

MEETING ROOM BOOKING

# 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 Meeting Room Booking** and schedule your first meeting.

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# 1 - DOWNLOAD THE APP

## STEP 1

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

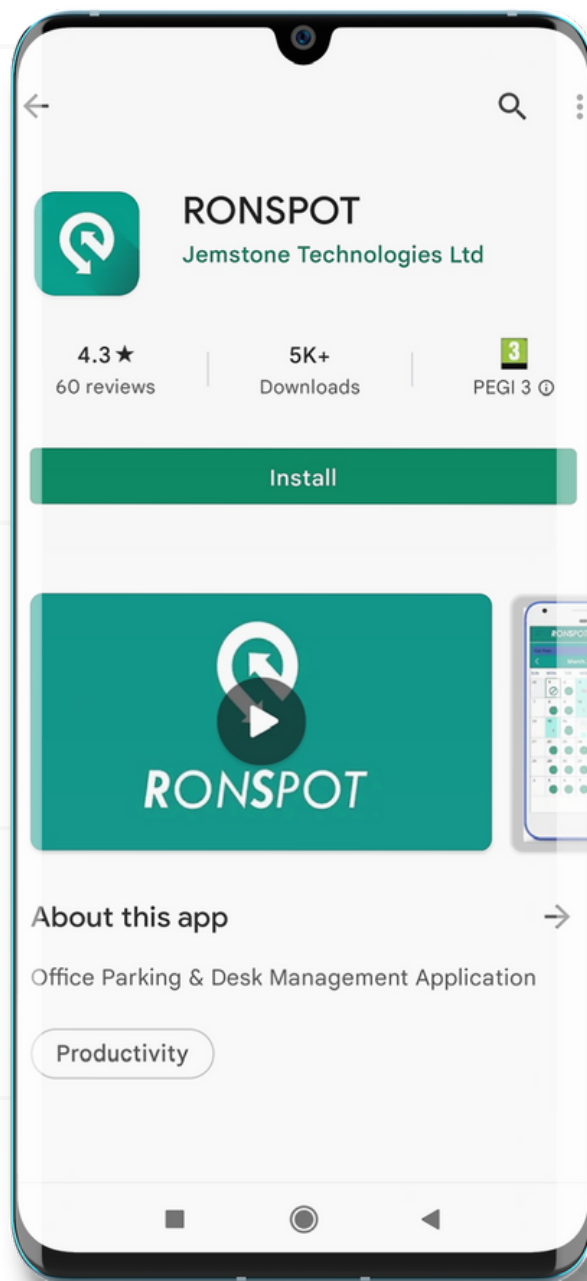


## STEP 2

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

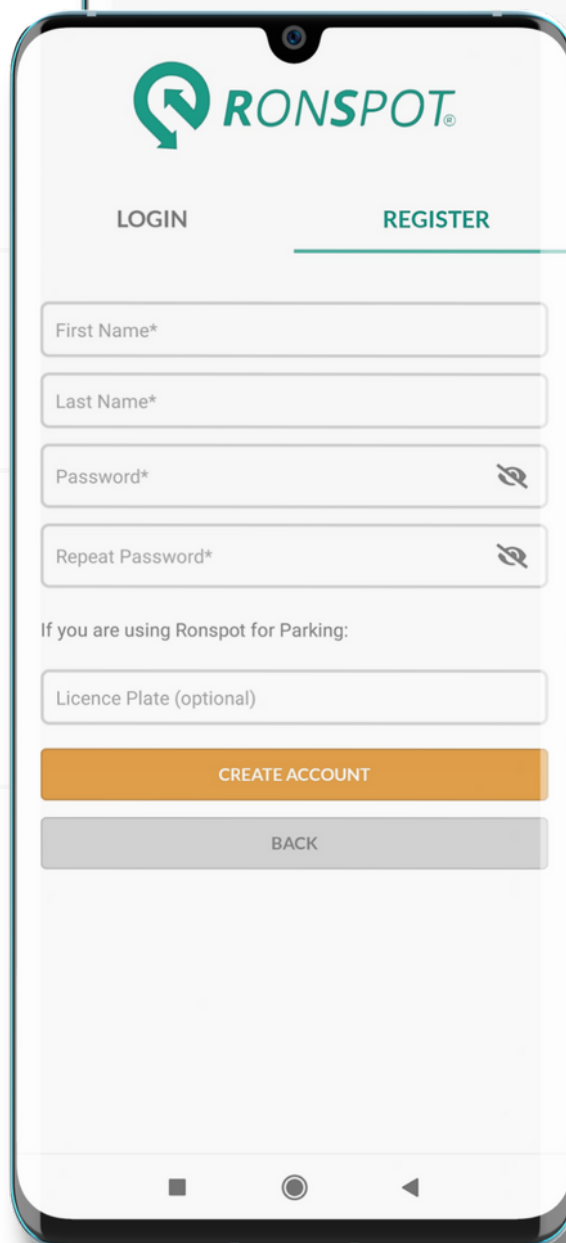
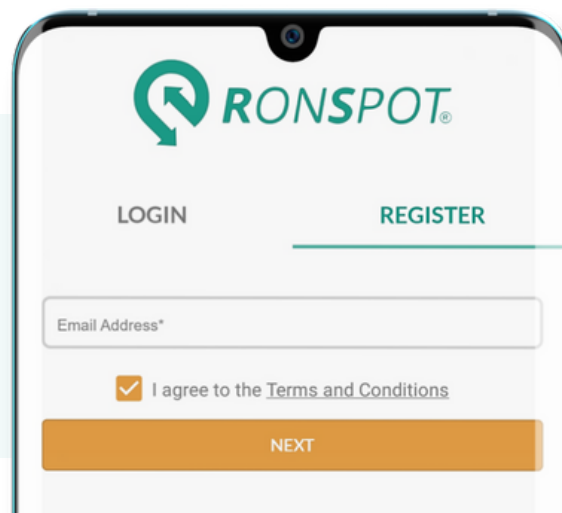
Go to the **REGISTER** tab

#### 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**



# 3 - LOGIN TO RONSPOT

## STEP 1

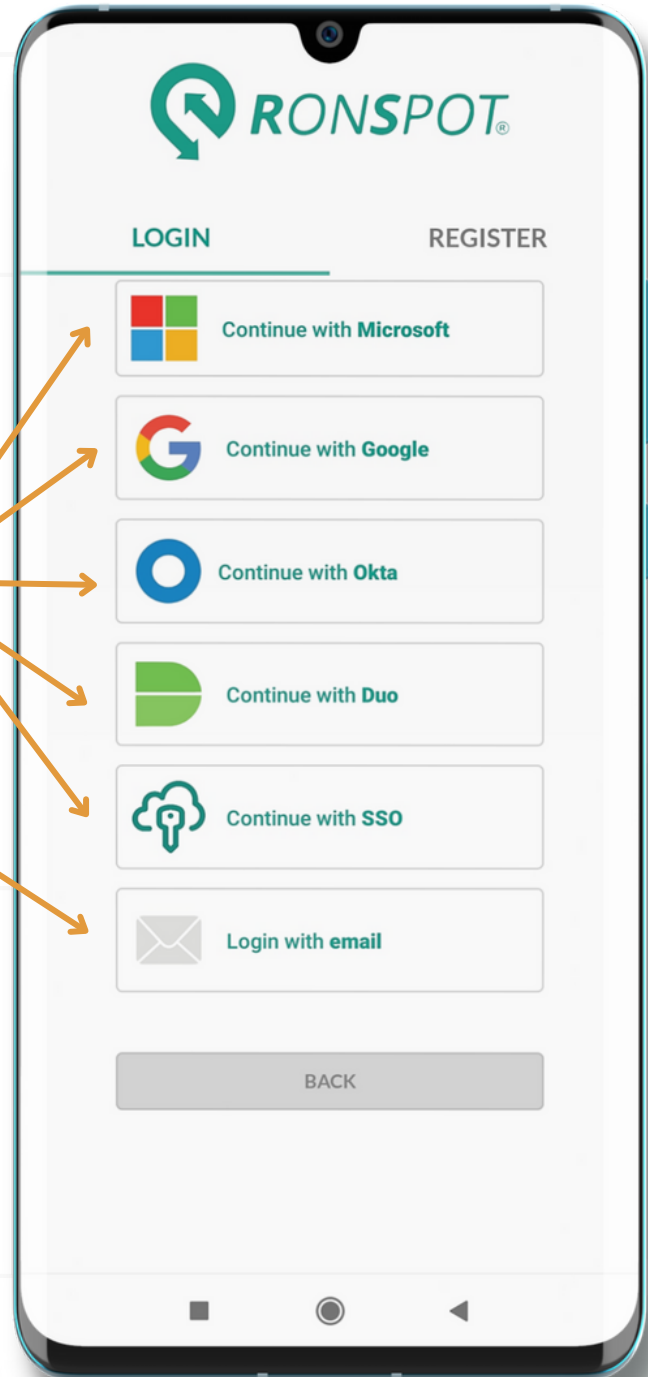
Go to the **LOGIN** tab

## 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

**YOUR COMPANY LOGO** ? App walkthrough

Good afternoon **John,**

**You are in the office today**

Your meeting(s) today

19 January 2023 (14:00 - 15:30) View the meeting room on the map  
**3rd Floor | Room A**  
Marketing Meeting (J. Smith)  
Cancel meeting Reschedule

Your upcoming meetings

**Upcoming bookings**

20 January 2023 (15:00 - 16:00)  
**2nd Floor | Conference Room**  
Demo New Project (D. O'Brien)  
Decline Meeting

23 January 2023 (11:00 - 12:00)  
**3rd Floor | Room B**  
Company Meeting (M. Furey)  
Decline Meeting

24 January 2023 (14:00 - 15:30)  
**3rd Floor | Room A**  
Marketing Meeting (J. Smith)  
Cancel meeting Reschedule Reschedule your meeting

