



ADAMS Version 3.0
User Guide – Administrator

Preface

This ADAMS User 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.

What's New in ADAMS 3.0?

Version 3.0 includes new features, some of which impact Administrator users:

- **ISO Logo:** exclusively for Laboratory organizations, the Administrators will have the option to upload a Lab-specific ISO logo that will be displayed in the PDF Test report. See [Section 2.4](#).
- A **Whereabouts submission deadline** can be set for the organization's RTP Athletes. *N* days before this deadline those RTP athletes who have not yet submitted their whereabouts for the upcoming quarter will be alerted. See [Section 2.5](#).
- The Administrator can define a default value at the organization level whether a Sunday or a Monday should be shown as the **first day in the week** for all **whereabouts** calendars in ADAMS, including the mini-calendar and date pickers. See [Section 2.5](#).

In this document, all new features are identified with an **ADAMS 3.0** icon in the right margin, as shown on the right.



Table of Contents

Preface	2
What's New in ADAMS 3.0?	2
1 User Setup and General Notes	6
1.1 Before You Start	6
1.2 ADAMS Basics	8
1.3 Logging In	9
1.4 Logging Out	12
1.5 What To Do If You Encounter An Error	13
2 Home Page - Administrator	15
2.1 Message Center	15
2.2 Data Privacy Link	15
2.3 Contact Link	16
2.4 Organization Logo	17
2.5 Organization Information & Enterprise Settings	18
3 List Organizations	22
3.1 Creating a National Federation	22
3.2 Viewing a National Federation	23
3.3 Editing a National Federation	23
4 Major Games	24
4.1 Creating and Activating a Major Game	24
4.2 Athlete Accessibility during the Games	25
4.3 Adding Athletes - by Regular Organization User	26
4.4 Adding Athletes for Major Games - Administrator	27
4.5 Accreditation Number	29
4.6 Test Planning in Major Games	31

5	<i>User Account Management</i>	32
5.1	ADAMS Users Reports	33
5.2	Regular Users (Business user, Admin, DCO, MO Participant, Team Manager)	33
5.3	Athlete Users	39
5.4	Athlete Agent Users	41
5.5	Athlete Doctor	43
5.6	Non-Athlete Users (General)	46
5.7	Password Reset	49
5.8	Whereabouts Accessibility	53
6	<i>User Role Manager</i>	54
6.1	Creating a User Role	55
6.2	Viewing a User Role	56
6.3	Editing a User Role	56
6.4	Deleting a User Role	56
6.5	Whereabouts/TUE Audit Trail	58
6.6	Creating an Athlete Group	60
6.7	Viewing an Athlete Group	61
6.8	Editing an Athlete Group	62
6.9	Deleting an Athlete Group	62
7	<i>History Log Information</i>	65
8	<i>Manage Access to Athletes and Non-Athletes</i>	66
9	<i>Source/Target Organization Relationship</i>	70
9.1	Administration of Partial Sharing	71
9.2	Target Organization Administration	73
9.3	Sharing Type Definition	74



10	<i>Service Provider Configuration (Third Party)</i>	75
11	<i>Competition Categories</i>	77
12	<i>Appendix A: Description of ADAMS User Rights</i>	79
13	<i>Appendix B: Partial Information Sharing</i>	82
14	<i>Appendix C: Third Party Support</i>	90
15	<i>Appendix D: Third Party Access Rights</i>	92
16	<i>Appendix E: Description of Notifications</i>	95
16.1	Organization Relationship	95
16.2	Service Provider Contract Creation/Update/Deletion	96
16.3	When Users Lock their Accounts	97

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 verify.

1.1.1 SUPPORTED BROWSERS

ADAMS is currently supported on the following browsers:

- Firefox Version 3.6+
- Microsoft Internet Explorer Version 8+

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

The Safari browser on Macintosh platforms is still not officially supported, although most of the issues encountered in the previous version users have been resolved for Safari Version 5.

Should you experience any technical issue while using a different browser, please try again using one of the above browsers. Free versions of the browsers are available at the following addresses:

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

<http://www.microsoft.com/windows/internet-explorer/worldwide-sites.aspx>

1.1.2 CLEAR YOUR BROWSER CACHE – IMPORTANT!

If you used a previous version of ADAMS, it is possible that your cache contains information that will conflict with a more recent version.

In any case, **always** clear your cache before you use a new version of ADAMS. To obtain detailed instructions on how to proceed for your specific browser version, you can refer to pages such as the following: <http://www.wikihow.com/Clear-Your-Browser%27s-Cache>.

In a nutshell:

- If you are using Internet Explorer (IE), select **Internet Options** from the **Tools** menu. Depending on the IE version you are using, you may click the **Delete** then the **Delete Files...** button in the **Temporary Internet Files** section of the **General** tab. Check the **Delete all offline content** checkbox and click **Ok** to clear your cache.
- If you are using Firefox, select **Clear Private Data** or **Clear Recent History** from the **Tools** menu. Make sure the **Cache** checkbox is selected; the other checkboxes can be blank. Then click the **Clear Private Data Now** or **OK** button.

1.1.3 ALLOW POP-UPS

Enabling the pop-up blocker may prevent some screens from appearing. In the Internet Explorer “Tools” menu, select “Pop-up Blocker Settings” and add adams.wada-ama.org to your “Allowed sites” list.

- If you are using Internet Explorer, select “Pop-up Blocker Settings” from the “Tools” menu and add adams.wada-ama.org to your “Allowed sites” list.
- If you are using Firefox, select “Options” from the “Tools” menu. In the “Content” tab, click the first “Exceptions...” button and add adams.wada-ama.org to your “Allowed Sites” list.

ADAMS includes a detector on the login page which will warn users if a pop-up blocker is enabled and inform them that ADAMS requires the use of pop-ups to execute properly.

1.1.4 SCREEN RESOLUTION

Make sure 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.

1.1.5 USING A BOOKMARK

If you experience difficulties logging into ADAMS, it may be because your bookmark (if any) for ADAMS is not correct. For access to the Production system, ensure that your bookmark is set to: <https://adams.wada-ama.org>. The “s” suffix in **https** must be present. Remove any extra characters following the URL. To verify the URL:

- If you are using Internet Explorer, click the **Favorites** button to display your bookmarks on the left hand side of the screen. Right-click the ADAMS bookmark, and select **Properties**. Ensure that the URL displayed exactly matches the one shown above.
- If you are using Firefox, select **Sidebar** from the **View** menu, then select **Bookmarks** to display your bookmarks on the left hand side of the screen. Right-click the ADAMS bookmark, and select **Properties**. Ensure that the URL displayed exactly matches the one shown above.

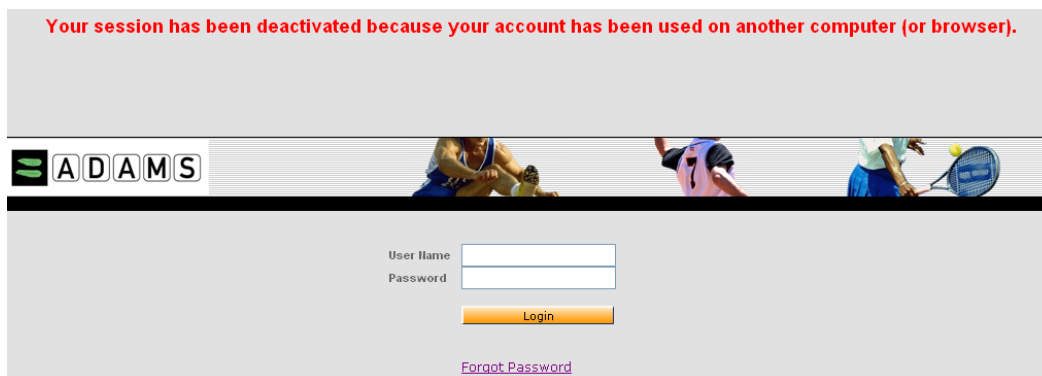
1.2 ADAMS BASICS

Time Out – For security reasons, ADAMS has been configured to time out after a certain period of inactivity. If you do not submit any data or click any of the links for this period of time, ADAMS will log you off the system. The maximum idle period is 30 minutes; should you exceed that period, then you will need to log in again.

Back Button – 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 you navigate through ADAMS by using the appropriate links. You can always return to the **My zone** page by clicking the ADAMS logo in the upper-left corner of the page:



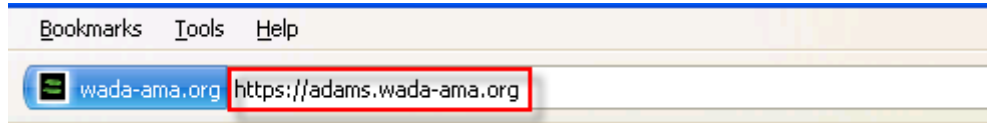
One ADAMS Session Per User – You can only have one single ADAMS session at a time. Should you try opening another session for the same user on a different computer or browser, the initial session will be deactivated and the following message will be displayed:



1.3 LOGGING IN

1.3.1 THE ADAMS URL

Enter the ADAMS address in the URL box of your browser: **https://adams.wada-ama.org**

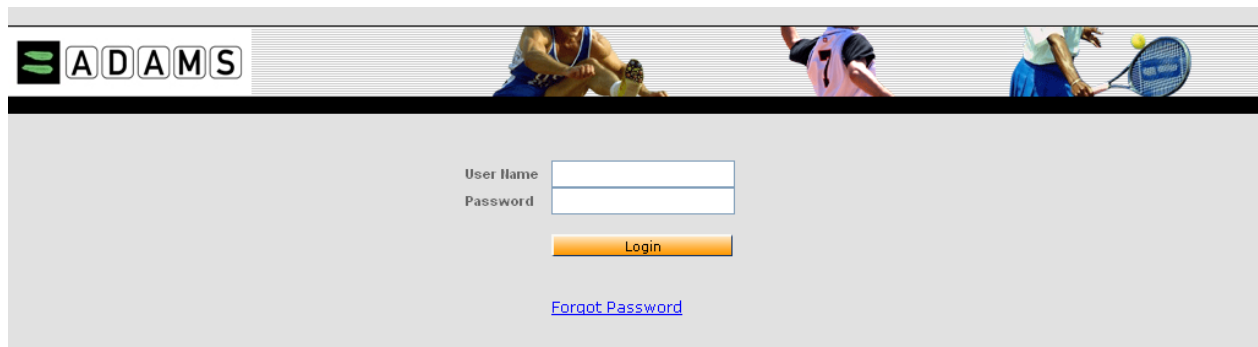


IMPORTANT: always include the “s” in the **https** part of the site address.

The first time you access ADAMS, it is recommended to type the address as shown above, instead of clicking a URL hyperlink from a document. Clicking a hyperlink may have caused access issues in the past on some specific platforms and browsers.

1.3.2 THE ADAMS LOGIN PAGE

You will be greeted with the following Log in screen:



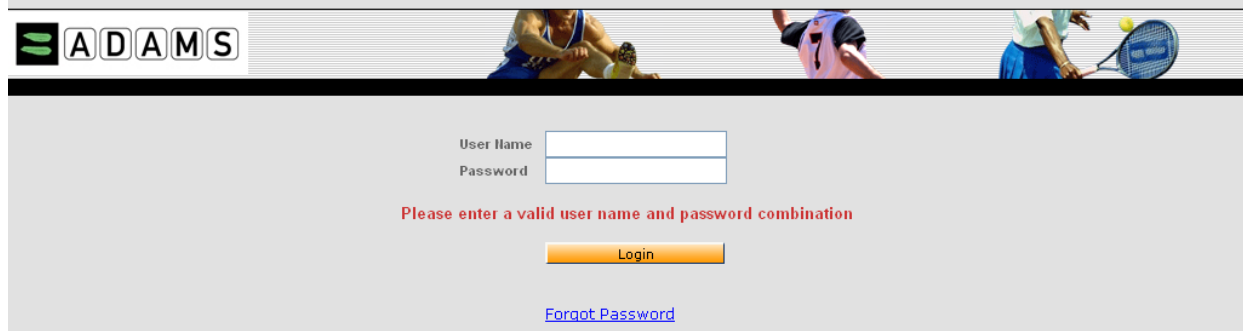
Enter the Username and Password you received from WADA and click the **login** button to enter the site.

Make sure that your CAPS LOCK key is not activated when you enter your password. If it is, a pop-up will remind you to turn it off.

1.3.3 PROBLEMS LOGGING IN

1.3.3.1 *Incorrect Username / Password*

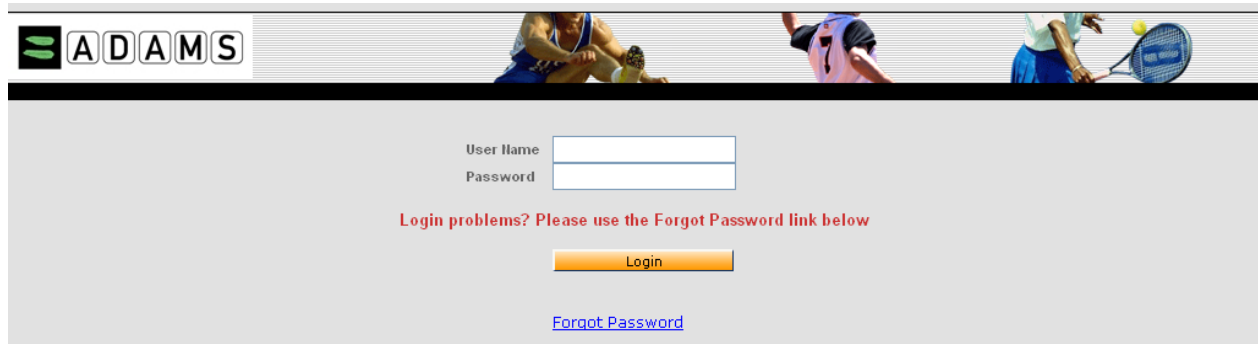
If you enter an incorrect username and password combination once or twice, ADAMS will display an error message:



The screenshot shows the ADAMS login interface. At the top left is the ADAMS logo. To the right is a banner image of three athletes. Below the banner are two input fields: 'User Name' and 'Password'. A red error message reads: 'Please enter a valid user name and password combination'. Below the message is an orange 'Login' button and a blue 'Forgot Password' link.

1.3.3.2 Temporary Lock

If you enter an incorrect username and password combination at least three times in a row, ADAMS will lock you out **for 60 minutes** and display a message suggesting that you use the Forgot Password link:



The screenshot shows the ADAMS login interface. At the top left is the ADAMS logo. To the right is a banner image of three athletes. Below the banner are two input fields: 'User Name' and 'Password'. A red message reads: 'Login problems? Please use the Forgot Password link below'. Below the message is an orange 'Login' button and a blue 'Forgot Password' link.

During that temporary lock period, entering the original password will **not** work. However, you may contact the ADAMS Help Desk or request a temporary password – see below.

1.3.3.3 Permanent Lock

If you enter an incorrect username and password combination at least nine times in a row, ADAMS will lock you out “permanently”. At this stage you will have to contact the ADAMS Help Desk to have your password reset. The temporary password will **not** work if you are permanently locked out.

1.3.3.4 Forgotten User Names

Contact the ADAMS Help Desk if you forgot your ADAMS username.

1.3.3.5 Forgotten Passwords

You can click the “Forgot Password” link at the bottom of the ADAMS Login page, which will display the **Forgot Password** page:



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*

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:

WADO IIF

[back to login page](#)

If you forget your password, you have two options:

1. **Request a Temporary Password:** If your ADAMS profile contains your email address, you can request a temporary password through email. Simply enter your username and email address – the same as the one saved in your ADAMS profile – in the upper section of the screen, then click the submit button:

A new temporary password will be sent to the email address in your ADAMS profile shortly, and must be used within 24 hours. If you do not receive the email within the next 15 minutes, please contact your custodial organization.

[back to login page](#)

ADAMS will then send you an email containing a temporary password, which you must use within 24 hours. If you do not receive an email within 15 minutes of submitting the request, verify your spam blocker if any – since the ADAMS email could have been intercepted – then contact the ADAMS Help Desk.

2. **Contact the ADAMS Help Desk at WADA:** Your ADAMS team can reset your status in ADAMS, and issue a new password if required.

1.3.3.6 Changing the Password

ADAMS will prompt you to change your password:

- If you login to ADAMS with a temporary password, or
- On a regular basis, for security purposes.

You can also change your password from the User Preferences. Please see the Users Preferences / Password Change section for more details.

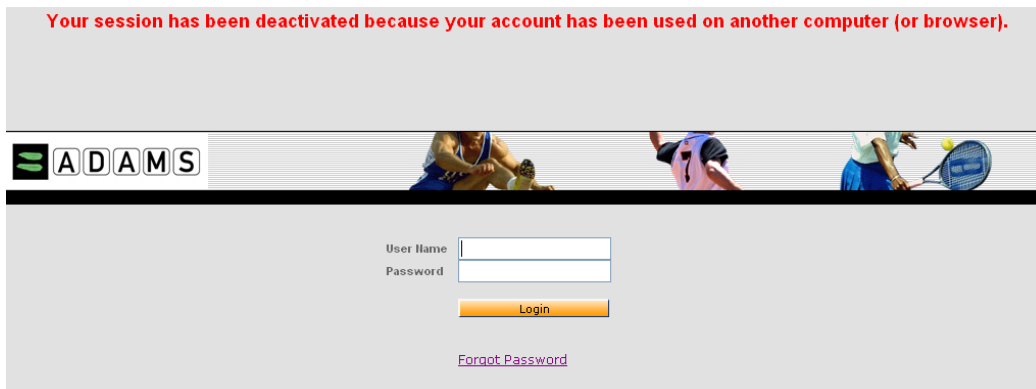
1.4 **LOGGING OUT**

When you have finished working within ADAMS and wish to exit the program, click the **Logout** 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.

Please make a habit of ***always*** terminating your ADAMS session by clicking the **Logout** button, in the upper-right corner of the ADAMS page:



Should you not terminate a session properly – for example if you close your browser application or turn off your computer without logging out – then the “deactivated session” warning message might be displayed the next time you log in:



If you follow the proper logout procedure and still see the above warning message, please contact the ADAMS Help Desk.

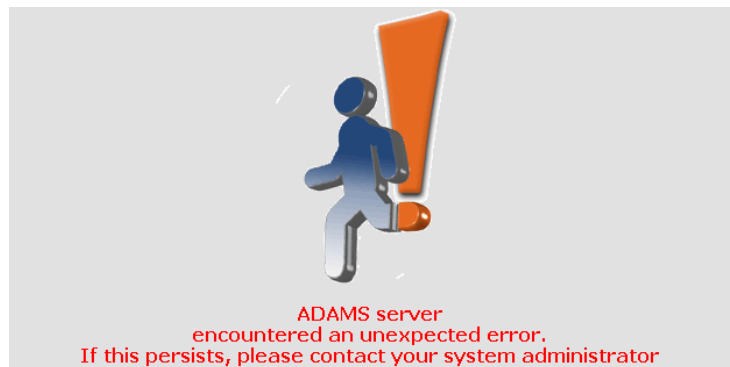
1.5 WHAT TO DO IF YOU ENCOUNTER AN ERROR

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.

1.5.1 COLLECT INFORMATION

Please take the time to submit the details.

1. Right-click the red error text (not the “running man” picture)
2. Select **View source**
3. Save the .txt file
4. Send an email to adams@wada-ama.org and attach the .txt file



Other Useful Information

- What time the error occurred
- What Internet browser you use
- What operating system (Windows XP, Windows Vista, 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
- It is useful to mention the series of actions that occurred before the error was encountered, for example: how you accessed the page where the issue occurred, which link or button was clicked,, what value was entered or selected from a drop-down, was the “Previous” or “Next” button of your browser used - those are usually not supported in ADAMS- etc. Does the error occur consistently, and if so, how can you recreate it?
- Screenshot of the screen in error can also be useful.



1.5.2 CONTACT THE ADAMS HELP DESK

A Helpdesk is available to answer technical user queries about ADAMS. The Helpdesk, located in Québec, Canada, is available from Monday to Friday from 9am to 5pm Eastern Time.

