

ASIMUT STUDENT GUIDE

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1. Room Booking Rules and Regulations

1.1 General Rules

- Each student can book a room up to 7 days in advance
- Each student is given a rolling advance booking quota (after each hour is used, it is reimbursed):
 - **Instrumental and Voice majors = 15 hours**
 - **Composition, AAS, MS/MCP (3rd & 4th year) and Conducting = 6 hours**
- Total hour of bookings is capped at 3 hours during peak period (11am to 10pm daily). There is no cap on bookings made during non-peak period.
- The minimum booking length is 1 hour
- The maximum booking length is 2 hours
- There must be a minimum of 1-hour gap between 2 bookings
- The booking time will be rounded off to the nearest half-hour

Example 1: *Rounding-up (hh:15 – hh:29 / hh:45 – hh:59)*
A booking starting at 11:15am to 12:15pm will be rounded up to 11:30am to 12:30pm

Example 2: *Rounding-down (hh:01 – hh:14 / hh:31 – hh:44)*
A booking starting at 11:37am to 1:37pm will be rounded down to 11:30am to 1.30pm

- Students are not allowed to make a booking on current time or for a time that has passed

Example: If the time now is 2pm, you will not be able to make a booking starting at 2pm. The nearest possible booking starting time will be 2.30pm due to rounding off.

1.2 Free Booking Horizon

Students are given a Free Booking Horizon of 75 minutes. Any booking made within this Free Booking Horizon will not count into the quota. In addition, if the quotas have been reached, students may still book a room using the Free Booking Horizon.

$$\begin{array}{ccccccc} \text{75 minutes} & = & \begin{array}{c} \text{up to 15} \\ \text{minutes} \\ \text{advance} \\ \text{booking} \end{array} & + & \begin{array}{c} \text{maximum 1-hour} \\ \text{booking} \end{array} \end{array}$$

Example: If a room is available from 3pm to 4pm, and you wish to book using the Free Booking Horizon, you can only do so from 2.45pm to 2.59pm.

1.3 Restrictions

- Performance venues (Concert Hall, Orchestra Hall and Steven Baxter Recital Studio) are not available for booking via ASIMUT. To use these facilities, please write to Programming & Productions (Ms Poo Lai Fong) at laifong@nus.edu.sg. Requests will be considered on a case-by-case basis and subject to availability.
- Some practice rooms can be booked by specific students depending on their major study:

Type of Practice Room	Standard Advance Booking (up to 7 days)	Free Booking
Standard Practice Room with a Grand Piano PR 1, 2, 3, 4, 9, 10, 11, 12, 15, 16, 17, 18, 19, 20, 25, 26, 27, 28	All students except percussion and harp majors	
Standard Practice Room (No Piano) PR 5, 6, 7, 8, 13, 21, 22, 23, 24	All students except piano, percussion and harp majors	
Piano Priority Room (Steinway Piano) PR 29, 30, 31, 32, 33, 35	Piano majors only	All students except percussion and harp majors
Harp Priority Room PR 34	Harp majors only	All students except piano and percussion majors
Percussion Practice Room PR 36, 37, 38	Percussion majors only	

- Only Ensemble Rooms 3 to 8 are open for bookings by students.
- Students may book any of the Seminar Rooms but only within the Free Booking allowance ie no advance booking. This booking will not be counted into the quota.
- The first available booking time slot is 8am and the last is from 10.30pm to 11.30pm
- Students away on Exchange, Leave of Absence, and etc are not granted access to book any rooms

