



A G E N Z I A   D E L   D E M A N I O

Central Authority of Property Management  
Assets and Requirements Management  
Public Authority Requirements and Leases

**OPERATING MANUAL  
FOR THE PALOMA WEB APPLICATION  
PALOMA**

*Version updated 31 January 2013*



## Contents

<b>1. INTRODUCTION .....</b>	<b>3</b>
<b>2. ACCESSING THE APPLICATION .....</b>	<b>4</b>
<b>3. USING THE APPLICATION .....</b>	<b>5</b>
3.1 COMPILATION.....	6
3.1.2 SUMMARY .....	12
<b>4. ACCESS TO THE PERSONAL PAGE .....</b>	<b>13</b>
<b>5. ADDING A PROPERTY .....</b>	<b>14</b>
5.1 OFFER.....	17
5.1.2 LOCATION .....	18
5.1.3 ATTACHMENTS .....	19
5.1.4 FEATURES.....	20
5.1.5 FLOOR AREAS.....	21
5.1.6 UTILITIES .....	23
5.1.7 SUMMARY .....	25
<b>6. CHANGE LOGIN INFORMATION .....</b>	<b>28</b>
6.1 CHANGE ACCESS EMAIL.....	29
6.2 CHANGE PASSWORD .....	30
6.3 CHANGE USER DETAILS.....	32

# 1. INTRODUCTION

“PALOMA” is the application of the Agenzia del Demanio (Italian Public Property Agency) through which it is possible to propose properties for lease or lease and sale, to be used to meet the space requirements of government authorities.

The application is intended for individuals, legal persons, regional or local authorities, and non-territorial authorities.

The objective of this document is to provide the necessary guidelines for the correct use of the application referred to in this manual.

In order to make it as easy as possible to learn how to use the application, "screenshots" have been regularly incorporated, in which the features discussed are illustrated with "frames/ellipses".

## 2. ACCESSING THE APPLICATION

The application can be accessed from any PC with a Windows operating system and web browser (Microsoft Internet Explorer 6.0 or later, Mozilla FireFox 2.0 or later), through website [www.agenziademanio.it](http://www.agenziademanio.it), selecting the option "**Paloma**" from the **ONLINE SERVICES (SERVIZI ONLINE)** menu.

From here you will be directed to the application's homepage, which is the starting point for both registered and new users.

The screenshot shows the Paloma application homepage. At the top, there is a red header with the 'P@LOMA' logo and 'Agenzia del Demanio SISTEMI INFORMATIVI'. Below the header, the page is titled 'HOME PALOMA'. On the left side, there is a navigation menu for 'Agenzia del Demanio' with options: HOME, REGOLAMENTO, and MANUALE OPERATIVO. The main content area is titled 'PALOMA' and contains a welcome message: 'Benvenuti in Paloma. The application of the Agenzia del Demanio through which you can offer properties for lease or lease and sale, to be used to meet the space requirements of government authorities.' Below this message, there is a section titled 'REGISTRAZIONE' with four buttons: 'REGISTRAZIONE PERSONA FISICA', 'REGISTRAZIONE PERSONA GIURIDICA', 'REGISTRAZIONE ENTE TERRITORIALE', and 'REGISTRAZIONE ENTE NON TERRITORIALE'. On the right side, there is a sidebar with 'Registrazione' and 'Accesso' sections. The 'Registrazione' section includes links for 'Registrazione Persona Fisica', 'Registrazione Persona Giuridica', 'Registrazione Ente Territoriale', and 'Registrazione Ente Non Territoriale'. The 'Accesso' section includes links for 'Accesso Utenti Registrati' and 'Rigenera Password'.

The menu on the left, "**Agenzia del Demanio**", contains the following options:

Home: lets you return to the first page of the application

Terms and Conditions (Regolamento): allows you to access the application rules

Operating Manual (Manuale Operativo): provides access to this operating manual

The **services available** on the Paloma homepage are:

“REGISTRATION” (REGISTRAZIONE) for individuals, legal persons, regional or local authorities, non-territorial authorities registering with the application for the first time;

Access for registered users, which grants access to the application's services when you enter your login information;

New Password allows you to change your Paloma access password

### 3. USING THE APPLICATION

Whether you are an “individual, legal person, regional or local authority, or non-territorial authority” intending to use the application, you must begin the registration procedure by clicking on either “Individual Registration” (Registrazione Persona Fisica), “Legal Person Registration” (Registrazione Persona Giuridica), “Regional or Local Authority Registration” (Registrazione Ente Territoriale) or “Non-territorial Authority Registration” (Registrazione Ente non Territoriale).

Whichever profile is chosen for registration (individual, legal person, regional or local authority, non-territorial authority) you will start the procedure on the next page by agreeing to the processing of your personal data.

The screenshot displays the registration interface on the Paloma website. At the top, the 'web P@LOMA' logo is visible alongside icons for 'HOME', 'REGOLAMENTO', and 'MANUALE OPERATIVO'. The main content area is titled 'HOME PALOMA' and shows a progress bar with steps: 'Prerequisiti', 'Dati Utente', 'Risparmio', and 'Fine'. A large text block contains the terms and conditions for registration, starting with 'By agreeing to the Terms and Conditions for registration on the Agenzia del Demanio Paloma system, you are expressing full knowledge of its contents.' Below this text is a checkbox with a plus sign and the text: 'I confirm that I have read the Terms and Conditions for registration and access to the Paloma system, and accept its contents in their entirety'. To the right of the main text, there are two sections: 'Registrazione' with links for 'Registrazione Persona Fisica', 'Registrazione Persona Giuridica', 'Registrazione Ente Territoriale', and 'Registrazione Ente Non Territoriale'; and 'Accesso' with links for 'Accesso Utenti Registrati' and 'Rigenera Password'. At the bottom of the form, there are two buttons: 'Avanti' and 'Annulla'. The footer of the page includes the 'P@LOMA' logo.

