

SIMS



**Storage Information
Management System**

Storage Information Management System

User's Guide

Version 2.2

Updated: 2015-05-27

Storage Information Management System (SIMS) User's Guide

Table of Contents

Introduction to the Goddard Storage Information Management System (SIMS)	3
Introduction to SIMS.....	3
What You Need Before You Start	4
SIMS Billing.....	5
Reporting Issues.....	5
What SIMS Can Provide You Without An Account	5
Storage Requests	6
Storage In	6-12
Storage Renewals.....	13-16
Storage Out	17-18
Approving Storage Requests.....	19
SIMS Emails to the Owner, Branch Head and Property Custodian.....	19-20

Introduction: Goddard Storage Information Management System (SIMS)

Introduction to SIMS

The Goddard Storage Information Management System is a Web-based program designed to provide cradle-to-grave support for items consigned for long-term equipment storage. The SIMS application may be accessed at <http://sims.gsfc.nasa.gov/sims/>.



This User's Guide is intended for three groups of users

- Casual Users: The entire inventory of items in storage may be searched by anyone authorized to use the Goddard Center Network Environment.
- Registered Users with an established SIMS account may use the full capability of the application to store, retrieve and renew stored equipment
- Approval Authorities are those Managers, Supervisors and controlled equipment Property Custodians who are responsible for approving the storage actions initiated by Registered Users. This group provides overall oversight by ensuring that items being stored are appropriate for storage and that accountability for controlled equipment is not lost while equipment is in storage.



The Goddard Code 270 Information and Logistics Management Division has provided cost-effective, ISO-compliant off-site storage to project and institutional customers for over 20 years. Climate-controlled warehouse space is located at an off-site warehouse, conveniently located in Laurel, Maryland – about 15 minutes away from Goddard's main campus. In unusual circumstances, items may be stored in an on-Center location. A dedicated staff provides continuous access to the storage warehouse during normal working hours, extendable to after-hours or weekends with advance arrangement. If you have any questions, please contact our Storage Manager, [Clint Green](#), or our Storage Supervisor, [John Carpenter](#). They will work with your to identify a professional and economical storage option that meets all your storage needs.

What You Need Before You Start

A Computer: SIMS runs on either PC or MAC platforms using the Explorer, Fire Fox or Safari web browsers and may be reached at <http://sims.gsfc.nasa.gov/sims/> .

An Account: To obtain a user id for SIMS, you will need to complete a NAMS request through the IdMAX system. The link to that system is: <https://idmax.nasa.gov/>. Once on the main page, select the link titled Access Management, then select Request or Modify Application Account. The screen will ask you which application you are requesting access to and if you enter in SIMS it will find the application for you. Select SIMS and complete the request. You should list Clinton Green (Code 274 Storage Manager), Elizabeth Booker (Code 279 Supply Manager) or Robert Amos (Code 279 IT Manager) as the sponsor of your request, and they will approve the request for you. You will be notified when your SIMS account is established. This process only takes a day or two at most to complete. Individuals without an account may “browse” the inventory of items managed in SIMS, but an account is required to initiate Storage In and Out requests, Storage renewals, act as approving authorities or have access to SIMS reports.

Customer Financial String Data: In order to initiate a Storage Request in SIMS, equipment Owners will provide a work breakdown structure (WBS), a fund and a cost center number to charge expenses to their programs and projects. All orders initial Storage Requests must have a WBS number, a fund number, a cost center number or a Contract Task Number to be considered valid. You should contact your Business Office to receive the Contract Task number when Reimbursable Customers are using existing contract tasks to pay for storage services.

Detailed Description of Item: The initial storage request requires that the customer provide a complete description of the item. Some examples include Owner Name, Item Name, Description, Model, Serial, ECN (for controlled equipment), Value, Storage Environment Requirements, Justification, Dates In and Out of Storage. The “New Storage Request” screens will guide you through this process which is detailed in the Storage Requests section of this User's Guide.

Confirmed Approval Path: SIMS provides “electronic approvals” for each step of the approval process. This includes not only the initiator submitting the request, but also your Branch Manager and Property Custodian for controlled equipment who must be registered in SIMS. The Code 274 Storage Manager also approves each storage request.