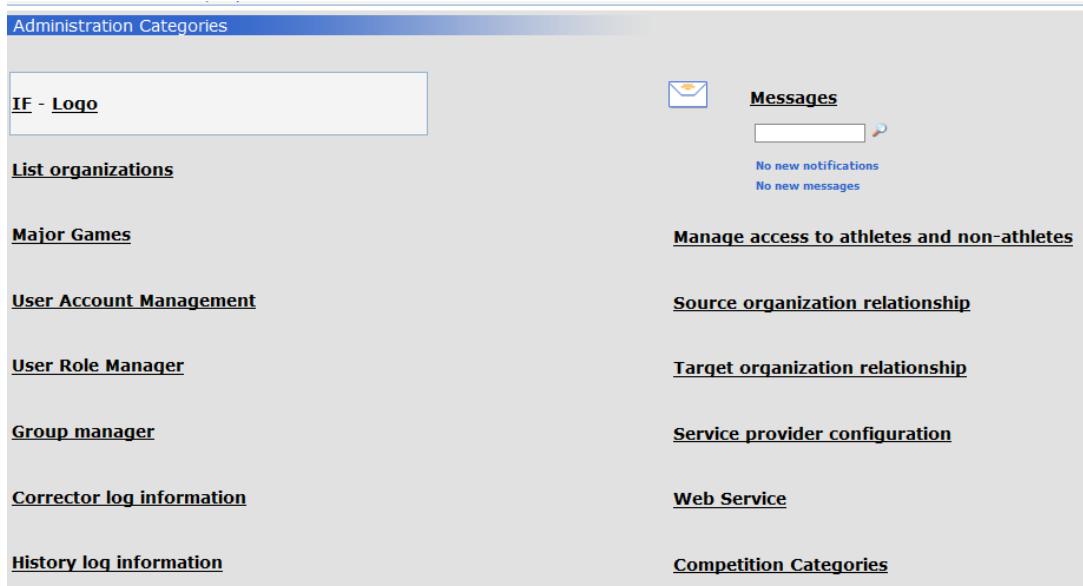
From North America dial: (866) 922-3267 (1-866-92-ADAMS)

From outside North America dial: +1 (514) 904-8800

Should you require assistance outside of the helpdesk core hours please send an email at adams@wada-ama.org.

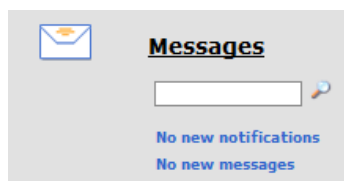
2 HOME PAGE - ADMINISTRATOR

The Administrator user homepage is displayed when you log in onto ADAMS with the Admin-account. It shows the title **Administration Categories** and features links to launch various system modules. The page banner also contains useful features.



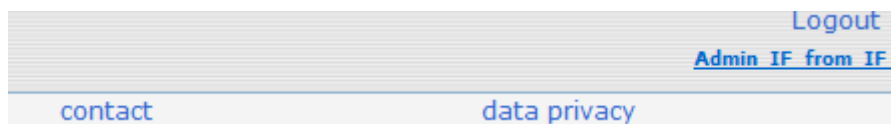
2.1 MESSAGE CENTER

Organization administrators have a message center and can send messages to, and receive messages from ADAMS users, athletes, etc.



2.2 DATA PRIVACY LINK

A data privacy link has been added to the top banner for all users. The contents of this link are handled by the ADAMS Administrator. Clicking the link opens a browser window with the "Agreement governing the Use of ADAMS" for the organization user, and the "Athlete's Information Form" for the athlete user.



2.3 CONTACT LINK

A new popup containing the contact information of various organizations is now available for all users of the system. The link is located in the top frame of ADAMS, next to the HELP link.



When a user clicks on the link, a popup will be displayed and the user can then search for the organization they are looking for.



Name	Roles	Sports	Country
CHA - Hockey Canada	NF - NADO	Ice Hockey	CANADA

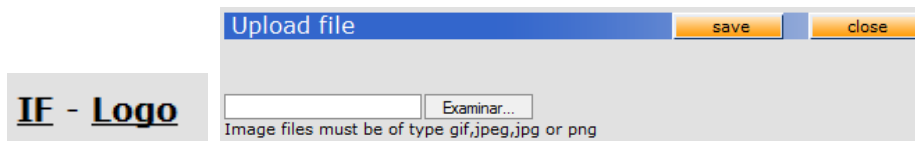
The criteria are as follows:

- Short name/long name: Tries to match the text entered with either the short name or long name of an organization
- Role: Searches for organizations having at least one of the roles chosen. If lab is the only role criteria chosen, then the results will return only pure labs.
- Countries: Searches for organizations (usually a NADO or NF) configured with at least one of the countries chosen.
- Sports: Searches for organizations (usually an IF or NF) configured with at least one of the sports chosen.
- After clicking the search button, a list of organizations that meet the criteria will be listed. The name of each organization is in turn a link that will display a popup showing the organization's contact information.
- This information is entered by the administrator of each organization or can be entered by the ADAMS administrator on their behalf.
- If a section does not contain any information, it will be omitted from the display.

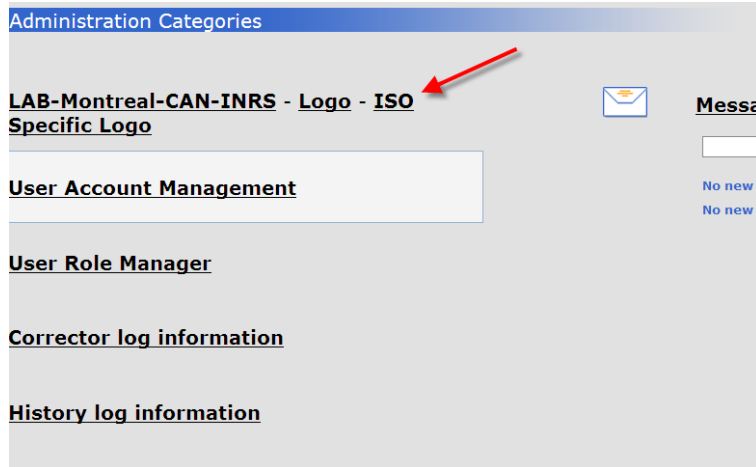
Organization Management

2.4 ORGANIZATION LOGO

Organizations can upload their logo into ADAMS. It will be used when printing out PDF forms (DCF, TUE submission...). The **maximum size is 342 pixels for the width and 56 pixels for the height**. Adhere to this max. size: if the image is smaller, it will be centered in the plan space, without stretching. If the image is bigger, it will be compressed to fit the space. The image format can be: **jpg, jpeg, gif, png**.

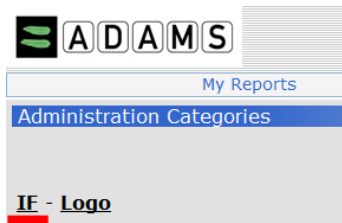


In addition, exclusively for Laboratory organizations, the Administrators will have the option to upload a Lab-specific ISO logo (if desirable the image may include the ISO certification number). This logo will be displayed in the PDF Test report when produced (using the Print Analysis Result record-button). The screen looks as follows:

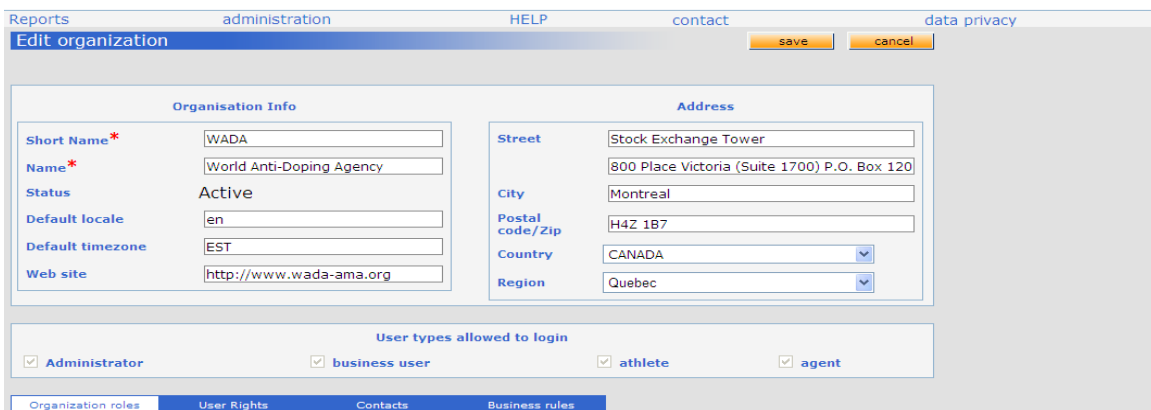


2.5 ORGANIZATION INFORMATION & ENTERPRISE SETTINGS

Click on your organization short name:



This allows you to update/complete the contact/address details of your organization. Four tabs are available:



The screenshot shows the 'Edit organization' form with the following fields:

Organisation Info		Address	
Short Name*	WADA	Street	Stock Exchange Tower
Name*	World Anti-Doping Agency		800 Place Victoria (Suite 1700) P.O. Box 120
Status	Active	City	Montreal
Default locale	en	Postal code/Zip	H4Z 1B7
Default timezone	EST	Country	CANADA
Web site	http://www.wada-ama.org	Region	Quebec

Below the form, there are checkboxes for 'User types allowed to login':

- Administrator
- business user
- athlete
- agent

The *Organization roles* tab displays the profiles. The tab *User rights* shows the maximum set of access rights the users affiliated to your organization can adopt.



Role	Access Right
Retire Athlete	Yes
Search Athlete	Yes
Athlete User Account Manager	Yes
Athlete Importer	Yes
BP lab results exporter	Yes
BP Statistics importer	Yes
Corrector	Yes
Group Combination Search	Yes
DCO	Yes
Lab Result Importer	Yes
Non Athlete Creator	Yes
Passport Access	Yes
Report Unlimited Executer	Yes
Test Summary View Access	Yes
TUE Approver	Yes
TUE Audit Trail	Yes
TUE Medical View Access	Yes
Whereabouts Audit Trail	Yes

The *Contacts* tab should be used to keep the details of contact persons within your organization up-to-date (this is the organization’s responsibility). This information is public and will be displayed once the ‘contact’ link in the header is used by any ADAMS user.

Organization roles	User Rights	Contacts	Business rules
Organization Primary ADAMS 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"/>

The *E-mail configuration* section at the bottom relates to the External e-mail notifications functionality in ADAMS:

ADAMS will occasionally generate automated notifications to users and athletes upon certain events, such as a TUE being approved or rejected. Occasional ADAMS users, such as athletes, can opt to have a message delivered to their external e-mail address (as specified in the User account profile or Athlete Profile) when these events occur. For this to take place, the organization should provide an ADAMS response email address under *E-mail from* and *E-mail Reply-to*. Messages sent on behalf of an organization will appear to come from the address under *E-mail from*, and responses such as errors will be bounced to the address under *E-mail Reply-to*.

Email Configuration	
Email From	<input type="text"/>
Email Reply-To	<input type="text"/>
SMTP username	<input type="text"/>

Organization roles	User Rights	Contacts	Business rules
Organization Primary ADAMS Contact			
First name	<input type="text" value="Stuart"/>	Last name	<input type="text" value="Kemp"/>
Phone	<input type="text" value="+1 514 904 9232"/>	Mobile	<input type="text"/>
Email	<input type="text" value="stuart.kemp@wada-ama.org"/>	Fax	<input type="text" value="+1 514 904 2266"/>
TUE authority			
First name	<input type="text" value="Dr. Alan"/>	Last name	<input type="text" value="Verrec"/>
Phone	<input type="text" value="+1 514 904 8787"/>	Mobile	<input type="text"/>
Email	<input type="text" value="alan.verrec@wada-ama.org"/>	Fax	<input type="text"/>
Mission Order contact			
First name	<input type="text" value="Stuart"/>	Last name	<input type="text" value="Kemp"/>
Phone	<input type="text" value="+1 514 904 8836"/>	Mobile	<input type="text"/>
Email	<input type="text" value="stuart.kemp@wada-ama.org"/>	Fax	<input type="text" value="+1 514 904 2266"/>
Result Management Authority contact			
First name	<input type="text" value="Rune"/>	Last name	<input type="text" value="Andersen"/>
Phone	<input type="text" value="+1 514 904 9232"/>	Mobile	<input type="text"/>
Email	<input type="text" value="rune.andersen@wada-ama.org"/>	Fax	<input type="text" value="+1 514 904 8823"/>
Login contact			
First name	<input type="text" value="Chaya"/>	Last name	<input type="text" value="Ndiaye"/>
Phone	<input type="text" value="+1 514 904 8832"/>	Mobile	<input type="text" value="+1 514 825 8832"/>
Email	<input type="text" value="chaya.ndiaye@wada-ama.org"/>	Fax	<input type="text" value="+1 514 904 8748"/>
Email Configuration			
Email From	<input type="text" value="adams@wada-ama.org"/>	Email Reply-To	<input type="text" value="adams@wada-ama.org"/>
SMTP username	<input type="text" value="ac23563"/>		

The tab *Business rules* allows the organization to define enterprise wide business rules for its users:

Organization roles User Rights Contacts **Business rules**

- TUE-info to be mandatory or not when athletes apply for a TUE

Medical practitioner is mandatory in TUE

Medical practitioner's phone is mandatory in TUE

- 'Send e-mail notification' should be checked if the organization would like to activate the external e-mail notification functionality for its users.

Send email notifications



- The *Whereabouts submission deadline* parameter can be set, applying to the organization's RTP athletes (viz. for which this organization acts as their Whereabouts Custodian organization). *N* days before this deadline an e-mail notification will be sent to those RTP athletes who have not yet submitted their whereabouts for the upcoming quarter. Furthermore, during this period also a message will be displayed on the Athlete's home page.

Whereabouts Submission Deadline

15 days prior to the beginning of the quarter

On the th day of the month prior to the quarter

Send notification 15 days before the whereabouts submission deadline (to RTP athletes and their agents)

- Whereabouts calendar – First day of the week*: the administrator can define a default value at the organization level whether a Sunday or a Monday should be shown as the first day in the week for all whereabouts calendars in ADAMS, including the mini-calendar and date pickers. Any organization user with the ability to view whereabouts calendars, will have the option to select their own preference in the User Preferences.

Whereabouts Calendar - First day of the week

Sunday

Monday

- Enable inbound (incoming) / outbound (outgoing) SMS messages for users

Enable inbound SMS

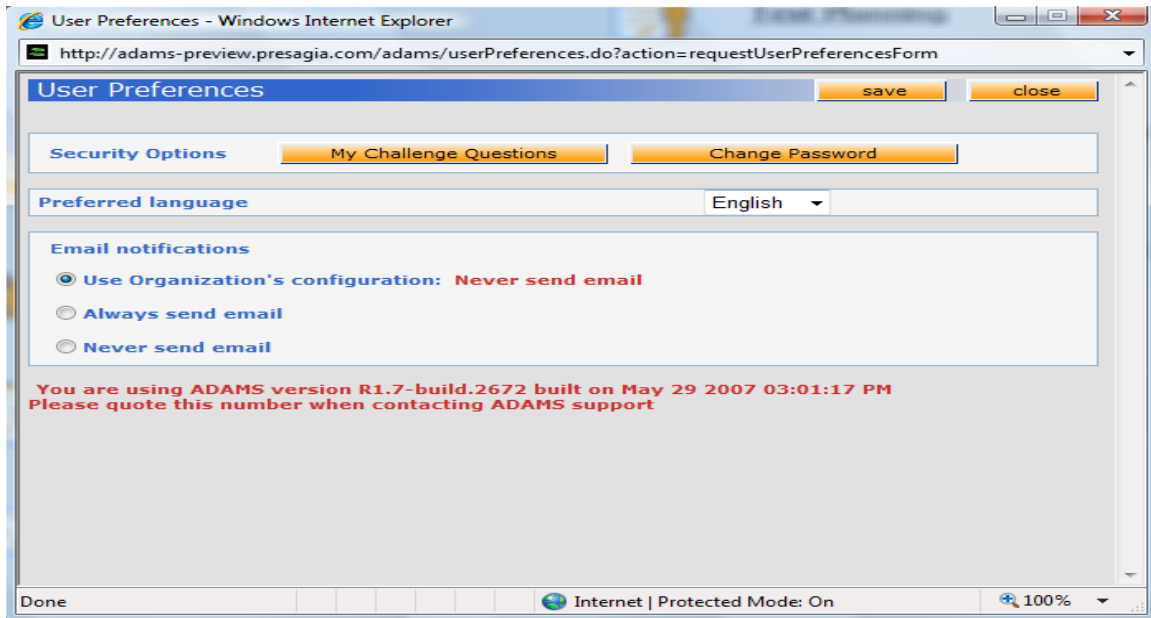
Enable outbound SMS

- 'Default user name pattern' can be selected for the usernames of athlete or non-athlete users

Default user name pattern

Regarding the **External e-mail notification**:

Once the ADAMS administrator has configured the server to send external messages, a user can opt to receive a notification at his e-mail address by modifying his preferences by clicking his name on the top right-hand corner of the screen and completing the steps:



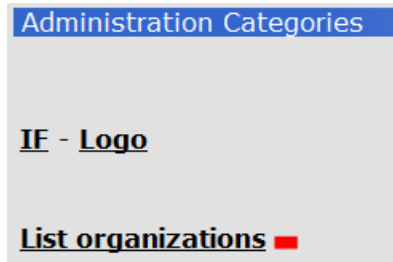
Select "Use Organization's configuration" if the organization has been configured to send e-mail, otherwise select "Always send email." In this case, messages will appear to come from the default ADAMS mailbox.

If a user would prefer to override the organization's settings and never receive e-mail, he should select "Never send email."

Important note: Athletes should ensure that their e-mail address on file is correct by modifying their profile from the ADAMS main menu.

[Back to Table of Contents](#)

3 LIST ORGANIZATIONS



3.1 CREATING A NATIONAL FEDERATION

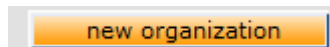
Only a WADA administrator can create organizations, such as Anti-Doping Organizations (ADO), International Federations (IF), National Federations (NF), Major Games Organizations (MGO), or Laboratories (LAB). Requests to create additional organizations within ADAMS should be directed to the ADAMS Administrator at WADA.

National Anti-Doping Organizations and International Federations can only create National Federations (One NF per sport/Discipline) If you need multiple NF per sport please send the request to WADA administrator.

1. Click the **List Organizations** button.
2. Verify that the organization does not already exist.



3. Click on the **New Organization** button.



4. Fill in the organization's Name and Short Name (usually an abbreviation using the IOC Code and acronym).

Short Name*	<input type="text" value="NF"/>
Name*	<input type="text" value="National Federation"/>

5. Select Non Functional as the status.

Status	<input type="text" value="Not Functional"/>
--------	---

6. In the sport Federation box search for sport(s) and Discipline(s)

Sport|Discipline

<input type="text"/>		
Sport Discipline		

- Click on the Contact tab.



- Fill in the contact information.

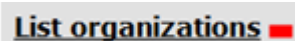
Organization Primary ADAMS Contact			
First name	<input type="text"/>	Last name	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>	Fax	<input type="text"/>

- Click the **Save** button.

Note: For security reasons if the NF you entered is required for Test planning (use as a TA, SCA, RMA), contact the ADAMS administrator to enable that option

3.2 VIEWING A NATIONAL FEDERATION

- Click the **List Organizations** button.



- Enter your search criteria.

Search on short name and long name

Status

Country sport

- Click on the Organization Name.

NF - National Federation	Active	NF - ADO	Sport Discipline	COUNTRY
--	--------	----------	--------------------	---------

3.3 EDITING A NATIONAL FEDERATION

- Click the **List Organizations** button.
- Enter your search criteria.
- Click on the Organization Name.
- Make any desired changes.
- Click the **Save** button.

[Back to Table of Contents](#)

4 MAJOR GAMES

4.1 CREATING AND ACTIVATING A MAJOR GAME

This functionality allows the ADAMS administrator to create and configure Major Games in the administration section of the system. These major games records will be used for reducing data entry and accurate reporting.

When creating a major game, it is necessary to specify the following information:

- Name of the Games (e.g. Pan Am 2011, London 2012, etc).
- Organizing Committee
- Testing Authority
- Sample Collection Authority
- Results Management Authority
- WADA-Accredited Laboratory
- Beginning and End Dates of the Games (e.g. from opening ceremonies to closing ceremonies) to identify tests as In-Competition
- Beginning and End Dates of Accessibility (e.g. from opening of athlete village to closing)
- Location of the Games (city, region, and country)
- Sports and Disciplines
- Participating Countries
- Level of Competition (e.g. International)

Specifying this information and setting the status to “Active” will create an event in the system that may be attached to Test Distribution Plans, anti-doping tests, Doping Control Forms, etc.

Edit major game
Set auto-access
save
cancel

Major game name *

[translation](#)

Major Game Organizer

Status

Game Start *

End date *

TA

SCA

RMA

Lab

Sports/Disciplines *

- Gymnastics | Rhythmic
- Roller Sports | Artistic
- Softball | Softball
- Water Skiing | Water Skiing
- Aquatics | Synchronized Swimming

Accessibility Start *

End date *

City

Country

Region

Level of competition *

Other

National

International

Participating countries *

- SAINT VINCENT AND THE GRENADINES
- ECUADOR
- VENEZUELA
- TRINIDAD AND TOBAGO
- URUGUAY

Comments

create selection list

Search athletes in major game

search
export whole list

4.2 ATHLETE ACCESSIBILITY DURING THE GAMES

Athlete accessibility will be reassigned between the specified dates to allow access to be given to the RMA, organizing committee, etc. After the end date of accessibility, users will no longer have access to these athletes.

The ADAMS administrator can create a selection list and then add individual athletes to the Games via that list, or can opt to leave this up to the individual organization administrator. Note that the organization administrator has read-only access on the Games information.

He or she, in turn, can grant the capability for their organization's users to add and remove their own athletes via the "Major Games" role. The simplest way to accomplish this is to give "Major Games" permission to the default business role, but its use can be further restricted if desired.

Please also be aware that the organization itself (e.g. CCES, UK Sport, etc) must be granted access to the "Major Games" role in order for users of that organization to be able to inherit the permission.

