



LTAPPS Booking

Install guide

Version 1.0



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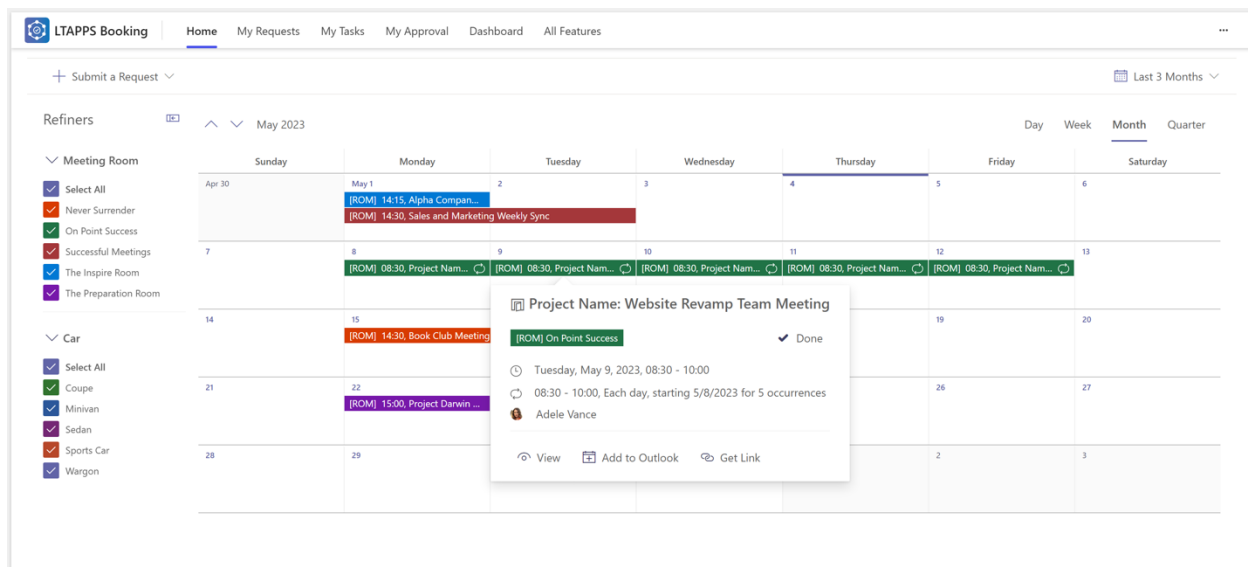
LTAPPS Booking

LTAPPS Booking is a software system that allows users to reserve and manage the booking requests

Overview

LTAPPS Booking is a software system that allows users to reserve and manage the booking requests such as meeting rooms in an office or vehicle. It can help optimize the use of space, avoid conflicts and double bookings, and improve the experience for employees and visitors.

Users can book via desktop, mobile, web app, or platforms such as O365 apps, SharePoint or Microsoft Teams. They can also see the availability and details of the rooms/vehicles on a calendar view.



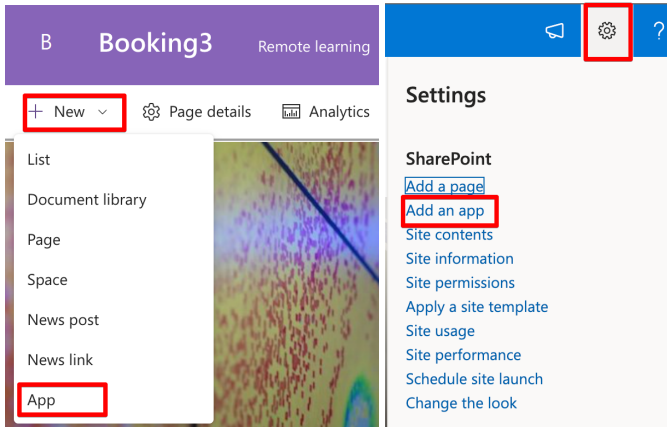
SharePoint

To install the app, you have to be a tenant administrator. If you are not a tenant administrator, please request him/her to support the installation.

