



ADAMS

User Guide

User Guide for Athletes

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.

Revision History

Revision	Date	Description of Revision(s)
1.0	08-Apr-2005	Preliminary Version for Lausanne Reference Group
1.2	25-July-2005	Updated Version
1.3	17-Oct-2005	Password change additions

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User Setup and General Notes – Before you start

Setup

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

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

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

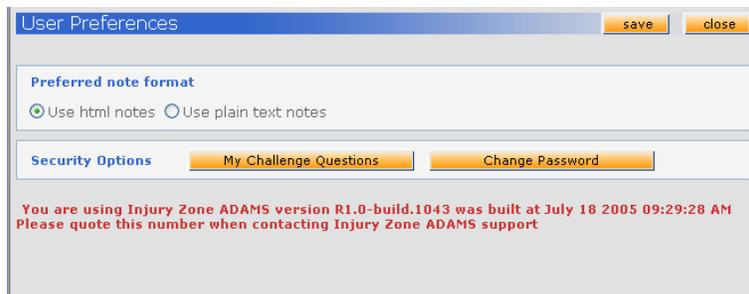
If you have a browser version earlier than these, then log onto the appropriate website and download an upgrade free.

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

<http://channels.netscape.com/ns/browsers/download.jsp>

<http://download.mozilla.org/?product=firefox-1.0.6&os=win&lang=en-US>

The User Preferences window allows you to manage your own password as well as configure challenge questions.



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

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

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

The other function available in the **User Preferences** window is the link that allows you to manage your own password. It is a good idea to change your password from the one that was first issued to you, and the system may force you to do this the first time you log on or from time-to-time.

Click the Change Password button in the User Preferences window.

Enter your current password then enter the new password and then confirm it. [Note that your new password must be at least 8 characters in length.](#)

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

Basics

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

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

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

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



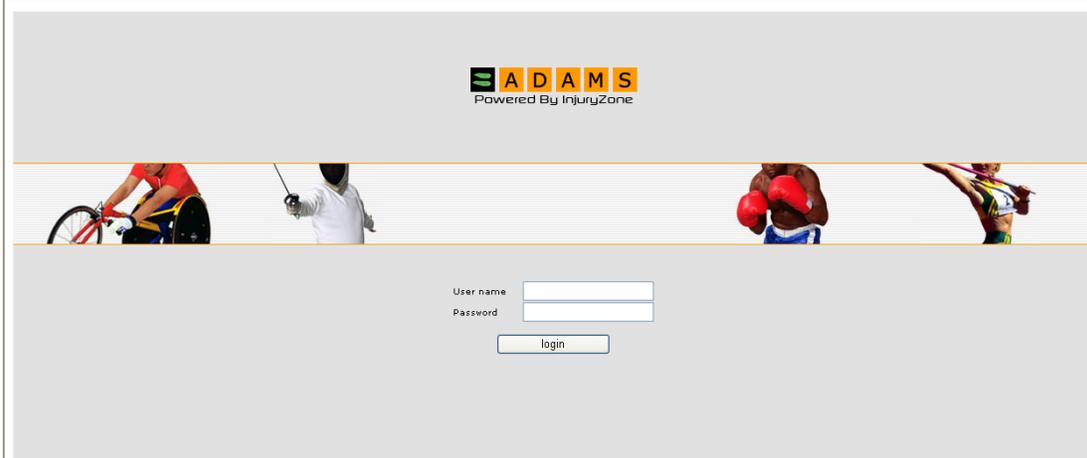
When you have finished working within ADAMS and wish to exit the program, click on the **Log Out** link in the top right hand corner of the window banner. This will safely exit you from the system and return you to the Log In page. At this point you may safely close your browser.

Logging In

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

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

You will be greeted with the following Log in screen.



