This document provides a brief overview of how to access and use the UNH Scientific Instrumentation Inventory included as part of the UNHCEMS program.

Access at: https://cemss.unh.edu

Click on the “login” link (shown next to the key icon in red below) and enter your UNH ITID credentials. (This uses your regular UNH logon ID and password – the same that is used for BlackBoard.)

On the next screen you will see a list of items on your “dashboard” to choose from. (Depending upon your campus role, this list could be large.) Near the end of the list should appear “Scientific Instrumentation Inventory” highlighted below:

The “new record” link is used to enter any missing instruments into the inventory for which you are the custodian. The “find:” text box should be used for a quick search that globally searches all fields. For example, entering the following general search request for “spec”:
results in the following screen:

![Screen Shot](image)

Note in the screen shot above that the term “spec” was found in different fields for different instruments. When doing a “general search” it is important to understand that **any subsequent filtering you perform will only be done on records that also meet the general search.** For example, if you now were to filter on location, the results would be limited to records also containing the general search term “spec”. You can see if there is currently a “general search” term by looking for the “Query:” definition shown below:

![Query definition](image)

Notice in the upper left hand corner that the browser opens a new tab for this view. To return to your dashboard simply click on the “Home” tab.

You can also use the “general search” feature to list instruments for which you are the custodian of record by simply entering your last name into the text box and clicking the “search” button.

To view the entire inventory, return to the home dashboard and click on the “show: verified (xxxx)” link.
You are now at the main screen where detailed searches and sorts may be executed to identify UNH scientific instruments and equipment.

![Image of the main screen](image)

Every row is a single record and every column represents a field in that record. The default view can be customized by moving/sorting/filtering/adding/removing any of the columns. Simply click on the column header to see the following pull down list of options:

![Image of column options](image)

With a few clicks the default screen can be modified to meet your specific needs. For example, clicking the filter option and entering “instrumentation center” as shown here:

![Image of filter options](image)

will show the instruments associated with the University Instrumentation Center.
Note the “Filter” definition in the screen shot above indicating your search criteria.

Multiple filters can be defined to return complex searches. For example, if you filter on mass spectrometers located in Gregg Hall and acquired after 2005:

the following results are returned:

The current filter is described on each screen highlighted in yellow in the screen shot above. Simply click in the yellow area to return to the filter definition screen to add/remove search criteria.

Filtering can be combined with the “sort” and “reverse sort” to generate custom reports. For example, here are all scientific instruments associated with the UNH Civil Engineering Department, sorted by custodian and acquisition date. (Note the “sort” criteria now appear in the image below):
The “Sort:” definition may contain multiple values as shown here. Note that the sort is done from left to right. Here, “Custodian” is sorted first and then “Acquisition Date”. To remove a sort parameter, simply click the value in red you wish to remove: [Custodian], [Acquisition Date] (in this example).

Once you have a view you wish to save, click the tools button at the top right of the screen to the left of the question mark:

Enter a name for the “saved report”. You can then return directly to this view at a later date. Note that the records displayed in the “saved searches” may change, since the sorting and filtering are applied to the current state of the data, which may change over time.

The tools menu also allows you to download the current rows and columns in a variety of formats including csv and xml. The printer icon provides you with a printer friendly view.

If you are the instrument “custodian of record” you also can edit associated fields in order to make any changes necessary. To do so, click the “view detail” icon (green arrow) located in the first column of each record:
This takes you to a form where changes can be applied. Don’t forget to “submit” your changes to save them.

Changes to records can only be done by the person associated as the “custodian” of the instrument and by people designated with “admin” roles.