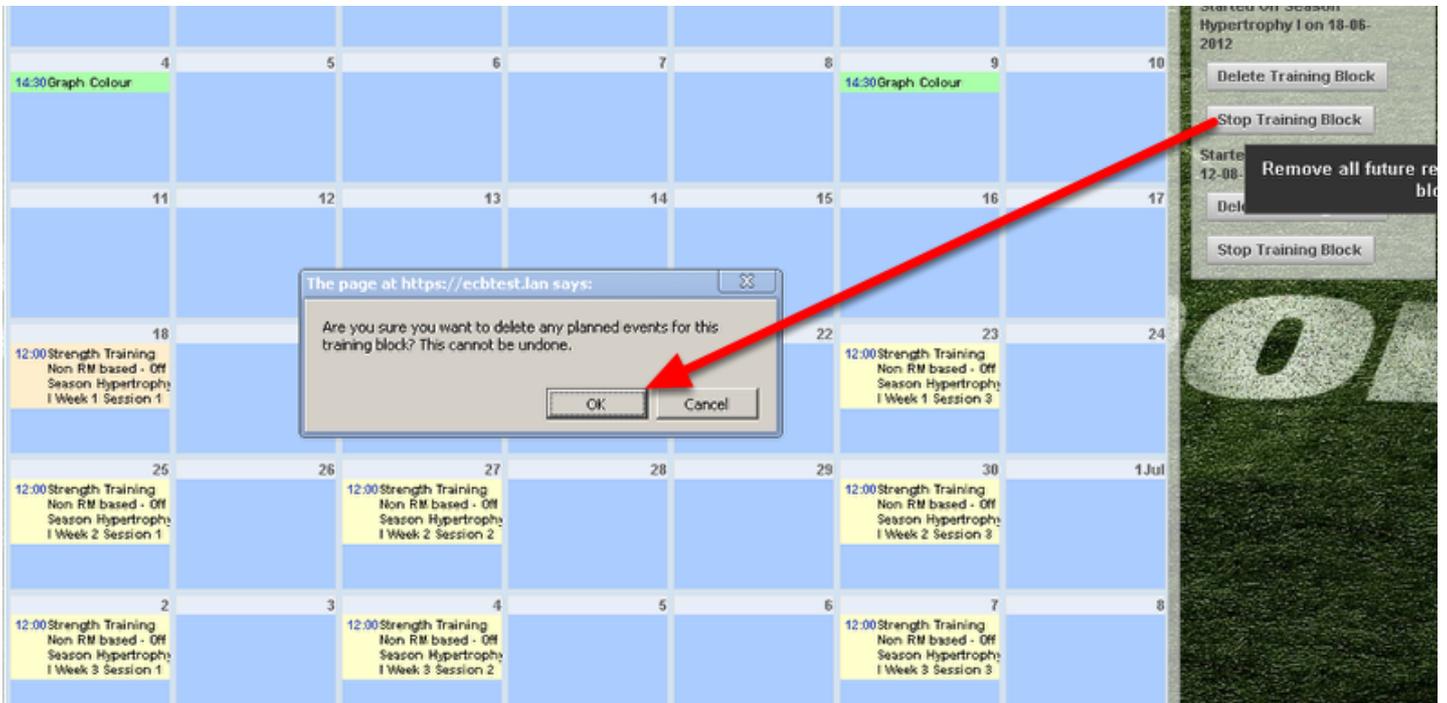


If you click on "Delete Training Block" on the Calendar Page, all sessions that are schedule as planned sessions (that have not been opened and saved) will be removed. This example shows that we are going to delete the Hypertrophy Training Block. Only one of the sessions has been opened and saved all of the draft (orange) sessions will be deleted. The image below shows the Calendar once the training block has been removed.

All of the planned sessions from the deleted training block are removed and the Training Block is removed from the Training Blocks List

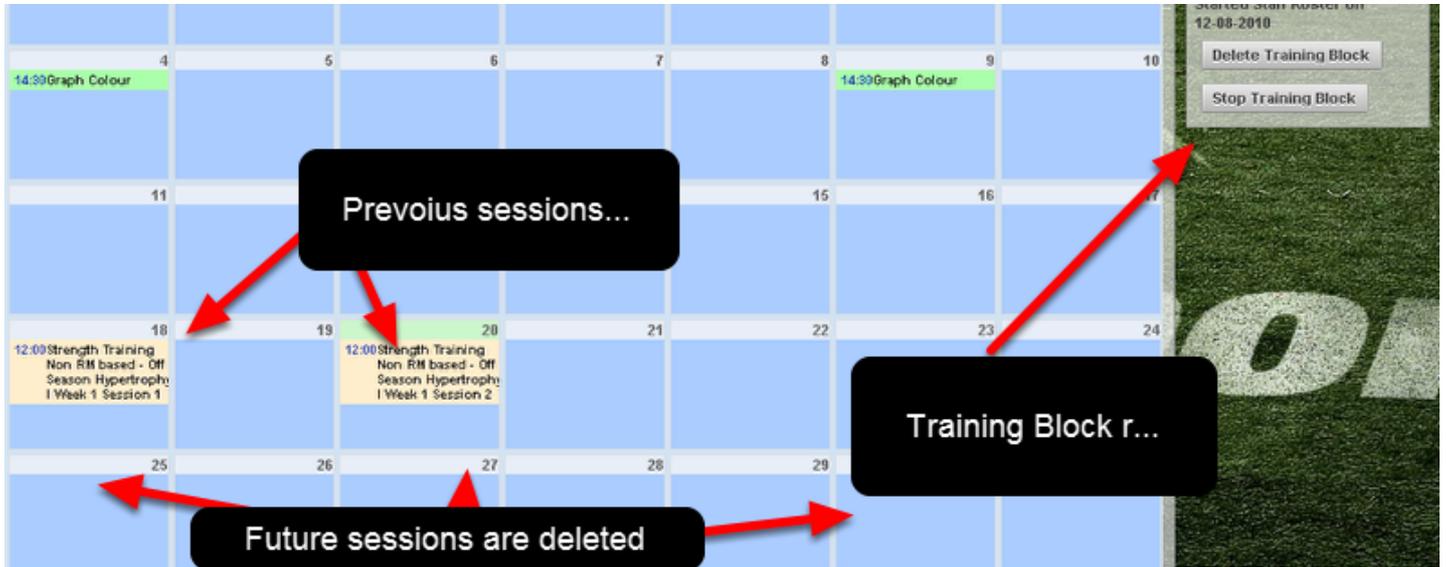
The screenshot displays a calendar grid with dates from 4 to 30. A training block is highlighted in green, spanning from the 19th to the 22nd. A callout box labeled "Saved session remains" points to a session on the 22nd. Another callout box labeled "Training Block Name Removed" points to the right-hand side of the calendar. A third callout box labeled "Planned Sessions Removed" points to the 27th. On the right side, a "Training Blocks" panel is visible, showing "Started Staff Roster on 12-08-2010" and buttons for "Delete Training Block" and "Stop Training Block".

If you select to "Stop Training Block" instead of delete, only planned future sessions will be removed. The Training Block is removed from the Training Block list AND all future events are deleted



The image in the step below outlines what happens when a training block is stopped.

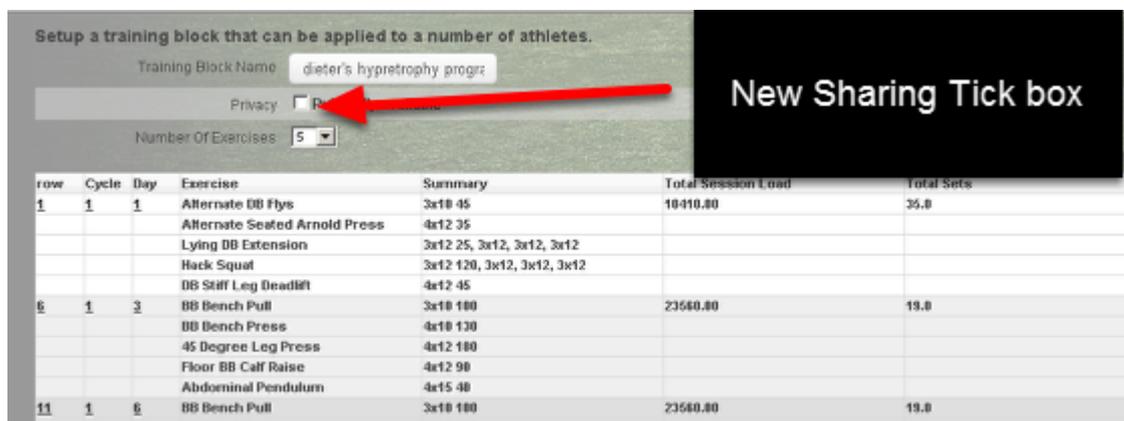
The Date the training block was stopped was the 21st June so any planned sessions scheduled past that date will be deleted and the sessions prior to that will remain



If you have any questions or concerns about Training Blocks talk to your Distributor

# Sharing Training Blocks with Other Professionals on Your System

Previously, when you set up a training block, other users could see when it had been applied to an athlete, but they couldn't copy it or make use of it themselves. A new "Privacy" Tick box enables you to keep it private or share it.



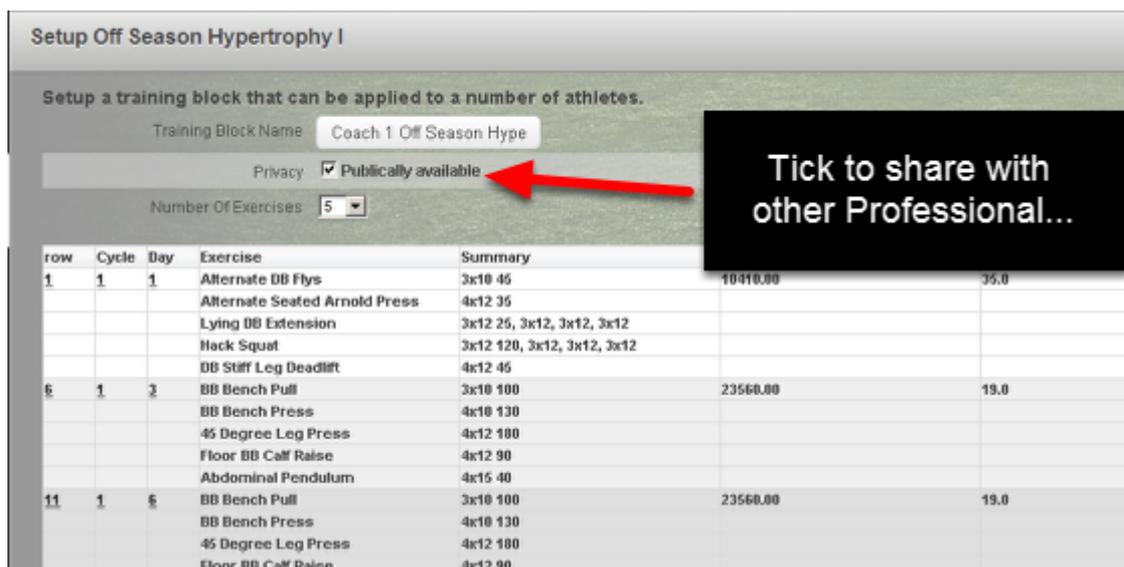
Each new training block that you create, and all of your current training blocks, can be set up to be shared with other Professionals on your system. If you enable tick the Privacy - Publicly Available tick box, other coaches from your organisation will be able to apply that training block to their athletes and copy and then edit that copy (but NOT the original).

If you are going to make it publicly available, please ensure you name your training block as accurately as possible. For example, you could use your initials and then describe the type of block that it is: VO2 Max enhancement programme, or 6-8 week leg speed strength etc. Only share important Training Blocks to avoid cluttering other users Training Blocks Pages.

If you leave "Privacy -Publically available" unticked NO other users will be able to use this training block. It will not show in any other users training block list and they will not be able to duplicate or apply it.

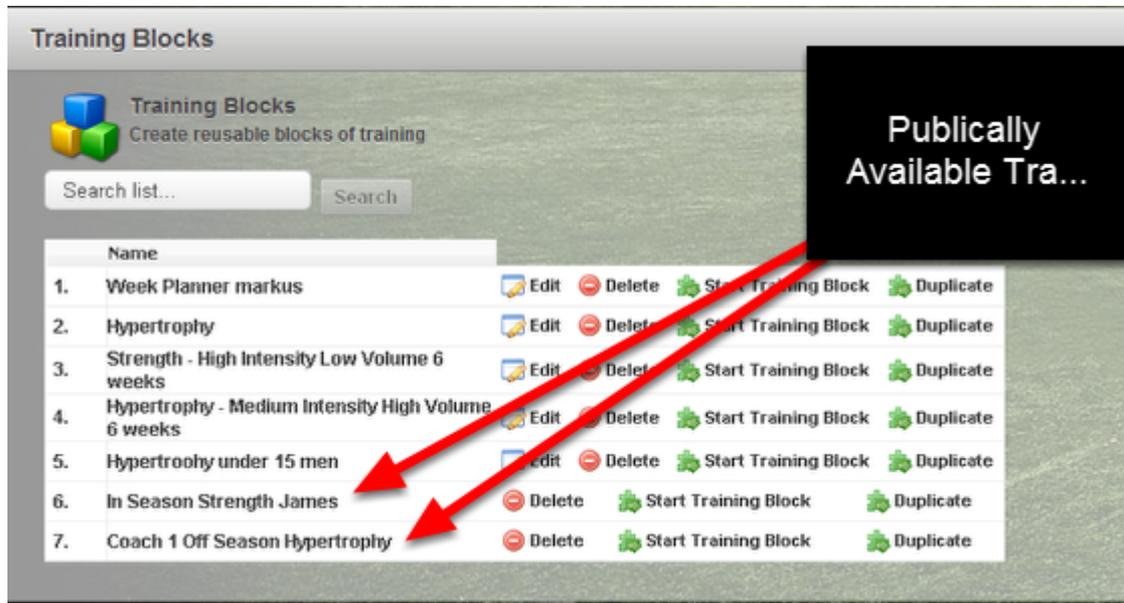


If you TICK "Privacy- Publically available" other users will be able to apply this training block to their athletes, or copy it. They cannot edit your original, but they can copy it and make changes to the copy



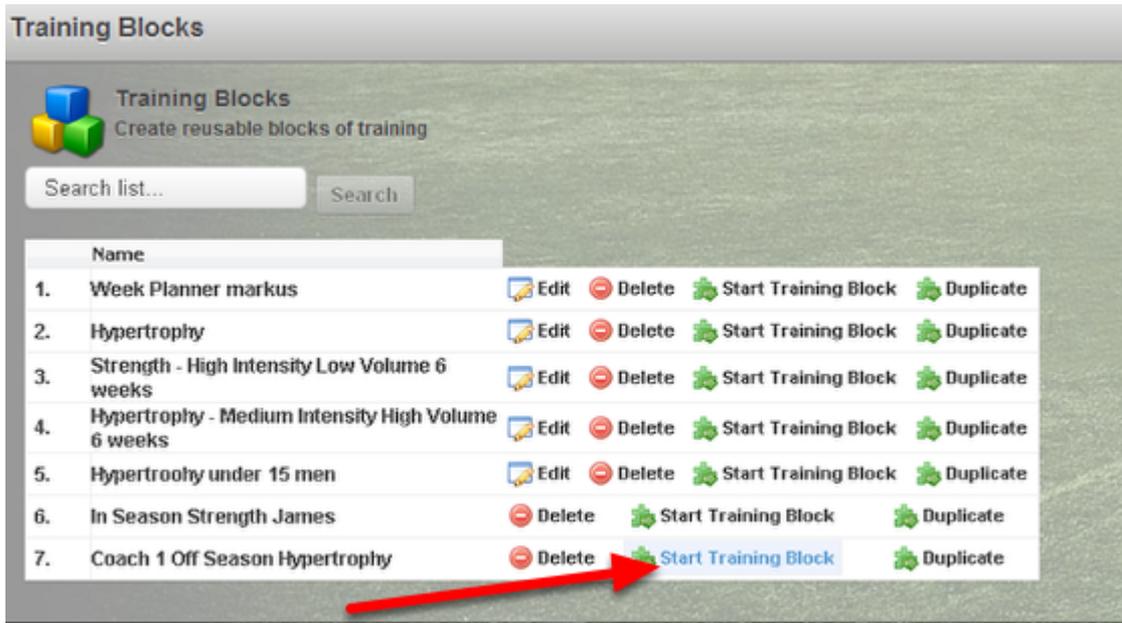
To enable other users to use and apply your training block, open an existing training block (by clicking on "Edit") then tick the "Privacy-Publically available" tick box and save the training block. It will now be available on other users Training Blocks Lists (as shown in the image below).

Once you enable Public Availability your Training Block will appear in other Professionals' Training Blocks List. The example here shows the In Season Strength James and Coach 1 Off Season Hypertrophy are publicly available



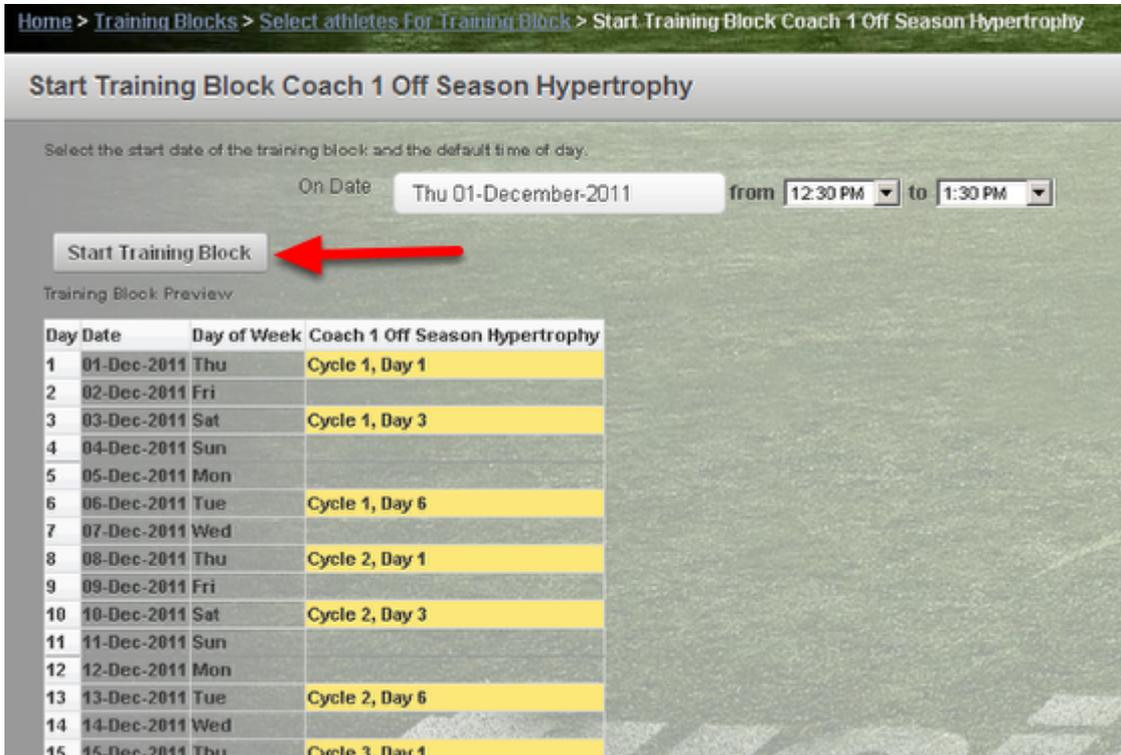
This example shows the In Season Strength James and the Coach 1 Off Season Hypertrophy Training Blocks have been shared by other professionals. This user can now apply these training blocks to their own athletes (as shown in the image below) by clicking on "Start Training Block". They can also duplicate the training block by clicking on "Duplicate".

Shared Training Blocks can be applied to their athletes.

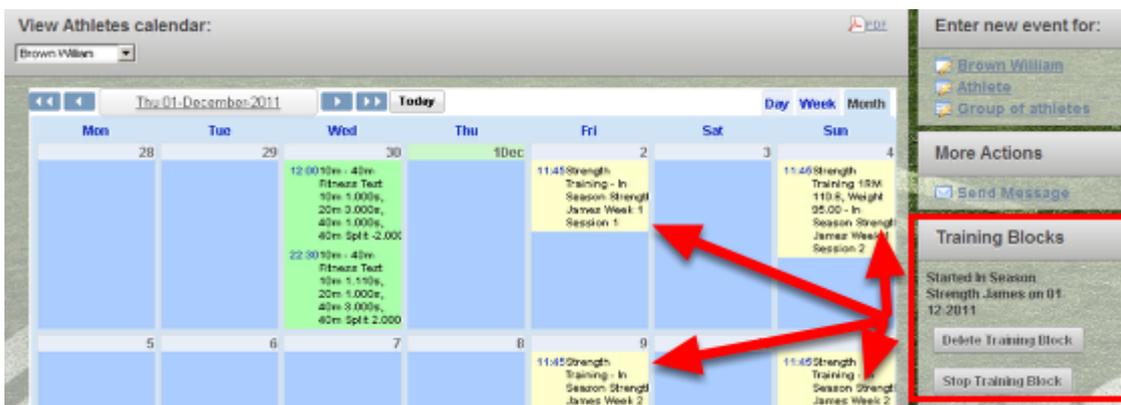


The example here shows that this user is applying a training block to their athletes by clicking on "Start Training Block".

To apply a shared training block, the user selects the athletes and then selects the start date (On Date) and time and clicks "Start Training Block"

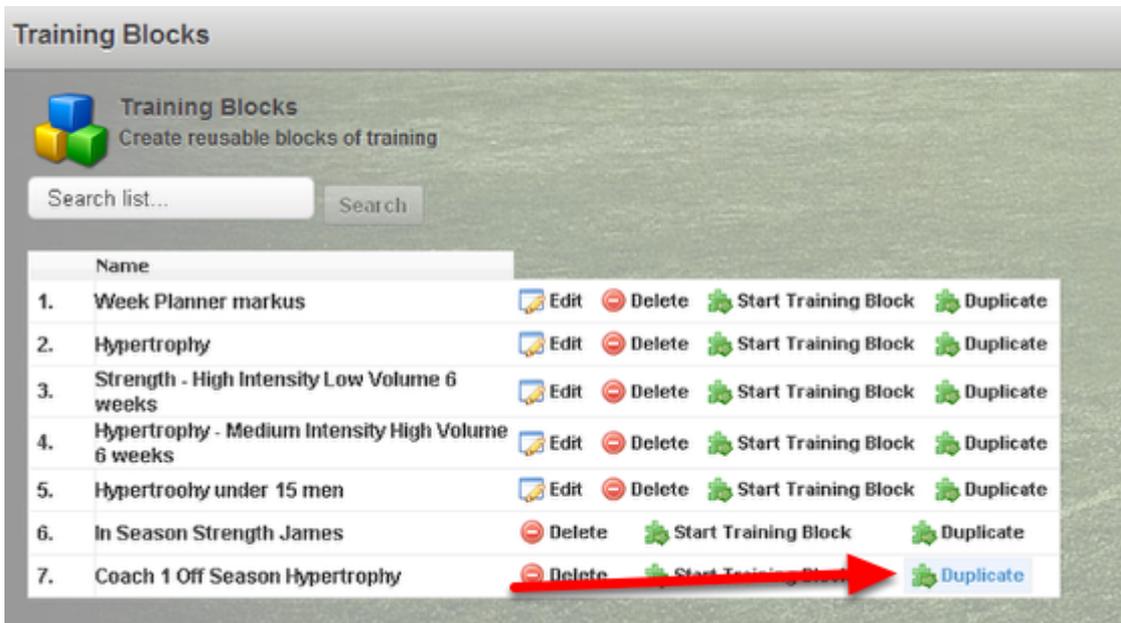


The Training Block will be applied



The image here shows the calendar of the athlete that they training block was applied to.

