



User Guide for Sport Organizations and Anti-Doping Organizations

Preface

This ADAMS Quick Start Guide was designed to show you how to perform basic functions within ADAMS, step by step, in the most direct way. The individual sections are arranged in a sequence that follows a typical workflow.

Throughout this document, we have used fictitious names for all persons in our screen shots and examples. Any resemblance to real persons, living or not, is purely coincidental.

Please note, too, that some screen shots may appear different than in your installation due to browser settings and hardware configuration of your computer.

Revision History

Revision	Date	Description of Revision(s)
1.0	08-Apr-2005	Preliminary Version for Lausanne Reference Group
1.2	25-July-2005	Updated Version (Section on Security under revision)
1.3	10-Aug-2005	Added section on Athlete Import File Specifications
1.4	22-Aug-2005	Added screenshots to Security section
1.5	07-Oct-2005	Minor corrections
1.6	21-Sep-2006	Release 1.4
1.5	09-Nov-2006	Release 1.5 update – align version and release number
1.6	06-Feb-2007	Release 1.6 update
1.7	30-Jun-2007	Release 1.7 and 1.7.1 update
2.0		Releases 1.8 through 2.0.1, inclusively
2.1.1	Aug-2009	Release 2.1 through 2.1.1
2.2	Dec-2009	Release 2.2: Athlete Doctor role; Accreditation Number; TUE documents access rules, notifications and recognition; DCF form for IOC; ADRVs and Sanctions access rules; Whereabouts Non-Conformities.

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1 USER SETUP AND GENERAL NOTES

1.1 BEFORE YOU START

Before logging on to ADAMS for the first time there are a few things you need to check.

First of all verify which browser version you are running. ADAMS will work with **Microsoft Internet Explorer Version 5.5** or higher; **Netscape Version 6.0** or higher; **AOL V 7.0**; or **Firefox**.

To verify which version you are running, click on **Help /About** from the browser's main menu bar.

If you have a browser version earlier than these, then log onto the appropriate website and download an upgrade free.

<http://www.microsoft.com/windows/ie/default.asp>

<http://www.mozilla.com/en-US/firefox/>

<http://browser.netscape.com/releases>

Lastly, check that your **screen resolution** is set to **1024x768** pixels for optimum performance. This can be set in Display Properties within Control Panel in a Windows operating environment.

1.2 FUNDAMENTALS

There are a few fundamentals about the operation of the ADAMS site that are worth mentioning.

The system has been configured to **Time Out** after a certain period of inactivity. Inactivity is defined as no movement through the site. This means if you do not submit any data or click on any of the links for this period of time, the server will assume that you are no longer at your computer and that it should log you off the system. The current settings is 30 minutes, and if you are idle for more than that time, then you will need to log in again.

ADAMS does **not support** the use of your browser **Back** button and in most areas of the site you will discover that it does not work. Therefore it is required that to move around the site you navigate through the program by clicking on the appropriate links.

To navigate back to your homepage at any point when working within the system, simply click on the ADAMS logo in the left side of the system banner.



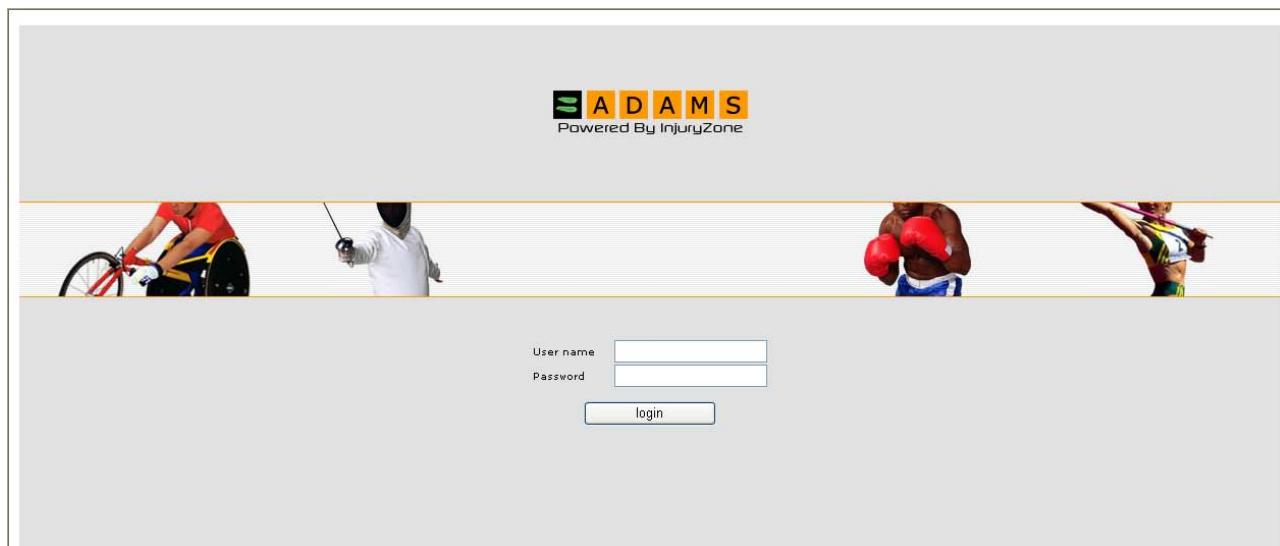
When you have finished working within ADAMS and wish to exit the program, click on the **Log Out** link in the top right hand corner of the window banner. This will safely exit you from the system and return you to the Log In page. At this point you may safely close your browser.

1.3 LOGGING IN

When logging in to ADAMS, always remember to include the “s” in the https part of the site address, as without it you will be unable to access the site.

The ADAMS URL is <https://adams.wada-ama.org>.

You will be greeted with the following Log in screen.



Enter your Username and Password and click on the **Log in** button to enter the site.

Forgotten Passwords – Your sporting organization’s ADAMS administrator will have to set a new password for you. Please contact them. (You may be required to respond to a challenge question.)

Forgotten User Names – Contact your ADAMS administrator or the ADAMS Helpdesk. (See section on Helpdesk Access)

User Account Locked Out – If you enter your username and password incorrectly three times the system will lock you out for 60 minutes. For security reasons, you will not see any indication that your account has been locked out. If you need to log on before this time has passed then contact your ADAMS administrator or the Helpdesk and they can unlock your account.

Unique Usernames & Passwords – The system will alert any user that is trying to log on using a Username/Password that is already in use. The following message will be given to the user:

ALERT!!

There is currently another session open via this username and password.

Do you wish to terminate that session?
(Clicking yes will result in the loss of any unsaved data in the other session)

[yes](#) [no](#)

If you click **yes** then the other user session will be terminated.





Note that this may occur after you have terminated an ADAMS session without properly logging out; for example, if your computer crashes. If this is the case, simply log in again; otherwise please contact your ADAMS Administrator or the Helpdesk.

When you first log in to ADAMS the User Homepage loads. It is called MyZone and it features links that launch some of the systems modules.

The Messages link allows users to receive and review messages and notifications sent either by other ADAMS users or generated automatically by the system. Users might receive a message from an Anti Doping Organization or from their sport federation; also the system will generate notifications to remind athlete users of overdue whereabouts submissions, Therapeutic Use Exemptions having been approved or rejected, or existing Therapeutic Use Exemptions soon to expire. There are other examples of notifications cited throughout this manual; all notifications are accessed via the Messages link in MyZone.

There is also a link to the World Anti Doping Agency's website and eventually there will be links to key organizations whose users have access to ADAMS.

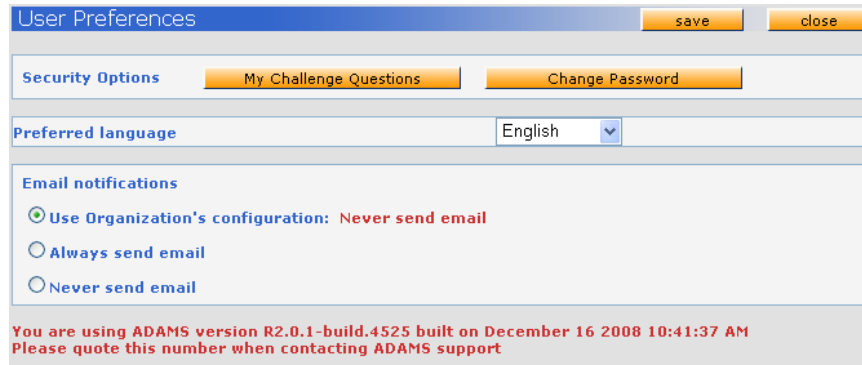
1.4 ACTIVITY TABS

As you navigate through the different modules in ADAMS, you will notice that each module has an 'Activity' tab. Activities tabs track the creation of and amendment to each record in system, so that by clicking on an Activity tab you can get an overview of the history of a specific record (Example: a TUE or a DCF or a Sanction etc.). The Activity tab only stores one entry per day and it will reflect the last activity to a record for each day that there was activity to track.

1.5 USER SETTINGS

The User Preferences window allows you to manage your own password, configure challenge questions, set your preferred language and enable email notifications.

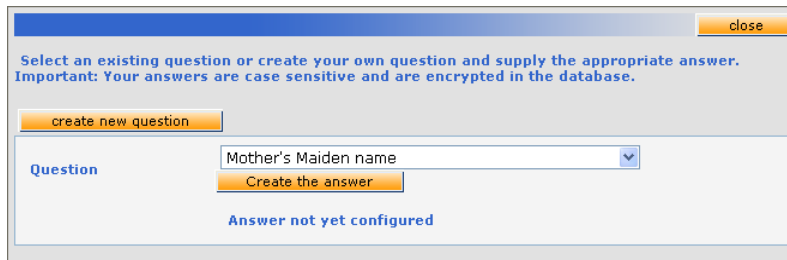
To access the User Preferences window, either click your name link in the program banner or via the link at the bottom of the My Zone page.



The 'User Preferences' window has a title bar with 'save' and 'close' buttons. Below the title bar are two tabs: 'Security Options' (selected) and 'My Challenge Questions'. Under 'Security Options', there are two buttons: 'My Challenge Questions' and 'Change Password'. Below the tabs is a 'Preferred language' dropdown menu set to 'English'. Under 'Email notifications', there are three radio buttons: 'Use Organization's configuration: Never send email' (selected), 'Always send email', and 'Never send email'. At the bottom, a red text message reads: 'You are using ADAMS version R2.0.1-build.4525 built on December 16 2008 10:41:37 AM Please quote this number when contacting ADAMS support'.

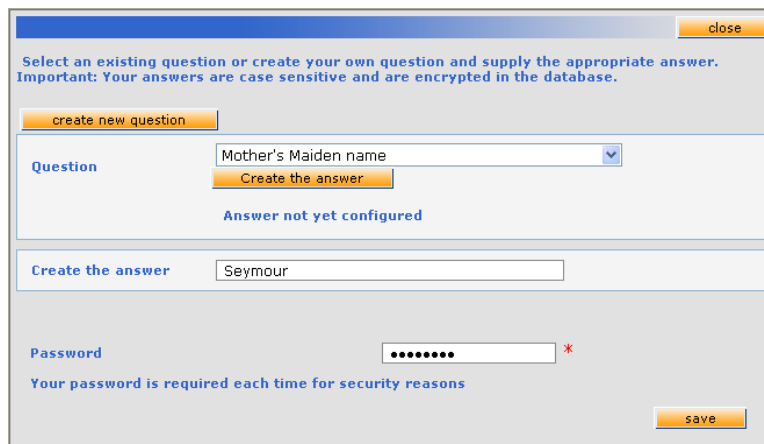
1.5.1 CHALLENGE QUESTIONS

To configure your challenge questions, click the My Challenge Questions button in the User Preferences window.



The 'Create Question' dialog box has a title bar with a 'close' button. It contains the text: 'Select an existing question or create your own question and supply the appropriate answer. Important: Your answers are case sensitive and are encrypted in the database.' Below this is a 'create new question' button. Underneath is a 'Question' label and a dropdown menu with 'Mother's Maiden name' selected. To the right of the dropdown is a 'Create the answer' button. Below the dropdown and button is the text 'Answer not yet configured'.

Click the "Create Question" button, enter your question (e.g. Mother's maiden name, Name of first pet, Street you grew up on, City of birth, etc...) and then enter the answer by clicking the "Create Answer" button.

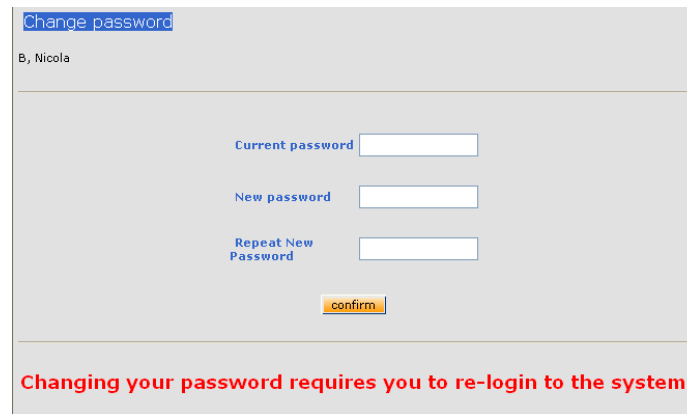


The 'Create Answer' dialog box has a title bar with a 'close' button. It contains the text: 'Select an existing question or create your own question and supply the appropriate answer. Important: Your answers are case sensitive and are encrypted in the database.' Below this is a 'create new question' button. Underneath is a 'Question' label and a dropdown menu with 'Mother's Maiden name' selected. To the right of the dropdown is a 'Create the answer' button. Below the dropdown and button is the text 'Answer not yet configured'. Below this is a 'Create the answer' label and a text input field containing 'Seymour'. At the bottom, there is a 'Password' label, a password input field with masked characters and a red asterisk, and the text 'Your password is required each time for security reasons'. A 'save' button is located at the bottom right.

1.5.2 PASSWORD CHANGE

You can also change your own password from the **User Preferences** window. It is highly recommended to change your password from the one that was first issued to you, and the system may force you to do this the first time you log on or from time-to-time.

Click the **Change Password** button in the **User Preferences** window. The **Change Password** window is displayed.



Enter your current password, enter the new password and then confirm it. Note that your new password must be at least 8 characters in length.

1.6 WHAT TO DO IF YOU ENCOUNTER AN ERROR

From time to time you may encounter an error on the ADAMS system. The more information that can be compiled about the circumstances around the error the easier it is to track and fix it quickly.

Therefore please take the time to submit the details.

1. Right-click on the error
2. Select **View source**
3. Save the .txt file
4. Send an email to adams@wada-ama.org



Izone server
encountered an unexpected error.

If this persists, please contact your system administrator.

Injury Zone Error | whatever

[Mail error to Izone development team](#)
[Details...](#)

```
2003.09.11 AD at 06:42:22 AM EDT java.lang.NullPointerException at com.mbs.webapp.template.TemplateConfigurationForm.validate
(TemplateConfigurationForm.java:169) at org.apache.struts.action.RequestProcessor.processValidate(RequestProcessor.java:942) at
org.apache.struts.action.RequestProcessor.process(RequestProcessor.java:255) at com.mbs.webapp.servlet.MainServlet.process(MainServlet.java:93) at
com.mbs.webapp.servlet.MainServlet.doGet(MainServlet.java:83) at javax.servlet.http.HttpServlet.service(HttpServlet.java:740) at
javax.servlet.http.HttpServlet.service(HttpServlet.java:853) at org.apache.catalina.core.ApplicationFilterChain.internalDoFilter(ApplicationFilterChain.java:247) at
org.apache.catalina.core.ApplicationFilterChain.doFilter(ApplicationFilterChain.java:193) at com.mbs.webapp.session.SessionValidityCheckFilter.doFilter
(SessionValidityCheckFilter.java:67) at org.apache.catalina.core.ApplicationFilterChain.internalDoFilter(ApplicationFilterChain.java:213) at
org.apache.catalina.core.ApplicationFilterChain.doFilter(ApplicationFilterChain.java:193) at com.mbs.webapp.session.SignOnFilter.doFilter(SignOnFilter.java:87)
at org.apache.catalina.core.ApplicationFilterChain.internalDoFilter(ApplicationFilterChain.java:213) at org.apache.catalina.core.ApplicationFilterChain.doFilter
(ApplicationFilterChain.java:193) at com.mbs.webapp.license.LicenseValidationFilter.doFilter(LicenseValidationFilter.java:59) at
org.apache.catalina.core.ApplicationFilterChain.internalDoFilter(ApplicationFilterChain.java:213) at org.apache.catalina.core.ApplicationFilterChain.doFilter
```



Other information that helps if reported:

Your previous actions - what were you doing just before the error occurred?

How you got to the previous page, were you moving quickly or slowly through the system?

What things you clicked on....see if you can re-create the error.

Also:

What time the error occurred

What Internet browser you use

What operating system (Windows 98, Windows 2000, Windows XP, Linux, etc) you run

The speed of your Internet connection

Your user name (only Username, not Password) and Organization

What part of the screen the message was located in

2 PEOPLE WITHIN ADAMS

2.1 SEARCHING, CREATING/EDITING ATHLETE DATA

2.1.1 ATHLETE ADVANCED SEARCH

1. You can employ other search criteria by using the Advanced Search function. Click on the **Athlete Advanced Search** button.

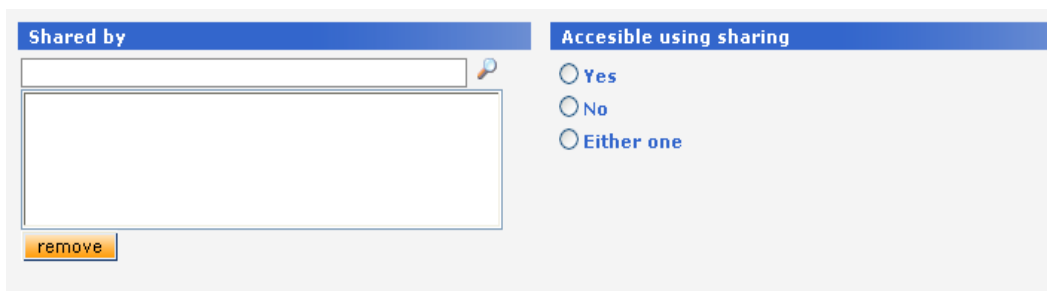


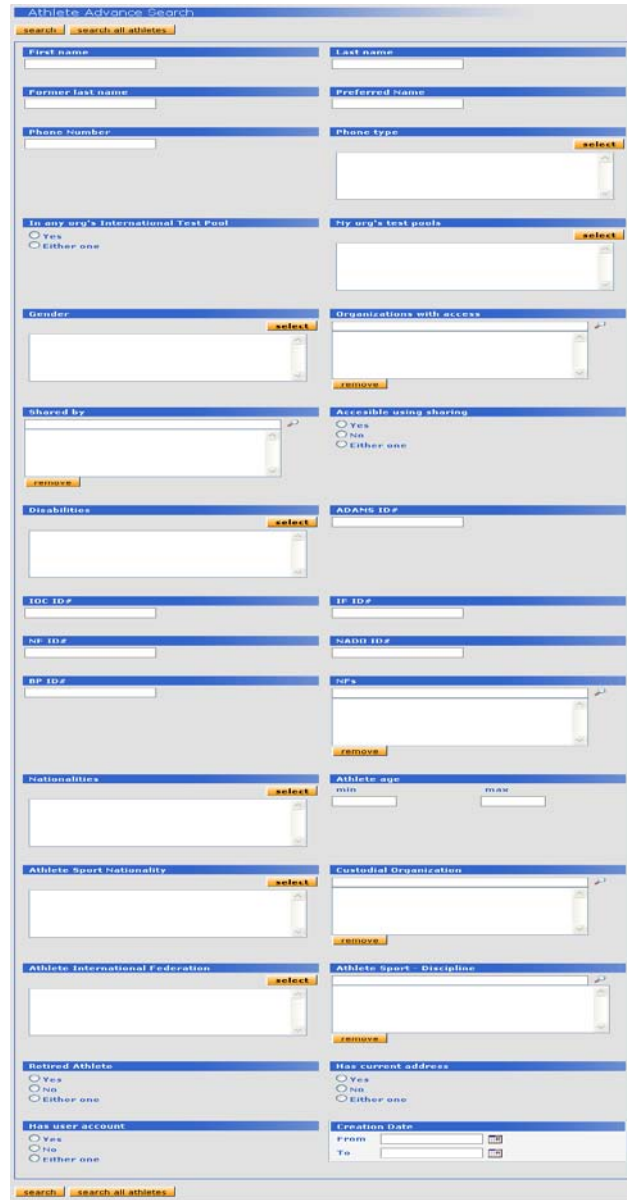
2. Fill in any relevant search criteria.

Note: Two new filtering criteria have been added to help search for shared data:

Shared by: will filter the results to display only the records that are accessible because the specified organizations have shared access with the target organization.

Accessible using sharing: will filter the results to display only the records that are accessible because of a share, because of an existing rule (ex: explicit access to an athlete, your organization is the NADO of the athlete) or it's either one of those cases.





3. Click on
 - a. **Search** button: the system will search through only the athletes that you have been granted access to.
 - b. **Search all** button: search within the entire system and return a minimal amount of information. This function is primarily used to see if an athlete already exists within the system, thereby helping to eliminate the occurrence of athletes being entered into the system more than once.

Your search results will be returned in a pop out window, and you can navigate to any of the athlete records by clicking on their link within the search results.

4. Select your desired athlete by clicking on their Athlete ID in the list displayed.

Athlete Advanced Search close

Total results: 31
[Create DCF](#) [Create user accounts](#)

Select all	Sport Nationality	ADAMS ID#	IOC ID#	NF ID#	BP ID#	IF ID#	NADO ID#	Athlete (Last name, first)	Custodial Organization	NFs	First name	Last name	Former last name	Preferred Name	Gender	Date of Birth	National
<input type="checkbox"/>	AIA	ITLIMA75678			H2R18			itest_246, Lindsay	WADA		Lindsay	itest_246			M	09-Mar-1963	SRI
<input type="checkbox"/>	ALG	LINAMA59994			N9V19			LIMA, Nadir	WADA		Nadir	LIMA			M	14-Feb-1980	ALG
<input type="checkbox"/>	AUT	ITRUF84926			L2R29			itest_970, Eun Kyung	WADA		Eun Kyung	itest_970			F	01-Dec-1980	SYR
<input type="checkbox"/>	AUT	VIAAMA29653			V9O25			VIENNA, AA1	WADA		AA1	VIENNA			M	09-Dec-1980	AUT
<input type="checkbox"/>	BEL	ITVAF84580			A2Q7			itest_1694, Vanessa	WADA		Vanessa	itest_1694			F	04-Apr-1976	TKL
<input type="checkbox"/>	BOT	ITTHMA03985			W2R30			itest_2418, Thomas	WADA		Thomas	itest_2418			M	16-Jul-1977	TUV
<input type="checkbox"/>	CAN	SETEMA59295			K8V7			SEC01, Test3	WADA		Test3	SEC01			M		CAN
<input type="checkbox"/>	CAN	BEMOFA60842			J1O738			Begin, Monique	WADA		Monique	Begin			F	06-Nov-1975	CAN
<input type="checkbox"/>	CAN	TEOLFA98442			X27532			testolivia, olivia	WADA		olivia	testolivia			F	29-Jul-1977	CAN
<input type="checkbox"/>	FIN	ITERMA82567			G2P30			itest_789, Ernest	WADA		Ernest	itest_789			M	06-Sep-1977	BOL
<input type="checkbox"/>	FRA	SIAAMA01247			O10M24			Singapore, Aadi	WADA		Aadi	Singapore			M	15-Sep-1985	FRA
<input type="checkbox"/>	GBR	MOLIFA42808			V27O14			mon, liz	WADA	GBR-ECA	liz	mon			F	17-Oct-1984	GBR
<input type="checkbox"/>	GEO	ITSVFA92174			I2Q29			itest_1513, Svitlana	WADA		Svitlana	itest_1513			F	02-Aug-1976	BUL
<input type="checkbox"/>	GEQ	ITALFA72710			H2S6			itest_65, Almudena	WADA		Almudena	itest_65			F	26-Mar-1979	BAR
<input type="checkbox"/>	GLP	ITMAFA01532			H2P31			itest_2237, Marisol	WADA		Marisol	itest_2237			F	07-Jul-1979	CAY
<input type="checkbox"/>	IND	SIBAMA73216			E10N35			Singapore S2, Bailey	WADA		Bailey	Singapore S2			M	12-Dec-1990	IND
<input type="checkbox"/>	KSA	OLIVMA99035			B27533			ol, ivia	WADA		ivia	ol			M	20-May-1981	KSA
<input type="checkbox"/>	KSA	IHCAMA43823			P29U13			ihenk1, cap	WADA		cap	ihenk1			M	20-May-1981	FRA
<input type="checkbox"/>	MAR	ITCLMA99142			Z2P28			itest_2056, Claudio	WADA		Claudio	itest_2056			M	14-Aug-1978	ISL
<input type="checkbox"/>	MDV	ITSIMA80302			W2R6			itest_608, Sigitas	WADA		Sigitas	itest_608			M	27-Dec-1978	GRL
<input type="checkbox"/>	MYT	ITAMFA89800			S2R20			itest_1332, Amber L.	WADA		Amber L.	itest_1332			F	20-May-1969	GUY
<input type="checkbox"/>	ROM	VIAAFA30418			Y9O26			VIENNA, AA7	WADA		AA7	VIENNA			F	15-Dec-1980	ROM
<input type="checkbox"/>	SEN	ITOTMA77927			B2R23			itest_427, Otaide Fernandez	WADA		Otaide Fernandez	itest_427			M	21-Dec-1969	MGL

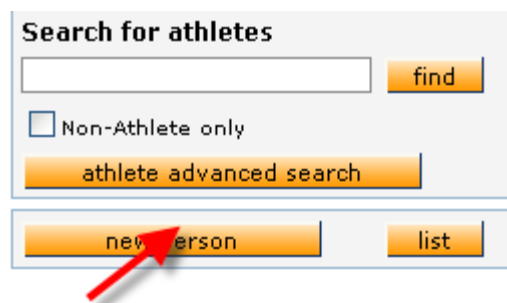
The athlete advance search result page also allows you to:

- create DCF for athletes you do not have access to (in red)
- Create multiple accounts:
 - o Select the desired athletes
 - o Click on create user account: a result page is displayed with the list of usernames and passwords.

2.1.2 CREATING A NEW PERSON

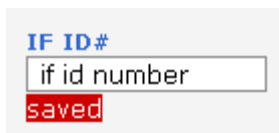
To add an athlete to ADAMS you need to create a new record for them. When adding an athlete and ADAMS displays possible duplicates, the sport and date of birth of the possible duplicates is displayed.

1. Go to the Search area.



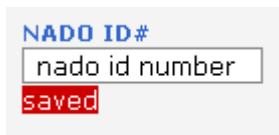
2. Click on the **New Person** button. The Demographic tab will appear with a blank record displayed. By default the system assumes you are adding a new athlete. Bold fields are mandatory.

- a. **Last name**
- b. **First name**
- c. **Gender:** Male, Female, Unknown
- d. **IDs:** IF, NF and NADO: these IDs are each organization reference number. International federations of an athlete can now edit the IF ID# field of the athlete even if they do not have edit rights on the rest of the page. In this case, only the IF ID# field will be editable. The user can type the ID and then press <Enter> to save it.



A screenshot of a web form showing a text input field labeled "IF ID#" in blue. The field contains the text "if id number". Below the input field, the word "saved" is displayed in a red box, indicating the field has been successfully updated.

Similarly, National Anti-Doping Agencies of an athlete can edit the NADO ID# field in the same way.



A screenshot of a web form showing a text input field labeled "NADO ID#" in blue. The field contains the text "nado id number". Below the input field, the word "saved" is displayed in a red box, indicating the field has been successfully updated.

The Accreditation # field is blank when creating a new athlete record. This number can only be set by the ADAMS or Major Game administrator.

- e. **Date of birth:** format dd-mm-yyyy. This field is not mandatory but recommended
- f. **Preferred name**
- g. **Former last name:** maiden name
- h. **Nationality:** the athlete nationality. An athlete can have multiple nationalities
- i. **Sport nationality:** the country for which the athlete is playing. Even with multiple nationalities an athlete always plays for only one country. Based on this field the NADO of that country will get automatic access to the record. For example if an athlete with the French Nationality plays for a UK Team his sport nationality should be UK.
- j. **Disability:** to list athlete disability
- k. **Disability class:** list of disability classes

- I. Contact details: athlete contact details: phone number and email address. The email address must be completed to allow the athlete to use the “forgot password” functionality.
- m. Address information
 - i. Permanent / Mailing Address
 - ii. Current address: Athlete daily residence

Note: these checkboxes currently do not trigger any function in ADAMS and can be ignored.
- n. **Sport/discipline:** enter the first 3 letters of the sport and the system will show the list of available disciplines. Sport discipline is now a mandatory field. If a sport does not have disciplines, please select the same sport name as the discipline.
- o. The relevant International Federations are automatically listed in the International Federation dropdown
- p. Relevant National Federations are also automatically listed, and based on the combination of Sport Nationality and sport|discipline. If they are not, please send the details to adams@wada-ama.org so that it can be entered.
- q. **Test pool**
 - i. Select the relevant test pool: International, National or Other.
Note: National and International level athlete have to comply with the IST for the whereabouts submission (Quarterly submission, mandatory daily residence and one hour testing slot)
 - ii. Select the ranking: risk factor from 1 to 5, 5 being the highest. This field is used when the system is doing random testing searches (from the Mission Order page)
 - iii. Enter the test pool start and end date
- r. Save

New Person
cancel
save

Last name * **First name** * **Gender** *

Demographic Sport/Discipline

Athlete Non-Athlete

IOC ID# IF ID# NF ID# NADO ID#

Date of birth Age Preferred Name Former last name

Nationalities * select

Disabilities select

Sport Nationality*

Disability Class

Contact Details

Phone type add phone number **Phone Number**

Email

Type	Phone type	Phone Number
<input type="text"/> * +	Mobile	<input type="text"/>
Description <input type="text"/>	Home	<input type="text"/>
Street address <input type="text"/>	Business	<input type="text"/>
Country		
Town/city <input type="text"/>		
Region		
Postal code/Zip <input type="text"/>		

Permanent / Mailing Address

Current Address (used for Whereabouts)

cancel save

2.1.3 MANAGING THE RTP

Managing the Registered Testing Pools (RTP) for an athlete has changed. The RTP category is no longer mandatory. It is now possible that an athlete does not belong to any RTP.

Some organizations no longer have all three types of RTP at their disposal.

- National Anti-Doping Organizations (NADO) have the “National” and “Other” testing pools.
- International Federations (IF) have the “International” and “Other” testing pools.
- National Federations (NF) and WADA have all three testing pools.

2.1.4 CUSTODIANSHIP

It is now possible for an IF or a NADO to gain custodianship of an athlete through Registered Testing Pools.

The IF will be granted custodianship of the athlete if they assign the athlete to in their “International” pool. The athlete must however not be included in any other organizations “National” or “International” testing pool.

The NADO will be granted custodianship of the athlete if they assign the athlete to their own “National” pool. The athlete must however not be included in of any other organizations “National” or “International” testing pool.

After the user has saved the new RTP of the athlete, a message will be displayed informing the user whether the transfer was successful or not.

Your organization is now the custodian of this athlete
Test Pool

	Name	Rank	Start Date	End Date
<input checked="" type="checkbox"/>	International	1		

ADAMS could not transfer custodianship of this athlete to your organization.
Contact the custodian if necessary
Test Pool

	Name	Rank	Start Date	End Date
<input checked="" type="checkbox"/>	National	1		
<input type="checkbox"/>	Other	1		

2.1.5 ATHLETE CREATION/ACCESS RULES

Athletes created by a National Anti-Doping Organization (NADO) will automatically have their Nationality and Sport Nationality fields pre-filled with the Country of the NADO.

International Sporting Federations can only create athletes with a sport that is under the jurisdiction of that IF.

Finally, International Federations will get access to every athlete in the system that has their organization selected in the athletes sport identity. This holds true regardless of which testing pool the athlete belongs to.

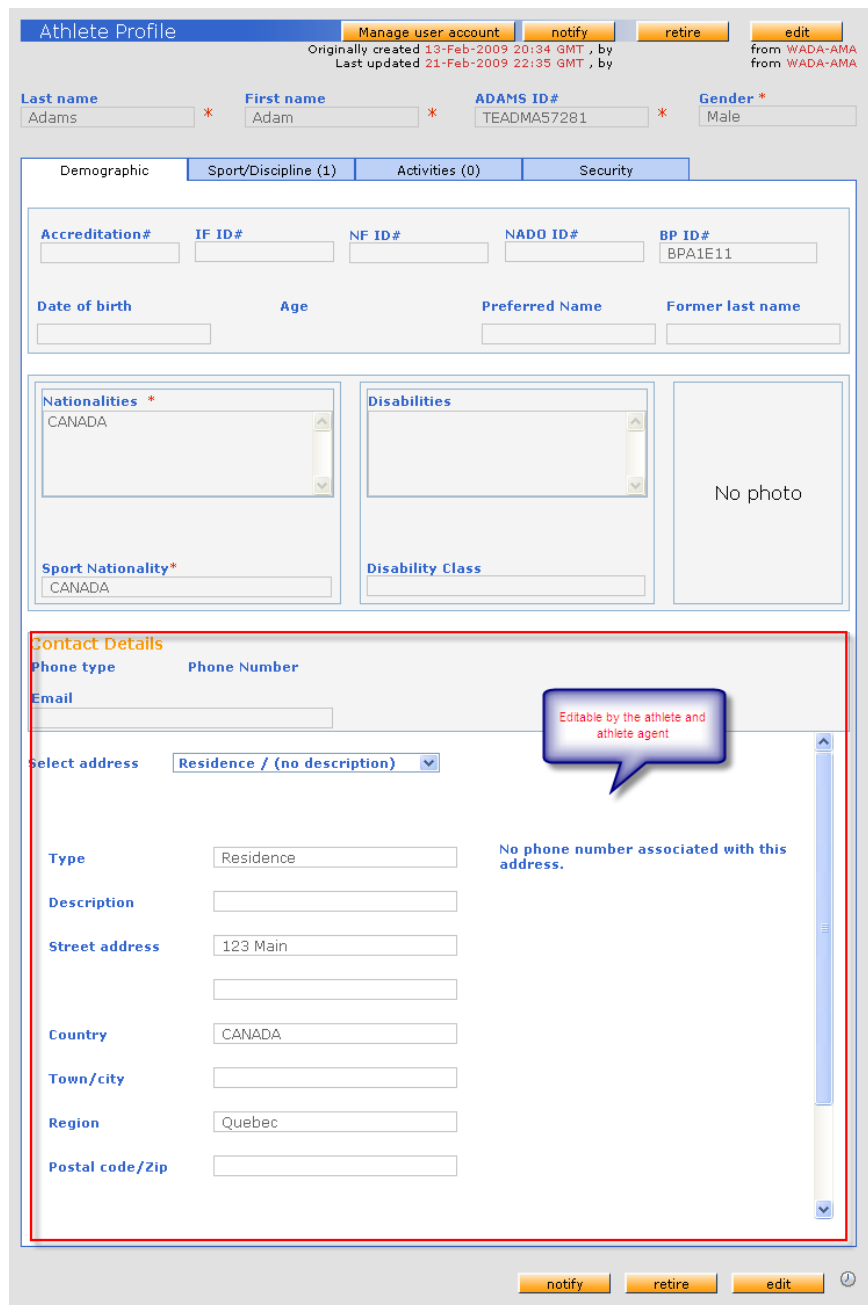
2.2 ATHLETE PROFILE PAGE

The athlete profile consists of 4 tabs:

2.2.1 DEMOGRAPHIC

The demographic tab lists the general athlete demographic information. It is also where you would enable the [SMS functionality](#).

This page is partially editable by the athlete. See screenshot.



Athlete Profile Manage user account notify retire edit

Originally created 13-Feb-2009 20:34 GMT, by
Last updated 21-Feb-2009 22:35 GMT, by

from WADA-AMA
from WADA-AMA

Last name: Adams * First name: Adam * ADAMS ID#: TEADMA57281 * Gender: Male *

Demographic | Sport/Discipline (1) | Activities (0) | Security

Accreditation# IF ID# NF ID# NADO ID# BP ID#
 BPA1E11

Date of birth Age Preferred Name Former last name

Nationalities *
CANADA

Disabilities

Sport Nationality*
CANADA

Disability Class

No photo

Contact Details

Phone type Phone Number

Email

Select address: Residence / (no description)

Type: Residence No phone number associated with this address.

Description

Street address: 123 Main

Country: CANADA

Town/city

Region: Quebec

Postal code/Zip

notify retire edit

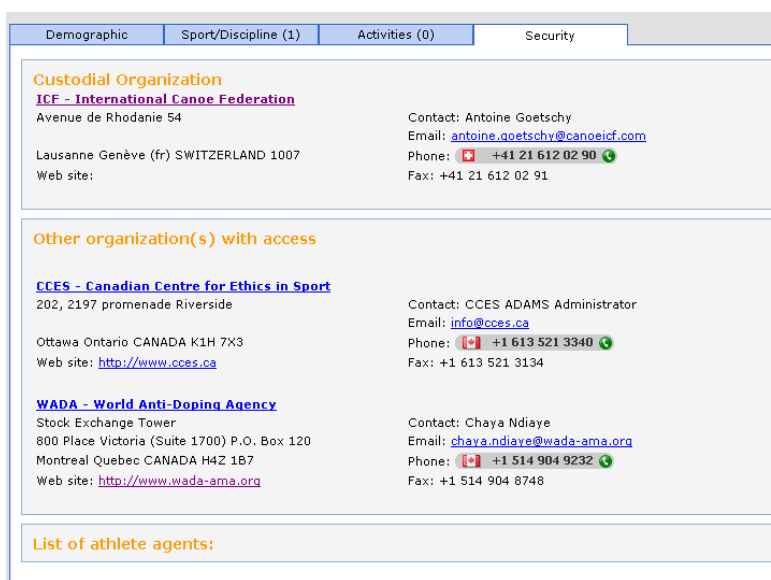
2.2.2 SPORT/DISCIPLINE

The sport/discipline tab list the sports practiced by the athlete, and the International Federation, National Federation, test pool information. Athlete teams and selection lists. The athlete cannot edit this tab but has read access.

2.2.3 ACTIVITIES

The Activities tab allows you to attach any relevant files or documents to the athlete demographic section of the system. It also allows to you create any notes that are necessary. See the section on **Adding Attachments**.

2.2.4 SECURITY



Demographic	Sport/Discipline (1)	Activities (0)	Security
<p>Custodial Organization ICF - International Canoe Federation Avenue de Rhodanie 54 Lausanne Genève (fr) SWITZERLAND 1007 Web site:</p>			
		<p>Contact: Antoine Goetschy Email: antoine.goetschy@canoefcf.com Phone: +41 21 612 02 90 Fax: +41 21 612 02 91</p>	
<p>Other organization(s) with access</p>			
<p>CCES - Canadian Centre for Ethics in Sport 202, 2197 promenade Riverside Ottawa Ontario CANADA K1H 7X3 Web site: http://www.cces.ca</p>			
		<p>Contact: CCES ADAMS Administrator Email: info@cces.ca Phone: +1 613 521 3340 Fax: +1 613 521 3134</p>	
<p>WADA - World Anti-Doping Agency Stock Exchange Tower 800 Place Victoria (Suite 1700) P.O. Box 120 Montreal Quebec CANADA H4Z 1B7 Web site: http://www.wada-ama.org</p>			
		<p>Contact: Chaya Ndiaye Email: chaya.ndiaye@wada-ama.org Phone: +1 514 904 9232 Fax: +1 514 904 8748</p>	
<p>List of athlete agents:</p>			

The Security tab displays a list of the organizations that have access rights to the athlete, and also indicates which organization has a 'whereabouts custodial' role for that athlete. If the custodial organization changes for some reason, the athlete will receive a system generated notification, assuming he or she has an ADAMS user account. As well, each time an organization is added or removed from the athlete's access list, a notification will be sent.

As well this tab displays any other non athlete personnel who have been entered into ADAMS as an agent or representative for the athlete. This might be a coach, trainer, manager, relative, medical practitioner or a dedicated Athlete doctor. Each time an athlete representative is added to an athlete, ADAMS will generate a notification to the athlete in question.

List of asthma doctors

Smith, John
 Email: j.smith@email.com
 Mobile: 555-1234
 Business: 555-6325

The names of organization are links that bring up a popup with all the contacts for that organization.

Organization contacts
print

International Canoe Federation
 Lausanne Genève (fr) SWITZERLAND 1007

Organization Primary ADAMS Contact			
First name	<input type="text" value="Antoine"/>	Last name	<input type="text" value="Goetschy"/>
Phone	<input type="text" value="+41 21 612 02 90"/>	Mobile	<input type="text"/>
Email	<input type="text" value="antoine.goetschy@canoecif.com"/>	Fax	<input type="text" value="+41 21 612 02 91"/>

TUE authority			
First name	<input type="text" value="Antoine"/>	Last name	<input type="text" value="Goetschy"/>
Phone	<input type="text" value="+41 21 612 02 90"/>	Mobile	<input type="text"/>
Email	<input type="text" value="antoine.goetschy@canoecif.com"/>	Fax	<input type="text" value="+41 21 612 02 91"/>

Mission Order contact			
First name	<input type="text" value="Antoine"/>	Last name	<input type="text" value="Goetschy"/>
Phone	<input type="text" value="+41 21 612 02 90"/>	Mobile	<input type="text"/>
Email	<input type="text" value="antoine.goetschy@canoecif.com"/>	Fax	<input type="text" value="+41 21 612 02 91"/>

Result Managment Authority contact			
First name	<input type="text"/>	Last name	<input type="text" value="Antoine Goetschy"/>
Phone	<input type="text" value="+41 21 612 02 90"/>	Mobile	<input type="text"/>
Email	<input type="text" value="antoine.goetschy@canoecif.com"/>	Fax	<input type="text" value="+41 21 612 02 91"/>

Login contact			
First name	<input type="text"/>	Last name	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>	Fax	<input type="text"/>

2.3 WORKING WITH SMS

A new SMS feature added recently to ADAMS makes it simple for athletes to submit Whereabouts updates using a mobile phone, smart phone, or PDA. While athletes are still

required to enter Whereabouts into ADAMS on a quarterly basis, this new SMS feature facilitates updates, especially when Internet is not available.

How it works: An athlete enters a short message describing his or her change of plans and sends this via SMS directly to ADAMS using a “virtual” mobile number. Upon receipt, ADAMS files this message in the athlete’s Whereabouts calendar as determined by the athlete’s mobile telephone number. This message will be considered as a change to whereabouts and will be added as an attachment to today in the athlete’s whereabouts calendar. A “SMS Whereabouts Notification”¹ is automatically sent to the anti-doping organization’s Whereabouts coordinator indicating that an SMS message has been received from the athlete. The notification contains a link to the received message. When the Whereabouts coordinator opens the notification, the athlete’s record will be automatically retrieved and the corresponding month’s Whereabouts calendar will be displayed on the screen. The Whereabouts coordinator will update the athlete’s calendar as instructed by the SMS text message.

2.3.1 ENABLING SMS FOR AN ATHLETE

An athlete can activate and configure his account to accept SMS messages from one or more mobile phones.

1. Enter in the Contact details of the athlete his mobile phone number and tick the “use SMS” tick box
2. Save



Examples of proper telephone numbers:

- 15145551212 (North America)
 - 334123456 (France)
 - 447781555666 (United Kingdom)
3. A “Test” button appears next to it.

¹ The notification must be added to relevant users by your organization administrator

Clicking on the “Test” button will trigger a message to be sent from ADAMS to the athlete’s mobile phone. The message will instruct the athlete to send a three-digit number to an SMS number owned by ADAMS. The athlete has a limited amount of time (e.g. 24 hour) to respond to this message before it expires and another test must be sent. Once the athlete creates a new message to send the correct code, the configuration is considered valid, and the athlete may then send Whereabouts updates to ADAMS by SMS.

SMS phone number:

- **ADAMS Production** (<https://adams.wada-ama.org>) :+44 7781 480710
- **ADAMS Training** (<https://adams-training.wada-ama.org>) : +44 7781 480724

2.3.2 DISABLING SMS

The athlete (or ADO) can disable inbound SMS on the account at any time by editing the athlete profile and un-checking the “Use SMS” checkbox. If this is done, and the athlete wishes to re-enable SMS, then the validation procedure described herein must be followed again.

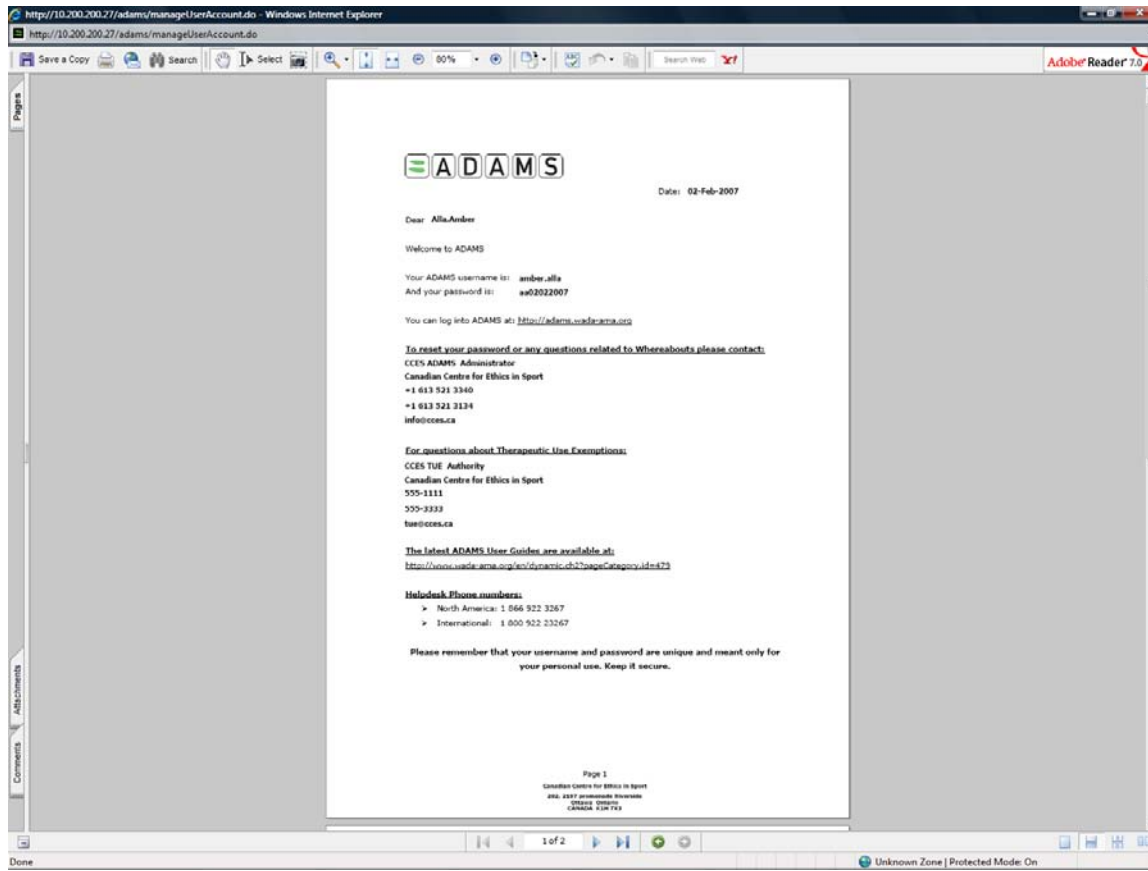
The athlete may re-initiate the validation procedure at any time if they suspect that there are problems with SMS messages going through the mobile network.

2.4 ATHLETE USER ACCOUNT MANAGEMENT

This function allows an organization to create an athlete and an athlete’s user account (login credentials) in a single step. Previously, it was necessary for the organization’s administrator to perform these functions.

A button is provided on the athlete profile page which will allow designated users to create the user account. The system will suggest default values which may be overridden prior to creating the account. Note that the username is not case sensitive, but the password is case sensitive. Both the username and password may contain accented and non-western characters.

At the same time as the user account is created, a personalized welcome letter to the athlete will be generated and displayed in English and French. This letter can be saved, printed, or e-mailed to the athlete by clicking the appropriate button in the PDF viewer. (It may also be re-printed from the athlete’s security tab in the event that the original copy is lost or misdirected.).



