



# GoWork App Coworking Etiquette New Normal Protocols

Jakarta | Nov 2021



### GOWORK

## Your Access to **Awesome Office Space** Is Now in Your Hands!











go-work.com



# GOWORK

GoWork is Indonesia's leading premium coworking space with a mission to help people be their best.

# **Our Advantages**







Members network &

High speed internet

6

Spacious lounge area





World-class

Printers



& Workshop







Free hand-brewed





Ergonomic chairs

Strategic central location

beverages



# **Locations & Operational Hours**

# **GoWork Operational Hours:**

Monday - Friday | 9 AM - 4 PM (Closed on public holidays)

## **Central Jakarta**

- 1. GoWork Plaza Indonesia
- 2. GoWork Chubb Square
- 3. GoWork Sahid Sudirman
- 4. GoWork Senayan City
- 5. GoWork fX Sudirman

## South Jakarta

- 1. GoWork Millennium Centennial Center
- 2. GoWork Setiabudi
- 3. GoWork Menara Rajawali
- 4. GoWork Sopo Del Tower
- 5. GoWork Menara Standard Chartered
- 6. GoWork Sampoerna Strategic Square

- 7. GoWork Pacific Place
- 8. GoWork Treasury Tower
- 9. GoWork Kemang X
- 10. GoWork Fatmawati
- 11. GoWork Pondok Indah
- 12. GoWork Arkadia
- 13. GoWork XL Axiata Tower

### West Jakarta

- 1. GoWork Lippo Mall Puri
- 2. GoWork Central Park

## North Jakarta

1. GoWork ASG Tower, PIK

## Tangerang

1. GoWork Green Office Park, BSD

### Medan

1. GoWork Sinar Mas Land, Medan

## Surabaya

1. GoWork MNC Tower, Surabaya

# Bali

1. GoWork Park23, Bali



# **GoWork Coworking Etiquette**

- Sit only in allowed and desks spot
- Station yourself in one spot for the whole day
- Limit direct conversations to maximum 2 persons
- Wear your mask at all times
- Practice proper sneeze and cough etiquettes
- Bring your own cutlery (tumblr, lunch box, spoon, fork) and prayer equipment