The user can copy the existing Training Block by clicking Duplicate



The duplicate needs to be renamed



Remember that the original training block is set up to be Publicly Available, so the new duplicate will also be set to be publicly available.

On the new duplicate, the user may want to turn off the Publicly available until they have updated or amended the training block. Try and only share important training block to keep shared blocks to a minimum.

Home > Training Blocks > Setup MC Off Season upperbody

### Setup MC Off Season upperbody

Setup a training block that can be applied to a number of athletes.

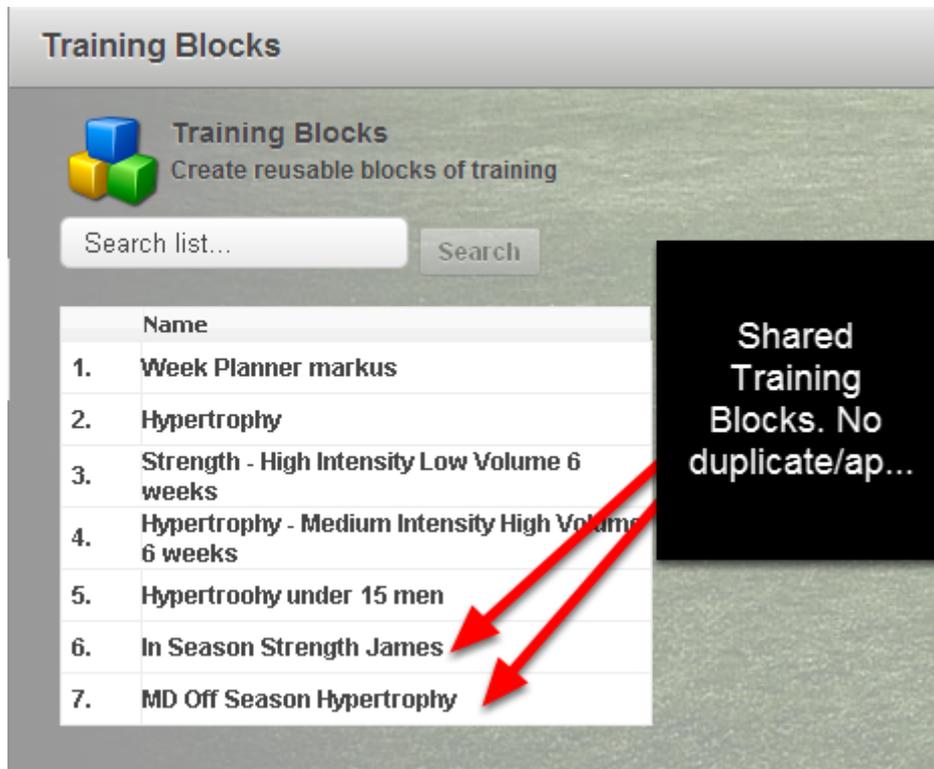
Training Block Name: MC Off Season upperbody

Privacy:  Public

Number Of Exercises: 5

row	Cycle	Day	Exercise	Summary	Total	Cost
1	1	1	Alternate DB Flys	3x10 45	104000.00	10.0
			Alternate Seated Arnold Press	4x12 35		
			Lying DB Extension	3x12 25, 3x12, 3x12, 3x12		
			Back Squat	3x12 120, 3x12, 3x12, 3x12		
			DB Stiff Leg Deadlift	4x12 45		
6	1	3	BB Bench Pull	3x10 180	23568.00	19.0
			BB Bench Press	4x10 130		
			45 Degree Leg Press	4x12 180		
			Floor BB Calf Raise	4x12 90		
			Abdominal Pendulum	4x15 40		
11	1	6	BB Bench Pull	3x10 180	23568.00	19.0

If you choose to make your Training Block available to other Professionals on the system and they do not have access to the Event that you created the Training Block from, they will not be able to use the Training Block.



The screenshot shows the 'Training Blocks' interface. At the top, there is a header 'Training Blocks' and a sub-header 'Create reusable blocks of training'. Below this is a search bar with the text 'Search list...' and a 'Search' button. A table lists seven training blocks:

	Name
1.	Week Planner markus
2.	Hypertrophy
3.	Strength - High Intensity Low Volume 6 weeks
4.	Hypertrophy - Medium Intensity High Volume 6 weeks
5.	Hypertrophy under 15 men
6.	In Season Strength James
7.	MD Off Season Hypertrophy

To the right of the table, a black callout box contains the text 'Shared Training Blocks. No duplicate/ap...'. Two red arrows point from the callout box to the sixth and seventh items in the table.

If you share a training block, and a professional does not have access to the event that it was created from (e.g if it was created from a special Resistance Training Form that the other user does not have access to) the training block name will appear there, but it will not show the duplicate button and it will not be able to be applied.

**Importing information into the system via .csv file.**

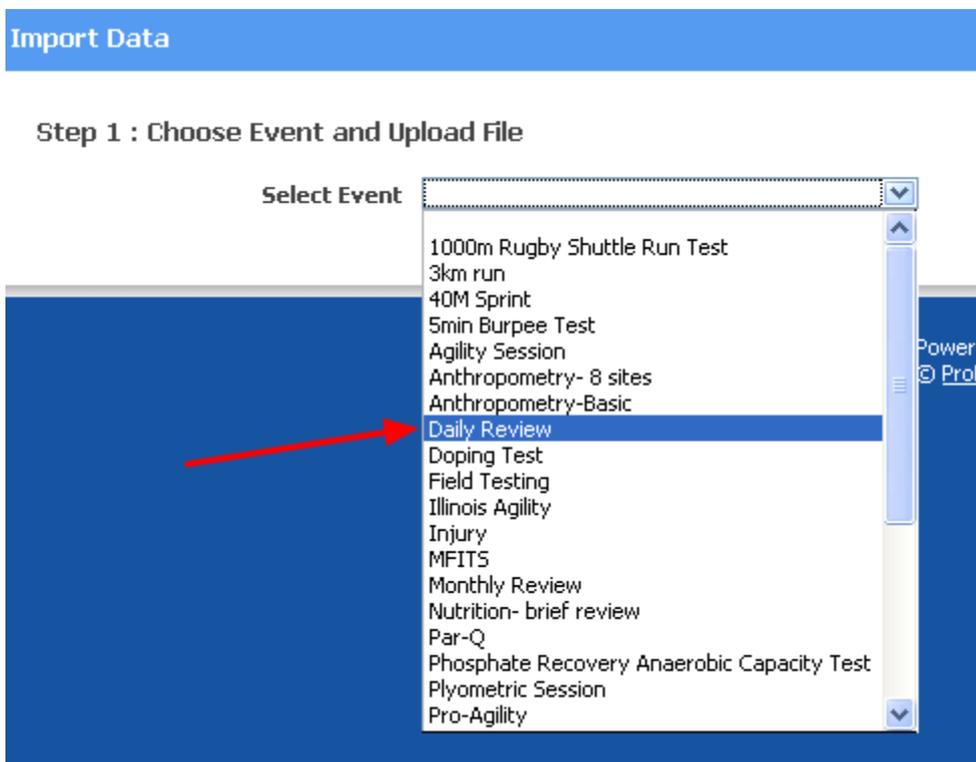
# Importing Information

You can easily import data into the software but it **MUST** be formatted correctly. This will be discussed [here](#).

## Click on the "Import Data" Button



## Select Event: choose the event information that you want to upload



You can only upload one type of event at a time. You can enter multiple records for your athletes, but you can only enter in one type of event on each import that you perform. Choose from the drop down list what information you want to import.

The example here shows that Daily Review has been selected.

## Available Fields: see the Fields that you can import

### Step 1 : Choose Event and Upload File

**Select Event**    
Select the event for which you want to import data to.

**Available Fields** First Name  
Last Name  
Start Date  
Start Time  
Stress/Pressure  
Sleep Quality  
Soreness  
Energy  
Overall Performance  
Comments  
These are the fields which are able to be imported for the selected event. \* indicates required fields.

**Generate Template**   
This will generate a template csv with examples that you will need to remove

**Select File**    
  
Please select the file that contains the information to upload. This must be a csv file.

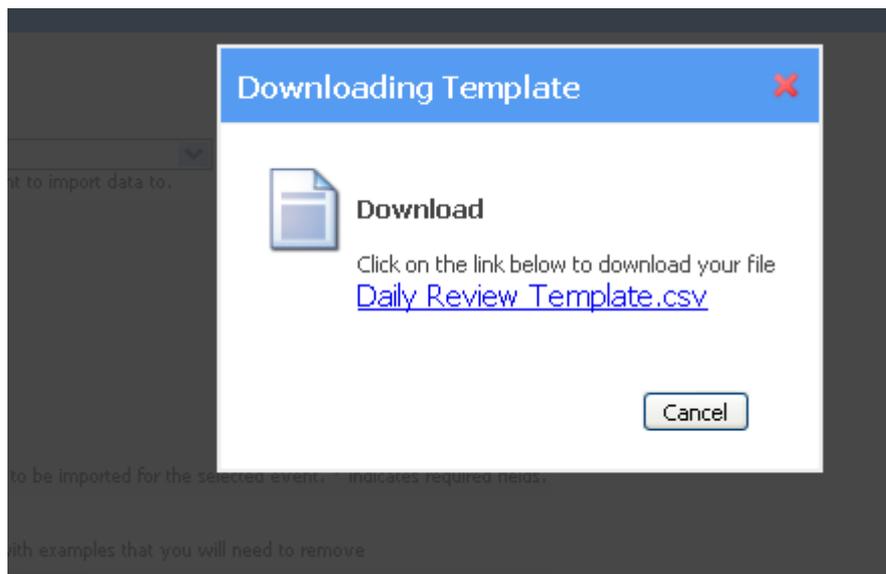
As soon as you select to import a specific type of information, the available fields list will show you what column names you will need to include when you import the data.

For the Daily Review form, this will include First Name, Last Name, Start Date and Time and the then fields e.g. Stress/Pressure, Sleep Quality, Soreness etc.

When you import data into the system you need to be able to match the information to the way it is stored in this system. The Stress, Pressure and Energy fields are all rated on a scale of 1-5, so you will not be able to import data into the system if you have rated stress as "High" or "Low".

To check how each question field is formatted, select the Generate Template button. This will show you exactly how the spreadsheet needs to be formatted, and the way the questions are generated (see below).

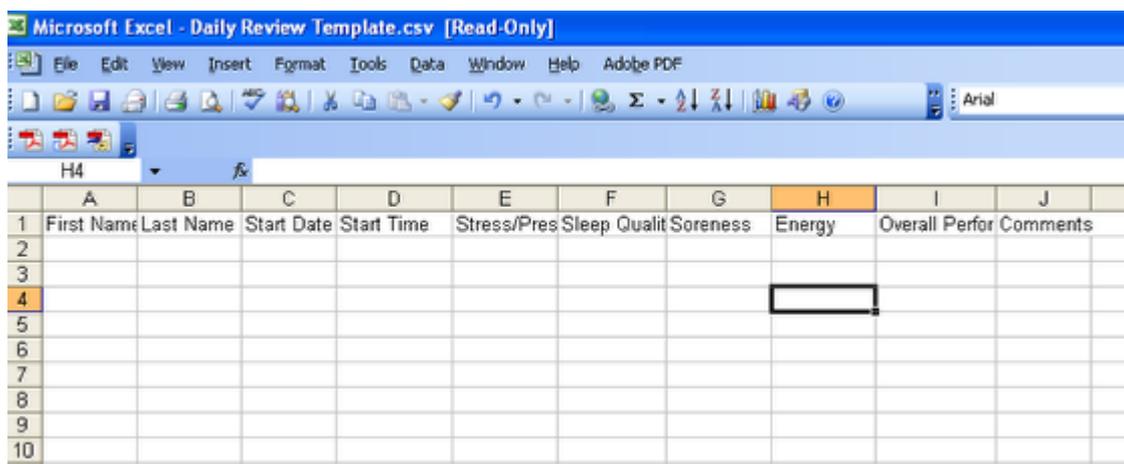
## Get a complete picture of the data you can import



Click **Generate** to see the data you can import.

If you need to know how the data needs to be structured before it is imported, click on the "Generate" button and a Template will be created for you to open as a .csv file. Click on the blue link and the csv file will be available from your downloads where it can be opened

## Template CSV example



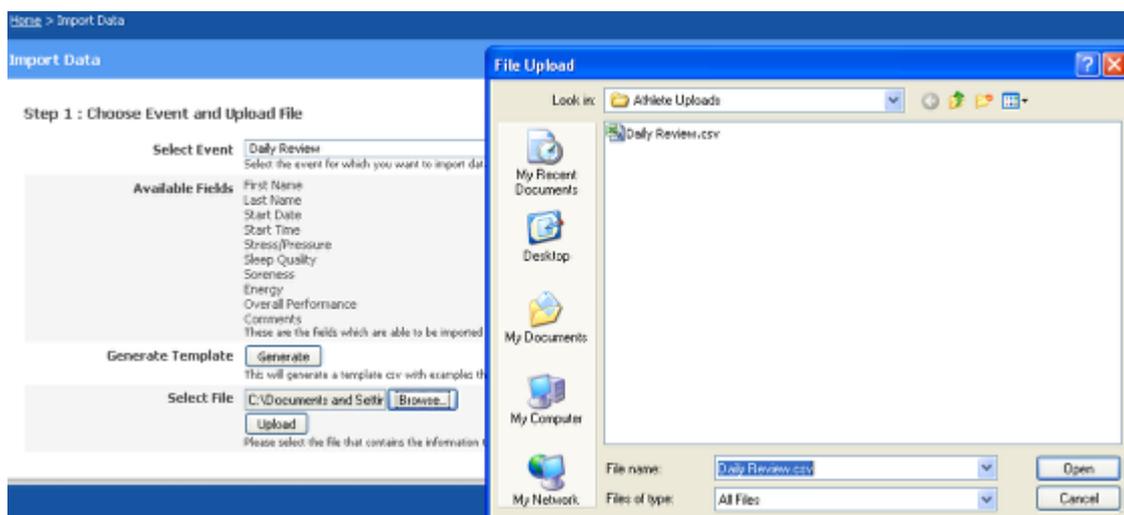
	A	B	C	D	E	F	G	H	I	J
1	First Name	Last Name	Start Date	Start Time	Stress/Pres	Sleep Quality	Soreness	Energy	Overall Perfor	Comments
2										
3										
4										
5										
6										
7										
8										
9										
10										

Each "Generate Template" will be different depending on the type of information you are importing. The example here shows that as the Stress/Pressure etc fields are numeric. If the fields were a drop down or single selection, these selections would be listed here as well underneath each of the field names.

Complete the generated template, or import your own file. IT MUST be saved as a .csv or the file will not import.

	A	B	C	D	E	F	G	H
1	Date	About	Stress/Pressu	Sleep Quality	Soreness	Energy	Overall Per	Comments
2	1/1/09	Andrew demo	3	4	4	5	3	
3	5/1/09	Andrew demo	4	3	2	2	4	
4	10/1/09	Andrew demo	3	4	2	4	4	
5	11/2/09	Sam demo	3	2	3	4	4	
6	11/2/09	Andrew demo	3	4	3	3	3	
7	11/2/09	Ian demo	2	3	2	4	3	
8	11/2/09	James demo	1	4	1	4	3	
9	11/2/09	ben demo	1	4	3	4	5	
10	12/2/09	Andrew demo	2	4	2	3	3	
11	12/2/09	Ian demo	2	4	3	3	4	
12	12/2/09	James demo	1	5	2	4	4	
13	12/2/09	Sam demo	4	3	2	3	4	
14	12/2/09	ben demo	1	4	3	3	4	

Ready to Import your File, click Browse and Upload you file



When you have formatted your spreadsheet to include the athletes name, date and time of entry followed by the form fields, you can start to import your data.

Select "Browse".

Look through your documents and then click on the appropriate document that you want to upload. The example here shows that the "Daily Review" file will be uploaded. Remember that the file MUST be a csv file or the system will not be able to read it.

Click "Upload"

# Match up your athletes with the correct usernames

Step 2 : Select the users in the uploaded file that match your current athletes list.

Select an identifier to map your athletes correctly. If the file contains multiple identifiers, e.g. first and last name, you can add more identifiers.

Search Results

Athlete From Import File	Athlete To Import Data For
Sam demo	Sam demo
Andrew demo	Andrew demo
Jan demo	Jan demo
James demo	James demo
ben demo	be

Search Results

- ben demo

Use arrow keys to move, enter to select.

The system will automatically try and match the users on the system, with the usernames you just entered. If their name does not appear in the "Athlete to Import Data For" box, you can just start typing in the athlete's name into the box and all possible matches will appear. The example above shows that when we were mapping a name to ben demo, as soon as "be" is typed into the search box, the appropriate match appears. Click on their name.

## You can save the specific username map by clicking "save your username matches"

ben demo

Load previous username matches



Save your username matches

Enter some details for the athlete matches so you can identify it later

Settings

Name  **New Mapping of athle...**

Description

All fields valid

Save As New

Next

If you save the user mapping, next time you import data for these athletes, the system will use your map to match up the athletes. For this example we will save the athletes matches as "Daily Review" and click "Save as New". The matches will be saved and can be used later.

Click "Next"

## Preview

Step 3 : Map the column in your table which should be imported into each Profflersports field (\* indicates required field).

The file contents below may help you with identifying columns

Date	Time	Athlet	Stress/Pressure	Sleep Quality	Soreness	Energy	Overall Performance	Comments
16/09/09	9:00am	Sam demo	3	2	3	4	4	
17/09/09	9:00am	Andrew demo	3	4	3	3	3	
18/09/09	9:00am	San demo	2	3	2	4	3	
19/09/09	9:00am	James demo	1	4	1	4	3	
20/09/09	9:00am	ben demo	1	4	3	4	5	
21/09/09	9:00am	Andrew demo	2	4	2	3	3	
22/09/09	9:00am	San demo	2	1	3	3	4	
23/09/09	9:00am	James demo	1	5	2	4	4	
24/09/09	9:00am	Sam demo	4	3	2	3	4	

The system will automatically try and match up the column names in your spreadsheet with the field names in the event. Then these matches will be displayed for you to double check that the right information is being matched between the two data sets.

## Double Check the Mapping- Checking the Date Format is CRITICAL or the import will FAIL. There is a Date Test button now to ensure you select the correct date

22/09/09	9:00am	Ian demo	2	4
23/09/09	9:00am	James demo	1	5
24/09/09	9:00am	Sam demo	4	3

If the file does not contain the date or time of the events you can specify the values to be used below

Start Date  Start Time

Note: Fields are optional, e.g if the file contains only a date you can specify a time to use with that date.  
If the file contains a single column for each date and time separated by whitespace simply map the date and time to that column.

Warning! You MUST select the correct date format for the 'Date' columns in the Table above e.g. 15/11/08 or 15-11-08

Date →  Format:  Default  
 Time →   
 Stress/Pressure →   
 Sleep Quality →   
 Soreness →   
 Energy →   
 Overall Performance →   
 Comments →

2

Correct for this example

- dd-MM-yy e.g 15-11-08
- dd-MM-yyyy e.g 15-11-2008
- dd/MM/yy e.g 15/11/08
- dd/MM/yyyy e.g 15/11/2008
- dd MMMM yy e.g 15 November 08
- dd MMMM yyyy e.g 15 November 2008
- dd-MMMM-yy e.g 15-November-08
- dd-MMMM-yyyy e.g 15-November-2008
- dd/MMMM/yy e.g 15/November/08
- dd/MMMM/yyyy e.g 15/November/2008
- dd|MM|yy e.g 15|11|08
- dd|MM|yyyy e.g 15|11|2008
- dd|MMMM|yy e.g 15|November|08
- dd|MMMM|yyyy e.g 15|November|2008

All fields valid

When you import the data in, you can see that the column names have been matched correctly (e.g Energy to Energy, Stress/Pressure to Stress/Pressure. Double check that these match or you could import the wrong information into the wrong fields!

## MOST IMPORTANTLY

You must match up the date FORMAT correctly or the import will fail. When you import the data into the system you need to remember the data format that was on your original spreadsheet that you imported.

For this example the date format (in box #1) is 24/09/09. The default date setting for the Date format match (box #2) is dd-MM-yy e.g.15-11-08. These two formats ARE DIFFERENT. You need to match the formats so that they are the SAME. This means you would need to click on the dd/MM/yy e.g. 15/11/08 in the date drop down list.

If you have any doubt, go back to your original spreadsheet, check the date settings and then come back and match up the date formats correctly.

## Click Next

When you have checked the date format and the field matches and you are confident they match, click "Next" to Import.

## Import Data Completed



The screenshot shows a web interface for data import. At the top, a breadcrumb trail reads: Home > Import Data > Confirm Athletes > Map Columns to Fields > Map File Values to Field Values. Below this is a blue header bar with the text 'Map File Values to Field Values'. A green progress bar indicates '15 out of 16 records successfully imported'. On the left side, there is an 'Error' box with the following text: 'An error occurred while processing your import, we have sent the file to your administrator and they will be in contact shortly.'

You will then be shown a report of whether the import was successful or not. The report here shows that 15 of the 16 records were imported successfully. However, one record was not formatted correctly. This error is available to download instantly to see why the error occurred.

Now you can go to the reports page to look at the recent import, or you can carry on importing more data.

If at any stage you have errors with the file that you are importing, check the layout of the document and check for commas in the spreadsheet

# DO NOT CANCEL A SLOW IMPORT

Unless an error, or fail message occurs during an import, do NOT cancel it and try again. It could just be taking a very long time based on the complexity of the Event Form, or the amount of data being imported.

Event if the import loading bar seems to be taking a while to map the values and import the data, do NOT cancel the import

[Home](#) > [Import Data](#) > [Confirm Athletes](#) > [Map Columns to Fields](#) > [Map File Values to Field Values](#)



The image here shows the loading bar progress. For this example, the importing process was taking a very long time (over 10 minutes) and the user went back to the Import Button on the Home Page and started again. However the import was still running in the background; it was just taking a very long time based on the complexity of the way the Event Form was set up (e.g. with multiple linked fields and In form Reports).

Unless an error message notification pops up regarding a canceled import, or with an error, then please leave the import to run it's course.

# New Date Import Test check capability

When you import in new data you must carefully match the date format to the format of your csv spreadsheet.

The screenshot shows a data import interface. At the top, there is a table with columns: Date, About, by, 1RM Bench Pres, 1RM Chin Up, 1RM Back Squat, 3RM Bench Pres, 3RM Chin Up, 3RM Back Squat, Exercise, and Rep. The table contains five rows of data for the date 23/10/2012, involving Jack Williams and Lucas Martin, with various exercises and repetitions.

Below the table, there is a section for date and time settings. A text box contains the text: "If the file does not contain the date or time of the...". Below this, there is a "Start Date" field with the value "Thu 25-October-2012". A note states: "Note: Fields are optional, e.g. if the file contains only a...". Below the note, there is a warning: "Warning! You MUST select the correct date form...".

The "Start Date Time" section has a "Date" dropdown menu set to "Date" and a "Format" dropdown menu. The "Format" dropdown menu is open, showing a list of date formats. A red arrow points from the text box above to the "Format" dropdown menu. The text box contains the text: "You MUST match the date format in the spreadsheet to a date format from the dropdown, e.g. 23/10/2012 to dd/mm/yyyy".

The "Format" dropdown menu options are:

- dd-MM-yy e.g 15-11-08
- dd-MM-yy e.g 15-11-08
- dd-MM-yyyy e.g 15-11-2008
- dd-MMM-yyyy e.g 15-Nov-2008
- dd/MM/yy e.g 15/11/08
- dd/MM/yyyy e.g 15/11/2008
- dd/MMMM/yyyy e.g 15/Nov/2008
- dd-MMMMM-yy e.g 15-November-08
- dd-MMMMM-yyyy e.g 15-November-2008
- dd/MMMMMM/yy e.g 15/November/08
- dd/MMMMMM/yyyy e.g 15/November/2008
- dd'MM'yy e.g 15\11\08
- dd'MM'yyyy e.g 15\11\2008

If you did not map the dates correctly an error would occur and none of the data would be imported or it might be imported for the wrong date period!

