



LEAVE REQUEST for Team

Configuration & user guides

Version 1.0



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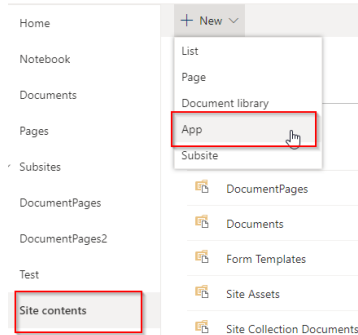
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Install & configure the Leave Request for Teams

Install the Leave Request Pro in SharePoint

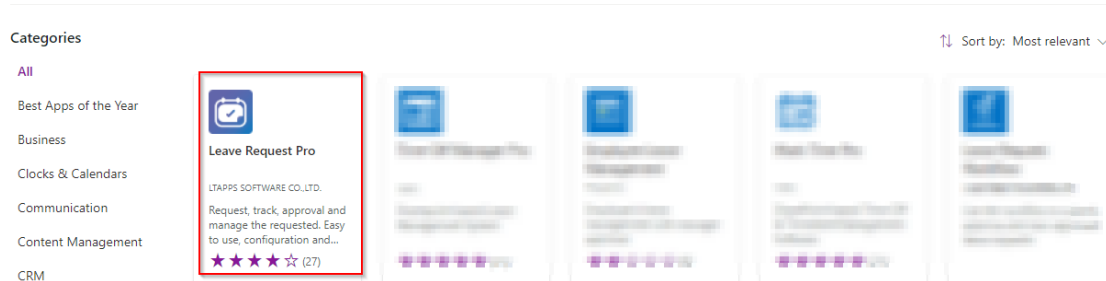
Follow the steps below to install the Leave Request Pro add-in to your site

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 or WA104380880** 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 Team

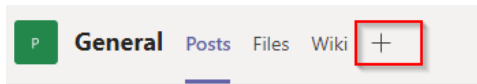
Add apps from the left side of Teams

1. Go to Apps on the left of Teams, then search the **Leave Request** app
2. Select the app & take a moment to browse the subsections (e.g., Tabs, Messages, Personal app.) This area explains the capabilities of the app—and where it will show up in Teams, ready for you to use or configure

Add apps to a tab in a channel or a chat

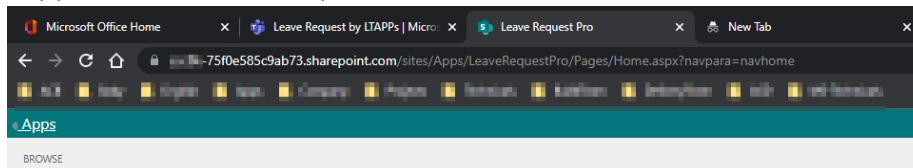
In tabs, you can add apps to share content and work collaboratively

Go to the channel, group chat, or one-on-one conversation of your choosing, and click Add a tab Add button



Integrate between the Leave Request for Teams & 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 team, paste this URL to the textbox



Leave Request by LTAPPs

The Leave Request by LTAPPs is a part of the **Leave Request Pro** add-in in SharePoint online. All data, configurations of this app store in the Leave Request Pro add-in. Therefore, this app needs the url of the Leave Request Pro add-in. You don't have permissions, please contact your admin. If you are an admin [here](#) is the guide.

1. If you don't have the Leave Request Pro add-in in SharePoint. Please click this [Link](#) to install
2. If you have the add-in. Please update the url of the add-in in textbox below. Click the Checking -> the Update Button

e.g.

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

Configure the workflow, form, ...

