

Asimut

# Instructions and functionality

Website

[csi.asimut.net](http://csi.asimut.net)

Access account

**Asimut CSI**

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Last update

**25.08.2022**

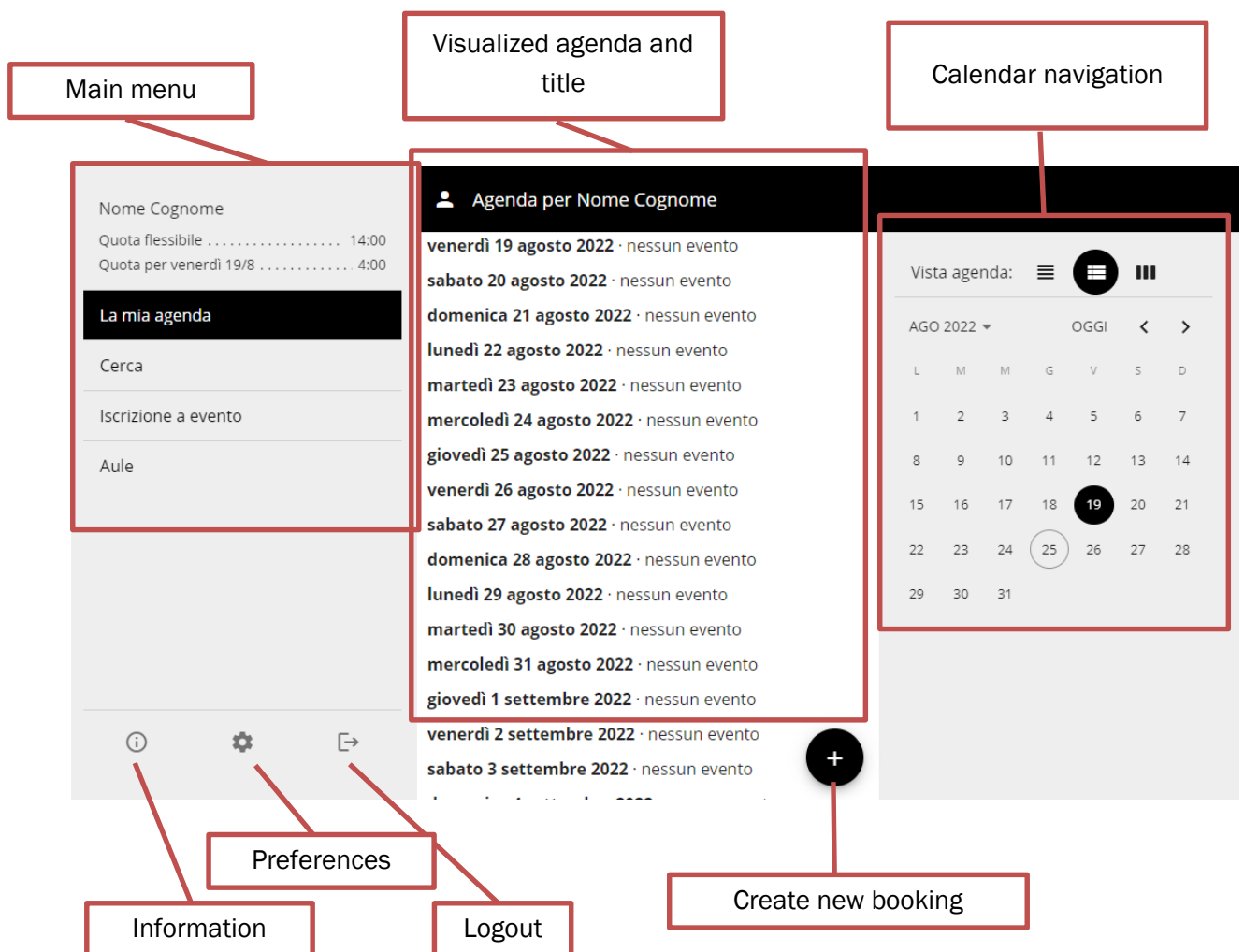
## Summary

Introduction .....	2
How to make a room booking.....	3
How to amend a booking.....	4
How to cancel a booking.....	4
How to make a group booking.....	<b>Errore. Il segnalibro non è definito.</b>
How to sync your ASIMUT calendar .....	4
How to sign up for an event.....	4
Troubleshooting.....	5