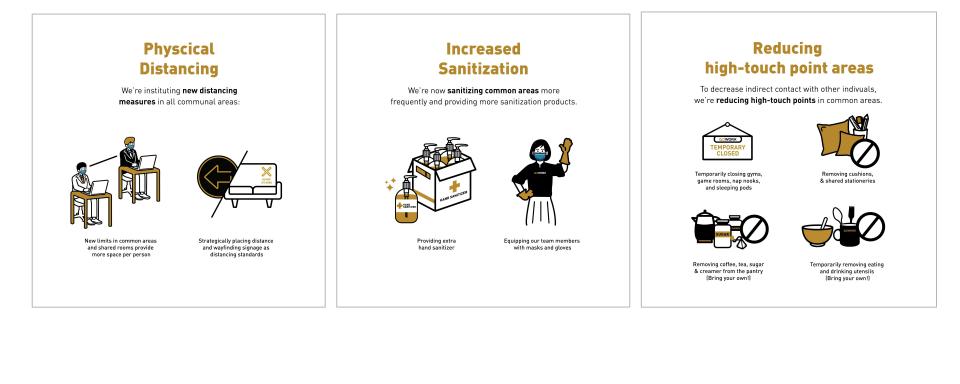


# **GoWork New Normal Protocols**





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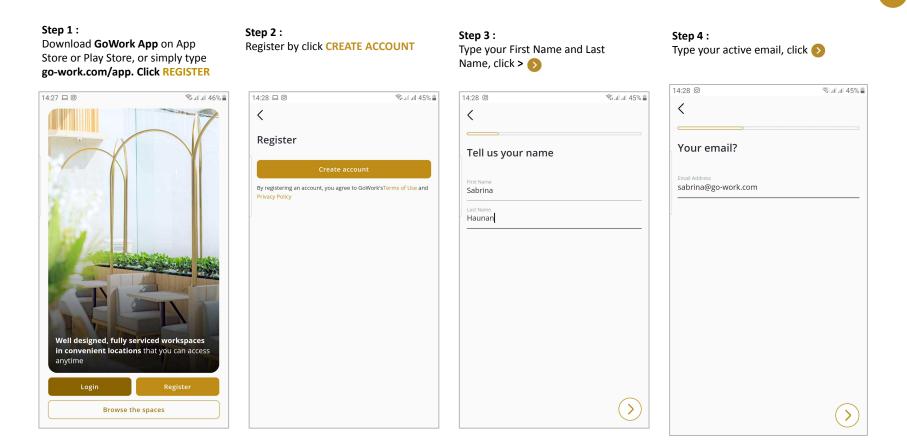




# HOW TO REGISTER AN ACCOUNT ON GOWORK APP?

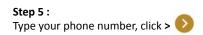


# How to Register on GoWork App?





# How to Register on GoWork App?



Step 6 : Check your inbox message and input 4 digit of verification code. Click SUBMIT

#### Step 7 : Create your password, click > 🕥

#### Step 8 :

There is no coupon code while register. Just proceed to click **REGISTER** 

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And, your mobile number?	Enter verification code	Create a password	Almost done, do you have a coupon code? (optional)
Mobile Number +62 × 81511218392	+62 81511218392	Password	If you have a coupon code, please enter it here.
Please enter your active mobile number, as we will send SMS verification code to you.	<u> </u>		Add coupon +
	code will expire in 56		
			Register
	Verify		

# HOW TO BOOK A WORKSPACE ON GOWORK APP FOR UPH STUDENTS?



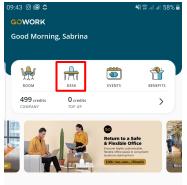
# How to Book a Workspace on GoWork App for UPH Students?

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🔟 Today

#### Step 1 :

You are directed to Home page. To book a workspace, click **DESK** 



#### COMMUNITY FEED



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MY INBOX

MY ACCOUNT

MY BUILDING

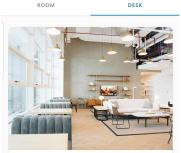
#### Step 2 :

Choose your preferred time (Today or pick a date).





**Chubb Square** Rp 125.000\* \*VAT is applicable or 1 credit O 9:00 - 16:00
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Click on the location bar at the top

of the screen to choose your

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preferred location.

Step 3 :

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Chubb Square Rp 125.000\* \*VAT is applicable or 1 credit 🖮 3 Aug 2020 ⑦ 09:00 - 16:00 r∯t 5 available 20 High Speed Refreshment Whiteboard Chro Internet Bundaran HI 🔊 🖗

#### Step 4 : Choose your preferred location.

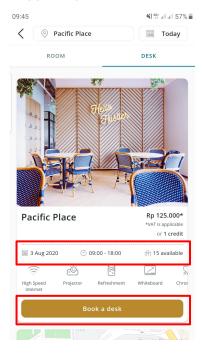
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# How to Book a Workspace on GoWork App for UPH Students?

#### Step 5 :

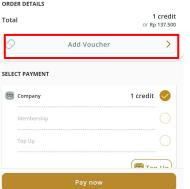
Check your details and make sure the slot is still available. If OK, click **BOOK A DESK** 



#### Step 6 : On Confirmation page, Click ADD VOUCHER

#### 10:28 🗆 🛛 🗇 … ¥{ ∰ .il .il 49% 🛔 < CONFIRMATION DESK Pacific Place 🖮 3 Aug 2020 🕑 09:00 - 18:00 Pacific Place Mall. Level 2 Jl. Jend. Sudirman Kav. 52-53 Jakarta Selatan, DKI Jakarta 12190

#### ORDER DETAILS



#### Step 7 : Input the voucher code **UPHSTU1121** and then Click **USE**

#### 10:27 🗆 🛛 🗇 😶 MY VOUCHER Input voucher code Cashback IDR. 25.000 **Voucher: Daily Coworking** Cashback IDR. 25.000 Voucher: Daily VALID THRU Coworking 31 AUG 2020 GOPAY CREDIT CARD BANK TRA

