



User guide

Desk booking system

Getting started

Welcome to Ronspot, we're thrilled to have you on board! In this section, you'll learn how to set up your Ronspot experience so you can get up and running in no time.



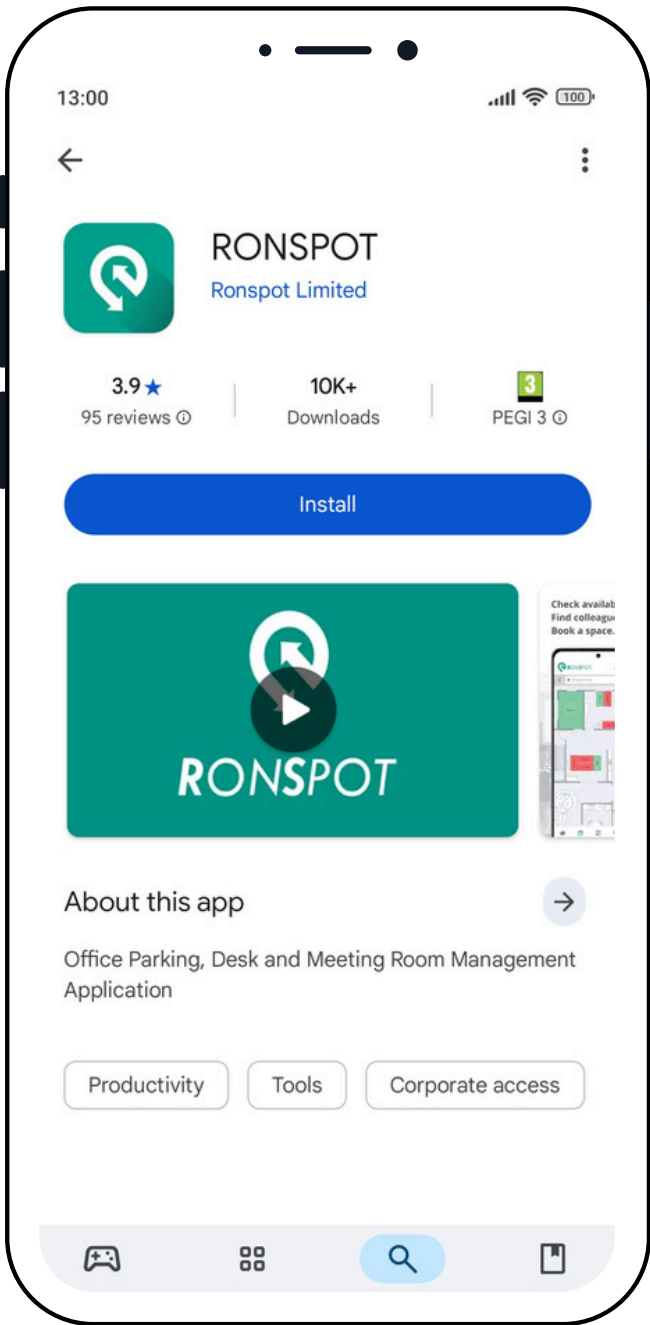
Installing Ronspot on your phone

Ronspot is available across multiple platforms, but for the best experience, we recommend using the mobile app as it lets you easily book or cancel spaces on the go!

Android

- 1 Open the *Play Store* app
- 2 Search for *Ronspot*
- 3 Tap *Install* to download the app

Application size: 50 MB (approximate)
System requirements: Android 15 and up



iOS

- 1 Open the *App Store*
- 2 Search for *Ronspot*
- 3 Tap *Get* to download the app

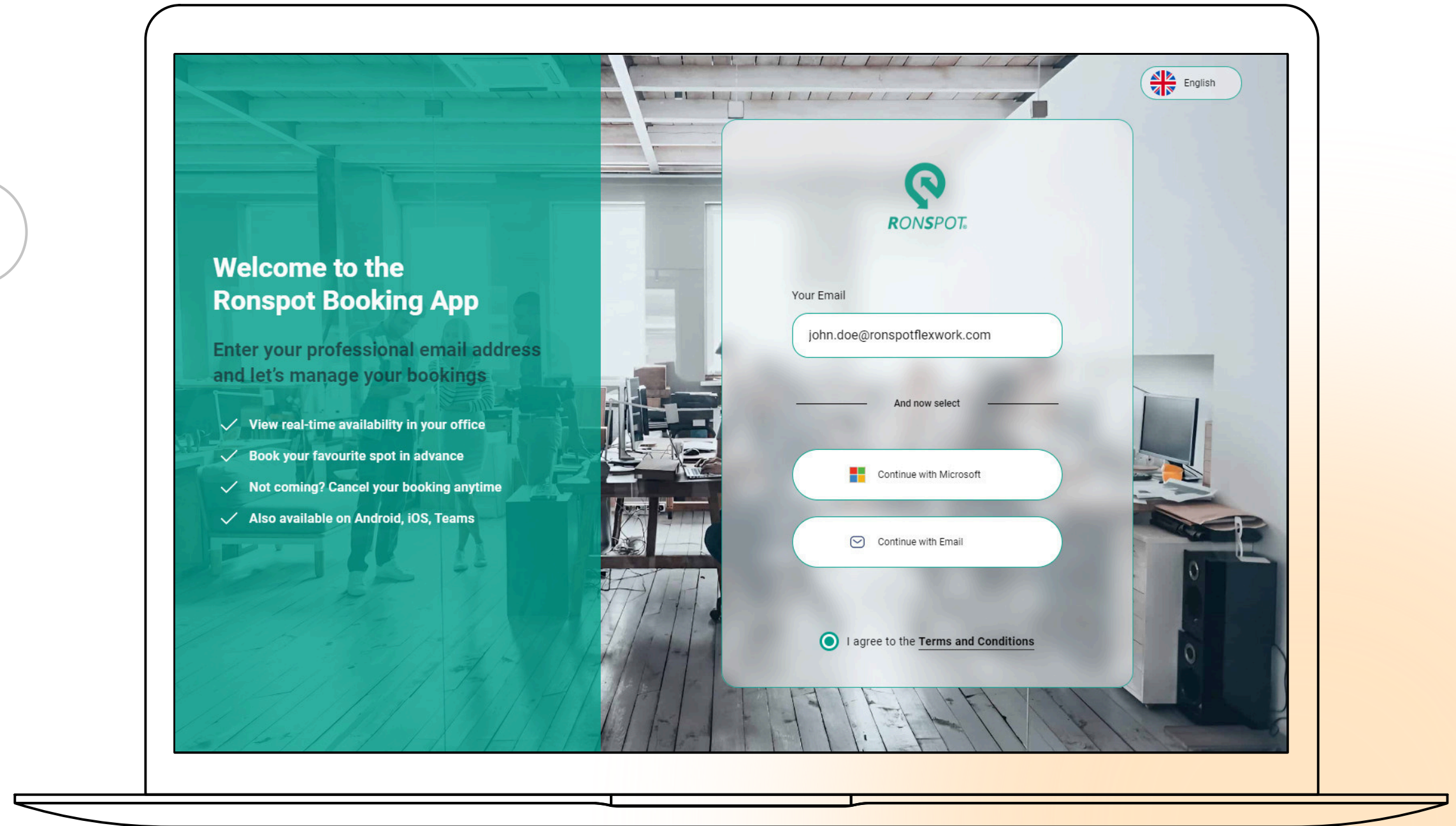
Application size: 50 MB (approximate)
System requirements: iOS 13 and up

Accessing Ronspot on your computer

You can also use Ronspot on web platforms, making it easy to reserve a space directly from your workstation. Feel free to alternate between platforms based on your preference!

Web browser

1 Go to my.ronspot.ie



Installing Ronspot on Teams

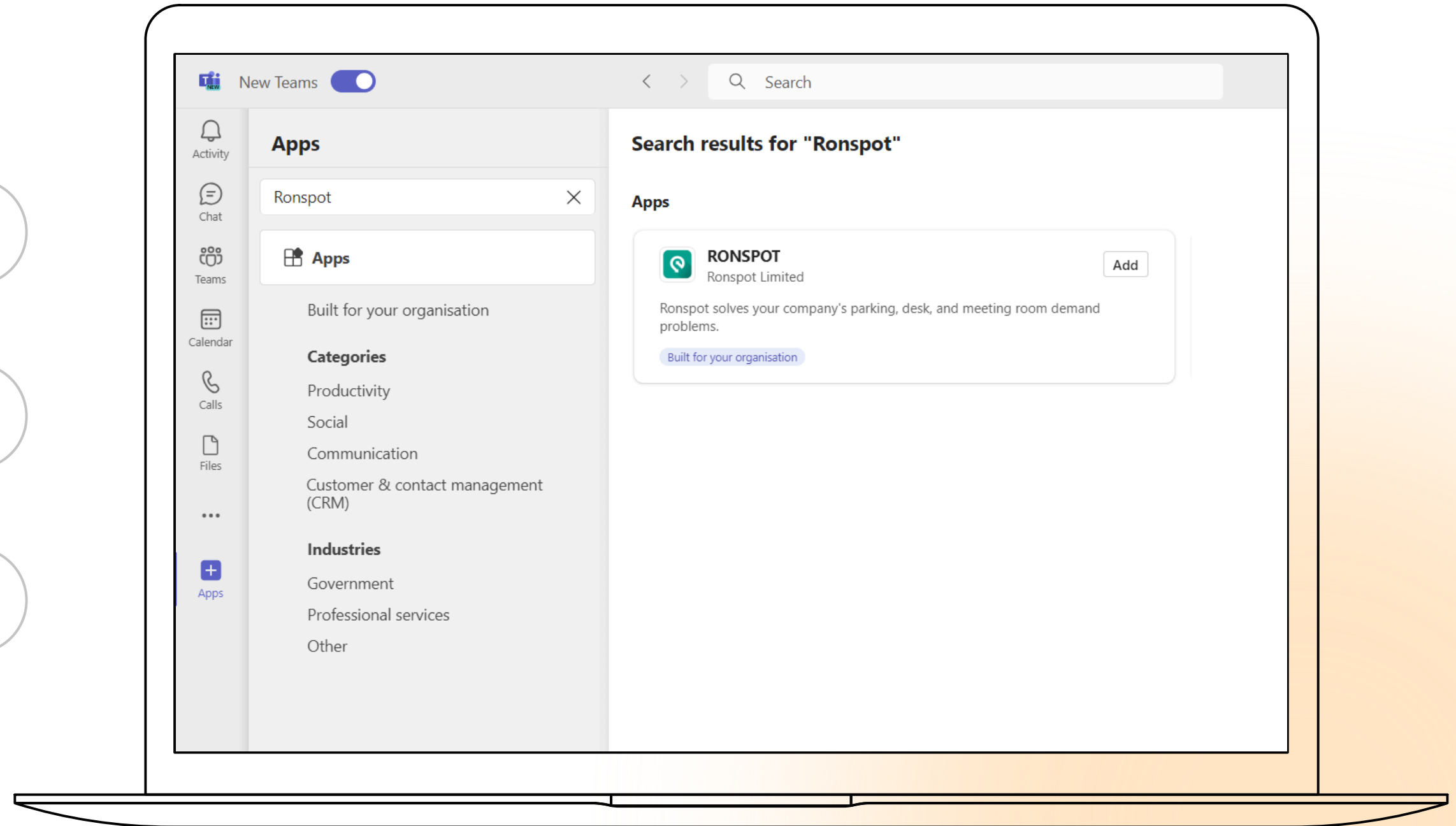
Ronspot on Microsoft Teams is desktop-only and requires Microsoft SSO enabled by your company. For mobile access, please use the Ronspot mobile app.

Microsoft Teams

1 Click the *Apps* icon in the left bar

2 Search for *Ronspot* and click *Add*

3 Right-click the icon and select *Pin*

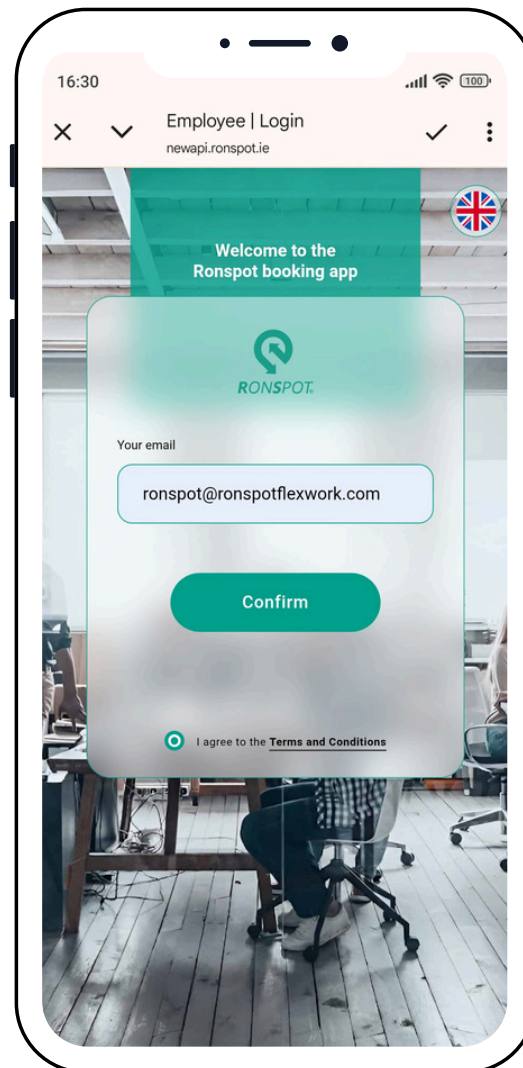


Logging in with Single Sign-On

If Single Sign-On is configured, you can access Ronspot without manually registering. The example below shows a Microsoft login, but the same steps apply to Google, Okta, Duo, and other providers.

