

## 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 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. A link to the Room Booking webpage is [here](#).

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:



My Timetable 14 February 2022 - 18 February 2022 - Week 25

	Monday 14 February 2022		Tuesday 15 February 2022		Wednesday 16 February 2022		Thursday 17 February 2022		Friday 18 February 2022	
10AM	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
11AM										
12PM										
1PM								12:41		

Timetabled events last full update 6:00 am on 17 February 2022

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## 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, and the process is the same for both types of user. 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 [Check Availability and Book](#) 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**. This will take a short amount of time to appear, during which a spinning wheel will appear to let you know that it is loading.

The screenshot shows the University of Reading Timetable website. At the top, there is a navigation bar with 'Timetables', 'Bookings', 'Administration', and 'Help'. Below this, there is a header for 'My Timetable' for the period '24 January 2022 - 28 January 2022 - Week 22'. The main content is a grid showing room availability for each day of the week. Rooms are listed in columns, and time slots (9am, 10am, 11am, 12pm) are listed in rows. The grid contains various status icons and text, such as 'Block booked for SFS', 'Room unavailable for use', and 'Room Out of Use'. A 'Find and book' button is visible on the right side of the grid. Below the grid, there is a footer with the text 'Timetabled events last full update 6:00 am on 25 January 2022' and the CMISGO logo.

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

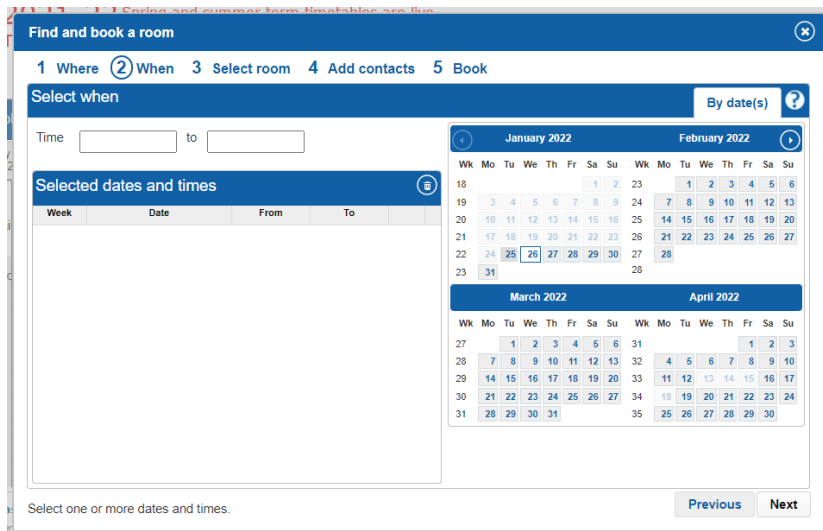
The screenshot shows a pop-up window titled 'Find and book a room'. The window has a blue header with the title and a close button. Below the header, there is a progress bar with five steps: '1 Where', '2 When', '3 Select room', '4 Add contacts', and '5 Book'. The 'Where' step is currently active. The main content area has a blue background and contains two input fields: 'Building' (a drop-down menu) and 'Number of attendees\*' (a numeric input field). Below these fields, there is a 'Filter your search for a room.' label and a 'Next' button.

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 required field.

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

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



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.

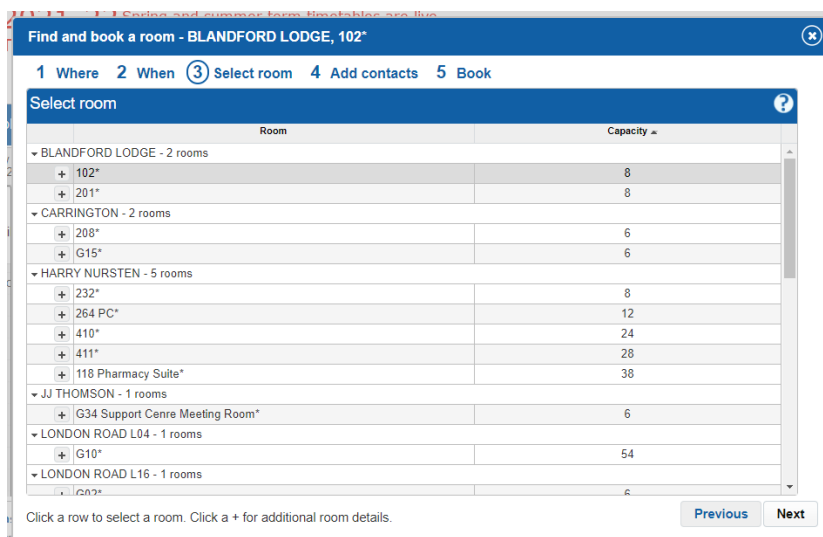
Click on the relevant date.

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:



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:

Find and book a room - CARRINGTON, G15\*

1 Where 2 When 3 Select room 4 Add contacts 5 Book

Add contacts

Other Contacts associated this booking

Name

Contacts selected	
Name	
Sterlini, Phil (vrs04ps)	

Optionally type into the name box to locate and add additional contacts.

Previous Next

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:

Find and book a room - CARRINGTON, G15\*

1 Where 2 When 3 Select room 4 Add contacts 5 Book

Book

Details\*

Booking request summary	
Room	G15*
Building	CARRINGTON
Number of attendees	5
Other Contacts	Sterlini, Phil (vrs04ps)

Dates and times selected			
Week	Date	From	To
22	We 26 Jan 2022	9:00 am	10:00 am

Click Book to make your booking.

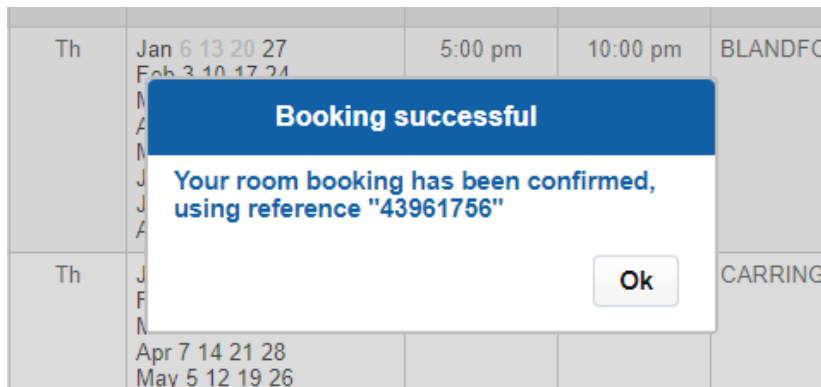
Previous Book

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.

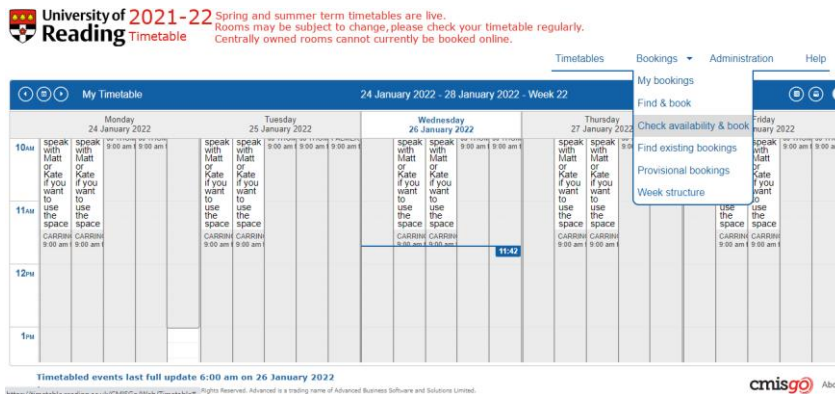
If your booking is successful, you will see a small window confirming this, containing the Booking reference. You, and any named contacts, will also receive an automated email sent to your registered email address containing information of the booking just made:



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 [rooms@reading.ac.uk](mailto:rooms@reading.ac.uk) 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.

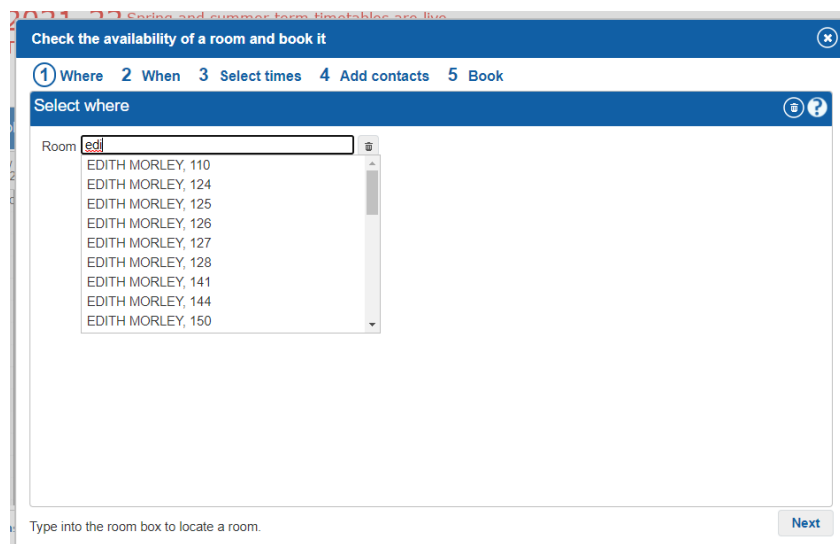
## 2: Check Availability and Book

Under the Bookings Tab, select **Check Availability and Book**.



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

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:

Check the availability of a room and book it - EDITH MORLEY, 110

1 Where 2 When 3 Select times 4 Add contacts 5 Book

### Select where

Room

Number of attendees\*  (Maximum 18)

Bookings are provisional only

Days Su

EDITH MORLEY  
WHITEKNIGHTS CAMPUS  
EDITH MORLEY, 110

Type into the room box to locate a room.

Next

Check the availability of a room and book it - EDITH MORLEY, 110

1 Where 2 When 3 Select times 4 Add contacts 5 Book

### Select where

Room

Number of attendees\*  (Maximum 18)

Bookings are provisional only

Days Su

EDITH MORLEY, 110

Type into the room box to locate a room.

Next

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:

Check the availability of a room and book it - CARRINGTON, 208\*

1 Where 2 When 3 Select times 4 Add contacts 5 Book

### Select when

By date(s) ?

Selected dates

Week	Date

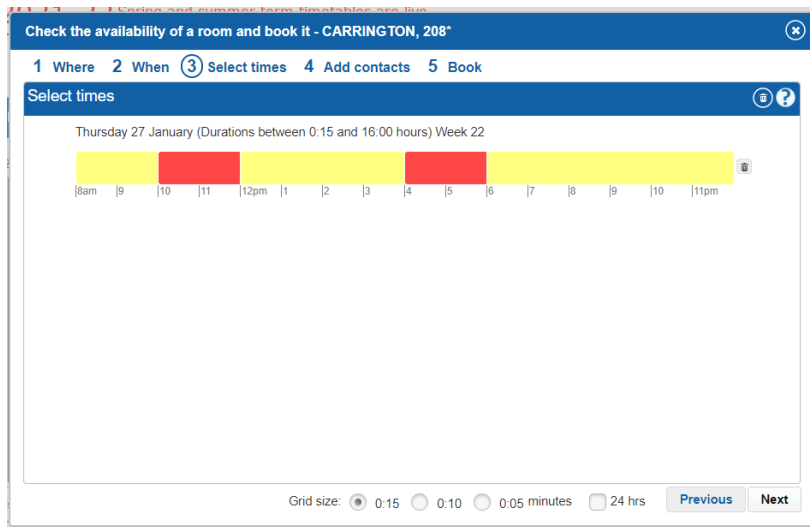
Select one or more dates.

