# **CMIS Go User Guide**

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# **CMIS Go General information**

CMIS Go is a software tool which has 2 distinct uses.

1: It acts as a room tool, where rooms can be booked and general information about both rooms and their bookings can be checked.

2: It acts as a timetable viewer, for both staff & students, where the timetable for individuals (staff & students), modules, programmes, and facilities (rooms) can be viewed.

There are 3 types of users on CMIS Go:

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**Student** – both Undergraduate & Post-Graduate. These are users with a Student Number.

**Lecturer** – this includes both academic and administrative staff. These are users with a staff username and are the main users of the system.

Administrator – These are users with slightly higher privileges, linked to certain departmental (school/office owned) spaces. These elevated permissions are made in agreement with office managers/senior admin staff etc.

You can enter the CMIS Go system using a link found on any of the STARBO Web Pages, including both the Timetabling & Room Bookings page, as well as the main title page. A link to the Room Booking webpage is <u>here</u>

When you enter CMIS Go for the first time, you will be asked to enter your username and password. If you exit and re-enter, you will not need to log in again, unless you are using a different webbrowser.

The first page you see will show the current week, with any bookings or academic sessions which you are linked to, either by way of booking, or if you are a registered attendee. Only weekdays (Mon – Fri) will be shown:

$\odot$	🖲 🕑 🛛 My Time	etable			14 February 2022	- 18 February 202	2 - Week 25			•
		nday uary 2022		esday uary 2022		nesday uary 2022		rsday uary 2022		iday uary 2022
	CARRINGTON, G13* 9:00 am to 5:00 pm	CARRINGTON, G14* 9:00 am to 5:00 pm	CARRINGTON, G13* 9:00 am to 5:00 pm	CARRINGTON, G14* 9:00 am to 5:00 pm	CARRINGTON, G13* 9:00 am to 5:00 pm	CARRINGTON, G14* 9:00 am to 5:00 pm	CARRINGTON, G13* 9:00 am to 5:00 pm	CARRINGTON, G14* 9:00 am to 5:00 pm	CARRINGTON, G13* 9:00 am to 5:00 pm	CARRINGTON, G14 9:00 am to 5:00 pm
1ам										
2рм								12:41		
1ем								12:41		

# How to book rooms on CMIS Go

Room bookings are currently permitted for Lecturers and Administrators only.

There are 2 ways to book rooms on CMIS Go, the instructions for which follow. The process is the same for both types of users and both options will only show rooms which the user is permitted to book.

Use the Find and Book option to see all available rooms at any given time.

Use the <u>Check Availability and Book</u> option when a specific room is needed, so you can see when it is available.

## 1: Find and Book

Under the Bookings Tab, select Find and Book.

														Т	imetables	6	Bookings	<ul> <li>Ad</li> </ul>	ministrat	ion	Help
~~~															_		My bookir	ngs		~	$\sim$
	My	īmetab	le							24 Janua	ry 2022 -	- 28 Janu	ary 2022	- Week 2	2		Find & bo	ok		e	
		Monday anuary 3	2022				Tuesday anuary 2					esday ary 2022			Thur 27 Janu	sday ary 2022	Check av	ailability 8		iday Iary 2022	
AM Contraction Con	Block booker for SFS. Please speak with Matt or Kate space the space the space CARRIN G14 <sup>7</sup> 9:00 am to		Room unavai for use JJ THOMSC 141 9:00 am to 10:00 pm	CHANCE 114* 9:00 am to 1:00 pm	Matt or Kate if you want to use the space	Block booker for SFS. Pleases speak with Matt or Kate if you want to use the space CARRIN G14* 9:00 am to 5:00	for use	Room unavai for use JJ THOMSC 117 9:00 am to 10:00 pm	9:06 Room Out Of Use PALMER 111 9:00 pm	C Block booked for SFS. Please speak with Matt or Kate if you want to use the carRINGT G13' 9.00 am to 5.00 pm	C Block booked for SFS. Please speak with Matt or Kate if you want to space CARRINGT G14 <sup>4</sup> 9:00 am to 5:00 pm	C Room unavaila for use JJ THOMSON 117 9:00 am to 10:00 pm	for use	C Block booked for SFS. Please speak Watt or Kate if you want to use the space CARRINGT G13 <sup>a</sup> 9.00 am to 5.00 pm	C Block booked for SFS. Please speak with Matt or Kate if you want to use the space CARRINGT G14 <sup>4</sup> 9.00 am to 500 pm	Room unavai for use JJ THOMSO 117 9:00 am to 10:00 pm	Find exist Provisiona Week stru 9:00 am to 10:00 pm	al booking	IS d speak with Matt or Kate if you want to use the space	Room unavaila for use JJ THOMSOF 117 9:00 am to 10:00 pm	for u

A pop-up screen will appear with 2 blank fields – 'Building' and 'Number of attendees\*':

ind and bo					(
1) Where	2 When	3 Select room	4 Add contacts	5 Book	
Select whe	re				٦ 🔊
Building				•	
Number of a	attendees*	÷ 0			
	rch for a roon				Next

If you have a preferred building, you can choose this from the drop-down box, but leaving it blank will ensure that availability all buildings is checked.

Number of attendees is a <u>required</u> field.

When the relevant details have been added, please press Next.

The next screen asks you to choose the date & times of the booking:

1 Where	2 When	3	Select room	4 /	Add contacts	5	Bo	ok														
Select whe	en																	B	y da	ite(:	s)	6
Time		to		1			$\overline{()}$		Ja	nuar	y 20	22					Fel	oruar	y 20	22		$\odot$
				_			Wk	Мо	Tu	We	Th	Fr	Sa	Su	Wk	Мо	Tu	We	Th	Fr	Sa	Su
Selected (	dates and ti	me	s		(	•	18						1	2	23		1	2	3	- 4	5	6
Week	Date		From		То		19	3	- 4	5	6	- 7	8	9	24	- 7	8	9	10	11	12	13
Week	Date		From		10		20	10	11	12	13	14	15	16	25	14	15	16	17	18	19	20
							21	17	18	19	20	21	22	23	26	21	22	23	24	25	26	27
							22	24	25	26	27	28	29	30	27	28						
							23	31							28							
									M	larch	202	2					4	(pril	2022			
							Wk	Мо	Tu	We	Th	Fr	Sa	Su	Wk	Мо	Tu	We	Th	Fr	Sa	Su
							27		1	2	3	- 4	5	6	31					1	2	3
							28	- 7	8	9	10	11	12	13	32	4	5	6	- 7	8	9	10
							29	14	15	16	17	18	19	20	33	11	12	13	14	15	16	17
							30	21	22		24	25	26	27	34	18	19	20		22		24
							31	28	29	30	31				35	25	26	27	28	29	30	

Using your mouse, click in the 'Time' box, and choose the start time required.

Click in the 'To' box and choose the end time required.

Click on the relevant date.

Some dates may be greyed out. In the example above, you will see several dates in April which cannot be selected – these are University Closure days when no rooms can be booked.

While it is possible to choose multiple dates and times, please be aware that the result will only show rooms which are available for all selected dates & times, so you may have more options arranging sessions individually.

Please click Next.

The following screen will show the available rooms for which you have permission to book:

1 w	here 2 When $\textcircled{3}$ Select room 4 Add contacts 5 E	Book	
Selec	t room		?
	Room	Capacity =	
- BLAN	IDFORD LODGE - 2 rooms		<u>_</u>
+	102*	8	
+	201*	8	
- CARF	RINGTON - 2 rooms		_
+	208*	6	
+	G15*	6	
+ HARF	RY NURSTEN - 5 rooms		
+	232*	8	
+	264 PC*	12	
+	410*	24	
+	411*	28	
+	118 Pharmacy Suite*	38	
	IOMSON - 1 rooms		
	G34 Support Cenre Meeting Room*	6	
	OON ROAD L04 - 1 rooms		
	G10*	54	
	OON ROAD L16 - 1 rooms		
	C02*	a	•

Any room with an asterisk (\*) will be a school or department owned space.

Please choose the room you wish to book and press the Next button.

The next screen asks for details of other attendees who you wish to be included on any notifications:

1 Where 2 Who	en 3	Select room	(4) Add	contacts	5 Boo	k		
dd contacts			0					?
Other Contacts associ	ated this	booking						
Name								
Contacts selected	d			۲				
	Name	•						
Sterlini, Phil (vrs04ps)				Ŧ				

To add a name, type *surname comma first name*. For example, John Smith will be Smith, John.

As you type, the relevant staff member's name will appear. If there are multiple people with the same name, please choose the one with the correct staff number, which appears after the name. At time of writing, this function can only be used to enter names of staff (not students).

If you are booking on behalf of someone else and do not wish for the event to be shown in your calendar, you can click the 'dustbin' icon next to your name (see above), and the session will be removed from your Outlook.

Please click Next.

On the next screen, you will be asked to add details of the event:

ind and book	a room - CARRI	NGTON, G1	5*				
Where 2	When 3 Sel	ect room	4 Add contacts	5 Book			
ook							
etails*							
looking req	uest summary						
Room Building	G15* CARRINGTO	N		Dates	and times selec	ted	
umber of atte				Week	Date	From	То
Other Contacts	Sterlini, Phil	(vrs04ps)		22	We 26 Jan 2022	9:00 am	10:00 am
ck Book to mai	ke your booking.					Pr	evious Book

Please be aware that details entered here will be publicly viewable, so please do not enter any confidential or personal information.

It will also show you a summary of what is being requested, including the room, date & time, numbers expected, and any relevant names attached to the booking.

If any information appears incorrect, please hit the Previous button to correct any inaccuracies. If the summary is correct, click the Book button.

If your booking is successful, you will see a small window confirming this, containing the Booking reference. You, and any named contacts, will also receive an automated email sent to your registered email address containing information of the booking just made:

Th	Jan 6 13 20 27	5:00 pm	10:00 pm	BLANDFO
	Fob 3 10 17 24 Booking s	uccessful		
	J Your room booking J using reference "43		nfirmed,	
Th	J F N		Ok	CARRING
	Apr 7 14 21 28 May 5 12 19 26			

Please note – for departmental/school owned rooms, unless specifically requested by the owning department, the booking will be confirmed. If you are booking a centrally controlled space, the booking will be provisional, and will be reviewed the following morning before being confirmed, cancelled, or amended as appropriate. Bookings which are confirmed at the time of booking will receive an auto-generated message from <u>rooms@reading.ac.uk</u> and bookings which are provisional will receive a similar message telling you the booking has been requested. Any provisional bookings requested will receive a message the next morning notifying you of the outcome of your request.

## 2: Check Availability and Book

Under the Bookings Tab, select Check Availability and Book.

															Timeta	bles	Bookings -	Adminis	tration	H	lelp
0	⋑⊙	My 1	Timetab	le					2	4 Januar	y 202	22 - 28	Januar	y 2022 - V	Veek 22		My bookings Find & book				3
		24.	Monday January 2	022			Tuesday anuary				26 J	ednesd anuary	ay 2022		27 J	Thursday anuary 2022	Check availab	lity & boo	k Friday	2022	
10am 11am	speak with Or Kate if you want to use the space CARRIN 8.00 am	CARRIN	9:00 am 1	9:00 am 1	or Kate if you want to use the	Matt or Kate if you want to use the space CARRINE	9.00 am	9.00 am	1 9 00 am t	MoKifi watatis	att ate you ant se e bace	speak with Matt or Kate if you use the space CARRIN 0.00 am	9:00 am 1	9:00 am 1	speak with Matt or Kate if you use the space CARRINI 9:00 am		Find existing b Provisional bo Week structure	use the space	speak with Matt Fyou want space CARR# 1 9 00 am		9:00 a
1гы					ate 6:00 an																

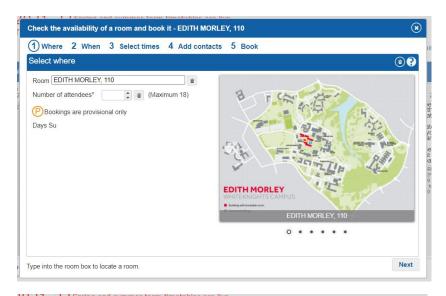
A pop-up box will appear, in which you can select the room you wish to check.

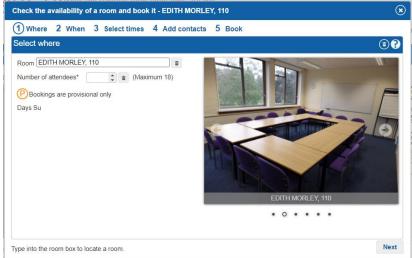
Check the availability of a room and book it (1) Where 2 When 3 Select times 4 Add contacts 5 Book Select where •? Room edi Û EDITH MORLEY, 110 EDITH MORLEY, 124 EDITH MORLEY, 125 EDITH MORLEY, 126 EDITH MORLEY, 127 EDITH MORLEY, 128 EDITH MORLEY, 141 EDITH MORLEY, 144 EDITH MORLEY, 150 Next Type into the room box to locate a room.

Start by typing the building name, and a list of rooms will appear:

The next screen will ask you to add the number of attendees expected. The maximum size of the room will also be shown.

For **central** rooms, it will also show the position of the building on campus and, by clicking the buttons underneath the map, photos of the room showing the layout and appearance. This function can be used purely to check the room quality and layout, without needing to make a booking:





When the number of attendees has been added, click next.

The following screen will allow you to choose a date. Any dates which are greyed out means the room cannot be booked online:

		3 Select tim	ies 4	Add c	ontacts	2 B0	ok														
Select wł	nen																В	y da	te(	s)	G
Selected	dates				(1			Ja	nuar	y 20	22					Feb	ruar	y 20	22		$\odot$
Week		Date				Wk	Мо	Tu	We	Th	Fr	Sa	Su	Wk	Мо	Tu	We	Th	Fr	Sa	Su
						18						1	2	23		1	2	3	- 4	- 5	6
						19		- 4	- 5	6	7	8	9	24	7	8	9	10	11	12	
						20	10	11	12		14		16	25	-14	15	16		18	19	
						21						22		26		22	23	24	25	26	27
						22			26	27	28	29	30	27 28	28						
						23	31							20							
								M	larch	202	2					A	pril	2022	!		
						Wk	Мо	Tu	We	Th	Fr	Sa	Su	Wk	Мо	Tu	We	Th	Fr	Sa	Su
						27		1	2	3	- 4	5	6	31					1	2	3
						28	7	8	9	10		12		32	- 4	5	6	7	8	9	10
						29	14			17		19		33		12		14	15	16	
						30	21					26		34	18	19				23	24
								29	30	31				35	25	26	27	28	29	30	

When the date has been selected click Next.

The following screen will show a graphic display, showing the rooms availability on the selected date. Spaces marked in Yellow are available, and spaces shown in red are booked. In the example below, you can see the room is booked from 10:00 - 12:00 and again from 16:00 - 18:00.

he	ck the	ava	ilabi	lity of	a roon	n and b	ook it	- CAR	RINGTO	ON, 2	08^							(
1	Where	2	2 w	hen (	3 Sel	ect tim	es 4	Add	contac	ts :	5 Во	ok						
Sel	ect tin	nes																•
	Th	ursda	ay 27	Janua	ry (Dura	tions be	tween (	):15 an	id 16:00 ł	nours)	Week	22						
																		Û
	8ar	n	9	10	11	12pm	1	2	3	4	5	6	7	8	9	10	11pm	
							Grid	size:	0:15	$\bigcirc$	0:10	$\bigcirc$	0:05 minute	s (	24 hrs	;	Previous	Next

To arrange a booking in an available slot, click in the yellow section where you want the booking to be, and it will be shown in green. You can then drag the block to cover the time required. The following picture shows a booking to be made between 14:00 - 15:00.

1	Where	2 v	Vhen	3) Sel	ect tim	es 4	Add	contac	ts (	5 Во	ok						
el	ect time	s		<u> </u>													٩
	Thurs	day 2	7 Janua	ry (Dura	tions be	tween (	0: <b>15 an</b> 2:00 p	d 16:00 m to 3:0	hours) 0 pm	Week	22						
																	Û
	8am	9	10	11	12pm	1	2	3	4	5	6	7	8	9	10	11pm	
						Grid	size: (	0:15		0:10	0.0	05 minute		24 hr:		Previous	s Next

When the required time has been selected, press the Next button.

The next screen allows you to add any contacts associated with this booking. Your name already appears, so just add any staff names, if required.

To add a name, type *surname comma first name*. For example, John Smith will be Smith, John.

As you type, the relevant staff member's name will appear. If there are multiple people with the same name, please choose the one with the correct staff number, which appears after the name. At time of writing, this function can only be used to enter names of staff (not students).

When names have been entered, please click the Next button.

On the next screen, you will be asked to add details of the event:

1 Where 2	When	3	Select times	4 Add co	ontacts (5) Book			
Book								۱
etails*								
Booking req	uest sur	nma	iry					
Room Number of atte		RRIN	IGTON, 208*		Dates	and times selec	ted	
Other Contacts	Ste	rlini, l	Phil (vrs04ps)		Week	Date	From	То

Please be aware that details entered here will be publicly viewable, so please do not enter any confidential or personal information.

It will also show you a summary of what is being requested, including the room, date & time, numbers expected, and any relevant names attached to the booking. If the summary is correct, press the Book button.

If any information appears incorrect, please hit the Previous button to correct any inaccuracies. If the summary is correct, click the Book button.

