



Centers for Disease Control and Prevention
Office of Public Health Preparedness and Response

Inventory Management Insider

From the Strategic National Stockpile

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The *Inventory Management Insider* Newsletter is produced by the CDC Division of Strategic National Stockpile and Division of Health Informatics and Surveillance. Send comments and suggestions to: ctshelp@cdc.gov.

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Greetings,

Welcome to the *Inventory Management Insider*! Continue reading for more information on the recent IMATS release, new IMATS user guide and import templates, how to evaluate IMATS at your jurisdiction, and more.

As always, we want to **hear from you**. Help us learn how to improve our newsletter and provide you with the information you need. Send an email to ctshelp@cdc.gov and tell us what you would like to see in the next issue of *Inventory Management Insider*.

SNS Inventory Management Technical Development Team

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Now available! IMATS Version 1.8.4

The feedback we receive from users through ctshelp@cdc.gov is analyzed and considered for inclusion in each release of IMATS. The following enhancements are in the latest release of IMATS.

Table 1. IMATS enhancements

Item	Details
Added File Size Notification When Importing	<p>When a user attempts to import a data file that's too large, the following message now displays: "The file is too large to process; the maximum size is 500 records. Either reduce the file size or divide it into smaller ones."</p> <p>Note: This import restriction is a stopgap measure to a planned ability to import larger data files in the next release of IMATS.</p>

The following bug fixes are in the latest release of IMATS.

Table 2. IMATS bug fixes

Item	Details
Expired Items on Pick List	<p>Previously, expired inventory items were not included on pick lists for product requests.</p> <p>If the requested quantity for a product was greater than the number of non-expired items in inventory, the following error message displayed: "Some quantities are not available in the facility. You can create picks lists with the available quantities."</p> <p>Now, expired items are included on pick lists. In the above scenario, the user will receive the warning message: "Some or all of the items for the request might be picked from expired inventory."</p>
Quantity to Pick for Multiple Product Locations on Pick List	<p>A bug has been fixed that sometimes caused the incorrect amount to be displayed in the Quantity to Pick column of a pick list.</p> <p>If a product was to be picked from more than one location, the total amount of product available to pick was listed for each location, instead of the amount to be picked from the location.</p> <p>The correct amount is now displayed for each location.</p>
File for Exported Facilities No Longer Corrupted	<p>Previously, exporting 100 or more facilities at a time caused the resulting .tsv export file to become corrupt. This has been fixed so that the user can now export facilities without the file becoming corrupt.</p>
Expired Inventory Now Available when Creating Pick Lists	<p>Previously, the user was unable to add a requested product to a pick list if all inventory for that product was expired. The available inventory quantity displayed as "zero", and a back order was created for the product.</p> <p>This has been fixed so that expired inventory displays as "available", allowing the user to add the requested product to the pick list.</p>

Item	Details
Error No Longer Displays When Adding Item to a Pick List	When adding an item to an existing pick list, a system error previously displayed if the user entered a quantity in the Quantity Picked field but not the Quantity to Pick field. Now, if the Quantity to Pick field is not populated, the message “Value is required” displays under it.

The CTS team welcomes your suggestions on ways to enhance IMATS for system users.

New! IMATS User Guide and Import Templates

We’ve consolidated our IMATS Getting Started and IMATS System Setup documentation into a new [IMATS User Guide \(Version 1.8\)](#), which is available on the [IMATS web page](#). This new guide provides users with useful tips for navigating through the current version of IMATS and basic instructions for application setup and use.

We’ve also added the latest version of the [IMATS import templates](#) to the [IMATS web page](#). The IMATS import feature allows users to upload data into the application. These templates will assist users in this process.

As a reminder, to successfully import data into IMATS, be sure to import in the following order:

1. Facilities
2. Storage Locations
3. Users
4. Suppliers
5. Products
6. Units of Measure
7. Inventory

Check out the [IMATS web page](#) for more information on IMATS including [training guides](#), [inventory data exchange documentation](#), and [frequently asked questions](#).

For more information on any of the CTS programs, contact ctshelp@cdc.gov.

Evaluate IMATS

If your state, region, and/or locality is interested in conducting an evaluation of IMATS for potential adoption, please contact the [CTS team](#). The evaluation will provide you with an opportunity to review all of the inventory management features available in IMATS. For more details on how to get started using IMATS, please email ctshelp@cdc.gov.

Did You Know?

The Secure Access Management Services (SAMS) Partner Portal allows public health partners and providers to access information and computer applications operated by CDC, including IMATS and

IMATS Training. Following are some common SAMS-related access questions that we receive through ctshelp@cdc.gov.

- **What is the process for SAMS identity verification?** Access to IMATS requires individuals to complete SAMS identity verification, which is a two-step process. First, you will receive an email invitation from sams-no-reply@cdc.gov with instructions to register with SAMS. Upon completing registration, you will receive a second email from SAMS with instructions to complete identity verification. For this step, you must complete the identity verification form, have it notarized, and submit it back to SAMS via fax (877-681-2899) or scan and upload. Click [here](#) to log in and upload your identity verification paperwork. For step-by-step instructions on how to upload a document, click [here](#).
- **What should I do if I can't remember my password to log into SAMS/IMATS?** To reset your password, go to the <https://sams.cdc.gov> web page. Type in your SAMS user ID (your email address) and click the "Forgot SAMS Password?" link. Here you need to answer your five security questions and you can reset your password.
- **How do I unlock my SAMS account?** After three (3) failed authentication attempts, your SAMS account will be locked for one (1) hour. The fastest way to unlock your SAMS account is to send an email to samshelp@cdc.gov. You may also email ctshelp@cdc.gov for assistance.
- **I have an existing SAMS account for another CDC activity; what do I need to do for access to IMATS and IMATS Training in SAMS?** Send your request for IMATS access to ctshelp@cdc.gov. The CTS team will review your current SAMS authorization status, determine if additional identity proofing actions are required, and inform you of your next steps.
- **Does my SAMS account ever expire?** Yes. If you do not log into SAMS at least once within 365 days, your SAMS account will be terminated and you will need to be re-invited to complete the SAMS identity proofing process in order to re-gain access.
- **I have completed SAMS ID proofing, but when I log into IMATS I receive the following message: *User is not authorized in IMATS. Please contact an IMATS facility administrator for your organization or an IMATS public health administrator at the state to be added as a user with the appropriate role and permissions.*** In addition to completing SAMS proofing, you also need to be added as a user to IMATS. If this has not been done on your behalf, you will receive the above message upon logging into IMATS. Please contact someone from your organization with the IMATS facility administrator role. This is usually the person from your organization that requested you get access to IMATS. You may also contact an IMATS public health administrator at the state level to be added as a user.

The following SAMS resources are available for additional support:

- [SAMS Enrollment Guide \[PDF - 246 KB\]](#)
- [SAMS Partner Portal FAQ](#)
- [SAMS Identity Verification Document Upload Overview \[PDF - 725 KB\]](#)
- SAMS Help Desk: samshelp@cdc.gov or 1-877-681-2901 (Toll Free)

Inventory Management Resources

- [SNS Website](#): CDC's Strategic National Stockpile website
- [IMATS Web Page](#): Countermeasure Tracking Systems IMATS site

Upcoming Conferences

- [American Public Health Association \(APHA\) 2016 Annual Meeting](#)
 - October 29 - November 2, 2016
 - Denver, CO
- [International Society of Disease Surveillance Annual Conference](#)
 - December 6-8, 2016
 - Atlanta, GA

If you have any questions about the information in this newsletter, please contact ctshelp@cdc.gov.



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention