



LTAPPS Approval Hub

Install Guide

Version 1.0

support@ltaddins.com





Table of Contents

Overview	3
SharePoint	4
Get the app from the SharePoint store	4
Install the app on the SharePoint site.	7
Add the web part to the modern page	9
Edit the property (Change the view of the web part)	11
Upgrade the app	11
MS Teams & O365 Apps	12
Sync the app from the SharePoint app catalog to MS Teams	12
Add the app to MS Teams	13
Set up the app on MS Teams and connect with the app on SharePoint	14
Upgrade the app	15





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.





•	4 <u>6</u>		< > Q s	iearch		··· 🔊 szc8k
E) hat	LTAPPS Approval Hub Home	About				۵
hifts	A Home		Approve - CAPEX			
හී ams ට tivity	G Home E My Requests My Task (3	8) 🛛 🗍 My Appro		Progress St Requester Line Manager Control Control C	eps CFO CEO	₹ Detail:
oper		_		General In	do.	
ð Appr	Q Search Detail ID	Employe	D (3 CAP000023	Employee & Adele Vance	Department IT	
Req	2002 @ ADV000024	Adele Van	Project Name	Bu	dgeted	
3 5 A	C (3 CAP000023	Adele Van	Integration Approval Hub & CRM Start Date		d Date	
•• +	⑦ 参TRAC00022	Adele Van-	December 26, 2023 Project Description Sync the data between Approval Hub & Attachments Project Plan.xlsx		ril 26, 2024	
			Project Plantax	Details		
			# Asset Type	Description	Amount	
			1 Computer Software	The licenses for Approval Hub & D365	500	
			2 Others	Implementation	30000	
					30500	
				Payment	t	
			# Payment Date Estimate	Payment Amount Estimate	Payment %	
			1 January 26, 2024	10000	30	
			2 February 26, 2024	20500	70	
				30500		
			-	Process		
			Comment			
			Approver			
			餐 Alex Wilber 🛛 🛛			
			Submitted at December 26, 2023 & Last Updat	ed at December 26, 2023	🗙 Close 📋 Delegate 📑	Reject 📄 Approve

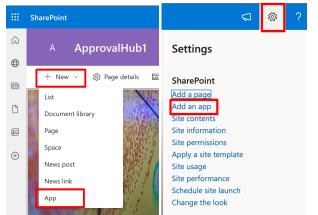
SharePoint

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:

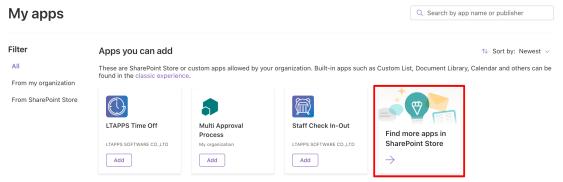
• Open the SharePoint site where you want to install the app. Click the New button > App or click the Settings icon > Add an app.



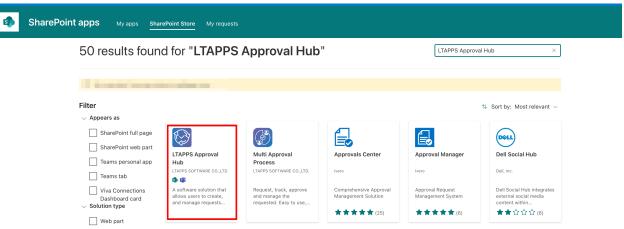




• In the popup appears, select the From SharePoint Store link. Then click the Find more apps in SharePoint store link.



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



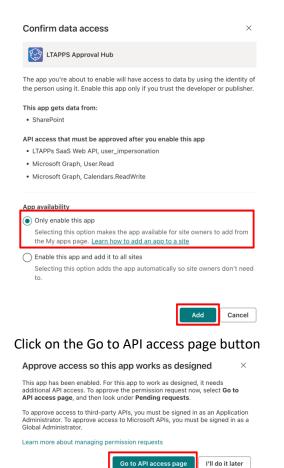
• Select the app and click on the Add to Apps Site button.

← Back to S	narePoint Store home	
	Easy to monitor and track anytime, anywhere	
		LTAPPS Approval Hub Provided by: LTAPPS SOFTWARE CO.,LTD
	1 of 5 About Details & Support Rev	iews

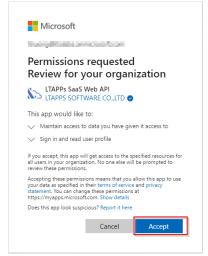
• In the popup appearing, check the "Only enable this app" check box and click on the Add button







- To approve the API on API Access page, follow the steps below:
 - Firstly open the page with admin permission: <u>https://login.microsoftonline.com/common/adminconsent?client_id=4f79179e-7a76-</u> 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.

