

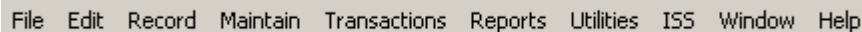


Simtrak™ Mobility

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

MAINTAIN > FACILITIES the Simtrak™ Help Guide series

When you start Simtrak™ Mobility, and after you log in, 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:



To manage information about facilities you use, click on Maintain, fourth item from the left on the Main Menu. Then choose Facilities from the selections that appear under the word Maintain (click on Facilities after clicking on Maintain). The Maintain Facilities window opens, and the System Toolbar looks like this if you have made no entries in Facilities yet:



The white paper icon is available to click so you can make a new entry. The System Toolbar looks like the next one below if there already are entries in the Facilities section. It includes the binoculars, so you can find a facility to edit (using the binoculars icon) as well as make a new facility entry (using the white page of paper icon):



To enter a new facility, click on the white piece of paper, New Record (Add) icon, on the System Toolbar. A new window (Add A Record) pops open that looks like this:



In the Add A Record window (bottom of prior page), in the Unique Data field that is open and white, type in the name of the facility you wish to add, and press Enter. Simtrak™ Mobility immediately takes you back to the Maintain Facilities window (next illustration). The top field in that window is Facility Type. Click on the arrow to the right of Facility Type to see a list of selections. Choose from the list, with a single click, a type of facility for your entry.

If you don't see a Type of Facility that you want to use, select the Add item in the Facility Type list to make a new entry in that list. A new window opens. Enter the text for the new Type of Facility you have in mind, and press Enter. Now the selections at the Facility Type field arrow include your new one.

To remove an entry in the list that appears at the Facility Type field arrow, select Delete from the options there, click on the list item you want to remove, and press Enter.

To edit a list item (for example, correct the spelling), first Delete it and then Add it back.

Fill in the rest of the contact information in the Maintain Facilities window and click on the computer disk icon, Save Changes, on the System Toolbar.

Click on the open door, Close Form (Exit) icon, on the System Toolbar to leave the Maintain Facilities window.

When you next return to the Maintain Facilities window, and you want to locate a certain facility, click on the binoculars, Find (Locate) icon, to see a list of all the facilities. Double click on the one you want to open for data entry or just to view for information.

Additional Notes:

You will have noticed the gray **Add information** Field in **Add A Record** form (window). It is not a field you will use. It is informational only, telling you where the information you are adding goes in the Simtrak™ Mobility database. As an aside, it is important to remind yourself that the facility name you choose when you enter a new facility must be a unique name ... it cannot be the same as another facility name. For example, if there are two clinics with the same name but in different locations, then you will need to differentiate them when you enter them, such as entering a number 1 after one of them and a number 2 after the other.

Also, you will have seen the **Transactions** tab in the **Maintain Facilities** form (window). That tab (if you click on it) shows the list of the times that facility was used. For example, when you enter an injury into Simtrak™ Mobility using the Initial Report of Injury window, it might be that you enter the facility to which the player was sent for that injury (using the Services tab), then that visit to the facility will be among those listed in the Transactions tab here. Likewise, if you make a Progress entry (Progress tab in Maintain Personnel window) , and you also enter the facility visit for your player (Services tab in Progress Report of Injury window), then that visit to the facility will show up in the Transactions tab list in the Maintain Facilities window that is a part of this training session. If your Transactions tab is gray and not available to click on, try using the binoculars to first locate a facility, then, when you double click on the name of the facility that you choose, the Transactions tab will become available.