LTAPPS Approval Hub

Install 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.
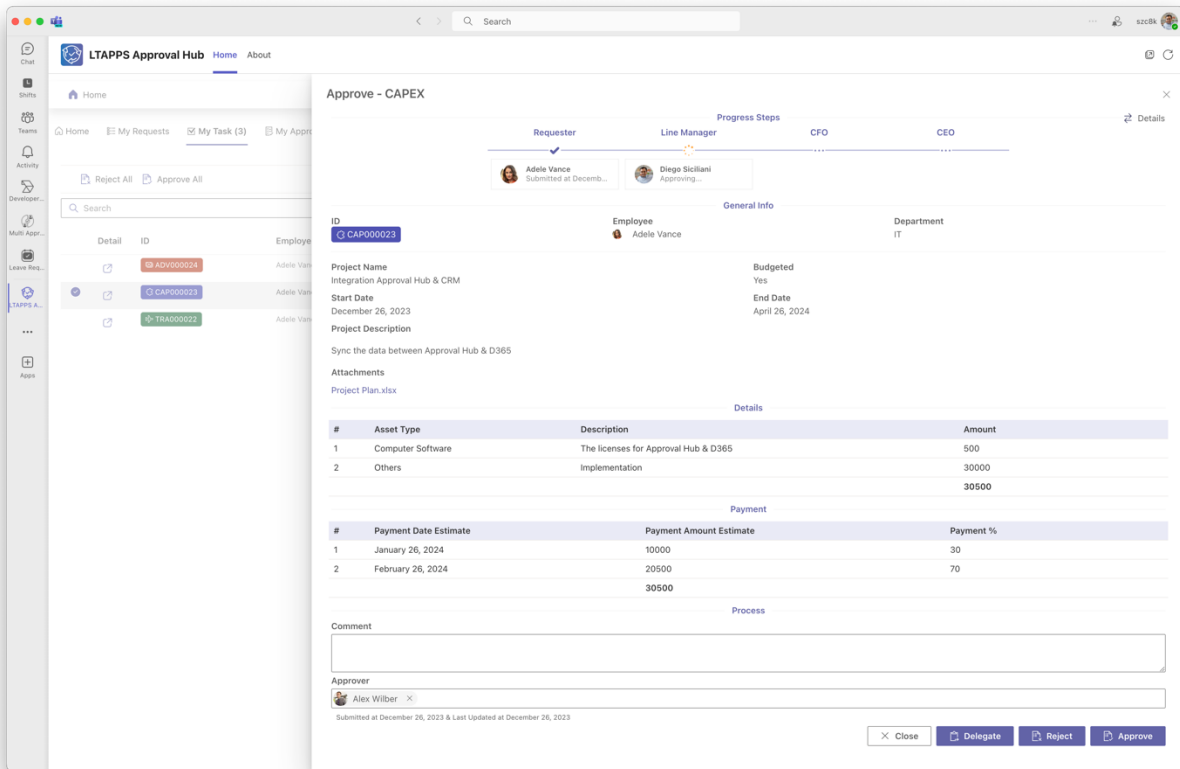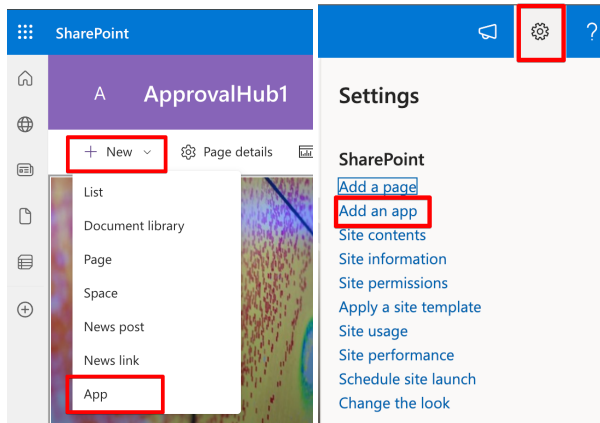
SharePoint

To install the app, you have to be a tenant administrator. If you are not a tenant administrator, please request him/her to support the installation.