There is now a new Test button to help you map across the date fields accurately

### Map Columns to Fields

**Step 3 : Map the column in your table which should be imported into each field (\* indicates required field)**  
The file contents below may help you with identifying columns

Date	About	by	1RM Bench Pre	1RM Chin Up	1RM Back Squa	3RM Bench Pre	3RM Chin Up	3RM Back Squa
23/10/2012	Jack Williams	Peter Kyffin	10	10	10	20	20	20
23/10/2012	Jack Williams	Peter Kyffin	10	10	10	20	20	20
23/10/2012	Jack Williams	Peter Kyffin	10	10	10	20	20	20
23/10/2012	Lucas Martin	Peter Kyffin	10	10	10	20	20	20
23/10/2012	Lucas Martin	Peter Kyffin	10	10	10	20	20	20

If the file does not contain the date or time of the events you can specify the values to be used below

Start Date  Start Time

Note: Fields are optional, e.g if the file contains only a date you can specify a time to use with that date.  
If the file contains a single column for each date and time separated by whitespace (e.g. "15/11/08 11:00PM") simply map the date and time to that

Warning! You MUST select the correct date format for the 'Date' columns in the Table above e.g. 15/11/08 or 15-11-08

**Start Date Time**

Date  Format:

Time

Select the Date format that you think matches the Date format from your spreadsheet and click on "Test"

Date	About	by	1RM Bench Pre	1RM Chin Up	1RM Back Squa	3RM Bench Pre	3RM Chin Up	3RM Back Squa	Exercise
23/10/2012	Jack Williams	Peter Kyffin	10	10	10	20	20	20	Squats
23/10/2012	Jack Williams	Peter Kyffin	10	10	10	20	20	20	Deadlifts
23/10/2012	Jack Williams	Peter Kyffin	10	10	10	20	20	20	enwqewrwe
23/10/2012	Lucas Martin	Peter Kyffin	10	10	10	20	20	20	Lunge
23/10/2012	Lucas Martin	Peter Kyffin	10	10	10	20	20	20	Bench

If the file does not contain the date or time of the events you can specify the values to be used below

Start Date  Start Time

Note: Fields are optional, e.g if the file contains only a date you can specify a time to use with that date.  
If the file contains a single column for each date and time separated by whitespace (e.g. "15/11/08 11:00PM") simply map the date and time to that

Warning! You MUST select the correct date format for the 'Date' columns in the Table above e.g. 15/11/08 or 15-11-08

**Start Date Time**

Date  Format:

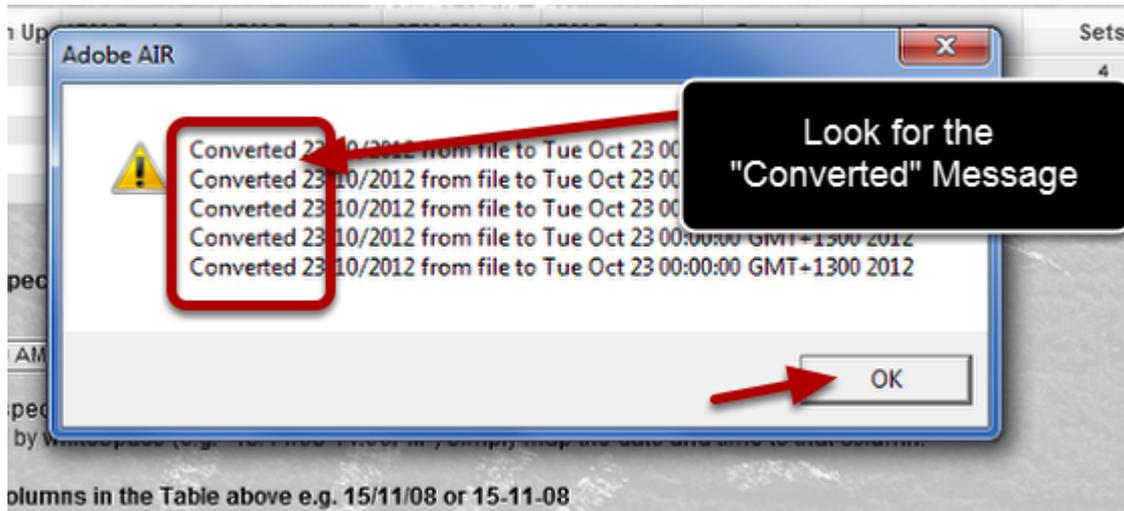
Time

1 And 3 RM Testing

#1: Click on the dropdown and match the date format from your spreadsheet to a format from the dropdown.

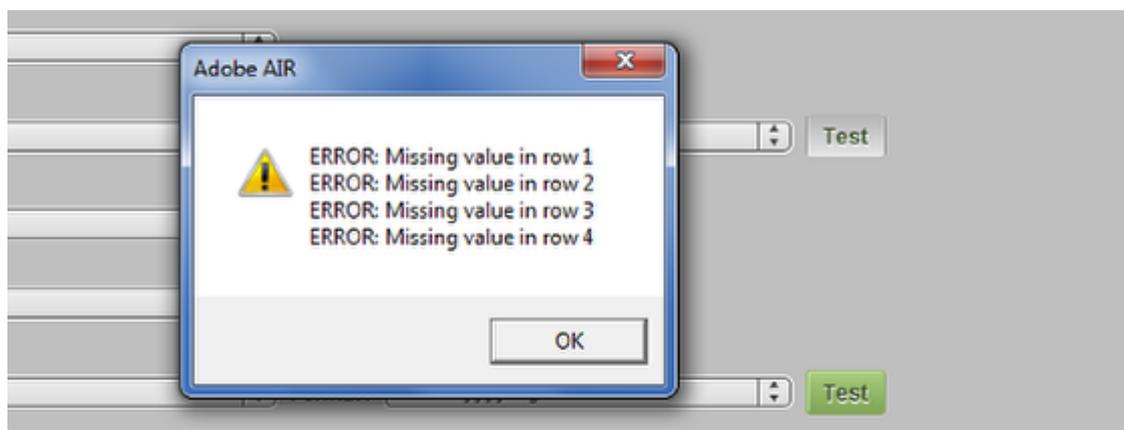
#2: Click on the Test button.

If the message that appears says "Converted" you have selected the correct date format.



Look for the Converted message and also check that it will import for the correct date (GMT is short for Greenwich Mean Time). Click OK and continue with the import.

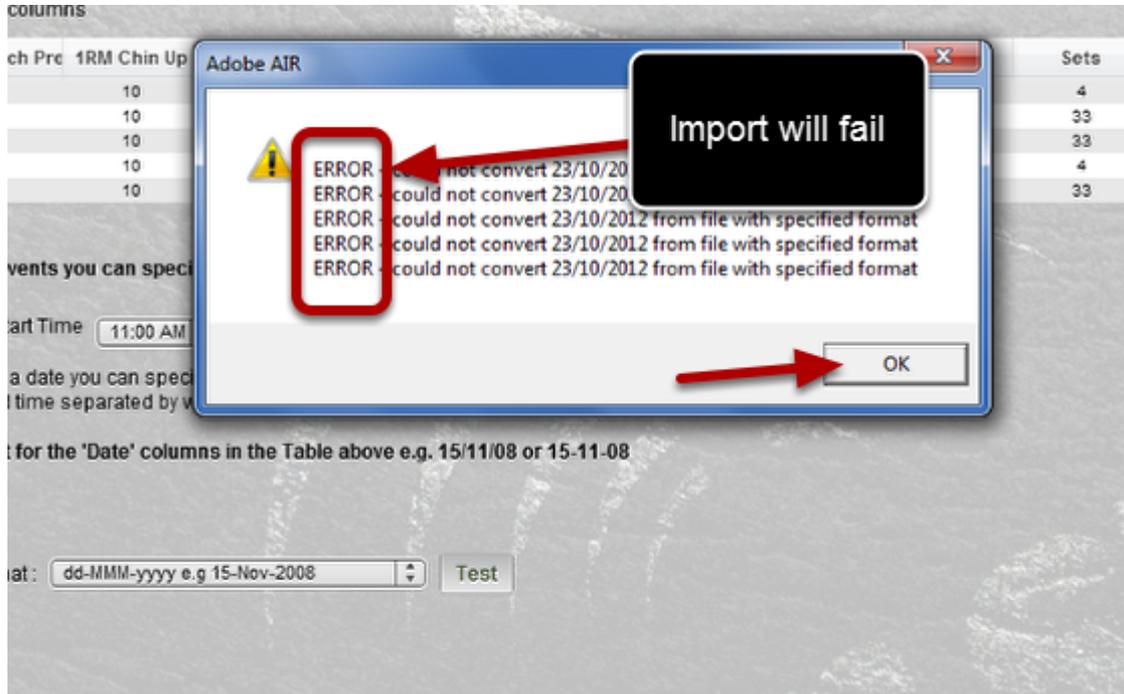
If it says ERROR: Missing value, this means there is no data in the column that you are trying to import. The import will work because no dates are entered



The image here shows the message "ERROR: Missing value in row 1, 2,, 3 etc). This means that the system is trying to correctly match the dates from one of the date columns, but there was no data in that column row to map to. You will see this error when you have a blank cell in a

date column. As long as any other date fields in that column say that they are mapped correctly, the data will import successfully.

If the message says "ERROR - Could not convert" then you **MUST** select a different date format or your data won't import



If the message says "ERROR- could not convert" you **MUST** select a different date format (as shown in the image below)

If you had an error, check the data format again and try a different Date format. Click on Test again. Keep trying until Converted appears

The screenshot shows a data import interface. At the top, there is a table with columns: Date, About, by, 1RM Bench Pre, 1RM Chin Up, 1RM Back Squa, 3RM Bench Pre, 3RM Chin Up, 3RM Back Squa, and Exercise. The table contains five rows of data. Below the table, there is a section for date and time formatting. A black box with the text "Check the format again" and a circled "1" points to the table. A dropdown menu for "Format" is open, showing several options like "dd/MM/yyyy e.g 15/11/2008", "dd/MM/yy e.g 15/11/08", etc. A circled "2" points to this dropdown. A green "Test" button is visible, with a circled "3" pointing to it. A red arrow points from the "Test" button back to the table.

Date	About	by	1RM Bench Pre	1RM Chin Up	1RM Back Squa	3RM Bench Pre	3RM Chin Up	3RM Back Squa	Exercise
23/10/2012	Jack Williams	Peter Kyffin	10	10	10	20	20	20	Squats
23/10/2012	Jack Williams	Peter Kyffin	10	10	10	20	20	20	Deadlifts
23/10/2012	Jack Williams	Peter Kyffin	10	10	10	20	20	20	enweqewwe
23/10/2012	Lucas Martin	Peter Kyffin	10	10	10	20	20	20	Lunge
23/10/2012	Lucas Martin	Peter Kyffin	10	10	10	20	20	20	Bench

If the file does not contain the date or time...

Start Date  Start

Note: Fields are optional, e.g if the file contains only a d...  
If the file contains a single column for each date and time separated by whitespace (e.g. "15/11/08 11:00PM") simply ma... the date and time to that

Warning! You MUST select the correct date format for the "Date" columns in the Table above e.g. 15/11/08 or 15-11-08

Start Date Time

Date  Format:  Test

Time

1 And 3 RM Testing

#1: Look at your date format again

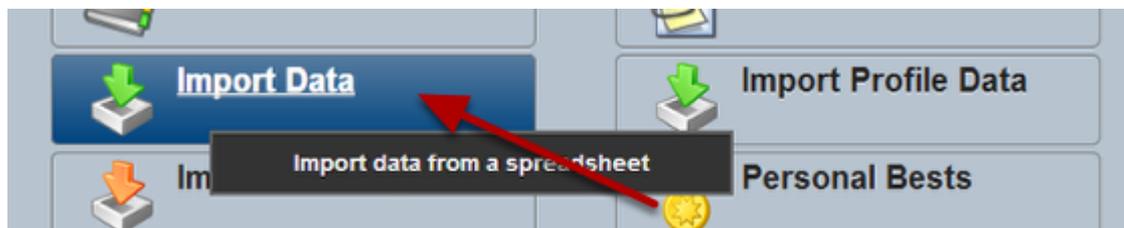
#2: Click on the dropdown and select a different date format that matches your spreadsheet

#3: Click on the Test button

-If "Converted" appears in message continue with the import. If "Error-could not convert" appears keep on trying different formats.

You can now import in Event and Profile data for over 1000 athletes, or have files with over 1000 fields, online, installed online and installed offline

You can now import in over 1000 records for over 1000 athletes for Profile and Event Data



Follow the normal import steps of selecting the Event of Profile Form and selecting a csv. file to upload

Home > Import Data

### Import Data

Step 1 : Choose events and Upload File

Select Events  

Select The events for which you want to import data to.

Available Fields

- First Name
- Last Name
- Date
- Time
- Test Status
- Weather
- Environment
- Ground
- Athlete State
- 5m
- 20m
- 40m
- Notes

are the fields which are able to be imported for the selected events. \* indicates required fields

Generate Template

This will generate a template csv with examples that you will need to remove

Select your file  5-40 import test.csv

Please select the file that contains the information to upload. This must be a csv file.



When you import in data for over 1000 athletes, all of the athlete's names will appear in the usermapping step (previously it was paginated and you had to select to view them)



It will take between 15-30 seconds for the usernames to map across depending on how many athletes you have and how many columns of data. The example here is an import for 1200 athletes.

Click on Next

The data mapping page will load and you can map across the fields

The screenshot shows a data mapping interface. At the top, there is a table with columns for Date, Name, Data Entry, and other fields. Below the table, there are input fields for Start Date (Wed 20-March-2013) and Start Time (12:45 PM). A note explains that fields are optional and provides instructions on how to map data from a file. A warning states that the correct date format must be selected. The interface includes several dropdown menus for mapping: Date, Time, Test Status, Weather, and Environment. A callout box with the text "Map the data and dates" has red arrows pointing to the Date, Time, and Test Status dropdown menus.

Date	Name	Data Entry	...	...	...	...	...	...	...	...
4/07/2011	1193 Name	Data Entry	2	7/04/2011	Excellent	2	5	Pass	Perfect	Indoor
3/07/2011	1192 Name	Data Entry	2	6/04/2011	Excellent	2	5	Pass	Perfect	Indoor

If the file does not contain the date or time of the events you can specify the values to be used below

Start Date  Start Time

Note: Fields are optional, e.g if the file contains only a date you can specify a time to use with that date.  
If the file contains a single column for each date and time separated by whitespace (e.g. "15/11/08 11:00PM") simply map the date and time to the correct fields.

Warning! You MUST select the correct date format for the 'Date' columns in the Table above e.g. 15/11/08 or 15-11-08

Start Date Time

Date  Format:

Time

5m - 40m Fitness Test

Test Status

Weather

Environment

N.B. The user mapping time and field mapping time depends heavily on your internet connection and the internet browser you are using. If you are using internet explorer it will be very slow. Browsers like Chrome are recommended for importing in large files.

Click on Next and Import and the file will import correctly. Again, the import time depends on internet connection and internet browser.

The screenshot shows the "Map File Values to Field Values" page. It has a breadcrumb trail: Home > Import Data > Confirm Athletes > Map Columns to Fields > Map File Values to Field Values. The page title is "Map File Values to Field Values". Below the title, there is a progress bar labeled "Importing data...". At the bottom, there is a footer: "Powered by Profiler Sports. Version 3.156 on 19-Mar-2013. All Rights Reserved. © Profiler Corp 2007-2013. Privacy Policy. Terms of Service".

The import process has been sped up considerably, but depending on the number of records it may take between 2-5 minutes. Please be patient.

N.B. The installed offline system will be slower to import on compared to the online systems. Also, you will have to resynchronise all of the imported data back to online. Try and do large file imports online.

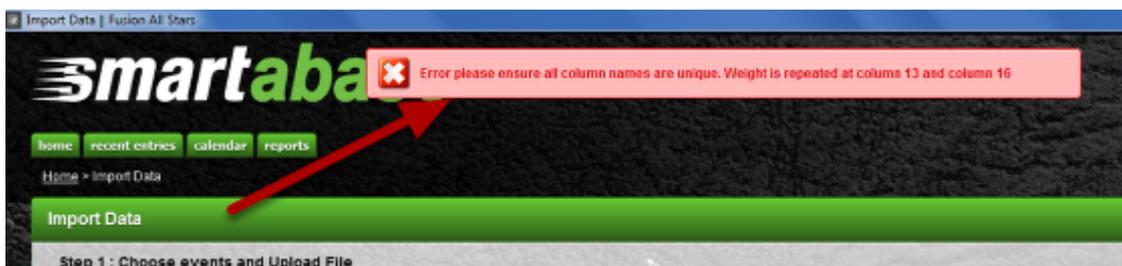
You will receive a notification that all of the data has imported correctly



# Error Messages that appear to help diagnose why an import has failed

If you import in date and there is existing data (a duplicate), you mapped across the dates incorrectly, there is a duplicate column name, or a required field data is missing the import will fail or some records will not be imported. The following steps show you the messages that appear based on the problem.

"Error please ensure all columns names are unique". A column name is duplicated on the file you are importing and the system will specify which columns they are



If you see this message go back to your spreadsheet and check all of the column names. If a name is the same in two columns you will not be able to import in the data and you must change one column name. The system will specify which columns are the same (e.g. 13 and 15 as shown here).

If you selected an incorrect date format an "Error with date in column Date" will appear. NO records will be imported

Map File Values to Field Values

Download Import Results

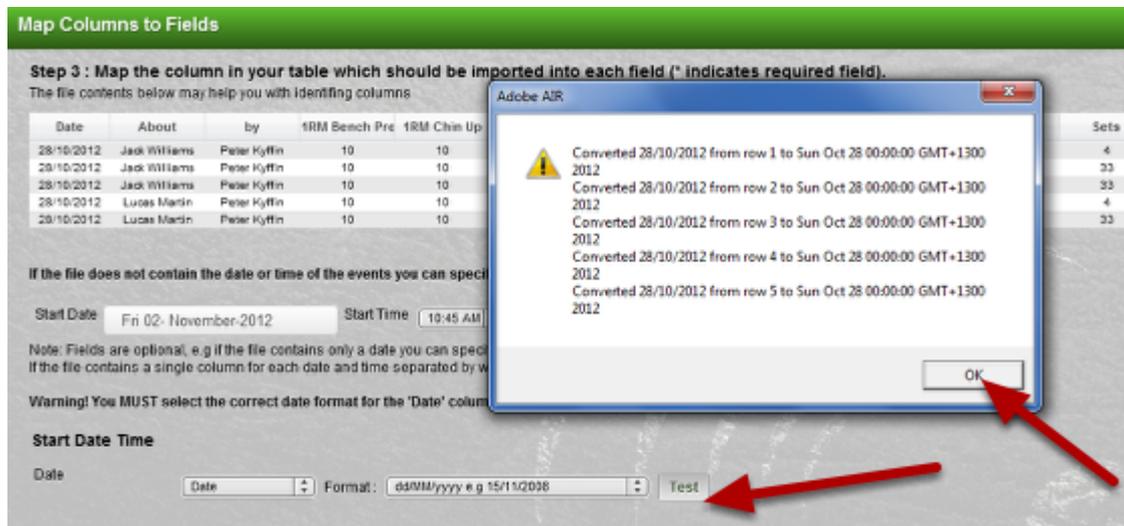
No records were imported please resolve the errors and try again. No records were imported, please fix the issues and reattempt import.

Error	Date	About	by	1RM Bench Pr	1RM Chin Up	1RM Back Squ	3RM Bench Pr	3RM Chin Up	3RM Back Squ	Exercise	Reps	Sets	Weight	Load	Comments
Error with date in column Date	28/10/2012	Jack Williams	Peter Kyffin	10	10	10	20	20	20	Squats	3	4	55	67	tye567
Error with date in column Date.	28/10/2012	Jack Williams	Peter Kyffin	10	10	10	20	20	20	Deadlifts	5	33	22	11	
Error with date in column Date.	28/10/2012	Jack Williams	Peter Kyffin	10	10	10	20	20	20	erweqrewnveq	5	33	22	11	
		artin	Peter Kyffin	10	10	10	20	20	20	Lunge	3	4	55	67	tye567
		artin	Peter Kyffin	10	10	10	20	20	20	Bench	5	33	22	11	

Recheck your date format

If you see this message, it means you selected an incorrect date format when you were matching the dates in your csv file to a date format in the system. Import the original file again, and ensure you Test the Date field before you import (as shown below).

## Test the date format before you import



Test the date field after you match it to ensure it can be converted.

"Required Item was Blank" tells you that a Required field is not entered and NO data will be imported



When a field in an Event Form is set on a "Required field" you cannot save the form unless you have entered data into this field. Subsequently, if you try and import in new data and a Required field cell is blank, you will not be able to import in any data. All cells in a field that is a Required Field (in this example it is 3RM Back Squat) need to be filled. You may need to fill down the data if you are importing in data with a table in it, or if you do not have the data, ask your system builder to check whether this field should be set to required. You will not be able

to import in any data from that sheet unless you have all of the required field cells with data in them.

A duplicate already exists on the system. Any data which is NOT a duplicate will be imported.



A duplicate already exists on the system and you haven't ticked "Import data that appears to be a duplicate of an existing record?" then any duplicate data will not import.

The Error report here says that "A duplicate already exists" and the record is shown. However, 3 out of the 5 records that were imported were imported in successfully as they were not duplicates.

You can click on "Download Import Results to get a list of any duplicates that were NOT imported (as shown in the image in the step below).

If any other error messages appear or you are not sure about why the import failed please write in your questions here or contact your distributor.

## List of duplicates (from step above)

A1	Error	Date	About	by	1RM Bench	1RM Chin	1RM Back	3RM Bench	3RM Chin	3RM Back	Exercise	Reps	Sets	Weight	Load	Comments
1	A duplicate already exists	23/10/2012	Lucas Martin	Peter Kyffin	10	10	10	20	20	20	Lunge	3	4	55	67	trye567
2	A duplicate already exists	23/10/2012	Lucas Martin	Peter Kyffin	20	20	10	20	20	20	Bench	5	33	22	11	

# Importing Data FAQs

## 1: Importing into an Event Form in with default values set for fields

### Question:

Just a query on importing a file to fill in a portion of a form.

I have an event page with quite a bit of information about an athlete Profiles, Contact info, etc  
Every field in that form is set to **default to last value**.

Most athletes have had previous records saved and filled in for this form.

If I then do a 'partial' import, for example, I only have data for the first few sections in the form for the new import the newly imported records don't default to last for the fields which I did not have data for. So In my file those fields were not even there, so I was expecting that importing the new data for the new records would be fine and that the fields which I did not have new information for would default to previous values.

I did a resave of the form and this did not update either. Going into each athlete/form manually is not an option as there are hundreds. Is this supported?

### Answer:

This work flow has never been supported. When you import in data, it writes the information for the entire form, even if there are blank columns in the import file and it saves these records as blank fields with no data. The default cannot override a blank imported field. The resave won't work because the field is actually saved as a blank record.

# Importing Data: How to Trigger or Skip sending Performance Alerts

When you import data into your system and Performance Alerts are set up for the data that you are importing, these will be fired if any of the Performance Alert criteria is met. Previously, there was no way to turn off Performance Alerts without having to actually disable the performance alerts prior to the import. Now during the import you can select that the alerts are not fired.

