



Anti-Doping Administration & Management System

Release Notes

# **ADAMS version 2.0 Release Notes**

**14-November-2008**

## Introduction

The Anti-Doping Administration and Management System (ADAMS) received a functional upgrade to Version 2.0 on 14-November-2008 at 14:00 EDT.

This document outlines the changes made to the application in Version 1.9.2.

### **Important Requirements:**

1. **Clear your browser cache.**

If you notice that some screens do not display correctly in the new application, it may be necessary for you to clear your browser cache. If you are using Internet Explorer, select "Internet Options" from the "Tools" menu. Click on the "Delete Files..." button. Check the "Delete all offline content" checkbox and click "Ok" to clear your cache.

2. **Make sure your bookmark is correct (if you have one).**

If you have difficulty logging into ADAMS, it may be because your bookmark for ADAMS is not correct. For access to the production system, ensure that your bookmark is set to:

<https://adams.wada-ama.org>

Remove any extra characters following the URL. Using Internet Explorer, click on the "Favorites" button to show your bookmarks on the left hand side of the screen. Right-click on the ADAMS bookmark, and select "Properties." Ensure that the URL displayed exactly matches the one provided herein.

3. **Allow pop-ups from adams.wada-ama.org.**

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](http://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.

## **ADAMS Release 2.0 (14-November-2008)**

ADAMS 2.0 includes a redesign of the whereabouts component in ADAMS in order to comply with the revisions of the World Anti-Doping Code. It also includes two new TUE types: Declaration of Use and Asthma TUE.

Finally it also includes changes to Registered Testing Pools and the addition of Competition levels. Furthermore, certain smaller changes and bug fixes have been included.

Table of content

<b>Introduction</b>	<b>2</b>
<b>ADAMS Release 2.0 (14-November-2008)</b>	<b>4</b>
<b>1. Whereabouts</b>	<b>6</b>
<b>1.1. Entries before January 1st 2009</b>	<b>6</b>
<b>1.2. Entries after December 31st 2008</b>	<b>6</b>
<b>1.3. Whereabouts accessibility</b>	<b>7</b>
<b>1.4. Submitting Whereabouts</b>	<b>8</b>
<b>1.4.1. Whereabouts Entry Rules</b>	<b>9</b>
<input type="checkbox"/> <b>Minimum entry length</b>	<b>9</b>
<input type="checkbox"/> <b>Conflicting Entries</b>	<b>9</b>
<input type="checkbox"/> <b>One hour testing slot</b>	<b>9</b>
<input type="checkbox"/> <b>Required Location Descriptors</b>	<b>10</b>
<b>1.4.2. Whereabouts Control Panel</b>	<b>10</b>
<b>1.4.3. Location Descriptors</b>	<b>11</b>
<b>1.4.4. Populating the calendar</b>	<b>13</b>
<b>1.4.4.1. Using Location Descriptor</b>	<b>13</b>
<b>1.4.4.2. Single Entries</b>	<b>14</b>
<b>1.4.4.3. Submission Deadline</b>	<b>15</b>
<b>2. Declaration of Use</b>	<b>15</b>
<b>2.1. Athlete User</b>	<b>16</b>
<b>2.2. Organization user</b>	<b>17</b>
<b>2.3. Access to saved Declaration of Use</b>	<b>19</b>
<b>3. Asthma TUE</b>	<b>20</b>
<b>3.1. Athlete User</b>	<b>20</b>
<b>3.2. Organization User</b>	<b>22</b>
<b>3.3. Statuses for Asthma TUE</b>	<b>23</b>
<b>3.4. Access rights to Asthma TUE</b>	<b>23</b>
<b>4. Registered Testing Pools</b>	<b>25</b>
<b>4.1. Custodianship</b>	<b>26</b>

## 1. Whereabouts

On January 1<sup>st</sup> 2009, changes to the World Anti-Doping Code will take effect. As a result of this the whereabouts component of ADAMS has gone through a major reworking to comply with the new code. The new interface for whereabouts will be applicable to all users as per January 1<sup>st</sup> 2009.

### 1.1. Entries before January 1st 2009

Whereabouts entries applicable to the period between the release date and December 31<sup>st</sup> 2008 will remain as they are and will also remain subject to any rules their organizations may have enabled.