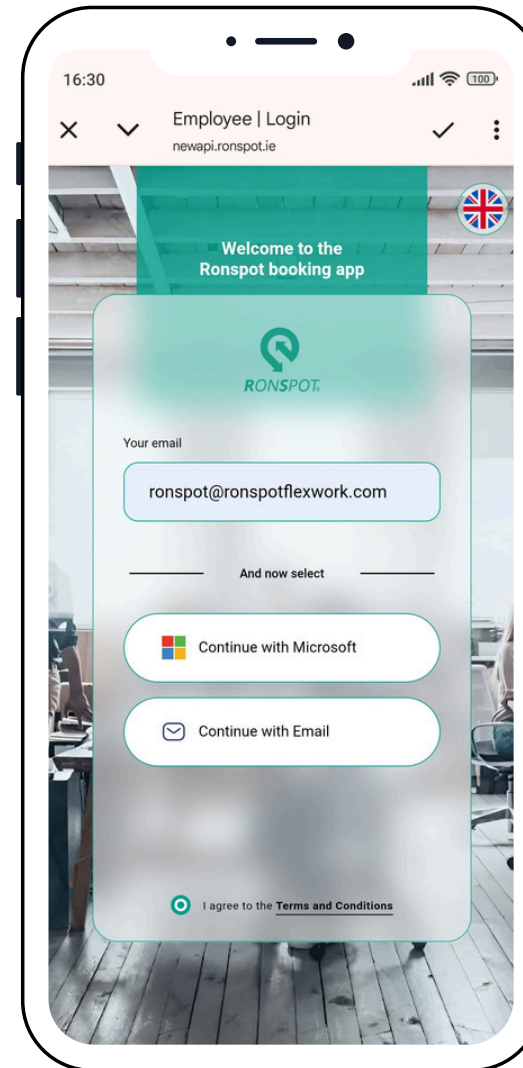
1 Enter your email

Start by entering your email, agreeing to the Terms, and clicking **Confirm**.



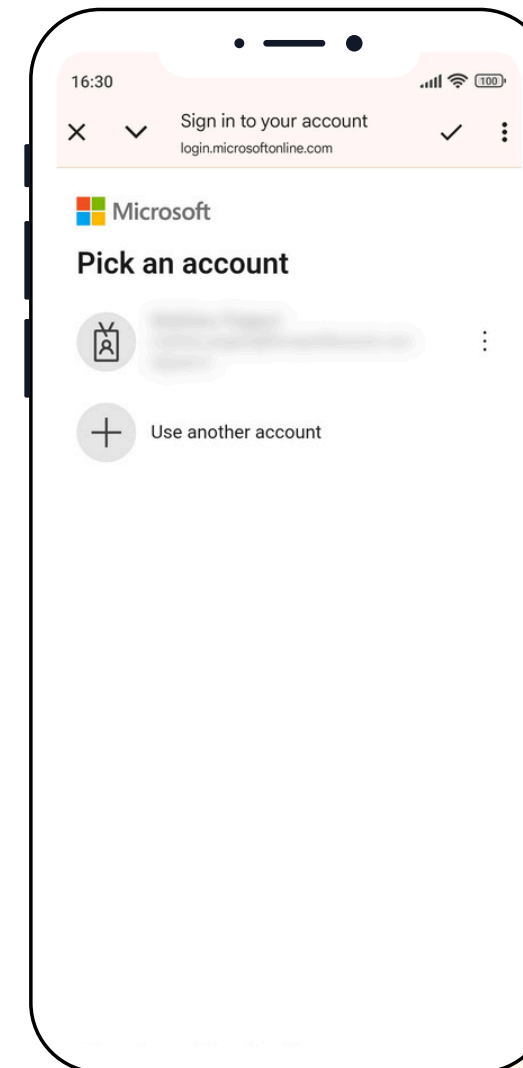
2 Select your SSO method

Ronspot detects your login method from your email and skips this step if only one is set.



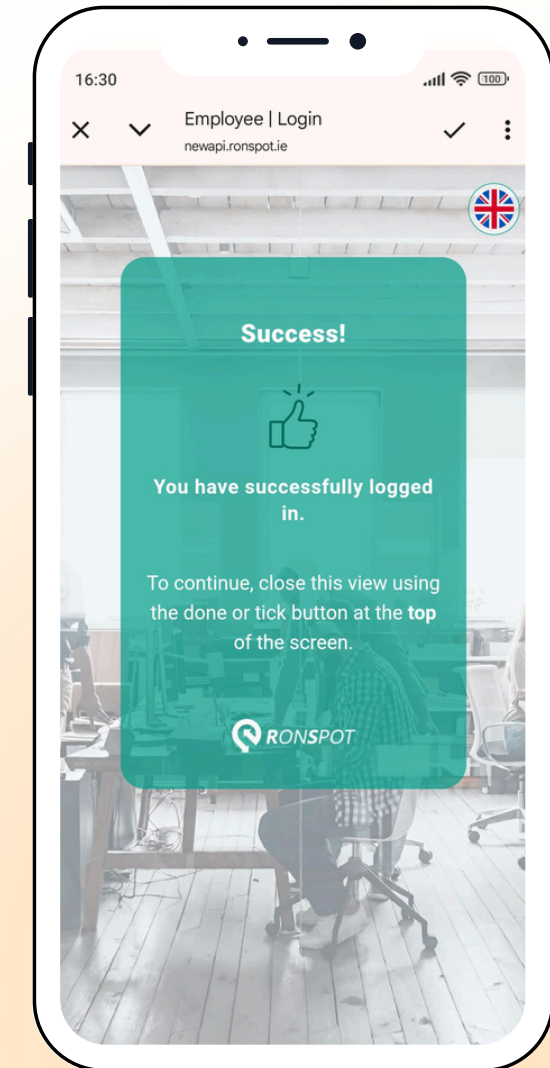
3 Use your SSO credentials

Use your existing login details for the selected SSO provider.



4 Close the view

Once signed in, tap **Done** or the **checkmark** to enter Ronspot.

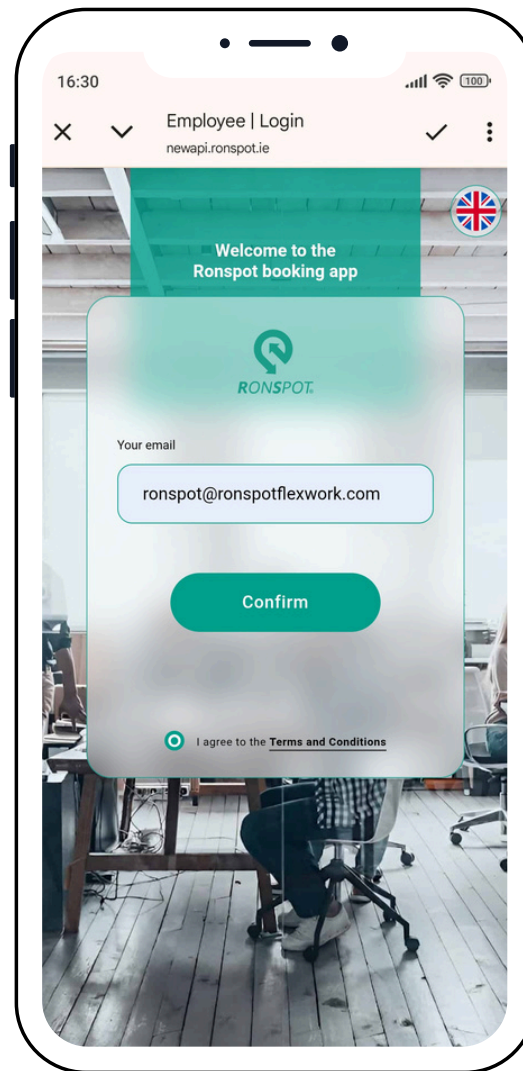


Logging in with email

Ronspot's classic login lets you sign in using your work email address and password. Your company may have pre-registered you or asked you to register manually.

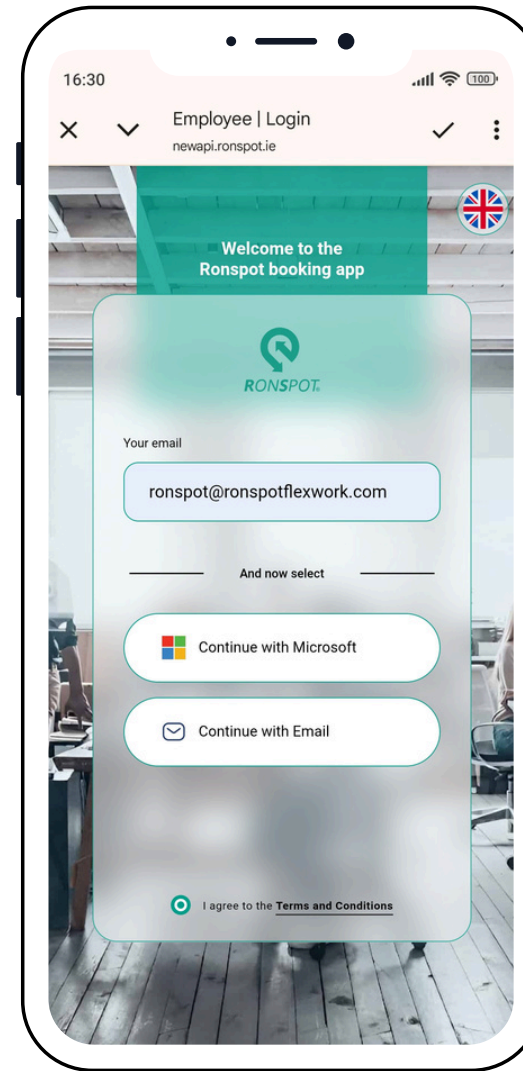
1 Enter your email

Start by entering your email, agreeing to the Terms, and clicking **Confirm**.

A mobile app screenshot showing the 'Employee | Login' screen. The header includes a close button, a dropdown menu, and a checkmark. Below the header is a green banner with the text 'Welcome to the Ronspot booking app' and a UK flag. The main content area has a white background with the Ronspot logo. Below the logo is a label 'Your email' followed by a text input field containing 'ronspot@ronspotflexwork.com'. At the bottom of the form is a green 'Confirm' button. A small checkbox with the text 'I agree to the Terms and Conditions' is at the very bottom.

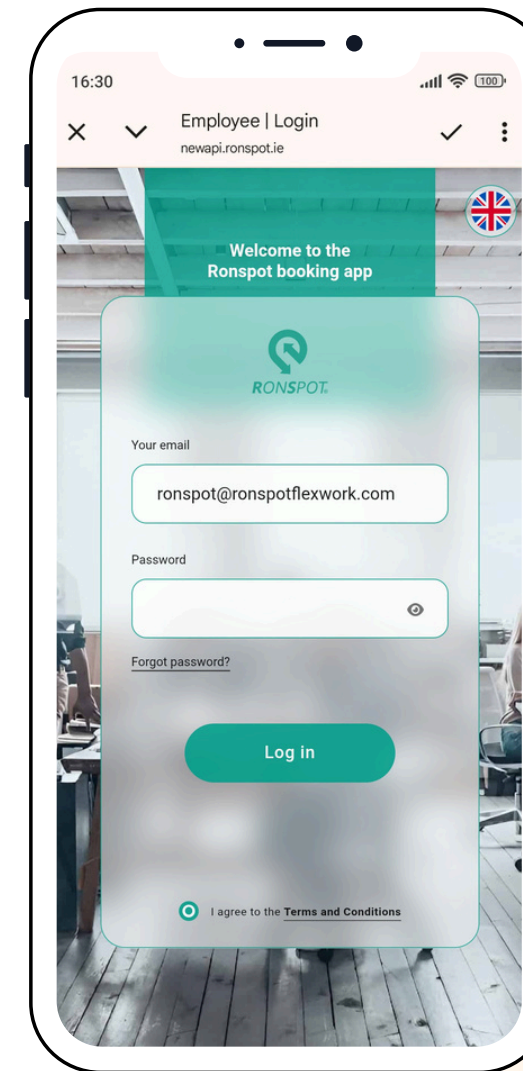
2 Continue with Email

Ronspot detects your login method from your email and skips this step if only one is set.