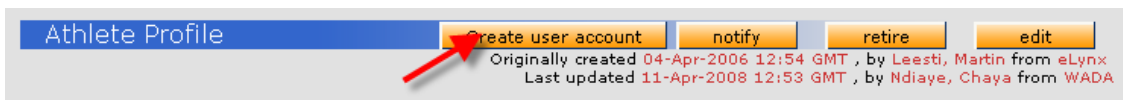
Functionality is provided to allow a user to reset an athlete’s locked password, or change his or her credentials. A “password change” letter will be displayed in this case.

On the first login, the athlete will be required to accept the ADAMS agreement as well as change his or her password. If the athlete has changed his or her password since any letter was generated, the letter will display “*****” in the password field since athlete-provided passwords encrypted with a one-way function.

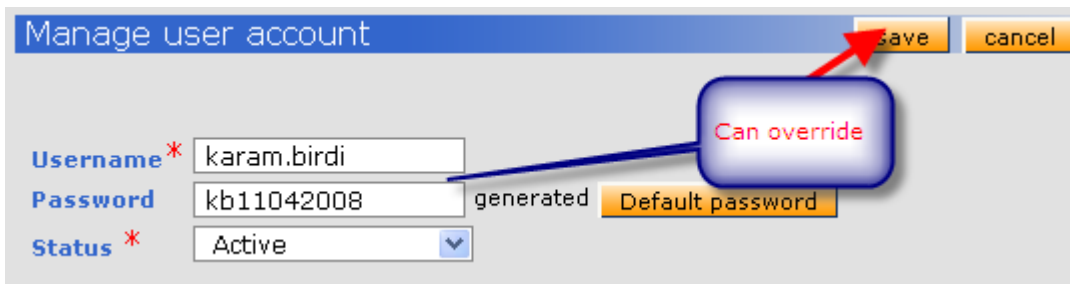
Lastly, ADAMS now supports “bulk” creation of athlete accounts. This feature is useful to create accounts for athletes that have been imported into the system. Upon completion, a report is provided which shows all athlete credentials created during the session.

2.4.1 CREATING AN ACCOUNT FOR A SINGLE ATHLETE

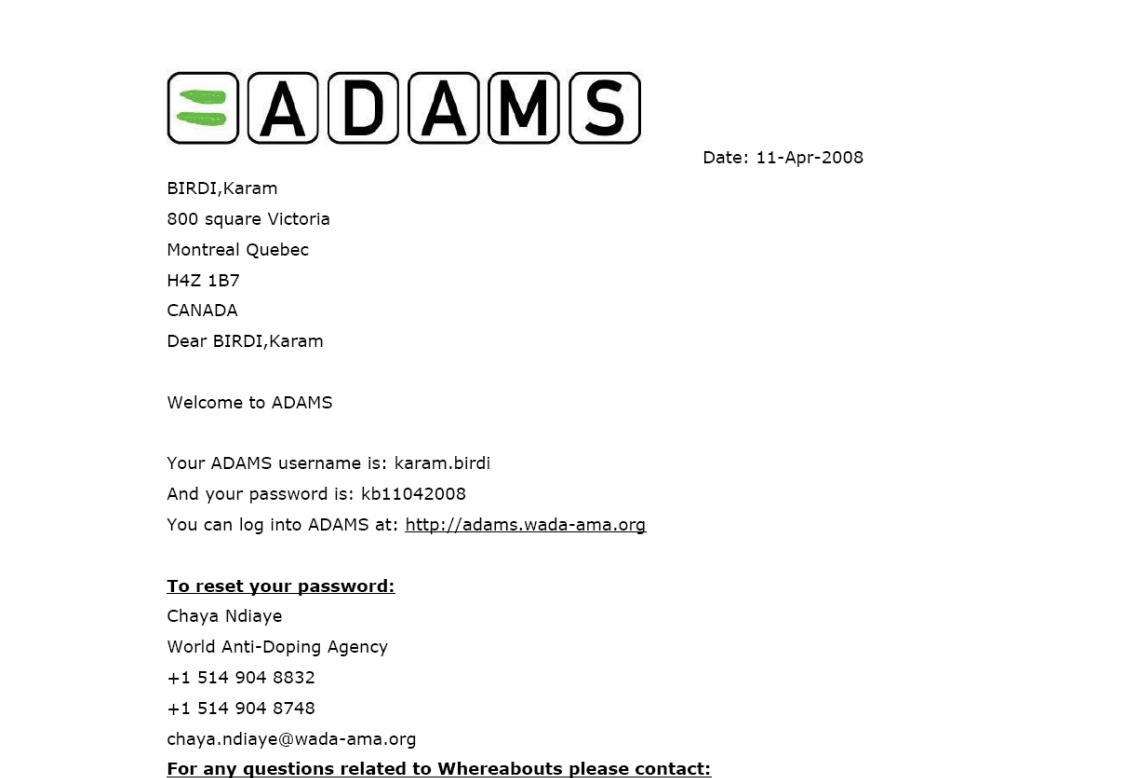
1. Search and select the athlete
2. Click **Create User Account**



- The system automatically generates the username (firstname.lastname), password and sets the status to Active
- Click on save



- A PDF welcome letter is automatically generate including your organization basic contact information

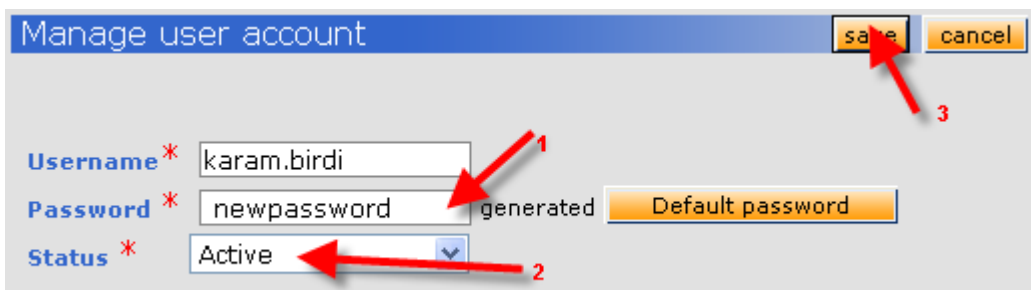


2.4.2 RESETTING A PASSWORD

- Search and select the athlete
- Click **Manage User Account**



3. Enter a new password and make sure that the status is Active.

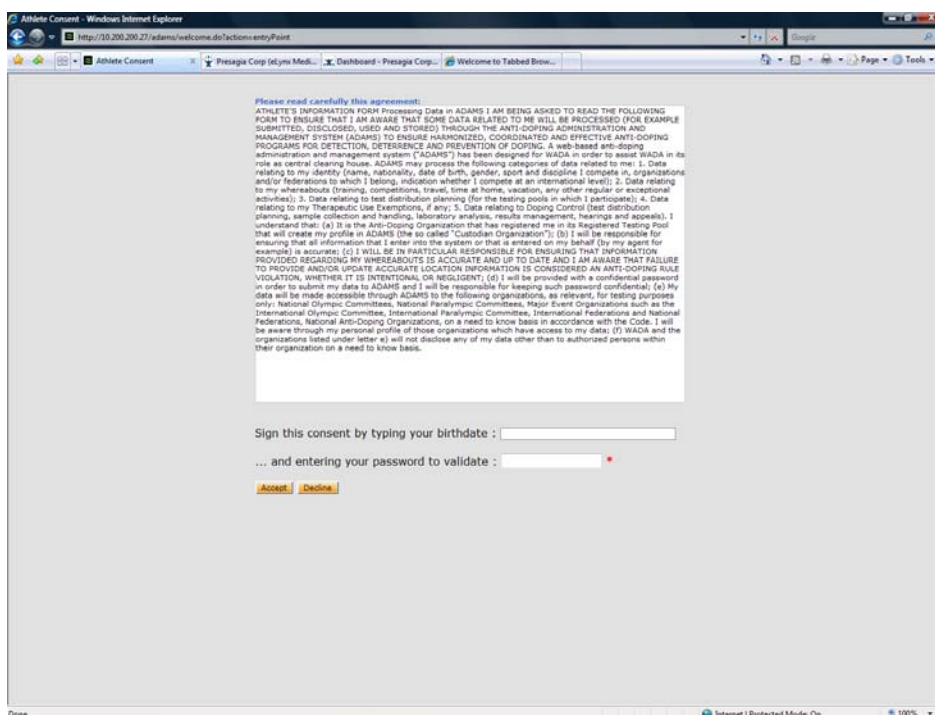


4. Save

5. New PDF letter will be generated with the new password.

2.5 ATHLETE CONSENT AGREEMENT

The athlete consent agreement now requires that the athlete “sign” the agreement with his or her birth date and password. The birth date is simply recorded in the athlete’s activity grid; it is not compared against the birth date stored in the system.



However, the athlete must enter the correct password to accept the agreement and login to ADAMS.

3 NON-ATHLETES

In the past non-athletes were created by users of an organization to keep track of any ADRV or sanctions an individual who is not an athlete (i.e. a coach, a physician, etc.) might have. These individuals might also be users of the system. However, those user profiles (created by the administrator) had no connection to the “front-end” non-athlete identities.

We can now associate a user account to a non-athlete entry. This will eliminate the need to have two separate accounts for the same person.

3.1 CREATING AND EDITING NON ATHLETE DATA

Non-athletes can now be created by administrators as well as by front-end users. Once a non-athlete is created it will be accessible by both the front-end users and by the administrators. The user interface has only a few changes for both types of users.

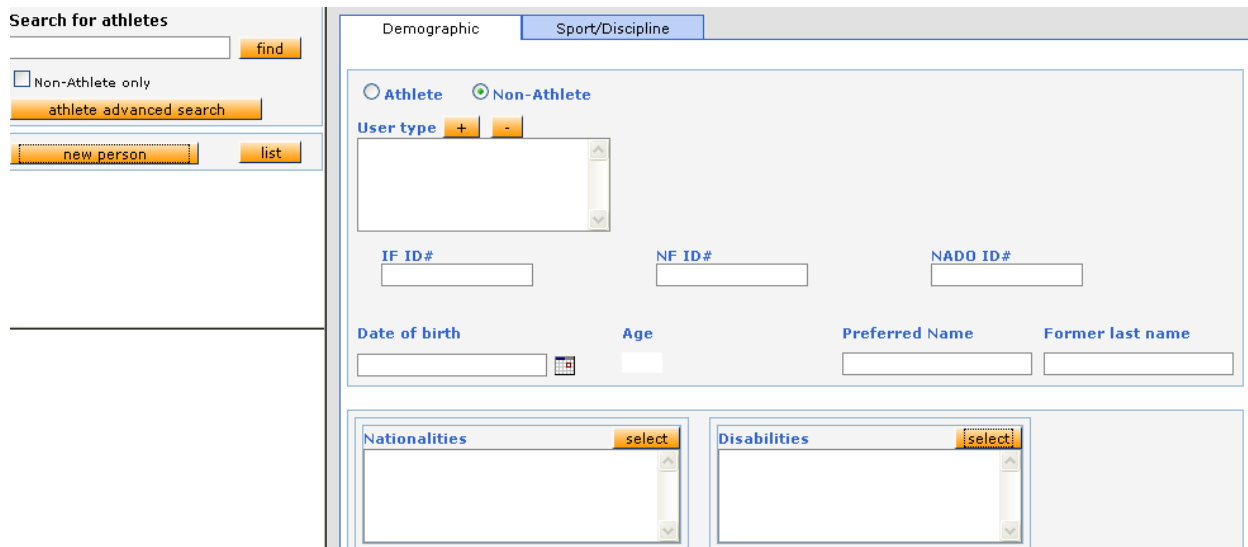
The steps taken to create a non-athlete remain the same. The sport nationality and National Federation fields have been removed.

To add a non athlete person to ADAMS you need to create a new record for them.

1. Go to the **Search** area.



2. Click on the **New Person** button. The Demographic tab will appear with a blank record displayed.
3. Ensure that the **Non Athlete radio button** is ticked. It is set to Athlete by default. If you select the Non Athlete option then you need to select a Non Athlete ‘type’ from the offered pick list.

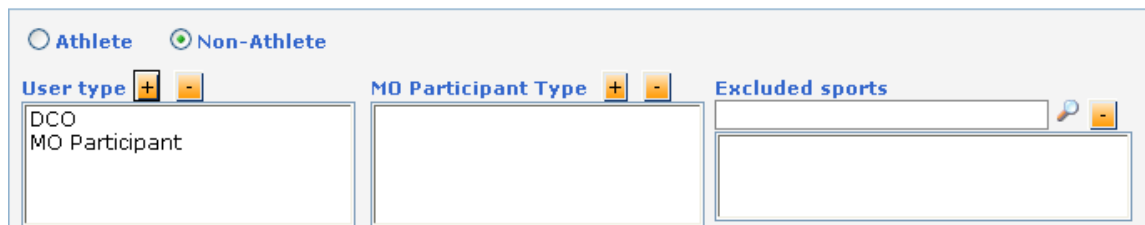


4. Enter a Nationality for the non-athlete person and then fill in the rest of the demographic information you wish to have stored in the system, (address details, phone numbers, email details etc.).
5. If you are happy to keep the record you are creating then click on the **Save** button after you have finished entering your data.
More tabs are now displayed.
6. If the person you are entering is a coach then specify the sport and events that they are involved in within the Sport tab as well as a sport nationality.

Once you have created a non-athlete in the system, you will see that the file tree for them has fewer options available.



You can create an ADRV or a Sanction for a non-athlete. For details on creating ADRVs and Sanctions for non-athletes, view those sections within this guide.



If “DCO” is selected in user types, then the non-athlete can be selected as a Lead DCO in Mission orders.

If “MO Participant” is selected, then the MO Participant Type and Excluded sports field are displayed.

The MO Participant Type field is used to sort non-athletes based on their types in the Participant tab of mission orders.

The *Excluded sports* field specifies the sports in which the non-athlete should not be involved in any testing.

4 PASSWORD RESET

This feature will permit to a user/athlete who forgot his password, to request a new temporary password that will be sent by email.

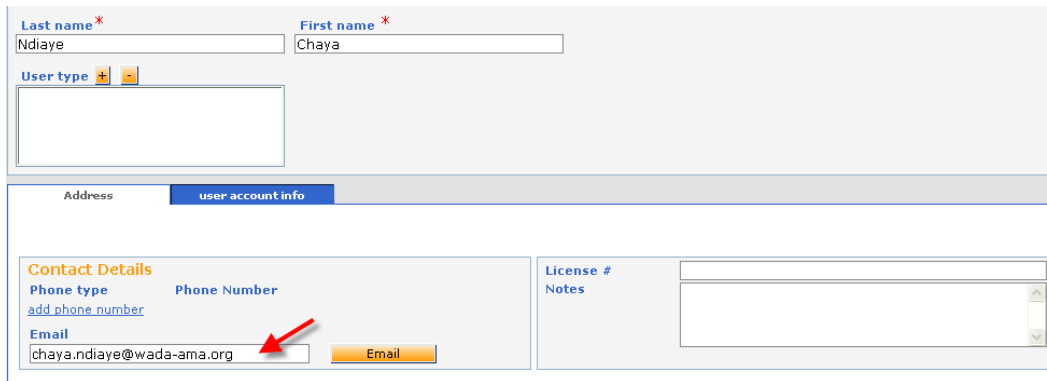
4.1 PREREQUISITES

1. The athlete must have an email address on his profile:

2. Organization users must have an email address to their profile:
 - a. Login as the organization admin
 - b. Select **User account Management**

- c. Search for the user you want to give access to

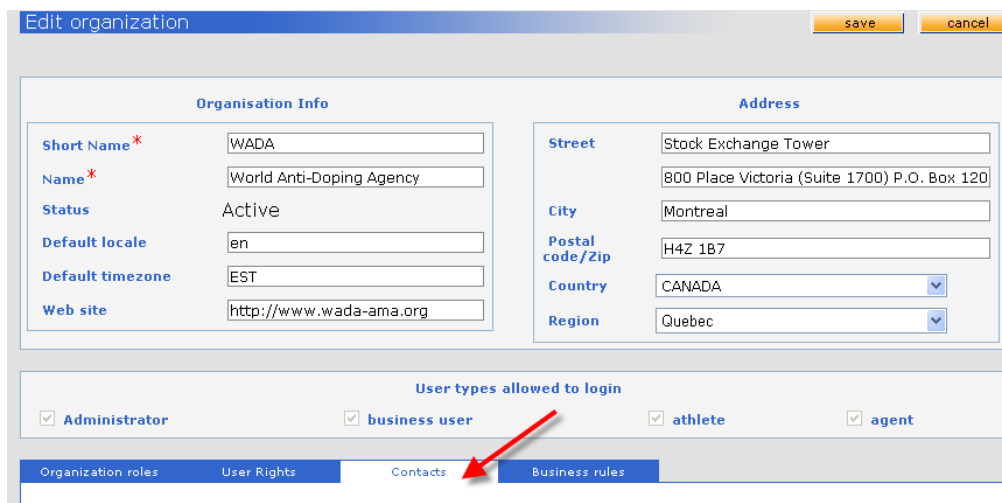
- d. Enter the user's email address in the **contact details**



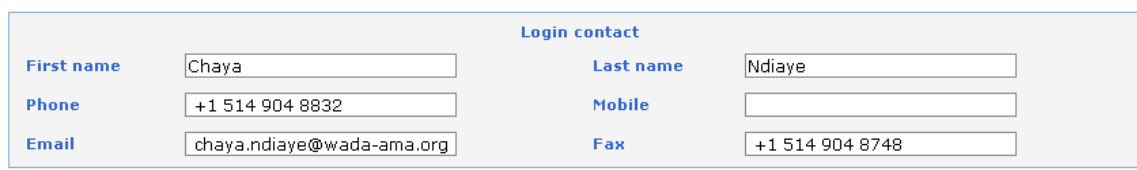
- e. Save
3. Each organization must complete the Login contact information
 - a. Login as the organization admin
 - b. Select **your organization short name**



- c. Go to the **Contact tab**



d. scroll down to the **Login contact** and enter the information



e. Save

4.2 REQUESTING A PASSWORD RESET

1. Click on the **Forgot password** link



2. Enter your username and email address (must be same email address as in your profile) and submit. An email will be sent to you with a temporary password. You will have to change it at your first login.

Forgot your password? Please enter your username and email to start the password recovery process. This procedure will only work if your email is registered in your ADAMS profile!

User name*

Email*

- Or if you do not have an email address in your profile you can look-up your NADO or NF.

If you don't know your User Name or don't have an email address in your ADAMS profile, please contact your sport organization to have your password reset.

Country:

NADO NF

Name	Type	Country	Sport/Discipline
CCES - Canadian Centre for Ethics in Sport	NADO	CANADA	
TAL - Test Ado With Lab	NADO	CANADA	

[back to login page](#)

Warning message: When a user has to change their password because it has expired, a message will be displayed at the change password screen.

Your password has expired. Please enter a new one.

Current password

New password

Repeat New Password

5 ATHLETE WHEREABOUTS

5.1 INTRODUCTION

Athletes being managed within ADAMS are to submit/create a schedule of their whereabouts. This ensures that ADO's are able to access information about the athlete's current and future locations and activities. Athlete Whereabouts may be created and

submitted either by the athlete themselves, a nominated athlete representative or by another athlete's Custodian organization user.

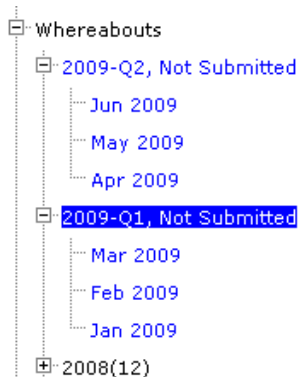
The starting point in ADAMS is the creation of an athlete record. The organization entering the athlete record into ADAMS is called the athlete's Custodian Organization. Once the athlete record exists in ADAMS, it will be possible to add, view and manage the athlete's Whereabouts details.

As of 1 January 2009 in accordance with the revised World Anti-Doping Code, the **rules for Whereabouts** in ADAMS have been adjusted.

- Submission is based on the whole quarter instead of month-by-month.
- All organizations will follow the same rules for entering whereabouts.
- The whereabouts submission rules are enforced for athletes that are marked as 'International' or 'National' in their Registered Testing Pool (RTP). *Only athletes with no RTP, or marked as 'Other' can submit without following these rules.*
- All athletes are required to specify a period of one hour each day where they are available for testing. This one hour testing slot must take place between 6:00 AM and 11:00 PM.

The user interface has been completely re-worked for whereabouts starting in 2009. Any entries created for the year 2009 before the deployment of ADAMS 2.0 November 2008 are kept in the system and hold their ADAMS 1.9.2 looks. However, all new entries after 1 Jan 2009 will use the new user interface. *Also location descriptors for 2008 are no longer valid for 2009.*

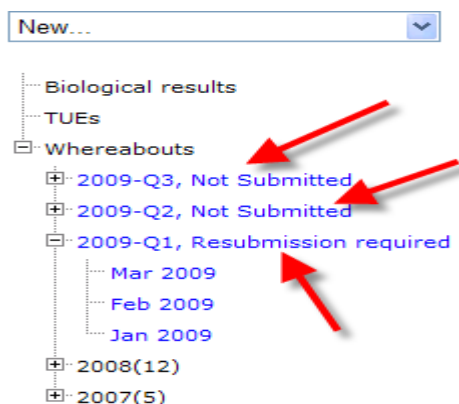
Months are now grouped into Quarters and rules of submission are now based on the whole quarter instead of months.



5.2 NEED TO KNOW

5.2.1 WHEREABOUTS CONTROL PANEL

From the *Whereabouts Control Panel* an athlete or custodian can submit Whereabouts, create new location descriptors, populate the calendar and view the modification history. This panel is also accessible by clicking on the relevant quarter on the athlete tree.



Click on the blue quarters to see the Panel

This is the starting page for entering and submitting whereabouts data related to a quarter.

Whereabouts Control Panel

2009 Q1 → Status: Not Submitted

Athlete Doe, Jane	ADAMS ID# DOJAF30375	Date of birth	Sport Nationality CANADA	Gender Female
-----------------------------	--------------------------------	----------------------	------------------------------------	-------------------------

Sport / Discipline
Underwater Sports | Apnoea

Location descriptors

+ Location descriptor	Category	Entries in Q1
* Please provide a mailing address		create set this category as not applicable
* Please provide a daily residence		create set this category as not applicable
* Please provide a training location		create set this category as not applicable
* Please provide a competition location		create set this category as not applicable

From here the user can submit the athlete’s whereabouts, enter new location descriptors or go to the populate calendar page.

5.2.2 LOCATION DESCRIPTORS

The concept of location descriptors has been modified. Location descriptors are now only valid for the quarter they are created in. Also, they no longer represent an entry that can be reused. Instead they contain only information about locations that will be used to populate the athlete calendar. The location descriptor page no longer contains the time fields.

Whereabouts Location Descriptor

Athlete Doe, John	ADAMS ID# DOJOMA03431	Date of birth	Sport Nationality CANADA	Gender Male
-----------------------------	---------------------------------	----------------------	------------------------------------	-----------------------

Sport / Discipline
Underwater Sports | Apnoea

Calendar Label*

Select Category*

Competition ■
 Training Location ■
 Other

Daily Residence ■
 Mailing address ■

Address Use address of location:

Country*

Region

City*

Postal code/Zip

Telephone

Alternate Telephone

Also the number of categories has been reduced to:

- Competition
- Training Location
- Daily (overnight) residence
- Mailing address
- Other

It is possible when you create a new location descriptor to copy address details from an existing location descriptor. Or once it is created to copy address details onto new location descriptors to be created.

The existence of a link between copied location descriptors is indicated on the Whereabouts Control Panel by an 'anchor' icon. When the descriptor is expanded, the address description confirms this.

Location descriptors			new location descriptor
- Location descriptor	Category	Q1 entries	
* Please provide a mailing address			create set this category as not applicable
* Please provide a daily residence			create set this category as not applicable
* - stadium	Training Location	0	edit delete
<div style="border: 1px solid #ADD8E6; padding: 2px;"> ⚓ Address: Rue De Coubertin montreal CANADA </div>			
* - cup selection	Competition	0	edit delete
<div style="border: 1px solid #ADD8E6; padding: 2px;"> Address: same than "stadium" ← </div>			

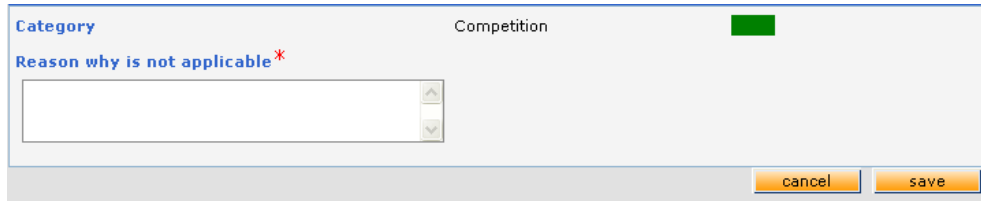
5.2.3 MANDATORY LOCATION DESCRIPTORS

The four location descriptors below are mandatory as per the 2009 International Standard for Testing for each quarter.

- Daily (overnight) residence: athlete's overnight residence where he/she sleeps. ***This location type is mandatory for everyday of the quarter.***
- Mailing address: athlete's current mailing address.
- Training location: athlete's training location or any regular activity.
 - o If the athlete is not training for the whole quarter set this category as not applicable
- Competition location: athlete's competition address.
 - o If the athlete does not have any competition set this category as not applicable

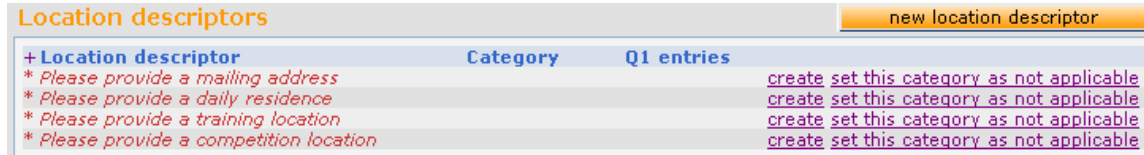
Required for submission!

It is possible to set a mandatory location descriptor as not applicable, as the athletes can for example not compete for a quarter. In this case the user will be prompted to enter a reason as to why the category is not applicable for the quarter.



The screenshot shows a form with a 'Category' label and a 'Reason why is not applicable*' field. The 'Reason why is not applicable*' field is empty and has a small arrow icon on the right side. Below the field are two buttons: 'cancel' and 'save'.

If the athlete omits to define a mandatory descriptor, then ADAMS will display a message in red indicating that the athlete still has to create a location descriptor of that type.

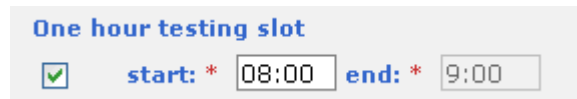


Location descriptors		new location descriptor	
+ Location descriptor	Category	Q1 entries	
* Please provide a mailing address		create	set this category as not applicable
* Please provide a daily residence		create	set this category as not applicable
* Please provide a training location		create	set this category as not applicable
* Please provide a competition location		create	set this category as not applicable

The user can click on the create link to quickly create a location descriptor of the missing type


5.2.4 ONE HOUR TESTING SLOT

As per the 2009 International Standard for Testing the athlete must for each day in the forthcoming quarter, indicate one specific 60-minute time- slot where he/she will be available at a specified location for Testing.



The screenshot shows a form titled 'One hour testing slot'. It has a checked checkbox, a 'start: *' field with the value '08:00', and an 'end: *' field with the value '9:00'.

This period must be within the start and end times of the entry. Furthermore this one hour testing slot must take place between 6:00 AM and 11:00 PM.

The one hour testing slot is marked by an exclamation point  in the monthly view and whereabouts details report.

It is not possible to enter a one hour testing slot period for "Mailing Address" entries.

Required for submission!

Each day in the quarter must contain one testing slot entry. If a day has no one hour testing slot entry or has multiple testing slot entries, then the whereabouts cannot be submitted.

5.2.5 WHEREABOUTS ENTRY RULES

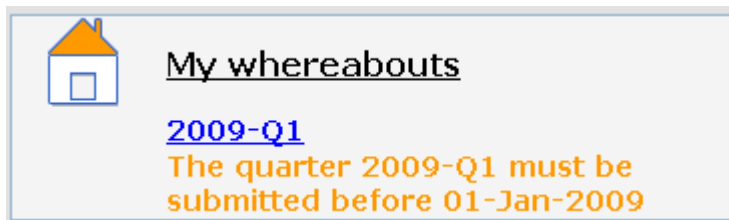
- *Minimum entry length:* each entry must be at least one hour long. If the user tries to save an entry that is less than an hour, then an error message will be displayed.

- *Conflicting Entries:* time periods for entries cannot overlap. This rule does not apply for entries in the “Daily (overnight) Residence” or “Mailing Address” categories, as they have no time periods

5.2.6 SUBMISSION DEADLINE

Whereabouts must be submitted before the beginning of a new quarter.

Four weeks before the start of the next quarter, a message will appear in the MyZone page of athlete users.



Athlete agent users will receive a similar message on their MyZone page.



A flag icon has been added in the quick search results for athlete agent users to help them quickly identify which athletes have un-submitted whereabouts.

2 matching records found

Name	ADAMS ID#
Doe, Jane	DOJAF21234
Doe, John	ITHEFA87941 

5.2.7 WHEREABOUTS ACCESSIBILITY

As per 1 Jan. 2009 there are new restrictions on when a user can view and edit the whereabouts data of an athlete.

Athlete users and athlete agents

Athlete users (and any athlete agent assigned to them) can view and modify the athlete's whereabouts at all times.

If the athlete does not have a user account

The custodial organization of the athlete can view and modify the whereabouts regardless of the submission status.

Other organizations with access to the athlete can only view the submitted whereabouts of the athlete.

If the athlete has a user account

The custodial organization of the athlete can view and modify only the submitted whereabouts of the athlete.

Other organizations with access to the athlete can view only the submitted whereabouts of the athlete.

However, an athlete can allow their custodian to gain access to their whereabouts details regardless of whether they are submitted or not. To do this, the athlete needs to change the option in their [preferences](#).

Access configuration for whereabouts that are not submitted

Since Adams 2.0, without delegation, no organization can access whereabouts that are not submitted

deny access to custodial organization

grant access to custodial organization

It is also possible for an admin of the custodial organization to grant their users access on whereabouts that are not submitted. This must be done in the user account page of the athlete in the User Account Management section.

In addition, the admin must specify the reason for granting the organization access.

Access configuration for whereabouts that are not submitted

Use athlete configuration: Can NOT access whereabouts that are not submitted
 Can NOT access whereabouts that are not submitted
 Can access whereabouts that are not submitted

Reason to change the accessibility *

Finally, the ADAMS administrator can grant or revoke this right regardless of the options selected by the custodial administrator and the athlete user.

The ADAMS administrator must also provide a reason for the change in access. (See the Administrator User Guide for more details).

5.2.8 **AUTOMATIC WHEREABOUTS NOTIFICATIONS**

For details also see the on-line Help under the section Messages from the Homepage.

1. Whereabouts notification

Automatic notification of submission is sent to the person who submitted the whereabouts (athlete, agent, ADO user), every time the whereabouts are *submitted*. In addition, a notification is sent to every user of the athlete custodial organization as long as they have this notification type set up in their profile. If the athlete belongs to a team, a notification is also sent to the Team Manager. The same for other organizations with access to the athlete and having included the athlete in their Registered Testing pool.

Furthermore, if the whereabouts for today and/or the day after of an athlete are modified and a test is planned for one of these 2 days, also the TA (Test Authority), the SCA (Sample collection Authority) in particular the DCO of the test and the Test Coordinator (even if they are a 3d party Service Provider) receive an automatic notification.

If the access to the not submitted Whereabouts of the athlete is granted/revoked to/from the Custodian organization, then users of the custodian organization will receive a notification.

2. Whereabouts Update notification:

When *submitted* whereabouts of an athlete are *modified*, organization users of a planned test (Testing Authority, Sample Collection Authority including confirmed DCO) will get notified, provided they have the notification type *Whereabouts Update notification* set up in

their user profile from the Admin. Organizations are the Custodian, the IF and NADO and 3d party Service Provider with access to the athlete. Notifications are sent once per day for every month modified by an athlete.

3. SMS Whereabouts notification:

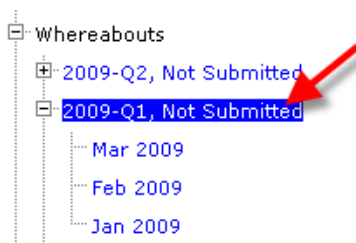
When an SMS update is being sent by an athlete, the users of the Custodian organization are notified, provided they have set up the *SMS whereabouts notification* in their user profile.

5.3 CREATING LOCATION DESCRIPTORS

5.3.1 CREATING MANDATORY LOCATION DESCRIPTORS

Location Descriptors are used to record the location of athlete activities that occur on an ongoing and regular basis. Creating a Location Descriptors saves the user having to define a new location for each Athlete Whereabouts record for recurring activities.

1. In the athlete tree, click a quarter to access the **Whereabouts Control Panel**. (Click on e.g. 2009-Q1).



2. From **the Whereabouts Control panel** click on **Create** for the relevant mandatory location descriptor.

Whereabouts Control Panel

2009 Q1 → Status: Not Submitted

Athlete Test, Whereabouts	ADAMS ID# TEWHMA68265	Date of birth	Sport Nationality UNITED KINGDOM	Gender Male
-------------------------------------	---------------------------------	----------------------	--	-----------------------

Sport / Discipline
Cycling | Road

Location descriptors

+ Location descriptor	Category	Q1 entries
* Please provide a mailing address		create set this category as not applicable
* Please provide a daily residence		create set this category as not applicable
* Please provide a training location		create set this category as not applicable
* Please provide a competition location		create set this category as not applicable

A new Location Descriptor record will display.

Calendar Label*

Select Category*

Competition
 Training Location
 Other

Daily (overnight) residence
 Mailing address

Address Use address of location:

Country* **Postal code/Zip**

Region **Telephone**

City* **Alternate Telephone**

Description of Location or Activity (optional)

3. Fill in the *label*: description of the location descriptor; should be *unique* within the quarter.
4. Select a Category
 - a. Competition: recurring competition address
 - b. Daily (overnight) Residence: overnight athlete address
 - c. Training location: regular location
 - d. Mailing address: quarter mailing address

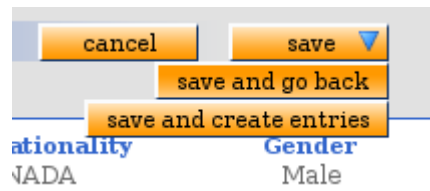
e. Other

If you are travelling or going on Vacation: use the Daily (overnight) residence location type

5. Fill in the *address*: you may Copy the address from an existing location descriptor using the drop-down list. Once selected, the details will be copied (not editable). When saved, your location descriptor always keeps the same address as the 'parent' location descriptor. *Any changes made to the parent will be copied over.* You may break the link by choosing the option '.....' from the list and save. The address fields become editable again.
6. Fill in any other relevant fields.
7. Click **Save and go back**
8. Repeat these steps for all four mandatory location descriptors.

It is also possible to create a new location descriptor by clicking the **New location descriptor** button.

When saving a location descriptor, the user can get multiple choices on what to do after saving by hovering the mouse pointer over the save button.



They can simply save the page and remain on the same location descriptor by clicking save.

If they choose **Save and go back**, the descriptor will be saved and the user will go back to the Whereabouts Control Panel.

If they choose **Save and create entries**, they will be redirected to the Populate Calendar page with the created location descriptor pre-selected.

5.3.2 NEED ADDITIONAL LOCATION DESCRIPTORS?

Click on [**New location descriptor**] and repeat steps 3 to 7.

- o It is possible to copy location descriptors from a previous Quarter; by clicking the button **copy previous quarter’s location descriptors** on the Whereabouts control Panel.
- o Once a descriptor is created you may opt to copy the location descriptor with address onto new location descriptors at the same time, using the “Use address of location” drop-down list. E.g. if you create a label ‘stadium’ for a Competition and you want to link the same address to other descriptors like ‘cup selection’ or ‘medal award’:

You can create new location descriptors from an existing one using the “Linked location” section at the bottom of the “Whereabouts Location Descriptor” screen.

To create a new location descriptor from here, click the “**add linked location**” button. Then enter a label and select the category for the new location descriptor and save the page.



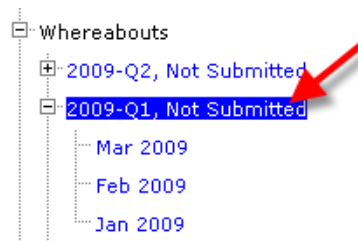
Once saved, ADAMS will automatically create a new location descriptor that is linked to this one. At any time you can break the link from the (parent) descriptor by clicking the x icon next. This does not delete the location descriptor, but breaks the link between the two descriptors.

5.4 POPULATING THE CALENDAR & SUBMISSION

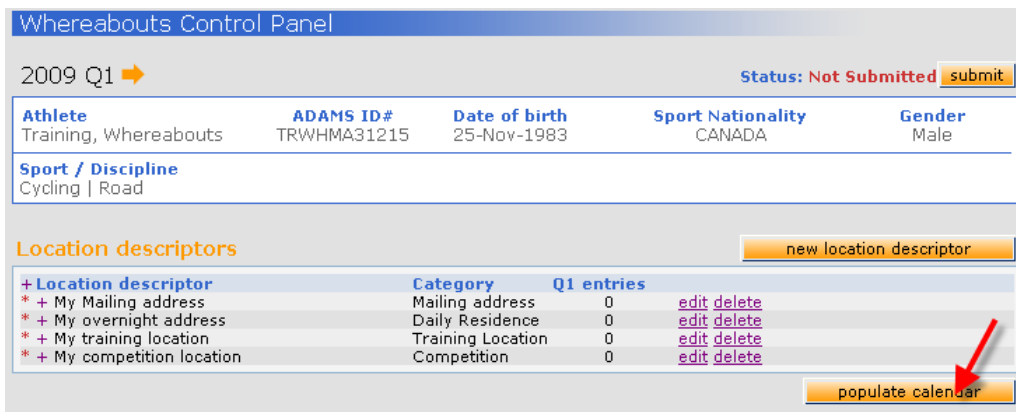
Once a location descriptor has been saved it can be used to populate the athlete calendar using the Populate Calendar page.

5.4.1 INITIAL SUBMISSION

1. From the Athlete tree, click the desired Quarter



2. Create your mandatory location descriptors or set them as not applicable. See the mandatory location descriptors
3. Click the **populate calendar** button on the Panel



Whereabouts Control Panel

2009 Q1 → Status: Not Submitted submit

Athlete	ADAMS ID#	Date of birth	Sport Nationality	Gender
Training, Whereabouts	TRWHMA31215	25-Nov-1983	CANADA	Male

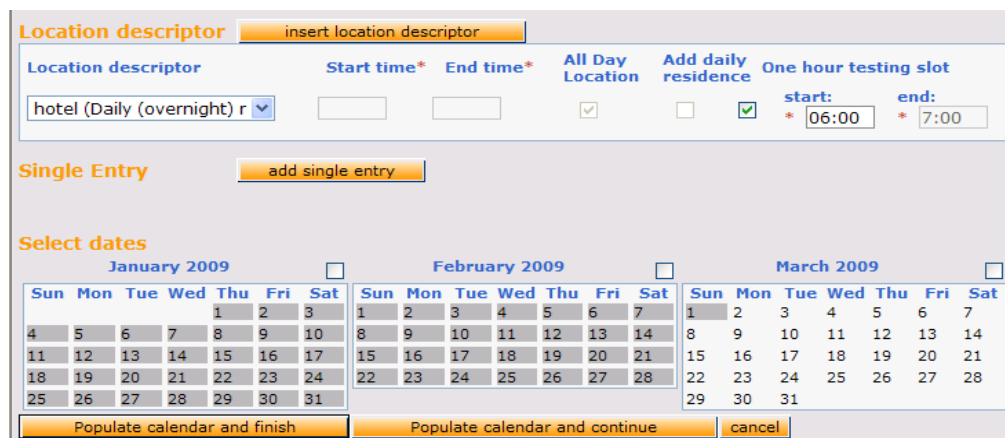
Sport / Discipline
Cycling | Road

Location descriptors new location descriptor

+ Location descriptor	Category	Q1 entries	
* + My Mailing address	Mailing address	0	edit delete
* + My overnight address	Daily Residence	0	edit delete
* + My training location	Training Location	0	edit delete
* + My competition location	Competition	0	edit delete

populate calendar

4. On the **Populate calendar** page, select the location descriptor from the dropdown menu.



Location descriptor insert location descriptor

Location descriptor Start time* End time* All Day Location Add daily residence One hour testing slot

hotel (Daily (overnight) r) [] [] start: * 06:00 end: * 7:00

Single Entry add single entry

Select dates

January 2009 February 2009 March 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				

Populate calendar and finish Populate calendar and continue cancel

5. Enter start/end time the athlete will be at the location.
 - Mailing address and Daily (overnight) Residence location type do not need a start and end time.
 - Competition, Training and Other can have an 'All day' entry [we allow more than 1 'All day' entries per day – sequence of displaying in the monthly view: daily residence, mailing, competition, training, other]
 - Time periods for entries cannot overlap (does not apply to entries of category "Daily (overnight) Residence" or "Mailing Address" as they do not have time periods.)

- Disregard 'Add daily residence' – for future release
6. Check the **One hour testing slot** *the athlete is available to be tested* if applicable and enter the start time of the slot
 - There must be at least one “One hour testing slot” per day to be able to submit the quarter
 - It is not possible to enter a one hour testing slot period for “Mailing Address” entries.
 7. To populate multiple location descriptors at once, click **Insert location descriptor** and repeat above steps 3 to 5 to add an extra line.

Location descriptor		insert location descriptor						
Location descriptor	Start time*	End time*	One hour testing slot	start: *	end: *			
Gym (Training Location) ▼	08:00	12:00	<input checked="" type="checkbox"/>	08:00	9:00			✕
Home (Daily Residence) ▼			<input type="checkbox"/>					✕
..... ▼			<input type="checkbox"/>					✕

8. Under **Select dates**, select the days on the calendar for which the entry is valid. Click each date individually, or click a Weekday label (e.g. “Sun” or “Mon”) to select multiple days. Click the checkbox on the right of the month label to select the entire month. *Days that don't have any athlete entries are displayed in red!*
9. Click **Create entries and finish** to save the entries and go back to the Whereabouts Control Panel, or **Create entries and continue** to save the entries and populate the calendar.

Populate calendar

Athlete Training, Whereabouts	ADAMS ID# TRWHMA31215	Date of birth 25-Nov-1983	Sport Nationality CANADA	Gender Male
Sport / Discipline Cycling Road				

Location descriptor insert location descriptor

Location descriptor ¹	Start time* ²	End time*	One hour testing slot ³	
My Mailing address (Maili			<input type="checkbox"/>	<input type="checkbox"/>
My competition location (09:00	17:00	<input type="checkbox"/>	<input type="checkbox"/>
My overnight address (D			<input checked="" type="checkbox"/>	start:* 19:00 end: * 20:00 <input type="checkbox"/>
My training location (Trai	07:00	08:00	<input type="checkbox"/>	<input type="checkbox"/>

Single Entry add single entry

Select dates ⁴

January 2009							February 2009							March 2009						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6	7	8	9	10	1	2	3	4	5	6	7	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28	22	23	24	25	26	27	28
													29	30	31					

Populate calendar and finish Populate calendar and continue cancel

10. Back on the Whereabouts Control Panel; click **Submit** to submit the created whereabouts.

Whereabouts Control Panel Whereabouts entries created

2009 Q1 → Status: Not Submitted submit

Athlete Training, Whereabouts	ADAMS ID# TRWHMA31215	Date of birth 25-Nov-1983	Sport Nationality CANADA	Gender Male
Sport / Discipline Cycling Road				

Location descriptors new location descriptor

+ Location descriptor	Category	Q1 entries	
* + My Mailing address	Mailing address	90	edit delete
* + My overnight address	Daily Residence	90	edit delete
* + My training location	Training Location	90	edit delete
* + My competition location	Competition	90	edit delete

populate calendar

Once whereabouts (re-)submission completes successfully, a **Submission history** section appears. It contains snapshots, recordings of the whereabouts at the time of submission.

Whereabouts Control Panel

2009 Q1 → Status: **Submitted** [resubmit](#)

Athlete	ADAMS ID#	Date of birth	Sport Nationality	Gender
Training, Whereabouts	TRWHMA31215	25-Nov-1983	CANADA	Male

Sport / Discipline
Cycling | Road

Location descriptors [new location descriptor](#)

+ Location descriptor	Category	Q1 entries	
* + My Mailing address	Mailing address	90	edit delete
* + My overnight address	Daily Residence	90	edit delete
* + My training location	Training Location	90	edit delete
* + My competition location	Competition	90	edit delete

[populate calendar](#)

Submission History

Date/Time	User	January	February	March
25-Nov-2008 22:09 GMT	Ndiaye, Chaya			

5.4.2 POPULATING USING THE MONTHLY VIEW

1. Create your [location descriptors](#)
2. Go to the Monthly view: from the tree select the relevant month



3. Select a day by clicking its check box, or select a week by clicking the checkbox at its right, or select all Fridays (for example) by clicking the checkbox at the top of the column.
4. In the area below the month, click on the Location Descriptor drop-down list and select the appropriate descriptor to add to the selected days.

Daily Residence

home
[add to selected days](#) [Whereabouts details](#)
[delete selected days](#) [update multiple entries](#)

5. Click **Add to Selected Days**. A form opens where the location descriptor can be linked to a start/end time and the 1-hour testing slot can be indicated
6. Click on the **Add to selected days** button.
7. Repeat steps 3 to 6 from the [previous section](#)
8. Repeat these steps for the rest of the quarter and go back to the whereabouts control panel to submit your whereabouts.

← February 2009 →

Calendar		Notes & Activities (2)					
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1 home 09:00-12:00 dfs	2 home 09:00-12:00 dfs	3 home 09:00-12:00 dfs	4 home 09:00-12:00 dfs	5 home 09:00-12:00 dfs	6 home 09:00-12:00 dfs	7 home 09:00-12:00 dfs	
8 home 09:00-12:00 dfs	9 home 09:00-12:00 dfs	10 home 09:00-12:00 dfs	11 home 09:00-12:00 dfs	12 home 09:00-12:00 dfs	13 home 09:00-12:00 dfs	14 home 09:00-12:00 dfs	
15 home 09:00-12:00 dfs	16 home 09:00-12:00 dfs	17 home 09:00-12:00 dfs	18 home 09:00-12:00 dfs	19 home 09:00-12:00 dfs	20 home 09:00-12:00 dfs	21 home 09:00-12:00 dfs	
22 home 09:00-12:00 dfs	23 home 09:00-12:00 dfs	24 home 09:00-12:00 dfs	25 home 09:00-12:00 dfs	26 home 09:00-12:00 dfs	27 home 09:00-12:00 dfs	28 home 09:00-12:00 dfs	

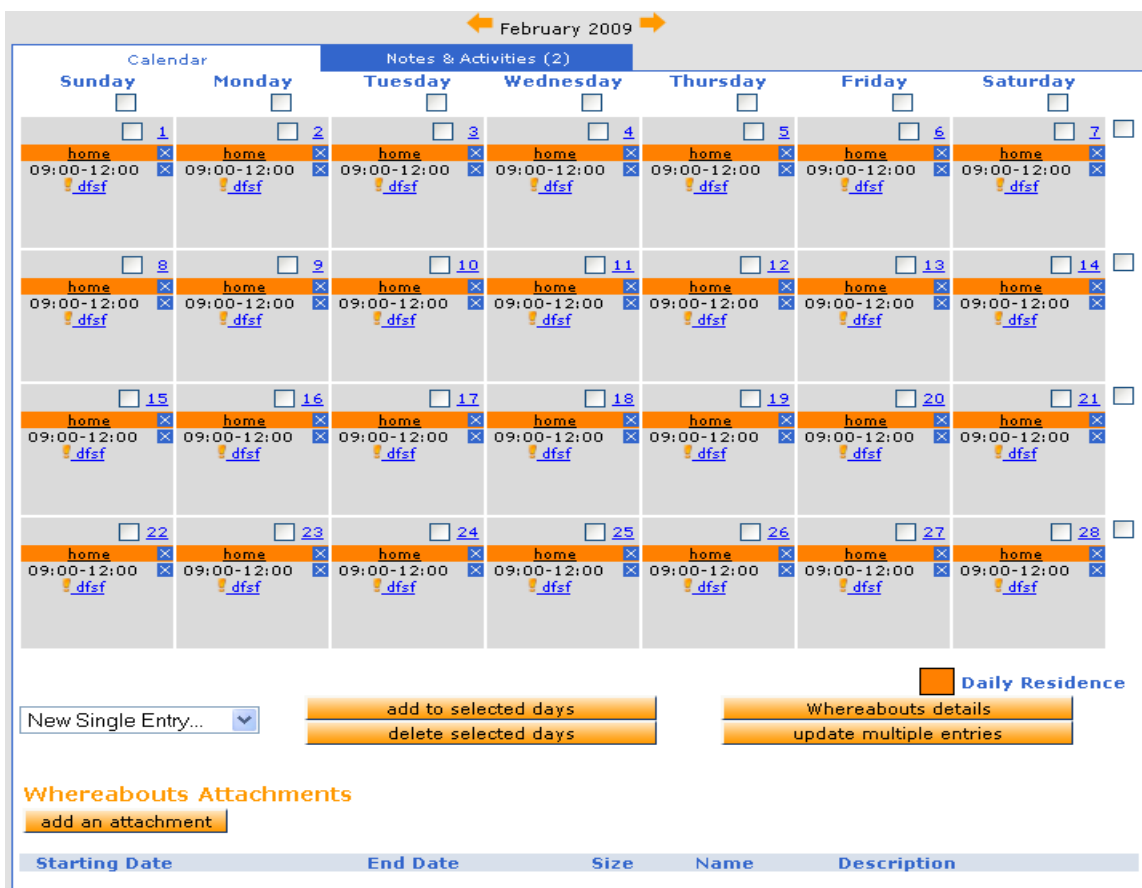
Daily Residence

add to selected days
Whereabouts details
delete selected days
update multiple entries

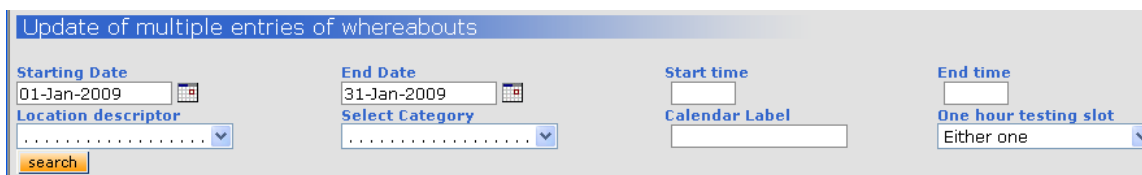
Whereabouts Attachments
add an attachment

Starting Date	End Date	Size	Name	Description
---------------	----------	------	------	-------------

5.4.3 MODIFYING YOUR WHEREABOUTS



1. Go to the Monthly view, select a day by clicking its check box, or select a week by clicking the checkbox at its right, or select all Fridays (for example) by clicking the checkbox at the top of the column.
2. To delete all entries in the selection of multiple days, click **Delete selected days**. To delete only one entry, click the blue X.
3. Click **Update Multiple entries** to *update the time and the one-hour timeslot of multiple entries at once*. It invokes a popup where you can search for the entries you want to edit, by specifying various criteria.



Clicking the search button will display a list of entries matching the specified criteria.

Note: *You will only see the athlete entries.* Team entries cannot be found this way.

Update of multiple entries of whereabouts

Starting Date: 01-Jan-2009 End Date: 03-Jan-2009 Start time: End time: One hour testing slot: Either one

Location descriptor: Select Category: Calendar Label: One hour testing slot: Either one

	Title	Start time - End time	Time slot	Location
Thursday, 01-Jan-2009				
<input type="checkbox"/>	Daily Residence	Home -	>[10:00]	555 Main St. Montreal CANADA
<input type="checkbox"/>	Training Location	Gym 17:00 - 21:00		123 Center Lane Montreal CANADA
Friday, 02-Jan-2009				
<input type="checkbox"/>	Daily Residence	Home -	>[10:00]	555 Main St. Montreal CANADA
Saturday, 03-Jan-2009				
<input type="checkbox"/>	Daily Residence	Home -	>[10:00]	555 Main St. Montreal CANADA
<input type="checkbox"/>	Training Location	Gym 17:00 - 21:00		123 Center Lane Montreal CANADA

Please set the new values which you want to be applied:

Start time: End time: One hour testing slot: Yes No No change

You can then change some or all of the entries by following these steps:

- i. Use the checkboxes to select which entries you want to change
- ii. Enter the desired start time and end time
- iii. Select a radio button pertaining to the one-hour testing slot values
- iv. Click the **Apply...** button

"Mailing address" entries are excluded from the search results because they don't have start/end times and they don't qualify as one-hour testing slots. Therefore they cannot be updated in this screen.

4. Repeat these steps for the 3 months of the quarter if desired

5. You must resubmit your whereabouts once you are done with your modifications!

Athlete Whereabouts (Boop Betty) Whereabouts entries created Submitted

Resubmission required

← January 2009 →

Calendar		Notes & Activities (4)				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs
4	5	6	7	8	9	10
home 08:00-09:00 T-test 09:00-12:00 dfs	home 08:00-09:00 T-test 09:00-12:00 dfs	home 08:00-09:00 T-test 09:00-12:00 dfs	home 08:00-09:00 T-test 09:00-12:00 dfs	home 08:00-09:00 T-test 09:00-12:00 dfs	home 08:00-09:00 T-test 09:00-12:00 dfs	home 08:00-09:00 T-test 09:00-12:00 dfs
11	12	13	14	15	16	17
home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs
18	19	20	21	M 22	M 23	M 24
home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs
25	26	27	28	29	30	31
home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs	home 09:00-12:00 dfs

Daily Residence

New Single Entry...

- Click on **Resubmission required**. The system brings you back to the whereabouts control panel

Whereabouts Control Panel

The quarter has been modified since the last submission. Please resubmit it!

2009 Q1 → Status: Submitted [resubmit](#)

Athlete	ADAMS ID#	Date of birth	Sport Nationality	Gender
	BEBOFA66447	26-Jan-1979	UNITED KINGDOM	Female

Sport / Discipline
Dancesport | Latin

Location descriptors [new location descriptor](#)

+ Location descriptor	Category	Q1 entries	
* + This category has been set as not applicable	Mailing address	-	edit delete
* + home	Daily Residence	90	edit delete
* + This category has been set as not applicable	Training Location	-	edit delete
* + dfsf	Competition	89	edit delete

[populate calendar](#)

Submission History

Date/Time	User	January	February	March
18-Dec-2008 21:55 GMT	Betty, Boop			

- Click **resubmit**. The error message will disappear and you will see a new snapshot on the **Submission History** section with today's date.

Whereabouts Control Panel

2009 Q1 → Status: Submitted [resubmit](#)

Athlete	ADAMS ID#	Date of birth	Sport Nationality	Gender
	BEBOFA66447	26-Jan-1979	UNITED KINGDOM	Female

Sport / Discipline
Dancesport | Latin

Location descriptors [new location descriptor](#)

+ Location descriptor	Category	Q1 entries	
* + This category has been set as not applicable	Mailing address	-	edit delete
* + home	Daily Residence	90	edit delete
* + This category has been set as not applicable	Training Location	-	edit delete
* + dfsf	Competition	89	edit delete

[populate calendar](#)

Submission History

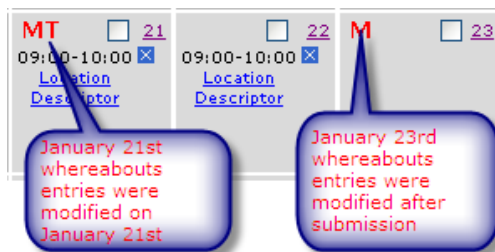
Date/Time	User	January	February	March
19-Dec-2008 16:10 GMT		January	February	March
18-Dec-2008 21:55 GMT		January	February	March

Note:

Modifications after submission are tracked by the system.

The labels are:

- **M**: stands for Modified. This label will be applied to all days that were modified after submission
- **MT**: Modified Today. Means that the athlete modified today, his whereabouts for today.



5.4.4 SINGLE ENTRIES

It is still possible to create single entries for locations which will not be used often in a quarter (one-off entries). Single entries are not stored as a location descriptor and cannot be copied from one quarter to another. In the Populate Calendar page, there is a section for single entries.

Single Entry

Calendar Label* Start time* End time* One hour testing slot

Select Category*

Mailing address Daily Residence Training Location Competition Other

Address* City* Telephone Alternate Telephone

Country* Region Postal code/Zip

Description of Location or Activity (optional)

If the single entry section is not displayed, click the add single entry button to have it displayed.



Single entries follow the same rules as location descriptors. Just like descriptors, once the entry is completed you can click on create entries and finish to save the entries and go back to the Whereabouts Control Panel. Or you can click the Create entries and continue button to save the entries and return to a blank Populate Calendar page to create new entries.

It is also possible to create a combination of entries from location descriptors and a single entry for the days selected.

5.5 WHEREABOUTS AUDIT TRAIL

This functionality allows users with the appropriate right to track the changes made to whereabouts entries.

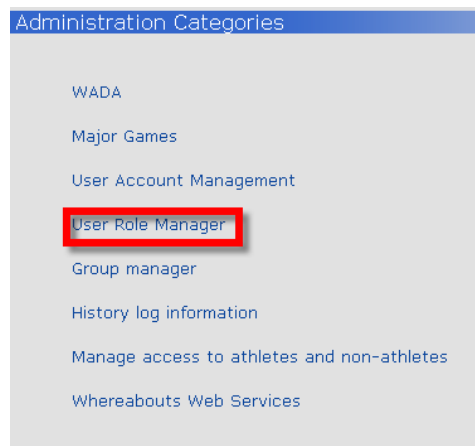
The audit trail is not immediately available, the data is imported daily therefore should you need some immediate data send an email to adams@wada-ama.org.

The feature is very resource consuming therefore must not be used at all time.

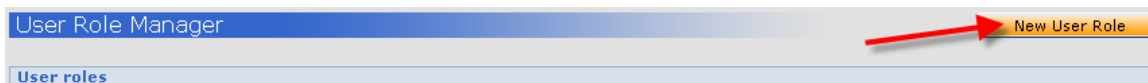
Organizations interested in that feature must send a request to adams@wada-ama.org.

5.5.1 CREATING THE AUDIT TRAIL BUSINESS ROLE

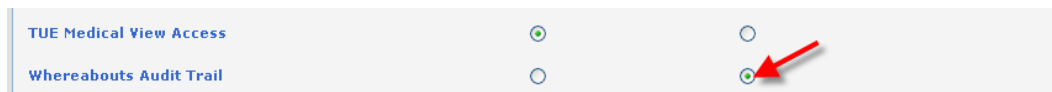
1. Login as you organization administrator
2. Select **User Role Manager**



3. Click on **New user role**



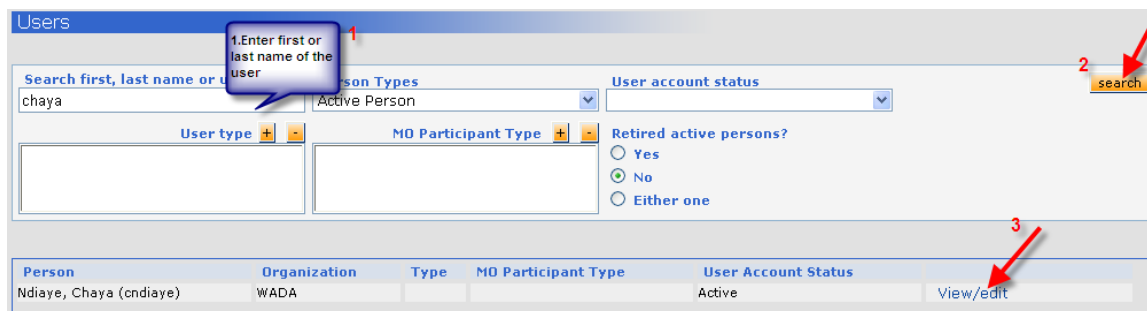
4. Select the Yes for the Whereabouts audit trail



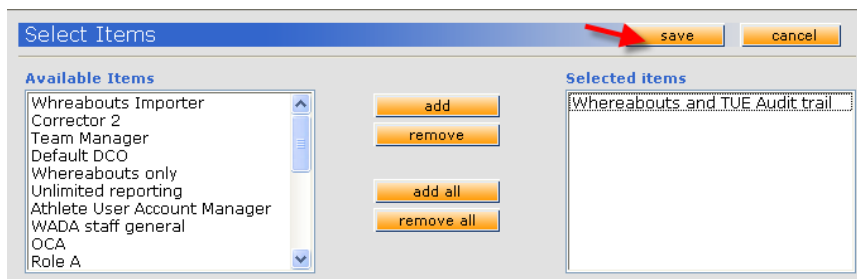
5. **Save**
6. Go back to the administration home page by either clicking on **Administration** or on the ADAMS logo
7. Select **User account Management**



8. Search for the user you want to give access to



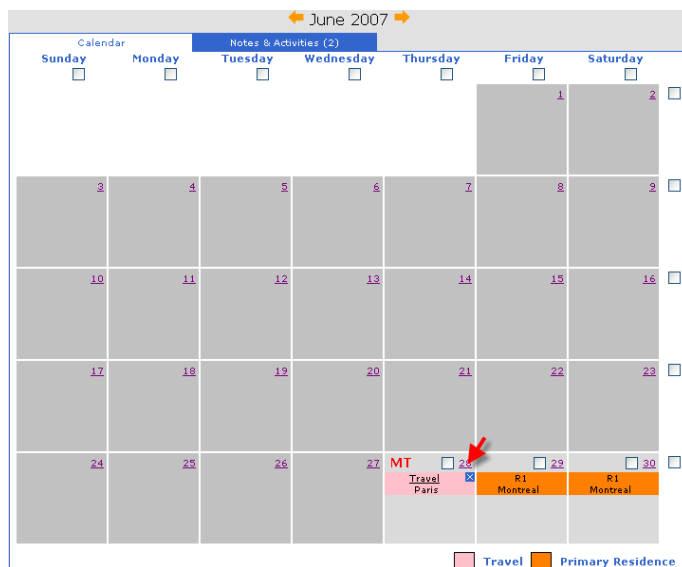
9. On the user account tab edit the business role and select the user role you just created



10. Save

5.5.2 VIEWING THE WHEREABOUTS AUDIT TRAIL

1. Login as a user with that right
2. Search for an athlete
3. Expand his whereabouts calendar
4. Select a date



5. A new window with the whereabouts details will open and click on **Audit Trail**

Period covered by this report:
28-Jun-2007 / 28-Jun-2007

print **Audit Trail** close

Accessible whereabouts informations

Karam BIRDI
Sport: Aquatics
Gender: Male

Generated on: 28-Jun-2007

Suitable for test	Label	Start time End time	Category	Location	Phone numbers	Team/Group - Organization
Thursday, 28-Jun-2007	Current Address	all day	Primary Residence	800 square Victoria, Montreal, Quebec, CANADA		

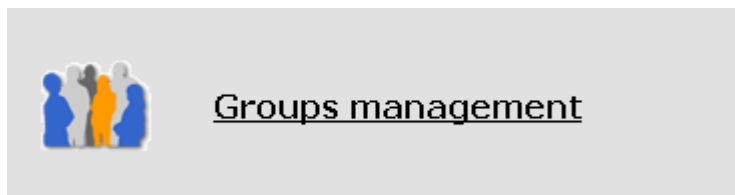
The system will display the following information of available:

- Initial value of the entry
- The changes made
- Entry deletion if any
- Who made the changes

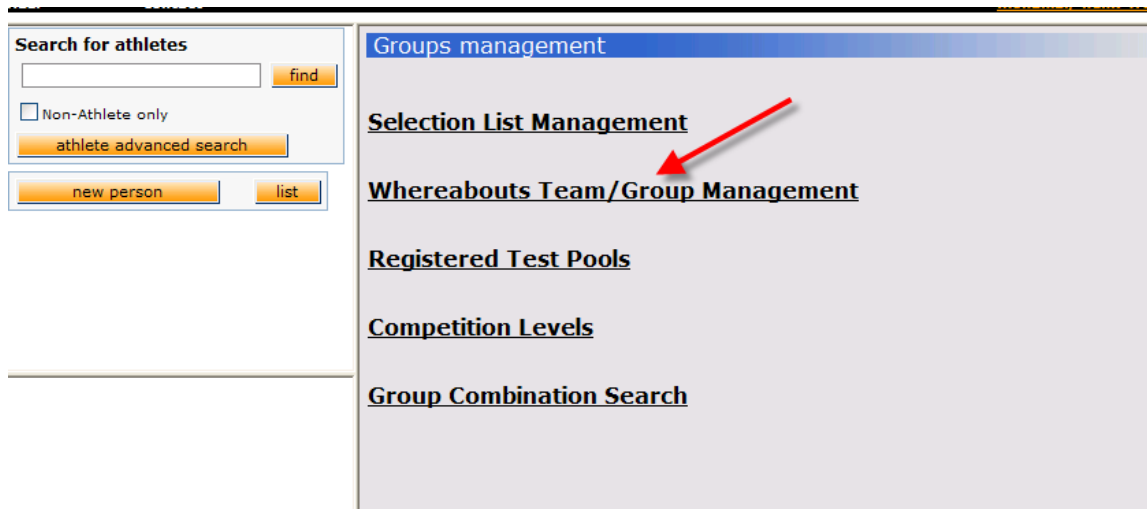
6 TEAM WHEREABOUTS

Team Daily (overnight) Residence entries are now counted towards the “one daily residence per day” rule when submitting whereabouts.

To create and submit Athlete Whereabouts for a **group or team** of athletes, you would use the Group Whereabouts feature from the MyZone Homepage.



There select Whereabouts Team/Group Management and consult the on-line Help.



7 NON-ATHLETE WHEREABOUTS

ADAMS allows anti-doping organizations to keep records of non-athlete individuals.

With the exception of the administrator, any active person of an organization can be configured as a non-athlete. For example, it is possible to create a user account in ADAMS for a DCO, a Team Manager or a doctor and configure their profile as a non-athlete.

Non-athletes can also enter their whereabouts in ADAMS. There are a few differences between athletes and non-athletes whereabouts:

- whereabouts SMS updates, Web Service and importing are not supported for non-athletes;
- the whereabouts entry/submission rules of their custodian organization are not applicable to non-athletes, except that the current address is used as default;
- non-athletes can submit their whereabouts;

- they do not receive notifications;
- they cannot be part of a whereabouts team.

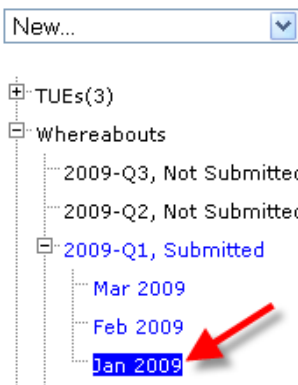
There are a few major differences between athletes and non-athletes in ADAMS:

- non-athletes do not participate in Registered Testing Pool;
- when applicable, the non-athletes can only view ADRV, sanctions and whereabouts in their tree structure.

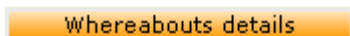
8 PRINTING A COPY OF THE WHEREABOUTS

Once an athlete's whereabouts have been created, you can generate a printed copy.

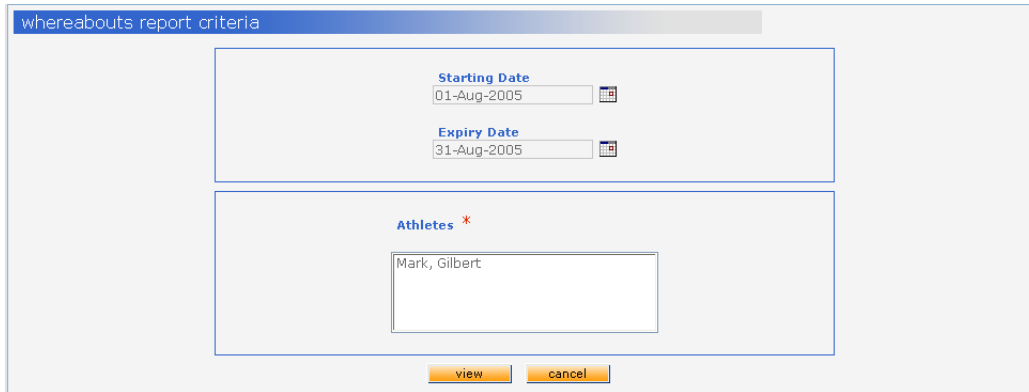
1. In the athlete's Whereabouts tree, click the desired month.



2. On the **Athlete Whereabouts** screen, under the calendar, click the Whereabouts details button on the month you wish to print.



3. From the **Whereabouts Report** Criteria window, enter the date range for the print out you wish to generate, and select the desired type of data: details only, or calendar and details.



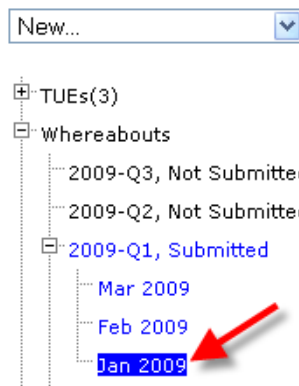
4. Click on the **View** button.
5. The Whereabouts Details window is displayed with the requested information.
6. To print a copy of the displayed report, click the **print** button or press **Ctrl+P** on your keyboard.

9 ATTACHING DOCUMENTS

9.1 ADDING AN ATTACHMENT

ADAMS also allows you to attach documents to the whereabouts calendar month by month. For example, you may want to attach a team training or competition schedule.

1. In the athlete Whereabouts tree, click the desired month.



2. On the **Athlete Whereabouts** screen, under **Whereabouts Attachments**, click the **Add an attachment** button.



Starting Date	End Date	Size	Name	Description
---------------	----------	------	------	-------------

- In the **Attach File for Whereabouts** window, click the **Browse** button.

Attach File for Whereabouts

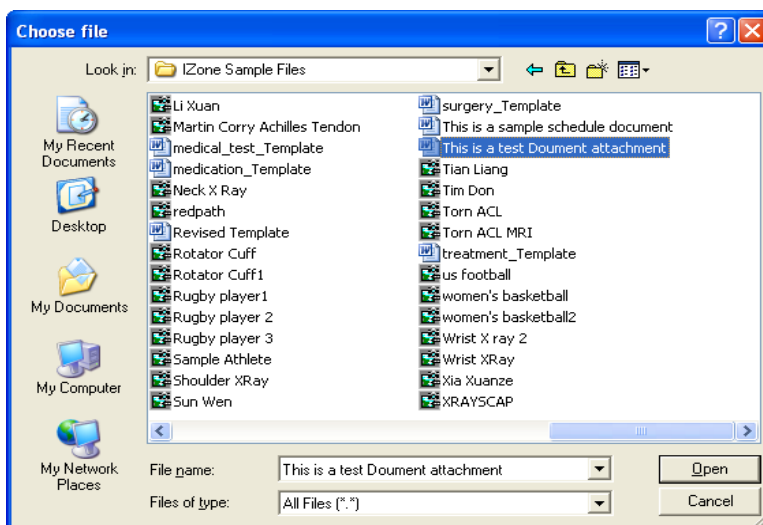
This will attach a file to one or more days in an athlete's whereabouts calendar (for example: a team itinerary).

Description of Attachment

Please select the date range that the attached file references.

Starting Date	Expiry Date
01-Aug-2005 <input style="width: 20px;" type="button" value=""/>	01-Aug-2005 <input style="width: 20px;" type="button" value=""/>

- Navigate to the file you wish to attach and select it, then click the **Open** button.



- Back on the **Attach File for Whereabouts**, select the **Start Date** and **Expiry Date**.
- If required, you can enter a description in the **Description of Attachment** text box.
- Click on the **Attach and Continue** button.

See in the **Activities** tab:

Whereabouts Attachments

add an attachment

Starting Date	End Date	Size	Name	Description
23-May-2005	27-May-2005	19456	This is a test Document attachment.doc	Work Schedule

9.1.1 VIEWING ATTACHMENTS

- In the **Whereabouts Attachments** section, click the name hyperlink of the desired file.

Starting Date	End Date	Size	Name	Description
21-Jan-2009	21-Jan-2009	35	ADAMS Test Attachment.txt	Description added later
21-Jan-2009	22-Jan-2009	13824	ADAMS Test Attachment - Excel.xls	Test attachment, Excel format

- The corresponding attachment file is displayed in a separate window, according to your browser's settings.

9.1.2 EDITING THE ATTACHMENT INFORMATION

- In the **Whereabouts Attachments** section, click the paperclip icon to view the attached file information.

Starting Date	End Date	Size	Name	Description
21-Jan-2009	21-Jan-2009	35	ADAMS Test Attachment.txt	Description added later
21-Jan-2009	22-Jan-2009	13824	ADAMS Test Attachment - Excel.xls	Test attachment, Excel format

- The Update Attachment Information window is displayed.

Update Attachment Information

Please select the date range that the attached file references.

Starting Date*

Expiry Date*

Description of Attachment

- You can change the Starting Date, Expiry Date and/or Description of Attachment.
- Click the **Save** button.

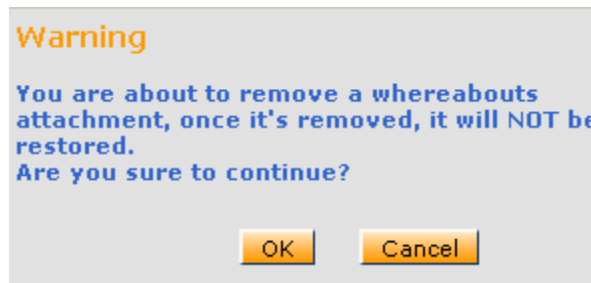
9.1.3 REMOVING ATTACHMENTS

Warning: Removed attachments cannot be restored!

- In the **Whereabouts Attachments** section, click the close button (✕) of the file to be removed.

Starting Date	End Date	Size	Name	Description
21-Jan-2009	21-Jan-2009	35	ADAMS Test Attachment.txt	Description added later
21-Jan-2009	22-Jan-2009	13824	ADAMS Test Attachment - Excel.xls	Test attachment, Excel format

- The **Remove Whereabouts Attachment** confirmation window is displayed.



- Click the **OK** button to remove the attachment, or **Cancel** to keep it.

10 WHEREABOUTS ACTIVITIES GRID

The **Notes & Activities** tab in the Monthly calendar view displays significant 'activities' on the whereabouts calendar for that month. ADAMS logs changes to Whereabouts and the status of the submission (submitted, modified, etc.) in the Activity grid. Athletes can reject Whereabouts entries entered by a Team Manager which will automatically create an activity in the grid.



Reference date	Activity	Type	Posted by	Last updated	
01-Feb-2009	month [Feb 2009] modified on 30-Jan-2009 14:08 GMT	Group Whereabouts Modified	mohanlal, henk	30-Jan-2009 14:08 GMT	+
01-Feb-2009	month [Feb 2009] modified on 18-Dec-2008 between 16:00 GMT and 16:02 GMT	Whereabouts Modified	mohanlal, henk	18-Dec-2008 16:00 GMT	+
01-Feb-2009	month [Feb 2009] modified on 03-Dec-2008 between 20:24 GMT and 20:25 GMT	Whereabouts Modified	lal, mohan (Athlete)	03-Dec-2008 20:24 GMT	+

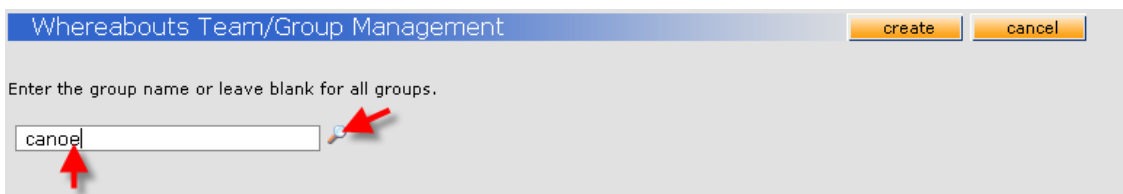
11 GROUP MANAGEMENT

11.1 WHEREABOUTS TEAM / GROUP MANAGEMENT

The Whereabouts Team / Group Management function allows the NADO user to add athletes to a team and then manage the Whereabouts of the entire team in ADAMS. A new "team contact" tab has been added next to the athlete tab which allows specification of the main contact for the team in the event that the team or specific athletes need to be located.


11.1.1 SEARCHING FOR AN EXISTING TEAM

1. Enter the team name
2. Click on the magnifying glass




Whereabouts Team/Group Management create cancel

Enter the group name or leave blank for all groups.

canoe 

11.1.2 EDITING A GROUP

1. Search the team
2. Click on **Edit**



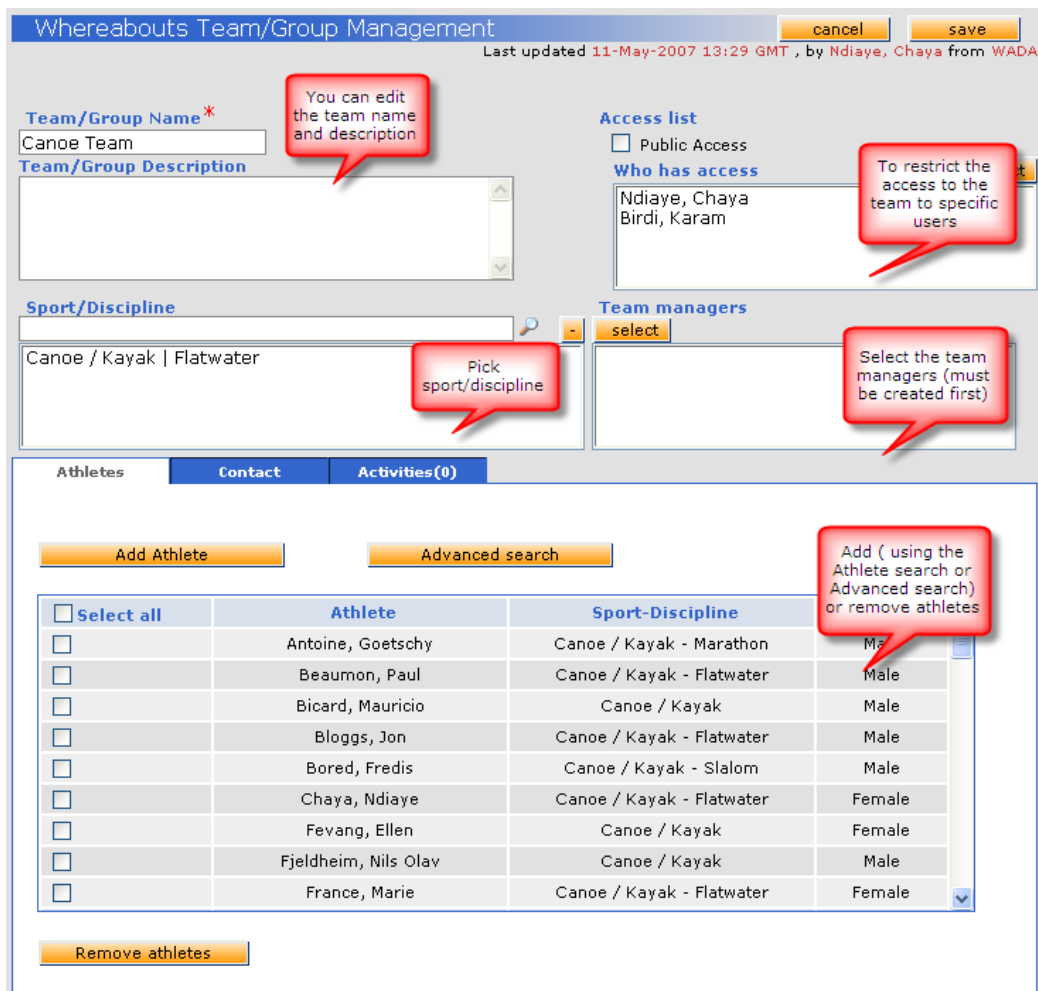
Whereabouts Team/Group Management create cancel

Enter the group name or leave blank for all groups.

canoe 

Creation Date	Team/Group Name	Team/Group Description
27-Feb-2007	Canoe Team	edit 

3. Enter the desired information



Whereabouts Team/Group Management cancel save
Last updated 11-May-2007 13:29 GMT , by Ndiaye, Chaya from WADA

Team/Group Name*
Canoe Team

Team/Group Description

Sport/Discipline
Canoe / Kayak | Flatwater

Access list
 Public Access
Who has access
Ndiaye, Chaya
Birdi, Karam

Team managers
select

Athletes **Contact** **Activities(0)**

Add Athlete Advanced search

<input type="checkbox"/> Select all	Athlete	Sport-Discipline	Gender
<input type="checkbox"/>	Antoine, Goetschy	Canoe / Kayak - Marathon	Male
<input type="checkbox"/>	Beaumont, Paul	Canoe / Kayak - Flatwater	Male
<input type="checkbox"/>	Bicard, Mauricio	Canoe / Kayak	Male
<input type="checkbox"/>	Bloggs, Jon	Canoe / Kayak - Flatwater	Male
<input type="checkbox"/>	Bored, Fredis	Canoe / Kayak - Slalom	Male
<input type="checkbox"/>	Chaya, Ndiaye	Canoe / Kayak - Flatwater	Female
<input type="checkbox"/>	Fevang, Ellen	Canoe / Kayak	Female
<input type="checkbox"/>	Fjeldheim, Nils Olav	Canoe / Kayak	Male
<input type="checkbox"/>	France, Marie	Canoe / Kayak - Flatwater	Female

Remove athletes

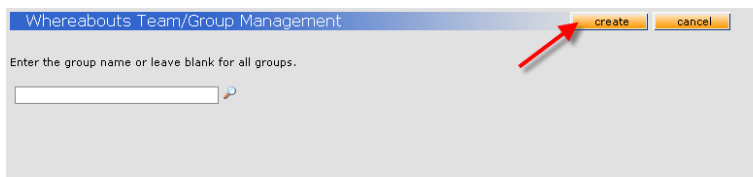
11.1.3 CREATING A TEAM

Note: Once a team is created in the front end a similar group will be created on the administration side for allocation to the Team Manager.

1. Select the Whereabouts team/Group management

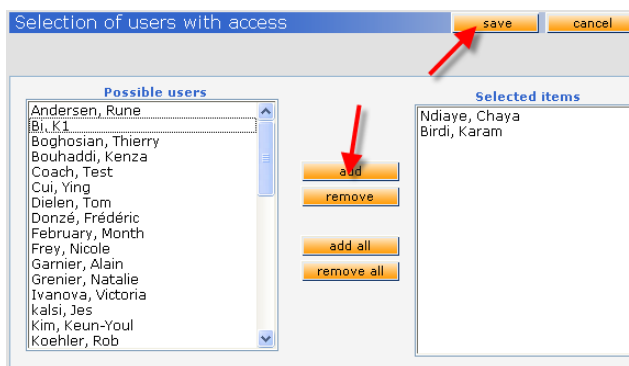
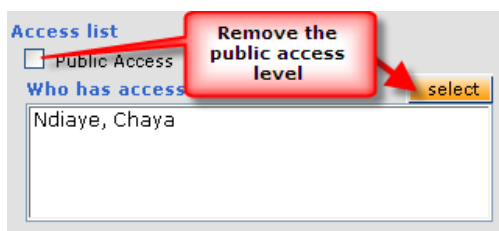


2. Click **Create**

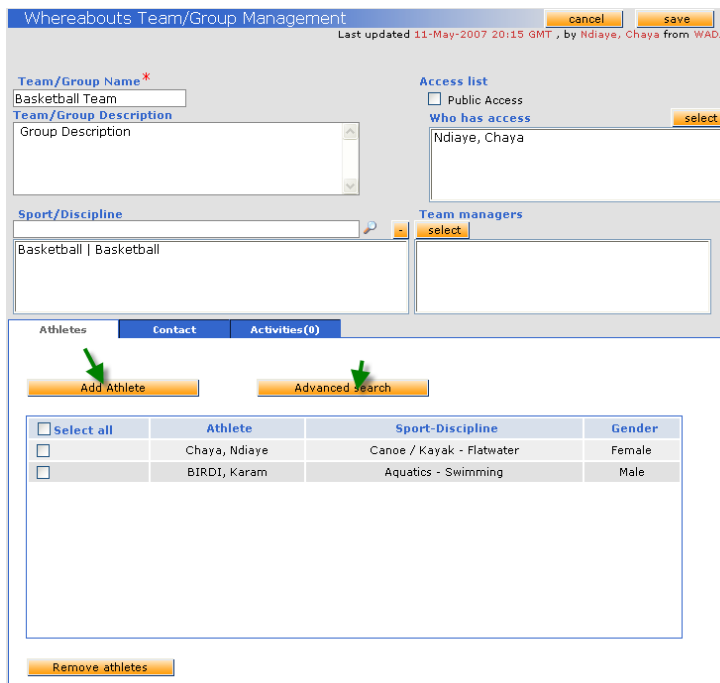


3. Enter:

- a. **Team/Group name**
- b. Team/Group description
- c. Pick the access level: Public means that all users from your organization will be able to view and edit the team. If you need to restrict the access:
 - i. In tick the **Public access box**
 - ii. Select the users who should have access to the team
 - iii. Save



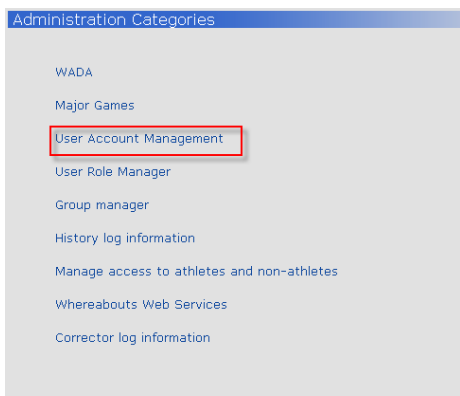
- d. Pick the team sport/discipline: enter the first 3 letters of the sport and the available list of discipline will display for you to choose.
- e. Enter the team contact information on the **contact** tab.
- f. Save
- g. Search for the relevant athletes via the **Athlete search** or **Advanced search**



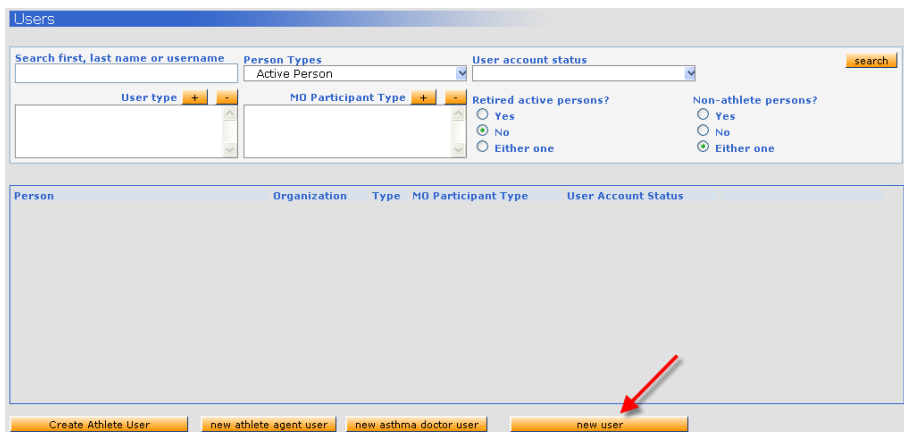
- h. After creating the team manager (see below for instructions) go back to the team and add the team manager to the group
- i. Save

11.1.4 **CREATING A TEAM MANAGER**

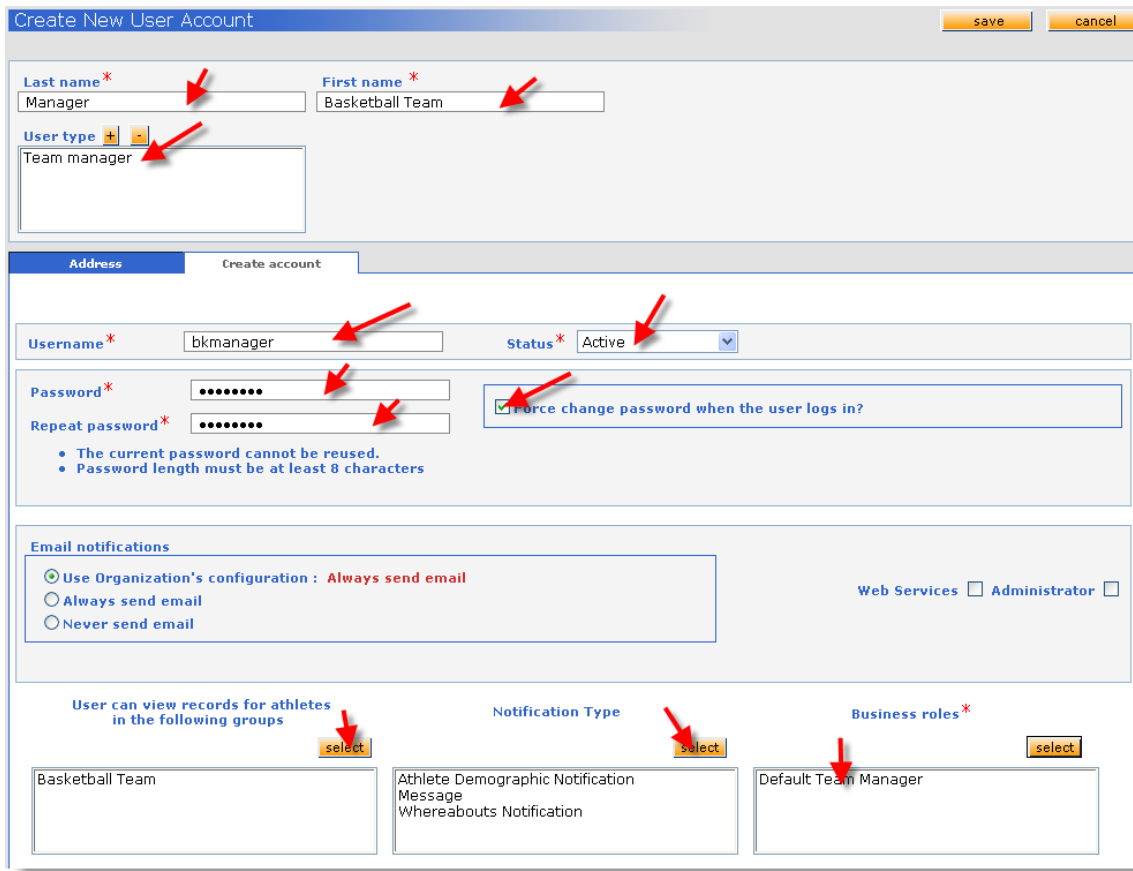
1. Login as your organization administrator
2. Select **User Account Management**



3. Click **New User**



4. Enter:
 - a. **Last name**
 - b. **First name**
 - c. **User type: select Team Manager**
 - d. **Username**
 - e. Set status to **Active**
 - f. **Re-enter the password**
 - g. **Enforce password reset**
 - h. Notification type: select the **Message**
 - i. Business role: **Default Team Manager**
 - j. **Save**



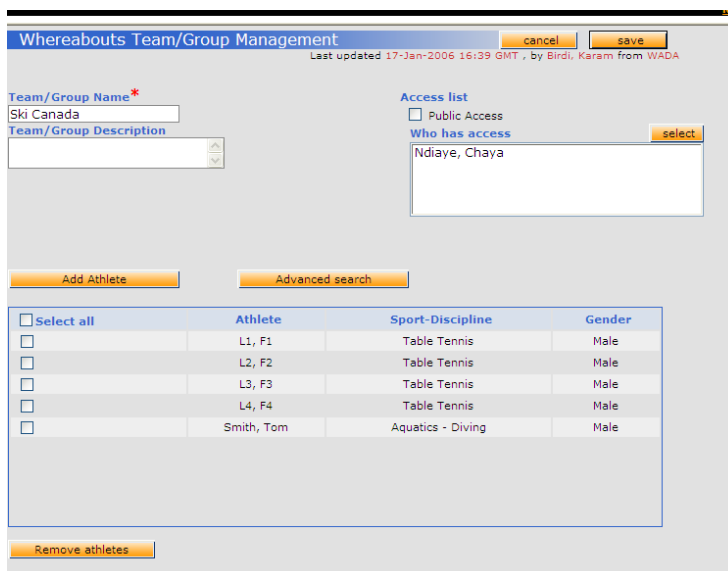
The screenshot shows the 'Create New User Account' form with the following fields and options:

- Last name***: Manager
- First name***: Basketball Team
- User type**: Team manager
- Address**: Create account
- Username***: bkmanager
- Status***: Active
- Password***: [Redacted]
- Repeat password***: [Redacted]
- Force change password when the user logs in?
- Email notifications**:
 - Use Organization's configuration : Always send email
 - Always send email
 - Never send email
- Web Services**: **Administrator**:
- User can view records for athletes in the following groups**: Basketball Team
- Notification Type**: Athlete Demographic Notification, Message, Whereabouts Notification
- Business roles***: Default Team Manager

11.1.5 MANAGING THE ACCESS TO TEAM/GROUP WHEREABOUTS SECURITY

After setting up your Team/Group Whereabouts you can set them as private groups to restrict the access and assign team managers. The system defaults to a public access

1. Edit the Team/Group whereabouts you want to manage
2. Uncheck the "Public Access" Tick box
3. On the "Who has access" list select the coaches or users you want to allow access



Whereabouts Team/Group Management

Cancel Save

Last updated 17-Jan-2006 16:39 GMT , by Birdi, Karam from WADA

Team/Group Name*
Ski Canada

Team/Group Description

Access list
 Public Access
Who has access
Ndiaye, Chaya select

Add Athlete Advanced search

<input type="checkbox"/> Select all	Athlete	Sport-Discipline	Gender
<input type="checkbox"/>	L1, F1	Table Tennis	Male
<input type="checkbox"/>	L2, F2	Table Tennis	Male
<input type="checkbox"/>	L3, F3	Table Tennis	Male
<input type="checkbox"/>	L4, F4	Table Tennis	Male
<input type="checkbox"/>	Smith, Tom	Aquatics - Diving	Male

Remove athletes

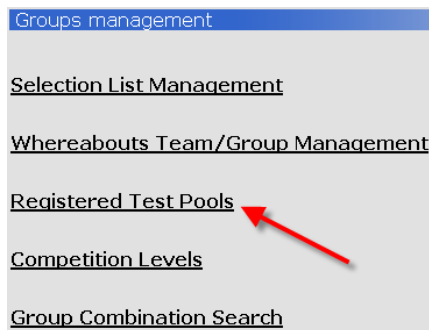
4. Save.

11.2 REGISTERED TEST POOLS

This function allows for searching (or advanced searching) of athletes. Once displayed, it is fairly easy to add one athlete or many athletes into one of the specified selection pools. This function can also be used to remove athletes from a registered testing pool.

Note that all ADAMS athletes must appear in at least one RTP.

If an organization has access to an athlete and has put them in a Registered Testing Pool, their users with the Whereabouts Submission notification type will receive an automatic notification whenever the athlete submits their whereabouts.