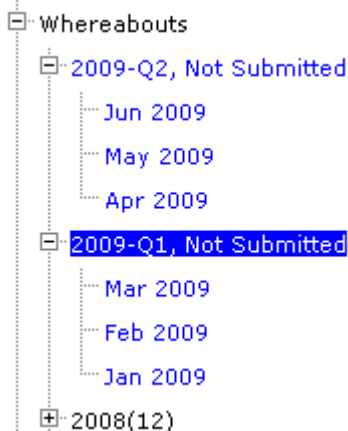
The only difference in the user interface is the positioning of location descriptors on the athlete tree. Instead of being placed under "Whereabouts", it is now located under "2008".



### 1.2. Entries after December 31st 2008

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

[Months are now grouped into Quarters and rules of submission are now based on the whole quarter instead of months.](#)



### **1.3. Whereabouts accessibility**

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

#### **Athlete users and athlete agents**

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

#### **If the athlete does not have a user account**

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

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

#### **If the athlete has a user account:**

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

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

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

**Access configuration for whereabouts that are not submitted**

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

- deny access to custodial organization
- grant access to custodial organization

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

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

**Access configuration for whereabouts that are not submitted**

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

Reason to change the accessibility \*

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

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

### 1.4. Submitting Whereabouts

To submit a quarter of the whereabouts, the user simply clicks the submit button in the Whereabouts Control Panel page.

At anytime after submission, the athlete can resubmit their whereabouts by clicking the resubmit button. Notifications will remain the same.

*The athlete must re-submit his whereabouts after each modification.*

### 1.4.1. Whereabouts Entry Rules

In accordance with the revised World Anti-Doping Code, the rules for whereabouts in ADAMS have been adjusted. Starting with entries for 2009 all athletes of all organizations will follow the same rules for entering whereabouts.

*For the whereabouts of November and December 2008, the athlete's whereabouts will still follow the rules as defined by their custodial organization.*

*The rules for submission for Whereabouts starting January 1<sup>st</sup> 2009 will be the same for every organization.*

*These rules are enforced for athletes that are marked as "International" or "National" in their registered testing pool (RTP). Only athletes with no RTP, marked as "Other" only and non-athletes can submit without following these rules.*

**Minimum entry length**

Each entry must be at least one hour long. If the user tries to save an entry that is less than an hour, then an error message will be displayed.

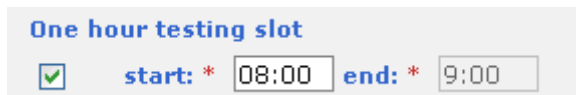
**Conflicting Entries**

Time periods for entries cannot overlap.

This rule does not apply for entries of category "Daily Residence" or "Mailing Address" as they do not have time periods.

**One hour testing slot**

The concept of suitable for test has been changed. Athletes are now required to specify a period of one hour each day where they are available for testing.



One hour testing slot  
 start: \* 08:00 end: \* 9:00

*This period must be within the start and end times of the entry.*

*Furthermore this one hour testing slot must take place between 6:00 AM and 11:00 PM.*

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

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

❑ **Required Location Descriptors**

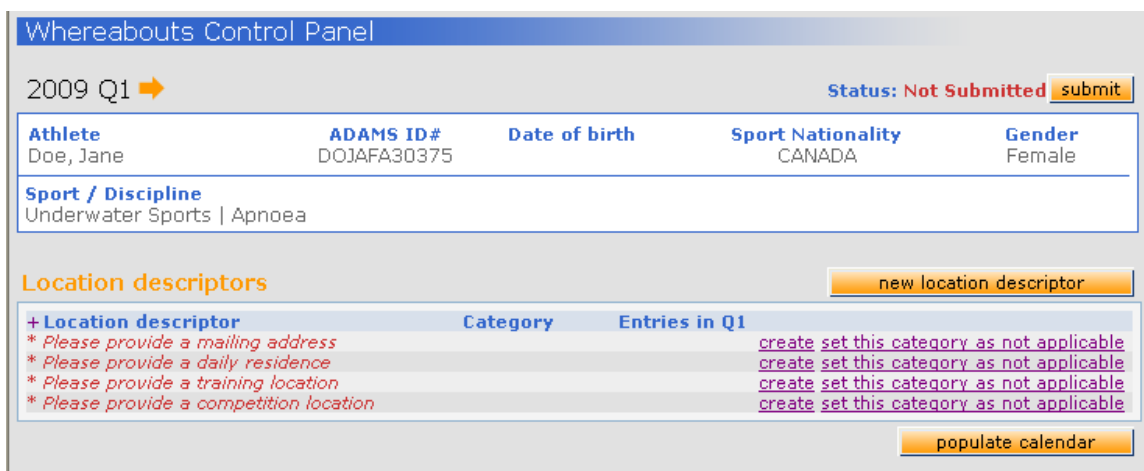
As mentioned in the Location Descriptors section, athletes have to create location descriptors for Mailing Address, Daily Residence, Training and Competition. If this is not done, the user cannot submit the quarter.

**Daily Residence**

Every day of the quarter must have a Daily Residence entry.

### 1.4.2. Whereabouts Control Panel

This is the starting page for entering and submitting whereabouts data related to a quarter. It is accessible to users by clicking on the appropriate quarter on the athlete tree.



The screenshot shows the 'Whereabouts Control Panel' for the 2009 Q1 quarter. The status is 'Not Submitted' with a 'submit' button. The athlete's details are: Doe, Jane (ADAMS ID# DOJAF30375), Date of birth, Sport Nationality CANADA, and Gender Female. The sport/discipline is Underwater Sports | Apnoea. There are two main sections: 'Location descriptors' with a 'new location descriptor' button, and a table with columns for '+ Location descriptor', 'Category', and 'Entries in Q1'. The table contains four rows of location descriptors with their respective categories and entry counts. A 'populate calendar' button is located at the bottom right.

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

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

### Submission History

When a quarter has been successfully submitted or resubmitted a snapshot of the quarter is created. This snapshot is a recording of the whereabouts at the time of submission.

Each successful submission will add a line including the snapshot in the submission history table.

Submission History					
Date/Time	User				
11-Nov-2008 20:38 GMT	cces, cces	<a href="#">January</a>	<a href="#">February</a>	<a href="#">March</a>	
11-Nov-2008 20:35 GMT	cces, cces	<a href="#">January</a>	<a href="#">February</a>	<a href="#">March</a>	

Each link will display the month of that quarter.

### 1.4.3. Location Descriptors

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

Whereabouts Location Descriptor
cancel save

Athlete	ADAMS ID#	Date of birth	Sport Nationality	Gender
Doe, Jane	DOJafa30375		CANADA	Female

**Sport / Discipline**  
 Underwater Sports | Apnoea

**Calendar Label\***

**Select Category\***

**Competition**  
 **Daily Residence**

**Training Location**  
 **Mailing address**

**Other**

**Address**  
 \*
 

**Country\***

**Postal code/Zip**

**Region**

**Telephone**

**City\***

**Alternate Telephone**

**Description of Location or Activity (optional)**

The page has been changed to reflect this by no longer containing the time fields.

Also the number of categories has been reduced in ADAMS 2.0 to:

- Competition
- Training Location
- Daily residence
- Mailing address
- Other

As part of the new requirements, the athlete must create a location descriptor for competition, training location, daily residence and mailing address.

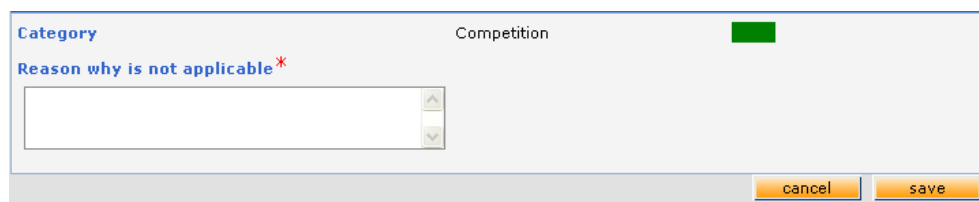
If the athlete omits, then ADAMS will display a message in red indicating that the athlete still has to create a location descriptor of that type.