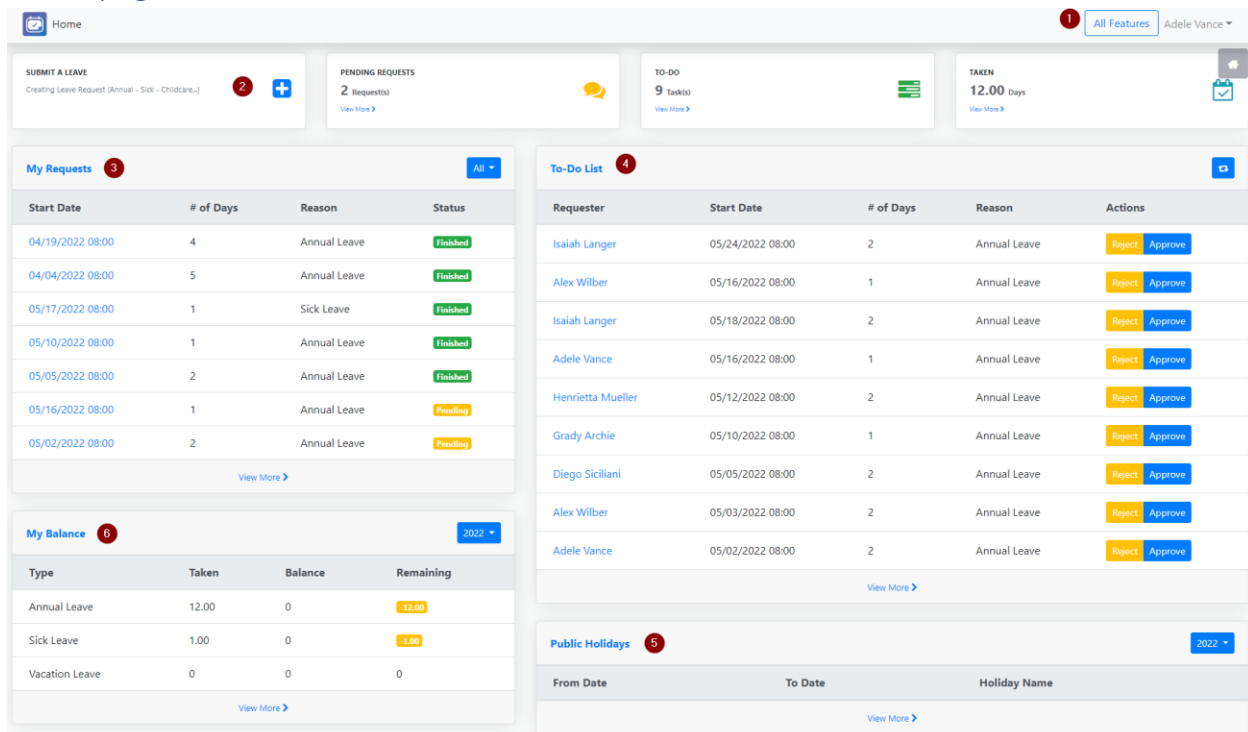
Refer to the link to know more detail:

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



Use the Leave Request for Team

Home page



The screenshot shows a user interface for managing leave requests. At the top right, there is a user profile for 'Adele Vance' with a notification badge for 'All Features'. Below this are four summary cards: 'SUBMIT A LEAVE' (2 requests), 'PENDING REQUESTS' (2 requests), 'TO-DO' (9 tasks), and 'TAKEN' (12.00 days). The main content area is divided into five sections: 'My Requests' (3 items), 'To-Do List' (4 items), 'My Balance' (6 items), 'Public Holidays' (5 items), and a 'Public Holidays' table. Each section includes a 'View More' link.

| Start Date | # of Days | Reason | Status |
|------------------|-----------|--------------|----------|
| 04/19/2022 08:00 | 4 | Annual Leave | Finished |
| 04/04/2022 08:00 | 5 | Annual Leave | Finished |
| 05/17/2022 08:00 | 1 | Sick Leave | Finished |
| 05/10/2022 08:00 | 1 | Annual Leave | Finished |
| 05/05/2022 08:00 | 2 | Annual Leave | Finished |
| 05/16/2022 08:00 | 1 | Annual Leave | Pending |
| 05/02/2022 08:00 | 2 | Annual Leave | Pending |