4.3 ADDING ATHLETES - BY REGULAR ORGANIZATION USER

Each individual organization that has access to the Games may add in a list of athletes who will be attending.

This is done by creating one or more Selection Lists (using the normal fashion) and importing those lists into the "master" selection list for the games. Note that athletes may be added directly to the master selection list as well.

In order to create the "master" selection list, select "Major Game Events" on the main page, search for the event, and click the button to create "Selection List" next to the event. You may also open the event and click "create selection list" at the bottom of the page (see below). At this point you will be able to search for individual athletes or import from other selection lists.

Note that when importing from other selection lists, ADAMS will ensure that duplicate athletes and placeholders are not copied into the master list.

You may add athletes for whom you are not the custodian to a selection list for a Major Game; those athletes appear in red rather than black.

The organization user also has the capability to export the selection list to **CSV**.

View major game cancel

Major game name *		Status	
2007 PAN AM Games		Active	
Major Game Organizer		Game Start *	End date *
PASO - PASO/Organizing Committee for Rio 2		15-Jul-2007	29-Jul-2007

TA		Accessibility Start *	End date *
PASO - PASO/Organizing Committee for Rio 2		15-Jul-2007	29-Jul-2007
SCA		City	
WADA - World Anti-Doping Agency		Rio de Janeiro	
RMA		Country	
PASO - PASO/Organizing Committee for Rio 2		BRAZIL	
Lab		Region	
LABDOP - Rio de Janeiro, BRAZIL			
Sports/Disciplines *	Level of competition *	Participating countries *	
<ul style="list-style-type: none"> Karate Karate Modern Pentathlon Modern Pentathlon Cycling Road Aquatics Water Polo Aquatics Synchronized Swimming 	<input type="checkbox"/> Other <input type="checkbox"/> National <input checked="" type="checkbox"/> International	<ul style="list-style-type: none"> HAITI CHILE PERU VENEZUELA CUBA 	

Comments

create selection list

4.4 ADDING ATHLETES FOR MAJOR GAMES - ADMINISTRATOR

Since ADAMS 2.2, the ADAMS administrator has the capability of importing lists of athletes that are participating in a Major Game. If athletes in the import file do not exist in the system, they will be created and added to the Major Game.

Furthermore, this import can be used to edit the accreditation number of existing athletes in the system.

The admin uses a **csv file** similar to the one already in use by organization users to import athletes. For the purpose of Major games 4 new columns have been added:

- Temporary_accreditation: Temporary Accreditation number for a given Major Game
- Final_accreditation: Final Accreditation number for a given Major Game

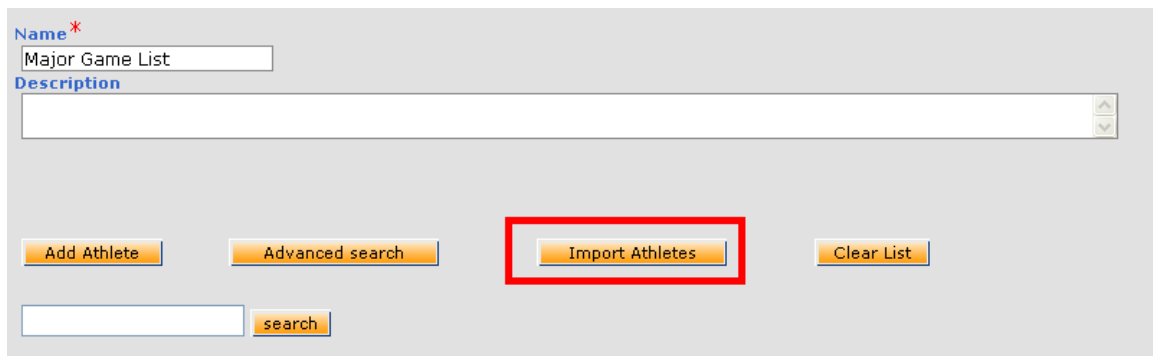
And the following columns will be used to identify existing athletes in the system to add them into the major game and/or update their accreditation numbers.

- id_type: {"ADAMS","NADO","IOC","IF","NF", "BP"} - Optional
- id_code: Actual identification value: If no id_type is given, the system will make a search on any ID. If only 1 athlete is found they will be selected.

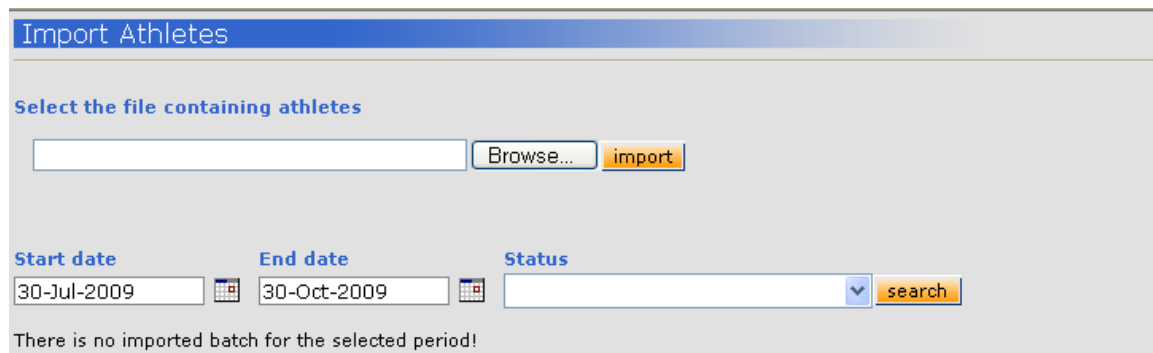
To access the import screen, the ADAMS administrator must first create a selection list for the major game.

Clicking the Import Athletes button will bring the Import popup.

Select the file to upload and click "Import Athletes".

A screenshot of the ADAMS web interface. At the top, there is a 'Name*' field containing 'Major Game List' and a 'Description' field. Below these are four buttons: 'Add Athlete', 'Advanced search', 'Import Athletes' (which is highlighted with a red rectangular box), and 'Clear List'. At the bottom left, there is a search input field and a 'search' button.

The results of every import can be viewed by clicking the search button. It is also possible to filter the results based on start date, end date and the status of the import.

A screenshot of the 'Import Athletes' popup window. The title bar says 'Import Athletes'. Below the title bar, there is a section titled 'Select the file containing athletes' with a text input field, a 'Browse...' button, and an 'import' button. Below this, there are three filter sections: 'Start date' with a date input field showing '30-Jul-2009' and a calendar icon; 'End date' with a date input field showing '30-Oct-2009' and a calendar icon; and 'Status' with a dropdown menu and a 'search' button. At the bottom, a message reads: 'There is no imported batch for the selected period!'.

4.5 ACCREDITATION NUMBER

The IOC number in the demographics page of athletes has been replaced with an accreditation number. The Major Game Organizer and ADAMS administrator can assign a temporary and/or a final accreditation number to any athlete that participates in their major game.

Once an athlete is part of the selection list of a major game, the MGO (or ADAMS administrator) can assign a temporary or final accreditation number in the “Search Athletes” section of the Major Game management page.



The screenshot shows a web interface titled "View major game" with a "cancel" button in the top right. Below the title bar, there are several input fields: "Major game name" (with a red asterisk) containing "Test", "Status" containing "Active", "Major Game Organizer" containing "CCES - Canadian Centre for Ethics in Sport", "Game Start" (with a red asterisk) containing "27-Oct-2009", and "End date" (with a red asterisk) containing "30-Oct-2009". A "+" sign is visible below these fields. Below the form is an "edit selection list" button. At the bottom, there is a "Search athletes in major game" section with a search input field and buttons for "search", "remove", "cancel remove", and "export whole list". Below the search section is a table with the following data:

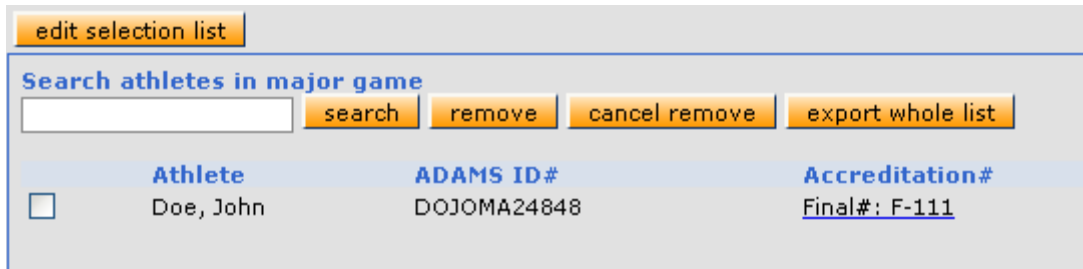
Athlete	ADAMS ID#	Accreditation#
<input type="checkbox"/> Doe, John	DOJOMA24848	add

Clicking the add link will bring up the “Accreditation Numbers” popup:



The screenshot shows a popup window titled "Accreditation numbers for athlete: Doe, John" with a close button (X) in the top right. The window contains two input fields: "Final#" and "Temporary#". At the bottom right, there are "save" and "cancel" buttons.

Once saved the add link is replaced by the final accreditation number of the athlete:



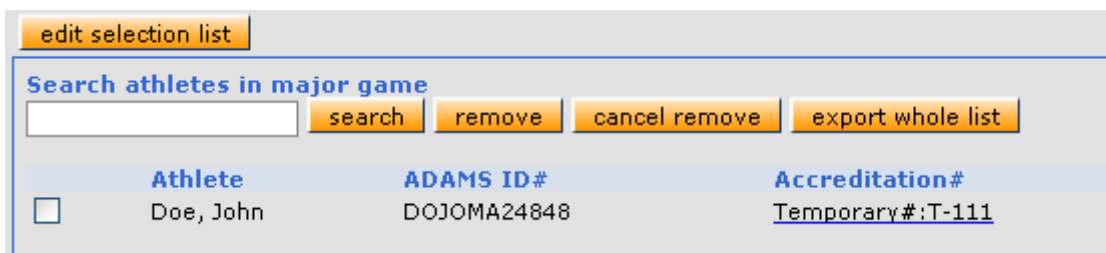
edit selection list

Search athletes in major game

search remove cancel remove export whole list

	Athlete	ADAMS ID#	Accreditation#
<input type="checkbox"/>	Doe, John	DOJOMA24848	<u>Final#: F-111</u>

If the athlete has no final accreditation number then the temporary one will be shown.



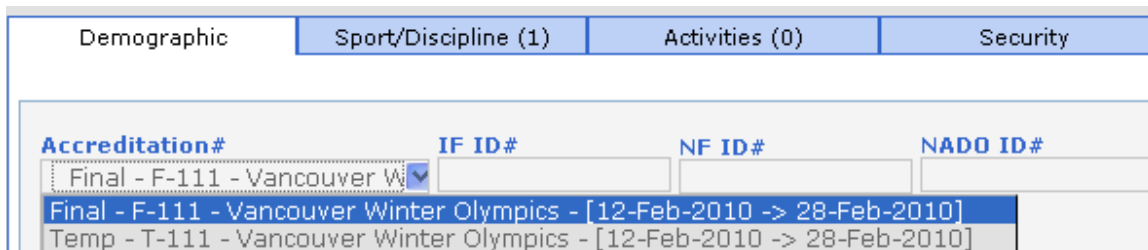
edit selection list

Search athletes in major game

search remove cancel remove export whole list

	Athlete	ADAMS ID#	Accreditation#
<input type="checkbox"/>	Doe, John	DOJOMA24848	<u>Temporary#:T-111</u>

The accreditation number(s) of the athlete will then be displayed in the Demographic page of the athlete, in the "Accreditation #" drop-down box:



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

Accreditation#	IF ID#	NF ID#	NADO ID#
Final - F-111 - Vancouver W	<input type="text"/>	<input type="text"/>	<input type="text"/>
Final - F-111 - Vancouver Winter Olympics - [12-Feb-2010 -> 28-Feb-2010]			
Temp - T-111 - Vancouver Winter Olympics - [12-Feb-2010 -> 28-Feb-2010]			

The current accreditation number of the athlete will also be displayed in the athlete banner section of the anti-doping test page, when a major game is selected. If the athlete has no final accreditation number, then the temporary one will be displayed. Any page (such as a DCF, AAF, sanctions...), that is linked to that test, will also display the accreditation number in the header.

Athlete Doe, John	ADAMS ID# DOJOMA24848	Date of birth	Sport Nationality CANADA	Gender Male
Sport / Discipline Aquatics Diving	Currently in major game Final - F-111 - Vancouver Winter Olympics - [12-Feb-2010 -> 28-Feb-2010]			
Mission Order#	ADD Reference#	Planned Start* 12-Feb-2010	Planned End* 12-Feb-2010	
Test Authorized By* CCES - Canadian Centre for Ethics in Sport				
Sample Collection Authority* CCES - Canadian Centre for Ethics in Sport				
Result Management Authority* CCES - Canadian Centre for Ethics in Sport				
Test Coordinator				
Lead DCO				
Sport-Discipline* Aquatics Diving		Event Vancouver Winter Olympics	Test type* <input checked="" type="radio"/> In Competition <input type="radio"/> Out of Competition	
Name of Competition / Training Session		<input checked="" type="checkbox"/> pre-competition		

4.6 TEST PLANNING IN MAJOR GAMES

The existing in-competition TDP functionality has been modified to support Major Games. When creating an in-comp TDP, you may now select the associated Major Game from a drop-down list.

Doing this has a number of advantages:

1. You will eliminate a significant amount of data entry as the relevant data from the Major Game record is automatically transferred to the mission order, the test record, the DCF, etc. This includes the TA, RMA, and SCA fields.
2. Tests associated with the specified Major Games will be calculated and reported within that TDP sheet.

The “pre-gaming” checkbox is used to specify whether a test or TDP covers pre-competition testing (for example, the period between the opening of an athlete village and the opening ceremonies of the games).

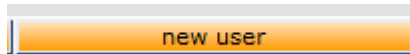
[Back to Table of Contents](#)

5 USER ACCOUNT MANAGEMENT

User Account Management

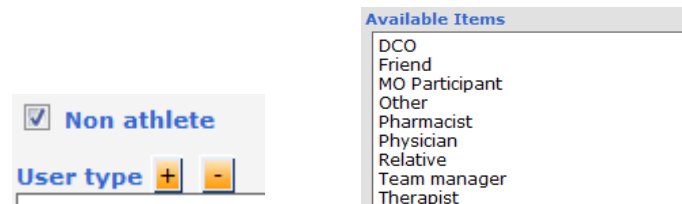
This section allows Organization administrators to create different types of users.

1. *Regular users*: users of your organization that will use ADAMS on their daily work.

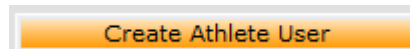


There are some special regular users:

- *Administrator* user has full access to the Admin-module (separate login)
- *Doping Control Officers* (DCO Users) are regular organization users with limited business roles and possibly limited access to specific groups of athletes.
- *Mission order participant*
- *Team Manager*

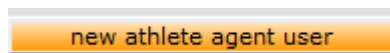


2. *Athlete users*: this user type has a restricted access:



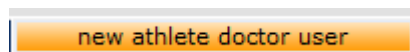
- Access to their profile
- Read and Write access to their whereabouts
- Read access to their Tests results (including biological passport results)
- Submission and consultation of TUEs

3. *Athlete agents*:



- Read access to the profile page
- Read and Write access to the athlete whereabouts

4. *Athlete doctors*:

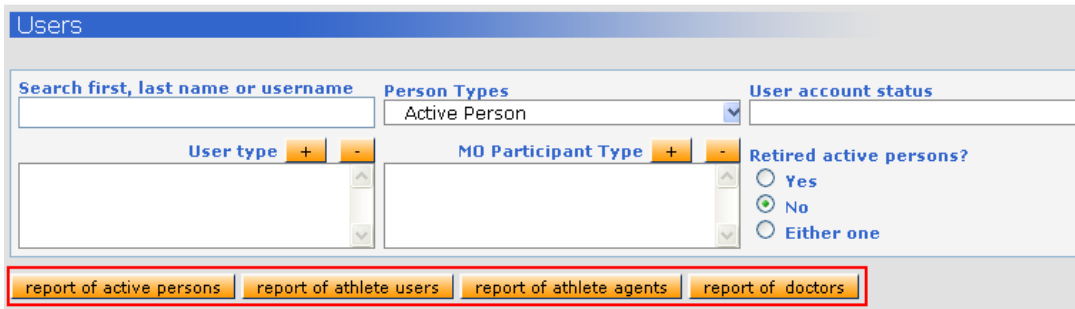


- Can submit TUE on behalf of their athletes

5. *Non-Athlete users*: general approach

5.1 ADAMS USERS REPORTS

From the User Account Management page, you can produce reports of the ADAMS users in your organization, based on the user type: active persons, athlete users, athlete agents and doctor users.



Click the desired report button, select the columns you wish to include in the report and the selection criteria, then click **view report**.

You will find more details on report production in the [ADAMS User Guide for Sports Organization](#), Section 29.

5.2 REGULAR USERS (BUSINESS USER, ADMIN, DCO, MO PARTICIPANT, TEAM MANAGER)

A regular user is a user within your organization using ADAMS for the day-to-day anti-doping operations.

5.2.1 CREATING A REGULAR ORGANIZATION USER

1. Click the **User Account Management** List link.

User Account Management

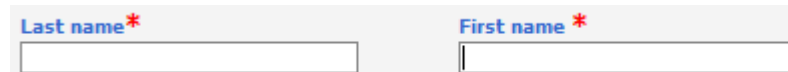
2. Verify that the person does not already exist by searching for them. To see a listing of all existing users simply click the **search** button.



3. Click on the **new user** button.

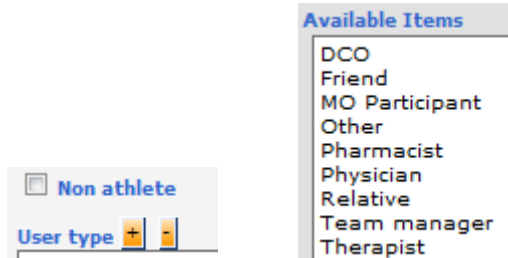
new user

- Fill in the user's First and Last Name.



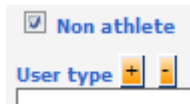
Form fields for "Last name*" and "First name*" with red asterisks indicating required fields.

- Only if you would like to classify a specific *User type* [useful when running reports], select one: DCO, Relative, Pharmacist, Physician, Therapist, Team Manager, Friend Biological profiling expert, MO participant, Other. In the case of *MO participant* it is possible to manage the MO Participant type [chaperone, Athlete representative, coach, athlete doctor, etc] and to exclude an undesired sport/discipline for this user.



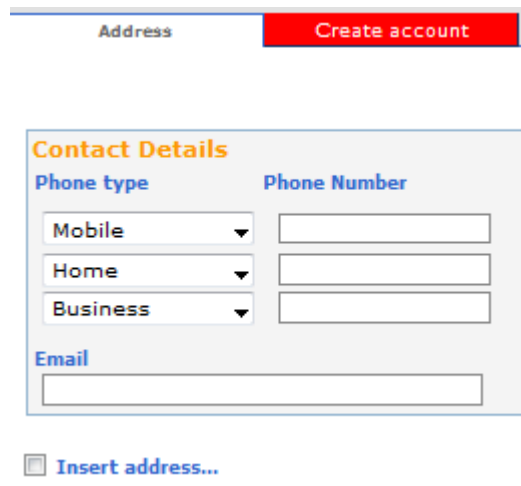
Form showing a "Non athlete" checkbox and a "User type" dropdown menu. The dropdown menu is open, showing a list of "Available Items": DCO, Friend, MO Participant, Other, Pharmacist, Physician, Relative, Team manager, Therapist.

- When the check box *Non-athlete* is checked, the profile of the non-athlete will be visible from the ADAMS front end with the tree containing *Whereabouts, ADRV and Sanctions*. (It is possible to create the non-athlete without creating a user account even – just save the page)



Form showing the "Non athlete" checkbox checked and the "User type" dropdown menu.

- Fill in any desired fields under the Address tab. The email address of the user is recommended for password reset.

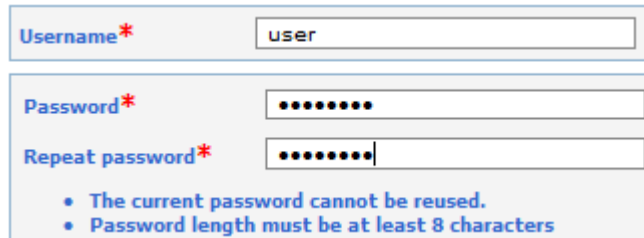


Form showing the "Address" tab with a "Create account" button. Below the tab is a "Contact Details" section with fields for "Phone type" (Mobile, Home, Business) and "Phone Number", and an "Email" field. Below the form is an "Insert address..." button.

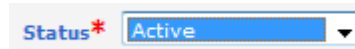
- Click on the User account tab. This tab displays red until it the account has been created and saved.



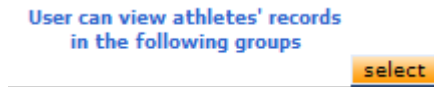
- Fill in the username, password, and repeat password. The password must be a minimum of 8 characters.



