

ASIMUT USER GUIDE

Last Updated November 2024

Table of Contents

Getting Started	
What is ASIMUT?	
How do I get started?	
Your Preferences	
Main Menu Functions	
My Available Quota	4
My Agenda	4
Search	4
Event Sign Up	5
Locations	6
Creating a New Reservation	7
Questions.	
-	

Getting Started

What is ASIMUT?

<u>ASIMUT</u> is scheduling, room booking and event management software created specifically for performing arts institutions.

How do I get started?

Go to <u>bcom.asimut.net</u>. You will be redirected to a single-sign on page where you will enter your bard login credentials.

You will have a personalized agenda page. This will be populated with events you create, as well as classes, rehearsals, or other events you have been assigned to. You can select from three different agenda views, as well make a new reservation using the + button.



Your Preferences

My available quota:	Preferences
for future events 6:00	Language
My agenda	English (United States)
Search	Email separator
Event sign-up	;
Locations	Save
() 🗱 🖬 [→	

Set your language preference using the gear button.

Main Menu Functions

My Available Quota

This section shows your available booking quota for future events. Click on the question mark to view Booking Information (policies). (A quota is the maximum number of hours you are able to have booked at one time. When a room booking is made, the quota decreases by the duration of the reservation. At the time the booking is completed, the quota is recovered).

My Agenda

This is how to view your personal agenda, as pictured on page 3.

Search

Search for events, locations, or individuals from the Search screen. If you cannot find the specific room you're looking for in the Locations menu, try searching for it here.

My available quota:	Search	
for future events 6	conservatory perf ×	Search for agendas and events
My agenda	Events with concentration, part in title or de	Enter the name of a location to find a list of events and bookings in that
Search	events with <u>conservatory peri</u> in due of de	location.
Event sign-up	Events in CPS <u>Conservatory Perf</u> ormance S	Enter the name of a location group to find an overview of events and bookings in that location group.
Locations		Enter the name of a category to find a list of all events in that category.
		Enter the name of a person to find an agenda of all events where that person participates.
		Q If you are searching for a specific event, enter one or more words that might appear in the name or description of the event
() 🌣 🖬 🗄		description of the event.

Event Sign Up

Search for events you can sign up for. May expand over time.

My available quota:	Event sign-up
for future events 6:00	Search for events that I can sign up to
My agenda	
Search	Masterclass (as Performer) >
Event sign-up	Sign up for masterclasses, where you will perform and receive feedback.
Locations	Masterclass (as Observer)>Sign up to observe masterclasses.
	Private Lesson>Sign up for your private lesson.
() ‡ € [→	Coaching > Sign up for coaching.

Locations

View rooms/buildings by common groups

< Locations	Agenda for Mary-Liz O'Neill								
Practice Rooms - All	Tuesday November 1, 2022		Ago	ndau	iou	_			
Practice Rooms - Bitó	9:30 AM - 11:00 AM ASIMUT Demonstration - Example Class	:	NOV	10a v	•	= 		~	>
Practice Rooms - Blum	in Bitó 210 (Classroom) Participant : Mary-Liz O'Neill (CNSVstaff3)		s	M	т	w	Т	F	S
Practice Rooms - MPRAC	7:00 PM - 9:30 PM	:			1	2	3	4	5
Practice Rooms - New Robbins	ASIMUT Demonstration - Example Rehearsal in Sosnoff Theater		6	7	8	9	10	11	12
	Participant: Mary-Liz O'Neill (CNSVstaff3)		13	14	15	16	17	18	19
	Wednesday November 2, 2022		20	21	22	23	24	25	26
	3:00 PM - 4:30 PM	:	27	28	29	30			
	ASIMUT Demonstration - Example Individual Practice								
	in Blum N011 (Basement Practice Studio)								
	Participant: Mary-Liz O'Neill (CNSVstaff3)								
	Thursday November 3, 2022 · no events								

Clicking a location group will show you a daily schedule for that group. Hovering over an event will display a tooltip with more information about that event. You can select different dates with the arrows, or by clicking on the date header and selecting a different day. Only bookable locations are included in this location list.

