Coach/Professional Help Documentation

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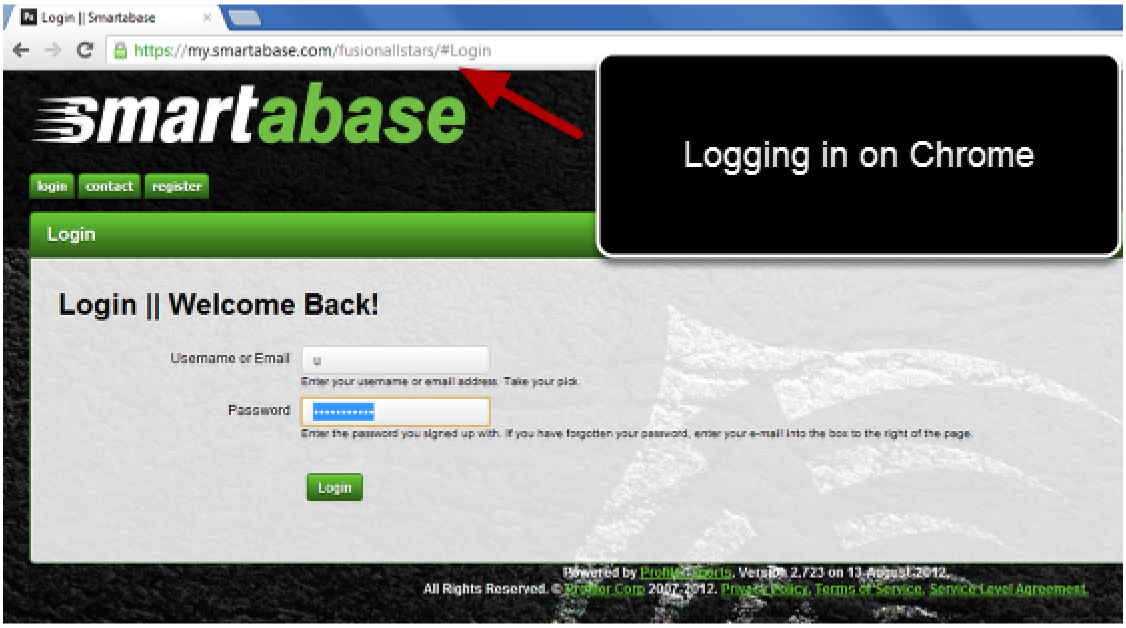
The Smartabase software is available to use on an Internet Browser, an Installed Version AND and iPad/iPhone Version

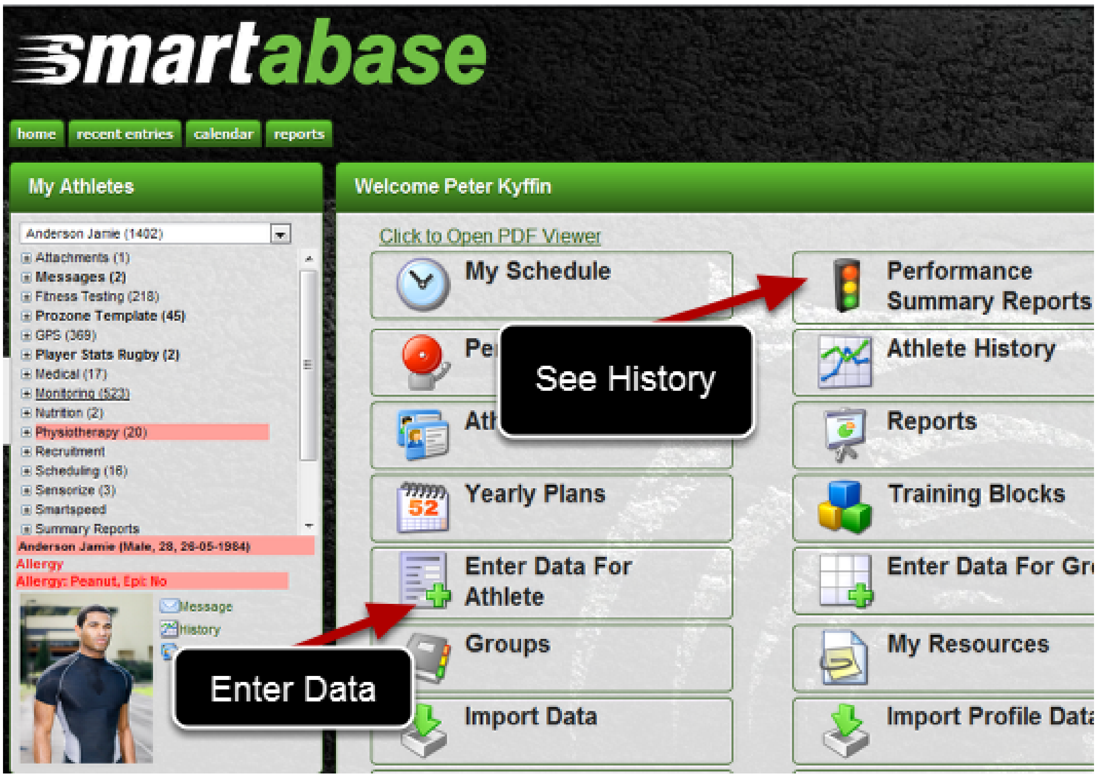
The different ways to access the system

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

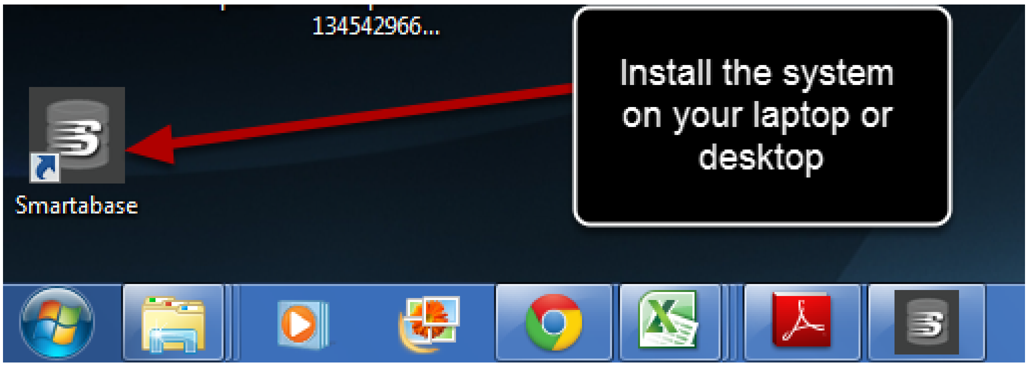


Load your system and type in your system site location

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

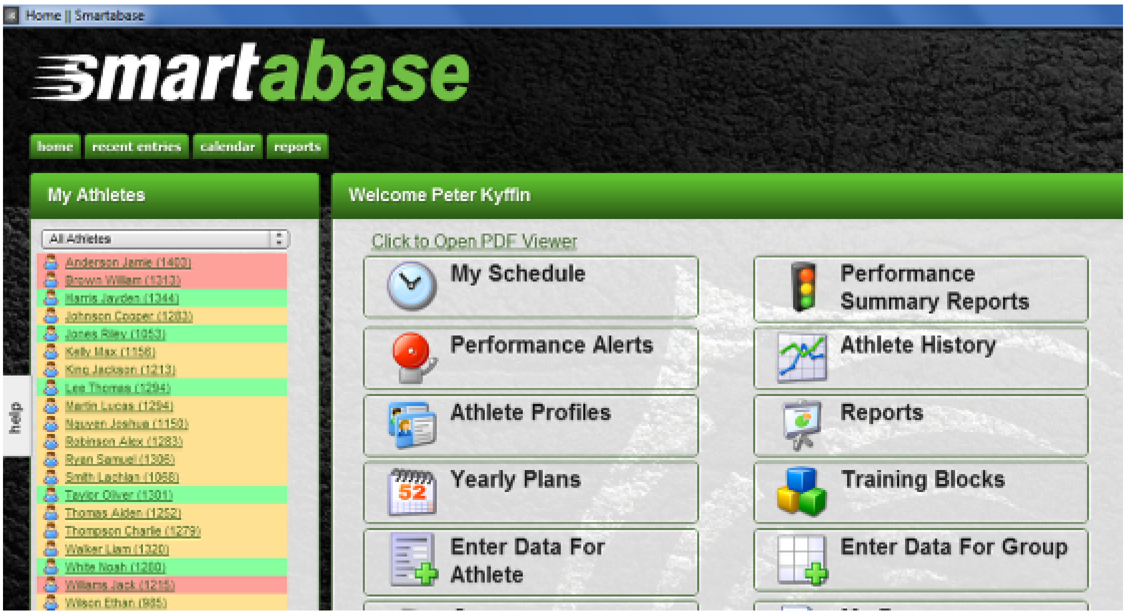


You can access an Installed Version which is installed and is then available from your Desktop

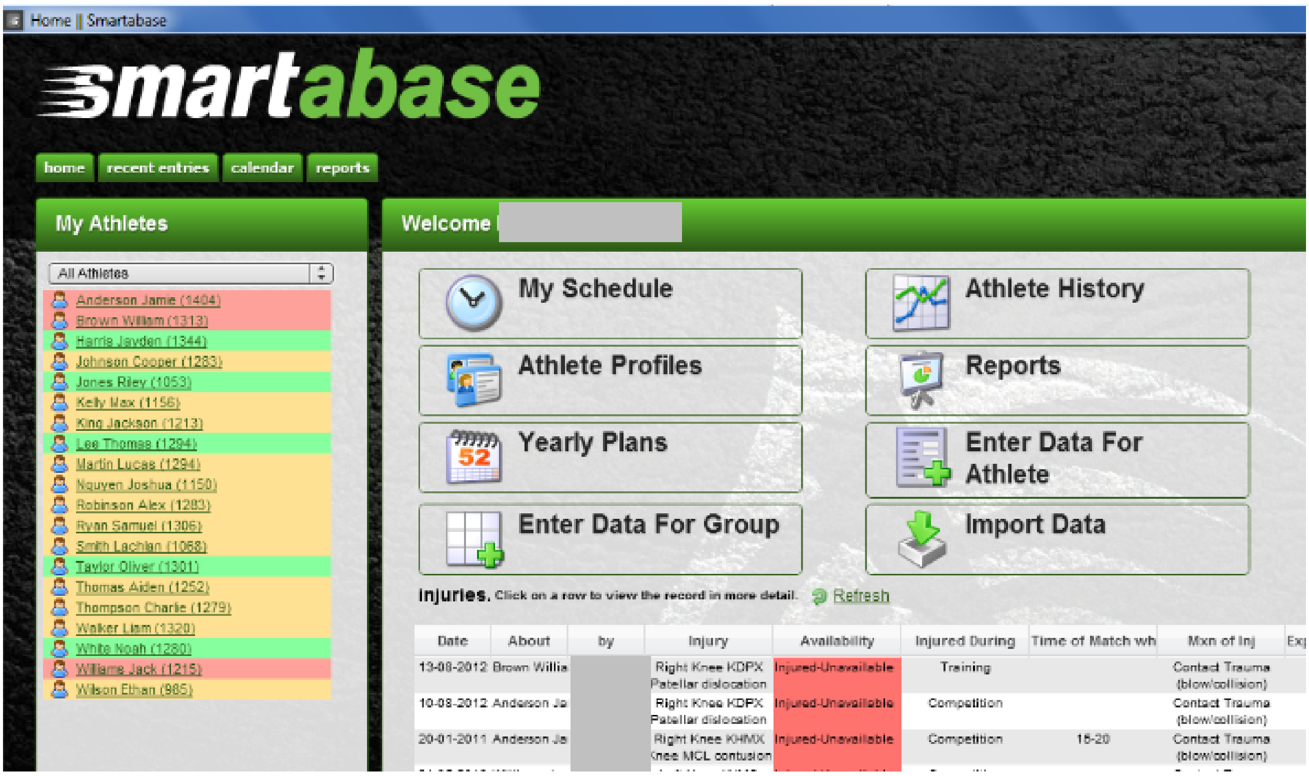


Instructions on downloading this are available in subsequent lessons

The Installed Version can be accessed Online



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

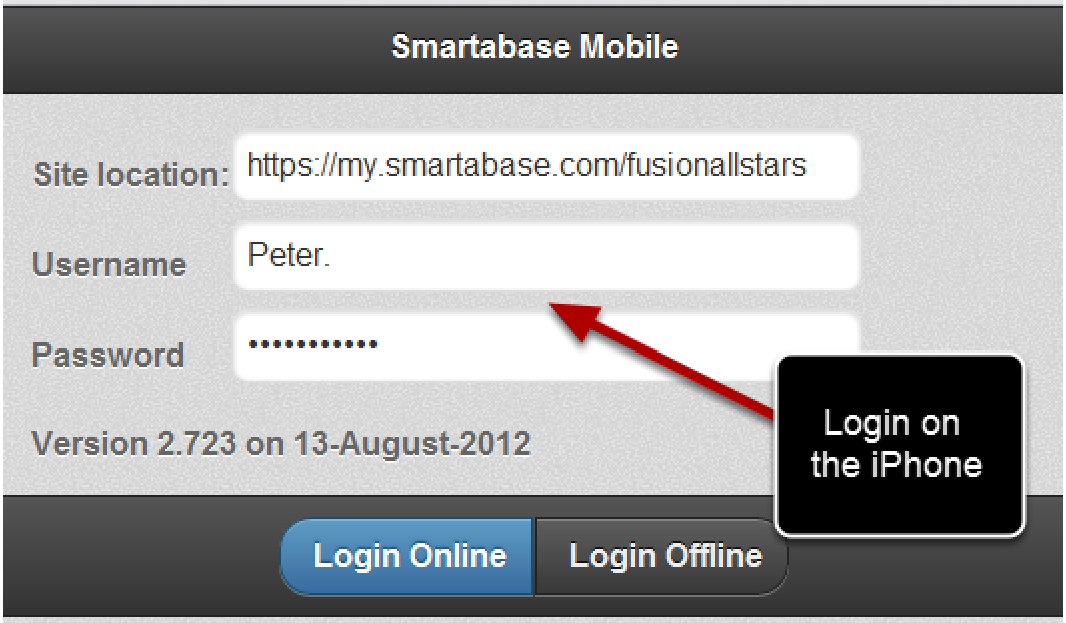


You can enter in new data and review existing data offline using your installed version. When you login online again your data automatically synchronises with the central system and is available on the internet browser version.

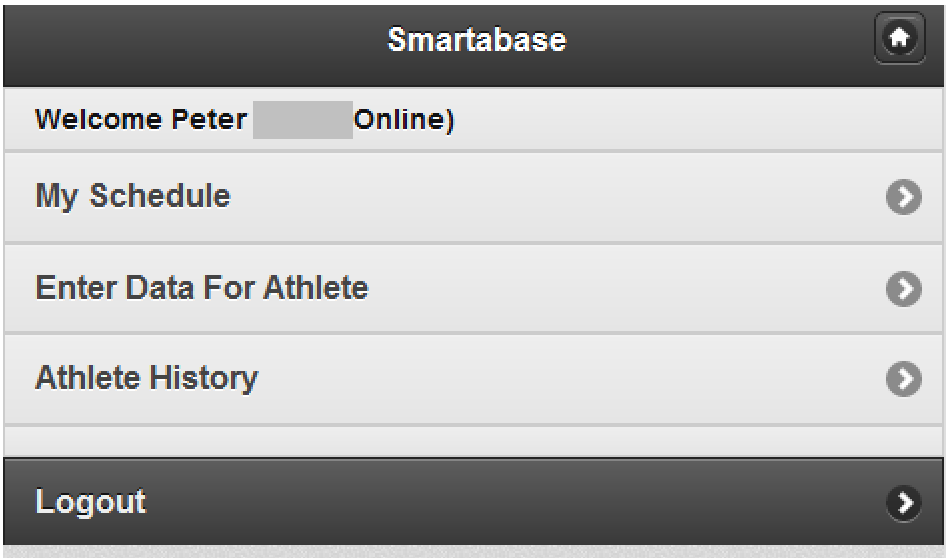
You can also download the Smartabase App onto your iPad or iPhone

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.

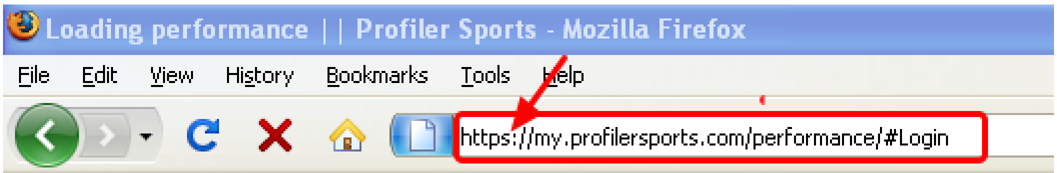
Logging in and bookmarking the software website address

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

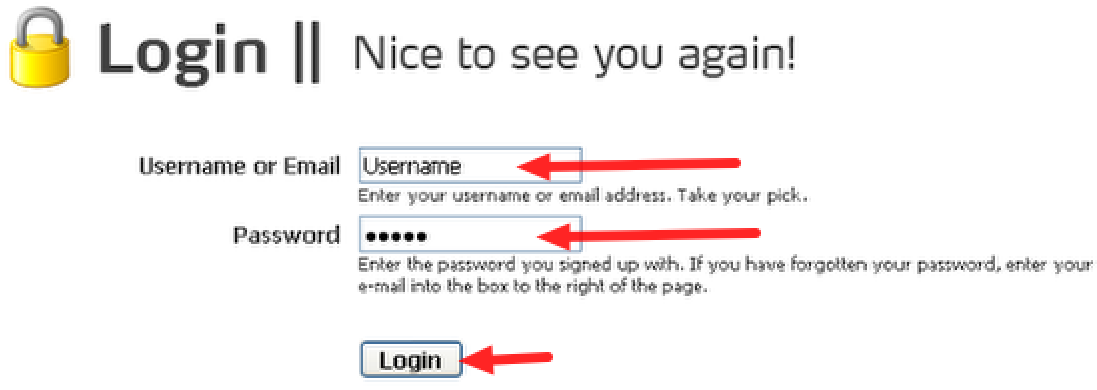
https://my3.smartabase.com/sitename

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



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

1. Enter your Username in the "Username or Email" text box.

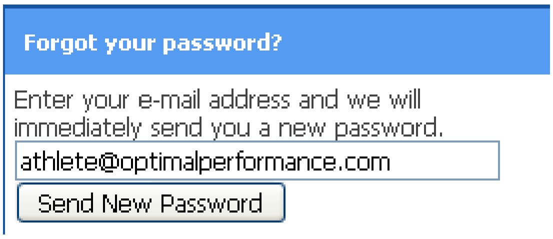
2. Enter your Password in the "Password" text box.

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?



Forgotten your Password?

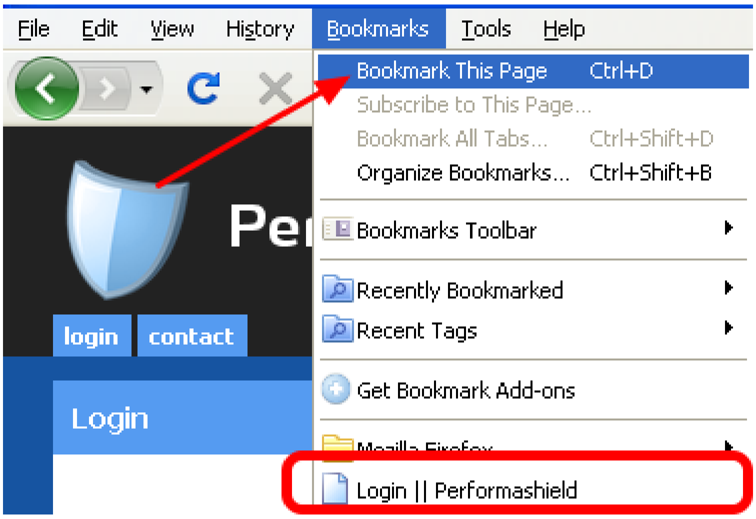
If you have forgotten your password, type your e-mail address in the "Forgot Your Password" text box on the right hand side of the page. A new password will be sent to your e-mail account. You will need to use this new password to login.

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 the 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 II 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.

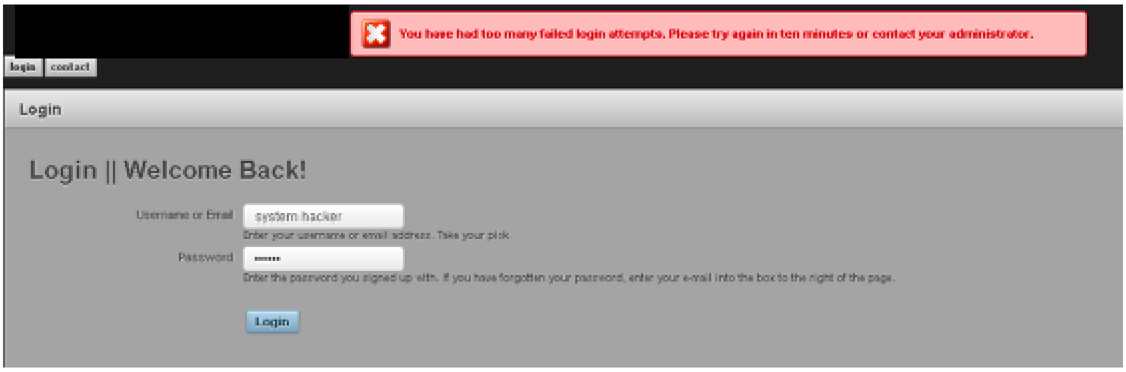
Logging in 5 times with an incorrect password or username will stop you from being able to login for 10 minutes

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).

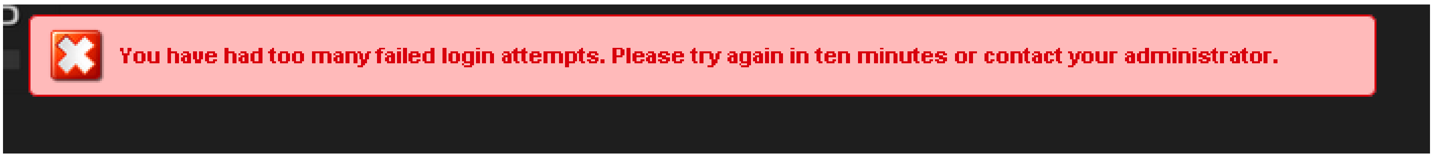
If you still can't remember your username or password, you may need to contact your administrator for a new password if you have forgotten your old one.

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.

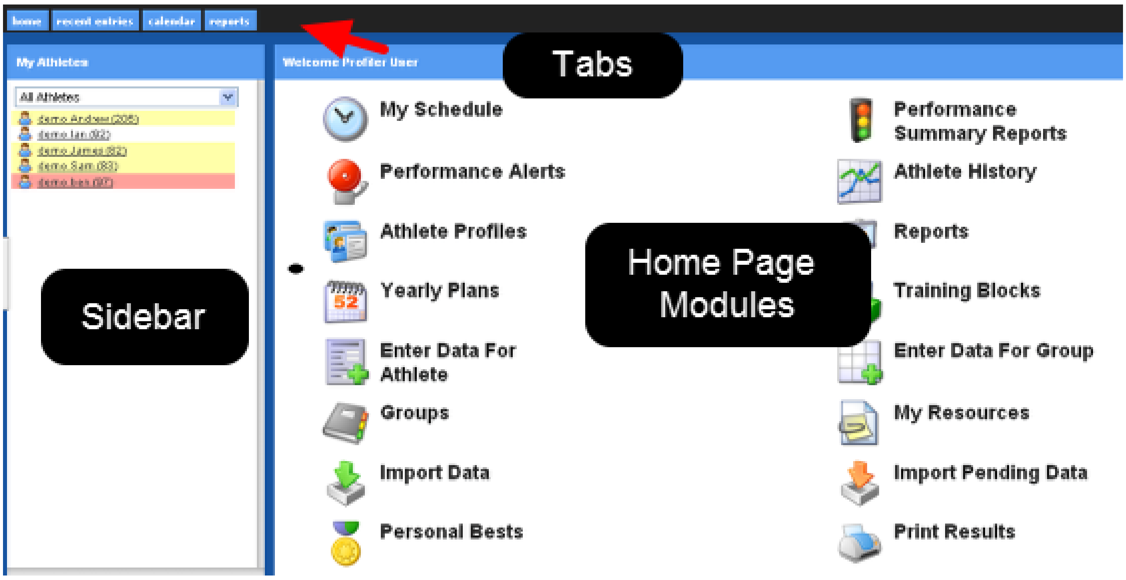


If you have any questions, do not hesitate to contact your administrator

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

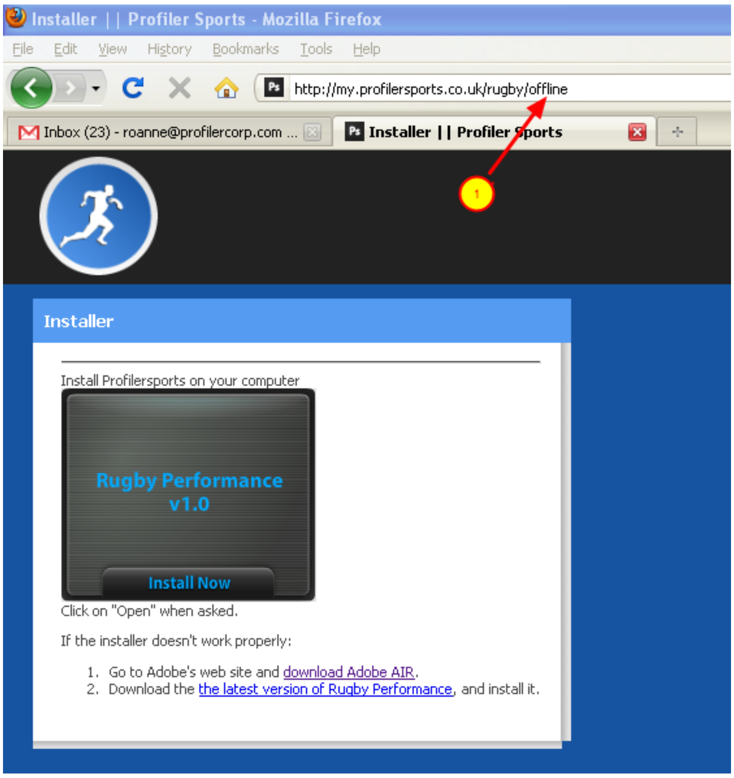
Install the software and work On-line OR Off-line

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:

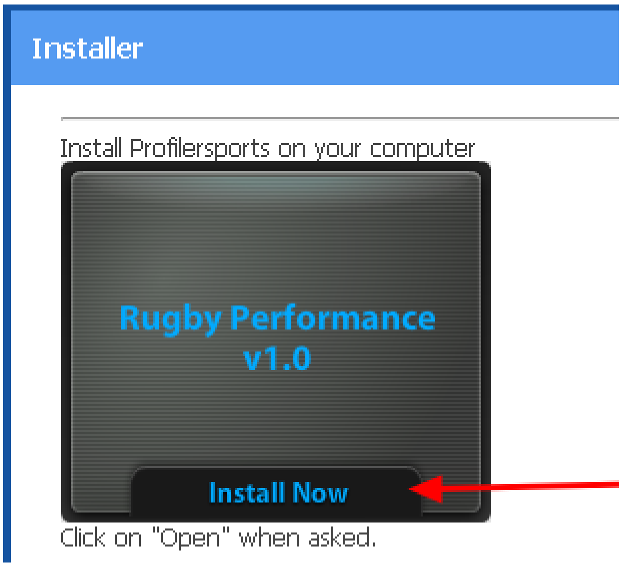
https://my.profilersports.co.uk/sitename/install

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

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

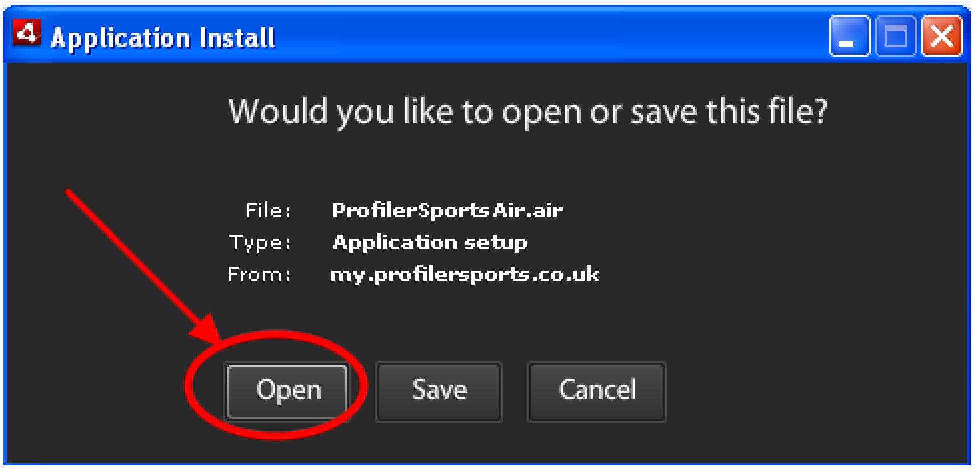
https://my.smartabase.co.uk/sitename/offline

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"

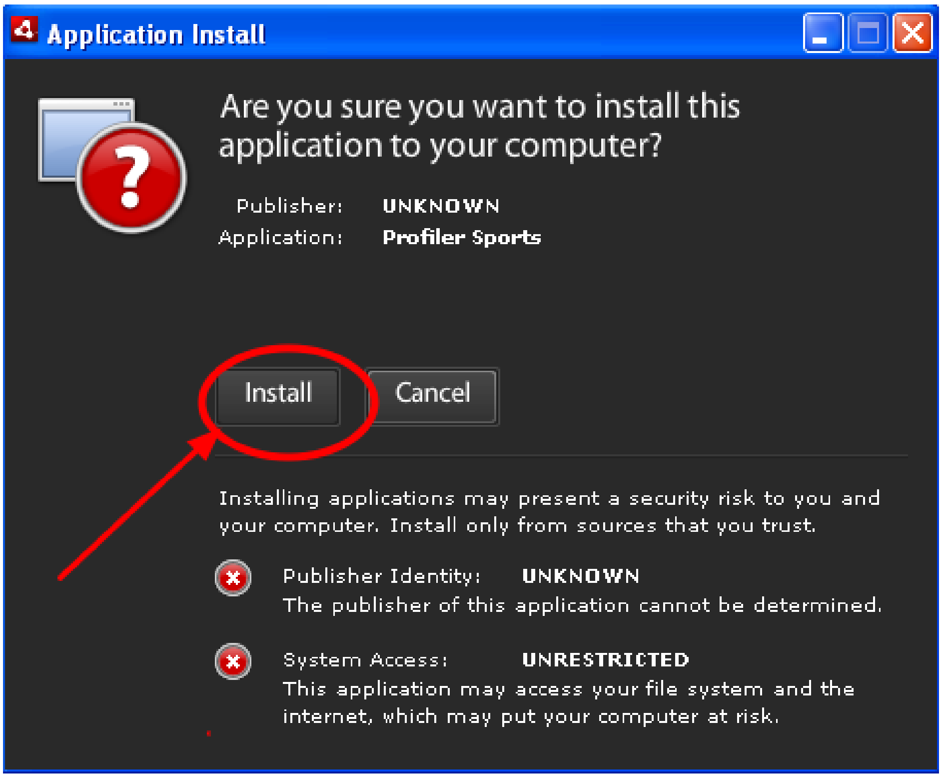


The software will take a moment to install. You will then be asked if you “would like to open or save the file?”

-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).

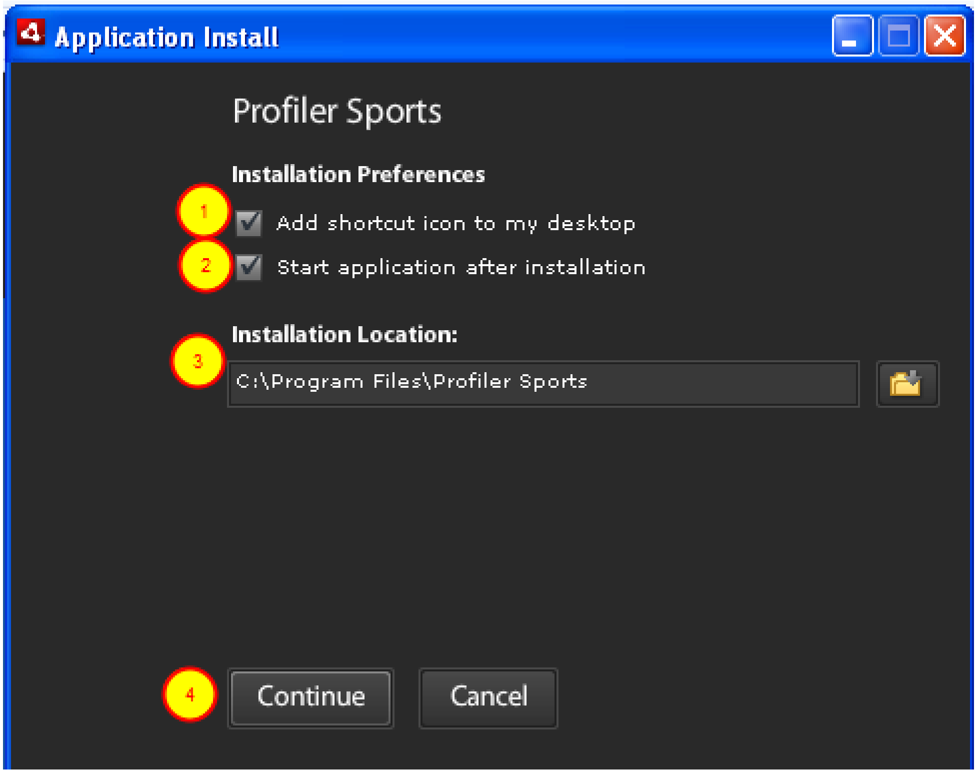
3.2 In the Application Install window, click "Install"



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 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.

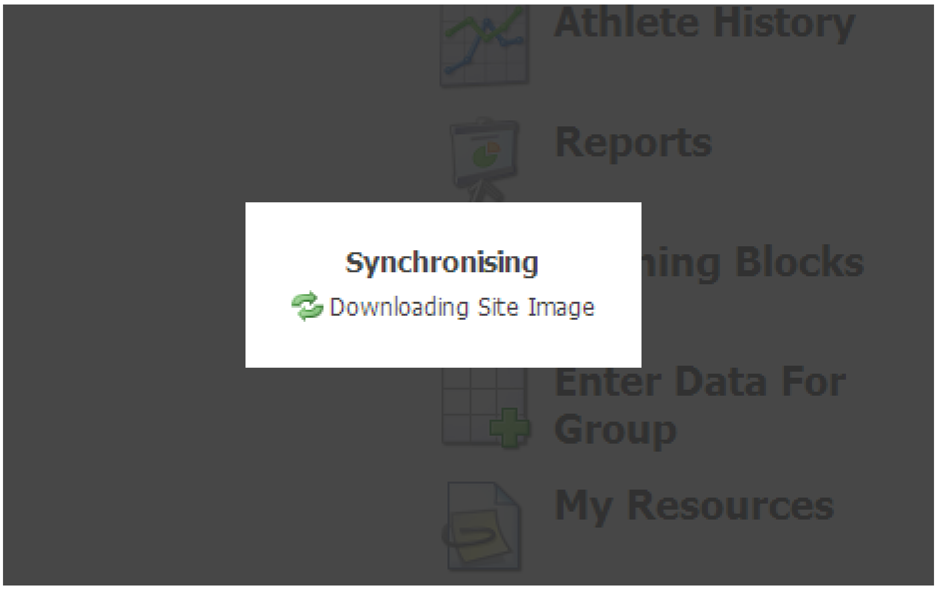
#2: Enter your username

#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.

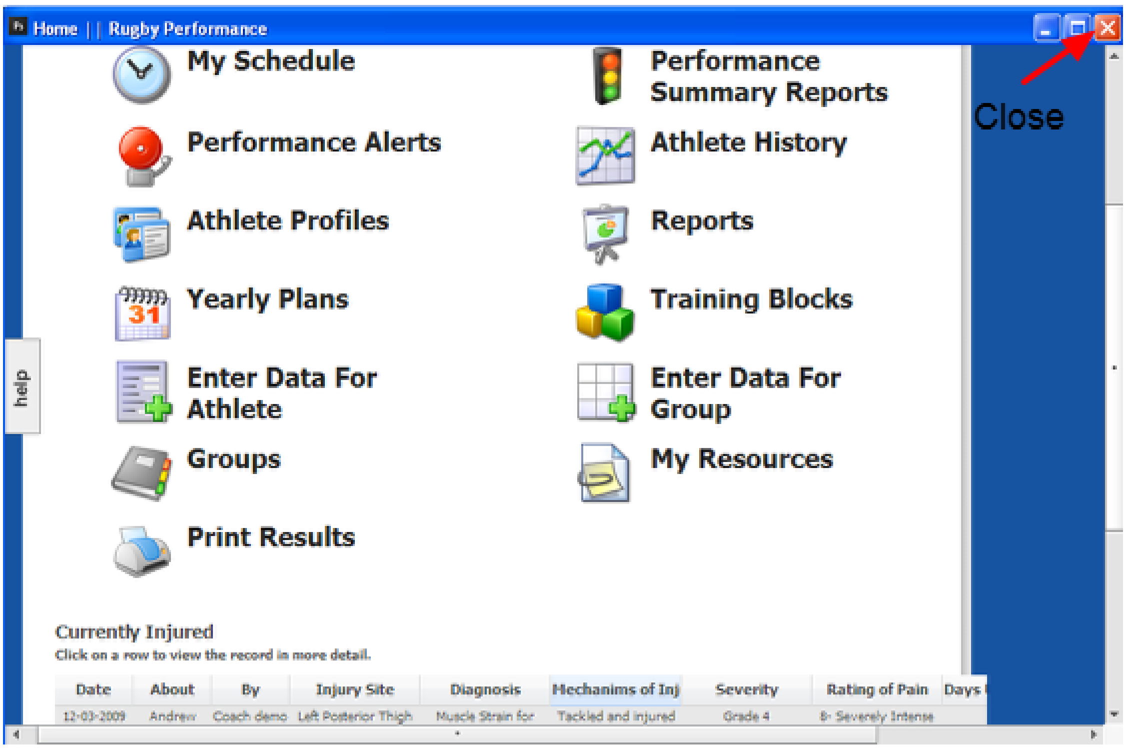
The system will take a moment to synchronise and download any data, reports, or changes to the software. Synchronisation time will vary depending on the amount of data you download, and/or if there is a new version of the software to install (this will happen automatically).

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

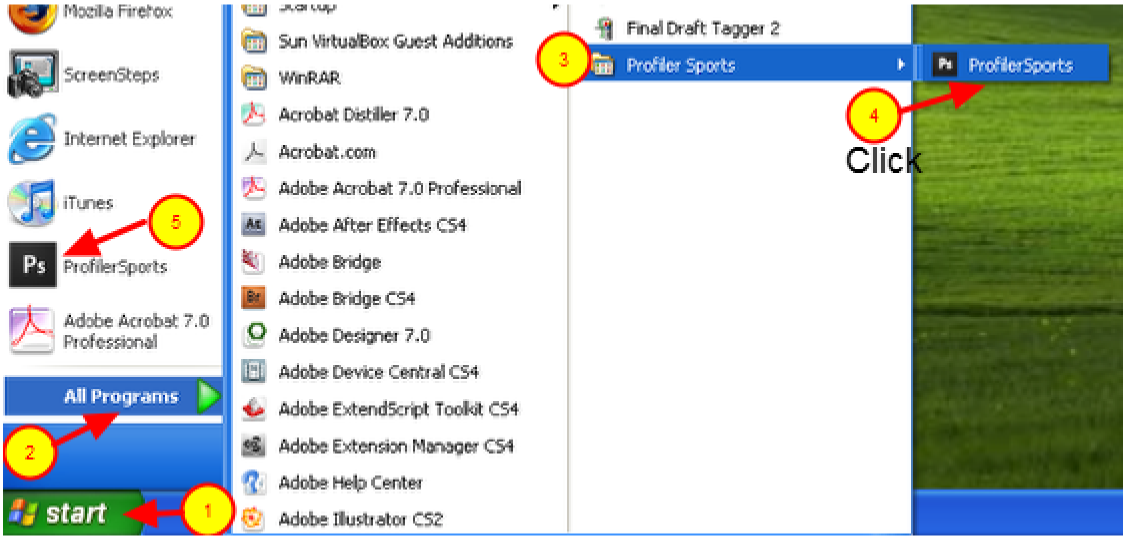


When you work on-line on the installed software, you have access to the same system features. When you add in new data it will need to synchronise between "Saves" but all of the capabilities and modules will be the same.

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"

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

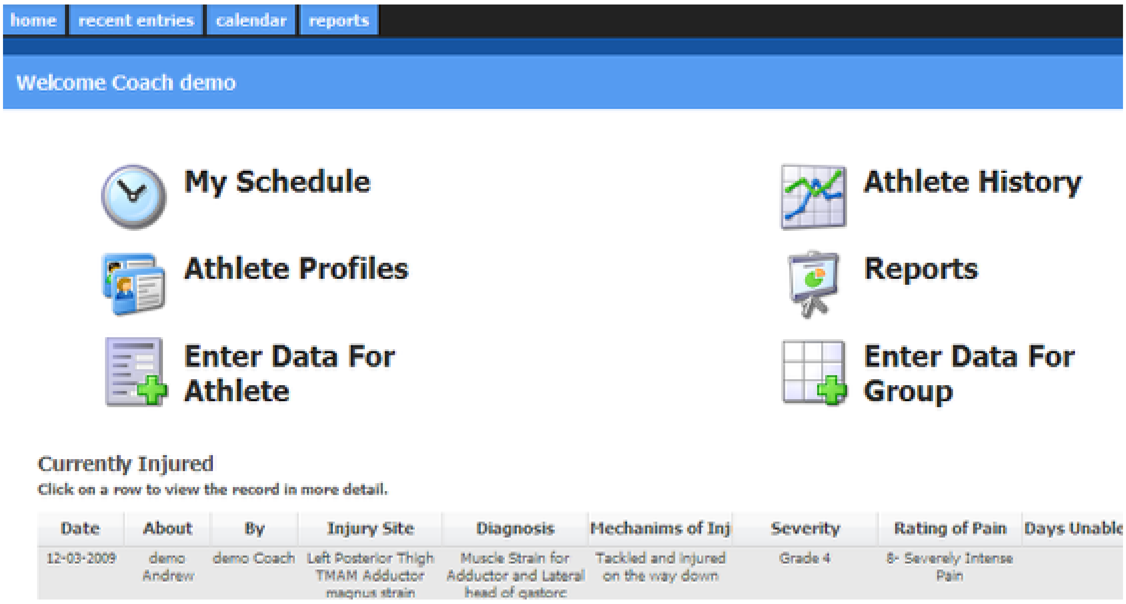
#1: The previously entered site link will be automatically remembered so you should not need to retype this in. Just check to see that it is the correct address e.g. http://my.profilersports.co.uk/sitename or https://my.smartabase.co.uk/sitename

#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 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?

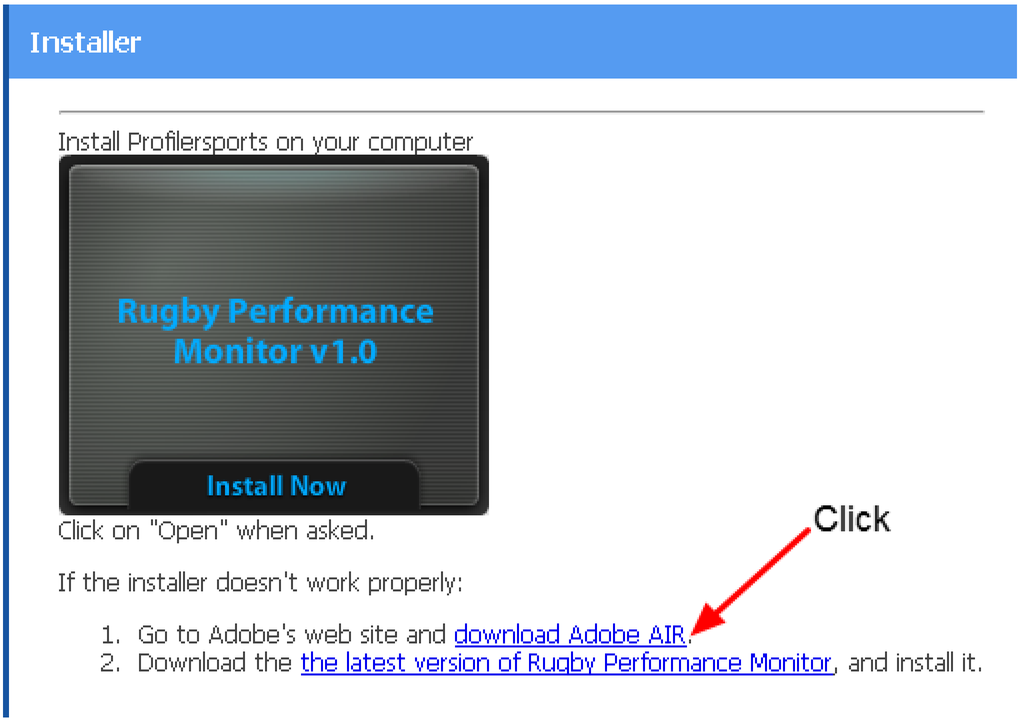
Any data that you enter or changes you make off line are saved locally on your computer. The next time you login on line on the installed version all of the changes that you made off-line will be automatically synchronised and updated.

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.

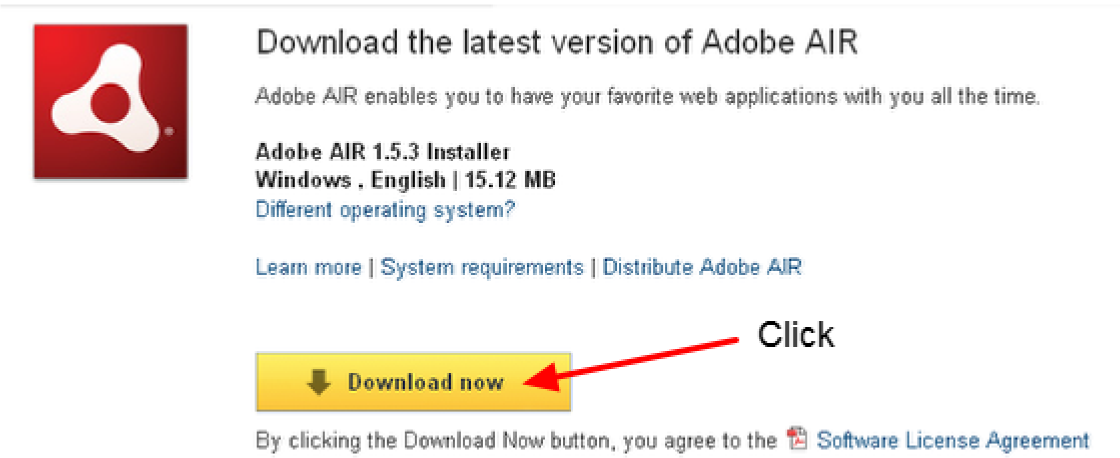
8.0 Install Didn't Work? Download the Adobe Air Program



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

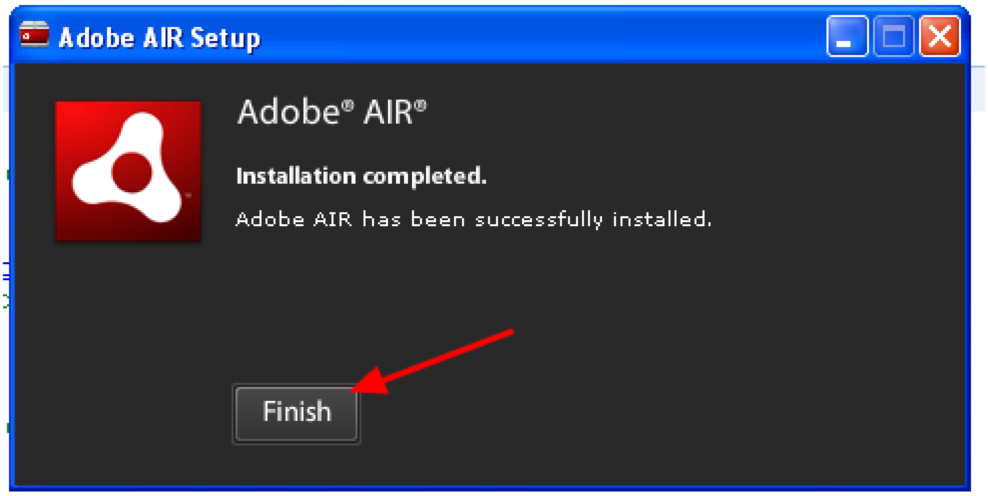


Click on the **Download now** button.

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.

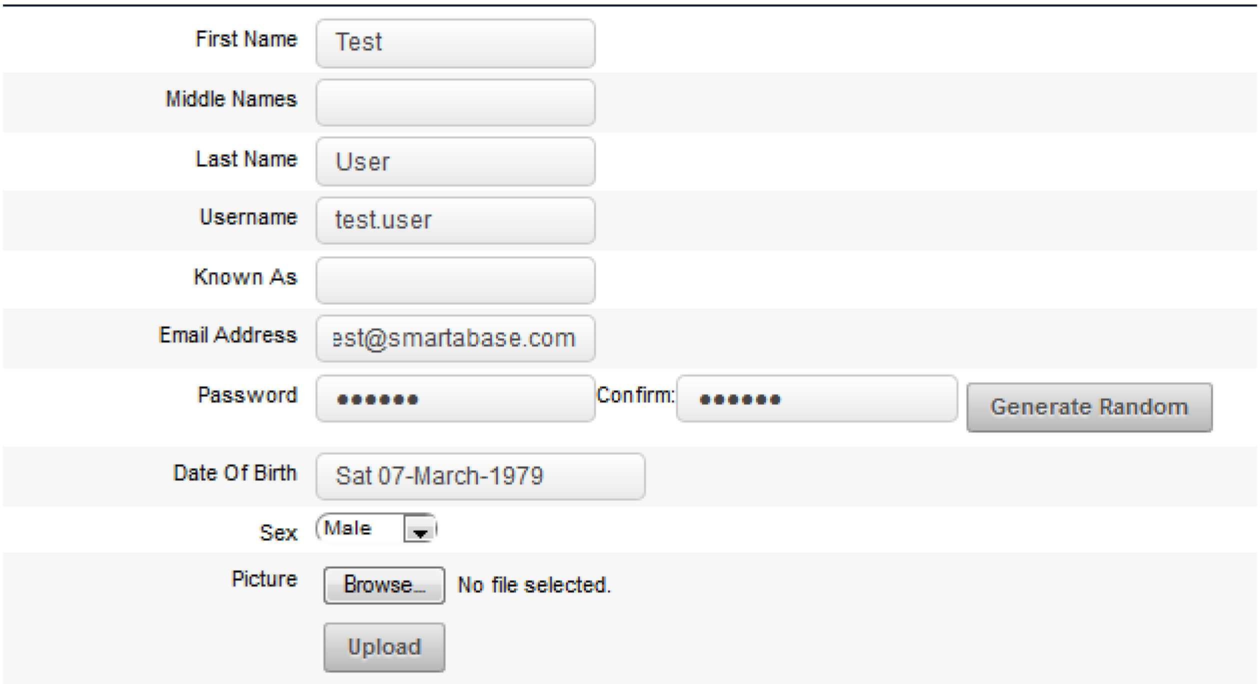
Your Account and Internationalisation

Your Account Information

Your account details

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

Changing your account details



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.

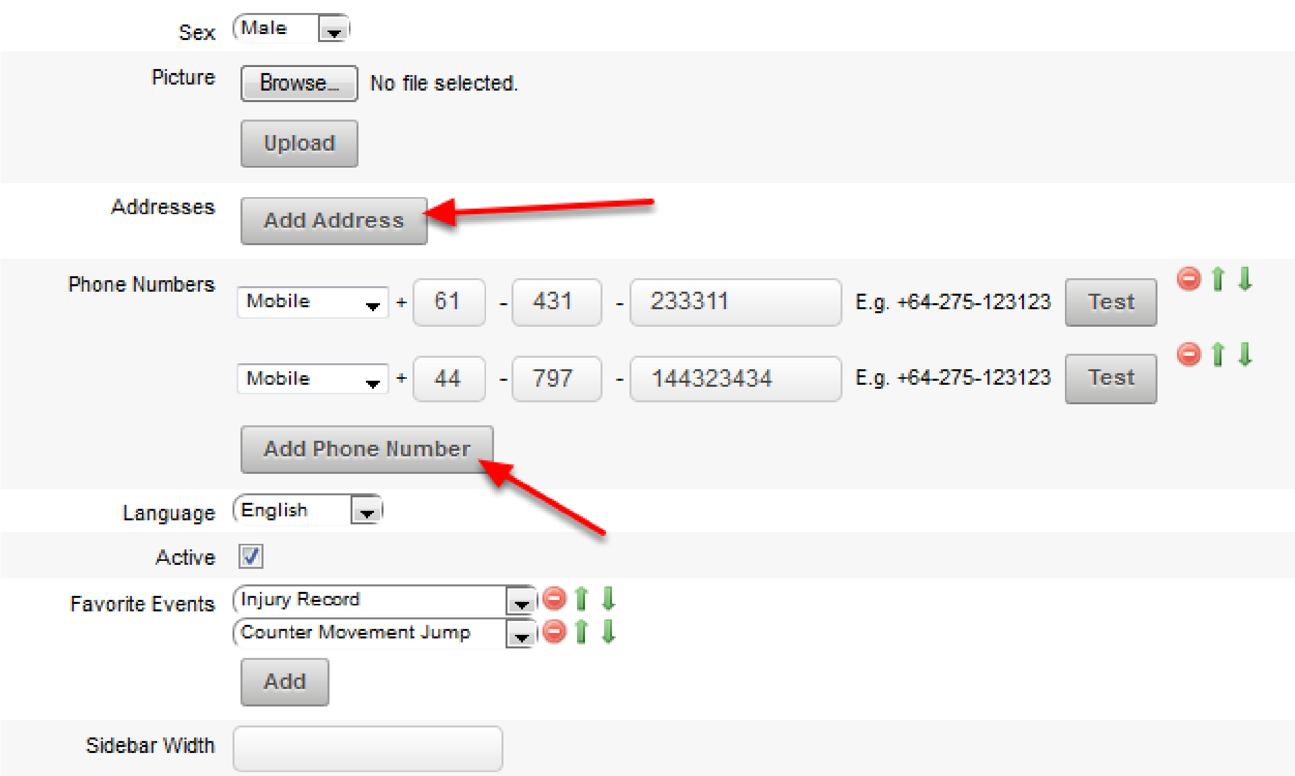
-**Date Of Birth:** Use the << arrows to move between years and the < to move between months to select the correct date using the pop-up calendar. Move to the correct date and then right mouse click on the correct day.

-**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



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

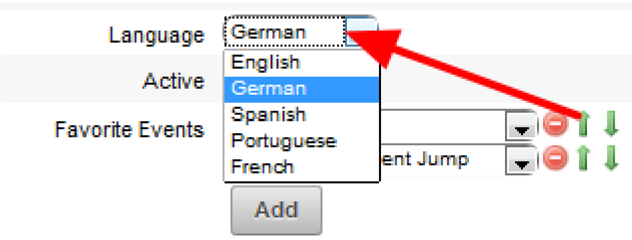
To add an additional address click the "Add Address" button

-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

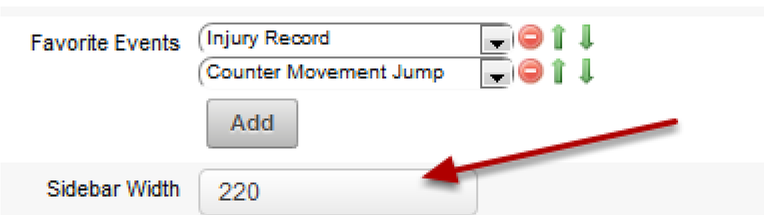
German

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).

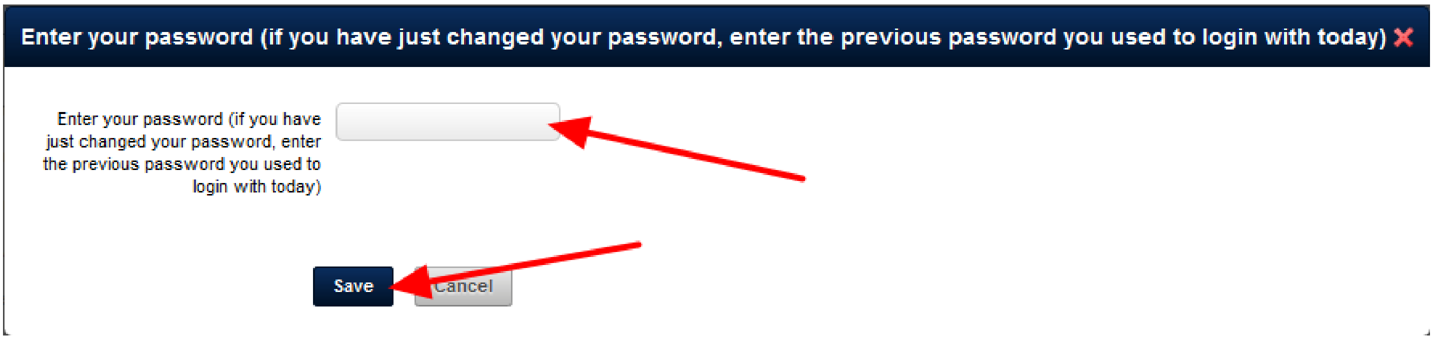
Sidebar Width is set in pixels.

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.

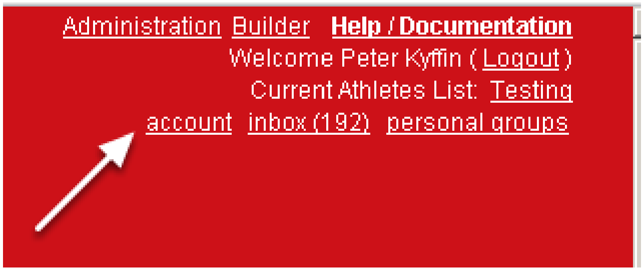
When you click Save you need to confirm these changes by entering in the password you used to login



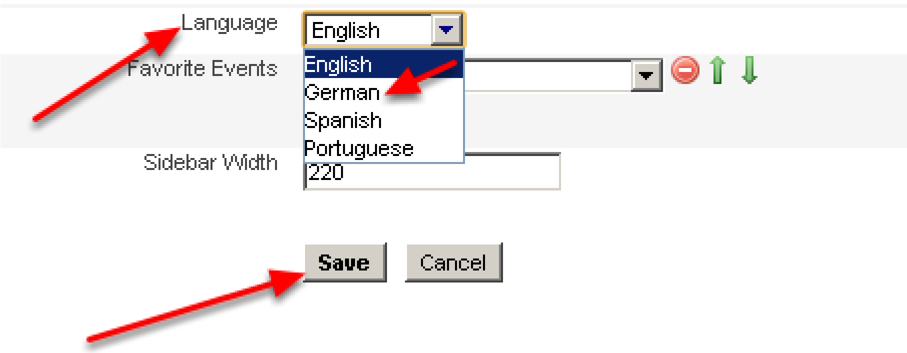
Internationalisation: Choosing to see the application in English, Spanish, German or Portuguese

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)

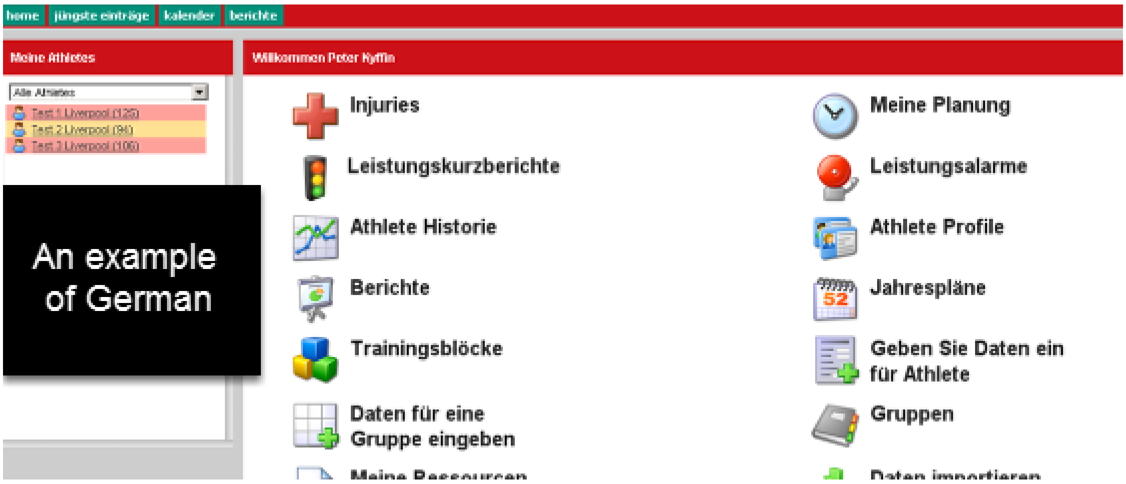


At the bottom of your account page, click on the drop down box beside Language and select your preferred language. Save the new account settings.



You will need to refresh your internet browser

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



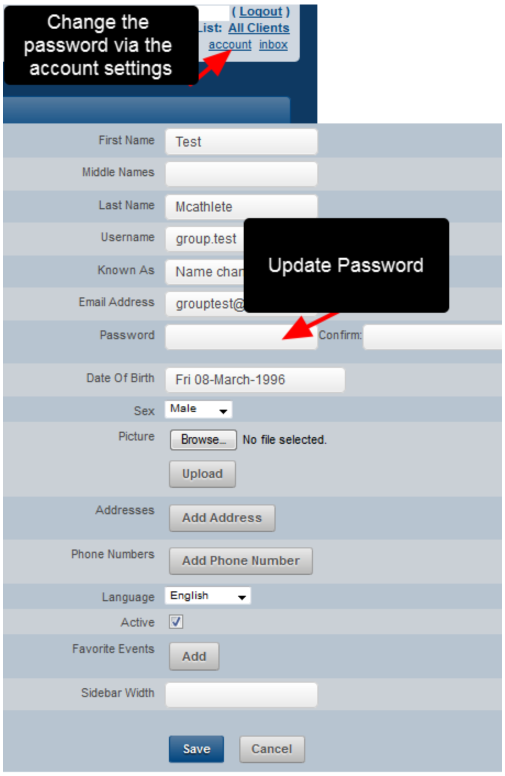
To change your settings to a different language, go back to account

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

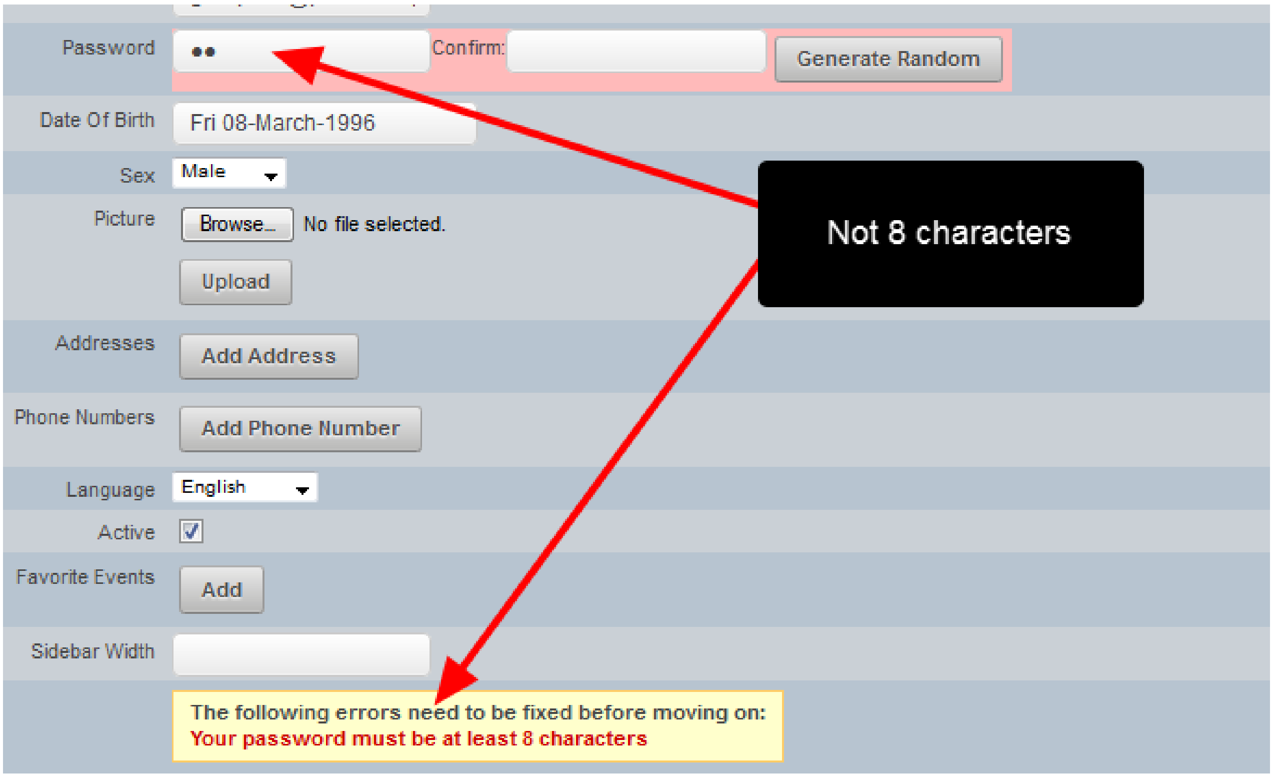
New Password Security Criteria: 8 characters with at least 1 Upper Case, 1 lower case, and 1 numeric character

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



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

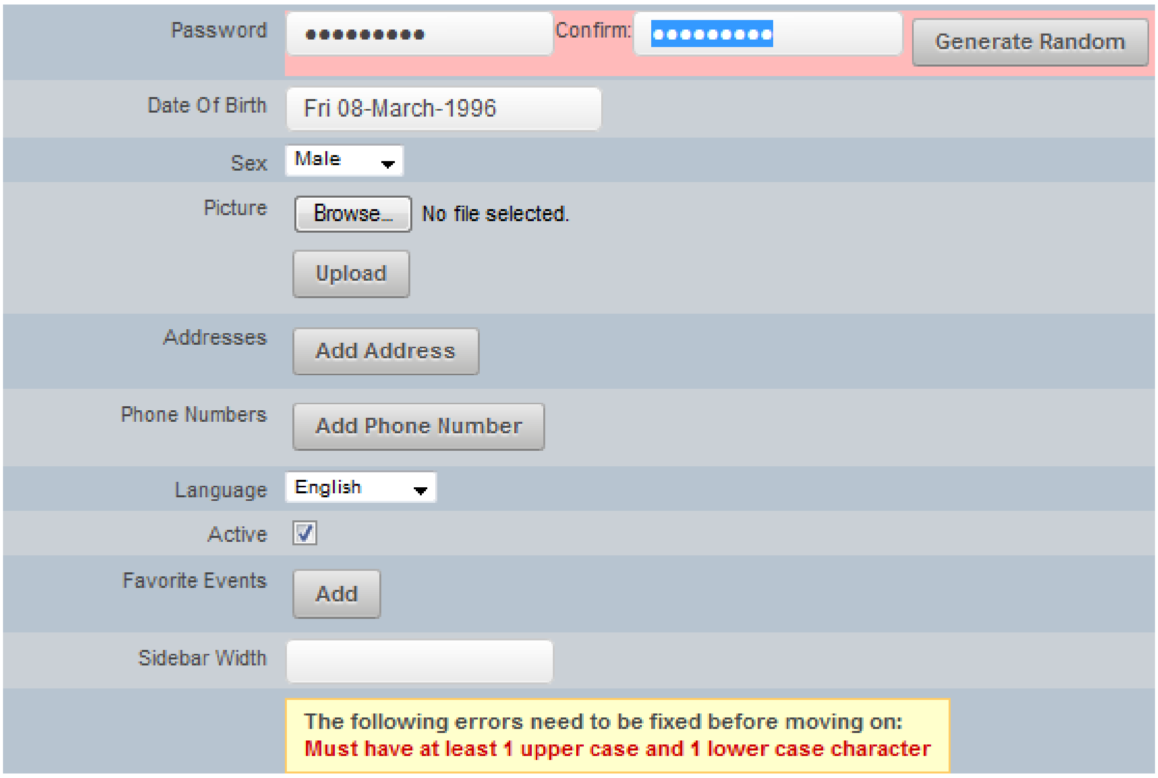


Every new password and changes to old passwords will need to be at least 8 characters.

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

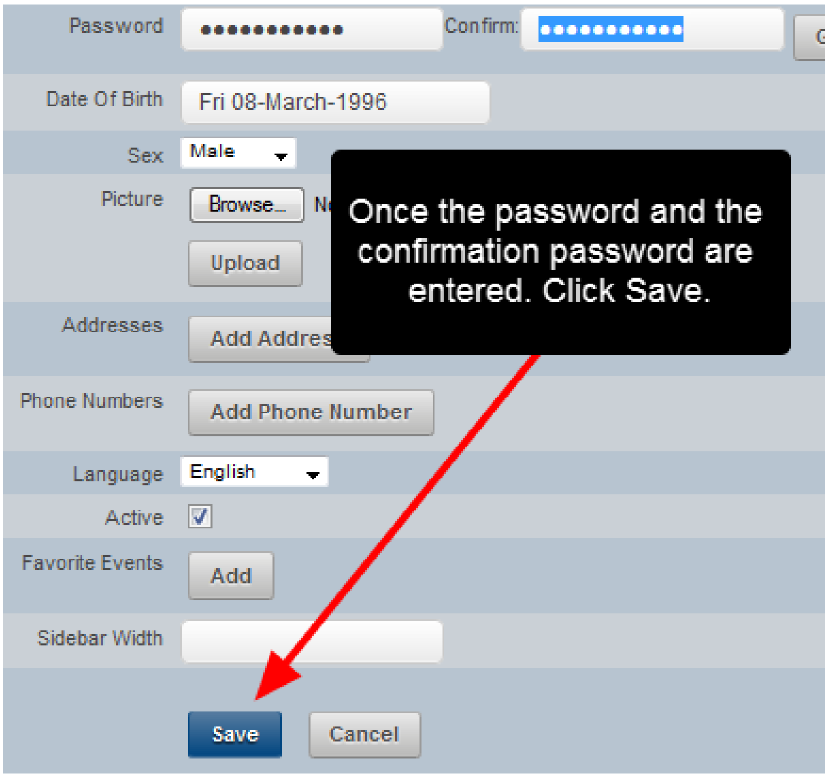
For example, a password of upytYwyy does not include a number, so an error message will appear. When a number is added (e.g., upytYw4yy), the error will be resolved.

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

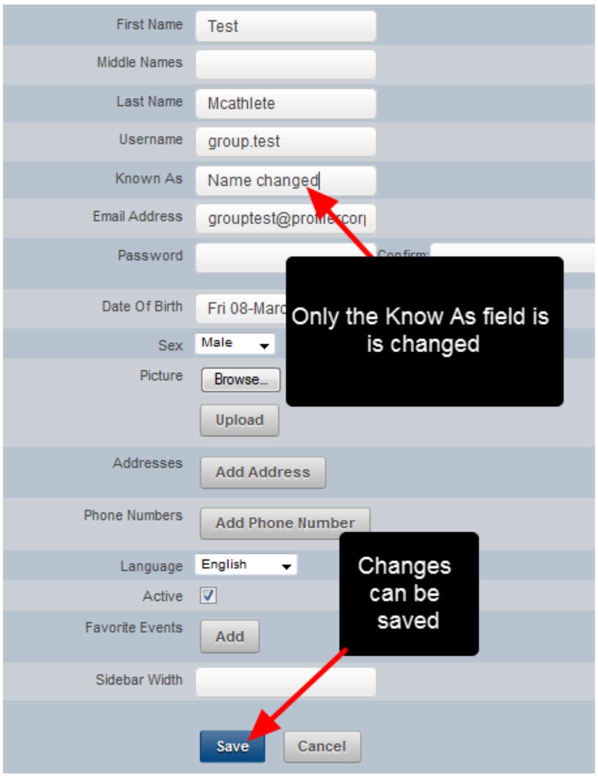


For example, a password of 8987657yz or 8987657YZ has both numbers and letter, but at least one upper and lower case letter need to be used. When a character using each case is added (e.g., 8987657yZ), the error will be resolved.

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

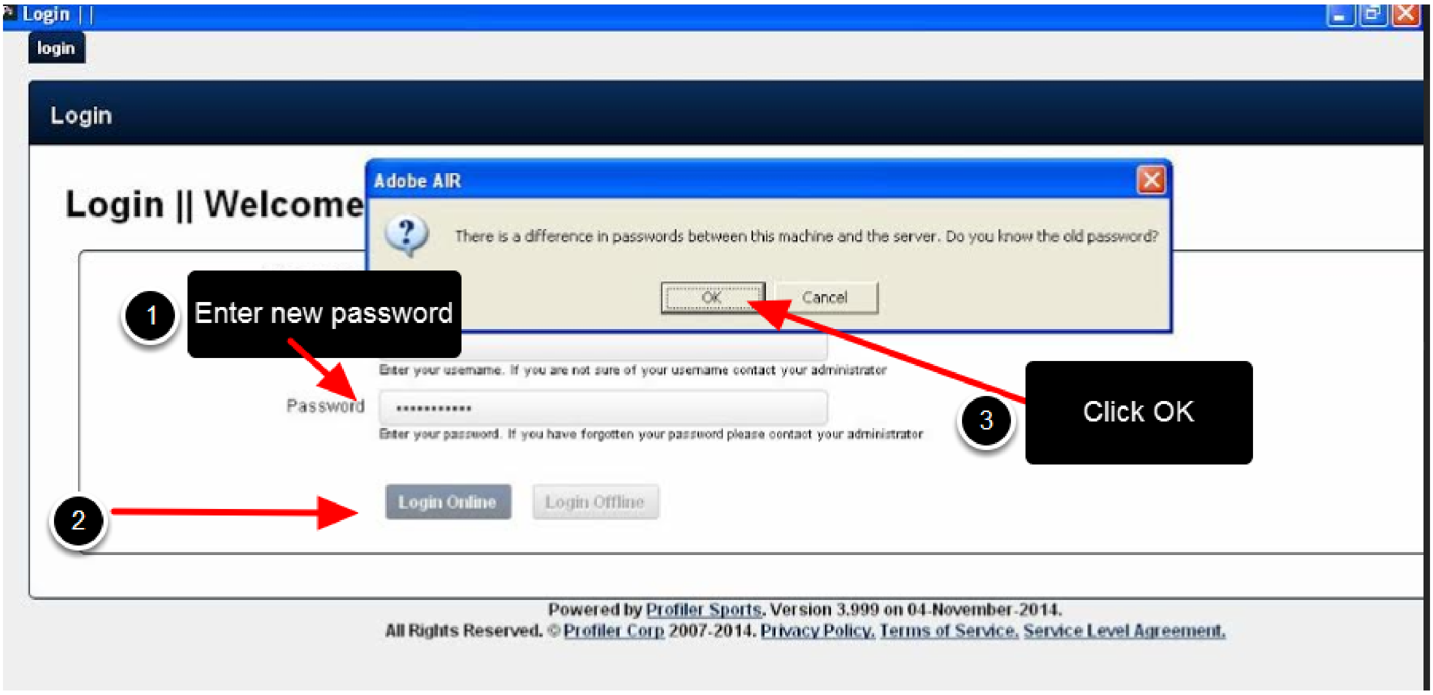


N.B. If any other account information is being changed, this will NOT require the password to be updated



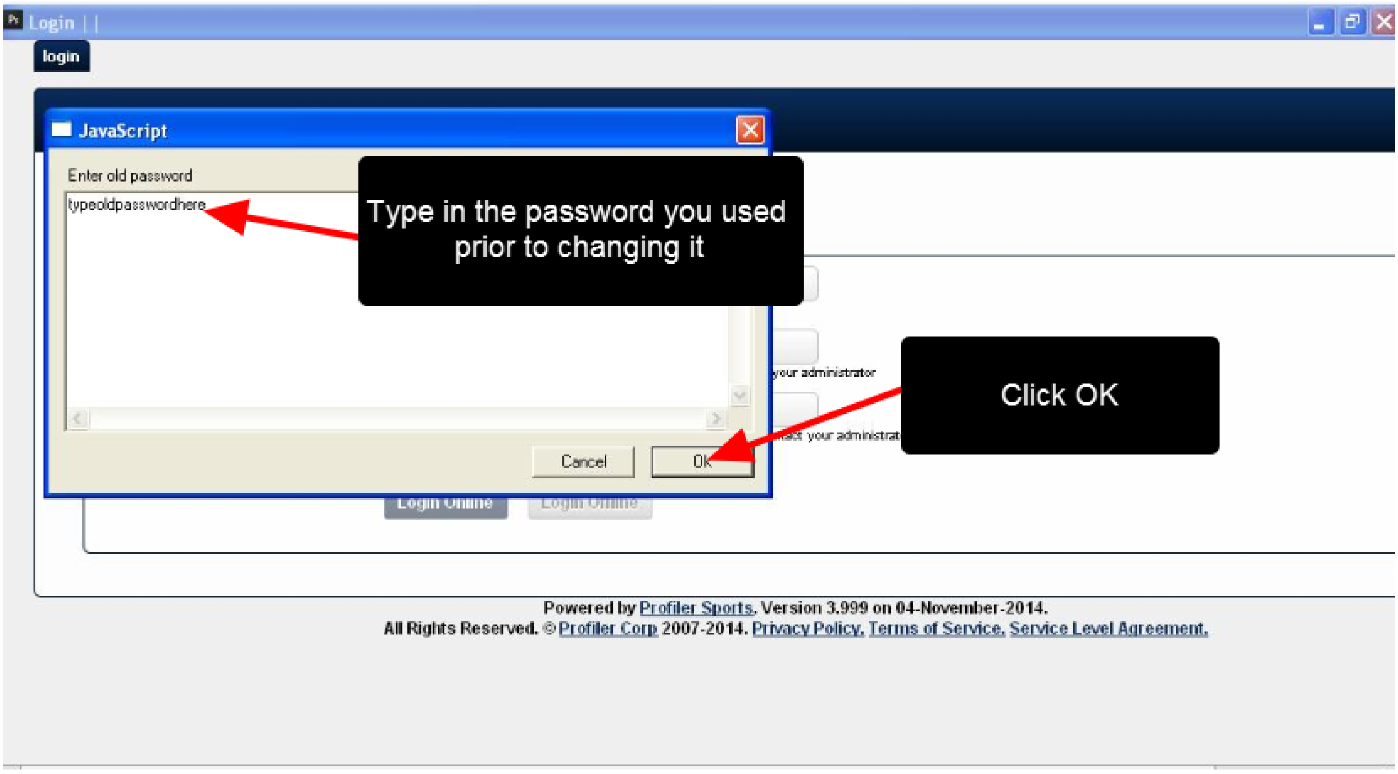
For example, if a user's phone number, name or address are changed, this information can be changed and saved without having to update a password. It is ONLY if the password box is changed that it must be updated to fit with the new standards.

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

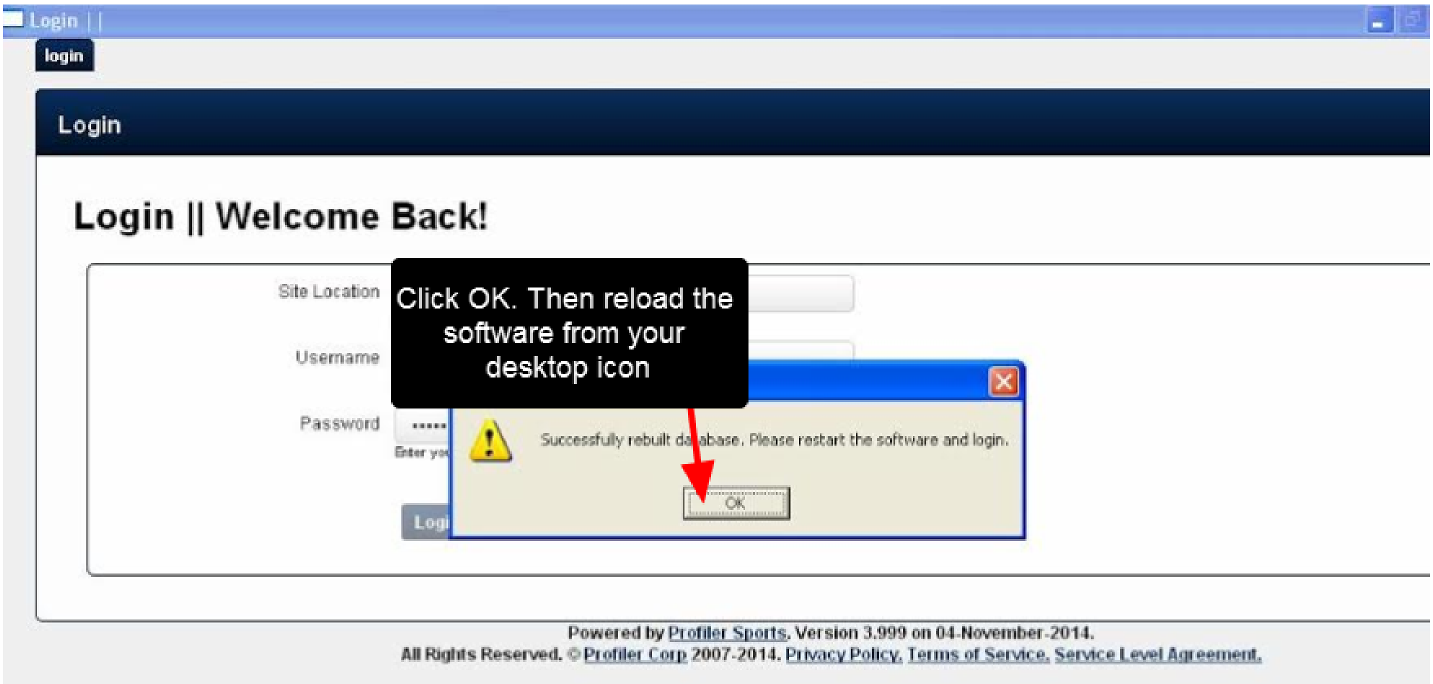


After the installed version of the software loads, type in the NEW password into the Password box and click Login Online. A notification will appear that there is a differences in passwords between the installed software on this computer and the main server where you access your data from online. Click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

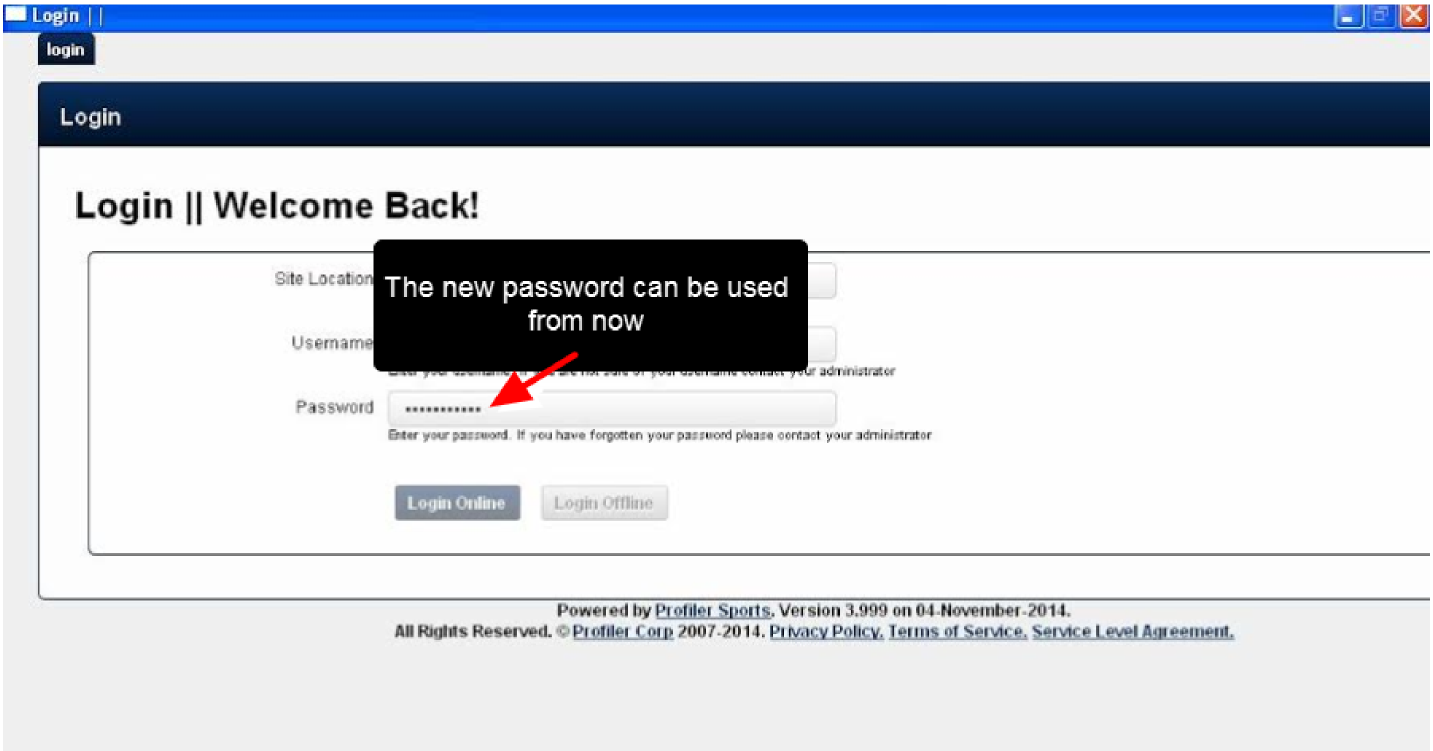
Simply retype in the original password (the one before you updated it)



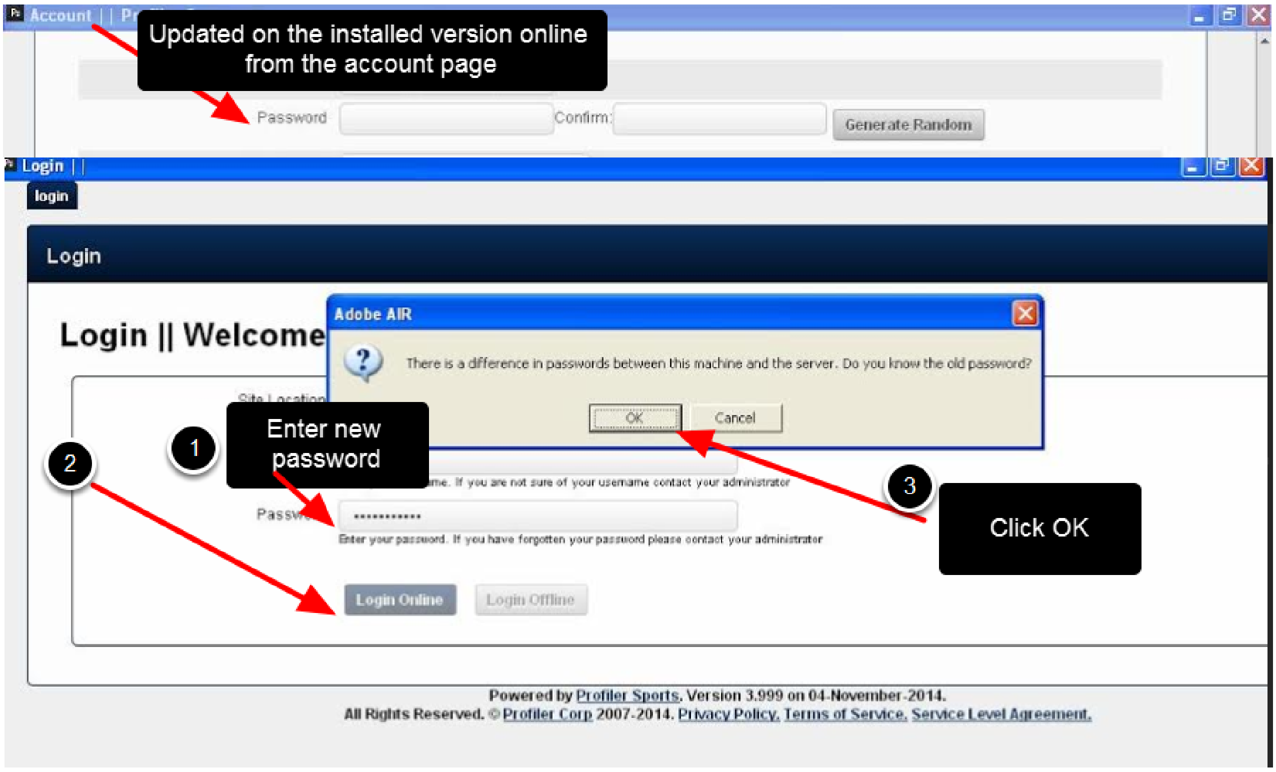
The database will be rebuilt, enabling the new password to be used to access the installed software. Click OK to close the programme, then reopen it again.



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



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



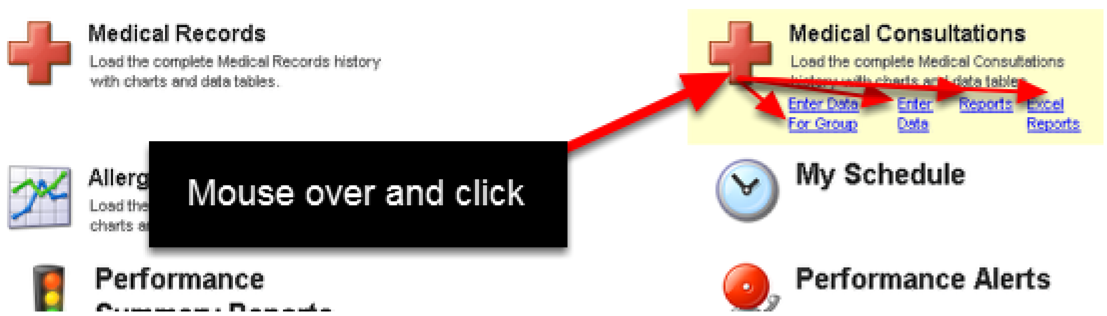
Even if you change a password on the installed version of the software online, the next time you login to the software there will still be difference in passwords between the installed software on this computer and the main server where you access your data from online. Click OK and retype in the old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

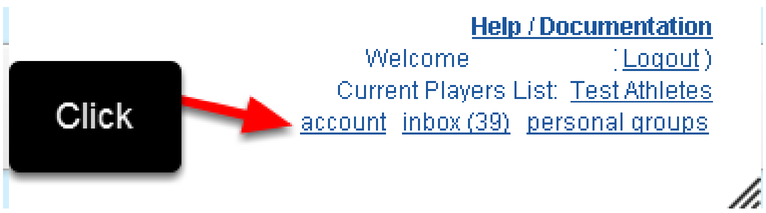
When you enter in a lot of data into one or two forms in the system, you may wish to set these event forms as Favourites to help speed up data entry and access. Favourites enable you to quickly enter in data, access reports and access excel reports for that specific form.

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.

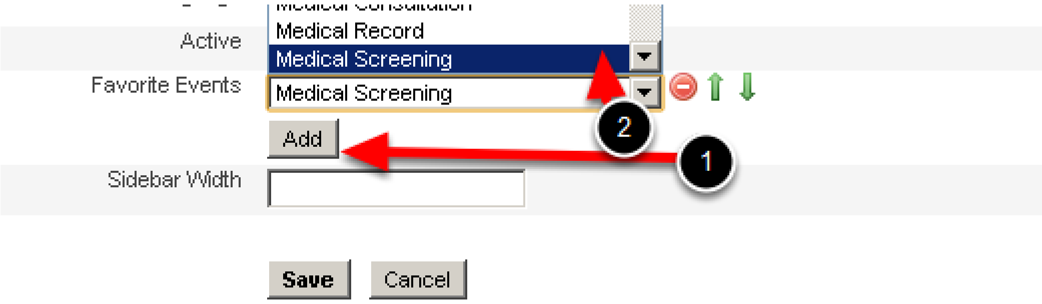


The image here shows Events that have been set up as Favourites. They appear at the top of your home page for fast access, and you can enter in new data, and access Reports that you have saved using that Event form.

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

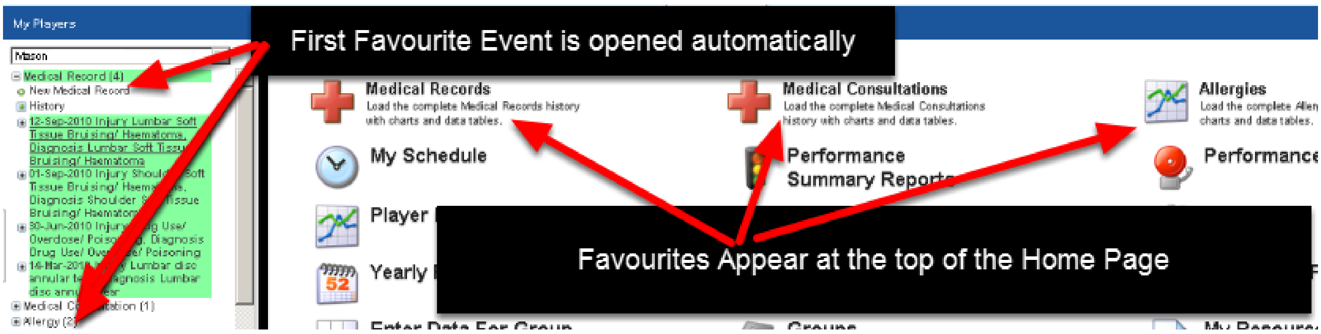
2: Choose from the list of Event forms and select the one that you would like to set as a favourite

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

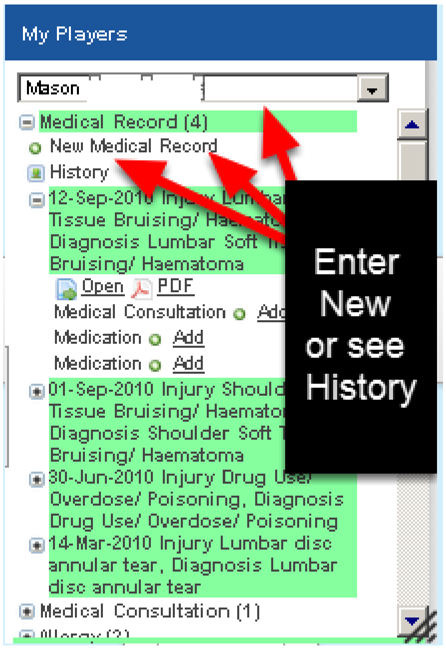
The image here shows that 3 forms have been set up as Favourites on this users Account page

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).

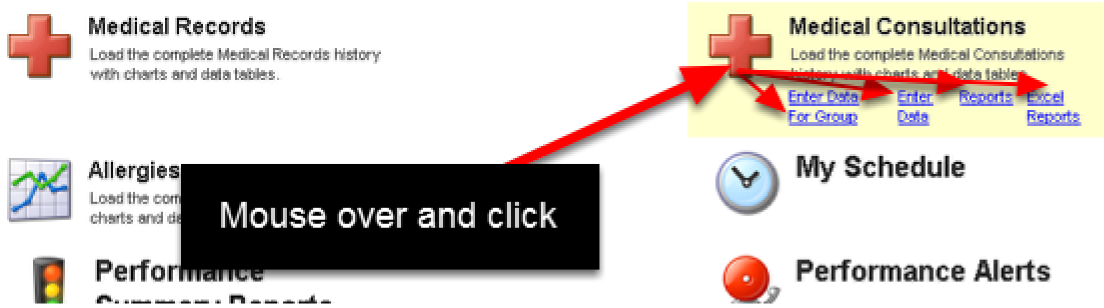
How the Favourites Appear on the Home Page and Sidebar



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)

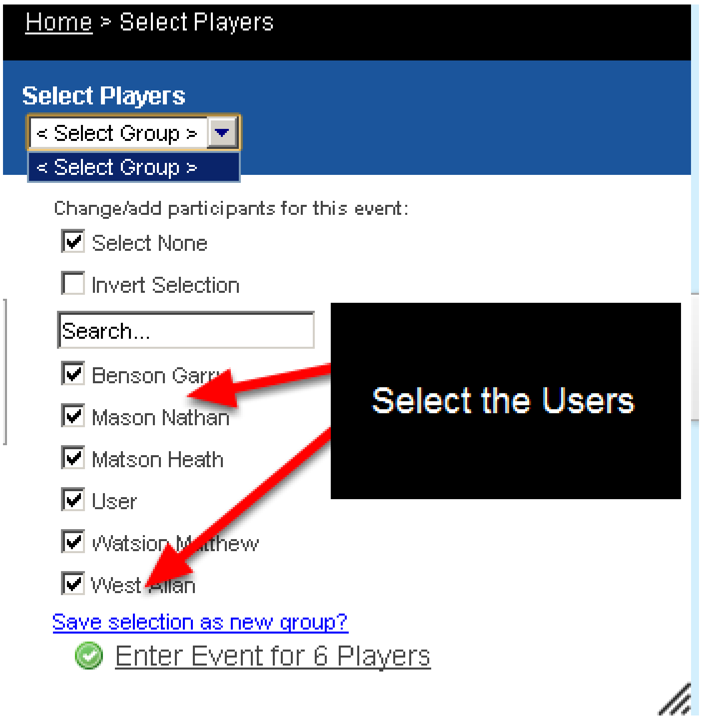
Enter Data: enter a new record

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

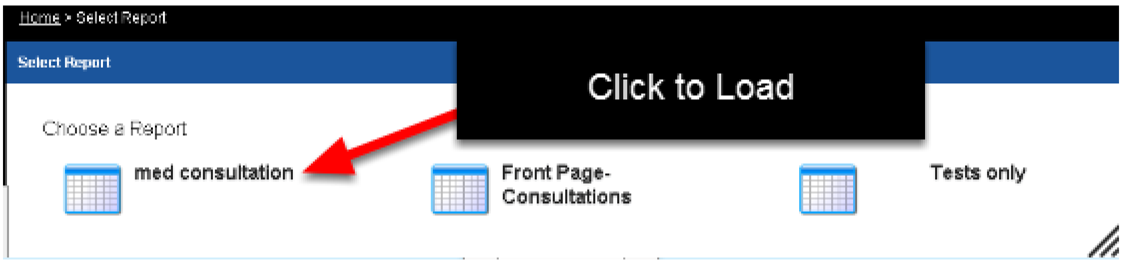
Excel Reports: Load Excel Reports created using this Event

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

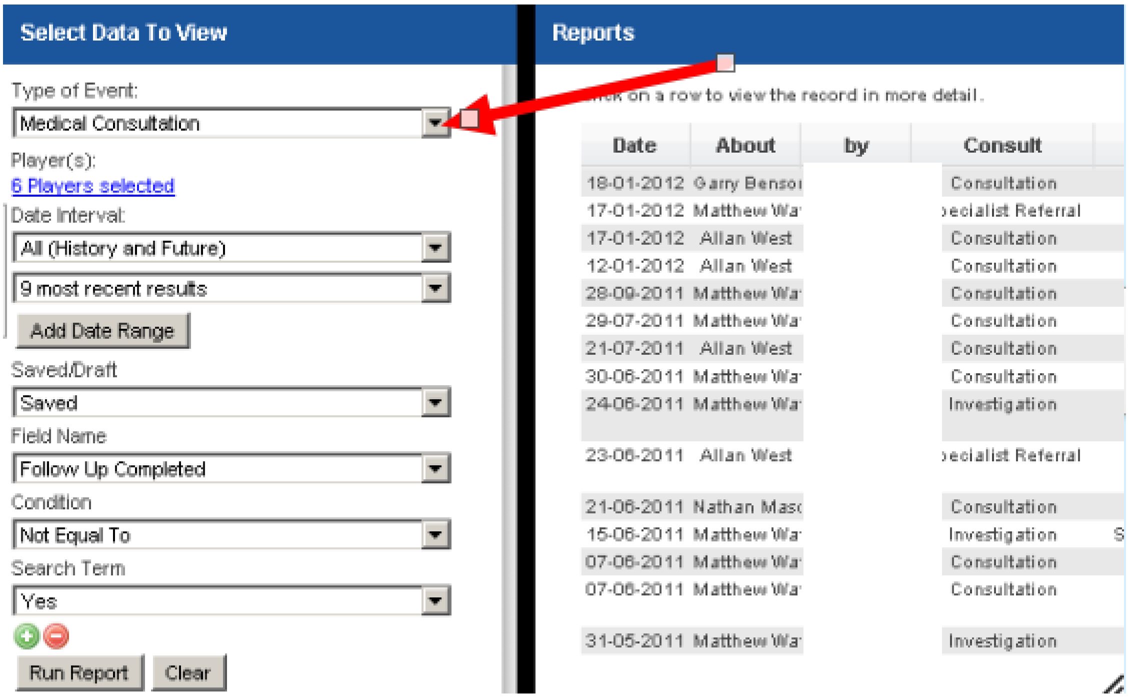


When you select "Reports" for the Favourite Event, any reports that you have created using this record will appear for you to load



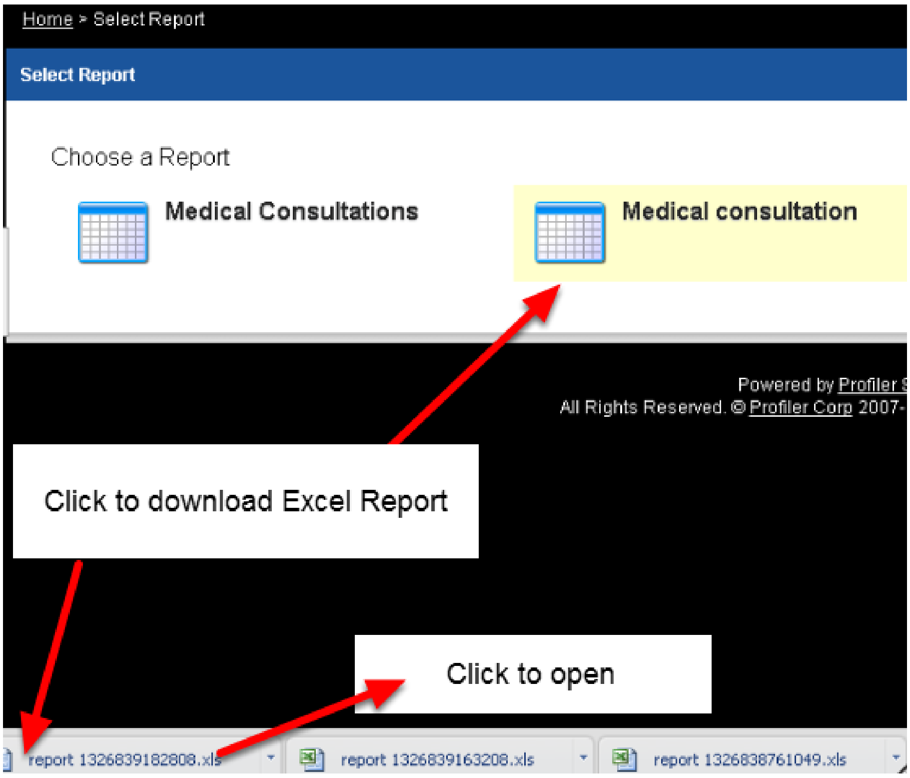
The example here shows that three reports have been saved using this Favourite Event. You simply click on one of these reports to be taken to the Reports Page to see this report (as shown below).

The Report Loads in the Reports Page



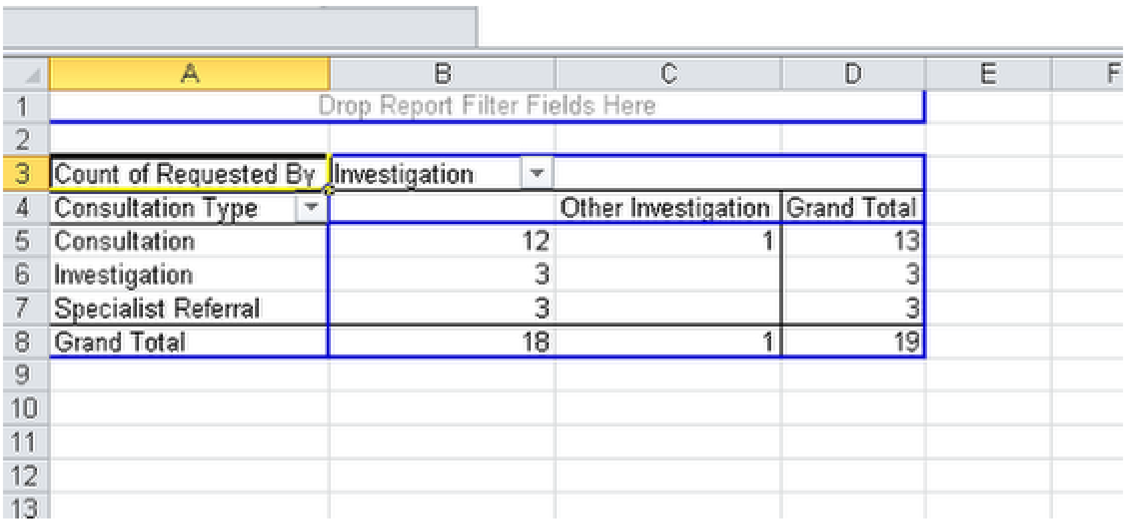
The Report and report settings selected previously will load in the Reports Page

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).

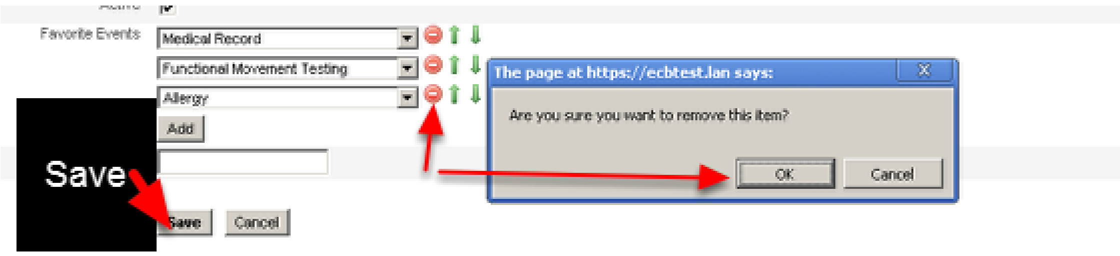
The Opened Excel Report



	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



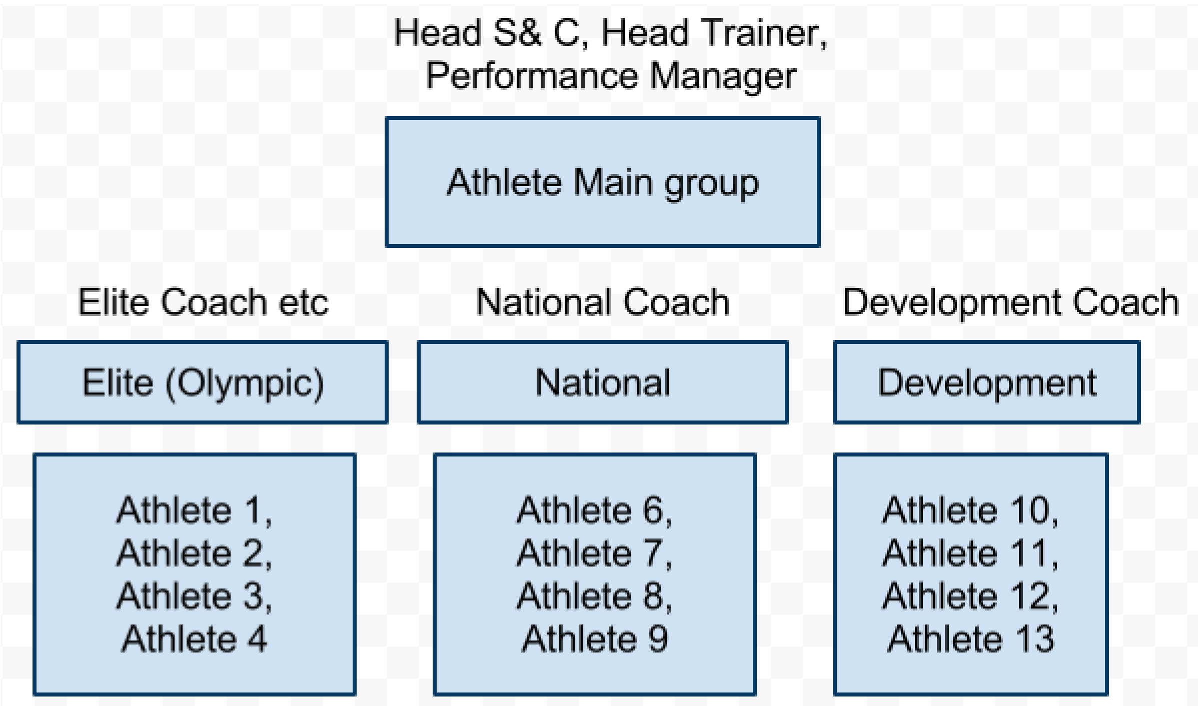
If you need to change the order of your favourites use the green up and down arrows, select a different one from your selection list (click on the drop down arrow and select a new one) or delete a Favourite Event (click the red delete button and then click "Yes").

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



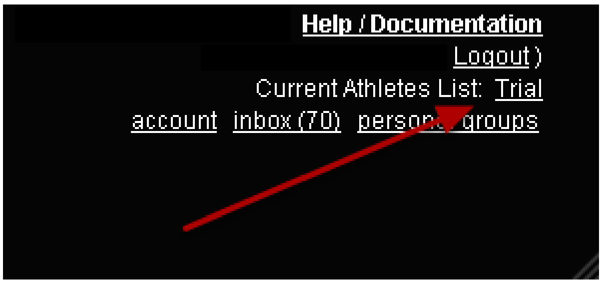
Your grouping structures will be set up into the correct groups for your sport/organisation. This is set up to:

-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

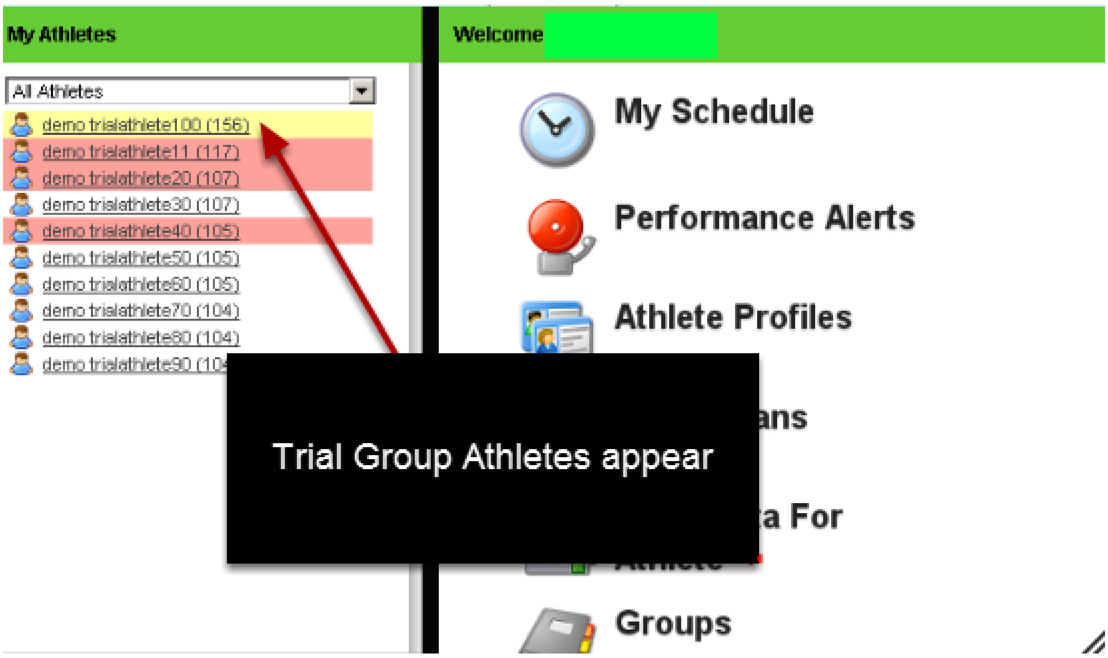
If your groups are wrong, contact your administrator as soon as possible.

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



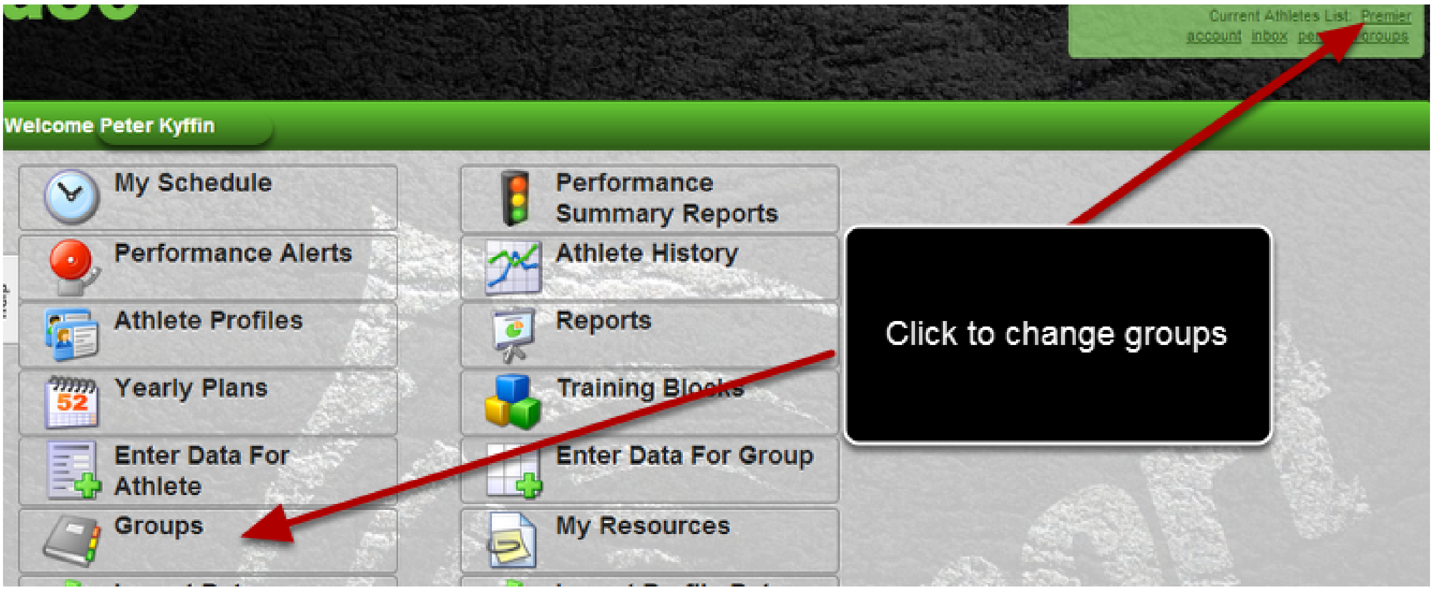
ONLY the group of athletes that is select will appear on the enter data, reports, athlete history pages. You may have access to other groups, so follow the steps below to learn how to change groups.

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

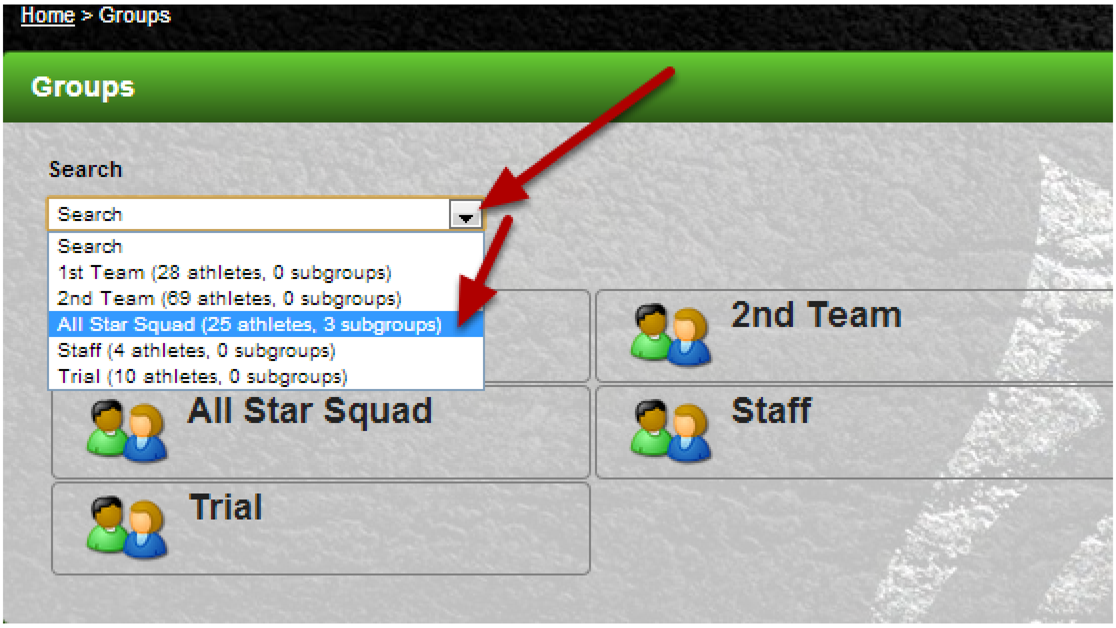


Click on the Groups button, or on the name of the Current Athlete List, to change to a different group and load that group's data.

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

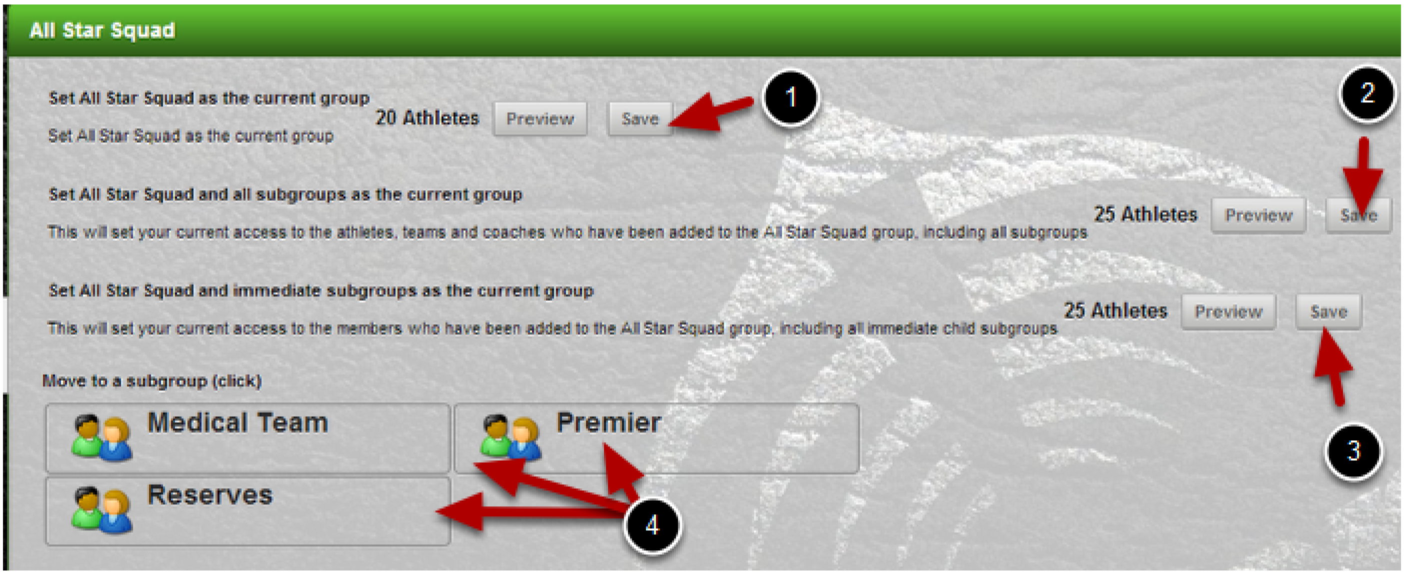
Click on a Group to save the athletes in that group as the current athletes that you want to view. For this example we are going to select All Star Squad. The Squad will load and you can select the entire squad or a subgroup of the squad (as shown in the image 2 steps below). Alternatively, you can use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

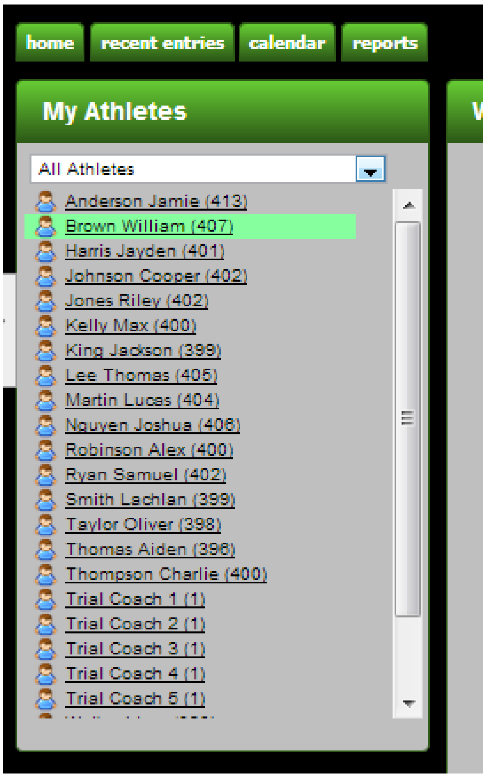
#4: Choose to load the Medical Team, Premiere or the Reserves subgroup ONLY so that you can limit the number of athletes even further.

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

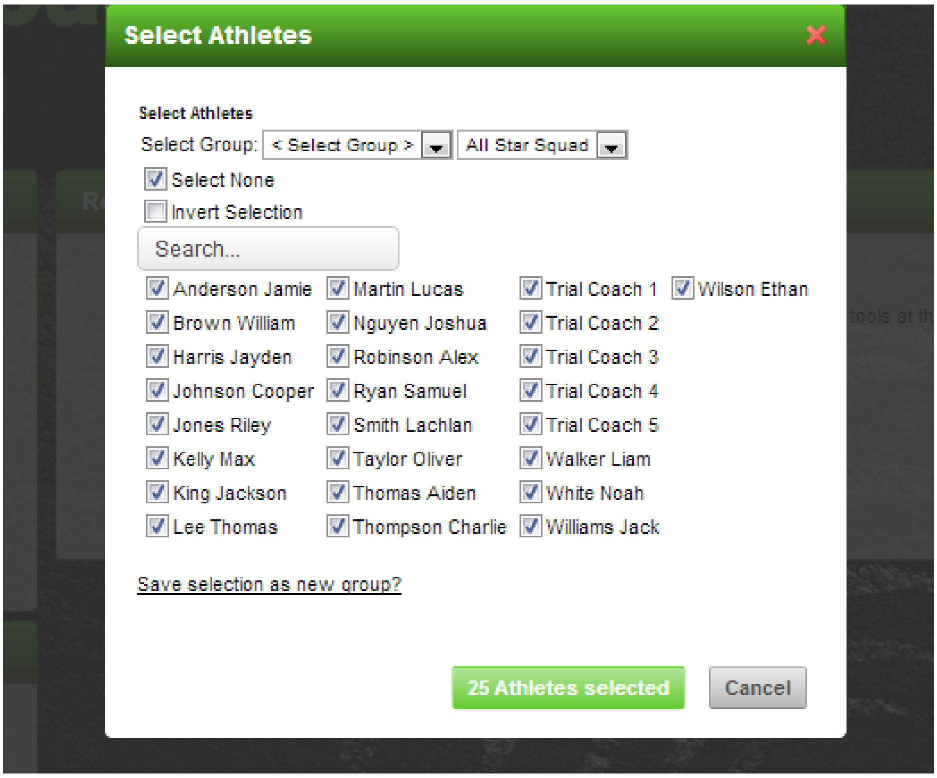
The Group of athletes now appears in "Current Athletes List" and ONLY these athletes will appear in the Sidebar, Reports etc to enter and review data for.

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".

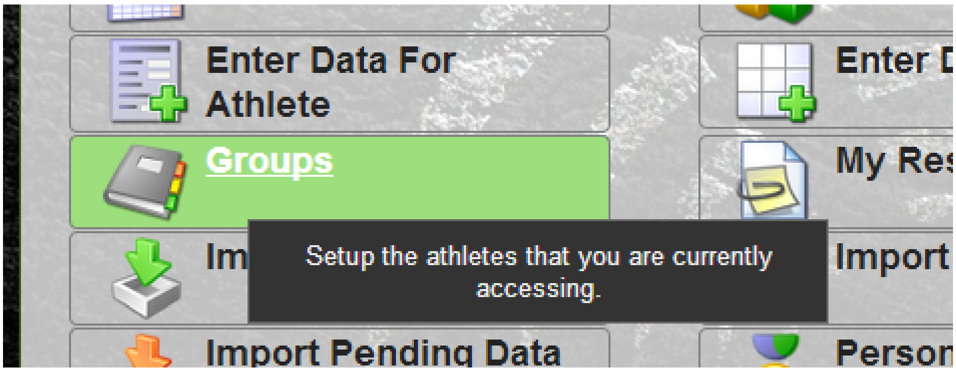
The sidebar will be updated with that Squad of athletes



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

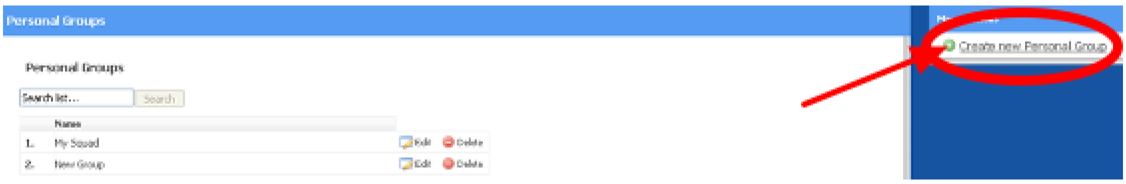
Just for future reference, if you use the offline installed or offine iPad/iPhone applications, then the most recent group of athletes that you save when you are online will appear for offline data entry.

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

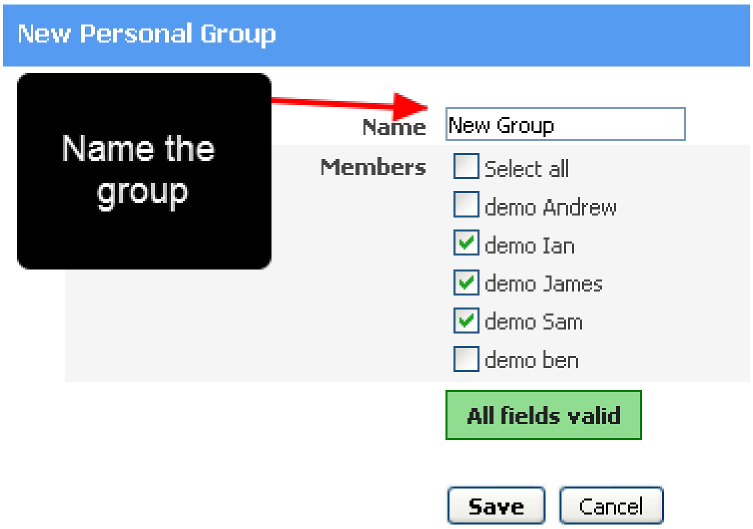
Groups allow you to see, view and edit information for a single group at a time so that you are not overwhelmed with too much information. Groups are set up by your administrator. Accessing the personal groups module allows you to set up your own personalised groups to help speed up data entry, or run 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

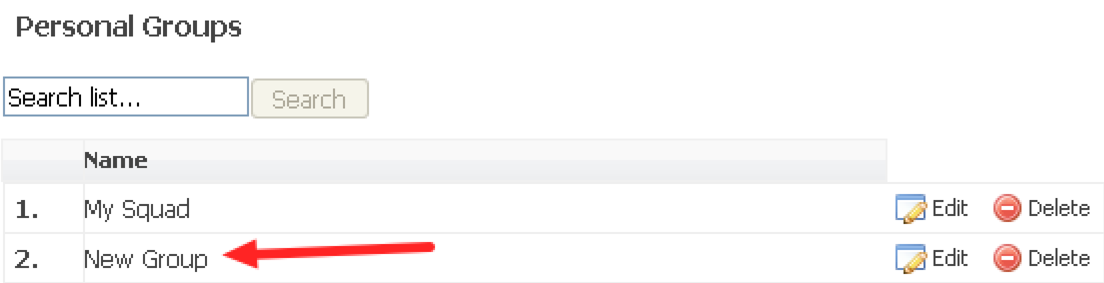
View your groups (left of the page) or Click "Create new Personal Group"



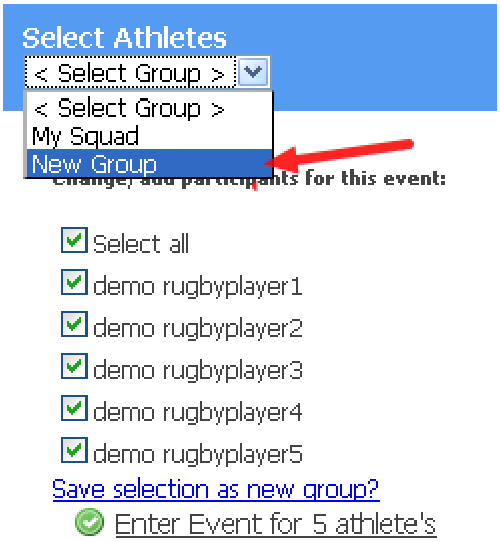
Name the New Group, tick the Athletes, Click "Save"



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)



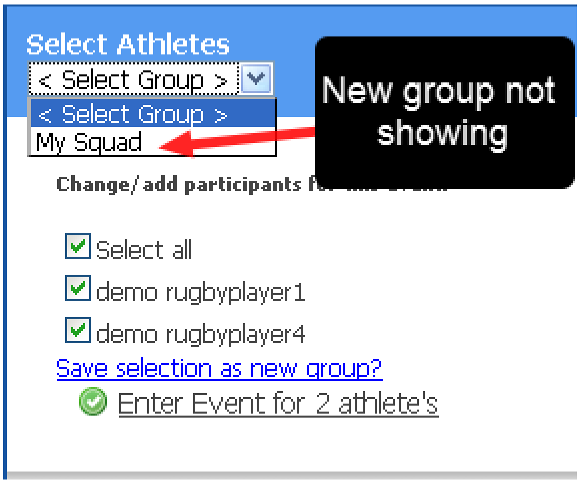
The New Personal Group is now available in the Group Entry Selection (shown here)



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.

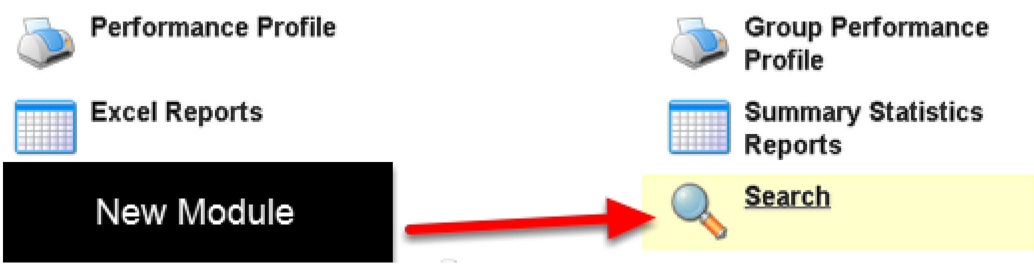
If you created a Personal Group using Athletes from a subgroup of athletes e.g. the First Team (e.g New Group as shown in the step above) and then you change to view the Second Team athletes, the personal group created from the First Team athletes WILL NOT SHOW, because none of those athletes are they 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.

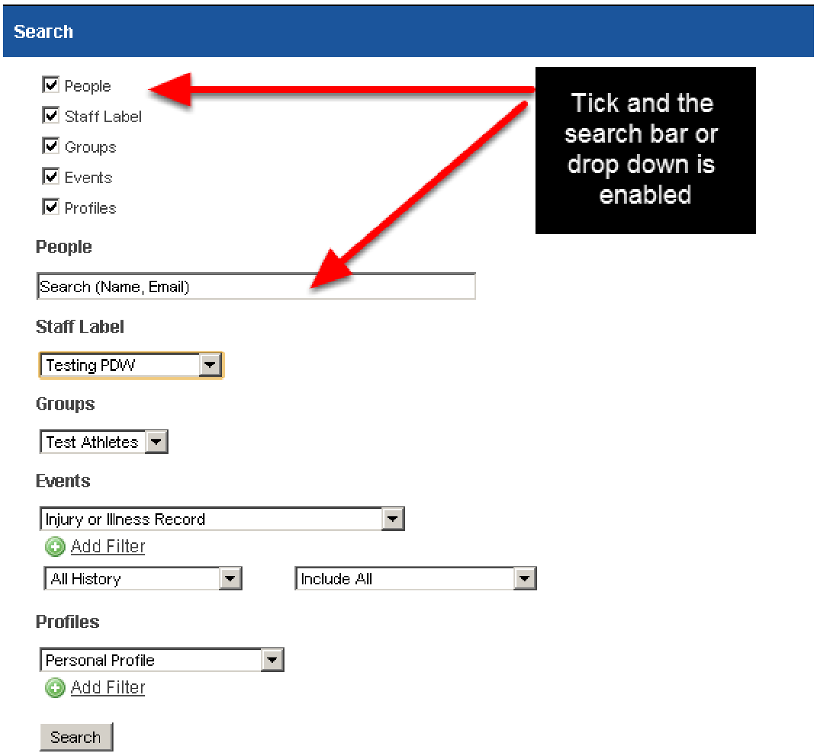
1.0 There is a Search Module which allows Coaches and Professionals to search for an athlete/player when they do not know many details about the athlete/player



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.

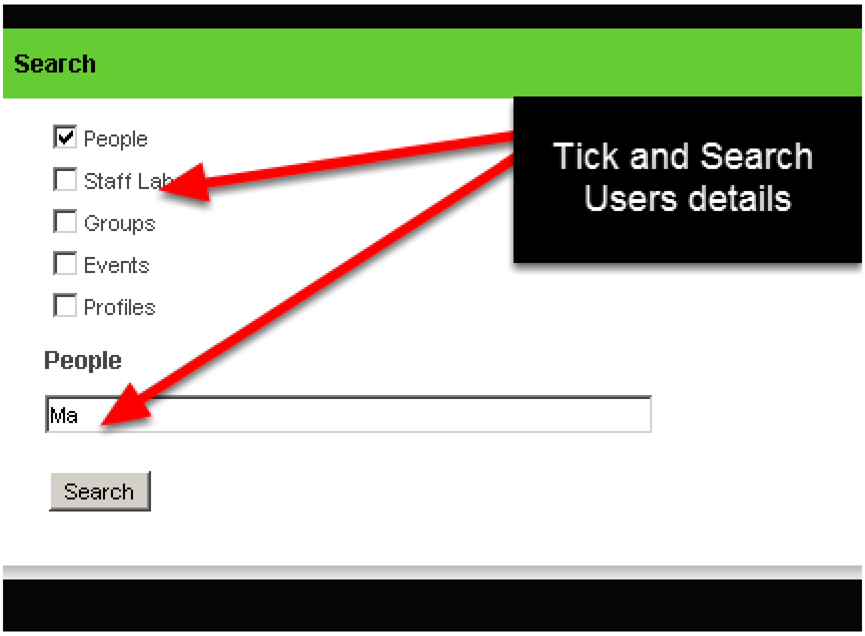
2.0 In the Search Module users can search through names, e-mails, groups, staff, event and even profile data to find a user, or a group that a user is in



The 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 used separately, or combined to search all of the athletes on the system that you can access.

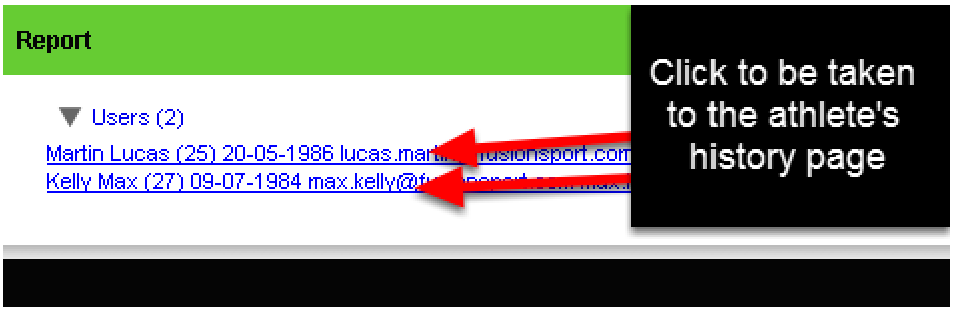
The most important aspect of the search tool is that you MUST add in search parameters into the people, staff or groups search fields. This search module was created to enable users to find an athlete or find an athletes details when they do not know the first and last name for an athlete or when they 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 athletes 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.

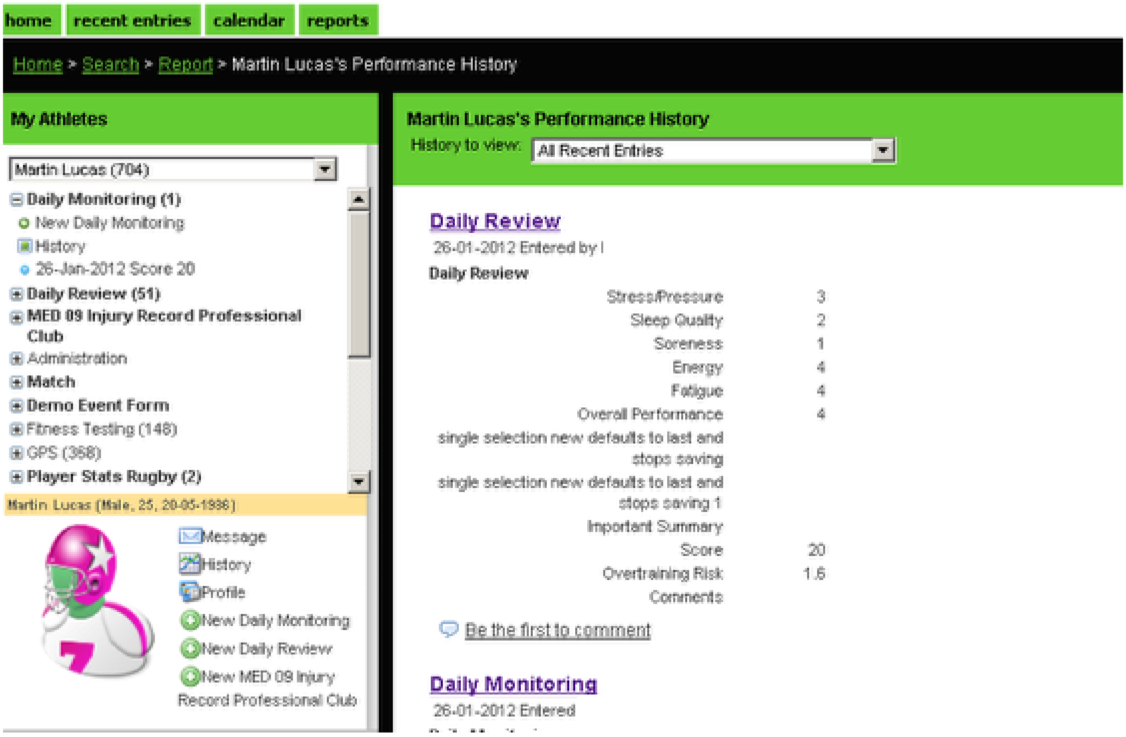


All results that match the search term (partial or full match) will be returned. The image here shows that "Ma" was in an athlete's username as well as their e-mail address.

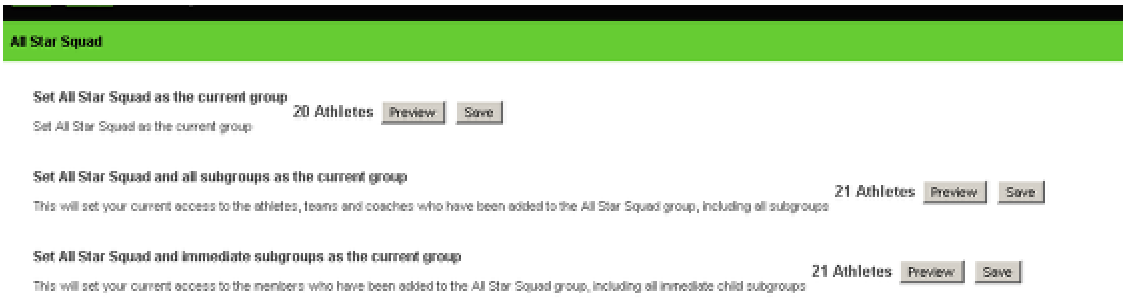
You can click directly on a blue link (e.g. the e-mail address link) to load that users details (shown in 3.2 below).

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



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

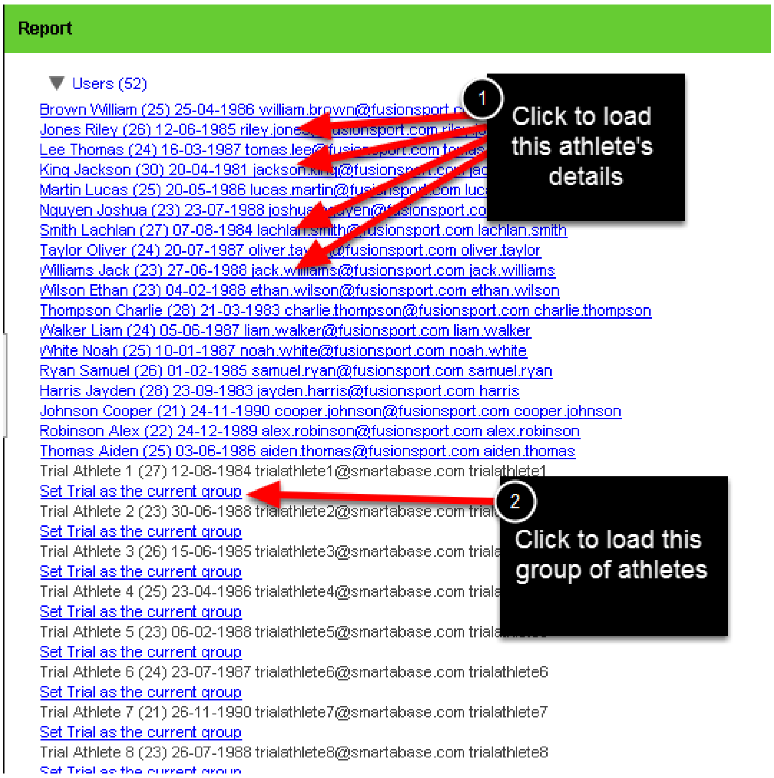


4.0 You can click on staff labels to be shown the athletes that are coached/managed by one of these coaches/professionals

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.

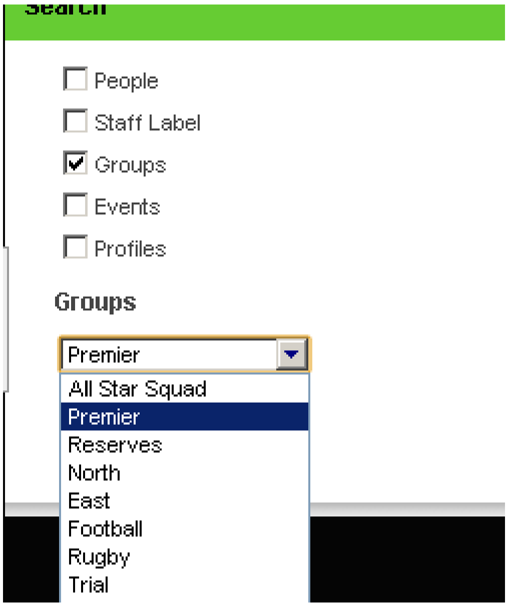


All results that match the search term (partial or full match) will be returned.

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

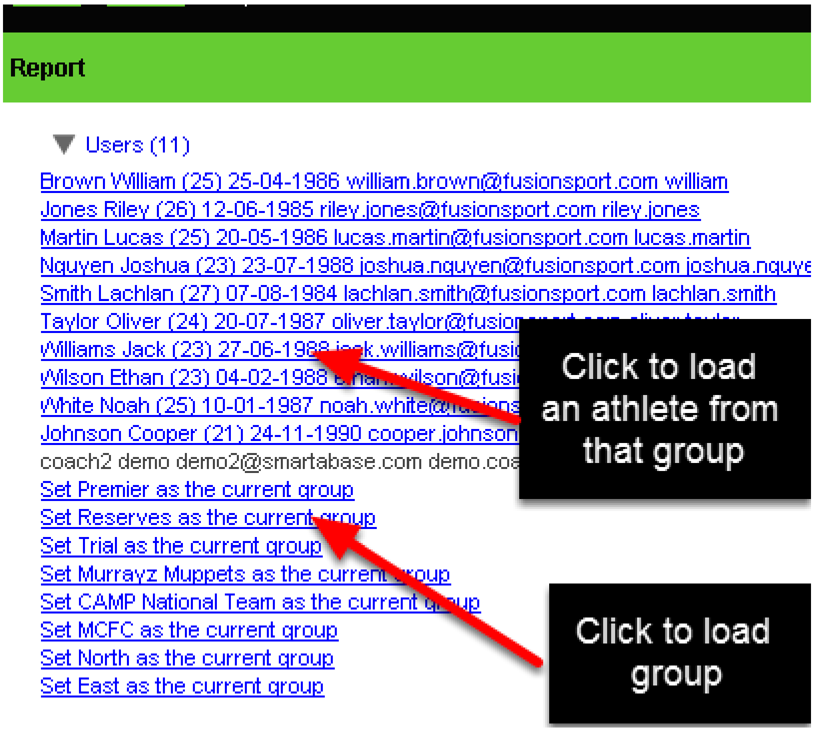
2: You can click to load a Group of athletes are coached by that specific coach

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



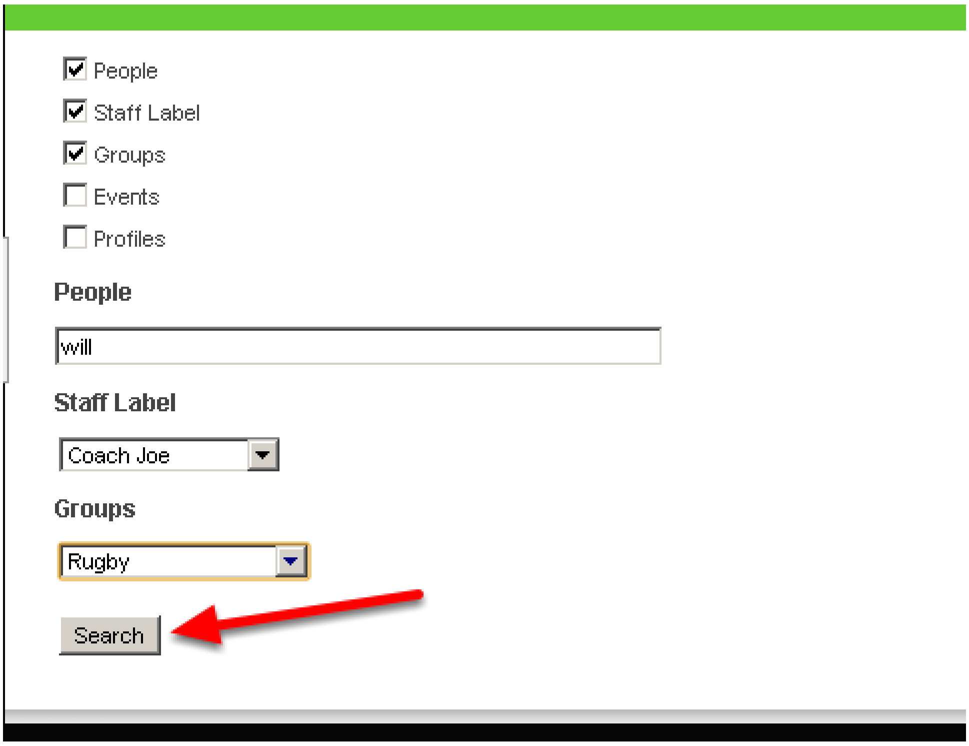
The groups search button allows you to search through any groups that you have access to. The example here shows a search for "Premier".

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.



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

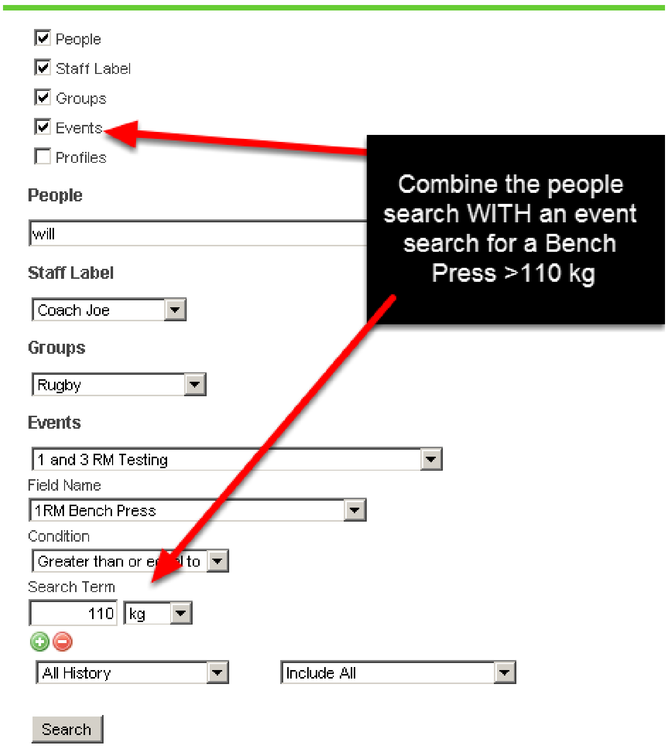
6.0 The best use of the Search Module is to combine search parameters, e.g People, Staff Label and Groups etc. For this example we are searching for an athlete who has "will" in his name, his coach is named Joe and he is a rugby player



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).

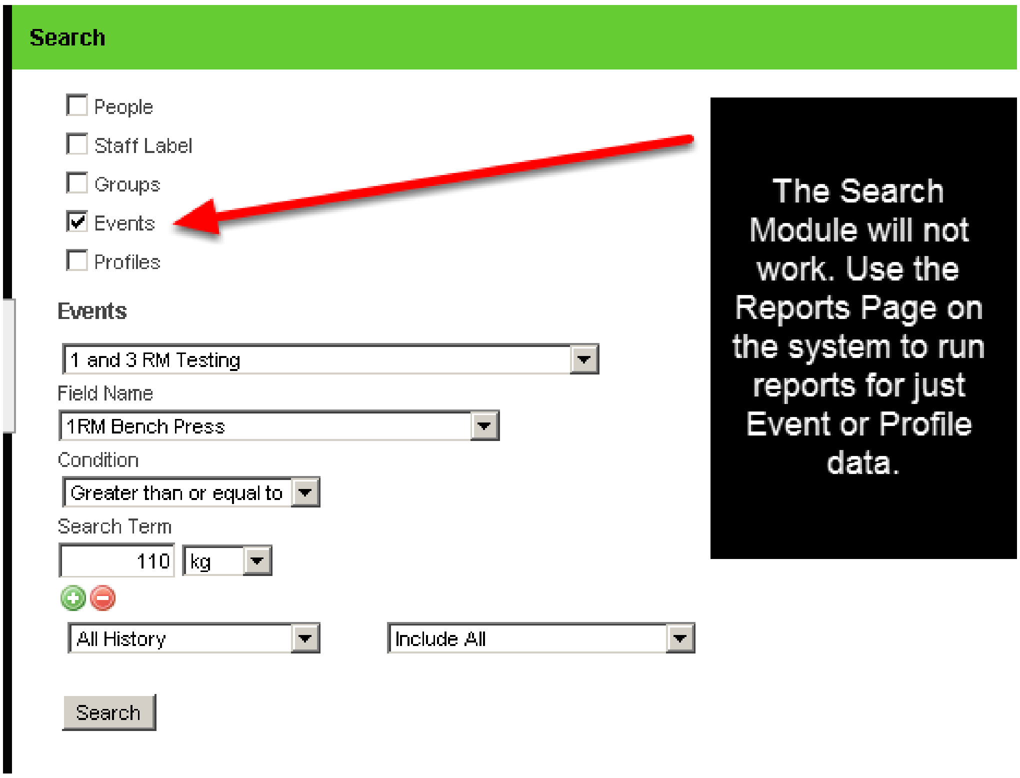
6.1 The results here show that there is one athlete matching the Search parameters set in Step 6.0. You can click on the blue link to be taken directly to their history so you can enter data or view their information

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.



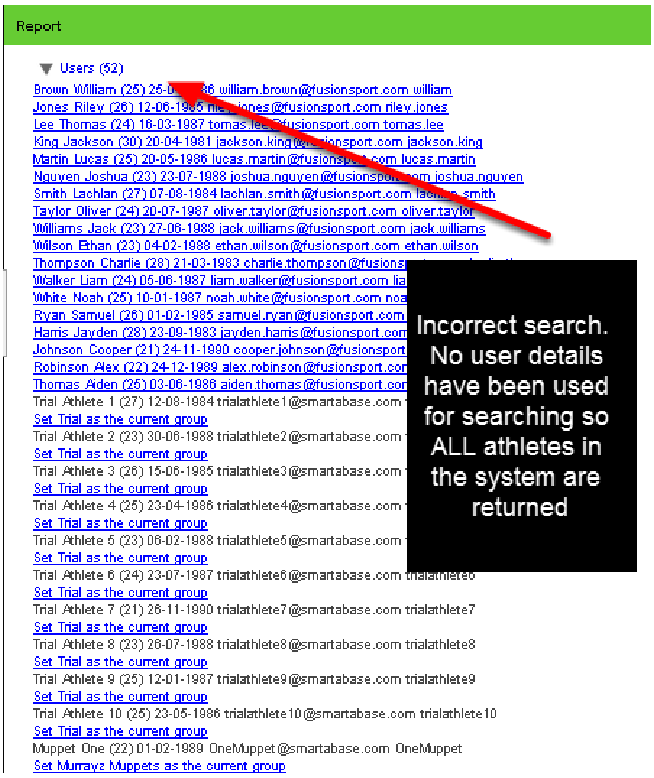
7.1 Any Users that Match the People, Group and Staff Search Parameters who ALSO have a bench press >110 will be shown.

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



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).

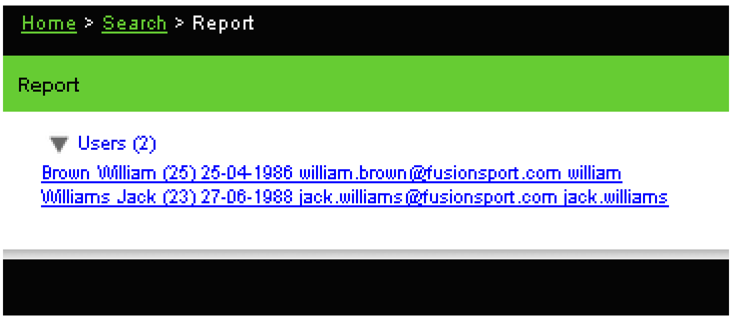
7.3 ALL of the athletes on the system will show under the "Users" link if NO Search parameters are added for the People section AND all of the events for 1RM bench will show under the "Events" link. If you want to look at 1RM max values of a bench press >110 use the Reports Module.



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.

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



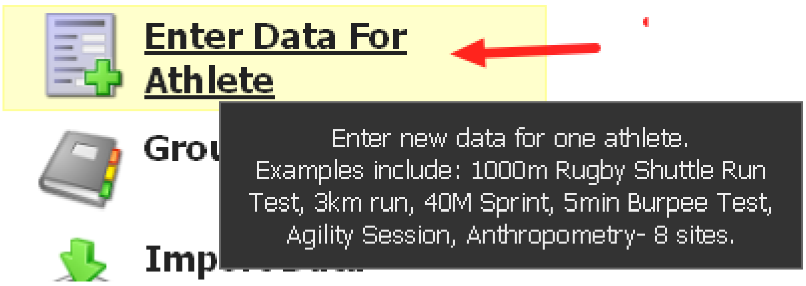
9.0 Remember that the Search Module is designed to search for athletes/ players on the system. Only use the Event and Profile Data parameters inconjunction WITH the People search parameters.

If you have any questions about this module contact your administrator

Entering Data

Entering Data For a Single Athlete

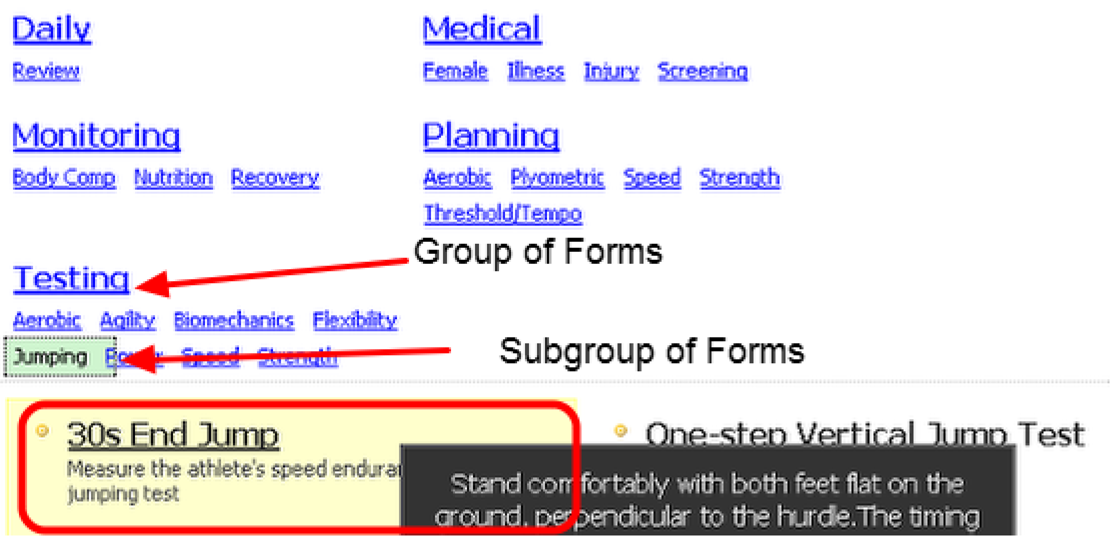
Entering Data for a Single Athlete



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).

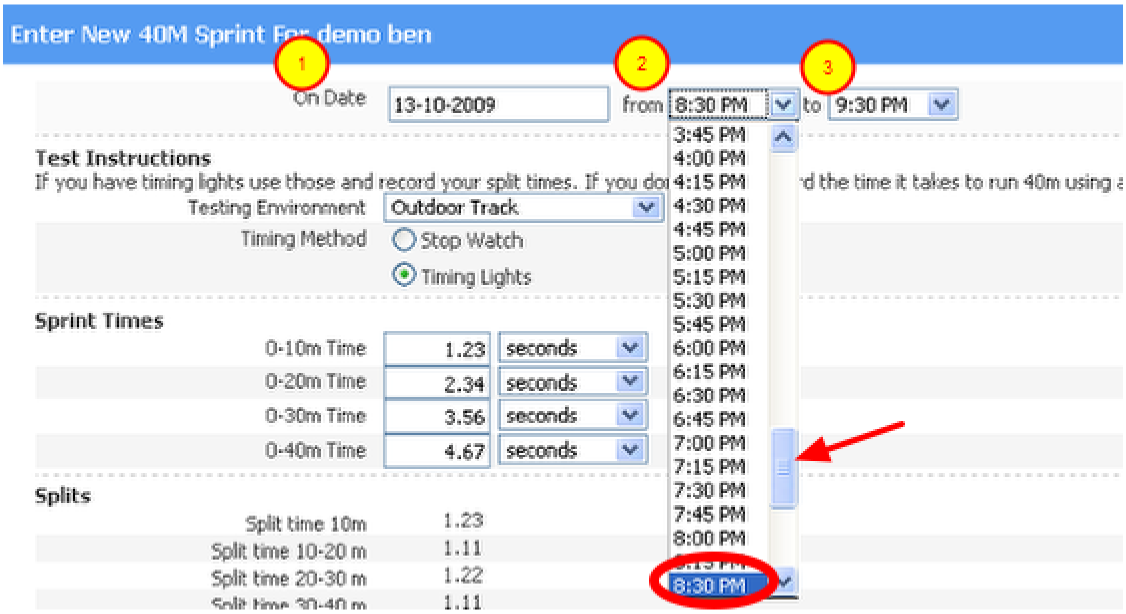
2. The Underlined Blue links show the groups of forms that are available. For example, if you selected Testing all of the "Fitness Testing" data entry forms would be shown.

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)



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

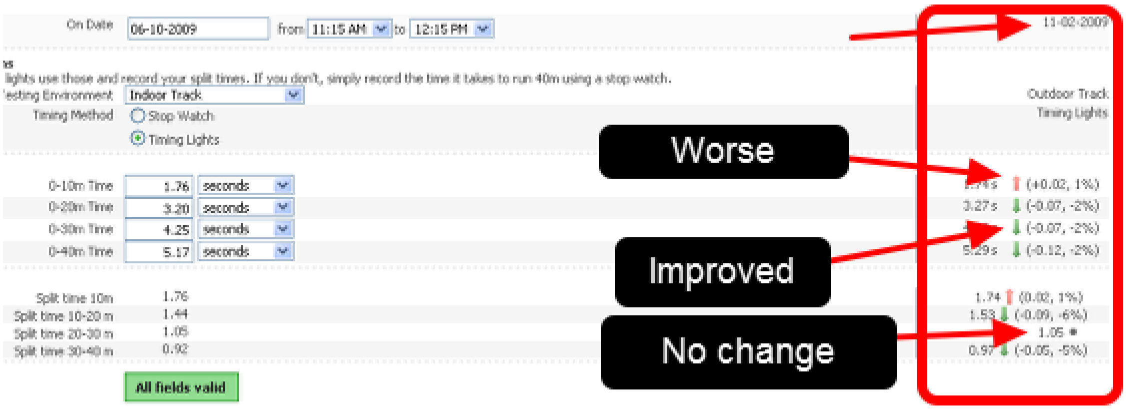
#2 Select the time the events will start. Click in the **"from"** drop down box and scroll through the time using the scroll bar in the drop down box (or start to type in the correct time) and then click on the correct time. The "to" time will then change to be an hour later than the **"from"** time.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

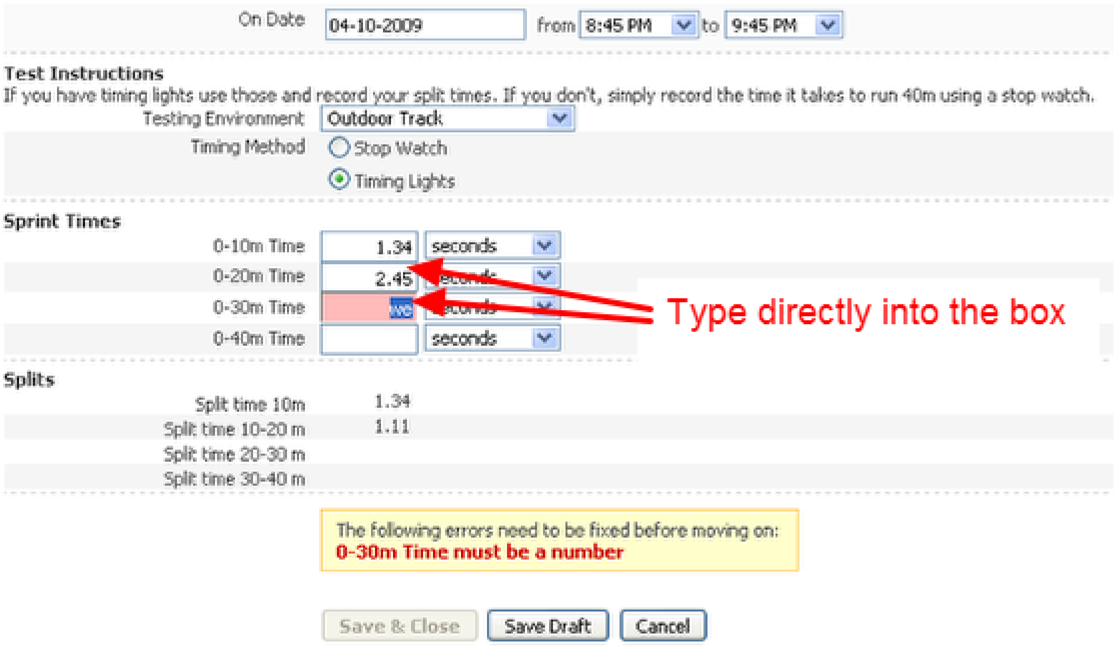


On the right hand side of the data entry page, if any previous information has been entered for that event, then the system will automatically show this data. It will also calculate the difference between the new information and the most recent entry and show you the actual difference and the % difference.

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



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

Numeric Fields

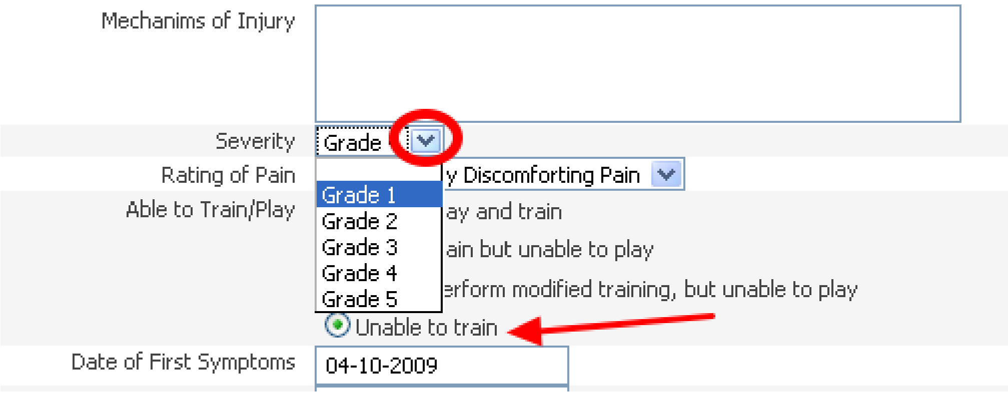
The image above shows that the 40m sprint form can only record numbers.

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



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

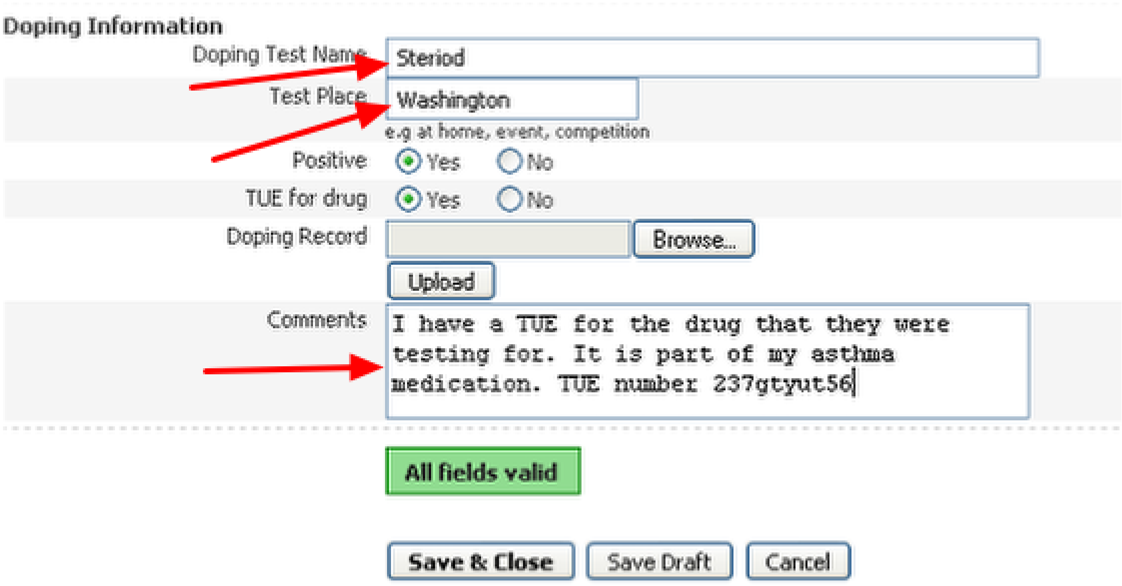
The image above shows that Severity needs to be rated, so the users selects the blue drop down icon (Circled) and then the list of available choices appears. Click on the most appropriate response and that will be saved e.g. Grade 1.

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.

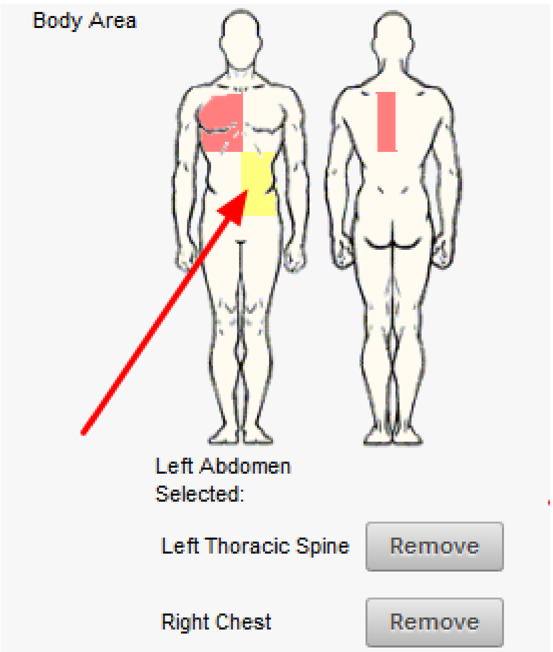
c. Text boxes: lines and large text areas



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



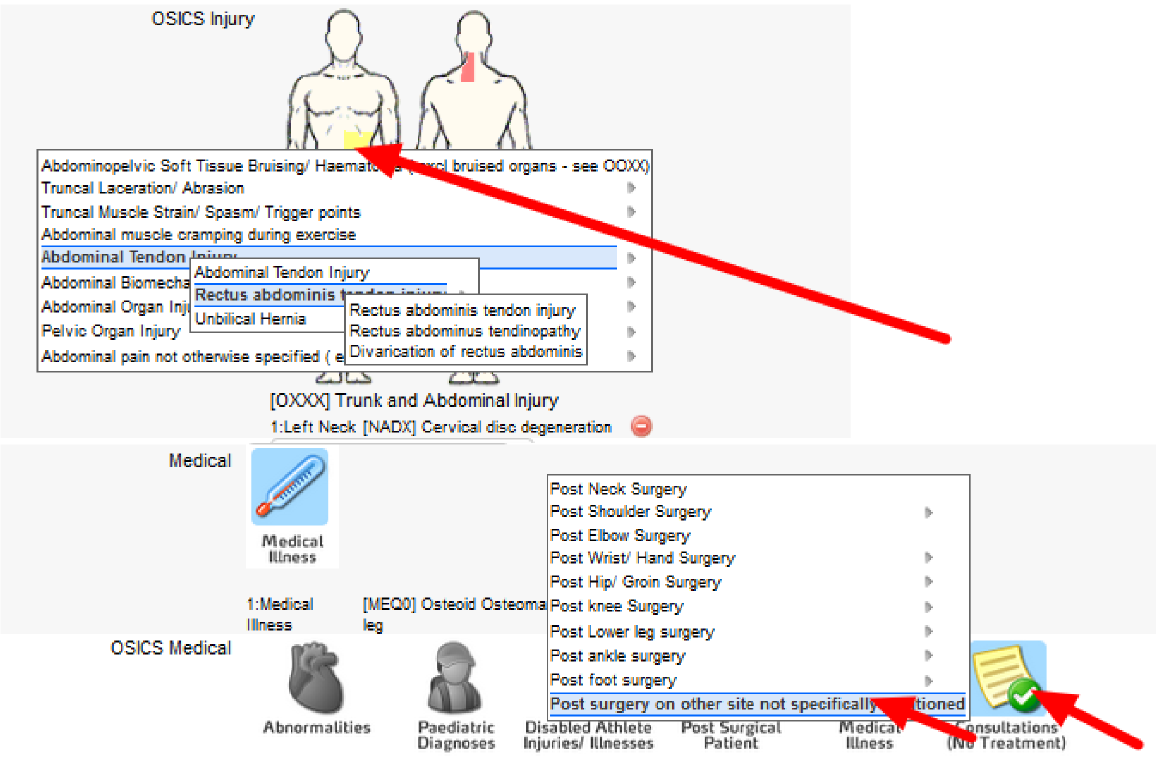
Body Diagram

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

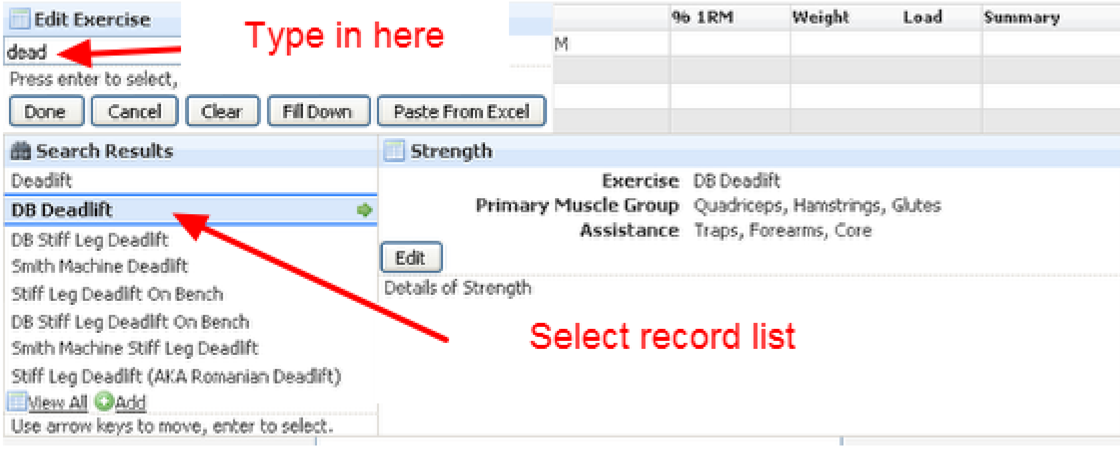


OCIS10 Body Diagram

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



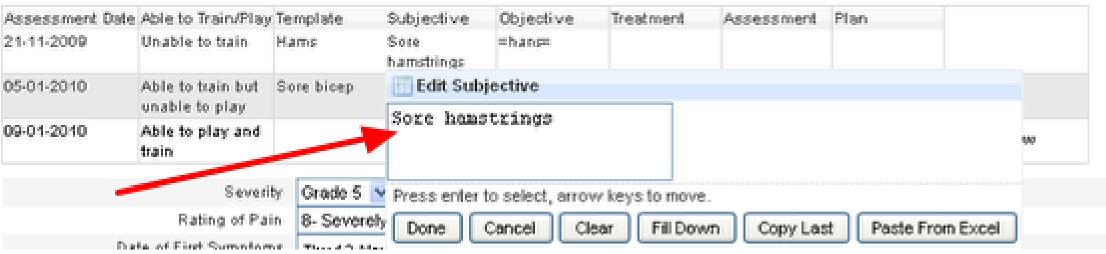
A question can be linked to a database of records. Databases are used most commonly to store a lot of records about a specific question, e.g. exercises for resistance training, or medications, or even different competition event names.

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



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

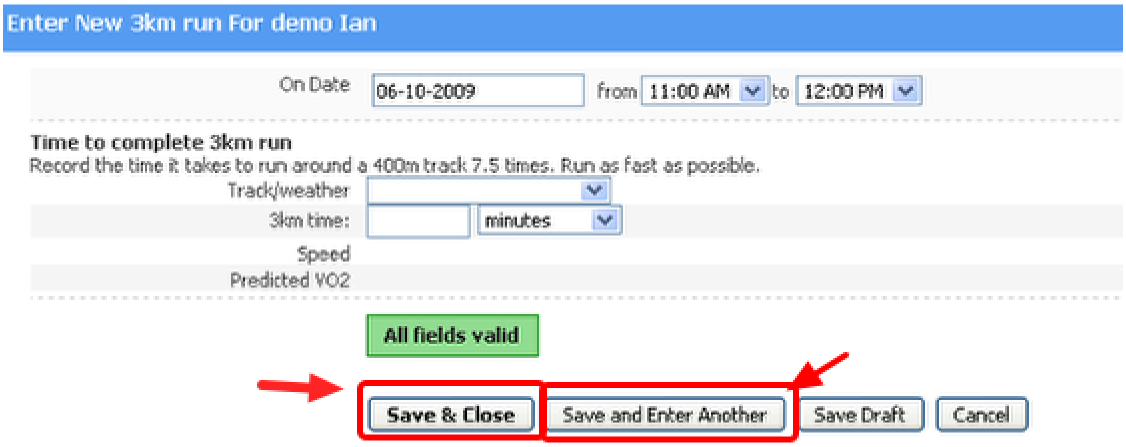
Fill Down- allows you to select to fill down the entire column (or even all of the rows) with the same data. When you select "Fill Down" a pop up box will appear asking you to clarify what is being filled down. e.g. copy rows 1-2 and fill down rows 3-10. this will take the data from the column in row 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"



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

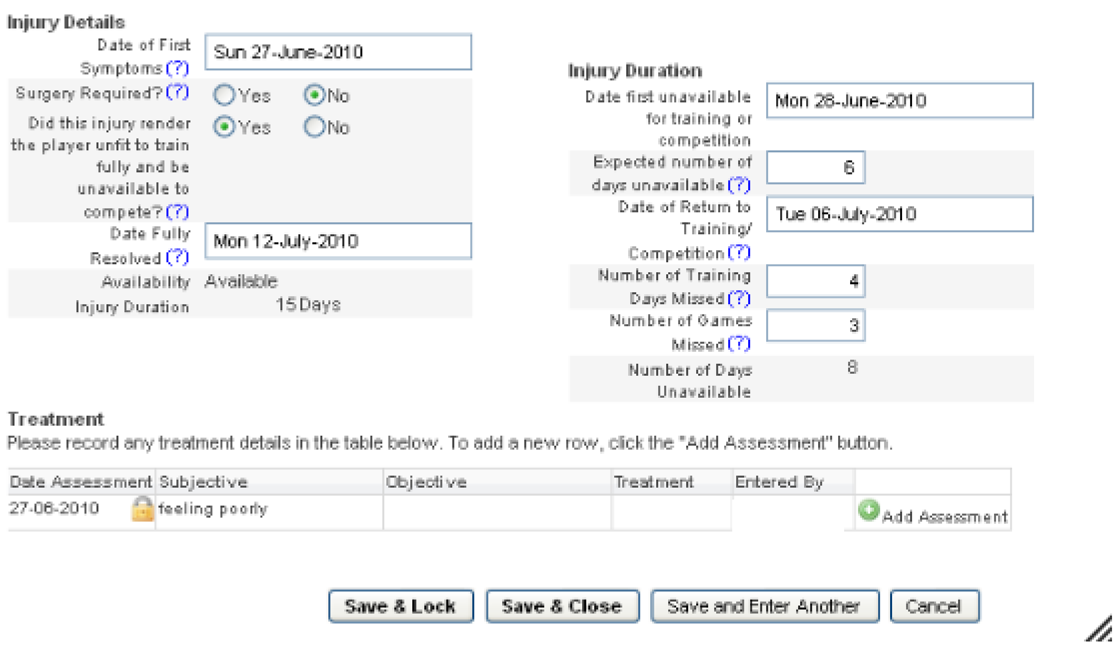
To enter additional information, you may have access to a "Save and enter another" button at the bottom of the page. This allows you to save the information you have just entered, and then select a different event to enter new information into the system. Click Save and Enter Another, and you simply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



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

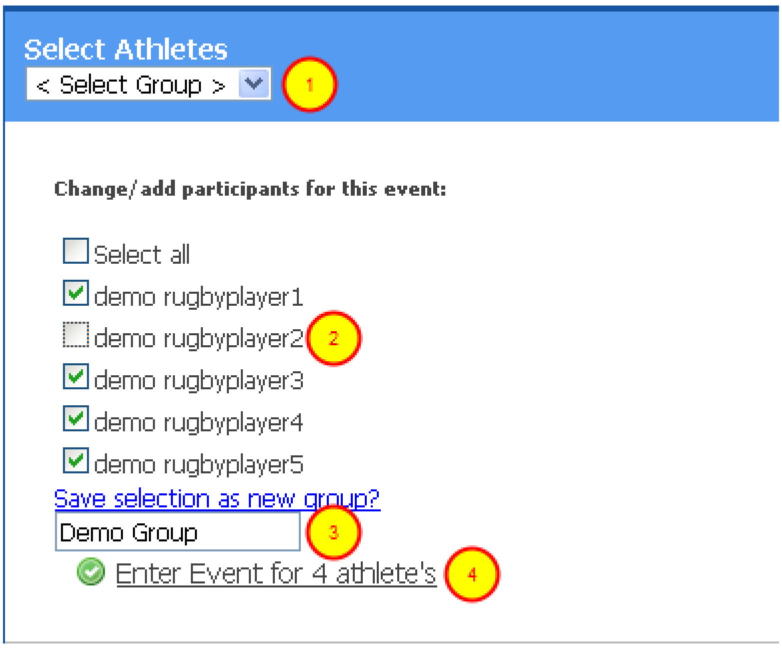
When you want to enter data for more than one athlete use the Group Entry Module.

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



#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.

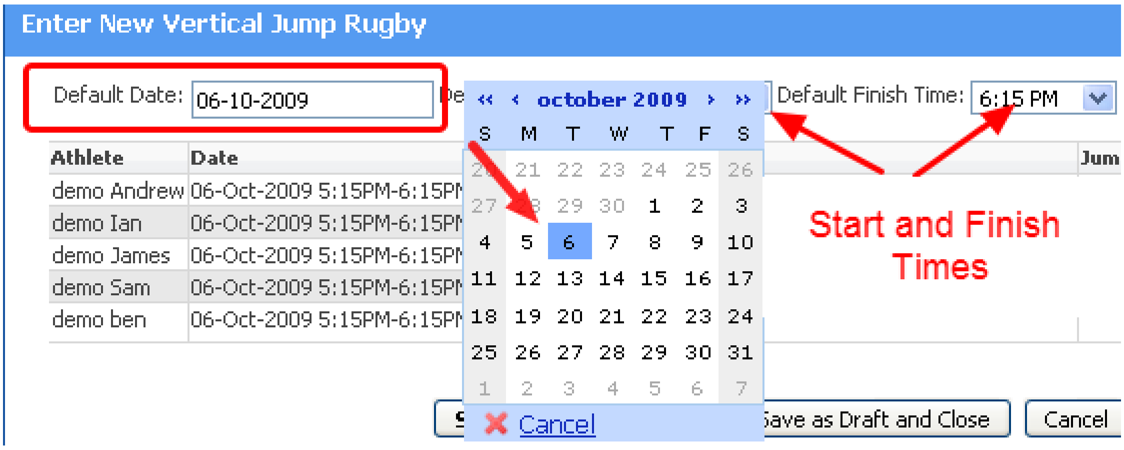
3. You can also select to be shown a subgroup of forms. The example here again shows the "Jumping" Link from the Testing forms has been selected which then shows all of the jumping Fitness Testing Forms.

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

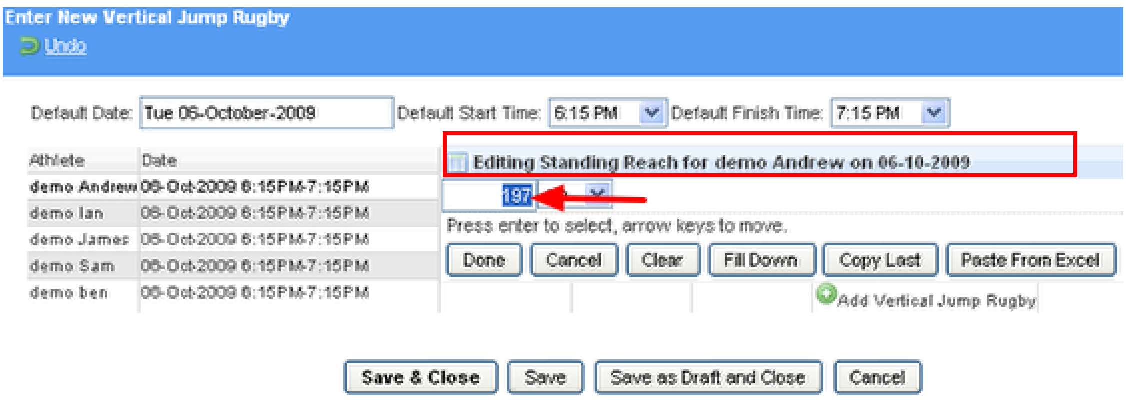


Now select the date that you want the event to be stored on the systems. The Date and time that you enter the information will appear as they default date and time. To choose a different date, click in the "Default Date" Text box and a pop up calendar will appear (as shown here). Click on a different 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

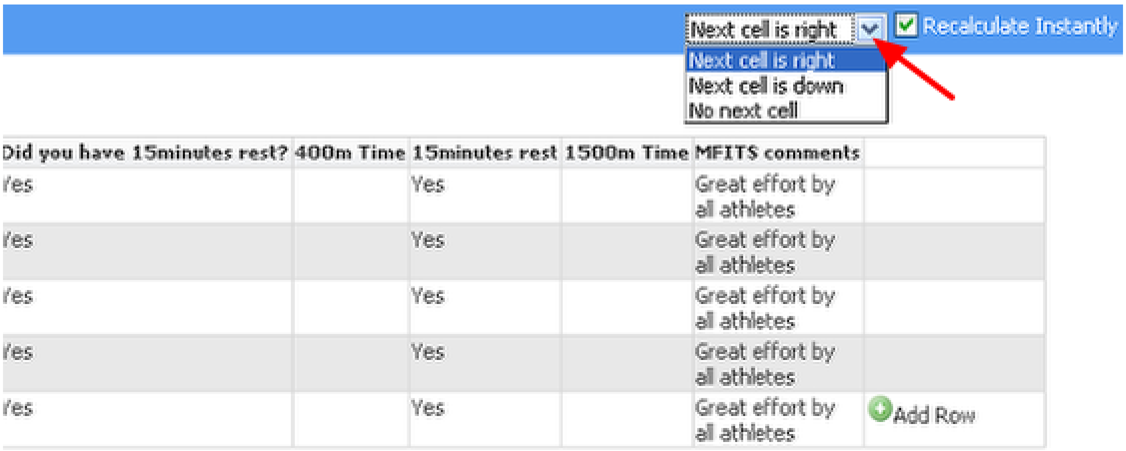
Clear- clears the information from the cell you are editing

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



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

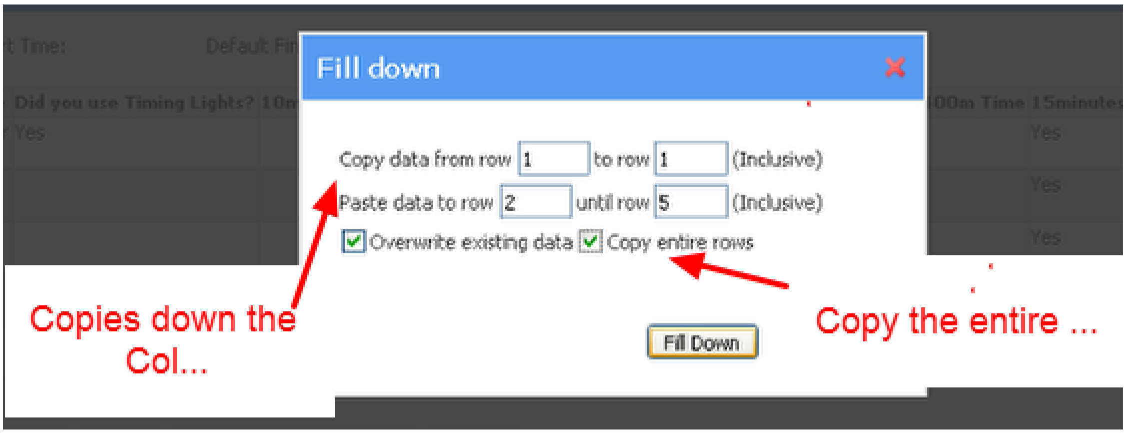
Next cell is right for entering across a row.

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

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.

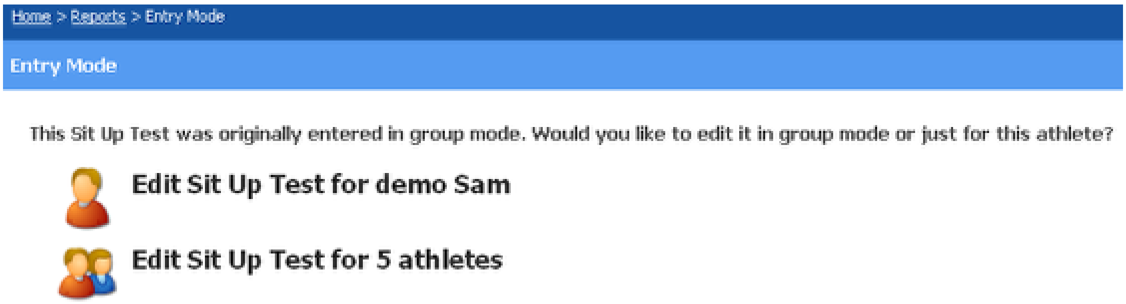
Save: to save all of the information and **continue** editing the table

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



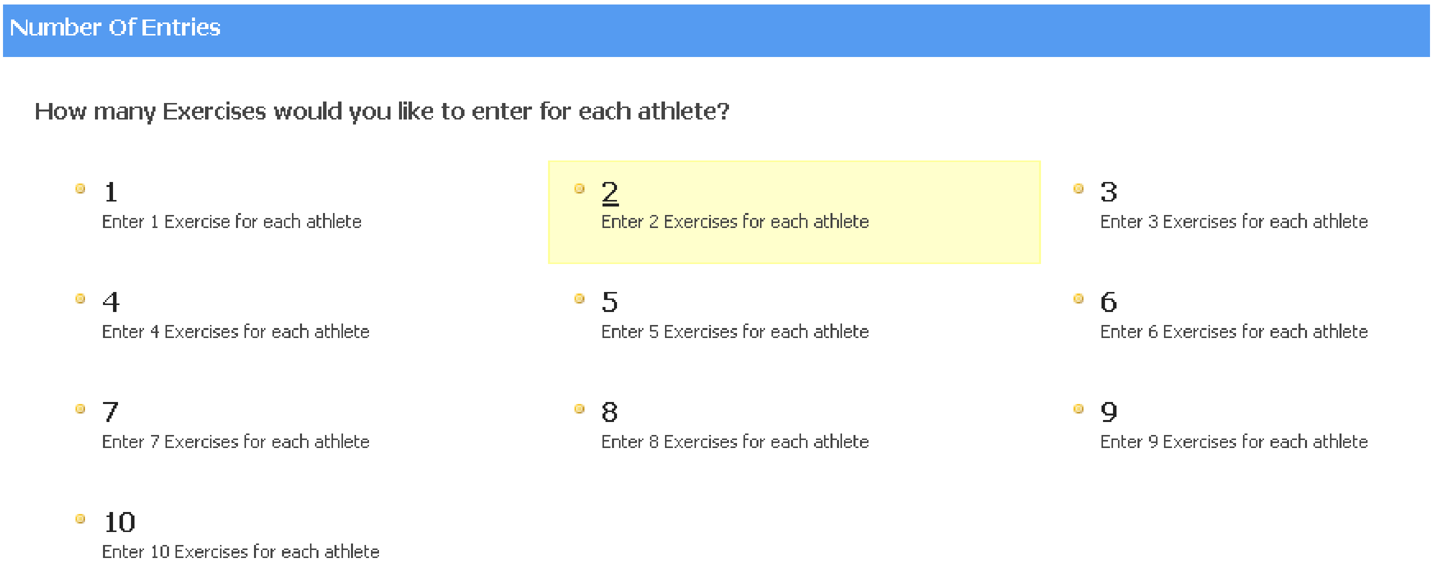
When you enter data for a group of athletes, you can choose to edit or view that data in group mode again. This saves a significant amount of time.

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

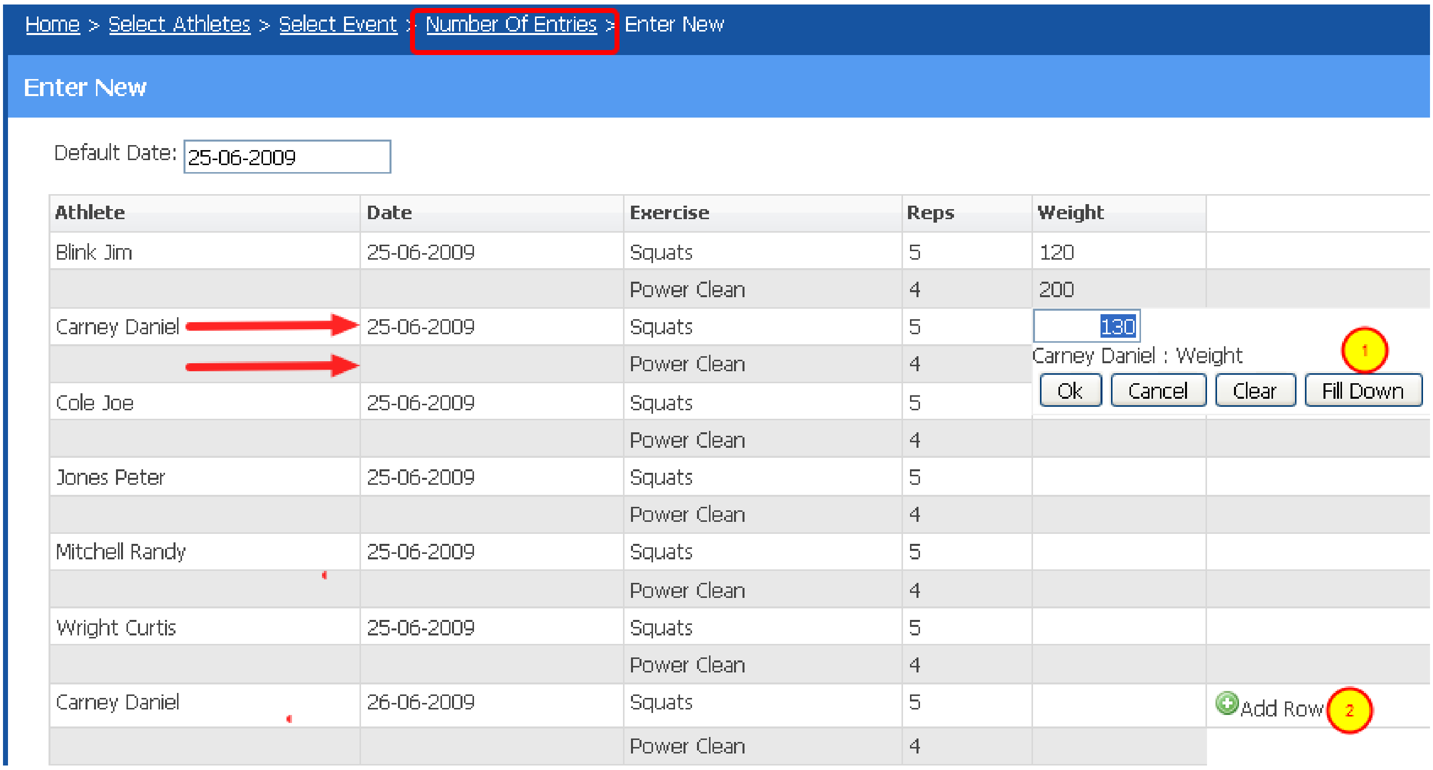


Tables in the group Entry Table

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



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

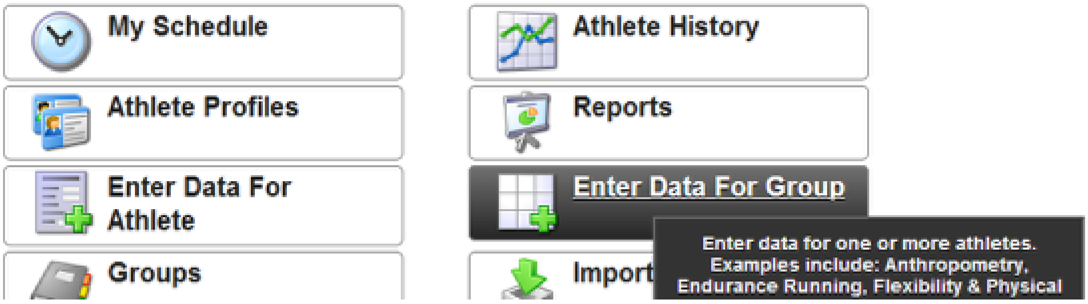
The green Add Row button allows you to add in additional rows at the bottom of the table.

Complete the Data and Remember to Save it!

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

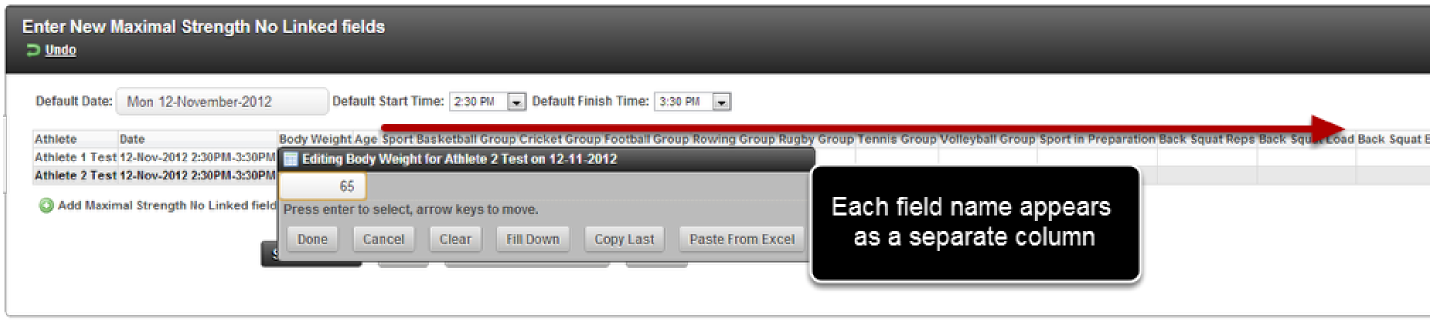
Event Forms can now be set up to enable sections to appear separately when you enter data in Group Entry Mode.

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



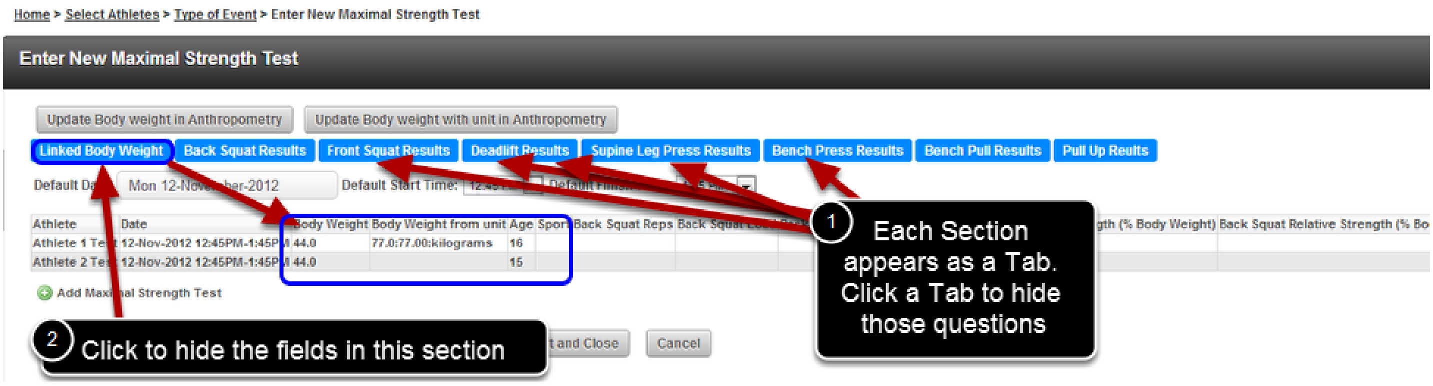
Any Event Form that has been set up as "Group Entry" can be selected to be entered for an entire group of athletes at one time.

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.

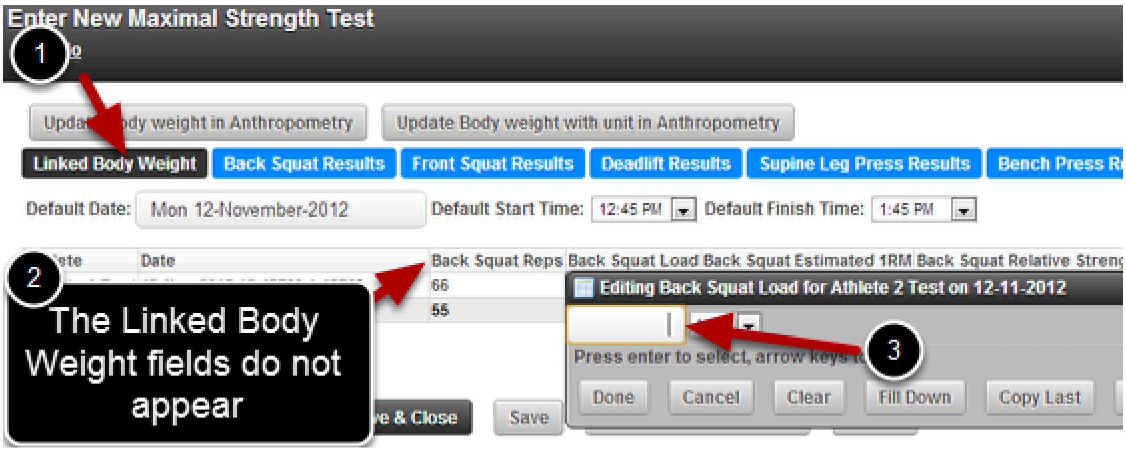
If your Event Form is set up correctly, now when you enter data using the Group Entry Mode EVERY section in the Event Form appears along the top of the Group Entry Table



#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)

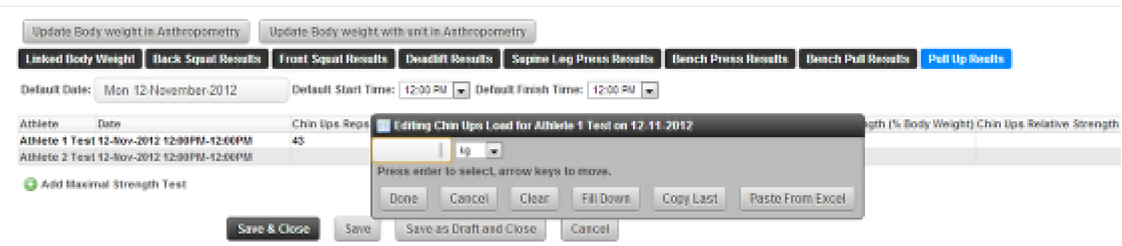
#3: Continue to enter in your data as you normally would during Group Entry

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.

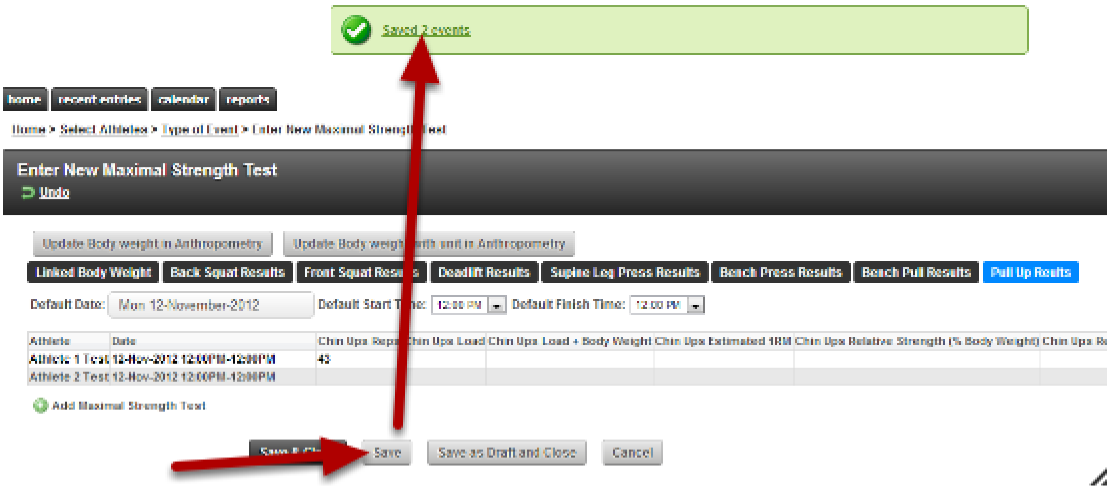
If All of the Sections are deselected, all of the fields will be hidden (unless you have an unnamed section, as outlined later in this lesson).

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.

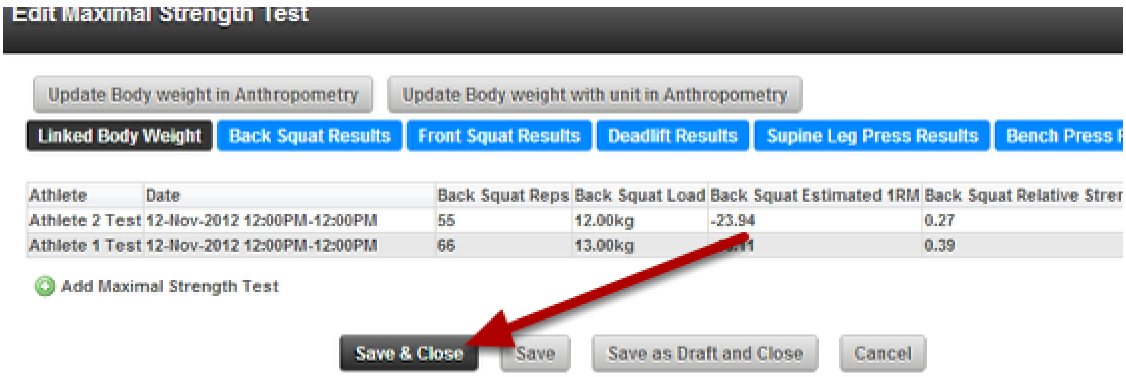
If you are concerned about saving data, you can select to "Save" (NOT Save and Close) and this will save the data and leave the Group Entry Mode open



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

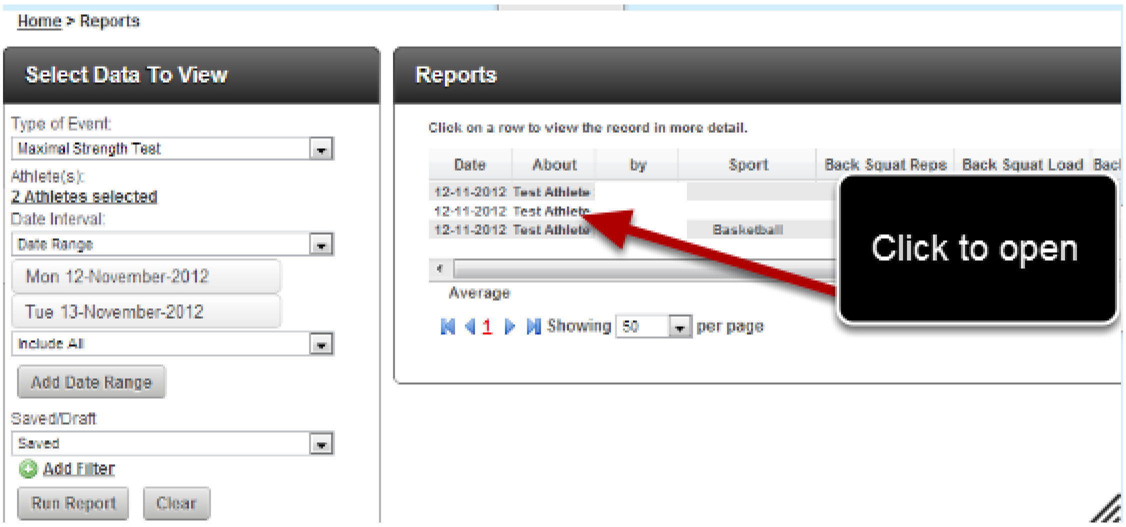
N.B. To open the data and continue editing it in group entry mode, click on one of the athlete's records from their history, the calendar, recent entries page, or even schedule page and the records will open it in Group Entry Mode (as outlined in the second step below).

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



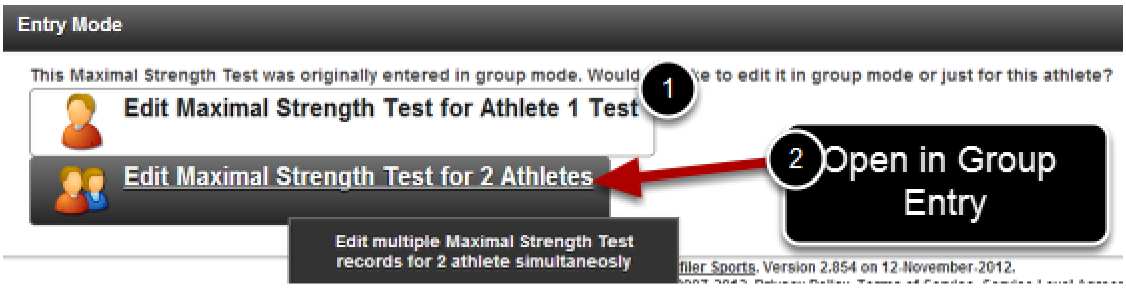
Check you have completed all of the fields in each section and then click on "Save & Close".

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).

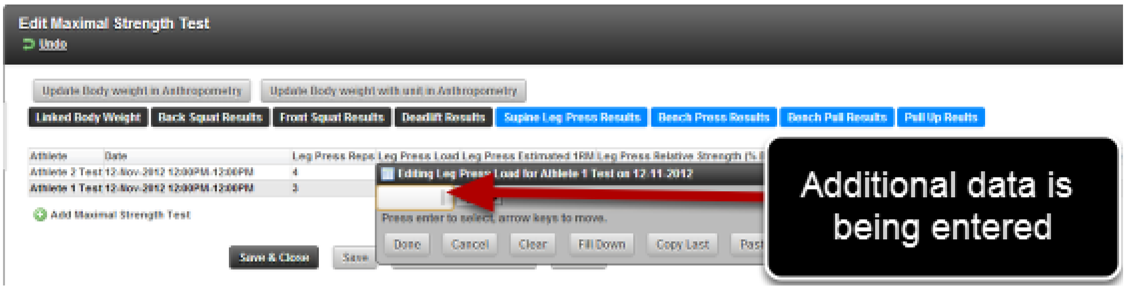
Click to Edit the Event Form for more than 1 Athlete (e.g for 2 Athletes)



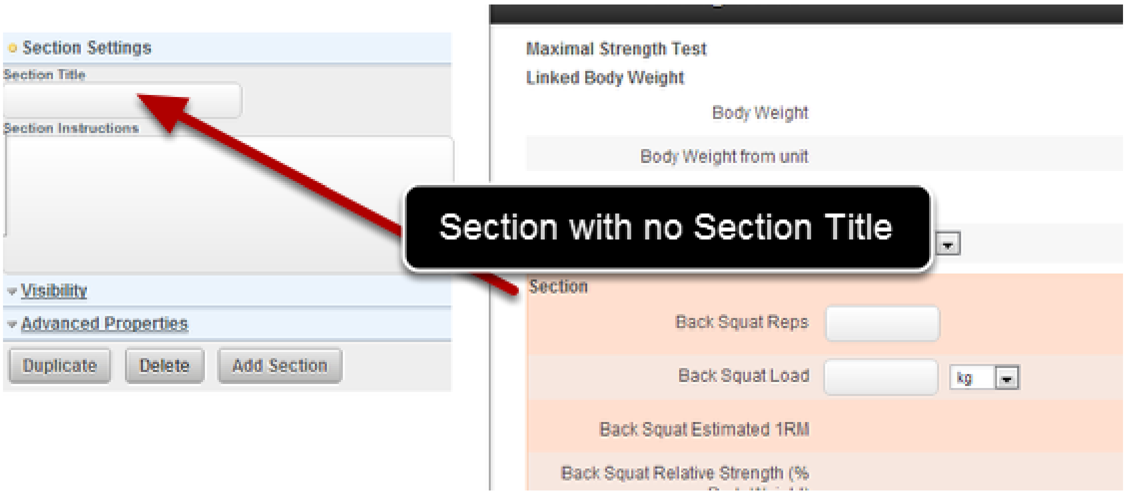
#1: You can review/edit the record for the athlete that you clicked on.

#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

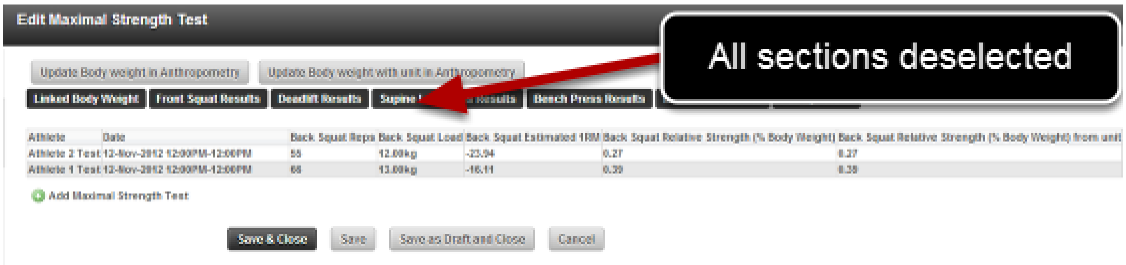


N.B. If you have a Section that has no Section Title (name), the fields in that section will always appear, but you will not be able to select/deselect any Blank Sections



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 you 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

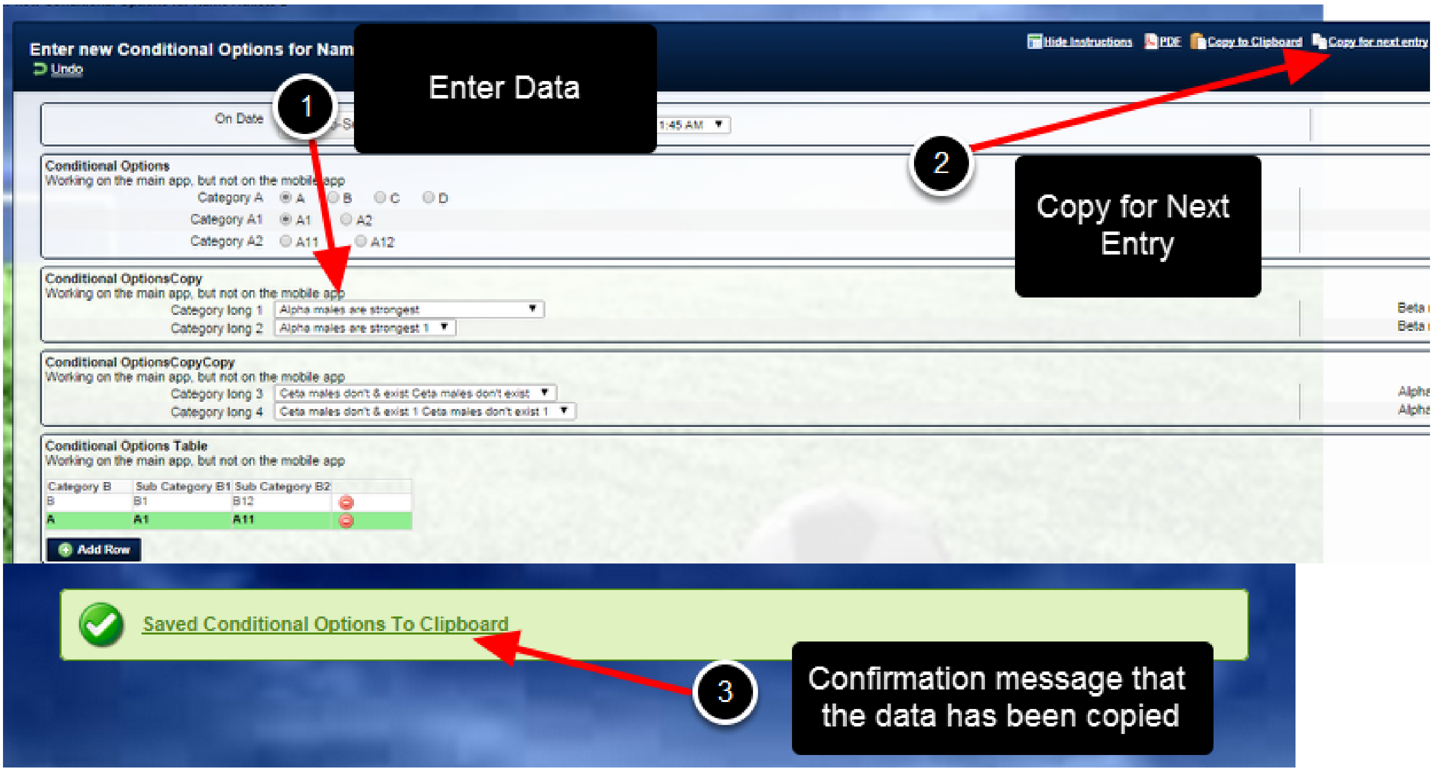
Previously there was no way to copy data from one entry into another entry. Copy and paste functionality can now be set on a Event Form by Event Form basis according to your needs. If copy and paste is available for that Event Form, the data in one entry can be copied to a clipboard and then pasted into 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).

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

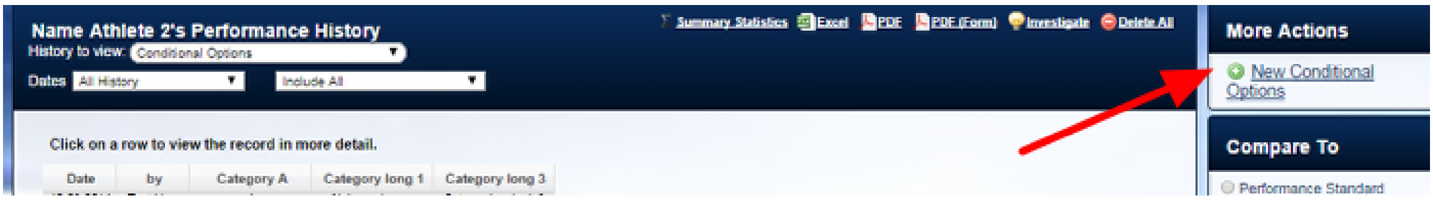


Once all of the data is entered into an entry for the athlete, click on "Copy for Next Entry".

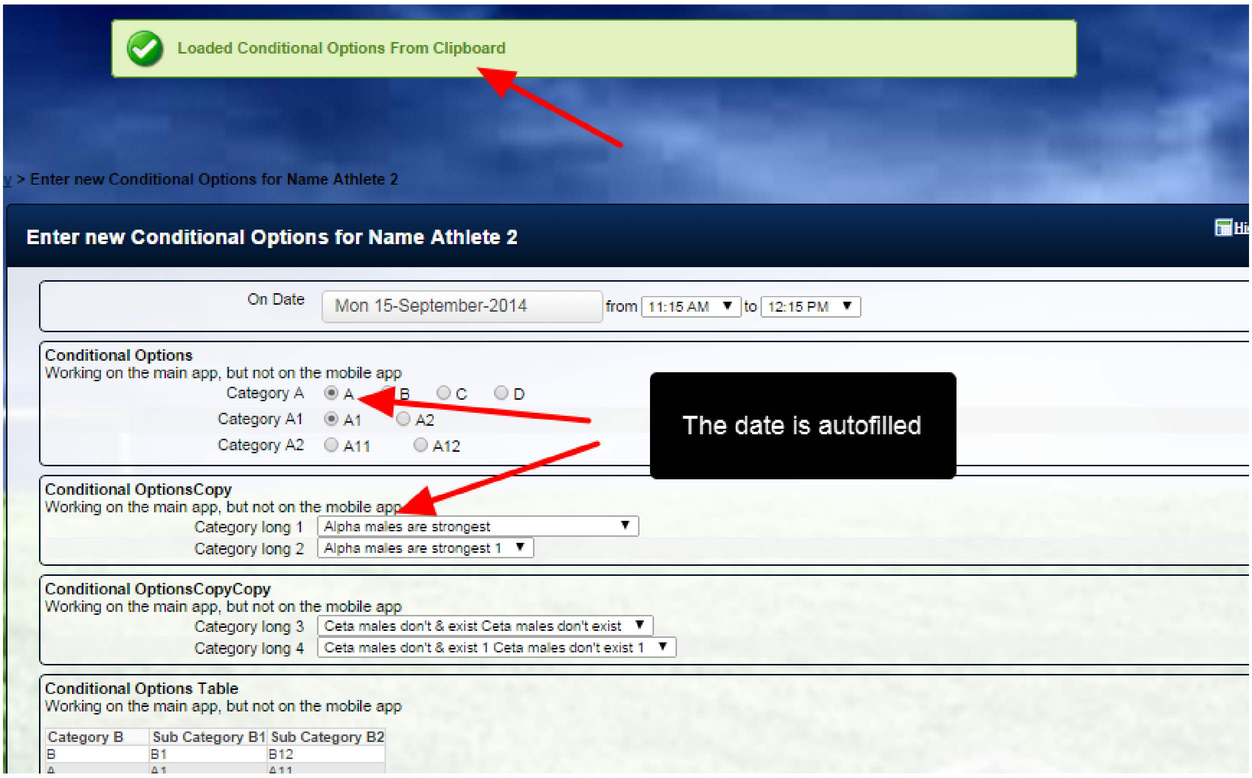
Save the Form and choose another athlete or another entry for the same athlete.

N.B. You can open an existing saved entry and copy the data from that form as well.

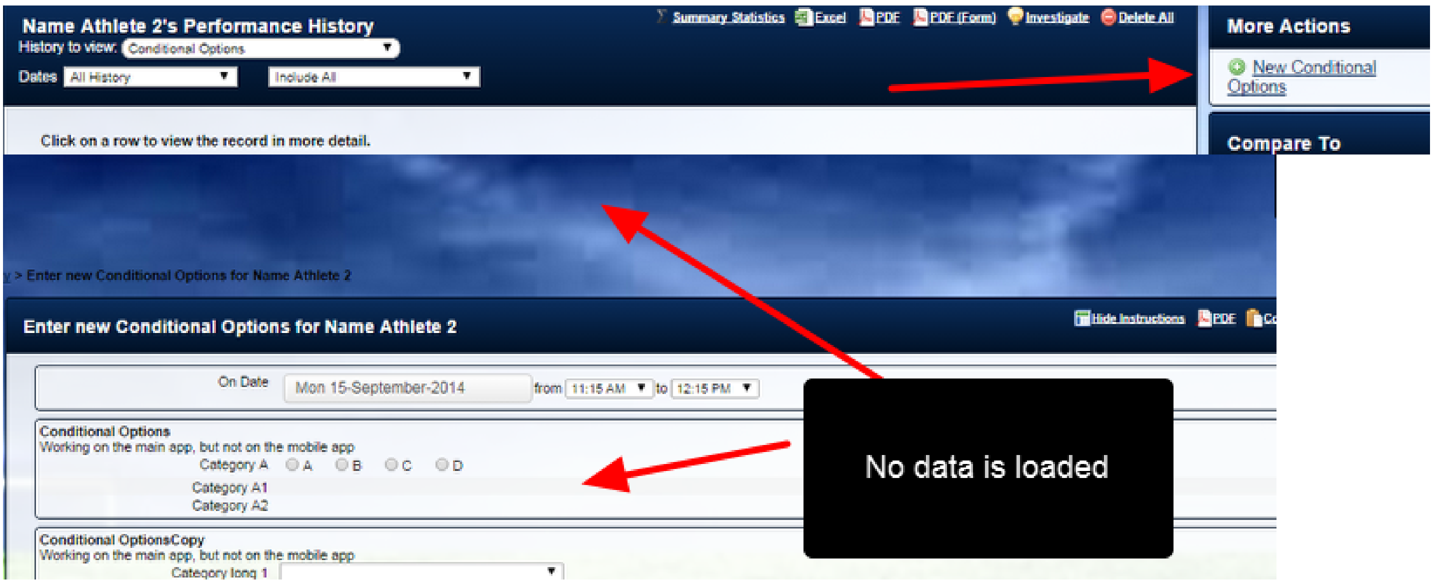
If another entry is made for the same athlete, the data will automatically be pasted into the new entry



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

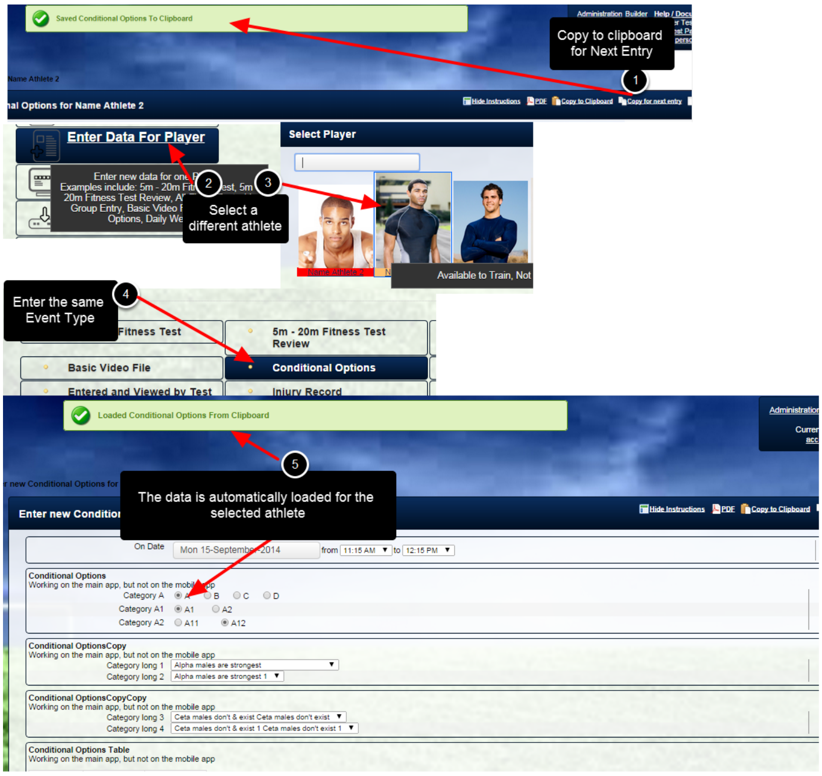


N.B. If you enter in data into the same type of form again, the data will NO LONGER be available to paste; it only auto-fills one entry



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.