- Select "Active" as the status from the pick list.



- Click the **select** button under the "User can view records for athletes in the following groups" box.



- Add the appropriate groups of athletes that you want the user to have access to. [The option 'All Athletes' provides access to all the athletes your organization has got access to. You can restrict by selecting existing Groups]



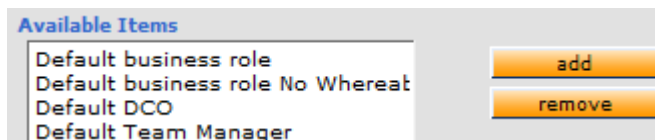
- Click the **save** button on the athlete groups pop-up.



- Click the **select** button under the "Business Roles" box.



- Add the appropriate user role. [The option 'Default Business Role' is recommended for an ordinary regular user]



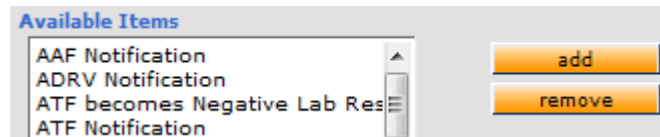
16. Click the **save** button on the Business Roles pop-up.



17. Click the **select** button under the “Notification Type” box.



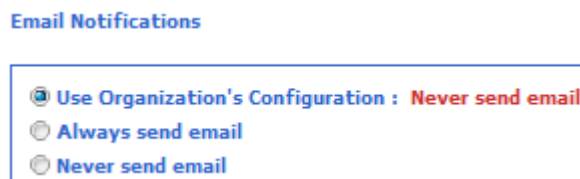
18. Add the appropriate Notification type. [For an explanation of the various types, see the section *Appendix E. Description of Notifications.*]



19. Click the **save** button on the Notification Type pop-up.



20. Under “E-mail notifications”, check the desired setting. You can opt for your organization’s setting or explicitly ‘always send e-mail’ or ‘never send e-mail’ notifications



21. Click the **save** button on the page.

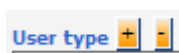


Administrator: Apart from the regular user account it is possible to create another organization **Administrator** account for another user within your organization (for an Admin-assistant or a back-up). The procedure is the same as above, except at step 12 where you must check the box ‘Administrator’ and then press the **save** button on the page.



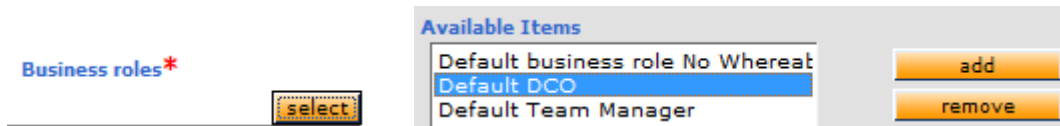
Doping Control Officers (DCO Users): Are regular organization users with limited business roles and possibly limited access to specific groups of athletes. The procedure is the same as above, with special settings for:

- Step 5: Click on the “+” next to the user type box and select DCO. Fill in any other desired fields.



- Step 12: no selection (the Default DCO role takes care of everything)

- Step 15: The option 'Default DCO' role should be selected (it includes: Athlete Search, Mission Order read, Demographic read, Whereabouts read, and DCF read/write).



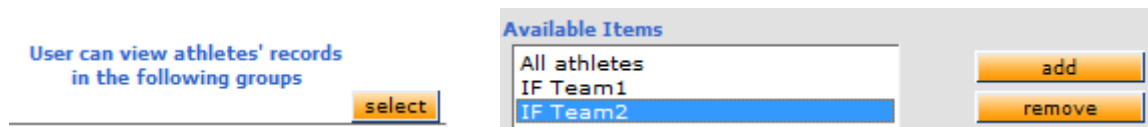
- Step 18: no selection (for notifications)

Mission Order participants: Such as Athlete doctor, Athlete representative, blood collection officer, Chaperone, Coach, DCO, DCO in Training, IF, Urine Sample witness, Other. The procedure is the same as above, with special settings for:

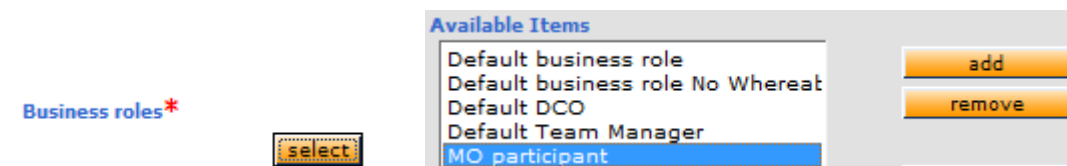
- Step 5: Click on the "+" next to the user type box and select MO Participant. Click on the "+" next to the MO Participant Type box and select the type. If the type is DCO then enter the excluded sports for that DCO if any. Fill in any other desired fields.



- Step 12: if any, add the User Group that has been created before (see the Athlete Group Manager section) with the specific athletes the MO participant can access. Otherwise 'No selection'



- Step 15: If desired, create your own MO Participant business role (see the User Role Management section).



Team Manager: are regular organization users with a limited business role and limited access to specific Teams of athletes. In general the Team manager can access the Whereabouts of the athletes in the teams assigned to him/her. The procedure is the same as above, with special settings for:

- Step 5: Click on the "+" next to the user type box and select Team Manager. Fill in any other desired fields.



- Step 12: No selection (for 'User can view records for athletes in the following groups) – the Default Team Manager role handles everything automatically
- Step 15: The option 'Default Team Manager' role should be selected



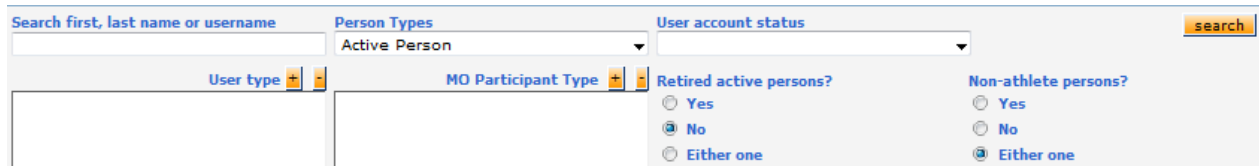
- Step 18: no selection (for notifications)

5.2.2 VIEWING A REGULAR USER'S INFORMATION

1. Click the User Account Management List link.

User Account Management

2. Search for the user on various criteria: first/lastname, person type, user account status, user type/participant type [only for active person], retirement status, non-athlete. Based on the *user account status* the administrator is able to see which user accounts are active, retired, suspended, or temporarily or permanently locked from the user administration screen. *Each time a user locks his/her account the organization administrator is notified!*



3. Click on the View/edit link.

IF, User (if.user)	IF	Active	View/edit
--------------------	----	--------	-----------

5.2.3 EDITING A REGULAR USER'S INFORMATION

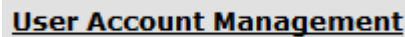
1. Click the User Account Management List link.
2. Search for the user.
3. Click on the View/edit link.
4. Make the appropriate changes.
5. Click on the save button.

5.3 ATHLETE USERS

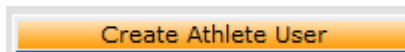
Athlete users have the rights to edit their contact information (addresses, telephones, email, etc), enter and submit whereabouts, and to request a TUE online, view/print an approved TUE, and to view their Tests (if approved by the RMA).

5.3.1 CREATING AN ATHLETE USER ACCOUNT

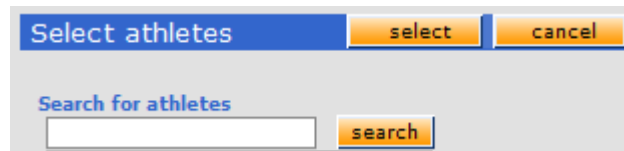
1. Click the User Account Management List link.



2. Click on the **Create Athlete User** button.



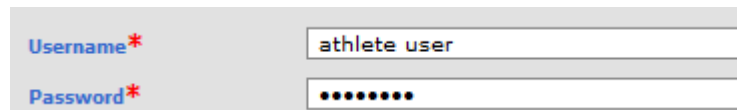
3. Search for the athlete (the athlete profile must be created by a regular user).



Select athletes

Search for athletes

4. Click on the **select** button in the search pop-up
5. Fill in the username, password and repeat password.



Username*

Password*

6. Select active as the status.



Status*

Repeat password*

7. Click the **save** button on the page.

5.3.2 VIEWING AN ATHLETE USER'S INFORMATION

1. Click the User Account Management List link.
2. Select Athlete from the drop down in the search box



Search first, last name or username Person Types User account status

3. Search for the user
4. Click on the View/edit link of the athlete.

5.3.3 EDITING AN ATHLETE USER'S INFORMATION

1. Click the User Account Management List link.
2. Select Athlete from the drop down in the search box
3. Search for the user
4. Click on the View/edit link of the athlete.
5. Make the appropriate changes and click the **Save** button.

5.4 ATHLETE AGENT USERS

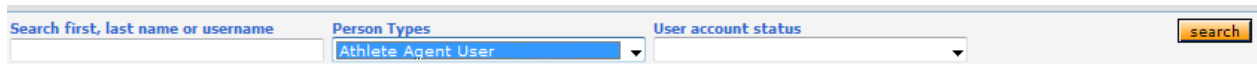
Athlete agent/representative users are limited to functionality related to athlete whereabouts, including demographic information.

5.4.1 CREATING AN ATHLETE AGENT USER

1. Click the User Account Management List link.

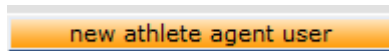
User Account Management

2. Verify that the person does not already exist by searching for them.



Search first, last name or username Person Types **Athlete Agent User** User account status

3. Click on the **new athlete agent user** button.

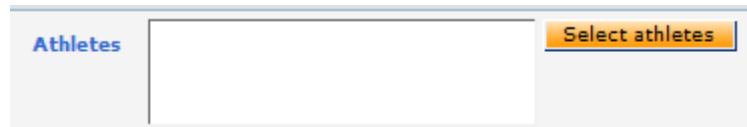


4. Fill in the users First and Last Name.



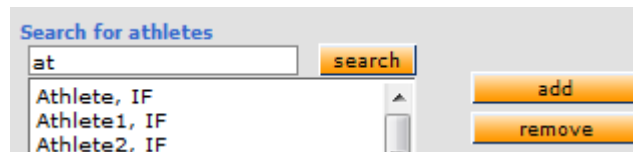
Last name*
First name*

5. Click on the Select Athlete button



Athletes

6. Add athletes the agent has access to.



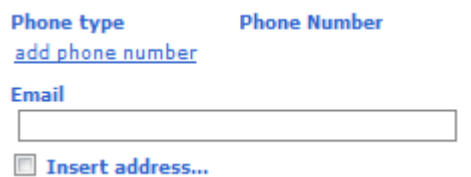
Search for athletes
Athlete, IF
Athlete1, IF
Athlete2, IF

7. Click on the Save button in the Select athletes pop-up.



Select athletes

8. Fill in any other desired fields.



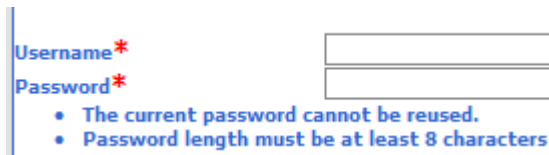
Phone type Phone Number
[add phone number](#)
Email
 [Insert address...](#)

9. Click on the User account tab.



Address

10. Fill in the username, password and repeat password.



Username*

Password*

- The current password cannot be reused.
- Password length must be at least 8 characters

11. Select “Active” as the status.



Status*

12. Click the Save button on the page.

5.4.2 VIEWING AN ATHLETE AGENT

1. Click the User Account Management List link.
2. Select Athlete Agent from the drop down in the search box
3. Search for the user
4. Click on the View/edit link of the athlete agent.

5.4.3 EDITING AN ATHLETE AGENT

1. Click the User Account Management List link.
2. Select Athlete Agent from the drop down in the search box
3. Search for the user
4. Click on the **View/edit** link of the athlete agent.
5. Make the appropriate changes.
6. Click on the **save** button.

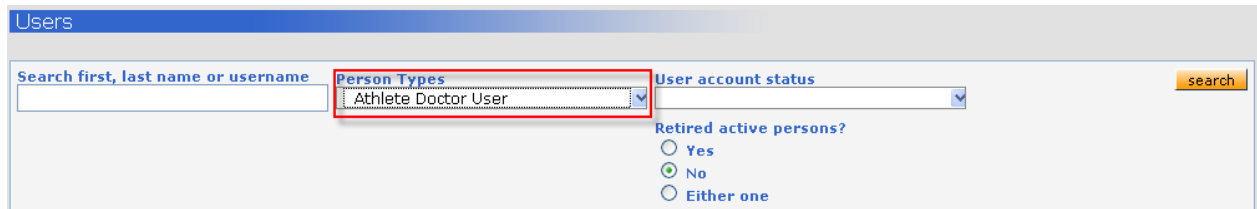
5.5 ATHLETE DOCTOR

The Athlete Doctor user type has been added to ADAMS to assist athletes enter TUEs. These users will have limited access to athlete data, but they can be granted access to enter TUE data on behalf of athletes from any organization.

Athlete doctor accounts are shared amongst all organizations in ADAMS.

5.5.1 CREATING AN ATHLETE DOCTOR

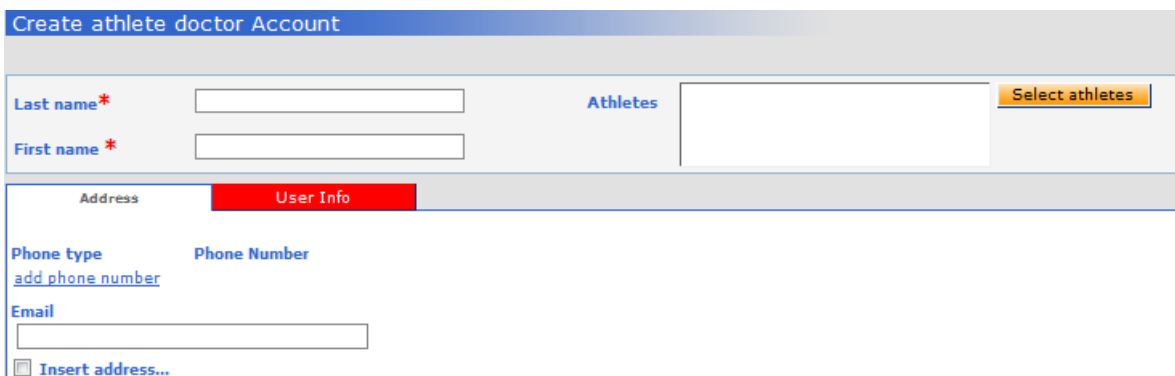
The administration and management of Athlete Doctor accounts is similar to that of athlete agent users. Before creating a new account for any person, the administrator should verify that an account for that person has not already been created by another organization. To perform this verification, use the search tool in the User Account Management page.



If no account exists, the administrator can create a doctor user by clicking on the “new athlete doctor user” button at the bottom of the User Account Management section.



This will bring up the create Athlete Doctor page.



From here the administrator must enter the First Name and Last Name. They can optionally enter any contact information of the doctor. The doctor’s phone numbers and email address will appear in the athlete’s Security tab.

Phone type	Phone Number
Mobile <input type="text"/>	<input type="text"/>
Home <input type="text"/>	<input type="text"/>
Business <input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	

They can also add the athletes that the doctor will therefore have permission to access. The only athletes that can be added here are the ones for whom the current user’s organization is the custodian.

<p style="color: blue; margin: 0;">Athletes</p> <div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div> <p style="text-align: right; margin: 0;">Select athletes</p>	<p style="color: blue; margin: 0;">Search for athletes</p> <div style="border: 1px solid #ccc; padding: 2px;"> <input style="width: 80%;" type="text" value="at"/> <input style="float: right;" type="button" value="search"/> </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Athlete, IF Athlete1, IF Athlete2, IF </div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="add"/> <input type="button" value="remove"/> </div>
---	--

In the User Info tab, the required fields (as indicated by a red asterisk) are:

- Username
- Status
- Password / Repeat password

<p style="color: blue; margin: 0;">Username*</p> <input style="width: 100%;" type="text"/> <p style="color: blue; margin: 0;">Password*</p> <input style="width: 100%;" type="password"/>	<p style="color: blue; margin: 0;">Status*</p> <input style="width: 100%;" type="text"/> <p style="color: blue; margin: 0;">Repeat password*</p> <input style="width: 100%;" type="password"/>
---	--

Once the account is saved, other organization administrators can log in and view the details but not change it. However, they can add or remove access to athletes within their organization’s custody.

5.5.2 SECURITY TAB

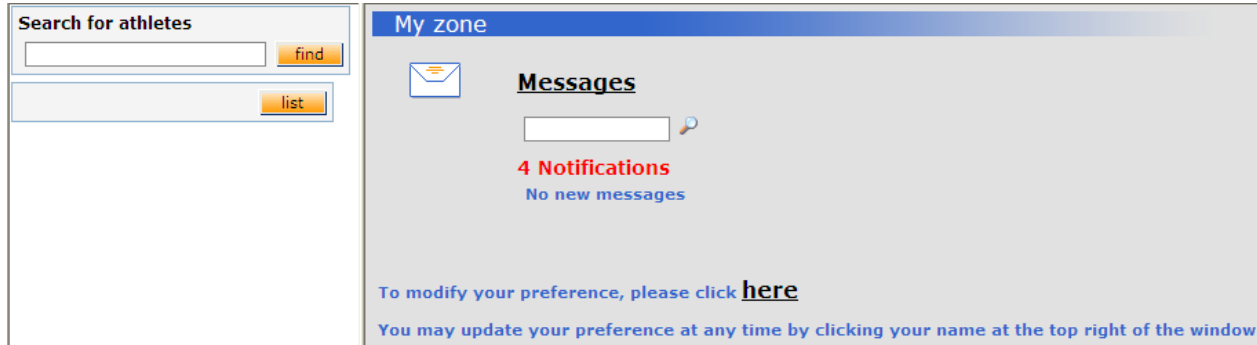
Once an administrator has given the doctor access to an athlete, an entry will be added to the Security tab of the athlete’s demographic page.

List of athlete doctors

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

5.5.3 MY ZONE PAGE

Within the My Zone page, Athlete Doctors have access to the Message center and the quick search area.



5.5.4 ACCESS TO TUE DOCUMENTS

Athlete Doctor users can access all TUE documents: TUEs, (and already/previously created TUEs for Asthma, Abbreviated TUEs and Declaration of Use, as these options are phased out). The following rules apply:

TUE

Athlete Doctors can create/view/edit standard TUEs for the athletes that have been assigned to them. The following table describes what rights the doctor has for normal (standard) TUEs created by different user types, for a given status.

Status	Created by Athlete	Created by Athlete Doctor	Created by Organization User
Not submitted	Edit	Edit	Read
Incomplete	Edit	Edit	Edit
Submitted	Read	Read	Read
In process	Read	Read	Read
Approved	Read	Read	Read
Rejected	Read	Read	Read
Cancelled	Read	Read	Read

Notifications

Athlete Doctor users will receive an automatic notification every time the status of a TUE document is changed:

- when an athlete user changes the status to “Submitted” or “Declared”;
- when the athlete doctor changes the status to “Submitted” or “Declared” (in this last case, the notification is sent to all doctors with access to the athlete);
- when an organization user changes the status to “Submitted”, “Declared”, “Incomplete”, “Rejected”, “Approved” or “In Process” (in this last case, only to the doctor who submitted the TUE).

An automatic notification will also be sent by ADAMS when the Athlete Doctor changes the status of a TUE document:

- when the status is changed to “Submitted”, the notification is sent to the athlete, the doctor and the sporting organization;
- when the status is changed to “Declared”, the notification is sent to the athlete, the doctor – as well as any other doctor with access to the athlete - the sporting organization and any ADO with access to the TUE.

5.6 NON-ATHLETE USERS (GENERAL)

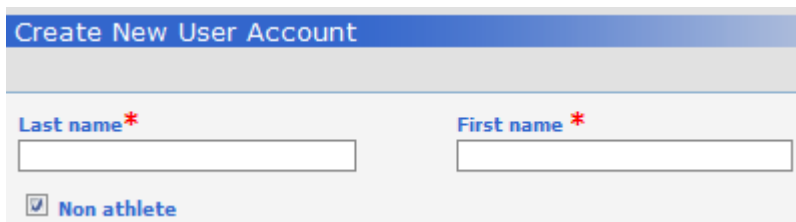
In previous versions non-athletes were created by users of an organization to keep track of any ADRV or sanctions an individual who is not an athlete (i.e. a coach, a physician, etc.) might have. These individuals might also be users of the system. However, those user profiles (created by the administrator)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

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

5.6.1 NON-ATHLETE CREATION

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. To create a non-athlete, an administrator needs to simply check the **non-athlete** checkbox when creating a new account.



The only additions for administrators are the Date of birth and gender fields.



