LTAPPS Approval Hub

Configuration Guide

Version 1.0

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LTAPPS Approval Hub

LTAPPS Approval Hub is a software solution that allows users to create, manage, and share approval requests from a centralized platform.

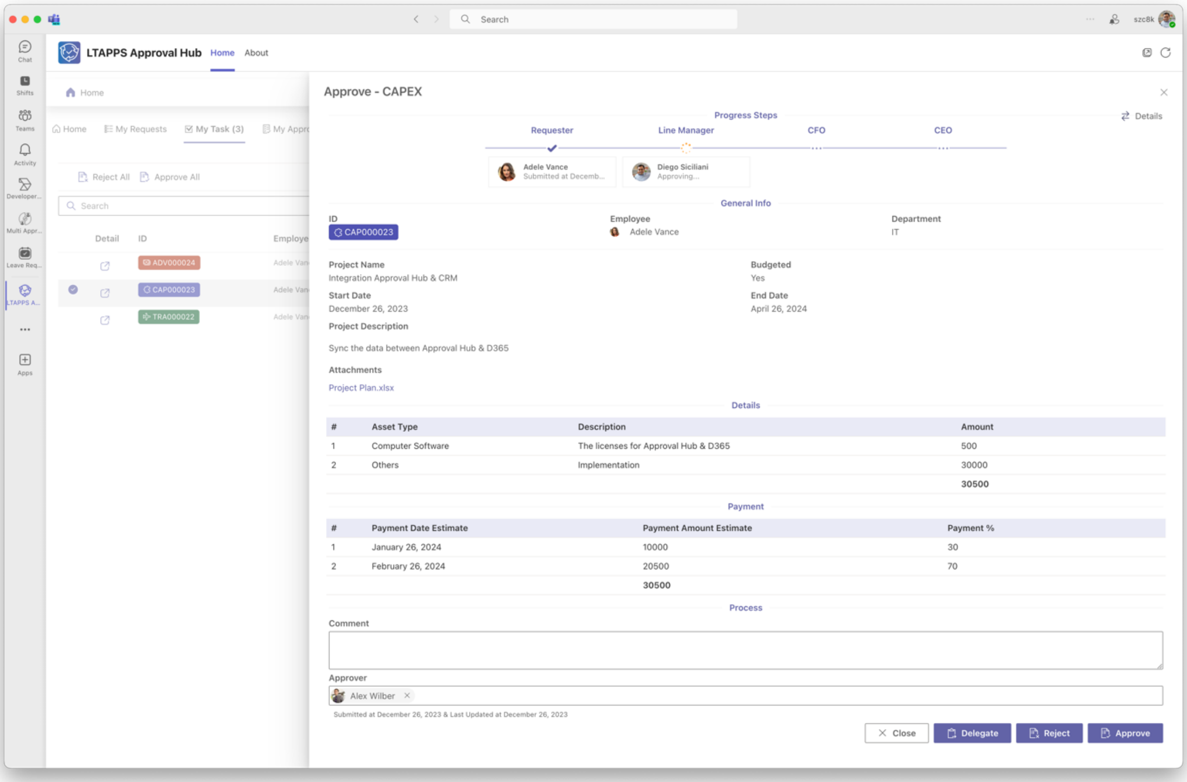
Overview

LTAPPS Approval Hub is a software solution that allows users to create, manage, and share approval requests from a centralized platform. Approval requests are documents or tasks that require the consent or authorization of one or more approvers before they can be executed or completed. Examples of approval requests include purchase orders, expense reports, leave requests, contracts, invoices, and more.

LTAPPS Approval Hub app can benefit both employees and managers by simplifying the process of requesting and approving the request, reducing errors and delays, increasing transparency and accountability, and improving employee satisfaction and productivity.

Define the sale process to track the activities with the customer from having an appointment to the final settlement

Can use the app via desktop, mobile, web app, or platforms such as O365 apps, SharePoint, or Microsoft Teams.



Request Form Types

Settings > **Request Form Types**

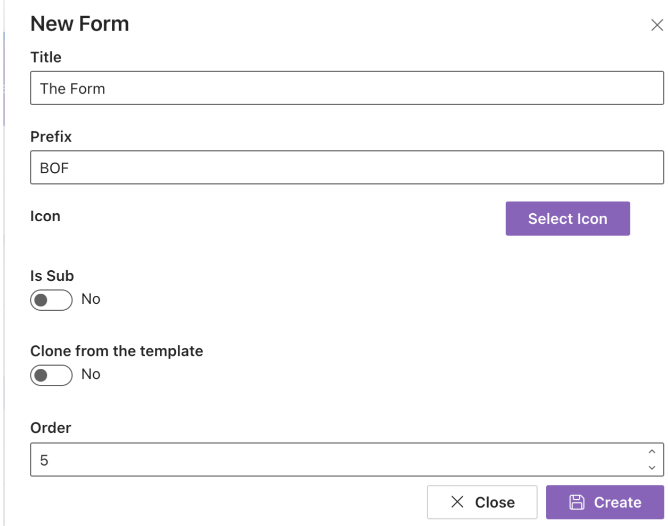
\+ New | Active | Inactive

	Prefix	Title	Is Sub	Order
✎	LED	Leads		1
✎	CON	>> Consultation Request	✓	1.1
✎	BUP	>> Business Project	✓	1.2
✎	COE	>> Contract Estimation	✓	1.3

This feature supports defines the approval process that includes:

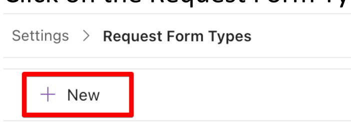
- Define the input form.
- Define the approval workflow.
- Email notifications template
- Print template
- Discussion feature
- ...

Create a new Approval Process



Follow the steps below:

- Open the app > click on the All Features button > Settings card.
- Click on the Request Form Type card. Then click on the New button.

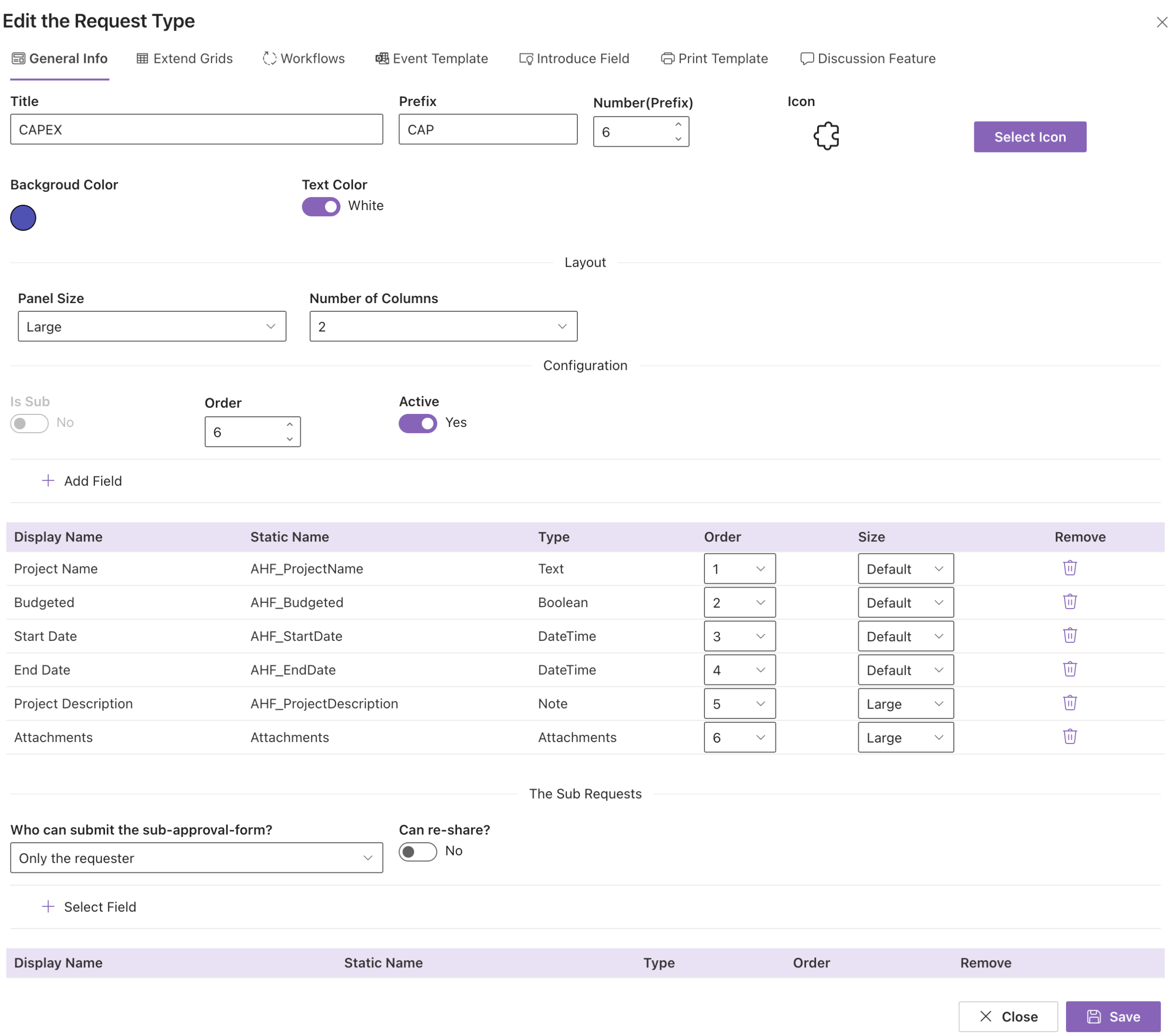


- Input:
  - Title: Name of the approval process
  - Prefix: The prefix for the auto number (ID)
  - Icon: The icon of the request form
  - Is Sub: Select it if the request form is a sub-process.
    - If yes, select the parent request form.

    <u>Note</u>: You cannot change it after the form is created

  - Clone from the template: Clone all configurations from an existing request form.
  - Order: The position
- Click on the Create button.

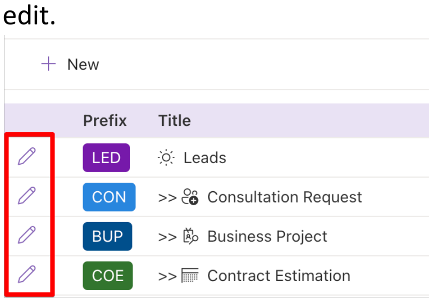
Edit an Approval Process



General Info

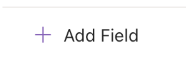
Follows the steps below:

- On the Request Form Types page, click on the edit icon of the Approval Process you want to edit.