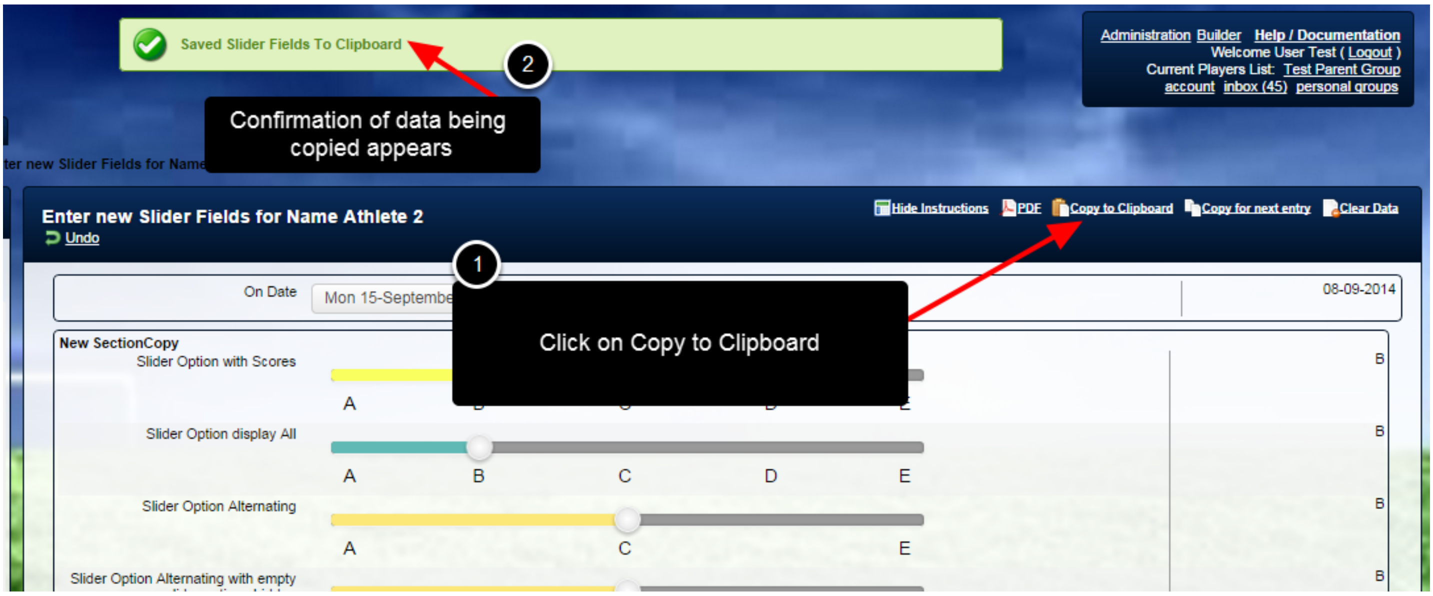
You can also use the "copy for next entry" to copy the data from one athlete and auto-fill an entry for another athlete



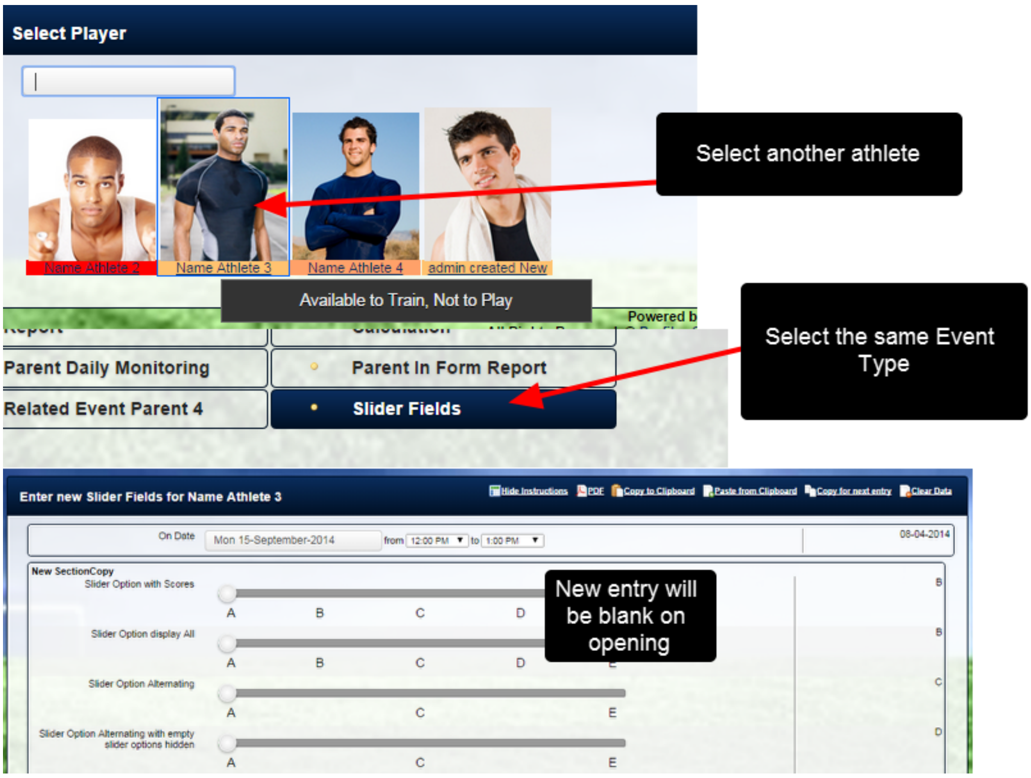
Remember that once the data is auto-filled for this athlete, it will not be available to auto-fill any additional entries.

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

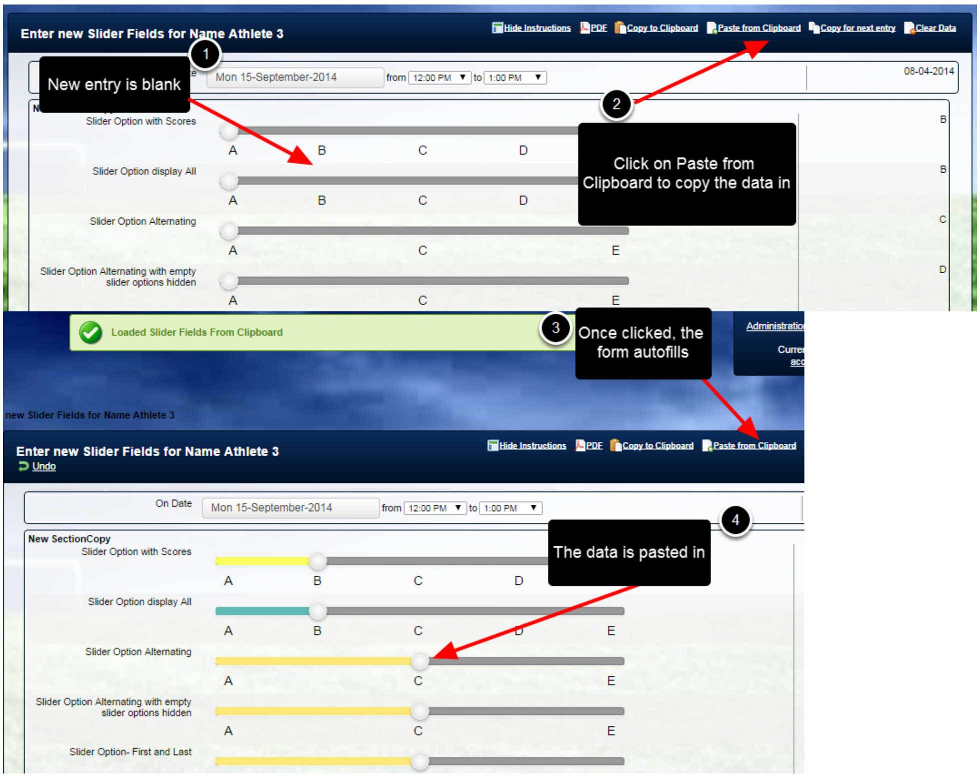
The Copy to Clipboard feature allows users to copy the data and paste it into an many entries as required



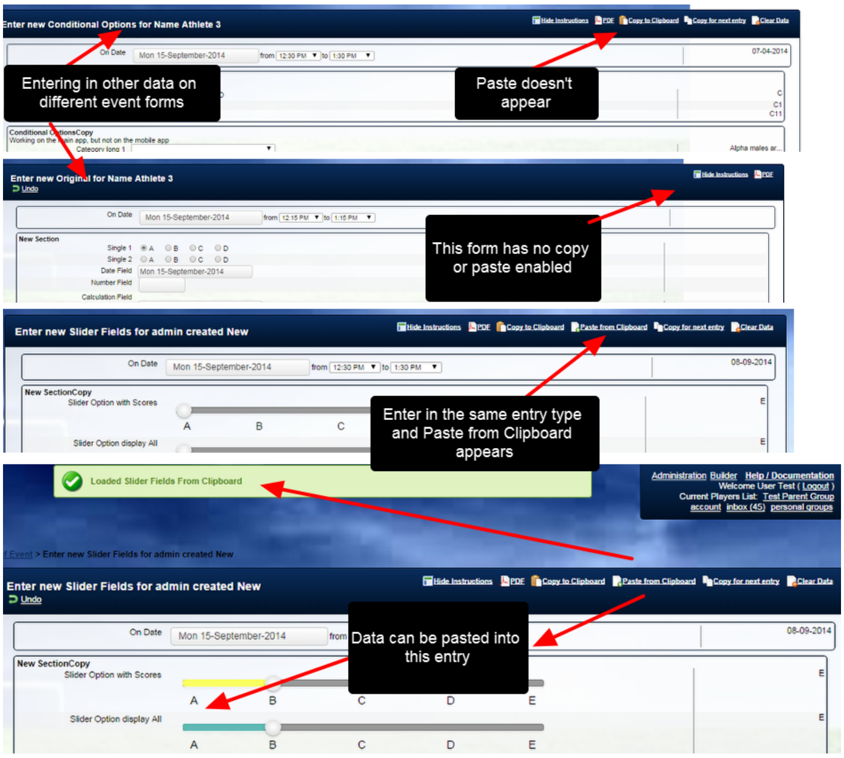
Select to enter in the same Event Form, for the same athlete, or for another athlete (as shown here)



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



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.

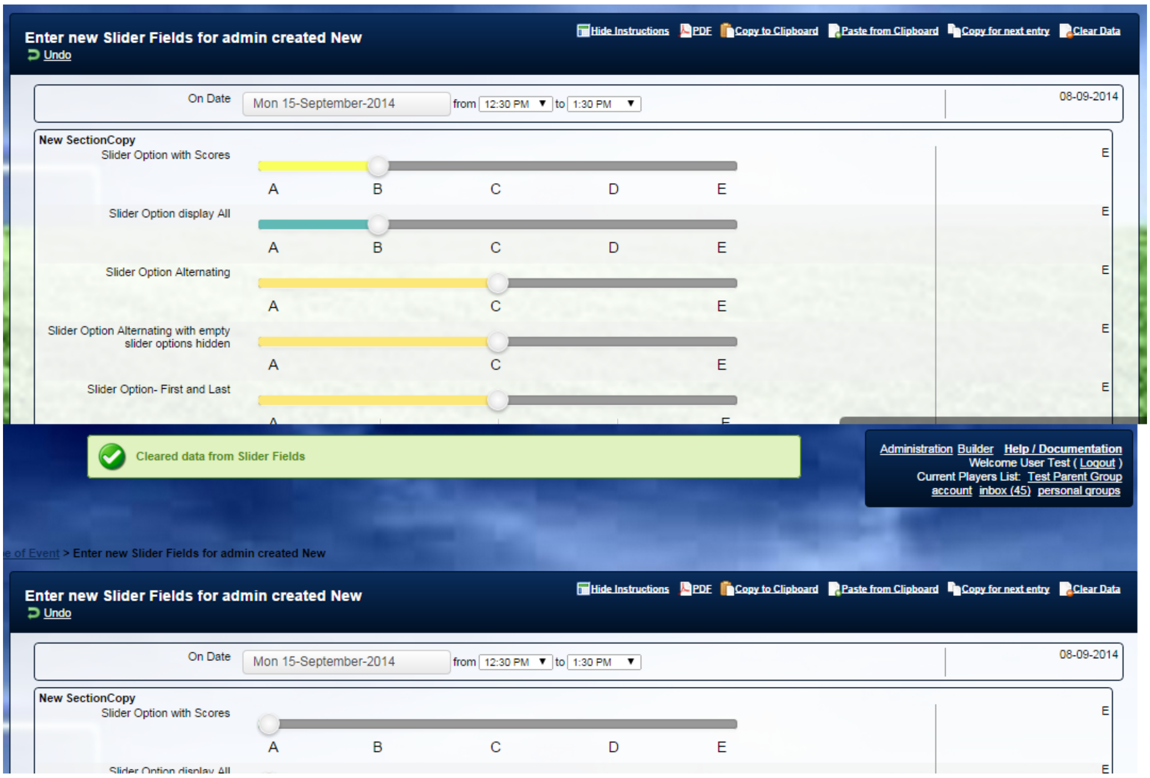
N.B. You CANNOT copy multiple event types to the clipboard. The clipboard can ONLY store one type of data at a time; either from the Copy for next entry, or from the Copy to Clipboard

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.

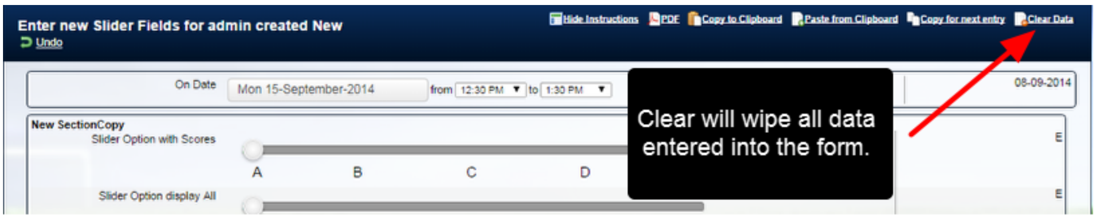
You can however enter in multiple event types, and as long as you do not click on "Copy to clipboard" or "Copy for next entry", then the data will be available to paste the next time you enter in data for the event form that you have copied the data for.

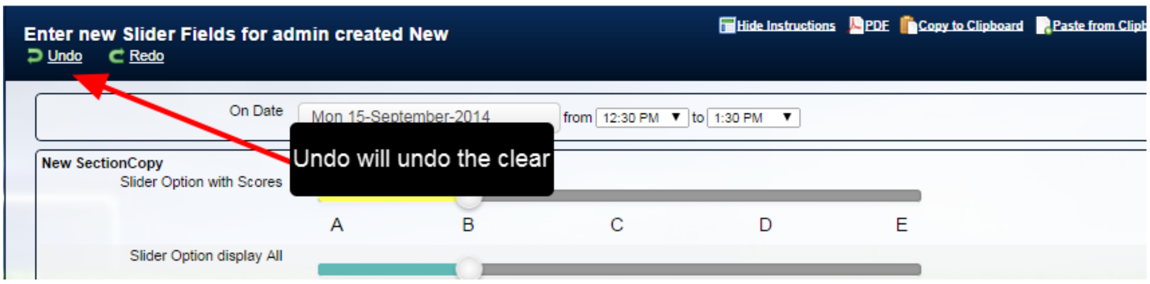
The "Clear Data" button will wipe all of the data entered into the event form.



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.

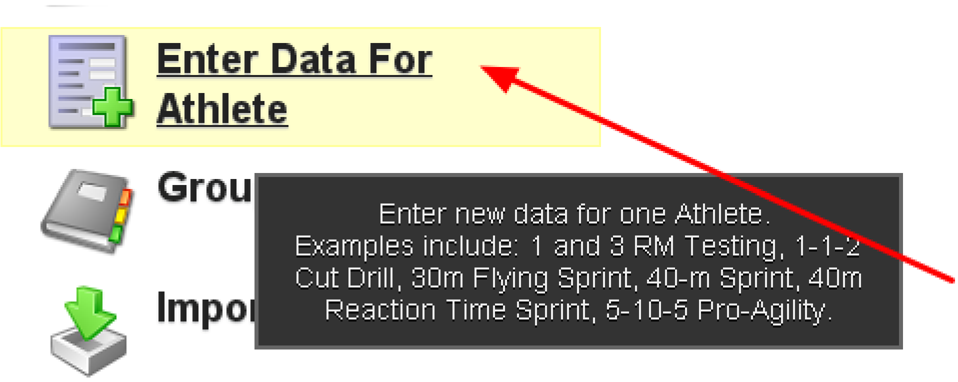




Entering and Updating Injury/Illness Records

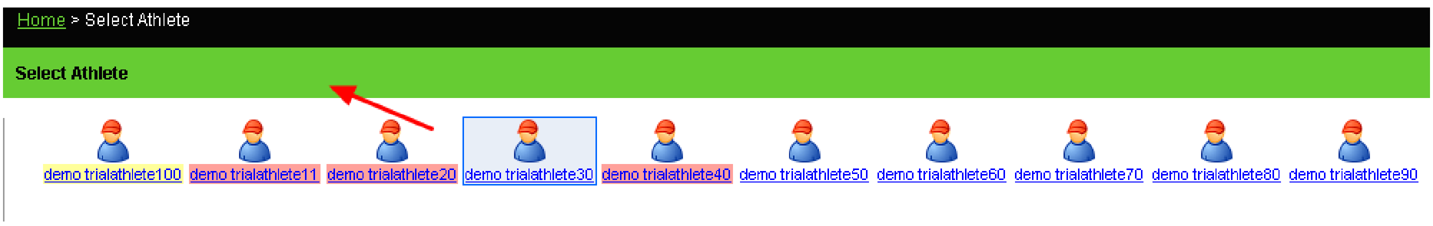
All Medical, injury/illness, medications, vaccinations forms etc are built to meet the unique needs of the organisation whom is tracking the medical data. However, the following provides you with a guide to entering in new injury/illness data and then understanding where to update it from.

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

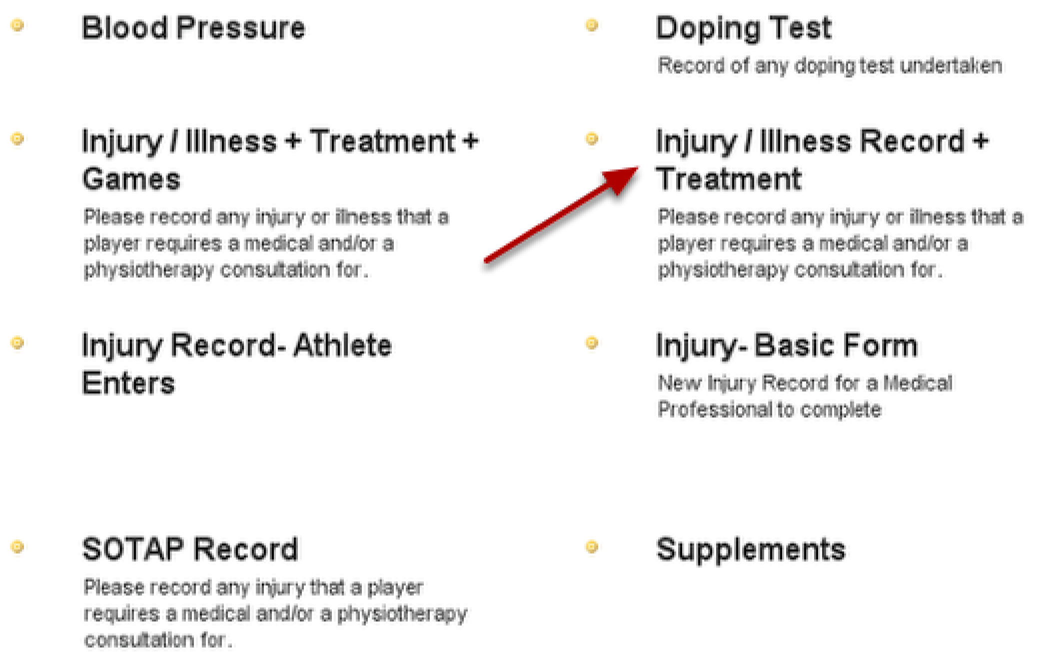


Click on the name of the player who has experienced the injury or illness

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.

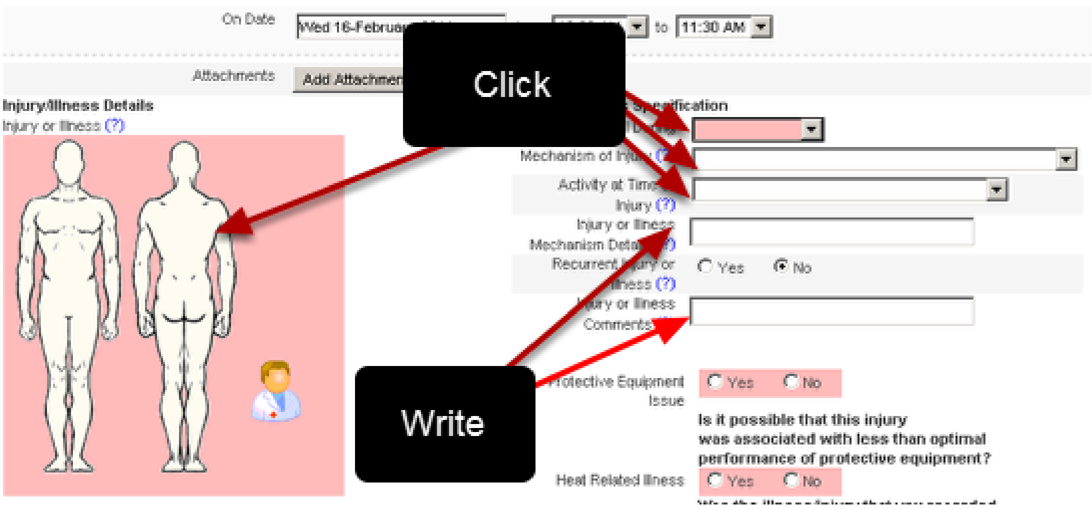
For this example we are selecting an athlete who is currently NOT injured/ill.

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



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



Important Points to Note:

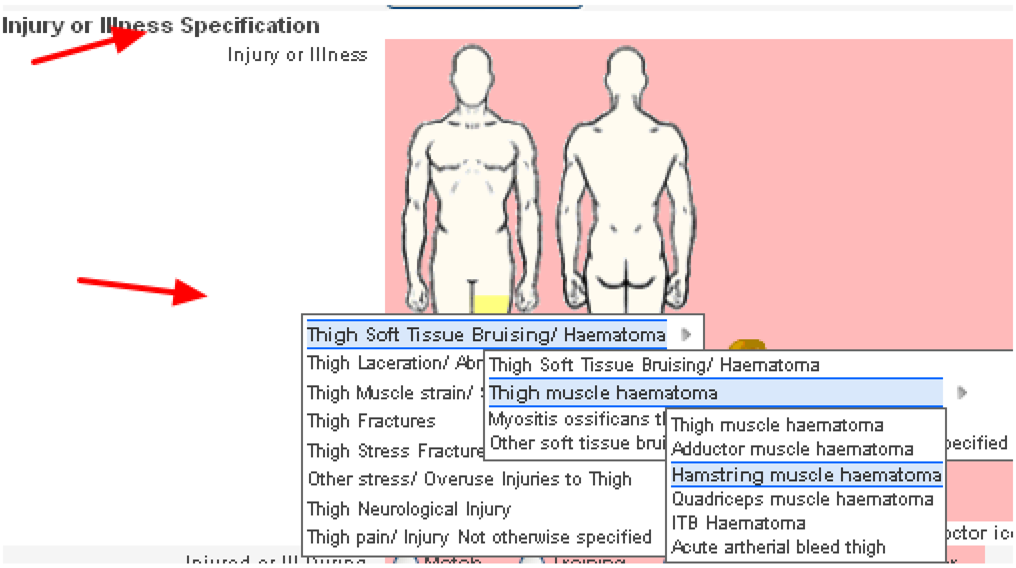
-Pink Background: Any questions/fields that are **highlighted in pink are required fields**. This means you **MUST** enter information into this field or you will not be able to save your new record.

-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.

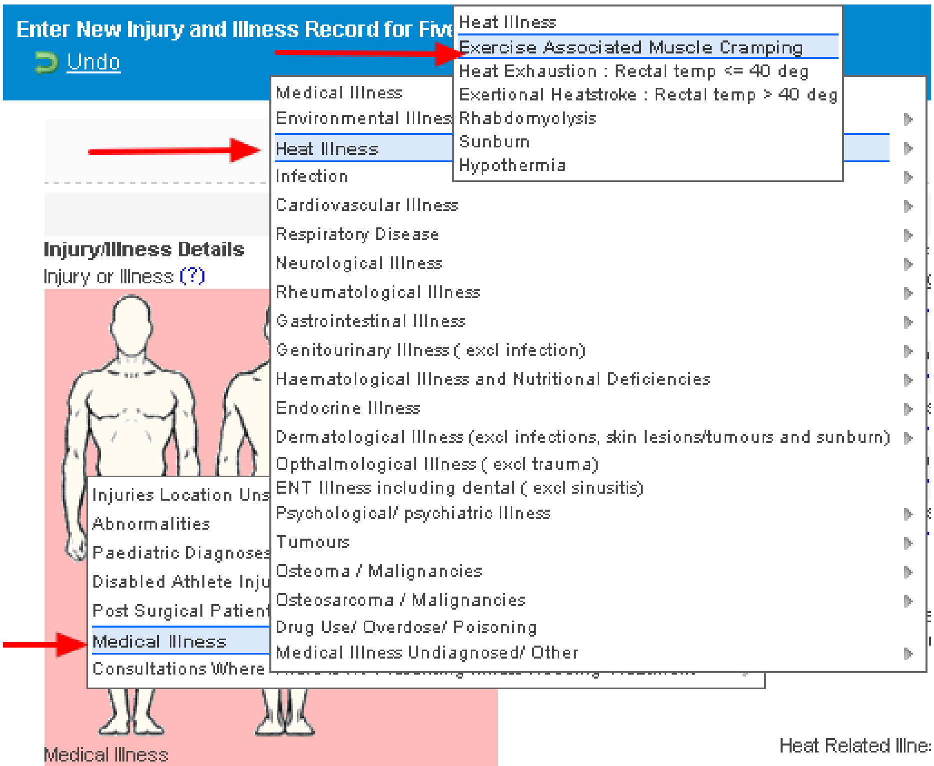
3: If the correct diagnosis is not available for that area/illness, click outside the body diagram/ doctor icon in the pink coloured region and the current injury/illness classifications will disappear. Then select a different area on the body diagram and mouse over the injury classification to find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

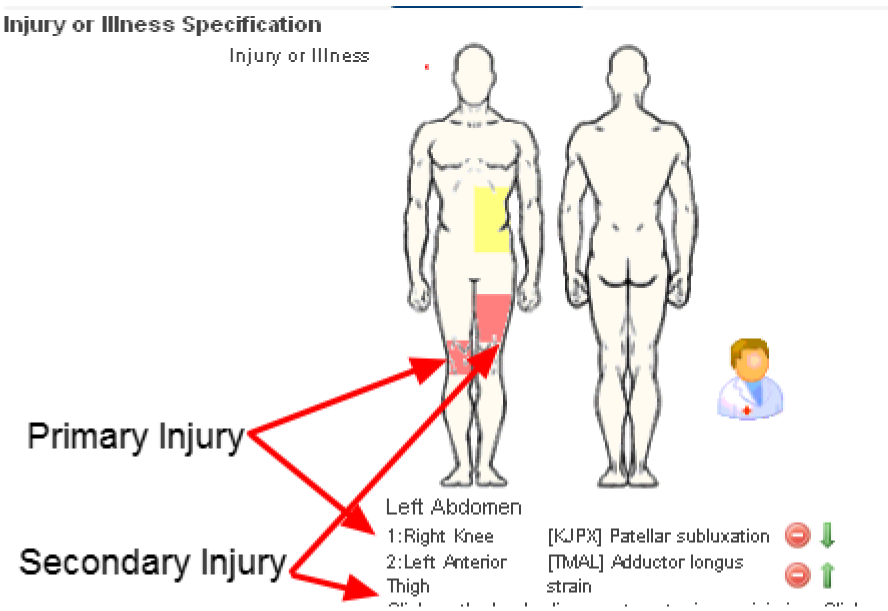
6: You can select up to three injuries for most injury/illness event record, but the injury at the top of the list will be recorded as the primary injury.

A Medical Orchard Code example



The 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



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

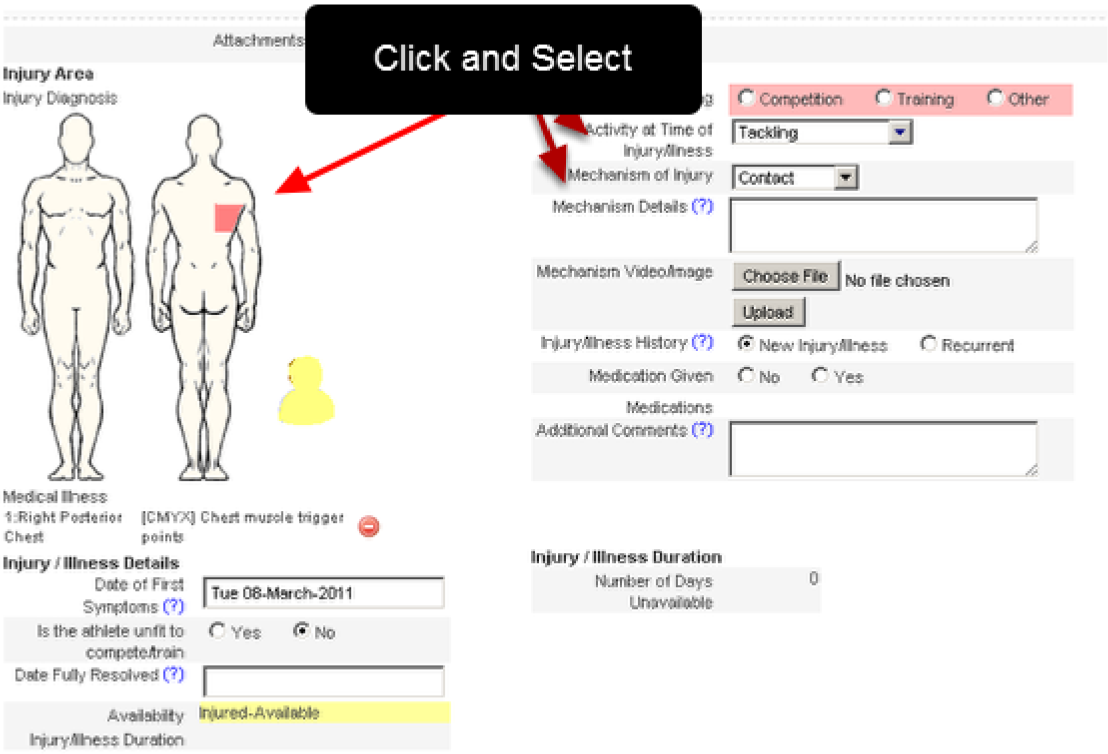
Once you select an injury diagnosis it will show under the body diagram.

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.

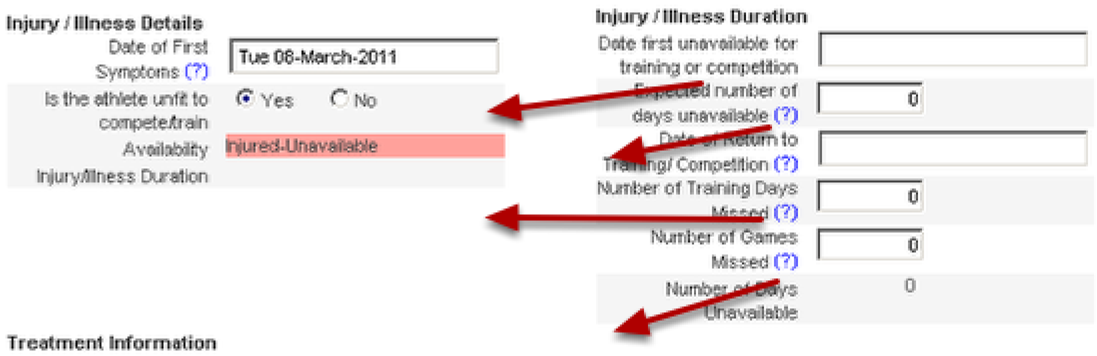
Entering the additional Injury/Illness fields-these will all vary greatly depending on how your system is structured.



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)



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) <u>e.g. if the player has had symptoms for several days before presenting to you please enter initial date symptoms began</u>.

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 <u>before</u> 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.

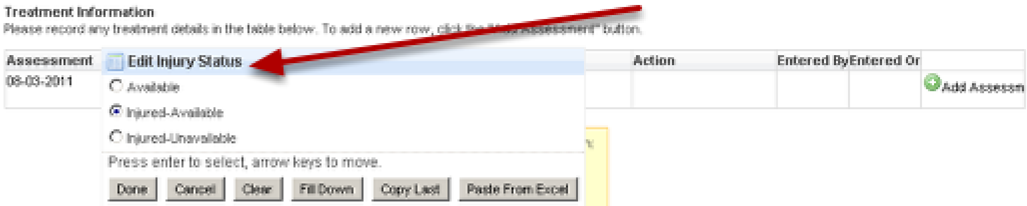
(1) Return to availability to play date is the date the player **first** becomes available to play or train with no restrictions, regardless of whether a match or training is scheduled on that date or not. **You cannot enter in future dates** e.g. if you expect the player to be available in two days 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).

<u>When you enter in a date resolved date, **you MUST select "Save & Lock Record**</u>

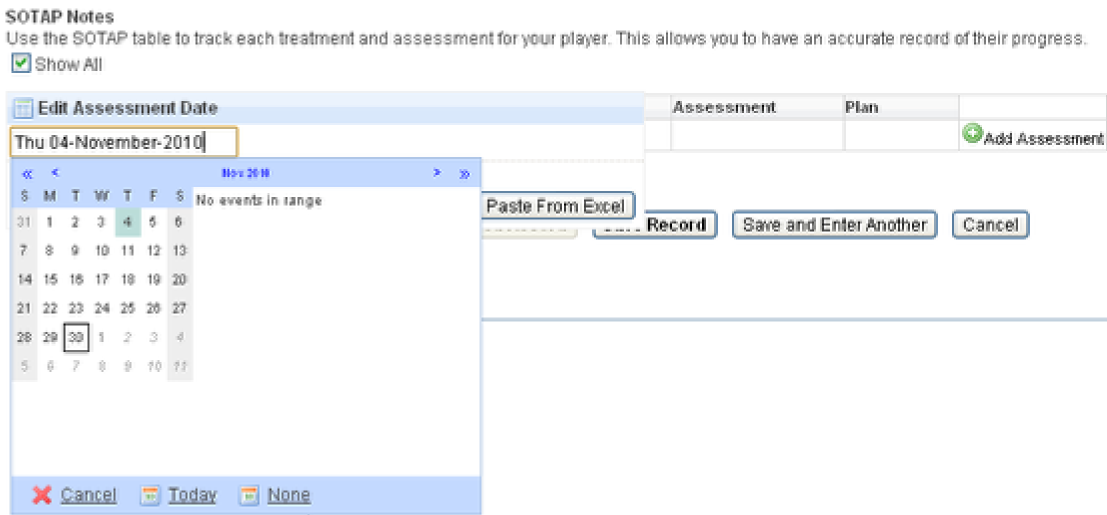
The **Number of days unavailable** and **Injury Duration** are automatically calculated once the Return to availability to play date and/or date resolved fields are entered.

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



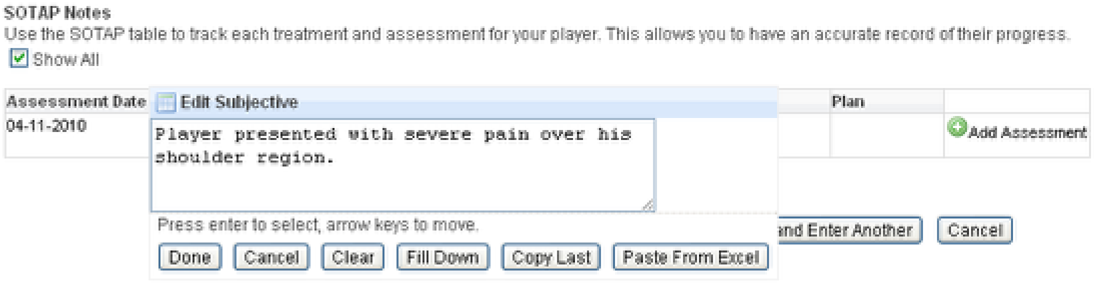
The example here shows a SOTAP table that has injury status selection fields built into the SOTAP table. When a new assessment is completed the injury status is updated accordingly, date fully resolved etc are not required to be entered because all of the injury statistics are calculated from the date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



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

Save the New Injury/Illness Record

Save the New Record

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

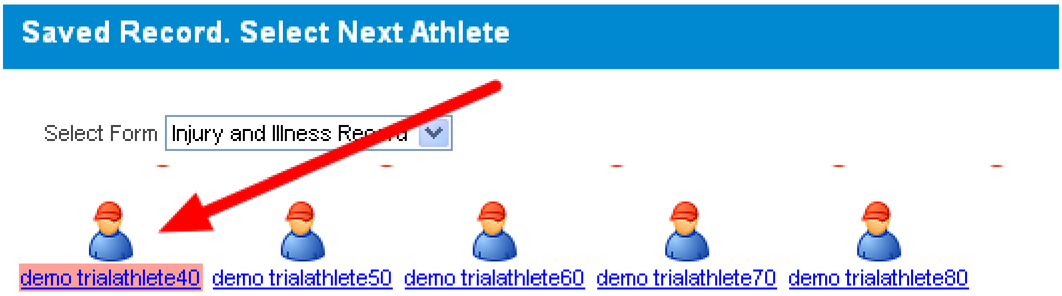
Do you have another Injury or Illness Record to enter?

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

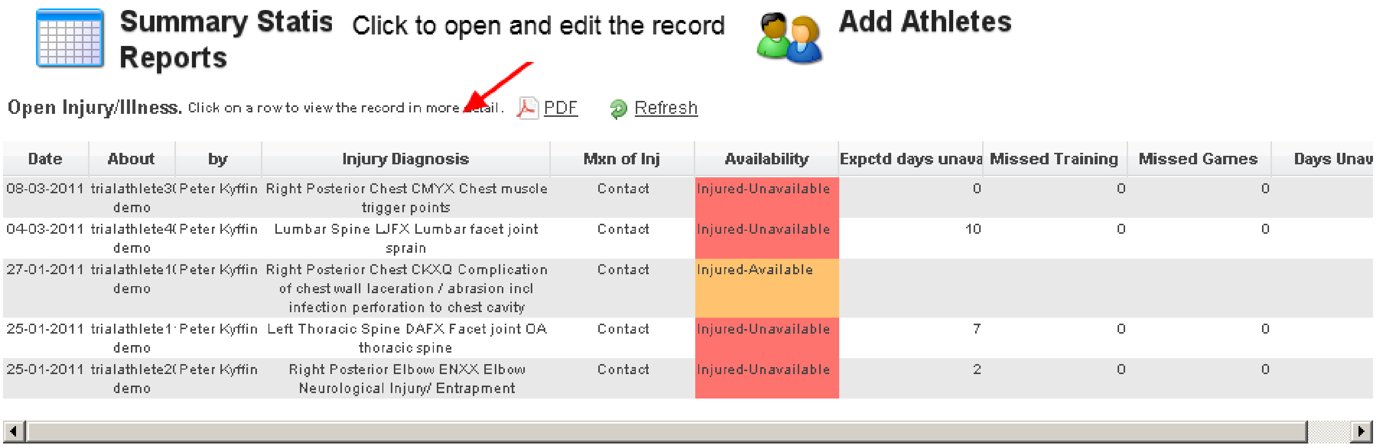


The previous record will be saved and "Saved Record. Select Next Athlete" pop up window appears:

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

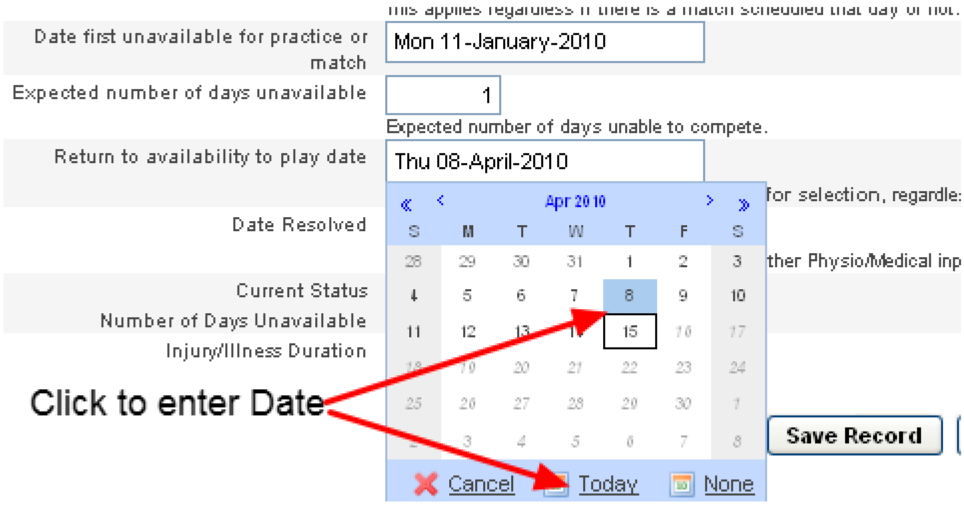


Date	About	by	Injury Diagnosis	Mxn of Inj	Availability	Expctd days unava	Missed Training	Missed Games	Days Unav
08-03-2011	trialathlete3(demo	Peter Kyffin	Right Posterior Chest CMYX Chest muscle trigger points	Contact	Injured-Unavailable	0	0	0	
04-03-2011	trialathlete4(demo	Peter Kyffin	Lumbar Spine 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.

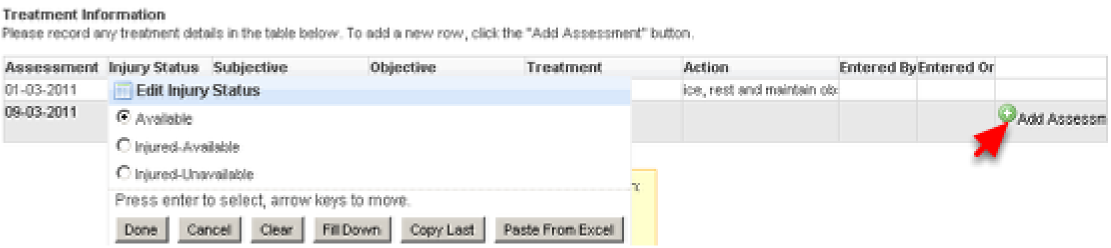
If you do NOT have a report, you can set one up yourself by following the Reports- Home page reports lesson, or by contacting your administrator.

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



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



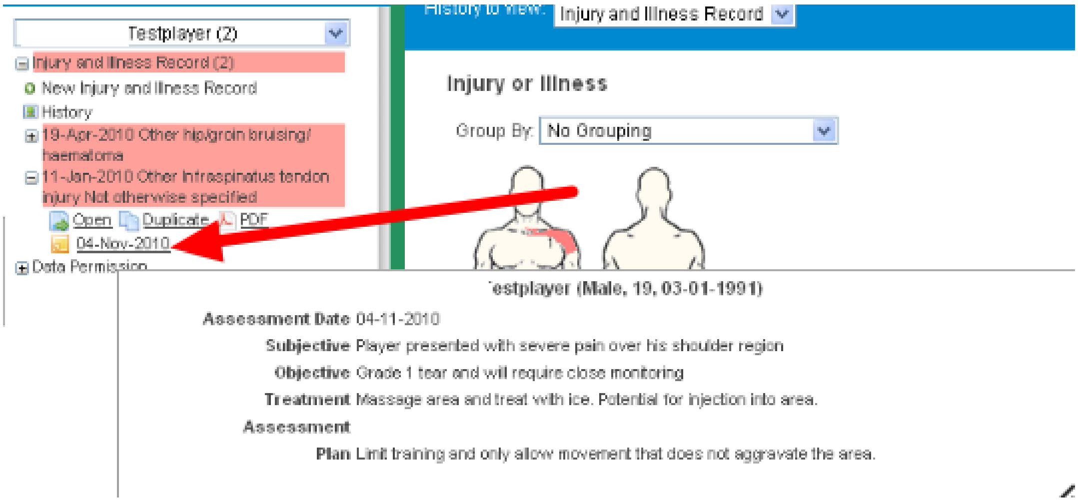
Click on the **Add Assessment** button at the end of the table row and then enter in your assessment information for a different date into that new row.

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/illnes 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

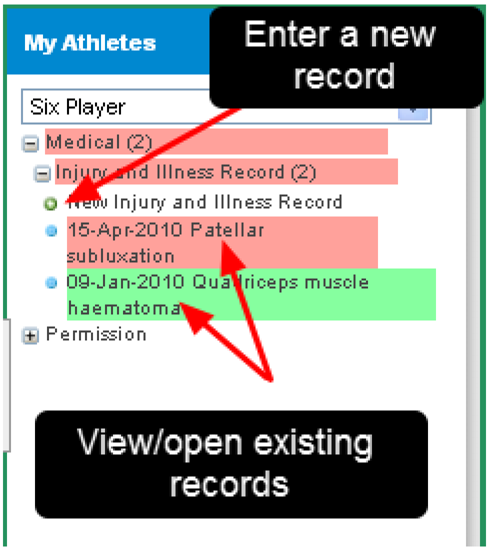
-Red: injuryed/ill and unavailable to play/train

-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.

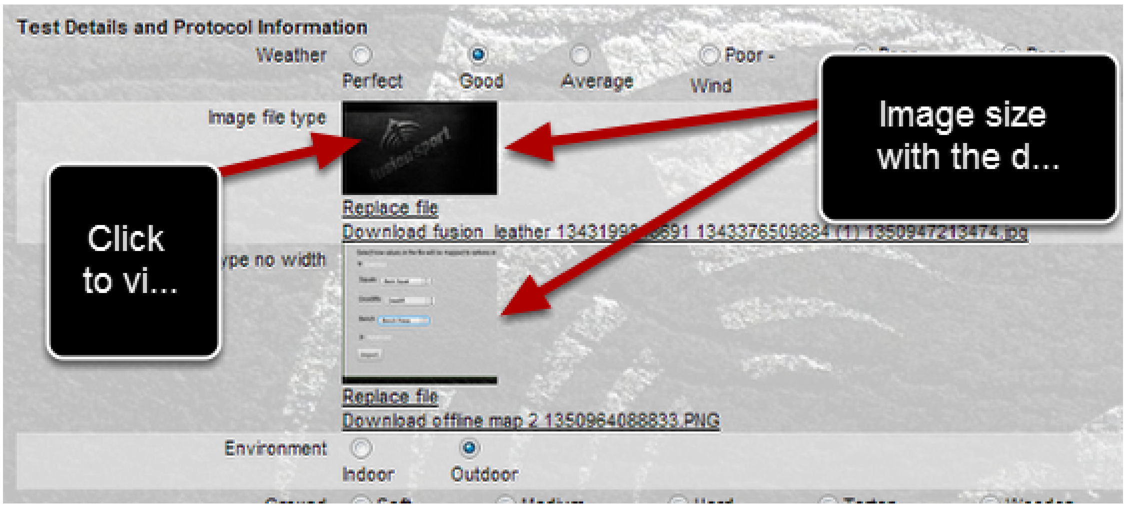
All Fully resolved entries can also be opened to be viewed, but they cannot be edited because they are locked.

-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.

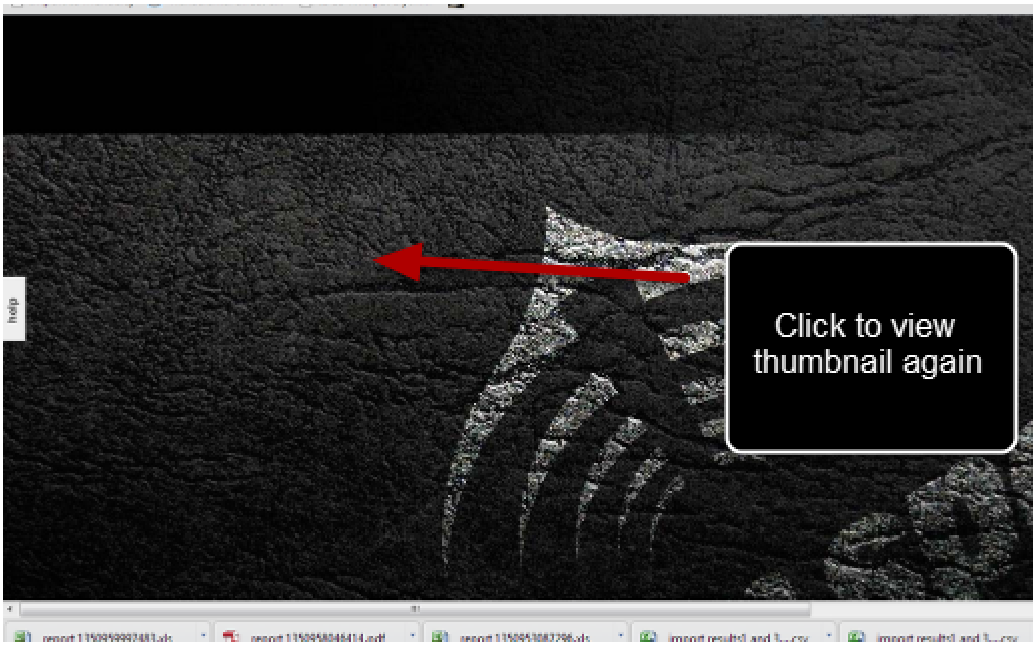
Now all Images uploaded to an Image Field Type automatically scale to 100 pixels



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

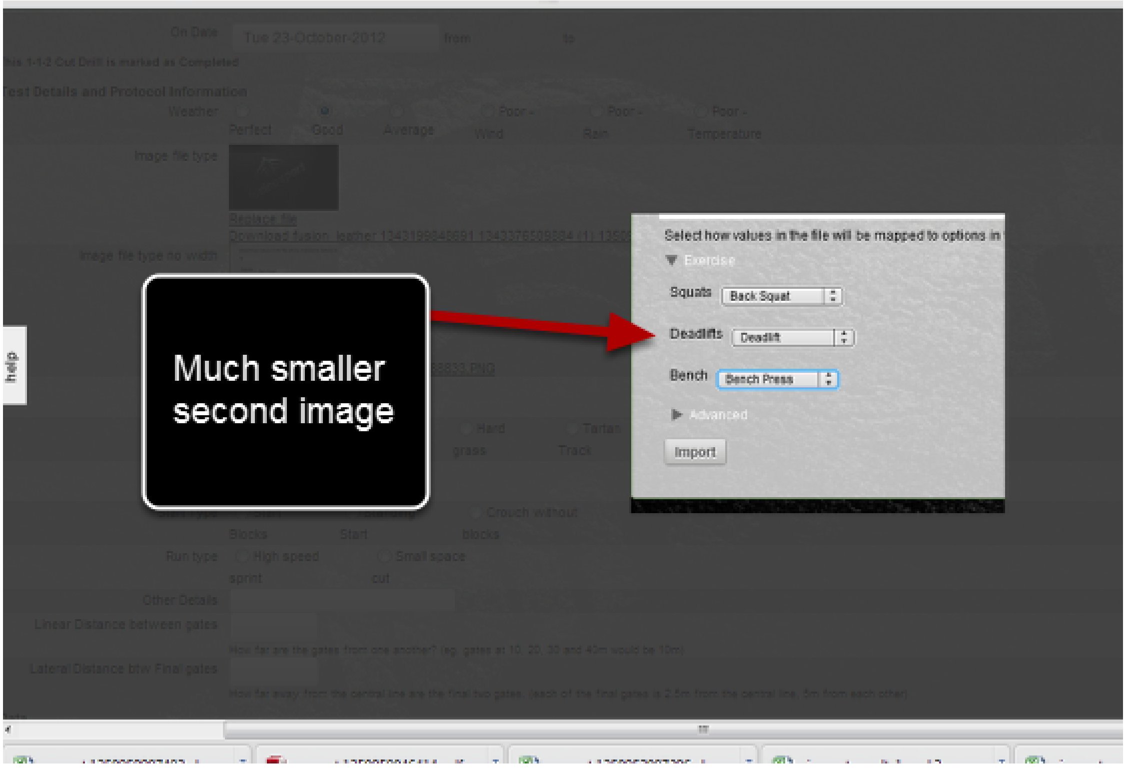
-**Click on the thumbnail image to expand it to it's original size** (as shown in the image below).

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



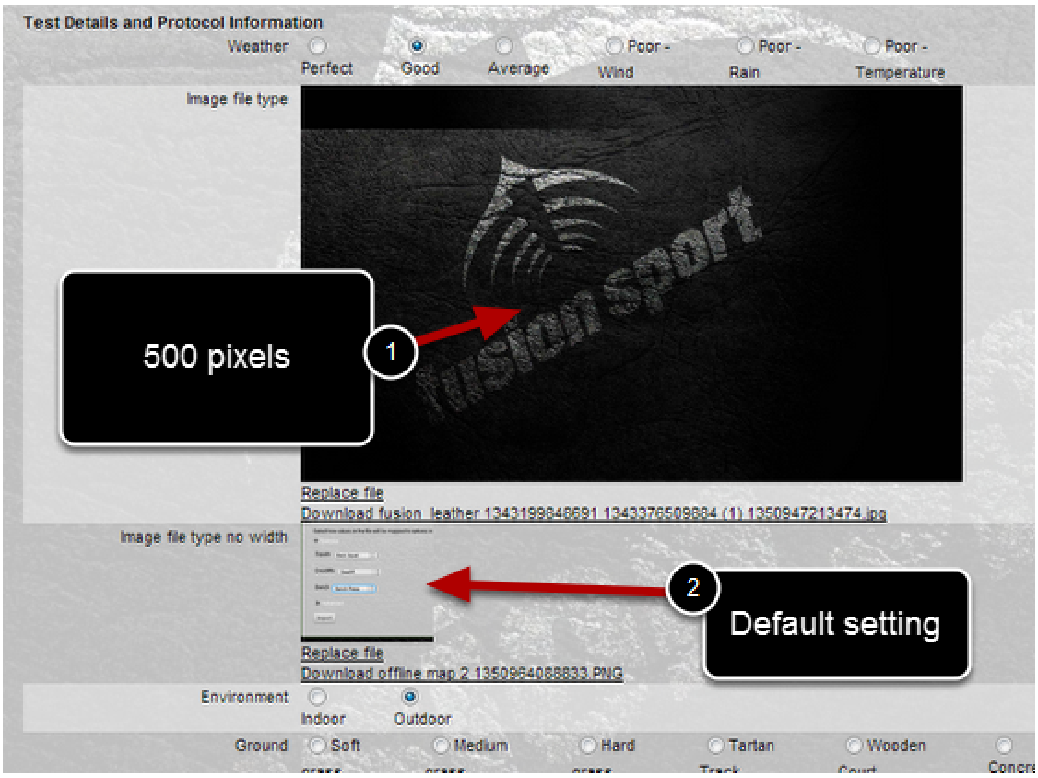
This is the first image that was uploaded into the Event Form. When it clicked it expanded to full size. Click it again to reduce the size and view the thumbnail. You can see that this image is very large and would cause issues when scrolling or entering in data into the Event Form.

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.

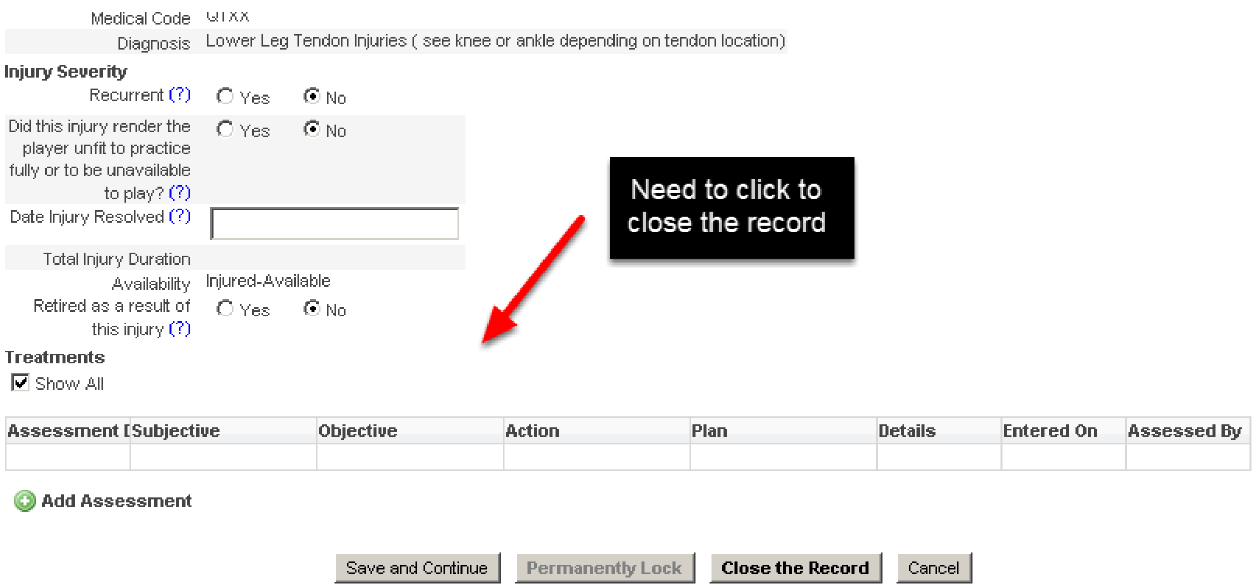
#1: This image is to 500 pixels width

#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

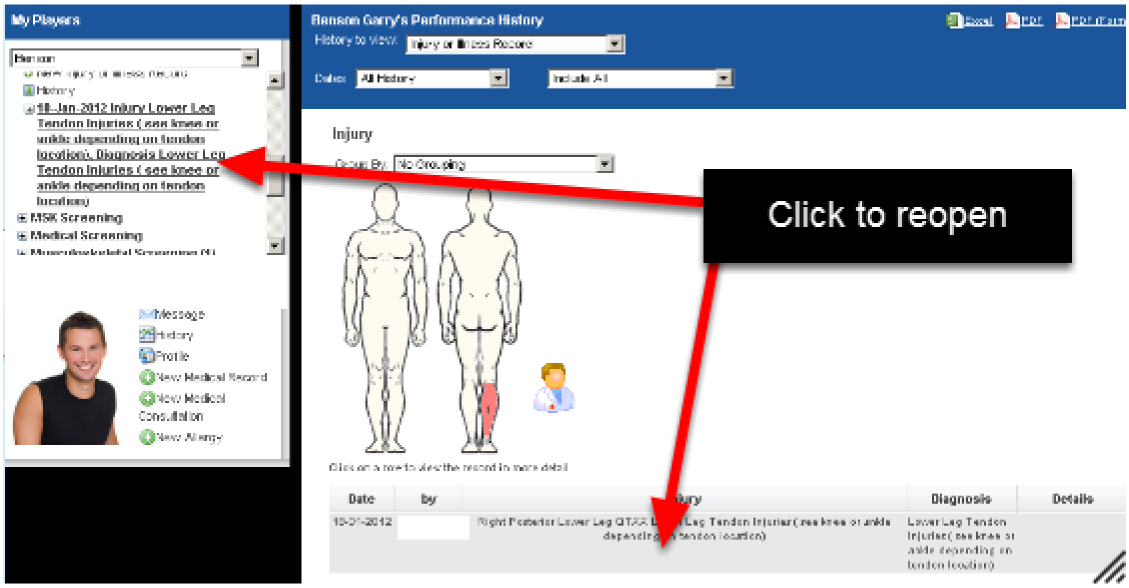
A number of system are set up so that assessment information or consultation information can be linked to an injury record or a medical record (called Related Events). Previously, you had to enter in a new record and save it before you could access the "Related Events" at the bottom of the page. Now, 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

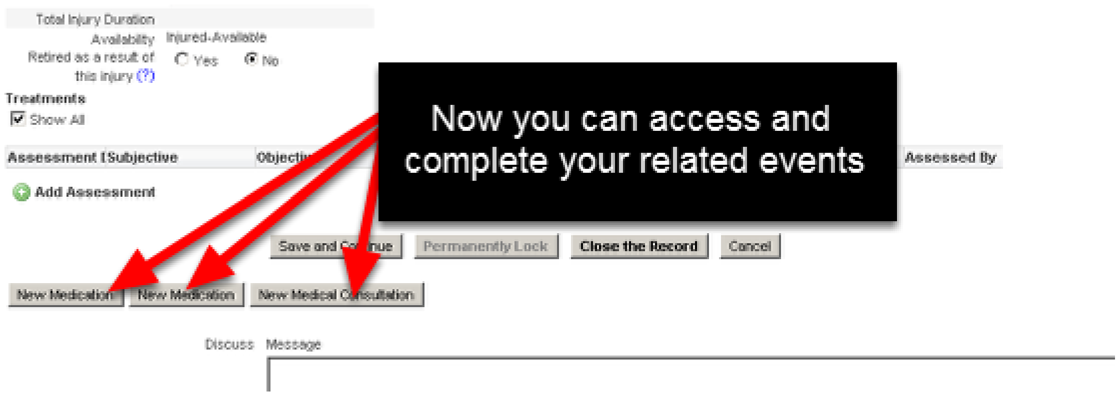


To previously access any Related Events or even some (Doctors) SOAP notes you needed to save and close the record (as shown here) and then open the record again (shown below) and then add in additional assessments or consultations etc.

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



Then you could access the Related Events for the record

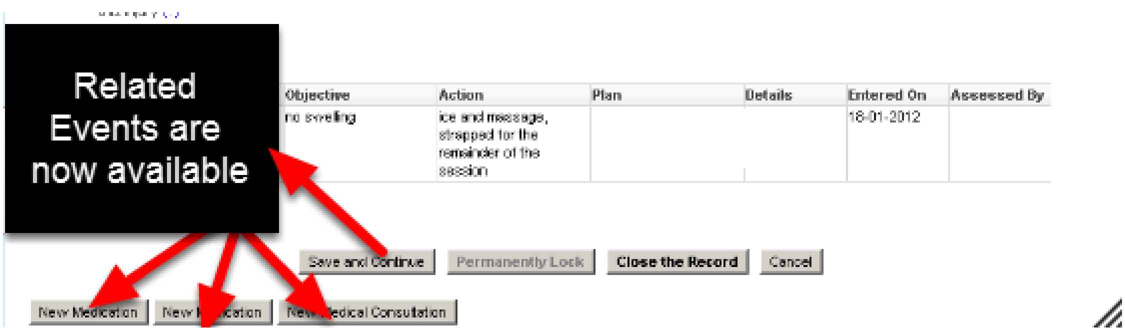


The Related Events appear for you to enter

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).

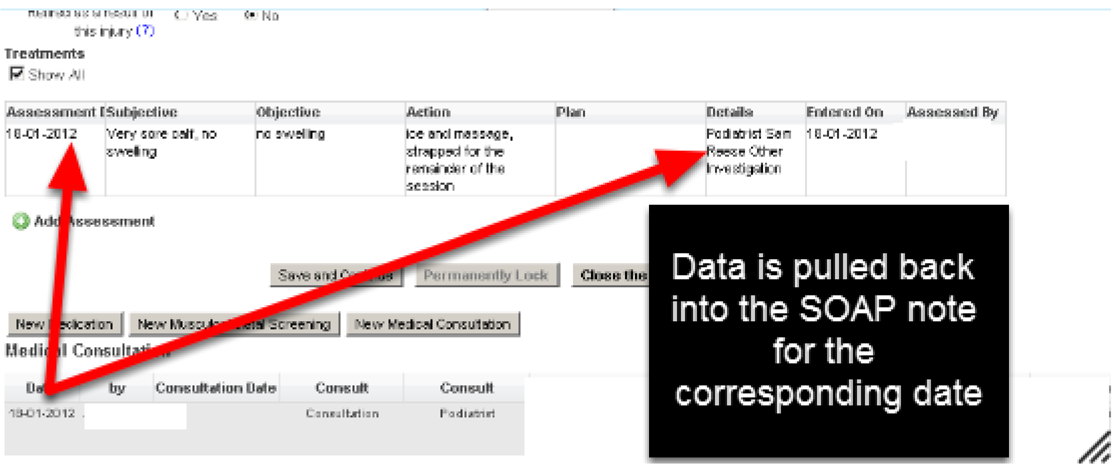
Once you enter in your initial information, click on the Save and Continue button to access the Related Events (as shown here), or SOAP tables that can only be entered once the record is saved



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

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

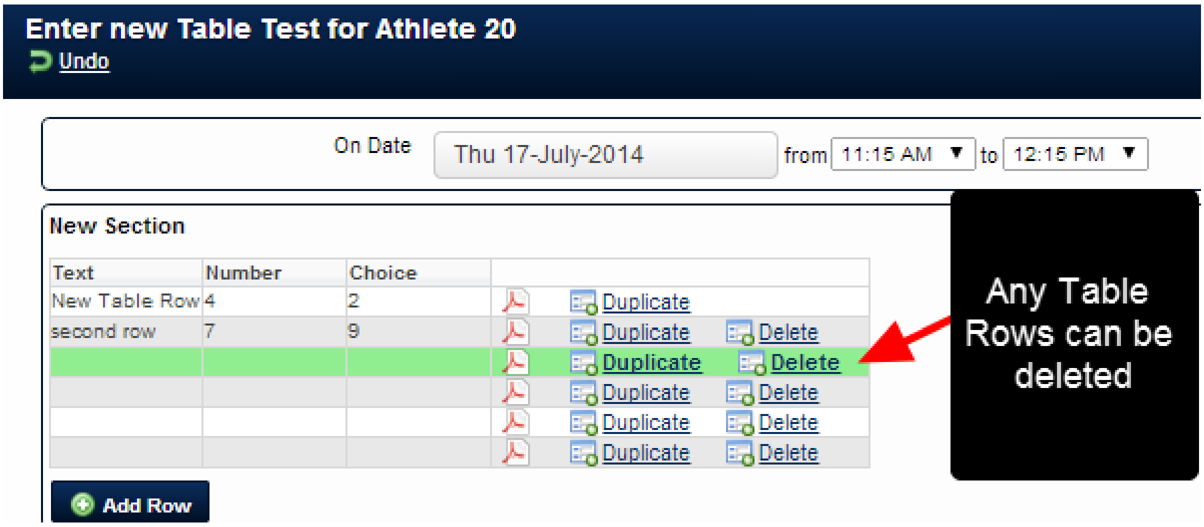


The example shows information being pulled into the SOAP table row when the date in the SOAP row matches the date in of the related event entries (e.g. Medical Consultation entered on the 18-01-2012 matches the 18-01-2012 row).

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.

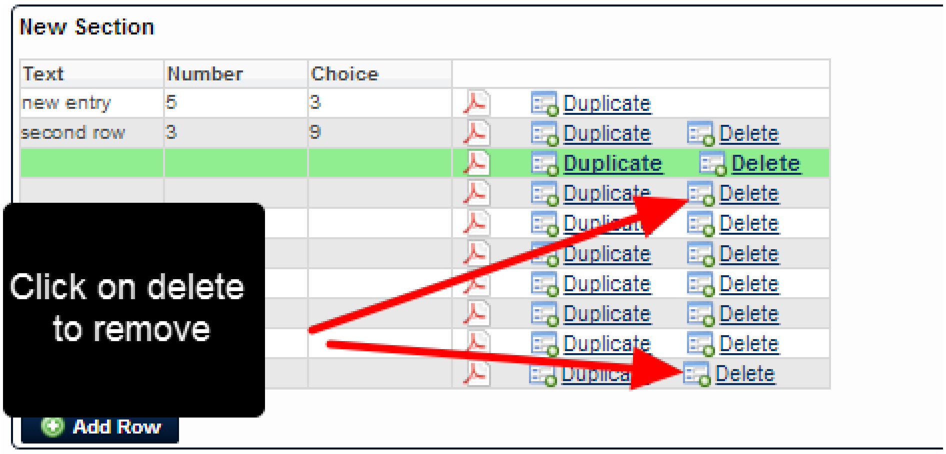
Newly Entered Table Rows can be deleted

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

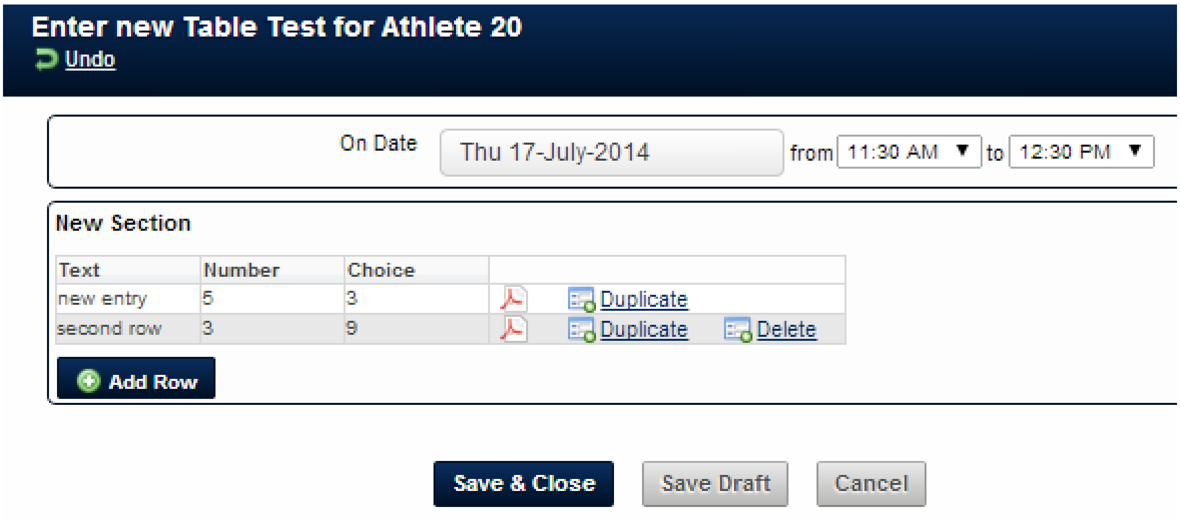


Blank or completed table rows in a new Event Form (NOT a saved Event Form) can be deleted.

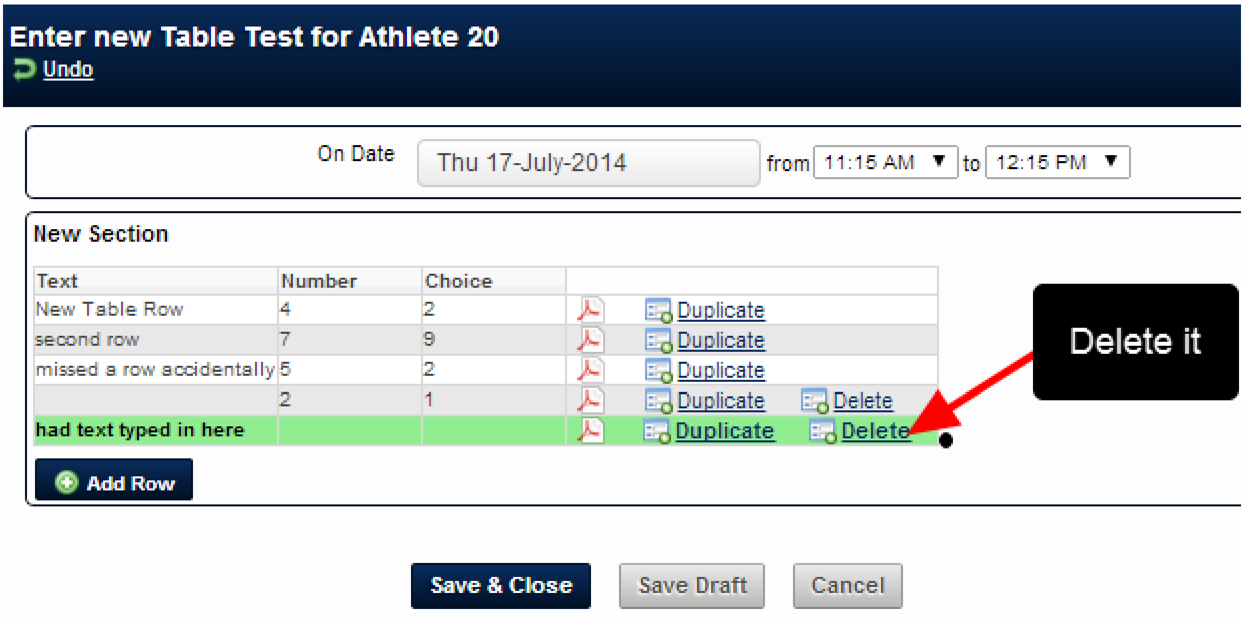
Any blank or existing row can be deleted.



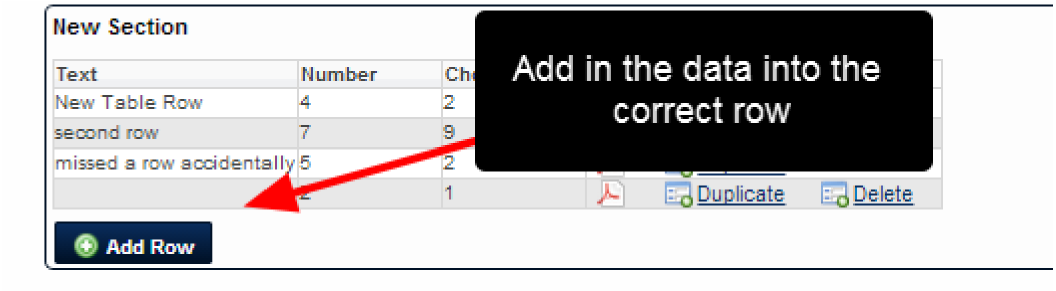
You can see that the additional rows have been removed.



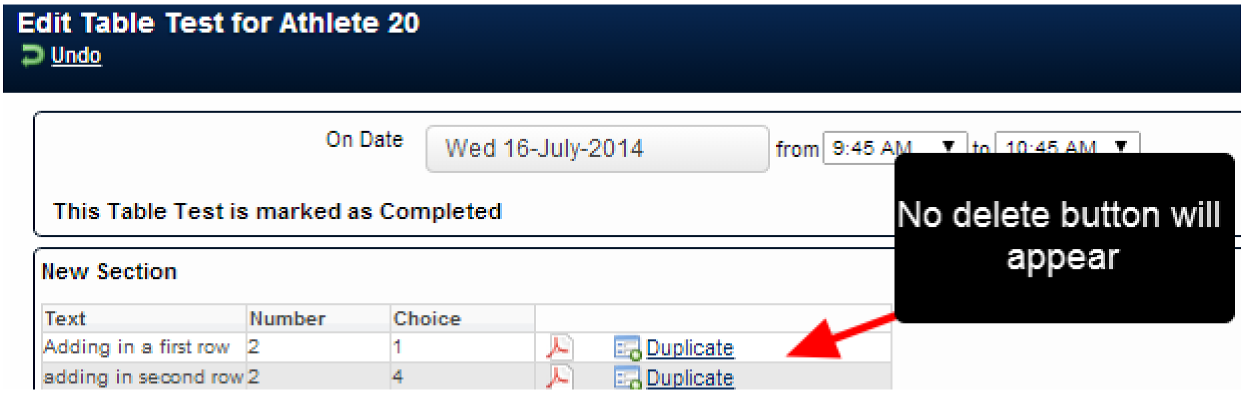
If data is being entered and a mistake is made, the row can be deleted. For example, if an incorrect cell is selected, the rows can be deleted



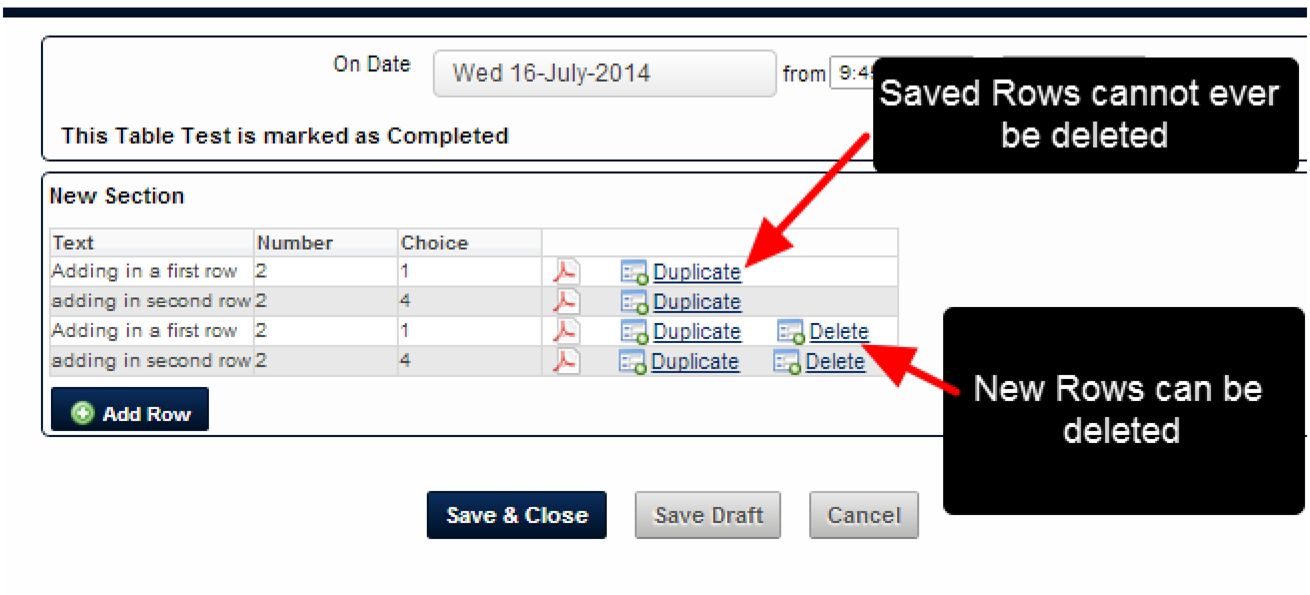
The extra row is deleted



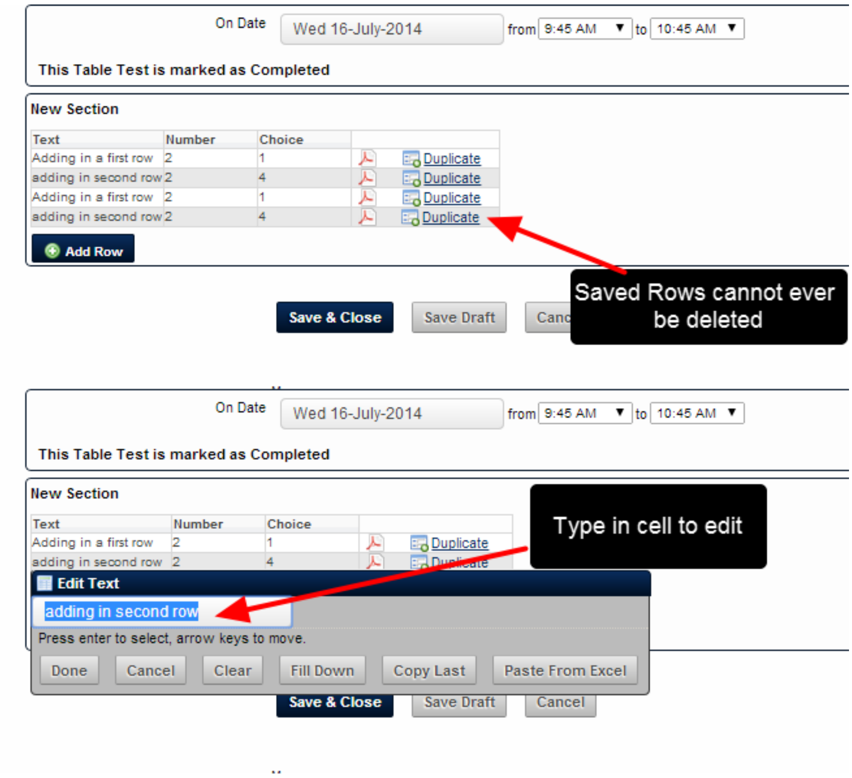
If you open an existing record that has been saved, the saved rows cannot be deleted



Any newly entered rows can be deleted



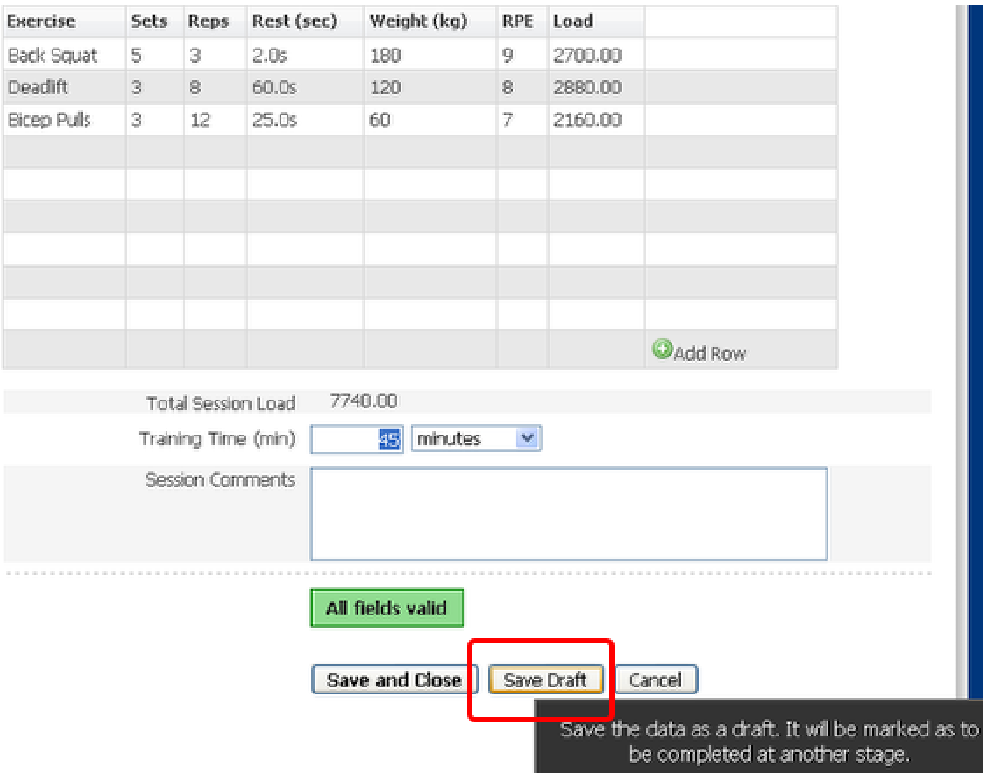
Similarly, the Event Form is resaved, the newly entered rows cannot be deleted. Keep in mind that the cells can still be edited (unless they are locked)



Draft Data which is used for planning

A draft or planned event is one that is saved differently from a completed event. It allows you to plan data and then enter in the actual results/information later on. The system saves both the planned and completed information.

Planning an event for an athlete to follow, or enter the completed data into



Why save as a Draft?

Saving as a "Save Draft" allows you to plan an event, and then go back in later and enter in the actual information.

For example, you or your coach may want to plan a strength and conditioning session and the athlete can enter in the actual data from the session once it is completed. Alternatively a coach may want to schedule in a daily review for a group of athletes that they all need to enter separately.

A coach can plan an event by following the "Enter Data for a Group" or "Enter data of an Athlete" steps outlined previously. E.g.

-Click "Enter Data"

-Select a form e.g a "Strength" Event from the "Planning" sessions

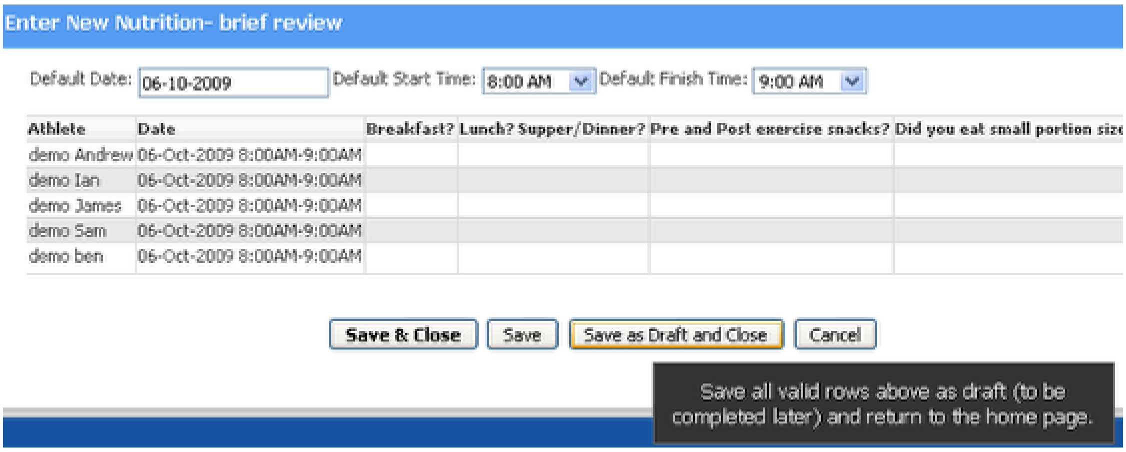
-Enter the session information as highlighted in the image above

-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



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

1. Click "Enter Data for Group"

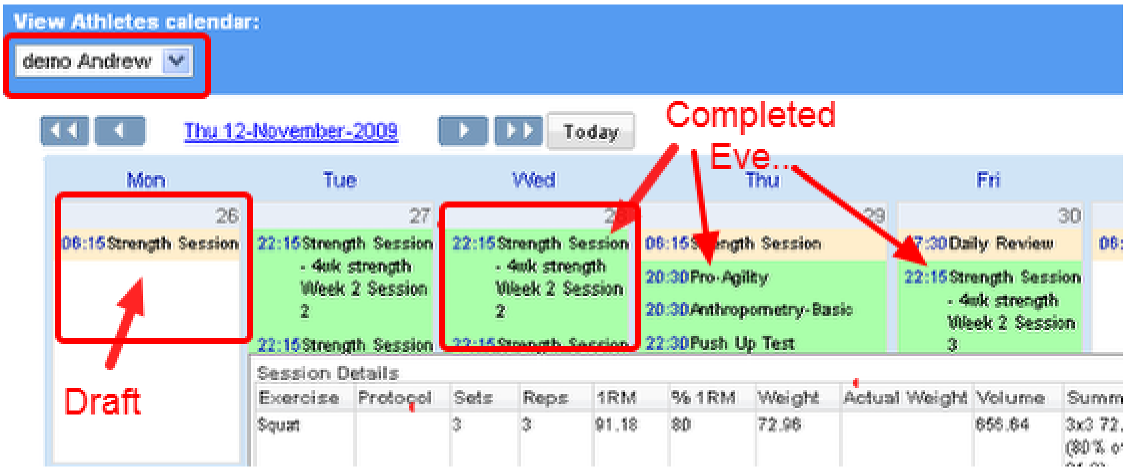
2. Choose the Event e.g. Nutrition Review

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



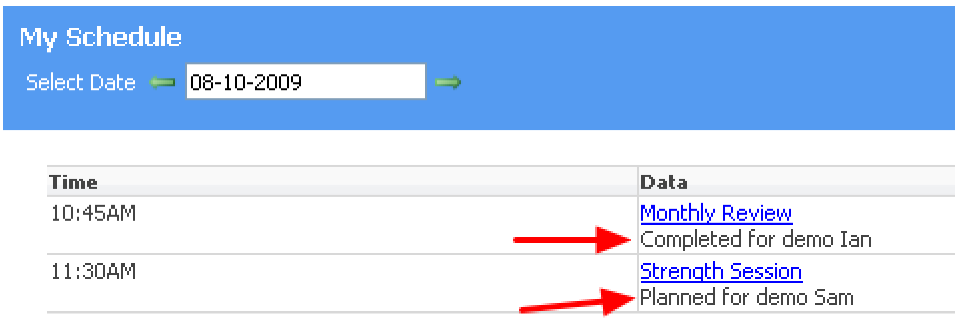
Go to the **Calendar** Page by selecting the "**Calendar**" Tab (to the right of the Home Page Tab).

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 competed.

-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 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

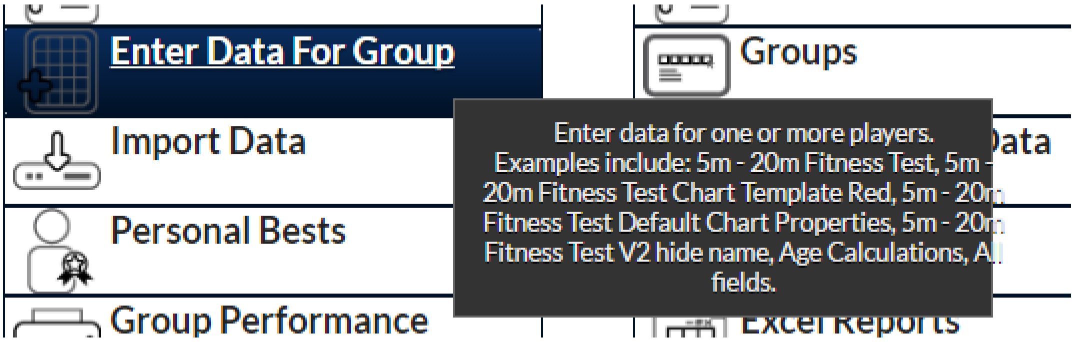
Click "Run Report"

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.

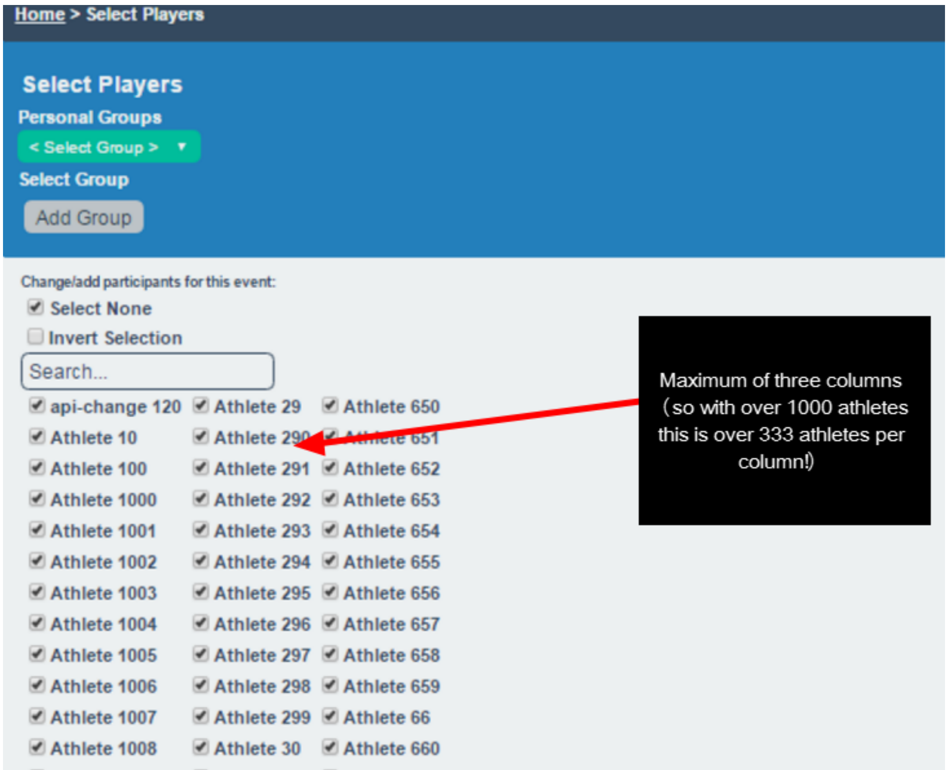
Group Entry enhancements

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

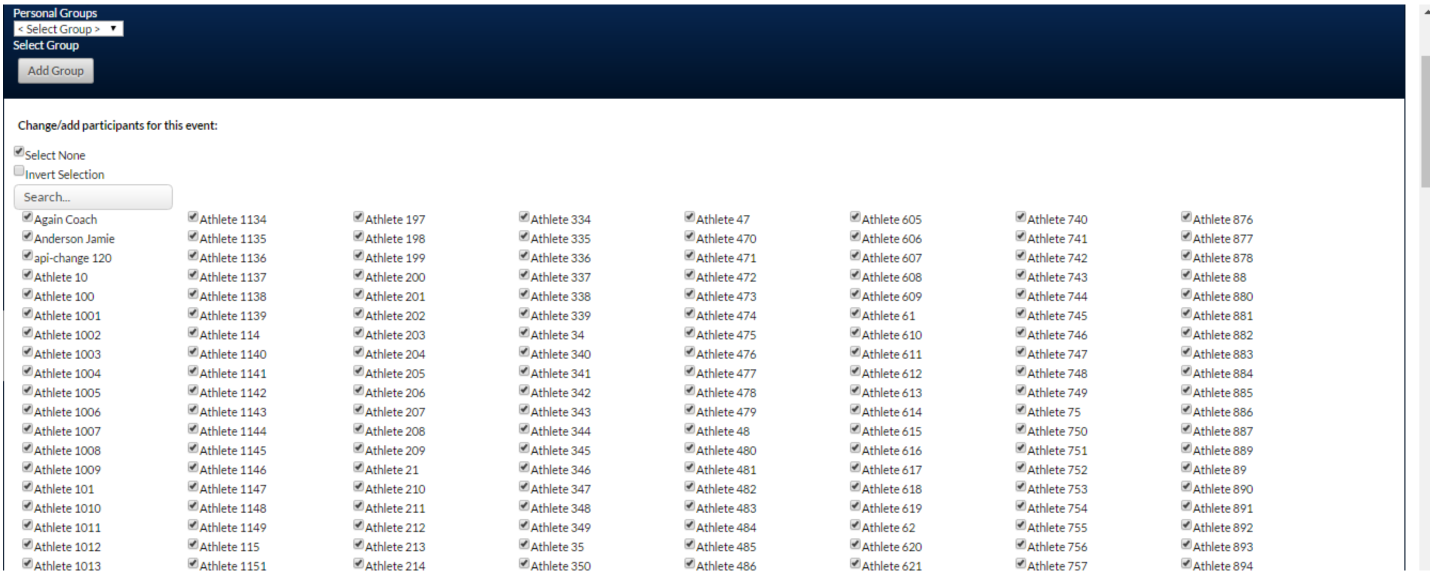
For a Group Entry, the Number of Columns is maximised to fit the width of the page



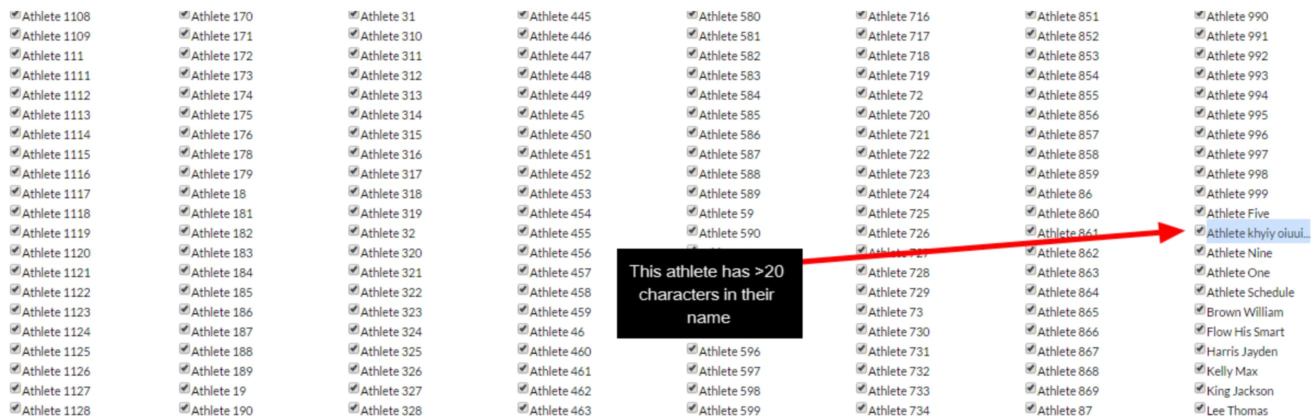
The old work flow only had a maximum of a three column layout.



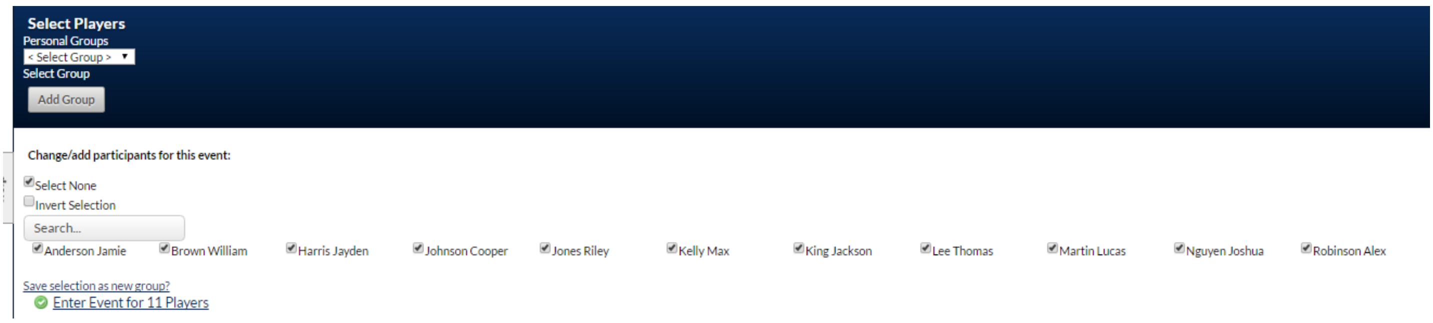
The columns now fill the maximum width of the page



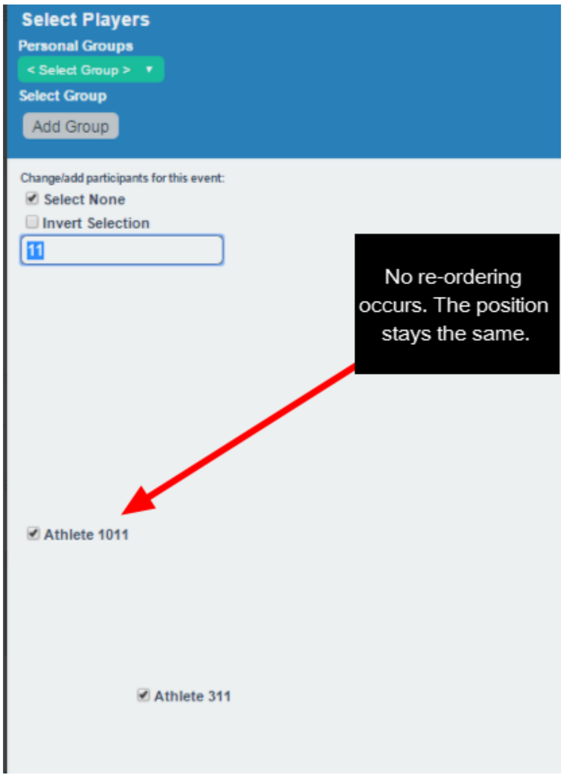
The columns autofit based on the longest name, and if it is too long, the name will be condenses to fit



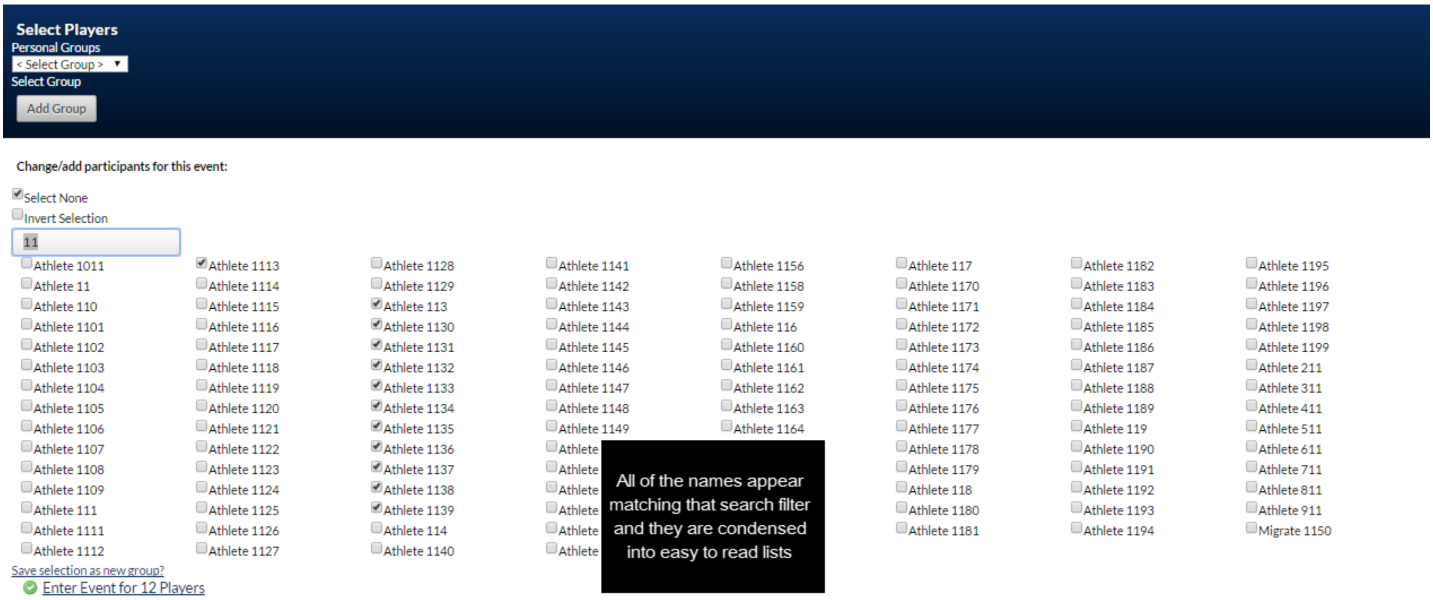
This is the workflow with smaller numbers of players.



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.



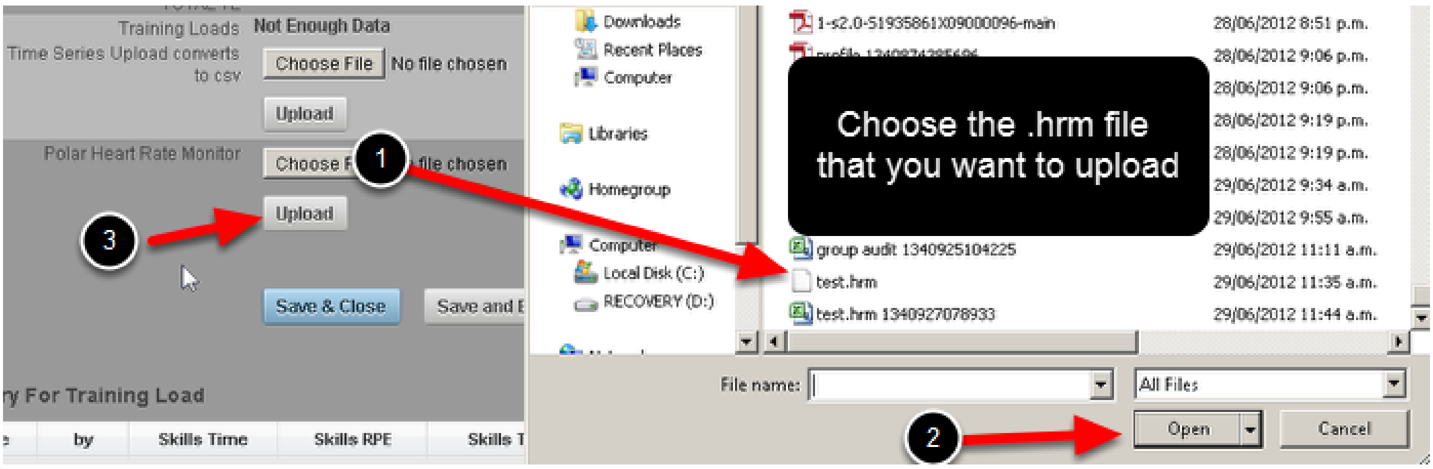
N.B. The columns are sorted alphabetically down, but are optimised to fit in the available window, enabling the maximum number of columns to appear

Entering or Uploading fields like Heart Rate files

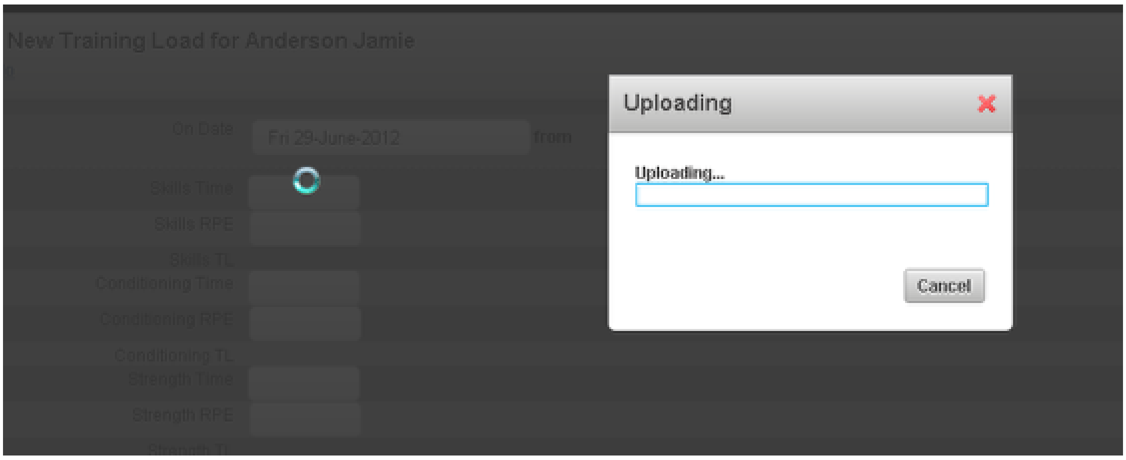
Uploading a Polar Heart Rate file (.hrm file) into an Event Form

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

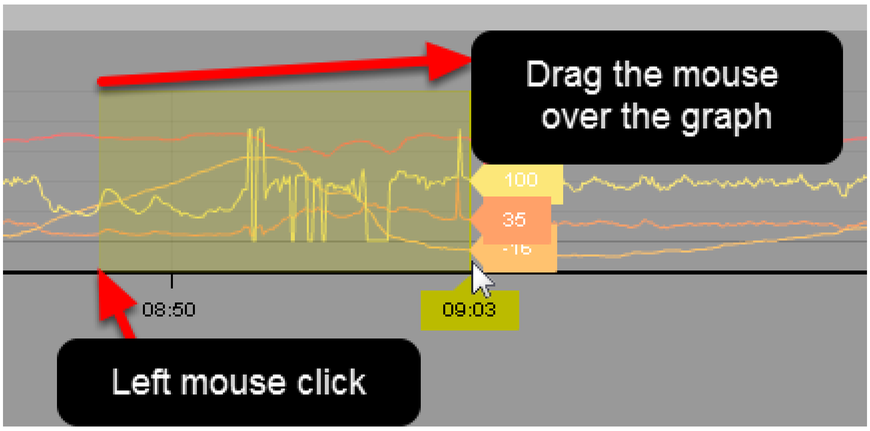


Click Upload (shown in the image in the step above) and the file will upload into the Event Form

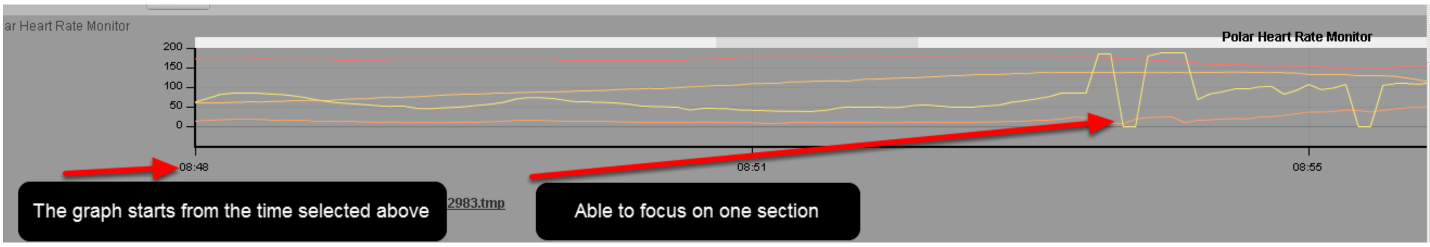


Once it has finished uploading it will display in a graphical layout. You can mouse over any time point for the variables to display.

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

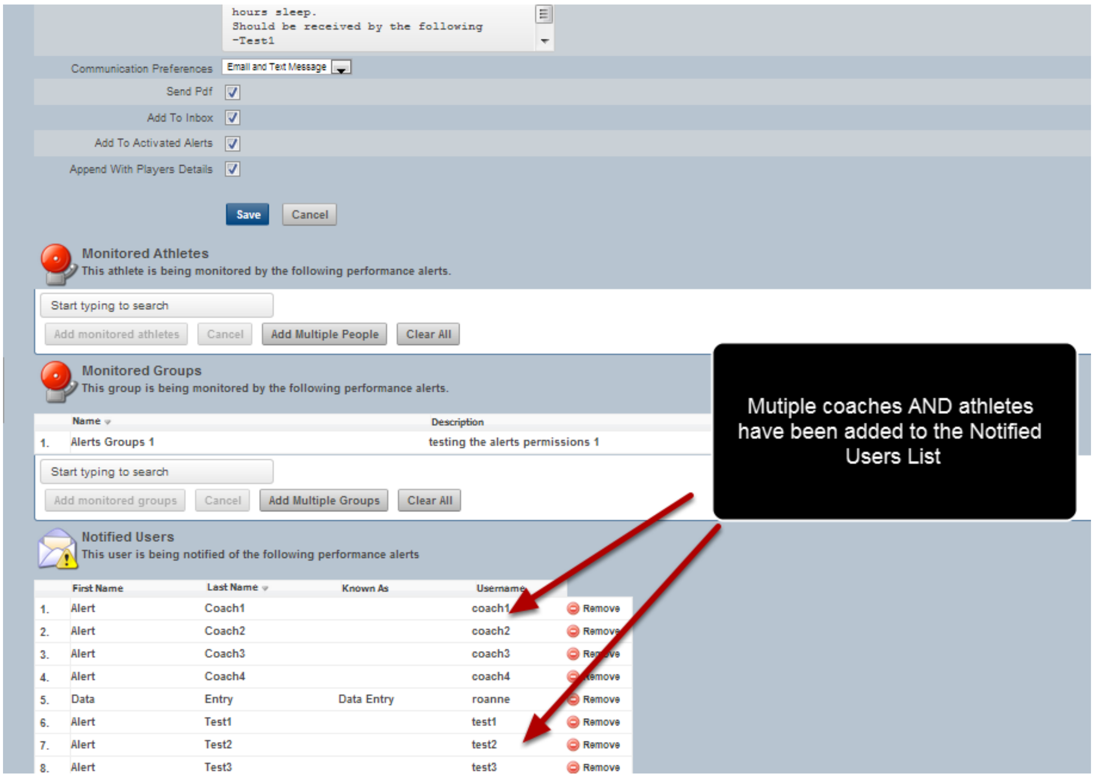
Performance Alerts

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



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

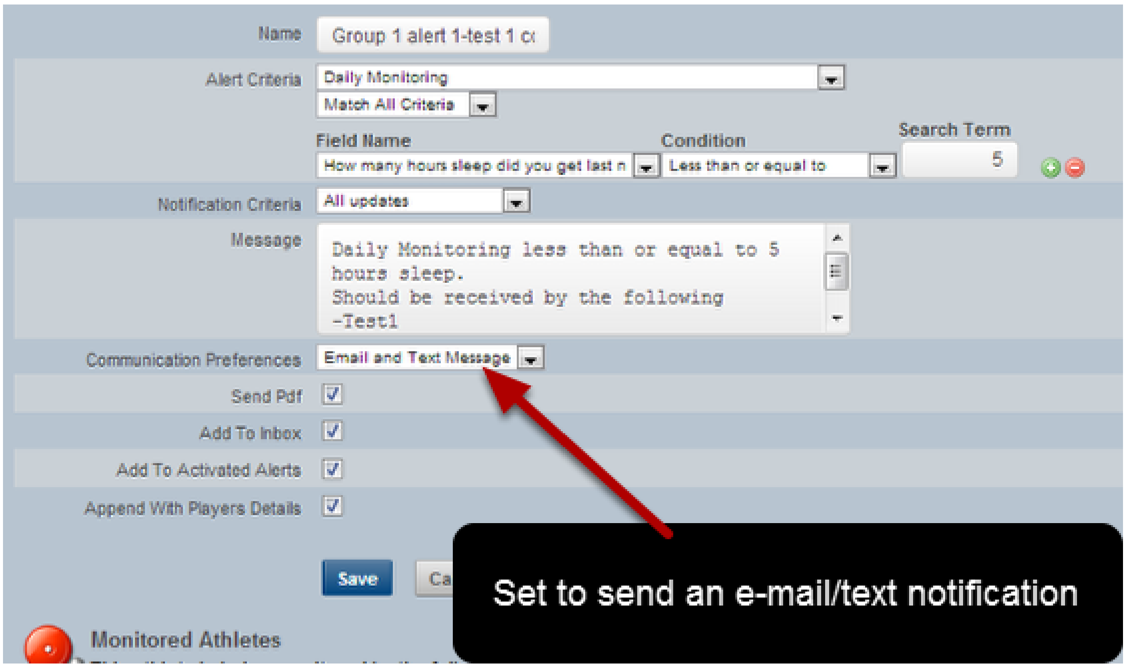
Previously when you set up a Performance Alert for a group, and add a coach or athlete as a notified user who did NOT have access to that group or Event Form, they would STILL receive an E-mail or Text alerts if any of the athletes in the Monitored Athletes or Monitored Groups list triggered an alert.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



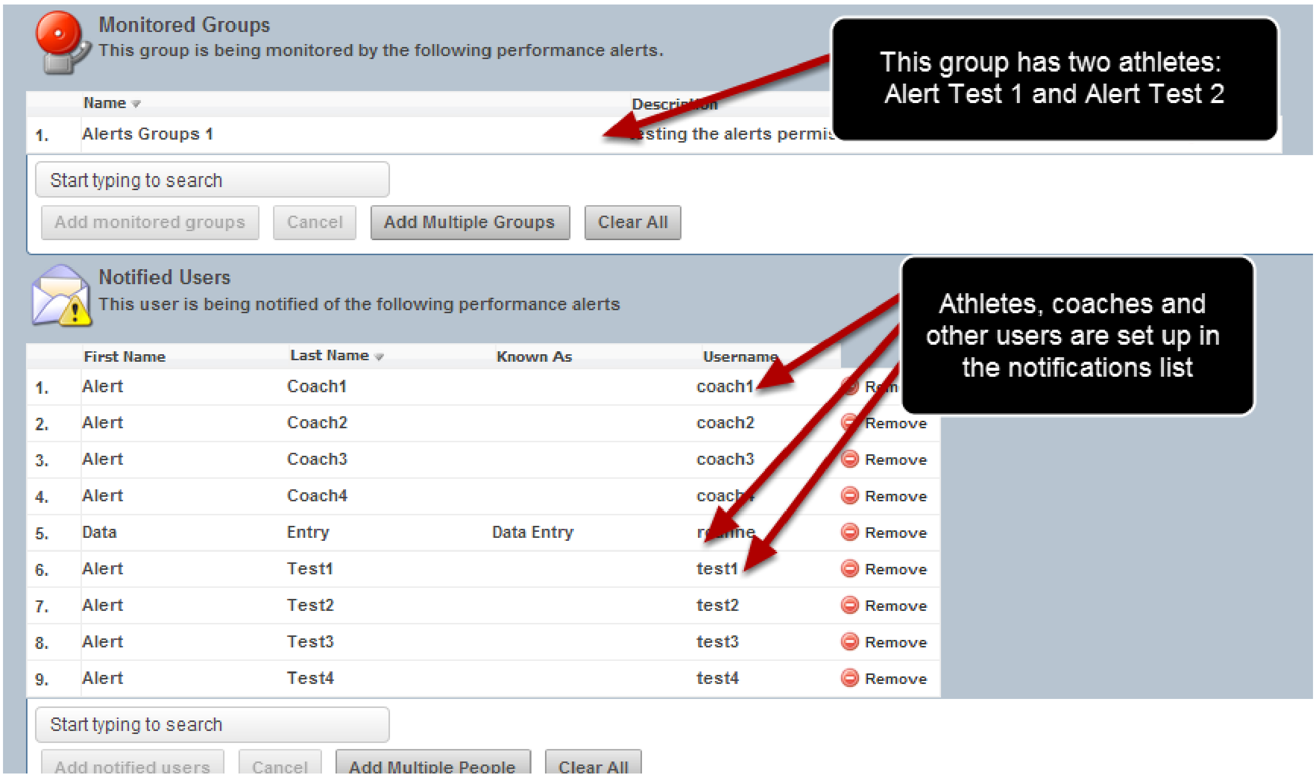
The above alert has been set up fire for the Daily Monitoring Form.

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.



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 elses 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

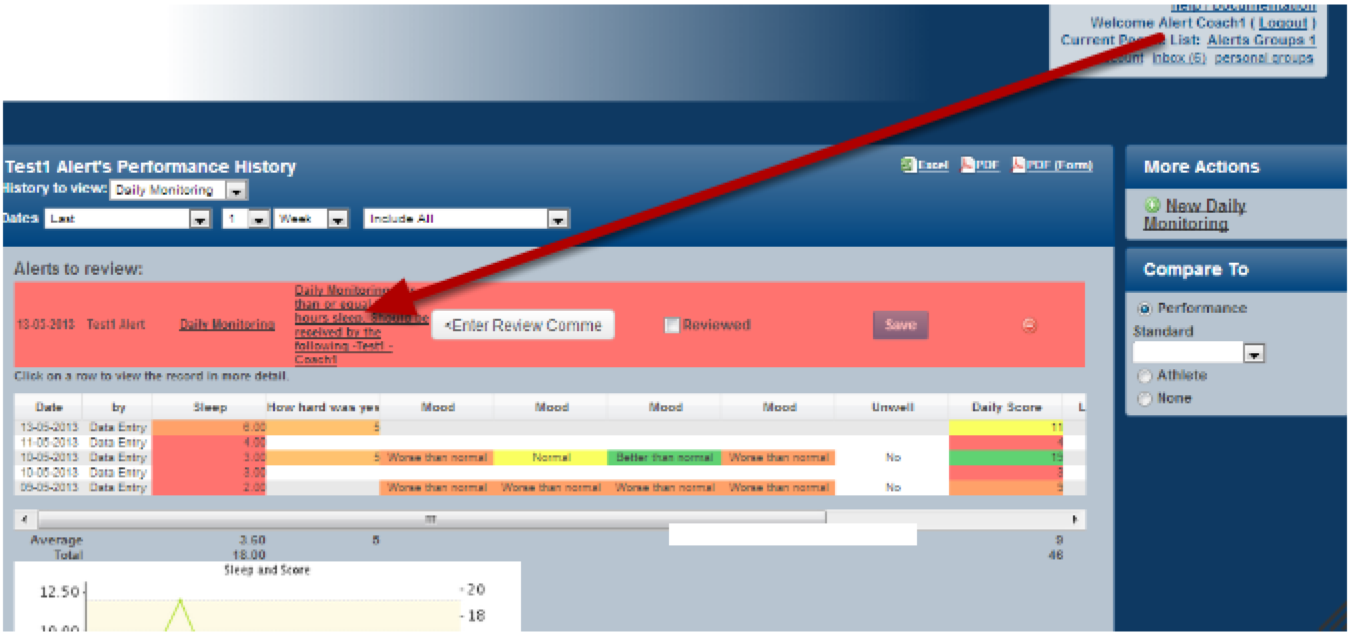
Coach 3 has access to the Group 1 Athletes but not to the Daily Monitoring Form

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 to 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.



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.

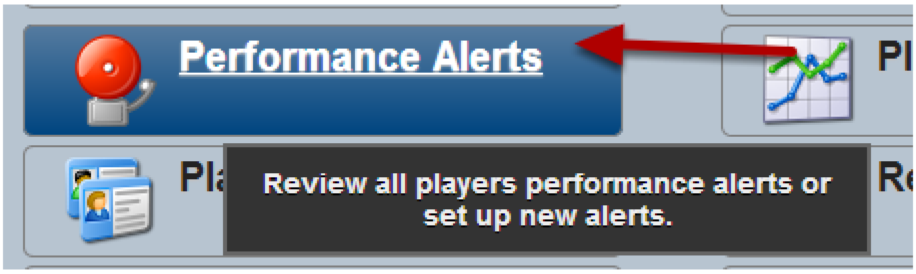
To create a new alert follow the steps outlined in this and the subsequent Performance Alerts lessons

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

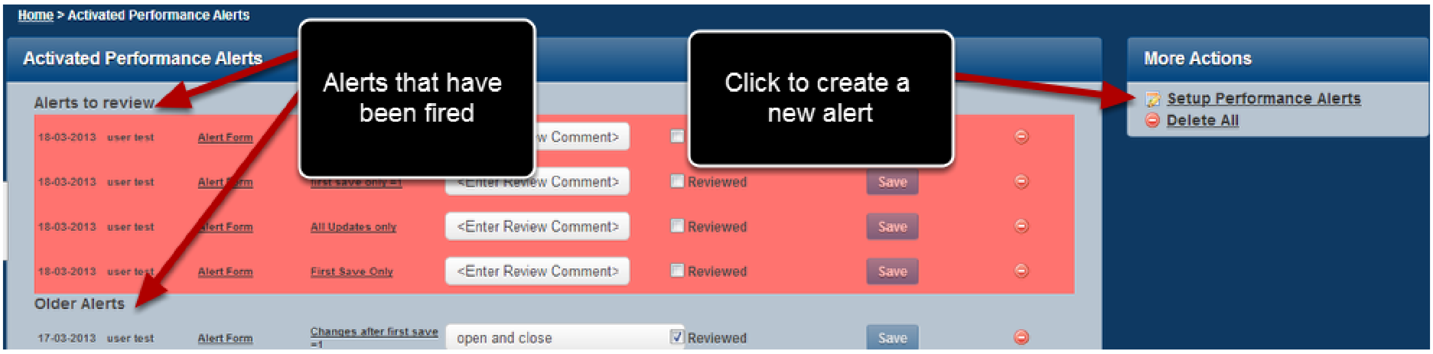
Step 8: Choose the people who need to be notified

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

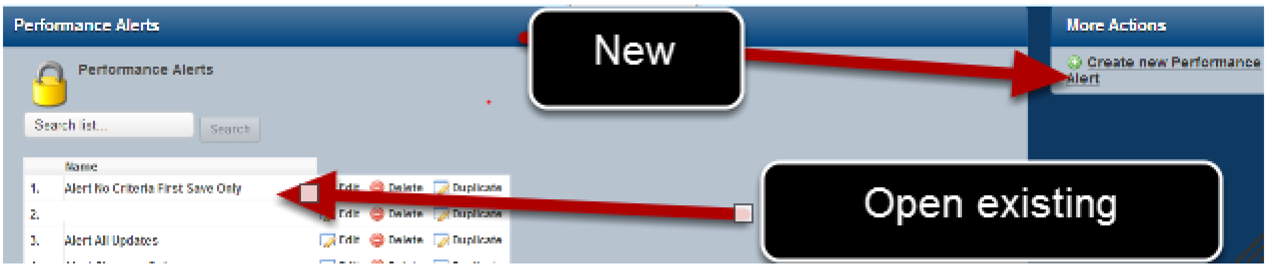


To create a Performance Alert, click on the **Performance Alerts** button on the Home Page

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



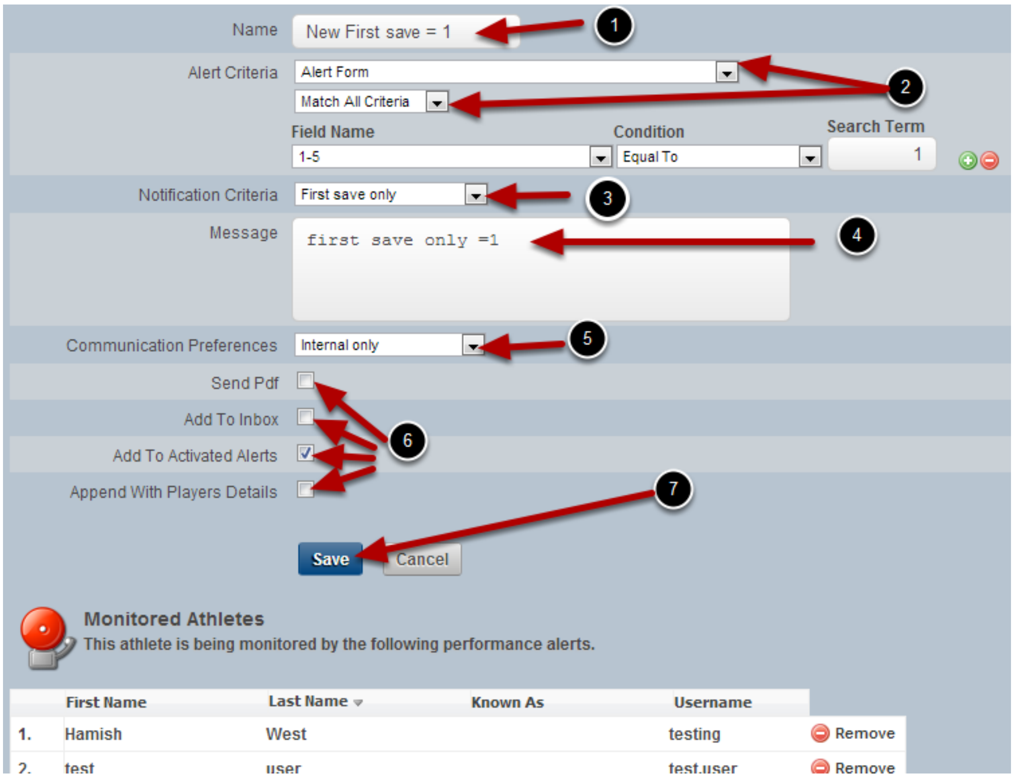
Click "Create new Performance Alert" to create a new alert. You can also view/edit existing alerts on this page.



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



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

#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)

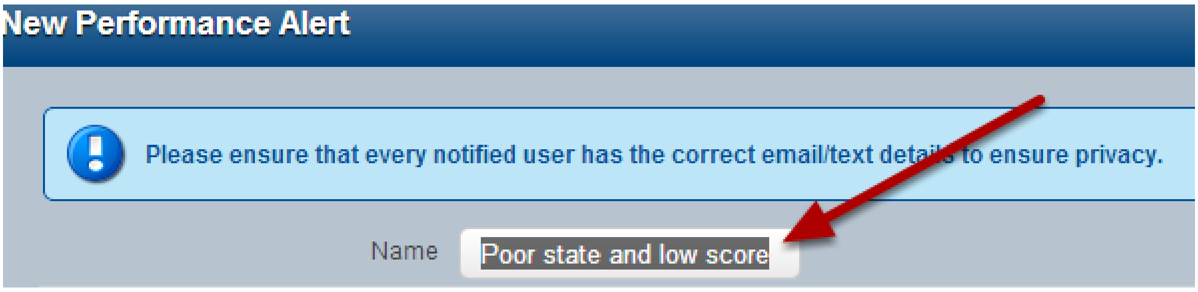
-Text Message (a text to a mobile phone number saved in their account; only use for urgent messages)

-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.

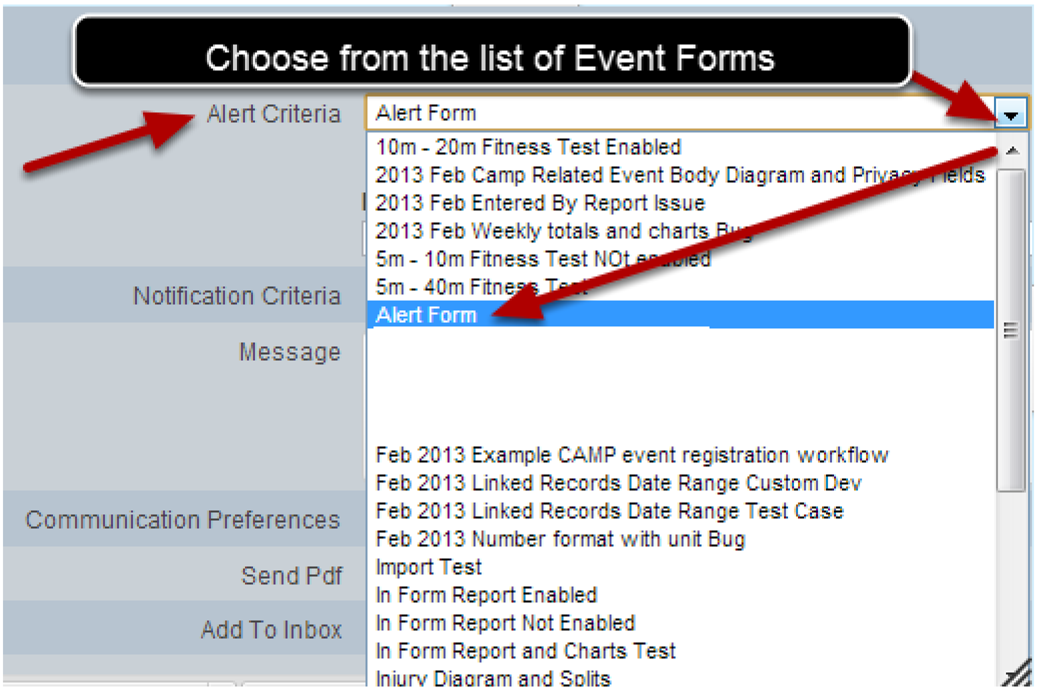
Step 1: Name the Alert



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



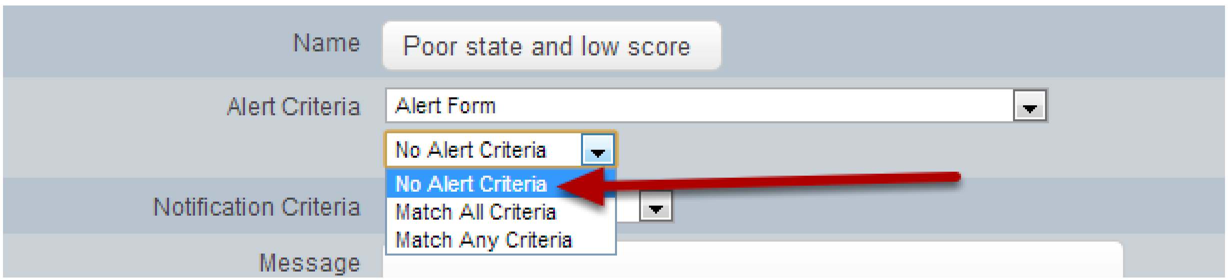
Once you select your Event Form you need to carefully consider whether you want:

-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.

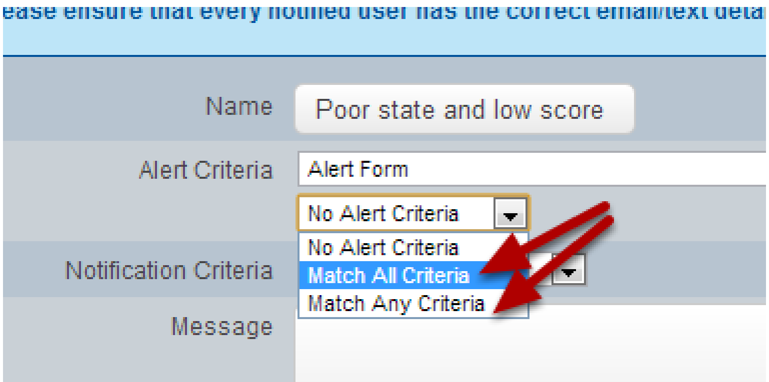
If you want the alert to fire for this Event Form every time it is entered then select "No Alert Criteria"



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



You need to select from the ALL or ANY criteria

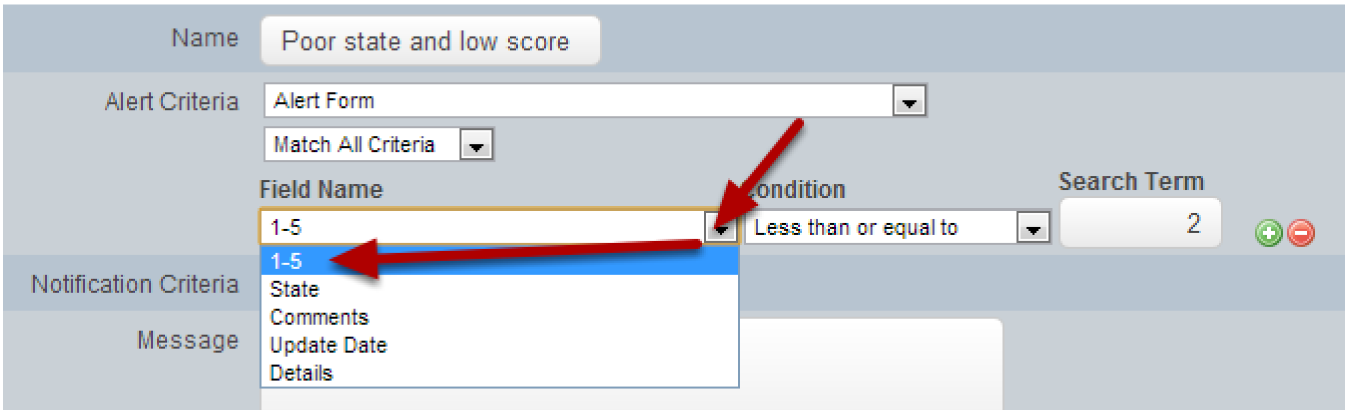
To set up an Alert to be sent when All criteria are met (e.g. when injury is "severe" AND pain is greater than 6) choose the "Match All Criteria".

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 ben met or the alert will not be triggered.

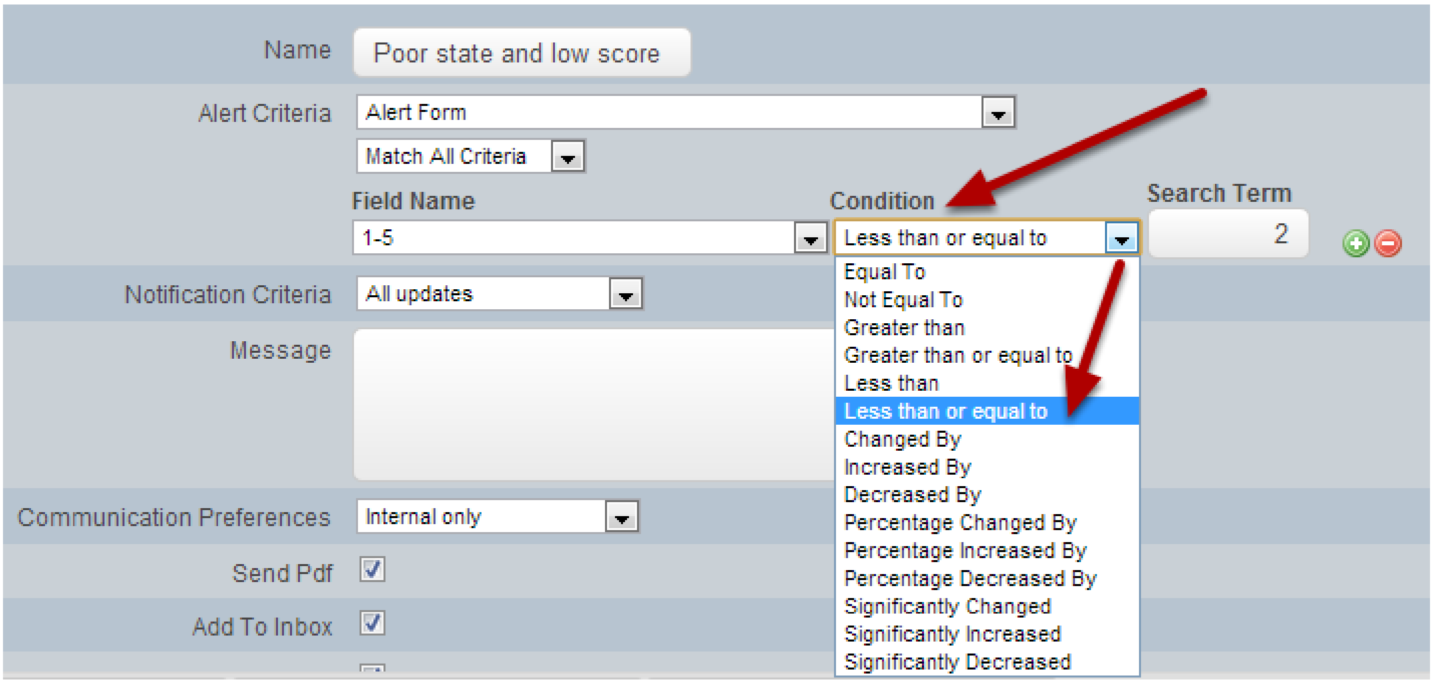
For this example we are going to use the **Match All** criteria.

Now select the Field from the Event Form that you want to set up the Criteria For



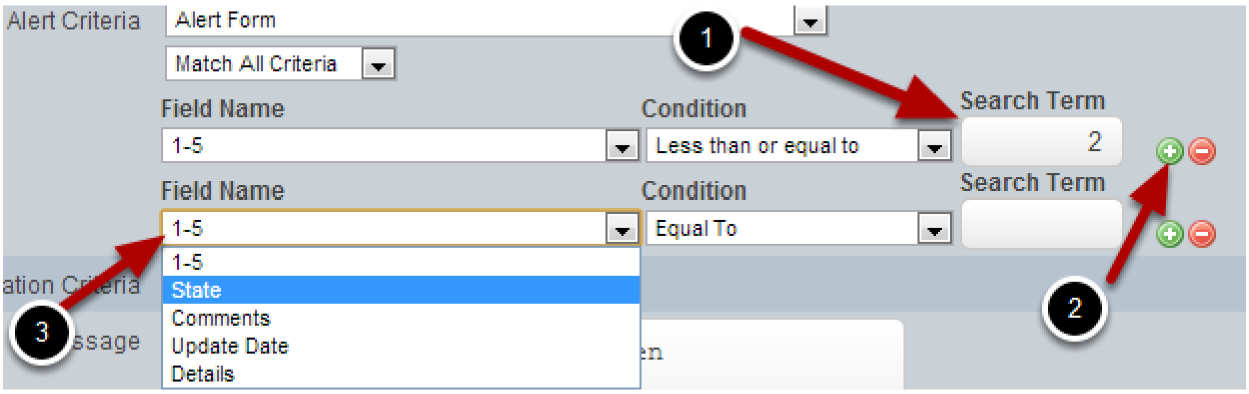
All of the Event's Fields appear for use as a filter. Select the Field that you want to use for your criteria. For this example we are selecting the field "1-5".

Selection the Condition that you want to apply to the field. For this example we are selecting the "Less than or equal to" condition



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.



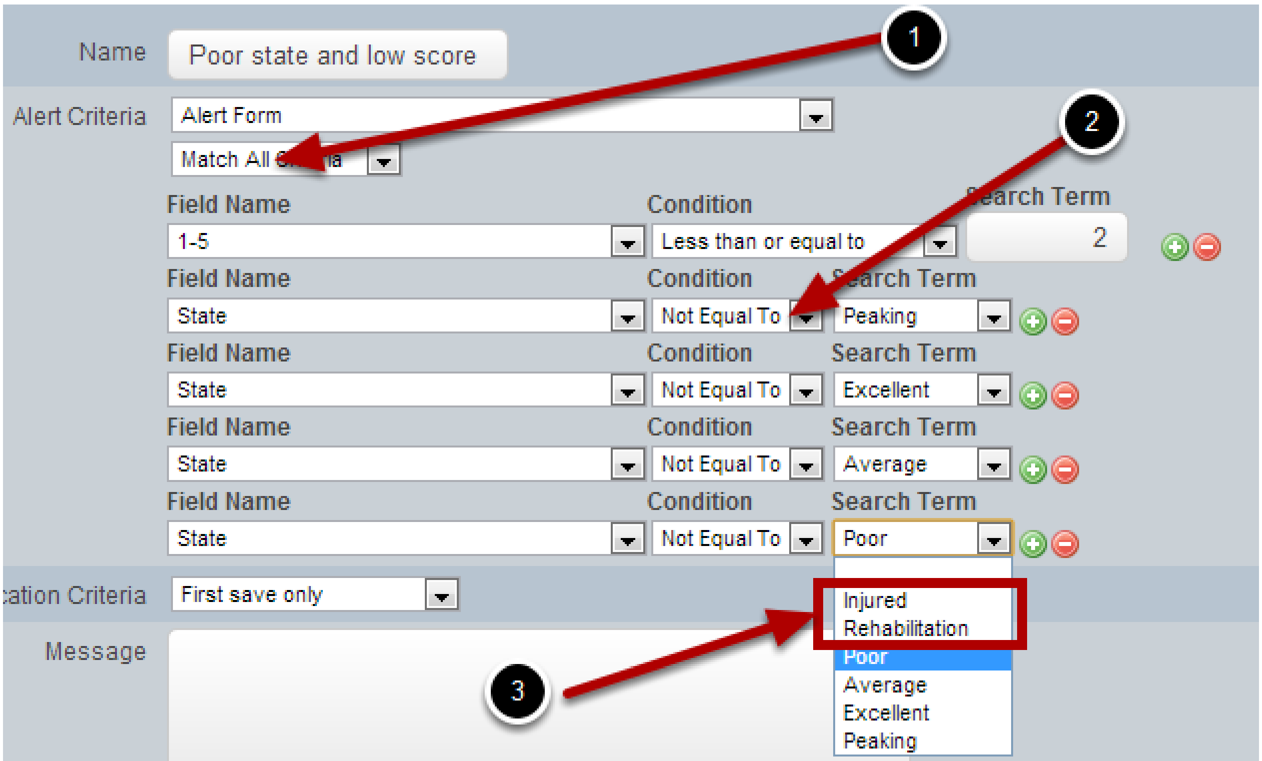
Depending on the type of field you selected you will have different options to select for the Search Term.

#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



For this alert, we want it to fire when:

"1-5" is less than or equal to "2"

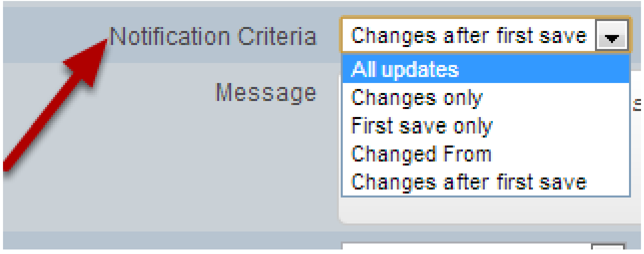
AND

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.

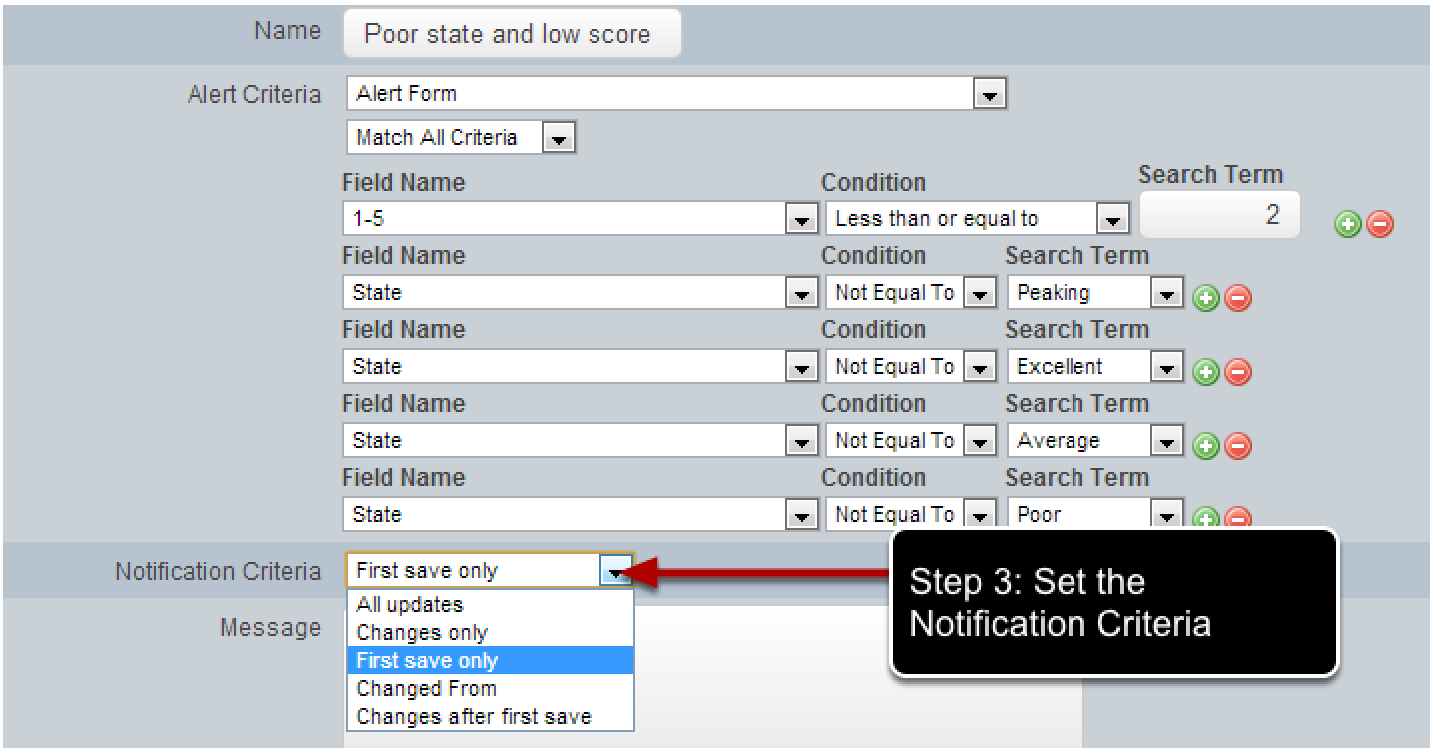
Next you need to set up the Notification Criteria (as shown in the next lesson Step 3: Notification Criteria)



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



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

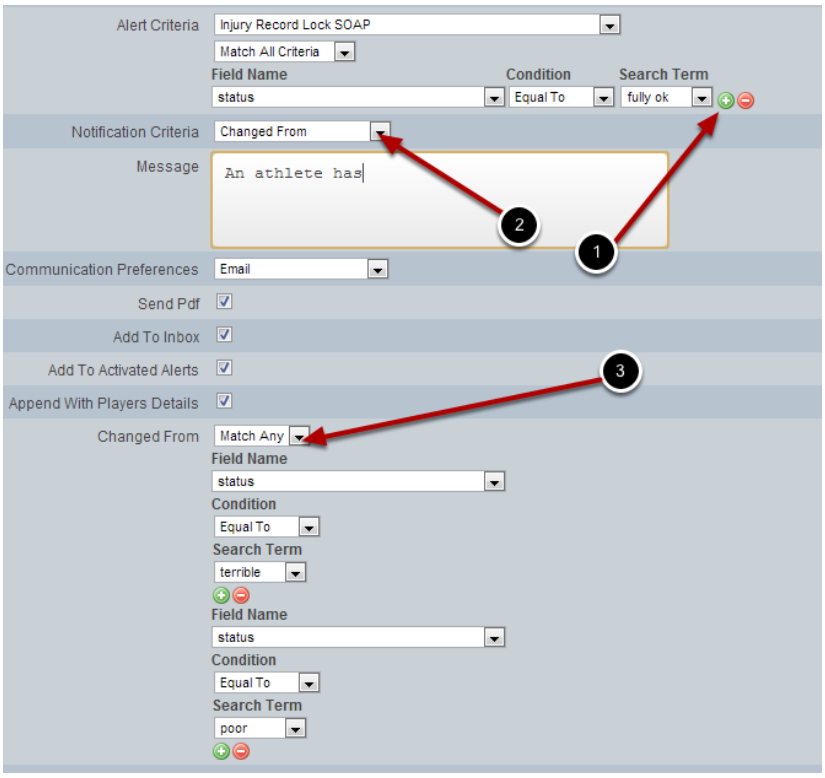
Changes After First Save: means you will receive an alert ONLY AFTER the entry has been saved in Smartabase.

-**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



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:

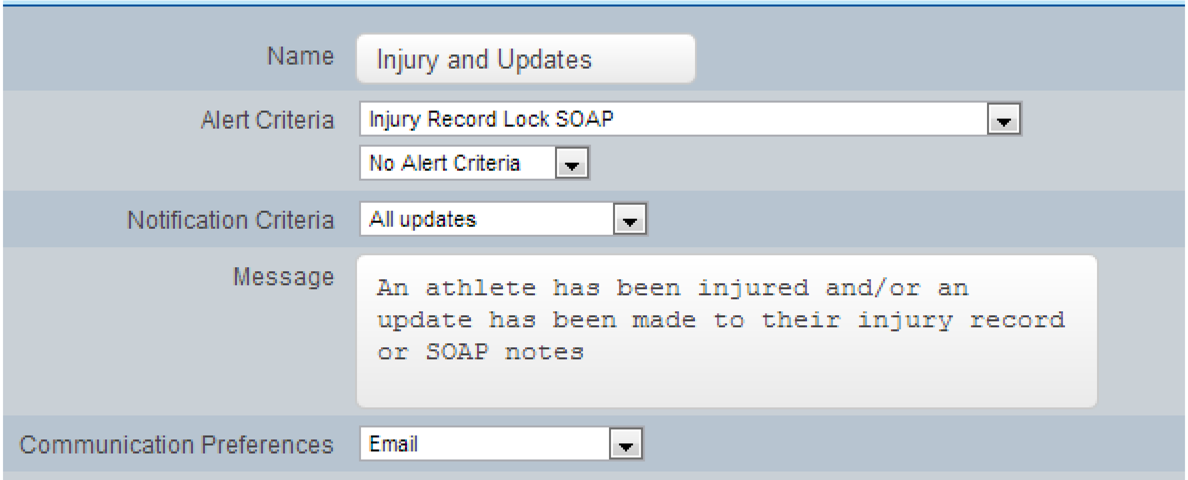
#1: Set up the **Alert Criteria** that you want to be notified of (e.g when an athlete is fully available, or in the example here **fully ok**). N.B. You MUST set this up first before you set up the changed from notification.

#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:

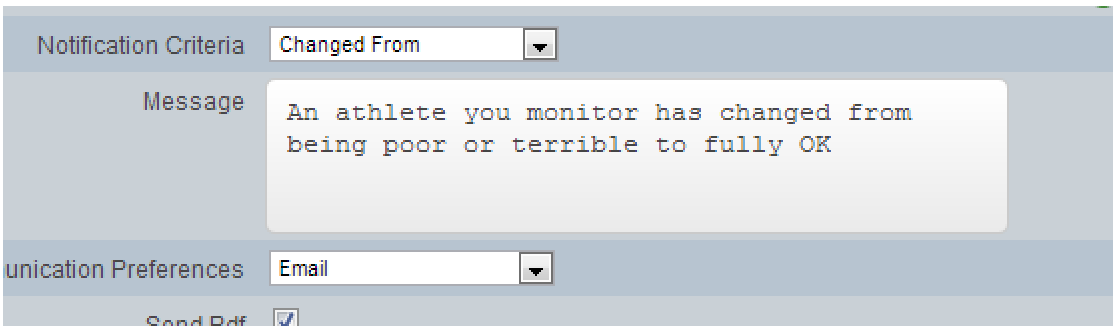


The example here shows an alert that is set up for an injury record to fire an alert when the entry is first entered and then for any up date to that entry. This might seem like an ideal alert, but if you are monitoring a squad of 20 players and you receive a notification each time a new injury is entered 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.



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.

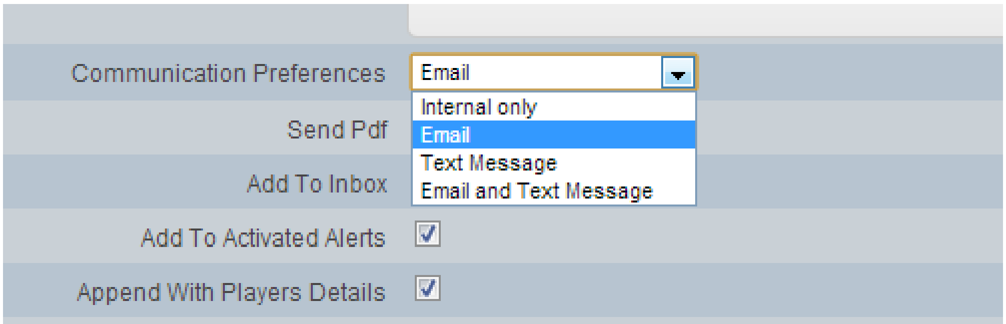
Also, consider how the message fits with your organisation's restrictions on personal information being sent out of the system.

Note, if you send an SMS you will ONLY have 140 characters available for the message. Try and be very succinct!

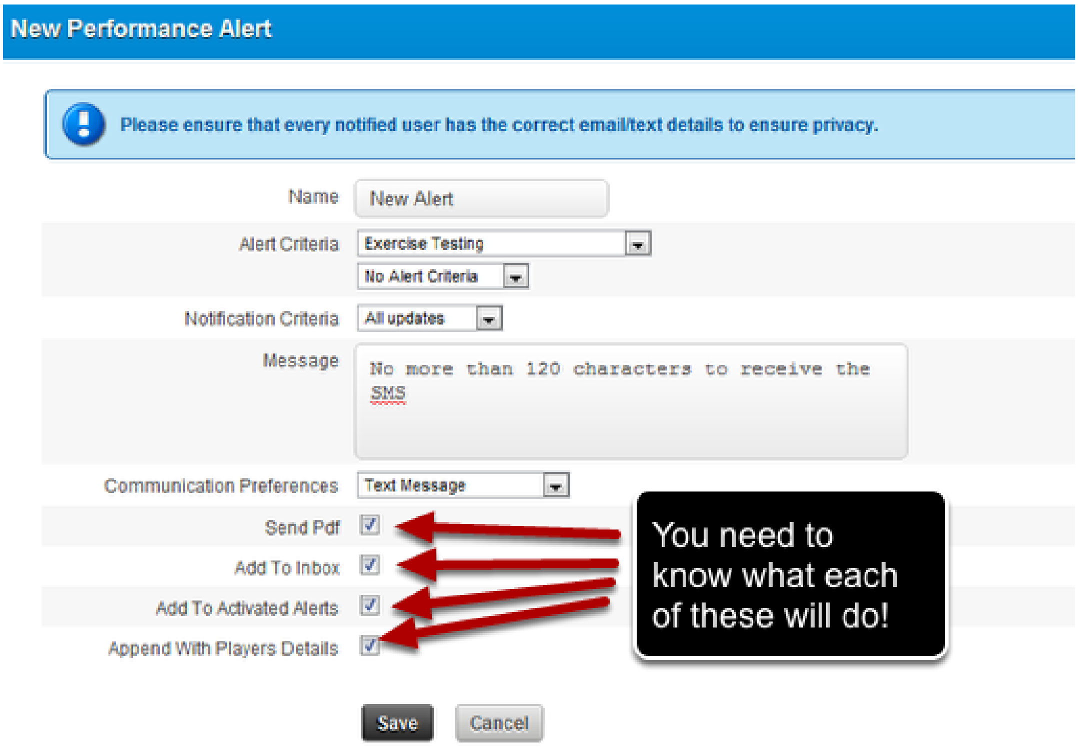
It is CRUCIAL that you consider what information is being sent in the message, especially if it is sent via e-mail or SMS.

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.



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 openened 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 Emailaccount

-That is does not show in the activated alerts list

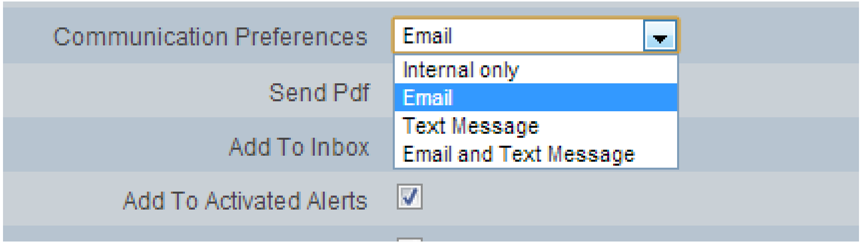
-That it does not show in the internal inbox

-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.

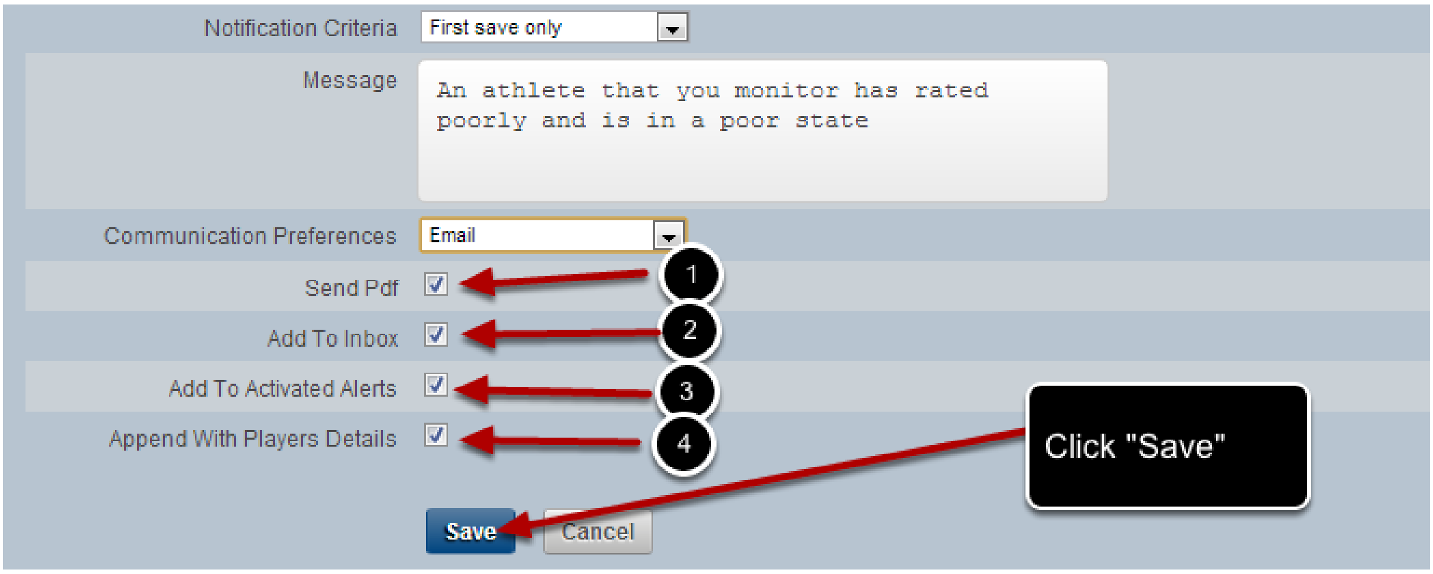
Text Message: To the user's mobile/cell number (saved in the users account information) as an SMS (Text) message

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



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 Emailor the internal mail system. If this contains senstive 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.

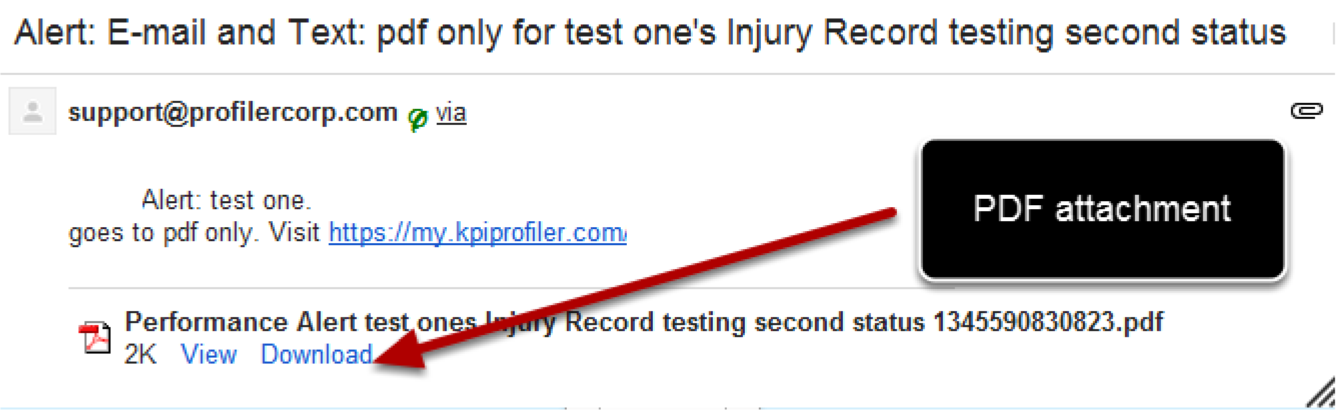
#3: **Add to Activated Alerts means** the alert will appear in the activated alerts list.

#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 senstive information, carefully consider whether you should be sending this, especially if it is used in inconjunction 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	

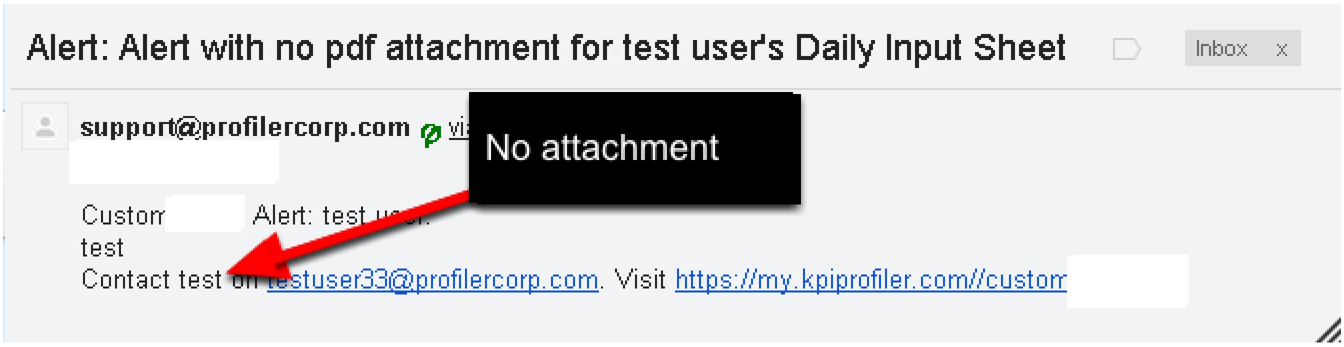
Consultations Where There is No Presenting Illness Needing Treatment, ZTXX, Advice on equiptment/ other aids e.g. appropriate footwear.

Split Med text	Consultations
split option	Consultations

Injury Information

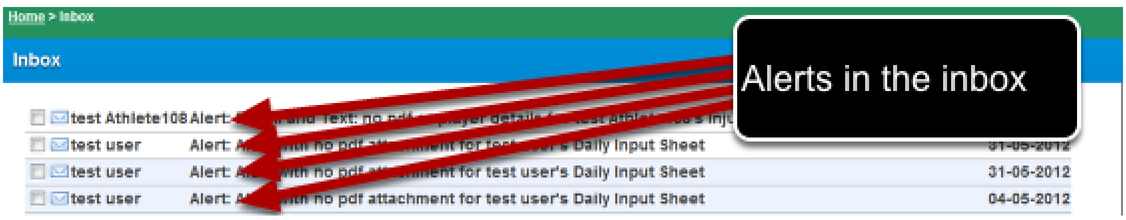
Squad	A-League
Position	Goalkeeper
Injured During	Game

#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.

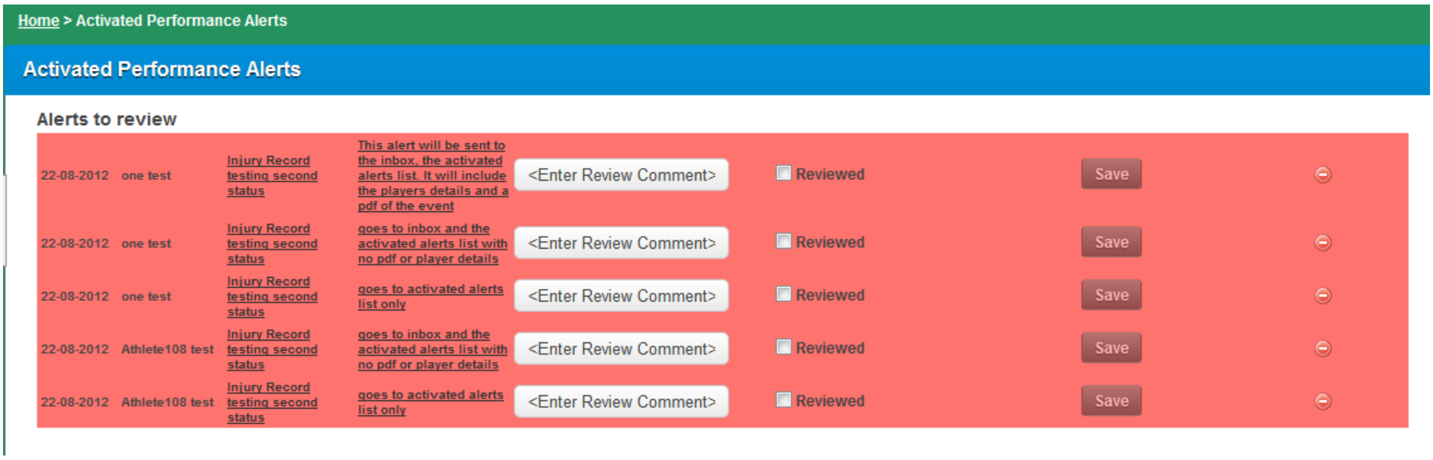
#2: Every alert used to appear in the internal mail Inbox. To disable this ensure the "Add to Inbox" is not ticked



You can stop alerts cluttering you 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.

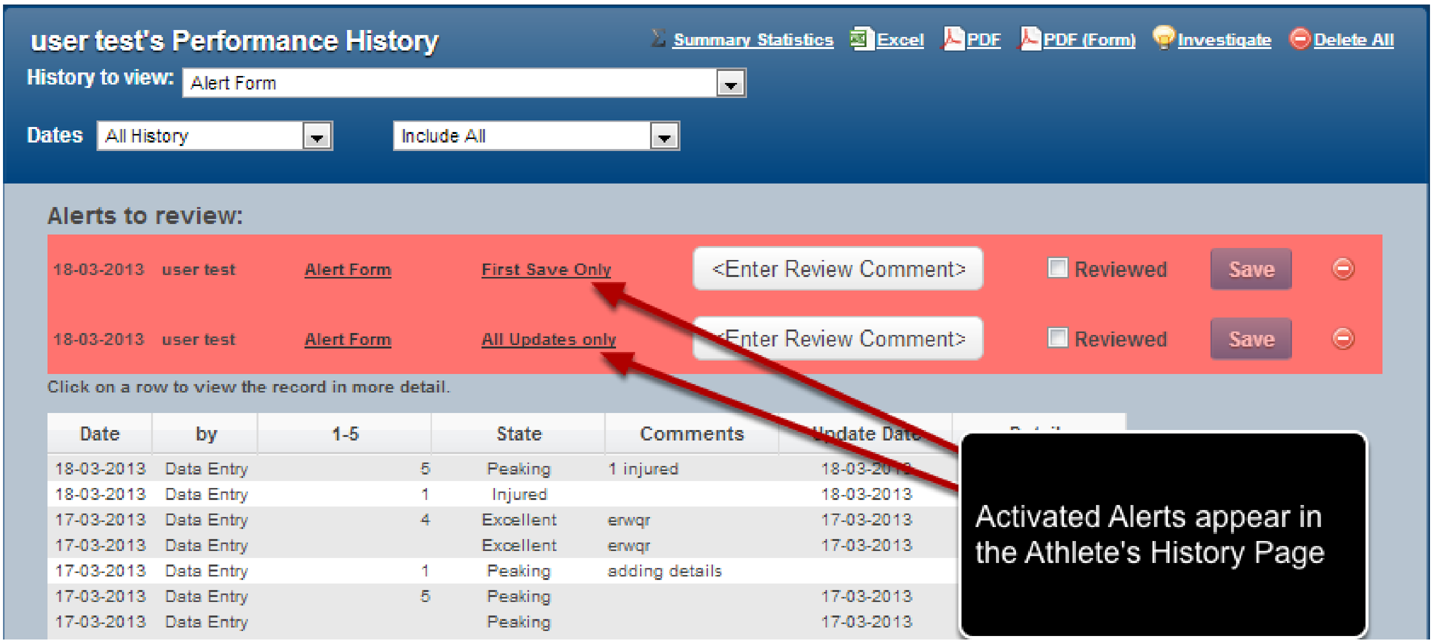
#3: Activated Alerts show all alerts that have been fired. Now you can set whether or not you want the alert to appear here using the "Add to Activate Alerts" button



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 her by unticking the "Add to Activated Alerts" tick box.

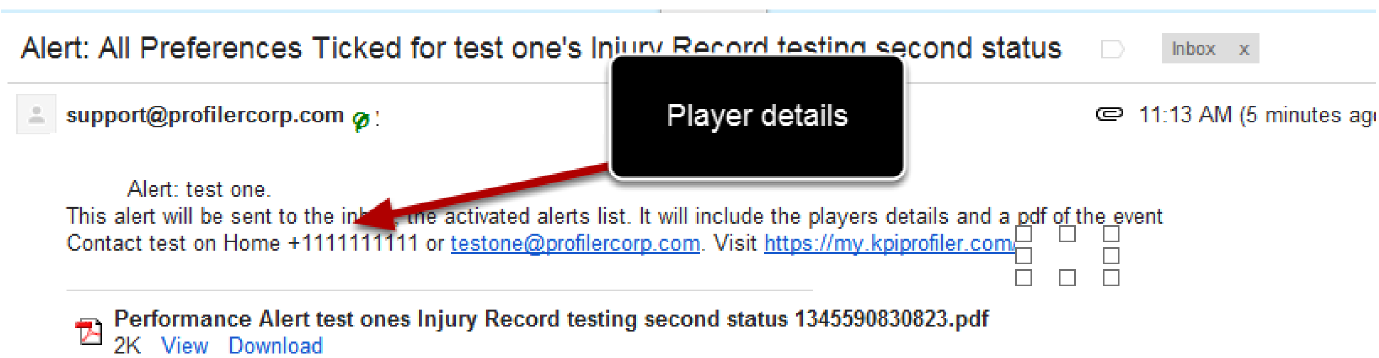
#3: Activated Alerts ALSO appear above the athlete's records in the Athlete History Page.



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.

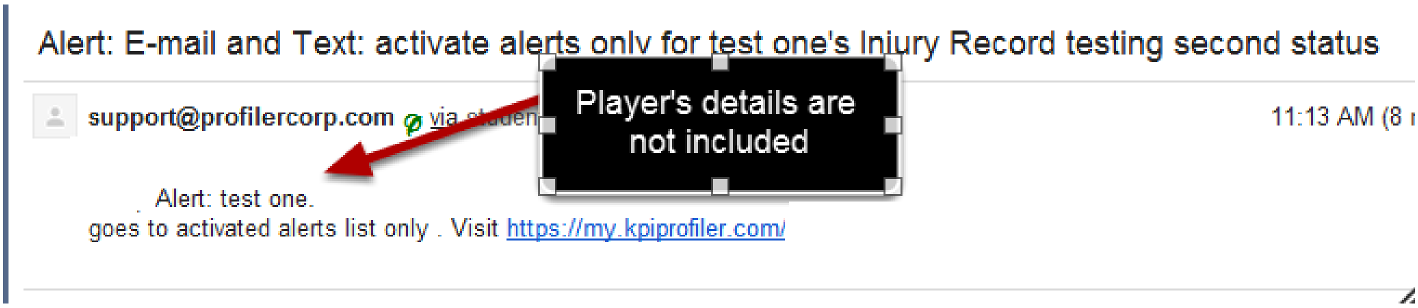
If the "Add to Activated Alerts" is unticked, alerts will not appear in the activated alerts list OR in the Athlete History Page.

#4 Append with Player Details: The athlete's contact details can be selected to appear in any alerts



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).

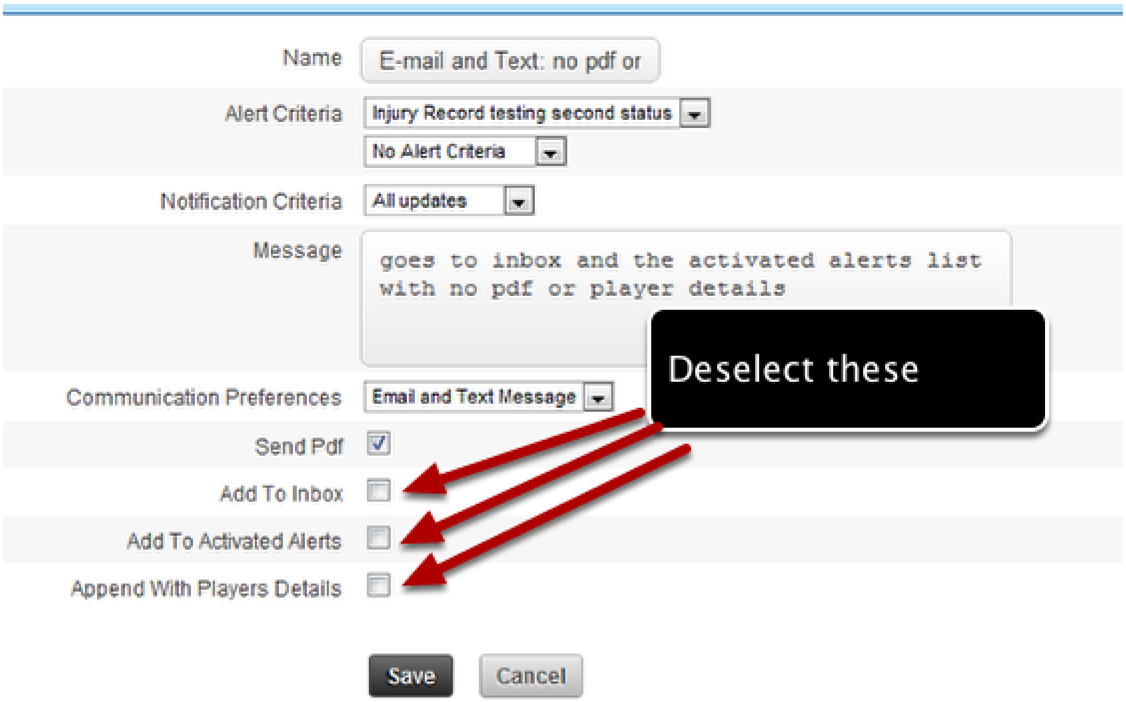
#5: Player's details do not appear when "Append with Players Details" is not ticked (also note there is no pdf with this Emailalert)



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.

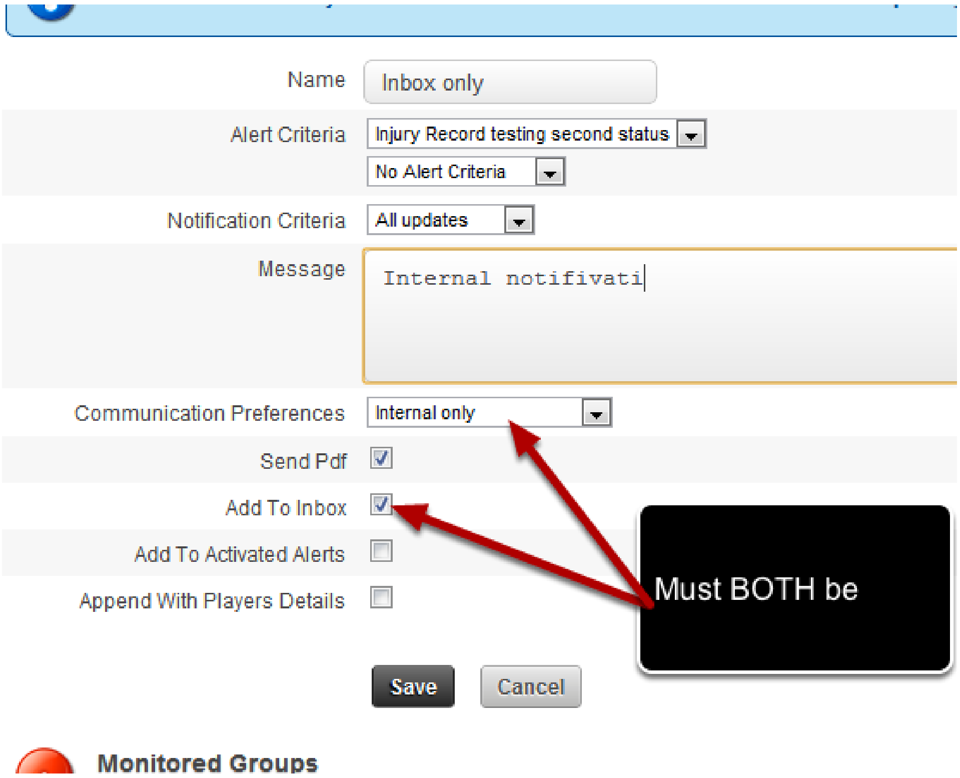
Set up tips: if you are setting up a text or Email or combined Text/Emailalert it could have the following settings



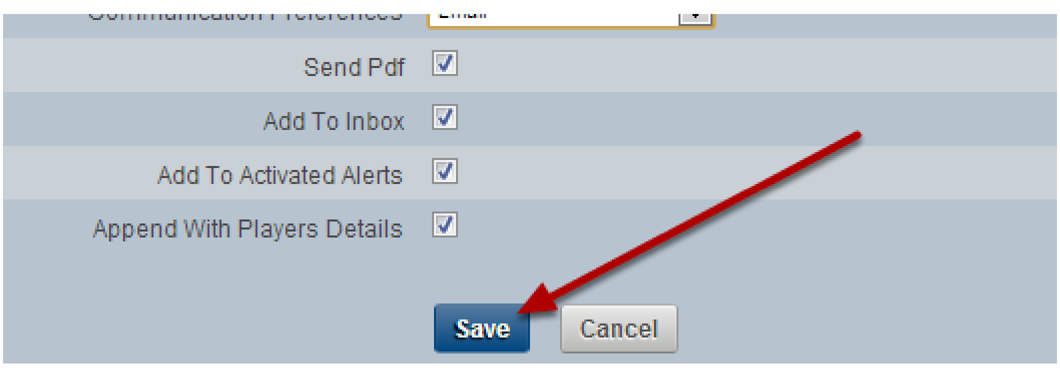
With this set up, you will receive a text and an Emailto you external Emailaccount. There will be a copy of the event that triggered the alert on the Emailas a pdf. However, no alerts will be sent to the inbox or the activated alerts list so these modules will not get cluttered.

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



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

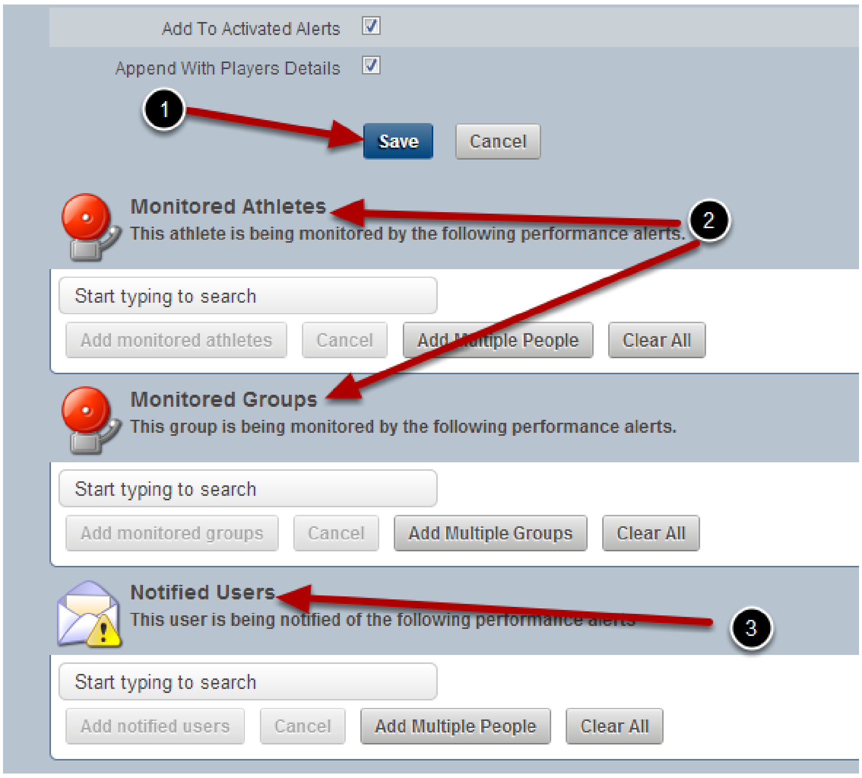


Click Save to set up the athletes who are monitored and the users who are notified of the alert.

Please set up each of your alerts according to your organisation's needs. If you have any queries do not hesitate to contact you 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

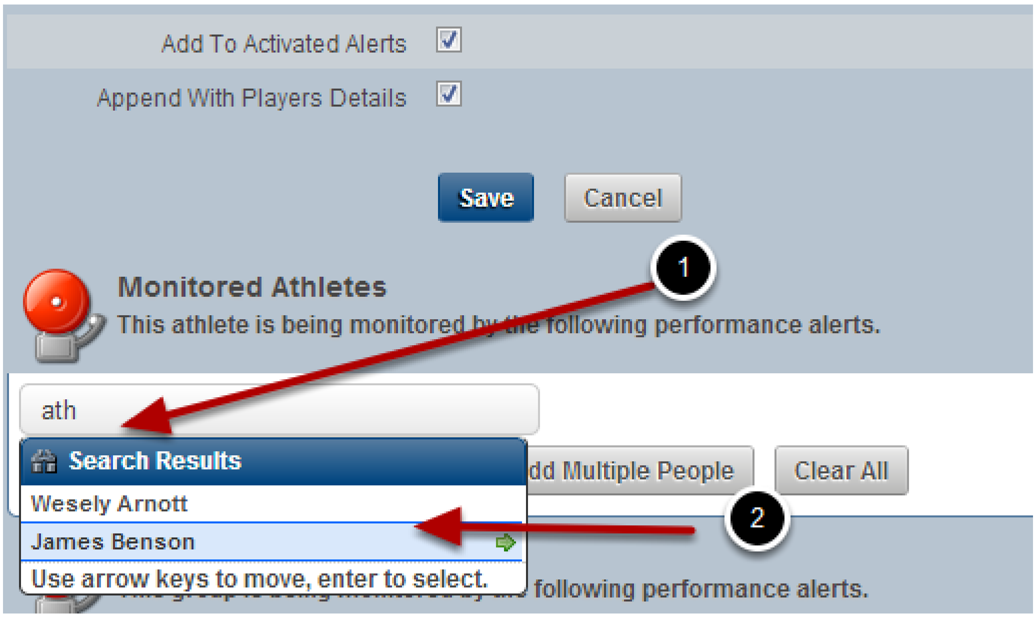


#1: Save the Alert and the section of who is monitored and notified is opened

#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



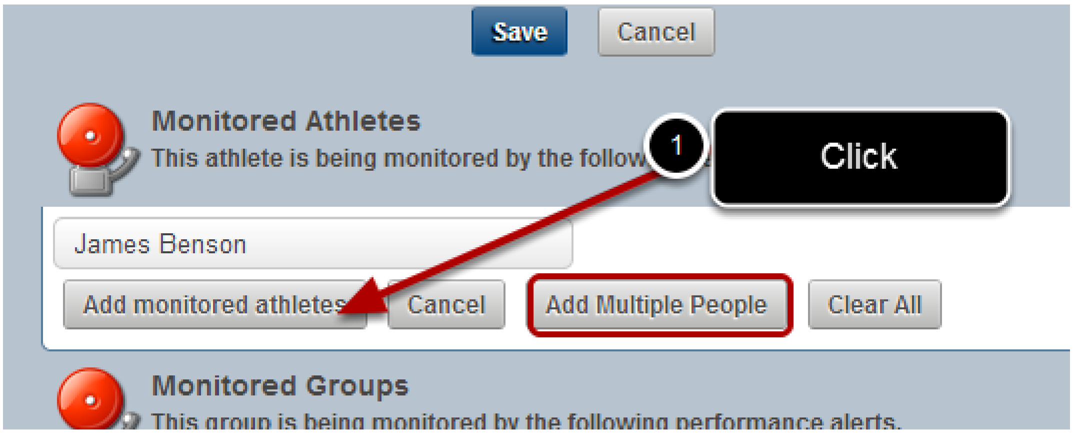
Select if you want to Monitor an entire **Group** of athletes, or if you want to select specific **Athletes** (you can have both athletes and groups set up).

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)

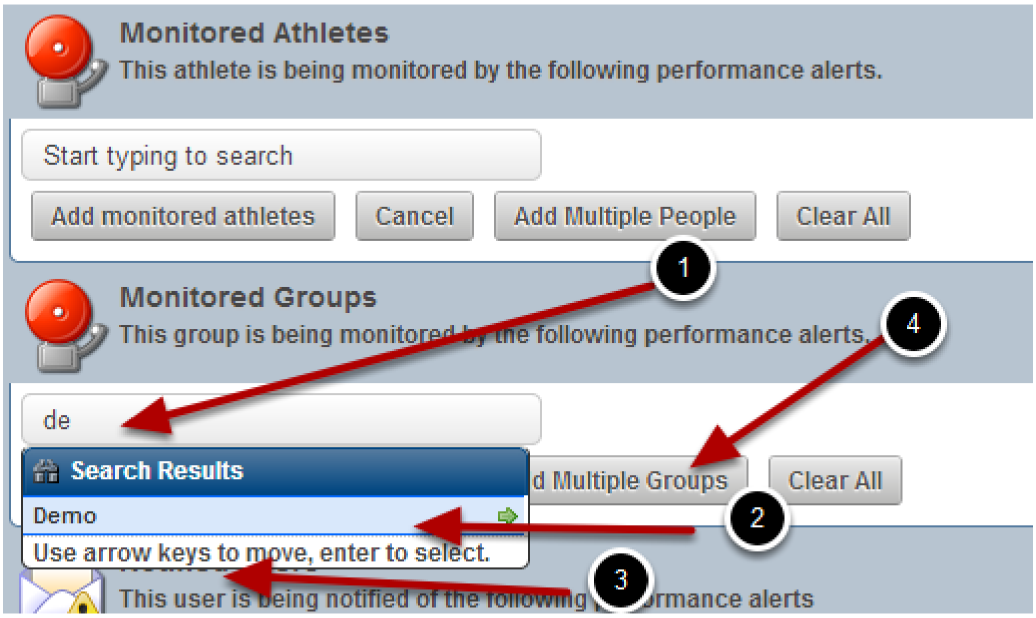
Once you click on Add Multiple Athletes a list of all of the users that you have access to will appear:

#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?

Notified Users

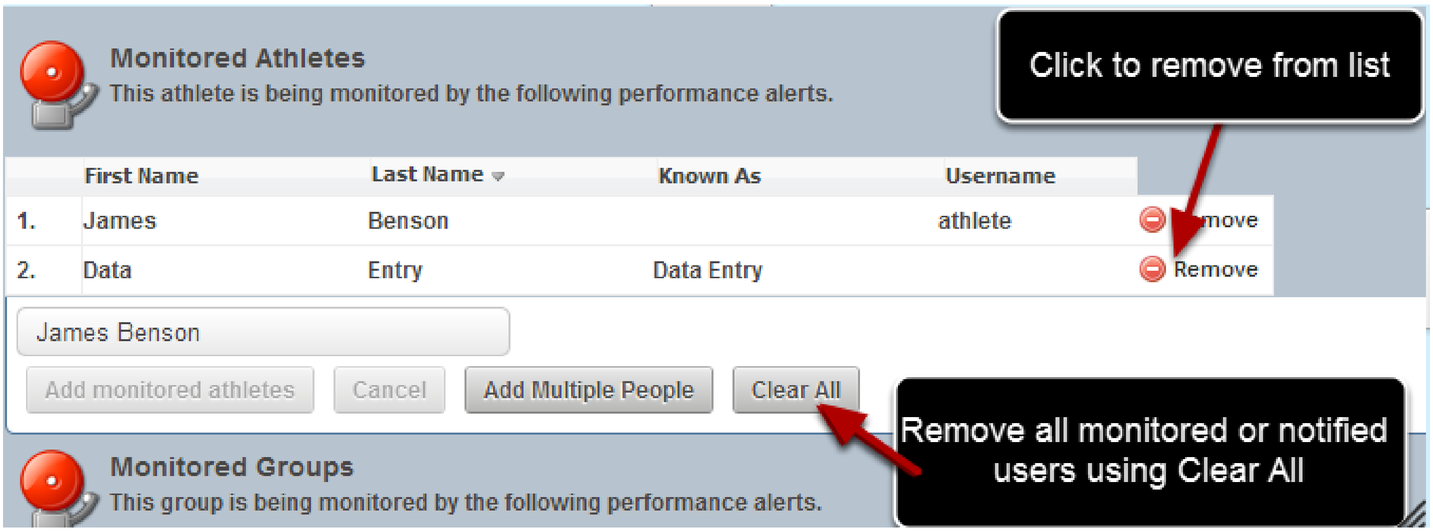
Once you select who needs to be monitored you must select the **Notified Users:** this defines which users will be notified when the alert criteria are triggered. You will NOT be added as a notified user unless you actually add yourself to the alert and your name appears in the notified user's list:

#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



You can remove users one at a time using the red remove button

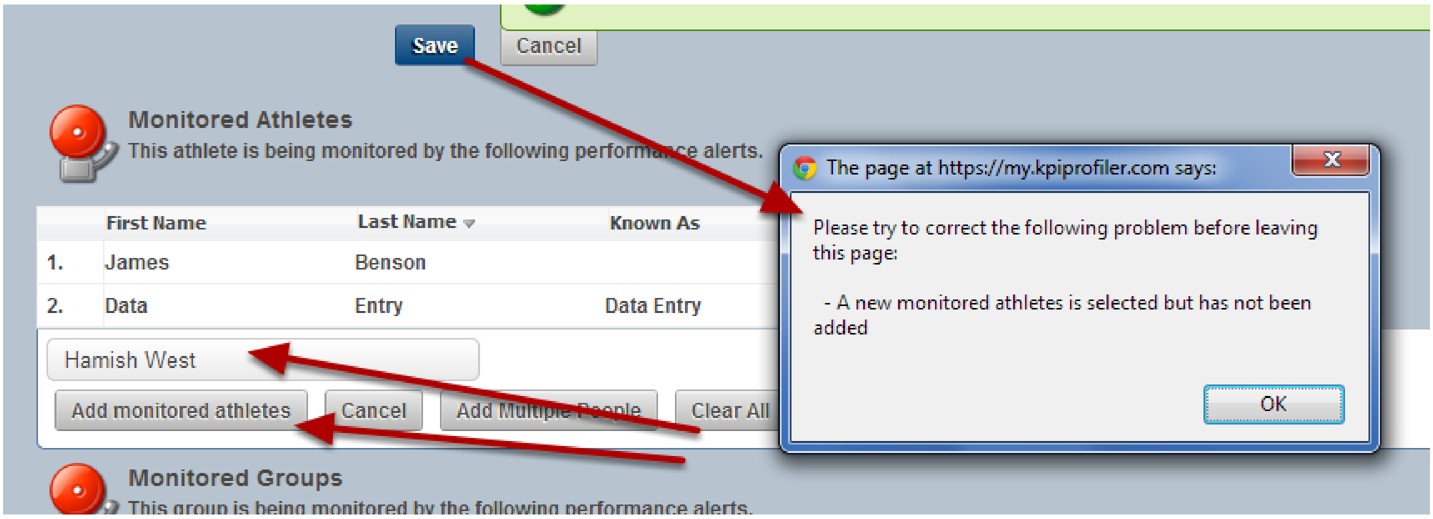
You can also clear the entire list by clicking on "Clear All". The list will be cleared and you can start again.

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



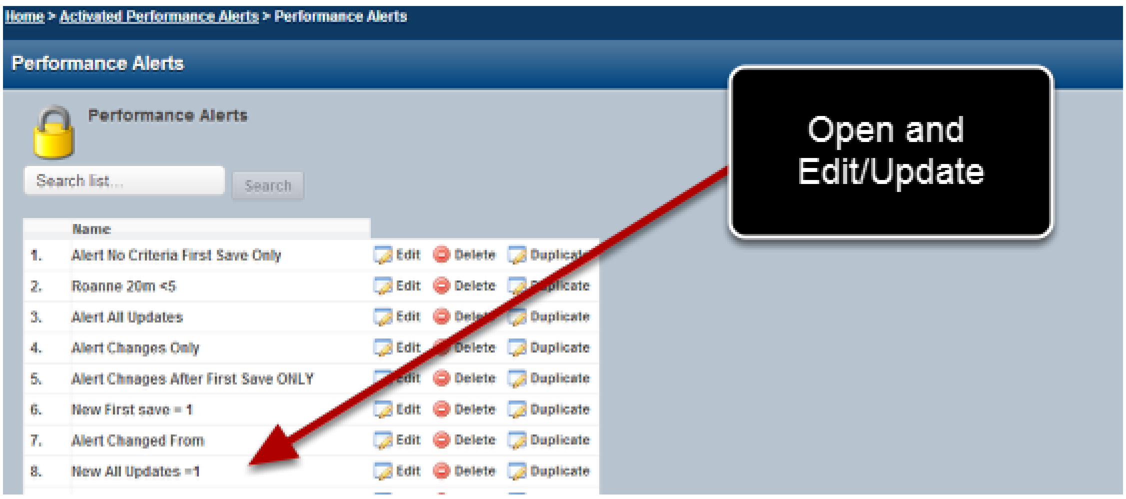
This message is showing that text is in a search box and it is checking whether you want to add in the user to the list, e.g click on "add monitored athletes" to add in Hamish West to the list of monitored athletes.

-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").

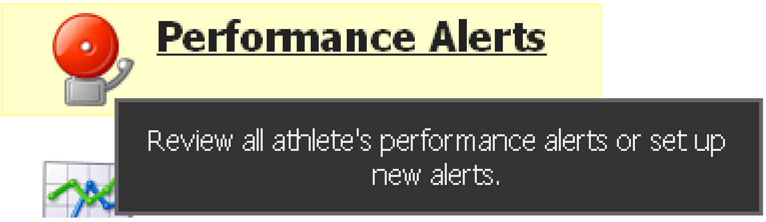
To see what happens when alerts are triggered, see the next section.

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,

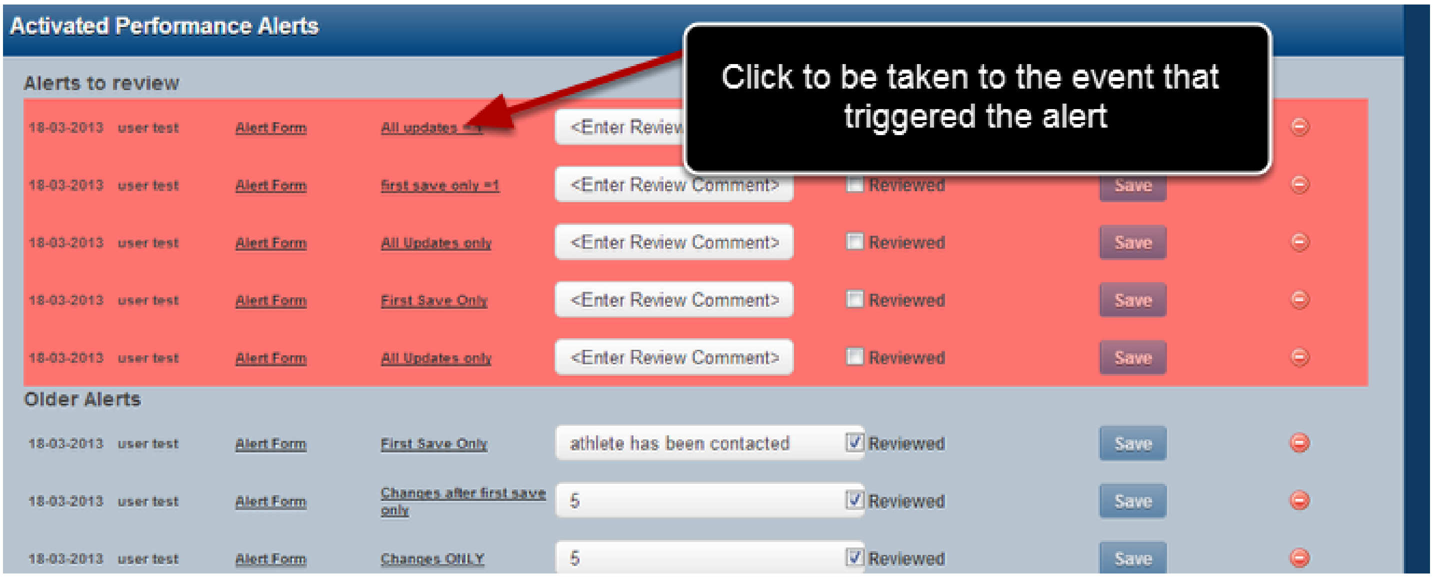
#1: A link will be displayed within the e-mail to take you directly to the software address, where you can login and see the information.

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

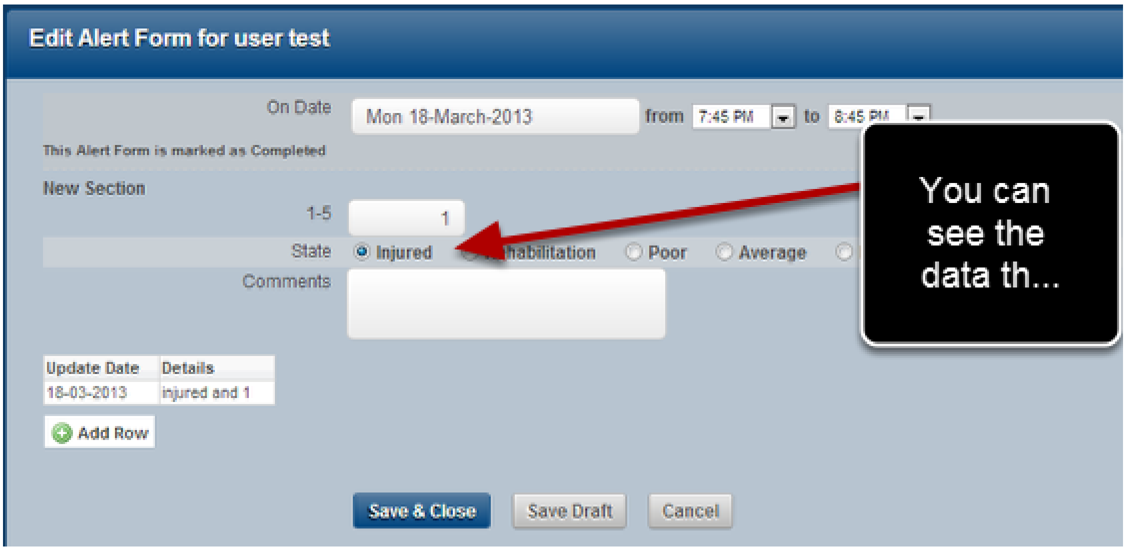


A complete list of the alerts will be shown for any athlete who has entered, or has had information entered about them that triggers an alert.

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.

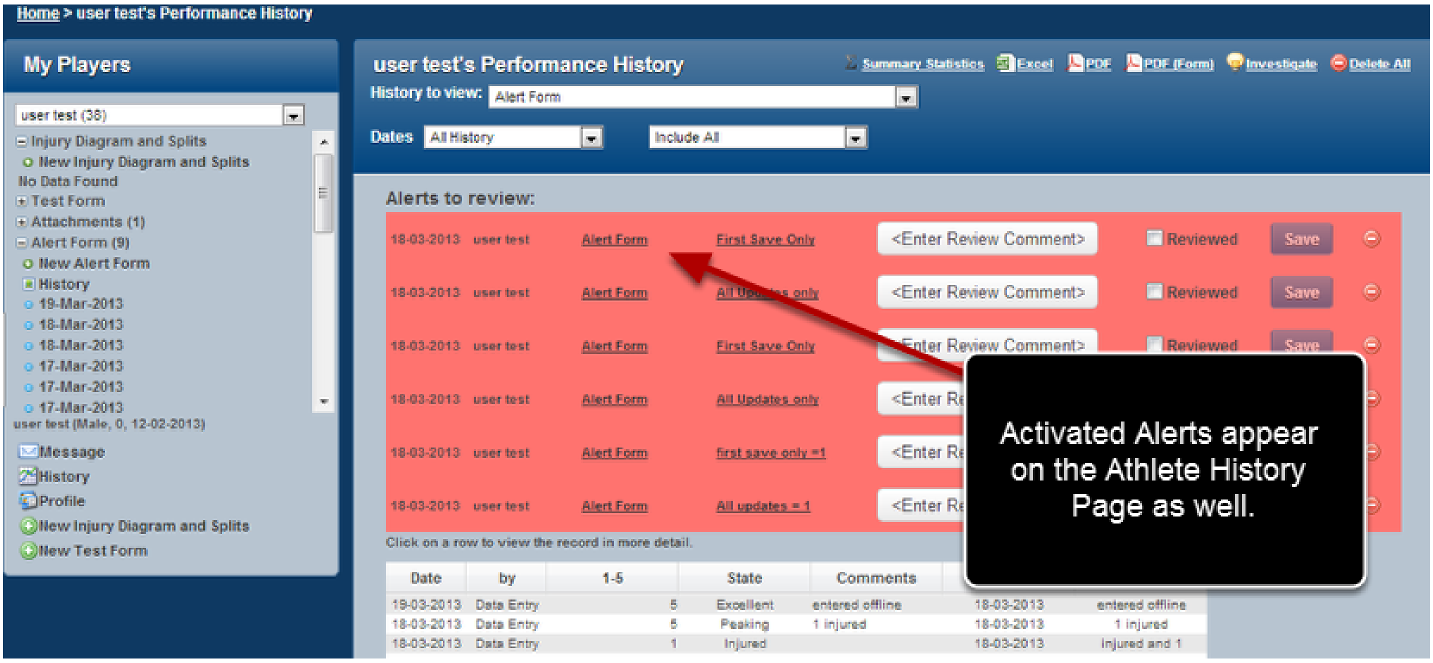
The actual entry will be displayed to view (as shown in the image in Step 5).

5.0 The Actual Entry is displayed



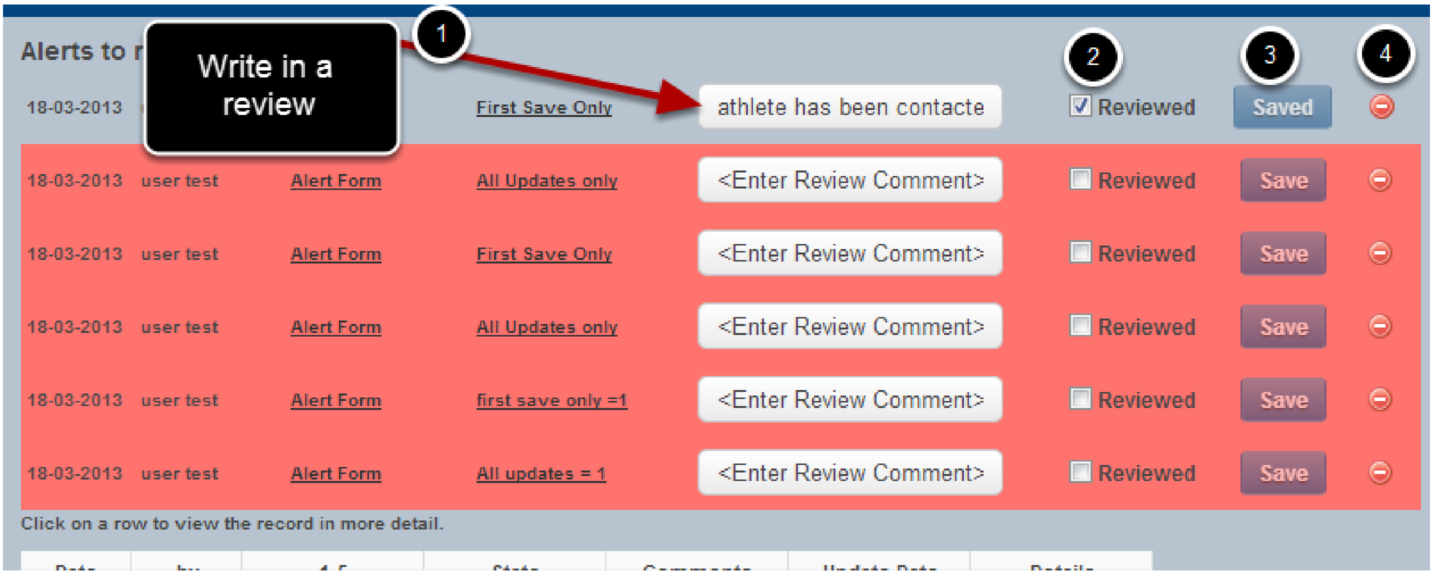
Once you click through, the actual entry is displayed. You can see the exact data that was entered that triggered the event.

6.0 Activated Alerts also appear in the Athlete History Page



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.



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 it will not be highlighted red (as shown here).

Delete

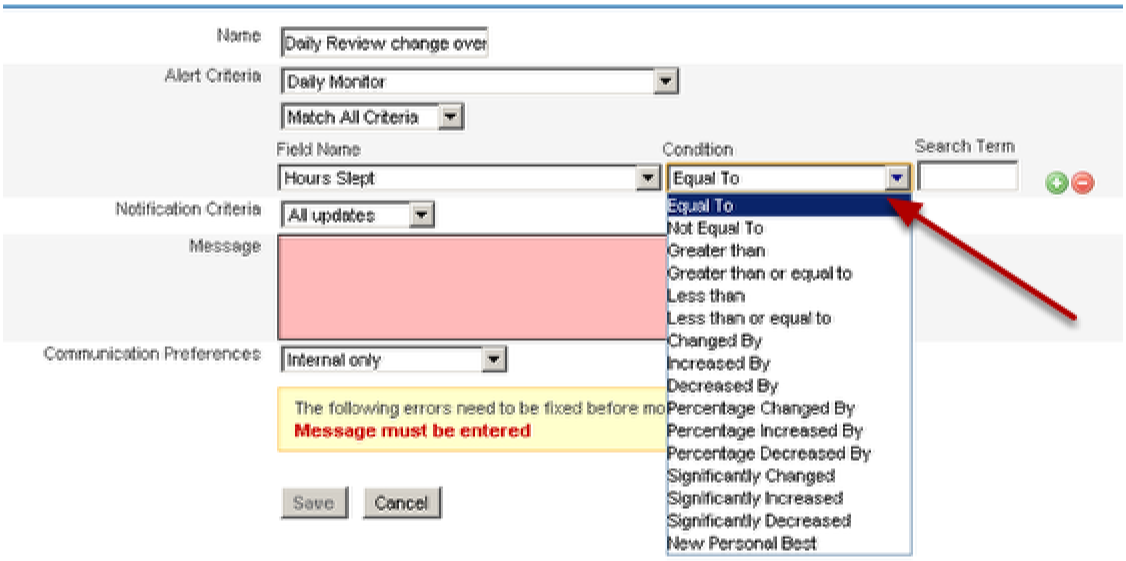
#4: The best practice is to delete alerts once you have reviewed them. Deleting the alert is as simple as clicking on the red delete button shown in the image here.

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?

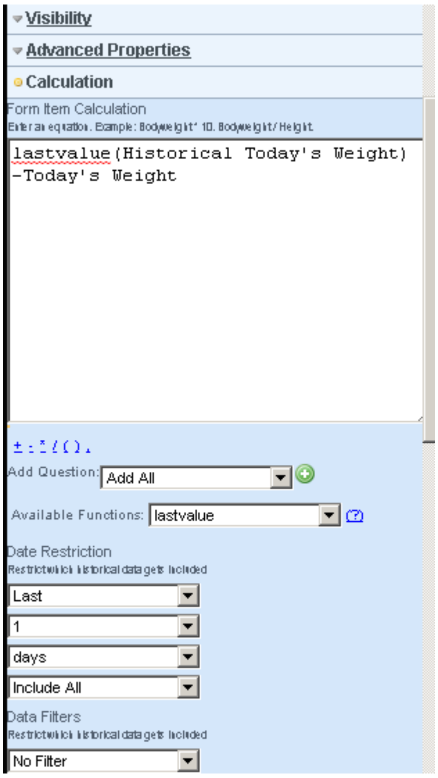
For very specific Performance Alerts you may need to create new fields in your Event Form to calculate historical information to get the most from the performance alerts



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.

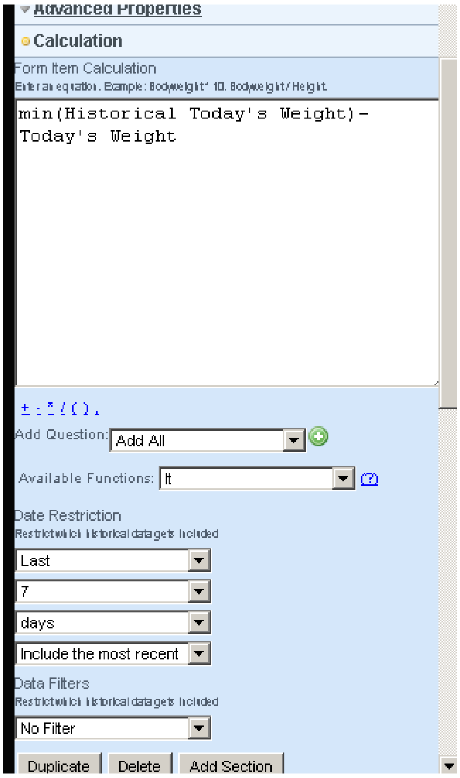
If you want to know if there has been a specific change over a certain time period then you need to ask your application Builder to set this up as a historic calculation IN the actual event form for you so that you can set up the performance alert for that specific field.

On the Builder Site, the Builder can set up fields to include Historical Calculations (over a specific time period)



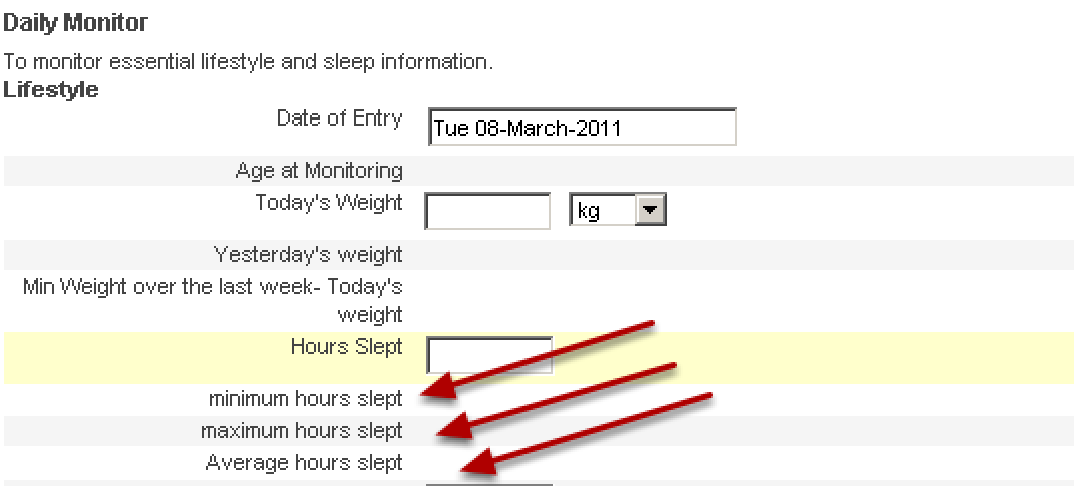
For this example we are calculating the difference from Yesterday's weight to today's weight. If there is no value entered for yesterday, the calculation will not calculate and the equation will be left blank.

You may want to calculate the minimum weight over the last week and see how today's weight differs



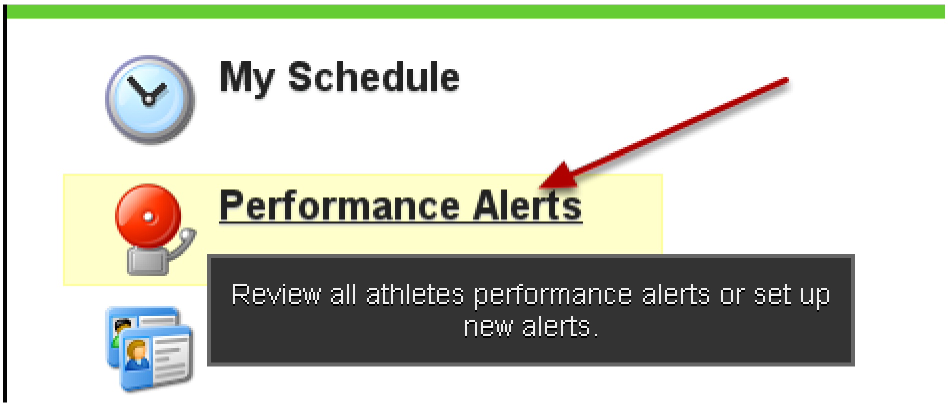
You can ask the Site Builder to add in field that calculate out differences over different time periods.

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)



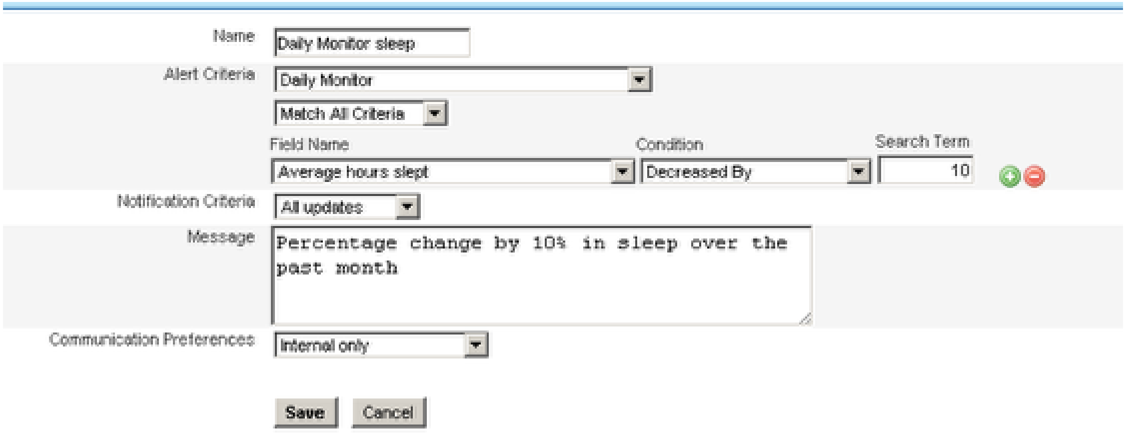
The example here shows min, max and mean hour slept over the past 1 month. Once you work with your Site Builder to create additional fields in your form, go back to the performance alerts page and set up the alert as outlined in the lesson called Performance Alerts: Setting up your alerts

Now go back to the application and set up the performance alerts you require based on these historical calculations



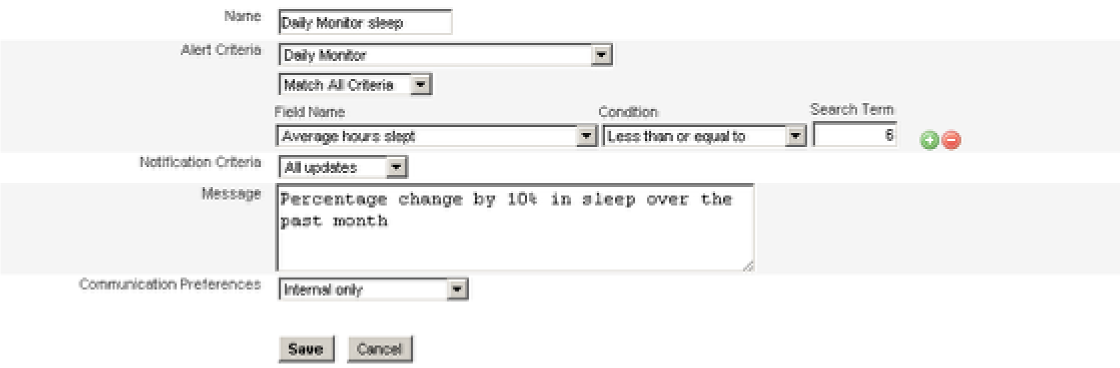
Go to the Set Up for the Performance Alerts

Create a new Performance Alert based on the new fields in your form e.g. decrease in average hours slept



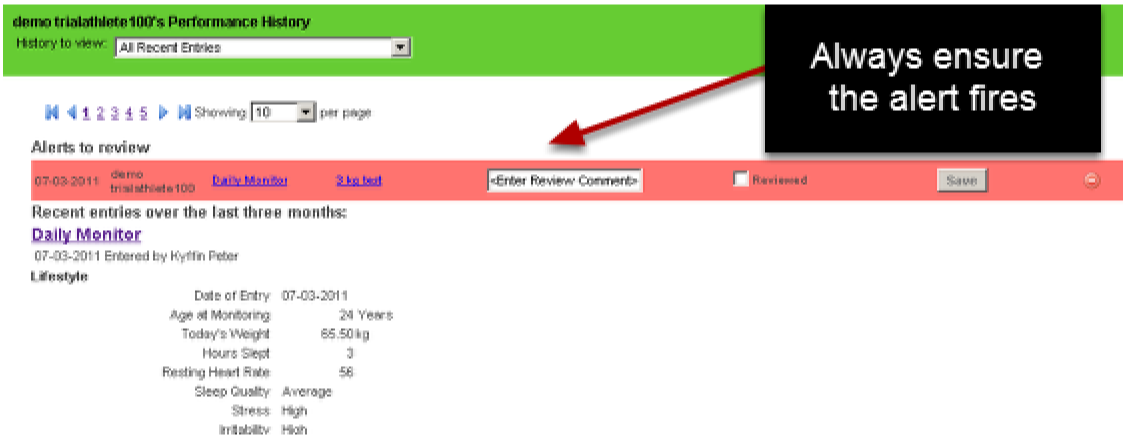
Use the new historical fields to set meaningful alerts for your data.

Or even if average hours slept drops below 6 hours for the month



Another example of how historical calculations can be useful is looking at minimum ranges (like sleep below an average of 6 hours per month).

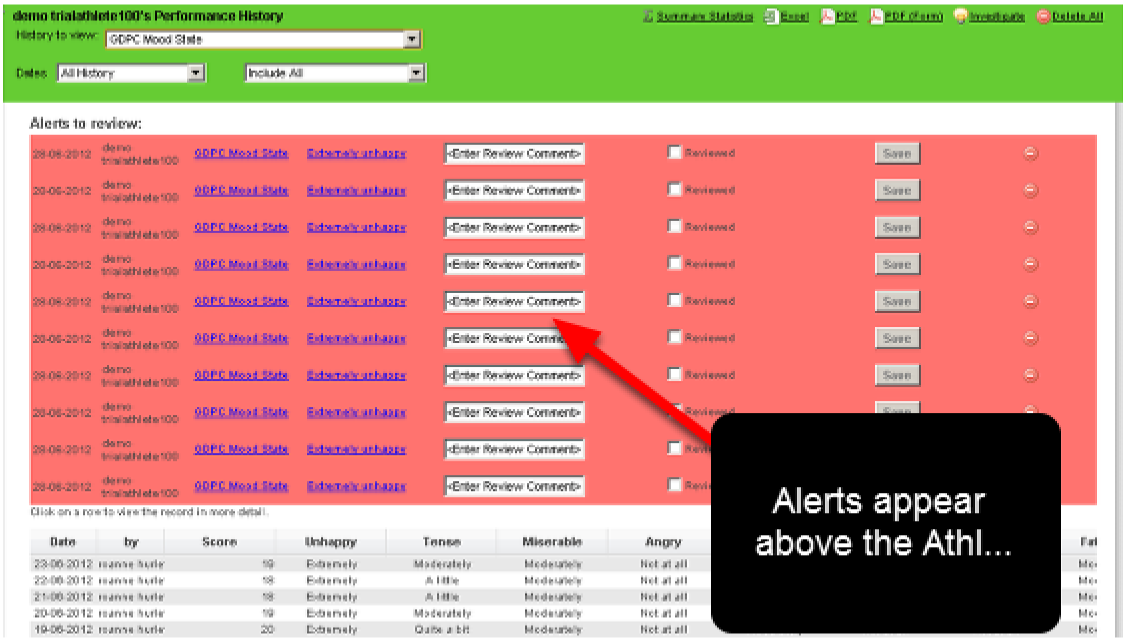
ALWAYS test your performance alerts and the historical calculations on a demo athlete to ensure that you have set it up correctly



Always go to 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 date for one athlete, but it is better to get it right than miss the critical information that you need.

