

OFFICE PARKING MANAGEMENT

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 Parking Booking** and make your first booking.

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1 - DOWNLOAD THE APP

STEP 1

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

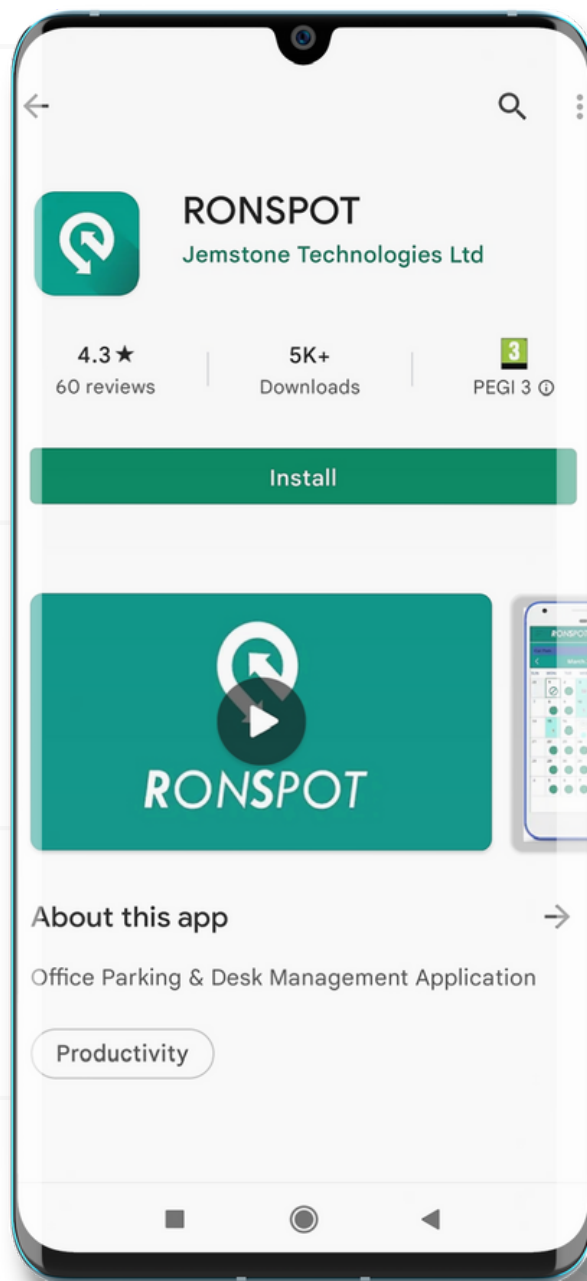


STEP 2

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

