How to: in CMISGo

Before you start to access CMISGo you will need to ensure your permissions have been set up by the Timetabling office.

CMISGo is a web based solution enabling administration staff in Schools to book out private rooms and see what is booked into those rooms.
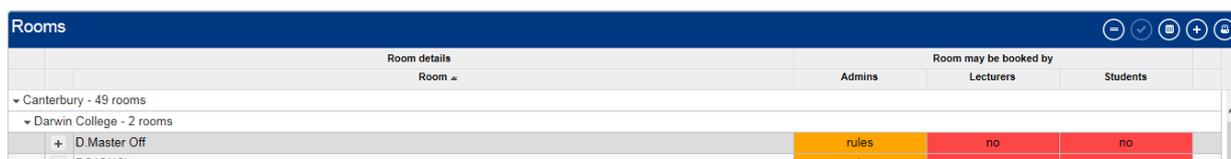
Web Link

https://roombooking.kent.ac.uk

Setting the 'Rules' for rooms

You have to set up the rooms as being available to book in CMISGo and put in any rules e.g. not available on weekends.

Go to Administration/Booking Permissions which brings up a list of all rooms which have rules. To show all rooms, including those without any rules set up, click on the little circle with the plus sign inside it at the right hand end of the blue Rooms bar (see below)

Scroll down your rooms and add whatever rules you want.

As a minimum, you must select the 'Administrators' tab and tick the button which says 'Administrators may book ………' and the button at the bottom which says 'if they belong to any of these departments' and then add your department into the box below. Please also add 'Canterbury Campus Administration' to this box as well so that the Timetabling Office can assist you with troubleshooting.

Also ensure that the "for times between" box does not show 12:00am in either box and ensure the box on the left is ticked.

As an option, you can specify when a room is available and any restrictions on length of booking etc.

The time in "for times between" cannot be 12.00am in either box as this can cause the entire timetable to fail. Please ensure that these boxes are changed to something suitable and then click on the Save button at the bottom of the screen.

Room booking

There are two methods available to book a room, both are accessed via Bookings and selected from the drop down which appears:

1. Find and book – use this if you have flexibility about where your meeting can be, but you have a fixed timeslot that you need. You can select multiple weeks but ONLY if the booking is for the same day and time in each of those weeks. CMISGo will offer you any options that meet your criteria and when you click on the room you prefer, it will be booked. Once you have booked a room you should input the booking details as prompted. Chose ONE person and select ONE organisation from the drop down list (it is likely that you will already be listed in the 'contacts selected' box as a default. You can input additional people in this left hand side, but remember, they will get emails for any amendments you make to the bookings. (NOTE: Some fields are mandatory, such as 'Booking Ref')

2. Check availability and book – use this if you know which room you need. It will show you which timeslots are available in that room so you can select the one that you want. The prompts can be followed in a similar way.

It is recommended that you book only for one week and one day and one timeslot at a time. Problems can be caused if you try to do multiple days or weeks in one transaction which may only be apparent later – possibly months later.

Viewing the bookings you have made

You can do this in two ways, both accessed via the Bookings option in the top right of the screen and selecting one of the following from the sub-menu which appears

My bookings will show your bookings as a list

Timetables will display bookings you have made in a timetable format.

Viewing bookings made by others

Select 'Find Existing Bookings' from the booking sub-menu and put in the name of the person who made the booking and the other criteria. PLEASE NOTE: ONLY non-modular bookings show in this list.

Cancelling a booking

You can cancel a booking by selecting the radio button to the left of the booking in any list and selecting 'cancel bookings' from the bottom of the screen. Cancelled events will continue to show up to the end of the month and then are deleted by the Timetabling Office.

Changing a booking

You cannot amend a booking in CMISGo. You will need to cancel the whole booking and start again.

Even though it looks like you can amend a booking in CMISGo e.g. delete weeks in a string of events, there is a bug which corrupts the data, changing the weeks without you knowing and allowing other events to be booked into the slots you think you have booked.

Never try to amend a booking. Always cancel and start afresh.

Viewing the bookings which exist in a particular room or rooms regardless of whether they are 'your' bookings or made by another person.

1. Select 'Timetables' from the options at the top right of the screen
2. At the right hand end of the blue bar there is an option to 'toggle timetable list'. You will see this description if you hover over the icons available to you. If you select that, you will be able to select multiple rooms from those that have been **made** available to you so that you can see activity in more than one room *at* once. Different rooms will display in different colours.
3. You will see ALL BOOKINGS in this screen, regardless of whether they are modular or non-modular bookings.