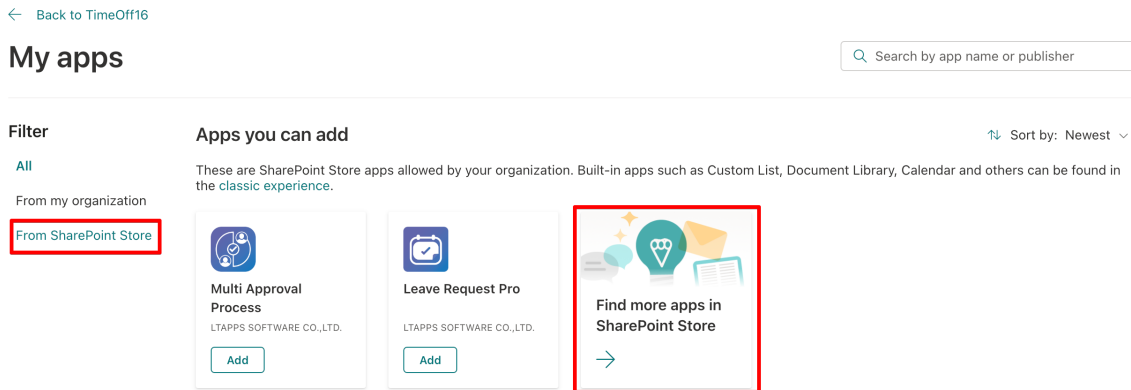
[Get the app from the SharePoint store.](#)

Follow the steps below:

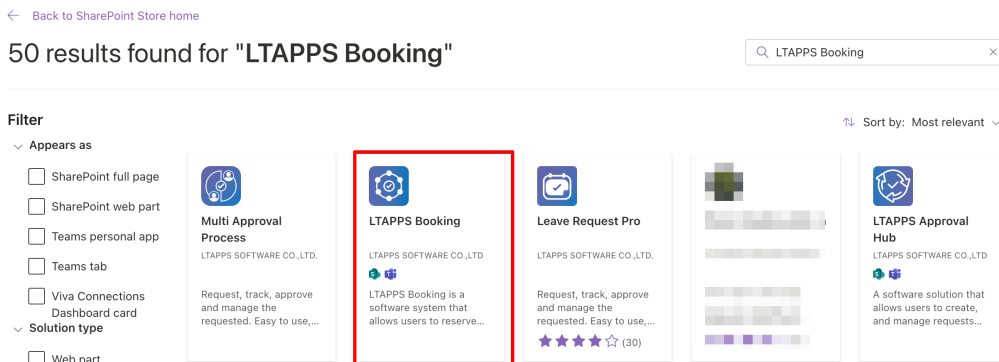
- Open the SharePoint site where you want to install the app. Click the New button > App or click the Settings icon > Add an app.



- In the popup appears, select the From SharePoint Store link. Then click the Find more apps in SharePoint store link.

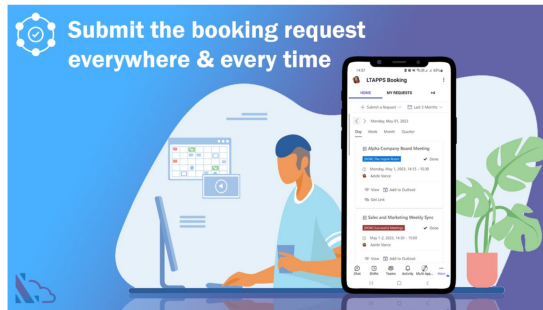


- In the Search by "LTAPPS Booking" search box, paste the following tag and then press Enter.



- Select the app & click on the Add to Apps site button.

← Back to SharePoint Store home



LTAPPS Booking

Provided by: LTAPPS SOFTWARE CO.,LTD

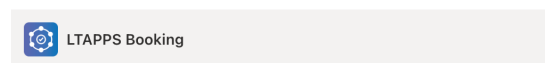
☆☆☆☆ (0 Ratings)

Add to Apps site

1 of 5

- In the popup appearing, check the “Only enable this app” check box and click on the Add button

Confirm data access ×



The app you're about to enable will have access to data by using the identity of the person using it. Enable this app only if you trust the developer or publisher.

