



# ADAMS

User Guide

# ADAMS Administration User Guide

<b>Organization Management</b>	<b>3</b>
Creating an National Federation	3
Viewing a National Federation	3
Editing a National Federation	3
<b>User Role Manager</b>	<b>4</b>
Creating a User Role	4
Viewing a User Role	4
Editing a User Role	4
<b>Organization Athlete Groups</b>	<b>5</b>
Creating an Athlete Group	5
Viewing an Athlete Group	5
Editing an Athlete Group	5
<b>Organization Users</b>	<b>6</b>
Regular Users	6
Creating a Regular Organization User	6
Viewing a Regular User's Information	6
Editing a Regular User's Information	7
Organization DCO Users	8
Creating a DCO User	8
Viewing a DCO User's Information	9
Editing a DCO User's Information	9
Mission Order participants	10
Creating a Mission Order Participant	10
Athlete Users	11
Creating an Athlete User	11
Viewing an Athlete User's Information	11
Editing an Athlete User's Information	11
Athlete Agent Users	12
Creating an Athlete Agent User	12
Viewing an Athlete Agent	12
Editing an Athlete Agent	12
<b>Manage Access to athletes and Non athletes</b>	<b>13</b>
Transfer of Custodian	13
Sharing athlete information with another ADO / IF	14
<b>Description of ADAMS user rights</b>	<b>16</b>

## Organization Management

### Creating an 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).
5. Select Non Functional as the status.
6. In the sport Federation box search for sport(s) and Discipline(s)
7. Click on the Contact tab.
8. Fill in the contact information.
9. 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

### Viewing a National Federation

1. Click the **List Organizations** button.
2. Enter your search criteria.
3. Click on the Organization Name.

### Editing a National Federation

1. Click the **List Organizations** button.
2. Enter your search criteria.
3. Click on the Organization Name.
4. Make any desired changes.
5. Click the **Save** button.

## 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.

### Creating a User Role

1. Click the User Role Manager link.
2. Click on the **New User Role** button.
3. Fill in a name for the Role you are creating.
4. Select the relevant system modules for the user role you are creating.
5. Click on the **save** button.

### Viewing a User Role

1. Click the User Role Manager link.
2. Click on the edit link of the user role.

### 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.

## Organization Athlete Groups

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.

### 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. Access can be granted by Sport or specific athletes.
5. Click on the **save** button.

### Viewing an Athlete Group

1. Click on the Group Manager link.
2. Click on the **edit** link of the group.

### 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.

## Organization Users

### Regular Users

An organization administrator has the right to create three types of users: regular users, athlete users, and athlete agents.

#### Creating a Regular Organization User

1. Click the **User Account Management** List link.
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.
4. Fill in the user's First and Last Name.
5. Fill in any other desired fields.
6. Click on the User account tab. This tab displays red until it the account has been created and saved.
7. Check the Create account checkbox.
8. Fill in the username, password, and repeat password. The password must be a minimum of 8 characters.
9. Select "Active" as the status from the pick list.
10. Click the **select** button under the "User can view records for athletes in the following groups" box.
11. Add the appropriate groups of athletes that you want the user to have access to.
12. Click the **save** button on the athlete groups pop-up.
13. Click the **select** button under the "Business Roles" box.
14. Add the appropriate user role.
15. Click the **save** button on the Business Roles pop-up.
16. Click the **save** button on the page.

#### Viewing 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.

### 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.

## Organization DCO Users

Doping Control Officers (DCO Users) are regular organization users with limited business roles and possibly limited access to specific groups of athletes.