Get the app from the SharePoint store.

Follow the steps below:

- Open the SharePoint site where you want to install the app. Click the New button > App or click the Settings icon > Add an app.

- In the popup appears, select the From SharePoint Store link. Then click the Find more apps in SharePoint store link.

- In the Search by "**LTAPPS Approval Hub**" search box, paste the following tag and then press Enter.

- Select the app and click on the Add to Apps Site button.

- In the popup appearing, check the "Only enable this app" check box and click on the Add button

- Click on the Go to API access page button

- To approve the API on API Access page, follow the steps below:
    - Firstly open the page with admin permission: https://login.microsoftonline.com/common/adminconsent?client_id=4f79179e-7a76-4812-86b2-b869b3be1dad
    - Log in and click on the Accept button. After clicking the Accept button

    - An error page appears, ignore the issue by closing this page.

Microsoft

Sign in

Sorry, but we're having trouble signing you in.

AADSTS500113: No reply address is registered for the application.

o In the API Access page, select each permission of the app and click on the Approve button.

Install the app on the SharePoint site.

After getting the app from the store. Follow the steps below to install:

- **Only do this step if the name of the button below is "Stop Adding to New Site"**. Open the SharePoint app catalog ([How to open the SharePoint App Catalog](#)) page again, select the package & click on the Stop Adding to New Sites button.
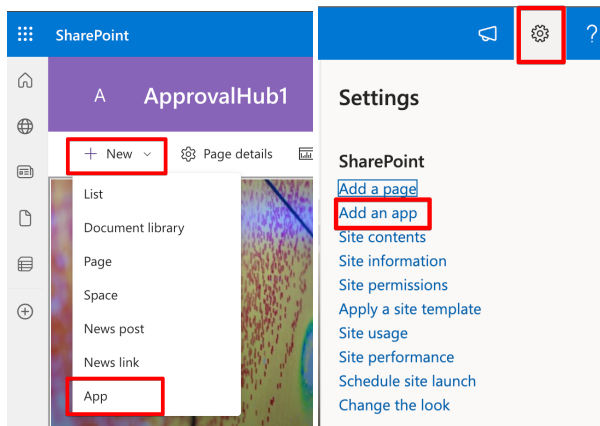

- Then click on the Save button

Stop adding this app to new sites

The functionality provided by this app will continue to be available on all sites where it was added, and site owners can still add this app to their sites.

Save   Cancel

- Open the SharePoint site where you want to install the app. Click the New button > App or click the Settings icon > Add an app.

- Find the **LTAPPS Approval Hub** app, then click Add button. Wait a minute, then back to the site contents page.
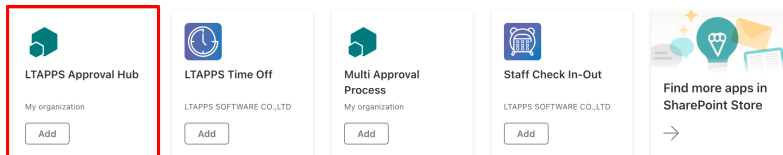

