



LEAVE REQUEST for Outlook

Configuration & user guides

Version 1.0



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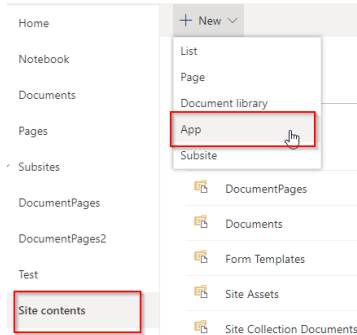
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Install & configure the Leave Request for Outlook

Install the Leave Request Pro in SharePoint

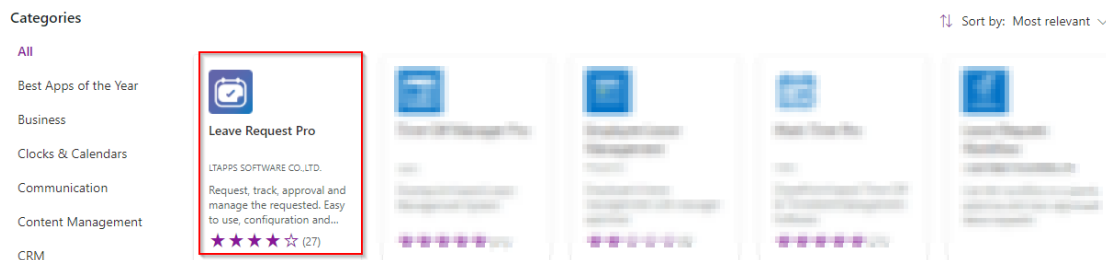
Follow the steps below to install the Leave Request Pro add-in to your site

1. Navigate to any website in the SharePoint Online subscription and open the **Site Contents** page.
2. Select add an add-in to open the **SharePoint Store** page.



3. Find the **Leave Request Pro** add-in in the Add-ins you can add a section and select its tile.

240 results found for "leave request pro"



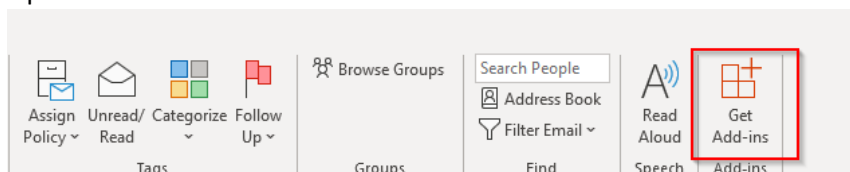
4. Select **Trust It** in the consent dialog. The **Site Contents** page automatically opens and the add-in appears with a notation that it is installing. After it installs, users can select the tile to run the add-in.

Or open the link to get the Leave Request Pro: <https://appsourc.microsoft.com/en-gb/product/office/WA104380880?tab=Overview>

