



Name: _____

Class: _____

Date: _____

QUIZ – Entering Personnel Information

1. The Personnel selection for accessing player information is found under the _____ menu selection on the Main Menu.
 - a. File
 - b. Edit
 - c. Maintain
 - d. Record
2. To enter a new player in the roster, you need to select Personnel and then click on the _____.
 - a. Edit selection
 - b. New Player icon
 - c. icon that looks like a folder
 - d. Add selection on the Toolbar
3. When entering new data, you cannot leave that activity and access other menus or selections until you first _____.
 - a. do a back-up
 - b. save your data
 - c. transfer the file
 - d. exit
4. Each athlete in the Personnel section must have one entry for a _____.
 - a. unique identifier, such as social security number
 - b. first and last name
 - c. birth date
 - d. sport and position
5. To find a player in the roster, click on the Locate (Find) button which looks like a _____.
 - a. letter X
 - b. door that is open
 - c. magnifying glass
 - d. binoculars

6. When entering a new player in Personnel you can only open the first five tabs (Main, Address, Personal, Medical, and Notes) until you _____ the information you have entered under those tabs. Then the other seven tabs become available, too.
- print
 - open
 - save
 - close
7. To access the Personnel records for an athlete already entered in the system, _____ the player's name.
- highlight
 - point to
 - right click
 - double-click
8. You can enter two players with the same name.
- Yes, if they have different unique identifiers.
 - Yes, if they are twins.
 - No, they must have at least one different letter in their name.
 - No, that will create an error message that will show up on your screen.
9. All the buttons I need to use to enter or work with Personnel information are found on the _____.
- main menu
 - drop down box
 - Toolbar
 - highlight selection list
10. The Add button on the Toolbar looks like a _____.
- white page of paper
 - colored box
 - protractor
 - check mark



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QUIZ – Entering Injury Information

11. To enter injury information after starting Simtrak™, you first choose the _____ selection on the Main Menu to gain access to athlete records.
- Data Entry, then Injuries
 - Maintain, then the Personnel drop-down choice
 - Edit, then Injury Information
 - Transactions
12. In order to enter injury information for an athlete, you must first find that athlete's records in Simtrak™. You find an athlete by looking with the *Find (Locate)* button, that looks like _____.
- a magnifying glass
 - a question mark
 - binoculars
 - an open door
13. Once you see a list of athlete names (roster) you can open an athlete's records by _____ the player's name.
- right-clicking
 - pressing enter while pointing the mouse at
 - highlighting, then left clicking
 - double-clicking
14. To enter a new injury for a player, you will first find and open that player's records, then click on the Injury tab to access the injury information fields, and then you will need to _____ in order to be able to enter a new injury.
- double-click on each field before you enter data
 - click on the *New Record (Add)* button, the white piece of paper icon
 - open the Edit screen
 - close the roster list first

15. The screen that has the fields to enter a new injury is called the _____.
- Injury Status and History report
 - Main Personnel Data screen
 - Initial Report of Injury screen
 - Injury Tracking Summary screen
16. When you see a screen with grayed in boxes, you can access those grayed boxes for data entry by _____.
- selecting the box heading/title
 - selecting "Open Text Boxes" on the menu
 - clicking on the box heading/title
 - double-clicking anywhere in the gray box area
17. You can view the Initial Report of Injury after you enter the injury data by _____.
- Selecting *Print Preview* on the Toolbar
 - clicking on Reports on the Main Menu
 - selecting *Injury Report* on the Toolbar
 - double-clicking on the injury screen heading bar
18. The Initial Report of Injury has two pages. In order to see both pages, you must have entered data under the _____ tab. Otherwise, you will see only one page of the report (the other is not needed).
- Dictation
 - S.O.A.P.
 - Services
 - Main
19. When new information has been entered, you need to _____.
- click the *Save* icon before accessing other features of the software
 - run back-up each time
 - choose *Print Preview* since that is the only way you will see your data
 - place a checkmark in the *Update* box
20. The *Print Preview* button looks like a _____.
- printer
 - clipboard
 - a curved arrow
 - a small magnifying glass over a page



