




Library Pod – Booking

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

 BookWise Elements


Username

Password [Forgot Password?](#)

 Login

[Click here to register for a Hot Desk account](#)

Select – Create Hot Desk Booking

 BookWise
ELEMENTS

Calendar Check Availability **Create Hot Desk Booking**

Hot Desk Filter

Date

Site

Building

Library & Knowledge Services

Thursday, 21 September 2023

MLCC Library	08	09	10	11
<input type="checkbox"/> Route 302				
POD 1 (2 Person Pod)				
POD 2 (2 Person Pod)				
POD 3 (1 Person Pod)				
POD 4 (1 Person Pod)				

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 08:00 Finish time 08:00

Site --- Please Select ---

Building

Location

Desk No Attributes

Save Booking

Save Booking