



Simtrak™ Mobility

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

PLAYER TRANSFERS

the Simtrak™ Help Guide series

DO NOT USE THIS DOCUMENT IF YOU ARE USING SIMTRAK™ MOBILITY USB.
Instead, use the Player Transfers Help Guide marked as for USB users.

With Simtrak™ Mobility, it is easy to transfer (trade) a player from one organization to another.

On the Main Menu, select Utilities. In the drop down list that appears you will see two selections that are used for player transfers, Export and Import. Export, of course, is for moving a player out of an organization, and Import is for bringing a player into an organization.

The exporting organization simply creates an export file with the Simtrak™ Mobility Export utility and provides that file to the receiving organization. Then, the receiving organization imports the file into their Simtrak™ Mobility software. It is a highly automated process that is very simple for the users to conduct.

EXPORTING A PLAYER

1. Click on Utilities on the Main Menu and then select Export from the drop down list. You will see the Export Personnel and Weekly Information screen. There will be no players shown when the screen first appears.

Personnel		
Last Name	First Name	Personnel Type
Terry	Wilson	

Remove Existing TPERS File Prior to Export

Update After Export
 Inactive
 Former

Export Images
 Clear Address

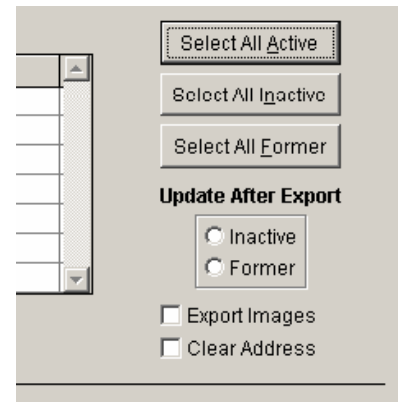
Weekly Information

Organization Information				Master Information			
Table	Add	Change	Delete	Table	Add	Change	Delete
INnneI	n	n	n	INnneI	n	n	n

2. Next click on the binoculars, the Find (Locate) button, on the System Toolbar to see a list of your players. Double-click on the last name of the player you wish to transfer. The top half of the Export Player and Weekly Information screen, the Personnel section, now shows the name of the player you are going to export, as shown on the prior page. If you are exporting (trading) more than one player to the same organization, you can use the binoculars to find the others, double click on their last names, and add them to the Personnel list.

3. In the right portion of the display (*also shown at the right of this paragraph*), you will see a bold heading of Update After Export. Here you will choose what you want to do with your player records (*the records you are keeping after the export*) when the export is completed. Do you want to move that player or those players (*in your records*) to a status of Inactive or Former or leave the status unchanged (*making no selection*)?

Hint: Former is often chosen here so the player(s) will have their status changed from Active to Former automatically after the export is performed. This eliminates the need for you to go edit each personnel record and change their status to Former individually.



4. Also, you see a checkbox for Export Images. If you check this box, you will include all images that are in your Simtrak™ Mobility for that player (*or those players*) when you do the export. (*See the IMAGES note on the next page for further information on this.*)
5. You also see a Clear Address checkbox. You can check this to send the player(s) with their season address cleared out, since that address will change for them at their new organization. This way the receiving organization can edit the records and type in their new address for the season.
6. Then, there is one more checkbox you see at the lower left of the screen called Remove Existing TPERS File Prior To Export. (*There is more on this in the note on the next page. See the TPERS/TPIMG note.*)
7. All that is left now is to click on the Export Personnel button, and your export file(s) will be created automatically.

With the export file(s) all done, the only thing remaining to do is to get the export to the destination organization. **The file(s) you created for the export would be located in the export folder inside your main simtrak folder (or other path/folder that is designated in your Simtrak™ Mobility organization setup).** The export file for all the player information will be named TPERS plus a two-digit number that is your organization number. For example, TPERS01 or TPERS02. If images were (*item #4 above*) included, then a separate file for images will be in your export folder, too. The images export file will be called TPIMG plus your two digit organization number ... TPIMG01, TPIMG02, and so on. Some additional useful information is in the TPERS/TPIMG note on the next page.

NOTES FOR PLAYER EXPORT

IMAGES

You can create an export file with or without images in it. For example, you can create an export file for a player transfer (trade) without images in it, and then you can send that relatively small file to the destination organization by itself. Later on, you can transfer images by shipping this larger file on a CD/DVD, after copying the images one by one onto the CD/DVD.

However, Simtrak™ Mobility offers you a convenient way to include images in your export procedure. You can check the Export Images checkbox. If you do this, the images will be compiled together in a single zip file when you click the Export Personnel button. This zip file is separate from the main export file with all the personnel sports medicine records. So, you can check the Export Images checkbox and do the export, and then still handle the two files separately, the personnel export file and the images zip file.

TPERS/TPIMG

There are two files that can be created for export ... the personnel file for the player(s), and the images file associated with the player(s). Both files will be in your export folder. The images file will be created only if you have checked the Export Images checkbox prior to performing the export routine. The personnel file will always be created by the export function, for the player(s) you have selected.

