



LTAPPS Time Off

User guide

Version 1.0

support@ltaddins.com





Table of Contents

Overview
Open the App5
Via SharePoint
Via MS Teams5
Via O365 Apps5
Submit the Request7
Approve/Reject the Request
Delegate task
Submit on behalf of the employee
Edit the Request
Add the Request to Outlook/MS Teams 11
Get the URL of the Request
Delete the Request
Discussion Feature
Views
Calendar / Home15
My Requests
My Tasks16
My Approval17
My Dashboard17
Dashboard18
Search
Employee Reports
Requests Details Report
Monthly Report
Yearly Report
Manager/Human Resource Reports
Details Report
Tracker Report

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Day Details Report	
Monthly Report	
Yearly Report	23





LTAPPS Time Off

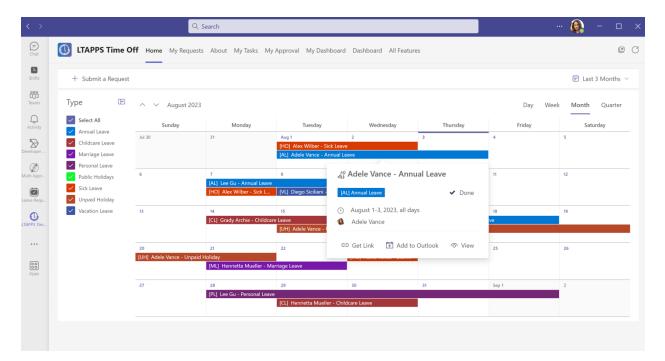
LTAPPS Time Off is a software application that allows employees to create and submit requests for time off

Overview

LTAPPS Time Off is a software application that allows employees to create and submit requests for time off from work, and managers to approve or reject them. A leave request app can also track the leave balances, status, and history of each employee, as well as the company holidays and policies.

LTAPPS Time Off app can benefit both employees and managers by simplifying the process of requesting and approving time off, reducing errors and delays, increasing transparency and accountability, and improving employee satisfaction and productivity.

Users can submit the request via desktop, mobile, web app, or platforms such as O365 apps, SharePoint or Microsoft Teams.







Open the App

You are able to open the app via:

- SharePoint
- MS Teams
- 0365 Apps

Via SharePoint

Follow the steps below:

- Open the O365 portal: https://www.office.com/?auth=2
- Log in with the Microsoft Account
- Open the SharePoint site where the app is installed.
- Open the SharePoint page where the web part is installed.

Via MS Teams

Follow the steps below:

- Open the MS Teams Desktop or MS Teams on the browser.
- Click on the Apps icon in the left navigation > Click on the Built for Your Org link. Then select the LTAPPS Time Off app.

< >		Q, Search	- 🗇 ×
(=) Chat	Apps	Built for your org	
L Shifts	Search C	Created and approved by your organization's technology team	
දීමා Teams	🗄 Apps 🔷	LTAPPS Time Off Open Open LTAPPS Timesheet Open Open	Multi Approval Process Open Capen
Activity	Built for your org Built with Power Platform	A software system that allows users to reserve and manage the TraceOff requests Suit foryour org Chart foryour org A time tracking app that works with SharePoint & Microsoft Teams	Request, track, approve and manage the requested. Easy to use, configured Built for your org
Developer	Featured	Staff Check In-Out Trace Softwater on Up	
(28) Multi Appr	Popular on Teams What's new Best selling	Image: Charpes SOFTWARE COLLTD Image:	
Leave Requ	Top picks Boost customer relations	(Built for your org)	
	Conduct polls and surveys		
Apps	Categories Built by Microsoft Education		

 \times

• Then click on the Open button.



Via O365 Apps

- Open the O365 Apps desktop or open the O365 portal on the browser.
- Click on the Apps icon in the left navigation > Click on the LTAPPS Time Off app icon under the Use Across Teams, Outlook, and Microsoft 365 section.
- If the app doesn't show under the Use Across Teams, Outlook, and Microsoft 365. Click on the Get more Apps button.





$igcell{a} o igcell{b}$ The Off	fice app is becoming the new M	icrosoft 365 app, your home to fi	nd, create, and share your conter	it and ideas. Learn more	
					Get more Apps
Word	X Excel	PowerPoint	0utlook	OneDrive	OneNote

• Select the Built for Your Org link > Select the app.