Once the above box has been ticked, click “Next” (Avanti), which gives you access to the “User details” (Dati Utente) screen, where personal, company or public body information must be entered in order to register with Paloma.

## 3.1 COMPILATION

This procedure consists of a page that guides you to complete the fields with your data.

The procedure page collects the following information, in order:

### - Individual Registration:

- Email
- Password
- Name
- Surname
- Tax Code
- Date of birth
- Place of birth
- Scan of ID
- Address

### - Legal Person Registration:

- Email
- Password
- Specify if registration is required as owner or property manager
- Company
- VAT Number

- Information relating to registration in the Register of Companies
- Registered office
- Personal details of the legal representative
- Name
- Surname
- Tax Code
- Date of birth
- Place of birth
- Scan of ID

- Regional or Local Authority Registration:

- Email
- Password
- Name
- Surname
- Tax Code
- Phone
- Authority details
- Specify if registration is required as owner or property manager
- Authority name
- VAT Number
- Tax Code
- Address
- Street number
- City/Town
- Postcode

- Phone

- Non-territorial Authority Registration:



- Email
- Password
- Name
- Surname
- Tax Code
- Phone
- Authority details
- Specify if registration is required as owner or property manager
- Authority name
- VAT Number
- Tax Code
- Address
- Street number
- City/Town
- Postcode
- Phone

The compilation of certain fields is mandatory.

The compilation stage cannot be interrupted. If it is interrupted, or you click on “*Cancel*” (*Annulla*), the details entered will be lost.

Click on “*Next*” (*Avanti*) to access the Summary screen.



web **P@LOMA** Public Administration Location Management  

HOME PALOMA

sei in: [home Agenzia del Demanio](#) > [Servizi onLine](#) > [Paloma](#)

Prerequisiti **Dati Utente** Riapilogo Fine

nessun utente collegato

**Agenzia del Demanio**

- HOME
- REGOLAMENTO
- MANUALE OPERATIVO

AGENZIA DEL DEMANIO servizi online

**Dati Utente**

\* Email:  101100110

\* Password:  101100110

**Dati anagrafici**

\* Nome:  101100110

\* Cognome:  101100110

\* Codice Fiscale:  101100110

\* Data Di Nascita:  101100110

\* Luogo Di Nascita:  101100110

Documento:

**Residenza**

\* Indirizzo:  101100110

\* Civico:  101100110

\* Comune:  101100110

\* Cap:  101100110

\* Telefono:  101100110

**Registrazione**

- Registrazione Persona Fisica
- Registrazione Persona Giuridica
- Registrazione Ente Territoriale
- Registrazione Ente Non Territoriale

**Accesso**

- Accesso Utenti Registrati
- Rigenera Password

**P@LOMA**

Example: Individual Registration

HOME PALOMA

sei in: home Agenzia del Demanio > Servizi onLine > Paloma

Prerequisiti **Dati Utente** Ripologo Fine



nessun utente collegato

Agenzia del Demanio

- HOME
- REGOLAMENTO
- MANUALE OPERATIVO



**Dati Utente**

\* Email:

\* Password:

**Dati dell'Azienda**

\* A Titolo Di:

\* Ragione Sociale:

\* Partita Iva:

**Iscrizione Registro**

\* Registro:

\* Di:

\* Iscrizione n°:

\* Iscritto dal:

**Sede Legale**

\* Indirizzo:

\* Civico:

\* Comune:

\* Cap:

\* Telefono:

**Rappresentante Legale**

\* Nome:

\* Cognome:

\* Codice Fiscale:

\* Data Di Nascita:

\* Luogo Di Nascita:

Documento:

Registrazione

- Registrazione Persona Fisica
- Registrazione Persona Giuridica
- Registrazione Ente Territoriale
- Registrazione Ente Non Territoriale

Accesso

- Accesso Utenti Registrati
- Rigenera Password

Example: Legal Person Registration



Agenzia del Demanio

- HOME
- REGOLAMENTO
- MANUALE OPERATIVO

AGENZIA DEL DEMANIO  
servizi online

HOME PALOMA

sei in: home Agenzia del Demanio > Servizi onLine > Paloma

Prerequisiti **Dati Utente** Riepilogo Fine

Dati Utente

\* Email:

\* Password:

Dati Anagrafici Utente

\* Nome:

\* Cognome:

\* Codice Fiscale:

\* Telefono:

Dati dell'Ente

\* A Titolo Di:

\* Denominazione Ente:

\* Partita Iva:

\* Codice Fiscale:

Sede Ente

\* Indirizzo:

\* Civico:

\* Comune:

\* Cap:

\* Telefono:

Avanti Annulla

Registrazione

- Registrazione Persona Fisica
- Registrazione Persona Giuridica
- Registrazione Ente Territoriale
- Registrazione Ente Non Territoriale

