



# 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.**

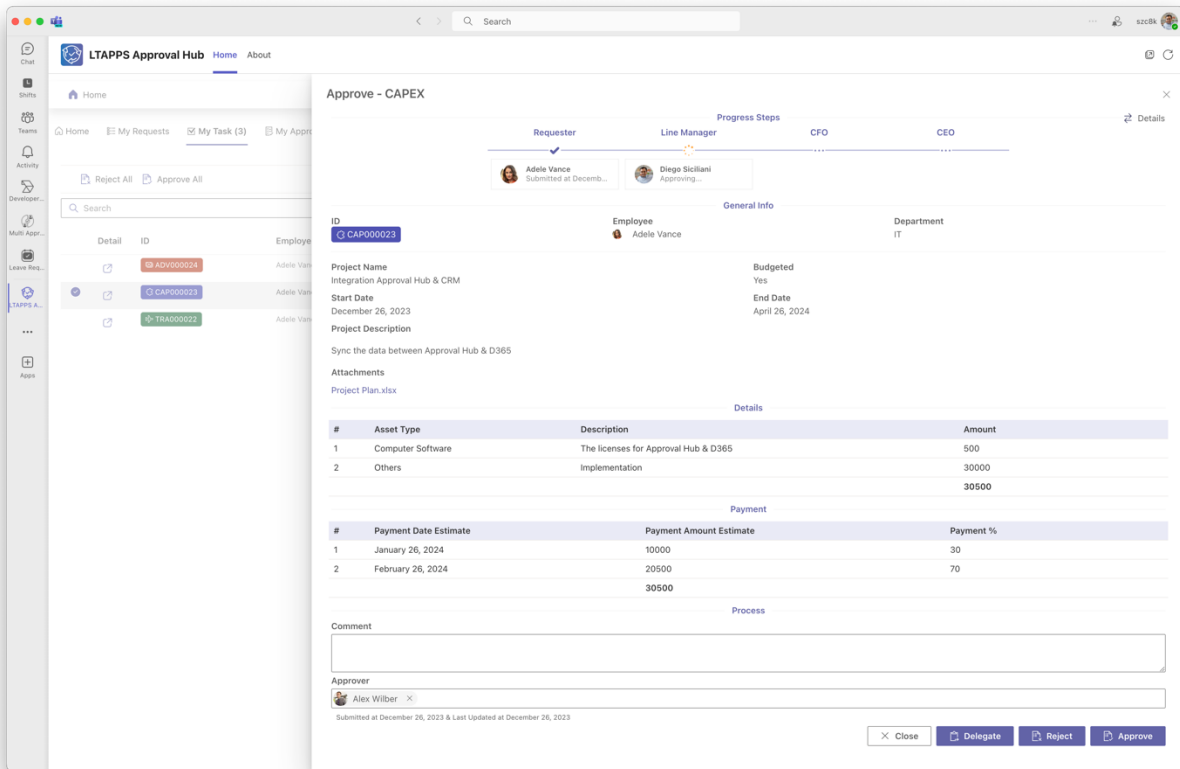
### Overview

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.



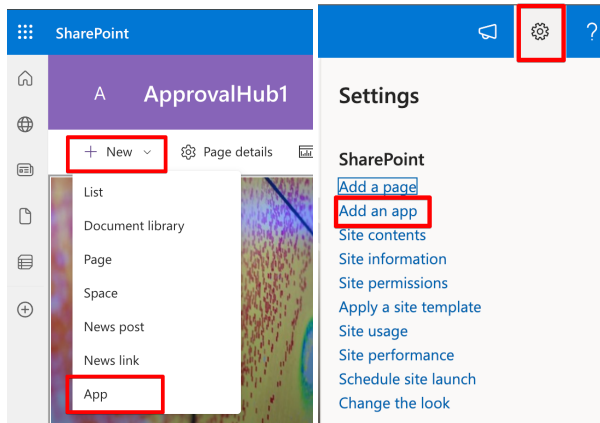
## SharePoint

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.

**My apps** Search by app name or publisher

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**Filter** Sort by: Newest

**Apps you can add**

These are SharePoint Store or custom apps allowed by your organization. Built-in apps such as Custom List, Document Library, Calendar and others can be found in the classic experience.