If your booking is successful, you will see a small window confirming this, containing the Booking reference. You, and any named contacts, will also receive an automated email sent to your registered email address containing information of the booking just made:

1	Fab / 11 18 25	5.00 pm	10.00 pm	DEANDI O
	Booking s	uccessful		
	J Your room booking using reference "43		nfirmed,	
r	J F		Ok	CARRING
	Apr 1 8 15 22 29 May 6 13 20 27 Jun 3 10 17 24			

Please note – for departmental/school owned rooms, unless specifically requested by the owning department, the booking will be confirmed. If you are booking a centrally controlled space, the booking will be provisional, and will be reviewed the following morning before being confirmed, cancelled, or amended as appropriate. Bookings which are confirmed at the time of booking will receive an auto-generated message from <u>rooms@reading.ac.uk</u> and bookings which are provisional will receive a similar message telling you the booking has been requested. Any provisional bookings requested will receive a message the next morning notifying you of the outcome of your request.

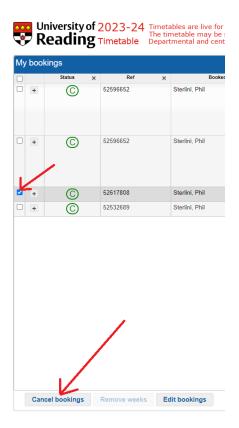
## How to Cancel Online Room Bookings

You can cancel rooms which have been booked online in your own name. Administrators can also cancel any booking that has been made in a room that they administer regardless of who has booked it.

To do this, first click on 'My Bookings' in the Bookings tab:

	Academic Year: 2023-24	Timetables	Bookings 🔻 Ad	Iministration	Help
			My bookings		
2023 - Week 6			Find & book		
			Check availabili	ity & book	
	Thursday 5 October 2023		Find existing bo	okings	
	5 October 2025		Provisional boo	kings	
			Week structure		

On the new page, check the tick box next to the relevant session and click the cancel button:



A new box will appear, asking you to confirm the cancellation. If you wish to continue, please press the relevant button and your booking will then be cancelled and an automated email will be received.

# **Checking Timetables**

## Personal Timetable

On the front screen of CMIS Go, your personal timetable for the current week will be displayed. This will include any timetabled sessions you are scheduled to teach/attend, as well as any Room Bookings made in your name or which you have been added to as an extra contact.

If you wish to amend the view, you can choose to look at a specific day, week, or term.

To do this, hover over the Timetable tab above the coloured bar and select the relevant preference:

*	Univ <b>Re</b>	<sup>rsity</sup> adin	of <mark>2</mark> ( I <b>g</b> ⊤ir	021 netal	1-2 <sup>ble</sup>	2 Spr Roo Cen	ing an ms m trally	d sum ay be s owned	mer te subjec room	erm tir t to ch s cann	netabl lange, ot cur	es are please rently b	live. check e boo	your t ked or	imetab Iline.	ole reg	Timeta	bles 🗸	во	okings	$\mathbf{\lambda}$	Administ	ration	Н	lelp
	∎•	M	netable Ionday nuary 202					Tuesday anuary 2			24 Jan		22 - 28 <sup>(</sup> ednesda anuary 2	ау	y 2022	- 1Veel	Day Week Month					28 J	Friday anuary 2	(B) (	B (
9ам 10ам	Block booke for SFS. Please speak with	Block booked for SFS. Please	Com Navai or J J	Coom inavai or ise	114* 9:00	Please	Block booked for SFS. Please	Room unavai for use JJ	6	Of Use PALMER	111 8:00 am to 10:00 pm	Block	Block	Room unavai for use JJ	Room unavait for use JJ THOMSC 141		Block booke for SFS. Please speak with	Block booked for SFS. Please speak with	JJ	Boom unavai for use JJ THOMSC 141		Block booked for SFS. Please	Block	Room unavai for use	for use JJ

# Checking Timetables for Room, Programme, Module, Student and Lecturer

Timetables for the above can all be checked using the Toggle Timetable function.

On the coloured bar, click the Toggle Timetable button on the right of the coloured bar. This will bring up a window to the right of the screen:

																						Т	imetal	bles	Bo	okings	A	Administ	tration	
•		) (	⁄ly Tir	netab	le									24	Janu	iary 2	022 -	28 Ja	inuar	y 202	2 - W	eek 2	2							•
			/londa nuary				Tu 25 Jar	iesday nuary					ednesd anuary					hursda inuary					Friday nuary i	2022		✓	My Time	etable		