Also, regular users can now permit non-athletes to be participants in mission orders (i.e. DCO, Blood Collection Officer, Chaperone, etc.). To accomplish this, the MO Participation and the Excluded Sports fields have been added. They follow the rules:

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

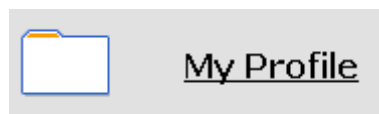
In order to minimize redundant entries, the system automatically looks for possible duplicates whenever a non-athlete is created. It returns a list of possible active persons and non-athletes that might be the same person. The user can then either use one of these candidates (if they have the rights) or continue and create a new non-athlete.

In case duplicate non-athletes are in the system, the ADAMS administrator can merge them upon request.

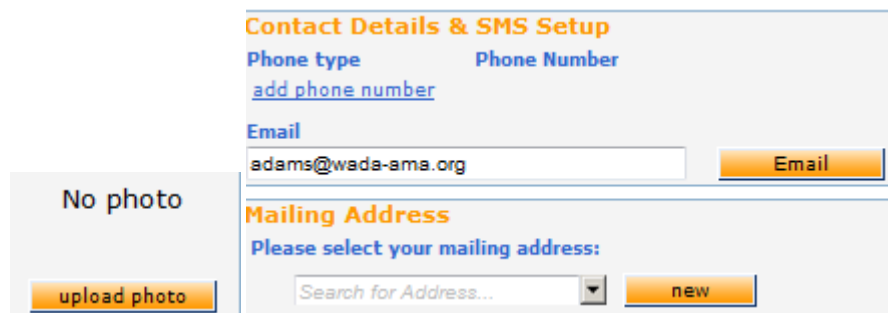
A business role has to be assigned to non-athletes. The recommended configuration to allow them to edit their acquired profile, enter whereabouts and view their Sanctions and ADRV is:

- Write demographic
- Write access Whereabouts
- Read Sanction
- Read ADRV

Non-athlete users can manage their own demographic page and whereabouts. In order to be able to edit their demographic page, the non-athlete user needs to have the right to edit demographic data and must have themselves in the list of athletes and non-athletes they have access to (user groups). They will then have a My Profile link in the MyZone page that will bring them to their demographic page.

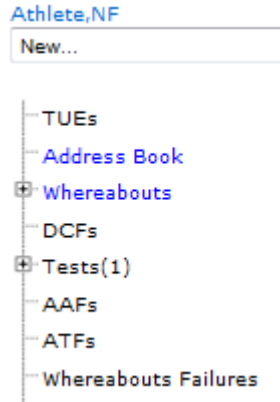


Non-athlete users can only edit their pictures, email, phone numbers and addresses.

A screenshot of a web form for editing user profile information. The form is titled "Contact Details & SMS Setup" and includes sections for "Phone type" and "Phone Number" with an "add phone number" link, an "Email" field with the value "adams@wada-ama.org" and an "Email" button, and a "Mailing Address" section with a "Please select your mailing address:" prompt, a search box, and a "new" button. On the left side, there is a "No photo" label and an "upload photo" button.

Non-athletes can also enter their own whereabouts entries if they have the right to edit whereabouts.

The whereabouts tree will appear on the left frame when the user clicks the My Profile link. The whereabouts work exactly like athlete whereabouts with the exception that whereabouts rules setup by the organization do not apply to non-athletes.



5.7 PASSWORD RESET

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

You can click the “Forgot Password” link at the bottom of the ADAMS Login page, which will display the **Forgot Password** page:

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*

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:

IIADO IIF

[back to login page](#)

If you forget your password, you have two options:

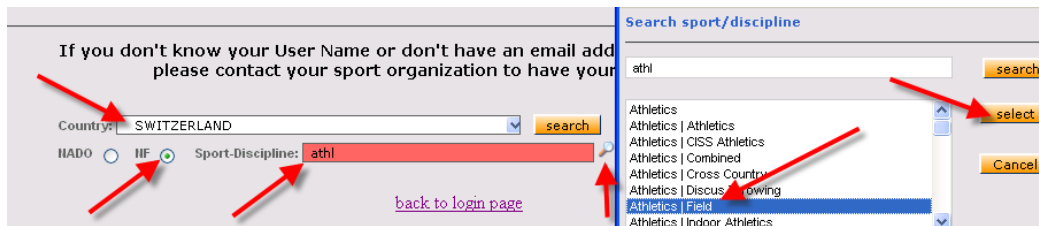
1. **Request a Temporary Password:** If your ADAMS profile contains your email address, you can request a temporary password through email. Simply enter your username and email address – the same as the one saved in your ADAMS profile – in the upper section of the screen, then click the submit button:

A new temporary password will be sent to the email address in your ADAMS profile shortly, and must be used within 24 hours. If you do not receive the email within the next 15 minutes, please contact your custodial organization.

[back to login page](#)

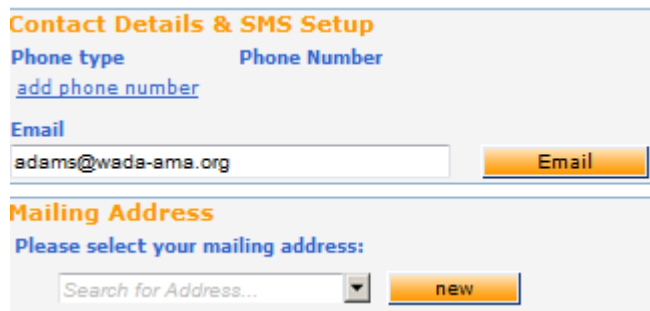
ADAMS will then send you an email containing a temporary password, which you must use within 24 hours. If you do not receive an email within 15 minutes of submitting the request, verify your spam blocker if any – since the ADAMS email could have been intercepted – then contact your ADAMS custodian organization.

2. **Contact your ADAMS custodian organization** Your ADAMS custodian organization can reset your status in ADAMS, and issue a new password if required. If your custodial organization is a NADO or a National Federation, you can find their coordinates in the lower section of the **Forgot Password** page: select the country from the drop-down box; if the organization is a National Federation, click the NF radio button, search the sport and discipline (enter a few letters and click the magnifying glass), select the sport and discipline; then click the search button:



5.7.1 PREREQUISITES

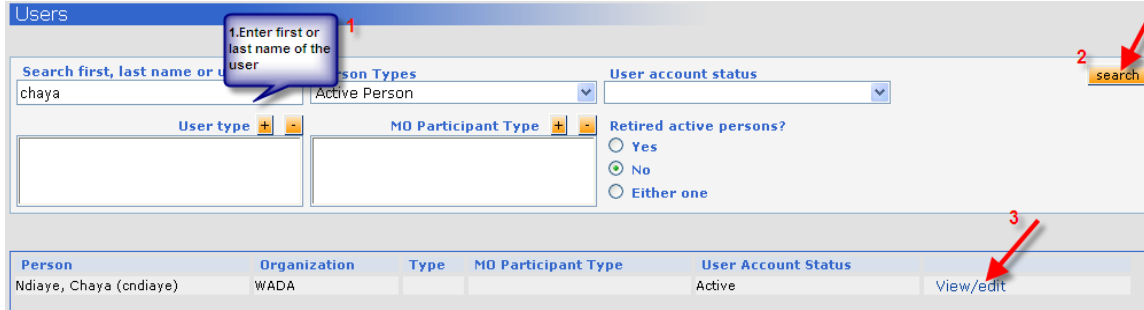
1. The athlete must have an email address on his profile:



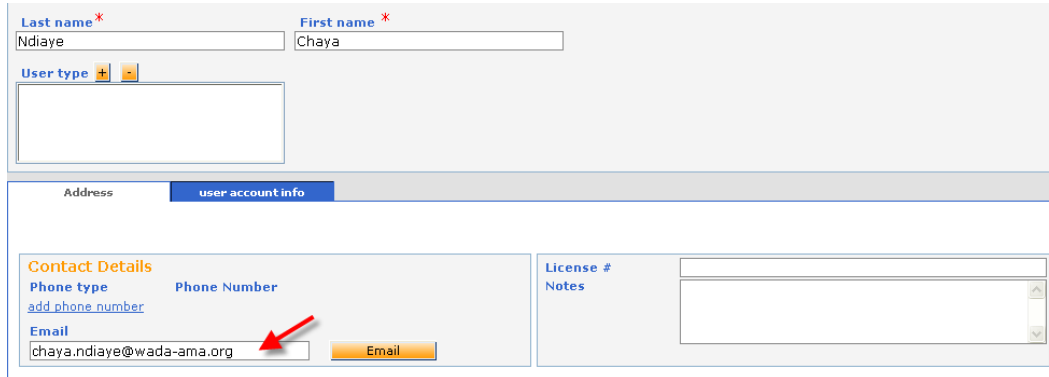
2. Organization users must have an email address to their profile:
 - a. Login as the organization admin
 - b. Select **User account Management**

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**



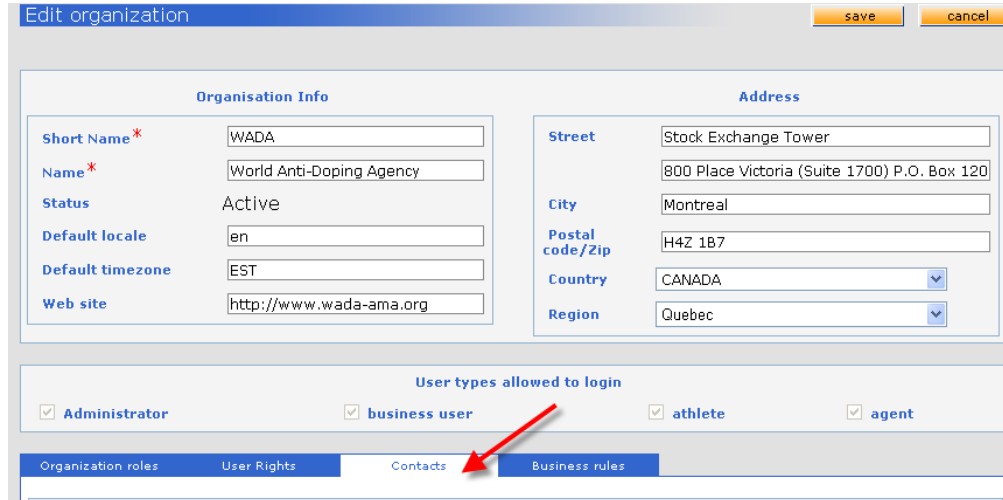
e. Save

3. Each organization must complete the Login contact information

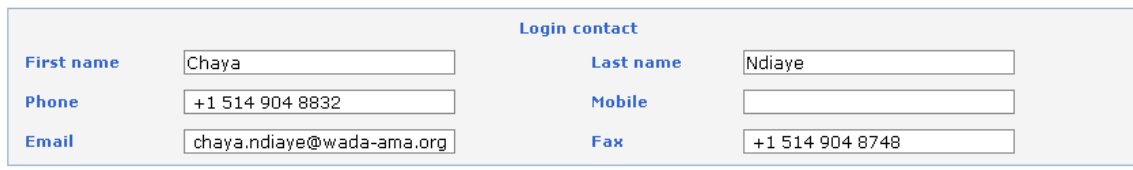
- a. Login as the organization admin
- b. Select **your organization short name**



c. Go to the **Contact tab**




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



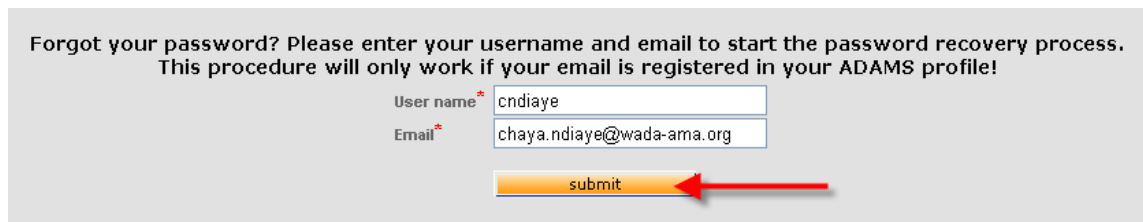
e. Save

5.7.2 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.



3. Or if you do not have an email address in your profile you can look-up your NADO, IF or NF (only for Athlete users).

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 HF

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](#)

[Back to Table of Contents](#)

5.8 WHEREABOUTS ACCESSIBILITY

There are now new restrictions on when a user can view and edit the whereabouts of an 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.

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.

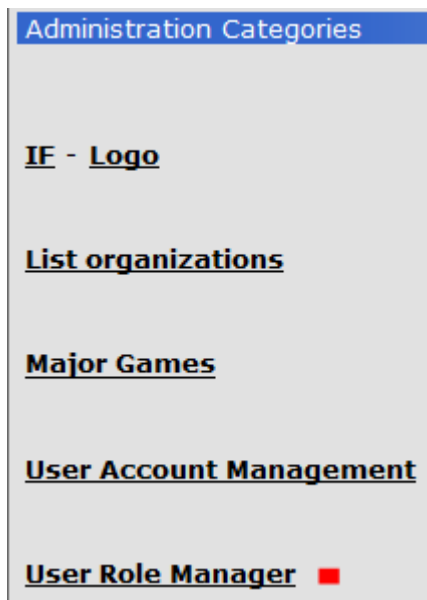
The ADAMS administrator must also provide a reason for the change in access.

6 USER ROLE MANAGER

The purpose of this function is to create and manage user roles in order to limit the pages that users can access (view or edit) in the system. User Roles are assigned to system users when their User Account is set up. Each new organization created within ADAMS has a Default Business Role created automatically after which other user roles can be configured. See [Annex A: Description of ADAMS User Rights](#) for a description of each user rights.

New user rights have been created: ***TUE Authorizer and Non Athlete Creator.***

- *TUE Authorizer* allows a user with this right to accept or reject a TUE. This right is not assigned to any user roles by default, and the administrator of the organization must assign it to a user.
- *Non athlete Creator* allows a user to create non-athletes to keep track of any ADRV and sanctions they might have. This right is added to automatically to any user role which previously had the right athlete demographic writer.
- *Quick Search*: This new right has been automatically granted to all roles who previously included the Search Athlete access right (except for the Laboratory users) – Search Athlete itself has not been modified. Users who are assigned a role containing the Search Athlete access right will see the Quick Search box in the upper-left area of the ADAMS page. The search options they will be able to use will depend on their other access rights: Athlete Search, TUE, Lab Results and Team/Group Management.



6.1 CREATING A USER ROLE

1. Click the User Role Manager link.

User Role Manager

2. Click on the **New User Role** button.

User Role Manager	New User Role
User roles	Users

3. Fill in a name for the Role you are creating.

Role description	<input style="width: 90%;" type="text" value="TUE access"/>	*
------------------	---	---

4. Select the relevant system modules for the user role you are creating.

	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"/>
Group Combination Search	<input checked="" type="radio"/>	<input type="radio"/>
DCO	<input checked="" type="radio"/>	<input type="radio"/>
Non Athlete Creator	<input checked="" type="radio"/>	<input type="radio"/>
Quick Search	<input checked="" type="radio"/>	<input type="radio"/>
TUE Approver	<input type="radio"/>	<input checked="" type="radio"/>
TUE Medical View Access	<input type="radio"/>	<input checked="" type="radio"/>

	No access	Read only	Read and Write
AAF	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
AAF Activity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
ADRV	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
ADRV Activity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Athlete Activity	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demographic	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Athlete Security	<input checked="" type="radio"/>	<input type="radio"/>	-

5. Click on the **save** button.

New User Role	save
---------------	--

It is also possible to Copy the access rights from an existing role, make necessary adjustments and Save the role as a new role. This could be useful when creating a new role that slightly differs from an existing one.

User Role Manager		New User Role	
User roles	Users		
ADAMS Trainee	2	edit	copy
Agent + group whereabouts	2	edit	copy
Athlete User Account Manager	2	edit	copy
Biological PAssport	4	edit	copy
Coach	2	edit	copy
Corrector	16	edit	copy
Default biological passport lab role	4	edit	copy
Default business role	66	edit	copy
Default DCO	10	edit	copy
Default Expert Role	3	edit	copy

6.2 VIEWING A USER ROLE

1. Click the **User Role Manager** link.

User Role Manager

2. Click on the **edit** link of the user role.

TUE access	0	edit
------------	---	------

6.3 EDITING A USER ROLE

1. Click the User Role Manager link.
2. Click on the edit link of the user role.
3. Make the appropriate changes.
4. Click on the **save** button.

6.4 DELETING A USER ROLE

User roles can be deleted when it has no users assigned to it. The display page has a similar column and popup. However, since a user must have at least one user role assigned to them, we do not allow administrators to remove a user from a user role from the popup. They must go to the user profile through athlete management and manually remove the role from their profile.

2. Click the **User Role Manager** link

User Role Manager

3. Click on the blue cross next to the business role you want to delete

User Role Manager					New User Role
User roles	Number of users				
Agent + group whereabouts	0	edit	copy	<input type="checkbox"/>	
Athlete User Account Manager	3	edit	copy		
Coach	1	edit	copy		
Corrector	8	edit	copy		
Corrector 2	0	edit	copy	<input type="checkbox"/>	
Default business role	43	edit	copy		
Default DCO	6	edit	copy		
Default Team Manager	1	edit	copy		
IDTM	0	edit	copy	<input type="checkbox"/>	
Lausanne Team Manager	0	edit	copy	<input type="checkbox"/>	
Major Games	2	edit	copy		
OCA	1	edit	copy		
Project coordinator	0	edit	copy	<input type="checkbox"/>	
Read only	3	edit	copy		
Read Only Role	0	edit	copy	<input type="checkbox"/>	
Role A	0	edit	copy	<input type="checkbox"/>	
Team Manager	0	edit	copy	<input type="checkbox"/>	
Test	0	edit	copy	<input type="checkbox"/>	
TUEC	0	edit	copy	<input type="checkbox"/>	

4. If no cross is available it means that the team is allocated to one or more users.
 - a. Click on the number of users

User Role Manager					New User Role
User roles	Number of users				
Agent + group whereabouts	0	edit	copy	<input type="checkbox"/>	
Athlete User Account Manager	3	edit	copy		
Coach	1	edit	copy		
Corrector	8	edit	copy		
Corrector 2	0	edit	copy	<input type="checkbox"/>	
Default business role	43	edit	copy		
Default DCO	6	edit	copy		
Default Team Manager	1	edit	copy		
IDTM	0	edit	copy	<input type="checkbox"/>	
Lausanne Team Manager	0	edit	copy	<input type="checkbox"/>	
Major Games	2	edit	copy		
OCA	1	edit	copy		
Project coordinator	0	edit	copy	<input type="checkbox"/>	
Read only	3	edit	copy		
Read Only Role	0	edit	copy	<input type="checkbox"/>	
Role A	0	edit	copy	<input type="checkbox"/>	
Team Manager	0	edit	copy	<input type="checkbox"/>	
Test	0	edit	copy	<input type="checkbox"/>	
TUEC	0	edit	copy	<input type="checkbox"/>	

- b. Remove users

Users in the business role [Major Games]					close
<input type="checkbox"/>	User name	First name	Last name	Other business roles	
<input checked="" type="checkbox"/>	cndiaye	Chaya	Ndiaye	Default DCO, Default business role, Corrector, Whreabouts Importer, Athlete User Account Manager, Unlimited reporting	
<input checked="" type="checkbox"/>	mohan	Henk	Mohanlal	Corrector, Athlete User Account Manager, Unlimited reporting	

Remove selected users

- c. delete the business role (step 3)

6.5 WHEREABOUTS/TUE AUDIT TRAIL

This functionality allows users with the appropriate right to track the changes made to Therapeutic Use Exemptions and whereabouts entries.

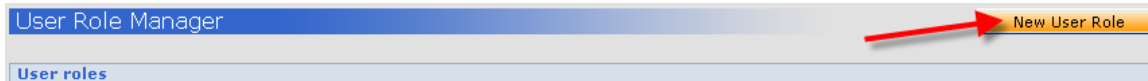
- The audit trail is not immediately available, the data is imported daily therefore should you need some immediate data send an email to adams@wada-ama.org.
- The feature is very resource consuming therefore must not be used at all time.
- Organizations interested in that feature must send a request to adams@wada-ama.org.

