

DESK BOOKING SOLUTION

# USER GUIDE



## Welcome to Ronspot

We are thrilled to have you onboard! In this guide, you will find everything you need to know about how to use **Ronspot Desk Booking** and make flexible work arrangements.

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# 1 - DOWNLOAD THE APP

## STEP 1

On your phone, open [Google Play](#) (Android) or the [App Store](#) (iPhone)

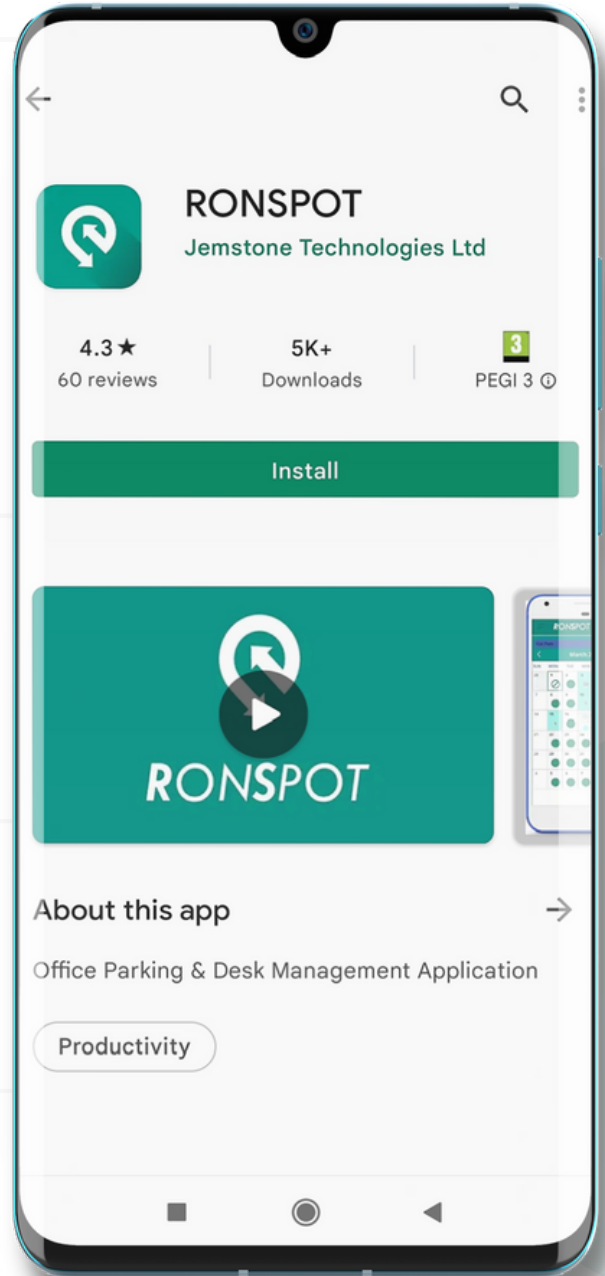


## STEP 2

Search for **Ronspot** and select the app with this icon 

## STEP 3

Click on 



**Don't have a phone?** You can access all the features online via your web browser at [my.ronspot.ie](https://my.ronspot.ie)

## 2 - REGISTER

### Using Single Sign-on (SSO)?

If you use SSO, you don't need to register. Simply **skip this step** and **go directly to the login tab** ([page 5](#))

#### STEP 1

Open the **Ronspot** app, or go to [my.ronspot.ie](https://my.ronspot.ie)

#### STEP 2

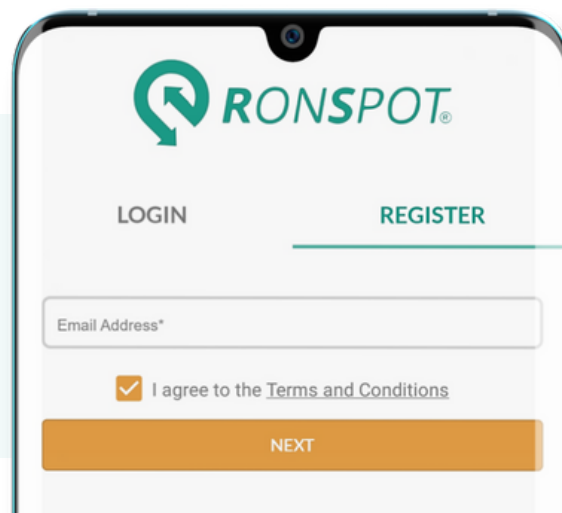
Go to the **REGISTER** tab

#### STEP 3 (image 1)

- Enter your work **email address**
- Accept the **Terms & Conditions**
- Click on **NEXT**