25 January 2023 (10:00 - 11:00)  
**2nd Floor | Small Meeting Room**  
Weeklu Call with Developers (J. Warde)  
Decline Meeting

Booking calendar

**MAKE A NEW BOOKING**

Home screen QR code scanning Search bookings Settings, notifications, support & logout

**RONSPOT**

# 5 - CALENDAR OVERVIEW

Select a zone →

Filter rooms by attribute

Change months

Current day

**Room B** Your meeting

Day with no availability

Day with availability

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 (Room A)	20	21
22	23 (Room B)	24 (Room A)	25	26	27	28
29	30 (No availability)	31	1	2	3	4
5	6	7	8	9	10	11

# 6 - SCHEDULE A MEETING


## STEP 1

Go to the calendar tab 

## STEP 2

Select your floor above the calendar

## STEP 3

Select an available day  from the calendar

## STEP 4

Click on SCHEDULE MEETING

## STEP 5

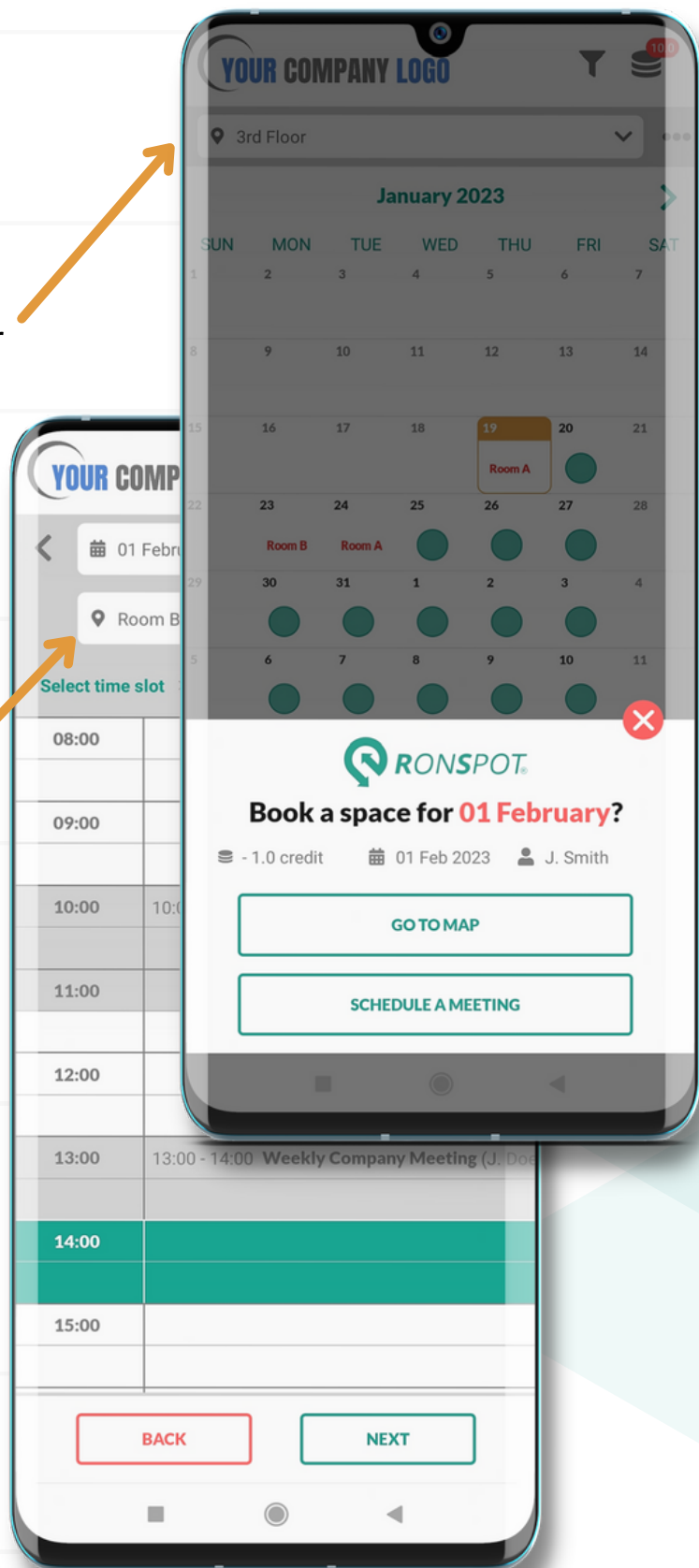
Select a meeting room above the time grid