Registered Test Pools			
Name	No. of Athletes	Description	
International	87		edit
National	22		edit
Other	4587		edit

11.2.1 EDIT RTP

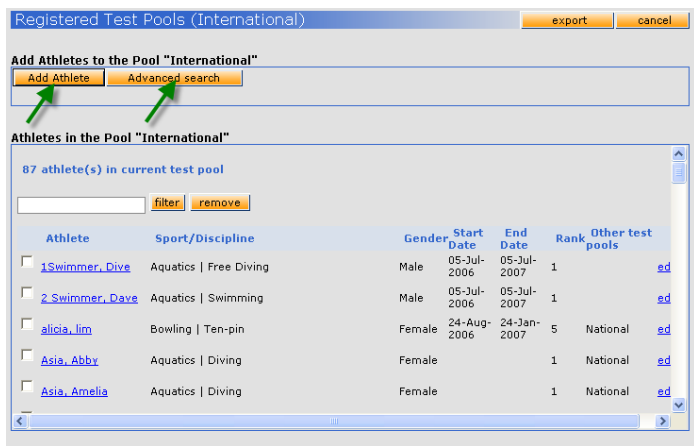
1. Click **Edit**

Registered Test Pools			
Name	No. of Athletes	Description	
International	87		edit
National	22		edit
Other	4587		edit

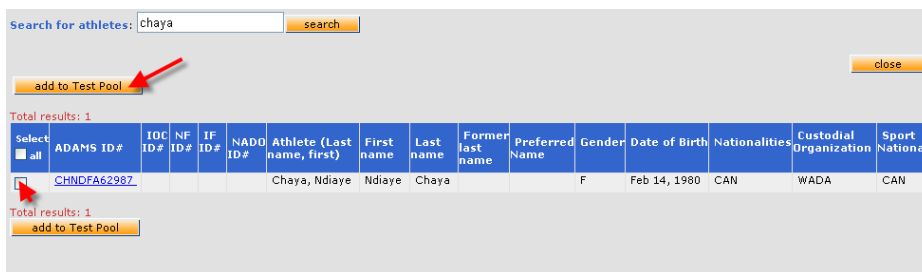
Registered Test Pools (International)							
Add Athletes to the Pool "International"							
Athletes in the Pool "International"							
87 athlete(s) in current test pool							
<input type="text"/> filter remove							
Athlete	Sport/Discipline	Gender	Start Date	End Date	Rank	Other test pools	
<input type="checkbox"/> 1 Swimmer, Dive	Aquatics Free Diving	Male	05-Jul-2006	05-Jul-2007	1		ed
<input type="checkbox"/> 2 Swimmer, Dive	Aquatics Swimming	Male	05-Jul-2006	05-Jul-2007	1		ed
<input type="checkbox"/> alicia, lim	Bowling Ten-pin	Female	24-Aug-2006	24-Jan-2007	5	National	ed
<input type="checkbox"/> Asia, Abby	Aquatics Diving	Female			1	National	ed
<input type="checkbox"/> Asia, Amelia	Aquatics Diving	Female			1	National	ed

11.2.2 ADDING ATHLETES TO AN RTP

1. Edit the RTP
2. Do either an **Add Athlete** or **Advanced search** to add athletes

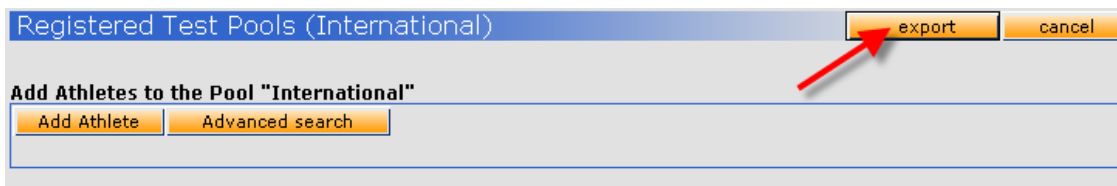


3. Enter the athlete name
4. Select the athlete
5. Click **Add to Test Pool**

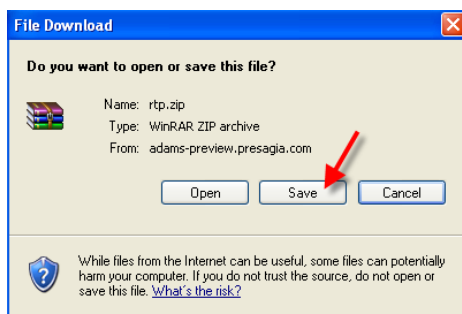


11.2.3 EXPORTING YOUR RTP LIST

1. Click on **Export**



2. Select **Save**

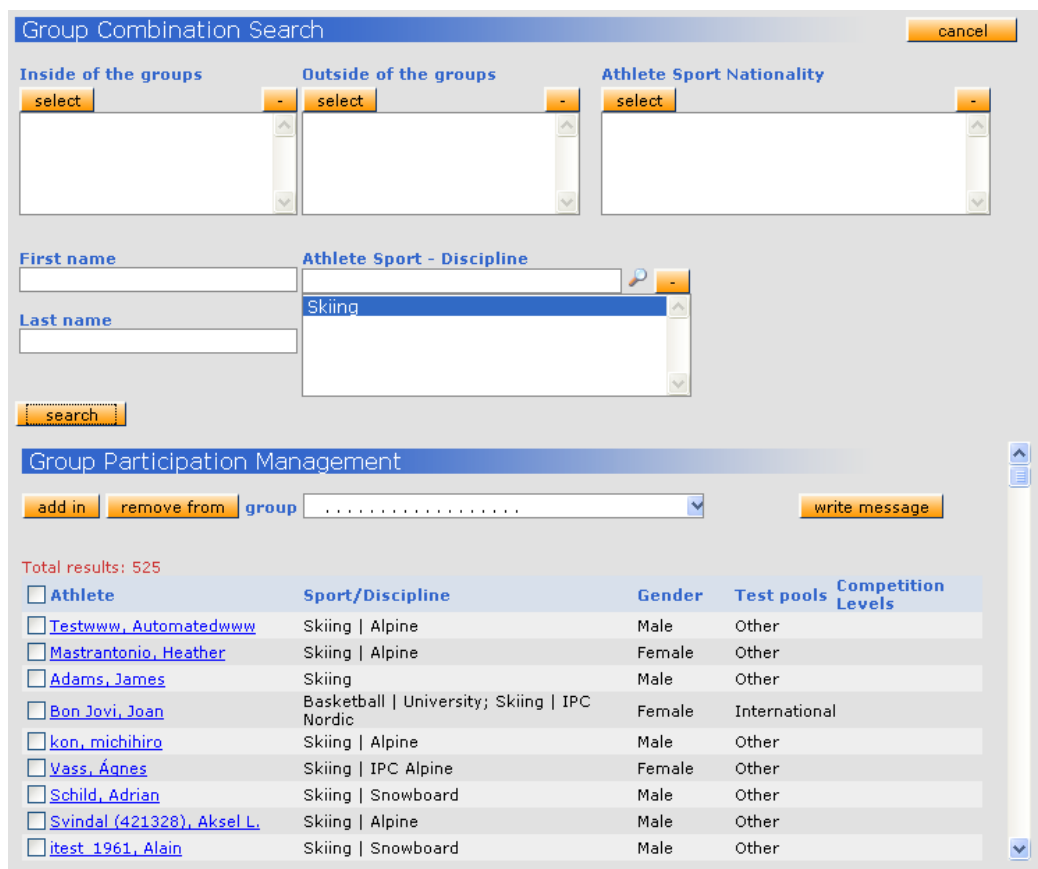




3. Browse to location you would like to save the ZIP file

11.3 GROUP COMBINATION SEARCH

ADAMS supports a more easy and powerful way to move athletes from one group to another, to add multiple athletes to a group, or remove multiple athletes from a group, whether the group is a team, selection list, or registered testing pool.



Group Combination Search cancel

Group Participation Management

group

Total results: 525

<input type="checkbox"/> Athlete	Sport/Discipline	Gender	Test pools	Competition Levels
Testwww, Automatedwww	Skiing Alpine	Male	Other	
Mastrantonio, Heather	Skiing Alpine	Female	Other	
Adams, James	Skiing	Male	Other	
Bon Jovi, Joan	Basketball University; Skiing IPC Nordic	Female	International	
kon, michihiro	Skiing Alpine	Male	Other	
Vass, Ágnes	Skiing IPC Alpine	Female	Other	
Schild, Adrian	Skiing Snowboard	Male	Other	
Svindal (421328), Aksel L.	Skiing Alpine	Male	Other	
itest_1961, Alain	Skiing Snowboard	Male	Other	

The "Group Combination Search" section provides an athlete search across the various groups of an organization. It also permits adding/removing selected athletes to/from any of the groups. A typical use case might be:

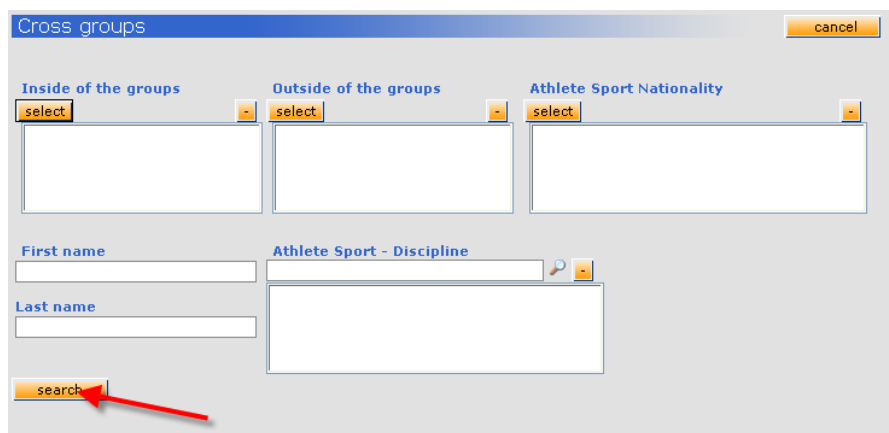
- Select athletes who are in the "international" testing pool, but who are not in the "Olympic selection list" and from the result, facilitate the integration of the found athletes (or a subset of them) into the selection list.

Some groups have business rules on which type of athletes can be part of them. Selection lists, by design, can even contain duplicate athletes or placeholders. The transfer function will silently avoid impossible transfers.

Note that in this section, as with team Whereabouts on the calendar, athlete’s names are preceded by a character which indicates which type of group they are in:

- C- Competition Level (National, International, Other)
- R- RTP
- T-Team
- S-Selection List

As this is a powerful and potentially dangerous function, a special permission has been created which must be granted by an organization’s administrator to a specific user. This permission is not granted by default.

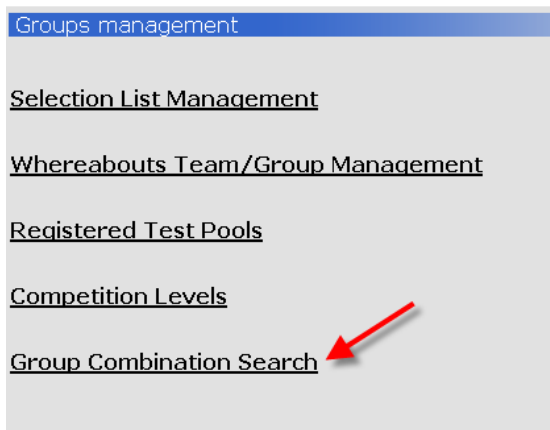


11.4 BULK MESSAGES

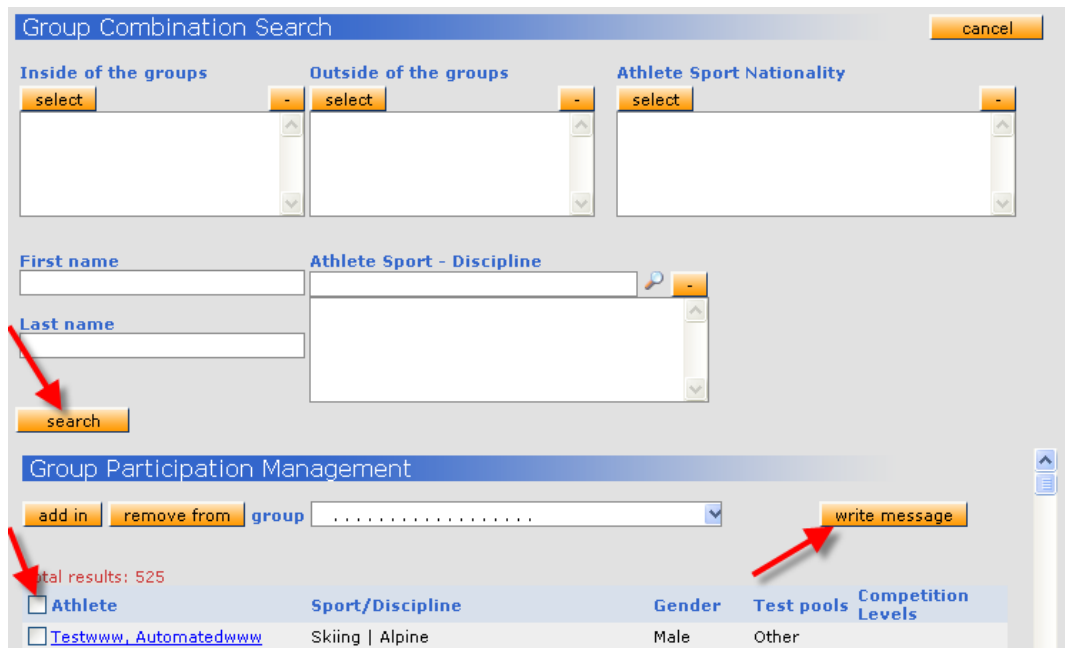
It is possible to send a bulk message – a message to many athletes at once – using the Group Combination Search feature.

11.4.1 SENDING A BULK MESSAGE

1. Select Groups Management from My Zone, and then click Group Combination Search.



2. In the Group Combination Search screen, enter the search criteria and click Search. The corresponding list of athletes is displayed.

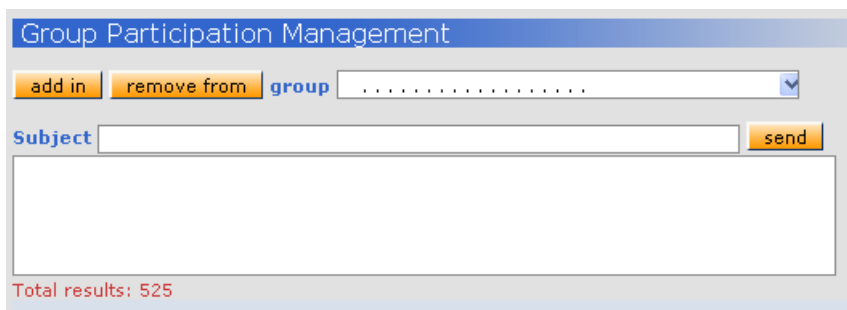


The screenshot shows the 'Group Combination Search' interface. It includes three dropdown menus for 'Inside of the groups', 'Outside of the groups', and 'Athlete Sport Nationality'. Below these are input fields for 'First name', 'Last name', and 'Athlete Sport - Discipline'. A 'search' button is located below the 'Last name' field. Below the search fields is a 'Group Participation Management' section with 'add in', 'remove from', and 'write message' buttons. At the bottom, a table displays search results. A red arrow points to the 'search' button, and another red arrow points to the 'write message' button.

Athlete	Sport/Discipline	Gender	Test pools	Competition Levels
<input type="checkbox"/> Testwww, Automatedwww	Skiing Alpine	Male	Other	

3. Select the desired athlete(s) to whom the message will be sent by clicking the checkbox on the left of the athlete name in the list, or select all athletes in the list by clicking the Athlete checkbox.

4. Click the write message button.
5. Enter the message subject and text, and then click the send button.

A screenshot of the 'Group Participation Management' web interface. At the top, there is a blue header bar with the text 'Group Participation Management'. Below this, there are two orange buttons: 'add in' and 'remove from', followed by a dropdown menu labeled 'group' with a list of options and a downward arrow. Below these is a 'Subject' label next to a text input field, and an orange 'send' button to its right. A large, empty white text area is positioned below the subject field. At the bottom of the interface, there is a red text label that reads 'Total results: 525'.

12 THERAPEUTIC USE EXEMPTIONS (TUE)

A TUE is a form used by athletes to ask an Anti-Doping Organization (ADO) permission to use a prohibited substance.

As of January 1st, 2009, in accordance with the revised World Anti-Doping Code, the provisions in ADAMS for the Therapeutic Use Exemption (TUE) have been adjusted. The Abbreviated TUE (ATUE) form will cease to exist as per December 31st, 2009. Two new forms are added: the Declaration of Use (DoU) and the TUE for Asthma (AST). These will eventually supersede the ATUE. The Standard TUE form is still in place and will be renamed into TUE.

An organization can decide whether or not to require prescribing physician details to be entered into ADAMS. Please review the Administrator User Guide for more details.

The TUE authorizing individual will default to Organization's TUE contact as configured by the organization administrator.

12.1.1 ATHLETE DOCTOR

The purpose of the Athlete doctor role in ADAMS (formerly: Asthma TUE doctor) is to help athletes enter TUE information. These users have limited access to athlete data, but they can be granted access to enter TUE data on behalf of athletes from any organization.

The Athlete doctor needs to be first created as an organization user from the ADAMS Administration, with an ADAMS user profile and a user account. For details on how to create these, please see the ADAMS Administration User Guide.

Security Tab

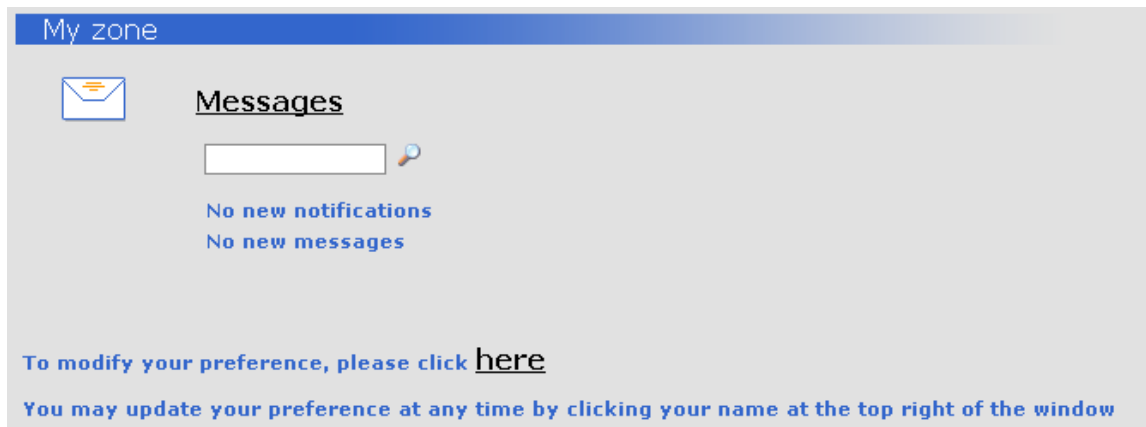
Once an organization administrator has given the doctor access to an athlete, an entry will be added to the Security tab of the athlete's demographic page.

List of asthma doctors

Smith, John
 Email: j.smith@email.com
 Mobile: 555-1234
 Business: 555-6325

MyZone Page

Within the MyZone page, Athlete doctors only have access to the Message center.



Accessing TUE Information

Athlete doctors can access TUE, TUE for Asthma and DoU forms like other organization users. First they must search and select the athlete for which they need to access the TUE form. Then they can either select an existing TUE document, or create a new one using the drop-down list box.

Athlete doctors may not be able to view or modify some of the fields on the form, such as the ADO Reference number for example.

12.2 DECLARATION OF USE (DoU)

[Quoted from the STANDARD FOR TUE 2009]:

It is acknowledged that some substances included on the List of Prohibited substances are used to treat medical conditions frequently encountered in the athlete population. For monitoring purposes, these substances, for which the route of administration is not prohibited, will require a simple declaration of use. These are strictly limited to:

Glucocorticosteroids used by non systemic routes, namely intra-articular, peri-articular, peritendinous, epidural, intradermal injections and inhaled route.

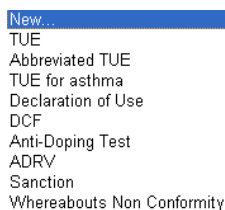
The declaration should mention the diagnosis, the name of the substance, the dose undertaken, the name and the contact details of the physician.

In addition, the athlete must declare the use of the substance in question on the Doping Control Form.

Athlete users can create a Declaration of Use form themselves by selecting this form from the dropdown menu in the athlete tree section. Athlete users can view all DoU's from their athlete tree. Athlete doctors and users of the custodian organization of the athlete can also create a Declaration of Use form on the athlete's behalf:

12.2.1 CREATING A DECLARATION OF USE

1. Go the file tree section.



2. Select **Declaration of Use** from the **New** drop down list.
3. Complete all required fields (identified with *): see the section [TUE Fields descriptions](#) for more details

Declaration of Use
cancel
save

Athlete Adams, Adam	ADAMS ID# TEADMA57281	Date of birth	Sport Nationality CANADA	Gender Male
-------------------------------	---------------------------------	----------------------	------------------------------------	-----------------------

Sport / Discipline
 Cycling | Road

ADAMS DOU ID #

ADO DOU Reference #

Date Documents Received

Additional notes

Sport|Discipline*

Sporting Organization*

Registered Testing Pools

Status*

Please specify a reason for the change of status. This reason will appear in the generated activity.*

Declaration of use details
Diagnosis Information

Notifying Medical Practitioner

Last Name	First Name	Qualification & Medical Specialty
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address

Country	Region	City	Postal code/Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Telephone Work	Telephone Home	Telephone Mobile	Telephone Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Email

Medical Information

Specific name of drug	Prohibited Substance*	Dosage*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Substance

Frequency of Administration	Route of Administration*	Expected Duration of Treatment	Starting Dates of Medication
<input type="text" value="as needed"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Medical information

Conditions and Comments

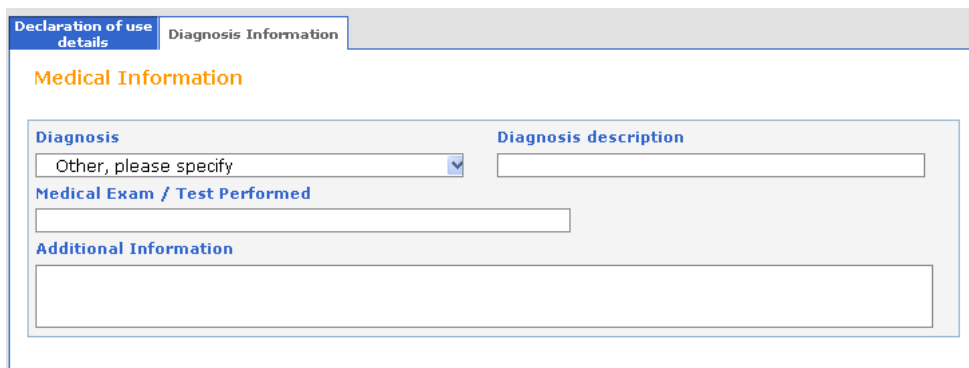
Add Medication

cancel
save
🕒

- I. Fill in *Date document received* (date when the hard copy file was received)
- II. Fill in the relevant *Sport/Discipline* as needed. Enter the first 3 letters and press on the magnifying glass.
- III. Select the *Sporting Organization* from the pick list. Enter the first 3 letters and press on the magnifying glass. This is the organization to which you are submitting the DoU.
- IV. The *Registered Testing Pools* dropdown lists all RTP's the athlete belongs to. Select the relevant one for the DoU.
- v. *Notifying Medical Practitioner*: fill in the Medical Practitioner's Last Name, First Name, Qualification & Medical Specialty, Address, Country, Region, Telephone and email address. Provide at least one telephone number. [The Sporting organization has the option to make certain fields mandatory – first/last name, country, city, telephone work]
- VI. *Medical information*:
 - a. Specify the *medication*: fill in the Specific name of drug
 - b. Select the relevant Prohibited Substance from the dropdown list
 - c. Fill in the dosage and select the unit
 - d. Enter the frequency of administration
 - e. Select the route of administration
 - f. Optionally enter the treatment duration and the date(s) of administration using the Calendar [the calendar icon is for selecting a single date to add to the list and the '-' button for removing a date]



- g. Indicate conditions and comments, if any
- VII. *Diagnosis Information tab, Medical information* (optional)



- a. Pick a diagnosis in the Diagnosis pick list (the most common diagnosis are listed.) If your diagnosis is not in the list pick “**Other, please specify**” and enter the diagnosis in the **Diagnosis description** field.
 - b. Enter the Medical exams/tests performed and any additional information.
4. Submit the DoU by selecting the Status **Declared** and press the **Save** button. (Specify a reason to keep a trace). You may also keep/set the Status to **Not Declared** and then press the **Save** button to complete your DoU later.

12.2.2 ACCESS TO A SAVED DECLARATION OF USE

A DoU can have one of the three status values: *Not Declared*, *Declared* and *Cancelled*. The possible status transitions are:

Not Declared -> [Declared |Cancel]

Declared -> [Cancel] (Medical Information section fields are locked in this status)

Cancel -> [] (All fields are locked in this status)

Athlete users

Athletes can view all Declaration of Uses created for them regardless of the status.

They can only edit a Declaration of Use if the status is “Not Declared”.

If the status of the Declaration of Use is “Declared” the athlete can only “Cancel” it.

Athlete doctor users

Athlete doctors can view all Declaration of Uses, regardless of the status, for the athletes assigned to them. They can also create them.

They can only edit a Declaration of Use created by the athlete or themselves, if the status is “Not Declared”.

If the status of the Declaration of Use is “Declared” the athlete doctor cannot “Cancel” it.

Organizations with access to the athlete

1. If the organization created the Declaration of Use:

- They can edit the Declaration of Use if it is “Not Declared”.
- When the Declaration of Use is “Declared”, they can edit all the fields except the Medical Information Section fields (e.g. Substance).

- When the Declaration of Use is “Cancelled” they can only view the Declaration of Use.

2. If the organization did not create the Declaration of Use:

- They can only view the Declaration of Use if it is “Declared” or “Cancelled”

3. WADA

- WADA users with access to the athlete can view all Declaration of Use’s regardless of status.
- If WADA created the Declaration of Use then it follows the same rules as other organizations.

12.2.3 RENEWING A DoU

1. To renew an existing (Declared) DoU you can create a clone of the original DoU and then edit the relevant date details for the next DoU period. This saves having to fill in a new form for the same DoU. Click the Renew button from within the relevant declared DoU.



2. The existing DoU opens, then change the dates to reflect the new period of cover going forward and click the Save button. This will create the renewed DoU entry within the system.

12.2.4 DELETING A DoU

Users who have the corrector role can delete cancelled TUEs and DoUs. However, such records cannot be deleted if they are linked to an AAF or ATF.

To delete a **cancelled** DoU:

1. Select an athlete, and then go to the file tree area.
2. Click the plus (+) sign next to TUEs to expand the list.
3. Click the desired DoU from the list. The DoU is displayed.
4. In the TUE screen, click the **Correct** button.
5. A Corrector dialog box is displayed. Click the **Delete the Declaration of Use** radio button, and then click **Next** to delete the cancelled DoU.
6. Enter a reason for deleting the DoU, and click **Save**.
7. The DoU is deleted.

12.2.5 DoU NOTIFICATIONS

When an **athlete user** changes the status of a DoU to “Declared”, a notification is automatically sent to themselves, their doctor, their custodian organization and any organization with access to the TUE, including WADA.

When an **athlete doctor user** changes the status of a DoU to “Declared”, a notification is automatically sent to themselves - and any other doctor with access to the athlete -, to the athlete, their custodian organization and any organization with access to the TUE, including WADA.

When an **organization user** changes the status of a DoU to “Declared”, a notification is automatically sent to themselves - and users of any other organization with access to the athlete, including WADA -, to the athlete and to their doctor.

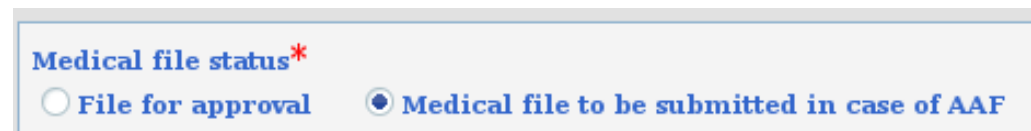
12.3 TUE FOR ASTHMA (AST)

[Quoted from the STANDARD FOR TUE 2009]:

Minimal requirements for the medical file to be used for the TUE process in the case of asthma and its clinical variants: The file must reflect current best medical practice to include:

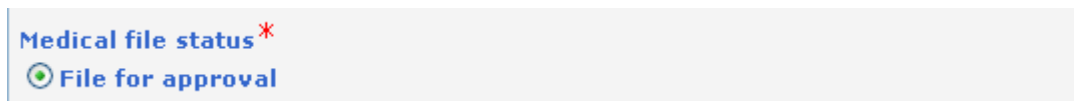
- a. a complete medical history*
- b. a comprehensive report of the clinical examination with specific focus on the respiratory system*
- c. a report of spirometry with the measure of the Forced Expiratory Volume in 1 second (FEV1)*
- d. if airway obstruction is present, the spirometry will be repeated after inhalation of a short acting Beta-2 Agonist to demonstrate the reversibility of bronchoconstriction*
- e. in the absence of reversible airway obstruction a bronchial provocation test is required to establish the presence of airway hyper-responsiveness*
- f. exact name, specialty, address (including telephone, e-mail, fax) of examining physician*

The Medical file for a TUE for Asthma can have two status' in ADAMS: "File for approval" or "Medical file to be submitted in case of AAF".



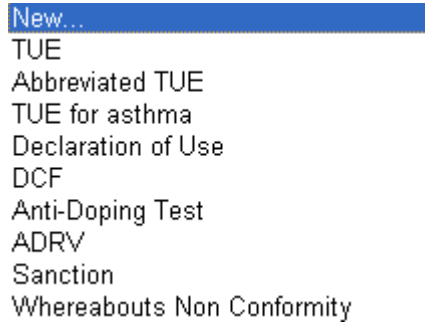
Athlete users can create a TUE for Asthma themselves and view all AST's created by/for them. Users of the custodian organization of the athlete have the option to create a TUE for Asthma form on the athlete's behalf.

A TUE for Asthma can only have the medical file status "File for approval" if the athlete is in the international pool of an International Federation (IF).



12.3.1 CREATING A TUE FOR ASTHMA

1. Go the file tree section.



2. Select **TUE for Asthma** from the **New** drop down list.
3. Complete all required fields (identified with *): see the section [TUE Fields descriptions](#) for more details

TUE for asthma cancel save

Athlete Adams, Adam	ADAMS ID# TEADMA57281	Date of birth	Sport Nationality CANADA	Gender Male
-------------------------------	---------------------------------	----------------------	------------------------------------	-----------------------

Sport / Discipline
Cycling | Road

ADAMS TUE ID # **ADD TUE Reference #**

Date Documents Received **Effective Date** **Rejection Date**

Additional notes

Sport|Discipline* **Next competition and date**

Sporting Organization* **Registered Testing Pools**

Authorizing Body +

Medical file status*
 File for approval Medical file to be submitted in case of AAF
Status* **Sub Status**

Please specify a reason for the change of status. This reason will appear in the generated activity.*

TUE Details Diagnosis support*

Notifying Medical Practitioner

Last Name **First Name** **Qualification & Medical Specialty**

Address

Country **Region** **City** **Postal code/Zip**

Telephone Work **Telephone Home** **Telephone Mobile** **Telephone Fax**

Email

Medical Information

Prescribed Methods of Use
 Crisis Prevention Before Exercise Daily Taken

Specific name of drug **Prohibited Substance*** **Dosage*** Add Substance

Frequency of Administration as needed **Route of Administration*** **Expiry Date**

Medical information
Conditions and Comments

Add Medication

NSO Chief Medical Officer

Last Name **First Name** **Notified?**

TUE Decision

Name of TUEC Representative(s) **Application Complete** **Date Received**

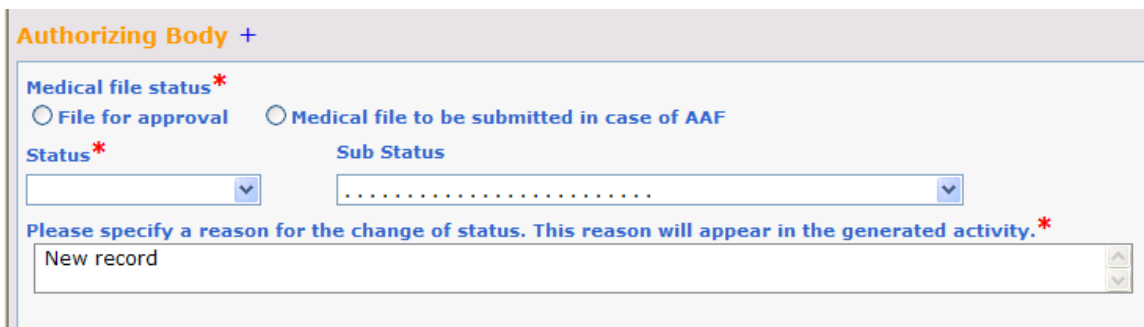
TUEC Decision Note

Previous TUE Request(s)

Previous TUE Requested? **Date (If Applicable)**

cancel save

- I. Fill in *Date document received* (date when the hard copy file was received); and the *Effective date* (effective start date of the TUE for Asthma)
- II. Fill in the relevant *Sport/Discipline* as needed. Enter the first 3 letters and press on the magnifying glass.
- III. Fill in the *Sporting Organization* from the pick list. Enter the first 3 letters and press on the magnifying glass. This is the organization to which you are submitting the TUE for Asthma. For international RTP-athletes, the only organizations that can be selected for a given athlete are the international federations that are specified in the sports tab of the athlete. For all other athletes, any organization can be selected.
- IV. Only specify the event/date under *Next competition and date* if it is relevant
- V. The *Registered Testing Pools* dropdown lists all RTP's to which the athlete belongs. Select the relevant one for the TUE for Asthma. International RTP-athletes must submit the File for approval to their IF.
- VI. Enter the Authorizing Body information: click the plus (+) sign to display the details.



- VII. Enter info regarding the Medical file status and the status of the AST

The status that a TUE for Asthma can have depends on the value of the *Medical file status* radio button.

- o If "**File for approval**" is selected, then the statuses available are: *Not Submitted, Incomplete, In Process, Submitted, Approved, Rejected, and Cancelled*. [These statuses then follow the same rules as those of a normal TUE].

- o If “**Medical file to be submitted in case of AAF**” is selected, then the statuses available are: *Not Declared, Declared, Cancelled*, [The statuses in this state follow the same rules as those of a DoU]

VIII. On the “*TUE Details*” tab:

- a. under “*Notifying Medical Practitioner*” (the doctor signing the form), fill in the Medical Practitioner’s Last Name, First Name, Country, Region and Work Telephone. [The Sporting organization has the option to make certain fields mandatory – first/last name, country, city, work telephone]
- b. under “*Medical Information*”:
 - i. indicate the Prescribed methods of use: *prevention of the crisis only, before the exercise only or daily taken* [only one option to select]
 - ii. fill in the Specific name of drug.
 - iii. select the relevant Prohibited Substance from the dropdown list.
 - iv. Fill in the dosage and select the unit.
 - v. Fill in the frequency of administration (accepts decimal values)
 - vi. Select the route of administration.
 - vii. Enter an expiry date (expiry date of the TUE for a medication).
 - viii. Under Conditions and comments indicate any.
 - ix. You may consult the guidelines page on Therapeutic Use Exemptions by clicking the Medical Guidelines hyperlink.
- c. Optionally under *NSO Chief Medical Officer* the name of the National sporting organization Chief Medical Officer and whether this person was notified
- d. Optionally under *TUE Decision* additional information on the decision (TUE committee may not be relevant for the TUE for Asthma)
- e. Optionally under *Previous TUE Requests* any historical information

IX. On the “*Diagnosis support*” tab:

- a) Pick a (mandatory) diagnosis in the Diagnosis pick list (the most common diagnosis’ are listed.) If your diagnosis is not in the list pick “**Other, please specify**” and enter the diagnosis in the **Diagnosis description** field.

b) Enter any additional information.

TUE Details

Diagnosis support

Medical Information

Diagnosis*

Diagnosis description*

Additional Information

Medical history

Has the athlete had any asthma symptoms during childhood? Yes No

If not, at what age did the symptoms necessitating the present request occur?

Has the athlete had any other allergy symptoms? Yes No

(Antecedents, medication used, allergy or not, etc)

Clinical examination

(Complete clinical report with specific focus on the respiratory system)

Spirometry (BTPS)

This test is not sufficient enough to confirm the diagnosis and must imperatively be completed by a bronchial reversibility test or by a provocation test.

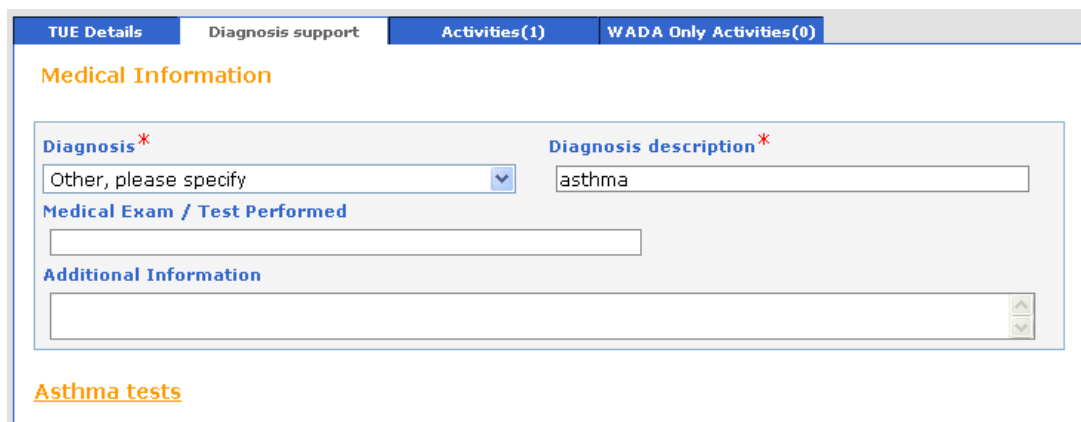
Spirometry (BTPS)	absolute value	% predicted
FVC(L)	<input type="text"/>	<input type="text"/>
FEV1(L)	<input type="text"/>	<input type="text"/>
FEV1/FVC %	<input type="text"/>	<input type="text"/>
FEF25-75 (L/sec)	<input type="text"/>	<input type="text"/>

Please attach a peak flow if available.

Comments

Asthma tests

- c) Medical history: answer at least the mandatory questions
- d) Clinical examination: optionally add any details on the clinical report targeting more particularly the respiratory system.
- e) Enter details on *Spirometry*: All the fields in the table (except the comment field) are mandatory when the TUE for asthma is in the status: *Submitted, In Process, Approved, Rejected, Declared*. In addition, the label of “% predicted” is a link to a help file.
- f) Link *Asthma tests*: for TUE's for Asthma having the medical file status *File submitted for approval* a link **Asthma tests** is provided in the Diagnosis support tab. The user can enter the results of the tests used to determine the use of prohibited substance declared in the AST.



The screenshot shows a web application interface with a navigation bar at the top containing tabs: 'TUE Details', 'Diagnosis support', 'Activities(1)', and 'WADA Only Activities(0)'. The 'Diagnosis support' tab is active. Below the navigation bar, there is a section titled 'Medical Information'. This section contains a form with the following fields:

- Diagnosis***: A dropdown menu with the selected option 'Other, please specify'.
- Diagnosis description***: A text input field containing the word 'asthma'.
- Medical Exam / Test Performed**: A text input field.
- Additional Information**: A larger text area with a scroll bar.

Below the 'Medical Information' section, there is a link labeled 'Asthma tests'.

Clicking on the link opens a form that contains a list of TESTs. If a user has the right to edit the AST, then asthma tests will be editable. If the user only has the right to view the AST, then they can view the asthma tests but are not allowed to edit them. It is possible to indicate which TEST was conducted.

All of the various tests are in a single pop up. The individual sections can be expanded or hidden by clicking the “[Fill in](#)” links.

Asthma tests
save
close

Bronchial challenge tests to justify the use of beta2-agonists
At least one of the tests indicated below must be selected. Only tests performed after August 2004 will be taken into consideration by the independent panel.

Bronchodilator test [Fill in](#)
 Eucapnic voluntary hyperpnea test [Fill in](#)
 Laboratory exercise or field exercise [Fill in](#)
 4.5% Saline Test [Fill in](#)
 Mannitol Test [Fill in](#)
 Methacholine test [Fill in](#)

N.B. : The results of bronchial provocation tests using pharmacological agents other than methacholine (e.g. carbachol, histamine or adenosine monophosphate) will not be accepted.

save
close

The Asthma Tests are required as per Standard, they can either be filled out on-line or attached as file in the ‘Add Medical info’ section of the ‘Diagnosis support’ tab.

Asthma tests
save
close

Bronchial challenge tests to justify the use of beta2-agonists

Please select the test conducted

Bronchial reversibility test [Fill in](#)
 Eucapnic voluntary hyperpnea test [Fill in](#)
 Laboratory exercise or field exercise [Fill in](#)
 4.5% Saline Test [Fill in](#)
 Mannitol Test [Fill in](#)
 Methacholine test [Fill in](#)

Well-controlled asthma
As per the Medical Information to Support the Decisions of TUEC, an athlete with known, but well-controlled asthma recording a negative result to the bronchial provocation test(s), can seek approval for the use of inhaled beta2 agonists on the basis of case review. The following documentation can be included in the medical file:

- Consultation notes with treating respiratory physicians
- Hospital emergency department reports
- Hospital admission summaries for acute exacerbations
- Age of onset
- Description of athlete's symptoms
- Trigger factors
- Medication use
- History of atopia
- Physical examination findings
- Results of allergy testing
- Results from negative provocation test(s) results

save
close
🕒

A TEST is considered complete if the 'conducted' checkbox is ticked and there are only non-empty values in all its fields [otherwise 'partially complete' will be indicated].

Asthma tests *

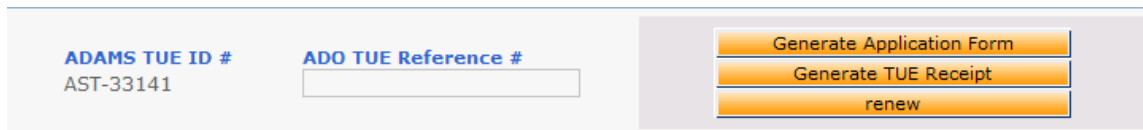
Required as per Standard, either complete online or attach the file in the "activity" section of the "Diagnosis support" tab

- **Eucapnic voluntary hyperpnea test is completed**
- **Bronchial reversibility test is partially completed**

X. Fill in any other available information.

N.B.: if the medical file status is 'Medical file to be submitted in case of AAF' then these fields (medical history, clinical examination, asthma tests, spirometry) are no longer marked as 'Required as per Standard'.

4. Click the **Save** button. Once a TUE for Asthma is saved, it is possible to generate a PDF application form, which can be saved or printed. To do this, click the **Generate Application Form** button.



After saving a TUE for Asthma for the first time, the Activities tab will be enabled. You can attach any files or documents via the Activities tab. [NOT the confidential MEDICAL files!! As this Activities tab is viewable by all organizations with access] For full details see the section on Attaching Files in ADAMS.



12.3.2 EDITING A TUE FOR ASTHMA

1. Select an athlete, and then go to the file tree area.
2. Click the plus (+) sign next to TUEs to expand the list.

3. Click the desired AST from the list. The AST is displayed.
4. In the TUE screen, click the **Edit** button. The AST is redisplayed in Edit mode.
5. Make the appropriate changes. If you change the **Status** you must fill in the reason for the change in the Reason field.

The Status can have different values:

- *Not submitted (default)*: data entry is still in progress and AST not yet submitted
- *In process*: AST received and being reviewed
- *Incomplete*: application incomplete and sent back to athlete for more details
- *Submitted*: formal submission
- *Approved*: approved by approval body. Authorization body fields and date are mandatory. [No longer possible to add new medications, only edit/delete existing ones]
- *Rejected*: AST application was rejected. Rejection date becomes mandatory. [No longer possible to add new medications, only edit/delete existing ones]
- *Cancelled*: AST application is cancelled. Nothing is editable thereafter. Only activities may be added.

You may also opt to select a **Sub-status** reflecting the present situation

Possible Status transitions are:

Initial → [Not Submitted|Submitted|In Process|Rejected|Approved|Incomplete|Cancelled]

Not submitted → [Submitted | Cancelled]

Submitted → [Incomplete | In Process | Cancelled]

In Process → [Approved | Rejected | Cancelled]

Approved → [Rejected | Cancelled]

Incomplete → [Submitted | Cancelled]

Rejected → [Approved | Incomplete | Cancelled]

Cancelled → [] Locked AST, not editable anymore

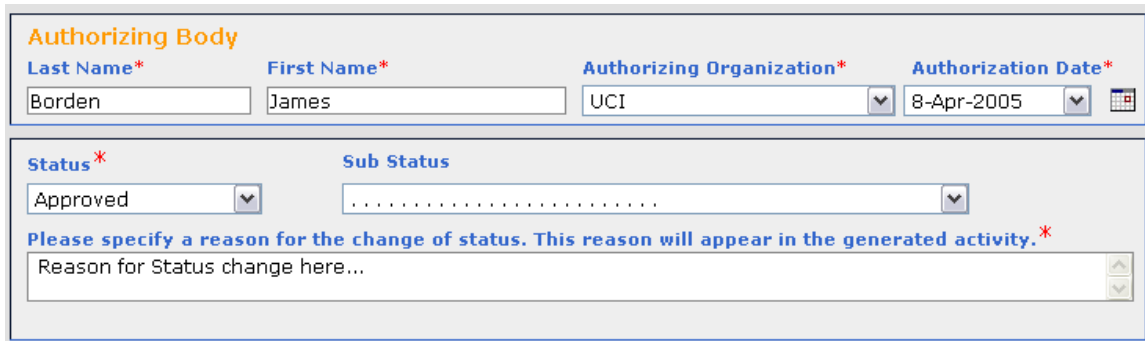
If "**Medical file to be submitted in case of AAF**" is selected, then the statuses available are: *Not Declared, Declared, Cancelled*

Each time the Status of the AST is changed, the athlete will automatically receive a notification.

6. Click on the **Save** button.

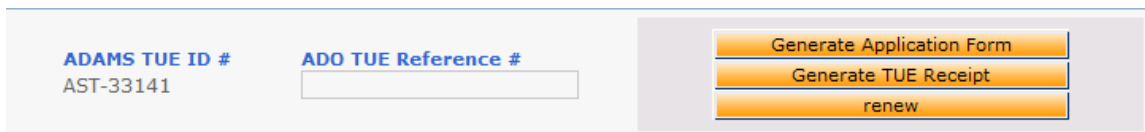
12.3.3 APPROVING A TUE FOR ASTHMA

1. Select an athlete, and then go to the file tree area.
2. Click the plus (+) sign next to TUEs to expand the list.
3. Click the desired AST from the list. The AST is displayed.
4. In the TUE screen, click the **Edit** button. The AST is redisplayed in Edit mode.
5. Change the status to **Approved**.
6. Enter a comment in the Reason field to explain the change in status.
7. Fill in the Authorizing Individual’s last name and first name (configurable from Admin such that the details are automatically prefilled from the Contact page)
8. Fill in the Authorizing Date.
9. Fill in the Effective date and the Expiry date.
10. Click on the **Save** button.

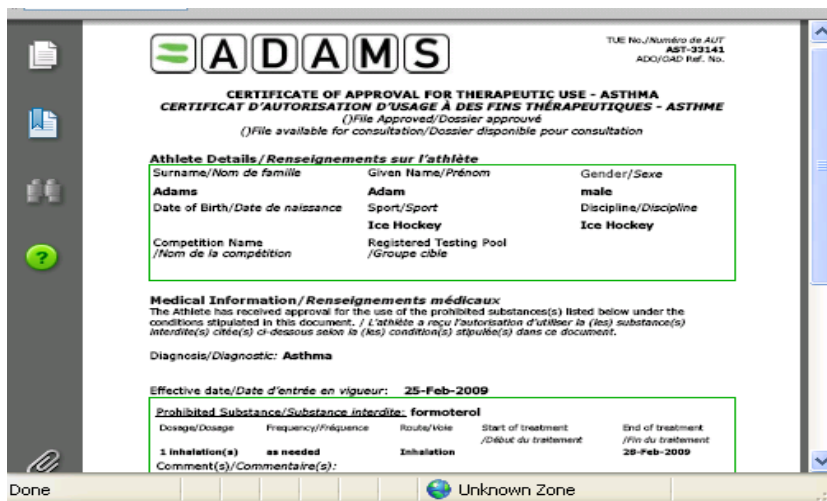


12.3.4 GENERATING AN AST RECEIPT

1. When an AST has had its status changed to Approved and has been saved, the system will offer you the option to generate an **AST Receipt hard copy**.

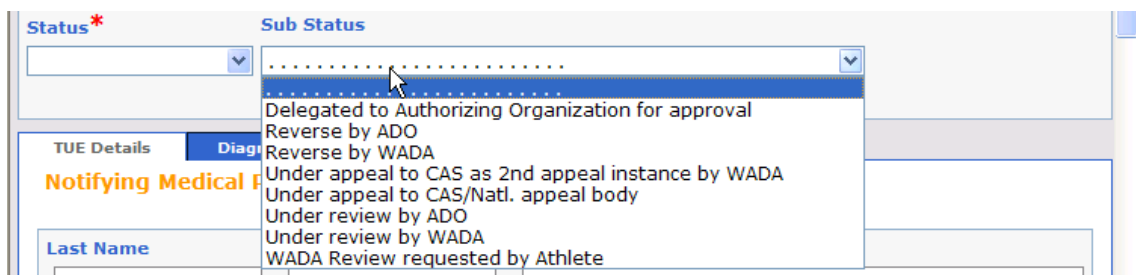


2. Clicking the Generate TUE Receipt button will generate a PDF file within the work area of the system. This can be printed by clicking the PDF Printer icon.