All

From my organization

From SharePoint Store

**LTAPPS Time Off**

LTAPPS SOFTWARE CO.,LTD

Add

**Multi Approval Process**

My organization

Add

**Staff Check In-Out**

LTAPPS SOFTWARE CO.,LTD

Add

**Find more apps in SharePoint Store**

→

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

SharePoint apps My apps SharePoint Store My requests

50 results found for "LTAPPS Approval Hub" LTAPPS Approval Hub

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**Filter** Sort by: Most relevant

Appears as

SharePoint full page

SharePoint web part

Teams personal app

Teams tab

Viva Connections Dashboard card

Solution type

Web part

**LTAPPS Approval Hub**

LTAPPS SOFTWARE CO.,LTD

A software solution that allows users to create, and manage requests...

**Multi Approval Process**

LTAPPS SOFTWARE CO.,LTD.

Request, track, approve and manage the requested. Easy to use,...

**Approvals Center**

Ivero

Comprehensive Approval Management Solution

★★★★★ (25)

**Approval Manager**

Ivero

Approval Request Management System

★★★★★ (6)

**Dell Social Hub**

Dell, Inc.

Dell Social Hub integrates external social media content within...

★★★☆☆ (6)

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

← Back to SharePoint Store home

**LTAPPS Approval Hub**

Provided by: LTAPPS SOFTWARE CO.,LTD

☆☆☆☆☆ (0 Ratings)

Add to Apps site

1 of 5

About Details & Support Reviews

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

**Confirm data access** ✕

**LTAPPS Approval Hub**

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.

**Add** **Cancel**

- Click on the Go to API access page button

**Approve access so this app works as designed** ✕

This app has been enabled. For this app to work as designed, it needs additional API access. To approve the permission request now, select **Go to API access page**, and then look under **Pending requests**.

To approve access to third-party APIs, you must be signed in as an Application Administrator. To approve access to Microsoft APIs, you must be signed in as a Global Administrator.

[Learn more about managing permission requests](#)

**Go to API access page** **I'll do it later**

- 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](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

Microsoft

Permissions requested  
Review for your organization

**LTAPPS SaaS Web API**  
LTAPPS SOFTWARE CO.,LTD

This app would like to:

- ✓ Maintain access to data you have given it access to
- ✓ Sign in and read user profile

If you accept, this app will get access to the specified resources for all users in your organization. No one else will be prompted to review these permissions.

Accepting these permissions means that you allow this app to use your data as specified in their terms of service and [privacy statement](#). You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)

**Cancel** **Accept**

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



## Sign in

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

AADSTS500113: No reply address is registered for the application.

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

API name	Package	Permission	Last requested
Pending requests (3)			
Organization-wide (3)			
LTAPPS SaaS Web API	LTAPPS Approval Hub	user_impersonation	12/27/2023
Microsoft Graph	LTAPPS Approval Hub	User.Read	12/27/2023
Microsoft Graph	LTAPPS Approval Hub	Calendars.ReadWrite	12/27/2023

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.

Icon	Title	App version	State	Added to all si...	Available for	Valid app pack...
	LTAPPS Approval Hub	1.0.2.17	Enabled	Yes		Yes
	LTAPPS Booking	1.0.5.3	Enabled	Yes		Yes
	LTAPPS Time Off	1.0.3.5	Enabled	No		Yes