SIMS Billing

Customer reimbursements cover the costs for storage and transportation to and from storage; a valid customer WBS is provided as part of the initiation of each transportation or Storage-In request. It is the customer's responsibility to fund rigging and/or transportation to or from the storage warehouse. You will be provided with a cost estimate for items stored offsite based on price per square foot per year (psf/y). The cost will vary depending on three factors.

- Size (footprint and height) of the item
- Warehouse storage location – in rack or floor
- Overall operating cost of the warehouse.

The storage billing cycle normally runs on an annual basis

- During the last two weeks of July, the Storage Manager will print SIMS Billing Report (square foot) Directorate listings yearly during the last two weeks of July and mail them to the appropriate Directorate to allow for removal of underutilized equipment by the end of September before the final bills are mailed in October.
- During the first two weeks of October, the Storage Manager will print SIMS Billing report (square foot) for each Directorate and mail them to the appropriate Directorate for billing action. Charges are due when the Directorate receives their spending authority for the new fiscal year.
- Payment is returned to the Code 270 Resource Advisor using the customer's organization's Work Breakdown Structure (WBS), Cost Center and Fund.
- Costs are based on a Fiscal Year, from October 1st through September 31st. Customers shall be billed a prorated charge for items storage after the normal billing cycle unless the charge is less than \$100.

Reporting Issues

The SIMS Functional Analyst and Database Administrator are accessible through the Code 270 IT Support Desk, 301-286-2525 or GSFC-CODE-270-SUPPORT@mail.nasa.gov.

What SIMS Can Provide You Without An Account

If you do not have a SIMS account, you may access the SIMS database at <http://sims.gsfc.nasa.gov/sims/>. This provides a read only capability to view items contained in the SIMS database. A complete list of all items in SIMS may be obtained through the "List Items In Storage" or "Search Items In Storage" buttons at the left of the screen that will take you to the "Items In Storage" page. Or, you may "browse" the inventory of items managed in SIMS by entering a key word such as "pallet" or "dolly" in the search box located at the top-left of the of the "Items in Storage" page. If you have an interest in a particular item, you should contact the item owner identified in the "Owned By" column.

Storage Requests

Storage In

After you log on, you may start a request to store material in the Laurel warehouse by initiating a New Storage Request. Select the New Storage Request tab at the left side of the Home screen



the screens that follow will lead through the request process. Note that all items marked with a red asterisk (*) MUST be completed. Many of the boxes to be filled have drop down boxes that will force a choice between.... This helps insure the usability of data for future searches, etc. Some boxes such as "Justification" are free fields, and the more detail you add, the better. But, no data for a field, like ECN? Then leave it blank !



Storage Information Management System (SIMS) User's Guide

You will be asked to enter financial information at the bottom of the first Storage Request screen. All orders initial Storage Requests must have a WBS number, a fund number, a cost center number or a Contract Task Number to be considered valid. You should contact your Business Office to receive the Contract Task number when Reimbursable Customers are using existing contract tasks to pay for storage services.

Financial Information

Work Breakdown Structure:

Cost Center:

Internal Order: FC000000

Fund:

Resource Analyst:

[Privacy Policy and Important Notices](#) | [dmaxwell](#) | [Logout](#)

Version 1.0.276 BUILD-SNAPSHOT | ©2012 **TRAX** International

Responsible NASA Official: Tom Weisz
Curator: Rob Amos, TRAX International
Code 270 IT Support Desk: GSFC-CODE-270-SUPPORT@mail.nasa.gov
301.286.2525

When you have completed as much information as you can on the first screen, click on the “Save” button at the bottom of the page.

Storage Information Management System (SIMS) User's Guide

On the next screen, Show Storage Request, you should verify that the information you entered is correct. You have not yet entered the data for the item to be stored – that's next.

This Storage Request cannot be submitted until the following are resolved:
There are no items listed for storage.
Some signatories have not yet signed this Storage Request.