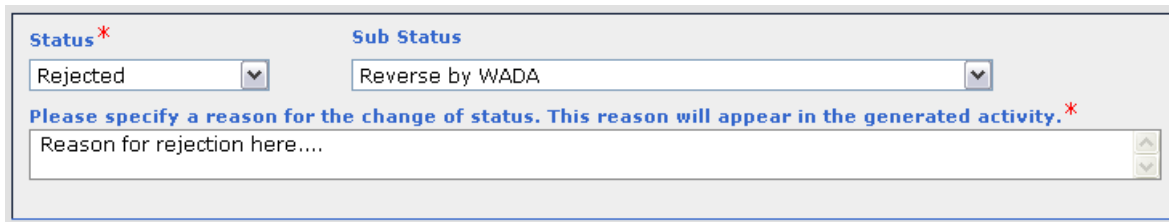


12.3.5 REJECTING AN AST

1. Select an athlete, and then go to the file tree area.
2. Click the plus (+) sign next to TUE's to expand the list.
3. Click the desired AST from the list. The AST is displayed.
4. In the TUE screen, click the **Edit** button. The AST is redisplayed in Edit mode.
5. Change status to **Rejected**.
6. Select the appropriate Sub Status item.



7. Fill in the Reason field.



8. Fill in the Date of Rejection.
9. Click on the **Save** button.

12.3.6 RENEWING AN AST

1. To renew an existing (Approved) AST you can create a clone of the original AST and then edit the relevant date details for the next AST period. This saves having to fill in a new form for the same AST. Click the Renew button from within the relevant approved AST.

<p>ADAMS TUE ID # AST-33141</p>	<p>ADO TUE Reference # <input type="text"/></p>	<p>Generate Application Form</p> <p>Generate TUE Receipt</p> <p>renew</p>
--	--	---

2. The existing AST opens, the authorization fields are blanked out, then change the dates to reflect the new period of cover going forward and click the Save button. This will create the renewed AST entry within the system.

12.3.7 CANCELLING AN AST

An existing AST can be cancelled by the custodian organization. **NOTE THAT THIS ACTION CANNOT BE UNDONE.**

1. Select an athlete, and then go to the file tree area.
2. Click the plus (+) sign next to TUEs to expand the list.
3. Click the desired AST from the list. The AST is displayed.
4. In the AST screen, click the **Edit** button. The AST is redisplayed in Edit mode.
5. Change status to **Cancelled**.
6. A confirmation warning dialog box is displayed. Click OK to cancel the AST.

12.3.8 DELETING AN AST

Users who have the corrector role can delete cancelled AST's. However, such records cannot be deleted if they are linked to an AAF or ATF.

To delete a cancelled AST:

1. Select an athlete, and then go to the file tree area.
2. Click the plus (+) sign next to TUEs to expand the list.
3. Click the desired AST from the list. The AST is displayed.
4. In the AST screen, click the **Correct** button.
5. A Corrector dialog box is displayed. Click the **Delete the TUE for Asthma** radio button, and then click **Next** to delete the cancelled AST.

6. Enter a reason for deleting the AST, and click **Save**.
7. The AST is deleted.

12.3.9 ACCESS TO A SAVED TUE FOR ASTHMA

Athlete users

They can view all of their TUE's for Asthma regardless of their status and of who created it. They can edit or cancel TUE's for Asthma that are "Not Declared", "Not Submitted" or "Incomplete". When the status is "Incomplete", they can edit everything except the Medical File status. If the form is in any other status, the athlete can only view the form.

Athlete doctor users

Athlete doctors can view all TUEs for Asthma, regardless of the status or medical file status, for the athletes assigned to them. They can also create TUEs for asthma for their athletes, for both types of medical file status. (With the exception of International RTP athletes, for which the medical file must be submitted for approval.)

They can edit a TUE for Asthma created by the athlete or themselves, if the status is "Not Submitted" or "Not Declared". They can also edit a TUE for Asthma if the status is "Incomplete", regardless of who created it (the athlete, themselves, or the Anti-Doping Organization).

Organizations with access to the athlete

1. If the organization created the TUE for Asthma:

- If the TUE is "Not Declared" or "Not Submitted", they can edit the whole form.
- If the TUE is "Submitted", "Incomplete" or "In Process", they can edit the whole page except Medical file status.
- If the TUE is "Declared", "Rejected" or "Approved", they can edit everything except Medical file status and the Medical Information section. Those fields will be read only.
- If the TUE is "Cancelled", all fields are locked.

2. If the organization did NOT create the TUE for Asthma:

- They cannot view TUE for Asthma forms that are "Not Declared" or "Not Submitted".
- They can only view the TUE for Asthma when it is in any other status.

3. WADA

- WADA users with access to the athlete can view all the TUE for Asthma regardless of their status.



- If WADA created the TUE for Asthma then it follows the same rules as other organizations.

TUE Details
Diagnosis support

Medical Information

Diagnosis*

Diagnosis description*

Additional Information

Medical history*

Required as per Standard, either complete online or attach the file in the "activity" section of the "Diagnosis support" tab

Has the athlete had any asthma symptoms during childhood? Yes No

If not, at what age did the symptoms necessitating the present request occur?

Has the athlete had any other allergy symptoms? Yes No

(Antecedents, medication used, allergy or not, etc)

Clinical examination*

Required as per Standard, either complete online or attach the file in the "activity" section of the "Diagnosis support" tab

(Complete clinical report with specific focus on the respiratory system)

Spirometry (BTPS)*

Required as per Standard, either complete online or attach the file in the "activity" section of the "Diagnosis support" tab

This test is not sufficient enough to confirm the diagnosis and must imperatively be completed by a bronchial reversibility test or by a provocation test.

Spirometry (BTPS)	absolute value	% predicted
FVC(L)	<input type="text"/>	<input type="text"/>
FEV1(L)	<input type="text"/>	<input type="text"/>
FEV1/FVC %	<input type="text"/>	<input type="text"/>
FEF25-75 (L/sec)	<input type="text"/>	<input type="text"/>

Please attach a peak flow if available.

Comments

Asthma tests *

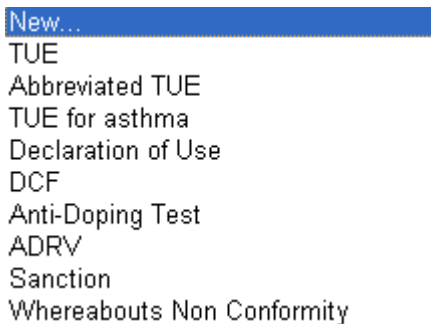
Required as per Standard, either complete online or attach the file in the "activity" section of the "Diagnosis support" tab

12.4 TUE (TUE)

TUE's (formerly Standard TUE) are used for substances that are not pre-approved by an ADO or WADA.

12.4.1 APPLYING FOR A TUE

1. Select an athlete, and then go to the file tree section.
2. Select **TUE** from the **New** drop down list.



3. The TUE screen is displayed. Complete all required fields (with *): see the section [TUE Fields descriptions](#) for more details.

TUE
cancel
save

Athlete Adams, Adam	ADAMS ID# TEADMA57281	Date of birth	Sport Nationality CANADA	Gender Male
-------------------------------	---------------------------------	----------------------	------------------------------------	-----------------------

Sport / Discipline
Ice Hockey | Ice Hockey

ADAMS TUE ID #	ADD TUE Reference #
-----------------------	----------------------------

Date Documents Received	Effective Date	Rejection Date
--------------------------------	-----------------------	-----------------------

Summary

Sport Discipline* Ice Hockey Ice Hockey	Next competition and date
Sporting Organization*	Registered Testing Pools

Authorizing Body +

Status* Not Submitted	Sub Status
---------------------------------	-------------------

Please specify a reason for the change of status. This reason will appear in the generated activity.*

New record

TUE Details
Diagnosis Information

Notifying Medical Practitioner

Last Name	First Name	Qualification & Medical Specialty
------------------	-------------------	--

Address

Country	Region	City	Postal code/Zip
----------------	---------------	-------------	------------------------

Telephone Work	Telephone Home	Telephone Mobile	Telephone Fax
-----------------------	-----------------------	-------------------------	----------------------

Email

Medical Information

Specific name of drug	Prohibited Substance*	Dosage*	Add Substance
------------------------------	------------------------------	----------------	----------------------

Frequency of Administration as required	Route of Administration*	Expiry Date 21-Feb-2010
---	---------------------------------	-----------------------------------

Medical guidelines

Conditions and Comments

Add Medication

NSO Chief Medical Officer

Last Name	First Name	Notified?
------------------	-------------------	------------------

TUE Decision

Name of TUEC Representative(s)	Application Complete	Date Received
---------------------------------------	-----------------------------	----------------------

TUEC Decision Note

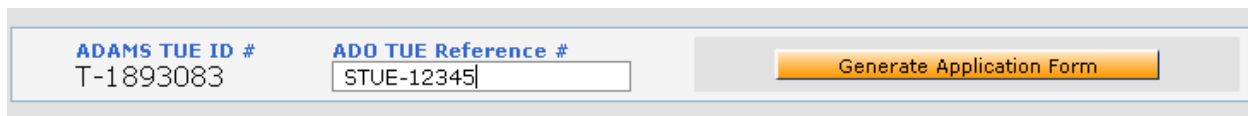
Previous TUE Request(s)

Previous TUE Requested?	Date (If Applicable)
--------------------------------	-----------------------------


cancel
save
?

4. Fill in Date document received (date when the hard copy file was received); and the Effective date (effective start date of the TUE)
5. Fill in the relevant Sport/Discipline as needed. Enter the first 3 letters and press on the magnifying glass.
6. Fill in the Sporting Organization from the pick list. Enter the first 3 letters and press on the magnifying glass. This is the organization to which you are submitting the TUE.
7. Only specify the event/date under Next competition and date if it is relevant
8. The Registered Testing Pools dropdown lists all RTP's to which the athlete belongs. Select the relevant one for the TUE.
9. Enter the Authorizing Body information: click the plus (+) sign to display the text boxes.
10. On the "TUE Details" tab:
 - a. under "*Notifying Medical Practitioner*" (=doctor signing the form), fill in the Medical Practitioner's Last Name, First Name, Country, Region and Work Telephone. [The Sporting organization has the option to make certain fields mandatory – first/last name, country, city, telephone work]
 - b. under "*Medical Information*":
 - i. fill in the Specific name of drug.
 - ii. fill in the relevant Prohibited Substance. Fill in at least 3 characters of the prohibited substance name and search for the relevant substance from a database by clicking on the magnifying glass.
 - iii. Fill in the dosage and select the unit.
 - iv. Fill in the frequency of administration (accepts decimal values)
 - v. Select the route of administration.
 - vi. Enter an expiry date (expiry date of the TUE for a medication).
 - vii. Under Conditions and comments indicate any.
 - viii. You may consult the guidelines page on Therapeutic Use Exemptions by clicking the Medical Guidelines hyperlink.
 - c. Optionally under *NSO Chief Medical Officer* the name of the National sporting organization Chief Medical Officer and whether this person was notified

- d. Optionally under *TUE Decision* additional information on the decision of the TUE committee (in particular in case of a rejection)
 - e. Optionally under *Previous TUE Requests* any historical information
11. On the “Diagnosis Information” tab:
- a) Pick a diagnosis in the Diagnosis pick list (the most common diagnosis are listed.) If your diagnosis is not in the list pick “**Other, please specify**” and enter the diagnosis in the **Diagnosis description** field.
 - b) Enter the Medical exams/test performed and any additional information.
12. Fill in any other available information.
13. Click the Save button. Once a TUE is saved, it is possible to generate a PDF application form, which can be saved or printed. To do this, click the Generate Application Form button.



After saving a TUE for the first time, the Activities tab will be enabled. You can attach any files or documents via the Activities tab. For full details see the section on Attaching Files in ADAMS.



12.4.2 EDITING A TUE

1. Select an athlete, then go to the file tree area.
2. Click the plus (+) sign next to TUEs to expand the list.
3. Click the desired TUE from the list. The TUE is displayed.
4. In the TUE screen, click the **Edit** button. The TUE is redisplayed in Edit mode.
5. Make the appropriate changes. If you change the **Status** you must fill in the reason for the change in the Reason field.

The Status can have different values:

- *Not submitted (default)*: data entry is still in progress and TUE not yet submitted
- *In process*: TUE received and being reviewed (TUE has a long lifecycle).
- *Incomplete*: application incomplete and sent back to athlete for more details
- *Submitted*: formal submission
- *Approved*: approved by TUE committee or approval body. Authorization body fields and date are mandatory. [No longer possible to add new medications, only edit/delete existing ones]
- *Rejected*: TUE application was rejected. Rejection date becomes mandatory. [No longer possible to add new medications, only edit/delete existing ones]
- *Cancelled*: TUE application is cancelled. Nothing is editable thereafter. Only activities may be added.

You may also opt to select a **Sub-status** reflecting the present situation

Possible Status transitions are:

Initial → [Not Submitted|Submitted|In Process|Rejected|Approved|Incomplete|Cancelled]

Not submitted → [Submitted | Cancelled]

Submitted → [Incomplete | In Process | Cancelled]

In Process → [Approved | Rejected | Cancelled]

Approved → [Rejected | Cancelled]

Incomplete → [Submitted | Cancelled]

Rejected → [Approved | Incomplete | Cancelled]

Cancelled → [] Locked TUE, not editable anymore

Each time the Status of the TUE is changed, the athlete will automatically receive a notification.

6. Click on the **Save** button.

12.4.3 **APPROVING A TUE**

1. Select an athlete, and then go to the file tree area.
2. Click the plus (+) sign next to TUEs to expand the list.
3. Click the desired TUE from the list. The TUE is displayed.
4. In the TUE screen, click the **Edit** button. The TUE is redisplayed in Edit mode.
5. Change the status to **Approved**.
6. Enter a comment in the Reason field to explain the change in status.
7. Fill in the Authorizing Individual's last name and first name (configurable from Admin such that the details are automatically prefilled from the Contact page)

8. Fill in the Authorizing Date.
9. Fill in the Effective date and the Expiry date.
10. Click on the **Save** button.

Authorizing Body

Last Name*	First Name*	Authorizing Organization*	Authorization Date*
<input type="text" value="Borden"/>	<input type="text" value="James"/>	<input type="text" value="UCI"/>	<input type="text" value="8-Apr-2005"/>

Status*	Sub Status
<input type="text" value="Approved"/>	<input type="text" value="....."/>

Please specify a reason for the change of status. This reason will appear in the generated activity.*

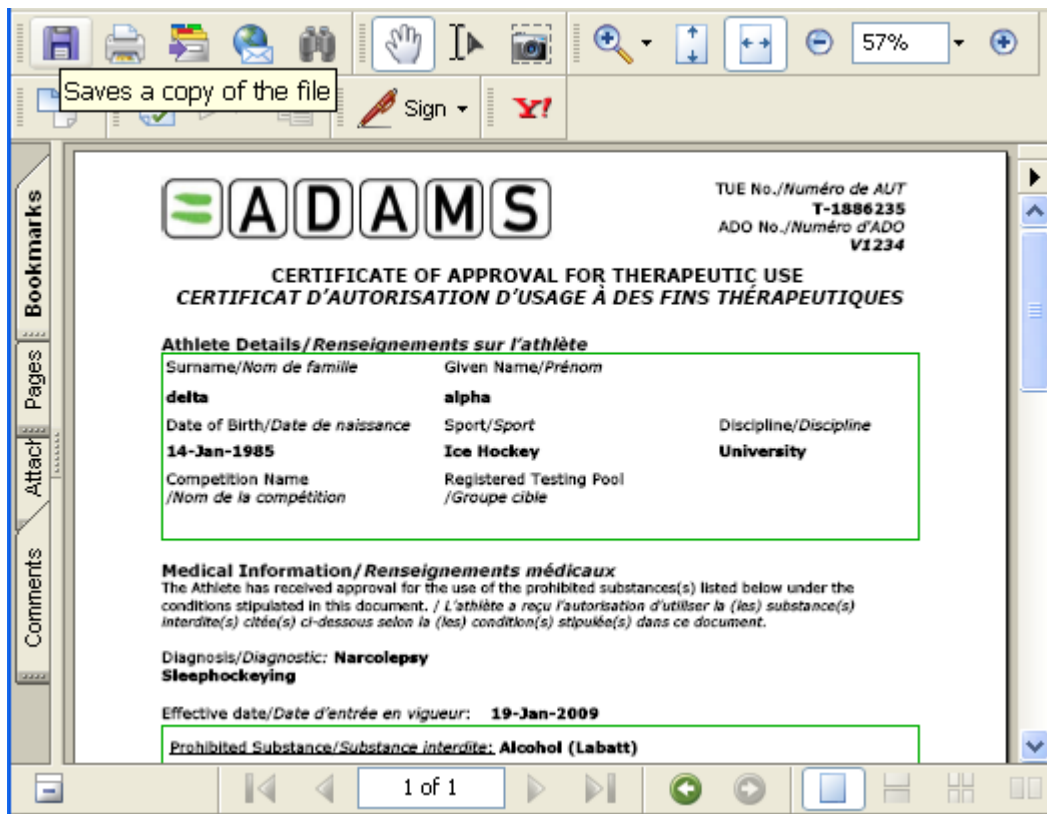
Reason for Status change here...

12.4.4 GENERATING A TUE RECEIPT

1. When a TUE has had its status changed to Approved and has been saved, the system will offer you the option to generate a **TUE Receipt hard copy**.

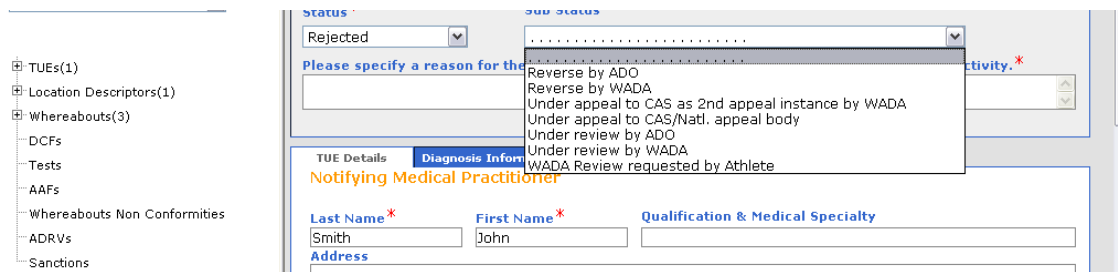
ADAMS TUE ID #	ADO TUE Reference #	
<input type="text" value="T-1886235"/>	<input type="text" value="V1234"/>	<input type="button" value="Generate Application Form"/> <input type="button" value="Generate TUE Receipt"/> <input type="button" value="renew"/>

2. Clicking the Generate TUE Receipt button will generate a PDF file within the work area of the system. This can be printed by clicking the PDF Printer icon.

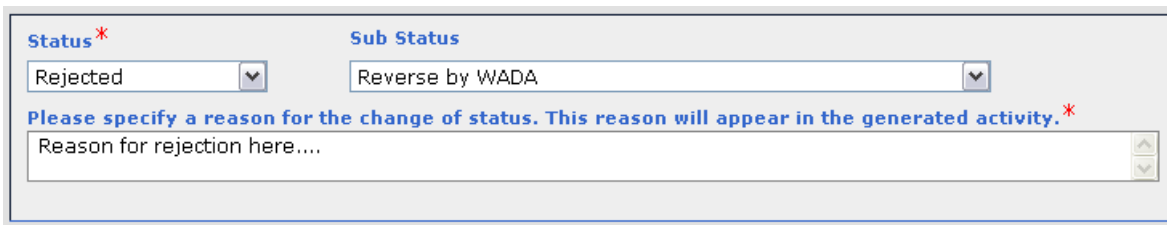


12.4.5 REJECTING A TUE

1. Select an athlete, and then go to the file tree area.
2. Click the plus (+) sign next to TUE's to expand the list.
3. Click the desired TUE from the list. The TUE is displayed.
4. In the TUE screen, click the **Edit** button. The TUE is redisplayed in Edit mode.
5. Change status to **Rejected**.
6. Select the appropriate Sub Status item.



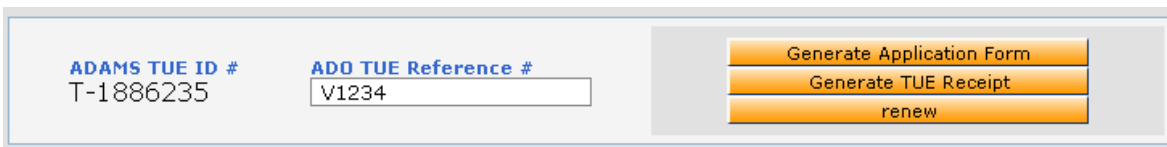
7. Fill in the Reason field.



8. Fill in the Date of Rejection.
9. Click on the **Save** button.

12.4.6 RENEWING A TUE

1. To renew an existing (Approved) TUE you can create a clone of the original TUE and then edit the relevant date details for the next TUE period. This saves having to fill in a new form for the same TUE. Click the Renew button from within the relevant approved TUE.



2. The existing TUE opens, the authorization fields are blanked out, then change the dates to reflect the new period of cover going forward and click the Save button. This will create the renewed TUE entry within the system.

12.4.7 CANCELLING A TUE

An existing TUE can be cancelled by the custodian organization. **NOTE THAT THIS ACTION CANNOT BE UNDONE.**

1. Select an athlete, and then go to the file tree area.
2. Click the plus (+) sign next to TUEs to expand the list.
3. Click the desired TUE from the list. The TUE is displayed.
4. In the TUE screen, click the **Edit** button. The TUE is redisplayed in Edit mode.
5. Change status to **Cancelled**.
6. A confirmation warning dialog box is displayed. Click OK to cancel the TUE.

12.4.8 DELETING A TUE

Users who have the corrector role can delete cancelled TUEs and DoUs. However, such records cannot be deleted if they are linked to an AAF or ATF.

To delete a cancelled TUE:

1. Select an athlete, and then go to the file tree area.
2. Click the plus (+) sign next to TUEs to expand the list.
3. Click the desired TUE from the list. The TUE is displayed.
4. In the TUE screen, click the **Correct** button.
5. A Corrector dialog box is displayed. Click the **Delete the TUE** radio button, and then click **Next** to delete the cancelled TUE.
6. Enter a reason for deleting the TUE, and click **Save**.
7. The TUE is deleted.

12.5 ABBREVIATED TUE (ATUE)

[Quoted from the STANDARD FOR TUE 2009]:

As a transitional provision ATUE's delivered prior to December 31, 2008 shall remain governed by the 2005 TUE Standard. These ATUEs shall remain valid after January 1, 2009 until the earliest of: (i) the date on which they are cancelled by the competent TUEC following review in accordance with art. 8.6 of the 2005 TUE Standard; (ii) their expiry date as mentioned on the ATUE; (iii) December 31, 2009

Abbreviated TUE cannot have an Effective or Expiry date past December 31, 2009.

Any date past December 31, 2009 will be automatically erased and an error message will be immediately displayed.

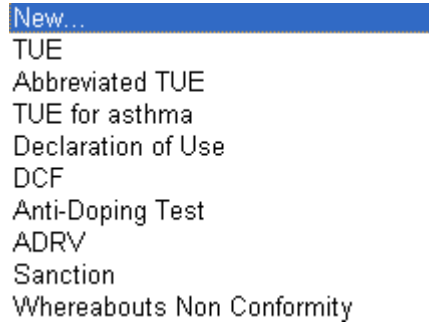
Date Documents Received	Effective Date	Rejection Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Abbreviated TUE's effective date cannot be later than 31/Dec/2009		

Frequency of Administration	Route of Administration*	Expiry Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
as required		
Abbreviated TUE's substance expiry date cannot be later than 31/Dec/2009		

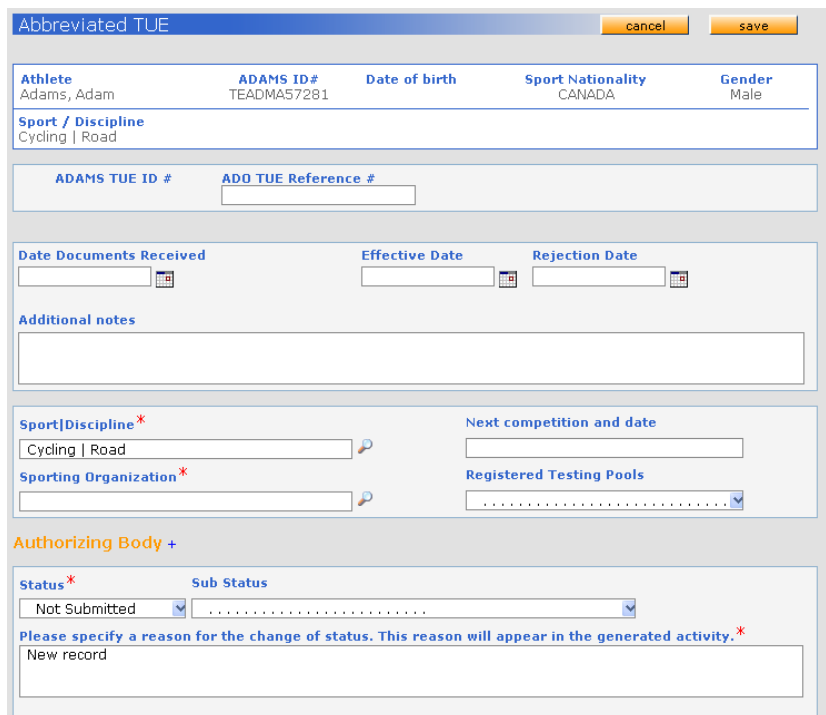
Abbreviated TUE's look like (normal) TUE's, however they have one major difference. They are used for a selected list of commonly administered medications, and are approved for use once the TUE form has been submitted.

12.5.1 APPLYING FOR AN ABBREVIATED TUE

1. Go the file tree section.



2. Select **Abbreviated TUE** from the **New** drop down list.
3. The Abbreviated TUE screen is displayed. Complete all required fields (with *): see the section [TUE Fields descriptions](#) for more details.

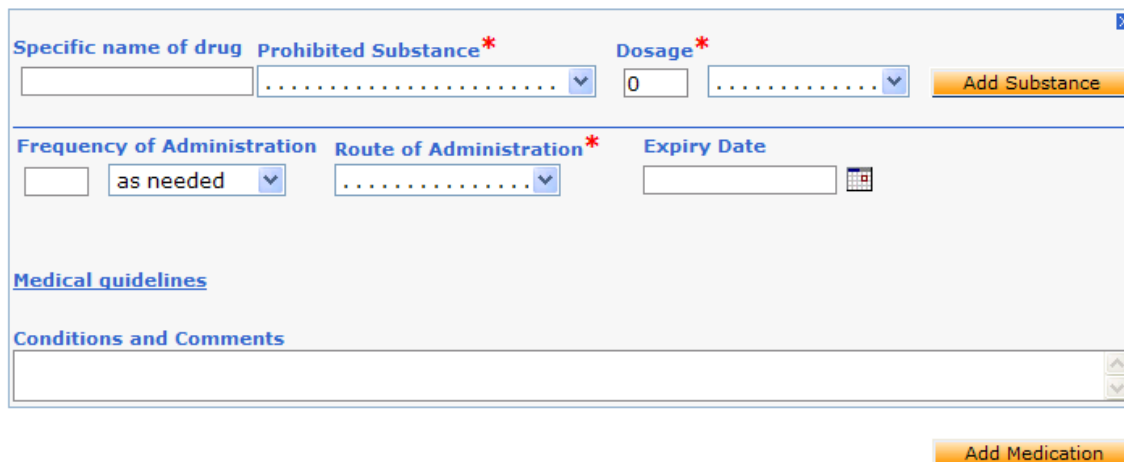


- I. Fill in *Date document received* (date when the hard copy file was received); the *Effective date* (effective start date of the Abbreviated TUE, before 31-12-2009)
- II. Fill in the relevant *Sport/Discipline* as needed. Enter the first 3 letters and press on the magnifying glass.

- III. Fill in the *Sporting Organization* from the pick list. Enter the first 3 letters and press on the magnifying glass. This is the organization to which you are submitting the Abbreviated TUE.
 - IV. Only specify the event/date under *Next competition and date* if it is relevant
 - V. The *Registered Testing Pools* dropdown lists all RTP's to which the athlete belongs. Select the relevant one for the Abbreviated TUE.
 - VI. Enter the Authorizing Body information: click the plus (+) sign to display the text boxes.
4. On the "TUE Details" tab:
- a. under "Notifying Medical Practitioner" (=doctor signing the form), fill in the Medical Practitioner's Last Name, First Name, Country, Region and Work Telephone. [The Sporting organization has the option to make certain fields mandatory – first/last name, country, city, telephone work]

TUE Details		Diagnosis Information	
Notifying Medical Practitioner			
Last Name	First Name	Qualification & Medical Specialty	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address			
<input type="text"/>			
Country	Region	City	Postal code/Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone Work	Telephone Home	Telephone Mobile	Telephone Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email			
<input type="text"/>			

Medical Information



The screenshot shows a web form titled "Medical Information". It contains several input fields and dropdown menus. At the top, there are three main sections: "Specific name of drug" (text input), "Prohibited Substance*" (dropdown menu), and "Dosage*" (text input followed by a unit dropdown). To the right of these is an "Add Substance" button. Below these are "Frequency of Administration" (text input followed by a dropdown menu with "as needed" selected), "Route of Administration*" (dropdown menu), and "Expiry Date" (calendar icon). Below the form is a "Medical guidelines" section with a hyperlink and a "Conditions and Comments" section with a large text area. At the bottom right, there is an "Add Medication" button.

- b. under "Medical Information":
 - i. fill in the Specific name of drug.
 - ii. Select the relevant Prohibited Substance form the dropdown list. The substances listed are valid only for an Abbreviated TUE.
 - iii. Fill in the dosage and select the unit.
 - iv. Fill the frequency of administration (accepts decimal values)
 - v. Select the route of administration.
 - vi. Enter an expiry date (expiry date of the ATUE for a medication, before 31-12-2009).
 - vii. Under Conditions and comments indicate any.
 - viii. You may consult the guidelines page on Therapeutic Use Exemptions by clicking the Medical Guidelines hyperlink.

NSO Chief Medical Officer

Last Name First Name Notified?

TUE Decision

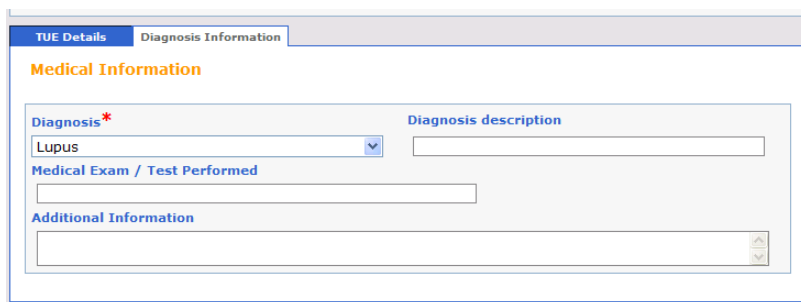
Name of TUEC Representative(s) Application Complete Date Received

TUEC Decision Note

Previous TUE Request(s)

Previous TUE Requested? Date (If Applicable)

- c. Optionally under *NSO Chief Medical Officer* the name of the National sporting organization Chief Medical Officer and whether this person was notified
 - d. Optionally under *TUE Decision* additional information on the decision (TUE committee is not relevant for an Abbreviated TUE)
 - e. Optionally under *Previous TUE Requests* any historical information
5. On the “*Diagnosis Information*” tab (mandatory):

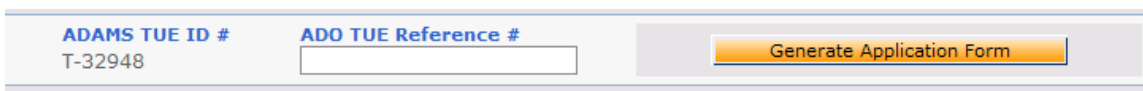


- a) Pick a diagnosis in the Diagnosis pick list (the most common diagnosis are listed.) If your diagnosis is not in the list pick “**Other, please specify**” and enter the diagnosis in the **Diagnosis description** field.
 - b) Enter the Medical exams/test performed and any additional information.
6. Fill in any other available information.
7. Click the **Save** button.

After saving an Abbreviated TUE for the first time, the Activities tab will be enabled. You can attach any files or documents via the Activities tab. For full details see the section on Attaching Files in ADAMS.



Once the Abbreviated TUE is saved, it is possible to generate a PDF application form, which can be saved or printed. To do this, click the “Generate Application Form” button.



12.5.2 EDITING AN ABBREVIATED TUE

1. Select an athlete, and then go to the file tree area.
2. Click the plus (+) sign next to TUEs to expand the list.
3. Click the desired TUE from the list. The ATUE is displayed.
4. In the TUE screen, click the **Edit** button. The ATUE is redisplayed in Edit mode.
5. Make the appropriate changes. If you change the **Status** you must fill in the reason for the change in the Reason field.

The Status can have different values:

- *Not submitted (default)*: data entry is still in progress and ATUE not yet submitted
- *Incomplete*: application incomplete and sent back to athlete for more details
- *Submitted*: formal submission
- *Approved*: approved by approval body. Authorization body fields and date are mandatory
- *Rejected*: ATUE application was rejected. Rejection date becomes mandatory
- *Cancelled*: ATUE application is cancelled. Nothing is editable thereafter.

You may also opt to select a **Sub-status** reflecting the present situation.

Possible Status transitions are:

Initial → [Not Submitted| Submitted| Rejected| Approved| Incomplete| Cancelled]

Not submitted → [Submitted | Cancelled]

Submitted → [Approved | Incomplete | Rejected | Cancelled]

Approved → [Rejected | Cancelled]

Incomplete → [Submitted | Cancelled]

Rejected → [Approved | Incomplete | Cancelled]

Cancelled → [] Locked TUE, not editable anymore

Note: Each time the status of an ATUE is modified the relevant athlete will receive a system generated notification of the status change assuming they have an ADAMS user account.

6. Click on the **Save** button.

12.5.3 APPROVING AN ATUE

1. Select an athlete, and then go to the file tree area.
2. Click the plus (+) sign next to TUEs to expand the list.
3. Click the desired TUE from the list. The TUE is displayed.
4. In the TUE screen, click the **Edit** button. The TUE is redisplayed in Edit mode.
5. Change the status to **Approved**.
6. Enter a comment in the Reason field to explain the change in status.
7. Fill in the Authorizing Individual's last name and first name.
8. Fill in the Authorizing Date.
9. Fill in the Expiry date.
10. Click on the **Save** button.

Authorizing Body -

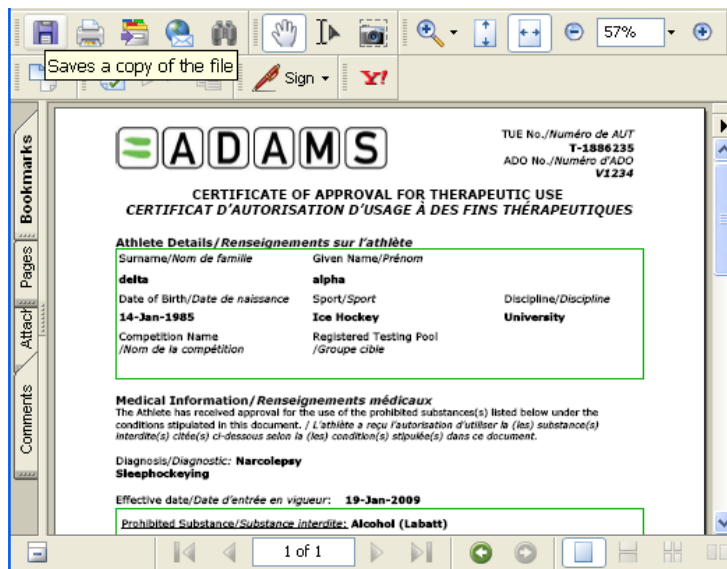
Last Name* Garnier	First Name* Alain	Authorizing Organization* WADA-AMA - World Anti-Dc	Authorization Date* 24-Feb-2009
Status* Approved	Sub Status		
Please specify a reason for the change of status. This reason will appear in the generated activity.* ok			

12.5.4 GENERATING AN ATUE RECEIPT

1. When an ATUE has had its status changed to Approved and has been saved, the system will offer you the option to generate an **ATUE Receipt hard copy**.

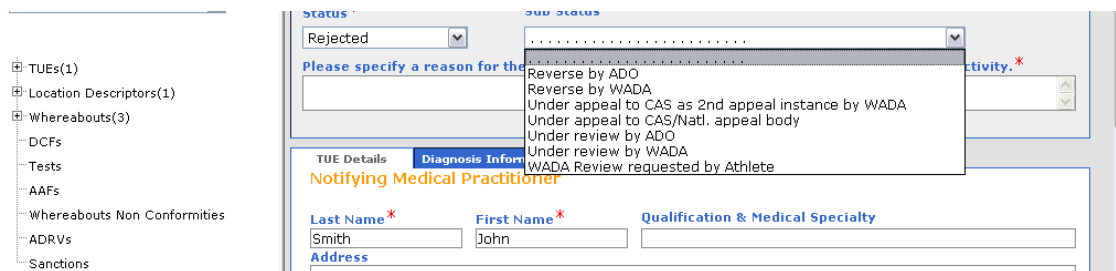
ADAMS TUE ID # T-1886235	ADO TUE Reference # V1234	<input type="button" value="Generate Application Form"/> <input type="button" value="Generate TUE Receipt"/> <input type="button" value="renew"/>
------------------------------------	-------------------------------------	---

- Clicking the Generate TUE Receipt button will generate a PDF file within the work area of the system. This can be printed by clicking the PDF Printer icon.

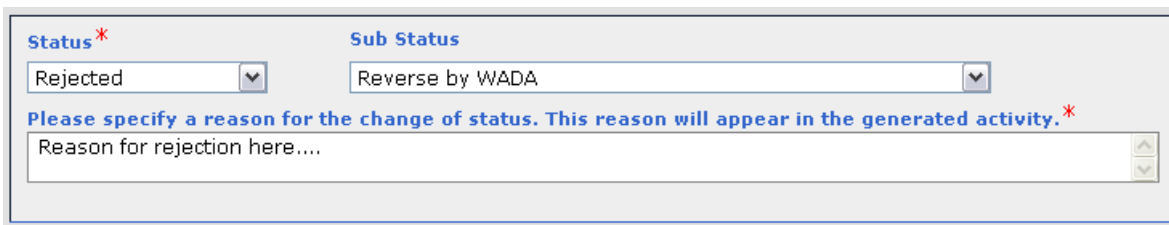


12.5.5 REJECTING AN ATUE

- Select an athlete, and then go to the file tree area.
- Click the plus (+) sign next to TUE's to expand the list.
- Click the desired ATUE from the list. The ATUE is displayed.
- In the TUE screen, click the **Edit** button. The ATUE is redisplayed in Edit mode.
- Change status to **Rejected**.
- Select the appropriate Sub Status item.



- Fill in the Reason field.

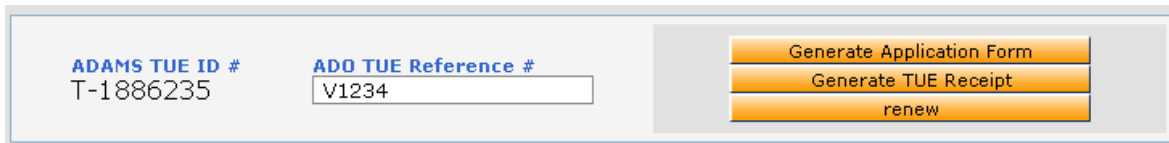


- Fill in the Date of Rejection.

- Click on the **Save** button.

12.5.6 RENEWING AN ATUE

- To renew an existing (Approved) ATUE you can create a clone of the original ATUE and then edit the relevant date details for the next ATUE period. This saves having to fill in a new form for the same ATUE. Click the Renew button from within the relevant approved ATUE.



- The existing ATUE opens, the authorization fields are blanked out, then change the dates to reflect the new period of cover going forward and click the Save button. This will create the renewed ATUE entry within the system.

12.5.7 CANCELLING AN ATUE

An existing ATUE can be cancelled by the custodian organization. **NOTE THAT THIS ACTION CANNOT BE UNDONE.**

- Select an athlete, and then go to the file tree area.
- Click the plus (+) sign next to TUEs to expand the list.
- Click the desired ATUE from the list. The ATUE is displayed.
- In the ATUE screen, click the **Edit** button. The ATUE is redisplayed in Edit mode.
- Change status to **Cancelled**.
- A confirmation warning dialog box is displayed. Click OK to cancel the ATUE.

12.6 TUE RECOGNITION

TUE Recognition was introduced in version 2.2 of ADAMS.

International Federations and Major Games Organizers may recognize the TUE of their athletes, once they are approved by other organizations. ADAMS keeps track of the recognition date, organization and representative.


When an eligible IF or MGO organization user first accesses a TUE, they see a “Recognize TUE” button:

ADAMS TUE ID # AST-33141	ADO TUE Reference # <input type="text"/>	<input type="button" value="Generate Application Form"/> <input type="button" value="Generate TUE Receipt"/> <input type="button" value="renew"/>	
Date Documents Received <input type="text"/>	<input type="button" value="Recognize TUE"/>	Effective Date* 25-Feb-2009	Rejection Date <input type="text"/>
Recognized by organizations <input type="text"/>			
Additional notes <input type="text"/>			

Note: the organization which approves the TUE does not have access to the “Recognize TUE” button.

Clicking the “Recognize TUE” button displays a pop-up window where the recognition date can be entered:

Recognize TUE ✕


Recognition date*
 

Warning: recognition cannot be undone after you click Save

The recognition date must be within the effective and expiry dates of the TUE. When a TUE has multiple expiry dates, the latest one is used to validate the recognition date.

Once it is saved, the recognition date cannot be removed from the TUE.

Once a TUE is recognized by an organization, users from that organization no longer see the “Recognize TUE” button on the form. Instead, a “Recognition date” field is visible. The organization which recognized the TUE may modify the date by clicking the pencil icon next to the field:

Date Documents Received <input type="text"/>	Recognition date 06-Nov-2009 	Effective Date* 06-Nov-2009	Rejection Date <input type="text"/>
Recognized by organizations <input type="text"/>			

Recognitions from other organizations are displayed in the “Recognized by organizations” box:

Date Documents Received	Effective Date*	Rejection Date
<input type="text"/>	29-Oct-2009	<input type="text"/>
Recognized by organizations		
UCI	on 30-Oct-2009	
IOC	on 31-Oct-2009	
Additional notes		

Recognitions are also displayed on the TUE Receipt (Certificate of Approval):

Remarque: les prescriptions, doses et fréquences d'administration doivent être médicalement respectées conformément aux prescriptions de votre médecin. Gardez une copie de ce formulaire en tout temps. Ce formulaire devrait être présenté à l'agent(e) de contrôle antidopage au moment du contrôle.

Recognized by/Reconnue par:

MyFirstName MyLastName	30-Oct-2009
International Cycling Union	
514.123.4567	
email@address.org	
IOCFirstName IOCLastName	31-Oct-2009
International Olympic Committee	
514.765.4321	
email2@address2.org	

Authorized by/Autorisée par:

Generated Activities

Every time a TUE is recognized or the recognition date of a TUE has been modified, an activity is generated:

TUE Details		Activities(6)			
Reference date	Activity	Type	Posted by	Last updated	
28-Oct-2009	CMAS changed recognition date to 29-Oct-2009	User Activity	CMAS, User	28-Oct-2009 20:41 GMT	+
28-Oct-2009	As of 28-Oct-2009, CMAS recognized the TUE	User Activity	CMAS, User	28-Oct-2009 19:52 GMT	+

12.7 TUE AUDIT TRAIL

This functionality allows users with the appropriate right to track the changes made to a TUE entries.

The audit trail is not immediately available, the data is imported daily therefore should you need some immediate data send an email to adams@wada-ama.org.

The feature is very resource consuming therefore must not be used at all time.

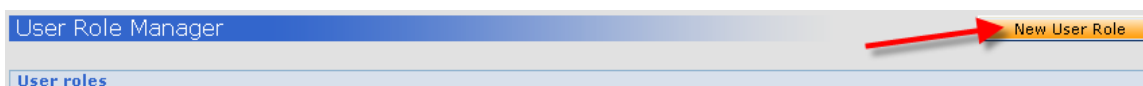
Organizations interested in that feature must send a request to adams@wada-ama.org.

12.7.1 CREATING THE AUDIT TRAIL BUSINESS ROLE

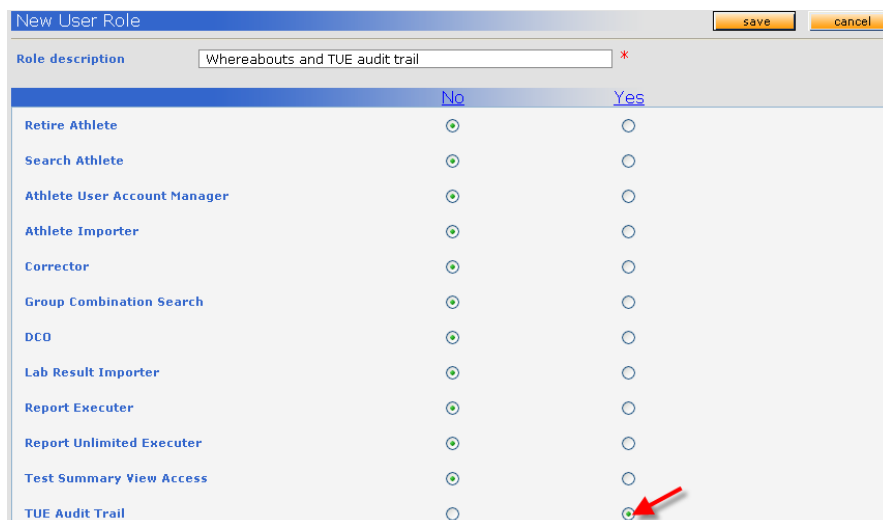
1. Login as you organization administrator
2. Select **User Role Manager**



3. Click on **New user role**



4. Select the Yes for the TUE audit trail



The 'New User Role' dialog box shows a table of roles with 'No' and 'Yes' columns. The 'TUE Audit Trail' role has the 'Yes' radio button selected, indicated by a red arrow.

Role description	No	Yes
Retire Athlete	<input checked="" type="radio"/>	<input type="radio"/>
Search Athlete	<input checked="" type="radio"/>	<input type="radio"/>
Athlete User Account Manager	<input checked="" type="radio"/>	<input type="radio"/>
Athlete Importer	<input checked="" type="radio"/>	<input type="radio"/>
Corrector	<input checked="" type="radio"/>	<input type="radio"/>
Group Combination Search	<input checked="" type="radio"/>	<input type="radio"/>
DCO	<input checked="" type="radio"/>	<input type="radio"/>
Lab Result Importer	<input checked="" type="radio"/>	<input type="radio"/>
Report Executer	<input checked="" type="radio"/>	<input type="radio"/>
Report Unlimited Executer	<input checked="" type="radio"/>	<input type="radio"/>
Test Summary View Access	<input checked="" type="radio"/>	<input type="radio"/>
TUE Audit Trail	<input type="radio"/>	<input checked="" type="radio"/>

5. Save

6. Go back to the administration home page by either clicking on **Administration** or on the ADAMS logo

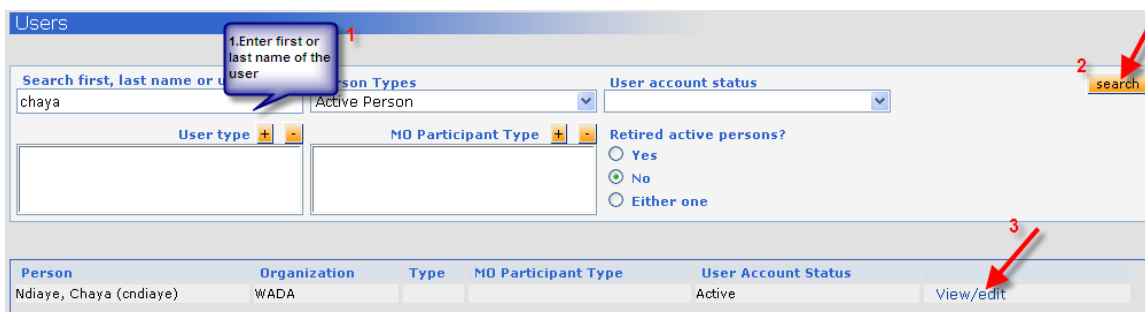
7. Select **User account Management**



The 'Administration Categories' menu lists several options, with 'User Account Management' highlighted by a red box.

