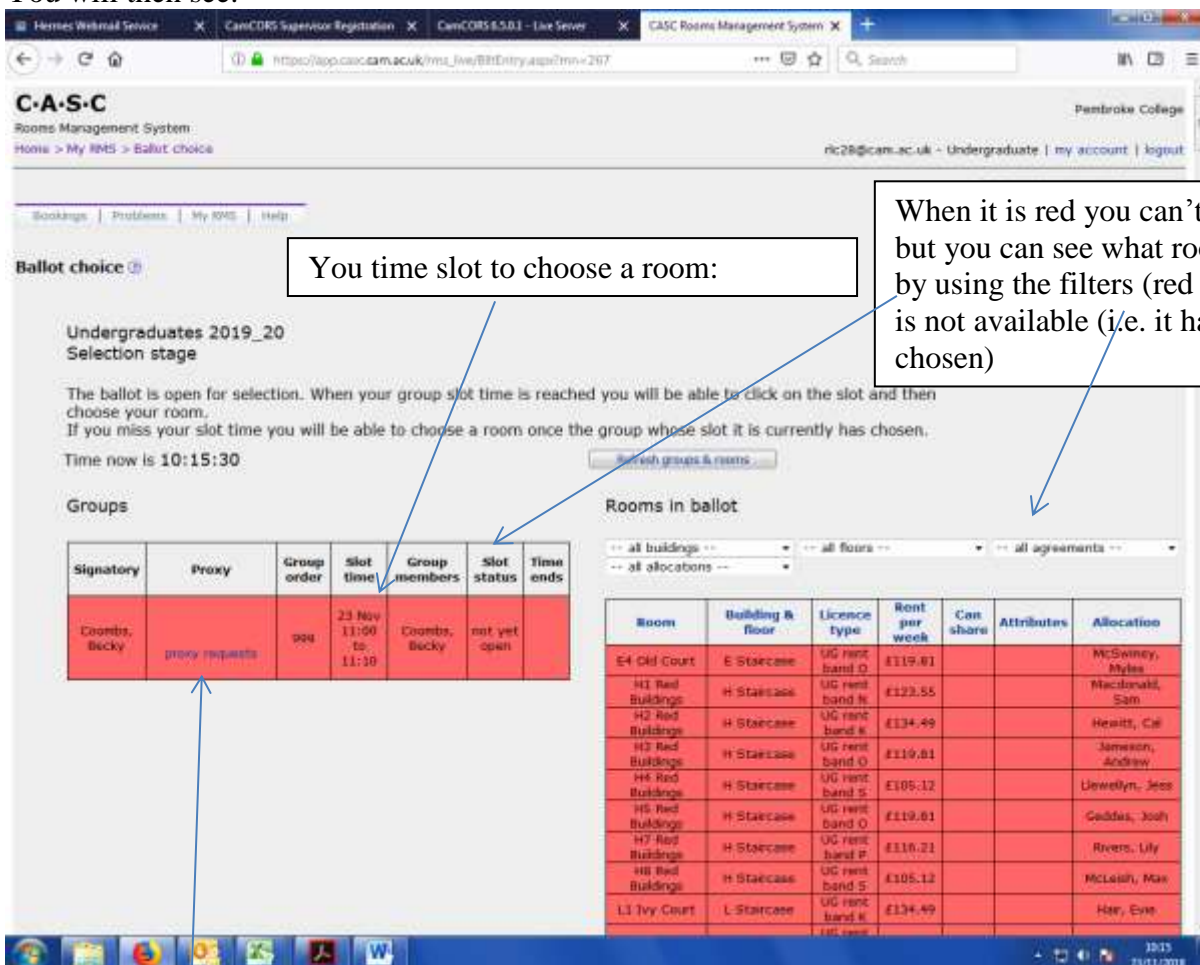


Log-in to RMS  
And click on My RMS  
A drop down menu will appear – select Ballot choice



You will then see:

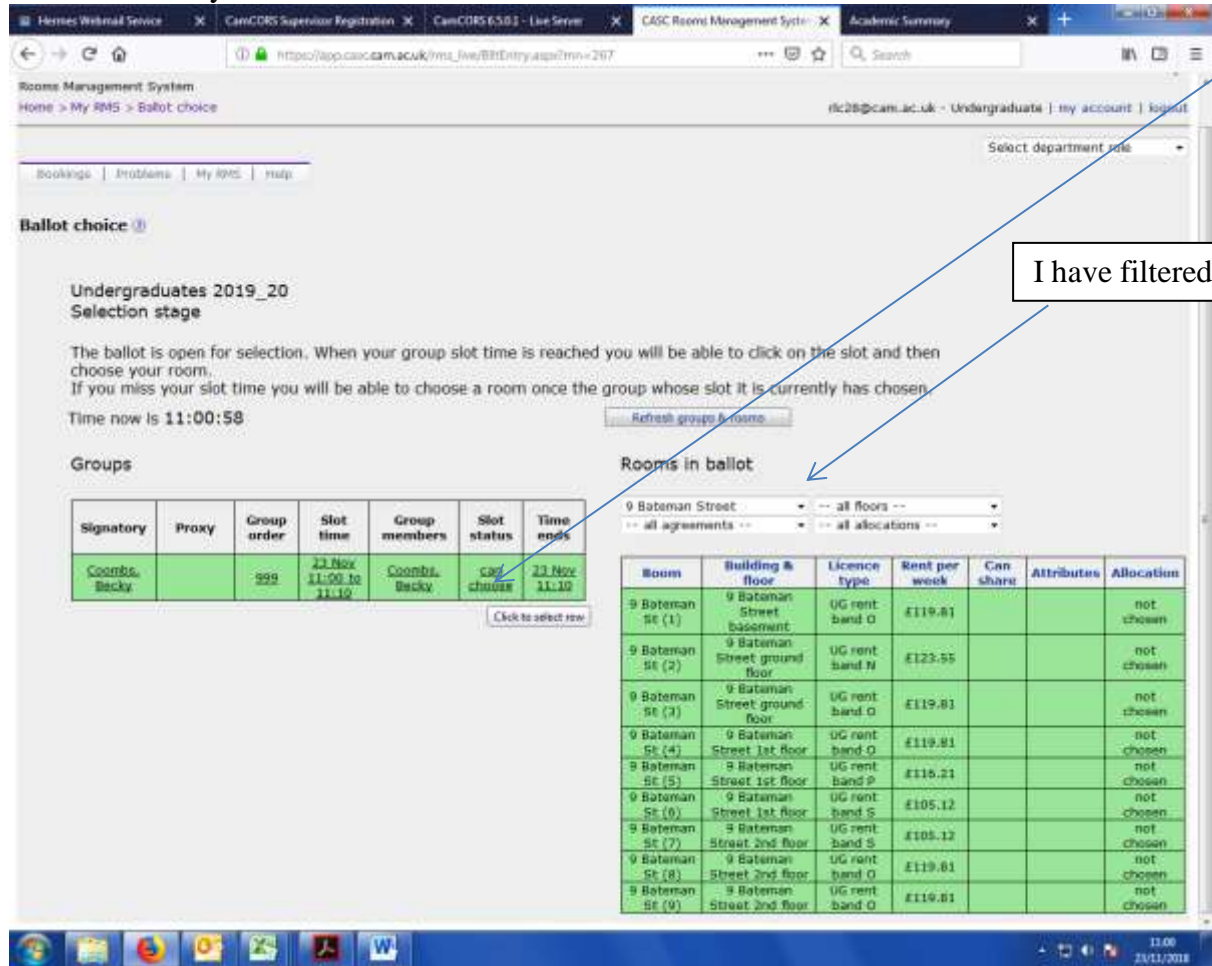


You time slot to choose a room:

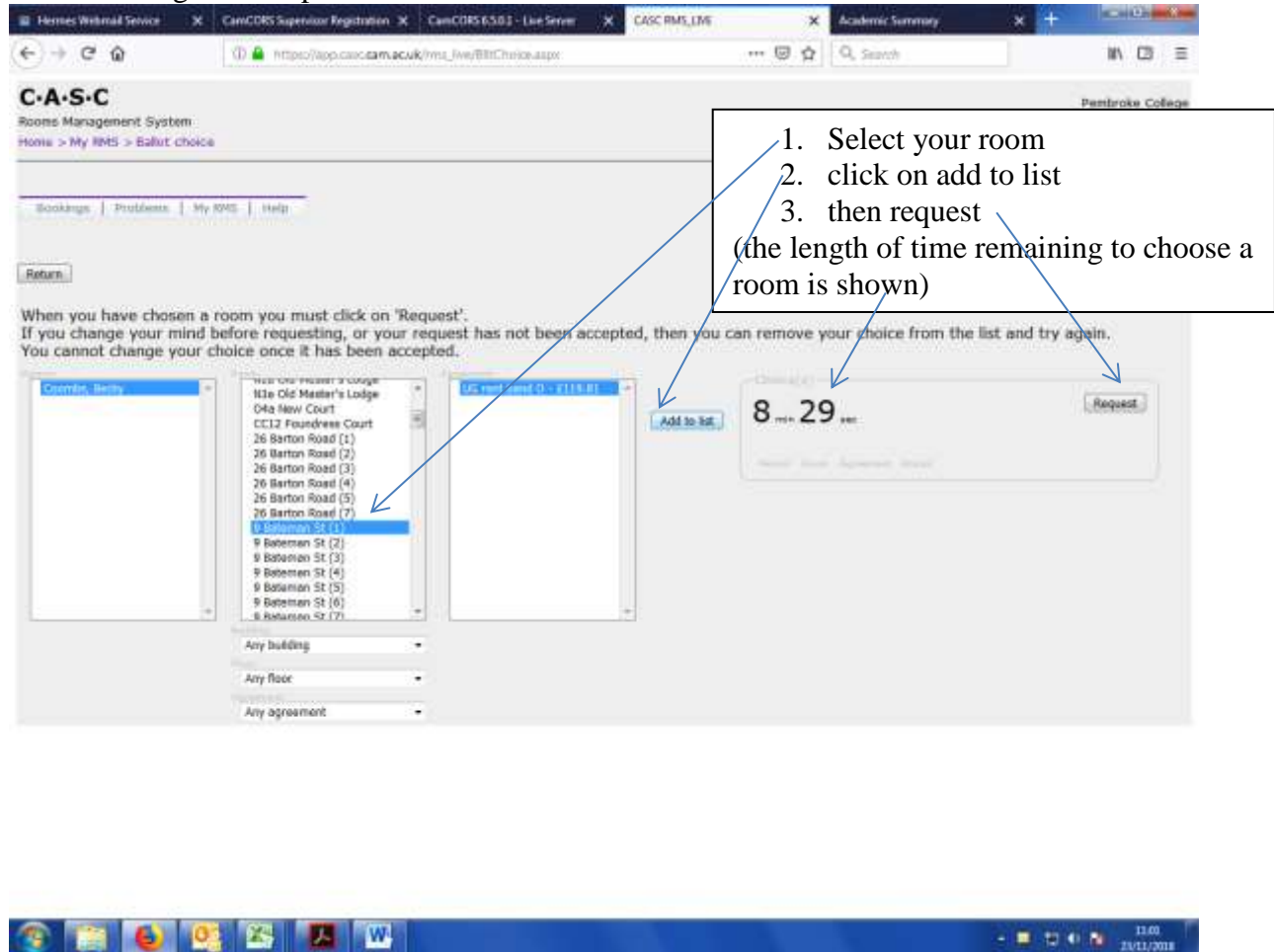
When it is red you can't choose a room but you can see what rooms are available by using the filters (red means the room is not available (i.e. it has already been chosen))

If you are unable to make your slot you can nominate a proxy

When it is your time slot press refresh groups and rooms if needs be and you name will now be green – clicking here will allow you to choose a room



The following screen opens:



Once you have pressed request you will then see:

The screenshot shows the C.A.S.C. Rooms Management System interface. At the top, there are browser tabs for 'Hermes Webmail Service', 'CamCORS Supervisor Registration', 'CamCORS 6.5.0.1 - Live Server', 'CASC RMS\_LIVE', and 'Academic Summary'. The address bar shows 'https://app.casc.cam.ac.uk/rms\_live/RRChoice.aspx'. The page header includes 'Pembroke College' and user information 'ric28@cam.ac.uk - Undergraduate | my account | logout'. A navigation bar has links for 'Bookings', 'Problems', 'My RMS', and 'Help'. Below this is a 'Return' button. The main content area contains instructions: 'When you have chosen a room you must click on 'Request'. If you change your mind before requesting, or your request has not been accepted, then you can remove your choice from the list and try again. You cannot change your choice once it has been accepted.' There are three list boxes: 'You have chosen 0 rooms', a list of rooms including 'N3a Old Master's Lodge', '04a New Court', 'CC12 Foundress Court', and various rooms on '26 Barton Road' and '9 Bateman St', and an empty 'Room not selected' box with an 'Add to list' button. Below the lists are dropdown menus for 'Any building', 'Any floor', and 'Any agreement'. At the bottom left, a timer shows '8 min 15 sec'. A 'Request' button is highlighted with a blue arrow pointing to it from a callout box that says 'You must click request again to confirm your choice'. At the bottom, a summary bar shows 'Coombs, Becky', '9 Bateman St (1)', 'UG rent band D - £119.81', and 'Not yet requested'.



You will then get the following screen confirming that your choice has been accepted  
Clicking return will take you back (see next image))

This screenshot shows the same C.A.S.C. Rooms Management System interface, but the status has changed. The timer now shows '7 min 55 sec'. A red message 'Your choice has been accepted.' is displayed. The 'Request' button is still highlighted with a blue arrow from the same callout box. The summary bar at the bottom now shows 'accepted' instead of 'Not yet requested'. A blue arrow points from the 'Return' button in the navigation bar to the text 'Clicking return will take you back (see next image))'.

Having clicked return you will see:

Hermes Webmail Service | CamCORS Superior Registration | CamCORS 6.3.0.1 - Live Server | CASC Rooms Management System | Academic Summary

https://app.casc.cam.ac.uk/rms\_live/RREntry.aspx?mn=26780&d=0

**C.A.S.C.** Rooms Management System

Home > My RMS > Ballot choice

ric28@cam.ac.uk - Undergraduate | my account | logout

Select department role

Bookings | Problems | My RMS | Help

### Ballot choice

**Undergraduates 2019\_20**  
**Selection stage**

The ballot is open for selection. When your group slot time is reached you will be able to click on the slot and then choose your room.  
If you miss your slot time you will be able to choose a room once the group whose slot it is currently has chosen.

Time now is 11:02:28

[Refresh groups & rooms](#)

**Groups**

Signatory	Proxy	Group order	Slot time	Group members	Slot status	Time ends
Coombes, Becky		999	23 Nov. 11:00 to 11:10	Coombes, Becky	choice made	

**Rooms in ballot**

9 Bateman Street -- all floors --  
-- all agreements -- -- all allocations --

Room	Building & floor	Licence type	Rent per week	Can share	Attributes	Allocation
9 Bateman St (1)	9 Bateman Street basement	UG rent band O	£119.81			Coombes, Becky
9 Bateman St (2)	9 Bateman Street ground floor	UG rent band N	£123.55			not chosen
9 Bateman St (3)	9 Bateman Street ground floor	UG rent band O	£119.81			not chosen
9 Bateman St (4)	9 Bateman Street 1st floor	UG rent band O	£119.81			not chosen
9 Bateman St (5)	9 Bateman Street 1st floor	UG rent band P	£116.21			not chosen
9 Bateman St (6)	9 Bateman Street 1st floor	UG rent band S	£105.12			not chosen
9 Bateman St (7)	9 Bateman Street 2nd floor	UG rent band S	£105.12			not chosen
9 Bateman St (8)	9 Bateman Street 2nd floor	UG rent band O	£119.81			not chosen
9 Bateman St (9)	9 Bateman Street 2nd floor	UG rent band O	£119.81			not chosen

11:02 23/11/2018