Location descriptors		new location descriptor
+ Location descriptor	Category	Q1 entries
* Please provide a mailing address		<a href="#">create</a> <a href="#">set this category as not applicable</a>
* Please provide a daily residence		<a href="#">create</a> <a href="#">set this category as not applicable</a>
* Please provide a training location		<a href="#">create</a> <a href="#">set this category as not applicable</a>
* Please provide a competition location		<a href="#">create</a> <a href="#">set this category as not applicable</a>

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

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

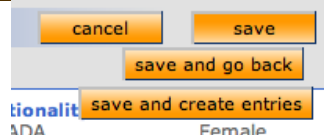
It is possible to set a mandatory location descriptor as not applicable. In this case the user will be prompted to enter a reason as to why the category is not applicable for the quarter.



The screenshot shows a dialog box with the following elements:

- Category:** Competition (indicated by a green bar)
- Reason why is not applicable\*:** A text input field with up and down arrow buttons.
- Buttons:** "cancel" and "save" buttons at the bottom right.

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



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

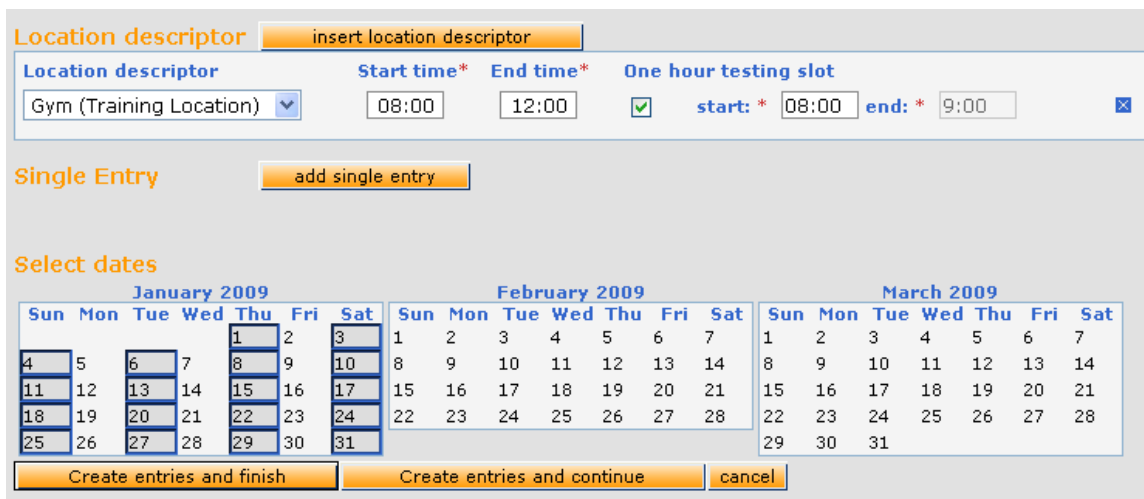
If they choose Save and go back, the descriptor will be saved and the user will go back to the Whereabouts Control Panel.

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

### 1.4.4. Populating the calendar

#### 1.4.4.1. Using Location Descriptor

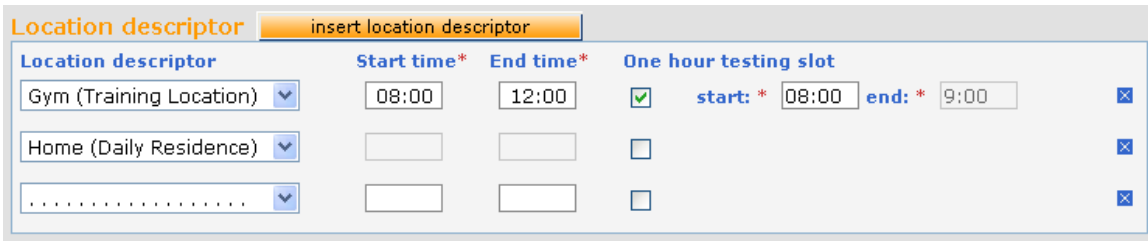
Once a location descriptor has been saved it can be used to populate the athlete calendar using the Populate Calendar page.



1. The user can select the location descriptor from the dropdown menu.
2. Enter the start time and end time they will be at that location. If applicable, they can click the one hour testing slot check box and enter the start of the one hour period they are available to be tested.
3. Finally the user selects the days that the entry is valid for by clicking on the dates on the calendar.