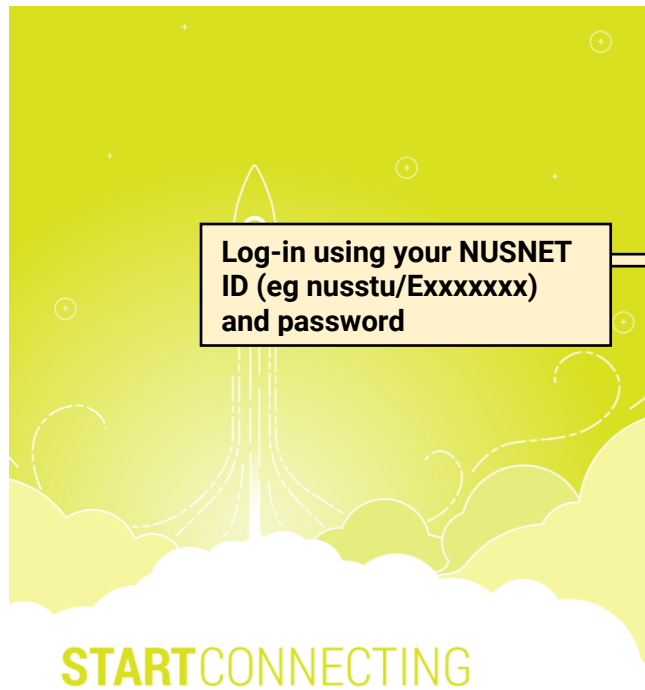
1.4 Cancellation

- Each booking can be cancelled but not modified. If your plans change, please show consideration to others and cancel your booking.
- Bookings cancelled before the start time will have the hours reimbursed to the quota immediately

2. User Guide

2.1 Getting Started

Access ASIMUT: <https://ystmusic.asimut.net> via a web browser on your computer or any mobile devices.



The login interface features a yellow background with a white rocket launching from clouds. A text box with an arrow points to the email input field.

Log-in using your NUSNET ID (eg nusstu/Exxxxxxx) and password

National University of Singapore

Sign in with your organizational account

Sign in

Please sign in with your NUSNET ID, eg:

- nusstf\userid
- nusstu\userid
- nusext\userid

STARTCONNECTING

2.2 Checking Schedule

Your schedule of activities for the current week is displayed here 7 days at a time. To check another week or day schedule, select the date in the calendar.

Yong Siew Toh Conservatory of Music YST

Logout

Harry Potter
Quota: 1:00 available
Peak quota for 31/7: 3:00 available
• My agenda
• My preferences
• Calendar feed
• Colour legend
• About ASIMUT

Calendar

Mo	Tu	We	Th	Fr	Sa	Su
		27	28	29	30	1
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
31	1	2	3	4	5	6

Search

Location groups:
PERFORMANCE VENUES
ENSEMBLE ROOMS
SEMINAR ROOMS
PRACTICE ROOMS

Agenda for Harry Potter

Monday 31st July 2017
No events

Tuesday 1st August 2017
● 14:30 - 15:30 ASIMUT Demo - Introduction to Music History (SR1)
Faculty: Zhangyi Chen (muscz)
Students: Harris Ang (musha), Hui Li Chiam (muschi), Harry Potter (E0123456)
Mail to: faculty, students or everyone

Wednesday 2nd August 2017
● 8:00 - 10:00 Public booking (PR06)
Faculty: Harry Potter (E0123456)
Mail to: faculty
● 15:30 - 17:30 Public booking (PR06)
Faculty: Harry Potter (E0123456)
Mail to: faculty
● 20:00 - 21:00 Public booking (PR06)
Faculty: Harry Potter (E0123456)
Mail to: faculty

Thursday 3rd August 2017
● 12:10 - 13:10 ASIMUT Demo - Noon Recital (CH)
Performer: Harry Potter (E0123456)
Mail to: performer

Friday 4th August 2017
No events

Saturday 5th August 2017
No events

Sunday 6th August 2017
No events

Current date selected

Search Facility
Use the search box to search agendas by:

- Student Name
- Staff Name
- Event Name
- Room Name

Your Name

Your 7-day schedule starting on 31 July (the date currently selected in the calendar)

2.3 Checking What's on in a Specific Location

Step 1:
Select the date
from the calendar
(eg 1 August)