	Microsoft 365		✓ Search	
Home	Apps		Built for your org	
(+) Create	Search	۹	Created and approved by your organization's technology team	
PD My Content	🗄 Apps	^	LTAPPS Timesheet LTAPPs SOFTWARE CO,LTD	LTAPPS Time Off LTAPPS SOFTWARE CO.,LTD
Ep	Built for your org		A time tracking app that works with SharePoint & Microsoft Teams	A software system that allows users to reserve and manage the Time Off requests
Feed	Featured			

• Then click on the Open button







Submit the Request

	Pro	ogress Steps –		
Requester		ine Manager	ŀ	luman resource
0				
Adele Vance Submitting				
	G	eneral Info		
ugust 8-9, 2023, all days				
[AL] Annual Leave Current Balance: 88 New Balan	ce: 72 more	>		
imployee		Departm	ent	
Adele Vance		IT		
уре				
Annual Leave	Vacation	Childcare	Ç Marriage	Personal
Unpaid Holiday	Leave	Leave	Leave	Leave
tart Date	Sta	irt Time I	s All Day	
Tuesday, August 8 2023		B:00 ~	Yes	
f of Hours Off 16.00				
nd Date	En	d Time		
Wednesday, August 9 2023	1	7:00 ~		
Details				
Enter text here				
Enter text here Attachments				
ttachments		Actions		

- In the Home or My Request pages, click on the Submit a Request button.
 - + Submit a Request
- In the request form in the right panel,
 - Select the department (The system auto-populates if your profile is set in the employee list)
 - Select the Type.
 - o Select the Start & End dates or the Start date & Number of hours off field
 - Click on the Add Attachment link. In the popup that appears, select the file that you want to add.





- If you don't want to submit the request yet, click on the Save Draft button.
- Choose the next approver & click on the Submit button

Approve/Reject the Request

	Progress Steps	∠ Details
Requester	Line Manager	Human resource
Adele Vance Submitted at August 8	Diego Siciliani Approving	
	General Info	
TOF000027] August 8-9, 2023, a	II days	
mployee	Department	
Adele Vance	IT	
уре		
[AL] Annual Leave		
Current Balance: 88 New Balan	201 73 more b	
current balance: oo TNew balan		
Start Date	Start Time	0.@0
uesday, August 8 2023	All day event	
nd Date	# of Hours Off	
Vednesday, August 9 2023	16	
Details		
ake a vacation as planned		
Attachments		
	Process	
Comment		
		Ç
Approver		
Approver & Alex Wilber ×		
Approver	Actions	

Follows the steps below:

- Open the app, and switch to the My Task tab.
- In the calendar view, click on the request & click on the View Icon

8 [AL] Adele Vance - An	9 Inual Leave	////	
් Adele Va	nce - Annua	al Leave	
[AL] Annual Leave	e	🔅 Pendin	ig Approval
August 8-9Adele Vano	, 2023, all days :e		
⇔ Get Link	🖹 Reject	Approve	⊘ View

• In the List View, click on the Approval icon.





Calendar 🗊	III List View						
🖹 Reject	All 🖹 Approve All						
Q Search							
Detail	ID	Employee	Department	Start Date	End Date	# of Hours Off	Туре
B	TOF000027	Adele Vance	IT	August 8 2023 08:00	August 9 2023 17:00	16	(AL) Annual Leave

- In the Approval form of the right panel
- Review the request.
 - Click on the Detail button at the right of the Progress Steps section to check more details of the information process.



 Click on the More link at the right of the balance to check more details of the employee's balance



• Input the comment.

1

- Click on the Approve button if the request is okay for you.
- Click on the Reject button if the request needs to update.

For quick approval of the request without the comment, follow the steps below:

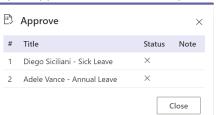
• In the calendar view, click on the request & click on the Approve/Reject buttons.

L] Adele Vance - An	9 hual Leave	
_{ය්} ? Adele Var	nce - Annual Leave	
[AL] Annual Leave	🔅 Pend	ing Approval
 August 8-9 Adele Vance 	2023, all days e	
\ominus Get Link	🖹 Reject 🖹 Approve	

• In the List View, select the requests you want. Then click on the Approve All / Reject All buttons.

	List View						
🖹 Reject All	Approve All						
Q Search							
🥑 Detail	ID	Employee	Department	Start Date	End Date	# of Hours Off	Туре
Ø	TOF000027	Adele Vance	п	August 8 2023 08:00	August 9 2023 17:00	16	[AL] Annual Leave

• If you approve more than 2 requests, a popup will show.