Accesso

- Accesso Utenti Registrati
- Rigenera Password

Example: Regional or Local Authority and Non-territorial Authority Registration

### 3.1.2 SUMMARY

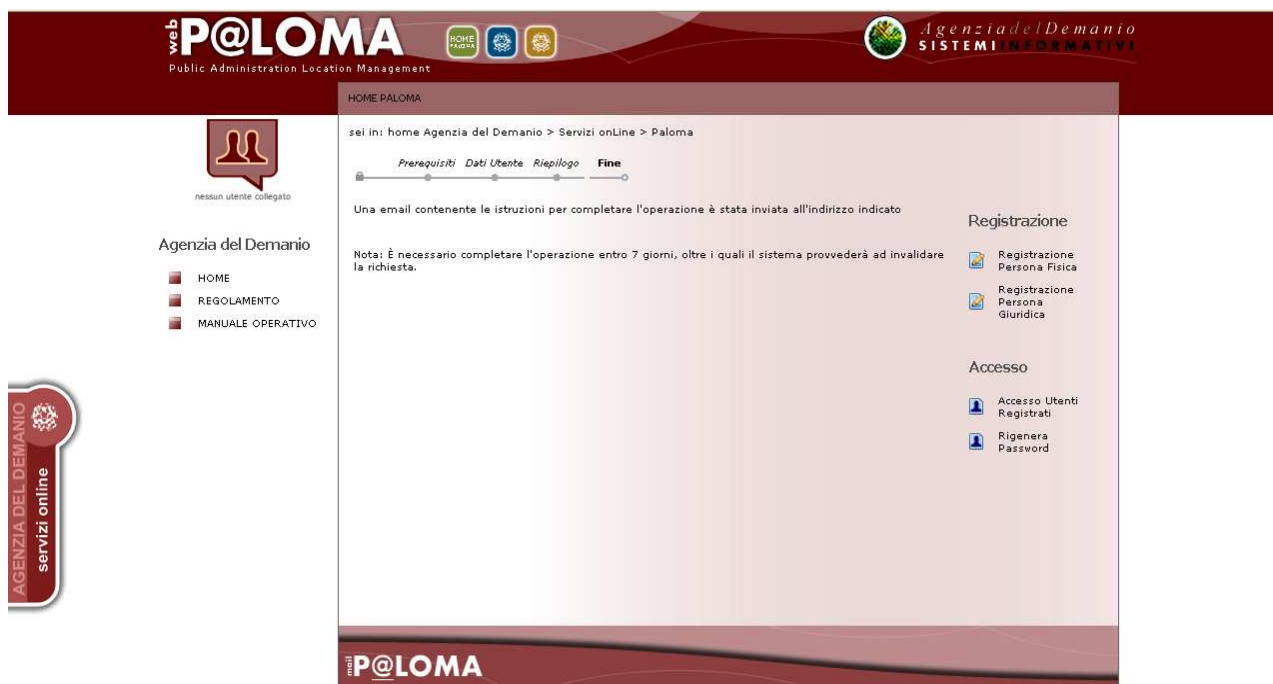
After entering all requested information, you can check that the details entered are correct on a final summary screen.

To change any details, click “**Back**” (*Indietro*).

This allows you to return to the previous page.

Registration will be completed when you click “**Save**” (*Salva*).

The screen below will appear:



The system will alert you that an email has been sent to the email address that you provided. To complete the registration application, click on the link included in the email within 7 days after receiving it. After this time, the application will be invalidated and you must complete a new registration request.

If the verification is completed within the period stated, the application will be confirmed and accepted by the Agenzia del Demanio.

After carrying out the necessary checks, the Agency may either successfully complete registration, or suspend the procedure. In either case, an email will be sent to the email address that you provided.

In the case of suspension, you must contact the Agenzia del Demanio using the email [dg.paloma@agenziaemanio.it](mailto:dg.paloma@agenziaemanio.it) within 30 days of receiving the email, after which time the registration application will be invalidated and you must complete a new registration request.

## 4. ACCESS TO THE PERSONAL PAGE

Once registration has been successfully completed, you can access the application by clicking on “Registered User Access” (Accesso utenti registrati) in the “Access” (Accesso) menu on the homepage. On the next page enter your login information (email and password).

The screenshot displays the P@LOMA web application interface. At the top, the header includes the logo "web P@LOMA" with the tagline "Public Administration Location Management" and the text "Agenzia del Demanio SISTEMI INFORMATIVI". The main content area is titled "HOME PALOMA" and shows the breadcrumb "sei in: home Agenzia del Demanio > Servizi onLine > Paloma". A central form labeled "Credenziali" contains input fields for "\* Email:" and "\* Password:", along with "Invia" and "Azzera" buttons. To the right, there are two sections: "Registrazione" with links for "Registrazione Persona Fisica", "Registrazione Persona Giuridica", "Registrazione Ente Territoriale", and "Registrazione Ente Non Territoriale"; and "Accesso" with links for "Accesso Utenti Registrati" (highlighted by a red arrow) and "Rigenera Password". On the left side, a sidebar shows "nessun utente collegato" and a menu for "Agenzia del Demanio" with items "HOME", "REGOLAMENTO", and "MANUALE OPERATIVO". The footer features the "mail P@LOMA" logo.

## 5. ADDING A PROPERTY

On the next screen you will see on the menu on the left a new item “**PROPERTIES**” (**IMMOBILI**). By clicking “Add property” (Aggiungi Immobile), a screen will appear that summarizes the information needed in order to upload a property.

The screenshot displays the web@PALOMA interface. At the top, the header includes the logo 'web@PALOMA' with the tagline 'Public Administration Location Management' and the 'Agenzia del Demanio SISTEMI INFORMATIVI' logo. The main content area is titled 'HOME PALOMA' and shows the breadcrumb 'sei in: home Agenzia del Demanio > Servizi onLine > Paloma'. The central focus is the 'Dati necessari ai fini dell'inserimento immobile' section, which contains a list of required data points for property registration. To the right, there are links for 'Dati Utente' (Modify Email, Password, User Data, Logout) and 'Immobili' (View/Modify, Add). A vertical sidebar on the left contains navigation links for 'HOME', 'REGOLAMENTO', and 'MANUALE OPERATIVO', along with a 'servizi online' badge. The bottom of the page features the 'web@PALOMA' logo again.