A mobile app screenshot showing the 'Employee | Login' screen. The header and green banner are the same as in the previous step. Below the banner, the 'Your email' field contains 'ronspot@ronspotflexwork.com'. Below this is a section titled 'And now select' with two buttons: 'Continue with Microsoft' (with a Microsoft logo) and 'Continue with Email' (with an email icon). The 'Continue with Email' button is highlighted. At the bottom is a checkbox with the text 'I agree to the Terms and Conditions'.

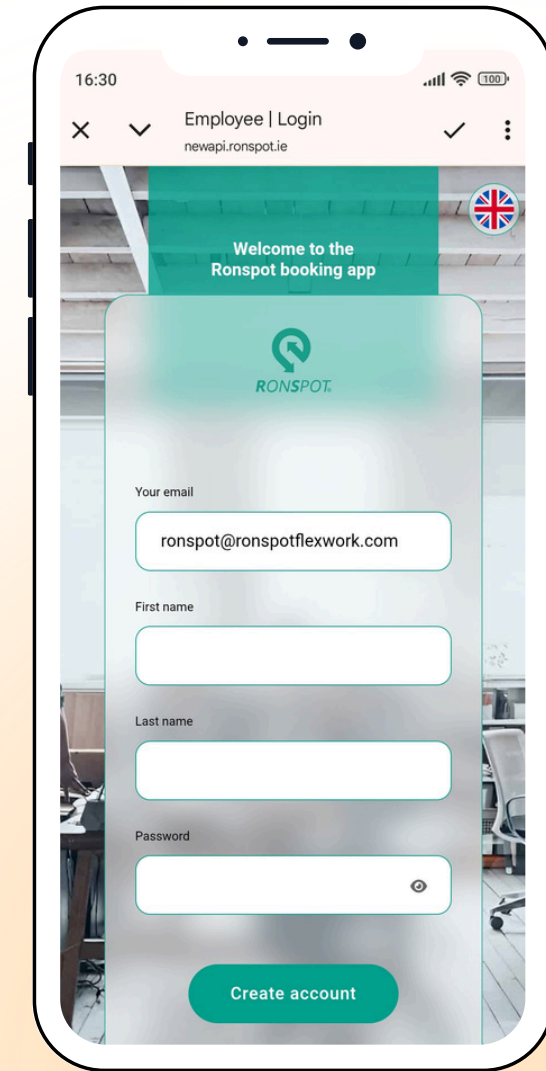
3A If already registered

Enter your provided password. If you've forgotten it, use the **Forgot password?** link.

A mobile app screenshot showing the 'Employee | Login' screen. The header and green banner are the same. Below the banner, the 'Your email' field contains 'ronspot@ronspotflexwork.com'. Below this is a 'Password' label followed by a password input field with an eye icon. Below the password field is a link that says 'Forgot password?'. At the bottom of the form is a green 'Log in' button. A checkbox with the text 'I agree to the Terms and Conditions' is at the very bottom.

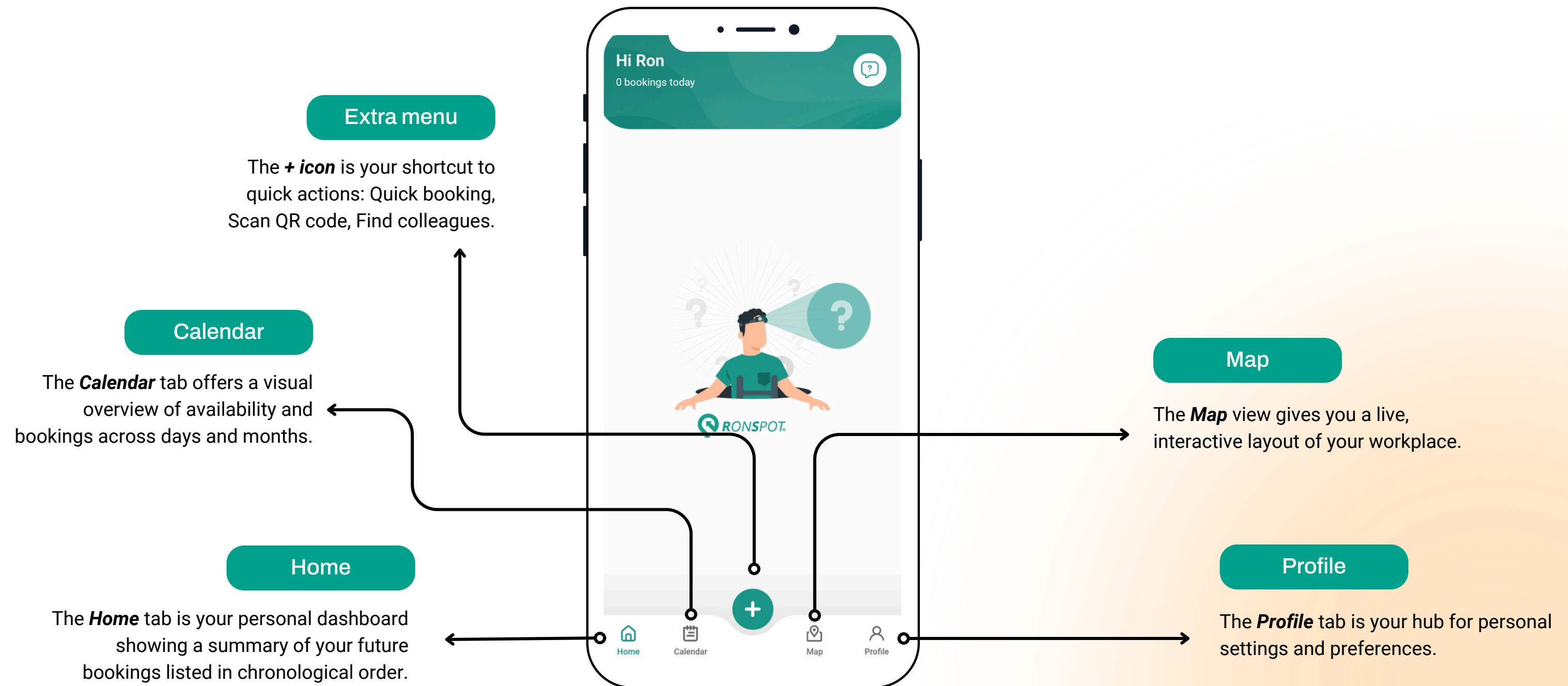
3B If not registered yet

Fill out the registration form with your details and click **Create Account**.

A mobile app screenshot showing the 'Employee | Login' screen. The header and green banner are the same. Below the banner, the 'Your email' field contains 'ronspot@ronspotflexwork.com'. Below this are three more input fields: 'First name', 'Last name', and 'Password' (with an eye icon). At the bottom of the form is a green 'Create account' button. A checkbox with the text 'I agree to the Terms and Conditions' is at the very bottom.

Exploring the app navigation

The app features five main navigation buttons located at the bottom of the screen. Here's a breakdown of what each section offers.



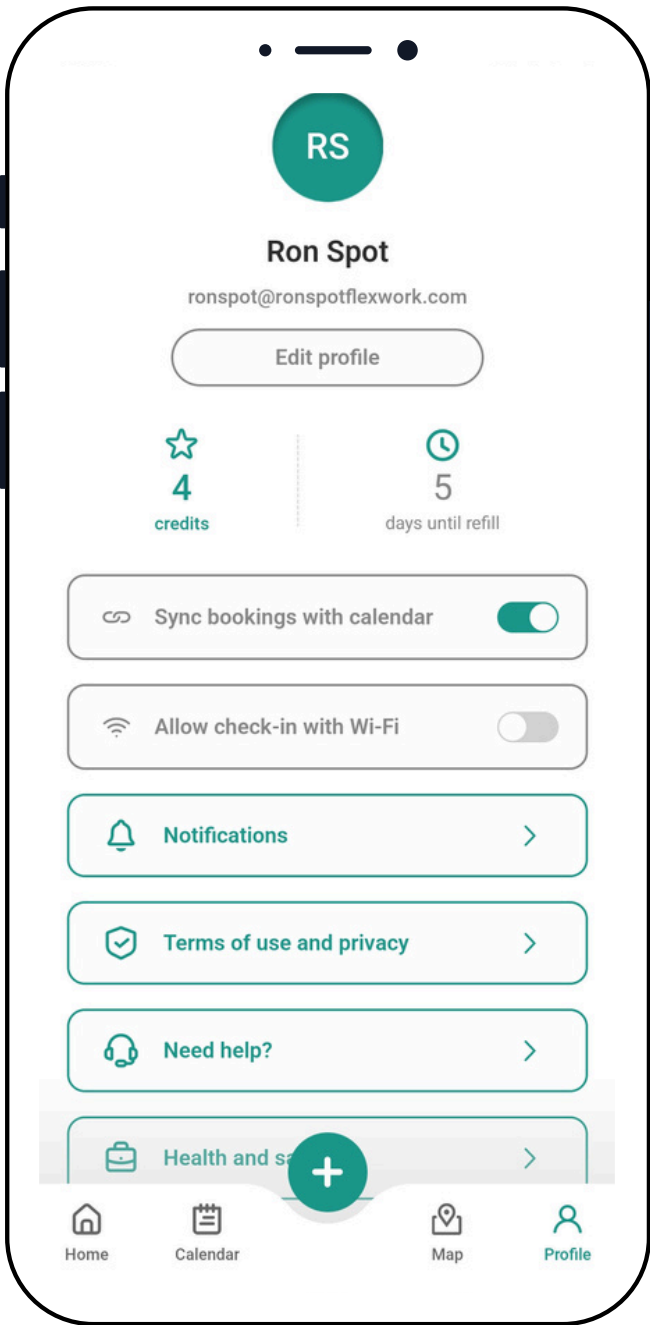
Notifications & calendar sync

Notifications and calendar sync help you manage bookings by sending reminders and prompting space release when plans change.

Notifications

- 1 Go to the *Profile* tab
- 2 Tap on the *Notifications* button
- 3 Enable *Allow notifications*

All upcoming notifications will appear as system alerts and will also be listed on this page. If you're not seeing them, check your device's app permissions to ensure notifications are enabled for Ronspot.



Calendar sync

- Go to the *Profile* tab 1
- Enable *Sync bookings with Calendar* 2

Availability: Bookings will show as all-day events and won't block your calendar.

One-way sync: Changes in your calendar won't update Ronspot.

Sync delay: Sync may take a few minutes to process, please allow a short delay.

No retroactive sync: Bookings made before enabling sync won't appear.

Managing your preferences

This page allows you to customise your preferences within the app, including language selection and default zone.

1 Go to the *Profile* tab

2 Tap on *Edit profile*

3 Make the desired changes

4 Tap *Save*

The screenshot shows the 'Edit profile' screen. At the top is a back arrow and the title 'Edit profile'. Below are several sections: 'Email address*' with the value 'ronspot@ronspotflexwork.com' and an email icon; a 'Change password' button with a lock icon; 'Language' with a dropdown menu showing 'English'; 'Group' with a dropdown menu showing '--'; and 'Default zone' with a dropdown menu showing 'Dublin 4th Floor'. At the bottom, there is a 'Delete my account' link in red, and two buttons: 'Back' and 'Save'.

Password

Reset your password.

Language

Choose your preferred language.

Group

Shows the employee group you're assigned to (may be locked).

Default zone

Set your preferred zone to auto-select it in calendar and map screens.

Using the app

Master the essentials of booking and managing your workspace. This section walks you through the everyday tasks that make using Ronspot quick and hassle-free.



Checking calendar availability

Use the calendar to get a general overview of availability across each zone. This is useful for quickly assessing which zones have open spaces on specific dates.

- 1

Go to the *Calendar* tab
- 2

Select a zone from the dropdown
- 3

View colours on the calendar

Optional: Use the filter icon at the top of the screen to narrow down your search and adjust availability results accordingly.

Search filters

Use filters to refine your search

Daily / Monthly

Switch between daily & monthly calendar modes

Green Circle

At least one space is available

Grey background

Not bookable (e.g., weekend or outside booking window)

Orange ribbon

Shows how many bookings you have that day

No green circle

Day is fully booked, no spaces left

1 July

1 booking today

Dublin 4th Floor

July 2025

	M	T	W	T	F	S	S
30		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	

HomeCalendarMapProfile

Checking map availability

Use the map to see real-time availability of individual spaces within each zone. This provides a detailed, visual layout of which specific spaces are free.