This app gets data from:

- SharePoint

API access that must be approved after you enable this app

- LTAPPS SaaS Web API, user_impersonation
- Microsoft Graph, User.Read
- Microsoft Graph, Calendars.ReadWrite

App availability

Only enable this app
 Selecting this option makes the app available for site owners to add from the My apps page. [Learn how to add an app to a site](#)

Enable this app and add it to all sites
 Selecting this option adds the app automatically so site owners don't need to.

Add

Cancel

- Click on the Go to API access page button

Approve access so this app works as designed ×

This app has been enabled. For this app to work as designed, it needs additional API access. To approve the permission request now, select **Go to API access page**, and then look under **Pending requests**.

To approve access to third-party APIs, you must be signed in as an Application Administrator. To approve access to Microsoft APIs, you must be signed in as a Global Administrator.

[Learn more about managing permission requests](#)

Go to API access page

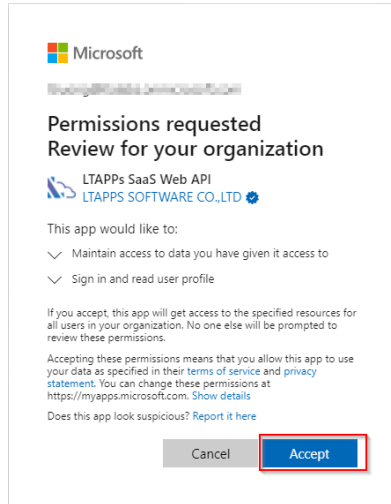
I'll do it later

- To approve the API on API Access page, follow the steps below:

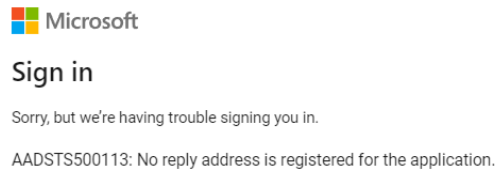
- Firstly open the page with admin permission:

https://login.microsoftonline.com/common/adminconsent?client_id=4f79179e-7a76-4812-86b2-b869b3be1dad

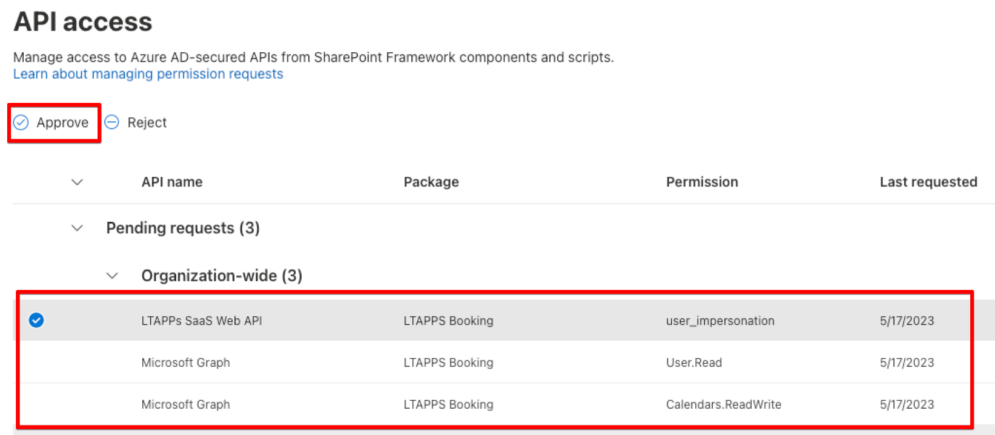
- Log in and click on the Accept button. After clicking the Accept button



- An error page appears, ignore the issue by closing this page.



- In the API Access page, select each permission of the app & click on the Approve button.



Install the app on the SharePoint site.

After getting the app from the store. Follow the steps below to install:

- **Only do this step if the name of the button below is “Stop Adding to New Site”.** Open the SharePoint app catalog ([How to open the SharePoint App Catalog](#)) page again, select the package & click on the Stop Adding to New Sites button.



Manage apps

Upload, enable, and manage apps. To update SharePoint Store apps, go to the [classic experience](#).