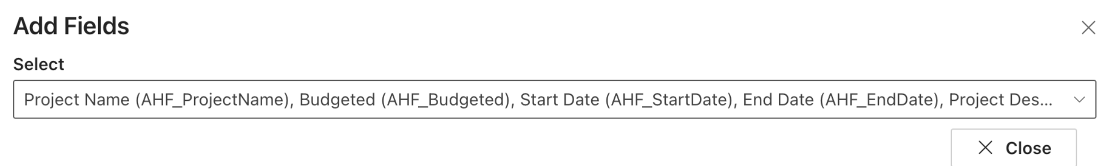


- On the General Info tab
  - Title: Name of the approval process

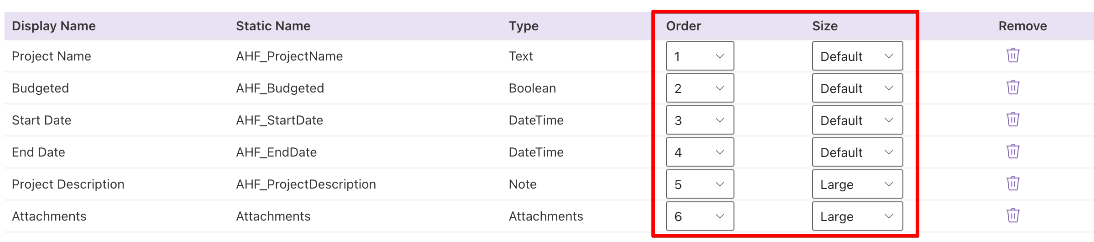
- Prefix: The prefix for the auto number (ID)
    - Number: The number of the number after the prefix for the auto number (ID)
    - Icon & color:
    - Panel Size: The size of the panel of the form
    - Number of Columns: The number of columns in the form
    - Order: The position
    - Active
- Click on the Add Field button to add more fields to the input form.



- On the panel appears, select fields on the dropdown & click on the Close button.



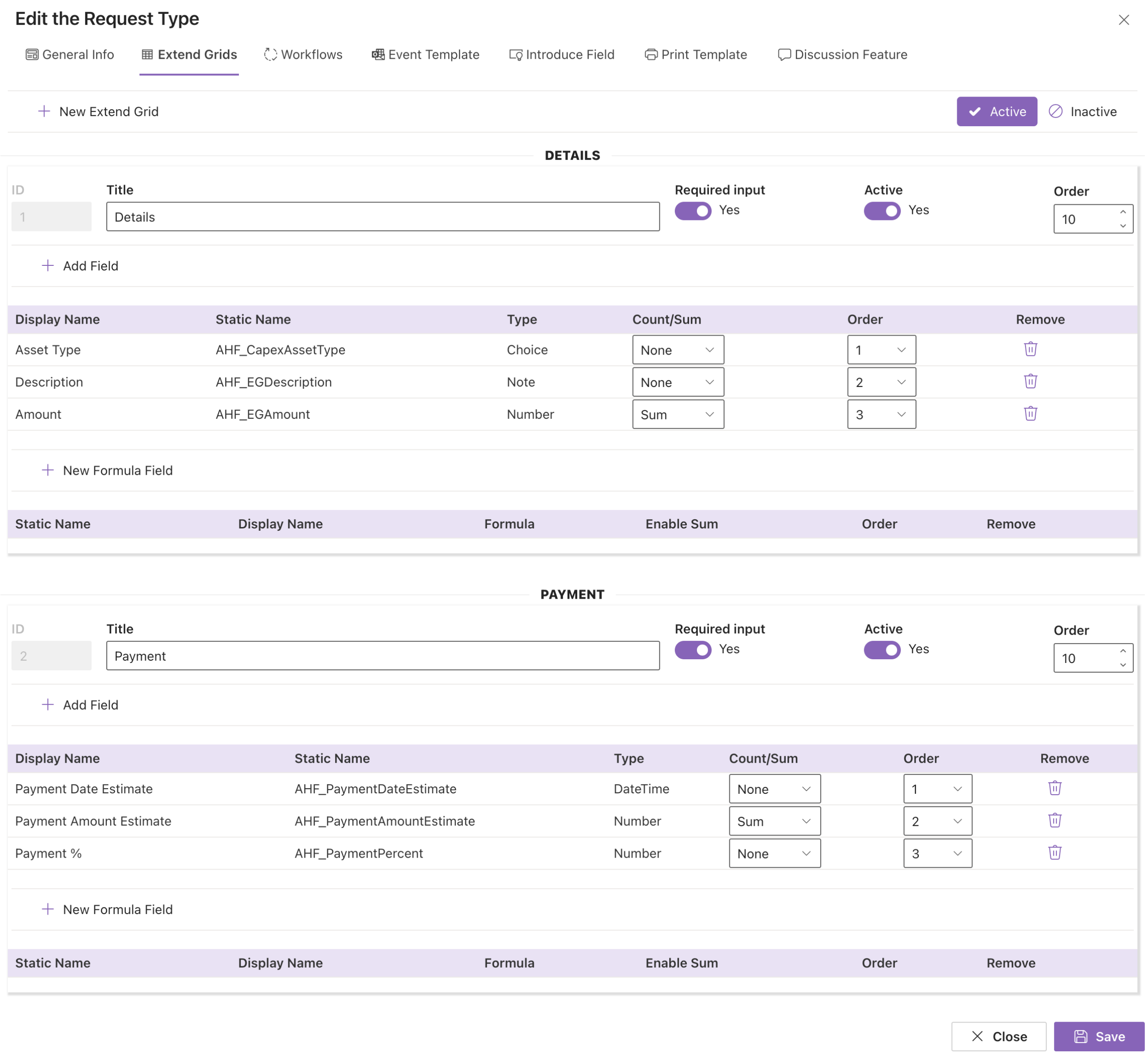
- Select the position & size of the field displays on the input form.



Display Name	Static Name	Type	Order	Size	Remove
Project Name	AHF_ProjectName	Text	1	Default	
Budgeted	AHF_Budgeted	Boolean	2	Default	
Start Date	AHF_StartDate	DateTime	3	Default	
End Date	AHF_EndDate	DateTime	4	Default	
Project Description	AHF_ProjectDescription	Note	5	Large	
Attachments	Attachments	Attachments	6	Large	

- Click on the Delete icon on the Remove column to remove the field in the input form.
- In the Sub Requests section
    - Who can submit the sub-approval-form: The person who can submit the sub-process of the request
        - Only the Requester
        - The person who has the same department with the request
        - All entire users
        - Some specific users
    - Can re-share: After the request is submitted. The system allows re-configure the configuration above or not
    - Select field: Select the fields that display in the grid (sub-process) in the form
- Click on the Save button to save any changes.

Extend Grids



The feature supports define the table to input such as expenses, costs,…

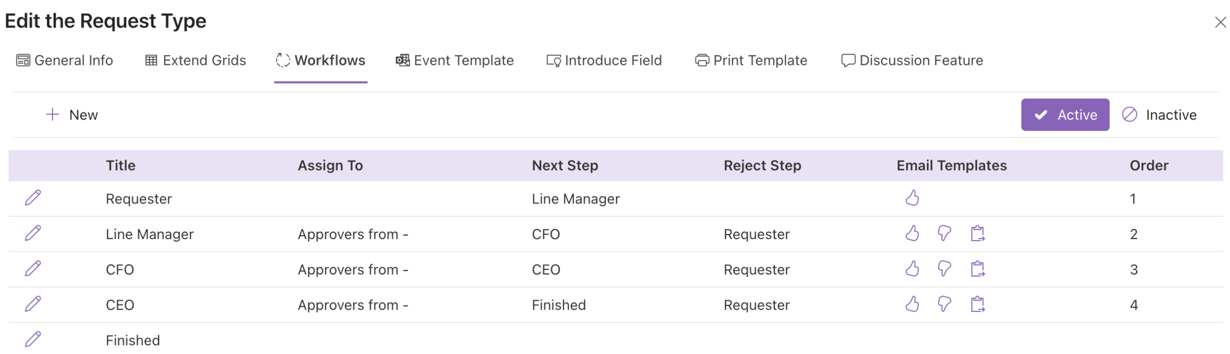
Follow the steps below:

- On the Edit the Booking Request page, switch to the Extend Grids tab
- Click on the New button
  - Title: The title of the grid
  - Required Input: The grid is mandatory
  - Active:
  - Order:
- There are 2 types of the field in the extend grid.
  - Normal Field: The fields such as the text field, number, choice, datetime, or lookup
    - Click on the Add Field button

        ▪ Then select the field
    ○ Formula field: The formula field that only supports the number or currency fields
        ▪ Click on the New Formula Field button
            • Display name: The title of the field
            • Formula: user the +, *, /,.. and the static name of the normal field

- In the Order column, set the position of the field
- In the Count/Sum, set the sum or count
- Click on the Save button for any changes