Оам 1ам	pook or SFS. Plea spea with Vlatt or Kate f you want o use the spac CARR 313*	book for SFS Plea spea with Matt or Kate if	JJ THOM 117 9:00 am to	for use JJ THOM 141 9:00	Use CHAN 114* 9:00	spea with Matt or Kate if you want to use the spac CARR G13*	for SFS Plea spea with Matt or Kate if you want to use the spac	unav for use JJ THOM 141 9:00 am to	JJ THOM 117 9:00 am to 10:00 pm	Out Of Use PALME 111 9:00 am to 10:00	111 8:00 am to 10:00 pm	Matt	Block book for SFS. Plea spea with Matt or Kate if you want to use the spac	117 9:00	Corrunav for use JJ THOM 141 9:00 am to 10:00 pm	111 8:00 am to 10:00 pm	spea with Matt or Kate if you want to use the spac	book for SFS	UNAV for USE JJ THOM 117 9:00 am to 10:00 pm	unavi	to 10:00 pm	spea with Matt or Kate if you want to use the	book for SFS. Plea spea with Matt or Kate if you want to use the spac	JJ THOM 9:00 am 10:00	Roor unav for use N THOM 141 2:00 am					
(PM	o 5:00	am to 5:00 pm				am to 5:00 pm	am to 5:00 pm					am to 5:00 pm	am to 5:00 pm				am to 5:00 pm	am to 5:00 pm				am to 5:00 pm	am to 5:00 pm					Add	Save	

To view the relevant timetable, click on the **Add** button on the bottom right of the screen, and the Add Timetable box will appear:

dd timetable					(
	Programme	Module	Lecturer	Student	Room
Filter by building					
- Filter rooms by build	ding				T
Select a room					
- Select a room to ad	d its timetable				*
				ок	Cancel

#### Room Timetable

This option gives visibility of <u>all</u> recorded spaces on campus, including those which cannot be booked by the user.

To select the timetable of a specific room, click the Room tab at the top of the box.

Select relevant Building from the drop-down list.

Select relevant Room from drop down list.

Once selection is complete, click **OK**.

The screen will now show the current use of the selected space. To limit the view to the room schedule only, without seeing your personal timetable, untick the **My Timetable** option as shown below.

					Timetables	Bookings	Administration	Help
•		, GL22	:	24 January 2022 - 28 Janua	ry 2022 - Week 22		i.	
	Monday 24 January 2022	Tuesday 25 January 2022	Wednesday 26 January 2022	Thursday 27 January 2022	Friday 28 January 2022		r Timetable RICULTURE, GL22 💼	
ОАМ	MT38N Lecture	LW1CON Tutorial 2C			oongnon, rina	-		
	AGRICULTURE, GL22 Atmospheric Electricity	AGRICULTURE, GL22 Contract				-		
	10:00 am to 11:00 am	10:00 am to 11:00 am			APME82 Seminar			
	Stein, Thorwald	Tyldesley, Peter			AGRICULTURE, GL22 Human Motivation			
1ам					10:30 am to 11:30 am Macready, Anna; El Morally, Reham			
				HS3T75 Seminar				
2рм	LW3IP Seminar E			AGRICULTURE, GL22 The United States and the Cold War 11:45 am to 12:45 pm	12:09	1		
	AGRICULTURE, GL22 Intellectual Property Law 12:15 pm to 1:45 pm Johnson, Howard			Pee, Robert				
1рм	To Be Taken by Howard Johnson	LW1CRI Tutorial D			HS1ABR Seminar			
		AGRICULTURE, GL22 Criminal Law			AGRICULTURE, GL22 Arriving in Britain: a History of		Add Save	

Hitting Save will make the chosen timetable appear on your front screen on return visits to CMIS Go.

If you wish to remove the view of the room, but still want easy access to view the bookings, simply un-tick the box next to the room's name on the right. To completely remove the room timetable from view, click the bin icon next to the room's name.

To remove the side bar, you can click the **Toggle Timetable** button again, and the view will return to full screen.

#### **Checking Programme and Module Timetables**

First, bring up the Add Timetables box, as explained <u>above</u>.

Click on the Module or Programme Tab.

Click in the drop-down list, type in the first 3 letters of the Programme or Module of your enquiry:

dd timetable					(
	Programme	Module	Lecturer	Student	Room
Select module					
Select a module to add	l its timetable				
					Q
Please enter 3 more charac	ters				
ומנפ ט.טט מווו טוו 20 סמונט				ок	Cancel

Modules and programmes will appear in the list after these have been typed, allowing you to choose the correct one.

While the entire text can be typed, details must match exactly how the programme or module is listed, so choosing from the list may be more successful.

	Programme	Module	Lecturer	Student	Roon
Select module					
Select a module to ad	d its timetable				
aa1					Q,
Architecture and Design -	An Introduction to S	ite ( <u>AA1</u> DS2/	1)		
Architecture and Design -	An Introduction to S	tudio ( <u>AA1</u> DS	1/1)		
Construction Technology:	an Introduction ( <u>AA</u>	<u>1</u> STI/1)			