### Creating a DCO User

1. Create a DCO business role (see the Organization Role Manager section). The role must include, at a minimum: Athlete Search, Mission Order read, Demographic read, Whereabouts read, and DCF read/write.
2. Create a DCO athlete group (see the Organization Athlete group section) with the specific athletes the DCO can access.
3. Click the User Account Management List link.
4. Verify that the person does not already exist by searching for them.
5. Click on the **new user** button.
6. Fill in the users First and Last Name.
7. Click on the “+” next to the user type box and select DCO.
8. Click on the **save** button in the user type pop-up.
9. Enter the excluded sports for that DCO if any
10. Fill in any other desired fields.
11. Click on the User account tab.
12. Check the Create account checkbox.
13. Fill in the username, password and repeat password.
14. Select “Active” as the status.
15. Click the **select** button under the “User can view records for athletes in the following groups” box.
16. Add the DCO group.
17. Click the **save** button on the athlete groups pop-up.
18. Click the **select** button under the “Business Roles” box.
19. Add the DCO role.
20. Click the **save** button on the Business Roles pop-up.
21. Click the **save** button on the page.

**Viewing a DCO User's Information**

1. Click the User Account Management List link.
2. Search for the user.
3. Click on the View/edit link.

**Editing a DCO 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.

## Mission Order participants

### Creating a Mission Order Participant

1. Click the User Account Management List link
2. Click on the **new user** button.
3. Fill in the users First and Last Name.
4. Click on the “+” next to the user type box and select MO Participant.
5. Click on the **save** button in the user type pop-up.
6. Click on the “+” next to the MO Participant Type box and select the type.
7. Click on the **save** button in the MO Participant type pop-up.
8. Fill in any other desired fields.
9. Click on the User account tab.
10. Check the Create account checkbox.
11. Fill in the username, password and repeat password.
12. Select “Active” as the status.

## Athlete Users

An organization administrator has the right to create three types of users: regular users, athlete users, and athlete agents/representatives. Athlete users have the rights to edit their contact information (addresses, telephones, email), enter and submit whereabouts, and to request a TUE online, and view/print an approved TUE.

### Creating an Athlete User

1. Click the User Account Management List link.
2. Click on the **Create Athlete User** button.
3. Search for the athlete.
4. Click on the **select** button in the search pop-up
5. Fill in the username, password and repeat password.
6. Select active as the status.
7. Click the **save** button on the page.

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

### 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.

## Athlete Agent Users

An organization administrator has the right to create three types of users: regular users, athlete users, and athlete agents/representatives. Athlete agent/representative users are limited to functionality related to athlete whereabouts, including demographic information.

### Creating an Athlete Agent User

1. Click the User Account Management List link.
2. Verify that the person does not already exist by searching for them.
3. Click on the new athlete agent user button.
4. Fill in the users First and Last Name.
5. Click on the Add Athlete button
6. Add athletes the agent has access to.
7. Click on the Save button in the Select athletes pop-up.
8. Fill in any other desired fields.
9. Click on the User account tab.
10. Fill in the username, password and repeat password.
11. Select "Active" as the status.
12. Click the Save button on the page.

### 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.

### 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.

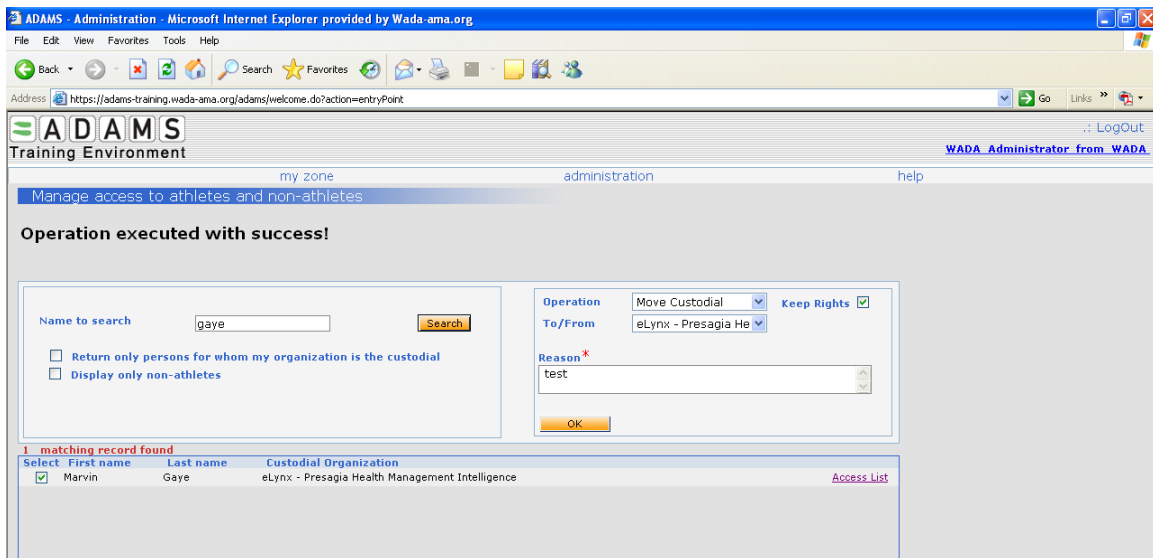
## Manage Access to athletes and Non athletes