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QUIZ – Entering Treatment Information

21. To enter treatment information after starting SimtrakTM, you first choose the _____ selection on the Main Menu to gain access to athlete records.
- Data Entry, then Injuries
 - Maintain, then the Personnel drop-down choice
 - Edit, then Injury Information
 - Transactions
22. In order to enter treatment information for an athlete, you must first find that athlete's records in SimtrakTM. You find an athlete by looking with the *Find (Locate)* button (binoculars), and then _____ the athlete's name.
- right-clicking
 - pressing Enter on
 - highlighting, then left clicking
 - double-clicking
23. With a player's Maintain Personnel screen open, you click on the _____ tab to begin entering treatment information.
- Treatment
 - Injury
 - Main
 - Medical
24. To enter a new treatment, you will need to _____ in order to be able to enter a new injury.
- double-click on each field before you enter data
 - click on the *New Record (Add)* button, the white piece of paper icon
 - select New from the Edit menu
 - highlight all previous treatments

25. To view a prior treatment, _____.
- click in the Treatment record in the Treatment Tab, and press Enter
 - double-click on a treatment in the Treatment tab
 - none of these choices
 - both a and b above are correct answers
26. _____ treatments can be tracked.
- Maintenance/Preventative
 - Rehabilitation
 - both a and b above
 - none of the above
27. _____ treatments can be linked to an injury.
- Maintenance/Preventative
 - Rehabilitation
 - both a and b above
 - none of the above
28. To link a treatment to an injury, click the _____ checkbox.
- Add To List
 - Status
 - Link to Injury
 - Injury Surveillance
29. Choices for the Injury, Body Part, Non-Active Treatment, Active Treatment, Medications, and Functional Activity fields can be entered by _____.
- typing in the text you want to display
 - clicking Add
 - clicking Delete to remove all you do not want to enter each time
 - double-clicking on each item in the drop-down list, so that an X appears, then clicking OK when those you want all have X's
30. Treatments can be copied from past days to speed up entries by _____.
- relying on Cut and Paste only
 - using the *Copy Treatment* button
 - clicking on Repeat Treatment on the menu
 - double-clicking on the treatment date



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QUIZ – Reports

31. To obtain a report, select _____ on the Main Menu.
- Utilities
 - Maintain, then the Personnel, then Reports
 - Reports
 - File, then Reports
32. The Coaches Report is obtained by first selecting _____.
- Reports, then Coaches
 - Management Summary under Treatments in the Reports drop-down list
 - Print Preview on the Maintain Personnel menu
 - Coaches Report and then double clicking
33. The Coaches Report is viewed by clicking the _____ on the Toolbar.
- Print Preview* button
 - New Record (Add)* button
 - binoculars with shift key held down
 - telescope icon
34. There are three player status categories in the Coaches Report: _____.
- New, Returning, Disabled
 - Ready to Play, Needs Treatment Before Playing, Not Applicable
 - Injured, Not Injured, Will be Injured
 - Not Able, Limited, Able
35. An error message saying “No matching records found” most likely means you should _____.
- make the date an older date, the one you entered is too recent
 - click on Reset
 - click on Save before continuing
 - close the *Print Preview* window, then try again

36. Another report under the Treatment report choices is _____.
- a. Sports Medicine Overview
 - b. Tracking List Summary
 - c. Trainer Detail
 - d. none of the above
37. When done viewing a report, click _____.
- a. Done
 - b. Exit
 - c. *Next Report*
 - d. the *Close Preview* button
38. Can reports be sorted?
- a. No, they cannot.
 - b. Yes, but only one way.
 - c. Yes, two ways at the same time.
 - d. Only alphabetically.
39. Can reports be generated for specified periods of time?
- a. Yes, for individual years only.
 - b. No, they are for fixed and total time periods.
 - c. Only the Coaches Report can be produced for a certain time period.
 - d. For each report you choose a begin date and end date.
40. The *Close Preview* button is located on the _____.
- a. Print Preview Toolbar
 - b. main Toolbar
 - c. Main Menu
 - d. Print drop-down Menu