Previous Next

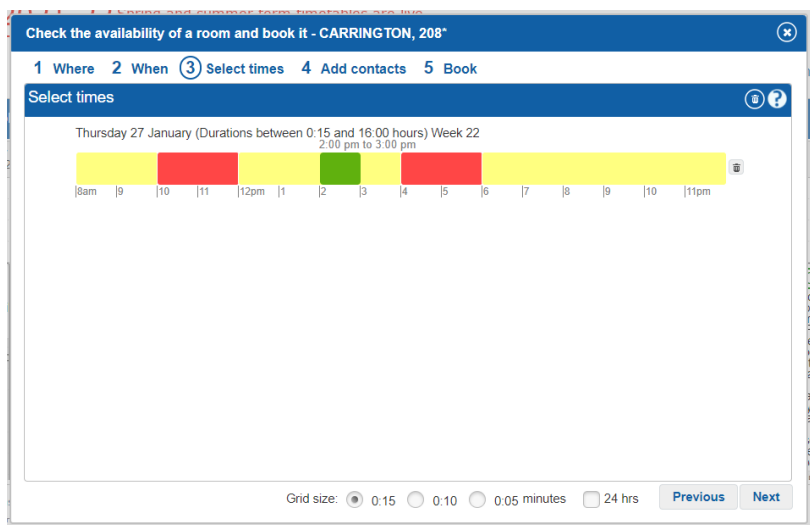
When the date has been selected click Next.



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.



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.



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

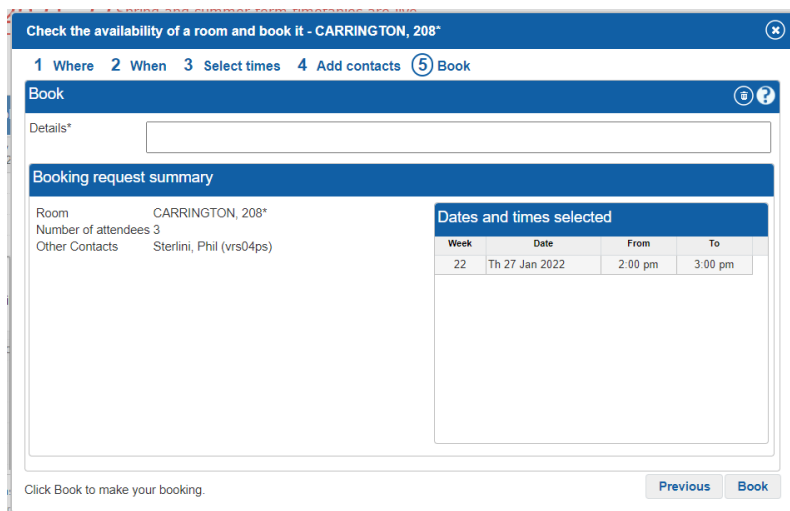
The next screen allows you to add any contacts associated with this booking. Your name already appears, so just add any staff names, if required.

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:



Check the availability of a room and book it - CARRINGTON, 208\*

1 Where 2 When 3 Select times 4 Add contacts 5 Book

Book

Details\*

Booking request summary

Room CARRINGTON, 208\*  
 Number of attendees 3  
 Other Contacts Sterlini, Phil (vrs04ps)

Dates and times selected			
Week	Date	From	To
22	Th 27 Jan 2022	2:00 pm	3:00 pm

Click Book to make your booking.