| Requester | Start Date | # of Days | Reason | Actions |
|-------------------|------------------|-----------|--------------|----------------|
| Isaiah Langer | 05/24/2022 08:00 | 2 | Annual Leave | Reject Approve |
| Alex Wilber | 05/16/2022 08:00 | 1 | Annual Leave | Reject Approve |
| Isaiah Langer | 05/18/2022 08:00 | 2 | Annual Leave | Reject Approve |
| Adele Vance | 05/16/2022 08:00 | 1 | Annual Leave | Reject Approve |
| Henrietta Mueller | 05/12/2022 08:00 | 2 | Annual Leave | Reject Approve |
| Grady Archie | 05/10/2022 08:00 | 1 | Annual Leave | Reject Approve |
| Diego Siciliani | 05/05/2022 08:00 | 2 | Annual Leave | Reject Approve |
| Alex Wilber | 05/03/2022 08:00 | 2 | Annual Leave | Reject Approve |
| Adele Vance | 05/02/2022 08:00 | 2 | Annual Leave | Reject Approve |

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

| From Date | To Date | Holiday Name |
|-----------|---------|--------------|
| | | |

- Header: Display the icon, page name & all features button
- Cards
 - New Request: The button creates a new request
 - Pending Requests: Number of pending requests of current user
 - To-do: Number of requests need to-do
 - Taken: Number of days taken
- List my requests: Display all requests of current users. Click the **view more** link to display more detail
- To-do list: Display all tasks of the current user. Click the **view more** link to display more detail
- Public holidays: Display all public holidays
- My balance

Create a new request

- On the home page, click the **New Request** button
- Input all information & click the **Request** button



New
×

New
Leave Balance

Requester
Manager
Human resource

Requester *

Adele Vance

Department *

Information Technology

Start Date *

05/09/2022 08:00

📅

End Date *

05/10/2022 17:00

📅

Number Day off *

2.00

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

| Requester | Start Date | # of Days | Reason | Actions |
|---------------|------------------|-----------|--------------|--|
| Isaiah Langer | 05/24/2022 08:00 | 2 | Annual Leave | Reject Approve |

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



Todo ×

View
Leave Balance
Information Processing

Requester
Manager
Human resource

●
Isaiah Langer

→

●
Adele Vance

Department Infomation Technology

Start Date 05/24/2022 08:00

End Date 05/25/2022 17:00

Number Day off 2

Reason Annual Leave

Detail

Comment

Close
Reject
Approve

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

| To-Do List ✕ | | | | |
|---|------------------|-----------|--------------|---|
| Requester | Start Date | # of Days | Reason | Actions |
| Isaiah Langer | 05/24/2022 08:00 | 2 | Annual Leave | Reject Approve |

View all request

- Click the **view more** link in my request table

| | | | |
|--|---|--------------|---|
| 05/02/2022 08:00 | 2 | Annual Leave | Pending |
| View More > | | | |

- Or click **All features > My request** link in the header

3. On the page appears, click the button status to filter the request

| View | Department | Start Date | End Date | Number Day off | Reason | Step | Status |
|------------------------|------------------------|------------------|------------------|----------------|--------------|-----------|----------|
| Detail | Information Technology | 05/17/2022 08:00 | 05/17/2022 17:00 | 1 | Sick Leave | Requester | Finished |
| Detail | Information Technology | 05/16/2022 08:00 | 05/16/2022 17:00 | 1 | Annual Leave | Manager | Pending |

View my task

1. Click the **view more** link in the **to-do list** table
2. Or click the **All features > My Task** link in the header
3. Approve/Reject a request
 - a. Click the link of the request & click approve the **Approval/Reject** in the form appear

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

4. Approve/Reject multi requests
 - a. Select the checkbox of the request that you want to approve/reject

| <input type="checkbox"/> | View | Requester | Start Date |
|--------------------------|------------------------|---------------|------------------|
| <input type="checkbox"/> | Detail | Isaiah Langer | 05/24/2022 08:00 |
| <input type="checkbox"/> | Detail | Alex Wilber | 05/16/2022 08:00 |
| <input type="checkbox"/> | Detail | Isaiah Langer | 05/18/2022 08:00 |

- b. Or select the checkbox all

| <input type="checkbox"/> | View | Requester | Start Date |
|--------------------------|------------------------|---------------|------------------|
| <input type="checkbox"/> | Detail | Isaiah Langer | 05/24/2022 08:00 |
| <input type="checkbox"/> | Detail | Alex Wilber | 05/16/2022 08:00 |
| <input type="checkbox"/> | Detail | Isaiah Langer | 05/18/2022 08:00 |

c. Click the **Approval All/Reject All** button

Show entries

| <input type="checkbox"/> | View | Requester | Start Date |
|--------------------------|------------------------|---------------|------------------|
| <input type="checkbox"/> | Detail | Isaiah Langer | 05/24/2022 08:00 |
| <input type="checkbox"/> | Detail | Alex Wilber | 05/16/2022 08:00 |

