



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](#)

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

FlexSpace User Guide

1

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

My Requests

All

Pending

Approved

Declined



Working Options



Select start date...

Select end date...

**3 Request Infor**

Afternoon

01/11/2025

phan.huu.thanh@pwc.com

4 View Details

Pending

6 Create FlexSpace Request

Log out

Full working day

Declined

16/10/2025

phan.huu.thanh@pwc.com

Full working day

Declined

24/10/2025

phan.huu.thanh@pwc.com

Full working day

Declined

17/10/2025

nguyen.n.thanh.trung@pwc.com

Request DetailsREASON & JUSTIFICATION
test**Cancel****5 Withdraw**



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 fie lds

2 Click "Submit" to sendthe request to your approver



REQUESTER



Create Request



My Requests

1 To view all requests

Log out

2 Click here to log out



Your request has been submitted.

2

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

For approver

**APPROVER****1 Filter Requests**

Total Pending Requests: 3

2 Reset Filter**FlexSpace Requests****Log out****All****Pending****Approved****Declined**

Find requesters...



Select start date...

Select end date...

 Select All**4 View Details****3 Requests Infor** phan.huu.thanh@pwc.com

01/11/2025

Afternoon

Pending ⓘ phan.huu.thanh@pwc.com

01/11/2025

Full working day

Pending ⓘ phan.huu.thanh@pwc.com

01/11/2025

Full working day

Pending ⓘ**Request Details**

REQUESTER BU & LEVEL

Test - Test



REASON & JUSTIFICATION

test

5 Select Options

1. SELECT APPROVE OR REJECT (*):

Approve**Reject**

2. MESSAGE TO ALL REQUESTS (OPTIONAL):

OK, approved

6 Click "Done"**Done**



APPROVER

Total Pending Requests: 3



FlexSpace Requests

Log out

All

Pending

Approved

Declined



Find requesters...



Select start date...



Select end date...



All Request D

2 Select Options



1. SELECT APPROVE OR REJECT (*):

Approve

Reject



2. MESSAGE TO ALL REQUESTS (OPTIONAL):

You can WFH. approved

1

You can approve or reject multiple requests at once



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

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

Comments

Enter comments

Submit

2. Via Teams (view through Activity)

Approvals X

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 Reject Approve

3

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

All

Approved

Pending

Declined



Find requesters...



Thu, Oct 30, 2025

Thu, Oct 30, 2025

 Select All

Selected Request(s): 2

4 View Details

3 Requests Infor



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

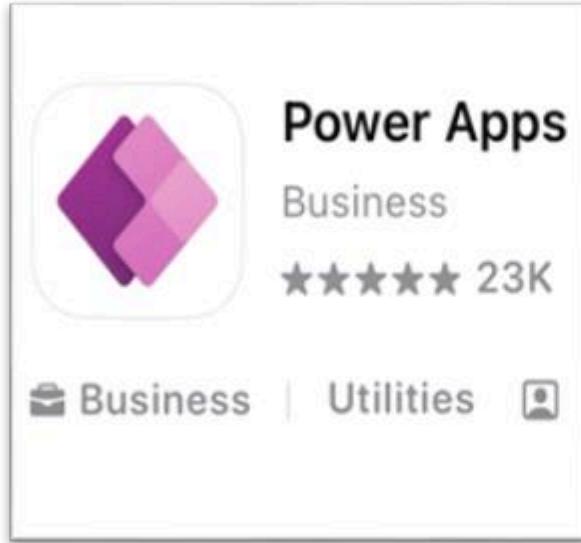
APPROVER COMMENTS

adasd

4

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**)



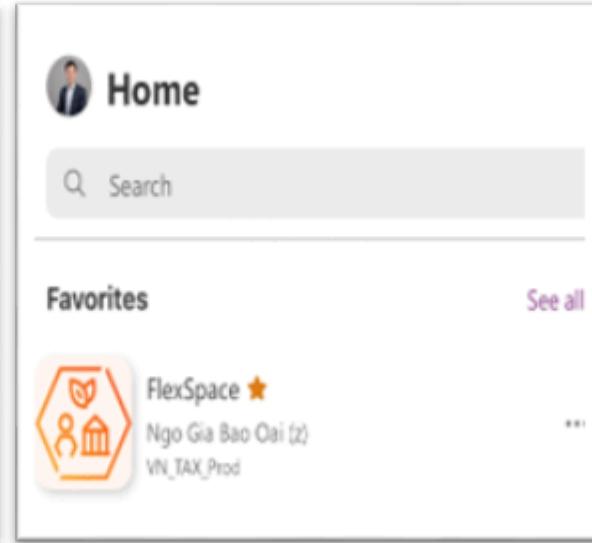
Step 2

Turn on the GlobalProtect portal.



Step 3

Open Power Apps and log in with your PwC account.

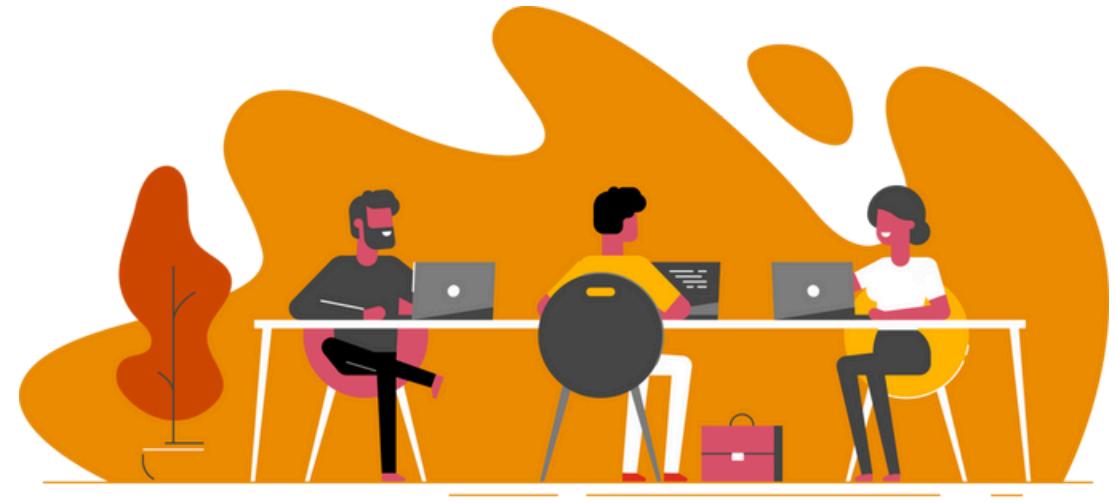


Step 4

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

Useful Links

Materials	When to use?
<u>FlexSpace App</u>	Access FlexSpace App
<u>FlexSpace Page</u>	FlexSpace App Information
<u>FlexSpace Policy</u>	PwC FlexSpace Policy link



Thank you

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