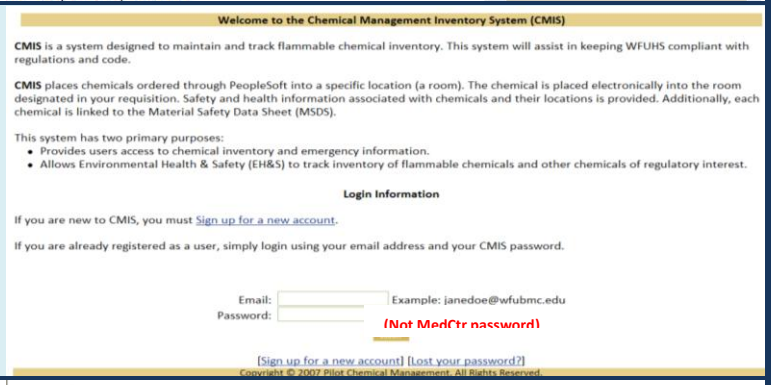
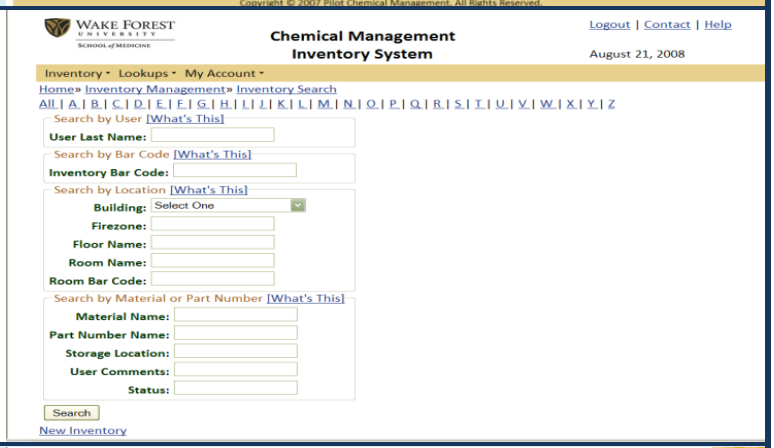
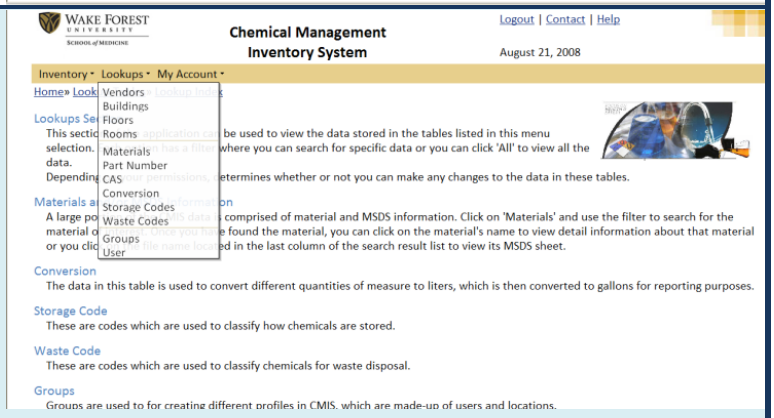
CMIS QUICK GUIDE

How to Get to CMIS	Go to the EH&S website Under Quick Reference, right of screen, click on *CMIS-Chemical Inventory*	
Account Information	**New Account:** to sign up for new account, enter your email address and a password. (Not MedCtr password) If you receive an error message about the email already existing, see next paragraph. **Existing Account or Forgot Password:** Click on "Lost your password?" and an email will be sent with a generated password. Once you've logged in you may keep this password or change it by going to My Account on the menu bar.	
View Inventory	The View Inventory section of CMIS can be used for various functions such as: • View your own inventory • Search for inventory items that are located in other areas of the facility • Search for inventory items for a specific user • Search for inventory items that have a specific part number	
Lookups	This section of the application can be used to view the data stored in the tables listed in this menu selection. Each option has a filter where you can search for specific data or you can click 'All' to view all the data. Depending on your permissions, determines whether or not you can make any changes to the data in these tables.	
MSDS	A large portion of the CMIS data is comprised of material and MSDS information. Click on 'Materials' and use the filter to search for the material of interest. Once you have found the material, you can click on the material's name to view detail information about that material or you click on the file name located in the last column of the search result list to view its MSDS sheet.	Inventory Lookups My Account Home» Lookup Tables» Material List Filter Used: Material (Product Name) LIKE 'acetone%' 16 items found Edit | Product Name | Vendor Name | Entry Date | MSDS Filename Edit | acetone | Quest Diagnostics Inc | 05/30/2007 | MSDS36457085 23.pdf Edit | Acetone | EMD Chemicals, Inc | 09/11/2002 | MSDS22052VW0370-7.html Edit | Acetone | Fisher Scientific | 11/22/1999 | MSDS164400140.htm Edit | Acetone | Sigma-Aldrich | 08/19/1998 | MSDS5837534064.pdf Edit | Acetone | Burdick & Jackson (Honeywell) | 08/19/1998 | D06390-9975.tif Edit | Acetone | Mallinckrodt Inc. Science Products Div | 08/19/1998 | MSDS9974jt9006-11.htm Edit | Acetone 99.5+% ACS Reagent | Sigma-Aldrich | 06/12/2008 | MSDS13990179124.pdf