ASIMUT – User Manual with Booking Rules
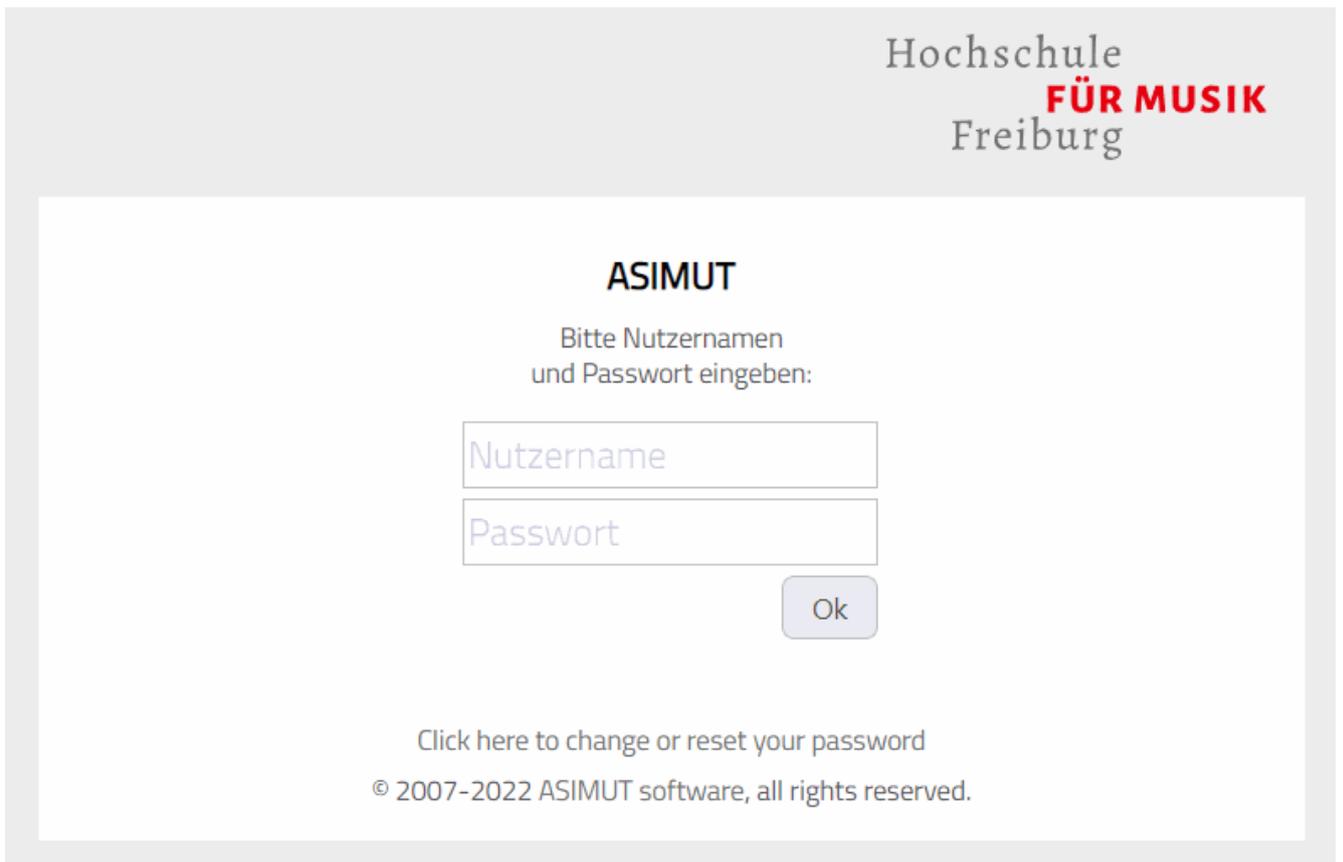
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The General Students' Committee (Allgemeiner Studierendenausschuss, AStA)
asta.mh-freiburg.de

in cooperation with the

Office for Room Coordination (Stabsstelle für Raumkoordination)
www.mh-freiburg.de/hochschule/verwaltung-und-dienste/raumkoordination

Content

1. Rules for Room Booking

1.1 General Rules

- All students can book a room up to 14 days in advance ("booking horizon").
- To book a room, all students receive a "rolling quota" of 10 hours.
  The rolling quota is refunded after each completed booking.