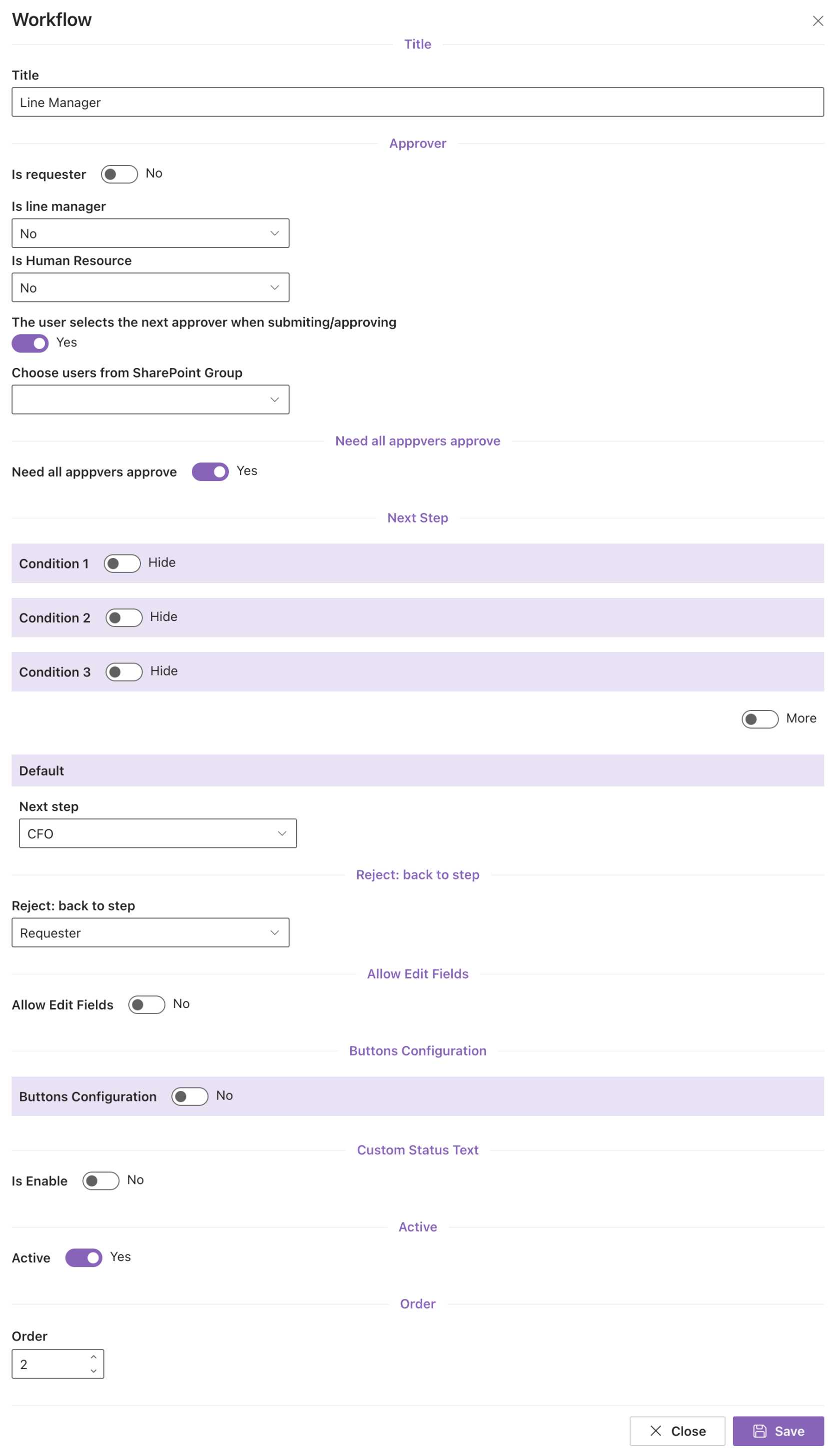
Workflows



The feature support to set up the approval process for the approval process. With this feature, you can customize the approval process by adding/deleting the step. And you can also fork the process by conditions.

Follow the steps below:

- On the Request Form Settings page, switch to the Workflows tab
- Add a new step, click on the New button



- Title: The Step name
- In the Approver section, it has 4 options:
  - Is Requester: if select is Yes, the approver is the Requester who submitted the request

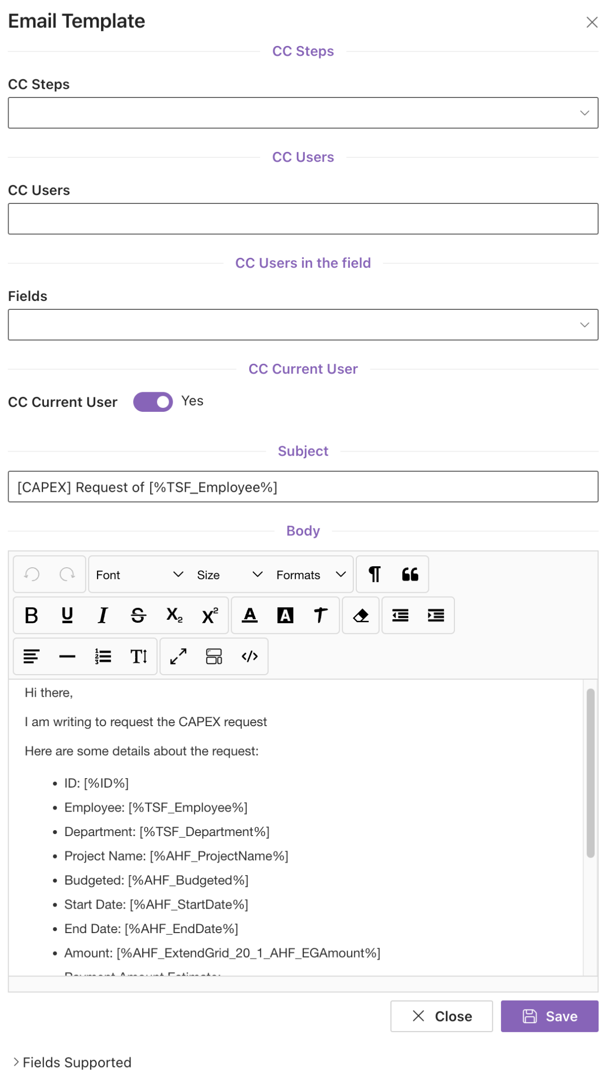
- Is Line Manager:
  - No: The app doesn't automatically get the manager. The end-user will choose the next approver.
  - From the O365 Org Chart: The app automatics get the manager of the end-user who submits/approval the request from Active Directory.
  - From User Info List: The app automatics get the manager who has been configured on the Employees List.
  - From Manager of Department: The app automatics get the manager who has been configured in the Departments list.
- Is Human Resources:
  - No: The app doesn't automatically get the human resource. The end-user will choose the next approver.
  - From User Info List: The app automatics get the human resource who has been configured on the Employees List.
  - From Manager of Department: The app automatics get the human resource who has been configured in the Departments list.
- The user selects the next approver when submitting/approving :
  - Yes: The end-user will select the approver when submitting/ Approving the request
  - No: The app will get the approver. There are 2 options:
    - The approver is a SharePoint group. Any member of this group can approve the request.
    - The approver is/are the specific person.

- Need all approvers to approve: The request was sent to 2 approvers.
  - Yes: Need 2 approvers to approve before the request sends to the approver of the next step.
  - No: Need only an approver to approve before the request sends to the approver of the next step.
- In the Next Step section, it has 11 options: 10 conditions & 1 default. The priority order: Condition 1 > Condition 2 > Condition 3 >… Default. It means if the request hits condition 1, the next step of the process is the next step configured in condition 1. The

same with conditions 2 & 3,... If the request doesn't hit 10 conditions, it will jump to the default next step.

        - 3 conditions: The field name only displays fields that have the type: Number, Dropdown, Lookup, or Yes/No
        - 3 conditions: The next step only displays steps if the next step has:
            - Is requester
            - Is manager
            - Is human resource
            - The user selects the next approver when submitting/approving: No
    - In the Reject: back to the step section, this is the step if the approver clicks the reject button.
    - In the Can Edit section: if Yes the approver can edit fields when approving the request. In the Can edit fields section, choose fields that the approver can edit. If empty, the approver can edit all fields that are setup in the Field tab.
    - In the Buttons Configuration section: If enabled, you can change the title of the Action buttons in the approval form such as Approve, Reject, Delegate, or Close buttons. You also can set the button to show/hide.
    - In the Custom Status Text: If enabled, you can change the title of the status. E.g., the Step is Line Manager & Status is pending, you can change the status to "Pending Line Manager Approval"
    - Active section: Don't use the step.
- Click on the Save button for any changes.

Notification Email Templates



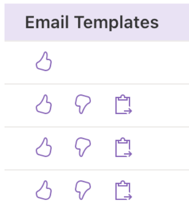
The feature supports editing the notification email template when submitting/approving/delegating the request.

There are 3 types:

- Submit/Approve:
- Reject
- Delegate

Follow the steps below:

- On the Request Form Settings, switch to the workflow tab, click on the icon of the email template you want to edit on the Email Template column

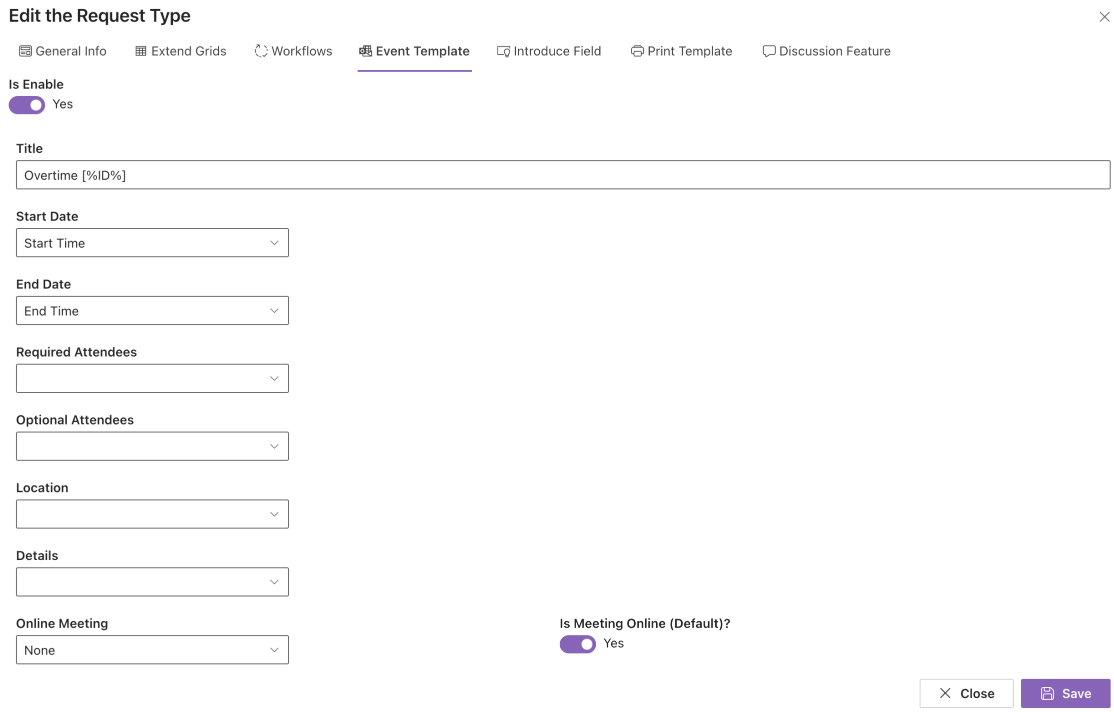


- In the form appearing
  - CC Steps: CC the person who is the approver of the step
  - CC Users: The users
  - CC Fields: CC the users in the field (People field)
  - CC Current User:
    - Yes: CC the current user who submitting the request
    - No: Don't add the current user to CC
  - Subject: Refer to the field list support to add the value of the field to the email
  - Body: Refer to the field list support to add the value of the field to the email
- Fields list support

