Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Central Management Information System (CMIS)

Standard

User Guide

Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Version 2.2

June 2022

Document Ownership

This document is owned by the Central Timetabling Unit and is written in agreement with Business Applications Support (IT Services)

Version Control Table

This document is a dynamic and updated file, changed on information from feedback, questions and comments from the community alongside systems and policy changes.

Version	Author	Date	Changes
1.0	Glen O'Keeffe	August 21	First draft
2.0	Clair Battle	May 22	Complete revision
2.1	Clair Battle	9 June 22	Addition of materials to Course Part Structure
2.2	Clair Battle	16 June 22	Addition of version control table & roles and responsibilities
2.3	Clair Battle	24 June 22	Addition of Glossary of Terms

The changes recorded below are major changes. Minor changes can occur at any time, please refresh your local copy of this document from the Central Timetabling Unit website prior to working from or referring to it.

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1. Getting Started & Basic Viewing

What is CMIS?

CMIS (also known as Facility CMIS) is the acronym for Central Management Information System, it provides the following services:

- the University's timetabling system.
- the source of truth for data relating to undergraduate and postgraduate timetabling.
- reporting on timetabling activities and timetabling performance.

What is CMIS used for?

1. Recording of all teaching and learning activities (e.g., lectures, tutorials, labs, workshops, etc.) including:

   - activities taking place in centrally timetabled space or locally managed formal teaching space
   - events scheduled in off-campus locations
   - teaching and learning activities taking place outside of "normal" teaching times (e.g., some postgraduate teaching and learning activities).

2. Provides a record of all spaces (teaching and non-teaching) available for booking.

3. Booking of rooms for:

   - ad-hoc teaching events
   - non-teaching events, such as examinations, graduation ceremonies, specific annual events (e.g., UG/PG Orientation, Trinity Week, Open Day), conference and event bookings, events designated as high priority by Council, Board, Provost, etc.

4. Student module enrolment (other than for programmes included in the new Online Module Enrolment (OME) system).

5. Fitting of students into module sub-groups, where required. This activity is usually undertaken offline, in a separate CMIS application known as TTCMIS, before being integrated back into CMIS.

6. Transfer of timetable details to the My.TCD.ie portal on a nightly basis to provide access to personal timetables for students and staff.

7. Recording teaching staff details in timetable events in CMIS will enable the academic staff member to access the corresponding module in Blackboard learn.

8. The measurement and capture of timetabling metrics according to the availability of specific timetabling and space utilisation data held in CMIS and the quality and accuracy of this data.

Who may use CMIS?

CMIS is used by professional, administrative staff for the conduct of timetabling and room booking.

Who maintains CMIS and its policies?

CMIS data, its use and procedures are under the remit of the Central Timetabling Unit (CTU). It is housed in IT Services and is the technical responsibility of the Business Application Support (BAS) team in IT Services.

CMIS General Policies (under review)

1. Facility CMIS, the College timetabling system, may not be used unless basic training in its use has been provided (under review). Upon request by a School or Unit Manager a personal CMIS user account will be issued. Users may only use their personal user account to log onto Facility CMIS.

2. School and Programme administrators are responsible for timetabling for their School/ Programme offices. This includes maintenance of course/course part structures, timetable event management, student enrolment and any other timetabling-related functions[1].

3. Other CMIS users, permitted to use Facility CMIS at the discretion of their School/ Programme administrator, may only do so under the supervision and guidance of their School/Programme administrator.

4. It is, therefore, the responsibility of School/Programme administrators to ensure that other CMIS users within their team have sufficient knowledge of timetabling business processes. Local and general business process knowledge must be provided to other CMIS users before they conduct any timetabling.

5. Should any one-off bookings be made under specific module codes (rather than a 'MISC' code), they should be deleted from the new academic year dataset once it has been created (following the timetabling rollover). This is to ensure that teaching accommodation is not blocked for use by other users.

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[1] For Schools/programmes involved in shared curriculum timetabling (fixed timetable) the Central Timetabling Unit (CTU) is responsible for maintenance of course/course part structures and timetable event management. Student enrolment will continue to be managed locally, where required, by School/Programme administrators.

CMIS Roles & Responsibilities

CTU & BAS

Activity	Responsibility	Email
Access to CMIS granted to Admin staff only upon request of a School or Unit Manager	BAS Team	timetabling@tcd.ie
Installation of CMIS and TTCMIS	BAS Team	asksusu@tcd.ie
Set up of CMIS user accounts & timetable sources	BAS Team	timetabling@tcd.ie
CMIS timetabling support	CTU Team	timetabling@tcd.ie
CMIS technical support	BAS Team	asksusu@tcd.ie
CMIS training (under review with CTU)	BAS Team	asksusu@tcd.ie

CTU,BAS & School/Programme Admin Managers (SAM)

Activity	Responsibility
Requesting of new users	SAM
Approval of access requests for new users	CTU
Timetabling policies, procedures, and systems training for users	CTU / BAS
Supervision, guidance, and local/general timetable business training for users	SAM
Ensure user accounts are not shared & users log out once tasks are complete	SAM
Timetabling for shared curriculum/ fixed timetable courses	CTU
Timetabling of non-shared curriculum courses attached to their School/Programme offices *(inc timetable event management, student enrolment and any other timetabling-related functions)*	SAM
Maintenance of course/course part structures for shared curriculum	CTU
Maintenance of course/course part structures for courses attached to their School/Programme offices	SAM
Review and sign-off for any Facility Scheduler reintegration files	SAM
Awareness of ad-hoc bookings made and deletion of same from new academic year dataset	SAM

Annual CMIS Activities

Quarter	Activities	Area Responsible
January to March	Local school/programme timetabling Room bookings Timetabling support CMIS technical support CMIS rollover	SPO CRU/SPO CTU BAS BAS/CTU
April to June	Shared curriculum timetabling Room bookings Timetabling support CMIS technical support	CTU CRU/SPO CTU BAS
July to September	Local school/programme timetabling Room bookings Timetabling support CMIS technical support	SPO CRU CTU BAS
October to December	Ongoing local school/programme timetabling Room bookings Timetabling support CMIS technical support	SPO CRU/SPO CTU BAS

- BAS = Business Applications Support (IT Services)
- CTU = Central Timetabling Unit
- CRU = Commercial Revenue Unit
- SPO = School/ Programme Offices

What data is available in CMIS

CMIS relies on other IT systems as the source of a range of data. This data is imported into CMIS daily, and some data cannot be modified in CMIS, it is simply available to use there. When creating events, this data is referred to as "resources."

Data type (Resources)	Examples	Source System
Lecturer	Staff Number, Name, Status, School	Core HR
Student	Student Number, Name, Course, Year, Type	SITS (Student Information Technology System)
Module	Names, Codes, Credits	SITS (Student Information Technology System)
Rooms	Site, Code	Planon
Sites	Name	Planon
Courses	Name, Course Code, Semester, Associated Modules	Manually setup within CMIS

Timetable visibility

Timetables created in CMIS are viewable via multiple systems in college. These systems include (but are not limited to):

- Blackboard
- MyTCD portal
- Trinity Live App

How to gain access to CMIS

Access to CMIS is granted to Admin Staff only, upon request of a School or Unit Manager via the form on the CTU website. Once access has been approved by the CTU, the account is created by BAS Team in IT Services.
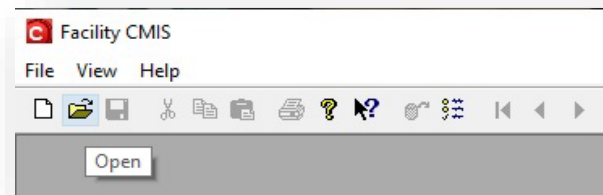
Installing and launching CMIS

Once you have an active account, CMIS installation can be requested by logging a call with the BAS Team via asksusu@tcd.ie

- When installed double click on the red **CMIS 20.1 Live** icon on your desktop
- You may receive a pop-up requesting permission for the application – select **Yes**

On the initial screen, select **File | Open**

- In the **LIVE Facility CMIS** folder choose the file *CMIS_20.1_Live.MIS* file and click **Open.**
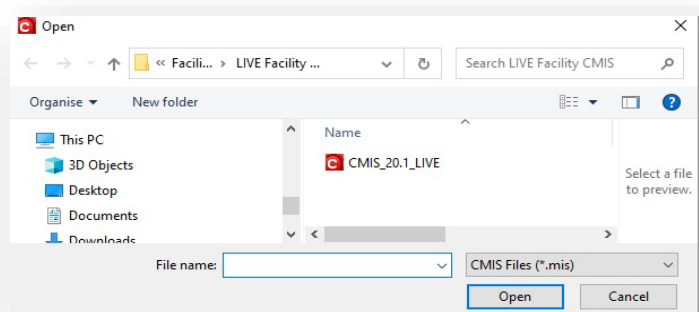
- Enter your **Staff Username** and your temporary **Password**, click **OK**

- The application will now open.