- If the app shows in the site content page like the image below, it is complete.
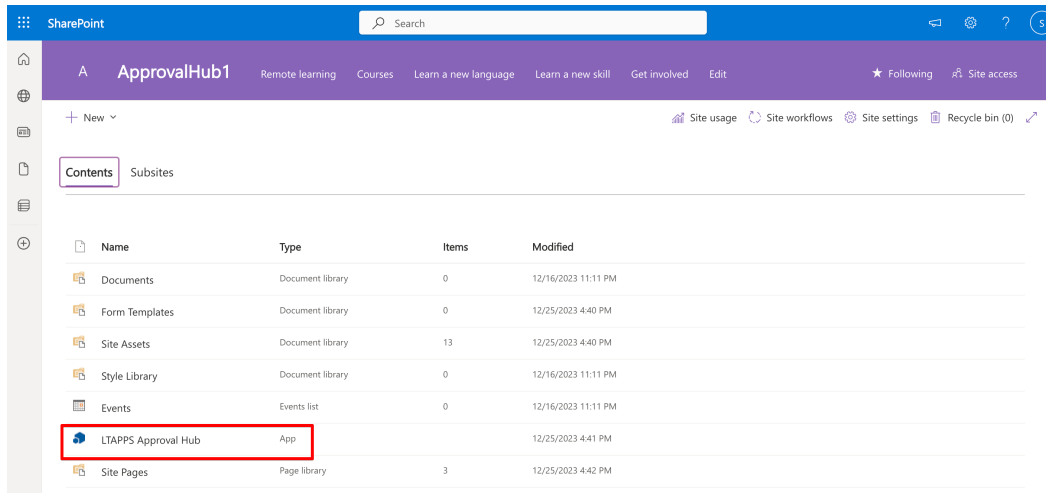
Add the web part to the modern page.

Follow the steps below to add the web part to the modern page:

- Open the SharePoint site where the app is installed. Click on the New button in the toolbar & select the Page link.

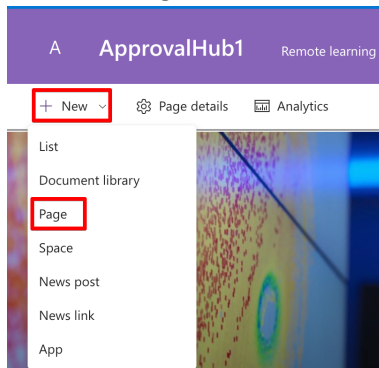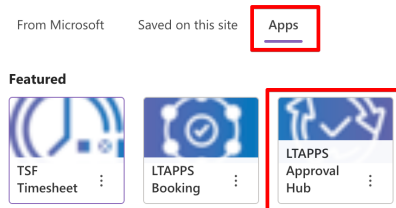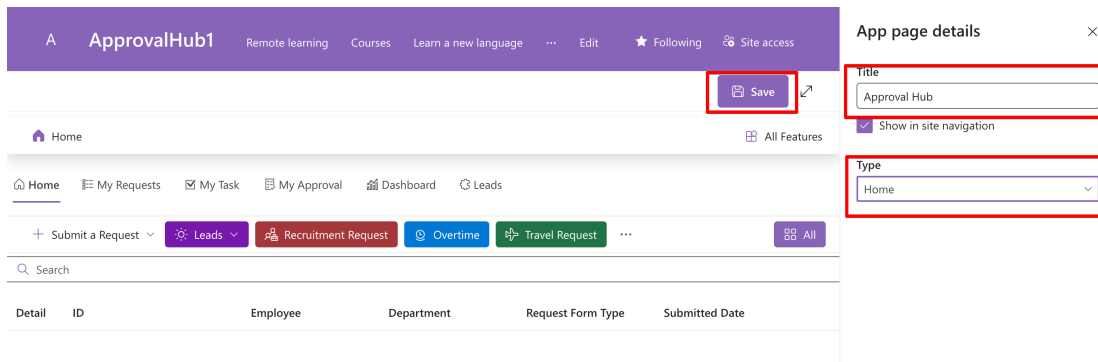- On the Pages template, switch to the Apps tab. Then click on the LTAPPS Approval Hub icon > click on the Create Page button.
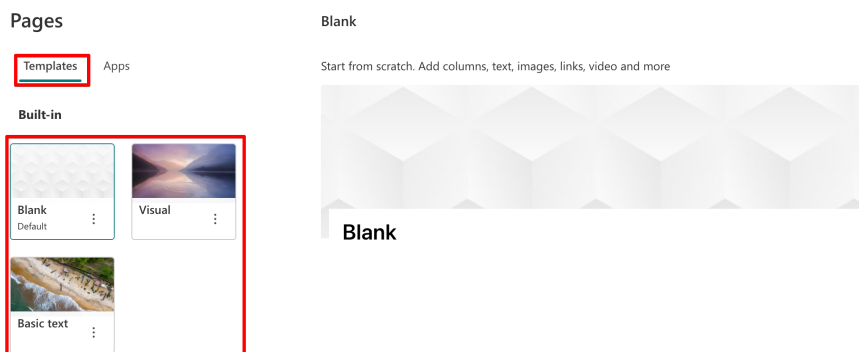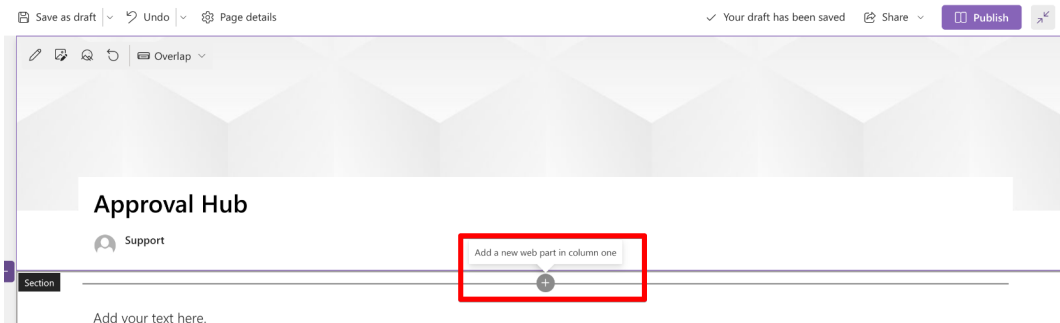

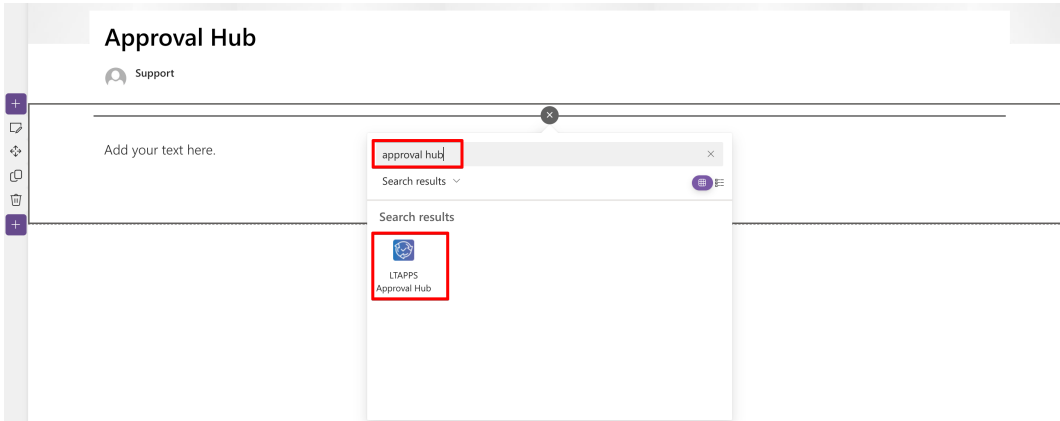- Enter the page name & click on the Save button.

- Or you can use the modern page by following the steps below:
  - Open an existing modern page or create a new modern page.

  - On the modern page, edit the page & click on the + icon to add a new web part.

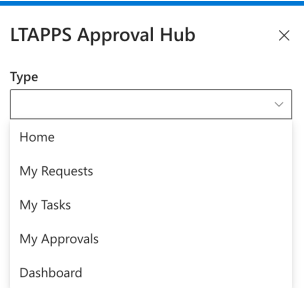 - Find the Approval Hub web part, then double-click on the web part icon.

