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1. **Introduction**

This guide is for staff in Schools/Institutes and in Estates & Buildings who are involved in booking rooms, producing and maintaining the class timetable and covers:

- Introduction to CMIS and the timetabling process
- Creation of events and the allocation of rooms to those events.

School Timetabling Teams are referred to as **STT**
Space Management and Timetabling (Estates and Buildings) is referred to as **SMTT**.

The aim of this guide is to provide information about the timetabling process and the software tools the University uses to produce it.

**What is a timetable?**

Timetables are a method by which various resources are brought together at a given time and place. The resources used in creating an education timetable include:

- **Staff** | lecturers, tutors
- **Rooms** | their location and features/equipment in them
- **Courses** | which students select
- **Classes** | which students enrol on
- **Plans** | which students are registered on & may have mandatory courses
- **Equipment & Features** | required for the teaching
- **Students** | enrolled on classes

A timetable ensures that the correct resources come together in a suitable location at the same time and that those resources are not used in two places at the same time – i.e. they do not clash.

Timetables are created using a wide range of rules that determine how different resources may be used. At its most basic this includes weeks, days, times and the size of the group to be taught.

The role of the timetabler is to manage the use of the resources and collect the details that will determine how they will be scheduled. The collation of this data is carried out largely by school timetabling teams, working with campus timetabling, to jointly prepare the University’s timetable.
**Who does what?**

The roles and responsibilities in the timetabling process are detailed in the University’s policy. Broadly these are shared between:

**Campus Timetabling**
- Supports timetabling process University-wide:
  - Auto rooming and manual rooming of events requesting CTT space.
  - Allocates central space and manages change requests

**School Timetabling Teams**
- Prepare and maintain timetable requests coordinated by the School’s Lead Timetabler

**Teaching staff**
- Provide information and work with School teams

It is the responsibility of Schools to decide who carries out timetabling tasks under the guidance and direction of the nominated Lead School Timetabler. Timetabling brings together a number of different factors and it is important that roles and responsibilities are clearly defined (e.g. who is responsible for each course) and staff have training across the processes and understand the lifecycle.

**How is work carried out?**

Timetabling processes are supported using:

<table>
<thead>
<tr>
<th>Service/software</th>
<th>For</th>
<th>Used by</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMIS</td>
<td>Creating and maintaining the class timetable and non-teaching bookings</td>
<td>School Timetabling, Campus Timetabling</td>
</tr>
<tr>
<td>Timetables &amp; Room Booking</td>
<td>Web timetable available to all University staff to view rooms/courses/calendar</td>
<td>All staff</td>
</tr>
</tbody>
</table>
| Timetable Manager                 | **Class timetable data quality**
  - Used daily to monitor and flag any problems to fix in CMIS for problems affecting their events.
  
  **Class Timetable Change Request**
  
  **Online Course requirements form**
  - Assist school annual preparation process. For example capturing online course requirements from teaching staff. | School timetabling, Campus timetabling, Teaching staff - if allocated by their School team in Spring. |
| Mobile                            | **gla.ac.uk/timetable**
  - Personal timetables for students and staff, late changes alerts, iCal downloads.
  
  **gla.ac.uk/locations**
  - Openly available University location finder. | Students, Staff, General public |
2. CMIS Timetabling Software

CMIS Overview

CMIS (sometimes called Facility CMIS) is a commercial software package used to create and maintain timetables and bookings. The software has two key elements, CMIS and Scheduler.

- CMIS is the system used for timetabling courses and all other room bookings. It is used to manage all centrally controlled space and local teaching space.

- Scheduler is an offline version which can be used for:  
  - Large scale auto-room allocation at certain times of year
  - Modelling and what-if scenarios
  - Automatic scheduling
  - Exam scheduling and student fitting

Note: Scheduler is not detailed further in this guide.

CMIS is connected to a database which holds the university’s timetable information. The main menu on opening appears as:
Top Panel

- Data source: the database they are connected to (the example above is live, someone may be using a Training database)
- Connected: whether the connection is active or not
- Validated: not required for most users
- Selected dataset: which academic year you are working in

Data Tab

The icons under Physical, Academic, Students, Staff and Miscellaneous allow the user to check key data. Some data can be entered or modified from this screen.

Room Booking Tab

For making non-teaching bookings, e.g. meetings or external groups.

Icons are arranged in three groups:

- Data: information about contacts and organisations
- Bookings: make new bookings
- Costs: for charging
**Login to CMIS for the First Time**

You will be authorised to use CMIS by a line manager for a particular purpose and area (e.g. School). Once you have received your logon details you can proceed.

Select **CMIS Launcher** from the Windows programs list. When the Launcher opens select ‘Live environment (timetabling)’

If you cannot see the CMIS Launcher go to [http://www.gla.ac.uk/services/it/businesssystems/timetabling/](http://www.gla.ac.uk/services/it/businesssystems/timetabling/)

![CMIS Launcher Screen](image)

Go to the “File” menu and select **crblive12.mis**

If this entry does not appear under the “File” menu, select “Open”, navigate to C:\MISApps\CMIS\crbrun and select crblive12.mis

![CMIS File](image)
You will see this message. Click OK to continue to the login screen.

Figure: Connection Established Message

You should now be at the login screen.

Add Username (your own GUID) and a personal Password specifically for CMIS as supplied by the support team.

Figure: CMIS Login

This is called the Visual Control Path (VCP). Use icons to access functions, or Menu bar across the top of the screen.

Figure: CMIS Opening Window
Select a Data Set

Data is organised into separate data sets, which can represent an academic year or an exams period. To select the correct data set:

Data | Selected Data Set

Select the data set you’re working in

![Figure: CMIS Choosing the Correct Academic Year]

The first time you use the software you will be asked which data set you wish to use. On subsequent occasions (as long as you save your settings on exit), it will return you to the same data set.

Be careful at certain times of year as you may be switching regularly between different datasets. A quick check on the CMIS Visual Control Path (VCP) will show you which dataset you are working in.
3. **Understand the timetable Views and Filters**

*Timetables*

A new timetable (with no filter selected) shows no timetable data until a filter is applied. This shows the different areas of a timetable window which has four elements:

- **Filter bar**: summary of the filter applied to this window
- **Graphical view**: timetable data, typically, days on one axis / times along the other
- **List view**: timetable data in list format
- **Clash view**: any potential clashes

The timetable window is configurable by the user to display timetable information in many different ways.

💡 When you create a timetable by using the New Timetable menu option it will be added to your timetable sub-menu. These can be renamed and deleted using the Edit Timetable Views menu option.
**Display the Filter button on the timetable**

To prevent having to right-click to get the timetable filter window, you can display a Filter button on the side of the timetable window.

To show this button move the pointer to the right-hand border of the timetable (immediately after the vertical scroll bar). Alternate mouse-click (alt-click) and from the pop-up menu, select Buttons.

![Figure: Filter Button](image)

**Filtering the timetable window**

To view timetable data a filter must be applied to the window.

To apply a filter (in the graphical part of the window)

Click on the Filter Button

Or in the grid Right Click and select filter

![Figure: CMIS Timetable Filter Window](image)
This window contains a number of filter tabs, the most commonly used of which are:

- **Basic** – filter **Department, course** and **Lecturer**
- **More** – filter **Building, Room** and **Weeks**
- **Plans** – to display **Plans timetables** – This will only show mandatory and optional as imported.
- **Booking - Contacts**

The filters in CMIS timetables combine data; so if you filter to Course A, and to Lecturer B, then only events containing **BOTH** Course A and Lecturer B will display. If you want to display first Course A then Lecturer B you need to clear the filter first, using the button on the side of the filter window.

If you Clear and then click the OK button you will filter to ‘All timetable data’ which will display the entire University timetable in a single window and which will take a very long time to load.

**Displaying a timetable**

Open a timetable window then open the Filter window

Basic tab – select your Department from the drop-down menu. Select a Course from the course drop-down menu.

More tab – enter 6-16 in the Weeks box (this will show Semester 1 bookings only). The day and week on CMIS correlate to a specific date. This is published every year as part of the timetable preparation detailed in section 4 of this guide.

![Figure: Timetable window showing course ASTRO1001](image)
4. **Non-Teaching Event Information**

Events created for committees, meetings, etc. are under the source of Non-Teaching bookings. These are not part of the class timetable and are not uploaded to MyCampus.