• If the request requires to select the next approvers, a popup will show.





🛱 Select Approvers		×
Select Approvers		
餐 Alex Wilber 🛛 🕹		
	Close	Select

Delegate task

Follow the steps below

• In the Approval form, click on the Delegate button.

🔀 Close 🛱 Delegate 🖹 Reject 🖻 Approve

• In the delegate popup, select the person to whom the task delegates to.

🛱 Delegate		×
Assign To		
🧕 Patti Fernandez 🛛 🗙		
	Close	Delegate

• Click on the Delegate button.

The administrator also can delegate the task from another to another. Follow the steps below:

• On the app, click on the All Features button > Click on the Searching card.

LTAPPS Time Off Home My Req	uests My Tasks My Approval My Dashboard E	ashboard All Features About		ØC
				🕆 All Features
Q		ຄົວັດ	ເວັນໃ	
Searching	Details Report	Monthly Report	Yearly Report	
Filter requests by the time, department & employee	Show requests by time & department	Show the taken by month	Show the taken by year	

• Find the request that you want to delegate the task. Click on the ... icon > Delegate.

Year			Month			Status			
2023		×	All	All					~
Departmen	t		Employee			Туре			
IT		×	All		~	All			~
Q Se									
Detail	ID	Employee	Department	Start Date	End Date	# of Hours Off	All Day Event	Туре	Status
Ø	TOF000028	Diego Siciliani	IT	August 22 2023 08:00	August 24 2023 17:00	24	~	[HO] Sick Leave	Pending Approval
Ø	Open	Support	п	August 24 2023 08:00	August 24 2023 17:00	8	~	[AL] Annual Leave	Pending Approval
0	🛱 Delegate	Support	п	August 23 2023 08:00	August 23 2023 17:00	8	~	[AL] Annual Leave	Pending Approval
Ø	 Get Link 	Adele Vance	П	August 8 2023 08:00	August 9 2023 17:00	16	~	[AL] Annual Leave	Pending Approval
	 Delete(Sys Admin only) Version Histories 								

• In the delegate popup, select the person to whom the task delegates.





□ Delegate		×
Assign To		
🧕 Patti Fernandez >		
	Close	Delegate

Submit on behalf of the employee

Employee			Departmen	t		
Diego Siciliani		~	П			
Diego Siciliani						
Adele Vance		~	0-		_	
Alex Wilber	<u>ج</u>	A	$\overset{\circ}{\overset{\circ}{\overset{\circ}{\overset{\circ}}}}$	X	Ö	
Diego Siciliani	:k Leave	Vacation Leave	Childcare Leave	Marriage Leave	Personal Leave	
Grady Archie						
Henrietta Mueller						
Lee Gu						

Follow the steps below:

- On the home page, click on the Submit a Request button.
- In the Employee dropdown field, select the employee you want to submit on behalf.
- Input the info.
- Click on the Submit button.

Note: The number of employees in the dropdown depended on the role of the current user

- Manager/Human Resource: Depended on the Manager/HR fields in the employees' list.
- Administrator: All employees in the employees' list.

Edit the Request

If the request has been rejected & you want to edit this request. Follow the steps below:

- In the My Task tab, open the request.
- In the form that appears, changes the content. Then click on the Submit button again.

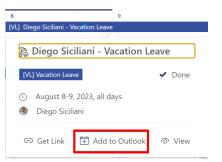
Add the Request to Outlook/MS Teams

Follow the steps below:

• In the calendar, click on the request > click on the Add to Outlook button.







• Open the request form, and click on the Get Link button.

imes Close	🗄 Add to Outlook	ං Get Link

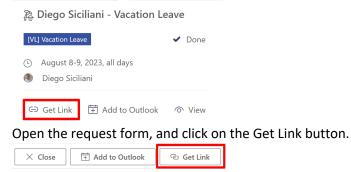
• Wait 15 seconds, a message shows to inform.



Get the URL of the Request

Follow the steps below:

• In the calendar, click on the request > click on the Get Link button.



• Then click on the Get Link button

Get a l	ink to the request	
https://	harepoint.com/sites/TimeoffAug03/Si	
	Close Get Link	:

Delete the Request

If the request has been rejected & you want to delete this request. Follow the steps below:

- In the My Task tab, open the request.
- In the form that appears, click on the Delete button.