Passwords
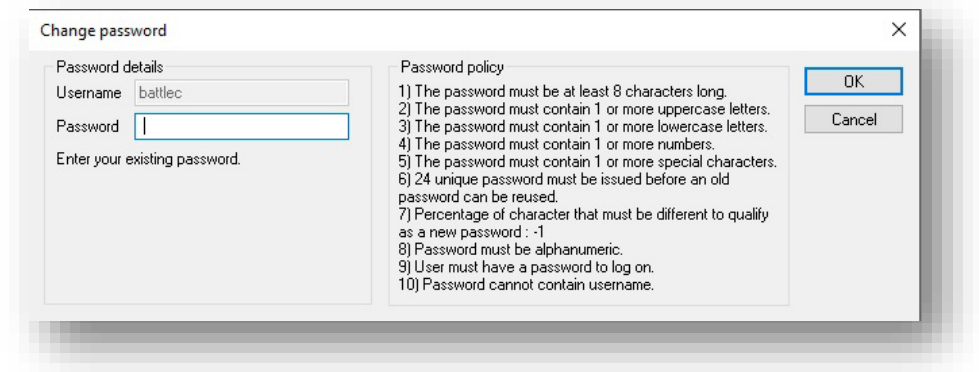
You will be given a temporary password when your account is created, you can use this to log in for the first time. Please note that sharing passwords and accounts is forbidden.

You will be prompted to change your password every 183 days (approx. 6months)

Changing your Password

Once you log in for the first time, using the temporary password, you must change it to a password known only to you.

- To do this click **Options |User Accounts | Change Password**

Note the password policy, at least 8 characters, with upper and lower case, number, and a special character included.

Incorrect password

If you enter an incorrect password, you will be granted three attempts at providing a valid password. If all three are incorrect, the dialogue box will close, and you will need to restart the application again before you can proceed.

Forgotten password

If you have forgotten your password, please contact the BAS Team via asksusu@tcd.ie, your password will be reset, and you will be able to choose a new one the next time you log in.

Setting up your workspace

When you successfully log into CMIS for the first time you will notice many toolbars that will take up space on your screen, it is a good idea to reduce these to ensure you are able to clearly see the information you require. You will only need to do this once.

- Select **View** and ensure only the **Toolbar** is checked. Make sure you **uncheck any ticks in Planning Design.**

Things to note:

As you open windows in CMIS they may open in a very small format. Almost all windows can be dragged from the top or bottom corners to be made bigger or longer to see all text.
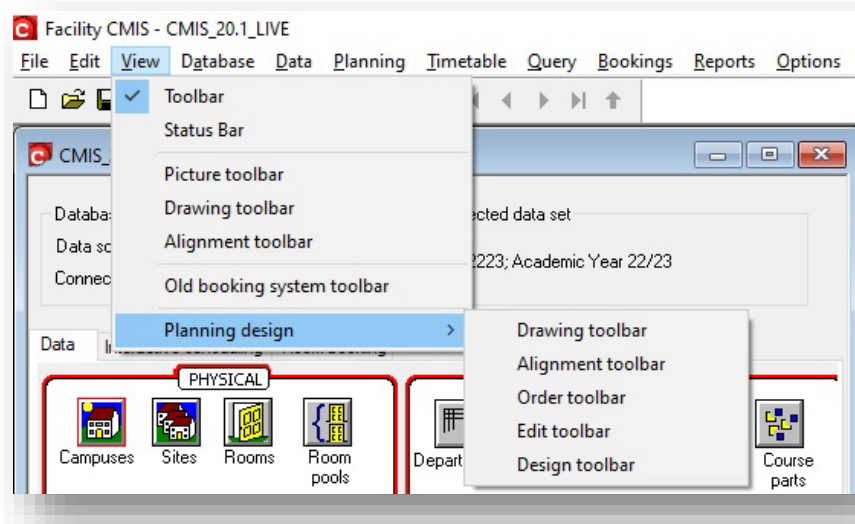
Individual set up – INI files

The CMIS application comes with several configuration files. These files are stored locally on your PC in the same folder as the CMIS application, usually the **Facility 20.1** folder on your **C: Drive**

These files allow each user to customise many features of the application according to their personal preference.

The "ini" file contains user-specific configuration in relation to:

Cell Styles	Printout Styles	Timetable Views
Timetable Styles	List view display	Personal screen settings

If you configure columns or make any changes to toolbars, this is saved in the ini file so you don't have to make them every time you open CMIS.

Things to note:

1. If you move from one PC to another or get a new PC, please copy this file to a folder on a network drive or USB stick and copy it back to the folder on the new PC.

2. It is also advisable to regularly back up your CMIS.INI file by copying and pasting it to a "Backup INI folder" preferably on your OneDrive.

3. This backup can be very handy if you have any technical issues with CMIS as BAS Team may recommend using your ini backup to restore your settings.

Location of your CMIS ini file
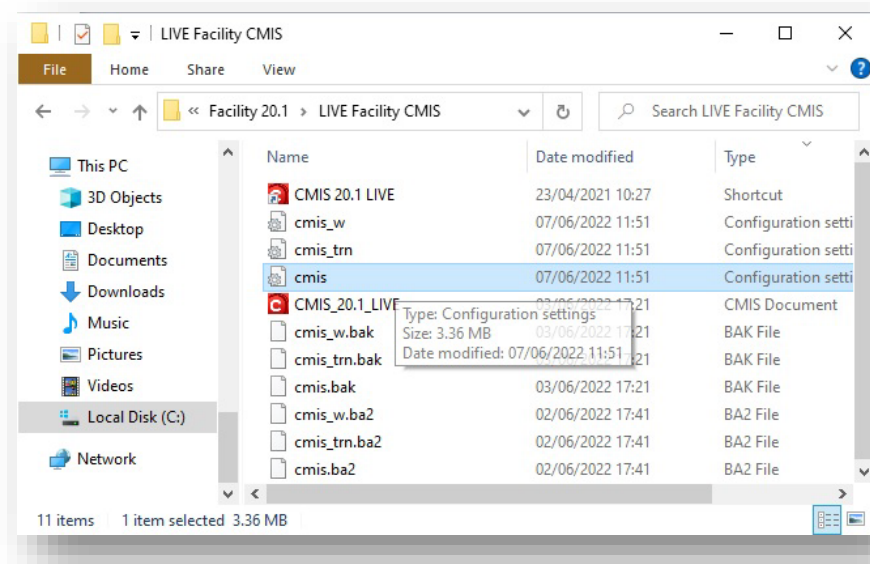

Using the correct Data Set

An important thing to note before beginning any work in CMIS is to ensure you are in the correct dataset. A dataset refers to the academic year, and each academic year a new data set is created with the relevant courses, events, and other information. You can swap between the current and previous year's datasets, so it's always good to make sure you are in the correct one before proceeding. See below a screenshot noting the academic year you are currently connected to in CMIS
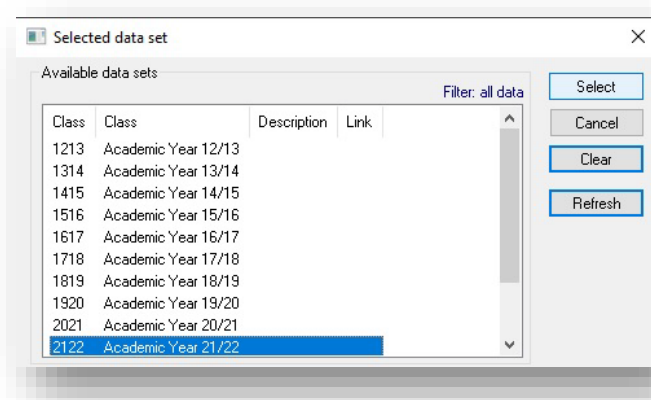
The correct year can be selected as follows:

- Select **Data | Selected Dataset** from the menu
- Click on the required Academic Year from the **Available data sets** and click the **Select** button

You will notice that the *Selected data set* on the main window now displays the dataset as selected.
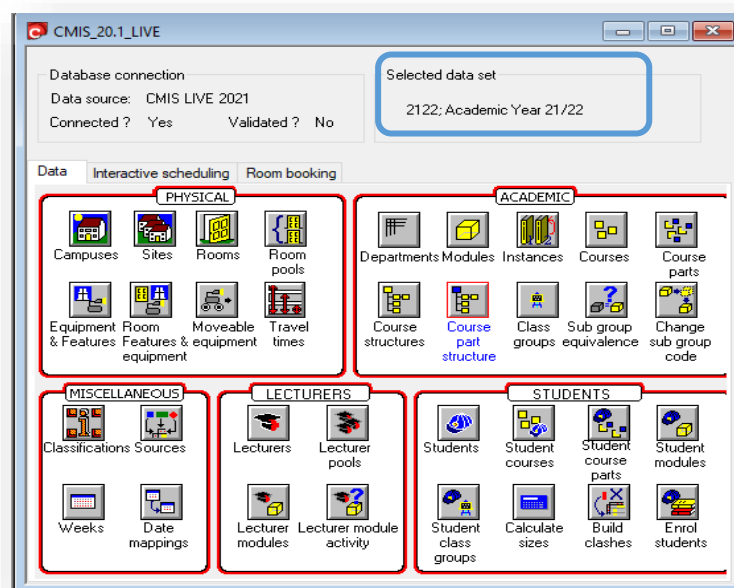
Menu Navigation

When users log into CMIS, they will be presented with the CMIS main control screen.

