CMIS Go User Guide

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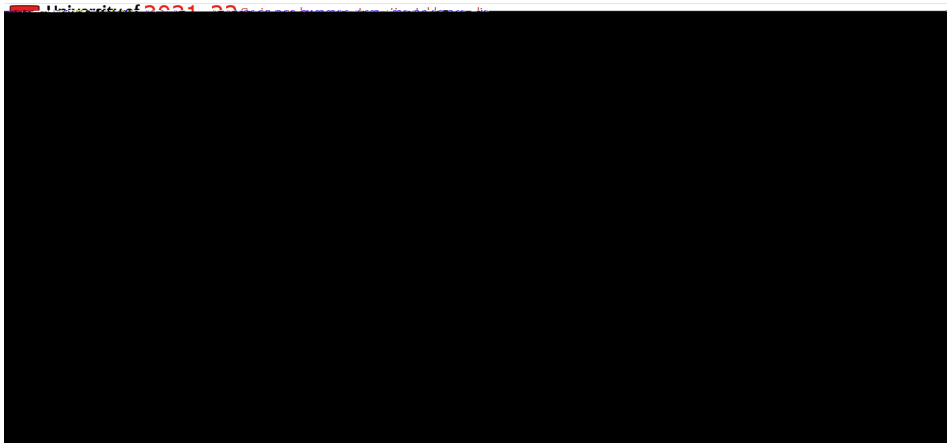
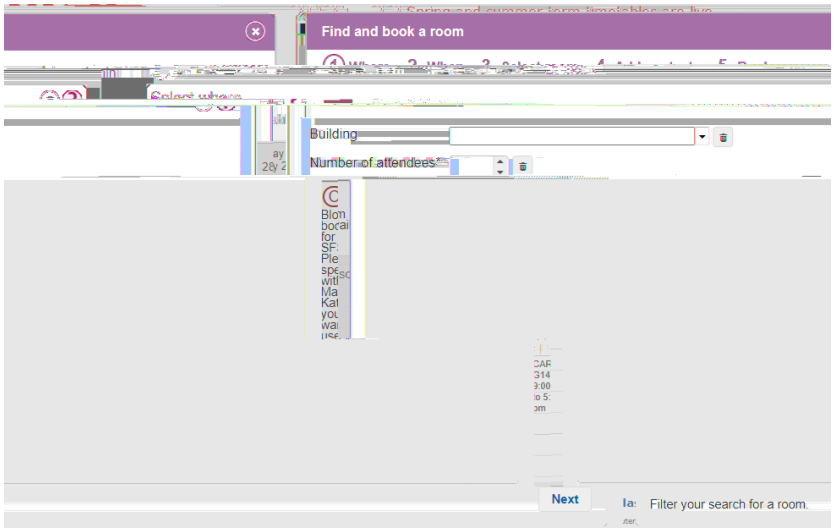
Room bookings are currently permitted for Lecturers and Administrators only.

There are 2 ways to book rooms on CMIS Go,

Under the Bookings Tab, select Find and Book.



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



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.

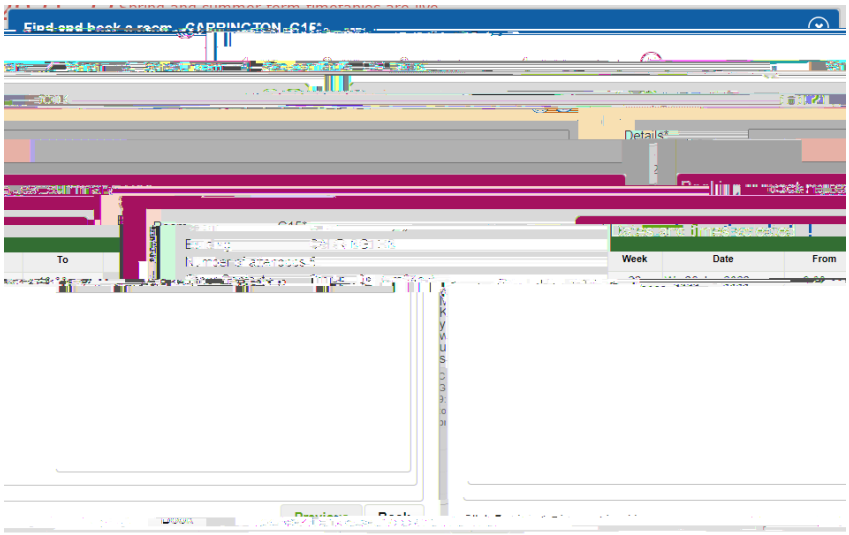
To add a name, type *surname comma first name*. For example, John Smith will be Smith, John.

