

<http://spazi.sns.it>

Essential guidelines

# Login

The screenshot shows the login interface of the Scuola Normale Superiore. At the top left is the institution's logo and name. At the top right are links for 'Aiuto' and 'Accedi'. The main login area contains the institution's name and logo, a username field labeled 'Nome utente oppure email', a password field labeled 'Password', an 'Accedi' button, a 'Ricordami' checkbox, and a 'Sign in with Google' button. A 'Cambia lingua' link is located below the login area. Annotations include a yellow box on the right with arrows pointing to the username and password fields, and another yellow box at the bottom with an arrow pointing to the 'Cambia lingua' link.

SCUOLA NORMALE SUPERIORE

Aiuto ▾ Accedi


SCUOLA NORMALE SUPERIORE


Nome utente oppure email

Password

Accedi

☐ Ricordami

 Sign in with Google

 Cambia lingua

Insert your SNS e-mail and password

OR

Sign in with google (SNS e-mail and password)

Change language

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Booked Scheduler v2.8.2

# Schedule: bookings

FIRST: select resource

SCUOLA NORMALE SUPERIORE

Dashboard My Account Schedule

Bookings My Calendar Resource Calendar Find A Time Search Reservations

Biblioteca Pisa Prestito/Restituzione

Show Specific Dates

06/15/2020 - 06/19/2020 (Show Full Week)

July 2020 August 2020

Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa Su

1 2 3 4 5 6 7 6 7 8 9 10 11 12 3 4 5 6 7 8 9

8 9 10 11 12 13 14 13 14 15 16 17 18 19 10 11 12 13 14 15 16

15 16 17 18 19 20 21 20 21 22 23 24 25 26 17 18 19 20 21 22 23

22 23 24 25 26 27 28 27 28 29 30 31 24 25 26 27 28 29 30

29 30 31


Today

	Monday, 6/15/20	Tuesday, 6/16/20	Wednesday, 6/17/20	Thursday, 6/18/20	Friday, 6/19/20
Biblioteca Prestito/Restituzione, Palazzo del Capitano	Create Reservation	Create Reservation	Create Reservation	Create Reservation	Create Reservation 11:30 AM-11:45 AM Enrico Martellini 12:00 PM-3:00 PM Marcella Monreale
Biblioteca Prestito/Restituzione, Palazzo dell'Orologio	Create Reservation	Create Reservation	Create Reservation	Create Reservation 9:30 AM-9:45 AM Stefano Bonanni	Create Reservation


You can select your favorite view

View previous reservations and create your reservation




# New reservation



SCUOLA  
NORMALE  
SUPERIORE



## New Reservation

 View Availability   Create

User (user@sns.it)

Begin

06/19/2020 9:30 AM

▼

End

06/19/2020 9:45 AM

▼


0 days 0 hours 15 minutes


Repeat

Does Not Repeat

▼

Resources

Change 

Biblioteca Prestito/Restituzione, Palazzo del Capitano 

Title of reservation

Description of reservation

Insert your reservation date and time and click "Create"

Title and description are optional fields

## CASE A: SUCCESS



**Your reservation was successfully created!**

Your reference number is 5eecdb8ab8d1f070813580

## CASE B: PENDING (waiting for approval)



**Your reservation was successfully created!**

Your reference number is 5eecf511d64a6352016412

06/19/2020 Biblioteca....

One or more of the resources reserved require approval before usage. This reservation will be pending until it is approved.

Close

## CASE C: max n. of reservations reached



**Your reservation could not be made**

There are conflicting reservations on the following dates:

06/19/2020 Biblioteca....

 Change Reservation

# About reservations

## Updating a Reservation

- You can only update any reservation that you have created or that was created on your behalf.
- To update a reservation, find it on the Schedule, click to open, update as needed, and click Update to save your changes.

## Deleting a Reservation

- Deleting a reservation completely removes it from the schedule.
- By default, you cannot delete a reservation that is in the past, though you administrator may change this option.