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

STEP 2

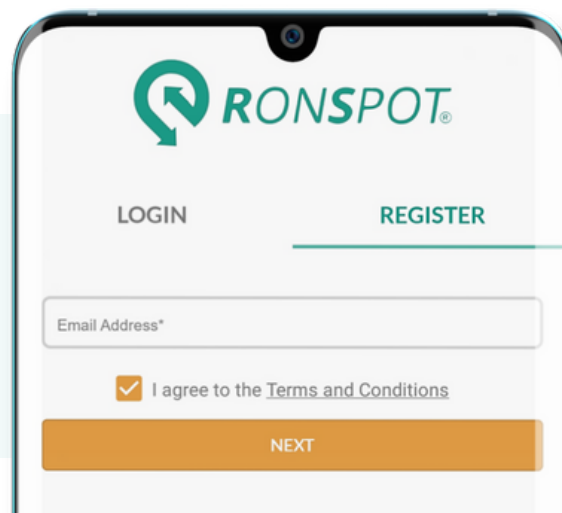
Go to the **REGISTER** tab

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**



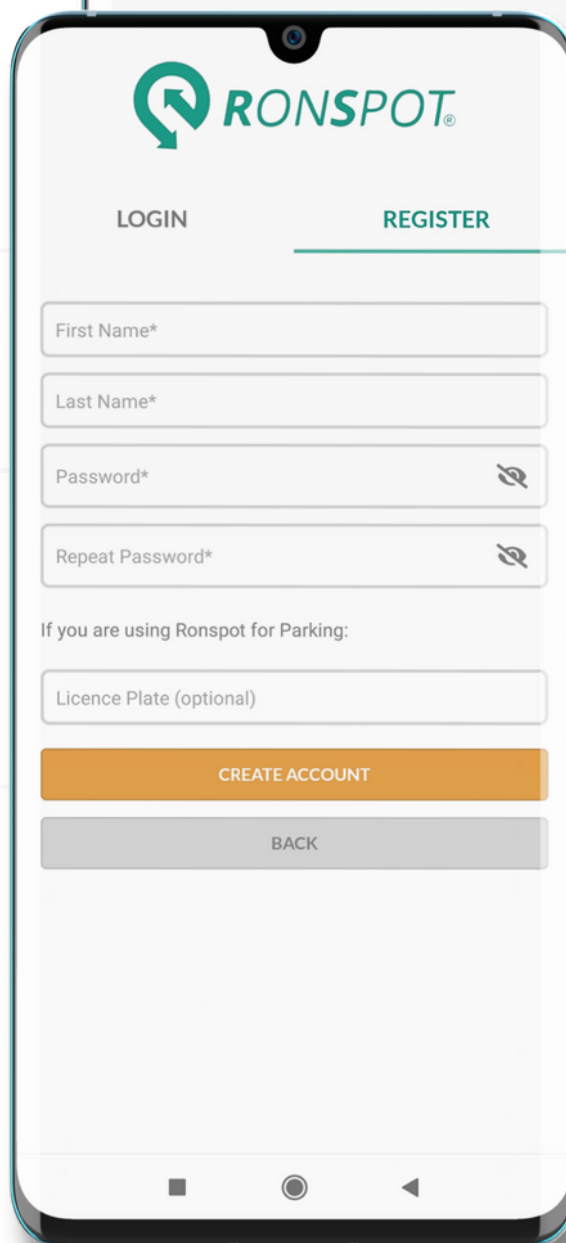
RONSPOT®

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

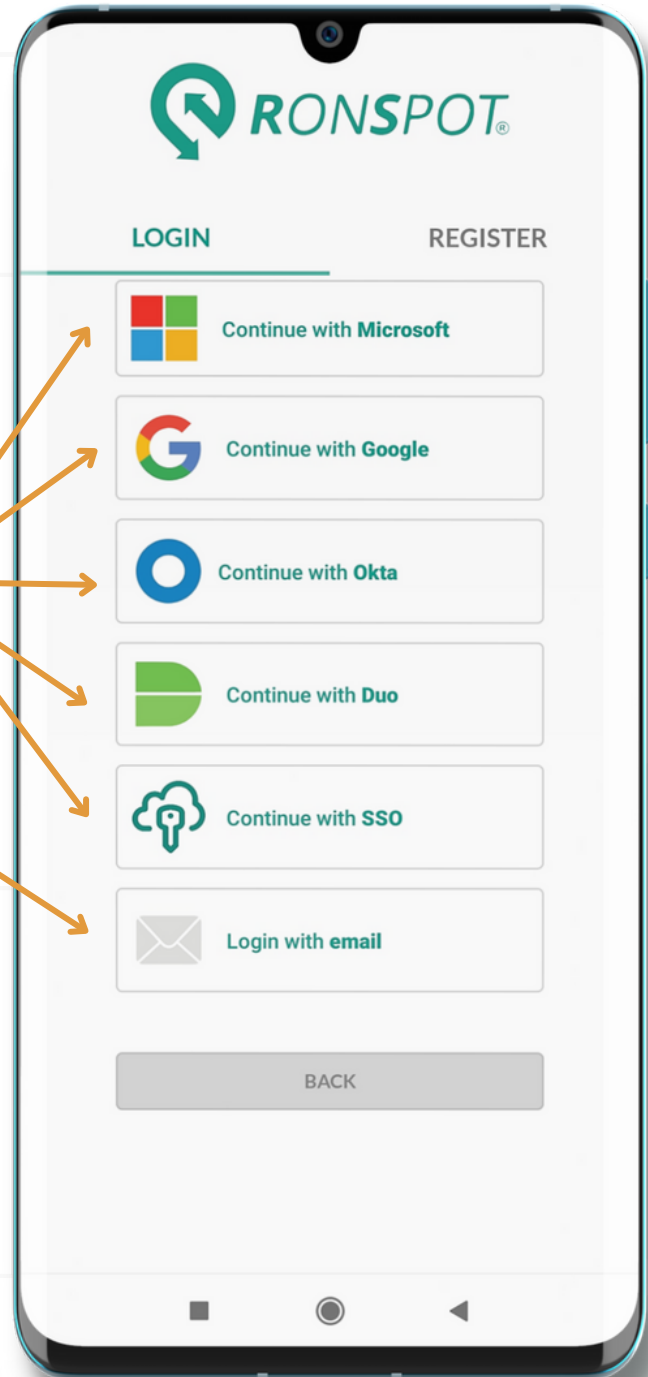
Go to the **LOGIN** tab

STEP 2