**web@PALOMA**  
Public Administration Location Management

**Agenzia del Demanio**  
SISTEMI INFORMATIVI

HOME PALOMA

sei in: home Agenzia del Demanio > Servizi onLine > Paloma

**Dati necessari ai fini dell'inserimento immobile**

Al fine di completare, con esito positivo, la procedura di inserimento immobile, l'utente dovrà avere a disposizione le informazioni relative a:

- Ubicazione (provincia, comune e indirizzo)
- Foto
- Destinazione prevalente
- Offerta, in termini di canone annuale di locazione
- Stato occupazionale
- Proprietà
- Referente
- Recapiti
- Tipologia immobiliare
- Epoca di costruzione
- Stato di manutenzione e conservazione
- Legittimità urbanistico-edilizia
- Compatibilità della destinazione con gli strumenti urbanistici vigenti
- Requisiti L. 13/89 (superamento barriere architettoniche)
- Rispondenza dell'immobile ai requisiti dei luoghi di lavoro (D.Lgs. 81/08)
- Certificazione energetica
- Classe energetica dell'edificio
- Consistenza

**Dati Utente**

- Modifica Email di accesso
- Modifica Password
- Modifica Dati Utente
- Esci

**Immobili**

- Visualizza/Modifica Immobili
- Aggiungi Immobile

Avanti Annulla

**web@PALOMA**

The table below informs users that in order to upload a property the following information is mandatory, in addition to at least one photo:

<b>Required field</b>	<b>Type of information</b>
Location (province, city/town and address)	detailed
Photo	at least 1
Main use	Drop-down menu
Offer, in terms of annual rents	detailed (euros/year)
Occupation status	Drop-down menu (empty/occupied)
Contract expiry (if property is occupied)	Drop-down menu
Property	detailed
Contact person	detailed
Contact information	detailed
Type of property	Drop-down menu
Period built	Drop-down menu
Finish quality	Drop-down menu
Type of construction	Drop-down menu
Condition	Drop-down menu
Energy class of building	Drop-down menu
Fire prevention certificate	Drop-down menu
Main floor area	detailed (sq m)
Utilities (enter at least one utility)	Drop-down menu

Before starting to upload a property, you must prepare all the above information, without which it is not possible to complete the operation or save the information entered for later. If you interrupt the data entry before it is complete you will need to re-enter from scratch all the information already entered.

Pursuant to Article 3 c. 10 of Legislative Decree 95/2012 converted into Law 135/2012, “Non-territorial Authority” users are required to accept rents subsidized to 30%. In the field “Proposed rent”, the aforementioned persons must enter the annual rent requested without including the reduction.

In the insertion stage, you can choose whether or not to complete the above information and the information that follows, which will become mandatory only if the Agenzia del Demanio makes a specific request:

<b>Non-mandatory field (in the input phase)</b>	<b>Type of information</b>
Offer, in terms of request in the event of future sale	detailed (euros)
Land registry plan extract	detailed
Floor plans	at least one per floor
Building Completion Certificate	tick box
Fulfilment of the requirements Law 13/89 (disabled access)	tick box
Property use and maintenance manual	tick box
Compliance with existing antiseismic laws	tick box
Planning/building legality	tick box
Building inspection certificate	tick box
Compatibility of use with current planning regulations	tick box
Compliance of the property with the requirements of workplace Legislative Decree 81/2008	tick box
Energy performance certificate	tick box
Other floor areas	detailed (sq m)
Existing technological utilities provided	Drop-down menu
Condition of existing technological utilities	Drop-down menu
Certification of existing technological utilities	Drop-down menu (yes/no)



## 5.1. PROPOSAL

In the first screen, enter the following information:

- Location
- Business Proposal (use, price in euros, occupation status, etc.)
- Property contact

Fields marked with the symbol \* are mandatory.

The compilation stage cannot be interrupted. If it is interrupted the data entered will be lost.

Click “**Back**” (*Indietro*) to return to the previous page.

The screenshot displays the IP@LOMA web application interface. The header includes the logo 'web IP@LOMA Public Administration Location Management' and 'Agenzia del Demanio SISTEMI INFORMATIVI'. The breadcrumb trail reads 'sei in: home Agenzia del Demanio > Servizi onLine > Paloma'. A progress bar shows the current step as 'Offerta', with other steps being 'Localizzazione', 'Allegati', 'Caratteristiche', 'Consistenze', 'Impianti', 'Riepilogo', and 'Fine'. The main content area is divided into three sections: 'Localizzazione', 'Offerta Commerciale', and 'Referente Immobile'. The 'Localizzazione' section contains five mandatory fields: '\* Provincia:', '\* Indirizzo:', '\* Civico:', '\* Comune:', and '\* Cap:'. The 'Offerta Commerciale' section contains five fields: '\* Destinazione Prevalente:' (with a dropdown menu set to 'Ufficio'), '\* Offerta Canone di Locazione Euro/Anno:', 'Offerta in caso di Vendita:', '\* Stato Occupazionale:' (with a dropdown menu set to 'Libero'), and 'Scadenza Contratto:'. The 'Referente Immobile' section contains three mandatory fields: '\* Nome:', '\* Cognome:', and '\* Telefono:'. On the left side, there is a navigation menu for 'Agenzia del Demanio' with links for 'HOME', 'REGOLAMENTO', and 'MANUALE OPERATIVO'. On the right side, there are two vertical menus: 'Dati Utente' with options for 'Modifica Email di accesso', 'Modifica Password', 'Modifica Dati Utente', and 'Esci'; and 'Immobili' with options for 'Visualizza/Modifica Immobili' and 'Aggiungi Immobile'. A vertical sidebar on the far left contains the text 'AGENZIA DEL DEMANIO servizi online'.