- During peak hours (Monday to Friday 11:00 - 17:00), practising will be limited:
- Within the peak hours, the quota is limited ("peak quota") to:
  - 2 hours for all students except the artistic major pianists,
  - 3 hours for all artistic major pianists.

- The minimum booking time is 30 minutes.
- There must be an interval of at least 90 minutes between bookings oft the same person in the same room.
- Bookings always begin and end in quarter-hour intervals: **:00**, **:15**, **:30**, or **:45**:

- For **future** bookings – *e.g. in 3 hours or 2 days* – the booking time is always rounded to the nearest 15 minutes:
  - *Times from :08 to :22 to :15*
  - *Times from :23 to :37 to :30*
  - *Times from :38 to :52 to :45*
  - *Times from :53 to :07 to :00*

Example 1: Rounding **up** (*:08-:14 /:23-:29 /:38-:44 / :53-:59*)
If you want to book a room at 11:08 a.m. *in the future*, the booking begins at 11:15 a.m.

Example 2: Rounding **off** (*:01-:07 /:16-:22 / :31-:37 / :46-:59*)
If you want to book a room at 11:37 a.m. *in the future*, the booking starts at 11:30 a.m.

- For **spontaneous** bookings – **now immediately** – the booking time will rounded **up** always be to the nearest 15 minutes
  - *Times from :00 to :14 to :15*
  - *Times from :15 to :29 to :30*
  - *Times from :30 to :44 to :45*
  - *Times from :45 to :59 to :00*

Example 3: Rounding **up** (*:00-:14 /:15-:29 /:30-:44 / :45-:59*)
If you book a room *spontaneously* at 10:59 a.m., the booking starts at 11:00 a.m.; if you book at 11:00 a.m., the booking starts at 11:15 a.m.
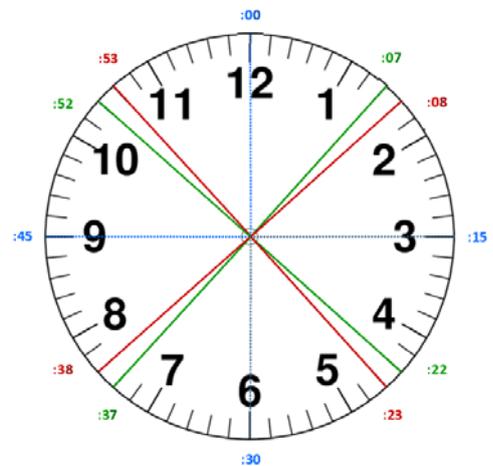
1.2 Reconfirmation

- Each booking must be reconfirmed before entering the room.
- For reconfirmation, your device must be connected to one of the networks of the HfM Freiburg ("MHS" or "eduroam").
- The reconfirmation deadlines are:
  - from 60 minutes *before* the start of the reservation
  - up to 5 minutes *after* the start of the reservation
- If the reconfirmation period expires
  - the reservation is automatically deleted
  - the room is released again and
  - the (entire) quota will be refunded.

1.3 Free Booking Horizon

Students have a "free booking horizon" of 120 minutes. If there is still quota available, all bookings within this free booking horizon are counted towards the quota. If your quota is used up, you can still book a free room within the next 120 minutes.

<u>Example:</u> If the current time is 14:35, when applying the Free Booking Horizon, you may only make a booking that ends no later than 16:35 (14:35 + 120 minutes).

Please note that there is a minimum booking time of 30 minutes and rounding of the booking time to the nearest 15 minutes applies.

⇨ 120 minutes = up to 15 minutes (waiting time) + a maximum of 1 hour and 45 minutes (booking time)

<u>For the above example</u>
- You can book a room from 14:35 to 15:35, as this is still within the 120 minute limit. However, due to rounding, the system will your booking time to 14:30 to 15:30.
- As the current time is 14:35 and you are not allowed to make a booking in the past, the next possible booking time is 14:45 to 15:45.
- When using the Free Booking Horizon (120 minute limit), you can make a booking for 15:00 to 16:00 from 14:45 to 14:59 (i.e. up to 15 minutes in advance).