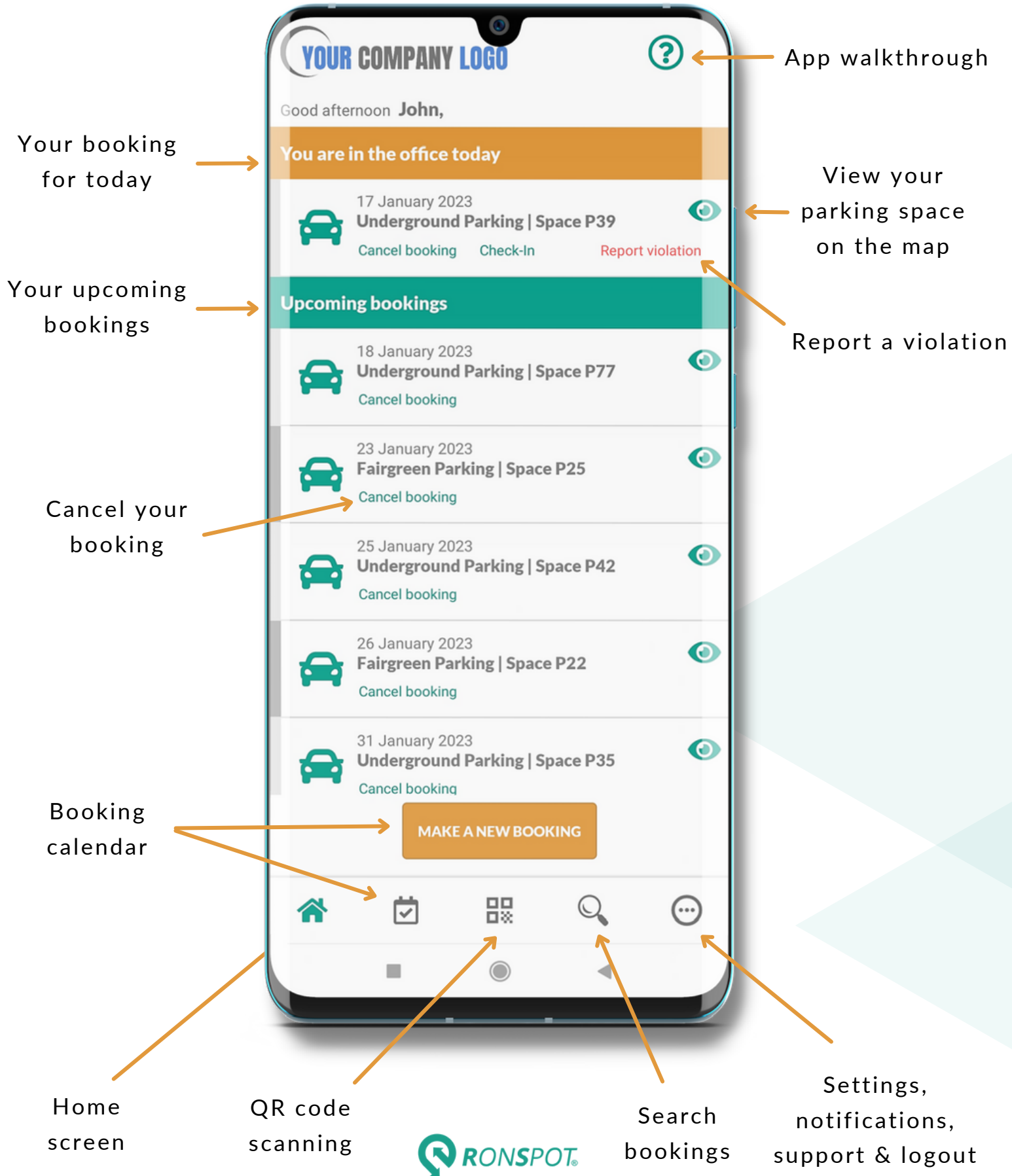
- If using Single Sign-On (SSO), select one of the available **Single Sign-On** options
- or
- Use **the Ronspot account you created** ([page 4](#))

STEP 3

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



4 - HOMEPAGE OVERVIEW



5 - CALENDAR OVERVIEW

Select a zone →

Underground Parking

Credit balance (page 11)