6.5.1 CREATING THE AUDIT TRAIL BUSINESS ROLE:

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

User Role Manager

3. Click on **New user role**



4. Select the Yes for the Whereabouts and TUE audit trail

New User Role save cancel

Role description *

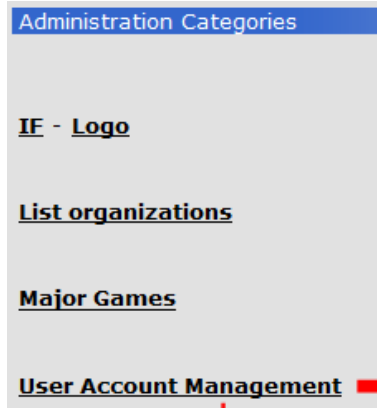
	No	Yes
Retire Athlete	<input type="radio"/>	<input type="radio"/>
Search Athlete	<input type="radio"/>	<input type="radio"/>
Athlete User Account Manager	<input type="radio"/>	<input type="radio"/>
Athlete Importer	<input type="radio"/>	<input type="radio"/>
Corrector	<input type="radio"/>	<input type="radio"/>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

Page 58 of 97

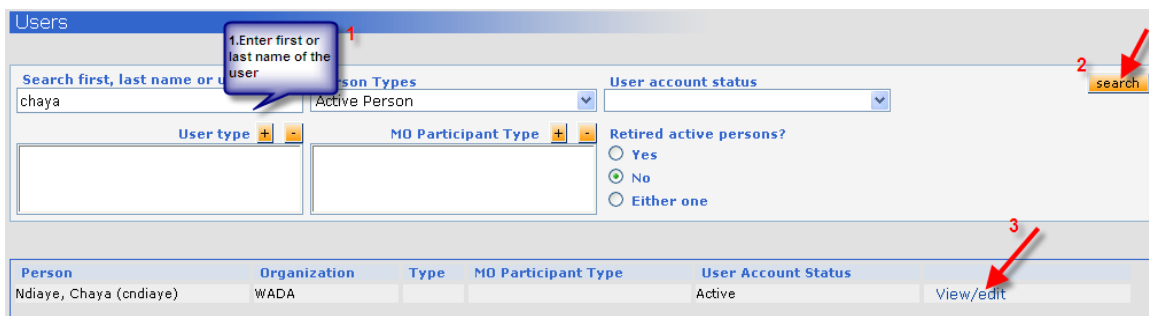
5. Save

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

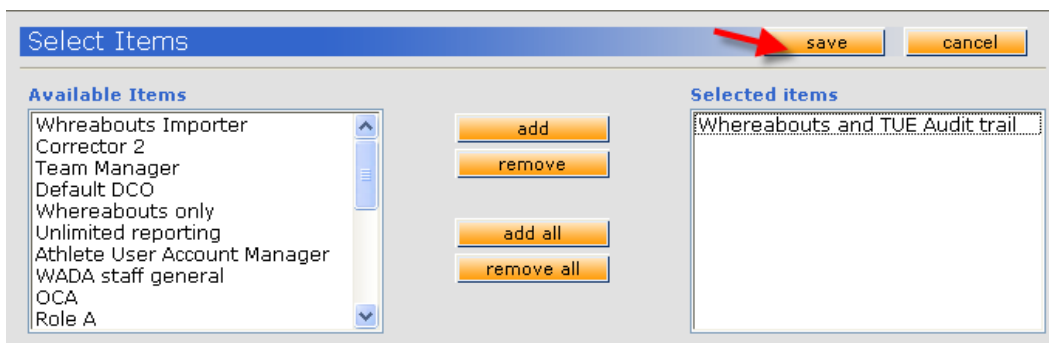
7. Select **User account Management**



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



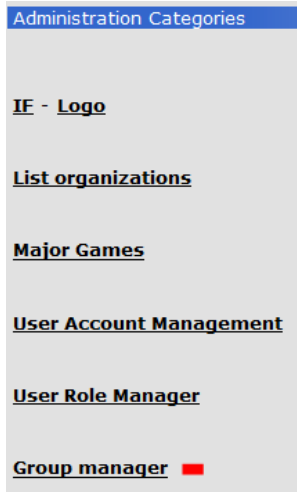
9. On the user account tab edit the business role and select the user role you just created



10. Save

Please refer to the ADO User Guide and Online Help sections for instructions on how to view the Whereabouts and TUE Audit Trails.

Group Manager



The purpose of creating athlete groups is to control the athletes that users can access in the system; otherwise, all users in an organization can access all athletes to which the organization has explicit access. In particular, third party Service Provider having a contract established with your organization, can be granted one or more Groups of your organization instead by default all athletes.

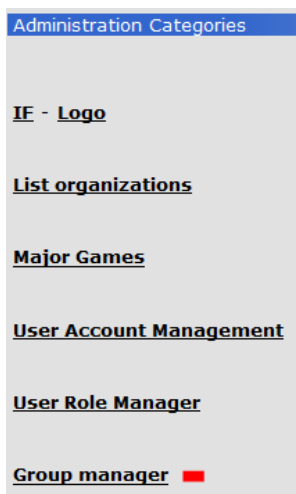
An Athlete Group only belongs to one organization. If an organization user has been assigned multiple groups to, then the list of accessible athletes for this user is the union of these groups.

It is possible to link an athlete group to a Team, where after the Team and the Group are automatically synchronized (if the name of team change, then also the group changes its name; if a new athlete joins a team, this athlete will also be added to the group; but when the Team is deleted, the Group remains).

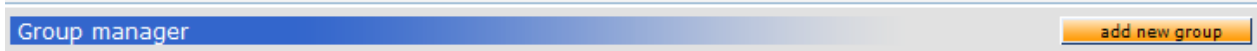
Note that whereabouts teams are automatically created in the administration section as a group and can only be deleted if no user has access to it.

6.6 CREATING AN ATHLETE GROUP

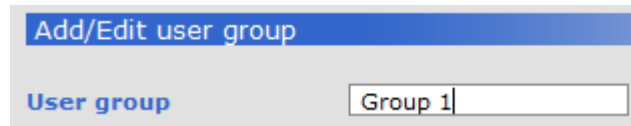
1. Click on the Group Manager link.



2. Click on the **add new group** button.



3. Enter a name for the User group.

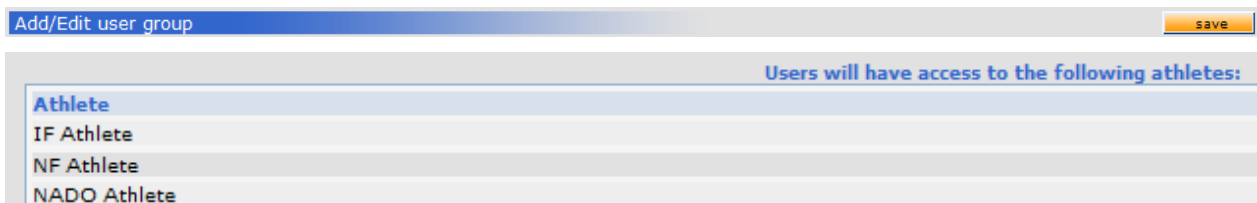


4. Click on the buttons to add the appropriate access rights by selecting (multiple) criteria:



- Add all: adds all athletes accessible by the organization; overrides all criteria except 'exclusion of athlete'
- Add sport (not discipline): adds all athletes with an active sport identity for a given sport
- Add test pool: add athletes with an active participation in one of the 3 RTP-categories
- Add sport nationality: add athletes with a given sport nationality
- Add athlete/ non-athlete: add an explicit (non-)athlete
- Exclude athlete: explicitly exclude certain athletes

5. Click on the **save** button.



6. Once saved, it is possible to Export the list of athletes represented by the User group as a CSV file.

6.7 VIEWING AN ATHLETE GROUP

1. Click on the Group Manager link.

Group manager

2. Click on the **edit** link of the group.

Group 1	0	0	No	edit	delete
---------	---	---	----	----------------------	------------------------

6.8 EDITING AN ATHLETE GROUP

1. Click on the Group Manager link.
2. Click on the edit link of the group.
3. Make the appropriate changes.
4. Click on the **save** button.

6.9 DELETING AN ATHLETE GROUP

For a user group to be deleted it must not have any users assigned to it and it must not be associated to a team whereabouts. To help administer this, the display page has an added column that shows the number of users in the group. This number is a link to a popup that displays the usernames of those in the group as well as the option to select and remove them from the group.

1. Click on the Group Manager link

Group manager

2. Click on the blue cross next to the group you want to delete

Group manager				add new group
Name	Number of users	TEAM's group		
All athletes	46	No	edit	
VIP	1	No	edit	
Boules athletes only	1	No	edit	
Chaya's athletes	1	No	edit	
aquatics	1	No	edit	
Basketball	2	No	edit	
gymnastics	1	No	edit	
Group AA	0	No	edit	<input type="checkbox"/>
Team 1	0	No	edit	<input checked="" type="checkbox"/>
DN	0	No	edit	<input checked="" type="checkbox"/>
KL Group	0	No	edit	<input checked="" type="checkbox"/>
No athletes	0	No	edit	<input checked="" type="checkbox"/>

3. If no cross is available it means that the team is allocated to one or more users.
 - a. Click on the number of users

Group manager				add new group
Name	Number of users	TEAM's group		
All athletes	46	No	edit	
VIP	1	No	edit	
Boules athletes only	1	No	edit	
Chaya's athletes	1	No	edit	
aquatics	1	No	edit	
Basketball	2	No	edit	
gymnastics	1	No	edit	
Group AA	0	No	edit	<input checked="" type="checkbox"/>
Team 1	0	No	edit	<input checked="" type="checkbox"/>
DN	0	No	edit	<input checked="" type="checkbox"/>
KL Group	0	No	edit	<input checked="" type="checkbox"/>
No athletes	0	No	edit	<input checked="" type="checkbox"/>

- b. Remove users from the access to the users

Users in the group [aquatics] close

<input type="checkbox"/>	User name	First name	Last name	Other groups
<input checked="" type="checkbox"/>	user2	test1	test1	

Remove selected users

c. Delete group (go to step 3)

[Back to Table of Contents](#)

Corrector Log Information

Administration Categories

- [IF - Logo](#)
- [List organizations](#)
- [Major Games](#)
- [User Account Management](#)
- [User Role Manager](#)
- [Group manager](#)
- [Corrector log information](#)

This feature allows the organization Administrator to consult/query the log generated when a user with the Corrector rule assigned makes any allowed modifications.

Corrector log information
cancel

User name

Action type

Entity type

Start Date

End Date

Organization

WADA

search

Total results : 1

Date	User name	Entity type	Action type	New value
23-Aug-2007 20:19 GMT	a2	Doping Control Form	Change the test of dcf	MO#(M-7619)-Complete-Sample(s) collected-Urine

Total results : 1

It is possible to specify criteria to search for precise information:

- User name: of the user who made the correction
- Action type: the possible correction
- Entity type: entity that is corrected (MO, Test, DCF, Lab result)
- Start-end date: period in which the correction occurred

For each Log the following is displayed:

- Date: links to a popup displaying the reason indicated by the Corrector when making the modification
- User
- Entity type
- Action
- New value

7 HISTORY LOG INFORMATION

Administration Categories

- [IF - Logo](#)
- [List organizations](#)
- [Major Games](#)
- [User Account Management](#)
- [User Role Manager](#)
- [Group manager](#)
- [Corrector log information](#)
- [History log information](#) ■

This feature allows the organization Administrator to consult/retrieve all successful login information from organization users (incl. athletes and athlete agents) filtered by: username, login/logout date, IP address. (Login failures are not displayed).

History log information cancel

User name

IP Address

Login date after:

Login date before:

search

User name	IP Address	Login Date	Logout Date	On behalf of
idtm	127.0.0.1	Wed Dec 05 14:11:47 EST 2007	Wed Dec 05 14:12:16 EST 2007	CCES
idtmadm	127.0.0.1	Wed Dec 05 14:10:27 EST 2007	Wed Dec 05 14:11:42 EST 2007	
idtmadm		Wed Dec 05 14:12:20 EST 2007		

8 MANAGE ACCESS TO ATHLETES AND NON-ATHLETES

Manage access to athletes and non-athletes

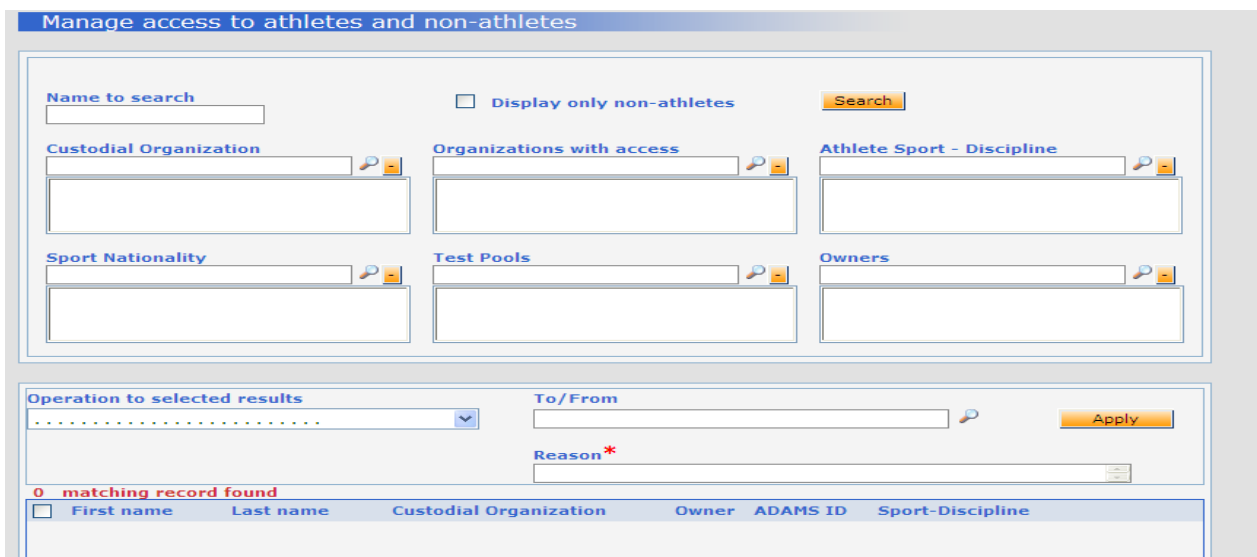
Please note that some operations in this module give read and write permission on the athlete file to another ADO. It is therefore the responsibility of the primary custodian to verify the identity of the requesting organization.

The Custodian is in charge of the following:

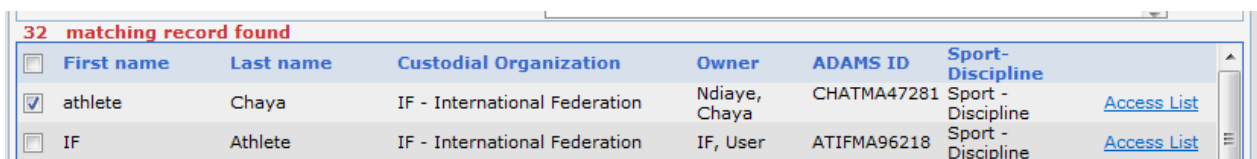
- Updating the athlete profile
- Creation/Management of the athlete user account
- Update athlete whereabouts

To manage access to athletes and non-athletes:

1. In the "**Manage access to athletes and non-athletes**" screen, search for athlete(s) using any combination of criteria:

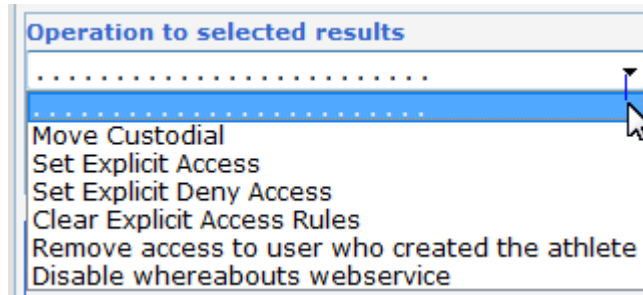


2. Select the athlete(s) using the selection checkbox (es).



<input type="checkbox"/>	First name	Last name	Custodial Organization	Owner	ADAMS ID	Sport-Discipline	
<input checked="" type="checkbox"/>	athlete	Chaya	IF - International Federation	Ndiaye, Chaya	CHATMA47281	Sport - Discipline	Access List
<input type="checkbox"/>	IF	Athlete	IF - International Federation	IF, User	ATIFMA96218	Sport - Discipline	Access List

3. Select the “Operation to selected results” from the drop down list (see below for details).



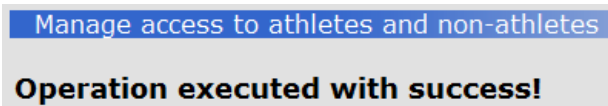
4. To/From: Select organization name in the search list. (If the organization does not appear in the list, please send an email to adams@wada-ama.org with the organization details.)



5. Enter a reason for the operation and click **Apply**.

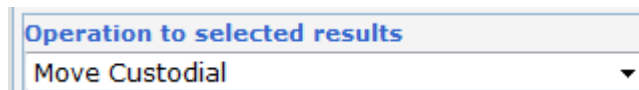


6. Wait for the message “Operation executed with success!” before you navigate away from the page.

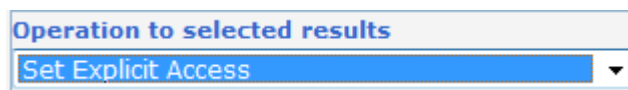


The following operations can be selected:

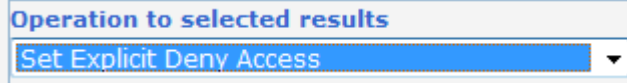
- **Move custodian:** This option transfers the custodianship of an athlete to another ADO. It is up to the primary custodian to decide on how to verify the identity of the organization requesting the transfer. [The keep rights checkbox can be disregarded, as it no longer has a function].



- **Set explicit access:** the selected organization will gain access to the athletes selected even if they otherwise wouldn't have access. (If the organization used to have an explicit deny, it will be removed).



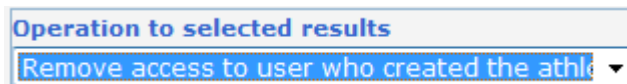
- **Set explicit deny access:** the selected organization will not have access to an athlete, even if they would otherwise have access through some automatic access rule. (If the organization used to have an explicit access, it will be removed).



- **Clear explicit access rules:** the athlete is no longer explicitly accessible or denied to the organization. Any access granted/removed would be through any automatic access rules.



- **Remove access to user who created athlete:** by default in ADAMS when a user creates an athlete they have an explicit access to the athlete. This is to prevent a user from creating an athlete and then immediately losing access to it. This option then removes that user from having an explicit access to the athlete. They will only be able to view that athlete because they have the rights to view them and not just because they were the creator.

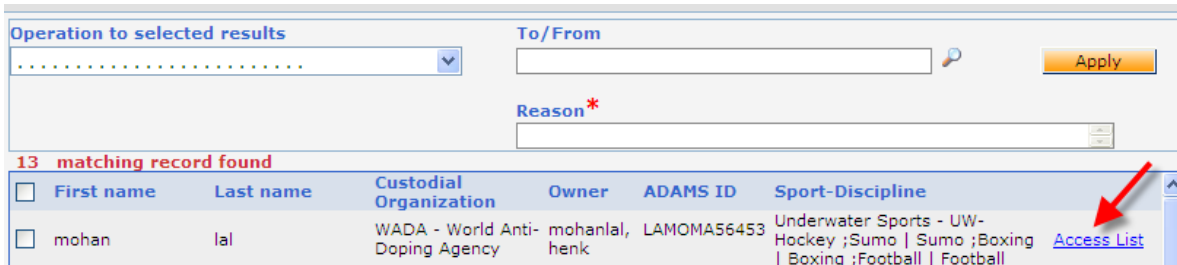


For example, let's say USER A has the rights to only deal with hockey athletes, but for whatever reason they create a skating athlete. Because they were the creator, they will always have access to this athlete, even though they do not have the rights to access skating athletes. By selecting the option to remove access to user who created athlete, USER A will no longer be able to access this athlete.

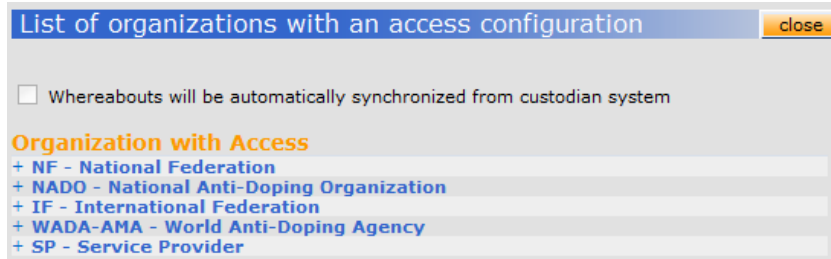
- **Disable whereabouts webservice:** this option is not activated.

