



Multi Approval Process for Outlook

Configuration & user guides

Version 1.0



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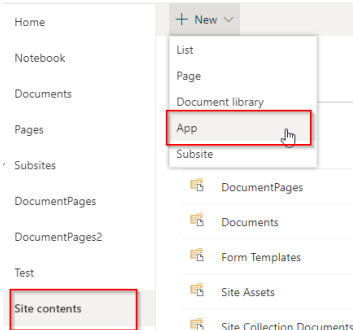
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Install & configure the Multi Approval Process for Outlook

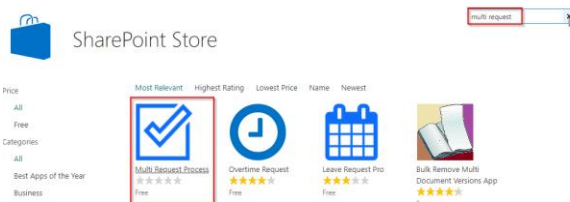
Install the Multi Request Process in SharePoint

Follow the steps below to install the Multi Request Process 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 **Multi Request Process** add-in in the Add-ins you can add a section and select its tile.



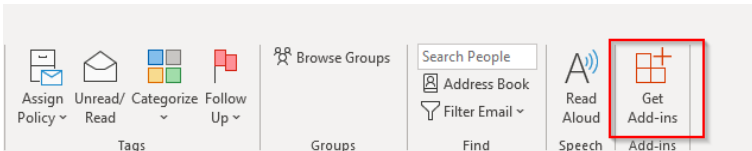
4. Select **Trust It** in the consent dialog. The **Site Contents** page automatically opens and the add-in appears with a notation that it is installing. After it installs, users can select the tile to run the add-in.

Or open the link to get the Multi Approval Process: <https://appsource.microsoft.com/en-us/product/office/WA104380887>

Install the Multi Approval Process 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 “Multi Approval Process” add-in, then click the Add button

Integrate between the Multi Approval Process for Outlook & Multi Request Process in SharePoint

Follow steps below

1. Copy the URL of Multi Request Process Pro in SharePoint

[https://\[redacted\].sharepoint.com/Apps/Test/ModernSite/FlexibleRequestManagement/Pages/](https://[redacted].sharepoint.com/Apps/Test/ModernSite/FlexibleRequestManagement/Pages/)

2. In the configuration page of the Multi Approval Process for Outlook, paste this URL to the textbox

Multi Approval Process for Outlook

The Multi Approval Process for Outlook is a part of the **Multi Approval Process** add-in in SharePoint online. All data, configurations of this add-in store in the Multi Approval Process add-in. Therefore, this add-in needs the url of the Multi Approval Process 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 Multi Approval Process 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. <https://yourdomain-a1b2c3.sharepoint.com/FlexibleRe>

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

Configure the workflow, form, ...

Refer to the link to know more detail:

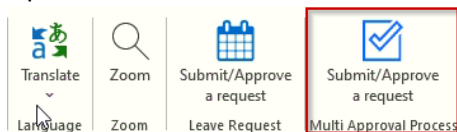
<https://ltaddins.com/UserGuides/ApprovalRequest/User%20Guide%20-%20Administrator.pdf>

Use the Multi Approval Process 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

MP Multi Request Process <no-reply@sharepointonline.com>
 Wed 7/28/2021 11:04 PM
 To: LTAPPS Support

You've received a new Overtime Request. Approve it by accessing the link below.
 Please click [here](#)

| Information | |
|---------------------|------------------------|
| ID | TVR-000018 |
| Department | Information Technology |
| Request Description | OT |
| Type of OT | Normal day |
| Start Time | 07/28/2021 18:00 |
| End Time | 07/28/2021 23:00 |
| Total Hours | 5 |
| Working or Waiting | Working |
| Toil or Money | Toil |
| Reason | |

[Reply](#) | [Forward](#)

- Reply
- Reply all
- Forward
- Other reply actions >
- Delete
- Mark as unread
- Flag
- Add to board >
- Add to Safe senders
- Security options >
- Print
- View >
- Share to Teams
- Leave Request for Outlook
- Multi Approval Process for Outlook
- OneNote

Home page

Multi Approval Process for Outlook

New 1 LTAPPS Support 2

Requests 3 To-Do 4

5 All

ID 6 [OTR-000022](#)

Department Information Technology

Form Type Overtime Request

Step Manager

Status Pending

ID [RCR-000021](#)