History and Theory of Arcl	hitecture: an Introdu	ction ( <u>AA1</u> HT	l/1)		
Industry and Practice - the	Business Context	of Architecture	e ( <u>AA1</u> IPI/1)		
Visualisation and Commu	nication in Architectu	ural Design –	An Introduction	(AA1VCI/1)	

When the relevant programme or module has been chosen, click **OK** and the timetable will appear.

To amend views, please refer to Room Timetables

## Student and Lecturer Timetables

On CMIS Go, all staff are recorded as lecturers, so as well as teaching sessions, the timetable will also show bookings made in the staff member's name as well as non-teaching sessions that have been linked to on their calendar.

Bring up the Add Timetable box, as explained above

Click the Student or Lecturer tab.

Start typing the name or the student or lecturer whose timetable you wish to check. The name typed can be <u>either the surname or first name</u>.

In the event of shared names, the staff or student number will also appear, so the correct option can be chosen.

dd their timetable -				
				Q,
	dd their timetable	dd their timetable	dd their timetable	dd their timetable

When the relevant programme or module has been chosen, click **OK** and the timetable will appear.

To amend views, please refer to Room Timetables

# Administrative Tools

The following procedures can be accessed by CMIS Go administrators only. If you do not have this access but wish for any of these actions to be undertaken, please speak with the CMIS Go administrator in your area.

Administrators can control certain aspects of Departmental (School/Office owned) spaces.

For specific rooms within their department, they can control exactly who is permitted to book them and when, by way of Booking Permissions.

With agreement, they are also able to limit bookings of their spaces to be provisional only, before reviewing and confirming/cancelling the bookings as appropriate.

However, administrators **cannot** change settings of individual spaces (size, layout, etc), as all information regarding the estate must be received from the Space & Strategy office.

#### **Booking Permissions**

To add and amend booking permissions, hover your mouse over 'Administration' and click 'Booking Permissions.'

				Timetables Bookings	Administration - Help
	ly Timetable	1	4 February 2022 - 18 February 2022	2 - Week 25	Room use Manage administrators
	Monday 14 February 2022	Tuesday 15 February 2022	Wednesday 16 February 2022	Thursday 17 February 2022	Booking permissions
2рм					Configuration
1pm					
2рм					
Зрм					

In the box which appears, you will see a list of rooms for which you have administrator privileges for (left), as well as the list of names who have been granted permissions and permitted booking times (right):

Doms			⊙⊘⊚⊙⊙	Users	Administrators Le	cturers	Students
Room details		Room may be booked by					0
Ruom	Admins	Lecturers	Stuckents	Admin	istrators may book EST	ATES, FUZA	Hotdesk 1*
statos				Subject to n	one or any combination	of the check	ed rules below
ESTATES - 9 rooms		100000	Contraction of the local division of the loc	00	ovisional only		
F02A Hotdesk 1*     F02A Hotdesk 2*	Tules	rules rules	10				
+ F15 Hotdesk 6*	nies nies	nies	10	maxim	um days ahead		1
F 17 Holdesk 7     F17 Holdesk 7*	ities	rules	00	on or a	fter		1 Jan 22
Main Meeting Room G04	rues	rules	110				1 Jan 22
+ Meeting Room 1 F03*	nies	rules	00	🔲 on or b	etore		31 Dec 21
Meeting Room 2 F11*	nies	rules	00	🗌 ali day	for times between	for duratio	ne hehuser
Meeting Room 3 F20*	rules	rules	00				
Meeting Room 4 F19*	rules	rules	ing l	🔲 sun	12.00 am 10.00 pm	00:15	01.00
				mon	12:00 am 10:00 pm	00.15	01.00
				tue	12:00 am 10:00 pm	00:15	01:00
				wed	12:00 am 10:00 pm	00:15	01:00
					12:00 am 10:00 pm		01:00
				🗍 thu			01.00
				🗍 fri	12 00 am 10 00 pm	00.15	01:00
				🗍 sat	12:00 am 10:00 pm	00:15	01:00
				if they	belong to any of these d	epartments	
				Select	departments		
				Individ	al users able to book th	is room	
				× Bra	dy, Lesley (gr902171)		
				× Bisk	ey, Jo (qp901218)		
				× Red	ding, Louise (uc921312	ĩ	
					es, Rosie (ho920282)		

## Booking Permissions by Name (personal)

When adding booking permissions for a room, you will usually be adding 'lecturers' (i.e., 'normal' staff).

To do this, ensure the **Lecturers tab** in the user box is active.