The name of the personnel file will always be TPERS plus your two digit organization number (*example: TPERS01*). The images zip file, if you choose to create one, will always be called TPIMG plus your two digit organization number (*example: TPIMG01*). If you selected several players for the export, they will all be grouped together in one file (*not one file for each player*), *one TPERS file and also one TPIMG file if you chose to include images*.

Special Note for Prior Exports:

If there is a prior export you created, it will need to be deleted or moved/saved to another location if you want to keep it (*removed from your export folder*) before you do the next export. The reason is that the export files are always named the same name and always placed in your export folder. And, one will overwrite the other.

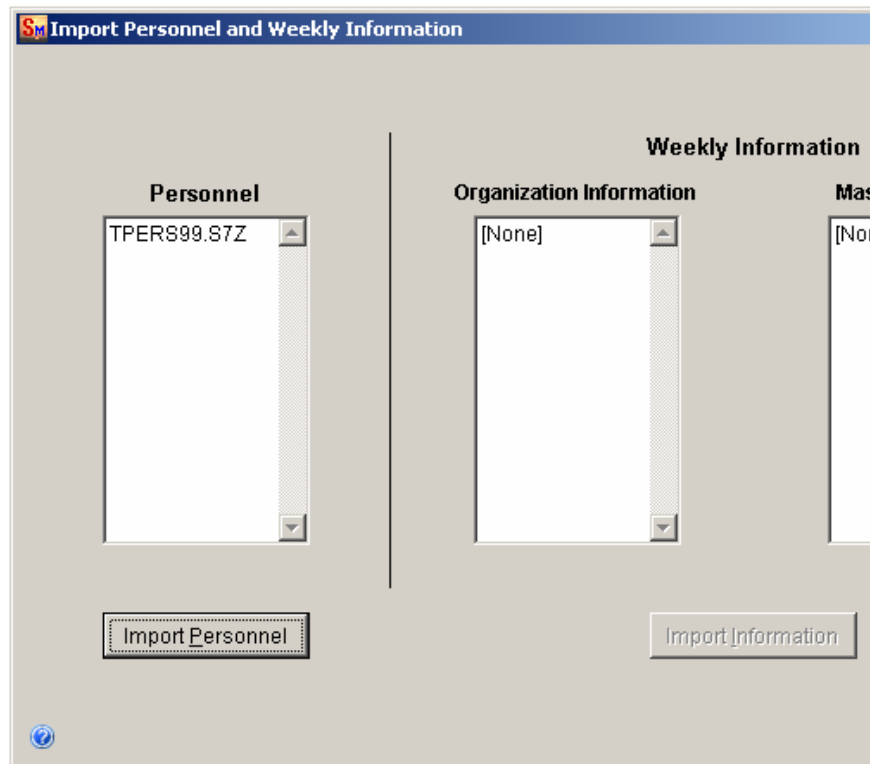
You can check the **Remove Existing TPERS File Prior to Export** checkbox to take care of this task for you. The prior personnel export file, along with the prior images export file if there was one, will then automatically be deleted before the new one is placed in your export folder.

IMPORTING A PLAYER

1. To import a player you will need to place (*save target as or copy/paste*) your import file, received from the exporting organization, into your import folder. The file will be named TPERS plus a two digit organization number (*examples: TPERS01, TPERS02*).

Your import folder will be specified in the settings of your organization setup (*view it at 0000 Master login, then Maintain, then Organization Setup, then Settings tab*). It is usually the import folder inside of the main Simtrak™ Mobility software folder (*for example, inside the simtrak9 folder*).

2. Click on Utilities on the Main Menu and then select Import from the drop down list. You will see the Import Personnel and Weekly Information screen. The files that are in your import folder will be listed under Personnel. *The Personnel window, shown below, is the only one window in the screen that needs your attention in a player transfer (trade) import action*. In the illustration below, the import file is from organization number 99.
3. Click the Import Personnel button.



You are now done. Pull up the new player(s) under Maintain > Personnel and add/change information such as player address and so on that will be new for each player's new location. And, see the note on the following page about importing images if you have received such with the player transfer/trade.

Hint: Quite often the exporting organization will send the player's digital file with the status marked as Former. After you import such a file, and if your User Settings filter is set to Active, you will not find the new player (*because the status is Former*). If this happens, change your filter to All, find the new player, edit them, and make their status Active. Then you can set your filter back to Active. You change your filter under File / User Settings.

NOTE FOR PLAYER IMPORT

IMPORTING IMAGES

If you received images with the imported player(s), they will be in a zipped file named TPIMG plus a two digit number for the organization that sent the player to you (*like TPIMG01 for example*).

You will need the ability to extract the files from the zip. Therefore, you will need an unzipping program, or you will need to use Windows XP to extract the files.

Extract the files to the same folder that the organization sending the player used. Find out from them what folder contained the images, and extract your images to a folder with the same name.