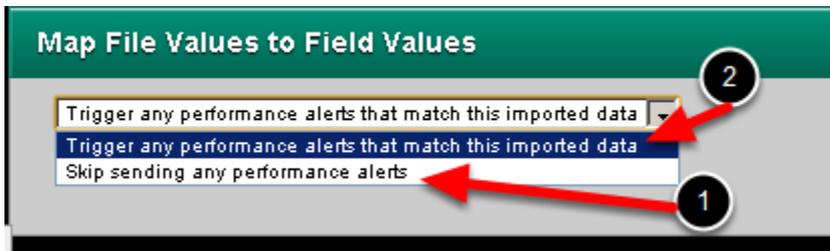
When you import data into the system, this data is recognised as new data. This means any Performance Alerts set for that Event Form's Data will be fired. Now, when you select to import Data (as shown here), you can turn off the Performance Alerts

The screenshot shows a web form for importing data. At the top, there are fields for 'Start Date' (Tue 06-March-2012) and 'Start Time' (2:30 PM). Below these are instructions: 'Note: Fields are optional, e.g if the file contains only a date you can specify a time to use with that date. If the file contains a single column for each date and time separated by whitespace (e.g. "15/11/08 11:00PM...') and a warning: 'Warning! You MUST select the correct date format for the 'Date' columns in the Table above e.g. 15/11/08...'. The 'Start Date Time' section includes a 'Date' dropdown, a 'Format' dropdown (dd/MM/yyyy e.g 15/11/2008), and a 'Time' dropdown. The 'Message Notes' section has 'Sites' and 'Notes' dropdowns. A 'Map Across ...' box has two red arrows pointing to the 'Sites' and 'Notes' dropdowns. A checkbox is checked for 'Import data that appears to be a duplicate of an existing record?'. At the bottom, a 'Next' button has a red arrow pointing to it, and a 'Click Next to Import' box has a red arrow pointing to the 'Next' button.

When you import data into the system you need to upload the file and Map across the usernames. Then, you need to map the date and data fields (as shown in the image here).

Click Next to Import in the information.

Select whether you need any of the alerts to fire, or whether you want to skip sending out alerts



During the import you can now choose to:

1. Skip sending any performance alerts

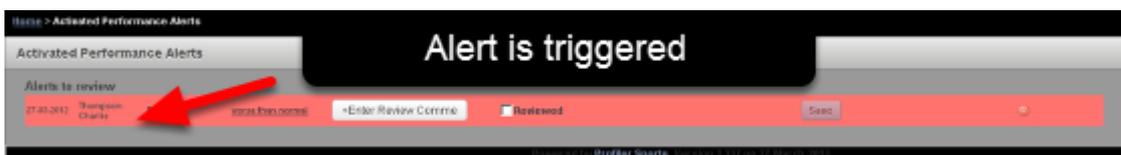
You may be importing in historical data. This data is NOT current and users do not need to be notified, so you would select to skip the alerts.

2. Trigger any performance alerts that match this imported data

If you are importing in data that is current and users need to be notified of this information, then you would select that the alerts are fired.

If you select Trigger any performance alerts that match this imported data then all performance alerts set up for this Event Form will be triggered and sent to the appropriate users.

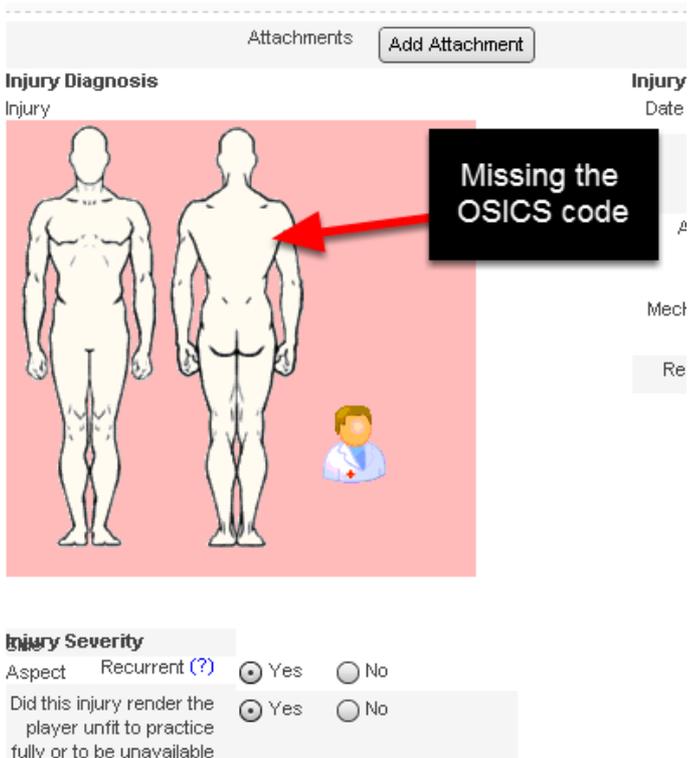
You can see here that when the user selected to Trigger the Performance Alerts they were sent and were on the system to view.



# Import in OSICS codes that are exported from the system

You can now import in OSICS injury codes into an Injury/Illness Form without having to reformat the Injury Data with a "|" between the Medical Code and the diagnosis.

Previously, you could NOT import OSICS injury codes back into the software without manually updating each Code in the csv spreadsheet you were importing. If you imported in injury codes without updating each one, the OSICS body diagram in the system would be blank (it would appear without an injury code in it).



The screenshot shows a web form for an injury report. At the top, there is an 'Attachments' section with an 'Add Attachment' button. Below this, the form is divided into two main columns: 'Injury Diagnosis' on the left and 'Injury' on the right. The 'Injury Diagnosis' section contains a red-shaded area with two human body diagrams (front and back views) and a small icon of a doctor. A red arrow points from a black box with the text 'Missing the OSICS code' to the back view diagram. The 'Injury' section has a 'Date' field. Below the diagrams, there is an 'Injury Severity' section with two radio button options: 'Recurrent (?)' with 'Yes' and 'No' options, and 'Did this injury render the player unfit to practice fully or to be unavailable' with 'Yes' and 'No' options.

Previously, to ensure an injury code imported correctly you had to enter in a "|" on either side of the code to be able to import the data back into an injury/illness record

	A	B	C	D
1	Date	About	Injury	Side
2	12/01/2012	Heath Matson	Right Thoracic Spine   DKXQ   Complication of thoracic laceration/abrasion	Right
3	12/01/2012	Andrew Anderson	Right Thoracic Spine   DKXQ   Complication of thoracic laceration/abrasion	Right
4	12/01/2012	Edgar Simson	Right Posterior Chest   CHSX   Bruised sternum	Right
5		son	Right Thoracic Spine   DKXX   Thoracic Laceration/ Abrasion	Right
6			Left Posterior Thigh   THOX   Myositis ossificans thigh	Left
7			Right Posterior Shoulder   SNVX   Shoulder vascular injury	Right
8			Right Posterior Shoulder SNVX Shoulder vascular injury	Right
9		son	Lumbar Spine LNTX Lumbosacral nerve stretch/traction injury	

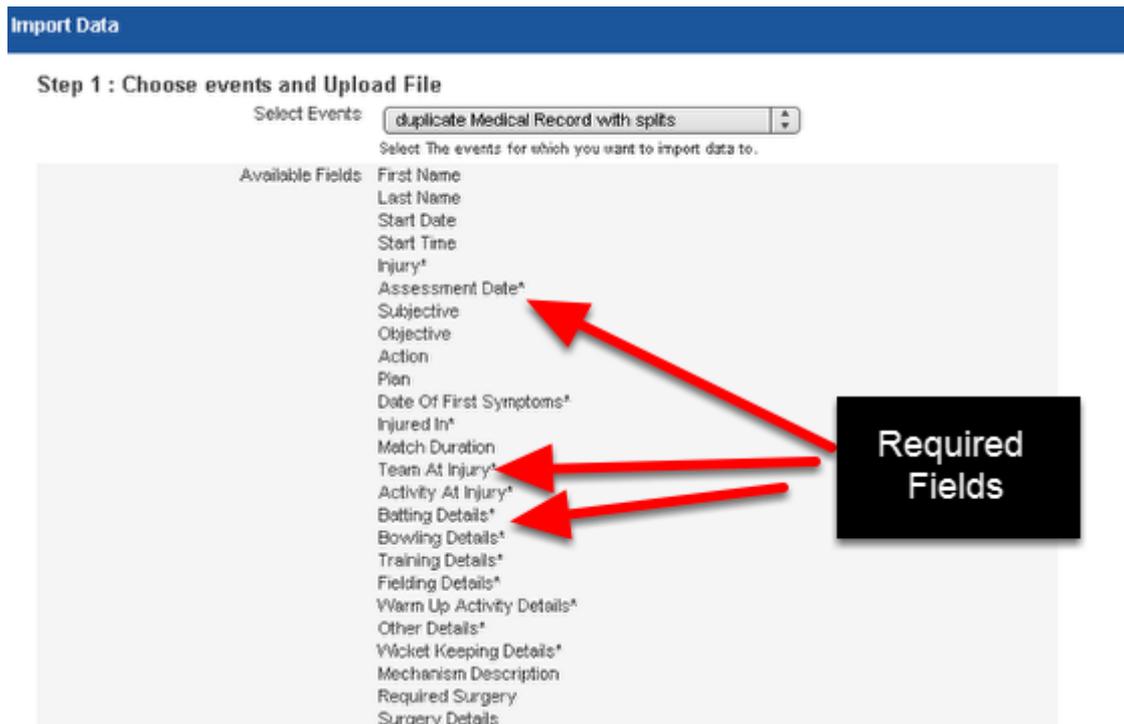
Add in a "|" before importing

Now you can import in OSICS codes into your Injury/Illness record without modifying the codes. This means if you export data from an injury/illness record you can now import it back in without making changes to each cell in the spreadsheet

	A	B	C	D	E	F
1	Date	About	Injury	Side	Aspect	Body Area
2	12/01/2012	Heath Matson	Right Thoracic Spine DKXQ Complication of thoracic laceration/abrasion	Right		Thoracic S
3	12/01/2012	Andrew Anderson	Right Thoracic Spine DKXQ Complication of thoracic laceration/abrasion	Right		Thoracic S
4	12/01/2012	Edgar Simson	Right Posterior Chest CHSX Bruised sternum	Right	Posterior	Chest
5	12/01/2012	Andrew Anderson	Right Thoracic Spine DKXX Thoracic Laceration/ Abrasion	Right		Thoracic S
6	11/01/2012	Heath Matson	Left Posterior Thigh THOX Myositis ossificans thigh	Left	Posterior	Thigh
7	7/10/2011	Edgar Simson	Right Posterior Shoulder SNVX Shoulder vascular injury	Right	Posterior	Shoulder
8	7/10/2011	Edgar Simson	Right Posterior Shoulder SNVX Shoulder vascular injury	Right	Posterior	Shoulder
9	30/09/2011	Andrew Anderson	Lumbar Spine LNTX Lumbosacral nerve stretch/traction injury			Lumbar S
0	30/09/2011	Andrew Anderson	Lumbar Spine LNTX Lumbosacral nerve stretch/traction injury			Lumbar S
1	30/09/2011	Andrew Anderson	Lumbar Spine LNTX Lumbosacral nerve stretch/traction injury			Lumbar S
2	30/09/2011	Andrew Anderson	Lumbar Spine LNTX Lumbosacral nerve stretch/traction injury			Lumbar S
3	30/09/2011	Richard Denton	Left Anterior Forearm RYPX Forearm splints/med			Forearm
4	28/09/2011	Andrew Anderson	Left Posterior Thigh TMHB Biceps femoris strain			Thigh

No "|" added

To import the Injury data back into the system follow the standard Import procedures. However, if you have required fields in the form, these **MUST** be turned off on the form in the Builder, or the data will not import if any required fields are missing from the data sheet (e.g if any cells in a required field column are blank)



When you import in Data into an injury form, you may have a number of fields that are set as "Required" fields. You **MUST** have an entry for each required field for each injury record or the import will report an error and the import will fail. This means each cell in a required field column has to have an entry in it.

Be careful not to get caught out by required fields that are only visible when specific options are selected in previous fields. The example below is an example of the error report when the require fields were not turned off.

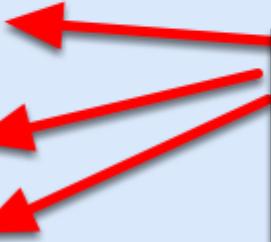
# An example of the Import Fail error that occurs when fields are missing from a required field column

Download Import Results

No records were imported please resolve the errors and try again. No records were imported, please fix the issues and reattempt import

Error	Date	About	by	Injury	Side	Aspect	Body Area	Medical Co	Diagnosis	Assessme	Subjective	Objec
Required item Assessment Date was blank, Required item Assessment Date was blank, Required item Batting Details was blank, Required item Batting Details was blank, Required item Training Details was blank, Required item Training Details was blank, Required item Fielding Details was blank	12/01/2012	Heath Matson	ECB Admin	Right Thoracic Spine D1XXQ Complication of thoracic laceration/abrasion including infection	Right		Thoracic Spine	D1XXQ	Complication of thoracic laceration/abrasion including infection			

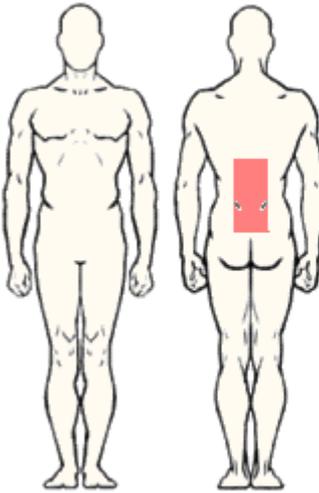
These errors occurred because a Required field column's cells were empty. For this example, the required fields need to be tu...



Once you successfully import the data, the injury codes will appear in the body diagram

Attachments

**Injury Diagnosis**  
Injury



**Injury Details**  
Date of Fi  
Tea  
Activit  
Field  
Mechanis  
Require

1:Lumbar Spine [LNTX] Lumbosacral nerve stretch/traction injury

Don't forget to reset your Required fields back to being a "Required field" and then save the form

The image shows a screenshot of a software interface for configuring a question. At the top, there are two tabs: 'Add Question' and 'Properties'. Below the tabs is a section titled 'Question Settings'. Under this section, there are three main areas: 'Type', 'Name', and 'Instructions'. The 'Type' dropdown is set to 'Dropdown'. The 'Name' field contains the text 'Injured During'. Below the 'Name' field is the 'Instructions' field, which is currently empty. At the bottom of the 'Question Settings' section, there are two rows of settings. The first row is 'Entry Mode', with three radio button options: 'Normal' (selected), 'Table', and 'Matrix'. The second row is 'Required', with a checked checkbox. To the right of the 'Required' checkbox is a 'Defaults to Last Value' checkbox, which is unchecked. A red arrow points from a black callout box containing the text 'Reset your Required F...' to the 'Required' checkbox. Below the 'Question Settings' section are three expandable sections: 'Visibility', 'Options', and 'Scoring', each with a downward-pointing arrow and a small question mark icon.

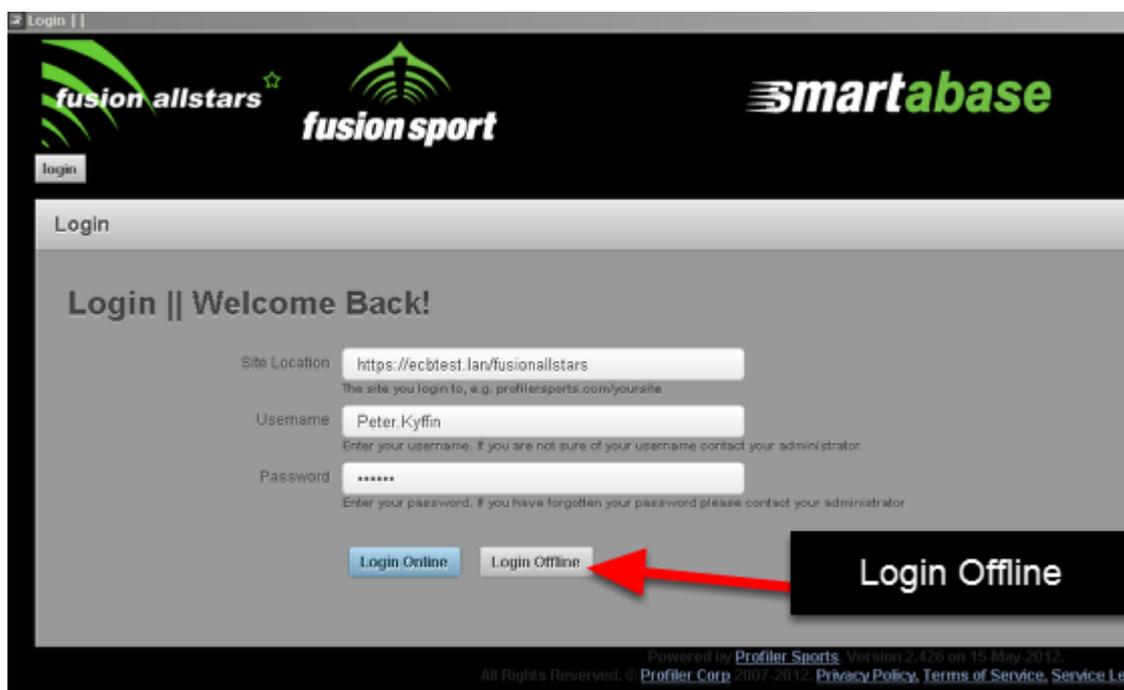
Any problems ask your Distributor.

# Import Data into the system when logged in offline on the installed/desktop software

Before you begin to import data into the system offline, you need to know to these critical points:

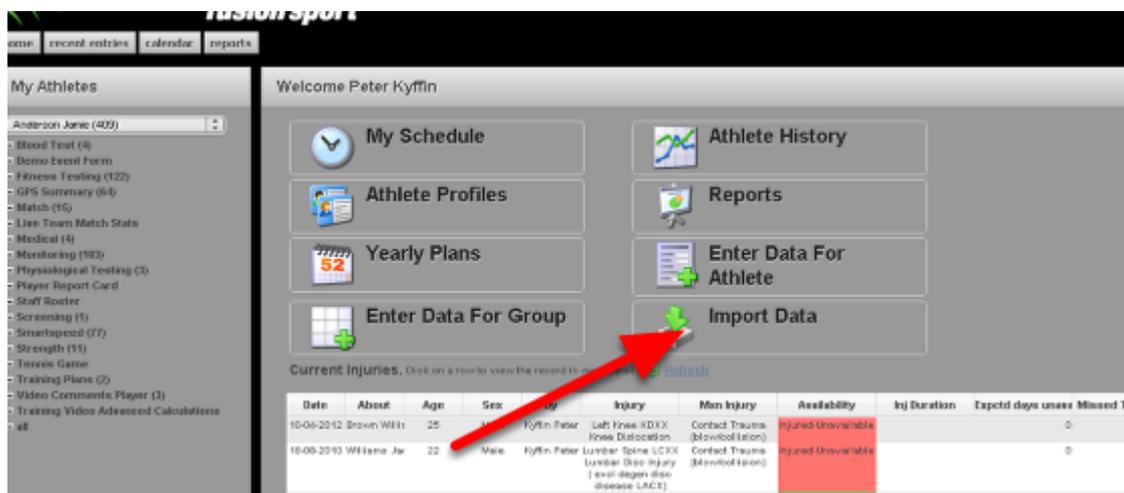
1: You can **ONLY** import in data for the group of athletes/players that you are currently viewing on the offline tool. Remember that you cannot currently change groups on the offline tool. To do this you need to login online and save a different group.

## Login on the installed version of the software offline

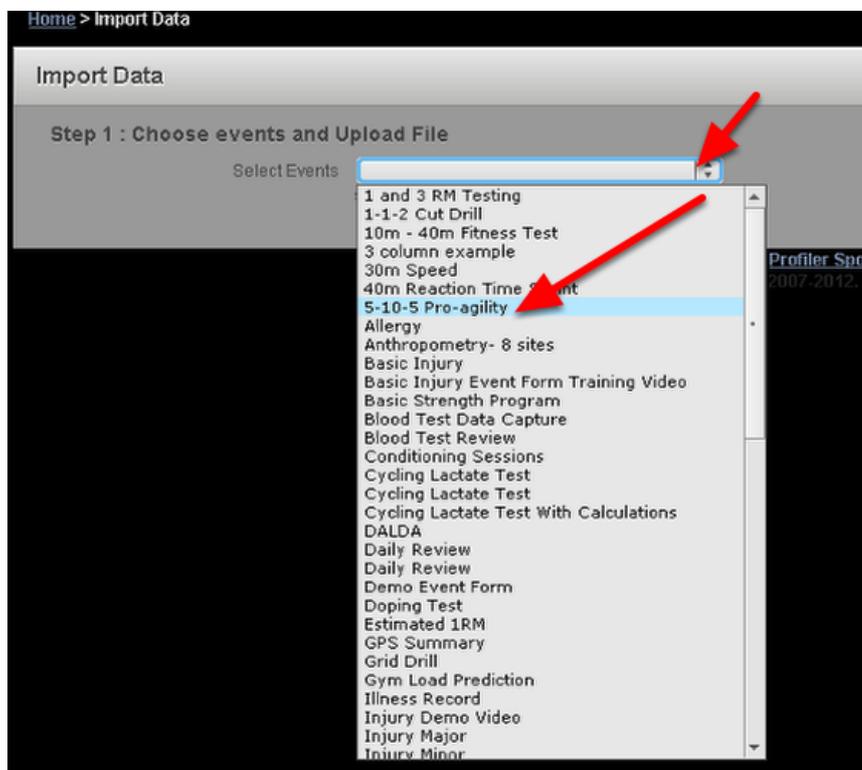


The screenshot shows a web-based login interface. At the top, there are logos for 'fusion allstars', 'fusion sport', and 'smartabase'. Below the logos is a 'login' button. The main content area is titled 'Login || Welcome Back!' and contains three input fields: 'Site Location' with the value 'https://ecbtest.ian/fusionallstars', 'Username' with the value 'Peter.Kyffin', and 'Password' with a masked value '\*\*\*\*\*'. Below the input fields are two buttons: 'Login Online' and 'Login Offline'. A red arrow points to the 'Login Offline' button. At the bottom of the page, there is a footer with the text: 'Powered by Profiler Sports, Version 2.4.26 on 15 May 2012. All Rights Reserved. © Profiler Corp 2007-2012. Privacy Policy, Terms of Service, Service Lev'.

If you have access to Import Data on your system, you will now have the Import Data Module available on the Offline system

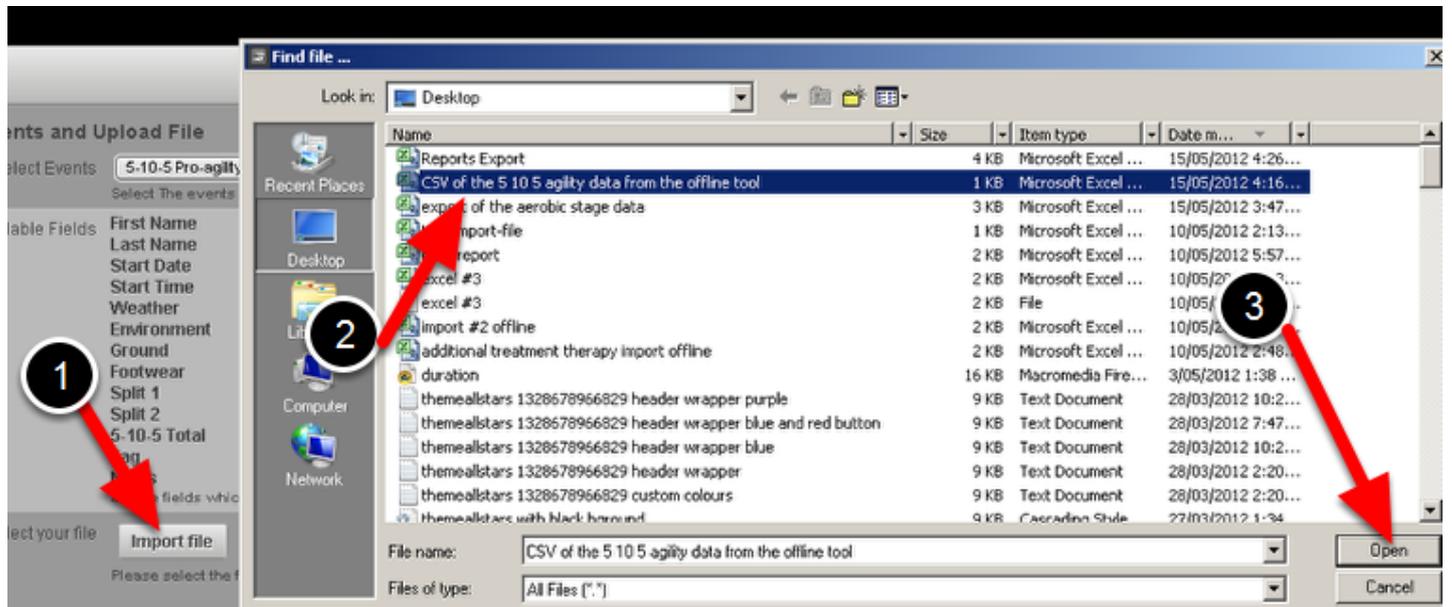


Click on Import Data to select which Event Form data you want to import. Please be aware that you will only be able to import data for the group of athletes you are currently viewing.



