

**Luiss**

Libera Università Internazionale  
degli Studi Sociali Guido Carli

## **Easy Planning**

Guida all'uso per i servizi di Biblioteca

User guide for Library services

**LUISS**



## Sommario | *Summary*

- [Nuova prenotazione](#) | *New booking*
- [Le mie prenotazioni](#) | *My bookings*
- [Gestisci prenotazione](#) | *Manage booking*

## Initial informations

Welcome to the unique booking portal of your municipality's services.



### New booking

Click here to check the availability of the office desks and request an appointment



### My bookings

Click here to consult and manage the reservations made with your user



### Manage booking

Click here to modify or cancel your previous booking

**Nuova prenotazione | *New booking***




## Nuova prenotazione | *New booking*



The screenshot displays the LUISS website's 'Services booking' interface. At the top, the LUISS logo and a classical column icon are visible. Below this is a dark blue navigation bar with a hamburger menu icon and the text 'Services booking'. The main content area is light blue and titled 'Initial informations'. A welcome message reads: 'Welcome to the unique booking portal of your municipality's services.' In the center, there is a white box containing a calendar icon with a plus sign, the text 'New booking', and a subtext: 'Click here to check the availability of the office desks and request an appointment'.

## Seleziona il servizio | *Select the service*

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Services booking

### New booking

Booking information

Choose a service for which you want to request an appointment \*

Choose the location of the appointment \*

Choose the date of the appointment \*

User information

Email \*

Cognome e Nome \*

Matricola

\* This field is required.

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Biblioteca - Prenotazione Ingresso Prestito Libri

Biblioteca - Prenotazione Ingresso Restituzione Libri

Biblioteca - Prenotazione Postazione PC Banche Dati

Biblioteca - Prenotazione Postazione PC Catalogo

Biblioteca - Prenotazione Postazione Scanner

Biblioteca - Prenotazione Posto Lettura

Consegna Mascherine - Via Parenzo

Consegna Mascherine - Viale Romania

International Development - Incoming students - Online

International Development - Outgoing students (Dept. of Law)

International Development - Outgoing students - Online

International Development - Welcome Desk for International Students - Online

Matricole - Consegna Zaini - Via Parenzo - Mattina

Matricole - Consegna Zaini - Via Parenzo - Pomeriggio

Matricole - Consegna Zaini - Viale Romania - Mattina

Matricole - Consegna Zaini - Viale Romania - Pomeriggio

Prenotazione Language Café Booth

Prenotazione Posto Sala Lettura

Prenotazione Presidio Medico

Biblioteca - Prenotazione Ingresso Prestito Libri  
Library - Book the access for Loans

Biblioteca - Prenotazione Ingresso Restituzione Libri  
Library - Book the access for Returns

Biblioteca - Prenotazione Postazione PC Banche Dati  
Library - Book a terminal for Databases

Biblioteca - Prenotazione Postazione PC Catalogo  
Library - Book a terminal to access the Catalogue

Biblioteca - Prenotazione Postazione Scanner  
Library - Book a Scanner station

Biblioteca - Prenotazione Postazione Lettura  
Library - Book a Study seat

# Biblioteca

**Prenota un terminale per le banche dati (max 2h) | *Book a terminal for databases (up to 2h)***

## New booking

### Booking information

Choose a service for which you want to request an appointment \*

Biblioteca - Prenotazione Postazione PC Banche Dati

Choose the location of the appointment \*

--

Choose the date of the appointment \*


--  
Biblioteca - Via di Santa Costanza - Sala Giurisprudenza  
Biblioteca - Via di Santa Costanza - Sala Economia

Choose the duration of the appointment \*

15 minuti

Sala Giurisprudenza | Law Room  
Sala Economia | Economics Room

## Prenota uno scanner (max 1h) | *Book a scanner station (up to 1h)*

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Services booking IT

### New booking

Booking information

Choose a service for which you want to request an appointment \*  
Biblioteca - Prenotazione Postazione Scanner

Choose the location of the appointment \*  
--

Choose the date of the appointment \*  
--

Choose the duration of the appointment \*  
Biblioteca - Via di Santa Costanza - Sala Giurisprudenza  
Biblioteca - Via di Santa Costanza - Sala Economia  
Biblioteca - Via di Santa Costanza - Sala Periodici  
Biblioteca - Via di Santa Costanza - Sala Monografie

User information

Email \*  
utente.test@studenti.luiss.it

Cognome e Nome \*  
Test Utente

Matricola  
Inserire la matricola

AVAILABILITY CHECK

\* This field is required.

