



# Simtrak™ Mobility

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

## REPORTS and PRINTING 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:

File Edit Record Maintain Transactions Reports Utilities ISS Window Help

If you click on the Reports tab on the Main Menu, you will see the drop down selections shown at the right. There are 14 reports. Many other printing and reports selections are found throughout Simtrak™ Mobility, but this list shows the primary types of reports most generated by users. For that reason, they are listed under the Reports tab. We will look at these popular reports first.

Injury Status
Injury Summary
Treatment
Weight
History
Physician Referral/Physical Expiration
Paperwork Status
Personal/Physical Group Print
Programs
Medication
Costs
Personnel/Address List
Schedule
Facility List

Take a moment and click on each report to get an overview of the type of screens that present themselves when you make a report selection. Each screen gives you options of how you want to produce the report.

For example, for many of the reports you will have seen a selection similar to the one below, a choice of Sort Orders. Sort Order selections may be different from one report to the other, but they all operate the same. By clicking on the down arrow at the right of the Primary or Secondary Sort Order field, you will see what selections are available for sorting (ordering) the data for your report. *Secondary Sort Order is sorting within the Primary Sort Order headings when the report is generated.* Be sure also to note that there is an Ascending and Descending option at the right. That is especially important when you want to display oldest items first or newest items first in your list, or when you want alphabetical or reverse alphabetical order.

Primary Sort Order: PERSON.LNAME - Last name

Secondary Sort Order: INJURY.INJURYDATE - Date of injury

Ascending  Descending

That is one type of selection you can make when doing reports. Let's next look at the other types of selections you can make in creating reports in Simtrak™ Mobility (after next page).

In addition to the 14 reports listed in the drop-down list when you click on Reports on the Main Menu, there are many other reports that are found throughout Simtrak™ Mobility. Below is a list of all reports. For larger organizations with advanced reporting needs, the Simtrak™ ReportWriter feature can be purchased to create an unlimited number of custom reports.

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## Individual Function Reports

**Facility Transactions** - Listing of all services referred to a particular facility. Printed from Maintain/Facilities.

**Group Weight** - All weights or body fat percentages from a team weigh-in. Printed from Transactions/Group Weigh In.

**Image** - Printing of an attached image. Printed from the image viewer screen.

**Initial Report of Injury** - Injury report, services, dictation, and SOAP Notes. Printed from the Initial Report of Injury. Can also print related progress reports and/or related treatments.

**Maintain Costs** - Listing of modalities and their related material and/or labor cost. Printed from Maintain/Costs.

**Individual Personnel** - Personal information, personal/medical information, personal history. Printed from Maintain/Personnel.

**Physical** - Physical results, physical notes, physical dictation. Printed from the physical.

**Progress Report** - Progress report, services, dictation, and SOAP Notes. Printed from the Progress Report.

**Pull Down** - Listing of all answers for a particular pull-down. Printed from Maintain/Pull-Downs.

## Reports from Reports Menu

**Costs** - Material and labor costs accumulated from ATC treatments.

**Facility List** - Listing of facilities.

**Group Print Personnel/Physical** - Print personnel and/or physical information for a group of personnel.

**History** - All transactions for a particular personnel by season or date range.

**Injury Status** - Report of injuries in summary format with totals for days/games missed.

**Injury/Treatment Status** - Report of injuries in summary format with last linked treatment report status.

**Injury Summary** - Report of injuries in detail format with totals for days/games missed.

**Medication** - Report of medications dispensed.

**Paperwork Status** - Report of personnel that have not turned in paperwork or paperwork has expired.

**Personnel Address** - Listing of personnel with address and contact information.

**Personnel List** - Listing of personnel, either in roster format or status format.

**Physician Referral** - Individual physician referral of patient information and/or ATC/Physio referral.

**Physical Expiration** - Report of personnel that have expired physical related tests.

**Program Daily Individual** - Individual listing of each personnel exercise program for a particular day.

**Program Monthly Individual** - Report by month of all exercise programs for an individual.

**Program Monthly Team** - Report by month of all exercise programs for a team.

**Schedule List** - Listing of schedule by season and sport.

**Treatment Management Summary 1 Line** - Report 1 line of treatments, can be color coded.

**Treatment Management Summary 2 Line** - Report 2 lines of treatments, can be color coded.

**Treatment Management Detail** - Report detail of treatments, can be color coded.

**Treatment ATC/Physio Detail** - Full ATC/Physio detail report of treatments with all data, can be color coded.

**Weight Detail** - Listing of all weights or body fat percentages for an individual personnel.

**Weight Summary** - Listing of current weigh-in and prior weigh-in, both weight and body fat percentage, with change from current weigh-in compared to prior weigh-in.