#	Static Name	Title
1	[%ID%]	ID
2	[%Here%]	Here
3	[%TSF_Employee%]	Employee
4	[%TSF_Department%]	Department
5	[%TSF_Comment%]	Comment when approving the request
6	[%TSF_CommentOwner%]	The user who sent the message
7	[%TSF_CommentTime%]	The time when the message sent
8	[%AHF_ProjectName%]	Project Name
9	[%AHF_Budgeted%]	Budgeted
10	[%AHF_StartDate%]	Start Date
11	[%AHF_EndDate%]	End Date
12	[%AHF_ProjectDescription%]	Project Description
13	[%AHF_ExtendGrid_20_1_AHF_EGAmount%]	(CAPEX - Details) Amount
14	[%AHF_ExtendGrid_20_2_AHF_PaymentAmountEstimate%]	(CAPEX - Payment) Payment Amount Estimate

  - **Note: if copy the field, please copy the field to the notepad first. After that copy it from the notepad to the Subject or body. This step is to remove all the HTML tags in the field.**

Event Template

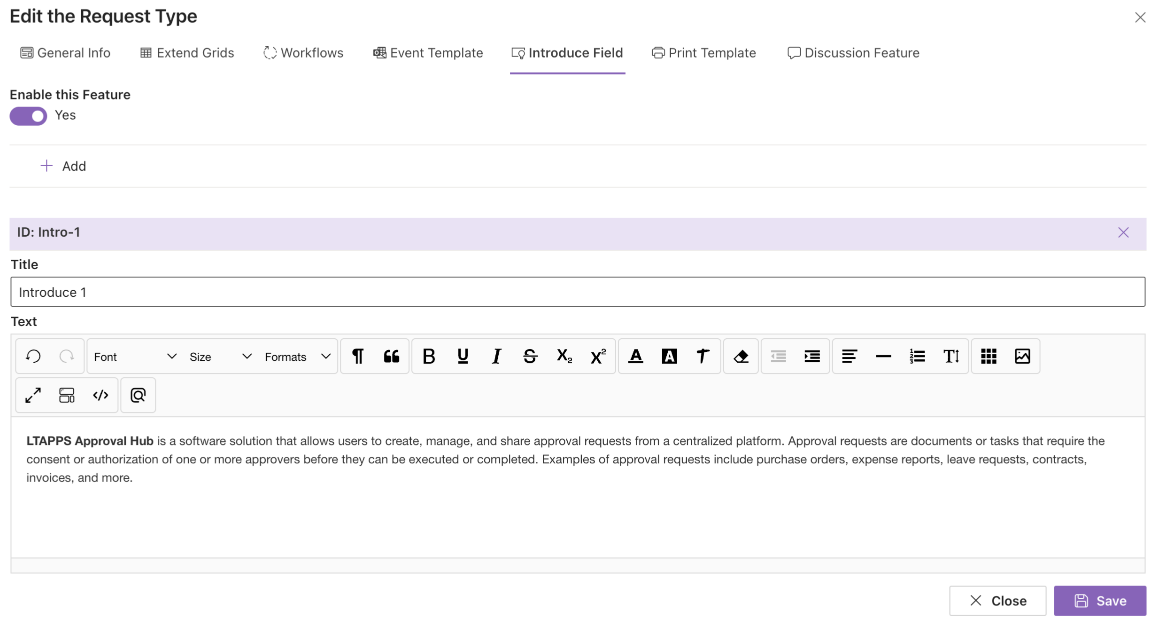


The feature defines the mapping fields between the request & Outlook Event or MS Teams Meeting.

Follow the steps below:

- Title: The title of the Outlook Event / MS Teams Meeting
- Required Attendant: The required attendant of the Outlook Event / MS Teams
- Optional Attendant: The optional attendant of the Outlook Event / MS Teams
- Location: The location of the Outlook Event / MS Teams
- Details: The details of the Outlook Event / MS Teams
- Online Meeting: This field is set the request is Outlook Event or it is both Outlook Event & MS Teams Meeting

Introduce Field



The feature support adding static text to the input form. The end-user cannot change the text in the field.

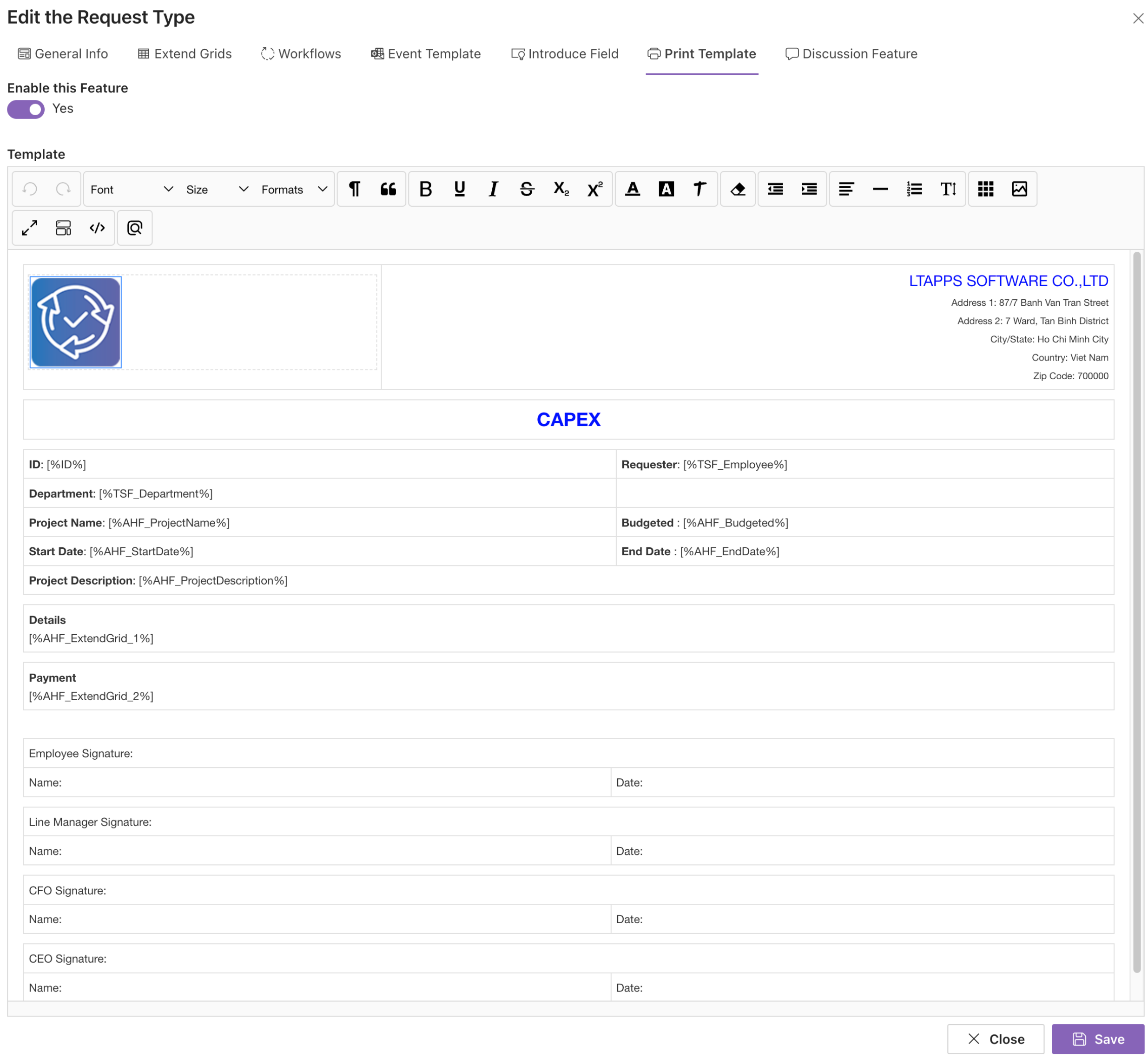
Follow below:

- Enable this feature: Enable/disable the feature
- Click on the Add button to add the field

- Input
  - ID: The ID of the field
  - Title: The title of the field
  - Text: The static text displays on the input form
- Click on the Save button for any changes
- Switch to the General Info tab, and click on the Add Field button
- On the panel appears, select the on dropdown & click on the Close button.

