



# MULTI APPROVAL PROCESS for Team

Configuration & user guides

Version 1.0

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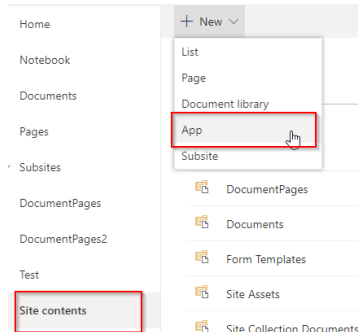
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## Install & configure the Multi Approval Process for the Team

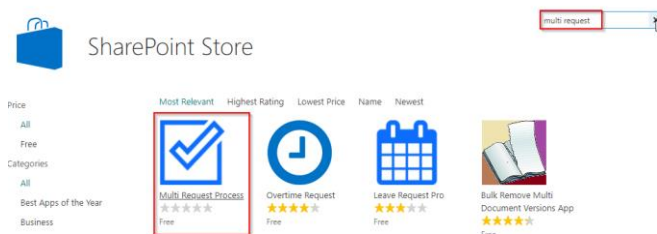
### Install the Multi Approval Process in SharePoint

Follow the steps below to install the Multi Approval 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 Team

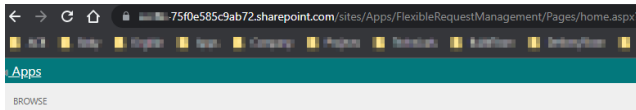
Add apps from the left side of Teams

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

### Integrate between the Multi Approval Process for Team & Multi Approval Process in SharePoint

Follow steps below

1. Copy the URL of Multi Approval Process on SharePoint



[Multi Approval Process](#)

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



### Multi Approval Process by LTAPPs

The Multi Approval Process by LTAPPs is a part of the **Multi Approval Process** add-in in SharePoint online. All data, configurations of this app store in the Multi Approval Process add-in. Therefore, this app 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.

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

Configure the workflow, form, ...

Refer to the link to know more detail: [User Guide - Administrator.pdf \(ltaddins.com\)](#)

## Use the Multi Approval Process for Team

### Home page

The screenshot shows the home page of the Multi Approval Process LTAPPs application. It features a navigation bar with 'Home', 'My Request', and 'My Task' options. A top right corner contains an 'All Features' button and the user name 'Adele Vance'. The main content area is divided into several sections:

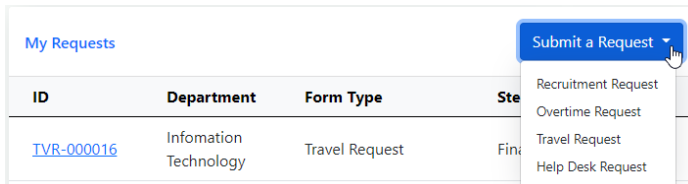
- PENDING REQUESTS:** A card showing 5 pending requests with a 'View More' link.
- TO-DO:** A card showing 11 to-do items with a 'View More' link.
- ALL FEATURES:** A card showing 16 features with a 'View More' link.
- My Request:** A table with 8 rows of request data, including ID, Department, Form Type, Step, and Status. A 'Submit a Request' button is visible above the table.
- To-Do List:** A table with 10 rows of to-do items, including ID, Requester, Form Type, Step, and Actions (Reject, Approve).

1. Header: Display the icon, page name & all features button
2. Cards

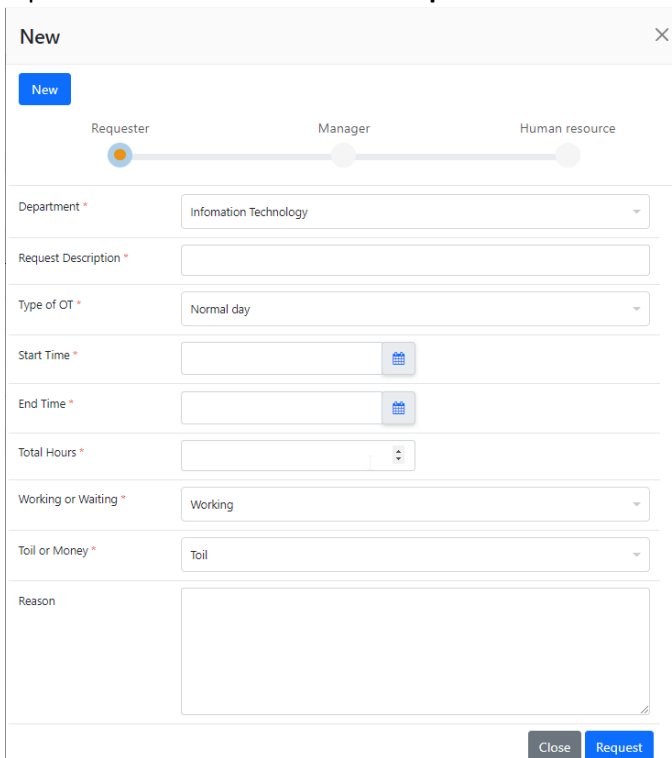
- a. Pending Requests: Number of pending requests of current user
- b. To-do: Number of requests need to-do
- c. All Features
- 3. List my requests: Display all requests of the current user. Click the **view more** link to display more detail
- 4. Submit a new request
- 5. To-do list: Display all tasks of the current user. Click the **view more** link to display more detail

### Create a new request

1. In the home page, click the **Submit a Request** button. Then select the type of request that you want to submit



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



**New** [Close]

New

Requester      Manager      Human resource

Department \*      Information Technology

Request Description \*

Type of OT \*      Normal day

Start Time \*      [Calendar icon]

End Time \*      [Calendar icon]

Total Hours \*      [Dropdown]

Working or Waiting \*      Working

Toil or Money \*      Toil

Reason

[Close]      [Request]

### Approve / Reject the request

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

To-Do List


<input type="checkbox"/>	ID	Requester	Form Type
<input type="checkbox"/>	<a href="#">HDR-000012</a>	William	Help Desk Request

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

Todo
✕

View
Expense
Information Processing

Requester
Manager
Human resource
Finance



ID	TVR-000015
Employee ID	EMP00123
Name	Noah
Title	MS Team Developer
Department	Infomation Technology
Destination	HCM City
Departure	07/04/2021
Return	07/06/2021
Total Days	3
Purpose	
Notes	
Comment	<div style="border: 1px solid #ccc; height: 30px; width: 100%;"></div>

Close
Reject
Approve

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

To-Do List

Reject All
Approve All

<input type="checkbox"/>	ID	Requester	Form Type	Step	Actions
<input type="checkbox"/>	<a href="#">HDR-000012</a>	William	Help Desk Request	IT Team	<span style="background-color: #ffc107; padding: 2px 5px; border-radius: 3px;">Reject</span> <span style="margin-left: 5px; background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Approve</span>
<input type="checkbox"/>	<a href="#">TVR-000011</a>	Elijah	Travel Request	Manager	<span style="background-color: #ffc107; padding: 2px 5px; border-radius: 3px;">Reject</span> <span style="margin-left: 5px; background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Approve</span>

### View all request

1. Click the **view more** link in my request table
2. Or click **All features > My request** link in the header

All Features
All Features Noah ▾

<div style="border: 1px solid #007bff; padding: 2px;"> <b>MY REQUEST</b>  <small>Display all requests (Pending - Completed - Rejected)</small> </div>	<b>MY TASK</b> <small>Display all task that needs to take the action</small>	<b>COMPLETED</b> <small>Display completed requests</small>	<b>REJECTED</b> <small>Display rejected requests</small>
<b>MY APPROVAL</b> <small>Display requests that approved by me</small>	<b>REQUESTS OF DEPARTMENT</b> <small>Display requests in organization</small>	<b>ALL REQUESTS</b> <small>Display requests in organization</small>	<b>SEARCH</b> <small>Allow searching requests with multi filters</small>
<b>REPORT1</b> <small>Leave Tracker of all employees</small>	<b>REPORT2</b> <small>Leave Tracker of all employees</small>	<b>REPORT3</b> <small>Leave Tracker of all employees</small>	<b>CONFIGURATIONS &amp; GUIDE</b> <small>Configurations &amp; guide documents</small>