🗙 Close 🗴 Delete 🛛 🖧 Submit a Request

• In the Delete popup appearing, click on the Delete button. Wait some seconds to complete





ື Delete		×
Are you sure delete it	em?	
	General Info	
Employee	Department	
Diego Siciliani	IT	
Туре		
Sick Leave		
	Close	Delete

The administrator/System admin also can delegate the task from another to another. The administrator only can delete the pending request. The sys admin can delete both the pending/complete request.

Follow the steps below:

• On the app, click on the All Features button > Click on the Searching card.

LTAPPS Time Off Home My Re	quests My Tasks My Approval My Dashboard Da	Ishboard All Features About	
	~	<i>2</i>	هره
Q	ถึงไ	aŭd	ពីលី
Searching	Details Report	Monthly Report	Yearly Report
Filter requests by the time, department & employee	Show requests by time & department	Show the taken by month	Show the taken by year Show the taken by year

• Find the request that you want to delete. Click on the ... icon > Delete.

'ear			Month			Status			
2023	023 ~ Ali				~	All			
epartmen	t		Employee			Туре			
т			All		~	All			
Q Se									
Q Searc		Employee	Department	Start Date	End Date	# of Hours Off	All Day Event	Туре	Status
Detail	ID	Employee	Department	Start Date	End Date	# of Hours Off	All Day Event	Туре	Status
Detail		Employee Lee Gu	D epartment	Start Date August 28 2023 08:00	End Date September 1 2023 17:00	# of Hours Off	All Day Event	Type [PL] Personal Leave	
Detail	ID								Finished
Q Searc	ID : TOF000009	Lee Gu	IT	August 28 2023 08:00	September 1 2023 17:00	40	~	[PL] Personal Leave	Finished

• In the Delete popup appearing, click on the Delete button. Wait some seconds to complete.





Discussion Feature

Discussion	
	Hi Miriam Graham The user guide of the LTAPPS Booking, please review
	UserGuide.docx Sent 2 minutes ago
Update the Delete section: If the booking has been rejected & you we delete this request. Follow the steps below - In the My Task tab, open the request. - In the form appears, click on the Delete button. - In the Delete papup appearing, click Delete button. Wait some seconds to comp Miniam Graham Sent seconds ago	c te on the
8	

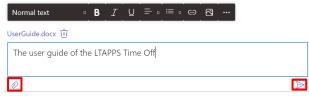
Discussion feature that allows to engage in a dialogue with other people about a specific topic or question.

Follow the steps below:

• Open the Request form, and click on the Comment icon.

Employee Diego Siciliani	Department IT
Type [HO] Sick Leave	
Current Balance: 240 New Balance: 216	more>

• Input the text into the Textbox (It supports the rich text), click on the attach icon & select the file.



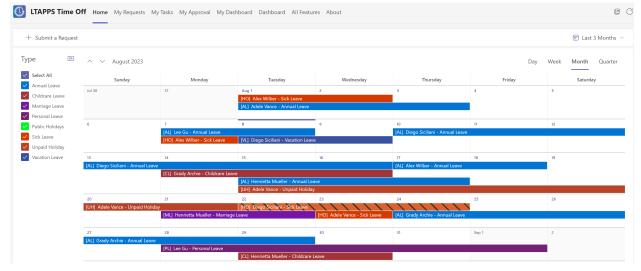
• Then click on the Send icon.



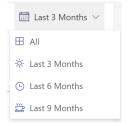


Views

Calendar / Home



To filter the requests by time, select the dropdown Time Filter.



To filter the requests by type, check/uncheck the type in the Type.



To view the request, click on the request > click on the view button.





隆 Diego Sic	iliani - Vacation Le	eave
[VL] Vacation Lea	ve	✓ Done
C August 8-9Ø Diego Sicil	, 2023, all days iani	
🗢 Get Link	🛱 Add to Outlook	

My Requests

The view displays the requests of the current user. There are 2 tabs: Calendar and List View

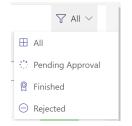
Calendar View

Refer to the above to know how to use it.

List View

🕔 LTA	APPS Time Off Home My R	equests My Tasks My A	oproval My Dashboard [Dashboard All Features /	About			ØC
+ su	ıbmit a Request							V All V
🗊 Calend								
Q Searc	h							
Detail	ID	Start Date	End Date	# of Hours Off	Туре	Step	Status	
Ø	TOF000028	August 22 2023 08:00	August 24 2023 17:00	24	[HO] Sick Leave	Requester	Rejected	
Ø	TOF000024	August 10 2023 08:00	August 16 2023 17:00	40	[AL] Annual Leave	Finished	Finished	
Ø	TOF000003	August 8 2023 08:00	August 9 2023 17:00	16	[VL] Vacation Leave	Finished	Finished	
Ø	TOF000021	June 8 2023 08:00	June 13 2023 17:00	32	[ML] Marriage Leave	Finished	Finished	

To filter the request by status, select the Status dropdown.