- WADA
- Major Games
- User Account Management**
- User Role Manager
- Group manager
- History log information
- Manage access to athletes and non-athletes
- Whereabouts Web Services

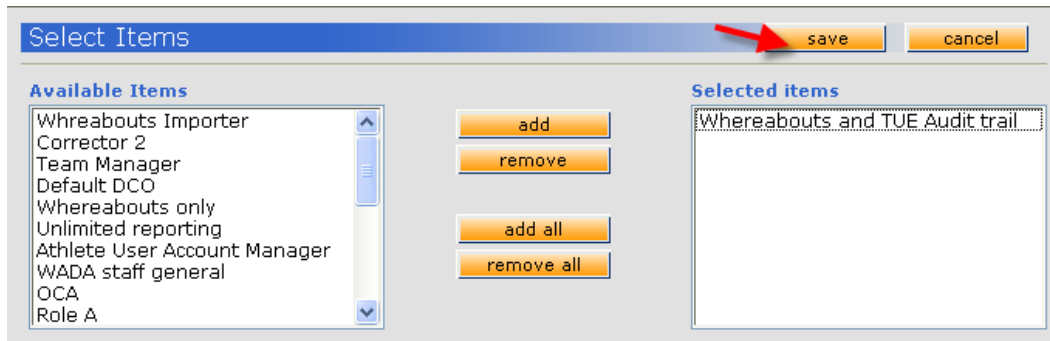
8. Search for the user you want to give access to



The 'Users' search interface includes a search bar with 'chaya' entered, a 'Person Types' dropdown set to 'Active Person', and a 'User account status' dropdown. A red box highlights the search bar with the number '1'. A red arrow points to the 'search' button with the number '2'. Below the search criteria is a table of results with a 'View/edit' link highlighted by a red arrow with the number '3'.

Person	Organization	Type	MO Participant Type	User Account Status	
Ndiaye, Chaya (ndiaye)	WADA			Active	View/edit

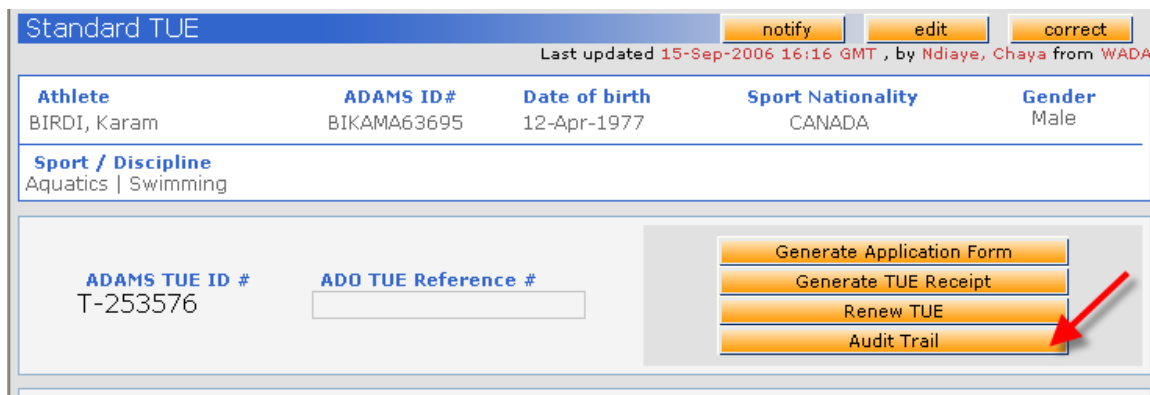
- On the user account tab edit the business role and select the user role you just created



- Save

12.7.2 VIEWING THE TUE AUDIT TRAIL

- Login as a user with that right
- Search for an athlete
- Expand the TUEs,
- Select a TUE
- Click on **Audit Trail**



Athlete	ADAMS ID#	Date of birth	Sport Nationality	Gender
BIRDI, Karam	BIKAMA63695	12-Apr-1977	CANADA	Male

Sport / Discipline
Aquatics | Swimming

ADAMS TUE ID # T-253576 ADD TUE Reference #

Generate Application Form
Generate TUE Receipt
Renew TUE
Audit Trail

12.8 TUE NOTIFICATIONS

TUE and DoU activity automatically generate notifications in ADAMS:

Athlete Activity

1. When the athlete submits a TUE or TUE for Asthma:
 - ADAMS generates a notification to the athlete, the athlete doctor and the athlete's sporting organization users.
2. When the athlete declares a DoU or TUE for Asthma with a Medical File status "To be submitted in case of AAF":
 - ADAMS generates a notification to the athlete, the athlete doctor and the athlete's sporting organization users,
 - ADAMS generates a notification to the users of any other organization with access to the TUE.

Athlete Doctor Activity

1. When the athlete doctor submits a TUE or TUE for Asthma:
 - ADAMS generates a notification to the athlete, the athlete doctor and the athlete's sporting organization users.
2. When the athlete doctor declares a DoU or TUE for Asthma with a Medical File status "To be submitted in case of AAF":
 - ADAMS generates a notification to the athlete, the athlete doctor and the athlete's sporting organization users,
 - ADAMS generates a notification to the users of any other organization with access to the TUE.
 - ADAMS also generates a notification to any other doctor with access to the athlete.

Organization User Activity

When an organization user changes the status of a TUE, ATUE, TUE for Asthma or DoU, the notifications are generated as follows:

1. Status changed to "Approved" or "Declared":
 - ADAMS generates a notification to the athlete, the athlete doctor and the athlete's sporting organization users,

- ADAMS generates a notification to the users of any other organization with access to the TUE.
- ADAMS also generates a notification to WADA users.
- 2. Status changed to “Rejected” or “Incomplete”:
 - ADAMS generates a notification to the athlete, the athlete doctor and the athlete’s sporting organization users,
- 3. Status changed to “In Process”:
 - ADAMS generates a notification to the athlete, the athlete doctor that submitted the TUE and the athlete’s sporting organization users,
- 4. Status changed to “Created” (i.e. at creation time):
 - No notification is generated,
- 5. Status changed to “Submitted”:
 - ADAMS generates a notification to the athlete doctor and the athlete’s sporting organization users,
- 6. Status changed to “Cancel”:
 - No notification is generated,

TUE Recognition Activity

When a TUE is recognized for the first time by an organization, ADAMS will send automatic notifications to the following users:

- Athlete
- Doctor users assigned to the athlete
- International Federations of the athlete
- The “Sporting Organization” entered on the TUE
- The organization which has recognized the TUE
- WADA
- Other relevant ADONo notification is generated,

If the “recognition date” is modified, a notification will be sent to the following users:

- The organization that has recognized the TUE
- The “Sporting Organization” entered of the TUE
- WADA

Organization users must have the TUE Notification type in order to receive the automatic notification.

Message and subject content format:

Ad 1): The notification Subject contains the athlete full name, the TUE type and the TUE ADAMS #. Format example: Doe, John - TUE - T-7103

When an organization user creates/modifies the status of a TUE, the following notification is sent to the users identified above:

Subject:

AUTO: TUE has been modified: T-7239

Message:

TUE has been modified!

When an athlete user creates a TUE, the sporting organization users, the athlete doctor if any and the athlete get the following notification:

Subject:

AUTO: Athlete submitted a TUE: T-2293952

Message:
Athlete submitted a TUE!

When an organization user rejects a TUE, the following notification is sent to the users identified above:

Subject:

AUTO: TUE has been rejected: T-7239

Message:

TUE has been rejected!

When an organization user approves a TUE, the following notification is sent to the users identified above: .

Subject:

AUTO: TUE has been approved: T-7239

Message:

TUE has been approved!



When an organization user cancels a TUE, the following notification is sent to the users identified above:

Subject:

AUTO: TUE has been cancelled: T-7239

Message:

TUE has been cancelled!

When an organization user changes status of a TUE to "Incomplete", the following notification is sent to the users identified above:

Subject:

AUTO: TUE is incomplete: T-7239

Message:

TUE is incomplete!

When a notification is not received by an organization, a warning is sent back to the initiator of the notification. For example:

Subject:

WARNING: AUTO: Athlete submitted a TUE: T-2293952

Message:

Athlete submitted a TUE!

The message fail to be sent to the next organizations because they don't have users assigned for this type of notification:

(Name of organization)

12.9 TUE FIELDS DESCRIPTIONS

- a. **ADAMS TUE ID:** This field will be completed by the system. A number will be generated by the system once you save the TUE.
- b. **ADO TUE Reference:** Your organization reference number
- c. **Date documents received:** The date you received the application file.
- d. **Effective date:** Effective start date of the TUE. It defaults to a blank date.
- e. **Rejection date:** The date at which you rejected the TUE
- f. **Additional Notes:** to include a brief summary if any
- g. **Sport/Discipline:** this field is copied from the athlete sport identity tab. If it is empty please review the sport/discipline tab of the athlete
- h. **Next competition and date:** To be filled if the TUE is for a specific event
- i. **Sporting organization:** the organization to which the TUE is submitted
- j. **Authorizing Body:** the name and organization of the person authorizing the TUE. This field can be preset by your organization administrator in the TUE contact of the organization
- k. **Status:**
 - i. *Not submitted:* the data entry is in progress and the TUE is not yet submitted to the committee
 - ii. *Incomplete:* The application is incomplete and sent back to the athlete for further details
 - iii. *Submitted:* The TUE is submitted to the TUE committee
 - iv. *In Process:* The TUE was received and is currently being reviewed by the TUE Committee
 - v. *Approved:* The TUE is approved by the TUE committee. Note that if preset the authorizing body fields are auto-completed as soon as the status is changed to Approved.
 - vi. *Rejected:* the TUE application was rejected. The Rejection date becomes mandatory when the status is changed to Rejected.
 - vii. *Cancelled:* the TUE application is cancelled.
- l. **Sub status:**
 - viii. Delegated to Authorizing Organization for approval
 - ix. Reversed by ADO
 - x. Reversed by WADA
 - xi. Under appeal to CAS as 2nd appeal instance by WADA

- xii. Under appeal to CAS/Natl appeal body
- xiii. Under review by ADO
- xiv. Under review by WADA
- xv. WADA review requested by athlete
- m. Please specify a **reason** for the change of status. This reason will appear in the generated activity.
- n. **Notifying Medical Practitioner:** Information about the doctor signing the form for the athlete and prescribing the medication. These fields can be set mandatory by our organization administrator in your organization business role tab.
- o. Medical Information:**
 - xvi. *Specific name of drug:* medication name
 - xvii. *Frequency of administration:* frequency of administration of the medication.
[Allows a decimal value with 3 digits after the '.']
 - xviii. *Dates of administration:* dates of applying the drug
 - xix. *Expiry date:* Expiry date of the TUE for that medication
 - xx. *Prohibited substance:* name of the prohibited substance, as per the WADA prohibited list, included in the medication. You can add as many prohibited substances as you need.
 - To pick a substance: enter the first 3 letters and press the magnifying class. The system will list the corresponding substance for you to choose from.
 - xxi. *Dosage:* dosage of the prohibited substance
 - xxii. *Route of administration:* medication route of administration. Routes vary per prohibited substance. Only valid routes of administration for the type of TUE and the prohibited substances selected will be displayed. If a selected route is no longer available (for example when a second substance was added for which the route is not applicable) then the option will be removed and the field will be highlighted in red.
 - xxiii. *Add medication:* you can add as many medications as you need
 - xxiv. *Add substance:* you can add a prohibited substance. You may add substances that are in the same medication. Otherwise use the Add medication.
 - xxv. *Conditions and Comments:* any comments about the medication you would like to add.
 - xxvi. *Medical Guideline:* available for each type of TUE (URL Link configurable by the ADAMS Administrator; if no website was configured then no link will be displayed)
- p. **NSO Chief Medical Officer:** National Sport Organization Chief Medical Officer

q. **TUE Decision:**

- xxvii. *Name of TUEC representative:* names of the TUE committee members
- xxviii. *Application complete:* status of the application
- xxix. *Date received:* date the TUEC received the file
- xxx. TUEC decision note: any comments the TUE Committee might have on the file

r. **Previous TUE Request:** to log historical information

s. **Medical Information: *Diagnosis tab.*** This tab is hidden from organization other than the sporting organization. Any confidential information should be entered here.

- xxxi.** *Diagnosis:* List of most frequently used diagnosis. If the athlete is not listed select "other please specify" and enter details in the Diagnostic description field (mandatory in this case).
- xxxii.** *Diagnostic description:* in case you selected the "other please specify" this field must give an accurate description of the diagnosis.
- xxxiii.** *Medical Exam/Test Performed:* list medical tests and exams performed for the diagnosis
- xxxiv.** *Additional information:* any additional information about the medical condition

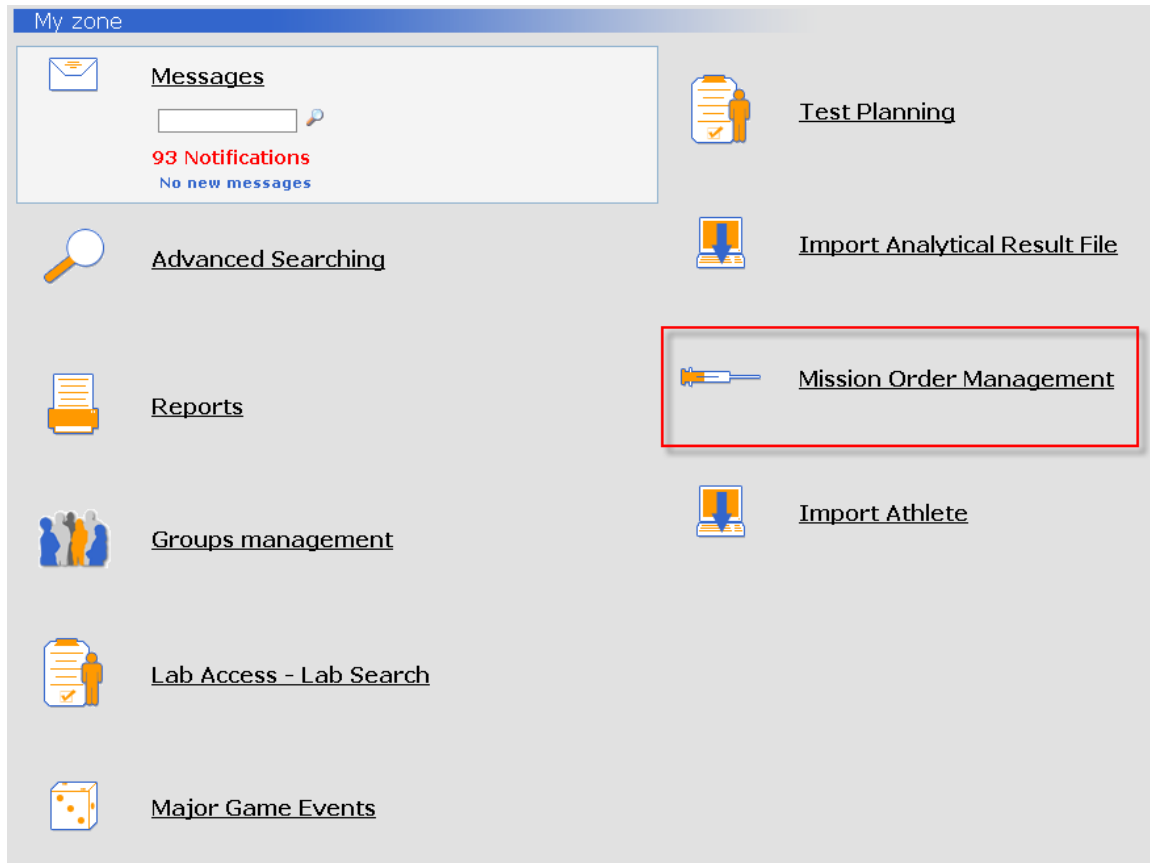
13 MISSION ORDERS

Mission Orders are requests for multiple sample collection. The samples to be collected must have the same Testing Authority, Sample Collection Authority and Result Management. Mission orders also allow users to manage their DCO, print letters of Authority and send lab analysis request forms.

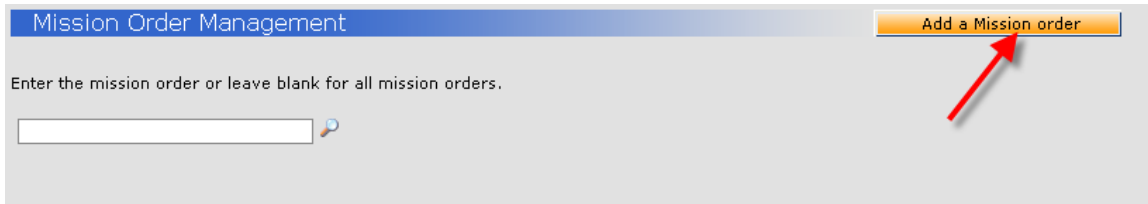
13.1 CREATING MISSION ORDER

A Mission Order automatically creates the corresponding test on each athlete tree.

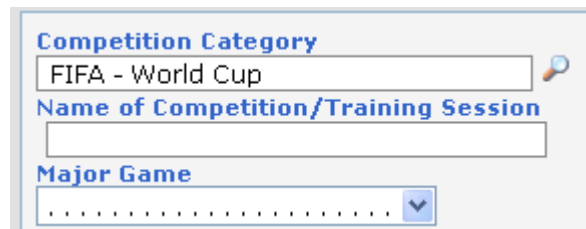
1. Login as a regular user
2. Select **Mission Order Management**



3. Click on **Add a Mission Order**



4. Select the related Major Game if applicable: all fields will be populated.
5. Select a Competition: to select the international competition in which the mission order is taking place (examples: FIFA –World Cup, IAAF – World Athletics Series). There are no restrictions when selecting a competition category. [see the section below for how to edit the categories]



6. Complete all mandatory fields (*)
 - a. Test Type: In or Out of competition
 - b. Start and End date of the testing Period
 - c. Test Authorized by^{*2}: Anti-Doping Organization that ordered the test.
 - d. Sample Collection Authority (see footnote 1): Organization in charge of the sample collection.
 - e. Result Management Authority (see footnote 1): Organization in charge of the result Management process
 - f. Test coordinator: this field was added to ease the data entry for third parties.
Example: CCES is running a test on behalf of ANADO for ICF. The Testing authority will be ICF, Sample Collection Authority CCES, Result Management ICF and Test Coordinator ANADO.

7. **Save**

² Enter the first 3 letters of the organization name (acronym, country, and city) and press the magnifying glass to get the proposed organization. If the organization you are looking for is not there send an email to adams@wada-ama.org. Organizations with their status set as "In creation" or "Retired" can no longer be set as a TA, SCA, RMA or Test Coordinator.

Mission Order
cancel
save

ADAMS Mission Order#	Date Issued	ADO Reference# <input style="width: 90%;" type="text"/>
----------------------	-------------	--

Description of Mission

<p>Name of Competition/Training Session</p> <input style="width: 95%;" type="text"/> <p>Major Game</p> <input style="width: 95%;" type="text" value="2007 PAN AM Games"/> <p><input type="checkbox"/> pre-gaming</p>	<p>Test Type*</p> <p><input checked="" type="radio"/> In Competition</p> <p><input type="radio"/> Out of Competition</p>	<p>Period From*</p> <input style="width: 80%;" type="text" value="09-May-2007"/> <p>Period To*</p> <input style="width: 80%;" type="text" value="09-May-2007"/>
---	---	---

Country of Mission <input style="width: 95%;" type="text" value="BRAZIL"/>	Region of Mission <input style="width: 95%;" type="text" value="....."/>	City of Mission <input style="width: 95%;" type="text" value="Rio de Janeiro"/>
--	--	---

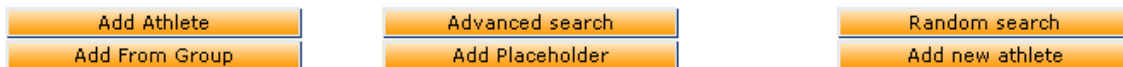
<p>Test Authorized By</p> <p>PASO - PASO/Organizing Committee for Rio 2007</p> <p>Sample Collection Authority*</p> <input style="width: 95%;" type="text" value="WADA - World Anti-Doping Agency"/> <p><input type="checkbox"/> Grant write access to SCA</p> <p>Result Management Authority*</p> <input style="width: 95%;" type="text" value="PASO - PASO/Organizing Committee"/>	<p>Send Notification of Results to : select</p> <div style="border: 1px solid #ccc; height: 80px;"></div>
--	---

13.1.1 ADDING ATHLETES TO THE MISSION ORDER

Once the skeleton of the mission order has been created, the next step is to add athletes or placeholders to the mission order. A placeholder is used to describe an athlete, who has not yet been explicitly selected, for example, "First Place," "Second Place," "Random Athlete," etc.

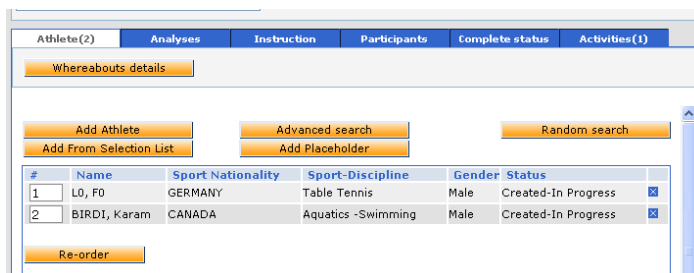
You can also create an athlete record directly from a Mission Order. This function will check ADAMS for suspected duplicate records; if one or more are found; the user has the option to work with one of the records shown or to continue creating the new athlete record. Note that the mission order must first be saved to perform this function.

Now athletes can also be added based on teams they belong to. The Add From Selection List button has been renamed to Add From Group.

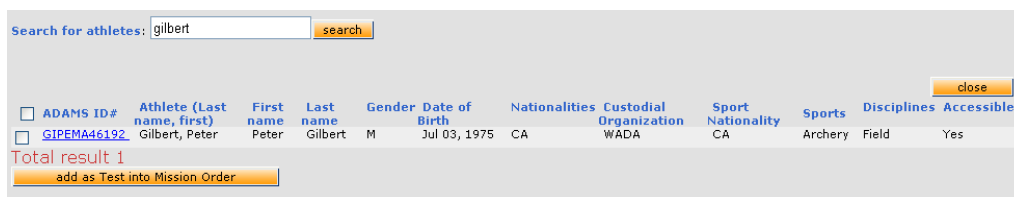


13.1.2 USING ATHLETE'S SEARCH

1. Select the "Athlete" tab.

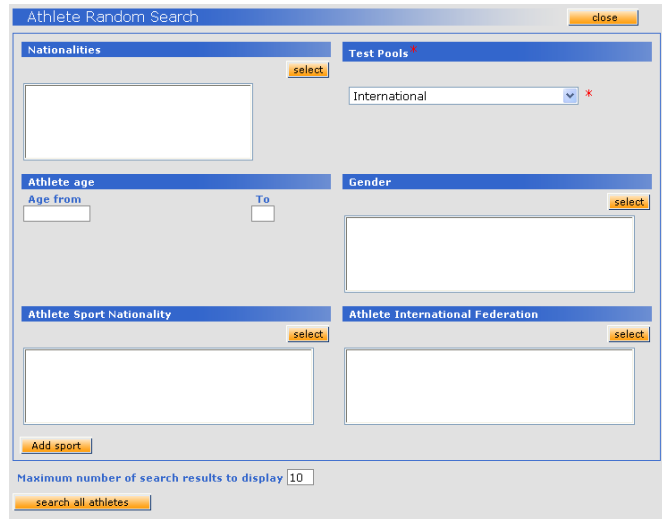


2. To add a specific athlete to the Mission Order, click the **Add Athlete** button. A dialog will be displayed allowing you to search for an athlete. Valid search criteria are any part of the athlete's name or the ADAMS athlete ID.



13.1.3 USING ADVANCED SEARCH

1. Alternatively, you can run an Advanced Search and select athletes to be included in the Mission Order via a variety of search criteria.
2. To run a Random Search in order to populate the Mission Order. Click the **Random Search** button. This button generates a search screen that you can use to randomly select an athlete or a group of athletes for the Mission Order.



13.1.4 USING SELECTION LISTS/GROUPS

- To add an athlete from a Selection List/Group, click the **Add from Group** button. All available selection lists and whereabouts teams will be displayed in a pop up window.

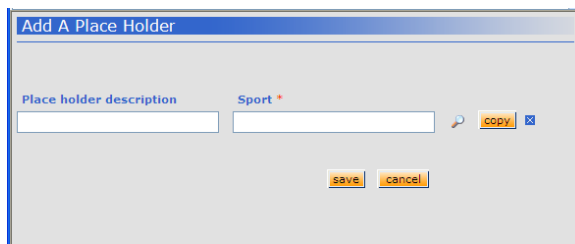
Name	Description	No. of Athletes	Starting Date	End Date
Rugby Union Selection List		5	18-Jul-2005	24-Jul-2005
Canadian Sailors	International Level Sailors in2 Canada		18-Jul-2005	24-Jul-2005
Basketball List		4		

- Click on the link of the group you wish to access. Then place a tick next to the athletes you wish to add to the Mission Order and click Add as Test into Mission Order button. If a selected athlete is already in the mission order, ADAMS will not add that athlete a second time.

Athlete (or placeholder)
 L10, F10 (Basketball)
 L11, F11 (Basketball)
 L12, F12 (Basketball)
 L13, F13 (Basketball)

13.1.5 USING PLACEHOLDERS

- To add a placeholder, click **Add Placeholder** button. Select a description for the placeholder and the sport/discipline (if known).

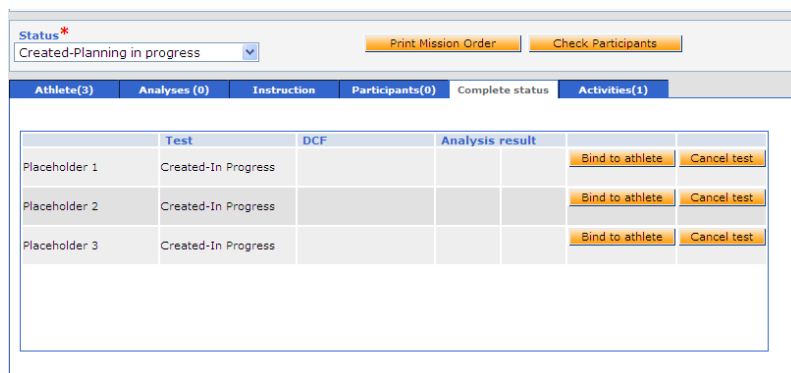


Add A Place Holder

Place holder description

Sport *

2. To bind an athlete to the placeholder:
 - a. Search the Mission order
 - b. Go to the "Complete Status" tab



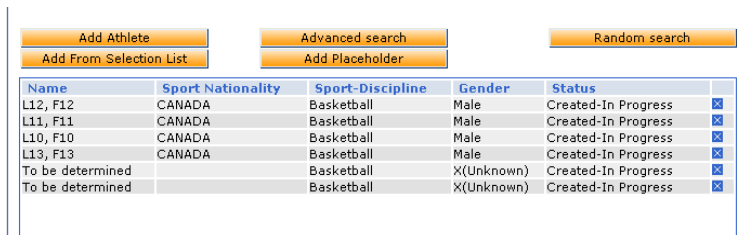
Status*
Created-Planning in progress

Athlete(3) **Analyses (0)** **Instruction** **Participants(0)** **Complete status** **Activities(1)**

	Test	DCF	Analysis result		
Placeholder 1	Created-In Progress			<input type="button" value="Bind to athlete"/>	<input type="button" value="Cancel test"/>
Placeholder 2	Created-In Progress			<input type="button" value="Bind to athlete"/>	<input type="button" value="Cancel test"/>
Placeholder 3	Created-In Progress			<input type="button" value="Bind to athlete"/>	<input type="button" value="Cancel test"/>

- c. Click on "Bind to athlete" button
- d. Search for the athlete, select and bind to athlete.

You may delete an athlete or placeholder by clicking on the "X" at the end of each line.



Name	Sport Nationality	Sport-Discipline	Gender	Status	
L12, F12	CANADA	Basketball	Male	Created-In Progress	<input type="button" value="X"/>
L11, F11	CANADA	Basketball	Male	Created-In Progress	<input type="button" value="X"/>
L10, F10	CANADA	Basketball	Male	Created-In Progress	<input type="button" value="X"/>
L13, F13	CANADA	Basketball	Male	Created-In Progress	<input type="button" value="X"/>
To be determined		Basketball	X(Unknown)	Created-In Progress	<input type="button" value="X"/>
To be determined		Basketball	X(Unknown)	Created-In Progress	<input type="button" value="X"/>

If you need to view the Whereabouts details for an athlete, click on the Whereabouts Details button.



whereabouts report criteria

Starting Date: 01-Sep-2005

Expiry Date: 30-Sep-2005

Athletes *

Select the athlete who's Whereabouts you need to check and click **View**. You will see a detailed report on their Submitted Whereabouts. Beware - this report will cover the entire period of the mission order, so it could be lengthy.

Period covered by this report: 01-Sep-2005 / 30-Sep-2005 <input type="button" value="print"/> <input type="button" value="close"/> 						
F10 L10 Sport: Basketball Gender: Male Mission Order #: N-20491 <div style="text-align: right;">Generated on: 18-Jul-2005</div>						
Suitable for test	Label	Start time End time	Category	Location	Phone numbers	Group - Organization!!!
Monday, 05-Sep-2005	suitable Pre Season Training Camp	all day -	Training Location	Bramford Ontario CANADA		Basketball Team 1 - WADA
Tuesday, 06-Sep-2005	suitable Pre Season Training Camp	all day -	Training Location	Bramford Ontario CANADA		Basketball Team 1 - WADA
Wednesday, 07-Sep-2005	suitable Pre Season Training Camp	all day -	Training Location	Bramford Ontario CANADA		Basketball Team 1 - WADA
Thursday, 08-Sep-2005	suitable Pre Season Training Camp	all day -	Training Location	Bramford Ontario CANADA		Basketball Team 1 - WADA

13.1.6 CREATE A NEW ATHLETE IN THE MO

You can also create an athlete record directly from a Mission Order using the button **Add new athlete**

13.2 SELECTING THE ANALYSES TYPES

This section of the mission order is used to specify the types of samples that will be collected from the athlete (e.g. urine, blood); any special analyses that must be performed by the lab (e.g. EPO, IRMS, HBOCS, etc.), and the labs that should be used.

1. Click the Analyses tab.
2. Click the **Add Analysis** button.

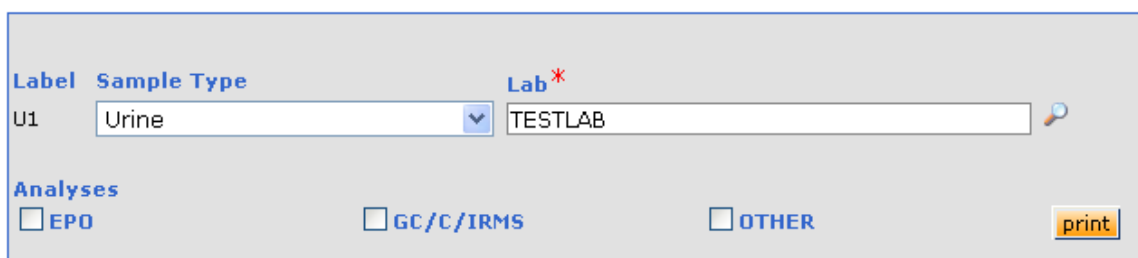
Athlete(3)	Analyses	Instruction	Participants(1)	Complete status	Activities(1)								
<table border="1"> <tr> <td> Sample Type Urine <input type="button" value="v"/> </td> <td> Analyses <input type="checkbox"/> EPO <input type="checkbox"/> IRMS <input type="checkbox"/> OTHER <input type="button" value="x"/> </td> </tr> <tr> <td> Lab LSAD - Lausanne, SWITZERLAND <input type="button" value="v"/> </td> <td></td> </tr> <tr> <td colspan="2"> Notes/Analyses Instructions <div style="border: 1px solid gray; height: 40px;"></div> </td> </tr> <tr> <td colspan="2" style="text-align: center;"> <input type="button" value="Add Analyses"/> </td> </tr> </table>						Sample Type Urine <input type="button" value="v"/>	Analyses <input type="checkbox"/> EPO <input type="checkbox"/> IRMS <input type="checkbox"/> OTHER <input type="button" value="x"/>	Lab LSAD - Lausanne, SWITZERLAND <input type="button" value="v"/>		Notes/Analyses Instructions <div style="border: 1px solid gray; height: 40px;"></div>		<input type="button" value="Add Analyses"/>	
Sample Type Urine <input type="button" value="v"/>	Analyses <input type="checkbox"/> EPO <input type="checkbox"/> IRMS <input type="checkbox"/> OTHER <input type="button" value="x"/>												
Lab LSAD - Lausanne, SWITZERLAND <input type="button" value="v"/>													
Notes/Analyses Instructions <div style="border: 1px solid gray; height: 40px;"></div>													
<input type="button" value="Add Analyses"/>													

3. Select the first sample type from the pick list (Urine or Blood).

4. Indicate the specific analysis that the laboratory should perform on the sample by checking the correct box (es).
5. Enter the first 3 letters of the lab acronym, country, city and press the magnifying glass to get the list of accredited laboratories corresponding to your request.
6. Complete by entering any special instructions to the lab in the space provided.
7. At this point, you may add an additional sample(s) or proceed to the next step.
8. Samples for analysis may be deleted by clicking on the “X” to the right of the line.

Every analysis will automatically be granted a new identification label.

Urine sample labels will begin with U (U1, U2, and so on), blood samples with B (B1, B2, and so on) and blood passport samples with BP.



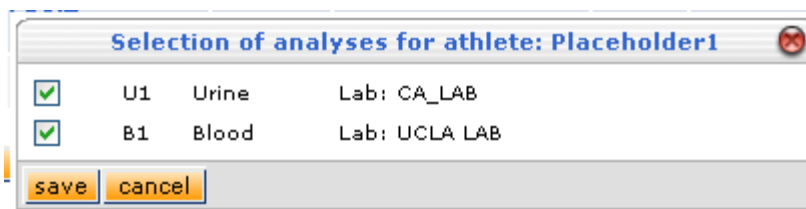
The screenshot shows a form with the following fields and options:

- Label:** U1
- Sample Type:** Urine (dropdown menu)
- Lab*:** TESTLAB (text input with a magnifying glass icon)
- Analyses:**
 - EPO
 - GC/C/IRMS
 - OTHER
- print** button

These labels are then used in the new Analyses column in the athlete tab to quickly view which analysis is assigned to which athlete.

#	Name	Sport Nationality	Analyses	Sport-Discipline	Gender	Status	Age	Disabilities
1	Placeholder1		U1; B1	Ice Hockey Ice Hockey	Male	In Creation		 

Clicking on the link in the Analyses column will then bring a popup that can be used to quickly add or remove samples to or from the athlete.



The popup window is titled "Selection of analyses for athlete: Placeholder1" and contains the following information:

- U1 Urine Lab: CA_LAB
- B1 Blood Lab: UCLA LAB

Buttons: **save** **cancel**

Finally new controls have been added at the bottom of each analysis to apply the analyses to or remove it from every athlete on the mission order.

<input checked="" type="checkbox"/> Apply this analysis to all new athletes that get added to Mission Order		
For athletes who are currently on this Mission Order :	<input type="button" value="Apply to all"/>	<input type="button" value="Remove from all"/>

It is also possible to specify, using the checkbox, if the analysis will be applied to athletes as they are added to the mission order.

13.2.1 NOTIFICATION OF SAMPLE COLLECTION TO LAB

ADAMS can generate a “Lab Advice” for at the same time a Mission Order is generated. The buttons (s) to generate this PDF form(s) are located beside the lab filed name on the Mission Order page.

This form contains information relevant to the Labs, such as the number of samples to expect the date range of the sample collection, and the analyses (e.g. EPO) which are required on this form, which can be printed, saved, or e-mailed directly from Adobe Acrobat Reader.

Multiple notification form can be generated in the event that multiple sample types are to be sent to different labs (e.g. urine sent to Lab “A” and blood sent to Lab “B”).

13.3 SELECTION POLICY AND ADDITIONAL INSTRUCTIONS

A space has been provided to describe the selection policy used and to provide additional instructions to the DCO. These fields will also be printed on the mission order.

1. Click the “Instruction” tab.
2. Complete the two fields as necessary.

Athlete(3)	Analyses	Instruction	Participants(1)	Complete status	Activities(1)
<p>Status Instruction/Additional Information</p> <p>Any instructions or additional information are typed here.....</p>					
<p>Selection Policy Used/Details of Selection</p> <p>Details of selection or selection policy are typed here....</p>					

13.4 DCO MANAGEMENT

New functionality allows an organization to more effectively manage its pool of Doping Control Officers. Test planning and logistics can now be split among separate groups of users. Additional reports were developed to manage work allocation for missions and report on accepted and rejected missions.

- . Logistics teams. Organization administrators can create a restricted “logistics role” with limited access to ADAMS (for example: athlete search, mission order activity, logistics, demographic reader, and Whereabouts reader).
- a. DCO Register. Organization administrators can create dedicated DCOs (or Lead DCO) which can also fulfill other roles in a test mission (such as chaperone, witness, etc). The DCO should also appear as a Mission Order participant.
- b. Exclusion Sports. DCOs and participants can be excluded from participating in missions where a potential conflict exists by listing those sports that the participant should not attend to. Athletes and participants are automatically cross-checked when the mission order is issued and a warning is given to the test planner or logistic team member should a potential sport conflict exist. There is a button to perform this cross-check manually as well.
- c. DCO and Participant arrival times. The test planner can specify the times that the DCO and participants are expected to arrive at the venue.
- d. Date-based security access. The Lead DCO only has access to the mission order for the period of the mission if she/he has confirmed their participation in the mission.

The test and DCF data entry remains the same except for the Major Game fields.

13.5 PARTICIPANTS

A space has been provided to list any additional participants relevant to the mission order. Participants, other than the DCO, could be chaperones, witnesses, etc. This information is not mandatory but will be kept and carried in the system to ease data entry requirements on the DCF.

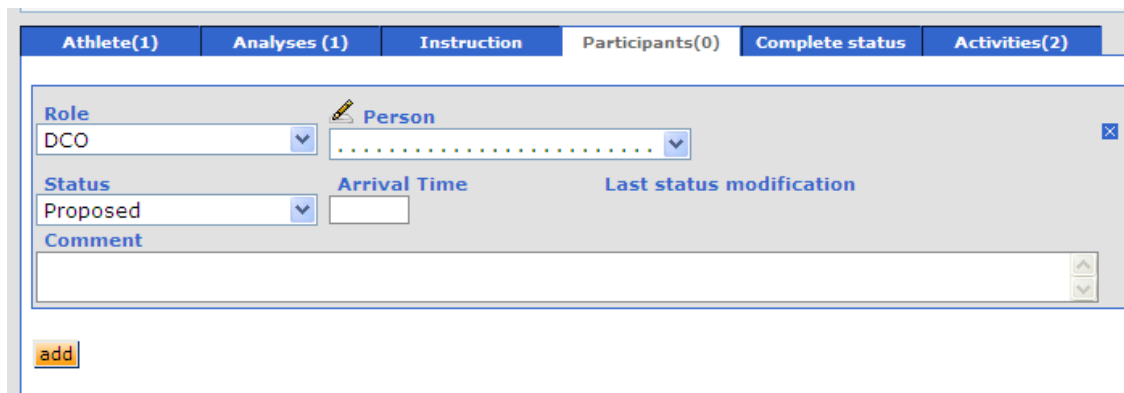
The participant list shows the appropriate participants, according to their role (e.g. chaperone) at the top of each participant list to speed data entry; however, any participant may be selected. ADAMS can also now record the identity of participants who do not have records in ADAMS by clicking on a direct entry tool (the pencil). The participant must be created by your organization administrator first.

Resourcing status: The Lead DCO and participants each have resourcing states in ADAMS:

- Proposed: The person is proposed to participate in the mission
- Requested: The person has been contacted and asked to participate in the mission.
- Confirmed: The person has confirmed their attendance
- Rejected: The person has indicated that they will not participate in the mission.

These states are stored in ADAMS and can be reported. Participants who have rejected missions are not shown to the Lead DCO.

1. Click the **Add Participant** button.
2. Select the role of the participant from the pick list.
3. Enter the participant’s first and last name or pick one from the list (The list included the participant that were created by your ADAMS administrator).



The screenshot shows the ADAMS interface with the 'Participants(0)' tab selected. The form contains the following elements:

- Role:** A dropdown menu with 'DCO' selected.
- Person:** A text input field with a pencil icon and a dropdown arrow, currently empty.
- Status:** A dropdown menu with 'Proposed' selected.
- Arrival Time:** An empty text input field.
- Last status modification:** An empty text input field.
- Comment:** A large text area for entering notes.
- add:** A yellow button with the text 'add' at the bottom left.

4. At this point, you may add additional participants or delete them by clicking on the “X” at the end of each line.
5. Ensure that any changes to the mission order record are saved by clicking the “Save” button once the record is complete. If you intend to be away from the computer for more than 30 minutes, you should also save the record or any changes will be lost.

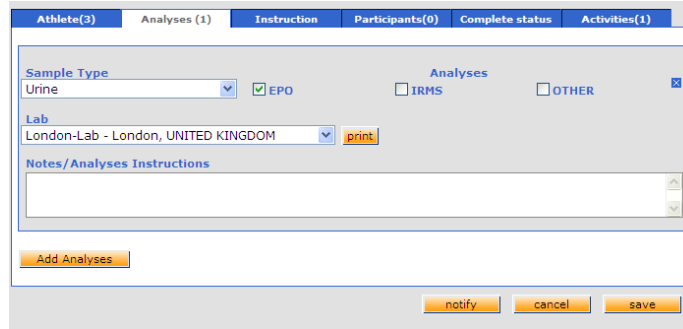
13.6 ISSUING A MISSION ORDER AND CONFIRMING ATHLETE WHEREABOUTS

The final step to creating a mission order is to issue and print it.

1. Change the status of the mission order to **Issued** and click **save**. This changes the status of the associated tests to change from “Created” to “Planned.”
2. Click on **Print Mission Order** to generate a copy of the mission order suitable for printing. Print the mission order using “File -> Print” from your browser. The printouts can now include photos of the athlete if they have one in their demographic page. This feature is only available in Mission Orders with 36 athletes or less.
3. You may generate an athlete whereabouts report for all specifically-named athletes on the mission order by clicking the **Generate Whereabouts Report** button.

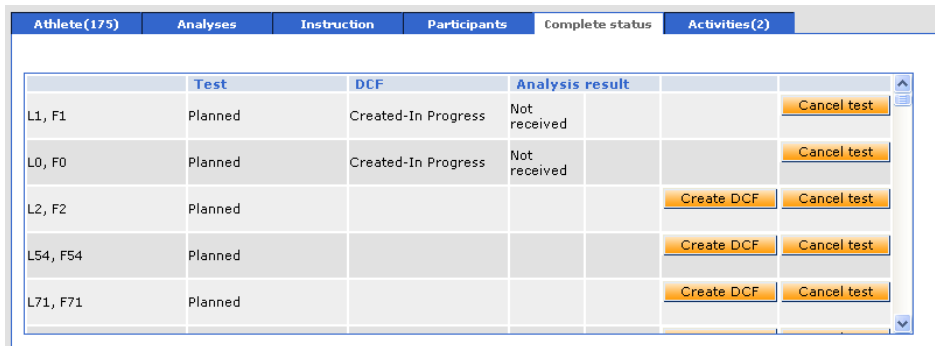
Additional Mission Order statuses: These statuses have been added to support a separate logistics team:

- “Created – Planning in progress”: The Mission Order is not yet ready to be staffed and is not yet visible to the logistics team
- “Created – Resource assignment underway”: The logistics team now has access to the mission order for staffing purposes. They may only assign a Lead DCO and participants; other sections of the record are locked to the logistics team.
- “Issued”: Test planning is complete; resource assignment is complete; the Lead DCO will receive a notification that she/he now has access to download and print the mission order.



13.7 COMPLETE STATUS

The Complete Status tab on a Mission Order gives you a quick overview of the status of your planned tests.



Test	DCF	Analysis result
L1, F1	Created-In Progress	Not received
L0, F0	Created-In Progress	Not received
L2, F2		
L54, F54		
L71, F71		

As well you can generate a Doping Control Form or Cancel a Test from this grid.

It is worth noting that you can report a Missed Test from a Mission Order. You do this by clicking on the test and setting the status to “Close - Sample(s) not collected” and then set the sub-status to “Missed Test”. However the system does not automatically generate a Whereabouts Non Conformity, the user must generate that record as a result of a missed test.

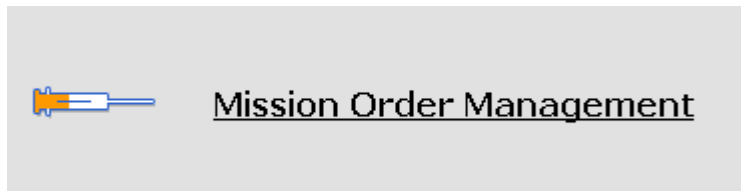
13.8 COPYING A MISSION ORDER

- It is now possible to copy certain fields of an existing mission order into a new mission order. To do this simply click on the Copy button which appears on the header when displaying the mission order in view mode.
- When copying a mission order only the following fields will be copied:
 - Description
 - Name of competition

- Major Game
- Test Type (In/Out of competition)
- Period From and Period To
- Country, Region and City
- Test Authorized By
- Sample Collection Authority
- Grant write access to SCA checkbox
- Result Management Authority
- Test Coordinator
- List of in “Send Notification of Results to”
- All fields in the Analysis tab
- All fields in the Instruction tab

How to copy a MO?

1. Go to Mission Order Management



2. Select the Mission you would like to copy

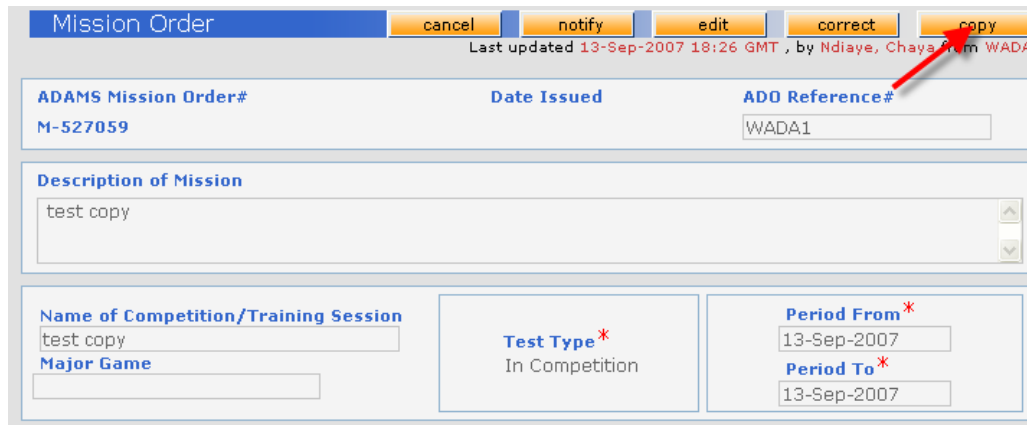
Mission Order Management Add a Mission order

Enter the mission order or leave blank for all mission orders.

More than 100 records found. Please refine your search.