Sala Giurisprudenza | Law Room  
Sala Economia | Economics Room  
Sala Periodici | Periodicals Room  
Sala Monografie | Monographs Room



## Prenota un posto lettura (max 4h) | *Book a study seat (up to 4h)*



Services booking

IT

### New booking

#### Booking information

Choose a service for which you want to request an appointment *	Biblioteca - Prenotazione Posto Lettura
Choose the location of the appointment *	--
Choose the date of the appointment *	--
Choose the duration of the appointment *	Biblioteca - Via di Santa Costanza - Sala Giurisprudenza Biblioteca - Via di Santa Costanza - Sala Economia Biblioteca - Via di Santa Costanza - Sala Periodici Biblioteca - Via di Santa Costanza - Sala Monografie

#### User information

Email *	utente.test@studenteluis.it
Cognome e Nome *	Test Utente
Matricola	Inserire la matricola

AVAILABILITY CHECK

\* This field is required.

Sala Giurisprudenza | Law Room  
Sala Economia | Economics Room  
Sala Periodici | Periodicals Room  
Sala Monografie | Monographs Room

# Biblioteca

Prenota un posto per il catalogo (max 2h) | *Book a terminal to access the catalogue (up to 2h)*



Services booking IT EN

### New booking

Booking information

Choose a service for which you want to request an appointment *	Biblioteca - Prenotazione Postazione PC Catalogo (Sala Monografie n. 2 e Sala Periodici n. 3)
Choose the location of the appointment *	--
Choose the date of the appointment *	--
Choose the duration of the appointment *	15 minuti

User information

Email *	utente.test@studenteluiiss.it
Cognome e Nome *	Test Utente
Matricola	Inserire la matricola


AVAILABILITY CHECK

\* This field is required.

Sala Periodici | Periodicals Room  
Sala Monografie | Monographs Room



## Prenota l'accesso per il servizio di prestito (15') | *Book the access for loan requests (up to 15')*

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Services booking IT EN ES

### New booking

Booking information

Choose a service for which you want to request an appointment \*

Choose the location of the appointment \*

Choose the date of the appointment \*

User information

Email \*

Cognome e Nome \*

Matricola

AVAILABILITY CHECK

\* This field is required.

# Biblioteca

Prenota l'accesso per la restituzione dei libri (15') | *Reserve the access for book returns (up to 15')*



Services booking IT EN ES

## New booking

Booking information

Choose a service for which you want to request an appointment \*

Choose the location of the appointment \*

Choose the date of the appointment \*

User information

Email \*

Cognome e Nome \*

Matricola

AVAILABILITY CHECK

\* This field is required.