The following fields must be filled:

- **Day & Time**: Day & time to meeting
- **Weeks**: Date of Meeting
- **Source**: Non-Teaching
- **Department**: Selected from a list
- **Size**: The size of the event is added in the Class Group field of the Event Screen. Any non-teaching source events which have a size zero will not be allocated a central owned room.
- **Room**: Select from list. If local space the local room is entered. Locally owned space is managed by the owning school/institute. All teaching space will be required to be booked out on CMIS. (Each school will decide how this is going to be managed internally)
- **Details**: Further details, optional. Free text – must start with capital letter. Should be the name of the meeting
- **Requested Room**: Select from list. If a central room is required the requested building and room category is entered in the Requested Room field.
  - The Category of space must be added (all teaching will have the Teach category)
  - The Type tag must also be added (CTT if requesting Central Space, Local if requesting/booking local space and External if using an external location)
- **Equipment**: What equipment is needed in the room, e.g. data projector. Used to allocate a room with the required equipment
- **Features**: Which room features are needed in the room for teaching needs e.g. disabled access. Used to allocate a room with the required features
- **Contact**: Select from list, person who should be contacted about the event.
- **Status**: All events must have a status events requesting Central space should be marked provisional and events booked in local space should be marked as confirmed
- **Owner**: Select from list, owning department. Cannot create or amend an event without an owner being selected.
**Creating Non-Teaching Events**

Add an ad hoc booking under Locate Resources.

1. From the tab menu click on Query > Locate Resources
   
   This opens Locate Resources Screen – ensure rooms are selected from Type drop down menu

![Figure: Locate Resources](image)

2. Select the day, add the time and length of the event, add the week which the event is taking place.

![Figure: Adding the request details](image)

3. Click on Find – A list of available rooms will be displayed in screen

![Figure: Rooms Available](image)
4. Select the room you wish to book
5. Click Timetable – will bring up the timetable for the week you added
6. Add event – In the graphical view right click at the day and time to book the room and populate the room under rooms - if the room is a CTT room then this will be added as a requested room.
7. Select New Event.

The timetable event will automatically populate the details according to the room which has been selected and where you place the curser.

![Image: Timetable event]

**Figure: Room Added**

Input details:

- **Weeks** will be populated in accordance with the weeks added to the search
- **Source** box at the top of the screen ensure NON-TEACH: Non-teaching Booking is selected
- Click **Courses** from the main event details section.
- Select department from list **Departments** and owner from the list **Owner** (should be the same) click New
- Click **Class Groups** – at bottom of the screen click on Capacity – add the number of people expected at the event – click New
- Click **Details** – add the name of the event in the **Description** box – click New
- Click Requested Rooms add the requested building & room - select **Type** (local or CTT space) – click New
- Click **Booking** button
Add the Contact

- Click Con search – type in the contacts surname.
- Click Matching - from the drop down select the contacts name and click add
- Click Contacts – type in contacts number (taken from contacts notify) select the contact.
- Click Status from the drop down menu select provisional
- Click OK

If the room you have selected from the list is local space keep the room under ‘Rooms’.

If the room you have selected from the list is CTT owned:

- Highlight the room under ‘Rooms’ – Click on delete

- Add Requested room
  - Click Requested rooms
  - Select Building, Room and Category – you add category incase by the time the confirmation is sent the room is no longer available. This will ensure the correct type of room will be allocated.
  - Click New

- If a particular **Equipment or Feature** is needed add it
  - Click Equipment > Click the Edit Button > Double click on the equipment needed – this will add a 1 next to the label.
  - Click OK
  - Click Features > Click the Edit Button > Double click the feature needed – this will add a 1 next to the label.
  - Click OK

- Click OK – this will take you back to the timetable grid and you should see the new event
**Automatic Email**

When an event is created requesting a room which is CTT owned, this is added to the system by STTs as a provisional booking. For the event to be confirmed an email is sent to SMTT for confirmation.

To send the email:

- Highlight the event you have created on event list – right click
- Select **Timetabling** then **Booking Status Email** – this will bring up the **Bookings** Screen and should show your booking
- Click on the **E-mail** button – right hand side of screen – this will bring up the **Email Notification** Screen
  - Ensure contacts are ticked
- Under Notification message ensure Room Booking Request is selected from the drop down menu
- Click ok – this will bring up the email – check the event details and if correct click send.

An email will be sent to **Timetabling@glasgow.ac.uk** and when confirmed by SMTT a confirmation email sent to you.

CTT Rooms only need to have an email sent for confirmation. School owned space will have their own processes for booking non-teaching bookings.

**Ask your lead School Timetabler to confirm your local arrangements.**

If you are requesting from another School you may or may not be able create a request but always contact them to discuss any requests.

More development work will take place around non-teaching bookings and procedures updated at that time.
# Appendix: Document History

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