### Transfer of Custodian

The process transfers custodianship to another ADO.

It is up to the primary custodian to decide on how to verify the identity for the requesting organization.

1. Click the Manage access to athletes and non-athletes link
2. Search for athlete(s)
3. Select athlete (s)
4. And choose "Move custodial" as operation. If you wish to keep rights on the athletes tick the "Keep rights" box.
5. To: Select Organization name in the drop down list. (If the organization is not listed send an email to [adams@wada-ama.org](mailto:adams@wada-ama.org) with the organization details)
6. Press ok



The screenshot shows the ADAMS Administration interface in Microsoft Internet Explorer. The browser address bar shows the URL: <https://adams-training.wada-ama.org/adams/welcome.do?action=entryPoint>. The page title is "ADAMS Training Environment". The navigation menu includes "my zone", "administration", and "help". The main content area displays "Manage access to athletes and non-athletes" and a success message: "Operation executed with success!".

The form shows the following details:

- Name to search:  Search
- Operation: Move Custodial
- To/From: eLynx - Presagia He
- Keep Rights:
- Reason\*: test
- OK

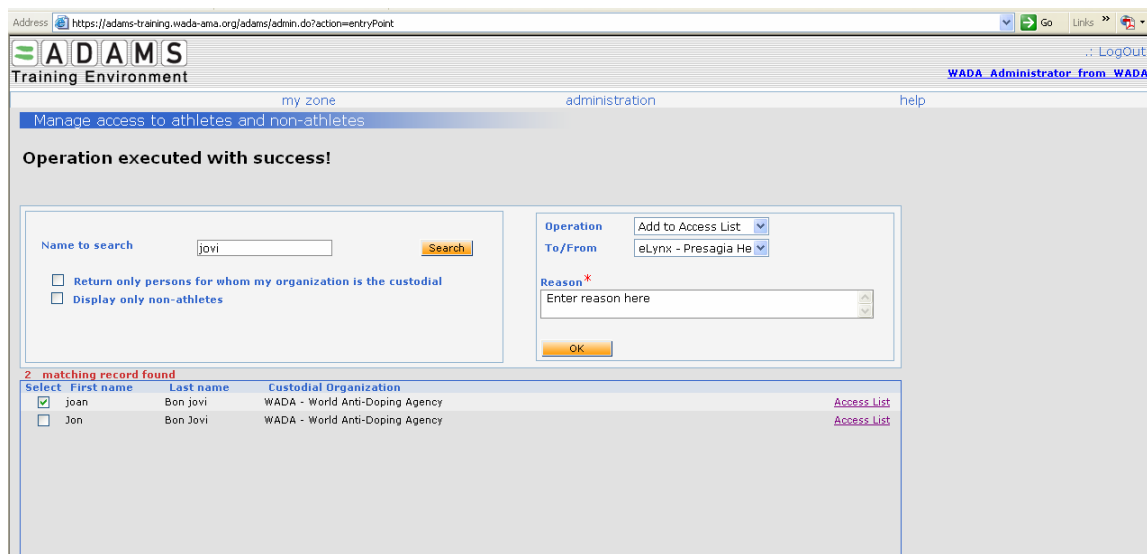
Below the form, a table shows 1 matching record found:

Select	First name	Last name	Custodial Organization	Access List
<input checked="" type="checkbox"/>	Marvin	Gaye	eLynx - Presagia Health Management Intelligence	<a href="#">Access List</a>

### Sharing athlete information with another ADO / IF

Please note that this process gives to another ADO read and write permission on the athlete file, and it is up to the primary custodian to verify the identity of the requesting organization.