1.4 Restrictions

Some practice rooms are prioritised for certain students depending on their instrument and field of study. That means they can be booked earlier than for other students:

Room Group	Associated Practise Rooms	Prioritised group(s)	Booking horizon for Prioritised group(s)	Booking horizon for other students
Harpsichord Room	011	"Harpsichordists"	14 days	2 days recorder players only
Double bass Room	012	"Double bassists"	14 days	2 days all other students
Organ Room	022	"Organists"	14 days	2 days all other students
Harp Room	026	"Harpists"	14 days	2 days all other students
Organ Room	0100	"Organists"	14 days	currently not bookable except for organists
"Pianists" Rooms	031-033	"Pianists (BL, EMP, ChoirDir, OrchCond)"	14 days	2 days all other students
	031-036	"Pianists (artistic)"	14 days	2 days all other students

1.5 Cancellation

- Every booking can be cancelled. If your plans change, please take care and cancel your booking:
  - Press the "Cancel Booking" button.
  - You will then be refunded the remaining quota rounded down to 15 minutes.
- If you cancel a booking before the starting time, the entire booking time will be credited to your quota immediately.

2. Users' Guide

2.1 First Steps

- Access ASIMUT hfm-freiburg.asimut.net via a web browser on your computer or any mobile device (smartphone, tablet, etc.).
- The "username" is your **MH-Freiburg e-mail adress** – usually v.surname[at]mh-freiburg.de {s = 1st letter of your first name}.
- When you **log in for the first time**, you still have to set your "password"
  - Click on "Click here to change or reset your password"
  - Follow the instructions of the "password reset" procedure.

Hochschule **FÜR MUSIK** Freiburg

ASIMUT

Bitte Nutzernamen und Passwort eingeben:

Nutzername

Passwort

Ok

Click here to change or reset your password

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At the top left you will see:
- your **name**
- your current **odds**:
  - your **"rolling quota"** (here 10:00 hours)
  - your **"peak quota"** for the respective day (here: for Tuesday 18.1. 2:00 hours)

Below this you will see your menu, most importantly:
- **My Agenda**
- **Locations**

If you click on your name, the **"Booking Informationen"** appears on the right:
- **Rules for booking rooms**
- **Last minute bookings**

If you scroll down further, you will see more rules:
- **Reconfirmation**
- **End booking early**
- **Special Practise Rooms**

Jörg Scheele

Laufende Quote 10:00
Kernzeitquote für Dienstag 18.1. . . . . . 2:00

Mein Zeitplan

Suchen

Anmeldung zu Ereignissen

Räume

Buchungsinformationen

Regeln für die Raumbuchung

- Jede*r Studierende kann bis zu 2 Wochen im Voraus einen Überaum buchen.
- Jede*r Studierende hat - innerhalb dieser 2 Wochen - eine laufende Quote von 10 Stunden.
- Innerhalb der Kernzeit (Montag bis Freitag 11:00 - 17:00 Uhr) können max. 2 Stunden gebucht werden, "Pianist*innnen, künstlerisch" 3 Stunden.
- Die Mindestbuchungszeit beträgt 30 Minuten, der Mindestabstand zwischen zwei Buchungen im selben Raum beträgt 30 Minuten.
- Das Inventar darf nicht entfernt werden.
- Studierende sind für die gesamte Dauer ihrer Buchung für das Inventar des Raumes verantwortlich.

Last-Minute-Buchungen

- "Last-minute"-Buchungen sind möglich, selbst wenn die eigene Quote bereits aufgebraucht ist.
- Ist noch Quote vorhanden, wird die Zeit davon abgebucht.
- Diese "Last-minute"-Buchungen müssen innerhalb von 2 Stunden nach der aktuellen Uhrzeit enden.