This area of the screen contains icons that navigate to different menus in CMIS.

For example, clicking once on the icon for **Lecturers** will result in a list of Lecturers. The same list is accessible via the top menu bar by selecting **Data** | **Resources** | **Lecturers**.
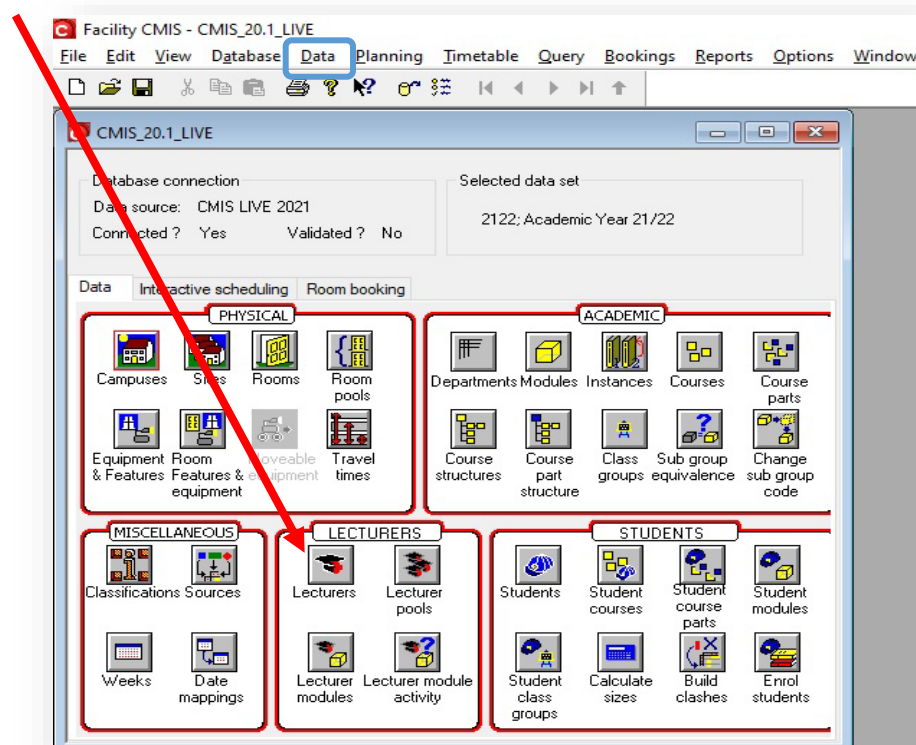
There are three different tabs with different icons on each tab as follows:

⇒ **Data** (Also available by selecting **Data** from the top menu)

⇒ **Interactive Scheduling** (Also available by selecting **Timetable** from the top menu)

⇒ **Room Booking**

Depending on security access levels, some users may be unable to use some of these features as they will be greyed out.

Viewing a Timetable

In order to view a timetable, you need to complete the following:

- Ensure that you are in the correct Dataset
- Go to the **Timetable** menu
- From this list, choose a timetable view, e.g., **lecturer** view

This causes a further window to be displayed. This is the same window that will be displayed on opening any timetable view. This window is known as a Timetable View and consists of four distinct parts:

1. **Filter Title**: These reports which particular filter has been applied to the underlying data and it is these which dictates what will be displayed in the other parts of the screen. In the screenshot, there is a filter applied for Lecturer ADAMO, DR. GIULIANA; 97201952

2. **Graphical Timetable View**: The upper half of the Timetable View relays a graphical interpretation of the scheduled events.

3. **Timetable List View**: The lower left-hand side of the timetable window contains details in a text list of any information assigned to events. This includes any data that is displayed in the Graphical Timetable View. It is possible to apply filters to this List View independent of any filter applied to the Graphical Timetable View; however, any filter applied to the timetable view directly affects the contents of the list view.

4. **Timetable Clashing Window**: the lower right-hand side of the window can be used to reporton possible clashes resulting from a particular event being scheduled.

Filtering to View Specific Timetables

- Ensure that you are in the correct **Dataset**
- Go to the **Timetable menu** and choose a **Timetable View**, e.g., Lecturer View
- **Right-click** on the grey graphical view and **select Filter**
- **Click on the Clear Filter button** to clear any filters that currently exist

You can now apply a filter for the timetable that you require to view.

See the below for some examples.

1. *Viewing a Course Timetable*: select the **Course tab** and choose the **course from the dropdown**. You can add a year if required. Then select **OK**

2. *Viewing a Lecturer Timetable:* select the **Basic tab,** choose a **Lecturer from the dropdown list** provided. Then select **OK**

3. *Viewing a Room Timetable:* select the **More tab**, choose the **Site** first and then the **Room** required from the dropdown lists provided. Then select **OK**

You can apply a **Week Range** filter in addition to a filter for any timetable that you require e.g. 3-8,10-14 for semester one, or 22-27,29-33 for semester two. Click on **OK**

▪ Ensure that "**Containing Any**" is chosen should you require all events with any combination of those week ranges. If you require only events with that exact week range, choose "**Matching All**"

All events for this Lecturer are now displayed in your timetable view

- To select an event, **click once on the event**
  - ▪ To View the event - **double click** on the event **to view the resources timetabled for this event**
  - ▪ To Edit the event **right-click** and **select Edit** event

2. Information required for Timetabling

Resource Data Required

There are numerous data resources required to build a timetable. This resource data must first be in place to facilitate timetabling.

An example of this data is:

Lecturers	Course Parts	Rooms	Departments
Modules	Courses	Sites	Schools

Several resources must exist in CMIS before commencing timetabling. These resources are the building blocks of any timetable. Users need to ensure that all resources are present in CMIS before creating timetable events.

Courses Information

Courses in CMIS are manually set up following instructions from Academic Registry. The information provided will include course duration, attendance mode, e.g. PartTime / FullTime, Course Name, Course Route Code, and Undergraduate or Postgraduate.

Where to find Course details in CMIS:

To view a list of Courses in CMIS, click on the icon for **Courses** on the main screen as follows:
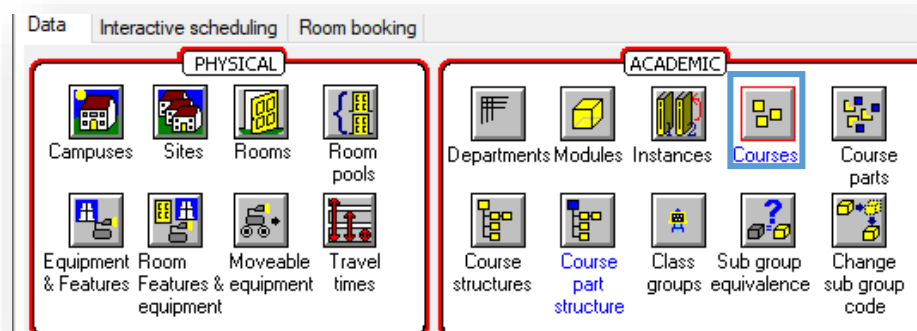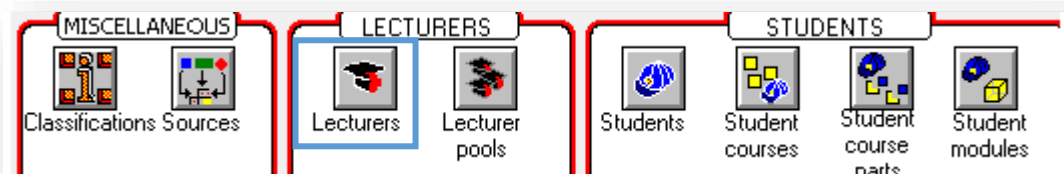

