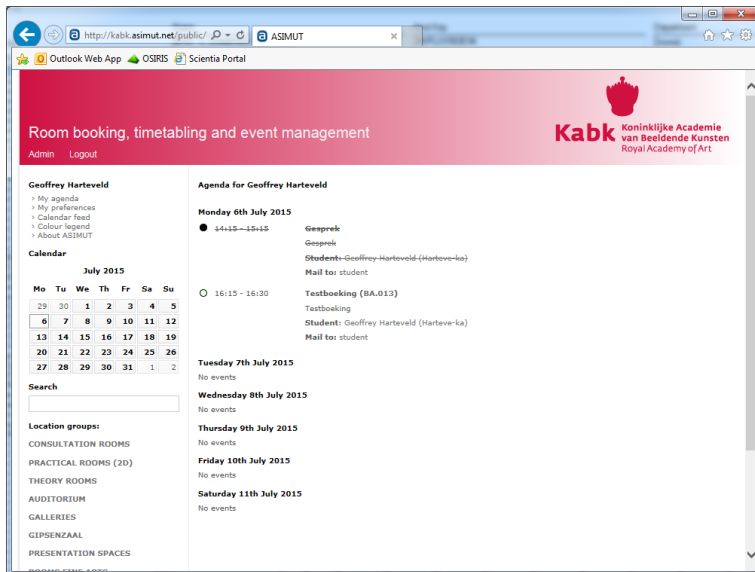


How to book a room

After logging in, ASIMUT will show your personal agenda. Here you will find your personal schedule and bookings you have made.

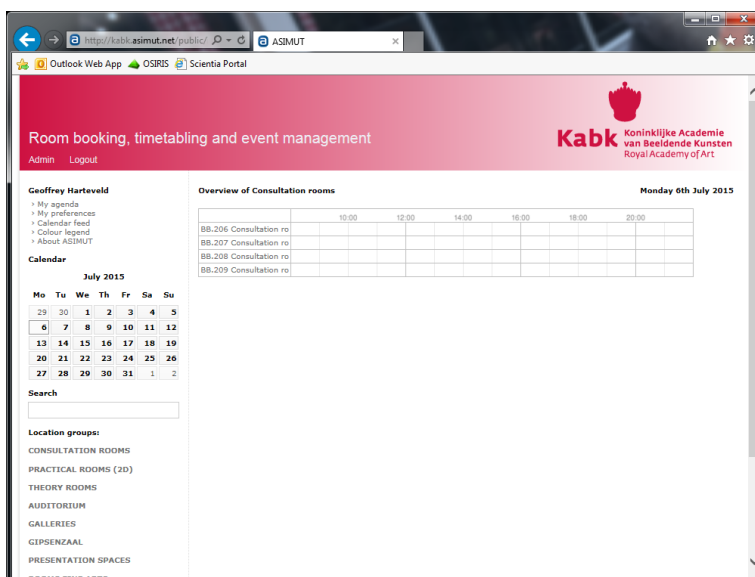


The screenshot shows the ASIMUT web application interface. The header includes the title "Room booking, timetabling and event management" and the Kabk logo (Koninklijke Academie van Beeldende Kunsten / Royal Academy of Art). The user is logged in as Geoffrey Hartevelde. The main content area displays a calendar for July 2015 on the left and a detailed agenda for the week of July 6th to 11th, 2015, on the right. The agenda shows a "Gesprek" (meeting) on Monday 6th July from 14:15 to 15:15 and a "Testboeking (BA.013)" (test booking) on the same day from 16:15 to 16:30. Other days (Tuesday 7th, Wednesday 8th, Thursday 9th, Friday 10th, Saturday 11th) show "No events". A search bar and location groups are visible on the left side of the page.

If you wish to book a room, it is best to decide first what kind of room you need: a theory room with tables, chairs and a monitor or beamer, a smaller consultation room without monitor or beamer for discussions or tutoring, or a practical painting/drawing room with a sink.

If you have decided upon the room type, choose the appropriate location group in the bottom left of the page. Please note you can find location groups as well that may contain rooms that cannot be booked. These groups have been added for your convenience, to look up availability or activities. If you wish to book a restricted room, please contact the Bookings Office.

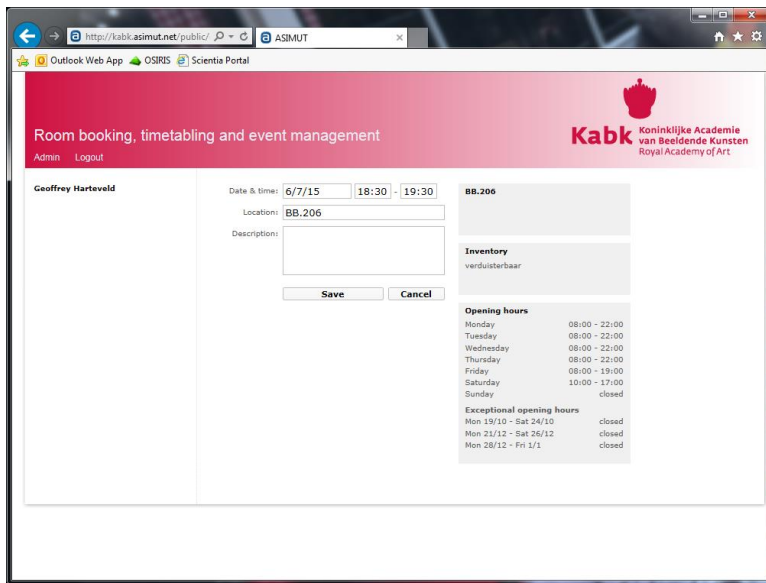
In this example, we choose to book a consultation room. After clicking the location group *Consultation rooms*, you will get an overview of rooms in that group and their availability today. With the calendar the left, you can switch dates.



The screenshot shows the ASIMUT web application interface with the "Overview of Consultation rooms" view selected. The header and user information are the same as in the previous screenshot. The main content area displays a table showing the availability of consultation rooms for Monday 6th July 2015. The table has columns for time slots (10:00, 12:00, 14:00, 16:00, 18:00, 20:00) and rows for room numbers (BB.206, BB.207, BB.208, BB.209). All cells in the table are empty, indicating that all rooms are available. The left sidebar shows the "Location groups" section with "CONSULTATION ROOMS" selected.

| | 10:00 | 12:00 | 14:00 | 16:00 | 18:00 | 20:00 |
|------------------------|-------|-------|-------|-------|-------|-------|
| BB.206 Consultation ro | | | | | | |
| BB.207 Consultation ro | | | | | | |
| BB.208 Consultation ro | | | | | | |
| BB.209 Consultation ro | | | | | | |

If you have found an available spot in the schedule of a specific room, just click on that spot to start making an online booking. You will then be taken to the booking details.



In this screen, you can adjust the starting and ending time of your booking by simply clicking on the times. Further, you must provide a description of your meeting (e.g. 'thesis discussion', or 'workgroup meeting Textiles'). In the right section of the page, you can find more information about the inventory of the room. If you are satisfied with the details of your booking, click on *Save* to proceed. The system will show a short message in green confirming your booking. If a booking can't be made, a warning message will be displayed in yellow mentioning the reason for rejection.

You will now be taken back to the overview of rooms within the location group. You should now be able to find back the booking you just made in the overview under the room concerned. You can verify the details by hovering with your mouse pointer over your booking.