(… continue to scroll ↓ down ↓ …)

2.2 Check Agenda

- Your agenda for the current week is displayed here for 7 days at a time (standard view). To check another weekly or daily schedule, select the date in the calendar.
- At the top left, your current odds are displayed.
- The view consists of 3 columns: On the left (1. column) is the menu ("My Agenda", "Locations" etc.), next to it the "Agenda" (2nd column) with monthly calendar and "View Options" (3rd column).
- The three buttons on the right (*"standard view:"*) are
  - o (**middle button**) detailed schedule (*standard view*, list view with all information)
  - o (left button) compresed *list view* (each event in one line)
  - o (right button) timetable *block view* (each event as a block, all info on moues-over): ~~Also from here – except from the "Rooms" view – a booking can also be created.~~

- Return to *standard view* (middle button):

  - o Click in the *"three dots"* button (top right)

  - o then click on *"middle view"* button

- If the browser window is reduced in size - especially in width - the following will disappear
  1. first the left column with your name, the odds and the menu
  2. then also the right column with the calendar and the schedule views

2.3 Checking special Room Groups

- Clicking on the menu item **< Rooms** opens the *room group view*.
- There you will find several **room groups**, e.g.
  - all locations (*"Alle Räume"*)
  - upper corridor (*"Oberer Kellergang"*) and lower corridor (*"Unterer Kellergang"*)
  - pianists' rooms (*"Pianist*innen Überäume"*)
- By clicking on the name of a room group, the current occupancy of that occupancy of this room group, here e.g. the occupancy of the **"Pianists' Rooms"** on Monday, 17 January 2022.

- Hovering over a booking with the mouse displays all the details are displayed, here:
  - Time of the booking: **15:00 – 18:00**
  - Booking name: Ensemble-test booking 01
  - Booking **location**:   Room **031 A (Überaum, oberer Gang)**
  - participating **students:**   **Bertram Bartnelke** and **Charlotte Chrysantheme**

2.4 Booking a Room

Example: Today is Tuesday 11 January 2022.