1. Login as the organization admin
2. Select "Manage access to athletes and non-athletes"
3. Search for athlete
4. Select athlete (s)
5. And choose "Add to Access list" as operation
6. To: Select organization name in the drop down list. (If the organization is not listed send an email to [adams@wada-ama.org](mailto:adams@wada-ama.org) with the organization details)
7. Press ok



Address: <https://adams-training.wada-ama.org/adams/admin.do?action=entryPoint>

ADAMS Training Environment

my zone administration help

Manage access to athletes and non-athletes

WADA Administrator from WADA

LogOut

Operation executed with success!

Name to search:  Search

Return only persons for whom my organization is the custodial  
 Display only non-athletes

Operation: Add to Access List  
To/From: eLynx - Presagia He

Reason\*  
Enter reason here

OK

2 matching record found

Select	First name	Last name	Custodial Organization	Access List
<input checked="" type="checkbox"/>	joan	Bon jovi	WADA - World Anti-Doping Agency	<a href="#">Access List</a>
<input type="checkbox"/>	Jon	Bon Jovi	WADA - World Anti-Doping Agency	<a href="#">Access List</a>

The same steps are to follow if you want to remove access to an organization only pick the "Remove from access list" option.

To verify the operation:

1. login as a regular user

2. Search for the athlete
3. Click on the "Security" tab
4. The primary custodian is your Organization
5. The access list includes both your organization and the selected ADO.

The screenshot displays the ADAMS Training Environment interface. On the left, there is a search bar for athletes with the name 'joan' entered. Below the search bar, there are two matching records found: 'Bon joan, joan' with ADAMS ID# BOJ0FA37274 and 'Bon joan, jon' with ADAMS ID# BOJ0MA47935. The main content area shows the 'Athlete Profile' for 'joan', with the 'Security' tab selected. This tab displays a 'List of organization with access' containing two entries: 'eLynx - Presagia Health Management Intelligence' and 'WADA - World Anti-Doping Agency'. The 'Custodial Organization' is listed as 'WADA - World Anti-Doping Agency'.

## Description of ADAMS user rights

Your organization might not have all rights.

User Right <sup>1</sup>	Description
Retire Athlete	Permits user to retire athletes
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
Corrector	Permits user to correct records (see the corrector details in the ADAMS User Guide)
DCO	User name will be listed in the Lead DCO and Participant pick lists in the Mission Orders and DCF
Lab Results Importer	Permits user to import lab results
Report Executer	Permits user to run all reports
Report Unlimited Reporter	Permist user to run unlimited reports regardless of limitations.
TUE Medical View Access	Permits user to view the Diagnostic tab in Therapeutic Use Exemptions
Whereabouts Import	Permits user to import athletes Whereabouts
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

<sup>1</sup> User must have access to those athletes

Sports	Permits user to View/Edit athletes sports and disciplines
DCF	Permits user to Create/View/Edit Doping Control Forms
Team/Group Management	Permits user to access the Team/Group Management module
Team/Group Whereabouts	Permits user to access the Create/Team/Group Whereabouts module
Team/Group Whereabouts Activity	Permits user to Create/View/Edit Team/Group Whereabouts activities
Lab Result	Permits user to Create/View/Edit Lab results
Lab Result Activity	Permits user to Create/View/Edit Lab results activities
Mission Order	Permits user to Create/View/Edit Team/Group Mission Order
Mission Order Activity	Permits user to Create/View/Edit Mission Order activities
Mission Order Logistics	Permits user to manage Mission Order participants
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