### Step 8 :

Promo code applied. There is no charge (FREE). Click CONFIRM

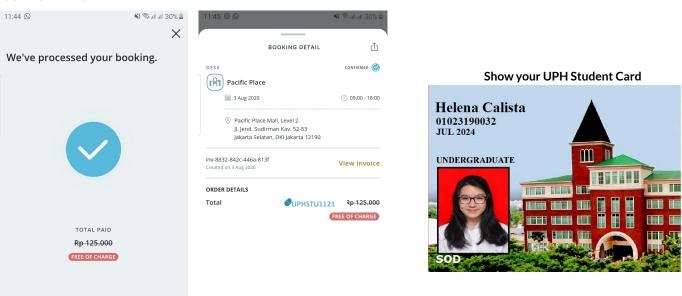
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# How to Book a Workspace on GoWork App for UPH Students?

#### Step 9 :

Your workspace has been booked successfully. Swipe up to CHECK BOOKING DETAILS



Step 10 : Show your booking details here and Show your UPH Student Card to GoWork Operational Team for check-in process

# HOW TO BOOK A WORKSPACE ON GOWORK APP FOR UPH LECTURERS/STAFF?



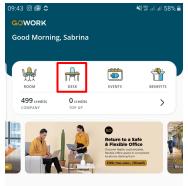
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🔟 Today

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#### COMMUNITY FEED





#### Step 2 :

Choose your preferred time (Today or pick a date).





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Click on the location bar at the top

of the screen to choose your

Ochubb Square

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Step 3 :

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Chubb Square Rp 125.000\* \*VAT is applicable or 1 credit 🖮 3 Aug 2020 ⑦ 09:00 - 16:00 r∯† 5 available 20 High Speed Refreshment Whiteboard Chro Internet Bundaran HI 🔊 🖗

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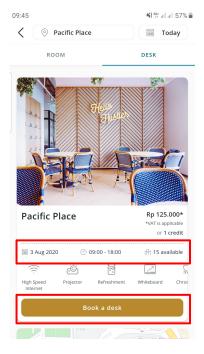
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#### Step 5 :

Check your details and make sure the slot is still available. If OK, click **BOOK A DESK** 

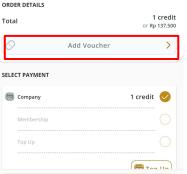


#### Step 6 : On Confirmation page, Click ADD VOUCHER

#### 10:28 🗆 🛛 🗇 … ¥{ ∰ .il .il 49% 🛔 < CONFIRMATION DESK Pacific Place 🖮 3 Aug 2020 🕑 09:00 - 18:00

Pacific Place Mall. Level 2 Jl. Jend. Sudirman Kav. 52-53 Jakarta Selatan, DKI Jakarta 12190

#### ORDER DETAILS



#### Step 7 : Input the voucher code UPHLEC11 and then Click USE

MY VOUCHER

10:27 🗆 🛛 🗇 😶

Cashback

Coworking

IDR. 25.000

GOPAY CREDIT CARD BANK TRA

**Voucher: Daily Coworking** 

Cashback IDR. 25.000 Voucher: Daily

Input voucher code

# Step 8 :

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31 AUG 2020

Promo code applied. There is no charge (FREE). Click CONFIRM

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٥	UPHLEC11	
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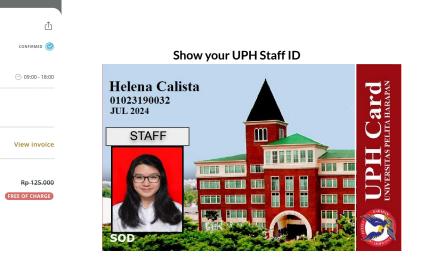
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We've processed your	booking.
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#### Step 10 : Show your booking details here and Show your UPH Staff ID to GoWork Operational Team for check-in process

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BOOKING DETAIL

**OUPHLEC11** 

BOOKING DETAIL

DESK

(tat)

Pacific Place

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ORDER DETAILS

Total

Pacific Place Mall, Level 2
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