## STEP 6

Tap and drag down to select your timeslot

## STEP 7

Click on NEXT

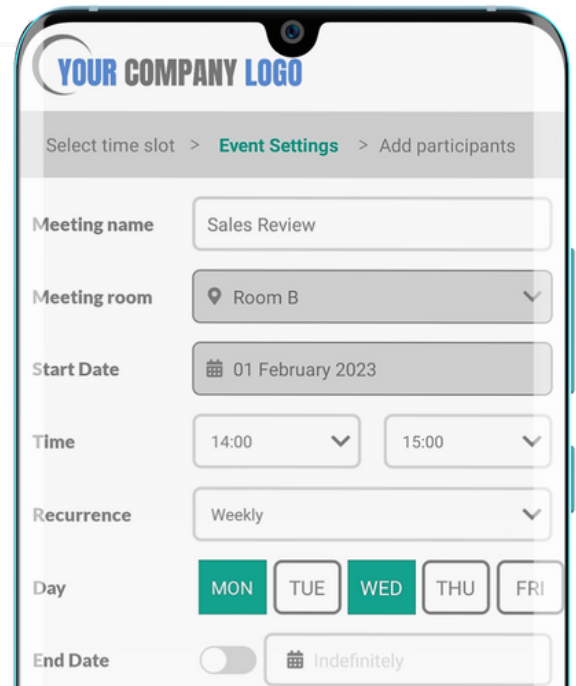




**STEP 8**

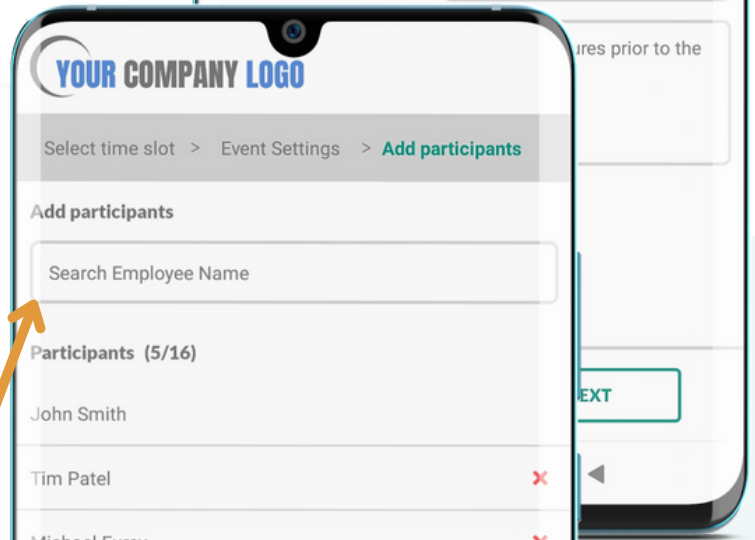
Configure the meeting settings:

- Meeting name
- Start and end time
- Recurrence
- Day (if "Recurrence: Weekly or Monthly" is selected)
- End date (if recurring)
- Meeting notes (optional)



**STEP 9**

Click on **NEXT**



**STEP 10**

In the search box, type and select the name of participants.

