



SIMSAnywhere

User Guide

For use with SIMS versions 6.0 and later

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<http://www.flantech.net/products/sims/eula>

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This chapter describes the hardware and software requirements and provides the instructions for preparing your database for use with SIMSAnywhere.

Software Requirements

The following software is required in order to configure and prepare your online database for use.

- Sports Injury Monitoring System (SIMS) version 6.0 or later
- SIMSAnywhere Synchronization Service (SASS) version 2.0 or later (recommended), or SIMSAnywhere Synchronization Manager (SASM) version 1.0 or later.

Device and Browser Compatibility

SIMSAnywhere should run well on most recent browsers. We are not able to test it on every possible browser-device combination, but we expect it to work on the devices and browsers listed below. Due to the constant evolution of technology, this list is subject to change. Please check our website for the latest listing: <http://www.flantech.net/products/simsanywhere/platforms>

- Apple iOS (4.0 and above) (includes iPad, iPhone and iPod Touch)
- Android (2.1 and above)
- Windows Phone (7.5 and above)
- Blackberry (6.0 and above)
- Blackberry Playbook (1.0 - 2.0)
- Palm WebOS (1.4 -3.0)
- Firebox Mobile 18
- Chrome for Android 18
- Skyfire 4.1
- Opera Mobile (11.5 - 12.0)
- MeeGo 1.2
- Samsung Bada 2.0
- UC Browser
- Kindle 3, Fire and Fire HD
- Nook Color 1.4.1
- Chrome Desktop (16 and above)
- Safari Desktop (5 and above)
- Firefox Desktop (10 and above)
- Internet Explorer (8 and above)
- Opera Desktop (10 and above)

You may or may not have luck running SIMSAnywhere on devices or browsers not listed above, but in all cases your browser must support:

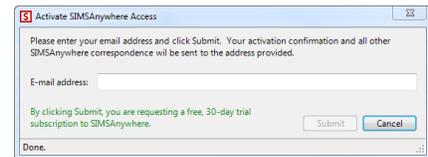
- JavaScript (must be enabled)
- Cookies (must be enabled)

Preparing Your Database for Online Access

Follow the steps below to enable SIMSAnywhere support for your database.

1. Initiate a subscription request

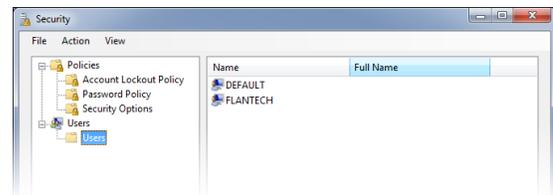
- a. Select Tools/Options from the SIMS menu, and select the SIMSAnywhere tab. *If the SIMSAnywhere tab is not present, your version of SIMS is not compatible with SIMSAnywhere, and you will need to update to a compatible version.*
- b. Click the [Click here to enable SIMSAnywhere support for this database](#) link.
- c. Enter your email address and click Submit from the window that appears. You should receive a message that your trial subscription request was submitted successfully.
- d. Once your request has been submitted, your SIMSAnywhere database will be created.



It will take up to one business day for your SIMSAnywhere database to be created. A message will be sent to the email address you provided in step c. once your SIMSAnywhere database is available for use.

2. Configure user accounts

User accounts, by default, will not have access to SIMSAnywhere. To manage your user accounts, Select Tools/Security/Settings from the SIMS menu, and select the Users folder.



Password Requirements

Before you can give a user access to SIMSAnywhere, the user must have a password that meets *password complexity requirements*. Password complexity requirements are as follows:

- Passwords must be at least six characters in length. (It is also possible to require a minimum password length that is greater than six characters, but six is the absolute minimum for SIMSAnywhere access.)
- Passwords must contain at least one character from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)

Assigning a Complex Password to an Existing User

If you have existing users with passwords that don't meet the complexity requirements, you can have them update their passwords by selecting Tools/Security/Change Password from the SIMS menu. If you prefer, you can also set the password for any account by right-clicking the user's name from the Users folder in the Security window, and choosing *Set Password*.

Assigning a Complex Password to a New User

New users can be created by selecting the Users folder, and choosing *New User* from the Action menu. A complex password can be assigned from the General tab of the New User window.

