



# LEAVE REQUEST PRO for SharePoint

Install guide

Version 1.0



## Table of Contents

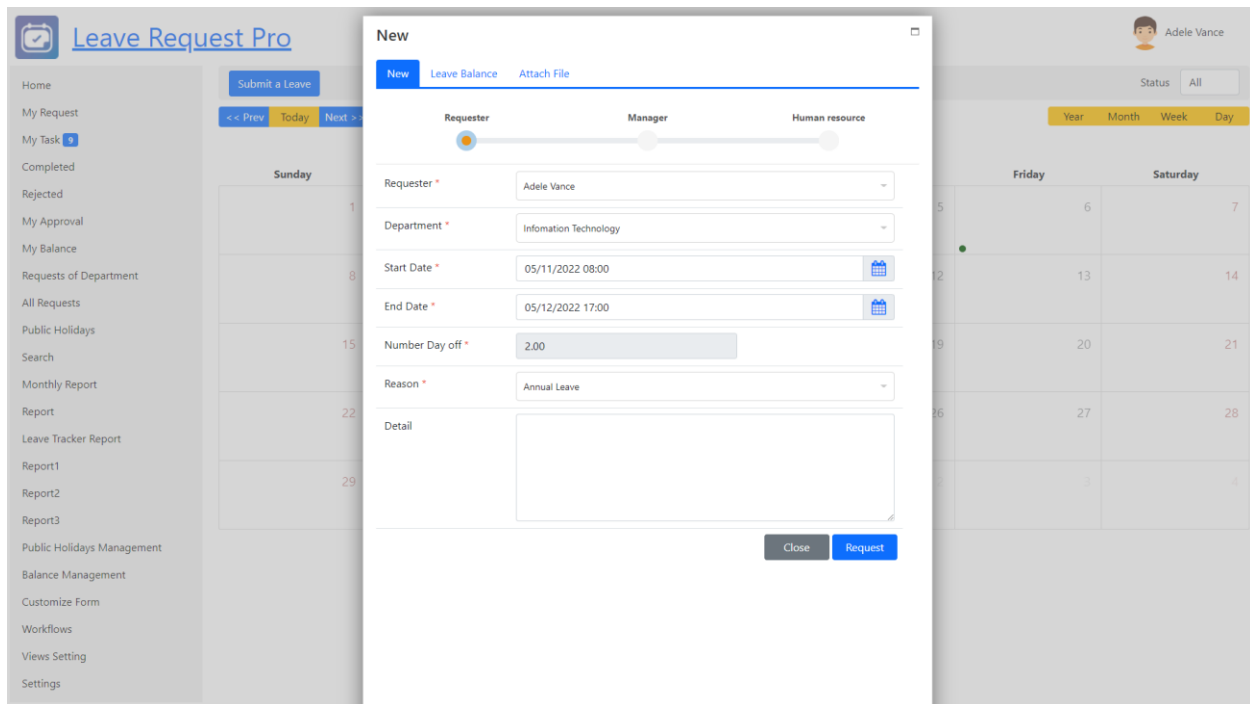
Overview .....	3
Install the app from the SharePoint store .....	3
Upgrade the app .....	5

# Leave Request Pro for SharePoint

**Request, track, approve, and manage the requested. Easy to use, configure, and very flexible**

## Overview

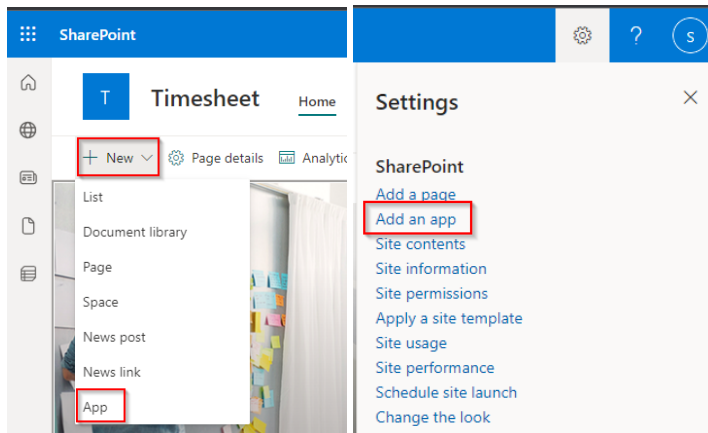
It is a system that supports end-users to request time off in your organization & allows the admin defines the system without code. It allows for creating a custom form and designing the workflow and you can change anything in the system for consistent with your organization. End users easy to create & manage the request. It provides all information to help the manager makes the approval. It is also a SharePoint hosted add-in all data of the add-in saves on your SharePoint site.