- Then click on the Save button

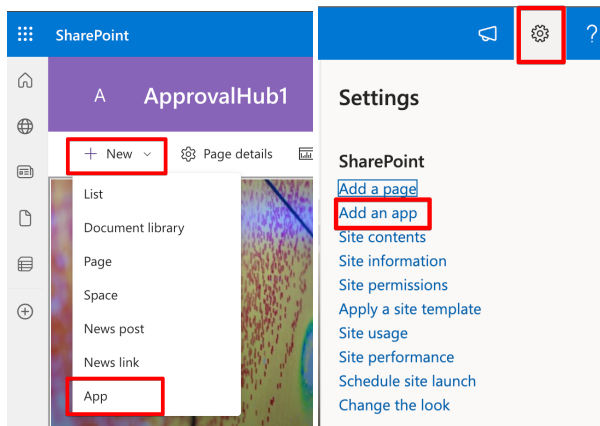
×

### 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.

### My apps

Search by app name or publisher

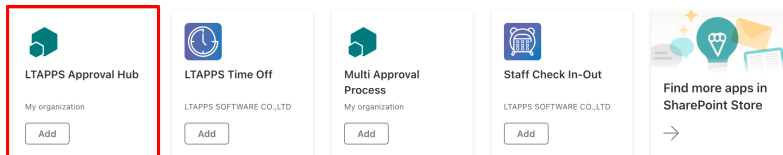
#### Filter

All  
From my organization  
From SharePoint Store

#### Apps you can add

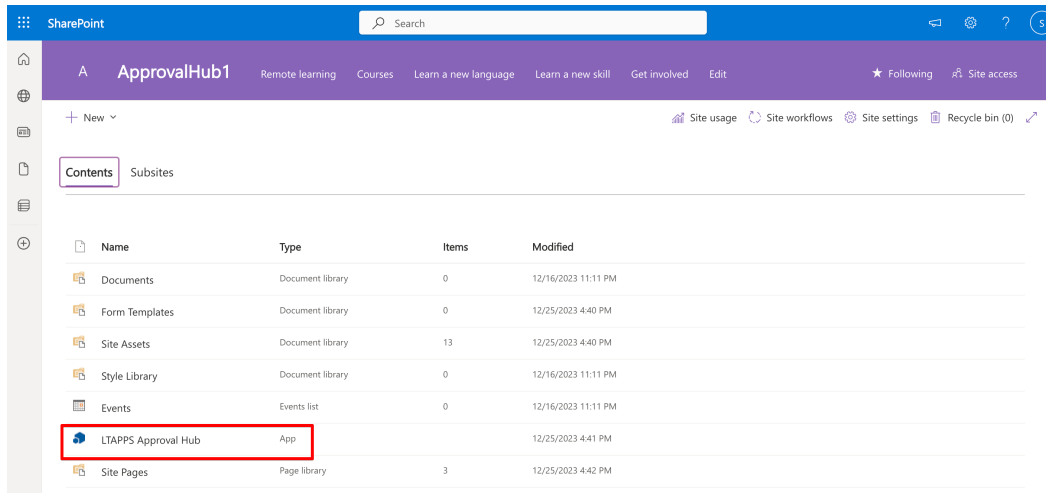
Sort by: Newest

These are SharePoint Store or custom apps allowed by your organization. Built-in apps such as Custom List, Document Library, Calendar and others can be found in the classic experience.



- If the app shows in the site content page like the image below, it is complete.

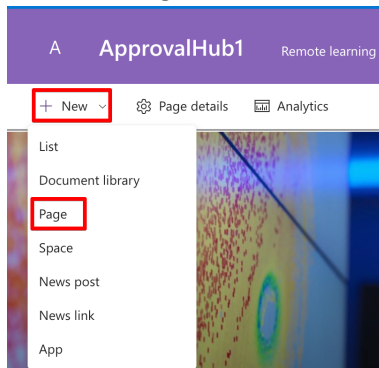




Add the web part to the modern page.

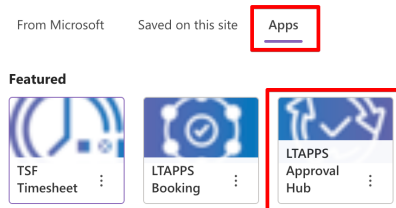
Follow the steps below to add the web part to the modern page:

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

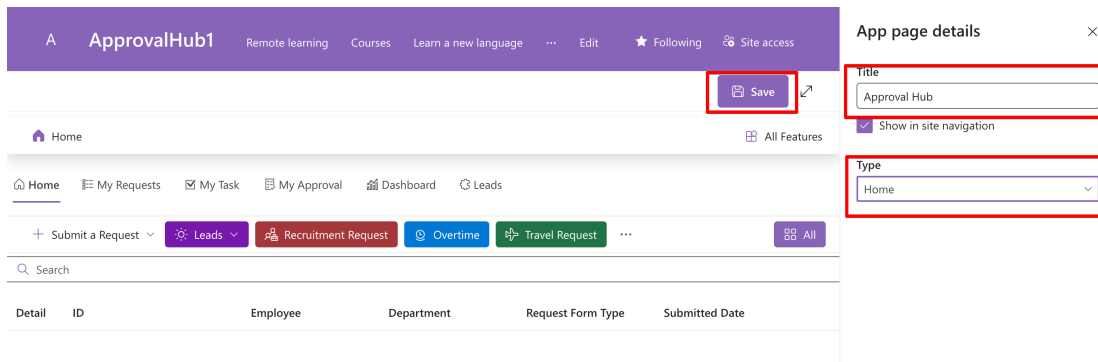


- On the Pages template, switch to the Apps tab. Then click on the LTAPPS Approval Hub icon > click on the Create Page button.

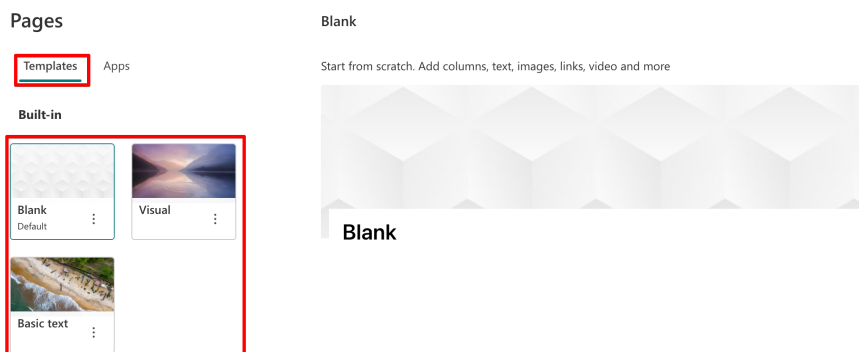
Page templates



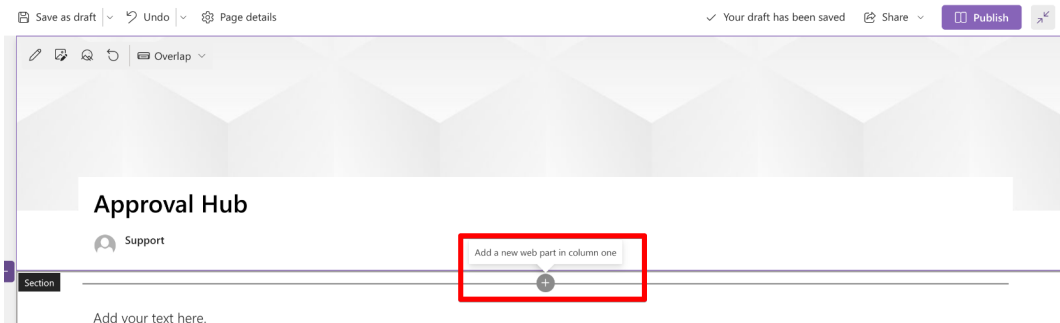
- Enter the page name & click on the Save button.



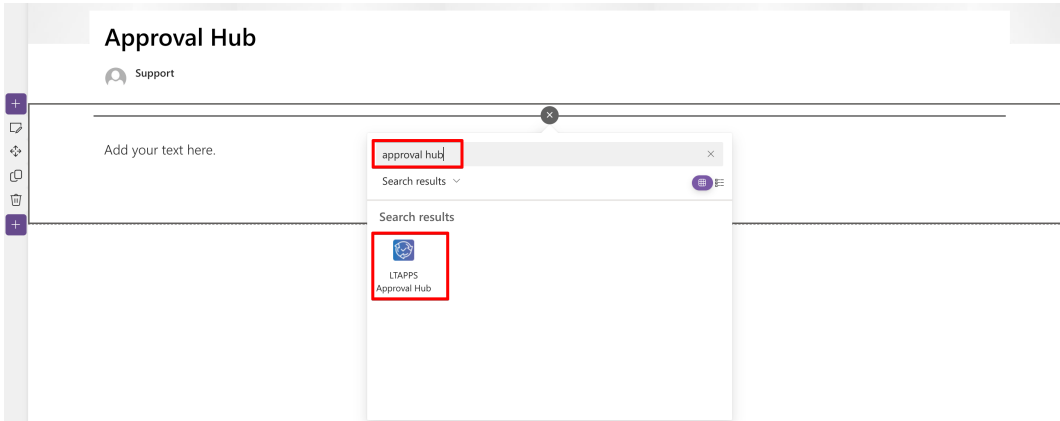
- Or you can use the modern page by following the steps below:
  - Open an existing modern page or create a new modern page.



- 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.

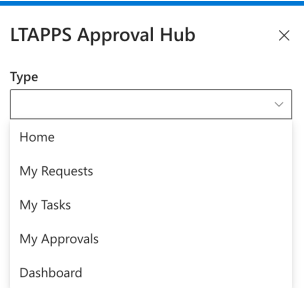


- Then the web part displayed on the page

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

Follow the steps below:

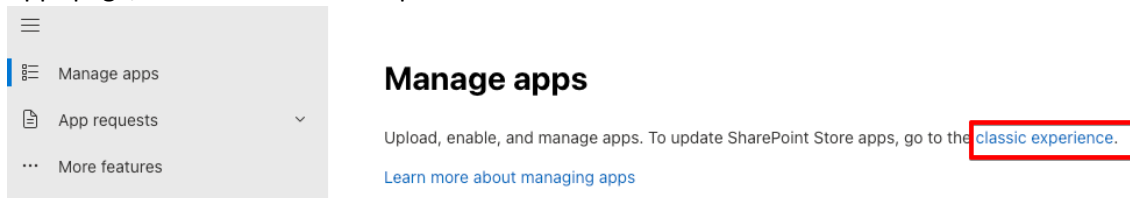
- Edit the page where the web part is installed. Click the edit icon of the web part
- You can change the view to display the web part in the right panel. There are 5 options you can select.



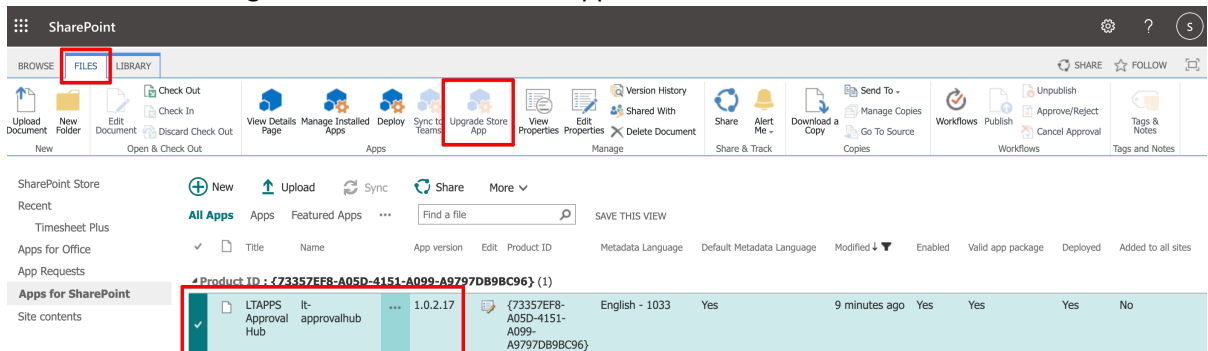
## Upgrade the app.

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

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**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

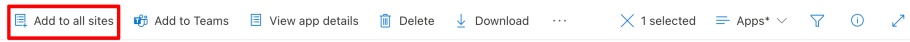
- Open the SharePoint site where the app is installed. On the site contents, and click the ... icon at the right of the app. Then click on the detail link
- Then click on the Get It button

## 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.



Apps for SharePoint

Icon	Title	App version	State	Added to all si...	Available for	Valid app pack...
<input checked="" type="radio"/>	LTAPPS Approval Hub	1.0.2.17	Enabled	No		Yes
<input type="radio"/>	LTAPPS Booking	1.0.5.3	Enabled	Yes		Yes
<input type="radio"/>	LTAPPS Time Off	1.0.3.5	Enabled	No		Yes

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

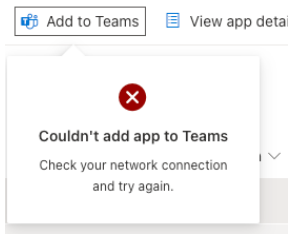


Apps for SharePoint

Icon	Title	App version	State	Added to all si...	Available for	Valid app pack...
<input checked="" type="radio"/>	LTAPPS Approval Hub	1.0.2.17	Enabled	No		Yes
<input type="radio"/>	LTAPPS Booking	1.0.5.3	Enabled	Yes		Yes
<input type="radio"/>	LTAPPS Time Off	1.0.3.5	Enabled	No		Yes

- Click on the Add & Confirm buttons in the panel.

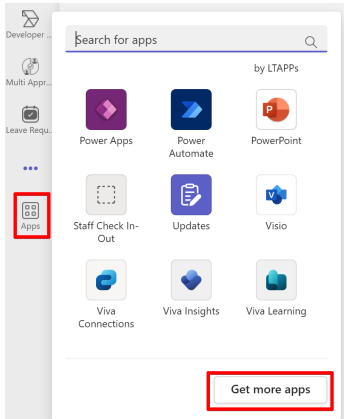
- Wait 2-3 mins to complete deployment.
- If the error message shows as the image below. Please ignore & continue



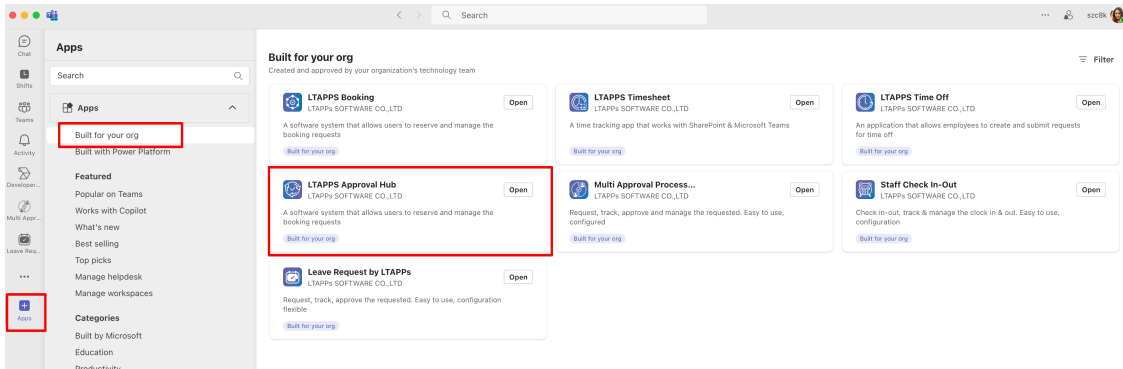
## Add the app to MS Teams

Follow the steps below:

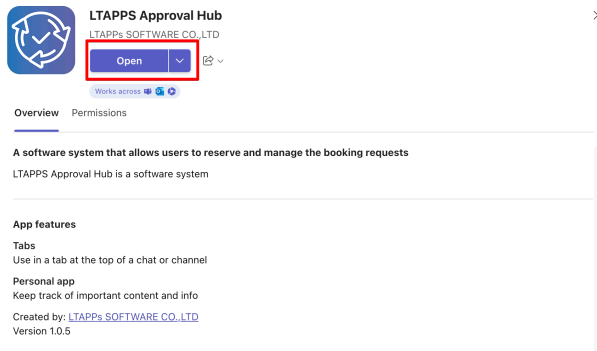
- Click the ... icon, then click the Get More app button