To verify any access operation:

Click on the Access list to verify all organizations with access to the athlete:



First name	Last name	Custodial Organization	Owner	ADAMS ID	Sport-Discipline
mohan	lal	WADA - World Anti-Doping Agency	mohanlal, henk	LAMOMA56453	Underwater Sports - UW-Hockey ;Sumo Sumo ;Boxing Boxing ;Football Football



List of organizations with an access configuration [close]

Whereabouts will be automatically synchronized from custodian system

Organization with Access

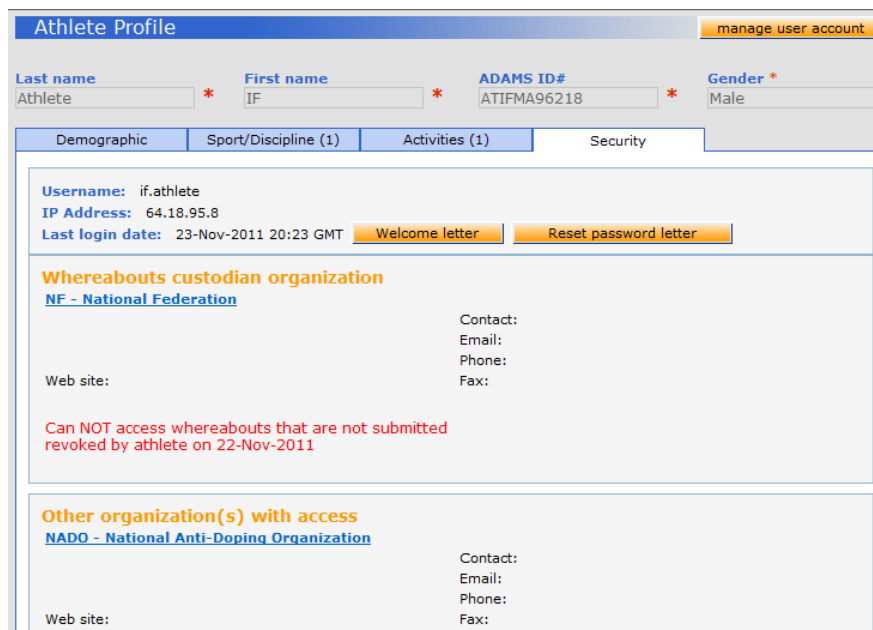
- + NF - National Federation
- + NADO - National Anti-Doping Organization
- + IF - International Federation
- + WADA-AMA - World Anti-Doping Agency
- + SP - Service Provider

Or,

1. login as a regular user
2. Search for the athlete



3. Click on the "Security" tab
4. The primary Organization is your custodian
5. The other ADO organizations displayed also have access



Athlete Profile [manage user account]

Last name: Athlete * First name: IF * ADAMS ID#: ATIFMA96218 * Gender: Male *

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

Username: if.athlete
IP Address: 64.18.95.8
Last login date: 23-Nov-2011 20:23 GMT [Welcome letter] [Reset password letter]

Whereabouts custodian organization
NF - National Federation

Contact:
Email:
Phone:
Fax:
Web site:

Can NOT access whereabouts that are not submitted revoked by athlete on 22-Nov-2011

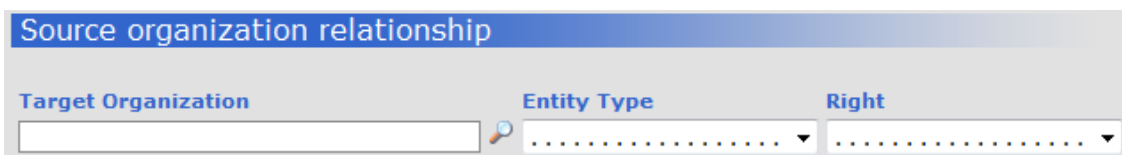
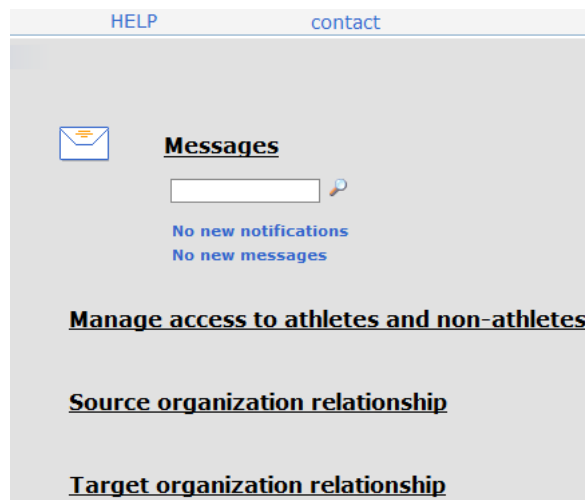
Other organization(s) with access
NADO - National Anti-Doping Organization

Contact:
Email:
Phone:
Fax:
Web site:

[Back to Table of Contents](#)

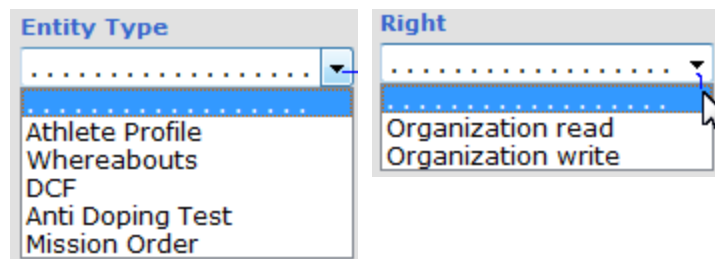
9 SOURCE/TARGET ORGANIZATION RELATIONSHIP

Organizations use ADAMS to manage data records, such as athlete profiles, TUEs, Whereabouts, Mission Orders, Tests, etc. Each record is, by default, owned by the organization which created it, but it may be accessible by other organizations according to documented business rules. For example, a Mission Order created by WADA which specifies CCES as the sample collection agency (SCA) is accessible by CCES. Athlete profiles can also be shared explicitly among organizations. When using the sharing functionality, it must be noted that it does not supersede any existing rules, rather has the possibility of giving users additional access.



Organizations can share access to the following record types:

- Athlete profile
- Whereabouts
- Doping Control Forms
- Anti-Doping Test Records
- Mission Orders

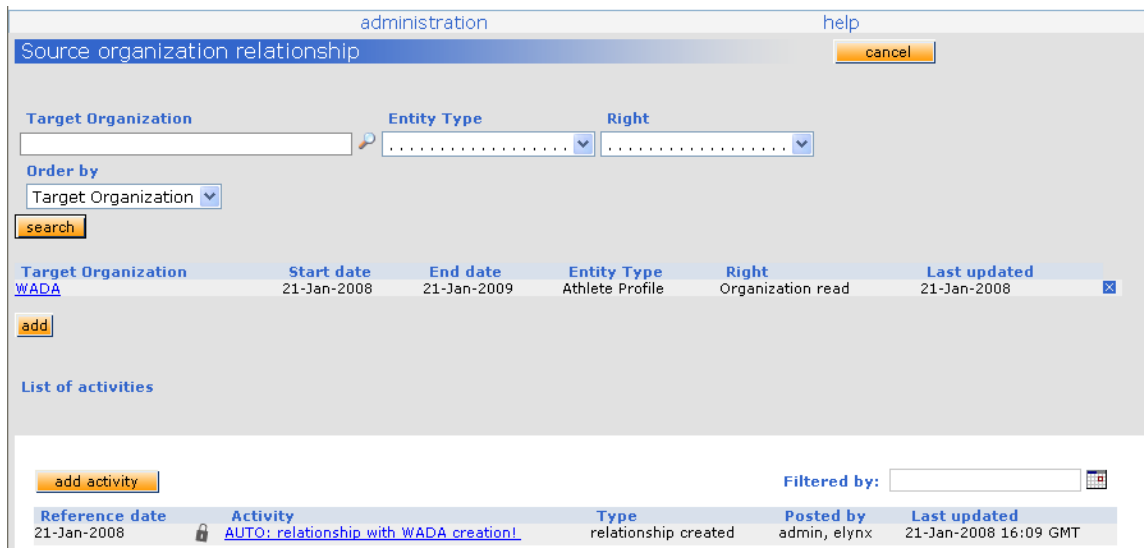


Throughout this document, the organization which shares the access to its data is referred to as the “**source organization**”. The organization which is being granted access will be called the “**target organization**”.

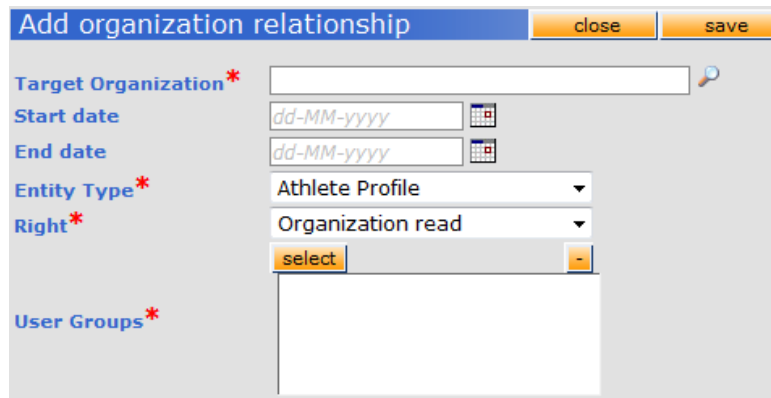
9.1 ADMINISTRATION OF PARTIAL SHARING

For a share on data to take place, the source organization’s administrator must set up a share between itself and the target organization.

This is done by clicking the Source Organization Relationship link on the administrator’s myZone page. They will then be directed to this page:

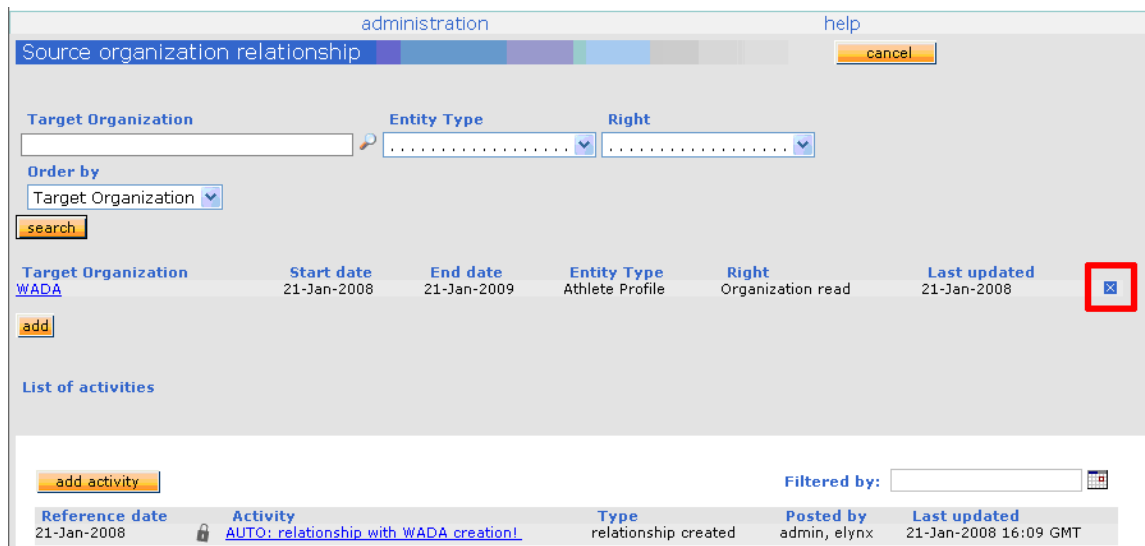


From this page, the admin can search/edit any existing share it might have by clicking on the target organization’s name, as well as creating new ones by clicking the add button. A popup with the fields to edit will then appear.



- **Target organization:** the organization which will gain access to the data
- **Start Date:** Date when the target organization will begin to have access through sharing (blank field means sharing is effective immediately)
- **End Date:** Date when the target organization will lose access (blank field means there is no end date for sharing)
- **Entity type:** type of data record which will be shared with the target organization. Possible data types are: Athlete Profile, Whereabouts, DCF, Anti-Doping Test, or Mission Order.
- **Right:** specifies what the target organization can do with the record types they gain access through sharing.
 - Organization read – target can only view shared data
 - Organization write – target can edit shared data

The administrator can also delete any share by clicking on the “x” icon.



The screenshot shows the 'Source organization relationship' administration page. At the top, there are tabs for 'administration' and 'help', and a 'cancel' button. Below this, there are input fields for 'Target Organization', 'Entity Type', and 'Right', along with an 'Order by' dropdown set to 'Target Organization' and a 'search' button. A table lists the current relationships:

Target Organization	Start date	End date	Entity Type	Right	Last updated
WADA	21-Jan-2008	21-Jan-2009	Athlete Profile	Organization read	21-Jan-2008

Below the table is an 'add' button and a 'List of activities' section. The 'List of activities' section includes an 'add activity' button and a 'Filtered by:' dropdown. A table of activities is shown at the bottom:

Reference date	Activity	Type	Posted by	Last updated
21-Jan-2008	AUTO: relationship with WADA creation!	relationship created	admin, elynx	21-Jan-2008 16:09 GMT

This will end the share effective immediately.

An automatic activity will be created when a share is created and when it is deleted to track periods of record accessibility.

9.2 TARGET ORGANIZATION ADMINISTRATION

The administrator of the target organization can view all the shares it has been granted through the Target Organization Relationship page.

Target organization relationship

administration
help

Target organization relationship
cancel

Source Organization

Entity Type

Right

Order by

Source Organization	Start date	End date	Entity Type	Right	Last updated
CCES	21-Jan-2008	21-Jan-2009	Athlete Profile	Organization read	21-Jan-2008

[List of activities](#)

Filtered by:

Reference date	Activity	Type	Posted by	Last updated
21-Jan-2008	AUTO: relationship with CCES creation!	relationship created	CCES_Admin_LName, CCES_Admin_FName	21-Jan-2008 16:48 GMT

The page is similar to the source page, however the administrator cannot edit any shares it has been granted.

Take note that the users of the target organization can only access data which has been shared using reports (and advance search in the case of athlete profile).

Two new filtering criteria have been added in the Athlete Advanced Search and Reporting 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.

Shared by

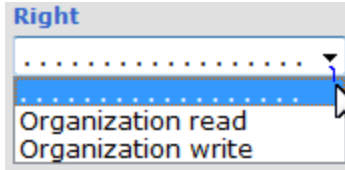
Accessible using sharing

Yes

No

Either one

9.3 SHARING TYPE DEFINITION



9.3.1 ATHLETE PROFILE SHARE

Organization read:

The target organization will gain read-only access to the demographic page of all the athletes whose custodian is the source organization. However this does not overwrite any explicit or automatic access rules that may be in place.

If the target organization only has access to an athlete because of sharing, they cannot edit any of the tabs including the registered testing pools for that athlete.

Organization write:

The target organization will gain write access to the athlete profile in which the source organization is the custodian.

9.3.2 WHEREABOUTS SHARE

The target organization will be able to edit the whereabouts of athletes that are under the custodianship of the source organization. The target organization must also have access to the athlete through means other than athlete profile share. The target organization does not gain access to athletes through whereabouts share.

9.3.3 DCF SHARE

The target organization will gain access to DCFs that the source organization has created.

9.3.4 ANTI-DOPING TEST SHARE

The target organization will gain access to tests that the source organization has created. It does not gain access to the DCFs if they only have anti-doping test share.

9.3.5 MISSION ORDER SHARE

The target organization will gain access to mission orders that the source organization has created. Also, tests attached to the mission order are also accessible if the source organization is also the TA of the mission order.

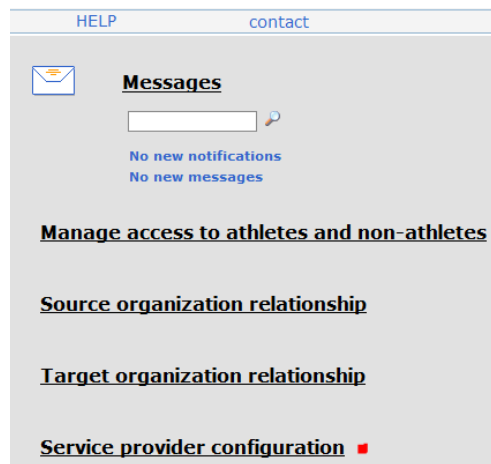
For further explanations on partial information sharing, please refer to Appendix B.

10 SERVICE PROVIDER CONFIGURATION (THIRD PARTY)

Service providers are a different type of organization in ADAMS. They share most of the concepts of regular organizations:

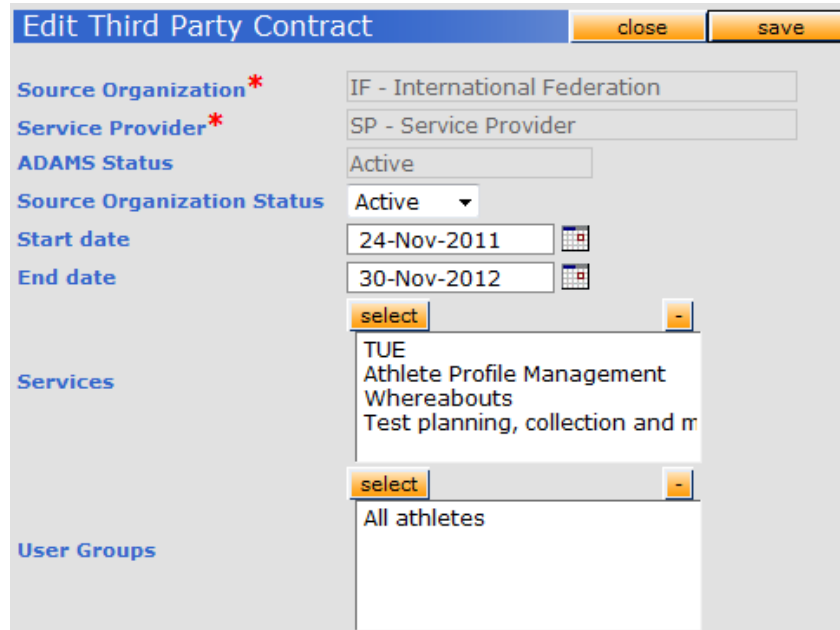
- They have their own users, including administrator(s).
- They can define business roles for their users.

However, they work solely in the name of other organizations for which they have contracts with (e.g. their customers).



Before a service provider user can login, the organization must first be created and properly configured by the ADAMS administrator.

Then the source organization administrator must create a contract with the service provider. They must specify which record types the service provider can manage on their behalf, as well as which athletes they will have access to.

A screenshot of a web application interface titled "Edit Third Party Contract". The form includes fields for "Source Organization*" (IF - International Federation), "Service Provider*" (SP - Service Provider), "ADAMS Status" (Active), "Source Organization Status" (Active), "Start date" (24-Nov-2011), and "End date" (30-Nov-2012). There are two "select" dropdown menus under the "Services" section, with the first one showing options: "TUE", "Athlete Profile Management", "Whereabouts", and "Test planning, collection and m...". The "User Groups" section shows "All athletes". Buttons for "close" and "save" are visible at the top right.

Please refer to Appendix C for information on service provider configuration.

Once the contract has been set up the service provider user can then log into ADAMS. If the user of the service provider manages multiple contracts, they will have to select the contract they are working for after the login page.

The user will have different rights and access depending on which contract they are working for.

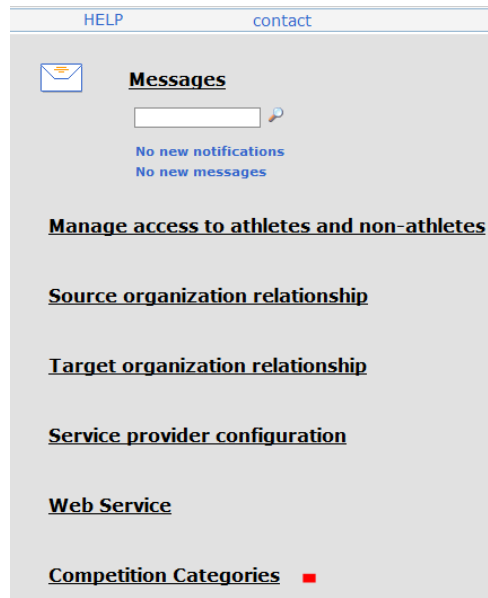
Service providers may manage the following:

- Athlete Profile Management
- Whereabouts
- Test planning, collection, and management
- TUE administration

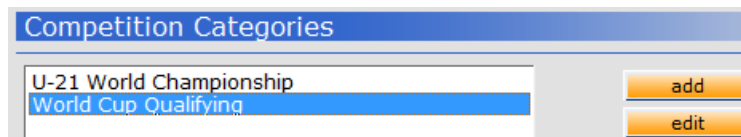
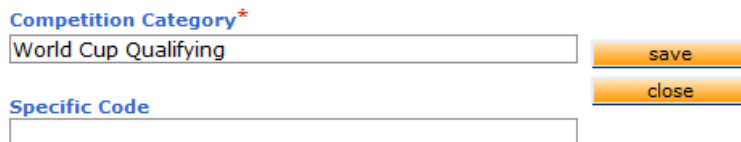
Please refer to Appendix D for exact roles that are given to the service provider.

11 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 pop-up will then appear where you can add or edit entries.





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.

12 APPENDIX A: DESCRIPTION OF ADAMS USER RIGHTS

Your organization might not have all rights.