3. In the page appear, click the button status to filter the request

All Pending Finished Deleted

Show 10 entries

ID	Department	Form Type	Step	Status
<a href="#">TVR-000016</a>	Information Technology	Travel Request	Finance	Finished
<a href="#">TVR-000015</a>	Information Technology	Travel Request	Finance	Finished
<a href="#">TVR-000014</a>	Information Technology	Travel Request	Requester	Pending
<a href="#">QTR-000013</a>	Information Technology	Overtime Request	Manager	Pending
<a href="#">RCR-000012</a>	Information Technology	Recruitment Request	Manager	Pending
<a href="#">QTR-000011</a>	Information Technology	Overtime Request	Manager	Pending
<a href="#">RCR-000010</a>	Information Technology	Recruitment Request	Requester	Deleted

Showing 1 to 7 of 7 entries

First Previous 1 Next Last

## 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

Reject All Approve All

Show 10 entries

ID	Requester	Form Type	Created	Step	Comment	Actions
<a href="#">TVR-000014</a>	Noah	Travel Request	07/07/2021 17:18	Manager	<input type="text"/>	<span>Reject</span> <span>Approve</span>
<a href="#">QTR-000013</a>	Noah	Overtime Request	07/07/2021 17:17	Manager	<input type="text"/>	<span>Reject</span> <span>Approve</span>
<a href="#">RCR-000012</a>	Noah	Recruitment Request	07/07/2021 17:17	Manager	<input type="text"/>	<span>Reject</span> <span>Approve</span>
<a href="#">QTR-000007</a>	LTAPPs 37	Overtime Request	07/07/2021 16:43	Manager	<input type="text"/>	<span>Reject</span> <span>Approve</span>

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

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

Reject All Approve All

Show 10 entries

ID	Requester	Form Type	Created	Step	Comment	Actions
<a href="#">TVR-000014</a>	Noah	Travel Request	07/07/2021 17:18	Manager	<input type="text"/>	<span>Reject</span> <span>Approve</span>
<a href="#">QTR-000013</a>	Noah	Overtime Request	07/07/2021 17:17	Manager	<input type="text"/>	<span>Reject</span> <span>Approve</span>
<a href="#">RCR-000012</a>	Noah	Recruitment Request	07/07/2021 17:17	Manager	<input type="text"/>	<span>Reject</span> <span>Approve</span>
<a href="#">QTR-000007</a>	LTAPPs 37	Overtime Request	07/07/2021 16:43	Manager	<input type="text"/>	<span>Reject</span> <span>Approve</span>

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

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

ID	Requester
<input type="checkbox"/> <a href="#">TVR-000014</a>	Noah
<input type="checkbox"/> <a href="#">QTR-000013</a>	Noah
<input type="checkbox"/> <a href="#">RCR-000012</a>	Noah
<input type="checkbox"/> <a href="#">QTR-000007</a>	LTAPPs 37

- b. Or select the checkbox all

ID	Requester
<input type="checkbox"/> <a href="#">TVR-000014</a>	Noah
<input type="checkbox"/> <a href="#">QTR-000013</a>	Noah
<input type="checkbox"/> <a href="#">RCR-000012</a>	Noah
<input type="checkbox"/> <a href="#">QTR-000007</a>	LTAPPs 37

