

# BRANDING SUBMIT REQUEST TO BOD

## **A.LINK TO INSTALL THE HAUS APP:**

<https://haus.onelink.me/xlPy/haus>

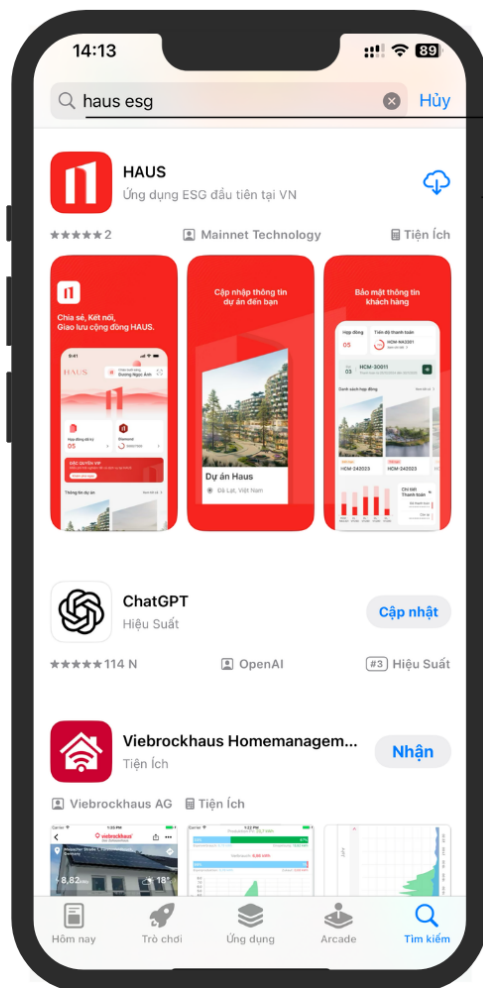
## 1. Installation

# Download the HAUS App

**Method 1:** Use the Direct Link

<https://haus.onelink.me/xlPy/haus>

**Method 2:** Scan the QR Code



**Method 3:**

Search for the App on the Store –  
Enter **“Haus ESG”** or **“HAUS Da Lat”** in  
the search bar.

**Installation**

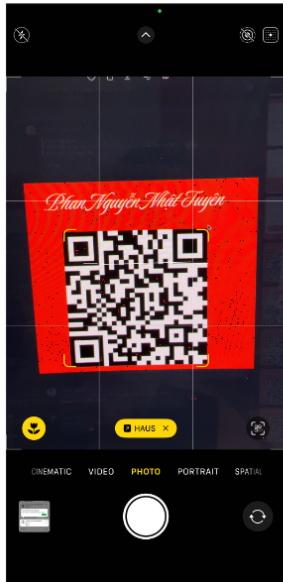
Proceed to install the **HAUS app**.

## 2. QUICK ACCOUNT ACTIVATION VIA QR CODE

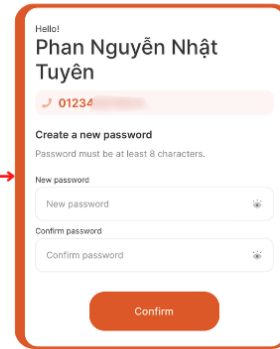
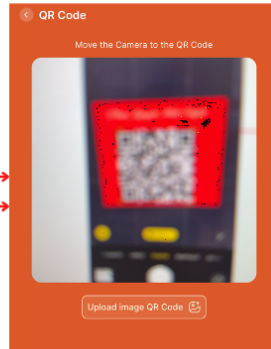
# Quick Activation via QR Code

Activate using the QR code provided in the Invitation-to-Sign Notice.

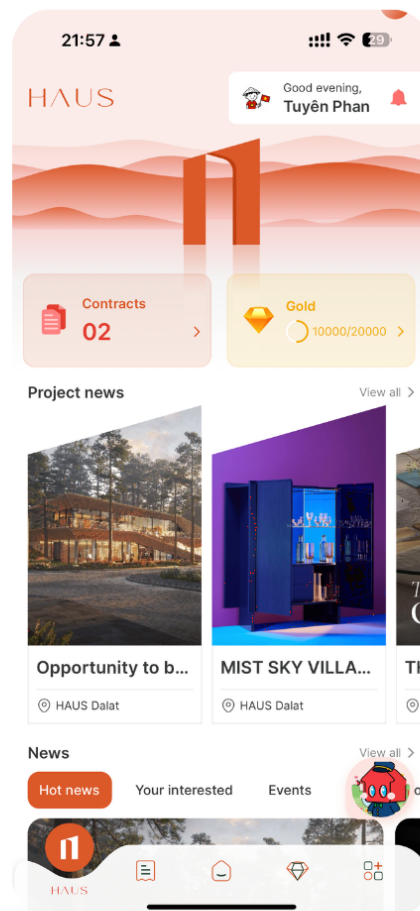
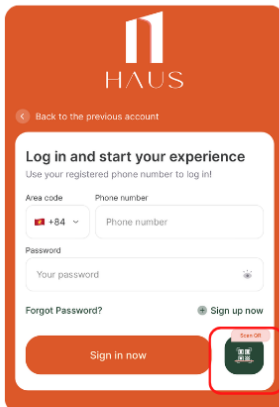
*Note: If you have previously used the HAUS app, please skip this step.*