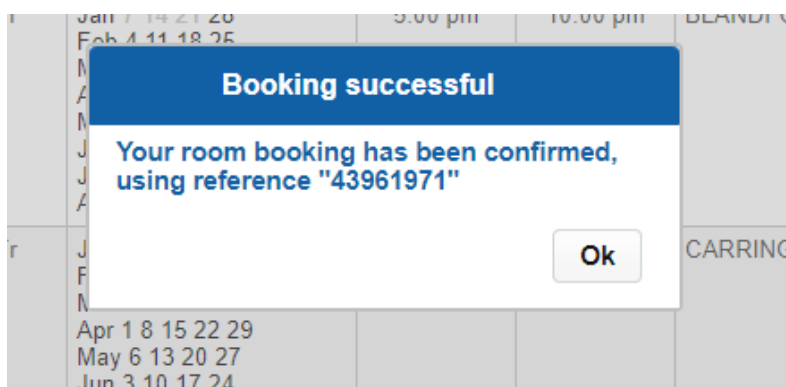
Previous Book

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 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:



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 [rooms@reading.ac.uk](mailto:rooms@reading.ac.uk) 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.

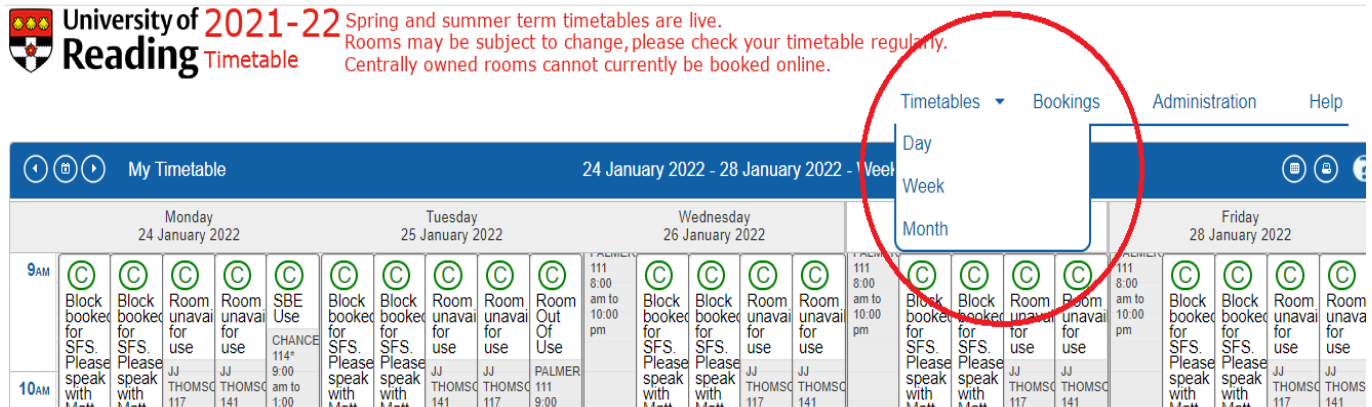
## Checking Timetables

### 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, month or term.

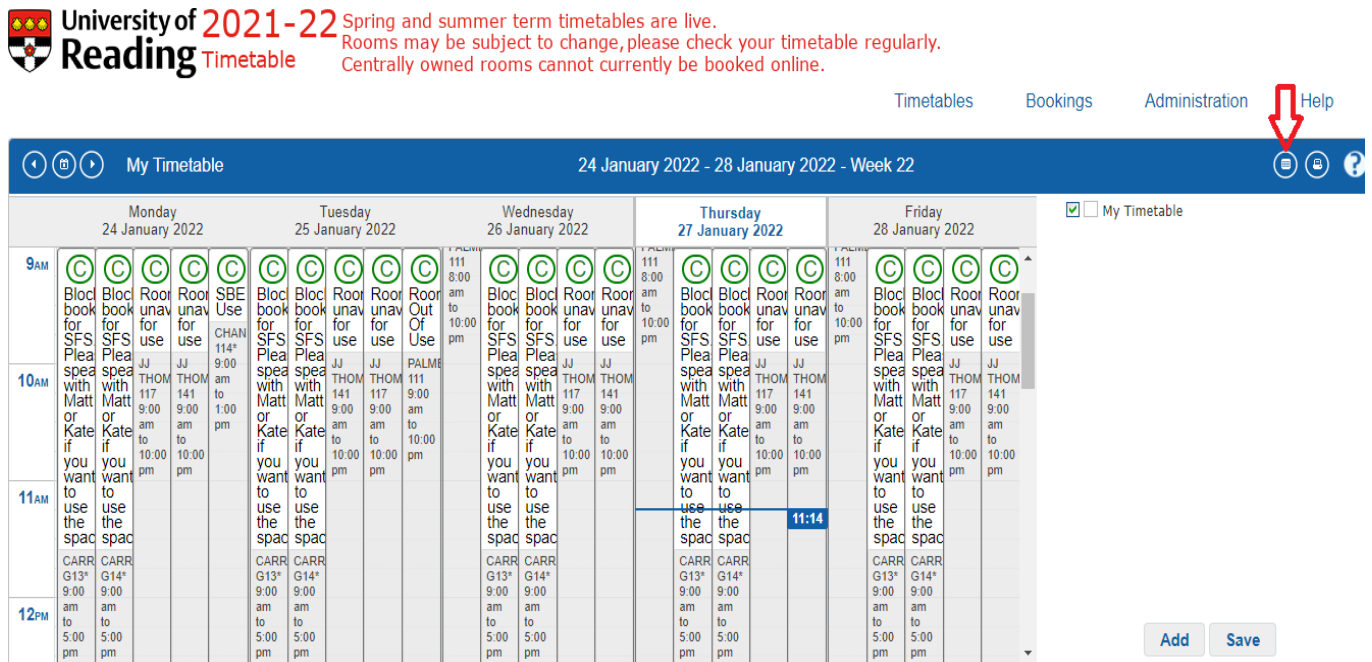
To do this, hover over the Timetable tab above the coloured bar and select the relevant preference:



### 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:



Timetabled events last full update 6:00 am on 27 January 2022

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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.


**University of Reading** 2021-22 **Timetable**
Spring and summer term timetables are live.  
Rooms may be subject to change, please check your timetable regularly.  
Centrally owned rooms cannot currently be booked online.