## 5.1.2 LOCATION

The “Location” (Localizzazione) screen shows the approximate site of the property based on the data entered.

To locate the site exactly, move the red cursor to the precise location.

The screenshot displays the 'Localizzazione' (Location) screen of the P@LOMA web application. The header includes the 'web P@LOMA' logo and the text 'Public Administration Location Management'. The main content area features a map with a red cursor indicating a location. Below the map, there are fields for 'Cursore', 'Coordinate', and 'Indirizzo più prossimo'. The interface also includes a sidebar with navigation options and a right-hand panel with user management links.

HOME PALOMA

sei in: home Agenzia del Demanio > ServiziOnline > Paloma

Offerta **Localizzazione** Allegati Caratteristiche Consistenze Impianti Riepilogo Fine

Il cursore rosso indica la posizione approssimativa dell'immobile in base ai dati da lei inseriti. Trascini il cursore sulla posizione esatta.

Mappa

Mappa Satellite Ibrida Terreno

Cursore:  
Sposta il cursore sull'immobile

Coordinate:  
41.8526664, 12.4767292

Indirizzo più prossimo:  
Via Ostiense, 383-399, 00145 Roma, Italia

Avanti Indietro Annulla

Dati Utente

- Modifica Email di accesso
- Modifica Password
- Modifica Dati Utente
- Esci

Immobili

- Visualizza/Modifica Immobili
- Aggiungi Immobile

AGENZIA DEL DEMANIO servizi online

HOME  
REGOLAMENTO  
MANUALE OPERATIVO

mail P@LOMA

### 5.1.3 ATTACHMENTS

In this screen, attach the following files:

- Photos (it is mandatory to include at least one photo)
- Land registry plan (inclusion not obligatory)
- Floor plans (inclusion not obligatory)



## 5.1.4 FEATURES

This screen states that some features of the property are requested.

The screenshot displays the 'webP@LOMA' interface for the 'Agenzia del Demanio'. The main content area is titled 'HOME PALOMA' and shows a progress bar with steps: Offerta, Localizzazione, Allegati, **Caratteristiche**, Consistenza, Impianti, Riapilogo, and Fine. The 'Caratteristiche' step is active, showing a form with the following fields:

- \* **Tipologia Immobiliare:** Complesso immobiliare
- \* **Epoca di Costruzione:** Ante 900
- \* **Qualità Finiture:** Peggio
- Certificato di Agibilità**
- Immobile realizzato o adeguato in base alla normativa antisismica vigente**
- Possesso dei requisiti L. 13/89 (barriere architettoniche)**
- Libretto d'uso e manutenzione dell'edificio**
- \* **Tipologia Edilizia:** Muratura
- \* **Stato di cons. e man.:** Ottimo
- Legittimità urbanistico/edil.**
- Certificato di collaudo strutturale**
- Compatibilità della destinazione con gli strum. urbanistici vigenti**
- Rispondenza dell'immobile ai requisiti dei luoghi di lavoro D.Lgs. 81/08**
- Attestato di certificazione energetica**
- \* **Classe energetica dell'edificio:** A
- \* **Certificato prevenzione incendi:** Sì

At the bottom of the form are three buttons: **Avanti**, **Indietro**, and **Annulla**.

On the right side, there are two sections: **Dati Utente** with links for 'Modifica Email di accesso', 'Modifica Password', 'Modifica Dati Utente', and 'Esci'; and **Immobili** with links for 'Visualizza/Modifica Immobili' and 'Aggiungi Immobile'.

The left sidebar contains the 'Agenzia del Demanio' logo and navigation links: HOME, REGOLAMENTO, and MANUALE OPERATIVO. A vertical banner on the far left reads 'AGENZIA DEL DEMANIO servizi online'.

## 5.1.5 FLOOR AREAS

In this screen you can enter the floor areas (use, type of surfaces, etc).

To add an area click “*Save*” (*Salva*).

You must include at least one floor area.

The screenshot shows the web P@LOMA interface for adding floor areas. The header includes the logo "web P@LOMA Public Administration Location Management" and "Agenzia del Demanio SISTEMI INFORMATIVI". The main content area is titled "HOME PALOMA" and shows a breadcrumb trail: "sei in: home Agenzia del Demanio > Servizi onLine > Paloma". A progress bar indicates the current step is "Consistenze".

The main form is titled "Aggiungi la Consistenza Principale" and contains the following fields:

- Tipo:** Principale
- \* Destinazione:** Ufficio
- \* Tipo Superfici:** (empty dropdown)
- Superficie (mq)/N. (posto a.):** (empty text field)

At the bottom of the form are two buttons: "Salva" and "Indietro".

On the left side, there is a navigation menu for "Agenzia del Demanio" with links for HOME, REGOLAMENTO, and MANUALE OPERATIVO. A vertical banner on the far left reads "AGENZIA DEL DEMANIO servizi online".

On the right side, there are two sections: "Dati Utente" with links for "Modifica Email di accesso", "Modifica Password", "Modifica Dati Utente", and "Esci"; and "Immobili" with links for "Visualizza/Modifica Immobili" and "Aggiungi Immobile".