- Use the order column to set where the field displays on the input form

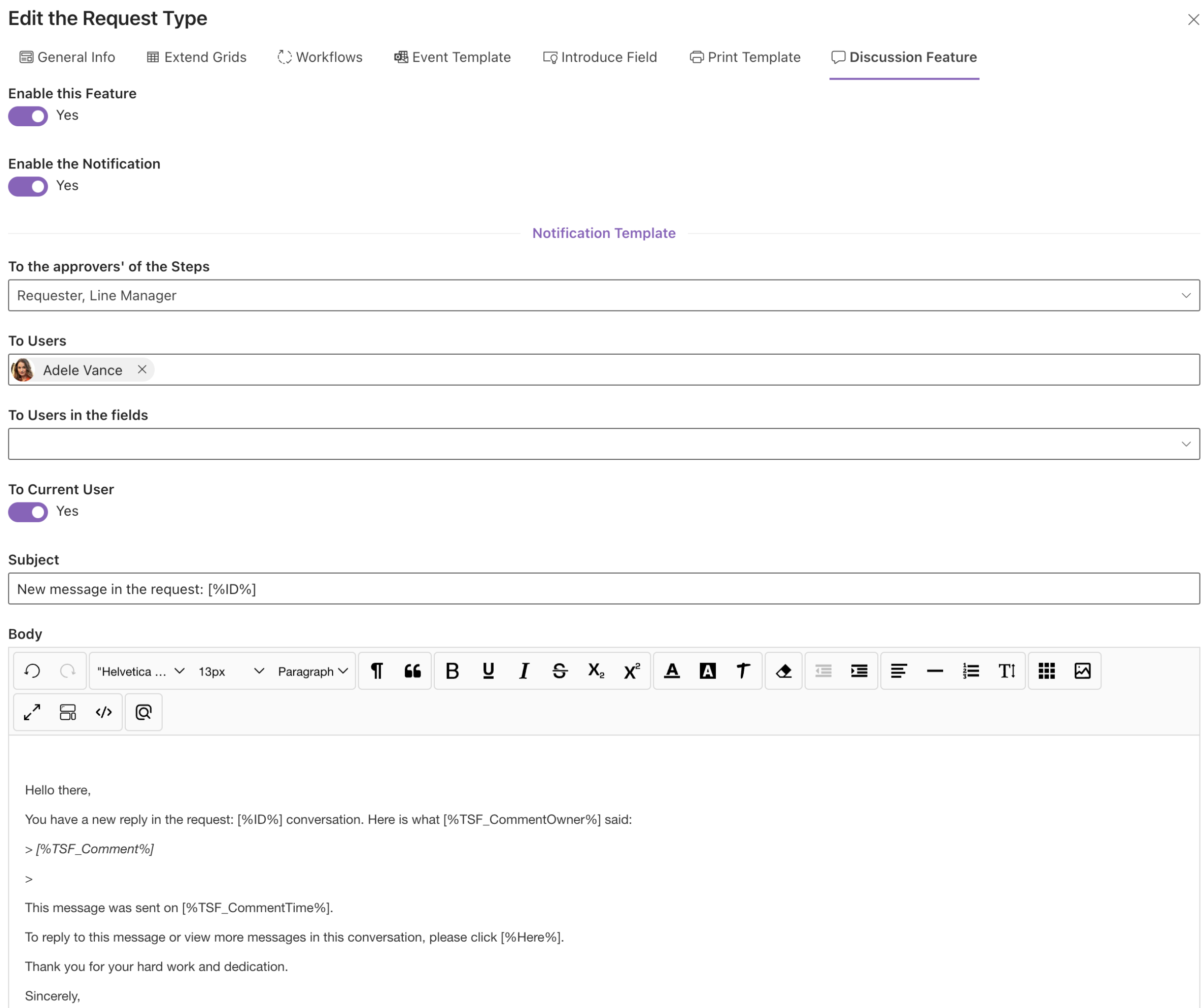
Print Template



Follow below:

- Enable this feature: Enable/disable the feature
- Design the template

Discuss Feature



The feature allows to engage in a dialogue with other people about a specific topic or question. It also allows notification when a comment is input.

Follow below:

- Enable this feature: Enable/disable this feature. It shows/hides the comment icon in the input form.
- Enable the Notification: Enable/disable the notification email when a comment is input.

Notification Template. Please refer to the Notification Email Template above

Fields Setting

The feature supports customizing the request form. With this feature, you can add/edit the field to the application.

Settings > **Fields**

Request Fields Extend Grid Fields

\+ New Field

Edit	Display Name	Static Name	Type
	Address	AHF_DeploymentRequestCustomerAddress	Note
	After Tax	AHF_ContractAfterTax	Number
	Bank Name	AHF_BankName	Text
	Bank No	AHF_BankNo	Text
	Bid Submission Date	AHF_BidSubmissionDate	DateTime

There are 2 types:

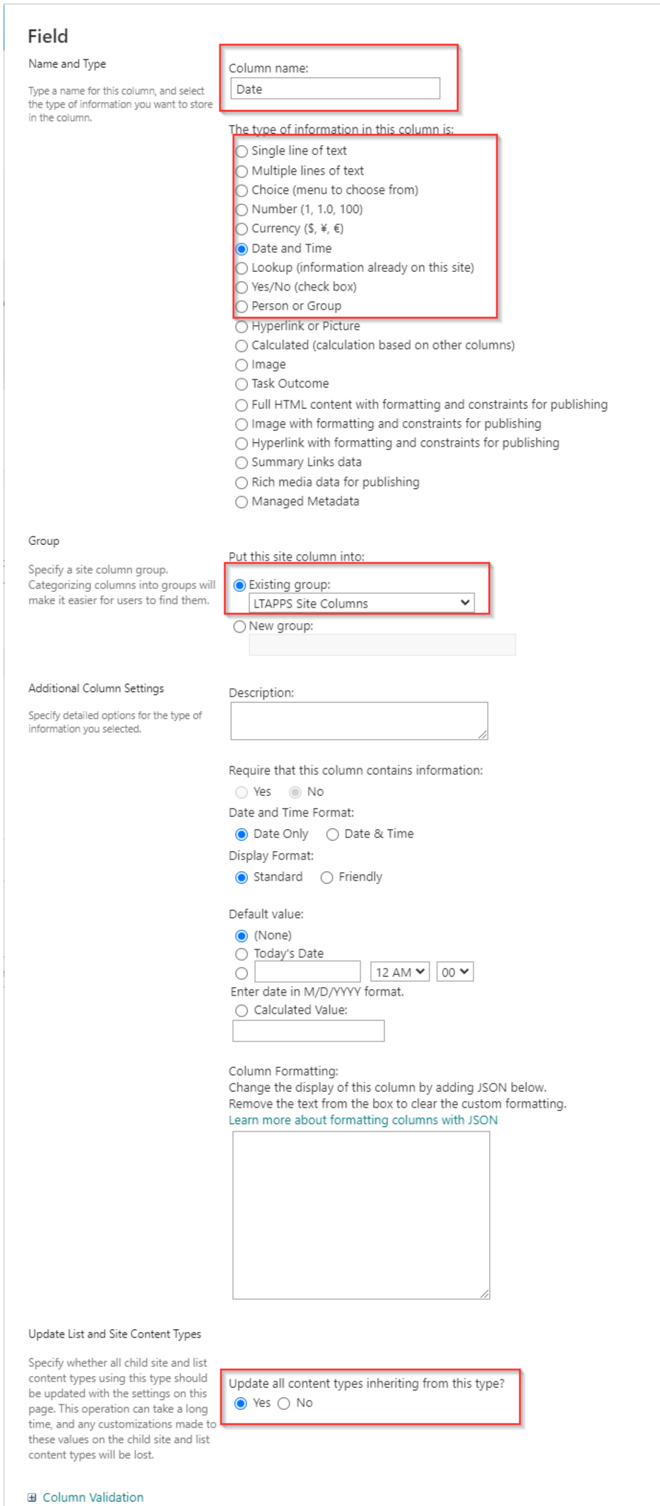
- Request Field
- Extend Grid Field

Follow the steps below:

- Open the app, and click on the All Features button. Then click on the Settings section > Fields Setting
- Create a new field
  - Click on the New Field button

    \+ New Field Update Configuration

  - In the panel appearing,

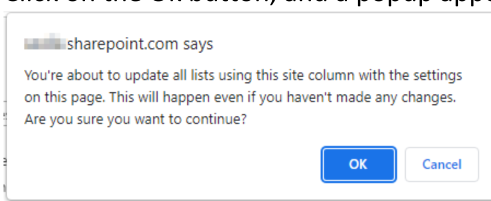


- Column Name: The field name, recommend you should use a simple name with only the alphabet & numbers, don't use any special characters. You can change the name in the edit form
- Type: The app supported the types

- Single line of text
- Multi line of text
- Choice
- Number
- Currency
- Date & Time
- Lookup
- Yes/No
- Person or Group
  - Group: Select LTAPPS Site Column
  - Update all content types inheriting from this type: Yes
- Click on the Ok button
- The panel redirects to another page, ignore this page by closing the panel

- Edit the field
  - Click on the edit icon of the field you want to edit

  - In the panel appearing, edit the field
  - Click on the Ok button, and a popup appears to confirm. Click on the Ok button



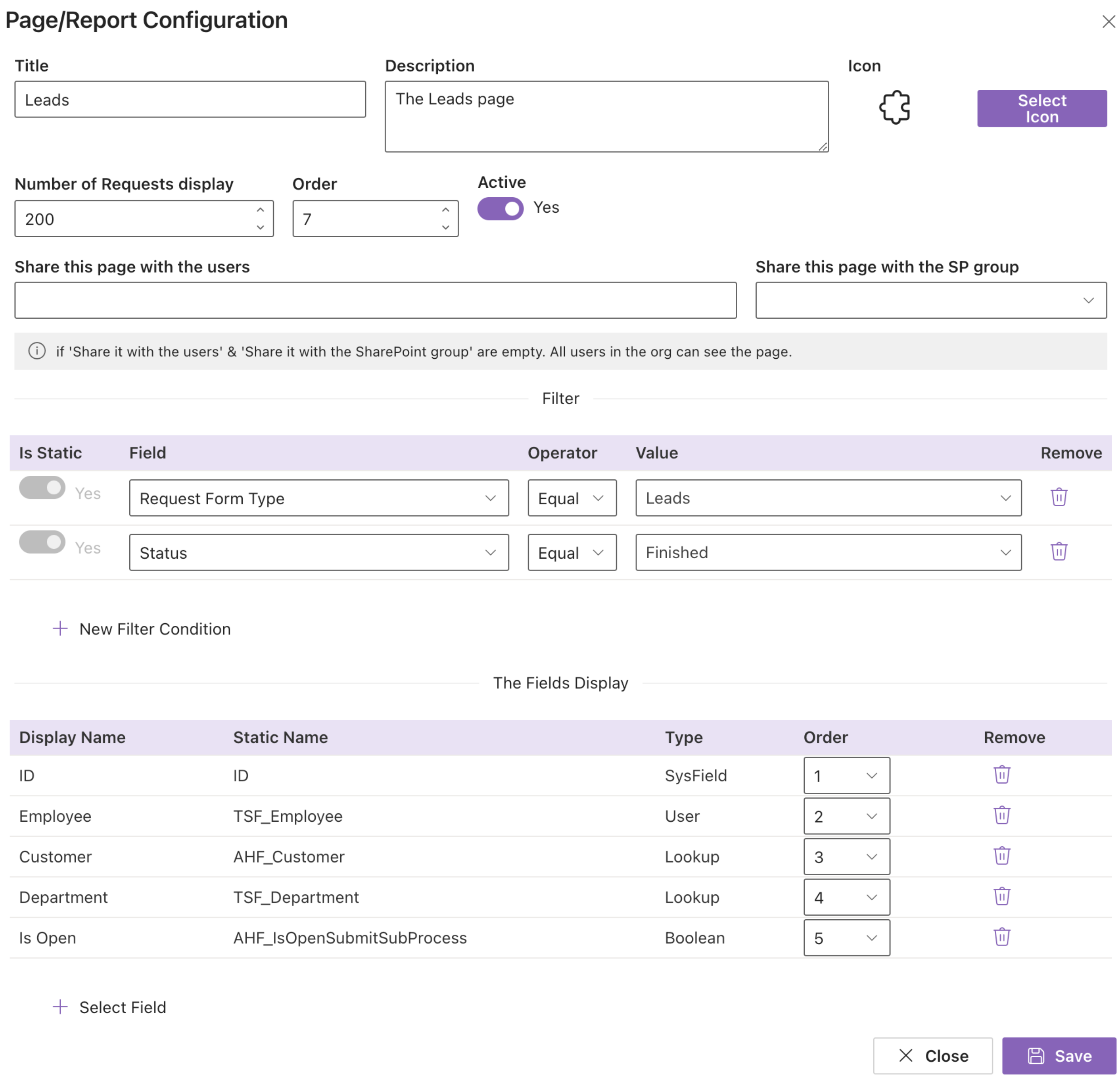
Views Settings

Settings > **Views Setting**

+ New | Active | Inactive

	Icon	Title	Description	Is System View	Order	Active
		Home	The description of the page	✓	1	✓
		My Requests	The description of the page	✓	2	✓
		My Task	The description of the page	✓	3	✓
		My Approval	The description of the page	✓	4	✓
		Dashboard	The description of the page	✓	5	✓
		Search	The description of the page	✓	6	✓
		Leads	The Leads page		7	✓