- To book a room, go with the mouse on a **room (line)** and then to a **start time (column)**, here e.g. to **Room "034 B"** from **17:15**.
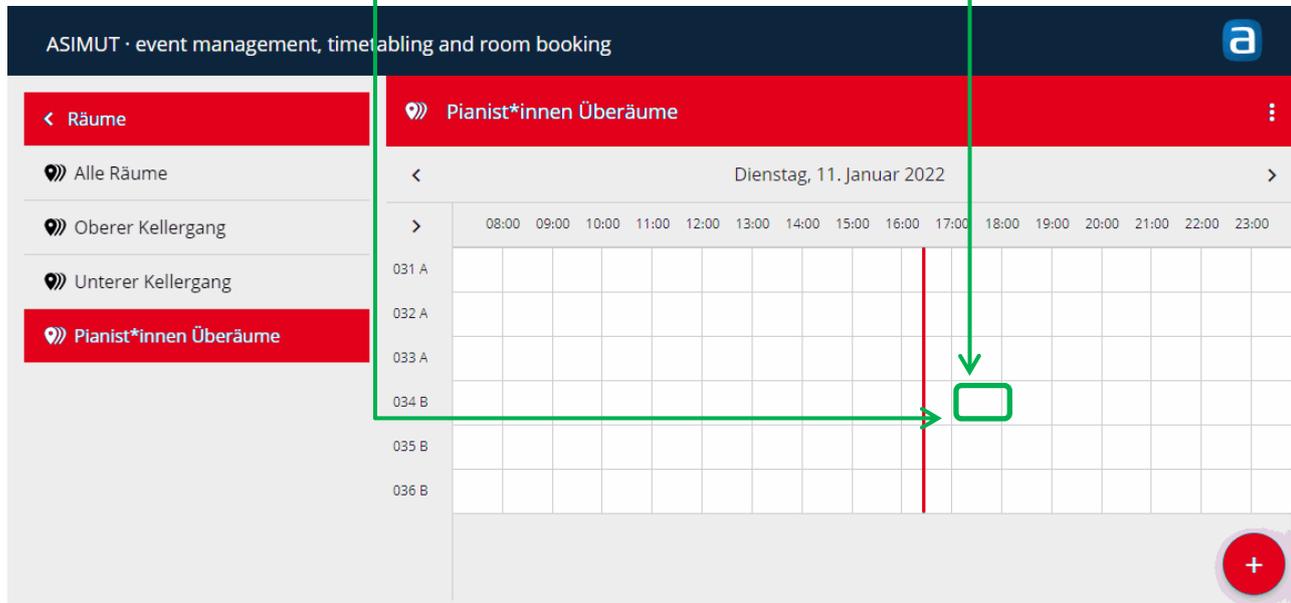
- Clicking on this position opens the category window: Now you can ...
    - either **book individual exercises**
    - or (with several participants) plan an **ensemble rehearsal**
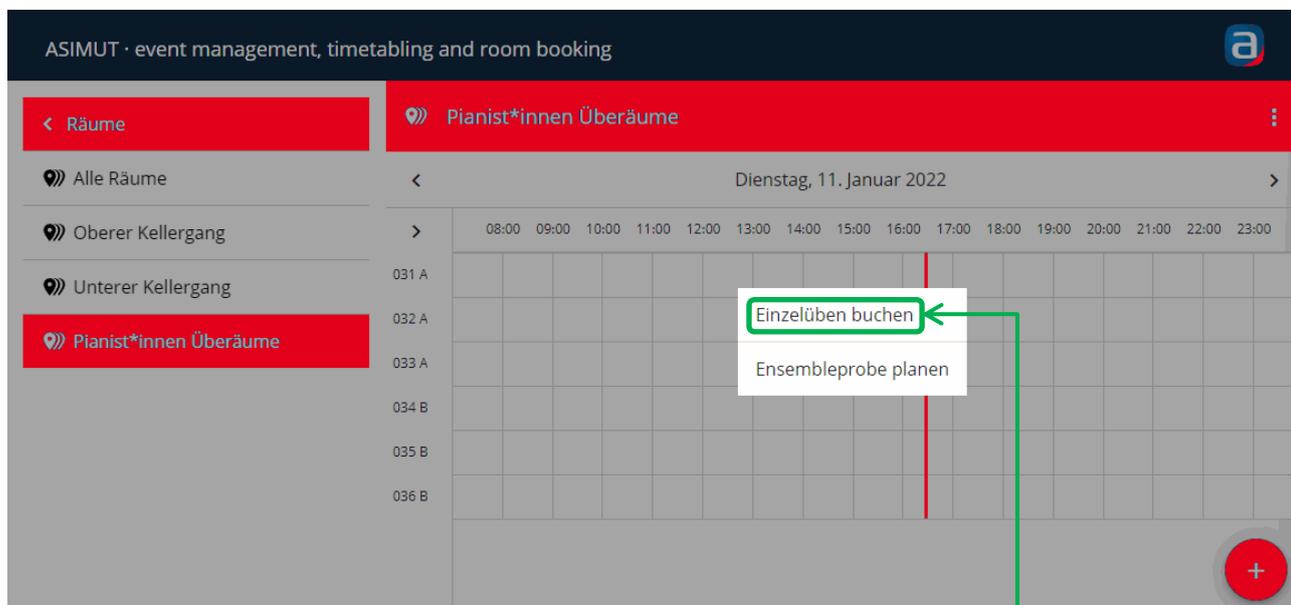
- Now click on e.g. **book individual exercises** ...

- … the screen opens for booking category **individual rehearsals**, an you see **in the middle** …
  - the date, here e.g. **Tuesday 11.01.22**
  - the start an end time, here e.g. **17:15 – 17:45**
  - the room, here **034 B (practising room, upper corridor)**
  - an (optional) field for a *"description …"*
  - the participant(s), here e.g. **participant: Jörg Scheele**
- … and on the **right** further informations, here e.g.
  - **034 B (practising room, upper corridor)**, "Only pianists are allowed to practise here!"
  - the **inventory**, here e.g. "grand piano" and "window"
  - the **regular opening hours**, here e.g. Monday to Sunday 00:00 – 23:55

- If you want to change the time, here e.g. the **end time**, click **on it**, until the input mask for changing the end time opens.

- … and change it by clicking, here e.g. to **18:45**.

- When the time in the field "Start and end time" has been changed, you can still enter the time in the field **Description**... any description of your booking ...