Click on the view icon in the Detail column to open the Request form.



My Tasks

The view displays the tasks of the current user. There are 2 tabs: Calendar and List View

https://ltaddins.com





My Approval

The view displays the requests that have been approved by the current user.

My Dashboard

	me My Requests My	Tasks My Appro	oval My Dash	board Da	hboard All Feature	es Abou	t		
									🗊 Year: 202
op Use									lul
L] Annual Leave									4
1L] Marriage Leave									
'L] Vacation Leave								32	
10] Sick Leave				16					
L] Childcare Leave									
c) childcare ceave									
PL] Personal Leave 0									
0 UH] Unpaid Holiday 0					(1)	Pu	blic Holidays		
H] Unpaid Holiday alances	Remaining-PY	Taken-PY	Allowed	Taken	Remaining	Pu #		From	То
H] Unpaid Holiday alances	Remaining-PY 8 ©	Taken-PY 40	Allowed 144	Taken 40		#		From Sunday, January 1 2023	To Sunday, January 1 2023
alances Type [] [AL] Annual Leave	-				Remaining	#	Name New Year's Day Martin Luther King Jr. Day	Sunday, January 1 2023 Monday, January 16 2023	Sunday, January 1 2023 Monday, January 16 2023
All Unpaid Holiday Balances # Type 1 [AL] Annual Leave 2 [HO] Sick Leave	8 0	40	144	40	Remaining 112	# 1 2 3	Name New Year's Day Martin Luther King Jr. Day Presidents' Day	Sunday, January 1 2023 Monday, January 16 2023 Monday, February 20 2023	Sunday, January 1 2023 Monday, January 16 2023 Monday, February 20 2023
All Unpaid Holiday Balances Falances (Inc.)	8 ® 0	40 0	144 240	40 0	Remaining 112 240	# 1 2 3	Name New Year's Day Martin Luther King Jr. Day	Sunday, January 1 2023 Monday, January 16 2023	Sunday, January 1 2023 Monday, January 16 2023
Balance Type 1 [AL] Annual Leave 2 [HO] Sick Leave 3 [VL] Vacation Leave 4 [CL] Childcare Leave	8 © 0 0	40 0 16	144 240 240	40 0 16	Remaining 112 240 224	# 1 2 3	Name New Year's Day Martin Luther King Jr. Day Presidents' Day	Sunday, January 1 2023 Monday, January 16 2023 Monday, February 20 2023	Sunday, January 1 2023 Monday, January 16 2023 Monday, February 20 2023
 HO Unpaid Holiday Balarces Type [AL] Annual Leave [HO] Sick Leave [VL] Vacation Leave [CL] Childcare Leave 	8 © 0 0 0	40 0 16 0	144 240 240 240	40 0 16 0	Remaining 112 240 224 240	# 1 2 3	Name New Year's Day Martin Luther King Jr. Day Presidents' Day	Sunday, January 1 2023 Monday, January 16 2023 Monday, February 20 2023	Sunday, January 1 2023 Monday, January 16 2023 Monday, February 20 2023

To change the year to filter, select the year dropdown at the top right.



Use the chart & component icons to switch the view.







Dashboard

🕓 u	TAPPS Time Off Home My	y Requests My Tasks My Approv	al My Dashboard Dashboard	All Features About			ØC
V	Department: All \vee					Jun Jul .	Aug 💾 All 😇 Last 3 Months 🗸
Overvi	ew		Summary by Month				<u>w</u> 88
Total E 6	mployees		150			152	
Total Lo 712	eaves		110			-	
	112	216	76		56 56		
	136 48 40	R8 72	38	32 32	-32 32 32 48 24	0 40 40 32 32 16 16	
	AL HO	5 more			un Jul Childcare Leave 📕 Marriage Leave	Aug Personal Leave Unpaid Holi	day
Calend	lar						
< Type	< > Aug 06 - 12, 2023					Day	Week Month Quarter
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Aug 6	7 [AL] Lee Gu - Annual Leave ⓒ All day event ♀ Lee Gu	8	9	10 [AL] Diego Siciliani - Annual Leave ⑤ All day event 옷 Diego Siciliani	11	12
		[HO] Alex Wilber - Sick Leave ③ All day event 옷 Alex Wilber	[VL] Diego Siciliani - Vacation Leave ⓒ All day event 옷 Diego Siciliani				

Only the manager/human resource of the department and administrator can access the page.