#### STEP 4 (image 2)

- Type your **first name**
- Type your **last name**
- Create a **password**
- Confirm your password
- Click on **CREATE ACCOUNT**



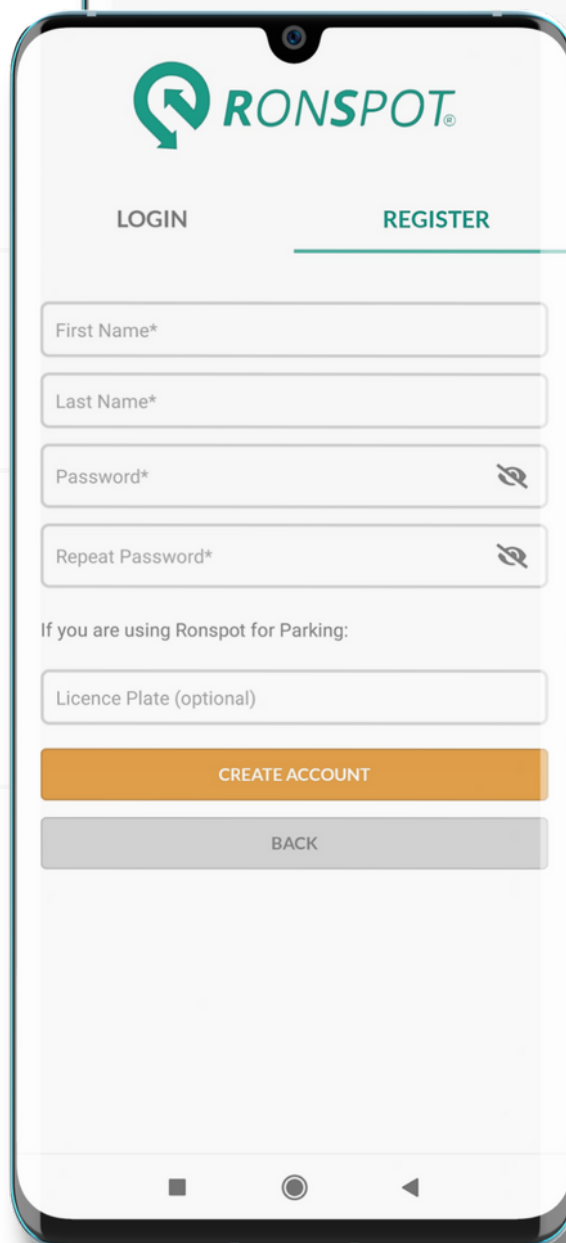
RONSPOT®

LOGIN REGISTER

Email Address\*

I agree to the [Terms and Conditions](#)

NEXT





RONSPOT®

LOGIN REGISTER

First Name\*

Last Name\*

Password\* 

Repeat Password\* 

If you are using Ronspot for Parking:

Licence Plate (optional)