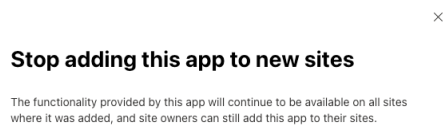
[Learn more about managing apps](#)



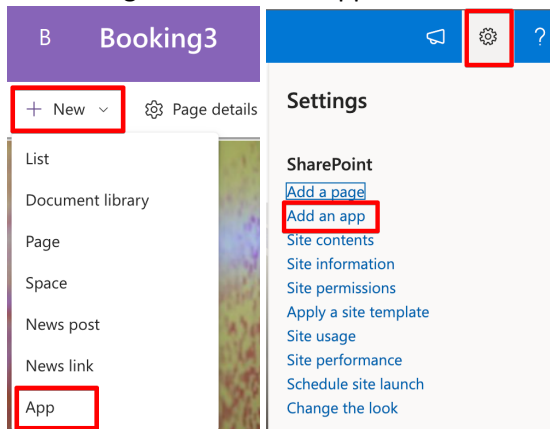
Apps for SharePoint

Icon	Title	App version	State	Added to all si...	Available for	Valid ap
	LTAPPS Booking	1.0.3.3	Enabled	Yes		Yes

- Then click on the Save button



- Open the SharePoint site where you want to install the app. Click the New button > App or click the Settings icon > Add an app.



- Find the **LTAPPS Booking** app, then click Add button. Wait a minute, then back to the site contents page.

Filter


All

From my organization

From SharePoint Store

Apps you can add


These are SharePoint Store or custom apps allowed by your organization. Built-in apps such as found in the classic experience.



Leave Request Pro

LTAPPS SOFTWARE CO.,LTD.


Add



Multi Approval Process

LTAPPS SOFTWARE CO.,LTD.

Add



LTAPPS Booking

My organization


Add

- If the app shows in the site content page like the image below, it is complete.

B **Booking3** Remote learning Courses Learn a new language Learn a new skill Get involved

+ New ▾

Contents Subsites

Name	Type	Items	Modified
Documents	Document library	0	1/20/2024 8:13 AM
Form Templates	Document library	0	1/21/2024 10:37 PM
Site Assets	Document library	11	1/21/2024 10:37 PM
Style Library	Document library	0	1/20/2024 8:13 AM
Events	Events list	0	1/20/2024 8:13 AM
 LTAPPS Booking	App		1/21/2024 10:45 PM
Site Pages	Page library	2	1/21/2024 10:37 PM

Add the web part to the modern page.

Follow the steps below to add the web part to the modern page:

- Open the SharePoint site where the app is installed. Click on the New button in the toolbar & select the Page link.

B **Booking3**

+ New ▾ Page de

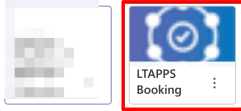
- List
- Document library
- Page
- Space
- News post
- News link
- App

- On the Pages template, switch to the Apps tab. Then click on the LTAPPS Booking icon > click on the Create Page button.

Page templates

From Microsoft Saved on this site Apps

Featured



- Enter the page name & click on the Save button.

- Or you can use the modern page by following the steps below:

- Open an existing modern page or create a new modern page.

- On the modern page, edit the page & click the + icon to add a new web part.

- Find the LTAPPS Booking web part, then double-click on the web part icon.

- Then the web part displayed on the page

Edit the property (Change the view of the web part)

Follow the steps below:

- Edit the page where the web part is installed. Click the edit icon of the web part
- You can change the view to display the web part in the right panel. There are 7 options you can select.

App page details ×

Title

Booking2

Webpart Type

- Home
- My Timesheets
- My Tasks
- My Approval
- Dashboard
- Reports
- Master Lists

Upgrade the app.

Follow the steps below:

- Open the SharePoint App Catalog ([How to open the SharePoint App Catalog](#)). On the Manage Apps page, click on the Classic Experience link

Manage apps

Upload, enable, and manage apps. To update SharePoint Store apps, go to the **classic experience**.

