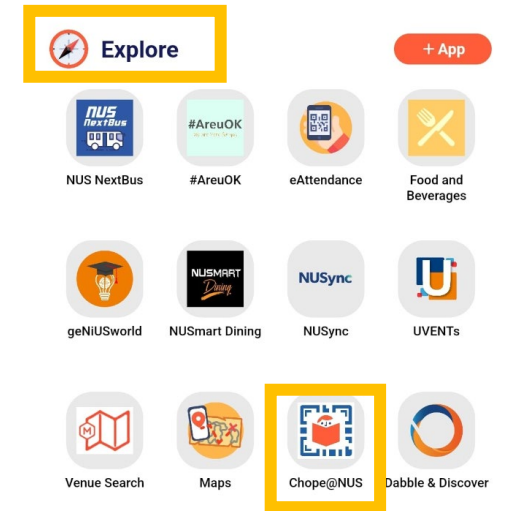# User Guide / How to

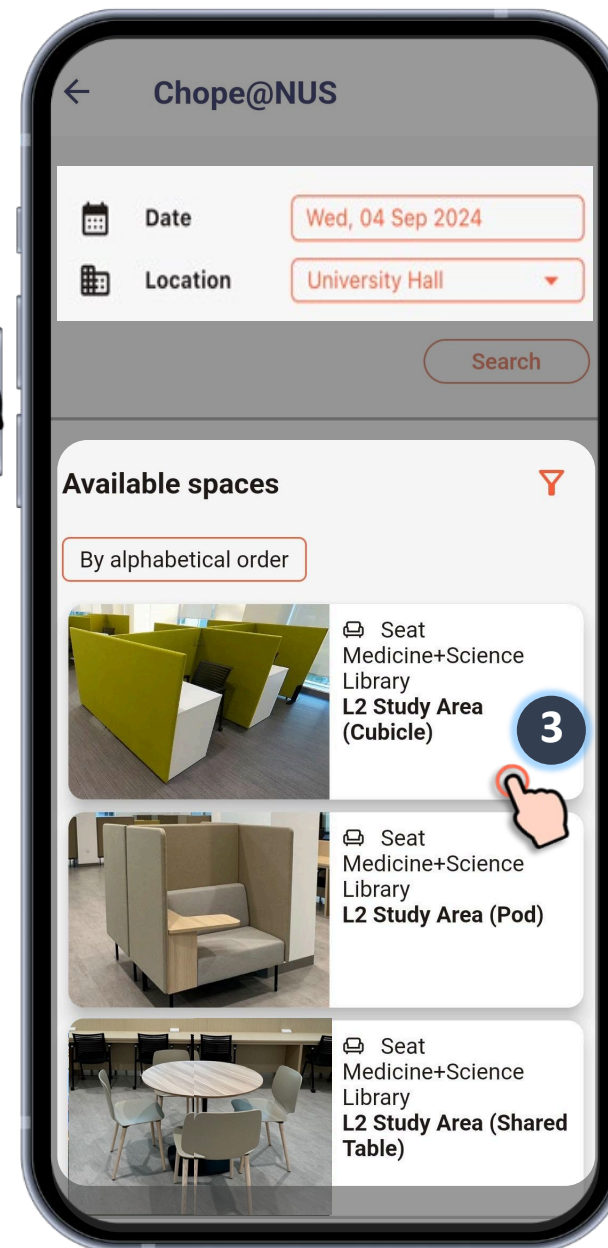