To filter by the department, use the dropdown.



Use the month dropdown or month buttons to change the filter by time range.

Jun Jul Aug 💾 All 蓈 Last 3 Months 🗸

Use the chart & component icons to switch the view.

Search

The view allows search requests by year, month, department, employee, and status.





🕔 LTA	PPS T	ime Off Home My Requests	s My Tasks My Approval	My Dashboard Dashboa	rd All Features About					Ø
										🕆 All Features
Year				Month			Status			
2023			~	All		~	All			~
Department	t			Employee			Туре			
IT			~	All		~	All			~
Q Sea	arch									
Q Search	n									^
Detail		ID	Employee	Department	Start Date	End Date	# of Hours Off	All Day Event	Туре	Status
Ø	÷	TOF000009	Lee Gu	IT	August 28 2023 08:00	September 1 2023 17:00	40	~	[PL] Personal Leave	Finished
Ø	÷	TOF000013	Henrietta Mueller	IT	August 29 2023 08:00	August 30 2023 17:00	16	~	[CL] Childcare Leav	Finished
Ø	:	TOF000025	Grady Archie	IT	August 24 2023 08:00	August 29 2023 17:00	32	~	[AL] Annual Leave	Finished
Ø	:	TOF000028	Diego Siciliani	IT	August 22 2023 08:00	August 24 2023 17:00	24	~	[HO] Sick Leave	Rejected
Ø	:	TOF000030	Support	IT	August 24 2023 08:00	August 24 2023 17:00	8	~	[AL] Annual Leave	Pending Approval

To filter the requests, select the conditions dropdown & click on the Search button

Click on the ... icon to select more actions such as view the request, get the link,...

Employee Reports

Requests Details Report

The report shows the details of the request.

() Ľ	TAPPS Time Off	Home My Requests My	Tasks My Approval M	My Dashboard Dashl	board All Features	About					
										🗄 All	Features
Year 2023				Month			~	Type			~
ū	Report									Download a	is XLS
#	ID	Start Date		End Date		# of Hours Off	All	Day Event	Туре	Status	
1	TOF000021	June 8 2023 08:00		June 13 2023 17:00		32	Yes	s	Marriage Leave	Finished	
2	TOF000003	August 8 2023 08:00		August 9 2023 17:00		16	Yes	s	Vacation Leave	Finished	
3	TOF000024	August 10 2023 08:00		August 16 2023 17:00		40	Yes		Annual Leave	Finished	

- Open the app, click on the All Features button at the right top
- In the All Features page, click on the Details Report
- Select the filter: Year, Month, Type,...
- Click on the Report button to trigger get the data. Wait some seconds for the data loading
- Click on the Download as XLS button to export to an Excel file





Monthly Report

												-	_	_																			
																																🖹 AI	l Feature
ar									Month	1											Туре												
2023								~	Aug											~	All												~
🔓 Report																															Down	load a	s XLS
Year: 2023						nth: 8							10	10																			
# Type	Color	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
1 [AL] Annual Leave		0	0	0	0	0	0	0	0	0	8.00	8.00	0	0	8.00	8.00	8.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40.00
2 [HO] Sick Leave		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
3 [VL] Vacation Leave		0	0	0	0	0	0	0	8.00	8.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16.00
4 [CL] Childcare Leave		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
5 [ML] Marriage Leave				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
5 [ML] Marriage Leave 6 [PL] Personal Leave		0	0	0	U	0	~																										

Follow the steps below:

- Open the app, click on the All Features button
- In the All Features, click on the Monthly Report
- Select the filter: Year, Month, Type
- Click on the Report button to trigger to get the data. Wait some seconds for the data loading
- Click on the Download as XLS button to export to an Excel file

Yearly Report

	LTAPPS Time Off Home My Re	equests My Tasks My	Approval M	ly Dashboard	Dashboard A	II Features Al	oout							0 (
														🖽 All Feature
ear				Туре										
2023			~	All										~
G] Report													Download as XLS
#	Туре	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1	[AL] Annual Leave	0	0	0	0	0	0	0	40	0	0	0	0	40
2	[ML] Marriage Leave	0	0	0	0	0	32	0	0	0	0	0	0	32
3	[VL] Vacation Leave	0	0	0	0	0	0	0	16	0	0	0	0	16
4	[HO] Sick Leave	0	0	0	0	0	0	0	0	0	0	0	0	0
5	[CL] Childcare Leave	0	0	0	0	0	0	0	0	0	0	0	0	0
6	[PL] Personal Leave	0	0	0	0	0	0	0	0	0	0	0	0	0
7	[UH] Unpaid Holiday	0	0	0	0	0	0	0	0	0	0	0	0	0
	Sum	0	0	0	0	0	32	0	56	0	0	0	0	88

- Open the app, click on the All Features button
- In the All Features, click on the Yearly Report
- Select the filter: Year, Type
- Click on the Report button to trigger to get the data. Wait some seconds for the data loading
- Click on the Download as XLS button to export to an Excel file





Manager/Human Resource Reports

Details Report

() [TAPPS Time	Off Home My R	equests My Tasks	My Approval My Dashb	oard Dashboard All Feature	es About						0
												🖹 All Feature
Manage	r Reports > Det	ail Report										
ear				Month				Department				
2023				~ All			~	All				~
mploye	e			Туре								
All				~ All			~					
	Report	Employee	Department	Start Date	End Date	# of Hours Off	All Day Event	Туре	Details	Working Time	Location	Download as XLS
# 1	TOF000019	Adele Vance	IT	June 1 2023 08:00	June 6 2023 17:00	32	Yes	Annual Leave	Details	08:00 - 17:00	Location	Asia/Bangkok
2	TOF000020	Alex Wilber	IT	June 7 2023 08:00	June 12 2023 17:00	32	Yes	Sick Leave		08:00 - 17:00		Asia/Bangkok
3	TOF000021	Diego Siciliani	IT	June 8 2023 08:00	June 13 2023 17:00	32	Yes	Marriage Leave		08:00 - 17:00		Asia/Bangkok
4	TOF000023	Lee Gu	IT	June 14 2023 08:00	June 19 2023 17:00	32	Yes	Unpaid Holiday		08:00 - 17:00		Asia/Bangkok
5	TOF000022	Grady Archie	IT	June 14 2023 08:00	June 22 2023 17:00	56	Yes	Personal Leave		08:00 - 17:00		Asia/Bangkok
		Adele Vance										

Follow the steps below:

- Open the app, click on the All Features button
- In the All Features, click on the Manager Reports > Details Report
- Select the filter: Year, Month, Department, Employee & Type
- Click on the Report button to trigger to get the data. Wait some seconds for the data loading
- Click on the Download as XLS button to export to an Excel file

Tracker Report

	LTAPPS Time	Off Home	My Reque	ests N	Vly Task	s My	Appr	roval	My D	ashbo	ard	Dashb	oard	All Fea	atures	Ał	oout																		ØC
																																	E	B All	Feature
Mar	nager Reports > Tra	acker Report																																	
Year									Mo	nth													Dep	artmer	nt										
202	3							~	A	ug												~	All												~
mpl	oyee								Тур	e																									
All								~	A	11												~													
	🖬 Report				Annual Marriag		'e					Sick Le ersona	ave Leave	;				[VL] V [UH] (I	[CL] C	hildcar	e Leave	9					Downlo	oad as	XLS
#	Employee	Department	Location	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Tota
1	Adele Vance	IT		8.00	8.00	8.00	0	0	0	0	0	0	0	0	0	0	0	8.00	8.00	8.00	8.00	0	0	8.00	0	8.00	0	0	0	0	0	0	0	0	72
2	Alex Wilber	IT		8.00	8.00	0	0	0	0	8.00	0	0	0	0	0	0	0	0	0	8.00	8.00	0	0	0	0	0	0	0	0	0	0	0	0	0	40
3	Diego Siciliani	IT		0	0	0	0	0	0	0	8.00	8.00	8.00	8.00	0	0	8.00	8.00	8.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	56
4	Grady Archie	IT		0	0	0	0	0	0	0	0	0	0	0	0	0	8.00	8.00	8.00	0	0	0	0	0	0	0	8.00	8.00	0	0	8.00	8.00	0	0	56
5	Henrietta Mueller	IT		0	0	0	0	0	0	D	0	0	0	0	0	0	0	8.00	8.00	8.00	0	0	0	8.00	8.00	0	0	0	0	0	0	8.00	8.00	0	56
		IT									8.00	0																			8.00	_		-	