- Once the entry is properly set up, the user will click on Create entries and finish to save the entries and go back to the Whereabouts Control Panel. Or they can click the Create entries and continue button to save the entries and return to a blank Populate Calendar page to create new entries.

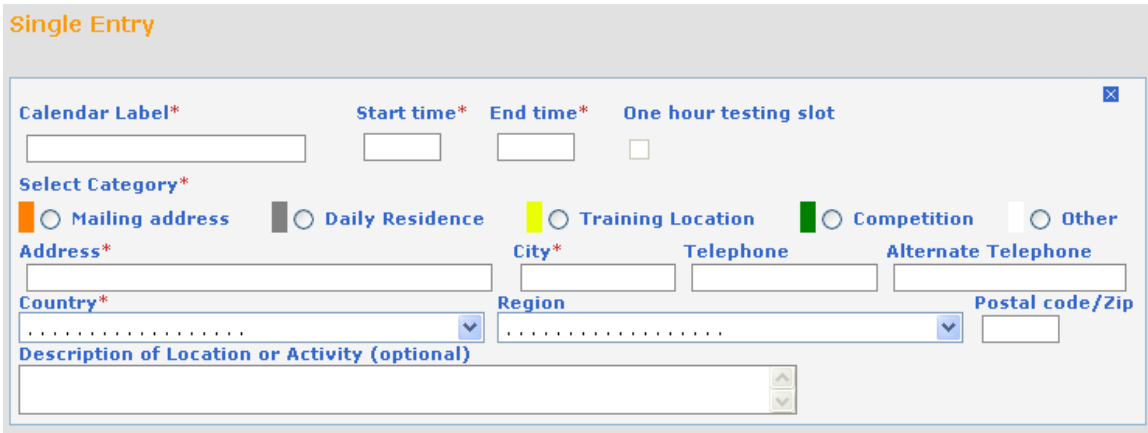
It is also possible to create entries for multiple location descriptors at once. The user simply has to click on the “insert location descriptor” button next to the Location Descriptor title to add an extra line.



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

### 1.4.4.2. Single Entries

It is still possible to create single entries for locations which will no be used often in a quarter. In the Populate Calendar page, there is a section for single entries.



**Single Entry**

Calendar Label\* [text box] Start time\* [text box] End time\* [text box] One hour testing slot

Select Category\*

Mailing address  Daily Residence  Training Location  Competition  Other

Address\* [text box] City\* [text box] Telephone [text box] Alternate Telephone [text box]

Country\* [dropdown] Region [dropdown] Postal code/Zip [text box]

Description of Location or Activity (optional) [text area]

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



Single entries follow the same rules as location descriptors. Just like descriptors, once the entry is completed the user can click on create entries and finish to save the entries and go back to the Whereabouts Control Panel. Or they can click the

Create entries and continue button to save the entries and return to a blank Populate Calendar page to create new entries.

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

### 1.4.4.3. Submission Deadline

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

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



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



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

**2 matching records found**

Name	ADAMS ID#
<a href="#">Doe, Jane</a>	<a href="#">DOJAF21234</a>
<a href="#">Doe, John</a>	<a href="#">ITHEFA87941</a> 

## 2. Declaration of Use

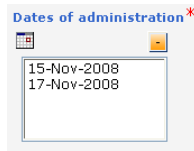
Starting with ADAMS 2.0, the abbreviated TUE will be slowly phased out.

In its place two new forms have been added, the Declaration of Use (DoU) and the Asthma TUE (AST).

## 2.1. Athlete User

Athlete users can create a Declaration of Use (DoU) form for themselves. Like the abbreviated TUE, they have a simplified form to fill out.

It is very similar to the abbreviated TUE form. The old "Dates of administration" field is now a new kind of pick list. It is a list of multiple dates. The calendar icon is used to select a single date to add to the list and the "-" button is used to remove a date from the list.



Athlete Declaration of Use
save declare

**STEP 1: INFORMATION ABOUT YOUR SPORT**  
 In the section below, please specify the sport for which you require a Declaration of Use. Only specify the event if it is relevant and required by your sporting organization, otherwise leave this field blank. Finally, you must select the Sporting Organization to which you are submitting the Declaration of Use.