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:

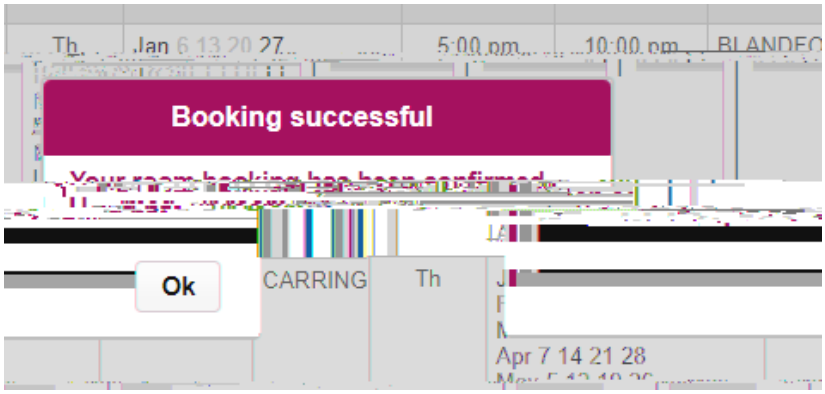


Please be aware that details entered here will be publicly viewable, so please do not enter any confidential or personal information.

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.

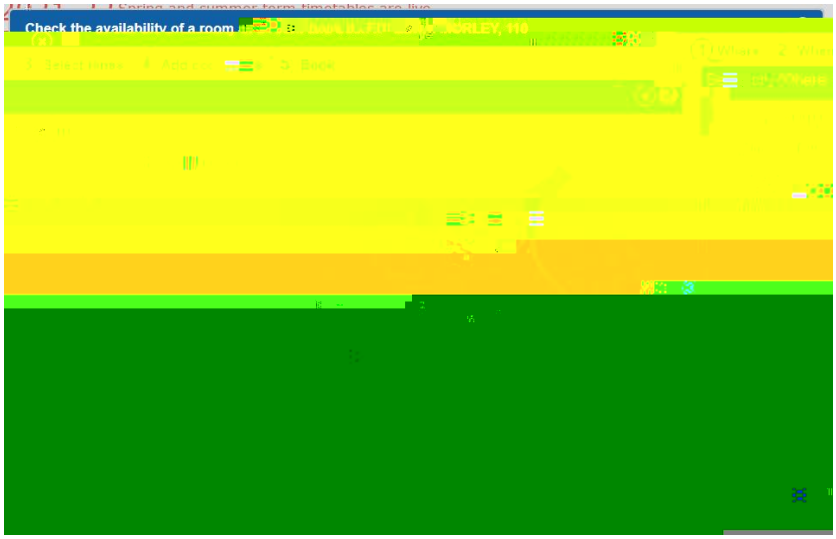
If any information appears incorrect, please hit the Previous button to correct any inaccuracies. If the summary is correct, click the Book button.

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:



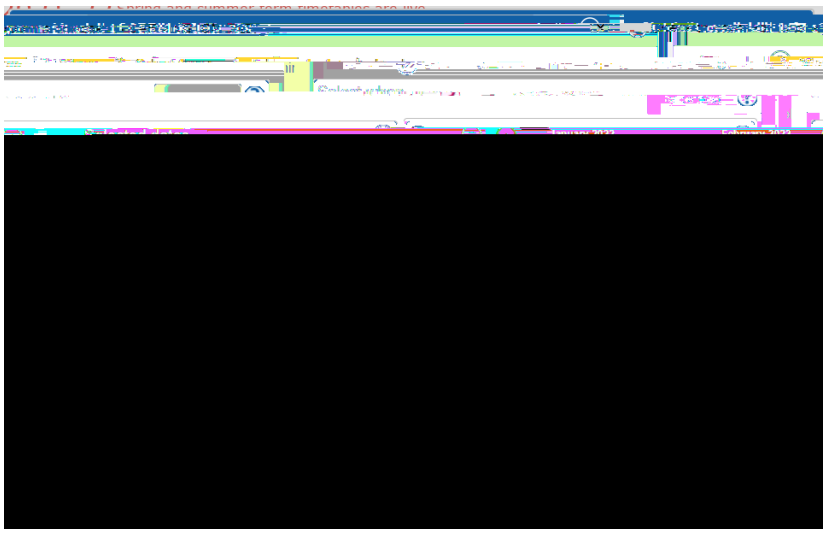
Please note – for departmental/school owned rooms, unless specifically requested by the owning department, the booking will be confirmed. If you are booking a centrally controlled space, the booking will be provisional, and will be reviewed the following morning before being confirmed, cancelled, or 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.

