



## Launch Guide: Ronspot Employee App Rollout

Welcome to the rollout of the new and improved Ronspot Employee App. This page provides everything you need to communicate the changes to your teams smoothly and confidently.

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### Why the Redesign?

We want to make booking workspaces, desks, parking, and meeting rooms:

- ✓ **Faster** – saving time in your teams' day
- ✓ **Easier** – with a clearer, simpler design
- ✓ **More enjoyable** – improving the daily employee experience

This redesign is based on **extensive user feedback** to ensure the app meets your employees' needs today and in the future.

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### What's Changing?

A full breakdown of [what's new in version 13](#) with side by side comparisons of the old and new app is available for internal sharing.

### Updating the App

The new Ronspot app will be available from end of day on **July 10th**.

Here's how your employees can ensure they are using the latest version:

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#### For some users – Automatic Updates

- ✓ **If your phone is set to auto-update apps**, the Ronspot app will automatically update as soon as the new version is released on the **Apple App Store** or **Google Play Store**.
  - ✓ You do **not need to do anything** if auto-updates are enabled.
  - ✓ The app will update in the background, and you will see the new design next time you open it.
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## For manual updates

If your phone does **not** auto-update apps, you will need to **update Ronspot manually**. Don't worry – it's quick and easy, and you do **not** need to delete the existing app first.

Here's how:

### iPhone (iOS)

1. Open the **App Store** on your iPhone
2. Tap your **profile icon** at the top right of the screen
3. Scroll down to '**Available Updates**'
4. Look for **Ronspot** in the list
5. When you see '**Update**' next to Ronspot, tap it
6. Wait for the update to download and install – this only takes a moment

✅ **Once updated**, simply open the app as normal. Your login and bookings remain saved.

### Android

1. Open the **Google Play Store** app on your phone
2. Tap your **profile icon** in the top right corner
3. Tap '**Manage apps & device**'
4. Tap '**Manage**', then look for **Ronspot** in your list of apps
5. If an update is available, you will see '**Update available**' under Ronspot
6. Tap '**Update**' to install the new version

✅ **Once updated**, open Ronspot as normal. All your settings and bookings will remain.

## FAQ

### Do I need to uninstall the old app before I can get the new app?

No need to uninstall – Simply update the existing app.

Auto-update users will see the new version automatically when it rolls out.

### The update button is not appearing in my app store?

If the Update button has not appeared in your app store, this either means that

1. the new version has not been release yet. It will be released between July 10 – July 11th, depending on when Google and Apple stores release the app.
2. You have the new app already. If you see this logo on the app, it means you have the latest V13 version



**Can employees still use the old version of the app?**

Yes the old app will remain operational but once an employee updates to the new app, they can not switch back to the old app.

**When is the new app available?**

The new app will be available from late July 10th.

**Do employees have to download the new app to continue making bookings?**

No, employees can continue making bookings in the old app, but the new app will offer a faster and more intuitive booking experience

**Do i need to set a new login password for the new app?**

No, you can simply log in using the same login details of your old app or through Single Sign On

**Is the new app available in multiple languages?**

Yes, the new app is available in English, French, German, Spanish, Italian with more to follow

**Does the new app have all the same features as the old app?**

Yes, the new app feature all the same features as the old app and will be releasing new features on going