**Weight Yearly** - Spreadsheet of all personnel with all season weigh-in, either weight and/or body fat percentage. Also shows season average and change from last weigh-in to first weigh-in.

For all of the above reports you can 1) preview to screen, 2) print to printer, or 3) generate a file in the following formats: **pdf, doc, rtf, xls, htm, txt, tif**. And, for members of larger organizations who want to design specialized reports that are unique to their operations, the Simtrak™ ReportWriter module can be purchased. The Simtrak™ ReportWriter enables the user to develop an unlimited number of reports, using all of the more than 400 data fields in the Simtrak™ Mobility product.

## Reports Menu Reports

The 14 reports you viewed from the Reports drop-down list are called *Reports Menu Reports* in Simtrak™ Mobility, reports that are selected from the Main Menu's Reports tab. Such reports have one thing in common ... they always provide you a screen from which to choose what you want to do before printing the report.

There are five types of choices you are given in these report screens:

- Report Selection – choose which report you want to run
- Report Specific Choices – various check box or date selections
- Standard System-Wide Selections – shown often as option groups or pull-downs
- Sort Orders – arranging order such as by last name, sport, date, and so on
- Additional Advanced Filtering – displayed in a grid format

Let's briefly discuss each one of these five types.

But first, look at the report illustration below (a Treatment Report) and see what kinds of choices you can find on this one report screen.

Table	Ty	Field Description	N/Y	Beg Date	End Date	Op	Selection
PERSON	C	First name	<input type="checkbox"/>	//	//	=	
PERSON	C	Last name	<input type="checkbox"/>	//	//	=	
PERSON	C	Position of first sport	<input type="checkbox"/>	//	//	=	
TREATMNT	D	Treatment date	<input type="checkbox"/>	//	//		
TREATMNT	C	Status (Able, Not Able, Limited)	<input type="checkbox"/>	//	//	=	
TREATMNT	L	Treatment linked to an injury? (Y/N)	<input type="checkbox"/>	//	//		
TREATMNT	L	Is this a missed day? (Y/N)	<input type="checkbox"/>	//	//		
TREATMNT	C	Season (Year - 2000, etc.)	<input type="checkbox"/>	//	//	=	
TREATMNT	C	Sport	<input type="checkbox"/>	//	//	=	
TREATMNT	C	OSHA recordable	<input type="checkbox"/>	//	//	=	
TREATMNT	C	User who created the record	<input type="checkbox"/>	//	//	=	

## Report Selection

Many Reports Menu Reports actually allow more than one report to be run from the screen. In the treatment report (prior page) there are four different reports from which to select and run:

Management Summary – 2 Line  
Management Summary – 1 Line  
Management Detail  
ATC/Physio Detail

## Report Specific Choices (various checkbox and/or date selections)

Then, there are specific choices for each report such as season and/or date range fields from which to choose. (It is important to note that entering a date range overrides the season choice.) Furthermore, in some cases there can be a choice for reporting on all personnel or just one individual person. If the user chooses to report on a single individual, the user will see a prompt to Locate (using the binoculars) that person before continuing.

## Standard System-Wide Selections (shown often as option groups or pull-downs)

Standard filtering would include personnel status (All/Active/Inactive/Former), personnel type, and sport. These three choices are found on most screens. There can be additional pull-down filters, such as medication on the medication report, or facility type on the facility list. Leaving these choices blank (or choosing All for personnel status) will run the report for all choices. Entering or making a selection will filter the report to the selections chosen.

## Sort Orders (arranging order such as by last name, sport, date, and so on)

Sort orders are a simple ordering of the reported information such as first to last, alphabetical or reverse alphabetical, or by a category such as sport.

## Additional Advanced Filtering (displayed in a grid format)

The user can make a selection in each row. Each row is different in that not all selections can be made in all rows. It depends on what is the informational item in that row. That determines what kind of selection is needed in order to filter that item. Look at the second column entry in each row to determine what kind of selections can be made for each row. The second column title at the top is "Ty". There will be either the letter L, D, C, or M in that second column. The letters, as shown in the example below, indicate the filter types as follows:

L = logical field

D = date

C = character

M = memo

Table	Ty	Field Description	N/Y	Beg Date	End Date	Op	Selection
INJURY	D	Date of injury	<input type="checkbox"/>	//	//		
INJURY	L	Is the injury closed? (Y/N)	<input type="checkbox"/>	//	//		
INJURY	L	Is this workers compensation? (Y/N)	<input type="checkbox"/>	//	//		
INJURY	L	Person put on the disabled list? (Y/N)	<input type="checkbox"/>	//	//		
INJURY	L	Work related? (Y/N)	<input type="checkbox"/>	//	//		
INJURY	L	Non-work related? (Y/N)	<input type="checkbox"/>	//	//		
INJURY	M	Injury	<input type="checkbox"/>	//	//	=	
INJURY	C	Injury Type	<input type="checkbox"/>	//	//	=	
INJURY	M	Body part	<input type="checkbox"/>	//	//	=	
INJURY	C	Position played when injured	<input type="checkbox"/>	//	//	=	
INJURY	C	Season (Year - 2000, etc.)	<input type="checkbox"/>	//	//	=	
PERSON	C	First name	<input type="checkbox"/>	//	//	=	

## Descriptions of:

### Additional Advanced Filtering Types (Ty)

L = logical field

The user can leave the N/Y column un-checked, which will select all records. But, by checking the box only the records checked for that field will be reported.

D = date

The user can enter a beginning and/or ending date in the Beg Date and/or End Date columns.

C = character

Here the user can enter a selection in the far right-hand Selection column and press Enter. Since the symbol in the Op column is "=", the report will filter to what equals the selection. Click once in the Op column, and the symbol changes to "<>", meaning not equal. So, for example, if on the row called Status (Able, Not Able, Limited) the user leaves the symbol (called an operator) as the = symbol and types in Not Able, and then presses Enter, the report will filter to showing all Not Able status players. If the user then clicks the Op column again, changing the operator (symbol) to <>, the report will print all Able and Limited status (all those not equal to Not Able).

M = memo

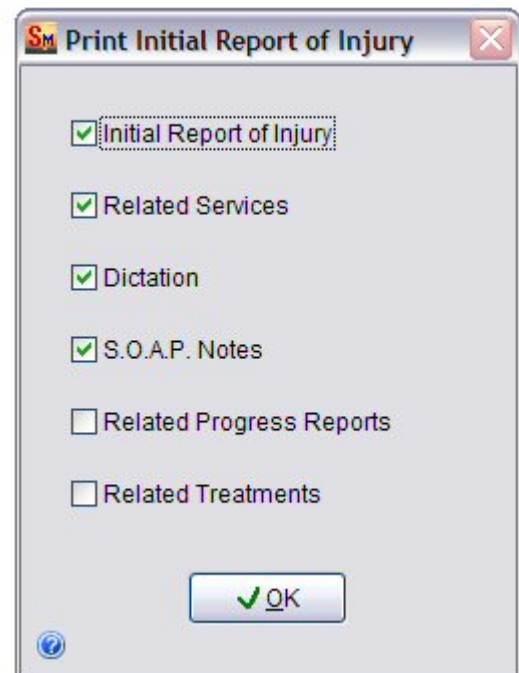
Same as for C immediately above.

## Individual Function Reports

Individual Function Reports are reports where some reporting selections are already made for you, and there even can be no screen showing choices that the user can make. The report is simply selected and then runs.

Other Individual Function Reports do provide a selection screen first where the user chooses what pages of the report possibilities to print. A good example of this type of report is shown in the illustration at the right.

In these screens, each page or related set of reports appears as a choice with a checkbox. If the user checks the box, then that page is printed as part of the report. If there is no data to be printed for that page or related report, the choice will be disabled so that the user cannot check or un-check the box. That ensures blank pages will not be printed in the report.



## Printing (and File Generation) and Previewing Reports

After you have made your selections of the data to be included in your report, you then look at the System Toolbar and choose one of the lighted options: Print or Print Preview, as indicated by the arrow at the right.

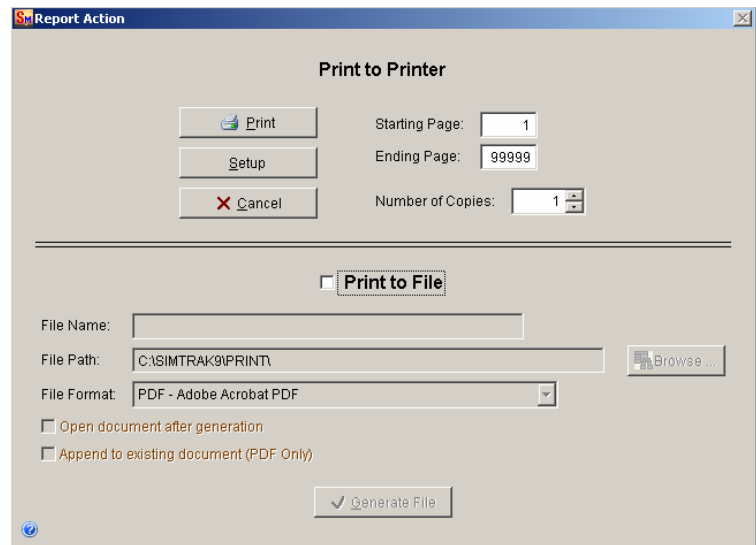


Select Print Preview to see what your report will look like. When you do that, you will see your report plus the Print Preview Toolbar (see at right). To exit Print Preview, use the exit door icon at the far right of the Print Preview Toolbar, (the Close Preview button).