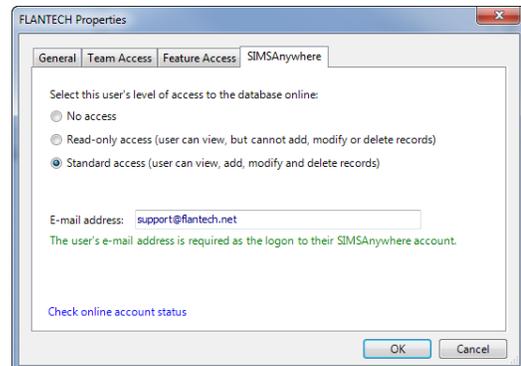
To Require a Complex Password for All Users

Select the Password Policy folder and double-click the *Passwords must meet complexity requirements* setting at the right. Enabling this setting will require all users to select a complex password whenever their password is changed, even if they are not granted access to SIMSAnywhere.

Granting SIMSAnywhere Access to a User

To grant access to SIMSAnywhere for an existing user account, double-click the user's logon name. From the Properties window that appears, select the SIMSAnywhere tab. (The SIMSAnywhere tab is also available while adding new users.)

Select the desired level of access for the user, and enter the email address they will use as their logon name. The user's SIMSAnywhere password will be the complex password assigned to the user account.



If you have given the user access to SIMSAnywhere, the password will be evaluated when you attempt to save the user account record. If the account password does not meet the complexity requirements described above, you will be unable to apply the changes to the account.

3. Install and Configure SIMSAnywhere Synchronization Service (SASS)

SIMSAnywhere works by keeping an abridged copy of your database on our web server. In order to keep the SIMSAnywhere database up-to-date with information from your local SIMS database (and vice versa), you'll use SIMSAnywhere Synchronization Service (SASS). SASS will run continuously in the background, even when SIMS is not running, to ensure both databases are periodically updated with changes from the other. In fact, SASS can be run on a workstation that does not even have SIMS installed.

You can find the latest version of SASS, as well as installation and configuration instructions, on our website at: <http://www.flantech.net/products/simsanywhere#Download>

4. Synchronize Your Data

From the Status tab of the SIMSAnywhere Synchronization Manager (SASM) window, click *Sync Now* to initiate synchronization manually. **Your initial sync may take a while—possibly hours—as it will be sending the last twelve months of data to the SIMSAnywhere server. Subsequent syncs, however, should take just a couple minutes or less.**

Accessing SIMSAnywhere Online

Once you've established at least one user account with SIMSAnywhere, and your first synchronization has completed successfully, you can log on to SIMSAnywhere from your browser, using this address:

<https://www.simsanywhere.com>

Logon Page

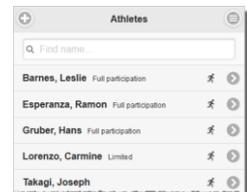
You will be prompted to log on before you'll be able to access your SIMSAnywhere data. Enter the e-mail address and password that was established for your user account in SIMS.

As a matter of convenience, you may want your browser to remember your e-mail address for future visits to the website. This capability is available in most of today's browsers, so please check your browser's documentation for details on enabling the feature. Note that your browser may also offer to remember your password, which is inadvisable as it may compromise the security of your data.



SIMSAnywhere Basics

Once you've logged on successfully, you will be taken to Athletes view, which displays a list of athletes for the currently selected roster. The selected roster is determined arbitrarily upon your first logon, but subsequent logons will display the team that was selected during your last session.



Changing the View

To change the current view, click the  button in the title bar, and click the image that corresponds to the desired view.



Some views allow you to choose between a daily or weekly listing of your data. When this option is available, you will see the   buttons just below the view image buttons.

Selecting a Team for Display

To change the selected display teams, click the  button in the title bar, and click *Change Display Teams*.

Settings

To change the application settings, click the  button in the title bar, and click *Settings*.

Adding Records

To add a new record, click the  button in the title bar while one of the main views is showing. The type of record you add will depend on which view you're in, i.e., new athletes are added from *Athletes* view, new injuries are added from *Injuries/Illnesses* view, and so on. New records can also be added by clicking  and then clicking the *New Record* button from the menu.

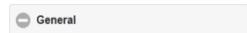
Depending on the type of record you are adding from a view, you may be prompted to select an athlete name before the new record is displayed.

New records can also be added directly from the edit window of certain types of records. For example, new injuries and problems can be added from the *Injuries and Illnesses* collapsible panel (described below) of athlete records.

Viewing and Editing Records

To view the details of any record, simply click the record listed in one of the main views. To edit the content of a record, click the Edit button at the bottom of the collapsible panel (described below) that you want to edit.

Collapsible Panels



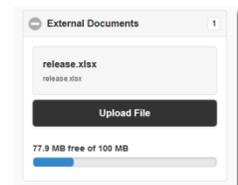
When working with records, data will be grouped logically into *collapsible panels* that have a heading with a  or  button. You can use these buttons to show or hide the content of a panel, thus allowing you to control how much information is shown on a page. Typically, each panel will correspond to a tab of the same record type in SIMS.