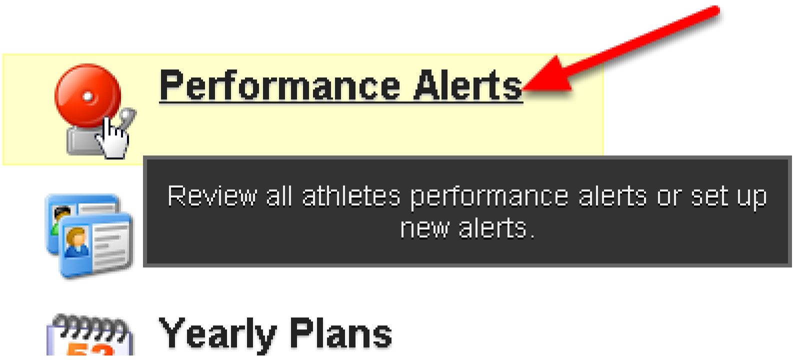
Are your Athlete History pages full with Red Performance Alerts? You can delete them ALL at once using the Performance Alerts Module

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:

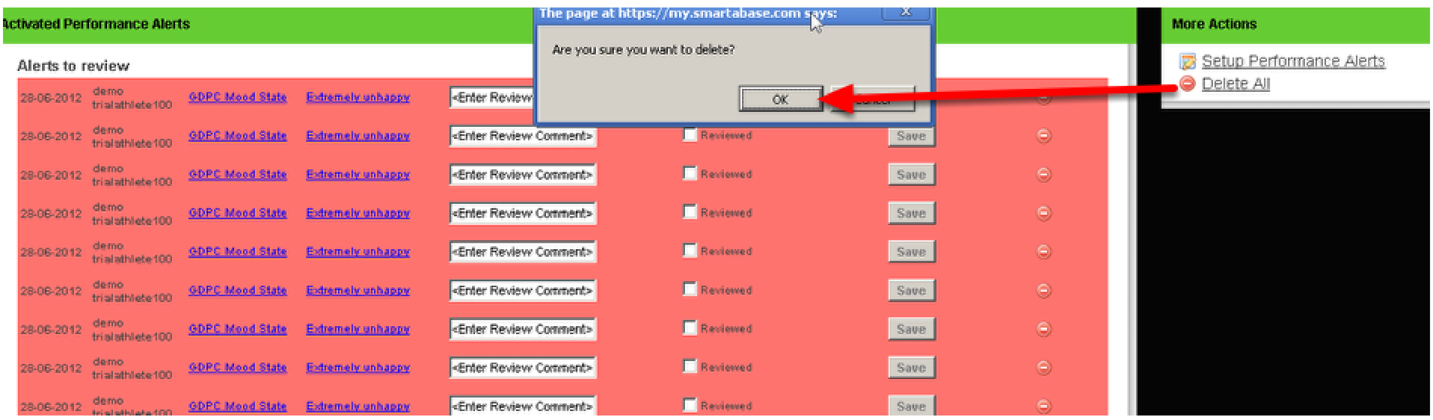


To remove these do NOT delete them any additional alerts will be added to this list and appear before the Athlete's History results

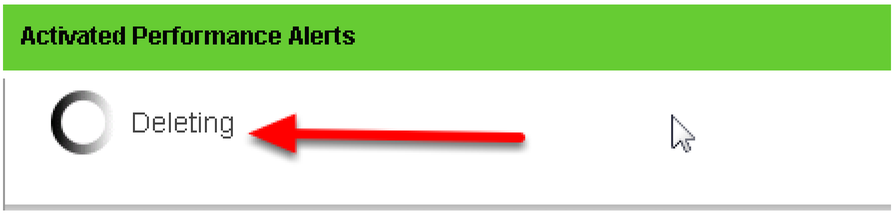
To remove any triggered alerts from the Athlete History Pages (and from the Activated Performance Alerts Page) click on the Performance Alerts Module



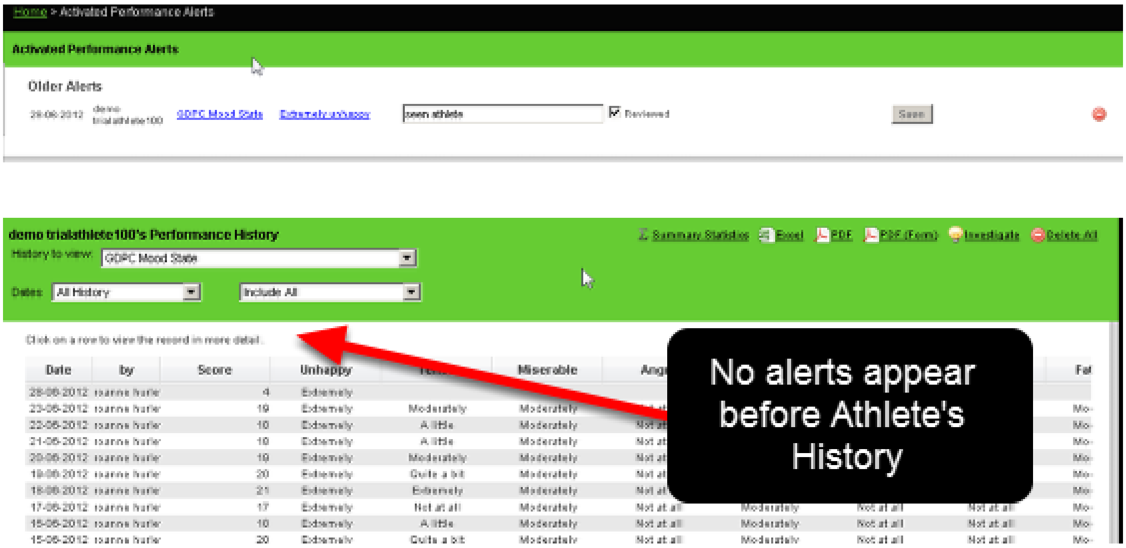
Click on "Delete All". All of the activated alerts showing on this page for this athlete, and for any other athletes, will be removed. These will remove the Alerts from the Activated Performance Alerts Page AND the Athlete History Page/s



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



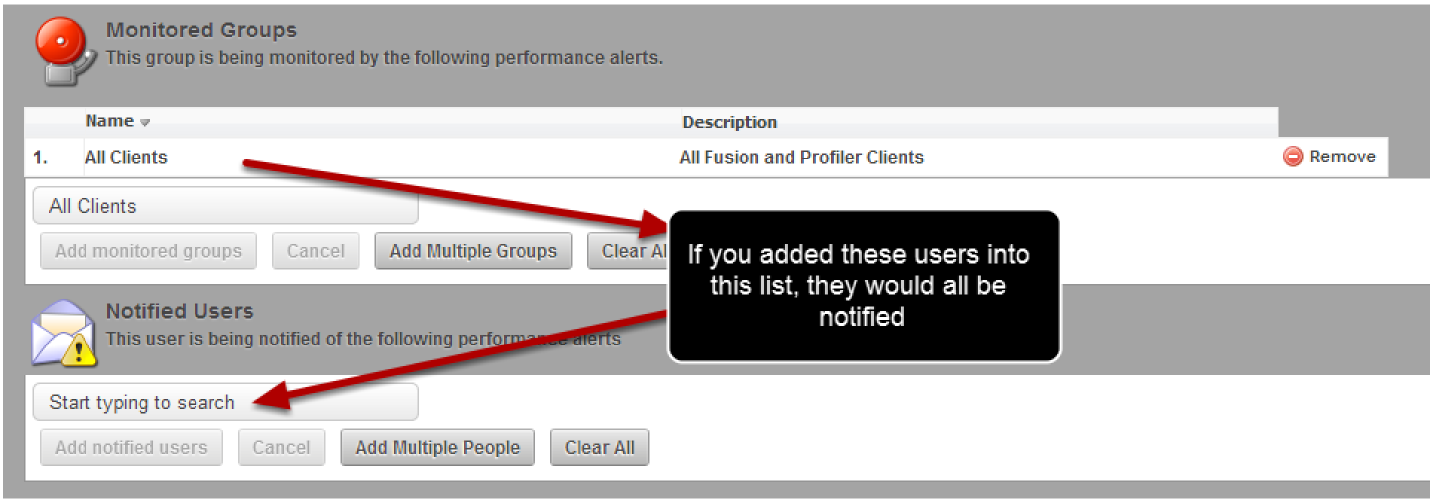
Any Reviewed Alerts will remain in the list. All alerts that were coloured Red will be removed from the Performance Alerts Activated Alerts page



Performance Alert FAQs

Below is a list of some of the user questions regarding Performance Alerts

1. Question Regarding Notifications for Athletes



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?

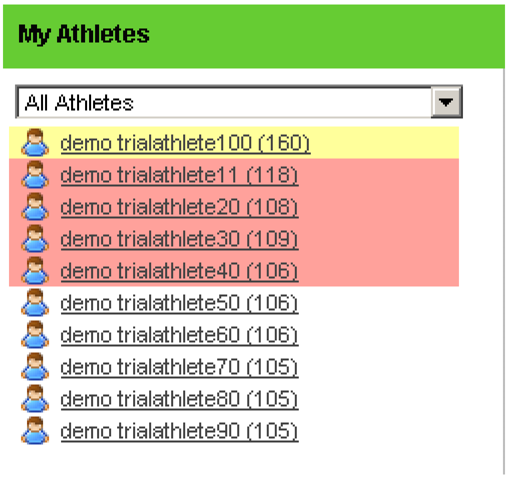
Answer

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 alets will only be sent to the correct athletes who triggered the alert.

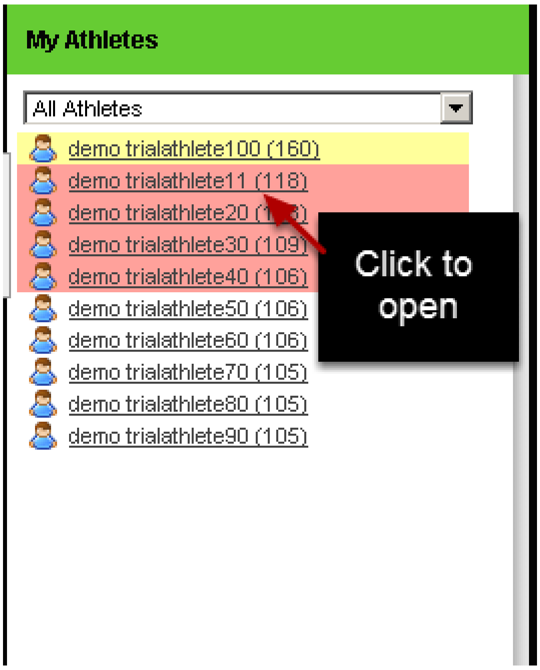
The Side Bar

The Side Bar

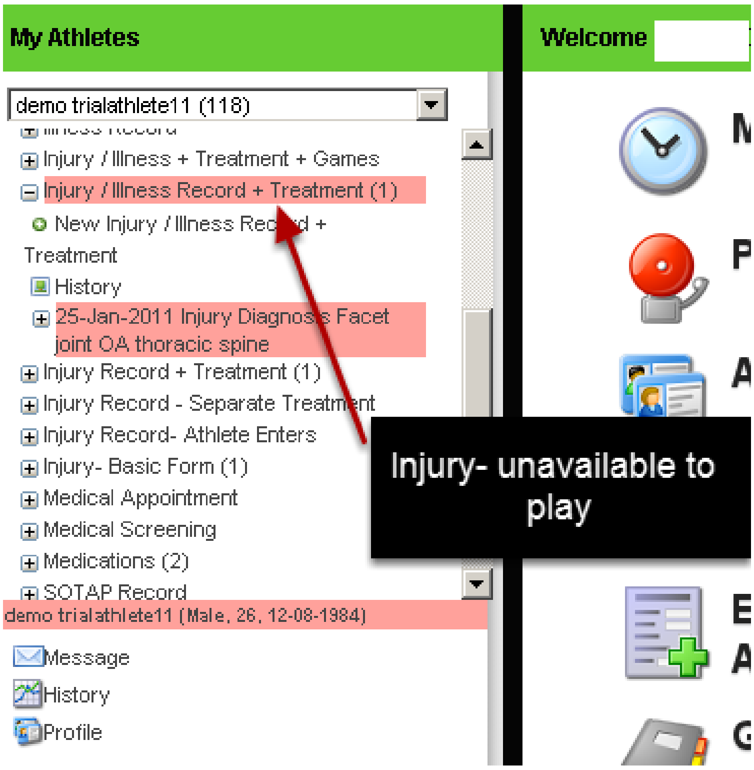
The Sidebar is available for you to review all of your athletes data by form.



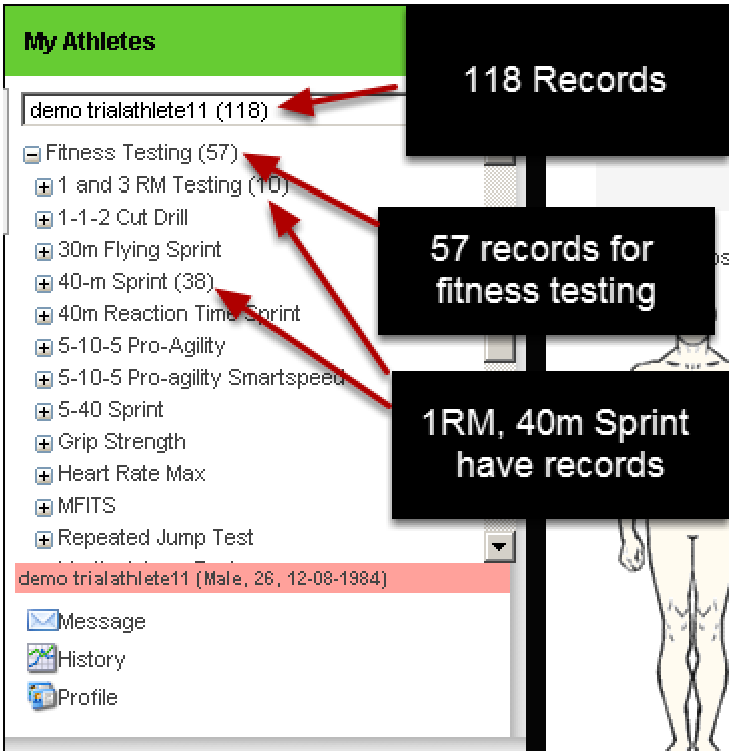
To view one athlete's data, or to enter in new data click on the name of one of the athletes



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

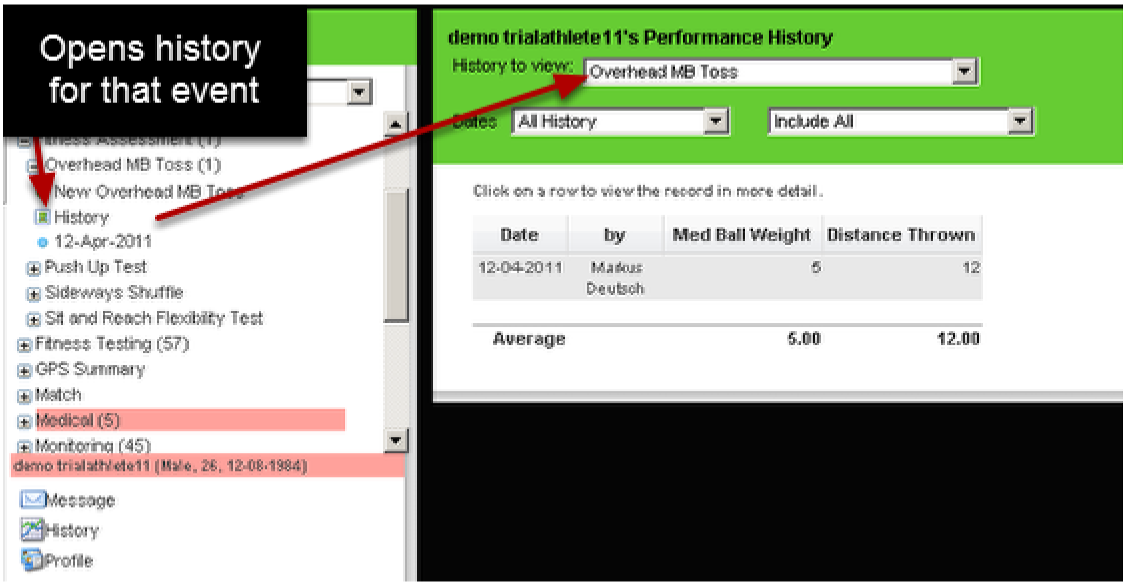


You can see how many records have been entered for each athlete by event



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.

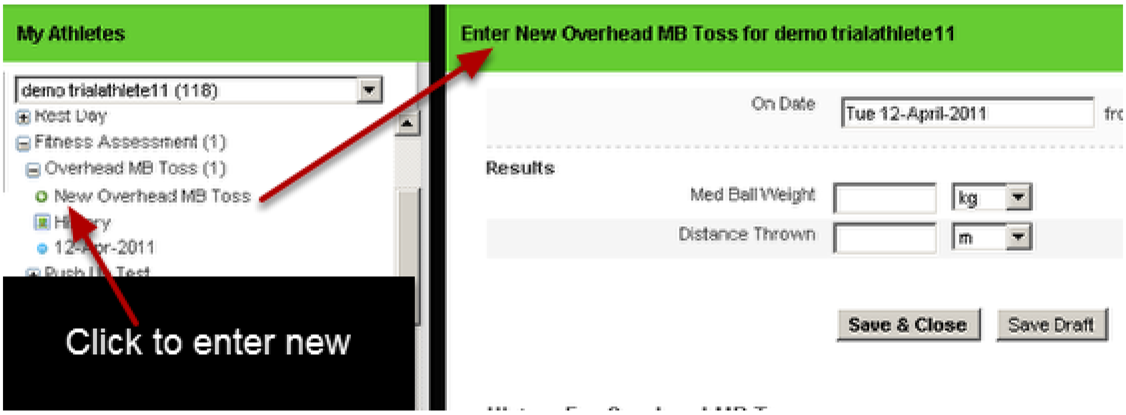
You can look at the history for an event/form



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.

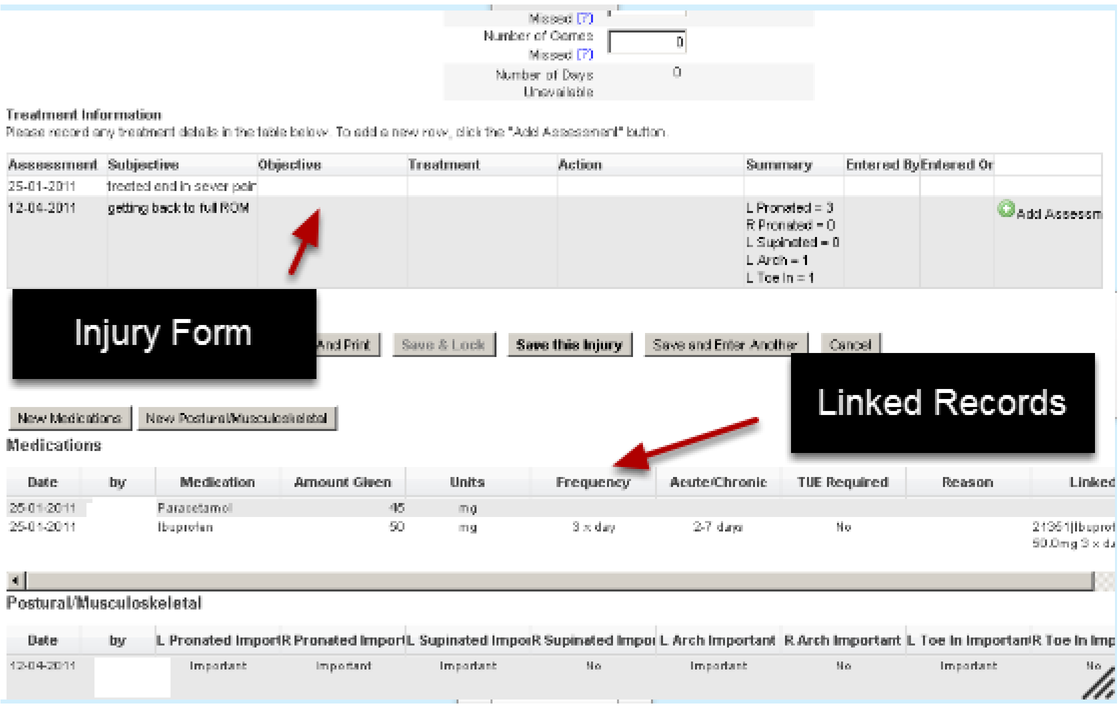
You can enter in new data by clicking the the "New__________" underneath the Event Form name



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).

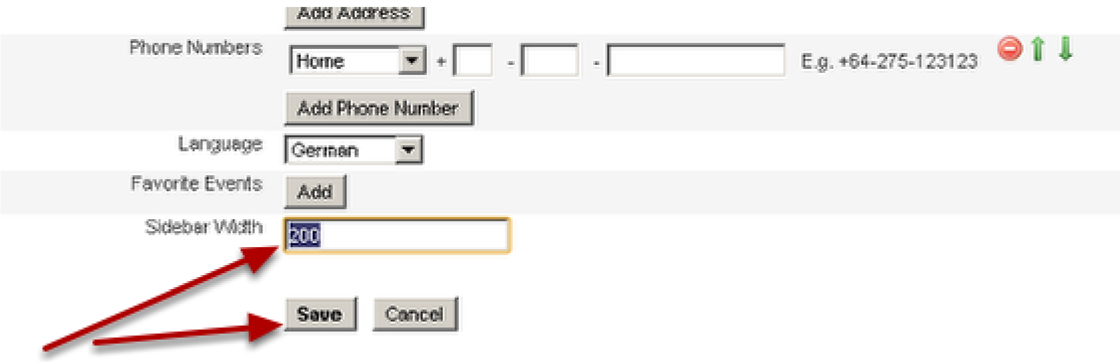
An example of the linked records as they appear when the original injury is opened.



Changing the width of the sidebar

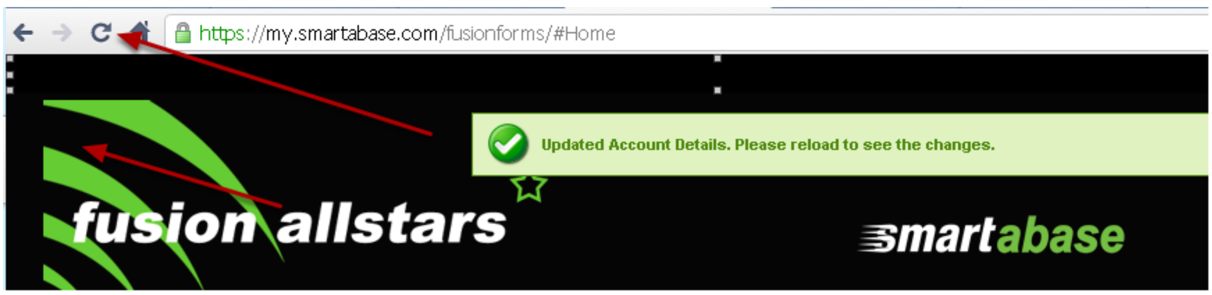
You can change the width of the sidebar in you Account settings (top right of the page)

At the bottom of your account information you can specify Sidebar width... this is in pixels, NOT cm!!

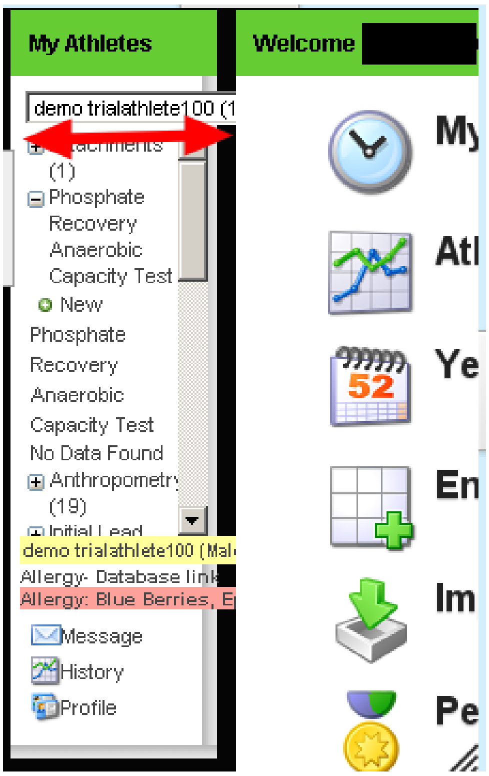


Change the width and click save

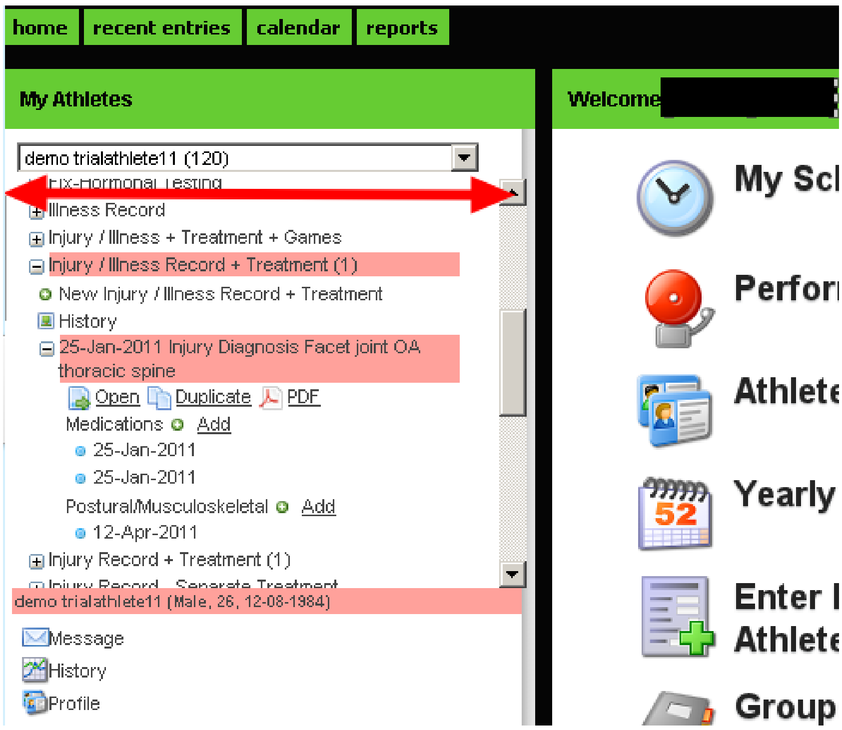
Once the changes are saved you need to reload to see the changes



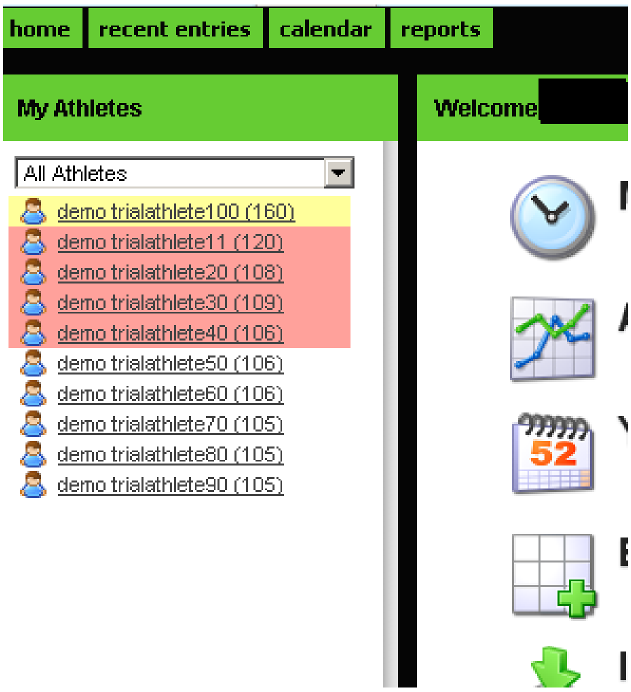
This is set to 100 pixels.. clearly too narrow



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

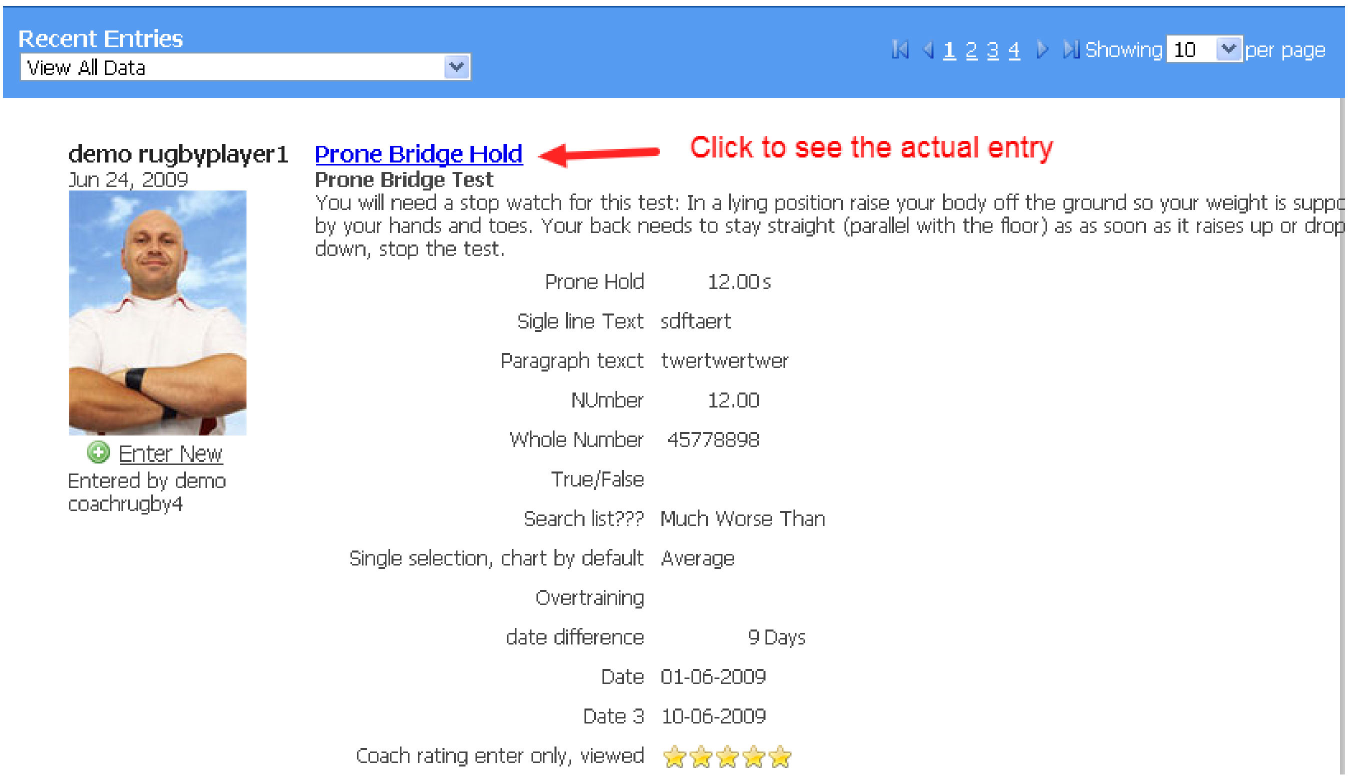
Recent Entries

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

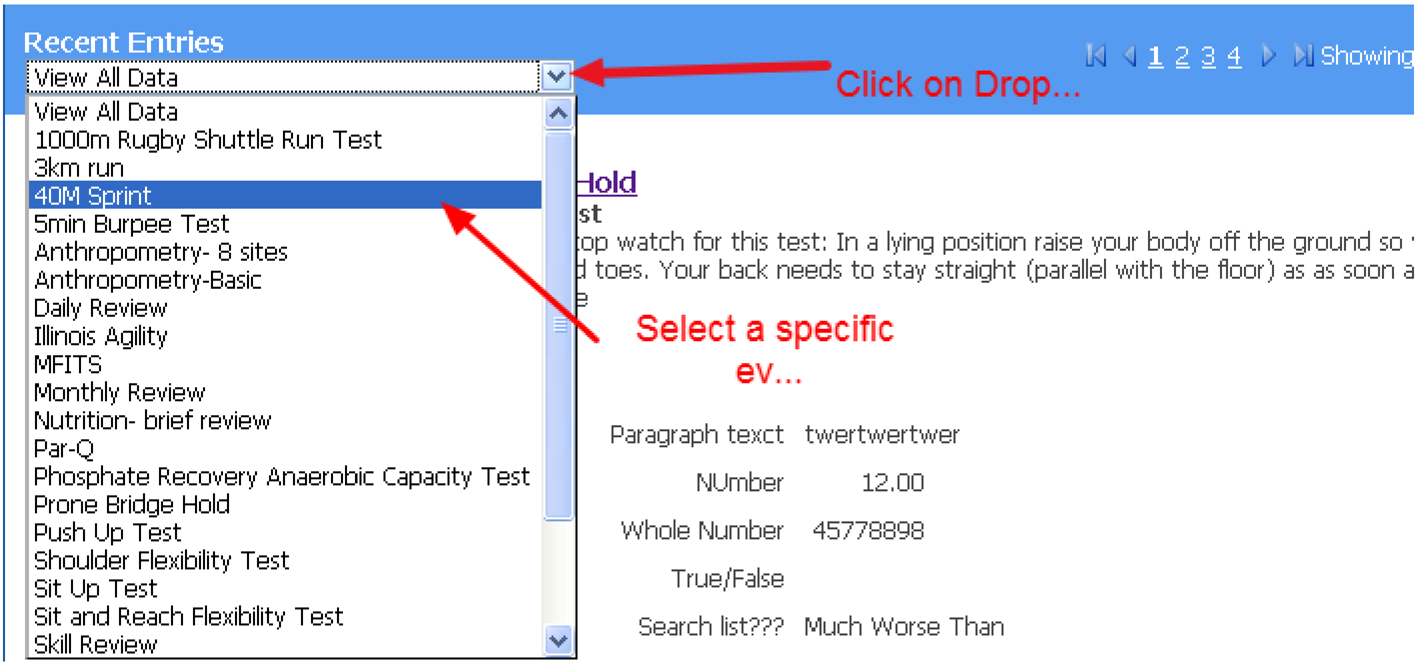
Click on the "recent entries" Tab to be shown the recent data activity for the athletes who you have access to .

The most recent entries across all of the data you collect will be shown. Scroll down the page to see information.



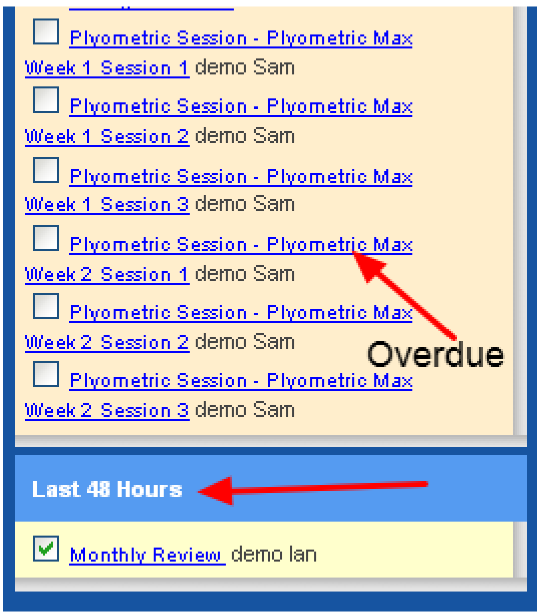
All of the recent entries will be shown by date, and you can select on the blue "Form Name Link" to be take to see/edit the actual entry.

Select to view the recent activity for a Specific Type of Event



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



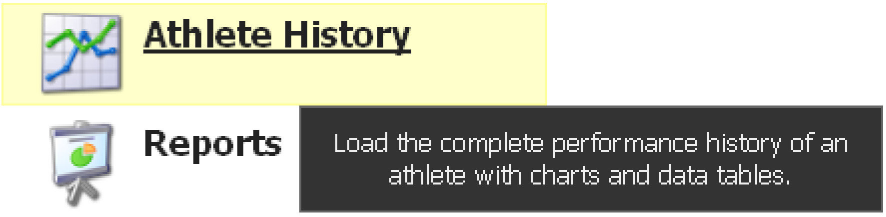
On the right of the recent entries page any events which have been entered within the last 48 hours will be available to review.

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

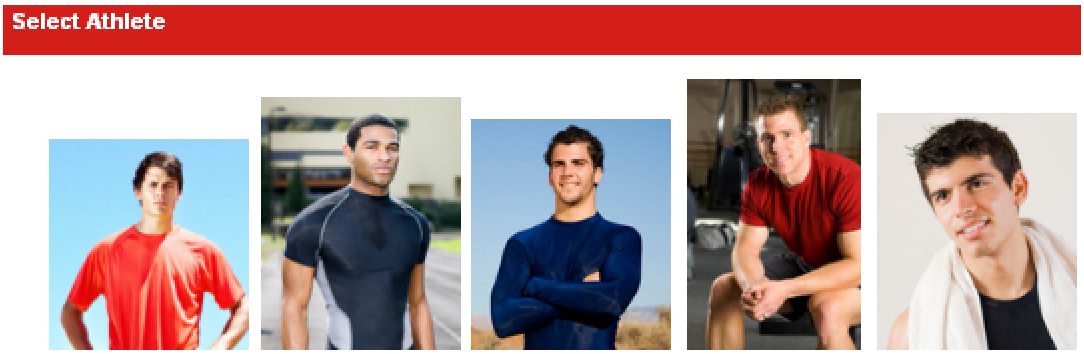


The History Page

To view an athlete's history at any time, select the "Athlete History" icon on the Home Page (as shown above).

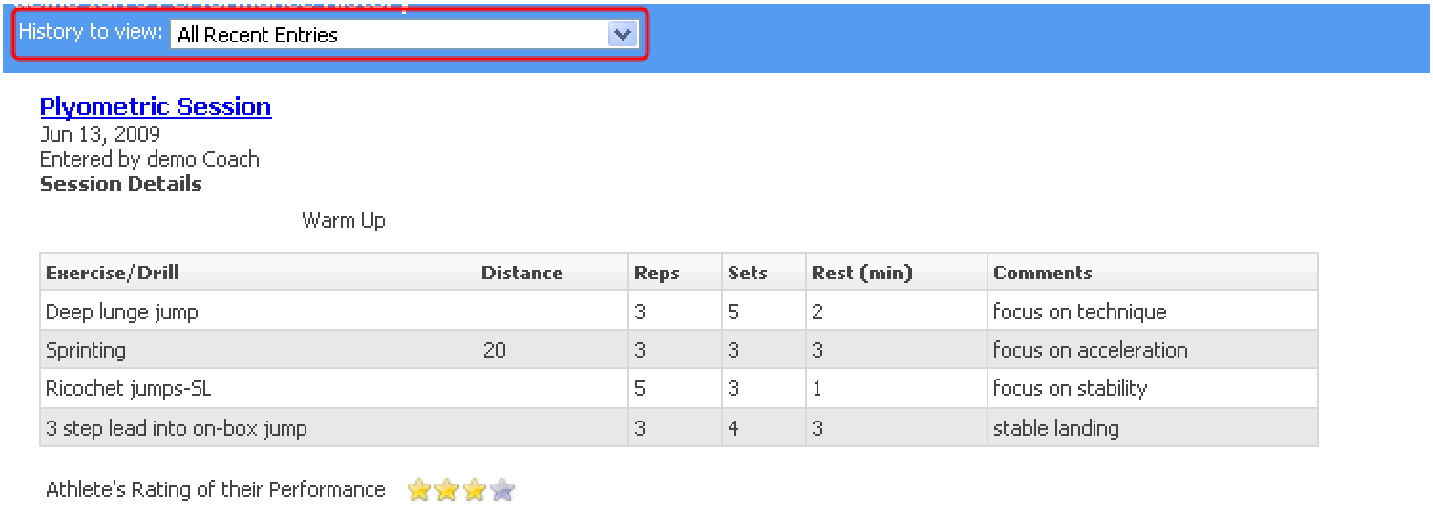
Additionally, when you enter a new event for an athlete and select **Save and Close** you will be taken directly to the Athlete History Page. This shows you the **new entry** that you have added, as well as all of the past entries by each specific form/event for that particular athlete.

Select the Athlete's History you want to view



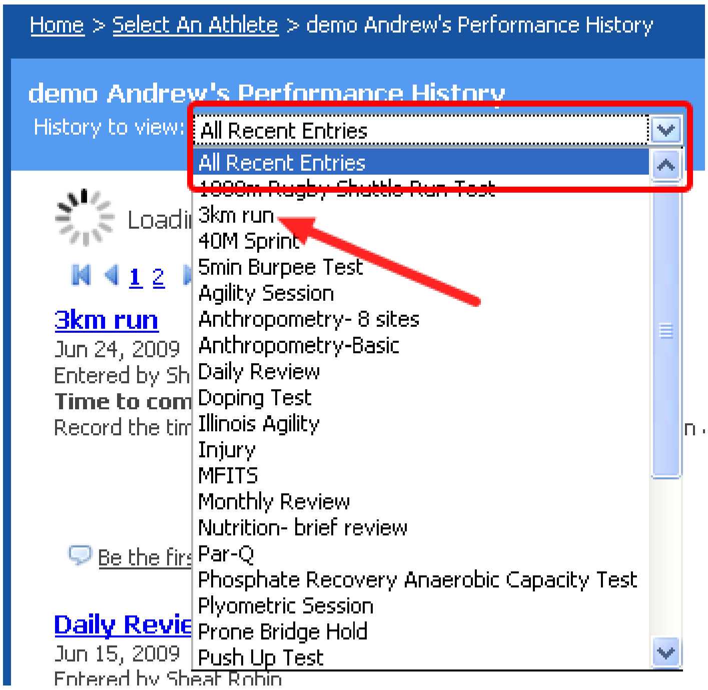
Mouse over the athlete and then click on an image, or the athlete's name to be taken to their history.

The Most Recent Entries appears Automatically



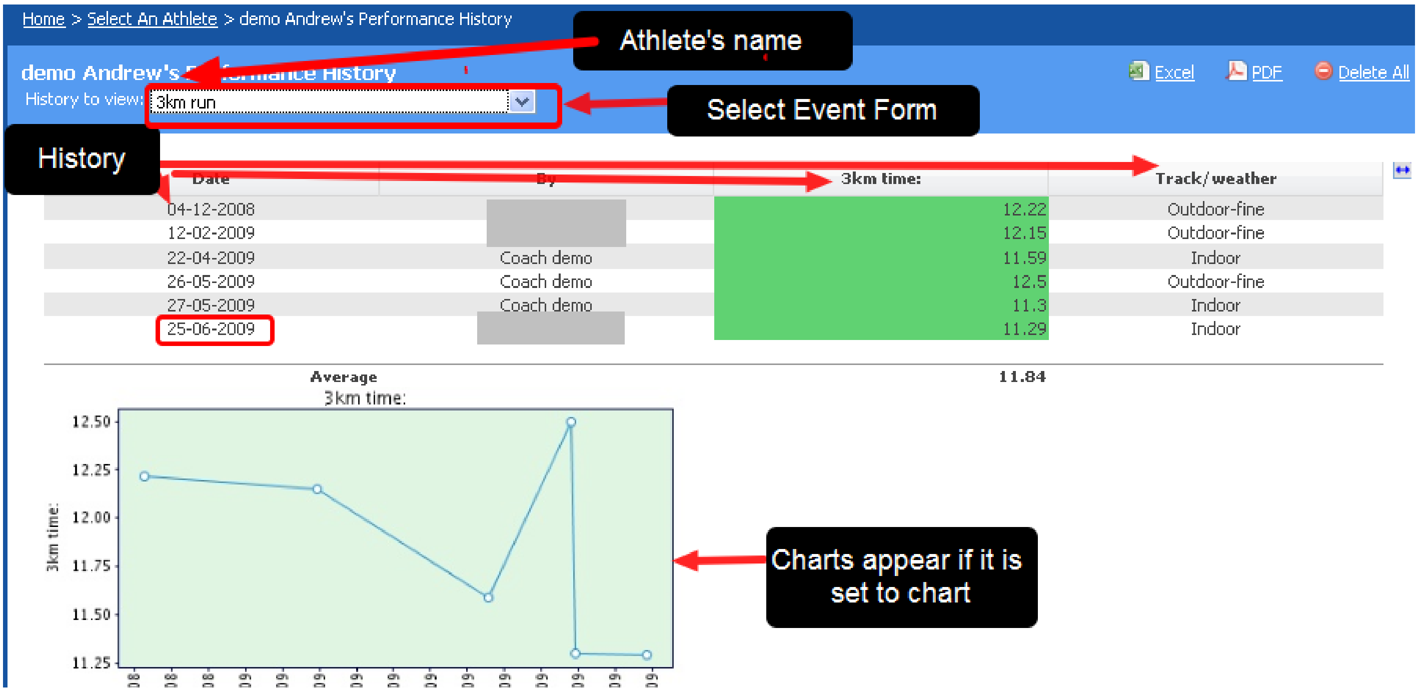
The Recent Entries is **automatically** displayed to show all of the recent information that has been entered by or for that athlete. To view the history for a specific event/field, click on the drop down box as shown in the step below.

View Specific Event information



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

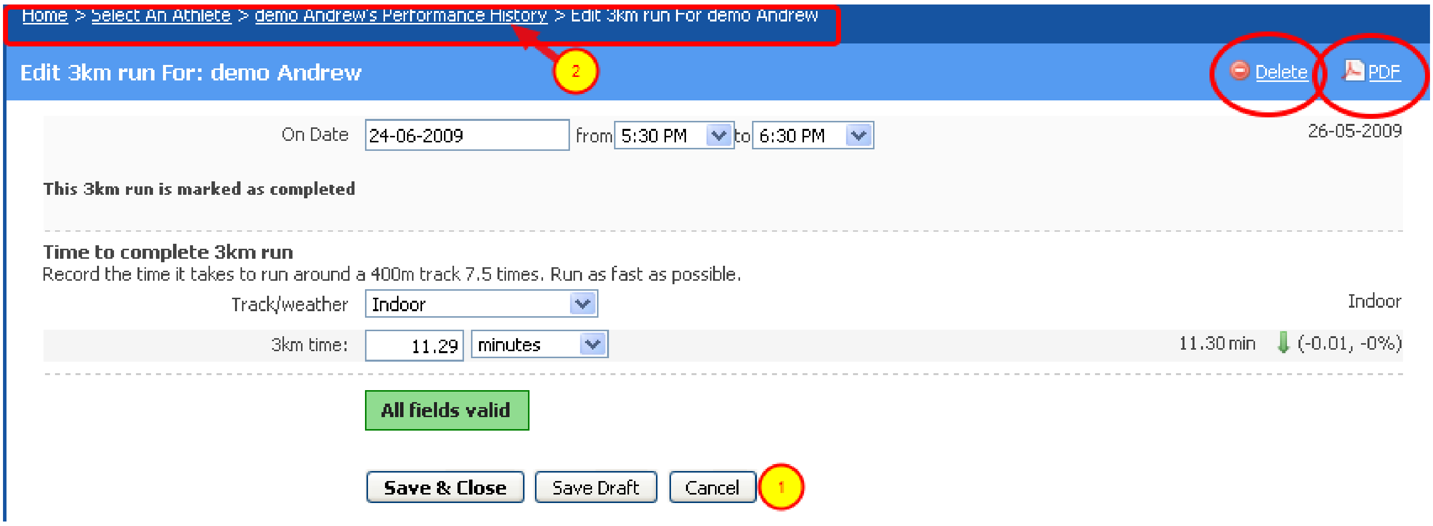


The Athlete's History

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



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

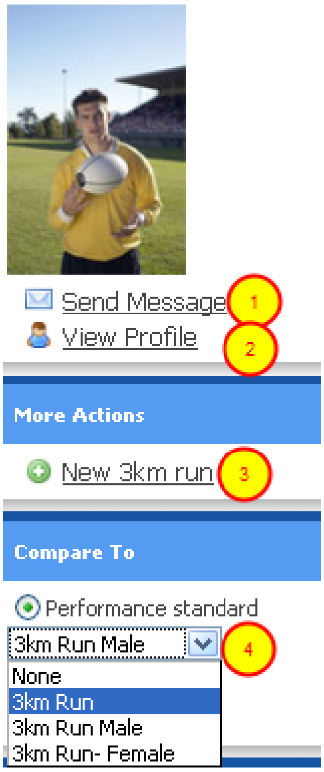
or

#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

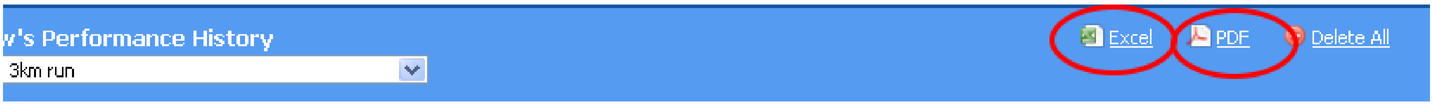
#1: Send the Athlete a message that goes to their mobile phone or e-mail account.

#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)

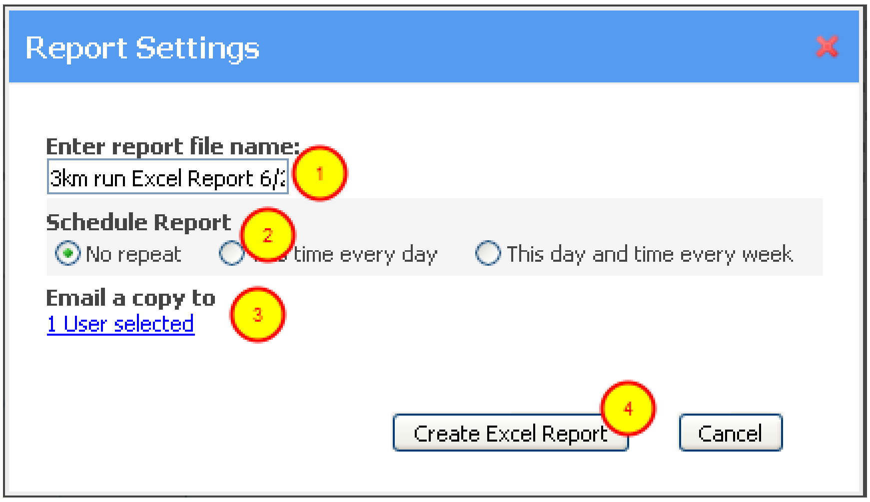
#4 Compare their data to different Performance Standards that have been sent up for that specific form (click on the drop down and select a different one).

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

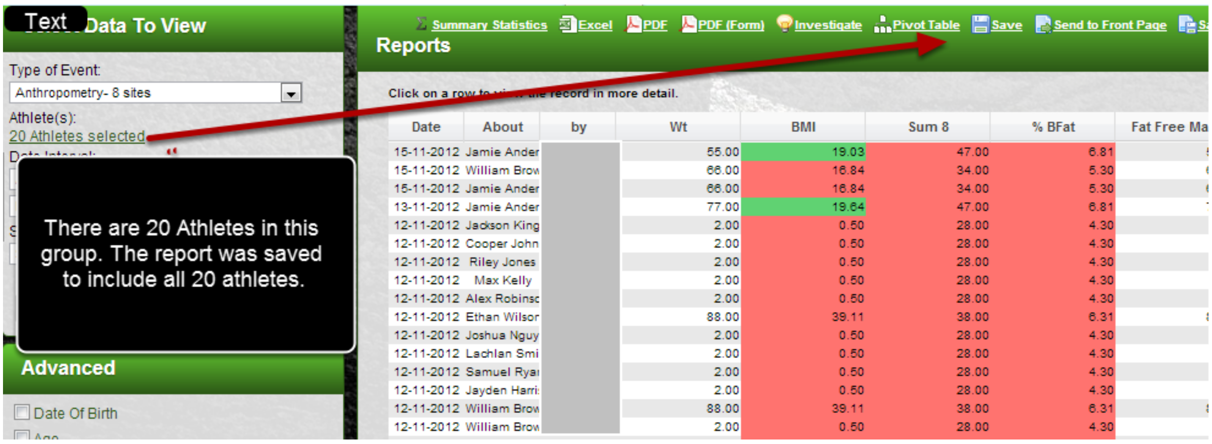
#3 Email a copy to: Select if you want to send a copy via e-mail to an Athlete or Coach on the system

#4 Click to create the Report. It will run and be available on your downloads list.

The Reports Module

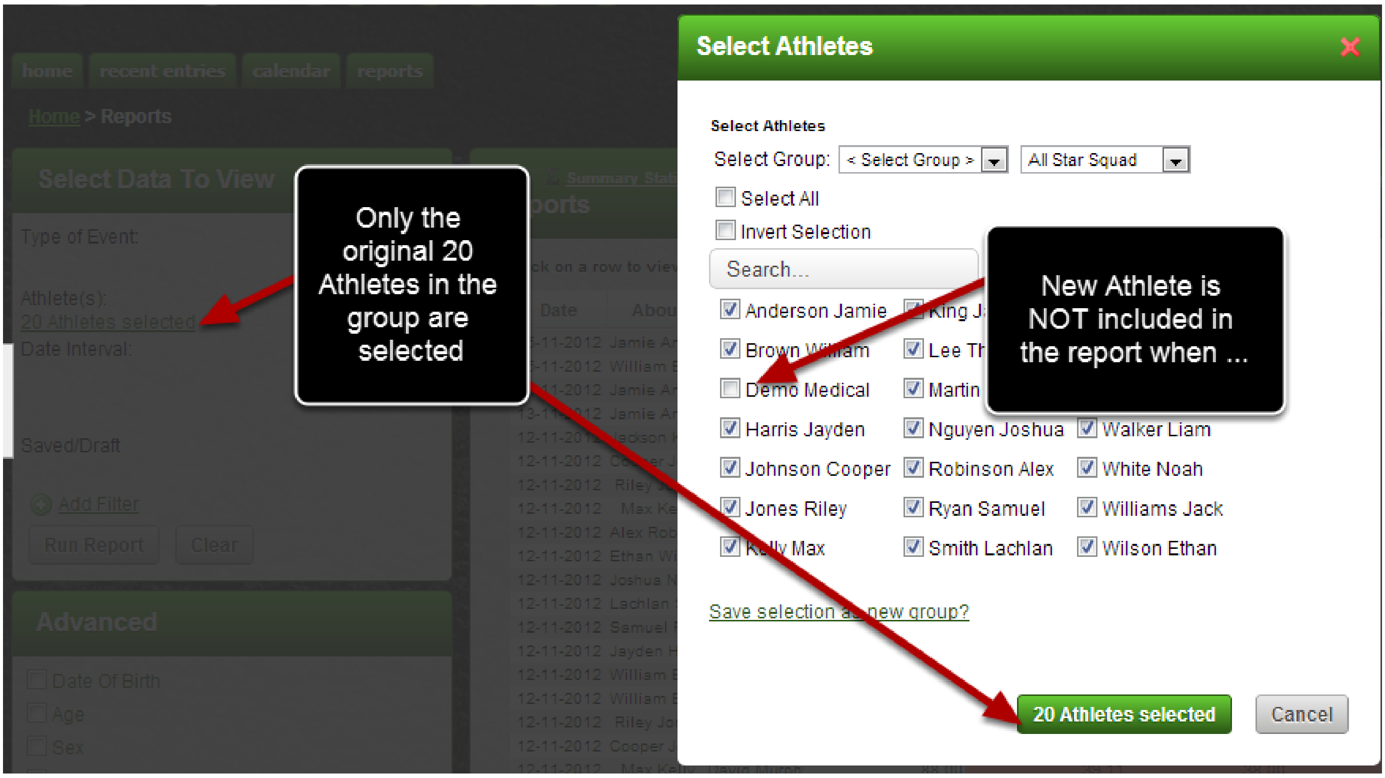
Saved Reports-Important Changes to include Future Athletes in a Group in Saved Reports

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



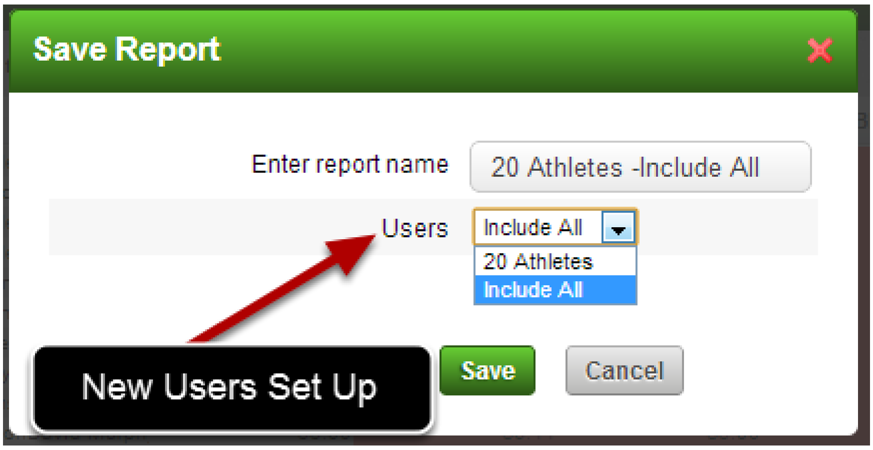
When you Saved a Report on the Reports Page, you could include all or some athletes in the report by selecting them using the Athletes Selection pop up box. However, only the athletes selected at the time the report was saved would appear when the report was loaded next.

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.

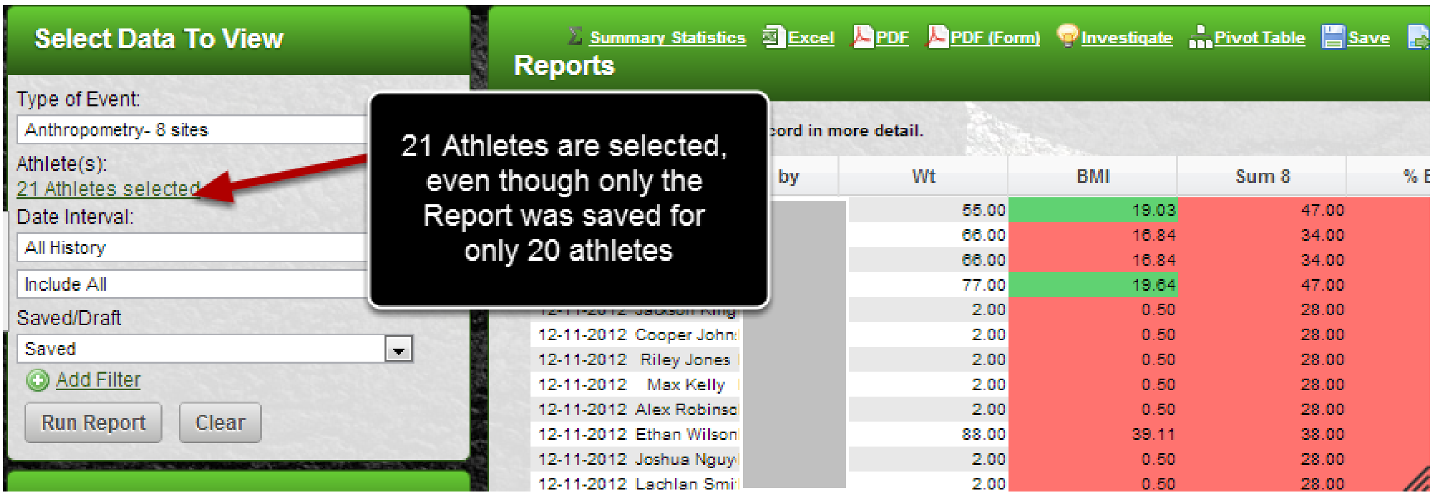
This means ONLY the 20 athletes and no other users will appear in this report when you run it for the group you created it for.

-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).

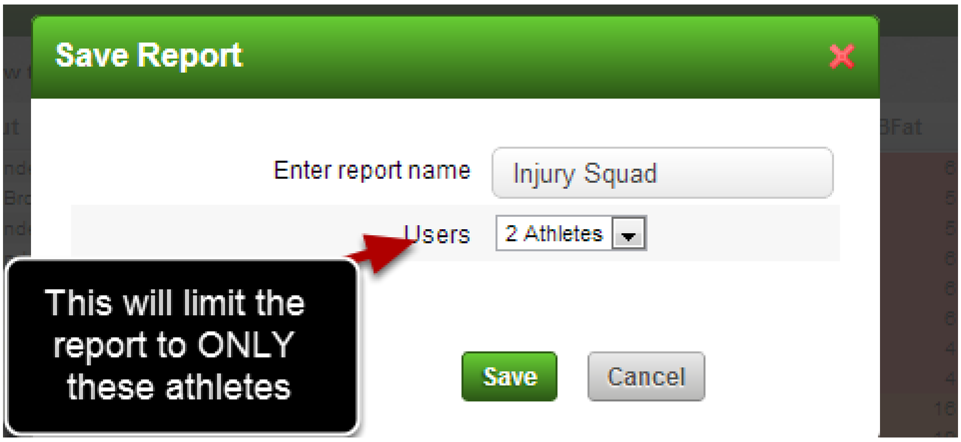
This means when a new person is added into this group, if you saved the report as "Include All" all of the athletes (including any new athletes) will automatically appear in the loaded report

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.

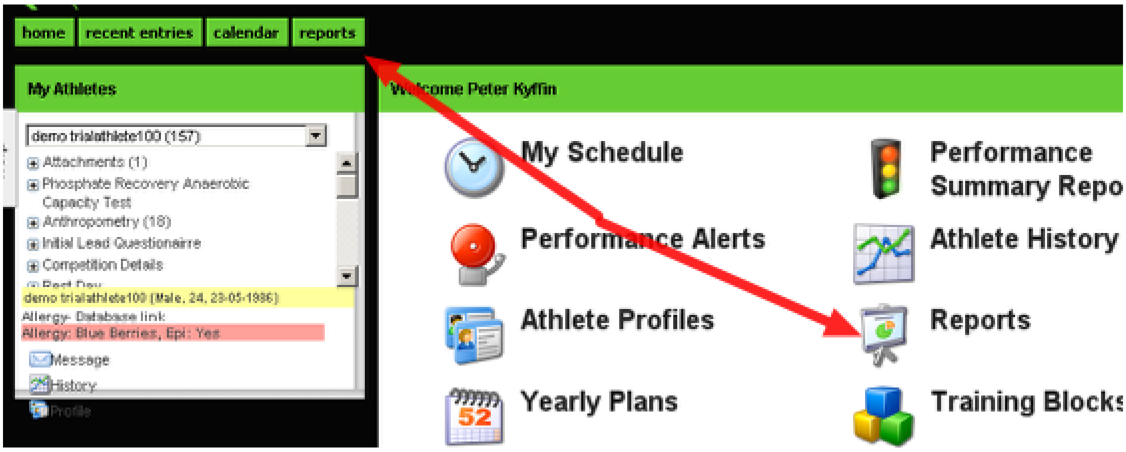
If you selected to "Include All', even though you had only originally selected two athletes, ALL of the athletes in the group would be included in the report when it was next run.

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



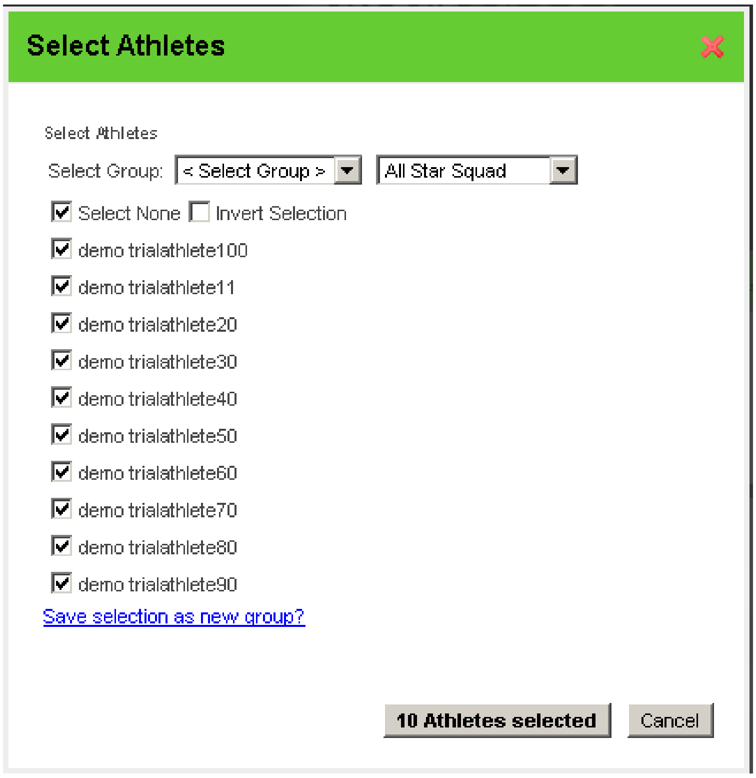
Click on the Reports Tab, or the Reports button on the Home page

Select Data To View: Select the Event Data you want to look at from your available list

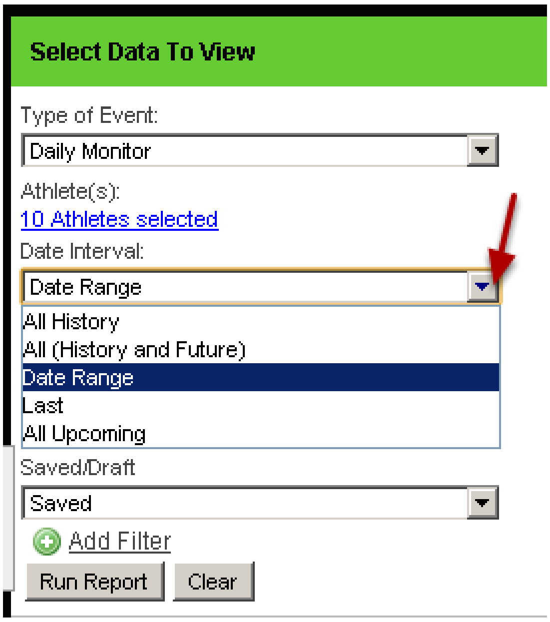
To Run a report:

#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

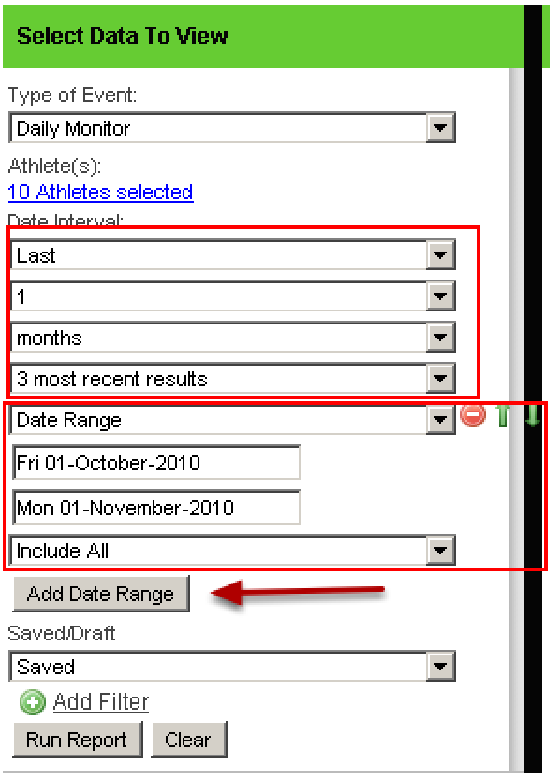


Set up any date restrictions- All history, between dates (date range), or specific range (last 1 year)



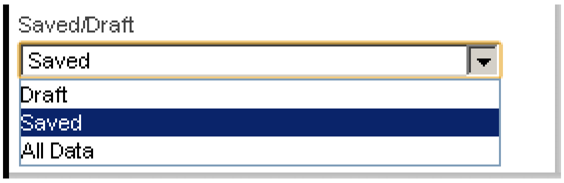
Select the Date period you want to include

You can even include 2 date periods if you require, by clicking on "Add Date Range"

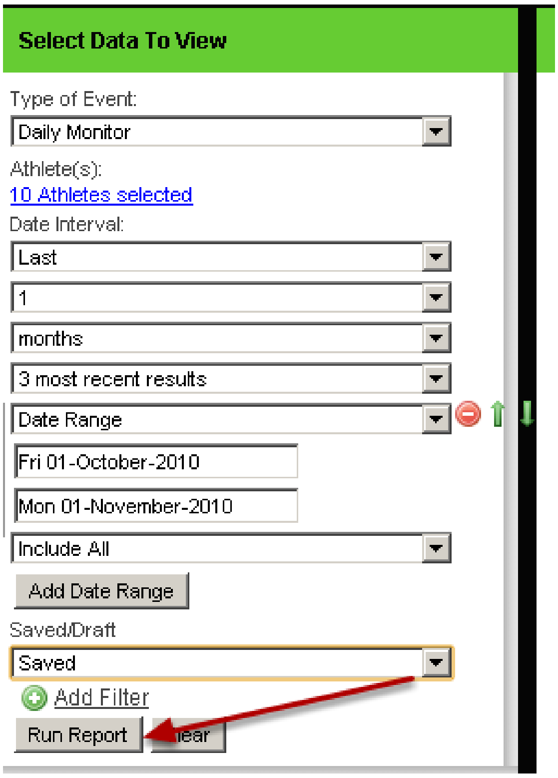


For this example we are selecting the last 1 month and only the 3 most recent in that time period, and then we are also including from 1-10-2010 to the 01-11-2010 and we have selected to include all data.

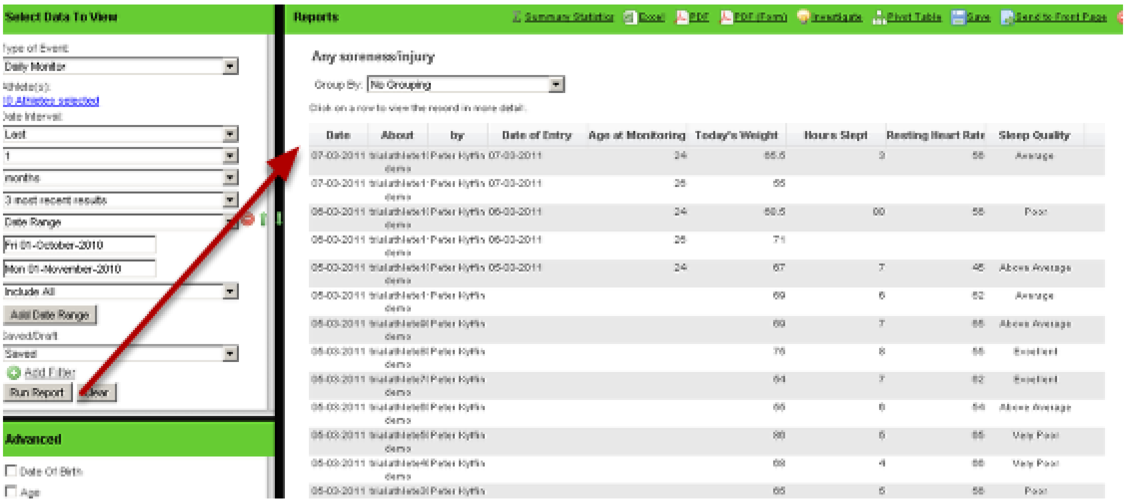
Saved/Draft allows you to view any data which has been saved as a draft status. Most event types will be set as "Saved"



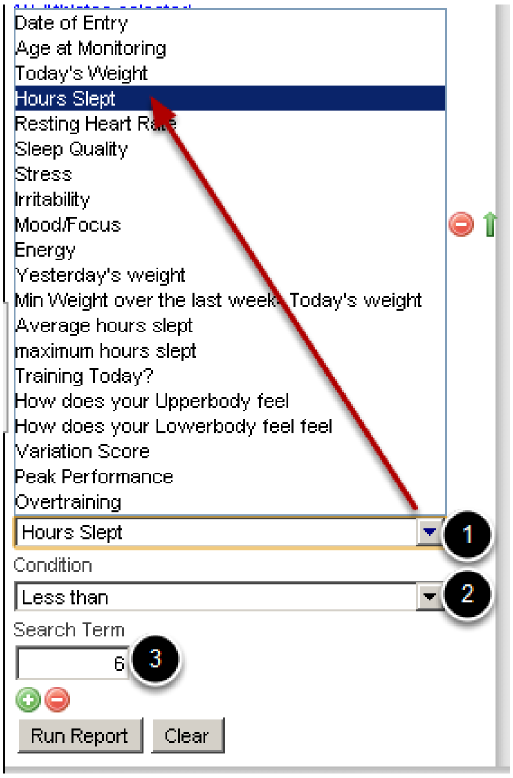
If you select run report now, all of the data for that specific time period will be included in the report



The Report appears on the right of the page.



You can add a filter to limit the data being displayed and to become more focused with your reporting. E.g Sleep <6 hours



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.

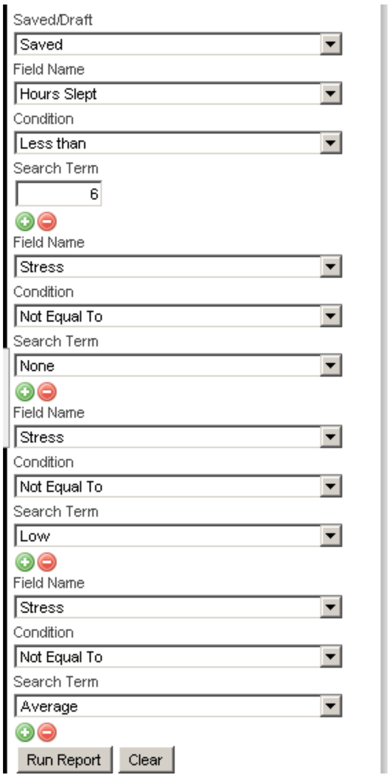
#1: Select the field

#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



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:

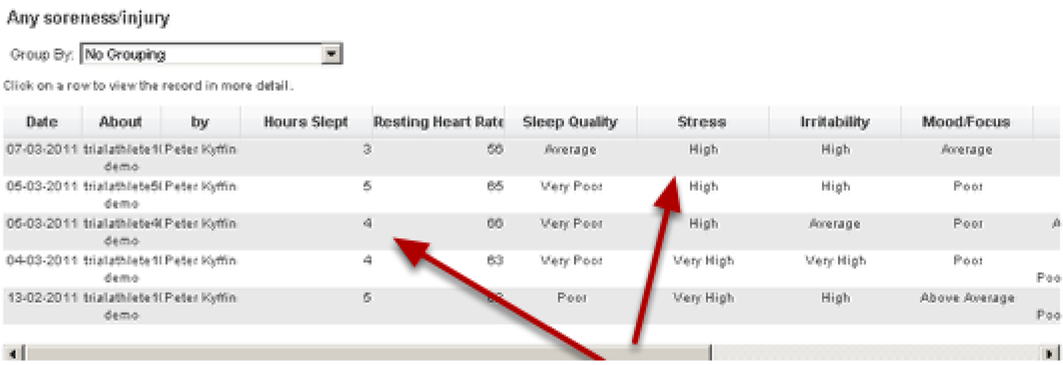
Stress does not equal low

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.

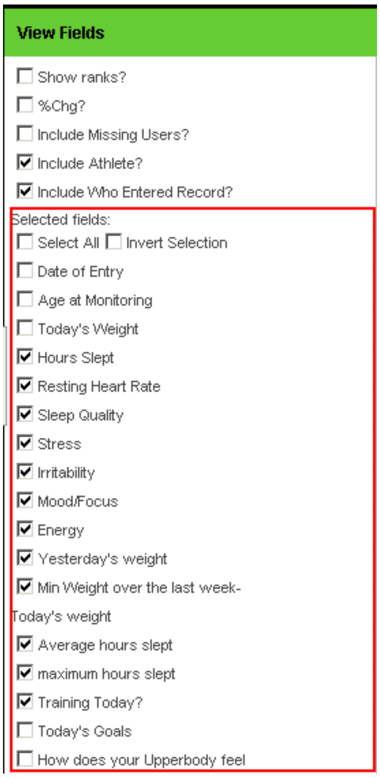

Any soreness/injury

Group By: No Grouping

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

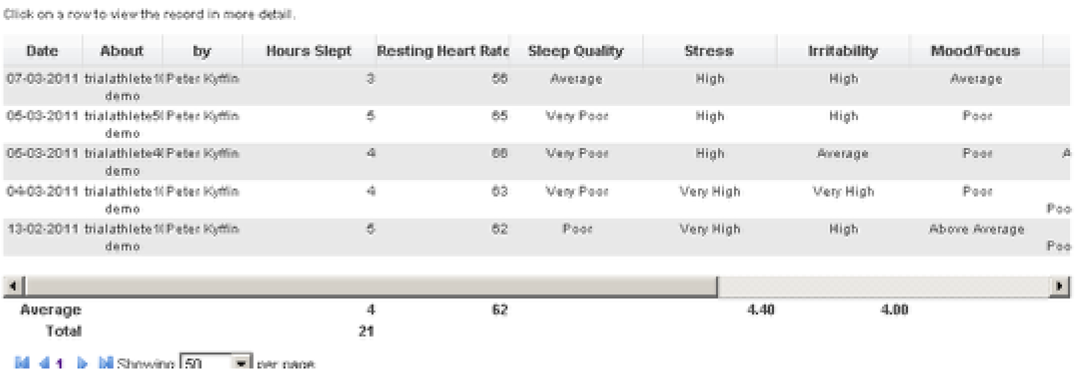
Date	About	by	Hours Slept	Resting Heart Rate	Sleep Quality	Stress	Irritability	Mood/Focus
07-03-2011	trialathlete1(demo	Peter Kyffin	3	56	Average	High	High	Average
05-03-2011	trialathlete5(demo	Peter Kyffin	5	65	Very Poor	High	High	Poor
06-03-2011	trialathlete4(demo	Peter Kyffin	4	66	Very Poor	High	Average	Poor
04-03-2011	trialathlete1(demo	Peter Kyffin	4	63	Very Poor	Very High	Very High	Poor
13-02-2011	trialathlete1(demo	Peter Kyffin	5	[illegible]	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



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.

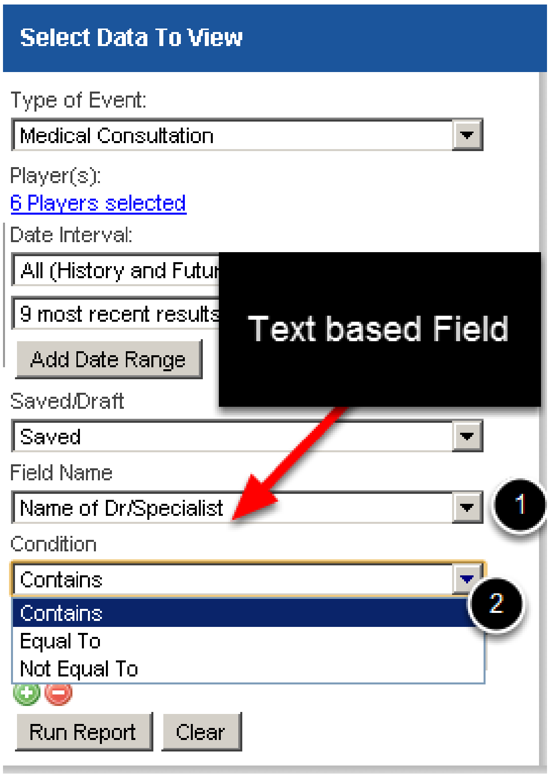
Date	About	by	Hours Slept	Resting Heart Rate	Sleep Quality	Stress	Irritability	Mood/Focus
07-03-2011	trialathlete1(demo	Peter Kyffin	3	56	Average	High	High	Average
05-03-2011	trialathlete5(demo	Peter Kyffin	5	65	Very Poor	High	High	Poor
05-03-2011	trialathlete4(demo	Peter Kyffin	4	66	Very Poor	High	Average	Poor
04-03-2011	trialathlete1(demo	Peter Kyffin	4	63	Very Poor	Very High	Very High	Poor
13-02-2011	trialathlete1(demo	Peter Kyffin	5	62	Poor	Very High	High	Above Average
Average			4	62		4.40	4.00	
Total			21					

Showing 50 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



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:

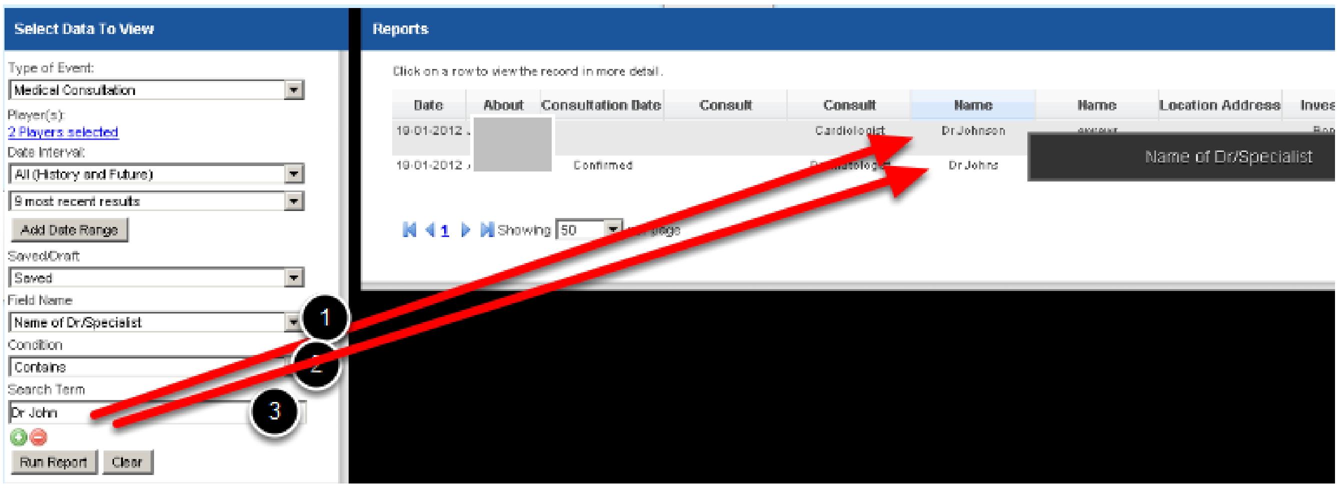
-Contains: will search the text and find matches for any **partial** matches e.g. if you type in Dr John it will return any searches that have a Dr John in them such as Dr Johns and Dr Johnson.

-**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

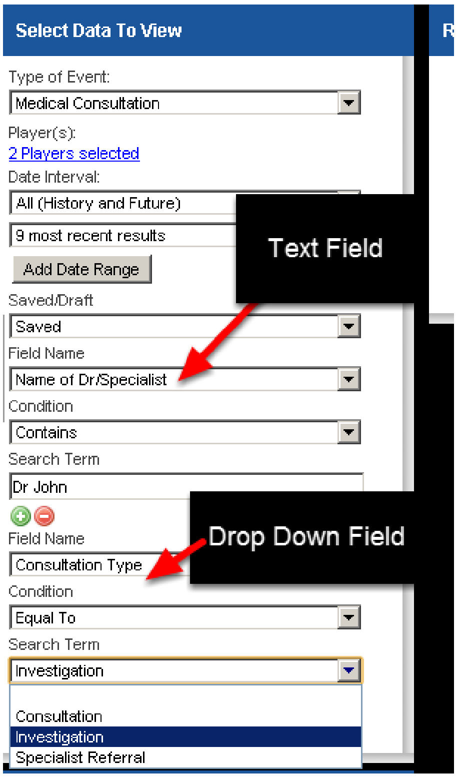
You can see here that the Text Field "Name of Dr/Specialist" is being searched for "contains" the search parameter "Dr John" which will return any text and partial text that has Dr John in it



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 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.

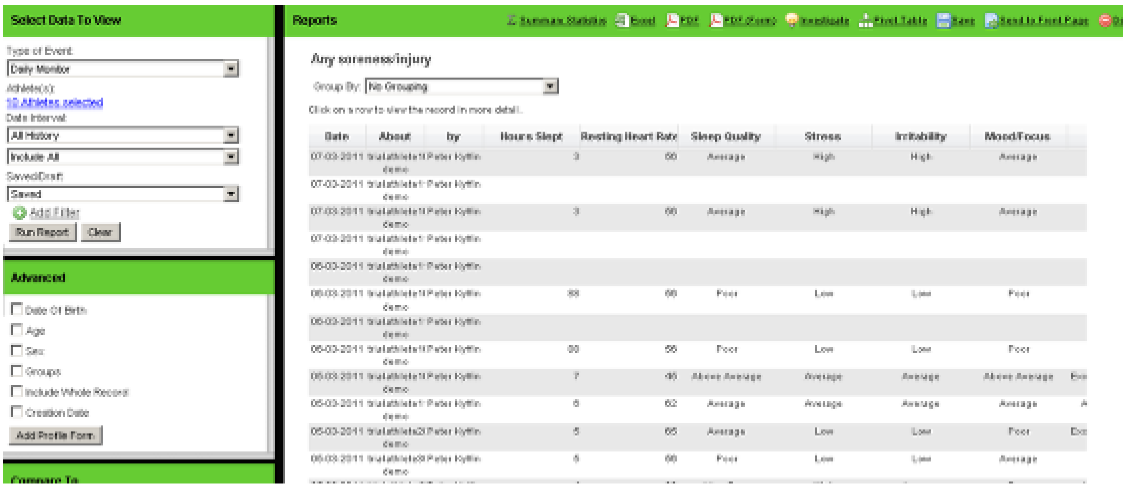
Please note that Multiple Selection Box fields are not available for filters in reports yet.

Running a Report that ranks the data and generates a percentage change

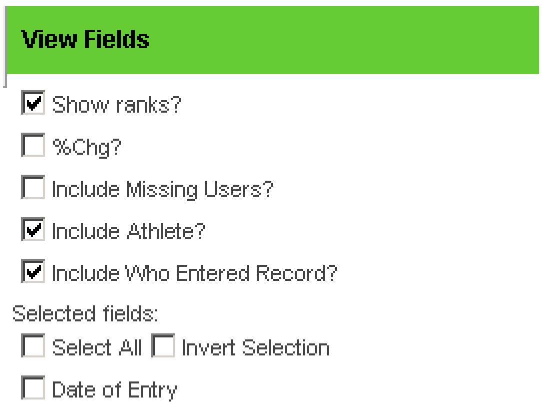
Using the View Fields section in the bottom left of the Reports page, you can select to rank any numeric (or scored option data) using the show ranks button.

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)



Ensure a tick is placed in the Show Ranks tick box

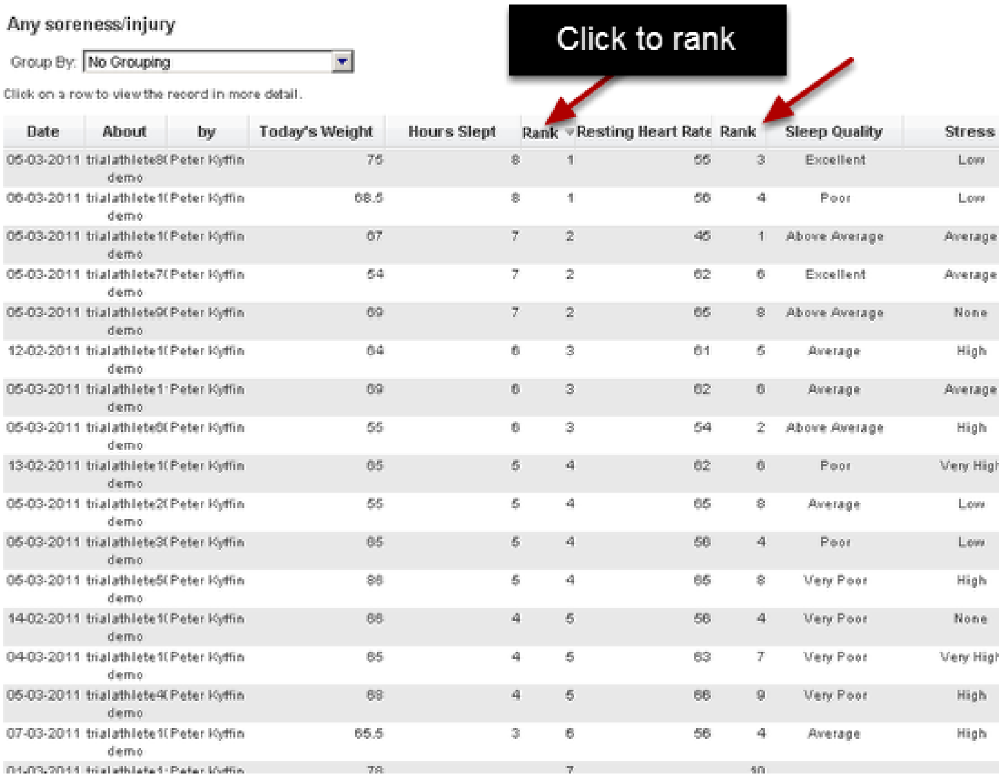


Show Ranks?

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

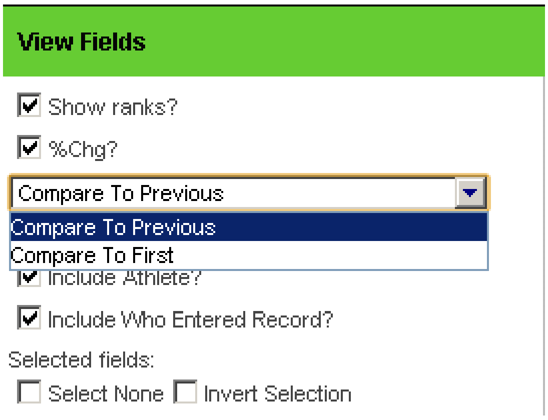
Group By: No Grouping

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

Date	About	by	Today's Weight	Hours Slept	Rank	Resting Heart Rate	Rank	Sleep Quality	Stress
05-03-2011	trialathlete8(demo	Peter Kyffin	75	8	1	55	3	Excellent	Low
06-03-2011	trialathlete1(demo	Peter Kyffin	68.5	8	1	56	4	Poor	Low
05-03-2011	trialathlete1(demo	Peter Kyffin	67	7	2	45	1	Above Average	Average
05-03-2011	trialathlete7(demo	Peter Kyffin	54	7	2	62	6	Excellent	Average
05-03-2011	trialathlete9(demo	Peter Kyffin	69	7	2	65	8	Above Average	None
12-02-2011	trialathlete1(demo	Peter Kyffin	64	6	3	61	5	Average	High
05-03-2011	trialathlete1· demo	Peter Kyffin	69	6	3	62	6	Average	Average
05-03-2011	trialathlete6(demo	Peter Kyffin	55	6	3	54	2	Above Average	High
13-02-2011	trialathlete1(demo	Peter Kyffin	65	5	4	62	6	Poor	Very High
05-03-2011	trialathlete2(demo	Peter Kyffin	55	5	4	65	8	Average	Low
05-03-2011	trialathlete3(demo	Peter Kyffin	65	5	4	56	4	Poor	Low
05-03-2011	trialathlete5(demo	Peter Kyffin	86	5	4	65	8	Very Poor	High
14-02-2011	trialathlete1(demo	Peter Kyffin	66	4	5	56	4	Very Poor	None
04-03-2011	trialathlete1(demo	Peter Kyffin	65	4	5	63	7	Very Poor	Very High
05-03-2011	trialathlete4(demo	Peter Kyffin	68	4	5	66	9	Very Poor	High
07-03-2011	trialathlete1(demo	Peter Kyffin	65.5	3	6	56	4	Average	High
01-03-2011	trialathlete1·	Peter Kyffin	78		7		10		

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



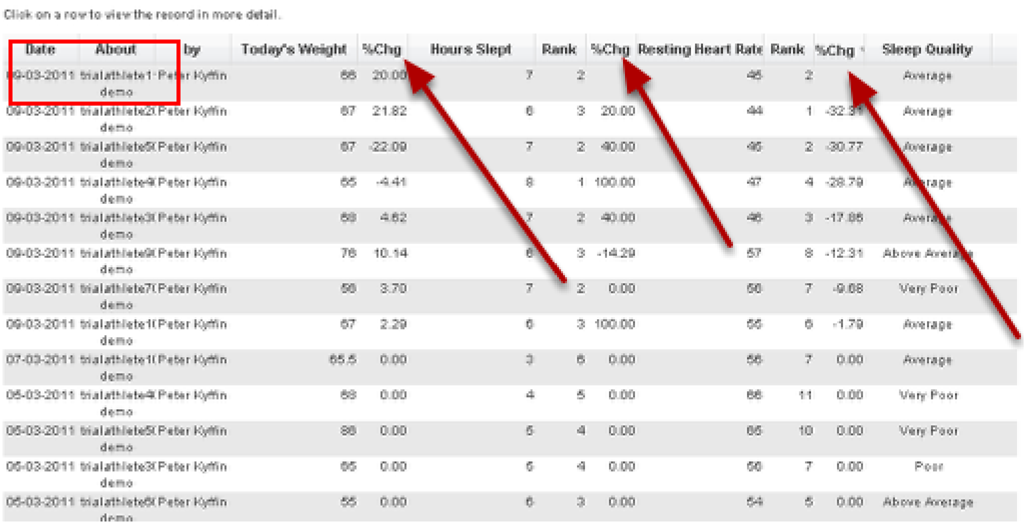
For the Percentage change calculation, you can select to see the percentage change from the previously entered record or the first record ever enetered.

-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.

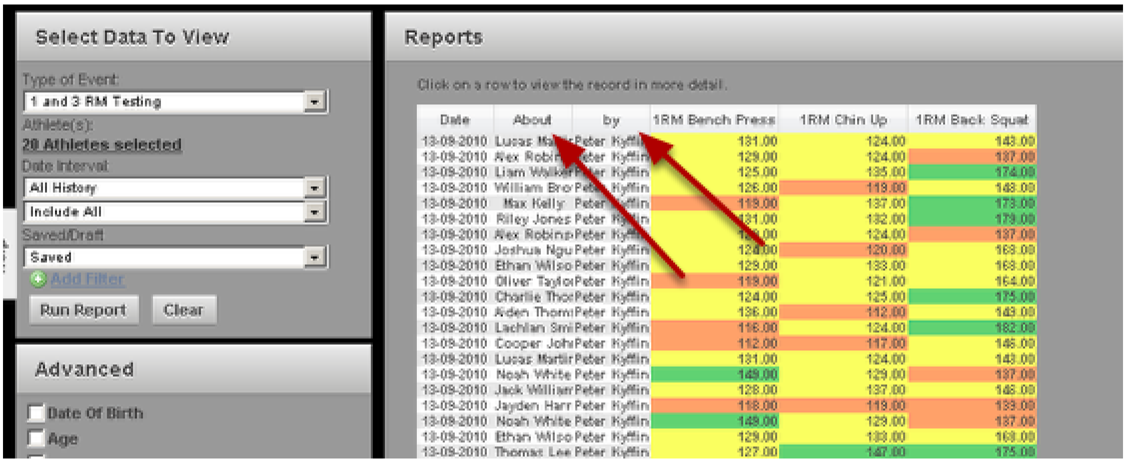
Date	About	by	Today's Weight	%Chg	Hours Slept	Rank	%Chg	Resting Heart Rate	Rank	%Chg	Sleep Quality
09-03-2011	trialathlete1 demo	Peter Kyffin	66	20.00	7	2		46	2		Average
09-03-2011	trialathlete2(demo	Peter Kyffin	67	21.82	6	3	20.00	44	1	-32.31	Average
09-03-2011	trialathlete5(demo	Peter Kyffin	67	-22.09	7	2	40.00	46	2	-30.77	Average
09-03-2011	trialathlete4(demo	Peter Kyffin	65	-4.41	8	1	100.00	47	4	-28.79	Average
09-03-2011	trialathlete3(demo	Peter Kyffin	68	4.62	7	2	40.00	46	3	-17.86	Average
09-03-2011	trialathlete9(demo	Peter Kyffin	76	10.14	6	3	-14.29	57	8	-12.31	Above Average
09-03-2011	trialathlete7(demo	Peter Kyffin	56	3.70	7	2	0.00	56	7	-9.68	Very Poor
09-03-2011	trialathlete1(demo	Peter Kyffin	67	2.29	6	3	100.00	55	6	-1.79	Average
07-03-2011	trialathlete1(demo	Peter Kyffin	65.5	0.00	3	6	0.00	56	7	0.00	Average
06-03-2011	trialathlete4(demo	Peter Kyffin	68	0.00	4	5	0.00	66	11	0.00	Very Poor
06-03-2011	trialathlete5(demo	Peter Kyffin	88	0.00	5	4	0.00	65	10	0.00	Very Poor
06-03-2011	trialathlete3(demo	Peter Kyffin	65	0.00	5	4	0.00	56	7	0.00	Poor
06-03-2011	trialathlete6(demo	Peter Kyffin	55	0.00	6	3	0.00	54	5	0.00	Above Average

You can see that there are large differences in the Trial athlete 1 demo with 20% change in weight.

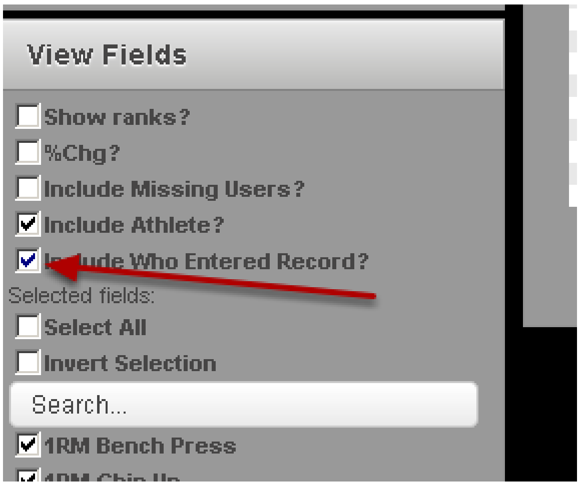
Run a report and hide who entered the data, or the athlete's name

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.

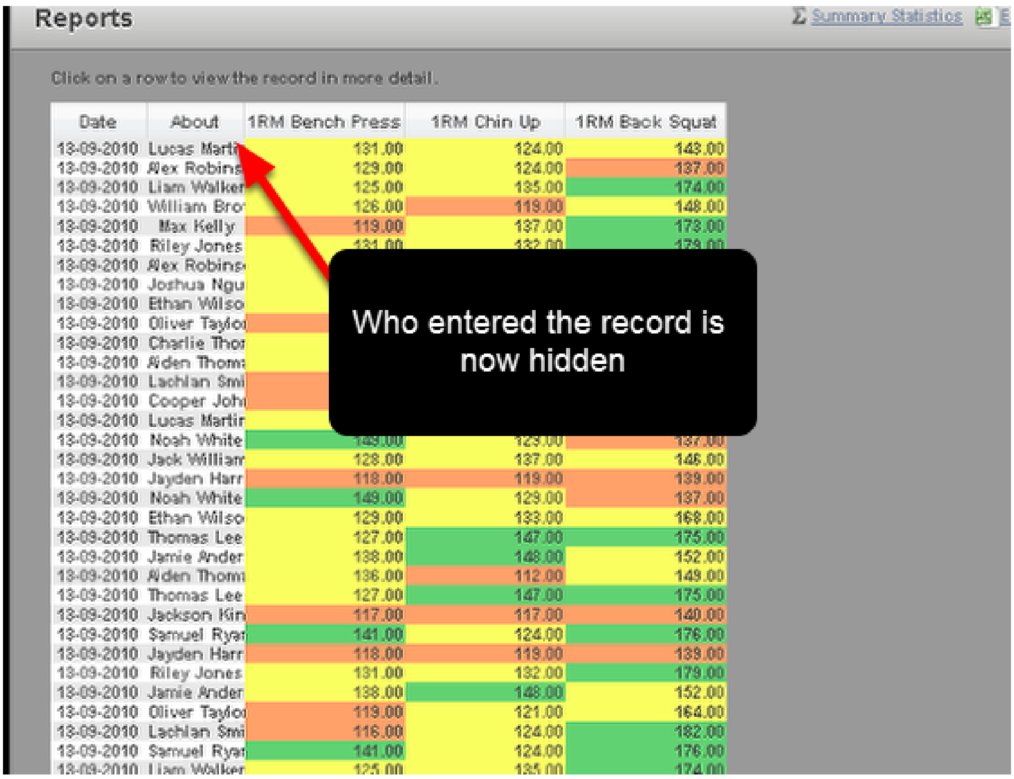


To run a report and hide the "by" column (who entered the record on the system) go to the View Fields (bottom left of the page) and deselect "Include Who Entered Record?"



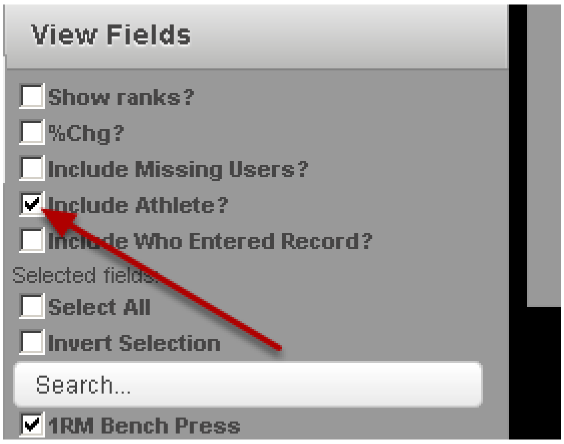
Click on run report an the by column will disappear (as shown in the image in the step below)

The "By" column has been removed



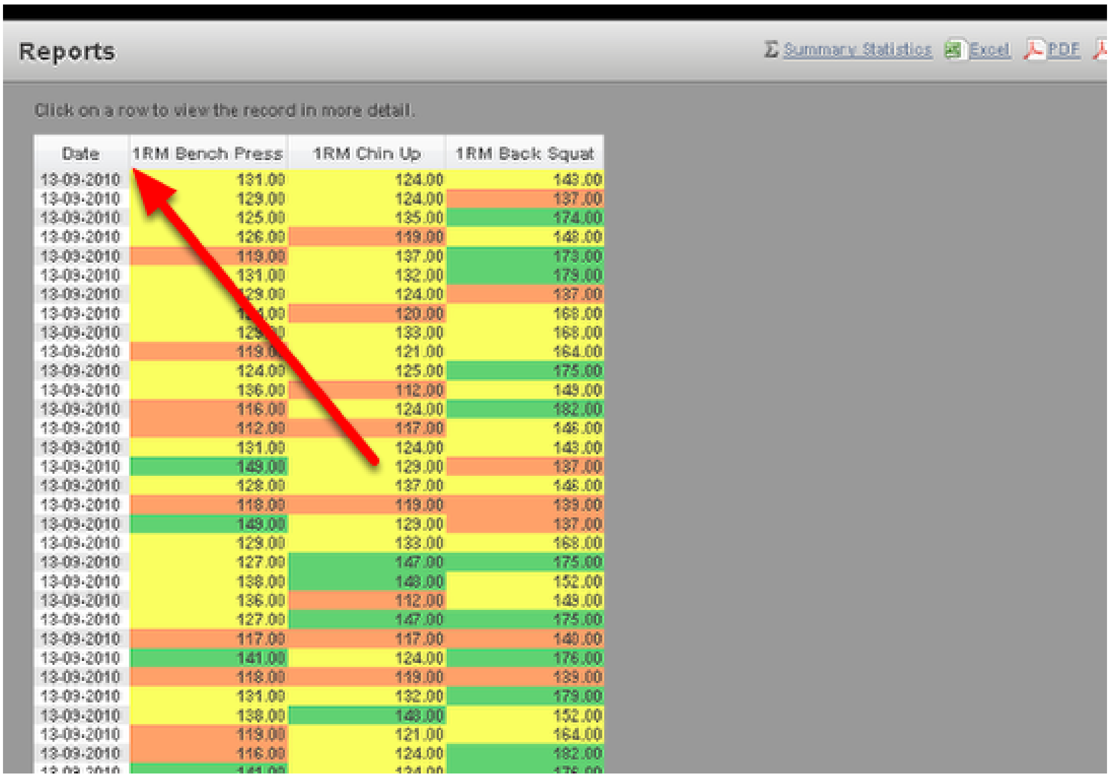
Please note that if you think the "About" column is too narrow for the list of user you are looking at, you can e-mail you site Builder (the person who developed your system) and ask them to increase the width of this column.

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



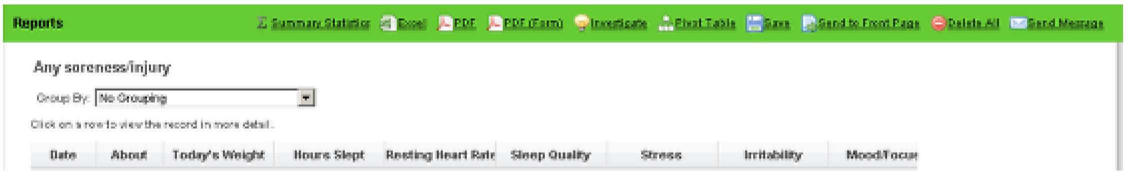
Date	1RM Bench Press	1RM Chin Up	1RM Back Squat
13-09-2010	131.00	124.00	143.00
13-09-2010	129.00	124.00	137.00
13-09-2010	125.00	135.00	174.00
13-09-2010	126.00	119.00	148.00
13-09-2010	119.00	137.00	173.00
13-09-2010	131.00	132.00	179.00
13-09-2010	[illegible]	124.00	137.00
13-09-2010	[illegible]	120.00	168.00
13-09-2010	[illegible]	133.00	168.00
13-09-2010	[illegible]	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	148.00	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	148.00	152.00
13-09-2010	119.00	121.00	164.00
13-09-2010	116.00	124.00	182.00

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

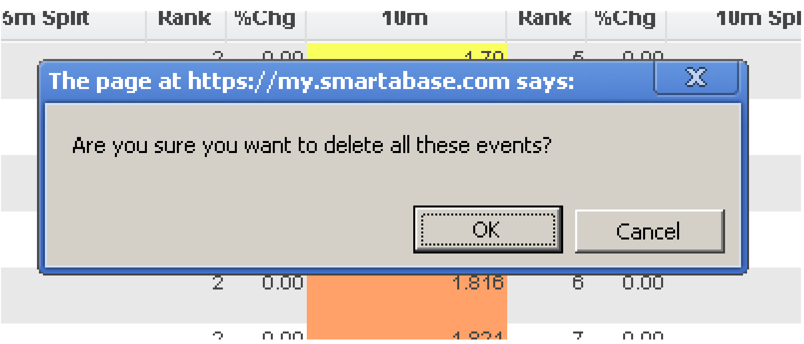
1.0 If you have access to the Delete All button and you click this you will DELETE ALL of the entries showing in the report

completely from the system. ONLY click this if you want to delete data

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.

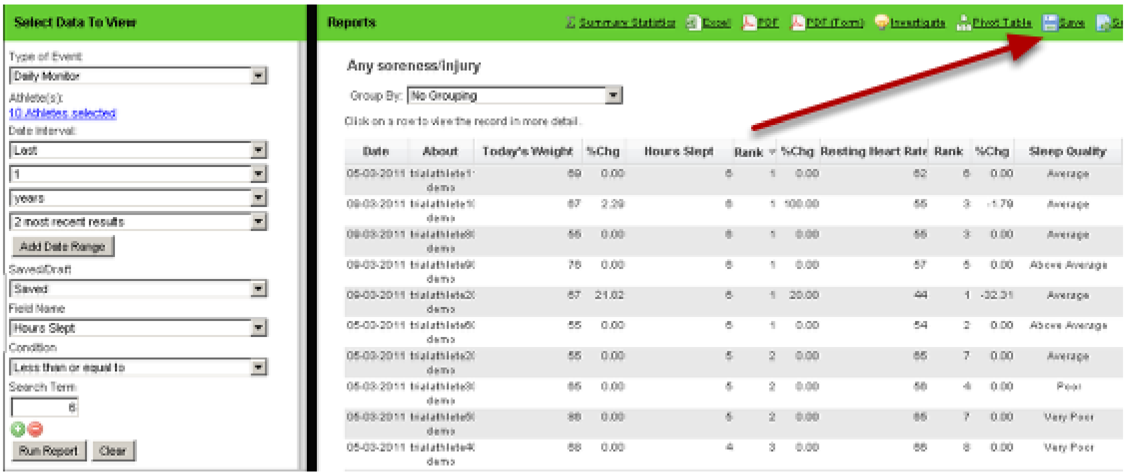
N.B. If you need to delete data from the system, this should be done by an administrator. It cannot be undone and any data deleted will be removed from your site completely.

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

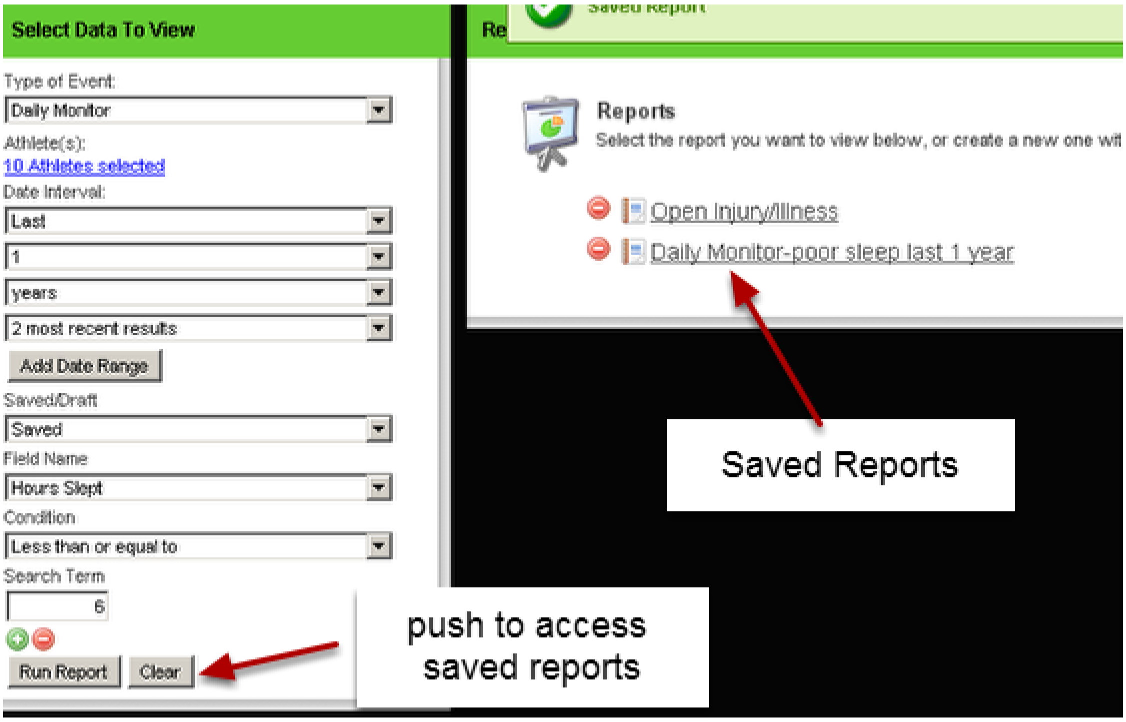
2.0 To save the report format, date range, athletes, data, fields, ranks etc (everything you have set up on the left of the page), click Save



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

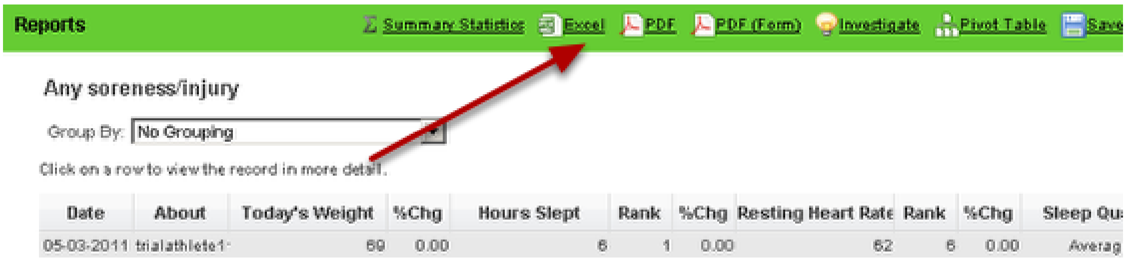


Click on Clear to remove the current report from the reports display area and access any/all saved reports.

To run a saved report you simply click on the name of the report

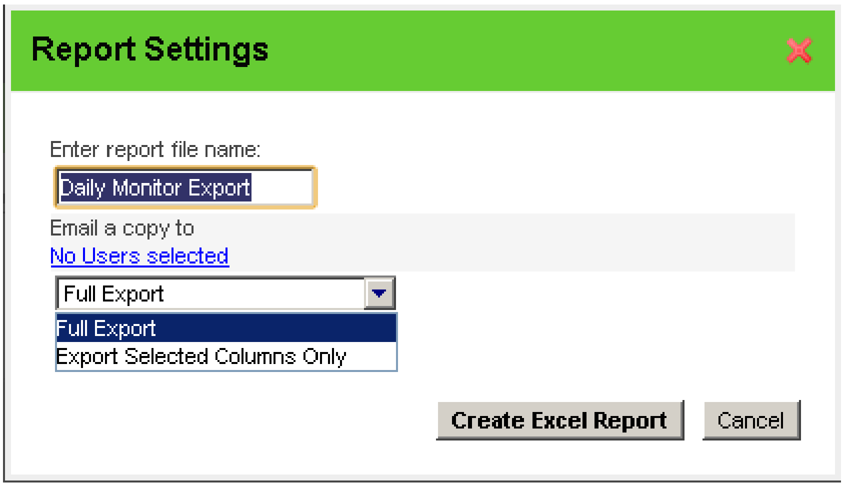
To Delete a saved report, you simply click on the red delete icon and click OK.

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"

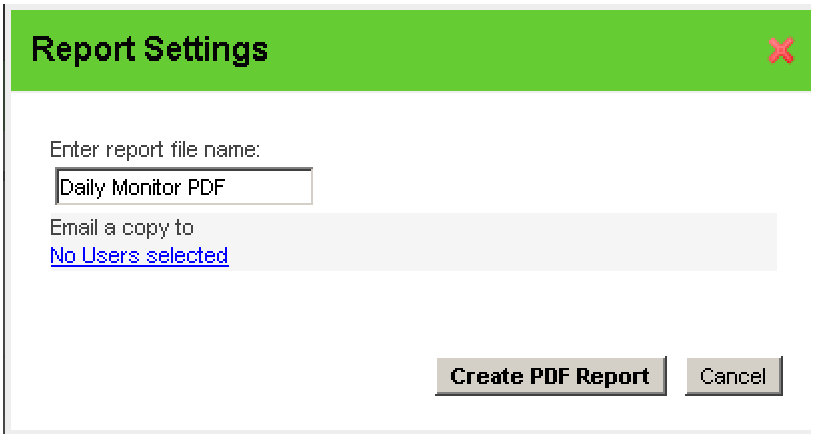
3.2 An Excel report will be generated and will be available in your downloads (as shown here)

Date	About	Date of Entry	Age at Mo	Age at Mo	Today's W	Hours Sle	Hours Sle	Resting H	Resting H	Sleep Qu	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



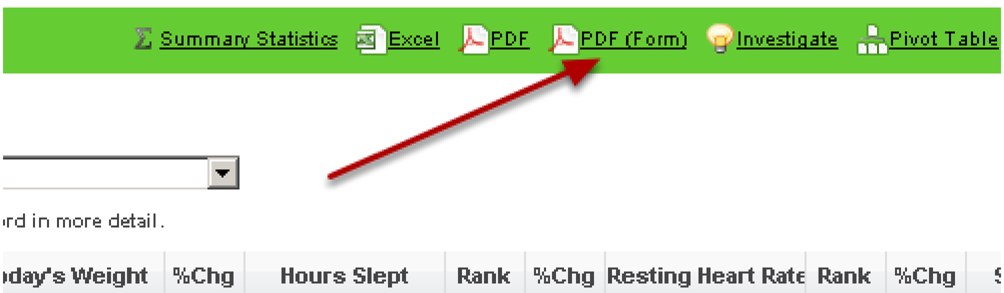
4.2 A PDF report will be generated and will be available in your downloads (as shown here)

smartabase

Daily Monitor

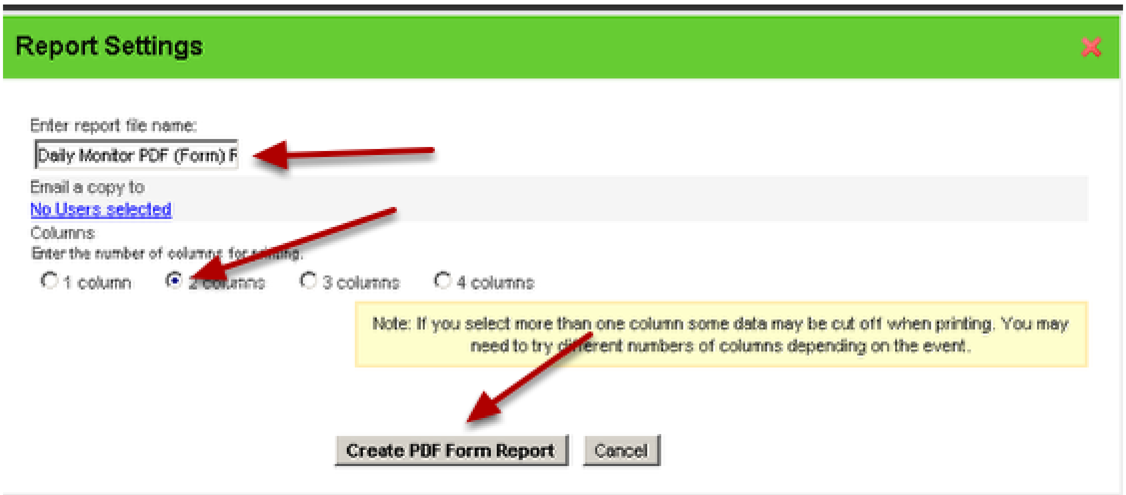
Date	About	Today's Weight	%Chg	Hours Slept	Rank	%Chg	Resting Heart Rate	Rank	%Chg	Sleep Quality	Stress	Irritability	Mood/Focus	Energy
05-03-2011	trialathlete11 demo	69.00	0.00	6	1	0.00	62	6	0.00	Average	Average	Average	Average	Above Average
05-03-2011	trialathlete60 demo	55.00	0.00	6	1	0.00	54	2	0.00	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

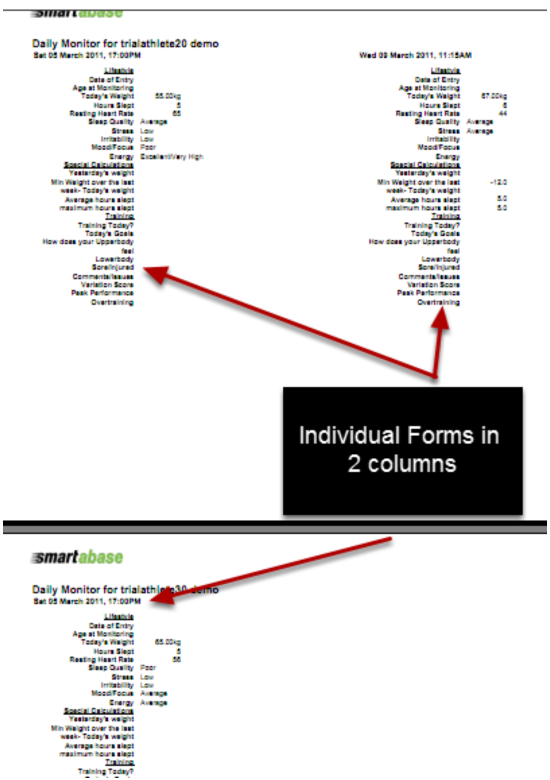


Click on PDF Form to generate a pdf of all of the individuals event form (as they are displayed during data entry)

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



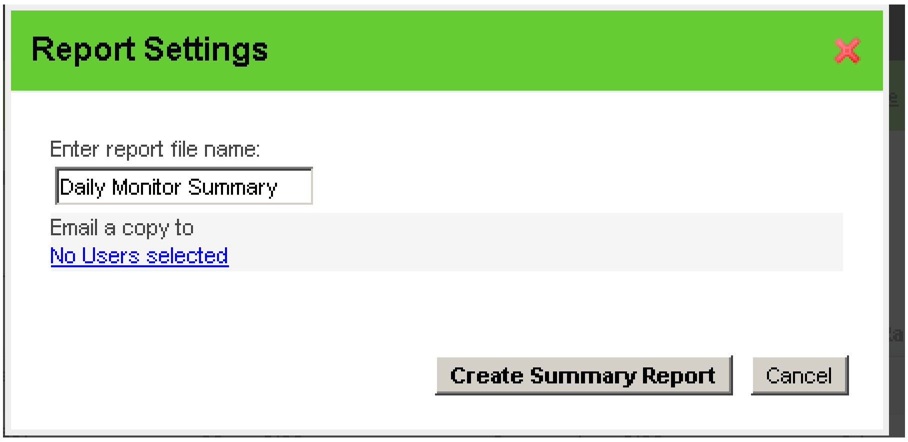
5.2 A report will be generate in your downloads and will be available to view (as shown here)



6.0 Summary Statistics will automatically generate a report to provide a summary of the data including mean, median etc

Click Summary Statistics to run an automatic report

6.1 Name and Run the Report



The report may take a while to generate.

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)

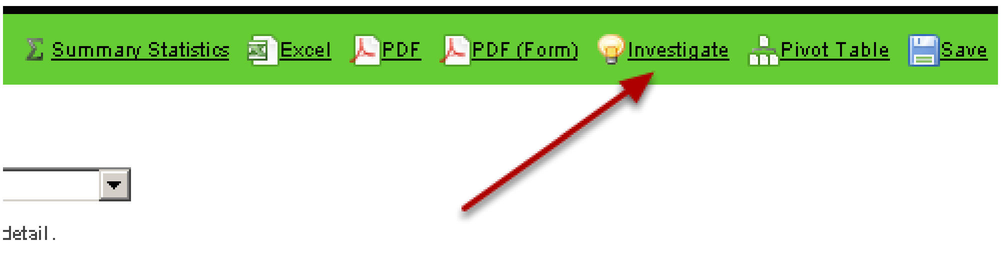
6.3 An Example of the Energy Field Summary from the Summary Report

Summary By Category

Summary statistics for each numeric data field for each category

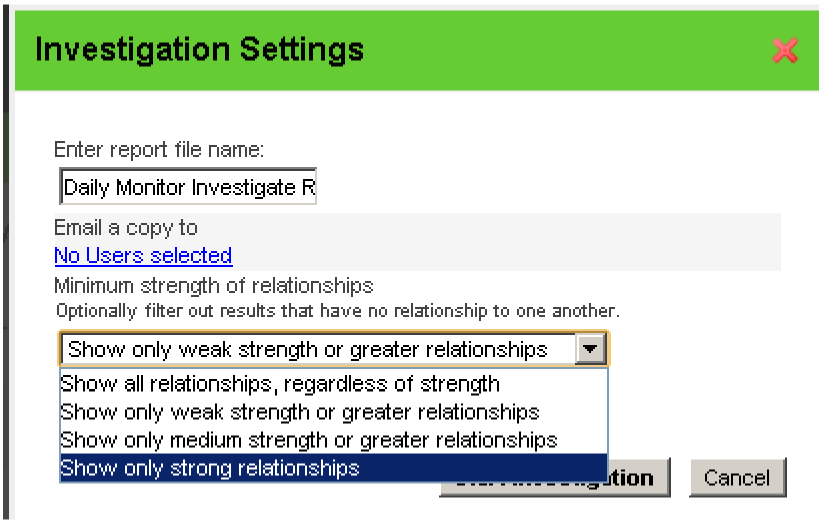
ENERGY	Statistic	Today's Weight	Hours Slept	Resting Heart Rate	Yesterday's weight	Min Weight over the last week- Today's weight
Above Average	Samples	2.00	2	2	0.00	1.00
	Total	137.00	10	128		9.00
	Mean ± SD	68.50 ± 0.71	5 ± 1	64 ± 3		9.00 ± 0.00
	Median	68.50	5	64		9.00
	Range	68.00 - 69.00	4 - 6	62 - 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 - 86.00	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



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

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)

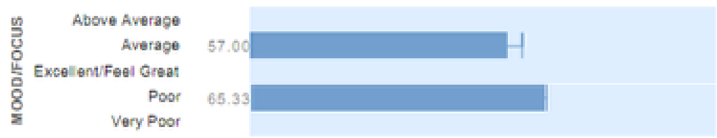
Coincidence Testing: showing differences between expected counts of data entry and actual counts

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 groups



Anova results for average Resting Heart Rate by Mood/Focus

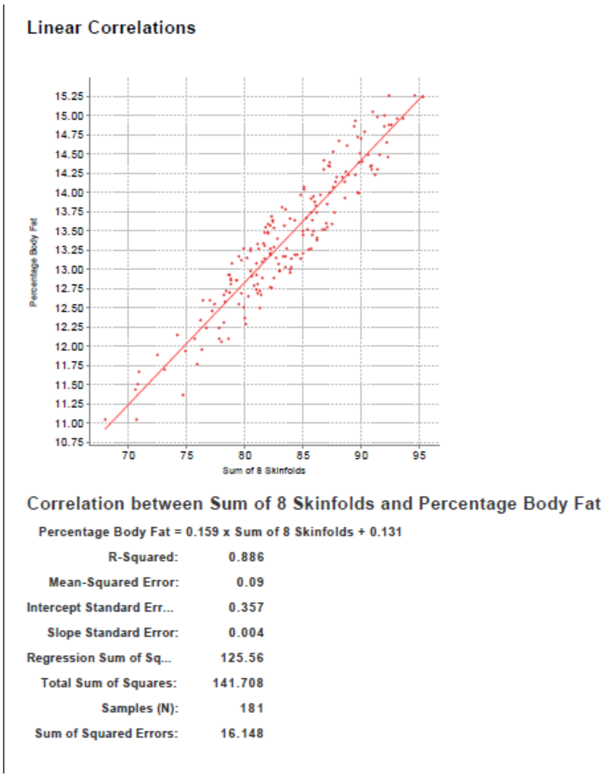
	Sum of Squares	Degrees of Freedom	Mean Square	F-Ratio	Critical F	P-Value
General Level	25,682.29					
Mood/Focus	119.05	1.00	119.05	16.23	6.6079	0.01
Residual	36.67	5.00	7.33			

Extremely Large Effects:
Within Mood/Focus there is an extremely large difference between Average (57) and Poor (65.333) of -3.077 standard deviations

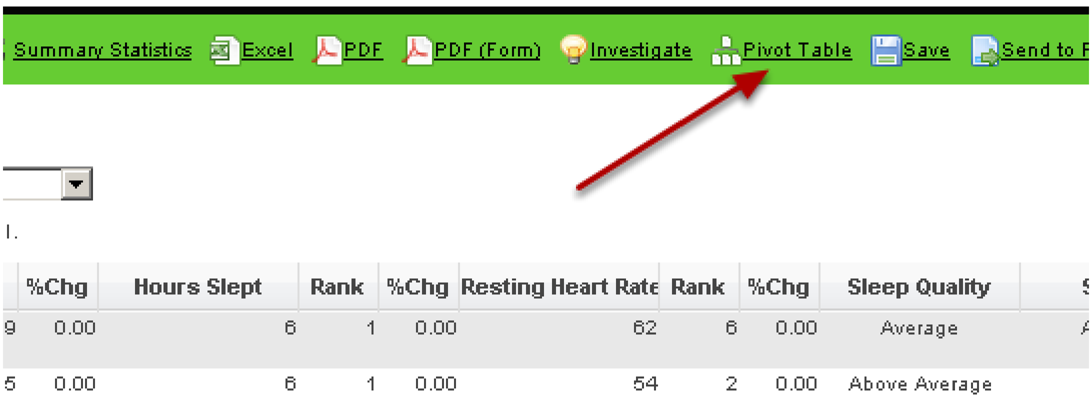
Warnings:

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

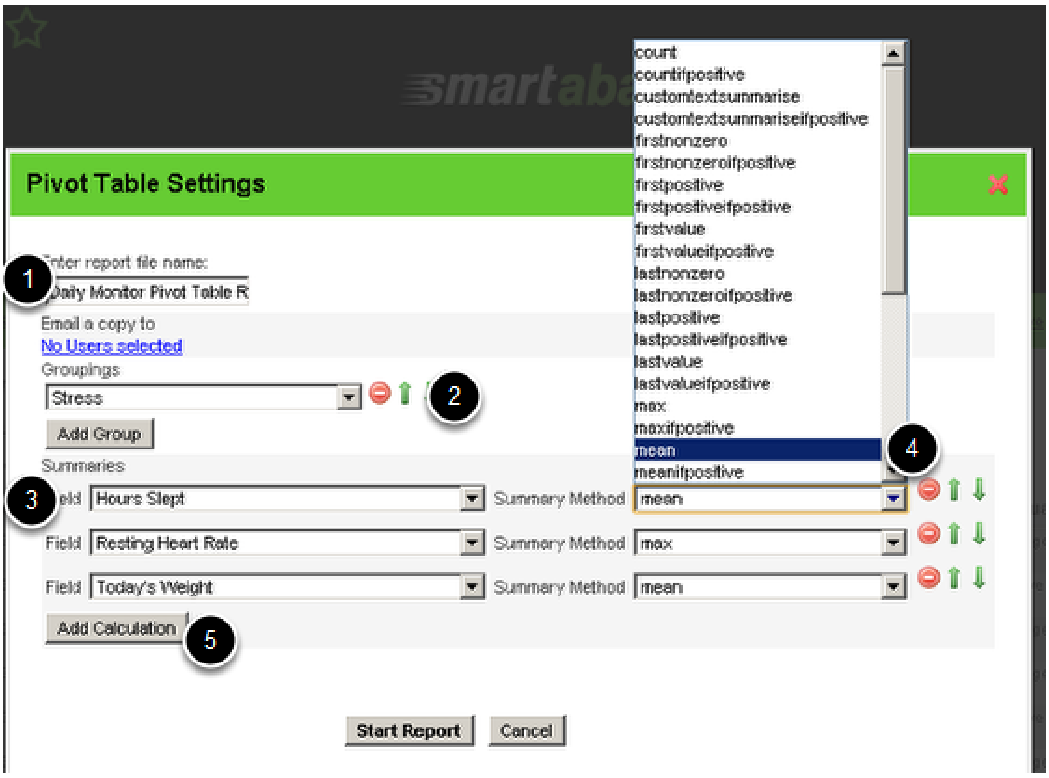


8.0 Pivot Tables allow you to generate excel files with different count, mean max information about the fields in a report



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

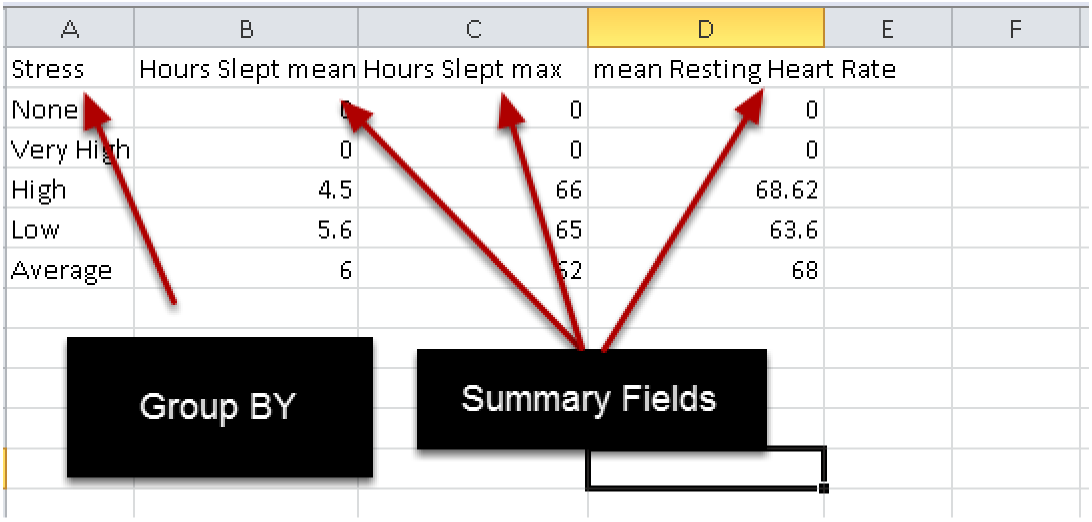
#2: Select any groupings (e.g. you want the data to be grouped by this field)

#3and #4: Select the fields and the information you want to know about them (max, min, sem etc)

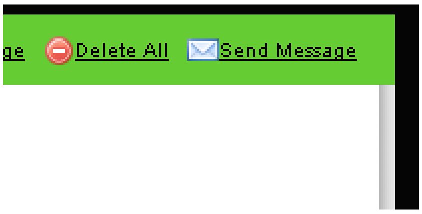
#5: Add in any additional summary fields

#6: Click Start Report

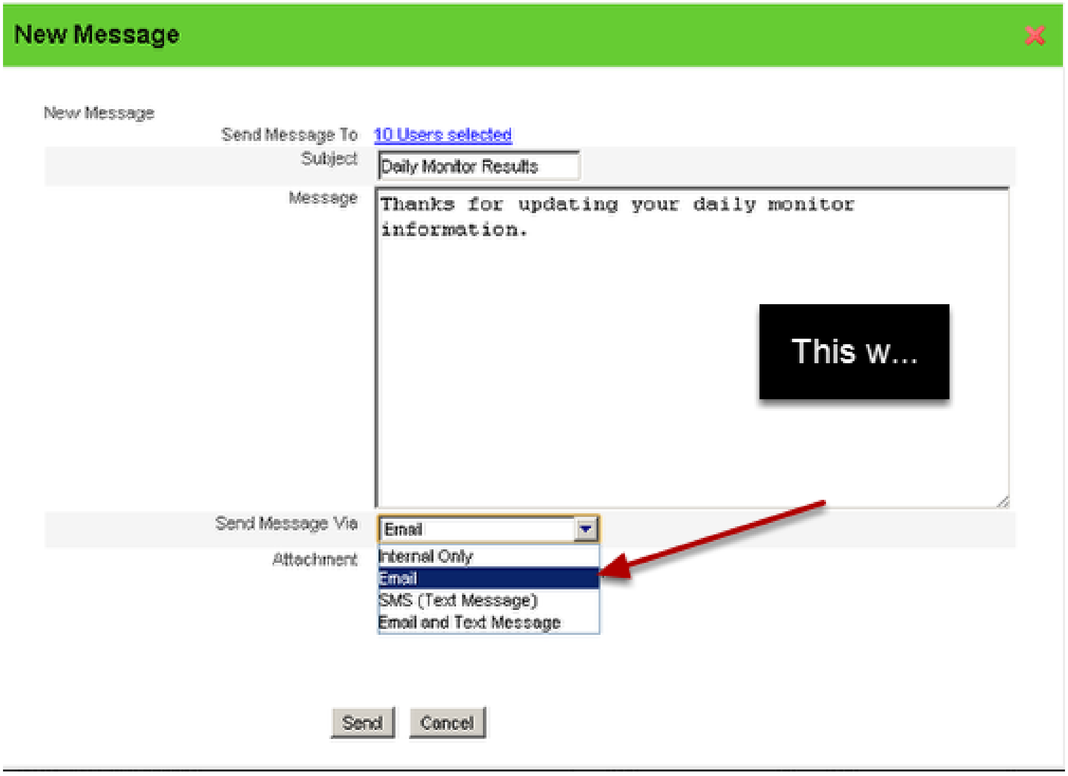
8.2 An excel pivot table will be generated and will be available to review



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. .

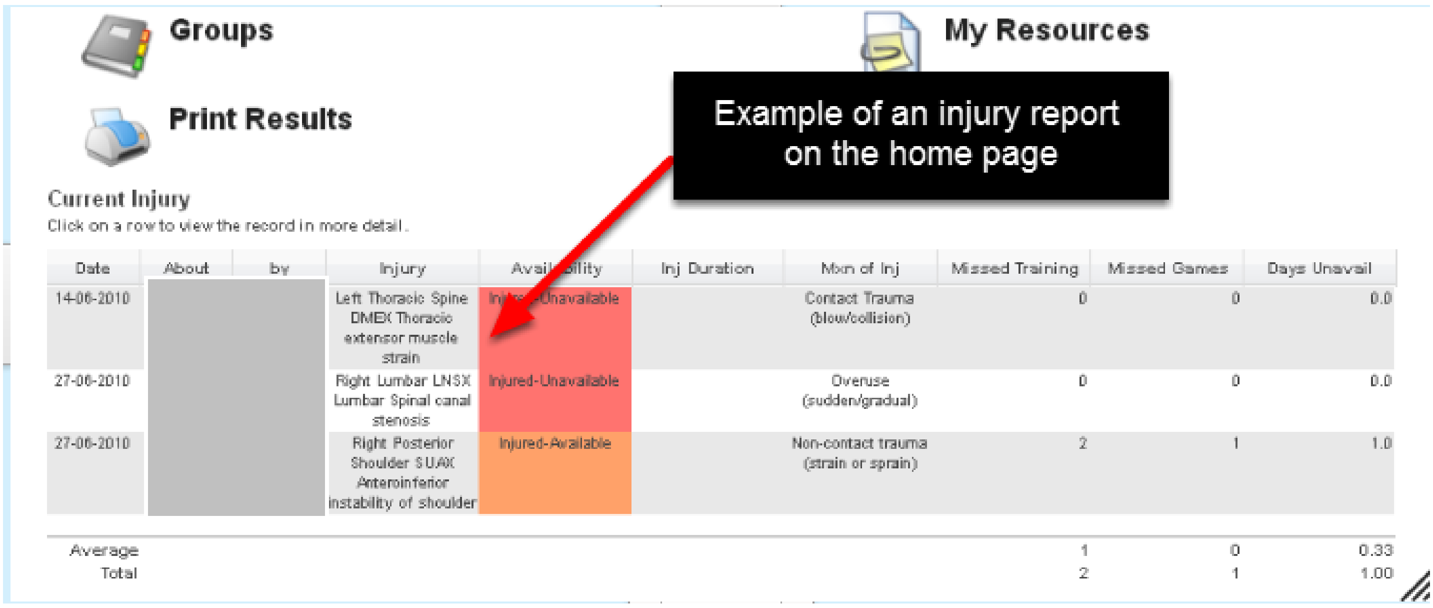
10.0 The Send to Front Page is discussed in the next lesson.

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

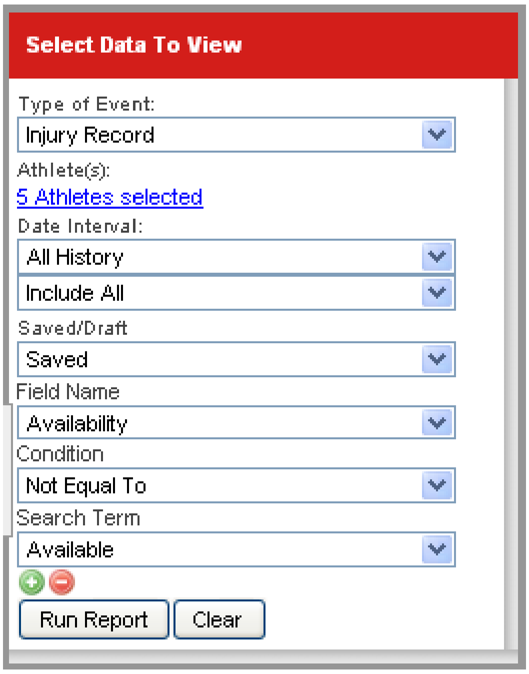
You may want access to specific information the instant you login. To do this you can set up a Front Page Report. They are very useful for reviewing Injury and illness reports for injury and illness data that is not resolved, or for daily availability data. Other users set up front page reports to monitor 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)



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.

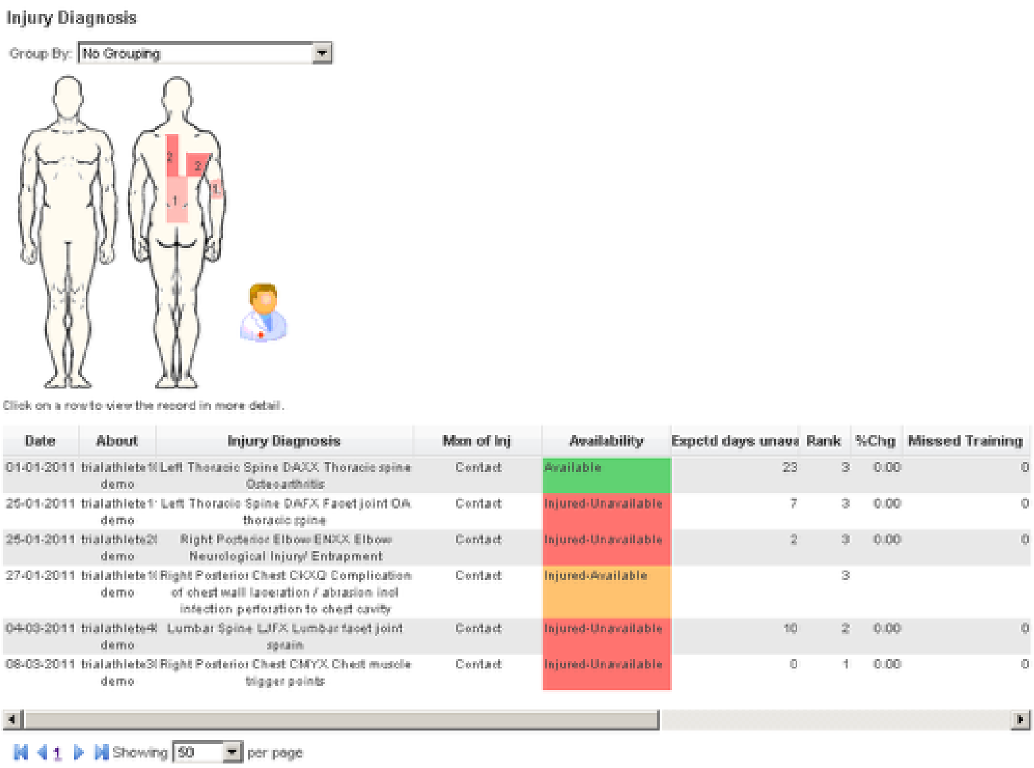


For this example, we are setting up a report to show all of the injury and illness data for the athletes, that is not currently marked as fully resolved.

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

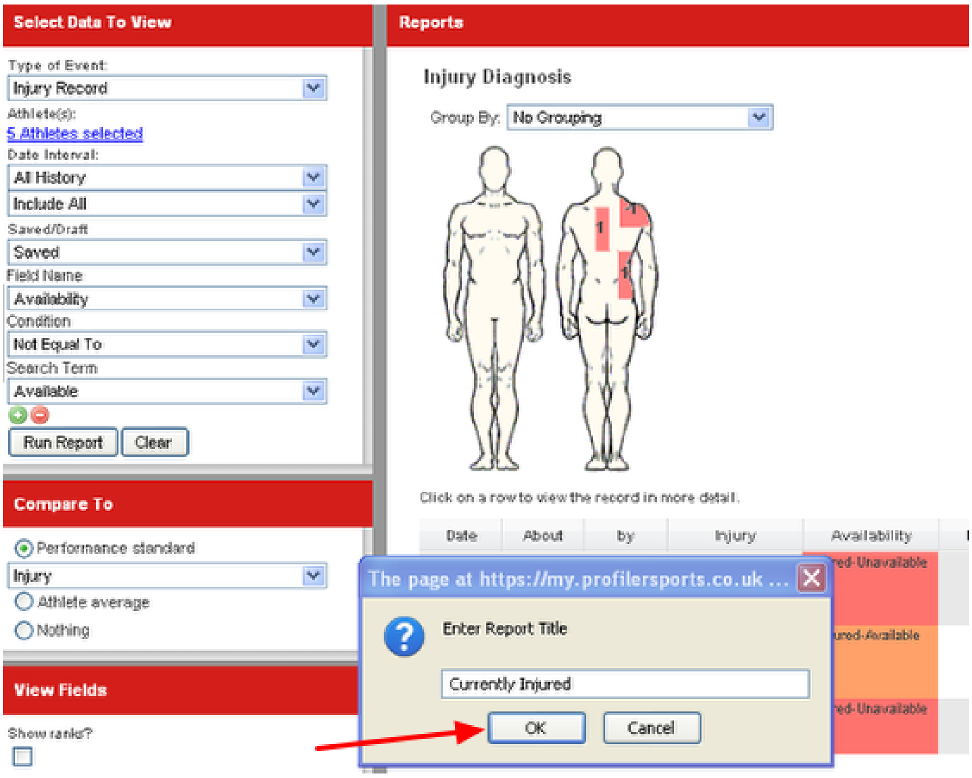
Click on a row to view the record in more detail.

Date	About	Injury Diagnosis	Mxn of Inj	Availability	Expctd 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 CKXQ Complication of chest wall laceration / abrasion incl infection perforation to chest cavity	Contact	Injured-Available		3		
04-03-2011	trialathlete4(demo	Lumbar Spine LJFX Lumbar facet joint sprain	Contact	Injured-Unavailable	10	2	0.00	0
08-03-2011	trialathlete3(demo	Right Posterior Chest CMYX Chest muscle trigger points	Contact	Injured-Unavailable	0	1	0.00	0

Showing 50 per page

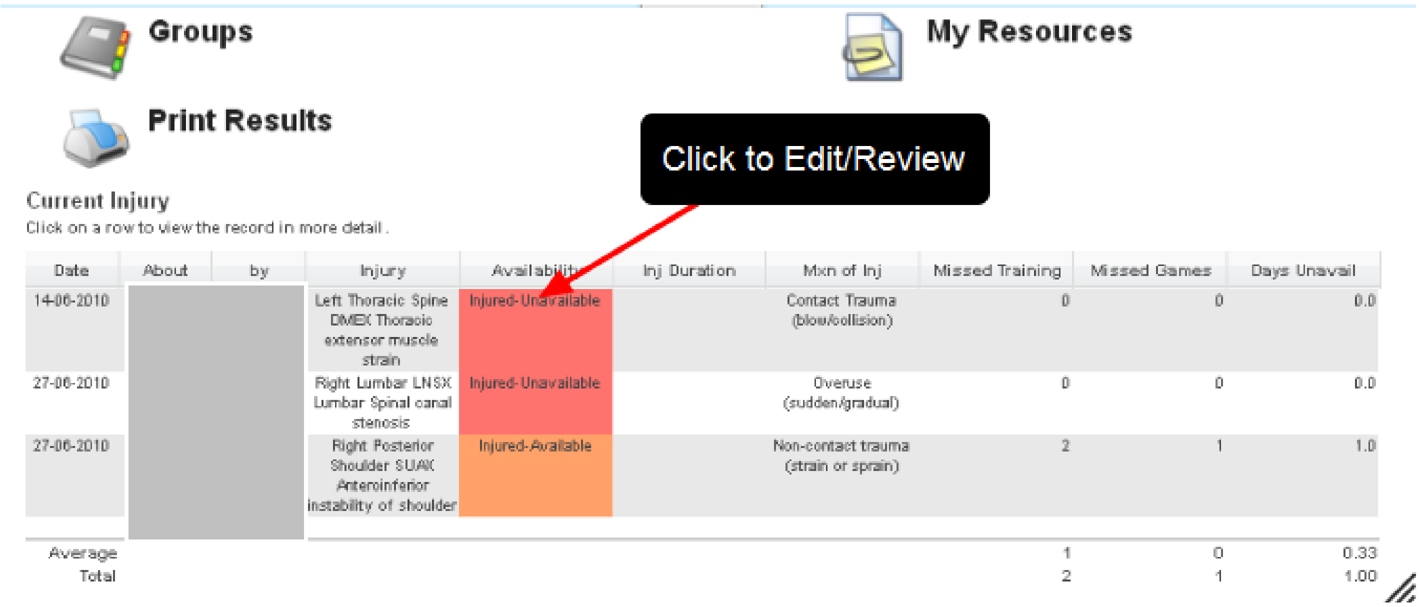
Click Send to Front Page

Name the Report



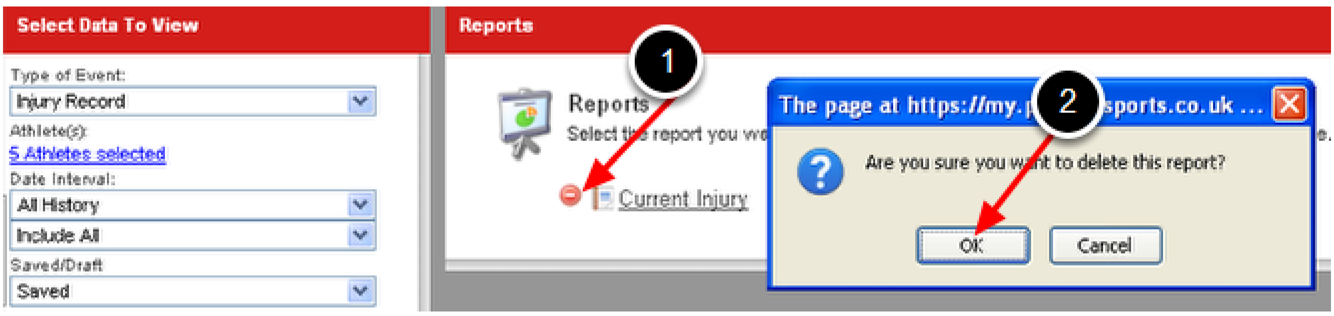
Once the reports runs, click Send to Front Page (this is available on the top right of the Reports page) and then Name the reports and click OK.

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



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

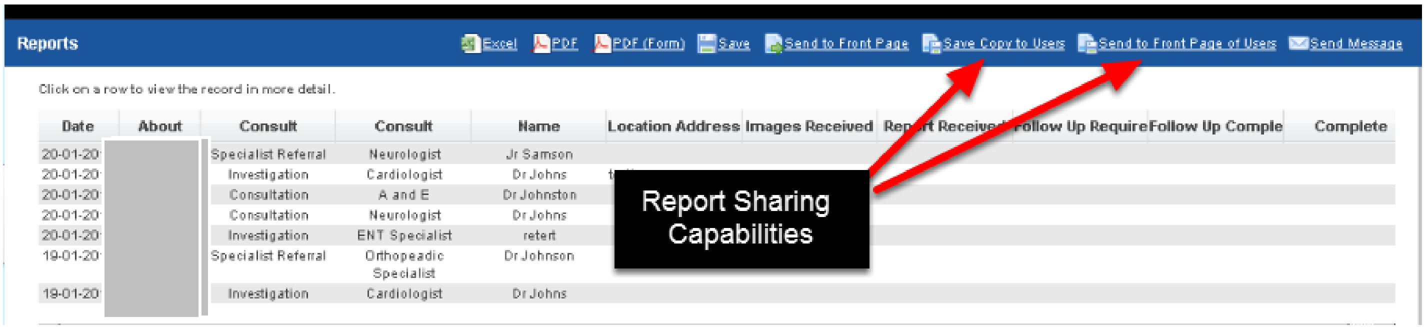


You can set up more than one report to show on your home page, but it is best to limit it to 1 or 2 so as to avoid cluttering the home page.

Reports: Setting up Reports to appear on other Users' Home Pages (Front Page Reports) and Reports Pages (Report List)

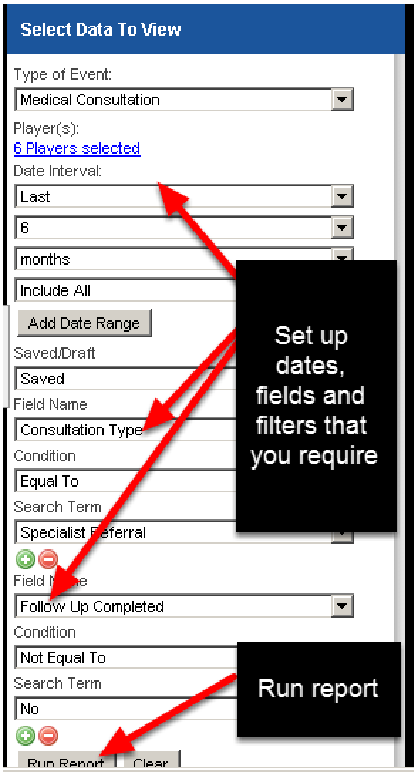
These two features enable a user to create a specific type of report, share it with other professionals/athletes so that the report appears on the other users system automatically. These permission need to be set up by the Administrator of your system, so it may not show on your reports page if you have 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



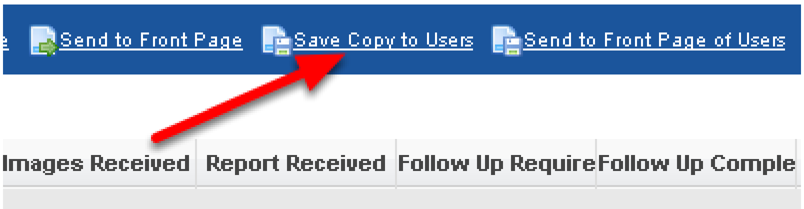
These two features need to be enabled on the Administration Tool by your system Administrator. If you are an administrator, see the Administration Help Documentation available on the administration site for more details about this feature.

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.



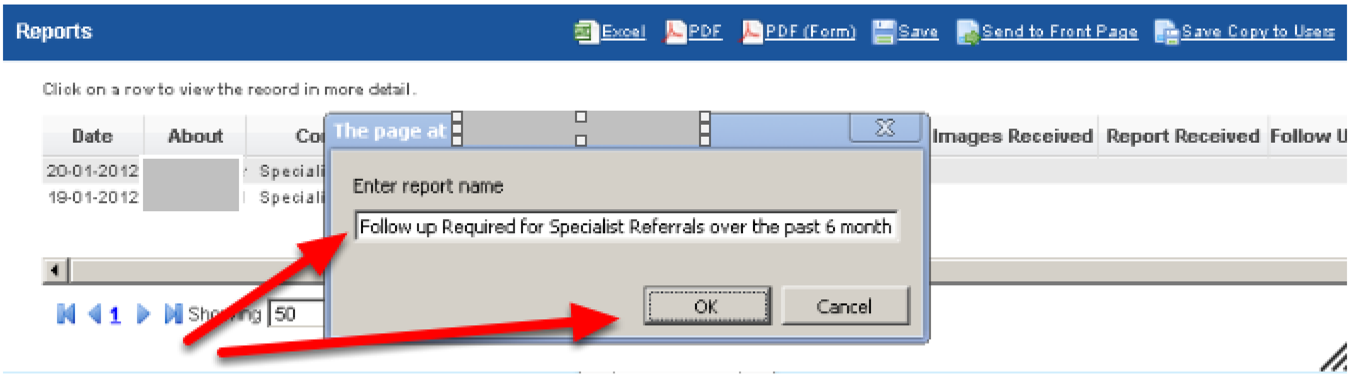
Set up the Report Options using any groups, date filters and field filters that you require and click on Run Report.

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)



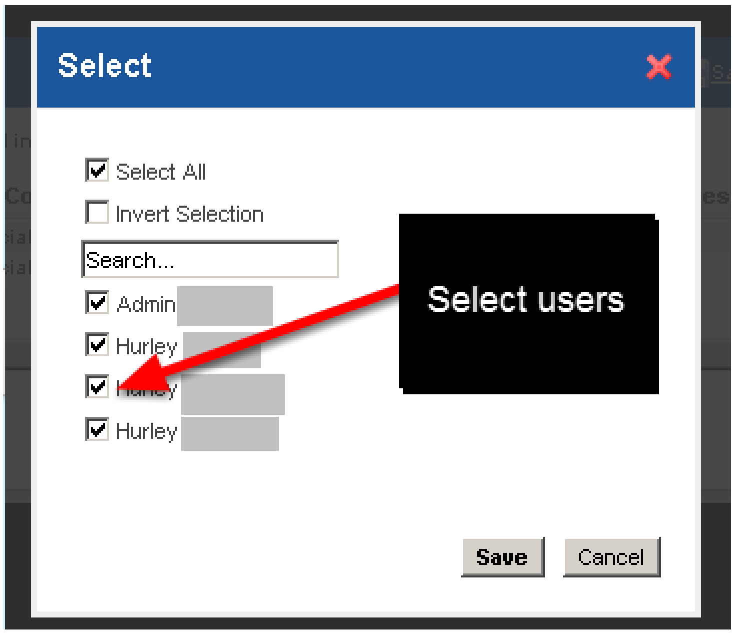
If you do not have this button you have not been given access to it

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.

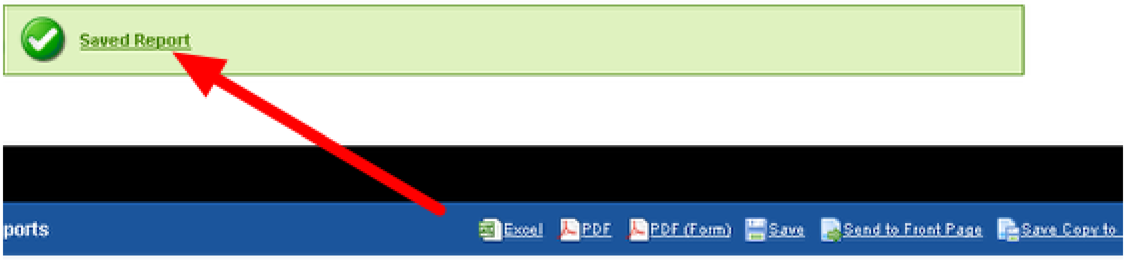


Tick the users you want to share this report with and click Save.

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.

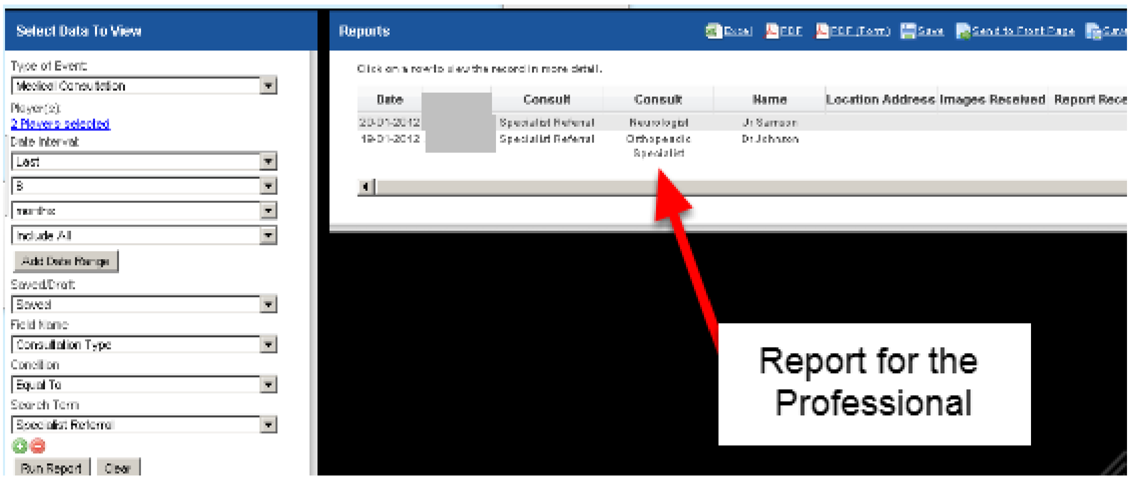
2.3 A message will appear showing that the report has been saved



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

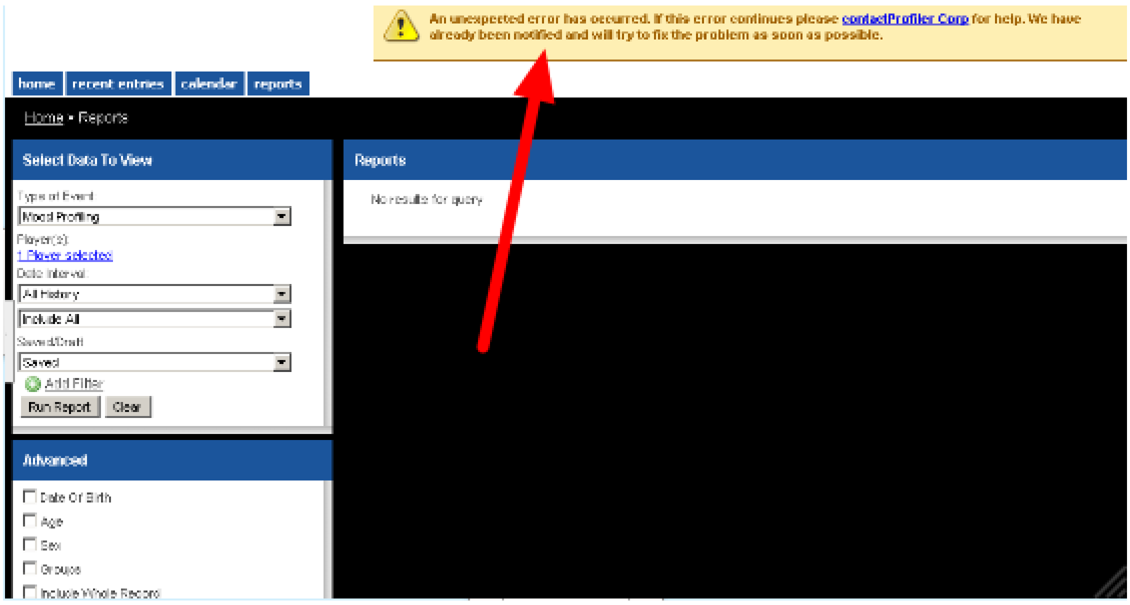
A copy of the new report will appear on all of the Users' Reports pages with whom the report was shared with. Examples of these are shown below:

2.5 An example of the Report when it has been run by a Professional that the Report was shared with



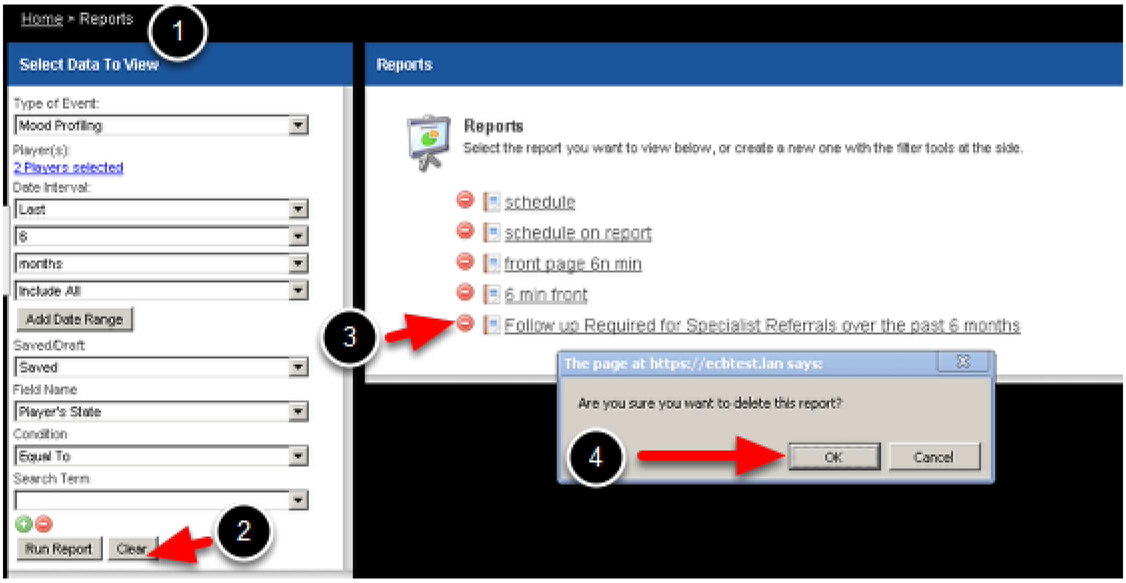
The Professional will have the same report settings, but they may need to update the list of athletes they run the report for. They can delete the report at any time if they do not need it (see step 2.7 below).

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).



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



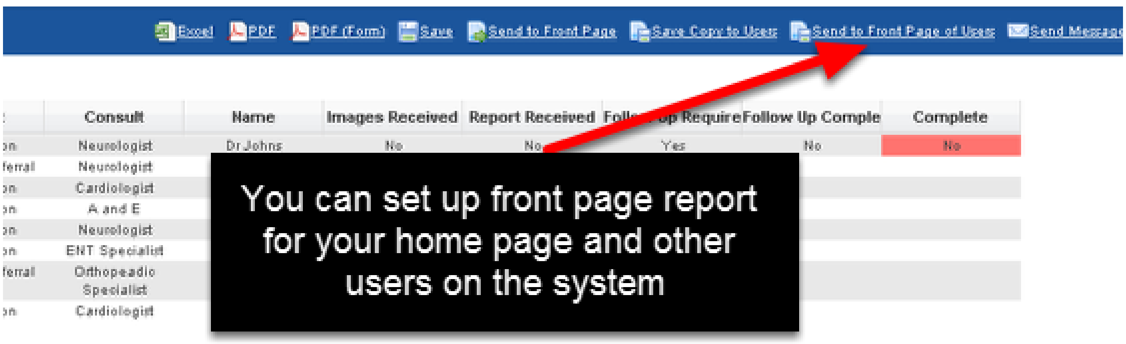
1: Go to the Reports Page

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

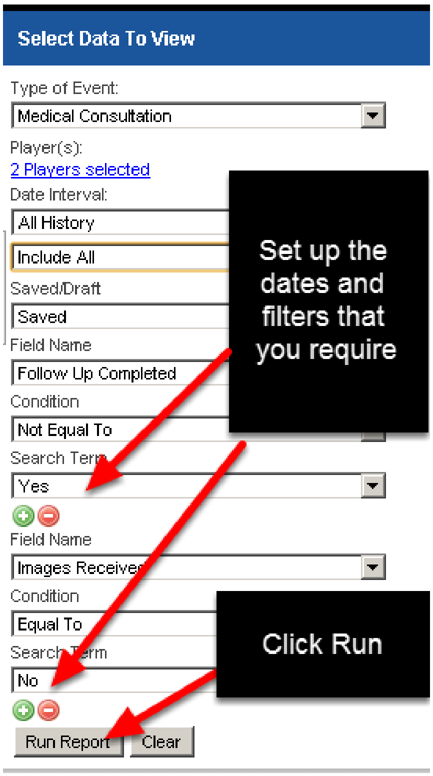
4: Click Yes to delete the Report

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



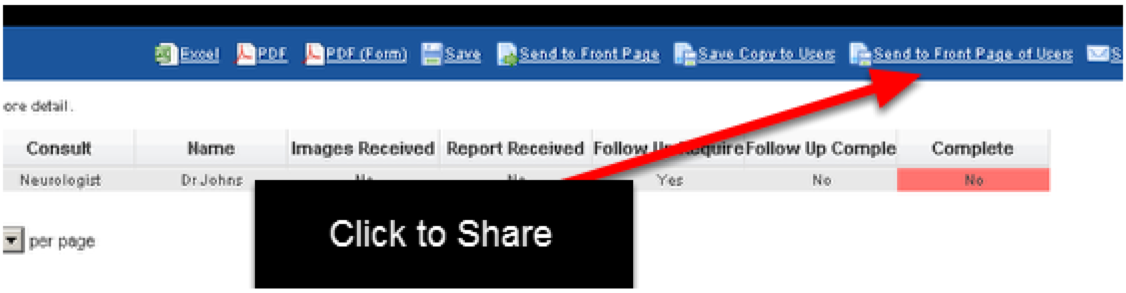
User can now be given the capability to set up a front page report and save it on other User's system, so it shows on the front page of other selected Users. This is particularly useful for administrators of the system and trainers. To access this feature it needs to be set up by your system administrator 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

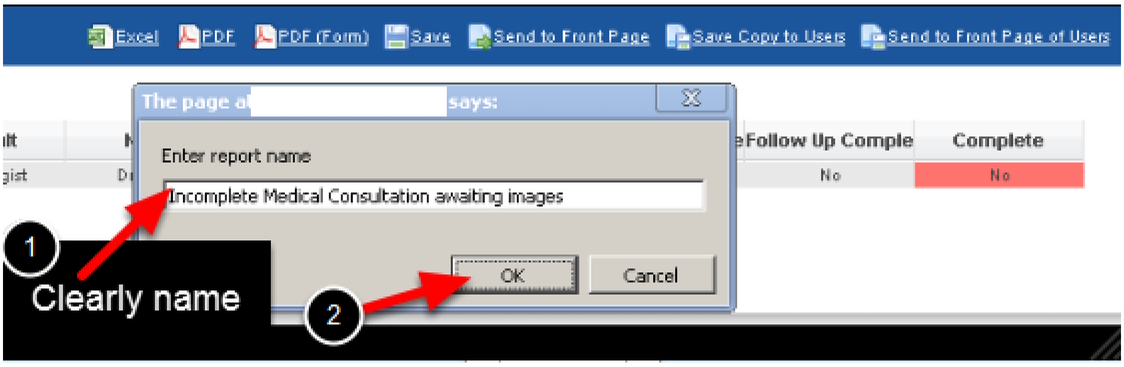


Set up the report as you require it including date filters, or field filters.

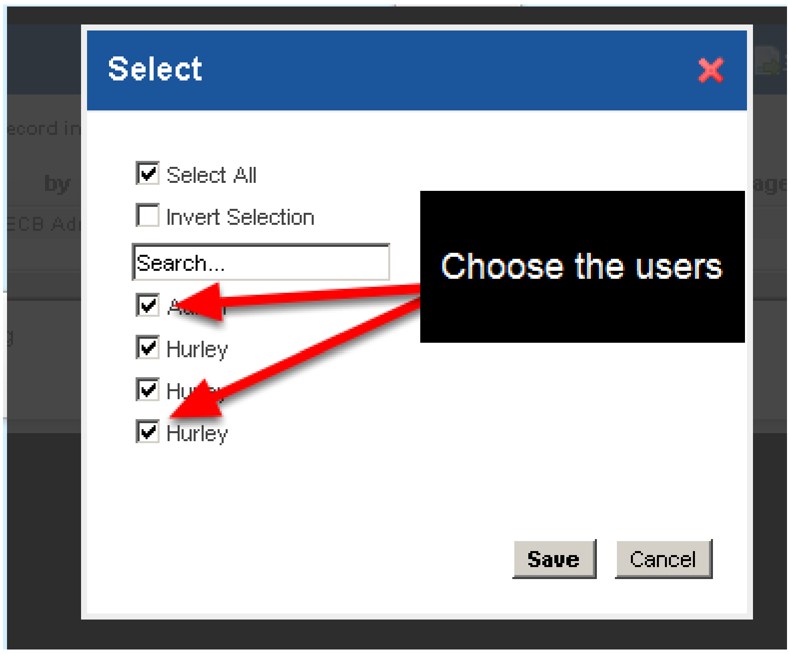
3.2 On the reports page, click on "Send to Front Page of Users"



3.3 Name the report: be as specific as possible so the user knows what the report is and click OK

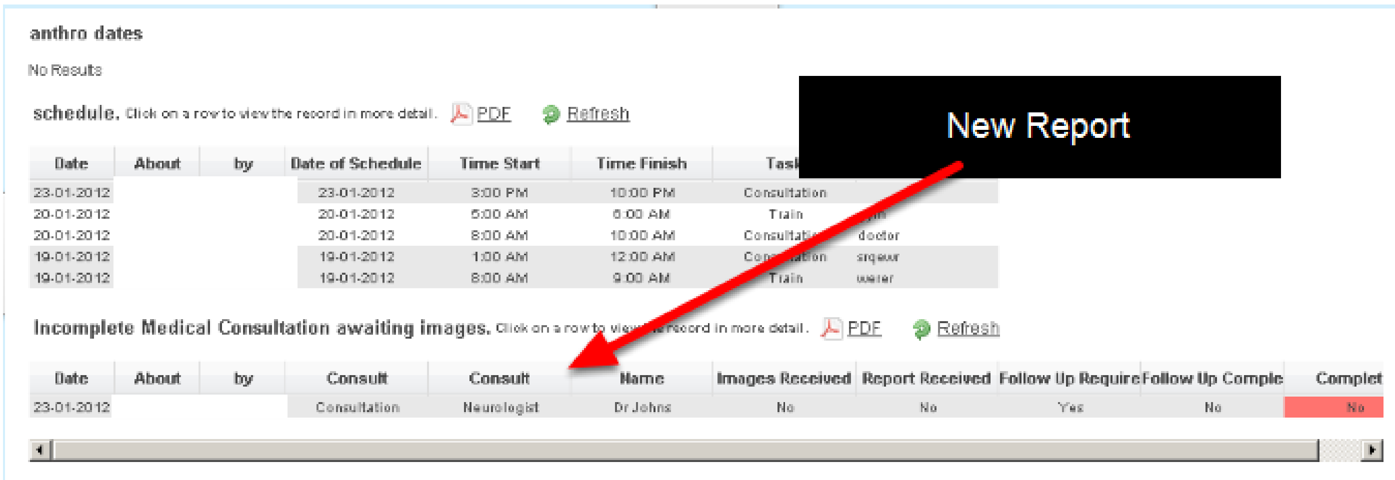


3.4 Choose who you want to share with. Only share the report with users who you know have access to this event form. If you want it to appear on your home page ensure you tick your own name



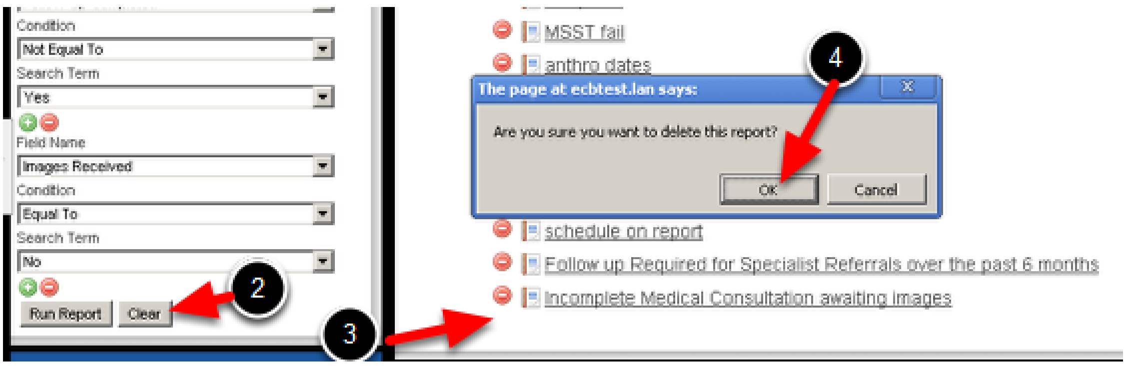
Place a tick beside the users who you want to share the report with. Once you save the report it will appear in their report list (as shown in step 3.6 below) AND it will appear on their home page when they login to the system.

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

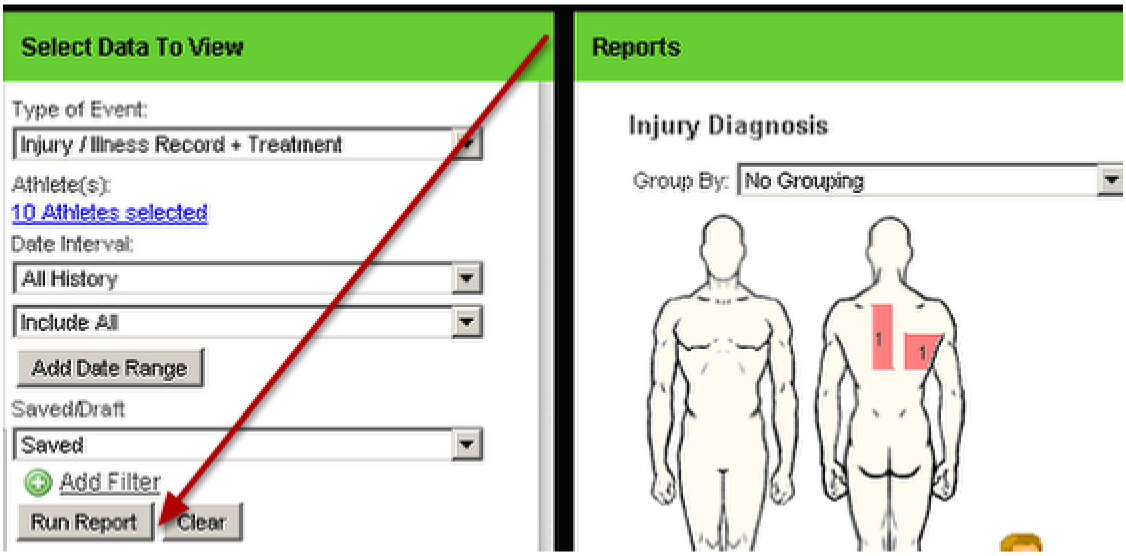
3: Click the Red delete button on the left of the Shared Report name

4: Click Yes to delete the Report

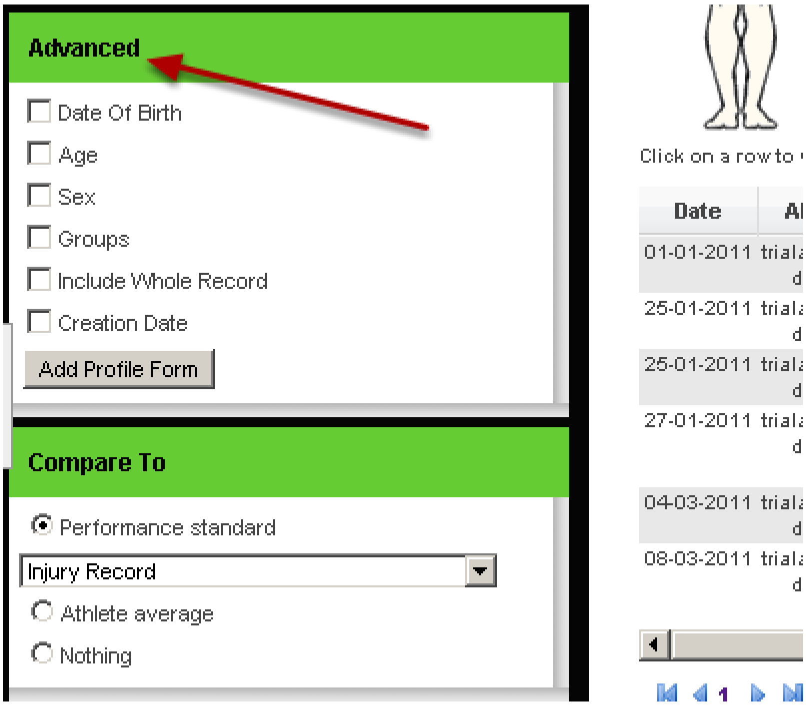
If you need any assistance don't hesitate to ask your distributor.

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



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



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)

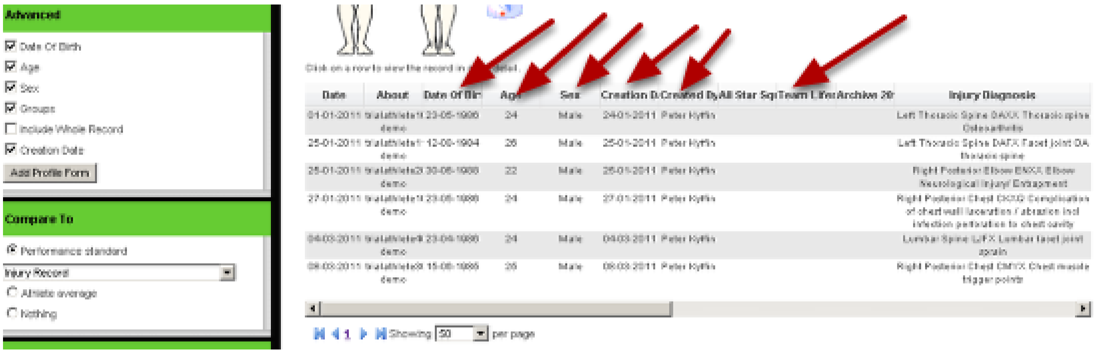
Sex will pull through their gender information form the athlete's account data

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

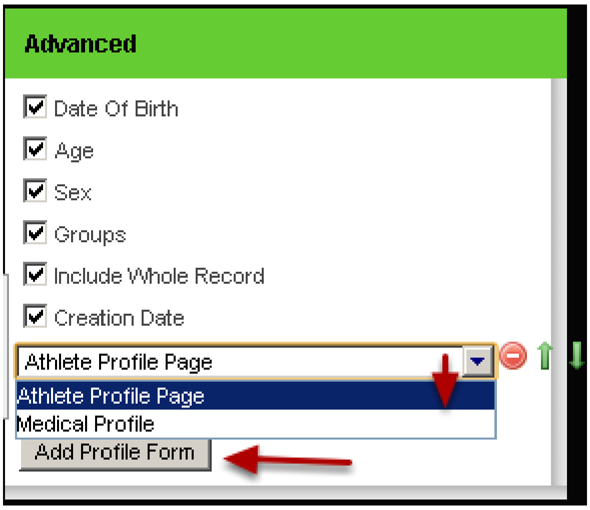
Creation Date will show the date the event was actually entered into the system and who entered it.

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.

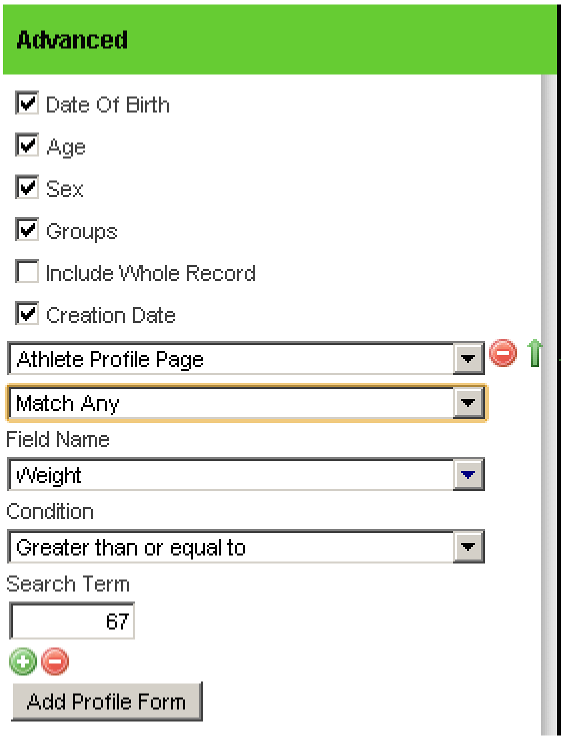
To Include specific Profile Data click on the "Add Profile Form"



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.

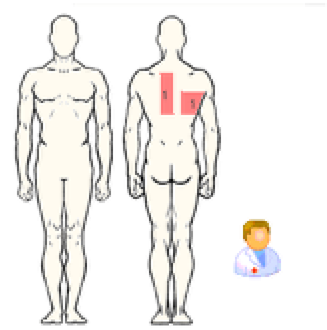
All of the fields from the Athlete Profile form are now included in the report (and any exports or summaries)

To filter the report based on a profile field, you just add in a filter and click Run Report again



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

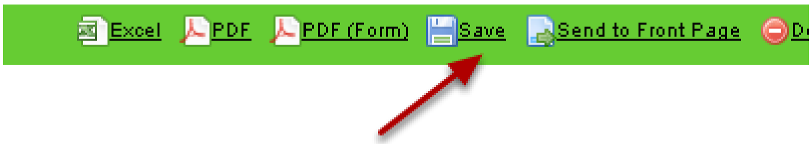


Click on a row to view the record in more detail.

Date	About	Date Of Birt	Age	Sex	Creation D	Created By	Athlete Pr	Athlete Pr	Athlete Pr	Athlete Pr	Athlete Pr	Athlete Pr	Ath
01-01-2011	trialathlete1(demo	23-05-1986	24	Male	24-01-2011	Peter Kyffin	Samual Jones	Jonsey	09-12-1986		1.89	85.0	
27-01-2011	trialathlete1(demo	23-05-1986	24	Male	27-01-2011	Peter Kyffin	Samual Jones	Jonsey	09-12-1986		1.89	85.0	

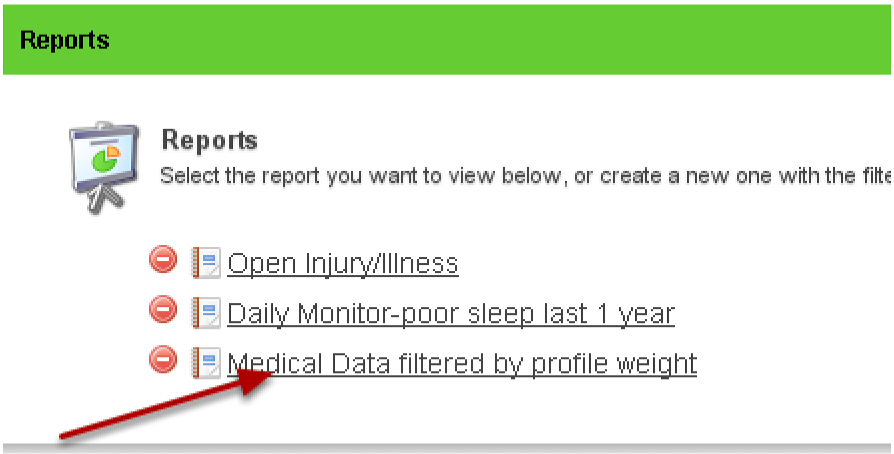
1 Showing 50 per page

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

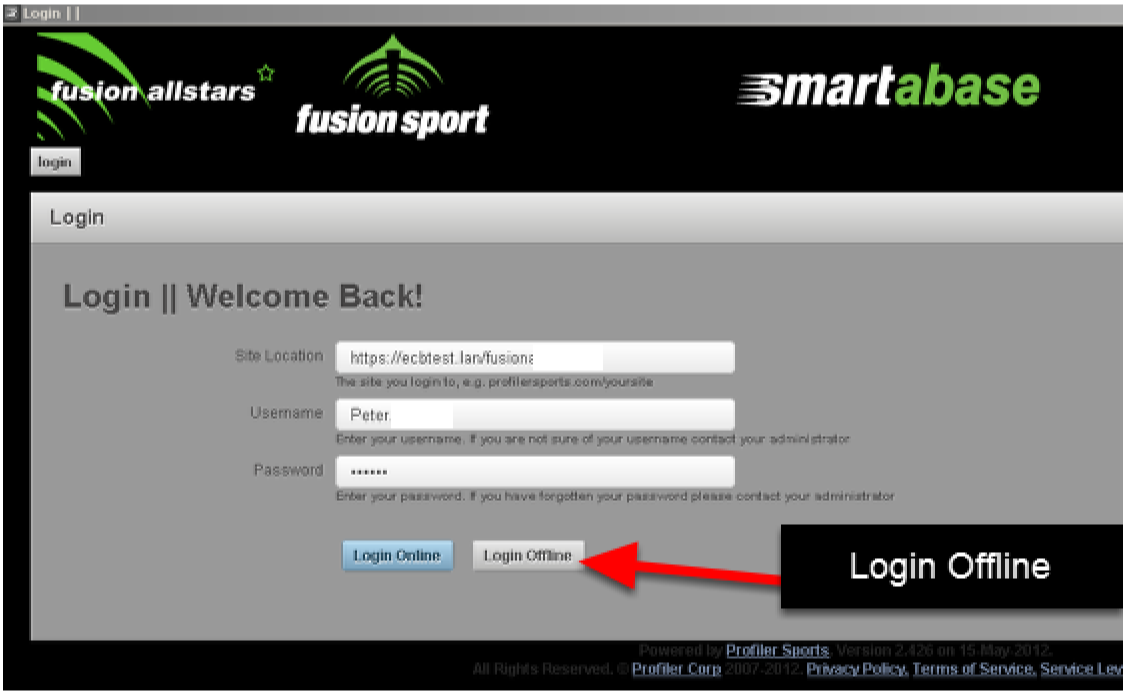
The report will be available in the reports section and can be opened and run as required



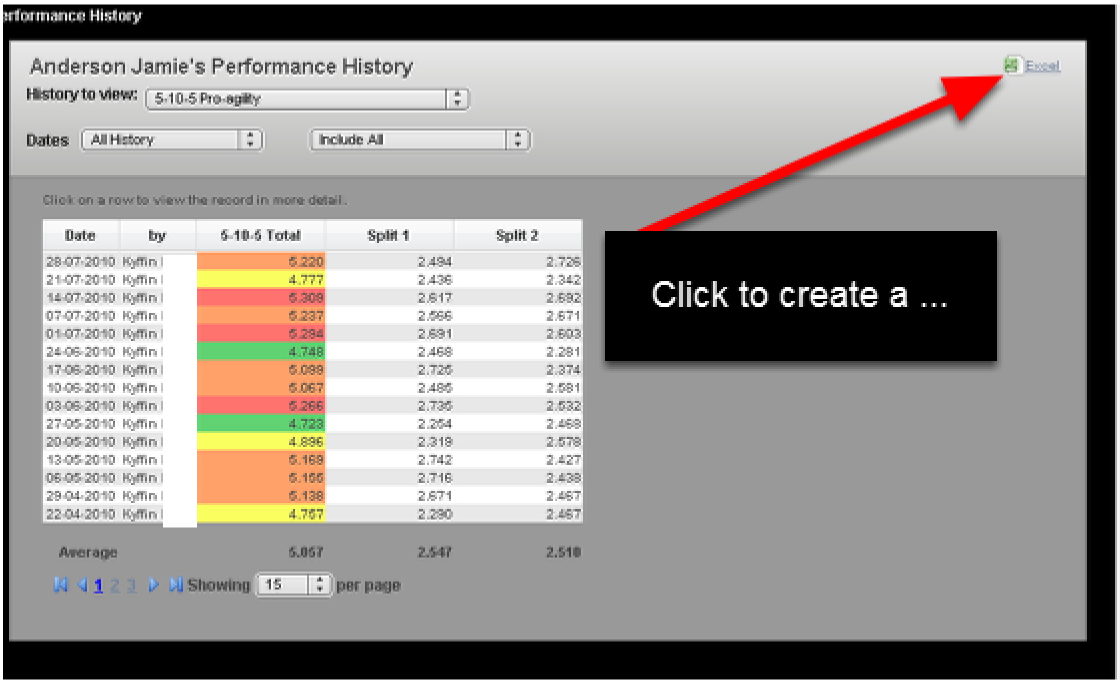
Export to csv when logged in offline on the installed/desktop software

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

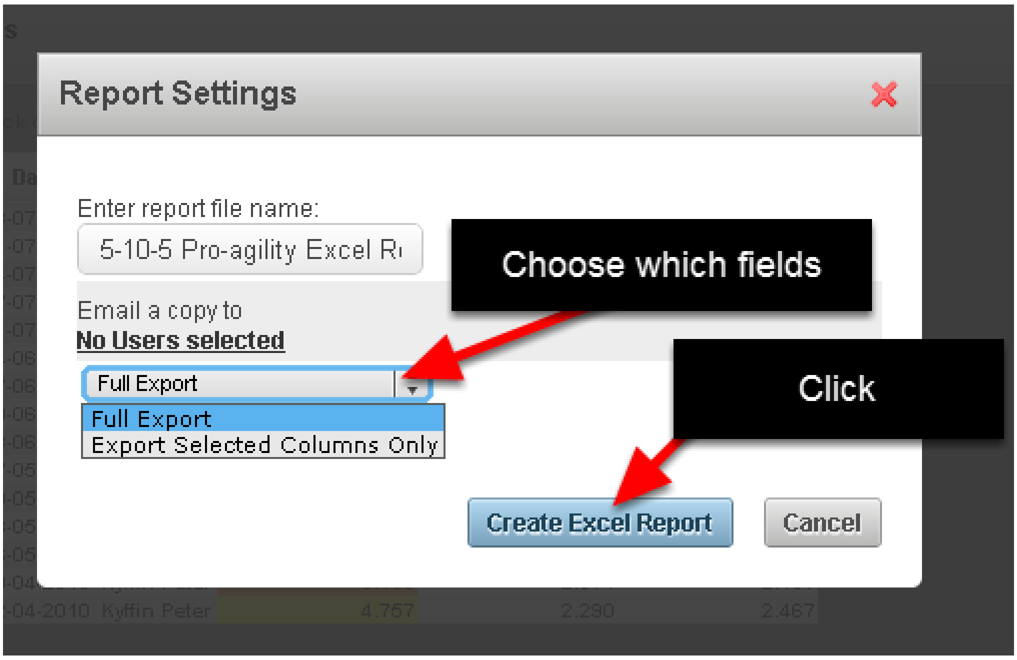


Now when you view the Athlete History you can create a csv file of the data to export out of the system

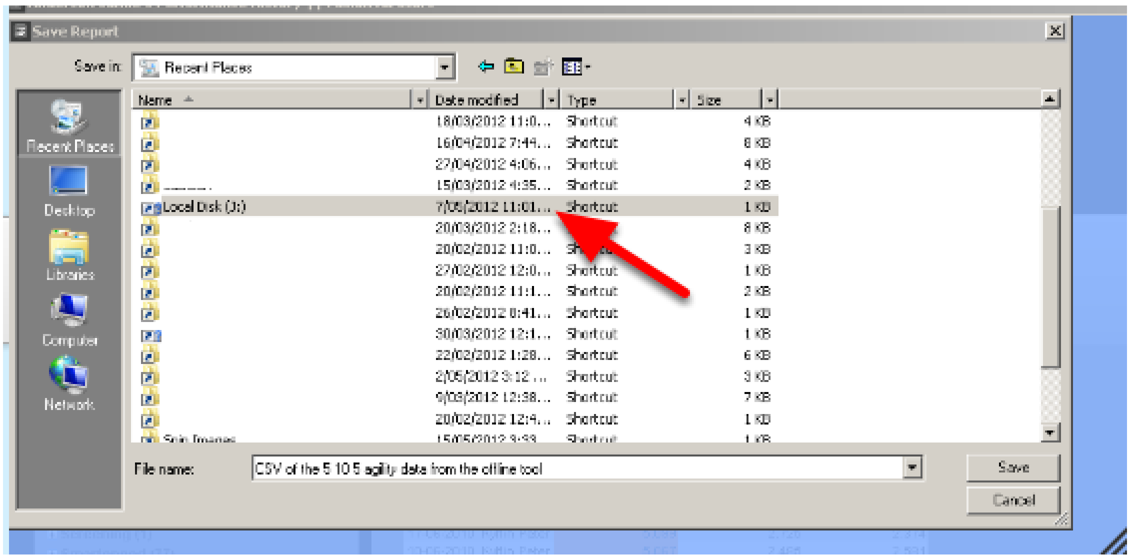


Previously, this was not a capability when you were logged in offline. Click on the "Excel" to create a csv file.

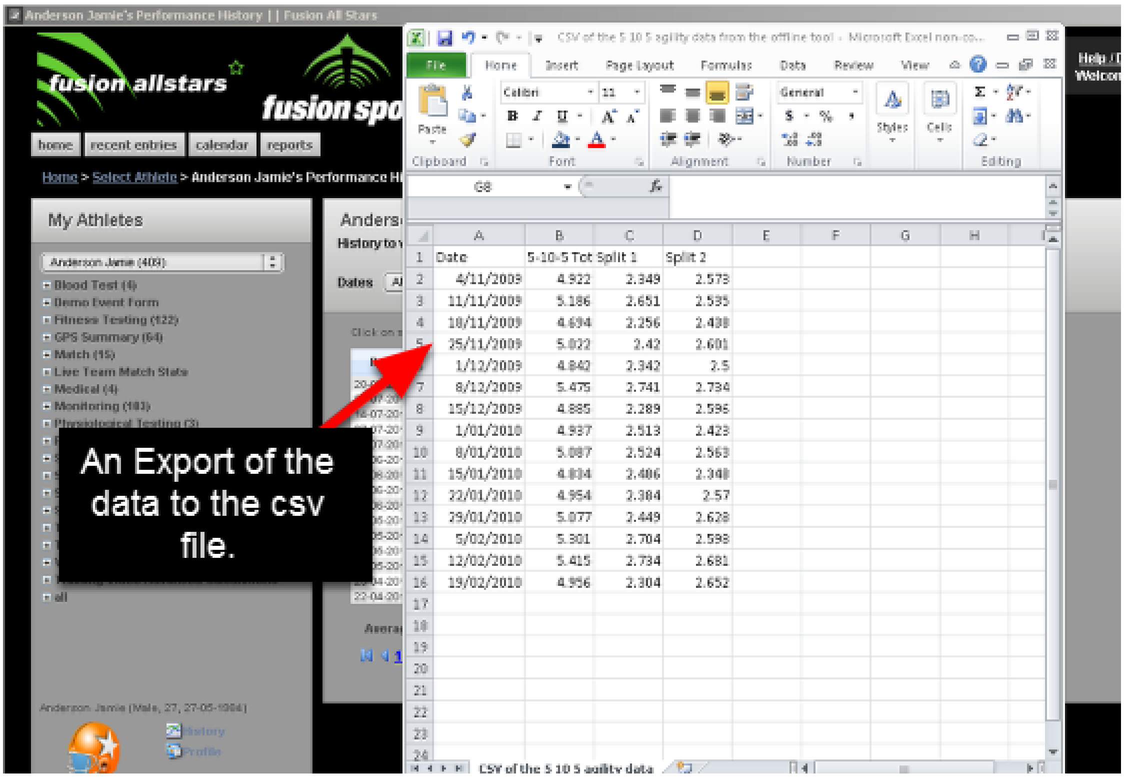
Choose to export all of the columns (fields), or just the columns (fields) that are showing in the athlete history. Click Create Excel Report



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

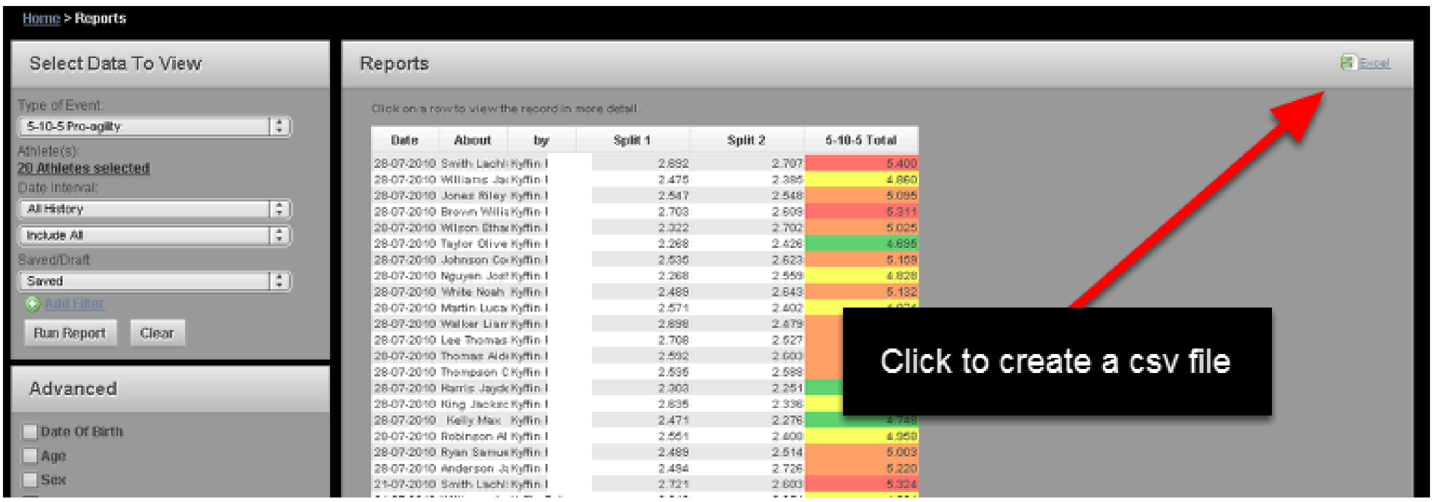


Open the file from the location you saved it to to access the data

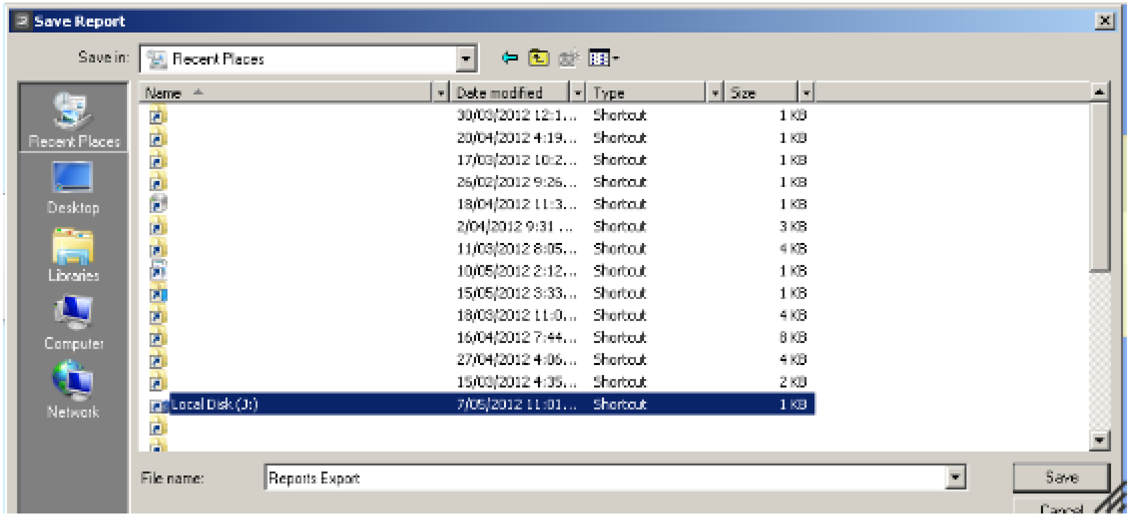


Now you can access the data and run additional analysis if you require.

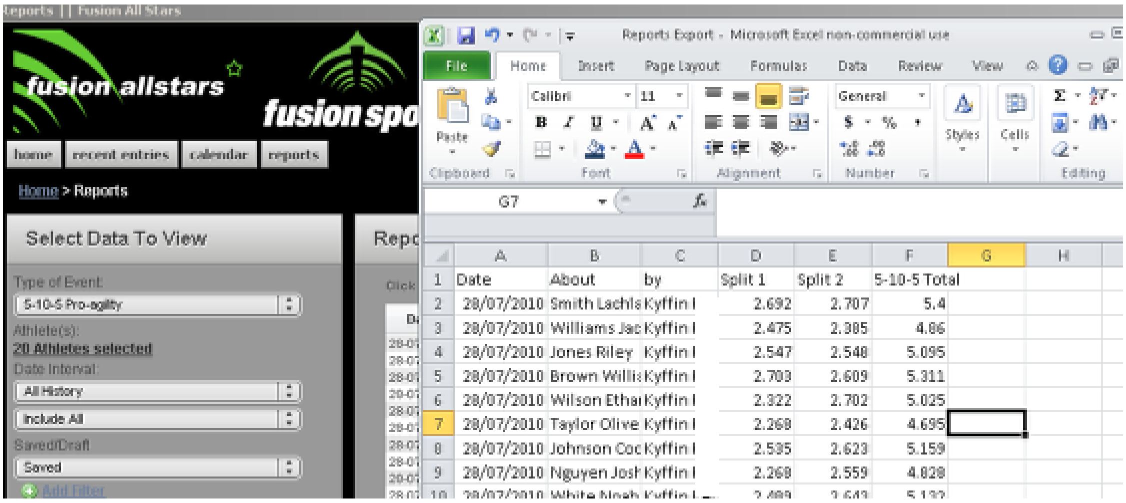
The Excel Button is also available on the Reports Module. Run a Report and then click on the Excel button to create the report



Choose which fields to include, and then save it to the correct location (the same steps as for the Athlete History Page)



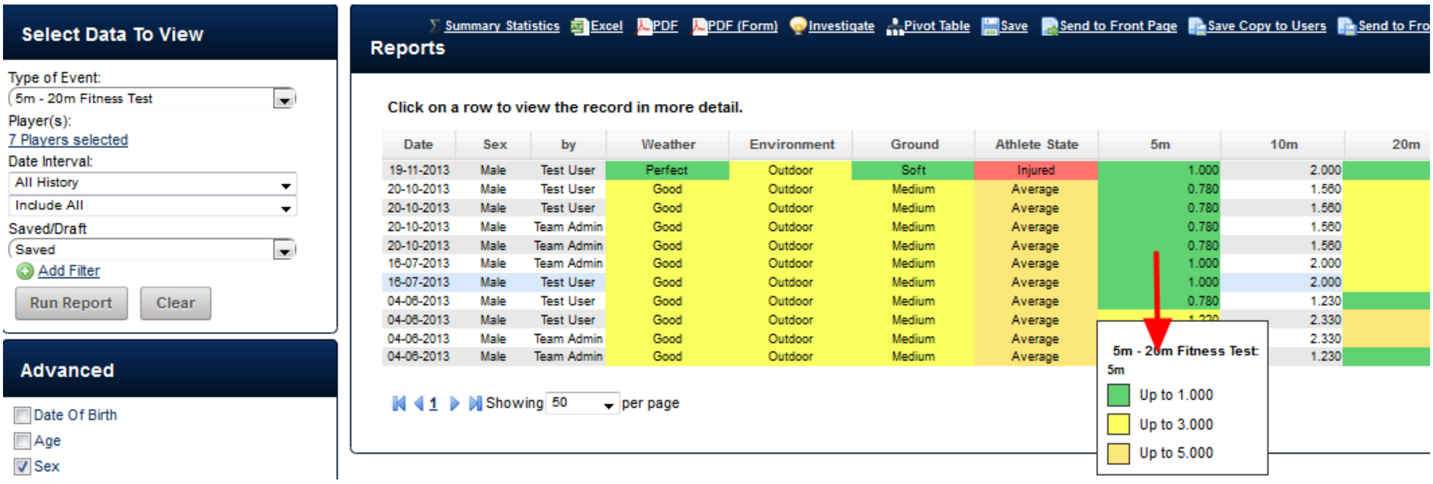
Open the file and perform any additional calculations you require



Performance Standards in Reports

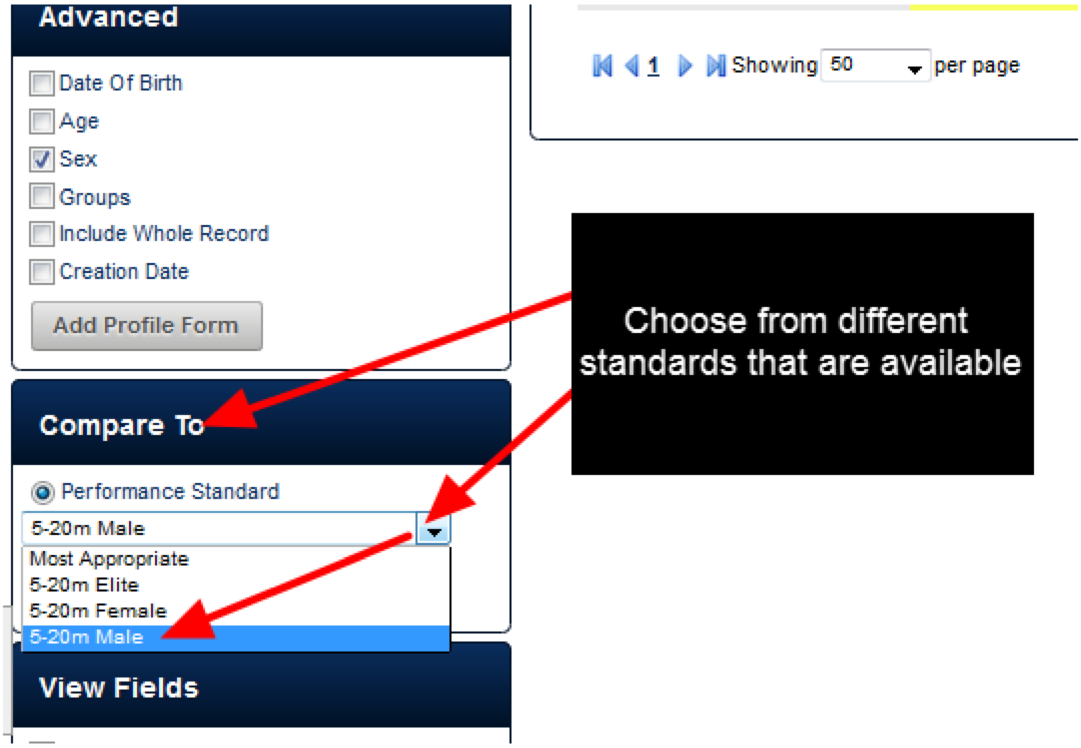
Performance Standards are coloured ranges that appear with data in the Athlete History and Reports Modules. They are also used to help colour injury and illness status, or can help users see different performance ranges when entering data into a form.

If a Performance Standard is available to appear in your report, it will show automatically



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).

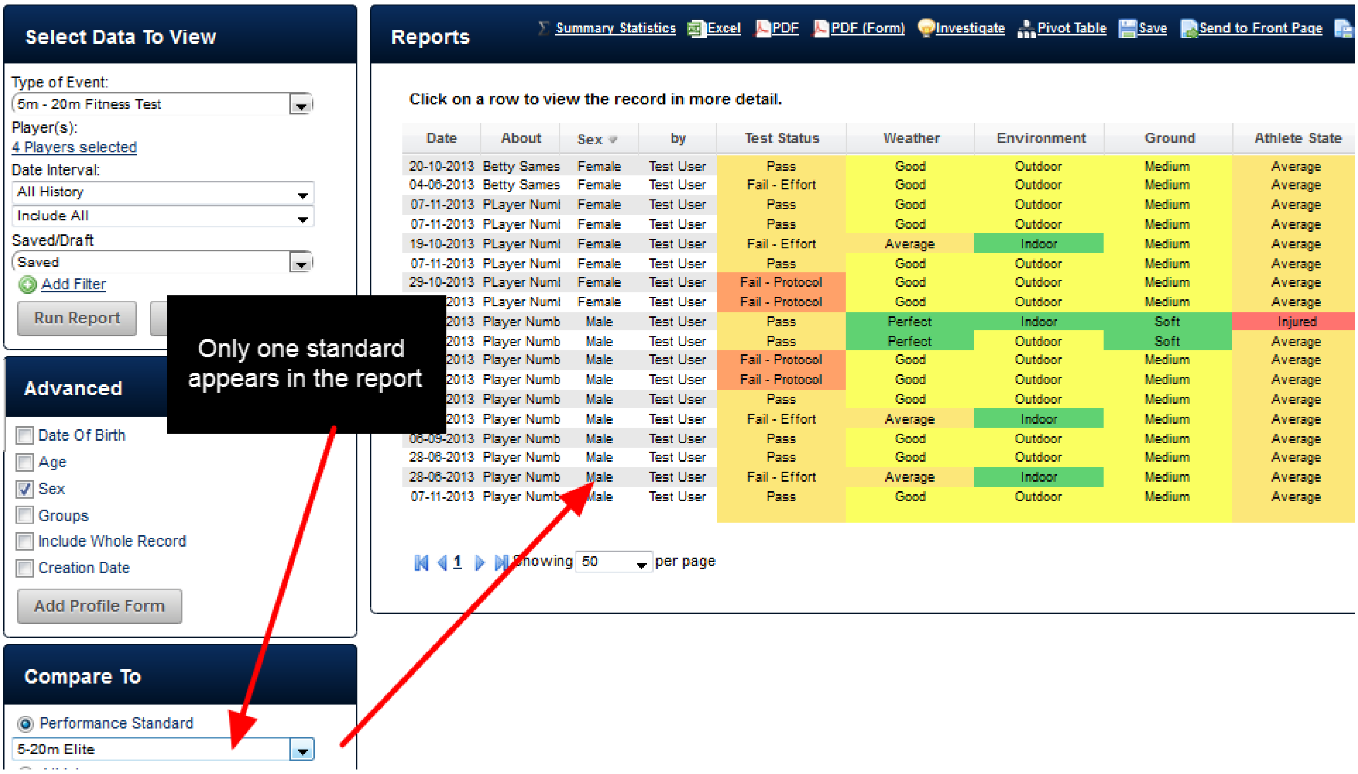
If you have additional performance standards available for that Event Form, you can choose to compare your data against these



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.

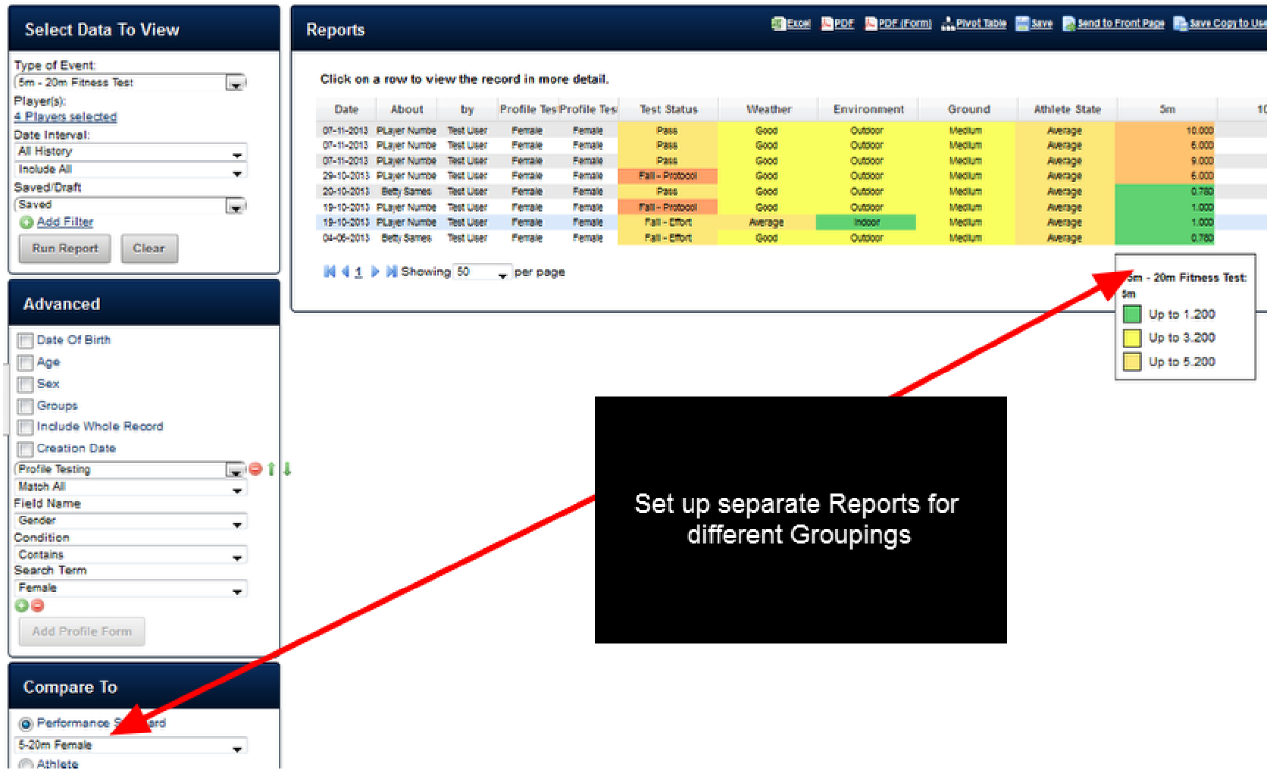
The Report page can ONLY display one standard across all of the athletes



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.

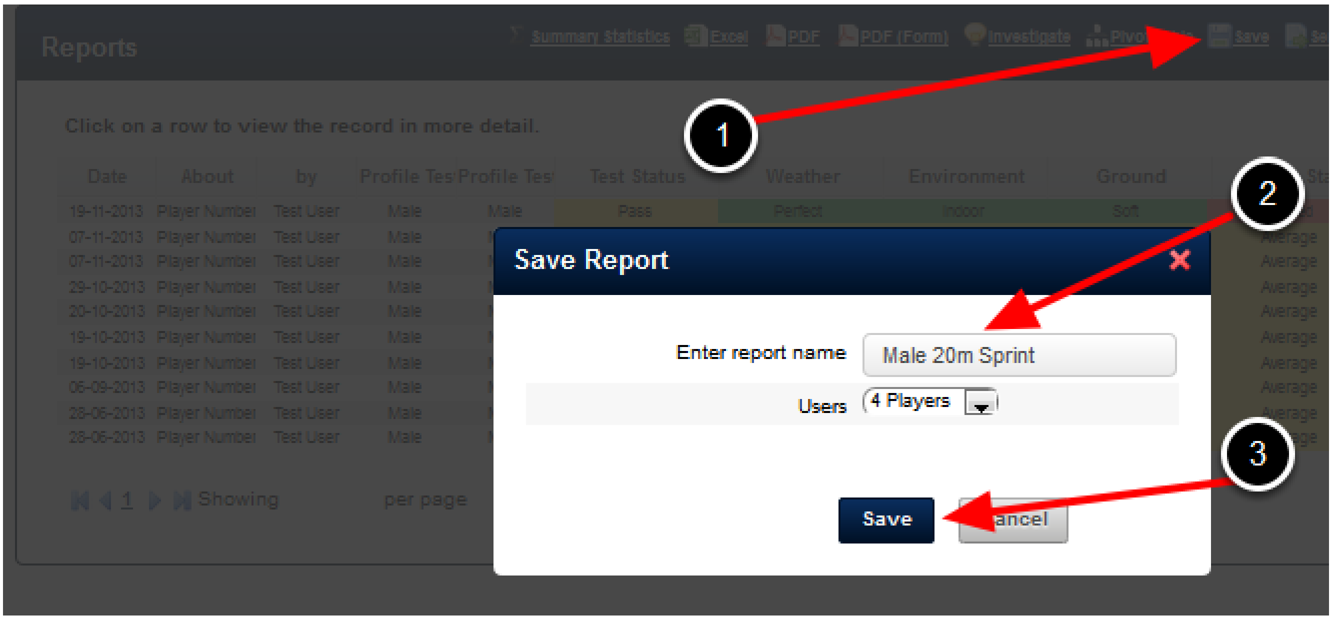
N.B. If there were only two standards (a Male and a Female standard), it would choose one standard to appear based on which gender was the most predominant in the report.

If you have different athlete groupings that you want to compare to different Performance Standards, set these up as separate Reports



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.

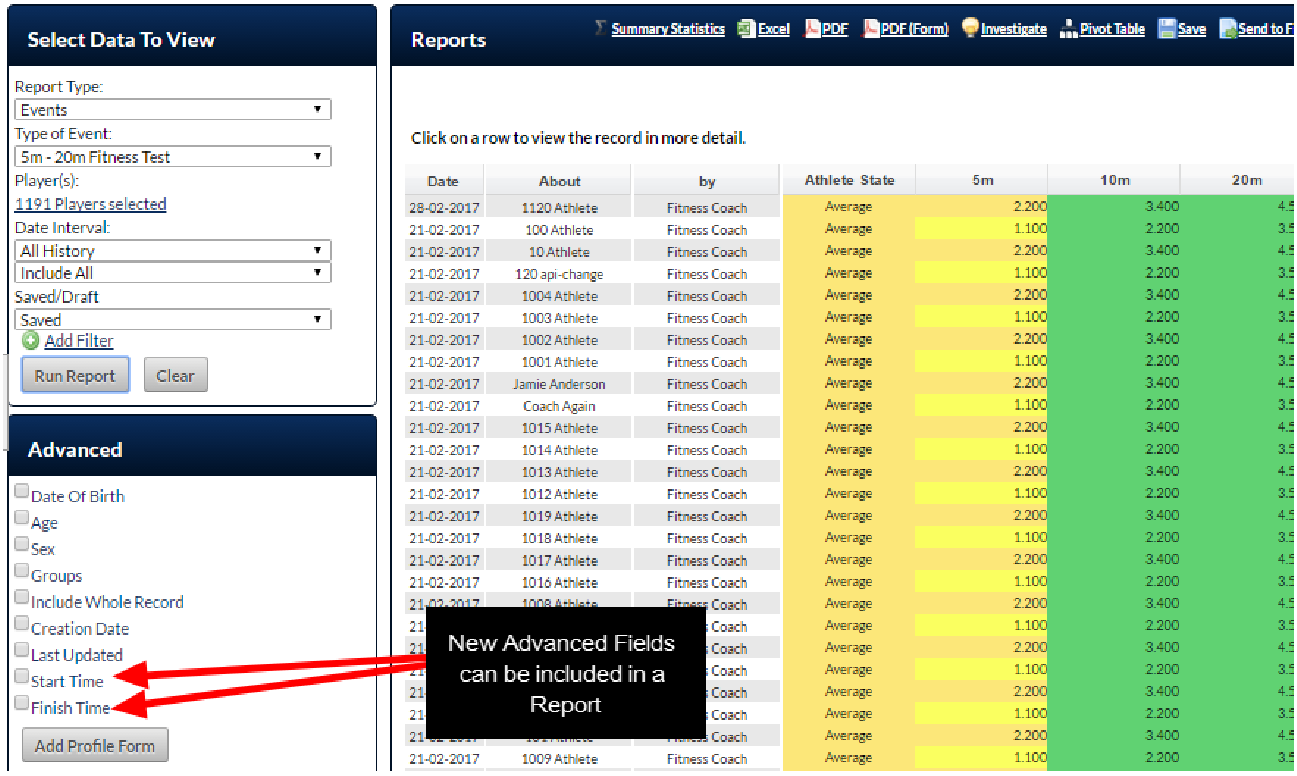


Once you create your report structure (e.g. your groups, filters and performance standards), click on Save and save the report structure so you can use it again.

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).

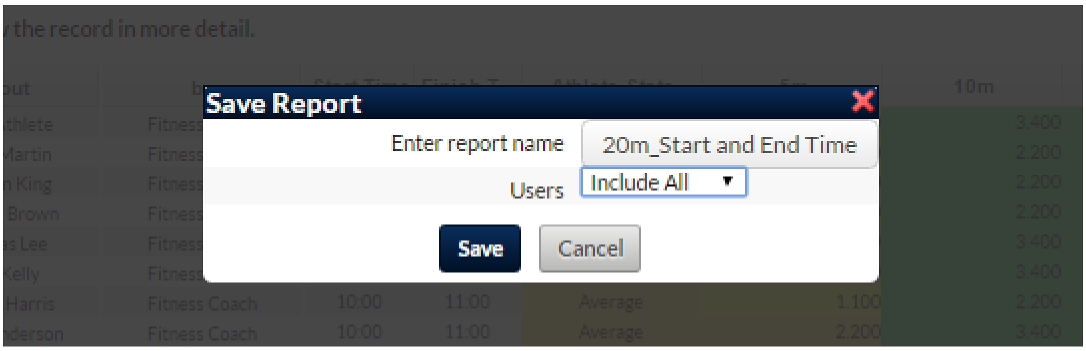
Start Time and Finish Time can be selected to be included in a Report



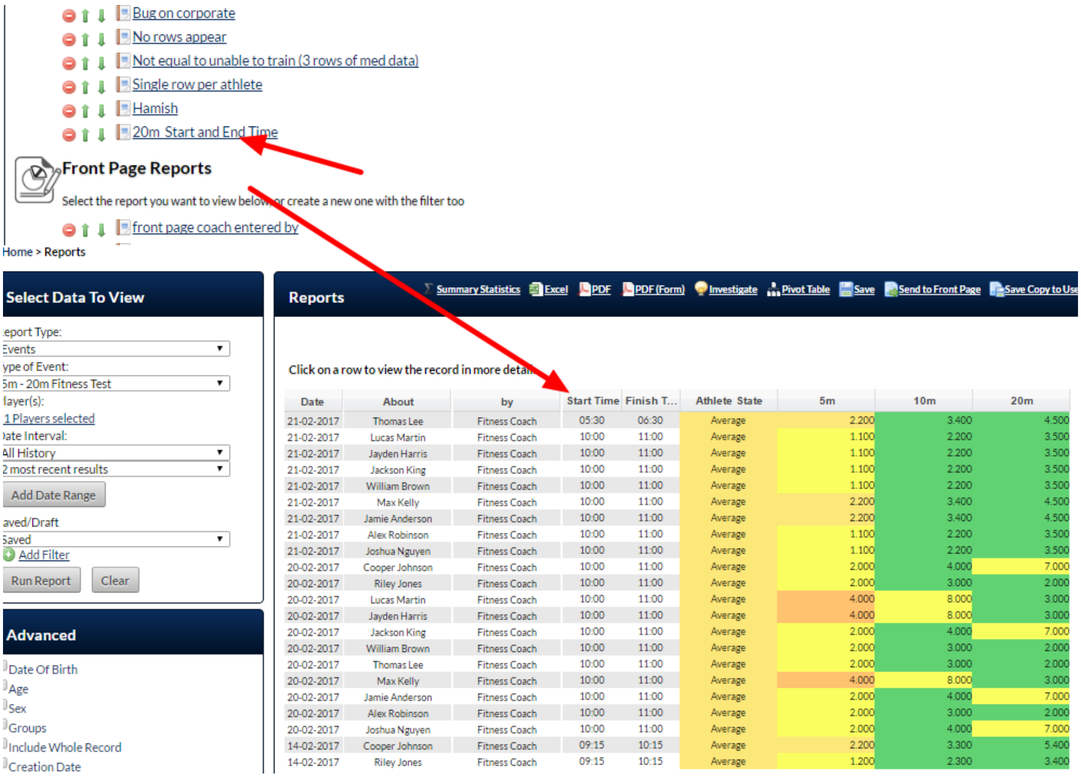
N.B. This 20 m form does not have separate Start and End Times tracked in the form. It only has the Event On Date.

Once selected and the Report is Run, the Start Time and Finish Time are included in the Report

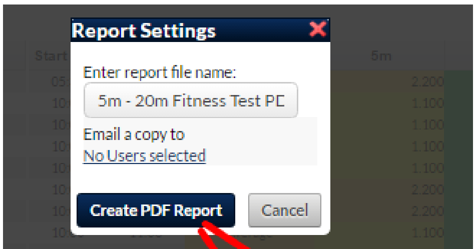
Reports can be saved to included these two fields



The Report can be used to view other groups of athletes



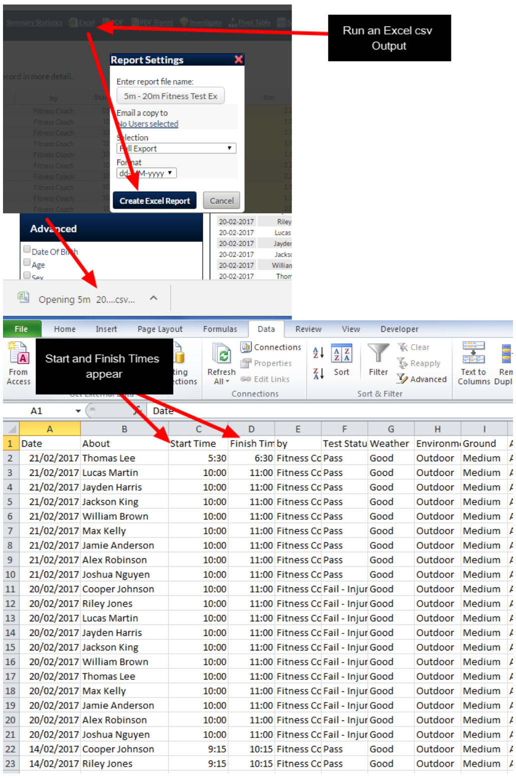
A PDF will include the times



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



N.B. These can be used as Start and Finish Times for Event when importing in data (see the next lesson).

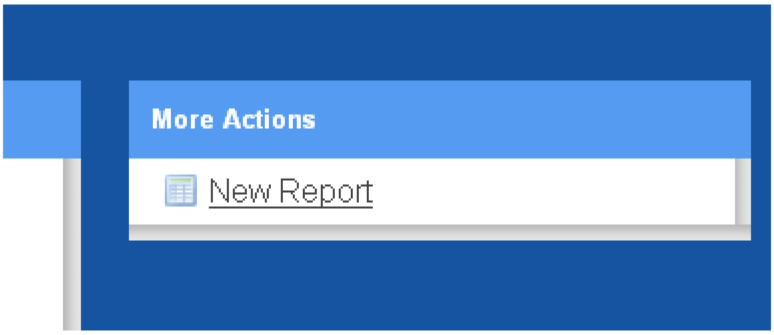
Excel Reports: Reports that can be generated using an Excel Template

Advanced Excel Reports

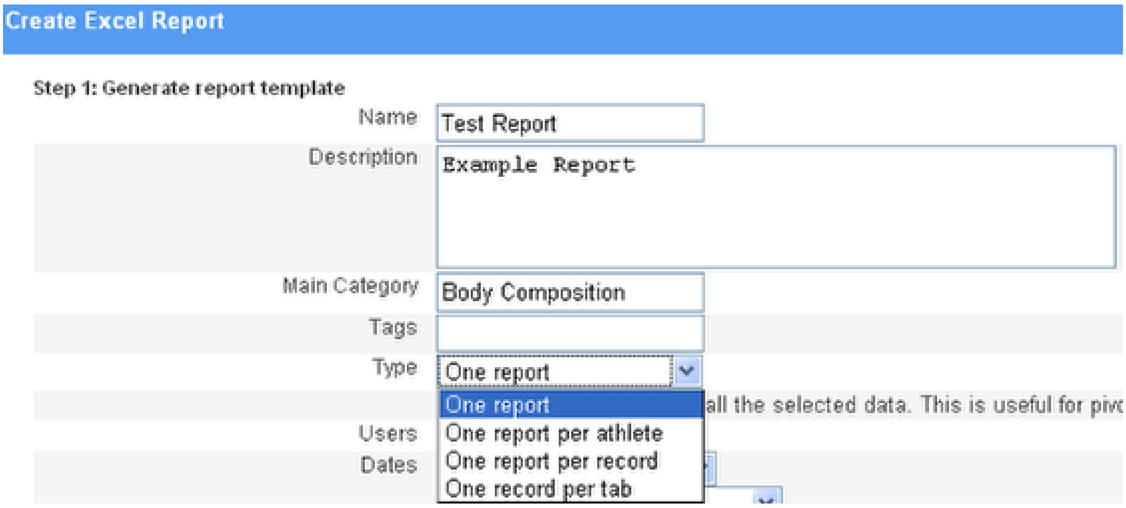
Advanced Excel Reports enable you to access all of the functionality of Excel using the data directly from your software. Instead of having to use two systems ot track your data you can perform all of your reporting requirements directly in your application.