Show Storage Request

[Notify Approvers](#) | [Cancel Storage Request](#)
Request Number : 300924

Original SIMS Number :
Status : Storage Request Draft
Storage Starts On : 5/28/13
Storage Ends On : 11/29/13
Effective End Date : 11/29/13
Owning Organization : 279.0 Information & Logistics Mgmt. Branch (TRAX)
Tech Manager : Adamec, David
Project : 3DTI
Justification : Keep material from being damaged by weather while awaiting launch
Storage Warehouse :

Pickup Location

Contact : Maxwell, Dave
Site : Goddard Space Flight Center
Building : 26

To enter an item to be stored click on the “Add Request Item” at the bottom of this screen

Room : S250G
Additional Comments :

Approvals

Owner Signature : Maxwell, Dave - waiting for signature [Approve Request](#)
Branch Head : Warner, Gregory - waiting for signature

Financial Information

Work Breakdown Structure :
Cost Center :
Internal Order : FC000000
Fund :
Resource Analyst :

Created On : 5/13/13 1:34:23 PM
Created By : Maxwell, Dave
Last Modified On : 5/13/13 1:34:23 PM
Last Modified By : Maxwell, Dave

[Request Items](#) | [Attachments](#) | [Renewals](#) | [Out Request](#)

[Add Request Item](#)

No Request Items found

Name	Storage Status	Model Number	Part Number	Serial Number	Total Value
Nothing found to display.					

[List](#) [Update](#)

[Privacy Policy and Important Notices](#) | [dmaxwell](#) | [Logout](#)

Version 1.0.276.BUILD-SNAPSHOT | ©2012 **TRAX**
Responsible NASA Official: Tom Weisz
Curator: Rob Amos, TRAX International
Code 270 IT Support Desk: GSEFC-CODE-270-SUPPORT@mail.nasa.gov
301.286.2525

Storage Information Management System (SIMS) User's Guide

On the “New Request Item” screen, there is a similar mix of required and optional fields. The more detail you add, the more useful the storage request will be. Note that equipment that is part of the Goddard controlled equipment program, and has an ECN label, must be recorded. This will allow the equipment to be tracked, inventoried and reported on while it is in storage.



Note 1: You will be asked to add a Property Custodian once the information for the New Request Item has been saved.

Note 2: You must create a “New Request Item” for each item with an ECN. This will permit a search of the SIMS database for individual pieces of controlled equipment.

A screenshot of the SIMS (Storage Information Management System) "New Request Item" form. The header features the SIMS logo and a moon image. The form contains several input fields: "Name" (required), "Description" (required), "Model Number", "Part Number", "Serial Number", "Environmental Requirements", "Equipment Control Number" (circled in green), "Owner Control Number", "Manufacturer Name", and "Other Bar Code/Property Numbers".

Storage Information Management System (SIMS) User's Guide

At the bottom of the form, you will be required to select a Hazard Code. **NO HAZARDOUS MATERIAL MAY BE ENTERED INTO STORAGE.** Any hazardous materials must be removed (e.g. oil in an equipment sump) before the item is picked up for storage. As a result, the Hazard Code will **ALWAYS** be N-non hazardous. If this cannot be accomplished, call the Storage Manager immediately and discuss other storage options.

Item Dimensions

* Length (ft.):

* Width (ft.):

* Height (ft.):

* Weight (lbs.):

* Criticality Codes: A - Artifact
F2 - Space Flight Equipment downgraded to non-flight status
B - Black Box Items
H - Handling/Support Equipment
C - Critical GSE
N - Non-Critical
E - Exhibit
R - Reusable Container
F1 - Space Flight Equipment
S - Standby Replacement Parts

* Condition Code:

* Hazard Codes:
X - Explosive
C - Corrosive
F - Flammable
G - Compressed Gas
O - Other

* Total Value:

[Privacy Policy and Important Notices](#) | [dmawell](#) | [Logout](#) Version 1.0.276 BUILD-SNAPSHOT | ©2012 **TRAX**
Responsible NASA Official: Tom Wiers
Curator: Rob Amos, TRAX International
Code 270IT Support Desk: GSEFCODE-270-SUPPORT@mail.nasa.gov
301.289.2702

Then, Save your work.

Storage Information Management System (SIMS) User's Guide

After saving, you will be taken to the Show Storage Request screen.

SIMS Storage Information Management System

This Storage Request cannot be submitted until the following are resolved:
Some signatories have not yet signed this Storage Request.