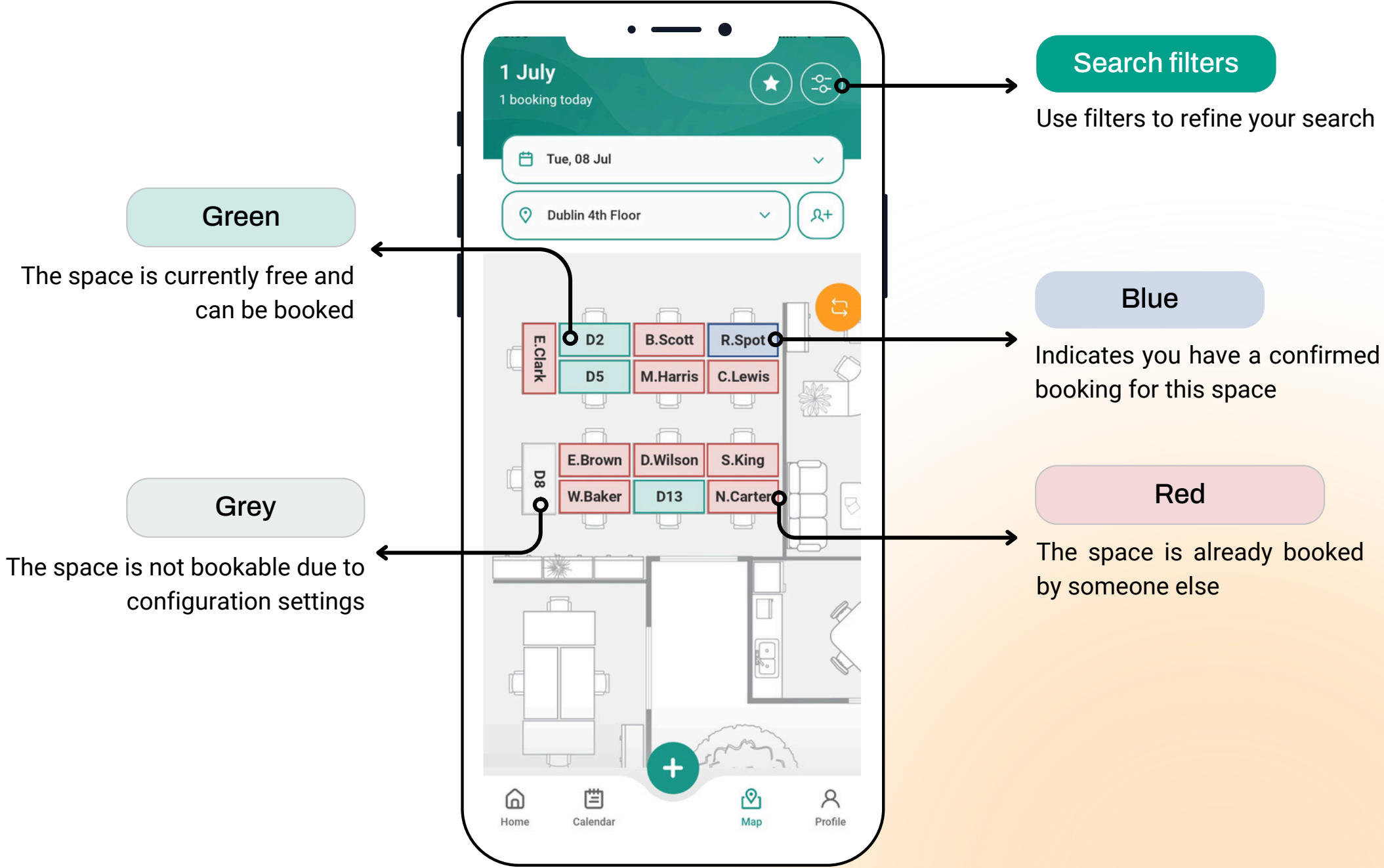
1 Go to the *Map* tab*

*Or click on a green circle in the calendar and select *Go to map*

2 Select a zone from the dropdown

3 View colours on the map

Optional: Use the filter icon at the top of the screen to narrow down your search and adjust availability results accordingly.



Making a booking

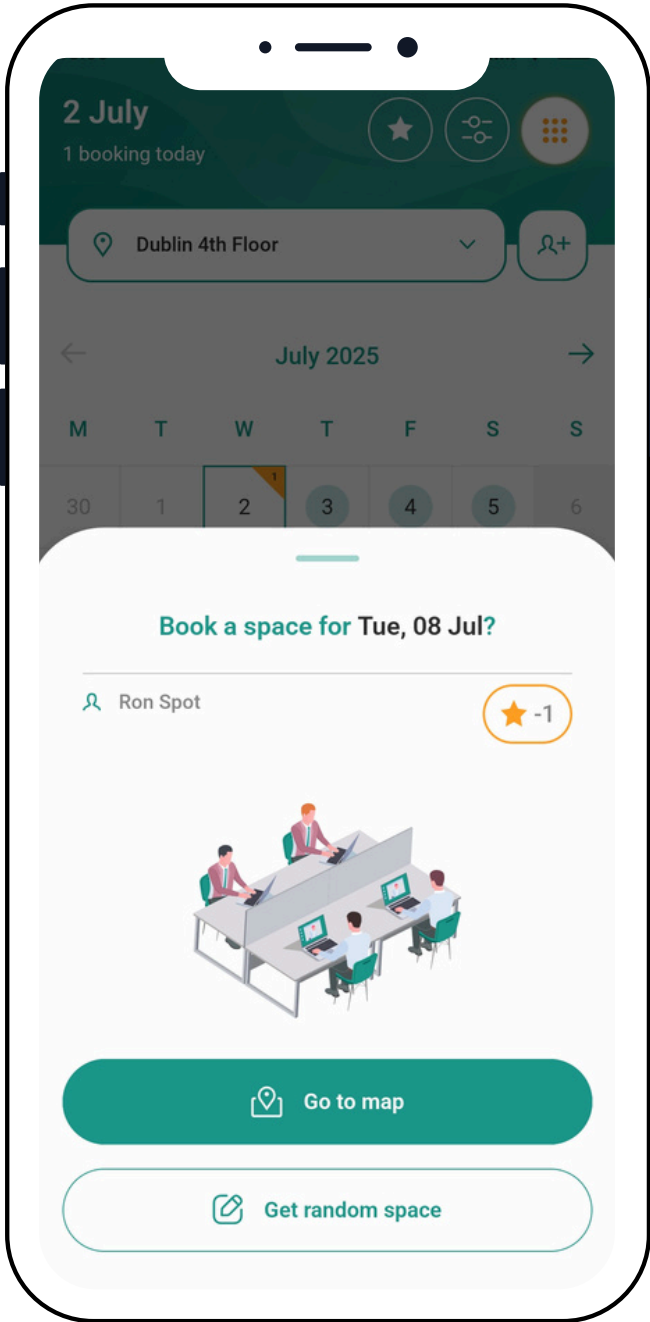
You can book a space from three screens: the *Calendar* tab for comparing availability across days, the *Map* tab to choose a space from the floor plan, or the centre menu for quick, preference-based booking.

1 - From the calendar

- 1 Go to the *Calendar* tab
- 2 Tap on a green circle
- 3 Select *Get random space**

*Prefer to pick your own space? Tap **Go to map** instead (see right-hand section).

After confirmation, the day will show an orange ribbon on the calendar



2 - From the map

- Go to the *Map* tab*
- 1
- 2 Tap on a green space on the map
- 3 Tap Confirm to complete the booking

After confirmation, the booked space will turn blue on the map

3 - From the centre menu

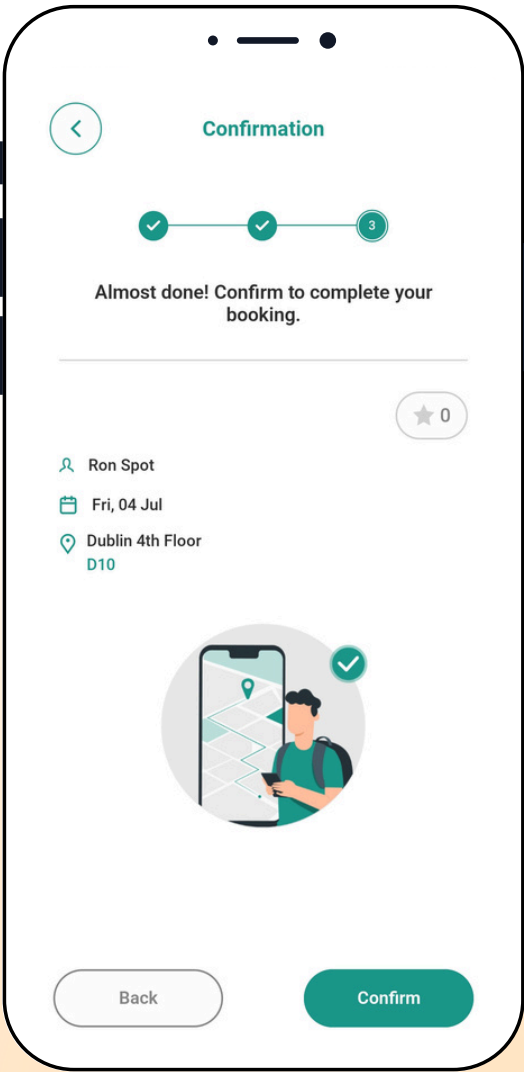
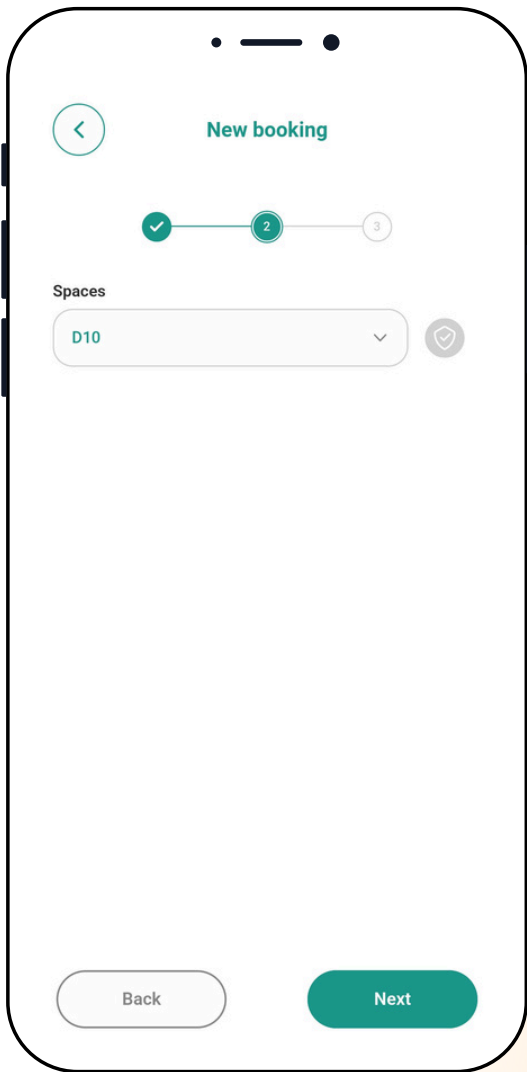
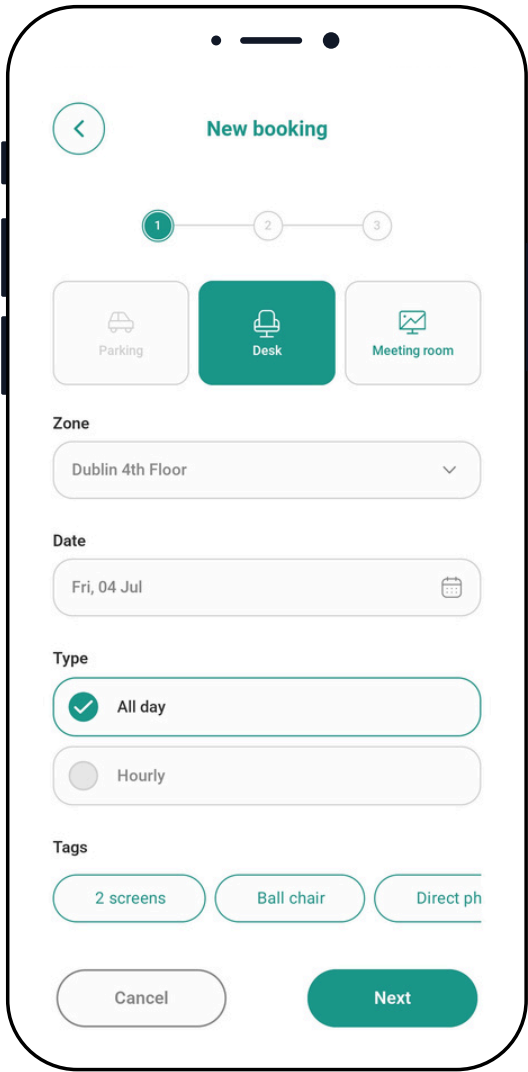
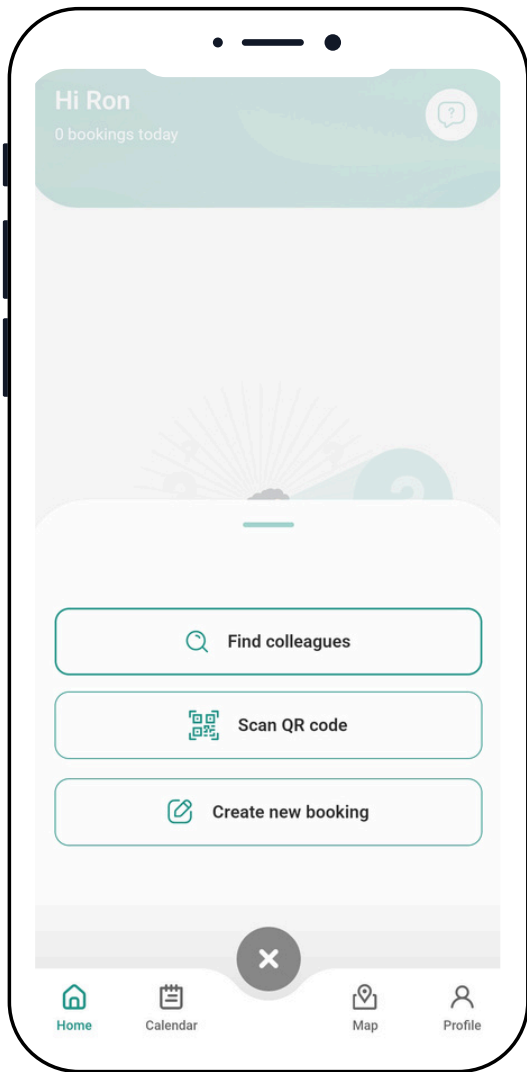