Under the Bookings



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

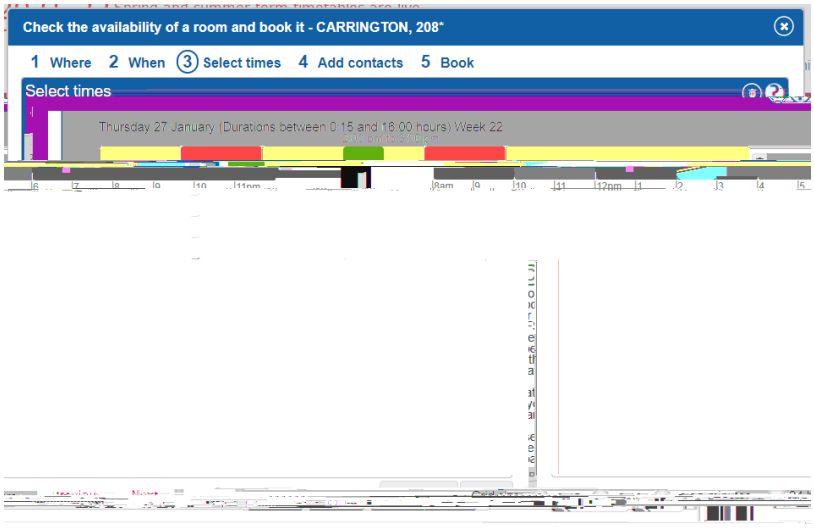
The following screen will allow you to choose a date. Any dates which are greyed out means the room cannot be booked online:



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.

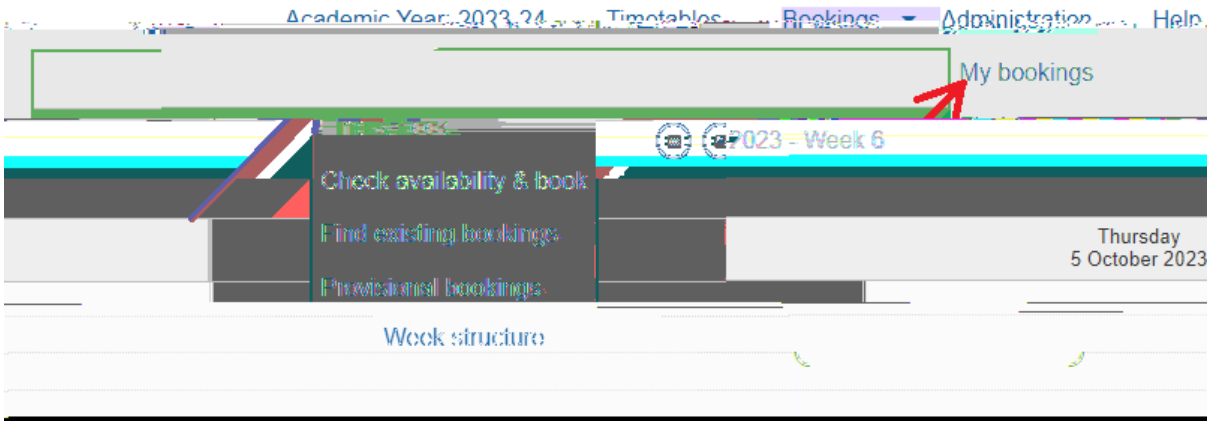
As you type, the relevant staff member's name will appear. If there are multiple people with the same name, please choose the one with the correct staff number, which appears after the name. At time of writing, this function can only be used to enter names of staff (not students).

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

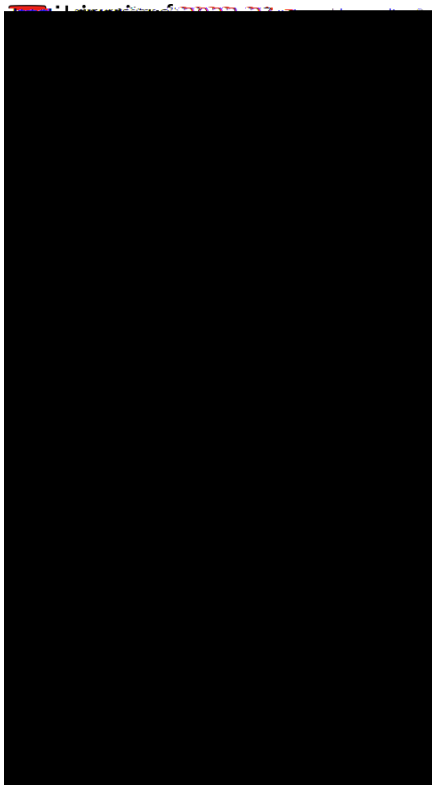
On the next screen, you will be asked to add details of the event:

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.

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

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.

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 ç comma ç 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.

If all staff members of a school/department require booking permissions, rather than ent(e)-.237 24 305≥82 841.ngnt

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.

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 screenpe

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.

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