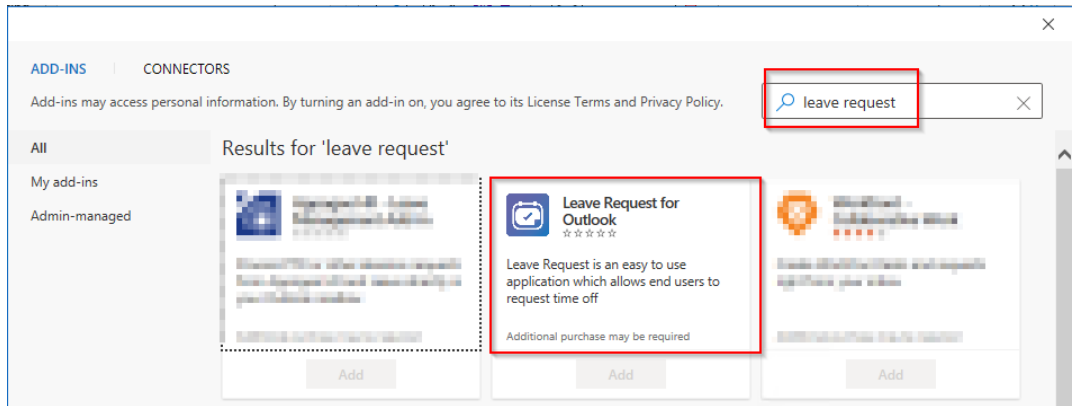
Install the Leave Request for Outlook

Add apps from the ribbon of Outlook

1. Open the Outlook & click the "Get Add-ins" button on the ribbon

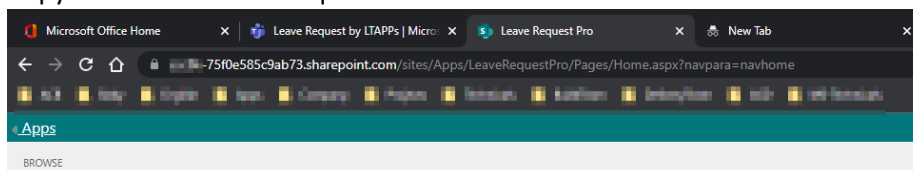


2. Search the "Leave Request for outlook" add-in, then click the Add button

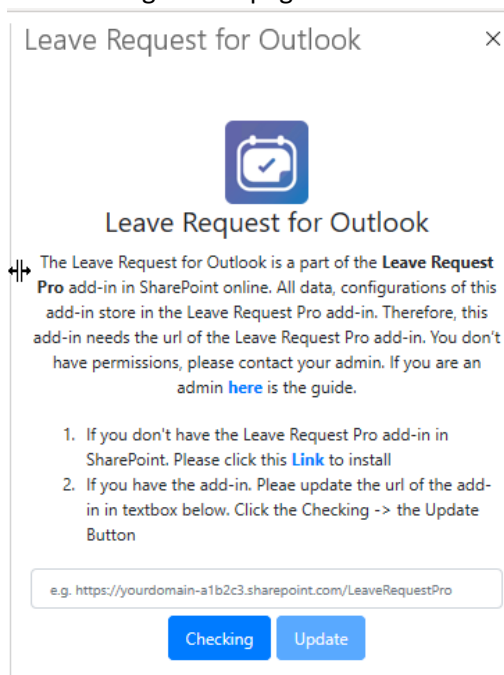


Integrate between the Leave Request for Outlook & Leave Request Pro in SharePoint
Follow steps below

1. Copy the URL of Leave Request Pro in SharePoint



2. In the configuration page of the Leave Request for Outlook, paste this URL to the textbox



3. Click the Checking button, then click the Update button after that

Configure the workflow, form, ...

Refer to the link to know more detail:

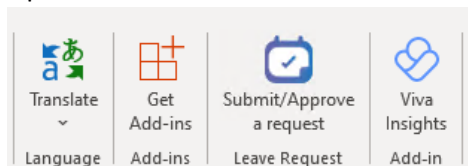
<https://ltaddins.com/UserGuides/LeaveRequestPro/User%20Guide%20-%20Administrator.pdf>

Use the Leave Request for Outlook

Open the add-in

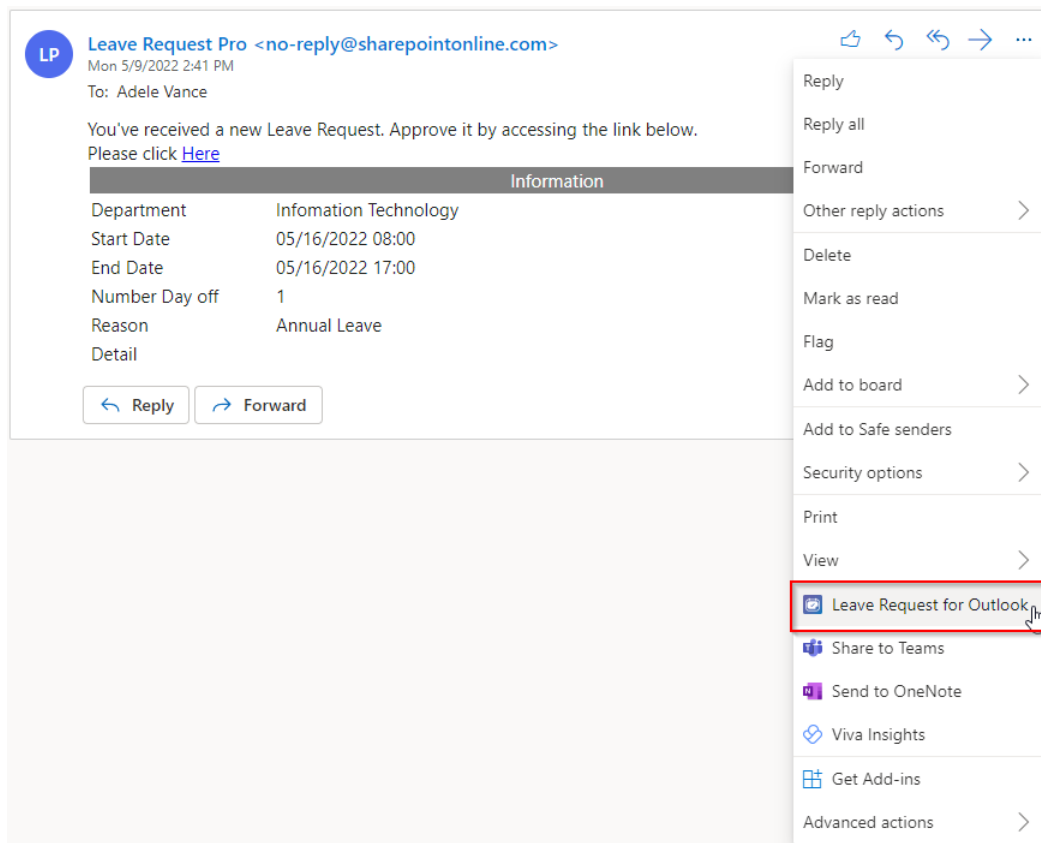
Through the Outlook client

- Open the Outlook client -> Select an email. Then click the add-in icon on the ribbon



