FAQ – Adding/Changing Equipment and Features

Add/Change Equipment or Features

Standard central teaching rooms contain a networked PC with projectors and screens or video monitors, appropriate to the size of the room, so these do not need to be added. This equipment has now been removed from the list in CMIS.

Selecting Equipment and Features will limit the rooms available, so only add what is really needed.

1. Highlight the icon under equipment or features depending on which you want to change

2. Click edit button – another screen will appear. Do not use the delete button as you will lose everything in the requested room tab including the Category and Type (not just the equipment or features).

3. To add
   a. Double click equipment or feature needed – this will add a 1 next to the label. Click OK

4. To change
   a. Highlight the equipment or feature that you wish to add or remove
   b. Double click in the units column to add or remove. You can also type over the number. Click OK – you should see the new selected equipment in the Event Screen