

# Academic Tables 2017

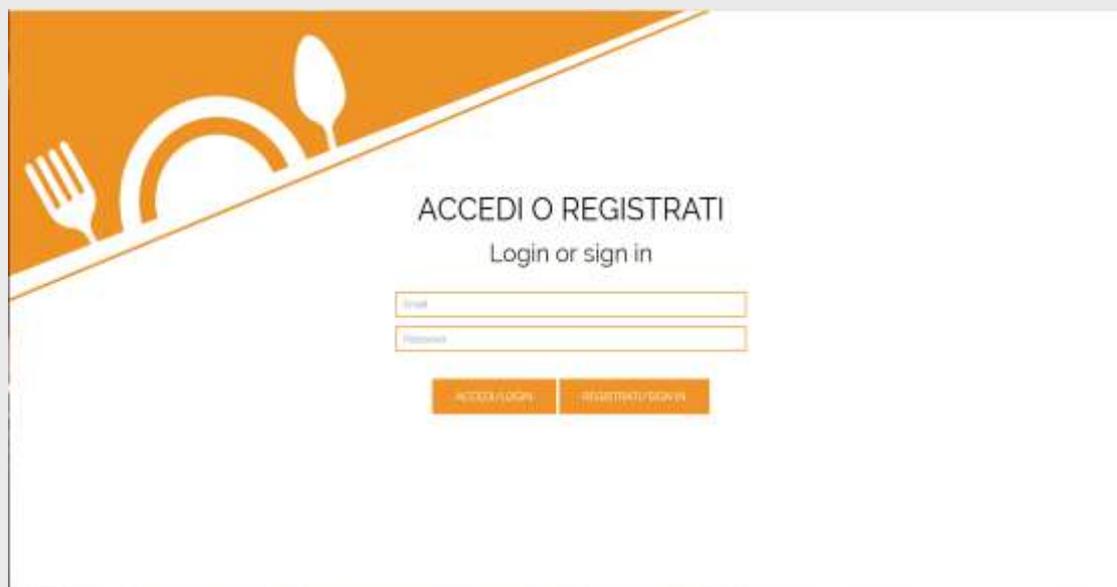
Quick Start Guide.

## Online Registration

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In order to make online reservations you must register on the Academic Tables website:  
[www.tavoleaccademiche.it](http://www.tavoleaccademiche.it)

1. Click on the button **Registrati/Sign In** (Button on the right).



The screenshot shows the login and registration interface of the Academic Tables website. At the top left, there is a decorative graphic with a fork, a sun, and a leaf. The main heading is "ACCEDI O REGISTRATI" with the subtext "Login or sign in". Below this, there are two input fields: "Email" and "Password". At the bottom, there are two buttons: "ACCOGLI/LOG IN" and "REGISTRATI/SIGN IN".

2. Fill in the mandatory fields marked with an \*.



Step 1  
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Completa il tuo profilo inserendo i dati mancanti: potrai modificarli in ogni momento in "modifica profilo".  
Complete your profile with the missing data: you can edit them at any time in "edit profile".

\*Email

\*CARTA/CARD:

\*Password

\*Ripeti/Repeat Password:

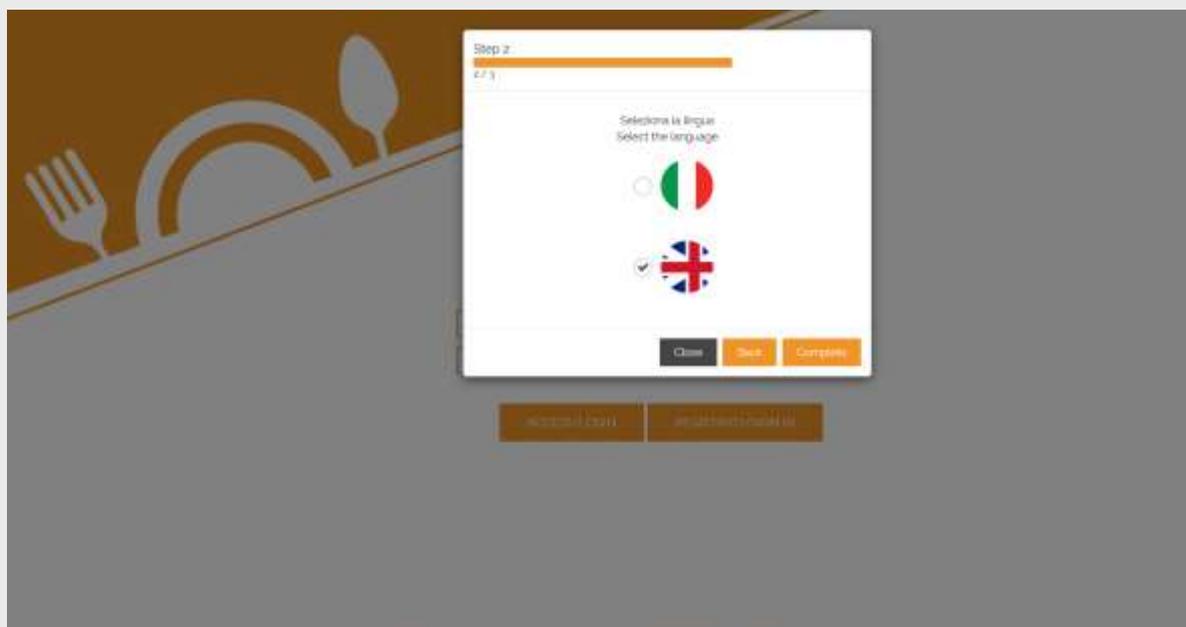
Data di nascita/Birthday

Città/City

Alergico/Allergic:

Preferenze alimentari / Food preferences:  
Nessuna / None

3. Select your default language; you will still be able to modify this inside the account management panel.



Step 2  
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Seleziona la lingua  
Select the language





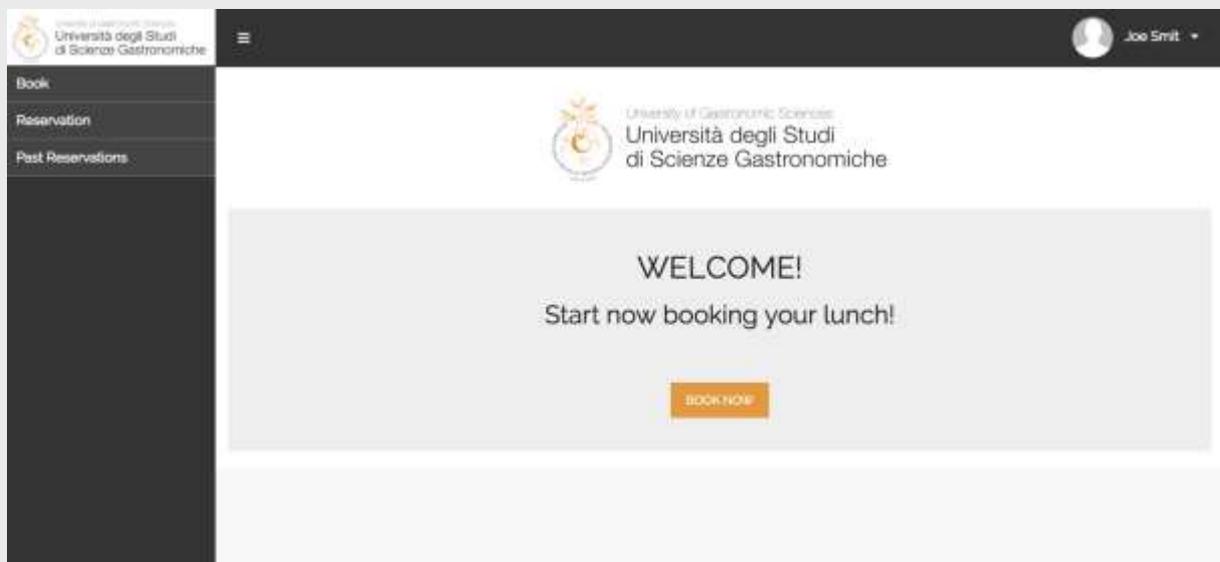
# Login and Use of the Online Portal

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Once you have completed the steps listed above, you can proceed to log in and use your personal portal online.

Menu:

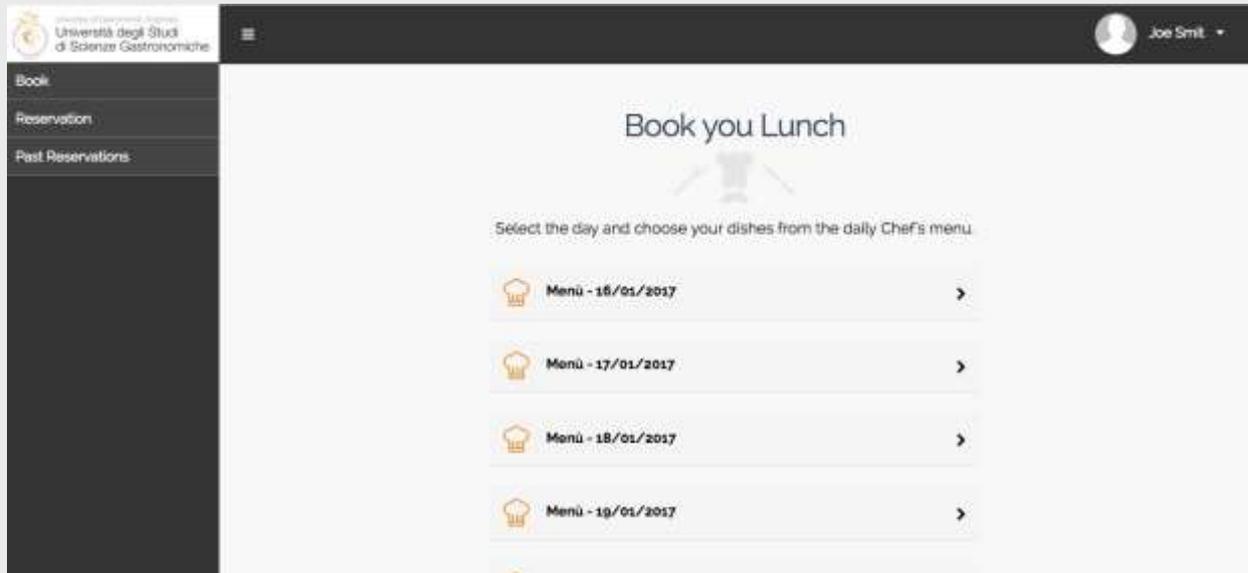
- 1. Book:** Allows you to make reservations to the available menus
- 2. Reservations:** Allows you to delete a reservation made (provided it is still possible)
- 3. Past Reservations:** Summary of all reservations made previously.