The example here shows that we are importing in 5-10-5 agility data.

Now click on the import file button and select the correctly formatted .csv file that you want to import



Map the usernames across and click Next (at the bottom of the page) once you have completed all of the names

Step 2 : Select the users in the uploaded file that match your...

Select an identifier to map your athletes correctly. If the file contains multiple...

About Add Identifier

Athlete From Import File	Athlete To Import Data For
Smith Lachlan	Smith Lachlan (Male, 27, 1)
Williams Jack	King Jackson (Male, 31, 2)
Johnson	Start typing to search
Blair	Start typing to search
Wilson Ethan	Start typing to search
Taylor Oliver	Start typing to search
Johnson Cooper	Start typing to search
Nguyen Joshua	Start typing to search
White Noah	Start typing to search

**Map** →

Now correctly map the date format (e.g. 28-07-2010 to dd-mm-yyyy) and all of the field names

Date	About	by
28-07-2010	Smith Lachlan	Kyffin Peter
28-07-2010	Williams Jack	Kyffin Peter
28-07-2010	Jones Riley	Kyffin Peter
28-07-2010	Brown William	Kyffin Peter
28-07-2010	Wilson Ethan	Kyffin Peter
28-07-2010	Taylor Oliver	Kyffin Peter
28-07-2010	Johnson Cooper	Kyffin Peter
28-07-2010	Nguyen Joshua	Kyffin Peter
28-07-2010	White Noah	Kyffin Peter

If the file does not contain a date, you can specify a date to use for all records.

Start Date:  Start Time:

Note: Fields are optional, e.g. if the file contains only a date you can specify a time to use with it. If the file contains a single column for each date and time separated by whitespace (e.g. "15/05/2012 4:30 AM"), you can specify a time to use with it.

Warning! You MUST select the correct date format for the 'Date' columns in the Table above

Start Date Time

Date:  Format:

Time:

5-10-5 Pro-agility

Weather:

Environment:

Ground:

Footwear:

Split 1:

Click on Next

5-10-5 Total:

Tag:

Notes:

Import data that appears to be a duplicate of an existing record?

If any option fields haven't been mapped across you will need to do it on this page. The example here shows that all fields have mapped. Click Import



The Data will import and you will be notified if the import was successful



Import Success. Notification of a successful import



## If you have any failures or if an red error messages appear check the following points

1: Did you have any required fields in the Event Form?

-If you have a required field in the event form then all of the records that you are importing in must ALL have this required field data or it will not import

2: Did you have the correct list of athletes

3: Was the data that you imported saved as a .csv file (not an .xls or.xlsx)

4: Did you map across the date formats and fields correctly?

5: Did the spreadsheet have any strange characters in it like "&" or "," in a field name. If so, remove these and try the import again

Any of the points above could cause the import to fail

# Importing in exported multiple selection fields

If you try and import in exported multiple selection fields. They will not map correctly. The import will look as though it was successful, but the multiple selection fields will be blank when you open the actual record. Please see below for how to reformat these for reimporting.

You cannot import in Multiple selection fields without reformatting the file.

The image shows a form editor interface with several field configuration panels. Below these is a table with columns corresponding to the field names in the editor. Red arrows indicate the mapping between the table entries and the form editor configurations.

Field Name	Configuration
Single for multiple	Single for multiple: A, B, C, D
Conditional Multiple Selection DD	Conditional Multiple Selection DD: 1, 2
Single Multiple Horizontal	Single for multiple H: A, B, C, D
Conditional Multiple Selection DD H	Conditional Multiple Selection DD H: 1, 2
Yes No	Yes No: Yes, No
Conditional Multiple Selection DD H 1	Conditional Multiple Selection DD H 1: 1, 2

Field Name	Value	Field Name	Value	Field Name	Value	Field Name	Value	Field Name	Value	Field Name	Value	Field Name	Value	Field Name	Value
Single for multiple	B	Conditional Multiple	1	Single for multiple	B	Conditional Multiple	2	Yes No	Yes	Conditional Multiple	1, 2	Single for multiple	B	Conditional Multiple	1, 2
Single for multiple	C	Conditional Multiple	1, 2	Single for multiple	C	Conditional Multiple	1, 2	Yes No	Yes	Conditional Multiple	1, 2	Single for multiple	A	Conditional Multiple	1, 2
Single for multiple	A	Conditional Multiple	1, 2	Single for multiple	A	Conditional Multiple	1, 2	Yes No	Yes	Conditional Multiple	1, 2	Single for multiple	C	Conditional Multiple	1, 2

D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Text	Option H	Condition	Option V	Condition	Drop Dow	Condition	Drop Dow	Condition	Single for	Condition	Single for	Condition	Yes No	Conditional
Horiginal 2	B	2 B	2 B	2 B	2 C	[1, 2]	B	[2]	B	[1]	Yes	[2]		
Horiginal 2	B	2 B	2 B	2 B	2 C	[1, 2]	B	[1, 2]	B	[1, 2]	Yes	[1, 2]		
Horiginal	C	2 C	2 C	2 C	2 C	[1, 2]	C	[1, 2]	C	[1, 2]	Yes	[1, 2]		
Hstandard	A	1 A	1 A	1 A	1 A	[1, 2]	A	[1, 2]	A	[1, 2]	Yes	[1, 2]		
Hstandard	A	1 A	1 A	1 A	1 B	[1, 2]	A	[1, 2]	C	[1, 2]	Yes	[1, 2]		

Multiple selection fields are exported with a [] around the field and a comma separates the selected options. However, you cannot import this file back into the system without reformatting these fields (as shown below)

If this data format ([ ] and , ) is imported back into the system the do NOT import correctly; the records show on the reports page with a [ ] around them and the options are not selected when the entry is opened.

Home > Import Data > Confirm Athletes > Map Columns to Fields > Map File Values to Field Values

### Map File Values to Field Values

5 out of 5 records successfully imported.

Original entries

Text	Option H	Conditional Option	Option V	Conditional Option	Drop Down	Conditional Drop D	Drop Down for mul	Conditional Multiple	Single for multiple	Conditional Multiple
original 2	B	2	B	2	B	2	C	1, 2	B	2
original 2	B	2	B	2	B	2	C	1, 2	B	1, 2
original	C	2	C	2	C	2	C	1, 2	C	1, 2
standard	A	1	A	1	A	1	A	1, 2	A	1, 2
standard	A	1	A	1	A	1	A	1, 2	A	1, 2
original 2	B	2	B	2	B	2	C	[1, 2]	B	[1, 2]
original	C	2	C	2	C	2	C	[1, 2]	C	[1, 2]
original 2	B	2	B	2	B	2	C	[1, 2]	B	[2]
standard	A	1	A	1	A	1	A	[1, 2]	A	[1, 2]
standard	A	1	A	1	A	1	A	[1, 2]	A	[1, 2]

Imported records show with [ ]

Imported multiple selection fields are blank when opened

per page

Conditional Option V  1  2

Drop Down

Drop Down B ▼

Conditional Drop Down 2 ▼

Drop Down Multiple

Drop Down for multiple C ▼

Conditional Multiple Selection  1  2

Single Multiple

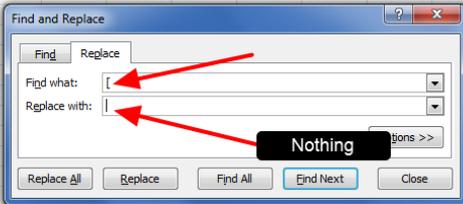
Single for multiple  A  B  C  D

Conditional Multiple Selection DD  1

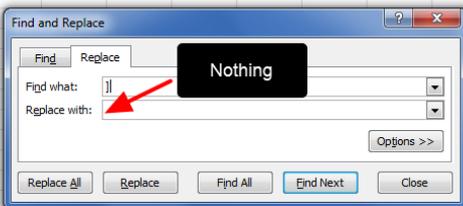
The field are blank because the system cannot interpret these formats correctly.

To be able to import in multiple selection fields, you need to manually add in a | between the selection options and remove the [ ]

ion	Drop	Down	Condition	Single for	Condition	Single for	Condition	Yes	No	Conditio
2	C		[1, 2]	B	[2]	B	[1]	Yes		[2]
2	C		[1, 2]	B	[1, 2]	B	[1, 2]	Yes		[1, 2]
2	C		[1, 2]	C	[1, 2]	C	[1, 2]	Yes		[1, 2]
1	A		[1, 2]	A	[1, 2]	A	[1, 2]	Yes		[1, 2]
1	B		[1, 2]	A	[1, 2]	C	[1, 2]	Yes		[1, 2]

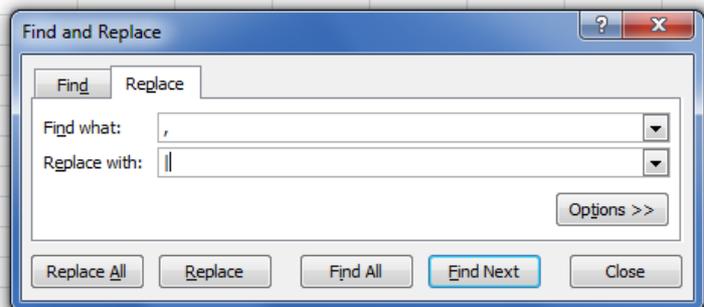


ion	Drop	Down	Condition	Single for	Condition	Single for	Condition	Yes	No	Conditio
2	C		1, 2]	B	2]	B	1]	Yes		2]
2	C		1, 2]	B	1, 2]	B	1, 2]	Yes		1, 2]
2	C		1, 2]	C	1, 2]	C	1, 2]	Yes		1, 2]
1	A		1, 2]	A	1, 2]	A	1, 2]	Yes		1, 2]
1	B		1, 2]	A	1, 2]	C	1, 2]	Yes		1, 2]



Select the fields you want and change the comma to a bar "|"

	E	F	G	H	I	J	K	L	M	N	O	P	Q	R			
	Option H	Condition	Option V	Condition	Drop	Down	Condition	Drop	Down	Condition	Single for	Condition	Single for	Condition	Yes	No	Conditional M
al 2	B		2 B		2 B		2 C	1, 2		B		2 B		1	Yes		2
al 2	B		2 B		2 B		2 C	1, 2		B	1, 2	B	1, 2	Yes			1, 2
al	C		2 C		2 C		2 C	1, 2		C	1, 2	C	1, 2	Yes			1, 2
ird	A		1 A		1 A		1 A	1, 2		A	1, 2	A	1, 2	Yes			1, 2
ird	A		1 A		1 A		1 B	1, 2		A	1, 2	C	1, 2	Yes			1, 2



Now save the file as a csv and redo the import

D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
ext	Option H	Condition	Option V	Condition	Drop Dow	Condition	Drop Dow	Condition	Single for	Condition	Single for	Condition	Yes No	Conditio
original 2	B	2 B	2 B	2 B	2 C	1 2	B	2 B	1 2	B	1 2	Yes	1 2	
original 2	B	2 B	2 B	2 B	2 C	1 2	B	1 2	B	1 2	Yes	1 2	1 2	
original	C	2 C	2 C	2 C	2 C	1 2	C	1 2	C	1 2	Yes	1 2	1 2	
andard	A	1 A	1 A	1 A	1 A	1 2	A	1 2	A	1 2	Yes	1 2	1 2	
andard	A	1 A	1 A	1 A	1 A	1 2	A	1 2	C	1 2	Yes	1 2	1 2	

Microsoft Excel  
Excel has completed its search and has made 17 replacements.  
OK

The data should appear on the system with a comma between the options

ditional Option	Drop Down	Conditional Drop	DDrop Down for mul	Conditional Multipl	Single for multiple	Conditional Multipl	Single for multiple	Conditional Multipl	Yes No	Conditional Multipl
2	B	2	C	1,2	B	2	B	1	Yes	2
2	B	2	C	1,2	B	1,2	B	1,2	Yes	1,2
2	C	2	C	1,2	C	1,2	C	1,2	Yes	1,2
1	A	1	A	1,2	A	1,2	C	1,2	Yes	1,2
1	A	1	A	1,2	A	1,2	A	1,2	Yes	1,2

The newly imported data appears correctly

On opening, the fields will be ticked

Single Multiple  
Single for multiple  A  
 B  
 C  
 D

Conditional Multiple Selection DD  1  
 2

Single Multiple Horizontal  
Single for multiple H  A  
 B  
 C  
 D

Conditional Multiple Selection DD H  1  
 2

Yes No  
Yes No  Yes  No

Conditional Multiple Selection DD H 1  1  
 2

**Save & Close** Save Draft Cancel

N.B. if you do the import and notice that brackets are appearing, you need to try and reformat the data again. Or, maybe you selected the wrong file

**Map Columns to Fields**

Step 3 : Map the column in your table which should be imported into each field (\* indicates required field).  
The file contents below may help you with identifying columns

Date	Condition 1 Or	Drop Down	Conditional Dr	Drop Down for Conditional M	Single for mul	Conditional M	Single for mul	Conditional M	Yes No	Conditional M	
25/03/2015	2	B	2	C	[1,2]	B	[2]	B	[1]	Yes	[2]
25/03/2015	2	B	2	C	[1,2]	B	[1,2]	B	[1,2]	Yes	[1,2]
25/03/2015	2	C	2	C	[1,2]	C	[1,2]	C	[1,2]	Yes	[1,2]
25/03/2015	1	A	1	A	[1,2]	A	[1,2]	A	[1,2]	Yes	[1,2]
25/03/2015	1	A	1	B	[1,2]	A	[1,2]	C	[1,2]	Yes	[1,2]

Importing in wrong format. This will NOT work.

If the file does not contain the date or time of the events you can specify the values to be used below

Start Date: Fri 27-March-2015 Start Time: 12:45 PM

Note: Fields are optional, e.g if the file contains only a date you can specify a time to use with that date.  
If the file contains a single column for each date and time separated by whitespace (e.g. "15/11/08 11:00PM") simply map the date and time to that column.

# Importing in exported injury or illness records

Many of the injury and illness field types can be exported out of the system and imported back in, including:

- Body Area Summary
- OSICS Injury Diagram
- OSICS Diagram with Medical

Please note that during an export and a re-import, ONLY the primary injury or illness is mapped across, and you will need to manually update the secondary or tertiary injuries or illnesses for any records that have them

However, two of the illness and medical field types need to be reconfigure BEFORE they can be imported in, these are:

- OSICS Medical Diagram (to import correctly, you will need to optimise your Event Form to pull out the type of Medical code and this needs to be added to the codes)
- OSICS Illness Diagram (to import correctly, Medical Illness needs to be added to the codes)

The steps below outline how to reconfigure the data for import.

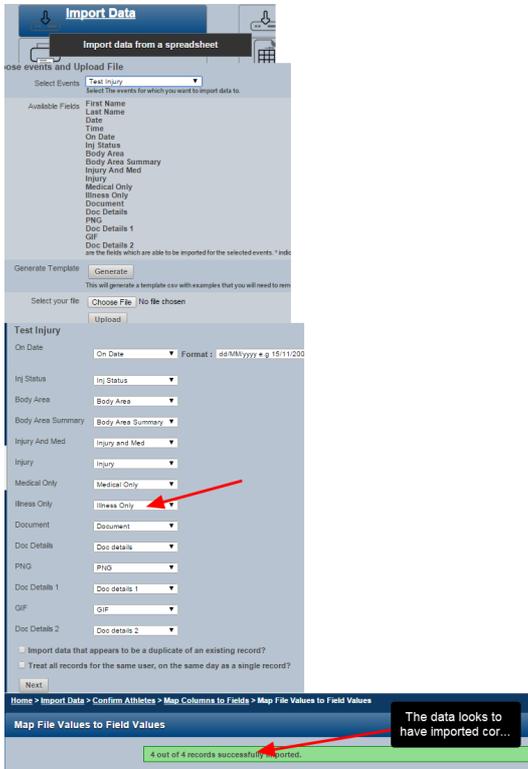
Most of the injury and illness codes can be exported and imported into the system with any reconfiguration. However, some of the records do need to be adapted for importing

On Date	Inj Status	Current Status	Body Area	Body Area Summa	Injury and Med	Injury	Medical Only	Illness Only	Document	Doc details
27-03-2015	Needs Review	Needs Review		Left Buttock and Pelvis	Left Buttock and Pelvis, BHXX, Pelvis/ Buttock Soft Tissue Bruising/ Haematoma	Left Buttock and Pelvis, BHXX, Pelvis/ Buttock Soft Tissue Bruising/ Haematoma	IMXX, Generalised Abnormality of the Musculoskeletal System	MVXX, Environmental Illness		new import
28-03-2015	Needs Review	Needs Review		Left Buttock and Pelvis	Left Buttock and Pelvis, BHXX, Pelvis/ Buttock Soft Tissue Bruising/ Haematoma	Left Buttock and Pelvis, BHXX, Pelvis/ Buttock Soft Tissue Bruising/ Haematoma	IMXX, Generalised Abnormality of the Musculoskeletal System	MVXX, Environmental Illness		new import
25-03-2015	Needs Review	Needs Review					IMXX, Generalised Abnormality of the Musculoskeletal System	MVXX, Environmental Illness		new import

Not imported correctly

When injury or illness data is exported out of the system and imported back in, the import results may look as though the codes have imported correctly. However, when the Form is opened the specific field may be empty. This means the import format was incorrect, and the data needs to be deleted and re-imported.

An example of using the medical illness codes without reformatting them; it will result in no illness appearing in the record



The data looks to import correctly, but when an imported record is opened, the illness code is missing. This is because it needed to be reformatted



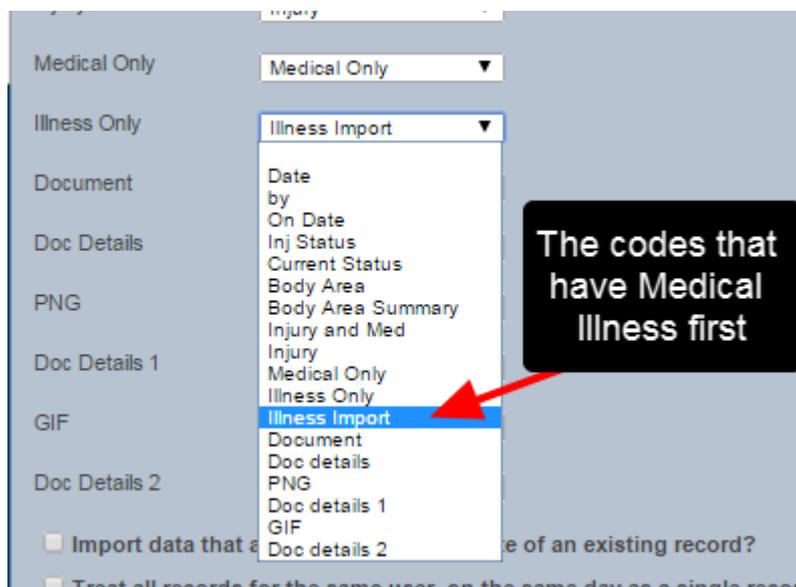
To ensure the Illness Codes import correctly, you need to add in Medical Illness to the exported codes.

I	J	K	L
Medical Only	Illness Only		Illness Import
IMXX Generalised Abnormality	MVXX Environmental Illness		Medical Illness MVXX Environmental Illness
IMXX Generalised Abnormality	MVXX Environmental Illness		Medical Illness MVXX Environmental Illness
MVXX Environmental Illness			Medical Illness MVXX Environmental Illness

The exported codes for the Medical Illness file need to have the words "Medical Illness" added to the start of the code. This example here shows that the exported code of MVXX Environmental Illness, has been changed to Medical Illness MVXX Environmental Illness.

To do this a separate column was set up, and the original code was set to concatenate with "Medical Illness " (note the space at the end of Illness).

Now when the import is done, select the new import column to map to the Illness Codes



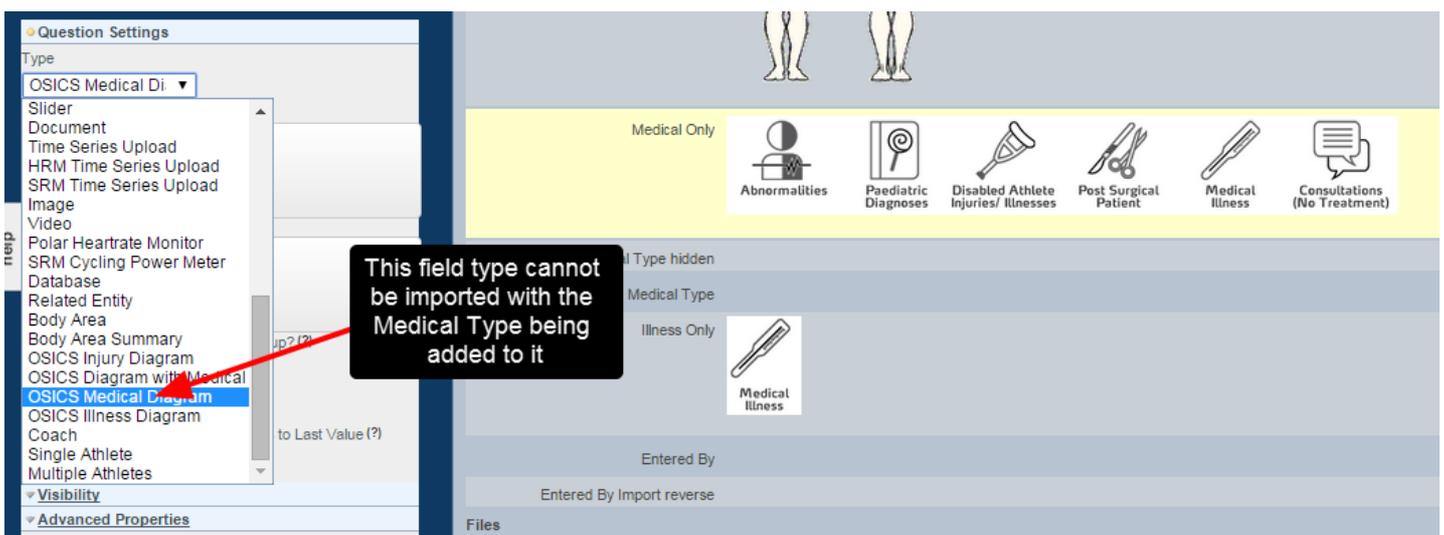
The data will import and appear in the athlete history/reports

On Date	Inj Status	Current Status	Body Area	Body Area Summa	Injury and Med	Injury	Medical Only	Illness Only	Document	Doc de
27-03-2015	Needs Review	Needs Review		Left Buttock and Pelvis	Left Buttock and Pelvis, BHXX, Pelvis/ Buttock Soft Tissue Bruisino/ Haematoma	Left Buttock and Pelvis, BHXX, Pelvis/ Buttock Soft Tissue Bruisino/ Haematoma	IMXX, General Abnormality of Musculoskeletal System	Medical Illness, MVXX, Environmental Illness		new im

When the form is opened, the Illness Code should display as expected. If it doesn't then you may have mapped the wrong column, or you may not have set up the concatenate correctly.