Saving, Cancelling or Closing a Record

If you are viewing, and not editing a record, click the  button in the title bar to return to the previous page. Otherwise, Save and Cancel buttons will be displayed prominently on the page.

External Documents

Most SIMSAnywhere record types allow the attachment of *external documents*, such as PDF documents and image files. Records that support this feature will include an *External Documents* panel that allows you to "attach" documents using the *Upload File* button. Documents already attached to the record can also be accessed from this panel.



A limited amount of storage is included with your SIMSAnywhere subscription, and the bottom of any *External Documents* panel will show you the amount of storage you have remaining. Information on increasing your available storage space, including pricing, can be found at

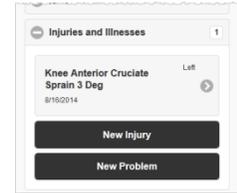
<http://www.flantech.net/products/sads>

Beyond the Basics

Most of what you need to know about working with SIMSAnywhere records is covered in the previous section, but each record type has its own unique characteristics. Some additional tips for working with each type of record are provided below.

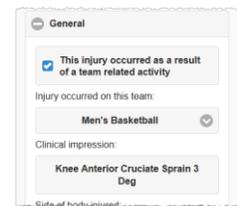
Athlete Records

- From Athletes view, you can click the  images to change an athlete's participation status.
- The *Contacts* and *Insurance* panels are for reference only, and cannot currently be modified via SIMSAnywhere.
- The *Injuries and Illnesses* panel allows you add or view/edit injury and problem records for the selected athlete.



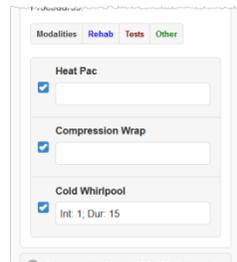
Injuries/Illness and Problem Records

- Injury/Illness records allow you to search for clinical impressions by clicking the clinical impression button and entering a search expression. Only the primary clinical impression can currently be entered via SIMSAnywhere.
- In the Initial Response panel, at the bottom of the *Referred To* drop-list, is a *Not Listed* option. If you select this option, you will be able to manually enter a *Referred To* value.



Injury Maintenance Records

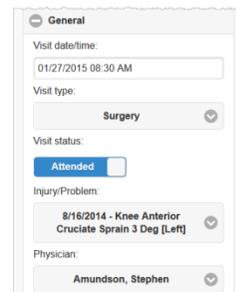
- At the bottom of the *Injury/Problem* drop-list is a *Show Closed/Discharged* option. After selecting this option, the drop-list will close while SIMSAnywhere loads the additional options. Click the drop-list a second time to view the expanded list of options.
- Selection of Modality/Rehab/Tests/Other checklist items works differently in SIMSAnywhere than in SIMS. To add items from one of the checklists, click one of the  buttons. A checklist will appear, showing the first ten items of the checklist you selected. If the desired items are not included, you can click the Show 10 More or Show All buttons as needed. Once you've made your selections, click Done and your selections will be included as part of the main record. Selected items will also include a text area for adding any additional details you wish to record.



If you have a lot of items in your checklist you can click and hold (i.e., hold down your finger or mouse button) on a checklist item to close the checklist. This eliminates the hassle of having to scroll to the bottom of the checklist to click Done.

Physician Visit Records

- At the bottom of the *Injury/Problem* drop-list is a *Show Closed/Discharged* option. After selecting this option, the drop-list will close while SIMSAnywhere loads the additional options. Click the drop-list a second time to view the expanded list of options.
- At the bottom of the *Physician* drop-list is a *Not Listed* option. If you select this option, you will be able to manually enter a *Physician* value.
- Medical procedures can be entered from the *Procedures* panel by clicking the Select Procedures button. The checklist works in the same way as the Modality/Rehab/Tests/Other checklists described in the previous section. Once you've made your selections, you can expand each item to enter results or other comments, if desired. *Note: surgical procedures do not support individual results/comments. Notes for surgical procedures should be entered in the Notes field on the General tab.*



The screenshot shows a 'General' tab with the following fields:

- Visit date/time: 01/27/2015 08:30 AM
- Visit type: Surgery
- Visit status: Attended (checked)
- Injury/Problem: 8/16/2014 - Knee Anterior Cruciate Sprain 3 Deg [Left]
- Physician: Amundson, Stephen

Activity Calendar Records

There are no special instructions for Activity Calendar records, as its edit page uses standard input controls.