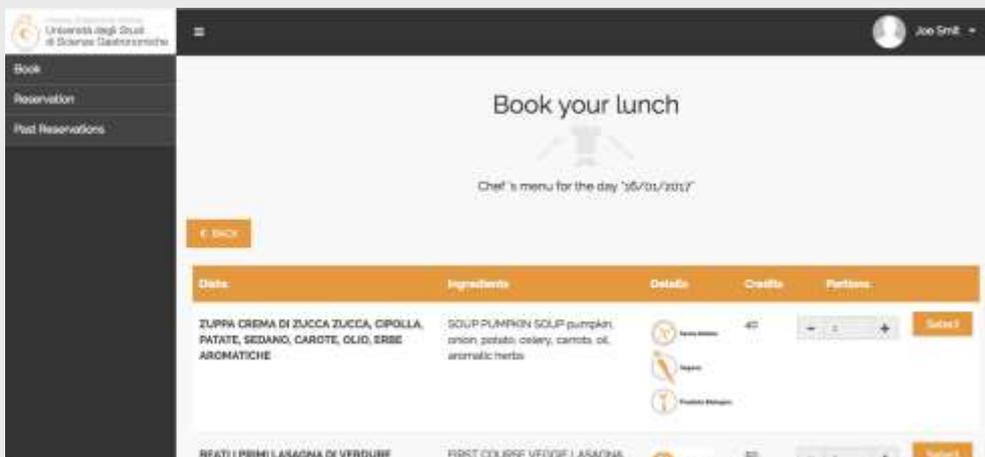
# Reservations

Make a reservation by selecting **Book**.

1. Choose the day in which you would like to make a reservation



2. Once you have selected the **Day** for which you wish to make a reservation (by clicking on the date), you can then proceed to select dishes for your meal.



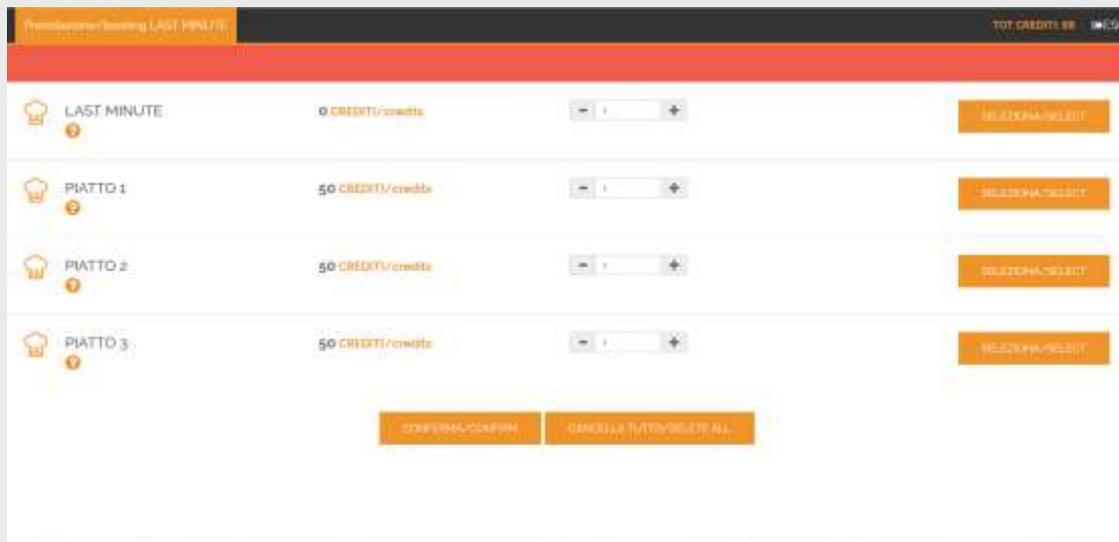
3. Once you have finalized your meal, click **Confirmation Reservation** to finalize your selection.

**Note:** if you want to reset your choices, simply click **Deselect All**.

# Dining Hall Meal Card-Reading "Totem"

The dining hall card reader, or "totem" has been developed to maximize ease while minimizing user interaction.

1. If you have reserved a meal, the totem will emit a "beep", and then issue a receipt with the name and number of dishes selected.
2. If you have not reserved a meal in advance, you may still book dishes using the "**Last Minute**" function.



Here, you will also need to finalize your meal by choosing from a list of available dishes, which in turn will generate a receipt slip for your order.