Library Pod – Booking

Scan QR Code - Login	Use a desktop computer
	Go to https://shorturl.at/kyzT9 Login

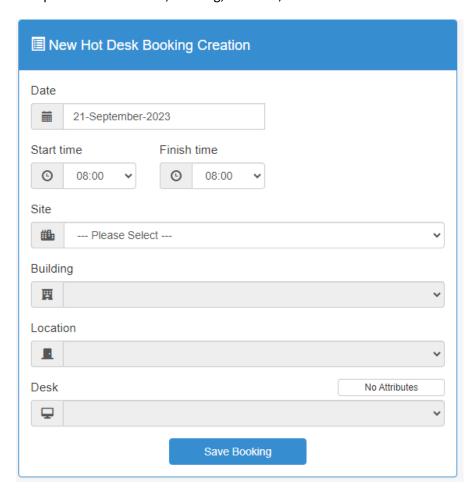**Select – Create Hot Desk Booking**

Complete booking request

Date – double click to open calendar

Select Date (Max 4 weeks ahead); Time (Max 3 hour slot)

Complete section for Site, Building, Location, Desk

New Hot Desk Booking Creation

Date

🗓 21-September-2023

Start time   Finish time

🕐 08:00 ∨   🕐 08:00 ∨

Site

🏢 --- Please Select ---   ∨

Building

🏢   ∨

Location

🚪   ∨

Desk   No Attributes

🖥   ∨

Save Booking

Save Booking