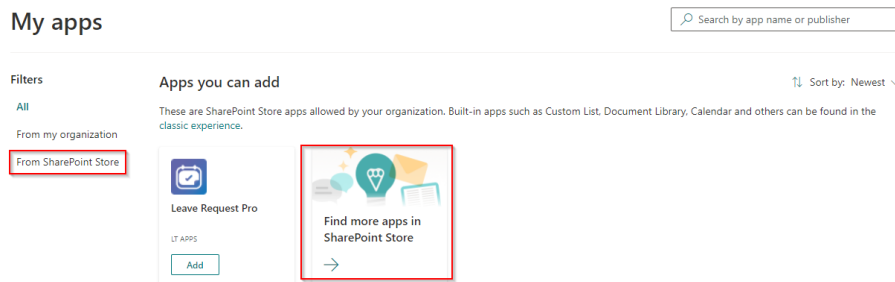
## Install the app from the SharePoint store

Follow the steps below

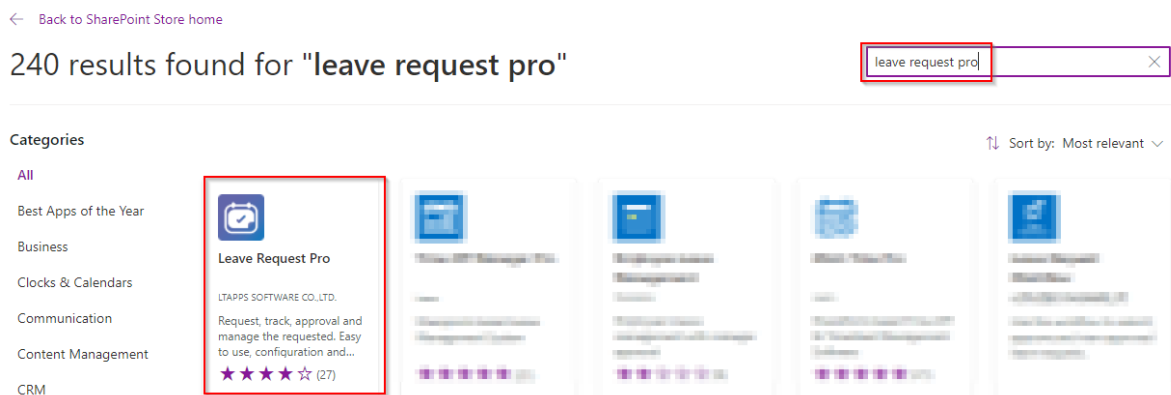
- Open the SharePoint site where you want to install the app. Click the New button > App or click the Settings icon > Add an app



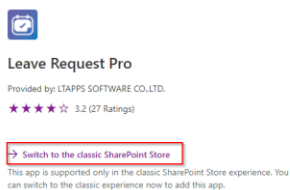
- In the popup appearing, select the From SharePoint Store link. Then click the Find more apps in SharePoint store link



- In the Search by "Leave Request Pro" or "WA104380880" search box, paste the following tag and then press Enter.



- Click the Switch to the classic SharePoint store link



- Then click the Add It button > Trust It button

Free

**ADD IT**

Good news - you already own this app.

By acquiring this app you agree to its permissions.

VERSION 2.24.2  
 RATING ★★★★★ (27)  
 RELEASE DATE January 2020  
 CATEGORY Communication, Employee Interaction, Workflow & Process Management  
 SUPPORT App Website

MORE ACTIONS ▾

- Waiting some minutes for the app to install
- After opening the site contents page, you will see the app

+ New ▾

**Contents** Subsites

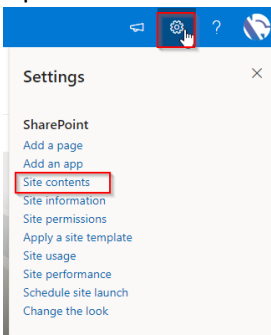
Name	Type	Items	Modified
Documents	Document library	0	4/30/2022 10:21 PM
Form Templates	Document library	0	5/5/2022 11:05 PM
Site Assets	Document library	2	5/5/2022 11:06 PM
Style Library	Document library	0	4/30/2022 10:21 PM
<b>Leave Request Pro</b>	App		5/6/2022 3:05 PM
Multi Approval Process	App		5/5/2022 11:07 PM

## Upgrade the app

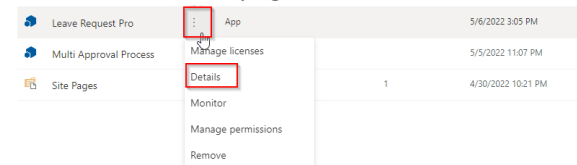
This section helps to understand how to upgrade the app when the new version of the app is available on the Store

Follow the steps below

- Open the site content by clicking the settings icon -> Site content link as the image below



- In the site contents page, click the “...” icon of the app & click the Detail button



- Click the Get It button