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

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

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

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

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



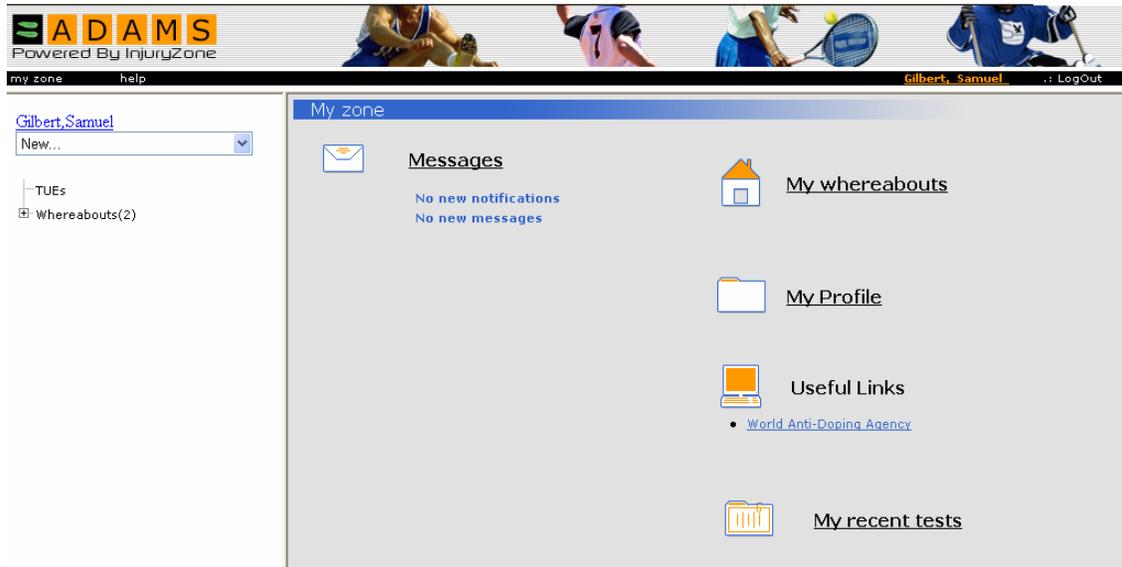
If you click **yes** then the other user session will be terminated.



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

MyZone

When you first log in to ADAMS, your User Homepage loads. It is called MyZone and it features links to launch various system modules.



The Messages link allows you to receive and review messages and notifications sent either by other ADAMS users or generated automatically by the system. You might receive a message from an Anti Doping Organization or from your sport federation, also the system will generate notifications to remind you of overdue whereabouts submissions, Therapeutic Use Exemptions having been approved or rejected, or existing Therapeutic Use Exemptions soon to expire.

From the My Whereabouts link you can review existing whereabouts details or create and submit new whereabouts information.

The My Profile link allows you to view and update your demographic profile, keeping all address and telephone details accurate and current.

There is also a link to the World Anti Doping Agency's website and there may be other useful web links added to this area at a future date.

Using the My Recent Tests link you are able to review the results of any recent doping tests along with contact information for the relevant Results Management Authorities.

What To Do If You Encounter An Error

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

Therefore please take the time to submit the details.

The actual error message contains an email hyperlink within it. By clicking on the link you can easily send through the error script.



Izone server
encountered an unexpected error.

If this persists, please contact your system administrator.

Injury Zone Error	whatever
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[Mail error to Izone development team](#)

[Details...](#)

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

Other information that helps if reported:

Your previous actions - what were you doing just before the error occurred?
How you got to the previous page, were you moving quickly or slowly through the system?
What things you clicked on....see if you can re-create the error.

Also:

What time the error occurred
What Internet browser you use
What operating system (Windows 98, Windows 2000, Windows XP, Linux, etc) you run
The speed of your Internet connection
Your user name (only Username, not Password) and Organization
What part of the screen the message was located in

This information can be included in the email generated by clicking on the link.

Verifying and Editing Your Demographic Data

The first step in the process of creating and submitting whereabouts is to confirm your Current Address. This address is your primary location where you live. The first time you log in to ADAMS you will be prompted by a message on your homepage to verify this address.

Athlete contact Information

Please Verify Your Primary Address

This address is the primary location where you reside for Whereabouts purposes. If it is not correct, please [update your profile](#).

No address information on file

If there is an address already on file in the system for you it will be displayed. If there is no current address for you within the system then you will need to enter one.

To enter the address, click on the **'update your profile link'** in the Athlete Contact Information section of the page.

This takes you to your demographic page.

Athlete Profile
[edit](#)

Last updated 24-Jul-2005 12:11 PM GMT , by UCI_Admin_LName, UCI_Admin_FName from UCI

Last Name Gilbert *	First Name Samuel *	ADAMS ID# GISAMA70308	Gender Male
-------------------------------	-------------------------------	---------------------------------	-----------------------

Demographic

Sport/Discipline

Security

Date of birth 08-Apr-1976	Age 29	Preferred Name Sam	Former last name
-------------------------------------	------------------	------------------------------	-----------------------------

Nationalities *

CANADA

Disabilities

No photo

Sport Nationality *

CANADA

Contact Details

Phone type	Phone #
Email	

Select address ▼

The page has loaded within your browser in what is called **View mode**, so to add an address you must first switch the page to Editing mode. Click on the **Edit** button in the top right corner of the screen.

The page will reload in Edit mode, allowing you to then fill in data. Within this page the only section available for you to add or edit information in is the 'Contact details' section, which is highlighted in white.