Tap the **+ icon** in the centre of the navigation bar and choose **Create new booking**.

Choose what you'd like to book—such as space type, zone, date, and tags—then tap **Next**.

Ronspot will suggest a space—use the dropdown to choose another.

Tap **Confirm** to finalise. Your booking will appear on your home, calendar and map.



Cancelling a booking

You can cancel a booking from three different screens—Home, Calendar, or Map—based on your preference. The cancellation process is similar across all screens.

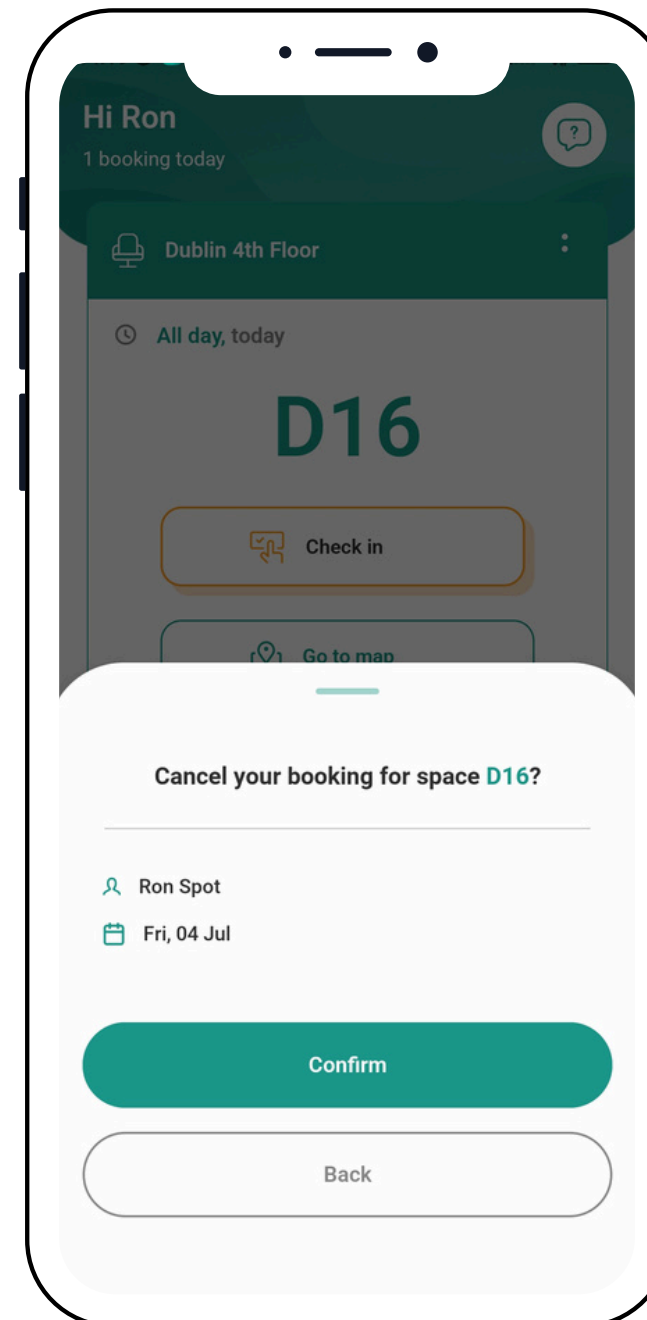
1 Go to the *Home*, *Calendar* or *Map*

2 Tap on your booking

3 Tap the *Cancel booking* button

4 Tap the *Confirm* button

After confirmation, the cancelled booking will be instantly removed from your home, calendar and map.



Why cancelling matters

If you're not going to the office, it's important to cancel your booking in Ronspot. This small action helps ensure that workspaces remain available for those who need them, especially on busy days when demand is high.

By cancelling your space, you allow others to make use of the space, supporting a fair and flexible booking system. Cancelling only takes a few seconds, but it makes a big difference in promoting a considerate and efficient workplace for everyone.

Additional features

Enhance your experience with advanced features. Some of the following functionalities may only be available if enabled by your company.



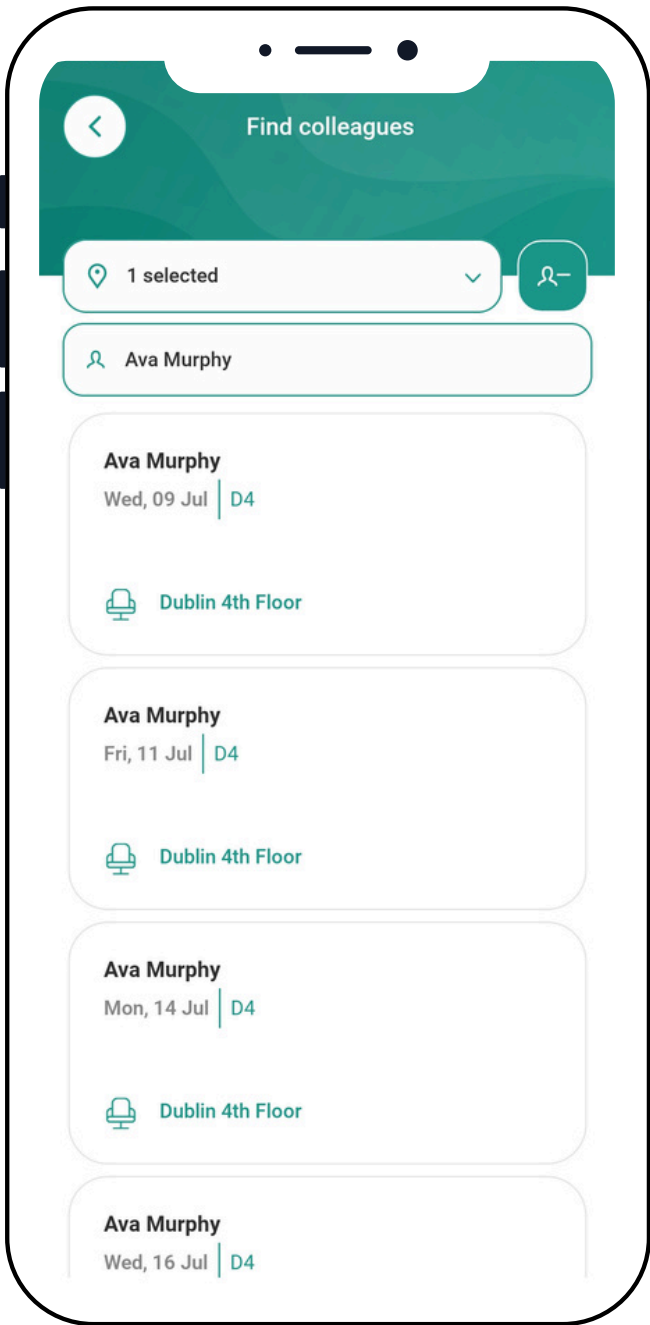
Finding colleagues & emergency roles

Use 'Find colleagues' to see when and where teammates will be in the office, and 'Emergency roles' to quickly locate key roles like first aiders and fire wardens.

Find colleagues

- 1 Tap the *+* icon in the nav bar
- 2 Select *Find colleagues*
- 3 Type a colleague name and *Select*

Your colleague's upcoming bookings will be shown in chronological order.



Emergency roles

- 1 Go to the Profile tab
- 2 Select *Emergency roles*
- 3 Select a role from the dropdown

Matching colleagues' bookings will appear below in chronological order.
Tap the green icon to locate colleagues on the map.

Understanding credits

Credits are free tokens used to regulate the allocation of spaces, ensuring fair access for all employees within the company. If credits are active, you'll see a star icon above the calendar, map, and on your profile.

Spending credits

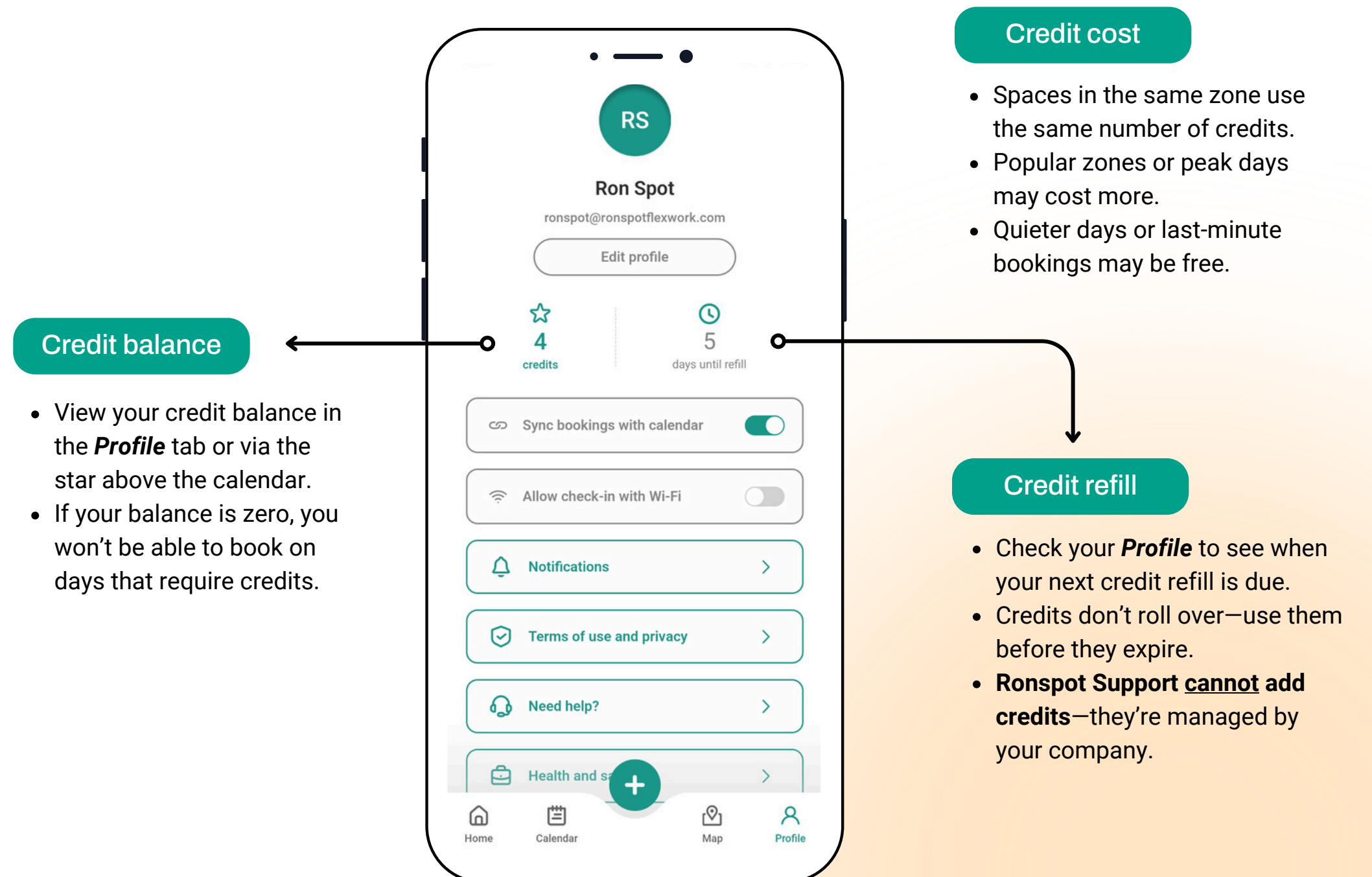
When making a booking, the credit cost appears in the pop-up next to an orange star. If no credits are required, you'll see a grey star with a 0.

