

CMIS Go User Guide

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Personal

Room

Programme/Module

Student/Lecturer

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:

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:

 **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](#)

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	
10:00	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
11:00										
12:00										
1:00										

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

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 [About](#)

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 [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**.

University of Reading 2021-22 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

My Timetable 24 January 2022 - 28 January 2022 - Week 22

Monday 24 January 2022 Tuesday 25 January 2022 Wednesday 26 January 2022 Thursday 27 January 2022 Friday 28 January 2022

9:00 10:00 11:00 12:00

Timetabled events last full update 6:00 am on 25 January 2022

https://timetable.reading.ac.uk/CMISGo/Web/Timetable/ cmisgo About

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

2021-22 Spring and summer term timetables are live.

Find and book a room

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

Select where

Building

Number of attendees*

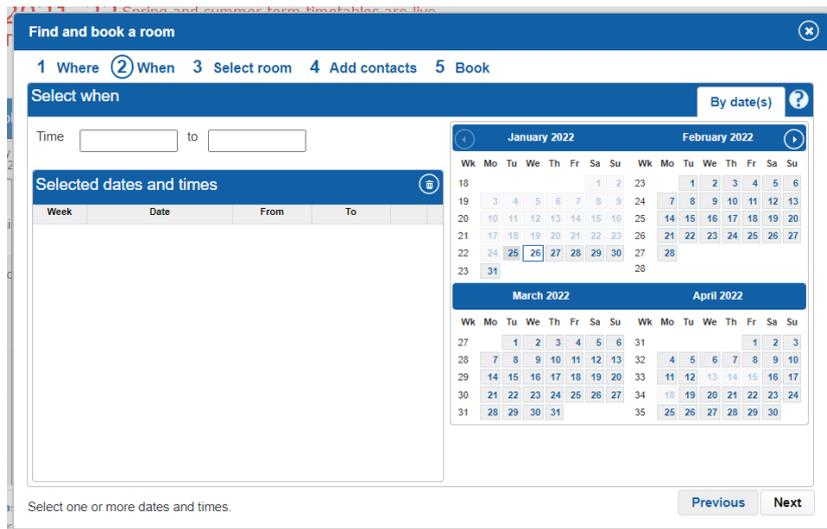
Filter your search for a room. Next

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 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.

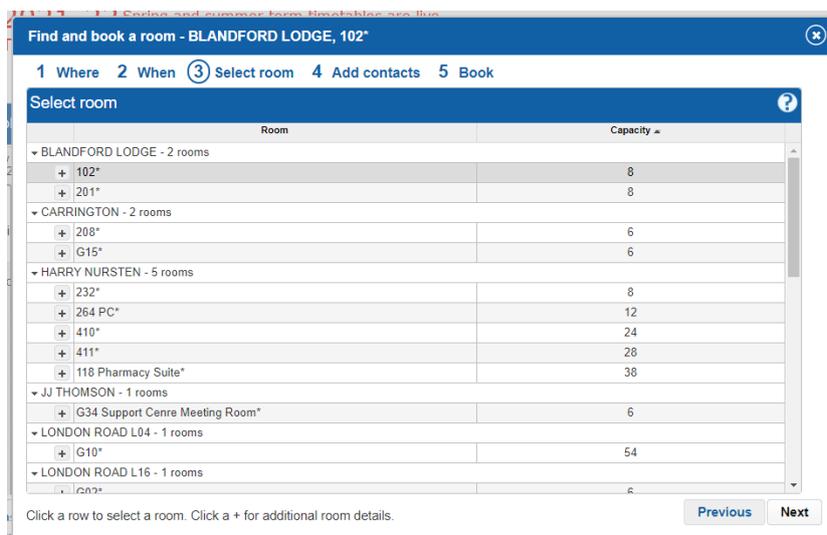
Click on the relevant date.

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.

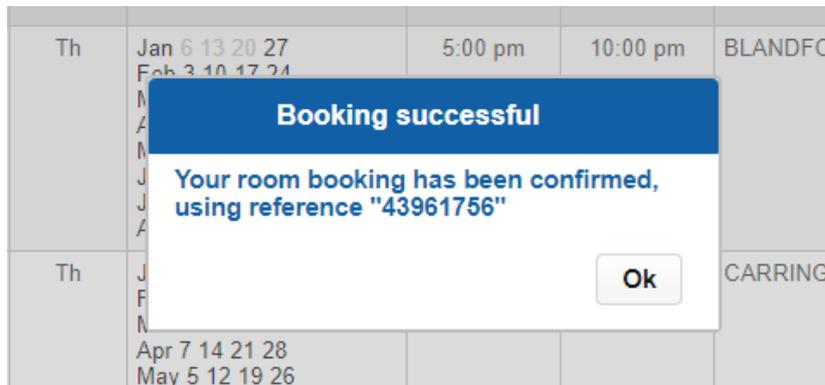
Previous Book

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.

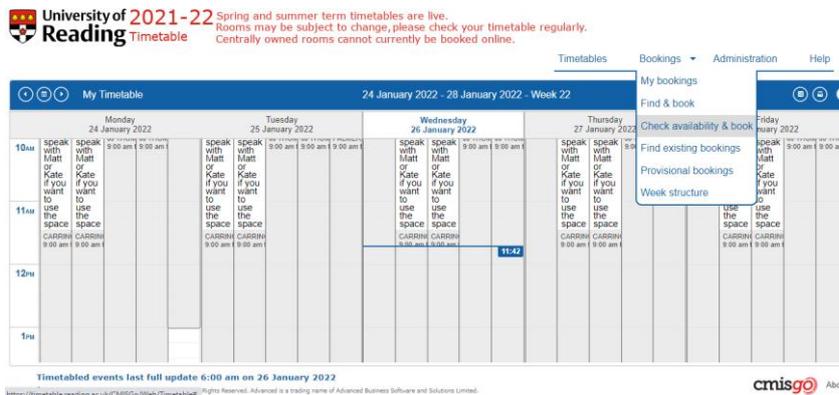
If your booking is successful, you will see a small window confirming this, containing the Booking reference. You, and any named contacts, will also receive an automated email sent to your registered email address containing information of the booking just made:



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 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.

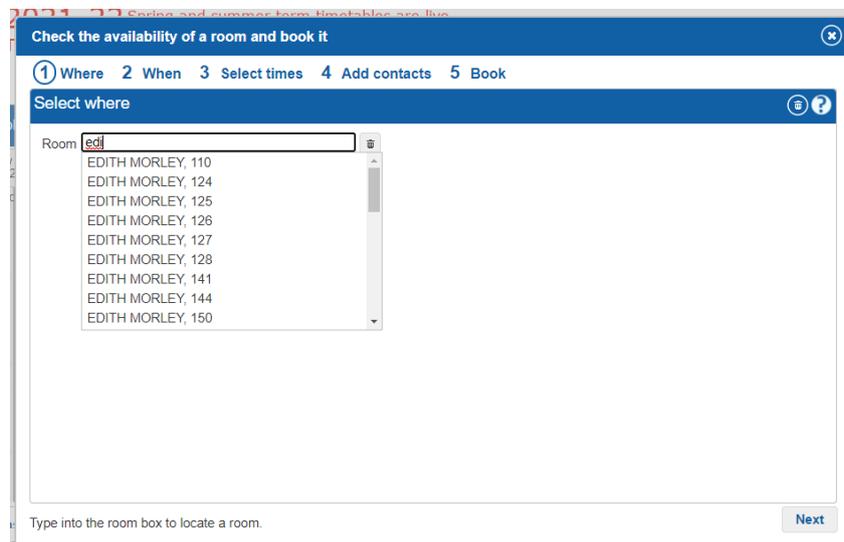
2: Check Availability and Book

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



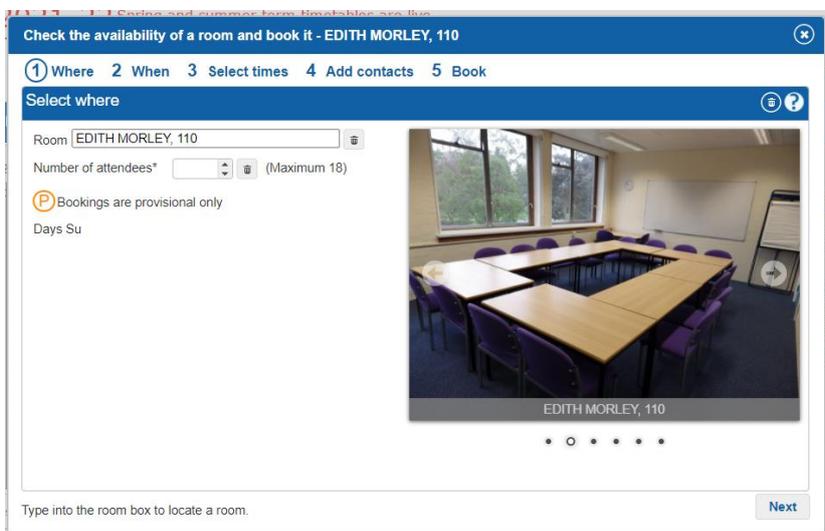
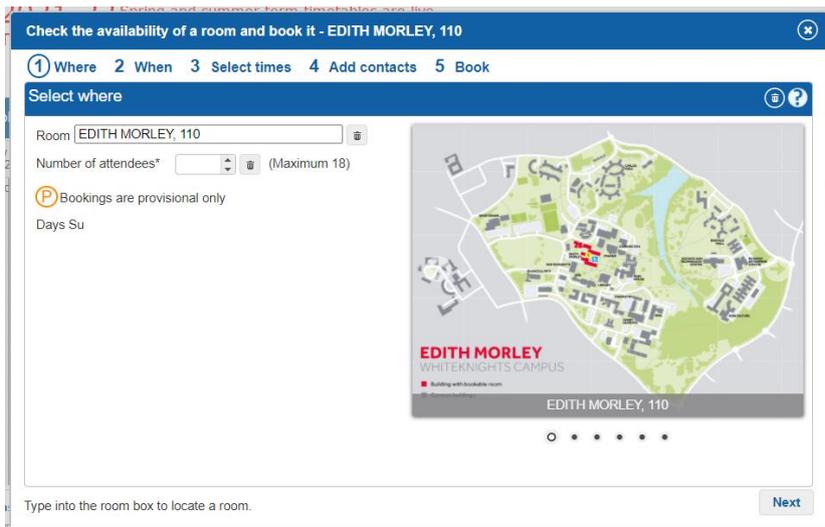
A pop-up box will appear, in which you can select the room you wish to check.

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



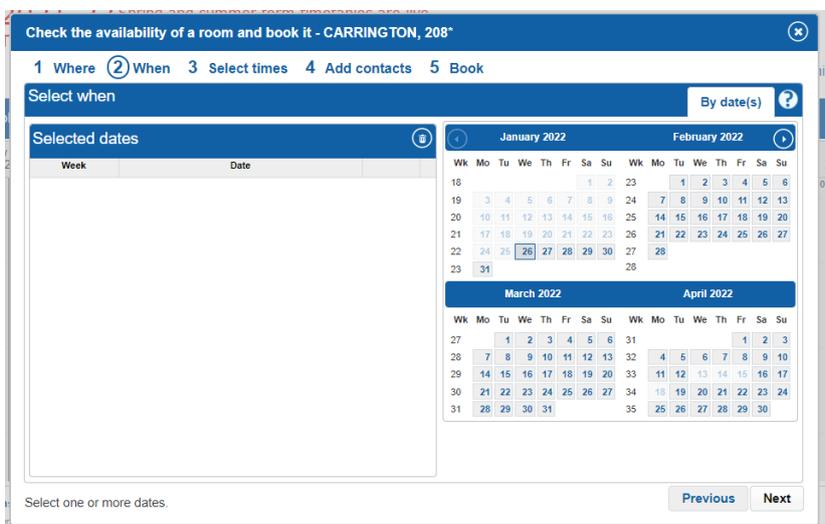
The next screen will ask you to add the number of attendees expected. The maximum size of the room will also be shown.

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:



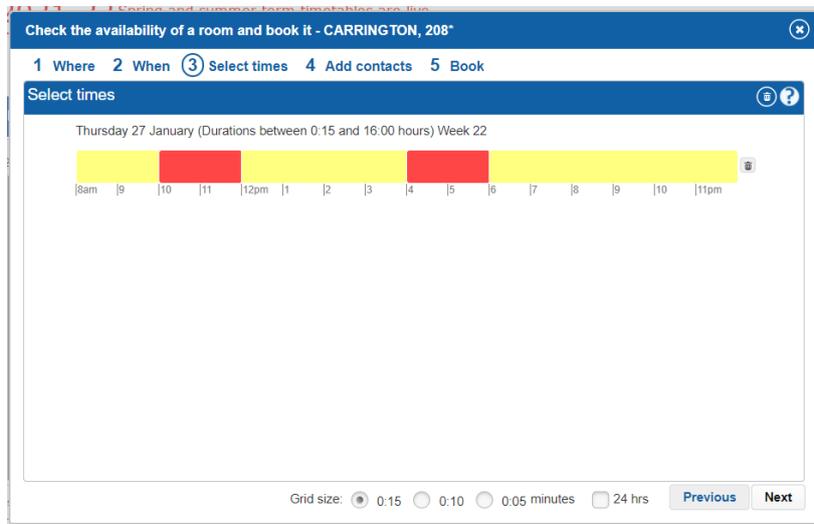
When the number of attendees has been added, click next.

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

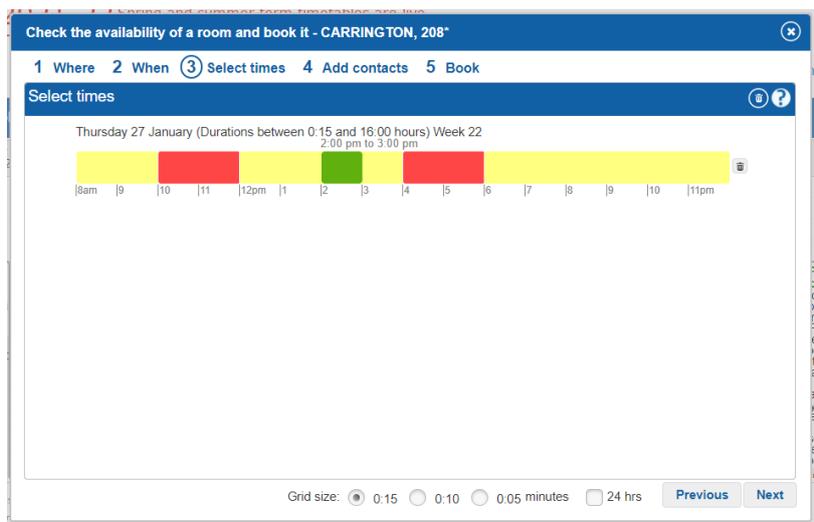


When the date has been selected click Next.

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.

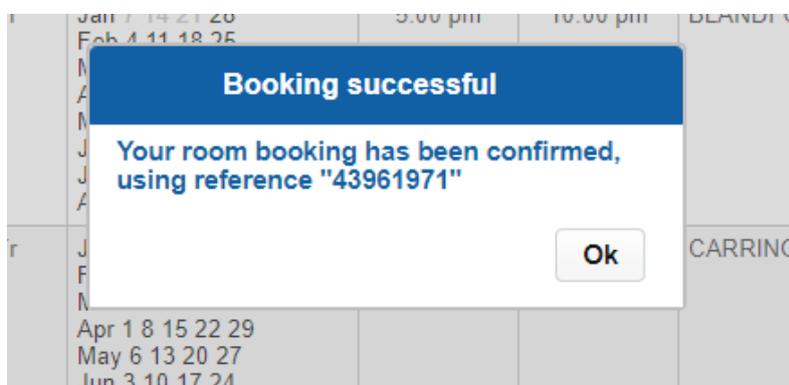
Previous Book

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:

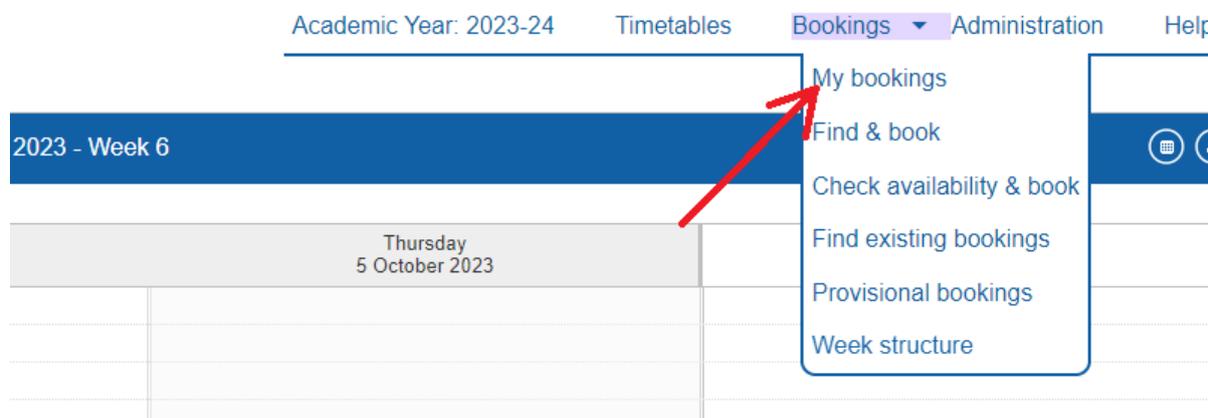


Please note – for departmental/school owned rooms, unless specifically requested by the owning department, the booking will be confirmed. If you are booking a centrally controlled space, the booking will be provisional, and will be reviewed the following morning before being confirmed, cancelled, or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

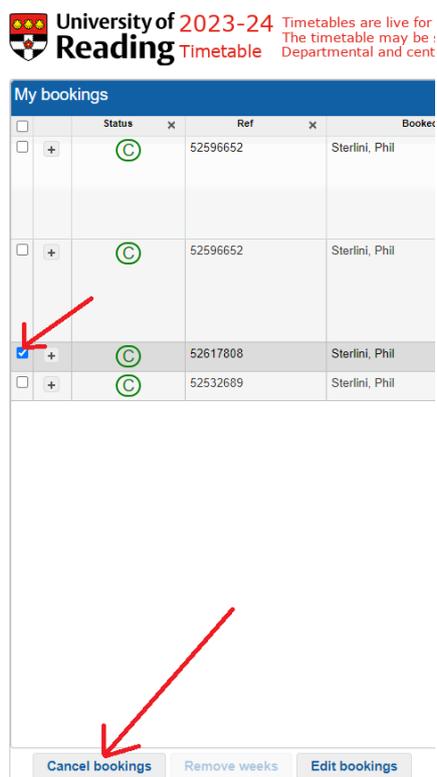
How to Cancel Online Room Bookings

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:



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.

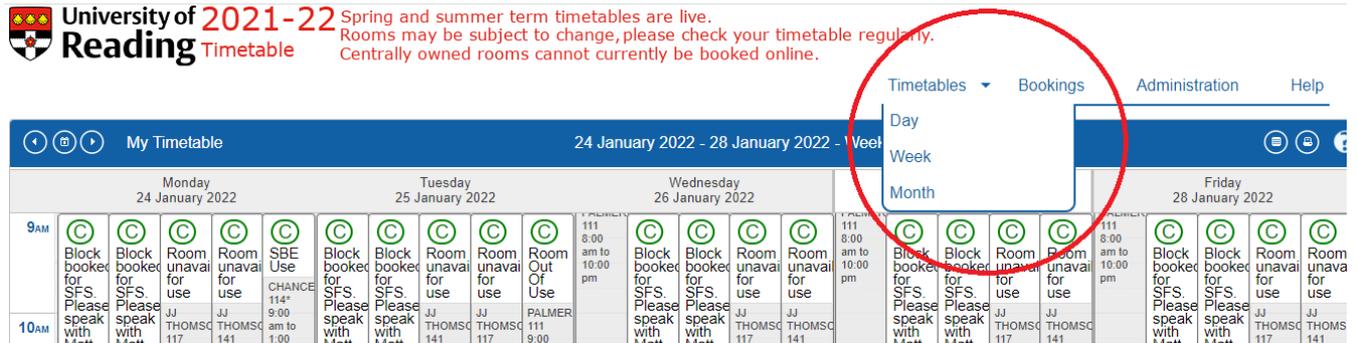
Checking Timetables

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.