Show Storage Request

Notify Approvers | Cancel Storage Request

Request Number : 309924

Original SIMS Number :

Status : Storage Request Draft

Storage Starts On : 5/28/13

Storage Ends On : 11/29/13

Effective End Date : 11/29/13

Owning Organization : 279.0 Information & Logistics Mgmt. Branch (TRAX)

Tech Manager : Adamec, David

Project : 3DTI

Justification : Keep material from being damaged by weather while awaiting launch

Storage Warehouse :

Pickup Location

Contact : Maxwell, Dave

Site : Goddard Space Flight Center

Building : 26

Room : S250G

At this point you may add another Request Item by clicking on this button at the bottom of the screen. This is not typically the case; normally one Storage Request is required for each item stored. If you have a question about whether to add an item to a Storage Request or start a New Storage Request, you should contact the Storage Manager for guidance.

Approvals

Owner Signature : Maxwell, Dave signed on May 13, 2013 01:56:06 PM

Branch Head : Warner, Gregory - waiting for signature

Property Custodian : Adamec, David - waiting for signature

Financial Information

Work Breakdown Structure :

Cost Center :

Internal Order : FC000000

Fund :

Resource Analyst :

Created On : 5/13/13 1:34:23 PM

Created By : Maxwell, Dave

Last Modified On : 5/13/13 1:56:54 PM

Last Modified By : Maxwell, Dave

[Add Request Item](#) | [Attachments](#) | [Renewals](#) | [Out Request](#)

Name	Storage Status	Model Number	Part Number	Serial Number	Total Value
Dave's Sensitive Equipment	Storage Pending	9877654332	45655787	19283746	\$155,000.00

Export as: [CSV](#) [Excel](#) [PDF](#)

[List](#) [Update](#)

Privacy Policy and Important Notices | dmmaxwell | Logout

Version 1.0.276.BUILD-SNAPSHOT | ©2012 **TRAX** International

Responsible NASA Official: Tom Weisz
Curator: Rob Amos, TRAX International
Code 270 IT Support Desk: GSFC-CODE.270-SUPPORT@mail.nasa.gov

Storage Information Management System (SIMS) User's Guide

Once you have entered all the information needed for a particular Storage Request, you must Approve it by clicking on the Approve Request button and also click on the Notify Approvers button so that they will be automatically informed that they have an approval action to be taken.

This Storage Request cannot be submitted until the following are resolved:

- The items requested for storage require a Property Custodian's signature, but a custodian has not been assigned. Update this Storage Request to specify the Property Custodian whose signature is required.
- Some signatories have not yet signed this Storage Request.

Show Storage Request

Notify Approvers Cancel Storage Request

Request Number : 300924

Original SIMS Number :

Status : Storage Request Draft

Storage Starts On : 5/29/13

Storage Ends On : 11/29/13

Effective End Date : 11/29/13

Owning Organization : 279 Information & Logistics Mgmt Branch (TRAV)

Tech Manager : Adamec, David

Project : 3DTI

Justification : Keep material from being damaged by weather while awaiting launch

Storage Warehouse :

Pickup Location

Contact : Maxwell, Dave

Site : Goddard Space Flight Center

Building : 2B

Room : S250G

Additional Comments :

Approvals

Owner Signature : Maxwell, Dave - waiting for signature **Approve Request**

Branch Head : Warner, Gregory - waiting for signature

The Requestor, Branch Head and Property Custodian (for items with an ECN) will receive e-mail notification that they should log on to SIMS and approve the storage you have just created. When those approvals have been completed, the initiator will receive an e-mail that these approvals have been completed. At that point the initiator will log on to SIMS, call up the Storage Request and click the "Submit" button so that the request will be routed to the Storage Manager for final review and approval. When all approvals have been obtained, you will create an eMOD ticket to arrange for rigging (if necessary), pickup and delivery to the storage destination

Storage Renewals

Log on to SIMS and select List Storage Requests



A listing of ALL Storage Requests in SIMS will be displayed. If you know the SR numbered, type it in the Request Number box



Storage Information Management System (SIMS) User's Guide

If you do not know the SR number, select the Search Storage Requests button and select the Owners name from the drop down box.