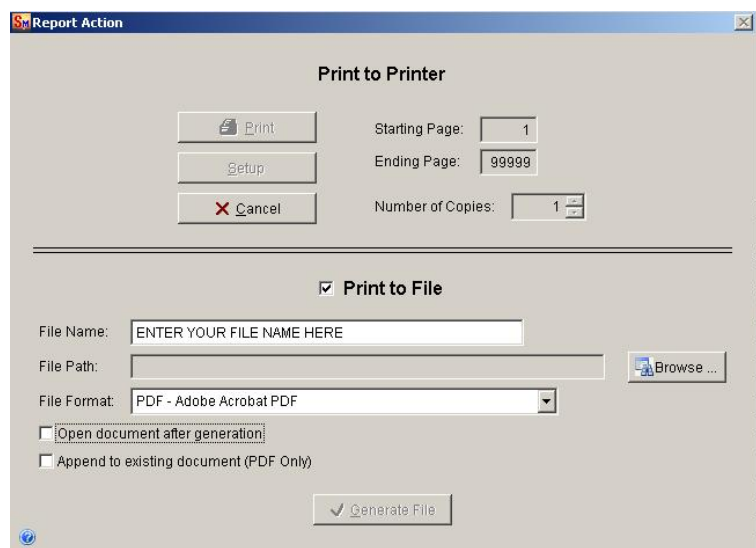
If you select Print on the Main Menu, you will get the Report Action screen shown at the right. The top portion of the screen shows the commands for printing to your printer. If you want a hard copy of the report from your printer, click the button with the word "Print" on it.

But, should you want to generate a file, such as to use as an attachment to an email message, then use the lower portion of the Report Action screen. It begins with the check box labeled "Print to File", as shown to the right.



To generate a file, check the box next to the Print to File prompt in the center of the screen. Your screen will then look like the next screen shown below.

1. Enter a File Name (you cannot use a slash, backward or forward, in your file name).
2. Enter a File Path. You will need to do this before you can generate a file. Use the Browse button to determine where you want to place the file. *The Generate File button at the bottom of the screen will remain gray and unavailable until you have entered information into both the File Name field and the File Path field.*
3. Select a File Format, using the drop down arrow to the right.
4. Click on Generate File.



*The following special notes pertain to the Report Action window shown at the bottom of the prior page.*

#### SPECIAL NOTE ABOUT FILE PATH

If you have earlier set a “Print Files Path” in your Organizational Setup (when logged in as 0000 Master and under Maintain, Organization Setup, Settings), that default path will always show up here as the first displayed File Path. You can use that selection for your File Path, or you can choose another path with the Browse button. If there is no File Path shown (it is blank), then you must use the Browse button to select one before you can generate a file.

#### SPECIAL NOTE ABOUT FILE FORMAT

When you click on the down arrow to the right of the File Format prompt, you will see that you can create the report in the following file formats:

- PDF, Adobe Acrobat
- DOC, Microsoft Word Fixed
- FDOC, Microsoft Word Flow Editable
- RTF, Rich Text Format Fixed
- FRTF, Rich Text Format Flow Editable
- XLS, Microsoft Excel
- HTML, HTML with Graphics Separate
- MHT, HTML with Graphics Included
- TXT, Plain Text
- TIFF, Multiple Page Image

#### SPECIAL NOTE ABOUT “Open document after file generation” CHECK BOX

By checking this check box, you will see the file displayed on your screen as soon as it is generated and before you attach it to an email or otherwise make use of it. This is a good way to check what you have generated, to make sure it is what you want, before you use it.

#### SPECIAL NOTE ABOUT “Append to existing document (PDF only)” CHECK BOX

By checking this check box, you will enable the software to add the new file you are about to generate to another file. In other words, you can add a new page to a previous and already existing file. This works with PDF format only. If you select this check box, then you will need to enter the File Name of the prior document as the File Name of the new file you are going to generate. And, the File Path needs to be the path to the already existing file.