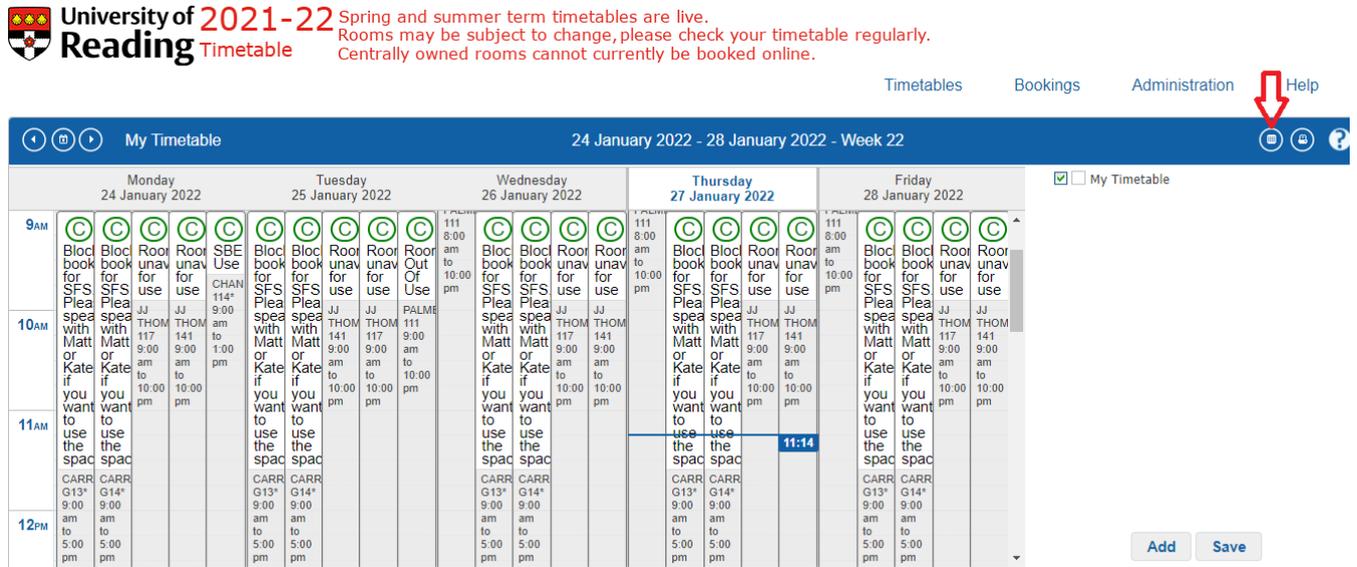
To do this, hover over the Timetable tab above the coloured bar and select the relevant preference:



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 as shown below.

2021-22 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	MT38N Lecture AGRICULTURE, GL22 Atmospheric Electricity 10:00 am to 11:00 am Stein, Thorvald	LW1CON Tutorial 2C AGRICULTURE, GL22 Contract 10:00 am to 11:00 am Tyldesley, Peter			APME82 Seminar AGRICULTURE, GL22 Human Motivation 10:30 am to 11:30 am Macready, Anna; El Morality, Reham
11AM				HS3T75 Seminar AGRICULTURE, GL22 The United States and the Cold War 11:45 am to 12:45 pm Pee, Robert	
12PM	LW3IP Seminar E AGRICULTURE, GL22 Intellectual Property Law 12:15 pm to 1:45 pm Johnson, Howard				
1PM	To Be Taken by Howard Johnson	LW1CRI Tutorial D AGRICULTURE, GL22 Criminal Law			HS1ABR Seminar AGRICULTURE, GL22 Arriving in Britain: a History of

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

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About

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.

