**Splitting Weeks**

If you want to change a week on an event which has more than one week you can use the function “Split Weeks”

From your timetable select an event & do the following.
- Right click on the event
- Select advanced
- Split weeks
- Highlight the Weeks button and enter the week that is to change.
- Click “OK”

The System has now created a new event from the one highlighted by removing the week you have chosen to amend in your original event – added this week into a new event.

This new event can now be amended without affecting any other weeks.

**Linking Events to be in the Same Room**

Creating Links will tell the system that events should keep the same room. It will use these settings when finding a fit in the auto-rooming process.

Events should only be linked where they are for the same class/subgroup, are scheduled at the same time of day and on the same day of the week in every occurrence. The weeks and lecturer are the only fields that should be different.

Events with the Following Should **NOT** be linked:
- Different Days
- Different Start time
- Different Length
- Different Course
- Different Subgroup

To create a link do the following – From the CMIS Homepage
- Select Timetable
- From the drop down select “Links”
- Select Planning
- From the drop down select “Course Requirements”
- Highlight the Course you are working on
- Select the event button.

Make sure both the “timetabling Links Screen” & the List of events are side by side
- Highlight the events you want in the same room
- Click on the flag icon and drag them to the bottom half of the timetable links screen
- Remove the “Max events per day”
- Click “Same Room”
- Add Owner
- Click New

The System will now create the code and the name according to the course you are working on.