The feature supports customizing the view. With this feature, you can set up the filter, layout of the view,



Follow the steps below:

- Open the app, and click on the All Features button. Then click on the Settings section > Views Setting
- Click on the New or Edit button
  - Title: The title of the page
  - Description: The description of the page
  - Icon:
  - Number of Requests display: The number of items display on the page
  - Order
  - Active
- Share the page with the person (If all are empty, entire users can see the page)

- Share with the users: The persons who can see the page
    - Share with the SharePoint group: All members of this group can see the page
- Filter section
    - Click on the New Filter Condition button to add a new one
    - Select the field, operation & value
        - It supports the filter by [Me] and [Current Department]
- The Fields Display section
    - Click on the Select Field button
    - Then select the fields
    - Click on the order dropdown to set the position of the field
    - Click on the Remove icon to remove the field
- Click on the Save button to save any changes.

There are 4 types of pages with different configurations:

- Home page
- My Request
- My tasks & my approval
- Search & others

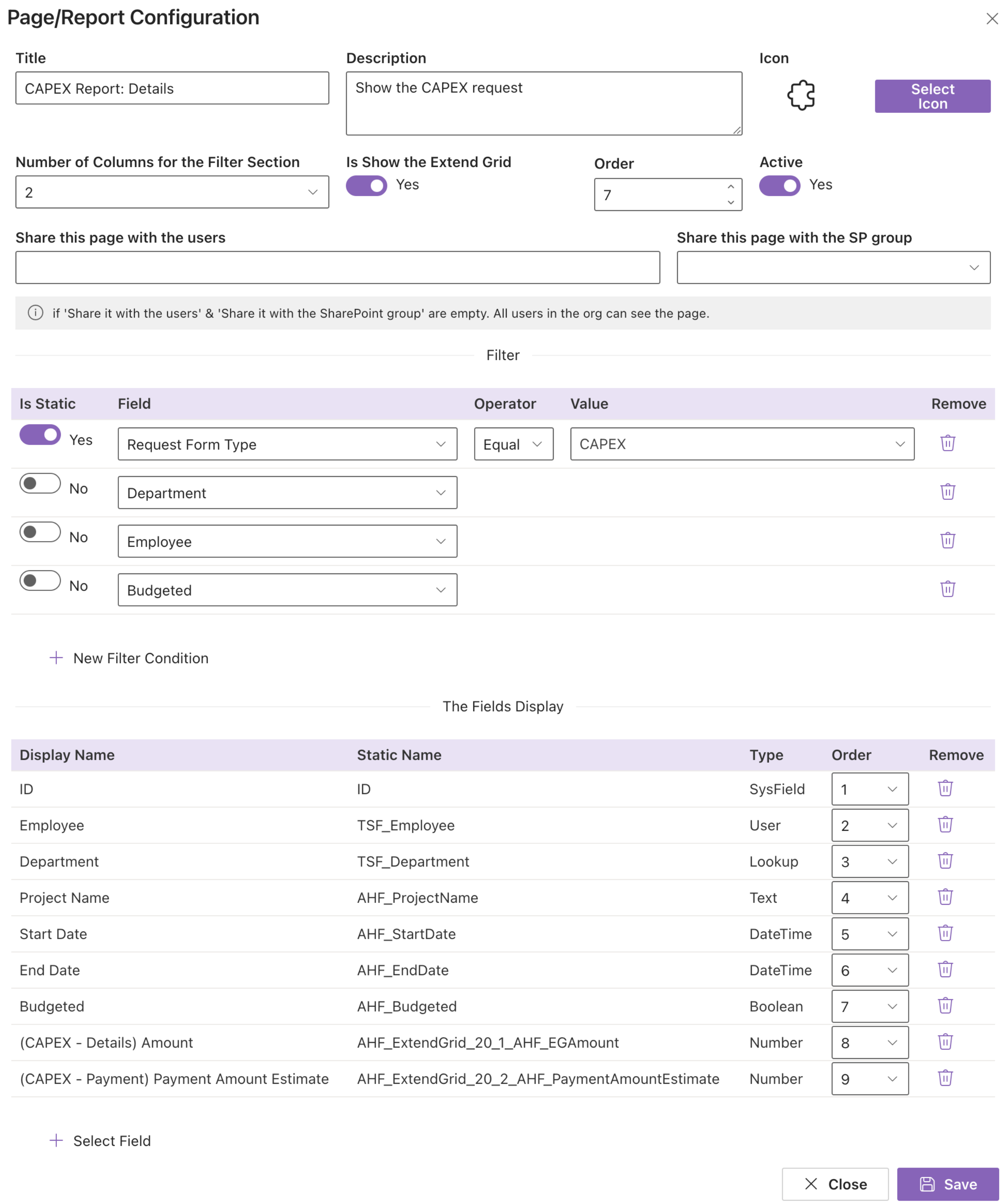
Report Settings

Settings > Reports Setting

+ New   ✓ Active   Inactive

	Icon	Title	Description	Display Extend Grids	Order	Active
		Lead Report: Details	Show the Lead requests		1	✓
		Lead Report: Sub Requests	Show the sub-requests of the lead		2	✓
		Recruitment Request Report: Details	Show the Recruitment requests		3	✓
		Overtime Report: Details	Show the Overtime requests		4	✓
		Travel Request Report: Details	Show the Travel Request request	✓	5	✓
		Help Desk Request Report: Details	Show the Help Desk Requests		6	✓

The feature supports customizing the view. With this feature, you can set up the filter, layout of the view,



Page/Report Configuration

Title: CAPEX Report: Details

Description: Show the CAPEX request

Icon

Select Icon

Number of Columns for the Filter Section: 2

Is Show the Extend Grid: Yes

Order: 7

Active: Yes

Share this page with the users

Share this page with the SP group

if 'Share it with the users' & 'Share it with the SharePoint group' are empty. All users in the org can see the page.

Filter

Is Static	Field	Operator	Value	Remove
Yes	Request Form Type	Equal	CAPEX	
No	Department			
No	Employee			
No	Budgeted			

+ New Filter Condition

The Fields Display

Display Name	Static Name	Type	Order	Remove
ID	ID	SysField	1	
Employee	TSF_Employee	User	2	
Department	TSF_Department	Lookup	3	
Project Name	AHF_ProjectName	Text	4	
Start Date	AHF_StartDate	DateTime	5	
End Date	AHF_EndDate	DateTime	6	
Budgeted	AHF_Budgeted	Boolean	7	
(CAPEX - Details) Amount	AHF_ExtendGrid_20_1_AHF_EGAmount	Number	8	
(CAPEX - Payment) Payment Amount Estimate	AHF_ExtendGrid_20_2_AHF_PaymentAmountEstimate	Number	9	

+ Select Field

Close Save

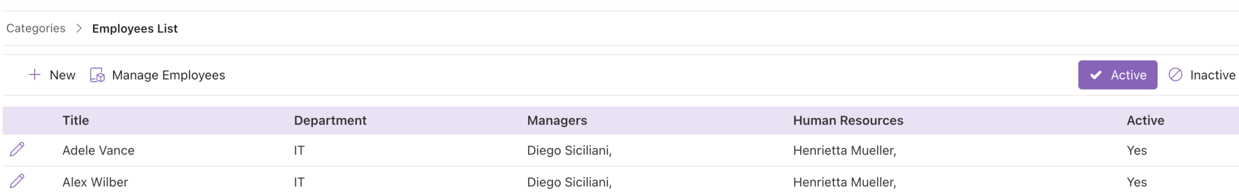
Follow the steps below:

- Open the app, and click on the All Features button. Then click on the Settings section > Report Settings
- Click on the New or Edit button

- Title: The title of the page
    - Description: The description of the page
    - Icon:
    - Number of Requests display: The number of items display on the report.
    - Is shows the Extend Grid: Display the extend grids on the report
    - Order
    - Active
- Share the page with the person (If all are empty, entire users can see the page)
    - Share with the users: The persons who can see the page
    - Share with the SharePoint group: All members of this group can see the page
- Filter section
    - Click on the New Filter Condition button to add a new one
    - Select the field, operation & value
        - It supports the filter by [Me] and [Current Department]
    - If Is Static field is Yes, the configuration will not show in the filter section on the report
- The Fields Display section
    - Click on the Select Field button
    - Then select the fields
    - Click on the order dropdown to set the position of the field
    - Click on the Remove icon to remove the field
- Click on the Save button to save any changes.

Categories (Master Lists)

Employees

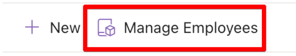


This feature allows to set up the employee list

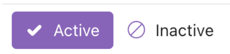
Follow the steps below

- Open the app, and click on the All Features button.
- In All Features, click on Categories (Master List)> Employees List
- Click on the New or Edit icon to add/edit the employee
    - Employee (Mandatory): The employee’s name
    - Department (Mandatory): The employee’s department
    - Manager (Mandatory): The line manager of the employee
    - Human Resource (Optional): The human resource of the employee. This config supports some features of the process workflow & views.
    - Active

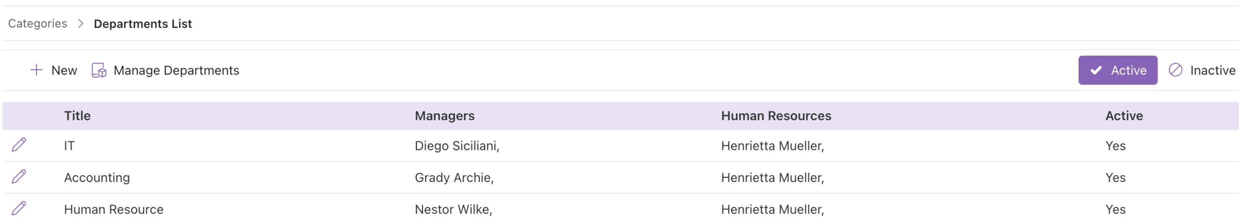
- Click on the Save button to save any changes.
- Click on the Manage Employee button to open the SharePoint view.



