

Staff Asimut Usage Rules & Best Practice

Asimut is the Spaces Management System which is used at the RNCM to schedule people, allocate space and monitor room utilisation across the College.

The College uses the data in Asimut for various administrative functions including student timetabling & practice, event planning, management reporting and staffing allocation, therefore it is imperative that the data is accurate, consistent and meaningful. Key staff will be monitoring usage and the quality of the data in order to ensure the standards are maintained.

All staff with admin rights must follow this procedure when making a booking. Staff will not be granted access to the admin interface until they have received the appropriate training. The training will include creating an arrangement, adding multiple events to an arrangement using various categories, editing existing arrangements and an explanation of the booking procedure with regard to space ownership. Training can be given by Tom Besford, Andrew Macauley, Clare Thomas, Lucy Chidlow, Choi Liu or Heather Wade and will follow the RNCM asimut data entry protocol and best practice set out in this guide.

Individuals who do not follow this data entry protocol or adhere to the booking rules when using Asimut will be required to attend further training and may have their booking removed. Those people who continue to ignore best practice will have their privileges reduced to public access only.

Space Management and Ownership

If you wish to book an activity into a location outside the remit of your department, please ensure you gain authorisation from the person who is responsible for that space. **Unauthorised bookings may be deleted.**

Venues (Theatre, Concert Hall, CNRR & Studio Theatre) – Staff outside Performance & Programming or Registry who would like to book these spaces must gain authorisation from Tom Besford or Andrew Macauley.

Academic Teaching Rooms (Practice, Tutorial, Seminar Rooms & Studios) – Non Registry or Orchestra & Ensembles staff who would like to book these spaces must gain authorisation from Choi Liu or Lucy Chidlow.

Hospitality (Conference Room & Catering Spaces) – Non Catering staff who book these spaces must gain authorisation from Heather Wade or Jo Dooley.

Surface Car Park – Staff wishing to book a visitor parking space must send the request via carparking@rncm.ac.uk, if authorised the booking will be made either Bev Passmore or Dominic Wood. **Any visitor arriving at the security barrier who does not have a space booked on asimut will not be granted access.**

Halls of Residence – Staff wishing to book tutors into the Halls of Residence must send the request via accommodation@rncm.ac.uk, if there is availability the booking will be made by Systems & Planning.

RNCM House Styles

There are different styles for each type of event booking. Please ensure you follow the style that is applicable to the activity you are booking. These can be found on E:\Asimut\Guides\RNCMStyles

1. Academic Timetable & School Based Activities
2. Car Parking
3. Halls of Residence
4. Meetings
5. Performance & Programming, Events, Hospitality & Recording
6. Tutor Room Bookings

1. Creating an arrangement

Double click onto any blank space within the Overview section in the Admin screen.

All Fields circled in red are Mandatory, if not completed your booking will not meet the RNCM data entry protocol and may be **deleted**.

Arrangement Name is the umbrella event name such as "Audit Committee Meetings" or "SVS Master Class" . It must not be your name. It should to be meaningful and recognisable to all users.

An arrangement that needs reconfirmation must be of type "public", the other options are self explanatory

Persons are mandatory. This adds the event to those people's calendar and is visible in the master schedule.

Remember to add yourself and any other staff member you would like to edit this in the future.

Event name is only required if there are multiple events in the arrangement.

Category, Time and Location are Mandatory

NB Please do not use the following characters | \ ' ^ % @ # { } [] \$

2. Adding multiple events to an Arrangement

This is all the items that contribute to the event, such as porter task / parking space or all the room bookings for one tutor or class within an academic year.

You can either add a single additional date or reoccurring events in one go, once you have choose the dates /times you are able to edit the location and the persons.

After saving...

The location has changed for the remainder of the bookings in the arrangement.

Once you click SAVE each event will appear in a list on the left pane under the arrangement. Each event can then be edited independently in the future if required.

Select either a single date or a set period from the list. Enter the start and end dates, and if applicable and interval. This example shows a 6 month period with a meeting every Wednesday.

3. Editing Arrangements

Once multiple Events are selected, certain options on the right pane will go grey and a dotted line will appear under the title of each section (underlined in red). Click on the dotted to edit the field.

On Saving, every selected Event within that Arrangement will be changed to whatever is in that field.

The screenshot shows a meeting management interface. On the left, there is a list of events with checkboxes. The event 'Wed 24/12/14 AV2 09:00-10:00 in Small Meeting Room' is selected. On the right, there is an edit form with the following fields: 'Event:' (greyed out), 'Category:' (Meetings & Training), 'Date & time:' (24/12/2014 from 09:00 to 10:00), 'Location:' (Small Meeting Room), 'Description:' (empty), 'Link:' (greyed out), 'Visibility:' (Visible to everyone), and 'Printouts:' (Weekly recurring event). The 'Persons:' section lists: em: Tom Besford (BESVEN), part: Lucy Chidlow (CHIACAD), and part: Clare Thomas (THOIT).

Select one or more events using the check boxes, click on the event hyperlink to enable the editing of the event.

Selecting multiple events will allow you to edit each in one go.

All the items underlined can be edited. Each will show a flashing dotted line, click it and make the change.

Note: Be aware if more than one event is selected at the time you make the change to one of these fields this change will be replicated in each event.