[Timetables](#)   [Bookings](#)   [Administration](#)   [Help](#)

	Monday 24 January 2022	Tuesday 25 January 2022	Wednesday 26 January 2022	Thursday 27 January 2022	Friday 28 January 2022
10AM	<b>MT38N Lecture</b> AGRICULTURE, GL22 Atmospheric Electricity 10:00 am to 11:00 am Stein, Thorvald	<b>LW1CON Tutorial 2C</b> AGRICULTURE, GL22 Contract 10:00 am to 11:00 am Tyldesley, Peter			<b>APME82 Seminar</b> AGRICULTURE, GL22 Human Motivation 10:30 am to 11:30 am Macready, Anna; El Morally, Reham
11AM					
12PM	<b>LW3IP Seminar E</b> AGRICULTURE, GL22 Intellectual Property Law 12:15 pm to 1:45 pm Johnson, Howard To Be Taken by Howard Johnson			<b>HS3T75 Seminar</b> AGRICULTURE, GL22 The United States and the Cold War 11:45 am to 12:45 pm Pee, Robert	
1PM		<b>LW1CRI Tutorial D</b> AGRICULTURE, GL22 Criminal Law			<b>HS1ABR Seminar</b> AGRICULTURE, GL22 Arriving in Britain: a History of

Timetabled events last full update 6:00 am on 28 January 2022

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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.

