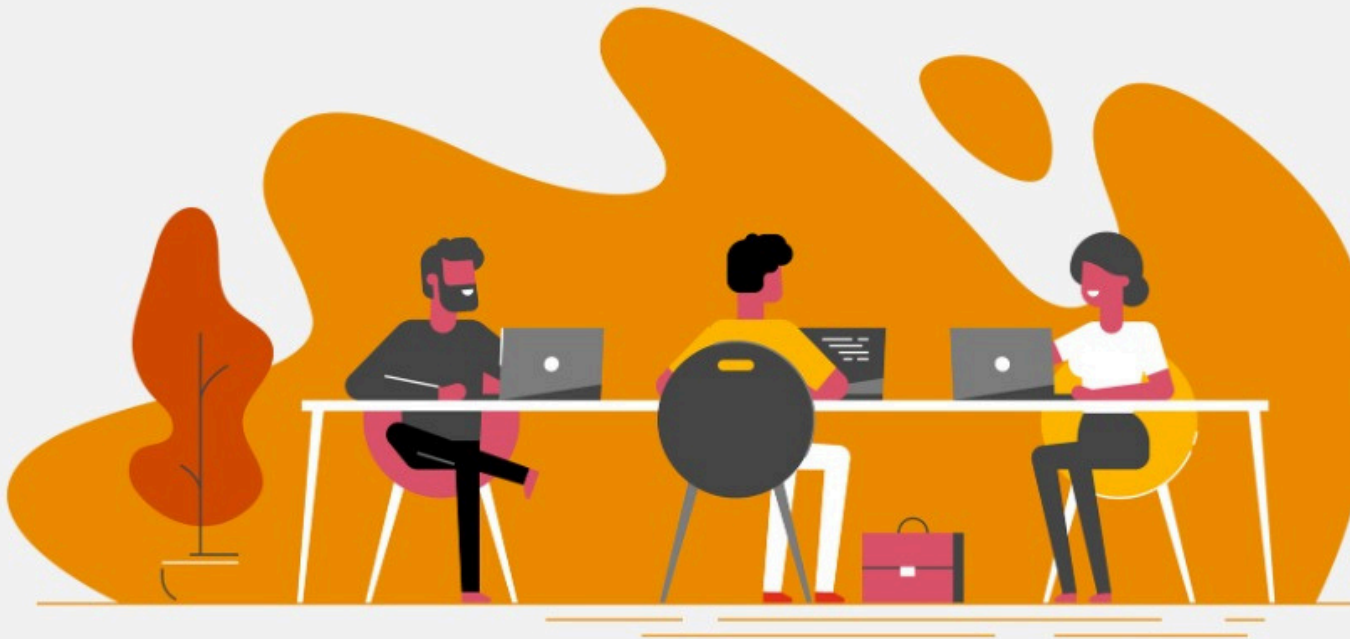




Flexible Workspace Request Portal



1



Login as a requester

2



Login as an approver

3



Login as an admin

[Need help? View the User Guide](#)


FlexSpace User Guide

- 1 For requester
- 2 For approver
- 3 For admin
- 4 For the mobile version



Data is auto-deleted after **90 days**.
For export, contact Tax Tech Team.



For requester

 REQUESTER

1 Filter Requests

Total All Requests: 42

2 Reset Filter

 Create Request 


My Requests

Log out


3 Request Infor

Afternoon
01/11/2025
phan.huu.thanh@pwc.com

4 View Details


Pending 

5 Withdraw

Cancel 

6 Create FlexSpace Request

Request Details






 REASON & JUSTIFICATION
test

All


Pending

Approved


Declined

 Working Options  Select start date...  Select end date...  


Full working day
16/10/2025
phan.huu.thanh@pwc.com

Declined 

Full working day
24/10/2025
phan.huu.thanh@pwc.com

Declined 

Full working day
17/10/2025
nguyen.n.thanh.trung@pwc.com

Declined 

PwC

FlexSpace User Guide/ Requester

4



My Requests

[Log out](#)

Make sure you've filled out all the fields before you click submit!

