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. However, please note that it is not currently possible for students to book rooms.

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

There are 3 types of user on CMIS Go:

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.

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 web-browser.

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:
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:

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

Room Timetable

This option gives visibility of all 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 where shown below.

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 above.

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:
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.

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

To amend views, please refer to Room Timetables

**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 members name as well as non-teaching sessions they have been linked to on their calendar.

Bring up the Add Timetable box, as explained above

Click the Lecturer tab.

Start typing the name or the student or lecturer whose timetable you wish to check. The name typed can be either the surname or first name.
In the event of shared names, the staff number will also appear, so the correct option can be chosen.

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

To amend views, please refer to Room Timetables.