10.0

Filter parking spaces

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

Current day

Your parking space

P25

Day with no availability

Day with availability

P39

P77

P25


P42

P35

P89


6 - BOOK A DAILY SPACE

STEP 1


Go to the calendar tab 

STEP 2

Select your parking 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

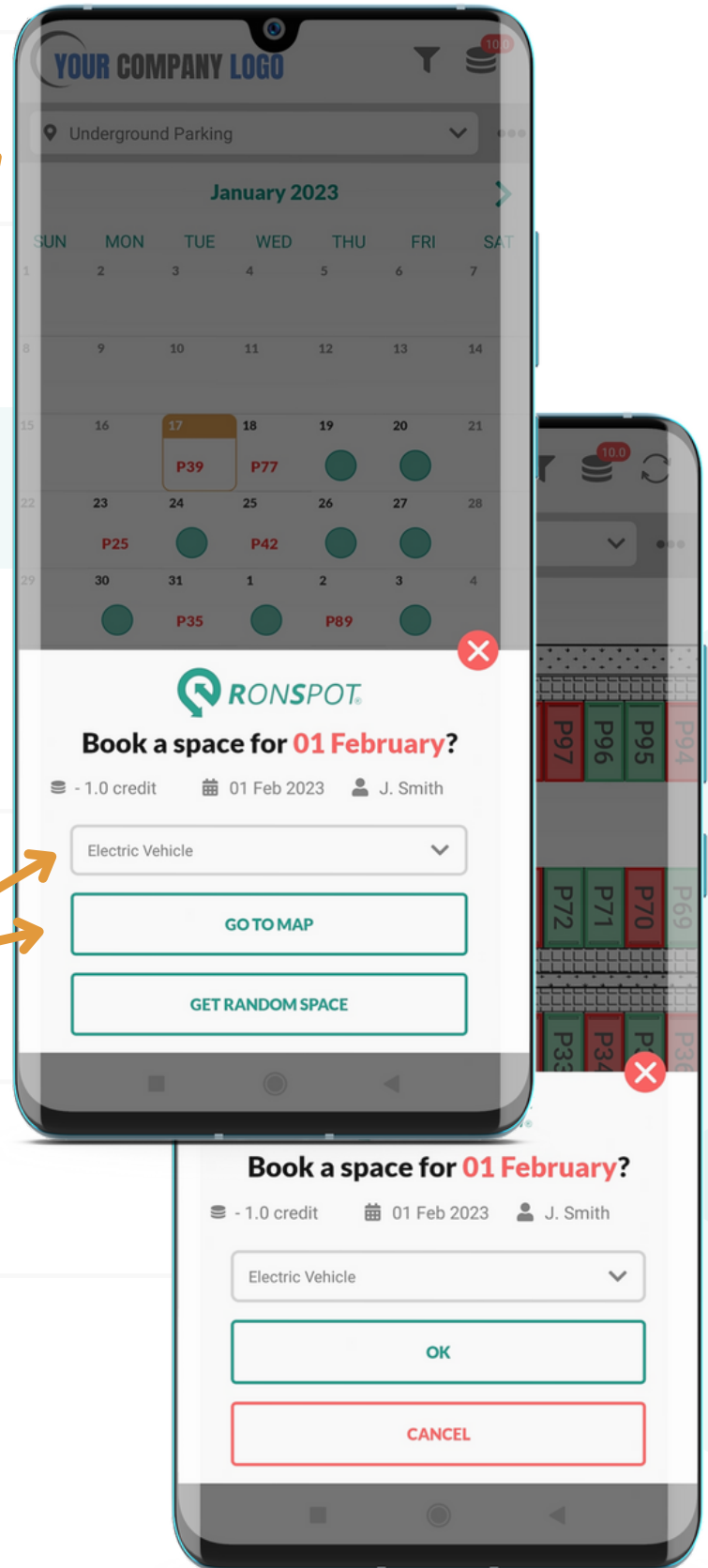
Select your vehicle type and click on 

STEP 5

Select a green space  on the map

STEP 6

Click on  to confirm your booking (image 2)



7 - BOOK A HOURLY SPACE


STEP 1

Go to the calendar tab 

STEP 2

Select your parking floor


STEP 3

Select an available day  from the calendar

STEP 4

Select your vehicle type and click on [GO TO MAP](#)

STEP 5

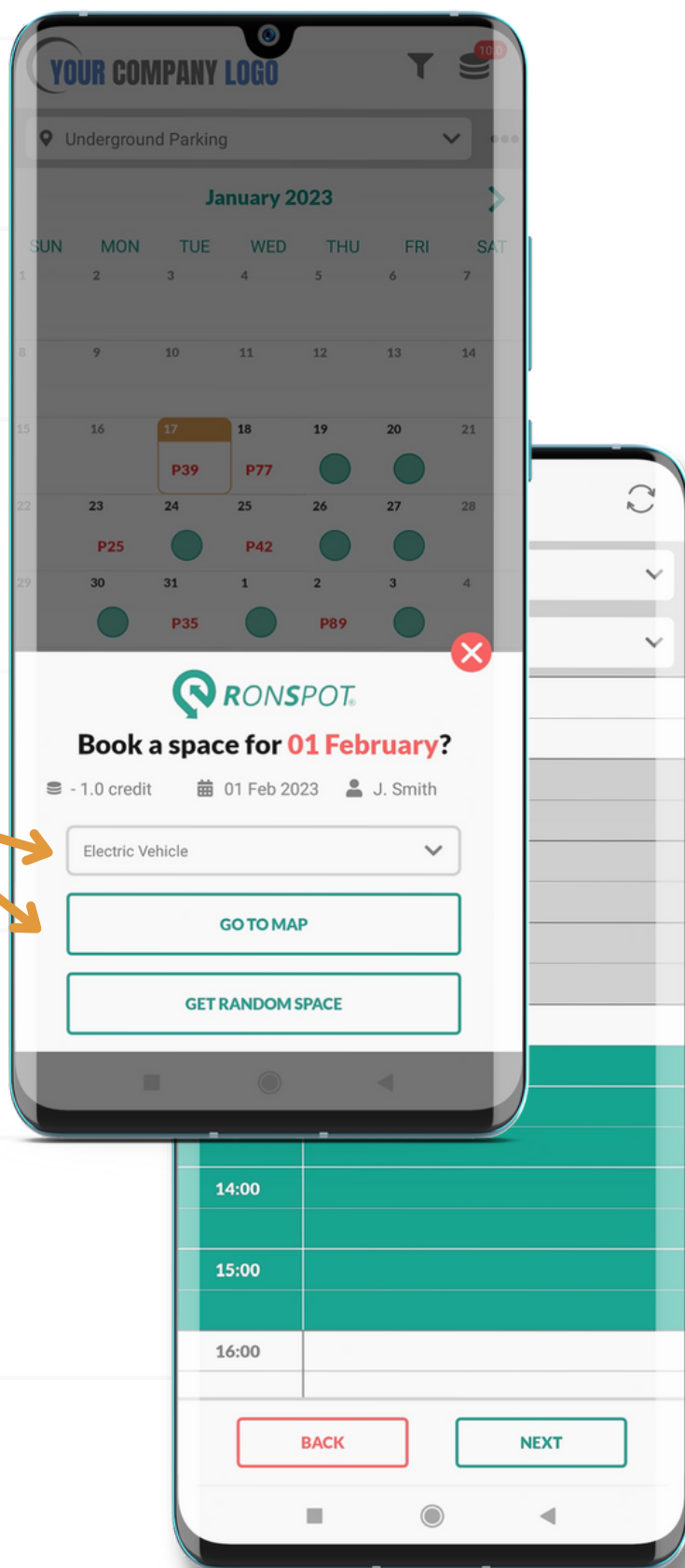
Select a green space  on the map

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)

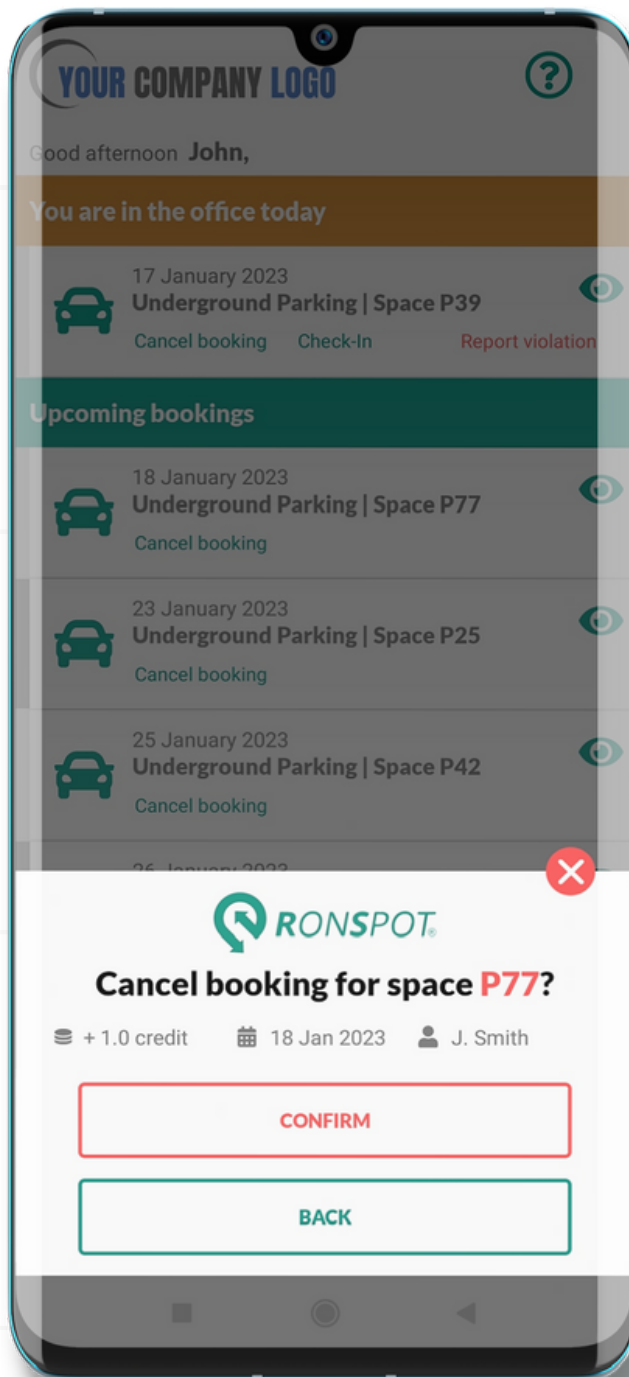
Click on **Cancel booking** under the booking, then press **CONFIRM**

CALENDAR

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

MAP

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





After cancelling your booking, the parking space 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.

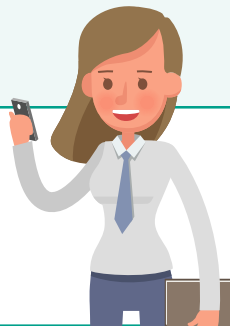
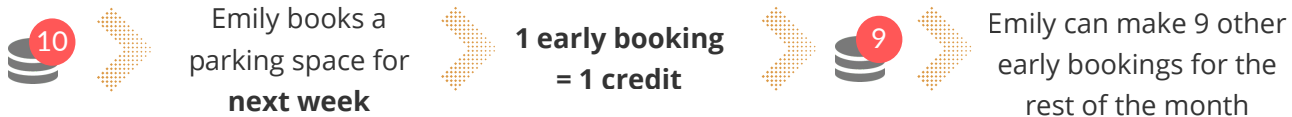
How to view my credit balance?

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 parking space **in advance** will cost you 1 credit

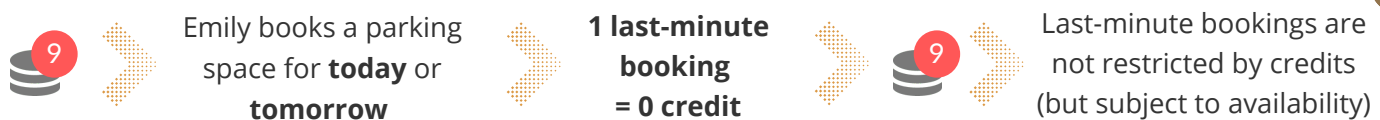
EARLY BOOKING



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

**after a specific time designated by your company*

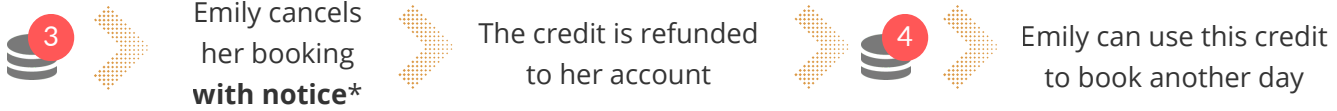
LAST-MINUTE BOOKING (subject to availability)



How to get credits back?

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

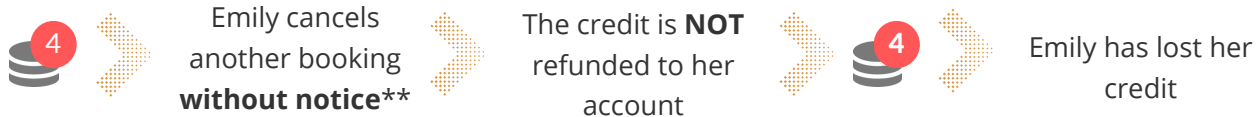
EARLY CANCELLATION



**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 - REPORT A VIOLATION

STEP 1

On the homepage, click on **Report violation**

STEP 2

Type the license plate of the offender in the box

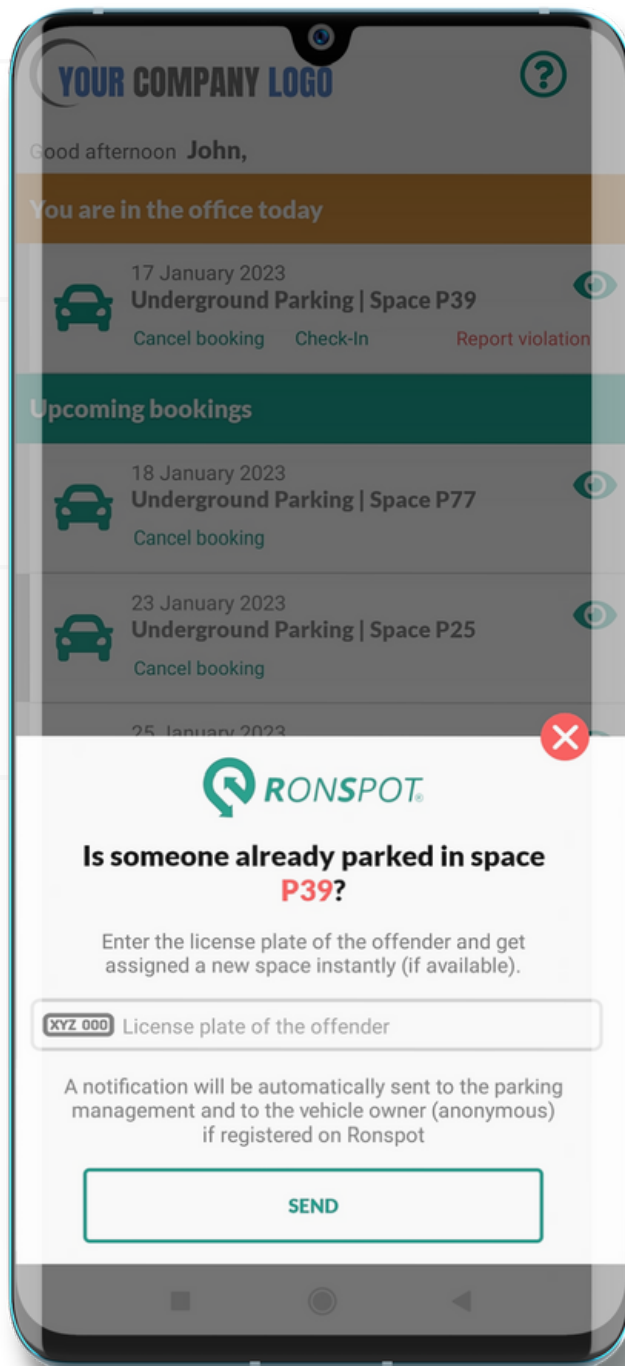
STEP 3

Click on

SEND

STEP 4

A new parking space will instantly get assigned to you (if available).



A notification will be automatically sent to the parking management and to the vehicle owner (anonymously) if registered on Ronspot.

11 - TEAM LEADERS

Important: This feature is only available to selected employees

STEP 1

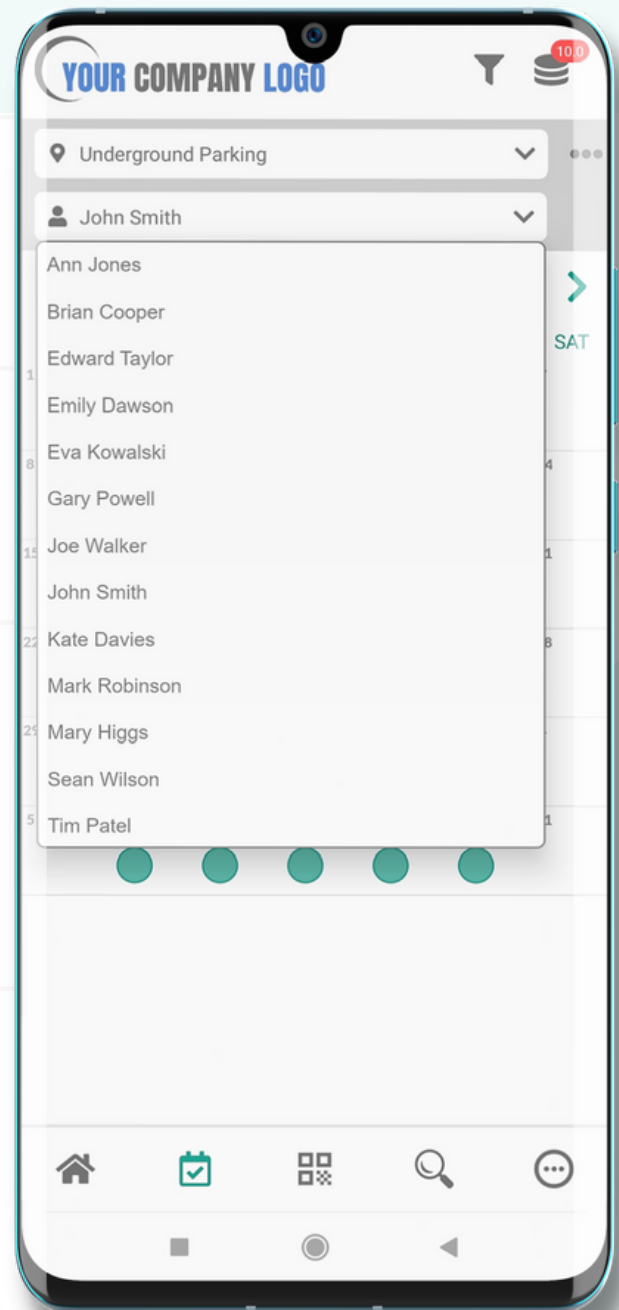
Go to the calendar tab 

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.