User Right ¹	Description
Retire Athlete	Permits user to retire athlete profiles
Search Athlete	Permits user to search for any athlete
Athlete User Account Manager	Permits user to create athlete user account
Athlete Importer	Permits user to import a list of athletes
BP Lab Results exporter	Permits user to export Biological Passport Lab results in a CSV format
BP Statistics importer	Enable a statistical lab to import biological passports
Corrector	Permits user to correct records (see the corrector details in the ADAMS User Guide)
Group combination search	Permits user to search across its organization groups (Group management).
DCO	User name will be listed in the Lead DCO and Participant pick lists in the Mission Orders and DCF
Non athlete creator	Permits regular users to create non-athlete profiles
Passport access	Enables access to the biological passport section of the athlete tree
Quick search	Permits user to access the quick search area.
Lab Results Importer	Permits user to import lab results
Report Unlimited Reporter	Permits user to run unlimited reports regardless of limitations.
TUE Approver	Permits user to approve a TUE (add the “Approved” status to the status dropdown)
TUE Audit trail	Permits user to run an audit trail on any TUE his organization can access.
TUE Medical View Access	Permits user to view the Diagnostic tab in Therapeutic Use Exemptions

¹ User must have access to those athletes

Whereabouts Audit trail	Permits user to run an audit trail on any whereabouts his organization can access.
Whereabouts Importer	Permits user to import athletes Whereabouts
Athlete profile web Service	Permits user to create/modify athlete profiles using the web-services. (currently disabled)
Whereabouts Web Services	Permits user to create/modify whereabouts using the web-services. (currently disabled)
AAF	Permits user to Create/View/Edit Adverse Analytical Findings
AAF Activity	Permits user to Create/View/Edit Adverse Analytical Findings activities
ADRV	Permits User to Create/View/Edit Anti-Doping Rule Violations
ADRV Activity	Permits User to Create/View/Edit Anti-Doping Rule Violations activities
Demographic	Permits user to Create/View/Edit Athletes Demographic Information
Athlete Security	Permits user to Create/View/Edit Athlete Security tab
Sports	Permits user to View/Edit athletes sports and disciplines
BP Lab Result	Permits user to View/Edit Biological Passport Lab results
BP Lab result activity	Permits user to View/Edit Biological Lab Result activities.
Chain of Custody	Permits user to View/Edit Chain of custody
DCF	Permits user to Create/View/Edit Doping Control Forms
BP Expert report	Permits user to View/Edit Expert report
Team/Group Management	Permits user to Create/View/Edit groups in the Group Management module.
Team/Group Whereabouts	Permits user to access the Create/View/Edit Team Whereabouts.
Team/Group Whereabouts Activity	Permits user to Create/View/Edit Team/Group Whereabouts activities
Lab Result	Permits user to Create/View/Edit Analytical Lab results
Lab Result Activity	Permits user to Create/View/Edit Analytical Lab results activities
Major Game	Permits user to see major games.

Mission Order	Permits user to Create/View/Edit Mission Orders.
Mission Order Activity	Permits user to Create/View/Edit Mission Order activities
Mission Order Logistics	Permits user to manage Mission Order participants
Organizations	Permits org admin to Create/View/Edit National Federations
Proficiency Tests	Permits users to Create/View/Edit Proficiency Tests
Proficiency Tests activity	Permits user to Create/View/Edit Proficiency Test activities
Reports	Permits user to Create/View/Edit Reports
Sanction	Permits user to Create/View/Edit Sanctions
Sanction Activity	Permits user to Create/View/Edit Sanction activities
TDP	Permits user to View/Edit Test Distribution Planning Sheets
Configure TDP	Permits user to Create Test Distribution Planning Sheets
Anti Doping Test	Permits user to Create/View/Edit Anti-Doping Tests
Test Activity	Permits user to Create/View/Edit Anti-Doping Test activities
Test Pool	Permits user to Edit Athletes test pools
TUE	Permits user to Create/View/Edit Therapeutic Use Exemptions
TUE Activity	Permits user to Create/View/Edit Therapeutic Use Exemption activities
Contact Info	Permits user to View/Edit Athlete contact information
Whereabouts	Permits user to Create/View/Edit Athletes whereabouts
Whereabouts Activity	Permits user to Create/View/Edit Whereabouts activities
Whereabouts Non Conformities	Permits user to Create/View/Edit Whereabouts Non Conformities activities

[Back to Table of Contents](#)

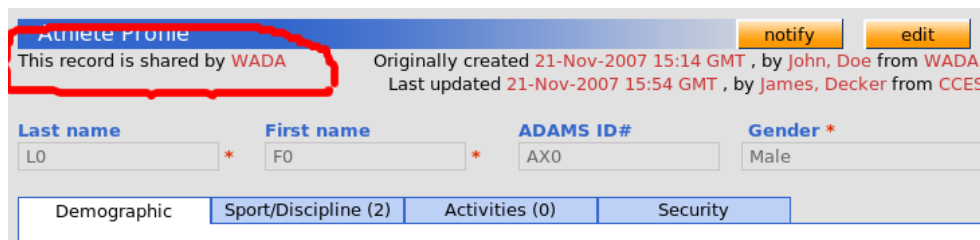
13 APPENDIX B: PARTIAL INFORMATION SHARING

Sharing athlete demographic profile

- An athlete demographic profile is composed of the 4 tabs (demographic, sport/discipline, activities and security). It does not include TUEs, Whereabouts, etc.
- By default, every organization which has access (explicit or implicit) on an athlete has access to the demographic profile of the athlete.
- An organization can share access to the demographic profile of any athlete for which they are the custodian organization.

Sharing indicator

- When a user is able to access certain record types in ADAMS because their organization has been granted a SHARE, an indicator is displayed in the page similar to the one shown here:



The screenshot shows the 'Athlete Profile' page. A red box highlights the text 'This record is shared by WADA'. To the right of this text, it says 'Originally created 21-Nov-2007 15:14 GMT, by John, Doe from WADA' and 'Last updated 21-Nov-2007 15:54 GMT, by James, Decker from CCES'. Below this, there are input fields for 'Last name' (LO), 'First name' (FO), 'ADAMS ID#' (AX0), and 'Gender' (Male). At the bottom, there are four tabs: 'Demographic', 'Sport/Discipline (2)', 'Activities (0)', and 'Security'.

Accessibility of shared athlete profile

- Quick search does not retrieve shared athletes; however, athlete advanced search and athlete report will retrieve them. They contain two new criteria and a display column to facilitate it.
- Criteria:
 - Shared by (Multi Organization picker)
 - Accessible using sharing (Boolean picker)
- Column
 - Shared by (List of organizations sharing this athlete with the current organization)

Use Case Examples:

Case No. 1: CCES shares in Read-only their athlete profiles with FITA.

- CCES is custodian of A1. FITA has explicit access on A1.
- Does not change anything.

- FITA keeps access on A1 and can set up their RTPs accordingly.
- CCES is custodian of A1. FITA has automatic access to A1.
- Does not change anything.

- FITA keeps access on A1 and can set up their RTPs accordingly.
- CCES is custodian of A1. FITA has no access to A1.
- This gives READ access to A1 demographic profile to FITA (per the sharing).

- ⚠️ CCES is custodian of A1. FITA has an explicit deny of access on A1.
- FITA does not get access to the athlete profile.
- CCES has explicit or automatic access on A1.
- This does not change anything for FITA on A1.
CCES has no access on A1.

Case No. 2: CCES shares in WRITE their athlete profiles with FITA.


- **CCES is custodian of A1.**
- FITA will get write access on the profile of A1 and will have the same write capabilities that *CCES has on it*.
- **CCES has explicit or automatic access on A1.**
- This does not change anything for FITA on A1.
- **CCES has no access on A1.**
- This does not change anything for FITA on A1.

Athlete Medical Tree


- When an athlete profile is shared, a medical tree is displayed with the following items:
 - The tree permits to access every element of the athlete file which is accessible to the current user.

- It also permits the creation of new elements in the athlete profile. If the current user has a share on the athlete profile, it may create the following record types:
 - DCF - as any (N)ADO can create a DCF on every athlete
 - TEST - as any (N)ADO can create a TEST on every athlete

Registered Testing Pool Configuration

-  Currently an organization which has access to an athlete demographic profile through a share cannot add that athlete to any of its RTPs.

Whereabouts WRITE sharing

 It is not possible to configure a share in READ-only mode as this does not provide any additional capability than the current accessibility rules.


An athlete whereabouts are composed of:

- the monthly calendars, with the entries including the ones coming from any team(s) the athlete belongs to
- the Whereabouts descriptors
- optional attachment(s)
- notes and activities.

By default, every organization which has access (explicit or implicit) on an athlete has READ access on the whereabouts of that athlete.

By default, only the custodian organization of an athlete has WRITE access on his whereabouts. (This is in addition to the athlete himself and his agent.)

 An organization can only share the Whereabouts of athletes for which it is the custodian.

 A target organization NEEDS to have access to the athlete to get WRITE access from a share by the custodian.

- For example: IPC is the custodian of athlete "A1." IPC grants access to Whereabouts to UK Sport. If UK sport has no access to "A1," it will not get access to the Whereabouts of "A1."

Write access means:

- create/update/delete entries
- create/edit/delete descriptor
- create/edit/delete attachments
- create activities
- reject team entries in the calendar
- submit a month of whereabouts

⚠ Write access does not grant any access to the teams of the source organization.

The following cases illustrate this definition:

- **CCES shares, in WRITE mode, athletes' whereabouts with FITA.**
- **CCES is custodian of A1, FITA has access (auto or explicit) to A1.**
- FITA can write the whereabouts of A1 and has the same rights than CCES on them:
- Create/update/delete and present and future whereabouts entries of A1
- create/update/delete any whereabouts descriptor of A1.
- create/update/delete attachment on A1 like CCES
- create/update/delete activities on A1 like CCES

- However, FITA has no access on the team whereabouts of CCES.
The target organization will be able to view/reject the team whereabouts entries from the athlete whereabouts calendar, but that's all.

- **CCES is custodian of A1, FITA has no access on A1, BUT CCES has also shared in write his athlete demographic profile**
- ⚠ Currently, there is no cumulative effect between partial sharing rights
- **CCES is custodian of A1, FITA has no access on A1.**
- FITA has no access at all on A1's whereabouts.

Mission Order sharing

- Currently Creator and TA have write access to a Mission Order, except the lead DCO and Participants, which can only be set by the SCA.
- When an organization shares its Mission Orders, it only shares the ones the organization has created. Being TA/SCA/RMA is not enough to make a Mission Order created by another organization accessible through sharing.
 - When a target organization has WRITE access to a MO because of a sharing, it gets the same writing capabilities of the source organization except for creation of a Doping Control Form on the TEST from the complete status, which is not allowed.


Sharing indicator

When an organization accesses, in READ or WRITE, a shared Mission Order, ADAMS will indicate it on the page, because the source organization may not be the TA/SCA/RMA (perhaps it is only the creator).

Mission Order's TESTS accessibility

The tests contained on a shared Mission Order are also accessible by the target organization, as long as the source organization is the TA of the MO.

If the MO is accessible in WRITE, so are the tests, and the target organization has the same writing capabilities as the source organization, except that the target organization cannot create the DCF on the TEST accessible that way.

 If the creator of the Mission Order is no longer the TA of the MO, the target organization has no access to the details of the tests of the MO.

- However, the target can add new TESTs to the MO and these ones are still accessible, because the target organization is the creator of these new tests.

Athlete Selection on Shared Mission Orders:

If a target organization with WRITE access to a MO creates tests in the MO, the athlete selection will have the following rules:

Adding from Selection List

The proposed selection lists will be those of the target organization

Test pool selection criteria

Advanced search and random search can be filtered on the RTP participation of the athlete. In that case, the RTP used will be the one of the target organization.

Rank factor for random search.

The athlete ranking (risk) factor used will be that of the target organization.

Set the lead DCO and Participant

Given a shared Mission Order, if the source organization is also the SCA of the MO, the target organization can set the Lead DCO and participants of the MO; however, the pool of available DCOs and participants will come from the source organization. The target organization will not be allowed to assign any of its own DCOs and participants.

Note that sharing Mission Orders implies that the list of DCOs and participants will also be shared!

Finding a Shared Mission Order

When a user of the target organization makes a quick search in the Mission Order management page, only the Mission Orders his organization is related to will be selected. Mission orders accessible by partial sharing will not be accessible through this mechanism. It will be necessary to use the Mission Order report to retrieve these ones. The MO report will work by default on every accessible MO, including the ones shared by any source organizations.

New criteria and display columns support the shared mission order.

TEST sharing

When an organization shares its tests, it only shares the ones the organization has created. Being TA/SCA/RMA is not enough to make a TEST accessible to other organizations through sharing.

When a target organization has WRITE access on a TEST because of a sharing, it gets the same writing capabilities as the source organization except:

- Creation of a DCF on the TEST from the complete status, which is not allowed.

Sharing indicator

When an organization accesses, in READ or WRITE, a shared TEST, ADAMS will indicate it on the page, because the source organization may not be the TA/SCA/RMA. For example, it may just be its creator.

Finding a shared TEST

- **If** the target organization has access to the athlete medical tree, the tests will appear in it; otherwise the organization will have to rely on notification and the TEST report.
- The TEST report will work by default on every accessible TEST, including the one shared by any source organizations. New criteria and display columns support shared tests.

Set the Lead DCO and Participant

- Given a shared TEST, if the source organization is also the SCA of the TEST, the target organization can set the Lead DCO and participants of the MO; however, the pool of available DCOs and participants will come from the source organization. The target organization will not be allowed to assign any of its own DCOs and participants.

Sharing TESTs implies that the list of DCOs and participants will also be shared!

Test's DCF accessibility

The DCF of a TEST which is accessible through sharing is not accessible by the target organization because of this share. But it could be accessible according to other rules (DCF sharing or DCF's RMA for instance). The target organization will not see that there is a DCF linked to this TEST if it has no access to the DCF.

Sharing DCFs

- When an organization shares its DCFs, it only shares the ones the organization has created. Being TA/SCA/RMA is not enough to make a DCF accessible to other organizations through sharing.
- When a target organization has WRITE access to a DCF because of a sharing, it gets the same writing capabilities as the source organization, except that it may not confirm lab result matching

Finding a shared DCF

If the target organization has access to the athlete medical tree, the DCFs will appear in it, otherwise the organization will have to rely on notification and DCF report. The DCF report will work by default on every accessible DCF, including the ones shared by any source organizations.

New criteria and display columns support the shared DCF.

Sharing indicator

When an organization access, in READ or WRITE, a shared DCF, ADAMS will indicate it on the page, because the source organization may not be the TA/SCA/RMA. It may just be its creator, for example.

DCF's TEST accessibility

The TEST of a DCF is not accessible to organizations which only have access to the DCF through a share.

Matched lab result accessibility

The matched lab result(s) of a DCF are not accessible to organizations which only have access to the DCF through a share.

The target organization will not be informed that there are any matched lab results.

[Back to Table of Contents](#)

14 APPENDIX C: THIRD PARTY SUPPORT

The service provider configuration pages allow an administrator to configure/view the contract(s) between a service provider and the organizations it services. Specifically, it is available to:

- ADAMS administrators (ADM2)
- Organization administrators: (N)ADO, WADA, Sport Federation, Service Provider

High Level Use Case

- Only an ADAMS administrator can initiate a relationship between an organization (source) and a service provider (target)
- Then, the administrator of the source organization can configure in detail the relationship, by specifying the services to be provided.
- ⚠️ The same pages are used by ADM2 and the source administrator to configure the relationship. The available options are different according to the user.
- Service Provider administrators can use this page to view the contract defined between themselves and other organizations.

Initiation of the Relationship

- ADM2 can create a relationship between any organization (except for lab and service provider) and a service provider.
- Only one relationship between a given organization and a given service provider may exist
- ADM2 can configure:
 - the source organization (only active organizations)
 - the service provider (only active organizations)
 - the activity status of the relationship
 - ⚠️ The relationship has two levels of activity status: one for ADM2 and one for the administrator of the source organization. If ADM2 deactivates a relationship, the organization administrator cannot reactivate it.

- ADM2 can also delete a relationship

Finalization of the configuration of the relationship

- an administrator of the source organization can configure additional details about the relationships:
 - list of services involved
 - list of User Groups covered by the contract which, in turn, defines the athletes accessible to the service provider. Note that if a contract has no User Group, the service provider user will not have access to any athletes.
 - period of activity
 - a status of activity
- By default the relationship is not active once created.

Service Provider administrator

- They can only view the high level definition of the relationships involving their organization.
- They cannot see the User Groups associated to the contract.

Search among relationships

- The page contains some criteria to facilitate the search among the existing relationships:
 - Source Organization - available to ADM2 and Service provider administrator
 - Service Provider - available to ADM2 and source organization
- It is also possible to sort the results by:
 - Source organization name
 - service provider name
 - starting date of the relationship

Activation by an organization administrator

- To activate a contract, the organization administrator **MUST** set at least one service and one user group in the contract.

15 APPENDIX D: THIRD PARTY ACCESS RIGHTS

Each third party organization is able to provide some services. For each service, a list of rights is granted. The rights are listed here:

(Take note that if the source organization has only a subset of these rights, the service provider can only have at most the same rights as the source.)

Athlete Profile

AUTHENTICATED_USER_ROLE,
NONATHLETE_CREATOR,
ATHLETE_DEMOGRAPHIC_READER,
ATHLETE_DEMOGRAPHIC_WRITER,
ATHLETE_SPORTS_READER,
ATHLETE_SPORTS_WRITER,
ATHLETE_SECURITY_READER,
ATHLETE_ACTIVITY_READER,
ATHLETE_ACTIVITY_WRITER,
ATHLETE_SEARCH,
ATHLETE_USERACCOUNT_MANAGER,
ATHLETE_RETIRER,
ATHLETE_IMPORTER,
REPORT_READER,
REPORT_WRITER,
TEST_POOL_READER,
TEST_POOL_WRITER

TUE

AUTHENTICATED_USER_ROLE,

ATHLETE_SEARCH,
ATHLETE_DEMOGRAPHIC_READER,
ATHLETE_SPORTS_READER,



TEST_POOL_READER,
ATHLETE_ACTIVITY_READER,
ATHLETE_SECURITY_READER,

TUE_READER,
TUE_WRITER,
TUE_APPROVER,
TUE_ACTIVITY_READER,
TUE_ACTIVITY_WRITER,
TUE_MEDICAL_VIEW_ACCESS,

REPORT_READER,
REPORT_WRITER

Whereabouts

AUTHENTICATED_USER_ROLE,

ATHLETE_SEARCH,
ATHLETE_DEMOGRAPHIC_READER,
ATHLETE_SPORTS_READER,
TEST_POOL_READER,
ATHLETE_ACTIVITY_READER,
ATHLETE_SECURITY_READER,

WHEREABOUTS_IMPORTER,
WHEREABOUTS_READER,
WHEREABOUTS_WRITER,
WHEREABOUTS_ACTIVITY_READER,
WHEREABOUTS_ACTIVITY_WRITER,

WHEREABOUTS_NC_READER,
WHEREABOUTS_NC_WRITER,

USER_CONTACT_INFO_READER,
USER_CONTACT_INFO_WRITER,



REPORT_READER,
REPORT_WRITER

Test

AUTHENTICATED_USER_ROLE,

ATHLETE_SEARCH,
ATHLETE_DEMOGRAPHIC_READER,
ATHLETE_SPORTS_READER,
TEST_POOL_READER,
ATHLETE_ACTIVITY_READER,
ATHLETE_SECURITY_READER,

DCO_RIGHT,

DCF_READER,
DCF_WRITER,
TEST_READER,
TEST_WRITER,
TEST_ACTIVITY_READER,
TEST_ACTIVITY_WRITER,

MISSION_ORDER_READER,
MISSION_ORDER_WRITER,
MISSION_ORDER_LOGISTICS_READER,
MISSION_ORDER_LOGISTICS_WRITER,
MISSION_ORDER_ACTIVITY_READER,
MISSION_ORDER_ACTIVITY_WRITER,

REPORT_READER,
REPORT_WRITER,
MAJOR_GAME_READER

[Back to Table of Contents](#)

16 APPENDIX E: DESCRIPTION OF NOTIFICATIONS

ADAMS automatically sends notifications to different users upon completion of different events.

Each notification includes:

- a sender: user that made the action
- recipients: the athlete
- Reference link: link to the record (TUE, Whereabouts)
- Subject: notification subject
- Content: relative information

The following notifications are received by the organization administrators.

16.1 ORGANIZATION RELATIONSHIP

Each time a relationship is created/modified/deleted, a notification is automatically sent to target organization.

The link in these notification will redirect the administrator to the page which list the relationship where is organization is the target.

16.1.1 WHEN A RELATION IS CREATED

Subject:

AUTO: Organization relationship creation!

Message:

*<source organization> has created a relationship with <target organization>
<entity><right>[for the period<period>]*

16.1.2 WHEN A RELATION IS MODIFIED

Subject:

AUTO: Organization relationship modification!

Message:

*<source organization> has modified a relationship with <target organization>
<entity><right>[for the period<period>]
use to be <old entity><old right>[for the period< old period>]*

16.1.3 WHEN A RELATION IS DELETED**Subject:**

AUTO: AUTO: Organization relationship deletion!

Message:

*<source organization> has deleted a relationship with <target organization>
<entity> <right> [for the period <period>]*

16.2 SERVICE PROVIDER CONTRACT CREATION/UPDATE/DELETION

Every time a contract is created/modified/deleted, a notification is automatically sent to service provider organization administrator(s)

16.2.1 WHEN A CONTRACT IS CREATED**Subject:**

AUTO: contract with <source organization> creation!

Message:

The contract with <source organization> has been created!

16.2.2 WHEN A CONTRACT IS UPDATED

(Received by ADAMS Administrator or Source Organization Admin)

Subject:

AUTO: contract with <source organization> update!

Message:

Your contract with <source organization> has been modified!

16.2.3 WHEN A CONTRACT IS DELETED**Subject:**

AUTO: contract with <source organization> deletion!

Message:



Your contract with <source organization> has been deleted!

16.3 WHEN USERS LOCK THEIR ACCOUNTS

Every time a user account is temporarily locked the organization administrator is notified.

Subject:

User account was locked!

Message:

User <lastname>, <firstname> (username) was locked

[Back to Table of Contents](#)