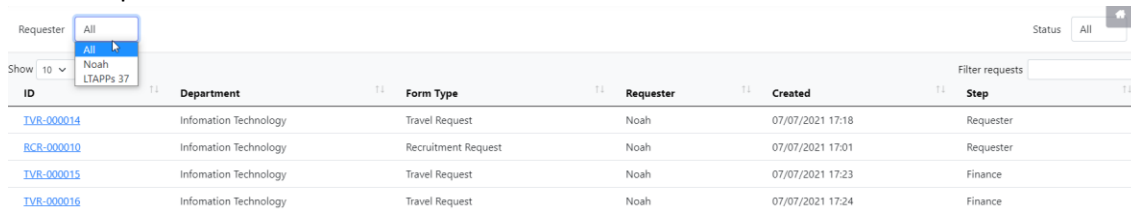
c. Click the **Approval All/Reject All** button



### View requests of the department

This view supports display requests of the department

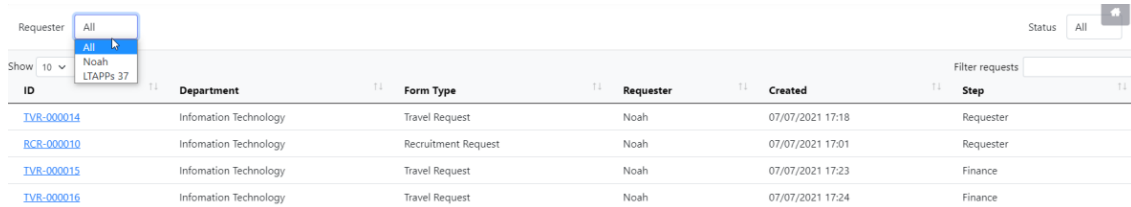
1. Click the **Request of Department** link in the navigation
2. Select requester & status fields to filter



ID	Department	Form Type	Requester	Created	Step
<a href="#">TVR-000014</a>	Information Technology	Travel Request	Noah	07/07/2021 17:18	Requester
<a href="#">RCR-000010</a>	Information Technology	Recruitment Request	Noah	07/07/2021 17:01	Requester
<a href="#">TVR-000015</a>	Information Technology	Travel Request	Noah	07/07/2021 17:23	Finance
<a href="#">TVR-000016</a>	Information Technology	Travel Request	Noah	07/07/2021 17:24	Finance

### View All Requests

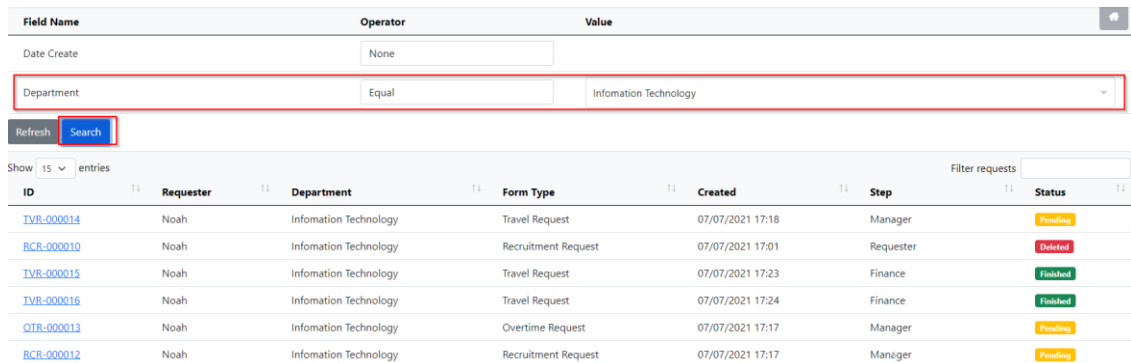
1. Click the **All Requests** link in the navigation
2. Select requester & status fields to filter



ID	Department	Form Type	Requester	Created	Step
<a href="#">TVR-000014</a>	Information Technology	Travel Request	Noah	07/07/2021 17:18	Requester
<a href="#">RCR-000010</a>	Information Technology	Recruitment Request	Noah	07/07/2021 17:01	Requester
<a href="#">TVR-000015</a>	Information Technology	Travel Request	Noah	07/07/2021 17:23	Finance
<a href="#">TVR-000016</a>	Information Technology	Travel Request	Noah	07/07/2021 17:24	Finance