Contact Details

Phone type **Phone #**
[add phone number](#)

Email

Select address

To add a new address to the profile, when no address exists, click on the + sign button next to the Select Address field.

Select the type of address you are about to enter from the Type drop down list.

Type Competition Venue
 Description Competition Venue
 Permanent Residence
 Temporary Residence
 Training Venue

Street address

Country

Town/city

Region

Post code

Phone type **Phone Number**

Mobile

Home

Business

Permanent / Mailing Address
Current Address (used for Whereabouts)

Enter a description of the address you are adding, then complete the form with the relevant address information.

You will notice that the country and region fields are drop down pick lists that you select from.

Add any pertinent phone numbers for this address and then specify whether this address is either your Permanent or Current address in the provided tick boxes.

The system will use your Current Address for the purposes of Whereabouts and you should check both boxes if the address is your current and permanent address.

Click the **Save** button for the address form.

Then click on the **Save** button for the page, there is one located at both the bottom and the top of the demographic page for your convenience.

To add another address at this or any future time, simply click on the **My Profile** link from the MyZone page and then on the Add button in the address section of your demographic page, remembering to have the page in edit mode.

Once there is a current address for you within ADAMS you can begin to create a whereabouts calendar.

You will notice that when the demographic file is in view mode, the Security tab is displayed.

The **Security tab** displays a list of the organizations that have access rights to your ADAMS file, and also indicates which organization has a 'custodial' role for you as an athlete within the system.

If your custodial organization changes for some reason, you will receive a system generated notification. As well, each time an organization is added or removed from your access list, a notification will be sent.

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

Working with Whereabouts - Location Descriptors

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

1. Go to the File Tree on the left side of the screen.
2. In the New drop down list select Location Descriptor.

The screenshot shows the ADAMS web application interface. At the top, there is a navigation bar with the ADAMS logo and 'Powered By InjuryZone'. Below this, a user profile bar shows 'Gilbert, Samuel' and a 'LogOut' link. On the left side, there is a 'File Tree' with a 'New...' dropdown menu. The dropdown menu is open, showing options: 'New...', 'New...', 'Location Descriptors', and 'Whereabouts(2)'. The 'Location Descriptors' option is highlighted. Below the dropdown, the file tree shows a hierarchy: 'Whereabouts(2)' > 'Location Descriptors' > '2005(12)' > a list of months from 'Dec 2005, New' to 'Jan 2005, New'. The main content area is titled 'My zone' and contains several sections: 'Messages' (No new notifications, No new messages), 'My whereabouts' (with a house icon), 'My Profile' (with a folder icon), 'Useful Links' (with a laptop icon and a link to 'World Anti-Doping Agency'), and 'My recent tests' (with a folder icon). At the bottom, there is a section for 'Athlete contact Information' with a red warning: 'Please Verify Your Primary Address'. Below this warning, there is a text box explaining that the address is the primary location for whereabouts purposes and a link to 'update your profile'. To the right of this text is a form with three input fields containing the address: '333 Elm Avenue', 'Brantford Ontario', and 'CANADA M6G 8T5'.

A new Location Descriptor record will display.

Whereabouts Descriptor cancel save

Athlete	ADAMS ID#	Date of birth	Sport Nationality	Gender
Johnson, Andrew	ADA094850355	20-Jul-1977	UNITED KINGDOM	Male

Sport / Discipline

Calendar Label* Start Time End Time All Day Location

Select Category*

Competition Other Primary Residence
 Secondary Residence Training Location Travel
 Vacation Work

Address

Country* Postal code/Zip

Region* Telephone

City* Alternate Telephone

Description of Location or Activity (optional)

Suitable for Test

3. Fill in a label.
4. Select either a time interval or check **All Day Location** depending on the activity.
5. Select a Category
6. Fill in the address if relevant and select a Country.
7. Select a Region.
8. Fill in the City.
9. Fill in any other relevant fields.
10. Click **Save**.

Creating your Athlete Whereabouts

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

This is managed by adding and viewing an Athlete Whereabouts record.