You can enter more floor areas and delete floor areas already entered by clicking “✘”

The screenshot shows the web P@LOMA interface for the Agenzia del Demanio. The main content area is titled 'HOME PALOMA' and displays a breadcrumb trail: 'sei in: home Agenzia del Demanio > Servizi onLine > Paloma'. Below this is a progress bar with steps: Offerta, Localizzazione, Allegati, Caratteristiche, Consistenze (active), Impianti, Riepilogo, and Fine.

The 'Consistenze' section contains a table with the following data:

Tipo	Destinazione	Tipo Superfici	Superficie (mq)/N. (posto a.)	Elimina consistenza
Principale	Ufficio	Lorda	121.0	✘
Secondaria	Ufficio	Lorda	87.0	✘

Below the table are four buttons: 'Aggiungi', 'Avanti', 'Indietro', and 'Annulla'. To the right of the table, there are sections for 'Dati Utente' (with links for 'Modifica Email di accesso', 'Modifica Password', 'Modifica Dati Utente', and 'Esci') and 'Immobili' (with links for 'Visualizza/Modifica Immobili' and 'Aggiungi Immobile').

On the left side, there is a navigation menu for 'Agenzia del Demanio' with links for 'HOME', 'REGOLAMENTO', and 'MANUALE OPERATIVO'. A vertical banner on the far left reads 'AGENZIA DEL DEMANIO servizi online'.

## 5.1.6 UTILITIES

The next screen allows you to add utilities (utility type, maintenance status, certification).

To add a utility click “Save” (*Salva*).

You must include at least one utility.

The screenshot displays the P@LOMA web application interface. At the top, the header includes the P@LOMA logo (Public Administration Location Management) and the Agenzia del Demanio logo (SISTEMI INFORMATIVI). The main content area is titled "HOME PALOMA" and shows a breadcrumb trail: "sei in: home Agenzia del Demanio > Servizi onLine > Paloma". Below this, a progress bar indicates the current step: "Offerta Localizzazione Allegati Caratteristiche Consistenze **Impianti** Riepilogo Fine".

The central form is titled "Aggiungi un Impianto" and contains the following fields:

- \* **Tipologia Impianto:** Elettrico (dropdown menu)
- \* **Stato Manutenzione:** Ottimo (dropdown menu)
- Certificazione**

At the bottom of the form are two buttons: "Salva" and "Indietro".

On the left side, there is a navigation menu for "Agenzia del Demanio" with links to "HOME", "REGOLAMENTO", and "MANUALE OPERATIVO". A vertical banner on the far left reads "AGENZIA DEL DEMANIO servizi online".

On the right side, there are two sections:

- Dati Utente:** Includes links for "Modifica Email di accesso", "Modifica Password", "Modifica Dati Utente", and "Esci".
- Immobili:** Includes links for "Visualizza/Modifica Immobili" and "Aggiungi Immobile".

The footer of the page features the P@LOMA logo.

You can enter more utilities and delete utilities already entered by clicking “✖”.

The screenshot displays the webP@LOMA interface for managing utility plants. The header includes the logo 'webP@LOMA' and 'Agenzia del Demanio SISTEMI INFORMATIVI'. The breadcrumb trail shows the path: 'sei in: home Agenzia del Demanio > Servizi onLine > Paloma'. The main content area features a table with columns for 'Tipologia Impianto', 'Stato Manutenzione', 'Certificazione', and 'Elimina impianto'. Below the table are buttons for 'Aggiungi', 'Avanti', 'Indietro', and 'Annulla'. On the right side, there are sections for 'Dati Utente' and 'Immobili' with corresponding action buttons.

Tipologia Impianto	Stato Manutenzione	Certificazione	Elimina impianto
Elettrico	Ottimo	Si	✖
Condizionamento	Normale	No	✖

Buttons: Aggiungi, Avanti, Indietro, Annulla

Dati Utente:  
Modifica Email di accesso  
Modifica Password  
Modifica Dati Utente  
Esci

Immobili:  
Visualizza/Modifica Immobili  
Aggiungi Immobile



## 5.1.7 SUMMARY

After entering all requested data, you can check that the details entered are correct on the final summary screen.

The screenshot displays the webP@LOMA interface for the 'Offerta' (Offer) summary screen. The header includes the logo 'webP@LOMA' with the tagline 'Public Administration Location Management' and the 'Agenzia del Demanio SISTEMI INFORMATIVI' logo. The breadcrumb trail reads 'sei in: home Agenzia del Demanio > Servizi onLine > Paloma'. A progress bar shows the current step as 'Riepilogo' (Summary) among other steps: 'Offerta', 'Localizzazione', 'Allegati', 'Caratteristiche', 'Consistenze', 'Impianti', and 'Firma'.

On the left, there is a user profile icon for 'pie.tromamone@gmail.com' and a menu for 'Agenzia del Demanio' with links to 'HOME', 'REGOLAMENTO', and 'MANUALE OPERATIVO'. A vertical banner on the far left reads 'AGENZIA DEL DEMANIO servizi online'.

The main content area is titled 'Offerta' and contains three sections:

- Localizzazione:** Fields for Provincia (Roma), Indirizzo (Ostiense), Civico (393), Comune (Roma), and Cap (00100).
- Parte Commerciale:** Fields for Destinazione Prevalente (Ufficio), Offerta in caso di Vendita (890000), Offerta Canone di Locazione Euro/Anno (1258730), Stato Occupazionale (Libero), and Scadenza Contratto (17/12/2010).
- Referente Immobile:** Fields for Nome (Mario), Cognome (Rossi), and Telefono (06125478).

A 'Modifica' (Modify) button is located at the bottom of the form. On the right side, there are two vertical menus: 'Dati Utente' (User Data) with options for 'Modifica Email di accesso', 'Modifica Password', 'Modifica Dati Utente', and 'Esci'; and 'Immobili' (Properties) with options for 'Visualizza/Modifica Immobili' and 'Aggiungi Immobile'.