### View Search

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



Field Name	Operator	Value
Date Create	None	
Department	Equal	Information Technology

ID	Requester	Department	Form Type	Created	Step	Status
<a href="#">TVR-000014</a>	Noah	Information Technology	Travel Request	07/07/2021 17:18	Manager	Pending
<a href="#">RCR-000010</a>	Noah	Information Technology	Recruitment Request	07/07/2021 17:01	Requester	Deleted
<a href="#">TVR-000015</a>	Noah	Information Technology	Travel Request	07/07/2021 17:23	Finance	Finished
<a href="#">TVR-000016</a>	Noah	Information Technology	Travel Request	07/07/2021 17:24	Finance	Finished
<a href="#">OTR-000013</a>	Noah	Information Technology	Overtime Request	07/07/2021 17:17	Manager	Pending
<a href="#">RCR-000012</a>	Noah	Information Technology	Recruitment Request	07/07/2021 17:17	Manager	Pending



## View report

1. Click **All features > Report** link in the header
2. Select the filter & click the **report** button

Field Name Operator Value

Date Create None

Department Equal Information Technology

Refresh Report

**Report Header Line 1**  
Report Header Line 2

ID	Requester	Department	Form Type	Step	Status	Created
TVR-000014	Noah	Information Technology	Travel Request	Manager	Pending	07/07/2021 17:18
RCR-000010	Noah	Information Technology	Recruitment Request	Requester	Deleted	07/07/2021 17:01
TVR-000015	Noah	Information Technology	Travel Request	Finance	Finished	07/07/2021 17:23
TVR-000016	Noah	Information Technology	Travel Request	Finance	Finished	07/07/2021 17:24

3. Click the **excel/word** button to generate the excel/word/ file

Field Name Operator Value

Date Create None

Department Equal Information Technology

Refresh Report

**Report Header Line 1**  
Report Header Line 2

ID	Requester	Department	Form Type	Step	Status	Created
TVR-000014	Noah	Information Technology	Travel Request	Manager	Pending	07/07/2021 17:18
RCR-000010	Noah	Information Technology	Recruitment Request	Requester	Deleted	07/07/2021 17:01
TVR-000015	Noah	Information Technology	Travel Request	Finance	Finished	07/07/2021 17:23
TVR-000016	Noah	Information Technology	Travel Request	Finance	Finished	07/07/2021 17:24

## Other views

1. View completed  
Display all complete requests of current user login

Show 10 entries Filter requests

ID	Department	Form Type	Created
<a href="#">TVR-000015</a>	Information Technology	Travel Request	07/07/2021 17:23
<a href="#">TVR-000016</a>	Information Technology	Travel Request	07/07/2021 17:24

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

2. View rejected  
Display all reject requests of current user login

Show 10 entries Filter requests

ID	Department	Form Type	Created
<a href="#">TVR-000014</a>	Information Technology	Travel Request	07/07/2021 17:18

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

3. View my approval  
Display all requests that approved by the current user login

Show 10 entries Filter requests

ID	Requester	Form Type	Created	Step	Status
<a href="#">TVR-000014</a>	Noah	Travel Request	07/07/2021 17:18	Requester	Pending
<a href="#">TVR-000015</a>	Noah	Travel Request	07/07/2021 17:23	Finance	Finished
<a href="#">TVR-000016</a>	Noah	Travel Request	07/07/2021 17:24	Finance	Finished
<a href="#">OTR-000013</a>	Noah	Overtime Request	07/07/2021 17:17	Manager	Pending
<a href="#">OTR-000011</a>	Noah	Overtime Request	07/07/2021 17:09	Manager	Pending

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

4. Configuration page  
Re-update the URL of the Multi Approval Process in SharePoint



The Leave Request Pro Url