To import in data for the Medical Code field, this needs changes to the event form. Unfortunately, for this work around, you will need to add in new fields into the form.



To be able to import in data for the Medical codes you will need to add in calculations into your medical form which split out the type of field it is, and then this field will need to be concatenated with the code before re-import.

Take the first split to be able to identify the codes for the next option calculation (in the step below this one)

The screenshot displays a software interface with a left-hand sidebar and a main content area. The sidebar contains a 'Calculation Settings' panel with the following sections: 'Visibility', 'Options', 'Scoring', 'Advanced Properties', and 'Calculation'. The 'Calculation' section is active, showing a 'Form Item Calculation' field with the formula `splitfirst(Medical Only, " ")`. Below the formula field are buttons for 'Duplicate', 'Delete', and 'Add Section', along with an 'Add Question' dropdown and an 'Available Functions' dropdown.

The main content area shows a form layout with several sections: 'Abnormalities', 'Paediatric Diagnoses', 'Disabled Athlete Injuries/ Illnesses', and 'Post : Pa'. Below these is a yellow highlighted section labeled 'Medical Type hidden'. Underneath is a 'Medical Type' section with an 'Illness Only' option and a 'Medical Illness' icon. Further down are 'Entered By' and 'Entered By Import reverse' sections. The 'Files' section contains two file upload areas: 'Document' and 'PNG', each with a 'Choose File' button and an 'Upload' button. The 'Doc details' and 'Doc details 1' fields are also visible.

These are the options to be used in the interim hidden calculation, which splits out the type of data that is being exported:

- Abnormalities
- Paediatric
- Disabled
- Post
- Medical
- Consultations

Then add in the first split of the Medical Field name

Next, build in an Option Calculation to output the Type of Medical Code that will be used when you re-import the data back in

The screenshot shows a software interface with two main panels. The left panel is a 'Form Item Calculation' editor. It has a sidebar with sections: Calculation Settings, Visibility, Options, Scoring, and Advanced Properties. The 'Calculation' section is active, showing a text area with the following code:

```

If (contains(Medical Type hidden,
"Abnormalities"), "Abnormalities",
If (contains(Medical Type hidden
,"Paediatric"), "Paediatric
Diagnoses",
If (contains(Medical Type hidden,
"Disabled"), "Disabled Athlete
Injuries/ Illnesses",
If (contains(Medical Type hidden,
"Post"), "Post Surgical Patient",
If (contains(Medical Type hidden,
"Medical"), "Medical Illness",
If (contains(Medical Type hidden,
"Consultations Where There is No Presenting Illness Needing Treatment"),
"Consultations Where There is No Presenting Illness Needing Treatment",
"Consultations Where There is No Presenting Illness Needing Treatment")

```

Below the text area are buttons for 'Duplicate', 'Delete', and 'Add Section'. The right panel is a medical code selection screen. It features two human figures at the top. Below them are several icons representing different medical categories: Abnormalities, Paediatric Diagnoses, Disabled Athlete Injuries/ Illnesses, Post Surgical Patient, and Medical Illness. A yellow highlight is placed over the 'Medical Type' option, and a red arrow points from the calculation code to this highlight.

The Options that you need to use are:

- Abnormalities
- Paediatric Diagnoses
- Disabled Athlete Injuries/ Illnesses
- Post Surgical Patient
- Medical Illness
- Consultations Where There is No Presenting Illness Needing Treatment

The Option Calculation is:

```

If (contains(Medical Type hidden, "Abnormalities"), "Abnormalities",
If (contains(Medical Type hidden , "Paediatric"), "Paediatric Diagnoses",
If (contains(Medical Type hidden, "Disabled"), "Disabled Athlete Injuries/ Illnesses",
If (contains(Medical Type hidden, "Post"), "Post Surgical Patient",
If (contains(Medical Type hidden, "Medical"), "Medical Illness",
If (contains(Medical Type hidden, "Consultations"),
"Consultations Where There is No Presenting Illness Needing Treatment",

```

" "))))))

N.B. to get these to recalculate, you will need to run resave on this data. Check for the optimal times to do this.

This means, that when you export out your data, you can then concatenate the Medical Type with the Medical Code -ready for re-import

Font		Alignment	Number	Styles	Cells	Editing
fx =CONCATENATE(N2," ",L2)						
I	J	K	L	M	N	O
Body Area Injury and Injury		Medical Only	Medical Type hidden	Medical Type		Reformatted Import Column
		YWXX Post Wrist/ Hand Post		Post Surgical Patient		Post Surgical Patient YWXX Post Wrist/ Hand Surgery
		ZEAX Exercise prescr Consultations		Consultations Where There is No Pre		Consultations Where There is No Presenting Illness Needing Treat
		VASX Stump Problem Disabled		Disabled Athlete Injuries/ Illnesses		Disabled Athlete Injuries/ Illnesses VASX Stump Problem
Left Butto Left Butto Left Buttock and P		IMXX Generalised Abnormalities	IMXX Gener: Abnormalities			Abnormalities IMXX Generalised Abnormality of the Musculo MV:
Left Butto Left Butto Left Buttock and P		IMXX Generalised Abnormalities	IMXX Gener: Abnormalities			Abnormalities IMXX Generalised Abnormality of the Musculo MV:
		JTXX Traction Apoph Paediatric		Paediatric Diagnoses		Paediatric Diagnoses JTXX Traction Apophysitis/ Avulsion Fracture

The Medical Code (e.g., YWXX Post Wrist/ Hand Surgery) is concatenated with the Medical Type (e.g. Post Surgical Patient) to become Post Surgical Patient YWXX Post Wrist/ Hand Surgery

Note, for the concatenate, The Medical Type is added before the code, and a space is used between the two fields =CONCATENATE(N2," ",L2)

When you import the data back into the system, use the reformatted column

The screenshot shows a configuration window with several dropdown menus. The 'Medical Only' dropdown is open, showing a list of options. 'Reformatted Import Column' is highlighted in blue. Two red arrows point to this option: one from the left and one from the bottom right.

Options in the 'Medical Only' dropdown include: Date by On Date, Inj Status, Entered By Table, Entered By Table Import Reverse, Current Status, Body Area, Body Area Summary, Injury and Med, Injury, Medical Only, Medical Type hidden, Medical Type, **Reformatted Import Column**, Illness Only, Entered By, Entered By Import reverse, and Document.

Below the dropdowns are two checkboxes:
 

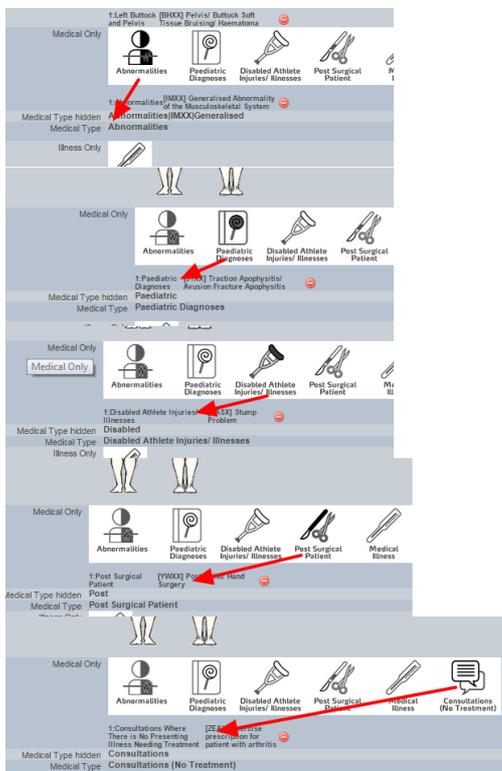
- Import data that appears to be a duplicate of an existing record?
- Treat all records for the same user, on the same day as a single record?

The data will import and appear in the athlete history/reports

The screenshot shows a table with columns: Current Status, Body Area, Body Area Summary, Injury and Med, Injury, Medical Only, Medical Type hidden, Medical Type, and Illness. A black callout box with white text says 'The data appears correctly' and has a red arrow pointing to the 'Medical Only' column.

Current Status	Body Area	Body Area Summary	Injury and Med	Injury	Medical Only	Medical Type hidden	Medical Type	Illness
Available (with condition)					Paediatric Diagnoses, Paediatric JTXX, Traction Apophysitis/ Avulsion Fracture Apophysitis		Paediatric Diagnoses	
Available (with condition)	Left Buttock and Pelvis, BHXX, Pelvis/ Buttock Soft Tissue Bruising/ Haematoma	Left Buttock and Pelvis, BHXX, Pelvis/ Buttock Soft Tissue Bruising/ Haematoma			Abnormalities, IMXX, Abnormalities of the Musculoskeletal System		Abnormalities	Environment
Available (with condition)	Left Buttock and Pelvis, BHXX, Pelvis/ Buttock Soft Tissue Bruising/ Haematoma	Left Buttock and Pelvis, BHXX, Pelvis/ Buttock Soft Tissue Bruising/ Haematoma			Abnormalities, IMXX, Abnormalities of the Musculoskeletal System		Abnormalities	Environment
					Disabled Athlete Injuries/ Illnesses, VASX, Stump Problem	Disabled	Disabled Athlete Injuries/ Illnesses	
					Consultations (No Treatment), ZEAX, Exercise prescription for patient with arthritis	Consultations	Consultations (No Treatment)	
					Post Surgical Patient, Post YWXX, Post Wrist/ Hand Surgery		Post Surgical Patient	

When the form is opened, the Medical codes should all displaying correctly; an example of every Medical Type

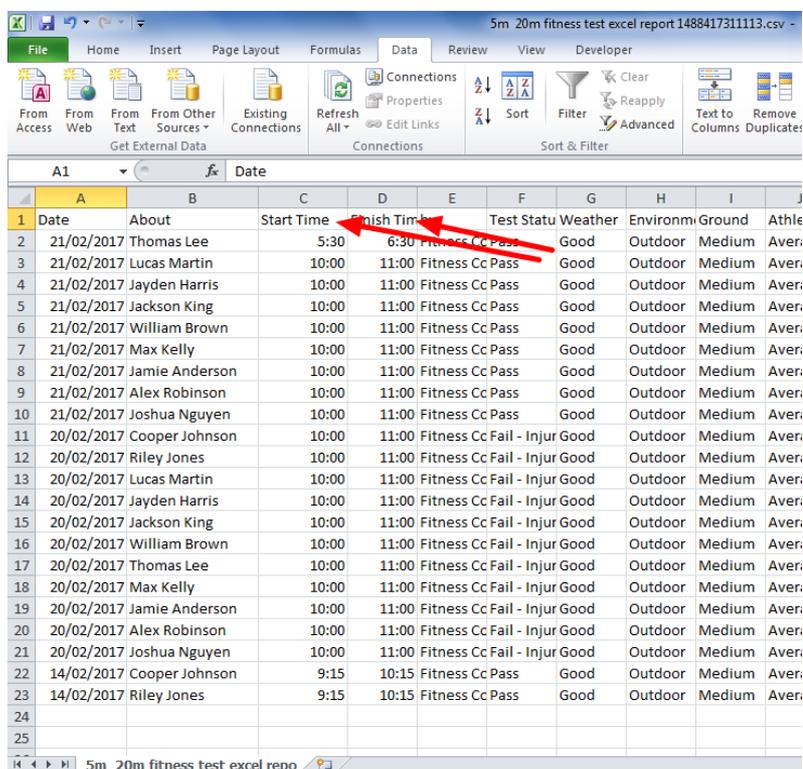


If you have any questions or concerns, please check BEFORE you try and import or delete any data!

# Finish Time is now available to use when importing in data

Previously, Finish Time was not available to use in the import tool and the length of an event defaulted to 1 hour.

The following is an example csv of a file that was exported out of Smartabase. It includes Start Time and Finish Time as separate fields



	A	B	C	D	E	F	G	H	I	J
1	Date	About	Start Time	Finish Time	Test Status	Weather	Environm	Ground	Athle	
2	21/02/2017	Thomas Lee	5:30	6:30	Fitness Cc Pass	Good	Outdoor	Medium	Aver	
3	21/02/2017	Lucas Martin	10:00	11:00	Fitness Cc Pass	Good	Outdoor	Medium	Aver	
4	21/02/2017	Jayden Harris	10:00	11:00	Fitness Cc Pass	Good	Outdoor	Medium	Aver	
5	21/02/2017	Jackson King	10:00	11:00	Fitness Cc Pass	Good	Outdoor	Medium	Aver	
6	21/02/2017	William Brown	10:00	11:00	Fitness Cc Pass	Good	Outdoor	Medium	Aver	
7	21/02/2017	Max Kelly	10:00	11:00	Fitness Cc Pass	Good	Outdoor	Medium	Aver	
8	21/02/2017	Jamie Anderson	10:00	11:00	Fitness Cc Pass	Good	Outdoor	Medium	Aver	
9	21/02/2017	Alex Robinson	10:00	11:00	Fitness Cc Pass	Good	Outdoor	Medium	Aver	
10	21/02/2017	Joshua Nguyen	10:00	11:00	Fitness Cc Pass	Good	Outdoor	Medium	Aver	
11	20/02/2017	Cooper Johnson	10:00	11:00	Fitness Cc Fail - Injur	Good	Outdoor	Medium	Aver	
12	20/02/2017	Riley Jones	10:00	11:00	Fitness Cc Fail - Injur	Good	Outdoor	Medium	Aver	
13	20/02/2017	Lucas Martin	10:00	11:00	Fitness Cc Fail - Injur	Good	Outdoor	Medium	Aver	
14	20/02/2017	Jayden Harris	10:00	11:00	Fitness Cc Fail - Injur	Good	Outdoor	Medium	Aver	
15	20/02/2017	Jackson King	10:00	11:00	Fitness Cc Fail - Injur	Good	Outdoor	Medium	Aver	
16	20/02/2017	William Brown	10:00	11:00	Fitness Cc Fail - Injur	Good	Outdoor	Medium	Aver	
17	20/02/2017	Thomas Lee	10:00	11:00	Fitness Cc Fail - Injur	Good	Outdoor	Medium	Aver	
18	20/02/2017	Max Kelly	10:00	11:00	Fitness Cc Fail - Injur	Good	Outdoor	Medium	Aver	
19	20/02/2017	Jamie Anderson	10:00	11:00	Fitness Cc Fail - Injur	Good	Outdoor	Medium	Aver	
20	20/02/2017	Alex Robinson	10:00	11:00	Fitness Cc Fail - Injur	Good	Outdoor	Medium	Aver	
21	20/02/2017	Joshua Nguyen	10:00	11:00	Fitness Cc Fail - Injur	Good	Outdoor	Medium	Aver	
22	14/02/2017	Cooper Johnson	9:15	10:15	Fitness Cc Pass	Good	Outdoor	Medium	Aver	
23	14/02/2017	Riley Jones	9:15	10:15	Fitness Cc Pass	Good	Outdoor	Medium	Aver	
24										
25										

Both the Start Time and Finish Time can be used during an import. Follow the normal import steps to get to data mapping

Home > Import Data

## Import Data

### Step 1 : Choose events and Upload File

Select Events

Select The events for which you want to import data to.

Available Fields

- First Name
- Last Name
- Date
- Time
- Test Status
- Weather
- Environment
- Ground
- Athlete State
- 5m
- 10m
- 20m
- Notes

are the fields which are able to be imported for the selected events. \* indicates required field

Generate Template

Generate

This will generate a template csv with examples that you will need to remove

Select your file  No file chosen

Upload

Please select the file that contains the information to upload. This must be a csv file.

# Confirm the athletes

Home | Import Users | Confirm Athletes

## Confirm Athletes

**Step 2 : Select the users in the uploaded file that match**

Use Uuid to identify athletes

Select an identifier to map your athletes correctly. If the file contains

About

Athlete From Import File	Athlete To Import Data For
Thomas Lee	Admin Role (Male, 1, 16-17)
Lucas Martin	Martin Lucas (Female, 9)
Jayden Harris	Harris Jayden (Male, 9, 0)
Jackson King	King Jackson (Male, 9, 0)
William Brown	Again Coach (Male, 13, 1)
Max Kelly	Kelly Max (Male, 3, 28-0)
Jamie Anderson	Anderson Jamie (Male, 9)
Alex Robinson	Robinson Alex (Female, 1)
Joshua Nguyen	Nguyen Joshua (Male, 9)
Cooper Johnson	Johnson Cooper (Male, 3)
Riley Jones	Jones Riley (Male, 2, 16-17)

Save your username matches

On the Data Mapping page the Start Time (which is the start time on a specific date) and the Finish Time appear (which is the finish time on the specified date)

**Step 3 : Map the column in your table which should be imported into each field (\* indicates required field).**

The file contents below may help you with identifying columns

Date	About	Start Time	Finish Time	by	Test Status	Weather	Environment	Ground	Athlete State	5m
21-02-2017	Thomas Lee	05:30	06:30	Fitness Coach	Pass	Good	Outdoor	Medium	Average	2.2000
21-02-2017	Lucas Martin	10:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medium	Average	1.1000
21-02-2017	Jayden Harris	10:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medium	Average	1.1000
21-02-2017	Jackson King	10:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medium	Average	1.1000
21-02-2017	William Brown	10:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medium	Average	1.1000
21-02-2017	Max Kelly	10:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medium	Average	2.2000
21-02-2017	Jamie Anderson	10:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medium	Average	2.2000
21-02-2017	Alex Robinson	10:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medium	Average	1.1000
21-02-2017	Joshua Nguyen	10:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medium	Average	1.1000

If the file does not contain the date or time of the events you can specify the values to be used below

Start Date:  Start Time:  Finish Time:

Note: Fields are optional. e.g if the file contains only a date you can specify a time to use with that date.

If the file contains a single column for each date and time separated by whitespace (e.g. "15/11/08 11:00PM") simply map the date and time to that column.

**Warning! You MUST select the correct date format for the 'Date' columns in the Table above e.g. 15/11/08 or 15-11-08**

**Start Date Time**

Date:  Format:

Start Time:

Finish Time:

**5m - 20m Fitness Test Chart Template Red**

Test Status:

Weather:

Environment:

Ground:

Athlete State:

5m:

10m:

20m:

Notes:

Import data that appears to be a duplicate of an existing record?

Capability to import in Finish Time

# Map the Start Date AND set the Start Date Format (e.g., dd-MM-yyyy)

## Step 3 : Map the column in your table which should be imported into each field (\* indicates)

The file contents below may help you with identifying columns

Date	About	Start Time	Finish Time	by	Test Status	Weather	Environment	Group
21-02-2017	Thomas Lee	05:30	06:30	Fitness Coach	Pass	Good	Outdoor	Medium
21-02-2017	Lucas Martin	10:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medium
21-02-2017	Jayden Harris	10:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medium
21-02-2017	Jackson King	10:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medium
21-02-2017	William Brown	10:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medium
21-02-2017	Max Kelly	10:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medium
21-02-2017	Jamie Anderson	10:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medium
21-02-2017	Alex Robinson	10:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medium
21-02-2017	Joshua Nguyen	10:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medium

If the file does not contain the date or time of the events you can specify the values to be used below

Start Date  Start Time  Finish Time

Note: Fields are optional, e.g if the file contains only a date you can specify a time to use with that date.

If the file contains a single column for each date and time separated by whitespace (e.g. "15/11/08 11:00 AM") simply select the date and time

**Warning! You MUST select the correct date format for the 'Date' field.**   
Start Date Time

Date

Start Time

Finish Time

5m - 20m Fitness Test Chart Template

Test Status

Weather

Environment

Ground

Athlete State

Map the Start Date Field

The Finish Time field MUST be a HH:MM format (e.g., 11:22 or 23:55)

# Now map the Start Time and Finish Time fields

Step 3: Map the column in your table which should be imported into each field (\* indicate

The file contents below may help you with identifying columns

Date	About	Start Time	Finish Time	By	Test Status	Weather	Environment	Git
21-02-2017	Thomas Lee	05:30	06:30	Fitness Coach	Pass	Good	Outdoor	Medi
21-02-2017	Lucas Martins	05:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medi
21-02-2017	Jackson King	05:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medi
21-02-2017	Jackson King	05:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medi
21-02-2017	William Brown	05:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medi
21-02-2017	Max Kelly	05:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medi
21-02-2017	Jane Robinson	05:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medi
21-02-2017	Alex Robinson	05:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medi
21-02-2017	Joshua Nguyen	05:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medi

If the file does not contain the date or time of the events you can specify the values to be used below

Start Date: Mon 13 March 2017 Start Time: 11:00:00 \* Finish Time: 12:00:00 \*

Note: Fields are optional, e.g. if the file contains only a date you can specify a time to use with that date.

If the file contains a single column for each date and time separated by whitespace (e.g. "20170811 00PM") simply map the date and t

Warning! You MUST select the correct date format for the 'Date' columns in the Table above e.g. 15/11/08

Start Date Time

Date:  Format: (ddMM/yyyy e.g. 15/11/2008)

Start Time:

Finish Time:

5m - 20m Fitm:

Test Status:

Weather:

Environment:

Ground:

Athlete State:

Sex:

10m:

20m:

Notes:

Import data that app.  Existing records?

Step 3: Map the column in your table which should be imported into each field (\* indicate

The file contents below may help you with identifying columns

Date	About	Start Time	Finish Time	By	Test Status	Weather	Environment	Git
21-02-2017	Thomas Lee	05:30	06:30	Fitness Coach	Pass	Good	Outdoor	Medi
21-02-2017	Lucas Martins	05:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medi
21-02-2017	Jackson King	05:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medi
21-02-2017	Jackson King	05:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medi
21-02-2017	William Brown	05:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medi
21-02-2017	Max Kelly	05:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medi
21-02-2017	Jane Robinson	05:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medi
21-02-2017	Alex Robinson	05:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medi
21-02-2017	Joshua Nguyen	05:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medi

If the file does not contain the date or time of the events you can specify the values to be used below

Start Date: Mon 13 March 2017 Start Time: 11:45:00 \* Finish Time: 12:00:00 \*

Note: Fields are optional, e.g. if the file contains only a date you can specify a time to use with that date.

If the file contains a single column for each date and time separated by whitespace (e.g. "20170811 00PM") simply map the date and t

Warning! You MUST select the correct date format for the 'Date' columns in the Table above e.g. 15/11/08

Start Date Time

Date:  Format: (ddMM/yyyy e.g. 15/11/2008)

Start Time:

Finish Time:

5m - 20m Fitm:

Test Status:

Weather:

Environment:

Ground:

Athlete State:

Sex:

10m:

20m:

Notes:

Import data that app.  Existing records?

## Check the data has imported correctly

- home
- recent entries
- calendar
- related entity calendar
- reports

Home > Import Data > Confirm Athletes > Map Columns to Fields > Map File Values to Field Values

### Map File Values to Field Values

22 out of 22 records successfully imported.

# Run a report and confirm the data was imported correctly and ensure the Start Time and Finish Time are selected in the Report settings

### Select Data to View

Report Type: Events

Type of Event: 5m - 20m Fitness Test Chart Template Rec

Player(s): 100 Players selected

Date Interval: All History

Include: Include All

Saved/Draft: Saved

Add Filter

Run Report Clear

### Reports

Click on a row to view the record in more detail.