- Click on the Active/Inactive buttons to switch the view.



Departments


Categories > Departments List

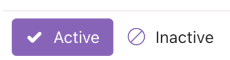
New Manage Departments Active Inactive

Title	Managers	Human Resources	Active
IT	Diego Siciliani,	Henrietta Mueller,	Yes
Accounting	Grady Archie,	Henrietta Mueller,	Yes
Human Resource	Nestor Wilke,	Henrietta Mueller,	Yes

This feature supports managing the department.

Follow the steps below:

- Open the app, click on the All Features button
- In All Features, click on Categories > Departments List
- Click on the New or Edit icon to add/edit the department
  - Title (Mandatory): The department's name.
  - Manager (Mandatory): The manager of the department.
  - Human Resource (Optional): The human resource of the department. This config supports some features of the process workflow & views.
  - Active
- Click on the Save button to save any changes.
- Click on the Active/Inactive buttons to switch the view.



Customers

This feature supports managing the customer.

Follow the steps below:

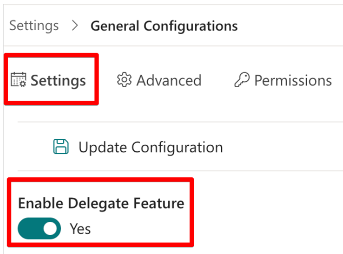
- Open the app, click on the All Features button
- In All Features, click on Categories > Customers

Other features

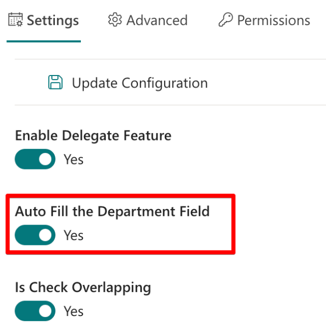
Delegate feature

The feature support re-assigning the task to another.

Open the general configuration page > Settings tab. Enable the feature.



Auto Fill the Department Field



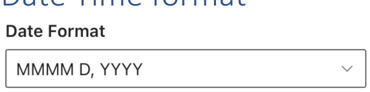
The feature supports automatic set the department when submitting the request.

If the feature is enabled, the app will automatically set the department to the Department field & the end-user cannot edit it.

There are 3 cases:

- If the employee is added to the employee's list > The app will get the department from this employee's info.
- If the employee is not added to the employee's list> The app will get the employee's department from the Active Directory.
    - To support this, the department's name in the Active Directory needs to be the same as the department's name in the department's list.
    - If not the same, this option will not work.
- If the app cannot get the employee's department, the employee can select the department when submitting the request.

Date Time format



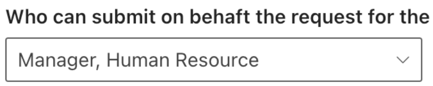
The feature supports the date field displays.

There are 2 configurations:

- Start & End Date fields format: The start & end date fields display when submitting/approving the request. 2 options:
    - Date Only

- Date Time
- Date Format: the date’s format in the app

Submit on behalf

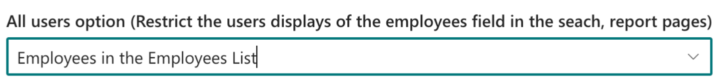


The feature supports the manager, human resource or administrator can submit on behalf of the employee.

There are 3 options or you can select all of them:

- Manager of the employee: The line manager is configured in the employee’s list.
- Human resource of the employee: The human resource is configured in the employee’s list.

Restrict the users displays of the employee's field in the search, report page



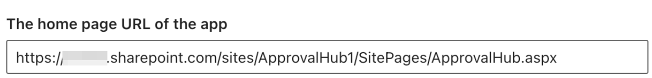
The feature supports restricting the users shown in the employee dropdown field. It prevents the system shows in the employee field.

Open the general configuration page > Advanced tab.

You can select the option:

- All users on the SharePoint site
- Employees in the employees list
- Form a SharePoint group

The Home page of the app



The feature supports the link in the notification email.

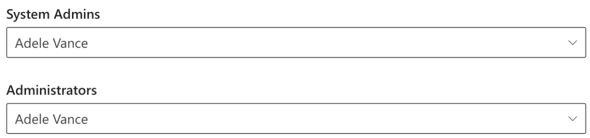
Because the app can work in Microsoft Teams, and Microsoft Apps but the app cannot support opening the app on Microsoft Teams, Microsoft Apps via the link in the notification email.

To support the link in the email notification when using the app on MS Teams & MS Apps. Adding the URL of the SharePoint page where the web part is added to this configuration.

SharePoint site URL

This setting only displays on MS Teams/O365 Apps, it allows to change the SharePoint site where the app on MS Teams/O365 app is linked.

Admin & Administrator roles

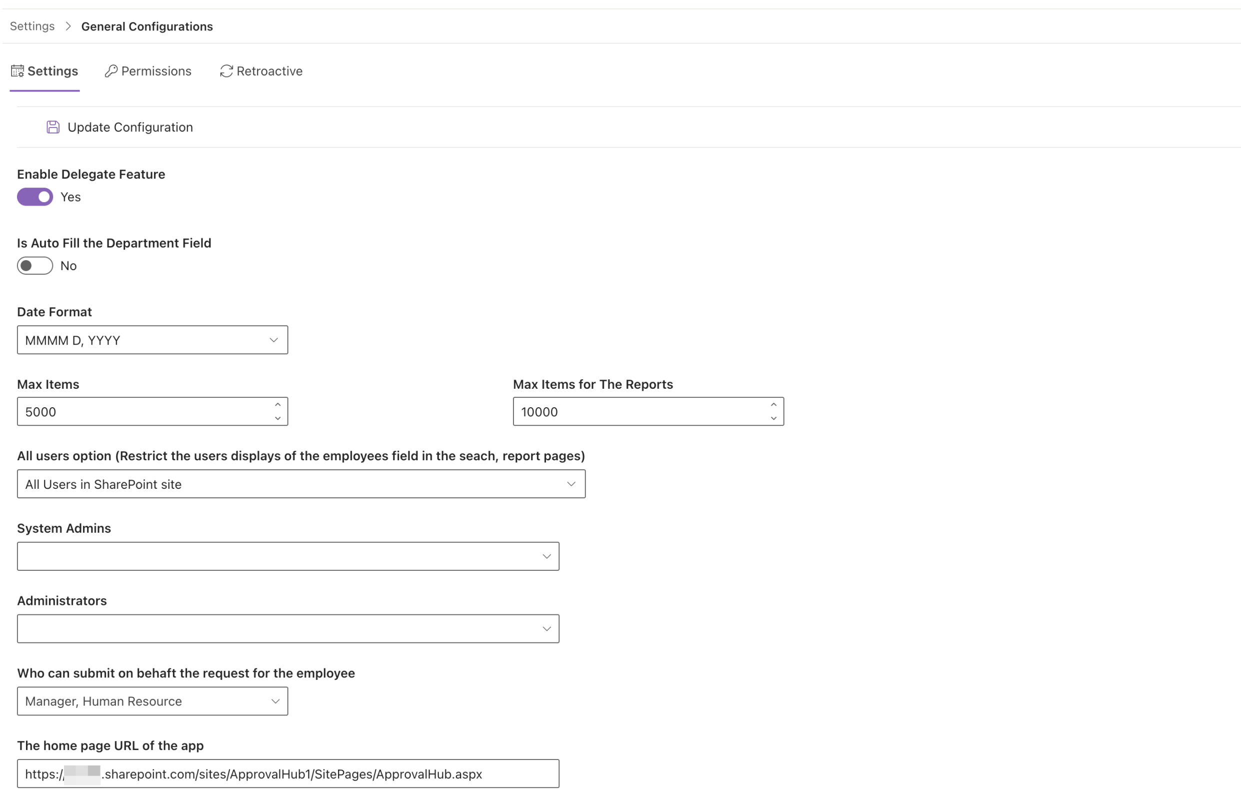


The feature set up the roles:

- Admin: Full permission in the app
- Administrator: who has some permission such as add the categories, remove the pending request,...

Open the general configuration page > Advanced tab. Then select the user who are the admin or administrator.

General Configurations

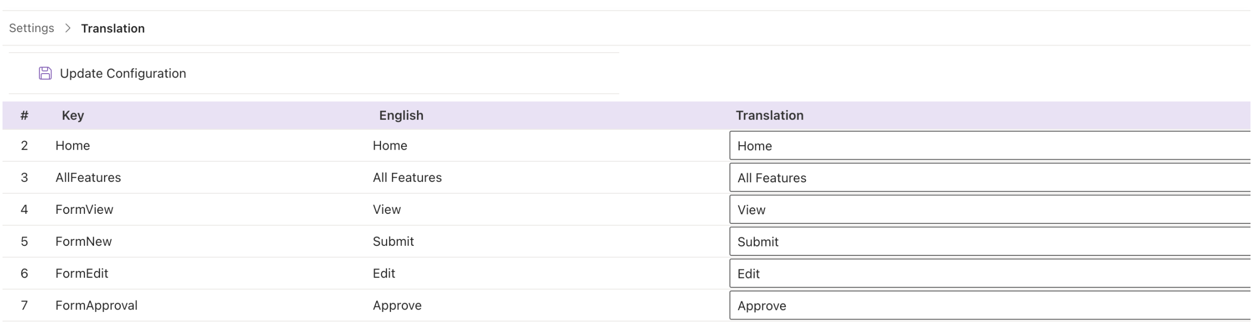


Follow the steps below:

- Open the app, and click on the All Features button. Then click on the Settings section > General Configuration
- Configurations
    - Enable Delegate Feature: If yes, the delegate button will display when the approver approves the request

- Is Auto Fill the Department Field: If it is enabled, the app automatically set the department of the end-user when submitting the request. The end-user cannot edit. The department gets from the employee's list or Active Directory.
  - Date Format
  - Support Multi Locations
  - Max items: the setting to improve the performance.
    - Max items: For the page
    - Max items for Report: For the reports & search page
  - All user options: Restrict the user’s displays of the employee’s field in the search/report pages
  - System Admin: By default, if the user has full control permission in the SharePoint where the app is installed => the user is a System, Admin. This setting allows adding more
  - Administrator: the user who is the administrator
  - SharePoint site URL: This setting only displays on MS Teams/O365 Apps, it allows to change the SharePoint site where the app on MS Team/O365 app is linked.
  - The home page URL of the app: The URL of the SharePoint page where the web part is added. This configuration requires if you use the app on MS Teams/O365 Apps
- Click on the Update Configuration to save any changes. Please refresh the page for changes to take effect.