Localizzazione

Mappa



Coordinate:  
41.8526664, 12.4767292

Modifica

Allegati

Planimetria non presente.  
Mappa Catastale non presente.

Foto  
Nome File

bb.txt
bb.txt
bb.txt
bb.txt

Modifica

Caratteristiche

Caratteristiche

Tipologia Immobiliare:	Complesso immobiliare	10100110101001101100110
Epoca di Costruzione:	Ante 900	01011100010100110101001101100110
Qualità Finiture:	Pregio	01011011100010100110101001101100110
Certificato di Agibilità:	No	01101011100010100110101001101100110
Immobile realizzato o adeguato in base alla normativa antisismica vigente:	No	1100110
Possesso dei requisiti L. 13/89 (barriere architettoniche):	No	0101001101100110
Attestato di certificazione energetica:	No	00010100110101001101100110
Libretto d'uso e manutenzione dell'edificio:	No	10100110101001101100110
Tipologia Edilizia:	Muratura	01101011100010100110101001101100110
Stato di cons. e man.:	Ottimo	101011100010100110101001101100110
Legittimità urbanistico/edil.:	No	01011100010100110101001101100110
Certificato di collaudo strutturale:	No	1100010100110101001101100110
Compatibilità della destinazione con gli strum. urbanistici vigenti:	No	001101100110
Rispondenza dell'immobile ai requisiti dei luoghi di lavoro D.Lgs. 81/08:	No	101100110
Classe energetica dell'edificio:	A	01011100010100110101001101100110
Certificato prevenzione incendi:	Si	011100010100110101001101100110

Modifica

**▼ Consistenze**

Consistenze			
Tipo	Destinazione	Tipo Superfici	Superficie (mq)/N. (posto a.)
Principale	Ufficio	Lorda	121.0
Secondaria	Ufficio	Lorda	87.0

---

**▼ Impianti**

Impianti		
Tipologia Impianto	Stato Manutenzione	Certificazione
Elettrico	Ottimo	Sì
Condizionamento	Normale	No

---

**Eventuali Note:**

L'utente sotto la sua personale responsabilità dichiara:

- di essere proprietario o gestore dell'immobile inserito;
- che tutti i dati inseriti sono veritieri;
- di essere consapevole delle responsabilità e delle sanzioni stabilite dalla legge per false attestazioni e mendaci dichiarazioni;

e si impegna a:

- tenere aggiornati dati inseriti;
- mantenere valida l'offerta per 6 mesi dalla data dell'iscrizione (per utenti registrati come "Privati" e "Persone Giuridiche") e per 3 mesi dalla data dell'iscrizione (per utenti registrati come "Enti Pubblici Non territoriali" ed "Enti Territoriali" nonché per gli Enti Territoriali registrati come "Persone Giuridiche" al fine di offrire l'immobile al canone di mercato);
- a completare i campi non obbligatori, in caso di interesse da parte dell'Agenzia del demanio;
- a rendere l'immobile conforme alla normativa tecnica, ove necessario.

\* Accetto

To change any details, click “**Change**” (*Modifica*) next to each section. This allows you to return to the relevant page.

To go to the last page you must repeat the process, through all the screens, one after another.

To finish entering the property you must give your consent by ticking “**Accept**” (**Accetto**).

Finally, click “**Save**” (*Salva*).

You can view and make changes to the property at any time.

## 6. CHANGE LOGIN INFORMATION

By entering the “**login information**” on the Paloma homepage, and clicking “Registered User Access” (menu on the left, “**ACCESS**”), you enter the area reserved for registered users. From here you can access the following services, listed in the section “User details” (Dati Utente) on the right of the screen:

- “Change access email”
- “Change password”
- “Change user details”
- “Exit”, to return to the Paloma homepage

The screenshot displays the Paloma user interface. At the top, there is a dark red header with the logo 'web P@LOMA' and 'Public Administration Location Management'. Below the header, the main content area is white. On the left, there is a navigation menu for 'Agenzia del Demanio' with links for 'HOME', 'REGOLAMENTO', and 'MANUALE OPERATIVO'. The central area shows a welcome message: 'Benvenuti nella pagina personale di "Paloma"'. Below this, there is a description of the application. On the right, there is a section titled 'Dati Utente' with several links: 'Modifica Email di accesso', 'Modifica Password', 'Modifica Dati Utente', 'Esci', and 'Immobili'. A red arrow points to the 'Modifica Email di accesso' link. At the bottom of the page, there is a dark red footer with the 'P@LOMA' logo.

## 6.1 CHANGE ACCESS EMAIL

To change the email address, click “*Change access email*” (*Modifica email di accesso*), enter the new email address and click “*Next*” (*Avanti*).

The screenshot displays the P@LOMA web interface. At the top, the header includes the 'web P@LOMA' logo with the tagline 'Public Administration Location Management', and the 'Agenzia del Demanio SISTEMI INFORMATIVI' logo. The main content area is titled 'HOME PALOMA' and shows the breadcrumb path: 'sei in: home Agenzia del Demanio > Servizi onLine > Paloma'. The central focus is the 'Modifica E-mail' form, which contains two input fields: '\* Nuova Email:' and '\* Conferma Email:', both containing the text '101100111'. Below these fields is an 'Avanti' button. To the left of the form, there is a user profile icon and the email address 'christianemanuele.dogliani@agenzia-demanio.it'. Below this, the 'Agenzia del Demanio' logo is shown, followed by a list of links: 'HOME', 'REGOLAMENTO', and 'MANUALE OPERATIVO'. To the right of the form, the 'Dati Utente' section lists several options: 'Modifica Email di accesso', 'Modifica Password', 'Modifica Dati Utente', and 'Esci'. Below this, the 'Immobili' section includes 'Visualizza/Modifica Immobili' and 'Aggiungi Immobile'. At the bottom of the page, the 'mobile P@LOMA' logo is visible.