  - Then the web part displayed on the page

Edit the property (Change the view of the web part)

Follow the steps below:

- Edit the page where the web part is installed. Click the edit icon of the web part
- You can change the view to display the web part in the right panel. There are 5 options you can select.
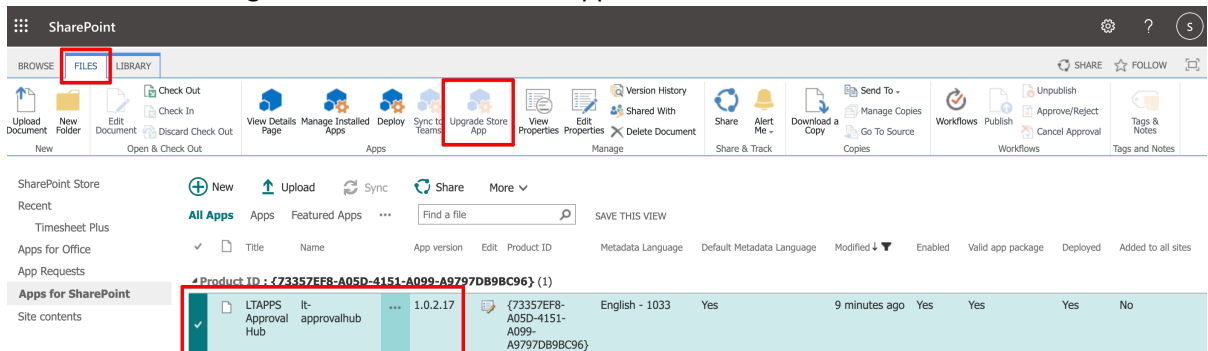

Upgrade the app.

Follow the steps below:

- Open the SharePoint App Catalog (How to open the SharePoint App Catalog). On the Manage Apps page, click on the Classic Experience link
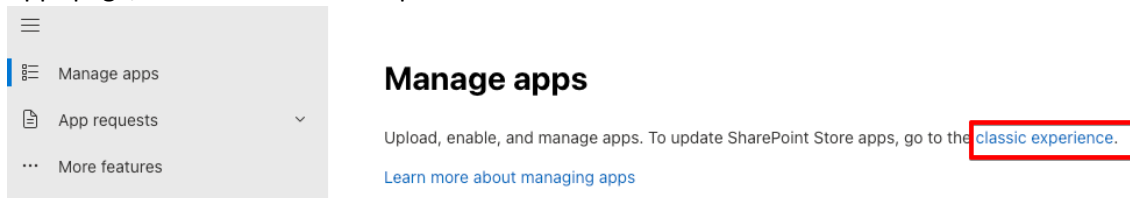
- On the SharePoint App Catalog Classic, select the app & click on the Upgrade Store App button in the Ribbon. Then get the new version of the app

- After downloading the app from the Store. The panel appears, select the option "Only enable this app" & click on the Enable button.

The app package has finished uploading. Would you like to enable the app now?

The app you're about to enable will have access to data by using the identity of the person using it. Enable this app only if you trust the developer or publisher.

This app gets data from:
- SharePoint

API access that must be approved after you enable this app
- LTAPPs SaaS Web API, user_impersonation
- Microsoft Graph, User.Read
- Microsoft Graph, Calendars.ReadWrite

App availability

(●) Only enable this app

Selecting this option makes the app available for site owners to add from the My apps page. Learn how to add an app to a site

(○) Enable this app and add it to all sites

Selecting this option adds the app automatically so site owners don't need to.
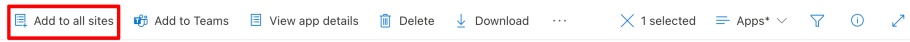
Enable app   Cancel

- Open the SharePoint site where the app is installed. On the site contents, and click the ... icon at the right of the app. Then click on the detail link
- Then click on the Get It button

MS Teams & O365 Apps

Sync the app from the SharePoint app catalog to MS Teams

Follow the steps below:

- Open the SharePoint App Catalog, select the app & click on the Add to All Site button in the toolbar.

- In the SharePoint App Catalog, select the app & click on the Add to Teams button in the toolbar.

