



# Simtrak™ Mobility

*A decade-long background in professional and amateur sport medical data collection, analysis, and reporting.*

## MAINTAIN > PERSONNEL the Simtrak™ Help Guide series

When you start up Simtrak™ Mobility, and after you log in to the system, the first thing you will use on the initial screen is the Main Menu, at the top of your screen, and shown in this next illustration:



When you want to enter roster information, and related personal information about each player, click on Maintain on the Main Menu (fourth item from left) and then choose Personnel from the selections that appear under the word Maintain (click on Personnel after clicking on Maintain). The Maintain Personnel window then opens on your screen, and the System Toolbar looks like this if there are no players entered yet into Simtrak™ Mobility:



If some players are already entered (are in the roster), then the System Toolbar will look like this:



To enter a new player, click on the white paper icon, New Record (Add). It is a choice on the System Toolbar that is lighted and in color. (The dimmed and gray ones are not available to use for the task you are doing, which is entering a new player.) The Add A Record window opens when you click the white piece of paper (illustration at top of next page).

To edit a player that is already entered, if there are any, click on the binoculars, Find (Locate) icon, third from the right above. A list of players appears. Double click on a player's last name to get the record for that player. (If there are no players entered in the roster, then the binoculars icon, Find (Locate), will be dimmed and gray, and not available.) Once you click the binoculars, you must select (double click) a player in order to proceed. When you do select a player from the list (roster), the Maintain Personnel window opens (second illustration on next page).

**Add A Record**

The data entered must be unique in order to add.  
Type in the unique data and press Enter to Add / Press Cancel to Exit.

Add Information: [Table - Personnel] [Data - Social Security #]

Unique Data: --

**Maintain Personnel [ Mode: View ] Wilmer D Canstiglio - 123-45-6783**

Main | Address | Personal | Medical | Notes | Images | ISS | Injury | Progress | Treatment | Weight | Rx | Physical

First, MI, Last: Wilmer | D | Canstiglio

Social Security #: 123-45-6783

Personnel Type: [Dropdown]

Date of Birth: / / | Age: [ ] | Gender: [Dropdown]

Status:  Active  Inactive  Former

Sport: [Dropdown] | Position: [Dropdown]

Hand Dominance: [Dropdown] | How Acquired: [Text]

Throws: [Dropdown] | College Attended: [Text]

Hits: [Dropdown] | Date Signed: / /

Shoots: [Dropdown] | Date Released: / /

Kicks: [Dropdown]

Create EAG1 12/29/2006 09:38:27

Modify [ ] / / [ ]

**SPECIAL NOTE:**

This help session is about entering players and their personal information. To begin this session, you used the Main Menu, where you selected Maintain and then Personnel. There are many other tasks you will do using the Main Menu choice of Maintain and then the selection of Personnel (from the list that shows up under Maintain). For example, entering data for injuries, treatments, progress reports, and physicals will all begin with Maintain and then Personnel from the Main Menu. Those topics will be covered in other help guides. This document is concerned with and limited to roster and personal information entries. But, you will see the Maintain and Personnel choices from the Main Menu again, for other uses.

## Add A Record Window

In the Unique Data field of the Add A Record window (see exhibit at top of prior page), type in a special code for the player that is a unique number ... it is usually the player's social security number, but it can be any numbering system you choose to use for your roster. The default format is the social security number format shown in the exhibit (other formats are available in the system).

If you do not know the identifier (social security number), you can enter the player now and then add the identifier (social security number) later. To do that, type any numbers in the Unique Data field. Then delete them when you see them appear in the Maintain Personnel window, in the next step where you actually enter the player's name and personal information.

After the numbers are typed in to the Unique Data field of the Add A Record window, press Enter. The Maintain Personnel window appears. See the next illustration:

Maintain Personnel [ Mode: Add ] - 111-23-4567

Main Address Personal Medical Notes Images ISS Injury Progress Treatment Weight Rx Physical

First, MI, Last:

Social Security #:

Personnel Type:

Date of Birth:  Age:  Gender:

Sport:  Position:

Hand Dominance:  How Acquired:

Throws:  College Attended:

Hits:  Date Signed:

Shoots:  Date Released:

Kicks:

Create

Modify

There will be six (or seven) tabs in the Maintain Personnel screen that you can use and that are made available by the software to you: Main, Address, Personal, Medical, Notes, Images, and, in some cases, ISS, the seventh. For now, do not concern yourself with the other tabs that are gray and dimmed and not available.

Make your data entries on each of the tabs by first clicking on the tab name at the top of the Maintain Personnel window, and then typing into the open (white) fields in each tab.

When you are done, click the computer disk icon, Save Changes, on the System Toolbar.

When finished click the open door icon, Close Form (Exit), on the System Toolbar.

### Advanced User Tip, Binoculars

For larger sports organizations, the list of players can be extensive. Simtrak™ Mobility provides a quick search feature within the binoculars, Find (Locate), function. When you click on the binoculars with the Maintain Personnel window open, you next see a Find / Locate window listing all the players in your organization.

After you click on the binoculars icon, and before clicking anywhere else, you can enter a letter on the keyboard and you will be taken to last names beginning with that letter. By entering a second letter, you will be taken to just those names that have both your first letter and second letter at the beginning. And, so on.

You then can quickly double click or press Enter on the player as soon as you see the correct name.

The Tab key moves you to other fields on which you can use this quick search feature.

### Optional Reading Note: Modes – Wait View Add Edit

You can see at the top of the Maintain Personnel window (prior page) it says [Mode: Add]. Throughout your working with the Maintain Personnel window, this mode has changed variously between Add, Wait, View, and Edit. You may or may not have noted the changes. It did not affect your working one way or the other.

But, if you learn to keep an eye on that prompt, it can help you know what you should do next, if you are stopped in your task and thinking about what is your next action. It works the same throughout the Simtrak™ Mobility system. Most of the windows (“forms” in more technical terminology) will display a mode at their top.

[Mode: Wait] — Means you must make a selection either on the form (window) or on the System Toolbar so the software knows what task you want to do. Your selections to choose from will be the ones lighted up and in color, often the white piece of paper icon, New Record (Add), and the binoculars icon, Find (Locate).

[Mode: View] — Means you can look at the information in the form (window), but you can not access it for additions or corrections. You must make a selection on the System Toolbar from among the lighted up and in color icons. That selection often is the white piece of paper icon, New Record (Add), or the open manila folder icon, Open Record (Edit).

[Mode: Add] — Means you can add or are adding data to the form (window). The fields for adding new data are open and available.

[Mode – Edit] — Means the fields for previously entered records are available for data edit.

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REMINDER: When you enter or edit data, you will need always to click on the computer disk icon, Save Changes, on the System Toolbar before you can go on to the next step in your task. After a while, it will become a habit.