Adding

1. Go to the File Tree.
2. Click on the + symbol next to Whereabouts in the tree. This expands the branch.

[Gilbert, Samuel](#)

- TUEs
- [-] Whereabouts(2)
 - Location Descriptors
 - [-] 2005(12)
 - [Dec 2005, New](#)
 - [Nov 2005, New](#)
 - [Oct 2005, New](#)
 - [Sep 2005, New](#)
 - [Aug 2005, New](#)
 - [Jul 2005, New](#)
 - [Jun 2005, New](#)
 - [May 2005, New](#)
 - [Apr 2005, New](#)
 - [Mar 2005, New](#)
 - [Feb 2005, New](#)
 - [Jan 2005, New](#)
 - [+] 2004(12)

3. Click on the + symbol next to current year.
4. Click on the relevant month link.

Athlete Whereabouts (Gilbert Mark) Unsubmitted

← August 2005 →

Calendar		Notes & Activities				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<input type="checkbox"/> 1 R1 Bridgetown	<input type="checkbox"/> 2 R1 Bridgetown	<input type="checkbox"/> 3 R1 Bridgetown	<input type="checkbox"/> 4 R1 Bridgetown	<input type="checkbox"/> 5 R1 Bridgetown	<input type="checkbox"/> 6 R1 Bridgetown
<input type="checkbox"/> 7 R1 Bridgetown	<input type="checkbox"/> 8 R1 Bridgetown	<input type="checkbox"/> 9 R1 Bridgetown	<input type="checkbox"/> 10 R1 Bridgetown	<input type="checkbox"/> 11 R1 Bridgetown	<input type="checkbox"/> 12 R1 Bridgetown	<input type="checkbox"/> 13 R1 Bridgetown
<input type="checkbox"/> 14 R1 Bridgetown	<input type="checkbox"/> 15 R1 Bridgetown	<input type="checkbox"/> 16 R1 Bridgetown	<input type="checkbox"/> 17 R1 Bridgetown	<input type="checkbox"/> 18 R1 Bridgetown	<input type="checkbox"/> 19 R1 Bridgetown	<input type="checkbox"/> 20 R1 Bridgetown
<input type="checkbox"/> 21 R1 Bridgetown	<input type="checkbox"/> 22 R1 Bridgetown	<input type="checkbox"/> 23 R1 Bridgetown	<input type="checkbox"/> 24 R1 Bridgetown	<input type="checkbox"/> 25 R1 Bridgetown	<input type="checkbox"/> 26 R1 Bridgetown	<input type="checkbox"/> 27 R1 Bridgetown
<input type="checkbox"/> 28 R1 Bridgetown	<input type="checkbox"/> 29 R1 Bridgetown	<input type="checkbox"/> 30 R1 Bridgetown	<input type="checkbox"/> 31 R1 Bridgetown			

Primary Residence

Build my profile

Populate My Calendar

Submit

Whereabouts Attachments

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

5. Select relevant dates by ticking the checkboxes next to these dates.
6. There are two ways you can add an activity to whereabouts:
 - a) If a Location Descriptor has already been created (refer to Location Descriptor section) then click on the Activity drop-down list and select the appropriate descriptor.

Populate My Calendar

Work

Click on the **Add to selected days** button.



b)

- Click on the **Add to selected days** button.
- Fill in a whereabouts location description label.
- Select either a time interval or check **All Day Location** depending on the activity.
- Select a Category
- Select a Country.
- Select a Region.
- Fill in the City.
- Fill in any other relevant fields.
- Click **Save**.

(Note: Although this page looks exactly like a Location Descriptor, but on saving it will not be saved in the Location Descriptor branch).

7. Click on the **Submit** button to submit the created whereabouts.

Submit
Submit Whereabouts

Editing

1. Within the calendar page click on the label link of the desired Whereabouts descriptor.
2. Make any changes.
3. Click on **Save** button.

Deleting

1. Click on the **X** symbol next to the desired Whereabouts descriptor.

Submitting Whereabouts

Once your Whereabouts have been created they need to be submitted. They can be modified after they have been submitted if for example your schedule changes at the last minute.

To submit the Athlete Whereabouts simply click on the Submit Whereabouts button on the relevant Whereabouts Calendar page.