BU (*):

Tax Tech

Level (*):

Associates

Booking Date (*):

Sat, Nov 1, 2025

Working Option (*):

Full working day

Reason & Justification (*):

WFH can work better

☐

Tick here if the main approver is not available (the alternative approver will be selected)

Main Approver (Auto):

nguyen.n.thanh.trung@pwc.com

Submit

1

Fill in relevant information in all fields

2

Click "Submit" to send the request to your approver



My Requests

1 To view all requests

Log out

2 Click here to log out




Your request has been submitted.

Data is auto-deleted after **30days**.
For export, contact Tax Tech Team.

2


For approver

**APPROVER**

1 Filter Requests

Total Pending Requests: 3

2 Reset Filter



FlexSpace Requests


Log out


☐ All


Pending


Approved


Declined












☐ Select All

☐ **phan.huu.thanh@pwc.com**

01/11/2025

Afternoon

Pending



☐ **phan.huu.thanh@pwc.com**

01/11/2025

Full working day

☐ **phan.huu.thanh@pwc.com**

01/11/2025

Full working day

1. SELECT APPROVE OR REJECT (*):


Approve

Reject

2. MESSAGE TO ALL REQUESTS (OPTIONAL):


6 Click "Done"

Done



REQUESTER BU & LEVEL

Test - Test



REASON & JUSTIFICATION

test

3 Requests Infor

4 View Details

5 Select Options

PwC

FlexSpace User Guide/ Approver

8



FlexSpace Requests

Log out

All

Pending

Approved

Declined



Find requesters...



Select start date...



Select end date...



Select All

Selected Request(s): 3



phan.huu.thanh@pwc.com

Pending ⓘ

01/11/2025

Afternoon



phan.huu.thanh@pwc.com

Pending ⓘ

01/11/2025

Full working day



phan.huu.thanh@pwc.com

Pending ⓘ

01/11/2025

Full working day

1

You can approve or reject multiple requests at once

2 Select Options



1. SELECT APPROVE OR REJECT ("):

Approve

Reject



2. MESSAGE TO ALL REQUESTS (OPTIONAL):

You can WFH. approved

3

Click "Done"

Done

Alternative Approval Methods

1. Via Outlook email

[For Your Approval] FlexSpace Request for Test - Huynh Cuong (VN)

Summarize

Date Created Friday 31 October 2025 15:46

Link [Click here to see all requests on Power App.](#)

Dear Approver,

I'm writing to request permission to work from home with the following details:

Name: Huynh Cuong (VN)

BU: Test

Level: Test

Booking Date: 11/11/2025

Working Option: Full working day

Reason: test

Best regards,

Huynh Cuong (VN)

Approve ^

Reject v

Comments

Enter comments

Submit

2. Via Teams (view through Activity)

Approvals

Approval request details

Requested

[For Your Approval] FlexSpace Request for Test - Huynh Cuong (VN)

Dear Approver,

I'm writing to request permission to work from home with the following details:

Name: Huynh Cuong (VN)

BU: Test

Level: Test

Booking Date: 11/11/2025

Working Option: Full working day

Reason: test

Best regards,

Comments

Add your comments here

More actions v


Reject

Approve

Data is auto-deleted after **7 days**.
For export, contact Tax Tech Team.




For admin

**ADMIN**

1 Filter Requests

Total Approved Requests: 2

2 Reset Filter



FlexSpace Requests


Log out


☐ All


☒ Approved


☐ Pending


☐ Declined











☒ Select All

Selected Request(s): 2


4 View Details

☒ Phan Huu Thanh (VN)

30/10/2025

Full working day

Approved




☒ Phan Huu Thanh (VN)