Click on "Excel Reports"

Click on New Report (top right of the page)



Complete the report details



1. Name the Report

2. Add in a Description

3. Add in a Category (similiar 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:

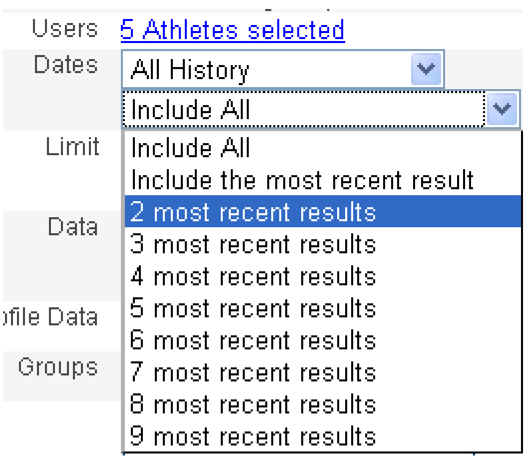
-One Report- will send all data to a single Excel spreadsheet

-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: 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

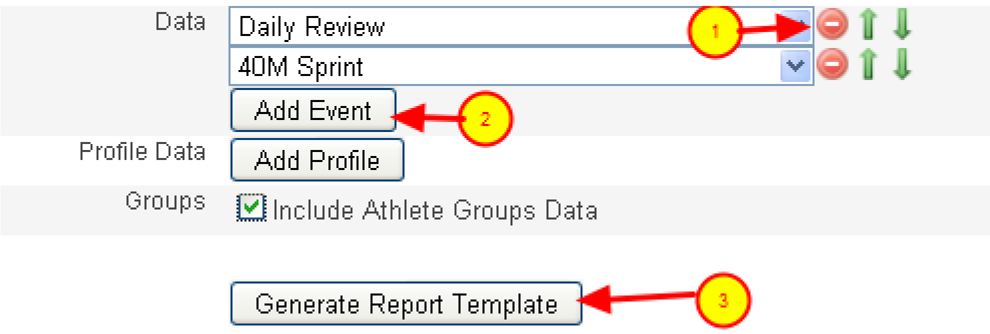
-Date Range e.g. from two specific dates

-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

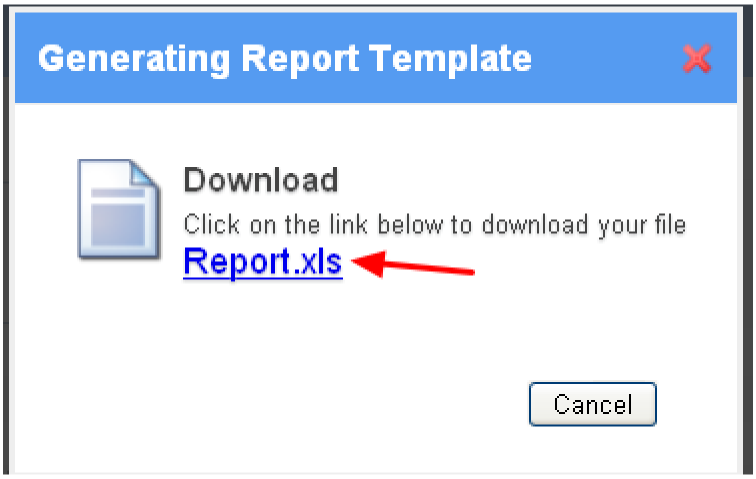
#2- Click "Add Event" to add additional events to the report

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.

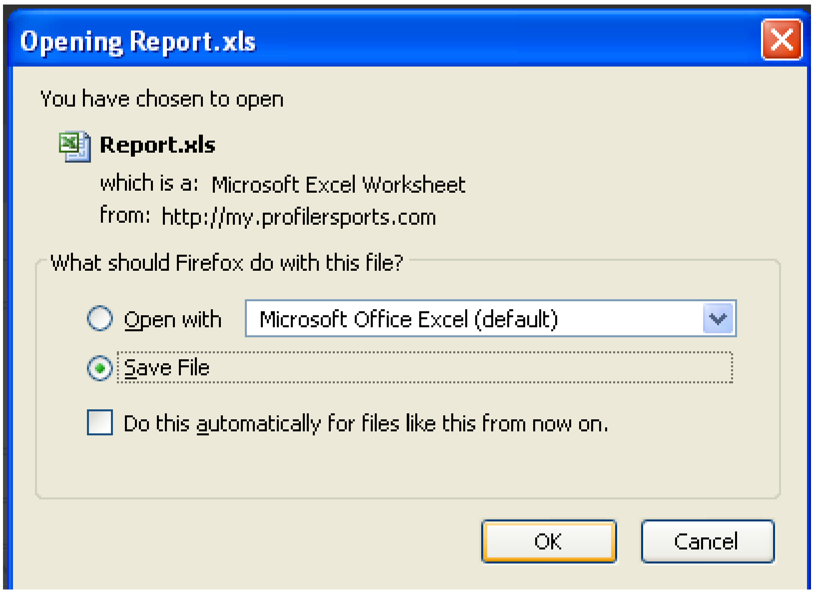
#3: Click Generate Report Template

Download and Open

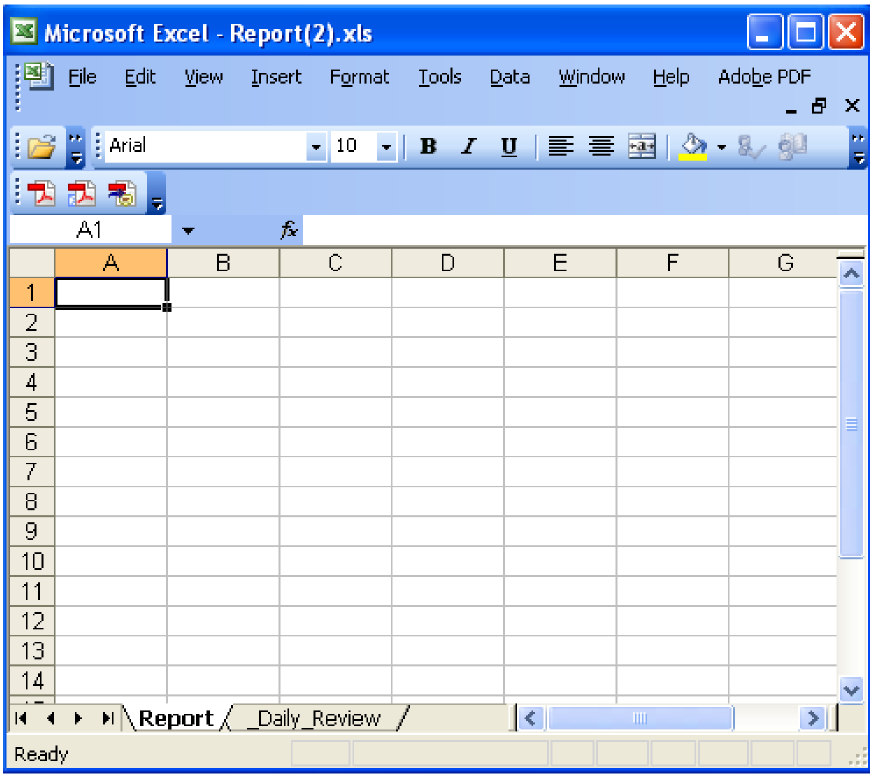


Click on the blue Report.xls link to open the file.

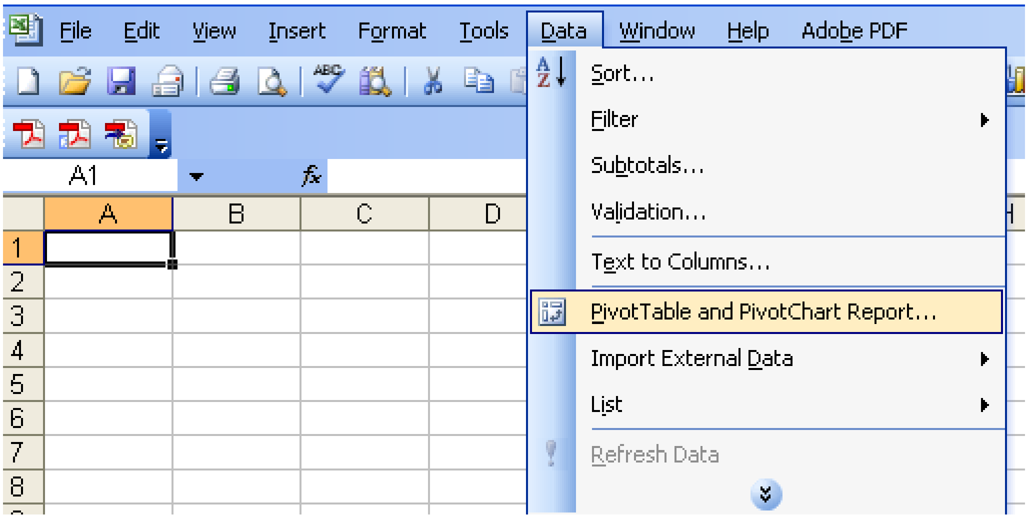
Save the file



Blank "Report" and a Tab for the Data you selected

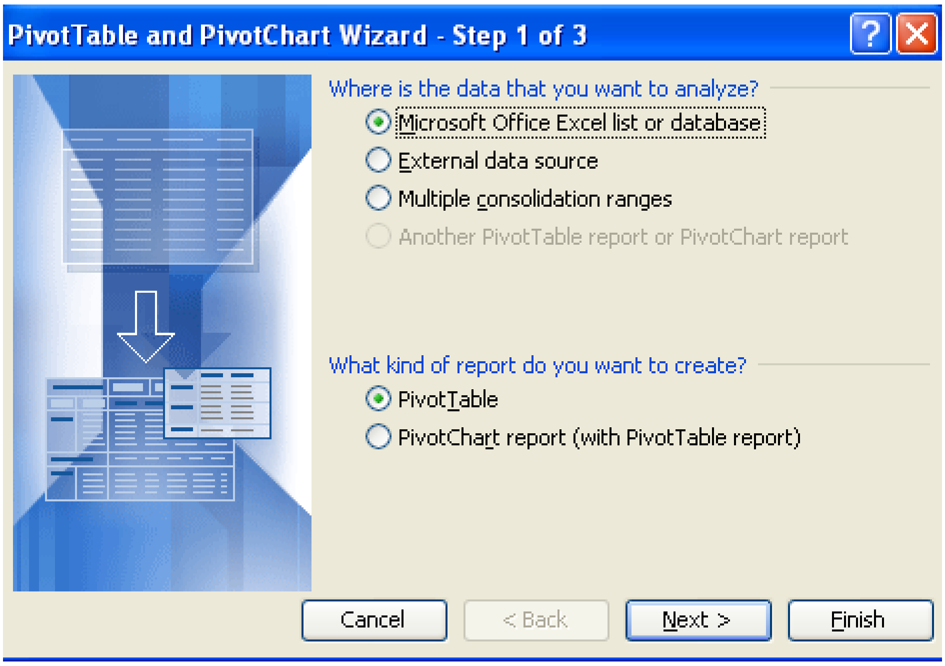


Build your pivot tables

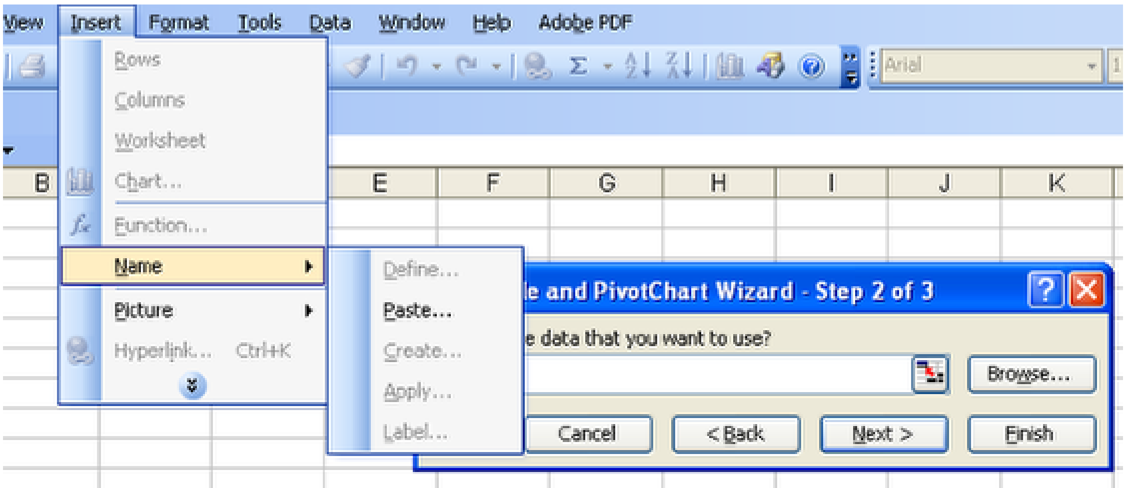


Select a "Pivot Table" from the Data Tab

Select PivotTable and Next



Select which vales to chart



Go to the Insert menu

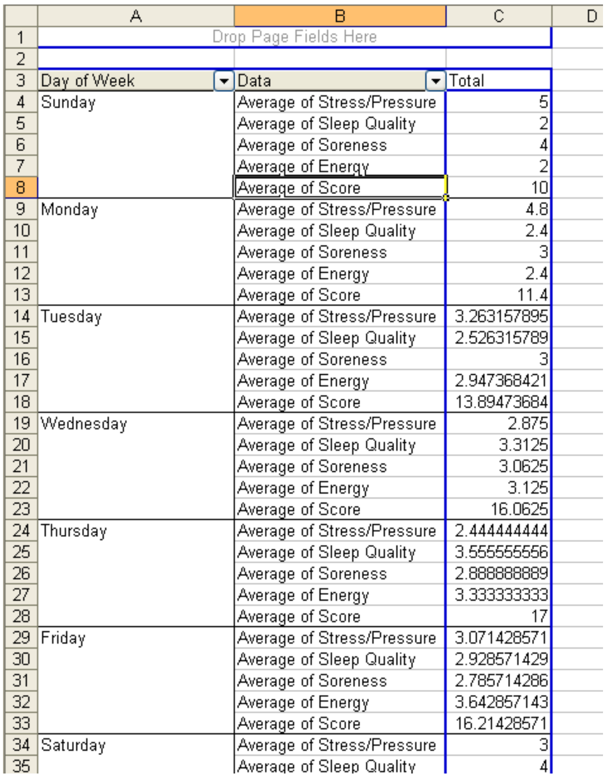
Select "Name"

Select "Paste"

the see the step below to choose which data to graph

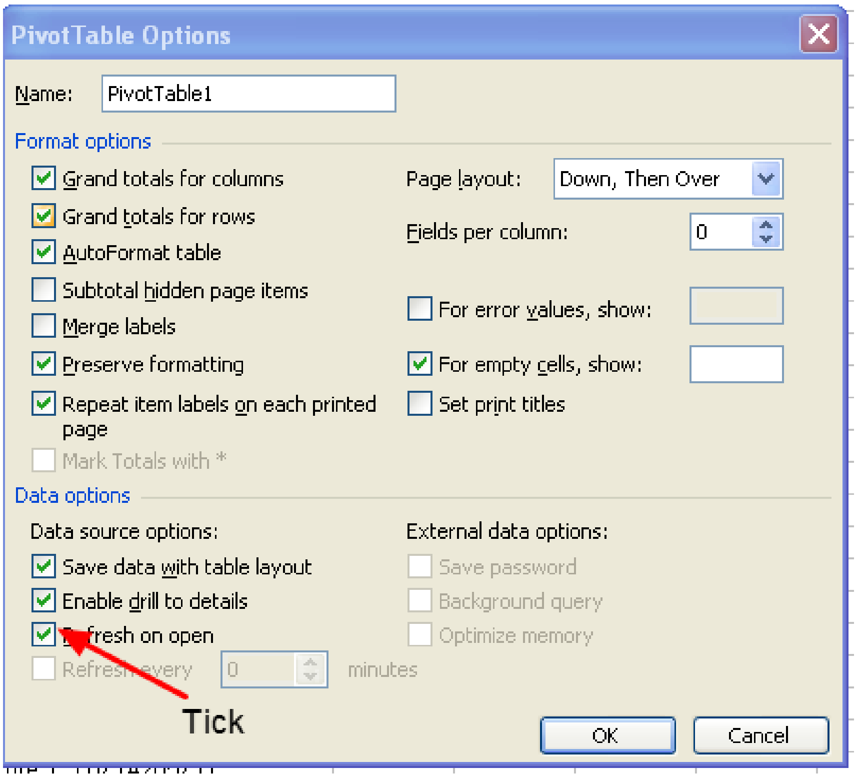
Select the entire Daily Review Data and then start building the chart

Create Your Report



	A	B	C
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.

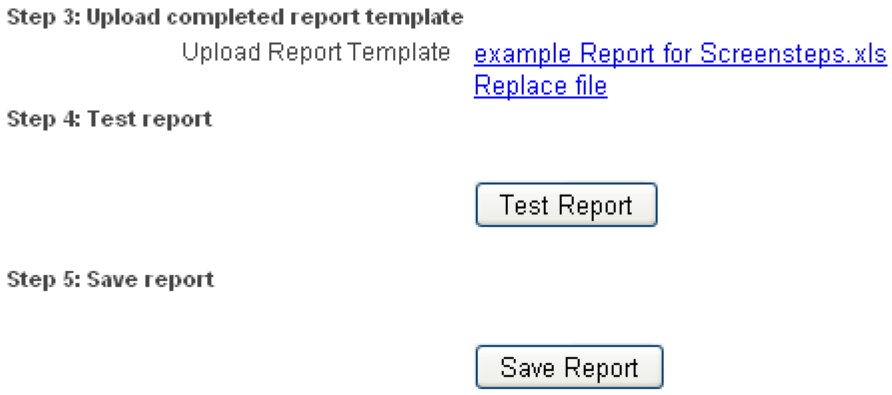
Upload that report setting back into the software

#1: Browse for the file

#2: Double mouse click on it

#3: Select Upload to upload that template to the software.

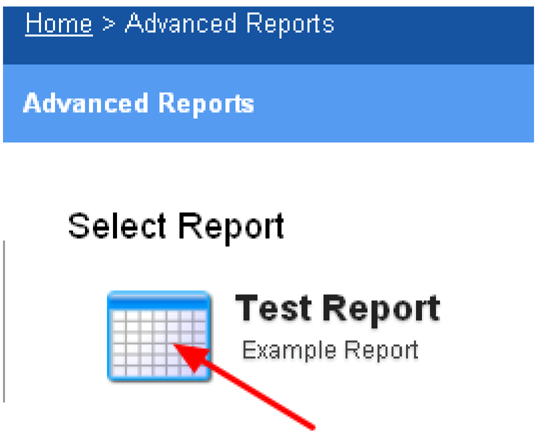
Test the Report to ensure it is what you need. If not, change, save and re-upload it.



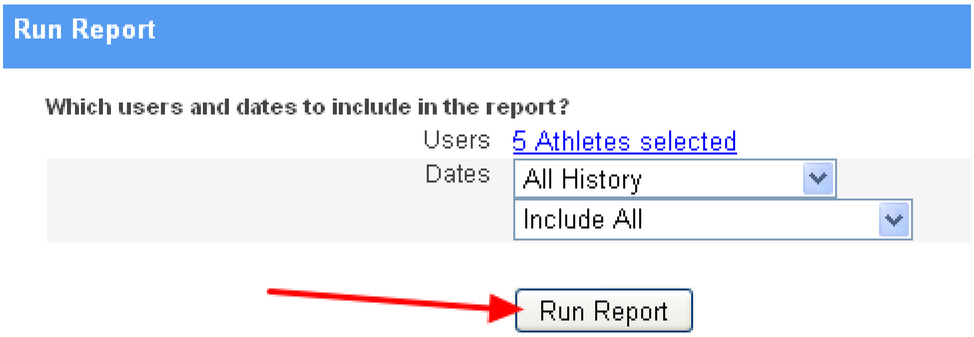
Click on **Test Report** to generate, open and ensure that the file report settings are correct.

Then Save the Report by clicking on **Save Report.**

To run the report, simply click on it from the Advanced Reports List



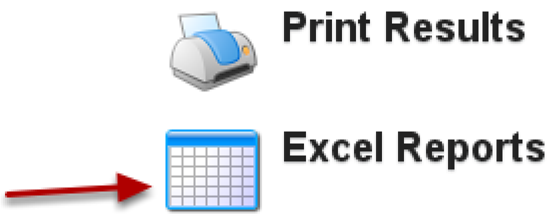
Update the athletes or dates if you wish and generate the report again by clicking "Run Report".



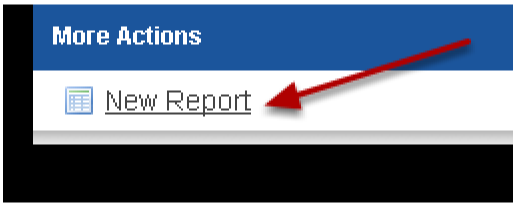
Advanced Excel Reports- An example using Microsoft Excel 2010

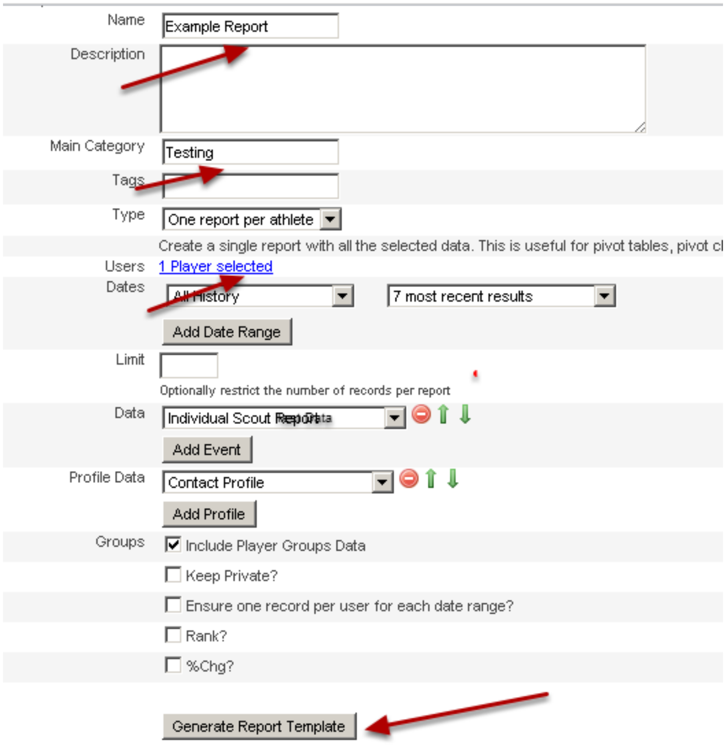
The following provides an example of setting up a basic Excel Spreadsheet for a group of athletes using excel 2010.

Click on Excel Report

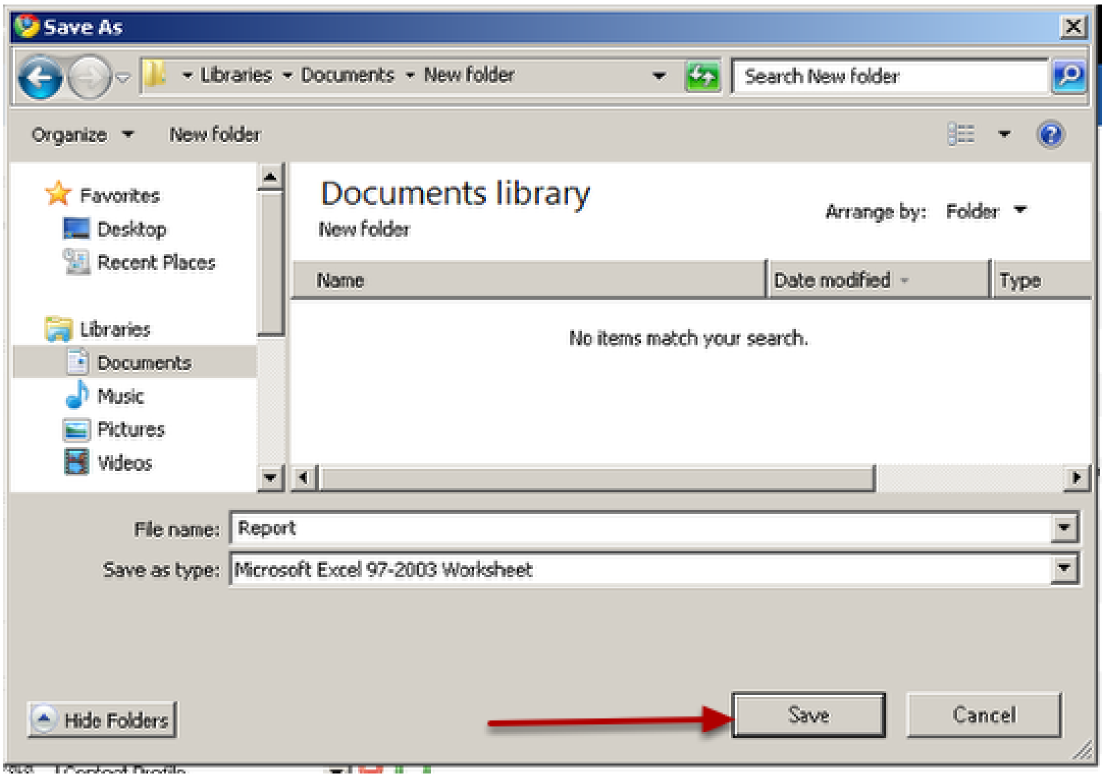


Click on Create New Report



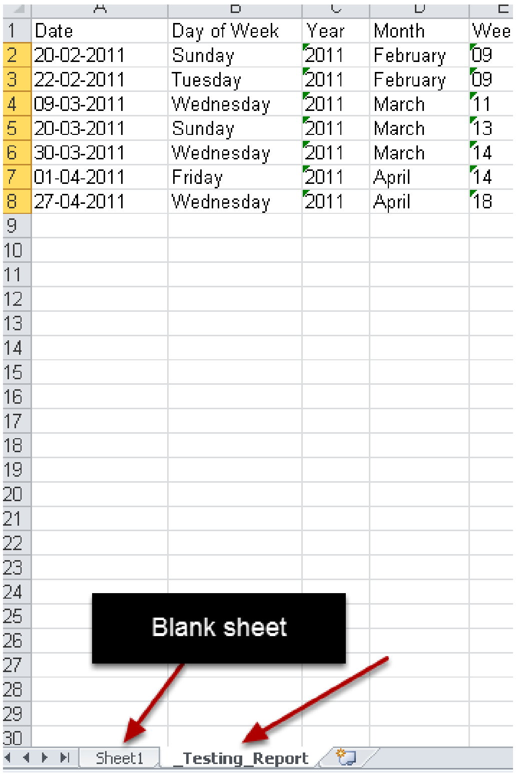


An excel report will be created with the information specified above that you can open on your desktop

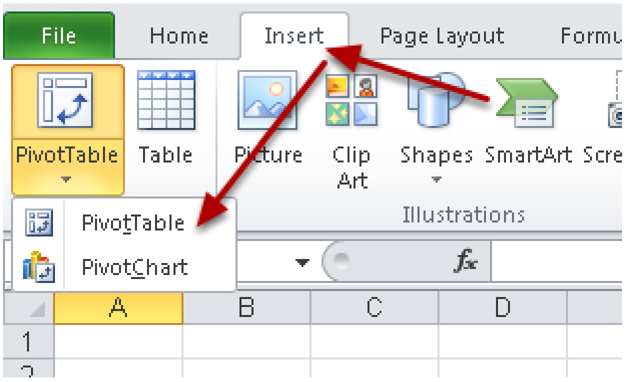


e.g for one player,

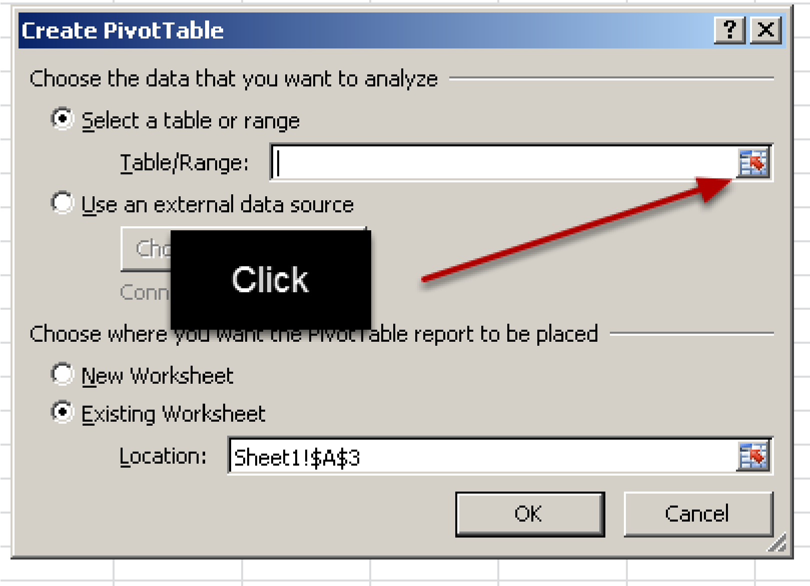
A Blank workbook will open up with the athlete's data on the second workbook



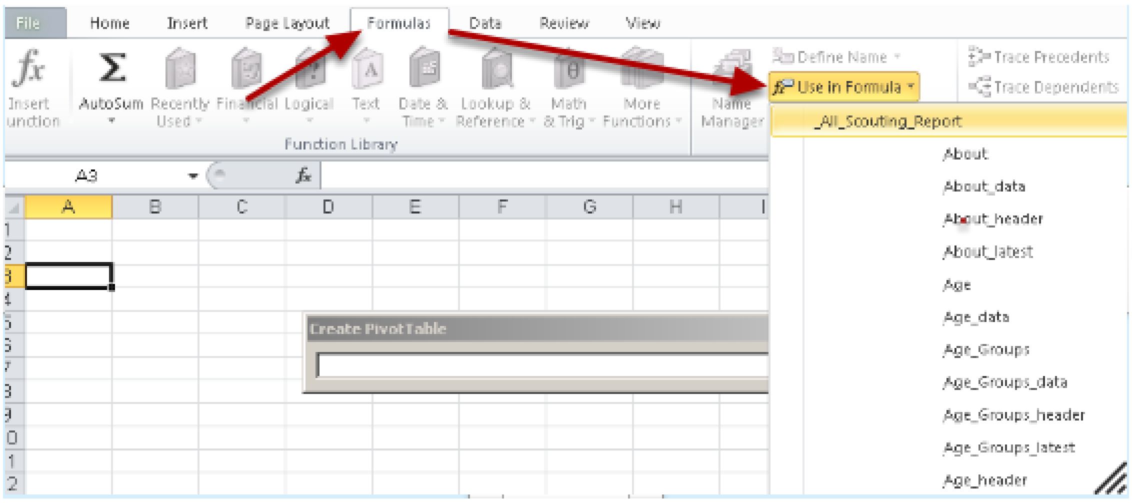
To Add in a pivot table, click on Insert and select "Pivot Table"



To select the data, click on the cell selection icon (as show here)

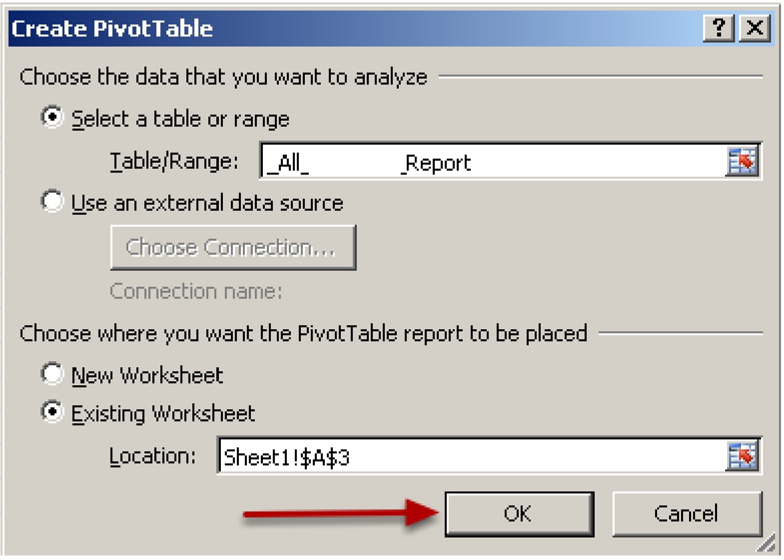


Go to "Formulas", click on "Use in Formula" and then select to use all of the data from the exported sheet (e.g. _All_ name_Report)

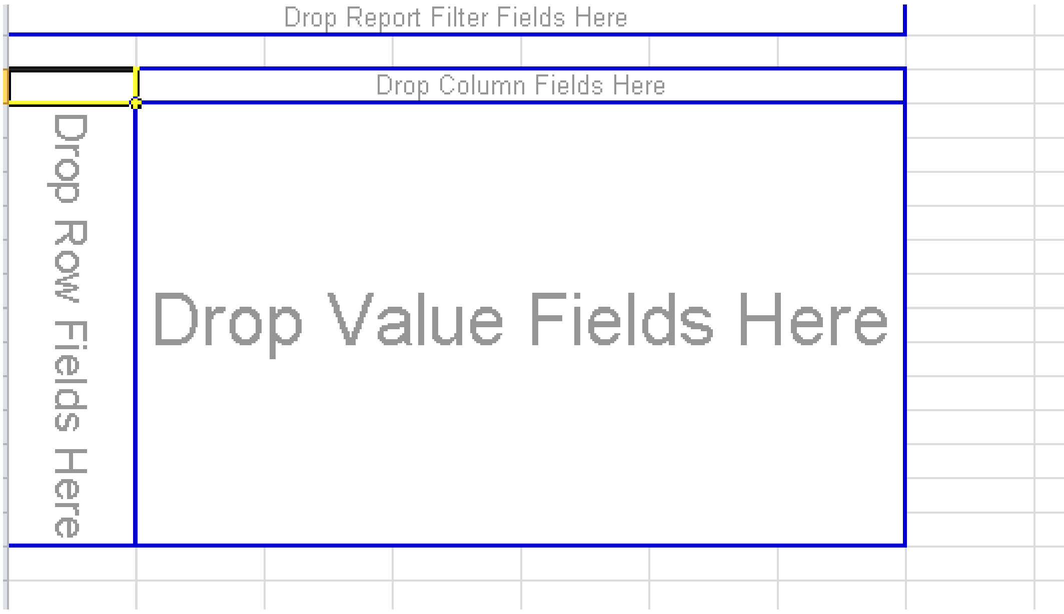


Click on the selection icon after you have select to use the data

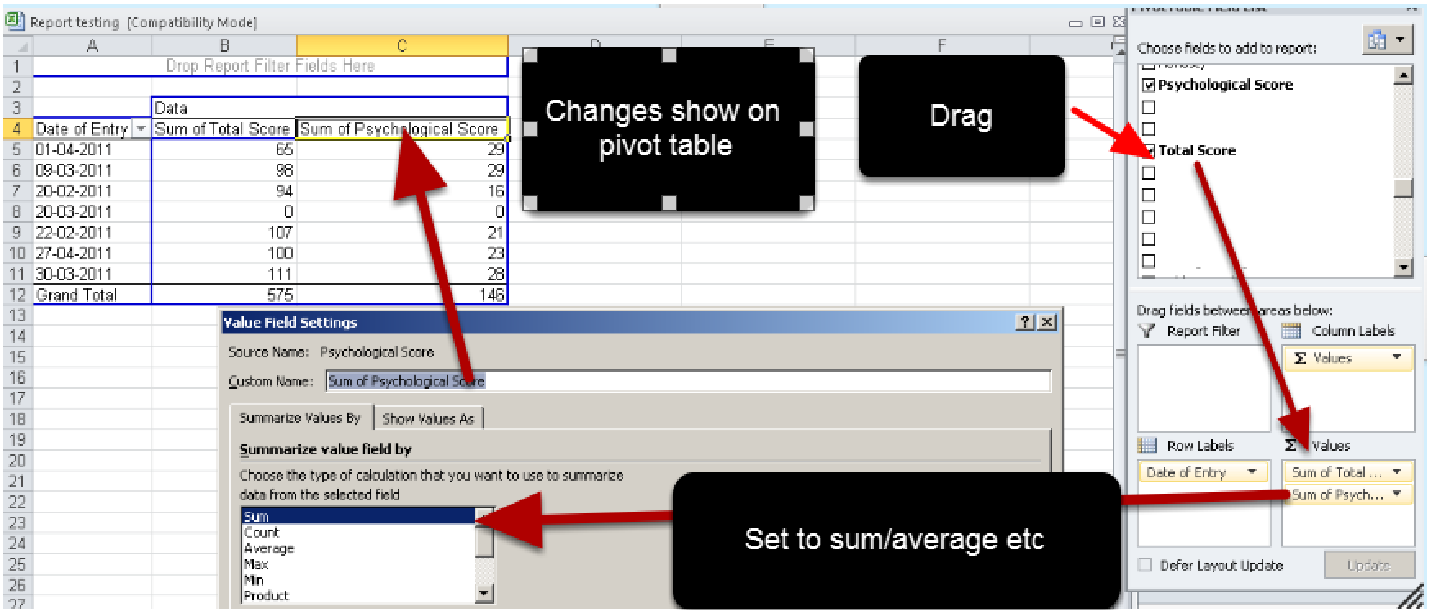
Click on "OK"



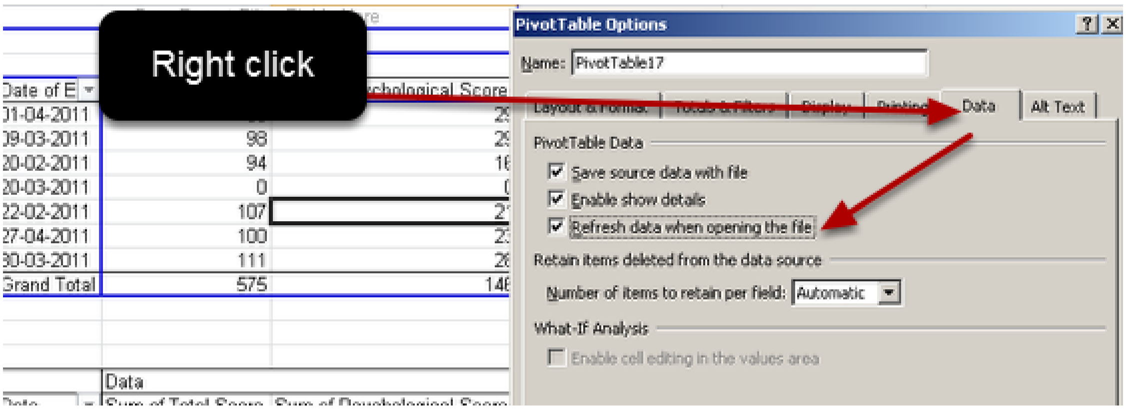
An empty pivot table will appear and you can easily add in the different fields you want but dragging them into the correct rows or columns



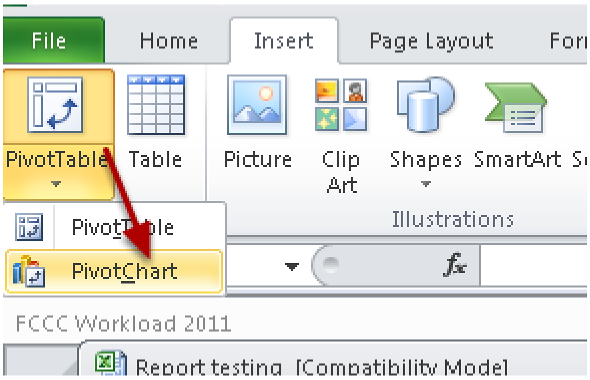
Drag in the variables you want to include in the pivot table, click on Value Field settings for each field to show sum/avg/std dev etc an these are applied to the pivot table



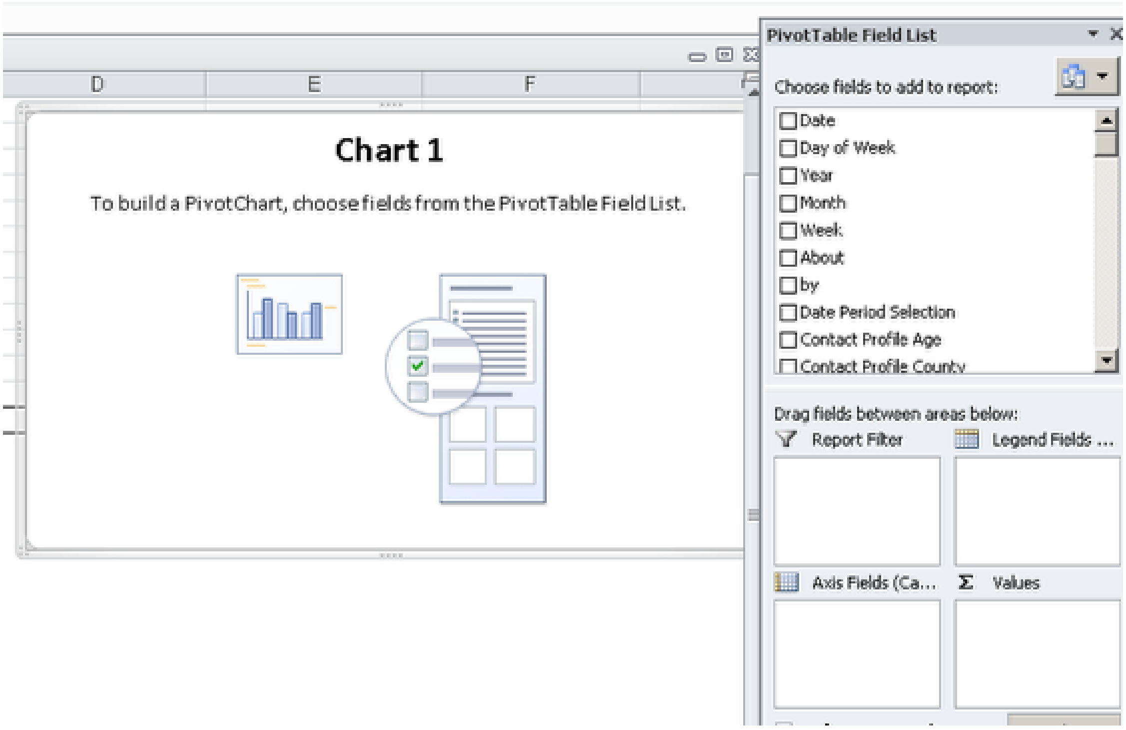
You MUST right click on the pivot table and select Refresh on Opening (then save this setting) for the pivot table, or the data will not refresh when you open it.



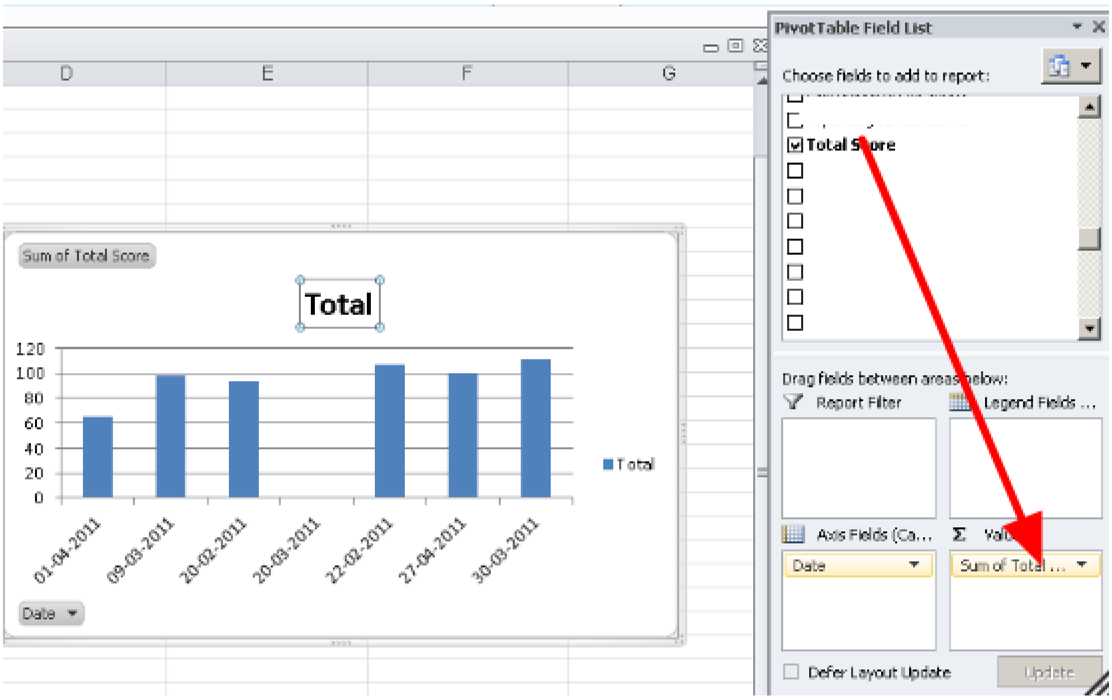
To Add a pivot chart, select "pivot chart"



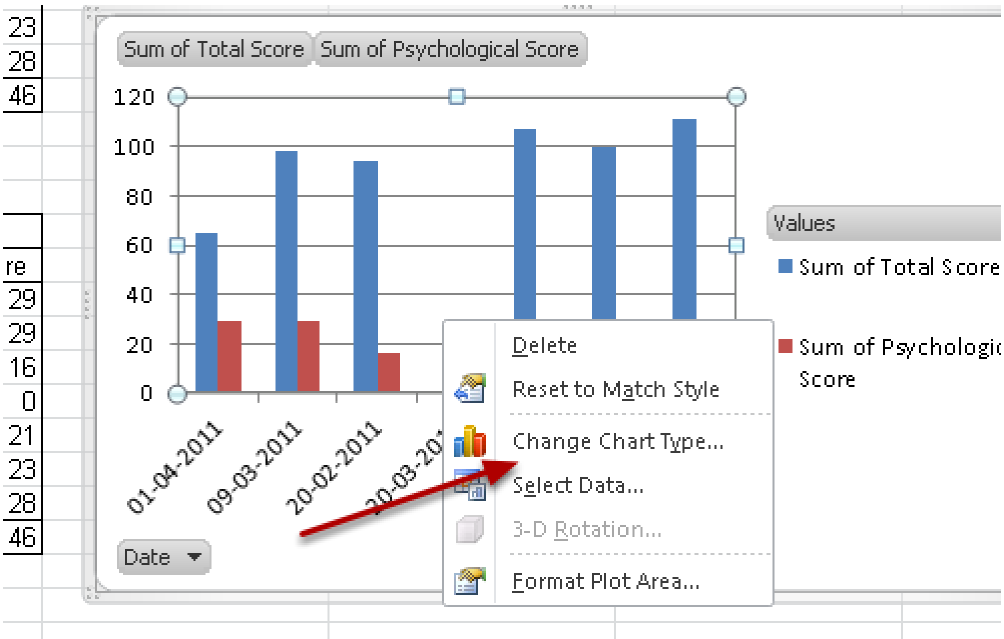
Choose the data you want to chart... use the "Formulas", click on "Use in Formula" and then select to use all of the data from the exported sheet (e.g. _All_ name_Report) as you did for the pivot table



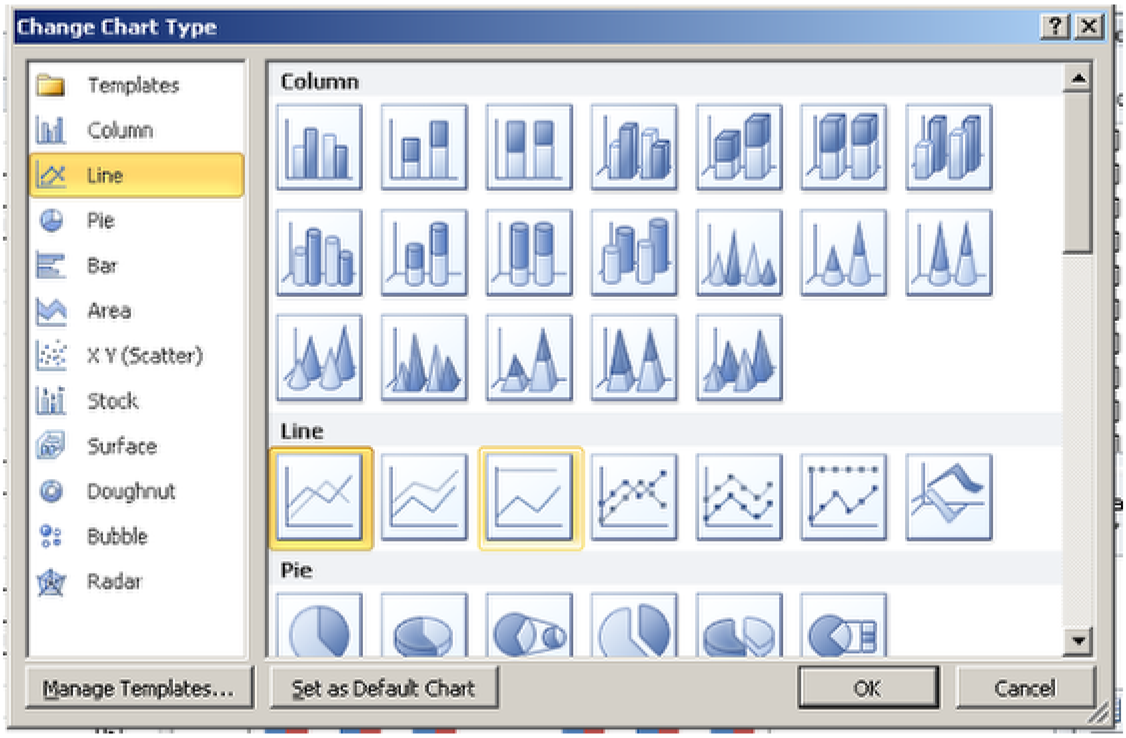
Now drag in the fields you want to chart, e.g. date and total score



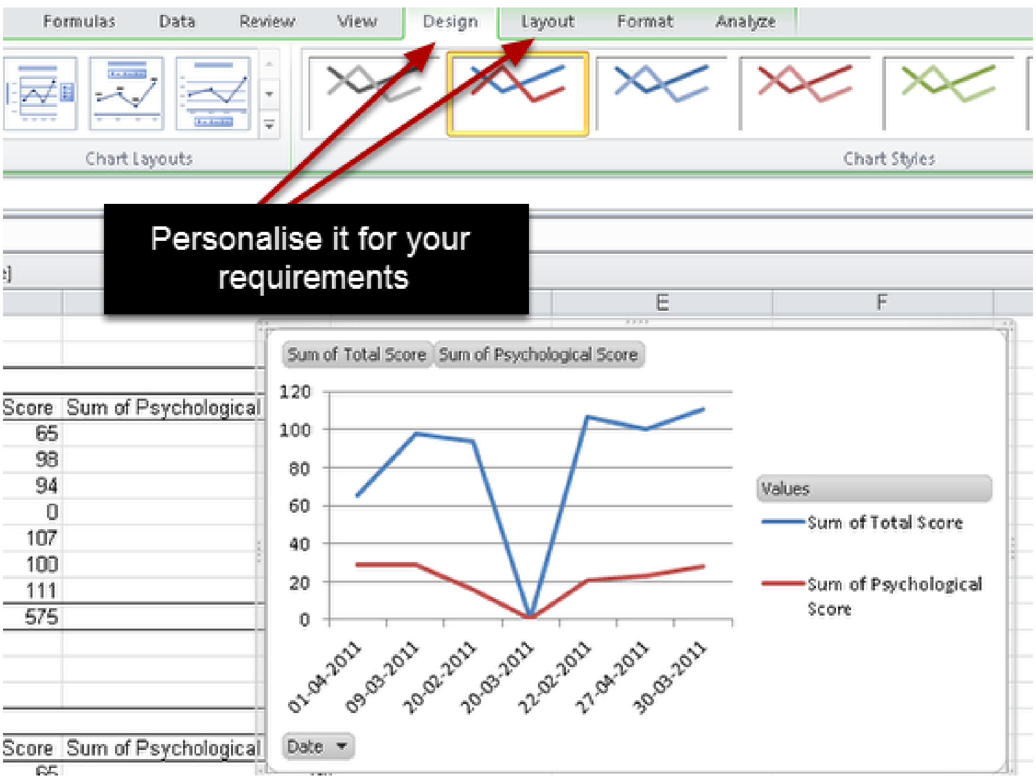
Drag in other variables, and change the chart type by right clicking on the chart area and selecting "Change Chart Type"



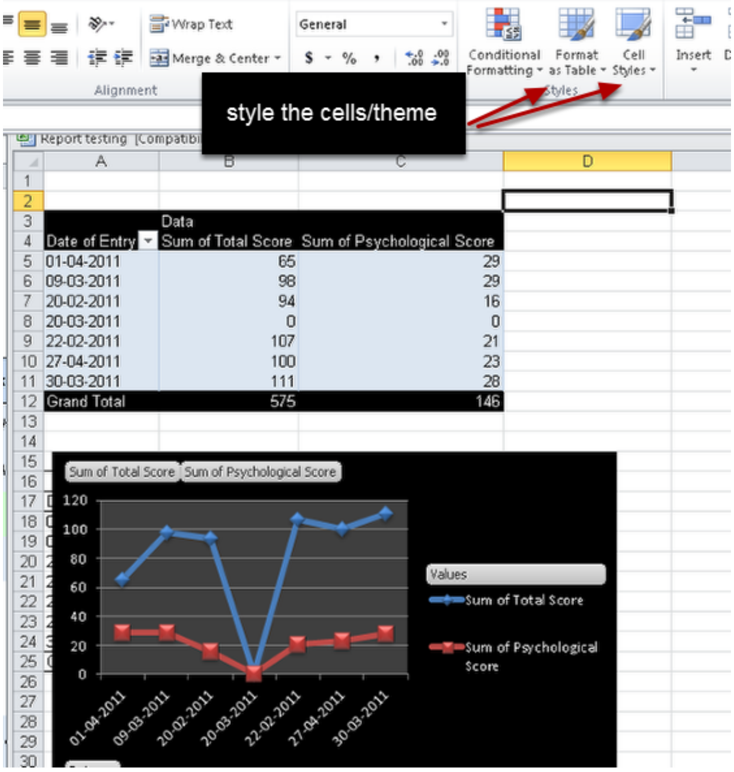
Try a couple of different charts to see which bests suits the data



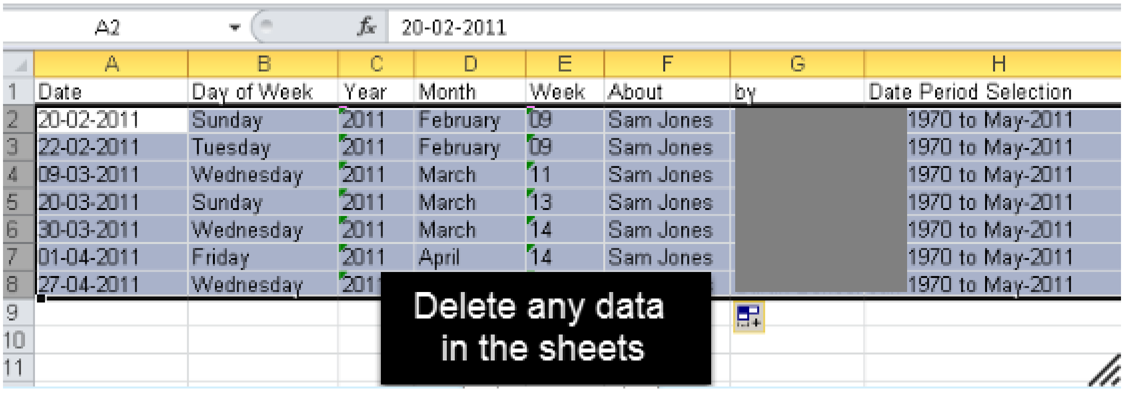
The chart type will change to the type you selected. Update any settings for the chart using the Design and Layout Capabilities



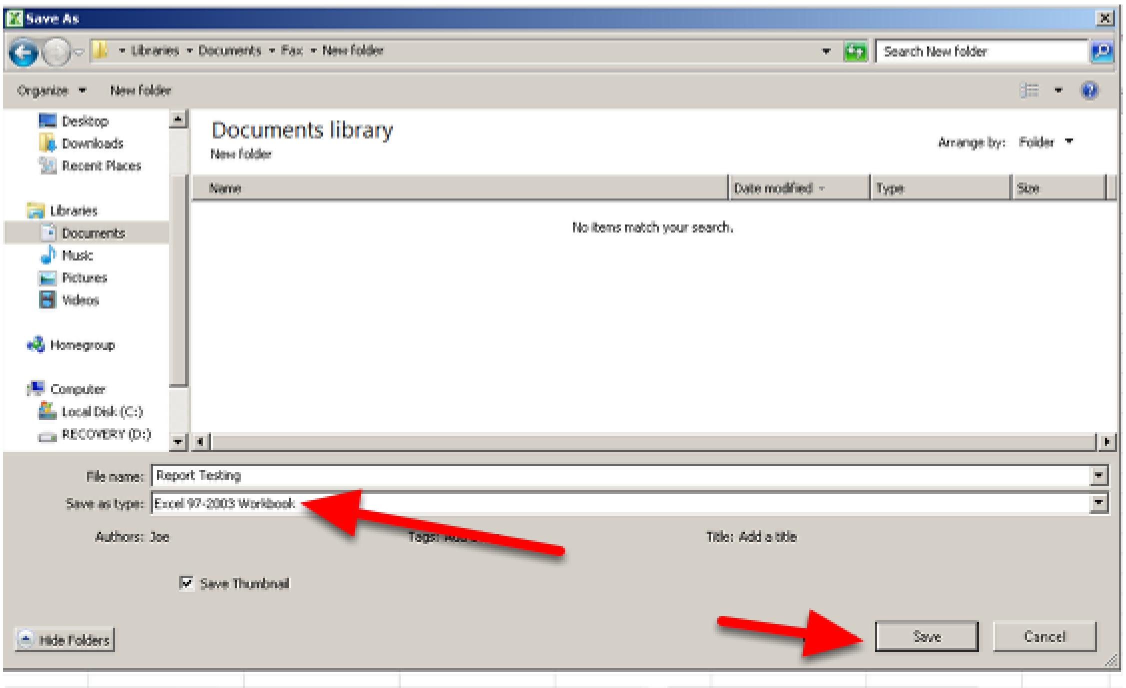
Format the cells according to your style



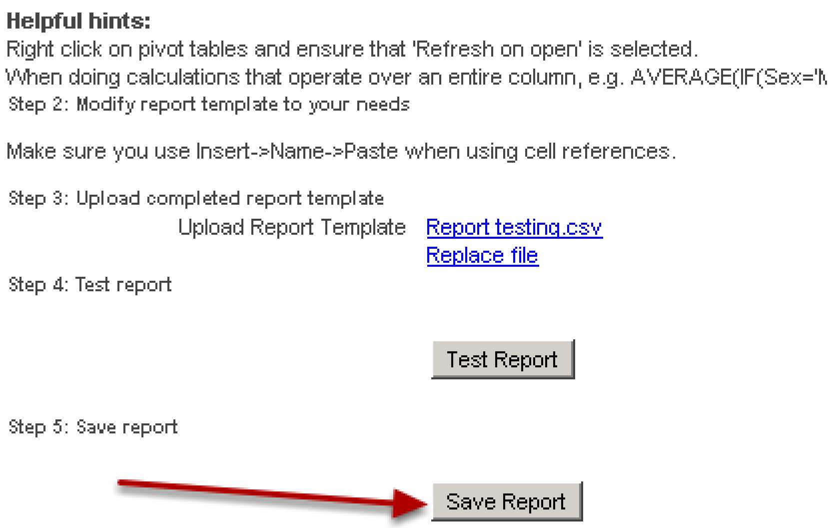
Then delete the Data that is exported on the data pages from the application



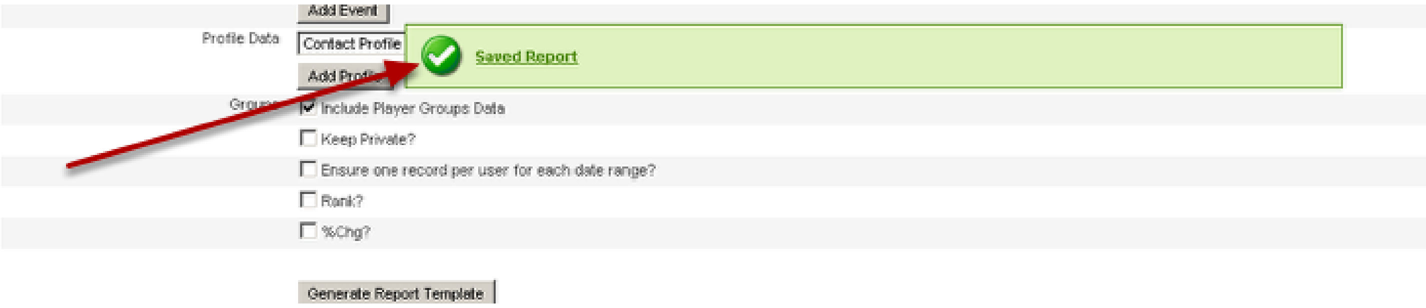
Save the file as an Excel work book



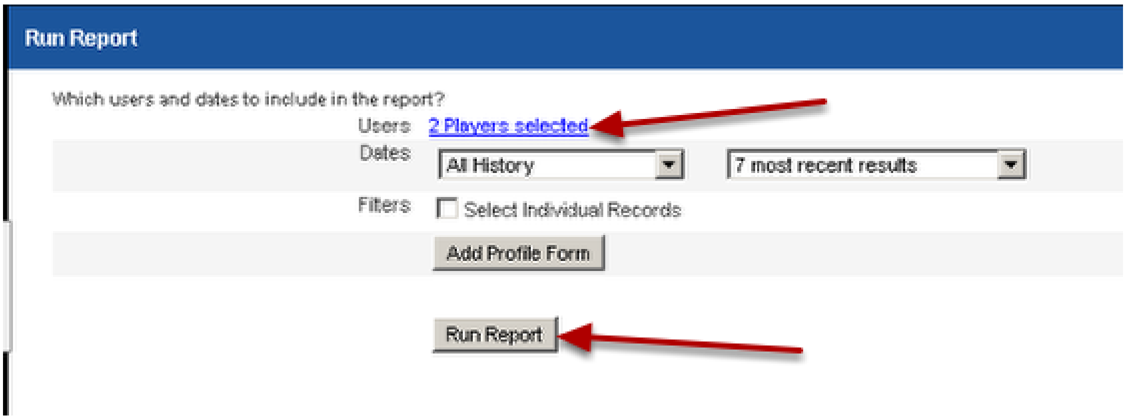
Go back to the excel reports page in the application, and upload that Excel file



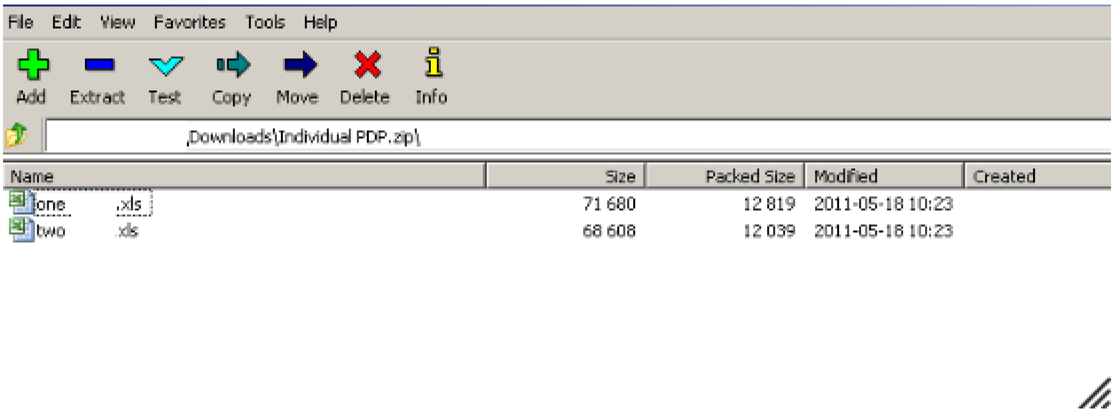
You will get confirmation that the report was saved.



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.

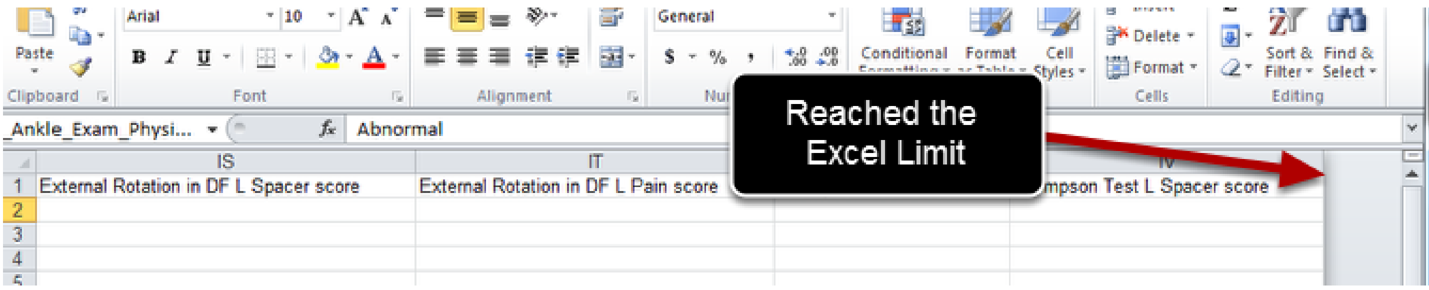


For two athletes, two separate reports are generated.



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

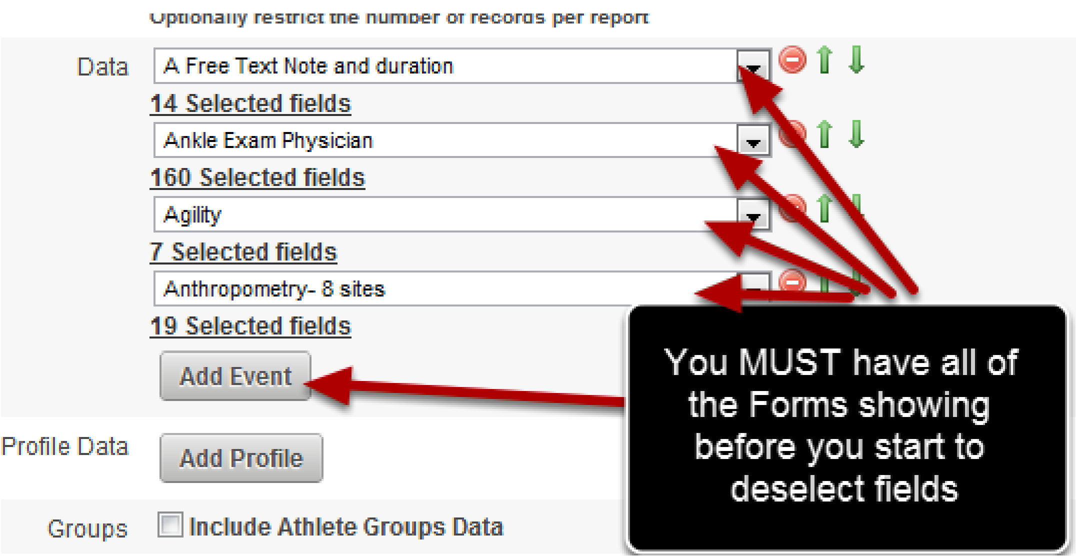


If you had a lot of fields in an Event Form, or if they were selection fields with scores associated with them, you couldn't use all of your fields in the Excel report because Excel would cut off after about 230 columns. If you had more fields than 230 fields (inlcuding the scores for the fields) only 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.

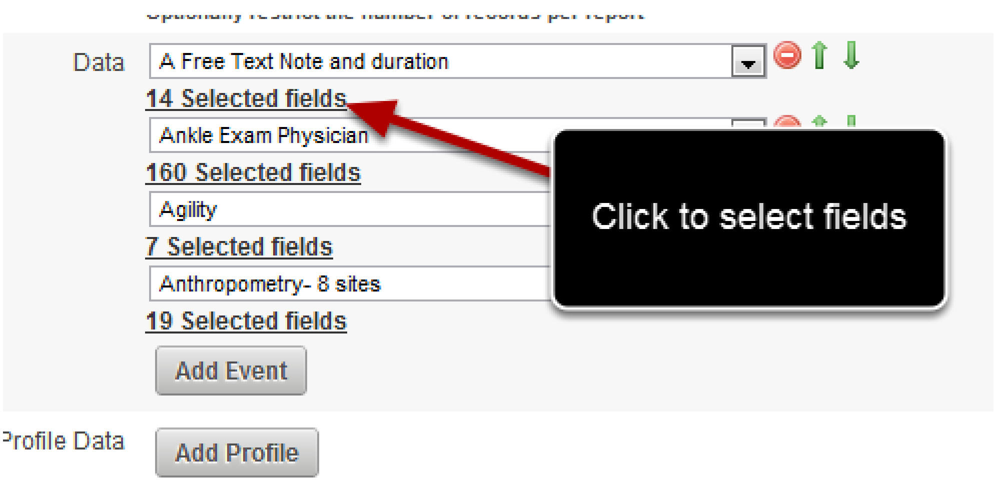
WARNING: If you add in an Event Form and then set up the field selection for that Form and then add in another Event Form, the previously selected field selections will be WIPED.

-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.

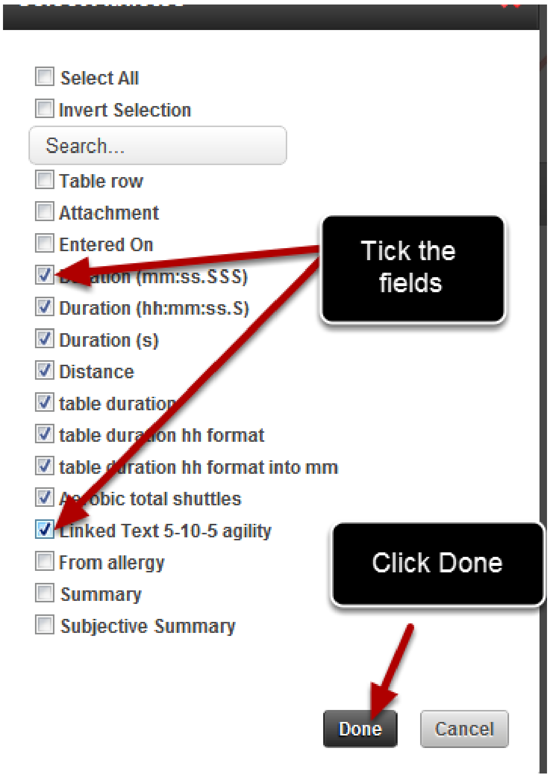
Do NOT SELECT THE FIELDS AND THEN ADD IN A NEW EVENT FORM (OR DELETE AN EVENT FORM) OR THE FIELD SELECTIONS WILL BE WIPED FOR ALL EVENT FORMS IN THAT REPORT.

To de/select the fields click on the "14 Selected Fields" link directly underneath the Event Form Name



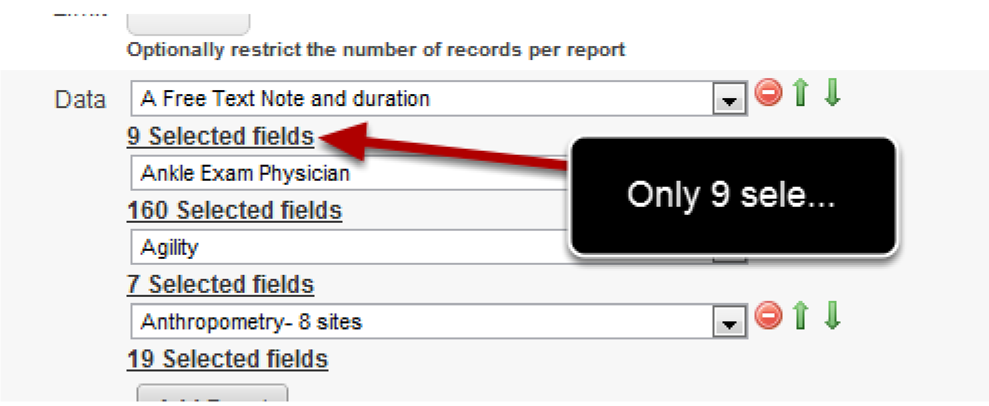
For this example we only want to include the numeric fields in the Excel output

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.

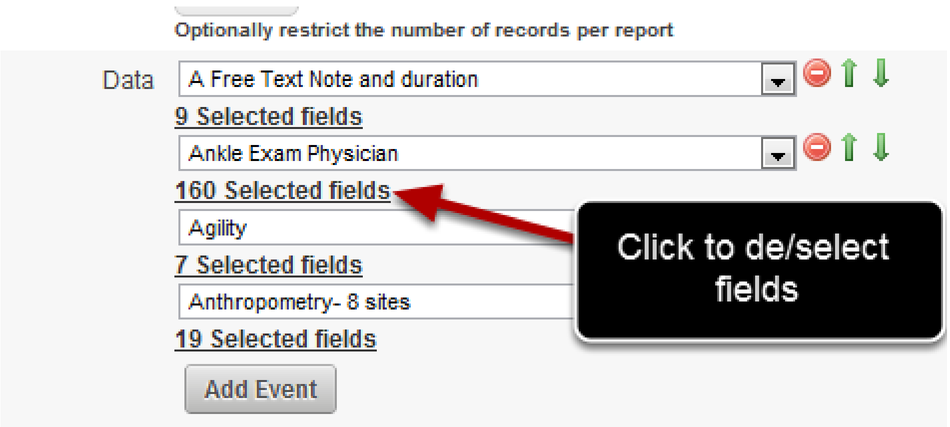


Ensure a tick is placed beside any fields you want to include in the Excel Report.

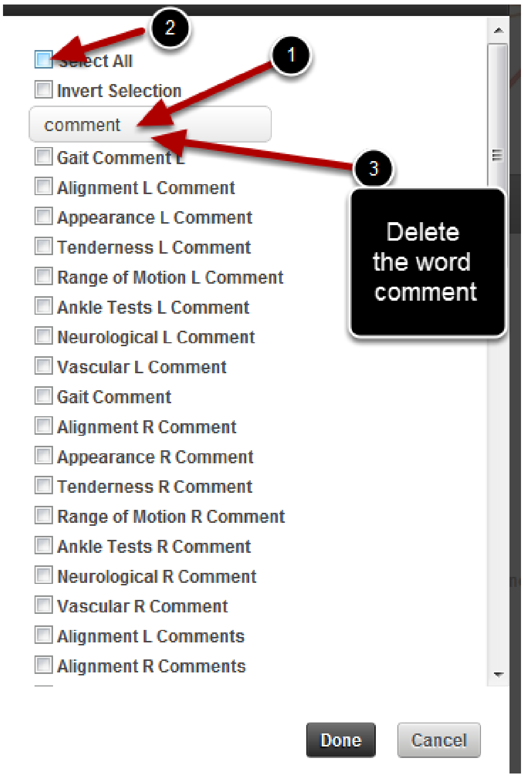
You can see that for the Free text note and duration Event Form, only 9 of the possible 14 fields have been selected



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.

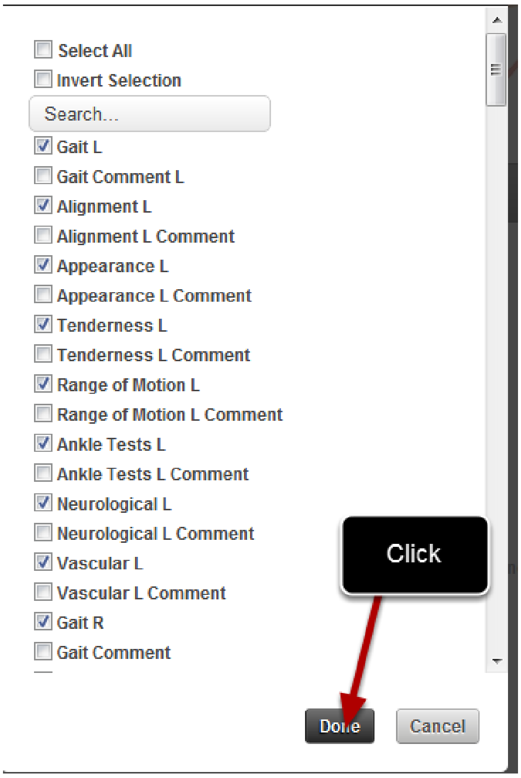
1: Type in "comment" into the search box (only the fields that have comment in the field name will appear)

2: Make sure all of the comments fields are deselected by ticking the "Select All" button

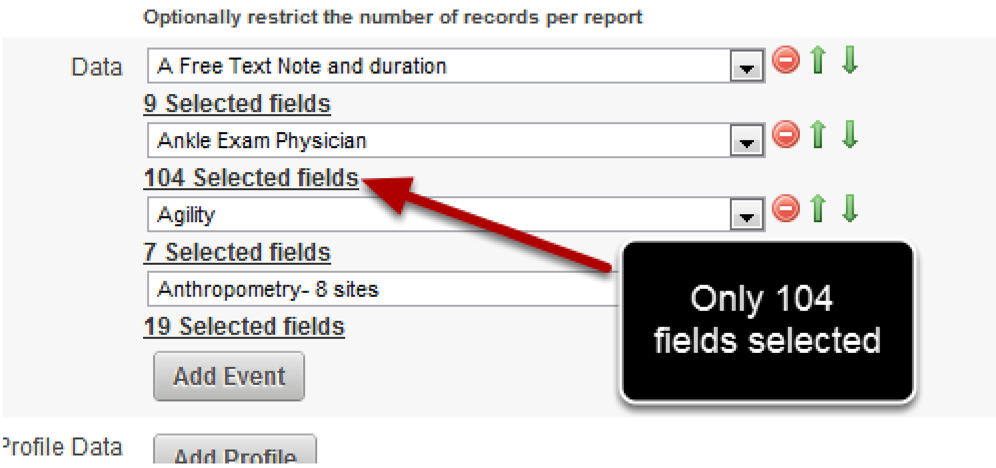
3: Delete the word comments from the search box to see all of the fields again (as shown in the image in the step below).

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.

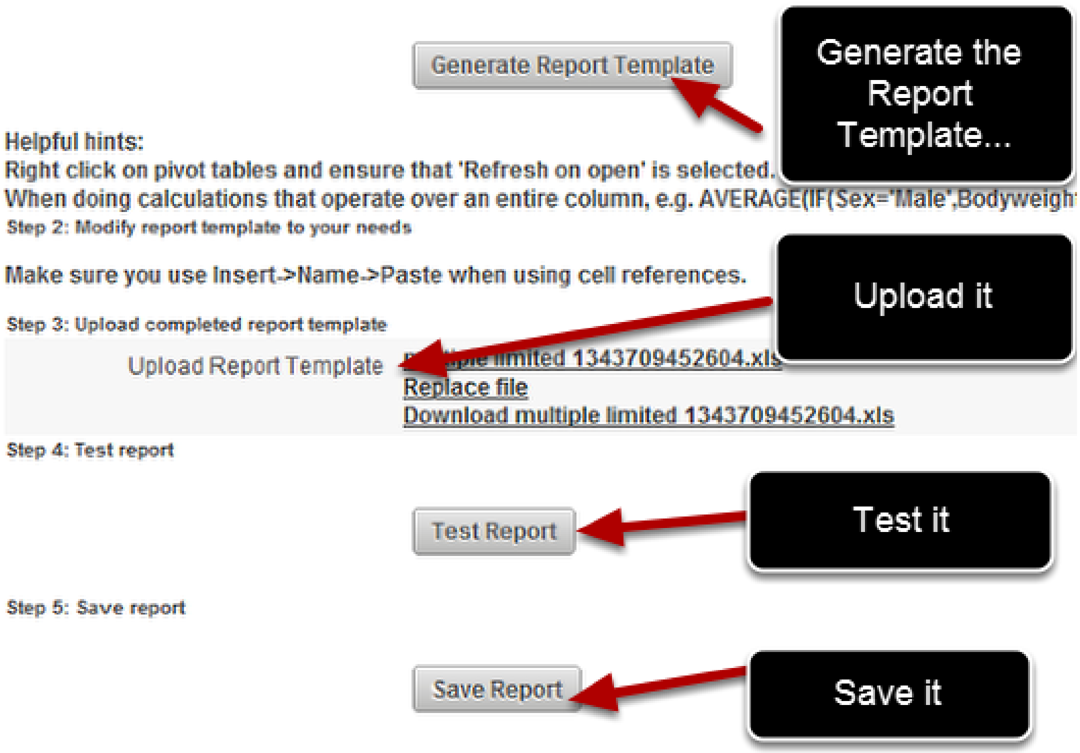


Now only 104 fields show as selected fields to be included in the Excel Report (instead of the original 160)

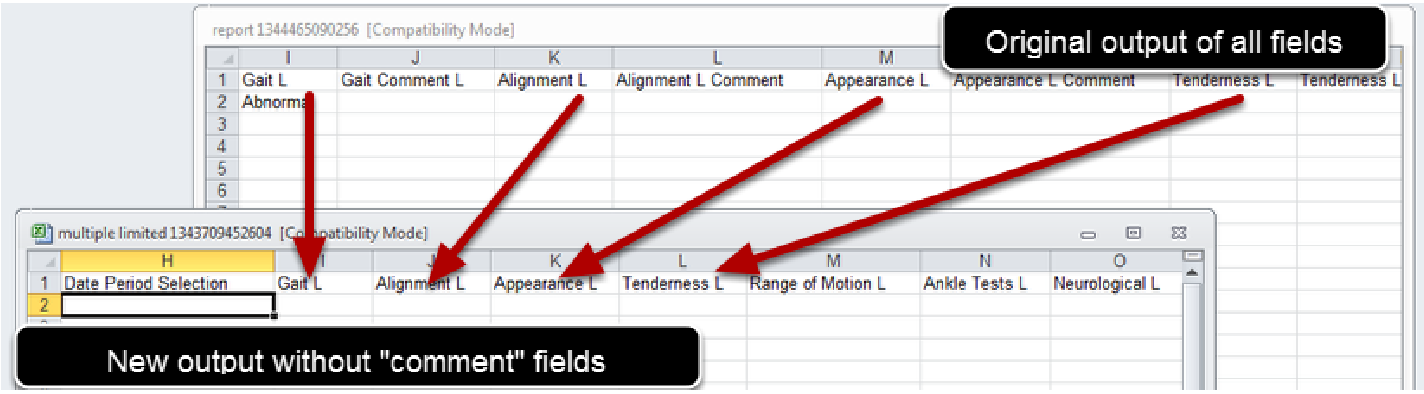


Do this to as many of the Event Forms as you need.

Complete the Excel Report set up as per the previous sections on Excel Reports.



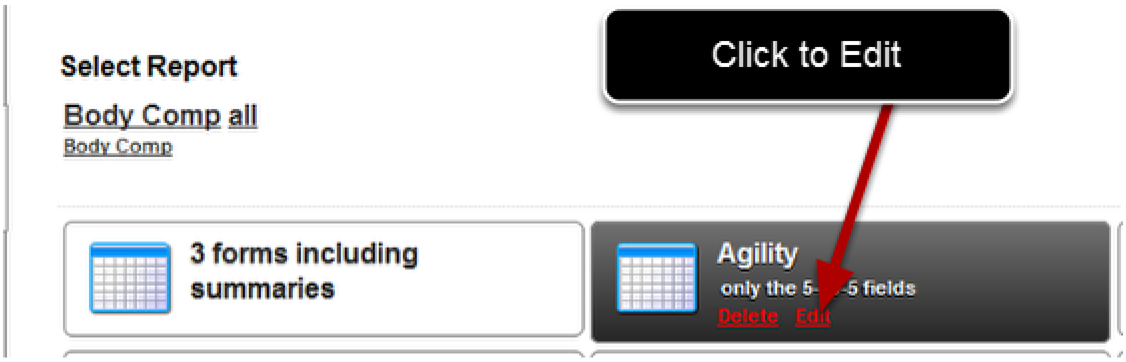
When you run the Report Template and the Actual Report you will see that the fields that you have DESELECTED do not appear in the Excel Output



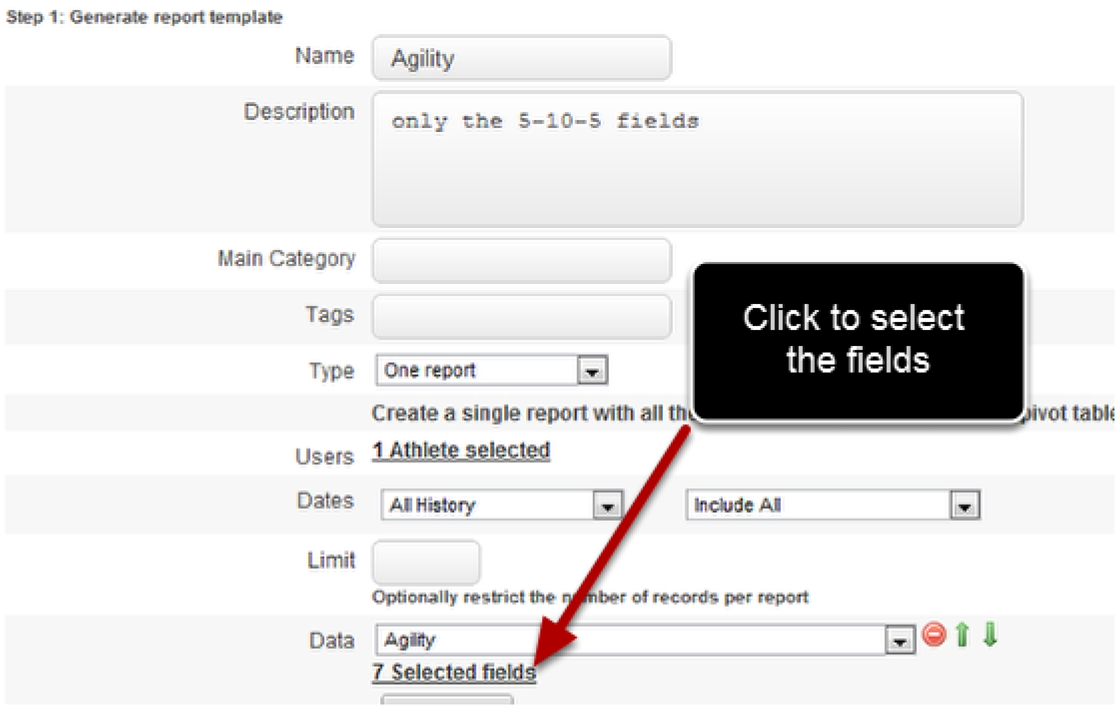
The spreadsheet at the top of the image is the original output where all fields used to be included in the Excel output

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.

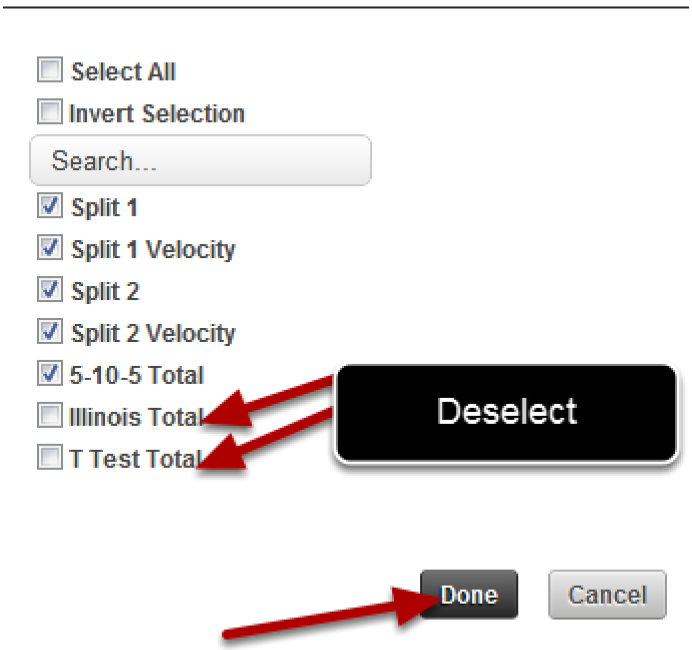
If you are editing an Existing Report Template, simply click on Edit



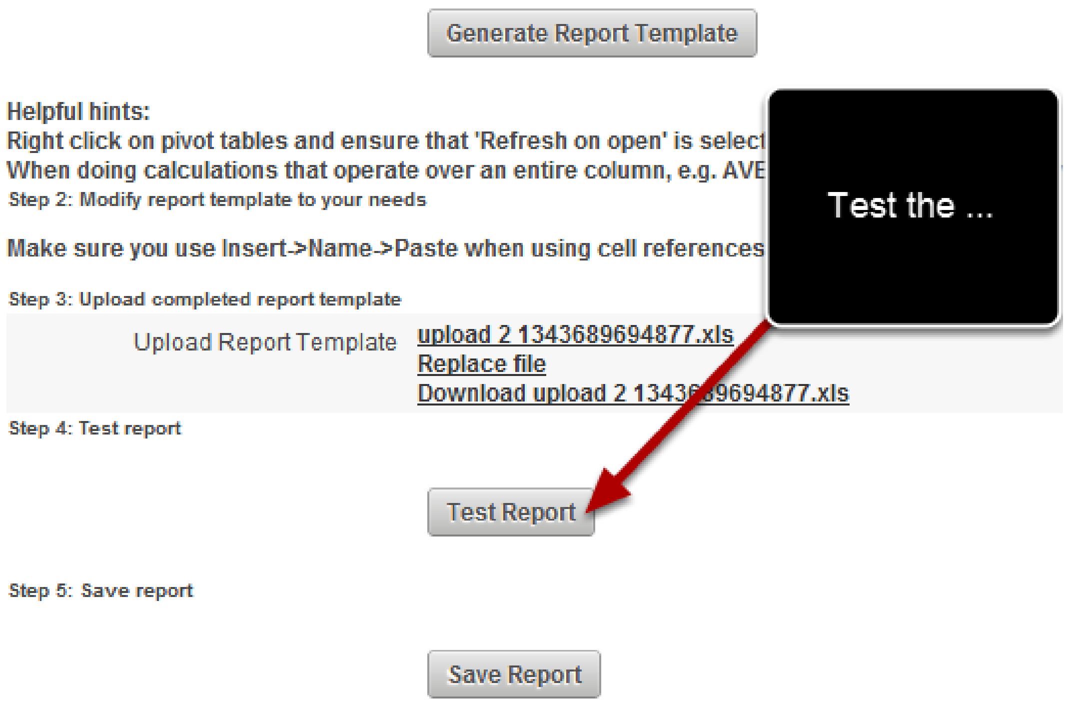
You will be able to click on each Event Form's "Selected fields" link. This will appear underneath each Event Form in any Excel Report you have created.



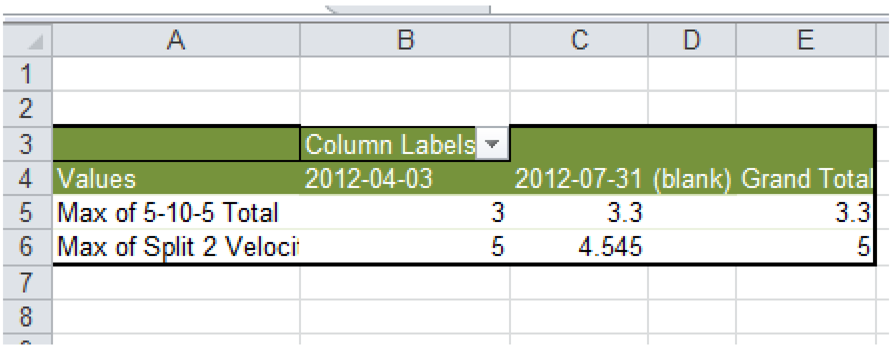
Select or deselect the fields that you want to include



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)



Check the entire report. If you build in new pivot tables or change it in any way reupload this new template



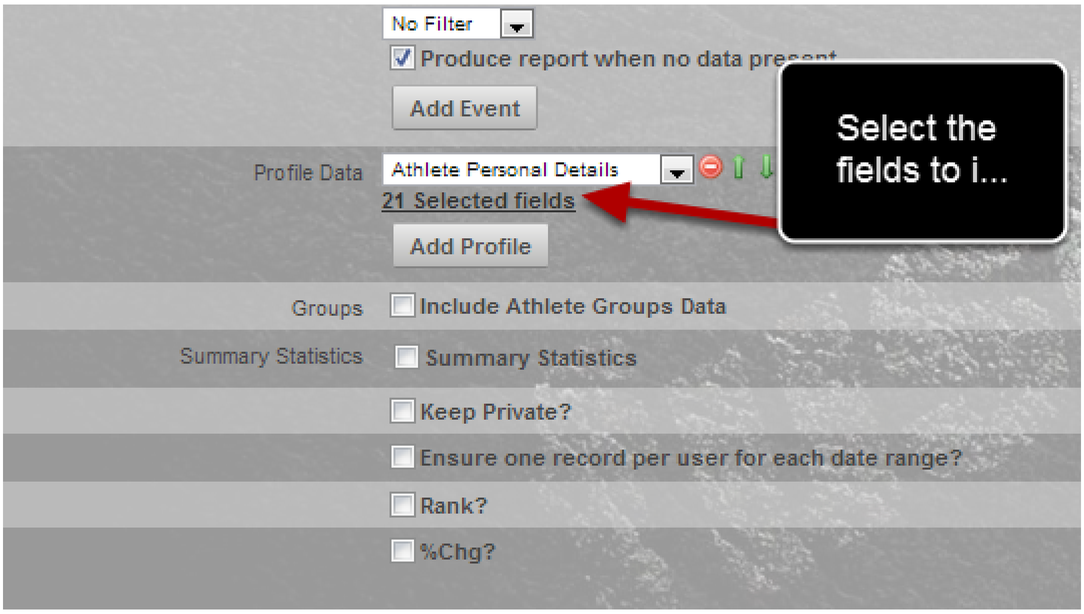
	A	B	C	D	E
1					
2					
3		Column Labels			
4	Values	2012-04-03	2012-07-31	(blank)	Grand Total
5	Max of 5-10-5 Total	3	3.3		3.3
6	Max of Split 2 Veloci	5	4.545		5
7					
8					

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

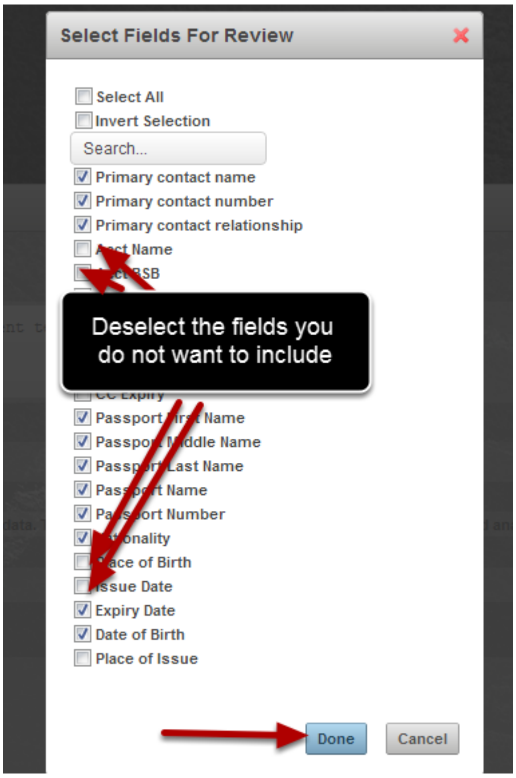
Excel Report Enhancements: Profile Form Field selection to include in Reports

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)



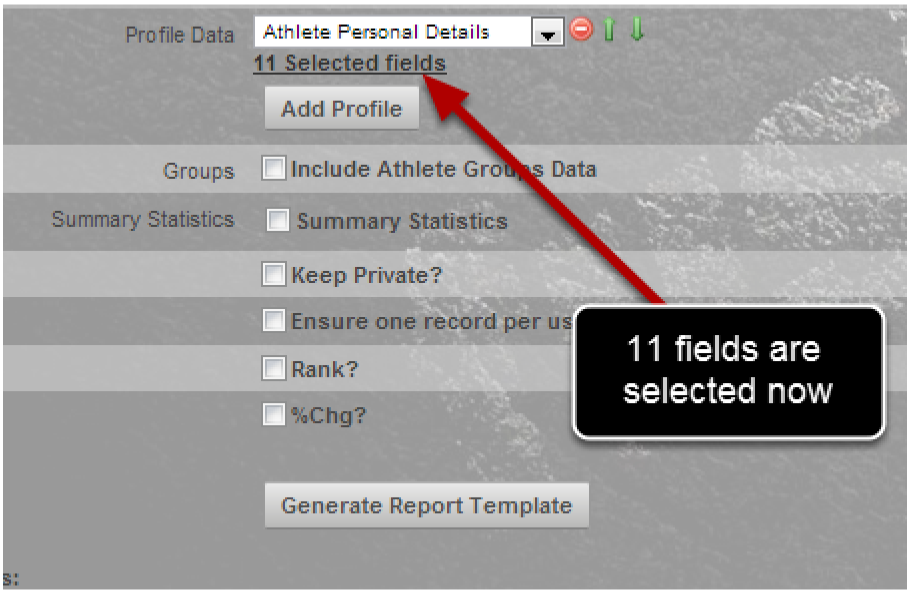
All fields are automatically selected to be included by default. You can now select or deselect any fields that you do not want to include.

You can now click on the "Selected fields" link and select which fields you want to pull through into the Excel Report.

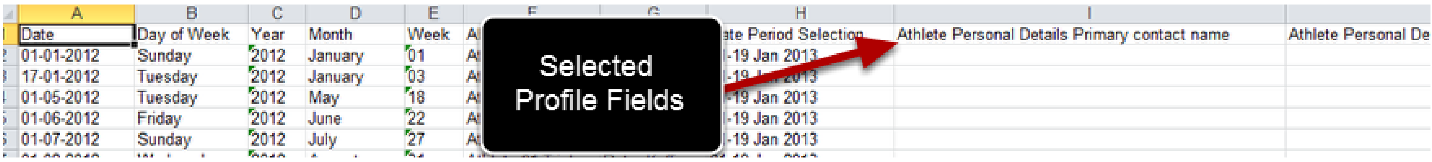


You may only need 1 or 2 fields from a Profile Form to be included in an Excel Report. Now you can select which fields to include by selecting and deselecting the appropriate fields.

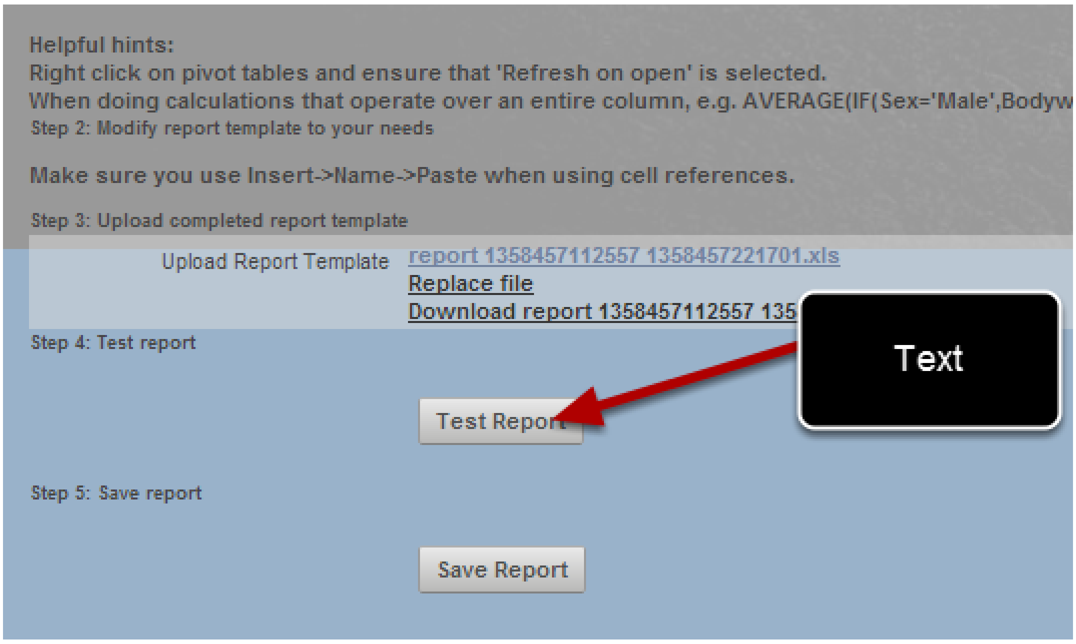
You can see that only 11 fields from the Athlete Details Profile Form will pull through into the Excel Report (previously there were 21).



The correct Profile Fields are included in the Report



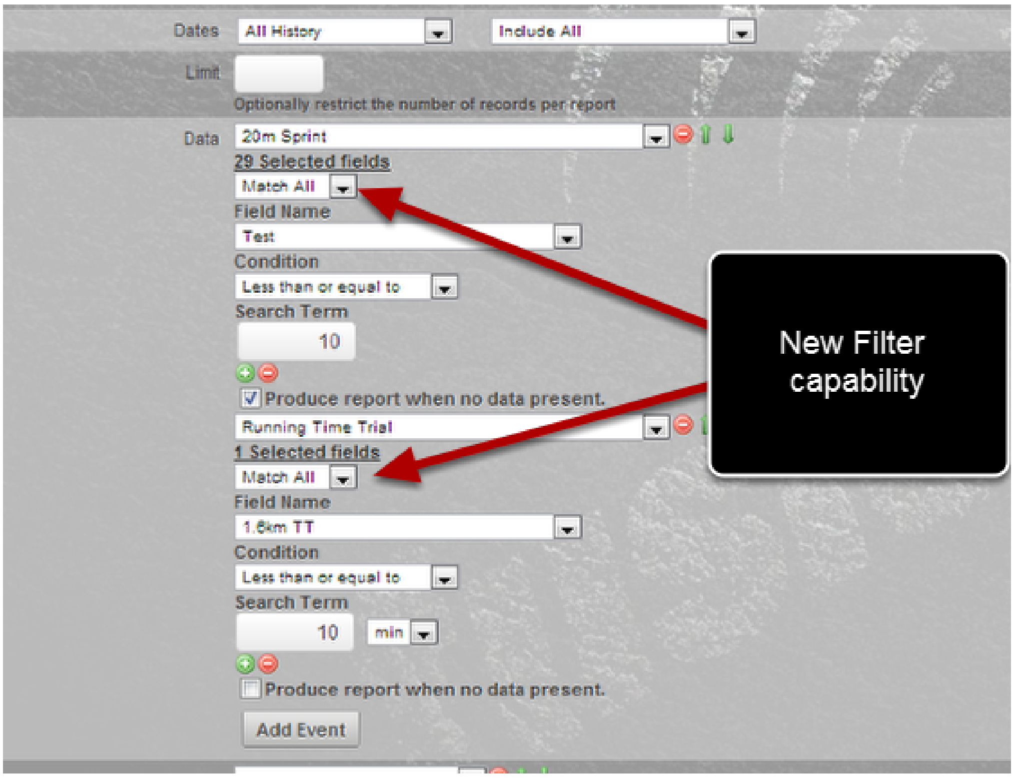
WARNING: Check your layout is the same BEFORE you save your report



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"

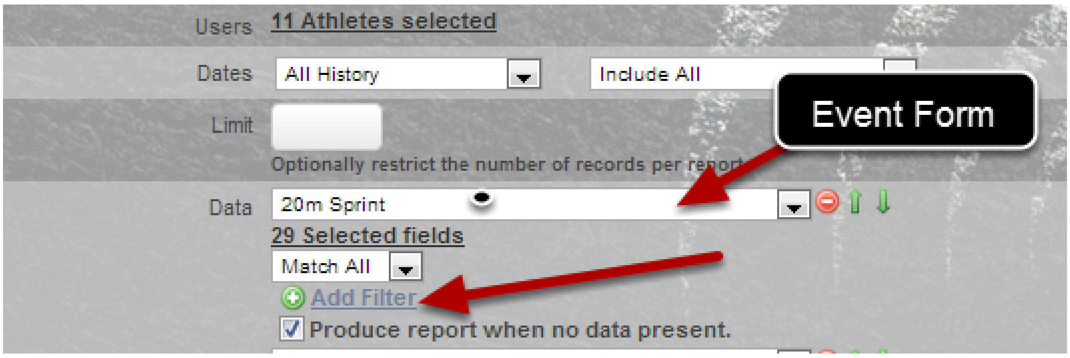
Excel Report Enhancements: Setting up filters for each Data Type

You can now set up a filter for the Data being pulled through to an Excel Report

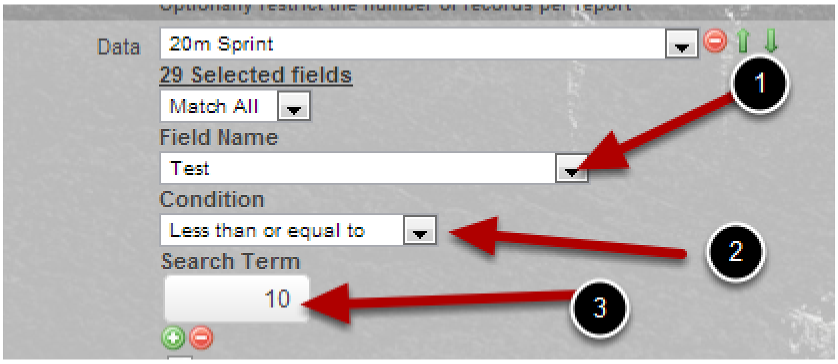


This means you can limit the data that is pulled into the Excel Report according to your exact specifications

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.

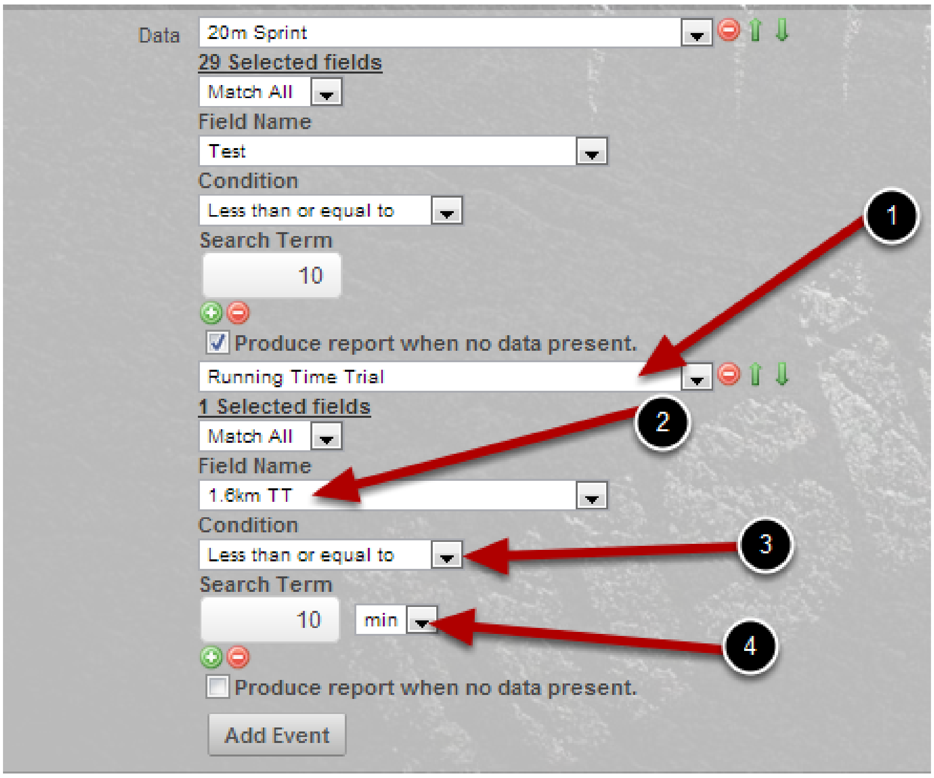
#2: Choose the condition. E.g. greater than, equal to etc. The example shows that less than or equal to has been chosen

#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



We are going to set up another filter for a different event form:

#1: We have chosen the Event Form "Running Time Trial"

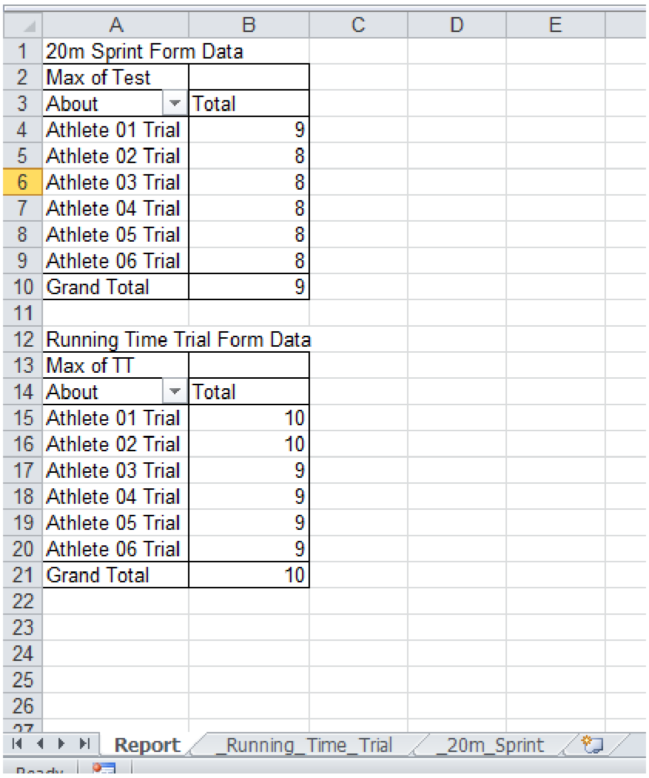
#2: We set up a filter for the field "TT"

#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

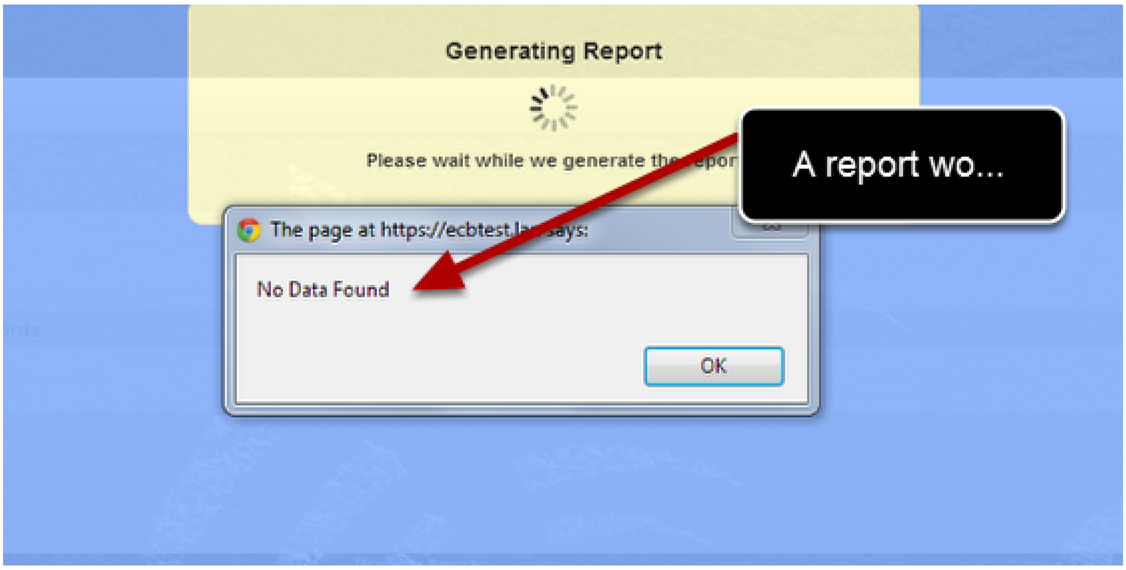


	A	B	C	D	E
1	20m Sprint Form Data				
2	Max of Test				
3	About	Total			
4	Athlete 01 Trial	9			
5	Athlete 02 Trial	8			
6	Athlete 03 Trial	8			
7	Athlete 04 Trial	8			
8	Athlete 05 Trial	8			
9	Athlete 06 Trial	8			
10	Grand Total	9			
11					
12	Running Time Trial Form Data				
13	Max of TT				
14	About	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					

You can add in filters to new reports or you can edit and update your existing reports.

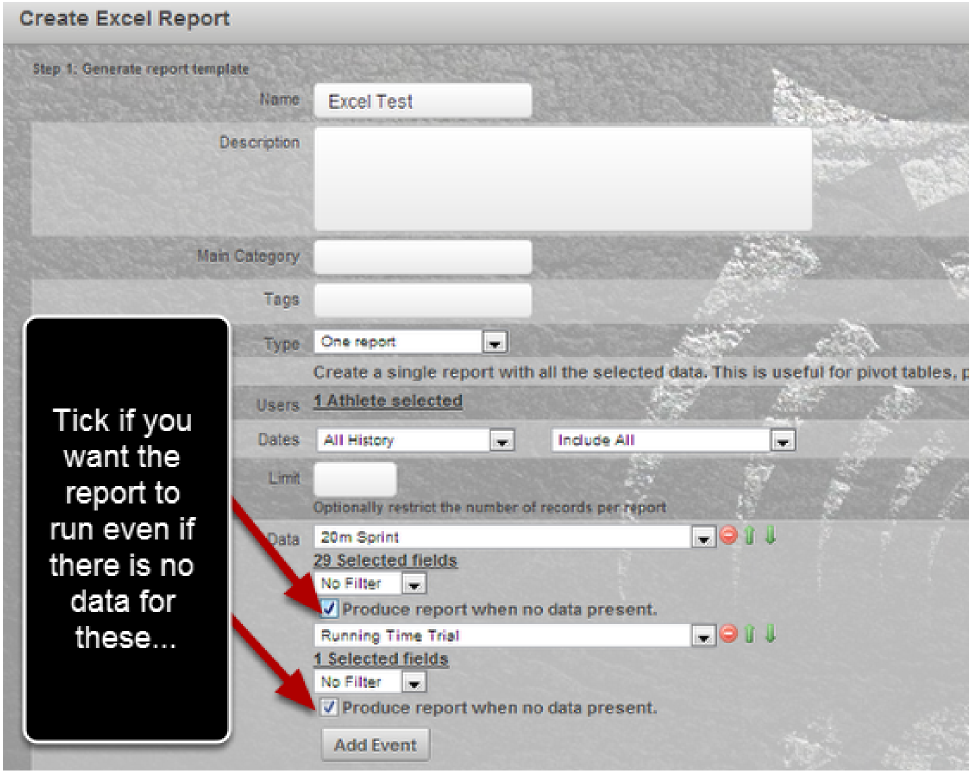
Excel Report Enhancements: Running a report when there is no data for an event type

Previously, Excel Reports would not run if any of the Event Forms in the Report had no data enerted for the athlete. It would just return "No Data Found"



This was creating issues in Reports created using multiple Event Forms, especially of 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.

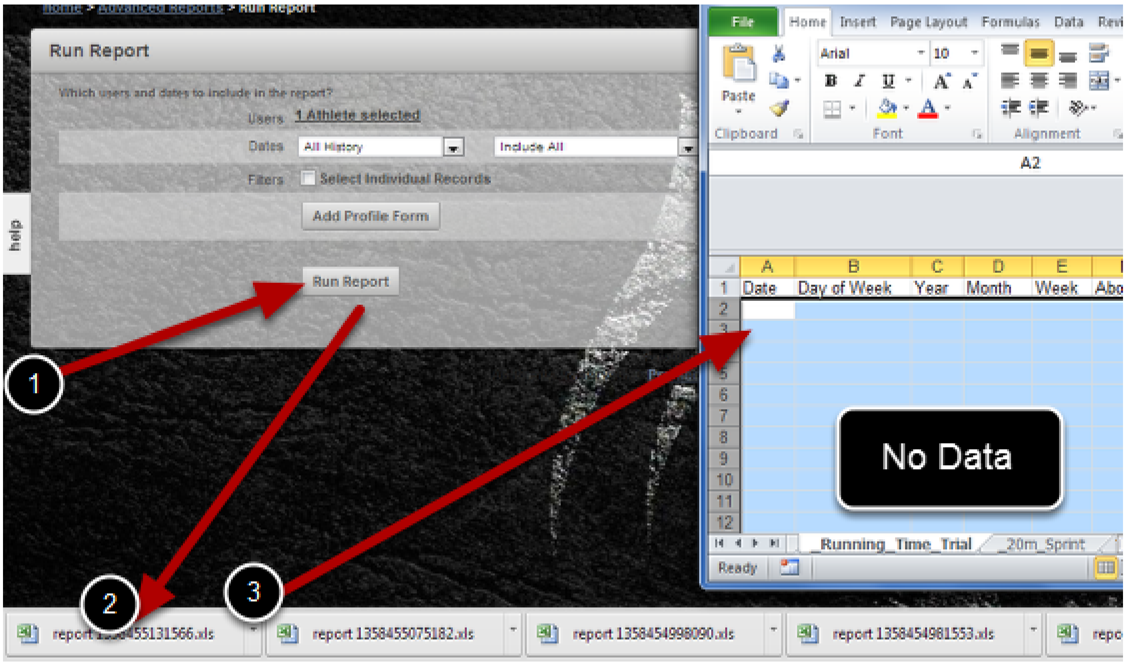


The image in the step here shows that the report will be generated even if there is no data in the 20m Sprint and the Running Time Trial Forms.

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.

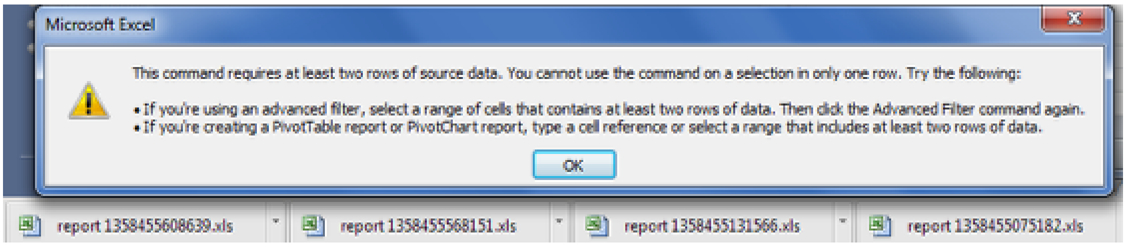
N.B. Excel Pivot tables cannot update to nothing (e.g. no data), so it you are using an event form to pull into a pivot table or chart it will not update correctly if there is no data entered for that event.This means you may not want to tick "produce report when no data present" if that event form data 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.

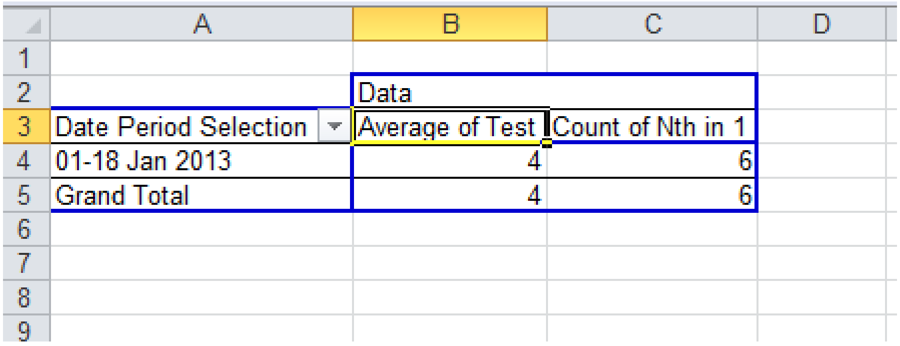
N.B. Excel Pivot tables/charts will NOT work correctly if no data exists to reference



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.



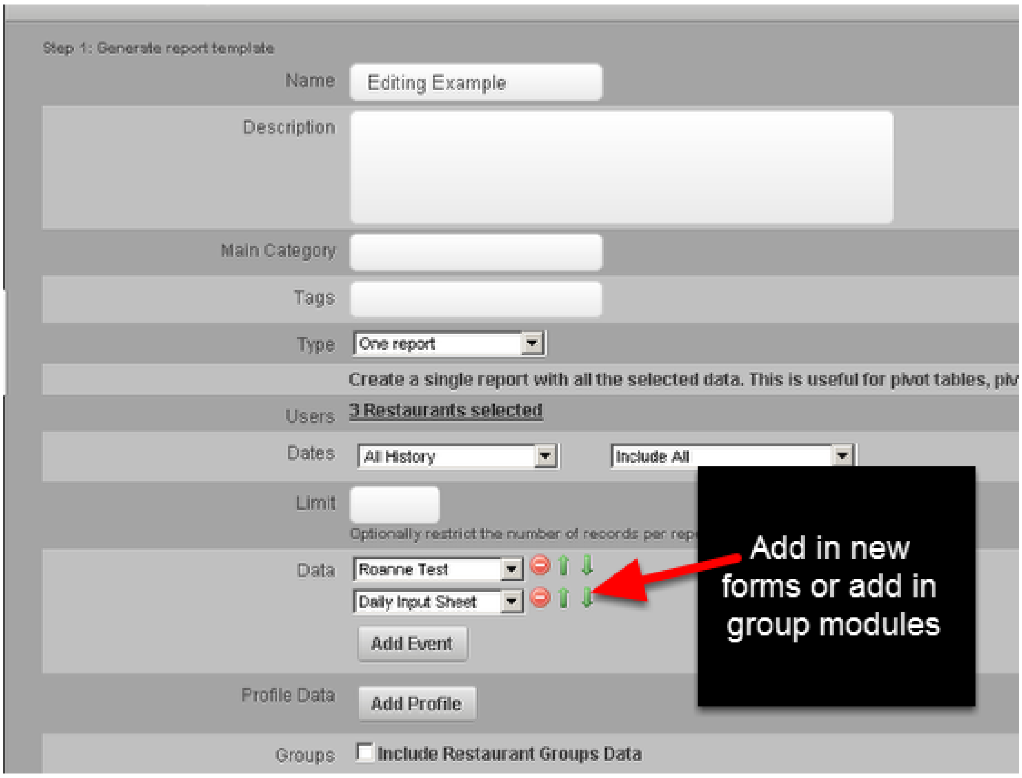
Excel Reports can be edited once they are created

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.

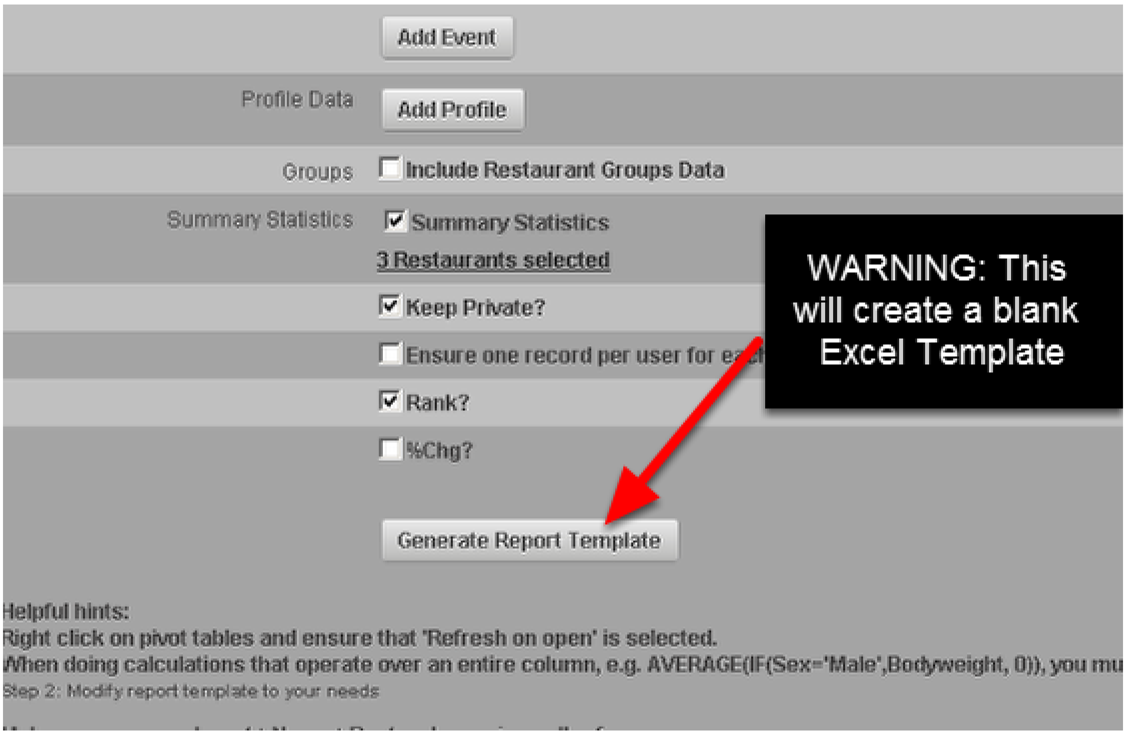
Once you have followed the instructions on how to create an excel Report and it is saved, you can now edit the Excel Report.

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.

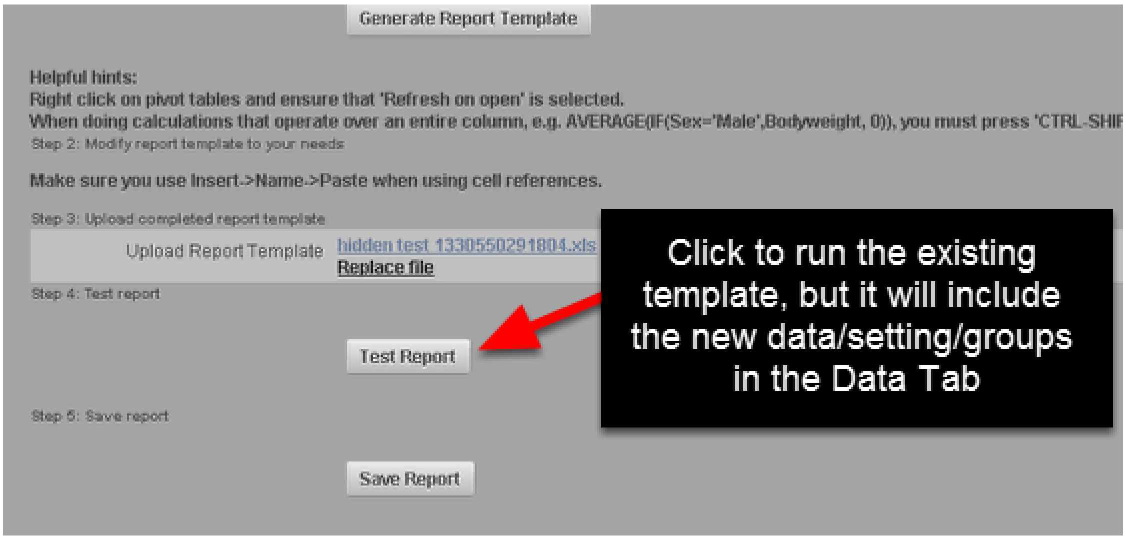
You can access the original report set up. You can add in any additional forms, groups or specifications that you need



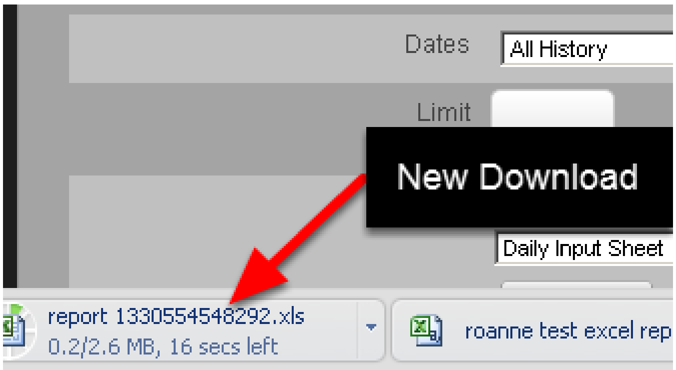
You can generate a new BLANK template by clicking "Generate Report Template". This will generate a BLANK template for you. Alternatively, you can select "Test Report" to have an export of the original template with the new settings (most users will need this- see the step below)



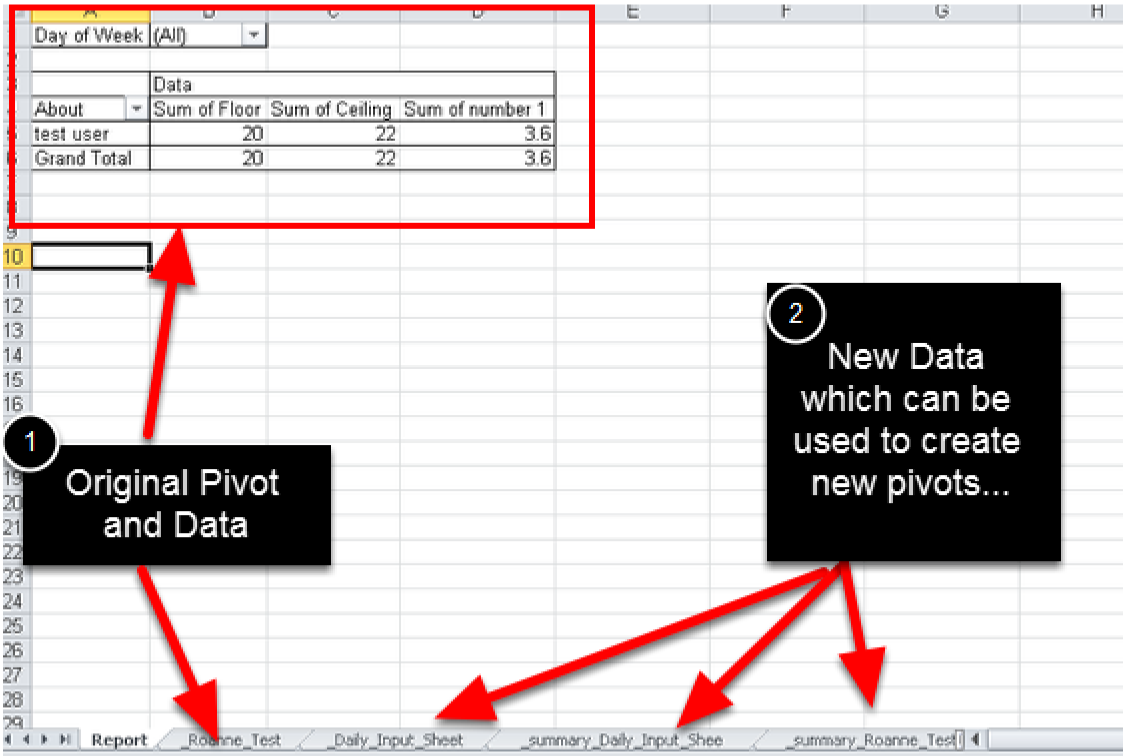
Click on "Test Report" to access your Existing Excel Report template. You will be able to open and update



Open the Excel Download



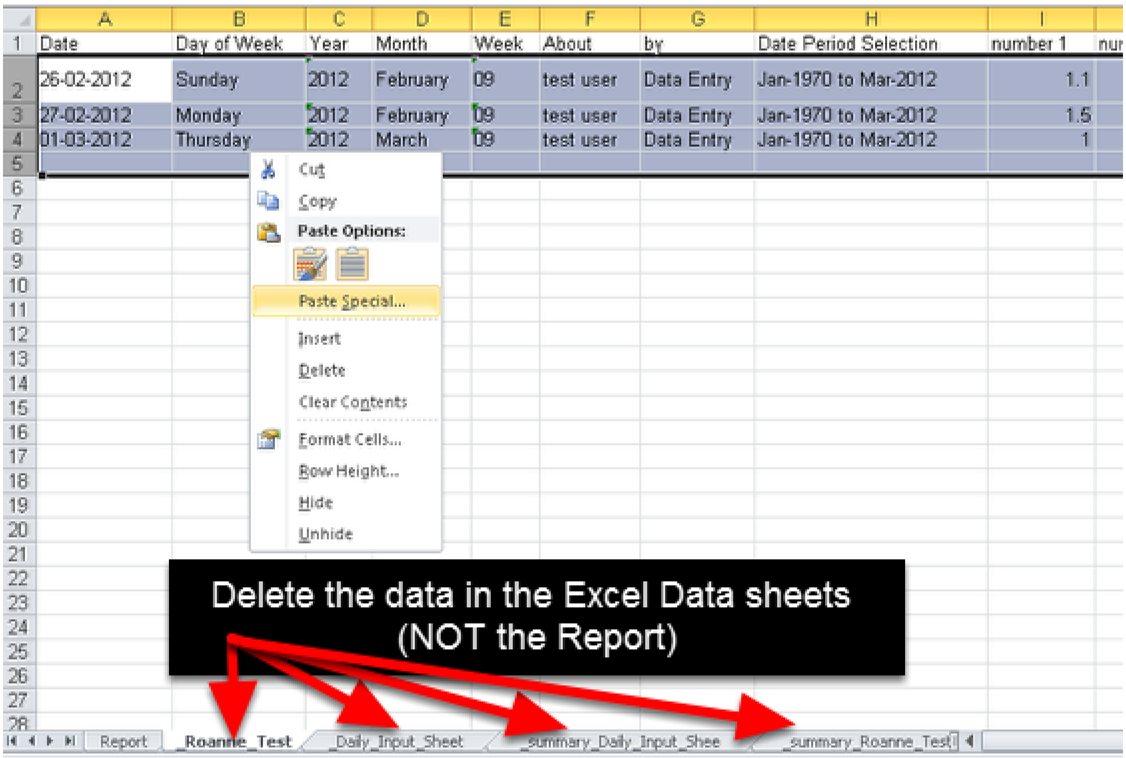
Update any links or pivot tables in your report.



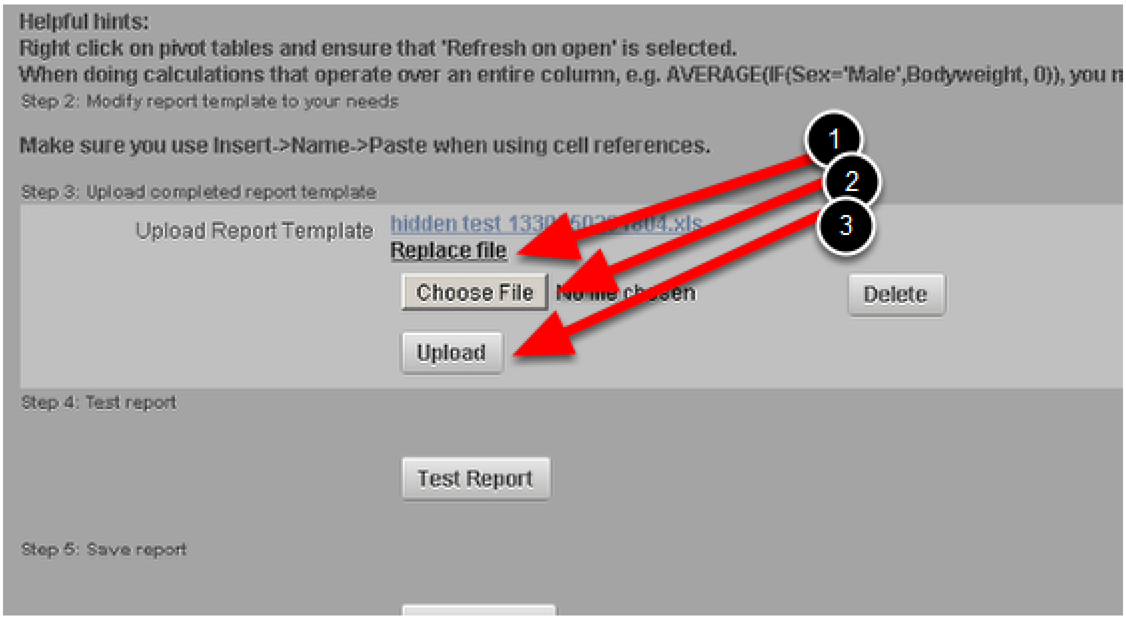
#1: The image here shows the original Excel Report pivot table created from the form called "Roanne Test".

#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

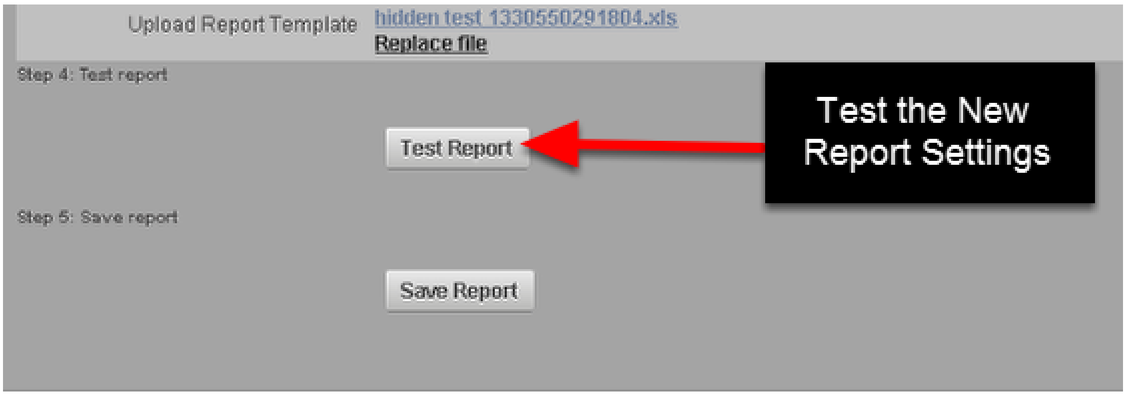


1: Click on Replace File

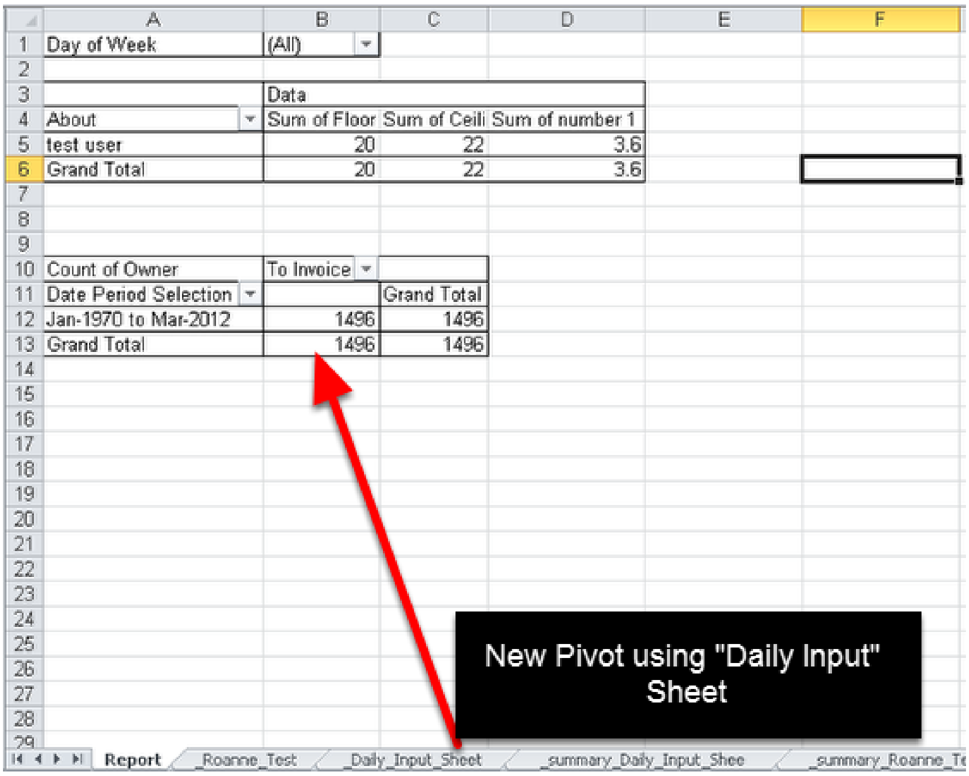
2: Choose the file

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



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:

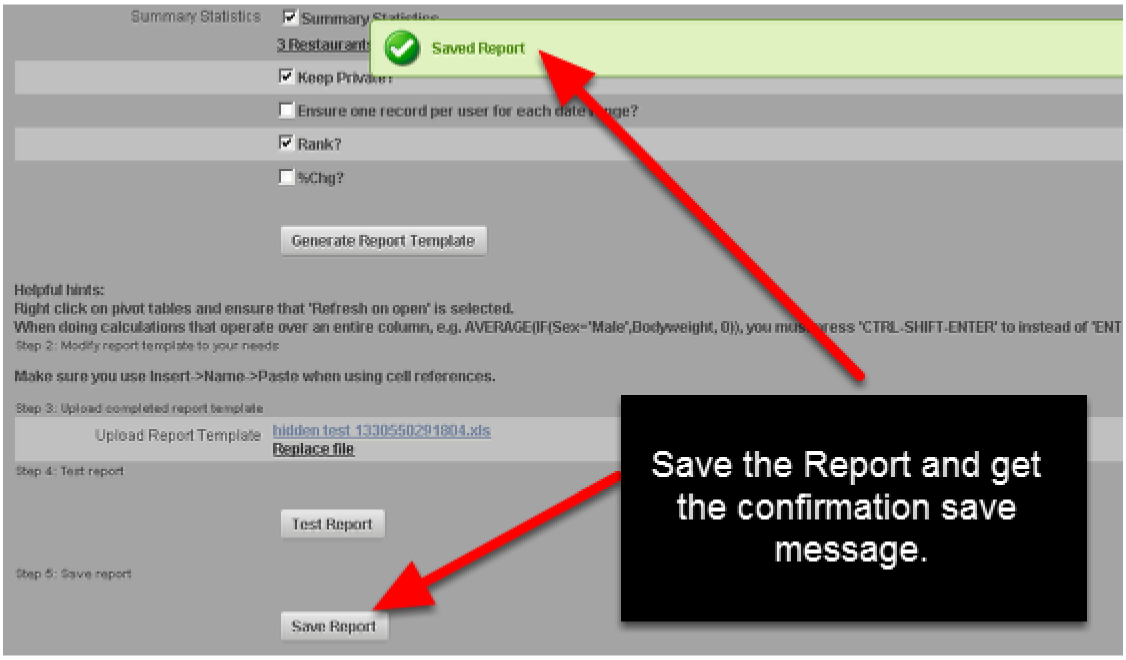
1. Open the template that you downloaded originally (e.g. the template that you just uploaded)

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).

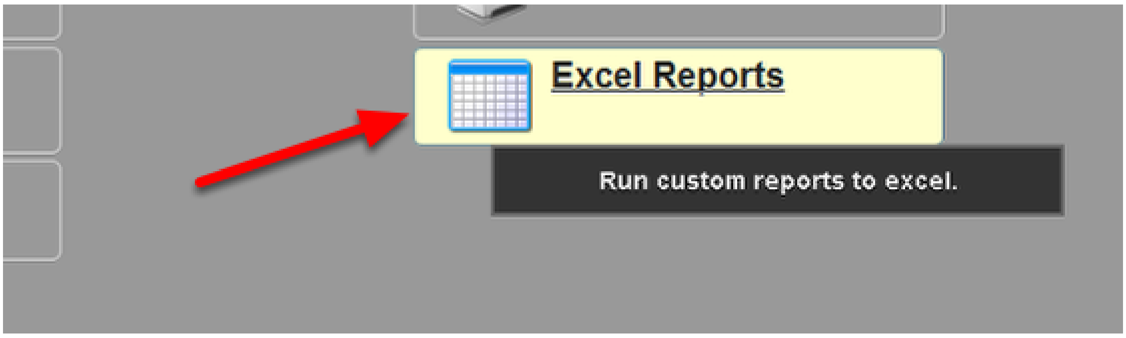
Save the report once you have finished updating your template and it will be available for use either publically or privately depending on your Report Settings



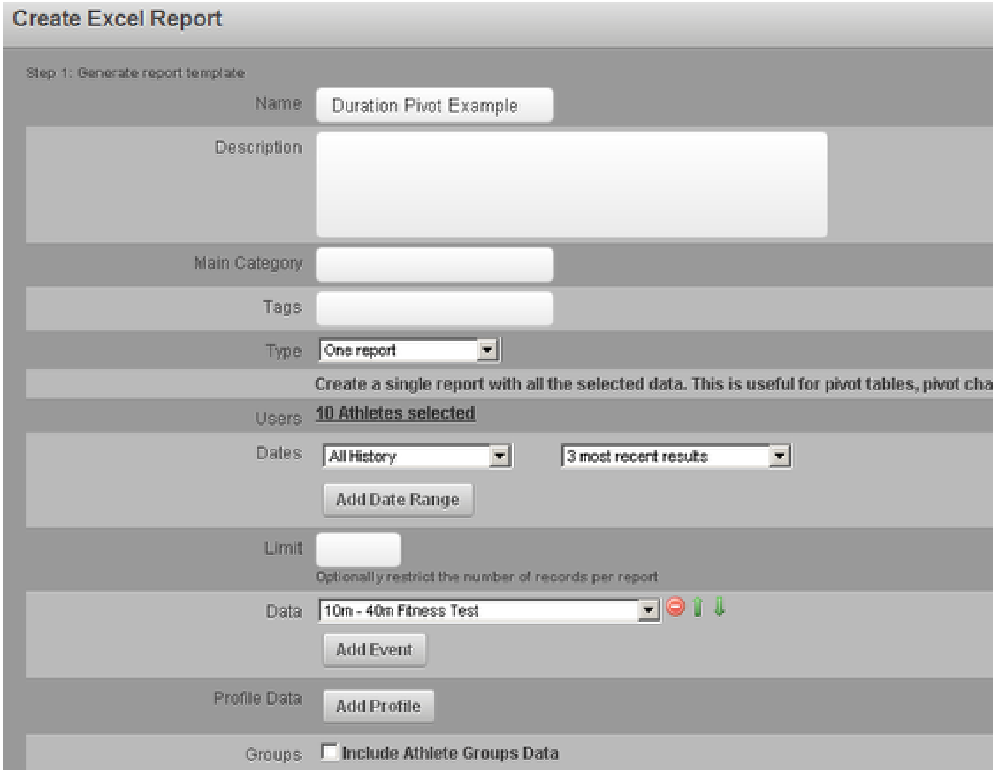
If you are not sure how to complete this confidently, or you need assistance then contact your distributor

Formatting Duration Fields in Excel Pivot Table Reports

The best way to create reports for Duration fields is using the Excel Reports Module

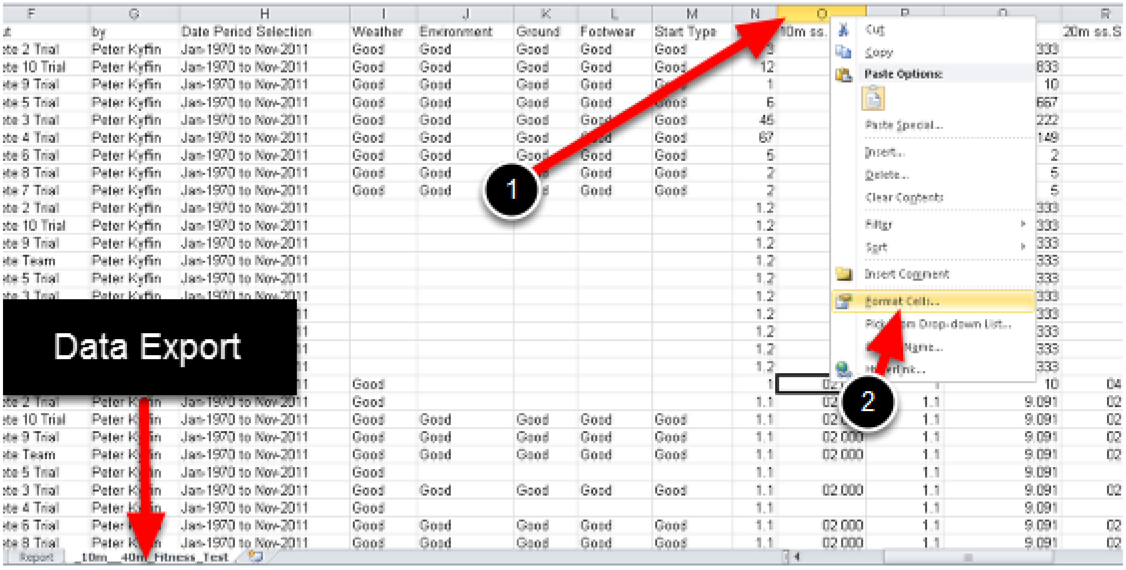


Many Excel Reports use Pivot tables or Pivot Charts. These need to be formatted correctly. Set up your excel report to include the report Type, Dates and Data you require then Generate the Report Template (as shown below)



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.

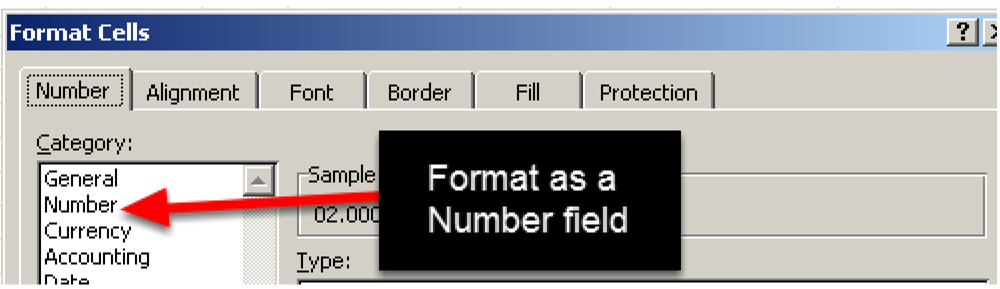


1: Right click on the Duration field or Duration calculation column. For this example, we are selecting the 10m sprint duration.

2: Click on Format cells

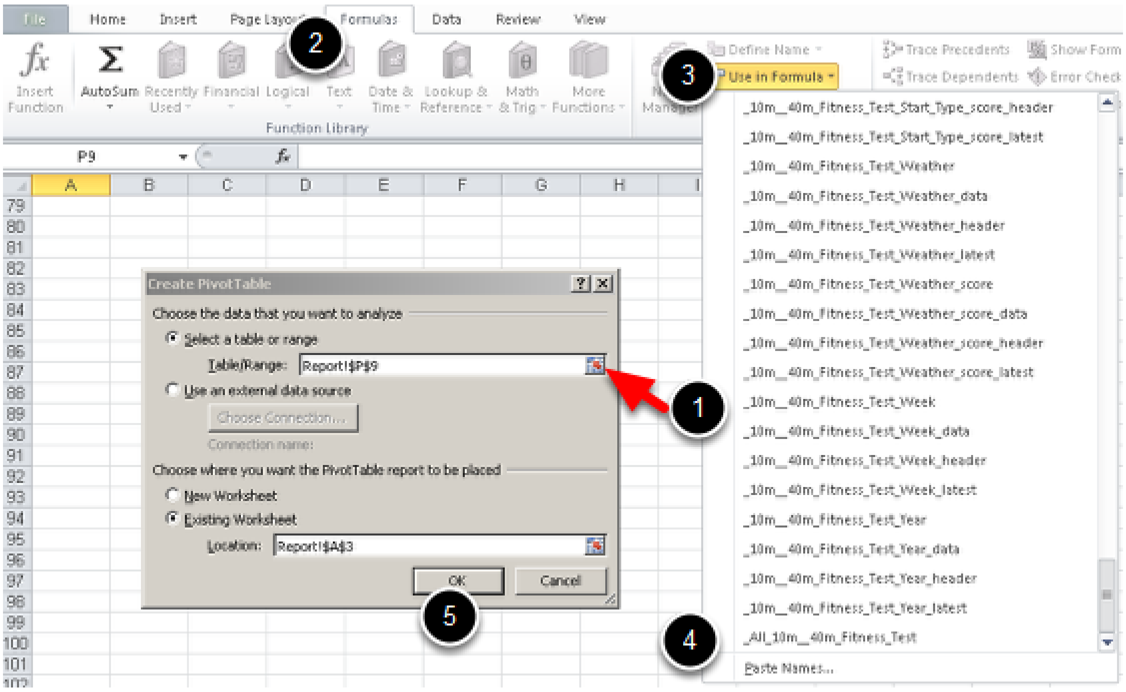
3: See the image in the step below

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

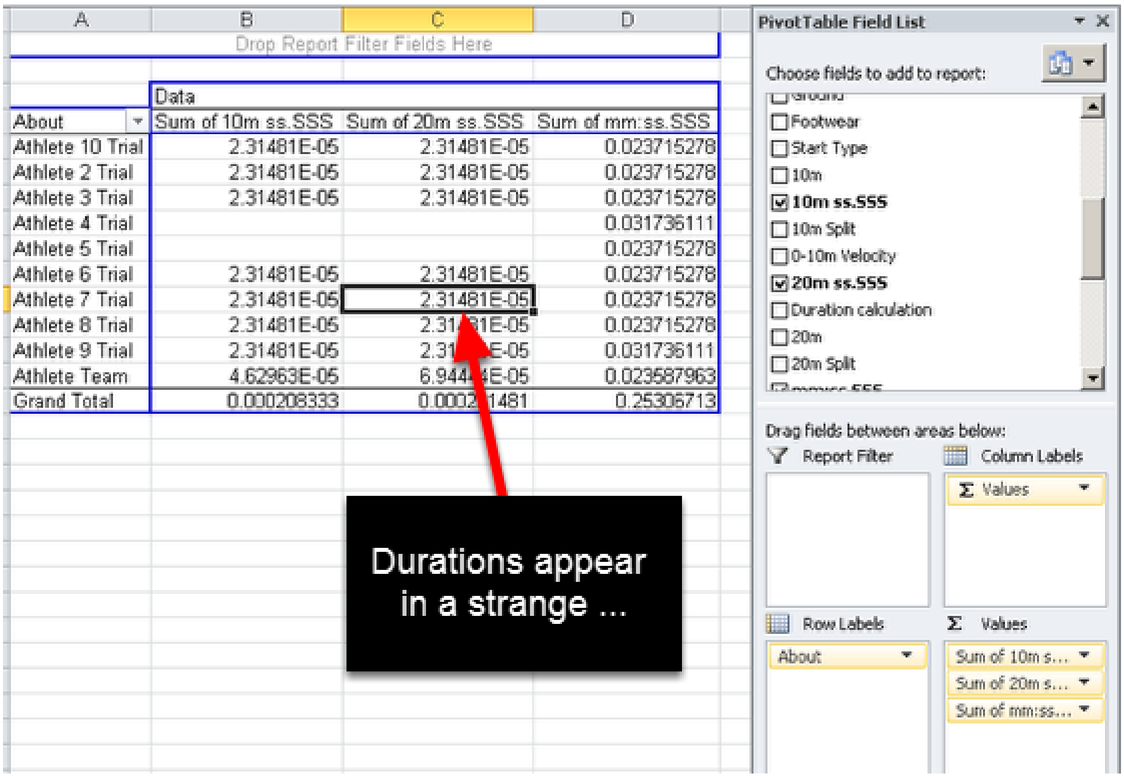
2: Click on the Formulas Tab

3: Click on "Use in Formula"

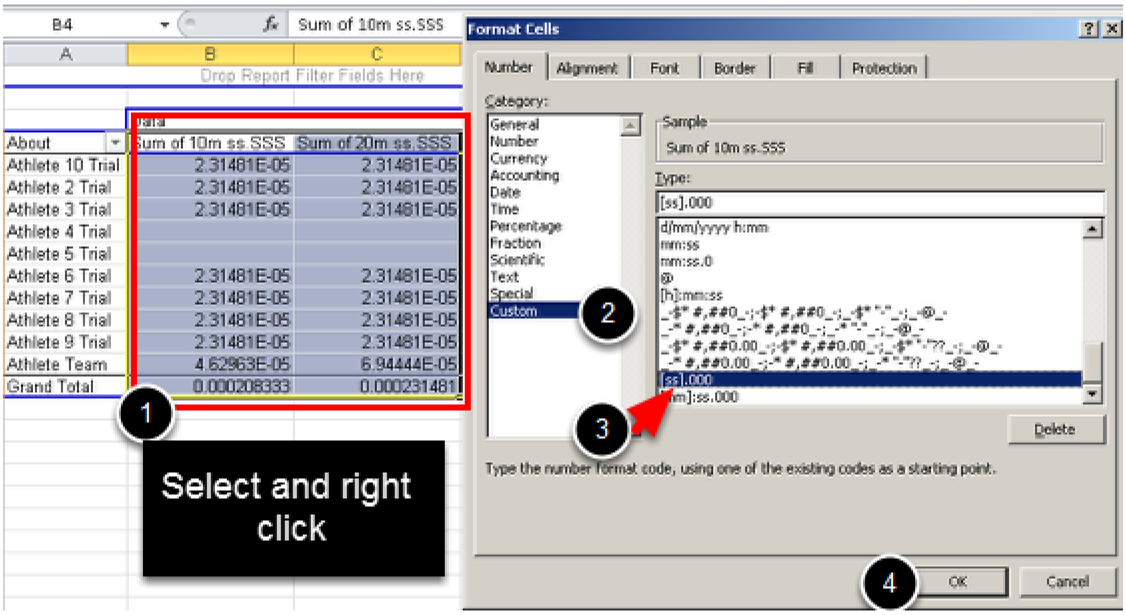
4: Select the All_ name to be able to use all of the fields from your form

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

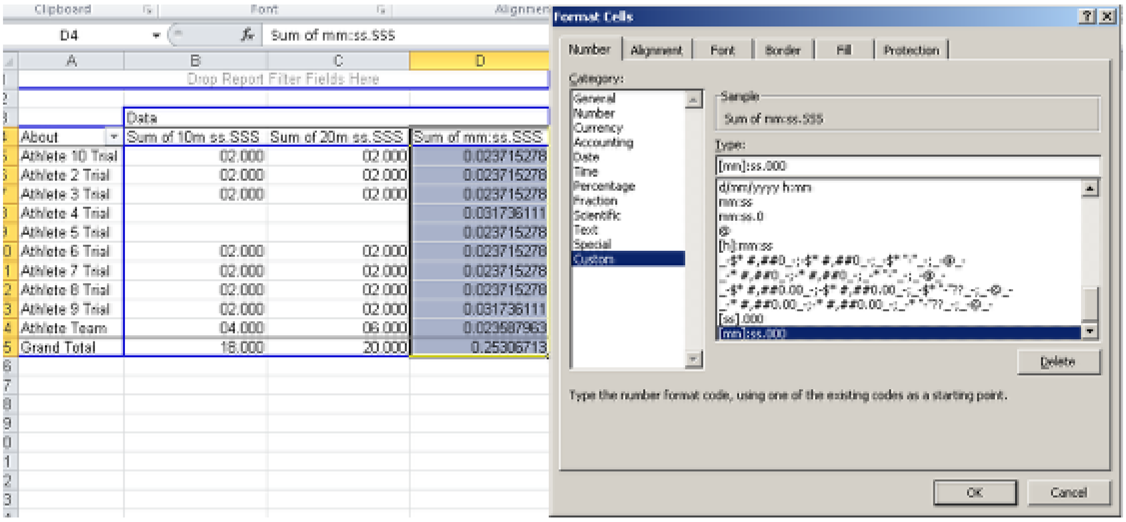


You need to select the Pivot table columns that are duration fields and then right mouse click and select Format Cells. Then apply the correct custom format (ensure it is the same as the format of the exported data in the data worksheet) e.g [ss].000 .

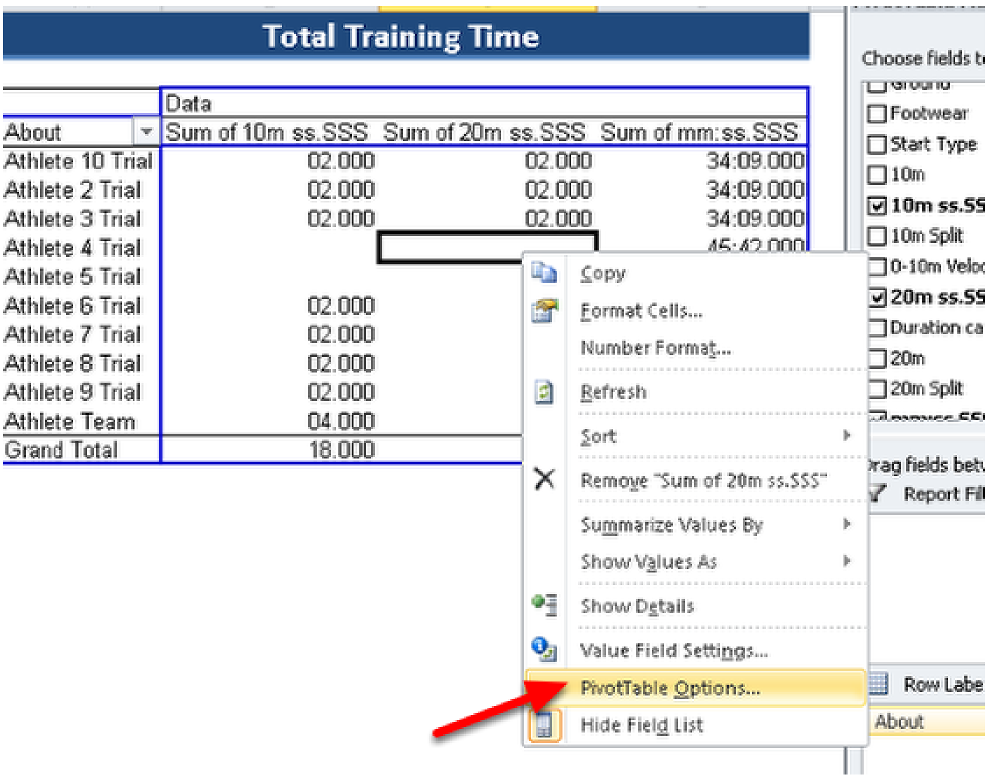


You MUST select a custom field with the [ ] around the duration to ensures that if you are summing durations in a pivot table, then the answer will calculate and show all of the duration field correctly. If you use a ss.SSS format (without the [ ]) and the sum or average goes above 60 seconds, then ONLY 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.

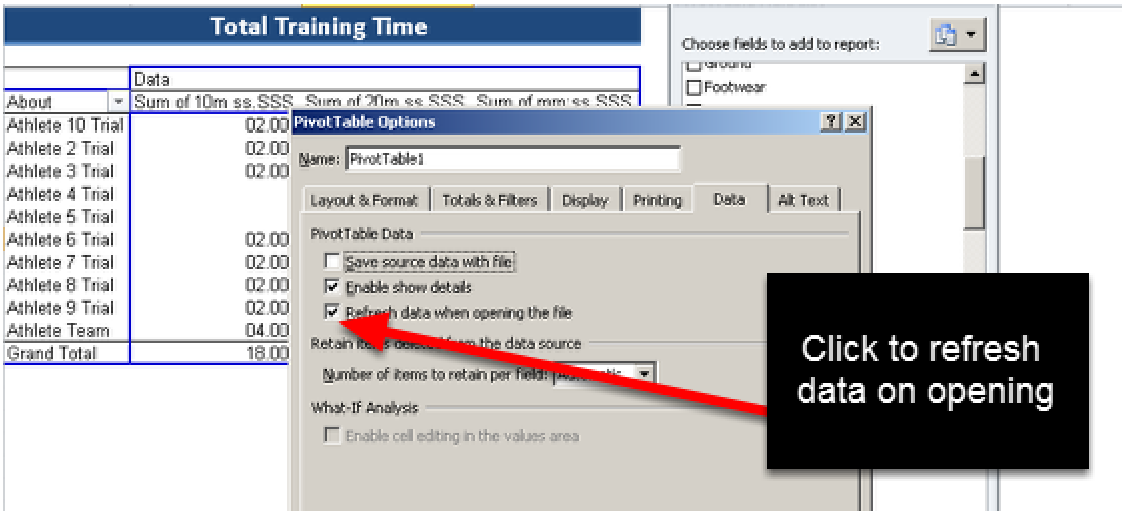
The cells will be formatted correctly. Update any other duration cells that you have in your pivot (this example shows the [mm]:ss.SSS being formatted)



Now, right mouse click on the Pivot Table and select Pivot Table options



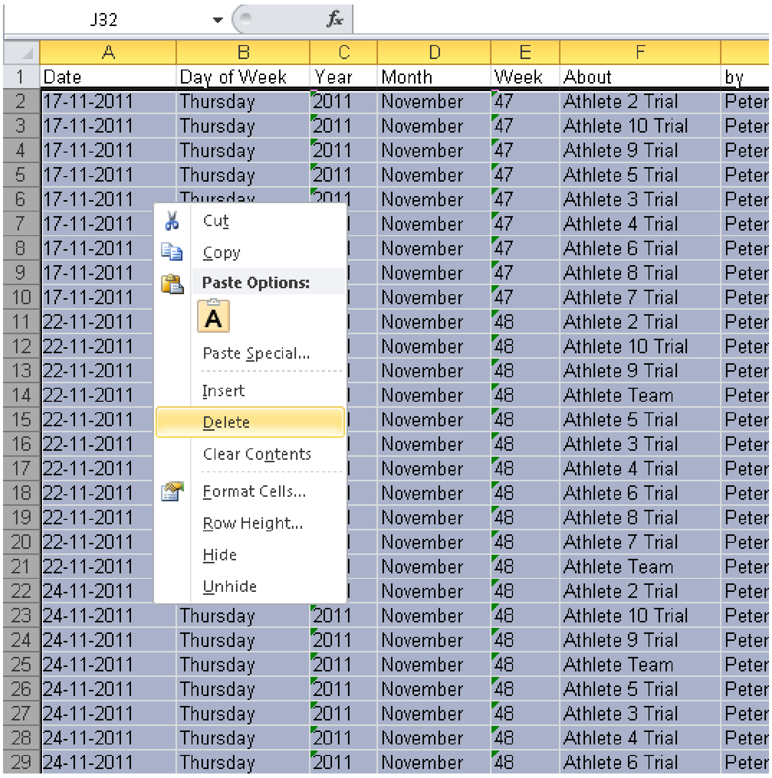
Ensure you select Refresh data when opening the file (or the data will not update) and click OK



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.

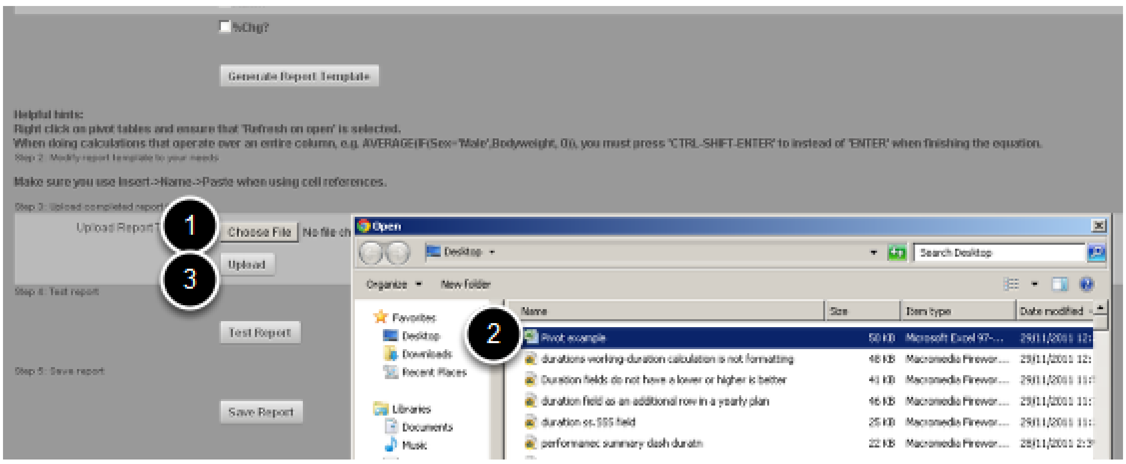
Delete the Data on the Worksheet tab (as shown here) and Save the Excel worksheet. Then upload the template back into the Excel Reports Page on the system (see the step below).



	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			November	47	Athlete 4 Trial	Peter
8	17-11-2011			November	47	Athlete 6 Trial	Peter
9	17-11-2011			November	47	Athlete 8 Trial	Peter
10	17-11-2011			November	47	Athlete 7 Trial	Peter
11	22-11-2011			November	48	Athlete 2 Trial	Peter
12	22-11-2011			November	48	Athlete 10 Trial	Peter
13	22-11-2011			November	48	Athlete 9 Trial	Peter
14	22-11-2011			November	48	Athlete Team	Peter
15	22-11-2011			November	48	Athlete 5 Trial	Peter
16	22-11-2011			November	48	Athlete 3 Trial	Peter
17	22-11-2011			November	48	Athlete 4 Trial	Peter
18	22-11-2011			November	48	Athlete 6 Trial	Peter
19	22-11-2011			November	48	Athlete 8 Trial	Peter
20	22-11-2011			November	48	Athlete 7 Trial	Peter
21	22-11-2011			November	48	Athlete Team	Peter
22	24-11-2011			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.



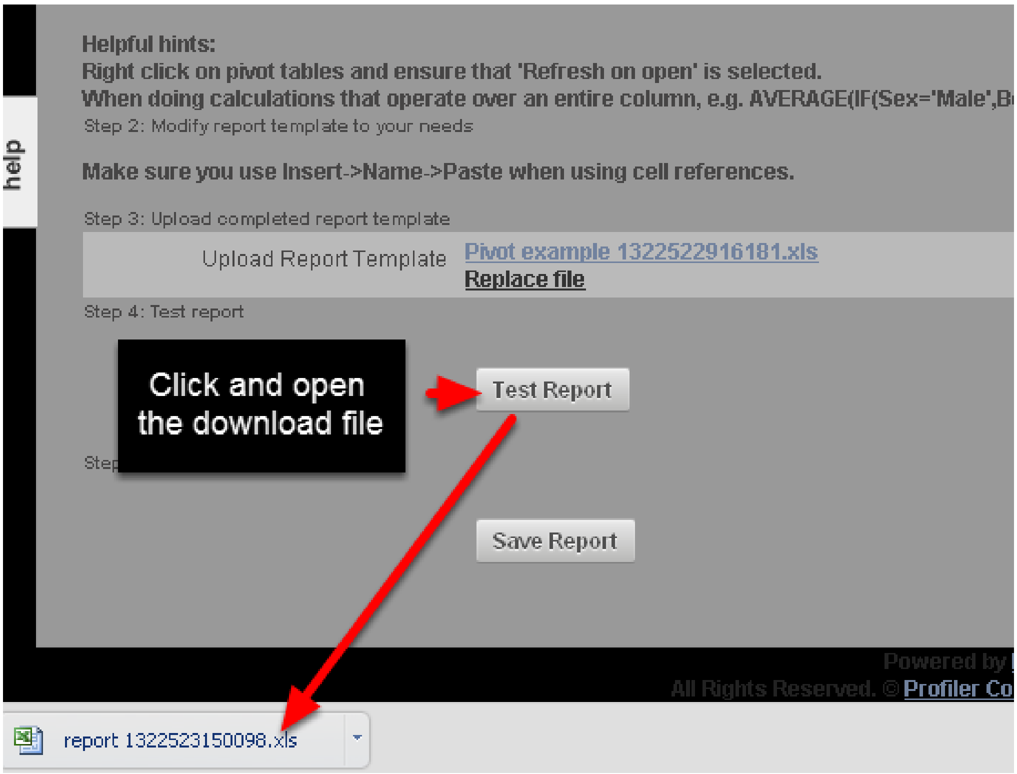
1: Now upload the template that has the pivot table in it by clicking Choose File

2: Locate the file from your downloads, or from where you saved the file

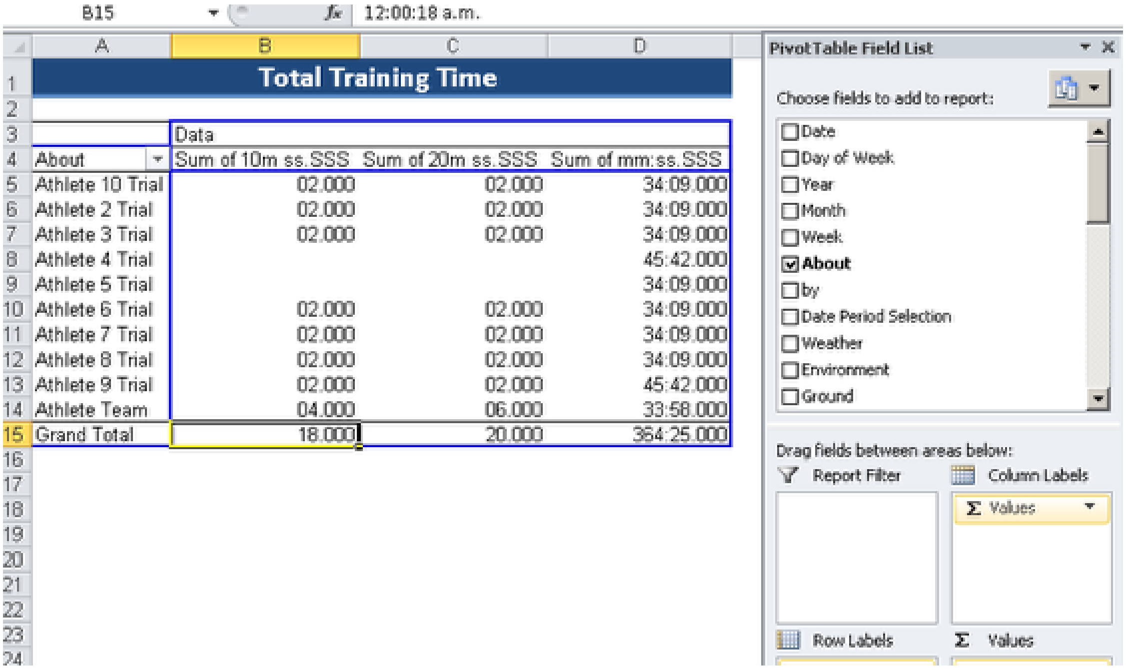
3: Click Upload to upload the template to the site

4: Test the report formatting (shown in the step in the image below)

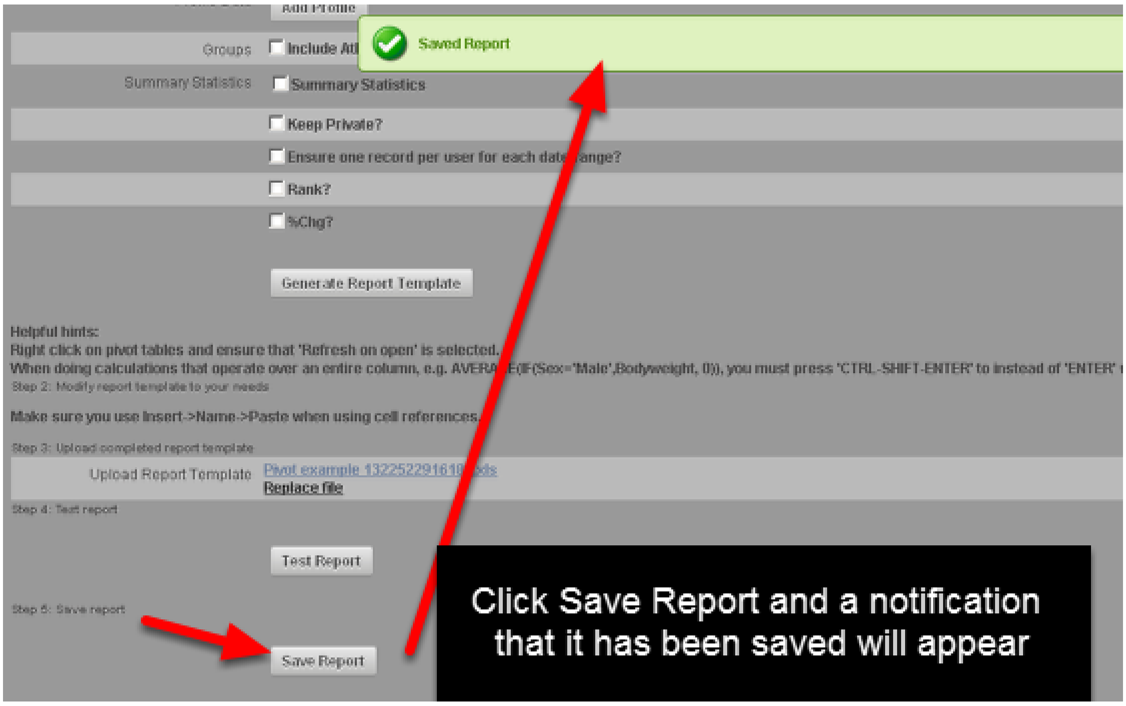
Test that the template is formatted correctly by clicking the Test button. This will generate a test Excel Report in your downloads from the template you just uploaded. Open the download and check the formatting is correct.



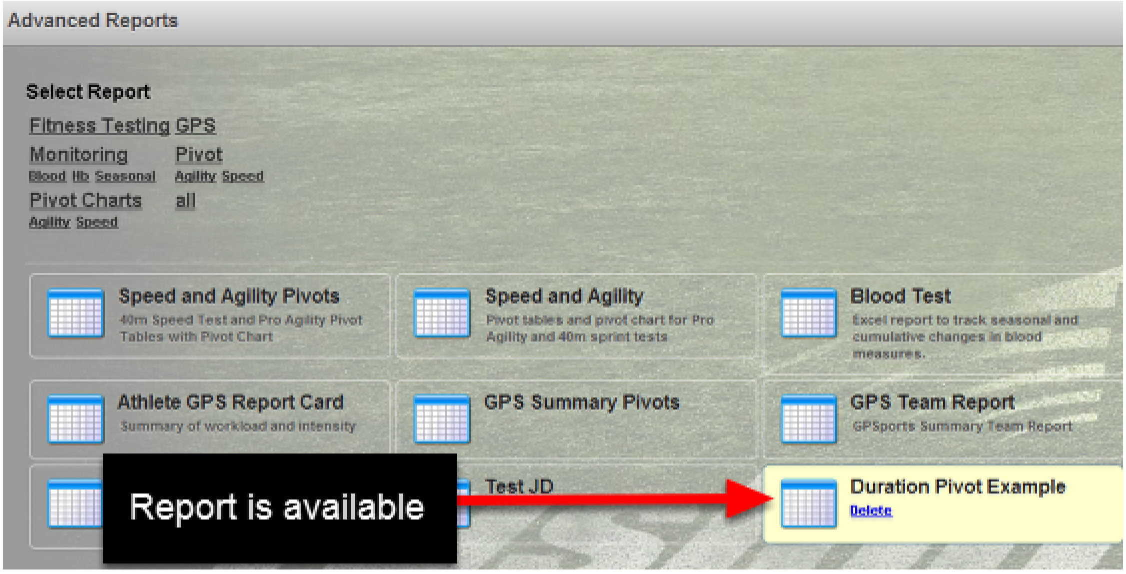
Ensure the formatting is being retained and that the file layout is correct. If it is not, update the original template and reupload it and test it again.



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 it formatted correctly (the pivot table, page layout etc).



The Report name and structure will now be available to run from the Excel Reports Page



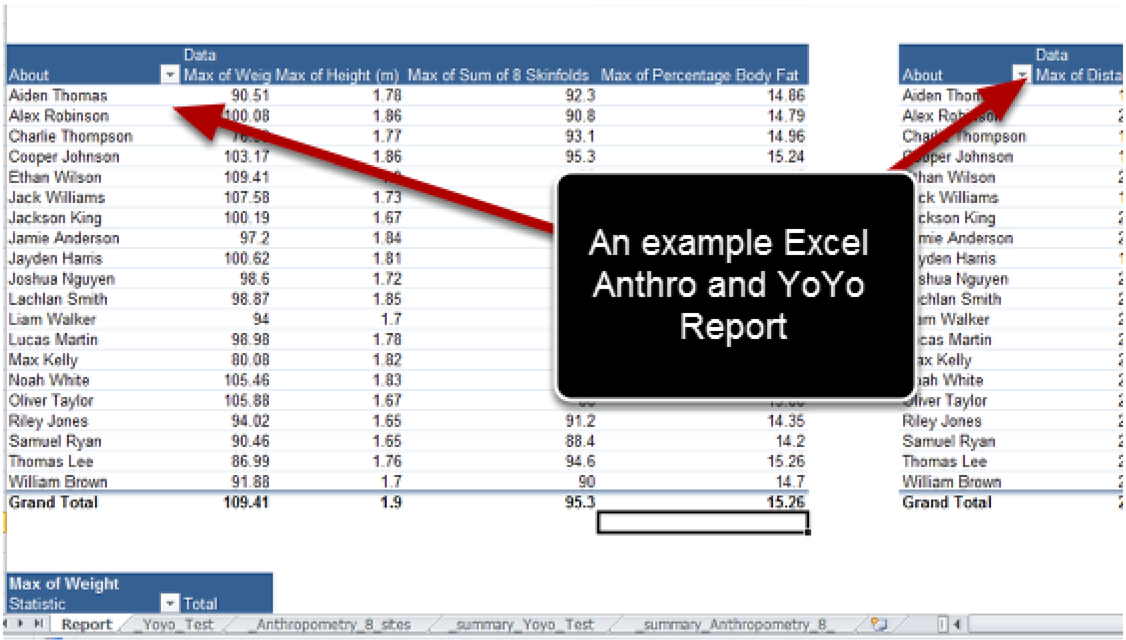
Offline CSV export to an Excel Report Format

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

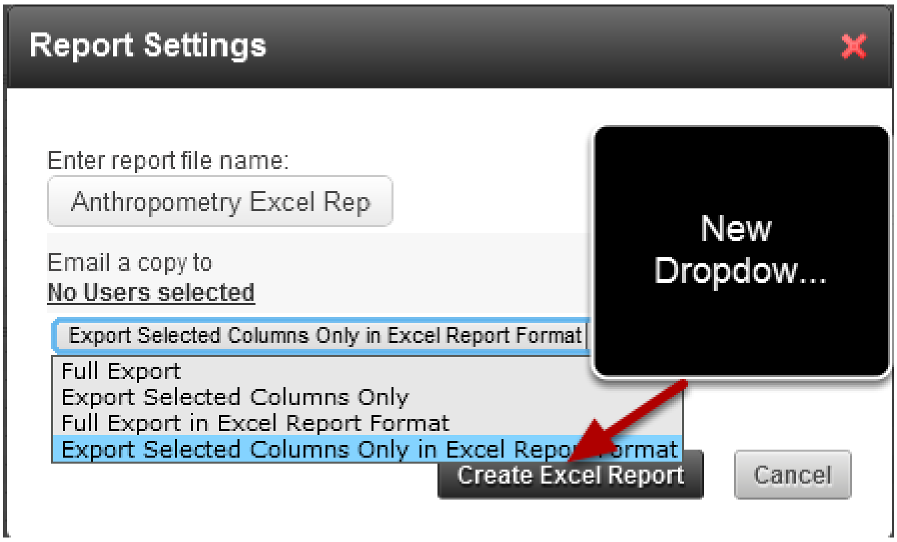


The image here shows an Excel Report that has been opened and needs to be updated with data entered offline. The example here shows an Anthropometry and YoYo Excel Report. Now go back to the system to generate a csv export of the data that is used in the Excel Report (e.g. the Anthropometry Event Form 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



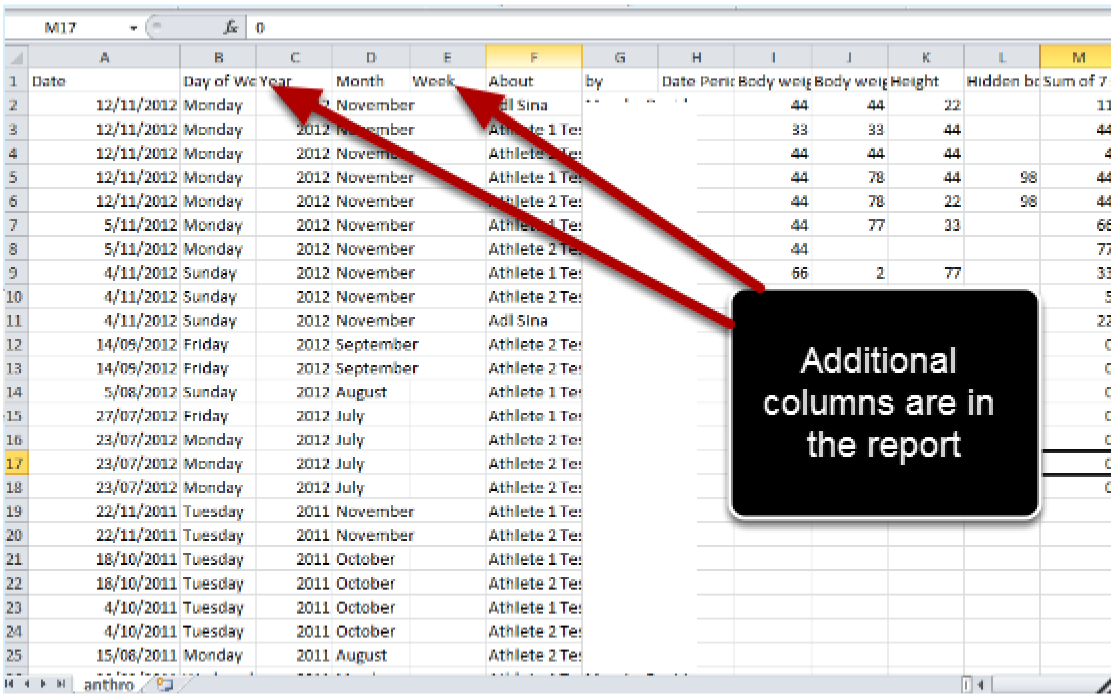
You can now select to export out all of the data in a column format that is the same as the data columns in the Excel Reports generated from the Excel Reports Module. This will download a csv. file:

-This could be Full Export in Excel Report Format

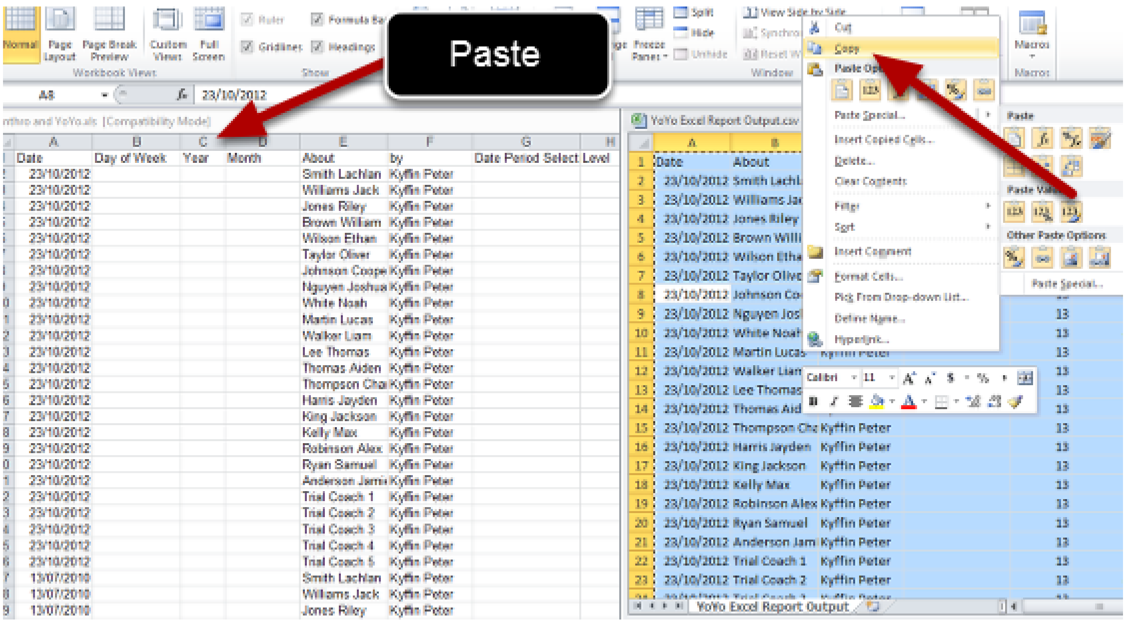
or

-Export Selected Columns Only in Excel Report Format

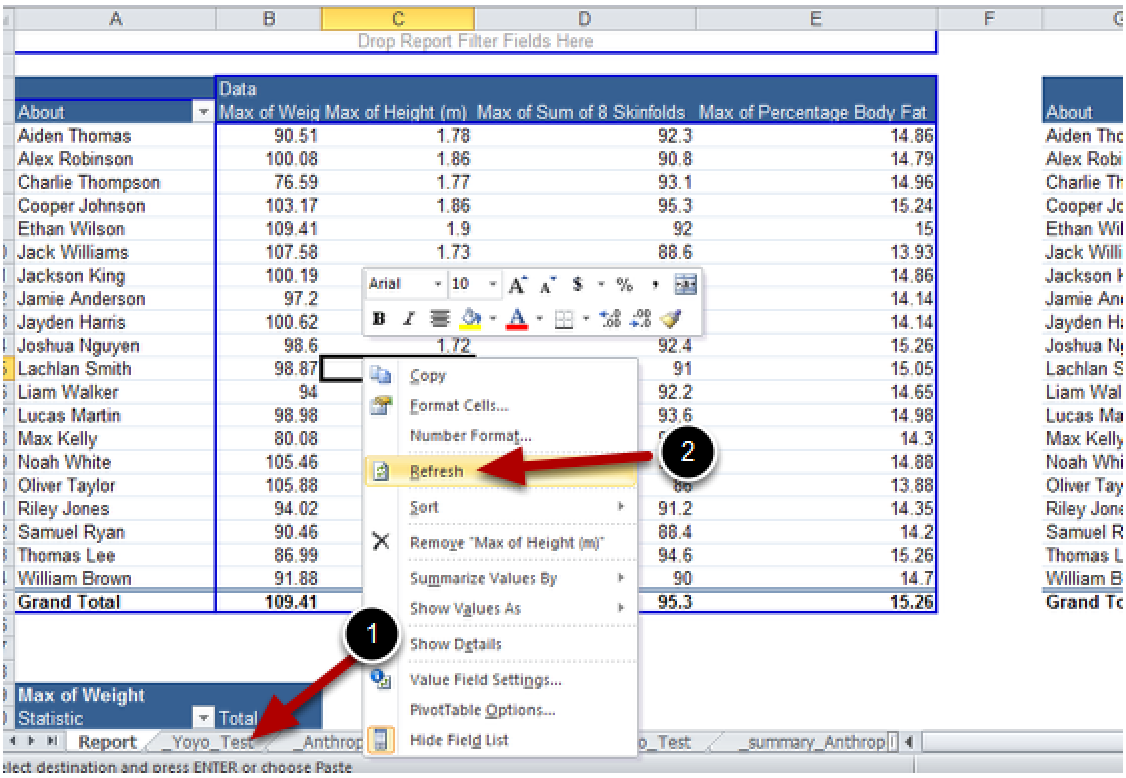
Open the csv output (as shown here), copy the data and paste it into the Original Excel Report



Copy the Data from the Report Output and Paste it into the Excel Spreadsheet



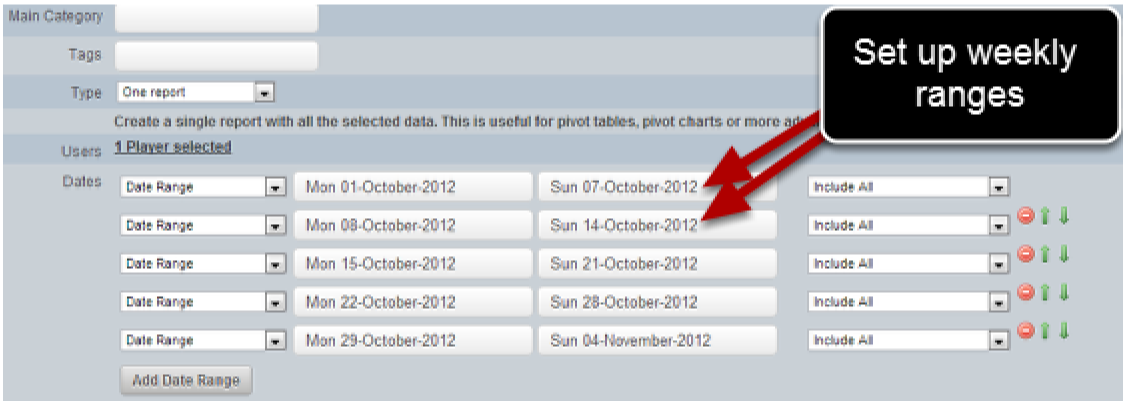
Once you have pasted in the Data Refresh the Report. If you need additional data from different Event Forms export it and paste it in



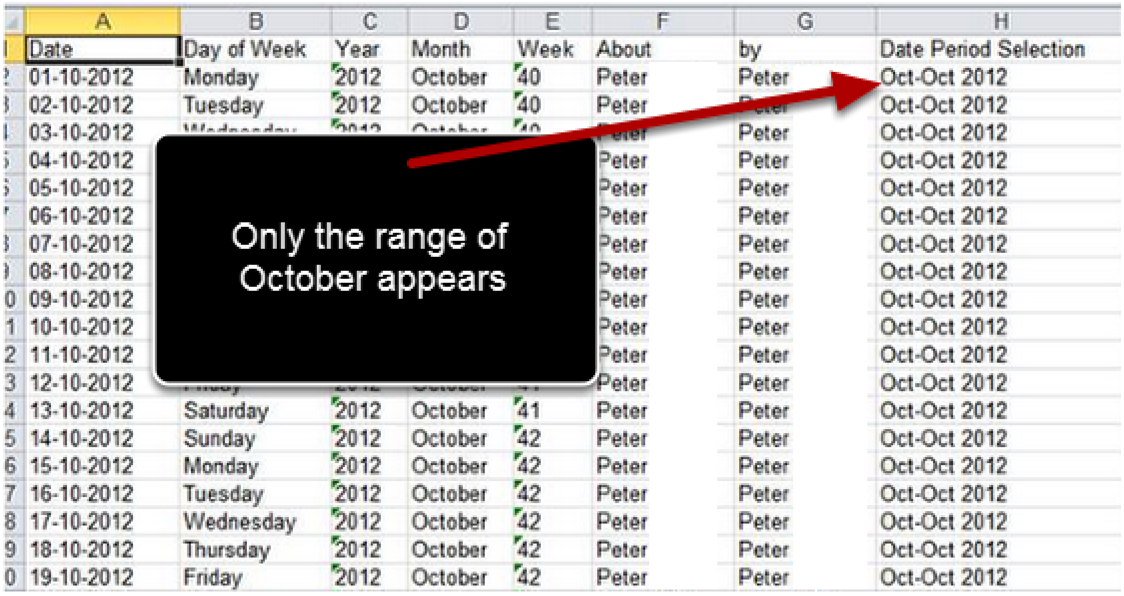
You should be able to copy and paste any data that you use from your exc

Date Range "Date Period Selection" Excel Report output enhancement

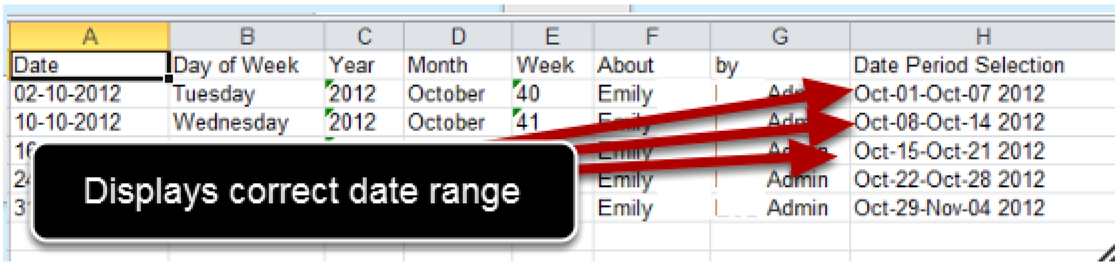
You could set up Date Ranges for a weekly period in an Excel Report. However, the csv export would only show the month for the date period (shown in the step below)



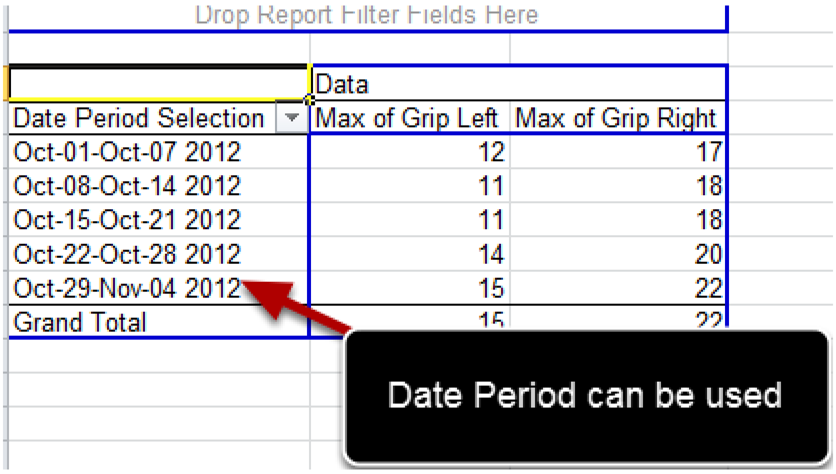
The output for the Date Period Selection would only show the Month (not the week), so you could not create pivot tables or charts using the Date Period Selection



Now when you do an Excel Report these periods will show in the Excel Output



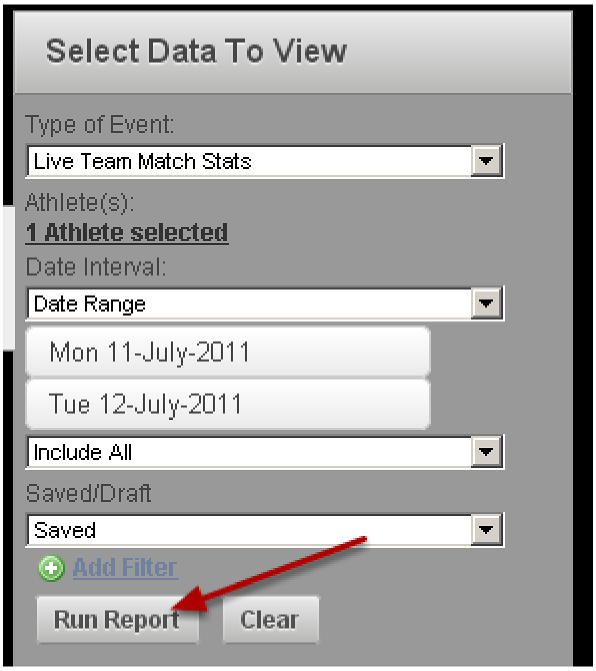
The Date Period Selection can then be used in pivot tables (as shown here) or charts to show performance trends



Live Data Reports

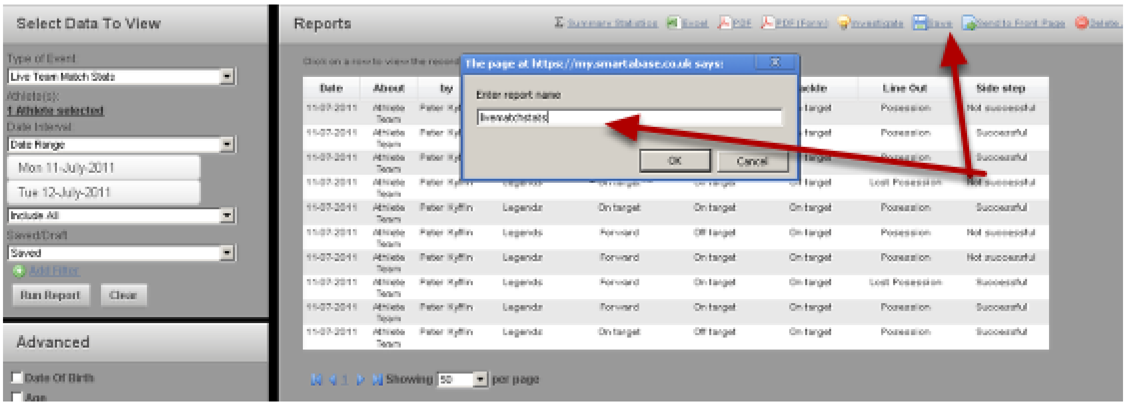
You can now generate reports that are updated live from data that you enter into your system. To do this follow the steps below:

Run a report on the Reports Module to include the data, or type of data that you want to use

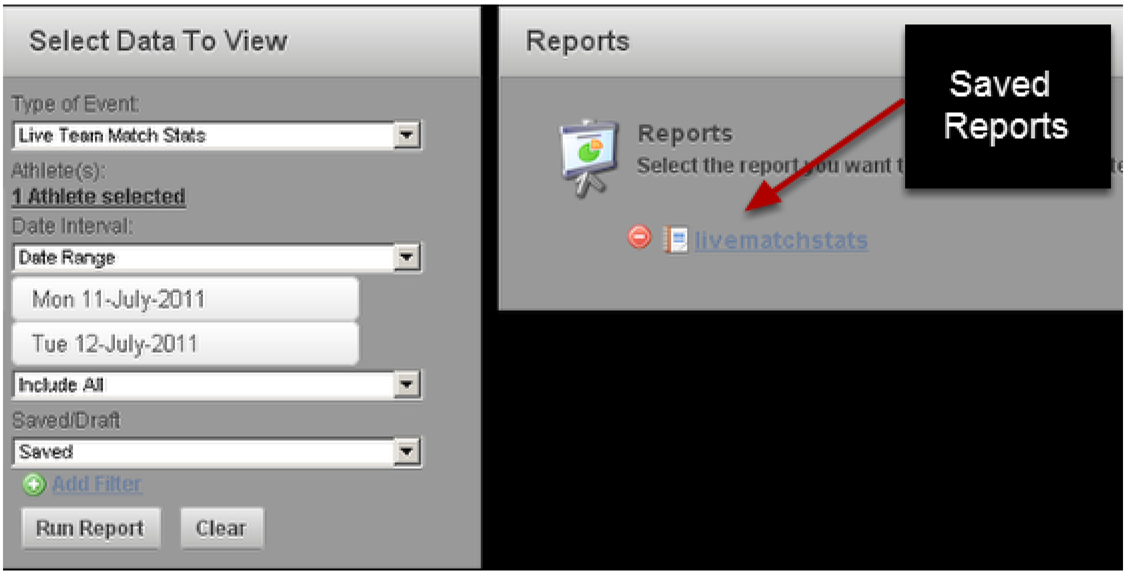


The example that we are using a very basic Scoring Event form that is updated live by someone in the system and it is entered for the "Team" athlete.

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"

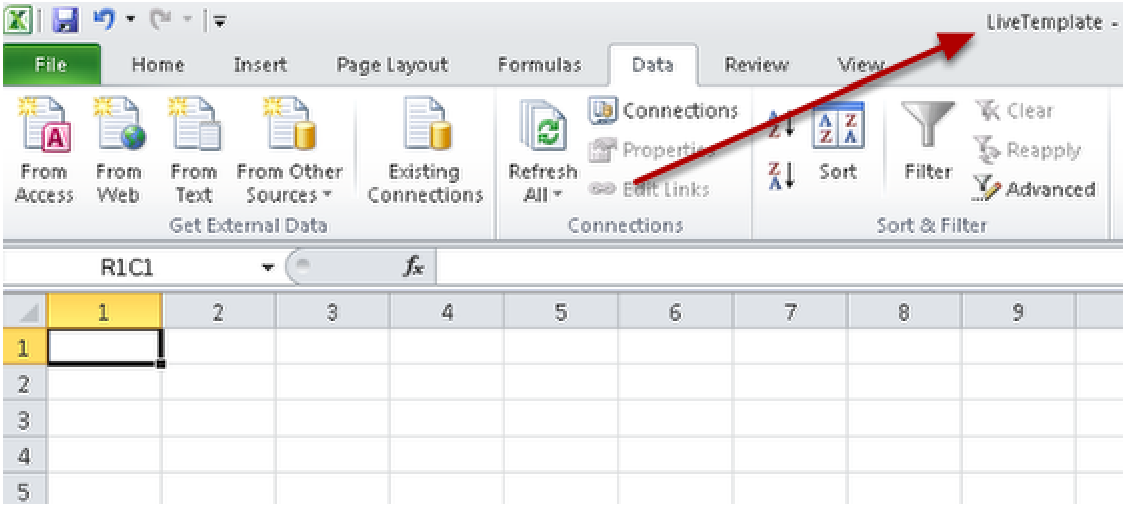


When you click on the Clear button, or when you first come back to the Reports page you will see that the report is saved



Remember the name of your report as you will need this to create an import using this exact name in the live excel report

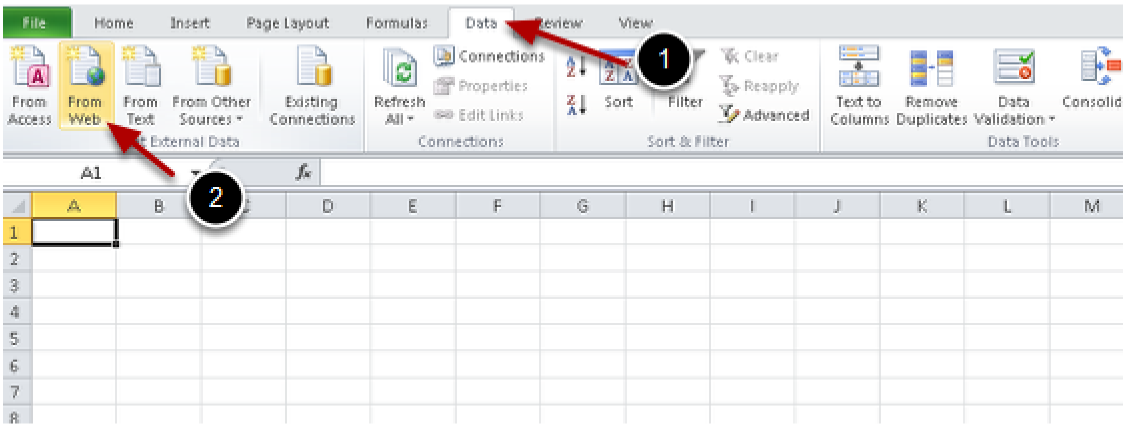
Download the template file for your excel reports- ask your distributor for more details on this



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

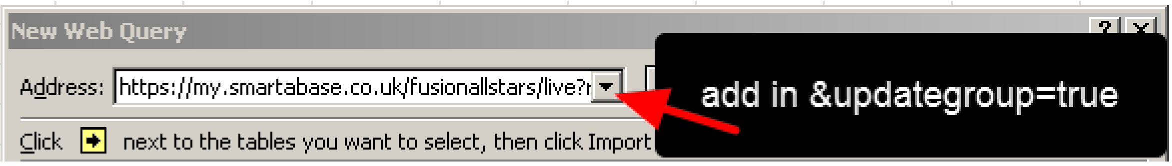
Type in the name of the site that you are logged into e.g. https://my.smartabase.co.uk/fusionallstars and you MUST add in "/live?report=reportname" and click "Go".

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"

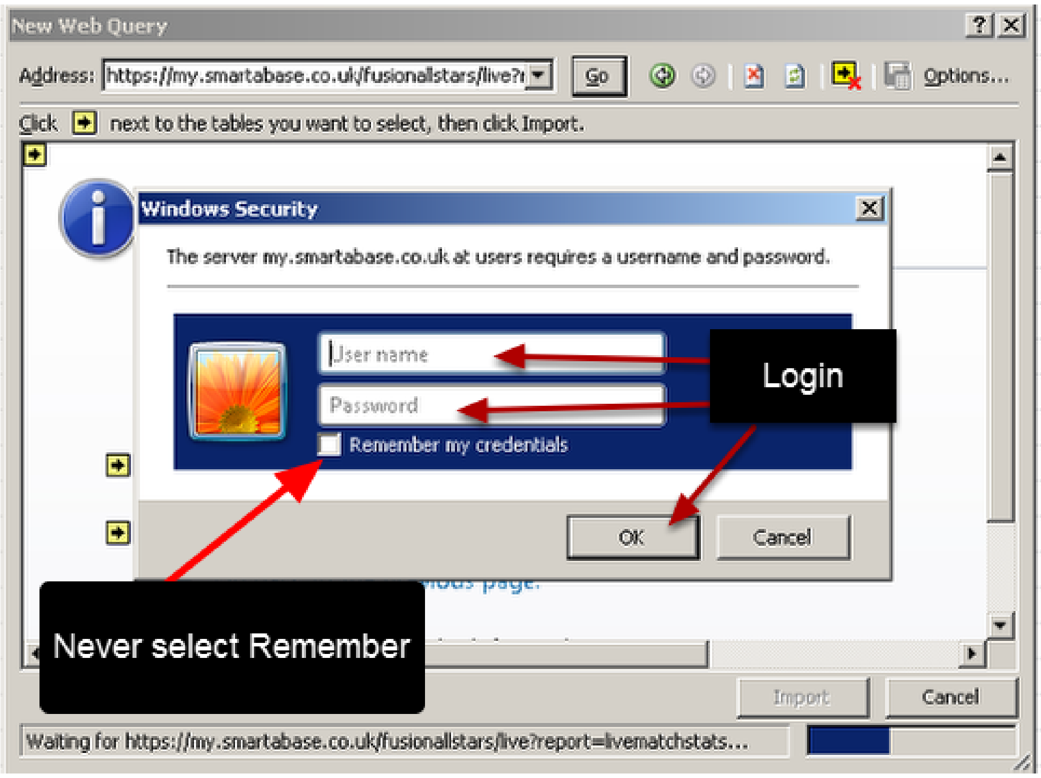
Having the ability to pull through additional athletes' data when they are added into the group can be achieved by adding in &updategroup=true



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.

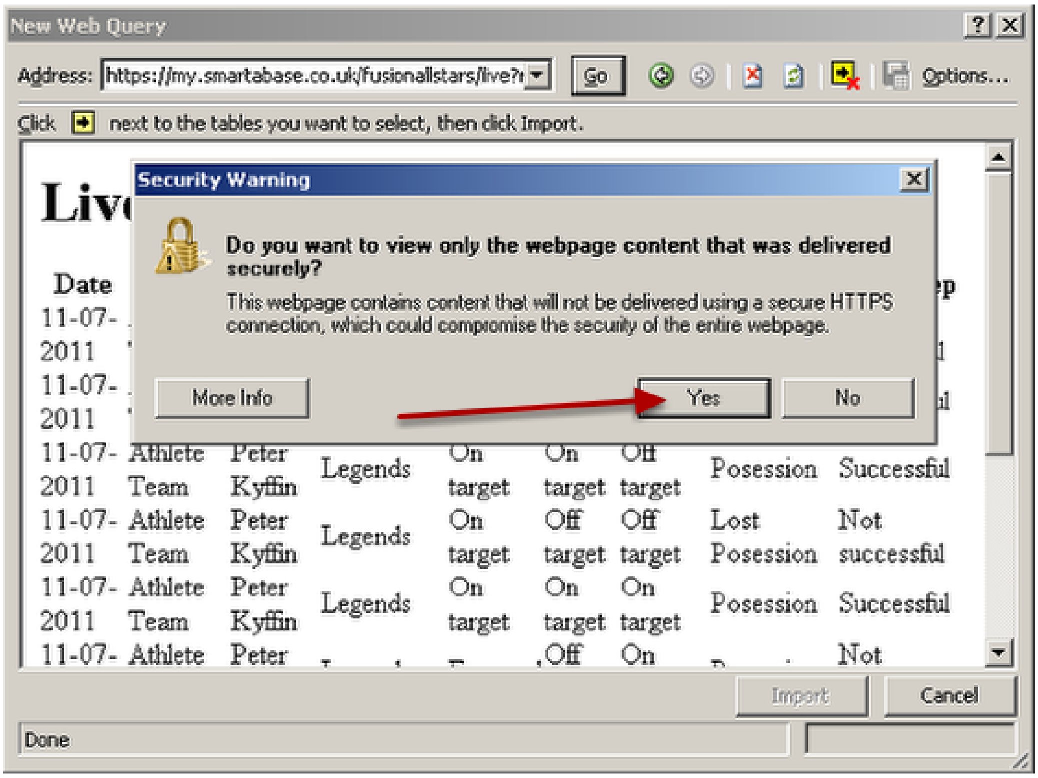
Once you have typed in the site and report name correctly, you will be asked for your username and password for the Smartabase site. Type this into the username and password section.



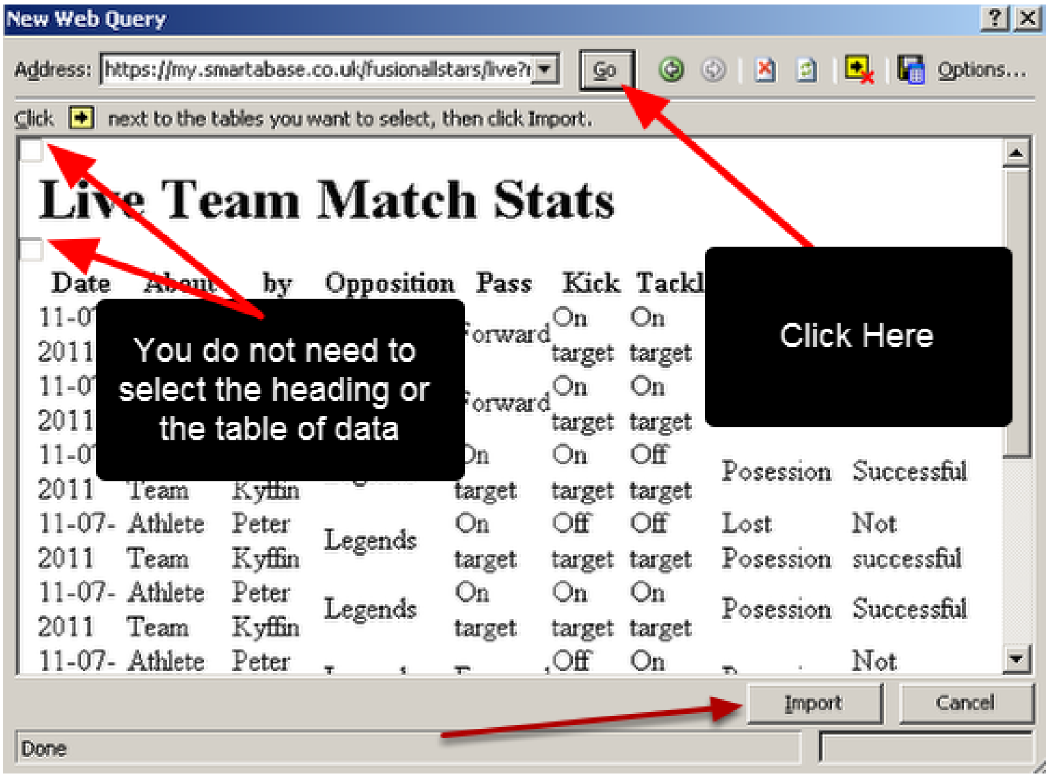
When you type your username and password into this section, you will be able to access the data directly from Smartabase. This means you don't have to be logged into the actual smartabase application to access the live data for this report, it is pulled directly from the Smartabase server.

N.B. For security purposes, never select "Remember my credentials"; if you do and you lose your computer this report could be opened!.

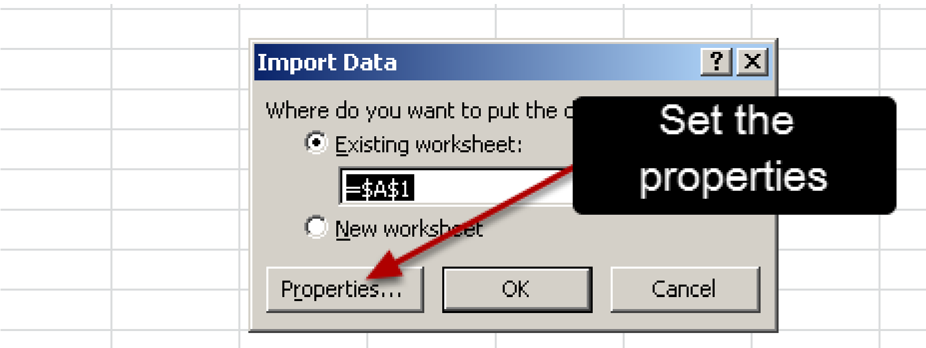
You may be asked about accessing the data from that Report. If this message below appears, click on "Yes"



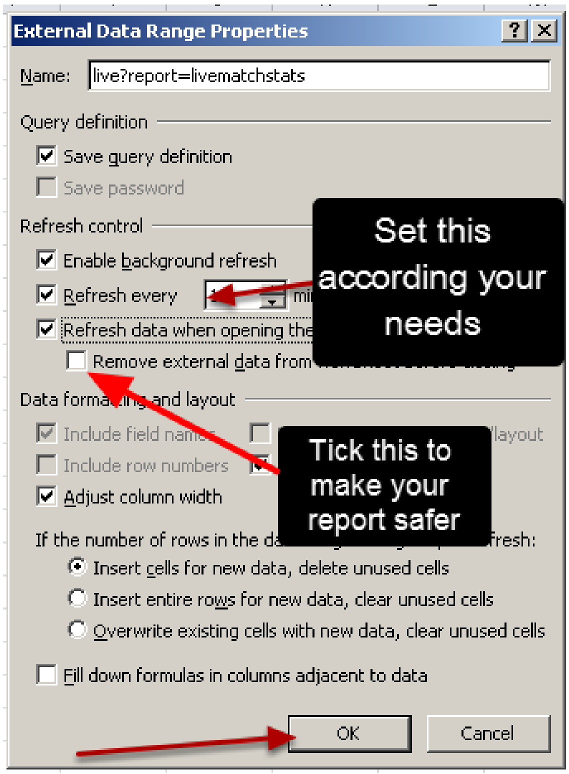
You will see any data from that report being pulled through into the window (as shown in the image here), then click Import.



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

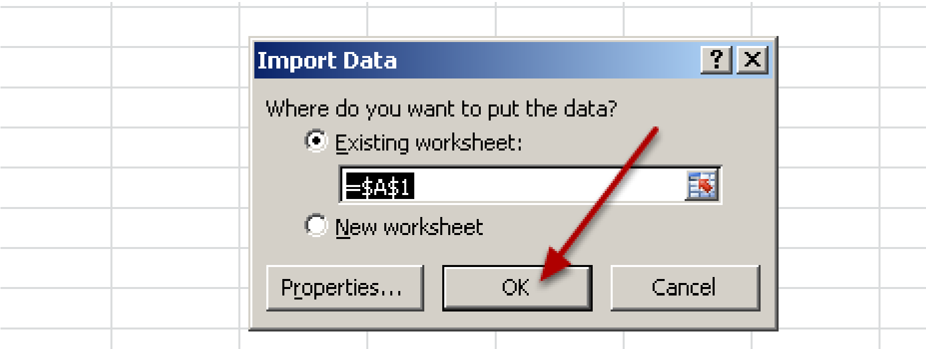


Make sure that:

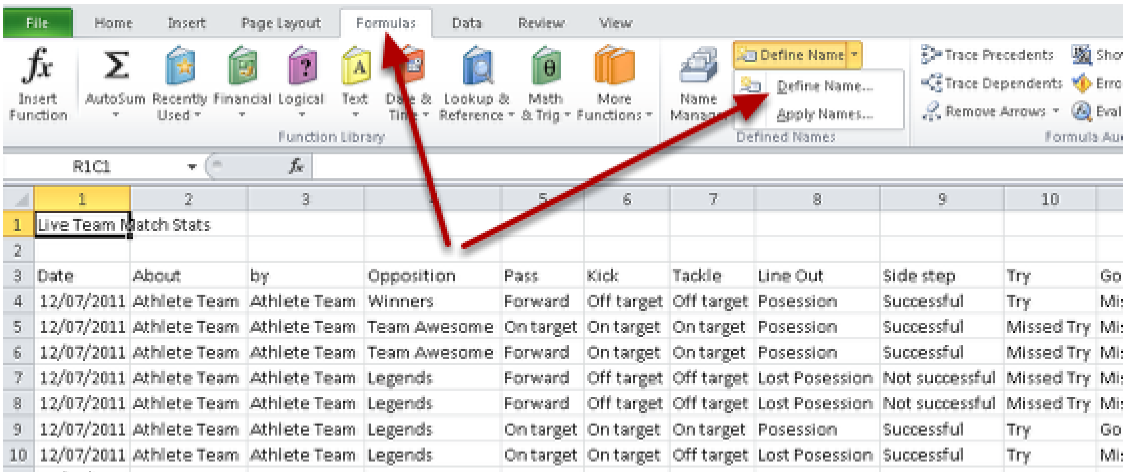
- Ensure background refresh is ticked (this enables you to use excel while the query runs)
- Set the refresh rate according to your needs; this is a balance between the amount of data you will accessing and the type of report you will be running
- If the refresh data when opening the file is ticked, 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.

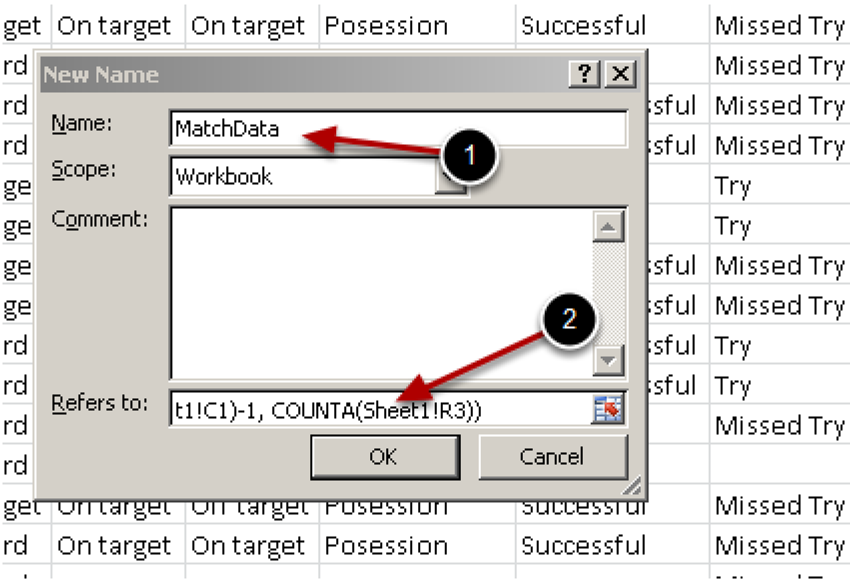
Now you can select where you want the data to import to (e.g. the sheet and page location) and you need to import them to Sheet 1 and click "OK".



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

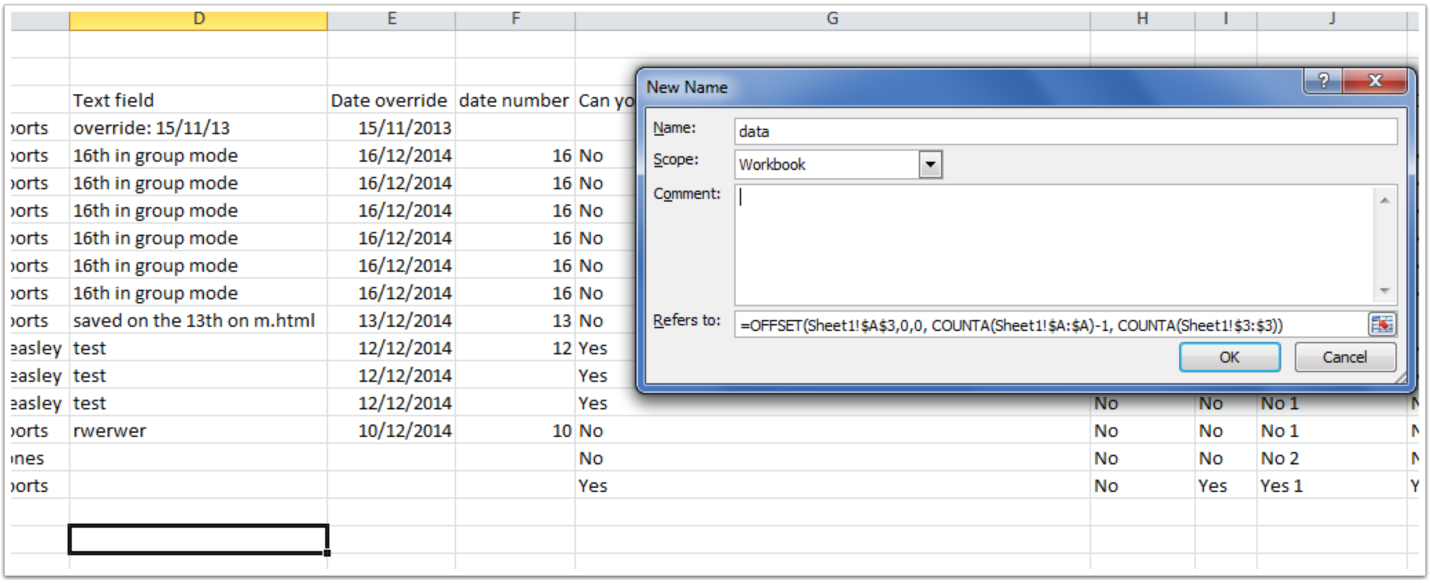
Note that this formula assumes that your source data is in a tab named "Sheet1". Change the references from "Sheet1" to the name of the tab your data is in if you choose a different sheet.