12 - 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 

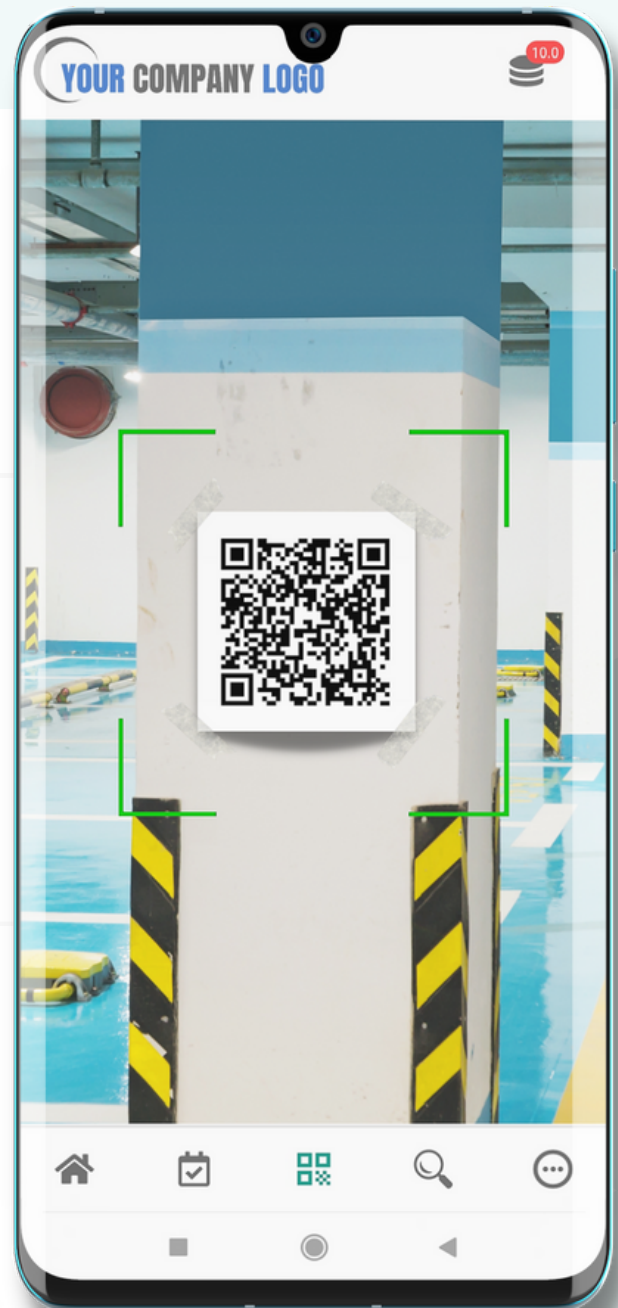
STEP 2

Point your camera at the QR code to scan it.

The QR code can be located next to the parking space or at the reception.

STEP 3

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



13 - 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 is a grey bar indicating 'Ronspot Version 12.0.0'. The main content is divided into sections: 'MY PROFILE', 'MY VEHICLE(S)', and a 'SAVE' button at the bottom. The 'MY PROFILE' section includes fields for name (John Smith), email address, language (English), group (Marketing), and default zone (2nd Floor). There is also a toggle for 'Sync bookings with calendar'. The 'MY VEHICLE(S)' section includes a required primary vehicle (Regular Size) and optional secondary vehicles, with an 'Add more' link for each. Annotations with orange arrows point to various elements: 'Your name' points to the name fields; 'Your email address' points to the email field; 'Sync Ronspot bookings with your calendar' points to the calendar sync toggle; 'Add your primary vehicle(s)' points to the primary vehicle entry; 'Add secondary vehicle(s)' points to the secondary vehicle entry; 'Select the app language' points to the language dropdown; 'Select your department' points to the group dropdown; and 'Select your favourite zone' points to the default zone dropdown.

Your name →

Your email address →

Sync Ronspot bookings with your calendar →

Add your primary vehicle(s) →

Add secondary vehicle(s) →

Select the app language →

Select your department →

Select your favourite zone →


14 - SUPPORT

FAQ

Visit our help centre at 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

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