

ePortal Guide

ePortal is the web front-end of CMIS Facility, the timetabling system. Access to ePortal is via the web, the link can be found on the Timetable webpage: <http://intranet.ecu.edu.au/staff/centres/student-services/resources/timetabling>

Opening ePortal

Click on the link to open Facility ePortal and enter the Username and Password: “staff” (lower case).

The following screen will open up, which has the main menu selections down the left hand side. The main menu will appear on each of the different screens.

CMIS Weeks

CMIS Facility has its own week numbers, which we refer to as “CMIS Weeks”. To check the CMIS weeks click on the Week Structure tab. CMIS Week Calendars are also available on the Timetable website.

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Week Structure

This week is week number 51
Weeks start on Monday in a 7 day structure.

Week Number	Start Date	Week Number	Start Date	Week Number	Start Date	Week Number	Start Date
1	26-11-2012	2	03-12-2012	3	10-12-2012	4	17-12-2012
5	24-12-2012	6	31-12-2012	7	07-01-2013	8	14-01-2013
9	21-01-2013	10	28-01-2013	11	04-02-2013	12	11-02-2013
13	18-02-2013	14	25-02-2013	15	04-03-2013	16	11-03-2013
17	18-03-2013	18	25-03-2013	19	01-04-2013	20	08-04-2013
21	15-04-2013	22	22-04-2013	23	29-04-2013	24	06-05-2013
25	13-05-2013	26	20-05-2013	27	27-05-2013	28	03-06-2013
29	10-06-2013	30	17-06-2013	31	24-06-2013	32	01-07-2013
33	08-07-2013	34	15-07-2013	35	22-07-2013	36	29-07-2013
37	05-08-2013	38	12-08-2013	39	19-08-2013	40	26-08-2013
41	02-09-2013	42	09-09-2013	43	16-09-2013	44	23-09-2013
45	30-09-2013	46	07-10-2013	47	14-10-2013	48	21-10-2013
49	28-10-2013	50	04-11-2013	51	11-11-2013	52	18-11-2013
53	25-11-2013	54	02-12-2013	55	09-12-2013	56	16-12-2013
57	23-12-2013	58	30-12-2013				

Viewing a Room Timetable

In the Main Menu select Timetable | Timetable. Enter the room details and click “Search”.

Timetables

[Help](#)

Timetable for

Search Criteria Search By Code Search By Name

Building

Room Starts With

The room will appear below. Highlight the room and enter the either CMIS weeks or From and To dates. Click "Next".

Room		
Room Code.	Room Name	Bld Code.
101	Lecture Theatre	JO 32

Week Range Name Week Range

Day Picker

From Date - To Date -

Click "View Timetable (Graphic)".

Selected Timetable Parameters

Timetable for : [Lecture Theatre (101)]


