



IDPH

Illinois Department of Public Health

Inventory Management and Tracking System (IMATS) Just-in Time (JIT) Training Booklet

Office of Preparedness & Response

What is IMATS

IMATS is a web-based Inventory Management and Tracking System developed by the Centers for Disease Control and Prevention to track medical and non-medical countermeasure inventory and supplies during daily operations or a public health emergency event.

IMATS can be used by all personnel from State and Local levels that need an inventory management system for medical or non-medical assets, including federal assets.

Goals & Capabilities:

- Tracking quantities of inventory
- Monitoring reorder thresholds
- Facilitating warehouse operations including receiving, staging, and storing of inventory
- Featuring a line of sight for inventory at State and Local levels
- Identifying point of delivery facilities where products are shipped
- Printing inventory reports for management

Setting up Facilities and Users

Adding a new user:

Set up < User < Add User

Adding a new facility:

Set up < Facility < Add Facility

Adding a new storage locations within a facility:

Set up < Facility < Add Storage Location

**Each facility needs at least one Storage Location. Storage Locations pertain to areas where pallets and push packages*

Requesting Inventory from the RSS

Creating a Request:

Inventory Management < Requests < Add Request

Searching Requests:

Inventory Management < Requests < Search Request

(If you are unsure that a request has already been completed, follow the steps above to search for a request)

Managing Inventory within the Facility

Adding New Inventory to your Facility:

Inventory Management < Inventory < Add Inventory Item

Creating New Inventory that is not in IMATS System:

Setup < Product < Add Product

(Always Search first to determine if a Product already exists by the same method < Search Product)

Moving Inventory within Facility:

Inventory Management < Inventory < Move Inventory

Receiving Inventory

Receiving Inventory (By Creating a Request):

Inventory Management < Receive < Add Receipt (Request)

Receiving Inventory (With a Purchase Order):

Inventory Management < Receive < Add Receipt (PO)

Receiving Inventory (Without a Purchase Order):

Inventory Management < Receive < Add Receipt (without PO)

Creating a Pick List (through a Request or Publishing Inventory)

Creating a Pick List from a Request:

Inventory Management < Pick < Search Requests

Creating a new Pick List to Push Inventory:

Inventory Management < Pick < Add Pick List

(Enter product name via National Drug Code or Product item Number and quantity < Next, Enter all required asterisk (*) items < Save < Add additional items as needed < Done)

Printing a Pick List Document for the Pick Team:

Click Print List after completing creation of Pick List or Inventory Management < Pick < Search Pick Lists Choose Pick List < Print List

Completing the process of Picking, Verifying, & Re- Verifying a Pick List:

Inventory Management < Pick < Search Pick Lists, Choose Pick List< Picked< Verify Picked< Re-Verify

*Verifying & re-verifying a Pick List is a two-step process, and must be completed before it can be eligible for shipment in IMATS.

Shipping Inventory

After completing the two-step verification of a Pick List, the "Picked" Inventory is available for Shipment.

Printing Pallet Labels for Shipment:

Inventory Management < Shipment < Enter Shipment Information < Select Shipment < Print Pallet Labels

Printing a Shipping Document:

Inventory Management < Shipment < Enter Shipment Information < Select Shipment < Print Shipping Document

Checking the Status of a Shipment:

- Complete – Shipment has reached its final destination and **no** changes can be made.
- Hold- Shipment is on Hold and in Transit- Shipment is on its way to delivery site.
- Open – Shipment is still within facility & has not been confirmed to be shipped.
- Pending – Shipment is pending.
- Shipped – Shipment has been received by the delivery site.

*This will allow the location of shipment to be viewed on IMATS upon receiving the inventory.

Printing an Inventory Report

After completing the shipment process and updating your shipment status in IMATS then you can print a report in the inventory (the type of inventory and how much was shipped, and how much inventory is currently available)

Printing an Inventory Report:

Reports < Count Inventory Report< Select (All Facilities) < Select (All Products)< View PDF or View Excel< Save on Computer < Print

**Customize your selection(s) by clicking "Select Facilities" and/or "Select Products".

1. "Count Inventory Snapshot" - A report showing your Inventory at that current point-in-time.
2. "Count Inventory Detail"- A report showing your Inventory detail within a specific date range.

Inventory Color Codes
Red – Oral Antibiotics
Yellow – Intravenous
Blue – Respiratory
Pink – Pediatric
White / Clear – Medical / Surgical

Notes:
