



RONSPOT®

USER GUIDE

DESK BOOKING SOLUTION

Welcome to Ronspot. This comprehensive guide is your go-to resource for unlocking the full potential of Ronspot Desk Booking, from your first booking to advanced functionalities.



www.ronspotflexwork.com

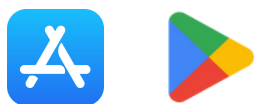


support@ronspotflexwork.com

DOWNLOAD THE APP

STEP 1

Open the **App Store** (iOS)
or **Google Play** (Android)



Also available on




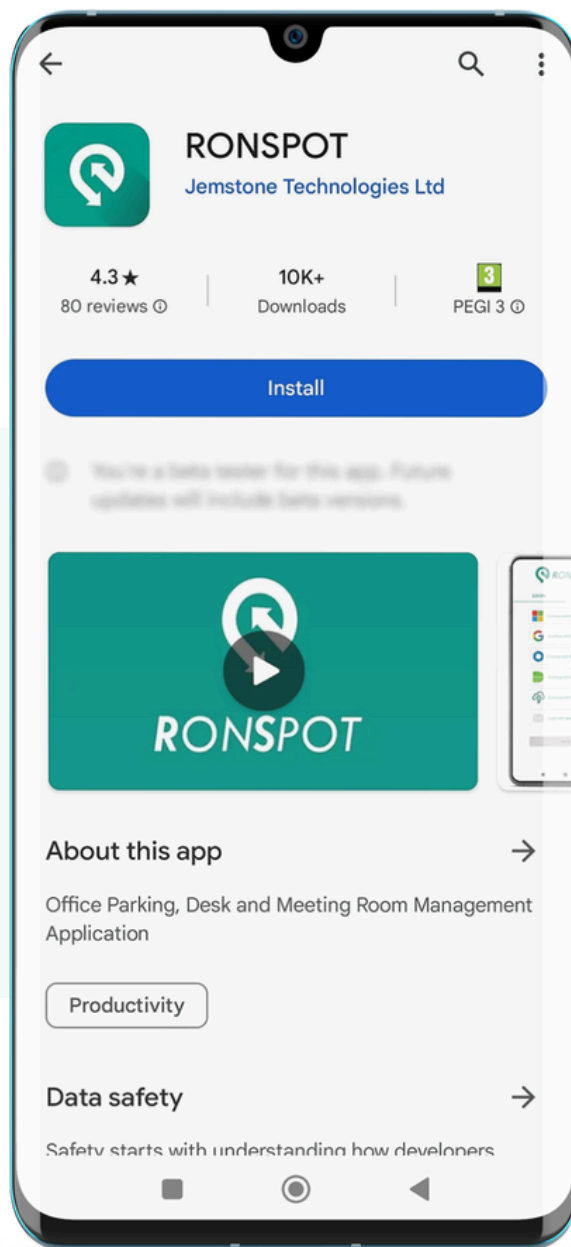
Open **Microsoft Teams** and
go to **Apps**



Open **my.ronspot.ie** in your
web browser (skip step 2)

STEP 2

Search for  **RONSPOT**
and click on 

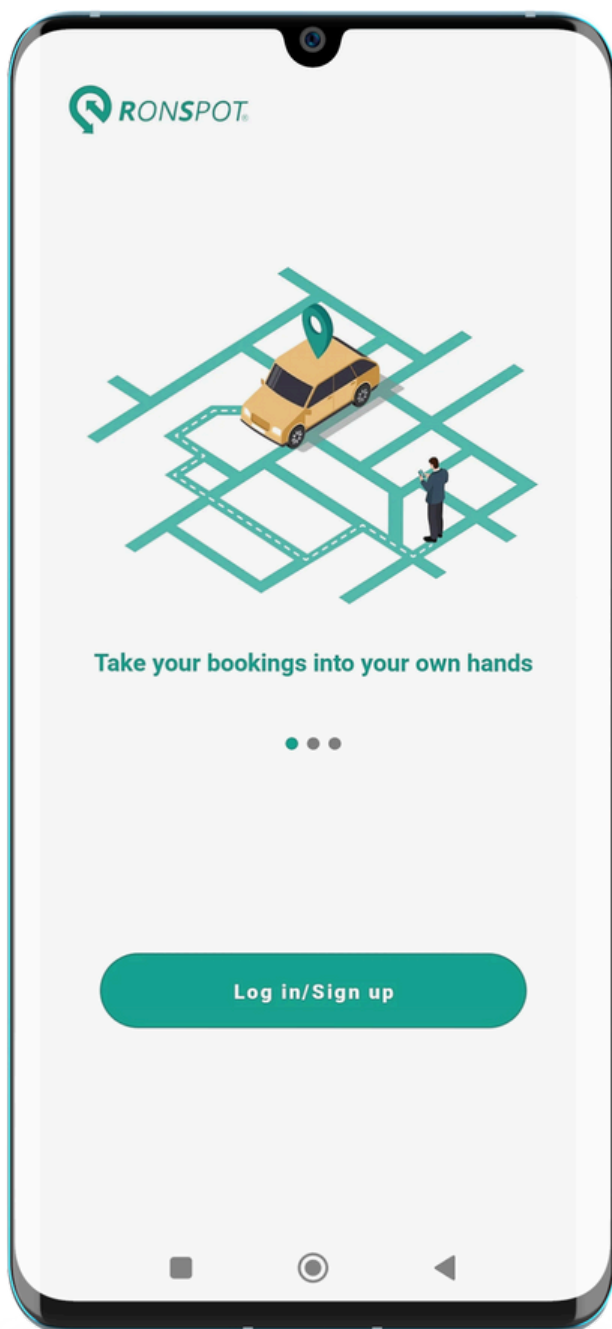


LOG IN/SIGN UP (1/2)

STEP 1

Open the app and click on

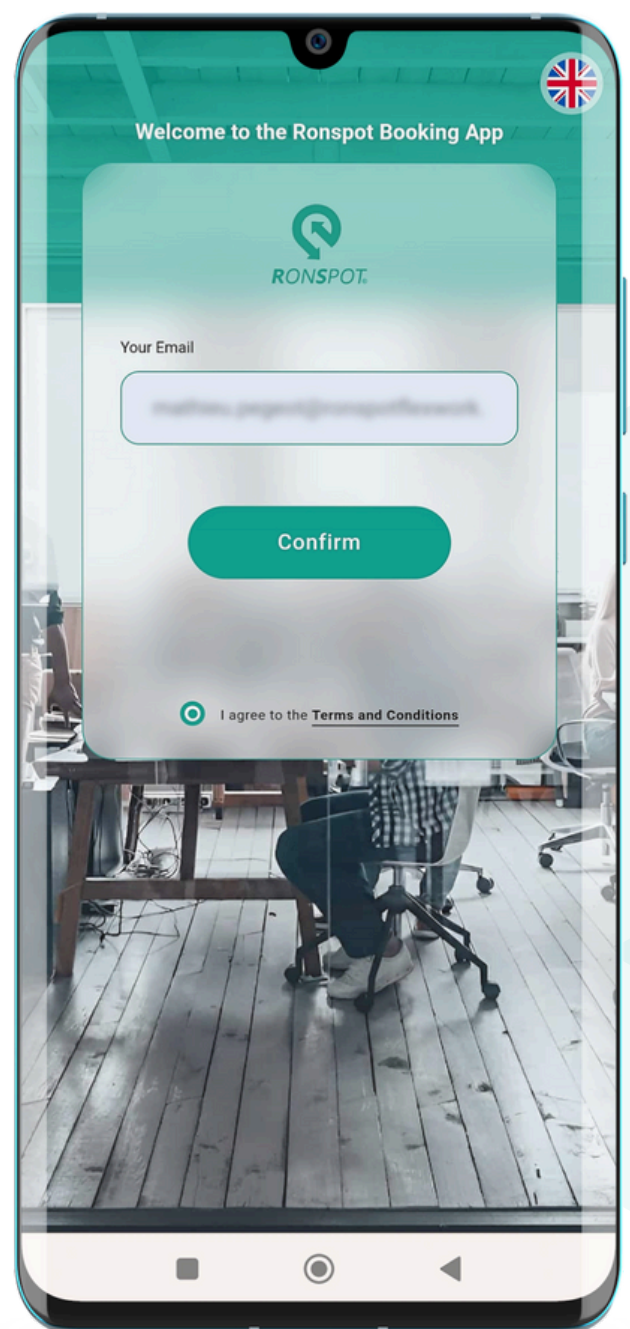
Log in/Sign up



STEP 2

Type your **email**, accept the

terms and click **Confirm**

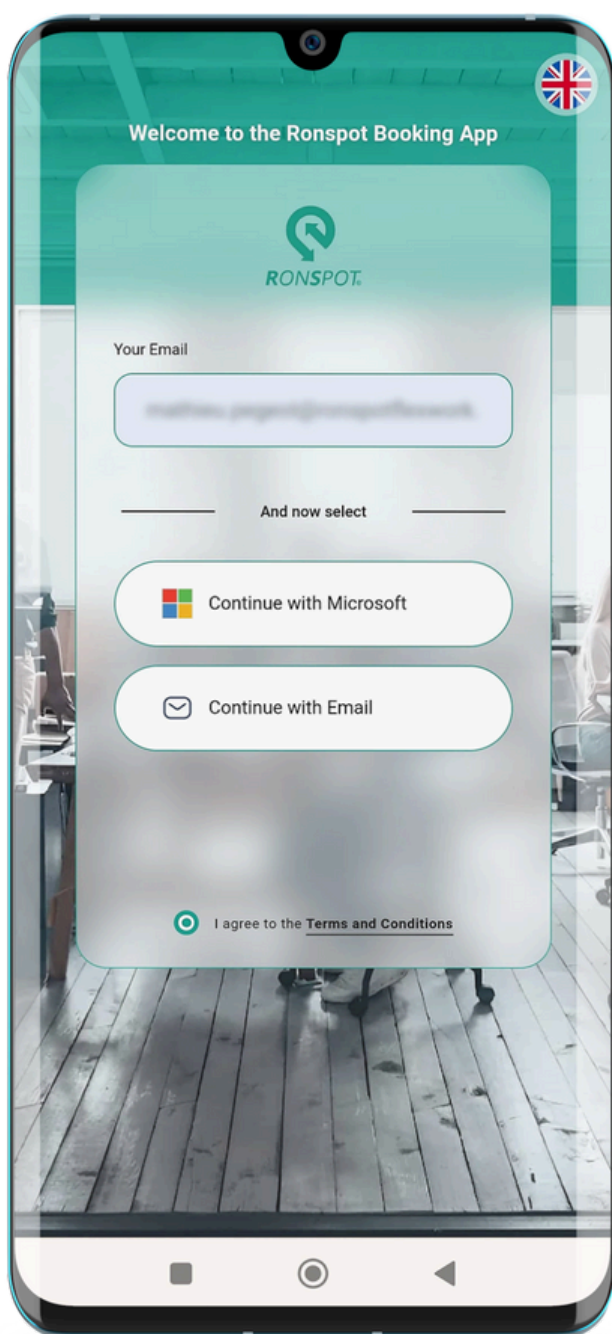


LOG IN/SIGN UP (2/2)

STEP 3

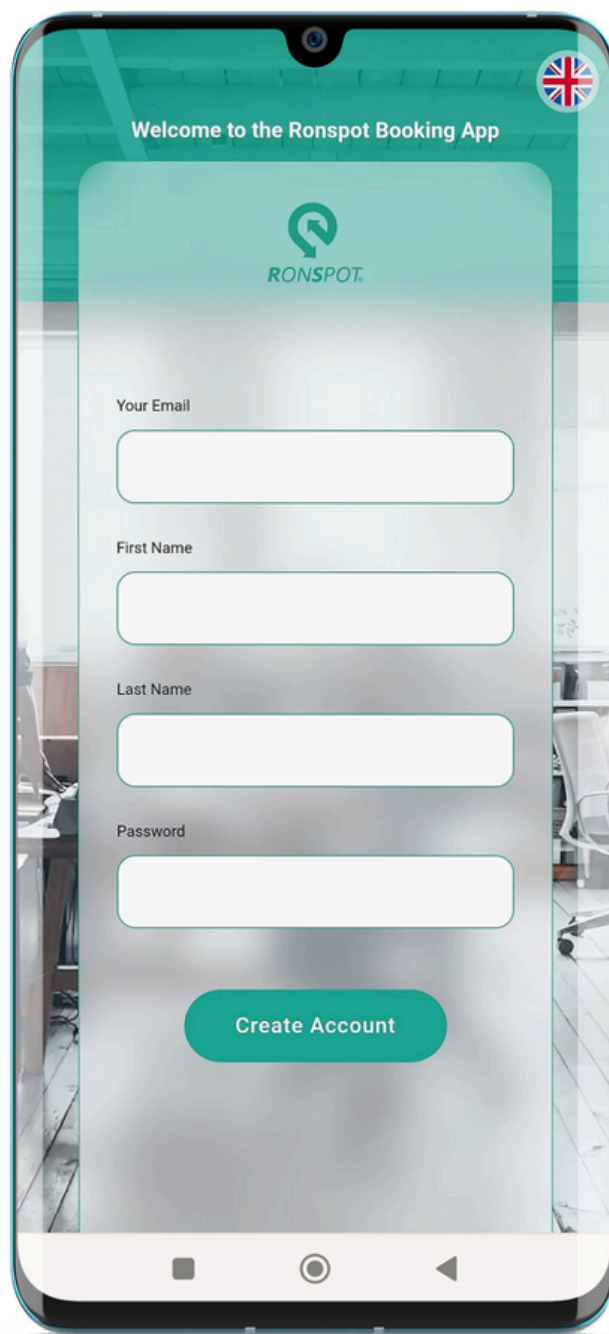
If already registered

Click on one of the available login methods below

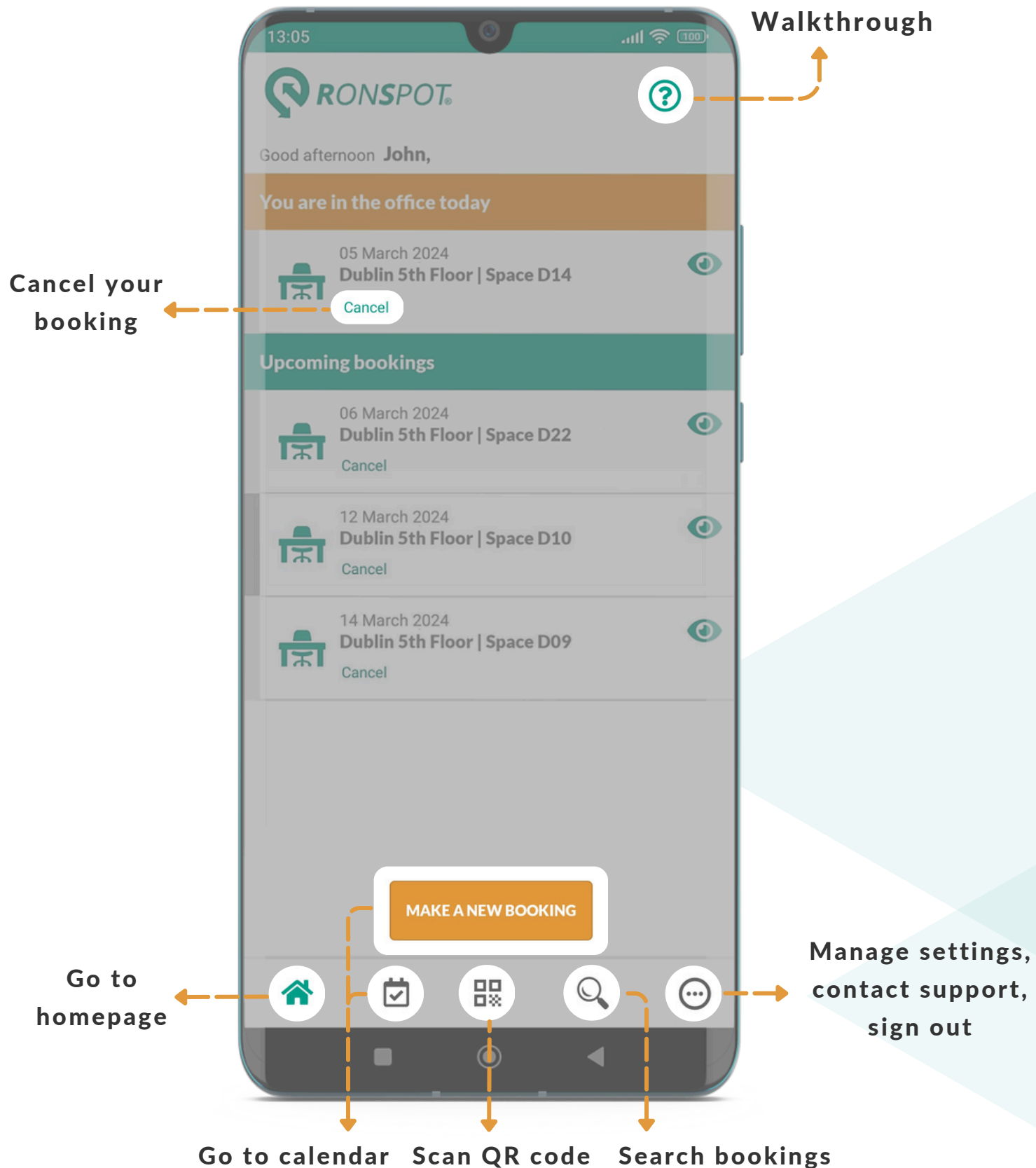


If not registered

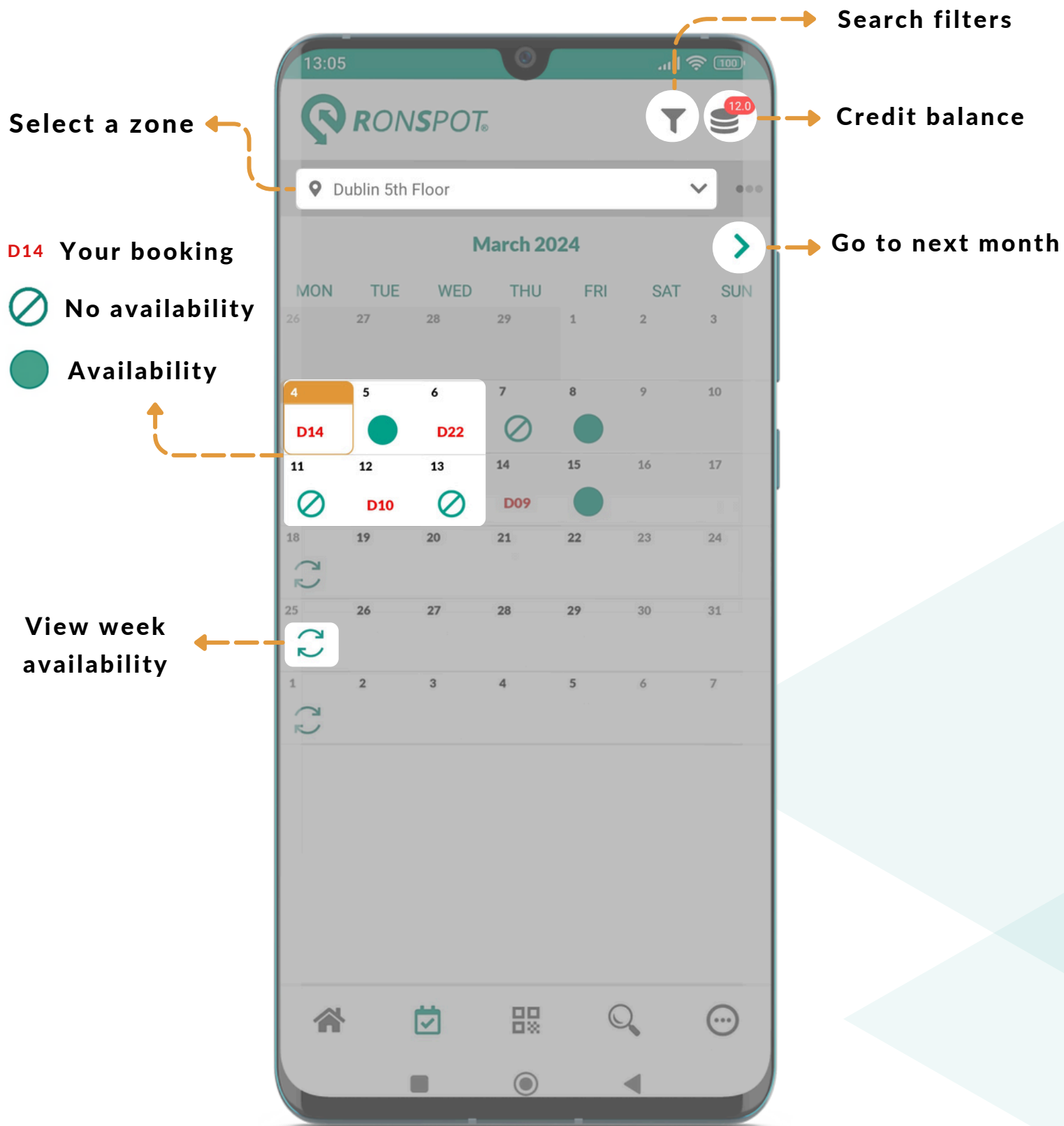
Complete the registration form with your email, name and password



HOMEPAGE OVERVIEW




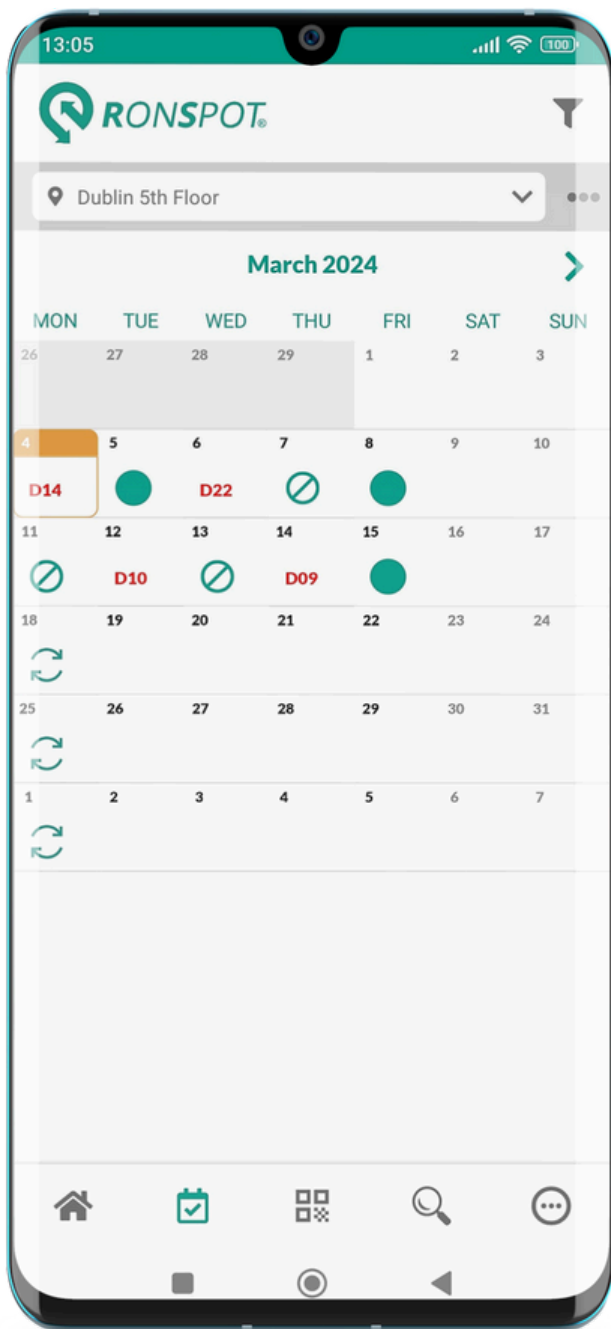
CALENDAR OVERVIEW



BOOK A DESK (1/2)

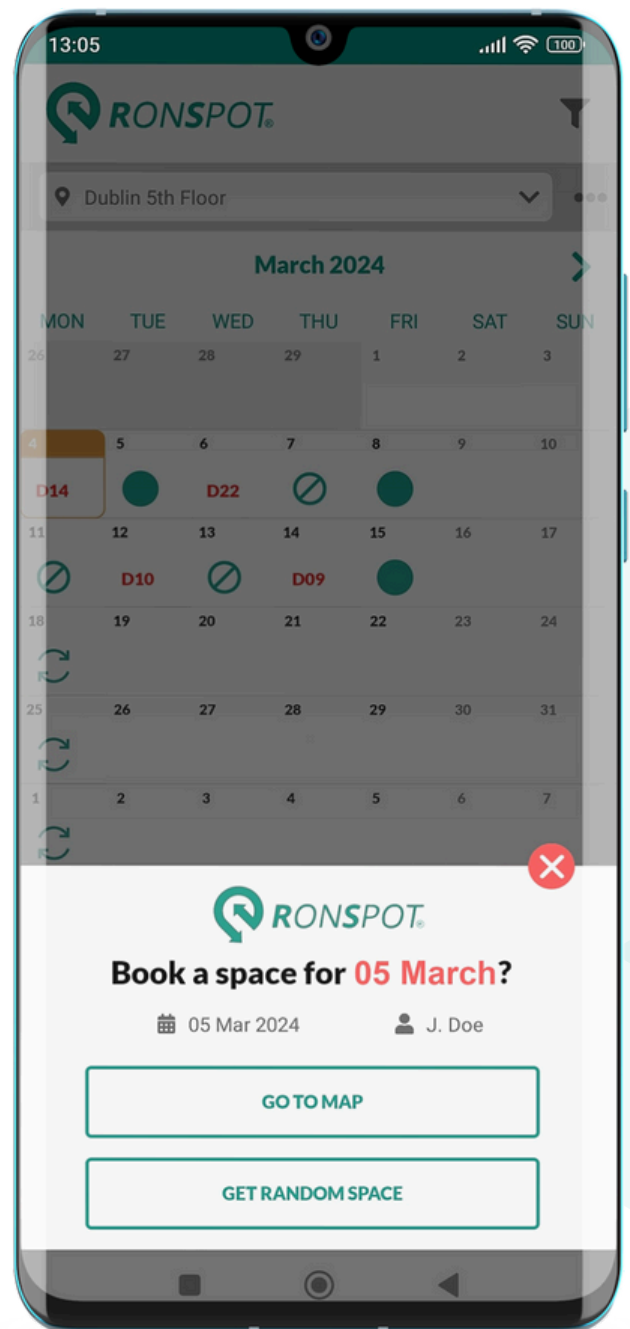
STEP 1

Click on an available day  on the calendar



STEP 2

Go to map to select your space, or
get a random space instantly



BOOK A DESK (2/2)

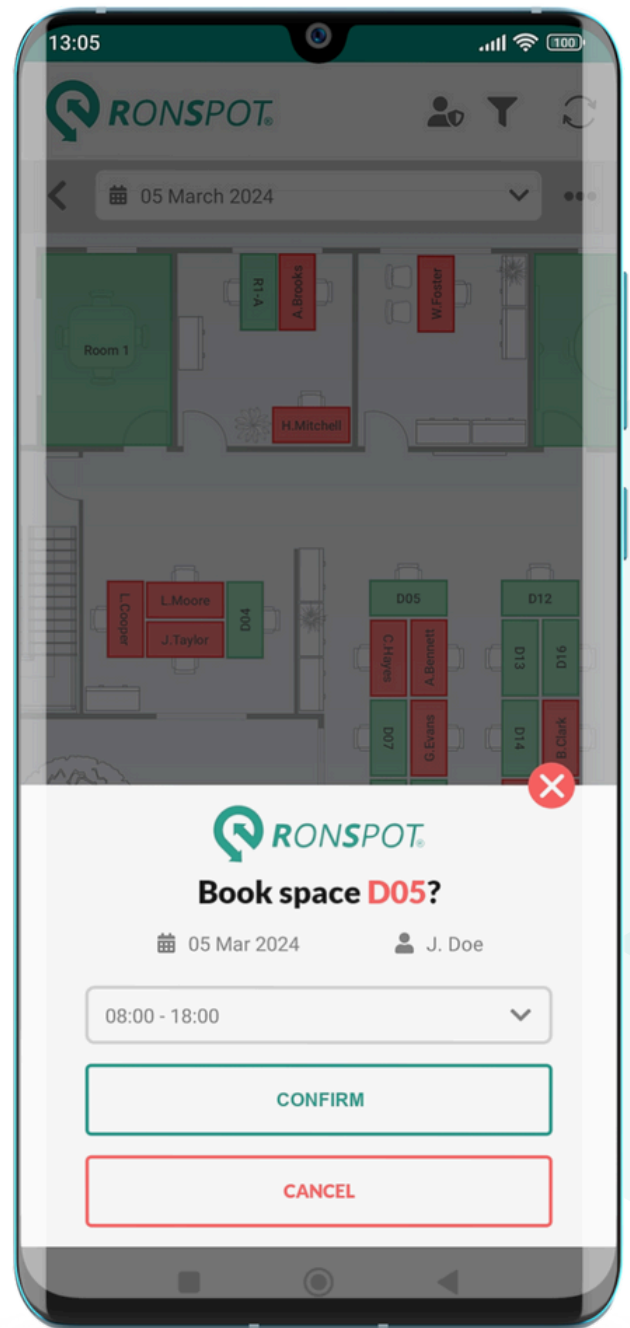
STEP 3

Click on a green desk on the map



STEP 4

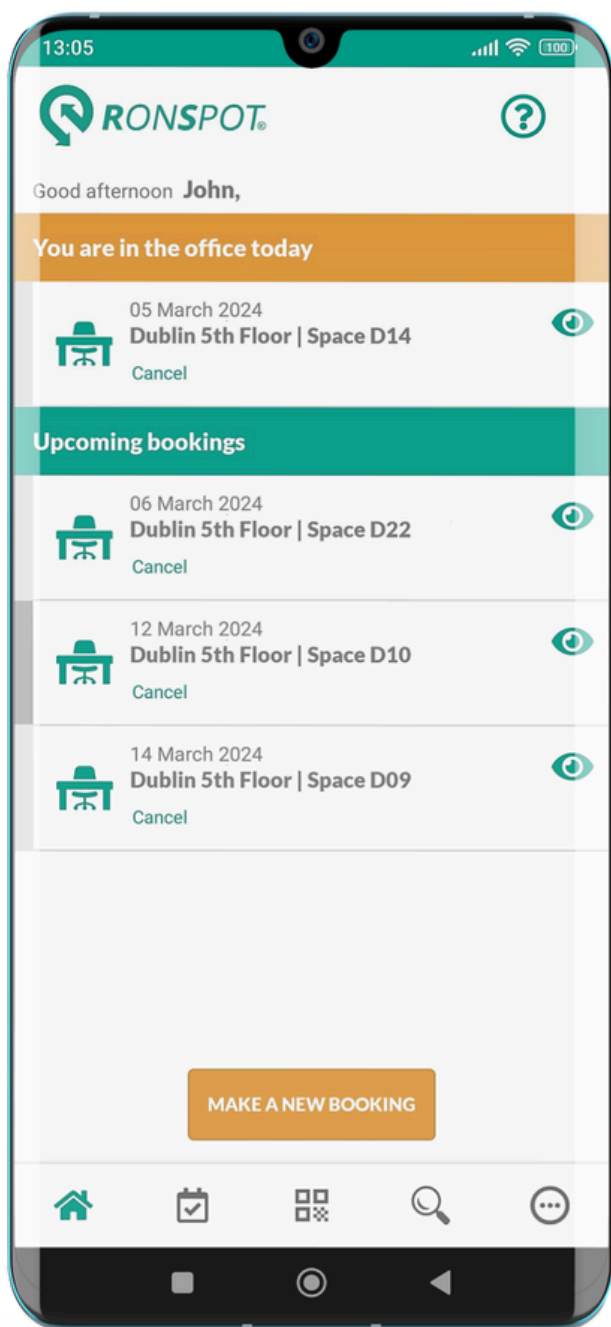
Click on **Confirm** to make the booking



CANCEL MY BOOKING

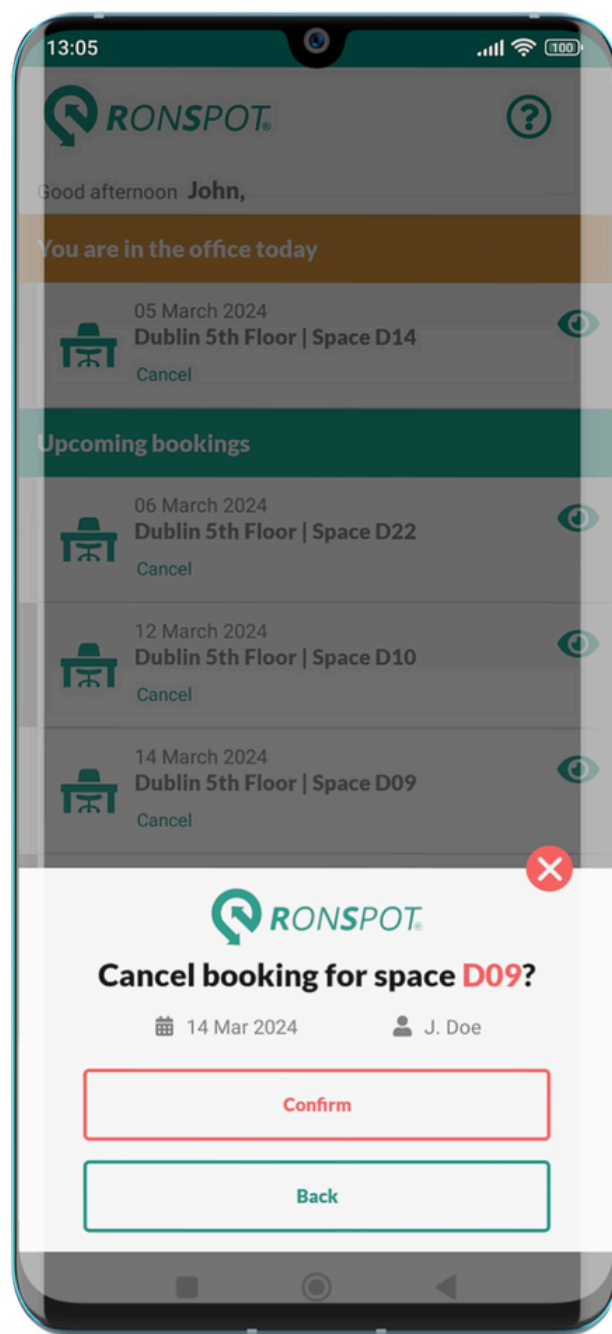
STEP 1

Find your booking on the homepage and click **Cancel**



STEP 2

Click **Confirm** in the popup window. The space will be instantly released.