Translations



#	Key	English	Translation
2	Home	Home	Home
3	AllFeatures	All Features	All Features
4	FormView	View	View
5	FormNew	Submit	Submit
6	FormEdit	Edit	Edit
7	FormApproval	Approve	Approve

The feature supports translating English to another language.

Follow the steps below:

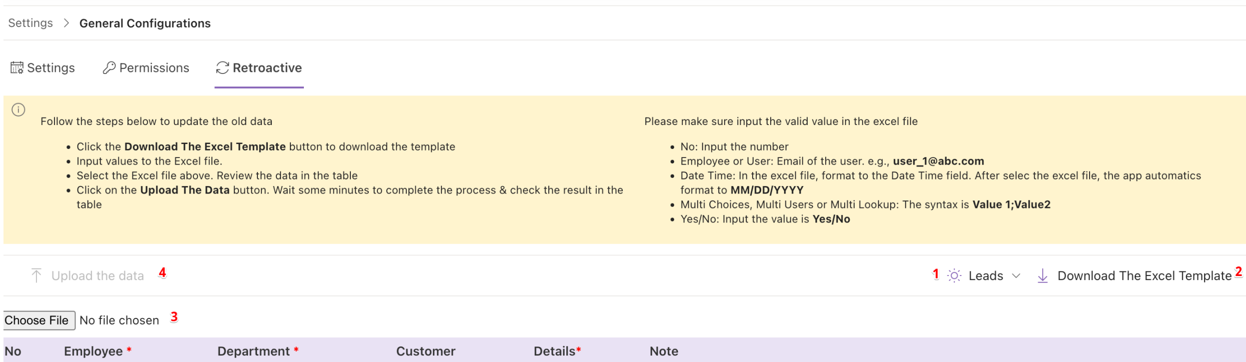
- Open the app, and click on the All Features button. Then click on the Settings section > Translation
- Translate the text
- Click on the Save button to save any changes. Please refresh the page for changes to take effect

Note: Some texts on the 2 special char: “{}” or the special text: “N” **should not** change or remove. E.g.

- On the **{0}** of each month
- On the **{0}** of every **{1}** months
- End after **{count}** occurence(s)

- every **N** days
- every **N** weeks

Retroactive



The feature allows updating the old data.

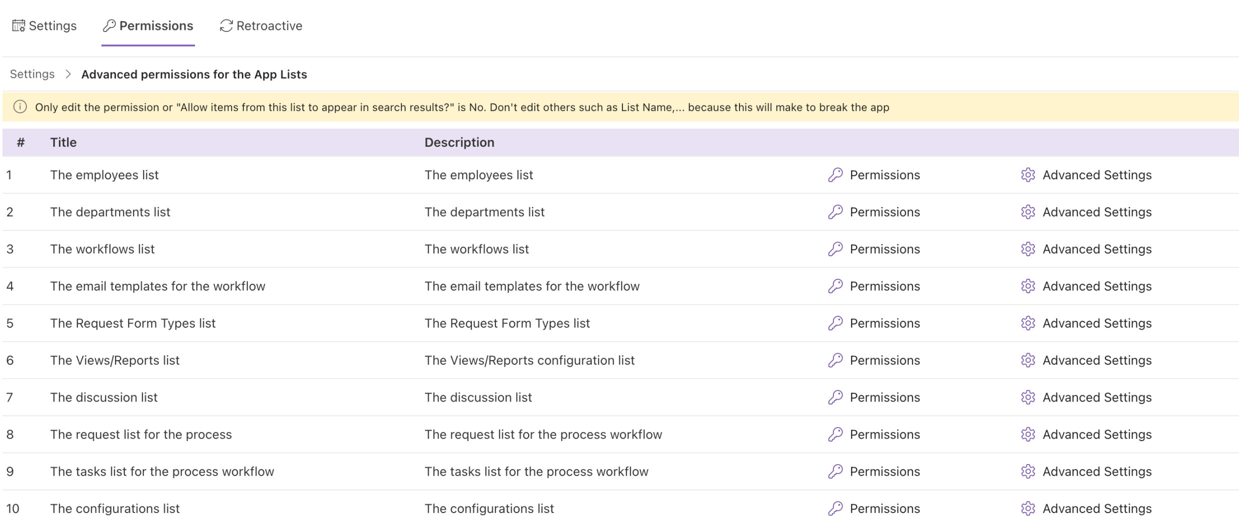
Open the general configuration page > Retroactive tab.

Follow the steps below:

- Select the request from type (1)
- Click the Download The Excel Template button (2) to download the template
- Input values to the Excel file.
  - No: Input the number
  - Employee or User: Email of the user. e.g., user_1@abc.com
  - Date Time: In the Excel file, format to the Date Time field. After select the Excel file, the app automatics format to MM/DD/YYYY
  - Multi Choices, Multi Users, or Multi Lookup: The syntax is Value 1;Value2
  - Yes/No: Input the value is Yes/No
- Select the request from type (1)
- Select the Excel file above (3). Review the data in the table.
- Click on the Upload The Data button. Wait some minutes to complete the process & check the result in the table

  Note: For the DateTime data, please make sure to format them to DateTime in Excel

Advance Permissions


Settings Permissions Retroactive

Settings > Advanced permissions for the App Lists

Only edit the permission or "Allow items from this list to appear in search results?" is No. Don't edit others such as List Name,... because this will make to break the app

#	Title	Description		
1	The employees list	The employees list	Permissions	Advanced Settings
2	The departments list	The departments list	Permissions	Advanced Settings
3	The workflows list	The workflows list	Permissions	Advanced Settings
4	The email templates for the workflow	The email templates for the workflow	Permissions	Advanced Settings
5	The Request Form Types list	The Request Form Types list	Permissions	Advanced Settings
6	The Views/Reports list	The Views/Reports configuration list	Permissions	Advanced Settings
7	The discussion list	The discussion list	Permissions	Advanced Settings
8	The request list for the process	The request list for the process workflow	Permissions	Advanced Settings
9	The tasks list for the process workflow	The tasks list for the process workflow	Permissions	Advanced Settings
10	The configurations list	The configurations list	Permissions	Advanced Settings

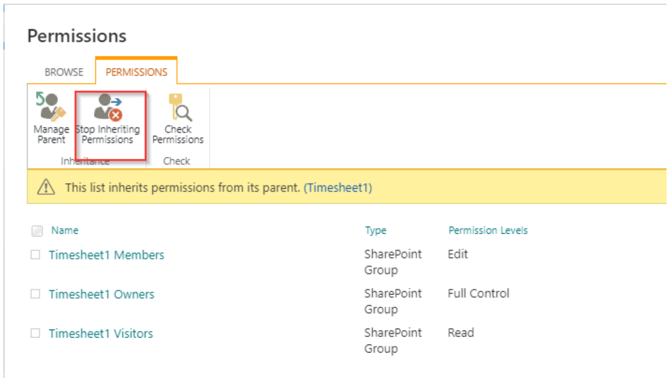
By default, the user only needs contributor permission on the SharePoint site where the app is installed => the user can use the app

If you want to the app be more secure, you can reset the permission for each SharePoint list where the app stores the data. You should set

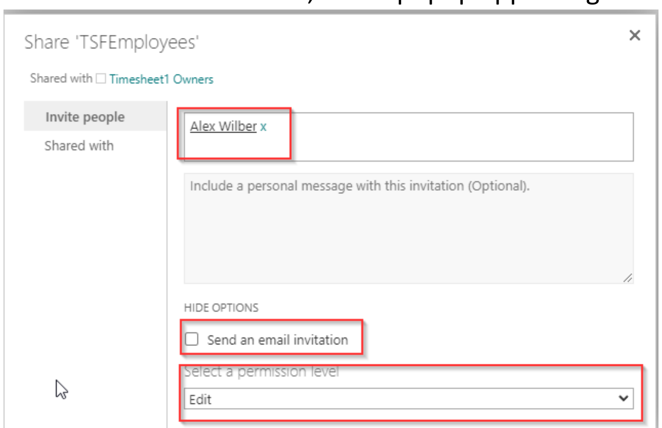
#	List	Normal user	Manager	Human Resource	Administrator	System Admin
1	The Employee List	Read	Read	Read	Contribute	Full Control
2	The department list	Read	Read	Read	Contribute	Full Control
3	The discussion	Contribute	Contribute	Contribute	Contribute	Full Control
4	The workflows list	Read	Read	Read	Contribute	Full Control
5	The Request Form Type	Read	Read	Read	Contribute	Full Control
6	The email templates	Read	Read	Read	Contribute	Full Control
7	The views/reports list	Read	Read	Read	Contribute	Full Control
9	The request list for the process	Contribute	Contribute	Contribute	Contribute	Full Control
10	The tasks list for the process workflow	Contribute	Contribute	Contribute	Contribute	Full Control
11	The configurations list	Read	Read	Read	Read	Full Control

To reset the permission for each SharePoint list, follow the steps below

- Open the app, and click on the All Features button. Then click on the Settings section > Advanced permissions for the app lists
- Click on the key icon of the Permission
- In the panel appearing, click on the Stop Inheriting Permissions in the ribbon



- Select all permissions & click on the Remove User Permissions in the ribbon.
- Click on Grant Permission, in the popup appearing

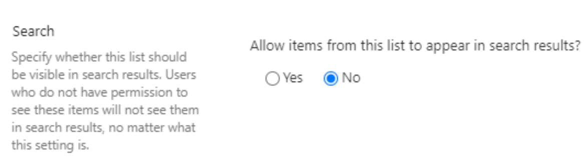


- Add permissions as in the table above. Then click on the Share button

Turn off the recent activity

Something the Recent Activity web part shows the request items. To turn off this, follow the steps below

- Open the app, and click on the All Features button. Then click on the Settings section > Advanced permissions for the app lists
- Click on the setting icon of the Advanced Settings
- In the panel appearing, choose "Allow items from this list to appear in search results?" is No in the Search section



- Click on the Ok button