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.

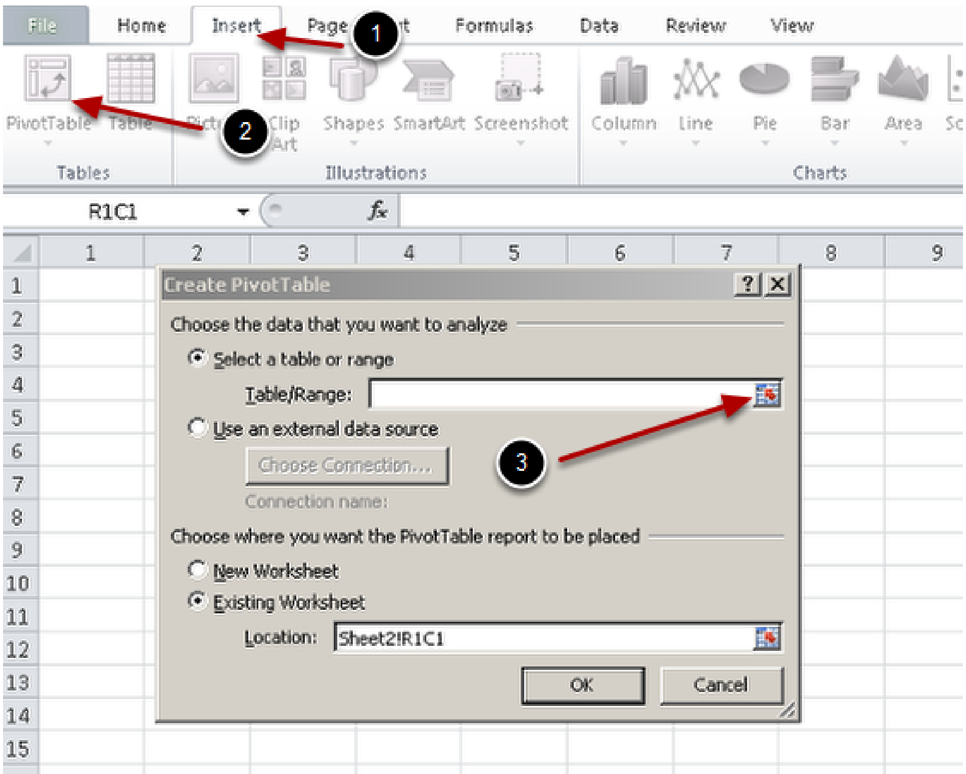
As an alternative, you can use the following cell reference

Some customers also use the following reference instead in the "Refers to:" cell selection area.

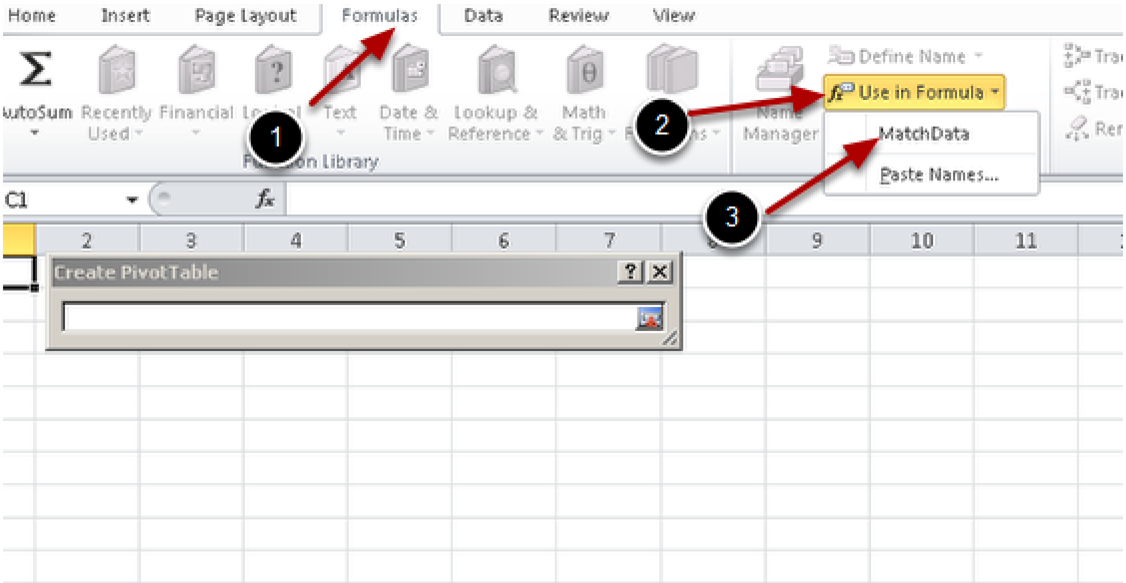
=OFFSET(Sheet1!A3,0,0, COUNTA(Sheet1!$A:$A)-1, COUNTA(Sheet1!$3:$3))



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)



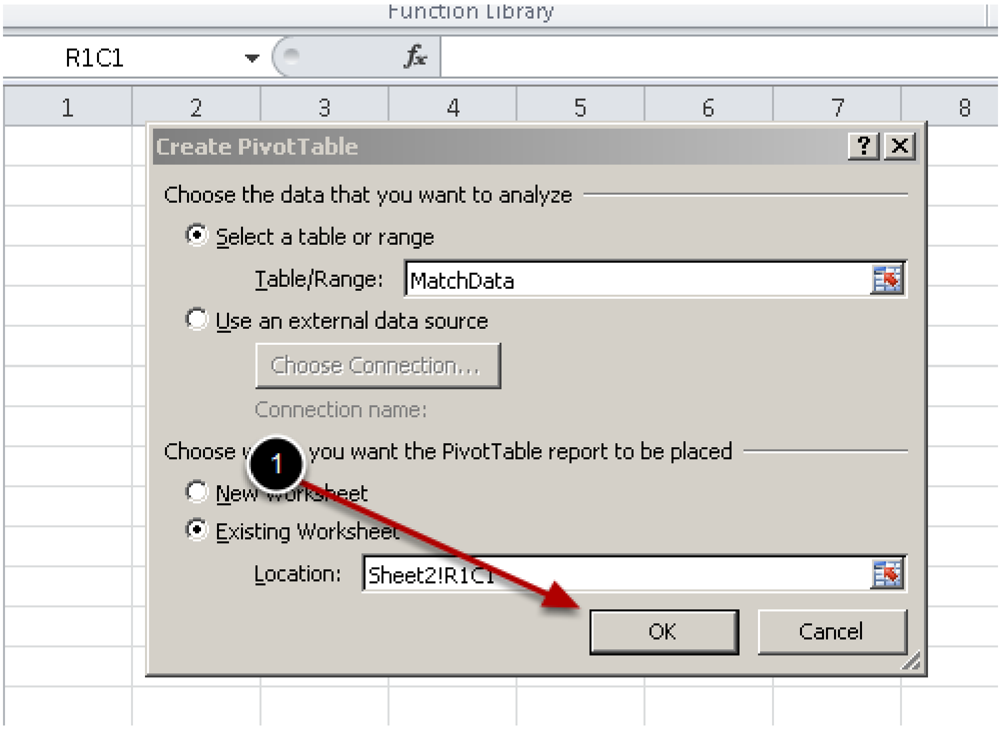
4: Click on Formulas

5: Click on "Use in Formula"

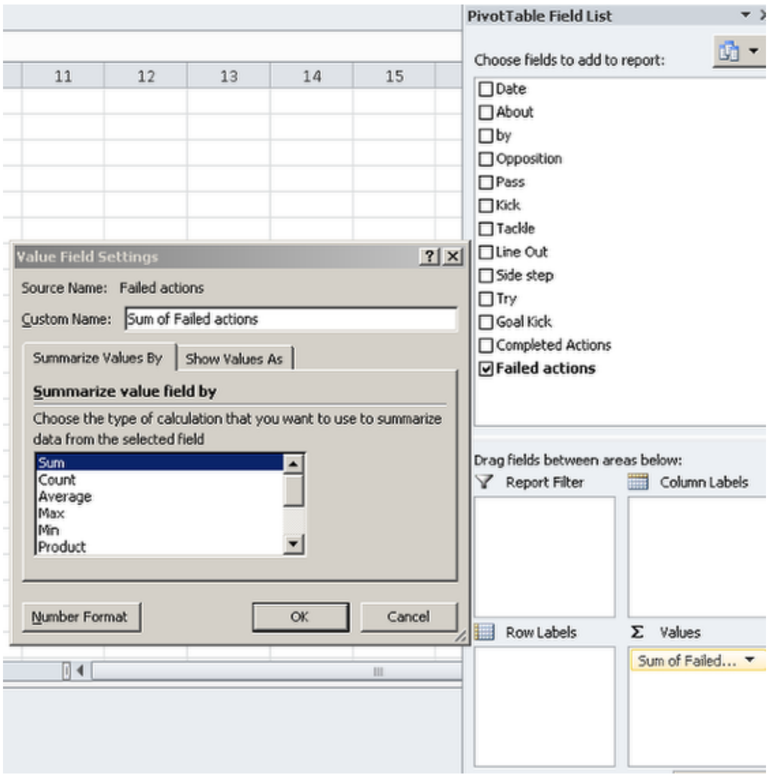
6: Click on the name that you had in the define name section (e.g. MatchData)

7: Click on the cell selection drop down box when the name of the cells appears in the "Create Pivot Table" text box.

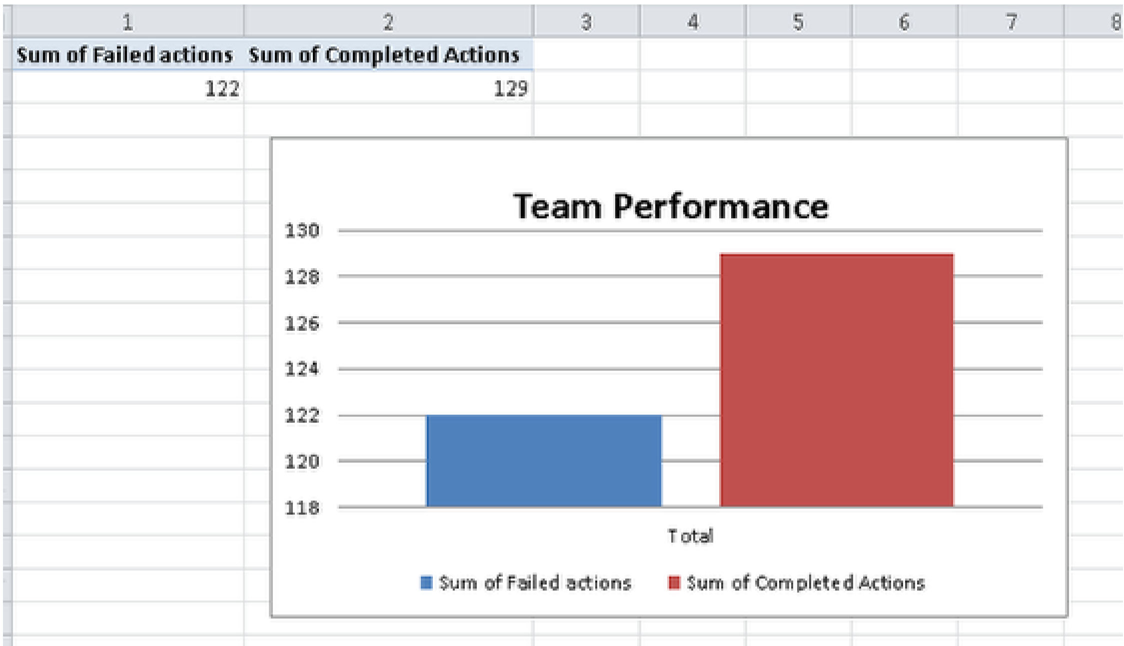
You will see that your cells are now selected as part of the pivot table, click OK



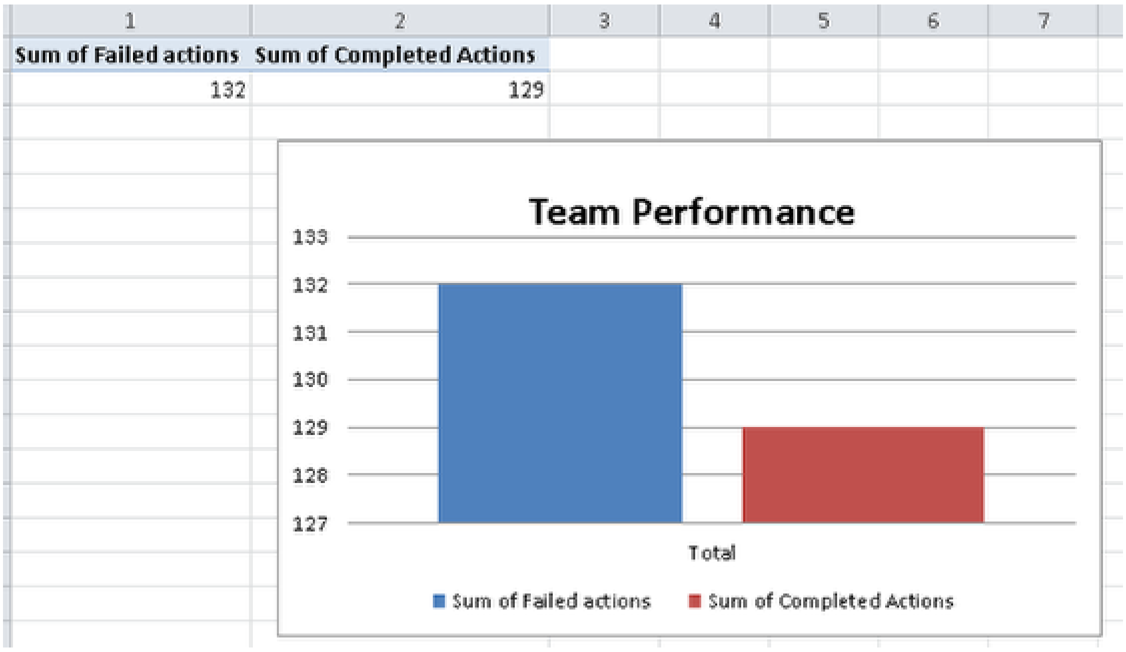
You can now create you pivot table/chart according to the columns/layout that you require



Now design your pivot tables and charts accordingly.

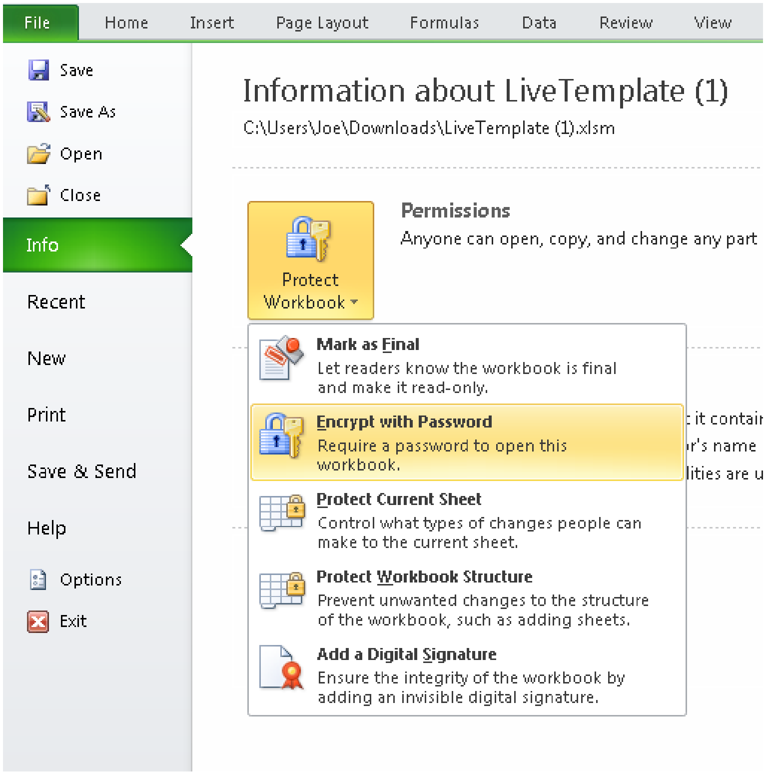


When ever any new data is entered into the system, this will get pulled through automatically every minute

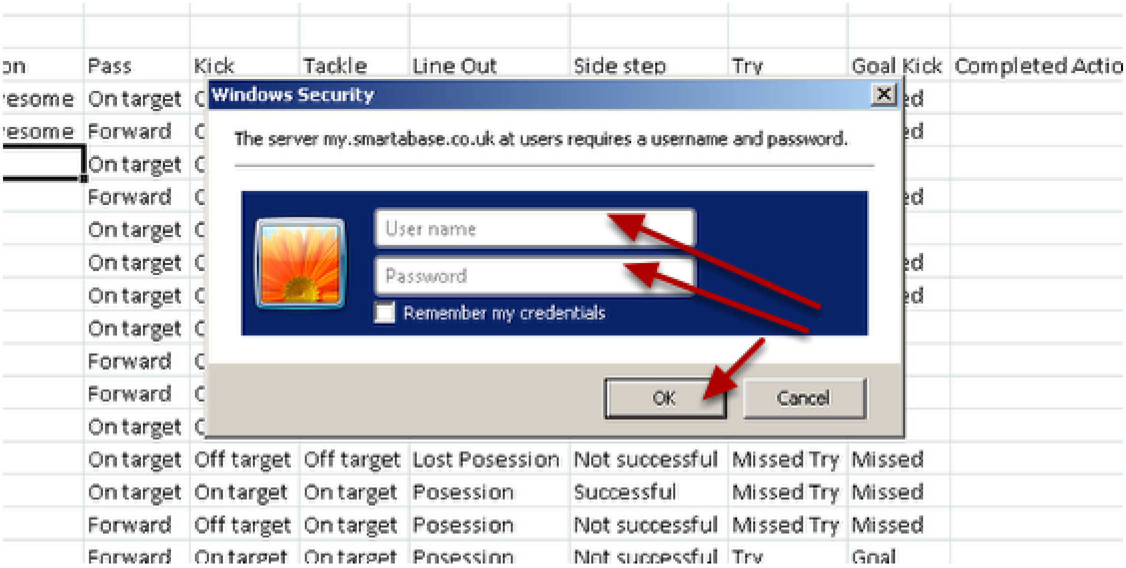


Even if you log off the actual website (e.g. smartabase.co.uk/fusionallstars), the data will still be imported into this report and any data entered into it will pull through every 1 minute.

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.



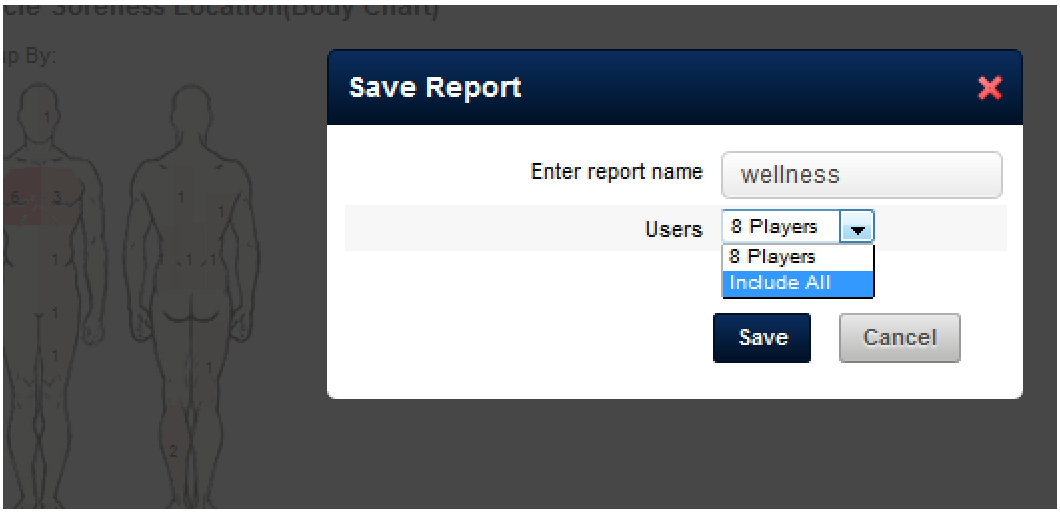
When you open the specific excel file that you have saved you will need to login again to the application to access the data.

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.

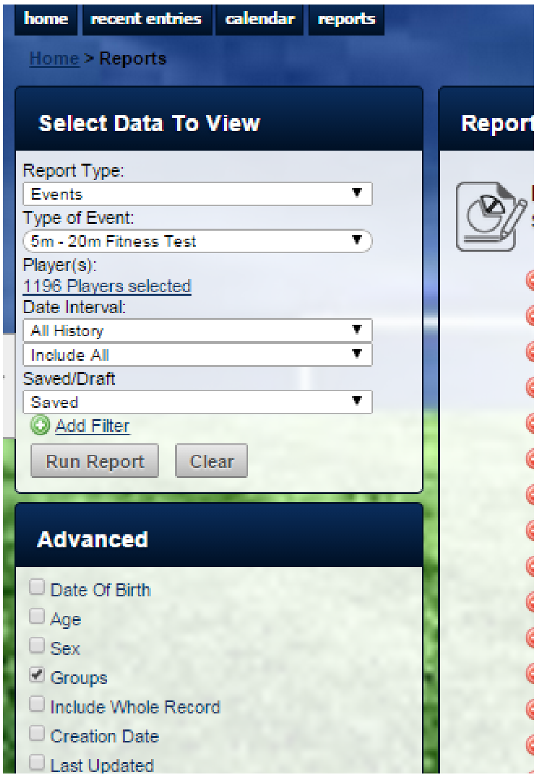
Do NOT set up live reports for data which could break data protection acts requirements such as Medical Data.

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.



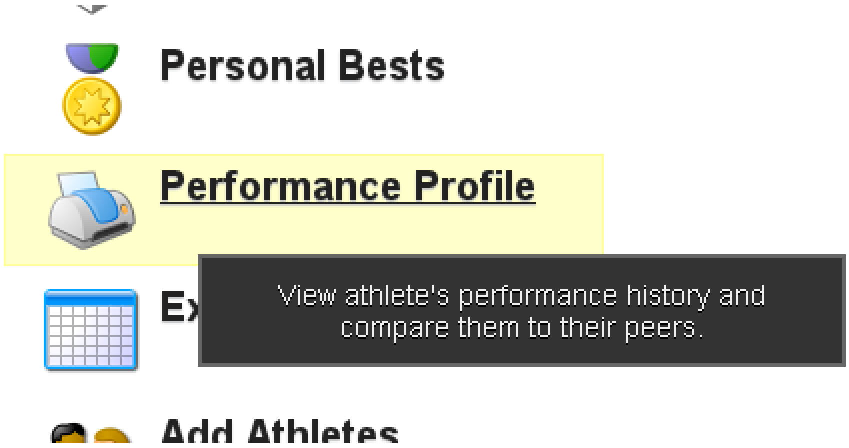
Because an athlete may be in multiple groups, the Groups are not pulled through into the live report. The workaround would be to add the groups to a profile / athlete information event form and linking this data into any live report.

Automatically Generated Reports

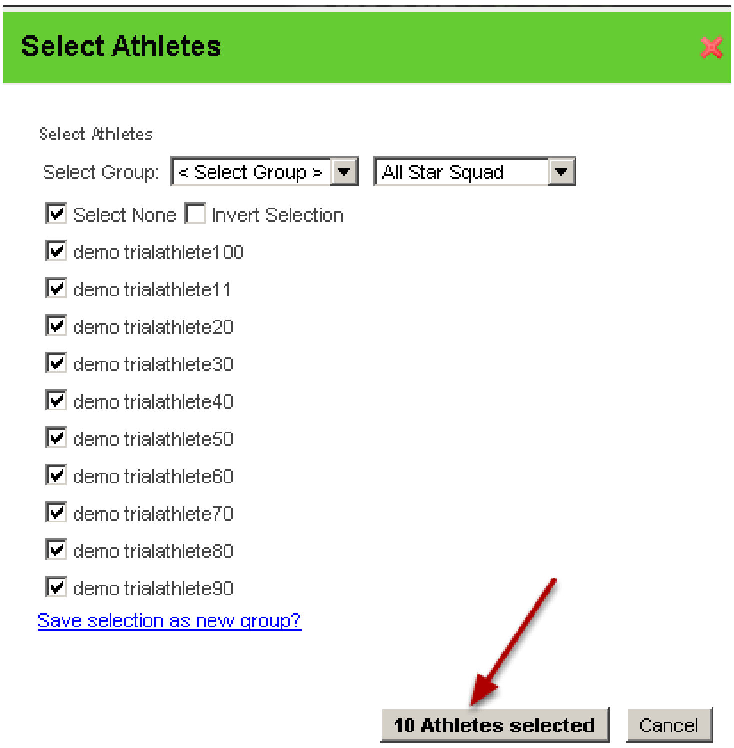
Performance Profile Reports

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

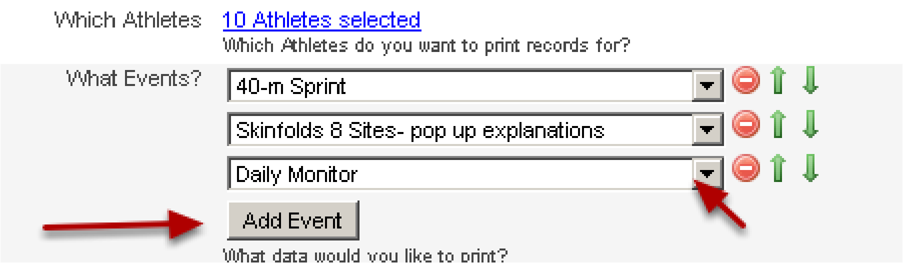
To Run a Performance Profile report that generates a unique report for each athlete as a pdf, click on Performance Profile



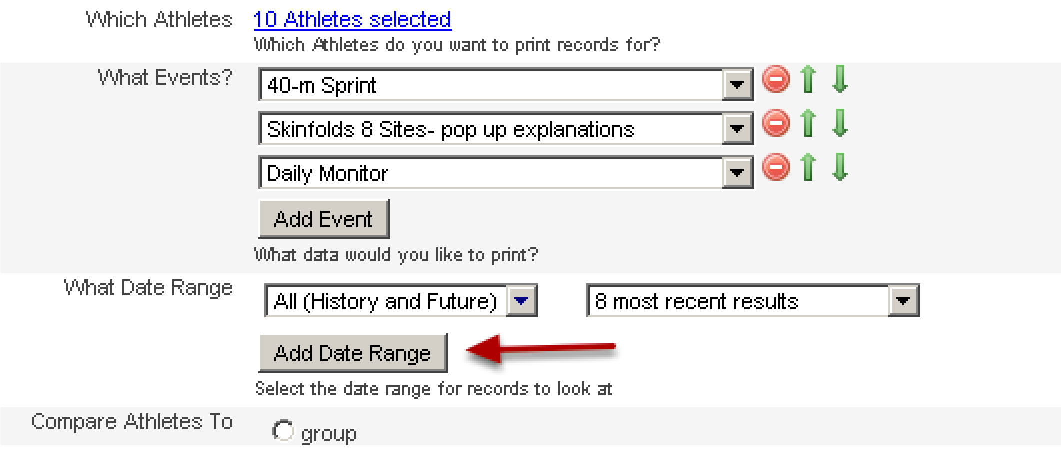
Select the athletes you want to include



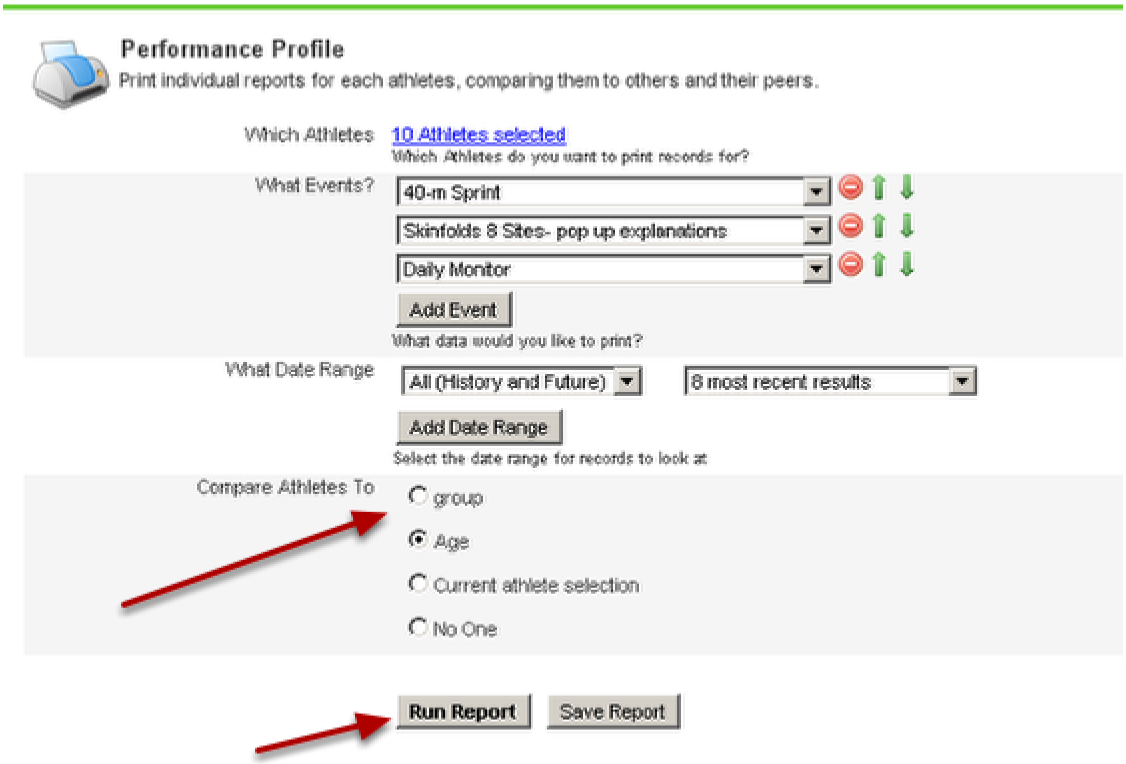
Select the Events that you want to include, and optimise the order to suit your needs



Select the dates, time period or number of entries you want to include in the report (you can choose multiple date ranges)



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



Compare To:

Group- compares the athletes data against a specific group of athletes

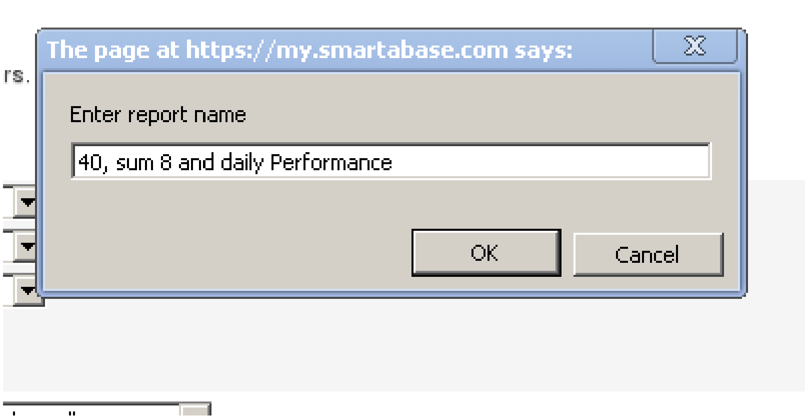
Age- Against their peers

Current athlete selection-Against the current athletes you selected at the beginning

No One- Against No one.

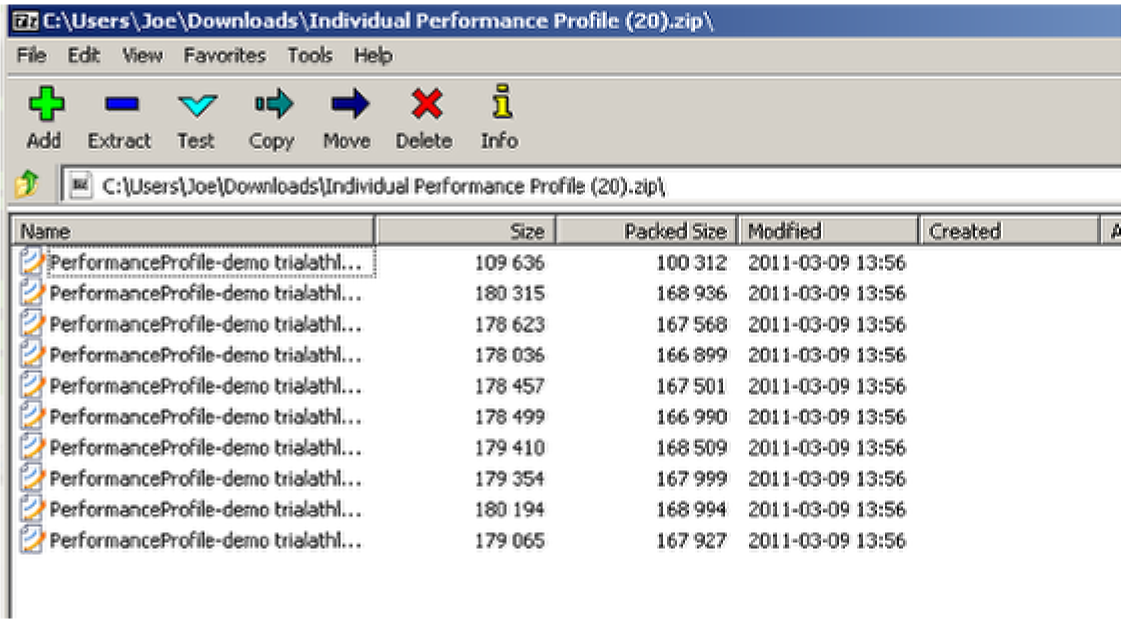
Click Run Report or Click Save Report to save these setting (as shown in the image in the step below)

Save and name, or just run the Report



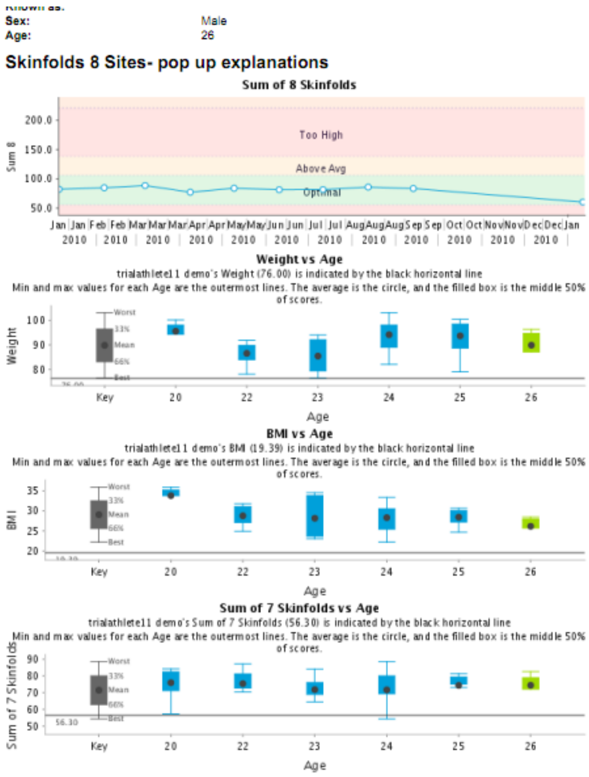
Save Reports appear at the top of the Performance Profile Page to use again.

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.



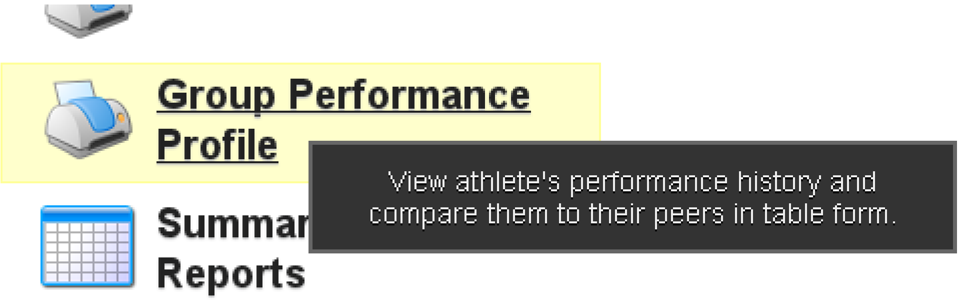
The image here shows a small snapshot of the report generated that compares the athlete's data against others of varying ages. The pdf reports can be e-mail to the athlete if you require.

If you find the fields that you need are not being pulled into the report from specific forms, contact your administrator.

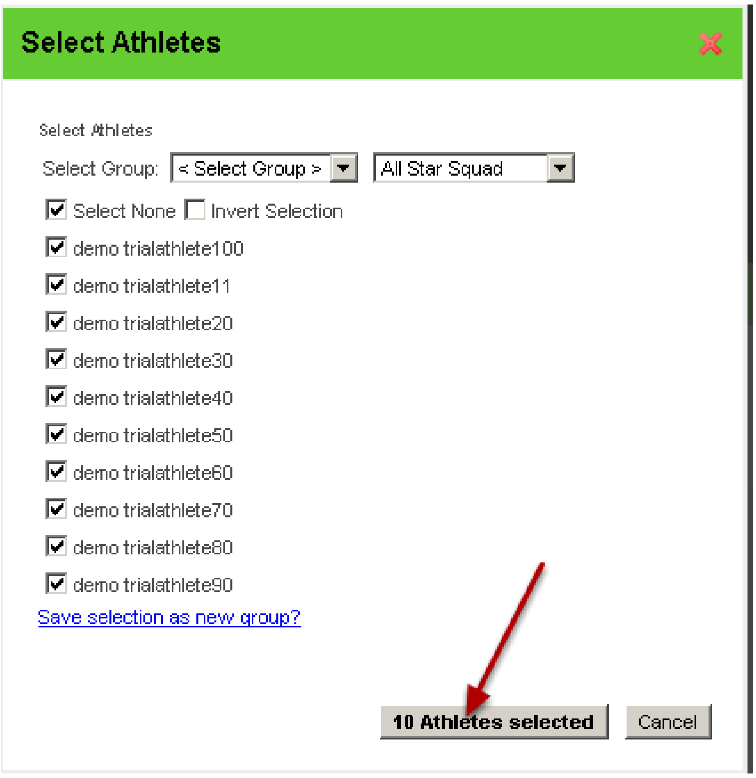
Group Performance Profile

Group Performance Profiles generate group data for event forms and produce tabular pdf's.

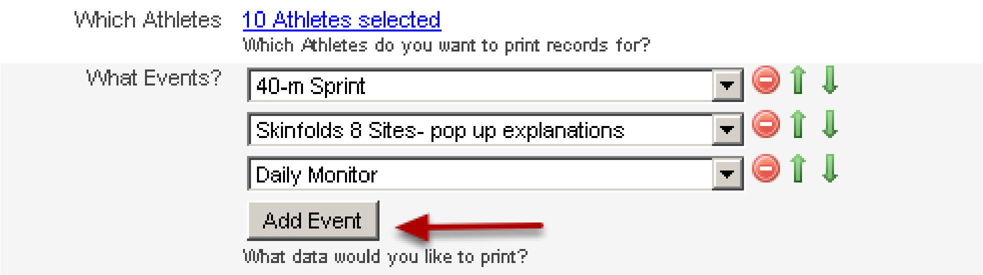
To Create a Group Performance Profile, click on the Group Performance Profile



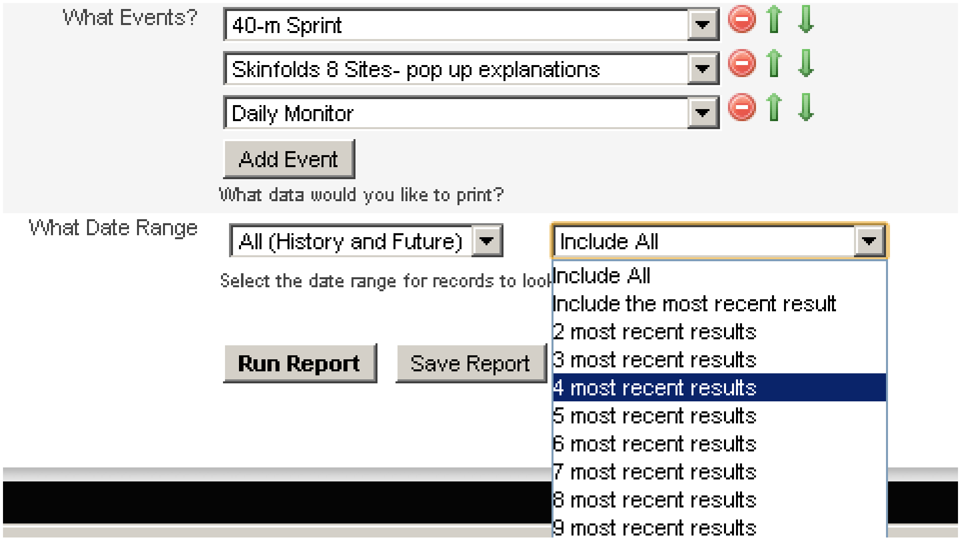
Select the athletes



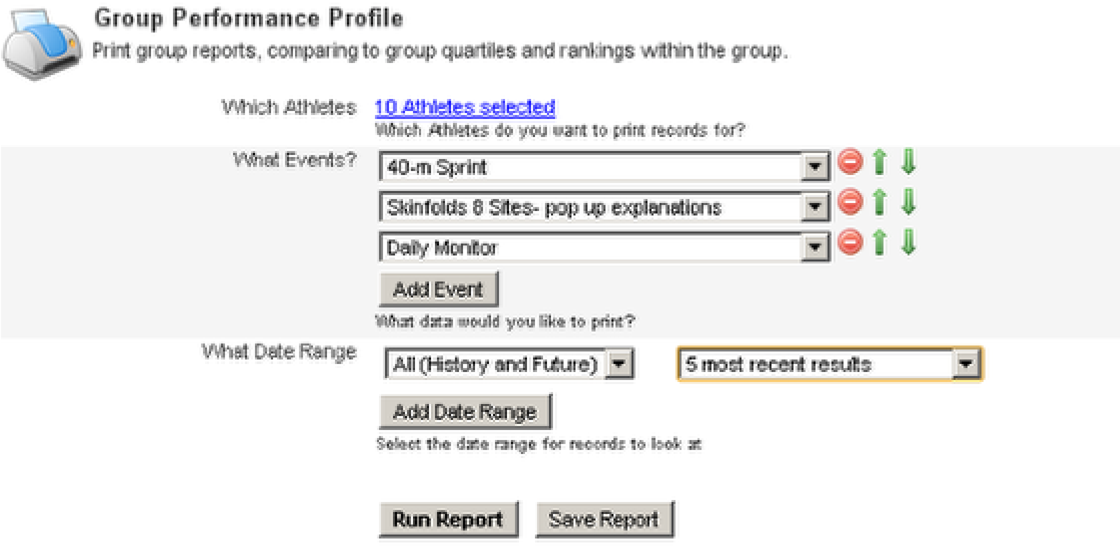
Select the Events you want to include in the report



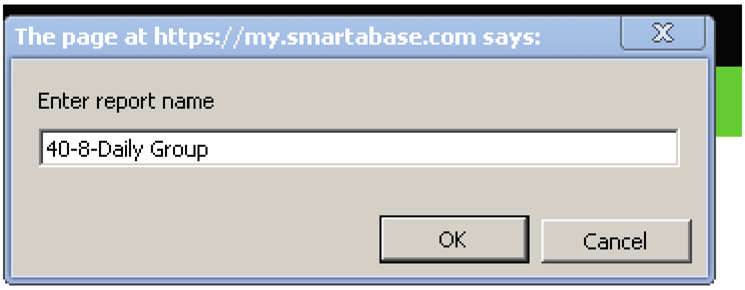
Set up an date restrictions or data limits



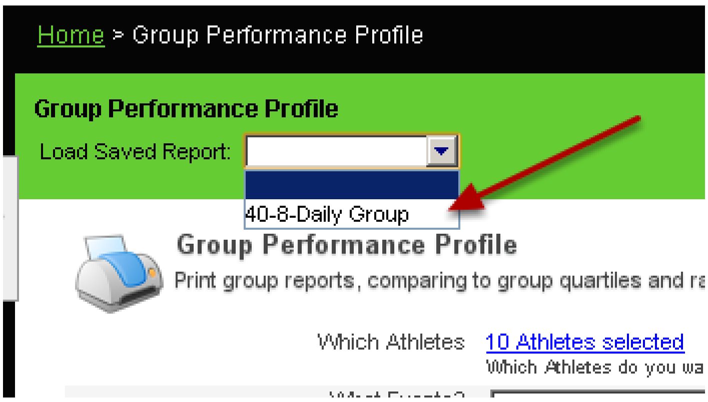
Click on Run Report or save the report for future use



Name the saved report



Save reports are accessible at the top of the Group Performance Profile Page



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)

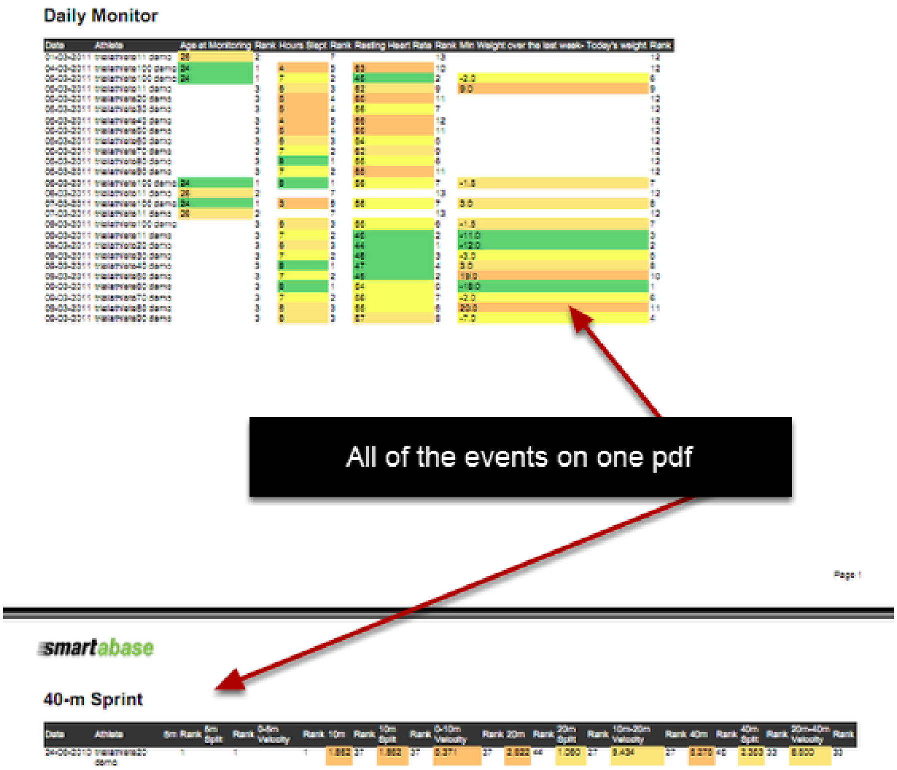
Skinfolds Group Performance Profile Report

smartabase

Skinfolds 8 Sites- pop up explanations

Date	Athlete	Height (m)	Rank	Weight	Rank	BMI	Rank	Triceps	Rank	Biceps	Rank	Subscapular	Rank	Illiac Crest	Rank	Supraillac	Rank	Abdominal	Rank	Thigh	Rank	Calf	Rank	Sum of 4 Skinfolds
10-06-2010	trialathlete90 demo	1.78	5	97.16	38	30.67	35	7.10	19	5.10	10	12.70	18	18.80	35	9.70	27	10.70	13	16.10	20	9.50	23	
10-06-2010	trialathlete70 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	18	17.10	25	7.90	15	
10-06-2010	trialathlete50 demo	1.65	1	91.34	25	33.55	40	4.80	7	6.20	15	7.10	4	10.50	9	7.80	17	10.10	9	16.90	23	7.30	13	
10-06-2010	trialathlete11 demo	1.84	9	91.50	26	27.03	17	6.10	14	4.30	5	15.10	28	12.70	18	9.10	24	10.20	10	12.40	8	11.50	31	
10-06-2010	trialathlete20 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	9.10	4	13.20	11	11.10	28	
10-06-2010	trialathlete80 demo	1.76	4	84.68	13	27.34	19	7.10	19	6.90	18	8.20	10	18.20	32	8.10	19	9.90	7	14.10	14	10.80	27	
10-06-2010	trialathlete60 demo	1.82	8	80.08	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	trialathlete40 demo	1.86	10	98.11	40	28.36	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	trialathlete90 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	trialathlete70 demo	1.67	2	94.32	31	33.82	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	trialathlete50 demo	1.65	1	92.64	29	34.03	44	6.30	15	8.70	28	14.90	26	13.00	19	9.90	28	12.10	24	17.80	29	7.10	11	

Combined Performance Profile Report



Quick Views of the Athletes Data

Performance Summary Dashboards

Performance Summary Dashboards provide a complete overview of athletic performance

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

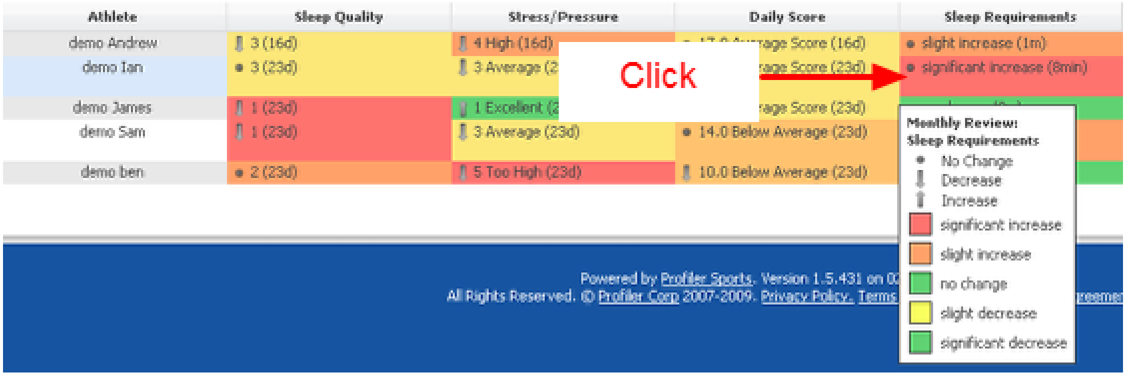
Aerobic

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.

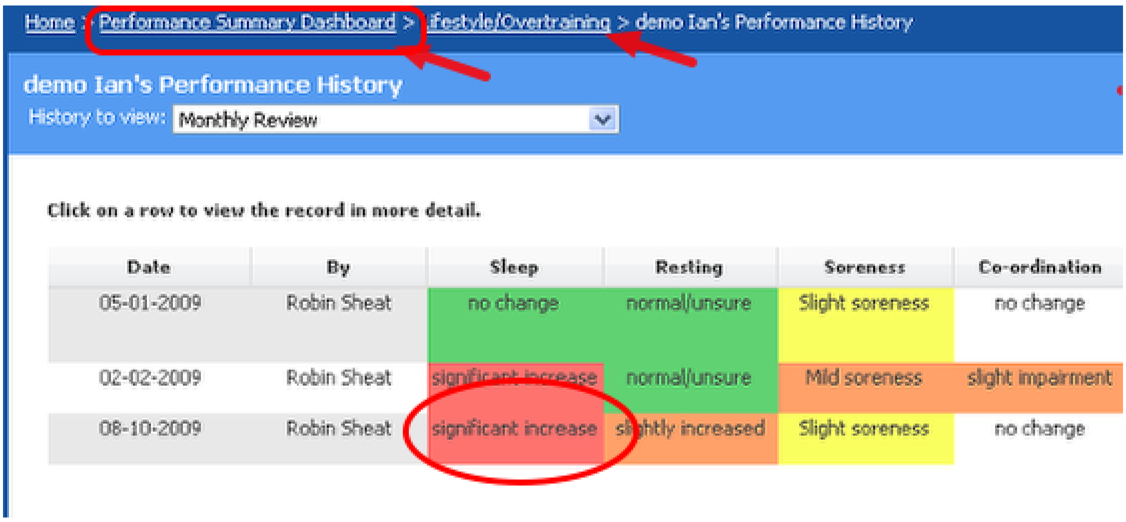
Performance Summary Reports



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).

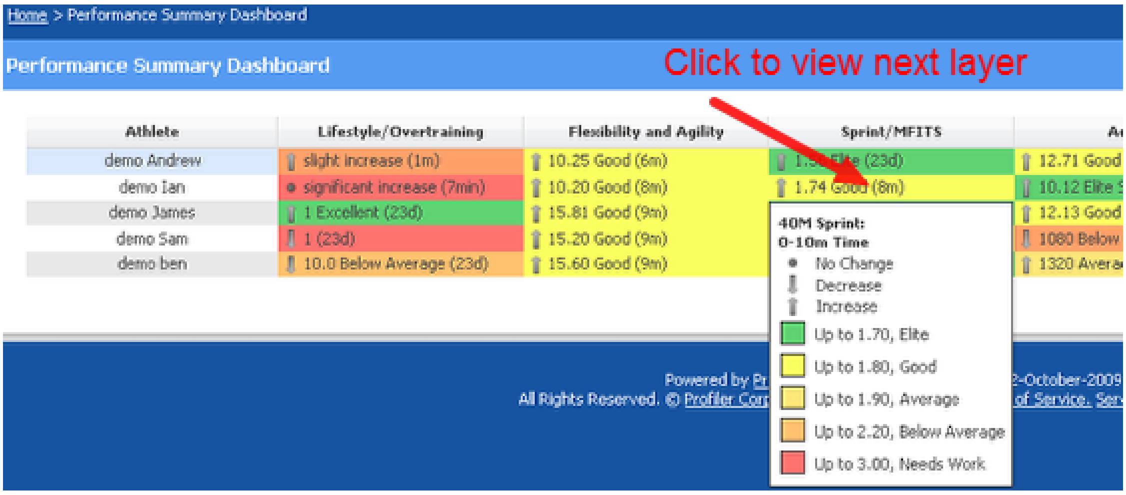
Viewing the Original Event



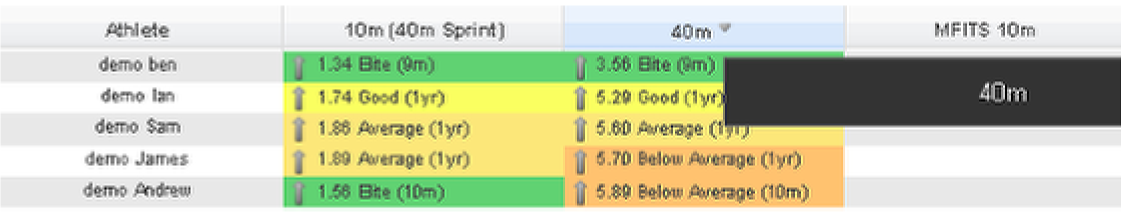
Once you click on a cell you will be taken to the athlete history for that athlete (we are reviewing the athlete history for "demo rugbyplayer 4"). You can view the actual record and then contact the athlete directly via e-mail or text and find out if they need any assistance.

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



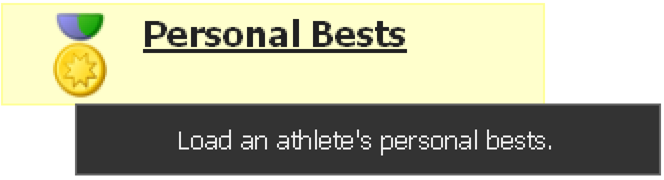
Quick Guide: Rank a Column



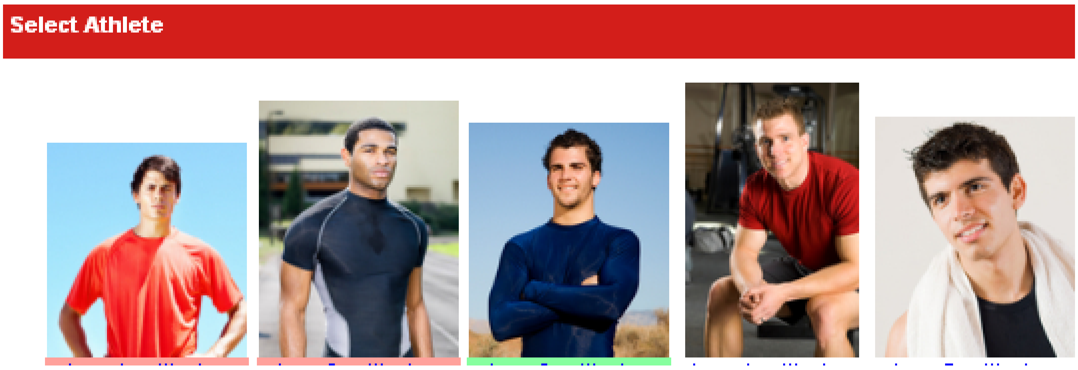
To easily Rank the columns from best to worst and vice versa, simply click on the column headers and that specific column will be ranked automatically, as shown for the 40m Sprint time. To rank a different column, simply click on the column header.

Athlete Personal Bests

Click on the "Personal Bests" button on the Home Page

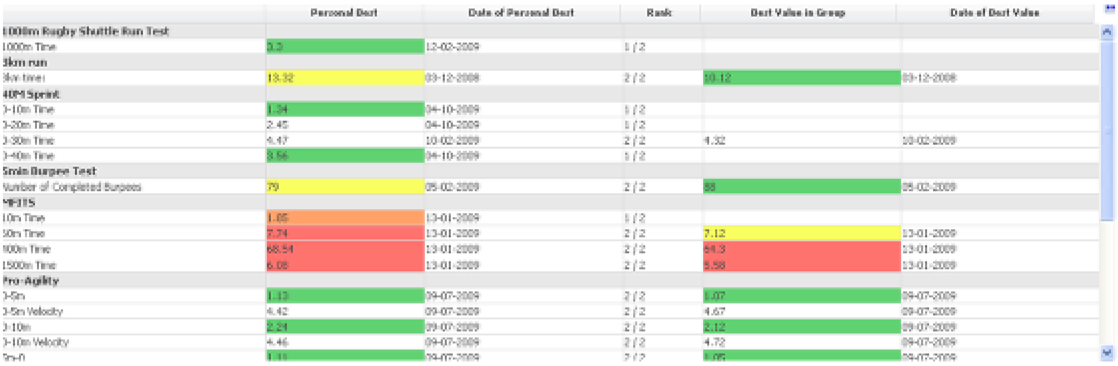


Choose an Athlete



Click on an athlete to view their personal bests.

View the Athlete's Personal Bests



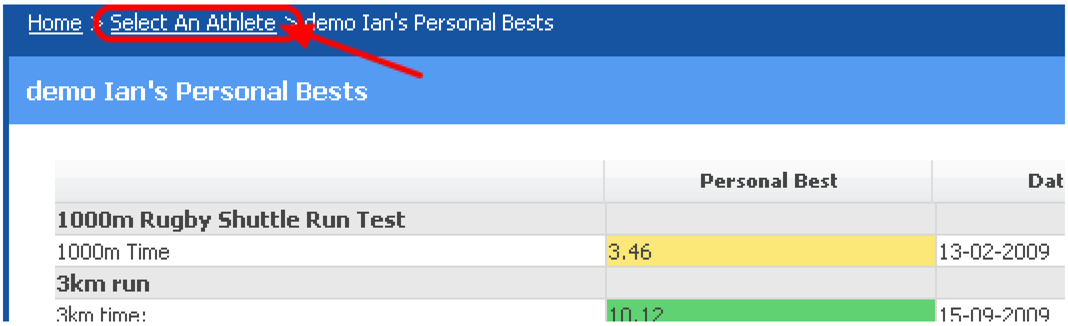
	Personal Best	Date of Personal Best	Rank	Best Value in Group	Date of Best Value
1000m Rugby Shuttle Run Test					
1000m Time	3.3	12-02-2009	1 / 2		
3km run					
3km time:	13.32	03-12-2008	2 / 2	10.12	03-12-2008
40M Sprint					
0-10m Time	1.34	04-10-2009	1 / 2		
0-20m Time	2.45	04-10-2009	1 / 2		
0-30m Time	4.47	10-02-2009	2 / 2	4.32	10-02-2009
0-40m Time	3.56	04-10-2009	1 / 2		
5min Burpee Test					
Number of Completed Burpees	79	05-02-2009	2 / 2	88	05-02-2009
MRTS					
10m Time	1.05	13-01-2009	1 / 2		
50m Time	7.74	13-01-2009	2 / 2	7.12	13-01-2009
400m Time	68.54	13-01-2009	2 / 2	64.3	13-01-2009
1500m Time	6.08	13-01-2009	2 / 2	5.58	13-01-2009
Pro-Agility					
0-5m	1.13	09-07-2009	2 / 2	1.07	09-07-2009
0-5m Velocity	4.42	09-07-2009	2 / 2	4.67	09-07-2009
0-10m	2.24	09-07-2009	2 / 2	2.12	09-07-2009
0-10m Velocity	4.46	09-07-2009	2 / 2	4.72	09-07-2009
5m-0	1.11	09-07-2009	2 / 2	1.05	09-07-2009

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



Home > Select An Athlete > demo Ian's Personal Bests

demo Ian's Personal Bests

	Personal Best	Dat
1000m Rugby Shuttle Run Test		
1000m Time	3.46	13-02-2009
3km run		
3km time:	10.12	15-09-2009

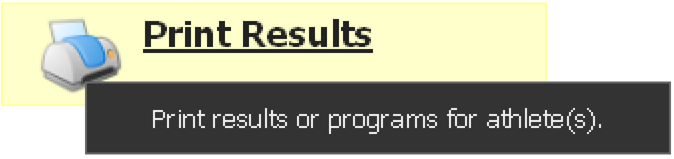
To view a different athlete, click on the Select An Athlete link (shown here) and then when the athlete's appear click on the next athlete you wish to view.

Printing

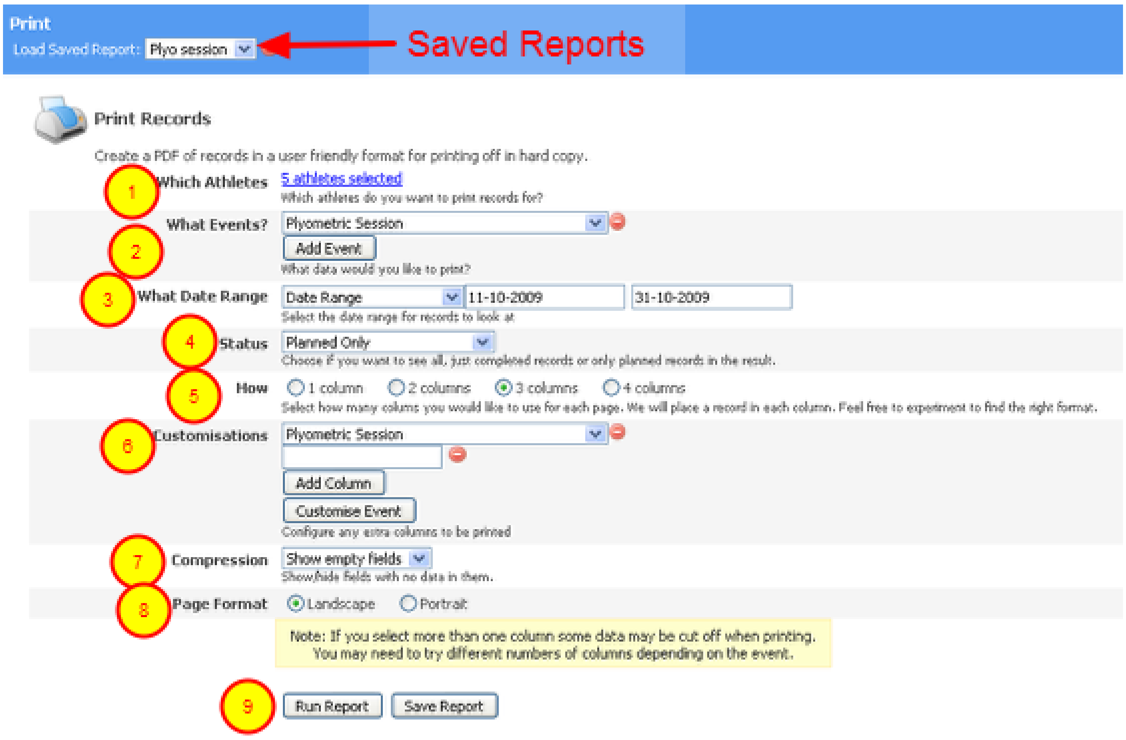
Printing

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

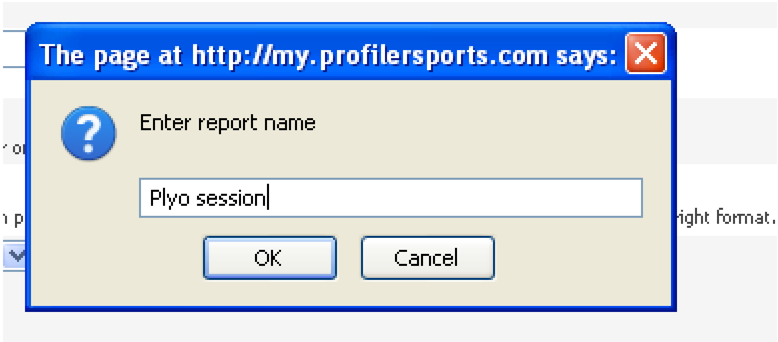
#8 Page format: choose from Landscape or Portrait.

#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)

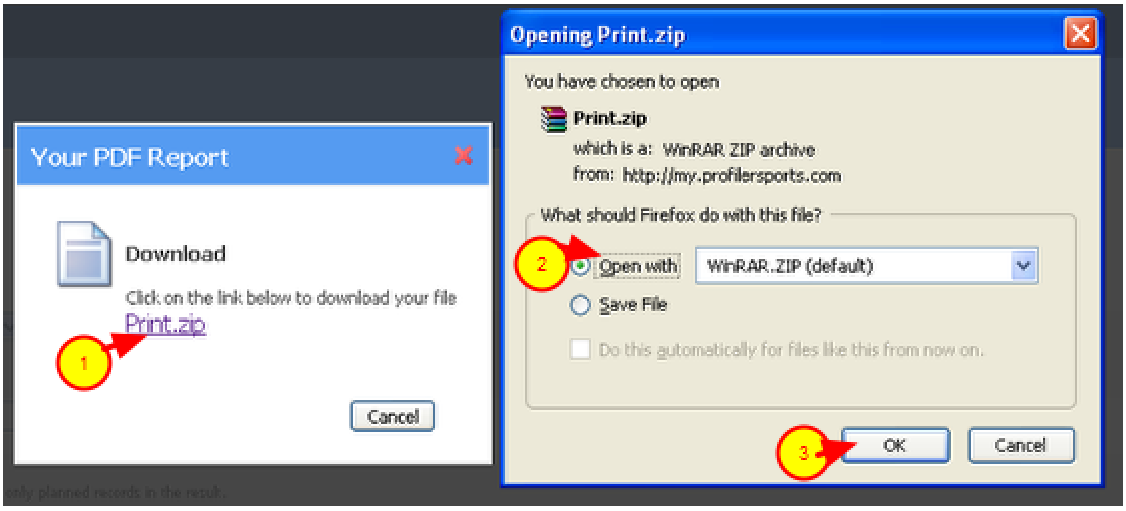
Save Report: (see the step below) allows you to save it and access it from the "Saved Reports" drop down list at the top of the Printing Page (as shown above)

Save Report



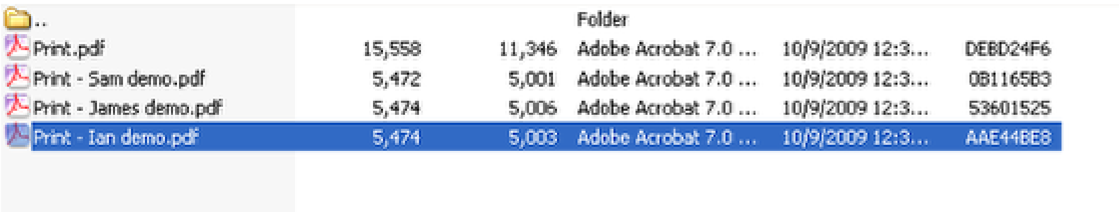
If you select "Save Report", you will need to name it and it will be available on the Saved reports drop down list at the top of the printing page.

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



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-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 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-SL	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-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 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-SL	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 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-SL	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-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 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-SL	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

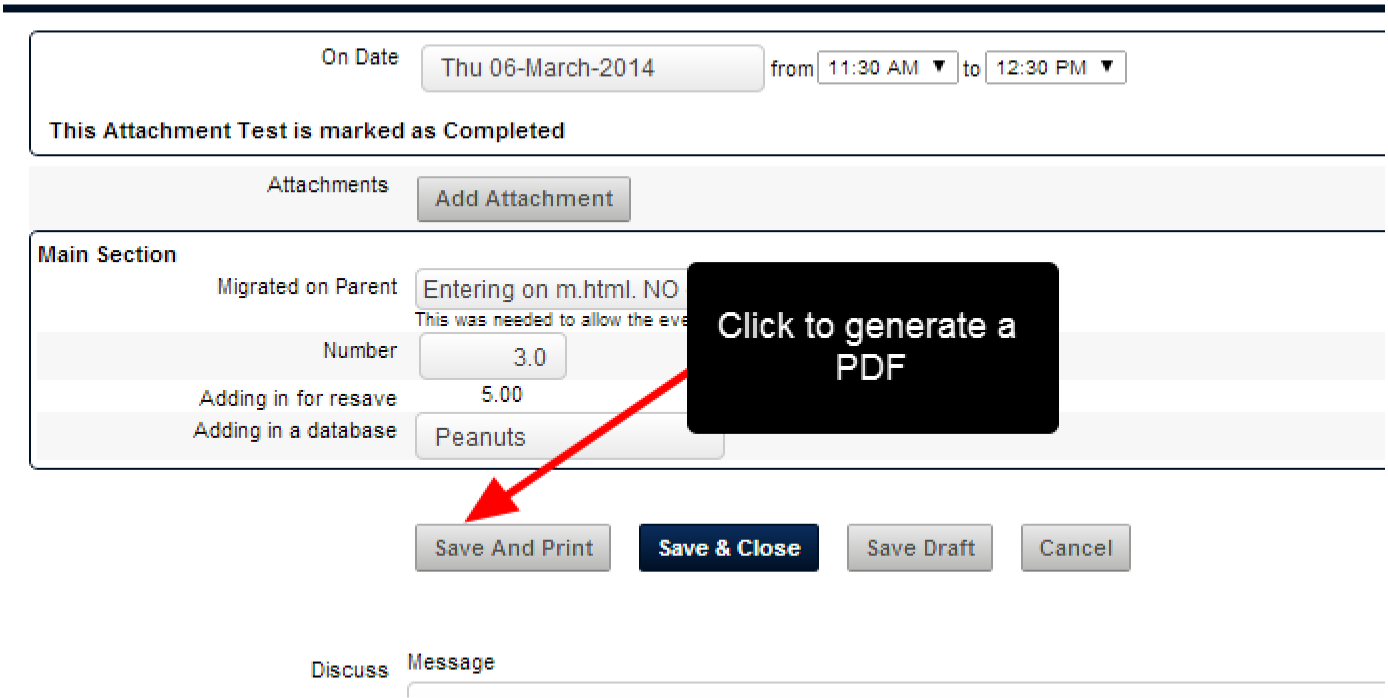
Exercise/Drill	Distance	Reps	Sets	Rest (min)	Comments
Deep lunge jump		4	3	2.0min	
Barbell step ups		8	2	1.0min	4 sets each leg, alternating
Sprint into 1-leg speed hop	40	2	2	1.0min	one set each leg
Skipping	20	2	3	2.0min	

Session Comments

Generating a PDF from an Athlete's Data- The layout will be different depending on where you generate the PDF

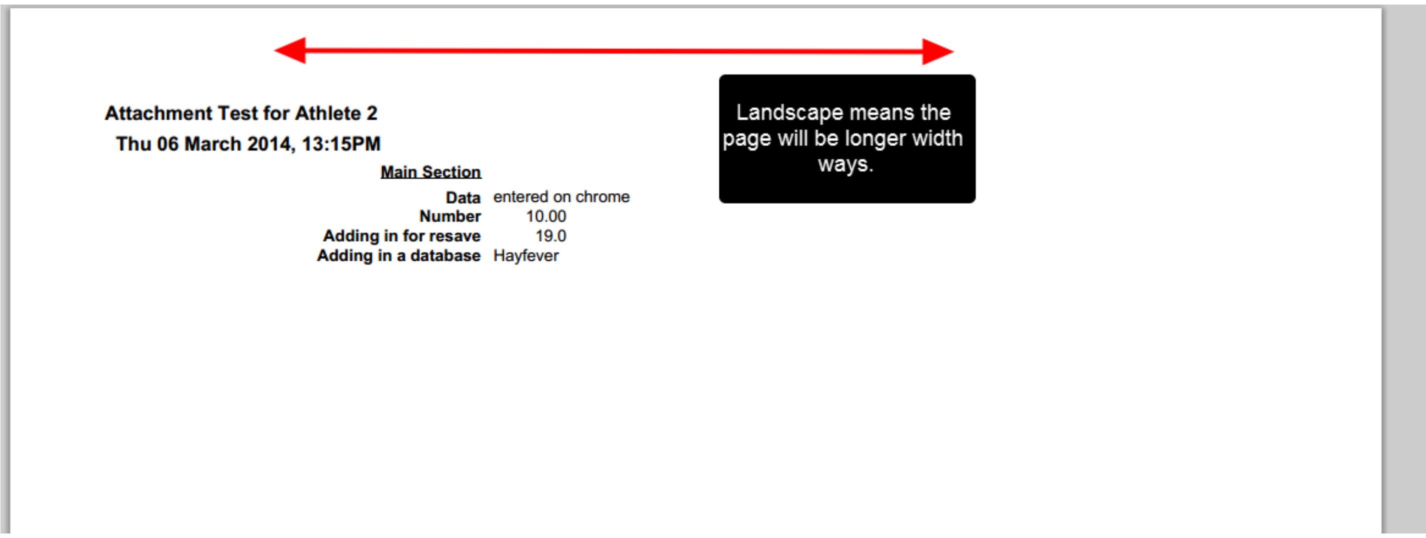
To print an Athlete's data, there are a number of places where a pdf can be generated from.

"Save and Print" in the Event Form

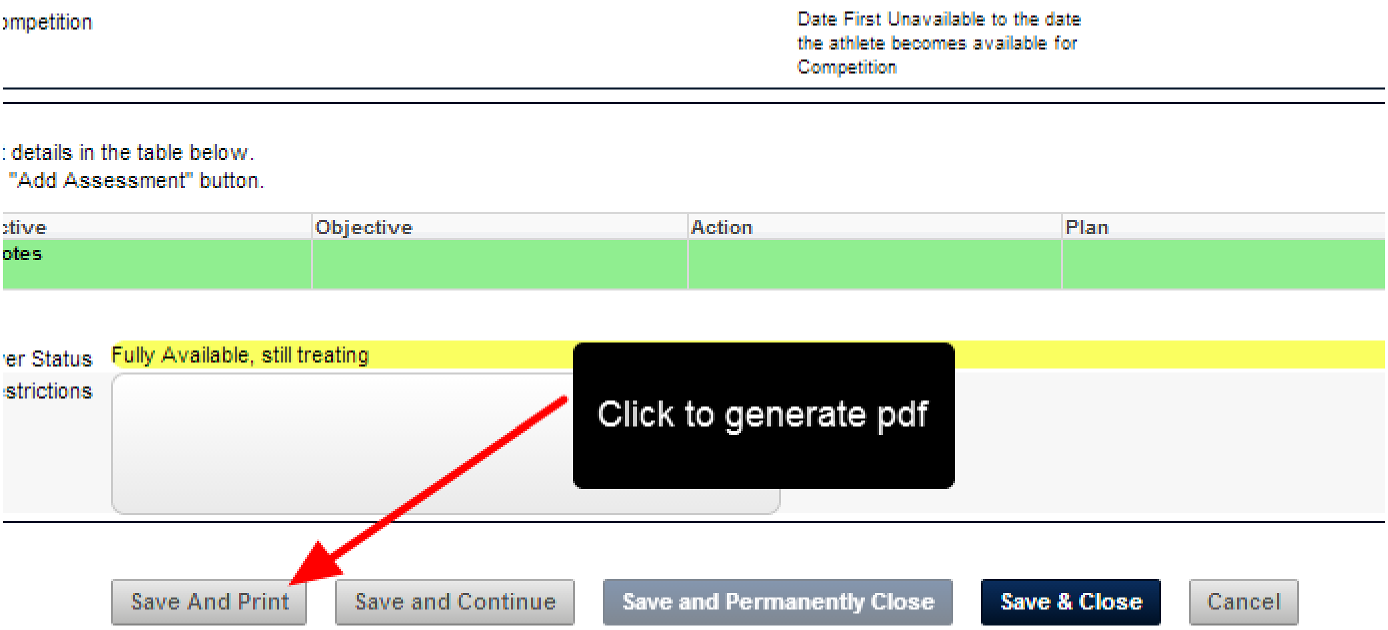


Some Event Forms are set up with "Save and Print". The example here shows that this record has been set up so that the Event can be Saved, and a PDF will be generated.

The "Printed" PDF will be generated using a Landscape layout.

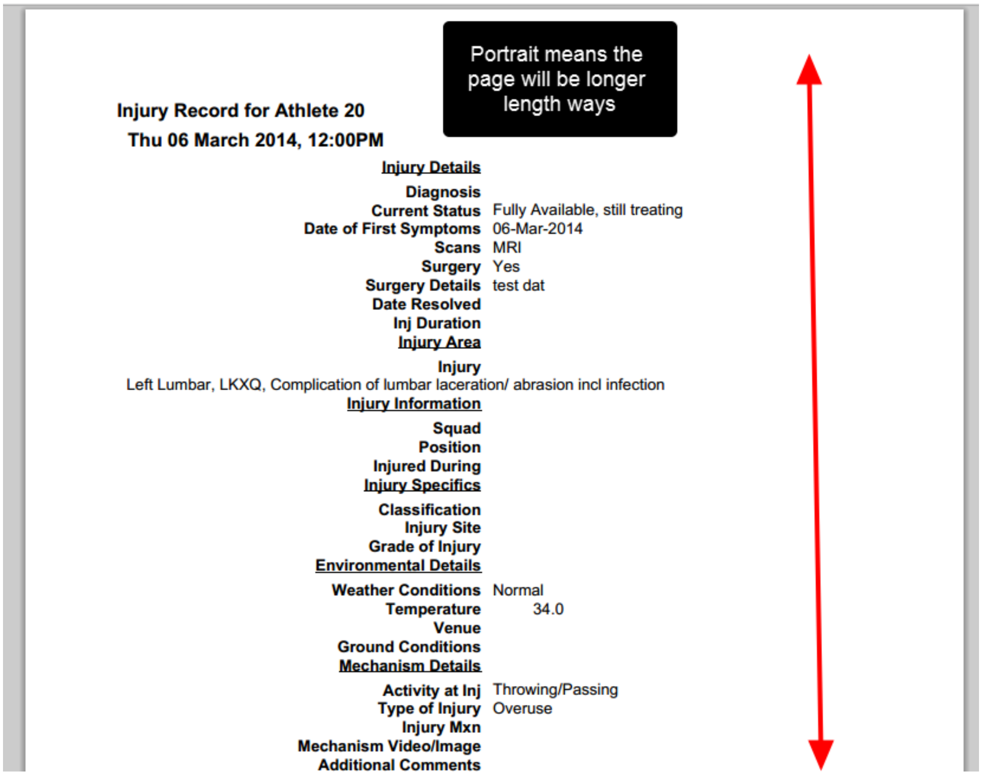


However, some Event Forms set to "Save and Print" are set to print specifically in a Portrait View

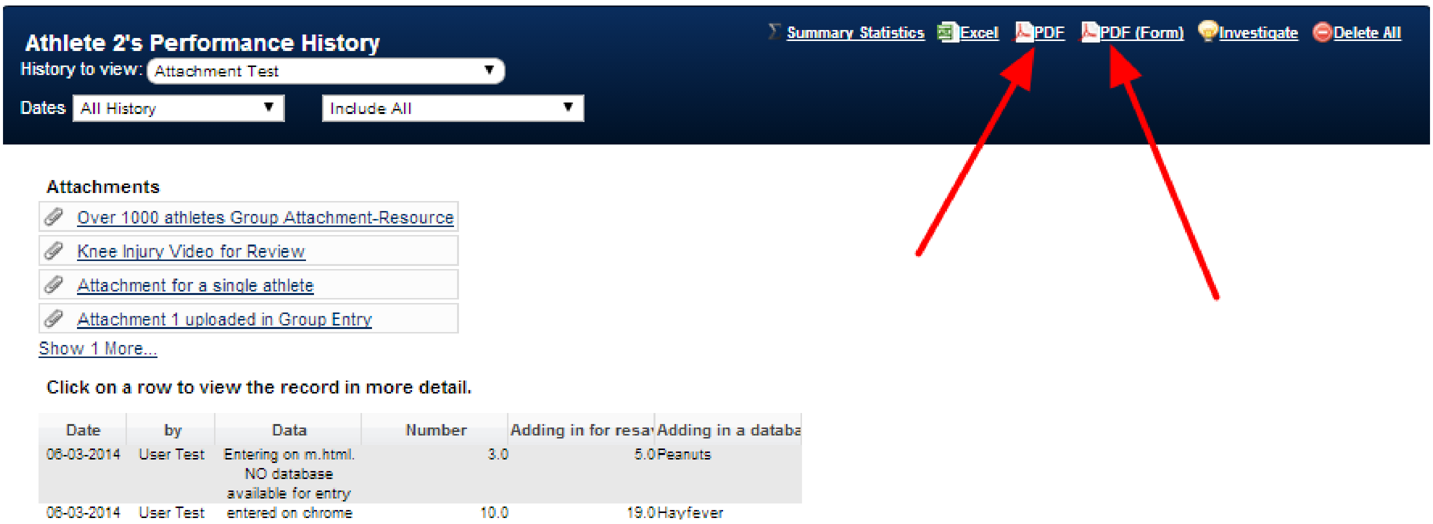


This Injury Record has specifically been set up so that the Form will be presented in a Portrait View (as shown in the image below).

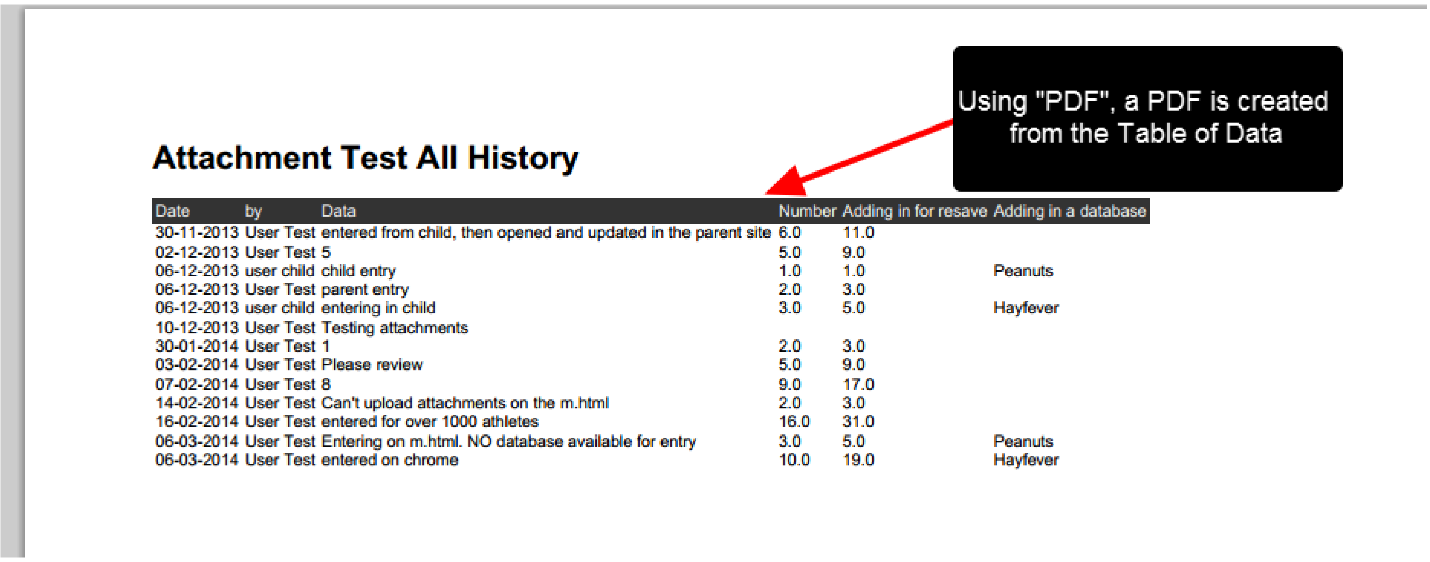
The Save and Print will generate the PDF using a Portrait View



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



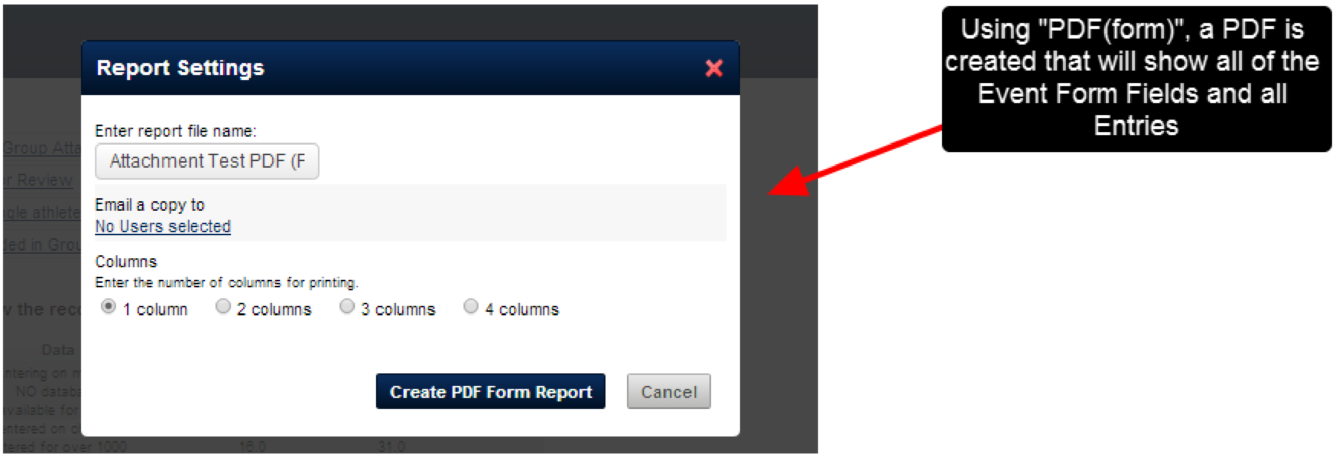
When you click on "PDF" all of the Data shown in the History Table will be generated as a single pdf. This will be displayed in Landscape view



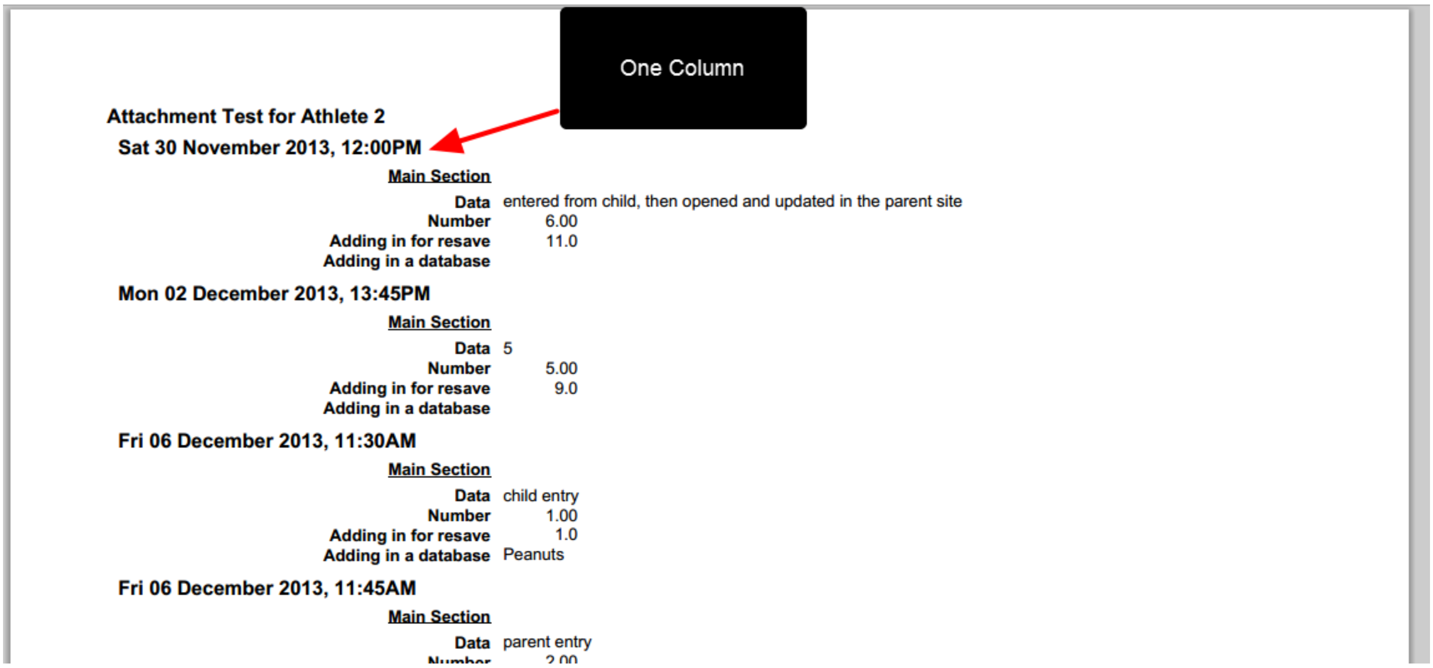
Attachment Test All History

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

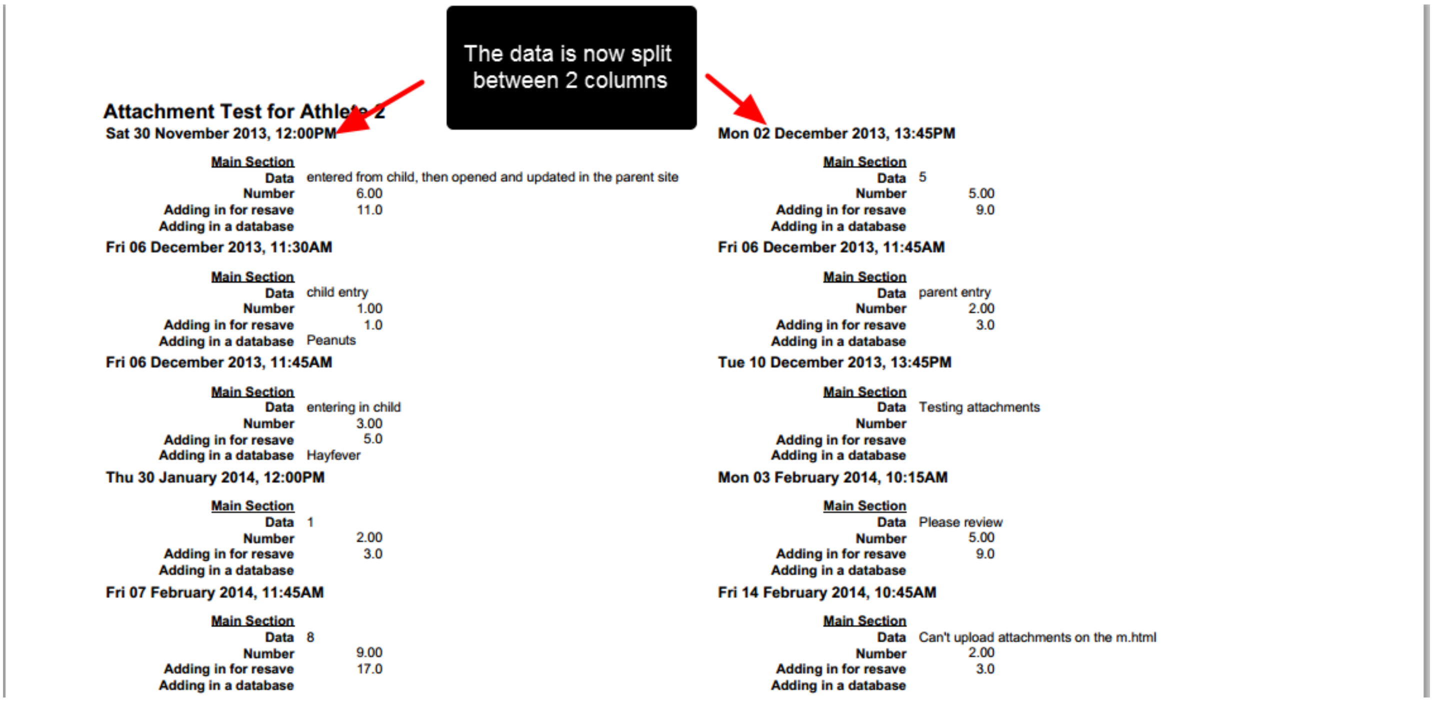
When you click on "PDF(form)" all of the Event Form data will be displayed by Event Form, and the all entries will be displayed in a single pdf shown in Landscape view



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



A 2 column layout will condense the data into two columns (e.g. all Event Form Fields running down the page).



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

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

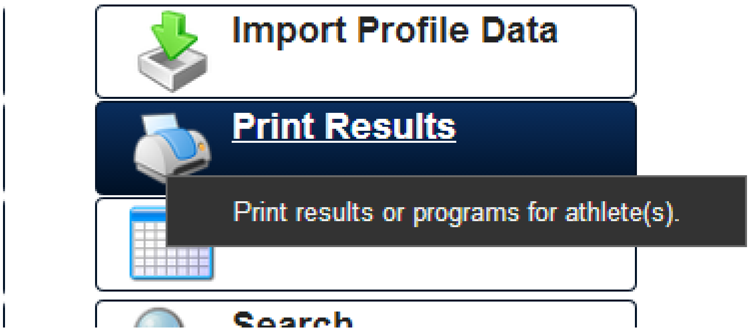
The PDF(form) will also always display in Landscape, regardless of the Event Page Print Properties. This is because it may need to condense the data into up to 4 columns

In case it has to show the data in multiple columns, PDF(form) always displays the data in Landscape

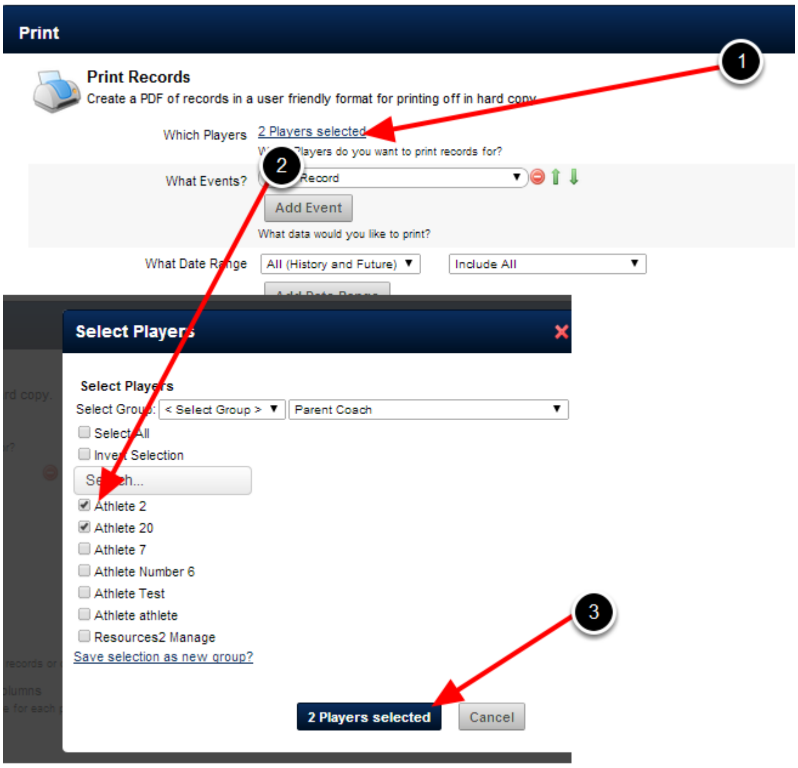
Injury Record for Athlete 2

Fri 06 December 2013, 12:00PM		Sat 01 March 2014, 12:00PM	
Injury Details		**Injury Details**	
Diagnosis	child entry	**Diagnosis**	Shoulder dislocation
Current Status		**Current Status**	Available to Train, Not to Play
Date of First Symptoms	06-Dec-2013	**Date of First Symptoms**	01-Mar-2014
Scans		**Scans**	US
Surgery	No	**Surgery**	No
Date Resolved		**Date Resolved**	
Inj Duration		**Inj Duration**	
Injury Area		**Injury Area**	
Injury	Right Anterior Chest, CHSX, Bruised sternum	**Injury**	Right Anterior Shoulder, SDAG, Glenohumeral ligament tear
Injury Information		**Injury Information**	
Squad		**Squad**	
Position		**Position**	
Injured During		**Injured During**	
Injury Specifics		**Injury Specifics**	
Classification		**Classification**	
Injury Site		**Injury Site**	
Grade of Injury		**Grade of Injury**	
Environmental Details		**Environmental Details**	
Weather Conditions		**Weather Conditions**	Cold
Temperature		**Temperature**	
Venue		**Venue**	
Ground Conditions		**Ground Conditions**	Normal
Mechanism Details		**Mechanism Details**	
Activity at Inj		**Activity at Inj**	
Type of Injury		**Type of Injury**	
Injury Mxn		**Injury Mxn**	
Mechanism Video/Image		**Mechanism Video/Image**	

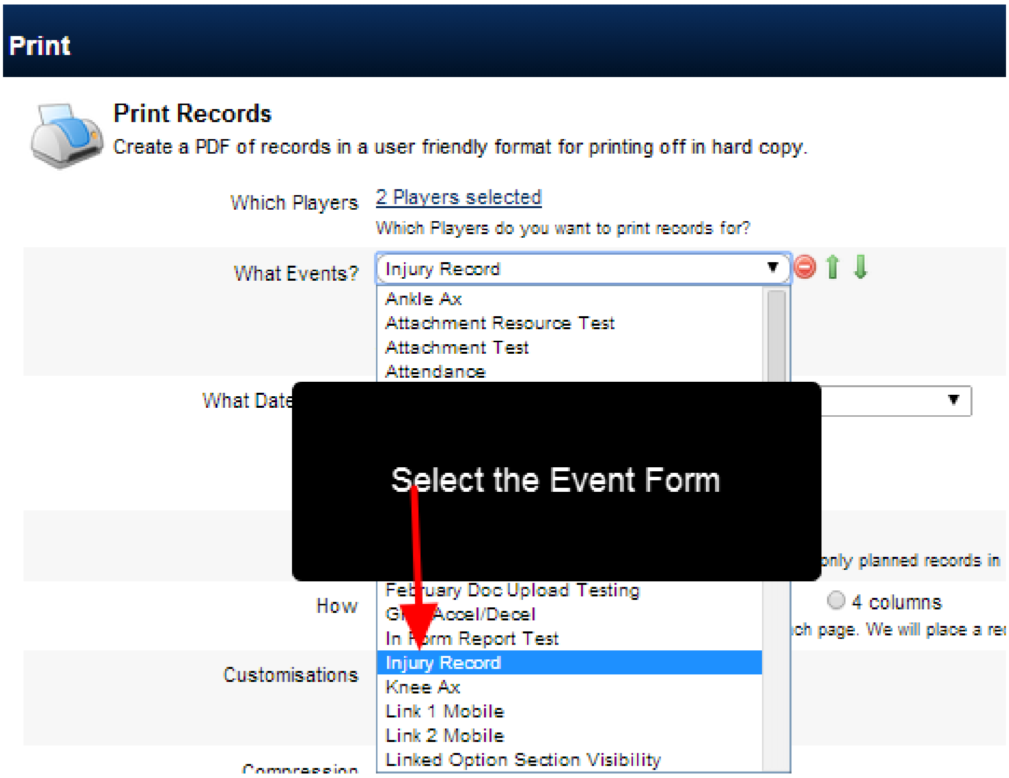
However, if users specifically need to print all Event Form Data in a Portrait Layout (like that generated using the PDF (form) button), the Print Module will perform this



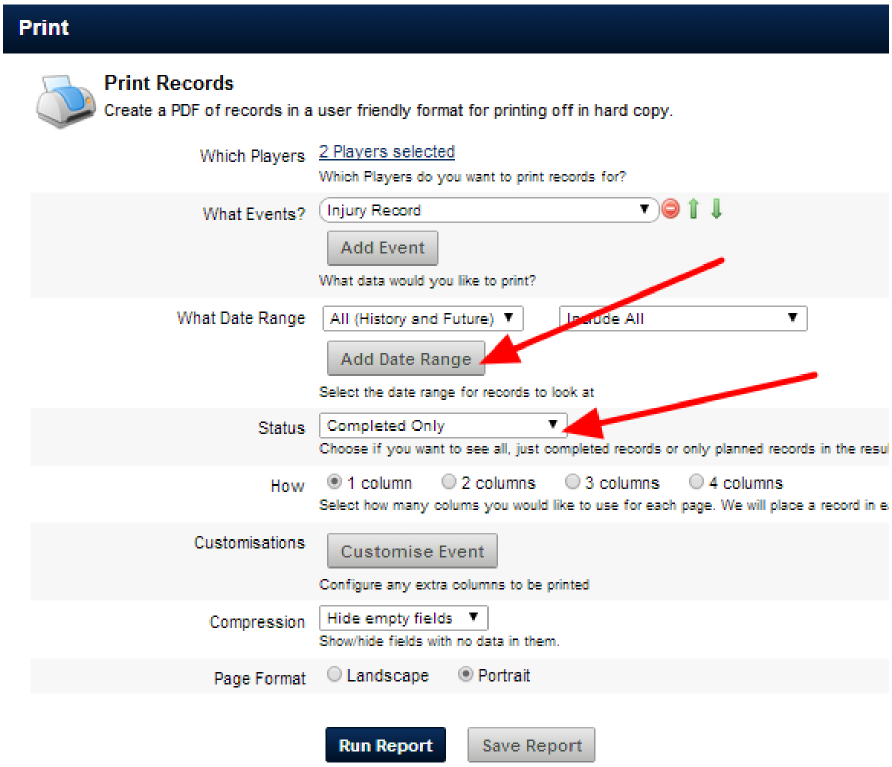
Select the Athlete/Athletes that you want to generate the PDF for; a separate PDF will be generated for each athlete



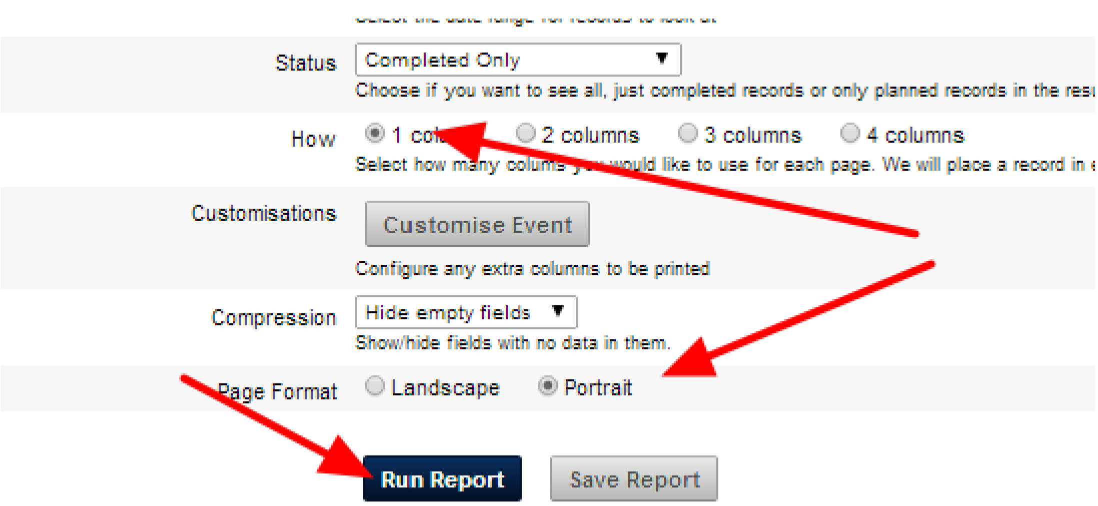
Select the Event Form you want to Print (e.g. the Injury Record)



Select to see data across a specific data range. You can also choose to see planned or completed data



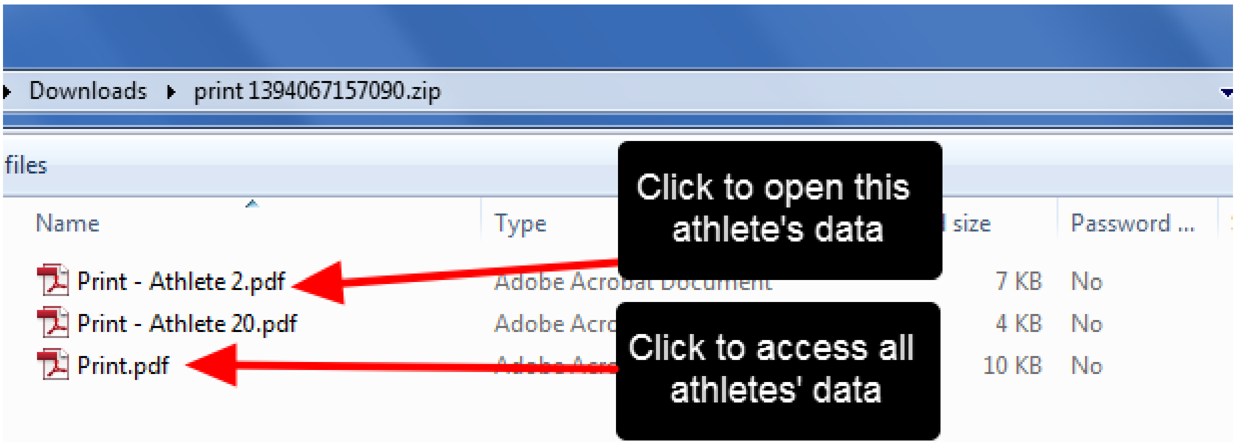
Most importantly, click on 1 column of Data and select the "Portrait View"



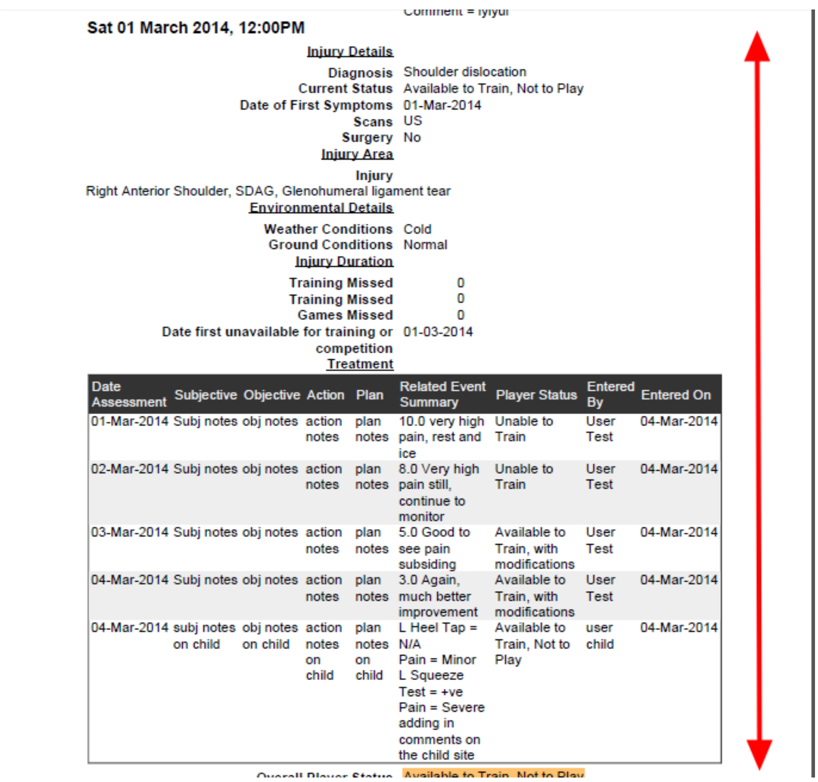
Click on Run Report to generate the PDF.

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



Comment = iyiyui

Sat 01 March 2014, 12:00PM

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

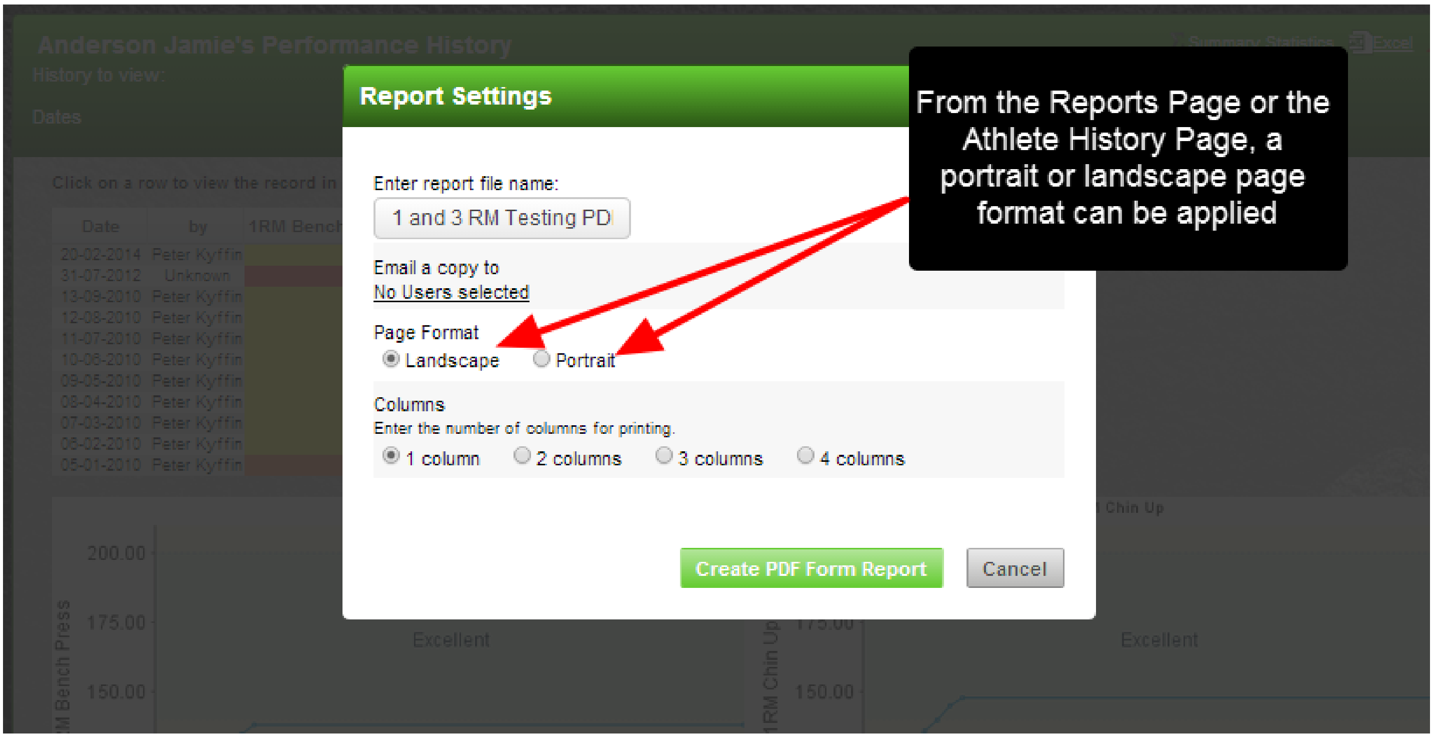
Training Missed	0
Training Missed	0
Games Missed	0
Date first unavailable for training or competition	01-03-2014

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

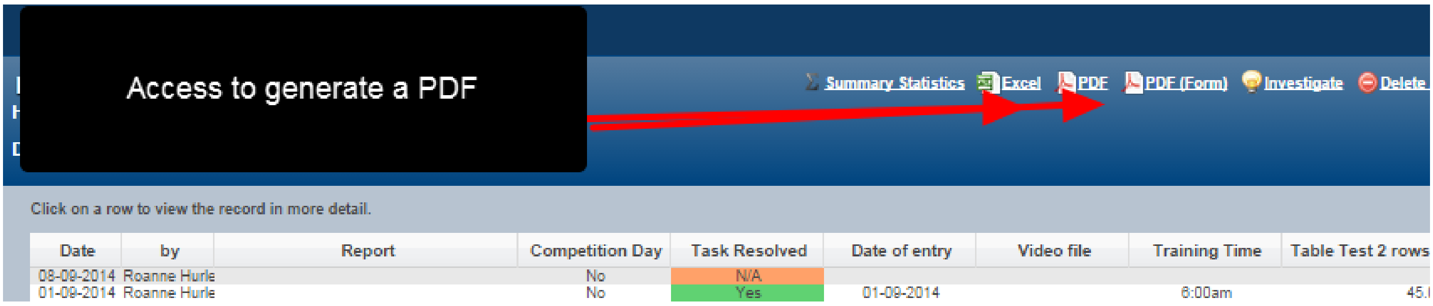
The ability to generate the PDF(form) in Landscape or Portrait from the Athlete History and Reports pages is now available



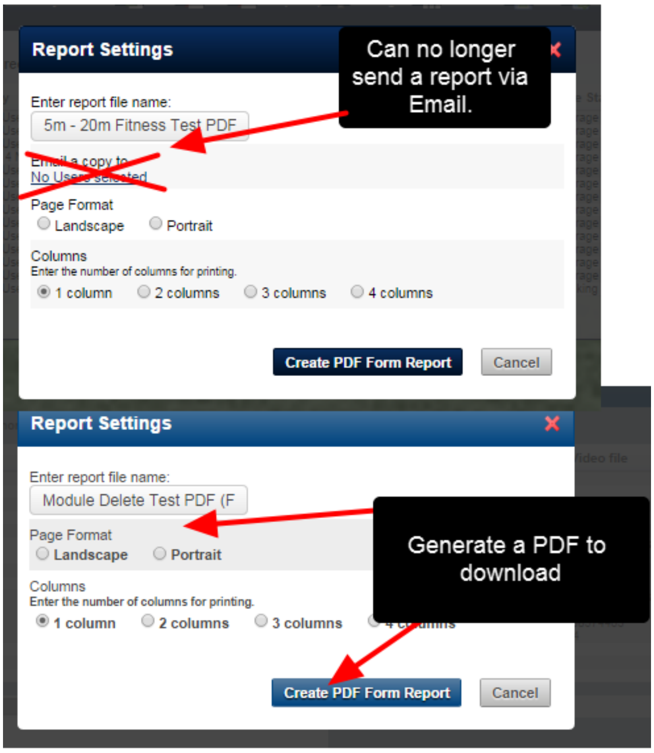
To Email a PDF report, you will now need access to a special "Reports - Send Email" permission.

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

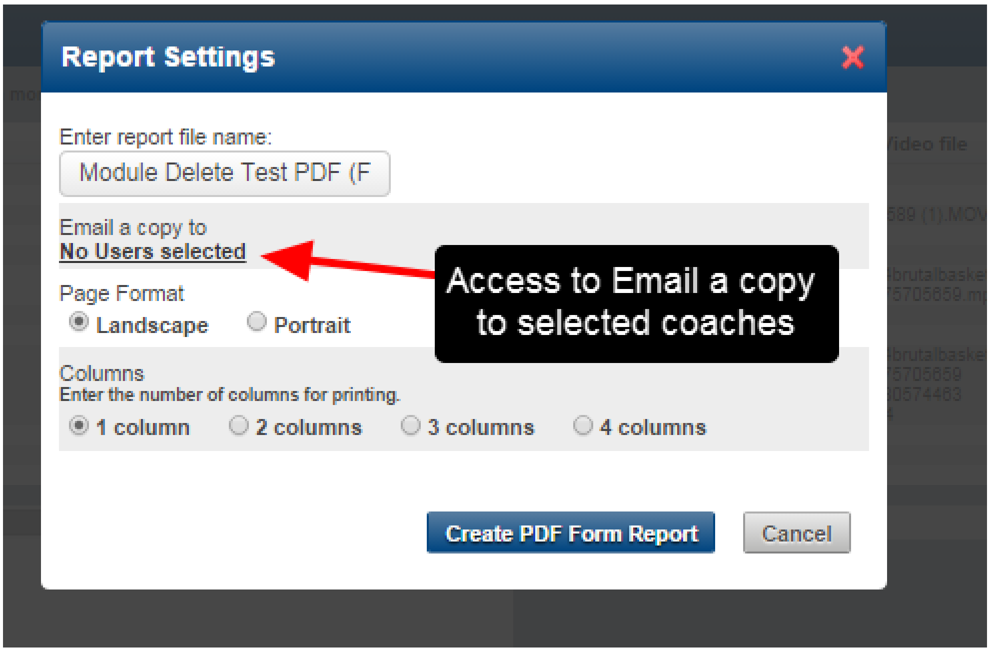


The ability to send the report via Email will no longer appear; unless a user has been given special permission to access this capability



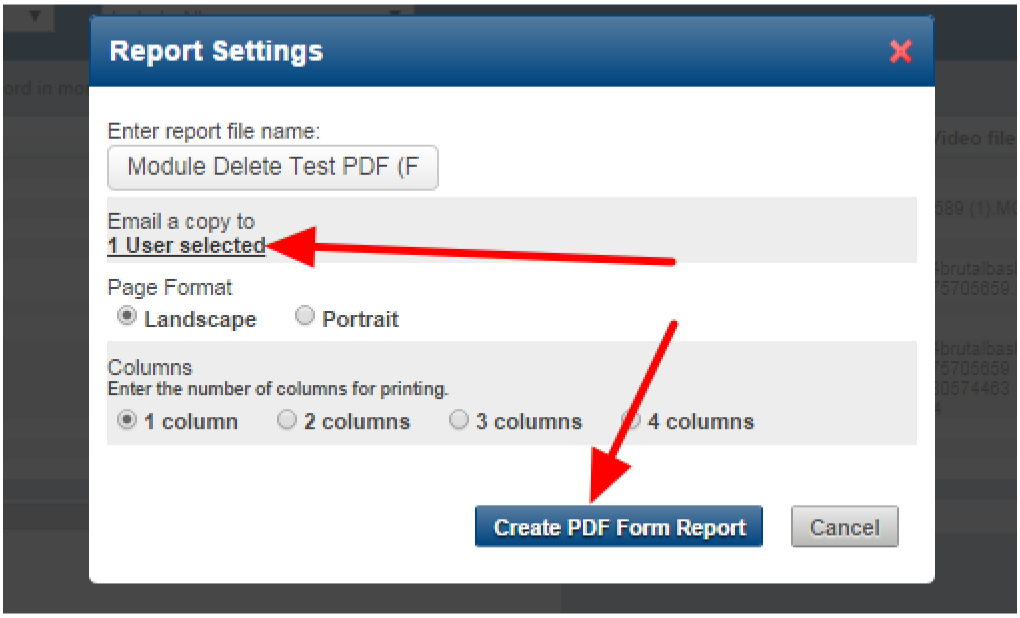
For increased data protection the ability to e-mail data to other users within the system has been set up as a separate permission. Users will no longer have access to Email a pdf report unless they have been given access by their administrator to send Reports via Email.

If a user has this permission they will be able to send PDF and PDF-Form reports to a coach of a group.

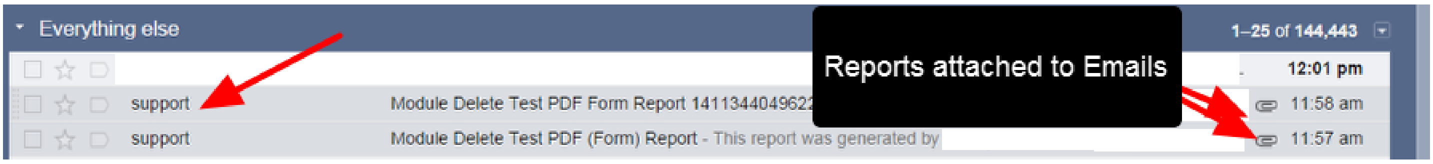


The PDF will be able to be Emailed to a coach of the group that is currently loaded

The user can be selected and the report can be generated.



The report will appear in their Email.

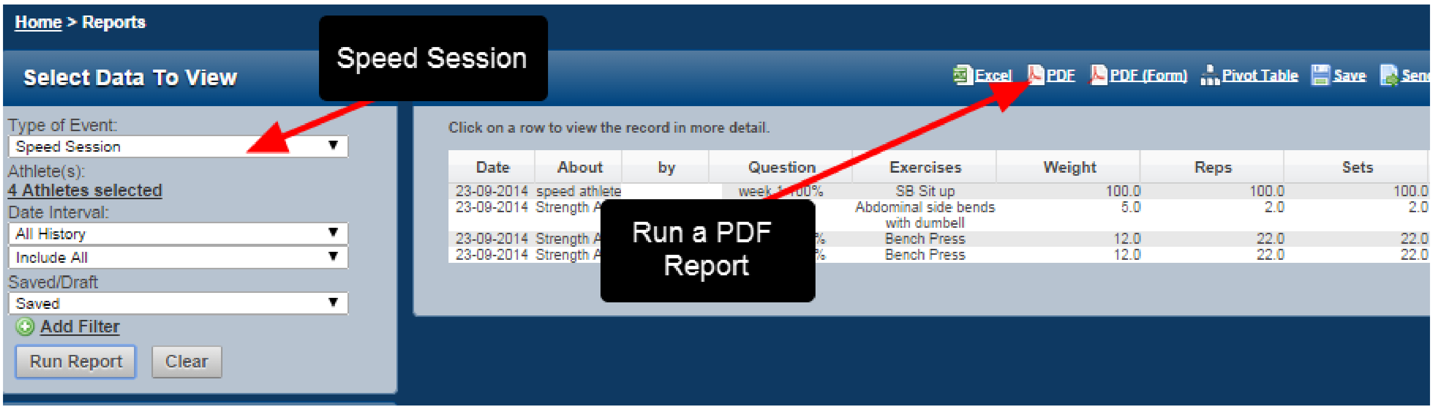


PDF and PDF Form Reports can only be sent to a user with access to BOTH the Event Form and all Athletes included in the report

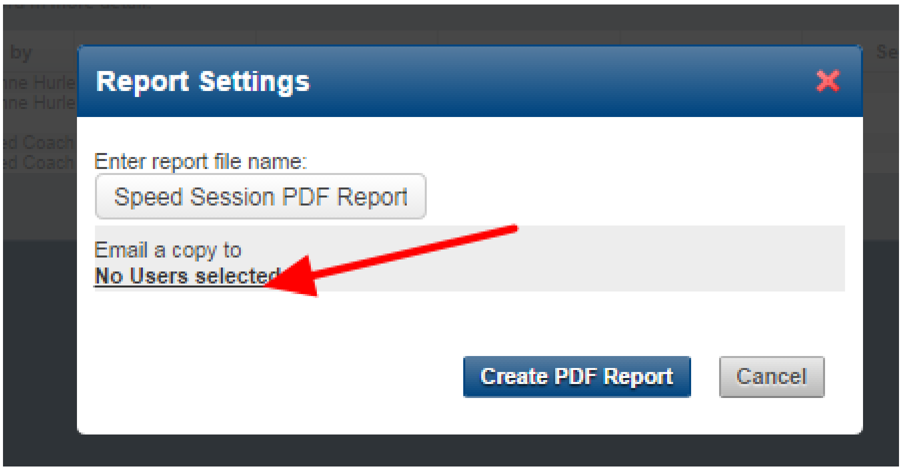
Additional security checks have been implemented for the capability to send PDF and PDF form reports from the Athlete History and Reports Pages.

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.

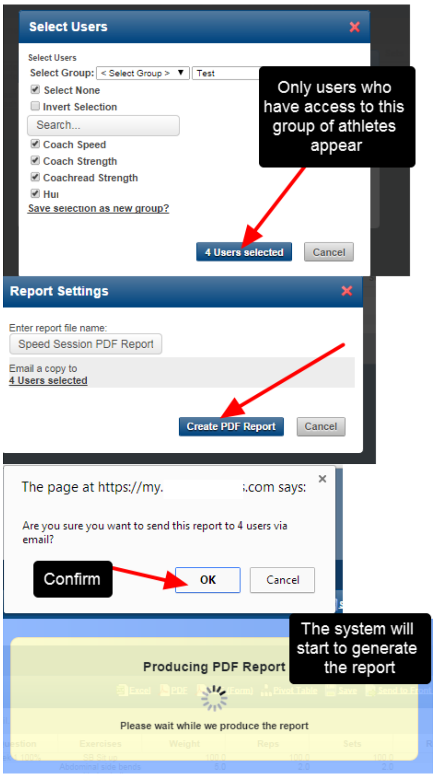
A user has access to all Athletes and all Event Forms. They run a Speed Session Report for All Athletes and they want to send it to another coach.



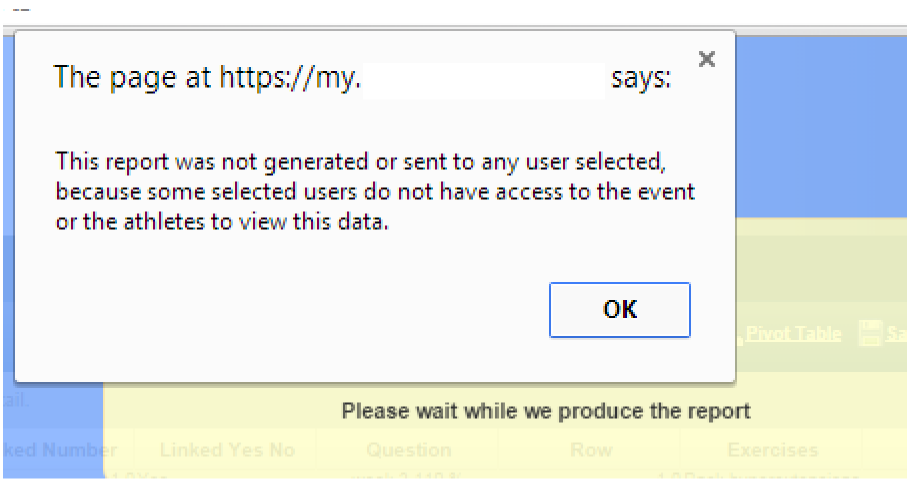
The Email a copy to users appears (because this user has access to this permission)



A list of all coaches who have access to this group of athletes appear



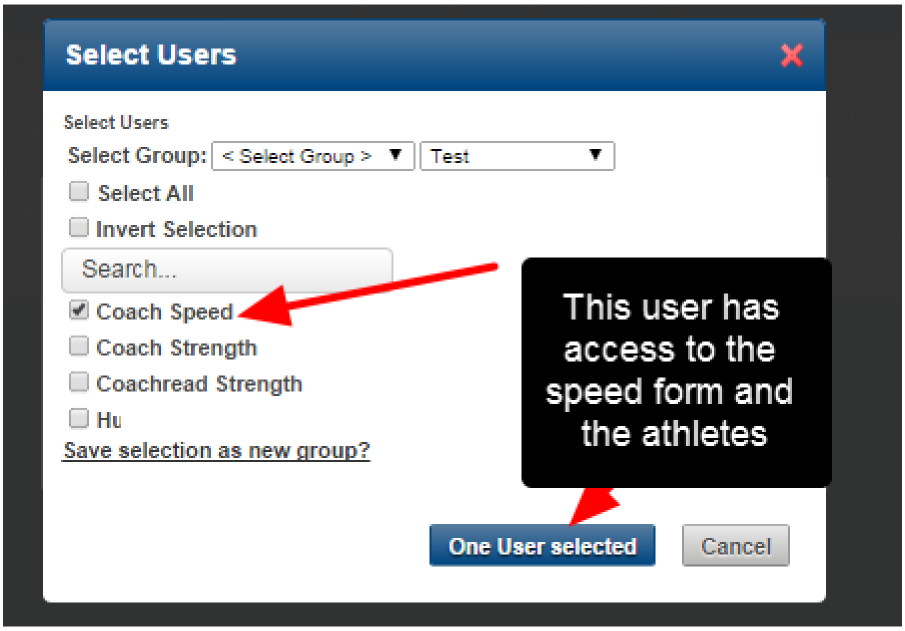
However, neither of the selected Strength Coaches have read or write access to the Speed Event Form. This means they will NOT be able to receive this report.



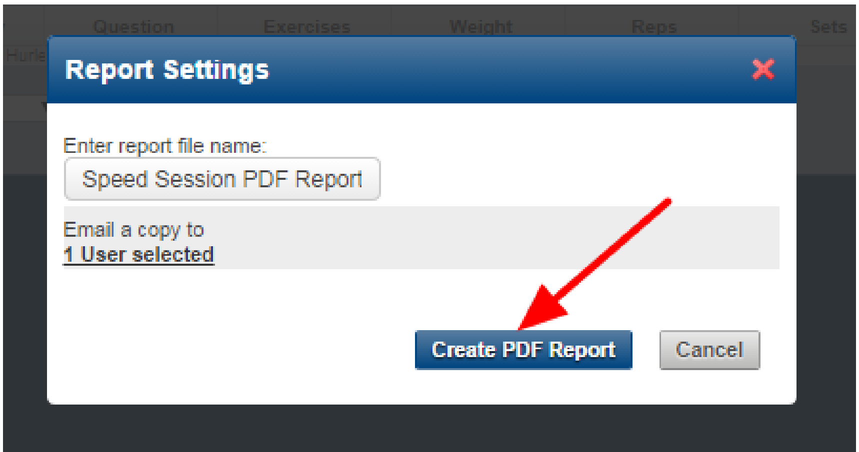
Even though both of the coaches selected have access to the athletes, neither of the strength coaches have access to the Speed Event Form; they only have access to the Strength Form. This means they should NOT receive this data. This is particularly important for data protection of medical data; e.g., 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.

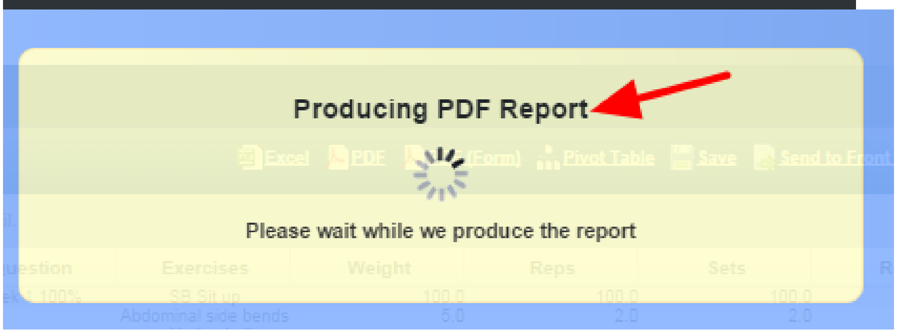
<u>When the error shown here appears, the report has NOT be sent to ANY of the selected users; even if some of the selected users had access to both the athletes and the Event Form.</u>

Only users with access to the Speed Form and all of the selected athletes will be able to receive the data.

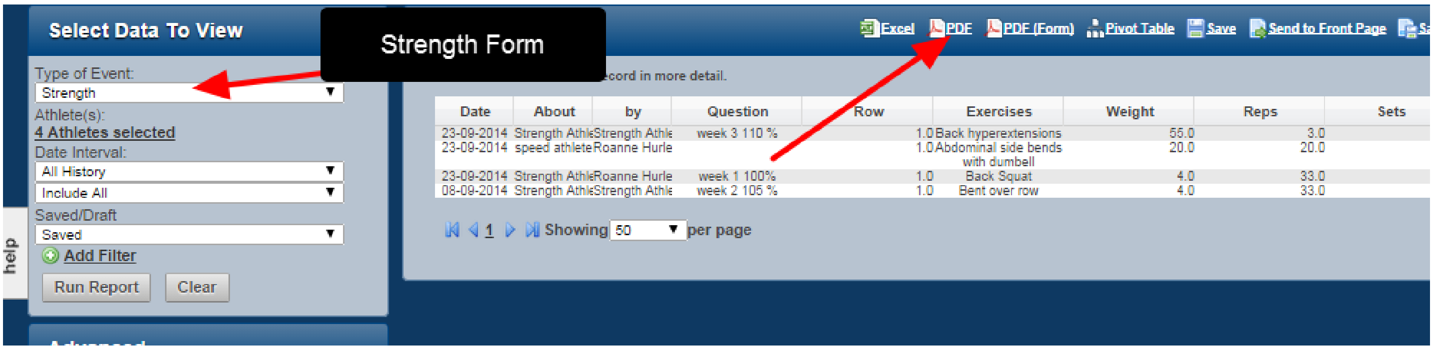


The report will run as expected and will be sent to this user.



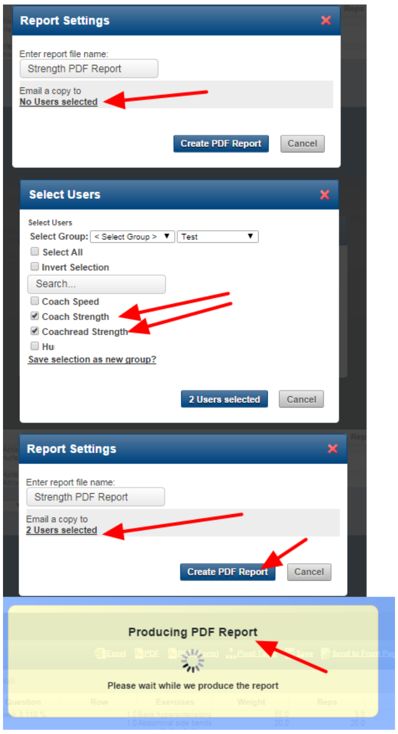


The user with access to all event forms and all athletes wants to send strength results to the strength coaches

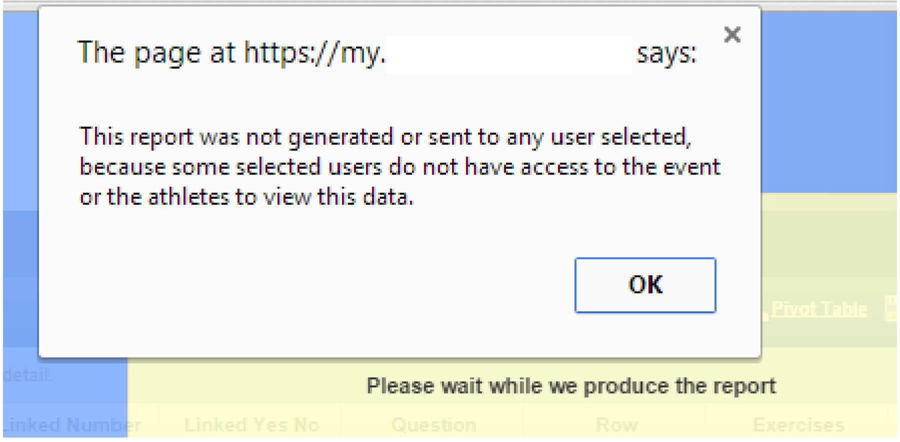


The user runs a strength report to send through to the strength coaches.

Only the strength coaches are selected to send the information to, and they user runs the report



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

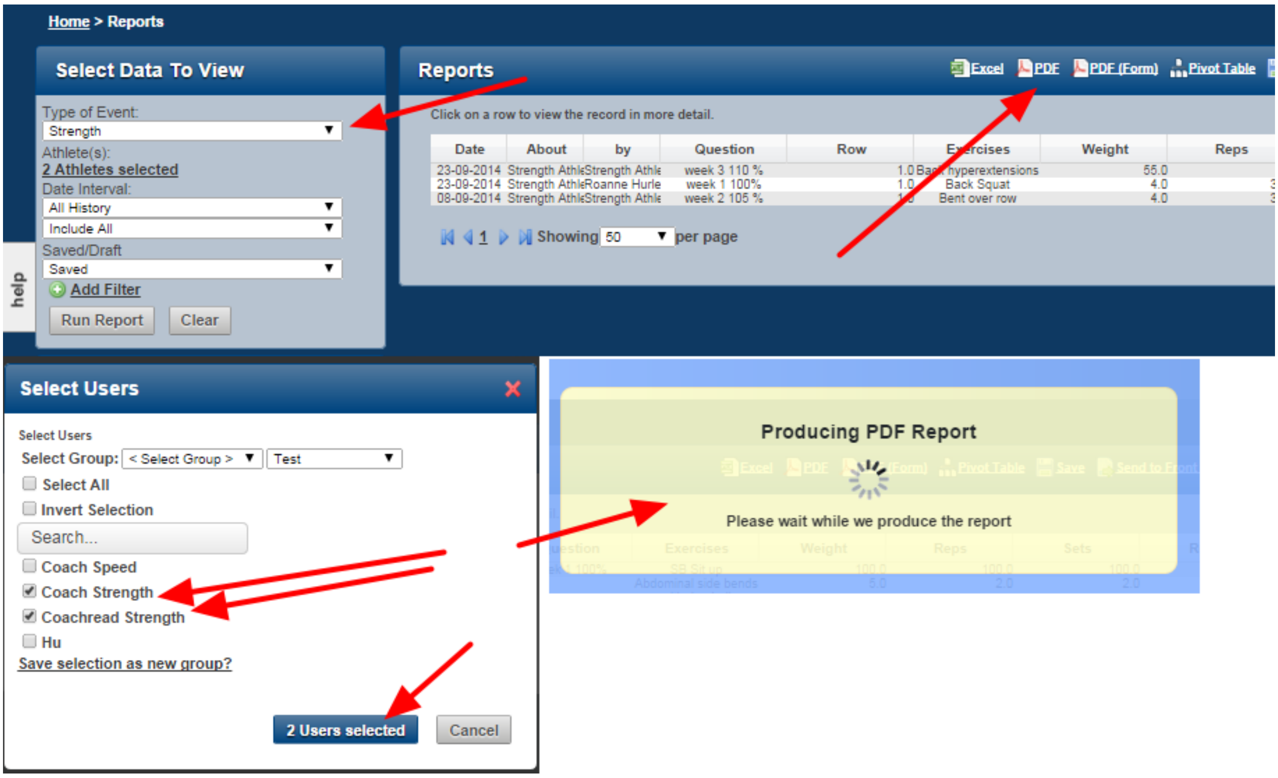


Even though both of the coaches selected have access to the Strength Form, neither of the strength coaches have access to all of the athletes in the selected report; they only have access some of the athletes in the report. This means they should NOT receive this data. This is particularly important 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.

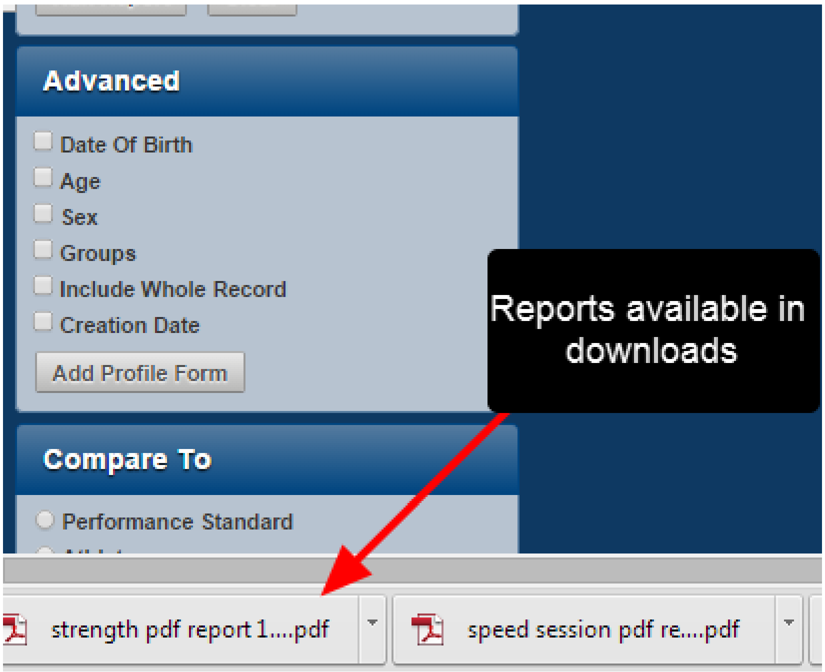
<u>When the error shown here appears, the report has NOT be sent to ANY of the selected users; even if some of the selected users had access to both the athletes and the Event Form.</u>

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



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)



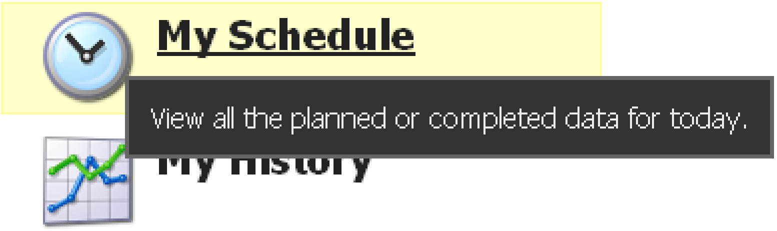
These changes have been made to prevent any user from accessing data for athlete/s or Event Forms which they have not been given access to.

Schedules and Calendars

Viewing "My Schedule": Professional

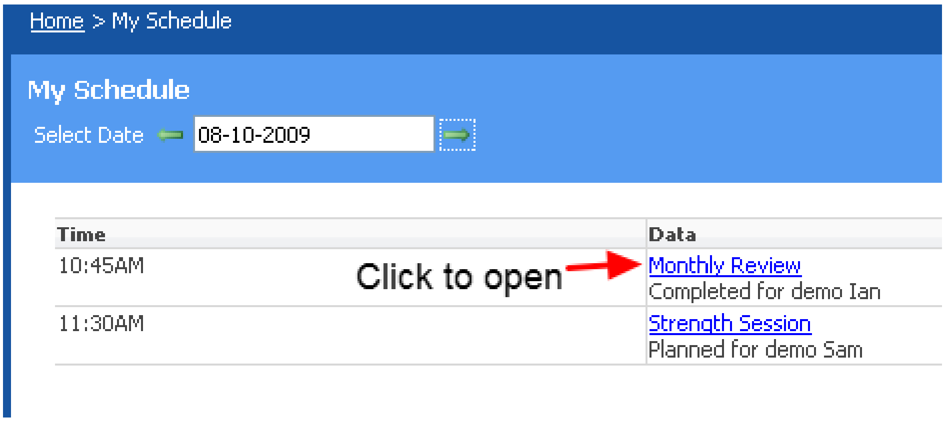
My Schedule is a fast way to see what events you have planned for today, tomorrow or any day!

Click on "My Schedule" on the Home Page



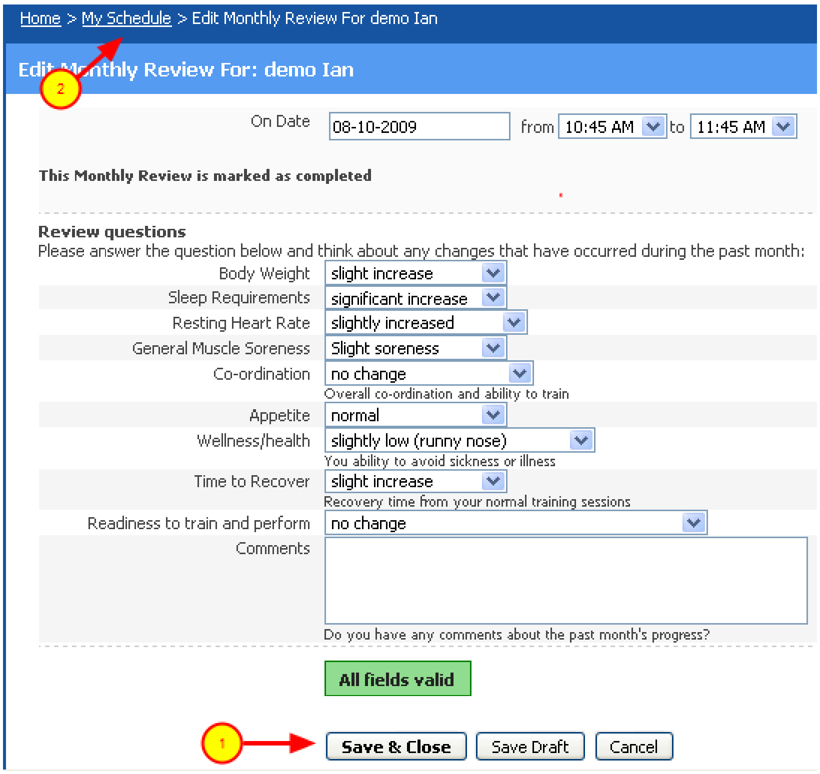
This will allow you to see all of the planned or completed data for any date.

If any events are entered for today, they will be listed:



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



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.

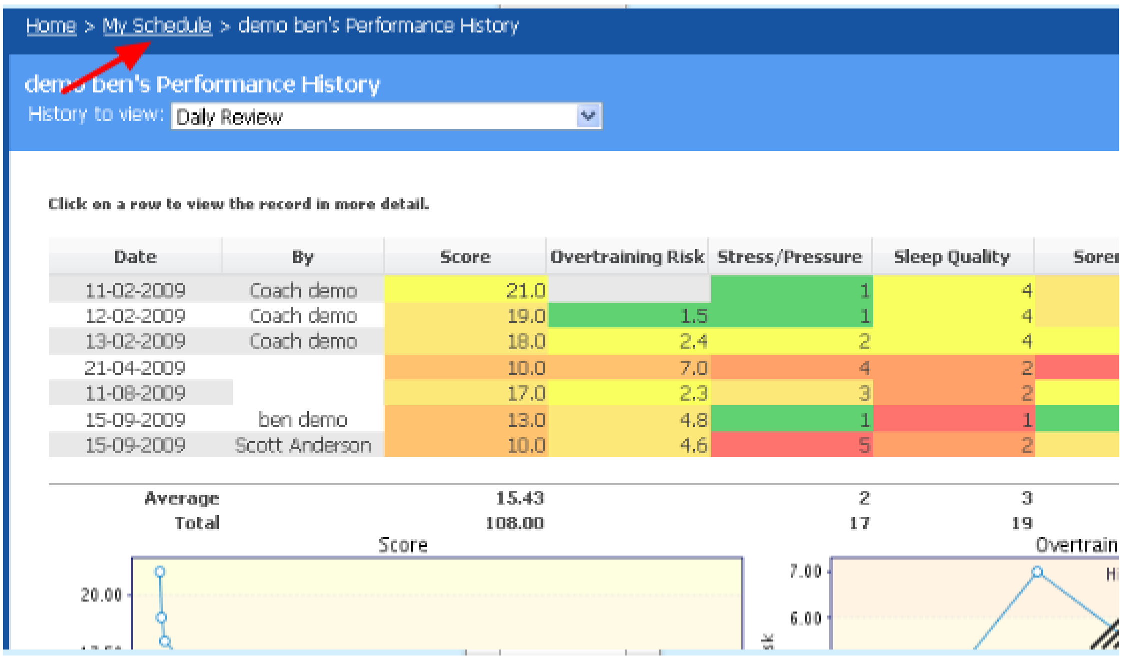
OR

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.

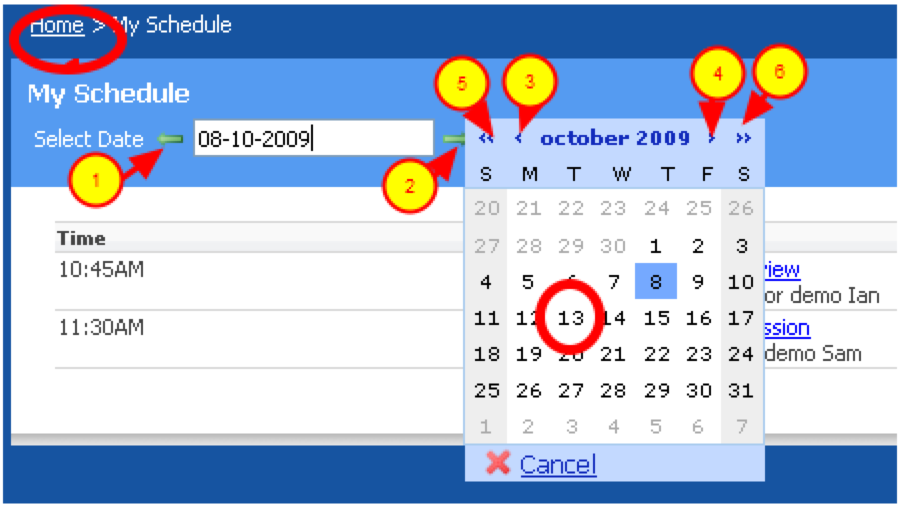
If you select to save and close the event, you will be taken to the Athlete History page to see their results.



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



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.

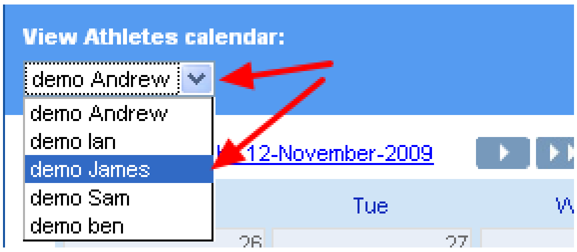
When you are finished using the Schedule, click the Home link as shown in the image above to be taken back to the Home page.

The Calendar

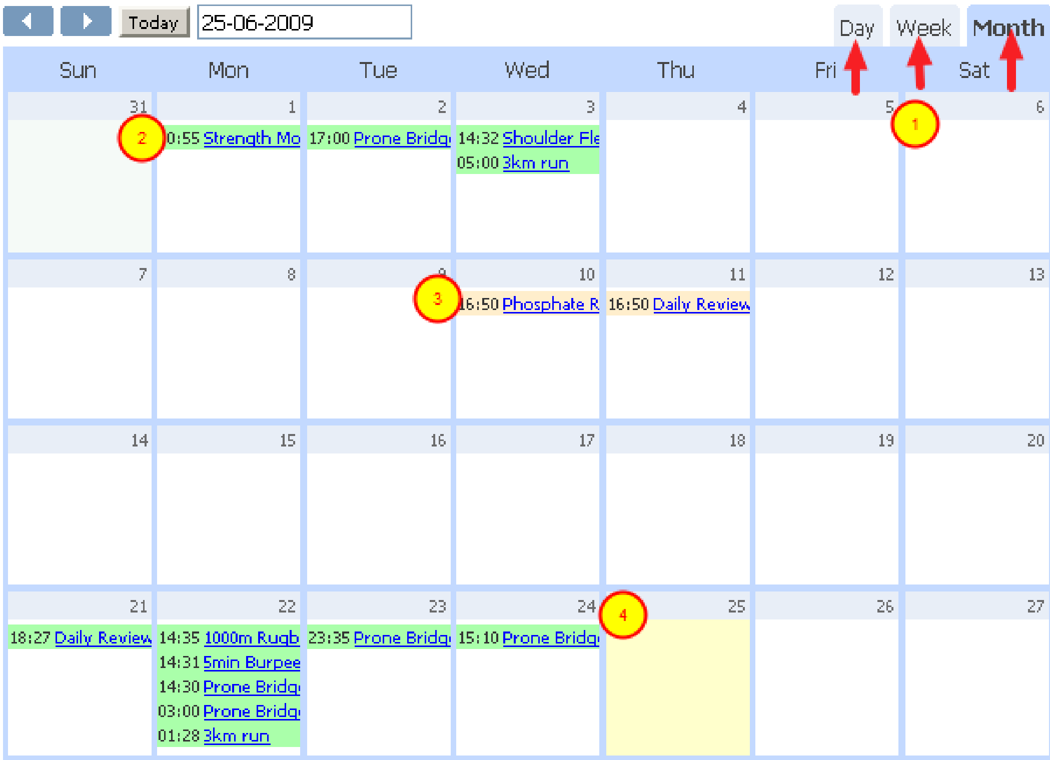
The calendar allows you to see what events are scheduled and what events have been completed for each athlete.

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.

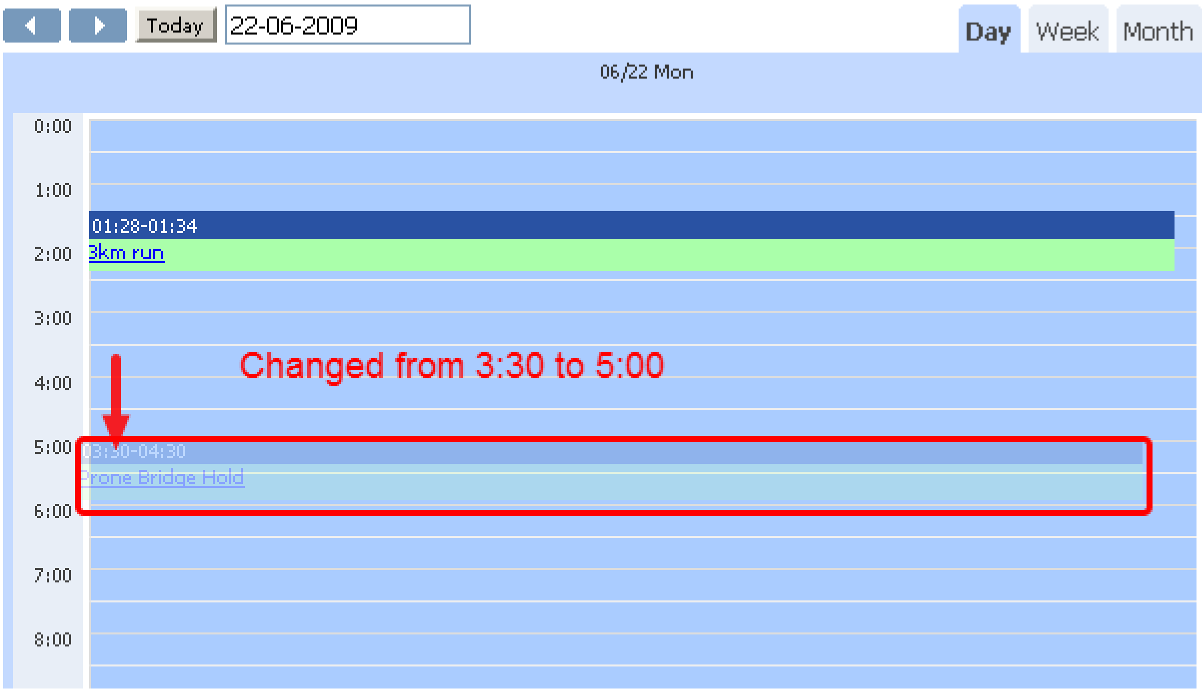
#4: View the information in an Event

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.

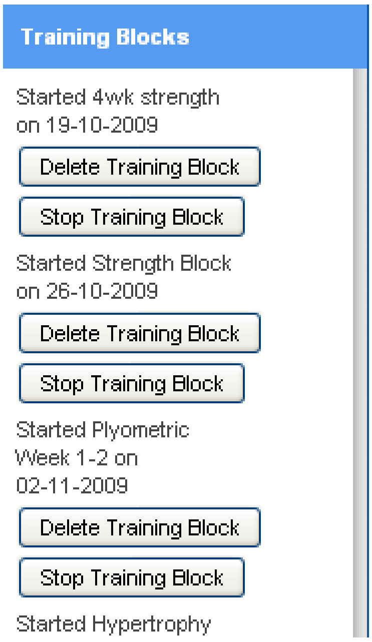
Drag and Drop to Move Events Around



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.

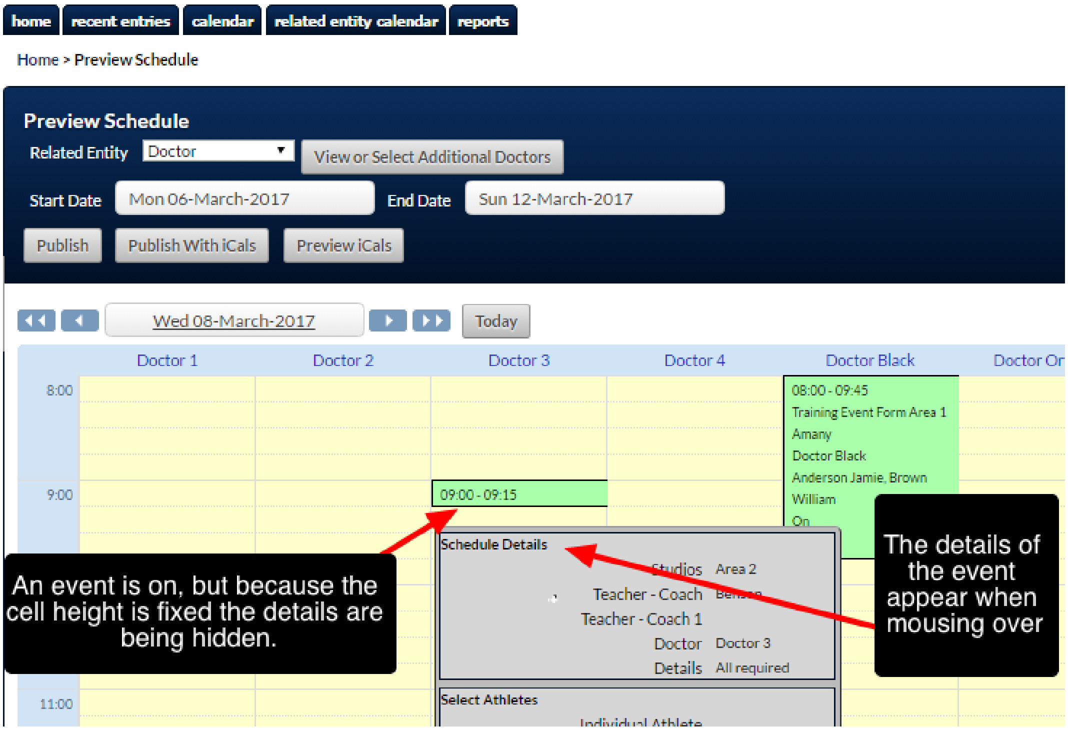


All of the training blocks that have been applied to an athlete will be listed on the right of the calendar page. You can delete or stop any training blocks and only data which is planned will be removed from the calendar. All data which is marked as "save and close" or "Save and lock" will be retained. If you delete or stop a training block ONLY planned sessions will be removed.

Preview Schedule Module-alternate layout

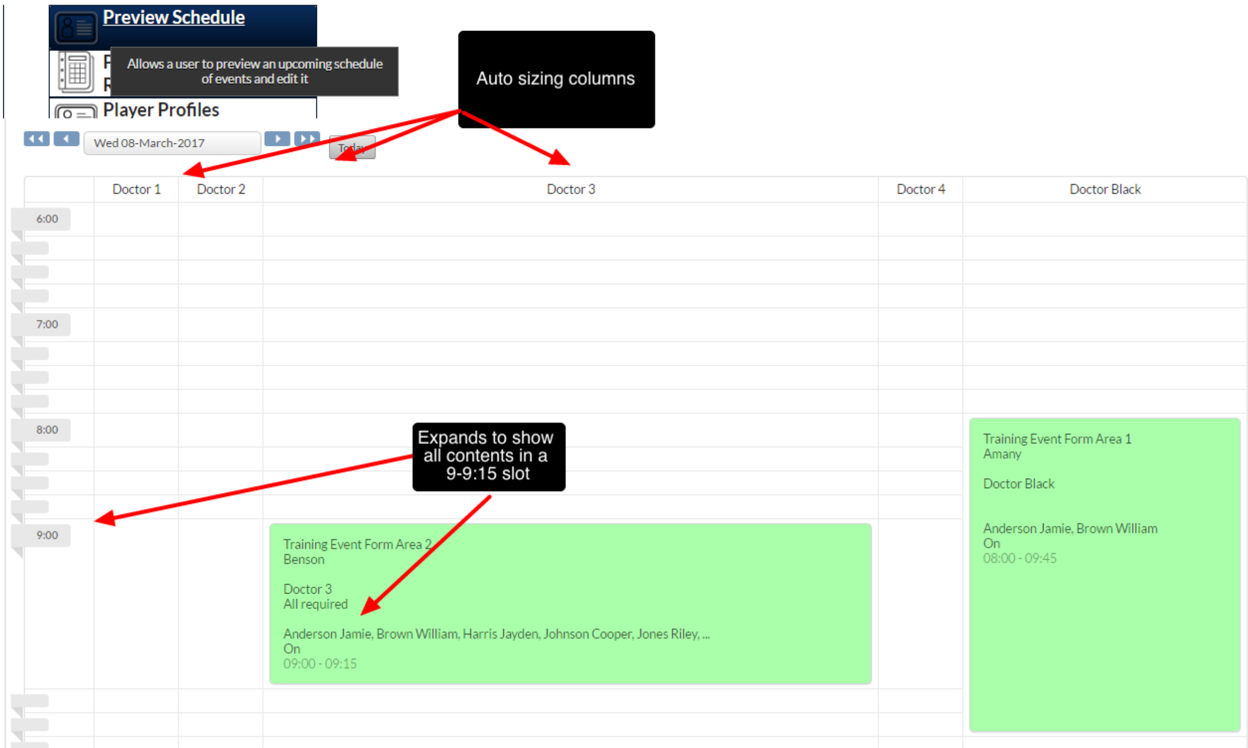
There is the option to have an alternate preview schedule module layout.

The current Preview Schedule layout is set to appear by default, but this can be changed by your Smartabase builder.



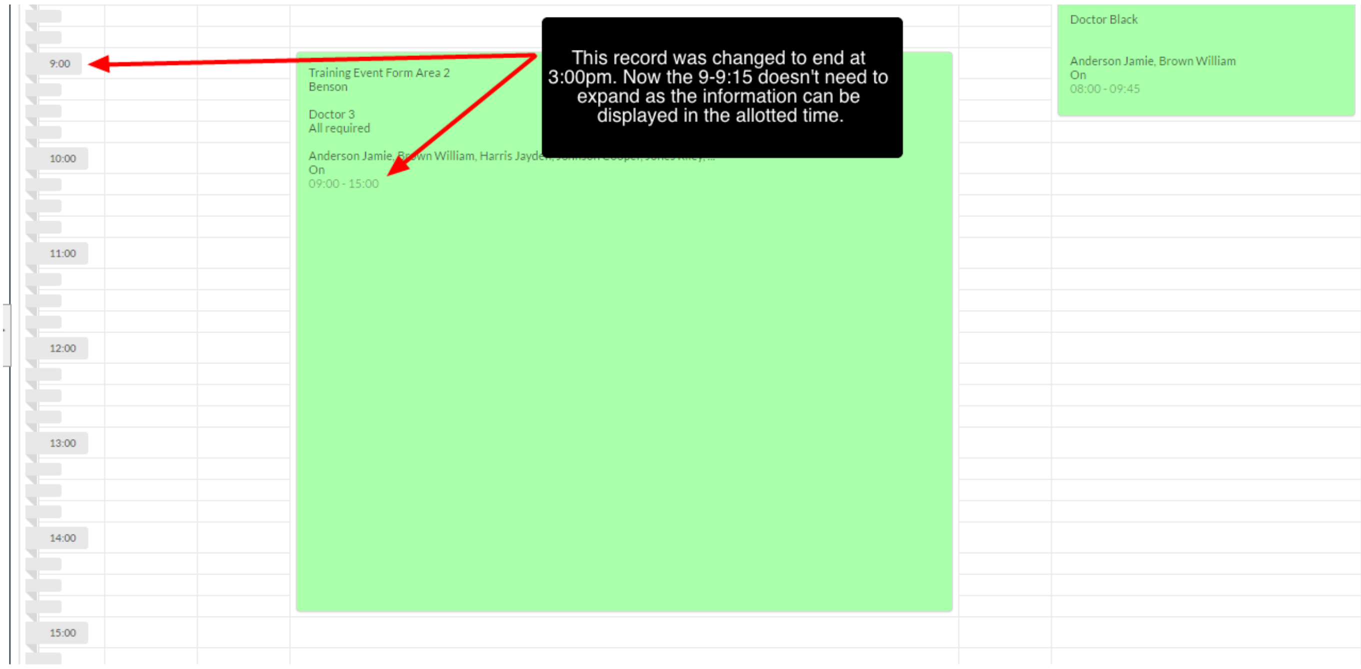
If your site has been changed, then the layout will change as shown in the images below

New Preview Schedule Layout (columns and cell height auto-size to fit Scheduling Event summary information)



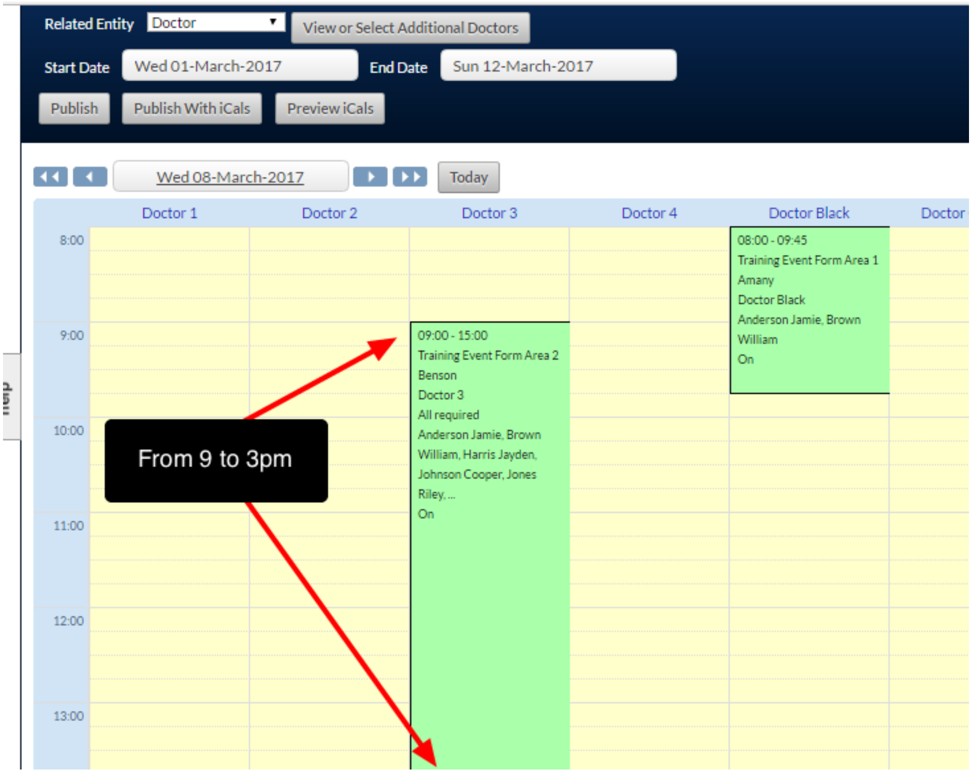
Row height expands automatically so that all details can be seen.

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

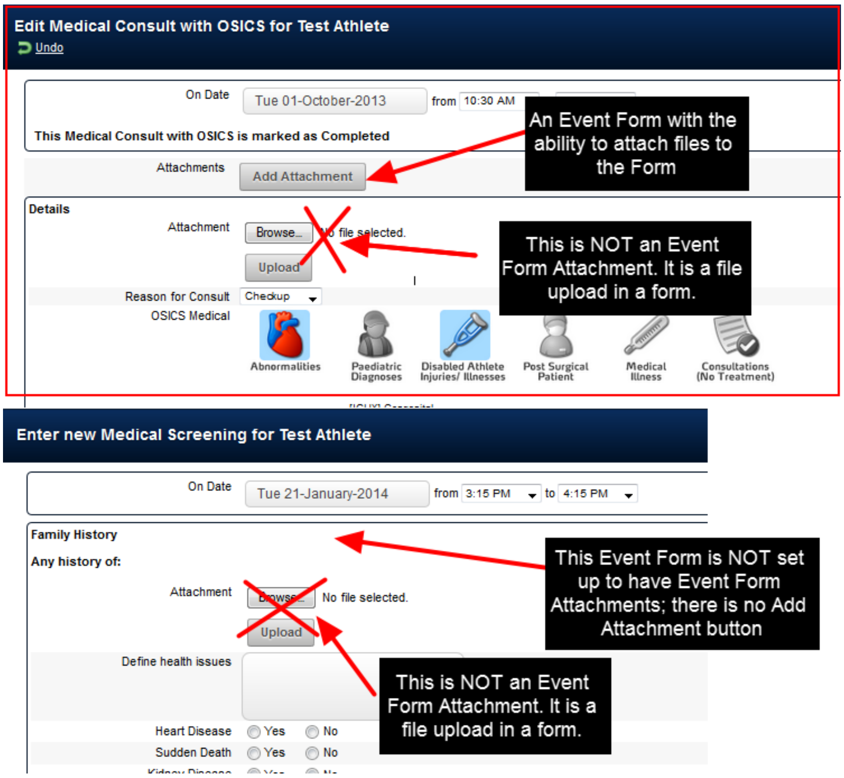
Important changes regarding access to Event Form Attachments (e.g. files you upload to a Medical Record or Travel Form) that have been set up to treat Event Form Attachments as Resources as well

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.

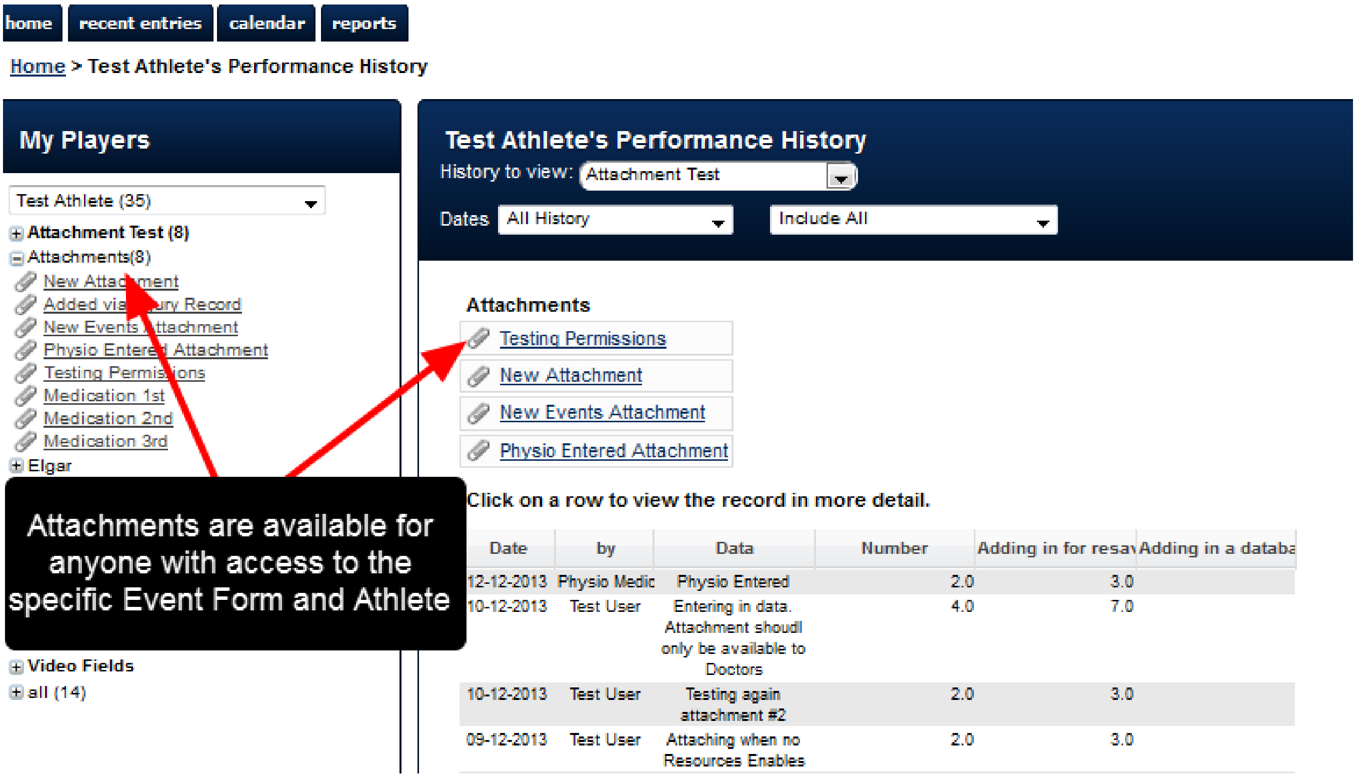
In line with the updates to the My Resources Module, Event Form Attachments (Attachments uploaded to Event Forms, NOT File Uploads within the document) have also undergone significant redevelopment. Now EACH Event Form can be set up on an Event Form by Event Form basis so that Attachments are treated 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



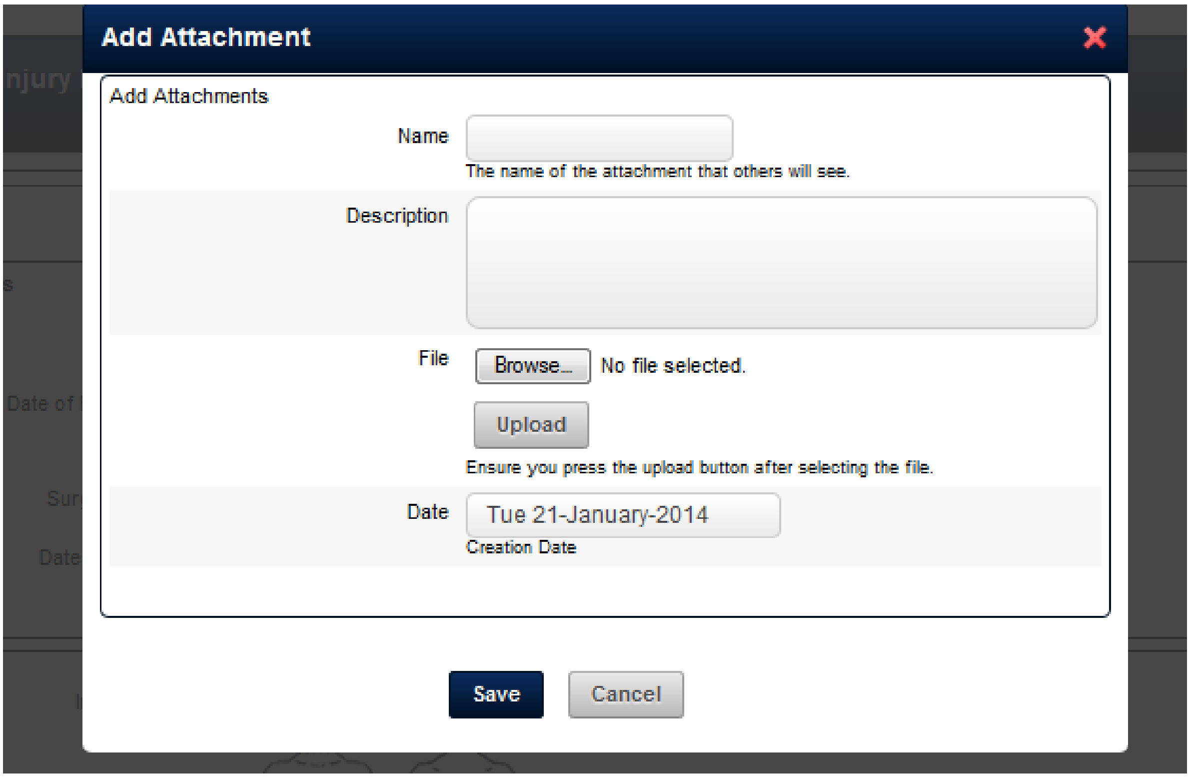
All Event Form Attachments uploaded to an Event Form are available via the Sidebar and Athlete History for anyone with access to the Event Form and the Athlete



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.

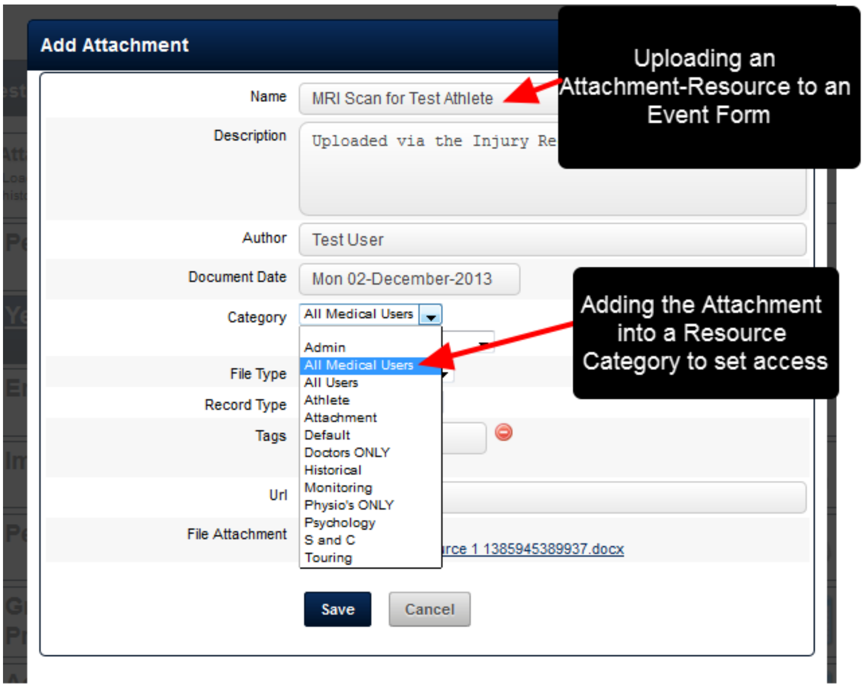
Currently when you attach a file to an Event Form that is just set up with Attachments, the following fields appear.



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.

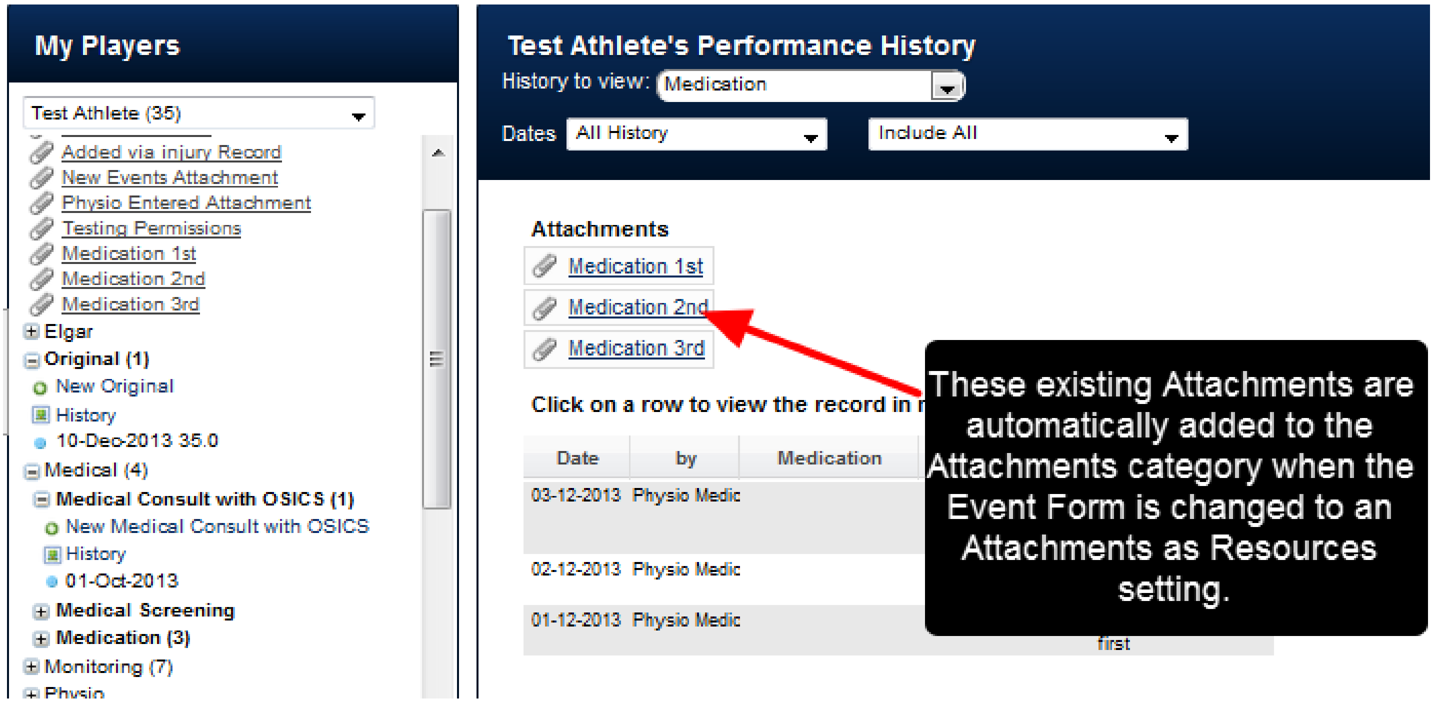
Event Forms set up with Attachments as Resources are now defined and accessible using the same properties as a Resources in the My Resources Module



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.

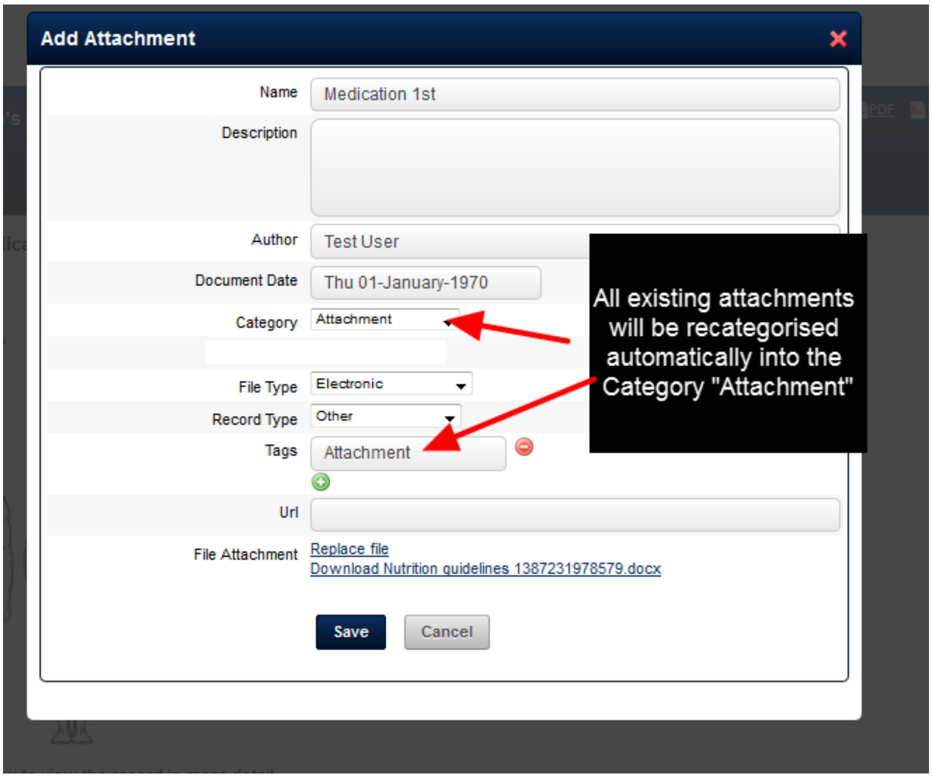
The Date it was uploaded, the person who entered it, and who is was entered for, will also be available to use as search parameters in the My Resources Module.

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



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).

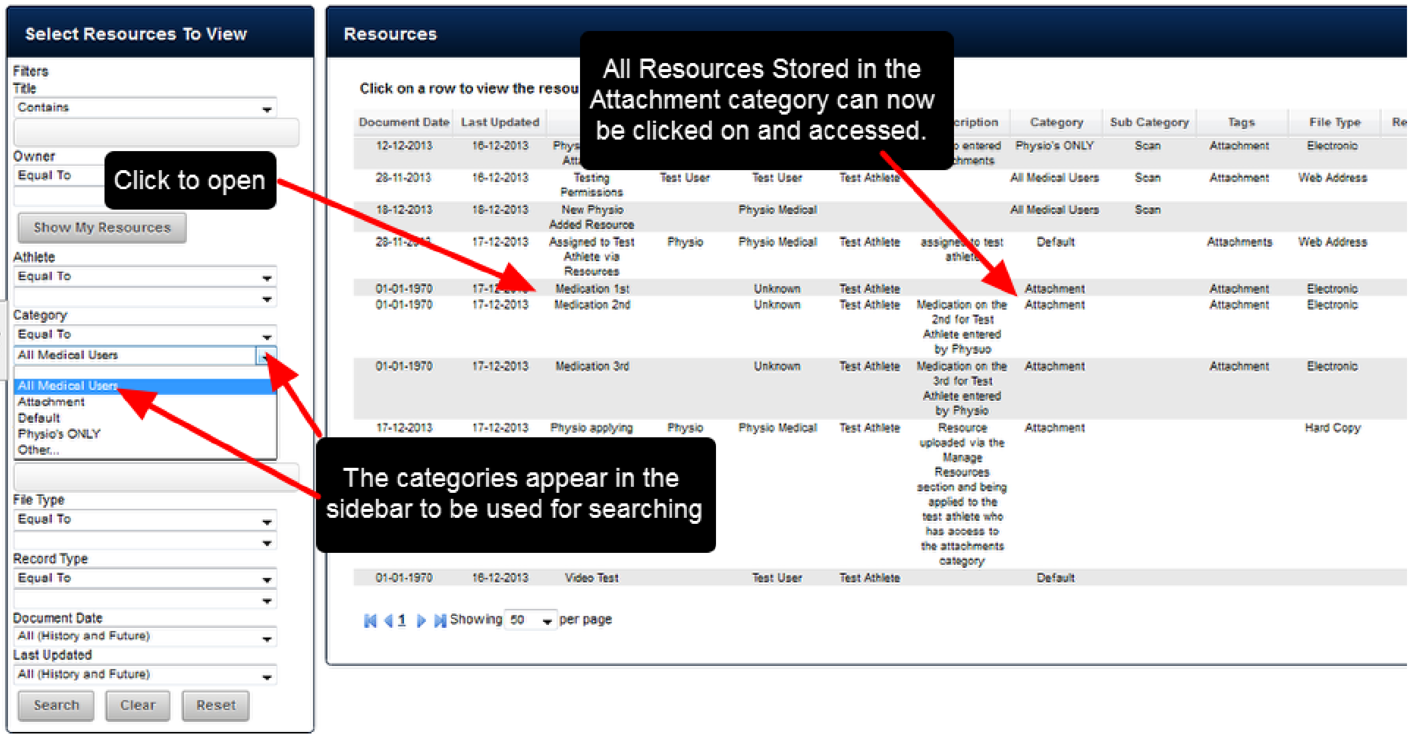
When you open an existing Event Form Attachment it will be categorised into the "Attachment" Category.



The 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.

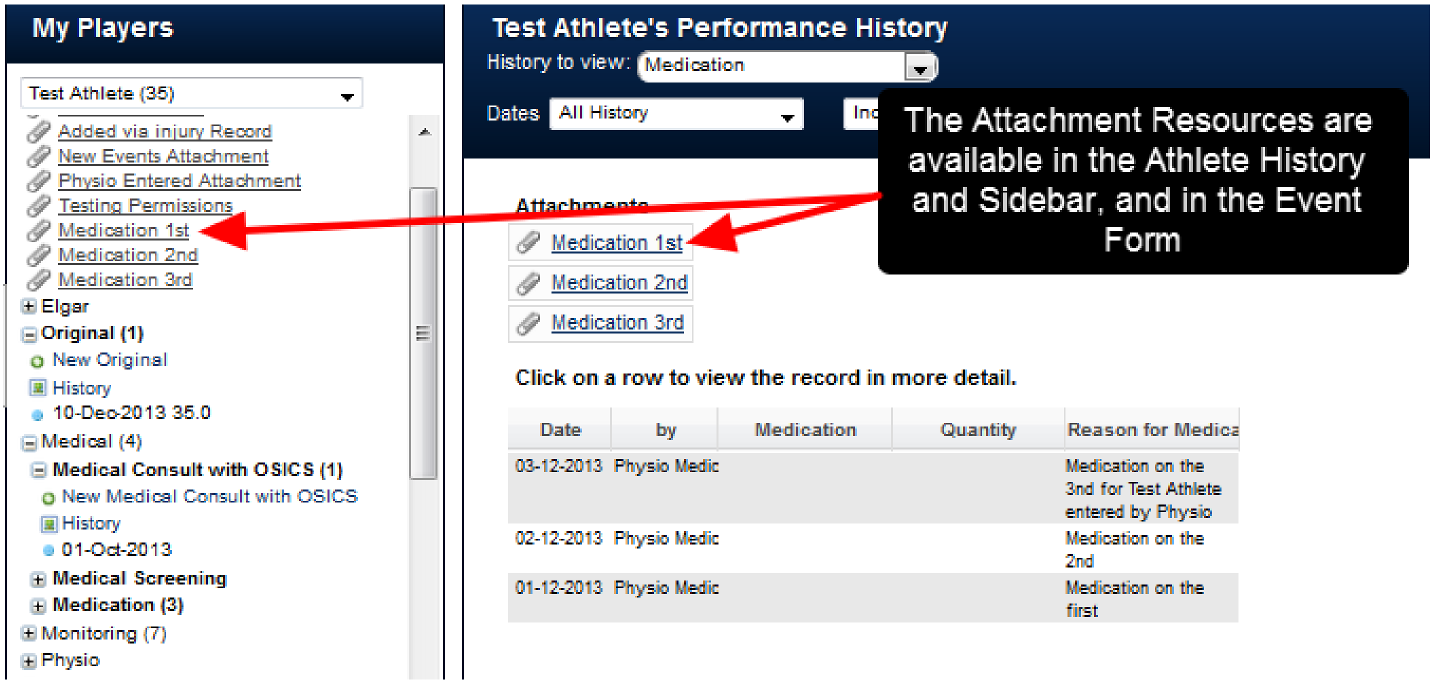
Once your Role has the correct Category permissions added to it, you will be able to access all Attachments (via the Resources Module, and the Athlete's History Page)



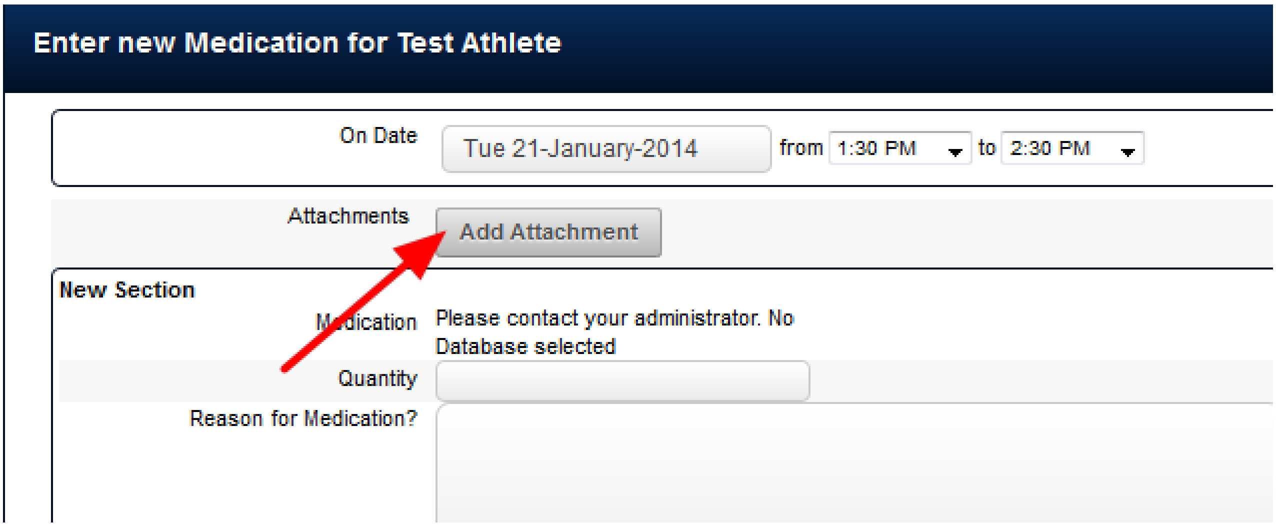
The example here shows that this user has been given access to the Category "Attachment" (on the Administration Site in the data permissions) and they can search for any Attachment Resources on the My Resources Module. This means they can access and search through attachments in that Category that they 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)



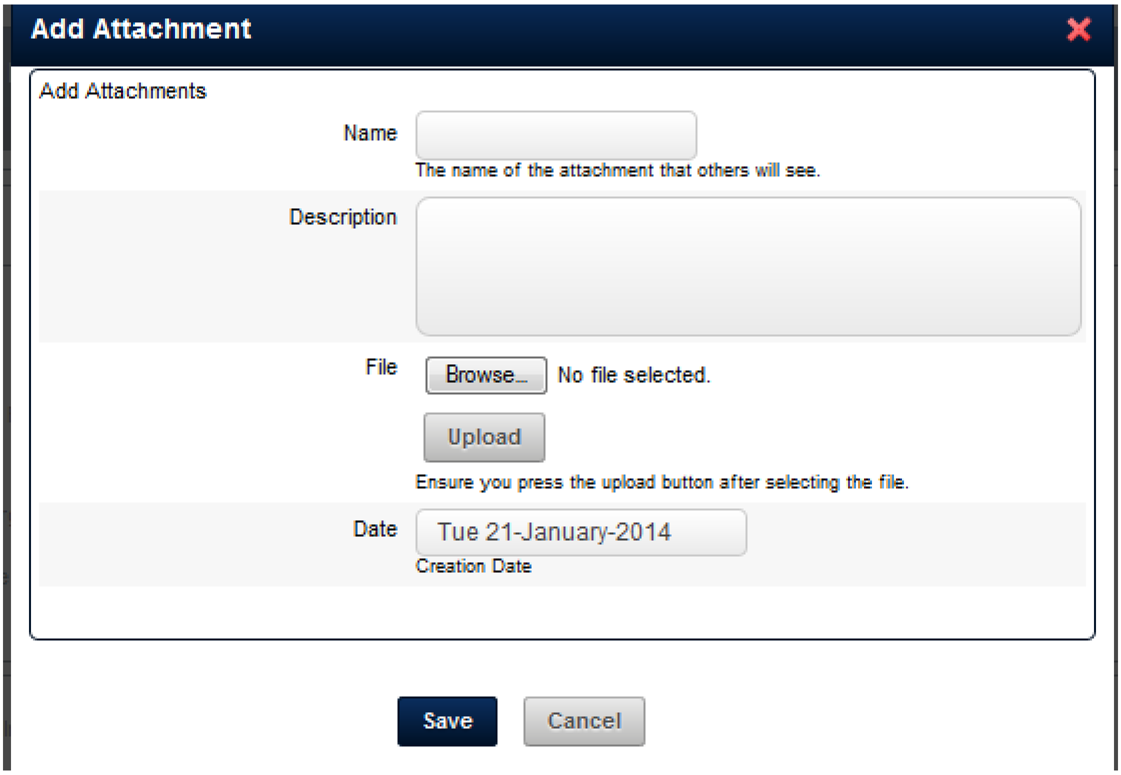
To Upload a New Attachment Resource, click on the Add Attachment button that you would normally select



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.

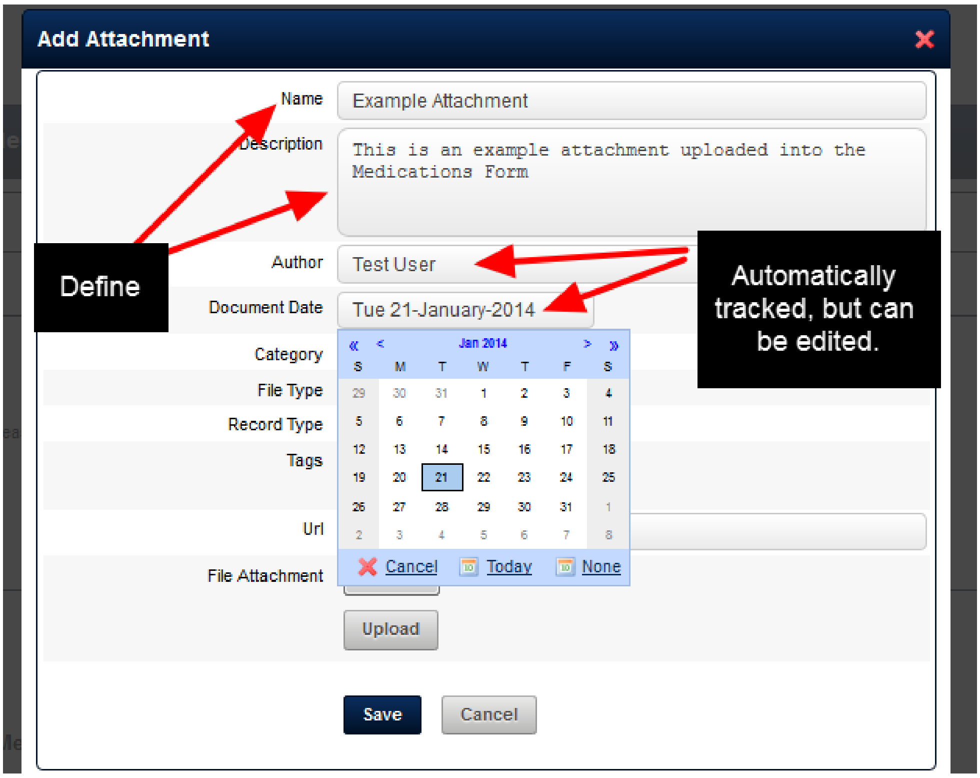
N.B. Any file uploads (in a table or as a stand alone filed) within the document are NOT treated as attachment Resources. ONLY attachments added via the Add Attachment button at the top of the Event Form will be available on the My Resources Module.

If your Event Form is set up to treat Attachments only as Attachments (not Attachments as Resources), it will look this



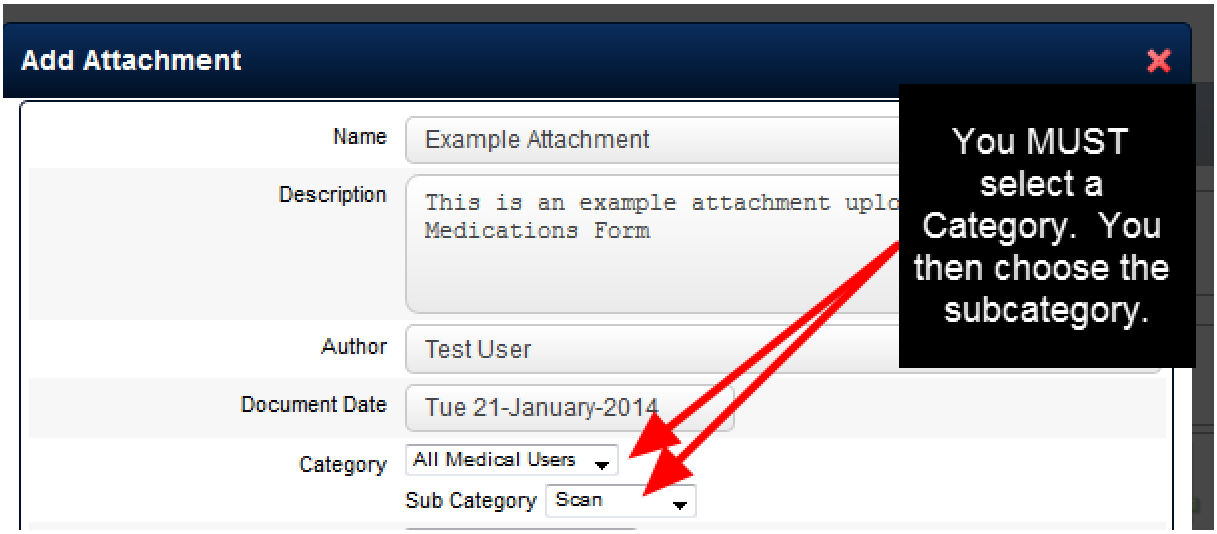
These attachments will not be available in the My Resources Module, and they will not be added into any category to limit access. They will continue to function the same as before the update.

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



- 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.



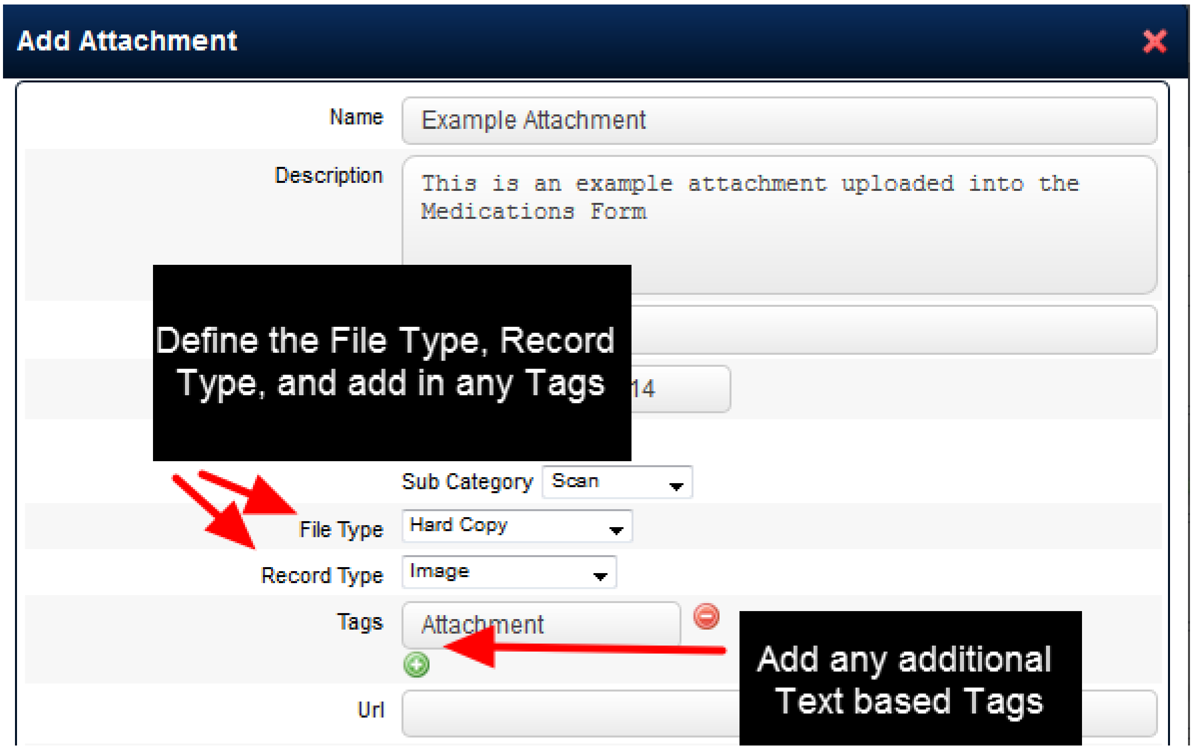
Select the Category from the drop down list.

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

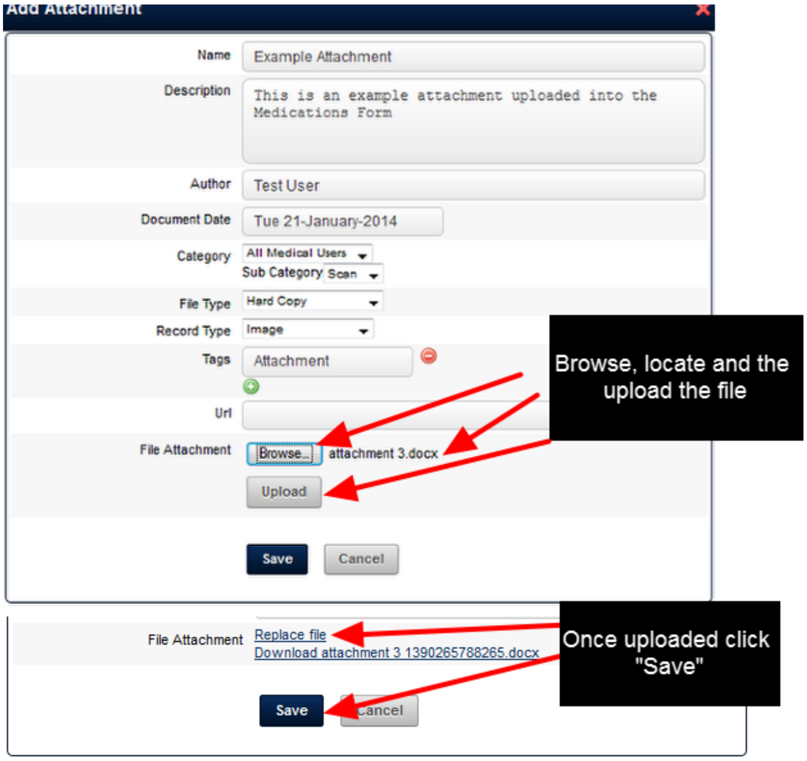
You can then specify the File type, Record type and additional Tags



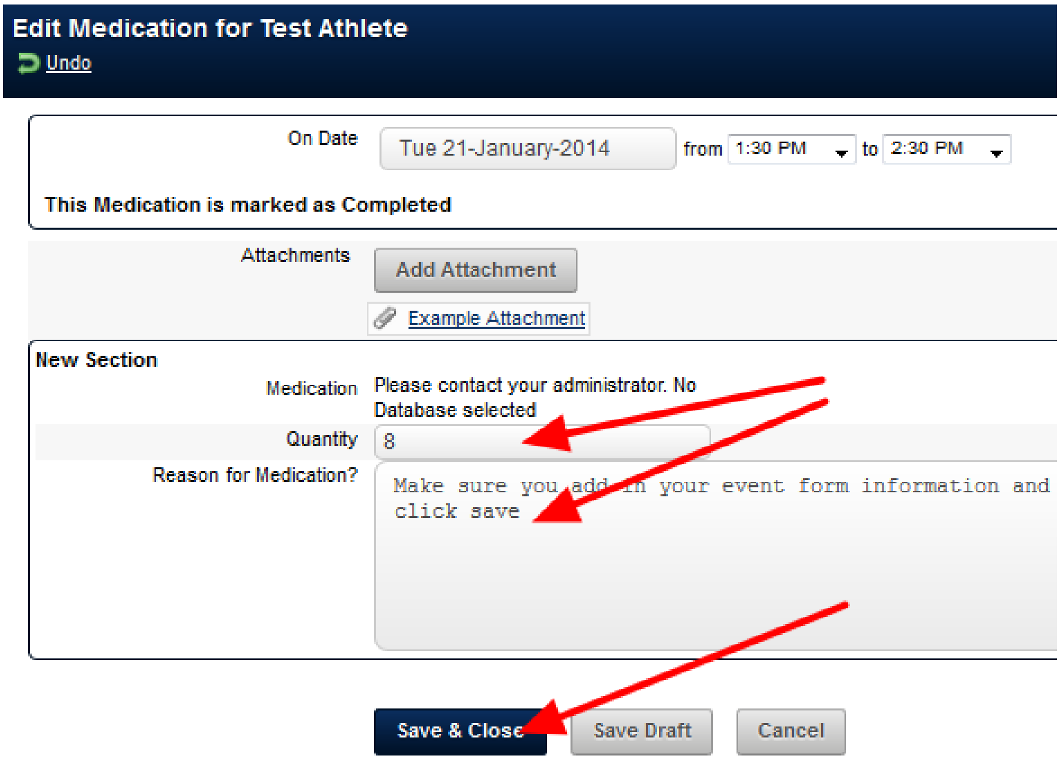
Define the:

- File Type
- Record Type
- Tags (additional descriptors to help when searching for the attachment). Attachment will automatically be added as a Tag.

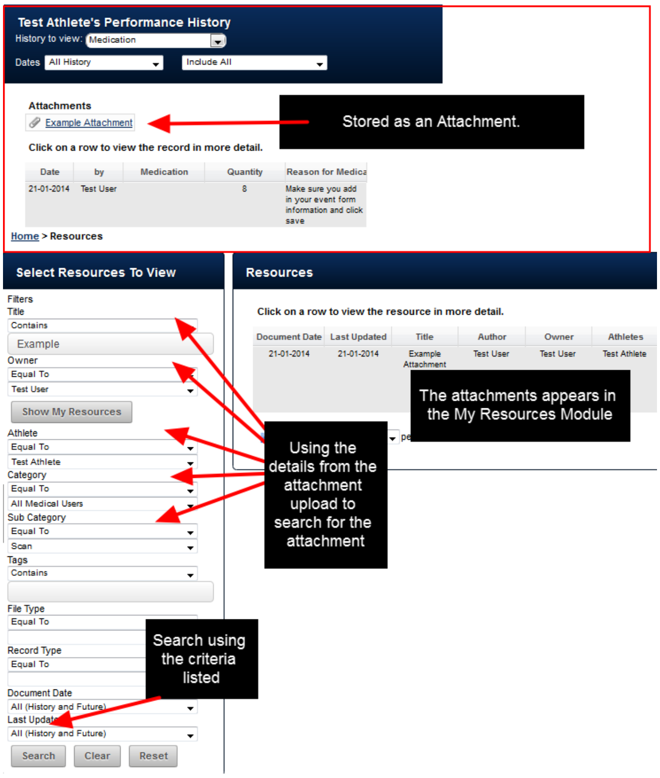
Next locate and upload the file



Next, ensure you enter in the data into the Event Form and Save the Form



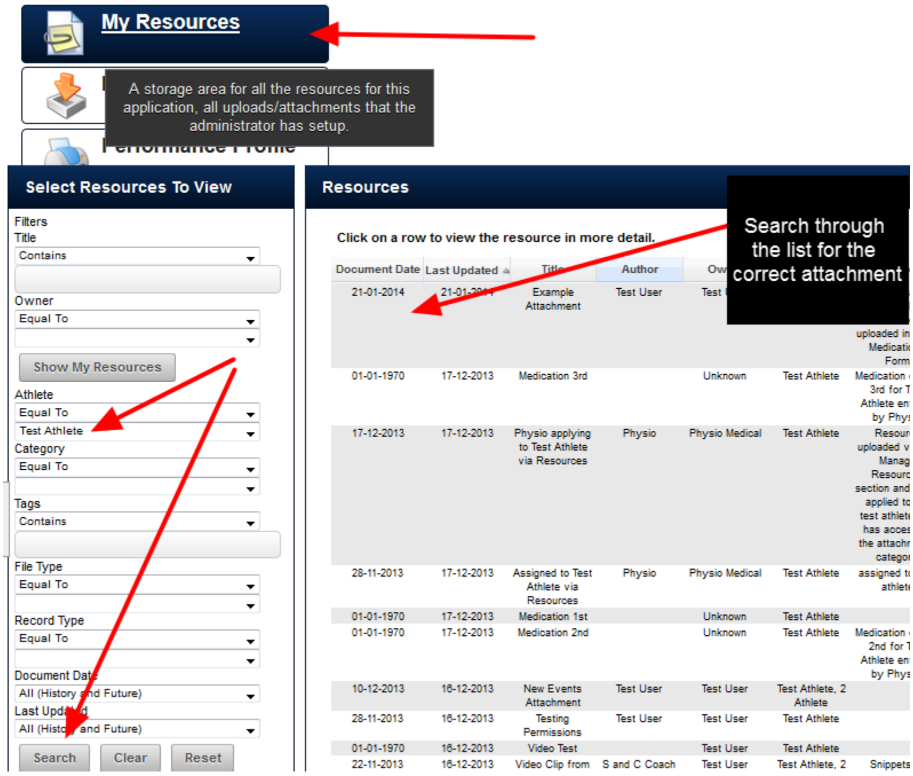
The attachment will be stored as an Attachment. It will also be available through the My Resources Module



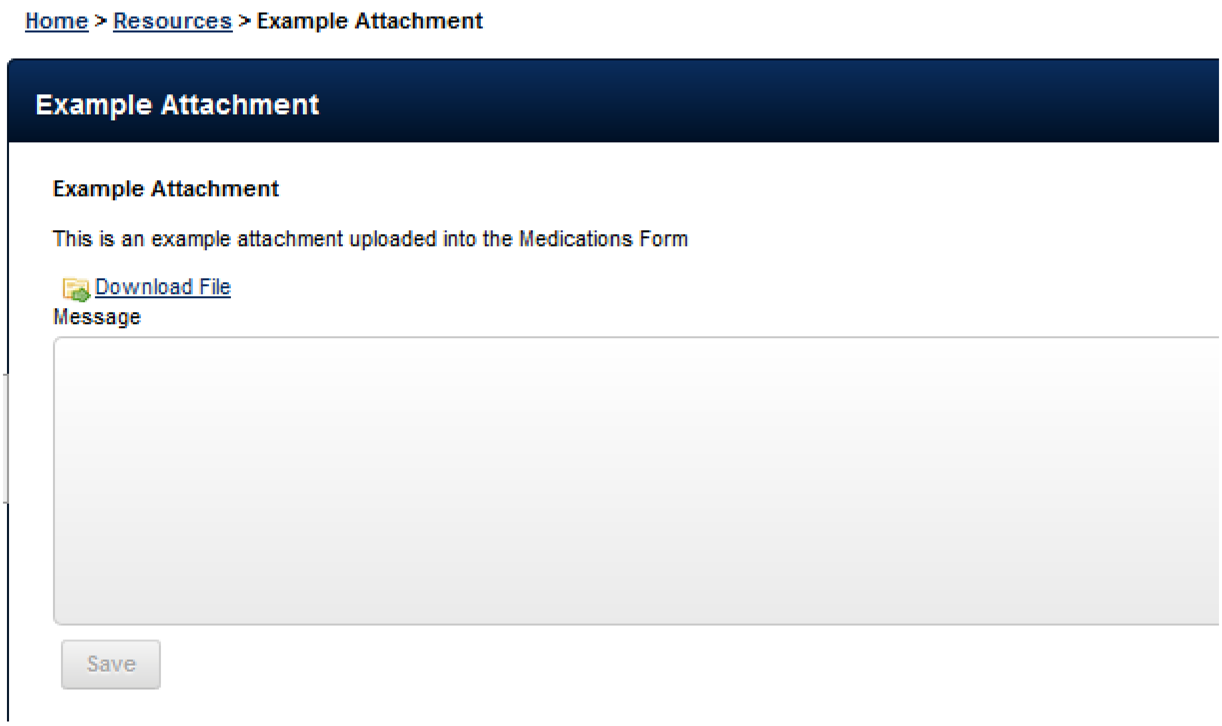
The image here shows that new attachments is stored as an Attachment on the Event Form. It is also available for selection on the My Resources Module.

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.

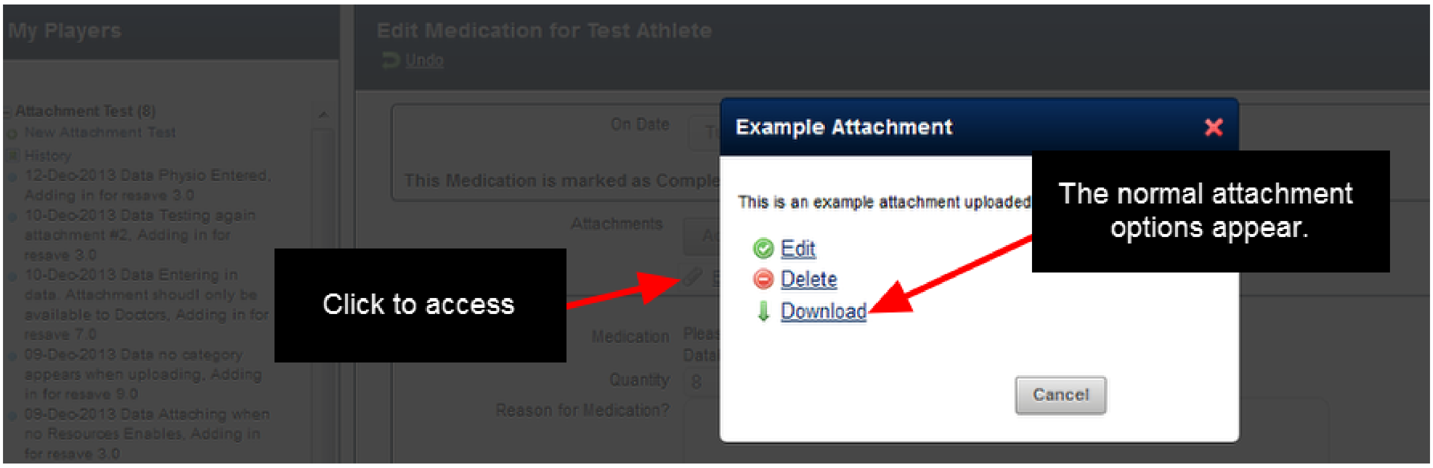
On the My Resources Module, if you cannot recall the additional information that was specified with the Attachment, you can just select the athlete's name and the click Search



From the My Resource Page, the attachment can be clicked on and then downloaded



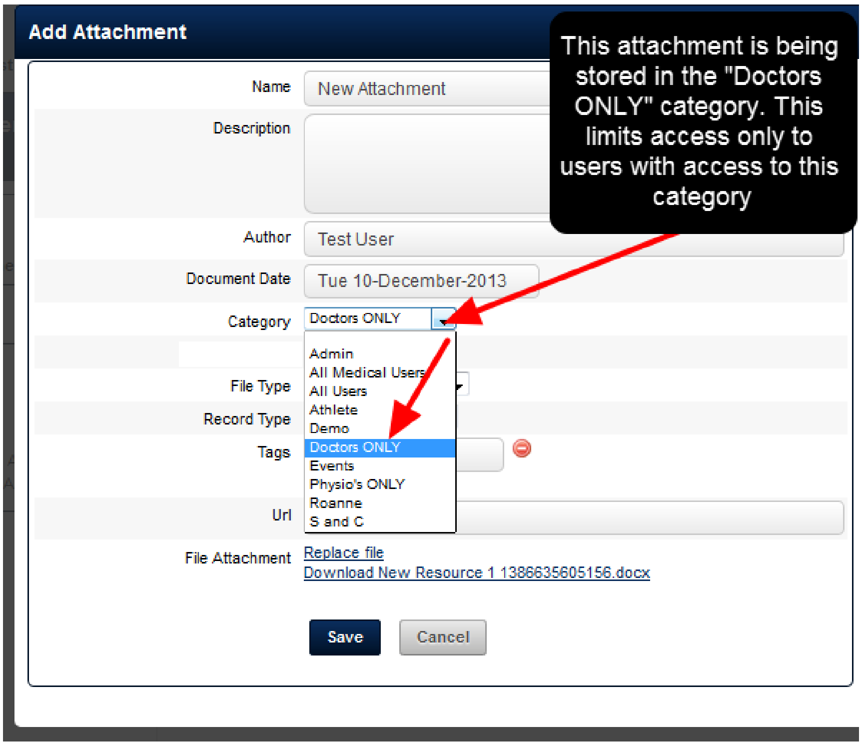
The Attachment can also be opened and downloaded from the Event Form, as per the original work flow. If you have access to the Manage Resources module you will also be able to edit the Attachment.



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.

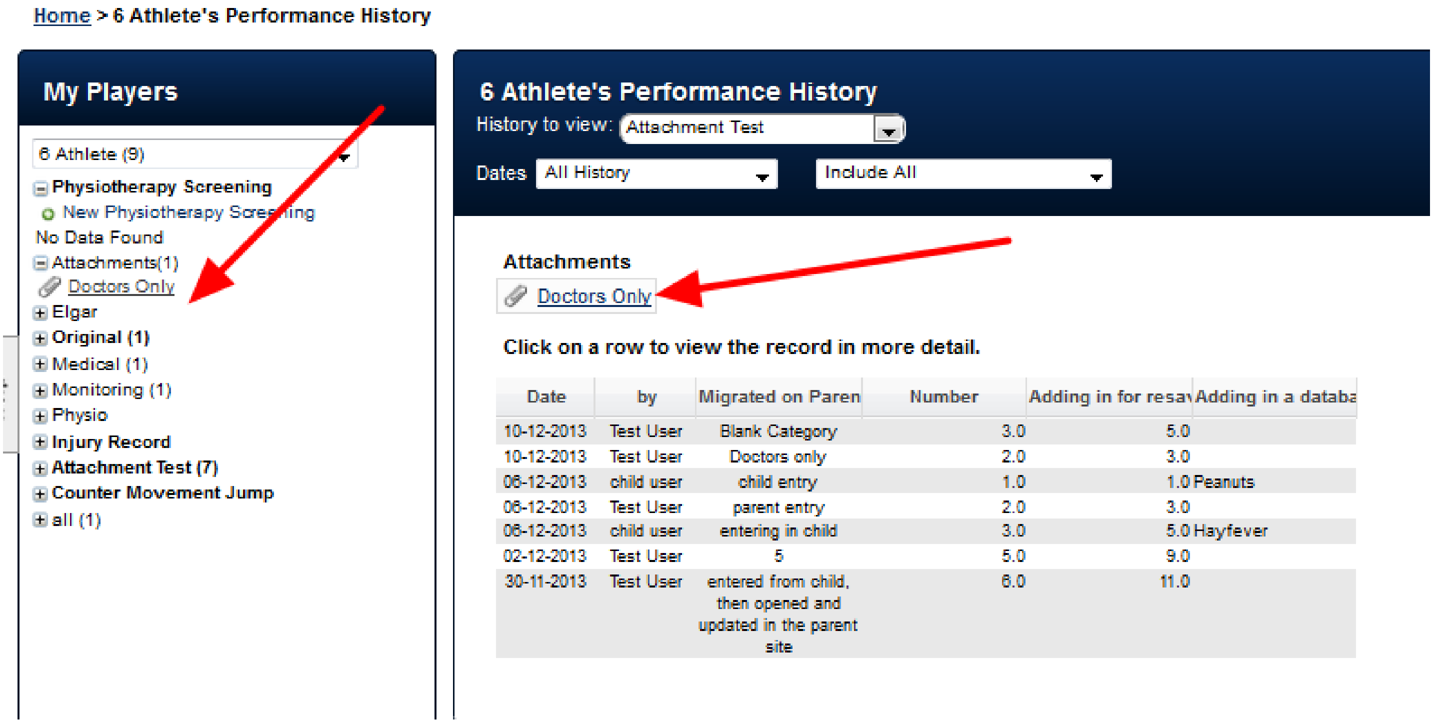
Make sure you check where you should be storing different types of Attachments. If you upload it into the wrong category, other users may not be able to access it



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.

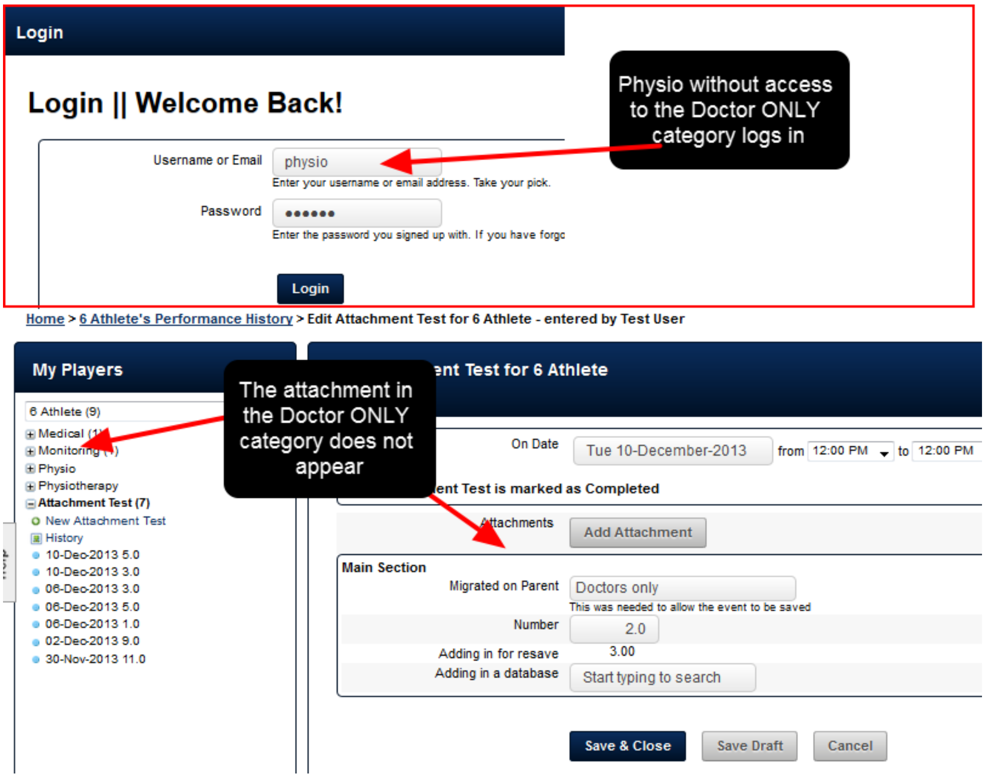
If you have access to the correct Category and the My Resources module, the Attachment-Resources appear in the same places as before (In the Athlete History and in the Sidebar)



Date	by	Migrated on Paren	Number	Adding in for resa	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	

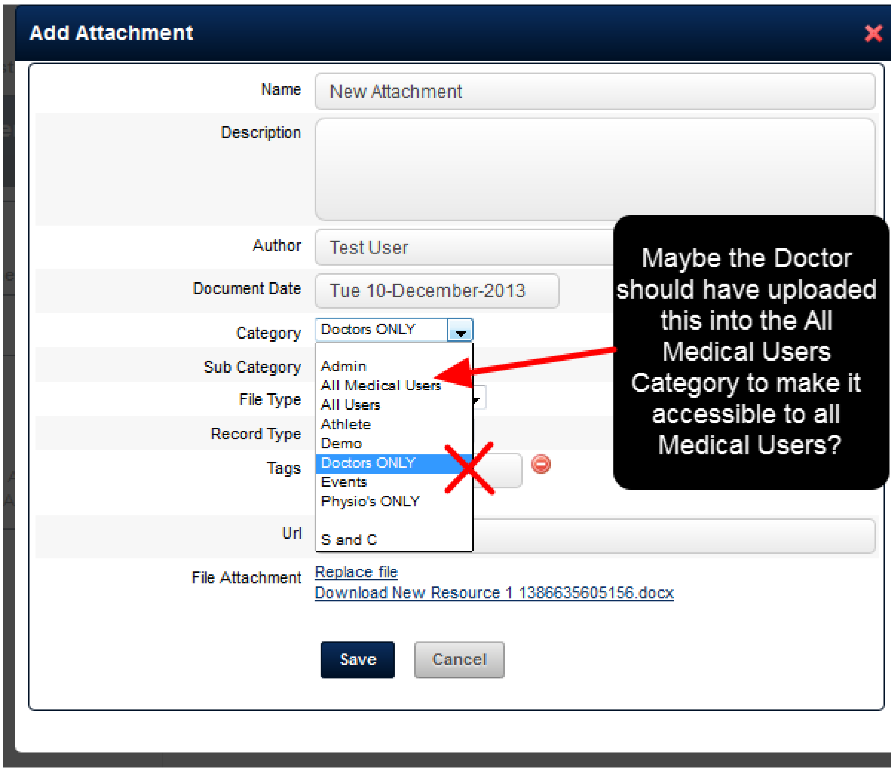
The example here shows that the Doctor uploaded the attachment and then save it. It is available in the Sidebar, and on the Athlete History (as per the status quo for attachments).