Date	About	by	Start Time	Finish T...	Test Status	Weather
28-02-2017	Jackson King	Fitness Coach	11:30	12:30		Good
21-02-2017	Role Admin	Fitness Coach	05:30	06:30	Pass	Good
21-02-2017	Jamie Anderson	Fitness Coach	10:00	11:00	Pass	Good
21-02-2017	Max Kelly	Fitness Coach	10:00	11:00	Pass	Good
21-02-2017	Coach Again	Fitness Coach	10:00	11:00	Pass	Good
21-02-2017	Jackson King	Fitness Coach	10:00	11:00	Pass	Good
21-02-2017	Joshua Nguyen	Fitness Coach	10:00	11:00	Pass	Good
21-02-2017	Alex Robinson	Fitness Coach	10:00	11:00	Pass	Good
20-02-2017	Jayden Harris	Fitness Coach	10:00	11:00	Pass	Good
20-02-2017	Lucas Martin	Fitness Coach	10:00	11:00	Pass	Good
20-02-2017	Jamie Anderson	Fitness Coach	11:15	12:15	Pass	Good
20-02-2017	Riley Jones	Fitness Coach	10:00	11:00	Fail - Injured	Good
20-02-2017	Cooper Johnson	Fitness Coach	10:00	11:00	Fail - Injured	Good
20-02-2017	Joshua Nguyen	Fitness Coach	10:00	11:00	Fail - Injured	Good
20-02-2017	Coach Again	Fitness Coach	10:00	11:00	Fail - Injured	Good
20-02-2017	Jackson King	Fitness Coach	10:00	11:00	Fail - Injured	Good
20-02-2017	Jayden Harris	Fitness Coach	10:00	11:00	Fail - Injured	Good
20-02-2017	Lucas Martin	Fitness Coach	10:00	11:00	Fail - Injured	Good
20-02-2017	Alex Robinson	Fitness Coach	10:00	11:00	Fail - Injured	Good
20-02-2017	Jamie Anderson	Fitness Coach	10:00	11:00	Fail - Injured	Good
20-02-2017	Max Kelly	Fitness Coach	10:00	11:00	Fail - Injured	Good
20-02-2017	Role Admin	Fitness Coach	10:00	11:00	Fail - Injured	Good
14-02-2017	Riley Jones	Fitness Coach	09:15	10:15	Pass	Good
14-02-2017	Cooper Johnson	Fitness Coach	09:15	10:15	Pass	Good

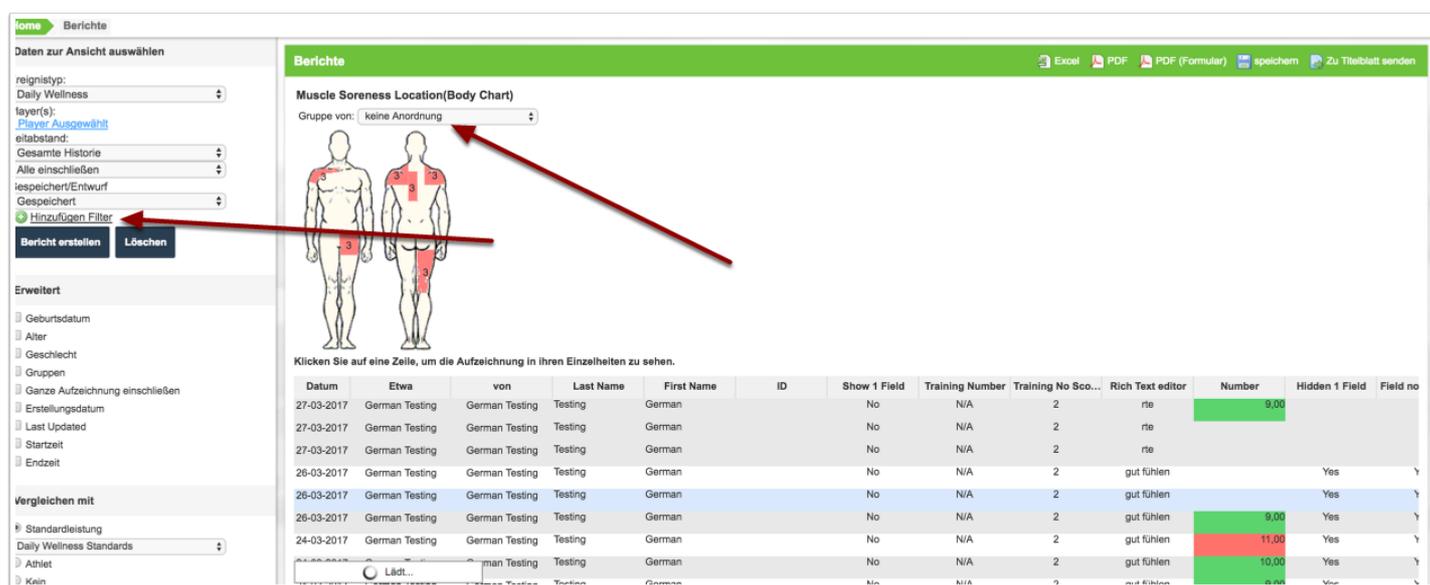
Data and Times are correct

# German CSV export and import changes

The german csv export now includes ";" as field delimiters and these can be imported directly back into the system.

**WARNING:** At this time we are only able to import in files with a "." as the decimal separator. We cannot accommodate a "," as the decimal separator for the import currently. Hence, the export of any numbers with decimals will be in the ENGLISH format, and not any other format. We apologies for any inconvenience this may cause.

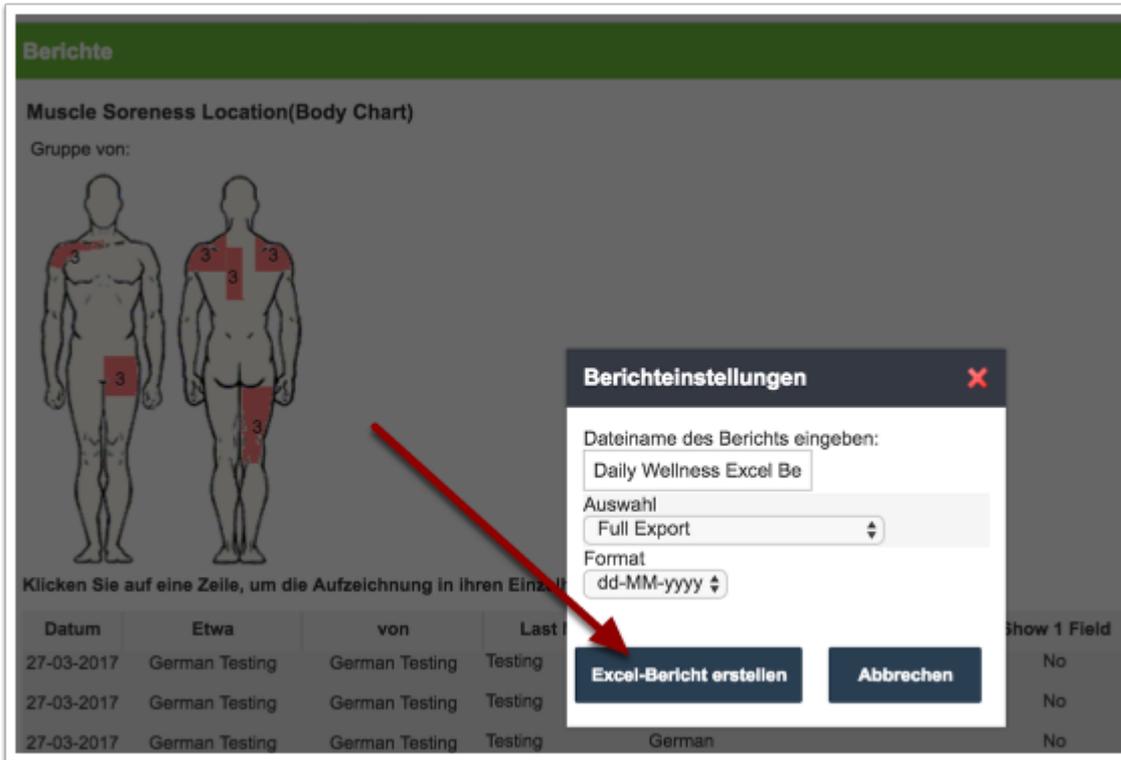
The report is run in German



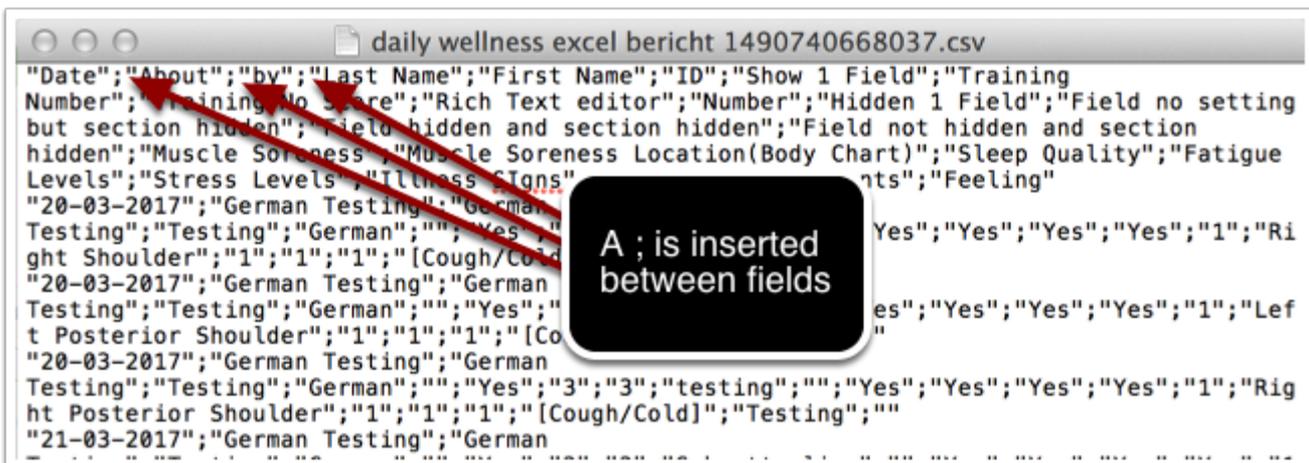
The screenshot displays a web application interface for generating reports. On the left, there is a sidebar with various filter options under 'Daten zur Ansicht auswählen' and 'Erweitert'. The main area is titled 'Berichte' and shows a report for 'Muscle Soreness Location(Body Chart)'. Above the data table is a body chart with red markers indicating soreness locations. Below the chart is a table with the following data:

Datum	Etwa	von	Last Name	First Name	ID	Show 1 Field	Training Number	Training No Sco...	Rich Text editor	Number	Hidden 1 Field	Field no
27-03-2017	German Testing	German Testing	Testing	German		No	N/A	2	rte	9,00		
27-03-2017	German Testing	German Testing	Testing	German		No	N/A	2	rte			
27-03-2017	German Testing	German Testing	Testing	German		No	N/A	2	rte			
26-03-2017	German Testing	German Testing	Testing	German		No	N/A	2	gut fühlen		Yes	Y
26-03-2017	German Testing	German Testing	Testing	German		No	N/A	2	gut fühlen		Yes	Y
26-03-2017	German Testing	German Testing	Testing	German		No	N/A	2	gut fühlen	9,00	Yes	Y
24-03-2017	German Testing	German Testing	Testing	German		No	N/A	2	gut fühlen	11,00	Yes	Y
						No	N/A	2	gut fühlen	10,00	Yes	Y

When the csv. is run, follow the normal export process steps



The file will be formatted with a ; between field names

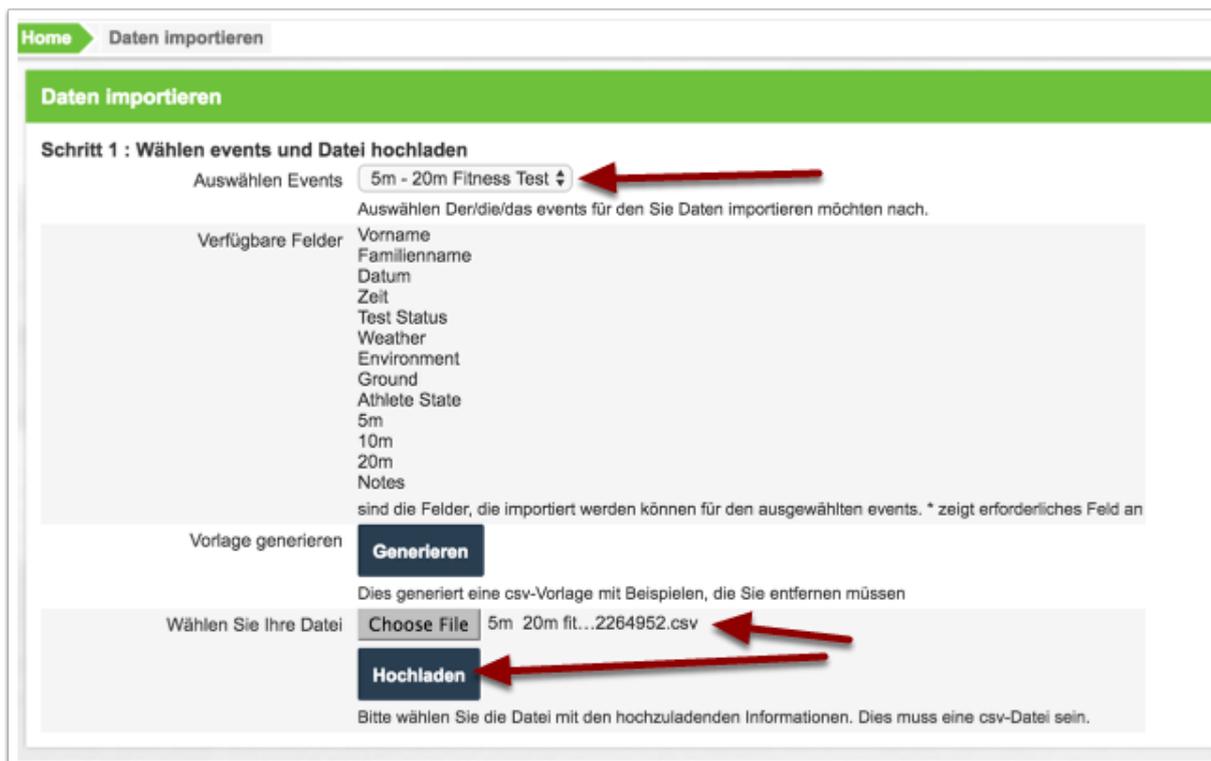




To import in the csv file, click on Daten importieren



Import in the data



Home > Daten importieren > Confirm Athletes

### Confirm Athletes

Step 2: Select the users in the uploaded file that match your current athletes list.  
 Use UUID to identify athletes

Select an identifier to map your athletes correctly. If the file contains multiple identifiers, e.g. first name, last name, etc.:

Identifiers:

Athlete From Import File:   
 German Testing

Lädt

Keine verfügbaren Attribute.

Save your username matches

Abbrechen

25-02-2017	German Testing	Fitness Coach	Pass	Good	Outdoor	Medium	Average	2.2
25-03-2017	German Testing	German Testing	Pass	Good	Outdoor	Medium	Average	1.2

If the file does not contain the date or time of the events you can specify the values to be used below

Standard:  Startzeit:  Endzeit:

Note: Fields are optional. e.g. if the file contains only a date you can specify a time to use with that date. If the file contains a single column for each date and time separated by whitespace (e.g. "15/11/08 11:00PM") simply map the date and time to that.

Warning! You MUST select the correct date format for the Date columns in the Table above e.g. 15/11/08 or 15-11-08

Start Date Time

Date:  Format:

Start Time:

Finish Time:

5m - 20m Fitness Test

Test Status:

Weather:

Environment:

Ground:

Athlete State:

5m:

10m:

20m:

Notes:

Import data appears to be a duplicate of an existing record?

Home > Daten importieren > Confirm Athletes > Spalten zu Feldern zuordnen > Map File Values to Field Values

### Map File Values to Field Values

Stop sending any performance alerts

Importieren

smartabase Home Jüngste Einträge Kalender Berichte

Home > Daten importieren > Confirm Athletes > Spalten zu Feldern zuordnen > Map File Values to Field Values

## Map File Values to Field Values

2 out of 2 records successfully imported.

The exported data has been reimported without having to reformat the file

**smartabase** Home Jüngste Einträge Kalender Berichte

Home Berichte

Daten zur Ansicht auswählen

Ereignistyp:  
5m - 20m Fitness Test

Player(s):  
1 Player Ausgewählt

Zeitabstand:  
Gesamte Historie  
Alle einschließen

Gespeicherter/Entwurf  
Gespeichert  
Hinzufügen Filter

Bericht erstellen Löschen

Erweitert  
 Geburtsdatum

**Berichte**

Klicken Sie auf eine Zeile, um die Aufzeichnung in ihren Einzelheiten zu sehen.

Datum	Etwa	von	Athlete State	5m	10m	20m
21-02-2017	German Testing	Fitness Coach	Average	2,200	3,400	4,500
22-02-2017	German Testing	German Testing	Average	2,200	3,400	4,500
27-03-2017	German Testing	German Testing	Average	1,234	2,345	3,456
28-03-2017	German Testing	German Testing	Average	1,234	2,345	3,456

Zeigt 50 pro Seite

Home Berichte Edit 5m - 20m Fitness Test for Testing German - entered by Testing German

Meine Players  
Beginnen Sie die Suche  
Testing German (16)

Linked Option Test  
Daily Wellness (12)  
Full Table Test  
alle (2)

**Edit 5m - 20m Fitness Test for Testing German**

am Termin Mi. 22-Februar-2017 von 12:15 PM an 1:15 PM

Dies 5m - 20m Fitness Test ist markiert als Beendet

Test Status  Pass  Fail - Injured  Fail - Effort  Fail - Illness  Fail - Protocol  Fail - Other

Weather  Perfect  Good  Average  Poor - Wind  Poor - Rain  Poor - Temperature

Environment  Indoor  Outdoor

Ground  Soft  Medium  Hard

Athlete State  Injured  Rehabilitation  Poor  Average  Excellent  Peaking

5m  s

5m Split 2,200

0-5m Velocity 2,273

10m  s

10m Split 1,200

Testing German (Male, 9, 17-01-2008)  
Meine Historie

**WARNING: IF YOU EDIT IN EXCEL, YOU MUST SAVE THE FILE WITH ; AS THE FIELD DELIMITER**

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Date	About	by	Test Status	Weather	Environment	Ground	Athlete State	5m	5m Split	0-5m Velocity	10m	10m Sp
2	22-02-2017	German Testing	Fitness Coach	Pass	Good	Outdoor	Medium	Average	2.2	2.2	2.273	3.4	
3	28-03-2017	German Testing	German Testing	Pass	Good	Outdoor	Medium	Average	1.234	1.234	4.052	2.345	1.

Save As: 5m 20m fitness test excel bericht 149

Tags:

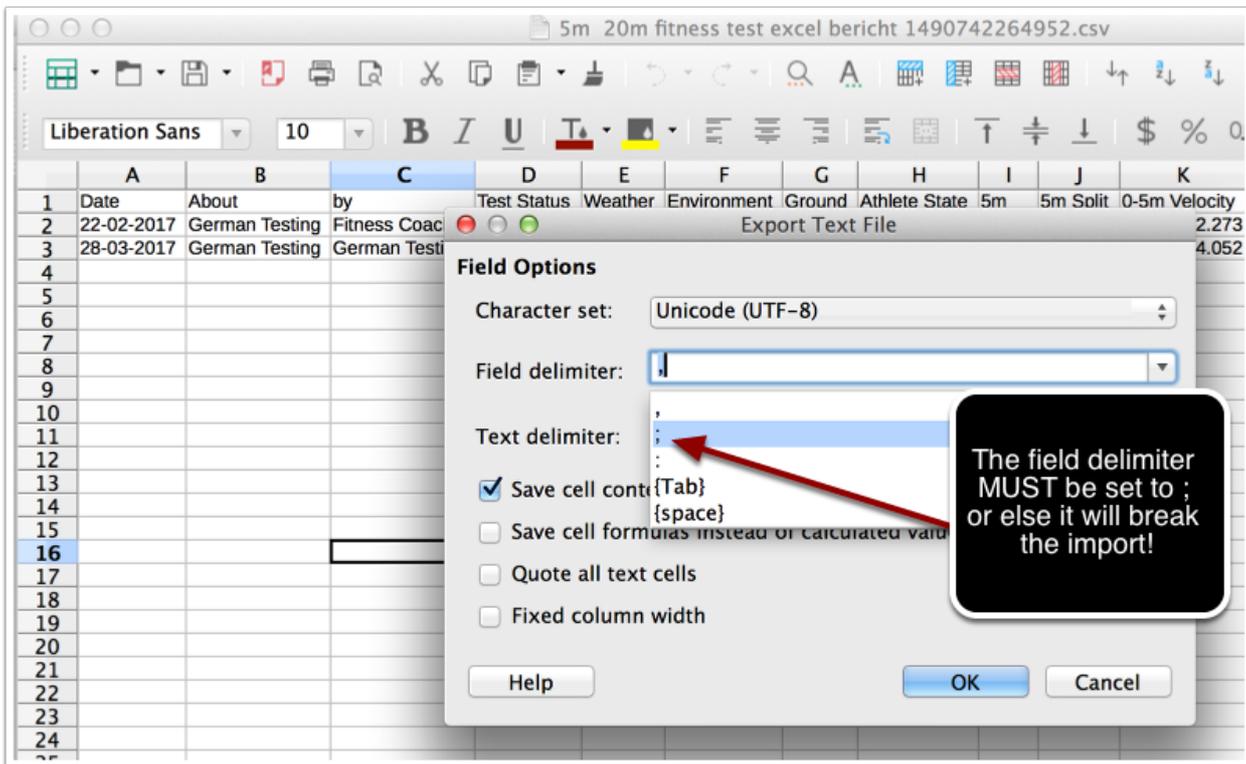
Where: Downloads

File type: Text CSV (.csv)

- Automatic file name extension
- Save with password
- Edit filter settings

Cancel Save

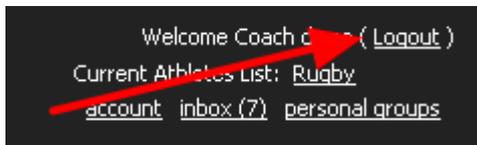
**Edit the filter settings**



**ALWAYS** Logout or close the application when you are finished.

# Log Out

## Log Out

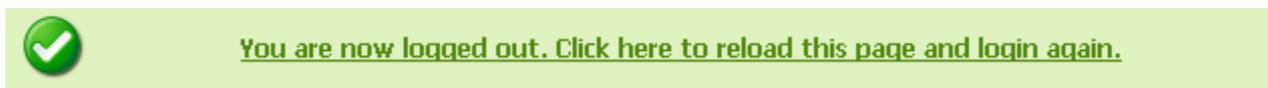


### Finished Entering Your Information?

When you have entered your information, reviewing your athletes or your own information and completed your training schedule, select the "Logout" button (top right hand corner of the web page, as shown in the image above). You will be logged out of the system and no one else will be able to login.

Please ALWAYS remember to logout to keep your information safe and secure.

## If you logged out successfully



If you logged out successfully, you will be shown the logout screen as shown here.

Thanks and work smarter to improve your performance.

# Glitches/Issues that have been resolved

# Glitches with default values in tables and html code appearing in tables have been resolved

If a default value is set in a table, the default value will appear for that field in every row of the table.

Programme

Activity	Method	Template	Sets	Reps	1 RM	% 1RM
	Contrast					
	Contrast					
	Contrast					
	Contrast					
	Contrast					
	Contrast					
	Contrast					
	Contrast					
	Contrast					
	Contrast					

+ Add Row

Default value "contrast" fills each cell row

When you enter in new data into the table you could select other answers for the cell (as shown here)

Programme

Activity	Method	Template	Sets	Reps	1 RM
SL Squat	Circuit	Hyp & Max	3	8	
Back Squat with Chains	Circuit	Hyp & Max	3	4	
Bench Dips	Circuit	Hyp & Max	3	3	
Bench Pull	Circuit	Hyp & Max	3	4	
Dead Lift BB	Circuit	Hyp & Max	3	3	128.8
Good Mornings BB	Circuit	Hyp & Max	3	2	
Arnold Press	Circuit	Hyp & Max	3	3	
Glute Ham Raise					
MB Sit Up & Throw					
TRX Pike					

+ Add Row

Max  
Last  
Comment

Press enter to select, arrow keys to move.