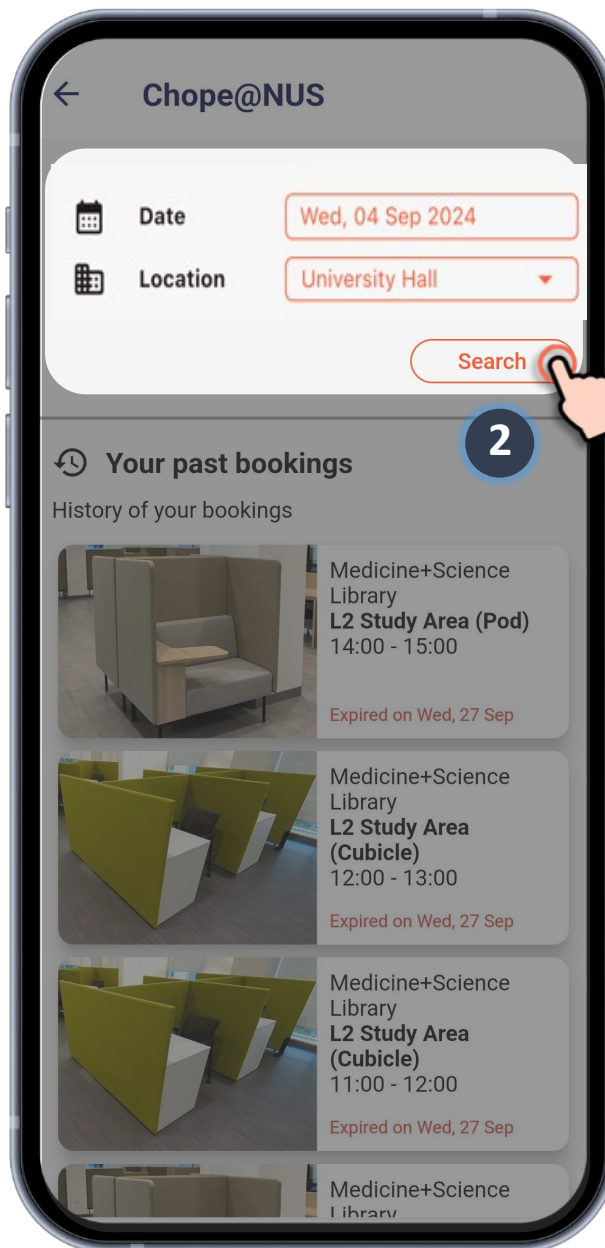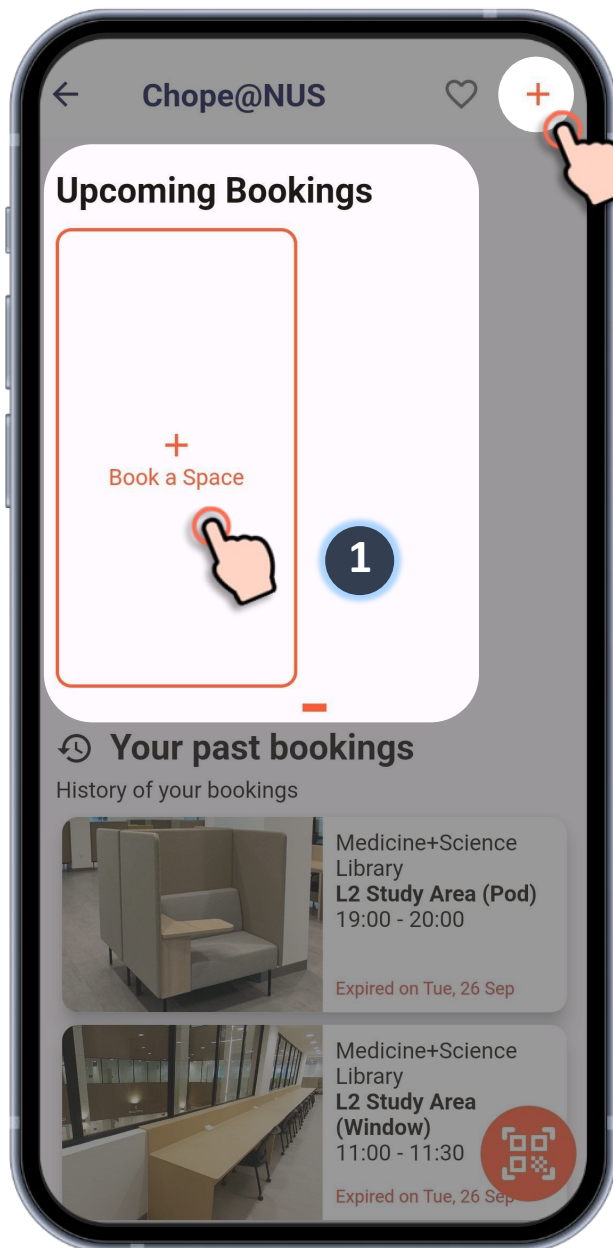**Updated 9 Sep 2024**