Reports

- Currently, the only report available from SIMSAnywhere is the *Coach's Report*.
- The *Update Report Comments* button allows you to review and update the coach's comments to be displayed for each injury in the report. Use the  and  buttons to move between injuries.
- Click the *Generate Report* button to begin the generation of your report. Once the report processing has completed, click the *Download Report* button to retrieve your report. Reports are generated in Portable Document Format (PDF).

Security Features

The security of your data was a major focus during the development of SIMSAnywhere, and will continue to be so going forward. Listed below are the primary security features implemented in SIMSAnywhere.

User Accounts

- **Accounts can only be managed from within SIMS.** This means a malicious user would never be able to create or modify a user account via the simsanywhere.com website.
- **Account permissions, including access to SIMSAnywhere, can only be granted by a SIMS administrator.**
- **Accounts must have complex passwords.** Complex passwords make the odds of a successful brute-force password cracking attempt extremely unlikely. See the *Password Requirements* section of the Setup chapter for details on complexity requirements.
- **Account lockouts.** Consecutive logon attempts that are unsuccessful due to an invalid password will cause a user's account to be locked. This will occur upon the 4th consecutive failed attempt.

Unlocking a SIMSAnywhere Account

User accounts must be unlocked from within SIMS. To unlock a user account that has been locked out of SIMSAnywhere:

1. Select Tools/Security/Settings from the SIMS menu.
2. Select the Users folder, and double-click the affected user account on the right.
3. Select the SIMSAnywhere tab and click the *Check online account status* link.
4. Answer "Yes" to the prompt to unlock the account.
5. You may also want to reset the user's password from the Security window, by right-clicking the user account and choosing "Set Password".

simsanywhere.com

The following security features are in place when you access simsanywhere.com from your web browser.

- **SSL requirement.** The SIMSAnywhere server requires a 128-bit Secure Sockets Layer (SSL) connection from your browser. This connection is made automatically by your browser, and ensures that any information transmitted between your browser and the server is encrypted.
- **Data encryption.** Identifiable data are stored in your database as AES-256 encrypted text. This means that in the extremely unlikely event your database is compromised, the data would be unrecognizable to the person viewing it.
- **Inactivity timeout.** You will be automatically logged out of simsanywhere.com after 20 minutes of inactivity.

- **Shut-off switch.** You can disable simsanywhere.com access for all of your users at any time from within SIMS. To do so, choose Tools/Options from the SIMS menu, select the SIMSAnywhere tab, and click *Disable SIMSAnywhere support for this database*. Access can be restored by returning to the same tab and clicking *Click here to enable SIMSAnywhere support for this database*.

SIMSAnywhere Synchronization Service (SASS)

SASS is an application used to ensure the data from your SIMSAnywhere database is kept in sync with your local database. SASS uses the following security features to protect your data.

- **SSL connection.** SASS uses a 128-bit SSL connection when transmitting and receiving data from the SIMSAnywhere server, ensuring all data are encrypted while in transit.
- **Administrator requirement.** In order to configure SASS to synchronize a database, the user name and password of a SIMS administrator account is required.

Our Datacenter

Your SIMSAnywhere database is housed in a **SSAE 16 certified** datacenter. This certification recognizes that a datacenter has had an in-depth audit of its control activities conducted by an independent third-party auditor that includes a thorough review of all its controls over information technology and related processes. Passing a SSAE 16 audit demonstrates that adequate controls and safeguards have been established in hosting your data and IT infrastructure. The following are some of the measures in place to protect your data:

1. **Security.** Access to our datacenter is protected 24 hours a day. In order to gain entry into the data center all guests must pass through two-factor authentication barriers. A [proximity security badge](#) is required for entry/exit on all datacenter doors in the facility. Shifts patrol the datacenter and facility area regularly, and motion-sensitive cameras throughout the facilities track all datacenter activity.
2. **Network monitoring.** State-of-the-art traffic profiling and anomaly detection capabilities are used to manage and secure networks, pinpoint and troubleshoot network attacks, monitor servers and applications, and analyze network security performance issues within the datacenter.
3. **Firewall.** The SIMSAnywhere server is equipped with a firewall to block unnecessary ports, greatly increasing the security of the server.
4. **Brute force detection.** The SIMSAnywhere server is equipped with a brute force detection engine to block attempts by hackers to gain user level access to your database.
5. **Nightly security updates.** The SIMSAnywhere server is updated nightly with the latest security releases.

Additional Technical Details

A list of additional technical details and frequently asked questions is available from our website at:

<http://www.flantech.net/products/simsanywhere/techspecs>