Alternatively, navigate to **Data|Academic|Courses**

Once you have the courses list you can filter to find specific courses

- **Right click** on the courses list and select **Filter**
    - You can right click on a particular column to use that as your filter criterion
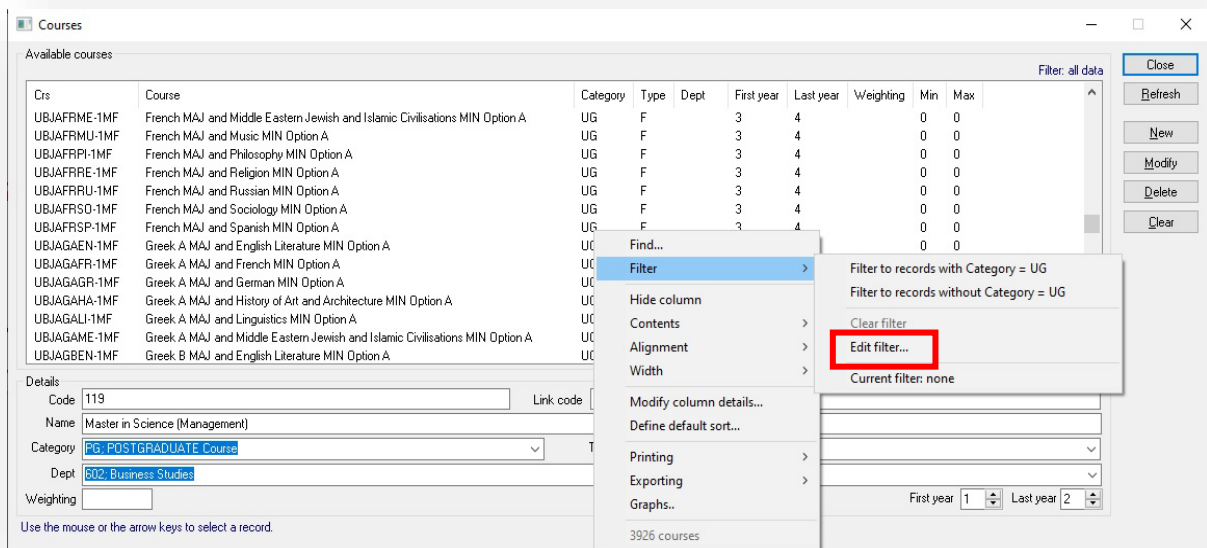
- Select **Edit Filter** to pull up all filter criteria
- Click on the column you wish to filter by
- Use the text input boxes at the bottom to enter the criteria
- Click **Modify**
- Click **OK**

Note

You can add two criteria per field, and search for both (AND) or search for either (OR)
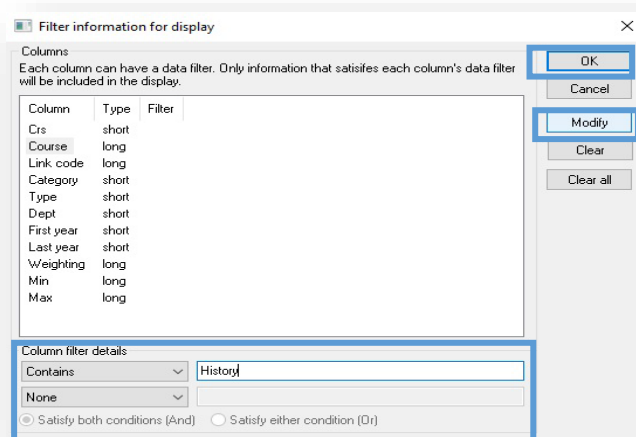
Module Information

The source for all Module information is via SITS. Modules are added by Schools/Programmes via Module Manager

Where to find Module details in CMIS:

To view a list of Modules in CMIS, click on the icon for **Modules** on the mainscreen as follows:
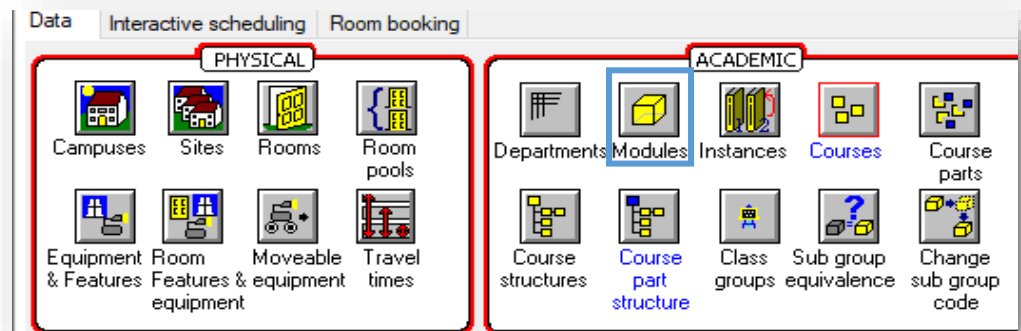
Alternatively, navigate to **Data|Academic|Modules**

Once you have the courses list you can use the filter to find specific modules, as per above with courses.

Lecturer Information

The primary source of all lecturer details that are required for timetabling originates from the Core HR System.

Where to locate Lecturer details in CMIS

To view a list of Lecturers, click on the icon for **Lecturers** on the main screen as follows:

Alternatively,

navigate to **Data|Resources|Lecturers**

Once you have the courses list you can use the filter to find specific Lecturers, as per above with courses.

Room Information

The primary source of all room information comes from Planon, managed by Estates & Facilities.

Where to locate Room details in CMIS

To view a list of Rooms, click on the icon for **Rooms** on the main screen as follows:

Alternatively, navigate to **Data|Resources|Rooms**

Once you have the Rooms list you can filter to find specific rooms, as per above with courses.
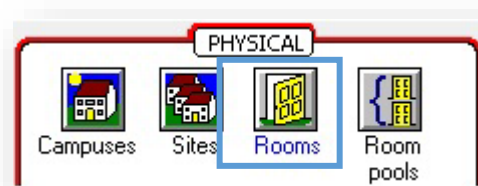
Information to note on Rooms

- **Centrally managed teaching space** – teaching spaces currently designated as 'Senior Lecturer Pool Rooms', which are managed centrally (currently categorised in CMIS as 'A' rooms) bookable by all Timetablers for all teaching events, or by Trinity Enquiries for non-teaching events.

- **Locally managed teaching space** – teaching spaces located within a range of rooms allocated to a School in the Space Atlas (Planon). These spaces may be 'specialist' teaching rooms, e.g., laboratories, libraries, etc. that are booked on a priority basis by the local School (currently categorised in CMIS as 'B', 'D' and 'P' rooms).
  - Departmental Room (B) bookable by School Timetablers for own School teaching events
  - Private Departmental Room (D) only bookable by School Timetablers for own School events
  - Enquiries Room (E) bookable by Trinity Enquiries team for Trinity Enquiries & College events
  - Private (P) only bookable by School Timetablers for local own School events

  If you would like to possibly use a B or D room outside your own School/Department, please seek advance permission from the owning School/Departmental before booking the available room.

Suggested approach to Timetabling

- Create new teaching modules in Module Manager
- Establish teaching requirements
- Check/create a course and/or course part structures
- Timetable lectures
- Timetable seminars/tutorials/laboratories, etc.
- Create module subgroups and arrange students into subgroups
- Monitor clash check reports and resolve own clashes

*(For information on Module Manager please contact the Academic Registry)*

3. Course Structure

A Course structure must be created in CMIS for every course that exists. In other words, modules must be added to the Course in CMIS to build the course curriculum. Each year of the Course Structure has modules assigned as either Compulsory or Optional. Shared Curriculum courses are created and maintained by CTU. Other courses are created and maintained by the School/Programme Offices.

How to check if a Course Structure exists for a Course

To check if a Course Structure currently exists for a particular Course in CMIS,

- Click on the icon for **Course Structure** on the main screen as follows:
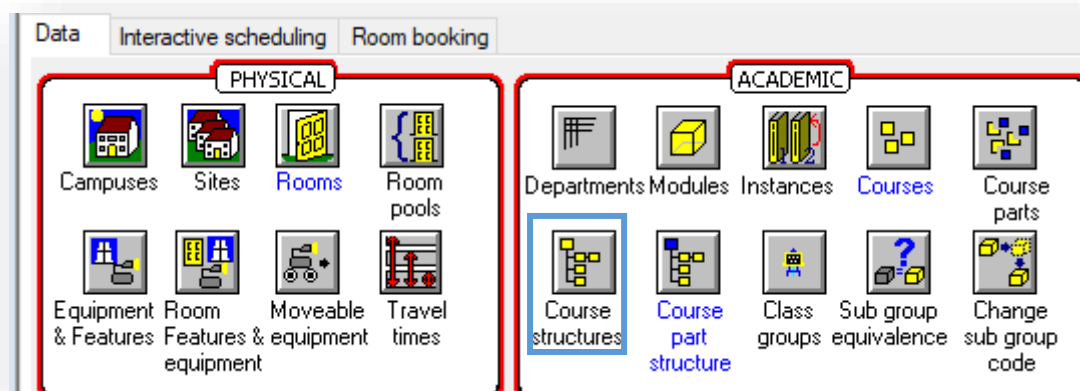
- Alternatively, you can navigate to **Data | Academic|Course Structure**
- Courses can be selected from the drop-down list of courses

Once you select a course from the dropdown you can see the course structure for each year.