## Riepilogo della prenotazione / *Booking summary*



Services booking

### Booking summary

#### Booking information

Service: Biblioteca - Prenotazione Postazione Scanner

Location: Biblioteca - Via di Santa Costanza - Sala Economia

Position: BIB-ECO-012

Date and time: 17 September 2020 17:15

Choose the duration of the appointment: 15 min

#### User information

Email: utente.test@studenti.luiss.it

Cognome e Nome: Test Utente

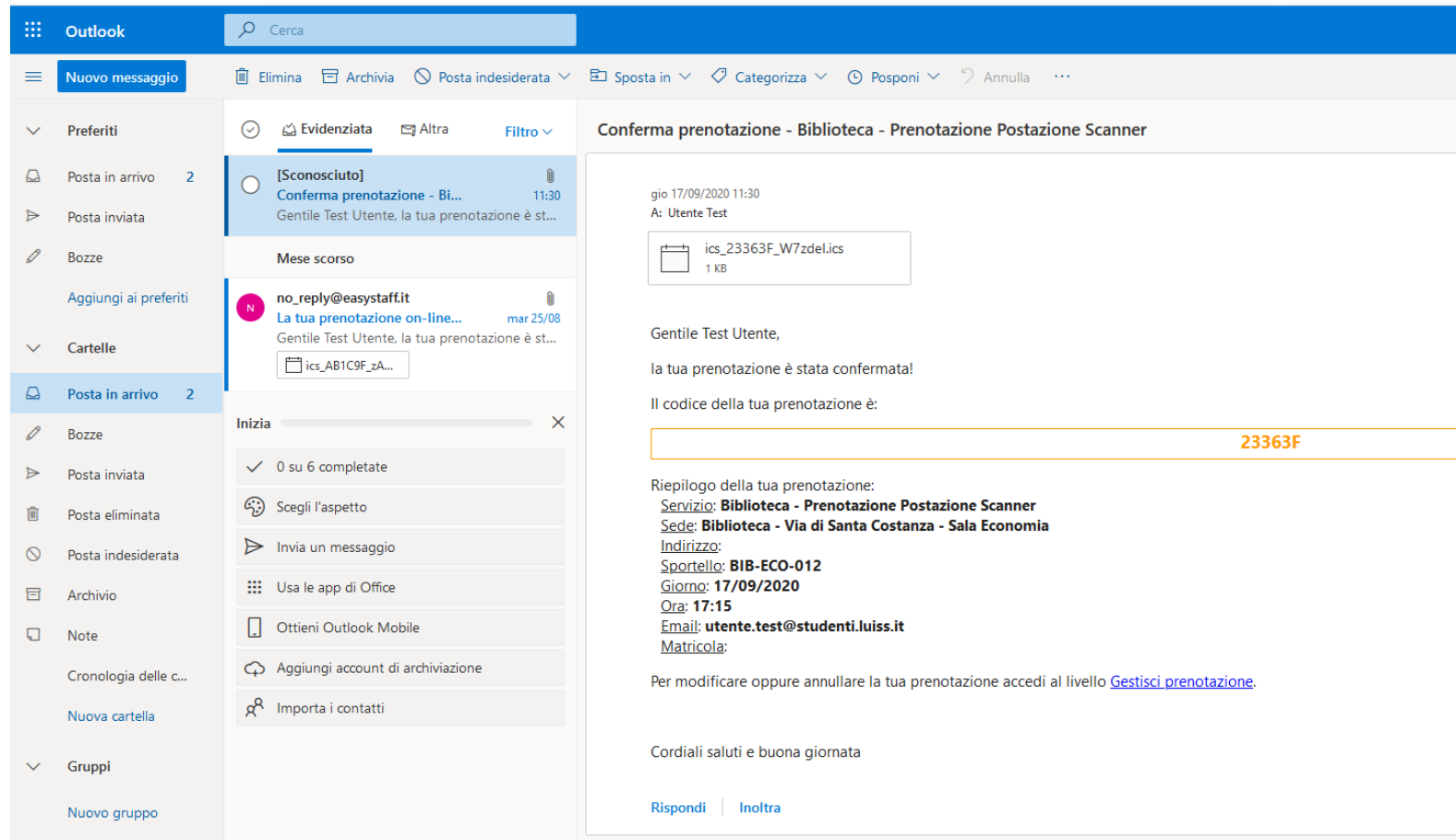
BOOKING CONFIRMATION

CANCEL

If you confirm your reservation we will send you an email with a summary of the data and a code with which you can cancel it until the day of the reservation.

If you do not confirm, within 30 minutes your reservation will be automatically deleted.

## Notifica tramite e-mail | *E-mail notification*



The screenshot displays an Outlook email client interface. The main window shows an email titled "Conferma prenotazione - Biblioteca - Prenotazione Postazione Scanner" received on 17/09/2020 at 11:30 from "Utente Test". The email content includes a calendar attachment (ics\_23363F\_W7zdeI.ics, 1 KB), a greeting, and a confirmation message: "Gentile Test Utente, la tua prenotazione è stata confermata!". It provides the reservation code "23363F" in a highlighted box. A summary of the reservation details is provided below, including the service name, location, address, sportello, date, time, email, and matricola. A link is provided to manage the reservation. The interface also shows a sidebar with navigation options and a bottom section with "Rispondi" and "Inoltra" buttons.

**Conferma prenotazione - Biblioteca - Prenotazione Postazione Scanner**

gio 17/09/2020 11:30  
A: Utente Test

ics\_23363F\_W7zdeI.ics  
1 KB

Gentile Test Utente,  
la tua prenotazione è stata confermata!

Il codice della tua prenotazione è:

**23363F**

Riepilogo della tua prenotazione:  
**Servizio:** Biblioteca - Prenotazione Postazione Scanner  
**Sede:** Biblioteca - Via di Santa Costanza - Sala Economia  
**Indirizzo:**  
**Sportello:** BIB-ECO-012  
**Giorno:** 17/09/2020  
**Ora:** 17:15  
**Email:** utente.test@studenti.luiss.it  
**Matricola:**

Per modificare oppure annullare la tua prenotazione accedi al livello [Gestisci prenotazione](#).

