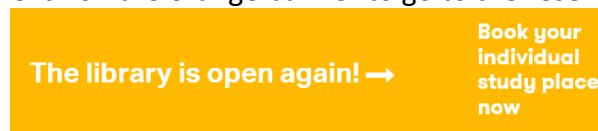


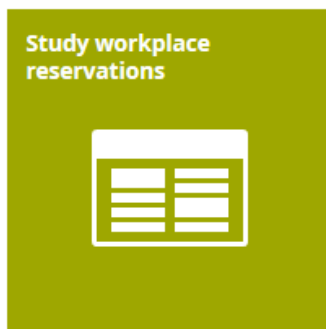
Reserving a time slot at the library

At iFrontoffice you can book a space at the library for a certain period of the day.
Do **not** use the following browsers: Internet Explorer and Safari.

- Go to www.hhs.nl/library (or <https://hhs.topdesk.net>)
On the library website, on the home page, you can find this manual, an [instructional video](#), and a [floor plan](#) of the work places in the library.
- With the exception of work places WB092 till WB096 on the first floor, all workstations are wheelchair accessible.
- Click on the orange banner to go to the reservation system:





- Choose tile **Study workplace reservations**




- Choose a Library workplace **with PC** or **without PC**

Study workplace reservations

Library workplaces

	Workplace with pc Enter a time within one of time slots: Morning 09:30 - 12:30; Afternoon 13:30 - 17:00
	Workplace without pc Enter a time within one of time slots: Morning 09:30 - 12:30; Afternoon 13:30 - 17:00

Workplaces other locations

	Study workplace other locations Enter a time within one of time slots: Morning 09:30 - 12:30; Afternoon 13:30 - 17:00
---	---

- Choose the desired **time slot**.
There are several time slots available to reserve. There is a cleaning round between the time slots. The time slots are as follows:

Time slot Monday till Friday *

Morning	9 am - 12.30 pm*
Afternoon	1.30 pm - 5 pm*
Evening	6 pm – 10.30 pm*

Saturday/ Sunday *

Morning	10 am - 12.30 pm*
Afternoon	1.30 pm - 5 pm*
Evening	6 pm – 10.30 pm*

- Make a reservation using a **cell phone** or **tablet**:
It is **not possible** to reserve a specific workstation. Choose a time slot (see above):

Workplace morning
>

Workplace afternoon
>

Workplace evening
>

- Enter the date you wish to make a reservation.
- Fill in the time of the chosen time slot (see above)
- Click on *Reservering aanmaken*

Datum

04 / 15 / 2021

Start

09:00 AM

Einde

12:30 PM

Vestiging

Bibliotheek Hoofdlocatie (JWP) (14/45)

Reservering aanmaken

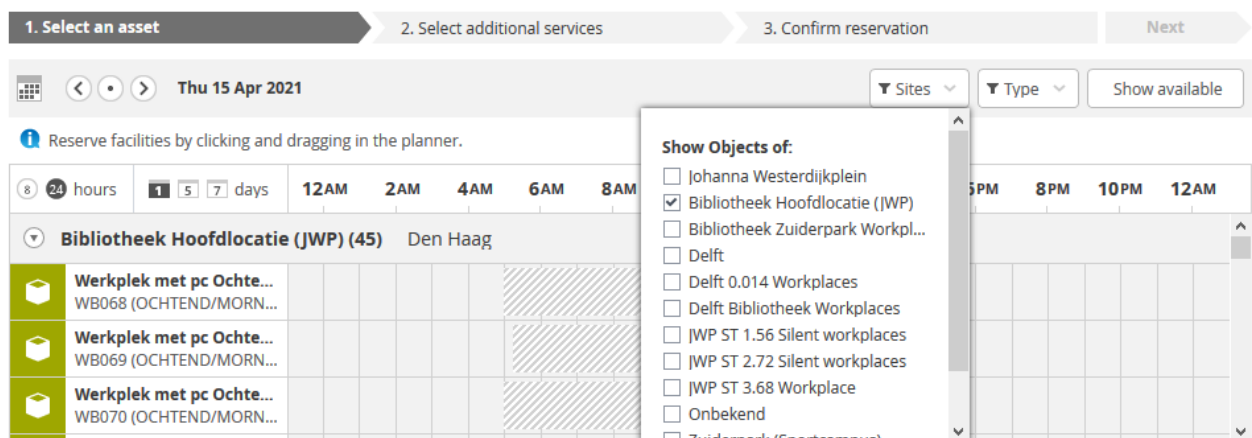
You will receive a confirmation of your reservation via email. Here you can also see which workspace you have reserved.