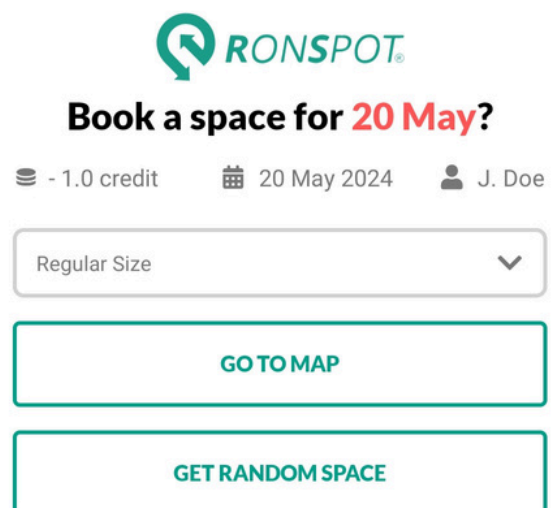
HOW TO USE CREDITS (1/2)

What are credits for?


Credits are free tokens allocated to employees either on the first day of each month (monthly refills) or every week (weekly refills). They serve to regulate the number of bookings each employee can make in advance.

When is a credit needed?

This depends solely on your company's settings, as credits may be enabled for future bookings or certain days only. To determine when a credit is needed, simply click on a day or a desk and look for the credit icon  inside the popup.



How many credits do I have?

Navigate to the calendar where your credit balance will be displayed in a red circle  in the top right corner. If the icon is not visible, it indicates that your company has opted not to use credits.

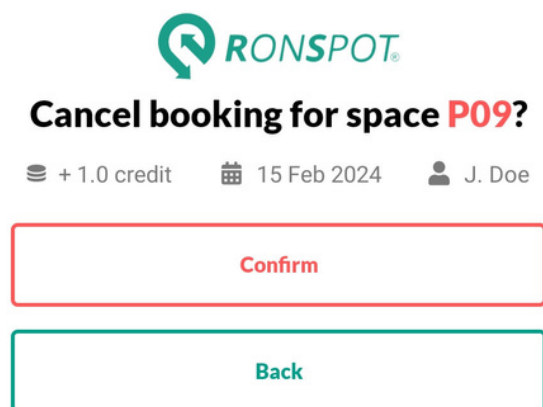
How often will I get credits?

Your account will automatically be credited with tokens on a monthly or weekly basis, based on your company's settings.

HOW TO USE CREDITS (2/2)

How to gain a credit back?

Credit refund serves as an incentive for employees to cancel their unused bookings. Depending on your company's settings and the time of cancellation, credits may be fully or partially refunded, or not refunded at all. The refund cost is visible within the cancellation popup.



Can unused credits be carried forward?

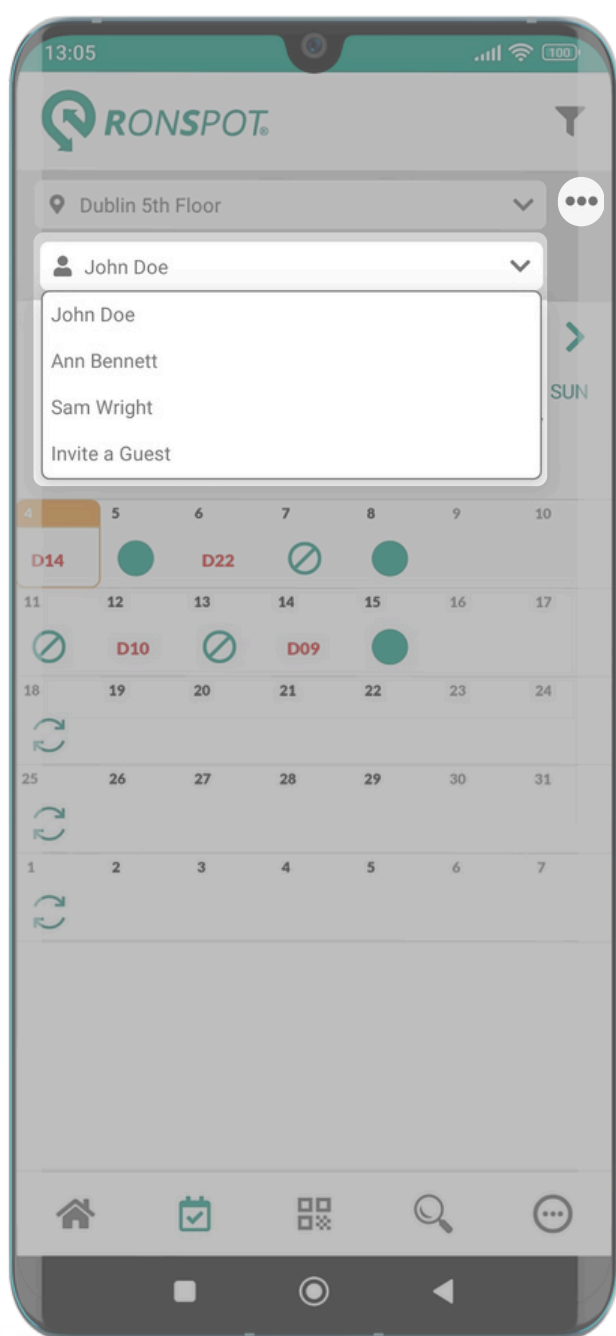
No, unused credits will be lost. This intentional measure prevents employees from accumulating credits and overbooking.

MAKE A GUEST/TEAM BOOKING

This functionality depends on your company's settings, you may or may not have access to it