## Email Notifications

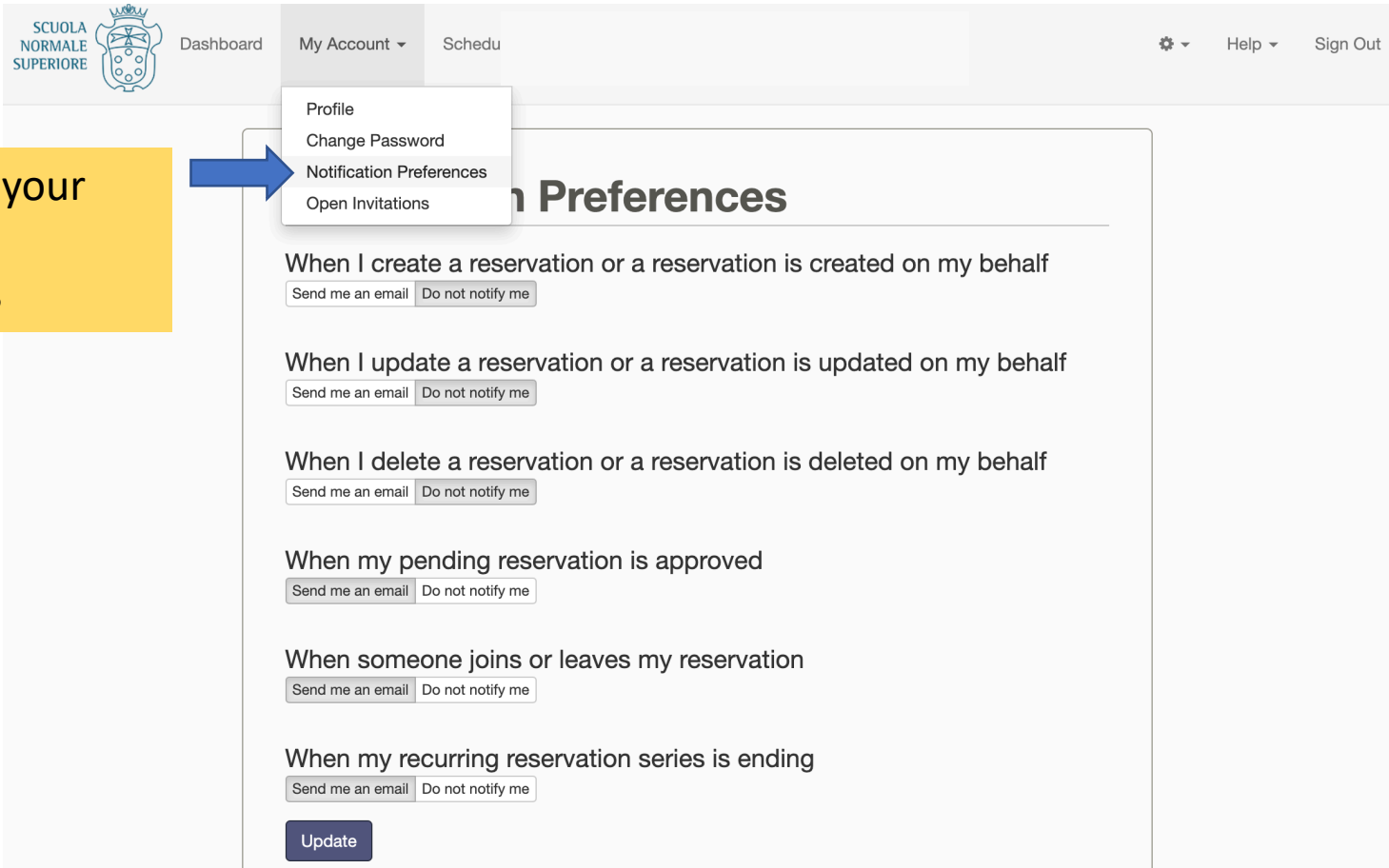
- You can opt-in to be sent email notifications for different events. Email notifications can be enabled or disabled in Notification Preferences section under My Account.
- You can choose to receive notifications for new reservations, reservation updates, reservation deletions, reservation approvals, participation changes, or when a recurring series end date is approaching.

## Colors used in calendars:



# Notification preferences

**You can set your notification preferences**



The screenshot displays the user interface of the Scuola Normale Superiore. The top navigation bar includes the logo, 'Dashboard', 'My Account', and 'Schedu'. The 'My Account' dropdown menu is open, showing options: 'Profile', 'Change Password', 'Notification Preferences', and 'Open Invitations'. A blue arrow points from a yellow callout box to the 'Notification Preferences' option. The 'Notification Preferences' page is shown, featuring several notification settings with radio buttons for 'Send me an email' and 'Do not notify me'.

**Notification Preferences**

When I create a reservation or a reservation is created on my behalf  
☐ Send me an email ☐ Do not notify me

When I update a reservation or a reservation is updated on my behalf  
☐ Send me an email ☐ Do not notify me

When I delete a reservation or a reservation is deleted on my behalf  
☐ Send me an email ☐ Do not notify me

When my pending reservation is approved  
☐ Send me an email ☐ Do not notify me

When someone joins or leaves my reservation  
☐ Send me an email ☐ Do not notify me

When my recurring reservation series is ending  
☐ Send me an email ☐ Do not notify me

**Update**

# Find a time

**You can search for availability**

Prenotazione stanze Scuola Normale Superiore

spazi.sns.it/search-availability.php

SNS - gestione | Strumenti | Annali lettere | in app purchase | Spring Summer 2... | spazi.sns.it | Visual Event | Houzz - Idee per l... | Altri Preferiti

SCUOLA NORMALE SUPERIORE | Dashboard | My Account | Schedule | Help | Sign Out

Resources

30

Bookings  
My Calendar  
Resource Calendar  
Find A Time  
Search Reservations

15:00 - 16:00 ☐ Specific Time

Begin - End

Today 04 Sep | Tomorrow 05 Sep | This Week | Date Range

Repeat Does Not Repeat

More Options

Find A Time

https://spazi.sns.it/search-availability.php

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# Find a time

Select resources



Prenotazione stanze Scuola Normale Superiore

spazi.sns.it/search-availability.php

SNS - gestione | Strumenti | Annali lettere | in app purchase | Spring Summer 2... | spazi.sns.it | Visual Event | Houzz - Idee per l... | » | Altri Preferiti

SCUOLA NORMALE SUPERIORE | Dashboard | My Account | Schedule | Help | Sign Out

× Ingresso alla mensa, Linea 1 Cena

0 Hours 30 Minutes 15:00 - 16:00 ☐ Specific Time

Today 04 Sep Tomorrow 05 Sep This Week Date Range Begin - End

Repeat Does Not Repeat

More Options

Find A Time

Ingresso alla mensa, Linea 1 Cena 04/09/2020 20:00 - 20:30	Ingresso alla mensa, Linea 1 Cena 04/09/2020 20:15 - 20:45
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List of availability.  
Click and book