- … then you only have to click on ✓ **Save**.
- Afterwards the room is *provisionally* **reserved**, *__not yet confirmed!__*

- **Every unconfirmed booking must be reconfirmed before the start:**
  - ○ **from 60 minutes *before* the start, here e.g. from 16:15.**
  - ○ **up to 5 minutes *after* the start, here e.g. at 17:20 at the latest.**

- To reconfirm, click on **Reconfirm**
  (afterwards the "Reconfirm" button disappears)

- By clicking on **< Locations** you return to the *room group view* – here back to the **"Pianists* rooms"** – and you can see your booking there:

- By clicking on the booking you reach the menu event options, there you can also
  - ○ **edit the event** or **cancell the booking** (see 2.5 next page)

  - ○ or – if the booking has *already started* – **end the booking prematurely** (see 2.6 next page)

2.5 Cancel a Booking before it starts

- Any booking can be cancelled (= annulled) **before it has started**:
  - Click on "Cancel booking".
  - The entire booking time will be credited back to your quota immediately.
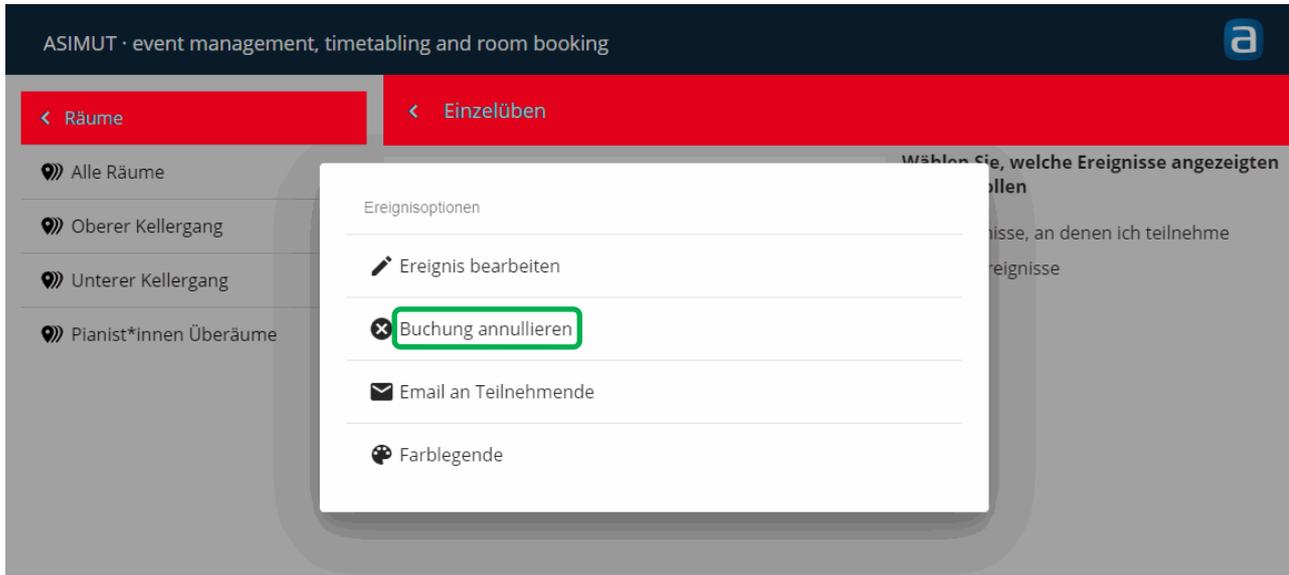
2.6 End a Booking early

- If a booking has been confirmed and **has already started**, it can be **ended prematurely**.
- To do this, click on"(Booking) End at xx:xx (o'clock)".
- After ending the booking early, your remaining quota will be - rounded down to 15 minutes - immediately credited again.

Example: If you want to end your 14:15-15:15 booking prematurely at 14:50 the earliest time you can end your booking is "End at 15:00" will be displayed.

We ask that *before* you leave your room *early*:

Please <u>always</u> use the "End (booking)" function, to make the remaining time available to other students.

Thank you very much!