CREATE ACCOUNT

BACK

# 3 - LOGIN TO RONSPOT

## STEP 1

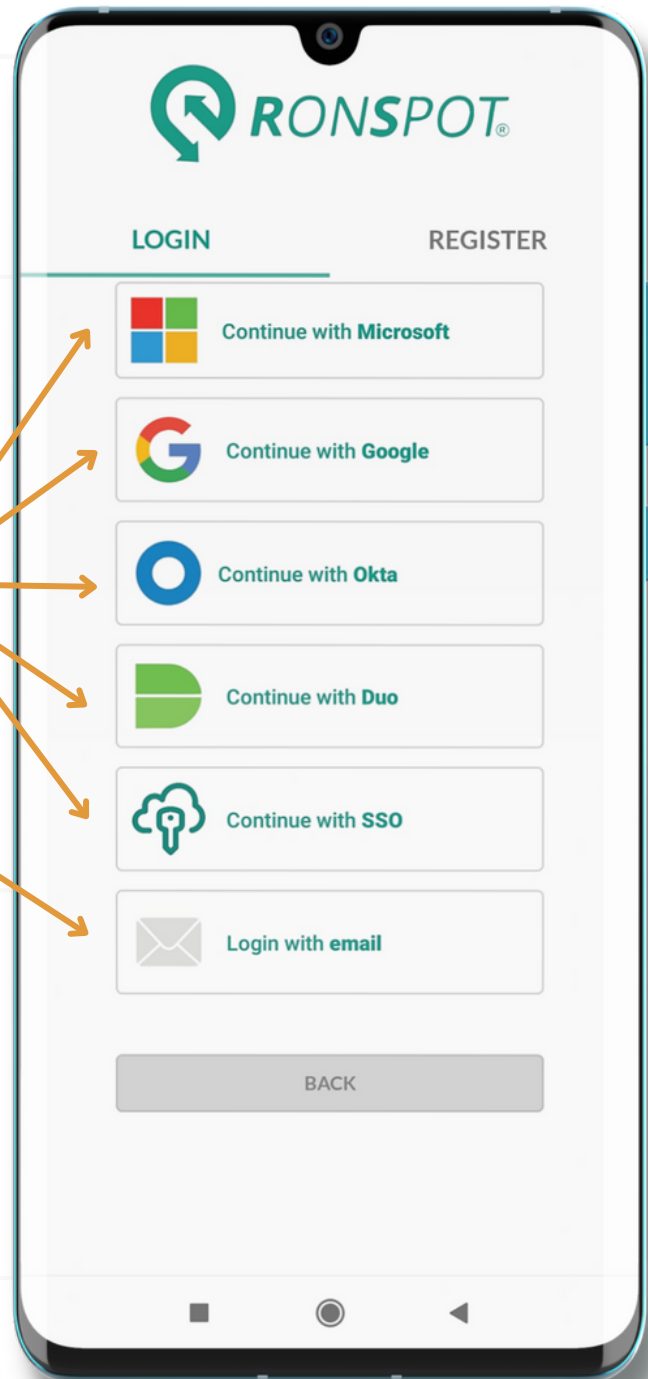
Go to the **LOGIN** tab

## STEP 2

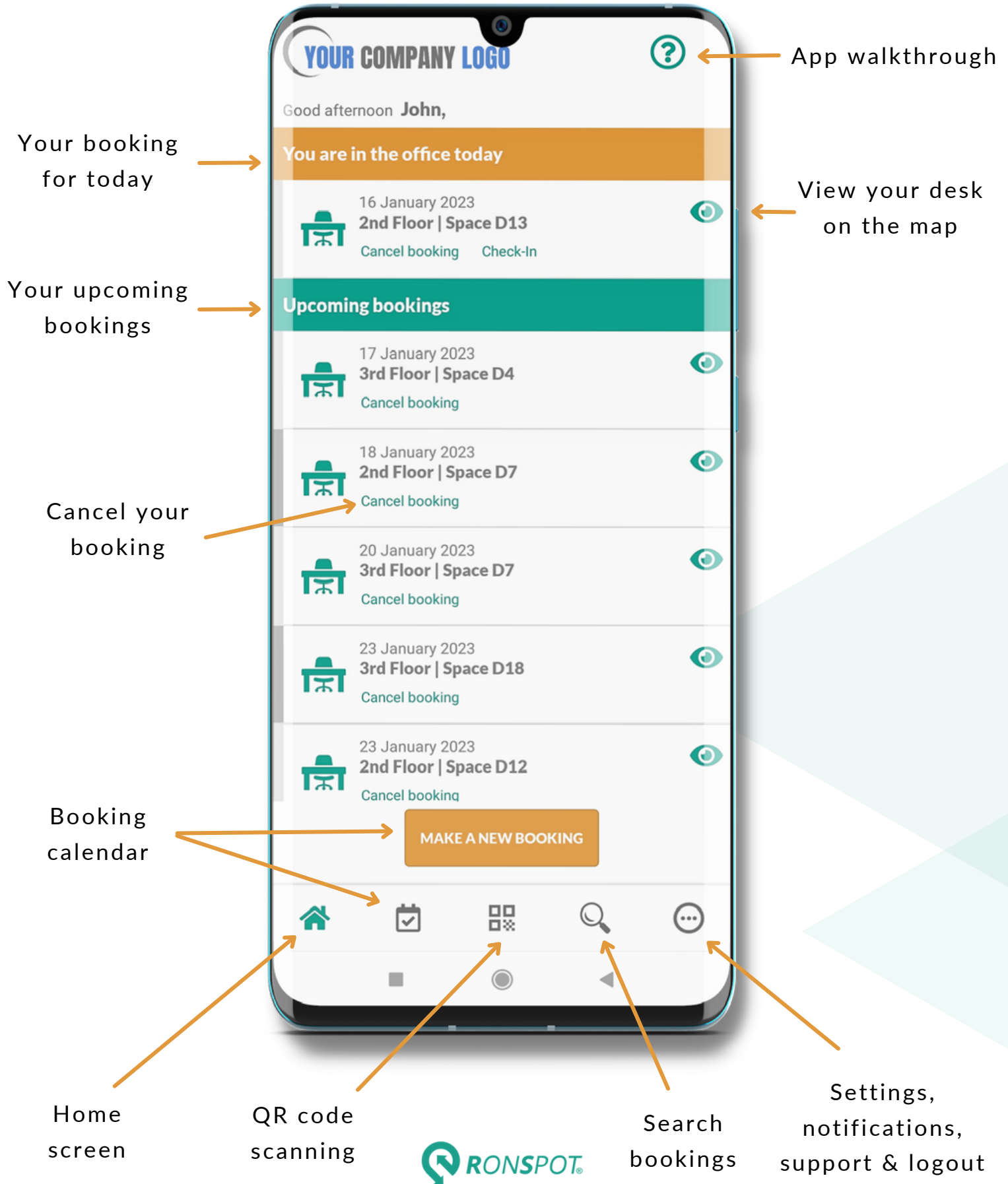
- If using Single Sign-On (SSO), select one of the available **Single Sign-On** options
- or
- Use **the Ronspot account you created** ([page 4](#))