- Open the app, click on the All Features button
- In the All Features, click on the Manager Reports > Tracker Report
- Select the filter: Year, Month, Department, Employee & Type
- Click on the Report button to trigger to get the data. Wait some seconds for the data loading





• Click on the Download as XLS button to export to an Excel file

Day Details Report

U LTAPPS Time Off Home My Requests M	y Tasks My Approval My Dashboard Dashboard All Features Abou	t	
		8	All Features
Manager Reports > Day Details Report			
ear	Month	Department	
2023	 ✓ Aug 		~
mployee	Туре		
All	~ All	~	
🔒 Report		Downloa	id as XLS
* Type	Date	# of Hours Off	
Adele Vance	П		
.1 [AL] Annual Leave	August 1 2023	8.00	
.2 [AL] Annual Leave	August 2 2023	8.00	
.3 [AL] Annual Leave	August 3 2023	8.00	
.4 [UH] Unpaid Holiday	August 15 2023	8.00	
1.5 [UH] Unpaid Holiday	August 16 2023	8.00	
.6 [UH] Unpaid Holiday	August 17 2023	8.00	
1.7 [UH] Unpaid Holiday	August 18 2023	8.00	
1.8 [UH] Unpaid Holiday	August 21 2023	8.00	
1.9 [HO] Sick Leave	August 23 2023	8.00	

Follow the steps below:

- Open the app, click on the All Features button
- In the All Features, click on the Manager Reports > Day Details Report
- Select the filter: Year, Month, Department, Employee & Type
- Click on the Report button to trigger to get the data. Wait some seconds for the data loading
- Click on the Download as XLS button to export to an Excel file

Monthly Report

	LTAPPS Time Of	Hom	e My	Reques	ts My	/ Task	s My	/ App	roval	My Da	shboar	d Da	shboard	AI	l Feat	tures	About																	ØC
																																	🗄 All	Features
	nager Reports > Monthly	/ keport																																
Year										Mon	th												Depa	rtment										
20	23								~	Aug	1											~	All											~
Emp	loyee									Туре																								
All									~	All												~												
	🔒 Report																															Dowr	load as	XLS
																			_															_
#	Туре	Color	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
1	Adele Vance	IT																																
1.1	[AL] Annual Leave		8.00	8.00	8.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24.00
1.2	[HO] Sick Leave		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8.00	0	0	0	0	0	0	0	0	8.00
1.3	[VL] Vacation Leave		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
1.4	[CL] Childcare Leave		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
1.5	[ML] Marriage Leave		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
1.6	[PL] Personal Leave		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
1.7	[UH] Unpaid Holiday		0	0	0	0	0	0	0	0	0	0	0	0	0	0	8.00	8.00	8.00	8.00	0	0	8.00	0	0	0	0	0	0	0	0	0	0	40.00

Follow the steps below:

• Open the app, click on the All Features button





- In the All Features, click on the Manager Reports > Yearly Report
- Select the filter: Year, Month, Department, Employee & Type
- Click on the Report button to trigger to get the data. Wait some seconds for the data loading
- Click on the Download as XLS button to export to an Excel file

Yearly Report

() L	TAPPS Time Off Home My Requ	iests My Tasks My A	pproval My	Dashboard E	Dashboard A	I Features At	out							0		
														🕆 All Feature		
Manage	er Reports > Yearly Report															
'ear						Department						Employee				
2023		~ /	All						All							
ype																
All			~													
۵	Report													Download as XLS		
#	Туре	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total		
1	Adele Vance	IT														
1.1	[AL] Annual Leave	0	0	0	0	0	32	32	24	0	0	0	0	88		
1.2	[HO] Sick Leave	0	0	0	0	0	0	0	8	0	0	0	0	8		
1.3	[VL] Vacation Leave	0	0	0	0	0	0	0	0	0	0	0	0	0		
1.4	[CL] Childcare Leave	0	0	0	0	0	0	0	0	0	0	0	0	0		
1.5	[ML] Marriage Leave	0	0	0	0	0	0	0	0	0	0	0	0	0		
1.6	[PL] Personal Leave	0	0	0	0	0	0	0	0	0	0	0	0	0		
1.7	[UH] Unpaid Holiday	0	0	0	0	0	0	0	40	0	0	0	0	40		
1.7	[on] onpaid nonday	-														

- Open the app, click on the All Features button
- In the All Features, click on the Manager Reports > Yearly Report
- Select the filter: Year, Department, Employee & Type
- Click on the Report button to trigger to get the data. Wait some seconds for the data loading
- Click on the Download as XLS button to export to an Excel file