



**Wisconsin Department of Administration
Division of Enterprise Technology**

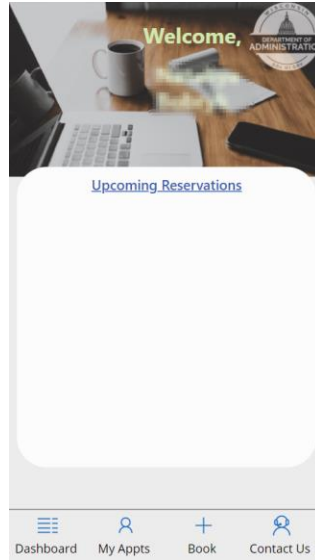
MPP Hoteling App Guide

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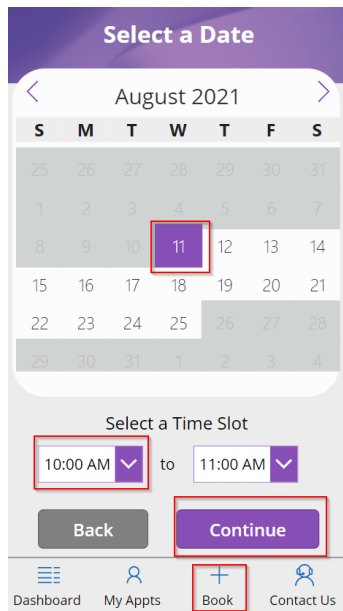
Intro

Hoteling app can be accessed on your mobile phone by downloading an app (refer to p. 9) or on the desktop by going to [WI Desk Booking - Power Apps](#)

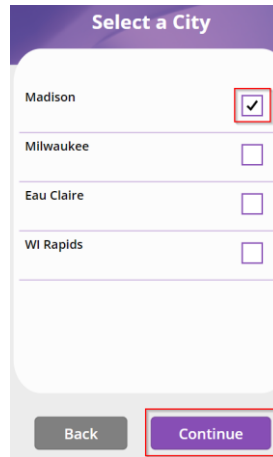


Make a Reservation

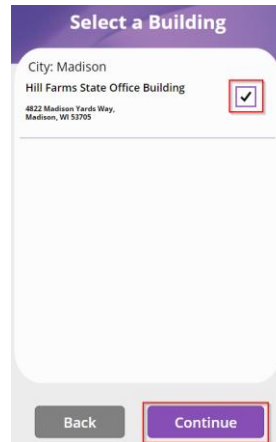
Step 1. Click on the **Book** tab, select a date and time slot and click **Continue**:



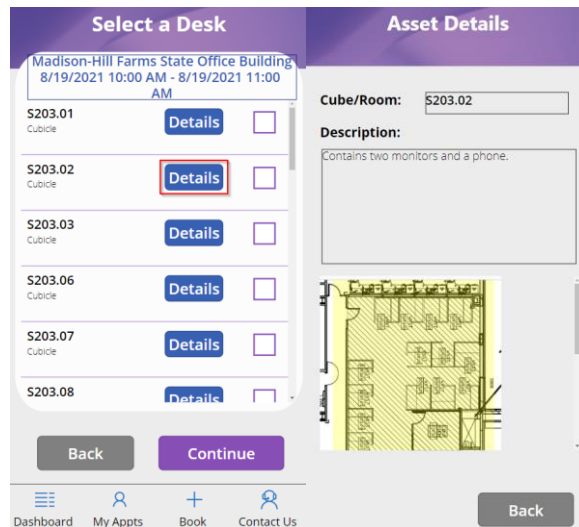
Step 2. Select a **City** and click *Continue*:



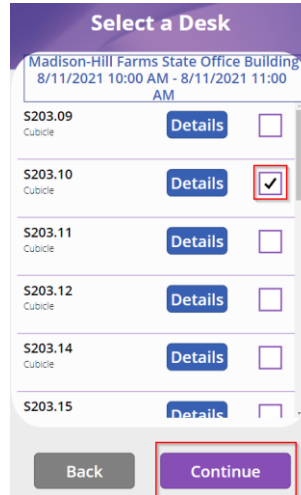
Step 3. Select a **Building** and click *Continue*:



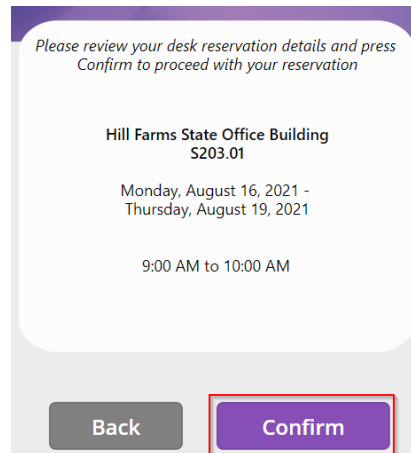
Step 4. Click on *Details* next to the cubicle to see its location on the map:



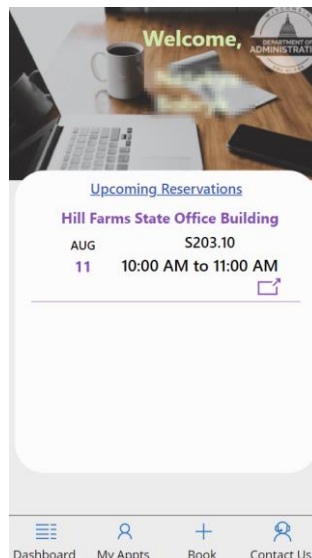
Step 5. Select a **Desk** and click *Continue*:



Step 6. Review your reservation details and click *Confirm*:

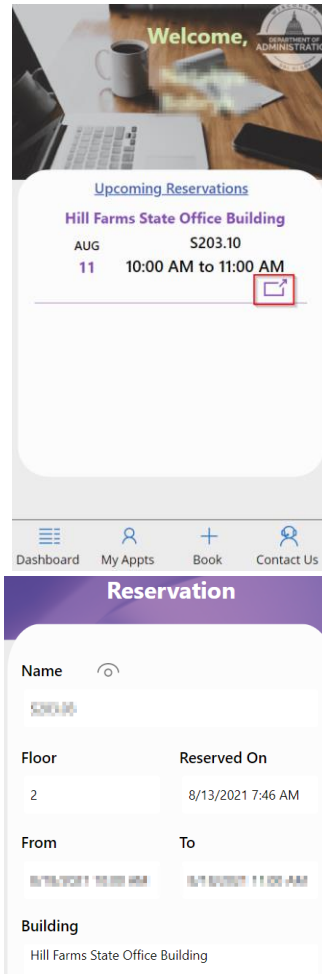


Step 7. View your upcoming reservation on the **Dashboard** page:



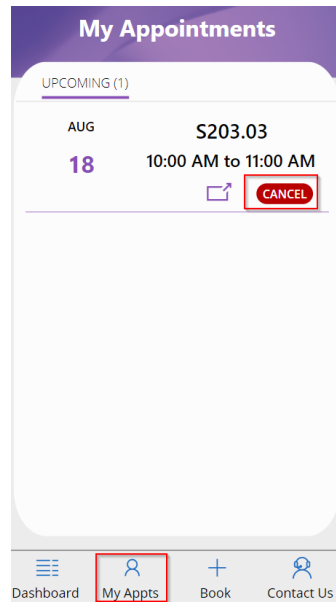
View the Reservation Details

Step 1. Click on **New Window** sign next to the reservation:

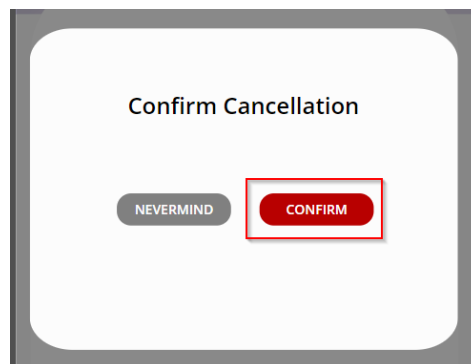


Cancel an Existing Reservation

Step 1. On **My Appts** tab click **Cancel** next to the reservation you want to remove:

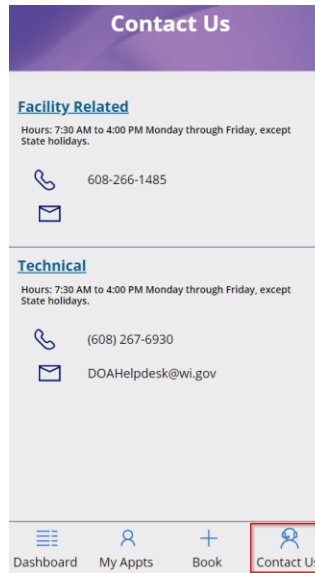


Step 2. Click **Confirm**:



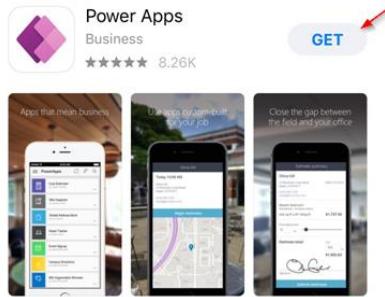
Help Desk Info

- Select **Contact Us** tab:

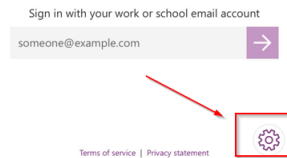
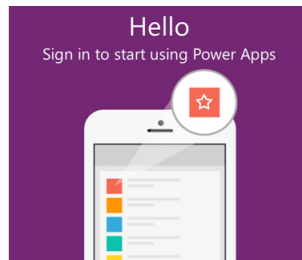