However, if another user (e.g. a Physiotherapist) has not been given access to that category (e.g. the Doctor ONLY category), the Physiothepist cannot access the attachment that the Doctor uploaded



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.

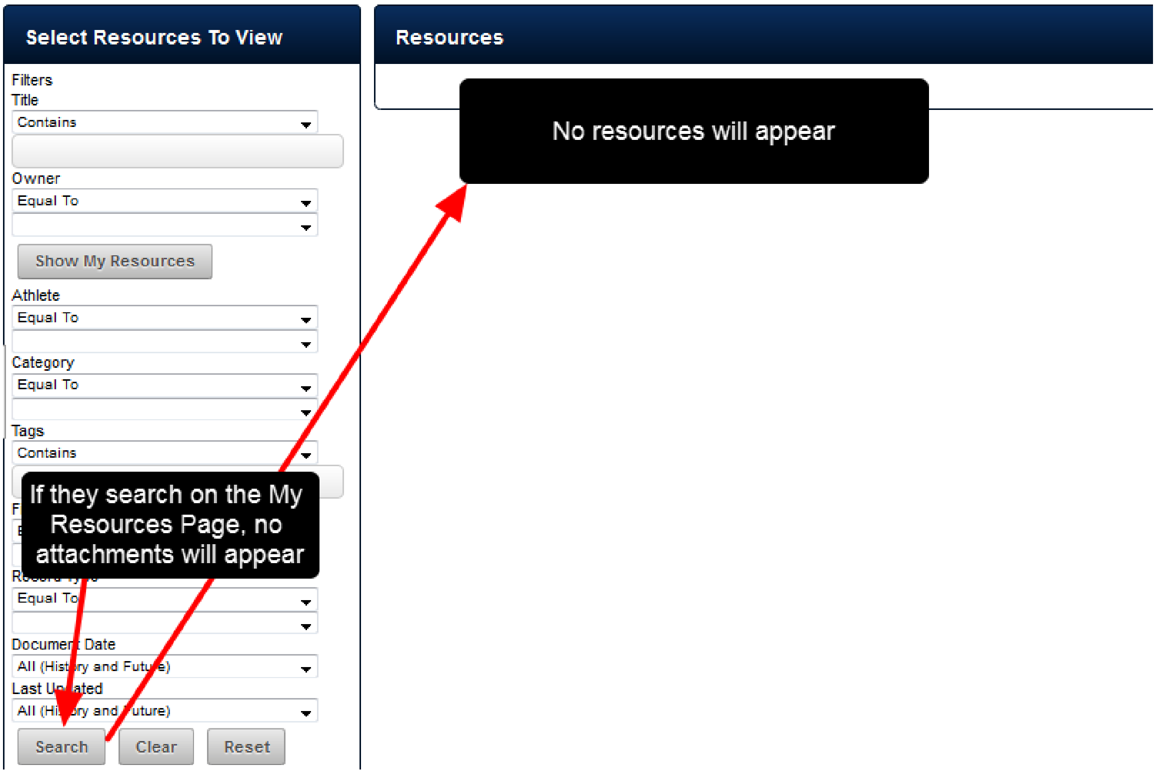
This is an excellent example of how attachments can be kept confidential. However it also highlights important training information; you need to know where you should and shouldn't store attachments in order to keep them confidential, BUT accessible



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?

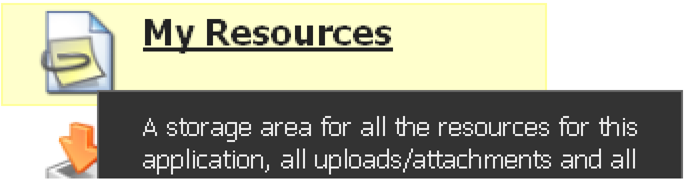


If you come to your My Resources page and NO resources appear when you click on "Search", OR, if no attachments appear in the Sidebar for the Events where you know Attachments should be then you have NOT be given permission to access the "Attachments" Category in your Role. Contact your system Administrator 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.

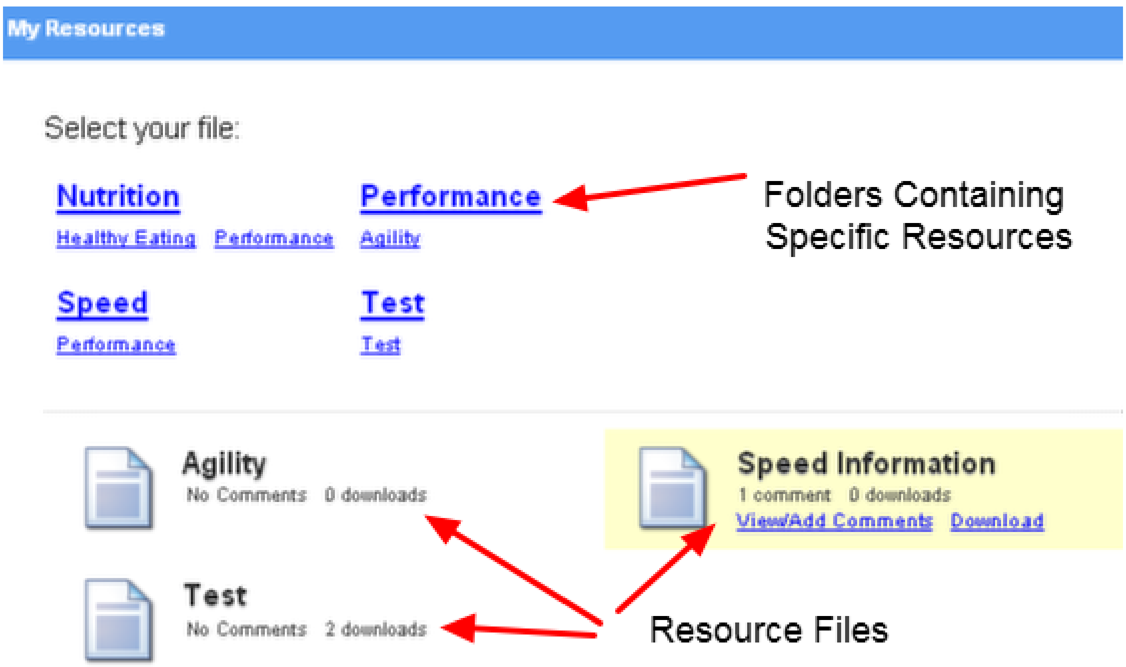
My Resources



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.

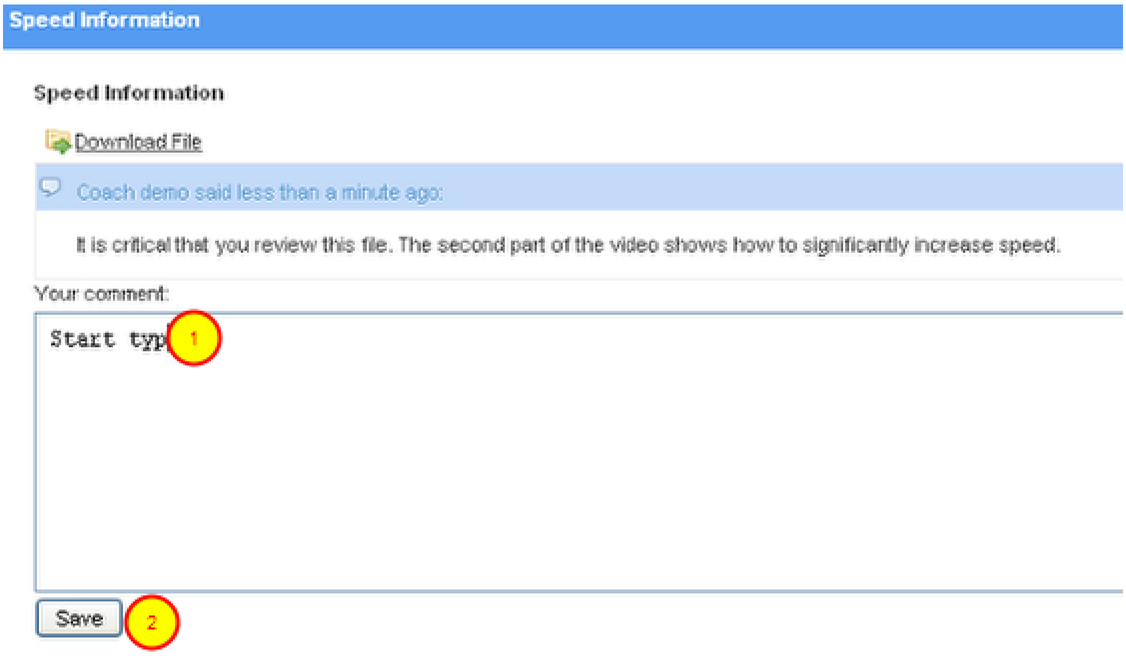
All of your Resources will be available to Download, review or add a comment to



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.

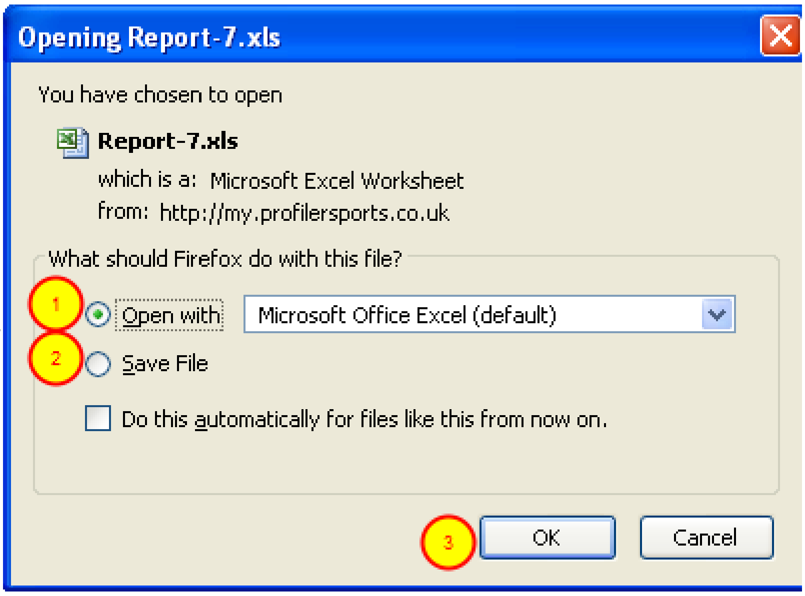
To Download the Resource

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"

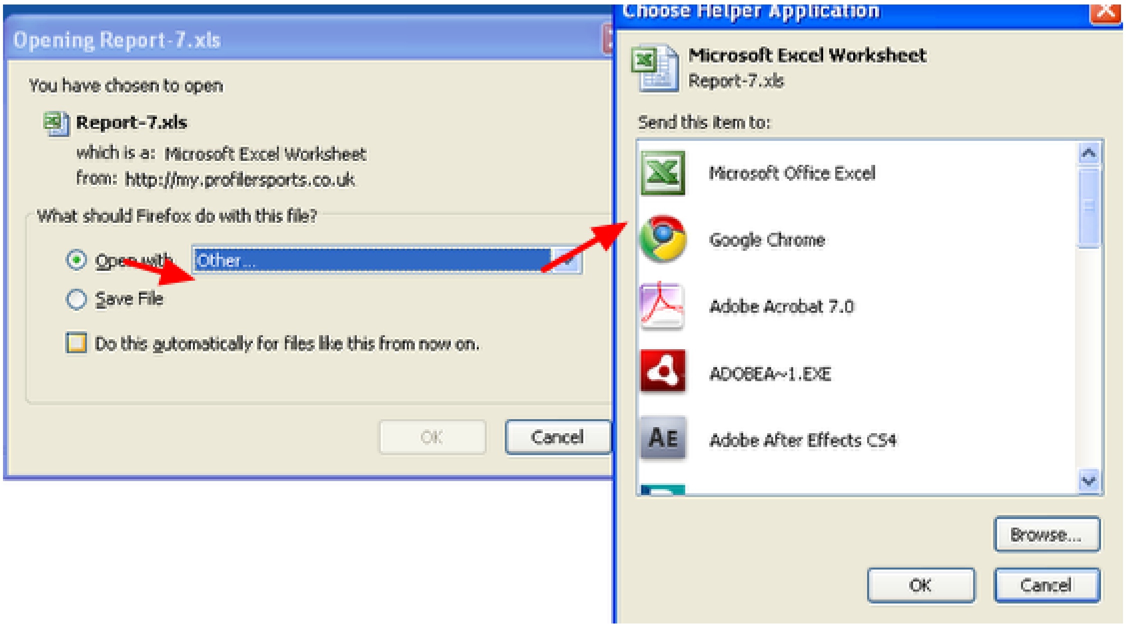
In the example here, the Speed Resource is a .xls document, so the software has already selected to open the .xls file using the Microsoft Office Excel software that reads xls files. Alternatively, if the file was a .png or a .flv then the software would use the existing image, or video software to open 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.

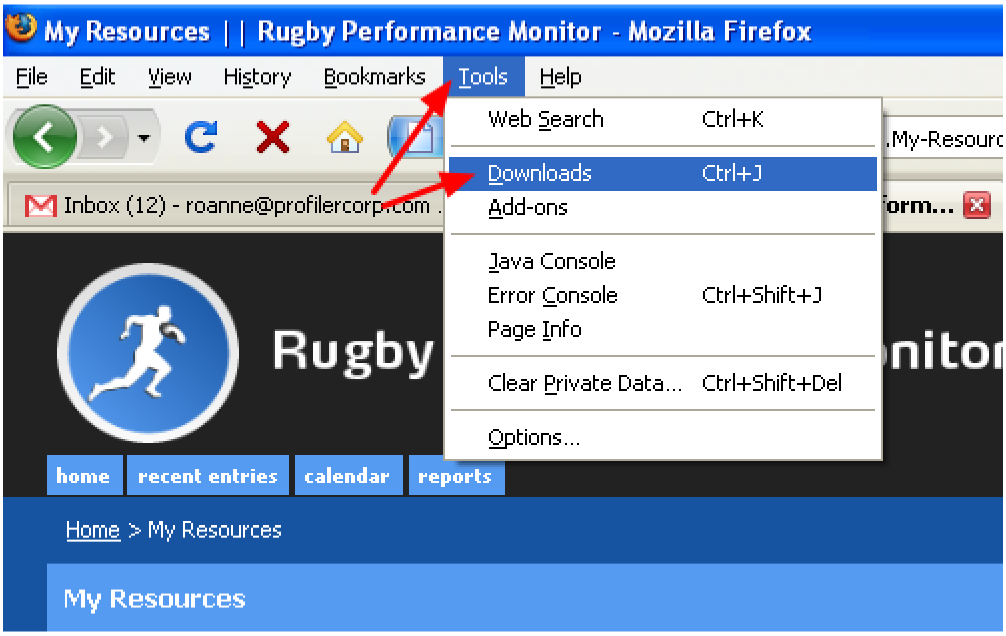
Users can also choose different software to open the file



Your computer will automatically try and open the file using the correct programme. However, you can select to choose a different software programme.

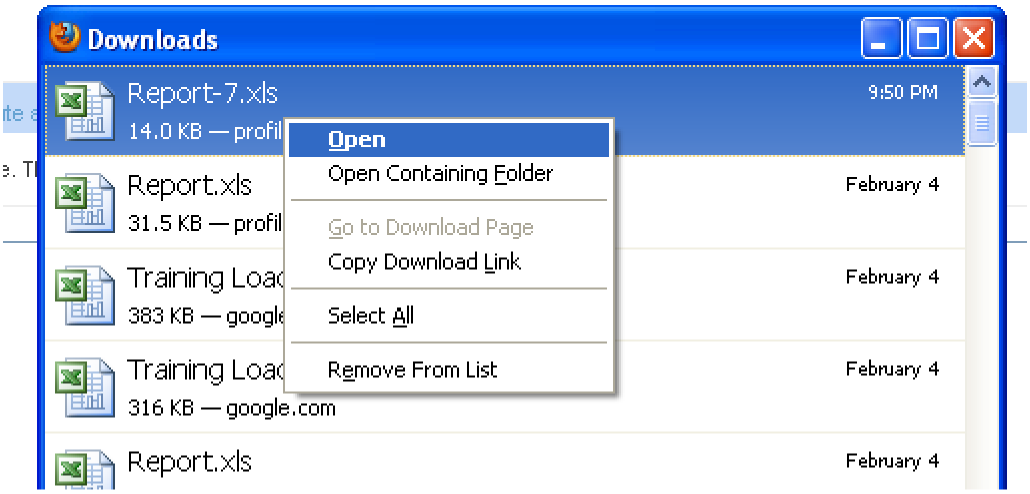
If a user selected to open the file with an "Other" file a Choose Helper Application selection box appears. Select the application/software program that you want to use to open the file (as shown in the image here). Then click the "OK" button.

Save File: the file is saved to the Downloads list



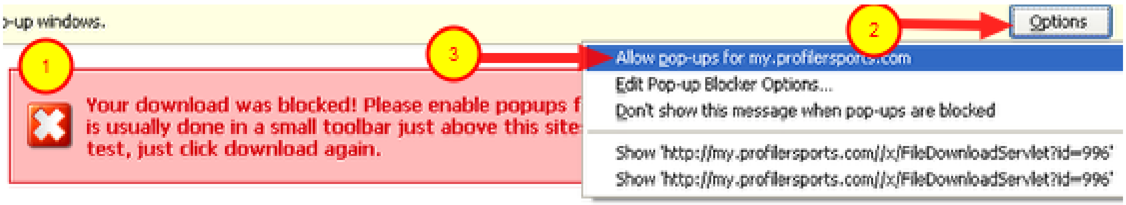
If you chose to save the file by clicking the selection box beside **Save File in the previous image.** The file will then be downloaded to the "Downloads" list on the users internet browser. The Downloads list usually pops up as soon as the file is finished downloading. If it does not appear, users 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.

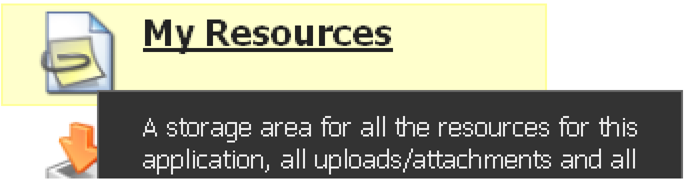
#2: Click on the **"Options"** button on the top right of the web page.

#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

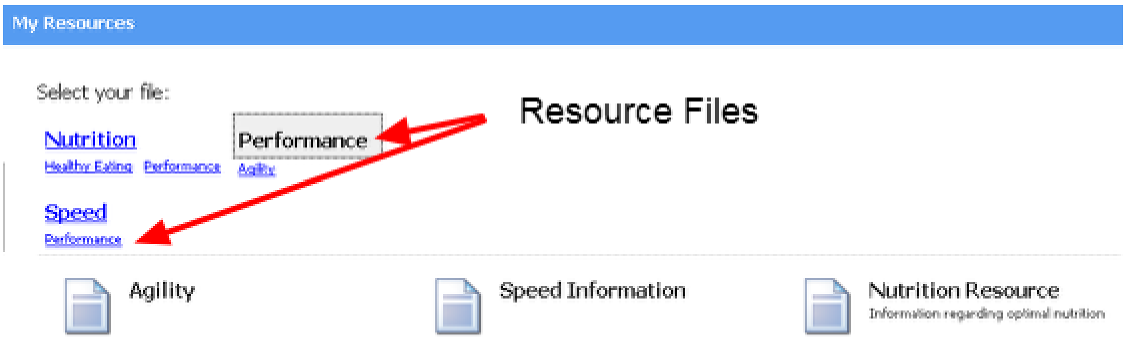
The Resources section is where important resources that ALL users can access if given permission to the Resources module. Some users will be given access to be able to upload new and remove existing resources. The following steps outline how to Manage the Resources in the **My Resources** Page. It also 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

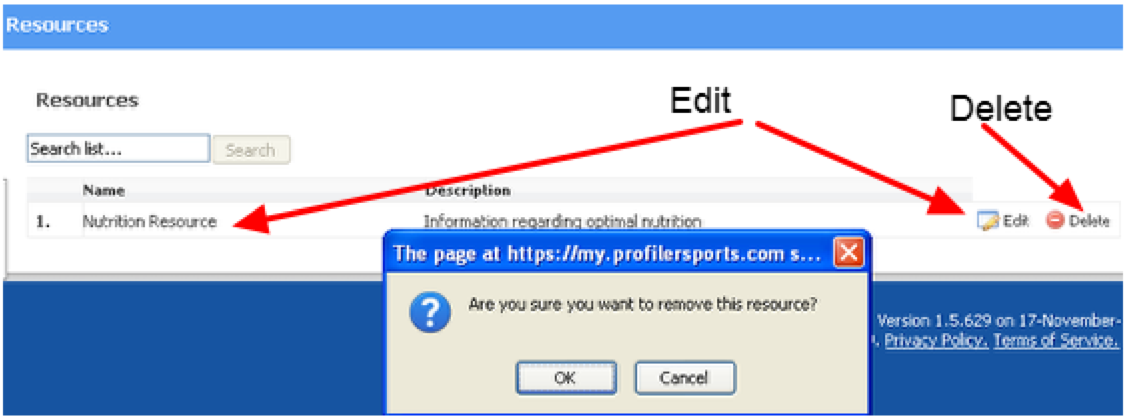


To access the Resource data, click on the "Manage Resources" link on the right of the page

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 willl be displayed. To Edit or Delete a Resource click on the required button.



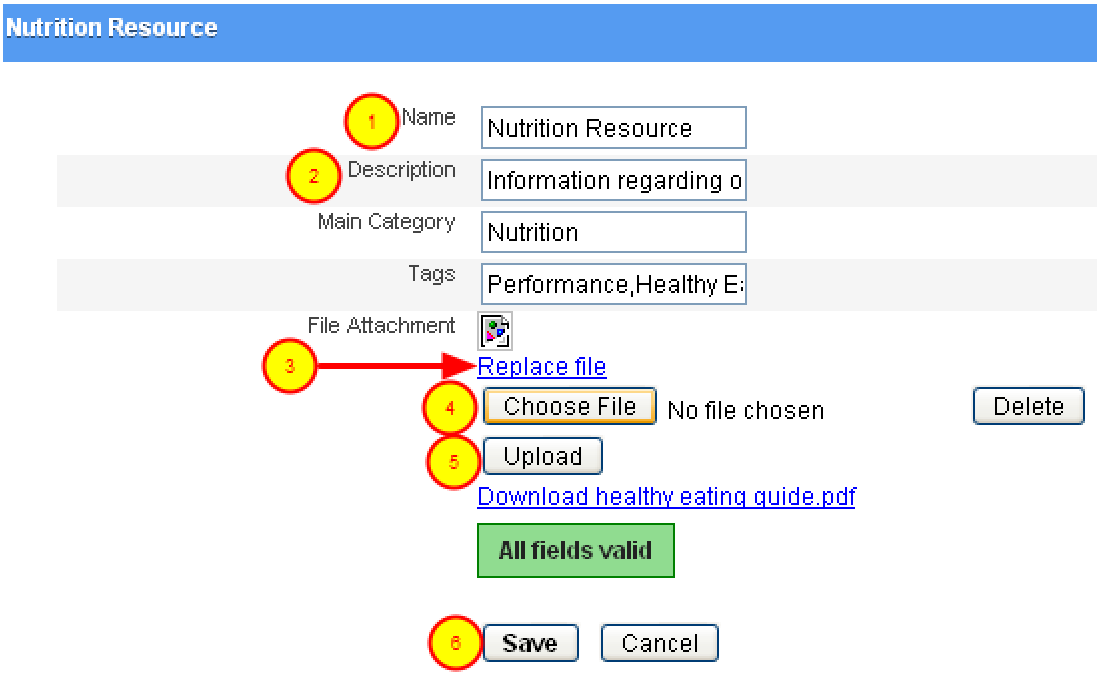
To Edit or Add an existing Resource into a new Folder, click on the "Edit" button, or click on the name of the resource (e.g. Nutrition Resource), then the Resource can then be edited (as shown in the step below).

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



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

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).

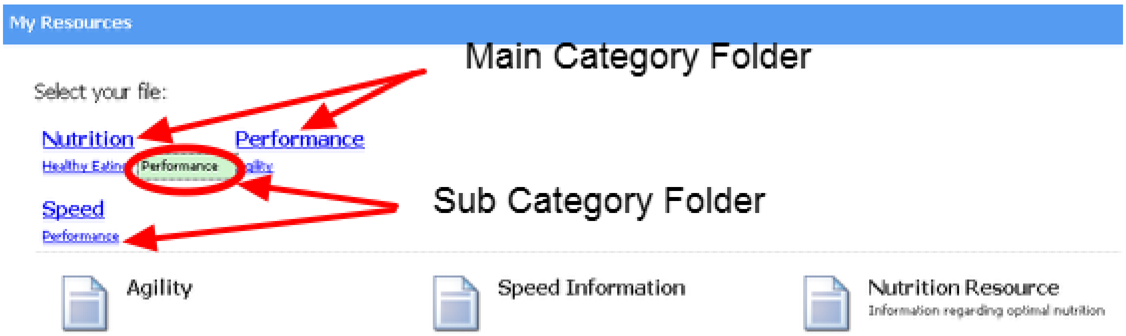
N.B. MAKE SURE YOU TYPE THE FOLDER NAME CORRECTLY. You can specify other files to be in the "Healthy Eating" sub folder, but if you type in healthy eating instead of Healthy Eating (with a capital) two separate sub folders will appear. You must type it exactly the same for all files that you want to include in a folder and/or sub folder.

The image in the step below shows the folders and sub folders.

Save your changes:

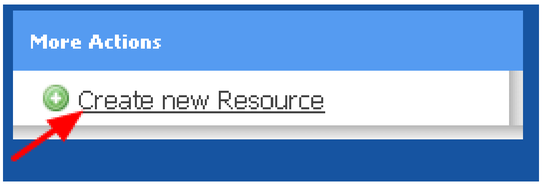
Click Save when you have added in the Main category and Tags folder names

How the Folders Appear



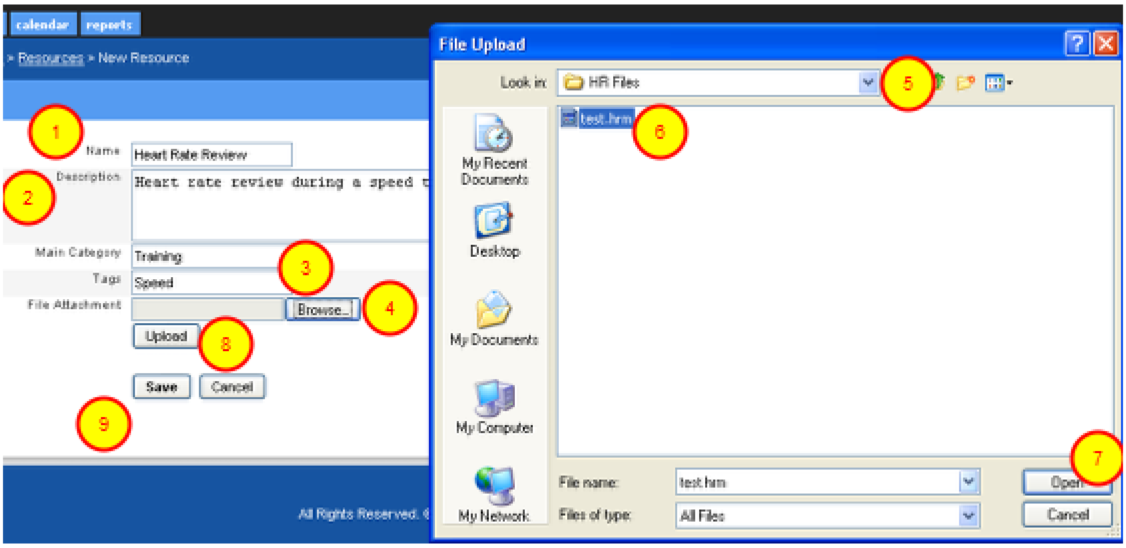
The Folders and sub folders appear as they have been previously set up. To add a resource into an existing or a new file simply type the file name in the Main category text area as shown in the image in the previous step.

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

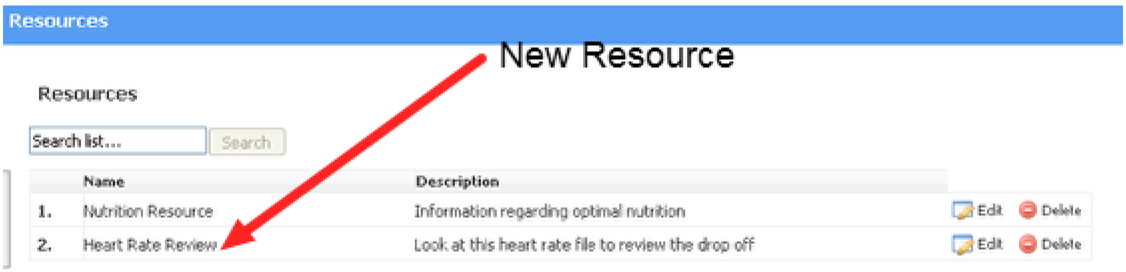
#6: Click on the name of the file

#7: Click Open

#8: Click Upload

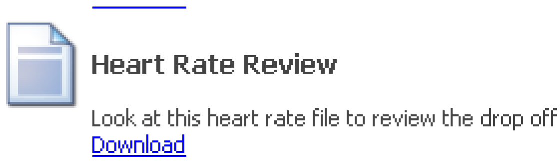
#9: Click Save

The Resource will be added to the Resources list.



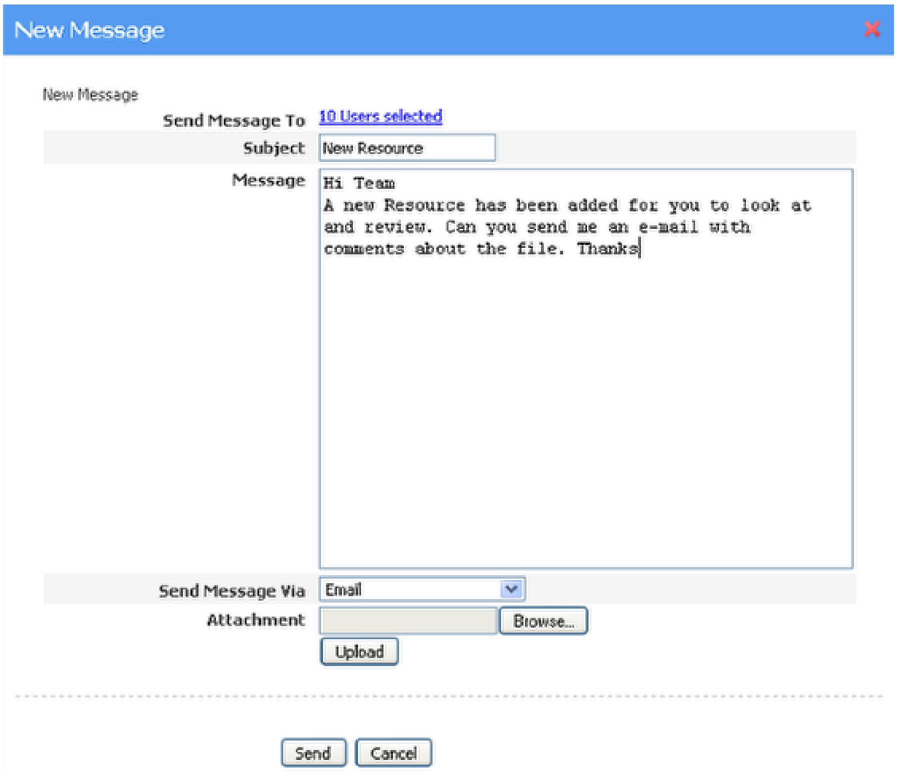
The New Resource will be shown on the Resource List and will be available on the **My Resources** Page for users to download (as shown in the step below).

The Resource will be available for all users to access on the application



The new Resource is available to download.

Messaging / Alerting your users that there is a new Resource



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

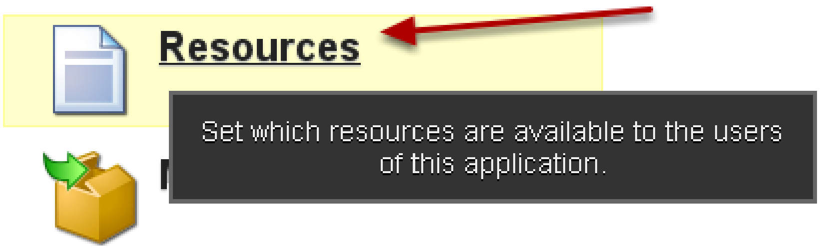
-Send Message Via: Check that you want this e-mail to go to the users external e-mail account (e.g. xtra, hotmail or g-mail).

Click Send

Resources: Links other external websites

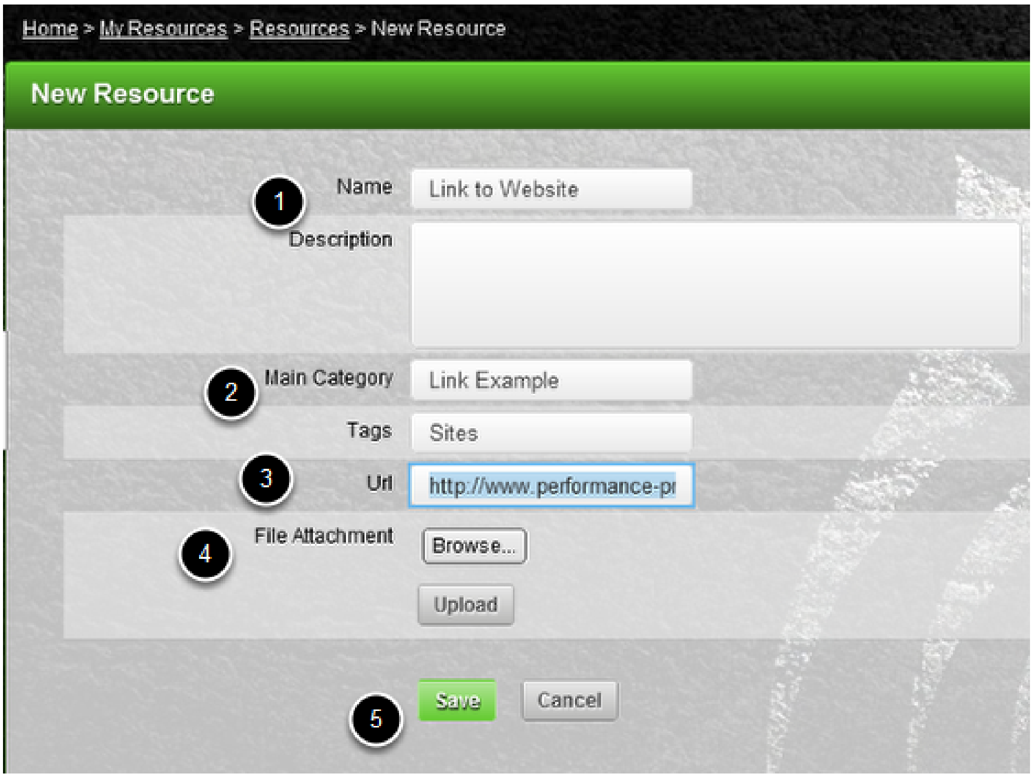
You can now include website links to other sites as part of the resources module

Go the the Resources section



Click on "Create new Resource"

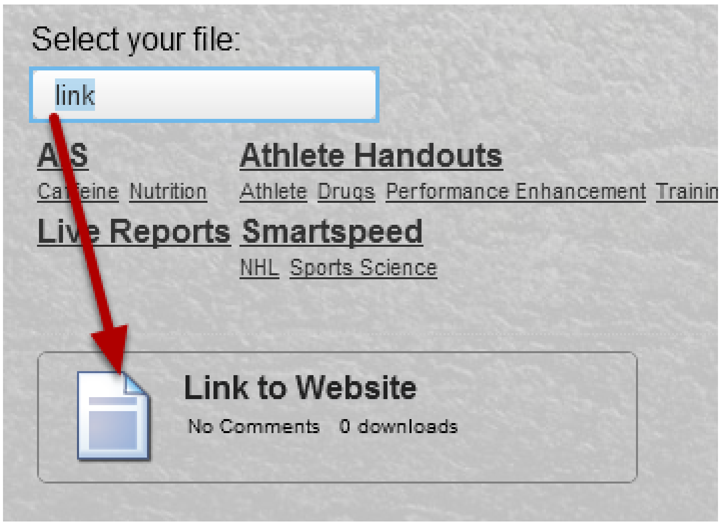
Name and set the Main Category (main folder) information and then type in the full link into the URL section



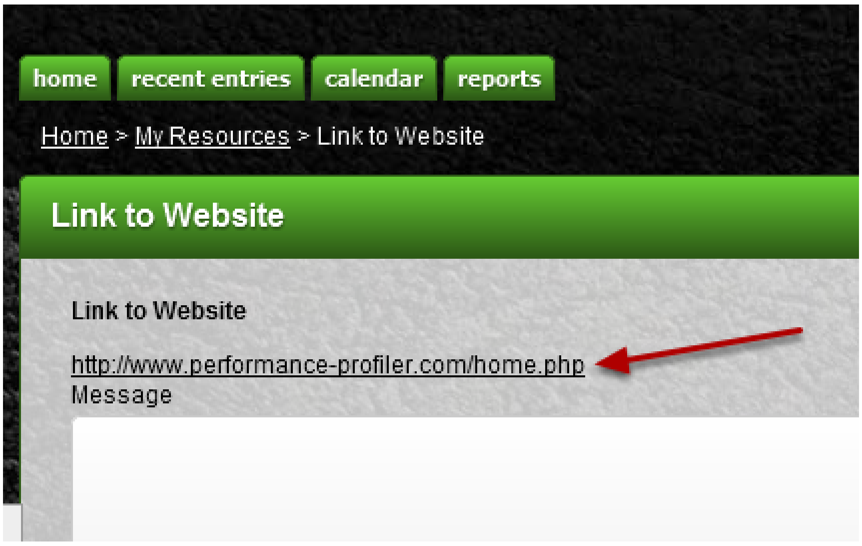
Name the link, add it to a specific Link folder and type in the URL details e.g. http://www.performance-profiler.com/home.php

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

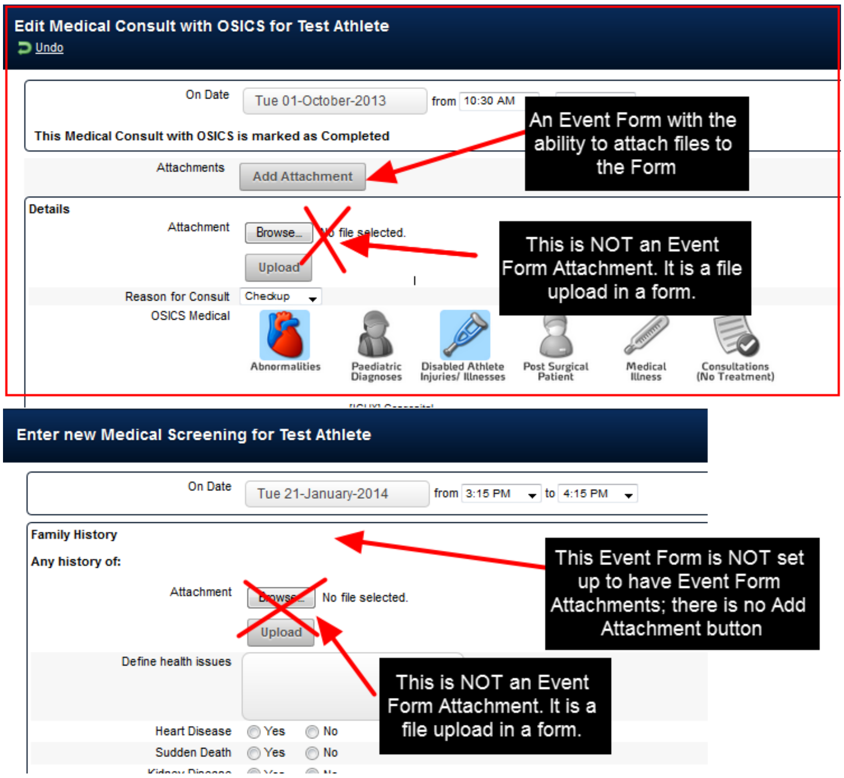
The My Resources Module has undergone significant development so that it can be used as a central storage point for documents, files, video etc. All resources are now uploaded into a specific Category and access to these is set based on the Category that is assigned to you as part of your Role/s.

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).**

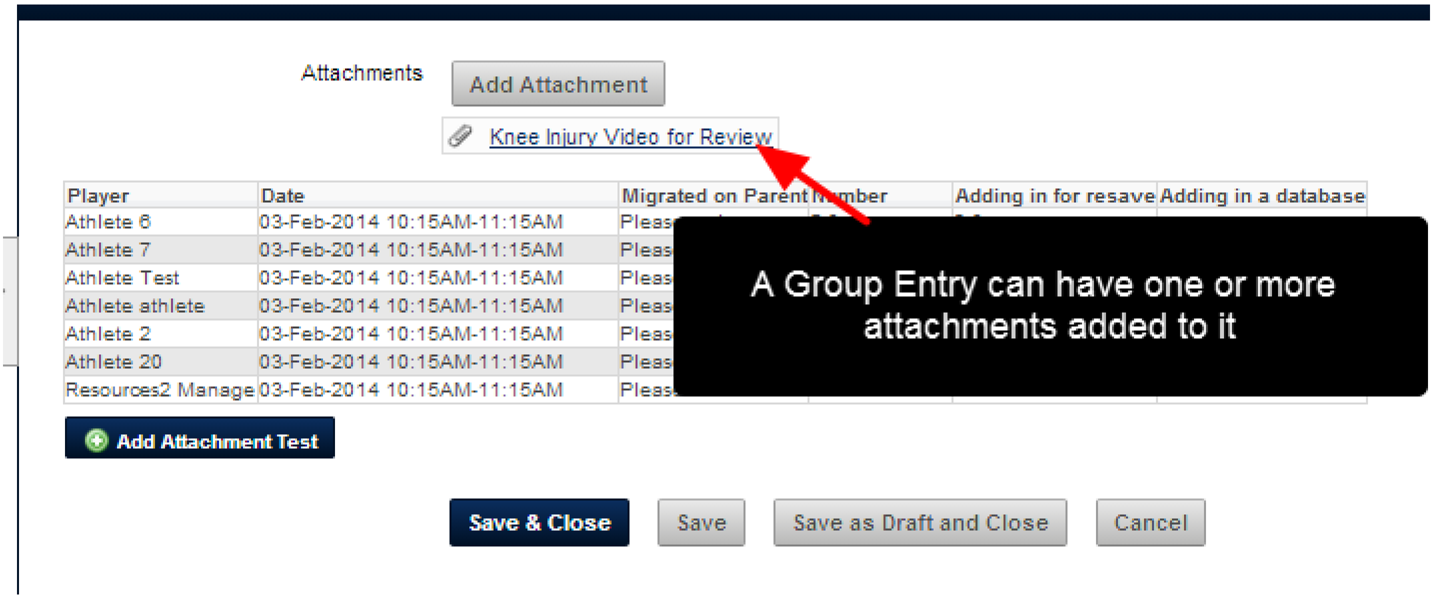
N.B. Your ability to access specific Resources and Attachments for different Event Forms is set by your system Administrator. If you do not have access to the correct information or Resource Categories, please contact your organisation's Site Administrator immediately.

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

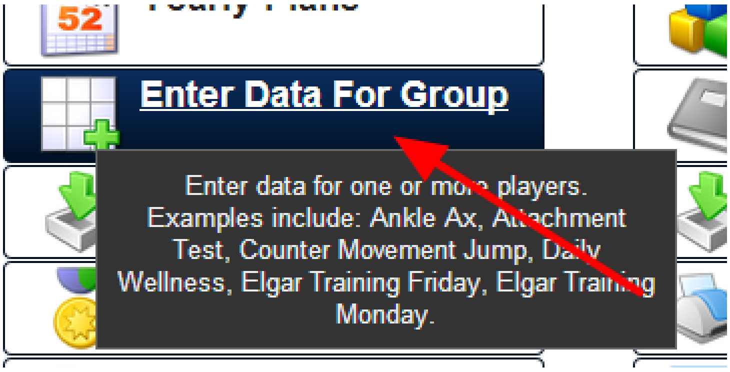


Previously, Attachments could only be attached to a single athletes' entry. Now, a single document or file can be attached during group entry mode, and this single file appears with the individual entries, either on the coach or the athlete's view (providing they have permission to access it).

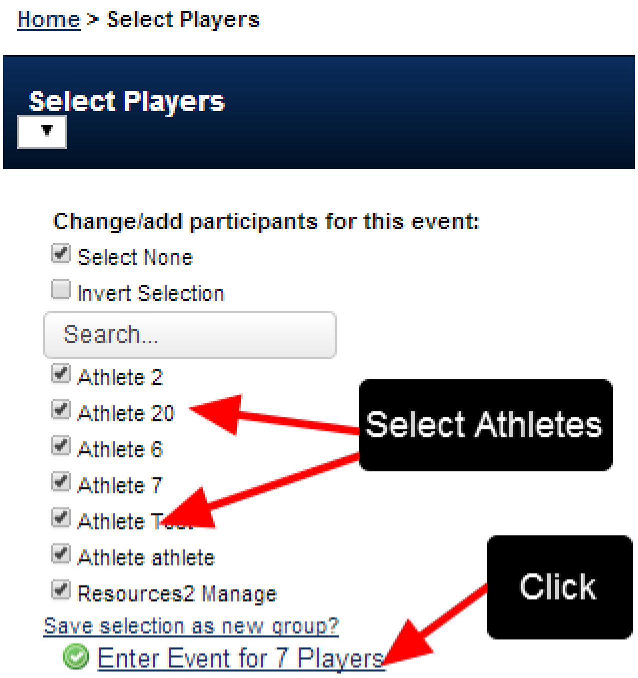
User can now attach one file to multiple athletes' records so that those entries all reference that one file



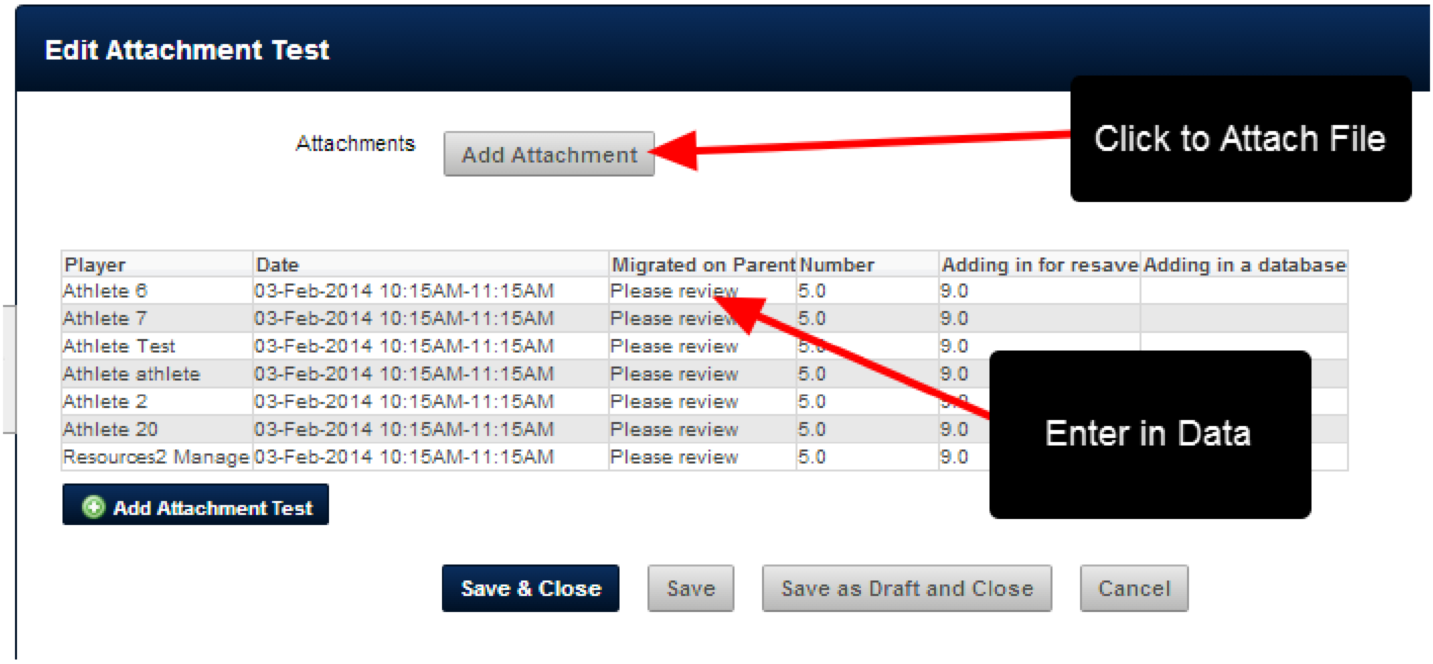
To enter in Data and an Attachment for a group of athletes, click on the Enter Data For Group Button



Select the athletes you want to enter in the new data for



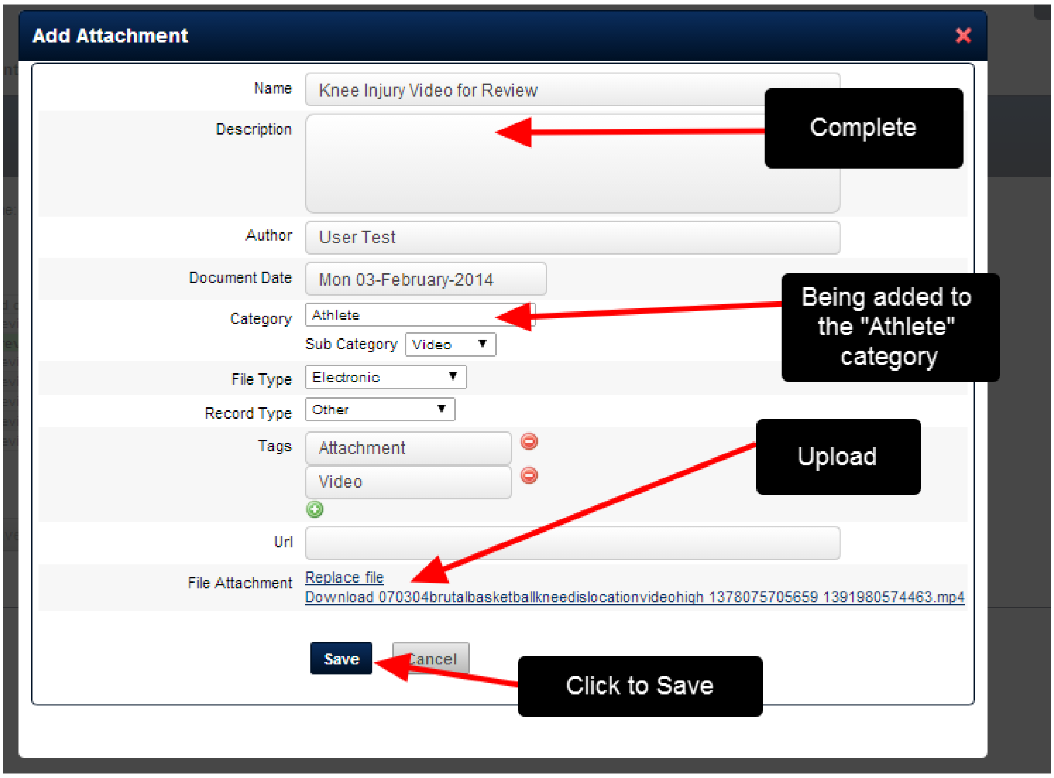
The data entry form appears in a tabular format. Enter in the relevant data for the players. Then, click on Add Attachment to attach a file



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.

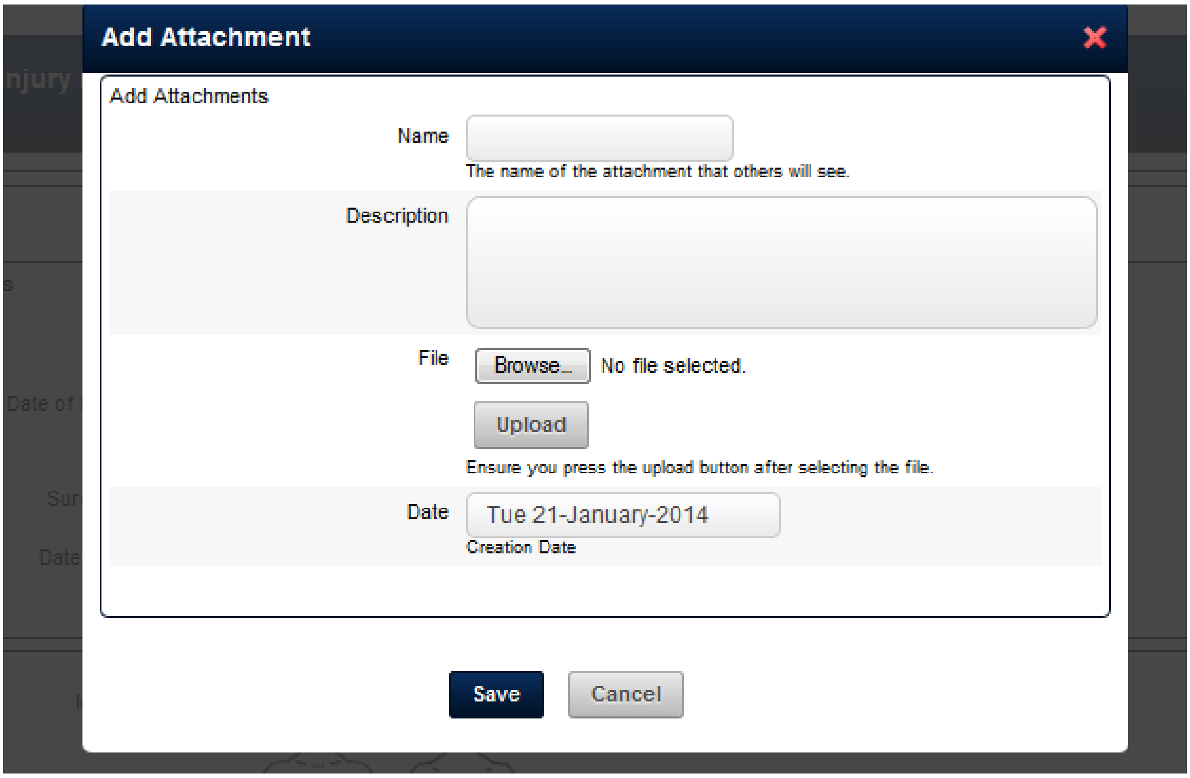
Now at the top of the Event Form, you can see that there is a field called Attachments where you can add in one or more attachments. To add an attachment, click on "Add Attachment".

The Attachment pop up box appears for you to enter in the relevant attachment information into



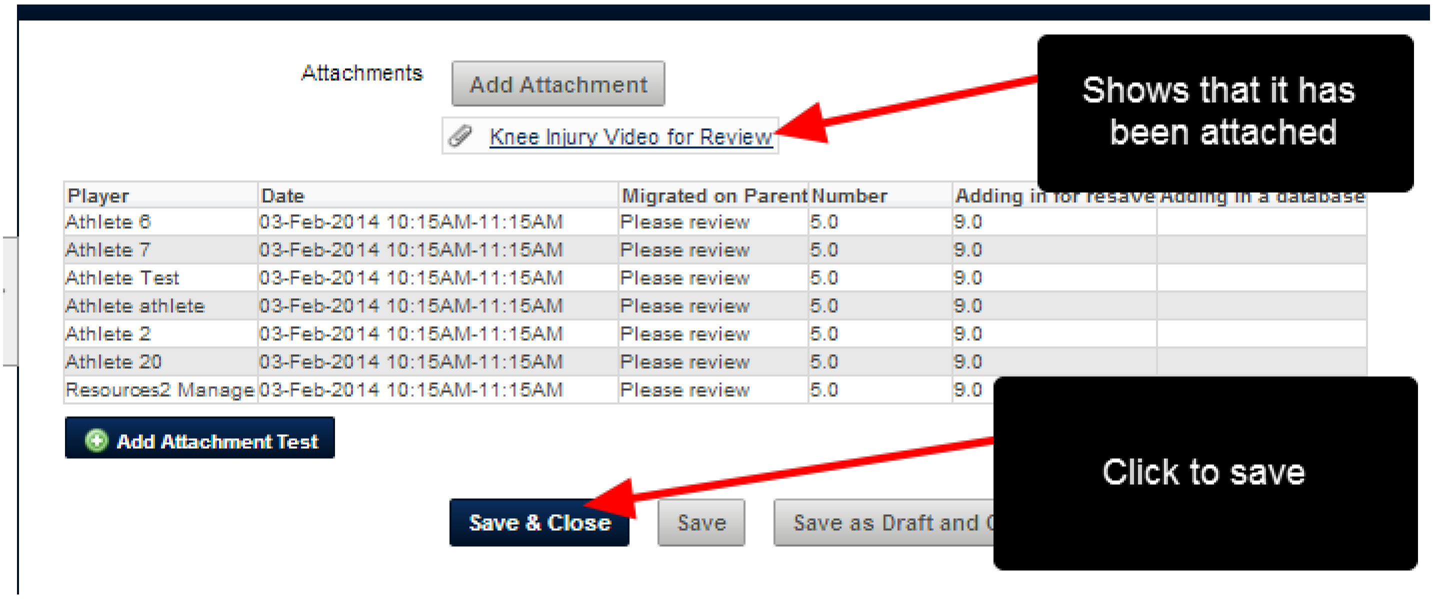
The example in the image here shows the attachment is being uploaded and it is being added into the "Athlete" category. It is being added into that Category because all athletes in this system have been given access to that Category. This means, if the athlete is given access to access this event form, 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

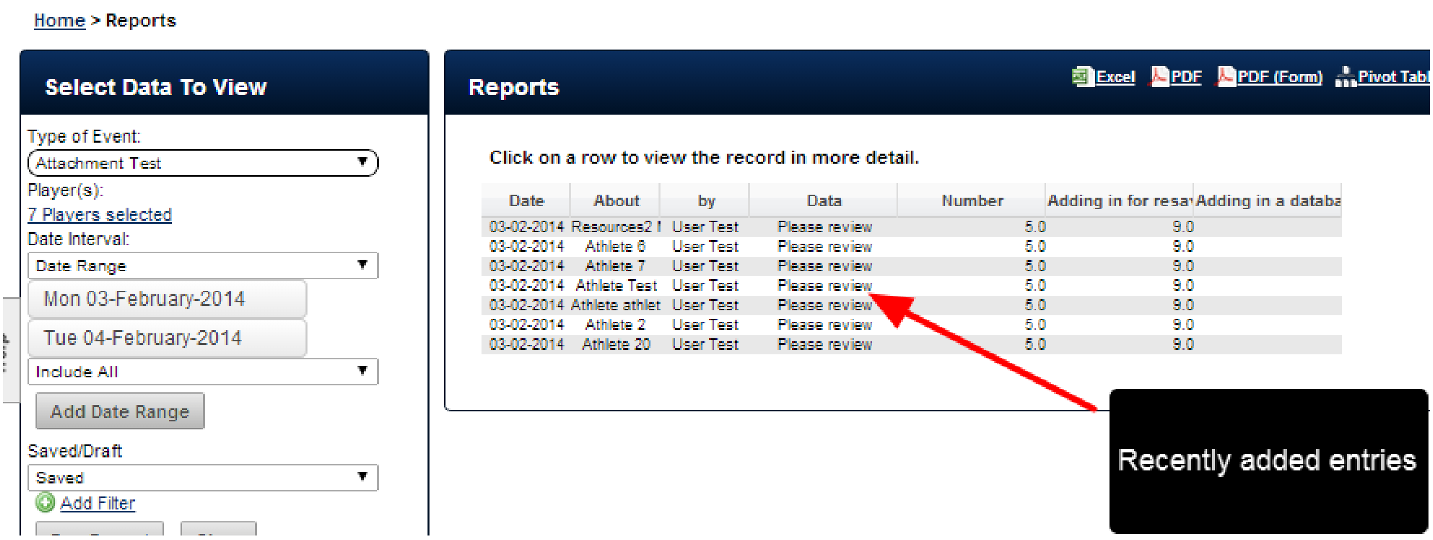


All of the Event Forms on your system need to be set up specifically to have Attachments, and then Attachments that act as a Resource. The image here shows that this Attachment is only set as an Attachment, NOT as an Attachment Resource. If the attachment is set up this way, the attachment will still 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.

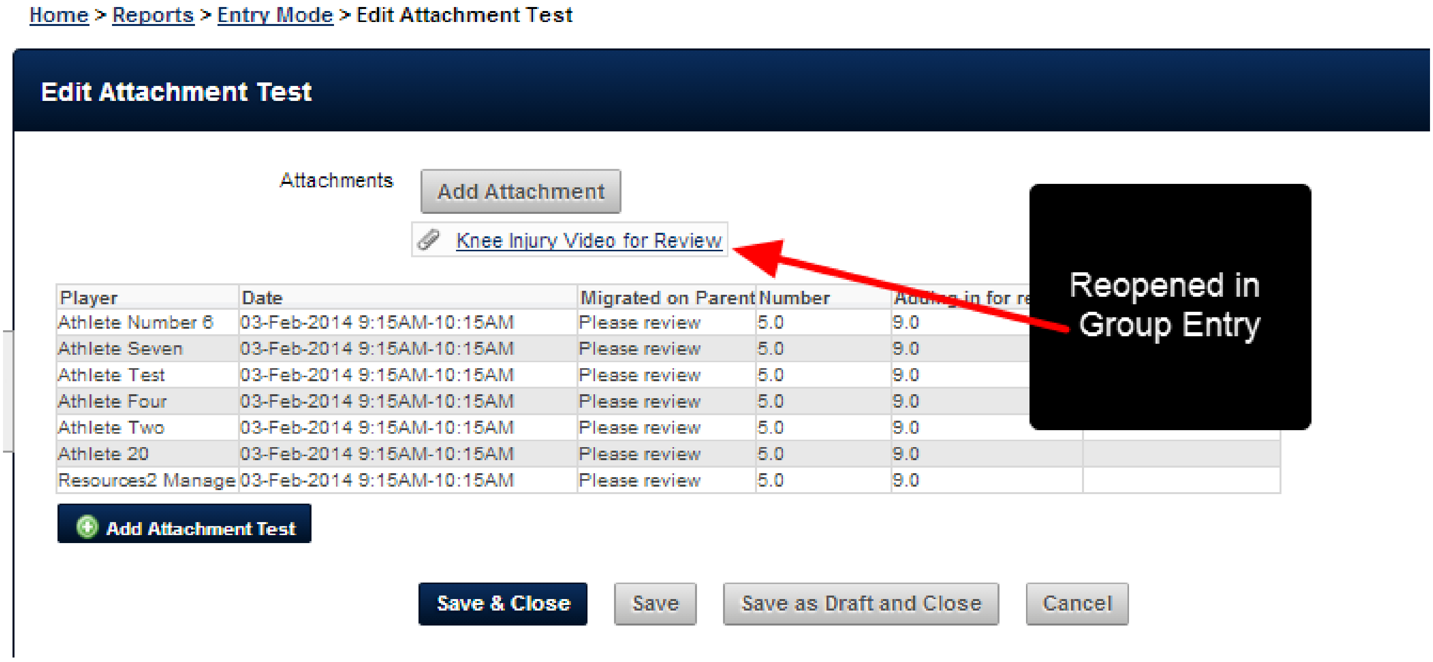
Once the file is uploaded, the athlete entries that the attachment is linking then need to be saved on the system (e.g., click on Save and Close)



The entries are added to the system and you can see these displayed on the Reports Page

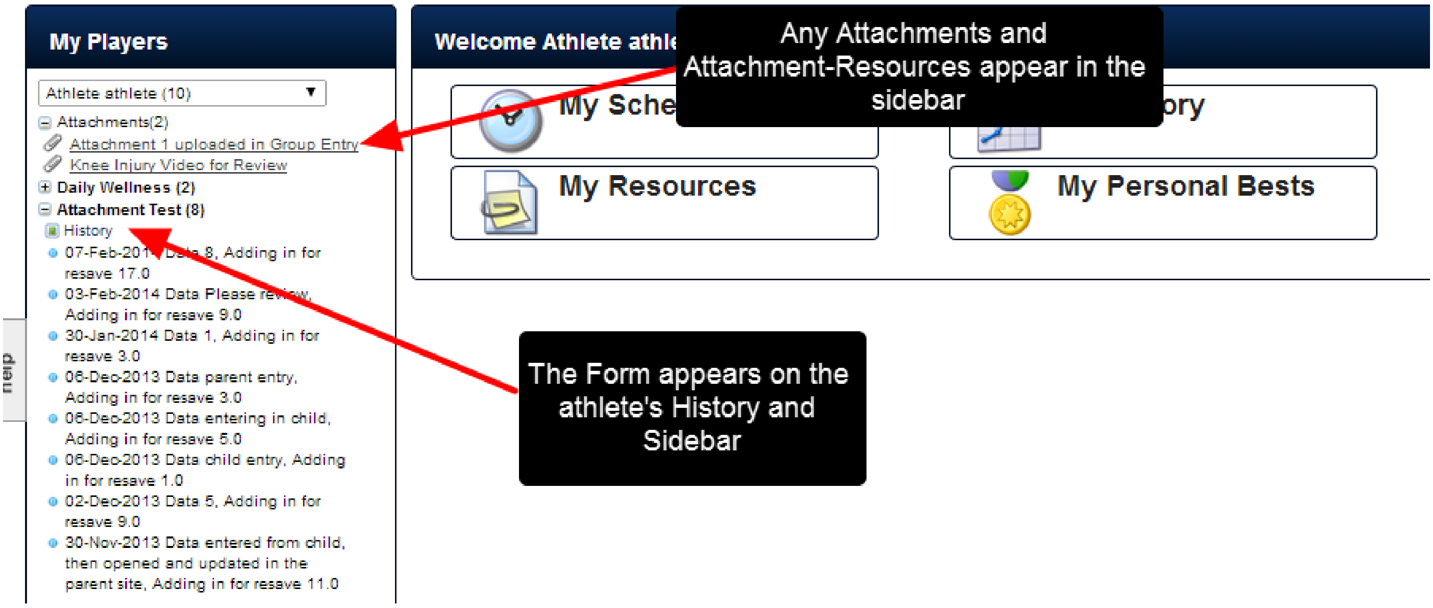


The records can be opened again in group entry mode and the attachment appears



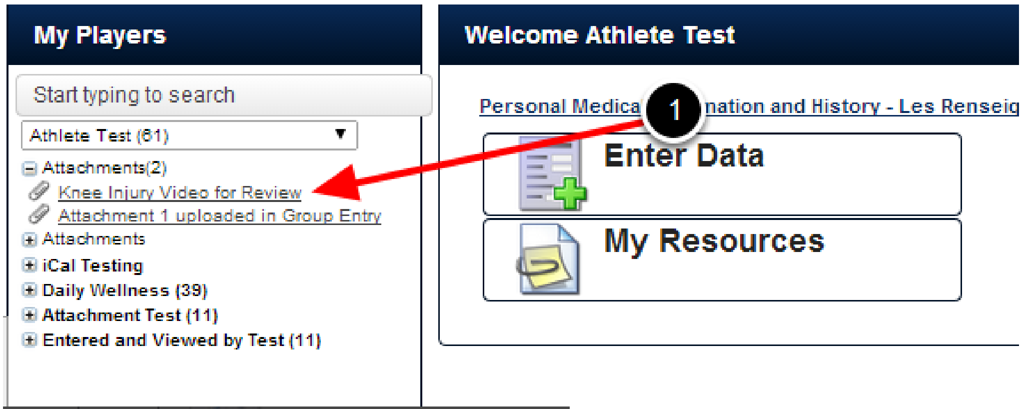
Alternatively, the entry can be opened for any of the individual athletes, and the attachment appears as well.

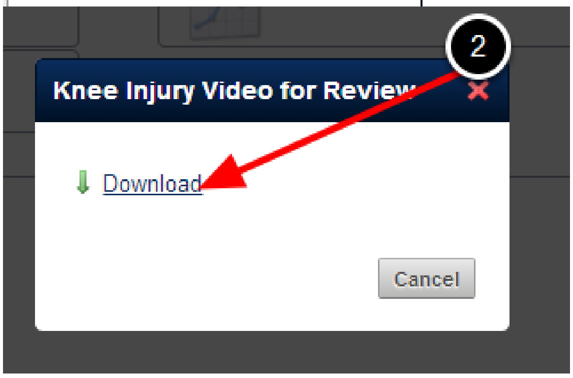
If the athlete has been given read/write access to the form, they will see this Entry in their Schedule, Sidebar, History etc. If they also have access to the



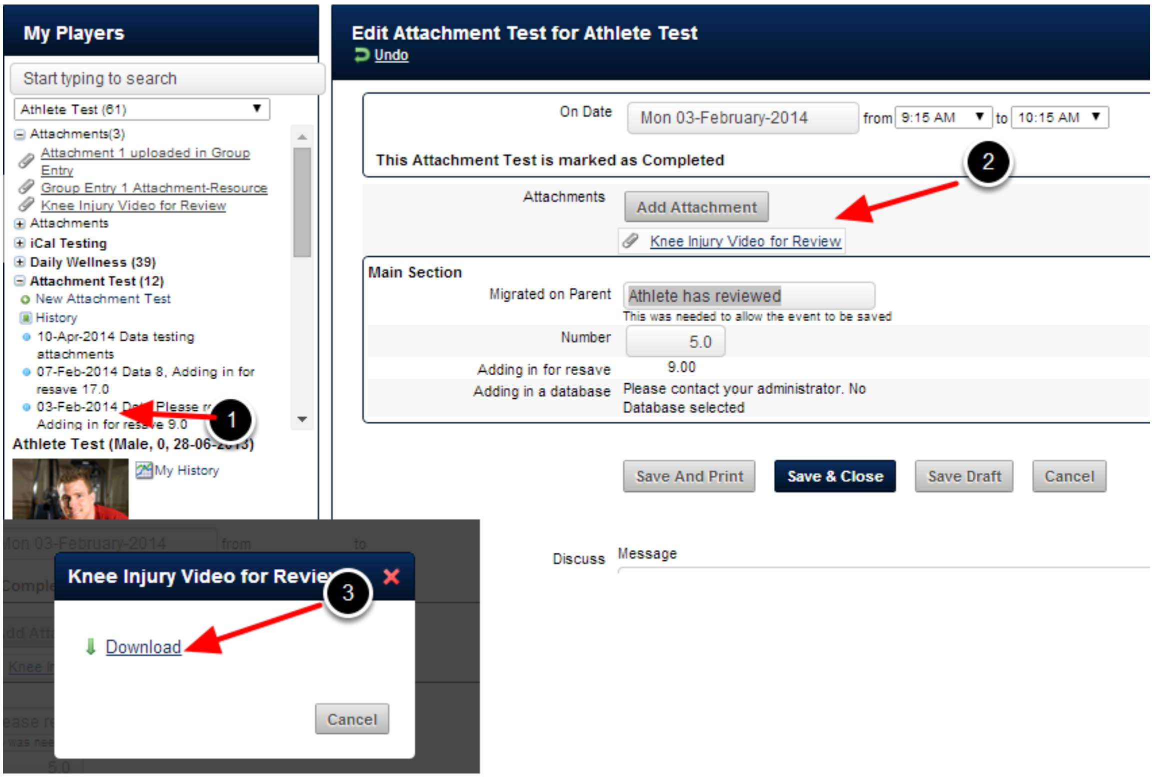
Any Attachments and Attachment Resources will appear in the Attachments List in the Sidebar. The attachment can be downloaded from here, or by opening the Event Form, or from the My Resources Module (if the attachment is set up as an Attachment-Resource, and the athlete has access to the My Resources Module).

The athlete can download the attachment directly from the Sidebar

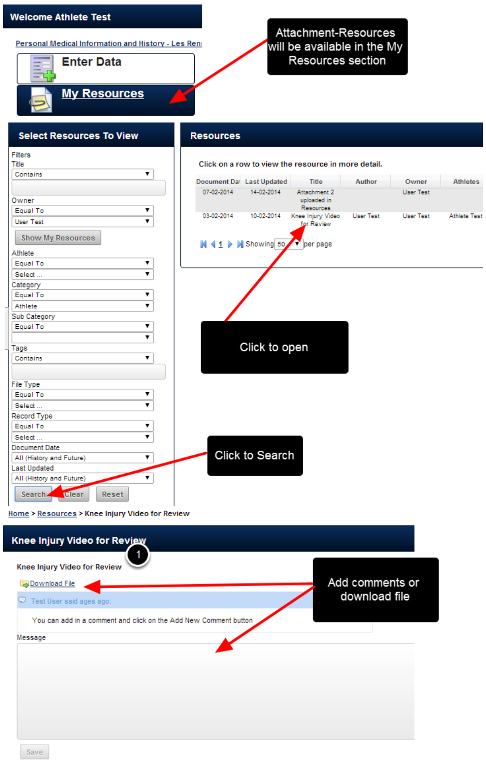




The athlete can open the Event Form, download the Attachment and enter in any relevant data into the Event Form



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)



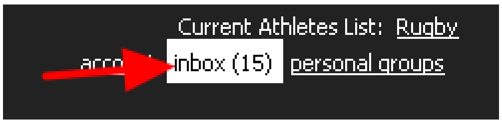
To be able to access the Attachment-Resource, the Athlete MUST have read access to the Event Form, AND Access to the Category that the Attachment Resource is stored in (e.g.in the example in the steps above the Resource was added to the Category called "Athlete"). The Category was enabled on the Role permissions for the athlete.

Messaging

Inbox and Sending Messages

You have access to the internal mail where alerts and internal messages are all sent.

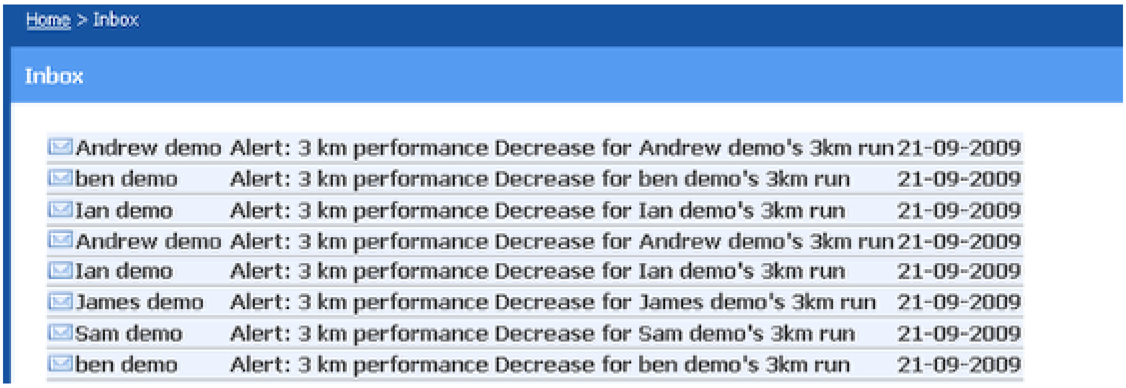
Internal Mail within the system



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)

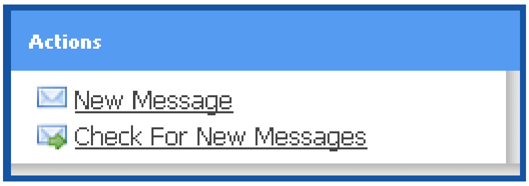
Reply or Delete

#1 To delete the message, click on the red delete icon

#2 To Reply, click on "Reply

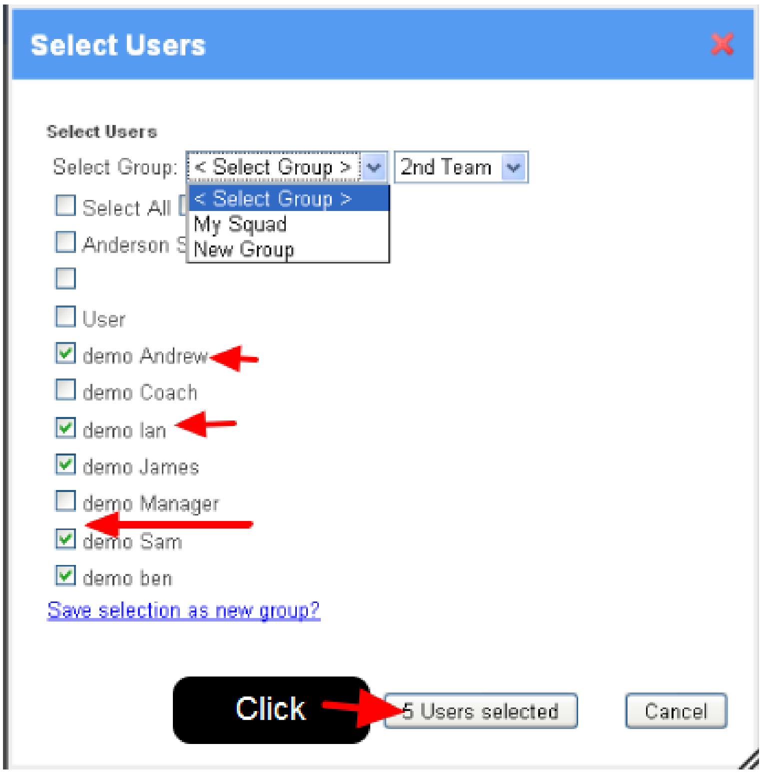
#3 To return to the inbox, click on the Inbox link in the trail bar above the message

To send messages to a Users or group of Users external Mail address (e.g. their actual e-mail address)



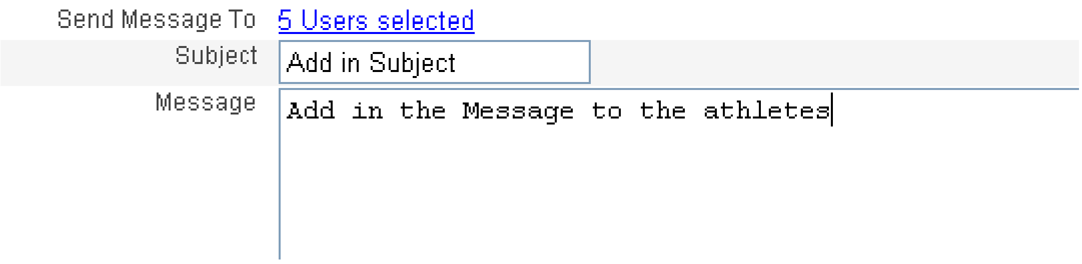
Click on "New Message" to the right of the Inbox Page

Send Message: Select the Users

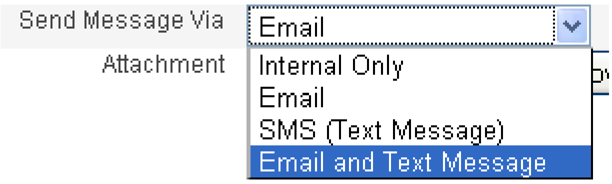


Select the users you require the message to go to by placing a tick beside their name. Alternatively, you can choose from different athlete groupings (including Personal Groups).

Add in Subject and Message



Choose where you want the message to be sent to



You can choose where you want the message to be sent to:

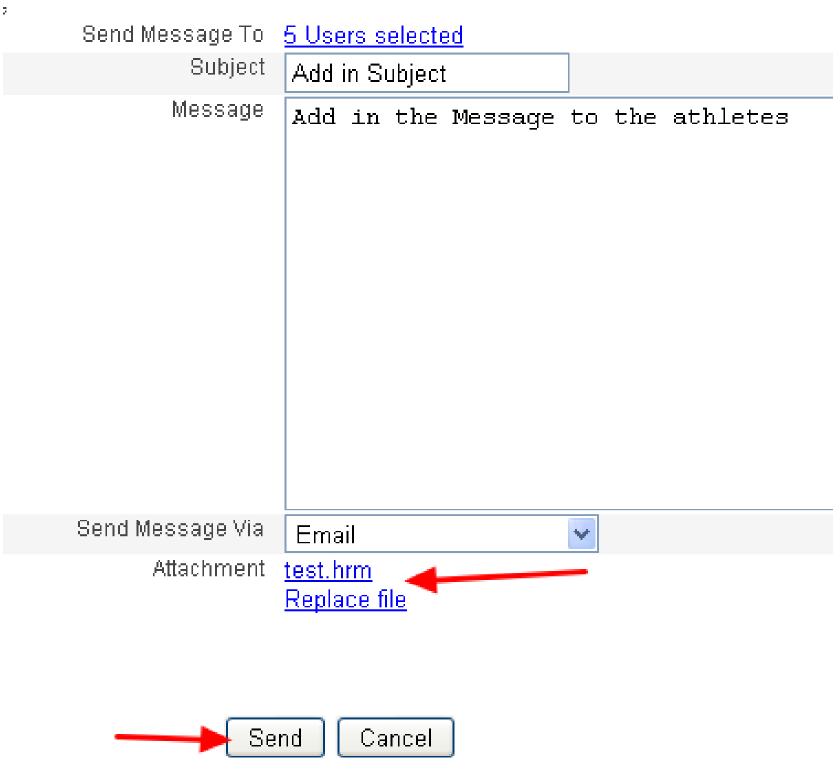
Internal Only will be sent to their software's Internal mail inbox.

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.

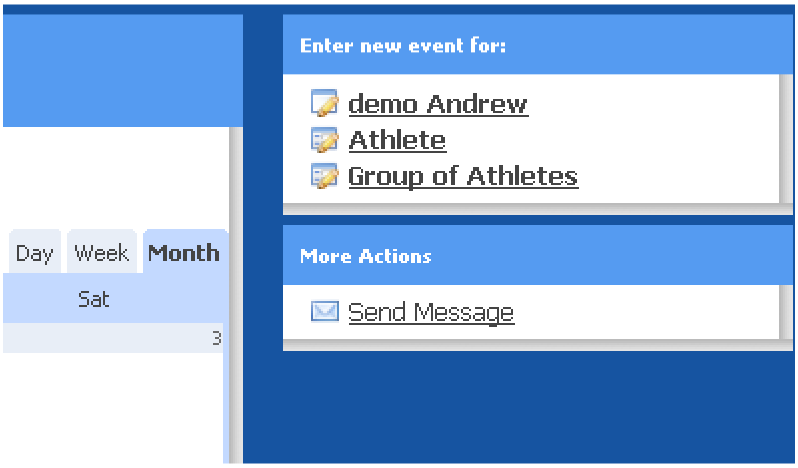
Upload any attachment and click Send



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

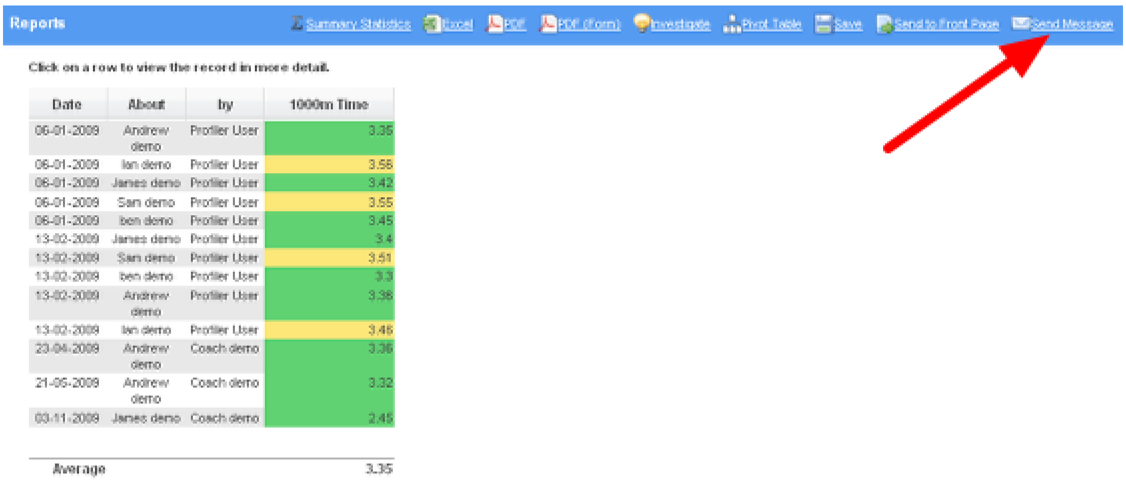


When you are viewing an athlete's calendar you can click on a "Send Message" button and the athlete who you are viewing will be selected to send a message to. The messaging component is exactly the same as that shown above.

Messages from the Athlete History Module

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



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.

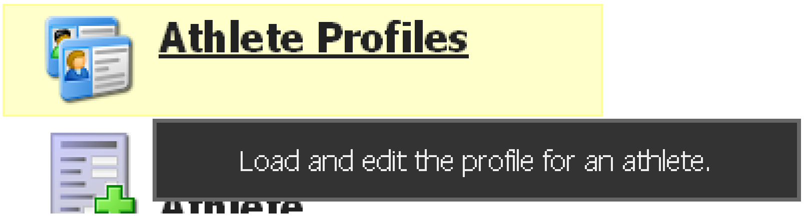
Access Profile Information

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.

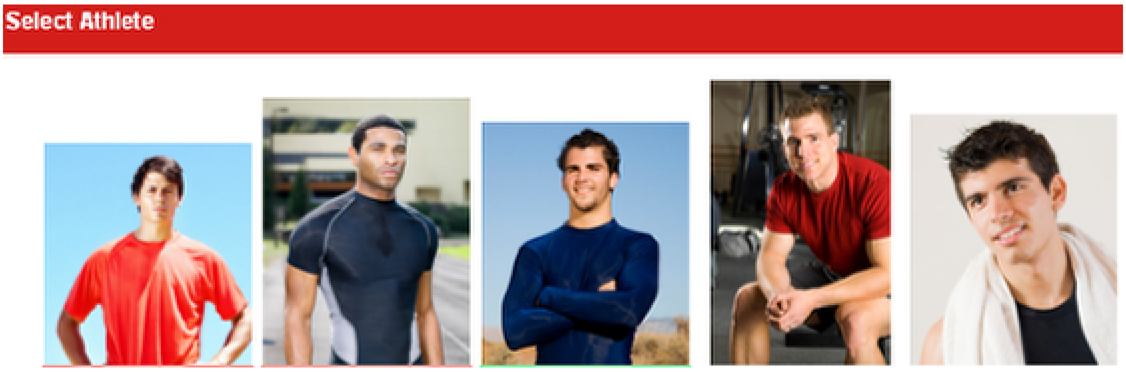
Athlete Profile Information



To view an Athlete's Profile information:

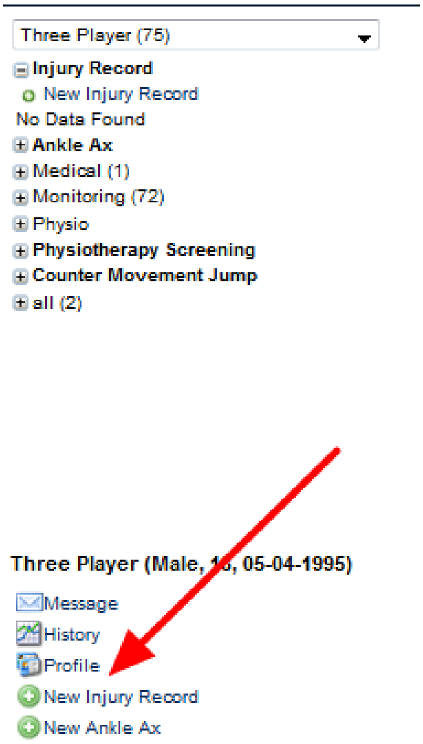
Select the "**Athlete Profile**" link on the **Home** Page (shown in the Image above).

Select the Athlete

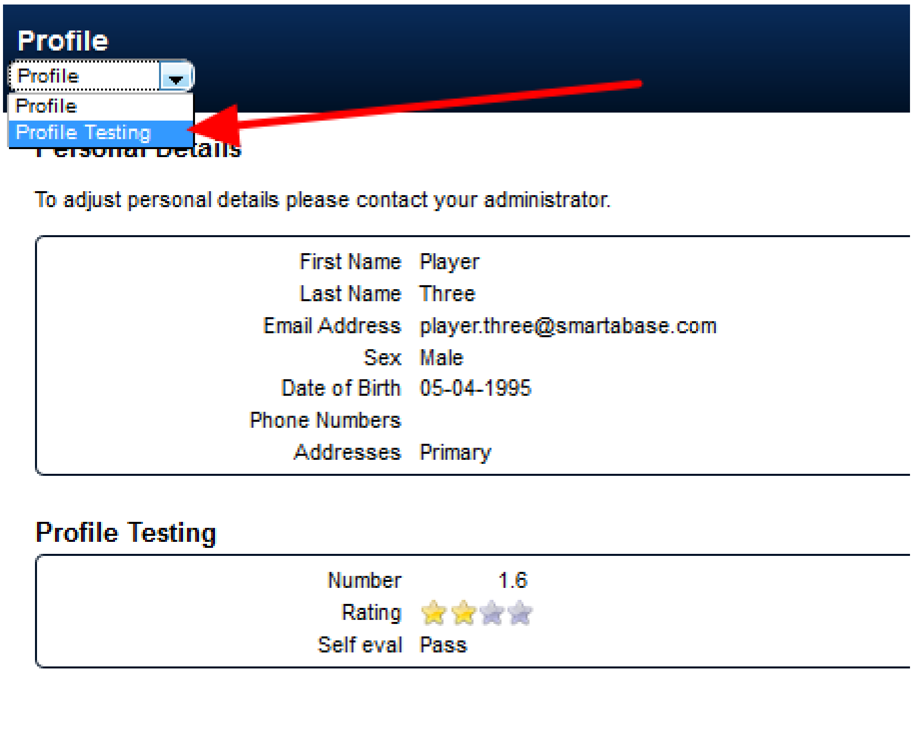


Click on their profile photo, or name.

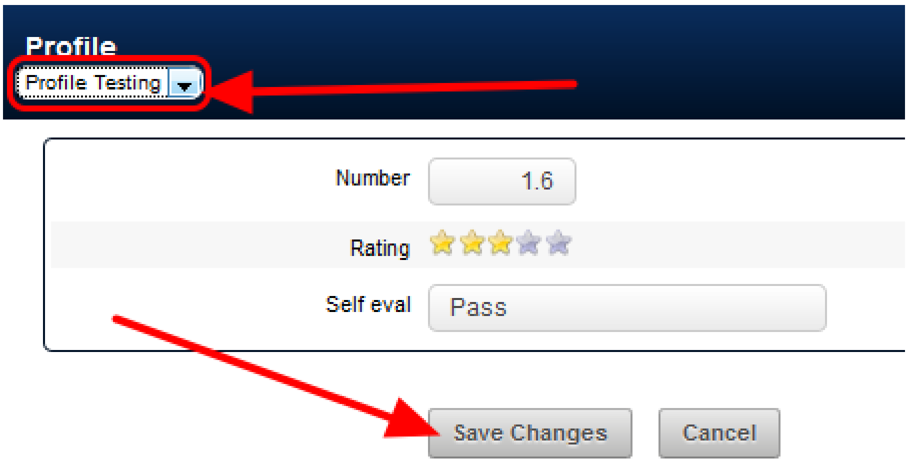
You can also access Profile data for a specific athlete using the sidebar if you have access to it



All of the Profile information that you have access to will appear



To Edit an existing Profile select the Profile Form you need to update and then save the changes



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.

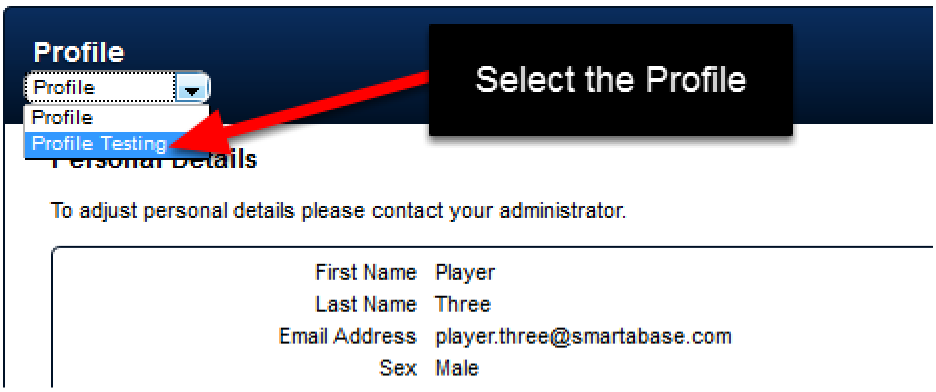
To view a different athlete, click on the "Select An Athlete" link in the trail bar.

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.

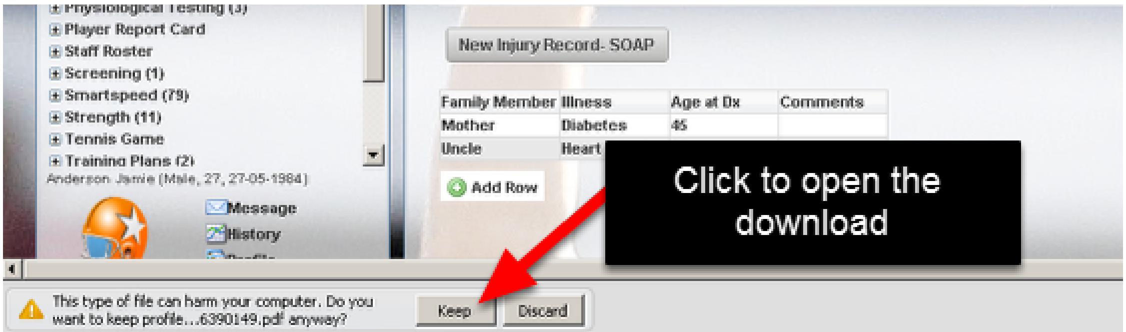
The PDF button was only available to generate a PDF print off of all of the Profile Data combined. You could not open just one of the Profile Pages and create a PDF of that.

Now, you can go to any of the Profile Pages and create a PDF of the data from each Profile



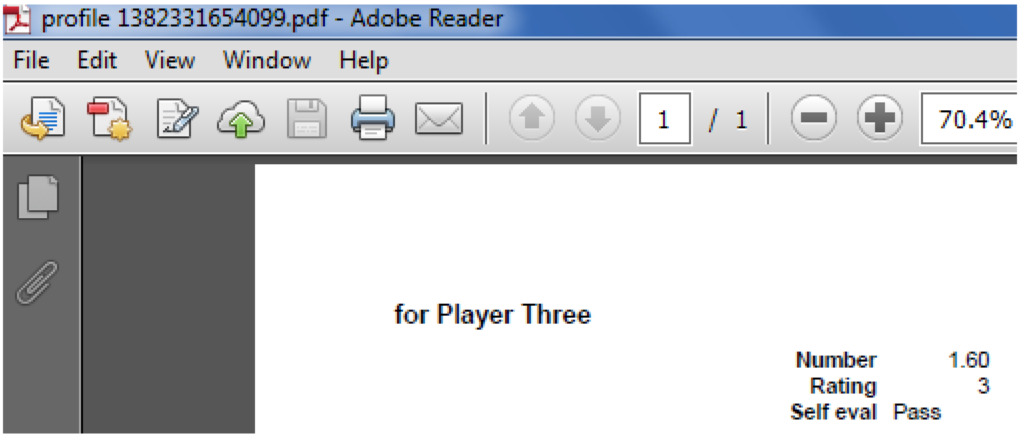
Once the Profile Page is loaded, just click on the PDF (top right) to create a PDF of the Profile Page.

The File will be available from your downloads



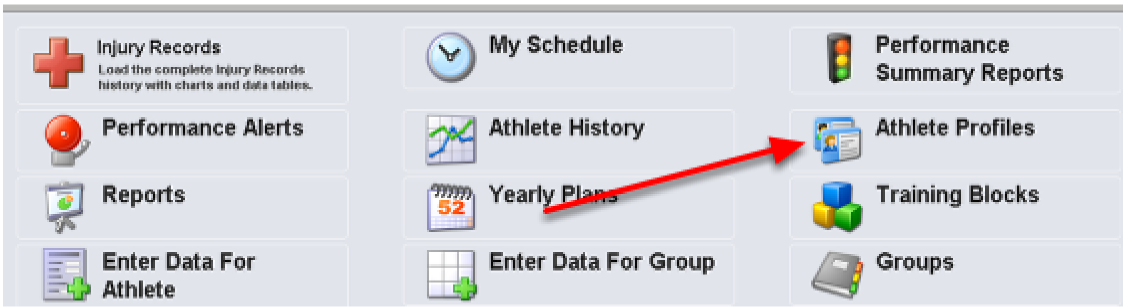
Open the PDF and save it if you require or Print it off.

A PDF of the Profile Page will be available to print off. The image here shows the PDF of the Medical Profile Page.



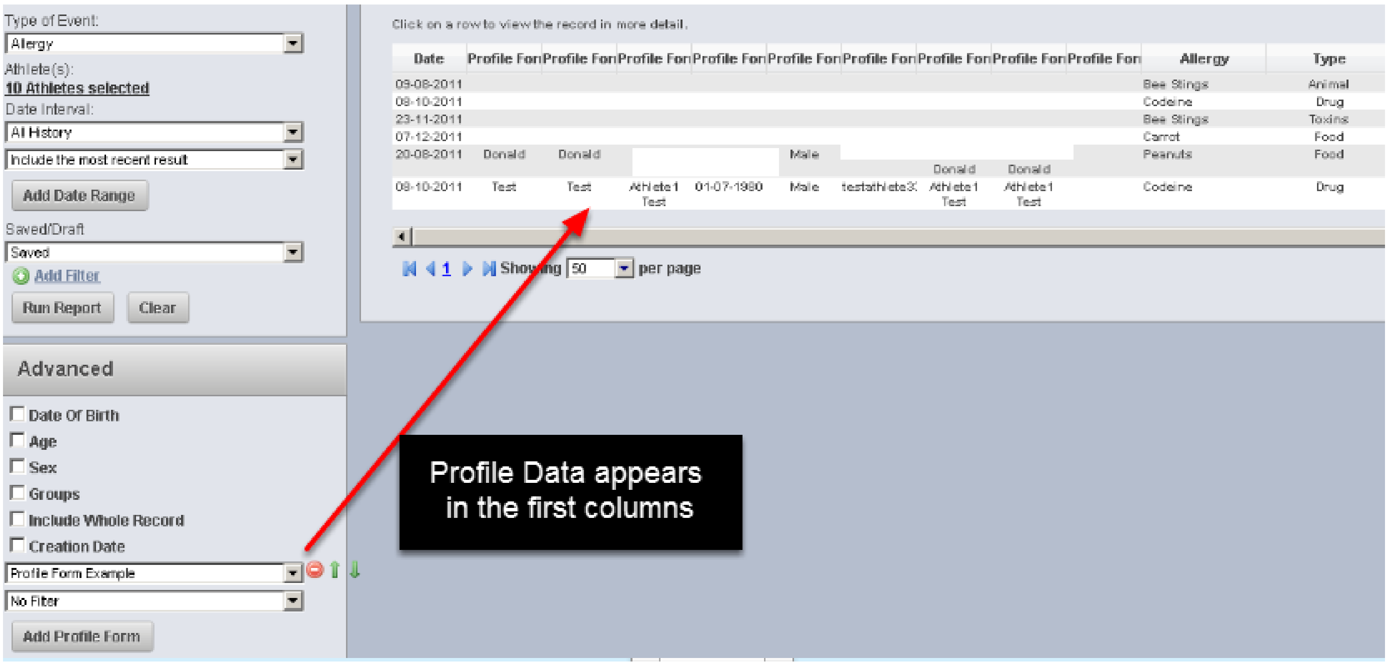
How to get a complete Report of ALL Profile Data entered for a Profile Form

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.

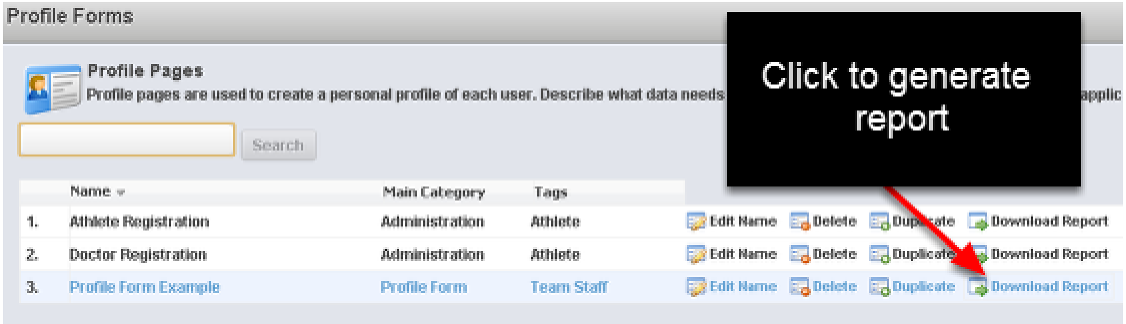
Previously, to get a list of any Profile Data entered for an athlete, you had to run a report on the Reports page and include the specific Profile Page in the report and then do an excel export.



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.

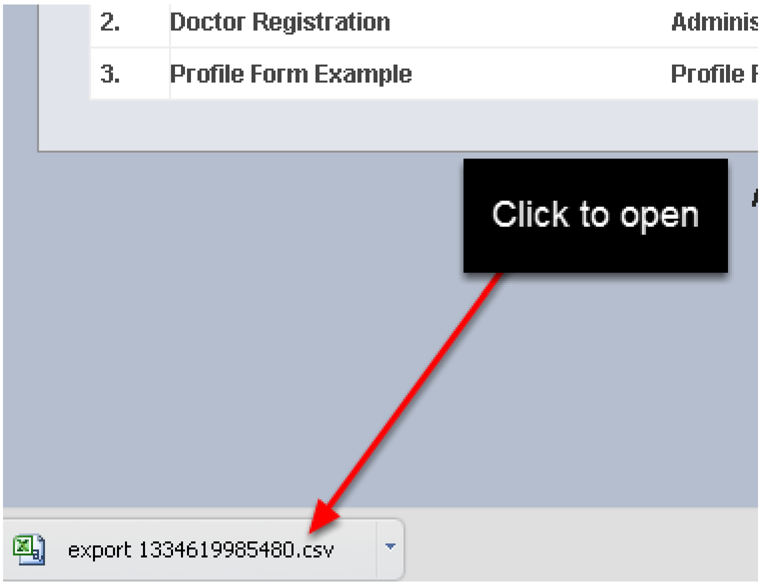
However, if an athlete did not have a record for the Event that you were running a Report for then the Profile Data would not be shown. Often you had to enter in a group entry for all of the players you wanted to run a reports for before you could generate a complete list of all of the Profile Data. 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.

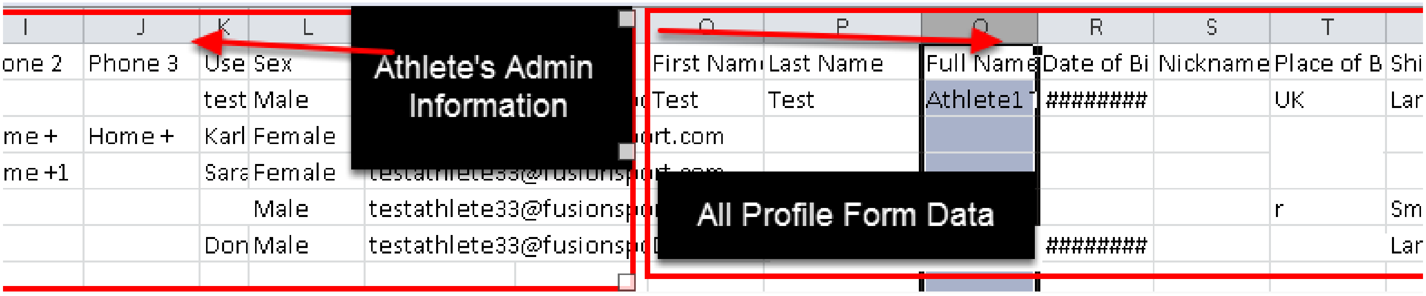


On the Builder site open the Profile Pages and click on Download Report

A .csv file download will appear in your downloads directory.



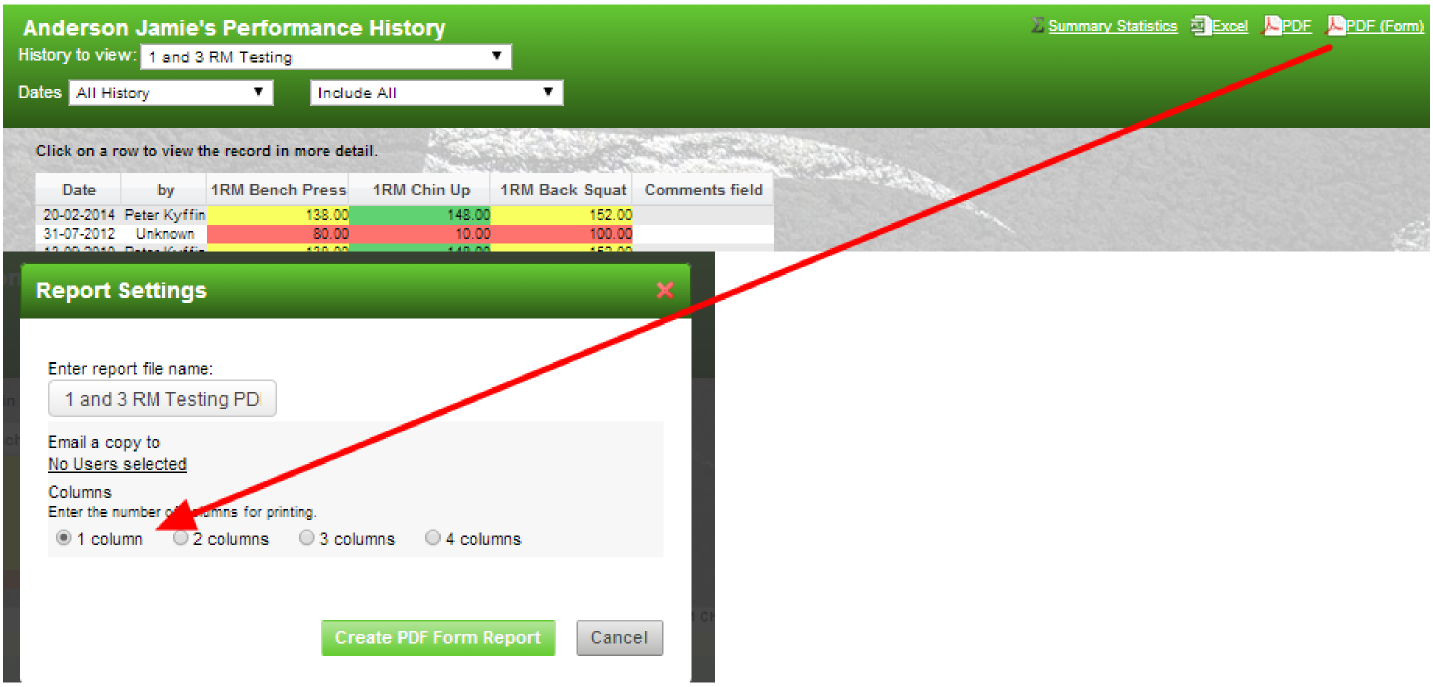
The file will consist of all of the athlete's administration details (name, address, e-mail ,sex) and then the subsequent columns will be all of the Profile Page Fields for the Specific Profile Page that you ran the download for



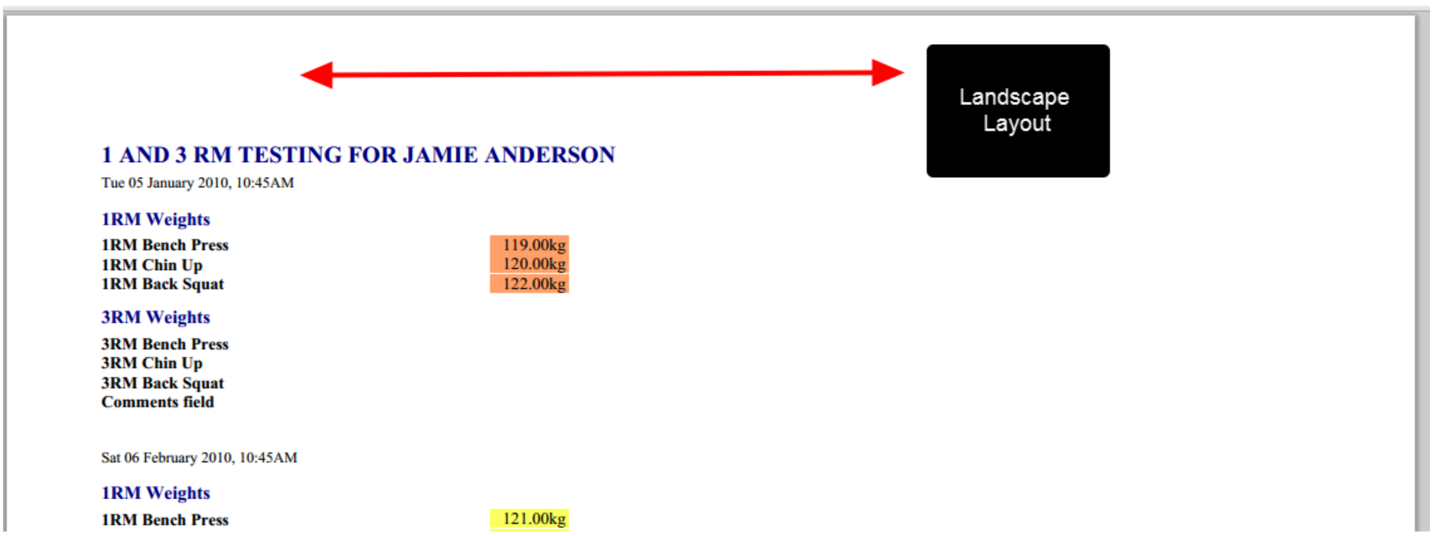
Builder's, if you are generating this list for a coach or administrator please ensure that the users receiving this file have clearance to view the athlete's data in this file. The download generates the profile data for ALL of the users with that Profile Data!

Landscape or Portrait is now available on Athlete History and Reports for the PDF (form) feature

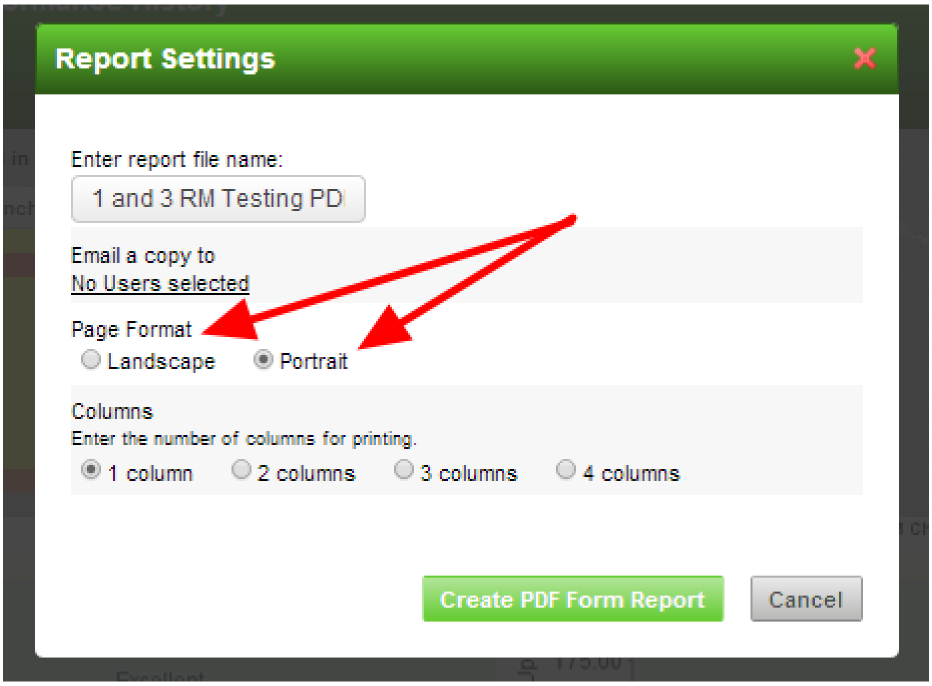
Previously, you could only generate a PDF(form) on the athlete history and it would always default to landscape view



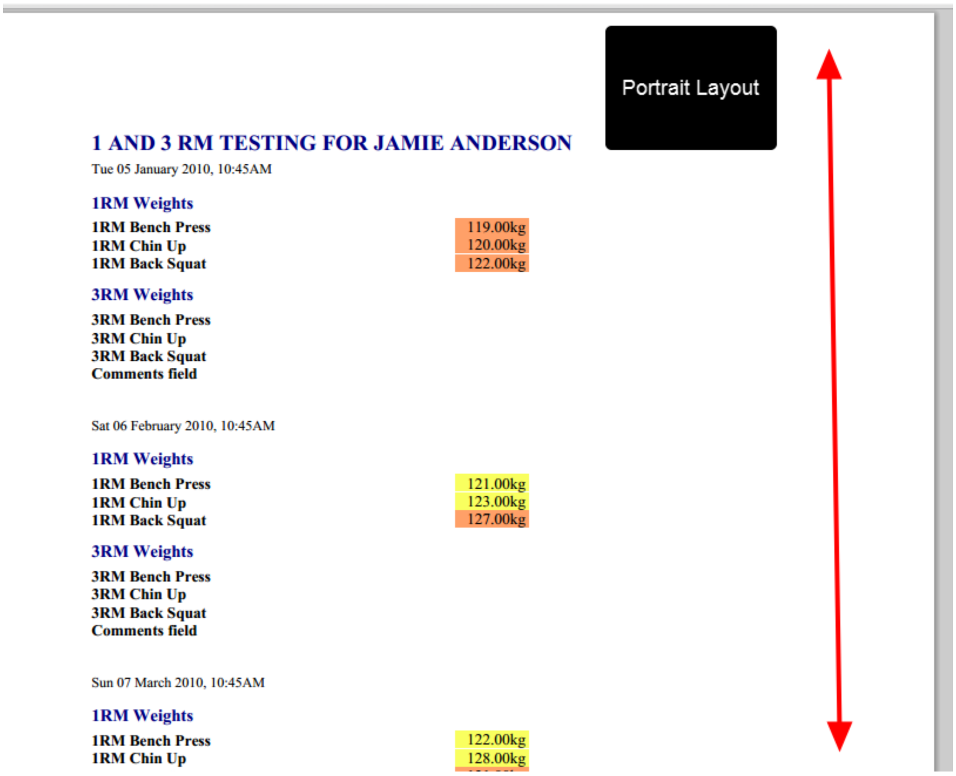
The data displayed in Landscape Layout by default.



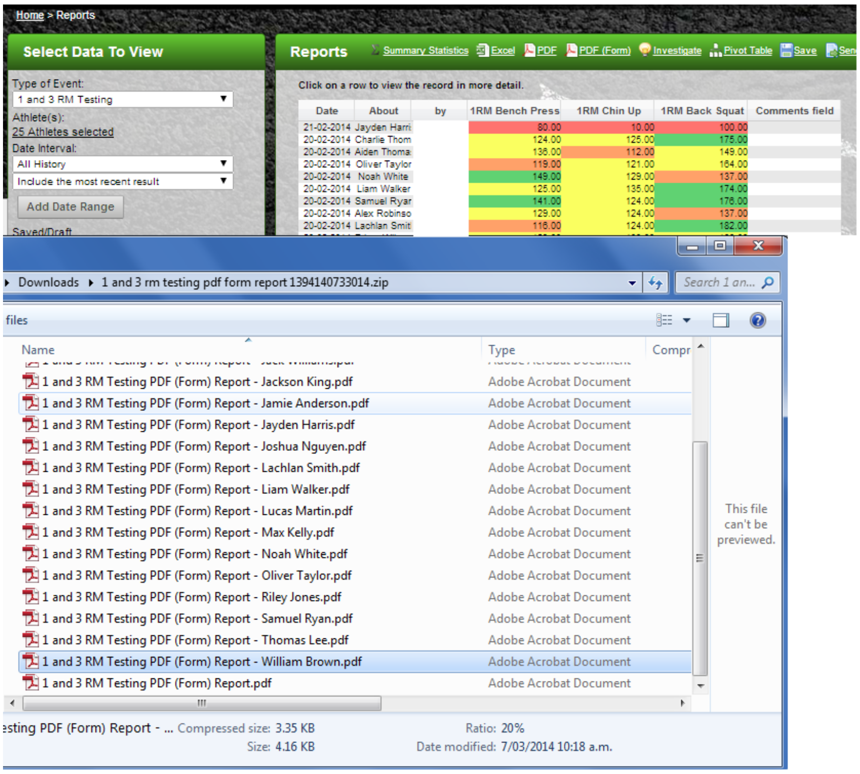
Now you can select to generate a PDF(form) using a Landscape view or a Portrait view



The data displaying in Portrait Layout



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.



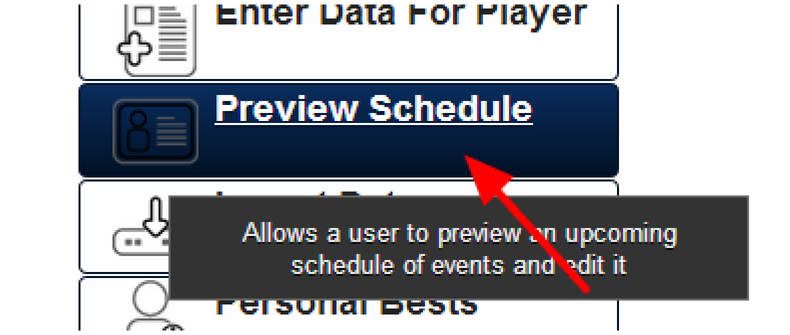
WARNING: This may take a while to run depending on the number of athletes that you run the report for

Preview Schedule Module

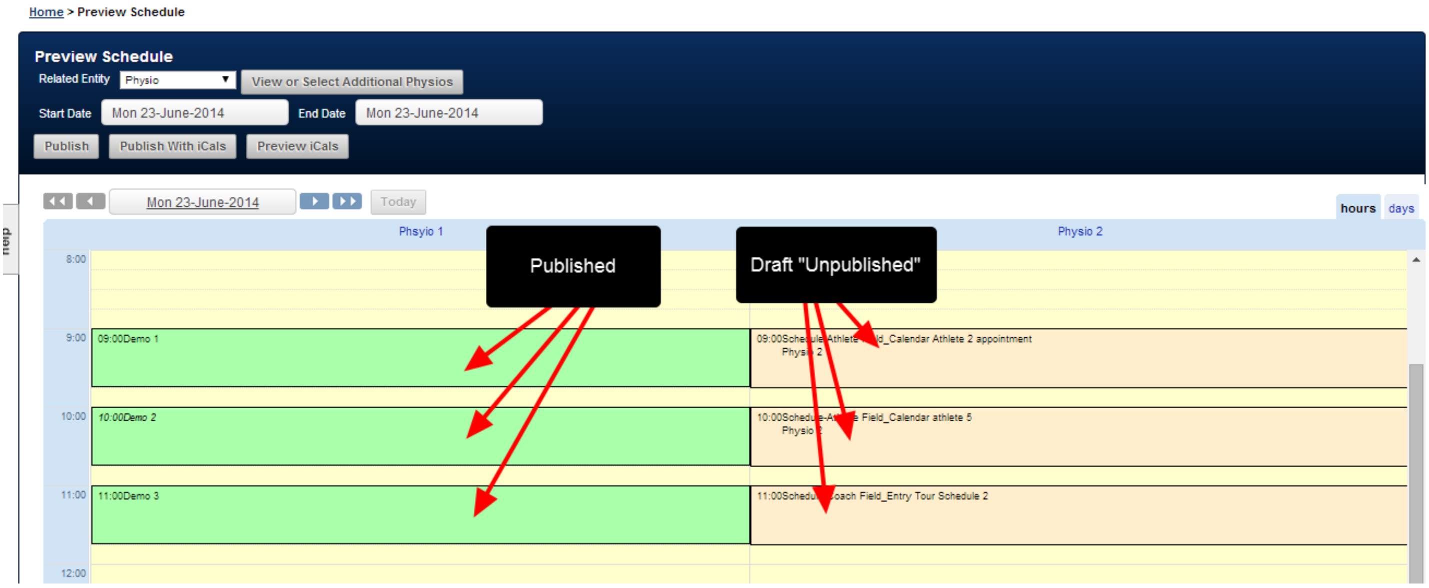
The Preview Schedule Module was designed for a few key users in your organisation to Publish multiple scheduled events at one time. This is NOT a system module that athletes or regular coaches need access to.

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

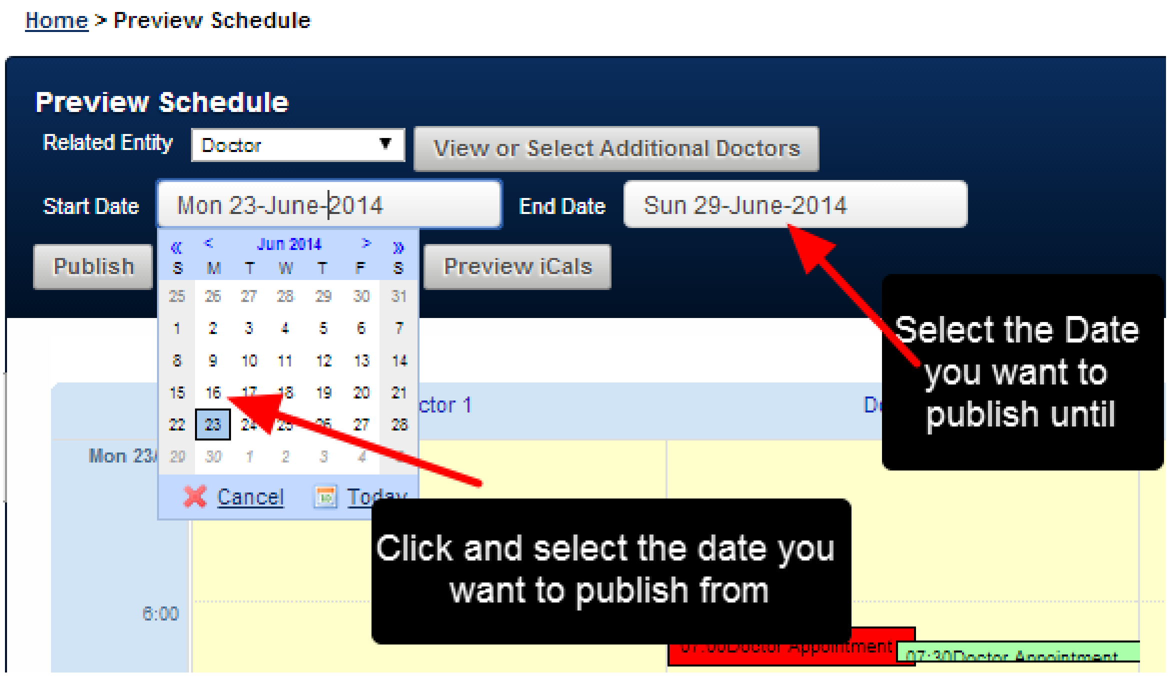


It enables users to see all Draft and Published Scheduled events for any Related Entities used in the Schedule forms that the user has access to (e.g. Doctor, Room etc.).



The image in the example here shows that published (green) and unpublished events appear in the preview schedule module.

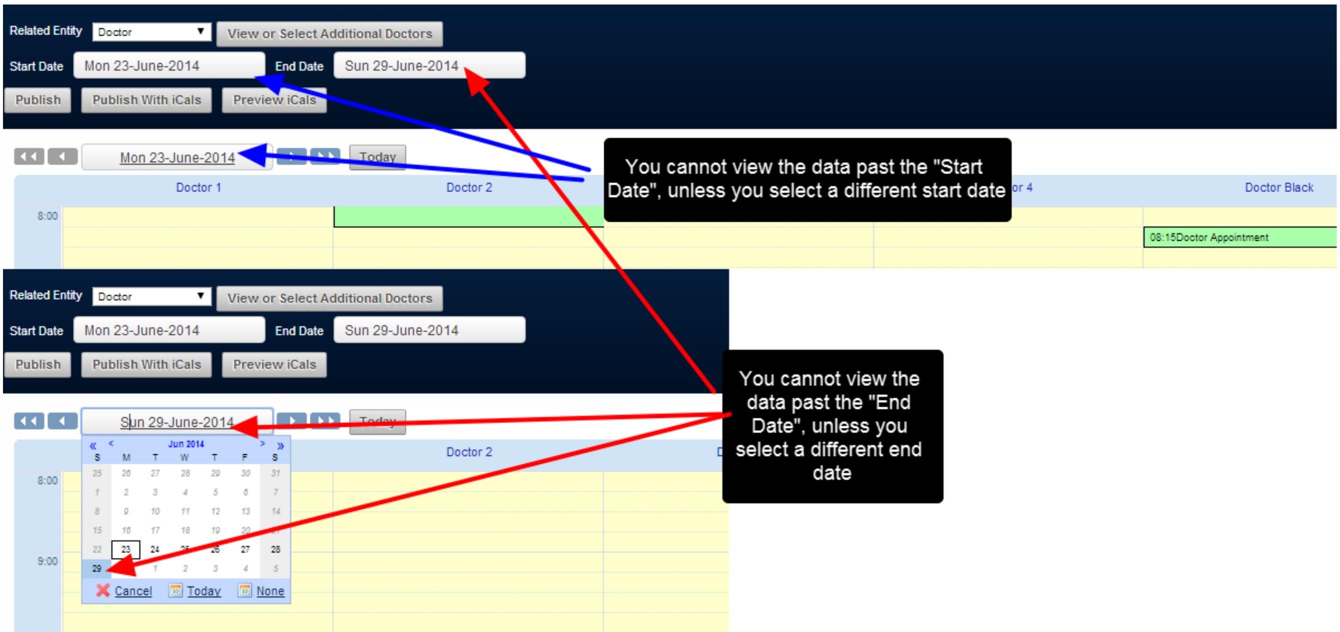
Select the Start Date and the Finish Date that you want to view the Scheduled Data for. This selects the Period that you want to Publish the Data for



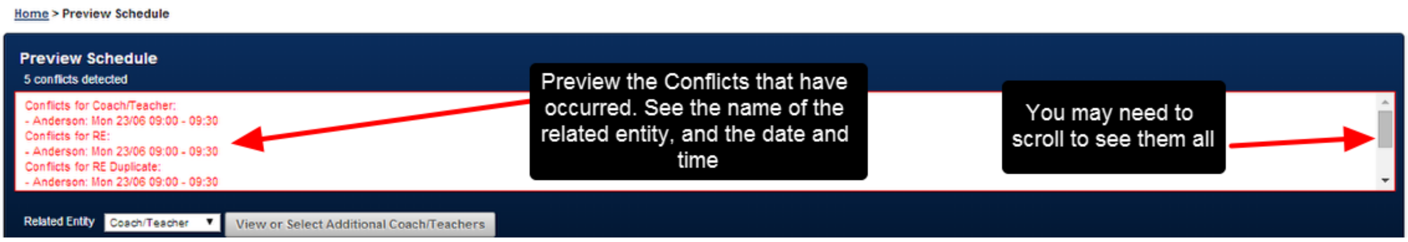
Select the Start and Finish Date that you want to Publish the Schedule Events For

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



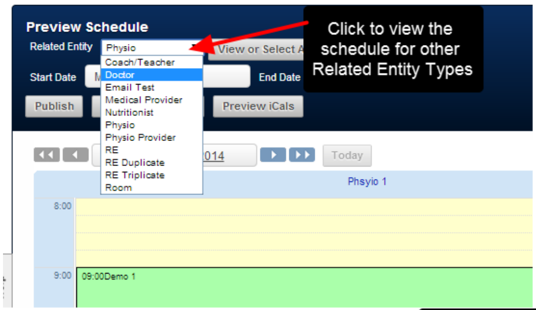
If any "Conflicts" occur within the data range (e.g. double bookings of a related entity), these appear at the top of the Preview Schedule Module in the Conflicts Detected Section

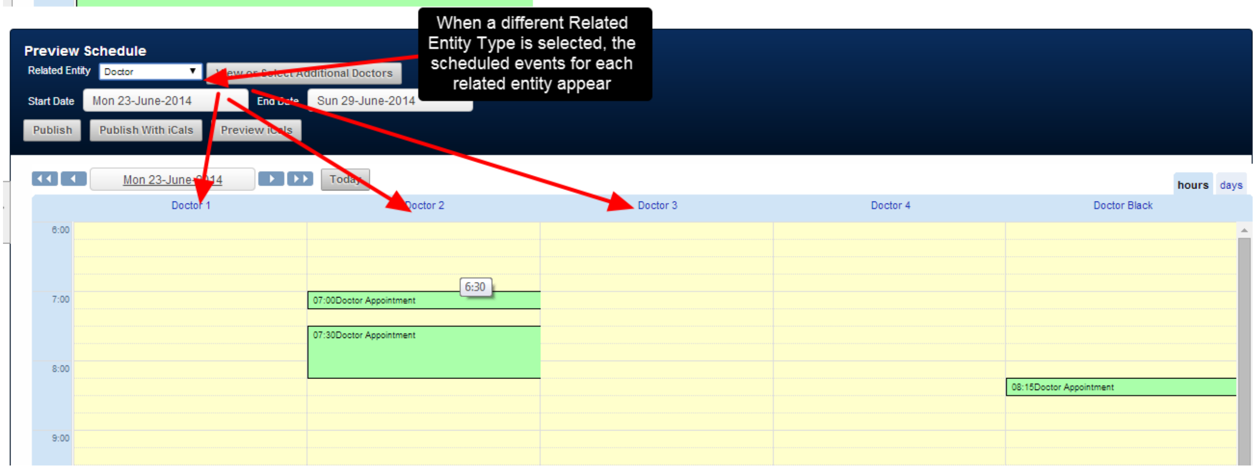


Any conflicts (double bookings for a single related entity) will appear for ALL Related Entities Types for the time period you have selected. In the example here, you can see that a number of conflicts exist for the Coach/Teacher Related Entity Type for the related entity "Anderson".

N.B. To resolve these types of conflicts, see the subsequent section on Scheduling Conflicts

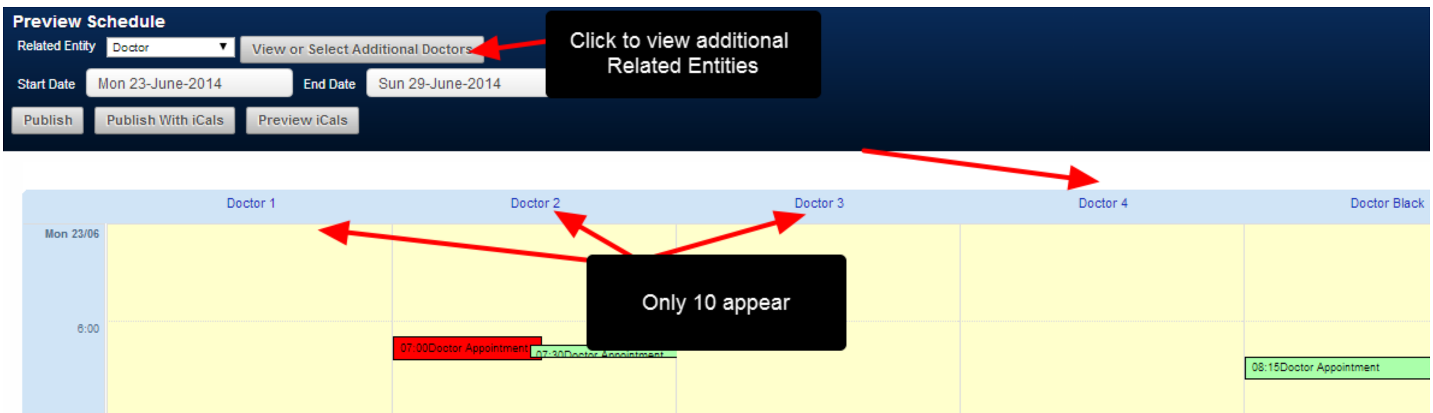
Click on the "Related Entity" Dropdown selector to view the schedule for different Related Entity Types used in Scheduling Forms



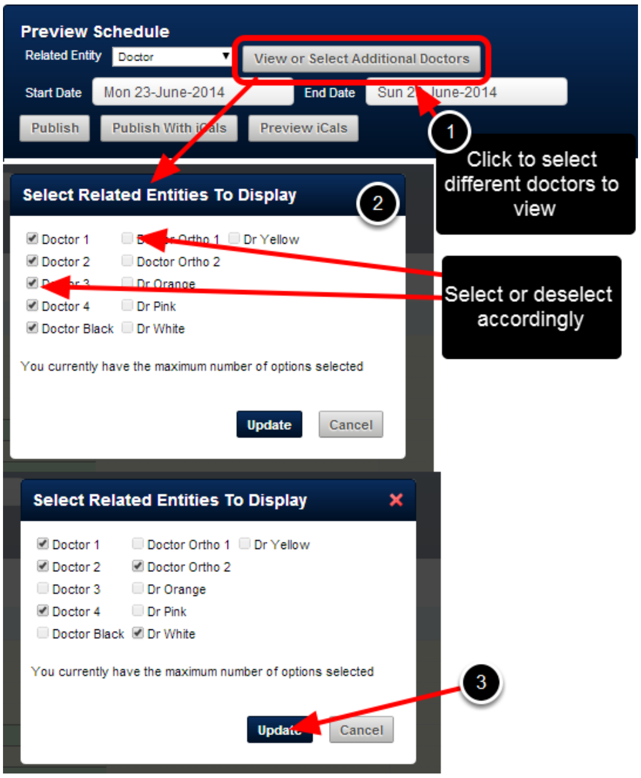


E.g When Doctor is selected, the schedule events for a Doctor appear.

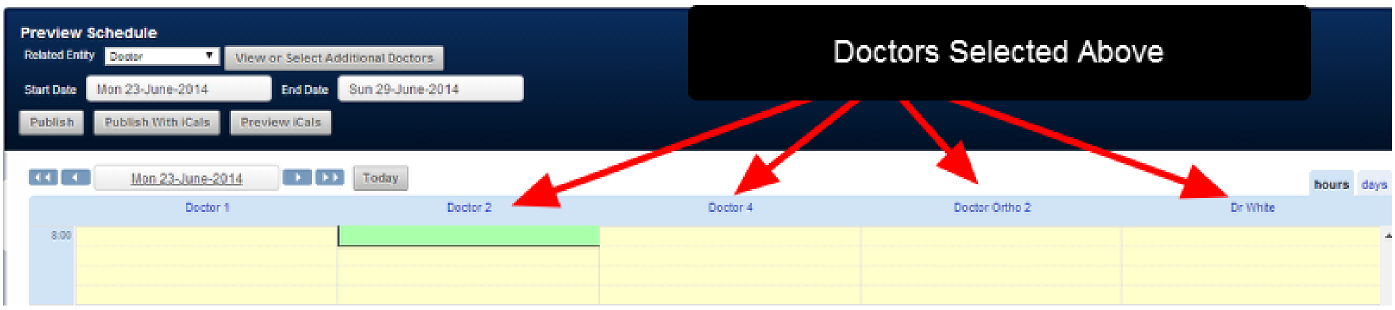
Only the first 10 Related Entity records will appear (in alphabetically order), but you can view and select any records via the "View or Select Additional ..." button (as outlined in the step below)



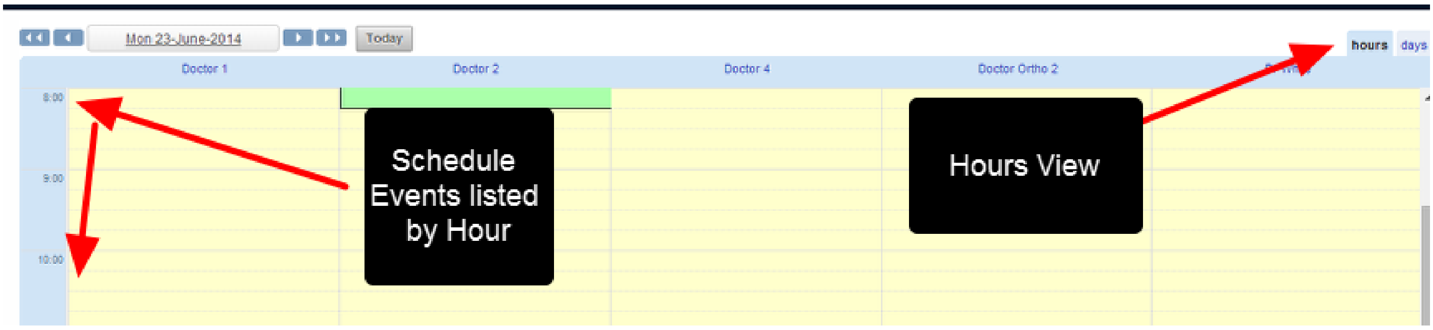
Click "View or Select Additional ...." to select different related entities to view, e.g. in this instance the Related Entity is a Doctor



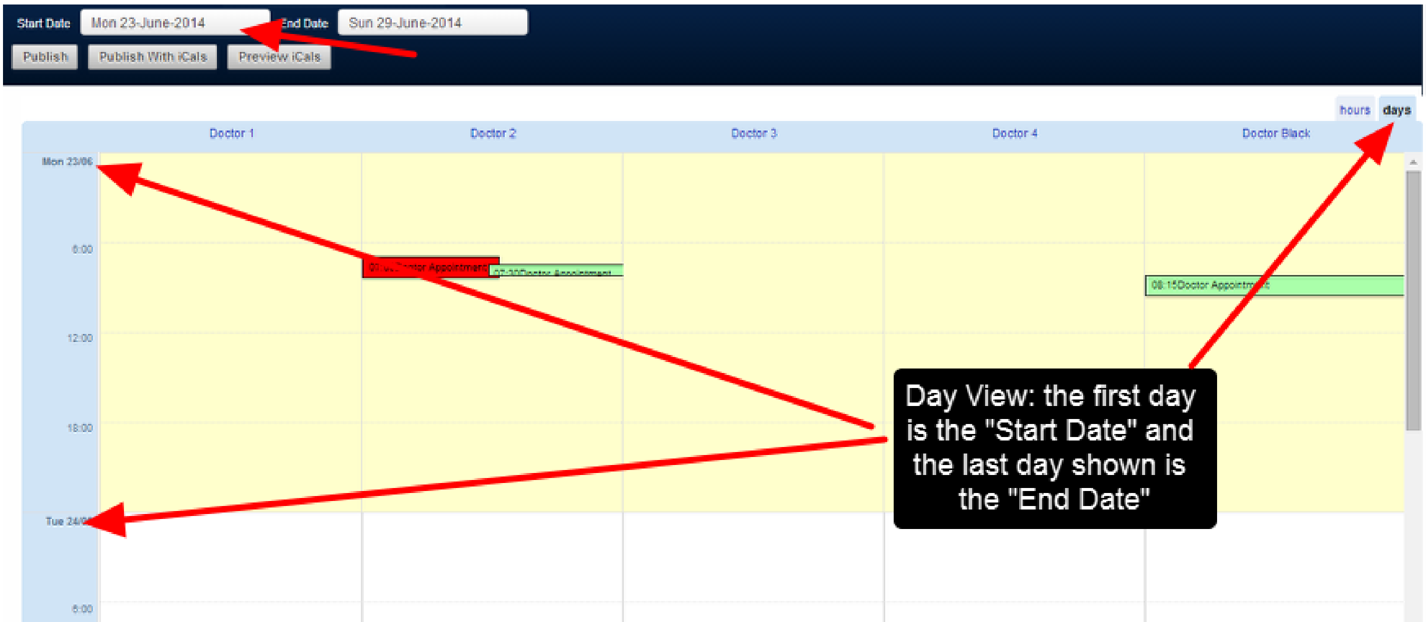
The Preview will display the related entity records that were selected



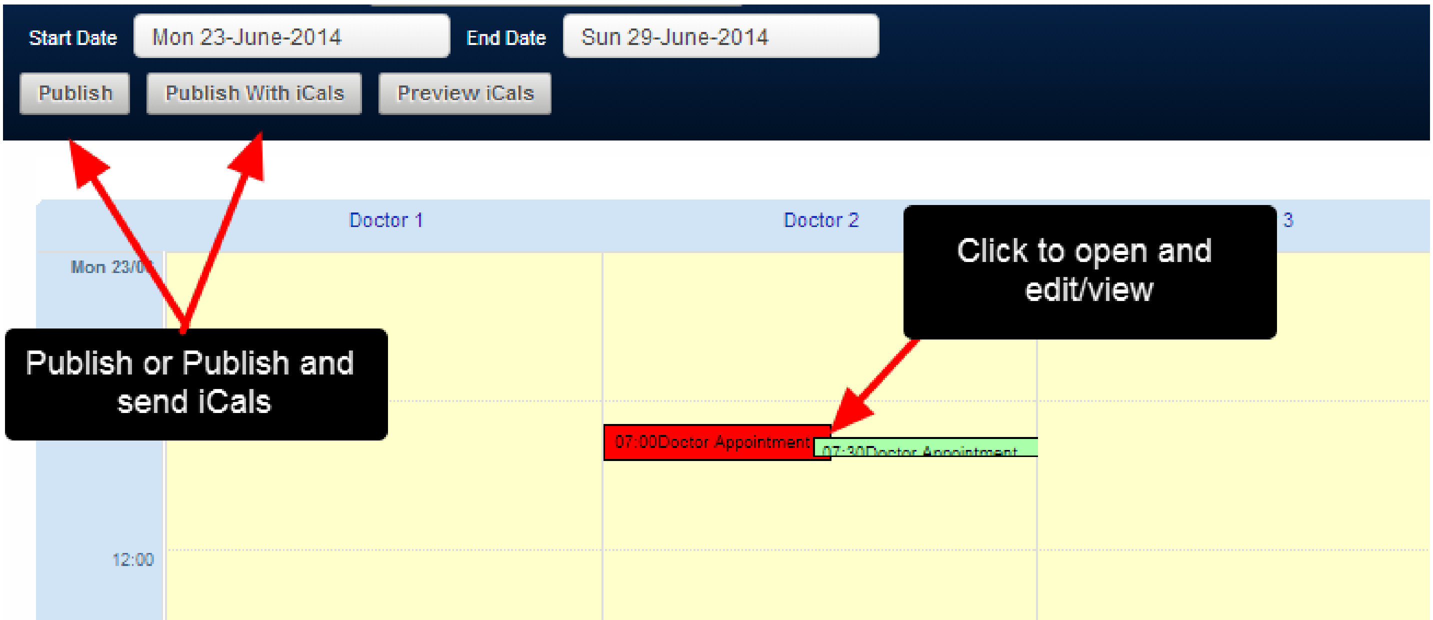
The Scheduled Events for the Related Entities can be viewed by Hours or Days



The Schedule Events for the Related Entity as a Day view

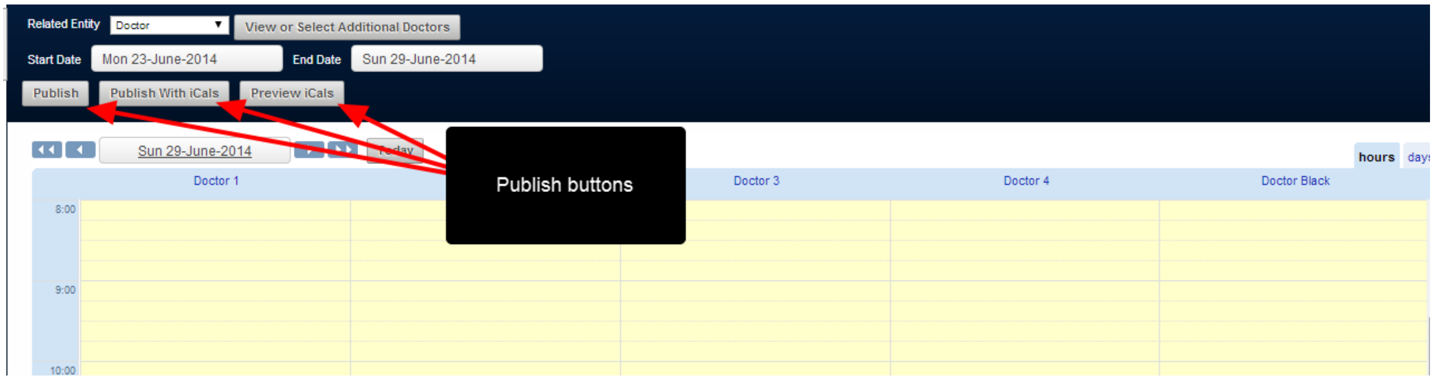


You can resolve any conflicts (see the subsequent section on conflicts) and then Publish all of the Schedule Events for the chosen period (see the subsequent section on Publishing)

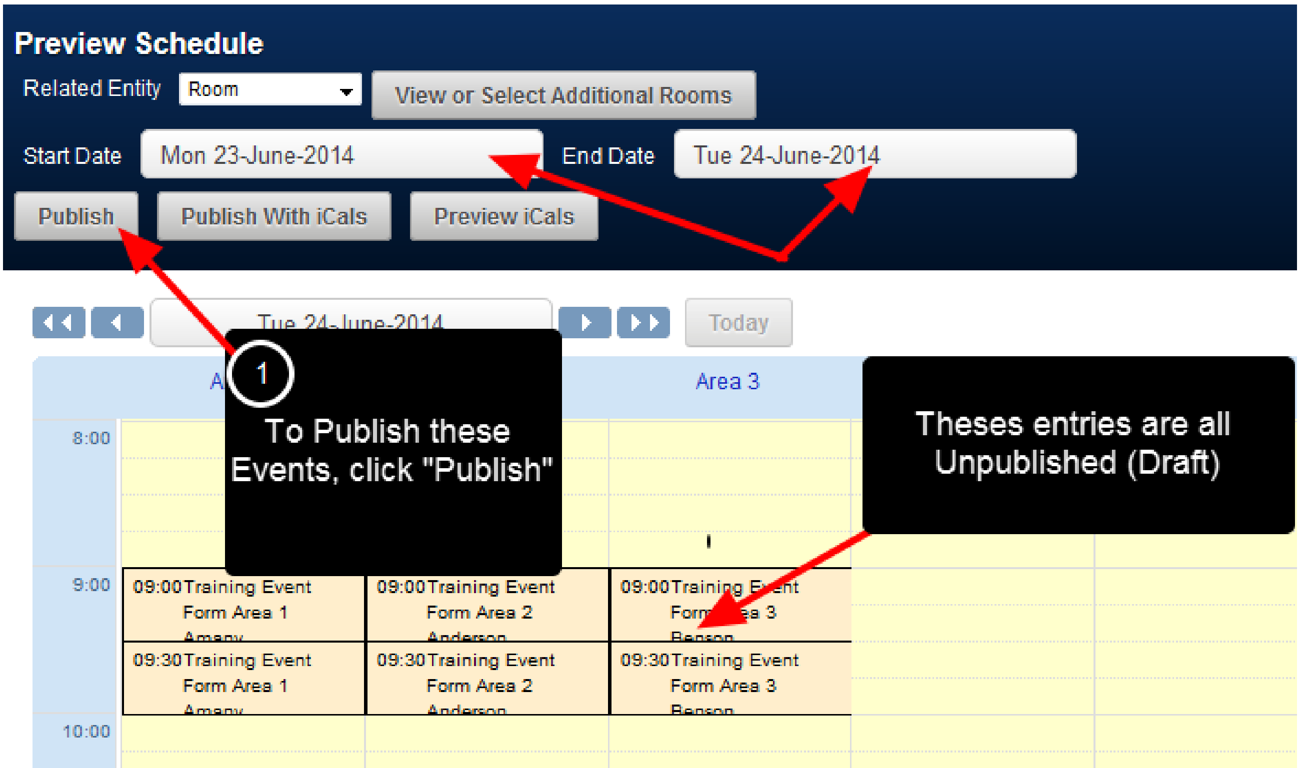


Preview Schedule Module: How to Publish Draft Scheduling forms and send iCALS

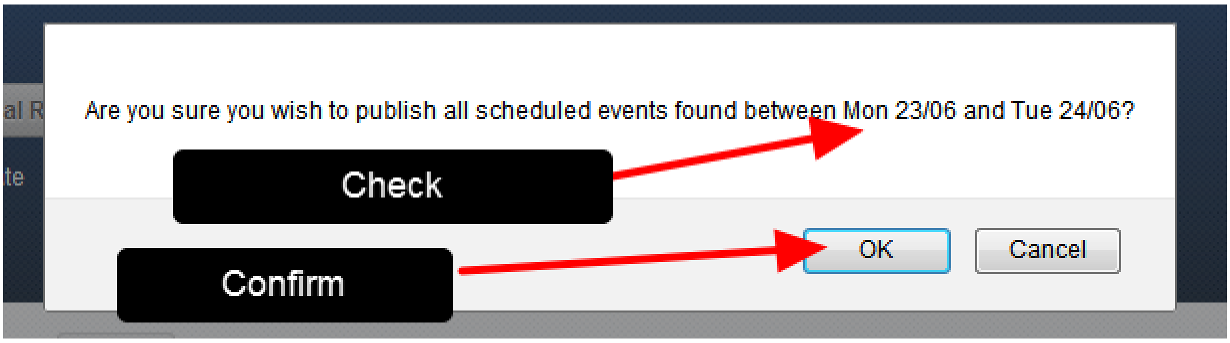
After a publishing date period has been selected, and any conflicts are resolved, the Draft Data can be published



Publish: the Draft Scheduled Entries can be Published so that they appear for the appropriate users.

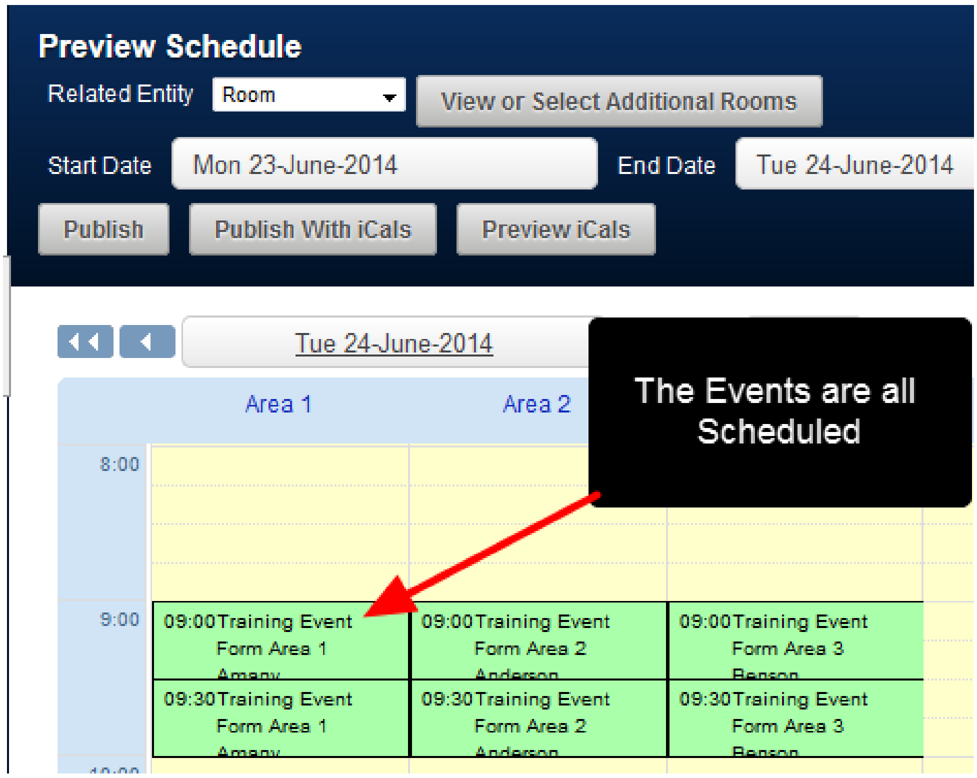


A confirmation pop-up will appear to confirm the Publishing of the Events for the selected data range- click OK

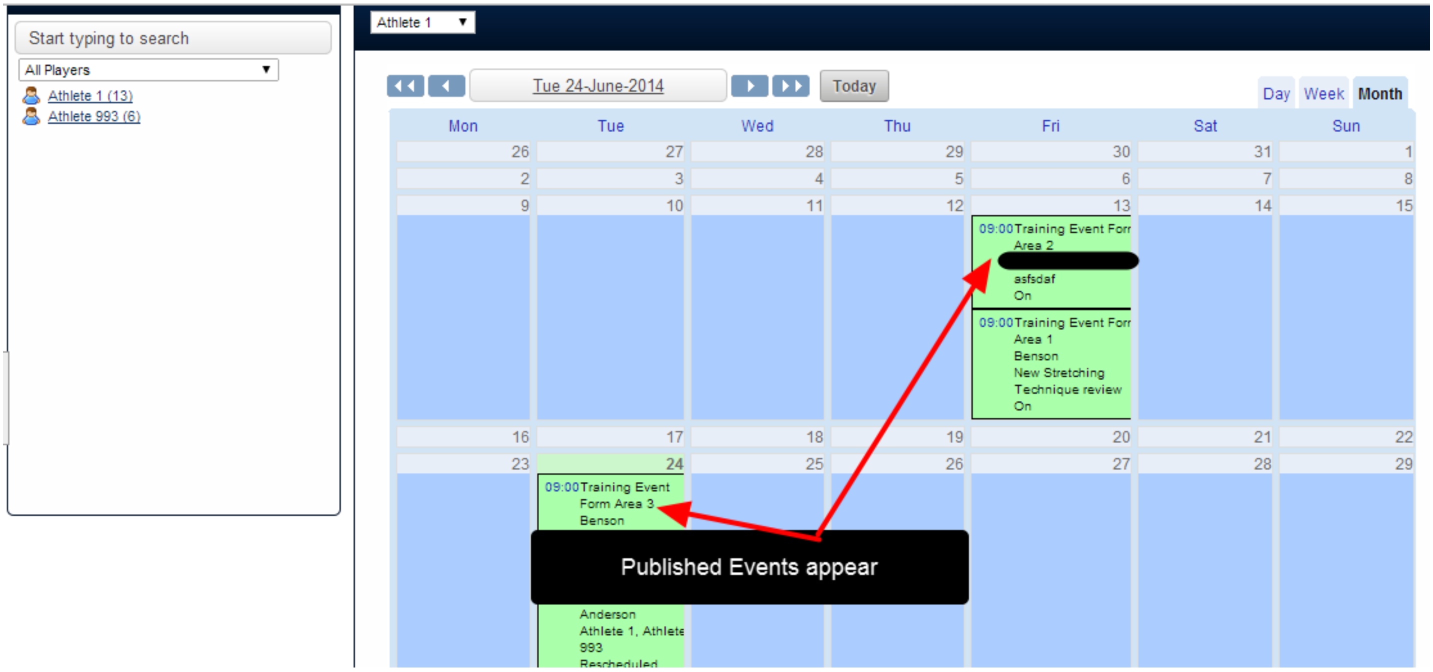


Once the Publish has been confirmed the entries will all be published.

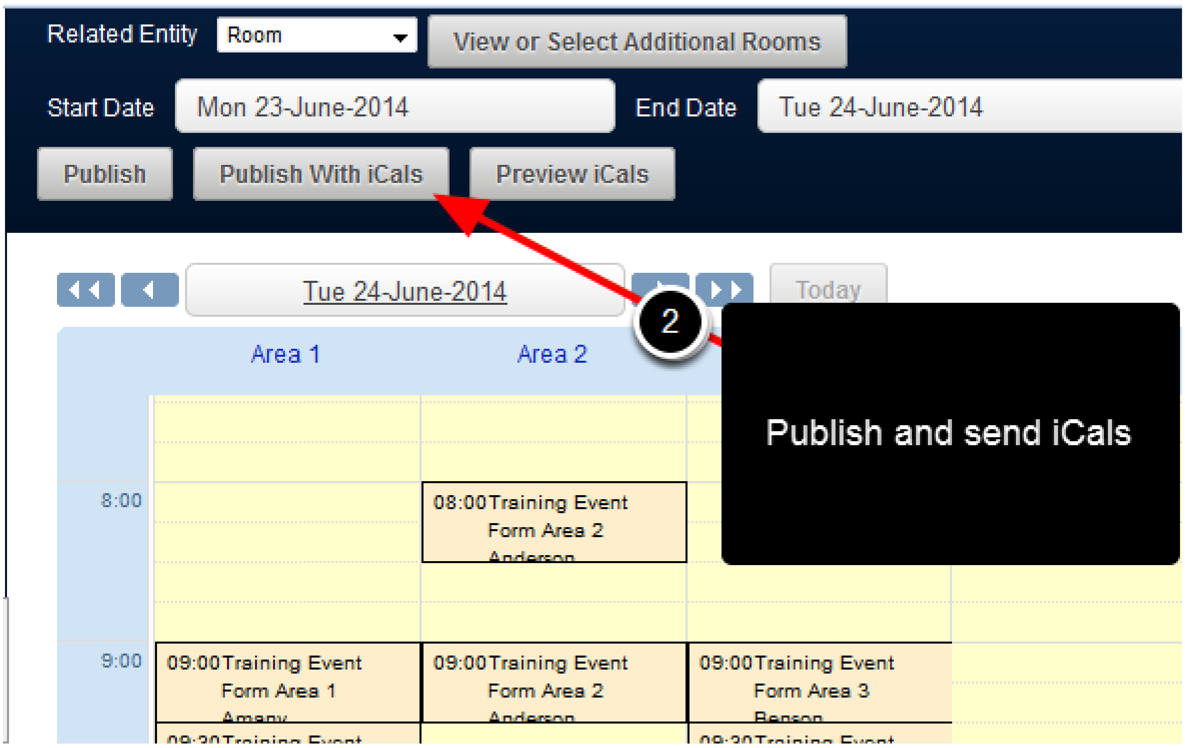
The Scheduled Events will change from "Draft" to "Published", and any users with permission will be able to access these events in their calendar/sidebar etc



An example of the player's calendar

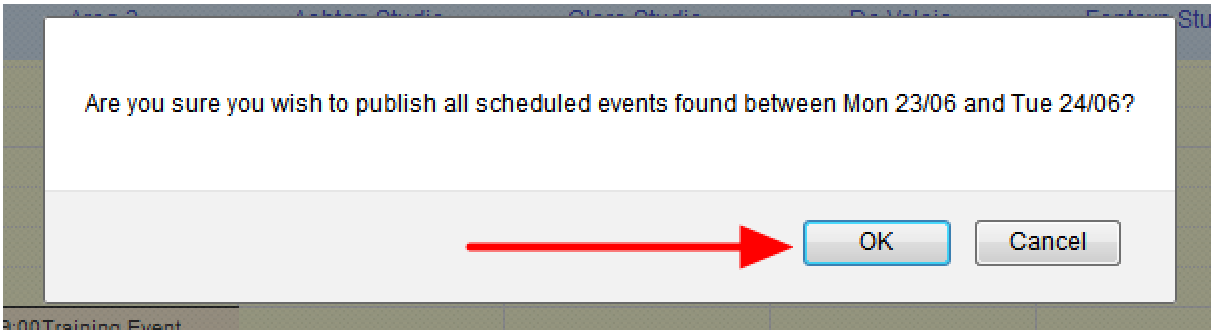


Draft Scheduled Events can also be Published and iCals can be sent to an e-mail associated with each related entity record



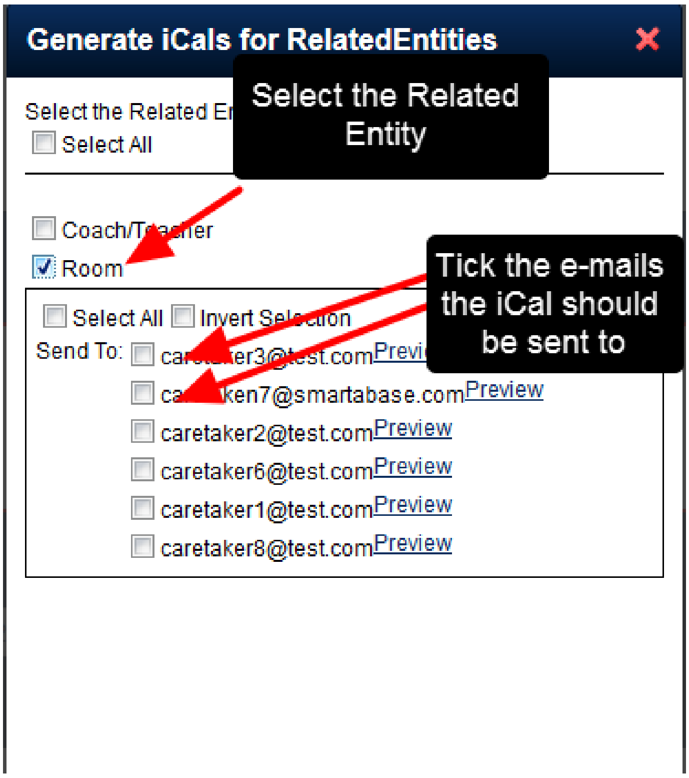
The Same Publish Function is available, but iCals for the published Schedule Entries within that Date Range can be sent to any related entity record e-mail addresses.

The confirmation pop-up will appear to confirm the Publishing of the Events for the selected data range- click OK



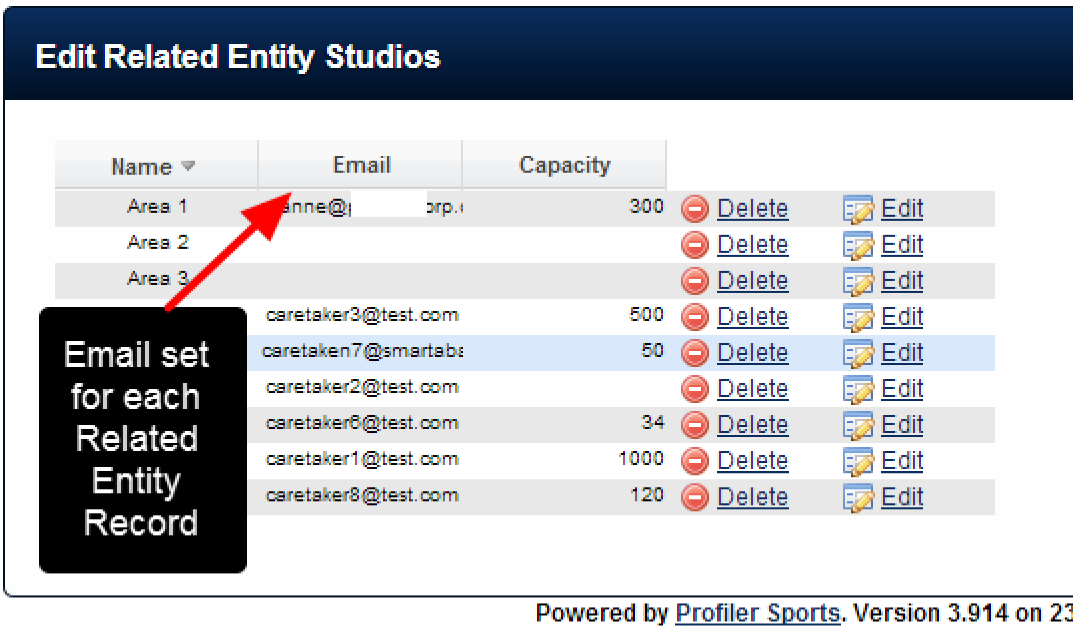
Choose whether iCals are sent out for this period to e-mail addresses associated with the Related Entity Records

Ensure a tick is placed beside the correct iCal



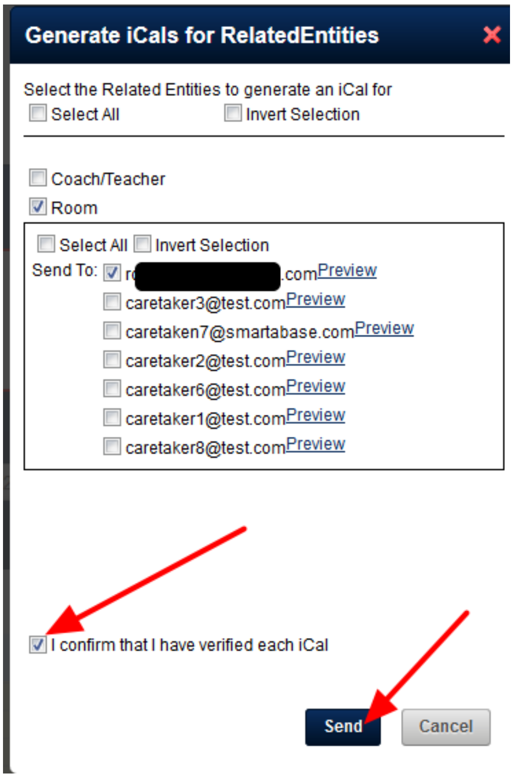
Each E-mail address is set up when the Related Entity record is entered.

N.B. The available Email addresses are set for each Related Entity



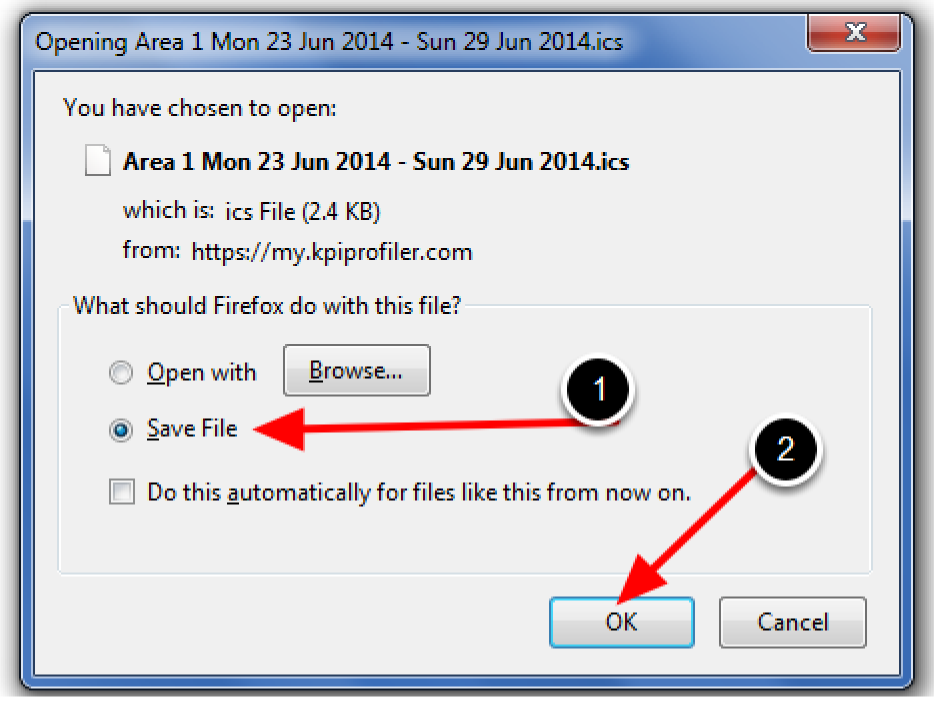
The Related Entity needs to have a field in it called "Email", and only a field with this name will link to the iCal to send the e-mail notifications to.

You need to confirm that the Email addresses are correct.

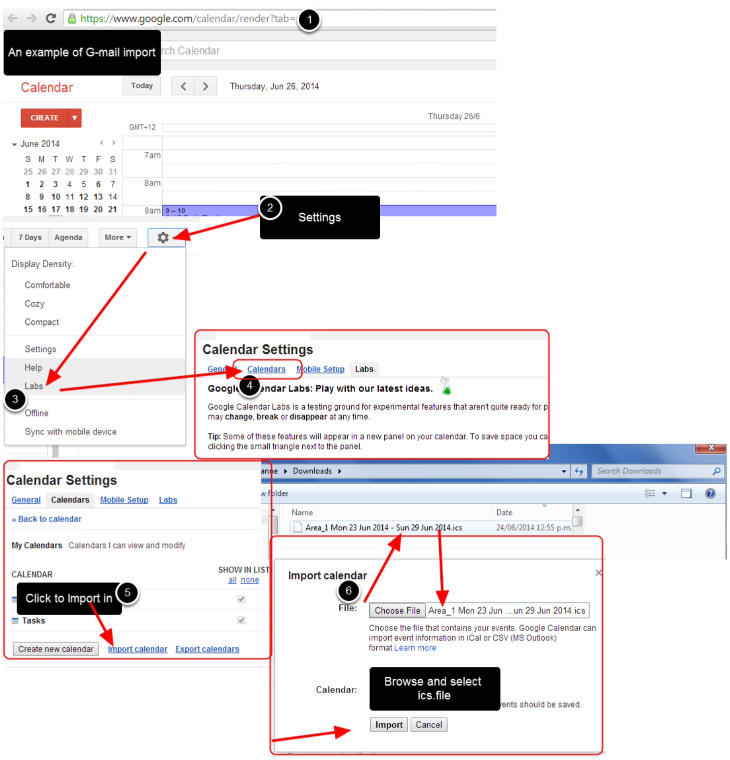


The File will be sent to the user's e-mail address- Click to download

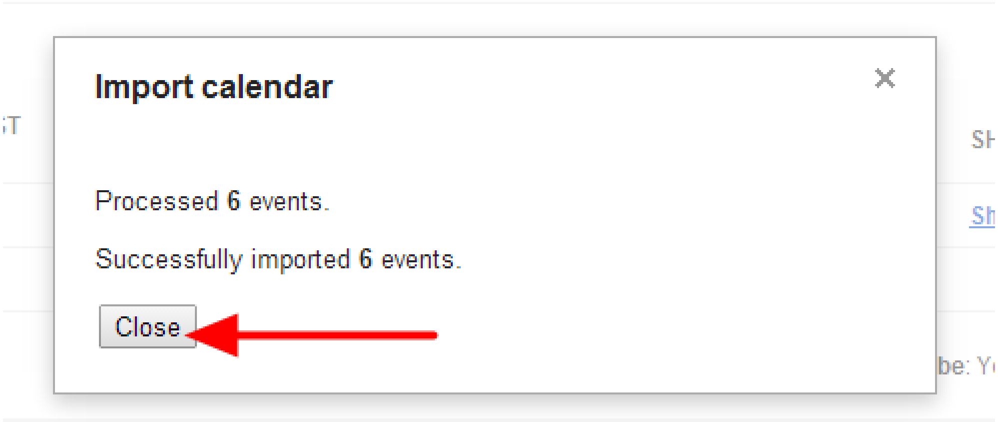
Save the File (to your downloads or in an appropriate folder)



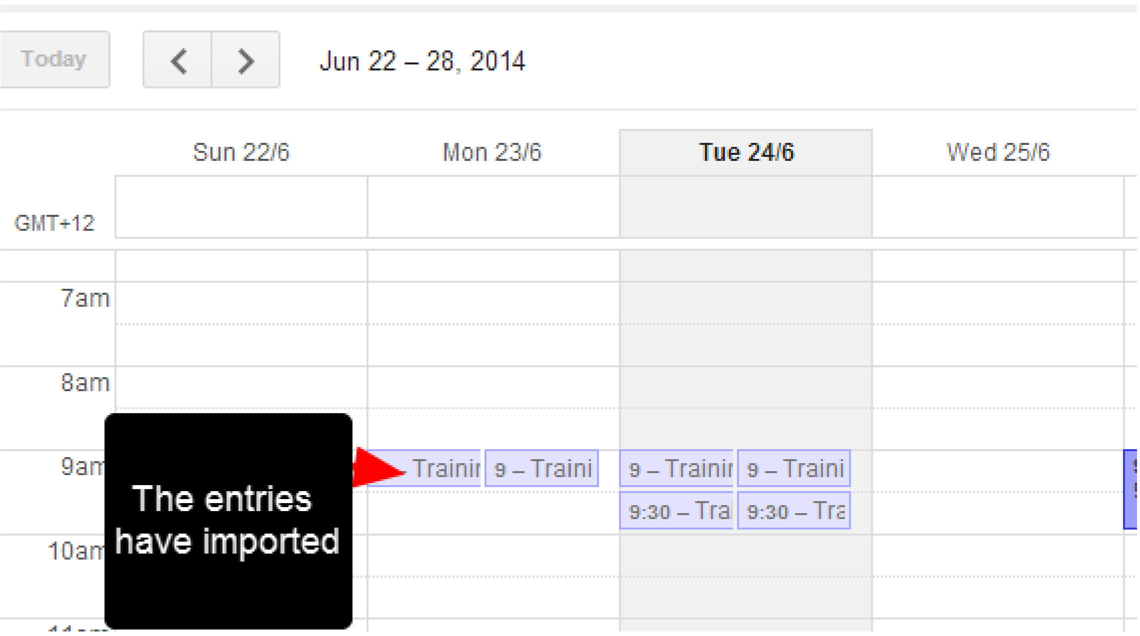
Users can then go to their respective mail accounts and import in the iCal for that period



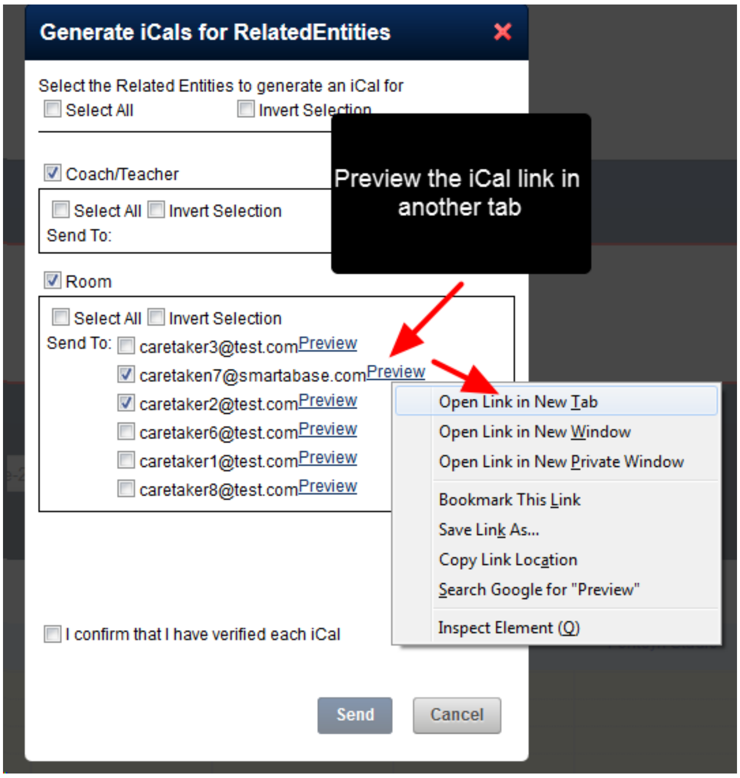
An import confirmation box will appear



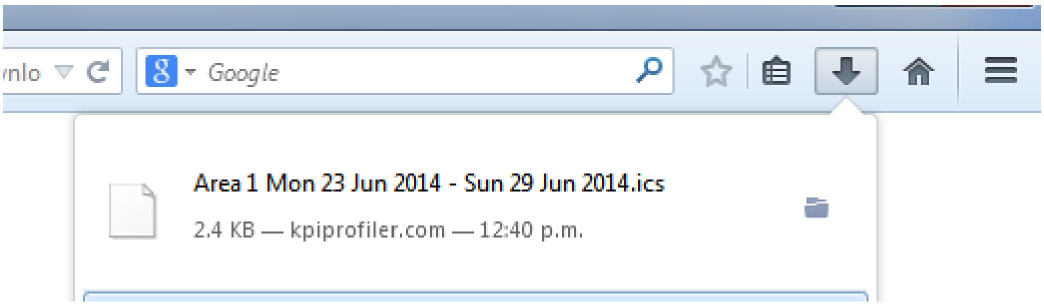
The scheduled entries will now appear in the calendar



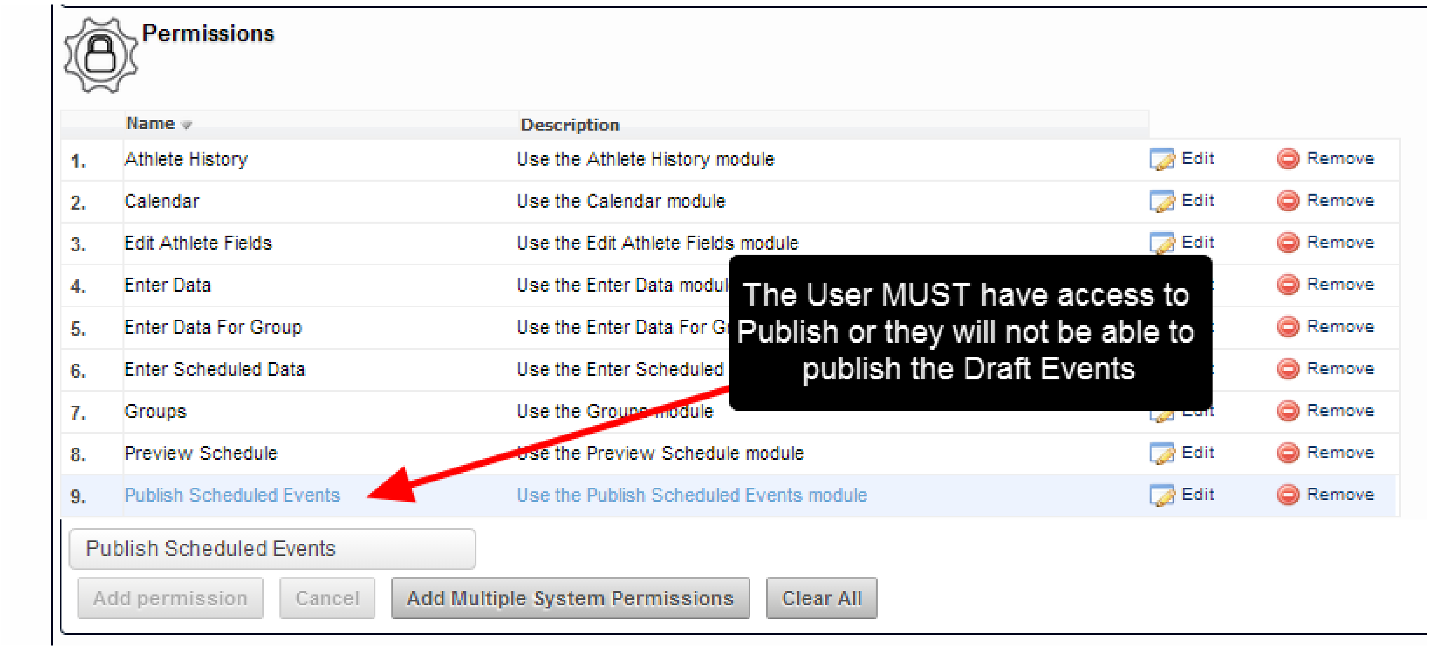
N.B. The iCAL can be previewed during the Publishing Process as well. Open the Preview in another Tab



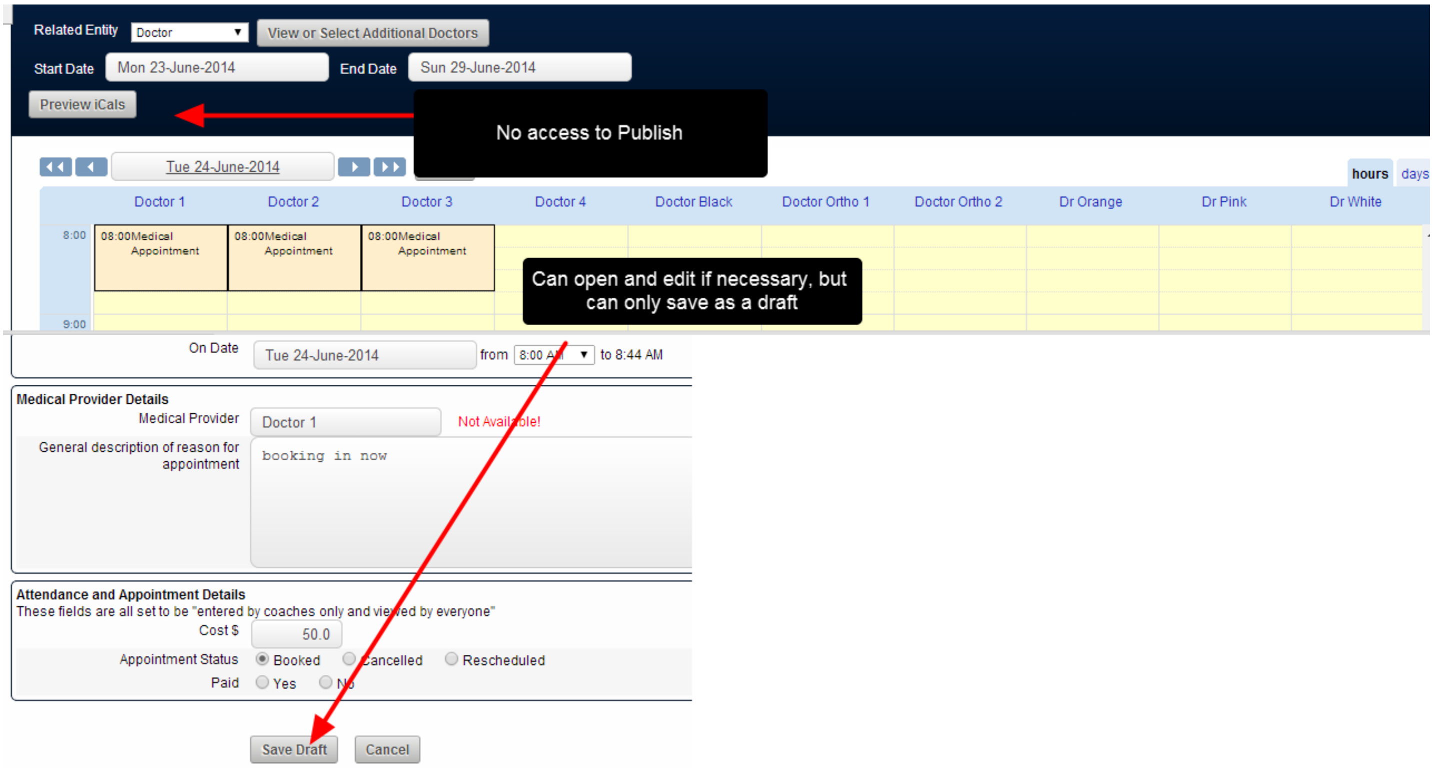
The link is downloaded and can again be previewed in a calendar by importing the file into the calendar (as outlined above)



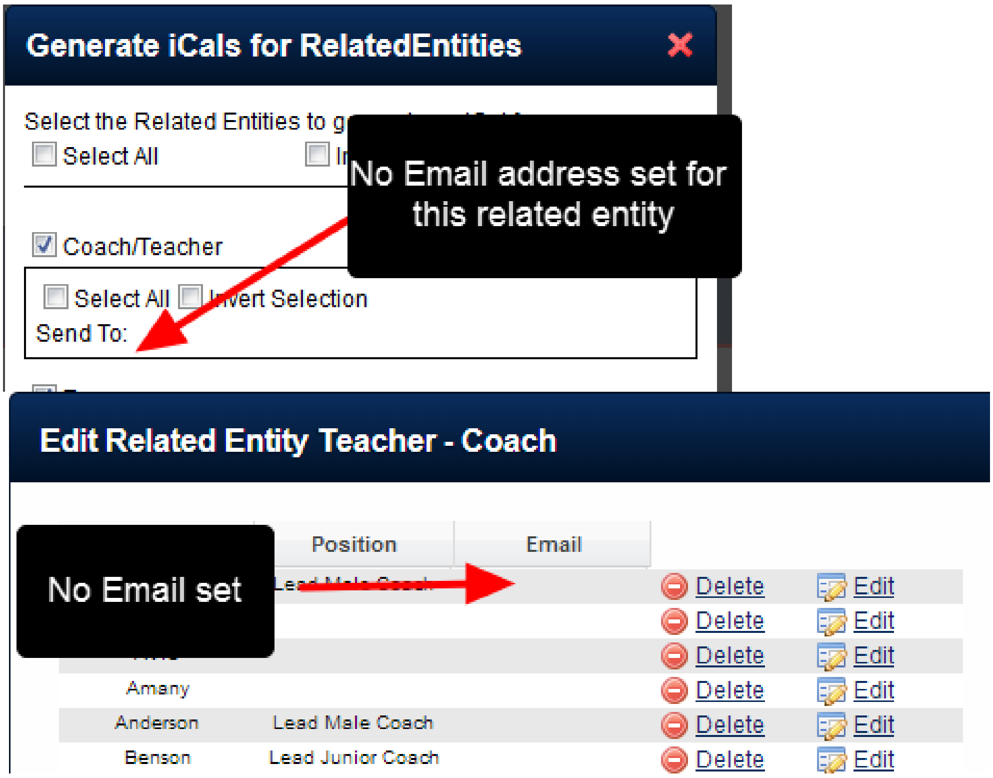
N.B. Only User with access to the "Publish" System Permission will be able to Publish Multiple Events in the Preview Schedule Module



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.

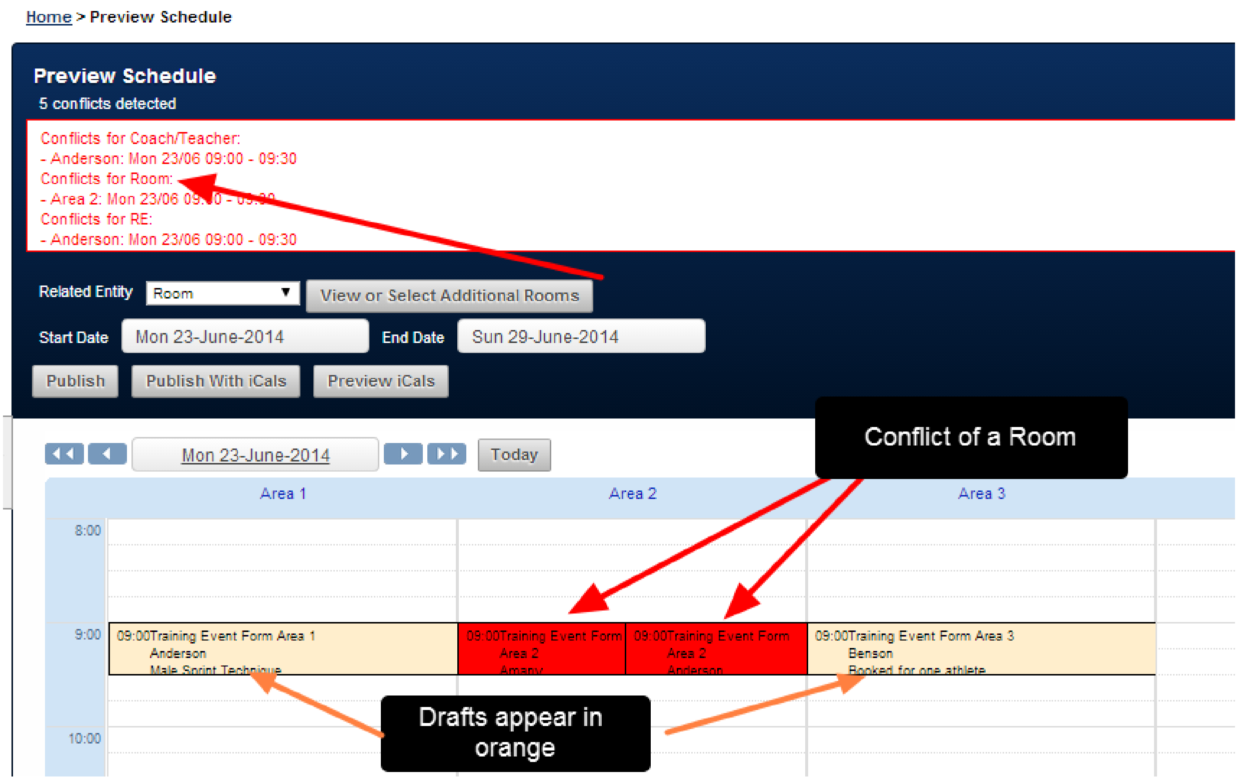


N.B If no Email addresses have been set up for a Related Entity Type, the section appears blank.



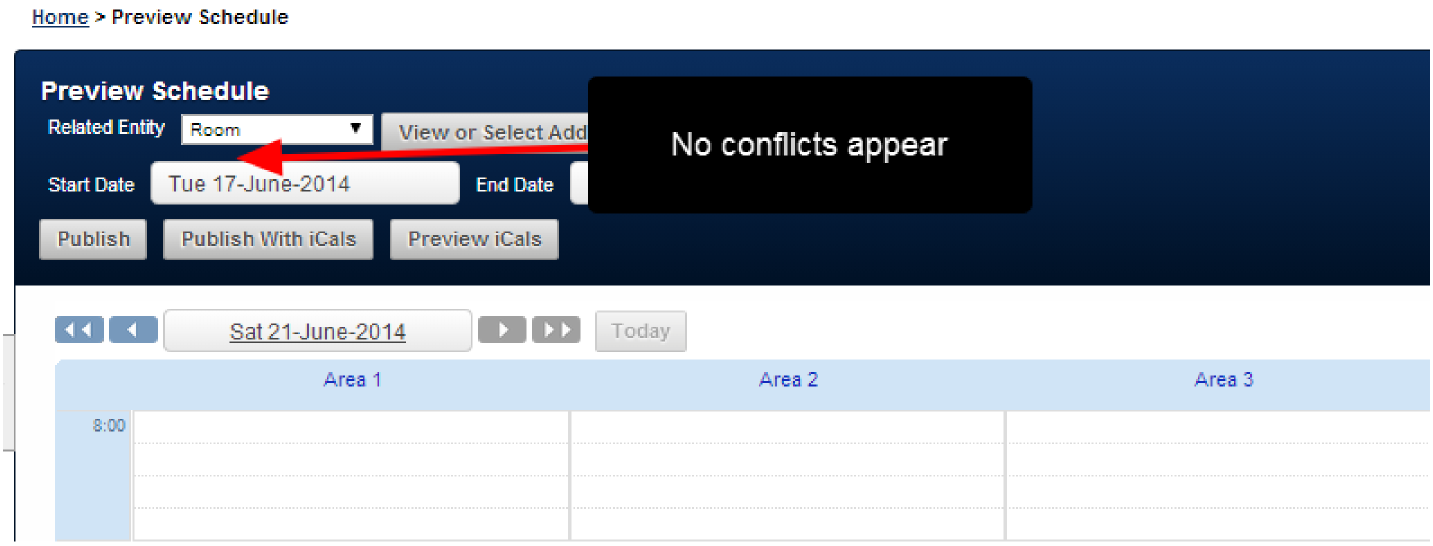
Preview Schedule Module: Conflicts between Related Entities

Conflicts occur when a related entity record is scheduled at the same time. The example here shows conflicts between draft scheduled events



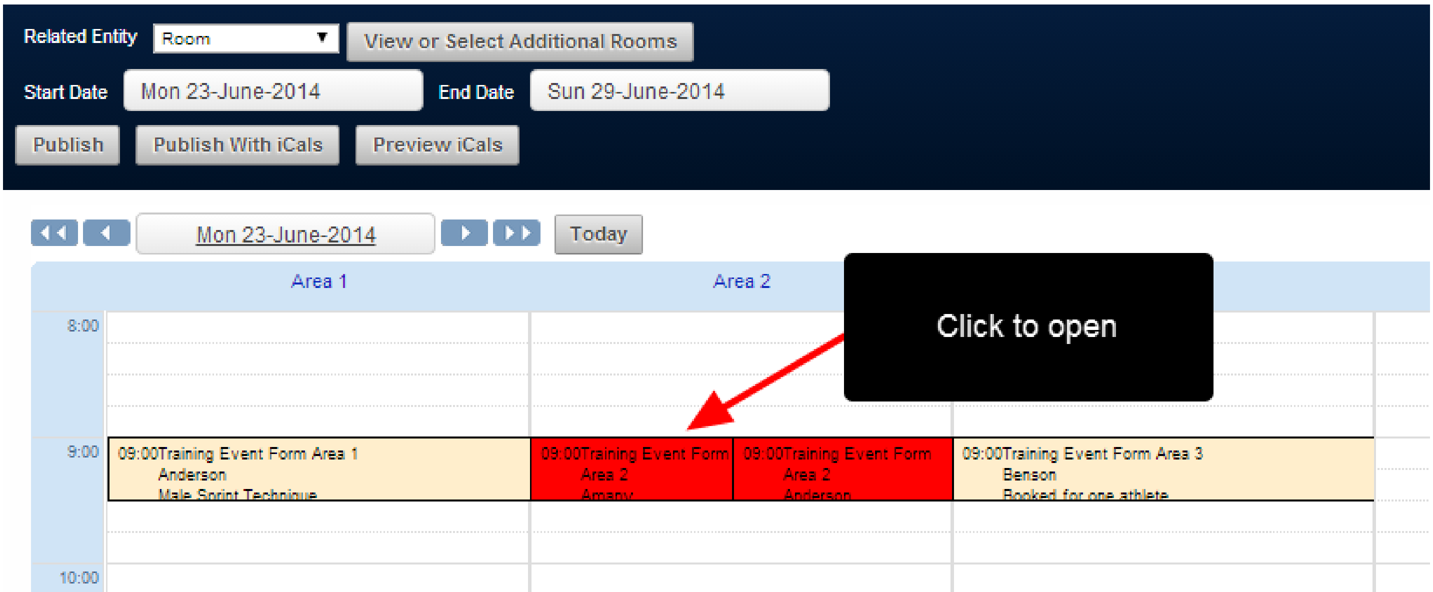
Conflicts can occur across different Scheduling Event Forms that use the same related entity, or if someone double books a related entity from even one Scheduling Event Form. You can see here that there are two entries made for the same Training Room record called "Area 2". Training has been scheduled 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

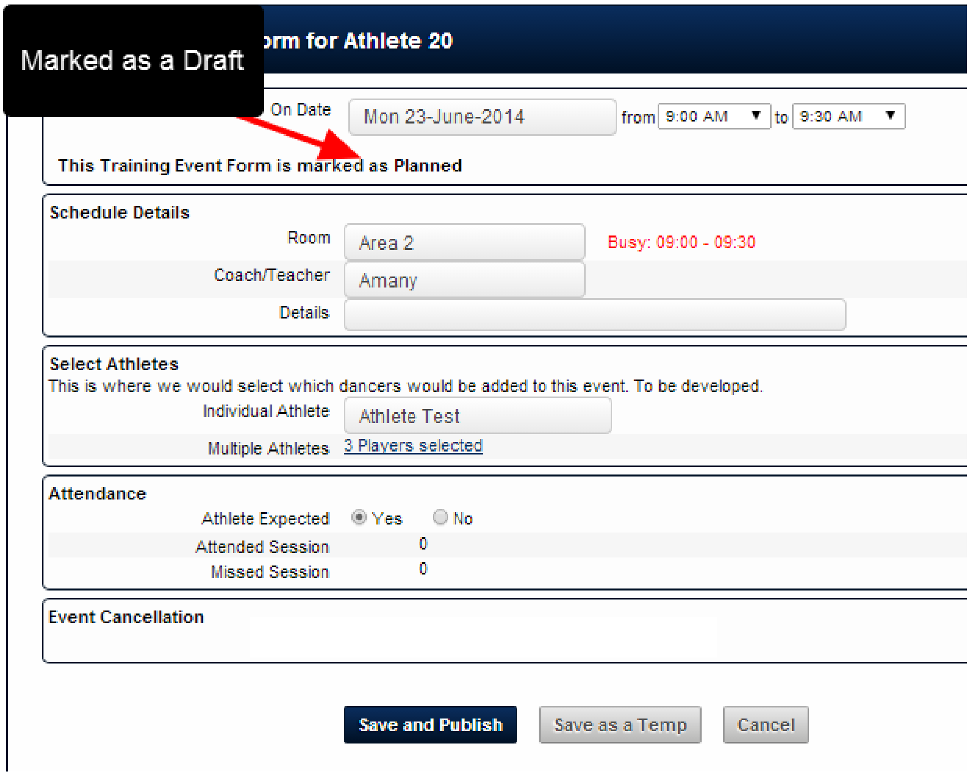


If there are no conflicts for the Date Period that you want to publish, then progress to Publishing (outlined in the next section)

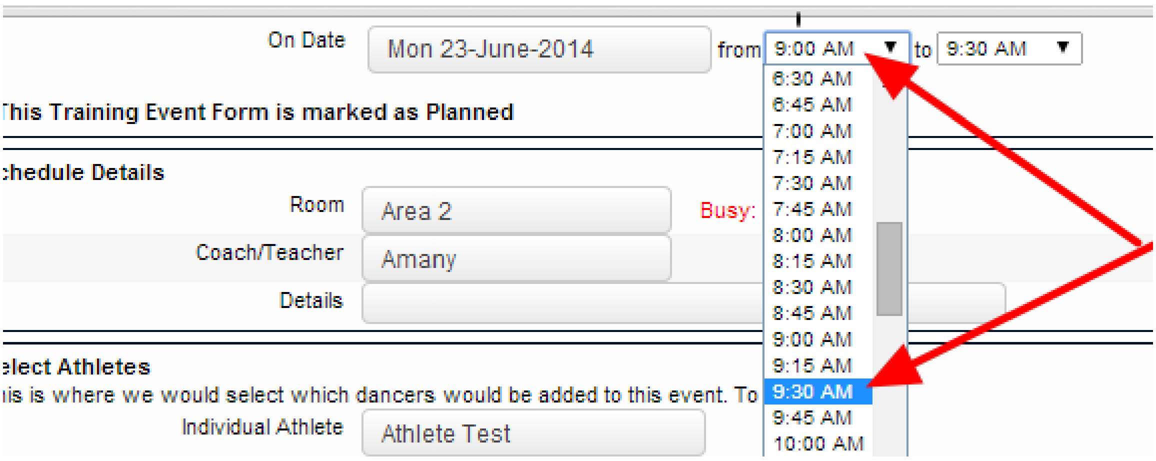
To resolve conflict for Draft events, the records must be changed so that they no longer overlap; open the form and change the time, or delete it.



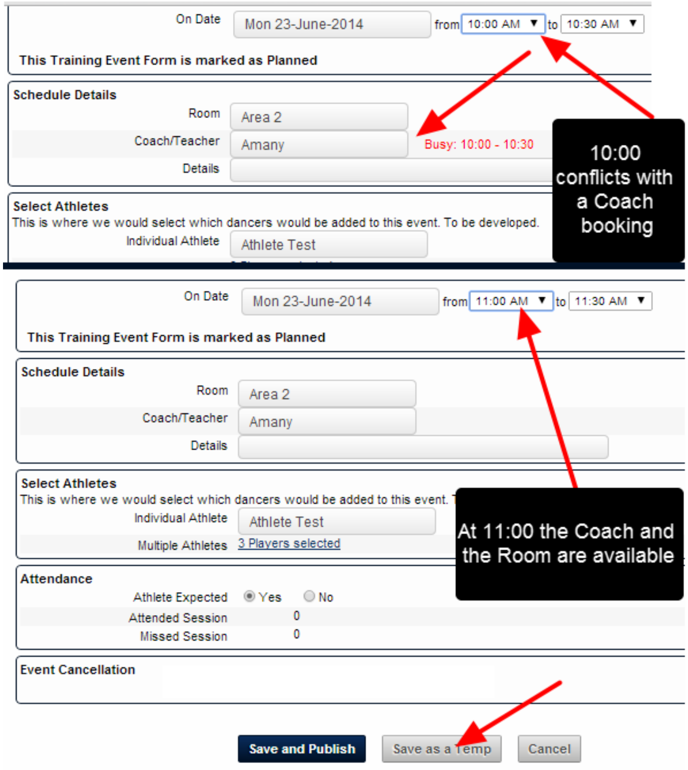
If the record is a draft record (unpublished; it will say it is marked as Planned), it can be opened and changed to a time when you know the room is available



Change the time to when the room is available so that the conflict is removed

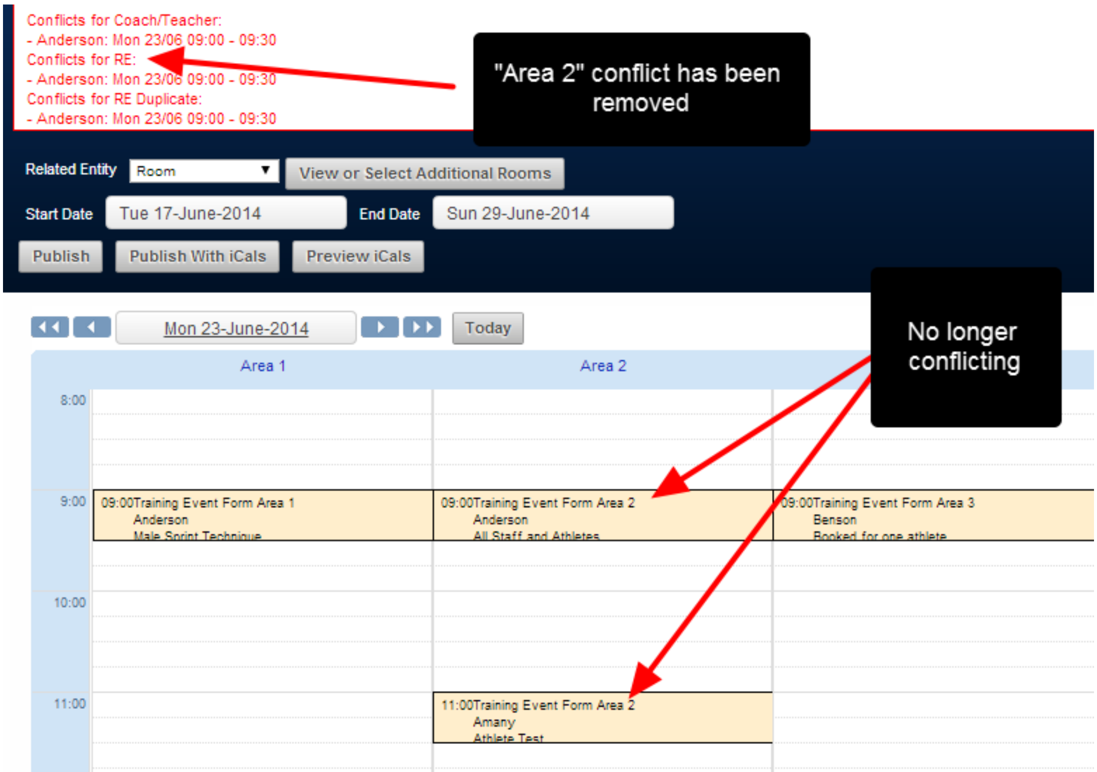


However, be mindful that if you have multiple Related Entity Types in a form, this may conflict with them as well!

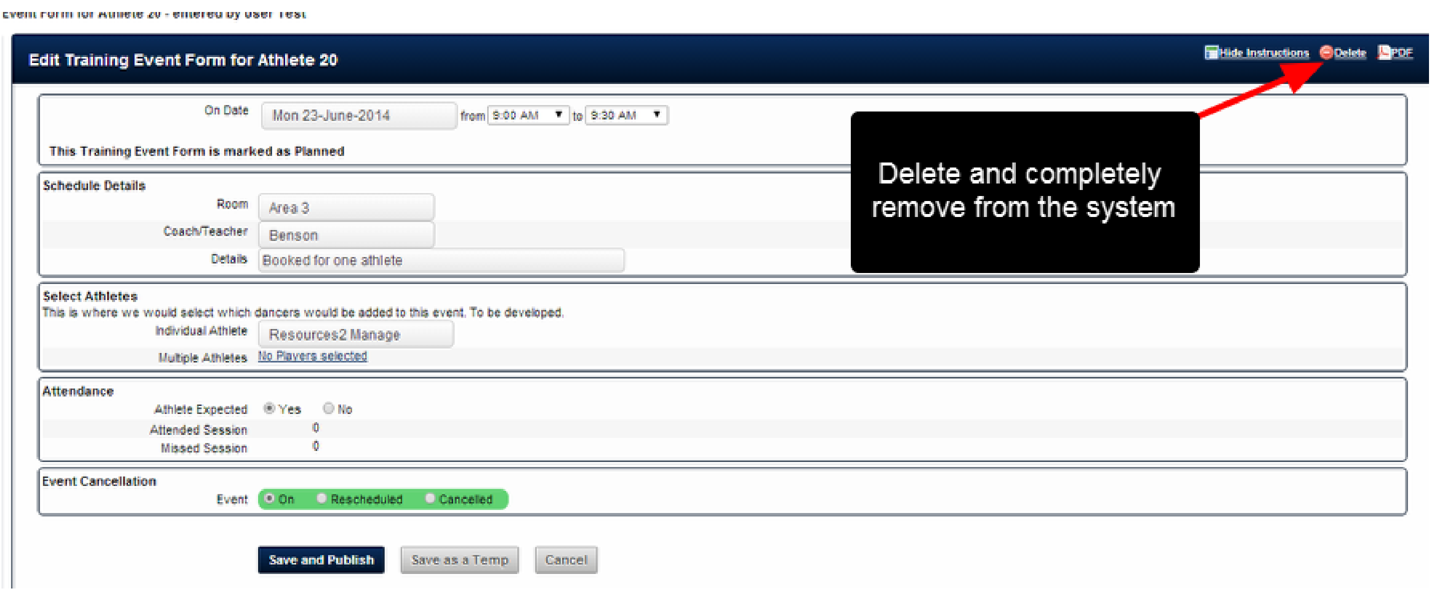


When a Scheduled Event is saved as a Draft, it will not appear on the Calendar of any of the users until it is published. This means, when a draft event is edited, it does not have to be marked as "Reschedule" or "Cancelled", it can just be updated and resaved as a Draft or Temporary file in preparation for the Schedule to be Published.

Once the events no longer conflict, the events are no longer red and the conflict is removed

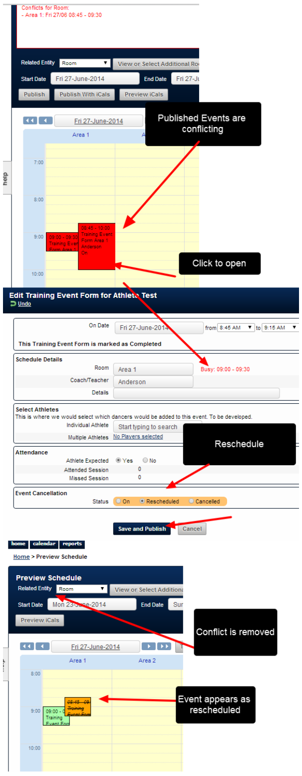


If a draft event needs to be completely removed from the calendar and deleted from the system, this is done when the form is opened



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.

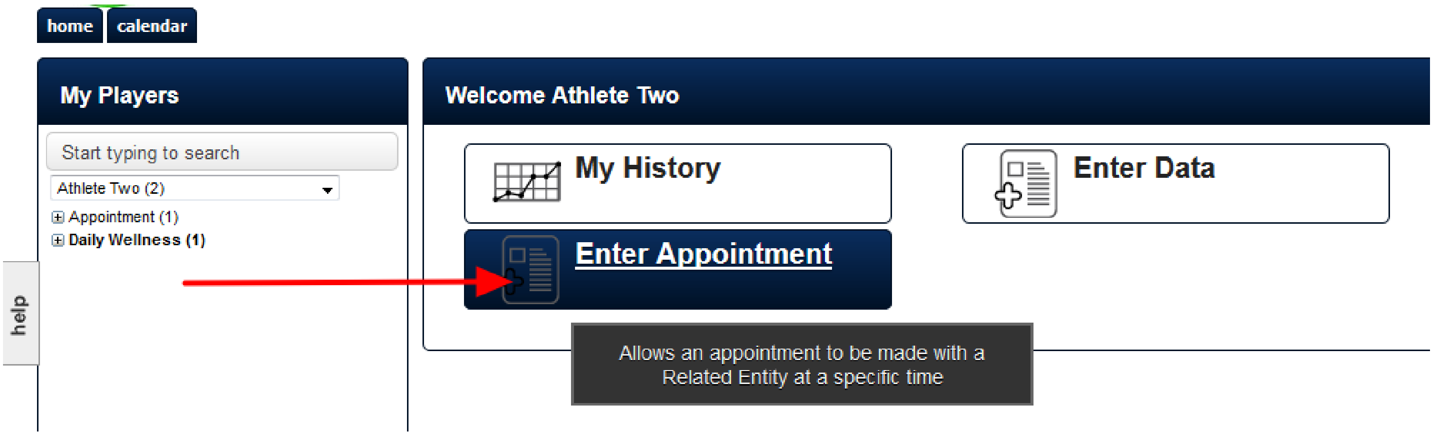
N.B. Some organisation may just want to change the time and not notify users. Make sure you have a clear organisational workflows to ensure you cancel or reschedule events appropriately.

The 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

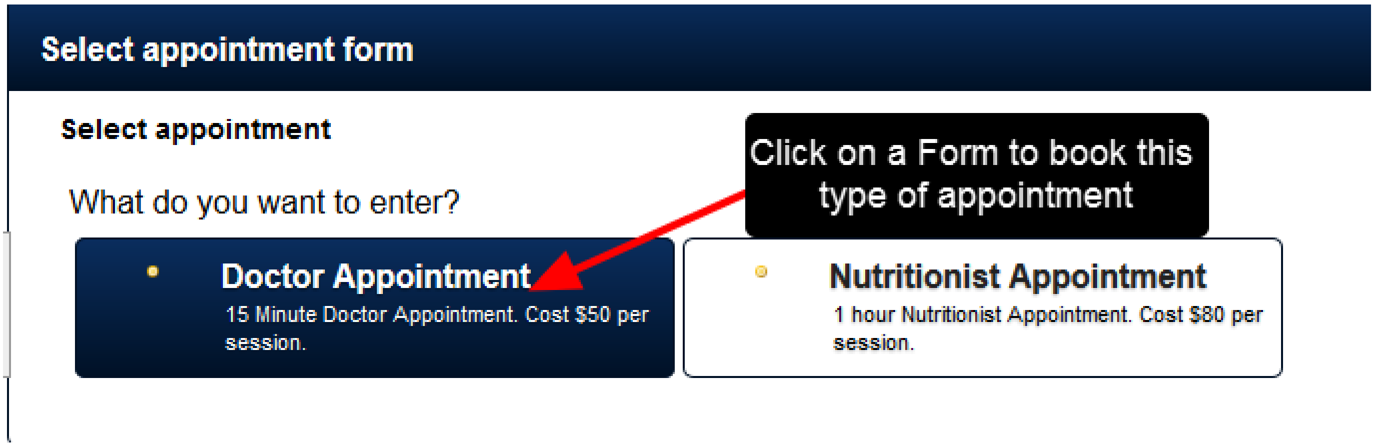
You will have been set up with access to the "Book Appointments" Module. This will appear on your Home Page



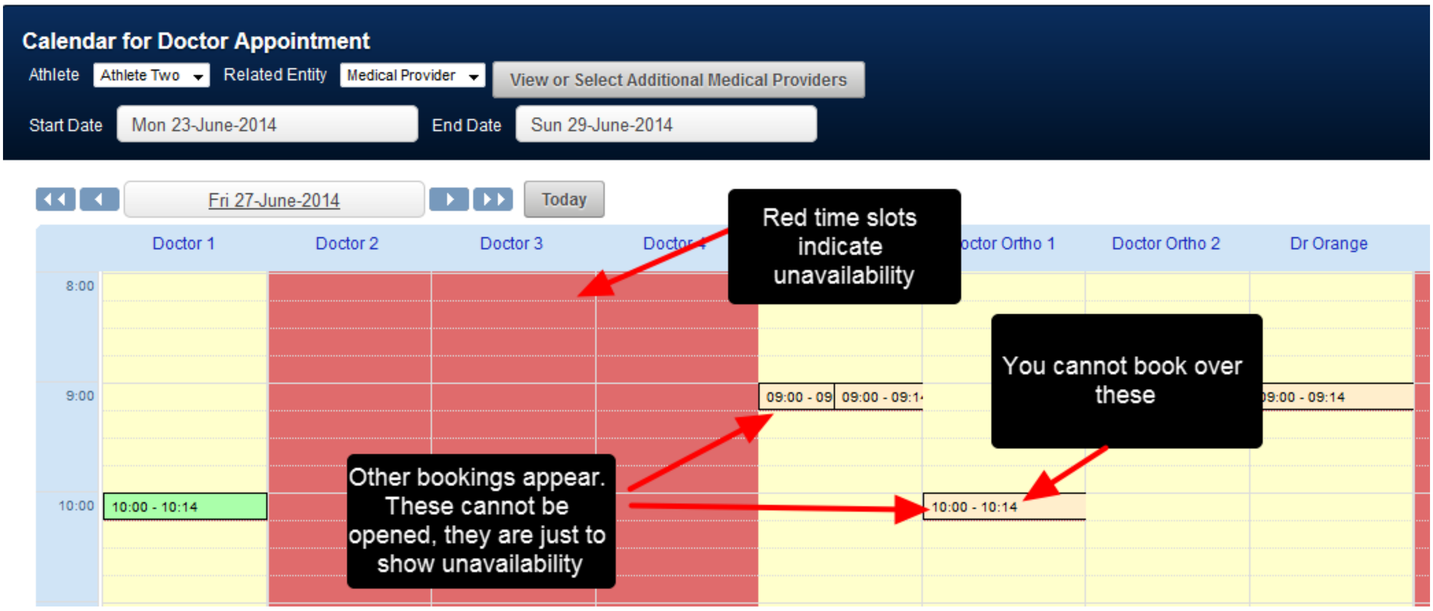
All Appointments are Booked using the "Enter Appointment" button.

None of the appointment Forms are available for use from the "Enter Data" button

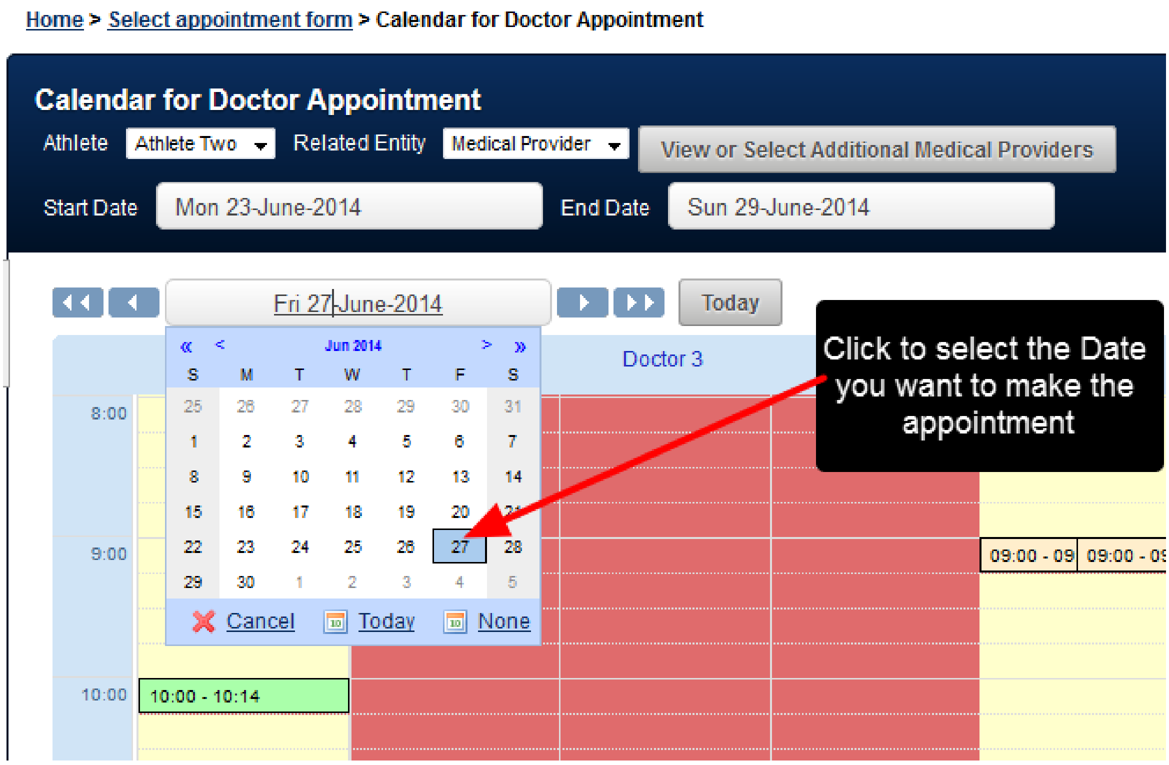
Any Appointment Forms that you have access to will appear for you to click on. Your forms will be different to those shown here



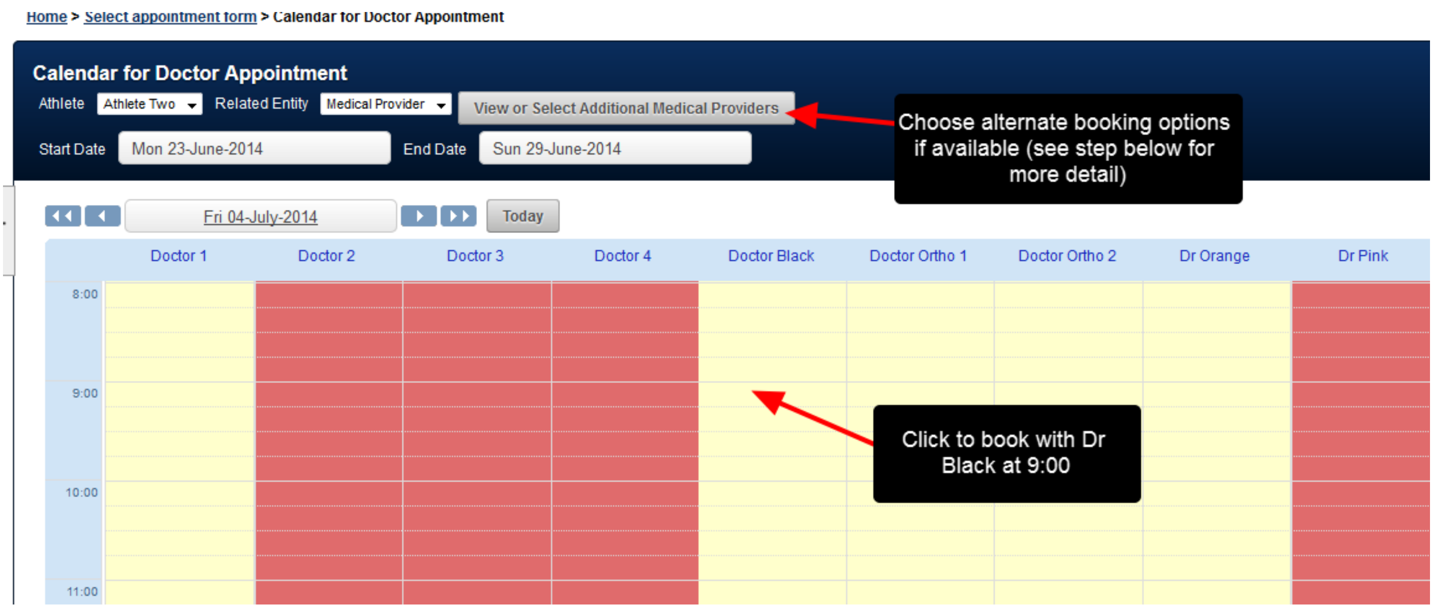
Available Slots appear depending on the bookings, the provider's availability, and the type of Appointment Form you chose



Select the correct day, click on the date and select the day you want to make an appointment for

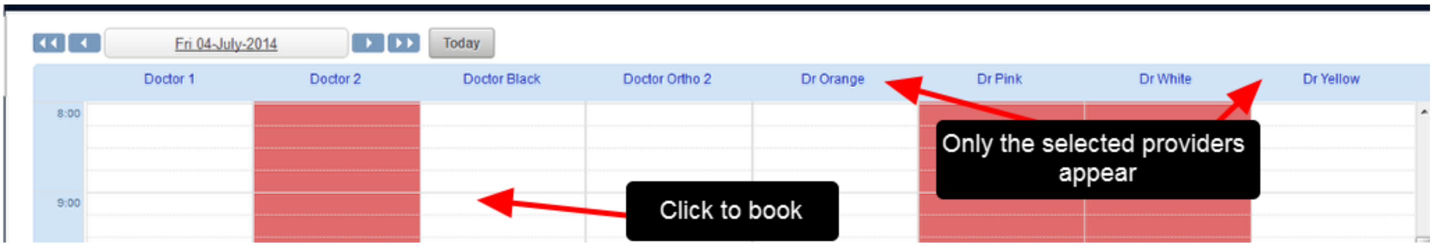


Any available time slots appear. Click on the exact time you require with the Provider that you need

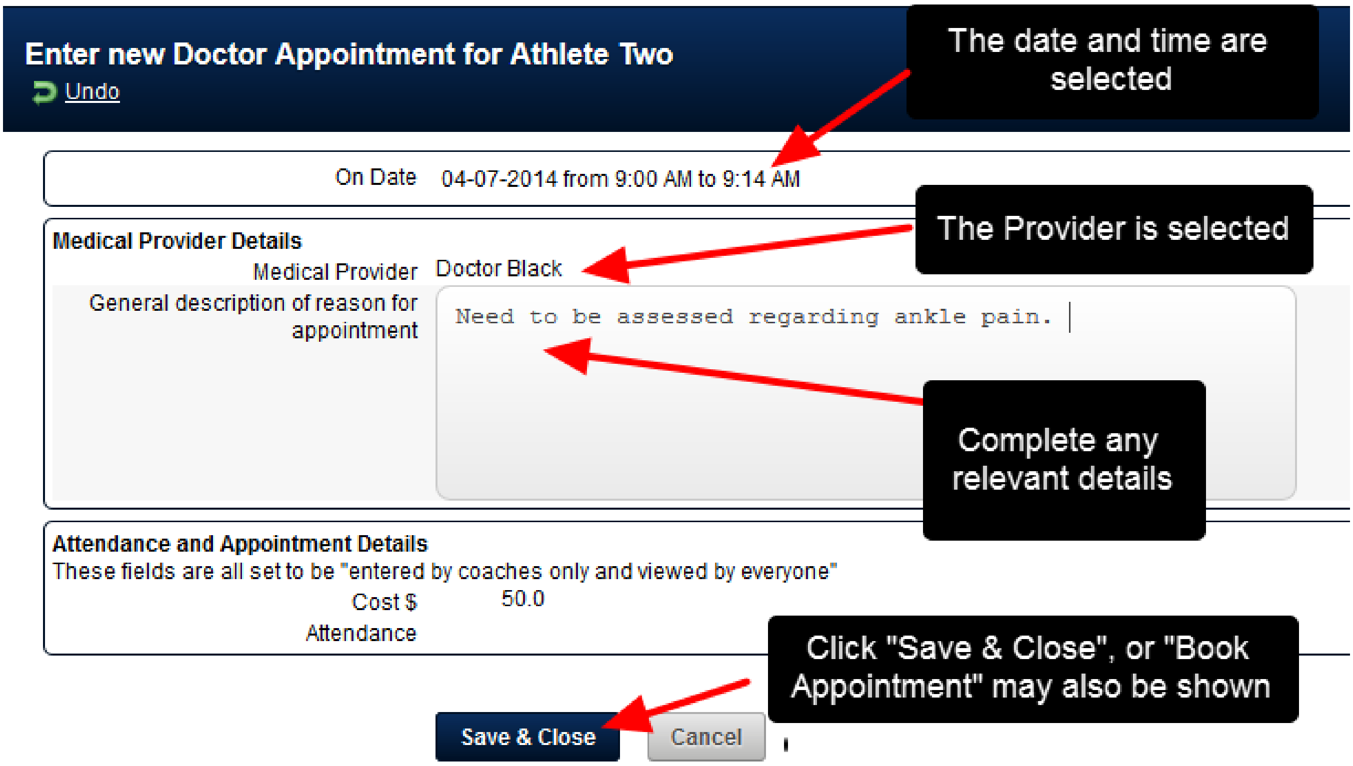


N.B. Only the first 10 providers or options appear. You may have access to more. Click on the "View or Select More .." to see what other booking options are available

Different providers appear based on the previous selection



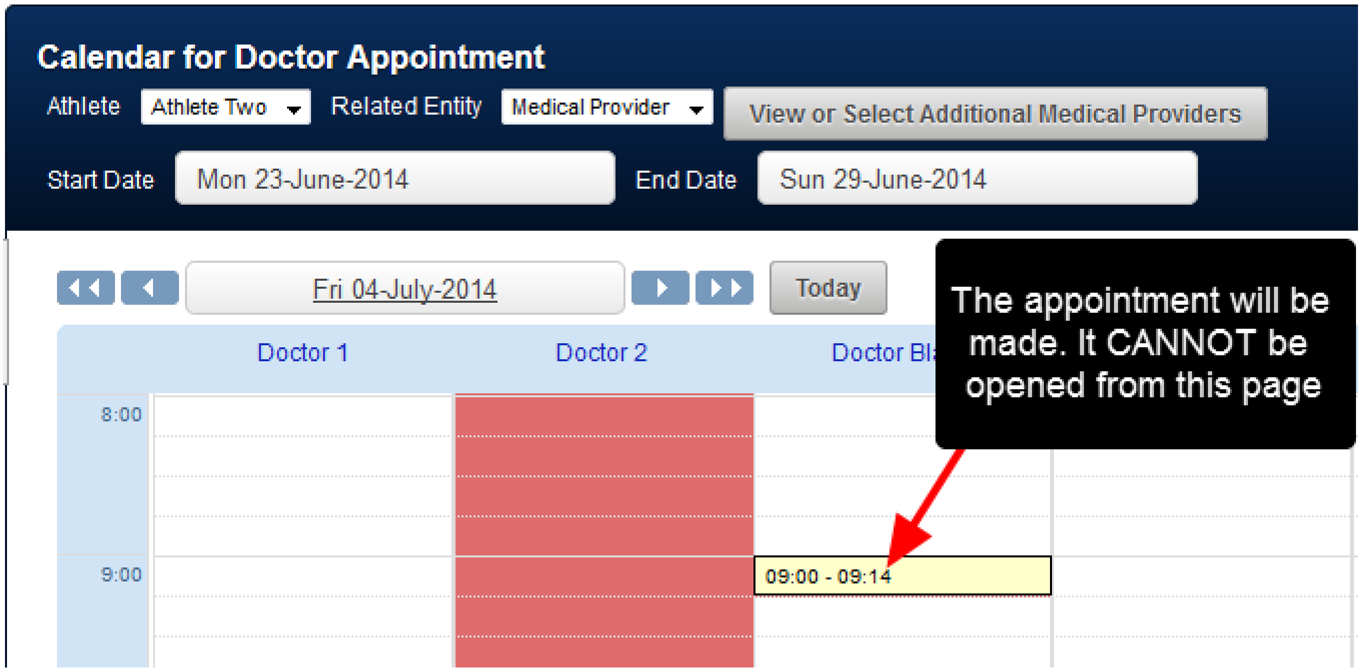
Click on the Calendar to Book with a specific Provider and a new Appointment Form will open



Enter in the relevant data.