Search Storage Requests

Owning Organization : Branch Head :

Owner : Maxwell, Dave Resource Analyst :

Date Ranges

Start Date between and

Effective End between and

All SRs for that owner will be displayed. Select the Approved SR to be renewed

Storage Request

5 Storage Requests found

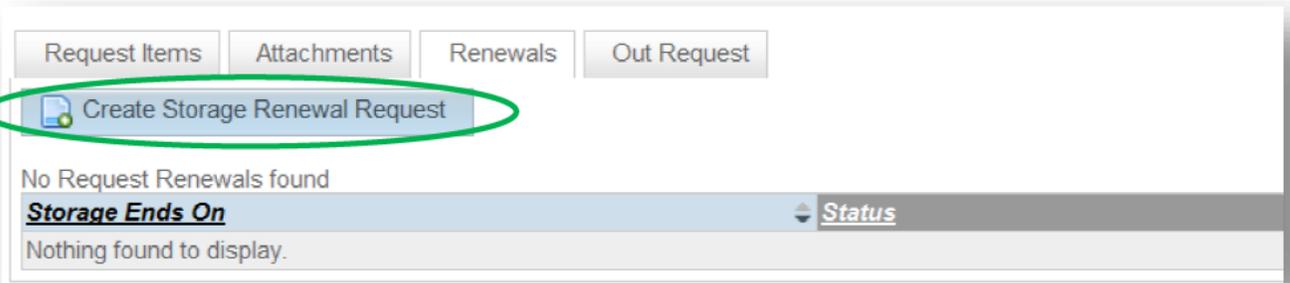
SR #	Status	Items	Storage Dates	Contacts
300887	Draft	Chairs	4/4/13 - 1/7/14	O : Maxwell, Dave BH: Barney, Richard RA: Barney, Richard
300924	Gather Approvals	Dave's Sensitive ...	5/28/13 - 11/29/13	O : Maxwell, Dave BH: Maxwell, Dave RA:
300925	Approved	Thing Oneq	5/24/13 - 5/29/14	O : Maxwell, Dave BH: Maxwell, Dave RA:
300926	Gather Approvals	Storage Test Item 1	5/20/13 - 5/19/14	O : Maxwell, Dave BH: Warner, Gregory RA:
300927	Approved	Thing TOO	5/20/13 - 5/21/13	O : Maxwell, Dave BH: Maxwell, Dave RA:

Export as:

At the bottom of the SR page, you will see the Renewals button



When you select the Renewals button a “Create Storage Renewal Request” button will appear – select that button



Enter a new “Storage Ends On” date

A screenshot of the "New Request Renewal" form. The title "New Request Renewal" is at the top. Below the title, there are four fields, each with a red asterisk indicating it is required. The first field is "Storage Ends On" and is circled in green. The other three fields are "Requestor Signature", "Owner", and "Branch Head", all of which have "Maxwell, Dave" entered. At the bottom of the form, there are two buttons: "Cancel" and "Save".

New Request Renewal

This value is required. ⚠

* Requestor Signature :

* Owner :

* Branch Head :

Can

May						
S	M	T	W	T	F	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

2012 **2013** 2014

Privacy Policy and Important Notices | [dm](#) SNAPS

Responsible
Curator: Rc
Code 270 IT Support Desk: [GSFC-CODE-270](#)

New Request Renewal

Enter Storage Ends On (required)

* Requestor Signature :

* Owner :

* Branch Head :

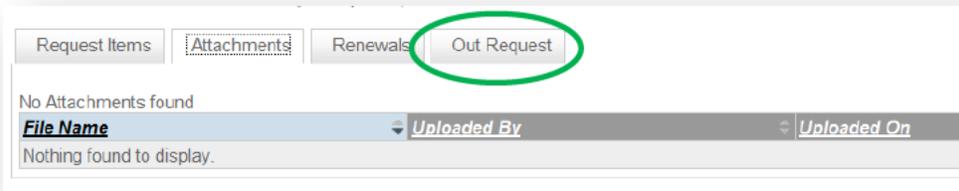
Privacy Policy and Important Notices | [dmaxwell](#) | [Logout](#) Version 1.0.276.BUILD-SNAPS

.... And save the New Request Renewal

At this point, e-mails will go to the Requestor and Approval authorities listed in the original SR, and when approval have been completed, the SR renewal will be complete

Storage Out

Storage Out requests follow the same path as Renewals up to the point where the SR is displayed. At the bottom of the SR page, you will see an Out Request button. Select that button.