Locations	1:	2:00 PM -	1:15 PM													
) Practice Rooms - All		CPF Pia in Bitó 1	10 Seminar 18 (CPS Lar _ễ	e Gree	n Roor	n) T	uesday,	Novemb	oer 19, 2	024						
) Practice Rooms - Bitó		Faculty: Student	Erika Switze s: 7	er (CPF	fac01)	1	pm 2 pi	m 3pm	4 pm	5 pm	6 pm	7 pm	8 pm	9 pm	10 pm	11 pr
Practice Rooms - Blum	Bit															
Practice Rooms - MPRAC	Bitó 118			Corliss	Corliss	CPF Piano	Sen									
	Bitó 202															
Practice Rooms - New Robbins	Bitó 203		Reardon	Reardon	Reardon	Reardon		Re	ardon							
	Bitó 205															
	Bitó 206															
	Bitó 207															
	Bitó 209															(+

Creating a New Reservation

You can request a new reservation using the + on the agenda page or on a location page, or by clicking on a blank space in a specific room.

Clicking the + button or in the white space of a bookable venue will pull up a menu of event categories you are allowed to schedule. Not all categories are available for all users. Not all rooms are available for direct reservations.



After you select your event category, you will be taken to a screen to enter meeting details: Choose an upcoming date, or click "show full calendar" to pull up a calendar. How far in advance an event can be scheduled may depend on the room.

< Individual Practice	
Tuesday 11/1/22	Insert time
Today Tue Wed Thu Nov 1 Nov 2 Nov 3	Fri Nov 4
Show full calenda	r
✓ S	Save

< Individual Practice						
Tuesday 11/1/22	Insert tir	me			This locat	event does not currently have a tion
Select location	a.m.				minutes	
Ø	12	1	2	3	:00	
Description	4	5	6	7	:15	
	8	9	10	11	:30	
Participant: Mary-Liz O'Neill (C	p.m.				:45	
√ Sa	12	1	2	3		
	4	5	6	7		
	8	9	10	11		

Click on "insert time" to select your start and end times.

Next, select your location. You can search for a room group, which will take you to that group's schedule on your chosen date, or search for a specific room number (i.e. Bito 103). If your desired room has a conflict, it will be grayed out.

<	ndividual Practice		
Tues	day 11/1/22	12:00 PM – 1:30 PM	This event does not currently have a location
Selec	t location	×]
9))	Practice Rooms - All		
9))	Practice Rooms - Bitó		
9))	Practice Rooms - Blum		
•	Bitó 102 (Faculty Studio	0)	
•	Bitó 103 (Faculty Studio	0)	
	– s	ave	

A **yellow box** indicates that you are unable to create a booking in the selected space and time for a specified reason. In the screenshot below, you'll see that this booking cannot be created, because an event cannot be added on a date in the past.

A **blue box** indicates that you have a conflicting event at the time you've selected. Students are able to double book themselves. For example: your academic class in the college was canceled, and you would like to practice during that time frame.

< Individual Practice	
Tuesday 11/1/22 8:30 AM – 10:00 AM	Bitó 103 (Faculty Studio) Lázló Z. Bitó '60 Conservatory Building
Bitó 103 (Faculty Studio) X	Regular opening hours
Secription	Monday 07:00 am - 11:45 pm Tuesday 07:00 am - 11:45 pm Wednesday 07:00 am - 11:45 pm
Participant: Mary-Liz O'Neill (CNSVstaff3)	Thursday 07:00 am - 11:45 pm Friday 07:00 am - 11:45 pm
You are not allowed to create or modify events in the past	Saturday 07:00 am - 11:45 pm Sunday 07:00 am - 11:45 pm
 You have conflicting events: 09:30 am - 11:00 am ASIMUT Demonstration - Example Class 	
🗕 Save	

Ensemble Practice Bookings:

Participants can only be added to ensemble practice bookings. When you add your participants, and press save, if one or more of your participants have a conflicting event, it will strike through their name and display the conflicting time. You can choose to remove the individual with the conflict, or go back and find a different time.

Note: Conflict checking ONLY works with Conservatory affiliated events also scheduled in ASIMUT, and only if the individual is listed as a participant in another event. It will not check against personal calendars, campus events, lectures without defined participants, etc.

Questions

We are happy to help! Please contact <u>practice@bard.edu</u> and we will assist as soon as possible. There is also additional helpful information on the Conservatory wiki.