Instructions:

1) Update or Download the uNivUS app

2) Open the uNivUS app

3) Locate the "Chope@NUS" app under Explore

Booking Flow (1) – Finding a Space

uNivUS
Uniting NUS Individuals

Screen 1 — Chope@NUS

Upcoming Bookings

+
Book a Space

1

Your past bookings
History of your bookings

Medicine+Science Library
L2 Study Area (Pod)
19:00 - 20:00
Expired on Tue, 26 Sep

Medicine+Science Library
L2 Study Area (Window)
11:00 - 11:30
Expired on Tue, 26 Sep

Screen 2 — Chope@NUS

Date   Wed, 04 Sep 2024
Location   University Hall

Search

2

Your past bookings
History of your bookings

Medicine+Science Library
L2 Study Area (Pod)
14:00 - 15:00
Expired on Wed, 27 Sep

Medicine+Science Library
L2 Study Area (Cubicle)
12:00 - 13:00
Expired on Wed, 27 Sep

Medicine+Science Library
L2 Study Area (Cubicle)
11:00 - 12:00
Expired on Wed, 27 Sep

Medicine+Science Library

Screen 3 — Chope@NUS

Date   Wed, 04 Sep 2024
Location   University Hall

Search

Available spaces

By alphabetical order

Seat
Medicine+Science Library
L2 Study Area (Cubicle)

3

Seat
Medicine+Science Library
L2 Study Area (Pod)

Seat
Medicine+Science Library
L2 Study Area (Shared Table)

Chope@NUS

Photo   Seat Map

Seat | University Hall
WellNUS Space

Today >

🕐 Select your preferred time

09:00 - 10:00	10:00 - 11:00
11:00 - 12:00	12:00 - 13:00
13:00 - 14:00	14:00 - 15:00

Choose your seat number

#1	#2	#3	#4
#5	#6	#7	#8
#9	#10	#11	#12
#13	#14	#15	#16
#17	#18	#19	#20

♡   Book

Photo   Seat Map

Seat | University Hall
WellNUS Space ⌄

Today >

🕐 Select your preferred time

| 12:00 - 13:00 | 13:00 - 14:00 |
| 14:00 - 15:00 | 15:00 - 16:00 |

Select desired time slot to see available seats before selecting desired seat.

🕐 Select your preferred time

09:00 - 10:00	④ 10:00 - 11:00
11:00 - 12:00	12:00 - 13:00
13:00 - 14:00	14:00 - 15:00

🛋 Choose your seat number

#1	#2	#3	#4
⑤ #5	#6	#7	#8
#9	#10	#11	#12
#13	#14	#15	#16
#17	#18	#19	#20

⑥

♡   Book

Booking Flow (3) – Confirmation

You have successfully booked the space!

uNivUS
Uniting NUS Individuals

You have booked the space

Photo | Seat Map

Seat | University Hall
WellNUS Space

Your upcoming booking

#1
Today
09:00 - 10:00

Check in

Book again
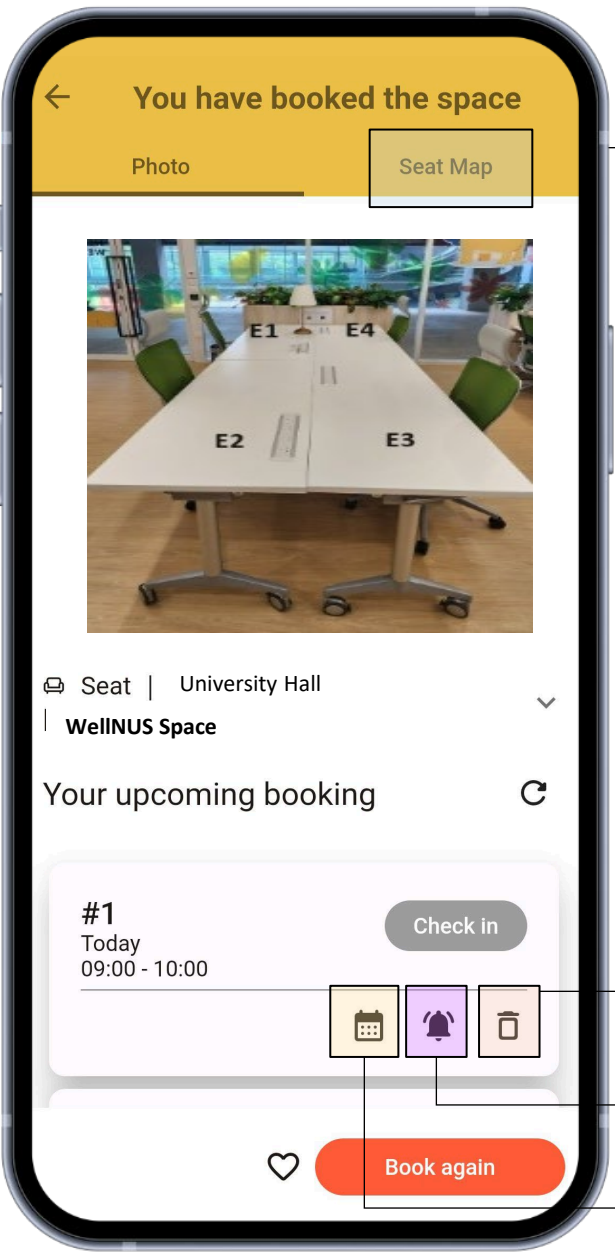
Click on Seat Map to easily locate your reserved seat.

Check in

You must check in within 15 min of your reservation, otherwise your booking will be released.

Open Chope@NUS to find your seat number, then head to your reserved seat. Click on this icon and scan the QR code at the table of your reserved seat to check in.

Delete booking

Set reminders (on/off)

Add booking to Calendar in uNivUS