You can filter by year if required.

- **Right click** on the Year Column
- Choose **Filter**
- Filter to records "with Year =" / "without Year ="
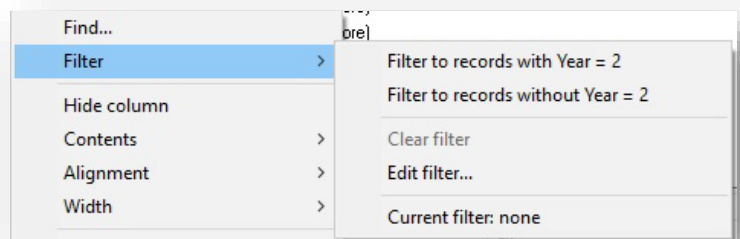
How to create a Course Structure in CMIS

Click on the icon for **Course Structure** on the main screen or navigate to **Data |Academic | Course structure**.

- On the dropdown menu for **Course**, select the course that the Modules will be attached to.
- In the **Year** field, enter the year of that course that the Modules will be attached to.
- At the bottom of the Course Structure dialogue box, select the appropriate **Department** from the drop-down list on the bottom of the screen.
- Click on the dropdown **Module** list and find the Modules you require to be attached to the chosen course.
- Click on the **Add button,** and the new Module should appear in the white box
- Once all the modules are attached to the chosen course, click on the **Commit** button. A confirmation message will then be displayed.
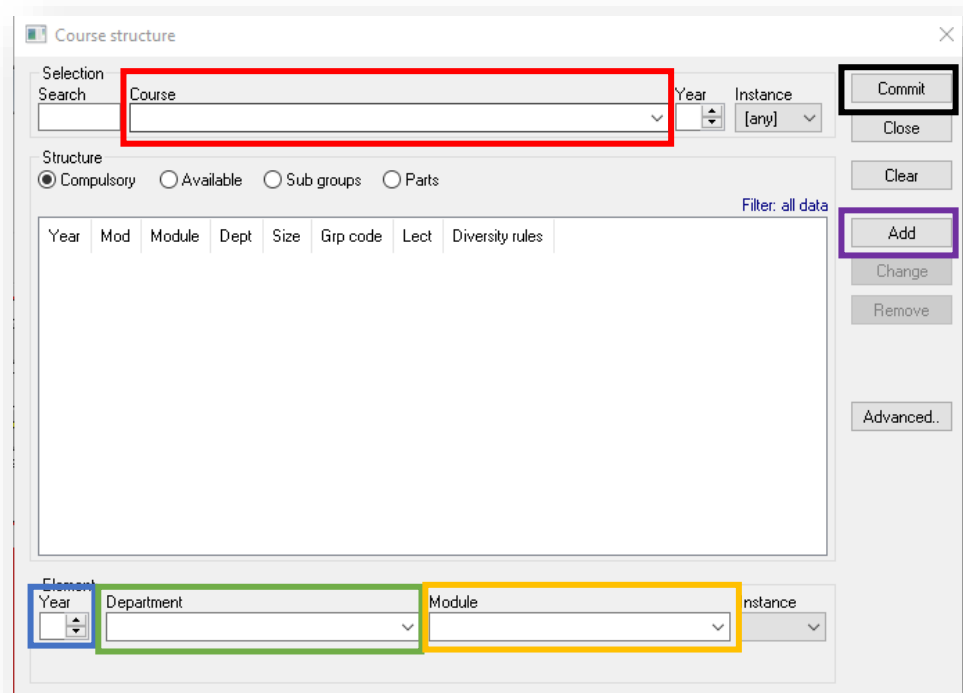
Course Parts

Course parts are used in CMIS where there is more than one subject in the course. An example of this would be a Music and Religion Joint Honours course. As there are two different subjects on the course, each subject requires its own Course Part Structure

How to add Modules to a Course Part Structure

The process for adding modules to the course parts is very similar to adding modules to the course structure, and the only change is you are adding modules to two-course parts.

- Click on the icon for **Course Part Structure** on the main screen or navigate to **Data | Academic | Course Part structure**.

- On the dropdown menu for **Part,** select the **part** that the Modules will be attached to.

- In the **Year** field, enter the year of that part that the Modules will be attached to.

- At the bottom of the Course Part Structure dialogue box, select the appropriate **Department** from the dropdown list on the bottom of the screen.

- Click on the dropdown **Module** list and find the Modules you require to be attached to the chosen Course Part, ensuring you have the correct Compulsory or Available radio button selected.

- Click on the **Add** button, and the new Module should appear in the white box

- Once all the modules are attached to the chosen course, click on the **Commit** button. A confirmation message will then be displayed.
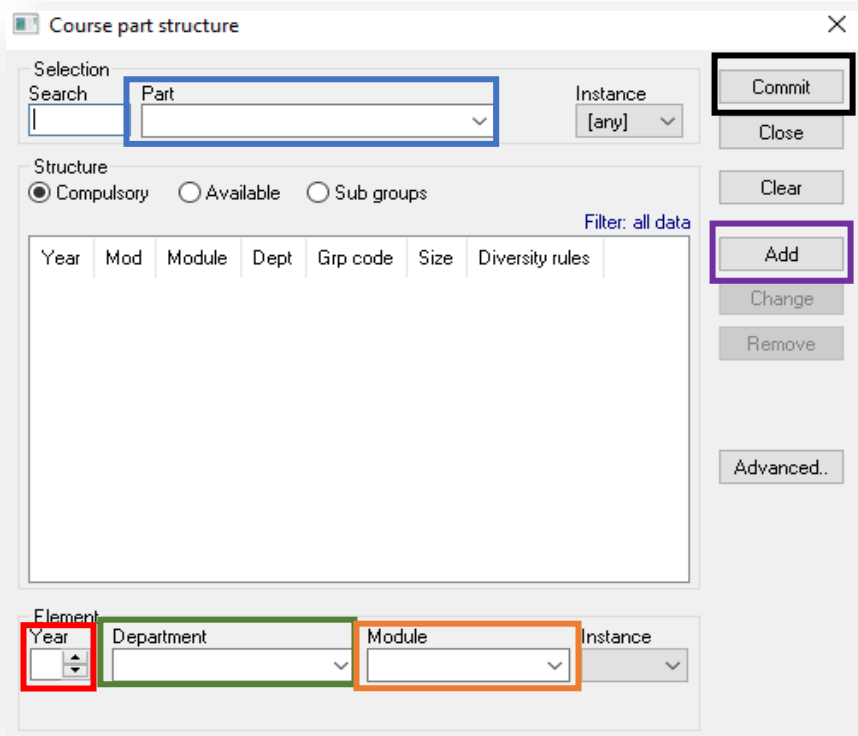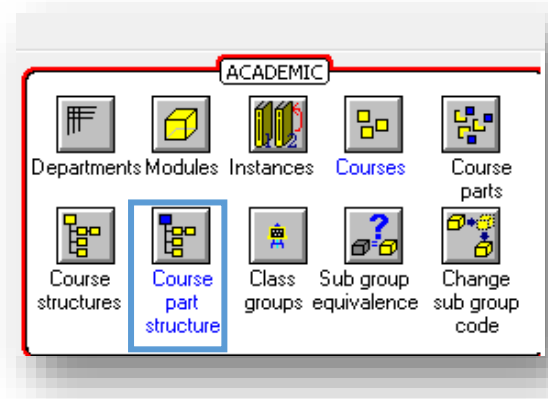
Tip: This can also be done by bringing up the **Module Table** and the **Course Part Structure** window at the same time and using drag drop to add the modules.

- **Selecting the course part from the dropdown** in the Course Part Structure window (seen on the left). You will see any modules attached and the year they are attached to.

- Go to the bottom of the Course Part Structure window and add the **correct year of study** you want to add your module to.

- Using the Module table (seen on the right**) select the module you want** and drag it across to the Course Part Structure window, to drop it in the window.

- Ensuring you select **Compulsory or Available** to add it as a compulsory or optional module.

- Once all the modules are attached to the chosen course, click on the **Commit** button. A confirmation message will then be displayed.