Once the booking is confirmed, the credits are automatically deducted from your balance.

Getting credits back

Cancelling a booking may return credits—either full, partial, or none—depending on how close the cancellation is to the booking time.

The refund amount is shown in the cancellation pop-up and is instantly added back to your balance.

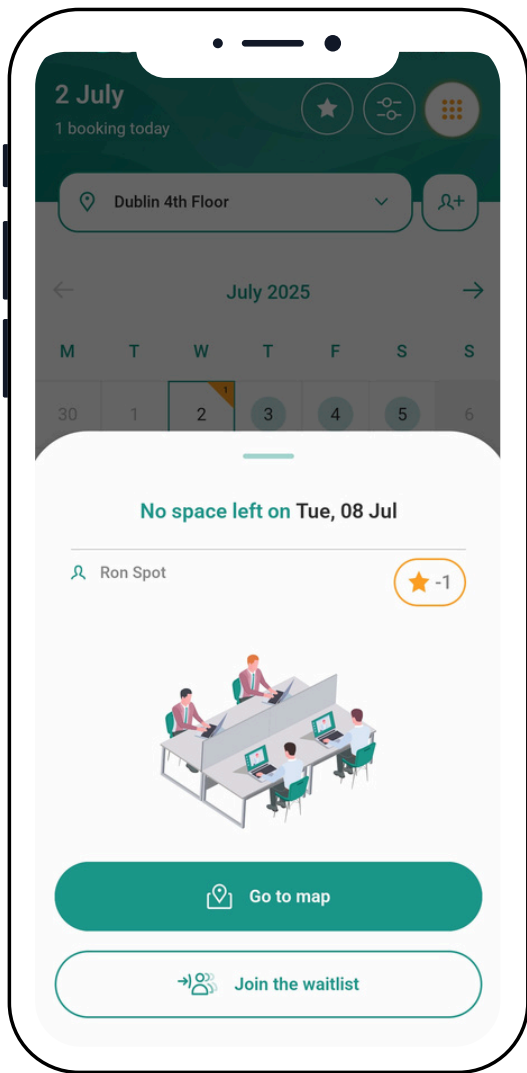


Joining the waitlist

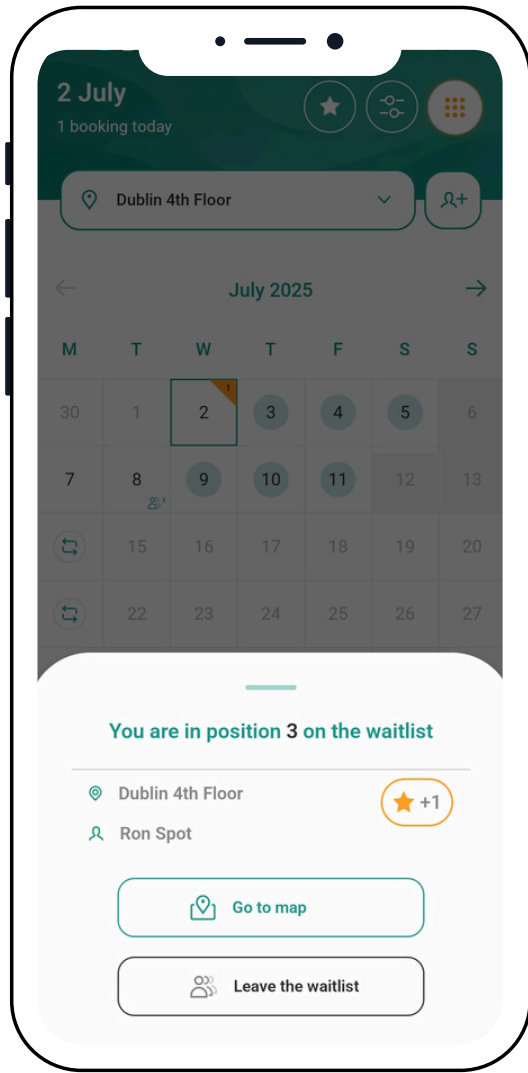
The waitlist lets you queue for a space when none are available and automatically assigns one if it opens up. If you're eligible, unavailable days on the calendar will show a waitlist icon instead.

- 1 Join the waitlist
- 2 Check your position
- 3A Automatic assignment
- 3B Leave the waitlist

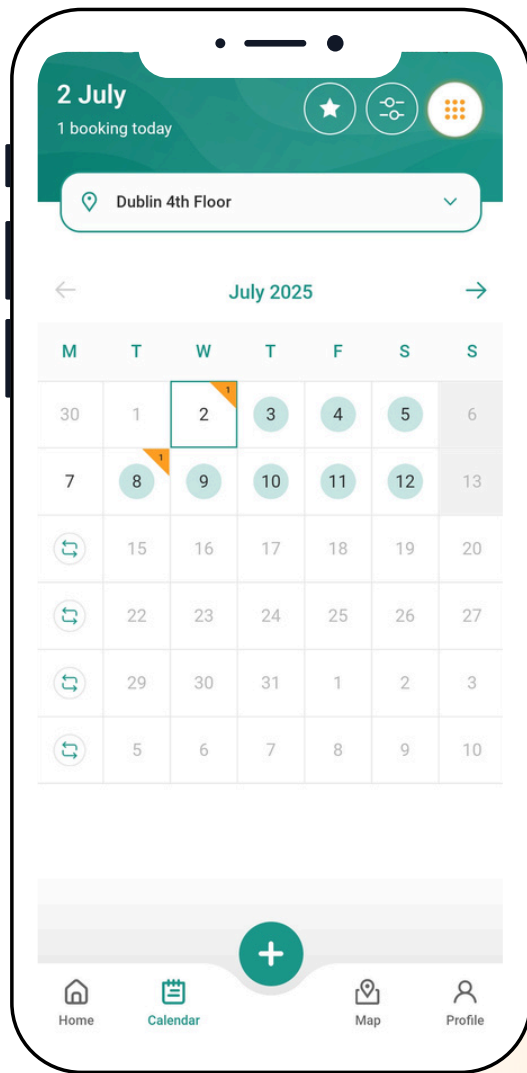
Go to the **Calendar** and tap a day with a waitlist icon and select **Join the waitlist**.



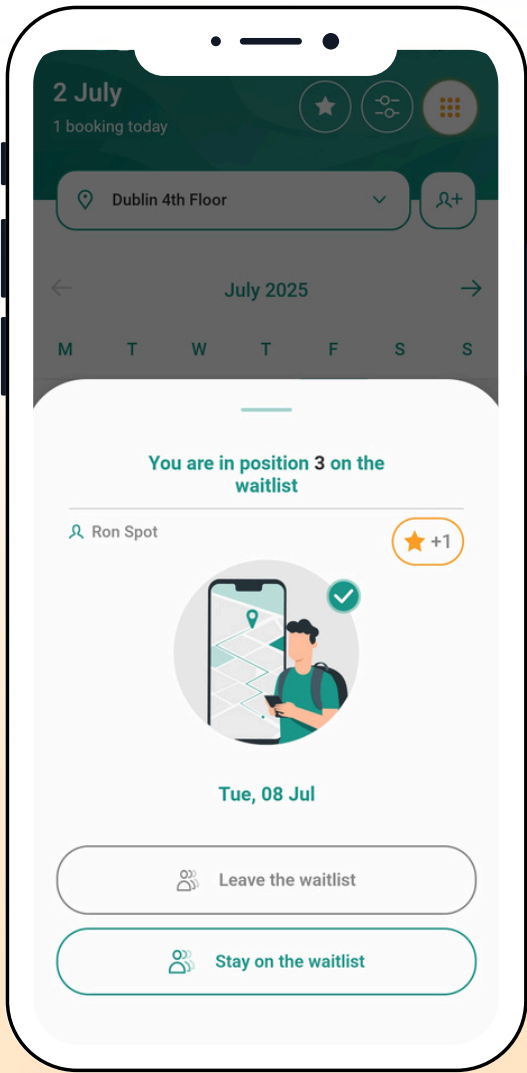
If enabled by your company, your waitlist position will appear in the pop-up.



If you're in first position, you'll automatically get the next available space .



To opt out, tap the waitlist icon again and select **Leave the waitlist**.



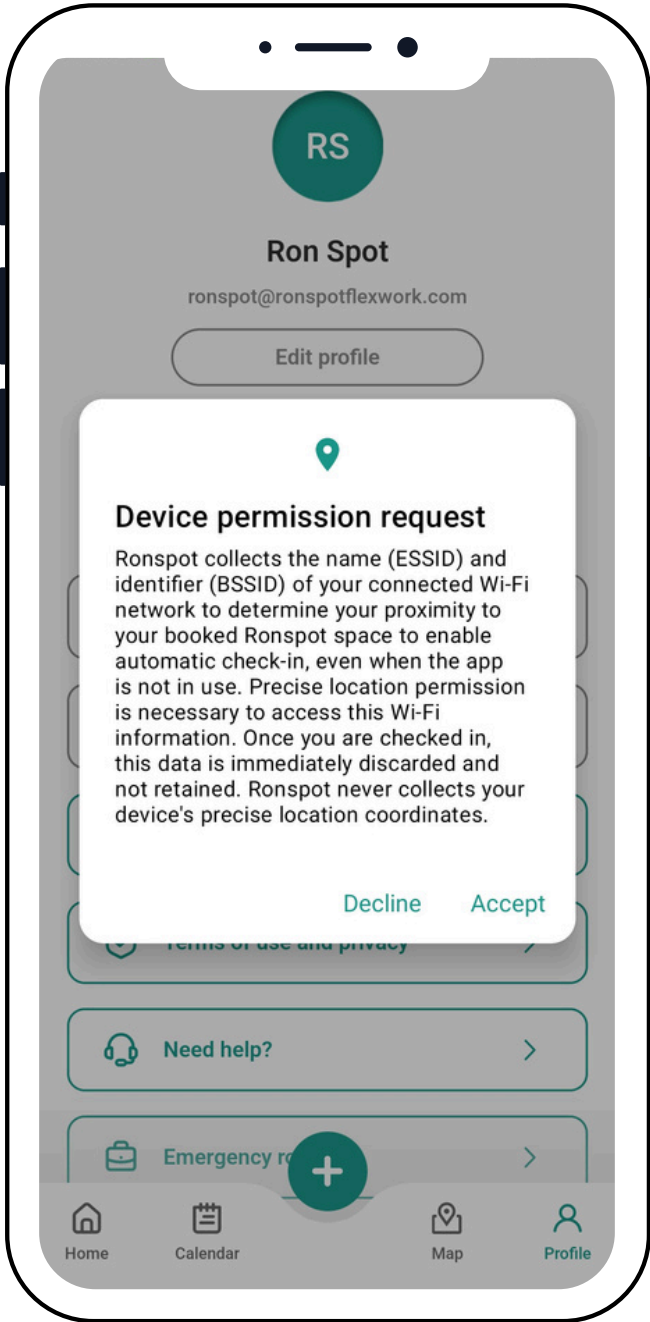
Checking in automatically

Ronspot supports automatic check-in via Wi-Fi and access control. These methods confirm your presence without any action needed. Your company will let you know which options are active.

1 - Via Wi-Fi

- 1 Go to the *Profile* tab
- 2 Enable *Allow check-in with Wi-Fi*
- 3 Grant location permissions
- 4 Connect to your company's Wi-Fi

Once connected, your check-in will happen automatically.



2 - Via access control

- 1 Scan your access card

Your check-in is recorded automatically—no further action needed.

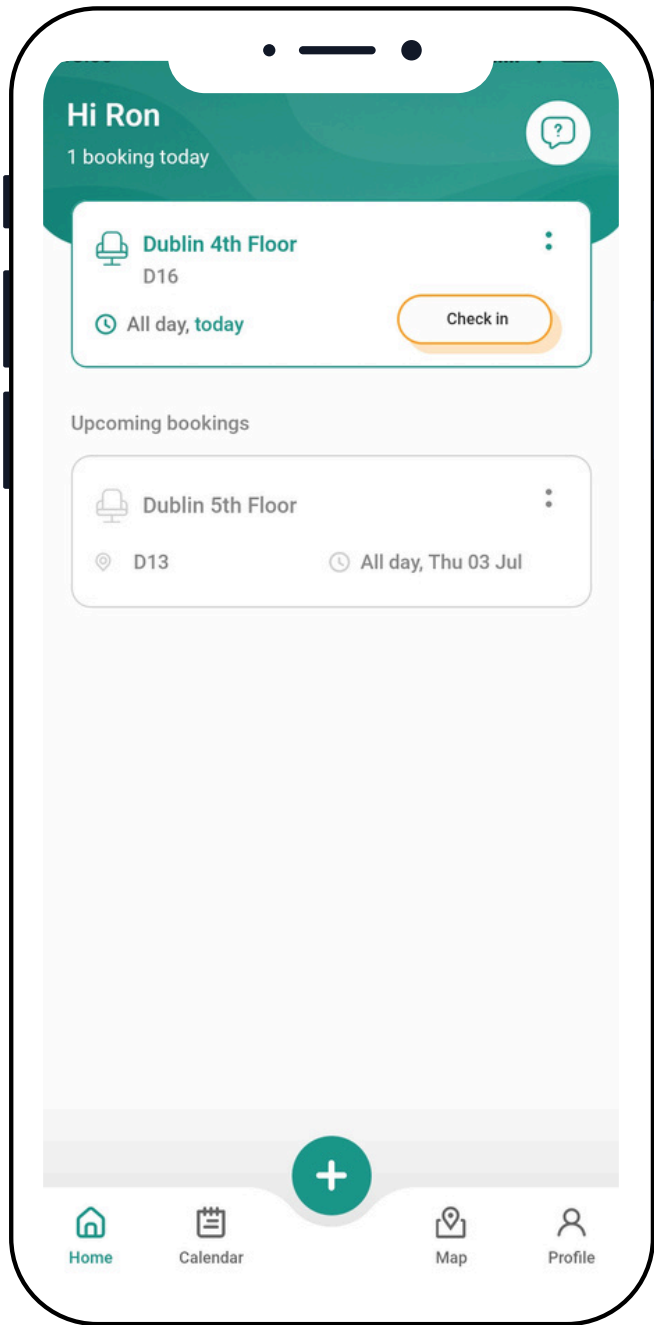
Checking in manually

Manual check-in options include QR code scanning and manual press. These require you to check in through the app. Your company will inform you if and when manual check-in is needed.

1 - Via QR code

- 1 Go to the *Home* tab
- 2 Tap the *Check in* button
- 3 Grant camera access
- 4 Scan the QR code with your phone

Once scanned, your check-in will be recorded automatically.



2 - Via manual press

- Go to the *Home* tab 1
- Tap the *Check in* button 2

That's it—no additional steps required.

Check out

When leaving the office, you can tap the **Check out** button. This doesn't cancel your booking—it simply logs your departure.

Inviting a guest

This feature allows you to book or cancel on behalf of guests not registered in Ronspot. If eligible, a user icon will appear next to the zone selector, click it to open a dropdown that includes the *Invite a guest* option.

- 1

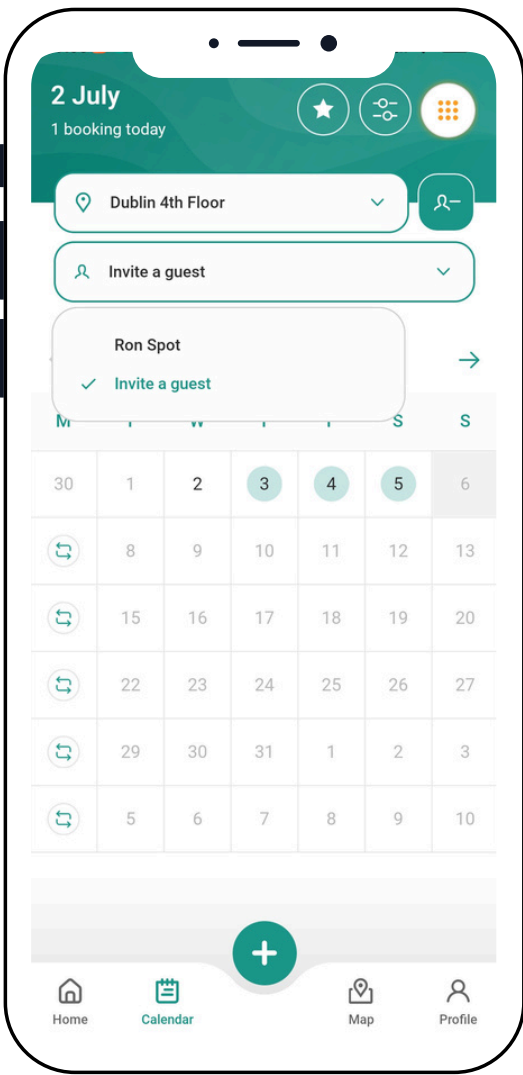
Select *Invite a guest*
- 2

Create the booking
- 3

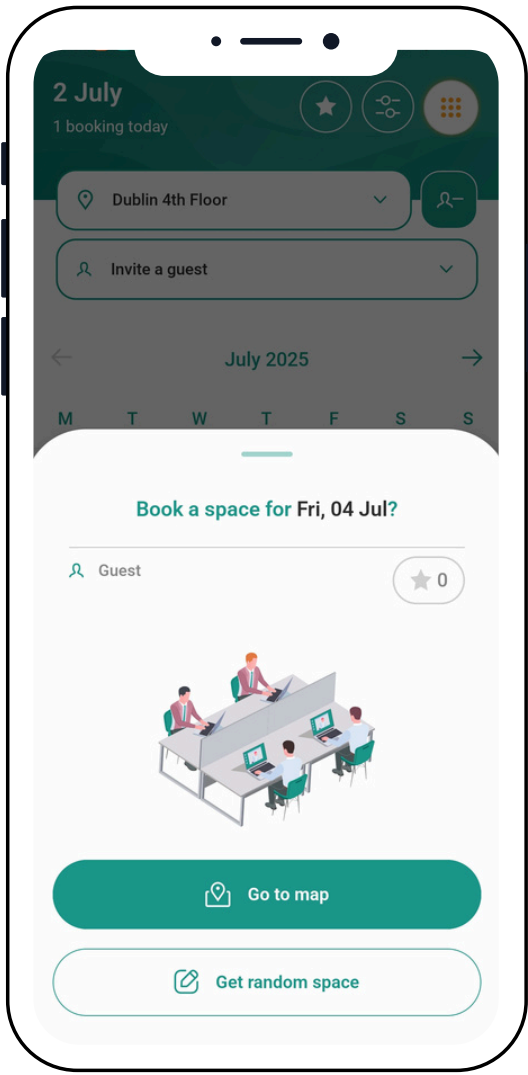
Enter the guest details
- 4

Manage guest invitations

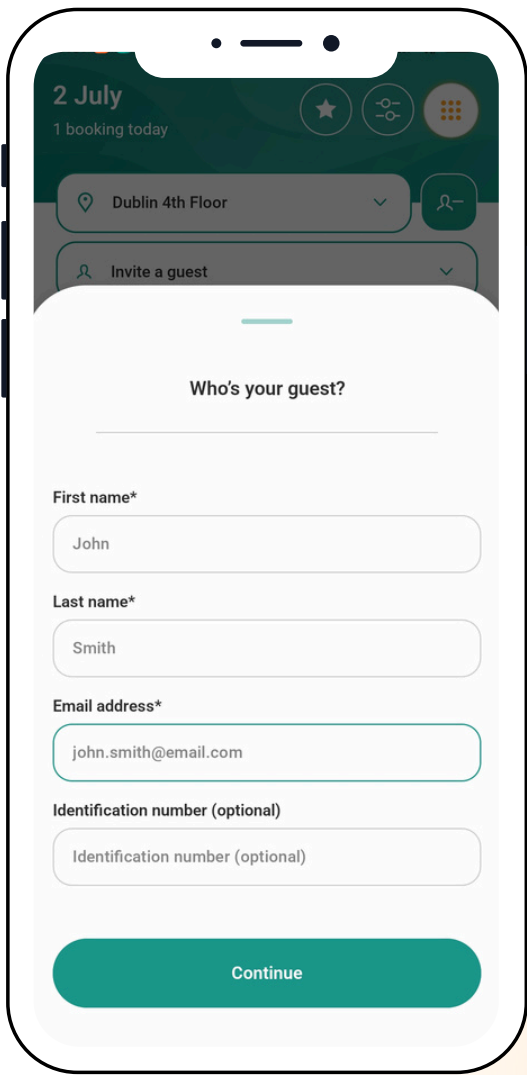
From the **Calendar** or **Map**, tap the user icon and choose **Invite a guest** in the next dropdown.



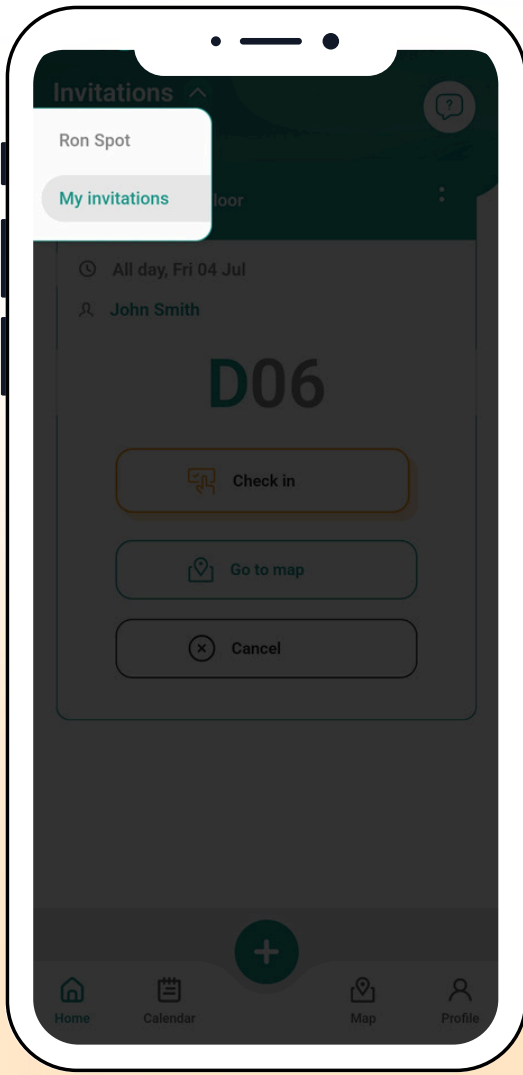
Book as usual. **Guest** will appear in the pop-up to confirm it's being made on their behalf.



Enter your guest's details, they'll get an email once booked.



To manage guest bookings, go to **Home**, tap the **V** icon at the top, and select **My invitations**.