Department Information Technology

Form Type Recruitment Request

Step Requester

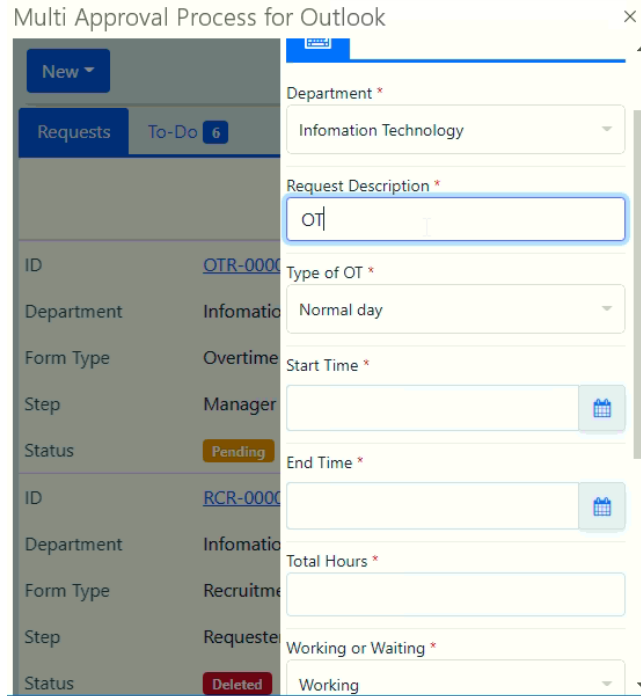
Status Deleted

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. Status buttons
6. The request details

Submit a new request

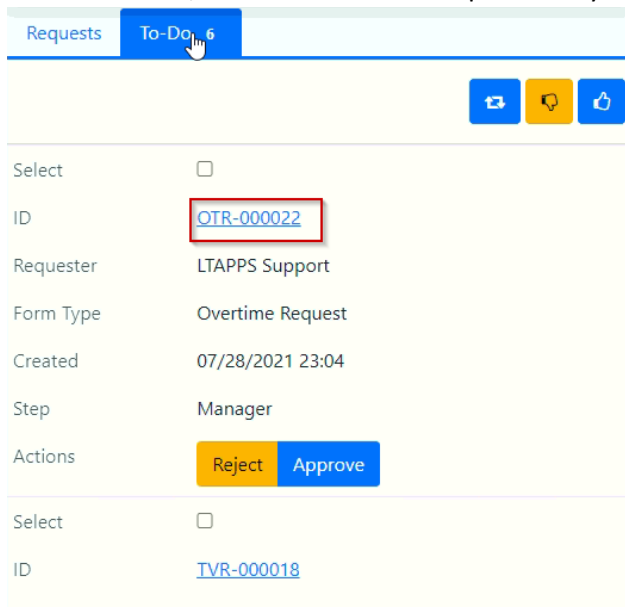
1. On the home page, click the **New** button & select the type of the request

2. Input all information & click the **Request** button



Approve / Reject the request

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



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

Multi Approval Process for Outlook

07/28/2021 18:00

End Time

07/28/2021 23:00

Total Hours

5

Select

Working or Waiting

ID [OTR-0000](#) Working

Requester LTAPPS Support Toil or Money

Form Type Overtime Toil

Created 07/28/2021 Reason

Step Manager Comment

Actions

Select

ID [TVR-0000](#)

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

Select

ID [OTR-000022](#)

Requester LTAPPS Support

Form Type Overtime Request

Created 07/28/2021 23:04

Step Manager

Actions

View all request

- Click the **requests** tab
- In the page appear, click the button status to filter the request

Requests To-Do 6

View my task

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

Requests **To-Do 6**

| | |
|-----------|--|
| Select | <input type="checkbox"/> |
| ID | OTR-000022 |
| Requester | LTAPPS Support |
| Form Type | Overtime Request |
| Created | 07/28/2021 23:04 |
| Step | Manager |
| Actions | <input type="button" value="Reject"/> <input type="button" value="Approve"/> |

b. Click the Approval/Reject button on right of the table

Requests **To-Do 6**

| | |
|-----------|--|
| Select | <input type="checkbox"/> |
| ID | OTR-000022 |
| Requester | LTAPPS Support |
| Form Type | Overtime Request |
| Created | 07/28/2021 23:04 |
| Step | Manager |
| Actions | <input type="button" value="Reject"/> <input type="button" value="Approve"/> |