You can also select modules to remove on the course part structure and click **Remove,** *ensuring to click* **Commit** *once completed.*
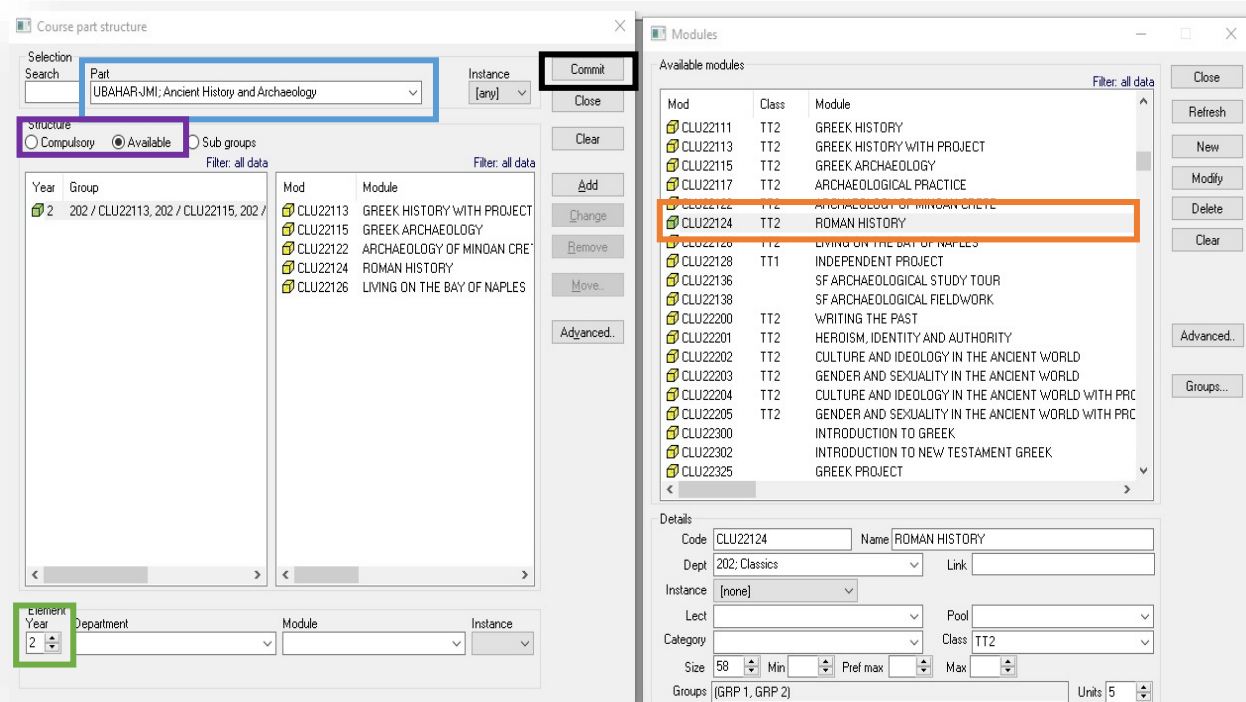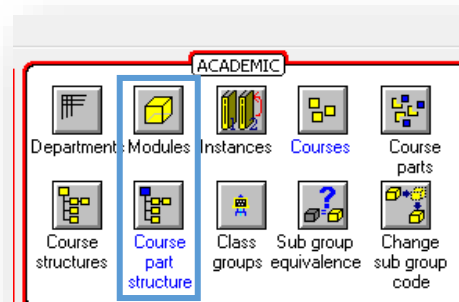
4. Creating a Timetable

Introduction to Events

An Event is a central mechanism of allocating resources to a timetable, in other words it is a booking in the system with resources reserved for it. For the purposes of this document, it is normally a teaching event.

All CMIS events should have the following fields populated, to ensure it has the correct resources: Day, Start, Mins, Weeks, Source, Owner (the School for which the event is scheduled), Type, Module, Lecturer (where applicable), Room.

A timetable is a collection of teaching events that have a common thread, e.g., course, lecturer, room, module.

For the purpose of timetabling in Trinity College; users will need to create the following type of events:

    A. Teaching events (course-related events e.g. lectures, seminars, labs)
    B. Non-teaching Room Bookings events (for one-off or departmental needs)

The steps to create an event in CMIS are as follows:

- In the top menu, navigate to **Timetable** and select a timetable view from the list provided there.
- Alternatively, click on the **Interactive Scheduling** tab and then the icon for **Timetables** on the main screen.
- Then choose a timetable view from the list provided.

Using the filter button on the right find the timetable you require, department, course, module, lecturer or room *(see Viewing a timetable for more information)*
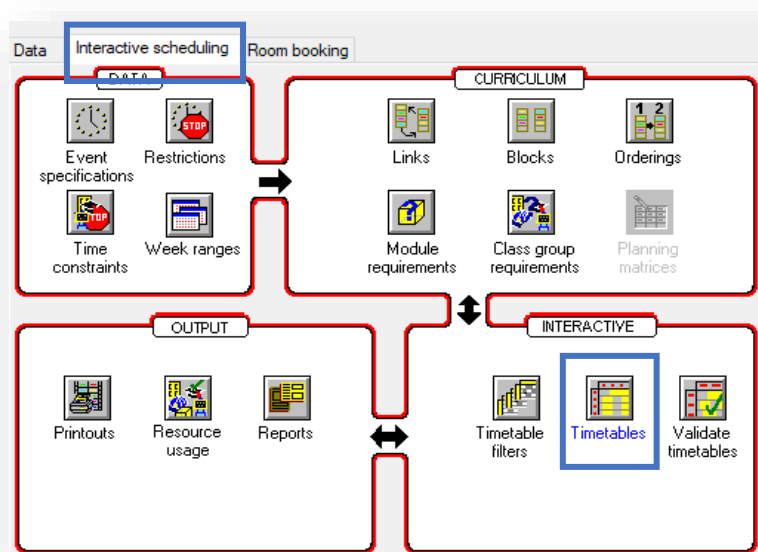
- Right-click anywhere in the graphical view and choose **New Event**

Depending on the type of event you create in the system, you will need to include particular data to adhere to the timetabling procedures (see appendix in timetabling policies and procedures document)

Creating Teaching Events

When entering teaching events in CMIS it is essential that all the following data areas are populated. On the initial event entry screen, you need to enter the **Day**, **Start Time**, **Duration**, **Weeks**, **Source**, **Owner** & **Type**. See Timetabling Policies and Procedures for further explanation on required information.

Adding basic information to a Teaching Event

- Add the preferred **Day**, **Start Time** and **Duration** (in minutes).

- **Weeks** can be a single week or a week range (continual or specific) i.e. in this example we have weeks 3 to 8 inclusive– missing week 9 and then weeks 10 to 14 inclusive. 3-14 would have all weeks from 3 to 14. If I wanted every second week 3,5,7,9,11,13 and so on. Use of hyphen (-) includes all weeks between, use of comma (,) includes only the week number given.

- **Source** is the person creating the event, usually the school/programme Timetabler – this is a dropdown field so select your username from the list. Only named Timetablers can create events.

- **Owner**, this is the school for which the event is scheduled – e.g. S30 is the School of Engineering

- **Type** refers to the kind of event, in this case LECT is chosen for Lecture, but it could be LAB for Laboratory, FIELD for a field trip, PLACE for placements, PRACTICAL for any practical class, PROJ for project work, SEM for seminars or TUT for tutorials.

With all these fields filled we can move to the centre area of the window, to place the Module, Lecturer, Room to the event.

Adding Module to a Teaching Event

- Click on **Module** from the centre area of the window, this activates a set of dropdown menus for module below the centre area.
- Using the drop-down menus, select the **Department** you are adding the event for.
- This will give you a list of **Modules** associated with the department to choose from.
- Click on **New** to add the Module details to the event

Adding Lecturers to a Teaching Event

- Click on **Lecturers** from the centre area of the window, this activates a set of dropdown menus for Lecturer below the centre area.

- Using the **dropdown menu**, select the lecturer to be assigned to the event, the list can be extensive, so it is easiest to do this via Staff ID number, you can type (or paste) the Staff ID number in, and the correct Lecturer will be added.

- Click on **New** to add the Lecturer details to the event

Adding Rooms to a Teaching Event

The final required piece to add to the event is a room.

- Click on **Rooms** from the centre area of the window, this activates a set of dropdown menus for rooms.

- Using the first dropdown menu, select a **Site** – this is the building that the room you require is located in.

- Next select the **Room** from the dropdown below Site, only rooms in this site will be available to choose from.

- Click on **New** to add the Room details to the event

With all the required fields now filled in - Click **OK** and the event is saved. Any clashes will be notified to you, so you can adjust if needed.