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



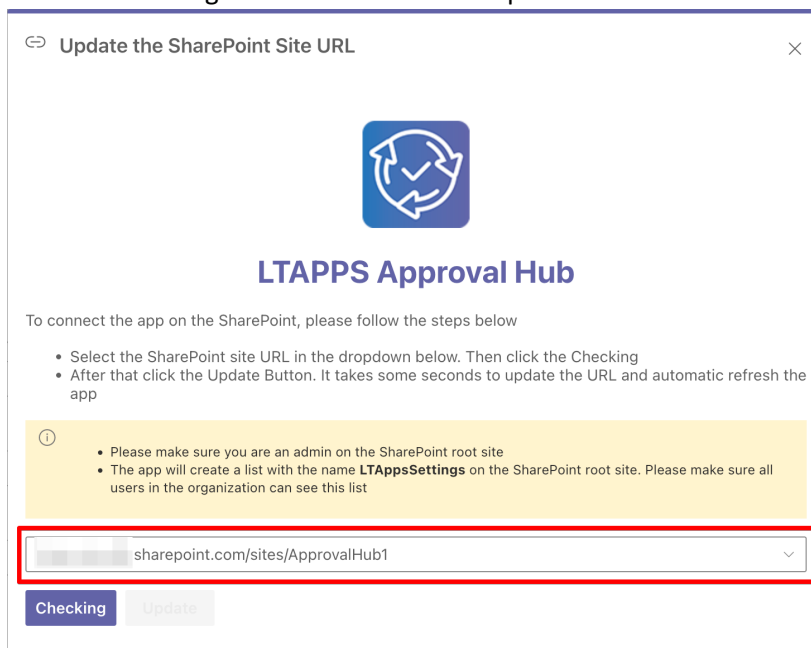
- Then click on the open button



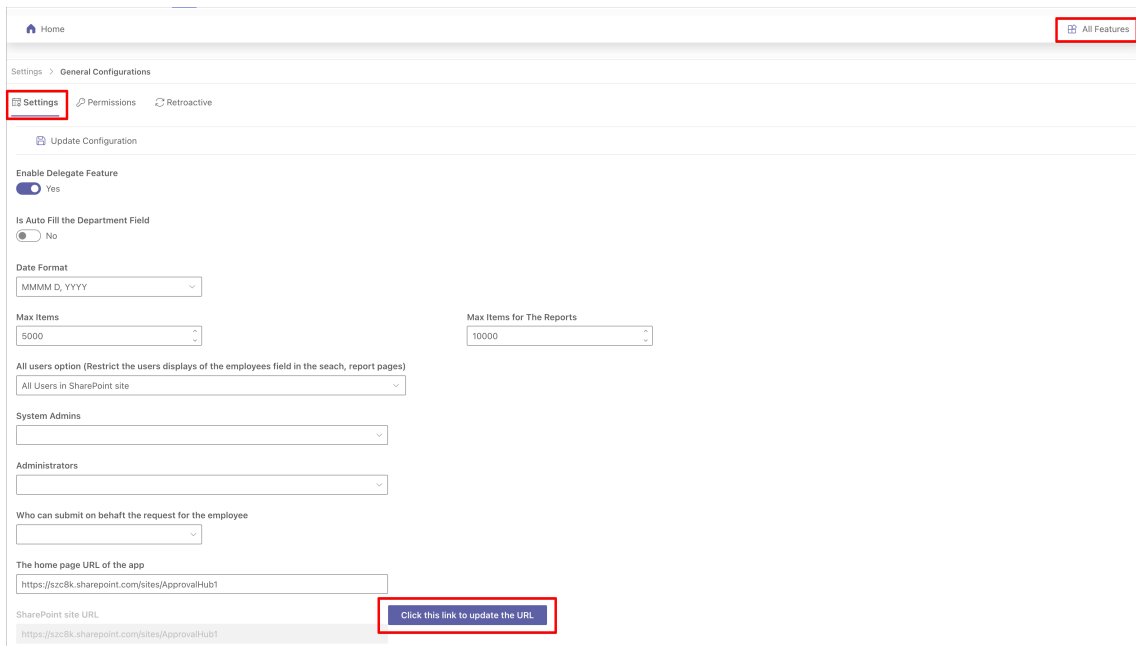
## Set up the app on MS Teams and connect with the app on SharePoint

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.



Home All Features

Settings > General Configurations

Settings Permissions Retroactive

Update Configuration

Enable Delegate Feature  
 Yes

Is Auto Fill the Department Field  
 No

Date Format  
MMMM D, YYYY

Max Items 5000 Max Items for The Reports 10000

All users option (Restrict the users displays of the employees field in the search, report pages)  
All Users in SharePoint site

System Admins

Administrators

Who can submit on behalf the request for the employee

The home page URL of the app  
<https://szc8k.sharepoint.com/sites/ApprovalHub1>

SharePoint site URL  
<https://szc8k.sharepoint.com/sites/ApprovalHub1> [Click this link to update the URL](#)

- 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