One of the most common issues people have with CMIS is using the filters. If you are not seeing the rooms / events / courses that you expect to see then the first thing you should do is check your filters.

*Filter Button*

To display a filter button on your timetable
- Right click on the graphical view of the timetable (grey boxes)
- Scroll down to configuration
- Then scroll down to Buttons – and a button will appear on the right hand side of the timetable

*Clear and Apply a Filter*

Always clear your filter before applying a new one. This ensures there is nothing unexpected left entered in any of the tabs.

To **clear the filter** in a timetable select the Filter button and in the filter screen select Clear Filter – **NOTE: This moved to the bottom right corner when CMIS was updated in Jan 2017.** The Clear Tab button will only clear the filters you have selected on that tab.

To **apply a filter** enter the data you want to filter to and click OK. The most commonly used fields are found here:
- **Basic** – Filter Department, Course & Lecturer
- **More** – Filter Building, Room & Weeks
- **Requests** – Filter event Status, Requested room type (LOC, CTT) unroomed
- **Bookings** – Filter Contacts
WARNING

If you Clear Filter and then click the OK button you will filter to ‘All timetable data’ which will display the entire University timetable in a single window. This will take a long time to load. The upgraded version of CMIS that we are now running will warn you if you have nothing in the filter.

Second Filter

Remember there is a second filter in the timetable. If the events are showing in the graphical view but are not listed beneath, right click in that area and select Column > Filter > Clear Filter (In other areas within CMIS you can use the same method of right clicking on the list of data to access the filter options)

In Edit Filter you will see a box like this where you can enter filter criteria. Remember to click modify to apply any changes you make.