- Book with a **laptop** or **desktop**: here it **is possible** to choose a specific work place. Choose a time slot (see top of page 2):



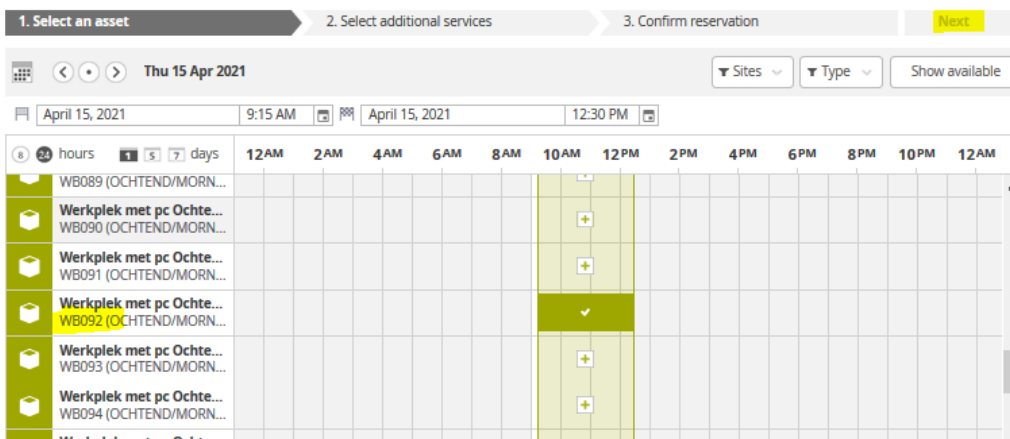
- Filter on Sites **Bibliotheek Hoofdlocatie (JWP)** in the planner

New asset reservation



- Select the free space by dragging the mouse in the 'white' block.
- The gray areas are not selectable
- The desired block will then be selected.
- Click on *Next*

New asset reservation



- Enter 'Study' in *Short Description*
- Click on the button *Confirm reservation*
- Your reservation is now confirmed. On the right you can see exactly what you have reserved.

New asset reservation

1. Select an asset 2. Select additional services 3. Confirm reservation < Previous

Requester

Name bieb-cursus bieb-cursu
 Site Johanna Westerdijkplein
 Telephone 070-4458888
 Budget holder
 Reserve for someone else

Additional information

Brief Description study
 Hoogwaardigheidsbekleder
 Aanwezig? Aanwezig?

April 16, 2021 9:00 AM - 12:30 PM

Werkplek met pc Ochtend WB092 (OCHTEND/MORNING)
 Bibliotheek JWP
 WB092 (OCHTEND/MORNING) Bibliotheek JWP
 Studyplaza

✓ Confirm reservation

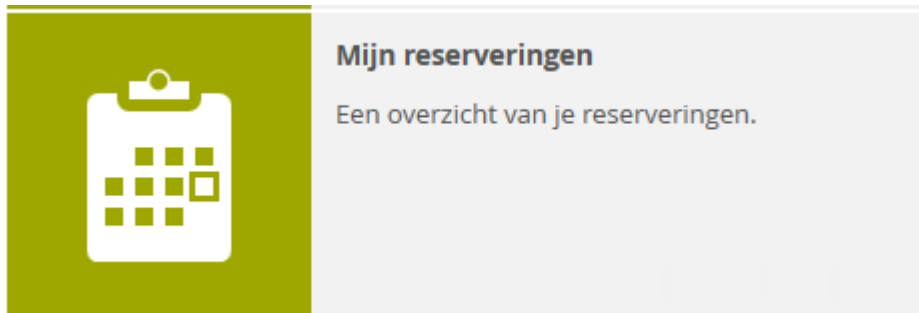
You will receive a confirmation of your reservation via email. Here you can also see which work place you have reserved.

Cancelling a reservation:

Click on the tile 'my notification and reservations'





Click on the tile 'My reservations'



Here you will find an overview of your reservations. Find the reservation you want to cancel and double click on it to open the reservation.

Mijn reserveringen (4)

Eigen	Alle	Verleden verbergen	Verleden tonen	Geannuleerd verbergen	Geannuleerd tonen
	maandag jun 15, 2020 13:30 - 16:00	Carlijn Beekenkamp R2006 0172 Bij: WB001 (MIDDAG)	 Geplande reservering		

Carlijn Beekenkamp (R2006 0172)

Aanvrager

Naam Beekenkamp, Carlijn
Locatie Poseidon
Telefoon 070-4457916

Kostenplaats

Reserveer voor iemand anders

Extra informatie

Korte omschrijving Carlijn Beekenkamp
Aantal deelnemers 1
Hoogwaardigheidsbekleder
Aanwezig? Nee

15 juni 2020 13:30 - 16:00



WB001 (MIDDAG)

Bibliotheek JWP
Werkplek zonder PC

Bibl. 1ste verdieping

[Reservering wijzigen](#)

[Document toevoegen](#)

[Reservering annuleren](#)

Click on the yellow highlighted button to cancel the reservation.