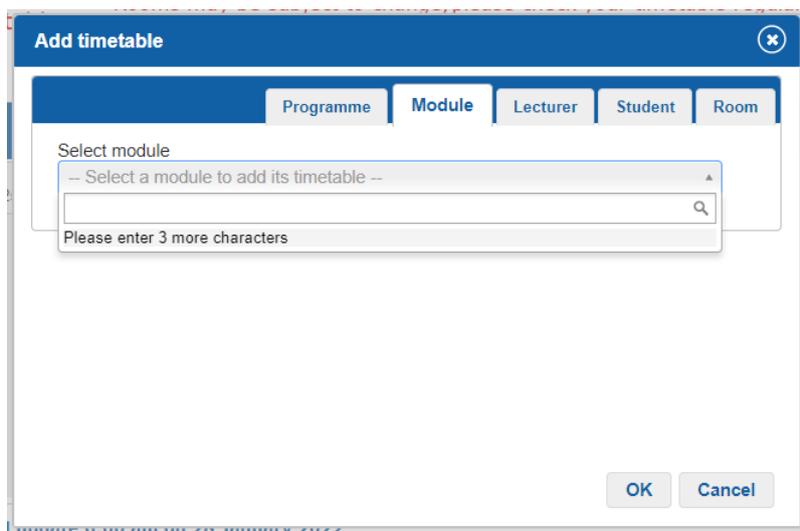
To remove the side bar, you can click the **Toggle Timetable** button again, and the view will return to full screen.

Checking Programme and Module Timetables

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

Click on the Module or Programme Tab.

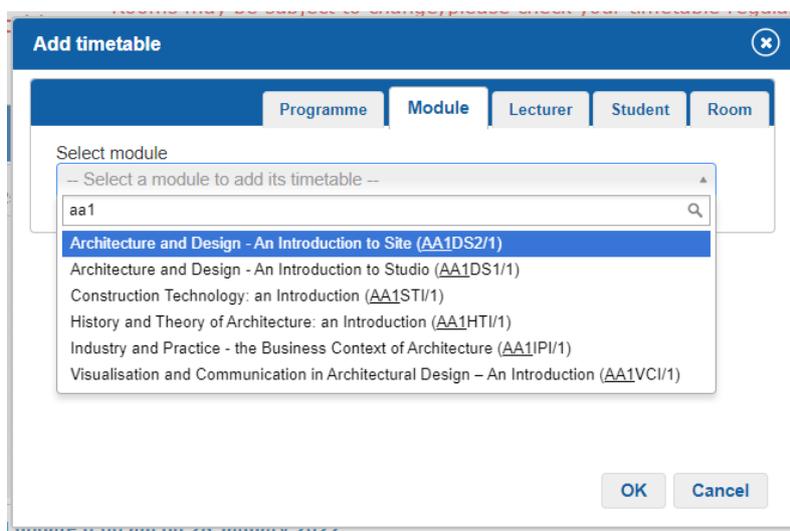
Click in the drop-down list, type in the first 3 letters of the Programme or Module of your enquiry:



The screenshot shows a dialog box titled "Add timetable" with a close button in the top right corner. Below the title bar are five tabs: "Programme", "Module", "Lecturer", "Student", and "Room". The "Module" tab is currently selected. Underneath the tabs is a search input field with the placeholder text "-- Select a module to add its timetable --". Below the input field, a message reads "Please enter 3 more characters". At the bottom of the dialog are "OK" and "Cancel" buttons. A small footer text at the bottom left of the dialog reads "update 9:00 am on 20 January 2022".

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.



This screenshot shows the same "Add timetable" dialog box, but now the search input field contains the text "aa1". A list of modules has appeared below the input field. The first item is highlighted in blue: "Architecture and Design - An Introduction to Site (AA1DS2/1)". Other items in the list include "Architecture and Design - An Introduction to Studio (AA1DS1/1)", "Construction Technology: an Introduction (AA1STI/1)", "History and Theory of Architecture: an Introduction (AA1HTI/1)", "Industry and Practice - the Business Context of Architecture (AA1PI/1)", and "Visualisation and Communication in Architectural Design - An Introduction (AA1VCI/1)". The "OK" and "Cancel" buttons remain at the bottom. The same footer text "update 9:00 am on 20 January 2022" is visible at the bottom left.

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 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.

The screenshot shows a software interface for adding a timetable. It features a blue header with the text "Add timetable" and a close button. Below the header are five tabs: "Programme", "Module", "Lecturer", "Student", and "Room". The "Lecturer" tab is currently selected. A search field labeled "Search for lecturer" contains the text "sterlini". Below the search field is a dropdown menu showing a list of results, with "Sterlini, Phil (vrs04ps)" selected. At the bottom right of the dialog are "OK" and "Cancel" buttons. A small text at the bottom left of the dialog reads "Update 6:00 am on 28 January 2022".

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

To amend views, please refer to [Room Timetables](#).