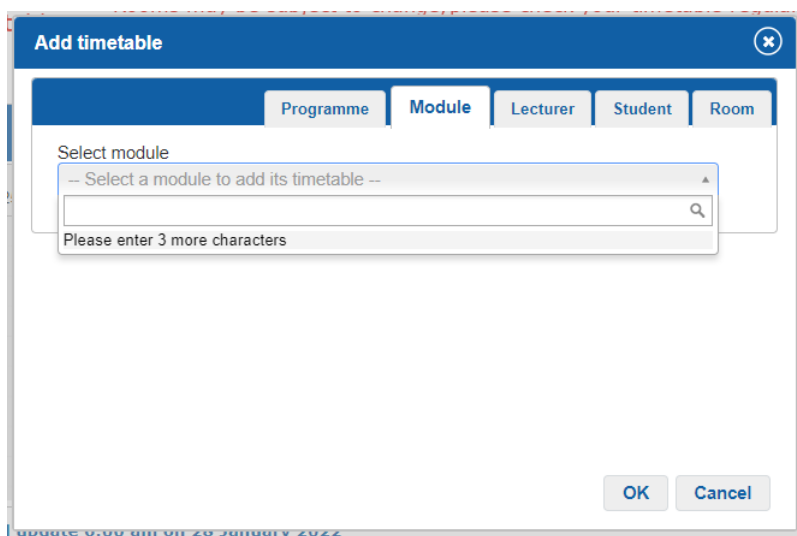
To remove the side bar, you can click the **Toggle Timetable** button again, and the view will return to full screen.

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

First, bring up the Add Timetables box, as explained [above](#).

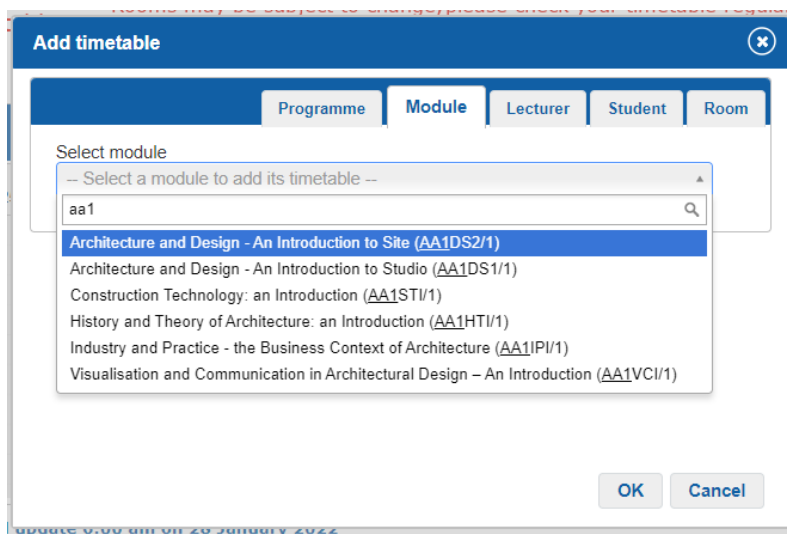
Click on the Module or Programme Tab.

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](#)

### **Student and Lecturer Timetables**

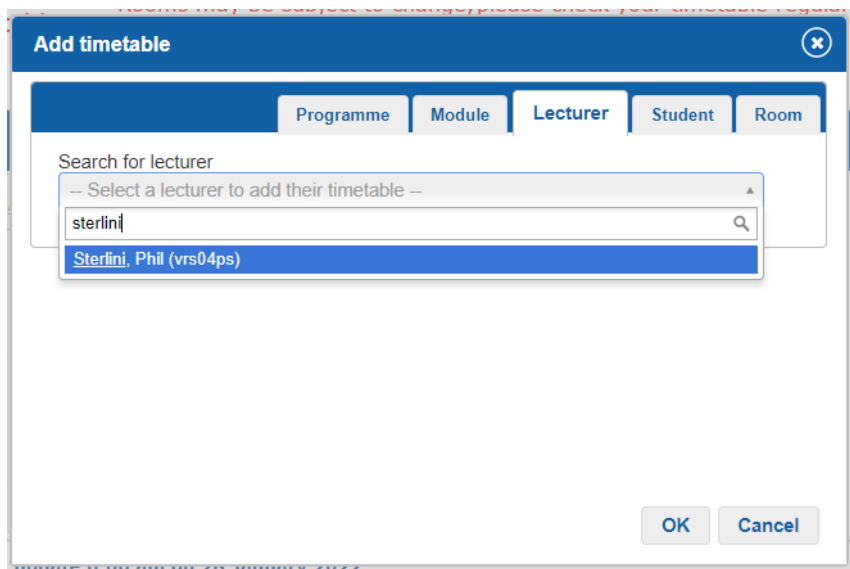
- On CMIS Go, all staff are recorded as lecturers, so as well as teaching sessions, the timetable will also show bookings made in the staff members name as well as non-teaching sessions they have been linked to on their calendar.