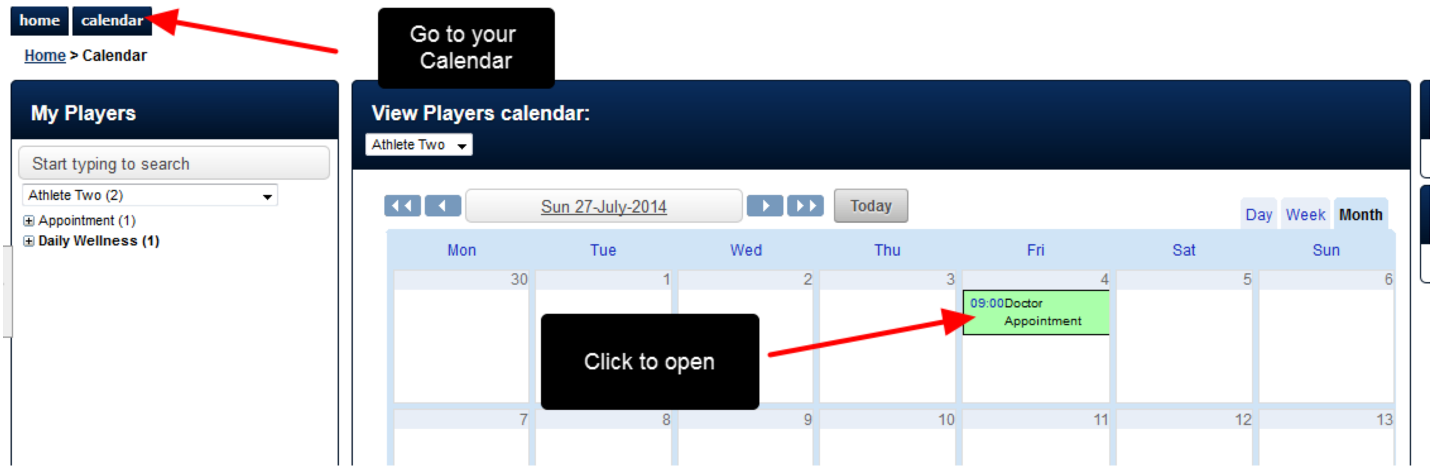
If you make a mistake you can click "Cancel" to return to the Appointments Module again.

The Appointment will be made. You CANNOT open it from this page again. This Module is only for booking appointments

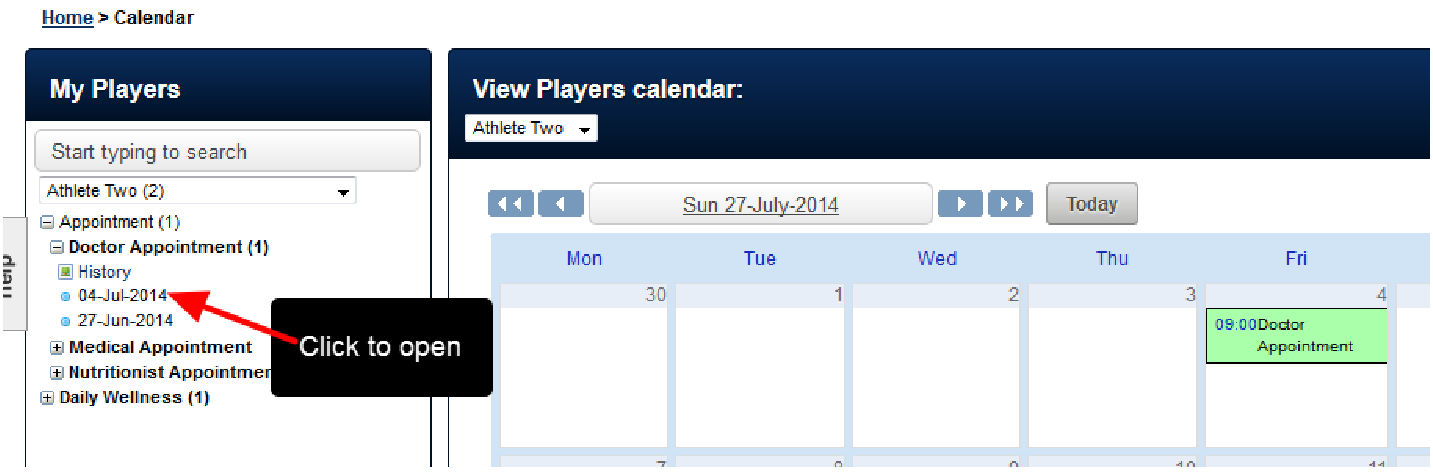


As soon as you book in this appointment, it will be blocked out and other users will not be able to book over it.

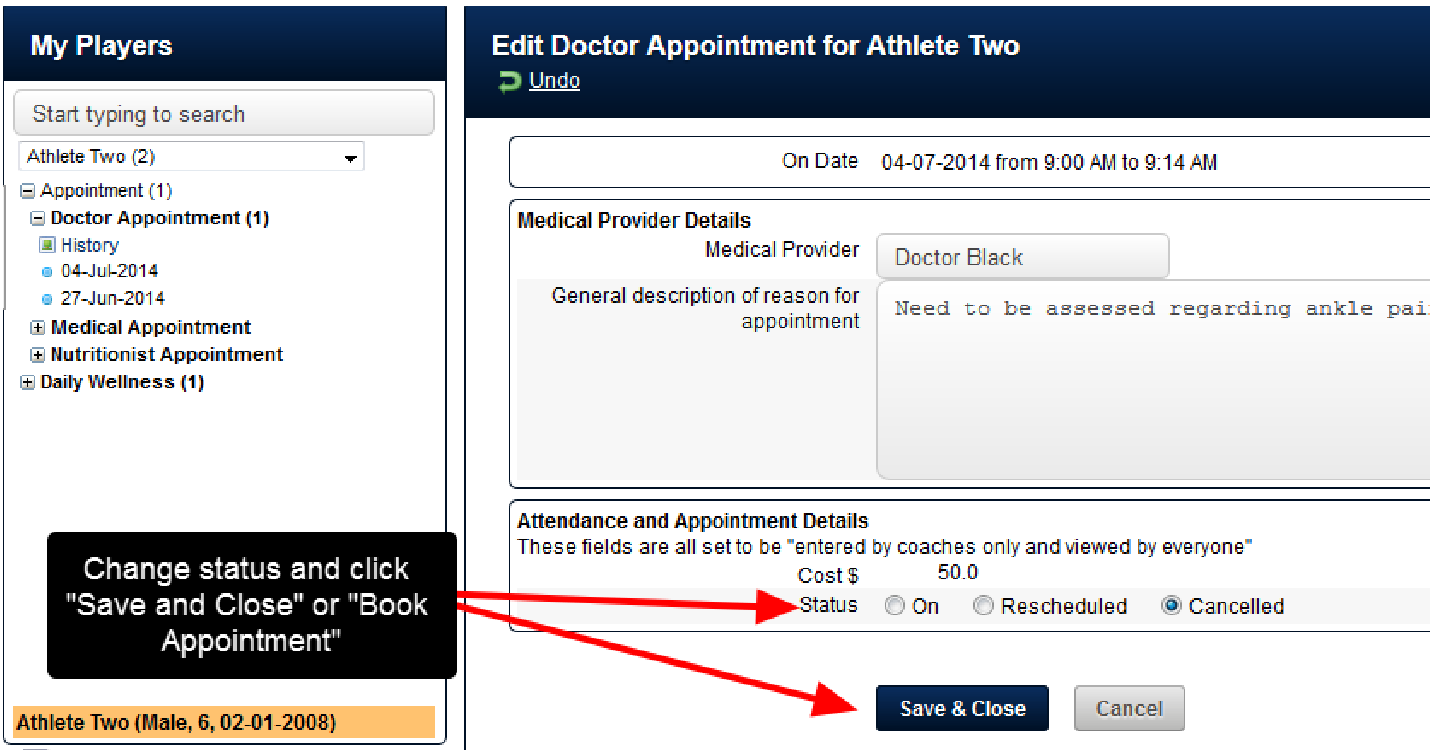
To Cancel an Appointment, go to your Calendar and open the Event from the Calendar by clicking on it



The appointment can also be opened via the sidebar



Change the Appointment Status to "Cancelled"



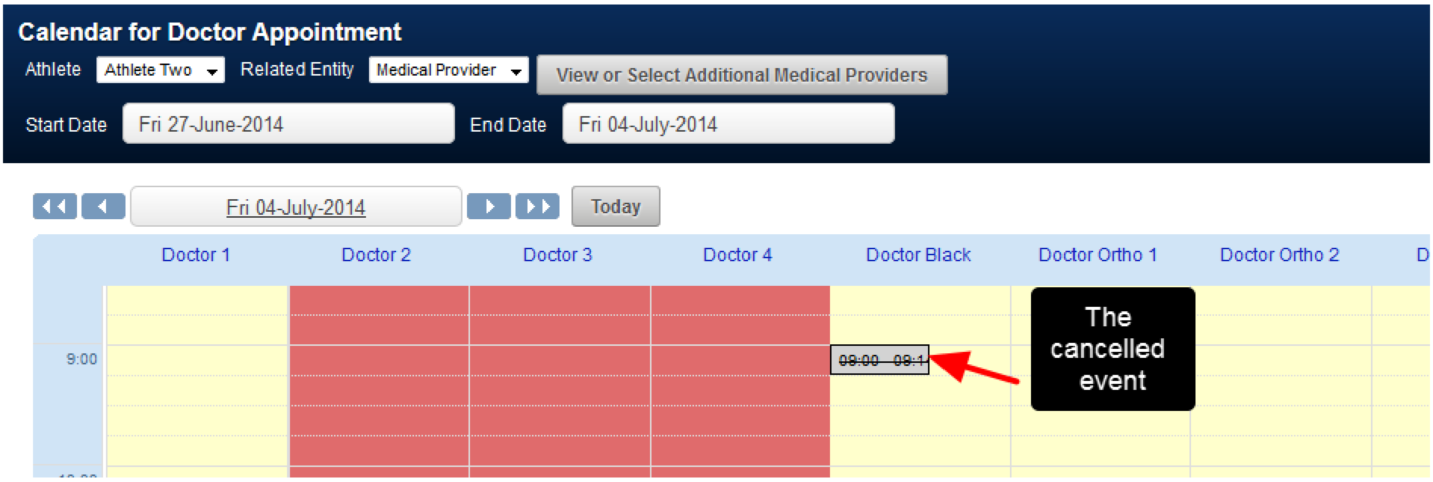
All Appointment Forms should be set up with a "Status" field.

Click on "Cancelled" to cancel the appointment booking.

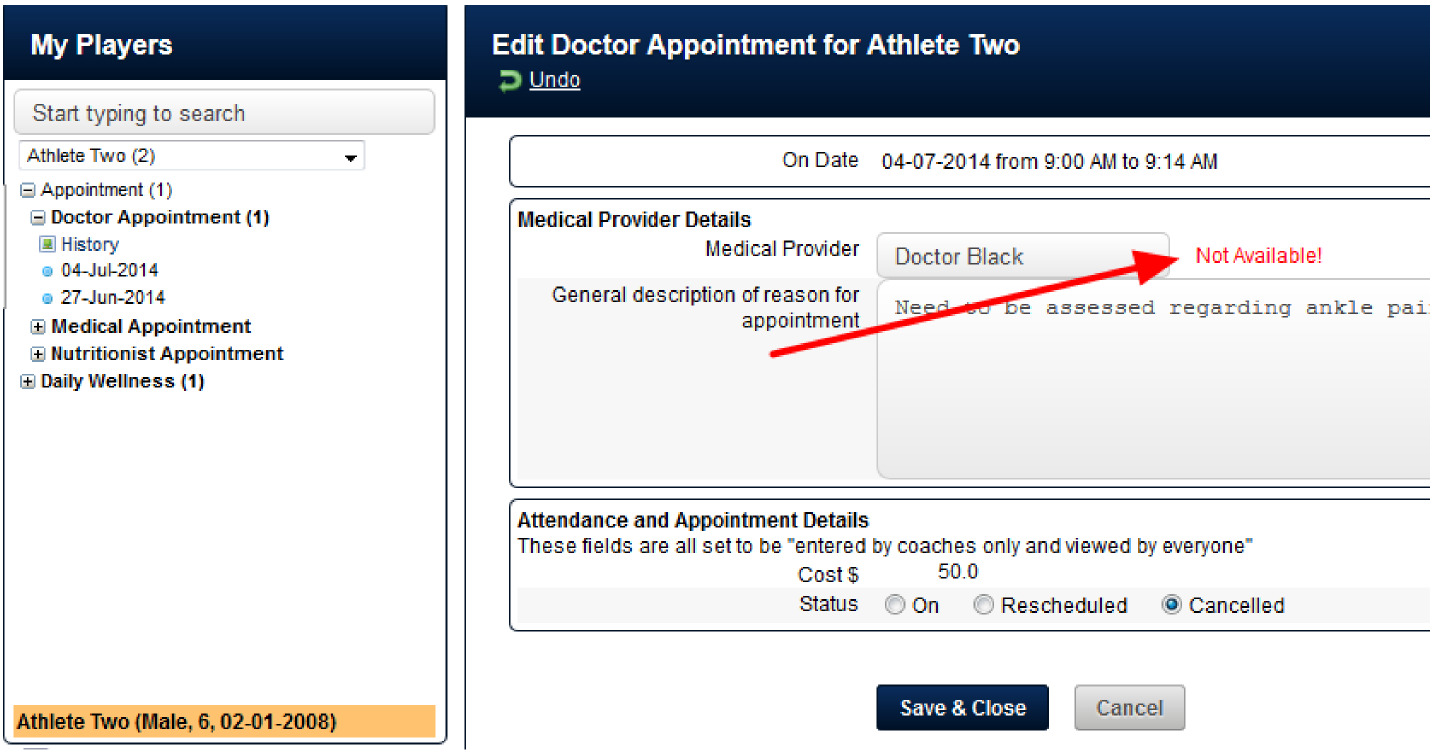
Click on Reschedule to mark the appointment as Rescheduled, and then enter in a new appointment from the Appointments Module.

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

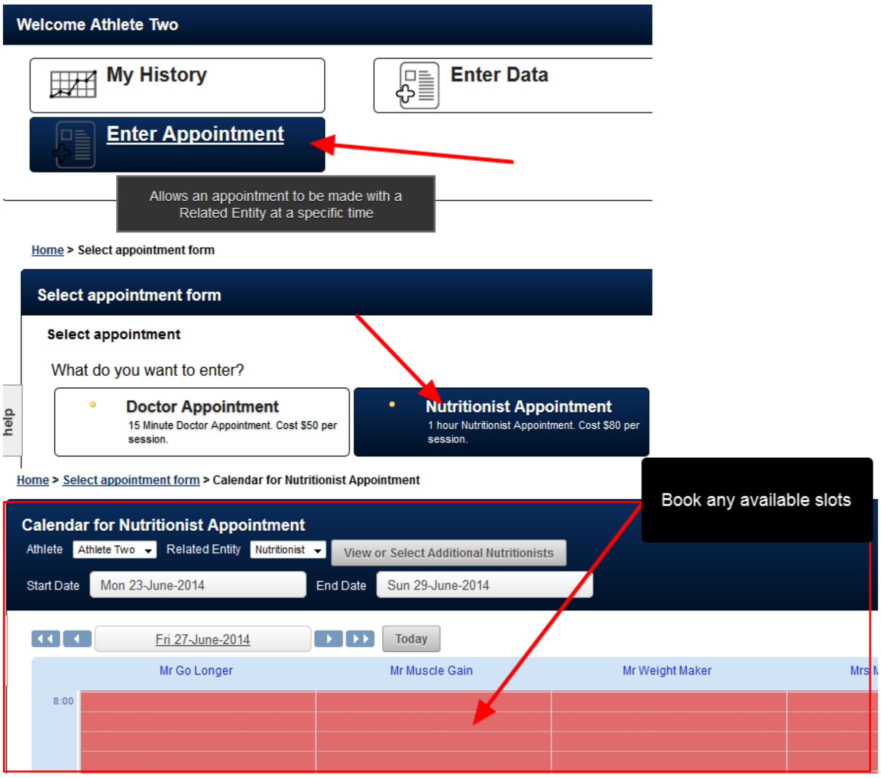


N.B. If you open a "On" Appointment (e.g. not cancelled or rescheduled) and it says "Not Available!" beside the Provider, contact the person responsible for scheduling/appointments



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.

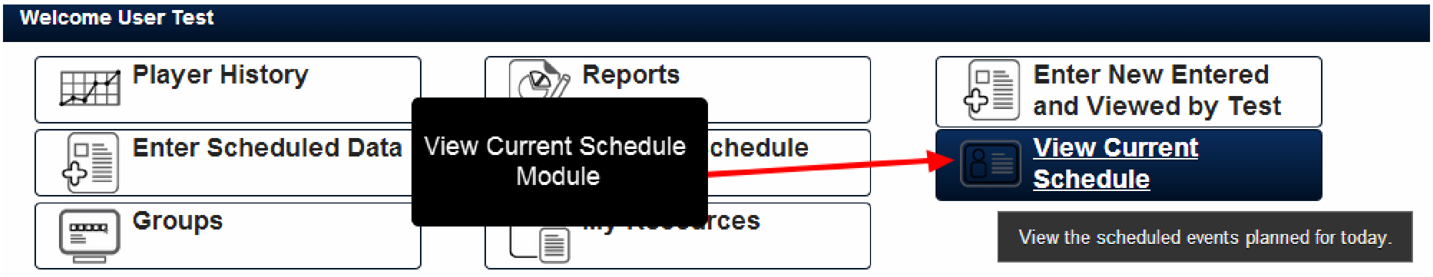
You can book in different types of appointments that you have access to by returning to the Enter Appointments module



View Current Schedule Module

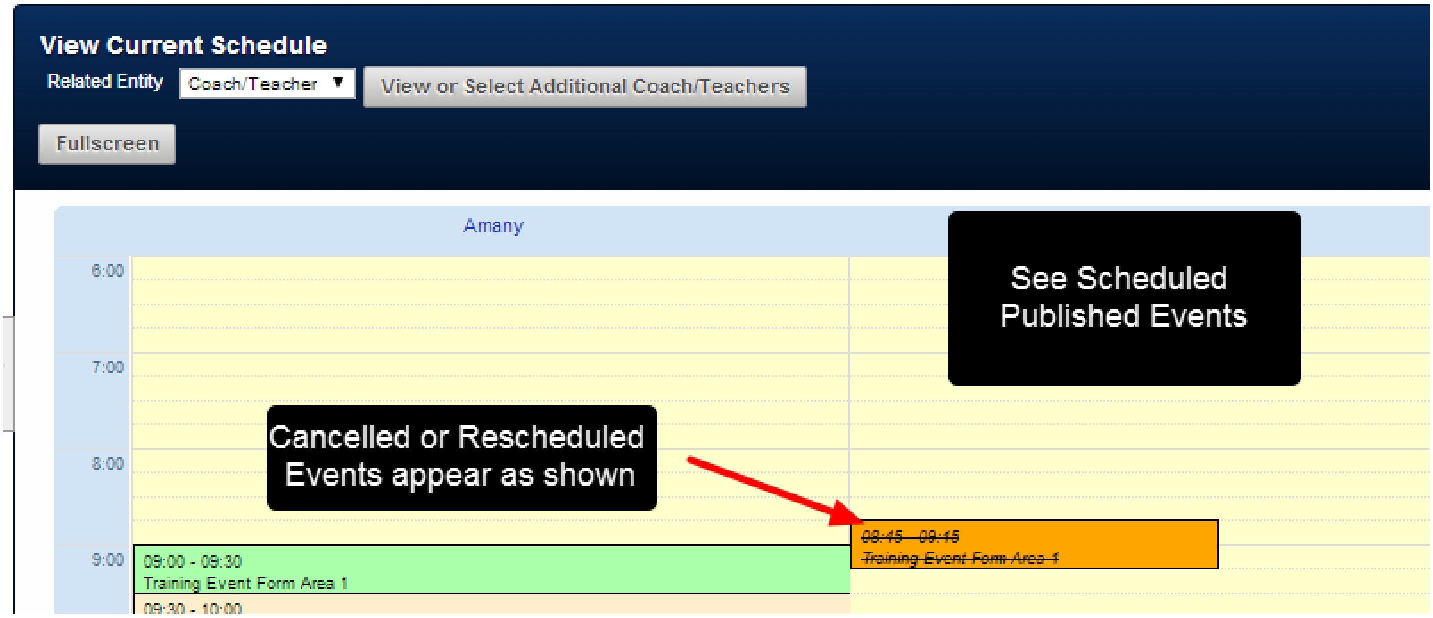
The View Current Schedule Module is a view of Today's data that have been entered for any Related Entities in Scheduling Event Forms which a user has access to. It provides a one page calendar layout to easily review schedules for a specific Related Entity Type for today.

The View Current Schedule is a Day view of the Events which have been scheduled by related entity types used in scheduling forms

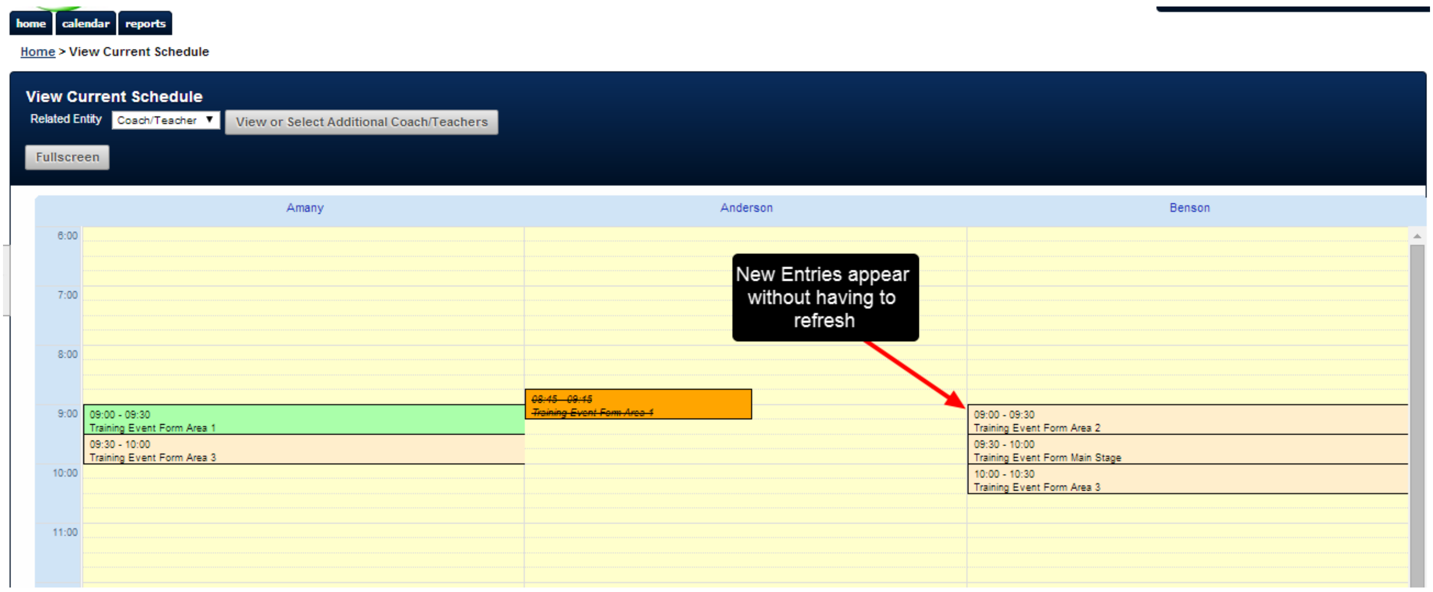


This should only be made available to users who need to view all scheduled events for a related entity type in a day view.

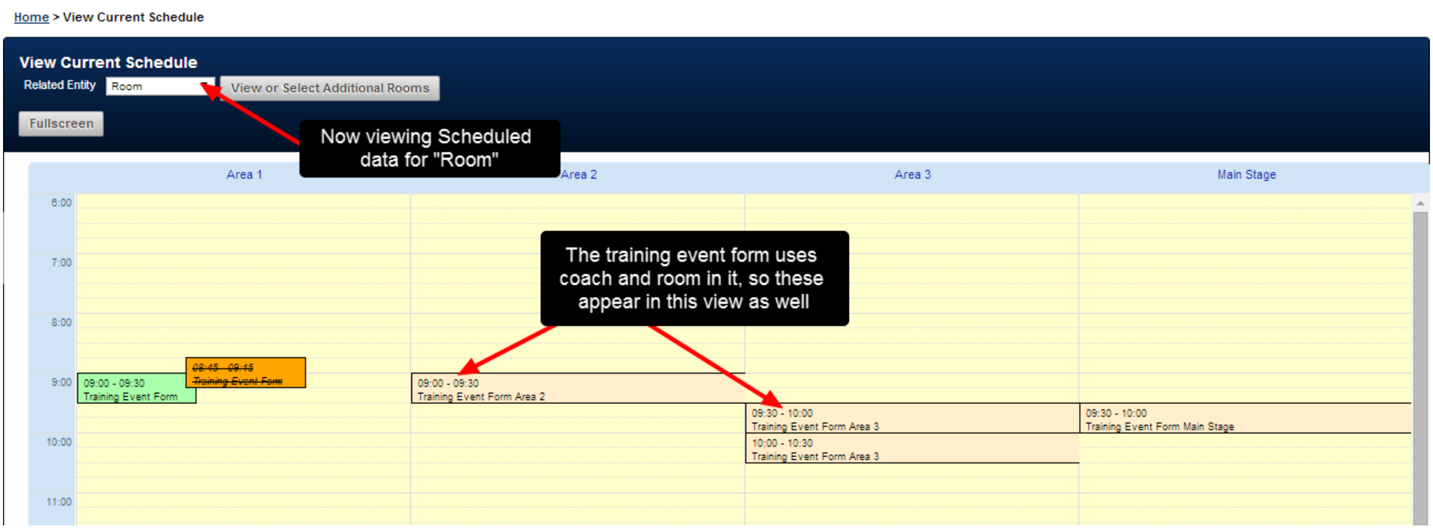
Any Related Entities that you have access will appear on the Page. The Page ONLY shows today's entries



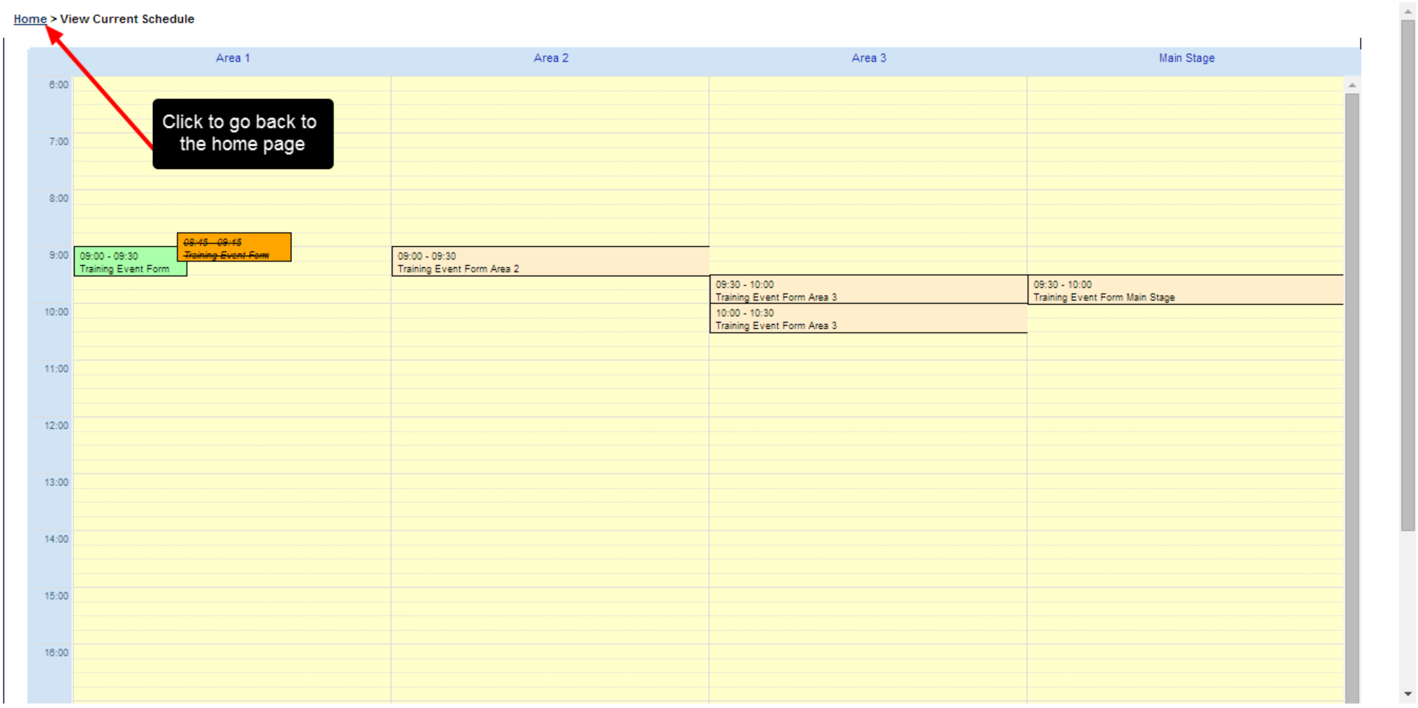
The Current Schedule will update when new entries are added to the system



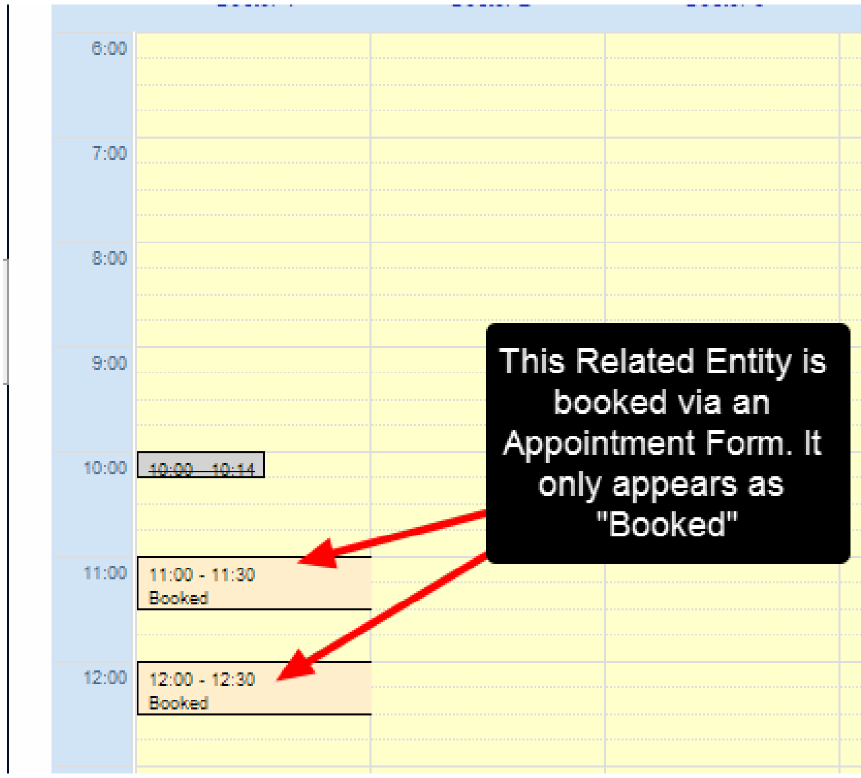
Different Related Entity Types can be selected (depending on what access this user has)



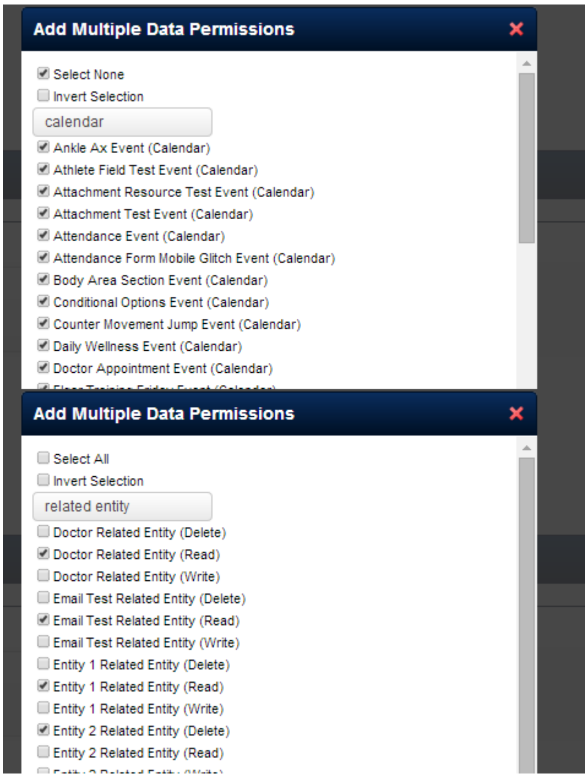
Click to View as a Full Screen Preview and go back to the Home Link when required.



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.

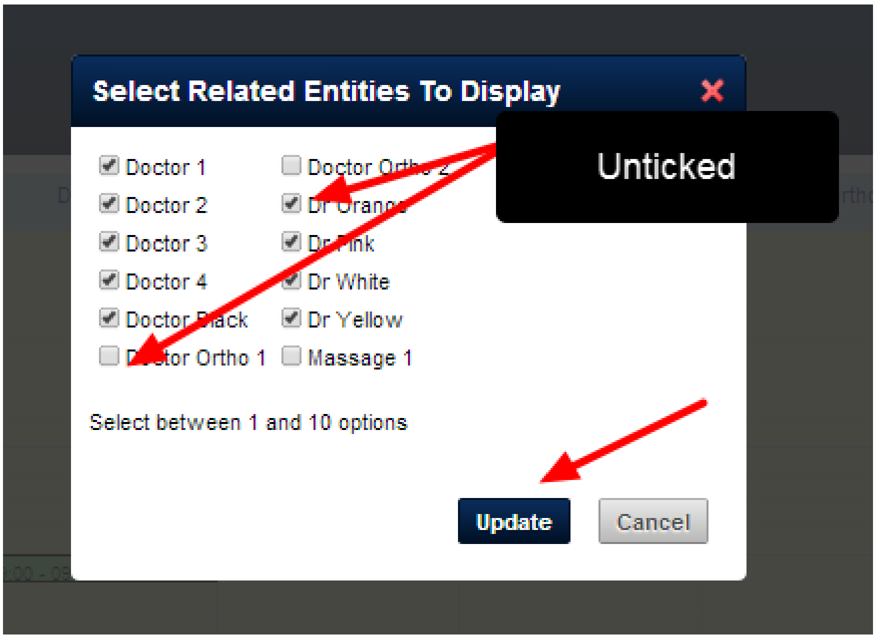
View Current Appointment Module

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

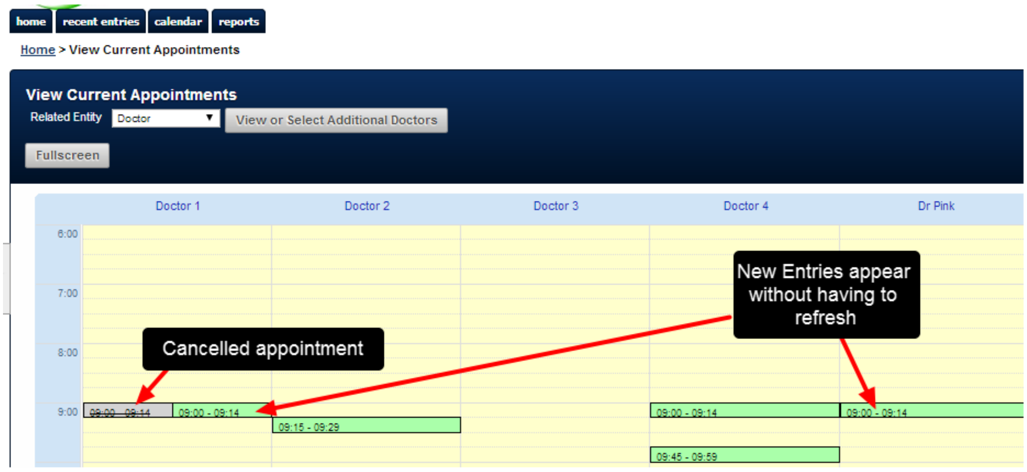
Any Related Entities that you have access will appear on the Page. The Page ONLY shows today's entries

Limit and/or choose only specific Related Entities (up to 10)



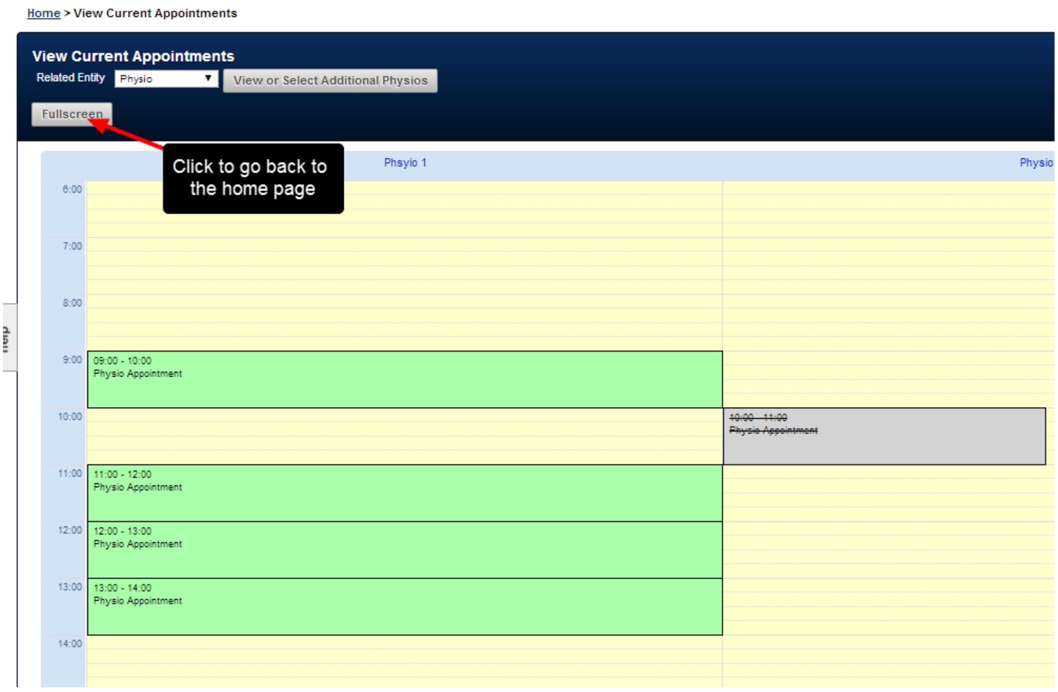
Only the selected Related Entities Appear

The Current Appointment view will update when new entries are added to the system, or when existing entries change

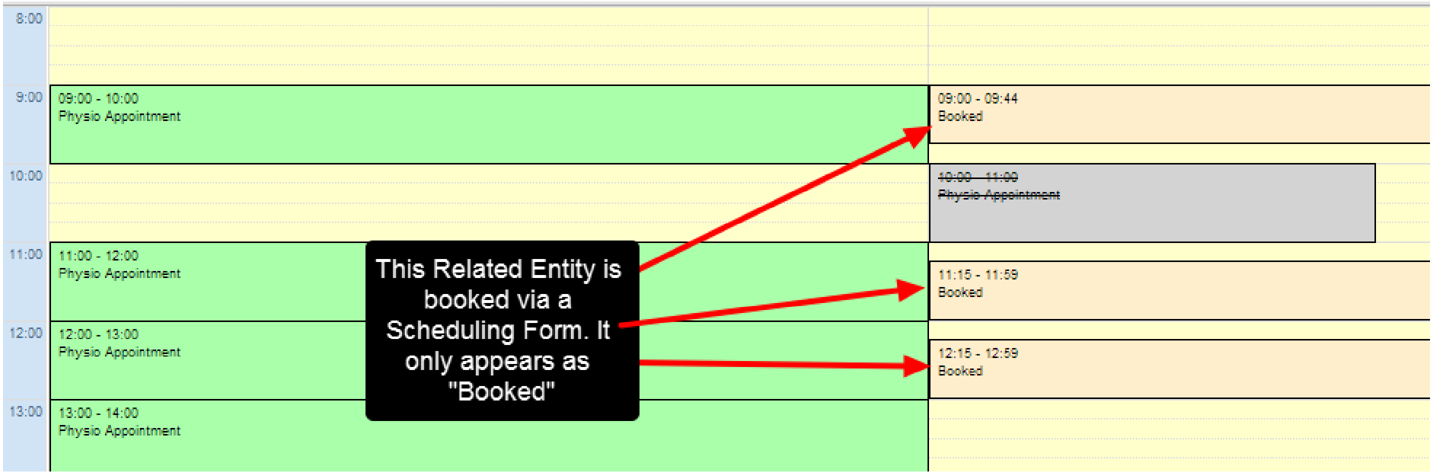


Different Related Entity Types can be selected (depending on what access this user has)

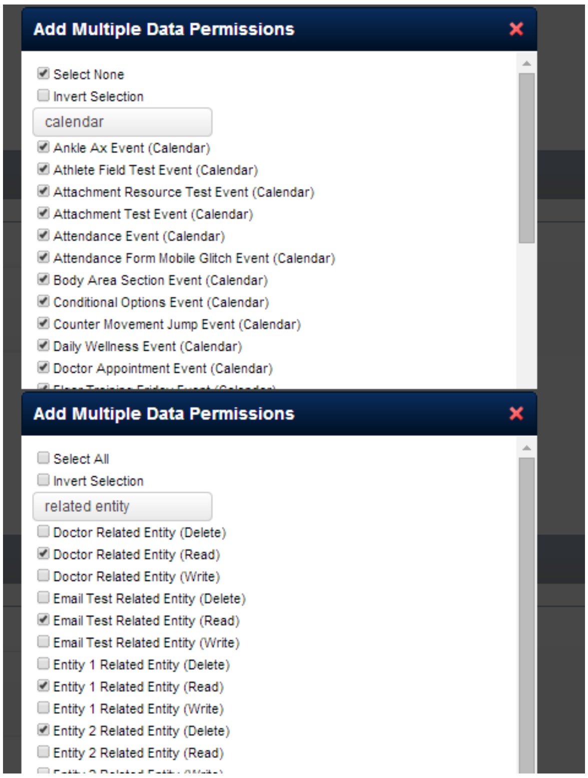
Click to View as a Full Screen Preview and go back to the Home Link when required.



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"



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.

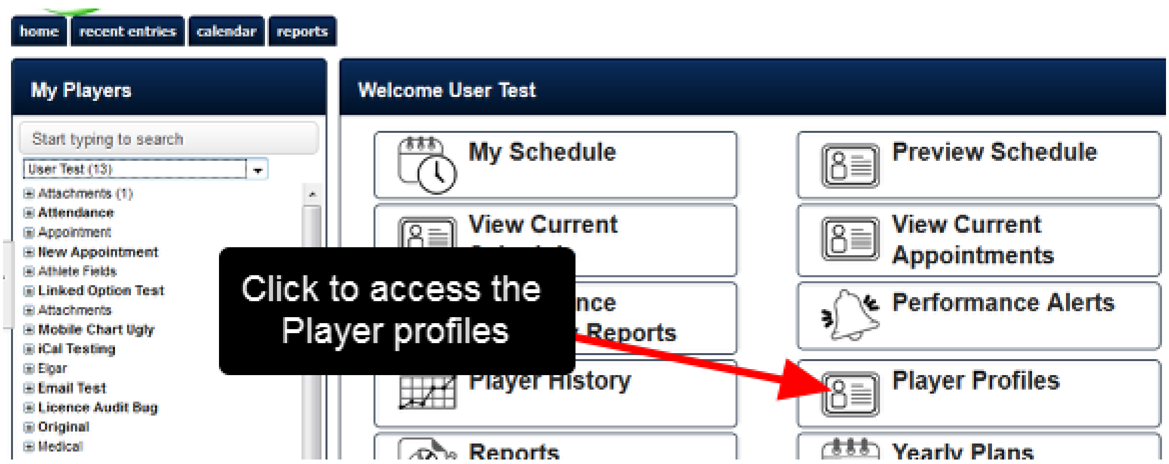
Read Access to all Related Entities

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

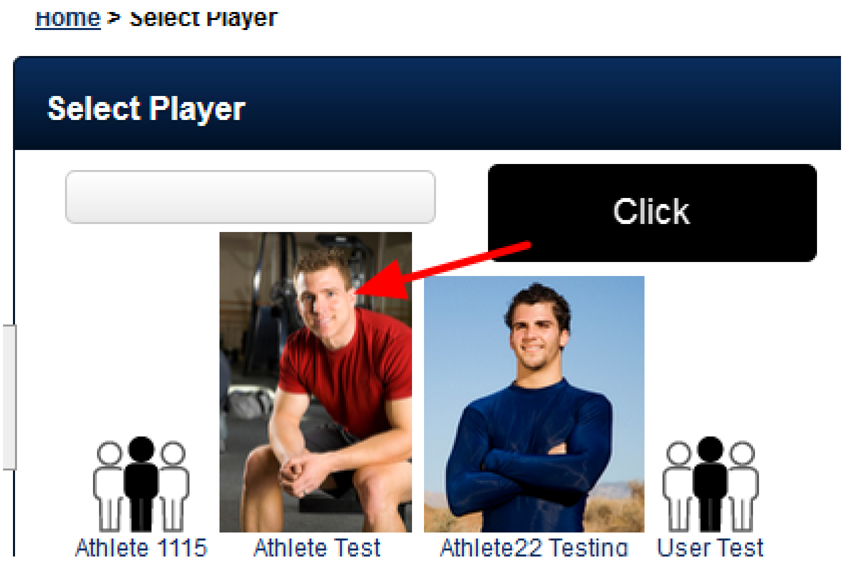
There is a new system permissions that allows users to access most of an athlete's account information from the main application. This means a user does not need administration access to update an athlete's e-mail address, or a phone number.If you have been given this system permission, it means you 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

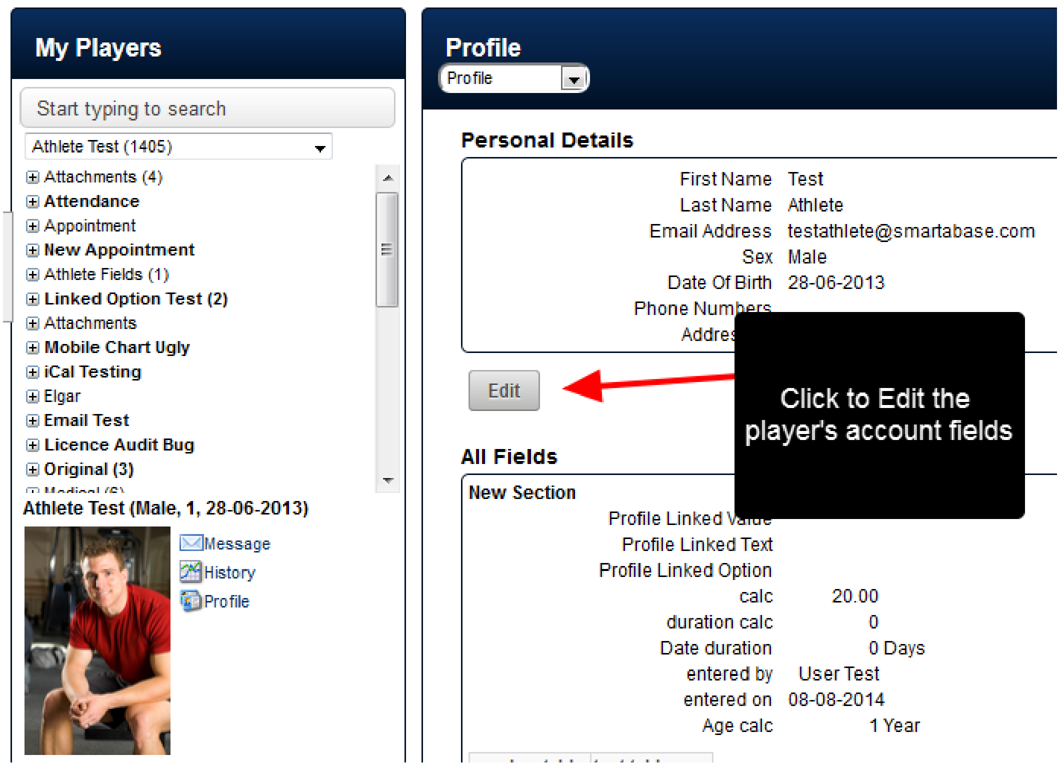


You can use the Profile Button on the main page, or even through the sidebar

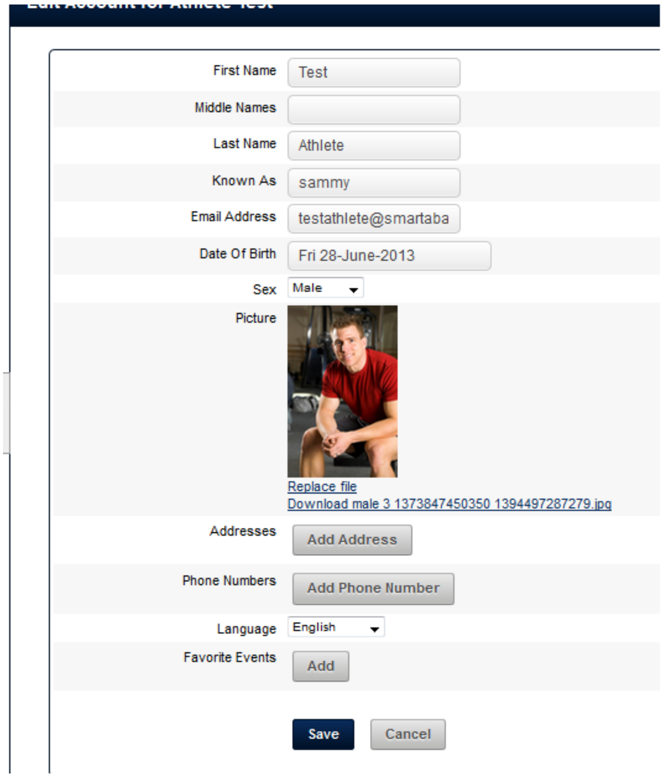
Select the Player to be updated



On the Profile Page Overview, an "Edit" button will appear below the Personal Details

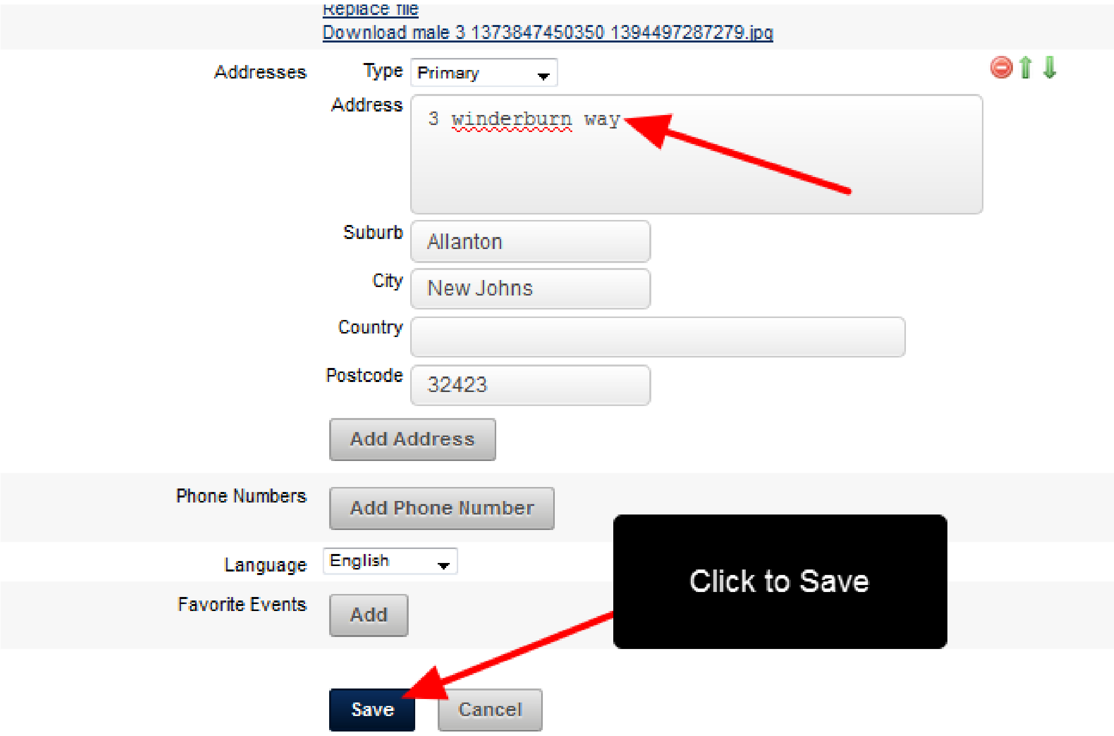


Most of the athlete's account information can be accessed and updated as required

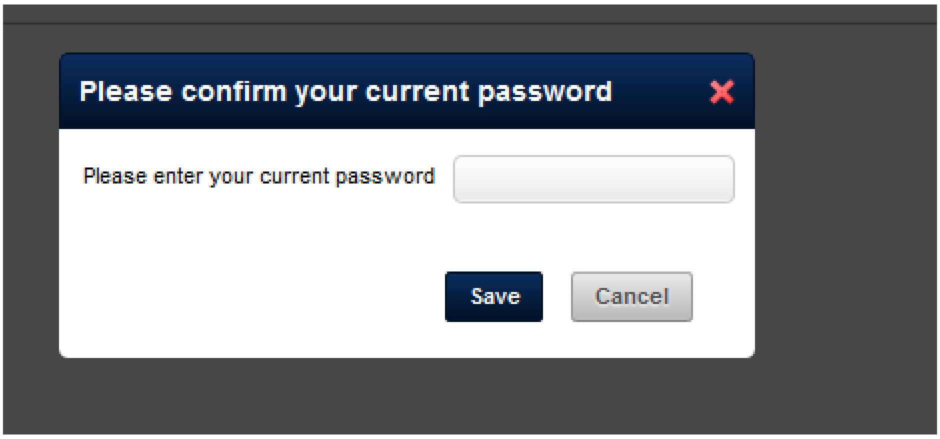


You will have access to upload and edit all of the account information apart from the username and password buttons, and the active and inactive account button.

Make any changes and Save the changes. For example, a Primary Address has been added.

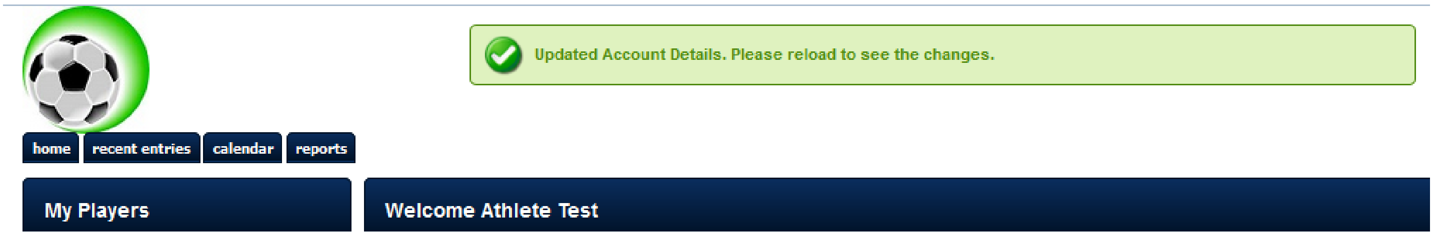


Once you click Save, you will also need to Confirm your password for extra security



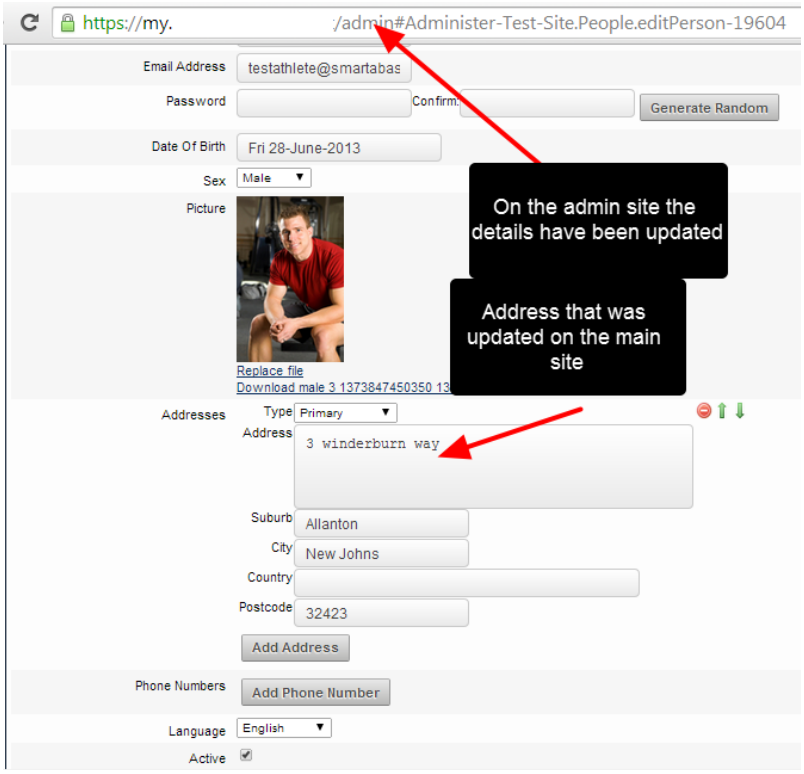
For security purposes, you MUST enter in you password correctly. If it is incorrect, or you try and cancel out of it, you will be logged out of the system and the changes won't be saved.

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



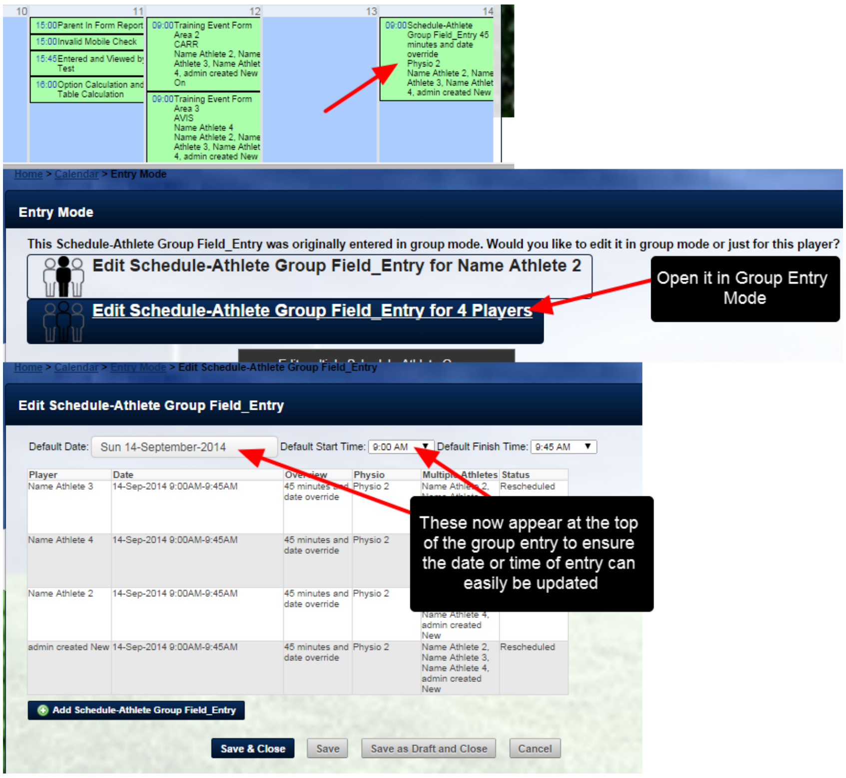
The details will be updated on any personal details fields and in other places where this information might be referenced.

Group Entry Editing: Date and Time, and Delete Access changes

Two new enhancements have been added when editing group entry records:

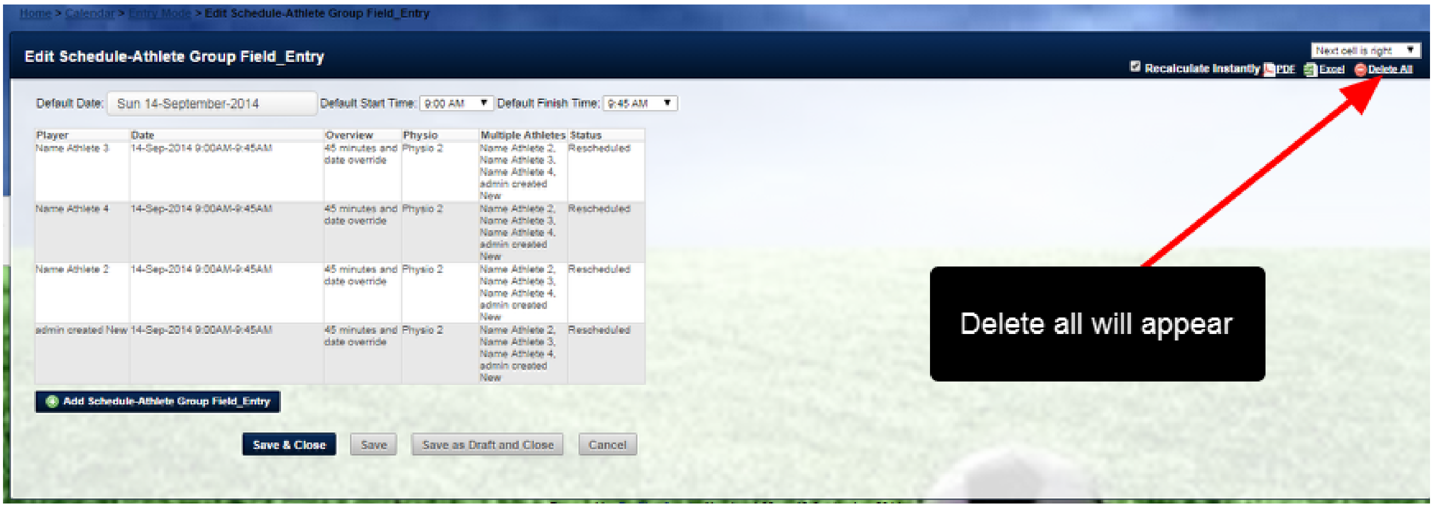
1. When a Group entry is reopened, the date and time selector appears at the top of the Form so that the date and time of entry can easily be updated,
2. If a user has access to delete the Event Form, this will appear in group entry mode when the group entry is reopened.

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



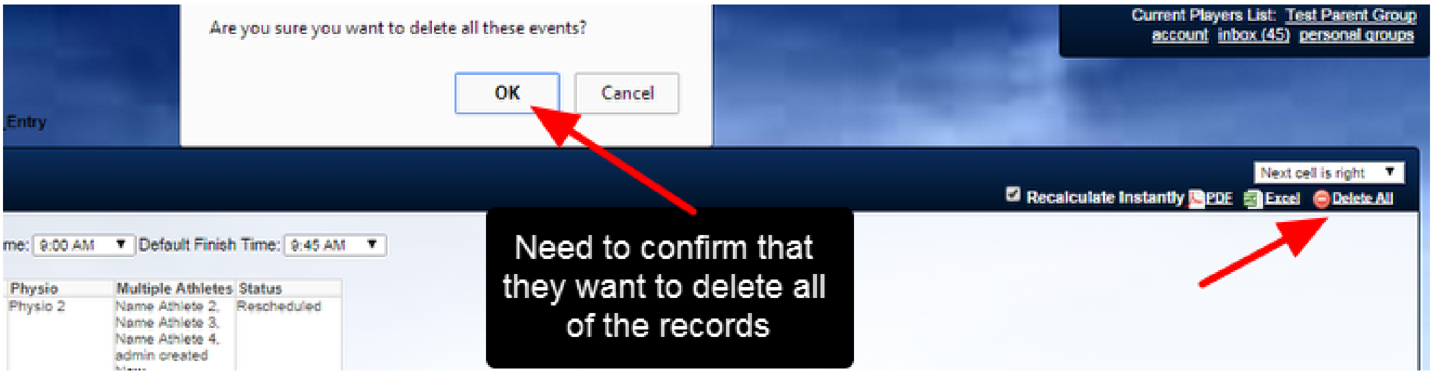
Previously these were not available during group entry editing, they were only available when entering in the original group entry.

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

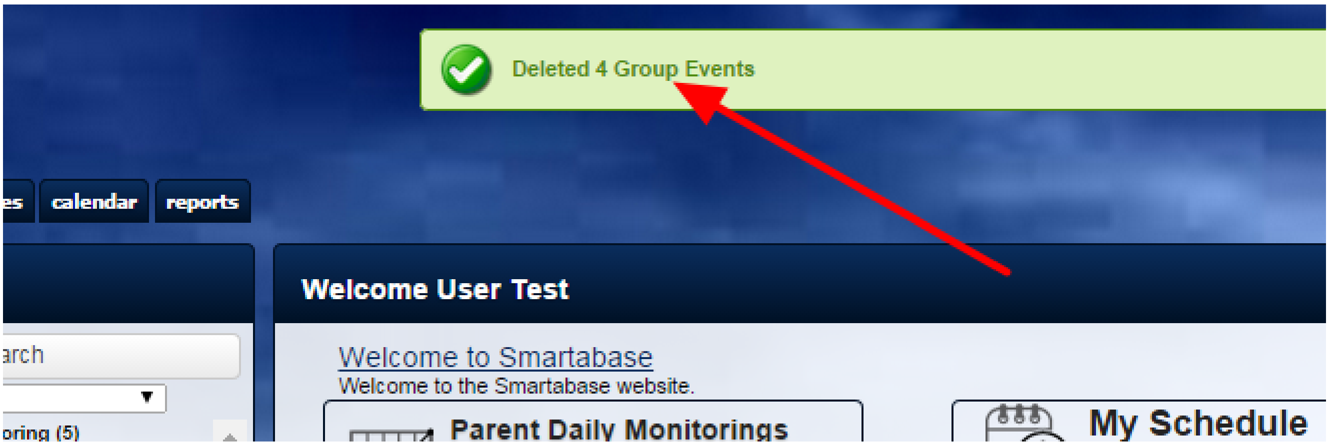


There was no easy way for a user with delete access to an Event Form to delete an incorrect group entry; it had to be done one entry at a time. This can now be done by opening the group entry and clicking on the delete all button.

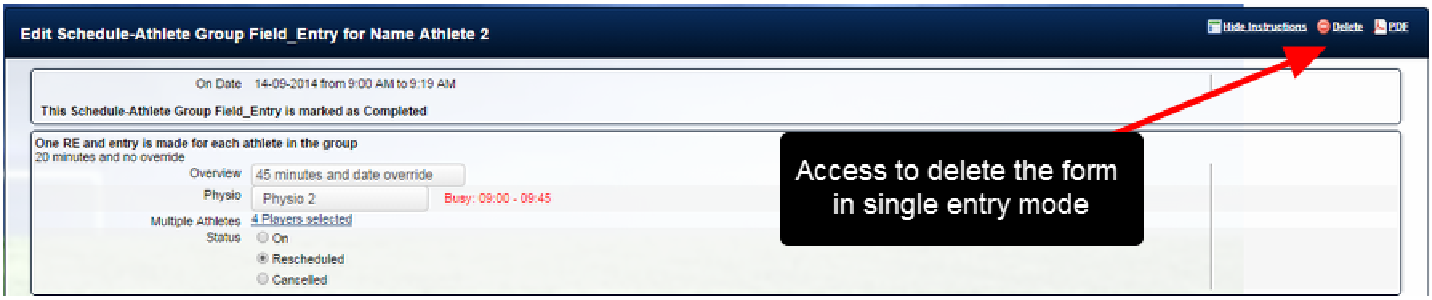
If a user clicks on Delete All, they will need to confirm that they want to delete all of these group entry records



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.

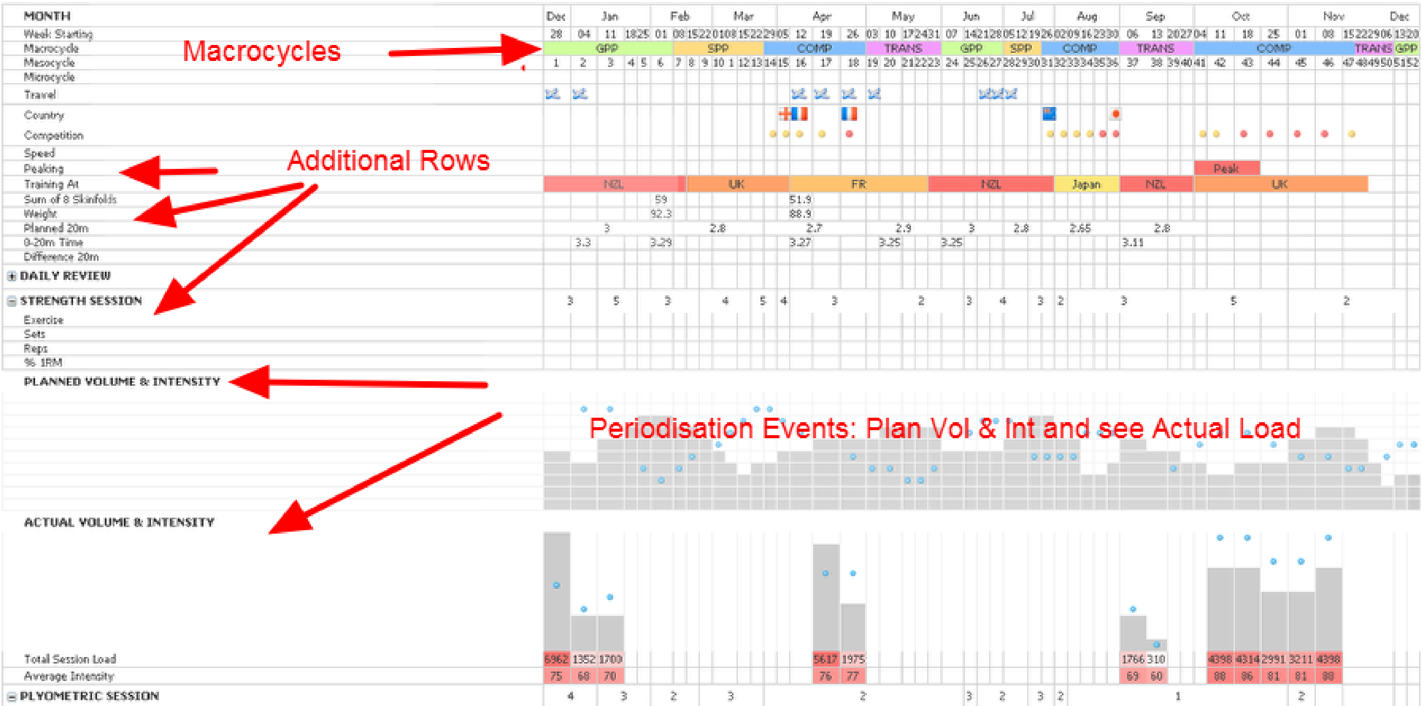


Yearly Plans: Periodisation and Planning

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

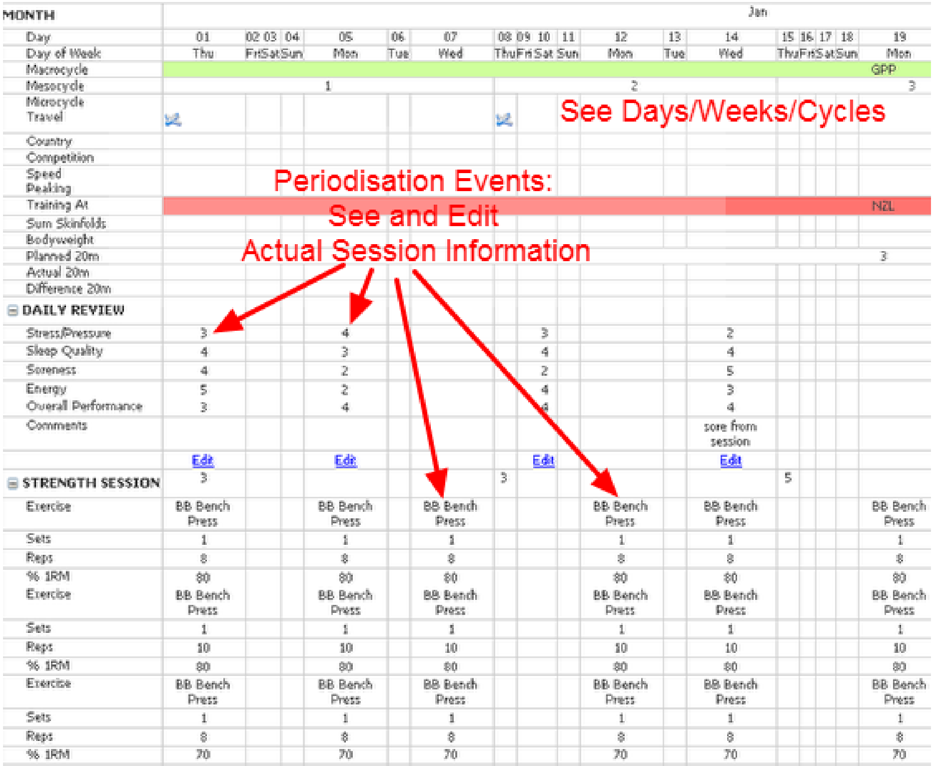
-Choose the events to plan for

-Graph and view volume and Intensity for an event

-See actual volume and intensity for an event

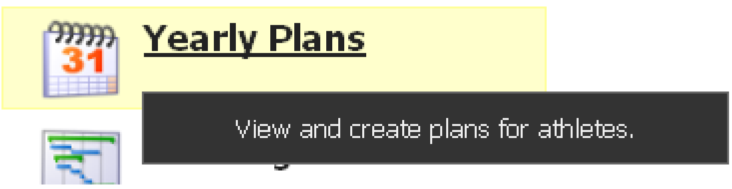
-Plan out how many sessions of other event types to include

Macrocycle View: Plan or view completed sessions/events



Users can pull through any information that they currently capture into the macrocycles/ mesocycles/mirocycles. The image here shows the Daily Review and Strength Session information is being pulled through into the GPP macrocycle.

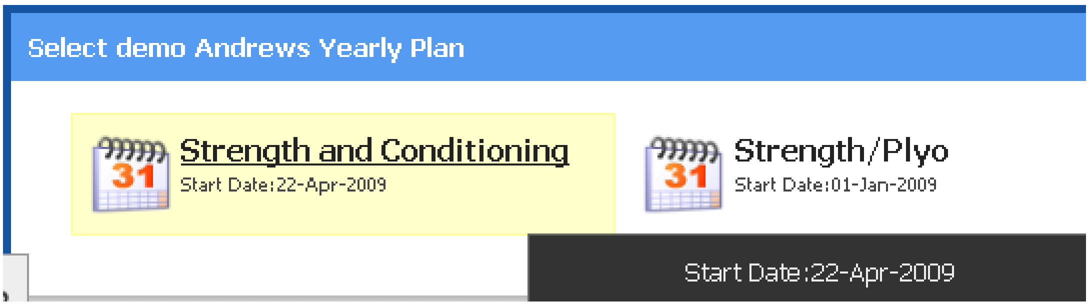
To create a Yearly Plan, click on the Yearly Plans Button



Select the athlete to create a plan for (users still need to apply the athlete/or other athletes after they create and save it)

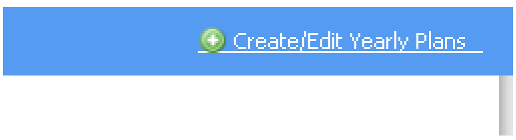
Choose the athlete to create, or view, a plan for. **Users only need to select one athlete** and then they can apply the plan to multiple athletes later.

Current Plans



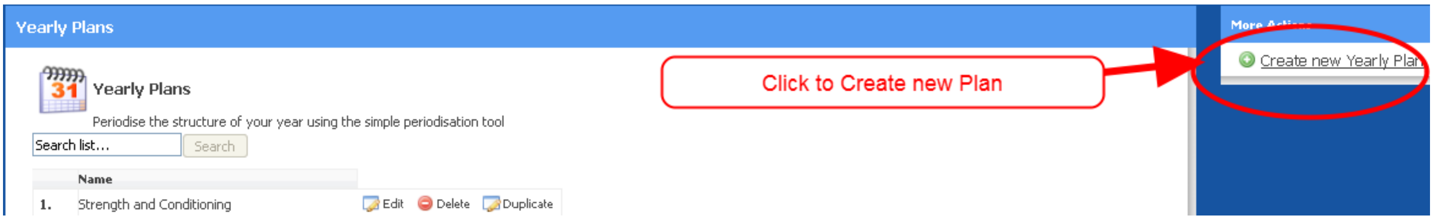
If the selected athlete is currently added to any plans, these will appear on the screen for users to select from and view. To create a new plan, click on the "Create/Edit Yearly Plans" button on the far right of the Yearly Plans page (see the step below).

Click the Create/Edit Yearly Plan



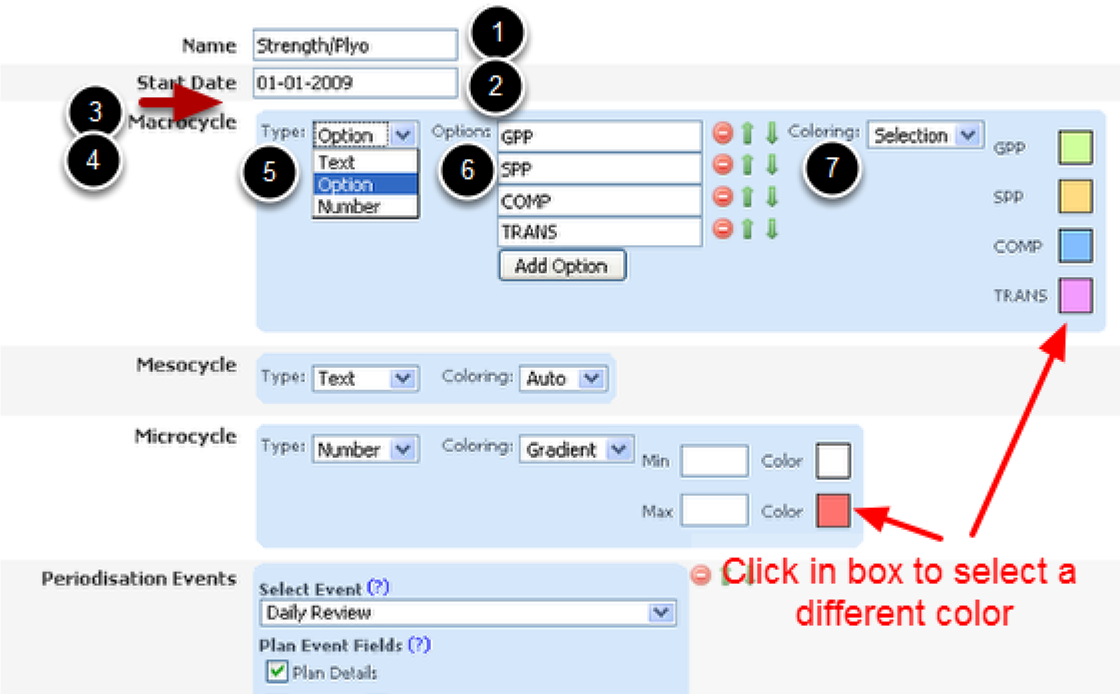
To create a new plan click on the "Create/Edit Yearly Plans" button on the far right of the Yearly Plans page.

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):

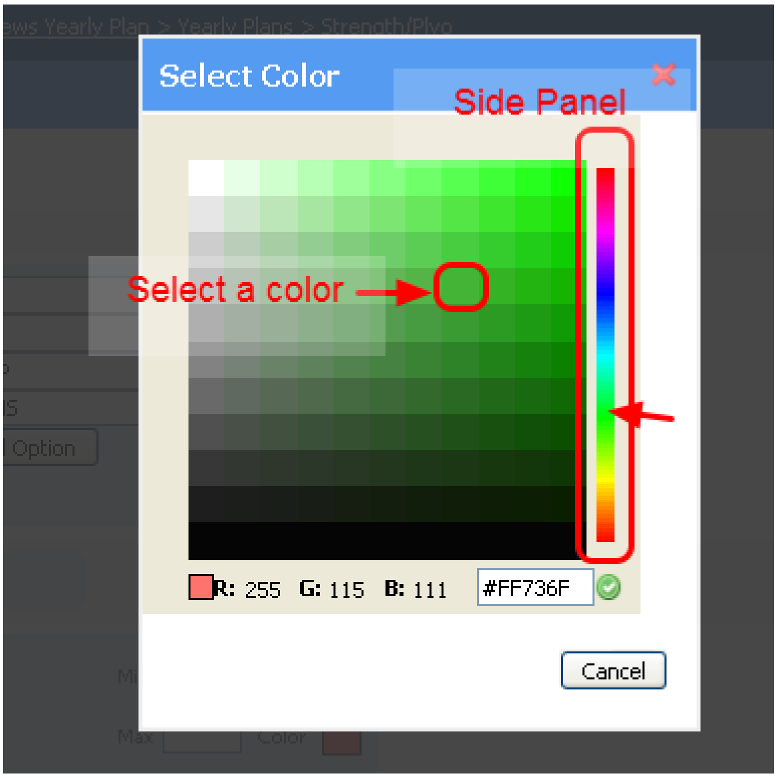
-Coloring: Auto means all text and numbers will be automatically assigned a colour. Any colors and text that is the same e.g GPP or 1,1,1,1 will be assigned the same colour and will be grouped (the cells in that row will be merged) where possible.

-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.

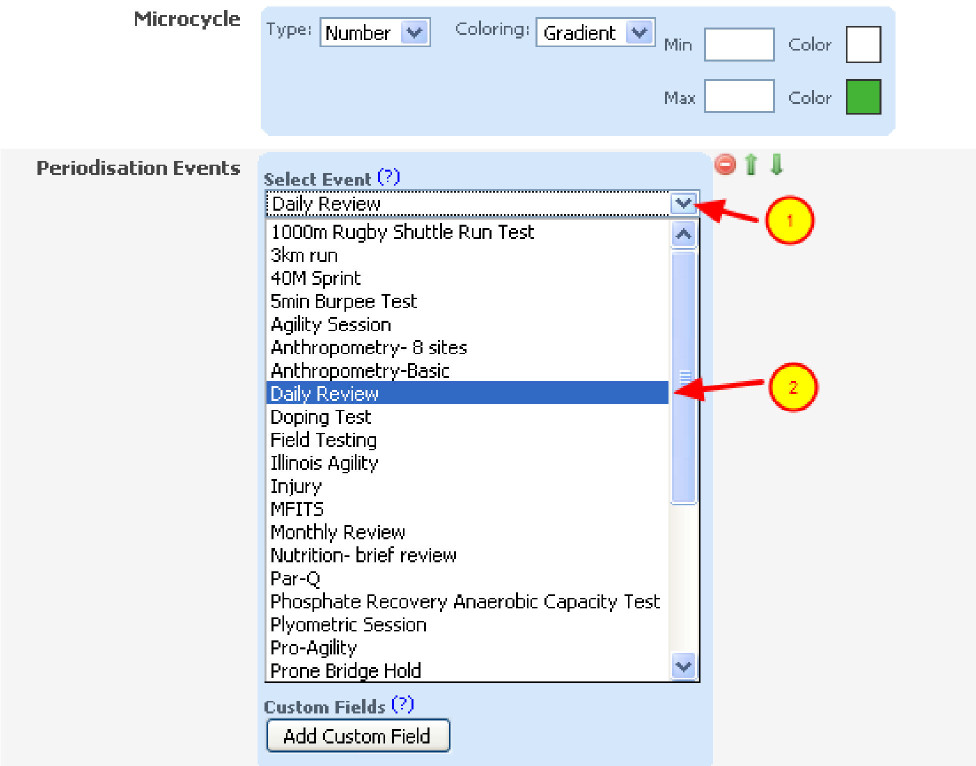
-Coloring: Selection (for Type: Option only) allows users to choose the exact color that they want. The example in the image here shows that the Options of GPP, SPP are selected to be colored orange and green. These exact colors will be shown with these cycles in the Yearly Plan (to select a color for 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



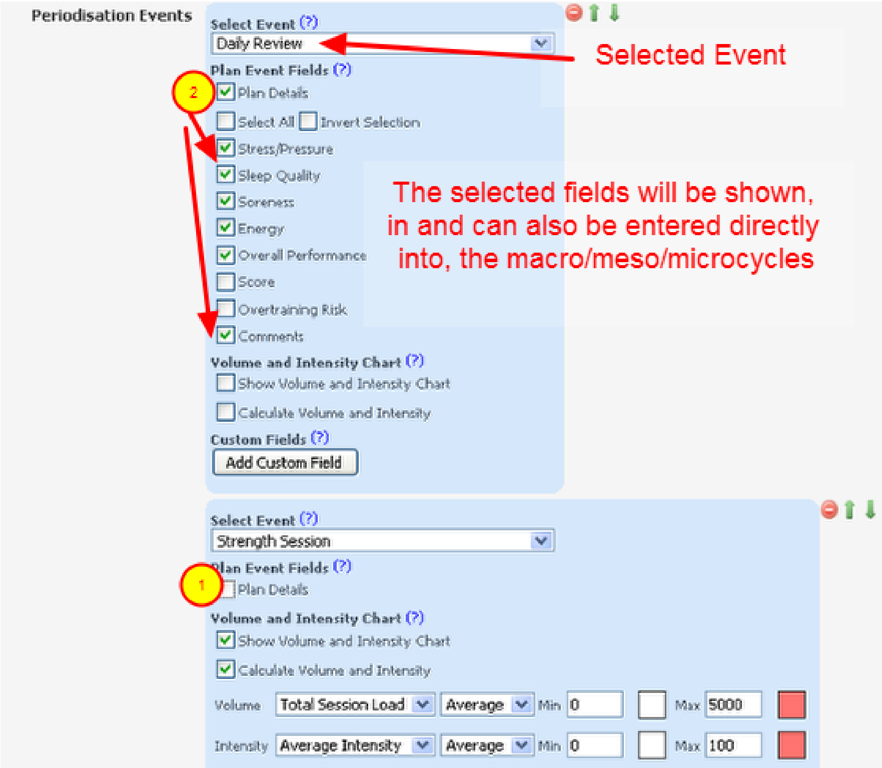
Periodisation Events are the events that users can plan for and look at in the macrocycle, which can even have volume and intensity graphed for them. In the Periodisation Events, now Choose the Events to appear in the Macrocycle:

#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

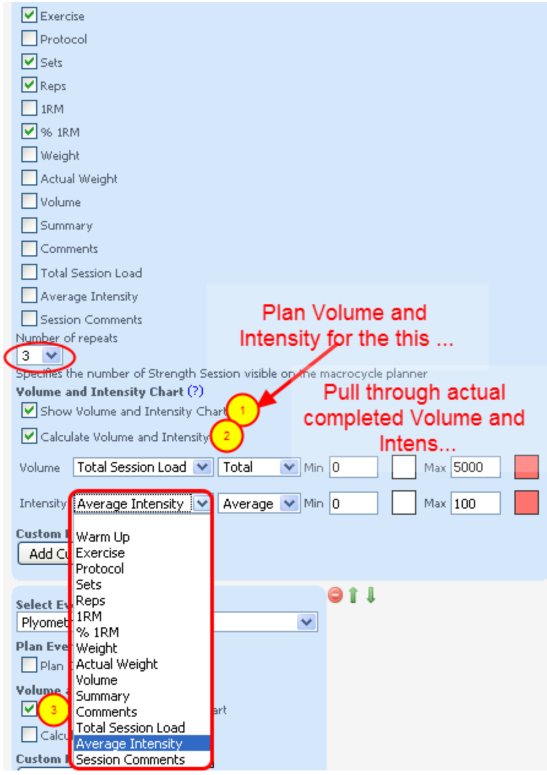
When users select the Plan Details tick box (as shown above) all of the fields from that event appear. If they want to plan actual session information for an athlete in the yearly plan, users MUST select the fields they want to be able to plan/view and these fields will be made available.

#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.

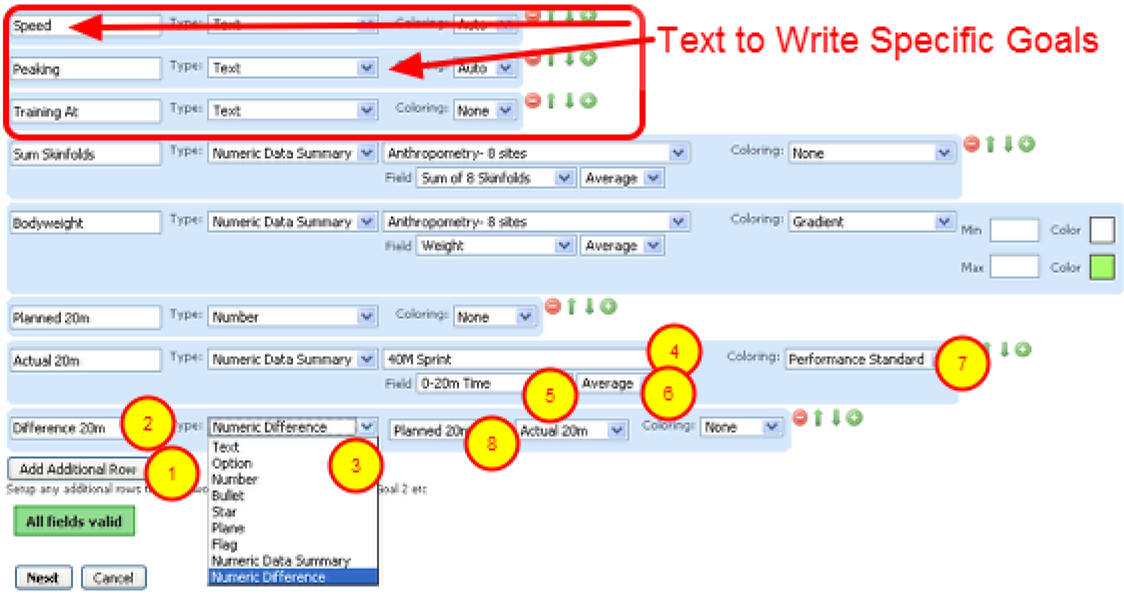
Once the Calculate Volume and Intensity is ticked, users need to choose the field (from the selected event e.g. the strength and conditioning form as shown here) that represents the Volume and Intensity to be graphed. For the example in the image:

-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



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 (disussed 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)

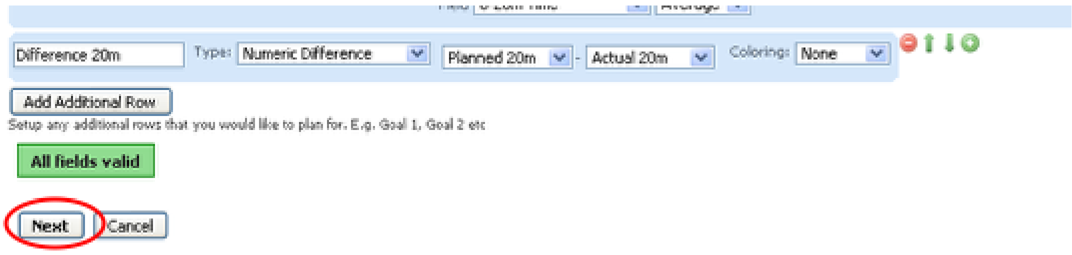
#7 Choose the color for that row (none, gradient, performance standard[pre-set standards of performance]).

-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.

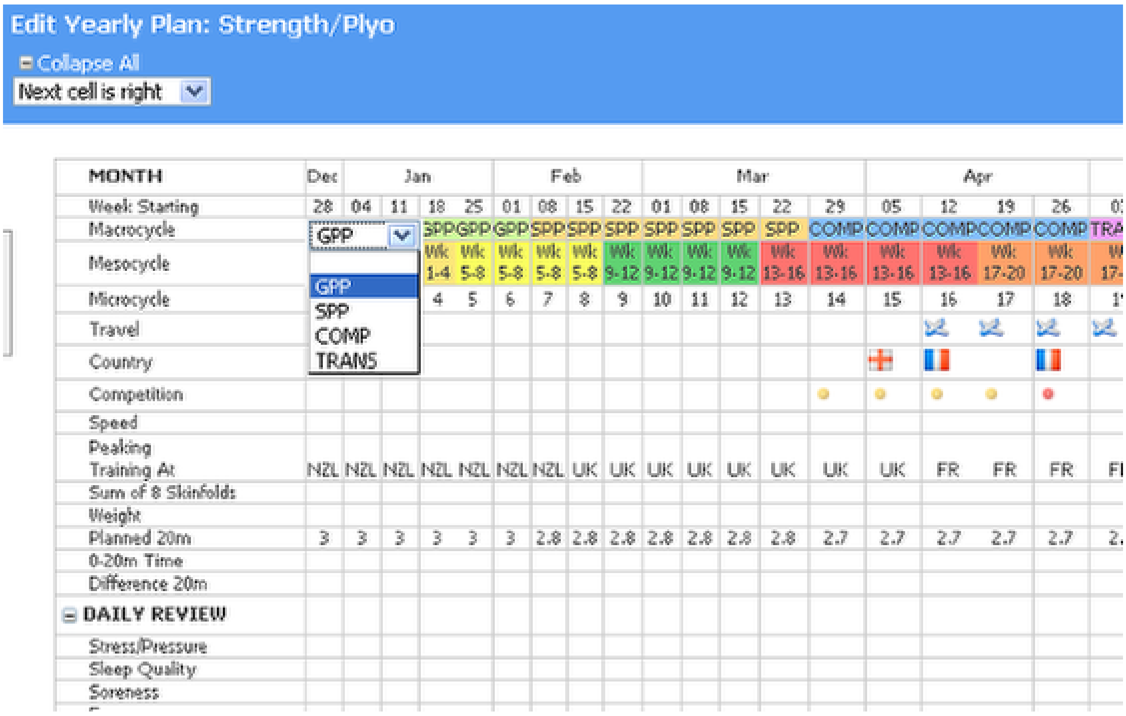
N.B. Please note that the additional Rows actually appear directly under the Competition information at the top of the Yearly Plan. Users can add in any specific field they require.

Click NEXT



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



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.

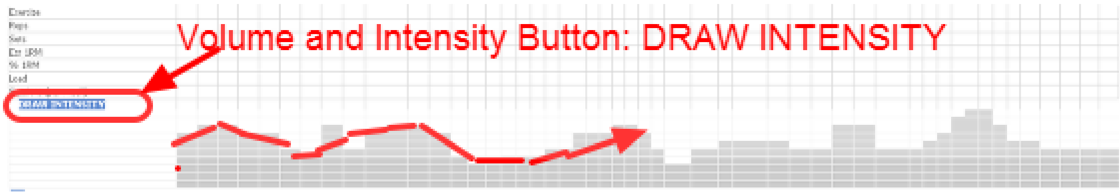
Travel- Click on a cell along that row and an airplane will appear in that box. Click the box again and it will disappear.

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.

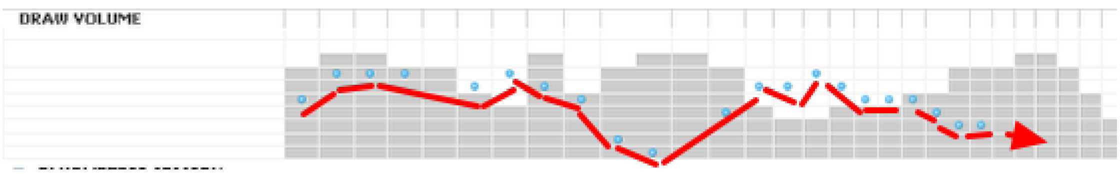
Make sure that the button says DRAW INTENSITY.

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



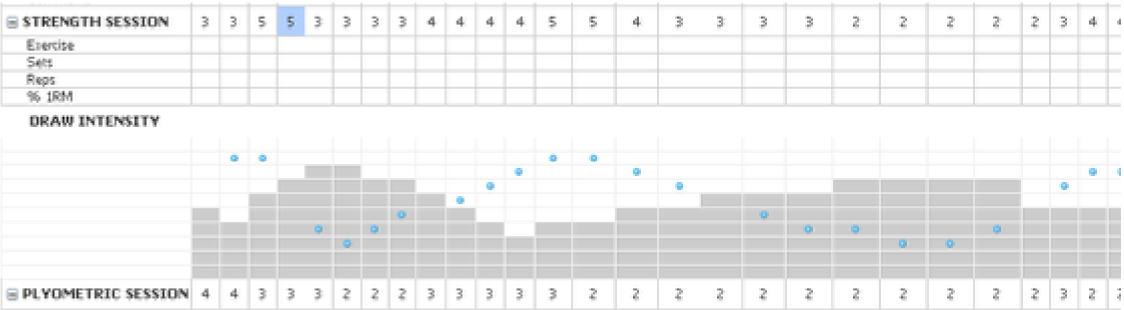
To draw the VOLUME of the workload over the year, click on the Draw Volume/Intensity button. One click and it will say Intensity, click it again to access the Volume.

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.

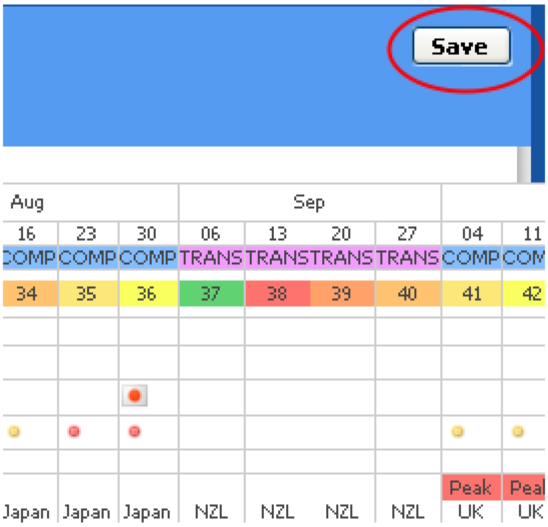
Alternatively, users can click their mouse along each column to get the correct column height.

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"



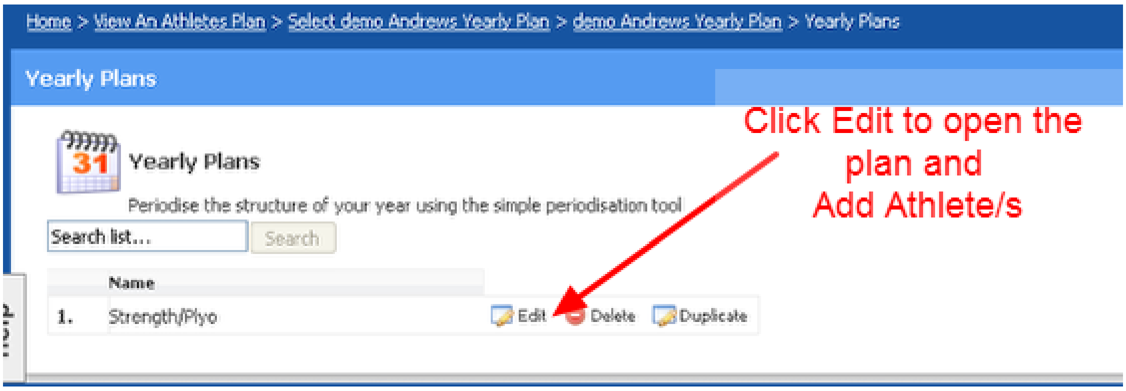
When the layout of the Yearly Plan is completed click "Save" (top right hand corner of the page).

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.

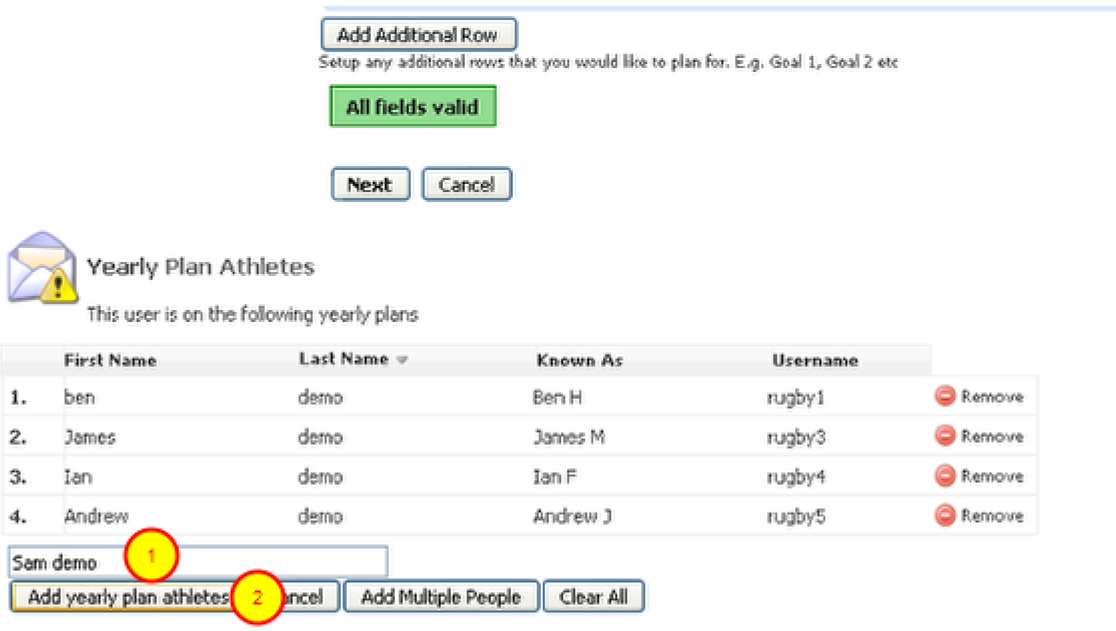
Adding athlete/s to a Yearly Plan



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:

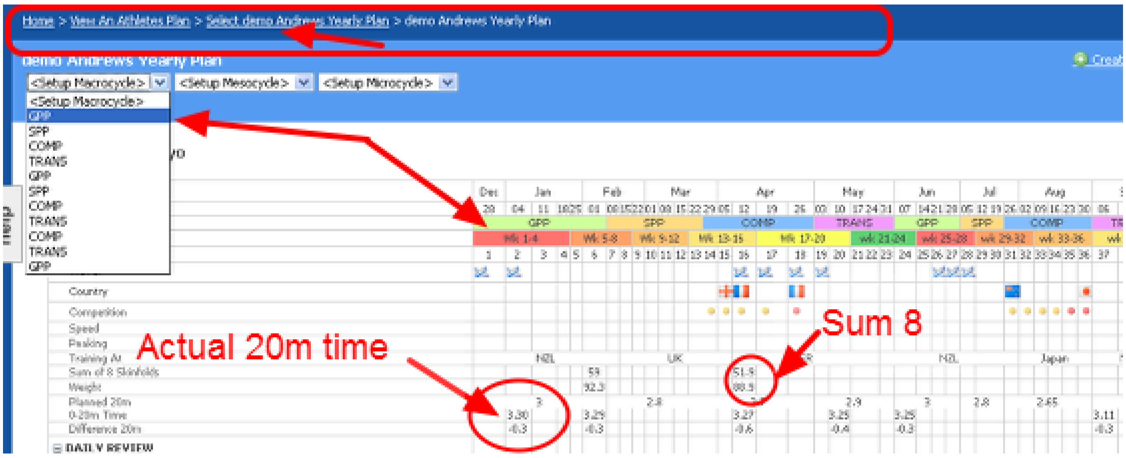
#1. Scroll to the bottom of the page, type in the athlete's name into the athlete text area.

#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.

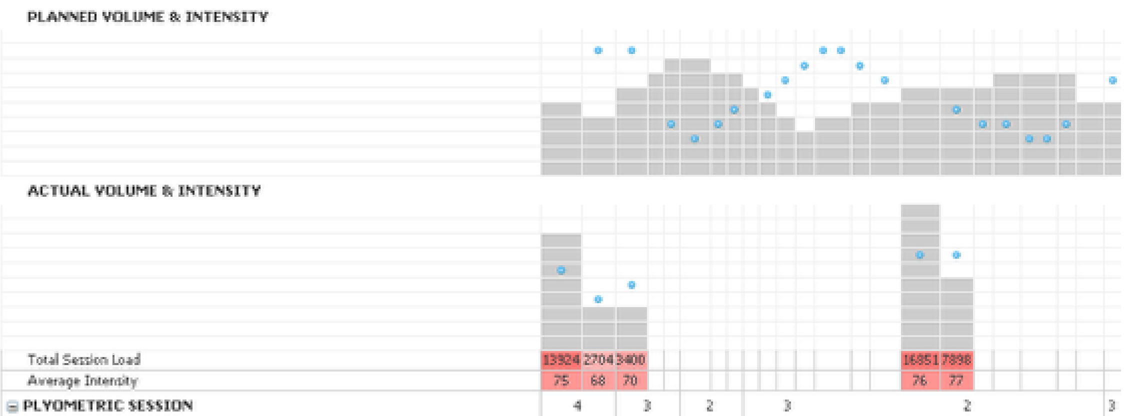
Add in actual session information into a macrocycle for an athlete on that plan



Once an Athlete's plan is opened the athlete's actual data is pulled through into their Yearly Plan.

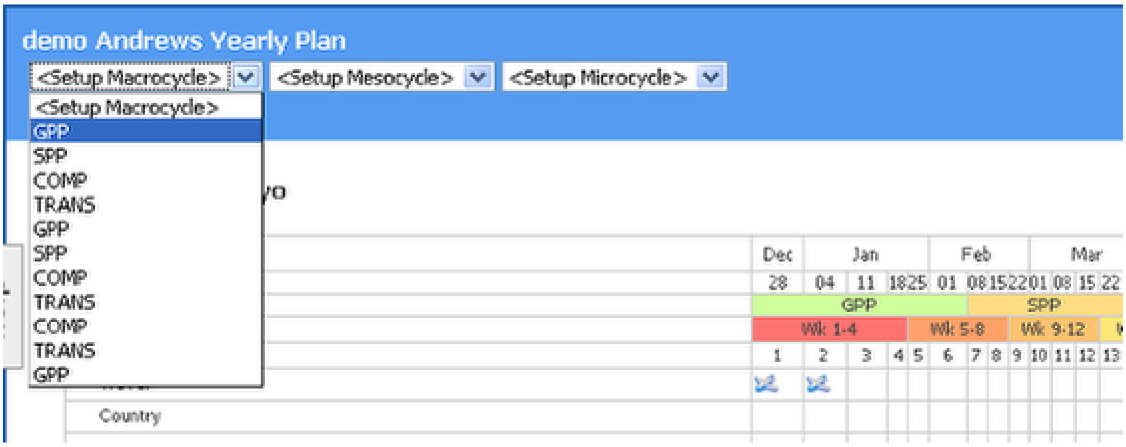
The image here shows that the athlete's actual 20m time is being pulled through into the plan and the difference between the planned time and actual time is being calculated (each athlete added to this plan will show that athlete's data when a use views it. The sum of 8 (skinfolds) is also being pulled 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

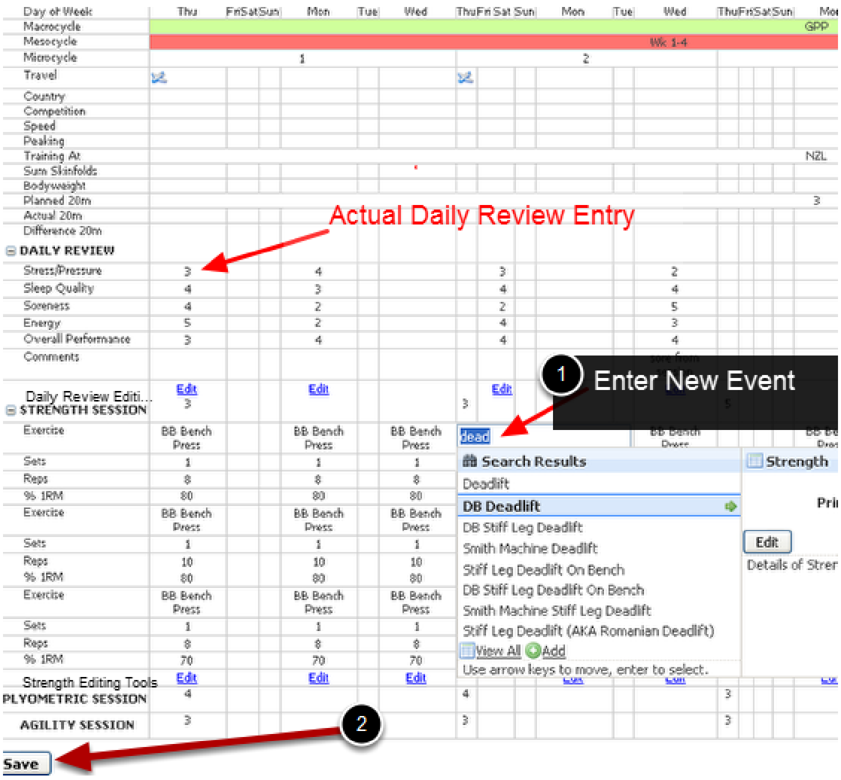


To plan or view actual session information for an athlete:

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 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

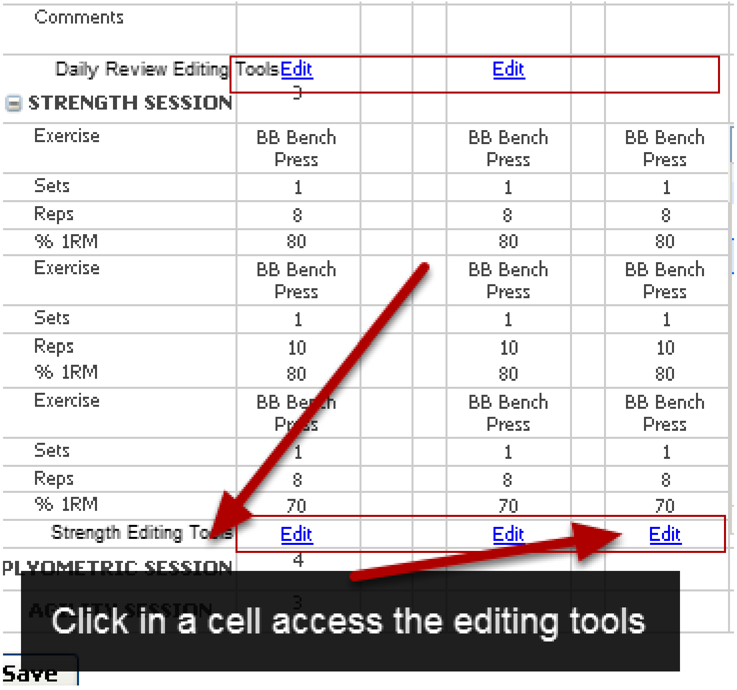
To add in a new event (that is saved as a draft on the specified day in the athlete's calendar) click in a row and start to add in information. The example here shows that a new strength session is being entered. The exercise database appears and the user starts to type into that cell. They simply type 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).

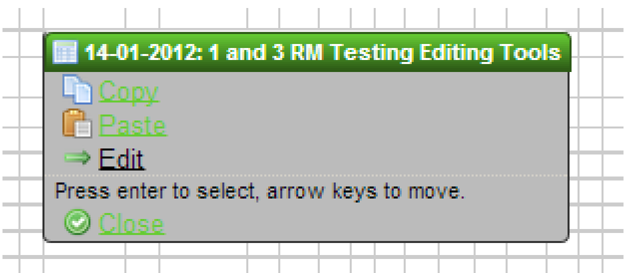
-Once the new Events are "Saved" on the system, the Edit button will appear to be taken to the actual entry as well.

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



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:

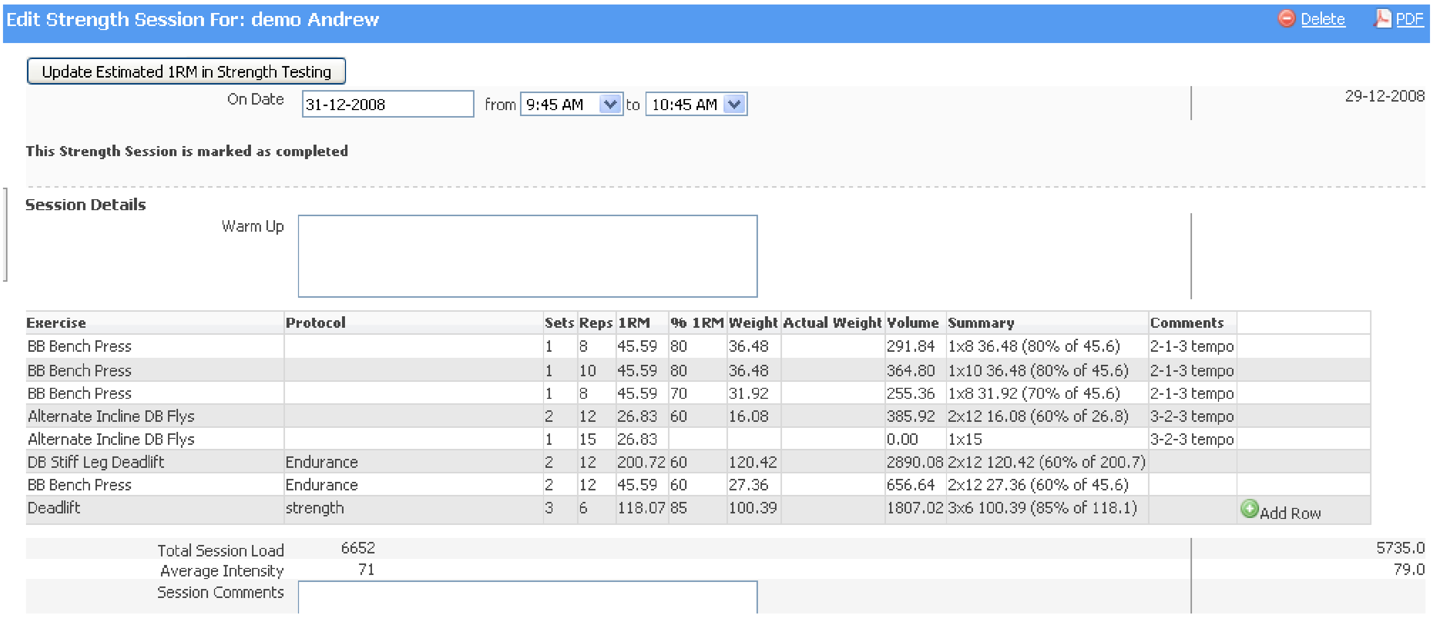
Copy-will copy the data entered for and existing event (one that has been entered and saved, or one recently planned)

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



Edit Strength Session For: demo Andrew

Delete PDF

Update Estimated 1RM in Strength Testing

On Date 31-12-2008 from 9:45 AM to 10:45 AM

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)		Add Row

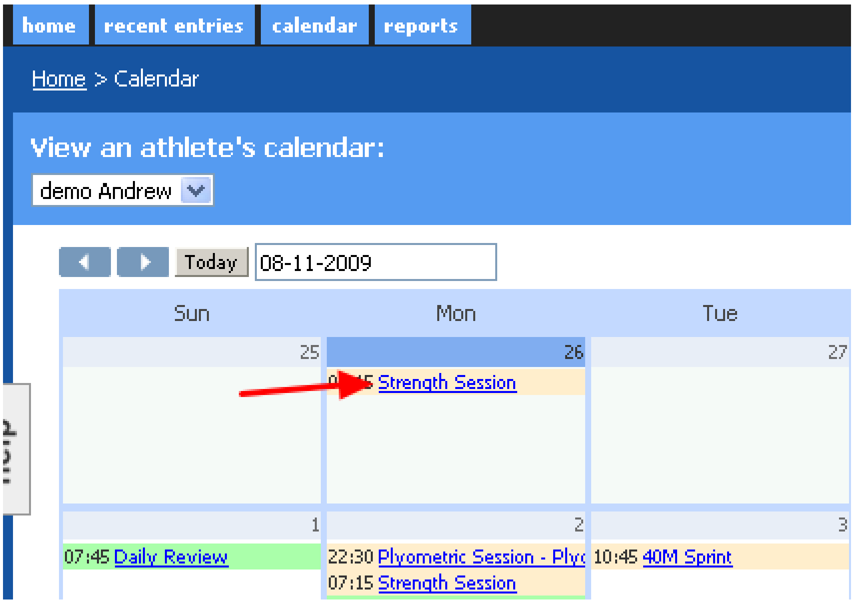
Total Session Load 6652 5735.0

Average Intensity 71 79.0

Session Comments

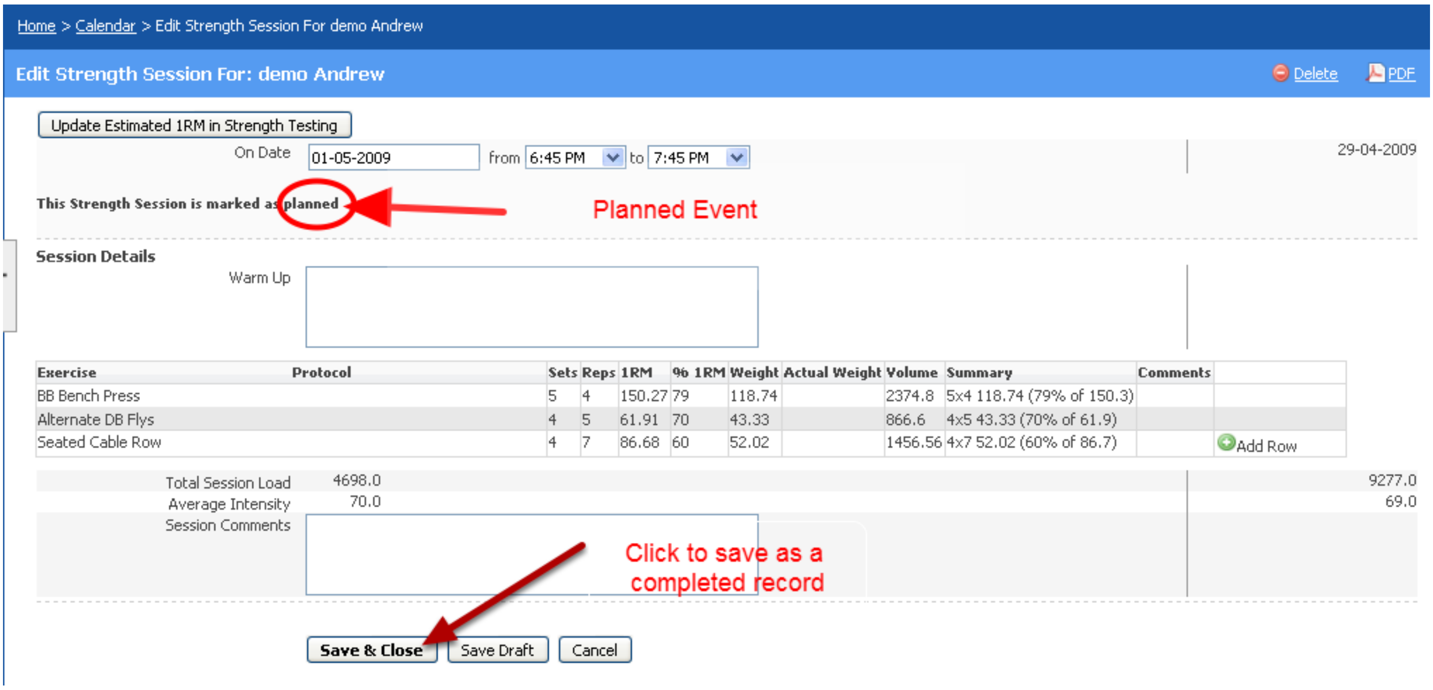
Clicking on "Edit" in the Macrocycle opens the event. The user then selects to go back to the macrocycle using the trail bar link, or they can enter in new information and click "save and close".

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.

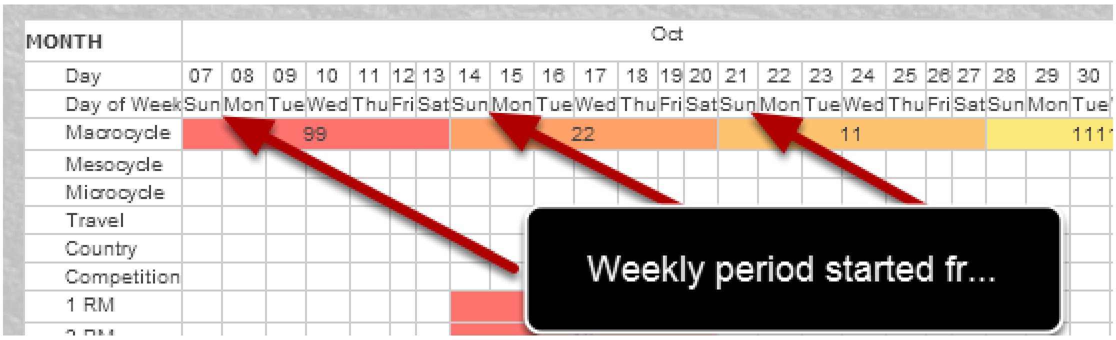


The session information entered on the yearly Plan is pulled through into the athlete's calendar and is scheduled and formatted as an actual event.

For this example, the athlete could enter in their actual session information and click "Save and Close".

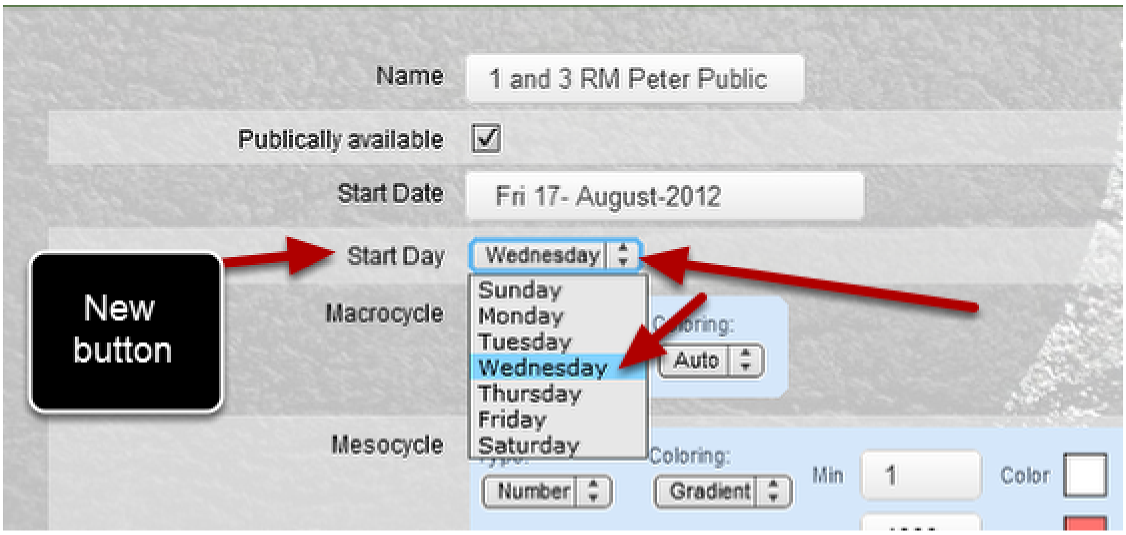
Yearly Plan "Start Day"

The Yearly Plan weeks were always set to run from Sunday to a Monday



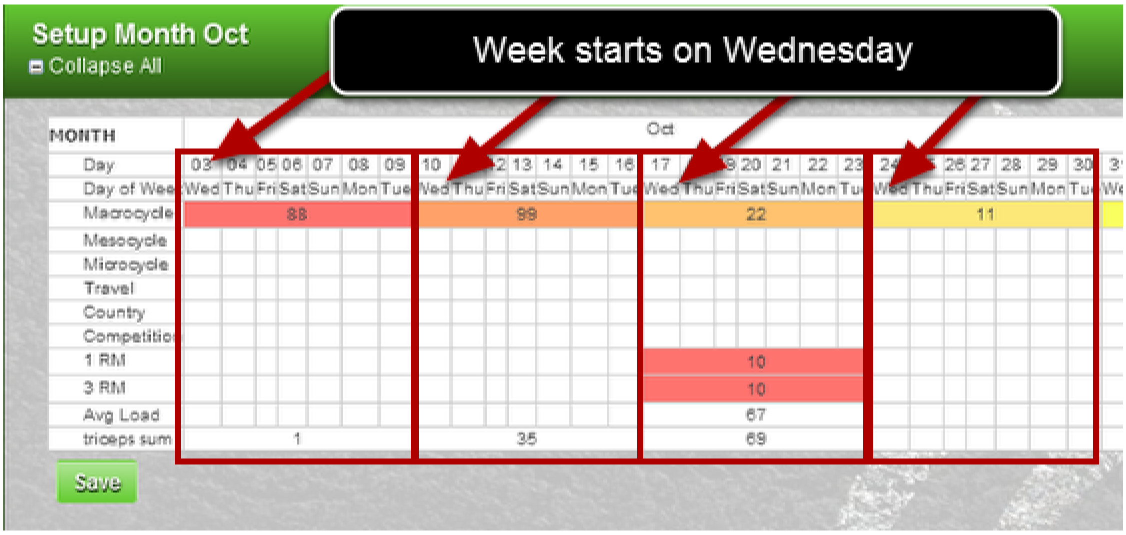
Previously, the system showed weekly breakdowns from Sunday to a Monday and any calculations of load or average would be based off the Sunday to Monday period.

Now you can select a start date for the weeks to run from, e.g from Monday to Sunday, Friday to Thursday



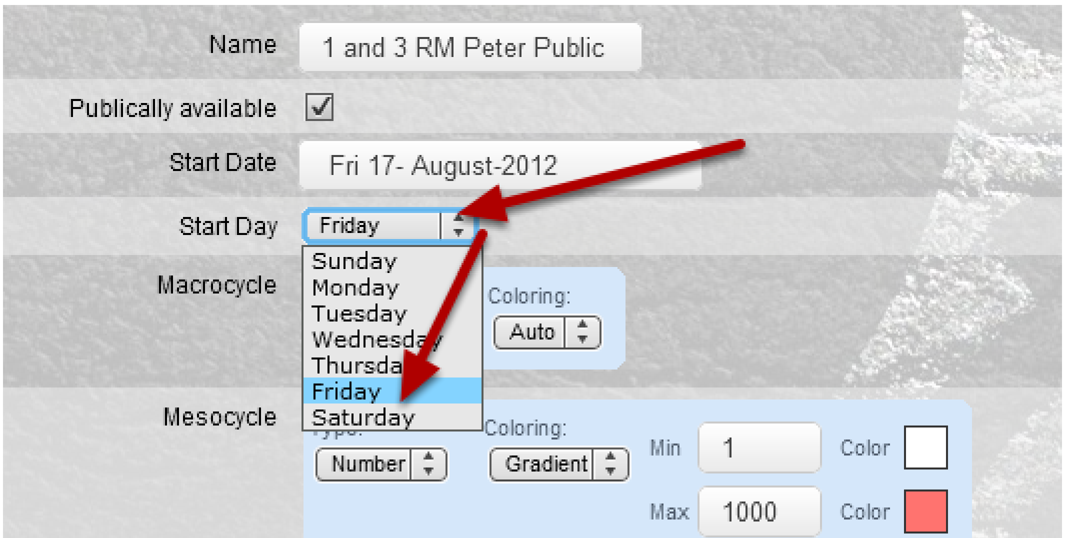
Now you select the Start Date and also the **Start Day** that you want the weeks in the yearly plan to run from. This allows you get workload, daily monitoring or other calculations running for specific day-day ranges, e.g. you may run the week from Monday to Sunday, or Friday to Thursday. The Start 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



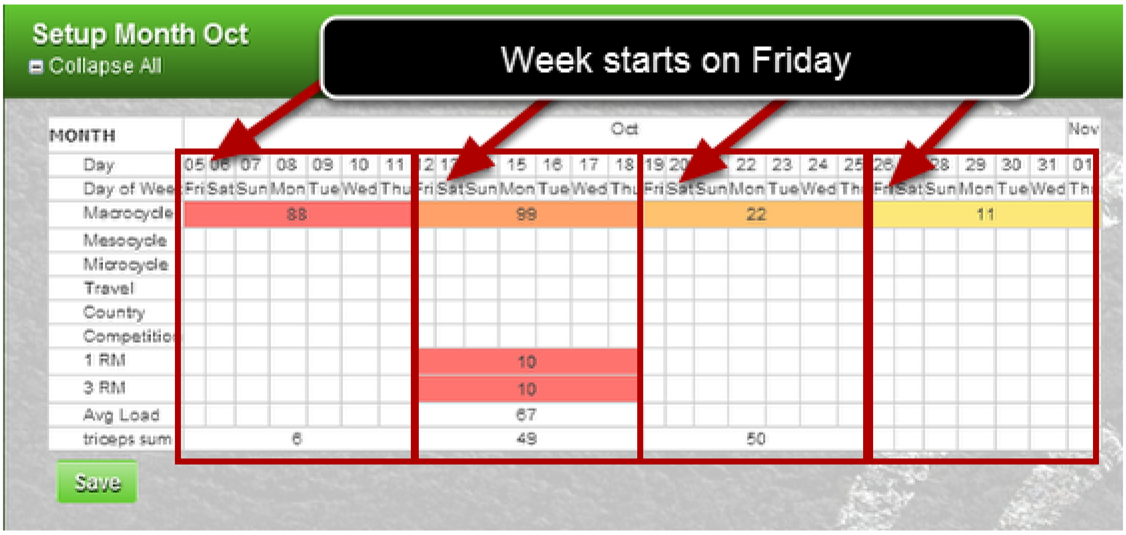
The image in the example here shows the calculations for data calculating from Wednesday (it used to only calculate from Sunday). All of the data in the yearly plan is now grouped by Wednesday to Tuesday period. You can see that the sum at the bottom of the plan shows 1, 35 and 69 for the weekly totals. 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

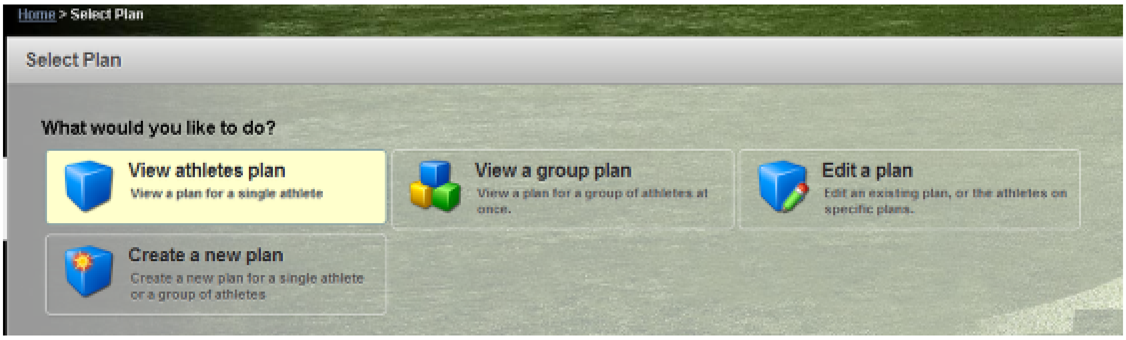


The image in the example here shows the calculations for data calculating from Friday to Thursday. All of the data in the yearly plan is now grouped by a Friday to Thursday period. You can see that the sum at the bottom of the plan is different to the Wednesday start date (1, 35 and 69) and it is now 6, 49 and 50.

Consider what Start Day you need to represent your data accurately based on how users record and report your data.

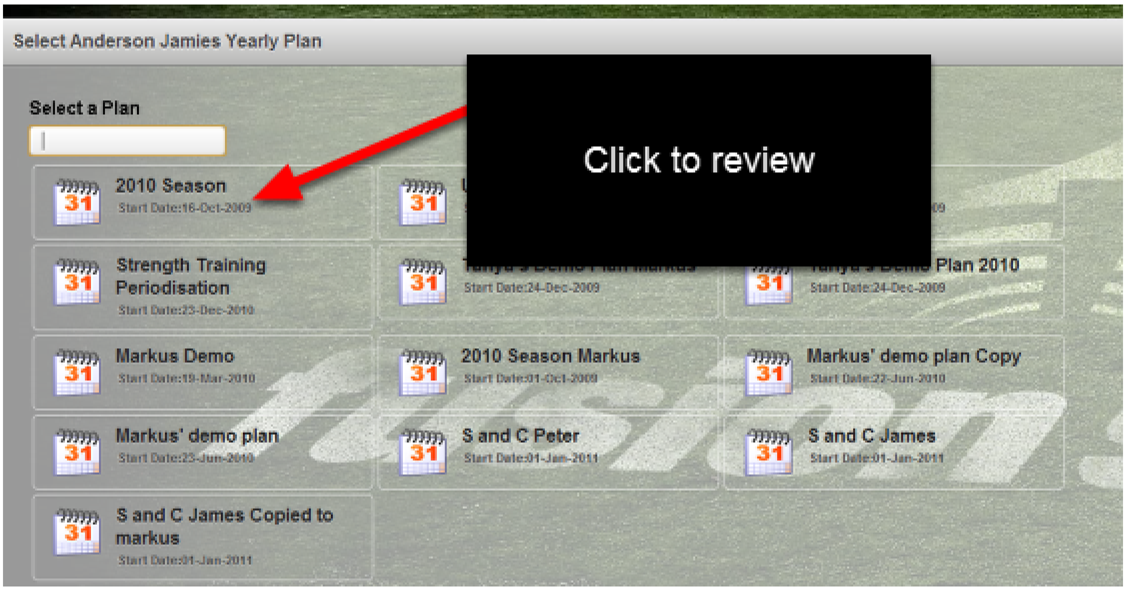
Sharing Yearly Plans with Other Professionals on Your System

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

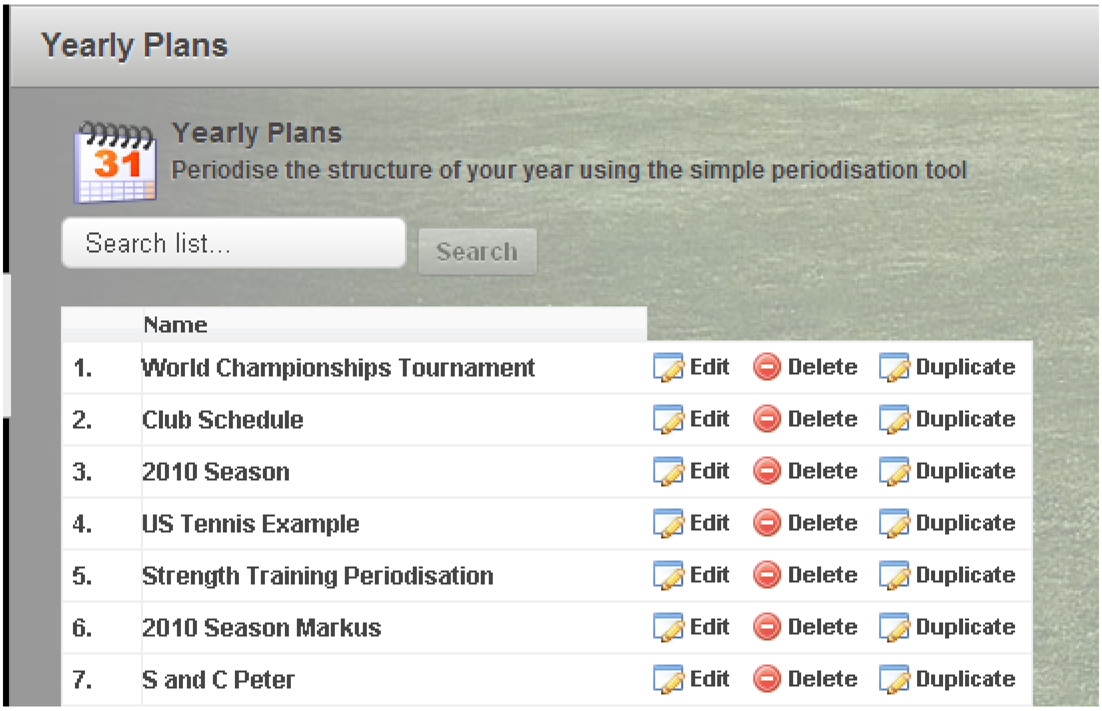


You could select to View an athletes plan and see what plans have been applied to the athlete (as shown in the image in the step below).

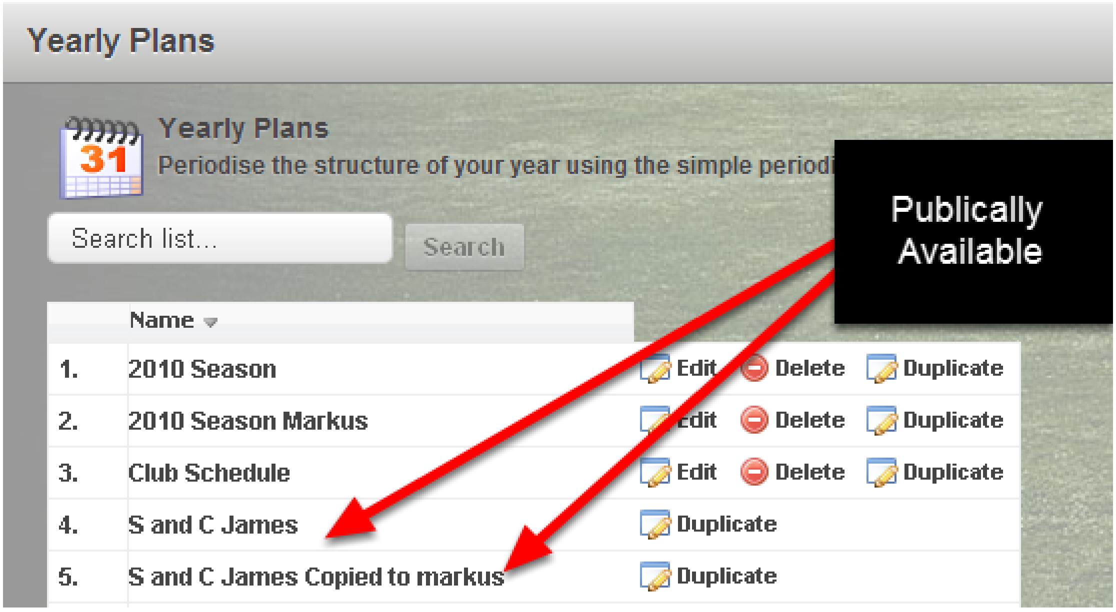
You can see which plans have been assigned to an athlete when you click on "Yearly Plans", "View Athletes Plan". You can open these plans and review them, but not edit them.



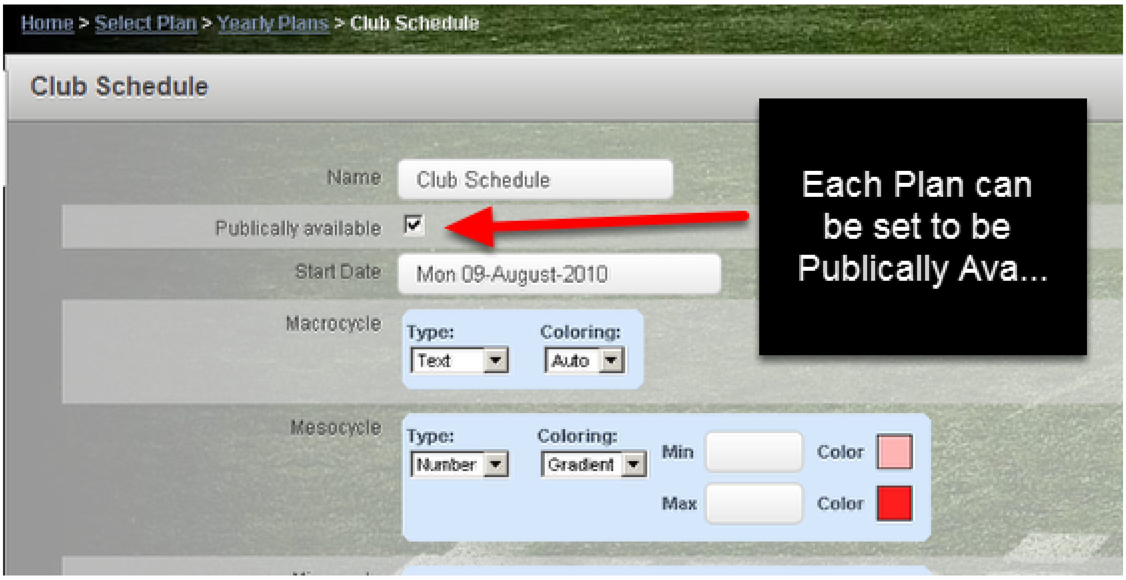
However, you could only edit and access Yearly Plans that you had created. You did not have access to edit plans that other professionals had created



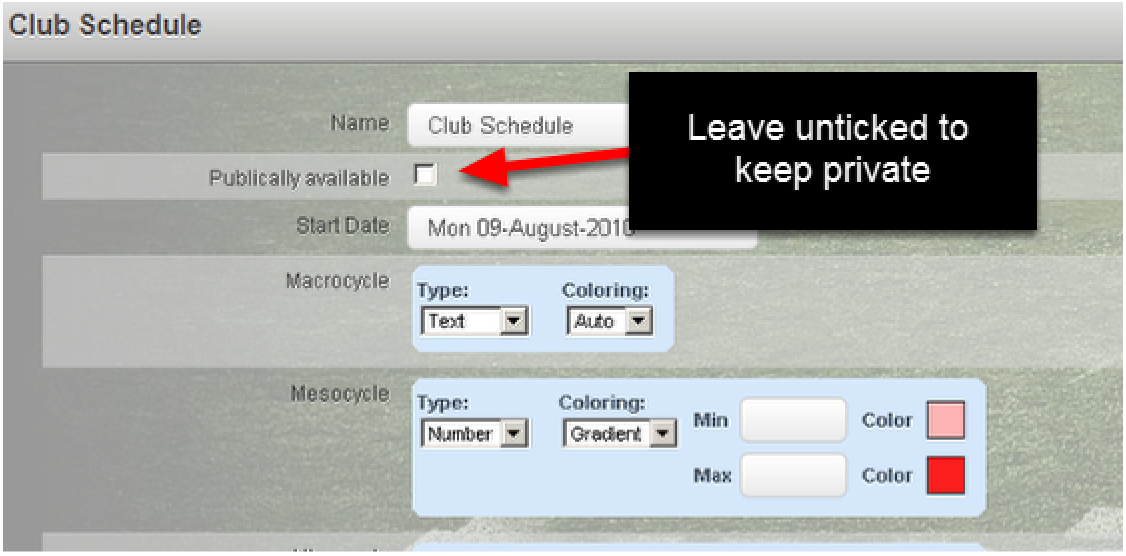
Now, you and other users can select to share your Yearly Plan templates so other can access and apply them. The image here shows two Yearly Plans that have been shared on this system.



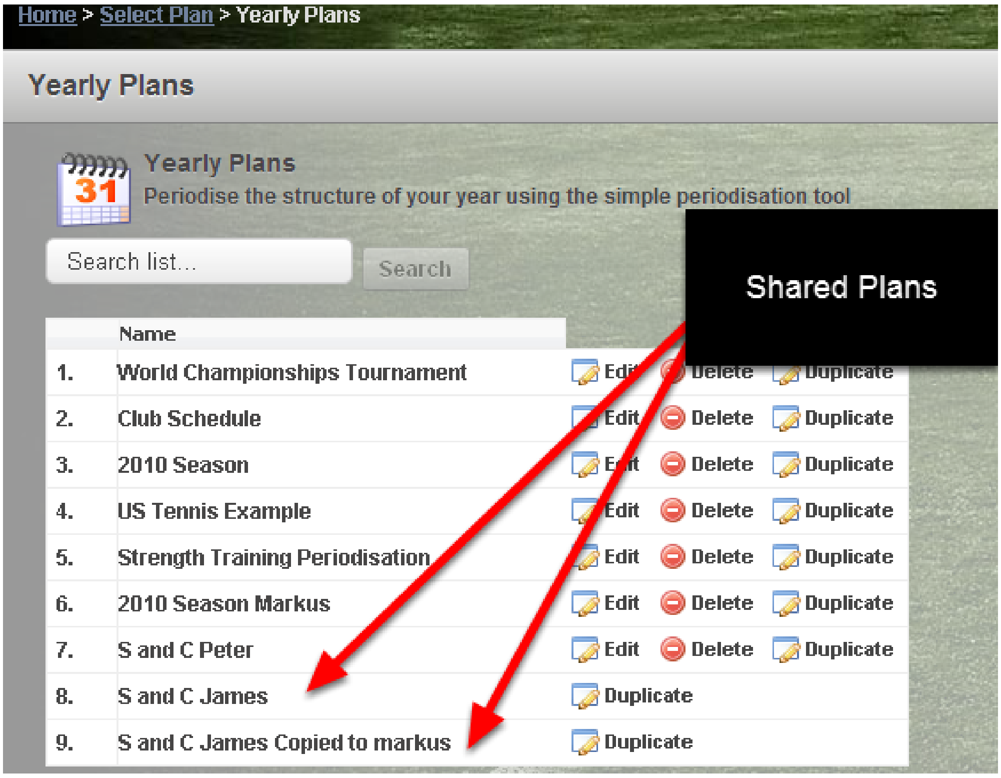
You can select to share your existing Yearly Plans and any new Yearly Plans that you create. You can share a Yearly Plan by opening it and then Ticking Publically available



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

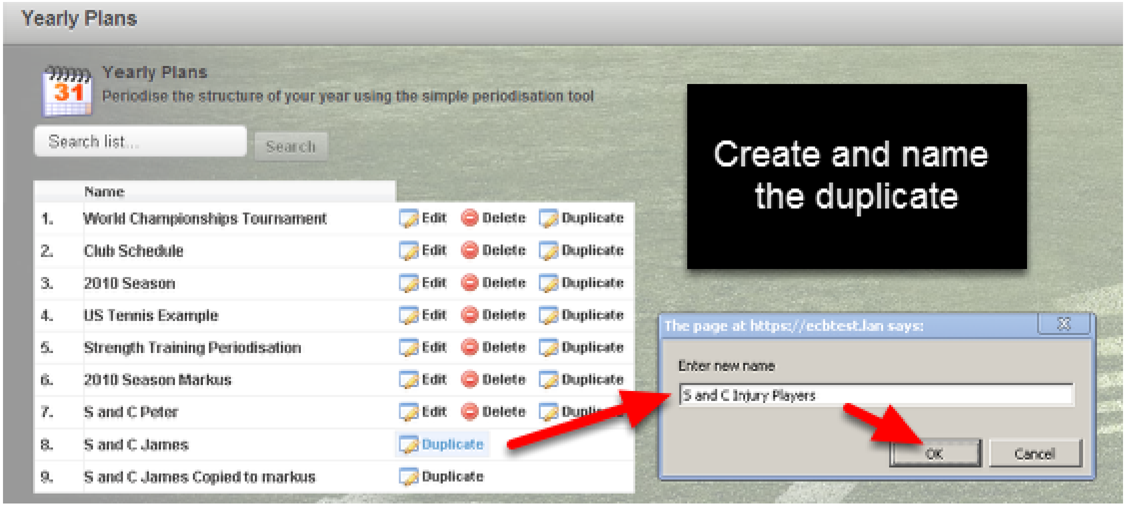


If Publically available is Ticked, the shared Yearly Plan will appear on other professionals/coaches Yearly Plan List. The example here shows the two shared and publically available plans

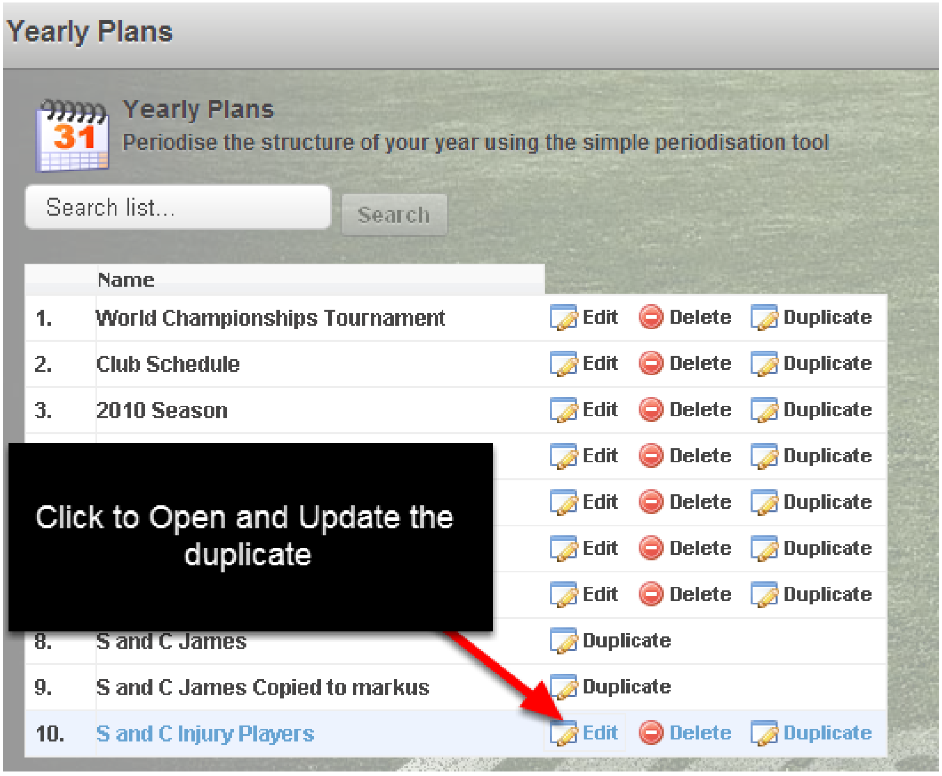


Please only share the Yearly Plans which are import for other professionals to avoid cluttering the Yearly Plan Page

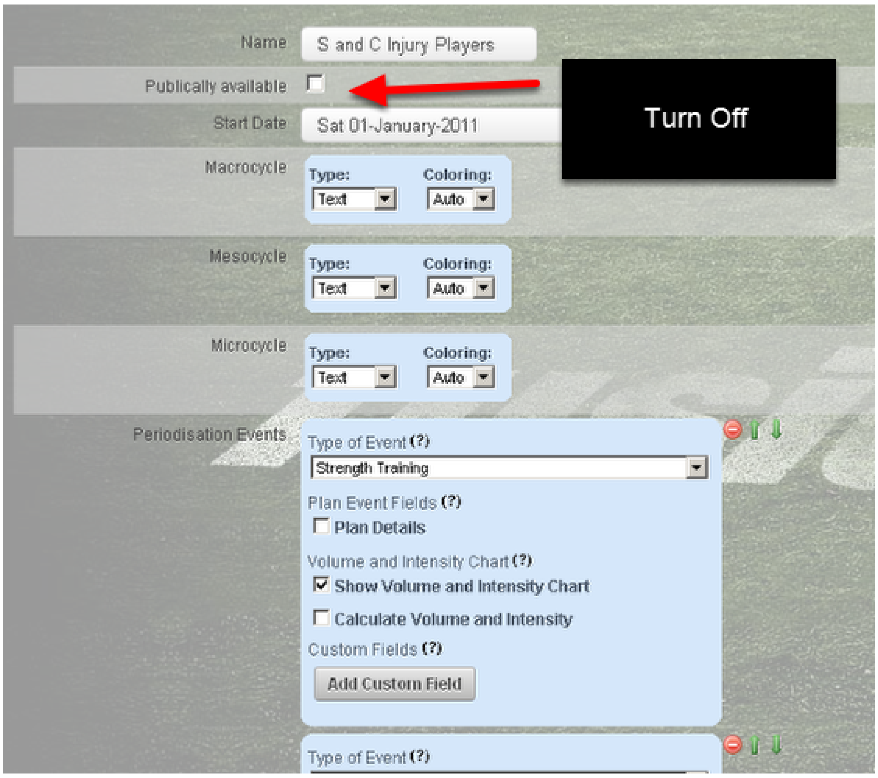
Shared Plans can be duplicated and renamed (they cannot be directly edited or deleted). You can then update and edit the duplicate



The new duplicate is available to edit and update

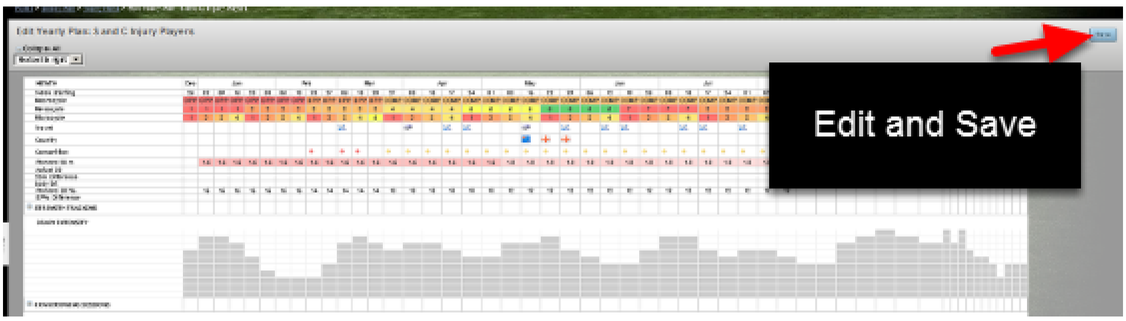


The Duplicate can be modified and saved and then applied to the correct athletes. Remember to turn off the Publically Available because it is a duplicate.

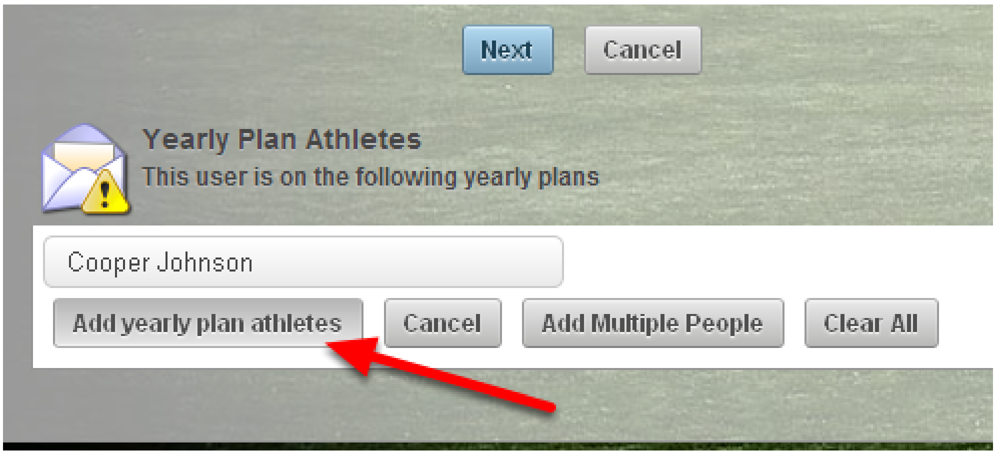


The duplicate can be edited and then saved so that the correct forms or fields are pulled through. You will need to apply the duplicate to the correct athletes (as shown in the steps below)

Edit the Yearly Plan and Save it

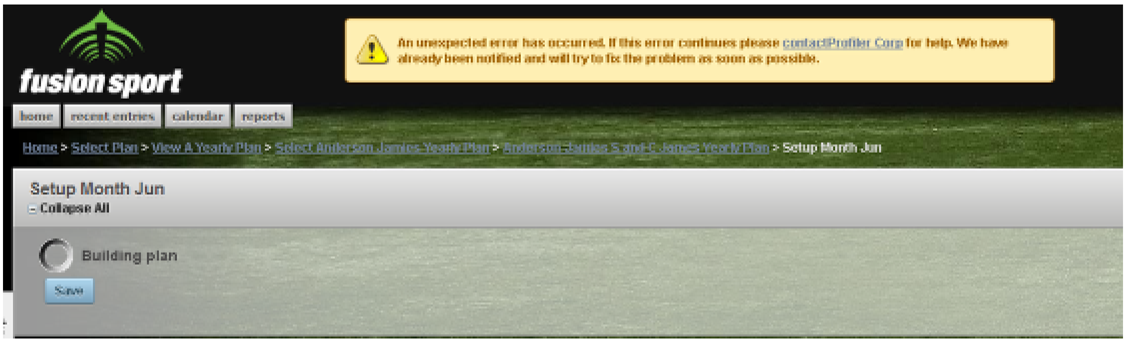


Open and apply it to any athletes you require



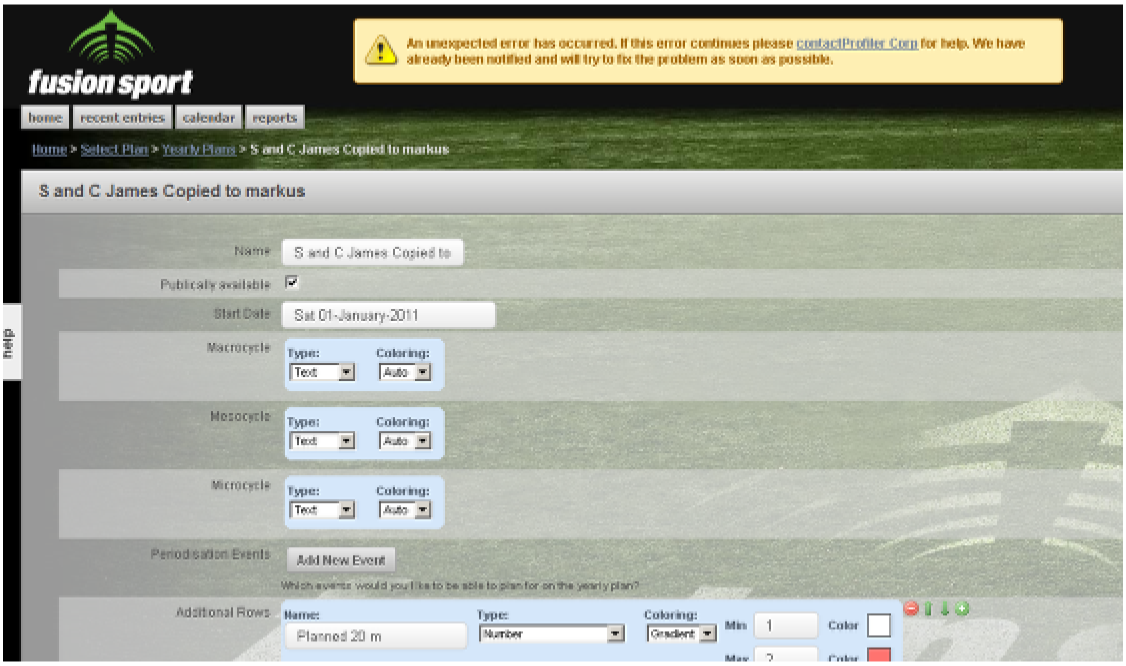
You can select to Unshare your plan at any stage by ticking the Publically Available tick box.

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)



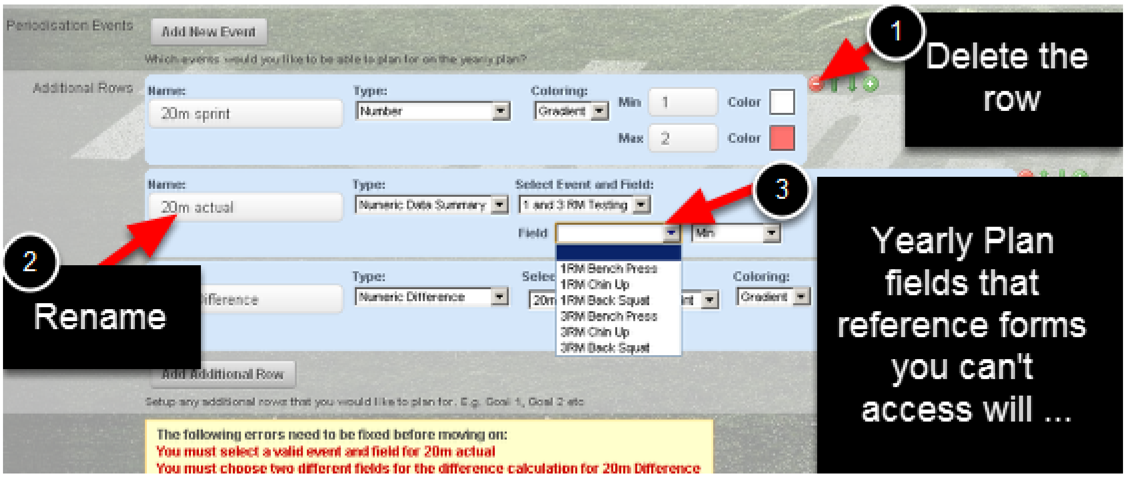
If someone has created a Plan with event/forms that you do not have access to, and you try and open the plan to enter data into it, an unexpected error will occur. We are working to fix this glitch and just enable you to view the event/forms that you do have access to.

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.

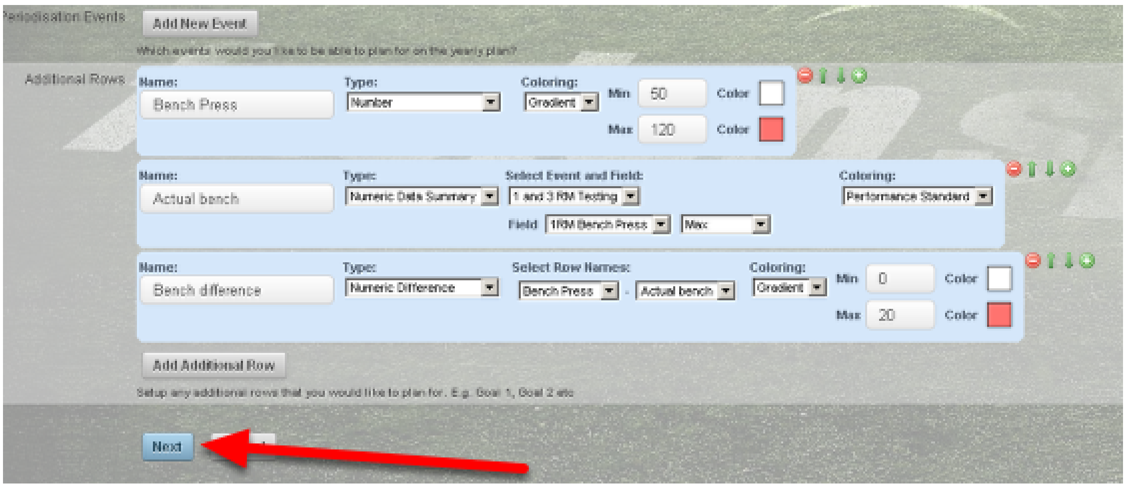
1: The users can delete the 20m field that they don't have access to,

and/or

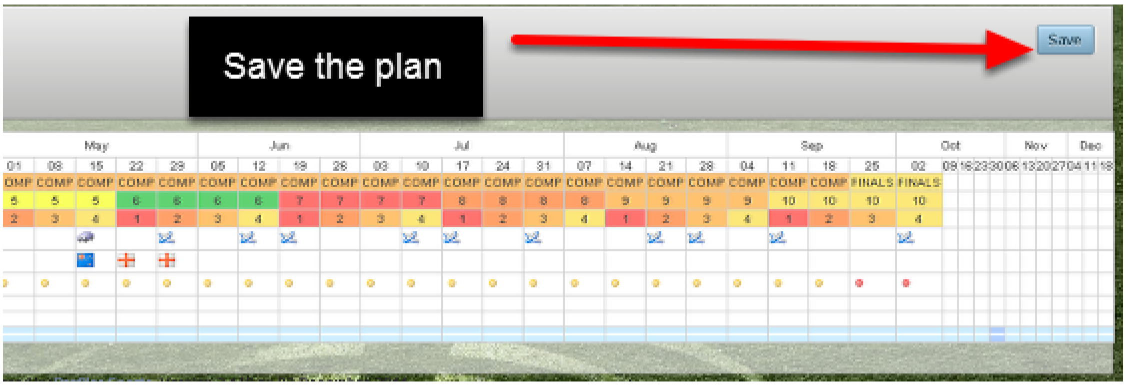
2: They can rename the field and

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



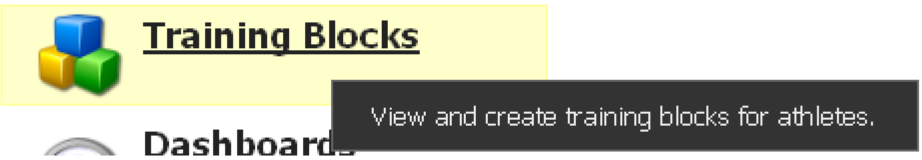
When the user opens the Yearly Plan, no unexpected error message will appear if they have correctly removed the links to the forms they don't have permission to access.

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.

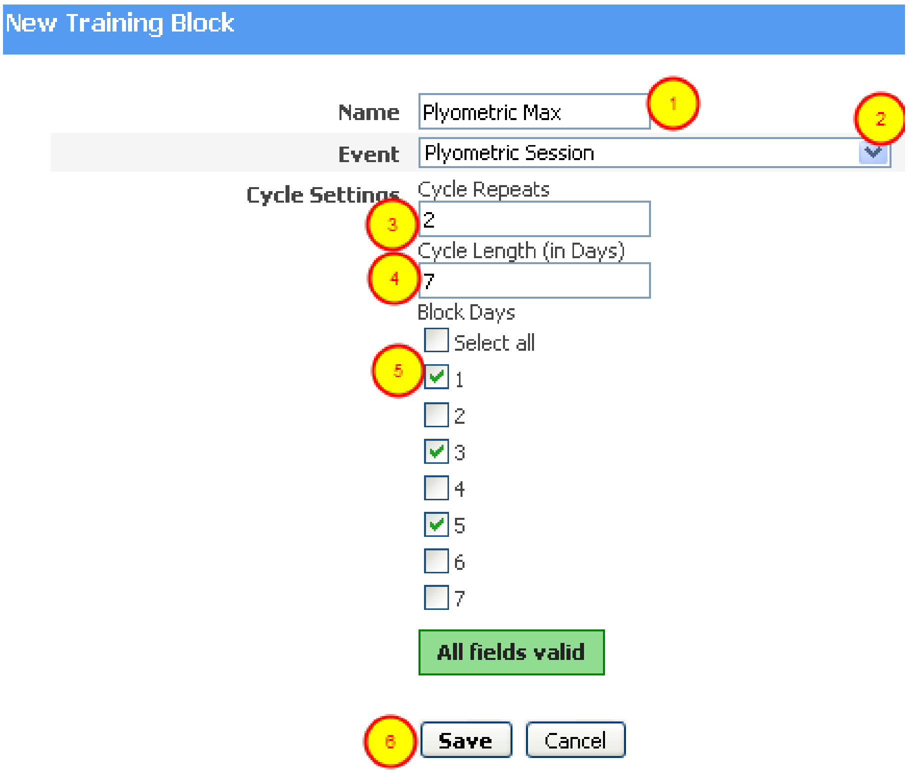
To Create a New Training Block, click "Create New Training Block"

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



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:

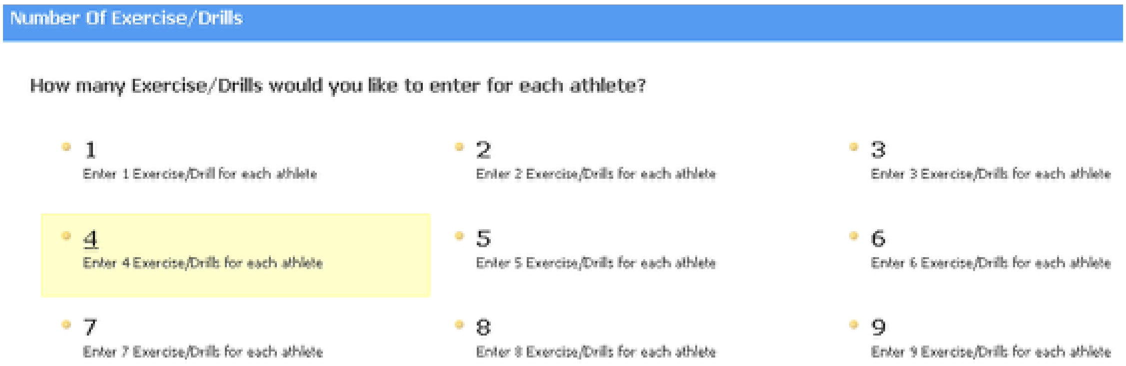
#3 - Cycle Repeats: Choose the number of Cycle Repeats e.g. a 2 week block (on a 7 day cycle length) would be 2, and a 4 week block (on a 7 day cycle) would be 4.

#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

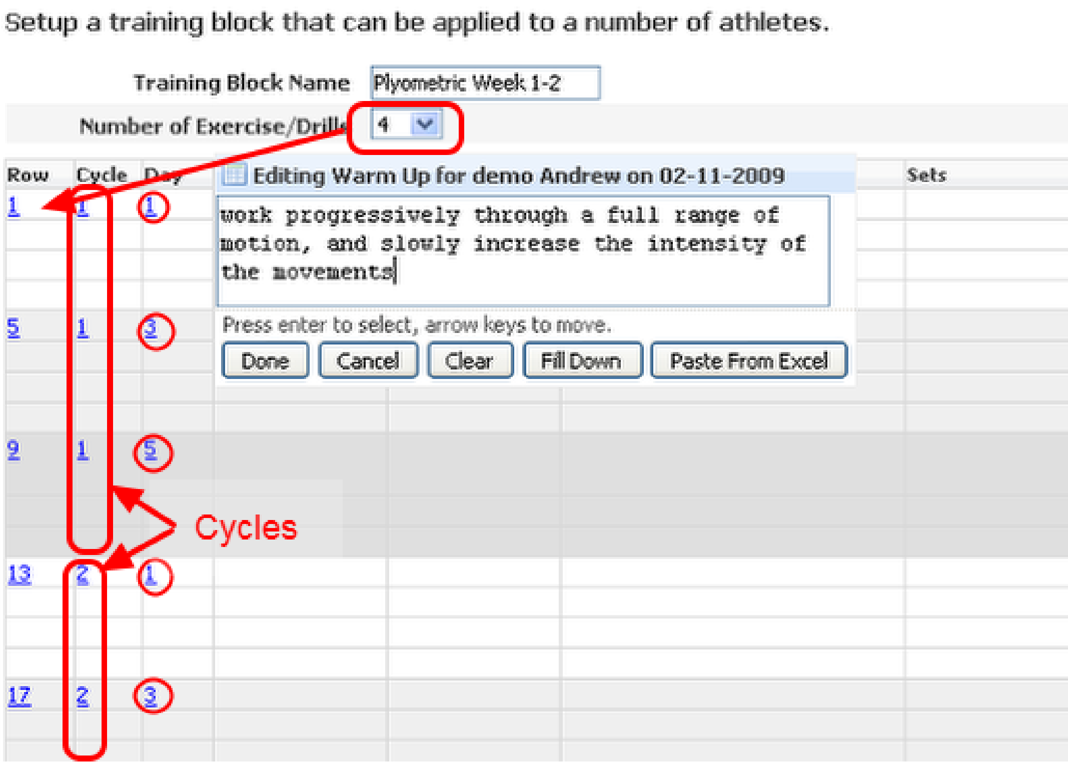
If there is a Table in the event, choose the number of exercises/ drills/activties you want to enter for each session



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.....



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.

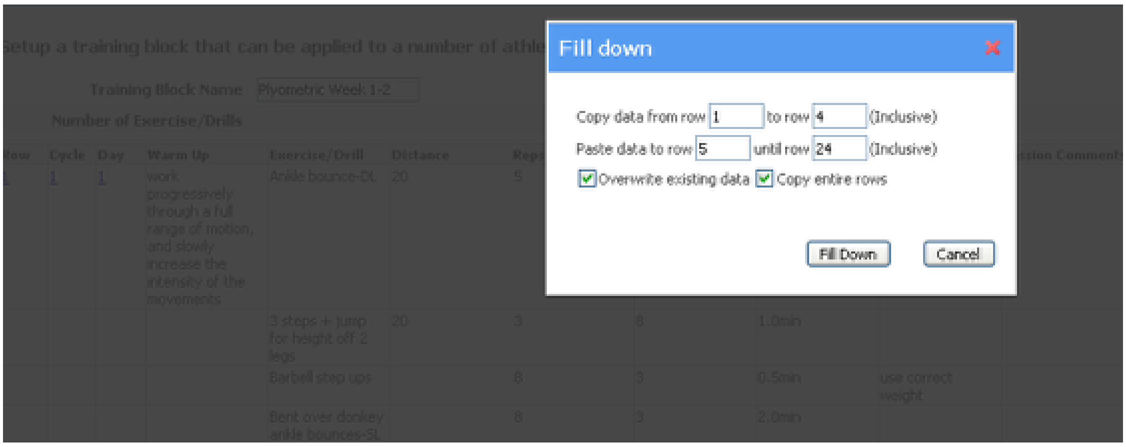
Click on **Paste from Excel** to Paste Data from excel into the table

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.

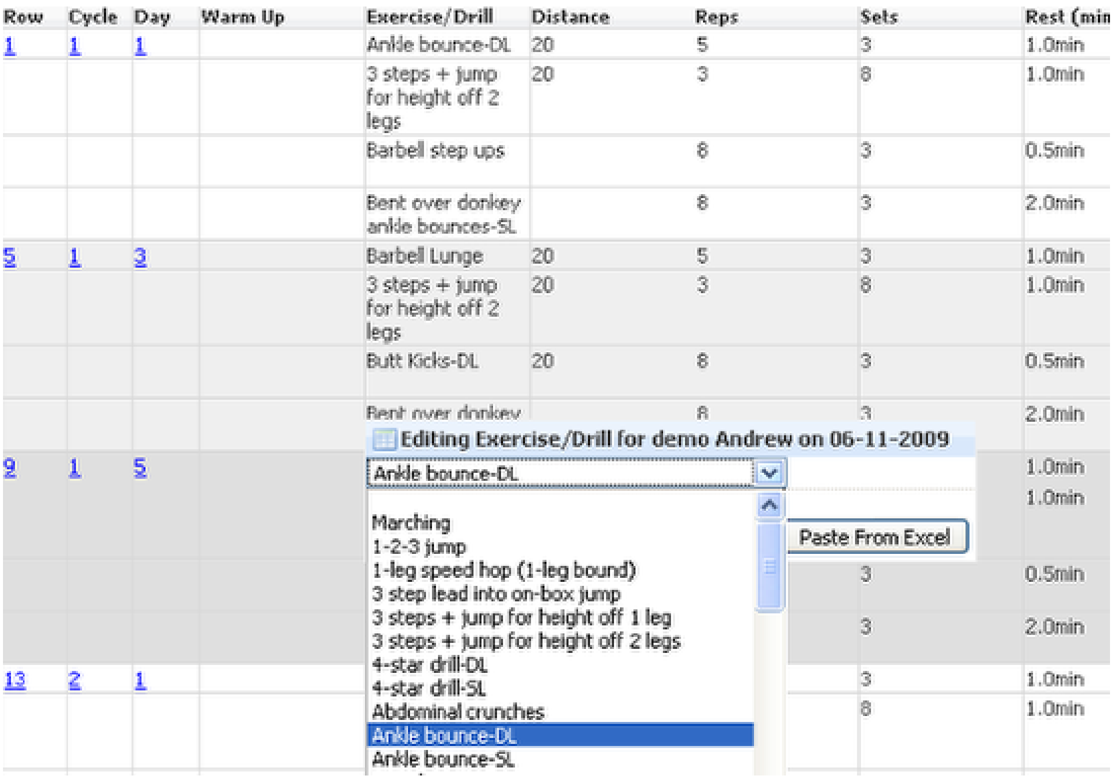
Filling Down in the Training Block



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.

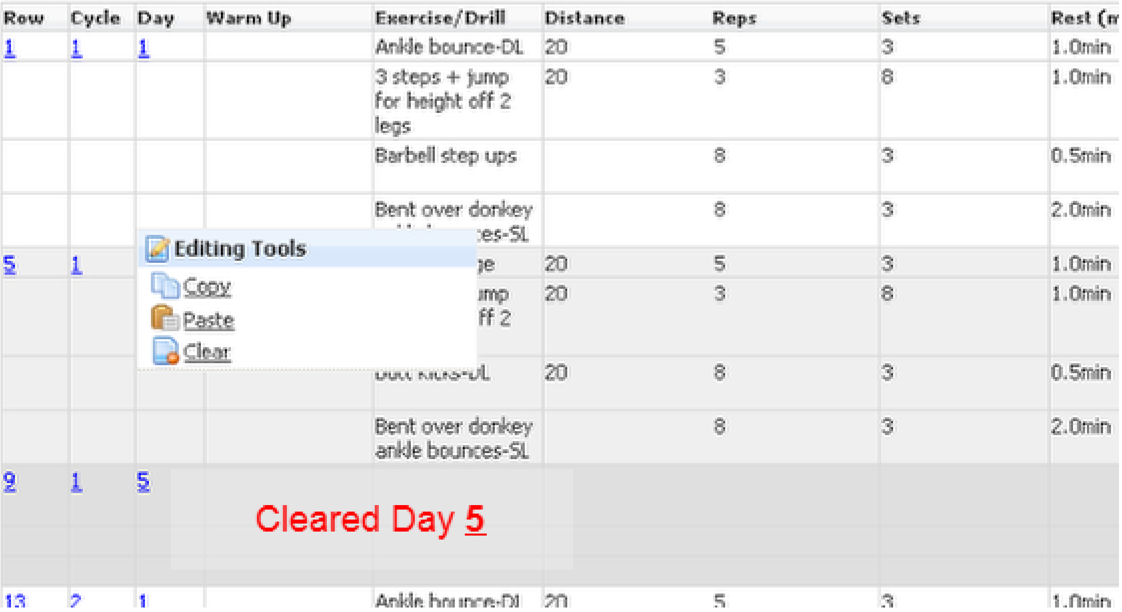
In the image here, it shows that data from rows 1 to row 4 is going to be copied over rows 5 to 24. It is selected to **"Overwrite existing data"** and to "Copy entire row" which means that reps, sets, exercises etc will all be repeated throughout the table and any data that you have entered will be 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:



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.

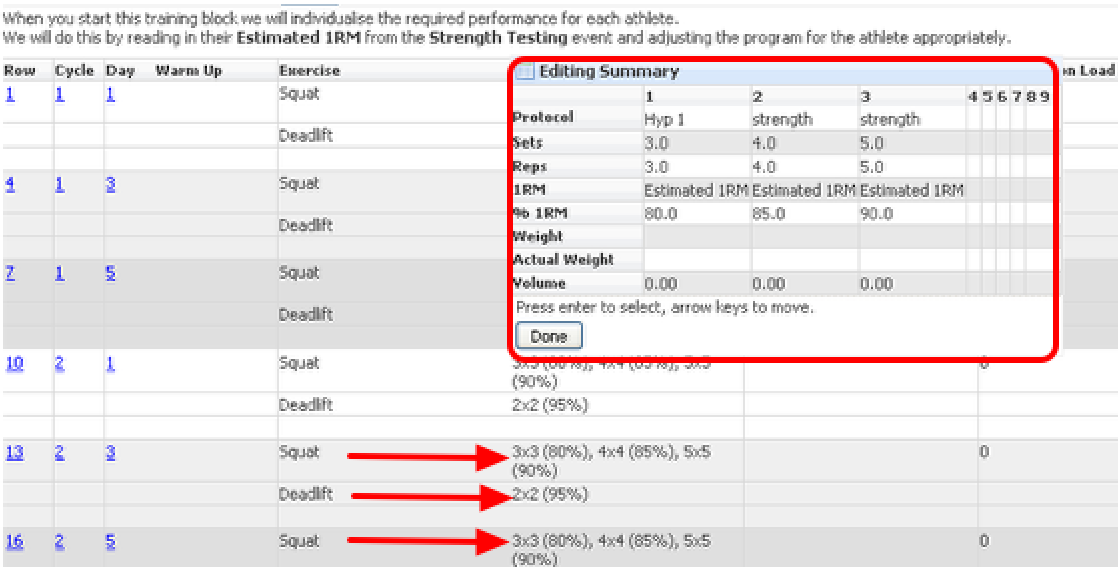
Copy and Paste a Day or Cycle



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.



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

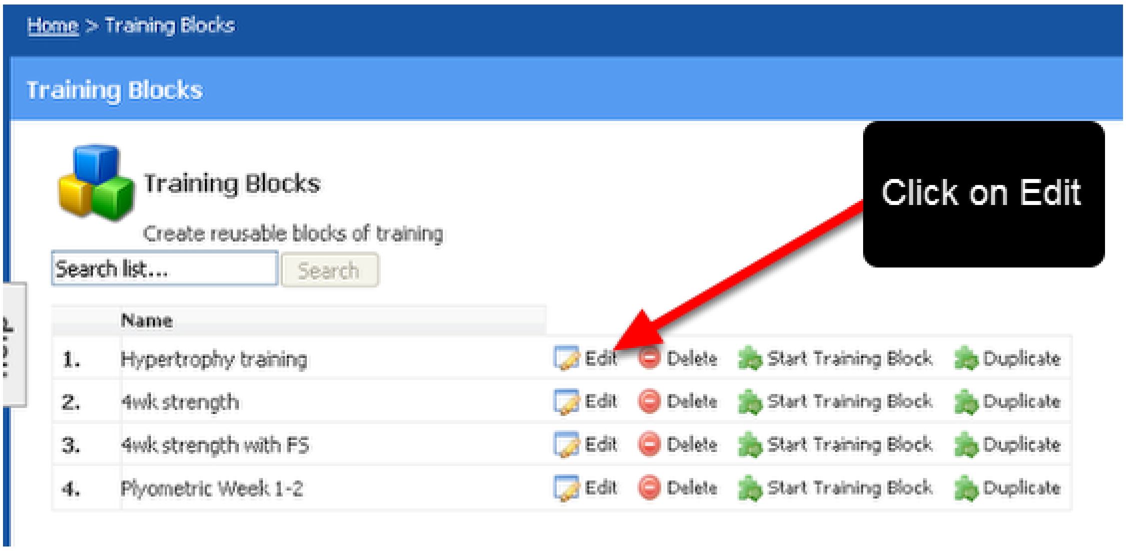
	2	5		Ankle bounce-DL	20.0	5.0	3.0
				3 steps + jump for height off 2 legs	20.0	3.0	8.0
				Barbell step ups		8.0	3.0
				Bent over donkey ankle bounces-SL		8.0	3.0

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**

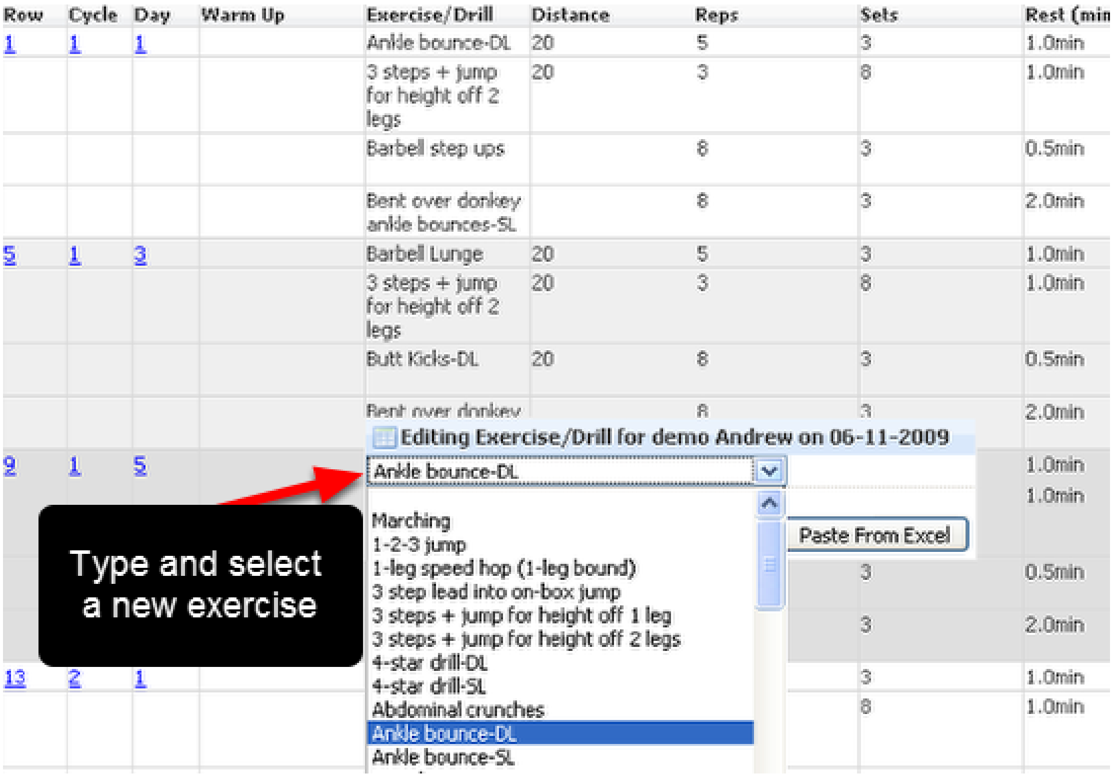
Edit a Training Block

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.

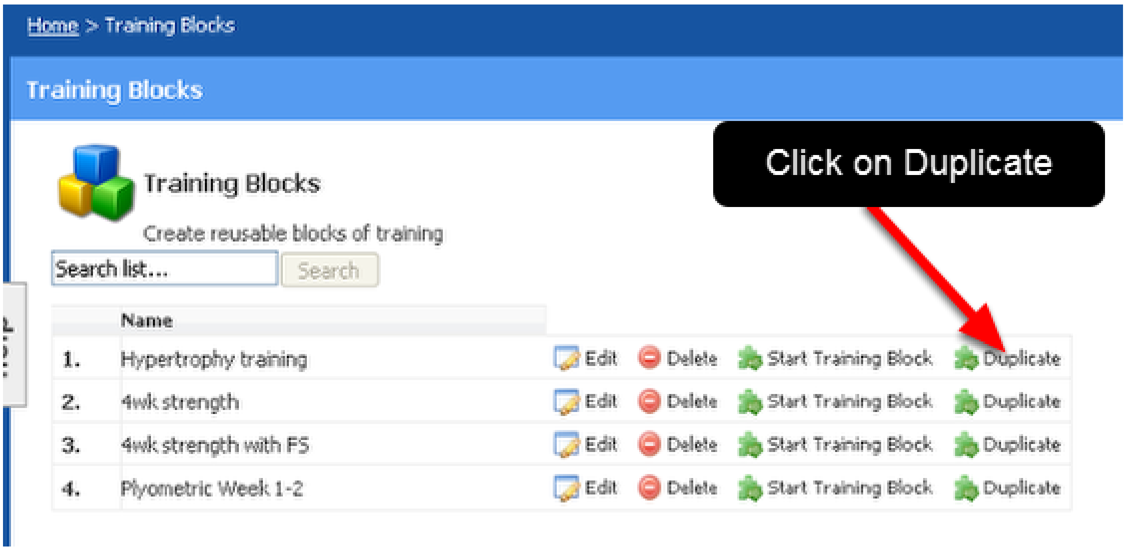
The Plan will show in the Table Layout. You can update any of the cells in the Table including exercises, or sets, distance etc. Remember to Save and Close when you have finished



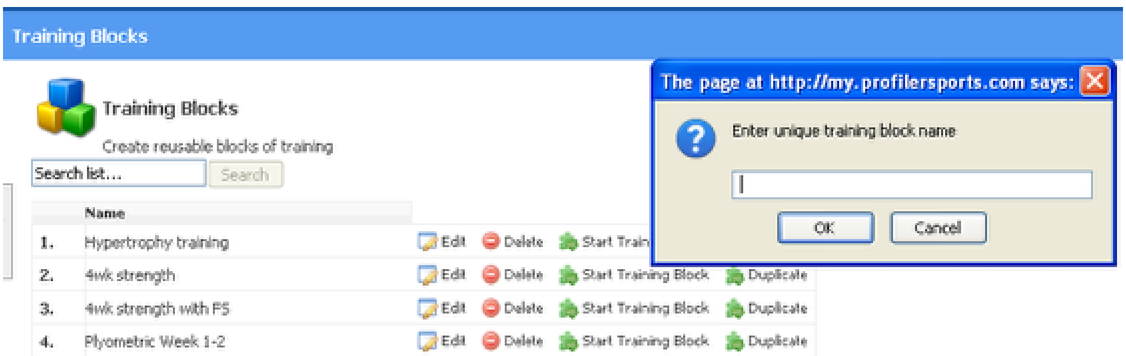
Duplicate or Delete an Existing Block from your Training Blocks Module

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



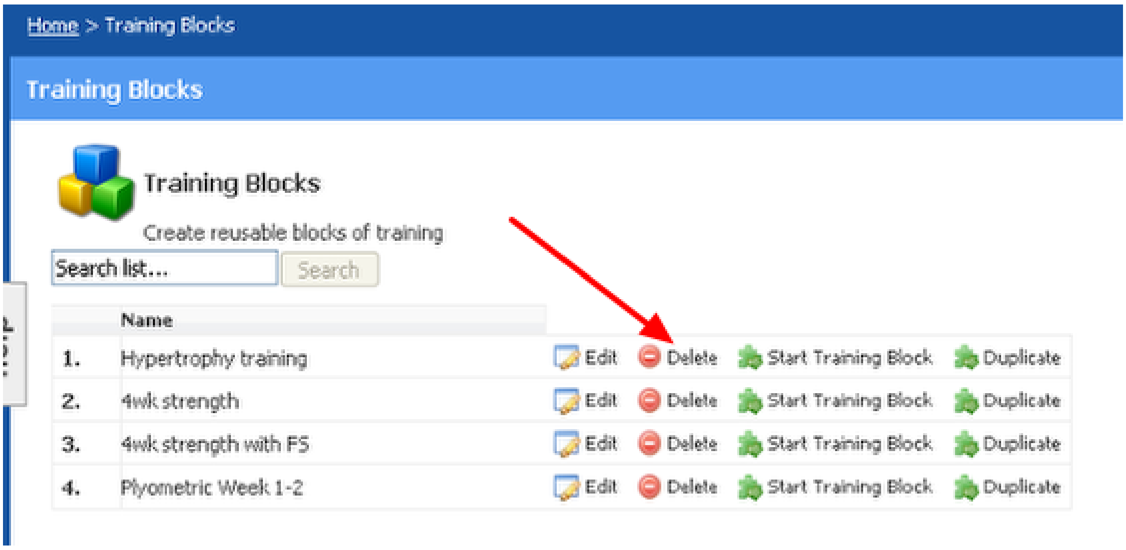
A pop up box will appear for users to enter in a new name of the block.

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 completed removed.

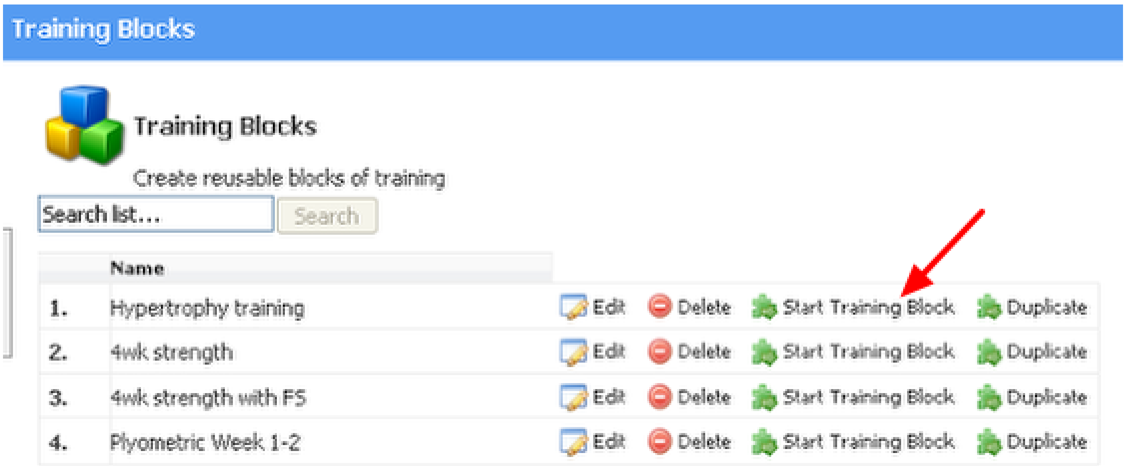


To delete a training block from your list click on "Delete" and the training block will be removed. If you had previously applied it to an athlete and they had entered data their data will not be deleted from the system. When you delete a training block from the Training Blocks page you do not wipe any of an athletes saved data.

Apply a Training Block or View applied Training Blocks

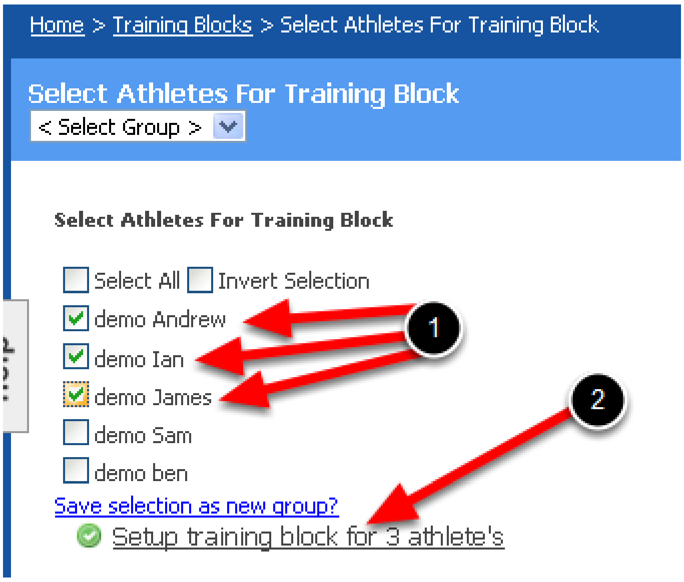
This is how to start a training block for an athlete or a group of athletes. This means the block of training will be applied to them and it will appear on their calendar and schedule.

Apply the Training Block to an Athlete or Group of Athletes



To apply a Training Block to an Athlete or a Group of Athletes, click on "Start Training Block".

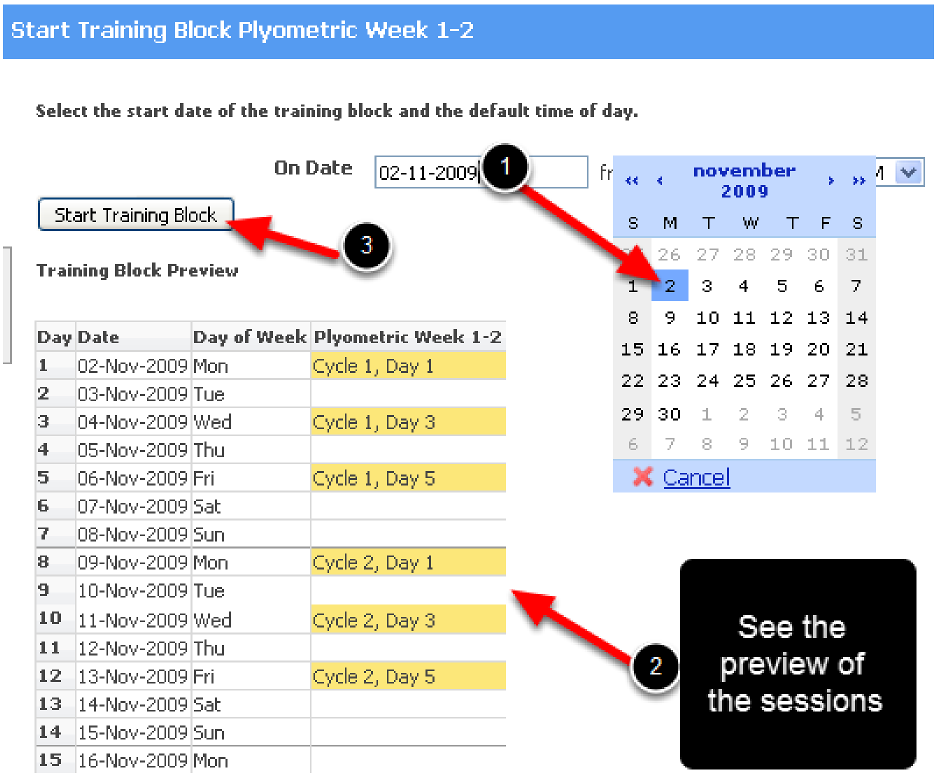
Select a Group of Athletes or a Single Athlete that you want the Block to be applied to



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.



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.

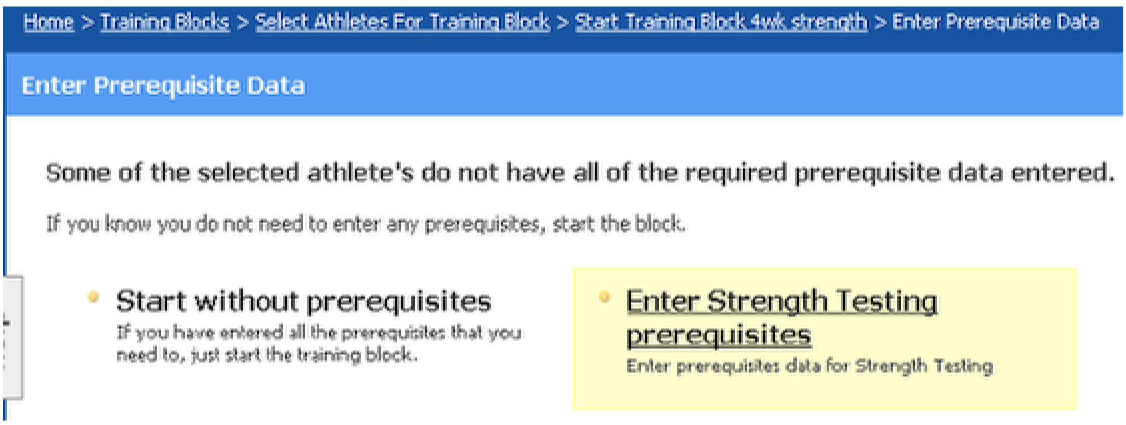
If the plan is linked to pre-requisite data, this will need to be entered. See the subsequent steps below.

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.

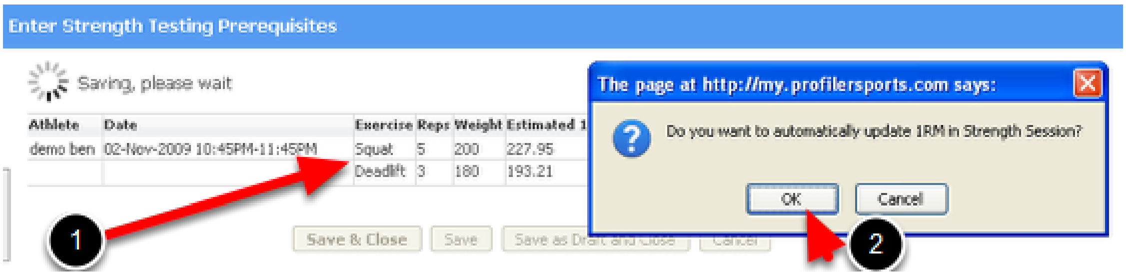
Some sessions may have other data that needs to be entered to be able to complete the session plan. For example, if a strength session is linked to 1RM max form, the athlete's 1RM's need to be updated before they start the plan. This is called a "prerequisite" because you need to enter the 1RM's before 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.

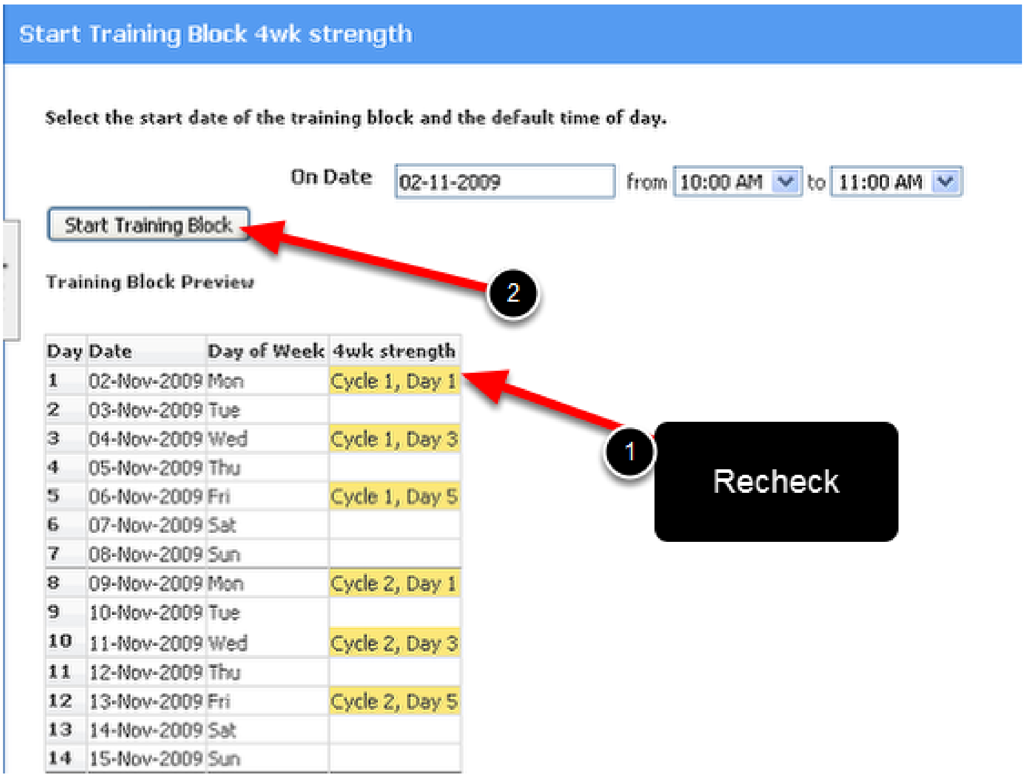


All of the prerequisite exercise/drills will be displayed for the user to enter in the athlete's 1RM data. If the user choose to enter for a group of athletes the correct exercises would be displayed for the entire group.

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"



Now press the "Start Training Block" button again after you have checked the dates and times.

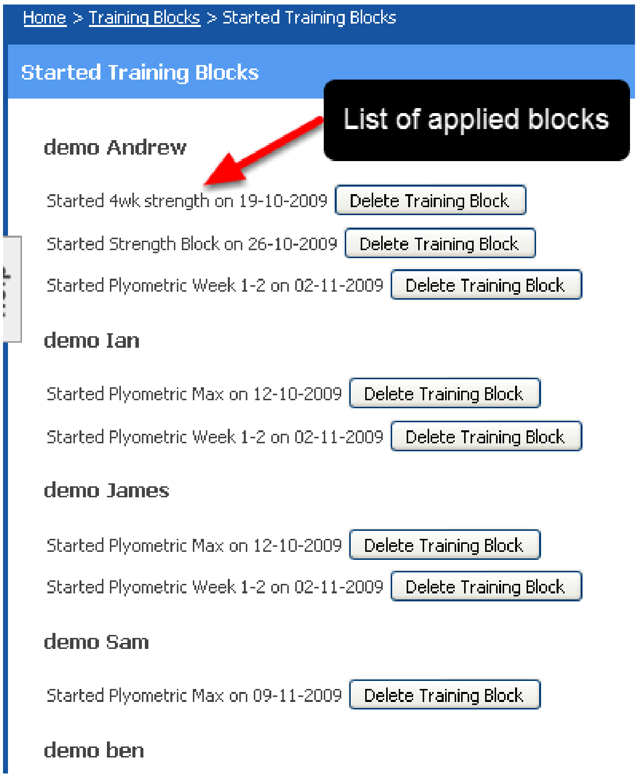
View Started Training Blocks or Delete a Training Block (from the Training Blocks Page or the Calendar)

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

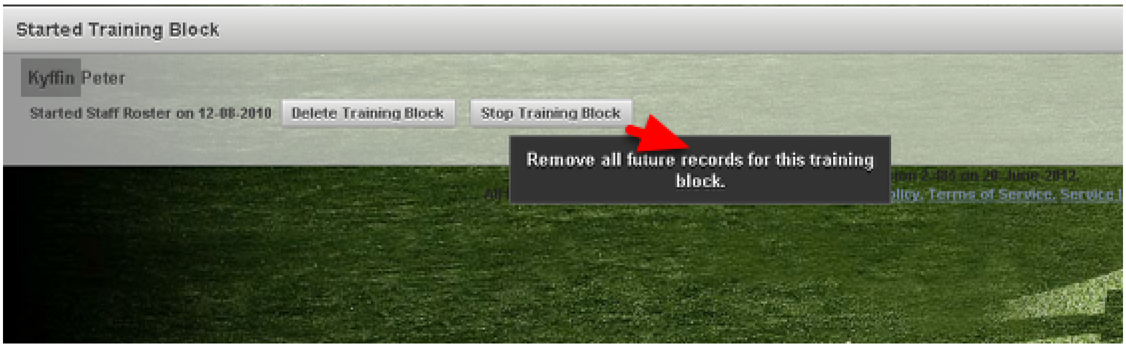


A complete list of plans by athlete will appear (as shown here).

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.

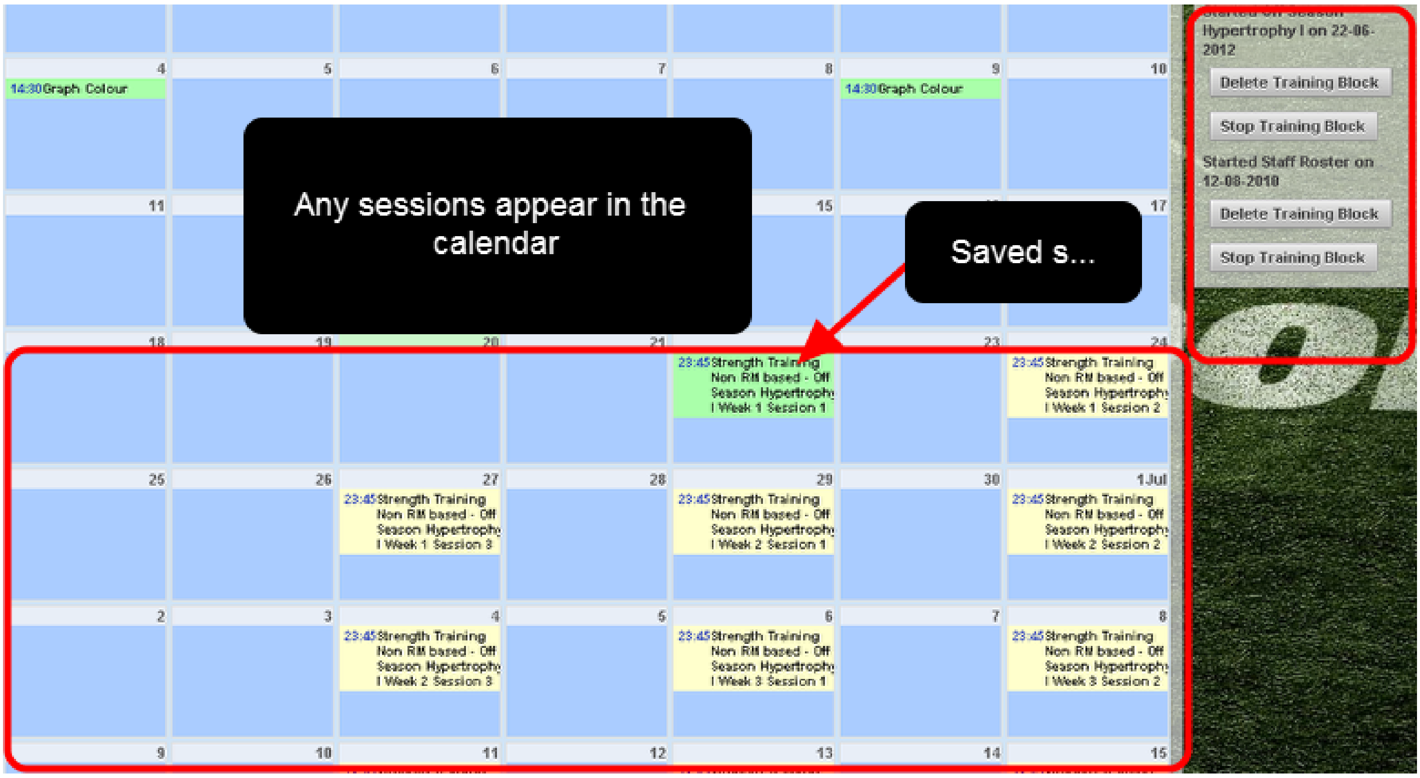
You can **Delete** an applied training block by clicking on "Delete Training Block". **All sessions that have been** opened schedule and "**Saved**" by the athlete/coach won't be deleted from the system. Any sessions that are scheduled (saved as a "Draft") will be removed from the system. This include 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.

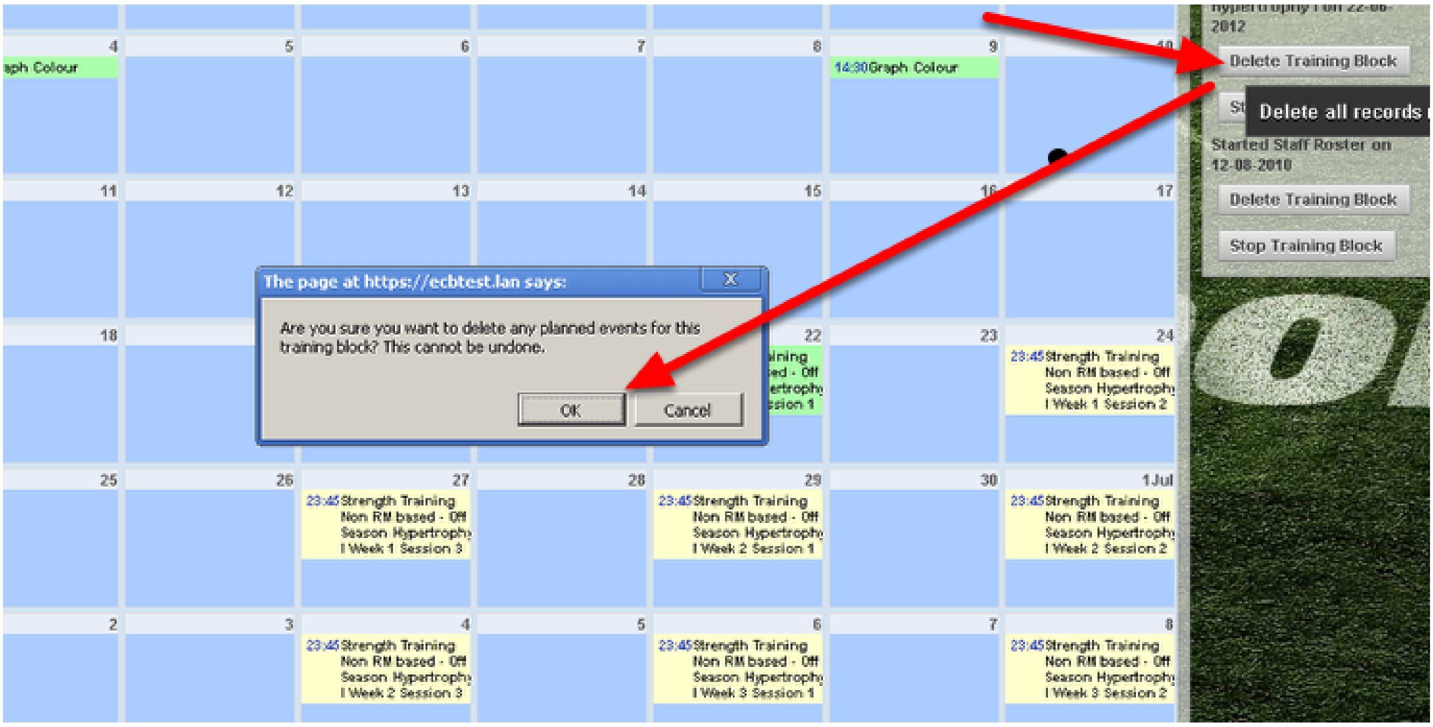
The Calendar Module also shows any training blocks that have been applied for a single athlete. The list appears on the right of the page. Any sessions appear scheduled in the Calendar



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.

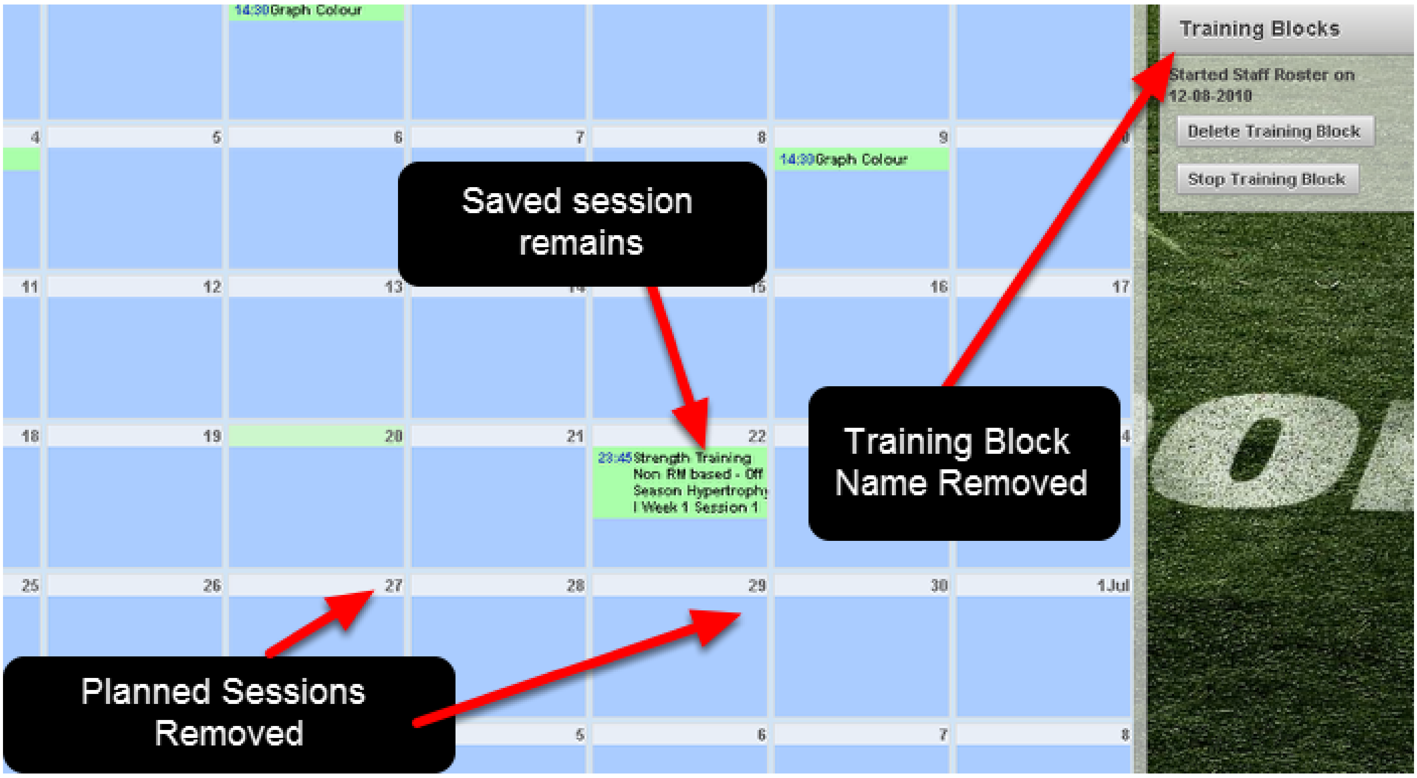
The athlete's calendar displays the actual sessions in orange as they are "planned" and when a user mouses over the name of the session, it is easy to see that the session is the first day of the first week. When a user wants to enter in that the session was completed they simply open the event and click 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

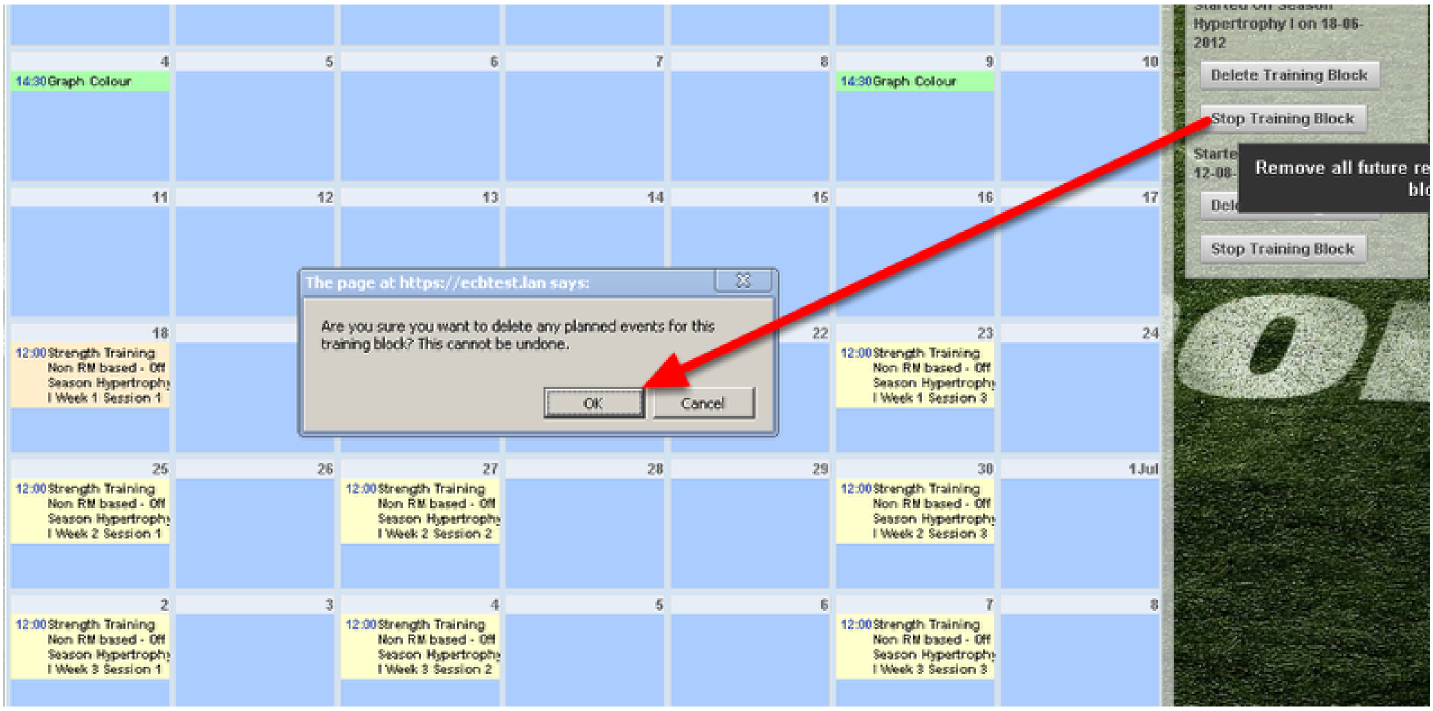


If you click on "Delete Training Block" on the Calendar Page, all sessions that are schedule as planned sessions (that have not been opened and saved) will be removed. This example shows that we are going to delete the Hypertrophy Training Block. Only one of the sessions has been opened and saved all 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

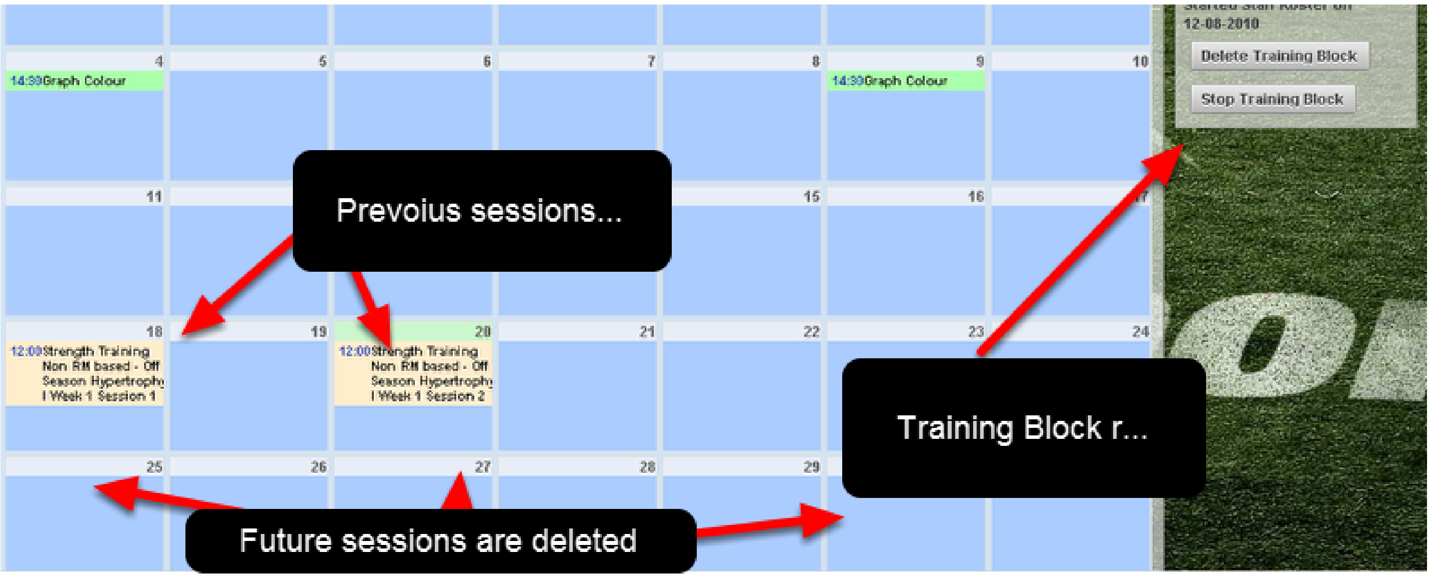


If you select to "Stop Training Block" instead of delete, only planned future sessions will be removed. The Training Block is removed from the Training Block list AND all future events are deleted



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

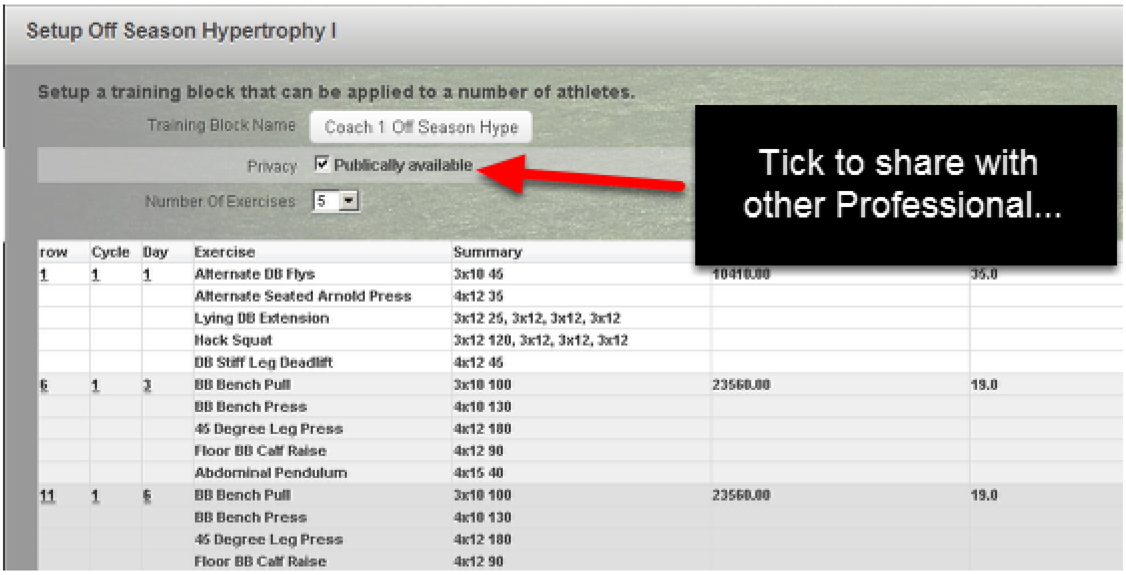
Previously, when you set up a training block, other users could see when it had been applied to an athlete, but they couldn't copy it or make use of it themselves. A new "Privacy" Tick box enables you to keep it private or share it.