[Learn more about managing apps](#)

- On the SharePoint App Catalog Classic, select the app & click on the Upgrade Store App button in the Ribbon. Then get the new version of the app

Product ID	App version	Edit	Product ID	Metadata Language	Default Metadata Language	Modified	Enabled	Valid app package	Deployed	Added to all sites
{73357EF8-A05D-4151-A099-A9797DB9BC96}	1.0.2.17		{73357EF8-A05D-4151-A099-A9797DB9BC96}	English - 1033	Yes	9 minutes ago	Yes	Yes	Yes	No

- After downloading the app from the Store. The panel appears, select the option “Only enable this app” & click on the Enable button.

The app package has finished uploading. Would you like to enable the app now?

The app you're about to enable will have access to data by using the identity of the person using it. Enable this app only if you trust the developer or publisher.

This app gets data from:

- SharePoint

API access that must be approved after you enable this app

- LTAPPS SaaS Web API, user_impersonation
- Microsoft Graph, User.Read
- Microsoft Graph, Calendars.ReadWrite

App availability

Only enable this app
 Selecting this option makes the app available for site owners to add from the My apps page. [Learn how to add an app to a site](#)

Enable this app and add it to all sites
 Selecting this option adds the app automatically so site owners don't need to.

Enable app Cancel

- Open the SharePoint site where the app is installed. On the site contents, and click the ... icon at the right of the app. Then click the detail link

Contents Subsites

Name	Type	Items	Modified
Documents	Document library	0	5/13/2023 10:12 PM
Form Templates	Document library	0	5/16/2023 4:29 PM
Style Library	Document library	0	5/13/2023 10:12 PM
Events	Events list	0	5/13/2023 10:12 PM
LTAPPS Booking	App		5/16/2023 4:32 PM
Site Pages	Details	4	5/17/2023 11:25 AM

- Then click on the Get It button

REQUEST IT

There is a new version of this app. Get it now.

GET IT

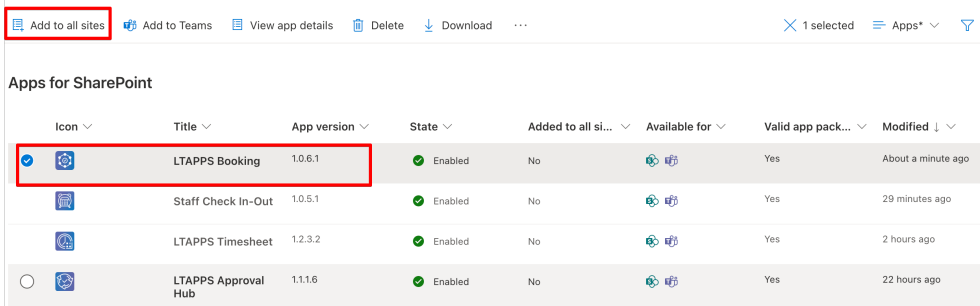
VERSION 1.0.3.4
 RELEASE DATE May 2023

MS Teams & O365 Apps

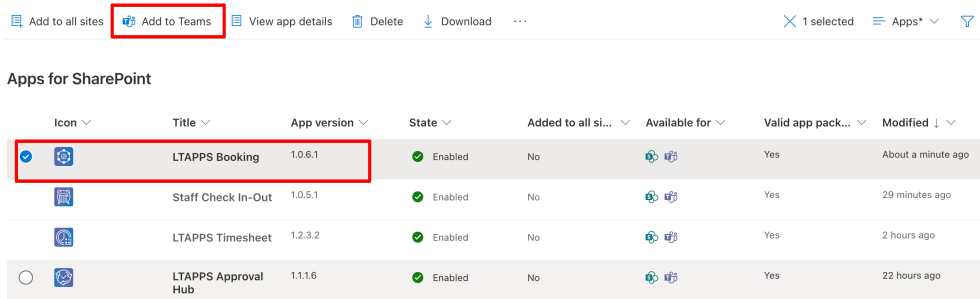
Sync the app from the SharePoint app catalog to MS Teams

Follow the steps below:

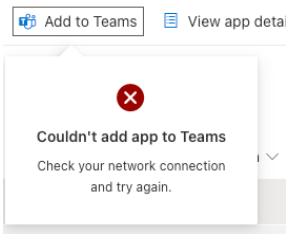
- Open the SharePoint App Catalog, select the app & click on the Add to All Site button in the toolbar.



- In the SharePoint App Catalog, select the app & click on the Add to Teams button in the toolbar.