30/10/2025

Full working day

Approved




Request Details




REQUESTER BU & LEVEL

Test - Test



REASON & JUSTIFICATION

ok



APPROVER

phan.huu.thanh@pwc.com

APPROVER COMMENTS

ãdasd

PwC

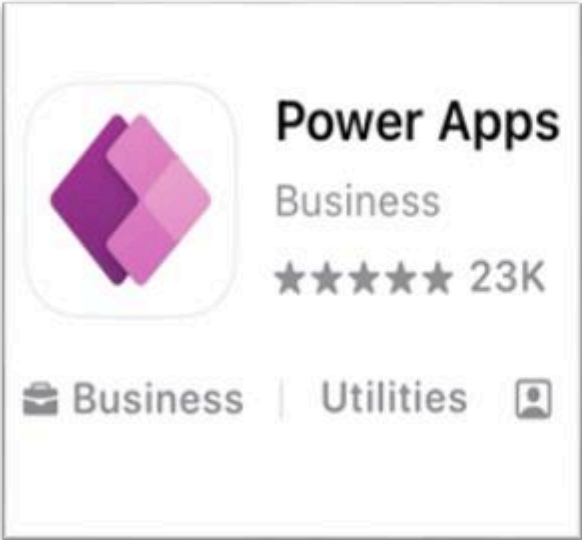
FlexSpace User Guide/ Admin

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For the mobile version

Detailed Steps to Use On Mobile:



Step 1

Go to the App Store or Google Play Store and download this app. (**Power Apps**)



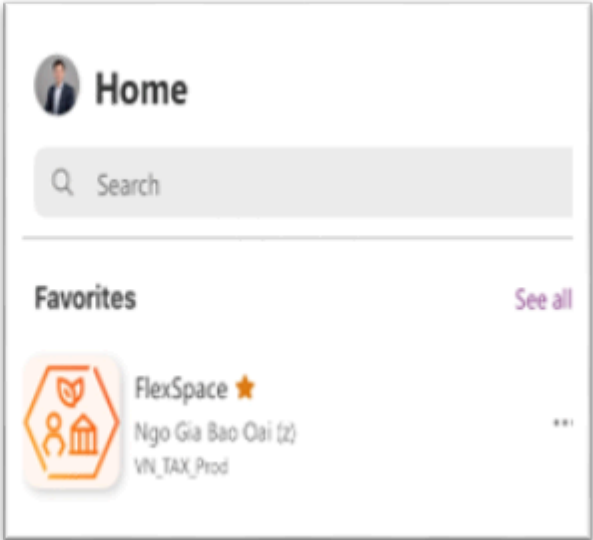
Step 2

Turn on the GlobalProtect portal.



Step 3

Open Power Apps and log in with your PwC account.

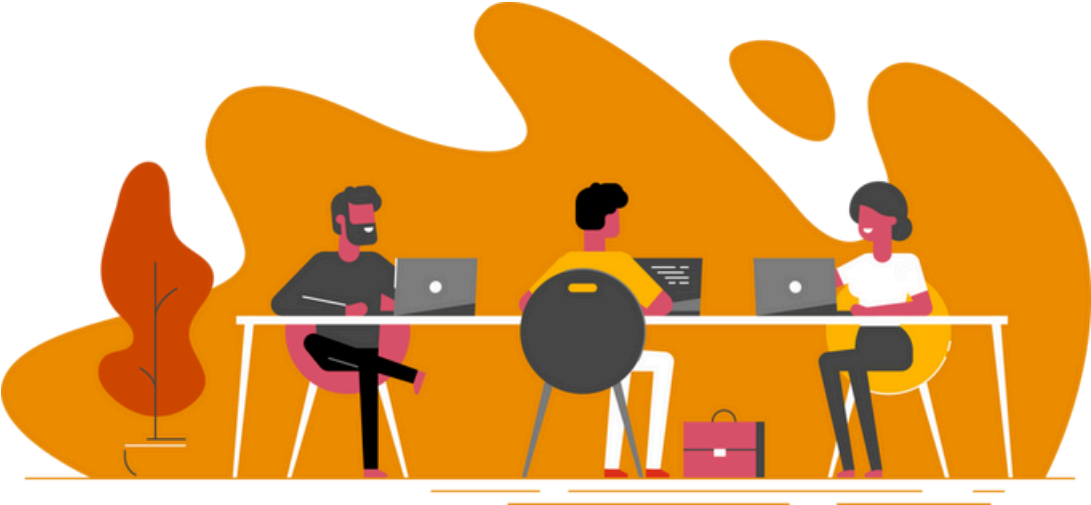


Step 4

Search and Open for the **FlexSpace app**.

Useful Links

Materials	When to use?
FlexSpace App	Access FlexSpace App
FlexSpace Page	FlexSpace App Information
FlexSpace Policy	PwC FlexSpace Policy link



Thank you