- Click on the Add & Confirm buttons in the panel.
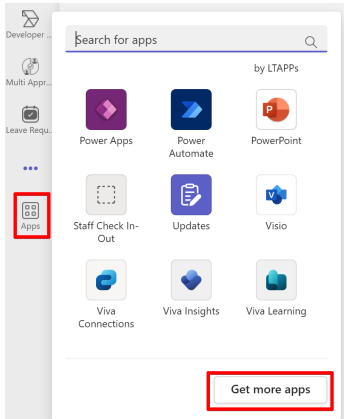
- Wait 2-3 mins to complete deployment.
- If the error message shows as the image below. Please ignore & continue
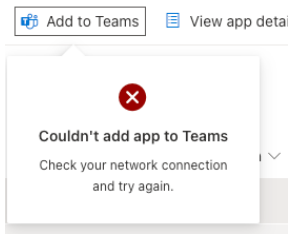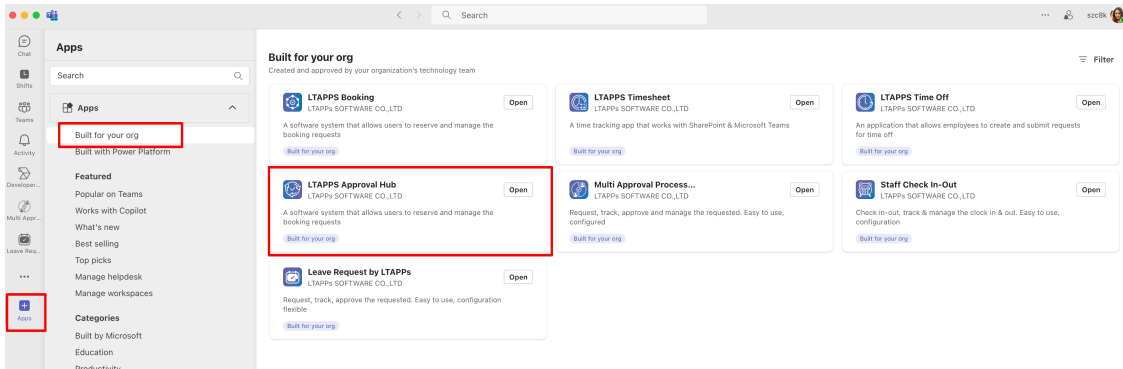

Add the app to MS Teams
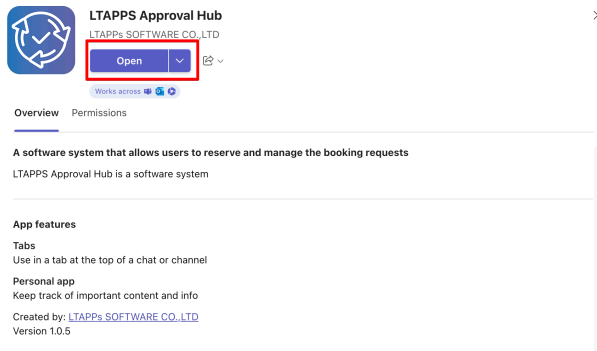
Follow the steps below:

- Click the ... icon, then click the Get More app button

- Select the Build for your org link, then select the app
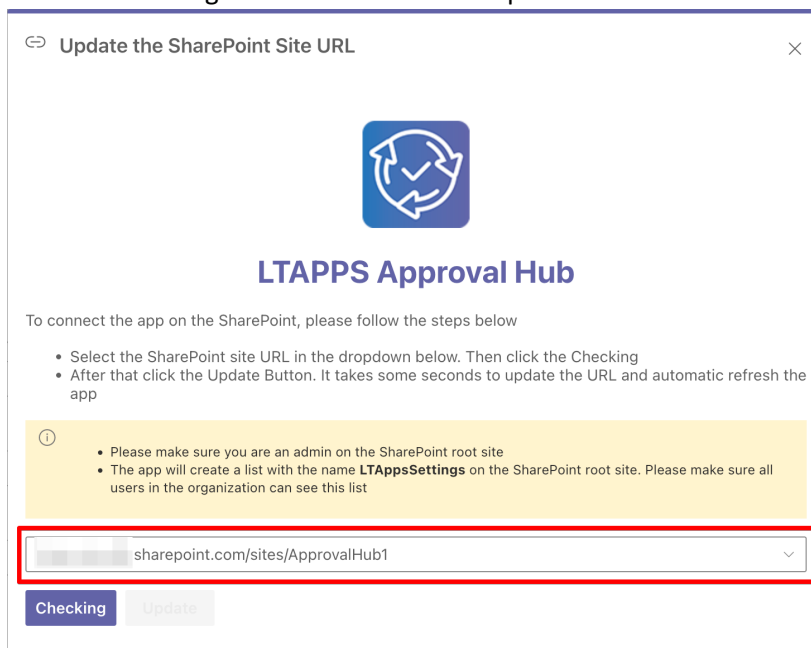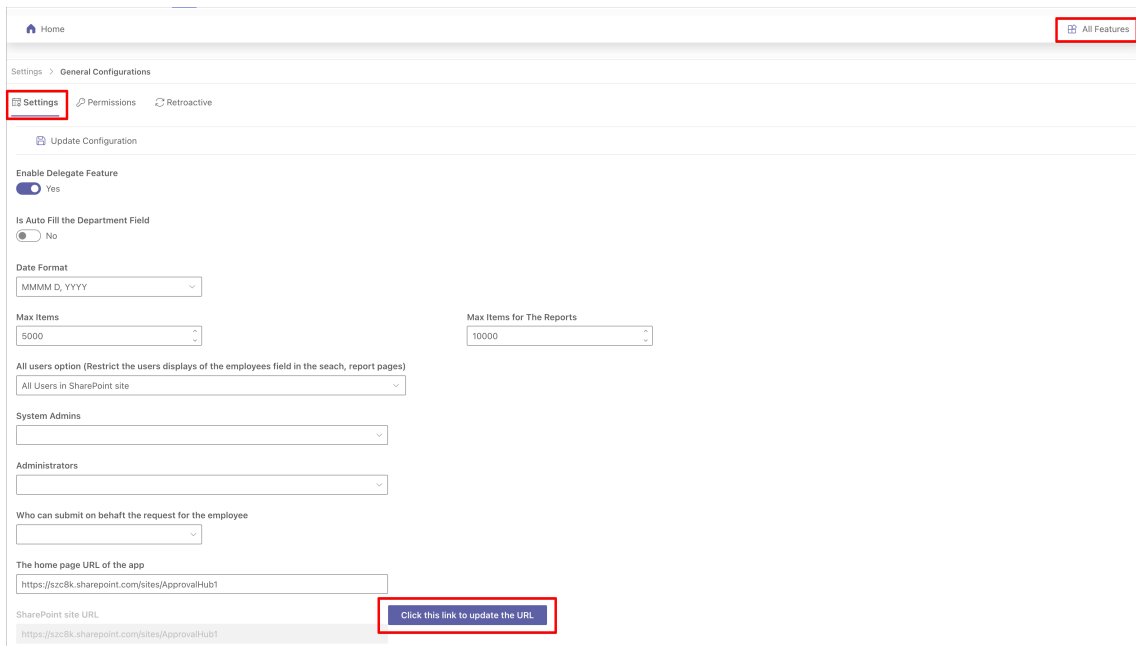

- Then click on the open button

Set up the app on MS Teams and connect with the app on SharePoint

Follow the steps below:

- Open the app on MS Teams
- In the configuration page, select the SharePoint site URL where the app is installed.
- Click the checking button. Then click the update button after that.

- If you want to change the connection to another SharePoint site. Open the All Features tab > Settings > General Configuration > Settings Tab
- Click this link to update the URL link as the image below.

- On the configuration page, change the URL. Click the Checking button & click the Update button after that.

Upgrade the app

Repeat the steps:

- Sync the app from the SharePoint app catalog to MS Teams
- Add the app to MS Teams