Harry Potter
Quota: 1:00 available
Peak quota for 1/8: 3:00 available

- My agenda
- My preferences
- Calendar feed
- Colour legend
- About ASIMUT

Calendar

Mo	Tu	We	Th	Fr	Sa	Su
31	1	2	3	4	5	6
	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Search

Location groups:

- PERFORMANCE VENUES
- ENSEMBLE ROOMS
- SEMINAR ROOMS
- PRACTICE ROOMS

Agenda for Harris Ang

Tuesday 1st August 2017

● 14:30 - 15:30 ASIMUT Demo - Introduction to Music History (SR1)
Faculty: Zhangyi Chen (musc2)
Students: Harris Ang (musha), Hui Li Chiam (muschl), Harry Potter (E0123456)
Mail to: faculty, students or everyone

Wednesday 2nd August 2017
No events

Thursday 3rd August 2017
No events

Friday 4th August 2017
No events

Saturday 5th August 2017
No events

Sunday 6th August 2017
No events

Monday 7th August 2017
No events

Step 2:
Select the location
from the location
group list
(eg Seminar Rooms)

Date selected

Harry Potter
Quota: 1:00 available
Peak quota for 1/8: 3:00 available

- My agenda
- My preferences
- Calendar feed
- Colour legend
- About ASIMUT

Calendar

Mo	Tu	We	Th	Fr	Sa	Su
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	31	1	2	3

Search

Location groups:

- PERFORMANCE VENUES
- ENSEMBLE ROOMS
- SEMINAR ROOMS
- PRACTICE ROOMS

Overview of Seminar Rooms

	10:00	12:00	14:00	16:00	18:00	20:00	22:00
SR1 (Seminar Room 1)							
SR2 (Seminar Room 2 - Keyboard)							
SR3 (Seminar Room 3)							
SR4 (Seminar Room 4)							
SR5 (Seminar Room 5)							
SR6 (Seminar Room 6)							
SR7 (Seminar Room 7)							
SR8 (Seminar Room 8)							
WS (The Workshop)							

Mouse over the highlighted box(es) to see the event details

14:30 - 15:30
ASIMUT Demo - Introduction to Music History (SR1)
Faculty: Zhangyi Chen (musc2)
Students: Harris Ang (musha), Hui Li Chiam (muschl), Harry Potter (E0123456)

2.4 Making a Room Booking

Step 1:
Select the date
from the calendar
(eg 1 August)

Harry Potter
Quota: 1:00 available
Peak quota for 1/8: 3:00 available

- My agenda
- My preferences
- Calendar feed
- Colour legend
- About ASIMUT

Calendar

Mo	Tu	We	Th	Fr	Sa	Su
31	1	2	3	4	5	6
	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Search

Location groups:

- PERFORMANCE VENUES
- ENSEMBLE ROOMS
- SEMINAR ROOMS
- PRACTICE ROOMS

Agenda for Harris Ang

Tuesday 1st August 2017

14:30 - 15:30 ASIMUT Demo - Introduction to Music History (SR1)

Faculty: Zhangyi Chen (muscz)

Students: Harris Ang (musha), Hui Li Chiam (muschl), Harry Potter (E0123456)

Mail to: faculty, students or everyone

Wednesday 2nd August 2017
No events

Thursday 3rd August 2017
No events

Friday 4th August 2017
No events

Saturday 5th August 2017
No events

Sunday 6th August 2017
No events

Monday 7th August 2017
No events

Step 2:
Select the location
group
(eg Practice Rooms)

**Display of
your available
booking
quota**

Harry Potter
Quota: 1:00 available
Peak quota for 1/8: 3:00 available

- My agenda
- My preferences
- Calendar feed
- Colour legend
- About ASIMUT

Calendar

Mo	Tu	We	Th	Fr	Sa	Su
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	31	1	2	3

Search

Location groups:

- PERFORMANCE VENUES
- ENSEMBLE ROOMS
- SEMINAR ROOMS
- PRACTICE ROOMS

Overview of Practice Rooms

Tuesday 1st August 2017

	10:00	12:00	14:00	16:00	18:00	20:00	22:00
PR01 (Practice Room 1)							
PR02 (Practice Room 2)							
PR03 (Practice Room 3)							
PR04 (Practice Room 4)							
PR05 (Practice Room 5)							
PR06 (Practice Room 6)							
PR07 (Practice Room 7)							
PR08 (Practice Room 8)							
PR09 (Practice Room 9)							
PR10 (Practice Room 10)							
PR11 (Practice Room 11)							
PR12 (Practice Room 12)							
PR13 (Practice Room 13)							
PR14 (Practice Room 14)							
PR15 (Practice Room 15)							
PR16 (Practice Room 16)							
PR17 (Practice Room 17)							
PR18 (Practice Room 18)							
PR19 (Practice Room 19)							
PR20 (Practice Room 20)							
PR21 (Practice Room 21)							
PR22 (Practice Room 22)							
PR23 (Practice Room 23)							
PR24 (Practice Room 24)							
PR25 (Practice Room 25)							
PR26 (Practice Room 26)							
PR27 (Practice Room 27)							
PR28 (Practice Room 28)							
PR29 (Practice Room 29)							
PR30 (Practice Room 30)							
PR31 (Practice Room 31)							
PR32 (Practice Room 32)							
PR33 (Practice Room 33)							
PR34 (Practice Room 34)							
PR35 (Practice Room 35)							

**To make a
booking, click in an
available space and
a new window
(booking screen)
will open. You can
adjust the booking
details at the
booking screen.**

Booking Screen

The diagram illustrates the Booking Screen interface with several key components and annotations:

- Details of your booking**: A yellow box with a bracket pointing to the booking details section.
- Date & time**: A field showing the date **3/8/2017** and a time range **15:15 - 16:15**. The time range is highlighted with a red box, and a red arrow points down to a warning message.
- Location**: A field showing **PR11**.
- Description**: A field for the room description.
- Warning Message**: A yellow box with a warning icon stating: **The booking time will be rounded to: 15:30 - 16:30**.
- Buttons**: **Save** and **Cancel** buttons.
- Room Description**: A grey box showing the room details for **PR11**: **Standard Practice Room with Grand Piano. Open for bookings by students only (except percussion and harp majors).** This section is circled in red, and an arrow points to it from the **Description of the room currently selected** box.
- Booking note**: A yellow box with an arrow pointing to the warning message.
- Click 'Save' to submit booking**: A yellow box with an arrow pointing to the **Save** button.
- Description of the room currently selected**: A yellow box with an arrow pointing to the room description.

2.5 Examples of Booking Errors

No Unused Booking Quota

Harry Potter
Quota: 0:00 available
Peak quota for 6/8: 3:00 available

Date & time: 6/8/2017 15:30 - 16:30
Location: PR06
Description:

Requested booking exceeds your quota

Save Cancel

Booking Hours Exceed Peak Hour Cap

Overview of Practice Rooms Wednesday 2nd August 2017

	10:00	12:00	14:00	16:00	18:00	20:00	22:00
PR01 (Practice Room 1)							
PR02 (Practice Room 2)							
PR03 (Practice Room 3)							
PR04 (Practice Room 4)							
PR05 (Practice Room 5)							
PR06 (Practice Room 6)							
PR07 (Practice Room 7)							
PR08 (Practice Room 8)							
PR09 (Practice Room 9)							

Harry Potter
Quota: 2:00 available
Peak quota for 2/8: 0:00 available

Date & time: 2/8/2017 21:00 - 22:00
Location: PR06
Description:

Requested booking exceeds your peak quota

Save Cancel

Minimum Gap between Two Bookings

	10:00	12:00	14:00	16:00	18:00	20:00	22:00
PR01 (Practice Room 1)							
PR02 (Practice Room 2)							
PR03 (Practice Room 3)							
PR04 (Practice Room 4)							
PR05 (Practice Room 5)							
PR06 (Practice Room 6)							
PR07 (Practice Room 7)							
PR08 (Practice Room 8)							
PR09 (Practice Room 9)							
PR10 (Practice Room 10)							
PR11 (Practice Room 11)							

There must be a minimum 1-hour gap between 2 bookings

15:30 - 17:30
Public booking (PR06)
Faculty: Harry Potter (E0123456)

Date & time: 2/8/2017 18:00 - 19:00

Location: PR06

Description:

PR06
Standard Practice Room with no piano.
Open for bookings by students only (except percussion, harp and piano majors).

⚠ Your booking is too close to another of your bookings in the same location. Please extend your original booking.

Save Cancel

No Permission to Book the Room

Date & time: 5/8/2017 13:30 - 14:30

Location: RS

Description:

RS
Open for booking by studio faculty up to 10 days in advance.

⛔ You are not allowed to create or modify bookings in RS

Save Cancel

Recital Studio, Concert Hall, Orchestra Hall and Ensemble Room 1 & 2 are not open for booking by students

Only Allowed to Book within the 'Free Booking Horizon'

Example:

Current Date: Tuesday 1 August 2017

Current Time: 2.40pm

Major: Non-piano major

The screenshot shows a booking form for 'PR35'. The 'Date & time' field is set to '5/8/2017' with a time range of '14:40 - 15:40'. The 'Location' is 'PR35'. The 'Description' field is empty. Two yellow error messages are displayed: 'You are not allowed to create or modify bookings in PR35 that end later than 1/8/17 15:55' and 'The booking time will be rounded to: 14:30 - 15:30'. A callout box on the right states: 'No advance booking allowed for non-piano majors. Other students may book within 'Free Booking Horizon' (75-minute limit) only. In this example: Bookings cannot end later than 1 August 2017 3.55pm (2.40pm + 75 minutes)'. Red arrows point from the date and location fields to the first error message, and a white arrow points from the second error message to the callout box.

Date & time: 5/8/2017 14:40 - 15:40

Location: PR35

Description:

PR35
Piano Priority Practice Room.
7-day advance booking is open to piano majors only.
Other students (except harp and percussion majors) may book within the Free Booking allowance only

⚠ You are not allowed to create or modify bookings in PR35 that end later than 1/8/17 15:55

⚠ The booking time will be rounded to: 14:30 - 15:30

Save Cancel

No advance booking allowed for non-piano majors. Other students may book within 'Free Booking Horizon' (75-minute limit) only.

In this example:
Bookings cannot end later than 1 August 2017 3.55pm (2.40pm + 75 minutes)

2.6 Cancelling a Booking

Step 1:
Select the date

Mo	Tu	We	Th	Fr	Sa	Su
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	31	1	2	3

Step 2:
Select the location

Search

Location groups:

PERFORMANCE VENUES

ENSEMBLE ROOMS

SEMINAR ROOMS

PRACTICE ROOMS

Overview of Practice Rooms

Wednesday 2nd August 2017

	10:00	12:00	14:00	16:00	18:00	20:00	22:00
PR01 (Practice Room 1)							
PR02 (Practice Room 2)							
PR03 (Practice Room 3)							
PR04 (Practice Room 4)							
PR05 (Practice Room 5)							
PR06 (Practice Room 6)							
PR07 (Practice Room 7)							
PR08 (Practice Room 8)							

Step 3:
Click on the
booking you
wish to cancel

Step 4:
Click here to
cancel booking


Date & time: 2/8/2017 15:30 - 17:30

Location: PR06

Description:

PR06

Standard Practice Room with no piano.
Open for bookings by students only
(except percussion, harp and piano
majors).

 You are not allowed to modify this event

Click here to cancel booking

Save

Cancel

Step 5:
Click 'Yes' to
proceed

You are about to cancel the event:

Public booking

Do you wish to proceed?

Yes

No