



Asimut user manual

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What is Asimut?

Asimut is the new software application in which students and teachers see an overview of their classes, examinations and other educational activities. Within this system, you can make reservations to rehearse, work or sign on for certain activities.

Signing on

Singing on to Asimut can be done through this link: [click here](#).

If you do not yet have a hogent-account, you must sign on through this link: [click here](#).

You can also log on through our main website: [click here](#).

Anatomy of Asimut

The main view of Asimut looks somewhat like this:

The screenshot shows the ASIMUT interface for user Rob Meuleman. It includes a navigation menu, a calendar for September 2020, a search bar, and a list of room groups. The agenda on the right shows events for the week of September 17th to 23rd, 2020.

ASIMUT · room booking, timetabling and event management

Rob Meuleman

- > Mijn agenda
- > Mijn voorkeuren
- > Koppeling Agenda
- > Kleuren legenda
- > Over ASIMUT

Kalender

september 2020

ma	di	wo	do	vr	za	zo
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Zoek

Ruimtegroepen:

- AUDITORIA
- SEMINARIELOKALEN
- MUZIEKPRODUCTIE: REPETITIERUIMTES
- JAZZ: EN POPMUZIEK: REPETITIERUIMTES
- KLASSIEKE MUZIEK: REPETITIERUIMTES
- FOTOGRAFIE
- FILM: MONTAGE EN STUDIO
- VERGADERZALEN

Agenda van Rob Meuleman

donderdag 17th september 2020

- 8:00 - 8:15 **Reservation**
Test voor annulatie
Participant: Rob Meuleman (rmeu387)
Mail naar: participant

vrijdag 18th september 2020

Geen evenementen

zaterdag 19th september 2020

Geen evenementen

zondag 20th september 2020

Geen evenementen

maandag 21st september 2020

Geen evenementen

dinsdag 22nd september 2020

- 17:00 - 18:00 **infosessie livestream LTA (Auditorium Permeke)**
Teacher: Rob Meuleman (rmeu387)
Mail naar: teacher

woensdag 23rd september 2020

Geen evenementen

You initially always have an overview of the next 7 days and which activities are planned. You can click on a different date on the calendar to view 7 days into the future from that point.

Keep in mind that there is a limit as to how far you can look into the future.

Personal menu

On the left-hand side of the page, underneath your name, there are several links:

- › [Mijn agenda](#)
 - › [Mijn voorkeuren](#)
 - › [Koppeling Agenda](#)
 - › [Kleuren legenda](#)
 - › [Over ASIMUT](#)
- [Mijn agenda](#): this will take you back to your personal overview.
- [Mijn voorkeuren](#): you can adjust your preferred language here. Keep in mind that this only changes titles within Asimut itself but not the titles of the activities on your schedule.
- [Koppeling agenda](#): you can find more information here about connecting your Asimut-schedule to your personal agenda.
- [Kleuren legenda](#): this legend provides more information about the meaning behind the colours of the activities. Click on this link again to collapse this overview.
- [Over ASIMUT](#): do you have a specific question or a problem regarding Asimut? Contact us through this link.

Calendar

With the calendar, you can choose which date you'd like to view. You can view up to 7 days in the past en (usually) 2 weeks into the future.

The selected date is marked green and the current day is always marked yellow.

september 2020						
ma	di	wo	do	vr	za	zo
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

The search bar

Zoek

With the search bar, you can look for people or locations. This allows you to view someone else's Asimut-agenda (not their linked private agenda) and also allows you to see which activities take place in a specific location.

Location groups

The location groups contains an overview of a few standard rooms and all rooms that can be reserved.

Keep in mind that certain locations are only available for certain programmes.

If you are looking for a specific room, use the search bar.

AUDITORIA

SEMINARIELOKALEN

MUZIEKPRODUCTIE: REPETITIERUIMTES

JAZZ- EN POPMUZIEK: REPETITIERUIMTES

KLASSIEKE MUZIEK: REPETITIERUIMTES

FOTOGRAFIE

FILM: MONTAGE EN STUDIO

VERGADERZALEN

How to make a booking?

Making a reservation

Go to the location where you wish to make a reservation with the **search bar** or the **location groups**.

With the **search bar**:

studio 1.3

- Evenementen met studio 1.3 in de naam
- Evenementen in Band studio 1.3 GGSPA 1.003

The search bar will suggest rooms that correspond with your query. Click on the correct location and subsequently, you will be able to view the agenda of the room. Click on the link [“Click here to make a reservation”](#) on the date you wish to make a reservation.

If you want to make a reservation for later, you can choose a date in your **calendar**. This will give you an overview of 7 days, starting from the chosen date.

Datum & tijd: 25/9/2020 08:00 - 08:15

Ruimte: BK 1.5

Beschrijving:

Bewaar Annuleer

Choose the date and time you’d wish to make a reservation. You can add a description to clarify what you want to do and afterwards you can click “Save”.

Through **location groups**:

Choose the group in which you’d like to make a reservation. You will get an overview of all locations within that group and activities that will take place, based on the day you chose on your **calendar**.

Overzicht van Muziekproductie: repetitieruimtes

maandag 5th oktober 2020

	10:00	12:00	14:00	16:00	18:00	20:00	22:00
Opnameruimte Bijlokestudio / Re		Producing III					
Regieruimte Bijlokestudio / Contr							
Studio 1 Muziekproductie / Studic		Audiotechnol					
Studio 2 Muziekproductie / Studic		Specifieke va		Producing II			
Studio 3 Muziekproductie / Studic		Soundlab II		Producing II			
Studio 4 Muziekproductie / Studic		Soundlab II	Sound	Soundlab	Soundlab		

You can click on the location itself to finish your reservation. You can also immediately click on the time you would like to make a reservation.

NOTE: certain locations cannot be booked by teachers or students. You will get the following message:

Deze ruimte kan niet publiekelijk gereserveerd worden

or

Sorry, je mag geen reserveringen aanpassen of maken in Piano studio 1.7

Some location can only be booked by students from certain programmes. If you would like to reserve a location you do not have access to, contact sch.roosters@hogent.be with a motivation as to why you need that specific location.

Cancelling or editing your reservation

If your plans have changed and you'd like to edit or cancel your reservation, you can do so by navigating to your reservation through your personal agenda.

Click on the title of your reservation and you will have the ability to edit your reservation.

Reservation (BK -3)
Oefen sessie gitaar.

If you'd like to cancel your reservation, click on the button "Click here to cancel your reservation". When you do this, you'll get a pop-up asking you to confirm. Click "yes" and you will now find the reservation in your agenda struck through.

User rules

Students have a limited amount of hours available to make reservation. This way everybody has a chance to rehearse, practice or use our facilities.

- Every student has at least 10 hours of reservation time per two weeks. As time passes, new time will be added to your quota.
- You can reserve a maximum of 3 hours per day.
- A reservation is always a minimum of 1 hour.
- Reservations can be done 2 weeks in advance.
- If your plans change, cancel your reservation. Your fellow students will be grateful and your quota will be adjusted with the cancelled hours.
- A last-minute reservation in a free room will not be deducted from your quota.

Contact

If you have additional questions, feel free to contact sch.roosters@hogent.be.