Edit Method

- Contrast
- Complex
- Circuit
- Serial
- Series
- Superset

Default

Select another

However, a glitch was occurring when the table was updated and any values entered in a table cell with a default value were being overridden by the defaults

Programme

Activity	Method	Template	Sets	Reps	1 RM	% 1RM
SL Squat	Contrast	Hyp & Max	3			
Back Squat with Chains	Contrast	Hyp & Max	3			
Bench Dips	Contrast	Hyp & Max	3			
Bench Pull	Contrast	Hyp & Max	3			
Dead Lift BB	Contrast	Hyp & Max	3	3	128.8	
Good Mornings BB	Contrast	Hyp & Max	3			
Arnold Press	Contrast	Hyp & Max	3			
Glute Ham Raise	Contrast	Hyp & Max	3			
MB Sit Up & Throw	Contrast	Hyp & Max	3			
TRX Pike	Contrast	Hyp & Max	3			
AA Press TT	Contrast					

Field reverts to default value of "contrast"

If a new row was added the cell reverted to the default setting

Add Row

This glitch has been resolved and the default override is not occurring

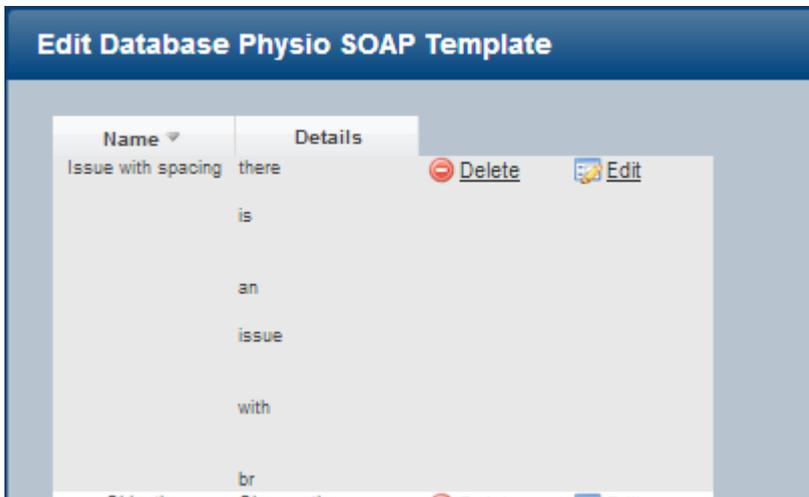
Programme

Activity	Method	Template	Sets	Reps	1 RM	% 1RM
SL Squat	Circuit	Hyp & Max	3	8		75
Back Squat with Chains	Circuit	Hyp & Max	3	4		
Bench Dips	Circuit	Hyp & Max	3	3		
Bench Pull	Circuit	Hyp & Max	3	4		
Dead Lift BB	Circuit	Hyp & Max	3	3	128.8	
Good Mornings BB	Circuit	Hyp & Max	3	2		
Arnold Press	Circuit	Hyp & Max	3			
Glute Ham Raise	Superset	Hyp & Max	3			
MB Sit Up & Throw	Superset	Hyp & Max	3			
TRX Pike	Superset	Hyp & Max	3			
AA Press TT	Contrast					

Fields not being ...

Add Row

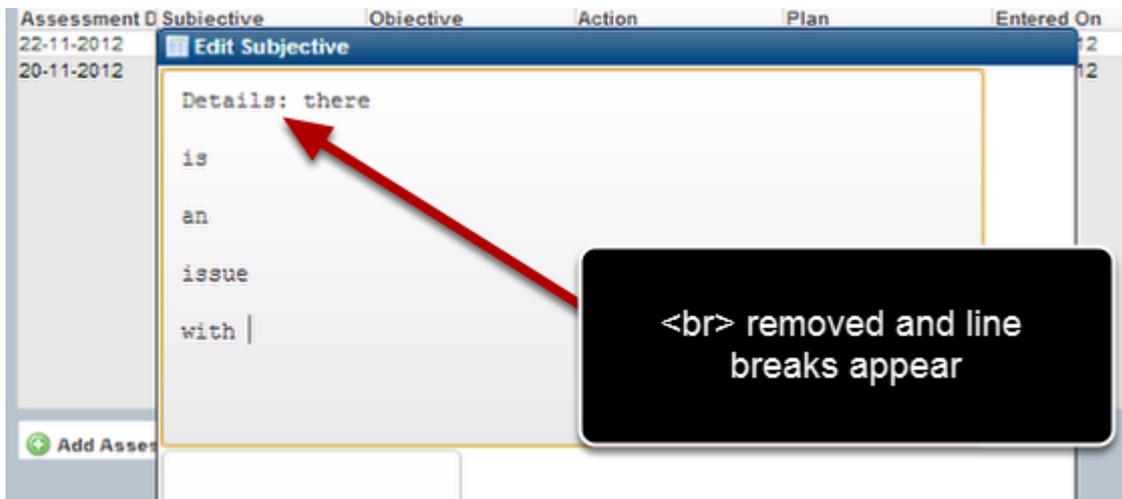
If there were line spaces in a database template (as shown here) they were appearing as a <br> when selecting them from a table cell (as shown below)



If the database was used as a Template in a paragraph of text field, the spaces would appear as html code as a <br> in the text field.

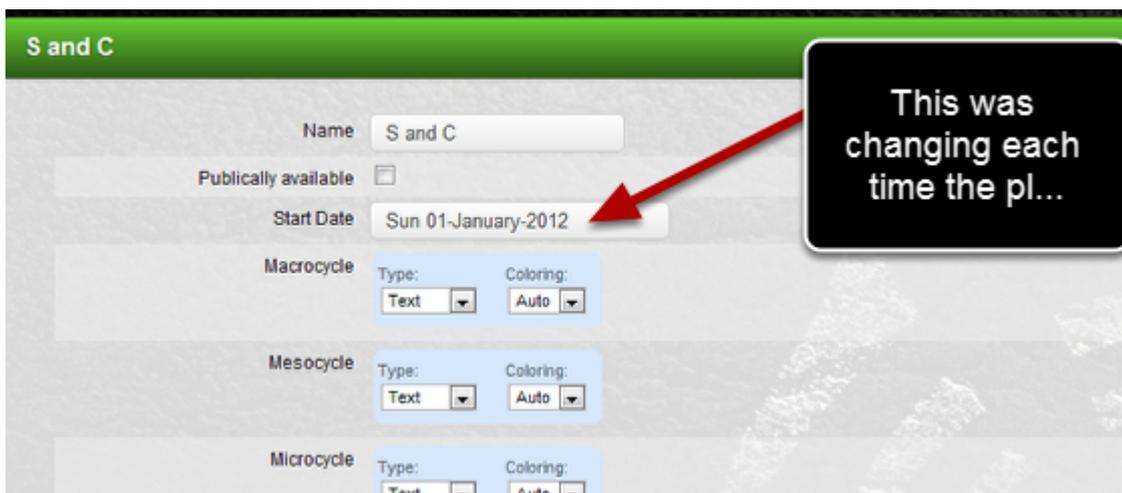


This has been resolved and the spaces do not appear in html code anymore



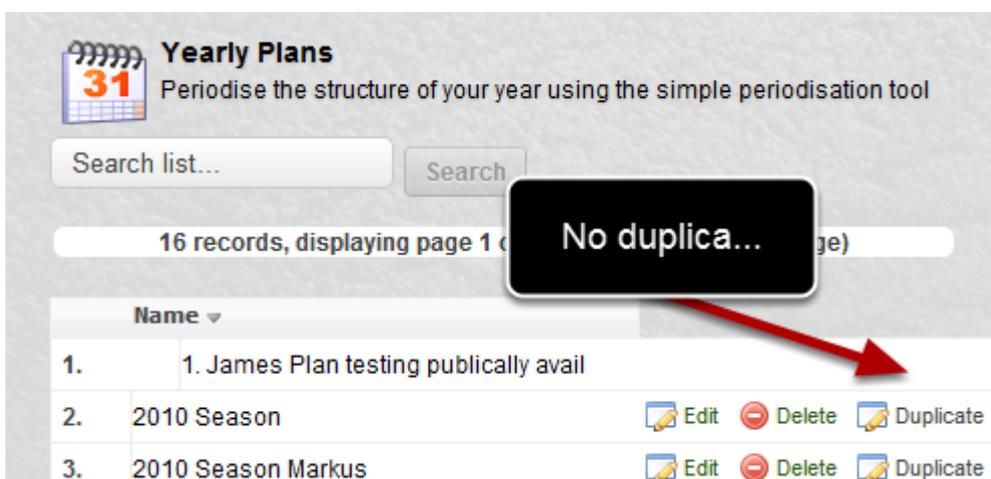
# Glitches in Yearly Plans Resolved

There was a glitch with the Yearly Plan start date due to a timezone issue. It was resetting the start date forward on day.



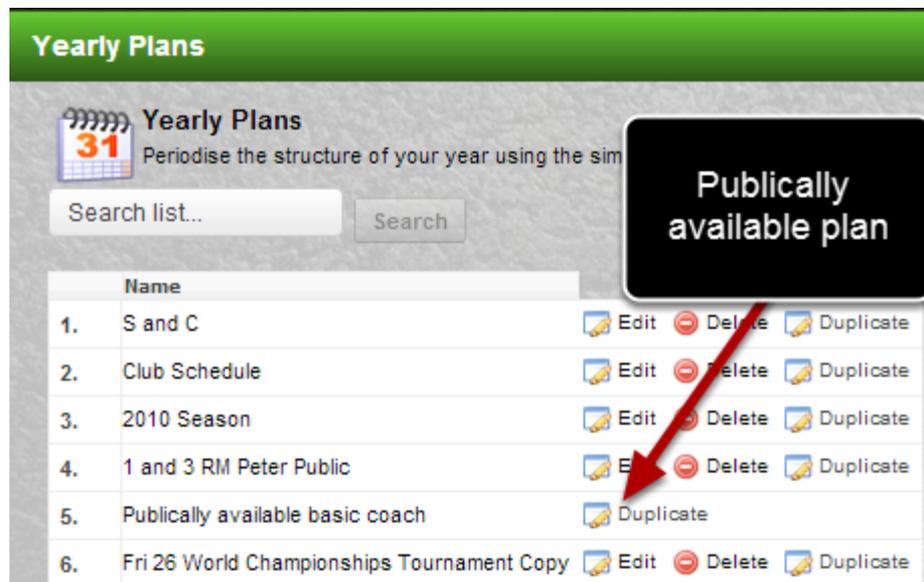
Due to a timezone issue, the yearly plans Start Date was being reset each time the Yearly Plan was opened. This has been resolved.

The "Duplicate" button on the Publically Available Yearly Plans was not appearing



Users could not duplicate publically available plans and modify them. This has now been resolved and the duplicate button is appearing on Yearly Plans set as "Publically Available" (as shown in the image below).

You can now duplicate Publically available yearly plans and use them for your own plans



Plans can now be duplicated, updated and applied to the appropriate athletes.

# Abbreviations not appearing in a PDF of an Inform Report Issue Resolved

If you created a pdf of a form with an inform report in it any inform report field names would appear as the full name and not as the abbreviation

On Date: Wed 17-October-2012 from 10:15 AM to 11:15 AM

Matrix

	Time 1	Time 2	Time Sum	Last 7
Run	10.00 min	15.00 min	25.00	150
Sprint	5.00 min	7.00 min	12.00	92

In Form Report Example

Date	About	by	Wt	Sum 8	% BFat	Fat free Mass
13-09-2010	Jamie Anders		95.28	83.50	13.17	82.73
13-09-2010	Jamie Anders		95.28			
13-09-2010	Jamie Anders		95.28			
18-08-2010	Jamie Anders		97.20			
12-08-2010	Jamie Anders		98.39	85.90	13.95	82.94
12-08-2010	Jamie Anders		98.39	85.90	13.95	82.94
12-08-2010	Jamie Anders		98.39	85.90	13.95	82.94
11-07-2010	Jamie Anders		94.01	81.70	13.48	81.34
10-06-2010	Jamie Anders		91.50	81.40	12.87	79.91
09-05-2010	Jamie Anders		90.83	83.90	13.00	79.02
08-04-2010	Jamie Anders		87.07	77.20	12.46	76.22
07-03-2010	Jamie Anders		87.85	88.80	14.14	75.43
06-02-2010	Jamie Anders		89.21	84.80	13.14	77.49
05-01-2010	Jamie Anders		92.00	82.20	13.57	79.52
Average				83.44	13.29	

Sum of 8 Skinfolds

The full name used to show in a pdf

The image here shows an Inform Report of the Anthropometry data in a different Event Form. If an abbreviation is set for an Inform Report field (e.g. Sum of 8 Skinfolds has an abbreviation of Sum 8) the abbreviation appears instead of the full field name. However, the full name (not the abbreviation) of the inform report field was appearing in an inform report PDF.

The abbreviations now appear correctly in the PDF of an Event Form with an Inform Report in it

**fusion allstars** ☆

**Athlete Report**

**TEAM MATCH STATS FOR JAMIE ANDERSON**

Wed 17 October 2012, 10:15AM

**Matrix**

Time 1 Run	10.0min
Time 1 Sprint	5.0min
Time 2 Run	15min
Time 2 Sprint	7min
Time Sum Run	25.0
Time Sum Sprint	12.0
Last 7 Run	150.0
Last 7 Sprint	92.0
Historical Run	211
Historical Sprint	92

**In Form Report Example**

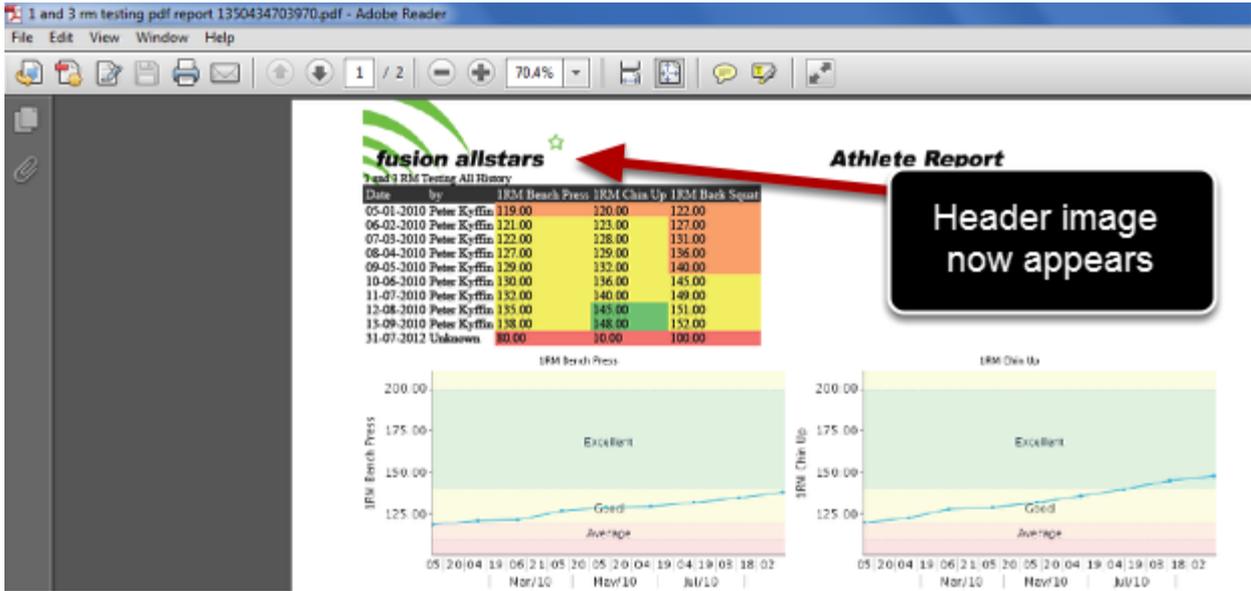
Date	About	by	Wt	Sum 8	% BFat	Fat Free Mass
13-09-2010	Jamie Anderson		95.28	83.50	13.17	82.73
13-09-2010	Jamie Anderson	rs	95.28	83.50	13.17	82.73
13-09-2010	Jamie Anderson		95.28	83.50	13.17	82.73
18-08-2010	Jamie Anderson		97.20	80.10	12.29	85.25
12-08-2010	Jamie Anderson		96.39	85.90	13.95	82.94
12-08-2010	Jamie Anderson	rs	96.39	85.90	13.95	82.94
12-08-2010	Jamie Anderson		96.39	85.90	13.95	82.94
11-07-2010	Jamie Anderson		94.01	81.70	13.48	81.34
10-06-2010	Jamie Anderson		91.50	81.40	12.67	79.91
09-05-2010	Jamie Anderson		90.83	83.90	13.00	79.02
08-04-2010	Jamie Anderson		87.07	77.20	12.46	76.22
07-03-2010	Jamie Anderson		87.85	88.60	14.14	75.43
06-02-2010	Jamie Anderson		89.21	84.80	13.14	77.49
05-01-2010	Jamie Anderson		92.00	82.20	13.57	79.52

The abbreviations now appear in the PDF

The PDF shows that the field Sum of 8 Skinfolts is showing as it's abbreviation; Sum 8.

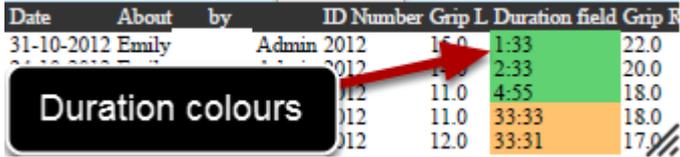
# PDF heading is appearing in a PDF report and Performance Standards for Duration Fields are being pulled through

A recent glitch disabled the pdf headings on the PDF reports and a PDF of an Event Form. This has been fixed.



The header image is now appearing again in PDFs generated from the system.

# Performance Standards for Duration fields were not displayed in a PDF of the data. This has been resolved.



The Performance Standard colours were not pulling through for Duration fields, but there were pulling through for time based fields. This has been fixed and the duration fields are now coloured according to the Performance Standards in a PDF.

# Issue with Inform Report data not pulling through correctly Resolved

When you pulled through data into an Inform Report, no records appeared if there was a date override and a date column in the table in the form (used for the Inform report)



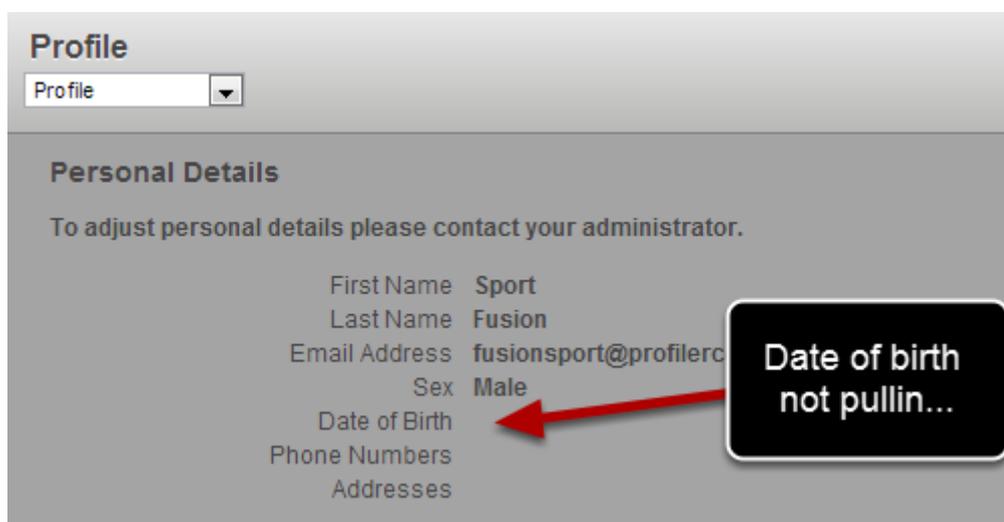
Even though there was data entered for the event, it was not pulling through into the Inform Report. This has been resolved and is pulling through correctly (as shown in the image below).

## The data is pulling through correctly into Inform Reports

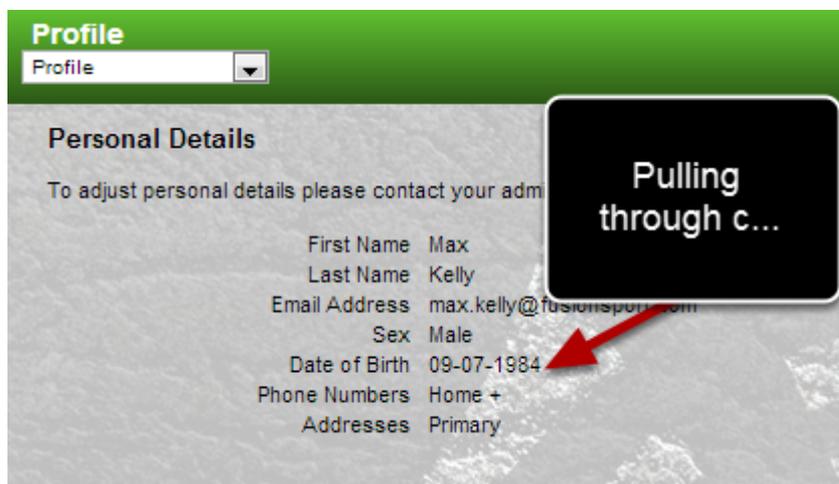


# Glitch with date of birth not pulling into the Profile Pages Resolved

The Date of Birth account details were not linking through into the Profile Pages.



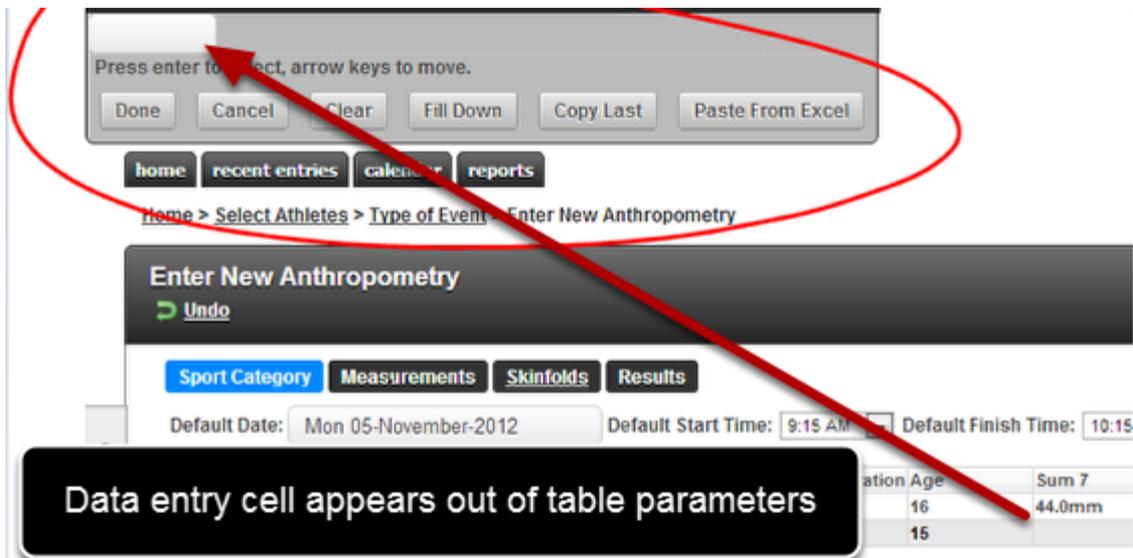
This has been updated and the Date of Birth field is now pulling through correctly





# Group Entry Cell Position Glitch Resolved

When you were entering in data in Group Entry Mode and the Event Form had a hidden question in it, the Table's Data Entry cell position would be affected



Some Event Forms have hidden calculations or fields in them. Unfortunately, when you were entering in data in Group Entry mode, when you clicked Done and the next cell was a hidden cell, the subsequent cell that needed to be entered would appear for entry outside of the Group Entry Table (as shown here). This has now been updated (as shown in the image in the section below).

Now when you enter in data in Group Entry Mode, the cell data entry position will always stay in the Group Entry Table.



The cell that was previously appearing outside of the table (due to the issue caused by the hidden fields) now stays in the correct position during group entry.