Sport Discipline* <input type="text" value="Gymnastics   Artistic"/>	Competition name <input type="text"/>
Sporting Organization* <input type="text"/>	Registered Testing Pools <input type="text"/>

**STEP 2: INFORMATION ABOUT YOUR PHYSICIAN**  
 In the section below, please provide information about your physician. Mandatory information is indicated with an asterisk. Please note that you must provide at least one telephone number in the event that your sporting organization wishes to contact your doctor.

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

**STEP 3: MEDICAL INFORMATION**  
 In the section below, please describe the medical necessity for the Declaration of Use. You must supply the diagnosis. If an appropriate diagnosis is not listed, please select "Other, please specify" in the Diagnosis list and describe your condition in the "Diagnosis description" box. Feel free to list any relevant medical examinations, tests, or any additional information that relates to this application in the spaces provided.

Diagnosis* <input type="text" value="Other, please specify"/>	Diagnosis description* <input type="text"/>
Medical Exam / Test Performed <input type="text"/>	
Additional Information <input style="height: 40px;" type="text"/>	

**STEP 4: SPECIFY THE MEDICATION YOU ARE TO TAKE**  
 In the section below, you must specify the prohibited substance you are applying to take. If you do not know the generic name of the substance, or it does not appear in the list, please specify it in the "Comments" box. The prescribed dosage (e.g. 375 mg) is required. You may optionally specify the frequency of administration (e.g. 2 times/day), the route of administration, and anticipated duration of the medication. You may apply for more than one substance by clicking the "Add Substance" button, and you may remove a substance by clicking the small "X" that appears in the top right-hand corner of the substance box.

Specific name of drug	Frequency of Administration	Route of Administration*	Dates of administration*
<input type="text"/>	<input type="text" value="as required"/>	<input type="text"/>	<input type="text"/>
Prohibited Substance *	Dosage*	X	
<input type="text"/>	<input type="text" value="0"/>	<input type="button" value="Add Substance"/>	
Conditions and Comments <input style="height: 40px;" type="text"/>			
<input type="button" value="Add Medication"/>			

**STEP 5: SUBMIT YOUR APPLICATION ELECTRONICALLY**  
 You may submit your application by clicking on the "Submit Application" button. If you would like to save it to complete later, simply click on "Save." Once submitted, your sporting organization will automatically receive notification that you submitted a Declaration of Use.

save
declare

## 2.2. Organization user

Any organization that has access on the athlete can create a Declaration of Use by selecting Declaration of Use from the dropdown in the athlete tree.

**Declaration of Use** cancel save

<b>Athlete</b> ADAMS, John James	<b>ADAMS ID#</b> ADJOMA26676	<b>Date of birth</b> 24-Feb-1987	<b>Sport Nationality</b> CANADA	<b>Gender</b> Male
-------------------------------------	---------------------------------	-------------------------------------	------------------------------------	-----------------------

**Sport / Discipline**  
Skiing | IPC Alpine

**ADAMS DOU ID #**  **ADD DOU Reference #**

**Date Documents Received**

**Summary**

<b>Sport Discipline*</b> <input type="text" value="Skiing   IPC Alpine"/>	<b>Competition name</b> <input type="text"/>
<b>Sporting Organization*</b> <input type="text"/>	<b>Registered Testing Pools</b> <input type="text"/>

**Status\***

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

**Declaration of use details** Diagnosis Information

**Notifying Medical Practitioner**

<b>Last Name*</b> <input type="text"/>	<b>First Name*</b> <input type="text"/>	<b>Qualification &amp; Medical Specialty</b> <input type="text"/>
---	--	--

**Address**

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

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

**Email**

**Medical Information**

<b>Specific name of drug</b> <input type="text"/>	<b>Frequency of Administration</b> <input type="text" value="as required"/>	<b>Route of Administration*</b> <input type="text"/>	<b>Dates of administration*</b> <input type="text"/>
--	--	---	---

<b>Prohibited Substance*</b> <input type="text"/>	<b>Dosage*</b> <input type="text" value="0"/>	<input type="checkbox"/>
--	--	--------------------------

**Add Substance**

**Conditions and Comments**

**Add Medication**

cancel save

## 2.3. Access to saved Declaration of Use

### **Athlete users**

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

There are three status values: Not Declared, Declared and Cancelled.

