

Adding documents to a Biological Passport

As of Release 3.7, Passport Custodians, APMU and Experts can exchange documents or comments directly in ADAMS. This is feasible from the Biological Passport Pages using the APMU and Expert Documents tabs below the table.

The screenshot shows a table of passport entries with columns for ID, date, status, and various numerical values. Below the table are 'Select all' and 'Unselect all' buttons. A sub-panel titled 'APMU Documents' and 'Documents for Experts' is open, showing an 'add activity' button, a filter field set to 'dd-MM-yyyy', and a table of activities.

Reference date	Activity	Type	Posted by	Last updated
05-Aug-2014	Passport Custodian additional documents	User Activity	fiba, user	05-Aug-2014 08:43 GMT
05-Aug-2014	APMU request to Passport Custodian for further information	User Activity	lab, apmuscn (Steroidal APMU)	05-Aug-2014 08:41 GMT

Accessibility:

- Documents for APMU: available in write access to the Passport Custodian and its APMU. WADA gains read access
- Documents for Experts: this is available in write access to the APMU and the experts assigned to the passport. Experts keep access to the documents added to the passport until they submit their report. The Passport Custodian and WADA gain read access after the report submission.

Making the tabs available to the Passport Custodian

The access to the Biological Passport documents to the Passport Custodian is enabled by the APMU report submission. Should an APMU need documents from the passport custodian, they need to [submit the APMU report](#) at least once:

1. Access the Passport
2. Click **Expert Report**
3. Enter a comment and recommendation ("Further data required")
4. Click **Submit**.

Adding document to one of the tabs:

Note: Experts only have access to the "Documents for Experts" tab.

1. Access the Passport
2. Open the relevant tab
3. Click **Add activity**
4. Enter a Subject and the Details of the request (you can also [add attachments](#))
5. Save
6. This activity becomes available to other users.

Select all Unselect all

APMU Documents Documents for Experts

add activity **1** Filtered by: dd-MM-yyyy

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Add activity - Google Chrome

https://adams-test.wada-ama.org/adams/requestNewSteroidPassportAPMUDocumentsActivity.do?method=r

Add activity save cancel

2014-08-05 Time 08 50 AM **2** **4**

Subject **3**

Subject

Detail