Mobile App Download Instructions

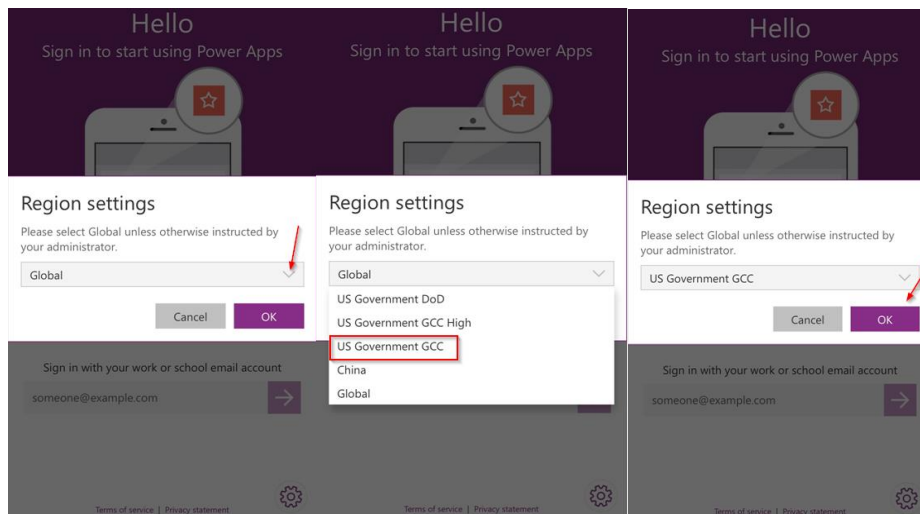
Step 1. Download **Power Apps** from the App Store on your phone:



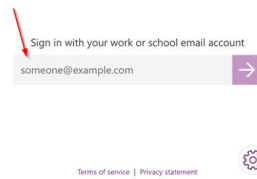
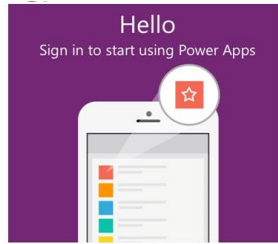
Step 2. Click on the **Settings** symbol:



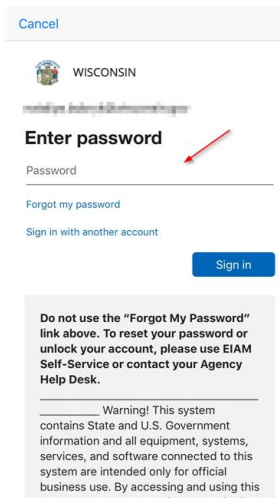
Step 3. Select **US Government GCC** from the **Region settings** dropdown menu:



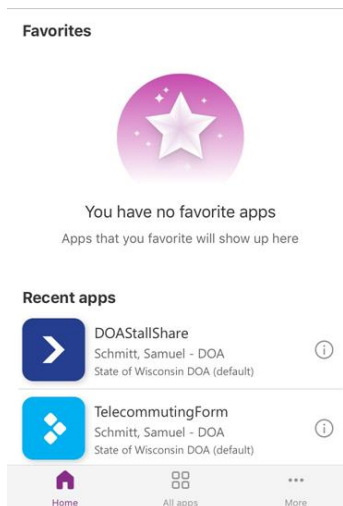
Step 4. Enter your work email address:



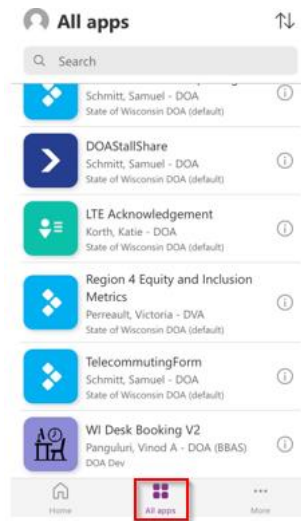
Step 5. Enter your password:



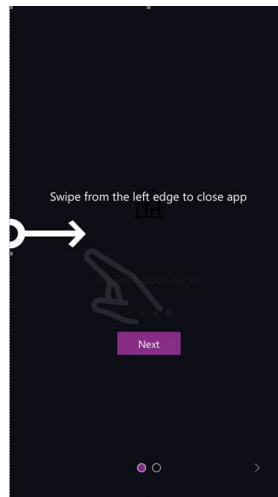
Step 6. View Home page with apps:



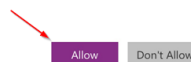
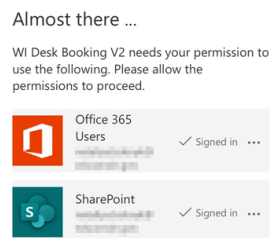
Step 7. Click on **All apps** tab and select **WI Desk Booking** app:



Step 8. Click **Next**:



Step 9. Click **Allow**:



Step 10. Congratulations! You have downloaded an app successfully:

