# ASIMUT Guide

Contents

## 1. How to make a room booking

### Desktop

1. Select a date on the calendar on the left-hand side of the screen
2. Select a location group located under the search bar.
3. Select the room you would like to book.
4. The default category is **PUB Adhoc booking**
5. Adjust your start time and end time.
6. You may leave a description, but it is not required.
7. Click Save.

### Mobile Device

1. Tap the three-line button on the top right corner to open the menu
2. Tap **Book a room.**
3. The default category is **PUB Adhoc booking**
4. Adjust your search criteria by altering the start and finish time and date
5. Tap **Find me a room!**
6. Tap a green area on your chosen location
7. You may adjust the start time and finish time
8. Tap Save
9. Agree to the Booking Rules popup and the space will be booked

## 2. How to amend a booking

### Desktop

1. Select your booking from your agenda that you would like to amend
2. The default category is **PUB Adhoc booking**
3. On the booking screen, you can amend the start time, finish time and/or room
4. Participants can be amended if the category is **PUB Student Group Booking**
5. Click Save

### Mobile Device

1. Select your booking from your agenda that you would like to amend
2. On the booking screen, you can amend the start time, finish time and/or room
3. Click Save
4. Agree to the Booking Rules popup and the space will be booked

## 3. How to cancel a booking

### Desktop

1. Select your booking from your agenda that you would like to cancel
2. On the booking screen, click the **Click here to cancel booking** button

### Mobile Device

1. Select your booking from your agenda that you would like to cancel
2. On the booking screen, tap the **CANCEL EVENT** button
3. A pop up will ask, are you sure you want to cancel? Click **YES**

## 4. How to make a group booking

### Desktop only

1. Select a date on the calendar on the left-hand side of the screen
2. Select a location group located under the search bar.
3. Select the room you would like to book.
4. Change the category and select **PUB Student Group Booking**
5. Adjust your start time and end time.
6. You may leave a description, but it is not required.
7. In the participants area you can start typing the other students' names to search and attach them to the booking
8. Click Save.

### Mobile Device

You will need to log on to a desktop device to make a group booking and add other participants to the event.

## 5. How to sync your ASIMUT calendar

### Desktop

1. Select **Calendar feed** from the menu
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.

### Mobile device

You will need to log on to a desktop device to sync your calendar.

## 6. 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 at 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.