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.

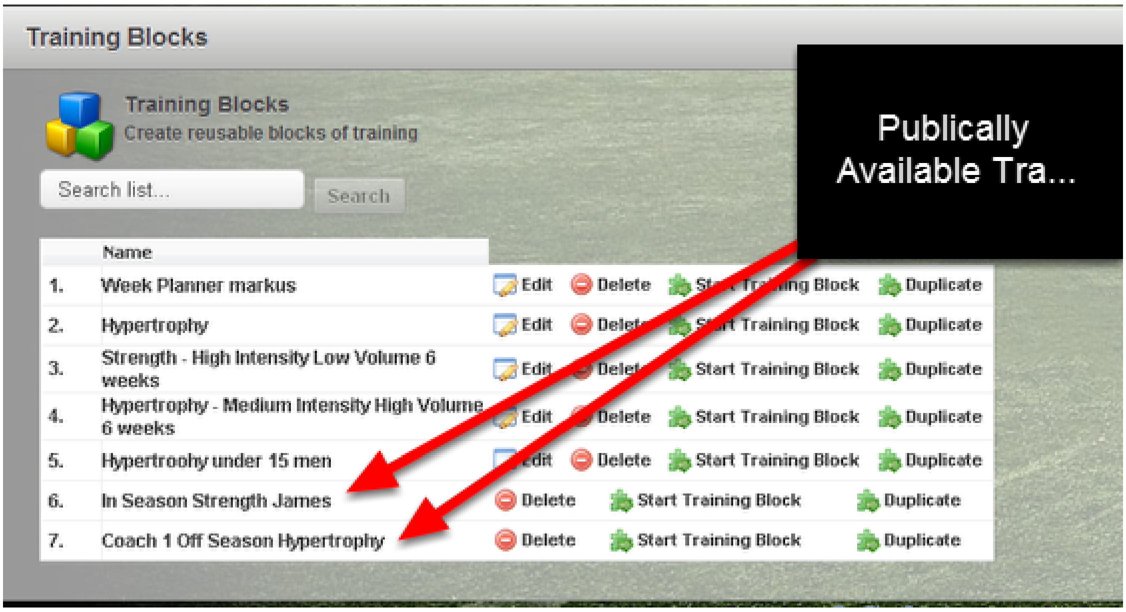
If you leave "Privacy -Publically available" unticked NO other users will be able to use this training block. It will not show in any other users training block list and they will not be able to duplicate or apply it.

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



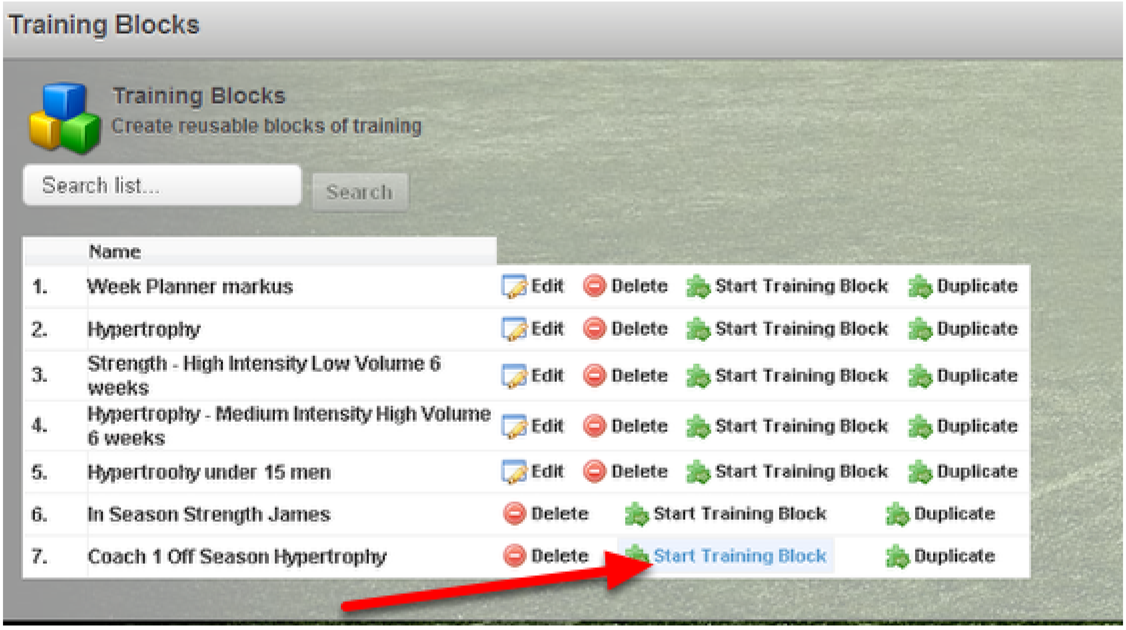
To enable other users to use and apply your training block, open an existing training block (by clicking on "Edit") then tick the "Privacy-Publically available" tick box and save the training block. It will now be available on other users Training Blocks Lists (as shown in the image below).

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



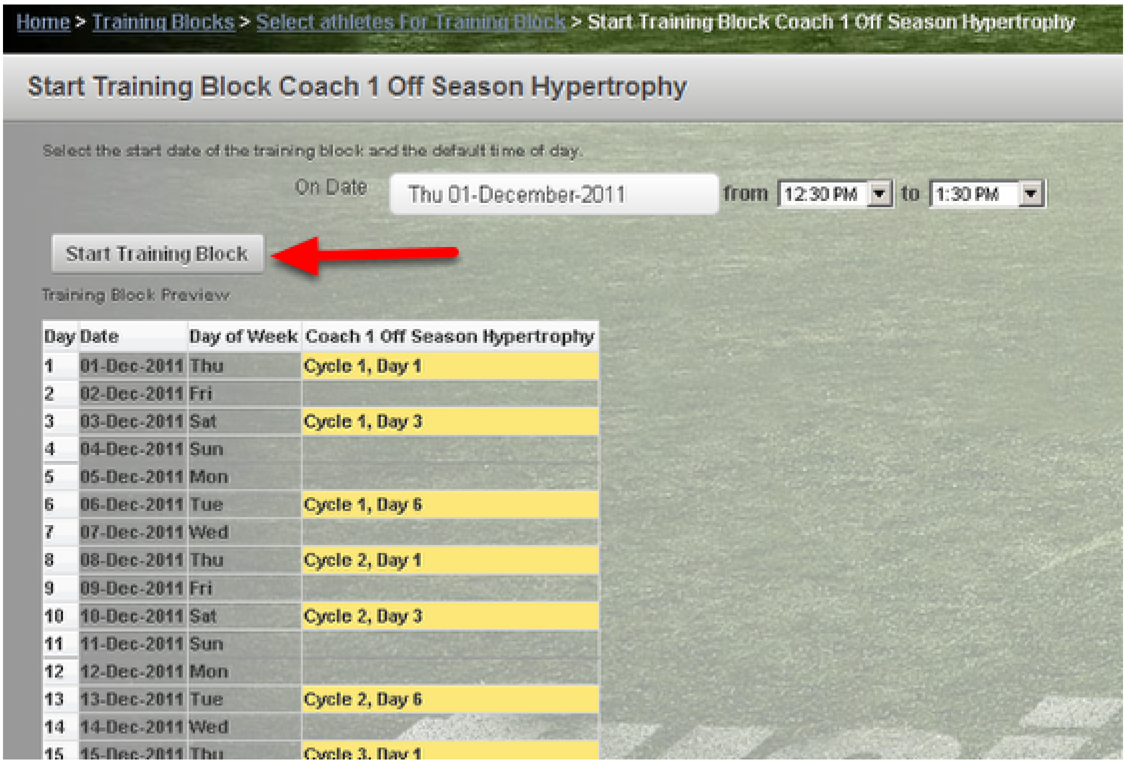
This example shows the In Season Strength James and the Coach 1 Off Season Hypertrophy Training Blocks have been shared by other professionals. This user can now apply these training blocks to their own athletes (as shown in the image below) by clicking on "Start Training Block". They can also duplicate the training block by clicking on "Duplicate".

Shared Training Blocks can be applied to their athletes.

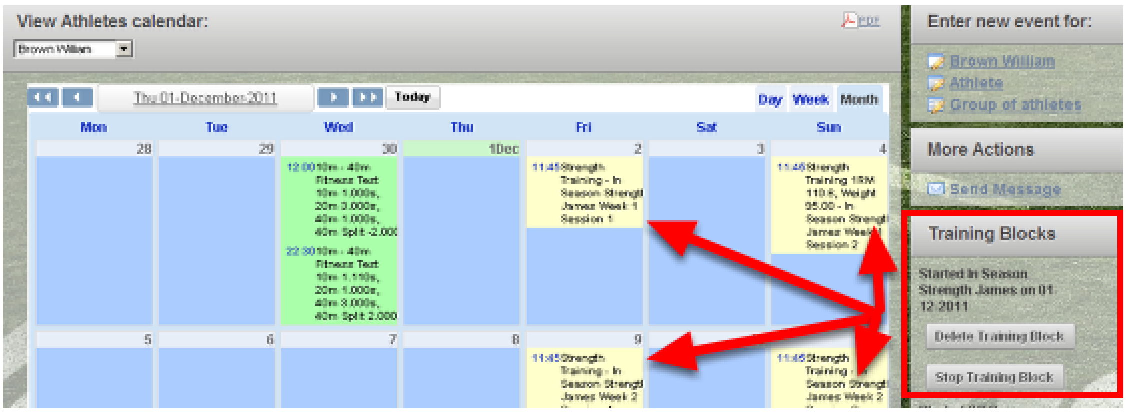


The example here shows that this user is applying a training block to their athletes by clicking on "Start Training Block".

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"

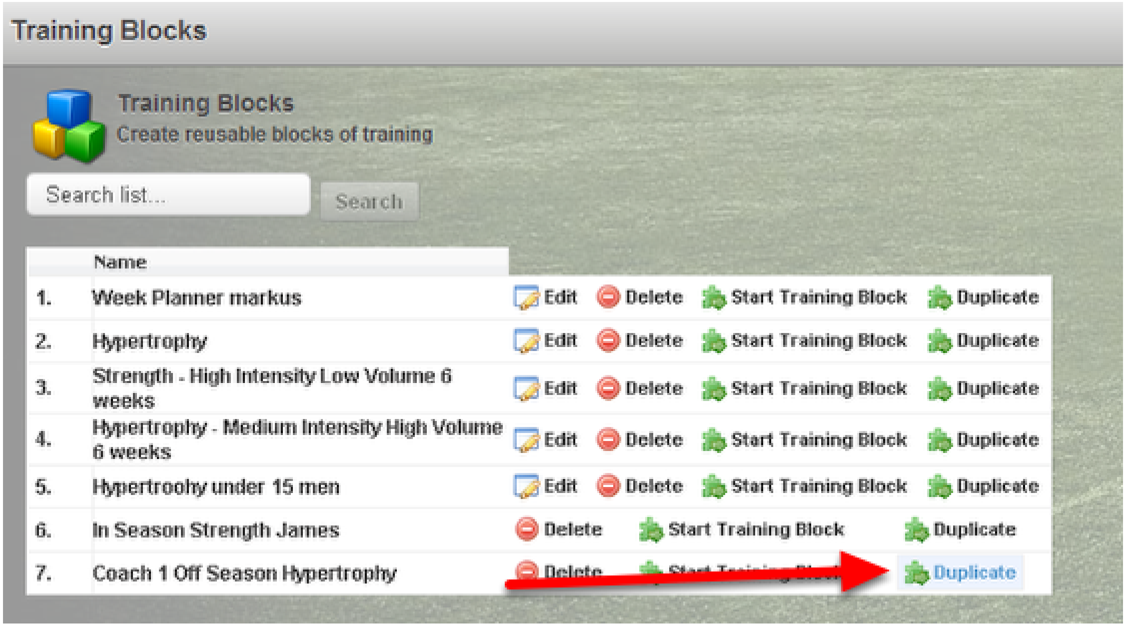


The Training Block will be applied

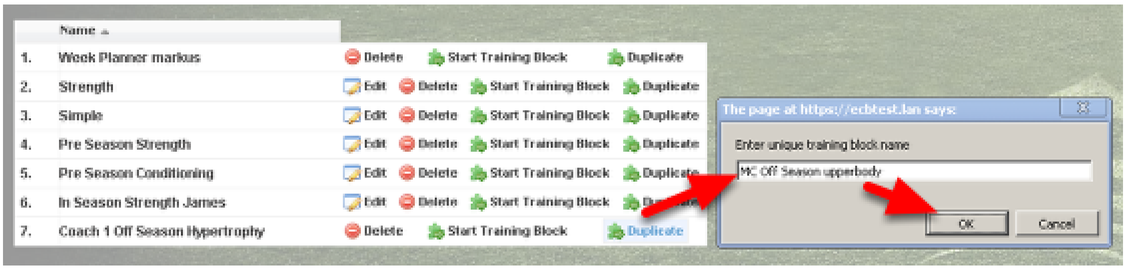


The image here shows the calendar of the athlete that they training block was applied to.

The user can copy the existing Training Block by clicking Duplicate

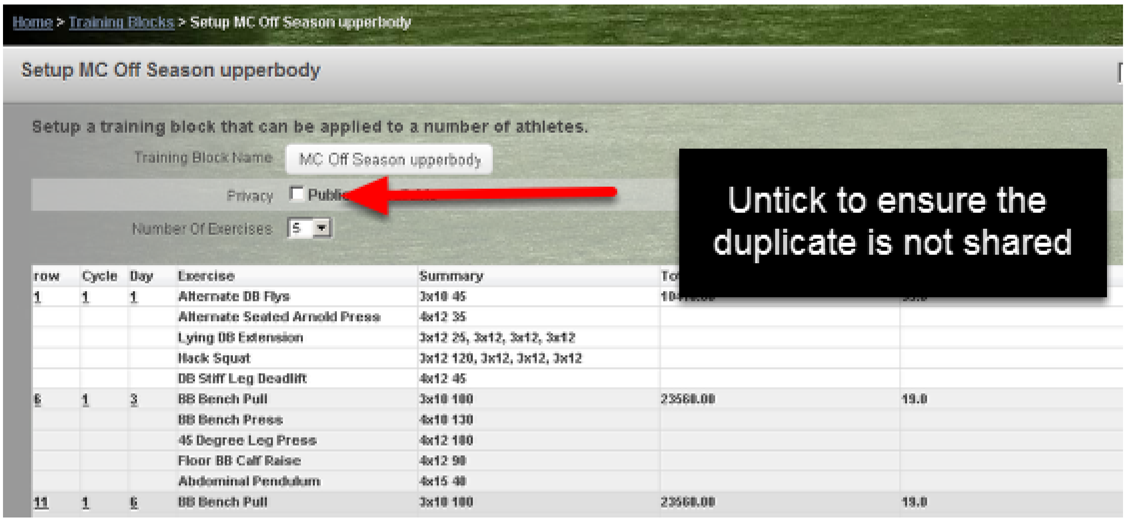


The duplicate needs to be renamed

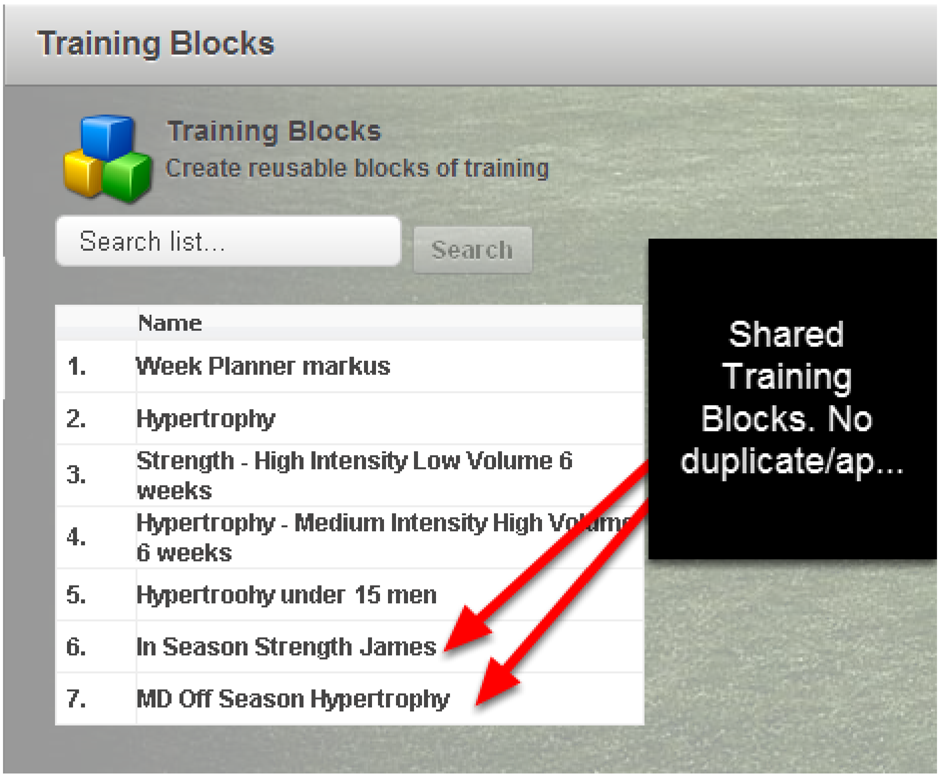


Remember that the original training block is set up to be Publicly Available, so the new duplicate will also be set to be publicly available.

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.



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.



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.

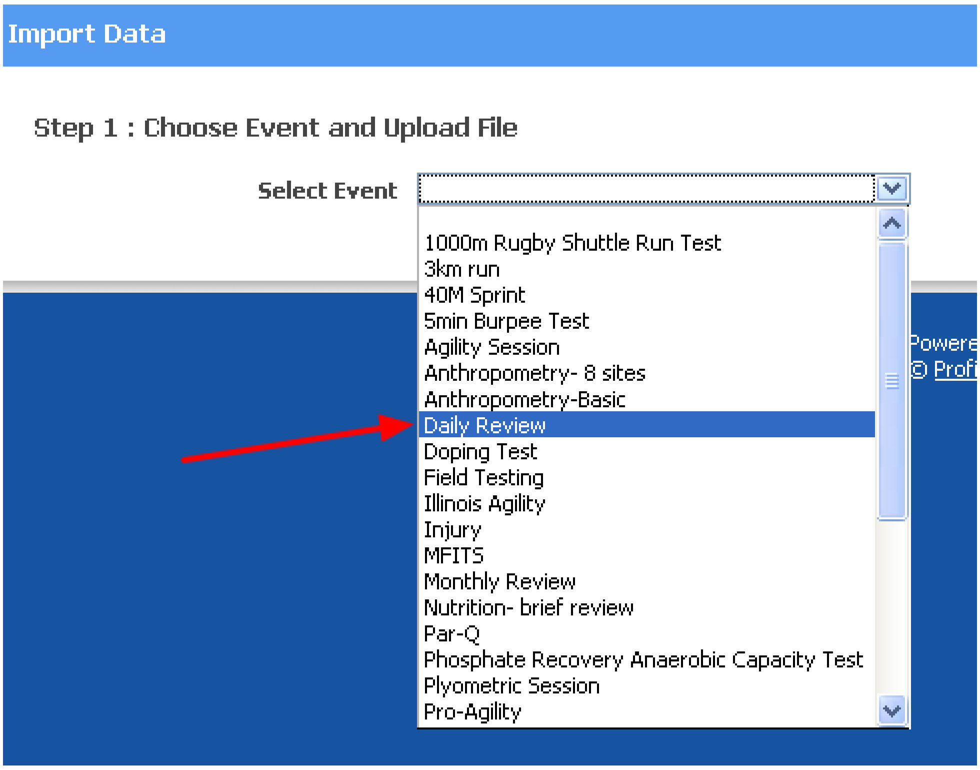
Importing information into the system via .csv file.

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

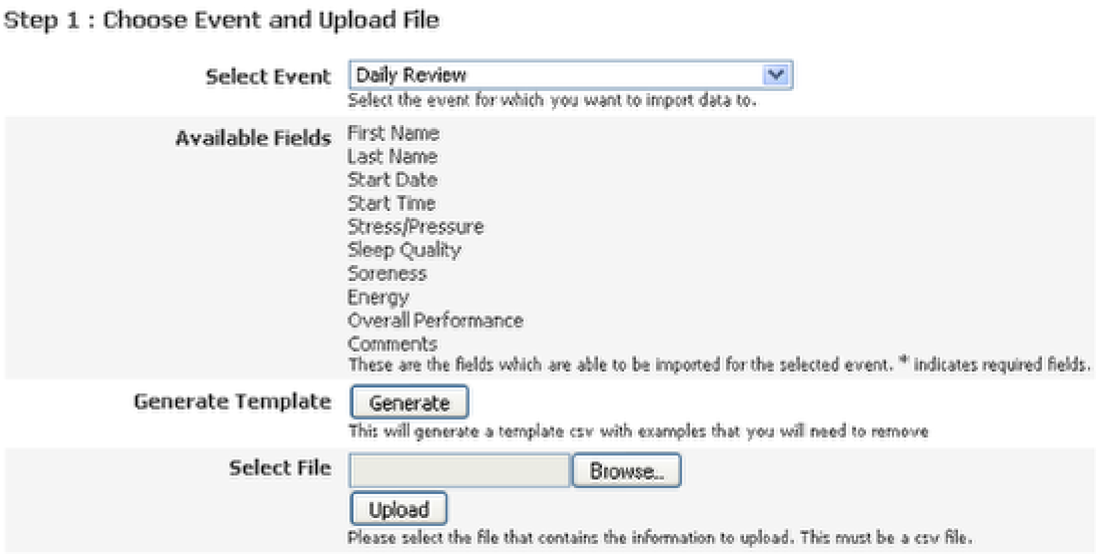
Select Event: choose the event information that you want to upload



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



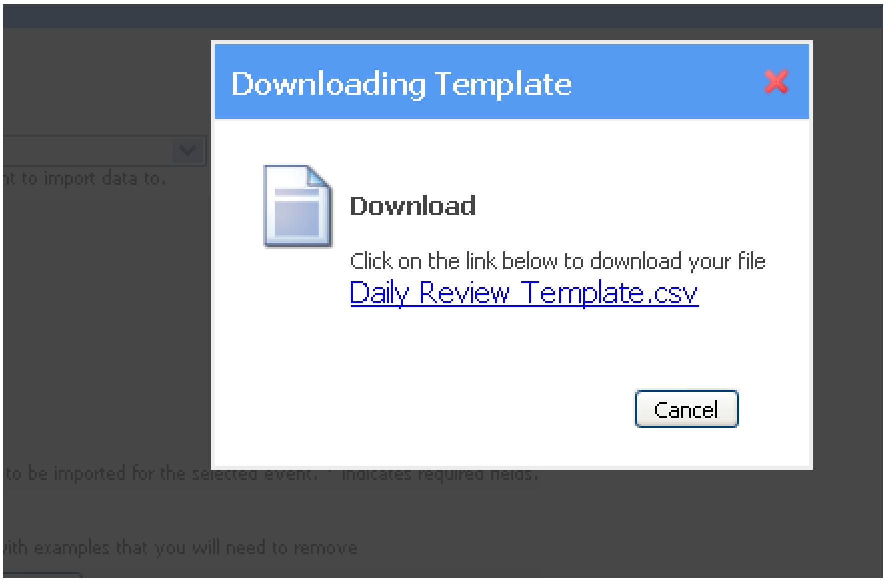
As soon as you select to import a specific type of information, the available fields list will show you what column names you will need to include when you import the data.

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).

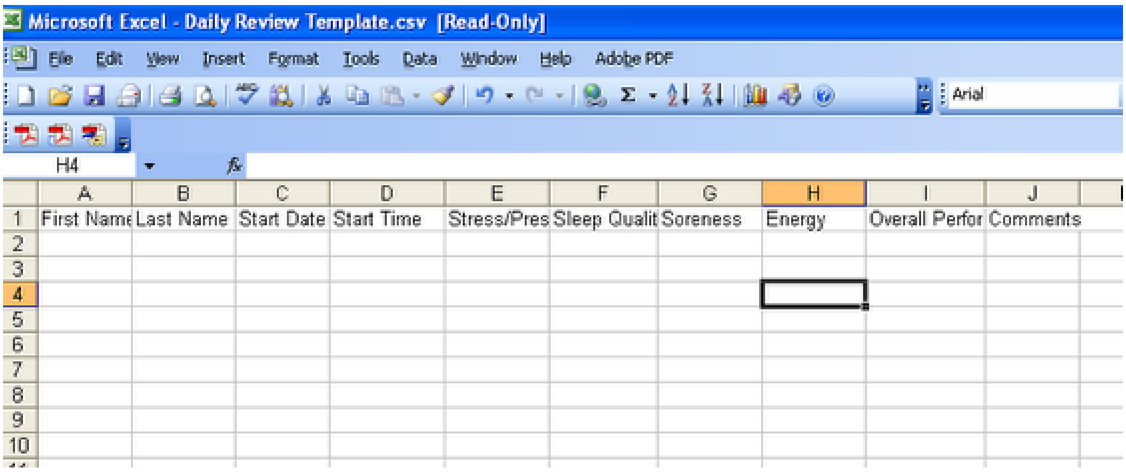
Get a complete picture of the data you can import



Click **Generate** to see the data you can import.

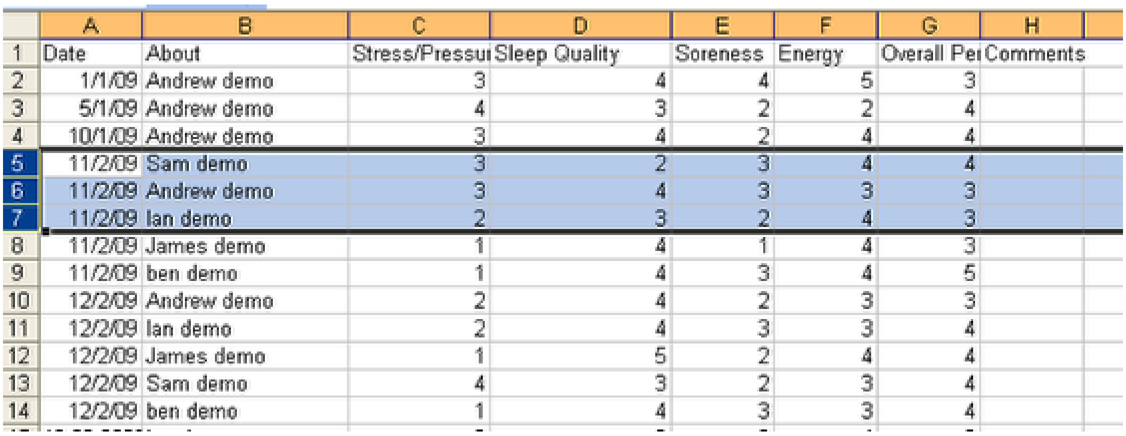
If you need to know how the data needs to be structured before it is imported, click on the "Generate" button and a Template will be created for you to open as a .csv file. Click on the blue link and the csv file will be available from your downloads where is can be opened

Template CSV example



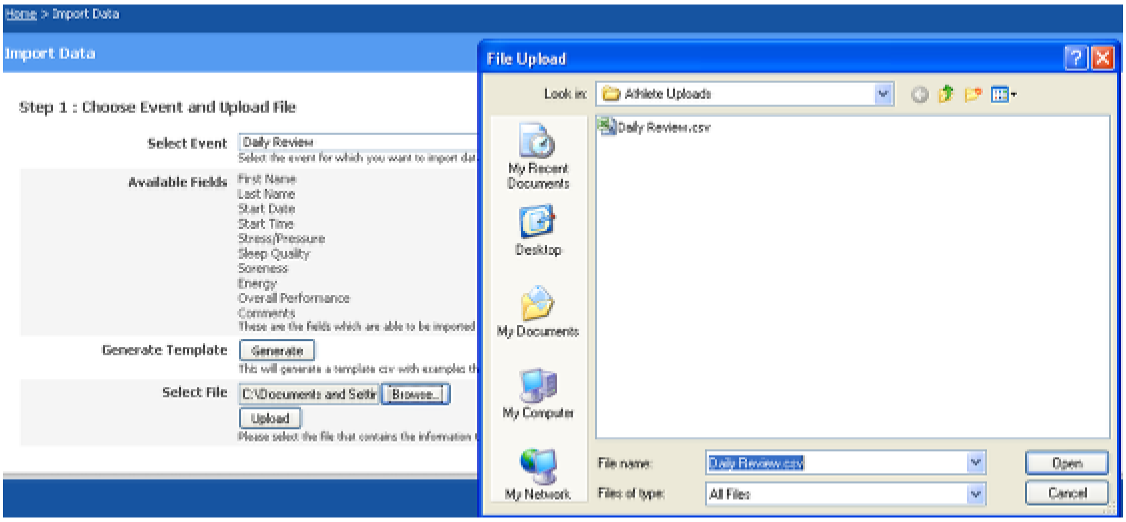
Each "Generate Template" will be different depending on the type of information you are importing. The example here shows that as the Stress/Pressure etc fields are numeric. If the fields were a drop down or single selection, these selections would be listed here as well underneath each of the field 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 Pe	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



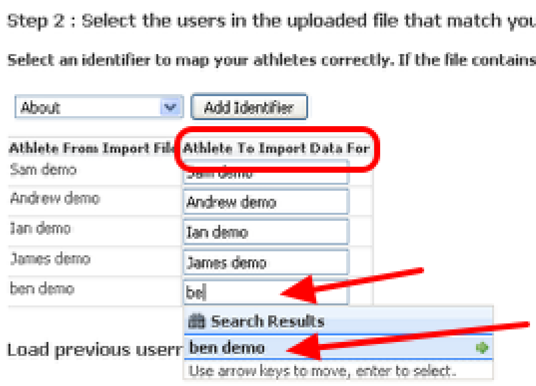
When you have formatted your spreadsheet to include the athletes name, date and time of entry followed by the form fields, you can start to import your data.

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



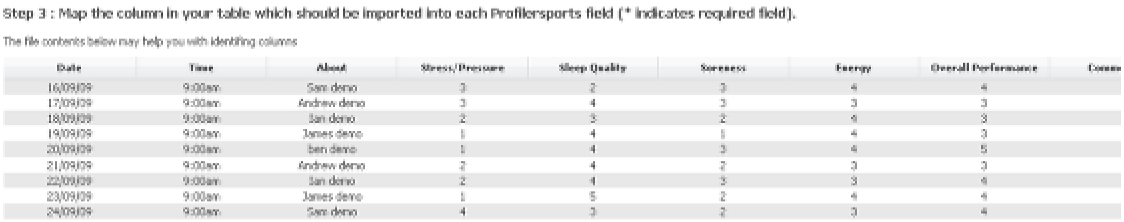
The system will automatically try and match the users on the system, with the usernames you just entered. If their name does not appear in the "Athlete to Import Data For" box, you can just start typing in the athlete's name into the box and all possible matches will appear. The example above shows that 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"

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

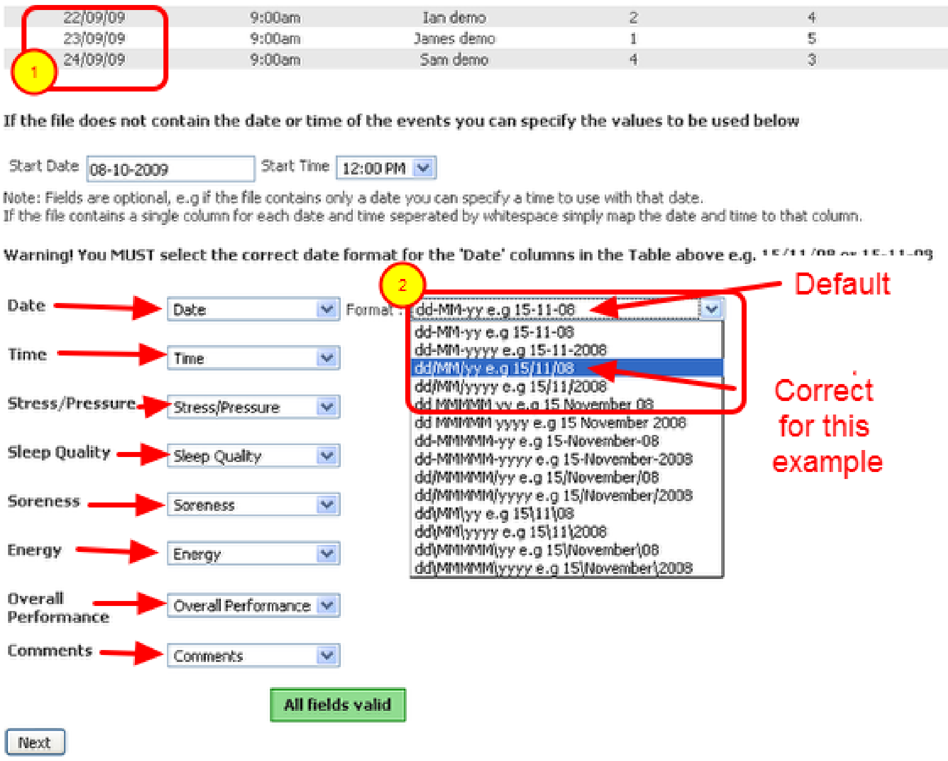

Step 3 : Map the column in your table which should be imported into each Profilersports field (* indicates required field).

The file contents below may help you with identifying columns

Date	Time	About	Stress/Pressure	Sleep Quality	Soreness	Energy	Overall Performance	Comm
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	Ian 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	Ian demo	2	4	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



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.

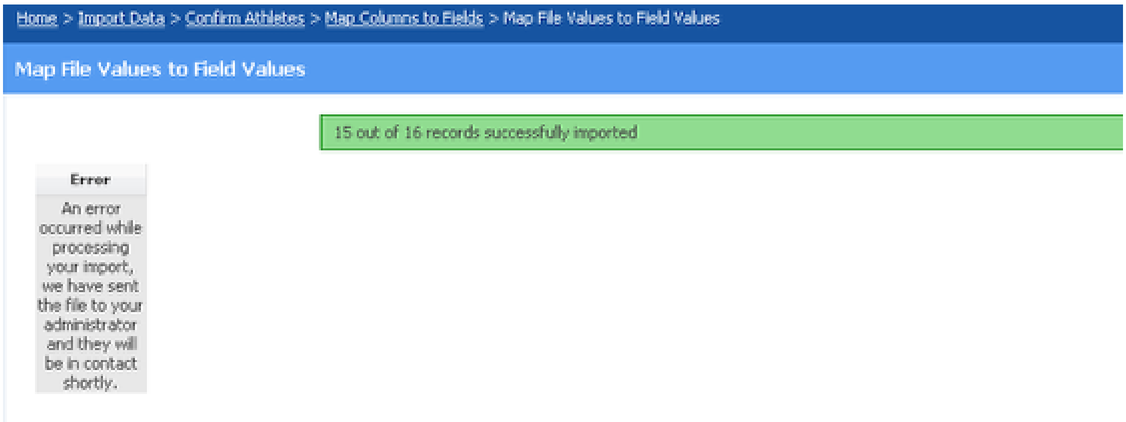
For this example the date format (in box #1) is 24/09/09. The default date setting for the Date format match (box #2) is dd-MM-yy e.g.15-11-08. These two formats ARE DIFFERENT. You need to match the formats so that they are the SAME. This means you would need to click on the dd/MM/yy e.g. 15/11/08 in 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



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.

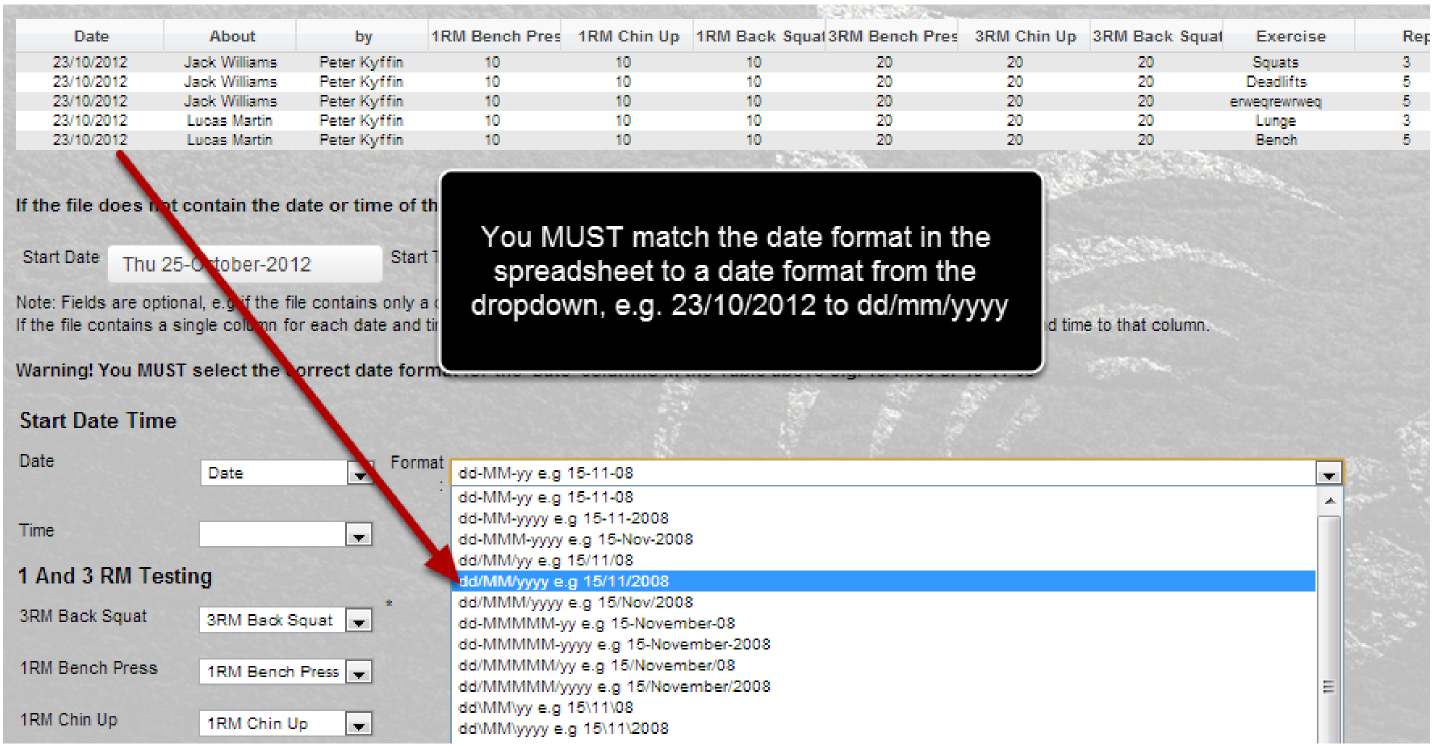
Event if the import loading bar seems to be taking a while to map the values and import the data, do NOT cancel the import

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; t 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.

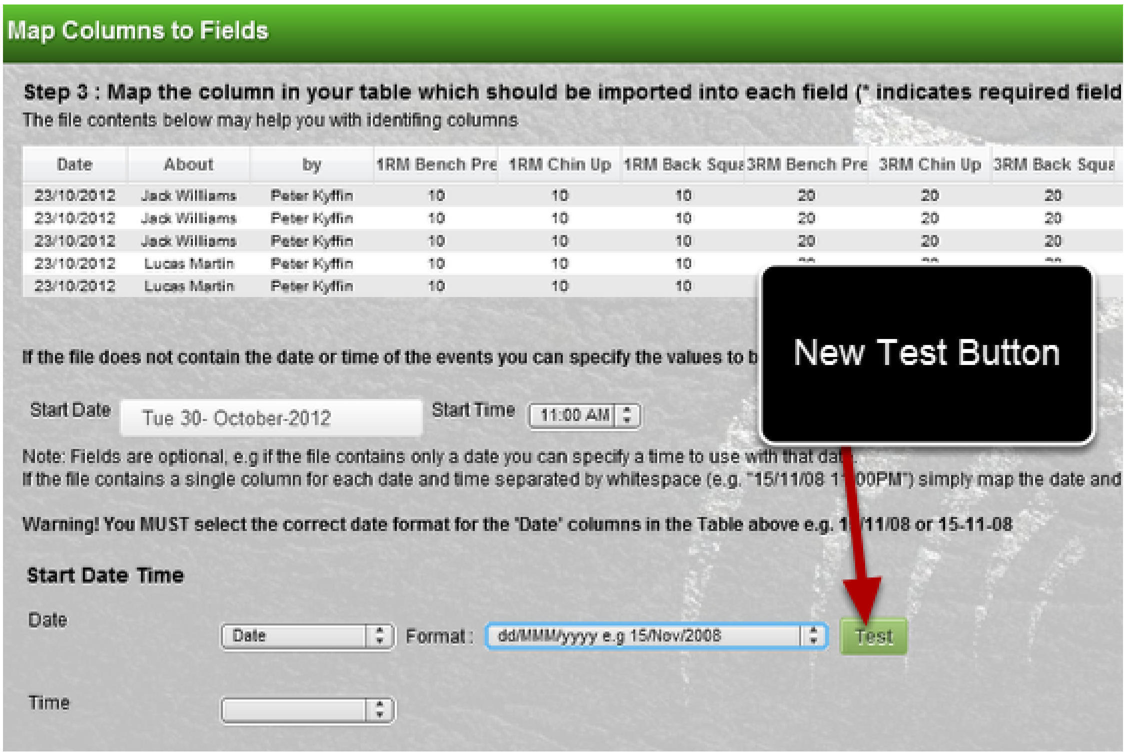
New Date Import Test check capability

When you import in new data you must carefully match the date format to the format of your csv spreadsheet.

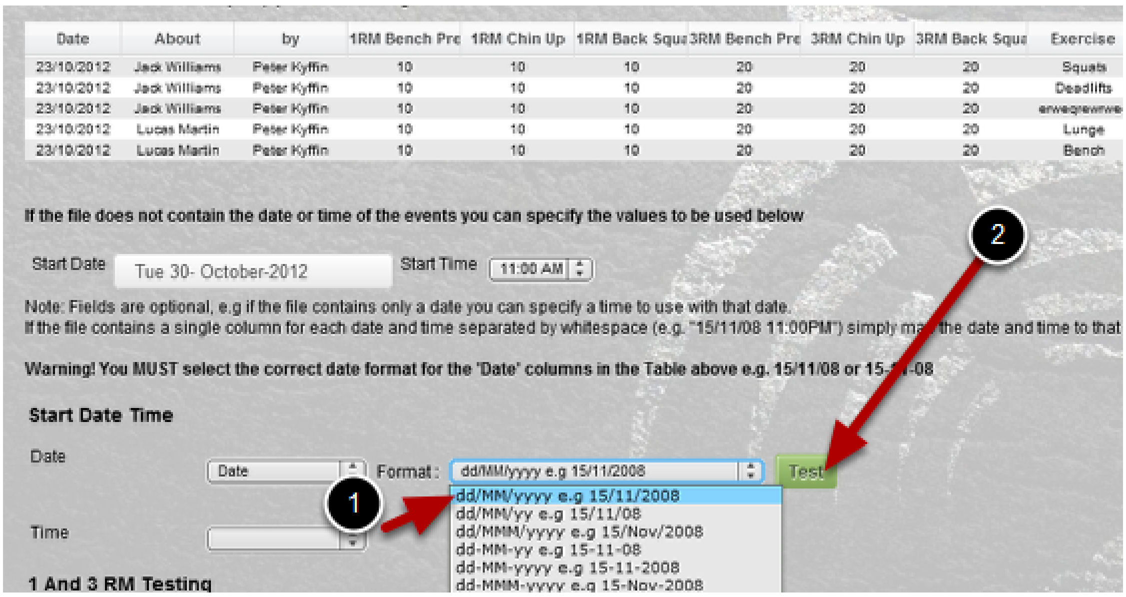


If you did not map the dates correctly an error would occur and none of the data would be imported or it might be imported for the wrong date period!

There is now a new Test button to help you map across the date fields accurately



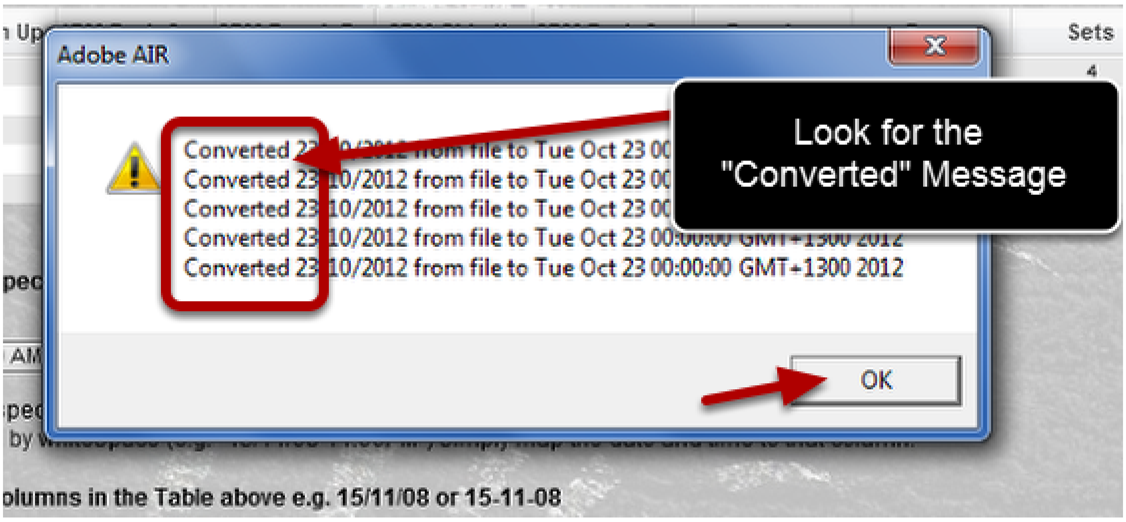
Select the Date format that you think matches the Date format from your spreadsheet and click on "Test"



#1: Click on the dropdown and match the date format from your spreadsheet to a format from the dropdown.

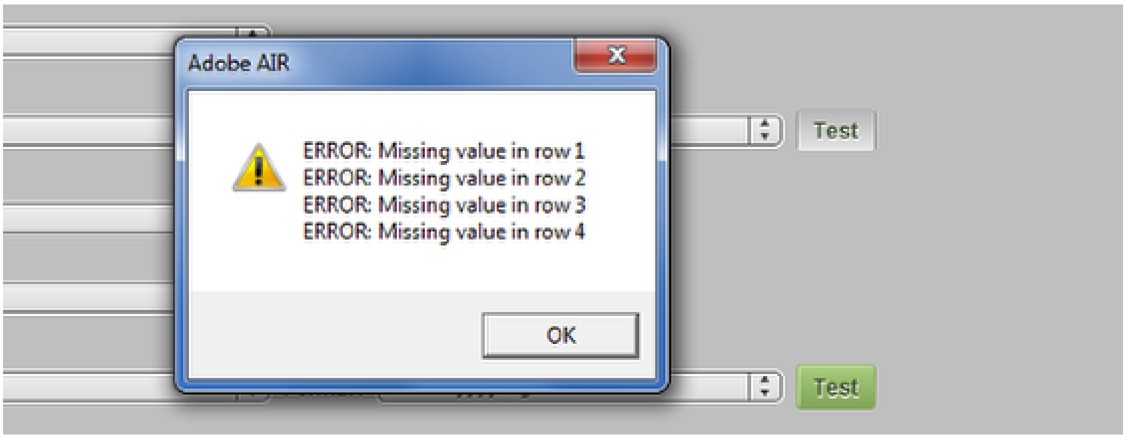
#2: Click on the Test button.

If the message that appears says "Converted" you have selected the correct date format.



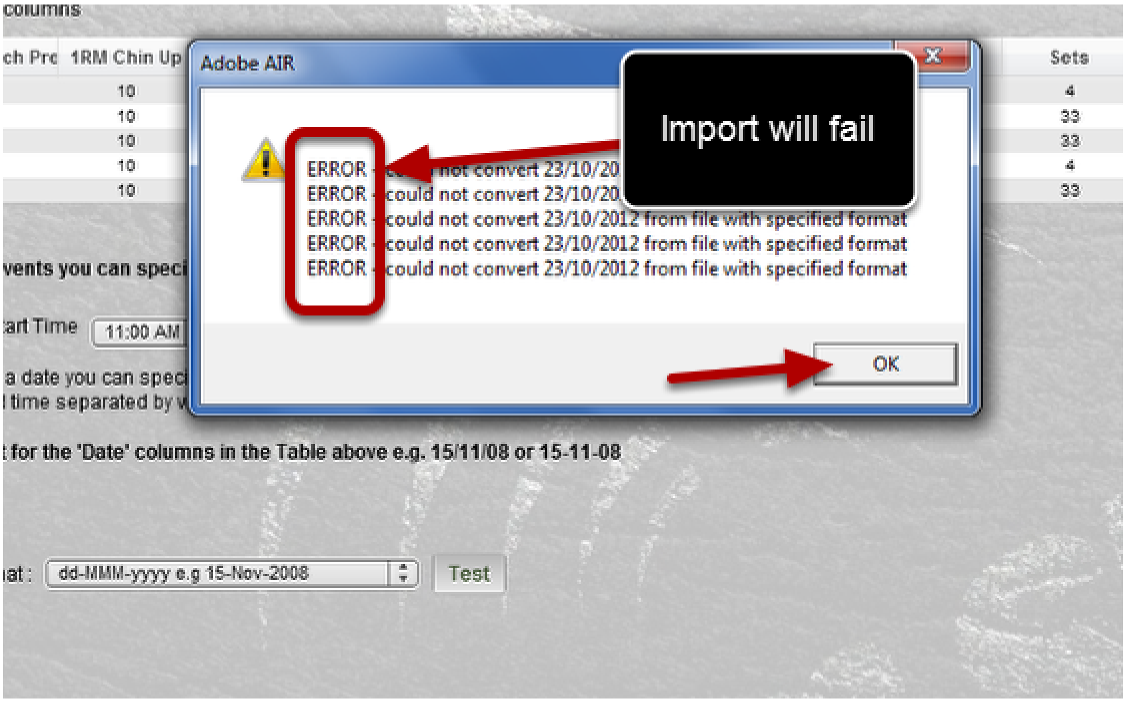
Look for the Converted message and also check that it will import for the correct date (GMT is short for Greenwich Mean Time). Click OK and continue with the import.

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



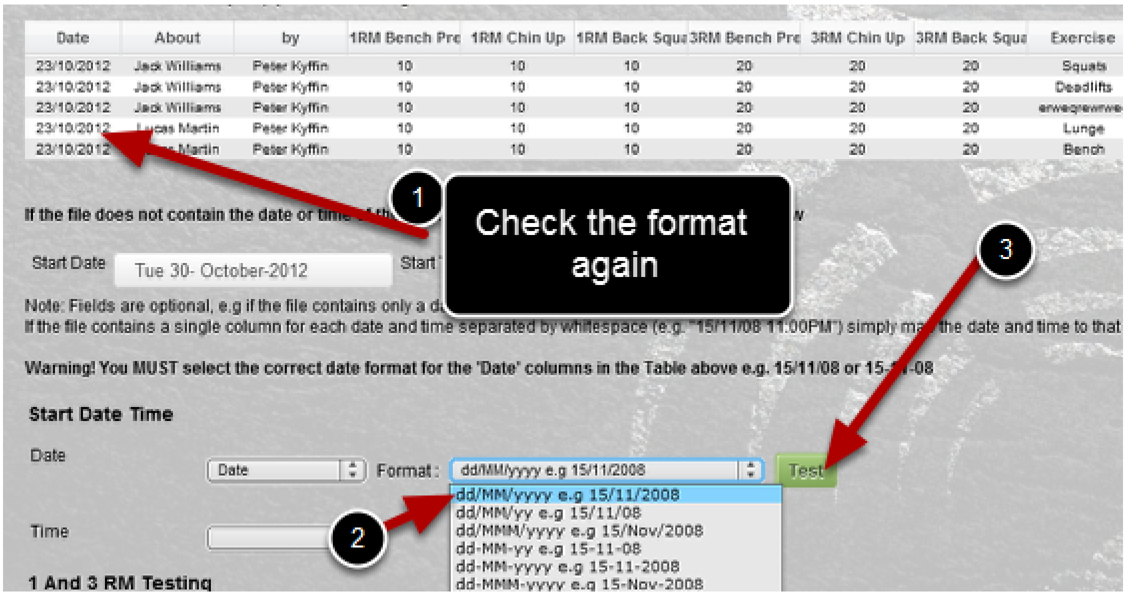
The image here shows the message "ERROR: Missing value in row 1, 2,, 3 etc). This means that the system is trying to correctly match the dates from one of the date columns, but there was no data in that column row to map to. You will see this error when you have a blank cell in a date column. As long 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



#1: Look at your date format again

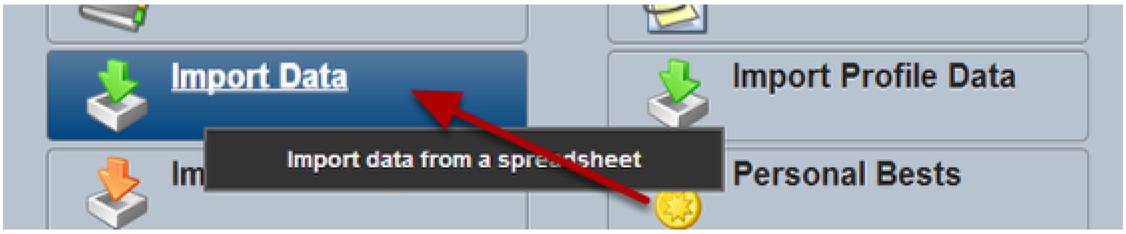
#2: Click on the dropdown and select a different date format that matches your spreadsheet

#3: Click on the Test button

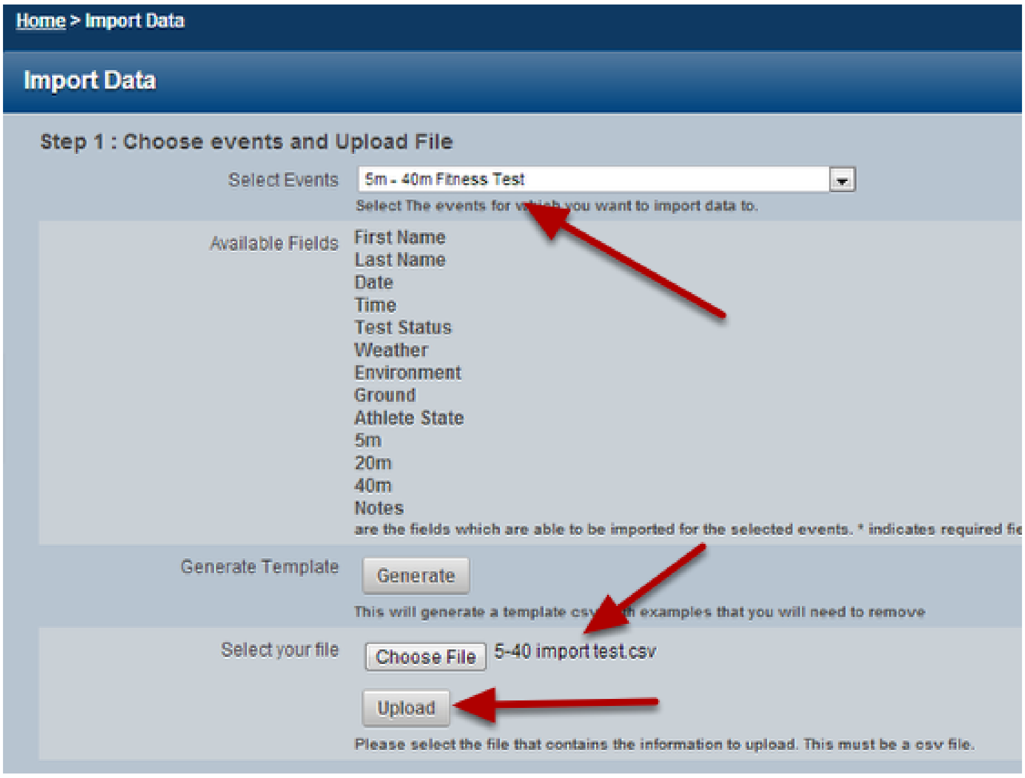
-If "Converted" appears in message continue with the import. If "Error-could not convert" appears keep on trying different formats.

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

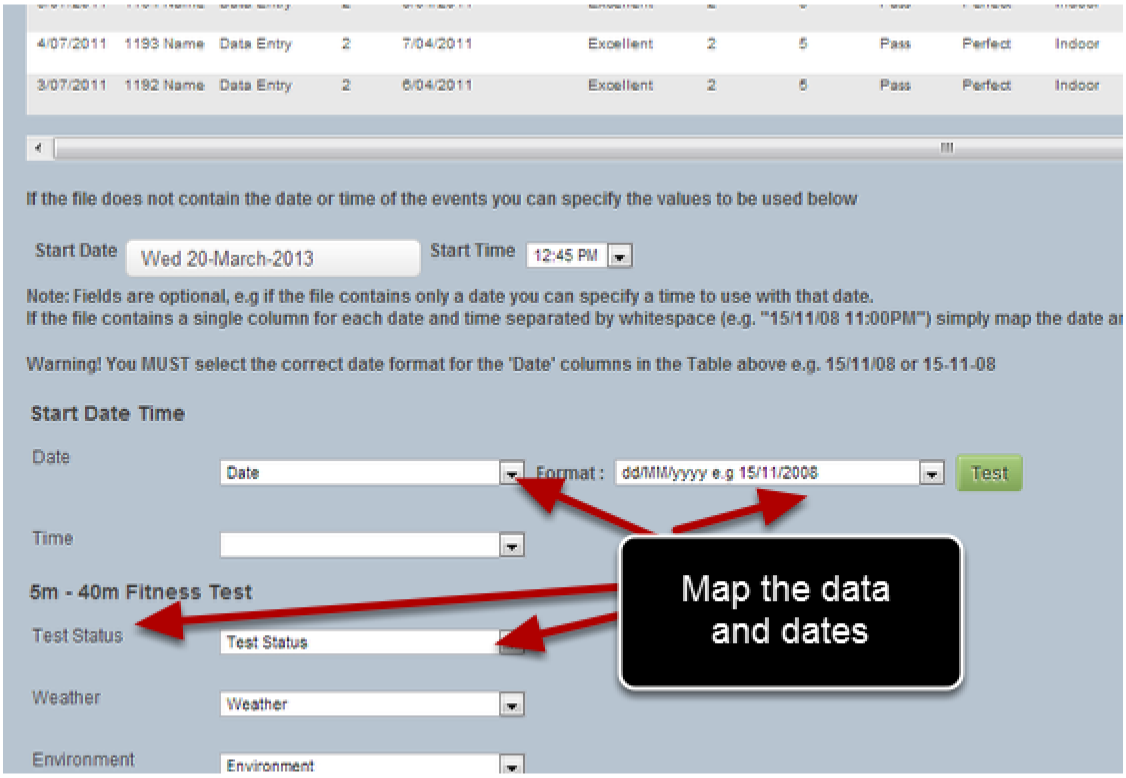


When you import in data for over 1000 athletes, all of the athlete's names will appear in the usermapping step (previously it was paginated and you had to select to view them)

It will take between 15-30 seconds for the usenames 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.

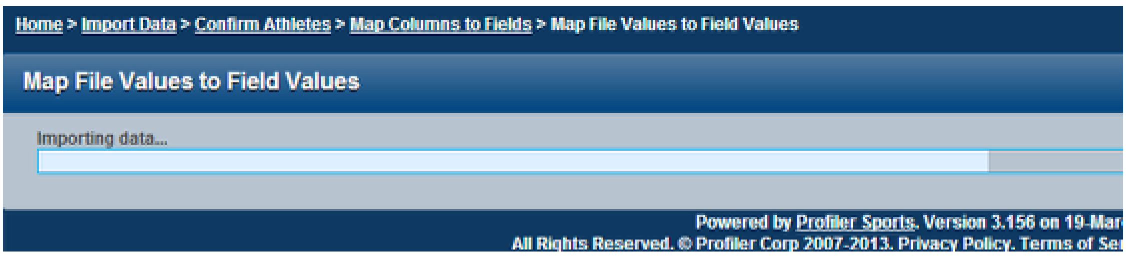
Click on Next

The data mapping page will load and you can map across the fields



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 import process has been sped up considerably, but depending on the number of records it may take between 2-5 minutes. Please be patient.

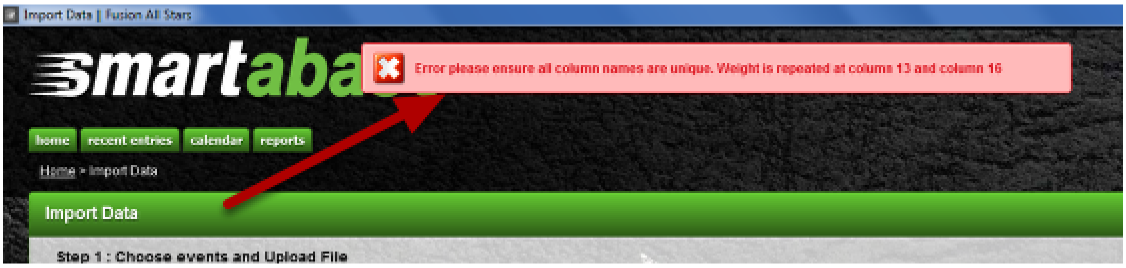
N.B. The installed offline system will be slower to import on compared to the online systems. Also, you will have to resynchronise all of the imported data back to online. Try and do large file imports online.

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

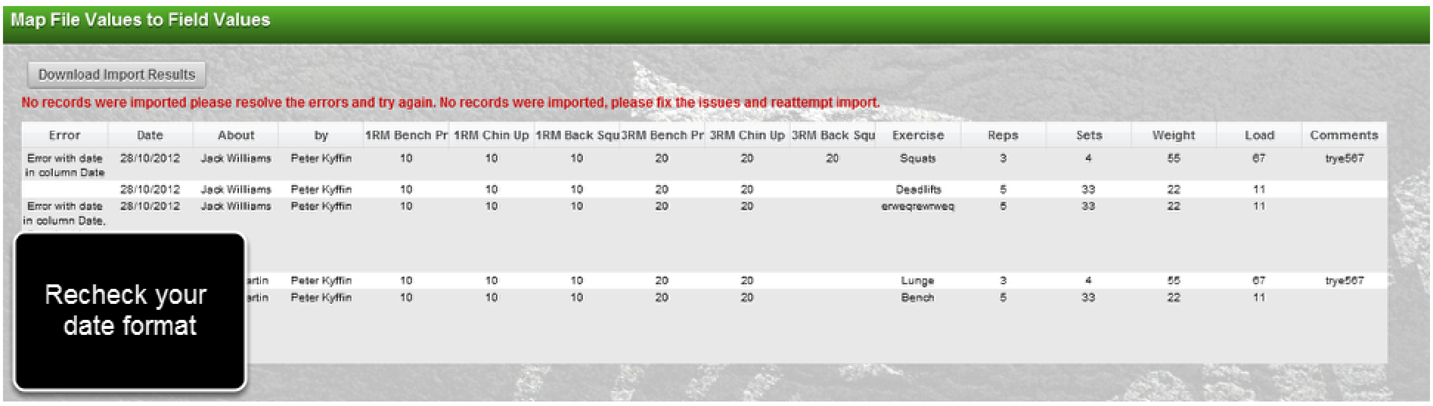
If you import in date and there is existing data (a duplicate), you mapped across the dates incorrectly, there is a duplicate column name, or a required field data is missing the import will fail or some records will not be imported. The following steps show you the messages that appear based on the 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



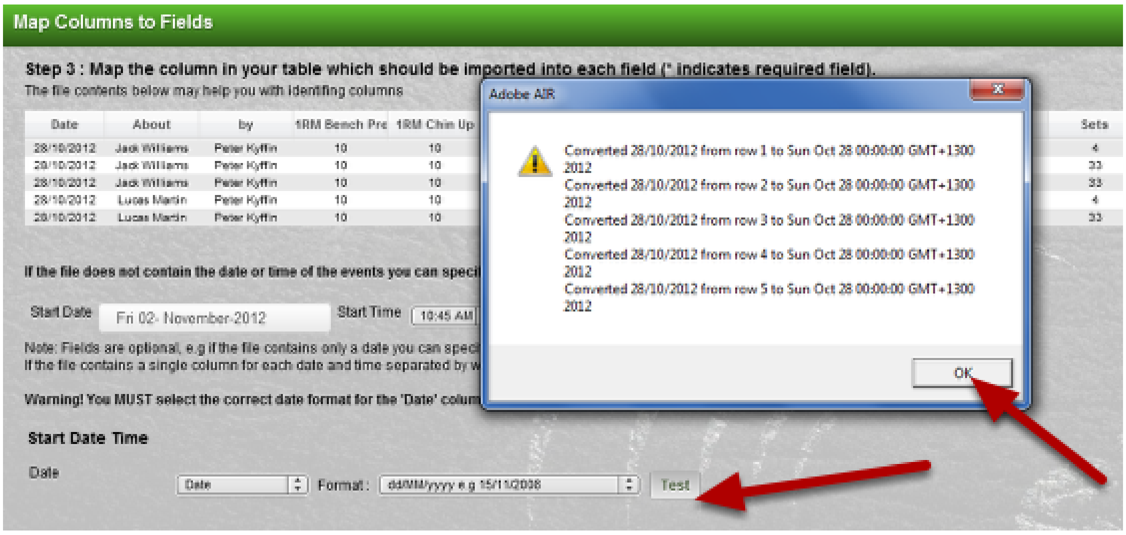
If you see this message go back to your spreadsheet and check all of the column names. If a name is the same in two columns you will not be able to import in the data and you must change one column name. The system will specify which columns are the same (e.g. 13 and 15 as shown here).

If you selected an incorrect date format an "Error with date in column Date" will appear. NO records will be imported



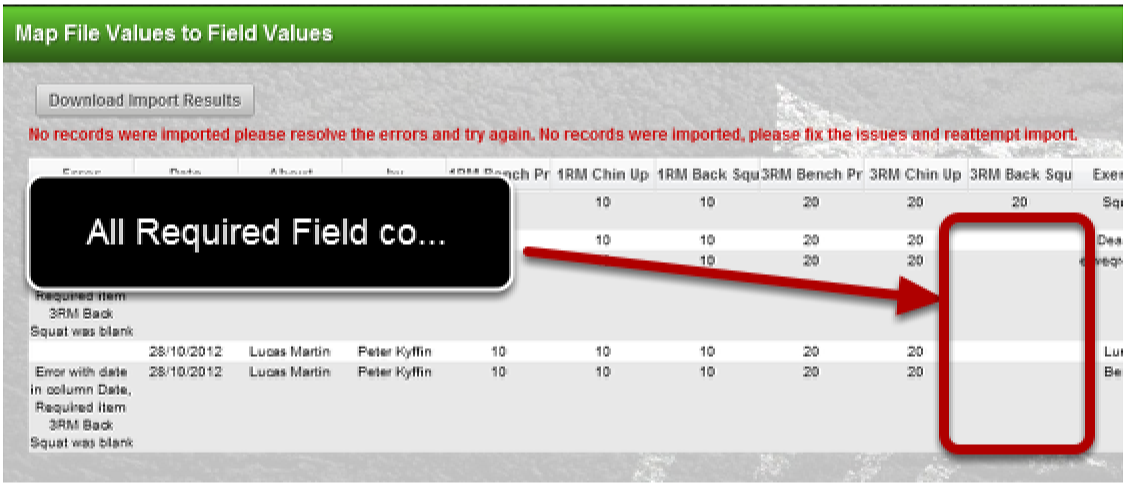
If you see this message, it means you selected an incorrect date format when you were matching the dates in your csv file to a date format in the system. Import the original file again, and ensure you Test the Date field before you import (as shown below).

Test the date format before you import



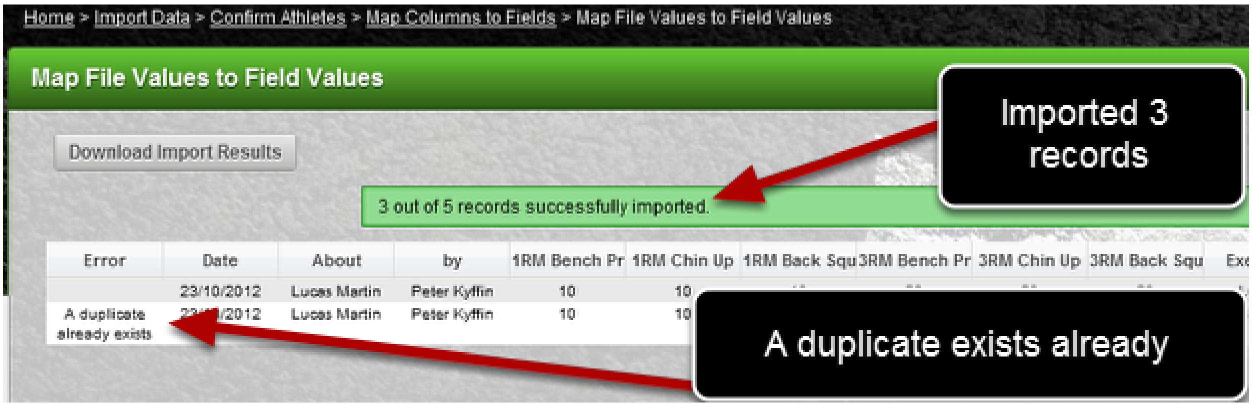
Test the date field after you match it to ensure it can be converted.

"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.



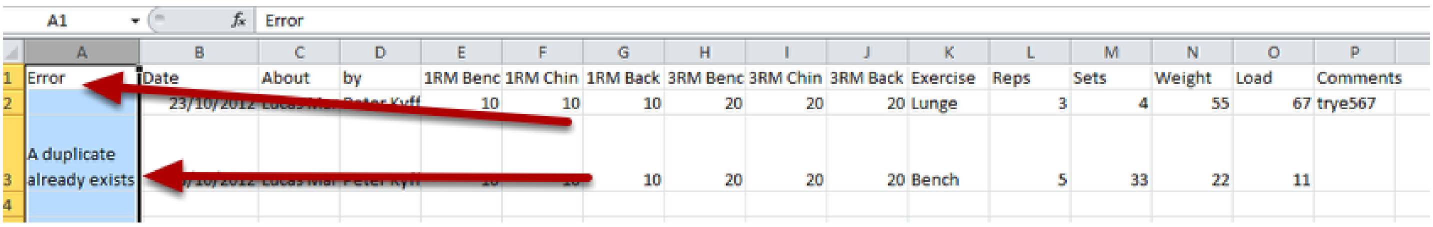
A duplicate already exists on the system and you haven't ticked "Import data that appears to be a duplicate of an existing record?" then any duplicate data will not import.

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)



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?

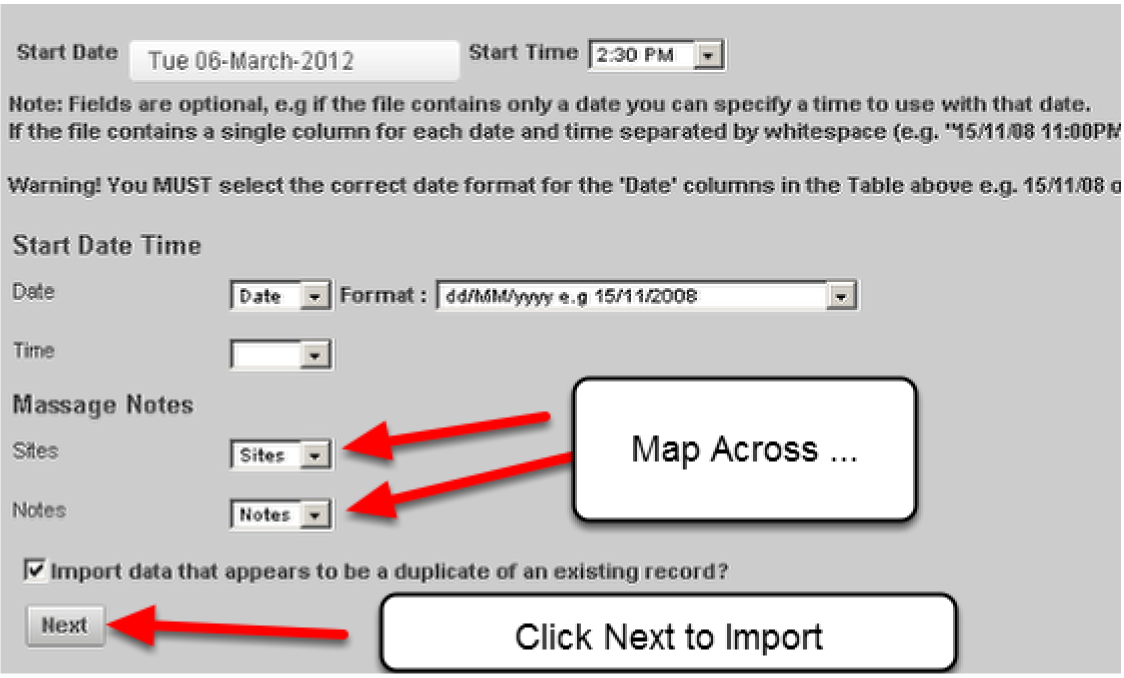
Answer:

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.

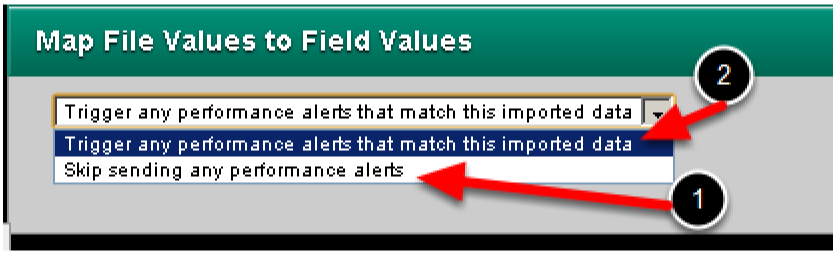
When you import data into the system, this data is recognised as new data. This means any Performance Alerts set for that Event Form's Data will be fired. Now, when you select to import Data (as shown here), you can turn off the Performance Alerts



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.

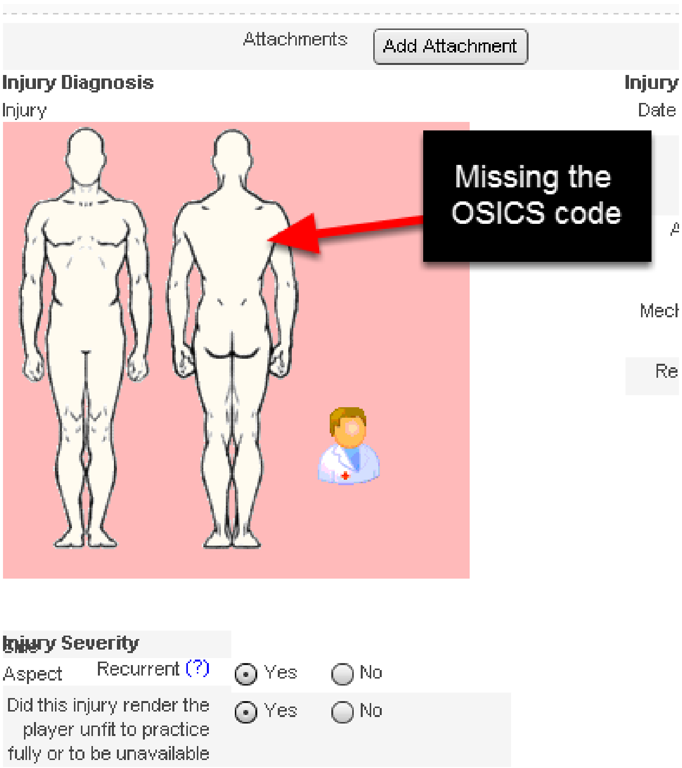
If you select Trigger any performance alerts that match this imported data then all performance alerts set up for this Event Form will be triggered and sent to the appropriate users.

You can see here that when the user selected to Trigger the Performance Alerts they were sent and were on the system to view.

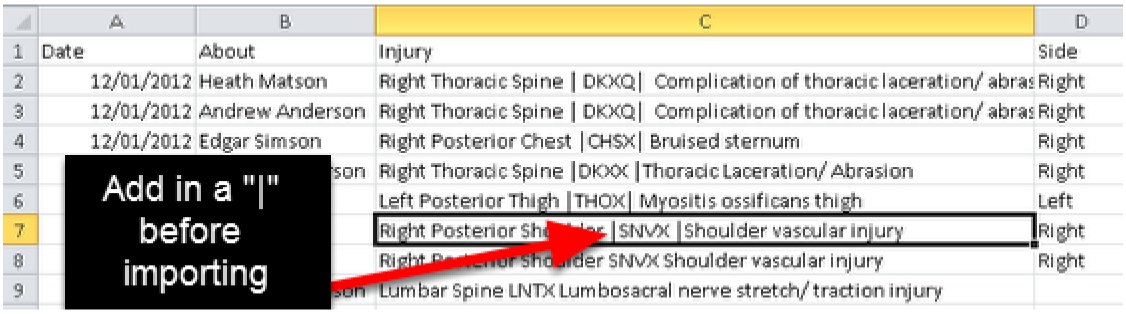
Import in OSICS codes that are exported from the system

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).

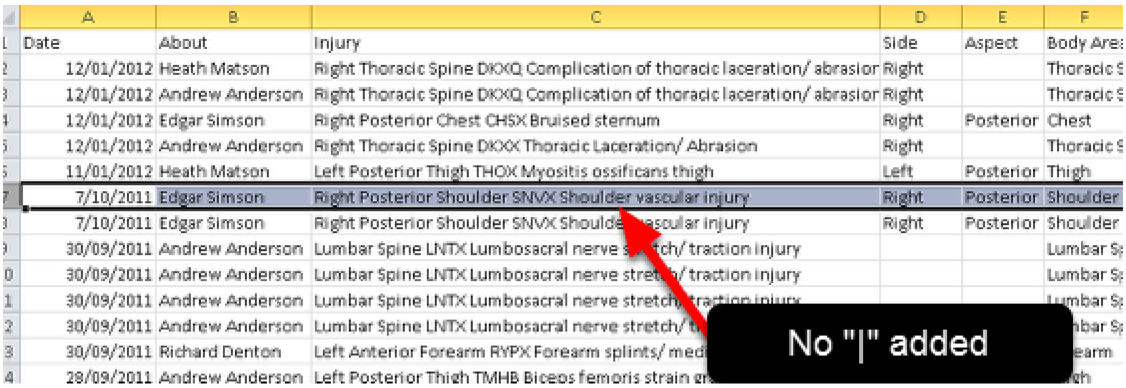


Previously, to ensure an injury code imported correctly you had to enter in a "|" on either side of the code to be able to import the data back into an injury/illness record



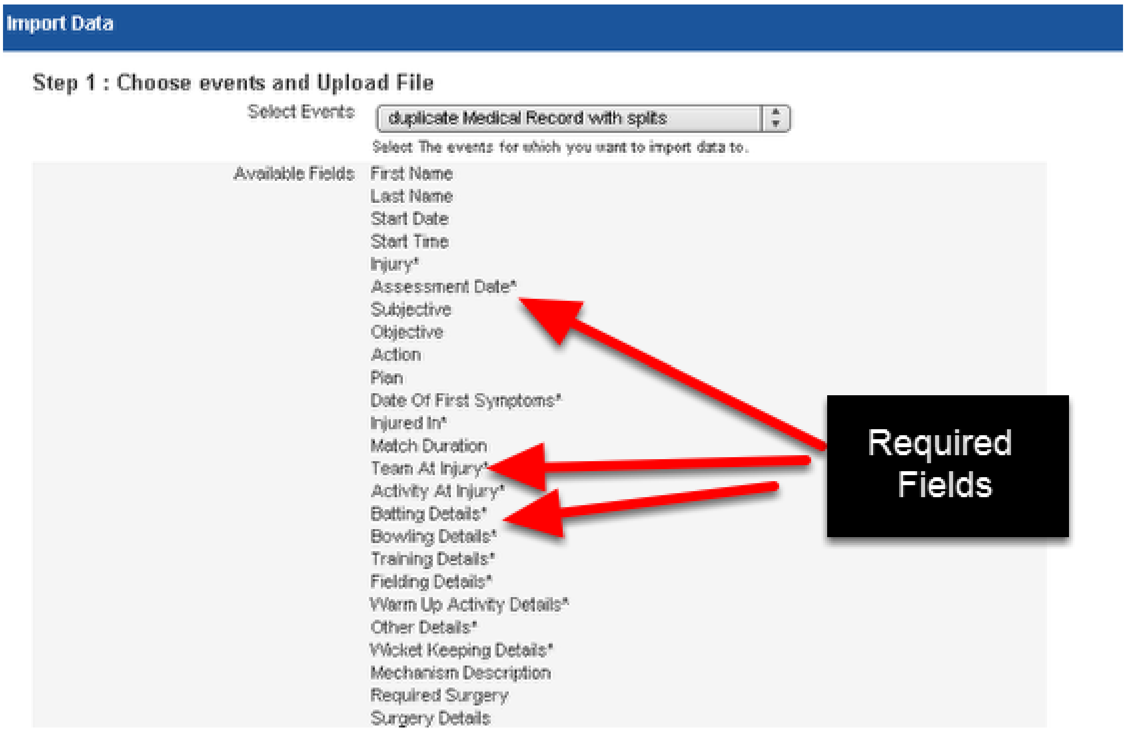
	A	B	C	D
1	Date	About	Injury	Side
2	12/01/2012	Heath Matson	Right Thoracic Spine | DKXQ| Complication of thoracic laceration/ abras	Right
3	12/01/2012	Andrew Anderson	Right Thoracic Spine | DKXQ| Complication of thoracic laceration/ abras	Right
4	12/01/2012	Edgar Simson	Right Posterior Chest |CHSX| Bruised sternum	Right
5		son	Right Thoracic Spine |DKXX |Thoracic Laceration/ Abrasion	Right
6			Left Posterior Thigh |THOX| Myositis ossificans thigh	Left
7			Right Posterior Sh |SNVX |Shoulder vascular injury	Right
8			Right der SNVX Shoulder vascular injury	Right
9		son	Lumbar Spine LNTX Lumbosacral nerve stretch/ traction injury	

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/llness 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 Are
2	12/01/2012	Heath Matson	Right Thoracic Spine DKXQ Complication of thoracic laceration/ abrasior	Right		Thoracic S
3	12/01/2012	Andrew Anderson	Right Thoracic Spine DKXQ Complication of thoracic laceration/ abrasior	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 Should ascular injury	Right	Posterior	Shoulder
9	30/09/2011	Andrew Anderson	Lumbar Spine LNTX Lumbosacral nerve s ch/ traction injury			Lumbar S
10	30/09/2011	Andrew Anderson	Lumbar Spine LNTX Lumbosacral nerve stret / traction injury			Lumbar S
11	30/09/2011	Andrew Anderson	Lumbar Spine LNTX Lumbosacral nerve stretch traction injury			umbar S
12	30/09/2011	Andrew Anderson	Lumbar Spine LNTX Lumbosacral nerve stretch/ t			bar S
13	30/09/2011	Richard Denton	Left Anterior Forearm RYPX Forearm splints/ med			earm
14	28/09/2011	Andrew Anderson	Left Posterior Thigh TMHB Biceps femoris strain gr			gh

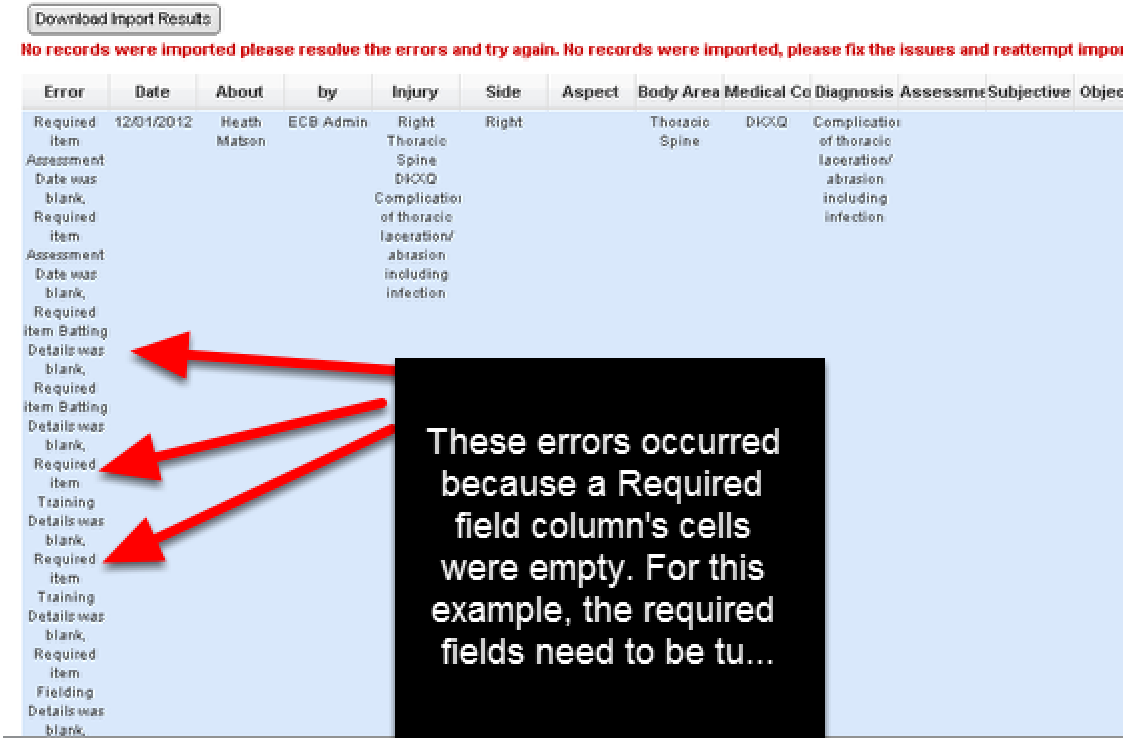
To import the Injury data back into the system follow the standard Import procedures. However, if you have required fields in the form, these MUST be turned off on the form in the Builder, or the data will not import if any required fields are missing from the data sheet (e.g if any cells in a required field column are blank)



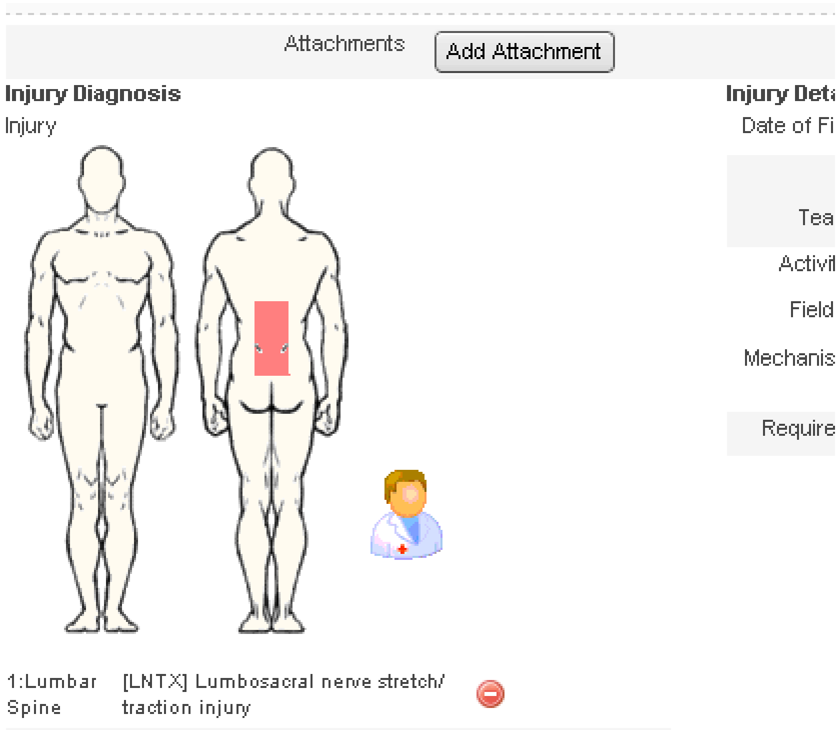
When you import in Data into an injury form, you may have a number of fields that are set as **"Required" fields**. You MUST have an entry for each required field for each injury record or the import will report an error and the import will fail. **This means each cell in a required field column has 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.

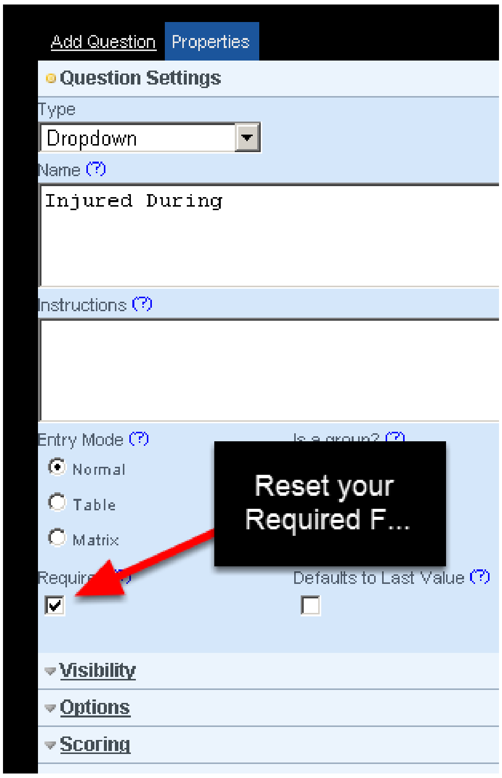
An example of the Import Fail error that occurs when fields are missing from a required field column



Once you successfully import the data, the injury codes will appear in the body diagram



Don't forget to reset your Required fields back to being a "Required field" and then save the form



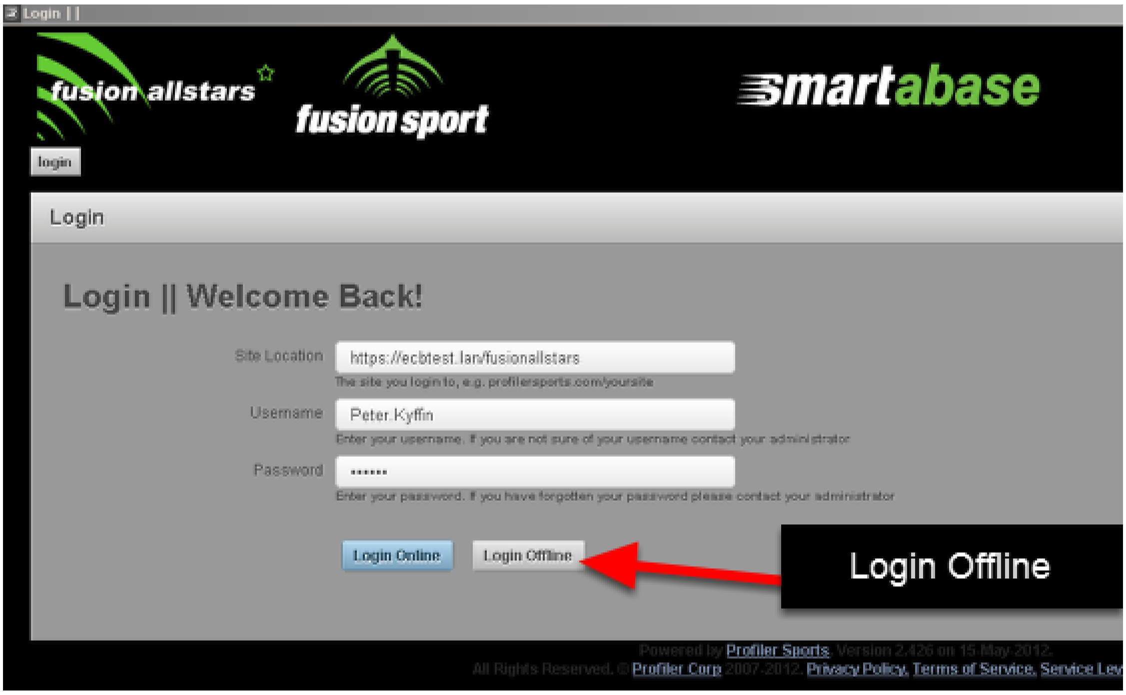
Any problems ask your Distributor.

Import Data into the system when logged in offline on the installed/desktop software

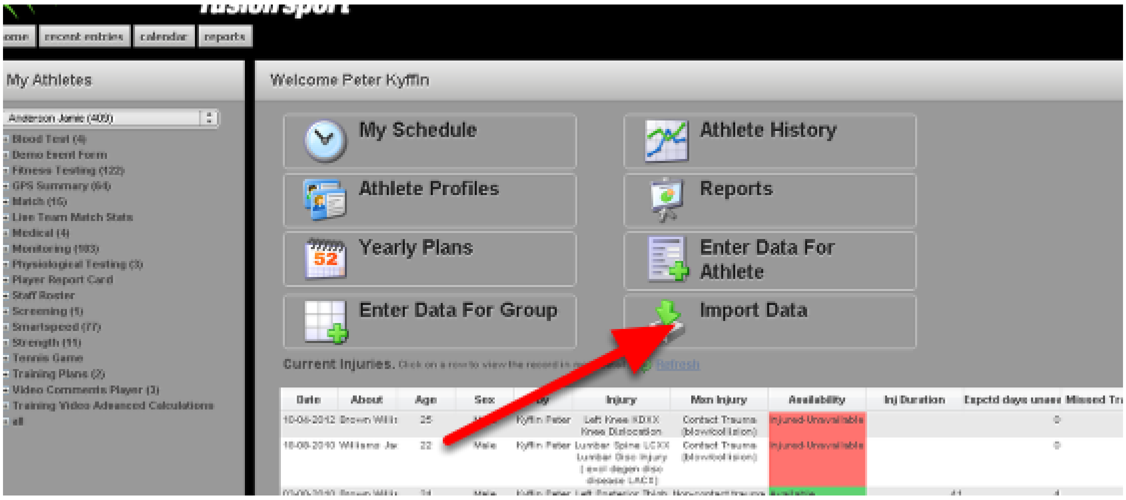
Before you begin to import data into the system offline, you need to know to these critical points:

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.

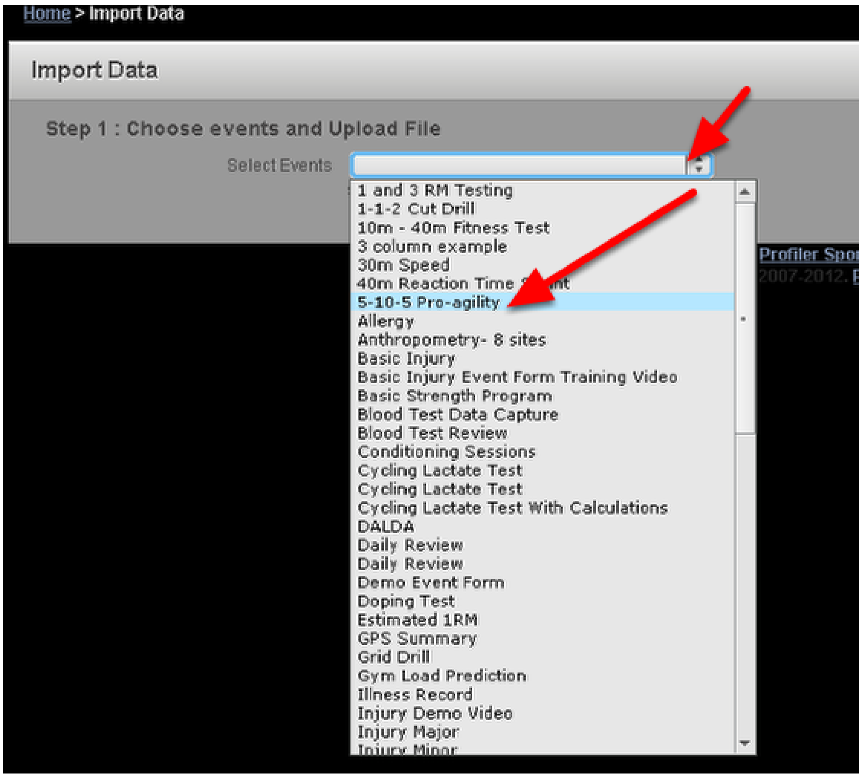
Login on the installed version of the software offline



If you have access to Import Data on your system, you will now have the Import Data Module available on the Offline system

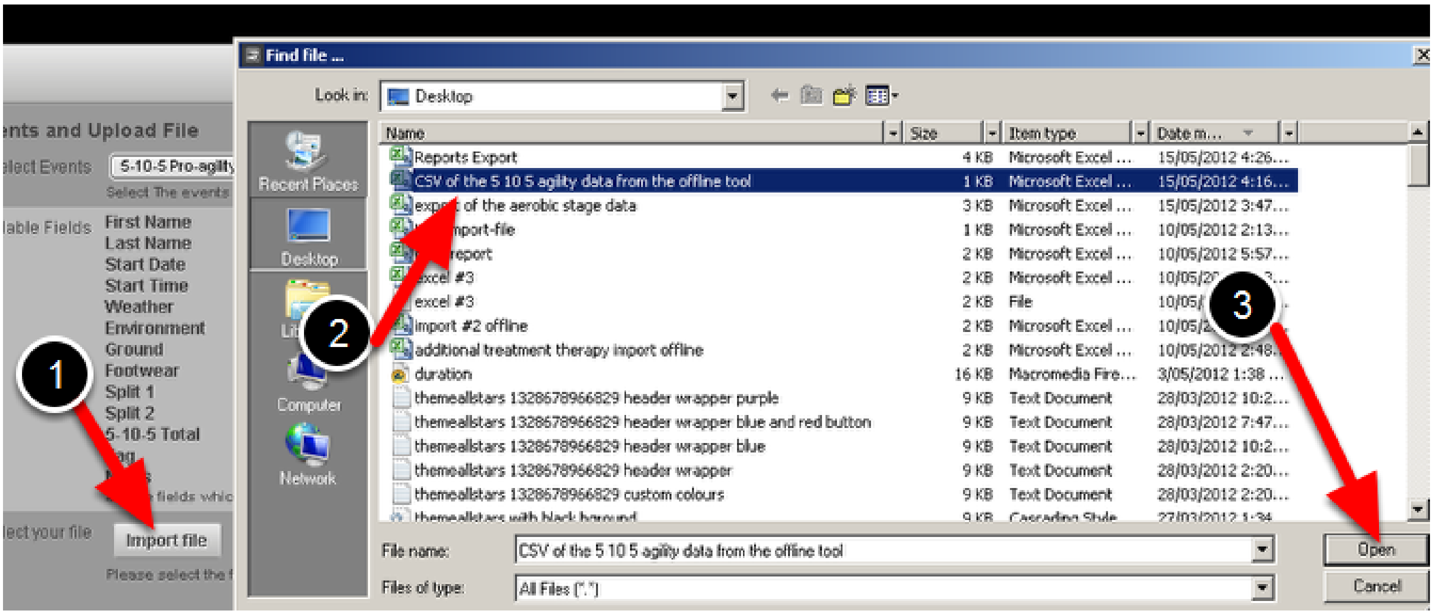


Click on Import Data to select which Event Form data you want to import. Please be aware that you will only be able to import data for the group of athletes you are currently viewing.

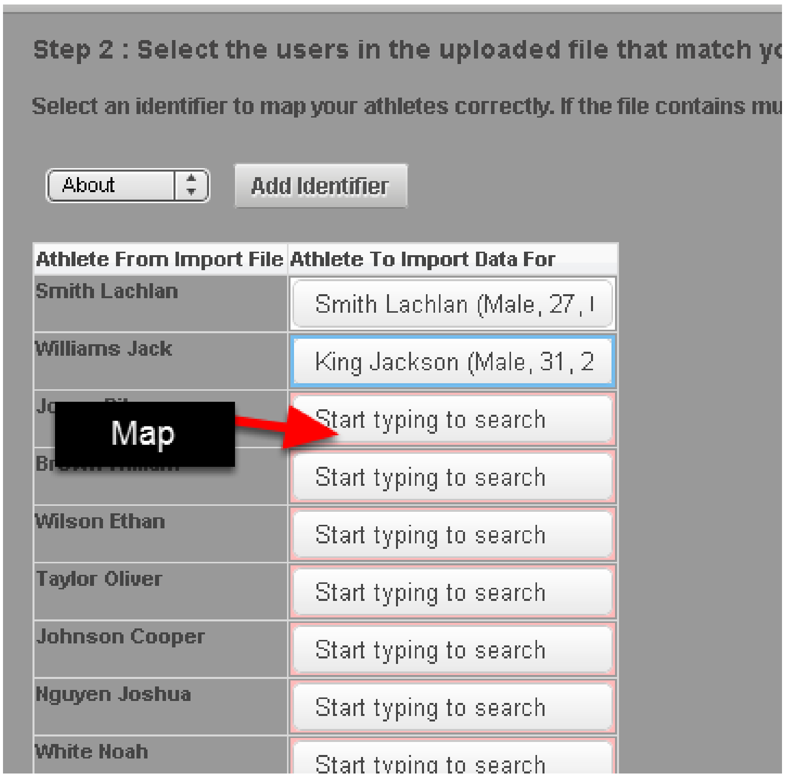


The example here shows that we are importing in 5-10-5 agility data.

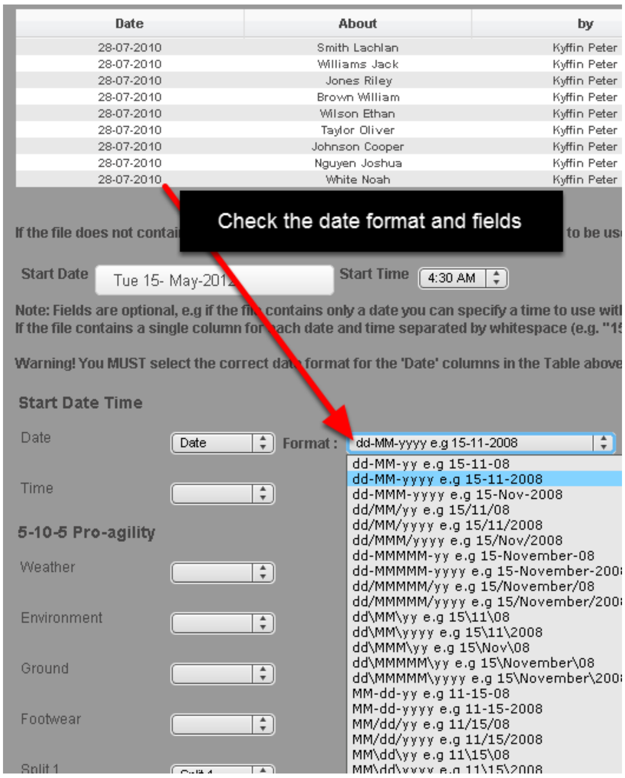
Now click on the import file button and select the correctly formatted .csv file that you want to import



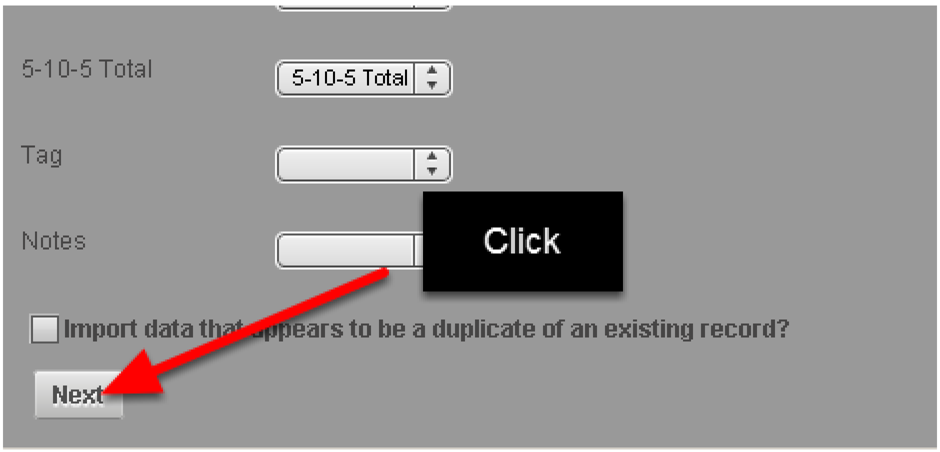
Map the usernames across and click Next (at the bottom of the page) once you have completed all of the names



Now correctly map the date format (e.g. 28-07-2010 to dd-mm-yyyy) and all of the field names

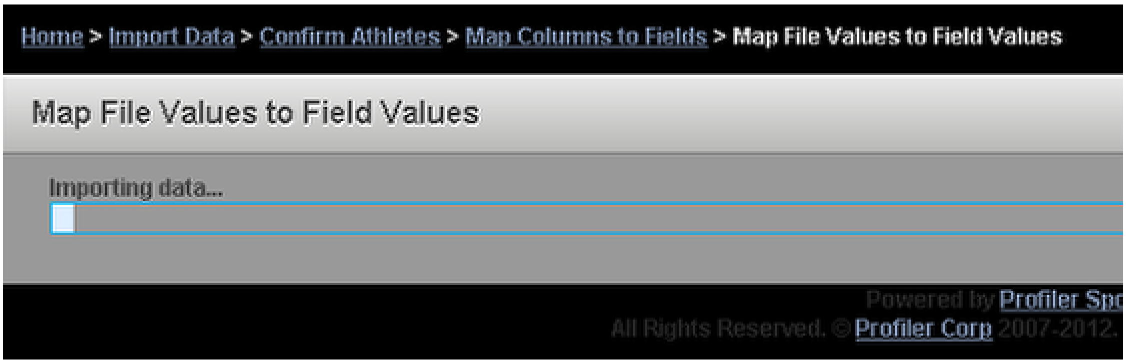


Click on Next

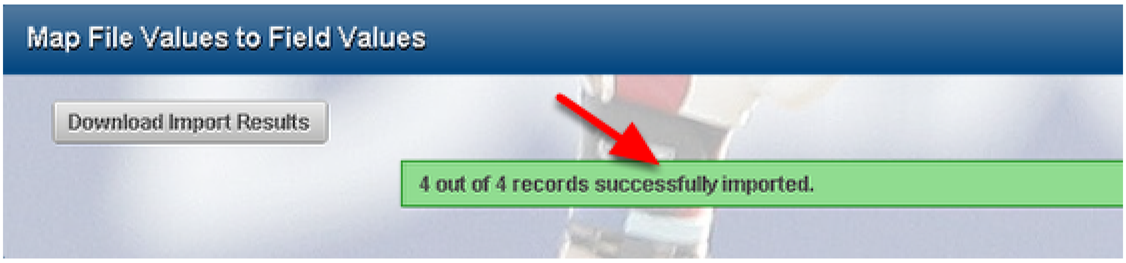


If any option fields haven't been mapped across you will need to do it on this page. The example here shows that all fields have mapped. Click Import

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?

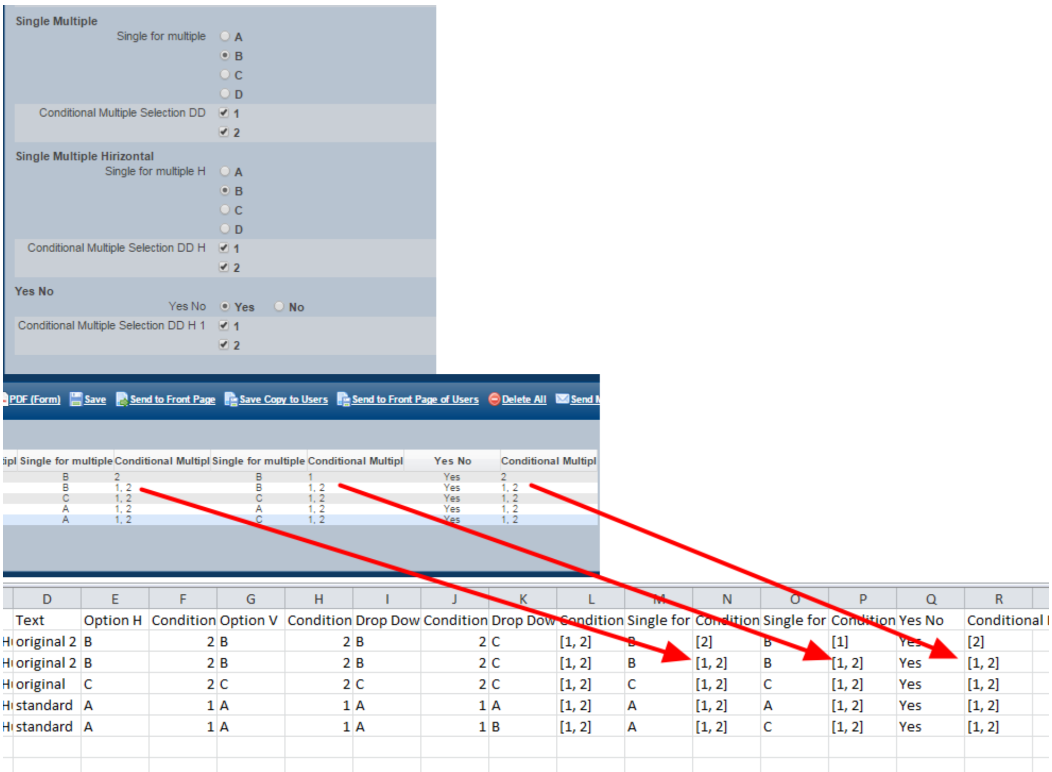
5:Did the spreadsheet have any strange characters in it like "&" or "," in a field name. If so, remove these and try the import again

Any of the points above could cause the import to fail

Importing in exported multiple selection fields

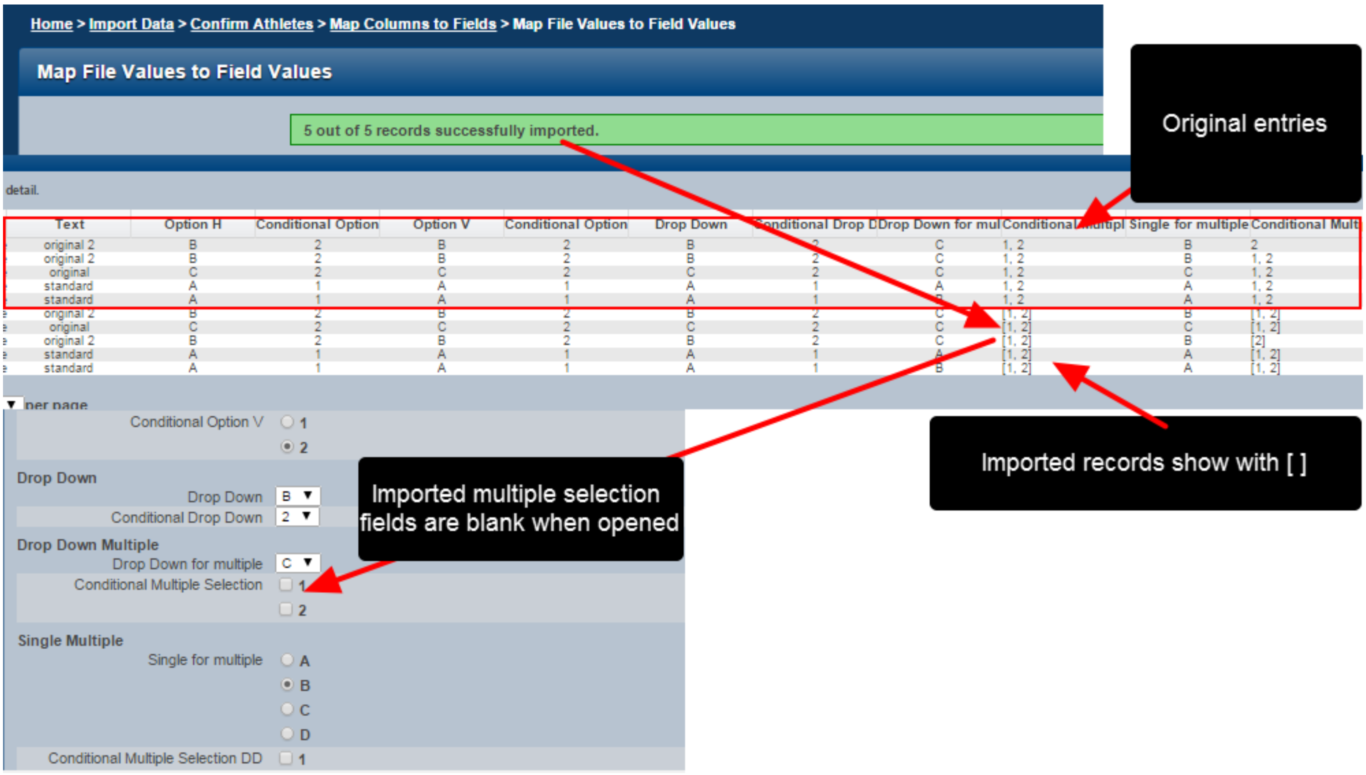
If you try and import in exported multiple selection fields. They will not map correctly. The import will look as though it was successful, but the multiple selection fields will be blank when you open the actual record. Please see below for how to reformat these for reimporting.

You cannot import in Multiple selection fields without reformatting the file.



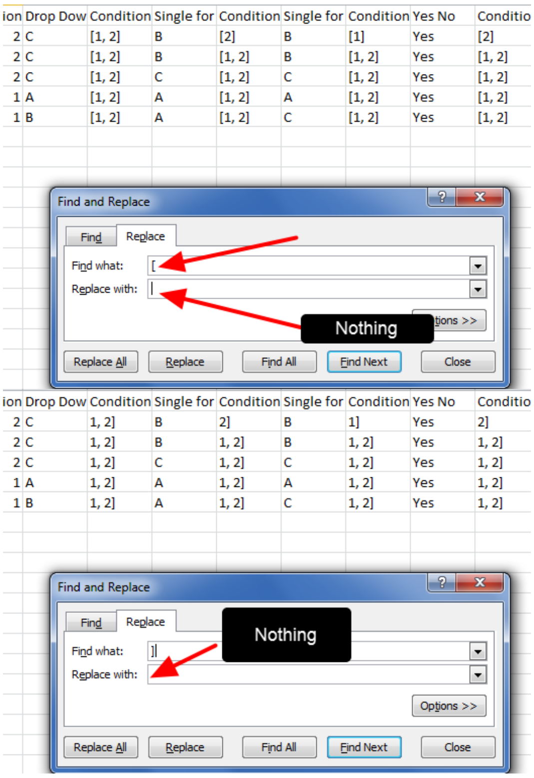
Multiple selection fields are exported with a [] around the field and a comma separates the selected options. However, you cannot import this file back into the system without reformatting these fields (as shown below)

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.

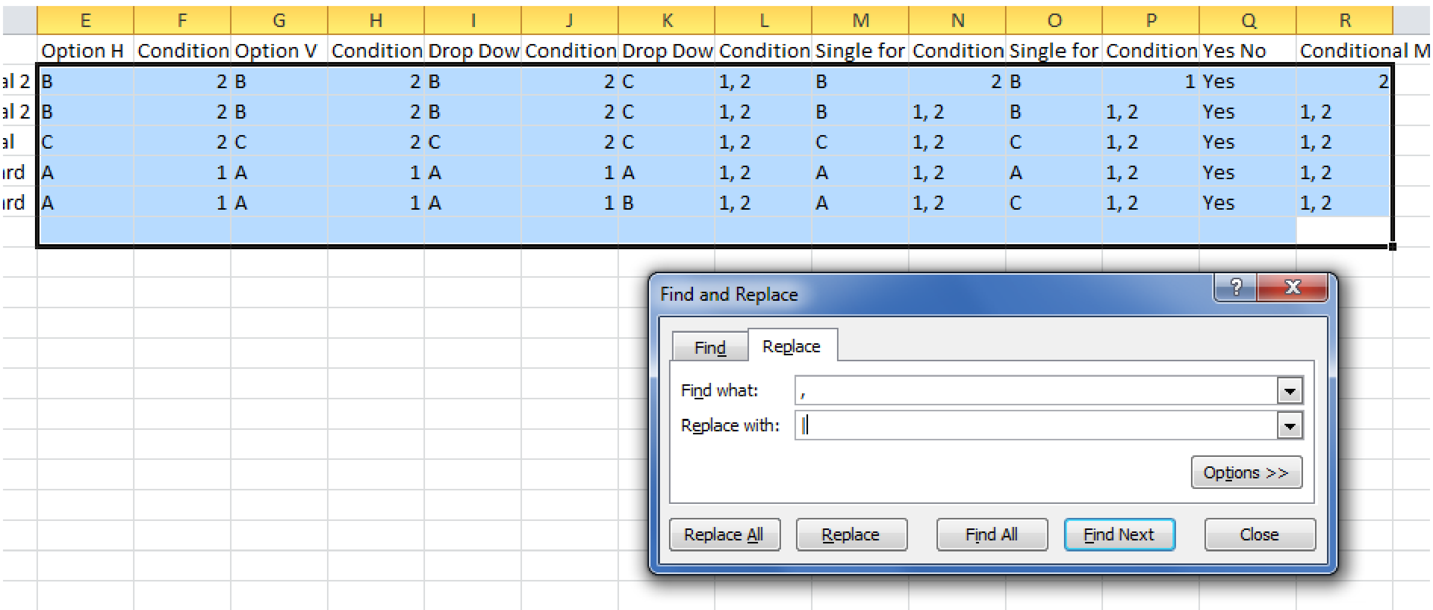


The field are blank because the system cannot interpret these formats correctly.

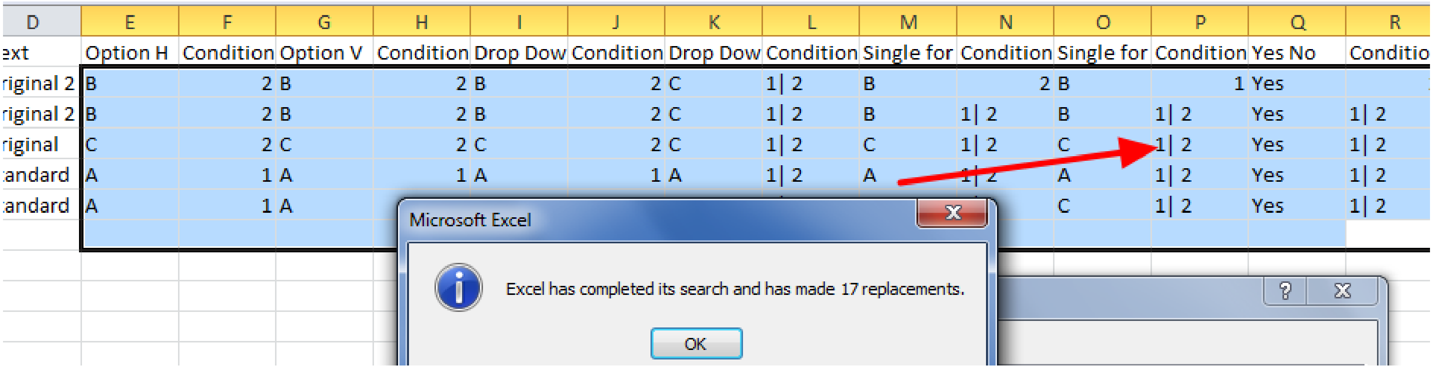
To be able to import in multiple selection fields, you need to manually add in a | between the selection options and remove the [ ]



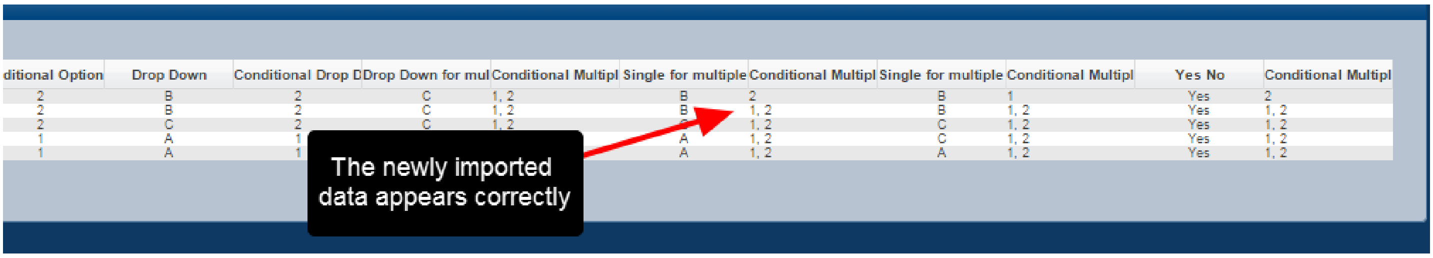
Select the fields you want and change the comma to a bar "|"



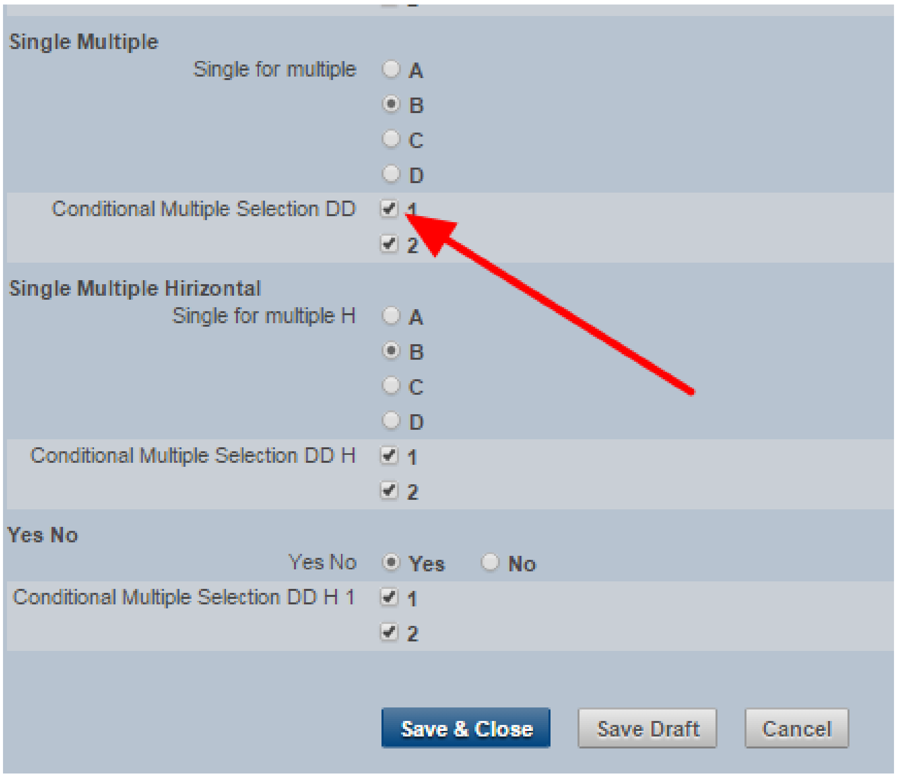
Now save the file as a csv and redo the import



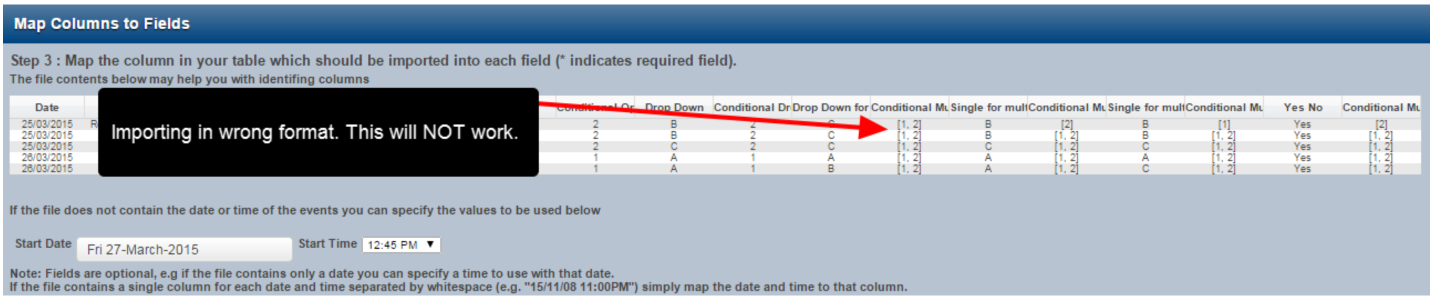
The data should appear on the system with a comma between the options



On opening, the fields will be ticked



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



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:

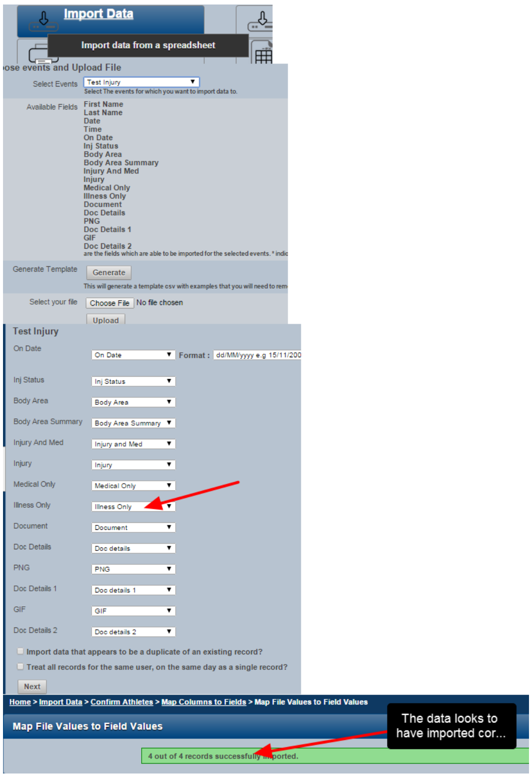
- OSICS Medical Diagram (to import correctly, you will need to optimise your Event Form to pull out the type of Medical code and this needs to be added to the codes)
- OSICS Illness Diagram (to import correctly, Medical Illness needs to be added to the codes)

The steps below outline how to reconfigure the data for import.

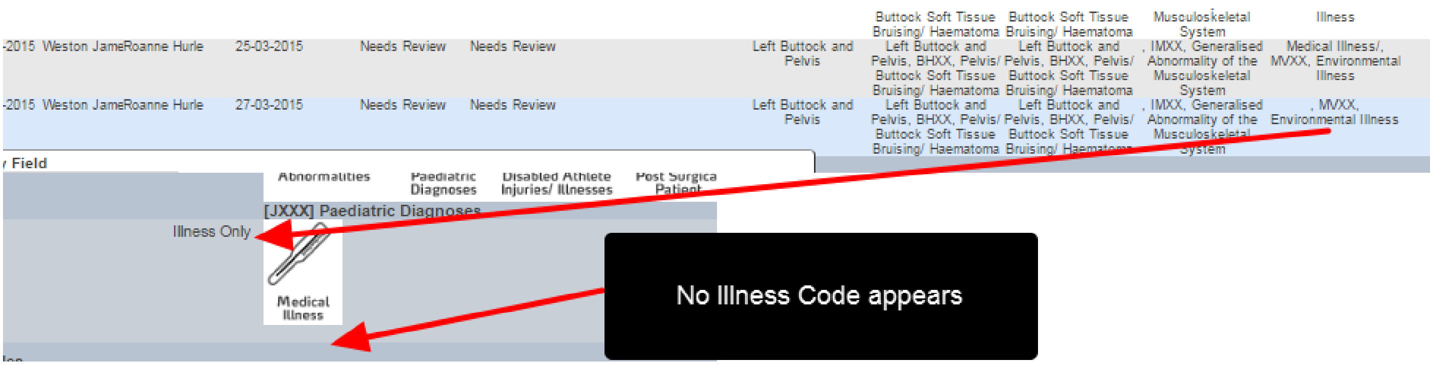
Most of the injury and illness codes can be exported and imported into the system with any reconfiguration. However, some of the records do need to be adapted for importing

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.

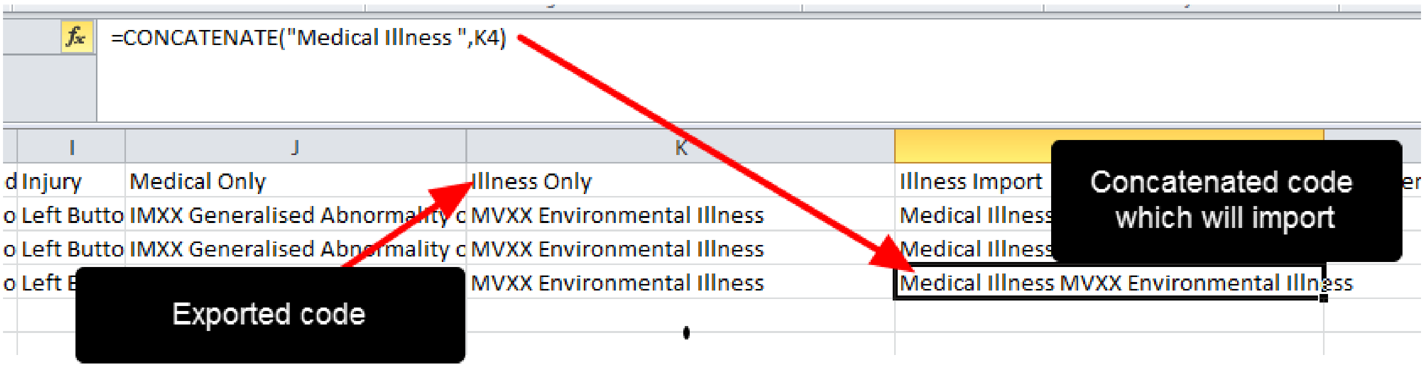
An example of using the medical illness codes without reformatting them; it will result in no illness appearing in the record



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



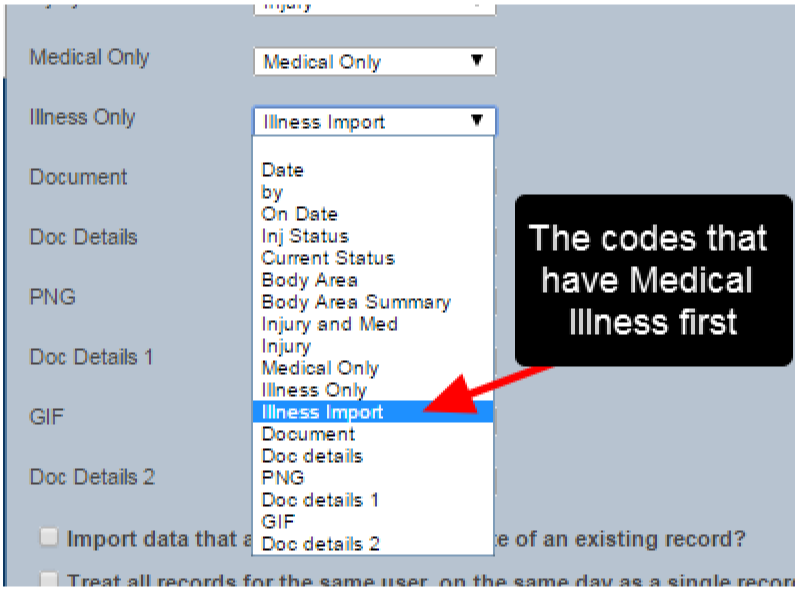
To ensure the Illness Codes import correctly, you need to add in Medical Illness to the exported codes.



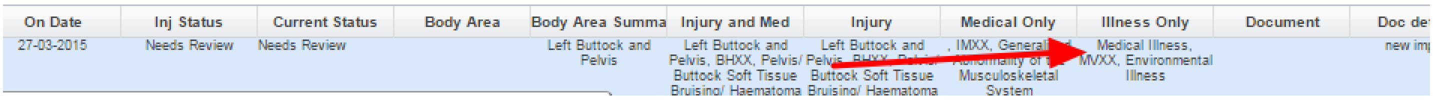
The exported codes for the Medical Illness file need to have the words "Medical Illness" added to the start of the code. This example here shows that the exported code of MVXX Environmental Illness, has been changed to Medical Illness MVXX Environmental Illness.

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).

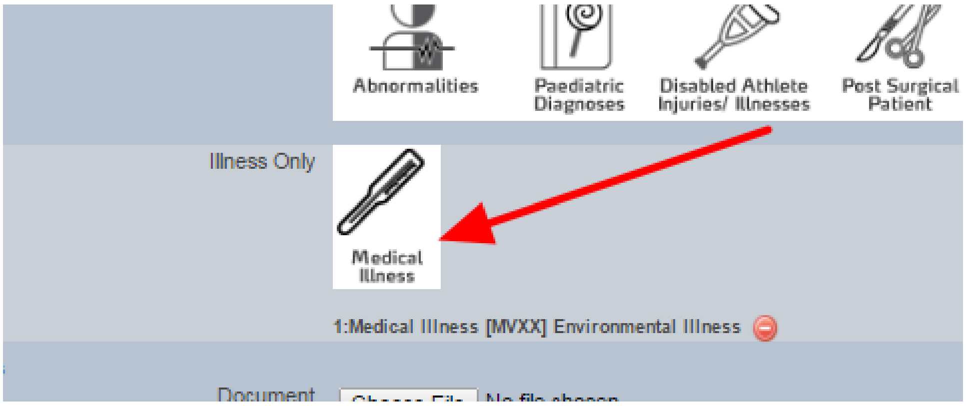
Now when the import is done, select the new import column to map to the Illness Codes



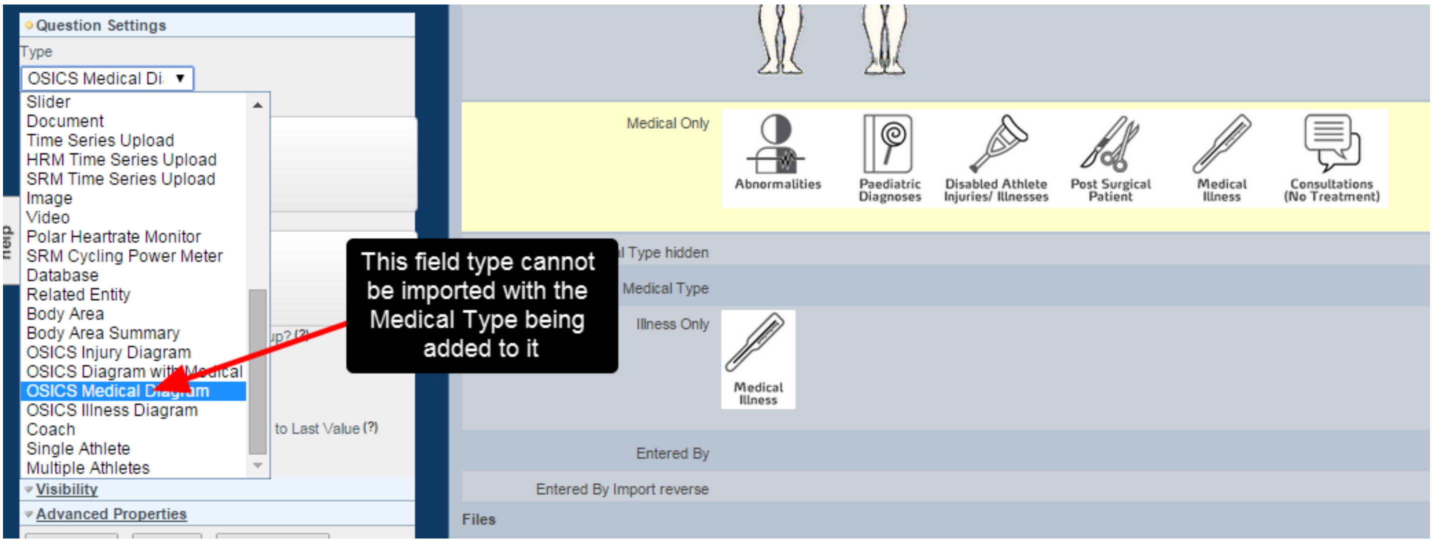
The data will import and appear in the athlete history/reports



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.

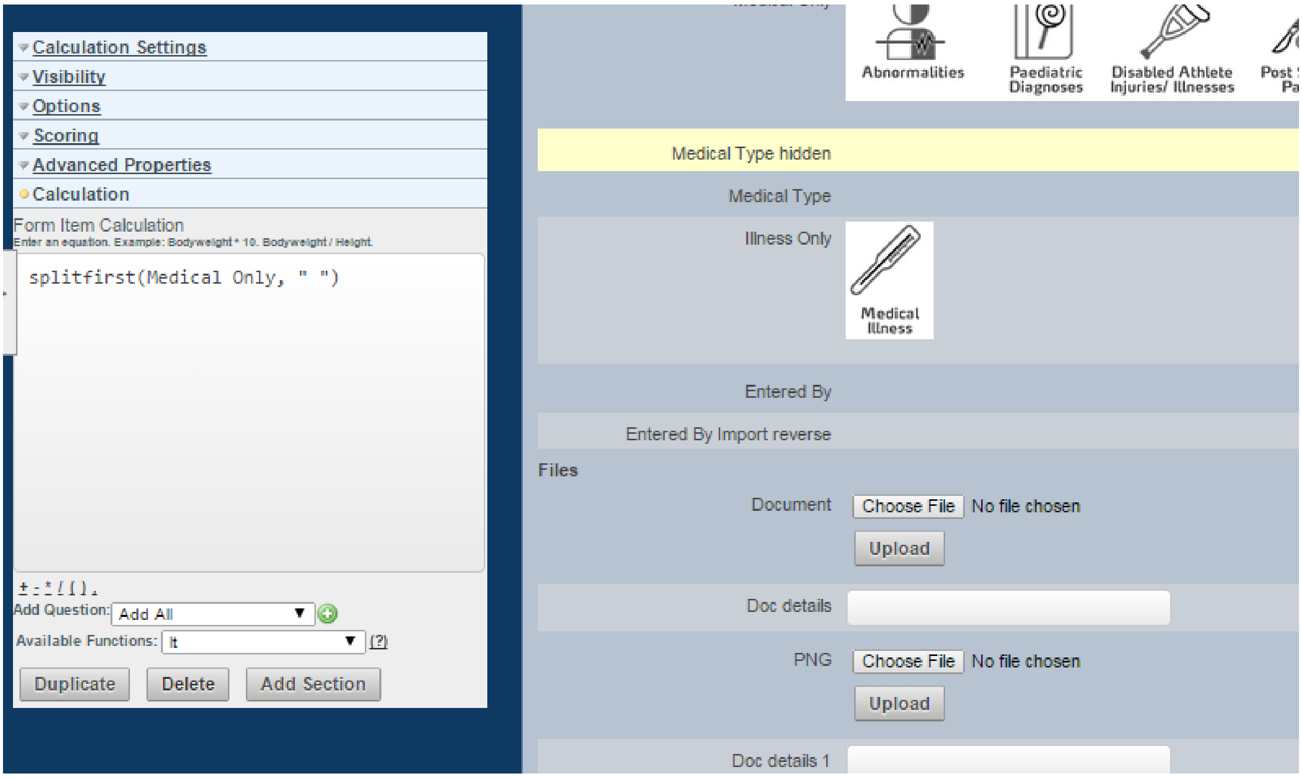


To import in data for the Medical Code field, this needs changes to the event form. Unfortunately, for this work around, you will need to add in new fields into the form.



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)

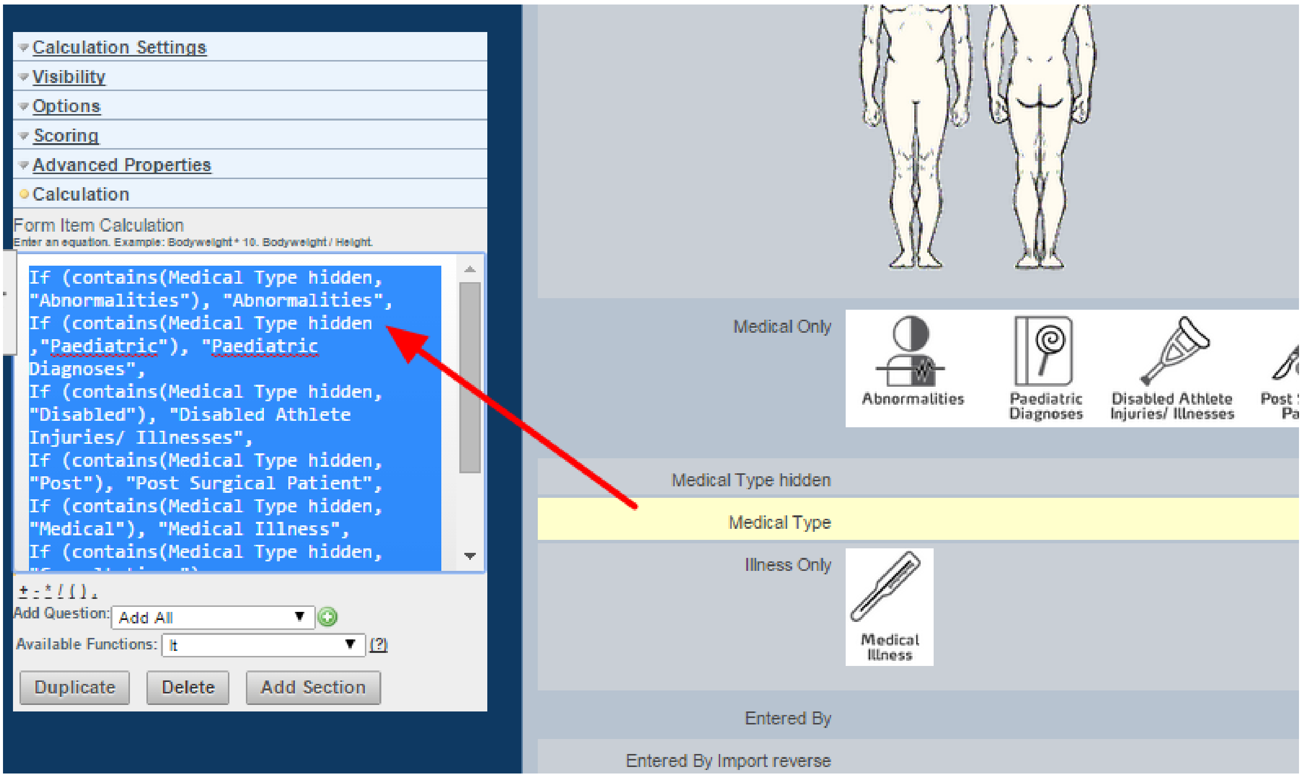


These are the options to be used in the interim hidden calculation, which splits out the type of data that is being exported:

- 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 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",

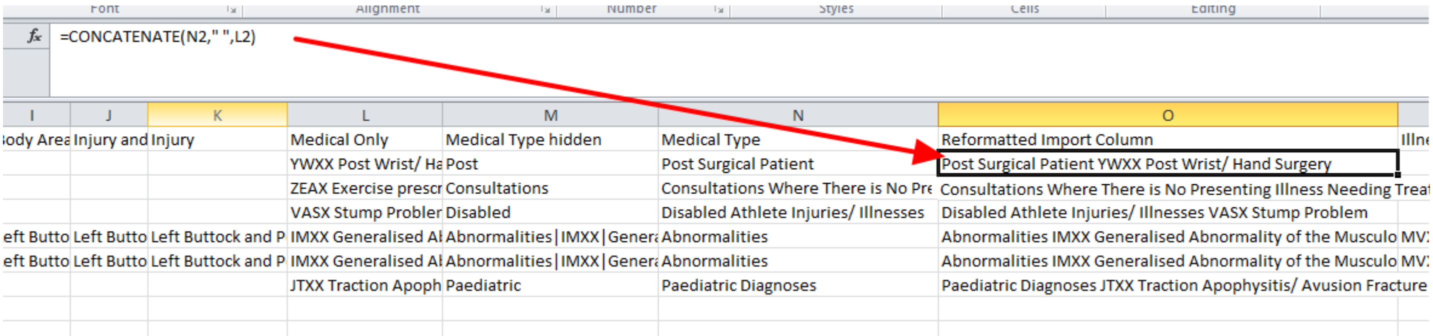
If (contains(Medical Type hidden, "Consultations"),

"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.

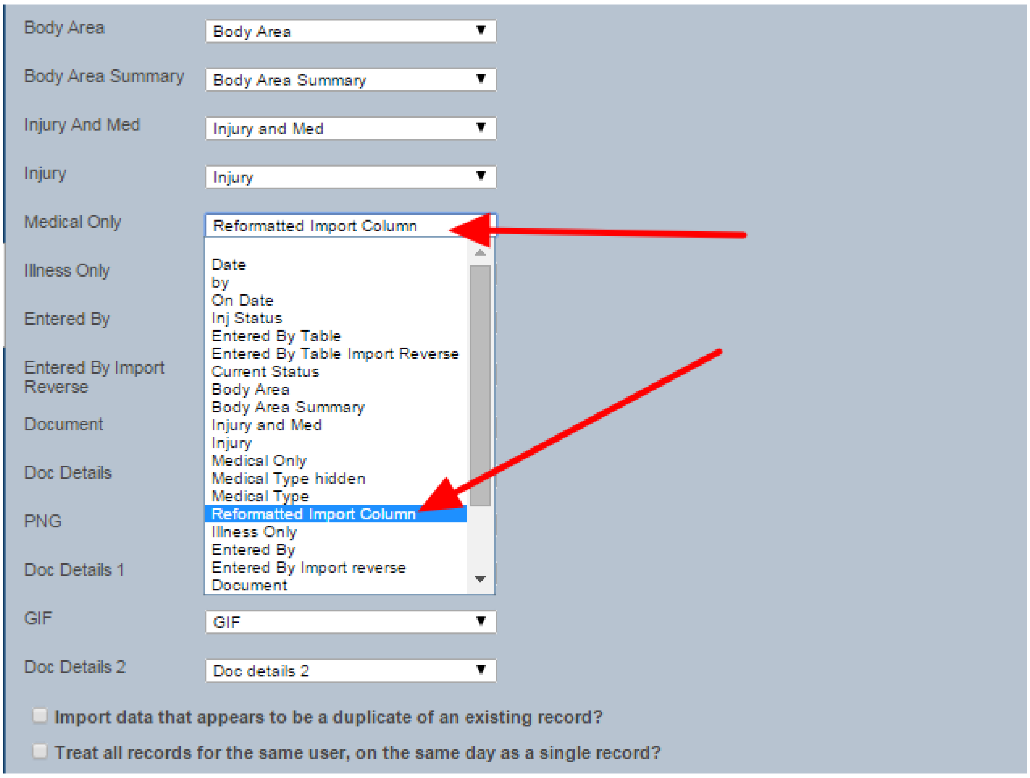
This means, that when you export out your data, you can then concatenate the Medical Type with the Medical Code -ready for re-import



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

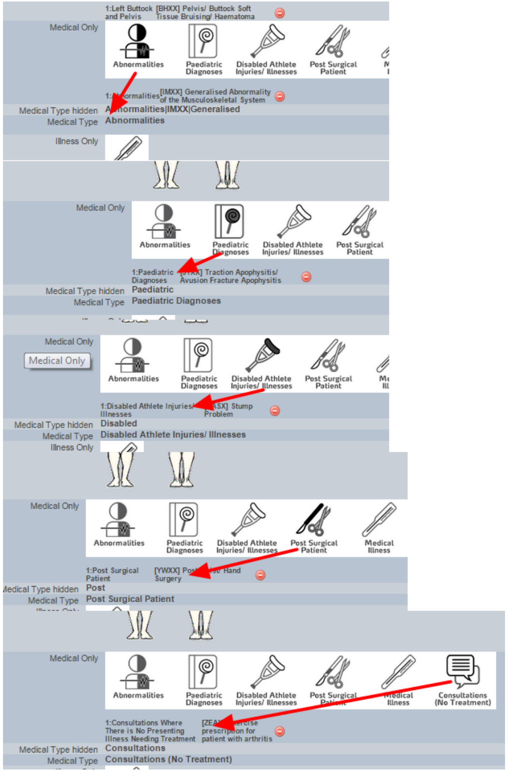
Note, for the concatenate, The Medical Type is added before the code, and a space is used between the two fields =CONCATENATE(N2," ",L2)

When you import the data back into the system, use the reformatted column



The data will import and appear in the athlete history/reports

When the form is opened, the Medical codes should all displaying correctly; an example of every Medical Type

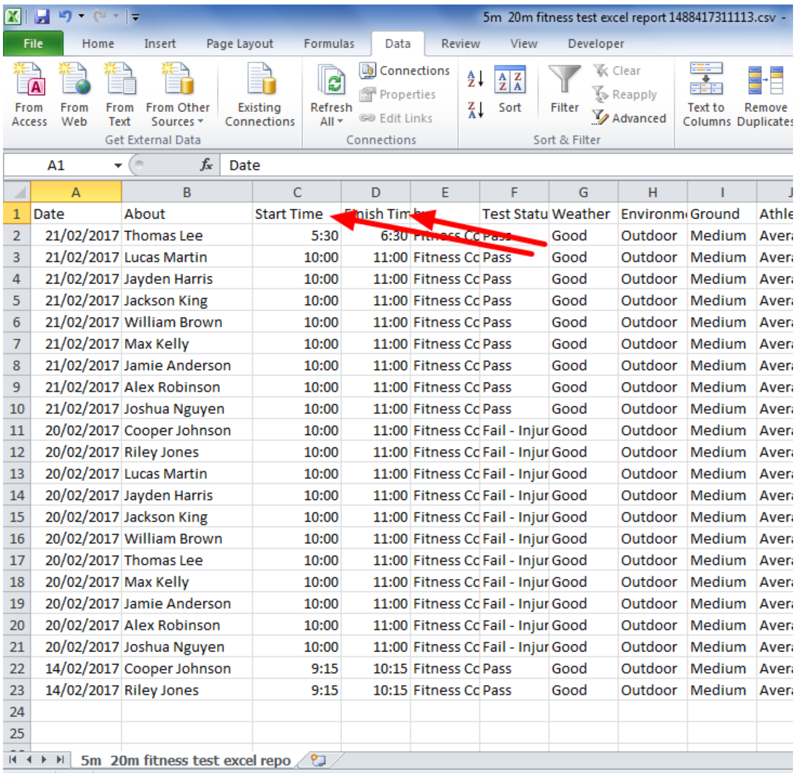


If you have any questions or concerns, please check BEFORE you try and import or delete any data!

Finish Time is now available to use when importing in data

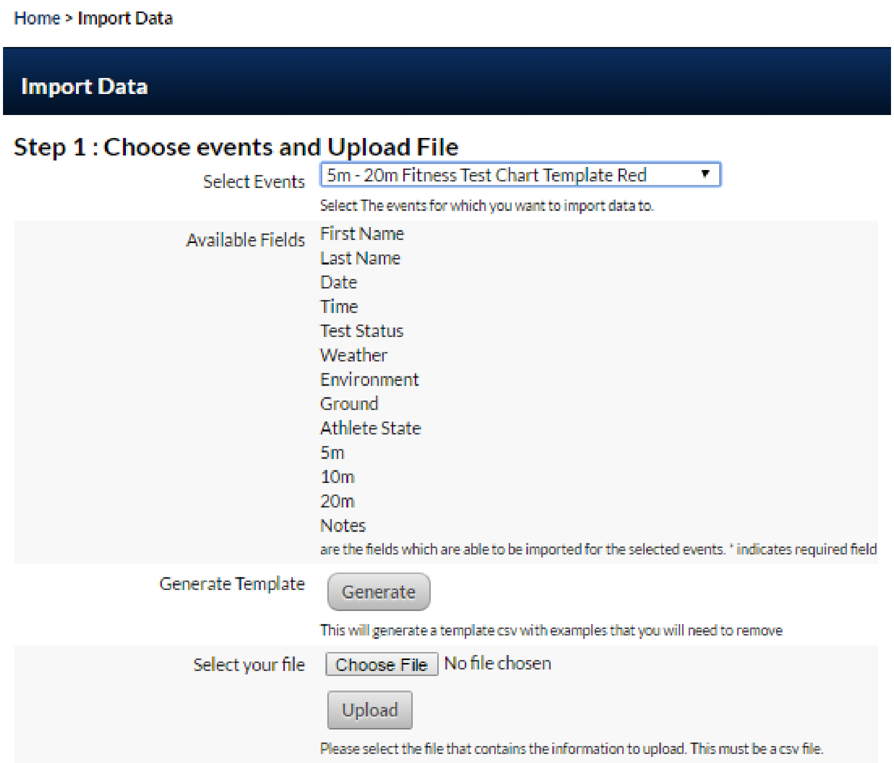
Previously, Finish Time was not available to use in the import tool and the length of an event defaulted to 1 hour.

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

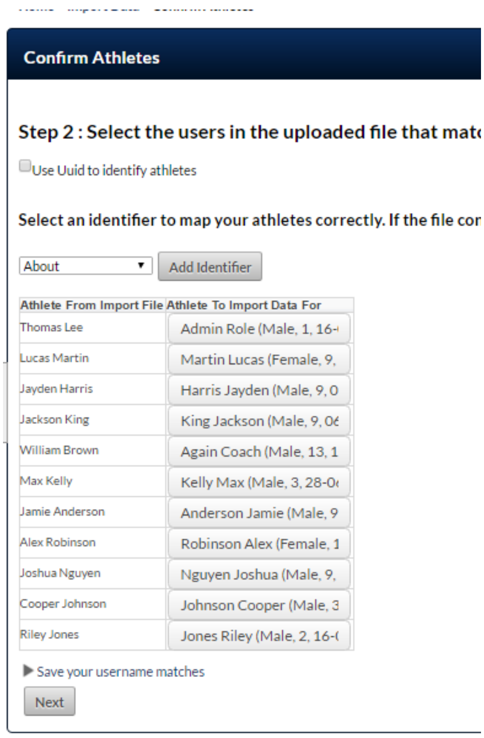


	A	B	C	D	E	F	G	H	I	J
1	Date	About	Start Time	Finish Tim		Test Statu	Weather	Environm	Ground	Athle
2	21/02/2017	Thomas Lee	5:30	6:30	Fitness Cc	Pass	Good	Outdoor	Medium	Aver
3	21/02/2017	Lucas Martin	10:00	11:00	Fitness Cc	Pass	Good	Outdoor	Medium	Aver
4	21/02/2017	Jayden Harris	10:00	11:00	Fitness Cc	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										

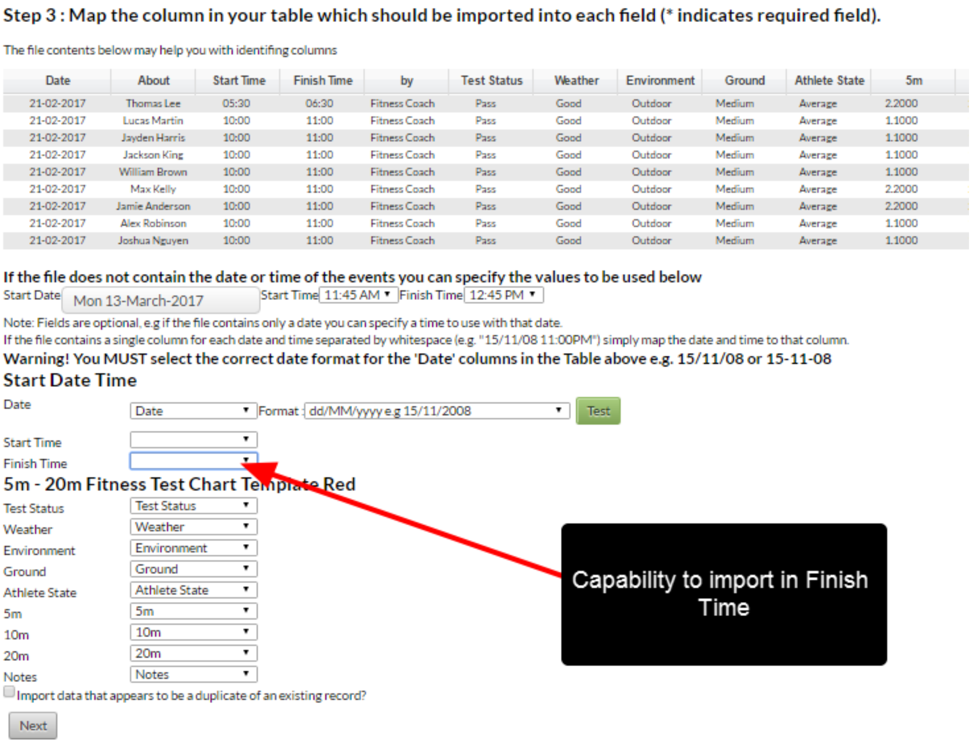
Both the Start Time and Finish Time can be used during an import. Follow the normal import steps to get to data mapping



Confirm the athletes



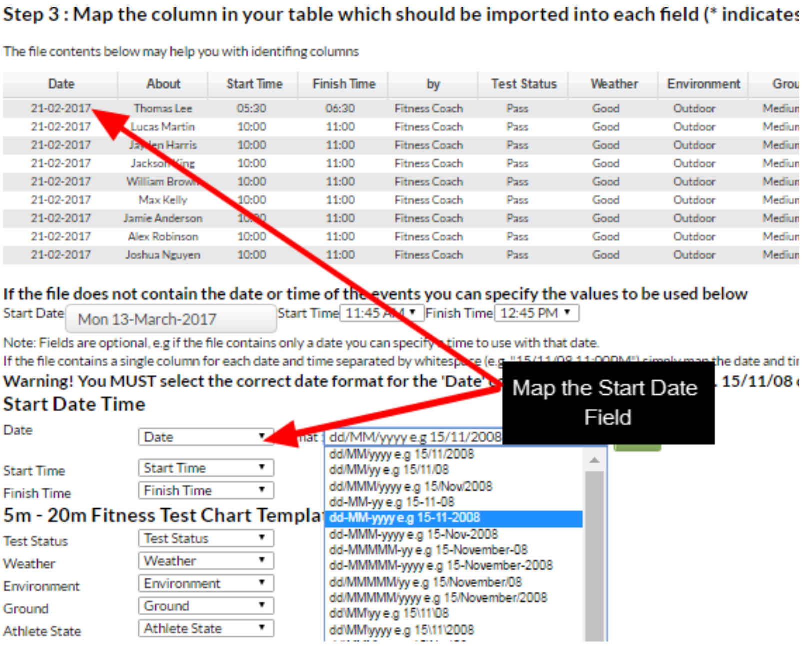
On the Data Mapping page the Start Time (which is the start time on a specific date) and the Finish Time appear (which is the finish time on the specifieddate)


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 identifing columns

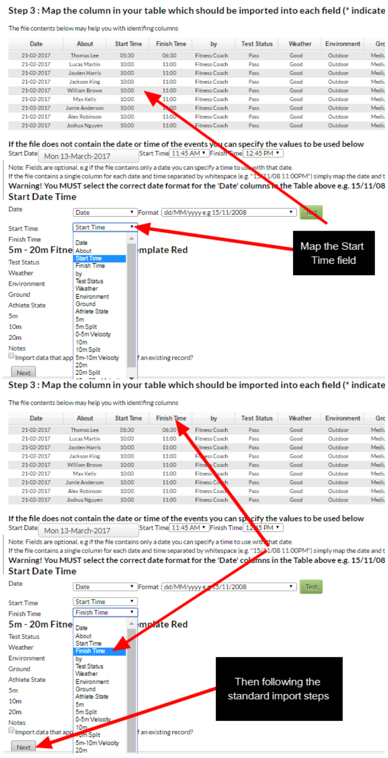
Date	About	Start Time	Finish Time	by	Test Status	Weather	Environment	Ground	Athlete State	5m
21-02-2017	Thomas Lee	05:30	06:30	Fitness Coach	Pass	Good	Outdoor	Medium	Average	2.2000
21-02-2017	Lucas Martin	10:00	11:00	Fitness Coach	Pass	Good	Outdoor	Medium	Average	1.1000
21-02-2017	Jayden Harris	10:00	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

Map the Start Date AND set the Start Date Format (e.g., dd-MM-yyyy)

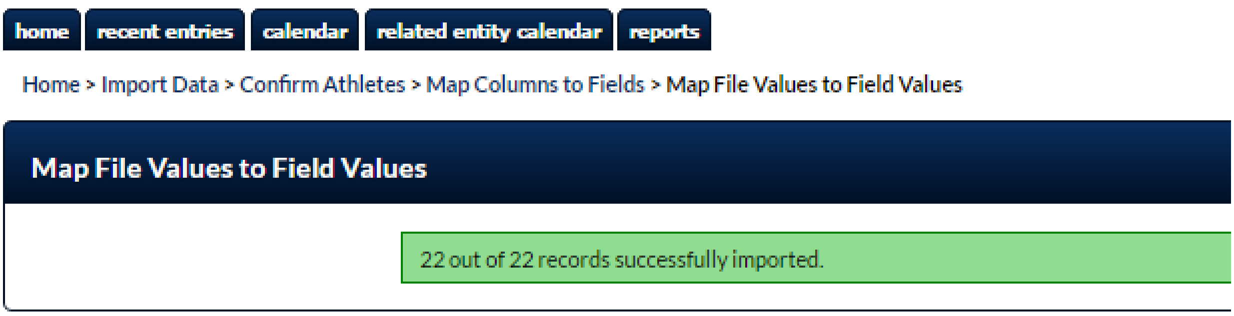


The Finish Time field MUST be a HH:MM format (e.g., 11:22 or 23:55)

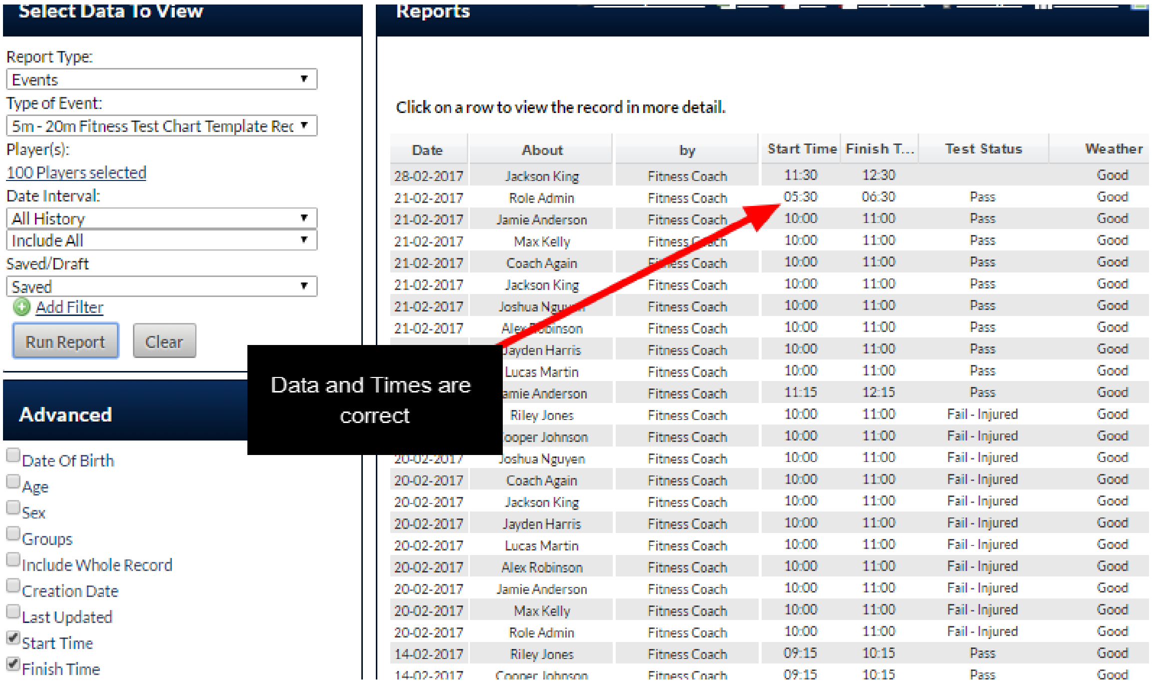
Now map the Start Time and Finish Time fields



Check the data has imported correctly



Run a report and confirm the data was imported correctly and ensure the Start Time and Finish Time are selected in the Report settings

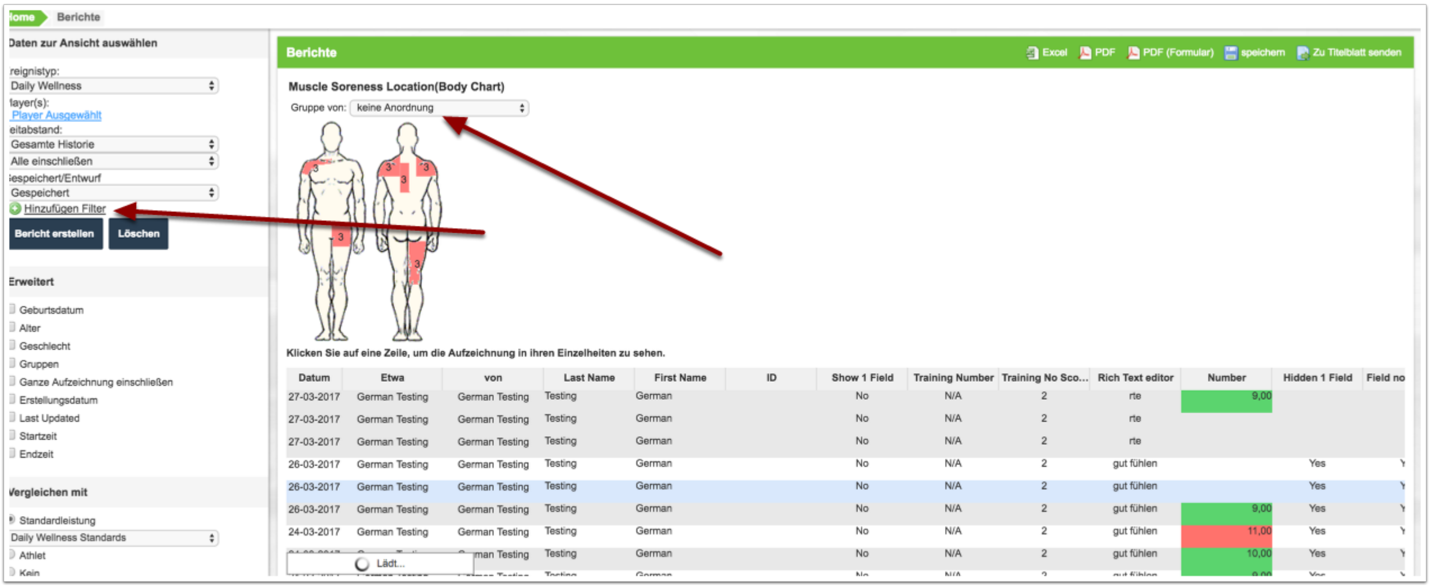


German CSV export and import changes

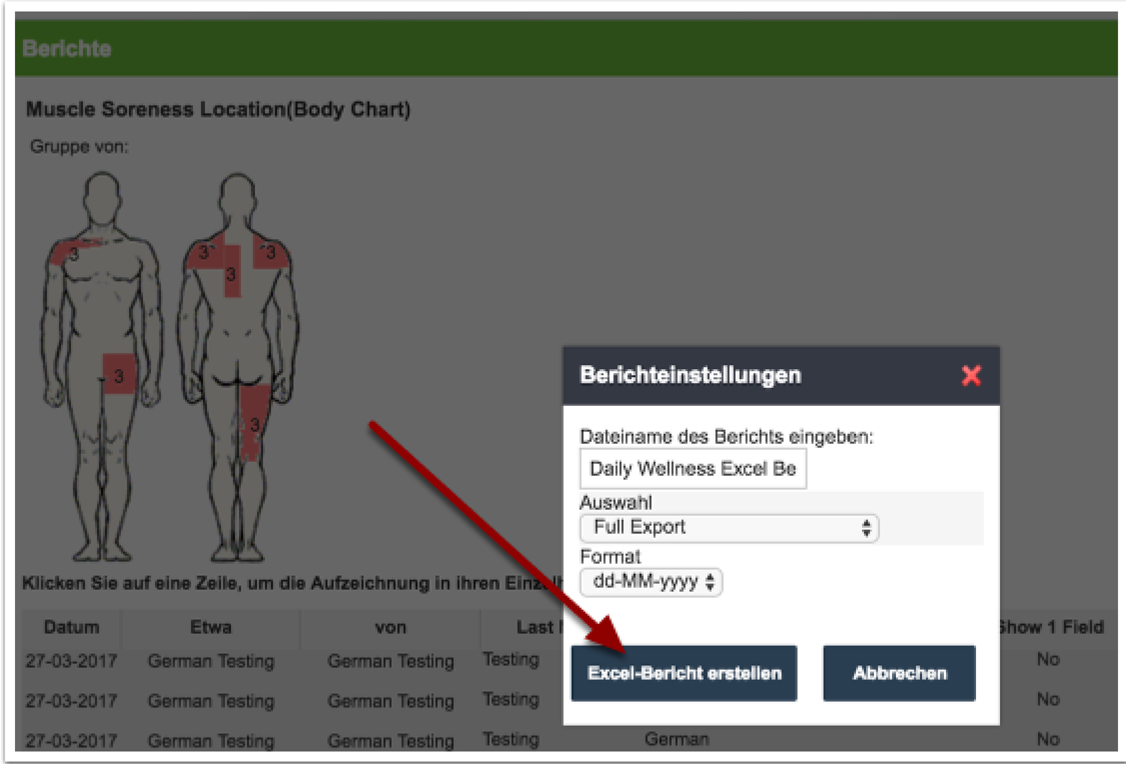
The german csv export now includes ";" as field delimiters and these can be imported directly back into the system.

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.

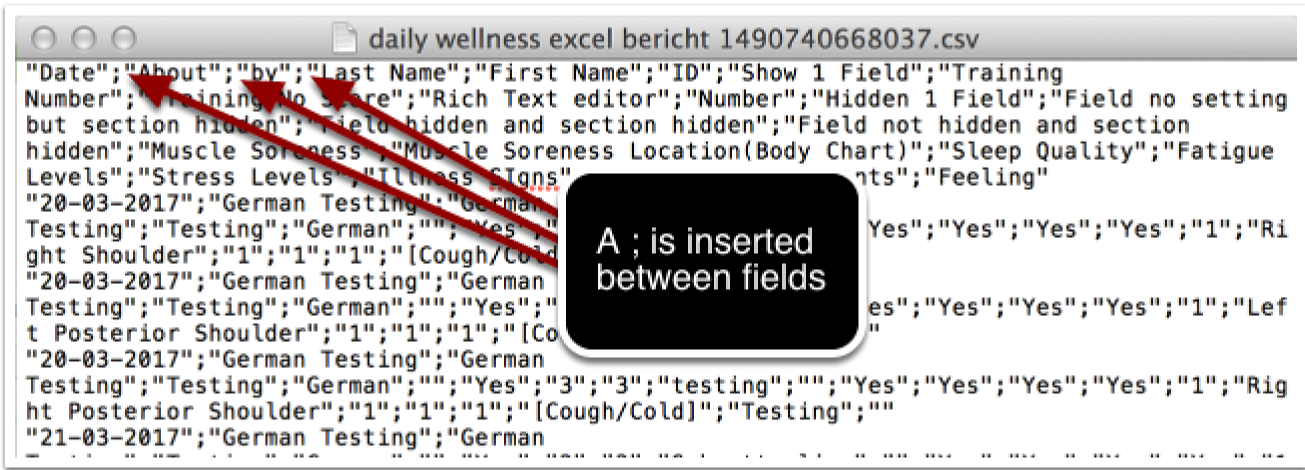
The report is run in German



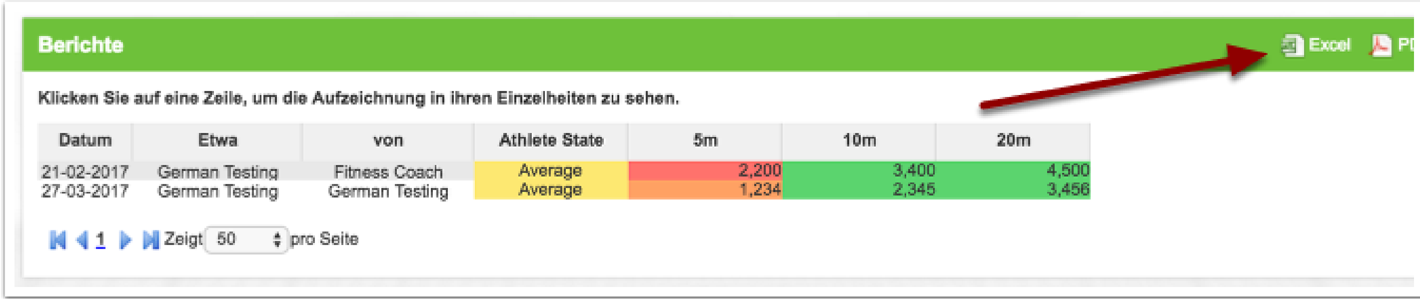
When the csv. is run, follow the normal export process steps

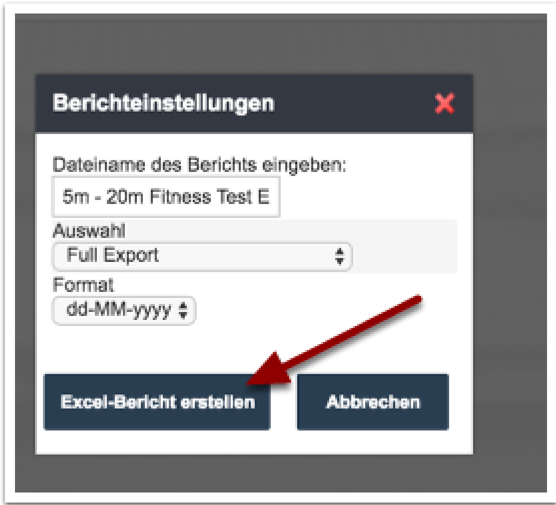


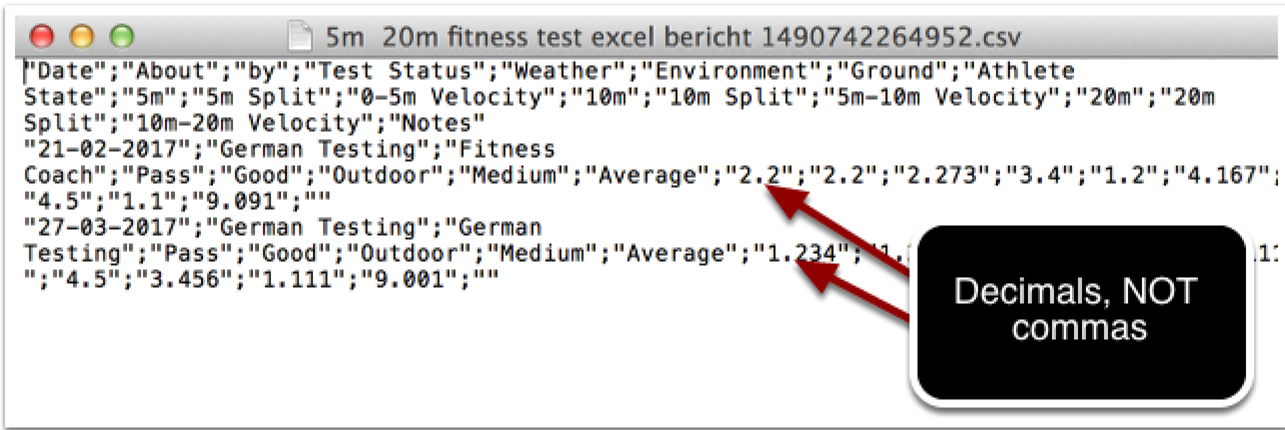
The file will be formatted with a ; between field names



WARNING: Any numbers with a decimal place will NOT be exported with a "," ! It will instead have a "." output. This is purely because the import can ONLY accommodate "." and not ",".

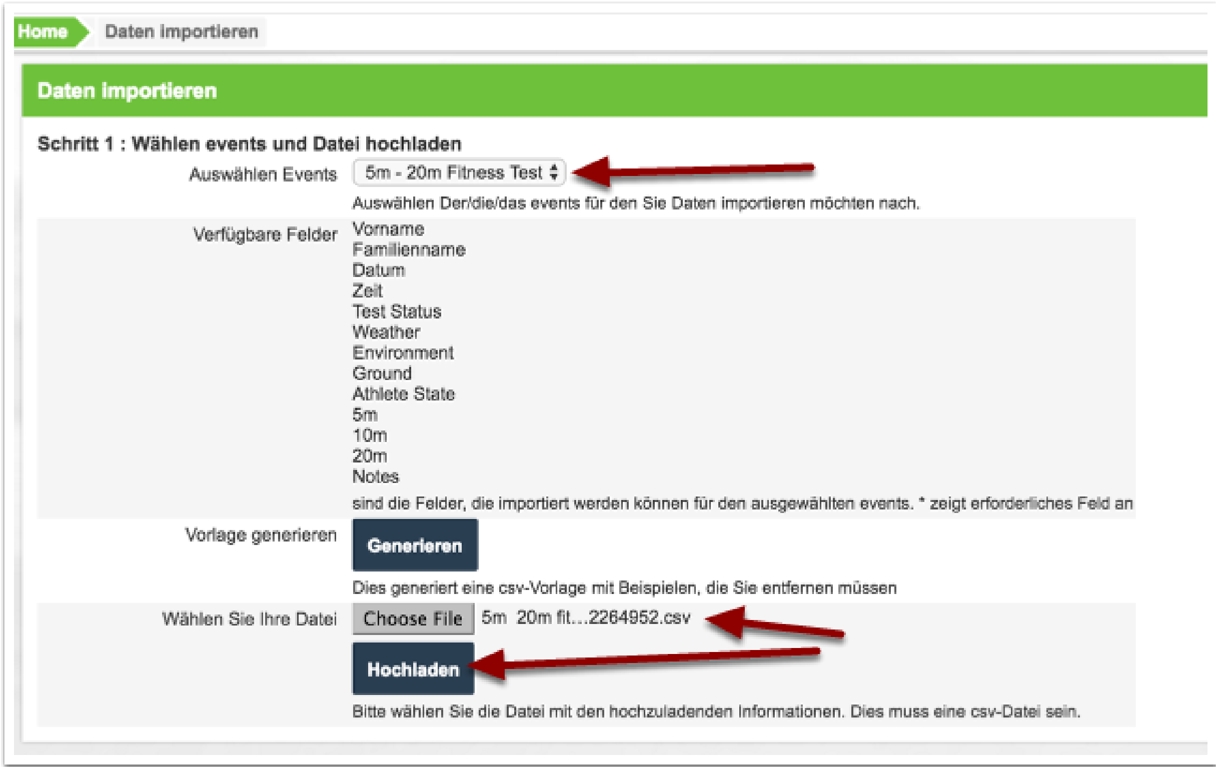


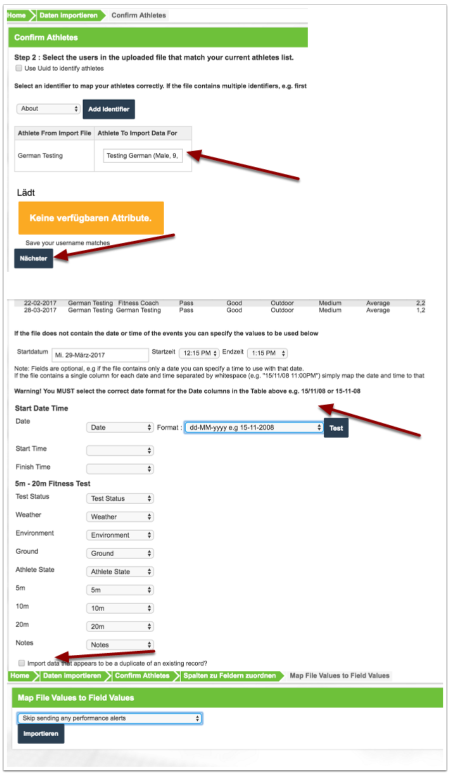




To import in the csv file, click on Daten importieren

Import in the data

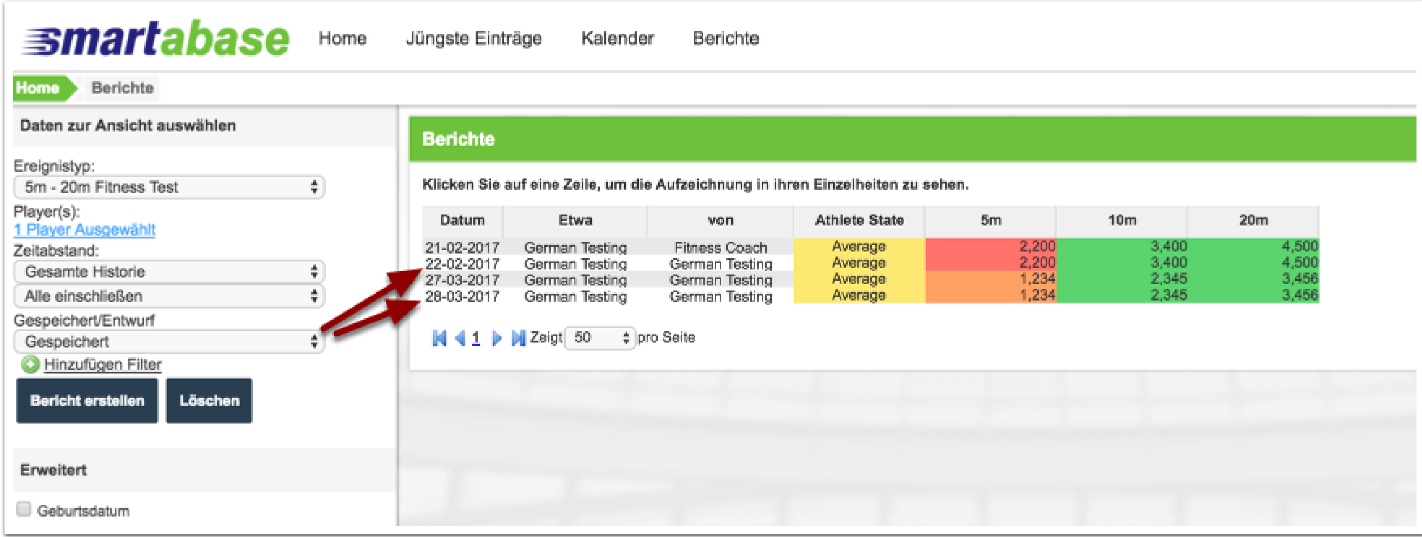


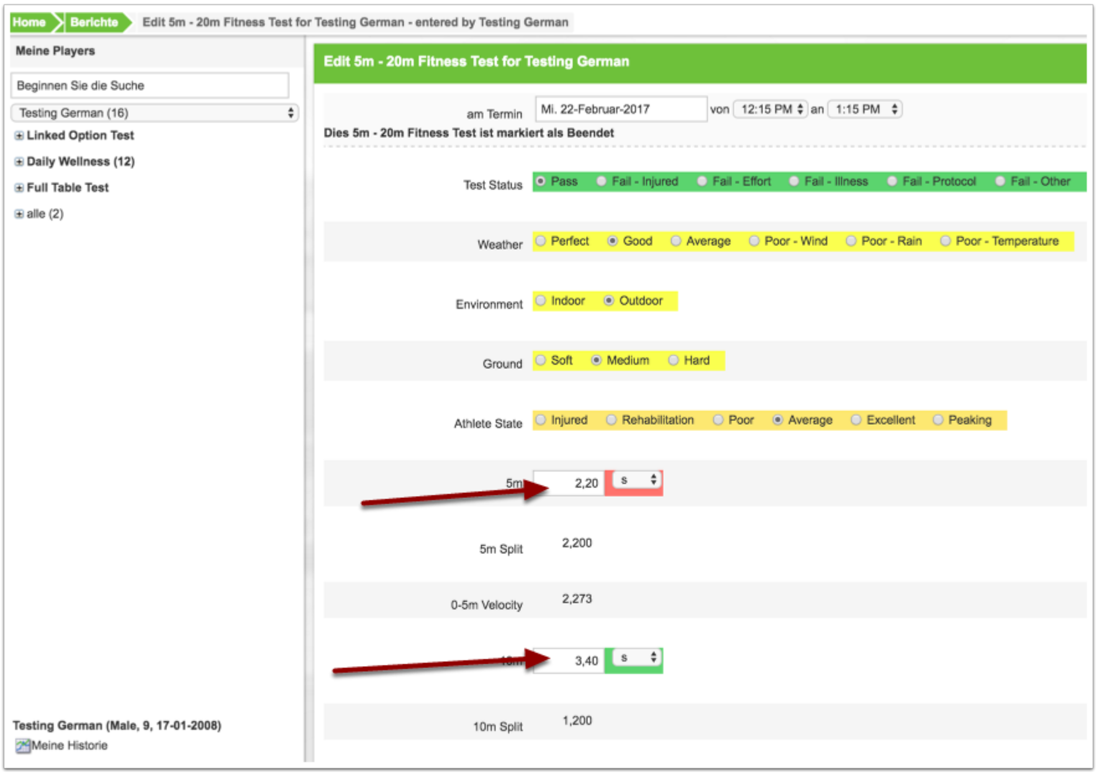


Confirm Athletes
Keine verfügbaren Attribute.
Map File Values to Field Values

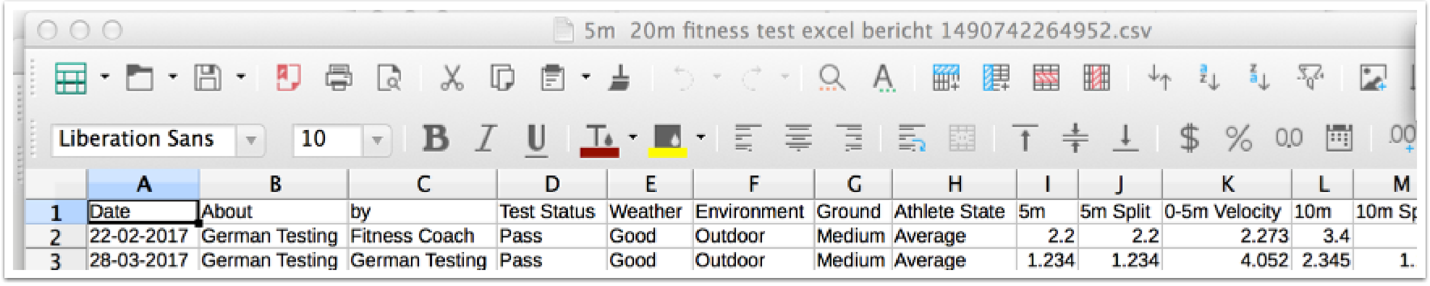
smartabase
Home
Jüngste Einträge
Kalender
Berichte
Home
Daten importieren
Confirm Athletes
Spalten zu Feldern zuordnen
Map File Values to Field Values
Map File Values to Field Values
2 out of 2 records successfully imported.

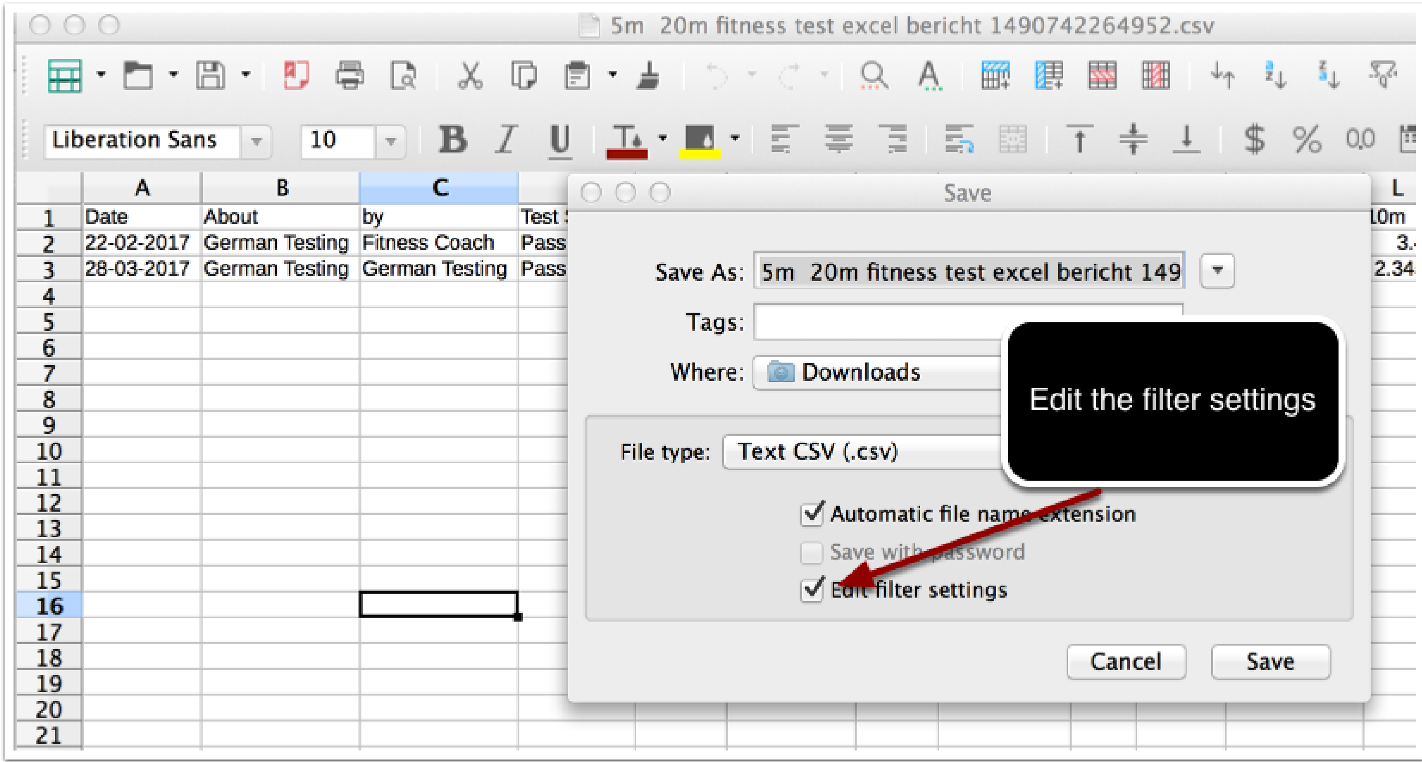
The exported data has been reimported without having to reformat the file

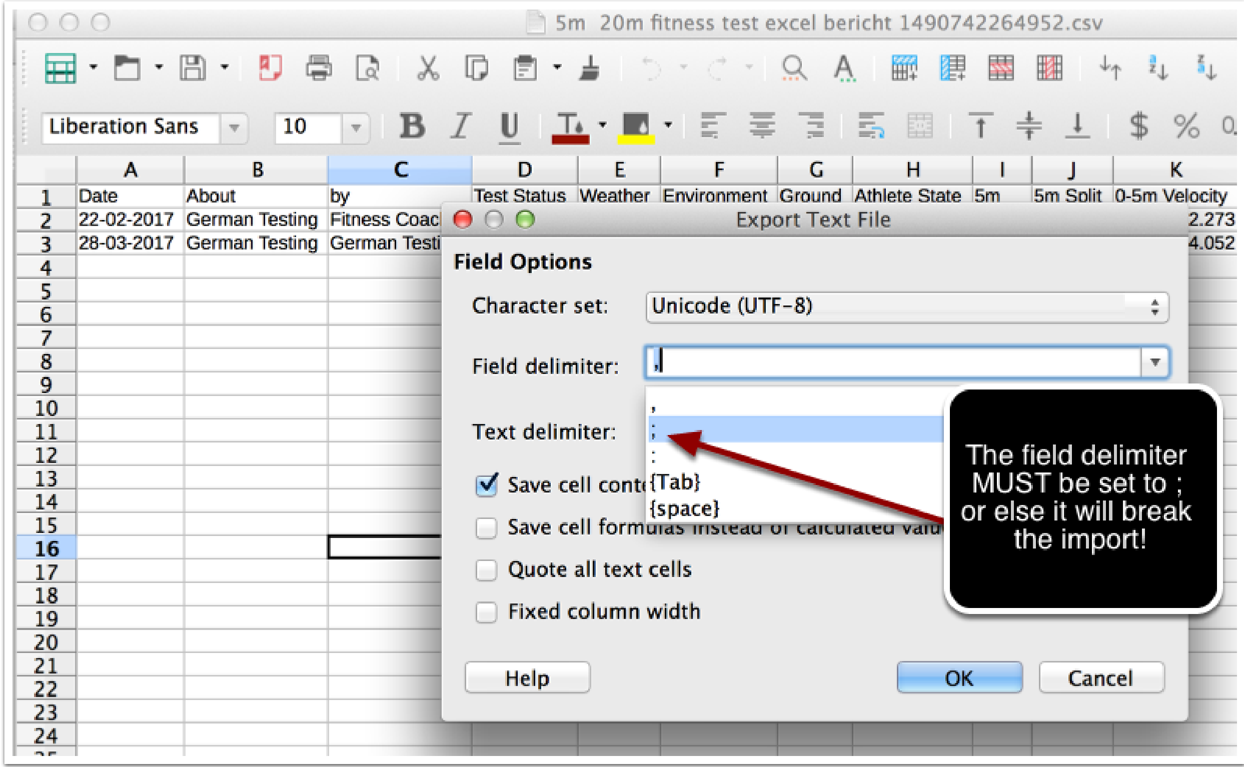




WARNING: IF YOU EDIT IN EXCEL, YOU MUST SAVE THE FILE WITH ; AS THE FIELD DELIMITER






5m 20m fitness test excel bericht 1490742264952.csv
Liberation Sans
10
Export Text File
Field Options
Character set:
Unicode (UTF-8)
Field delimiter:
Text delimiter:
Save cell conte
Save cell formulas instead of calculated valu
Quote all text cells
Fixed column width
{Tab}
{space}
The field delimiter MUST be set to ; or else it will break the import!
Help
OK
Cancel

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 infomation 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 you information safe and secure.

If you logged out successfully

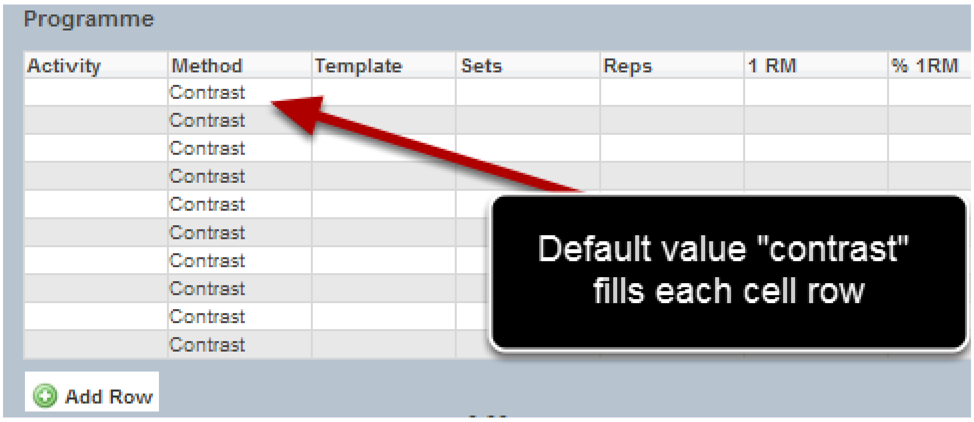
If you logged out successfully, you will be shown the logout screen as shown here.

Thanks and work smarter to improve your performance.

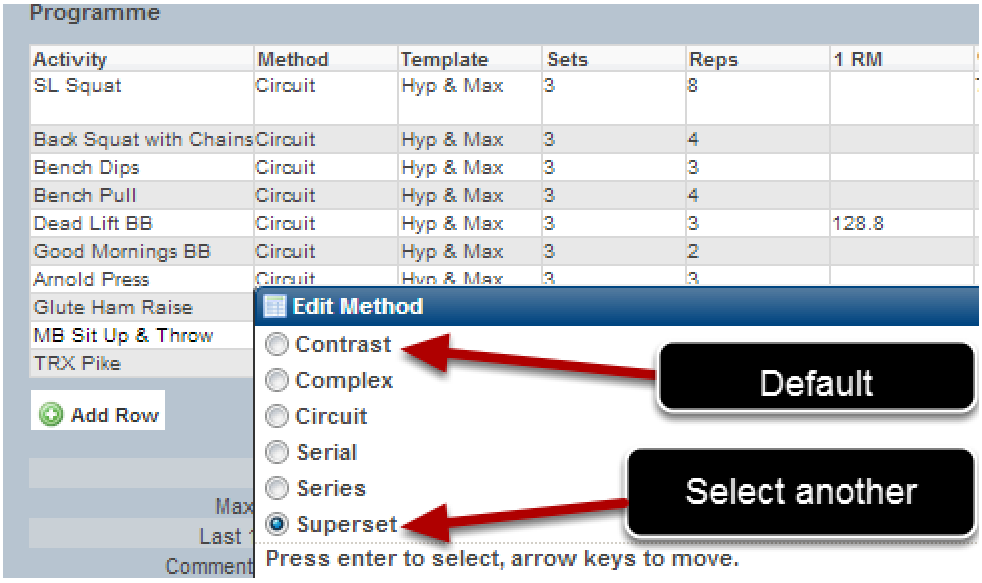
Glitches/Issues that have been resolved

Glitches with default values in tables and html code appearing in tables have been resolved

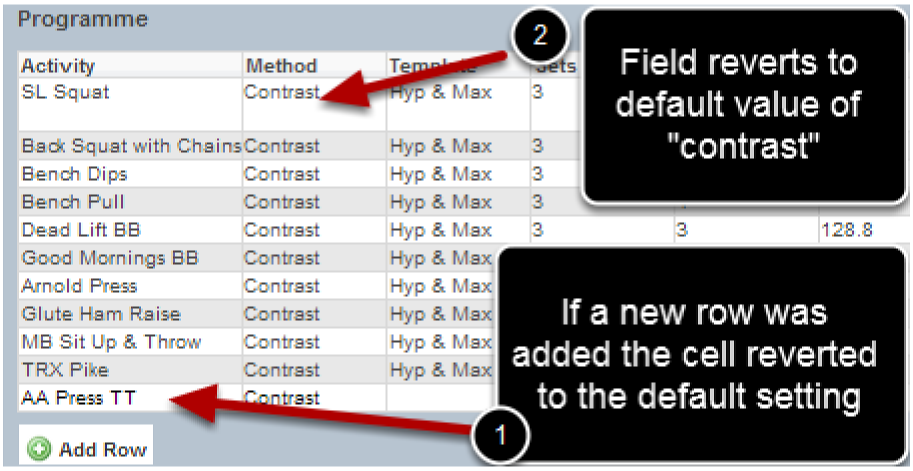
If a default value is set in a table, the default value will appear for that field in every row of the table.



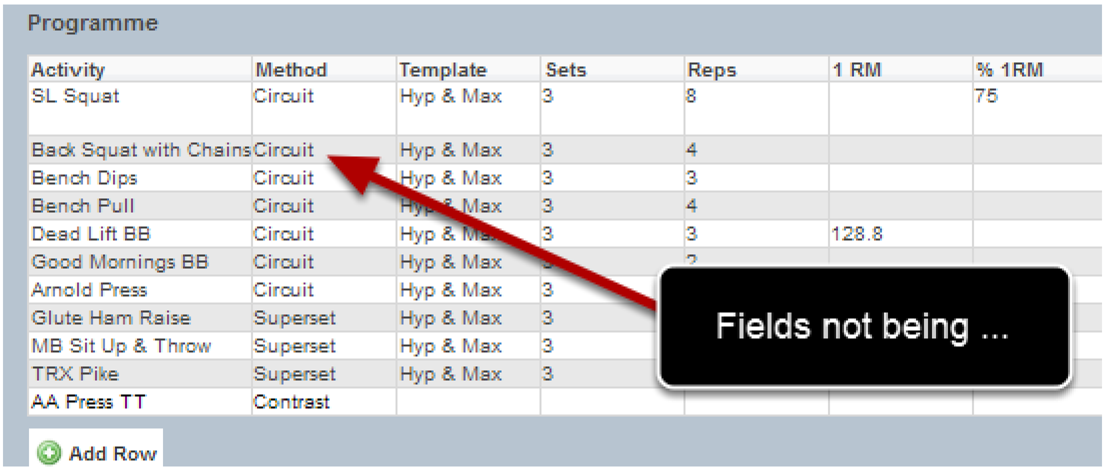
When you enter in new data into the table you could select other answers for the cell (as shown here)



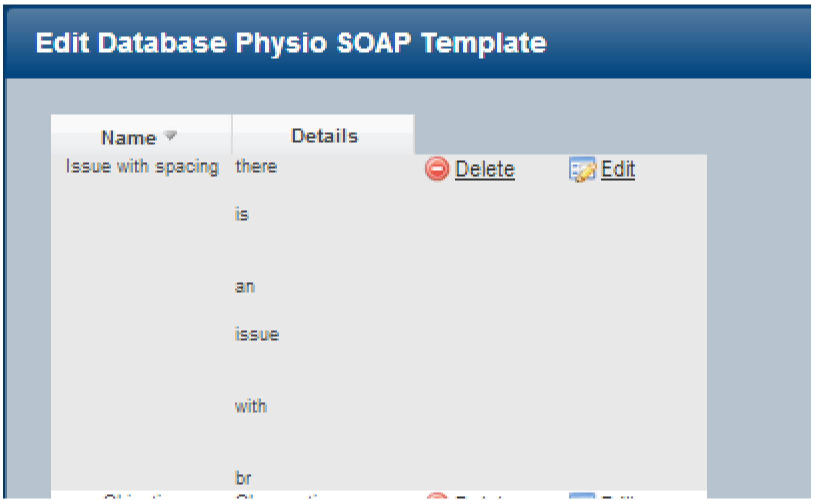
However, a glitch was occurring when the table was updated and any values entered in a table cell with a default value were being overridden by the defaults



This glitch has been resolved and the default overide is not occurring

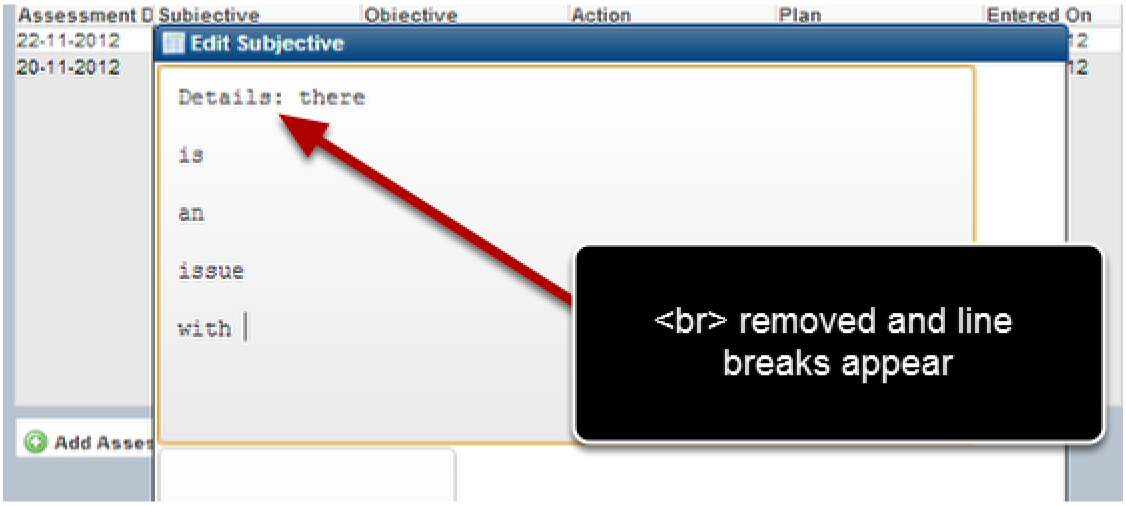


If there were line spaces in a database template (as shown here) they were appearing as a
 when selecting them from a table cell (as shown below)



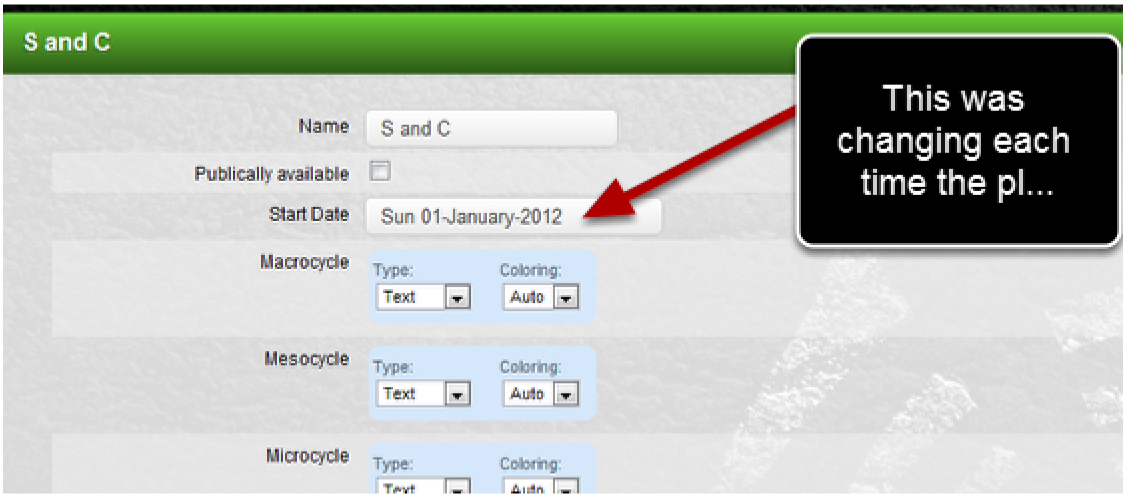
If the database was used as a Template in a paragraph of text field, the spaces would appear as html code as a
 in the text field.

This has been resolved and the spaces do not appear in html code anymore



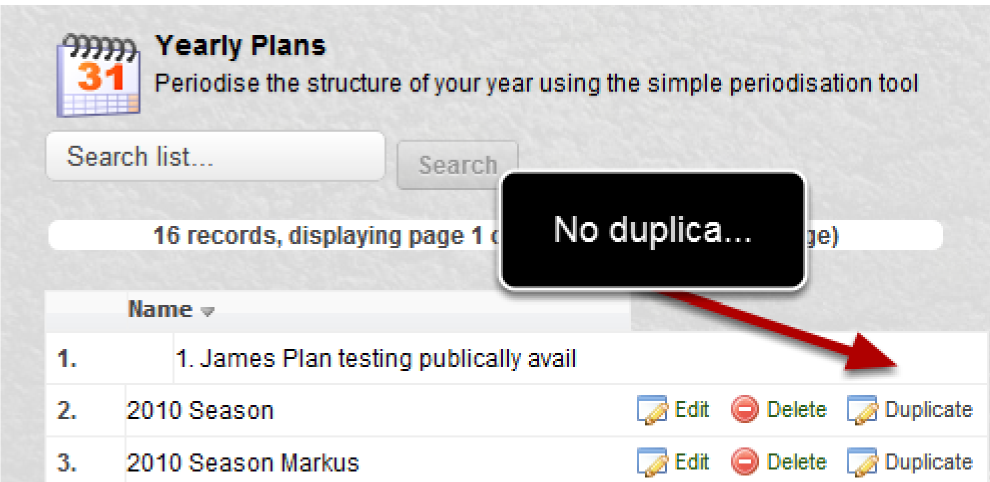
Glitches in Yearly Plans Resolved

There was a glitch with the Yearly Plan start date due to a timezone issue. It was resetting the start date forward on day.



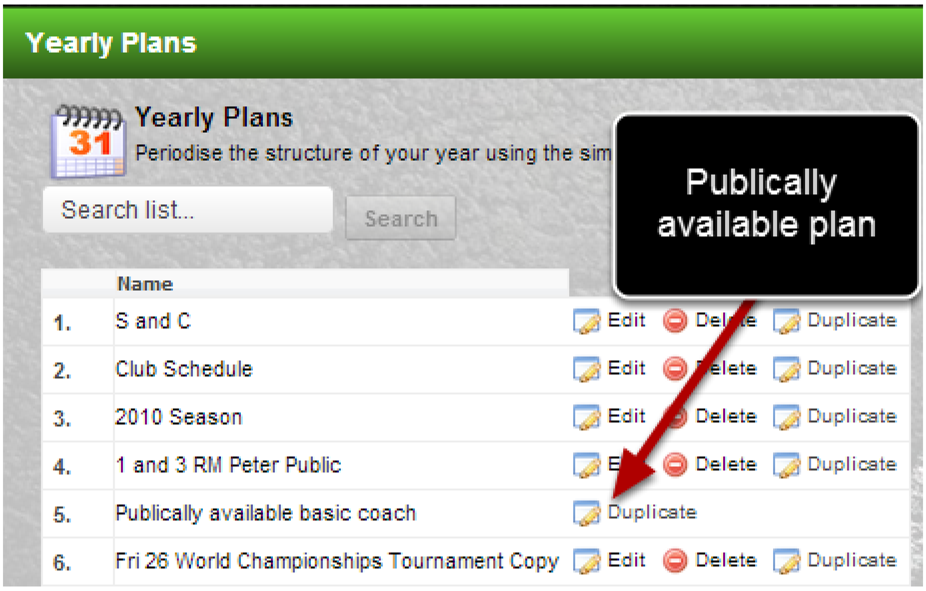
Due to a timezone issue, the yearly plans Start Date was being reset each time the Yearly Plan was opened. This has been resolved.

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).

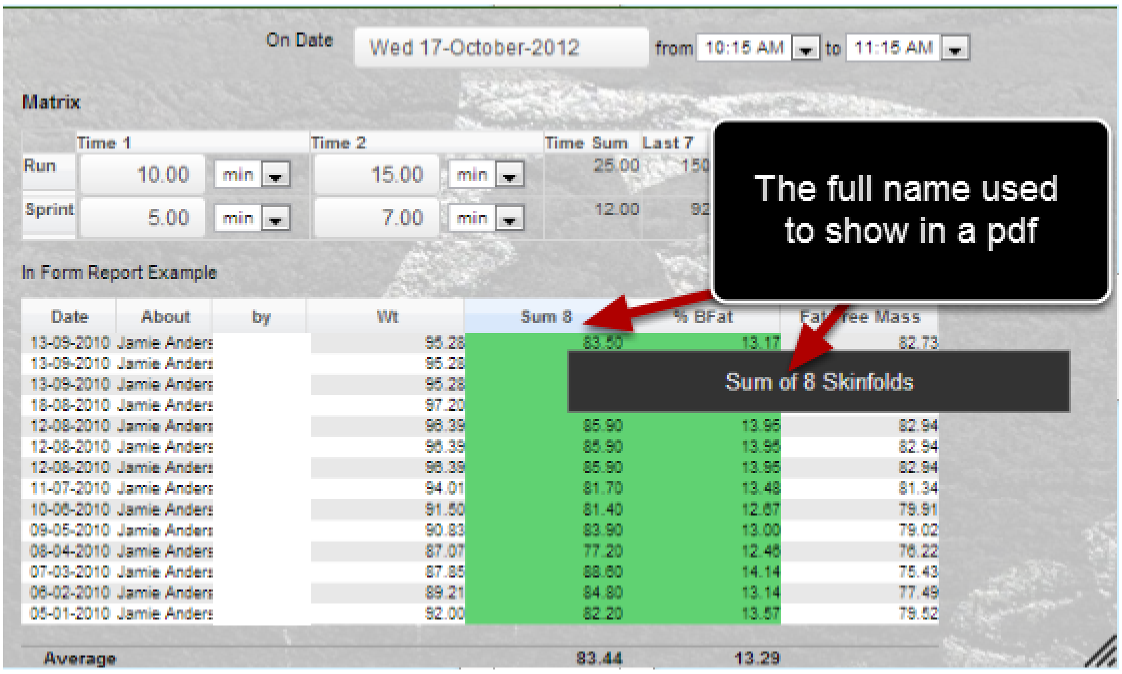
You can now duplicate Publically available yearly plans and use them for your own plans



Plans can now be duplicated, updated and applied to the appropriate athletes.

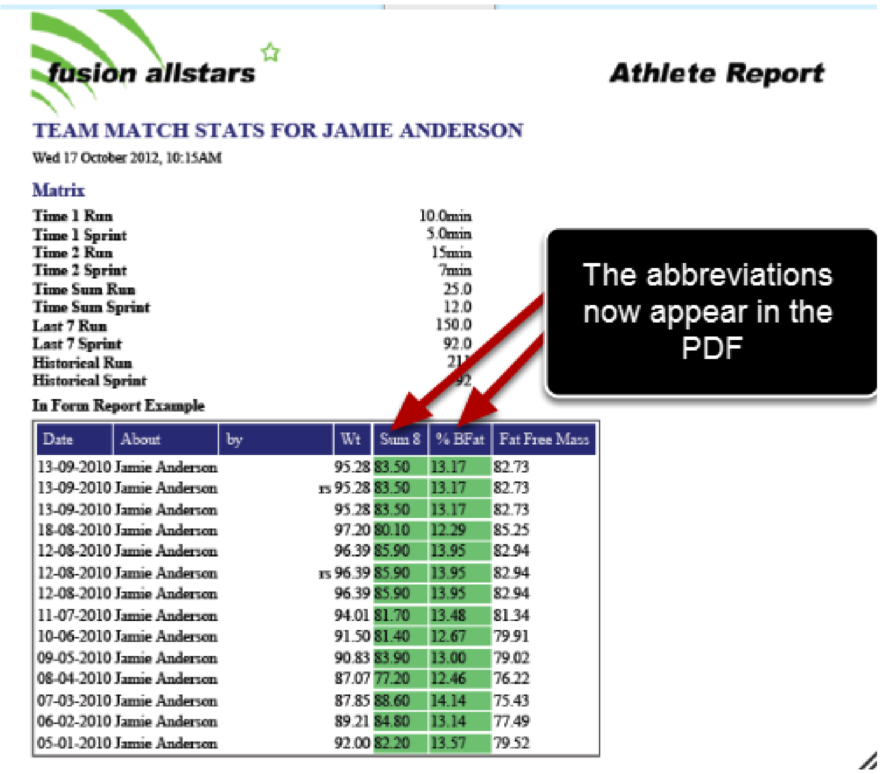
Abbreviations not appearing in a PDF of an Inform Report Issue Resolved

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



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

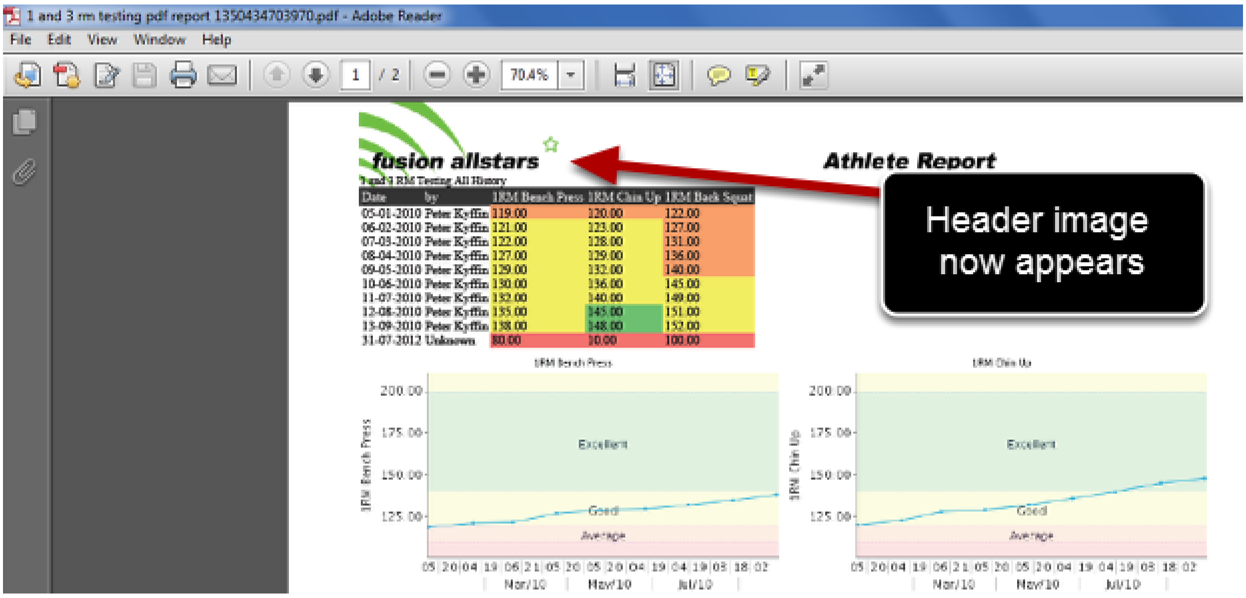


Date	About	by	Wt	Sum 8	% BFat	Fat Free Mass
13-09-2010	Jamie Anderson		95.28	83.50	13.17	82.73
13-09-2010	Jamie Anderson	rs	95.28	83.50	13.17	82.73
13-09-2010	Jamie Anderson		95.28	83.50	13.17	82.73
18-08-2010	Jamie Anderson		97.20	80.10	12.29	85.25
12-08-2010	Jamie Anderson		96.39	85.90	13.95	82.94
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 PDF shows that the field Sum of 8 Skinfolds is showing as it's abbreviation; Sum 8.

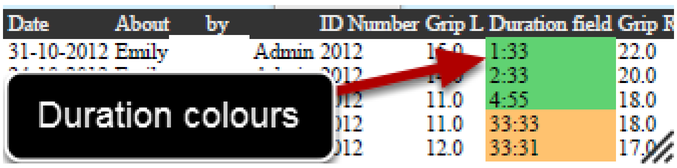
PDF heading is appearing in a PDF report and Performance Standards for Duration Fields are being pulled through

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.

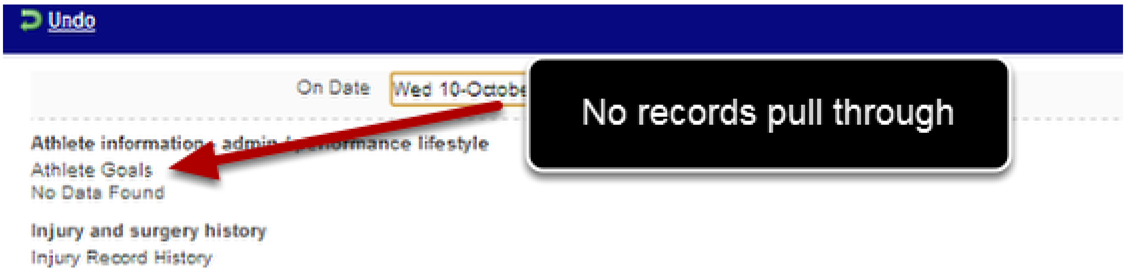
Performance Standards for Duration fields were not displayed in a PDF of the data. This has been resolved.



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)

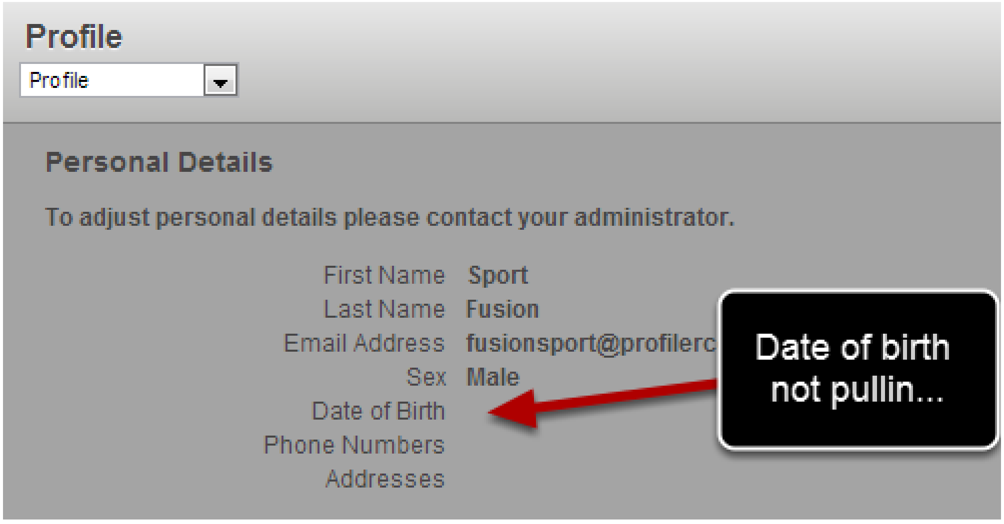


Even though there was data entered for the event, it was not pulling through into the Inform Report. This has been resolved and is pulling through correctly (as shown in the image below).

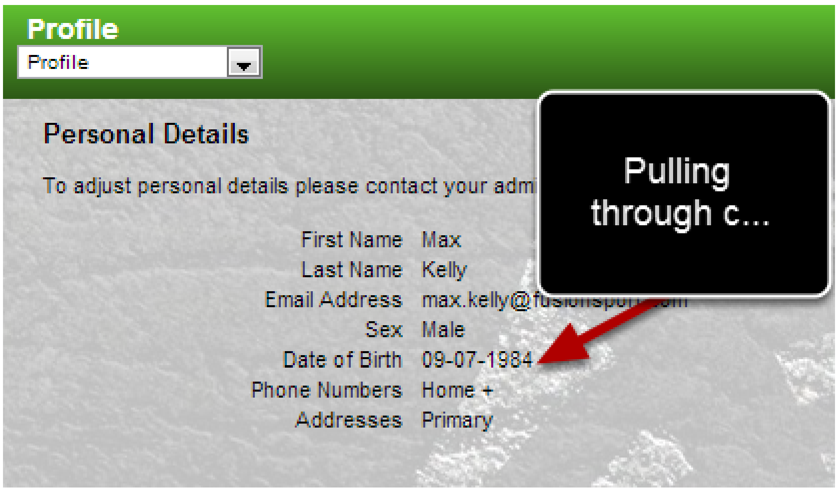
The data is pulling through correctly into Inform Reports

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.

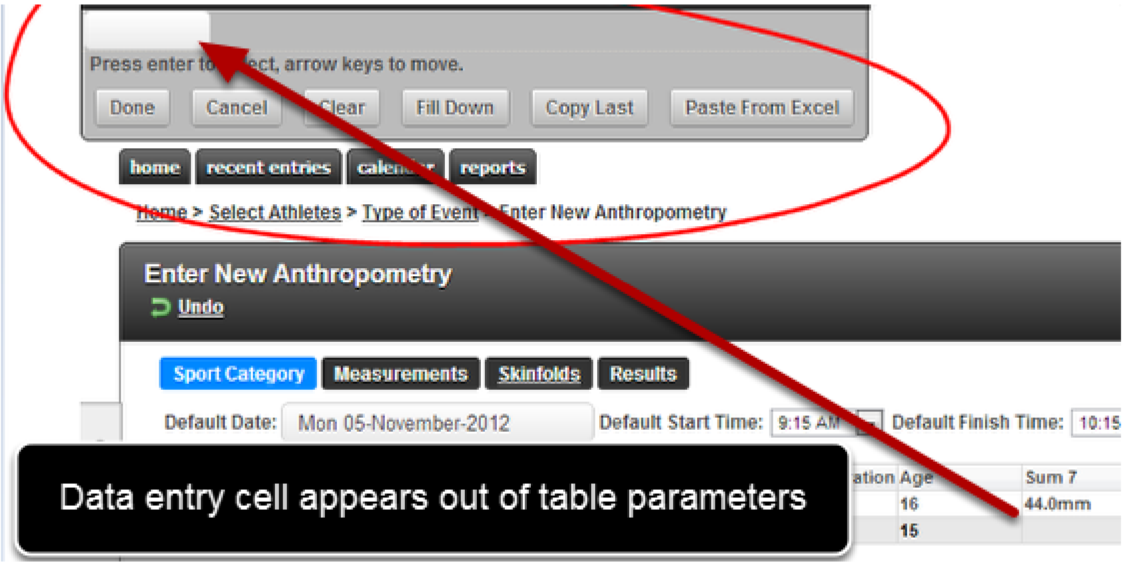


This has been updated and the Date of Birth field is now pulling through correctly



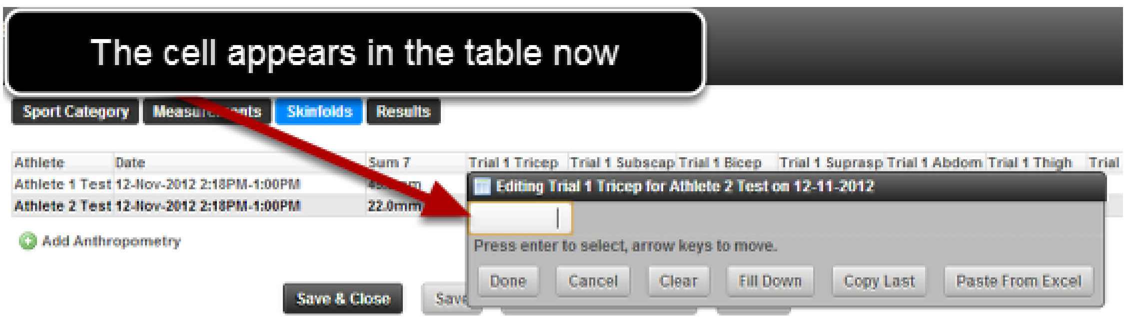
Group Entry Cell Position Glitch Resolved

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.