## STEP 3

- Type your work **email address**
- Type your **password**
- Click on **LOGIN**



# 4 - HOMEPAGE OVERVIEW



# 5 - CALENDAR OVERVIEW

Select a zone →

2nd Floor

Credit balance (page 11)

Filter desks by attribute

Change months

January 2023

SUN MON TUE WED THU FRI SAT

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31 1 2 3 4

5 6 7 8 9 10 11

D12 Your desk

Day with no availability

Day with availability


# 6 - BOOK A DAILY DESK

## STEP 1


Go to the calendar tab 

## STEP 2

Select your office floor

If you wish to apply filters, click on the icon  in the top right corner

## STEP 3

Select an available day  from the calendar


## STEP 4

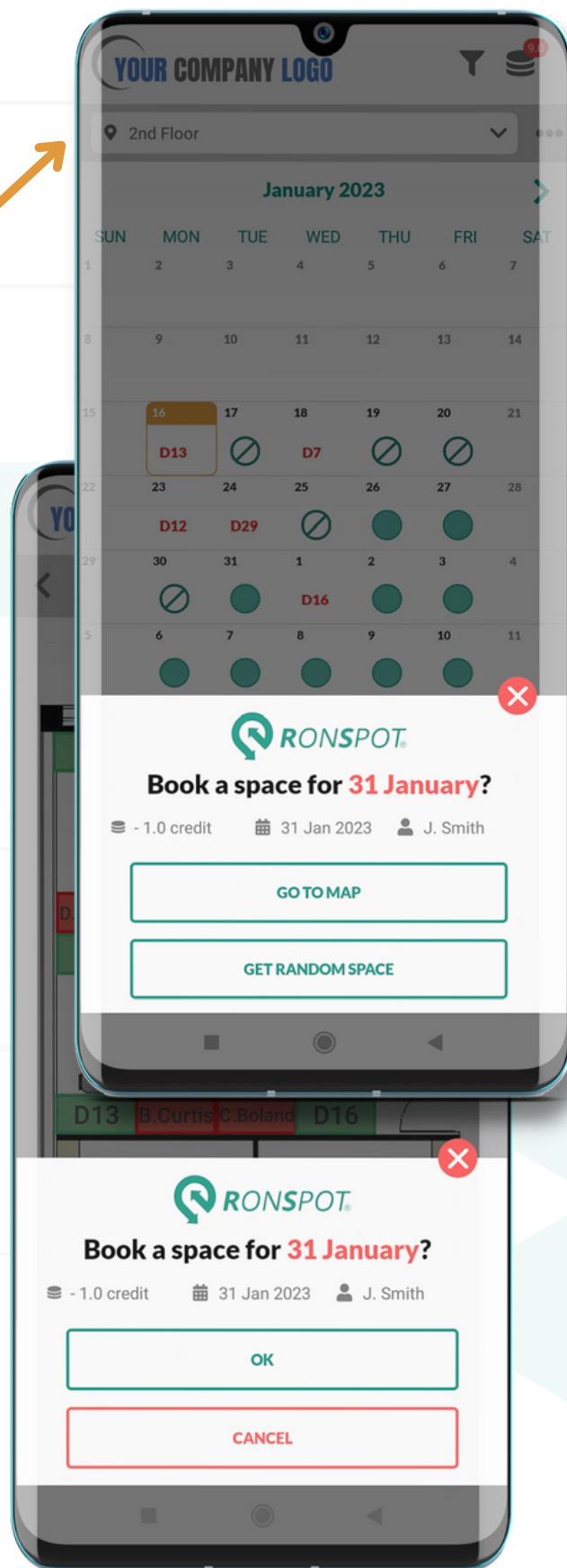
Click on  (image 1)

## STEP 5

Select a green desk  from the map

## STEP 6

Click on  to confirm your booking (image 2)





# 7 - BOOK A HOURLY DESK


## STEP 1

Go to the calendar tab 

## STEP 2

Select your office floor

## STEP 3

Select an available day  from the calendar

## STEP 4

Click on GO TO MAP (image 1)

## STEP 5

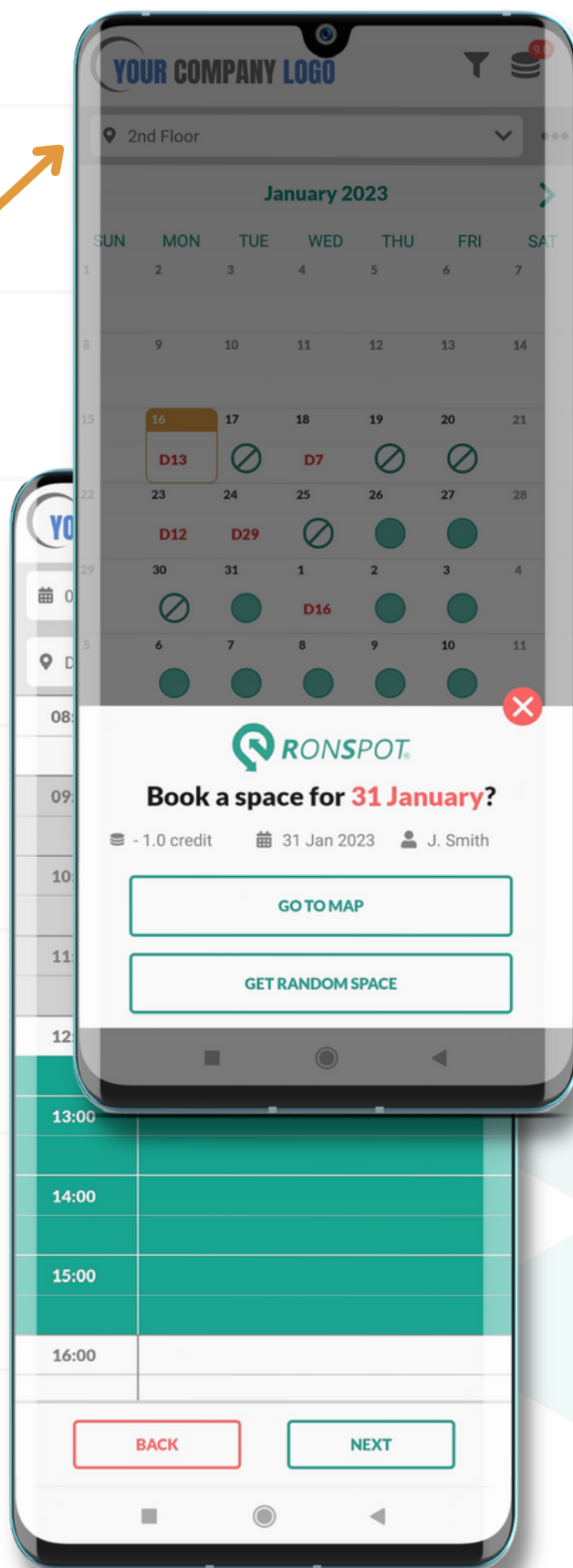
Select a green desk  from the map

## STEP 6

Tap and drag down to select your timeslot (image 2)

## STEP 7

Click on NEXT then OK to confirm your booking



## 8 - CANCEL YOUR BOOKING

You can cancel a booking from 3 different pages:


### HOMEPAGE (see image)

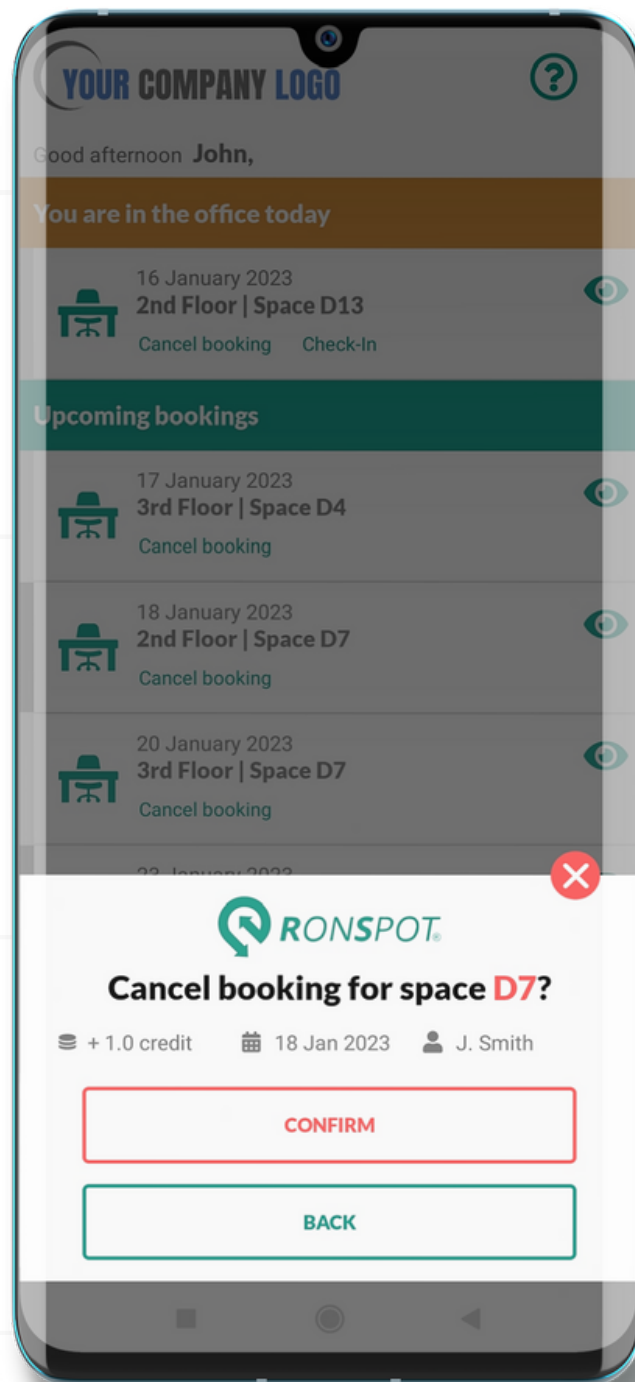
Click on **Cancel booking** under the booking, then press **CONFIRM**

### CALENDAR

Click on your booking, then press **CANCEL BOOKING** and **YES, CANCEL MY BOOKING**

### MAP

Click on your desk in blue  press **CANCEL BOOKING** and **YES, CANCEL MY BOOKING**





After cancelling your booking, the desk will become instantly available for your colleagues to book

# 9 - MANAGE YOUR CREDITS

## What are credits for?

Credits are free tokens allocated to staff on the first of every month (monthly refills) or every week (weekly refills). Credits are used to limit the number of bookings each employee can make in advance.

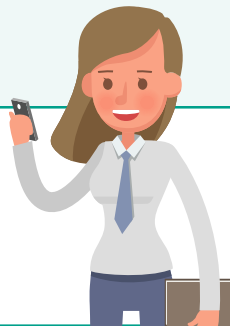
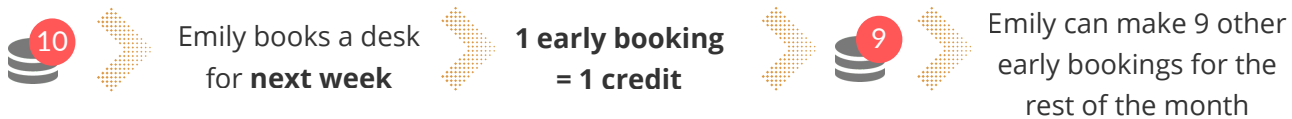
## How to view my credit balance?

Go to the calendar tab  and your credit balance will be shown in a red bubble  in the top right corner. If the red bubble doesn't appear, it means that your company has decided not to use credits.

## How to use credits?

Booking a desk **in advance** will cost you 1 credit

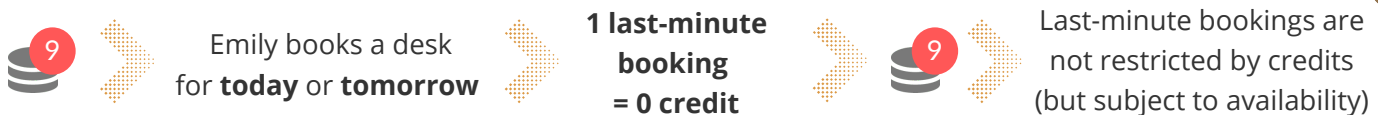
### EARLY BOOKING



Booking a desk **for the current or next day\*** won't cost you any credits

*\*after a specific time designated by your company*

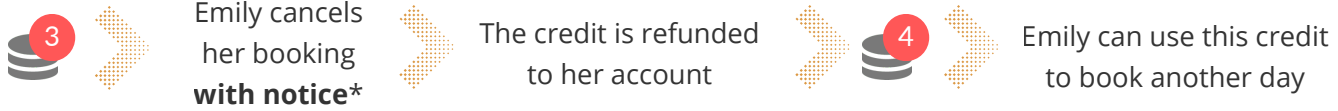
### LAST-MINUTE BOOKING (subject to availability)



## How to get credits back?

Credit refund is used to incentivise staff to cancel unused bookings and gain their credits back

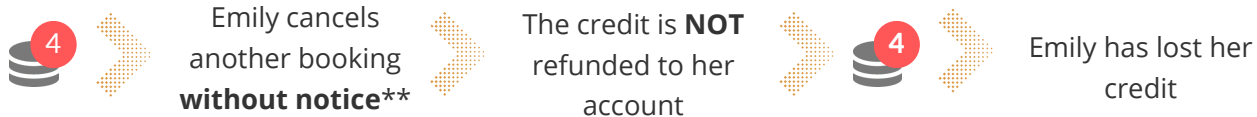
### EARLY CANCELLATION



*\*after a specific time designated by your company*



### LAST-MINUTE CANCELLATION



*\*\*after a specific time designated by your company*



## How often do I get credits?

Credits are automatically added to your account on a monthly or weekly basis (depending on your company settings).

**Unused credits cannot be carried forward and will be lost.** This is done on purpose to prevent staff from accumulating credits and overbooking.



# 10 - TEAM LEADERS

**Important:** This feature is only available to selected employees

## STEP 1

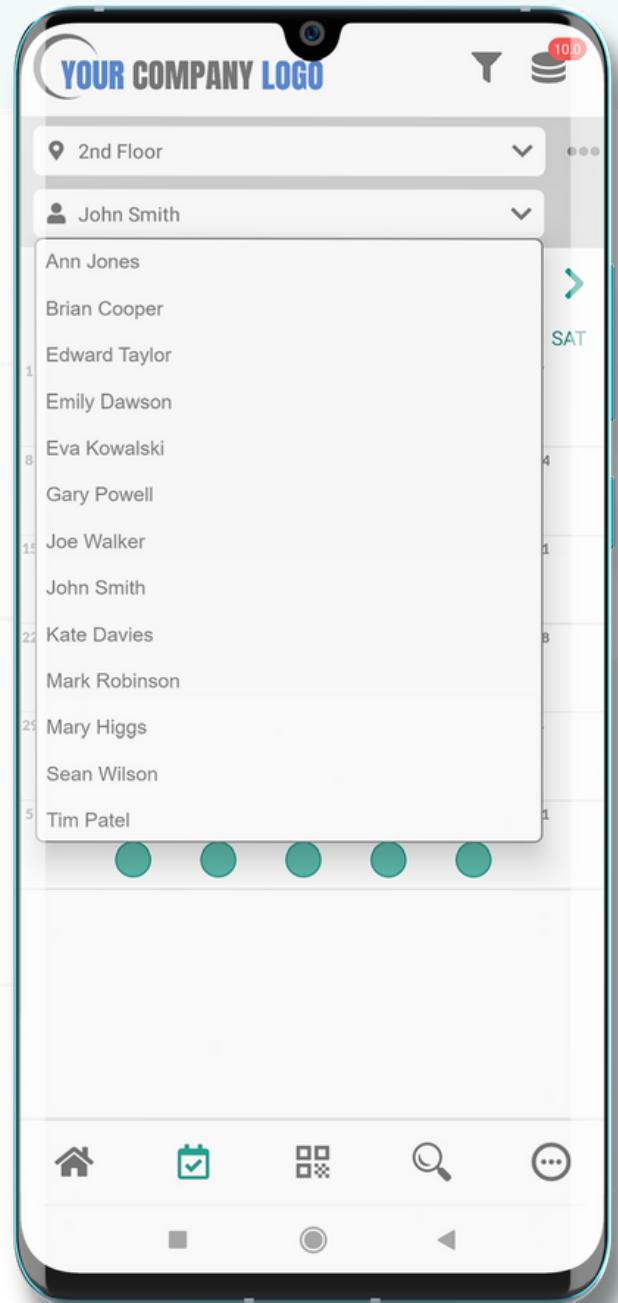
Go to the calendar tab 

## STEP 2

Click on this icon  next to the zone selector

## STEP 3

Select the name of one of your team members from the list to switch accounts




As a team leader, you will be able to view the bookings of your teammates, and make or cancel booking on their behalf.