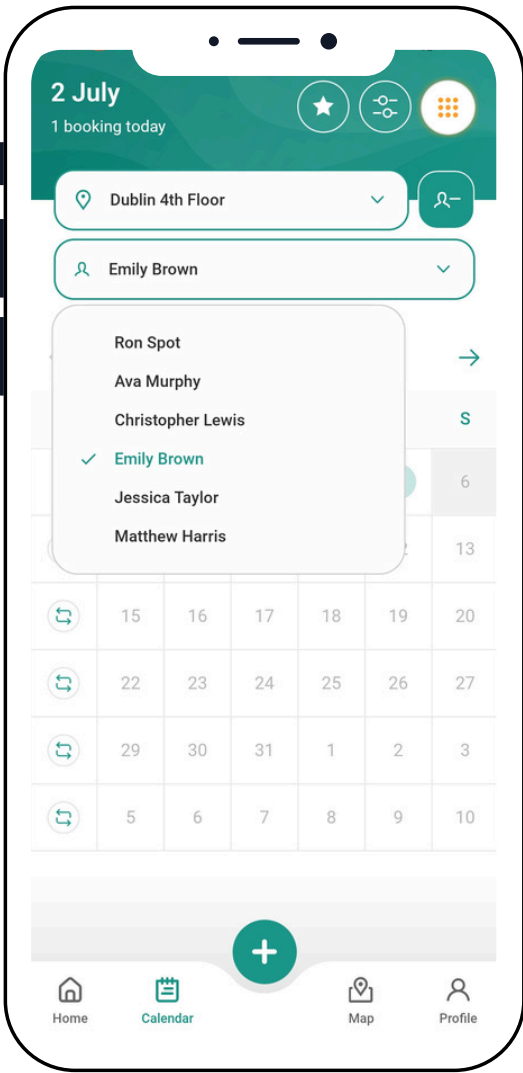


Managing colleagues' bookings

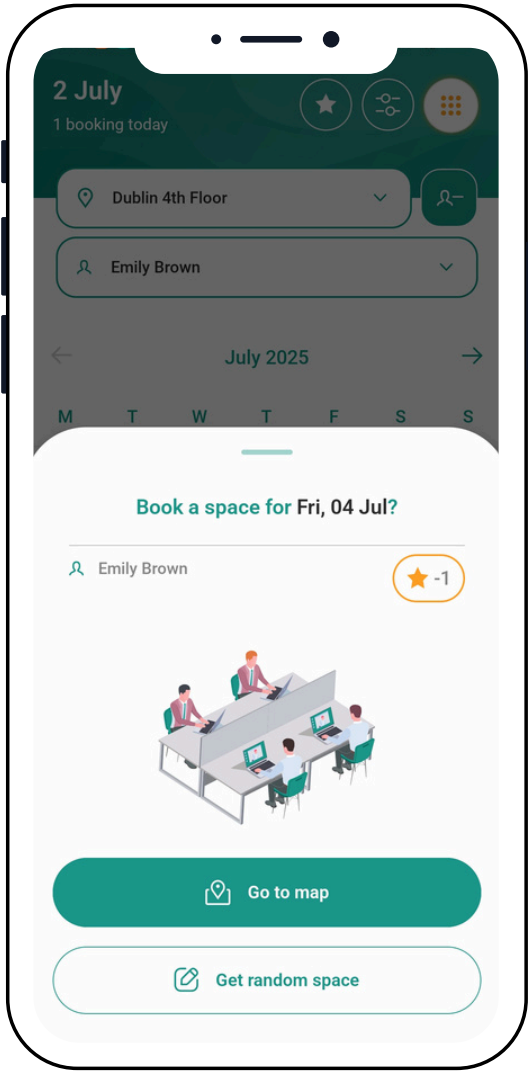
This feature allows you to create or cancel bookings on behalf of your team members. If eligible, a user icon will appear next to the zone selector, click it to open a dropdown that includes a list of team members.



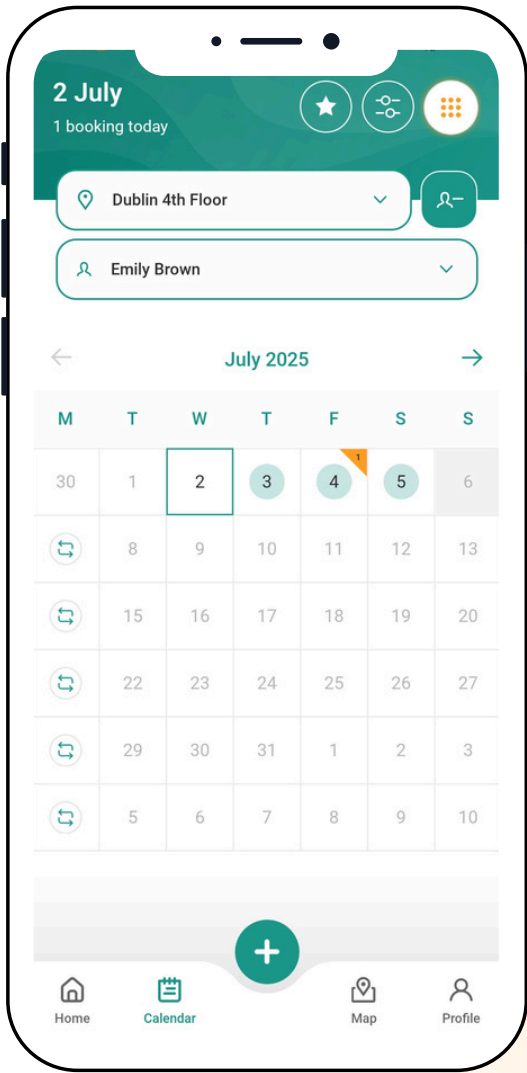
From the **Calendar** or **Map**, tap the user icon and choose a colleague from the next dropdown.



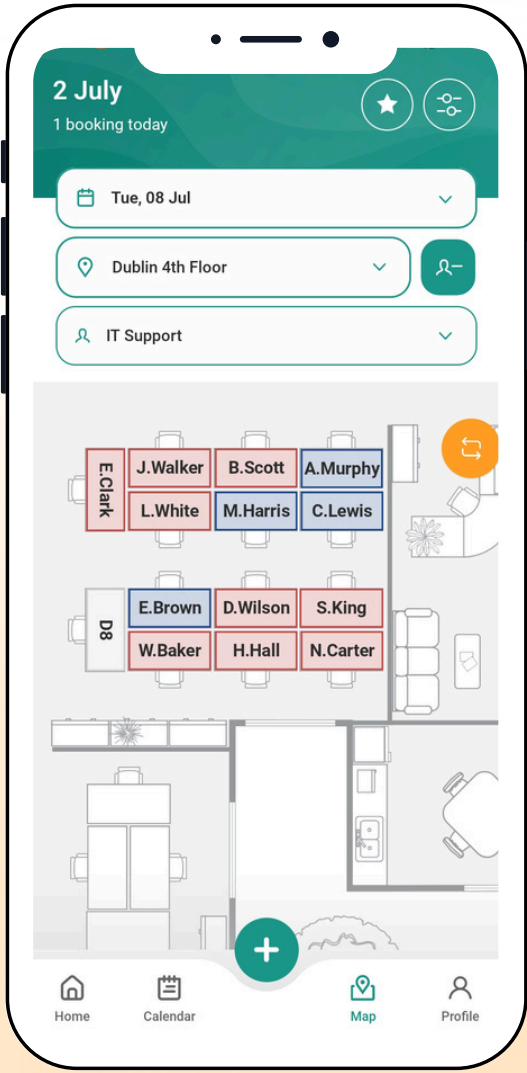
Book as usual. Your colleague's name will appear to confirm it's being made on their behalf.



Once confirmed, your colleague will automatically get notified.



From the **Map**, select a team to highlight their bookings (view only).



Need help?

Support is always just a tap away. Whether you're troubleshooting an issue or just looking for guidance, this section points you in the right direction.

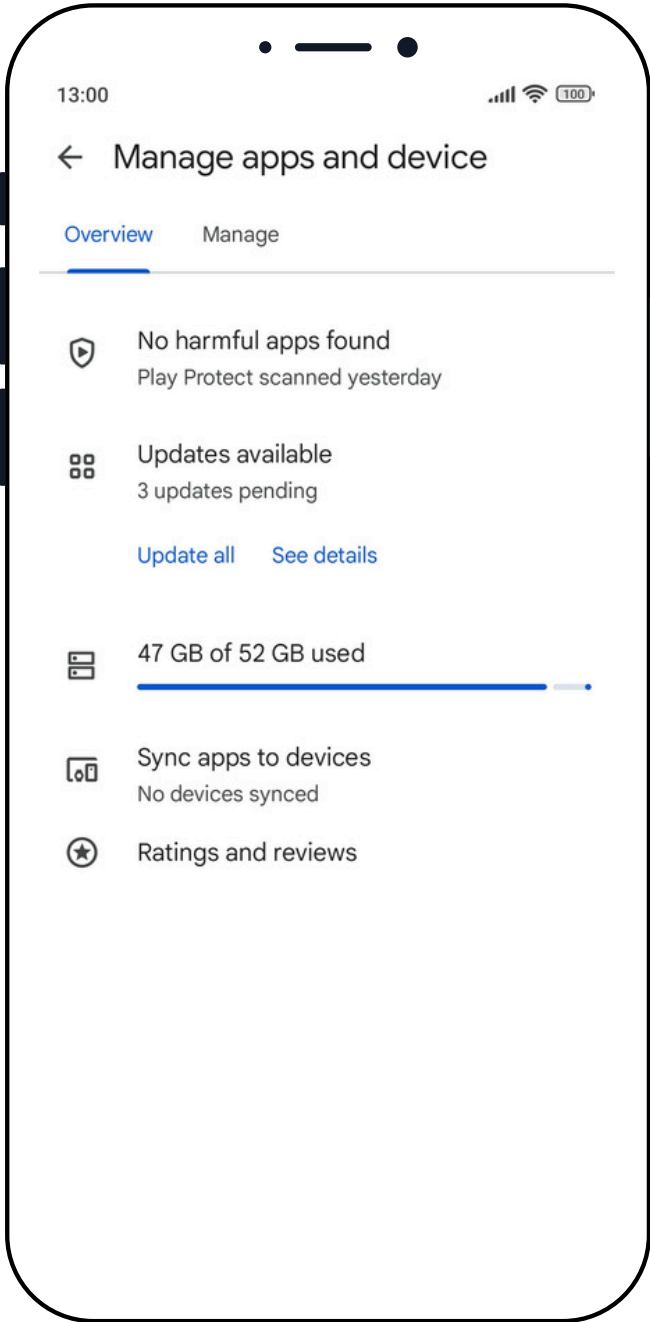


Keeping your app updated

We regularly update the Ronspot app to fix bugs, boost performance, and add new features. Keep your app up to date for the best experience.

Android

- 1 Open the *Play Store* app
- 2 Tap your profile icon (top right)
- 3 Select *Manage apps and device*
- 4 Select *Updates available*
- 5 If *Ronspot* is listed, tap *Update*



iOS

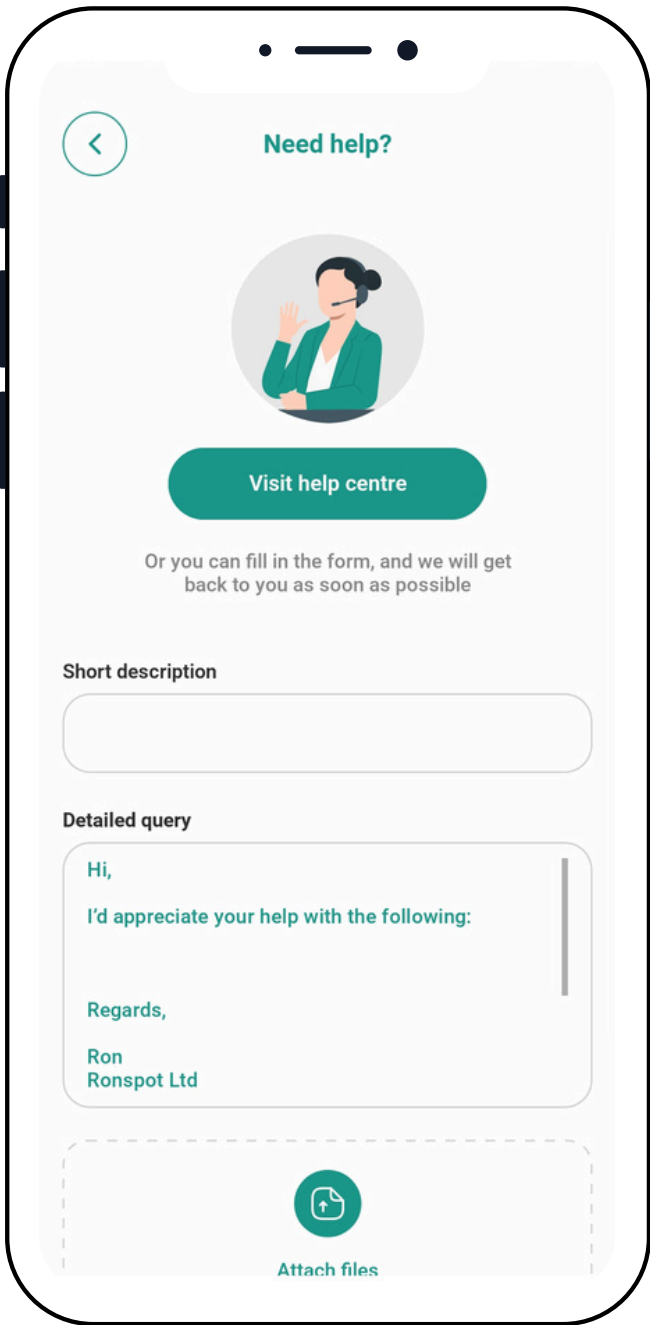
- 1 Open the *App Store*
- 2 Tap your profile icon (top right)
- 3 Scroll down to view available updates
- 4 If *Ronspot* is listed, tap *Update*

Help centre & support

Start by searching the Help Centre using a few keywords. Still stuck? We're available Mon–Fri, 09:00–17:00 (GMT+1), and usually reply within a few hours.

Help centre

- 1 Go to the *Profile* tab
- 2 Select *Need help?*
- 3 Tap on *Visit help centre**
- *Or type help.ronspot.co in your web browser
- 4 Use the search bar to find an answer



Contact us

- Go to the *Profile* tab 1
- Select *Need help?* 2
- Fill out the contact form 3
- Attach any relevant screenshots 4
- Click *Send* 5



You're all
set!