**Drill #1**

**Preparing for Incoming Assets**

**(Facility and User Updates)**

**Scenario:**

In preparation for Drill 2 which will focus on using applications within the system, your LHD will need to confirm the system is up to date and ready to receive items. Drill 1 will have you update Distribution NODEs, PODs, Users, and Roles with appropriate changes.

**Tasks:**

1. **Login to SAMS**
	* <https://sams.cdc.gov> (See Michigan Inventory Management and Tracking System- IMATS Manual (attached to email) for refresher and/or additional assistance and to use as a guide to the below steps.
2. **Under CTS Inventory Management and Tracking System, go to IMATS Site-**

**Go to Setup** review facilities, users, and roles for accuracy



1. **Update Facility (pg. 29-31 in** **Michigan Inventory Management and Tracking System- IMATS Manual)**
	* with deletions and additions as needed for both primary and backup Distribution Node and all POD sites.
2. **Update User (pg. 36-37 in Michigan Inventory Management and Tracking System- IMATS Manual)**
* by confirming information is current and update if needed.
1. **Update Custom Role (pg. 38-41 in Michigan Inventory Management and Tracking System- IMATS Manual)**
* by confirming all information is correct and update if needed.
1. **Go back to the IMATS Training Site**
* and repeat updates for facilities, users, and roles as needed for accuracy and training purposes for your jurisdiction.

**This completes Drill 1. Should you have any questions please contact Jeannie Byrne at** **byrnej2@michigan.gov**