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

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

### **Organizations with access to the athlete**

If the organization created the Declaration of Use:

- They can edit the Declaration of Use if it is "Not Declared".
- When the Declaration of Use is "Declared", they can edit all the fields except the Medical Information Section fields.
- When the Declaration of Use is "Cancelled" they can only view the Declaration of Use.

If the organization did not create the Declaration of Use:

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

### WADA

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

### Required Fields in Notifying Medical Practitioner Section

The required fields in the Notifying Medical Practitioner section adhere to the rules for the TUE as set by the organization administrator.

### **3. Asthma TUE**

Asthma TUEs is the second type of form that will eventually replace the Abbreviated TUE.

#### **3.1. Athlete User**

Athlete users can create an Asthma TUE (AST) form for themselves. Like the abbreviated TUE, they have a simplified form to fill out.

Athlete Asthma TUE save Submit Application

**STEP 1: INFORMATION ABOUT YOUR SPORT**  
 In the section below, please specify the sport for which you require an Asthma Therapeutic Use Exemption. Only specify the event if it is relevant and required by your sporting organization, otherwise leave this field blank. Finally, you must select the Sporting Organization to which you are applying for this Asthma TUE.

Sport/Discipline*	Competition name
Gymnastics   Artistic	
Sporting Organization*	Registered Testing Pools
	.....

**STEP 2: INFORMATION ABOUT YOUR PHYSICIAN**  
 In the section below, please provide information about your physician. Mandatory information is indicated with an asterisk. Please note that you must provide at least one telephone number in the event that your sporting organization wishes to contact your doctor.

Last Name	First Name	Qualification & Medical Specialty	
Address			
Country	Region	City	Postal code/Zip
.....	.....		
Telephone Work	Telephone Home	Telephone Mobile	Telephone Fax
Email			

**STEP 3: MEDICAL INFORMATION**  
 In the section below, please describe the medical necessity for the Asthma TUE. You must supply the diagnosis. If an appropriate diagnosis is not listed, please select "Other, please specify" in the Diagnosis list and describe your condition in the "Diagnosis description" box. Feel free to list any relevant medical examinations, tests, or any additional information that relates to this application in the spaces provided.

Diagnosis*	Diagnosis description*
Other, please specify	
Medical Exam / Test Performed	
Additional Information	

**STEP 4: SPECIFY THE MEDICATION YOU ARE TO TAKE**  
 In the section below, you must specify the prohibited substance you are applying to take. If you do not know the generic name of the substance, or it does not appear in the list, please specify it in the "Comments" box. The prescribed dosage (e.g. 375 mg) is required. You may optionally specify the frequency of administration (e.g. 2 times/day), the route of administration, and anticipated duration of the medication. You may apply for more than one substance by clicking the "Add Substance" button, and you may remove a substance by clicking the small "X" that appears in the top right-hand corner of the substance box.

Prescribed methods of use  
 prevention of the crisis only     before the exercise only     daily taken

Specific name of drug	Frequency of Administration	Route of Administration*	Start of treatment date*
	as required	.....	
Prohibited Substance *	Dosage*		End of treatment date*
.....	0		

Add Substance

Conditions and Comments

Add Medication

Medical file status\*  
 File submitted for approbation     Medical file available for consultation at any time

**STEP 5: SUBMIT YOUR APPLICATION ELECTRONICALLY**  
 You may submit your application by clicking on the "Submit Application" button. If you would like to save it to complete later, simply click on "Save." Once submitted, your sporting organization will automatically receive notification that you are applying for an Asthma TUE.

**STEP 6: PRINT YOUR APPLICATION, SIGN, AND MAIL**  
 Open your TUE from your athlete tree and click the "Generate Application Form" button. Print out the PDF application form generated by ADAMS. Sign the form and have your physician sign the form as well. Send the form, along with any relevant medical documentation (e.g. a copy of your prescription) to your sporting organization. Depending on the organization, you may be able to fax this information as well as mail it in. Your sporting organization will either grant or deny your application. They may also put it on hold and ask you or your physician for more information. You can log into ADAMS at any time and see the status of your application by selecting the TUE from your athlete tree on the left side of the screen.

save Submit Application

### 3.2. Organization User

Any organization that has access to the athlete can create an Asthma TUE by selecting Asthma TUE from the dropdown in the athlete tree.

ADAMS TUE ID #		ADD TUE Reference #	
Date Documents Received	Effective Date	Rejection Date	
<input type="text"/>	06-Dec-2008	<input type="text"/>	
Summary			
<input type="text"/>			
Sport Discipline*		Competition name	
Skiing   IPC Alpine		<input type="text"/>	
Sporting Organization*		Registered Testing Pools	
<input type="text"/>		.....	
Authorizing Body +			
Medical file status*			
<input type="radio"/> File submitted for approbation <input type="radio"/> Medical file available for consultation at any time			
Status*		Sub Status	
<input type="text"/>		<input type="text"/>	
Please specify a reason for the change of status. This reason will appear in the generated activity.*			
New record			
TUE Details <b>Diagnosis support</b>			
Notifying Medical Practitioner			
Last Name*		First Name*	Qualification & Medical Specialty
<input type="text"/>		<input type="text"/>	<input type="text"/>
Address			
<input type="text"/>			
Country*	Region	City*	Postal code/Zip
.....	.....	<input type="text"/>	<input type="text"/>
Telephone Work*	Telephone Home	Telephone Mobile	Telephone Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email			
<input type="text"/>			
Medical Information			
Prescribed methods of use			
<input type="checkbox"/> prevention of the crisis only <input type="checkbox"/> before the exercise only <input type="checkbox"/> daily taken			
Specific name of drug	Frequency of Administration	Route of Administration*	Start of treatment date*
<input type="text"/>	as required	.....	<input type="text"/>
Prohibited Substance*	Dosage*		End of treatment date*
.....	0		<input type="text"/>
<input type="button" value="Add Substance"/>			
Conditions and Comments			
<input type="text"/>			
<input type="button" value="Add Medication"/>			
NSO Chief Medical Officer			
Last Name	First Name	Notified?	
<input type="text"/>	<input type="text"/>	.....	
TUE Decision			
Name of TUEC Representative(s)	Application Complete	Date Received	
<input type="text"/>	.....	<input type="text"/>	
TUEC Decision Note			
<input type="text"/>			
Previous TUE Request(s)			
Previous TUE Requested?	Date (If Applicable)		
.....	<input type="text"/>		

### 3.3. Statuses for Asthma TUE

The status that an Asthma TUE can have is depends on the value of the "Medical file status" radio button.

Medical file status\*

File submitted for approbation     Medical file available for consultation at any time

- If "File submitted for approbation" is selected, then the statuses available are:
  - o Not Submitted
  - o Incomplete
  - o In Process
  - o Submitted
  - o Approved
  - o Rejected
  - o Cancelled

The statuses then follow the same rules as those of a Standard TUE.

- If "Medical file available for consultation at any time" is selected, then the statuses available are:
  - o Not Declared
  - o Declared
  - o Cancelled

The statuses in this state follow the same rules as those of a Declaration of Use.

### 3.4. Access rights to Asthma TUE

#### Athlete User

They can view all of their Asthma TUE's regardless of their status and of who created it.

They can edit or cancel Asthma TUEs that are "Not Declared", "Not Submitted" or "Incomplete". When the status is "Incomplete", they can edit everything except the Medical File status.

If the form is in any other status, the athlete can only view the form.

## **Organization with access to the athlete**

### If the organization created the Asthma TUE:

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

### If the organization did NOT create the Asthma TUE:

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

### WADA:

- WADA users with access to the athlete can view all the Asthma TUEs regardless of their status.
- If WADA created the TUE then it follows the same rules as other organizations.

### Required Fields in Notifying Medical Practitioner Section

The required fields in the Notifying Medical Practitioner section adhere to the rules for the TUE as set by the organization administrator.

## **4. Registered Testing Pools**

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

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

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

#### 4.1. Custodianship

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

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

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

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

**Your organization is now the custodian of this athlete**  
Test Pool

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

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

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