Through the Outlook web app

- Open the Outlook web app -> Select an email. Then click the “...” icon on the right of the email -> select the add-in



Home page

Start Date	# of Days	Reason	Status
04/19/2022 01:00	4	Annual Leave	Finished
04/04/2022 01:00	5	Annual Leave	Finished
05/17/2022 01:00	1	Sick Leave	Finished
05/10/2022 01:00	1	Annual Leave	Finished
05/05/2022 01:00			

1. **New**: Submit a new request
2. **Name of current user login & logout** feature
3. **Request** tab: Display all requests of the current user
4. **Todo do** tab: Display all tasks of the current user
5. **Balance** tab: Display how many days take, balance days & remaining days of the current user
6. **Holidays** tab: Display all public holidays

Submit a new request


1. In the home page, click the **New** button
2. Input all information & click the **Request** button




New ×

Requester *
Adele Vance

Department *
Information Technology

Start Date *
 

End Date *
 

Number Day off *



Reason *
Annual Leave


Detail

Close Request

Approve / Reject the request

1. In the to-do list, click the link of the request that you want to approve/reject

Requests **To-Do 9**  



Requester [Isaiah Langer](#)

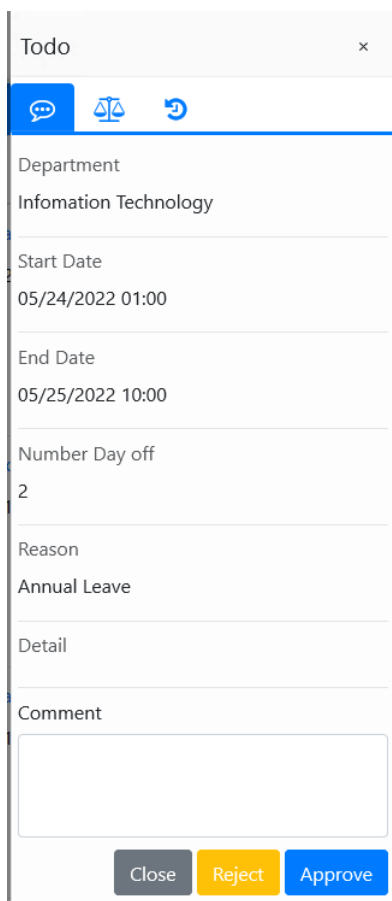
Start Date 05/24/2022 01:00

of Days 2

Reason

Reject Approval

2. In the page appears, click the button **Approval/Reject**



Todo x

Department
Information Technology

Start Date
05/24/2022 01:00

End Date
05/25/2022 10:00

Number Day off
2

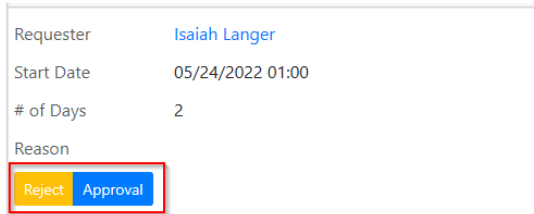
Reason
Annual Leave

Detail

Comment

Close Reject Approve

3. For quick approve/reject without any comment, click the button **approval/reject** in the to-do list



Requester [Isaiah Langer](#)

Start Date 05/24/2022 01:00

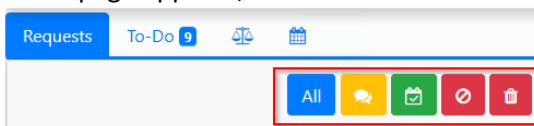
of Days 2

Reason

Reject Approval

View all request

1. Click the **requests** tab
2. In the page appears, click the button status to filter the request



Requests To-Do 9

All Messages Calendar Refresh Delete

View my task

1. Click the **to-do** tab
2. Approve/Reject a request
 - a. Click the link of the request & click approve the **Approval/Reject** in the form appear



Requests To-Do 9

Requester **Isaiah Langer**

Start Date 05/24/2022 01:00

of Days 2

Reason

Reject Approval

b. Click the approval/reject button on right of the table

Requester [Isaiah Langer](#)

Start Date 05/24/2022 01:00

of Days 2

Reason

Reject Approval

View my balance

1. Click the **balance** tab
2. View my balance & switch the year to see the data

Requests To-Do 9

< Year 2022 >

Type	Annual Leave
Taken	12.00
Balance	0
Remaining	-12.00
Type	Sick Leave
Taken	1.00
Balance	0
Remaining	-1.00
Type	Vacation Leave
Taken	0
Balance	0
Remaining	0

View public holidays

1. Click the **Holidays** tab
2. Switch the **year** dropdown to check public holidays



Requests	
To-Do	9
Year 2017	
From Date	01/01/2017
To Date	01/01/2017
Holiday Name	New year's day