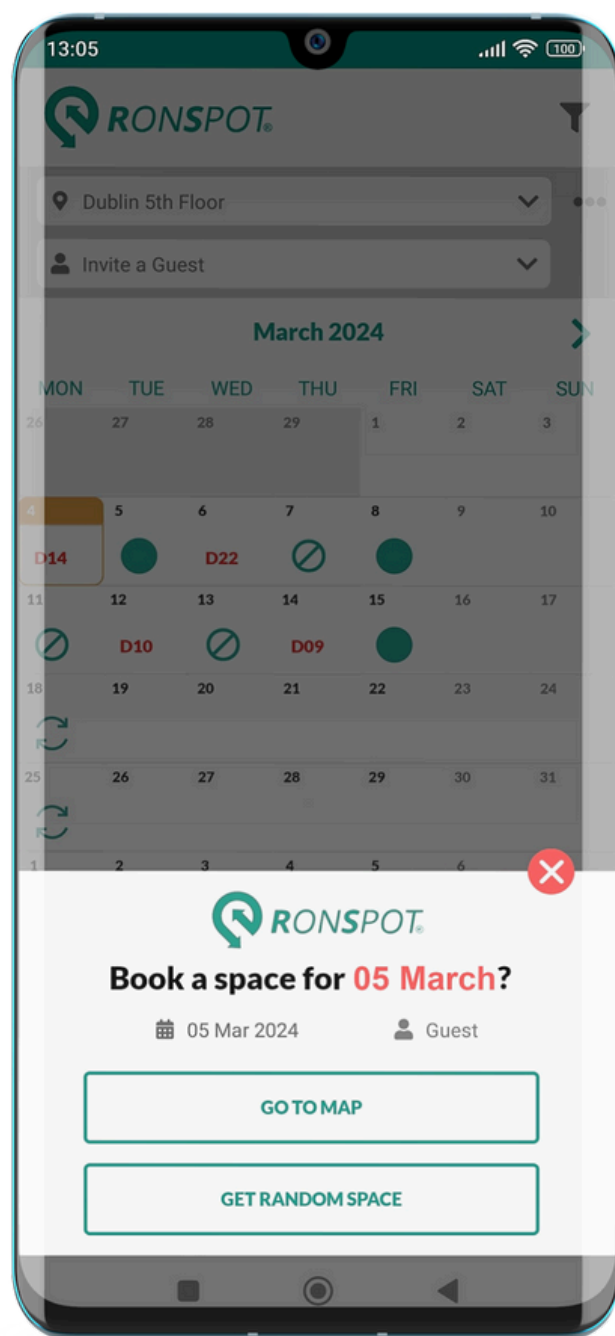
STEP 1

Click on the icon ●●● and select **Invite a guest**, or a different user



STEP 2

Make a booking on their behalf, their name will show in the popup

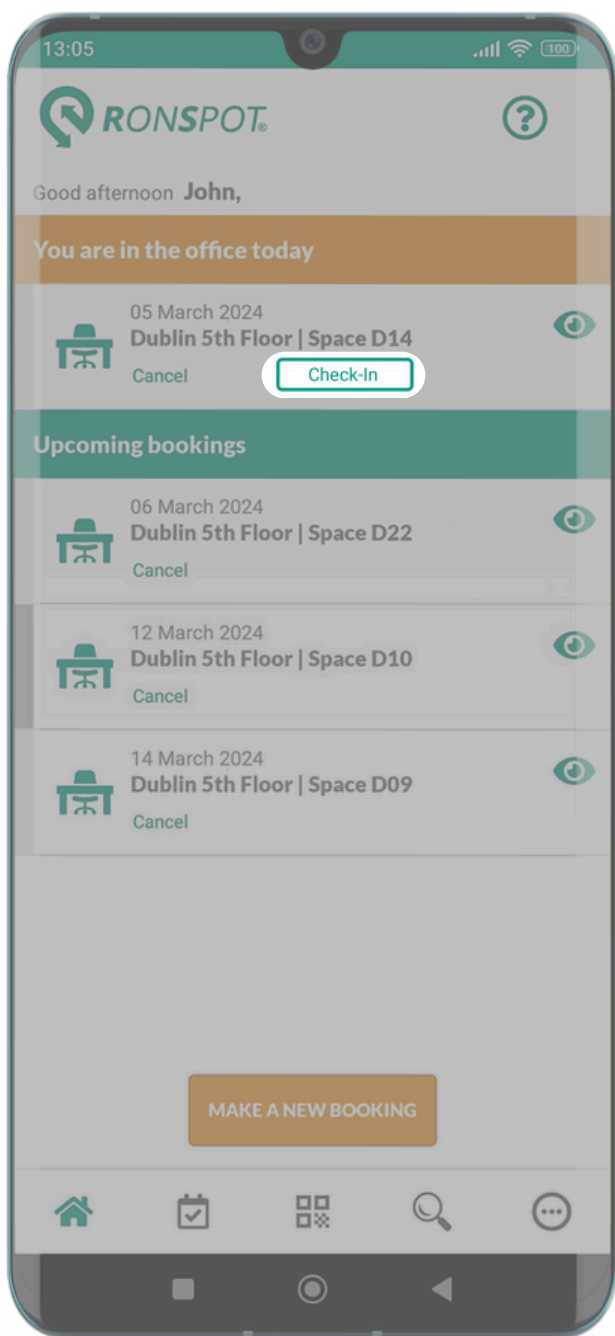


QR CODE CHECK-IN

This functionality depends on your company's settings, you may or may not have access to it

STEP 1

Find your booking on the homepage and click on **Check-in**



STEP 2

Point the camera at the QR code to check in



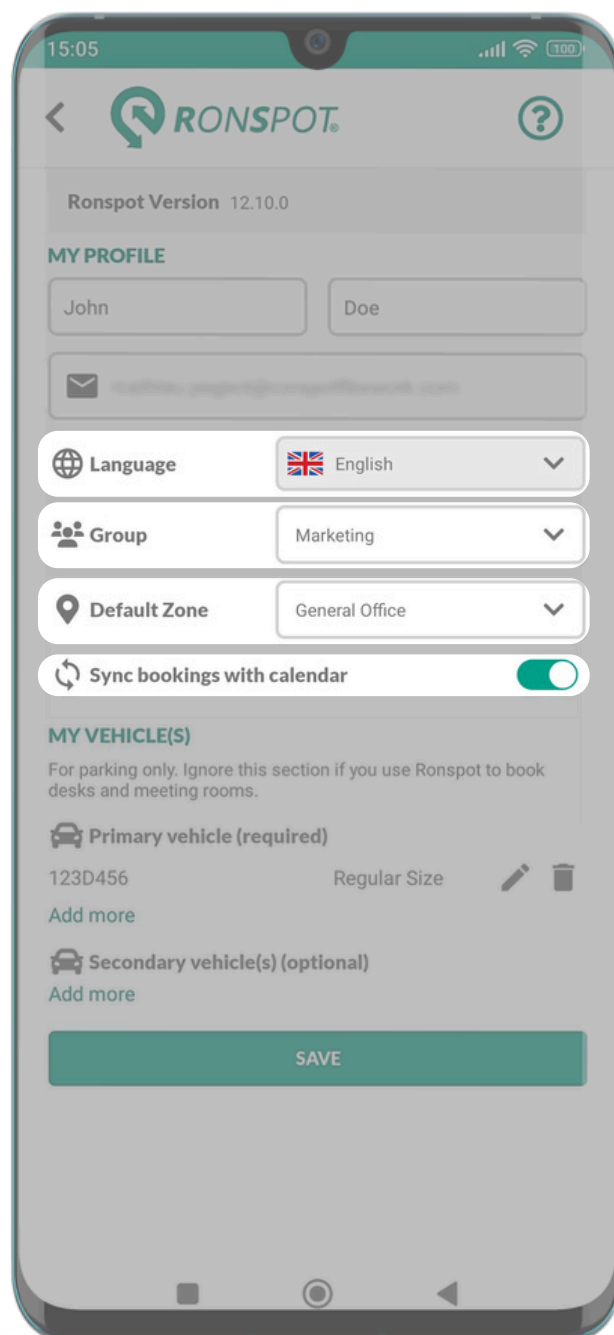
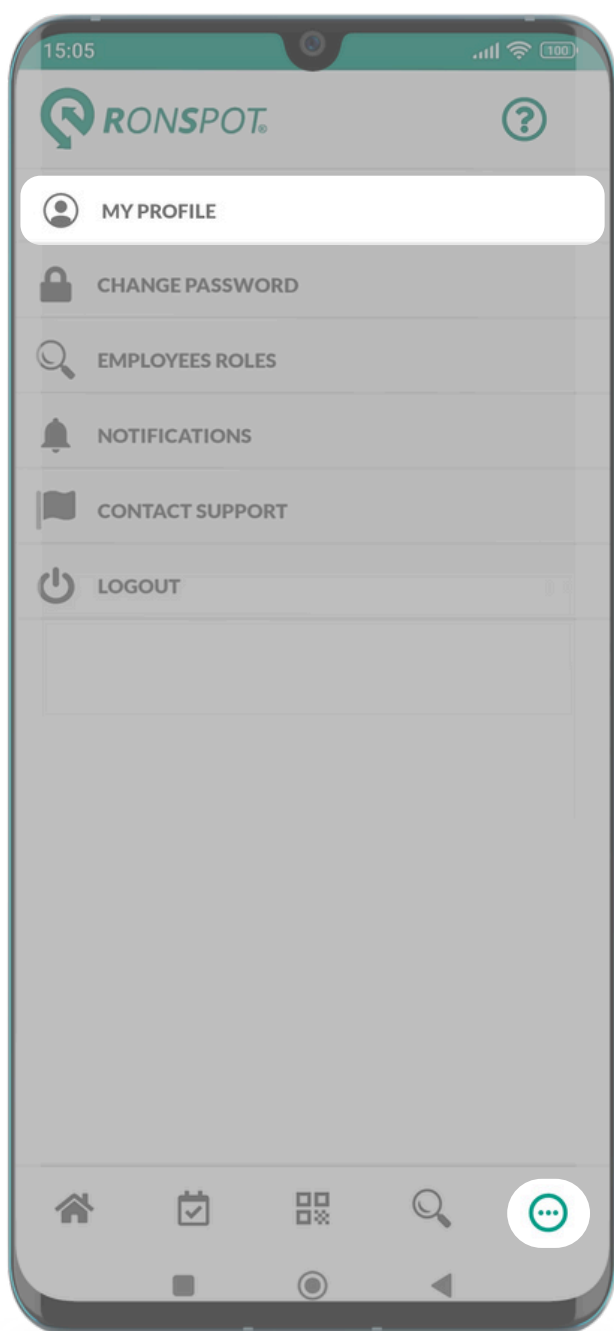
MANAGE MY PROFILE