Click in a blank space in the 'Individual users able to book this room' box and type in the name, using the *surname – comma – space - first name* format, and click on the chosen name. In cases where multiple people share the same name, click on the one with the correct username.

In the event of staff members leaving their employment, their names can be removed by clicking the 'x' before their name. This will remove their permissions from the relevant room.

Please click save after any additions or removals.

#### **Booking Permissions by Department**

If all staff members of a school/department require booking permissions, rather than entering each name individually, it is possible to arrange this by department.

Please click in the **select departments** box, and start typing the *official* name of the department, and select the correct entry from the drop-down list.

Please complete this on both the Lecturer and Administrator tabs.

Please click save after any additions or removals.

#### Room Times

Setting for room availability times are usually set centrally but can be amended if required.

If the room will only be available for booking, for example, on a Friday between 9:00 - 12:00, check the tick box next to the relevant day and amend the start & end times. It is also possible to limit the length of bookings, by selecting an amount of time (in minutes) by entering an amount in the "for Durations Between" columns.

In the example <u>above</u>, when the options for Mon – Fri are not ticked, this means that rooms can be booked at <u>any time on any day</u>, however, once a day has been ticked, permissions will only be for the selected time. For example, if Fri 9:00 - 12:00 is entered and other days are left unticked, the room can <u>only</u> be booked on that day/time and not for the rest of the week.

# If room booking times are to be limited for all users, please repeat the selection in all 3 tabs (Administrators, Lecturers & Students).

Press the **save** button, and the changes will be implemented immediately.

#### **Confirming Provisional Bookings**

Some departments may prefer online bookings in their rooms to remain provisional until they have been reviewed.

To arrange this for your department, please tick the **provisional only** box on the right of the <u>booking</u> <u>permissions screen</u>. When left unticked, all bookings will be confirmed as standard.

To check for provisional bookings, on the front screen of CMIS Go, hover over 'Bookings' on the top bar, and click Provisional Bookings:

				Timetables	Bookings - Administration Help	
	My Timetable		My bookings			
	Monday 14 February 2022	Tuesday 15 February 2022	Wednesday 16 February 2022	Thursday 17 February 202	Check availability & book pruary 2022	
PM			11:59		Find existing bookings Provisional bookings Week structure	
2рм						
Врм						

The next screen will show all provisional bookings in the room for which you are administrator:

			Status 🗙	Ref 🗙	Booked by ×	User type 🗙	Day 🗙	Dates 🔺 🗙	Start 🗙	End 🗙	Building 🗙	Room 🗙
	+	+	P	43956451	Bartholomew, Emily	Staff	Tu	Feb 22	6:00 pm	8:00 pm	HENLEY BUSINESS SCHOOL	G11 LT
	+	+	P	43962873	Yee, Lydia	Staff	We	Mar 2	2:30 pm	5:30 pm	HARRY PITT	CINN G03 Conference Room*
כ	+	+	P	43962874	Yee, Lydia	Staff	Th	Mar 3	11:30 am	1:30 pm	HARRY PITT	CINN G03 Conference Room*
	+	+	P	43954847	Oderberg, David	Staff	Sa	Apr 30 May 7	9:00 am	6:00 pm	PHILIP LYLE	G74
כ	+	+	P	43956189	John, Joanna	Staff	Tu	May 17	2:00 pm	10:00 pm	HENLEY BUSINESS SCHOOL	G11 LT

Cancel bookings Confirm bookings Remove weeks am on 16 February Edit bookings

When clicking the tick box next to the relevant booking, the Cancel, Confirm & Edit buttons will become active – please click on the required action. If the relevant booking has been made for multiple weeks, the 'Remove weeks' button will also become active. The example above shows only bookings for individual dates, so this button remains inactive.

When the necessary action has been completed, the orange 'P' showing the provisional status will then change showing the updated status, and a system generated email will be sent to the linked contacts for the session, notifying them of the change.

If further discussion with the contact is needed, please carry this out by email or telephone before changing the status.