Type : Room

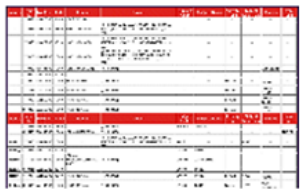
Chosen Weeks : 14-27

Additional Filters

Event Type Activity Type

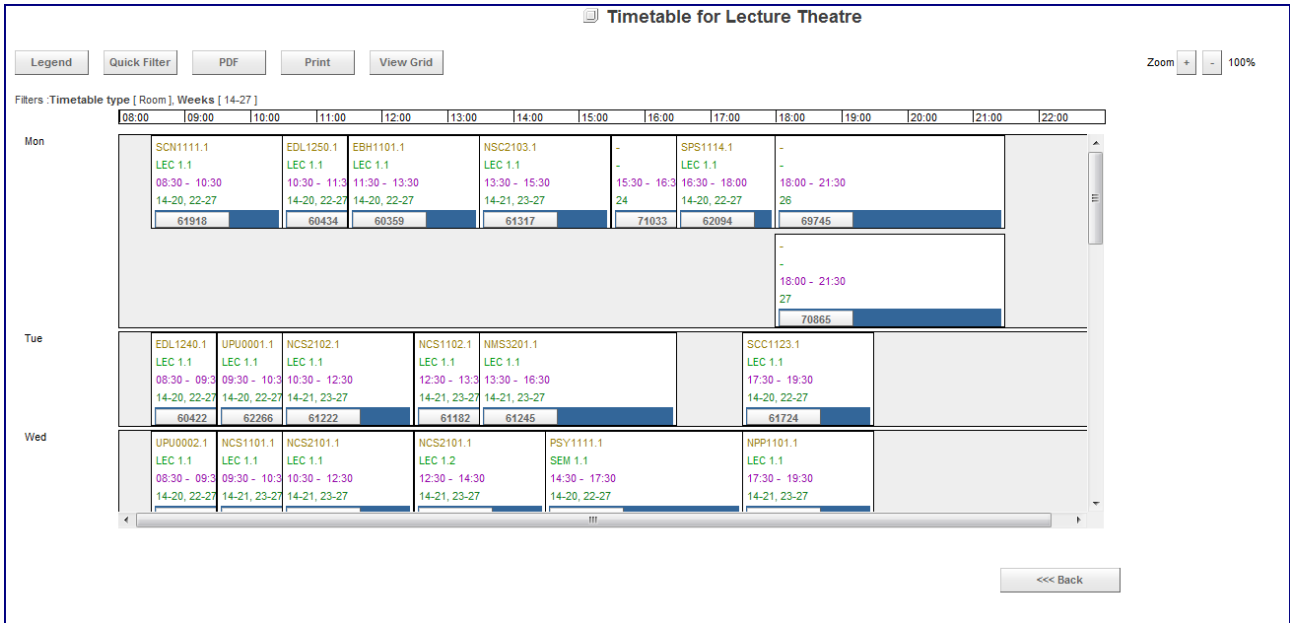
Source Bookings Only





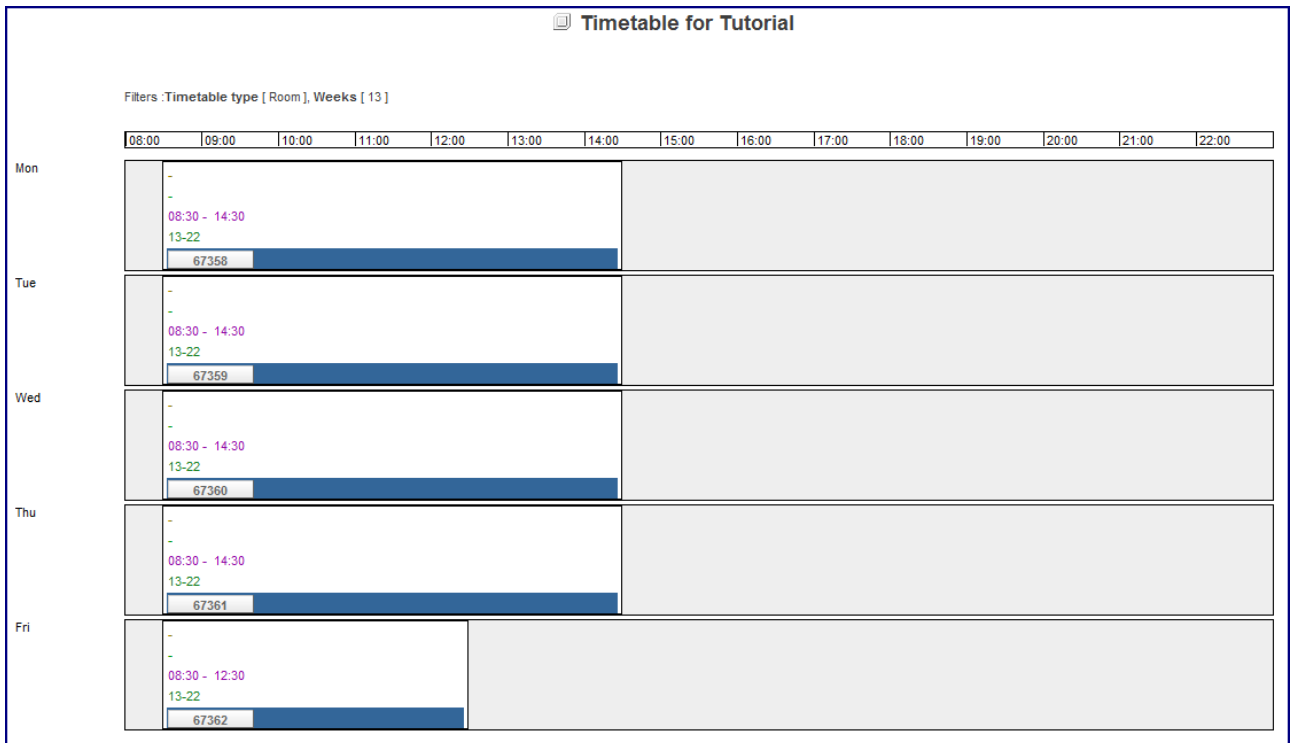
The graphic view of the room's timetable is then displayed. **Note:** Only days that have bookings will be displayed, e.g. if a room does not have any bookings on a Wednesday, then Wednesday will not display.