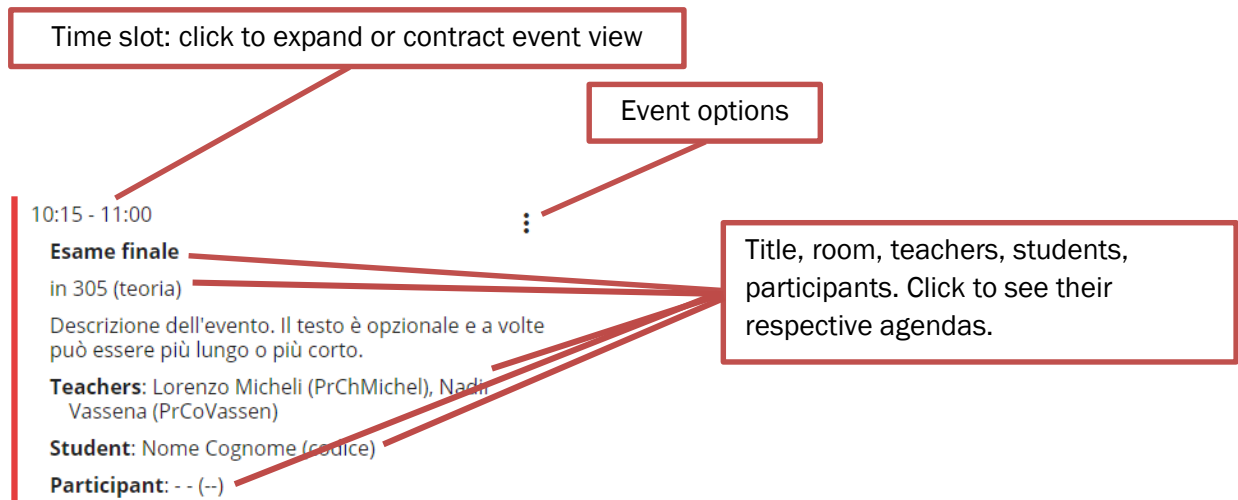
## Introduction

Asimut is the room booking system at the CSI. This system allows teachers and students to check their lessons agenda and, for people at the PRE and at the SUM, to book rooms for teaching and/or for practicing.

## General interface



## Single event



## How to make a room booking

1. Click the “+” (plus) button on the bottom of the screen.
2. Adjust date, start and end time for the booking.
3. Select or type the room (or location and then room) you would like to book.
4. The default category will be defined by the system. University students will have the chance to select a different category for chamber music rehearsals (SUM studenti musica camera) where they can add other participants. Teacher may always add students to their bookings.
5. You may leave a description, but it is not required.
6. Click “Save”.

### Alternative

1. From the “Locations” voice on the main menu, select a specific location.
2. In the calendar view that now is displayed, select the room and time where you’d like to make the booking.
3. Adjust the duration of the booking and proceed with steps 4, 5, and 6 as mentioned above.

## How to modify a booking

1. Find the booking you'd like to modify from your agenda.
2. Click the Edit button (three vertical dots) and then the "Modify event" button.
3. On the booking screen, make the modifications you need (start/end time, room, participants, etc.).
4. Click "Save".

## How to cancel a booking

1. Find the booking you'd like to cancel from your agenda.
2. Click the Edit button (three vertical dots) and then the "Cancel event" button.
3. Confirm the cancellation.

## How to sync your ASIMUT agenda with your calendar

1. Click the "Preferences" button at the bottom left (the gear icon).
2. From the "Show steps to set up..." drop down menu select the option you need to sync with.
3. Follow the instructions to set your calendar feed.

## How to sign up for an event

1. Select "Event signup" from the main menu.
2. Select the category of event for which you have received invitations. Events are categorized as follow:
  - a. **Events:** special events which you can sign up for
  - b. **Lessons:** lessons which you have been invited to sign up for
  - c. **Concerts:** concerts organized by the school in which you are invited to perform, should you wish to do so
  - d. **Masterclass (active):** masterclasses which you have been invited to sign up for
  - e. **Masterclass (listener):** masterclasses which you can sign up for as a listener
  - f. **Setups:** events which you can sign up for as a student assistant
3. From the list of events, search for the one you are interested in participating and click on "Sign up as Participant". This way, you will be added to the list of participants in the pre-defined role (student or participant)
4. To remove your participation to an event, click on "Remove sign-up as Participant"

Keep in mind that sign-up options may have specific restrictions that apply. Please read carefully the event description of the invitation email.

## Troubleshooting

### Error messages

- **You are not allowed to create or modify bookings in [location]:**  
You do not have the booking privileges to book your selected space. Please select a different location or seek approval to use the space from the relevant people.
- **You are not allowed to create or modify bookings that end later than [date, time]:**  
The booking you are trying to book is beyond your booking horizon. You need to select a date and time before the specified date in the message.
- **Your booking clashes with: [name of event you are attached to]:**  
This means you have a class or another booking in your agenda on the date and time you are trying to book. Please review your agenda and select an available date and time to book.