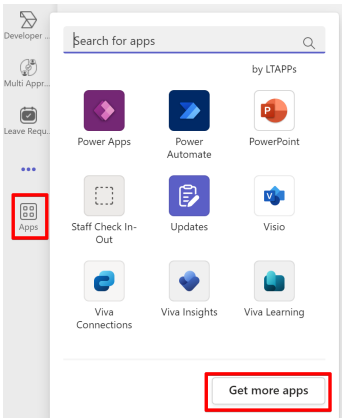
- Click on the Add & Confirm buttons in the panel.
- Wait 2-3 mins to complete deployment.
- If the error message shows as the image below. Please ignore & continue



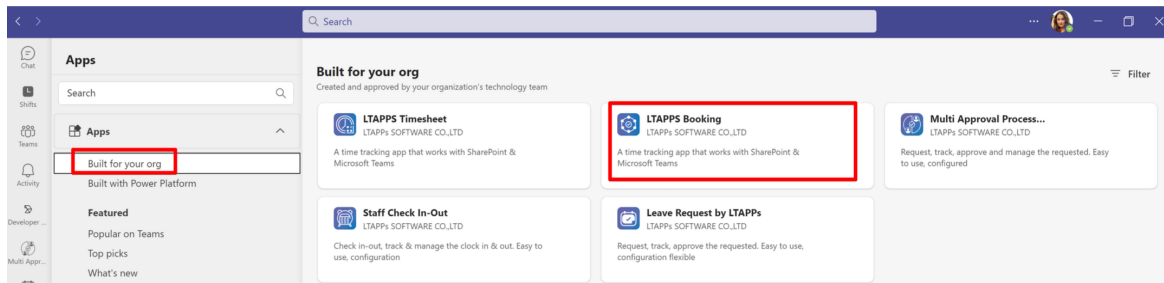
Add the app to MS Teams

Follow the steps below:

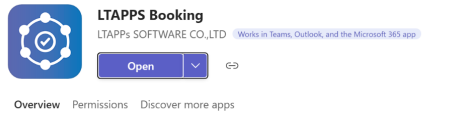
- Click the ... icon, then click the Get More app button



- Select the Build for your org link, then select the app



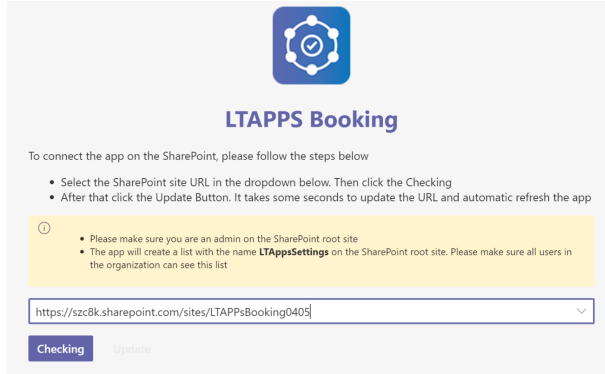
- Then click the open button



Set up the app on MS Teams and connect with the app on SharePoint

Follow the steps below:

- Open the app on MS Teams
- In the configuration page, select the SharePoint site URL where the app is installed.
- Click the checking button. Then click the update button after that.



- If you want to change the connection to another SharePoint site. Open the All Features tab > Settings > General Configuration > Advance Tab
- Click this link to update the URL link as the image below.

LTAPPS Booking Home My Requests My Tasks My Approval About Dashboard **All Features**

Yes

Is Auto Fill the Department Field
 No

Allow Sync to Outlook
Unlimited

Only Allow Sync my Request
 Yes

Date Format
MM/DD/YYYY

Max Items
5000

All users option (Restrict the users displays of the employees field in the search, report pages)
All Users in SharePoint site

System Admins
Adele Vance

Administrators
Adele Vance

The home page URL of the app

SharePoint site URL
<https://szc8k.sharepoint.com/sites/LTAPPSBooking0405> [Click this link to update the URL](#)

- On the configuration page, change the URL. Click the Checking button & click the Update button after that.

Upgrade the app

Repeat the steps:

- Sync the app from the SharePoint app catalog to MS Teams
- Add the app to MS Teams