Checking room availability

To check if a room is available, on the CMIS main menu, choose **Query | Room availability.**

Now fill in the required fields to search for.

- **Site**: Choose from the drop-down menu
- **Weeks**: Chose the week number required by clicking on the Weeks button on the right-hand side or enter a week
- **Set Time Range**: set the period for which you want to check availability.
- **Interval**: Set this to the length of time (in minutes) you wish to display.
- **Date Range**: You can choose a single day or a range of days.
- There is a **box to the right of the Finish field where the default is a *.** We advise typing an **"F"** in there as it makes the results clearer to read.
- When you have the details keyed in press **Generate**

The rooms will display for the site, showing room availability for the day, time, and week range required.

Where the letter **F** appears, this indicates that the room is free at this point.

A blank space indicates that it is in use at that time.

Adding Groups to a Teaching Event

If you have created groups for a module they can be applied here, these are used primarily for tutorials, labs and seminars where only selected students need to attend.

- Select **Group** number from the Group dropdown

Once a group is applied, this timetable event will only be visable to the students in that group.

Creating non-teaching Room Booking Events:

Use this process for booking a room for an event that is non-teaching, it will not turn up on a student/course or lecturer timetable, but the room will be reserved in CMIS for you.

Using the same steps as to create a Teaching Event, however in this case the Module and Lecturer fields are not populated, but the Details felid is required.

- Open up a Room Timetable view and use the left **Filter** button to select the room and view its timetable, click **OK**.
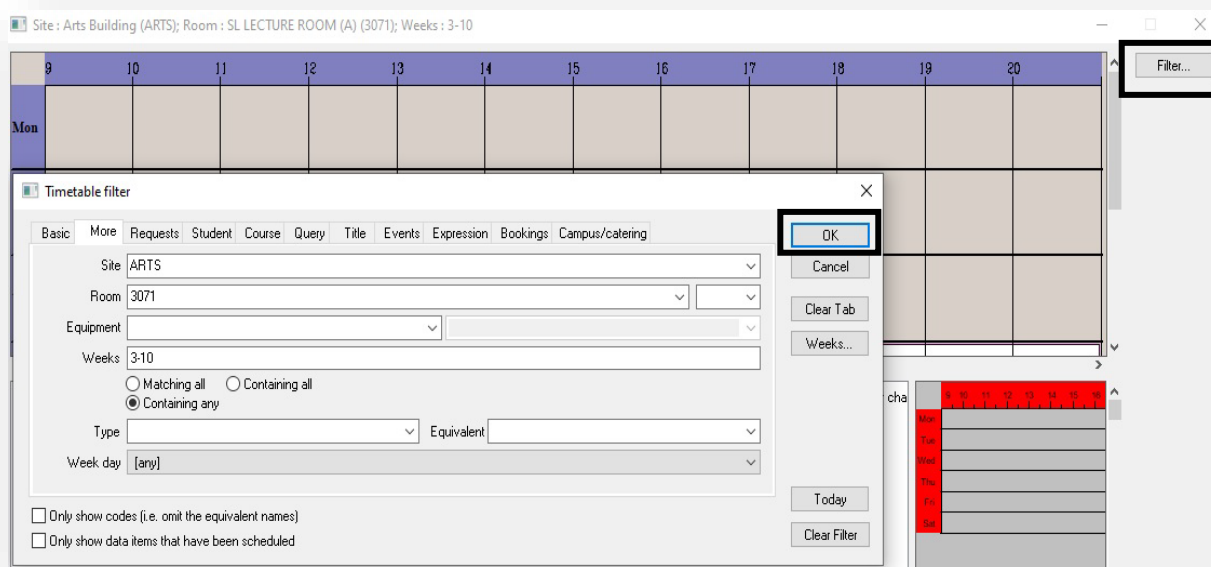
- Right-click in the graphical area and choose **New Event**
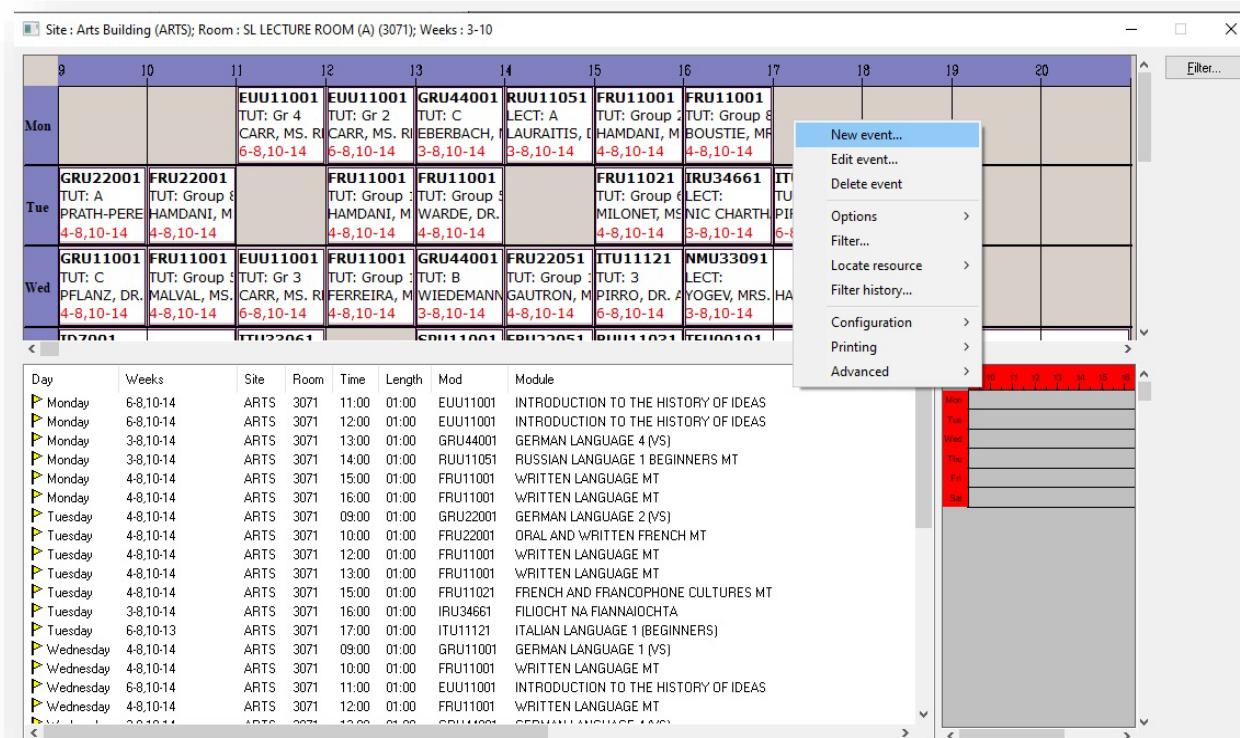
This will call up the event window, and you can input the details of the non-teaching event.

- Choose the **Day**

- Enter the **Start time and duration** of the meeting

- Enter the **Week number** if known or select the week range by clicking on the Weeks button on the right-hand side and then selecting the week number from the list given.

(You can also double click in this field to pull up a calendar select the Date required from the calendar and click OK.)

- For the source, **enter your source name**

- Enter an **Owner** and **Type** on both field at the bottom of the dialogue box

- Next, in the main window area click on **Details** to bring up the detail's dropdown section, and in the Description box you can add what the event is, e.g., Viva presentation, Departmental Showcase etc. Ensure you click **New** once you have typed in the description box to add this to the booking.

- Click **OK,** and you should now see the event appearing in the room timetable.

