

Inventory Management and Tracking System

BP2 2025-2026 IMATS Drill #1

Preparing for Incoming Assets (Facility and User Updates)

September 15-19, 2025

Scenario

In preparation for Drill 2 (Spring 2026), which will focus on using applications within the system, local health departments (LHDs) will need to confirm the system is up to date and ready to receive items. Drill 1 will require review and updating of Distribution Nodes, PODs sites, IMATS Users, and Roles with appropriate changes.

Should you have any questions please contact [Elizabeth Shepard](#) and [Jeannie Byrne](#). Refer to the [IMATS MI-TRAIN](#) training module. The Inventory Management and Tracking System (IMATS) User Guide is posted in the MIHAN File Library > Local Health > SNS > IMATS > IMATS User Guide: IMATS_UserGuide_1_16a_May 2025

Tasks

Email Elizabeth Shepard the users who no longer need SAMS access and/or users that have left the Health Department. Included in the email: Contact information for a user, facility changes, facility point of contact, etc.

Steps to Complete:

1. Login to SAMS

- <https://sams.cdc.gov>
 - Google Chrome is the preferred internet browser to be used. Some items to remember:
 - Did you review all facilities, users, and roles for accuracy?
 - Did you make any changes to facilities, users, and roles?
 - Did you make a list of your changes? Include accounts to close as well as email updates, address changes, and new users/facilities.

2. My applications: CTS Inventory Management and Tracking System

- Access the IMATS (live) site to complete both the user and facility updates as needed.

3. Users Update

- Go to Setup > Select **Users** from the dropdown menu.
 - Email: Enter your organization's email domain (e.g., @michigan.gov) to locate users with your organization's email address.
 - If your organization has updated their email domain in the past five years, be mindful to search for the previous domain (e.g., @mi.gov).
 - If a user is missing, try searching for them by name (previous maiden/married, legal name, etc.).
 - You can search by First and Last Name, Role, and Facility.

- Status: Select Active.
- Select Search.
 - Review users and roles for accuracy by selecting on each account name.
 1. Role: Does the account have the correct access?
 2. User Info: Verify Name* (Required)
 3. Business Address: Optional
 4. Contact: Verify at least one phone number* (required) and current email* (required).
 5. Save. You can also Inactivate User or Delete. Contact the IMATS Team if you need assistance with deactivating/deleting an account.
- **Some items to remember:**
 - Did you review all facilities, users, and roles for accuracy?
 - Did you make any changes to facilities, users, and roles?
 - Did you make a list of your changes? Include accounts to close as well as email updates, address changes, and new users/facilities.
- Detailed instruction on how to “Configure Users” can be found in Inventory Management and Tracking System (IMATS) User Guide posted in the MIHAN File Library > Local Health > SNS > IMATS > IMATS User Guide: IMATS_UserGuide_1_16a_May 2025.

4. Facilities Update:

- Go to Setup > Select Facilities from the dropdown menu.
- Review facilities for accuracy by using the search options below.
 - Facility: Search by Facility Name.
 - Type of Distribution Site: Distribution Center, POD, or Treatment Center.
 - Facility Type: Select one of the several options that include LHD or Hospital.
 - County: Search for facilities in a specific county.
 - Status: Select Active
 - Select Search.
 - Verify facilities and capabilities by selecting on each Facility Name.
 1. Region: Region 1, 2N, 2S, 3, 5, 6, 7, or 8?
 2. Jurisdiction: Which LHD has jurisdiction of this facility?
 3. Facility Detail: Confirm Facility Name*, Type of Distribution Site*, Facility Type* and Delivery Instructions/Notes: Enter updated date and your initial here.
 4. Business – Ship to Address: Address* OR Latitude/Longitude*, City*, State*, Zip Code*, County*
 5. Facility Address (if different from the Ship To address): Optional (fields are the same as above. Be mindful to complete each field).
 6. Primary Contact: Name of Primary Contact*, Telephone*, Cell and Fax Phone optional, and Email*
 7. Secondary Contact: Optional but highly recommended (fields are the same as above. Be mindful to complete each field).
 8. Save. You can also Inactivate User or Delete. Contact the IMATS Team if you need assistance with deactivating/deleting an account.

- Confirm that information entered into IMATS matches information on the [MI SNS \(Mirequest.org\) SharePoint](#) login spreadsheet. include health department address, Primary Distribution Node, and Secondary Distribution Node information.

5. IMATS Training Site

- Repeat updates for facilities, users, and roles as needed for accuracy and training purposes for your jurisdiction.

This completes Drill 1.