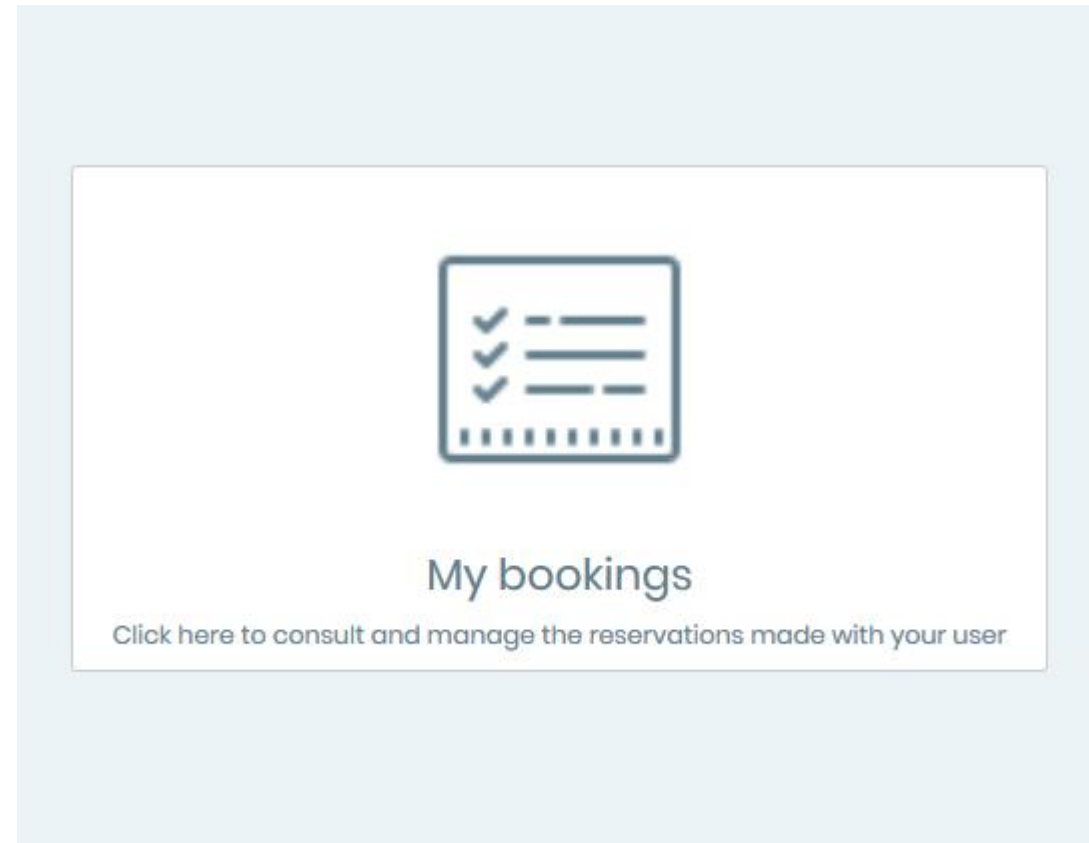
Cordiali saluti e buona giornata

[Rispondi](#) | [Inoltra](#)

# Le mie prenotazioni | *My bookings*



## Le mie prenotazioni | *My bookings*





## Riepilogo delle mie prenotazioni | *My bookings list*



### My bookings

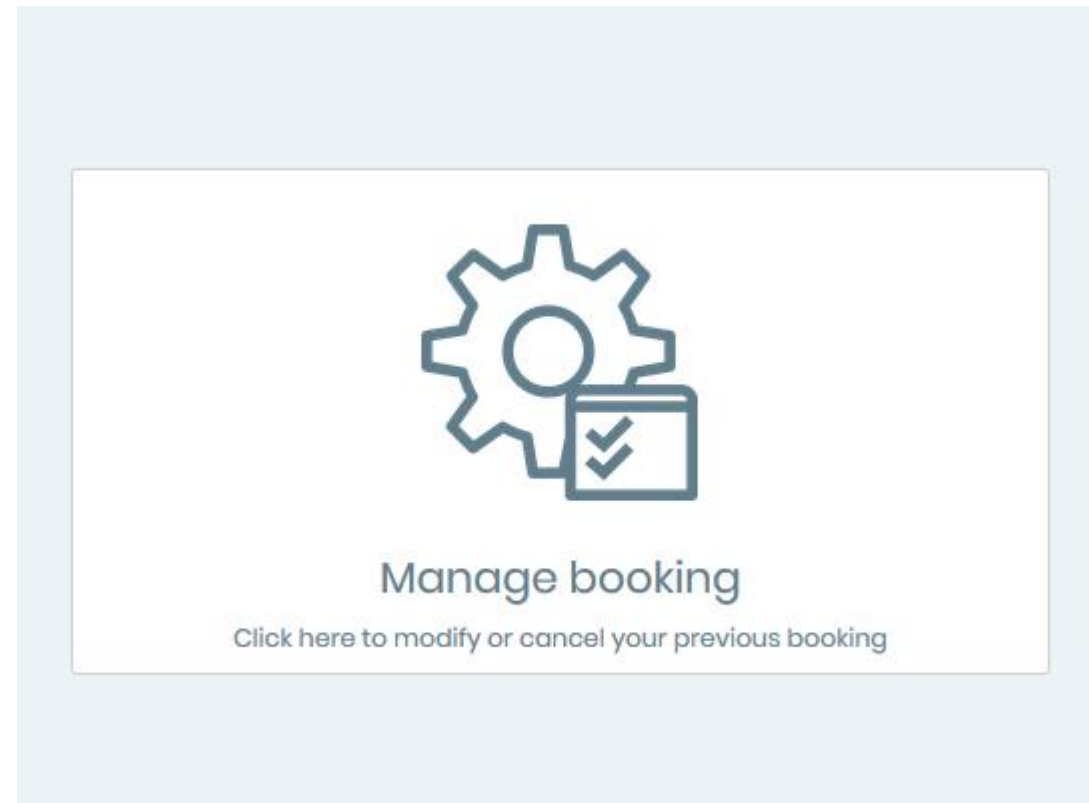
Reservations appear in the list if the data entered to make them match the user data retrieved during login.