A Create Storage Out Request button will appear. Select that button.



Storage Information Management System (SIMS) User's Guide

Enter the Date Required, Delivery Contact, Building and Room and Save the New Request Out

New Request Out

* Date Required : 6/5/2013

Transfer Request Number :

Delivery Location

Delivery Contact : Maxwell, Dave

Site : Goddard Space Flight Center

Building : 26

Room : S250G Enter Room

Approvals

* Requestor : Maxwell, Dave

* Owner : Maxwell, Dave

* Branch Head : Maxwell, Dave

Cancel Save

After the Storage Out is completed, e-mails will go out to the Requestor, Owner and Branch Head to approve the action.

Approvals

Requestor : Maxwell, Dave - waiting for signature Approve Request

Owner : Maxwell, Dave - waiting for signature Approve Request

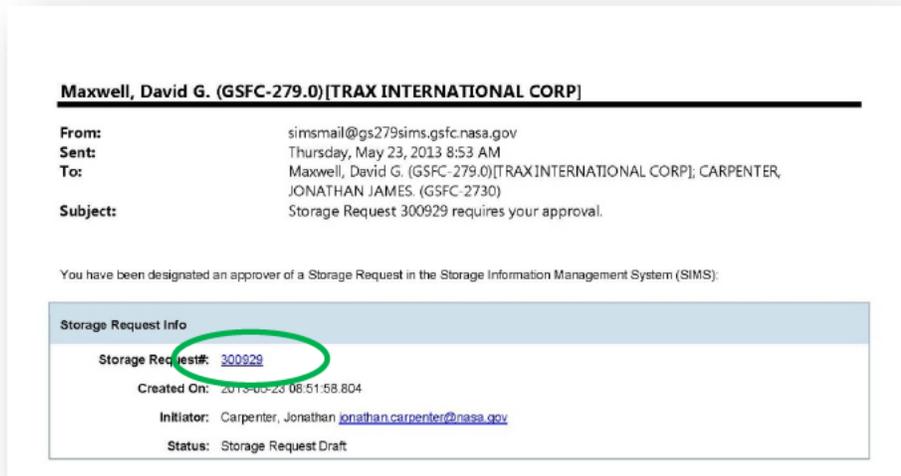
Branch Head : Maxwell, Dave - waiting for signature Approve Request

It is your responsibility to contact the Traffic Management Office at 6-9642 or through eMOD to arrange for transport... If rigging is required, the TMO will make those arrangements

Approving Storage Requests

SIMS Emails

Individuals identified as Requestors, Branch Managers, Property Custodians (for controlled equipment) and the Storage Manager are notified by e-mail when an approving action is required. The approval process is the same for all approvers. The e-mail will identify the Storage Request number.



Using the process described in Storage Renewals, log on to SIMS, s, enter the Storage Request number in the Request Number box at the upper left of the screen.



Storage Information Management System (SIMS) User's Guide

When the Storage Request screen appears, scroll to the bottom of that screen and select the storage approval being requested.

NASA

SIMS

Storage Information Management System

This Storage Request cannot be submitted until the following are resolved:
Some signatories have not yet signed this Storage Request.

Show Storage Request

Request Number : 300929
Original SIMS Number :
Status : Gather Necessary Approvals
Storage Starts On : 5/23/13
Storage Ends On : 5/23/14
Effective End Date : 5/23/14
Owning Organization : 273.0 Supply and Equipment Management Branch
Tech Manager :
Project :
Justification : need branch head approval
Storage Warehouse :

Pickup Location

Contact : Carpenter, Jonathan
Site : Goddard Space Flight Center
Building : 20
Room : N250
Additional Comments :

Approvals

Owner Signature : Carpenter, Jonathan signed on May 23, 2013 08:52:44 AM
Branch Head : Maxwell, Dave - waiting for signature

The next screen will show the approval, at which point it will be electronically routed to the next approver; in this case the Storage Manager.

Additional Comments :

Approvals

Owner Signature : Carpenter, Jonathan signed on May 23, 2013 08:52:44 AM
Branch Head : Maxwell, Dave signed on May 23, 2013 10:22:07 AM
Storage Manager : - waiting for signature

Financial Information