ADAMS Mission Order#	Test Authorized By	Description of Mission	Date Issued	Start date	City of Mission	Status
M-52705	ICF	test copy		13-Sep-2007	test copy	In Creation-Planning in progress

3. Click Copy



Mission Order

cancel notify edit correct **copy**

Last updated 13-Sep-2007 18:26 GMT, by Ndiaye, Chaya from WADA

ADAMS Mission Order# M-527059

Date Issued

ADD Reference# WADA1

Description of Mission

test copy

Name of Competition/Training Session

test copy

Major Game

Test Type*
In Competition

Period From*
13-Sep-2007

Period To*
13-Sep-2007

4. Enter any information required.

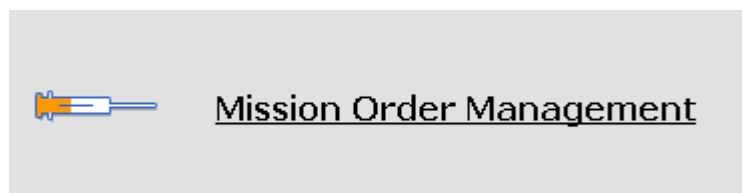
13.9 DELETING A MISSION ORDER

- The delete mission order functionality has been expanded for users with the corrector role. When deleting a mission order, the user now has the option to either delete all or to detach tests associated with the mission order.
 1. The detach option deletes the mission order. However every test and DCF that was associated with the mission order is kept in the system, the only difference being that the Mission Order# field will be blank.
 2. The Delete All option will attempt to delete all tests and Doping Control Forms associated with the mission order as well as the mission order itself. The only tests/Doping Control Forms that do not get deleted are when an AAF is associated with the DCF. When selecting this option, a summary screen is displayed showing which tests will be deleted and which one will remain if the user wishes to continue.

How to delete?

- You can only delete a Mission Order if you are the Testing Authority

1. Go to Mission Order Management



2. Select the Mission you would like to delete

Mission Order Management Add a Mission order

Enter the mission order or leave blank for all mission orders.

More than 100 records found. Please refine your search.

ADAMS Mission Order#	Test Authorized By	Description of Mission	Date Issued	Start date	City of Mission	Status
M-52705	ICF	test copy		13-Sep-2007	test copy	In Creation-Planning in progress

3. Click **Correct**

Mission Order cancel print notify edit correct copy

Originally created 04-Jun-2007 20:02 GMT , by Ndiaye, Chaya from PASO
Last updated 04-Jun-2007 20:06 GMT , by Ndiaye, Chaya from PASO

ADAMS Mission Order#	Date Issued	ADO Reference#
M-524350	04-Jun-2007	<input type="text"/>

Description of Mission

4. Select **Delete the Mission Order** and next

Delete the mission order

next cancel

5. Select:

- a. Delete all to delete the Mission Order and all related data

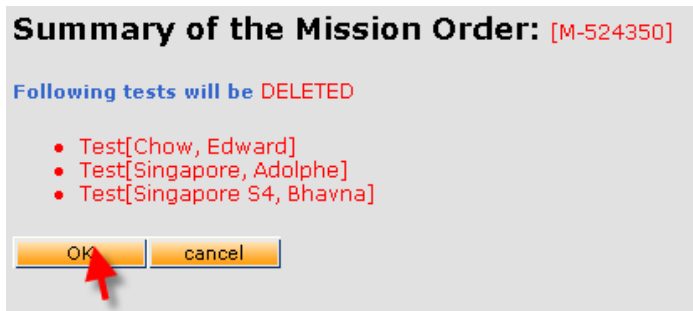
Delete the mission order

You are about to delete a Mission Order.
Press "Delete All" to deleted the Mission Order and all related data (Tests/DCFs);
Press "Detach" to deleted the Mission Order and detach related tests and DCFs.
Press "cancel" to abort

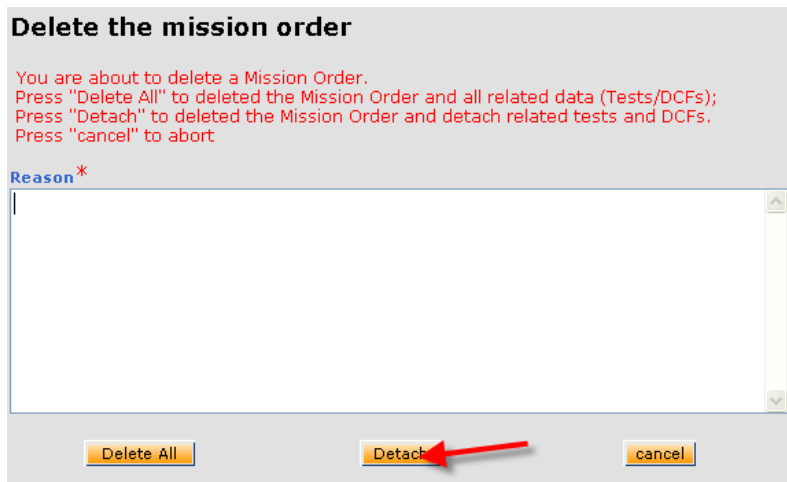
Reason*

Delete All Detach cancel

- The system will list all related data that will be deleted. Press **OK**



- b. Detach: to delete on the Mission Order and keep the related data



13.10 PRINTING

A new feature has been added that allows ADAMS users to easily print out the page being displayed on screen including displaying the data within the tabs one after the other. This provides a simple way to create a hard copy of a record in the system.

- Simply click on the print button that appears when viewing a record in either view or edit mode. Your computers print dialog box will then appear (adjusting the left and right margins may be necessary to ensure the page does not get cut off). The data will be printed out as a screenshot of what appears on screen.
- Please note that when printing in edit mode, the printout will be exactly as it appears on the screen even if it the data hasn't been saved. To be sure that the data printed is what is in the system, it is recommended to print in view mode only.
- The pages that have this feature are:
 - TUE
 - Mission Order
 - Location Descriptors

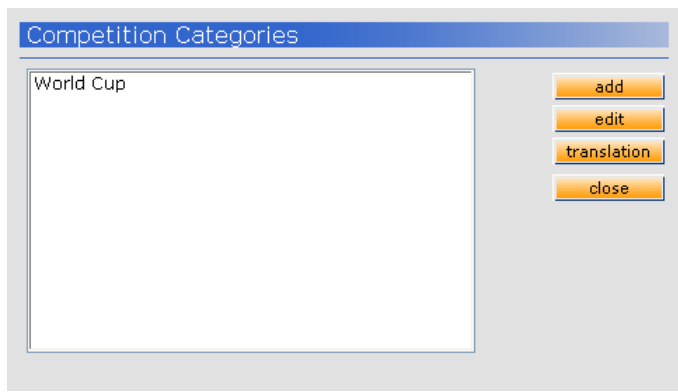
- DCF
- Test
- AAF
- Whereabouts non-conformities
- ADRV
- Sanction
- Lab results

13.11 HOW TO EDIT THE PICK-LIST OF COMPETITION CATEGORIES

Every administrator of an International Sporting Federation (IF) has the ability to create competition categories to be used in mission orders. To add or edit a competition category, simply click on the Competition Categories link in the administrator’s MyZone Page.



A popup will then appear where you can add or edit entries.



Add Competition Category

Competition Category *

Specific Code

The only required field is the name of the Competition Category. There is no need to add the short name of the organization as ADAMS will automatically display it in the Mission Orders.



The specific code is an optional field. It is a unique identifier that can be assigned to the Competition Category.

It is also possible for the ADAMS administrator to enter competition categories on behalf of an IF.

13.12 VIEWING A TEST FROM A MO

When viewing a test from a mission order, the test will now be displayed in a popup. This will allow the user to still have access to the mission order while viewing the test. If the user decides to edit the test, then the popup will close and the test will appear in the main window.

14 ANTI-DOPING TESTS

Anti-Doping Tests are automatically created in the system by mission orders, and initially have a status of “Created.” When the mission order is issued, the test status will change to “Planned.”

Planned tests on an athlete tree are visible to an NADO or an IF; they are never visible to the athlete, even if the test specifies advance notice.

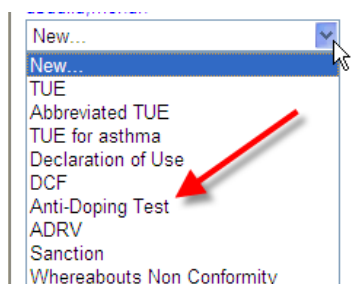
Tests may also be created manually on the tree without requiring a mission order.

If a test is not completed (e.g. a sample is not collected for whatever reason), the test must be closed out on the tree with the appropriate status.

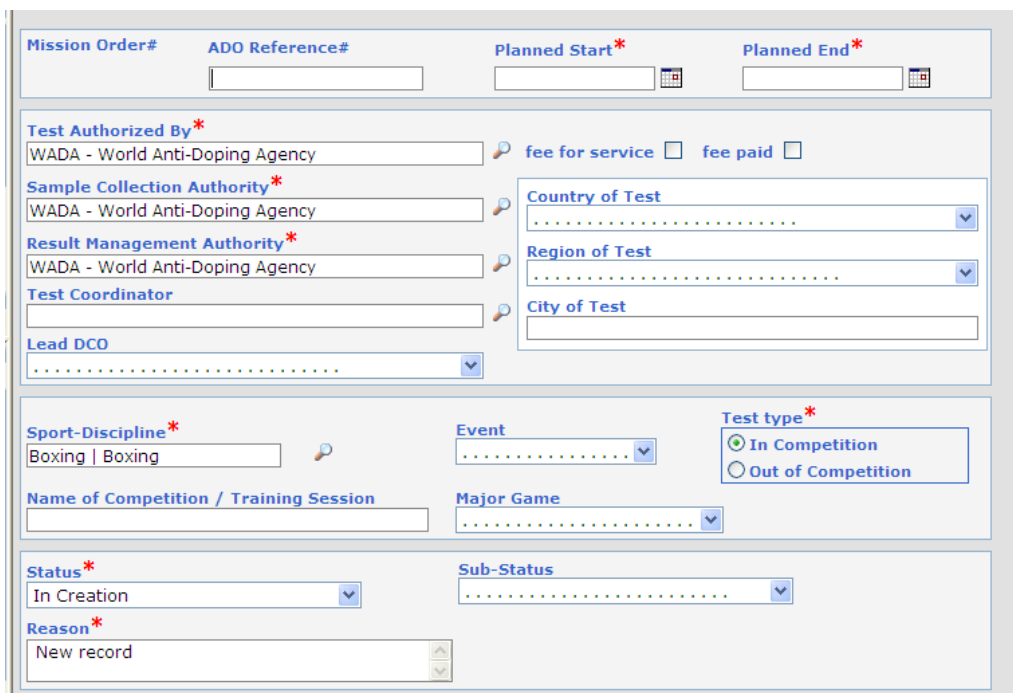
14.1.1 CREATING A MANUAL ANTI-DOPING TEST

The following steps are used to create a manual anti-doping test on a specific athlete tree:

1. List or search for an athlete in the athlete search pane. Select the athlete to display his or her athlete tree.
2. Select “New Anti-doping Test” from the new drop down menu.



3. Fill in the planned date(s) of the test. You may specify a start date and an end date; the more precise the dates (e.g. the smaller the range), the better since larger ranges will result in longer wait times for searching and reporting. If the exact date is known, the start and end date should be the same. Please note that these dates do not restrict the actual sample collection in any way. An *ADO Reference Number* field has been added.



4. Modify the Testing Authority, Sample Collection Authority, Result Management Authority and Test Coordinator ^{3[1]} only if necessary. If the sample collection is not delegated, these fields should remain defaulted to your own organization.

Important Note: If you change the Testing Authority to an organization other than your own, you will lose access to the test!

5. Select a Doping Control Officer. Doping Control Officers are attached to the sample collection authority; if you are delegating the test, you will not have access to the SCA's list of Doping Control Officers. In that case, the SCA will assign a DCO before performing the test.
6. Complete the country, region, and city of the planned test.
7. Fill in the sport and discipline of the athlete being tested.
8. Indicate whether the test is being performed in- or out-of-competition using the radio buttons.
9. Change the status of the test:
 - a. In creation: ongoing data entry
 - b. Planned: the test details are confirmed and details were sent to the Sample Collection Authority. A test status is automatically changed to planned if the associated mission order is issued

^{3[1]} Refer to footnote 1

- c. Complete-Sample-Collected: the test samples were collected. This status will lock the test fields. This status is automatically set when a doping control form is entered.
 - d. Close-Sample not collected: if the samples were not collected
 - e. Cancelled: the record is cancelled. Cancelling a test automatically cancels the associated DCF
10. Create the test by clicking on the **Save** button.

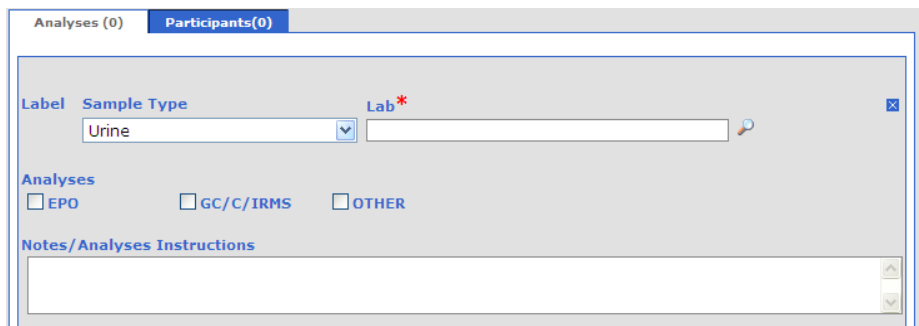
When you save a test for the first time, after saving the record, the Activities tab will be enabled. You can attach any files or documents via the Activities tab. For full details see the section on Attaching Files in ADAMS.

14.1.2 SELECTING THE ANALYSES TYPES

This section of the test record is used to specify the types of samples that will be collected from the athlete (e.g. urine, blood, blood passport ^{4[2]}); any special analyses that must be performed by the lab (e.g. EPO, IRMS, HBOCS, etc.), and the labs that should be used.

1. Click the Analyses tab.
2. Click the **Add Analysis** button.
3. Select the first sample type from the pick list (Urine or Blood).
4. Indicate the specific analysis that the laboratory should perform on the sample by checking the correct box (es).
5. Select the lab that should analyze the sample. Enter the any 2 letters from the country, city, and acronym and press the magnifying glass.
6. Complete by entering any special instructions to the lab in the space provided.
7. At this point, you may add an additional sample(s) or proceed to the next step.
8. Samples for analysis may be deleted by clicking on the “X” to the right of the line.

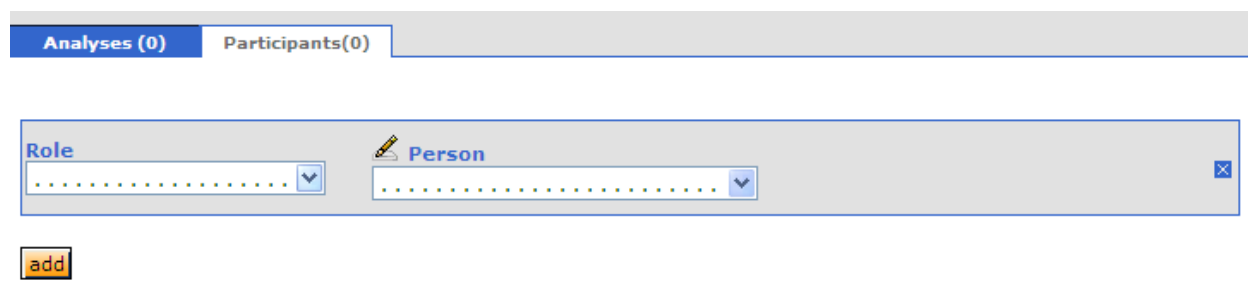
^{4[2]} The blood passport type is used for the biological passport testing. Once this type is selected the list of laboratories will be restricted to the labs entitled to perform that type of analysis.



14.1.3 PARTICIPANTS

A space has been provided to list any additional participants who may assist with the testing effort. Participants, other than the DCO, could be chaperones, witnesses, etc. This information is not mandatory but will be kept and carried in the system to ease data entry requirements on the DCF.

1. Click the “Add Participant” button.
2. Select the role of the participant from the pick list.



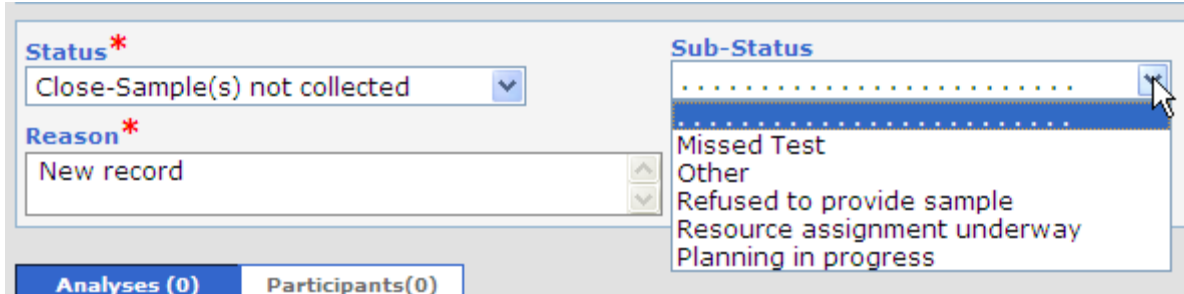
3. Enter the participant’s first and last name.
4. At this point, you may add additional participants or delete them by clicking on the “X” at the end of each line.
5. Ensure that any changes to the mission order record are saved by clicking the **Save** button once the record is complete.

14.1.4 CLOSING AN INCOMPLETE TEST

Incomplete tests, where one or more samples were not collected, need to be “closed out” in ADAMS. This action will cause certain system counters to be adjusted so that reporting and planning figures do not become incorrectly skewed by tests that have never taken place.

1. Change the status of the test to “Close-Samples not collected”
2. Change the sub-status to the relevant one:

- a. Missed test
 - b. Refused to provide sample
 - c. Other
3. Enter an appropriate description in the Reason box (e.g. Athlete no-show).

A screenshot of the ADAMS software interface. It shows a form with three main sections: 'Status*', 'Reason*', and 'Sub-Status'. The 'Status*' dropdown menu is set to 'Close-Sample(s) not collected'. The 'Reason*' text box contains 'New record'. The 'Sub-Status' dropdown menu is open, showing a list of options: 'Missed Test', 'Other', 'Refused to provide sample', 'Resource assignment underway', and 'Planning in progress'. A mouse cursor is pointing at the 'Missed Test' option. At the bottom of the form, there are two tabs: 'Analyses (0)' and 'Participants(0)'. The 'Analyses (0)' tab is currently selected.

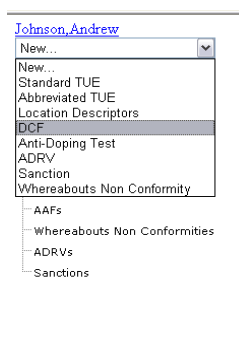
4. Click **Save**.

15 DOPING CONTROL FORMS (TEST DATA ENTRY)
















When a Doping Control Officer (DCO) locates an athlete and receives a sample for the athlete, a DCF must be filled out. This form is used to record information about the Test, including the Sample ID, Participants, and Status. It is also used to match an athlete's positive drug test results to his or her record.

15.1.1 CREATING DCF

1. Go the file tree section.



2. Select DCF from the **New** drop down list.

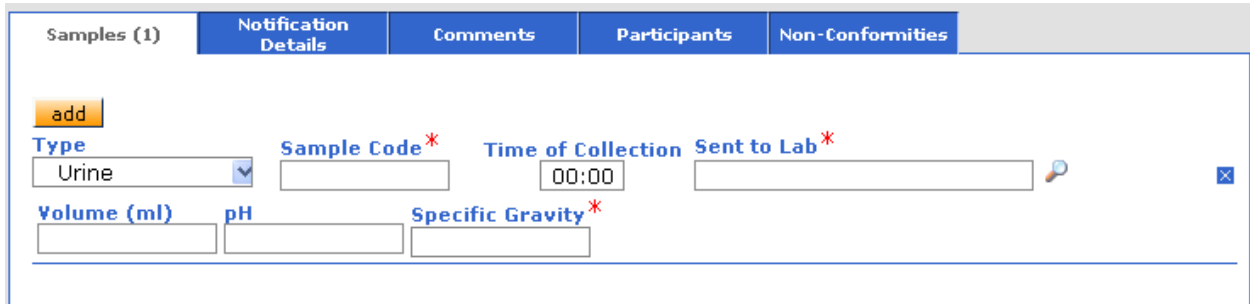
Sport / Discipline Minigolf Minigolf			
Mission Order#	ADO Reference#	Planned Start*	Planned End*
	<input type="text"/>	<input type="text"/> 	<input type="text"/> 
Test Authorized By* <input type="text"/> 		fee for service <input type="checkbox"/> fee paid <input type="checkbox"/>	
Sample Collection Authority* <input type="text"/> 		Country of Test <input type="text"/> 	
Result Management Authority* <input type="text"/> 		Region of Test <input type="text"/> 	
Test Coordinator <input type="text"/> 		City of Test <input type="text"/>	
Lead DCO <input type="text"/> 			
Sport-Discipline* <input type="text"/> 	Event <input type="text"/> 	Test type* <input checked="" type="radio"/> In Competition <input type="radio"/> Out of Competition	
Name of Competition / Training Session <input type="text"/>		Major Game <input type="text"/> 	
Status* <input type="text"/> 		Sub-Status <input type="text"/> 	
Reason* <input type="text"/>			
Analyses (0)		Participants(0)	
<input type="button" value="Add Analyses"/>			
		<input type="button" value="cancel"/>	<input type="button" value="save"/> 

3. Enter Date of Test.
4. Select Test Authorized By.
5. Select Sample Collection Agency.
6. Select Result Management Authority.
7. Select the Test Coordinator
8. Enter the relevant DCO. (Only if you are the Sample Collection Authority).
9. Fill in the relevant Sport. This field is automatically completed based on the athlete sport identity, and can be modified as required.
10. Select the Test Type – In Competition or Out of Competition.
11. Select a Status.

- a. Created-In progress: the record is being completed but is not final.
- b. Complete – Sample (s) Collected: the sample was successfully collected and the data entry is complete.
- c. Cancelled: the data entry is cancelled (but not the test).

12. Fill in the Reason.

13. Then in the Samples tab, click the **Add** button to enter information about the Test Sample. Select Sample Type.



The screenshot shows the 'Samples (1)' tab with sub-tabs: Notification Details, Comments, Participants, and Non-Conformities. An 'add' button is visible. The form contains the following fields:

- Type:** A dropdown menu with 'Urine' selected.
- Sample Code*:** A text input field.
- Time of Collection:** A time input field showing '00:00'.
- Sent to Lab*:** A text input field with a magnifying glass icon and a close button (X).
- Volume (ml):** A text input field.
- pH:** A text input field.
- Specific Gravity*:** A text input field.

14. Fill in Sample Code. This is the Test Kit ID printed on the sample collection vessel.

15. Enter the lab to where the sample is sent. Enter a few characters found in the name of the lab (city, country or acronym) and press enter, or click the magnifying glass.

If more than one match is found, a **Labs** selection list window will pop up.

16. For urine samples, enter the volume and pH if applicable, and the specific gravity. If a volume of less than 90 ml is entered, a message is displayed as a reminder that the volume for such samples should be at least 90 ml.

17. Click **Add** button to enter more samples.

18. Click the **X** button to remove unwanted sample entries.

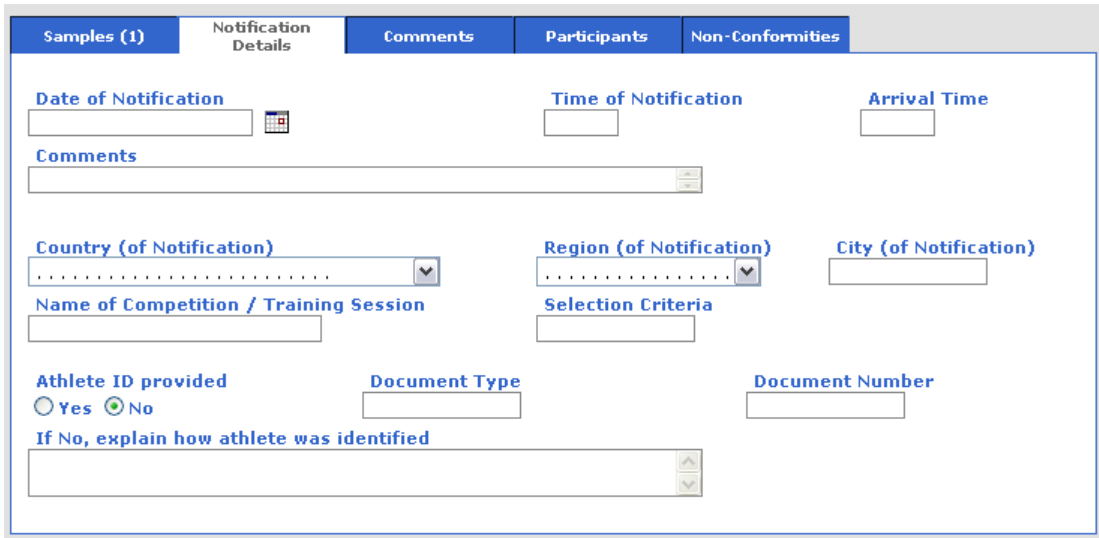
19. Fill in any other available information (more fields are accessible in other tabs).

20. Click on **Save** button.

When you save a DCF for the first time, after saving the record, the Activities tab will be enabled. You can attach any files or documents via the Activities tab. For full details see the section on Attaching Files in ADAMS.

15.1.2 NOTIFICATION DETAILS

To enter Notification Details about the DCF/Test Sample click on the Notification Details tab on the DCF page.



1. Enter Date of Notification.
2. Enter the Country of Notification.
3. Enter the Region of Notification.
4. Enter the City of Notification.
5. Enter any other relevant Notification details and then click the **Save** button.

15.1.3 EDITING A DCF

1. Go to the File Tree area.
2. Click on the + symbol next to DCF.
3. Select the appropriate DCF.
4. Click on the **Edit** button. The page reloads in Edit Mode.
5. Make the appropriate changes. If you change the status you must fill in the reason.
6. Click on the **Save** button.

15.1.4 PRINTING A DCF

You can print a DCF using the "Print" button on the top of the page.

Note: DCFs produced by users from the International Olympic Committee are automatically printed on a specific IOC DCF template.

16 ADVERSE ANALYTICAL FINDINGS

An Adverse Analytical Finding (AAF) is used to record a Lab Result which has been found to contain a prohibited substance. It is created automatically by the system when a lab creates an analysis record that indicates an AAF. The system will automatically attempt to match an AAF lab result to the relevant athlete. The AAF will not become official until the auto-match is confirmed by an ADO or IF user.

Once an AAF has been created it is possible for a user to create additional records in the system related to the AAF. ADAMS will link and display these records automatically.

It also allows users to view summary information surrounding an AAF, such as the related Anti-Doping Rule Violation, or a TUE that may negate the positive sample result by showing prior approval for the use of a specific drug.

Since ADAMS creates AAF's automatically they are only available to edit.

16.1.1 AREAS WITHIN THE AAF

You can view both the relevant DCF and the Lab Result from the AAF page.

Adverse Analytical Finding (AAF)
cancel save

Athlete Johnson, Andrew	ADAMS ID# ADA094850355	Date of birth 20-Jul-1977	Sport Nationality UNITED KINGDOM	Gender Male
Sport / Discipline Football				

Result Management Authority* IAF A - Confirmed By User

Comment

Record visible to athlete Record visible to other relevant ADO

Status* Created **Sub Status**

Links	Departure From Standard(s)	Activities(1)	WADA Only Activities
DCF			
Date of Test 08-Apr-2005	Sport-Discipline Aquatics - Swimming	City	Test Type In Competition view
Lab Result(s)			
Date Reported	Sample Type Urine	Sample Code S-100	A/B A view
Applicable TUE(s) add			
Effective Date	Expiry Date	Substance	
ADRV Create ADRV			

To view the DCF click on the **View link** in the DCF section of the AAF.

Links	Departure From Standard(s)	Activities(1)	WADA Only Activities
DCF			
Date of Test	Sport-Discipline	City	Test Type
08-Apr-2005	Aquatics - Swimming		In Competition view

The DCF will appear in a new window.

Test Data Entry and Doping Control Form

Athlete Johnson, Andrew	ADAMS ID# ADA094850355	Date of birth 20-Jul-1977	Sport Nationality UNITED KINGDOM	Gender Male
-----------------------------------	----------------------------------	-------------------------------------	--	-----------------------

Sport / Discipline

Date of test* 08-Apr-2005	Test Mission Code
Date of Completion 	Time of Completion 00:00

Test Authorized By* WADA	Sample Collection Authority* WADA	Result Management Authority* WADA
DCO Jones, Bob		

Sport Discipline* Aquatics Swimming	Event 400m freestyle Men
Test type* In Competition	Notice No Advance Notice
Comments 	

Status*
Complete

Samples (1)	Notification Details	Comments	Participants	Activities(2)	Non-Conformities
Type* Urine	Sample Code* S-100	Time of Collection 00:00	Sent to Lab* Laboratoire de contrôle du dopage		
Volume A	pH AAF	Specific Gravity Confirmed By User	view		

To view the Lab Results click on the **View link** in the Lab results section of the AAF.

Lab Result(s)				
Date Reported	Sample Type	Sample Code	A/B	Substance
	Urine	S-100	A	view

The Lab Results will appear in a new window.

Lab Results

Status* Submitted	Mission Order 	Sample Code* S-100	Lab Reference #
Test Result* AAF	Sample Type* Urine	Which Sample Sample A	Gender Male
Sample Collection Date* 07-Apr-2005	Date Received by Lab 	Date Results Reported 	
Lab Laboratoire de contrôli	Result Management Authority IAF	ADDS 	
Sport* Aquatics Swimming	Region Central	City 	
Country BOTSWANA			Test type* Out of competition

Analysis Results	Monitored Substances
<input checked="" type="checkbox"/> EPO	<input checked="" type="checkbox"/> IRMS
	<input checked="" type="checkbox"/> OTHER

Analysis Details/Explanation

Prohibited Substance(s) Found

You can attach any files or documents via the Activities tab. For full details see the section on Attaching Files in ADAMS.

16.1.2 EDITING AAF

1. Go to the file tree section.

[Johnson, Andrew](#)
New...

- ⊕ TUEs(3)
- ⊕ Location Descriptors(1)
- ⊕ Whereabouts(3)
- ⊕ DCFs(2)
- Tests(3)
- ⊕ AAFs(1)
- Whereabouts Non Conformities
- ADRVs
- Sanctions

2. Click on the + symbol next to AAF.
3. Select the relevant AAF.

- ⊖ TUEs(3)
- ⊖ Location Descriptors(1)
- ⊖ Whereabouts(3)
- ⊖ DCFs(2)
- Tests(3)
- ⊖ AAFs(1)
 - ⊖ [08-Apr-2005 - Created](#)
- Whereabouts Non Conformities

4. Click on the **Edit** button. The page will reload in Edit mode.

cancel save

Athlete Johnson, Andrew	ADAMS ID# ADA094850355	Date of birth 20-Jul-1977	Sport Nationality UNITED KINGDOM	Gender Male
Sport / Discipline Football				
Result Management Authority* IAF		A - Confirmed By User		
Comment <div style="border: 1px solid #ccc; height: 20px;"></div>				
Record visible to athlete <input type="checkbox"/>		Record visible to other relevant ADD <input type="checkbox"/>		
Status* Created		Sub Status		

Links	Departure From Standard(s)	Activities(1)	WADA Only Activities
DCF			
Date of Test 08-Apr-2005	Sport-Discipline Aquatics - Swimming	City	Test Type In Competition view
Lab Result(s)			
Date Reported	Sample Type Urine	Sample Code S-100	A/B A view
Applicable TUE(s) add			
Effective Date	Expiry Date	Substance	
ADRV Create ADRV			

5. Make the necessary changes. If you change the Matching Status or Status, fill in the corresponding reason.

6. Click on the **Save** button.

16.1.3 ATTACHING TUE(S)

1. With the AAF in **Edit** mode navigate to the TUE section of the page.

[add](#)

Effective Date	Expiry Date	Substance

2. Click on the **Add** button.

3. Tick the checkbox of the TUE's you wish to attach.

Applicable TUE(s)

Effective Date	Expiry Date	Substance
<input type="checkbox"/>		methadone
<input type="checkbox"/> 08-Apr-2005	08-Apr-2006	methadone
<input type="checkbox"/> 08-Apr-2005	08-Apr-2006	inhaled formoterol, inhaled salmeterol

[add](#)

- Click on the **Add** button.
- Click on the **Save** button. The TUE will then be shown on the AAF page.

Applicable TUE(s)			add
Effective Date	Expiry Date	Substance	
08-Apr-2005	08-Apr-2006	inhaled formoterol, inhaled salmeterol	x view

16.1.4 CREATING AN ADRV FROM AN AAF

Refer to the 'Anti-doping Rule Violation' section.

17 ATYPICAL FINDINGS (ATF)

An atypical finding (ATF) is reported by a laboratory through a lab result to indicate that, while there may not be an adverse analytical finding, there may be some suspicion according to the results and that further analysis or investigation should be conducted.

Like the AAF, the ATF is a temporary step in the management of a Lab Result. The support of the ATF in ADAMS is very similar to the AAF.

These two entities mostly differ by their status and permit organizations to take action using pages which are similar.

An ATF record is created when a DCF is matched to a submitted lab result with the test result of ATF. The record is then accessible through the athlete's medical tree under the ATF branch.

Atypical Results Finding(ATF)

[print](#)
[Notify](#)
[Edit](#)

Originally created 18-Dec-2009 21:25 GMT , by AnotherLast, AnotherUser from TESTLAB
Last updated 18-Dec-2009 21:25 GMT , by AnotherLast, AnotherUser from TESTLAB

Athlete Adams, Adam	ADAMS ID# ADADMA98973	Date of birth	Sport Nationality UNITED KINGDOM	Gender Male
-------------------------------	---------------------------------	----------------------	--	-----------------------

Sport / Discipline
Gymnastics | Trampoline

ADAMS ATF#
ATF-2300305

Result Management Authority*
WADA - World Anti-Doping Agency

A - Automatic match(Type III)

Comment

Record visible to athlete

Record visible to other relevant ADD

Status*
Created

Sub Status

Links	Departure From Standard(s)	Activities(0)	WADA Only Activities(0)
DCF			
Date of Test 18-Dec-2009	Sport-Discipline Gymnastics - Trampoline	City	Test Type In Competition view
Lab Result(s)			
Date Reported 18-Dec-2009	Sample Type Urine	Sample Code 777123	Sample A/B A view
Applicable TUE(s)			
Effective Date	Expiry Date	Type	Status
Substance			
ADRV			

[print](#)
[Notify](#)
[Edit](#)

Once investigation of the ATF is complete, the final outcome may be one of the following statuses:

- Complete - Investigation Negative
- Complete – Investigation AAF
- Cancelled

17.1 EDITING AN ATYPICAL FINDING RECORD.

The rules governing the editability and accessibility of an ATF are the same as those of an Adverse Analytical Finding (AAF), which is almost never locked.

As with an AAF, the accessibility check boxes (visible by athlete/relevant org) are editable only if the DCF is complete.

If ATF is cancelled (status is cancelled):

- The ATF status is locked, but the rest of the record is editable.
- It will be impossible to create an ADRV from this ATF. But if an ADRV already exists for the TEST (from another sample), then it is accessible from the ATF

If ATF is marked as negative:

- The ATF is not locked
- It is not possible to create an ADRV from it. But if an ADRV already exists for the TEST (from another sample), then it is accessible from the ATF

IF ATF is marked as positive:

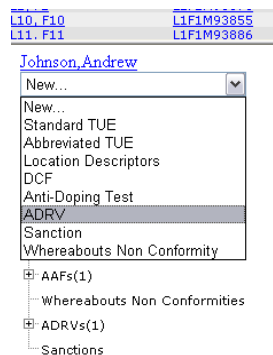
- The ATF is not locked
- It is possible to create an ADRV if there is not already one on the DCF AND if the match with the lab result is confirmed.
- ADAMS does not automatically create an AAF, it is just the status of the ATF which becomes positive and indicates than an AAF was recorded.

18 ANTI-DOPING RULE VIOLATIONS

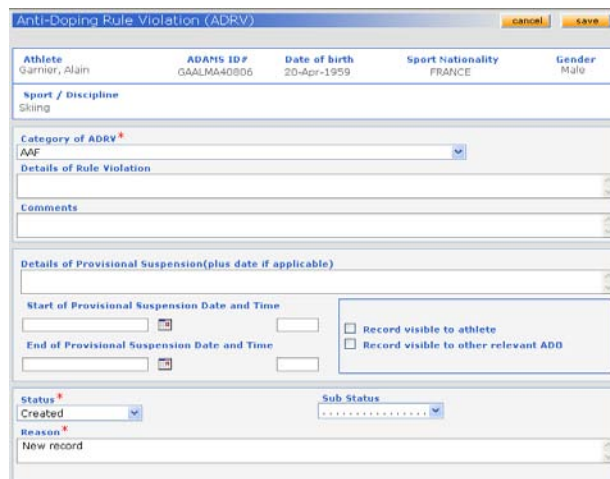
The ADRV is used to record any violations that an athlete has incurred relating to the Standard Doping Procedures. An ADRV can be used to record anything from a drug violation to a missed test violation. It is a centralized area where a description of the violation can be recorded, as well as details of any suspension (if there is one), and a list of sanctions (if there are any).

18.1.1 CREATING AN ADRV

1. Go to the file tree section.
2. Select ADRV from the New drop down list.



3. Select the Category of ADRV.



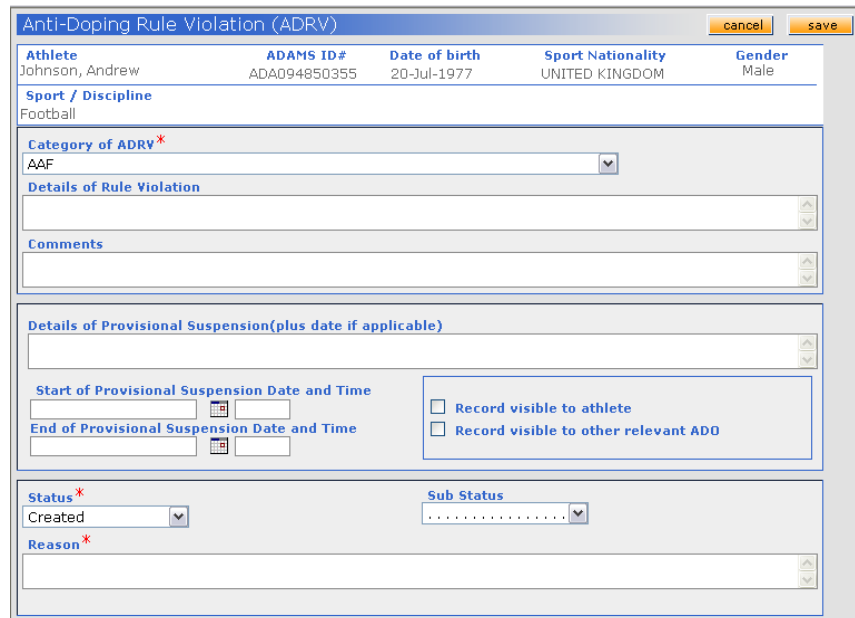
The screenshot shows the 'Anti-Doping Rule Violation (ADRV)' form. At the top right are 'cancel' and 'save' buttons. The form contains the following fields:

- Athlete:** Garnier, Alain; **ADAMS ID#:** GAALMA40806; **Date of birth:** 20-Apr-1959; **Sport Nationality:** FRANCE; **Gender:** Male
- Sport / Discipline:** Skiing
- Category of ADRV*:** AAF (selected in a dropdown)
- Details of Rule Violation:** (text area)
- Comments:** (text area)
- Details of Provisional Suspension (plus date if applicable):** (text area)
- Start of Provisional Suspension Date and Time:** (date and time pickers)
- End of Provisional Suspension Date and Time:** (date and time pickers)
- Record visible to athlete
- Record visible to other relevant ADD
- Status*:** Created (selected in a dropdown)
- Sub Status:** (dropdown menu)
- Reason*:** New record (text area)

4. Select the Status.
5. Fill in any other available information.
6. Click on the **Save** button.

18.1.2 CREATING AN ADRV FROM AN AAF

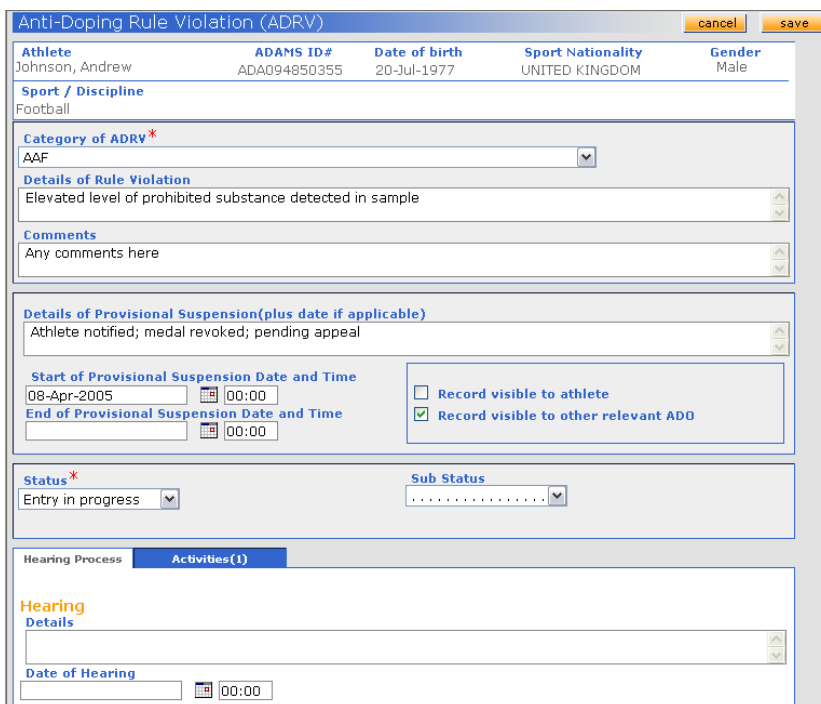
1. Go to the file tree section.
2. Click on the + icon next to AAF.
3. Select the appropriate AAF.
4. Click on the **Add an ADRV** button.
5. Select the Category of ADRV.



The screenshot shows a web form for creating an Anti-Doping Rule Violation (ADRV). The form is titled "Anti-Doping Rule Violation (ADRV)" and has "cancel" and "save" buttons in the top right corner. The form is divided into several sections:

- Athlete:** Johnson, Andrew; ADAMS ID# ADA094850355; Date of birth 20-Jul-1977; Sport Nationality UNITED KINGDOM; Gender Male.
- Sport / Discipline:** Football.
- Category of ADRV*:** AAF (selected in a dropdown menu).
- Details of Rule Violation:** A text input field.
- Comments:** A text input field.
- Details of Provisional Suspension (plus date if applicable):** A text input field.
- Start of Provisional Suspension Date and Time:** A date and time input field.
- End of Provisional Suspension Date and Time:** A date and time input field.
- Record visible to athlete:** An unchecked checkbox.
- Record visible to other relevant ADO:** An unchecked checkbox.
- Status*:** Created (selected in a dropdown menu).
- Sub Status:** (selected in a dropdown menu).
- Reason*:** A text input field.

6. Select the Status.
7. Fill in any other available information.
8. Click on the **Save** button.



When you save the ADRV the Activities tab will be enabled. You can attach any files or documents via the Activities tab. For full details see the section on Attaching Files in ADAMS.

18.1.3 EDITING AN ADRV

1. Go to the file tree section.
2. Click on the + icon next to ADRV.
3. Select the appropriate ADRV.
4. Click on the **Edit** button. The page will reload in Edit Mode.
5. Make the changes. If you change the status, fill in the reason for the change.
6. Click on the **Save** button.

18.1.4 CREATING A SANCTION FROM AN ADRV

Refer to the 'Creating a Sanction from an ADRV' section.

18.1.5 ADRV ACCESS RULES

Anti-Doping Rules Violation records created by an organization with the proper access to an athlete can be viewed by other organizations, as long as:

- the other organization also has the proper access to the athlete data;
- the ADRV Status shows “Entry Complete”;
- The organization that created the ADRV selected the “Record visible to other relevant ADO” checkbox. This last condition does not apply to WADA as they can access completed ADRV for all athletes.

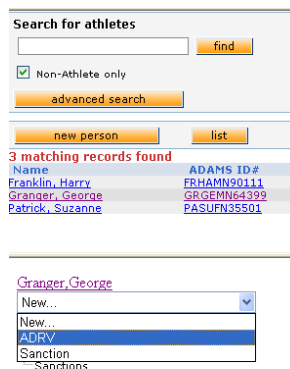
These access rules apply to ADRVs created from an AAF or directly from the athlete tree option.

19 ADRVs FOR NON- ATHLETES

The ADRV is used to record any violations that a non-athlete has incurred relating to the Standard Doping Procedures. A non-athlete ADRV can be used to record anything from assisting an athlete to violate an anti doping rule, to trafficking, possession or sample tampering. It is a centralized area where a description of the violation can be recorded, as well as details of any suspension (if there is one), and a list of sanctions (if there are any).

19.1.1 CREATING AN ADRV

1. Go to the file tree section.
2. Select ADRV from the New drop down list.



The screenshot shows a web interface for searching athletes. It includes a search box, a 'find' button, and a checked checkbox for 'Non-Athlete only'. Below this are buttons for 'advanced search', 'new person', and 'list'. A table displays 3 matching records found, listing names and ADAMS IDs. Below the table, a dropdown menu is open, showing options: 'New...', 'New...', 'ADRV', 'Sanction', and 'Sanctions'.

3 matching records found	
Name	ADAMS ID#
Franklin, Harry	FRHAM90111
Granger, George	GRGEM64399
Patrick, Suzanne	PASUFN35501

3. Select the Category of ADRV.

Anti-Doping Rule Violation (ADRV) cancel save

Non-Athlete Granger, George	ADAMS ID# GRGEMN64399	Date of birth 02-Mar-1977	Sport Nationality	Gender Male
---------------------------------------	---------------------------------	-------------------------------------	--------------------------	-----------------------

Sport / Discipline
Skiing

Category of ADRV*
Assisting (an athlete to violate an anti-doping rule)

Details of Rule Violation
Found to be supplying prohibited substance to athlete.

Comments
ANy comments here...

Details of Provisional Suspension(plus date if applicable)

Start of Provisional Suspension Date and Time
[] []

End of Provisional Suspension Date and Time
[] []

Status*
Created

Sub Status
.....

Reason*
New record

- Fill in any other available information.
- There is a section available to enter details of a related hearing.

Hearing Process

Hearing Details

[]

Date of Hearing [] **Time** []

- Click on the **Save** button.
- Once the ADRV record has been saved then you can also create a Sanction from the ADRV. Also the Activities tab is enabled allowing you to attach any documents or files. Please refer to the section on attaching documents.

Hearing Process **Activities(1)**

Hearing Details

Hearing details entered here.....

Date of Hearing 11-Jun-2005 **Time** 00:00

Sanction(s) Create Sanction

Type	Sanctioned From	Sanctioned To
------	-----------------	---------------



19.1.2 EDITING A NON-ATHLETE ADRV

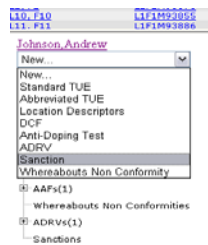
1. Go to the file tree section.
2. Click on the + icon next to ADRV.
3. Select the appropriate ADRV.
4. Click on the **Edit** button. The page will reload in Edit Mode.
5. Make the changes. If you change the status, fill in the reason for the change.
6. Click on the **Save** button.

20 SANCTION MANAGEMENT

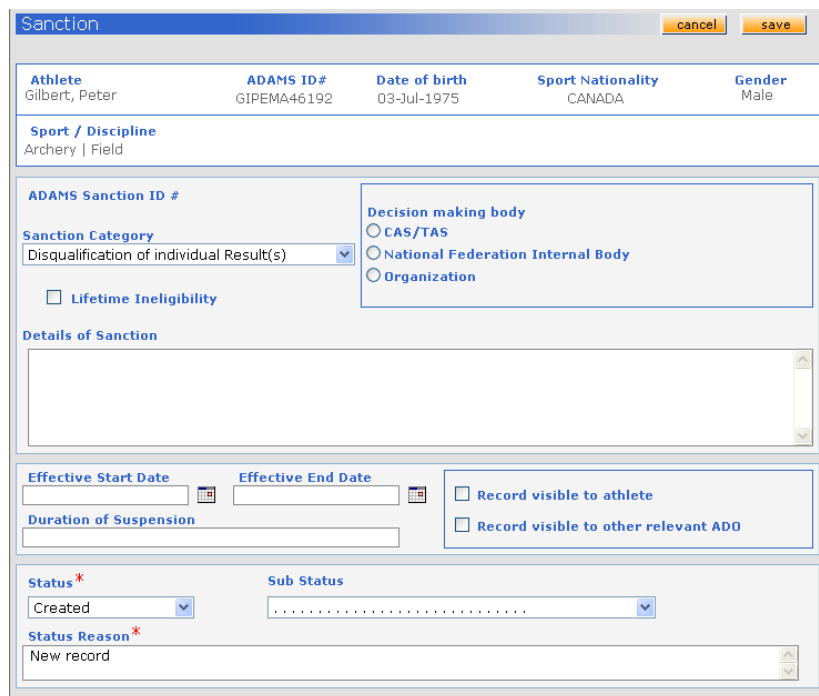
A Sanction refers to any penalty imposed on an athlete for a violation of the Anti-Doping Rules. Sanctions can be imposed for any of the violations that appear on an Anti-Doping Rule Violation page. The Sanction section of ADAMS allows users to list sanctions and access their information.

20.1.1 CREATING A SANCTION

1. Go to the file tree section.
2. Select Sanction from the New drop down list.



3. Select the Sanction Category and indicate the decision making body.



The screenshot shows the 'Sanction' form with the following fields and options:

- Athlete:** Gilbert, Peter
- ADAMS ID#:** GIPEMA46192
- Date of birth:** 03-Jul-1975
- Sport Nationality:** CANADA
- Gender:** Male
- Sport / Discipline:** Archery | Field
- ADAMS Sanction ID #:** (empty)
- Sanction Category:** Disqualification of individual Result(s)
- Decision making body:**
 - CAS/TAS
 - National Federation Internal Body
 - Organization
- Lifetime Ineligibility
- Details of Sanction:** (empty text area)
- Effective Start Date:** (calendar icon)
- Effective End Date:** (calendar icon)
- Duration of Suspension:** (text input)
- Record visible to athlete
- Record visible to other relevant ADD
- Status*:** Created
- Sub Status:** (dropdown menu)
- Status Reason*:** New record

4. Fill in any other available information.
5. Click on the **Save** button.

When the Sanction is first save, you will notice it is assigned a Sanction ID Number.

ADAMS Sanction ID # S-18634

Sanction Category
 Disqualification of individual Result(s)

Lifetime Ineligibility

Decision making body
 CAS/TAS
 National Federation Internal Body
 Organization

Details of Sanction
 Details of sanction are typed here.....

Effective Start Date 06-Jul-2005
Effective End Date 06-Jul-2006

Duration of Suspension
 1 Year

Record visible to athlete
 Record visible to other relevant ADD

Status* Created
Sub Status

Activities(1) **WADA Only Activities** **Appeal process**

Reference date	Activity	Type	Posted by	Last updated
06-Jul-2005	--> Created	creation	Boyd, Nicola	06-Jul-2005 10:38 AM GMT

Also, the Activities tab will be enabled. You can attach any files or documents via the Activities tab. For full details see the section on Attaching Files in ADAMS.

20.1.2 TRACKING AN APPEAL

Once a Sanction record has been created the Appeal Process tab is enabled allowing you to track an appeal against a sanction.

Activities(1) **Appeal process**

Date appeal lodged
 17-May-2005

Appeal Body
 WADA - World Anti-Doping A

Appeal Status
 Appeal in progress

Explanation
 Explanation details here.....

Date of appeal

Appeal Outcome

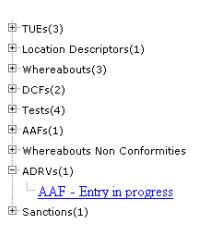
Modification of Sanction

1. Enter the Date the appeal was lodged.
2. Enter the date of the appeal hearing, if known.
3. Enter the Appeal Body.

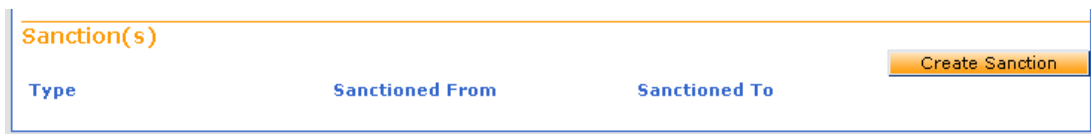
4. Set the current appeal status.
5. Use the Explanation text box to enter relevant information regarding the appeal.
6. When the appeal process is completed there are fields for the Appeal Outcome and Modification of Sanction if that is relevant.

20.1.3 CREATING A SANCTION FROM AN ADRV

1. Go to the file tree section.



2. Click on the + icon next to ADRV.
3. Select the appropriate ADRV.
4. Click on the **Create Sanction** button.



5. Select the Sanction Category.
6. Fill in any other available information.

Sanction
cancel save

Athlete Johnson, Andrew	ADAMS ID# ADA094850355	Date of birth 20-Jul-1977	Sport Nationality UNITED KINGDOM	Gender Male
Sport / Discipline Football				

Sanction Category
 Fine Lifetime Suspension

Decision making body
 Code-compliant Sanction

Details of Sanction

Effective Start Date **Effective End Date**

Duration of Suspension

Record visible to athlete
 Record visible to other relevant ADD

Status* **Sub Status**

Status Reason*

7. Click on the **Save** button.

20.1.4 EDITING A SANCTION

1. Go to the file tree section.
2. Click on the + icon next to Sanction.
3. Select the appropriate Sanction.
4. Click on the **Edit** button. The page will reload in Edit Mode.
5. Make the changes. If you change the status, fill in the reason for the change.
6. Click on the **Save** button.

20.1.5 SANCTIONS ACCESS RULES

Sanction records created by an organization with the proper access to an athlete can be viewed by other organizations, as long as:

- the other organization also has the proper access to the athlete data;
- the Sanction Status shows “Entry Complete”;
- the organization that created the sanction selected the “Record visible to other relevant ADO” checkbox. This last condition does not apply to WADA as they can access completed sanctions for all athletes.

These access rules apply to sanctions created from an ADRV or directly from the athlete tree option.

21 NON-ATHLETE SANCTION MANAGEMENT

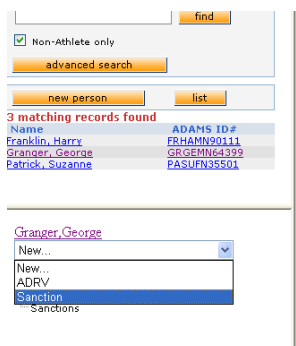
A Sanction refers to any penalty imposed on a person for a violation of the Anti-Doping Rules. Sanctions can be imposed for any of the violations that appear on an Anti-Doping Rule Violation page.

The Sanction section of ADAMS allows users to list sanctions and access their information.

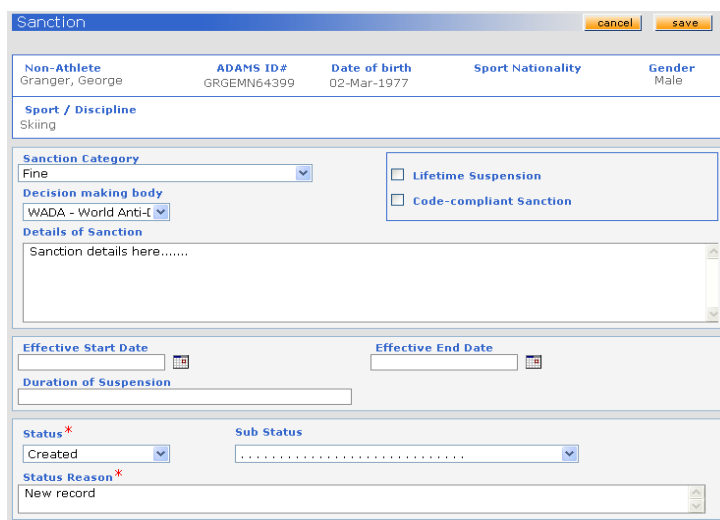
21.1.1 CREATING A NON-ATHLETE SANCTION

1. Go to the file tree section.

2. Select Sanction from the **New** drop down list.



3. Select the Sanction Category.



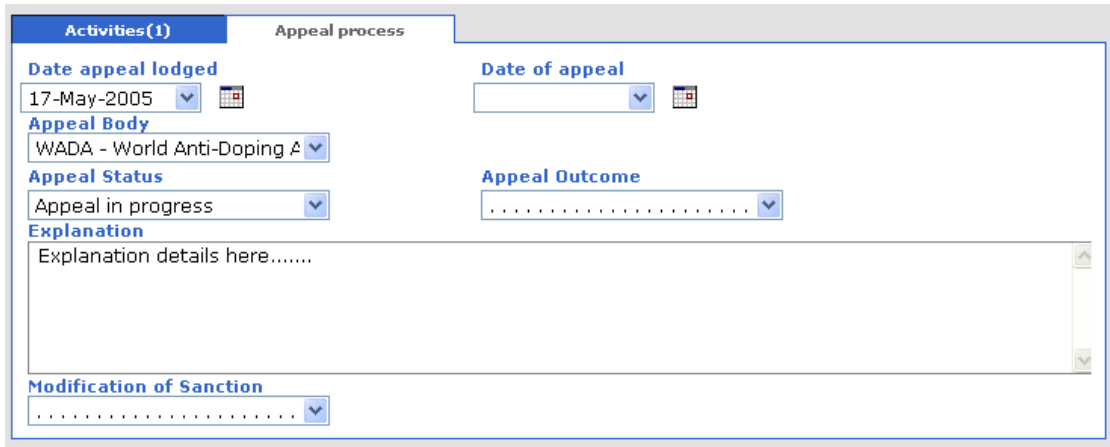
4. Fill in any other available information.

5. Click on the **Save** button.

When you save the Sanction the Activities tab will be enabled. You can attach any files or documents via the Activities tab. For full details see the section on Attaching Files in ADAMS.

21.1.2 TRACKING AN APPEAL

Once a non-athlete Sanction record has been created the Appeal Process tab is enabled allowing you to track an appeal against a sanction.

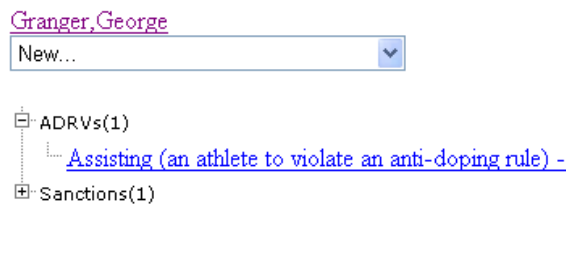


1. Enter the Date the appeal was lodged.
2. Enter the date of the appeal hearing, if known.
3. Enter the Appeal Body.
4. Set the current appeal status.
5. Use the Explanation text box to enter relevant information regarding the appeal.
6. Click the **save** button.

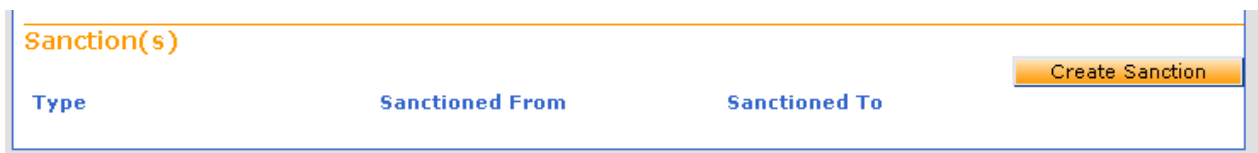
When the appeal process is completed there are fields for the Appeal Outcome and Modification of Sanction if that is relevant.

21.1.3 CREATING A NON- ATHLETE SANCTION FROM AN ADRV

1. Go to the file tree section.



2. Click on the + icon next to ADRV.
3. Select the appropriate ADRV.
4. Click on the **Create Sanction** button.



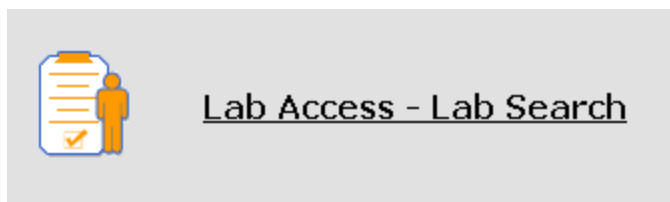
5. Select the Sanction Type.



6. Fill in any other available information.
7. Click on the **save** button.

22 ANALYTICAL RESULTS FROM LABORATORIES

To gain access to the Lab Results section of ADAMS you must log on using an account set up to access Lab Results or if your log in provides you access to lab results then click on the Lab Access link on the My Zone page.



The Lab Results section is used to record results of the tests run on an athlete's sample. It allows the user to record all information related to a sample's findings, however will never display the name of the athlete whose sample it is.

Once a Lab Result record is **submitted**, if the sample is an **AAF** (a positive finding) or **ATF (Atypical Finding)**, it will automatically match the sample to an athlete based on criteria in the Lab Results record and in the Doping Control Form that was created when the test was performed on the athlete. This means that it is very important for all information to be recorded accurately.

22.1.1 SEARCHING FOR A LAB RESULT

1. Go to the 'Search for Lab Result' area.
2. To see all lab results in the system accessible by your Lab, click on the **List** button.

Search for Lab Result

More than 100 records found.
Please refine your search.

Code	Type	Ref. No.	Coll. Date
1010001	Urine	(A)	10-
1010002	Urine	(A)	Aug-2005
8889999	Urine	(A)	
test1_1	Urine	U1	30-Jun-2005
test123456	Blood	(A)	30-Jun-2005
888123	Urine	TMTNUM001	30-Jun-

3. To search for a specific lab result from the list there are several types of criteria you can use to search by, as listed below. These criteria get entered in the **Search for Lab Results** field. Enter your search criteria and click on the **Find** button. This text is not case-sensitive.
 - a. Sample Code
 - b. Lab reference number (LIN)
 - c. Mission order number

For further information please refer to the lab user guide or click on the Help button in the lab result page.

23 WHEREABOUTS NON CONFORMITIES

When an athlete has failed to submit their Whereabouts or has submitted Irrelevant Whereabouts these can be recorded and monitored within ADAMS.

23.1.1 CREATING A WHEREABOUTS NON CONFORMITY

From the New drop down menu, select Whereabouts Non Conformities. A new Whereabouts Non Conformity page loads.

Whereabouts Non Conformity cancel save

Athlete Adams, Adam	ADAMS ID# TEADMA57281	Date of birth	Sport Nationality CANADA	Gender Male
-------------------------------	---------------------------------	----------------------	------------------------------------	-----------------------

Sport / Discipline
Ice Hockey | Ice Hockey

Type* **Reference date**

Comment

Status*

Status Reason*
 New record

Enter the type of Non Conformity that you are recording from the Type drop down menu and add any other relevant comments then click the save button.

Once saved the page refreshes and the Activities section of the page gets added.

add activity

Reference date	Activity	Type	Posted by	Last updated
07-Jun-2005	--> Created	creation	User, Sample	07-Jun-2005 09:15 AM EDT

Any documentation that needs to be added can be added here by creating an Activity and attaching the document to it.

Whereabouts Non-Conformities created by an organization can be viewed by other organizations, with the exception of Service Providers. Other organizations must have proper access to the athlete data.

An automatic notification is sent in ADAMS every time a Whereabouts Non-Conformity is saved with a status of “Entry Complete”. This automatic notification is sent to users of all organizations with access, with the exception of Service Providers. Other organizations must have proper access to the athlete data, and have the “Whereabouts Non-Conformities” notification type in their user profile.

24 TEST DISTRIBUTION PLANNING

To assist you in planning and budgeting Doping Tests ADAMS has a Test Distribution Planning feature. Accessed from MyZone, ADAMS TDP module not only assists you in planning tests, but allows you to get a quick snapshot in real-time of your progress against your plan.

24.1 TYPES OF TDP

24.1.1 IN OR OUT OF COMPETITION TDP

Test Distribution Plans are created on an annual basis and are broken down internally by calendar month (out of Competition) or daily (In Competition). They must not overlap, and although you may create planning worksheets for future periods, only one In-Competition and one Out-of-Competition plan may be active at any time.

24.1.2 ORGANIZATION TEST DISTRIBUTION PLANNING

Organization TDP sheets are used to keep track of tests that the organization has been contracted to do by other organizations. The sheets are created like existing TDP sheets and there are separate sheets for in-competition and out-of-competition.

TDP Sheet

save
close

Originally created
Last updated 21-Dec-2007 17:02 GMT , by John, Doe from WADA

Name*

Type

In Competition - by organization

Start date*

End date*

Status*

Created-In Progress ▼

Major Game

..... ▼

Comment

Add Organization

World Anti-Doping Agency

International Federation

International Doping Tests & Management

Rules to fill the plan/completed/closed column

- The values of these columns are computed and stored in the ADAMS database like the regular TDP sheets.
- Basically for an Organization-based TDP sheet owned by Organization "A" and which monitor TEST done on behalf of the requester organization "B," ADAMS calculates Tests and DCFs which have the following configuration:
 - TA = the requester organization "B"
 - SCA = the owner of the TDP sheet, organization "A"
- Planned TEST
 - +1 for each TEST where TA = "B" and SCA = "A", with status = planned and where end date of the TEST is in a given month or day.
- Completed TEST
 - +1 for each DCF where TA = "B" and SCA = "A", with the status Complete sample(s) collected and which has the collection date in a given month or day.
- Cancelled TEST
 - +1 for each TEST where TA = "B" and SCA = "A", with status = Closed sample(s) not collected and where end date of the TEST is in a given month or day.

24.1.3 RTP TEST DISTRIBUTION PLANNING

This TPD sheet permits an organization to plan testing on targeted athletes for a given period. This TDP sheet follows most of the common rules of the others in ADAMS.

The list of athletes belonging to the sheet is based on one of the Registered Testing Pools of the organization.

Configuration

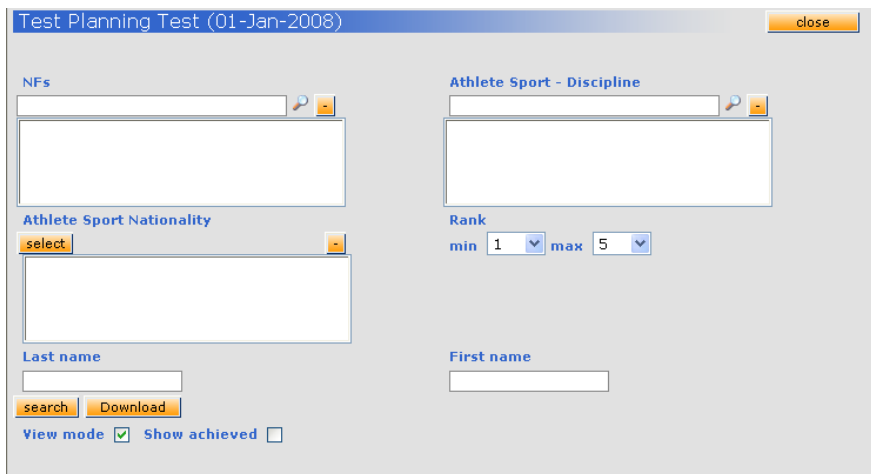
Fields description:

- name [mandatory]
- period [mandatory]. Month-based. Last month is included
- RTP [mandatory] (one of the three)
- status [mandatory]
- comment

When viewing this type of TDP sheet, you will be directed to a search screen to specify the athletes to view at one time.

Two criteria deserve special attention:

- View mode: checked by default, the TDP sheet will be displayed in view mode only. Uncheck this field to edit the proposed fields.
- Show achieved: unchecked by default. If checked, it will display the proposed, planned, complete and closed columns. Otherwise only the proposed column is shown.



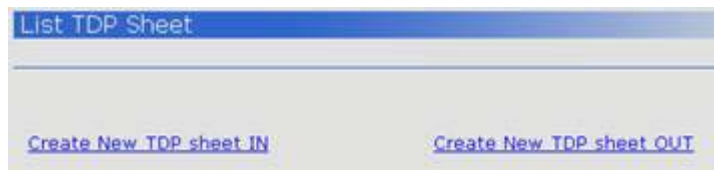
24.2 How To

24.2.1 CREATING A TDP

1. Click on the Test Distribution Planning link in MyZone.
2. Click on **Configure Test Planning sheets** link to generate a new plan.



3. To create an In-Competition testing plan, click the relevant **Create new TDP sheet**

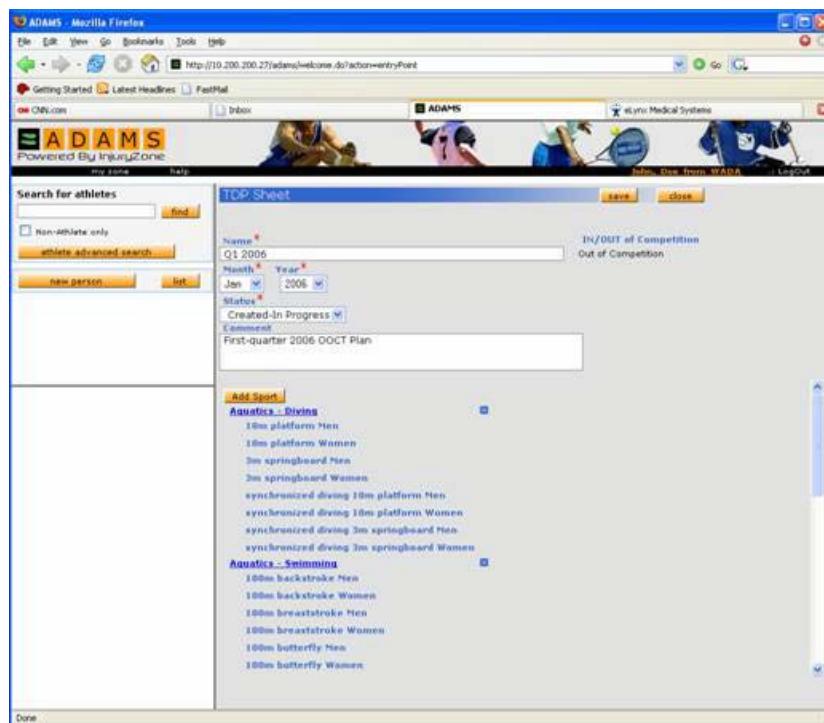
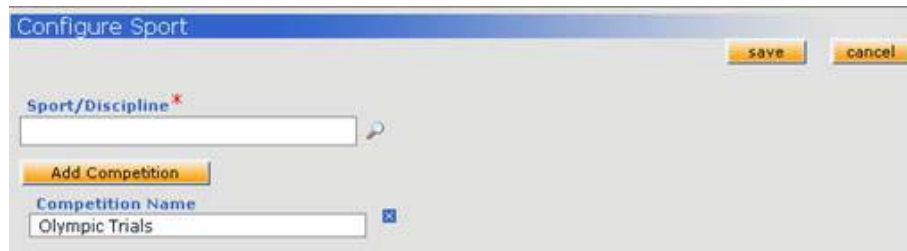
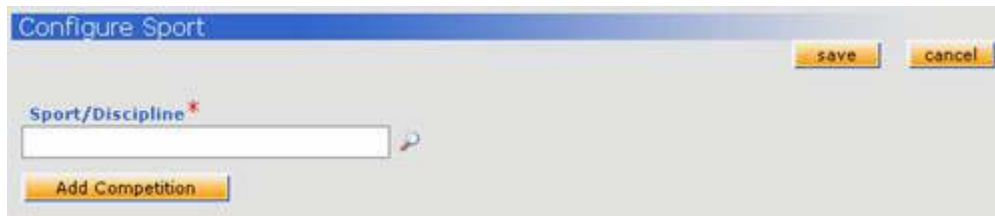


4. Give your plan a name and designate the starting date.



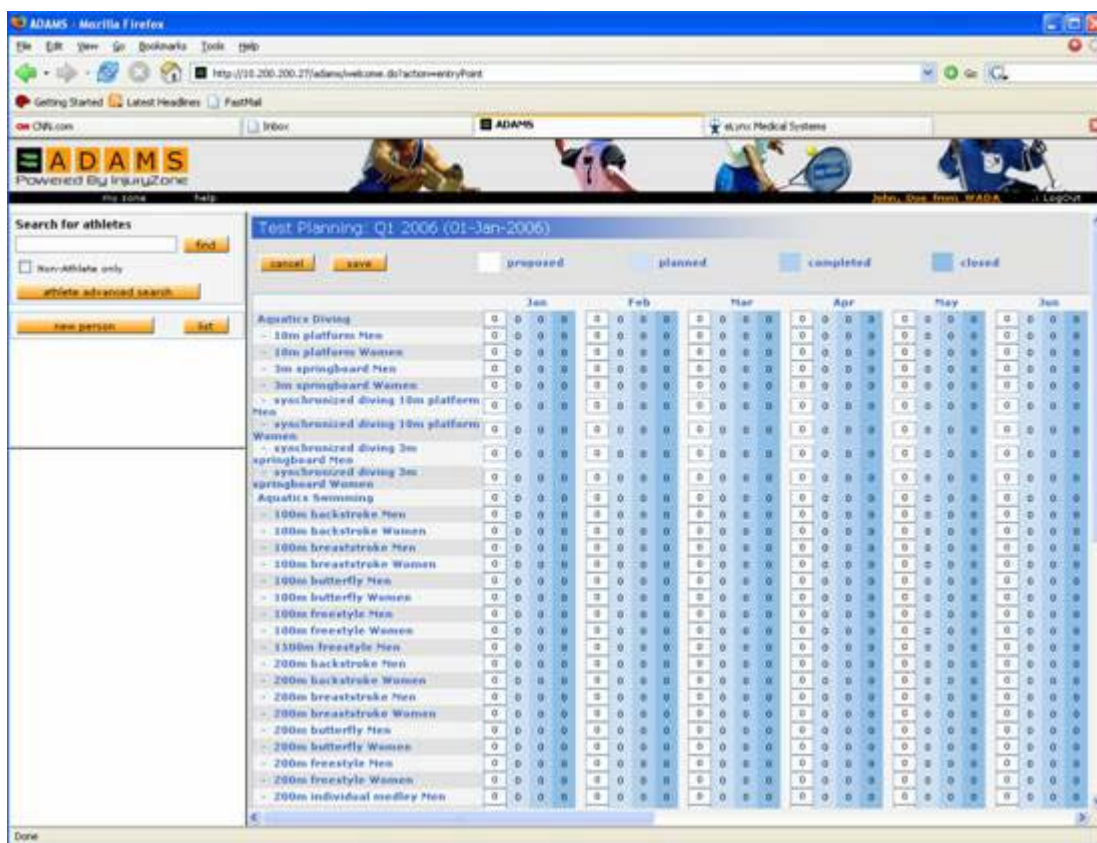
5. Save the plan
 - a. In or Out of competition TDP:
 - i. click "Add Sport" to add a sport, and optionally discipline(s), and events to the test plan. Note that disciplines and events are not tallied

in real-time since accredited laboratories are not required to report these on the certificate of analysis.



- b. TDP for NGB or Individual Athlete:
 - i. Enter the name
 - ii. Start and End Date
 - iii. Status: **Created in progress**
 - iv. Save
 - v. Click on Organization and search for the relevant ones.

- c. RTP based TDP
 - i. Enter the name
 - ii. Start and End Date
 - iii. Status: **Created in progress**
 - iv. Select the relevant RTP
6. Once the worksheet is complete, set the status of the worksheet to “Activated” and save it. You will no longer be able to make modifications, so ensure that the sheet is complete.
7. In order to fill in your proposed tests, click close twice and click the “Edit” link next to the sheet. You may fill in the tests you propose to conduct for each sport, discipline, and event in the white boxes in the column for each month.



The system will automatically calculate the number of planned, completed, and closed tests for each of the sports that you have specified. As mentioned previously, the actual values for disciplines and events are not calculated, displayed, or incorporated into totals because labs are not required to report this information into ADAMS.

The ADAMS TDP module may be used to keep track of more costly screening or more complicated tests. Planned tests for EPO, IRMS, Human Growth Hormone, Blood Transfusions, HBOCS, and others are available at the bottom of the worksheet, immediately below the sports.

	Jan				Feb				Mar				Apr				May				Jun							
Urine	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- EPO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- IRMS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Blood	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- hGH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- Transfusion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- HBOCS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
- OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0


Please note, that from a functional standpoint, the In-Competition and Out-of-Competition test plans are quite similar. They rely on data being entered correctly, both from the Doping Control Forms.

24.2.2 COLUMN NAMES DEFINITION

- Proposed Tests: the number of tests that the ADO or IF proposes to carry out during the given month.
- Planned Tests: the number of tests that are actually planned; that is, they appear on a mission order or an athlete’s tree. (Anti-Doping Test status is “Planned”)
- Completed Tests: the number of tests where at least one sample has been collected from an athlete. (DCF status is “Closed-sample Collected”)
- Closed Tests: the number of tests that were not completed. (Test status: “Closed-samples not collected”)

24.2.3 DELETING A TDP

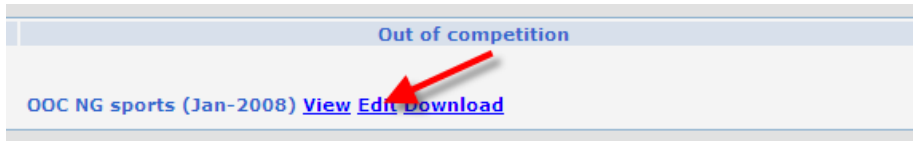
1. Click on the Test Planning link in MyZone.
2. Click on **Configure Test Planning sheets** link
3. Click Delete on the relevant TDP

Name	Type	Status	Start Date	End Date	Copy	Delete
test	In Competition - by organization	Created-In Progress	04-Aug-2009	04-Aug-2009	Copy	Delete 
test	RTP	Created-In Progress	01-Jan-2009	01-Dec-2009	Copy	Delete

You can delete a TDP regardless of the status

24.2.4 EDITING A TDP

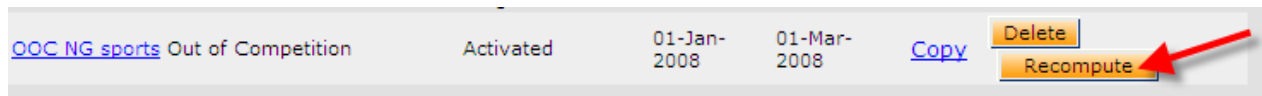
1. Click on the Test Planning link in MyZone.
2. Click Edit on the relevant TDP



You can only Edit active TDP

24.2.5 RE-COMPUTING A TDP

1. Click on the Test Planning link in MyZone.
2. Click on **Configure Test Planning sheets** link
3. Click Re-compute on the relevant TDP



You can only re-compute activated TDP.

25 RECORDS CORRECTIONS

ADAMS provides the ability to make audited corrections on records by allowing an organization user(s) with the correct permission the ability to change, or correct. Certain elements of an athlete record which were previously “locked” by the system.

The permission to make corrections (Corrector role) is first granted by the ADAMS administrator to an organization, and subsequently to a user by the organization administrator. This permission must be granted carefully.

Examples of the types of corrections are as follows:

- Modify/delete a previously issued Mission Order;
- Modify/Delete anti-doping tests;
- Modify/Delete doping control forms;
- Modify/Delete lab results;
- Delete reports;
- Attach doping control forms to the correct test/mission order;
- Add athletes to a completed mission order;
- Change the comment for medical field in DoUs and TUEs for Asthma having a Declared status;
- Delete cancelled TUEs and DoUs.

A user who has permission to correct records is not automatically placed into the corrector mode; however, he or she will have access to a “correct” button (along with “edit”, “notify”, etc) at the top of each record which may be changed. This button will only be displayed when the record is in view mode, not edit mode, to avoid loss of user updates. Please note that the “correct” button may appear even if there is no possible correction for the record.

When the user enters the correction mode, a dialog will appear listing the possible information that may be changed or deleted. This list may be empty if no changes are possible. When the user selects one of the options, a dialog will be displayed where the user may correct the previous value and supply a reason for the correction (e.g. data entry error).

Once the user confirms the correction, the dialog is closed and the athlete’s record is refreshed in the browser. If the user wishes to make another correction, the procedure is repeated. This method of changing data allows ADAMS to very precisely log the changes made to a record in the associated activity grid.

Further details concerning the corrector role may be found at the end of this document.

25.1 BASIC RULES

The following basic rules apply the corrector role in ADAMS:

- The role "All Access" does not give access to the "corrector" role.
- A corrector can only correct an item his organization has access to in write mode according to the accessibility rules (e.g. only a corrector within the lab which created a lab result can correct this lab result).
- Furthermore, a corrector can only correct item he should normally be able to “write.” For example, to be able to make corrections on a TUE record, the user must also have the ADAMS "TUE_Writer" role.
- A correction is possible only if the information to be corrected is locked. For instance, an automatic sample match cannot be broken by the corrector, because it is still possible to confirm or reject the match.
- The only "correction" possible on a "Cancelled" item deletion. This may change in a future version of ADAMS.
- The corrector role is not given automatically to any organizations. The WADA Administrator must explicitly assign it to an organization who requests this role.
- The "delete" correction does not actually delete the data from the ADAMS database, it marks the record permanently retired. However, the end effect to the user is that of permanent deletion as no further retrieval or reporting is possible. If a record is inadvertently deleted, a new record may be created in its place.

25.2 POSSIBLE CORRECTIONS AN ATHLETE RECORD

The following aspects of an Athlete profile may be modified:

Function	Details and Rules
----------	-------------------

Delete a duplicate sport/discipline.	<ul style="list-style-type: none"> The athlete must have at least assigned 2 sports.
--------------------------------------	---

25.3 POSSIBLE CORRECTIONS ON DOPING CONTROL FORMS

The following aspects of a Doping Control Form record may be modified:

Function	Details and Rules
Correct the sample code (e.g. Berlinger kit number) on any locked sample.	<ul style="list-style-type: none"> Possible only if the sample is matched and if the DCF has no ADRV; an un-matched sample is not locked; or the match has already been systematically broken User is warned if matched with a positive lab result (e.g. AAF) ADAMS will verify that the new sample code is unused Automatic re-match is attempted following correction An activity is generated on the DCF record reporting the correction
Correct the sample type (e.g. urine or blood) on any locked sample.	<ul style="list-style-type: none"> Possible only if the sample is matched and if the DCF has no ADRV; an un-matched sample is not locked; or the match has already been systematically broken Every analysis on the record (e.g. EPO, IRMS, etc) is lost User is warned if matched with a positive lab result (e.g. AAF) Automatic re-match is attempted following correction ADAMS will update TDP sheets as appropriate following correction
Change the test / mission order to which a DCF is linked.	<ul style="list-style-type: none"> If the previous test was linked in a MO, it is not deleted, else it is deleted. If the test already has a DCF which has some automatically matched samples, the matching type (I, II

	or III) may be affected but it will not be recomputed.
Break the auto-match status of any sample on a DCF.	<ul style="list-style-type: none"> • Possible only if there is no ADRV associated with the DCF. • The user will be warned if an automatically matched lab result is positive (AAF). • If the DCF has a sample with two automatically matched lab results (the A sample and the B sample) he must select the one to be unmatched. It is not possible to unmatched both simultaneously. • The system does not try an automatic re-match after this correction!
Delete a DCF record.	<ul style="list-style-type: none"> • Not possible if there is an ADRV associated with the DCF. • Delete is possible if the DCF is canceled. • The anti-doping test associated with the DCF is not deleted. The sample code associated with the DCF is marked as free, but the test will still be linked to the athlete. • If the status of the TEST is "Complete-sample(s) collected" it will be put back in the state "Planned" • A system activity is generated and is visible from the TEST which has not been deleted.

25.4 POSSIBLE CORRECTIONS ON LAB RESULTS

The following aspects of a Lab Result record may be modified:

Function	Details and Rules
Correct a sample code if the lab result has already been auto-matched to a DCF.	<ul style="list-style-type: none"> • Possible only if the DCF of the sample the lab result is matched with is has no ADRV (in this case, the match is systematically broken). • The user will be warned if the lab result is positive (AAF).

	<ul style="list-style-type: none"> • The system will check that the new sample code has not been used previously in ADAMS. • The system will attempt an automatic re-match after correction.
<p>Correct a sample type if the lab result has already been auto-matched to a DCF.</p>	<ul style="list-style-type: none"> • Possible only if the DCF of the sample the lab result is matched with is has no ADRV (in this case, the match is systematically broken). • Each analysis associated with the record (e.g. EPO, IRMS) is lost. • The user is warned if the lab result is positive (AAF) or if any analysis records were lost. • The system will attempt to automatically re-match after correction. • The system will update appropriate TDP sheets after correction.
<p>Remove analysis from a lab result.</p>	<ul style="list-style-type: none"> • Possible only on a matched lab result. • User is warned if the Lab Result is positive (AAF). • The system will update TDP the appropriate sheets after correction. • !!!On a locked lab result, the corrector can remove only one analysis at a time... So the first dialog of the correction assistant will display as many possibilities as there are analyses in the lab result. Then second dialog of the assistant will ask for a reason and may provide a warning message depending on the circumstances.
<p>Correct a test type (in- or out-of-competition).</p>	<ul style="list-style-type: none"> • Possible only on a matched lab result. • User is warned if the Lab Result is positive (AAF). • Results in generation of an activity on the Lab Result activity grid. • The system will update the appropriate TDP sheets after correction.

Correct an athlete's gender.	<ul style="list-style-type: none"> • Possible only on a matched lab result. • User is warned if the Lab Result is positive (AAF). • Results in generation of an activity on the Lab Result activity grid.
Correct athlete's sport and/or discipline.	<ul style="list-style-type: none"> • Possible only on a matched lab result. • User is warned if the Lab Result is positive (AAF). • Results in generation of an activity on the Lab Result activity grid.
Delete a lab result record.	<ul style="list-style-type: none"> • If the Lab Result is matched to a DCF which has an ADRV, deletion of the Lab Result is not possible. • Deletion is possible if the lab result has been canceled. • User is warned if the Lab Result is positive (AAF). • Will result in generation of an activity on the Lab Result activity grid (but not accessible as the Lab Result is not visible anymore). • The Lab Result object is not actually deleted from the ADAMS database; it is marked as permanently retired.
Biological Passport Lab Results (BPLR)	<ul style="list-style-type: none"> • A result can be deleted (if there is a medical expert report, it will be deleted as well). • It is also possible to correct the blood parameter values. After the correction, an icon will appear next to the corrected BPLR in the athlete's passport page. This icon will stay as long as the corrected BPLR has not been exported for calculation and subsequently imported back into ADAMS by the statistical laboratory.

25.5 POSSIBLE CORRECTIONS ON ANTI-DOPING TESTS

The following aspects of an Anti-Doping Test record may be modified:

Function	Details and Rules
Delete an anti-	<ul style="list-style-type: none"> • If the test has a DCF and the DCF has an ADRV, the

<p>doping test.</p>	<p>deletion is not allowed.</p> <ul style="list-style-type: none"> • If the test has a DCF and this test is a candidate for deletion, the DCF will be deleted as well. • This operation will un-match each sample code on an associated DCF and frees those sample codes. • The user will be warned if there is a DCF with positive lab result (AAF). • The system will update the appropriate TDP sheets after this operation. • The test is removed from the associated Mission Order if necessary. • Both the DCF and the TEST are only permanently retired, and the link between them is kept in the database (e.g. the link is not nullified)
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25.6 POSSIBLE CORRECTIONS ON MISSION ORDERS

The following aspects of a Mission Order record may be modified:

Function	Details and Rules
<p>Delete a mission order.</p>	<ul style="list-style-type: none"> • Tests associated with the Mission Order are deleted if they have no corresponding DCF; otherwise the test is not deleted. • The system will update the appropriate TDP sheets after deletion (because of potentially deleted tests). • Deleted mission order records and deleted test records are only permanently retired, and the link between them is still kept in the database. However, undeleted test records belonging to a deleted mission order will be unlinked with the deleted mission order.

25.7 POSSIBLE CORRECTIONS ON TUE

The following aspects of TUE (including Declaration of Use, Asthma TUE and TUE) record may be modified:

Function	Details and Rules
Edit medical comments	<ul style="list-style-type: none"> A TUE is submitted, users with the corrector right can modify the medical comments.
Delete TUE	<ul style="list-style-type: none"> Status of the TUE must be set to cancelled before you can perform this

26 IMPORTING ATHLETE RECORDS INTO ADAMS

ADAMS includes the capability to import (or bulk load) athlete demographic records from a properly formatted file.

An organizational user with the “Athlete Import” permission may load athlete records from a CSV (comma-separated values) file. The import is done asynchronously. A report is displayed once the process completed.

The import procedure will check each record in the file against the global database in order to try and identify potential duplicate records. Potential duplicate records have a last name, first name, date of birth, and gender that exactly match a record already in the system. Potential duplicates are considered errors.

Athlete records created from an import file will contain an automatic historic activity on the demographic grid which indicates who imported the file and when the record was created.

Caution!

Importing athlete records is a permanent activity. Imported records, like other objects contained within ADAMS, cannot be deleted or re-imported.

An import may not be undone.

26.1 FILE FORMAT FOR IMPORTED RECORDS

The import file must be a CSV file where the first line of the file contains column names. The order of the columns is not important, but if a name is incorrect, the entire file will be rejected outright without checking the content of the individual records.

Records from the second line onward are athlete demographic records which must match the column layout specified in first line of the file. For all intents and purposes, the number of records in the file should not exceed 1000. Larger files should be broken into smaller files.

Athlete Record Format		
Column Name	Description of Contents	Required?
lastname	Last name of athlete	Yes
firstname	First name of athlete	Yes
nationality	Citizenship of athlete. Only one nationality is possible per athlete in the import file. Must specify 2-characters ISO standard codes for countries ⁵ (e.g. CA for Canada; EE for Estonia, etc.) or the 3-character IOC-code	Yes
sport_nationality	Sport nationality of athlete. Only one sport nationality is possible per athlete in ADAMS. This is the country for which the athlete competes internationally. Must specify ISO standard or IOC standard country codes as with nationality, above.	Yes
gender	Accepted values: M, F, or X	Yes
sport	Only one sport is accepted per athlete record in import file. Specify IOC sport code (e.g. AQ for Aquatics)	Yes
discipline	Only one discipline is accepted per athlete and it must properly match with the specified sport (e.g. DV = Diving). A discipline that does not match a sport will cause the file to be rejected.	Yes
rtp	Enter athlete's registered testing pool I = International N= National D= Other	No
if	International Sport Federation. This is only mandatory when the organization performing the import is <u>not</u> an IF (e.g. a NADO). If the importing organization is an IF, then automatically the respective organization will be populated.	Yes

⁵ The ISO and IOC list of valid countries is provided as an Appendix to this guide.

nf	National sports federation. The short names can be found from within ADAMS when logged on using the 'contacts'-link in the top header. E.g. CAN-CU or FRA-AQ	No
competition_level	The competition level of the athlete (athletes who are not part of the RTP, but still participate in an international or national or recreational/master competition event) I = International N= National D= Domestic	No
dateofbirth	Format is dd/mm/yyyy (e.g. 26/07/1975)	No
sport_event	The sport event's code or a free text.	No
email	No format validity check is made. The email address, if specified, is stored in the athlete contact details.	No
street	Street address of athlete's primary residence (R1).	No
city	City of athlete's primary residence (R1).	No
region	Region of athlete's primary residence (R1). If provided, must be specified using the correct 5- or 6-character ISO code ⁶ . Examples: "CA-QC" specifies "Québec, Canada" "GB-BRY" specifies "Bromley, United Kingdom"	No
country	Country of athlete's primary residence (R1) specified using ISO or IOC standard codes.	No
postal_code	Postal code of athlete's primary residence (R1). No validity or formatting checks are made.	No
home_phone	Athlete's home telephone number. No validity or formatting checks are made, but number should ideally be specified using proper international format (e.g. +44 208 555-2222).	No

⁶ The ISO list of valid regions is provided as an Appendix to this guide.

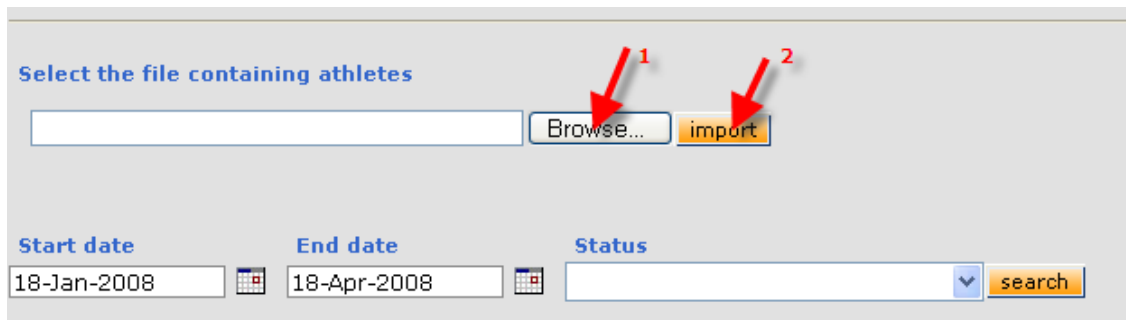
mobile_phone	Athlete's mobile telephone number. No validity or formatting checks are made, but number should be specified using international format.	No
ioc_id	IOC ID	No
if_id	International Federation ID	No
nf_id	National Federation IF	No
nado_id	National Anti-Doping Federation ID	No

26.2 IMPORTING ATHLETES

1. Login as a regular user
2. Select Import Athlete



3. Browse to your .csv file and click import



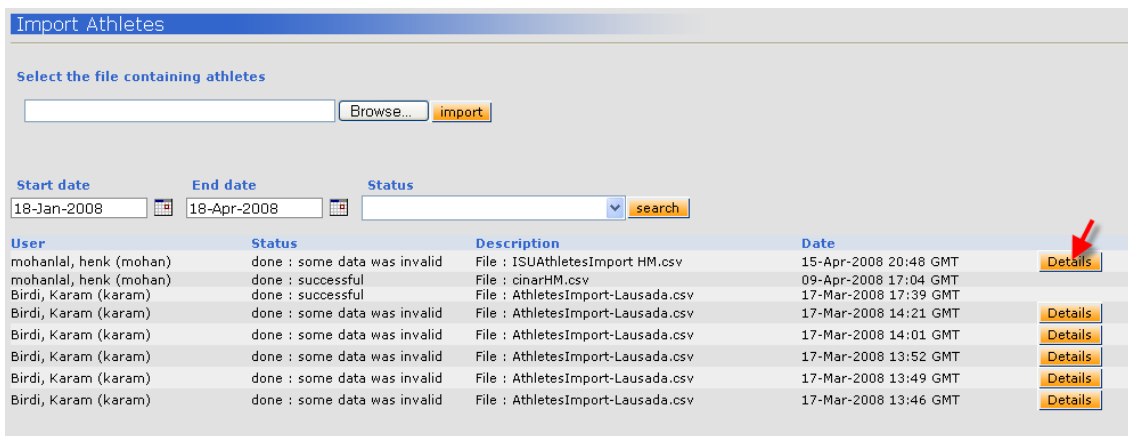
Select the file containing athletes

Start date: 18-Jan-2008 End date: 18-Apr-2008 Status:

26.3 IMPORT HISTORY

The detail of each import is recorded. To review it:

4. 1. Go to the Import athlete section
5. 2. Click details to view the summary



The system will display the import results.

26.4 ERROR HANDLING

If the import file contains one or more errors, or suspected duplicate records, an error message will display in the import details.

The message will specify which row and which column in the file contains the error and the type of error (row number starts at 1 and column number starts at 0).

User	Status	Description	Date
Birdi, Karam (karam)	done : some data was invalid	File : AthletesImport-Lausada.csv	17-Mar-2008 14:21 GMT

List of invalid data:

Step/Line	Status
1	Athlete[Lausada, Larry has the following possible duplicates in the system: Bucharest,Marlon, Date of Birth: 14/12/1978, M, sport nationality: ROMANIA with the similarity factor 45
2	Athlete[Lausada, Pam has the following possible duplicates in the system: Bucarest,Pat, Date of Birth: 20/12/1982, F, sport nationality: ROMANIA with the similarity factor 45

The system only displays errors. All other records were successfully imported.



27 HELPDESK ACCESS

WADA has arranged for a Helpdesk to be available to answer any user queries. The Helpdesk, located in Québec, Canada, is available from Monday to Friday from 9am to 5pm EST.

1. From North America dial: (866) 922-3267 (1-866-92-ADAMS)
2. From outside North America you may reach the Helpdesk by dialing:
+1 (514) 904-8800

Should you require assistance outside of the helpdesk core hours please send an email at adams@wada-ama.org.