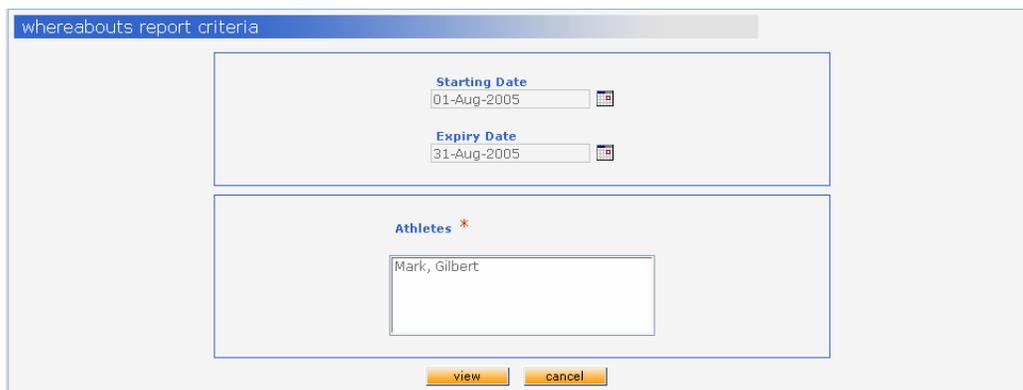
Printing a copy of the Whereabouts

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

1. Click the **Whereabouts details** button on the month you wish to print.



2. From the Whereabouts report criteria window enter the date range for the print out you wish to generate.



A screenshot of a web application window titled "whereabouts report criteria". The window contains two main sections. The first section has two date pickers: "Starting Date" with the value "01-Aug-2005" and "Expiry Date" with the value "31-Aug-2005". The second section is labeled "Athletes *" and contains a text input field with the value "Mark, Gilbert". At the bottom of the window are two buttons: "view" and "cancel".

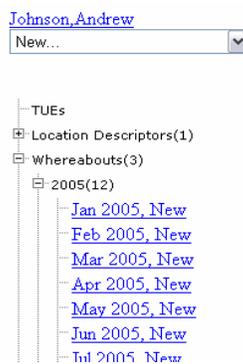
3. Click on the **View** button.
4. To print a copy of the resulting report, press **ctrl + p** on your keyboard.

Attachments in Whereabouts

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

Adding an Attachment

1. Click on the + icon next to Whereabouts in the tree.
2. Click on the + icon next to current year.



3. Click on the Starting Month to open that calendar page.
4. Click on the **Add an attachment** button.

Whereabouts Attachments

Starting Date	End Date	Size	Name	Description

5. Click the **Browse** button.

Attach File for Whereabouts

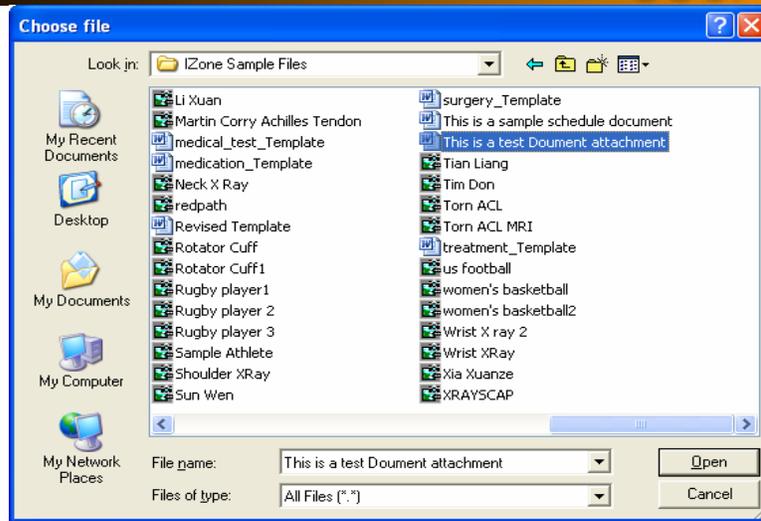
This will attach a file to one or more days in an athlete's whereabouts calendar (for example: a team itinerary).

Description of Attachment

Please select the date range that the attached file references.

Starting Date	Expiry Date
<input style="width: 95%;" type="text" value="01-Aug-2005"/> <input style="width: 20px;" type="button" value="📅"/>	<input style="width: 95%;" type="text" value="01-Aug-2005"/> <input style="width: 20px;" type="button" value="📅"/>

6. Navigate to and select the file you wish to attach and click the **Open** button.



7. Select the **Start Date** and **Expiry Date**.
8. You can enter a description text if required.
9. Click on the **Attach and Continue** button.

Whereabouts Attachments

[add an attachment](#)

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

Viewing Attachments

1. In the Whereabouts Attachment section click on the paperclip symbol to view the attached file.

Editing the Validity Period of the Attachment

1. In the Whereabout's Attachments section click on the Name of the file.
2. Change the Starting Date and Expiry Date to the desired values.
3. Click the **Save and continue** button.

Helpdesk Access

WADA has arranged for a Helpdesk to be available to answer any user queries. The Helpdesk, located in Québec, Canada, is available 24 hours a day from Midnight on a Sunday to Midnight on a Friday.

1. From North America dial: (866) 922-3267 (1-866-92-ADAMS)
2. Toll-free access is currently available from the following countries:

- Australia
- Finland
- Germany
- Ireland
- Japan
- South Africa
- Switzerland

Dial the International Access Code for the specific country, followed by:

800 9222 3267 (800 922 ADAMS)

3. From outside North America you may reach the Helpdesk by dialing:

+1 (418) 696-6829