Service	Date	Time	Location	Address	Code	
Biblioteca - Prenotazione Postazione Scanner	Thursday 17 September 2020	17:15	Biblioteca - Via di Santa Costanza - Sala Economica		23363F	<a href="#">Manage your reservation</a>

**Gestisci prenotazione | *Manage booking***



## Gestisci prenotazione | *Manage booking*



Ricerca la prenotazione da gestire | *Research the booking to be managed*



## Manage booking

Type of service *	<input type="text" value="Biblioteca - Prenotazione Postazione Scanner"/>
Email *	<input type="text" value="utente.test@studenti.luiss.it"/>
Reservation code *	<input type="text" value="23363F"/>

MANAGE YOUR RESERVATION

## Modifica o cancella una prenotazione (prima dell'inizio) | *Modify or delete a reservation (before it starts)*



### Your reservation

#### Booking information

Service: Biblioteca - Prenotazione Postazione Scanner

Location: Biblioteca - Via di Santa Costanza - Sala Economia

Position: BIB-ECO-012

Date and time: 17 September 2020 17:15

#### User information

Email: utente.test@studenti.luiss.it

Cognome e Nome: Test Utente

You can save your booking data in PDF format by clicking [here](#).

You can export the booking to your personal calendar in ics format by clicking [here](#).


MODIFY YOUR RESERVATION

DELETE YOUR RESERVATION

CANCEL

## Modifica i dettagli della prenotazione / *Modify your booking details*

The screenshot shows a web interface for modifying a booking. At the top left is the LUISS logo and a navigation menu with 'Services booking'. At the top right are language options 'IT', 'EN', and 'ES'. The main heading is 'Modify your booking details'. Below this is a warning: 'The data relating to the place, time of booking and user identification cannot be modified. To make changes in this sense, delete the booking and make a new one.' The form is divided into two sections: 'Booking information' and 'User information'. The 'Booking information' section contains four fields: 'Choose a service for which you want to request an appointment' (Biblioteca - Prenotazione Postazione Scanner), 'Location' (Biblioteca - Via di Santa Costanza - Sala Economia), 'Date' (17/09/2020), and 'Time' (17:15). The 'User information' section contains three fields: 'Email \*' (utente.test@studenti.luis.it), 'Cognome e Nome \*' (Test Utente), and 'Matricola' (p\_1600069054). At the bottom, there are two buttons: 'MODIFY YOUR RESERVATION' (dark blue) and 'CANCEL' (grey). A red asterisk indicates that the email field is required.

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Services booking IT EN ES

### Modify your booking details

The data relating to the place, time of booking and user identification cannot be modified.  
To make changes in this sense, delete the booking and make a new one.

Booking information

Choose a service for which you want to request an appointment: Biblioteca - Prenotazione Postazione Scanner

Location: Biblioteca - Via di Santa Costanza - Sala Economia

Date: 17/09/2020

Time: 17:15

User information

Email \* : utente.test@studenti.luis.it

Cognome e Nome \* : Test Utente

Matricola : p\_1600069054

MODIFY YOUR RESERVATION CANCEL

\* This field is required.