For more information about an activity, click on the activity number.



To get a full screen view of the graphic display, click "Print". **Note:** This opens up in a new screen, therefore there is no "Back" Button. To close, close the screen as per a normal window.

From here, you are able to print either hard copies or PDF. **Note:** There is a PDF option on the graphic view, however the formatting is not correct.



Viewing Double Room Timetables

Timetables for individual room parts cannot be selected. The system will display bookings for the room parts and the whole room.

Below is the graphic view for JO4.236/237.

Lecture Room CLS * No teaching in 78 cap

Legend Quick Filter PDF Print View Grid

Filters: Timetable type [Room]

	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	
Wed						14-20, 22-27 61008										
	CSV3101.1, CSV4000.1 SEM 1.1, SEM 1.1 08:30 - 11:30 14-20, 22-27 60317		SCY4409.1, SCY2120.1 LEC 1.1, LEC 1.1 11:30 - 13:30 14-20, 22-27 61963			ACC2700.1 TUT 1.2 13:30 - 14:30 14-20, 22-27 60103		ACC2700.1 TUT 1.3 14:30 - 15:30 14-20, 22-27 60104		COU5303.1 SEM 1.1 15:30 - 18:30 14-20, 22-27 60238						
	EDU4231.1 TUT 1.2 09:30 - 11:30 14-20, 22-27 60485		SCH3145.1 TUT 1.1 11:30 - 12:30 14-20, 22-27 61831		SCH3145.1 TUT 1.2 12:30 - 13:30 14-20, 22-27 61832		ACC3201.1 TUT 1.1 13:30 - 14:30 14-20, 22-27 60111		HST2122.1 TUT 1.2 14:30 - 15:30 14-20, 22-27 60847		EDS3240.1 TUT 1.6 15:30 - 17:30 14-20, 22-27 60451		EDS3240.1 TUT 1.8 17:30 - 19:30 14-20, 22-27 68716			
Thu	NCS1101.1 TUT 1.19 09:30 - 11:30 14-21, 23-27 67816		NCS2101.1 TUT 1.7 11:30 - 13:30 14-21, 23-27 61219			HST1124.1 SEM 1.1 13:30 - 16:30 14-20, 22-27 60841										
	-		SCY1101.1 TUT 1.2		NCS1101.1 TUT 1.20											

To see which room part the bookings are in, click on the activity number. If the room has been booked as a whole, the room part field will be empty.

Details for event 60103.

Event Id	60103	Start time	13:30	Finish time	14:30	Duration	01:00
Day	Wednesday	Week name		Week numbers	14-20, 22-27	Dates	26-02-2014 to 09-04-2014 , 23-04-2014 to 28-05-2014
Building	JO 04 - JO 04	Room	236/237 - Lecture Room CLS * No teaching in 78 cap	Room Part	236	Details	
Cost		Cost type		Unit	ACC2700.1 - Financial Reporting Standards	UnitSubgroup	TUT 1.2 - TUT 1
Activity type	TUT - Tutorial	School	E00800 - School of Accounting, Finance & Economics	Instance	JO:SEM1 - JO Semester 1	Course	-
Year		Class group	-	Class Subgroup	-	Teaching group	-
Teacher	-	Teacher Pool	-	Requested Building	-	Requested Room	-
Requested classif.	-	Requested category	-	Requested type	-	Requested zone	-
Requested Features		Requested Equipment	-	Assigned Equipment	-	Event specification name	-
Booked by	-	Booking status		Booking organisation	-	Booking created	
Booking notified		Booking confirmed		Booking Reference		Booking notes	
Other contacts		Source	TT - TT Activity	Event Type	-	Event owner	E00800 - School of Accounting, Finance & Economics
Event Spec.	-	Event Status					

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