An email will be sent to the new address containing the instructions for completing the process.

## 6.2 CHANGE PASSWORD

To change the password click “*Change password*” (*Modifica password*), fill in the required fields and click “*Next*” (*Avanti*):

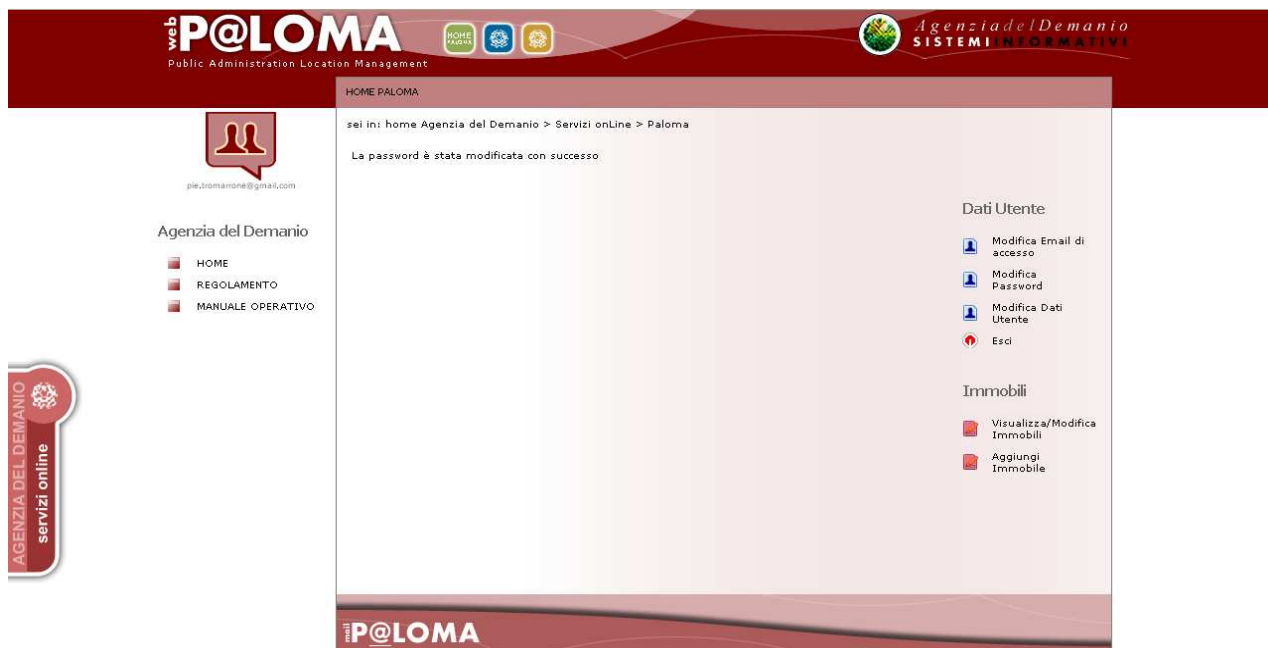
The screenshot displays the web P@LOMA interface for the Agenzia del Demanio. The main content area is titled "HOME PALOMA" and shows the breadcrumb "sei in: home Agenzia del Demanio > Servizi onLine > Paloma". The central focus is the "Modifica Password" form, which contains three input fields: "\* Password:", "\* Nuova Password:", and "\* Conferma Password:". Each field has a strength indicator on the right, represented by a bar of binary code (0s and 1s). Below the form are two buttons: "Avanti" and "Annulla".

On the left side, there is a navigation menu for "Agenzia del Demanio" with links for "HOME", "REGOLAMENTO", and "MANUALE OPERATIVO". A vertical banner on the far left reads "AGENZIA DEL DEMANIO servizi online".

On the right side, there are two sections: "Dati Utente" with links for "Modifica Email di accesso", "Modifica Password", "Modifica Dati Utente", and "Esci"; and "Immobili" with links for "Visualizza/Modifica Immobili" and "Aggiungi Immobile".

The top header features the "web P@LOMA" logo, the text "Public Administration Location Management", and the "Agenzia del Demanio SISTEMI INFORMATIVI" logo. The bottom footer also displays the "web P@LOMA" logo.

You will receive confirmation of the change on the next screen:



The password has been changed.

## 6.3 CHANGE USER DETAILS

Click on “*Change user details*” (*Modifica Dati Utente*) to see the sequence of screens already completed, starting from “**User details**” (**Dati Utente**).

To change any information and save these changes, you need to follow all the steps until you see the following final screen:

The screenshot shows the P@LOMA web interface. The header includes the logo "web P@LOMA Public Administration Location Management" and "Agenzia del Demanio SISTEMI INFORMATIVI". The main content area displays the message "I dati sono stati modificati con successo." (The data has been successfully modified). The navigation menu includes "HOME", "REGOLAMENTO", and "MANUALE OPERATIVO". The user profile section shows "pie.tromarone@gmail.com". The "Dati Utente" (User Details) section contains links for "Modifica Email di accesso", "Modifica Password", "Modifica Dati Utente", and "Esci". The "Immobili" (Real Estate) section contains links for "Visualizza/Modifica Immobili" and "Aggiungi Immobile".