Locating a Timetable Event

If you know the event ID, you can find and open the event via **Query| Locate Event**

Editing Timetable Events

- Double click on the event on the graphical or list view. This will open the timetable event window.
- Click on the item in the event you want to change.
  - For example, if you need to change the current lecturer to another lecturer; click on the current lecturer in that event.
- This will bring up the item's details, and you will then be able to add, delete or change that item.
  - In the above example for lecturer change, select a lecturer that you require from the drop-down

list
available or
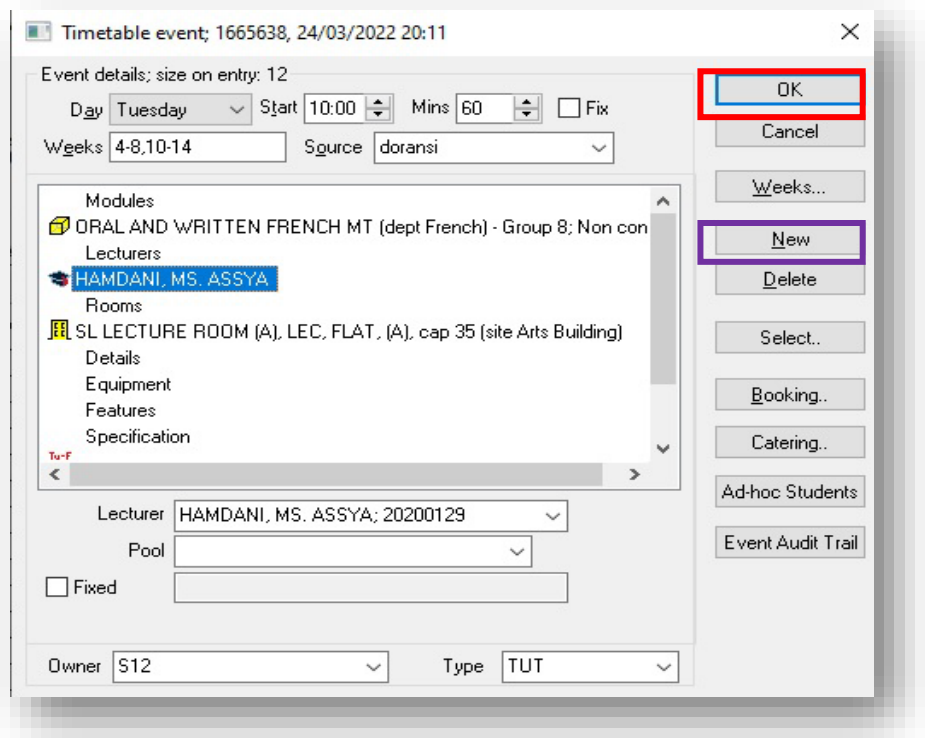paste in the
lecturer's
staff ID
number to
add them
to the
event. Once
you select
the lecturer
required;
you will
notice that
the change is

implemented straight away. The lecturer's name that you have just selected should now

be visible.

- Click **OK** to close the event

You can change any resource in the event by completing the above process.

If adding a new resource, and not replacing one as per the above example, follow the process and before you click OK, click New, this adds the new item to the event and the existing resource will also be there.

Important to remember:

- When **editing** an existing resource in the event; highlight the resource in the event window; select the new resource from the lists provided underneath the white area andclick on **Ok** to close the event.
- When **adding** a new resource to the event; highlight the resource you wish to add e.g. Modules; select the new resource from the lists provided underneath the white area, click on **New** to add the resource to the event and click on **Ok** to close the event

Drag-and-Drop of events

- Click on the event in question on the graphical view of a timetable.

- Hold down the mouse button (left) and **Drag** the event to a time/day where no clashes occur.

Repeat this process for any events that clash with the timetable. The drag-and-drop method can also be used as a quick way of moving the events.

Locating Resources

- Go to the **Timetable** menu and choose a timetable view, e.g., Room

- In the graphical view, select the event that you wish to locate a resource for.

- Right click and choose **Locate Resource** from the dropdown menu

- From the sub-menu choose **Room**

- The Locate Resources dialogue box appears, showing a summary of the event details and a list of which resources are available matching the criteria:

- Ensure that **Free** is selected

- Select a Room from the list given.

- Drag the room and drop it into the event required in the graphical view

You will be asked to confirm if you want to add the new room.
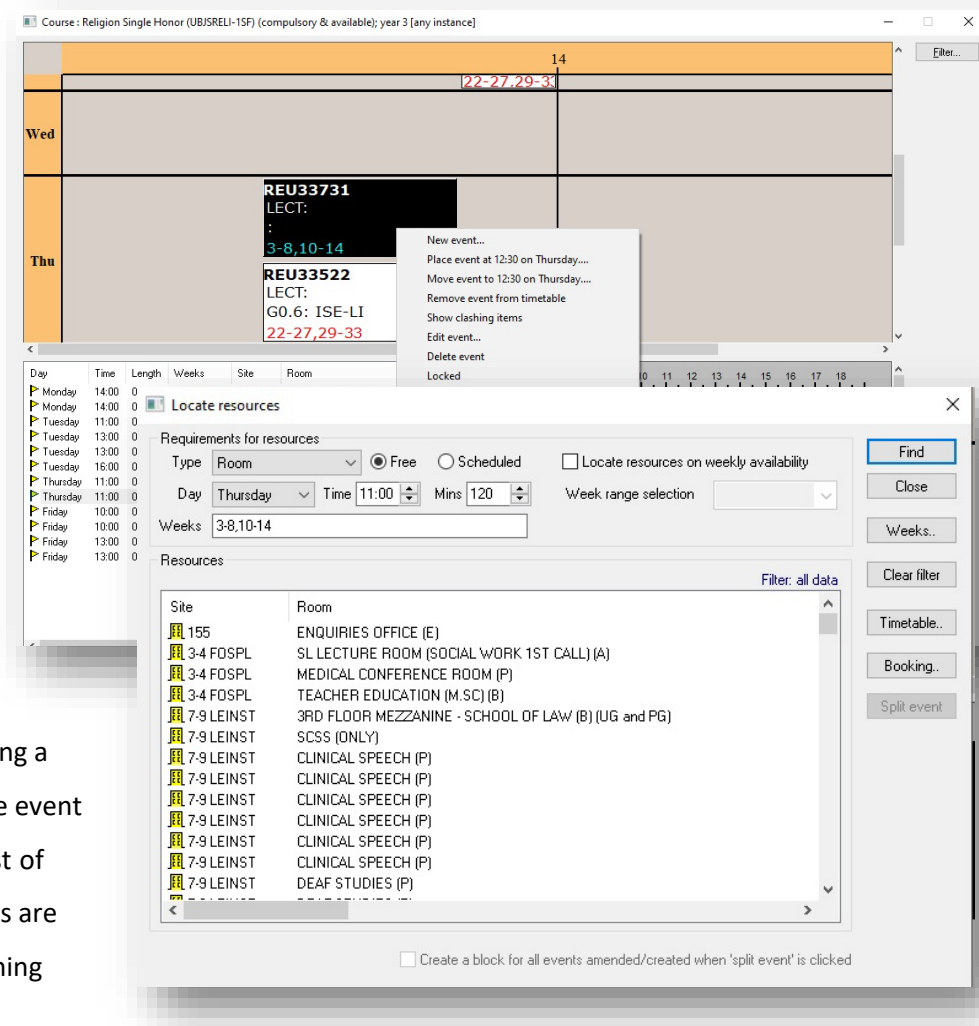
- Be sure to click **No,** this replaces any existing room and adds the one you chose.
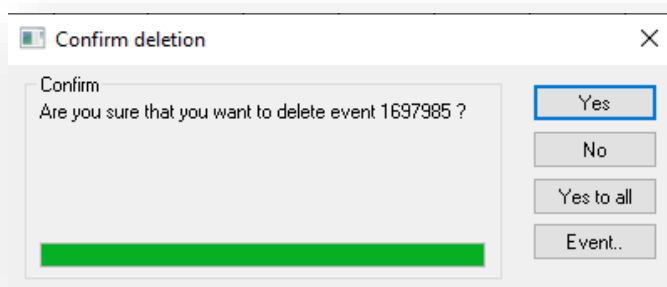
- **Close** the Locate Resources window.
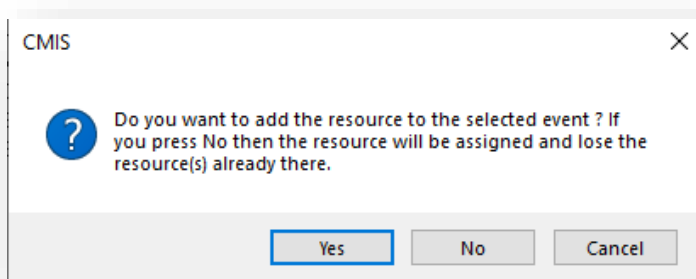
Deleting Timetable Events

- Right-click on the event on the graphical view.
- Choose **Delete Event**

You will now be asked if you want to delete the event in question as follows:

Click on **Yes** if deletion of event required.

Clicking on **No** prevents the deletion of the event.

By clicking on the **event,** you can view details of the event in question, in case you need to check before you confirm the deletion. If deleting events from the list view, highlight the event in question, right-click and choose **Timetabling|Delete Event**

5. Glossary of Terms

Term	Definition
BAS	Business Application Support Team (IT Services)
CMIS	Central Management Information System (Facility CMIS)
CTU	Central Timetabling Unit
OME	Online Module Enrolment
Planon	Holds College Atlas details, interfaces with CMIS
SAM	School Administrative Manager
SPO	School/Programme Offices
TTCMIS	CMIS Facility Scheduler

6. Further resources and information

More information, policy documents and other resources are available at https://www.tcd.ie/academic-services/central-timetabling-unit/.