 \circ $\:$ In the API Access page, select each permission of the app and click on the Approve

bι	utton.									
	: SharePoint admin center @ ?									
=			API acces	35						
ŵ	Home		Manage access to	Azure AD-secured APIs from	SharePoint Framework components and scrip	ts.				
	Sites	^	Learn about manag	earn about managing permission requests						
	Active sites		🕗 Approve 😑 F	Reject						
	Deleted sites									
<u>0</u>	Policies	\sim	\sim	API name	Package	Permission	Last requested			
٢	Settings		✓ Per	nding requests (3)						
00	Content services	~	~	Organization-wide (3)						
A	-		0	LTAPPs SaaS Web API	LTAPPS Approval Hub	user_impersonation	12/27/2023			
Ł	Reports	~		Microsoft Graph	LTAPPS Approval Hub	User.Read	12/27/2023			
°0	Advanced	\sim								
:	More features			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.

🗰 Apps							۲	?	s
=									
§Ξ Manage apps	Manage apps								
App requests V	Upload, enable, and manage	e apps. To update Share	Point Store apps, go to	the <u>classic experience</u>	2.				
··· More features	Learn more about managing	j apps							
SharePoint Store	i Starting April 2, 2026, Sh	arePoint add-ins will be reti	ired for SharePoint in Micro	soft 365 and users will n	o longer be able to use SharePo	pint add-ins. Installing Sha	arePoint	. ×	×
API access	Stop adding to new site	es 🛯 👘 Add to Teams	View app details	蕑 Delete 🛛 …	× 1 selecte	ed 🚍 Apps* 🗸	7	0	2
SharePoint admin center	Apps for SharePoint	t							
	lcon \vee	Title \uparrow \checkmark	App version \vee	State \vee	Added to all si $ \smallsetminus $	Available for \vee	Valid	app pa	ack \vee
	o a	LTAPPS Approval Hub	1.0.2.17	 Enabled 	Yes	ல் ந	Yes		
	(LTAPPS Booking	1.0.5.3	Enabled	Yes	லுற	Yes		
	0	LTAPPS Time Off	1.0.3.5	Enabled	No	லும்	Yes		

• Then click on the Save button





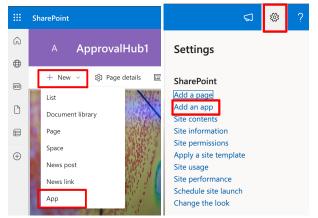
 \times

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.



• 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.

Q Search by app name or publisher

My apps

Filter	Apps you can add				$\uparrow \!\!\!\downarrow$ Sort by: Newest $\!$
All From my organization	These are SharePoint Store o found in the classic experience		organization. Built-in apps su	ch as Custom List, Document Libra	ry, Calendar and others can be
From SharePoint Store	\$		5		
	LTAPPS Approval Hub	LTAPPS Time Off	Multi Approval Process My organization	Staff Check In-Out	Find more apps in SharePoint Store
	Add	Add	Add	Add	\rightarrow

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



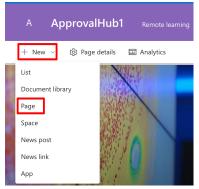


	SharePoint	, Pisi	earch			<⊐ © ? (s)
© ⊕	A ApprovalHub1					★ Following \mathfrak{K} Site access
	$+$ New \sim				il Site usage 💍 Site workflow	s 🛞 Site settings 📋 Recycle bin (0) \swarrow^7
٥	Contents Subsites					
\oplus	Name	Туре	Items	Modified		
	Documents	Document library	0	12/16/2023 11:11 PM		
	🖻 Form Templates	Document library	0	12/25/2023 4:40 PM		
	🖻 Site Assets	Document library	13	12/25/2023 4:40 PM		
	🖻 Style Library	Document library	0	12/16/2023 11:11 PM		
	Events	Events list	0	12/16/2023 11:11 PM		
	LTAPPS Approval Hub	Арр		12/25/2023 4:41 PM		
	🖻 Site Pages	Page library	3	12/25/2023 4:42 PM		

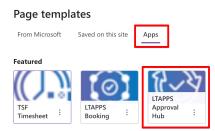
Add the web part to the modern page.

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.





A ApprovalHub1			Edit ★	Following 😤 Site access	App page details $ imes$
				🖹 Save 🖉	Title Approval Hub
A Home				🕆 All Features	Show in site navigation
G Home IIII My Requests ☑ My Task	k 🗄 My Approval 🎲 [Dashboard 🔇 Leads			Type Home ~
+ Submit a Request 🗸 🔅 Leads 🗸	✓ 𝒫 ⁰ Recruitment Request	t 🔮 Overtime 🛱 Tra	avel Request	BB AII	_
Q Search					_
Detail ID	Employee	Department Re	equest Form Type	Submitted Date	

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

Templates Apps	Start from scratch. Add columns, text, images, links, video and more
Built-in	
Blank Default :	Blank
Basic text	

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

🖺 Save as draft 🗸 🦻 Undo 🗸 🍪 Page details		✓ You	r draft has been saved 🛛 🖻 Share 🗸 🛛 🚺	🗍 Publish 🦻 🕫
0 🕼 Q 5 🖨 Overlap 🗸				
Approval Hub				
Support	Add a new web p	bart in column one		
Add your text here.				