# 11 - CHECK-IN

**Important:** This feature depends on your company settings (on/off)

## STEP 1

Click on the **Check-in** link on the homepage, or go to the QR code tab 

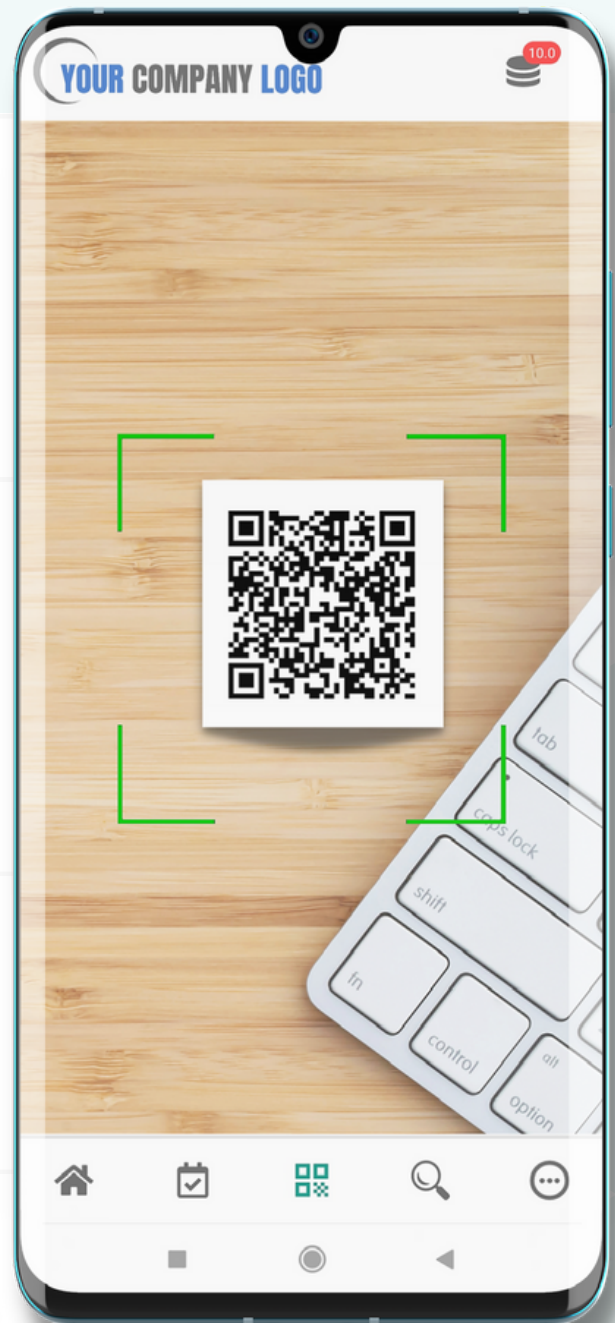
## STEP 2

Point your camera at the QR code to scan it.

The QR code can be located at the desk or reception/entrance.

## STEP 3

To check out, simply click on the **Check-out** link on the homepage



# 12 - GENERAL SETTINGS

The screenshot shows the 'General Settings' screen in the Ronspot mobile app. At the top, there is a back arrow, the company logo 'YOUR COMPANY LOGO', and a help icon. Below this, the 'Ronspot Version 12.0.0' is displayed. The 'MY PROFILE' section includes fields for 'Your name' (John Smith) and 'Your email address'. Below these are dropdown menus for 'Language' (English), 'Group' (Marketing), and 'Default zone' (2nd Floor). A toggle switch for 'Sync bookings with calendar' is turned on. The 'MY VEHICLE(S)' section includes a 'Primary vehicle (required)' (Regular Size) and a 'Secondary vehicle(s) (optional)' (Electric Vehicle). A 'SAVE' button is at the bottom.

Your name →

Your email address →

Sync Ronspot bookings with your calendar →

Select the app language →

Select your department →

Select your favourite zone →

# 13 - SUPPORT

## FAQ

Visit our help centre at [ronspotflexwork.com/help-centre/](https://ronspotflexwork.com/help-centre/) and find all the answers to frequently asked questions, as well as helpful tutorials.

## CONTACT US

Experiencing issues with Ronspot?

- In the app, click on the tab  and select **CONTACT SUPPORT**
- Or send us an email directly at [support@ronspotflexwork.com](mailto:support@ronspotflexwork.com)

## STAY INFORMED

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