They will automatically be added in the **Participants** list below

**STEP 11**

Click on **SCHEDULE**

# 7 - CANCEL A MEETING

## STEP 1

From the homepage, click on **Cancel meeting** under the booking

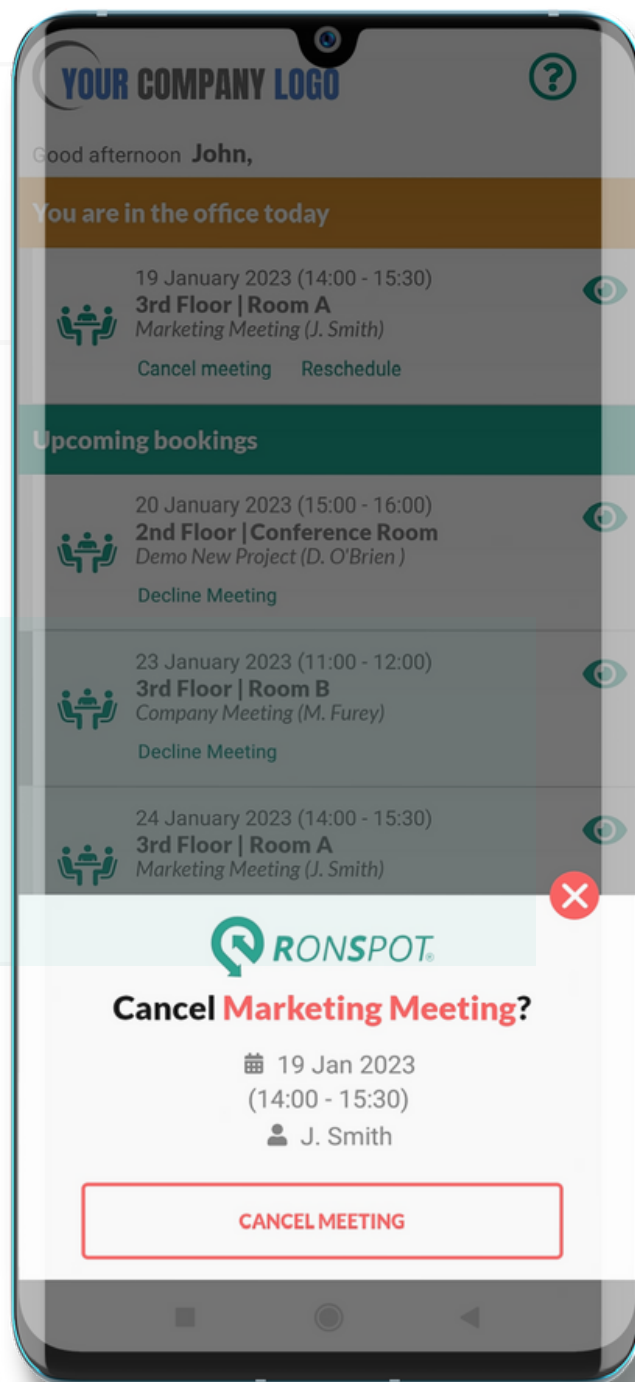
## STEP 2

Click on **CANCEL MEETING** in the pop-up

If the meeting is recurring, you will have the choice between

**CANCEL THIS OCCURRENCE** and

**CANCEL SERIES**



After cancelling a meeting, the participants will receive a cancellation notification and the meeting will be removed from their calendar