Bring up the Add Timetable box, as explained [above](#)

Click the Student or 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 or student 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](#)

### **Administrative Tools**

Administrators are able to 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'.

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):

Room details	Room may be booked by		
Rooms =	Admins	Lecturers	Students
ESTATES - 8 rooms			
F02A Holdesk 1*	rules	rules	no
F02A Holdesk 2*	rules	rules	no
F15 Holdesk 6*	rules	rules	no
F17 Holdesk 7*	rules	rules	no
Main Meeting Room G04	rules	rules	no
Meeting Room 1 F03*	rules	rules	no
Meeting Room 2 F11*	rules	rules	no
Meeting Room 3 F20*	rules	rules	no
Meeting Room 4 F19*	rules	rules	no

### **Booking Permissions by Name (personal)**

When adding booking permissions for a room, you will most likely 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 [above](#), when the options for Mon – Fri are not ticked, this means that rooms can be booked at any time on any day, 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 only 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.

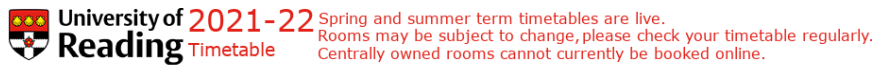
### **Confirming Provisional Bookings**

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 [booking permissions screen](#). 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 bookings  
Find & book  
Check availability & book  
Find existing bookings  
**Provisional bookings**  
Week structure

My Timetable 14 February 2022 - 18 February 2022 - Week 25

Monday 14 February 2022 Tuesday 15 February 2022 Wednesday 16 February 2022 Thursday 17 February 2022 Friday 18 February 2022

12PM  
1PM  
2PM  
3PM

11:59

Timetabled events last full update 6:00 am on 16 February 2022

https://timetable.reading.ac.uk/CMISGo/Web/Timetable# Rights Reserved. Advanced is a trading name of Advanced Business Software and Solutions Limited. cmisgo About

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

Provisional bookings												
<input type="checkbox"/>	Status	Ref	Booked by	User type	Day	Dates	Start	End	Building	Room		
<input checked="" type="checkbox"/>		43956451	Bartholomew, Emily	Staff	Tu	Feb 22	6:00 pm	8:00 pm	HENLEY BUSINESS SCHOOL	G11 LT	B	
<input type="checkbox"/>		43962873	Yee, Lydia	Staff	We	Mar 2	2:30 pm	5:30 pm	HARRY PITT	CINN G03 Conference Room*	Y	
<input type="checkbox"/>		43962874	Yee, Lydia	Staff	Th	Mar 3	11:30 am	1:30 pm	HARRY PITT	CINN G03 Conference Room*	Y	
<input type="checkbox"/>		43954847	Oderberg, David	Staff	Sa	Apr 30 May 7	9:00 am	6:00 pm	PHILIP LYLE	G74	C	
<input type="checkbox"/>		43956189	John, Joanna	Staff	Tu	May 17	2:00 pm	10:00 pm	HENLEY BUSINESS SCHOOL	G11 LT	J	

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.