STEP 1

Click on  in the navigation bar, then select **My profile**

STEP 2

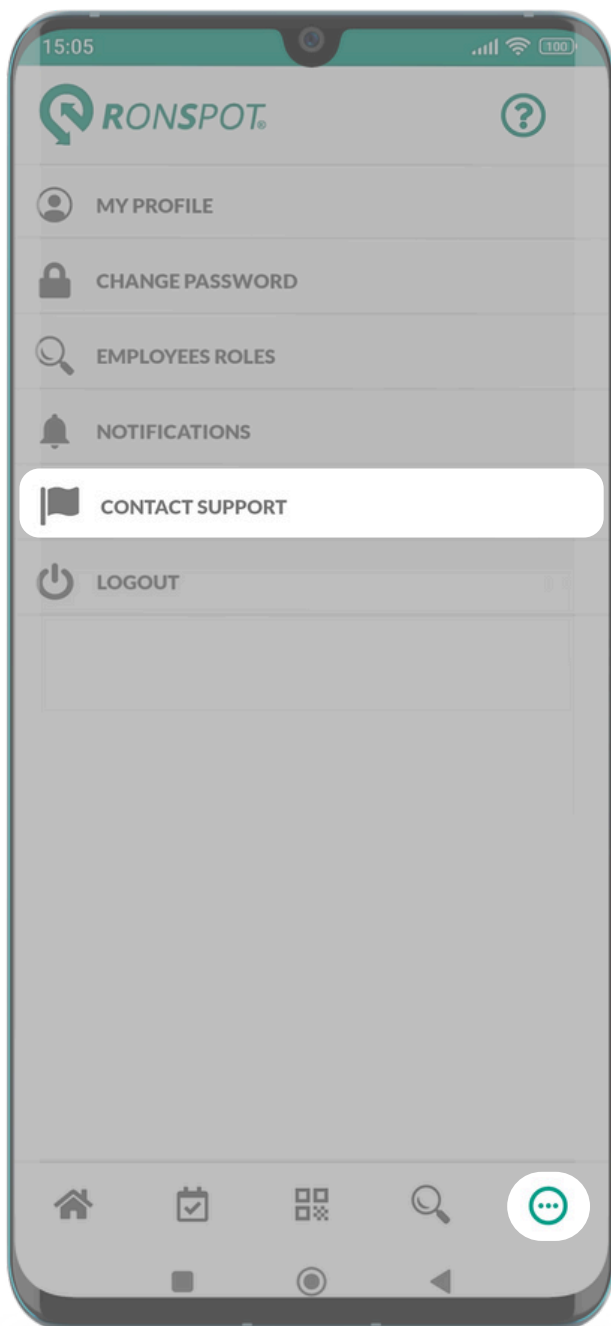
Manage your language, group, default zone, calendar sync, etc.



REPORT A PROBLEM

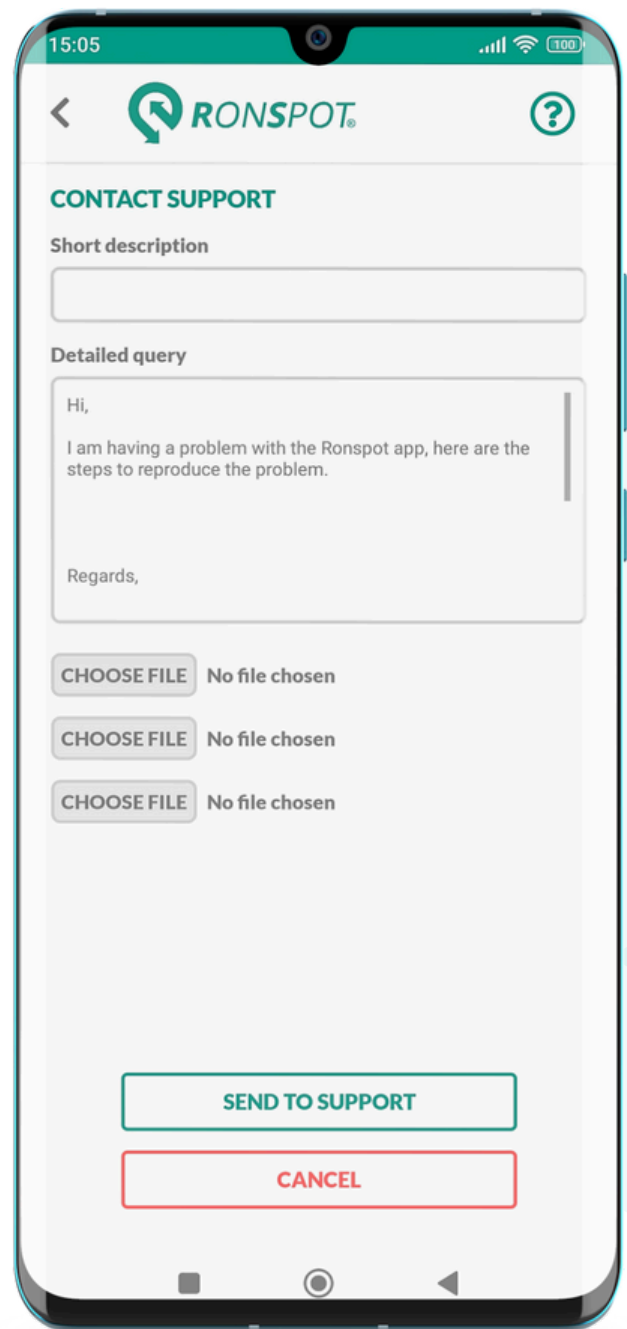
STEP 1

Click on  in the navigation bar, then select **Contact support**



STEP 2

Fill out the form and click on **Send to Support**





RONSPOT®

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Last updated: April 2024



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