

Instructions for installing The Central Room Booking Starter program.

Pre-installation information

Please carefully read the restrictions listed in this file before attempting to install the software. By installing the room booking software, you agree to abide by them.

Access request

Before you can use CMIS (the University of Glasgow's room booking system), you must first complete and return an application form, also available on this Web site. The Room Booking section should contact you with a username and password for accessing CMIS.

Machines on which CMIS will run

The room booking system will run on PCs running Windows 95, 98, NT, 2000, or XP Pro. The room booking system will not be supported on Windows XP Home or any non-Intel architecture (e.g. Macintosh or Unix). The use of Virtual PC on a Macintosh to access the room booking system will not be supported. The minimum recommended specification for the machine is 64MB RAM and a Pentium 2, 200MHz processor. There is an additional requirement if you are using Windows 95/98/ME on your PC, it must have Winsock2 (version 2 of Windows Sockets) installed. This goes against the CAPU-2 standard. Any CAPU-2 users must be upgraded to SSD3 before they will be able to access the system. The software does not run on CAPU 1 machines. A final requirement is that the Microsoft client is installed.

Note that you are only authorised to access the room booking software from your own PC. If you change your PC, you must inform MIS so that you can be registered to access CMIS from it.

Your username and password

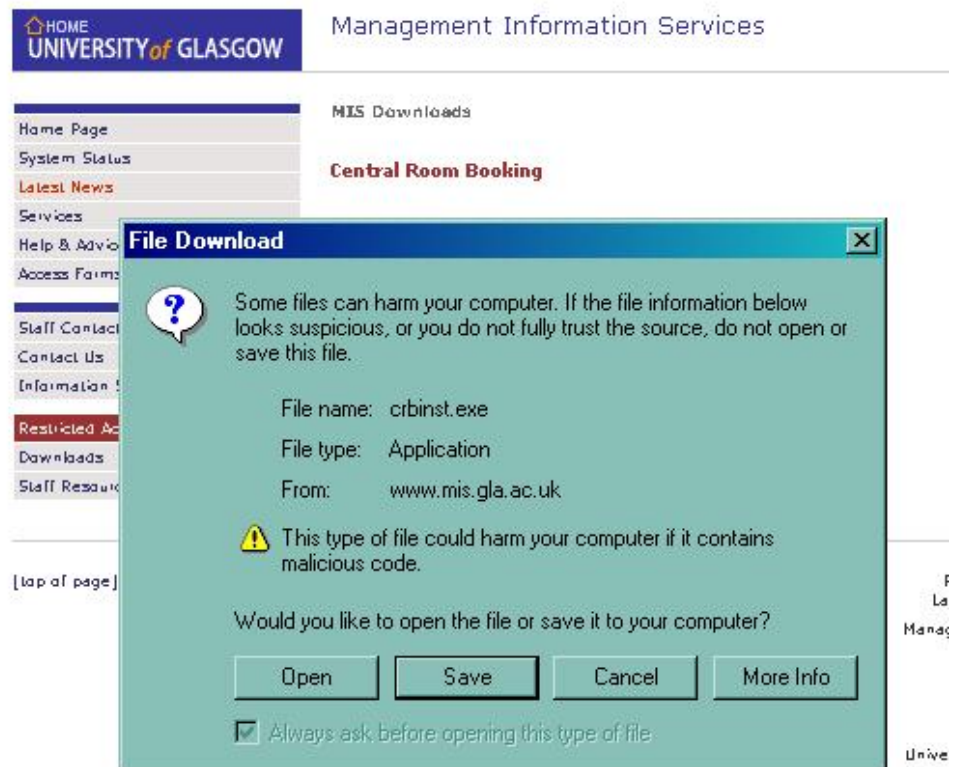
You must never provide another person, including help desk staff, with your username and password. If asked for these, you should report the request to MIS. Sharing your username and password with others breaches security and may result in your access to the room booking system being disabled pending communication with your head of department.

Installation

A file is available from this web site (called crbinst.exe), which will install the room booking starter program on your PC. An icon will be created on the desktop and also in your **Start** menu beneath **Programs**. Both of these icons will be named "Room Booking".

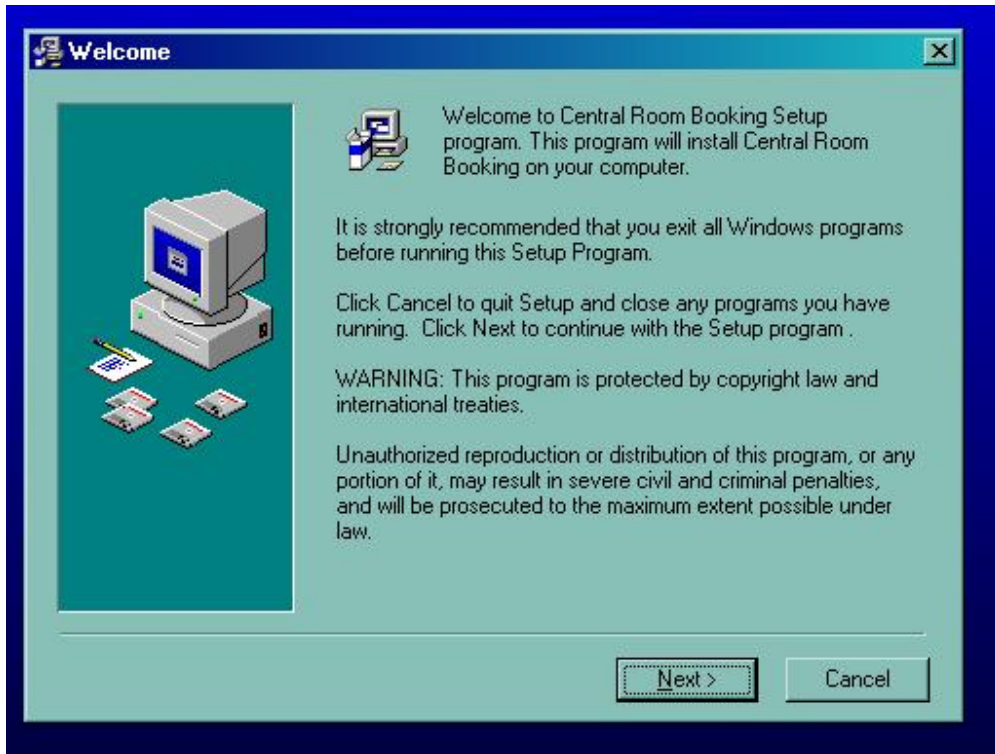
It is recommended that you close down all other applications before installing the room booking software.

At the Web site, mouse clicking on the **crb launcher program** link will create the dialogue box like the one below. Press the save button to download the installation file and save it somewhere on your PC.

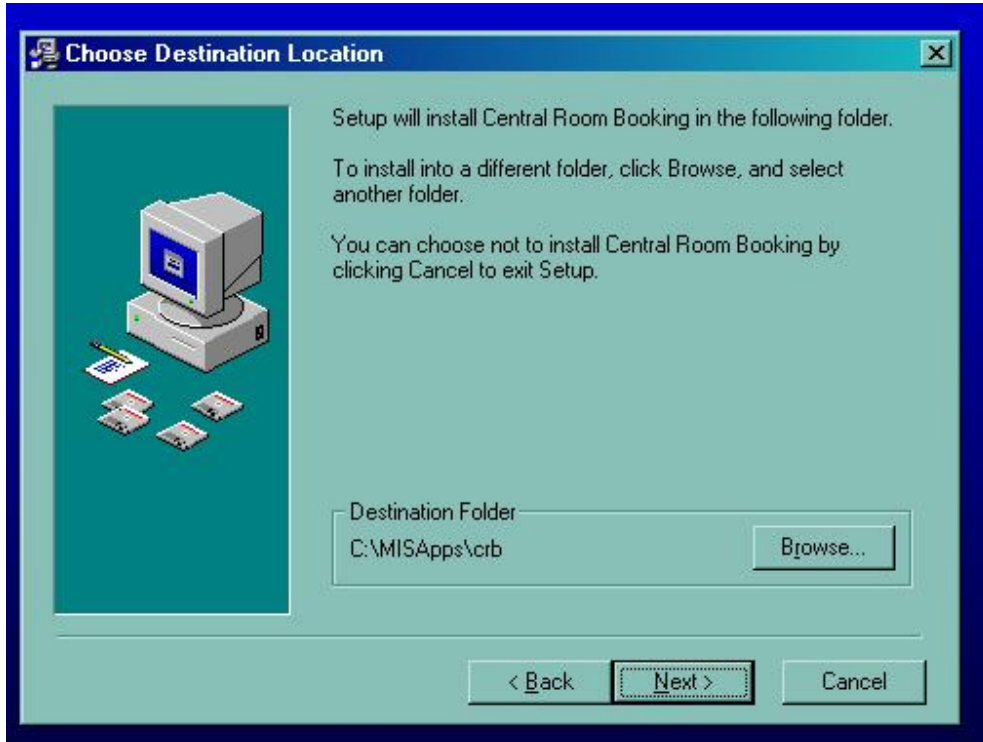


Find the file (named crbinst.exe), which you have downloaded and double-click on it. This will start the installation process.

A blue screen with a welcome message appears - read the message and click on the Next button (or press Cancel to abort the installation).



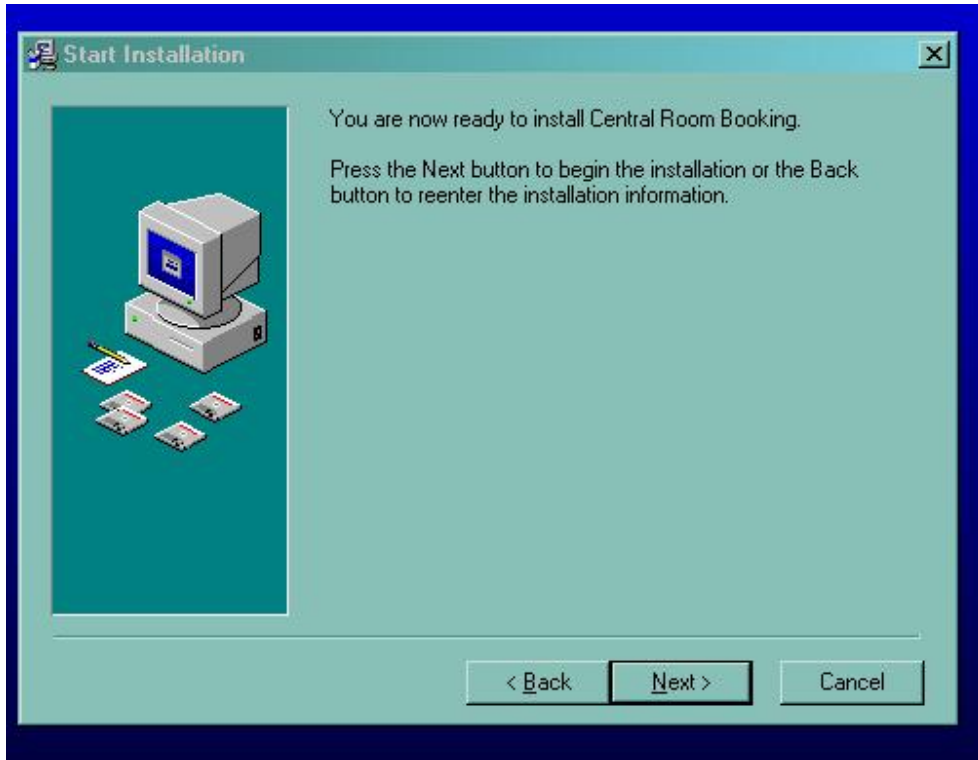
Now a window entitled "Select Destination Directory" is displayed.



This is telling you where the program will be installed. The default destination folder is C:\MISApps\crb. This is the recommended destination by MIS to allow easy support. If you wish

to install the program into another directory, you can use this window to select another location. If you decide to install the software in another location, ensure that you use a new, empty folder.

Next, the "Start Installation" window will appear for you to confirm that you want to install the starter program. Press the Next button to continue, or Cancel to abort the installation.



The starter program will now be installed. This only takes a second or two to complete.



When the "Installation Complete" window appears, click on Finish to complete the installation.

An icon should have been added to your desktop, and another to the Programs group of your Start menu.

Important Note for existing users

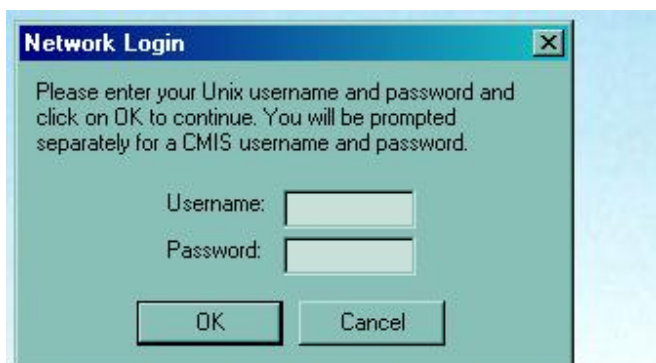
Users who have used the old version of the software (the version one version) will need to copy their old **cmis.ini** file so that the new software knows about their personalised settings. This is a file called **cmis.ini** and will need to be copied from either a folder called **Facility CMIS**. The path of this folder is normally **c:\Program Files\CCM Software Services Ltd\Facility CMIS** or **c:\applications\CCM Software Services Ltd\Facility CMIS**. The folder to copy the **cmis.ini** file to is **c:\MisApps\crb\inifiles**. You may need to create the folder named **inifiles** in the **crb** folder. Note that the name **inifiles** is all one word.

Using the room booking software

Simply double-clicking on the desktop icon or selecting the Start menu icon
Will start the room booking software. The icon is shown below (note this is not to scale)



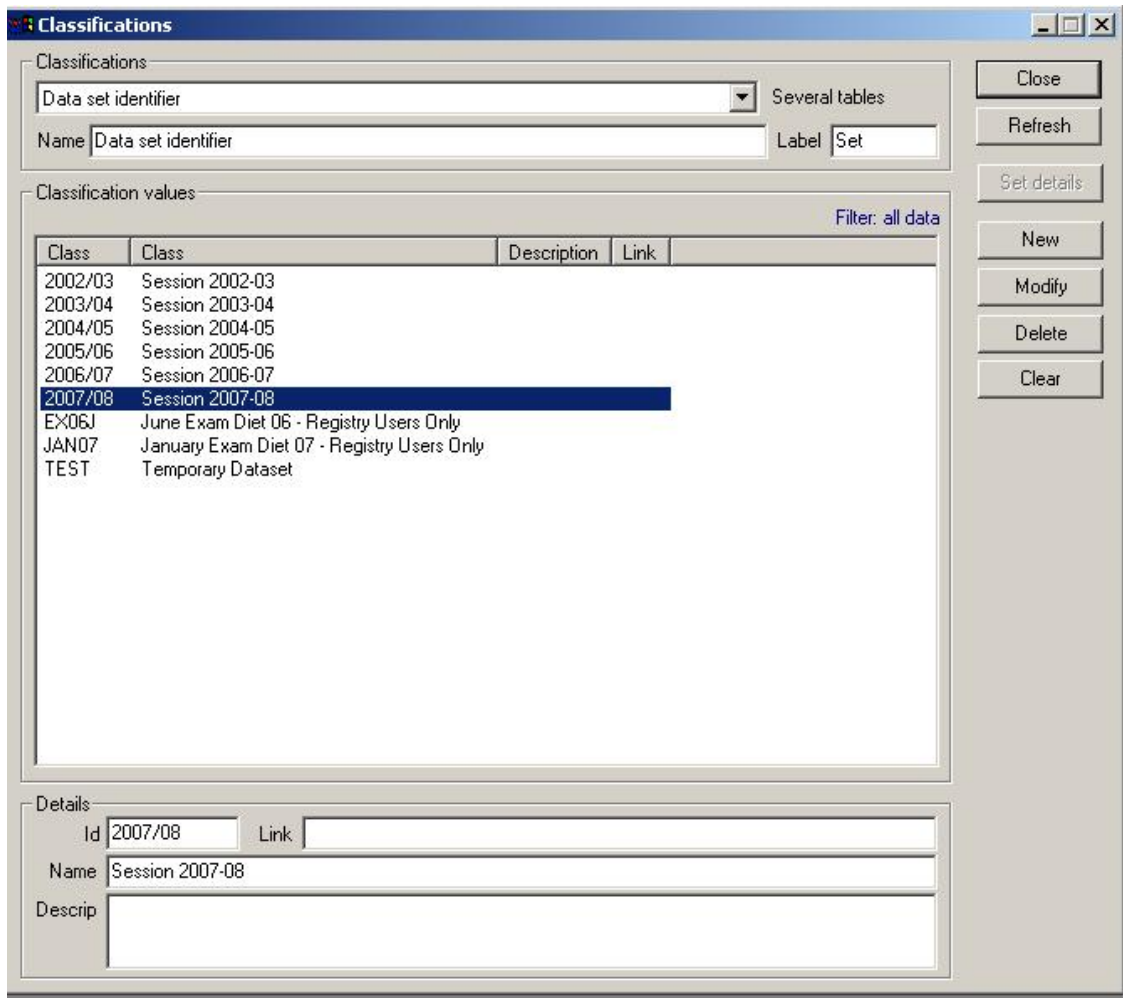
When you start the room booking software, the starter program will attempt to contact the room booking system on your behalf. If it is not able to do this, you will be prompted for a username and password. If prompted, you must enter your Unix username and password.