**Step 1: Scan the QR code provided in the notice.**



**Step 2: Create your new password.**



**Step 3: Activation successful.**

# B. HOW TO CREATE AN APPROVAL REQUEST

Open web link <https://qlda.hausvietnam.com/login>

**LOGIN** VN

Enter your username and password to access

\* User Name

User Name

\* Password

Password

**LOGIN**

Login by Staff Email

Đăng nhập bằng Google

**01**

1. Login By Google (nhspartner email)
2. Change your language after login.

3. Click **Department** > **02. Ban Kinh Doanh - PR - MKT -SK** or **open quick link**

**<https://qlda.hausvietnam.com/cong-viec/cong-viec-phong-ban/KD?id=667fdb3a-5a67-4716-ab11-f6519f8c0295&quyTrinhId=0189c222-d586-4fe5-9d66-50fa513b708b>**

5. Select a folder based on the nature of the task.

05. Branding can be selected as the default option. :

Hỗ trợ: IT 096855561 Hùng - Kiểm tra User 0929189959 Cường Language

02. Ban Kinh Doanh - PR - MKT - SK

Approval Status: All Submitted by Me Pending My Approval Following

03/02/2026 00:00 → 05/03/2026 23:59

03 Add task

02 (BRAND) 5. Branding

| Code | Name                          | Work Item Name | Submitter | Created By | Action |
|------|-------------------------------|----------------|-----------|------------|--------|
| 1    | 20260208.BRAND.BKD01.001.R00  |                |           | 1          | ⋮      |
| 2    | 20260225.BRAND.HAU504.001.R00 |                |           | 1          | ⋮      |
| 3    | 20260205.BRAND.BKD01.001.R00  |                |           | 1          | ⋮      |
| 4    | 20260204.BRAND.BKD02.001.R00  |                |           | 1          | ⋮      |
| 5    | 20260204.BRAND.BKD02.002.R00  |                |           | 1          | ⋮      |
| 6    | 20260225.BRAND.HAU504.002.R00 |                |           | 1          | ⋮      |
| 7    | 20260212.BRAND.BKD01.001.R00  |                |           | 1          | ⋮      |

-----

Create a new Request (TASK)

Add task
X

**\* Task Location**

**Task code**

**\* Task name**

**\* Start Date**

**\* Submitter**

W Admin HAUS

**\* Workflow**

GB BKD | 01. Sales Strategy Approval (PR – Marketing – Event) (BKD.GB.01)
02

**Additional Information**

**Edit Workflow Approver**

**Follower**

|   |   |    |
|---|---|----|
| 1 | <span style="font-size: 0.8em;">HAUS   Nguyễn Thị Thảo _KD</span> | 03 |
| 2 |   |    |

**1.Direct Manager | Quản lý trực tiếp** ★ You need at least 1 priority titles with approvers **Approval Deadline** 06/03/2026 12:05

|   |  |  |
|---|--|--|
| 1 | <span style="color: orange;">★</span> Direct manager |  |
|---|--|--|

**2.Department Manager Reviews and Approves | Trưởng phòng xem xét và phê duyệt** ✔ Required number of approvers met (2) **Approval Deadline** 07/03/2026 12:05

|   |  |  |
|---|--|--|
| 1 | <span style="font-size: 0.8em;">HAUS   Nguyễn Thị Thảo _KD</span>  |  |
| 2 | <span style="color: orange;">★</span> Head of Finance & Accounting Department <span style="font-size: 0.8em;">HAUS   Đinh Thái Hiệp _TCKT</span> |  |
| 3 | <span style="color: orange;">★</span> Head of department (Select from the list)  |  |

**3. BOD Approval | BOD Phê duyệt** ✔ Required number of approvers met (1) **Approval Deadline** 08/03/2026 12:05

|   |   |  |
|---|---|--|
| 1 | <span style="color: orange;">★</span> BOD <span style="font-size: 0.8em;">HAUS   BOD</span>               |  |
| 2 | <span style="color: orange;">★</span> Vice BOD <span style="font-size: 0.8em;">HAUS   Vice BOD (L)</span> |  |

**Description**

B I U S
A T
x<sup>2</sup> x<sub>2</sub>

Start writing... 04

Draft
06
Save

Cancel

**Hướng dẫn:**  
For submissions requiring approval from the MM and the Board of Management.  
- Ms Thảo ead of Sales Department  
- Mr Hiệp Head of Finance and Accounting DepartmentH

Update related tasks

**Attachments**

Input File Attachment
05

## Steps to create a new task:

1. Enter the task title (similar to an email subject).
2. Select the workflow according to the provided instructions.
3. Review the list of participants who will be involved in reviewing and providing feedback.
4. Enter the task details in full (similar to the body of an email).
5. Attach files if you want to include shared documents with the task.
6. Click **Save** to complete the creation of the new task.

Phiên bản #5

Được tạo 5 tháng 3 2026 04:39:59 bởi Admin

Được cập nhật 5 tháng 3 2026 06:40:27 bởi Admin