# 8 - RESCHEDULE A MEETING

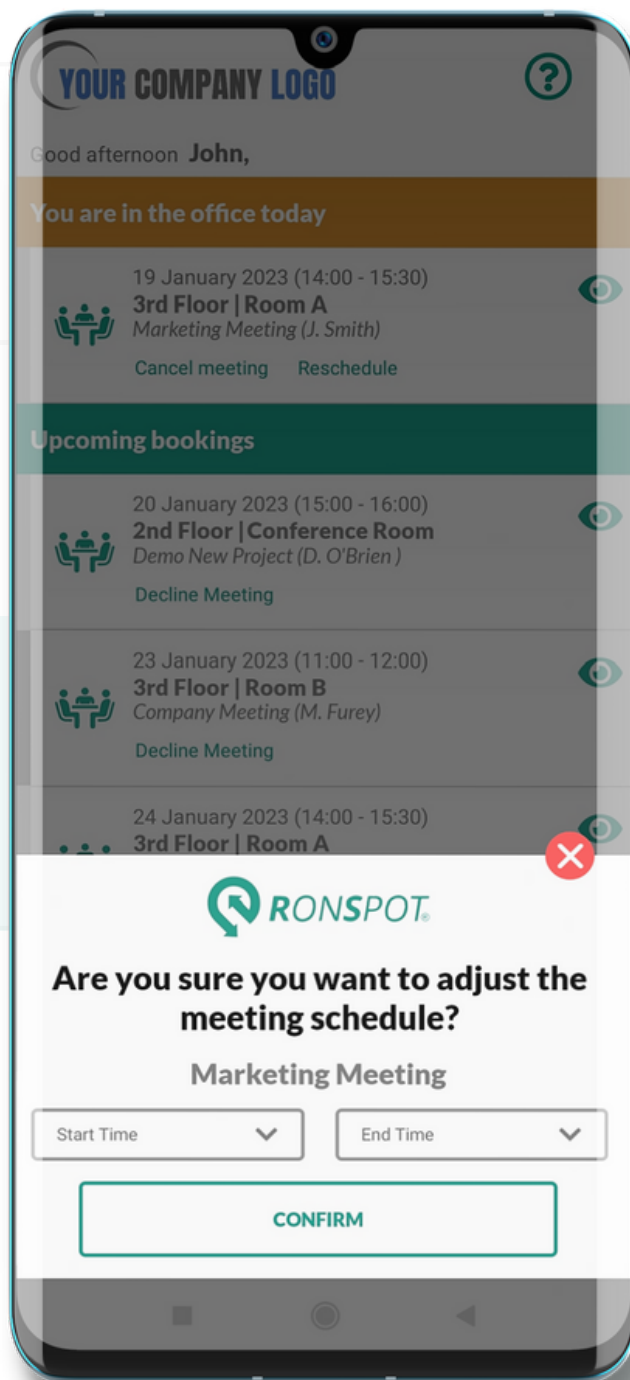
## STEP 1

From the homepage, click on **Reschedule** under the booking

## STEP 2

Choose a new start and end time, and click **CONFIRM**

If the meeting is recurring, you will have the choice between rescheduling **All occurrences** or a **Selected date**



After rescheduling a meeting, the participants will receive a update notification and the meeting time will be adjusted in their calendar

# 9 - GENERAL SETTINGS

The screenshot shows the 'General Settings' screen in the Ronspot app. At the top, there is a back arrow, the 'YOUR COMPANY LOGO', and a help icon. Below this is a grey bar indicating 'Ronspot Version 12.0.0'. The main section is titled 'MY PROFILE' and contains several settings:

- Your name:** Two input fields containing 'John' and 'Smith'.
- Your email address:** An input field with a blurred email address.
- Language:** A dropdown menu showing 'English' with a UK flag icon.
- Group:** A dropdown menu showing 'Marketing'.
- Default zone:** A dropdown menu showing '2nd Floor'.
- Sync bookings with calendar:** A toggle switch that is currently turned on.

Below the 'MY PROFILE' section is the 'MY VEHICLE(S)' section, which includes:

- A note: 'For parking only. Ignore this section if you use Ronspot to book desks and meeting rooms.'
- Primary vehicle (required):** A field with a blurred name, 'Regular Size', and edit/delete icons. Below it is an 'Add more' link.
- Secondary vehicle(s) (optional):** A field with a blurred name, 'Electric Vehicle', and edit/delete icons. Below it is an 'Add more' link.

A large green 'SAVE' button is at the bottom of the settings area. The bottom of the screen shows the standard Android navigation bar.

Annotations with orange arrows point to the following elements:

- 'Your name' points to the first name input field.
- 'Your email address' points to the email input field.
- 'Sync Ronspot bookings with your calendar' points to the toggle switch.
- 'Select the app language' points to the Language dropdown.
- 'Select your department' points to the Group dropdown.
- 'Select your favourite zone' points to the Default zone dropdown.


# 10 - 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

Want to be the first one to hear about new releases?

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