View my balance

1. Click the **view more** link in my balance table
2. Or click the **All features > My Balance** link in the header
3. View my balance
 - a. Taken tab

Switch the year to see data

| Type | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Sum |
|----------------|-----|-----|-----|------|------|-----|-----|-----|-----|-----|-----|-----|-------|
| Annual Leave | 0 | 0 | 0 | 9.00 | 3.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12.00 |
| Sick Leave | 0 | 0 | 0 | 0 | 1.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1.00 |
| Vacation Leave | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

b. My balance tab

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

View public holidays

1. Click the **All features > Public Holidays** link in the header
2. Switch the **year** dropdown to check public holidays

View Search

1. Click the **search** link in the left navigation
2. Select the filter & click the **search** button

View report

1. Click **All features > Report** link in the header
2. Select the filter & click the **report** button
3. Click the **excel/word** button to generate the excel/word file

Year: 2022 | Quarter: All | Month: All

Requester: Adele Vance | Type: All

Report [Excel] [Word]

| Type | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Sum | Balance | Remaining |
|----------------|-----|-----|-----|------|------|-----|-----|-----|-----|-----|-----|-----|-------|---------|-----------|
| Adele Vance | | | | | | | | | | | | | | | |
| Annual Leave | 0 | 0 | 0 | 9.00 | 3.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12.00 | 0 | -12.00 |
| Sick Leave | 0 | 0 | 0 | 0 | 1.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1.00 | 0 | -1.00 |
| Vacation Leave | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

View report 1/2/3

1. Click **All features > Report1** link in the header
2. Select the filter & click the **report** button
3. Click the **excel/word/print** button to generate the excel/word/print file

Field Name | Operator | Value

Requester: None

Department: Equal | Information Technology

Status: None

Report [Excel] [Word] [Print]

Header line 1
Header line 2

| Requester | Department | Start Date | End Date | Number Day off | Reason | Step | Status |
|-----------------|------------------------|------------------|------------------|----------------|----------------|-----------|----------|
| Adele Vance | Information Technology | 04/04/2022 08:00 | 04/08/2022 17:00 | | 5 Annual Leave | Requester | Finished |
| Adele Vance | Information Technology | 04/19/2022 08:00 | 04/22/2022 17:00 | | 4 Annual Leave | Requester | Finished |
| Adele Vance | Information Technology | 05/02/2022 08:00 | 05/03/2022 17:30 | | 2 Annual Leave | Manager | Pending |
| Alex Wilber | Information Technology | 05/03/2022 08:00 | 05/04/2022 17:00 | | 2 Annual Leave | Manager | Pending |
| Diego Siciliani | Information Technology | 05/05/2022 08:00 | 05/06/2022 17:00 | | 2 Annual Leave | Manager | Pending |
| Adele Vance | Information Technology | 05/05/2022 08:00 | 05/06/2022 17:00 | | 2 Annual Leave | Requester | Finished |
| Adele Vance | Information Technology | 05/10/2022 08:00 | 05/10/2022 17:00 | | 1 Annual Leave | Requester | Finished |
| Grady Archie | Information Technology | 05/10/2022 08:00 | 05/10/2022 17:00 | | 1 Annual Leave | Manager | Pending |

Other views

1. View completed
Display all complete requests of current user login
2. View rejected
Display all reject requests of current user login
3. View my approval
Display all requests that approved by the current user login
4. Configuration page
Re-update the URL of the Leave Request pro in SharePoint

Show 10 entries | Filter requests

| View | Department | Start Date | End Date | Number Day off | Reason |
|--------|------------------------|------------------|------------------|----------------|------------|
| Detail | Information Technology | 05/17/2022 08:00 | 05/17/2022 17:00 | 1 | Sick Leave |



The Leave Request Pro Url