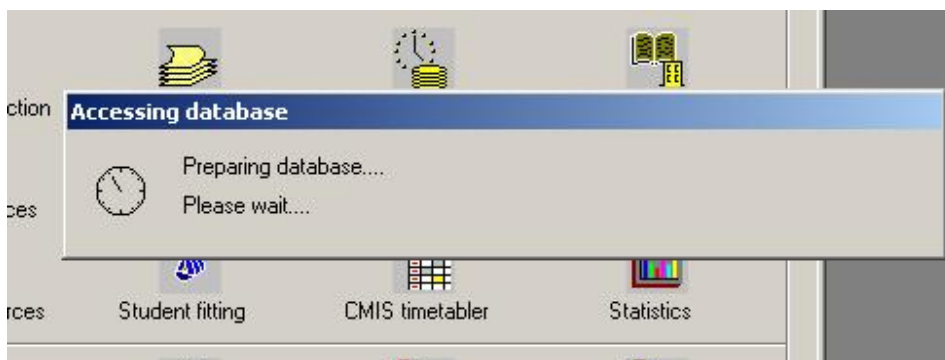
If you are unsure what your Unix username is, contact the help desk for assistance (see below for details). The prompt for Unix username and password depending upon settings may appear on **every** start up of the room-booking software. This is an **important** security feature.

Instructions for first use

The first time you use the room booking software, you will need to select the appropriate data set. At the bottom of the **File** menu, you will notice two connection files - CRBLIVE.MIS and TEACHLIVE.MIS. The former presents the data in terms of computer weeks, while the latter presents the data in teaching weeks (1-30). Select CRBLIVE.MIS, and you will be presented with a display similar to the following:



Highlight the 2007/08 dataset (as shown) and click on *Select*. The following message will be displayed:



When this message disappears, select **Save** from the **File** menu. Now carry out the same procedure for the TEACHLIVE.MIS connection.

Uninstalling the software

If at any time you want to uninstall the room booking software, use the Add/Remove Programs facility in the Control Panel. The room booking system is listed as "Central Room Booking".

Where to find help

If you have any problems installing the starter program, please email mishelp@glasgow.ac.uk or phone extension 3819 giving your user ID (not password) and a clear indication of the problem encountered. Any questions about how to use the room booking system should be addressed to the Room Booking section by email at cmishelp@gla.ac.uk