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

	Approval Hub			
	C Support			
+		۲		
\$	Add your text here.	approval hub	×	
0		Search results $$	E	
ت +		Search results		
		LTAPPS Approval Hub		

• 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.

LTAPPS Approval Hub	×
Туре	
	~
Home	
My Requests	
My Tasks	
My Approvals	
Dashboard	

Upgrade the app.

=

Follow the steps below:

• Open the SharePoint App Catalog (<u>How to open the SharePoint App Catalog</u>). On the Manage Apps page, click on the Classic Experience link

_		
8	Manage apps	Manage apps
Ē	App requests ~	Upload, enable, and manage apps. To update SharePoint Store apps, go to the classic experience.
	More features	Learn more about managing apps

• 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

🔡 ShareP	Point									ő)? (S)
BROWSE	ES LIBRARY									😲 SHARE	☆ FOLLOW [□]
Upload New Folder	Edit Document	View Details Page	Manage Installed Depl Apps	loy Sync to Upo	grade Store App		Share Alert Me -	Download a Copy	Workflows Publish	oublish prove/Reject ncel Approval	Tags & Notes
New	Open & Check Out		Apps			Manage	Share & Track	Copies	Workflows		Tags and Notes
SharePoint Sto Recent Timesheet			ad 🗭 Sync	Find a file		SAVE THIS VIEW					
Apps for Office	· Ý [Title	Name	App version	Edit Product ID	Metadata Language	Default Metadata Lang	uage Modified 🕹 🝸 Er	abled Valid app package	Deployed	Added to all sites
App Requests	4 Prod	uct ID : {733	57EF8-A05D-415	1-A099-A97	97DB9BC96} (1)						
Apps for Sha			lt approvalhub	1.0.2.17	{73357EF8- A05D-4151- A099- A9797DB9BC96}	English - 1033	Yes	9 minutes ago Ye	es Yes	Yes	No

• 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 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 C Enable this app and add it to all sites Selecting this option adds the app automatically so site owners don't need to. Cancel Enable apr

- 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.

📃 Ad	ld to all sites 📫 Add	to Teams 📃 View a	pp details 📋 Delete	e 🛓 Download	··· X 1 select	ed 🚍 Apps* 🗸	7 0 2	
Apps for SharePoint								
	$lcon \lor$	Title \uparrow \checkmark	App version \vee	State \vee	Added to all si $ \smallsetminus $	Available for \vee	Valid app pack	
0	a	LTAPPS Approval Hub	1.0.2.17	Enabled	No	லுற	Yes	
	0	LTAPPS Booking	1.0.5.3	Enabled	Yes	லுற	Yes	
0	0	LTAPPS Time Off	1.0.3.5	Enabled	No	ல்லை	Yes	

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

📃 Add to all sites	📫 Add to Teams	View app details	📋 Delete	↓ Download	 imes 1 selected	➡ Apps* ∨	Y	0	2

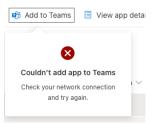
Apps for SharePoint									
	lcon \vee	Title \uparrow \checkmark	App version \vee	State \vee	Added to all si $ \smallsetminus $	Available for \vee	Valid app pack		
0	3	LTAPPS Approval Hub	1.0.2.17	Enabled	No	暾 ஸ	Yes		
	٢	LTAPPS Booking	1.0.5.3	Enabled	Yes	லுற	Yes		
\bigcirc	0	LTAPPS Time Off	1.0.3.5	Enabled	No	லுற	Yes		

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





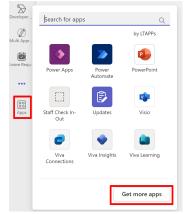
- Wait 2-3 mins to complete deployment.
- If the error message shows as the image below. Please ignore & continue



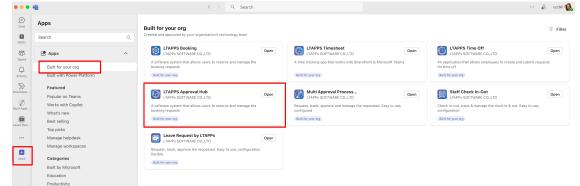
Add the app to MS Teams

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





C)	LTAPPS Approval Hub LTAPPs SOFTWARE CO. LTD Open C. LTD (Works across # C C C)	×
Overview P	Permissions	
-	ystem that allows users to reserve and manage the booking requests oval Hub is a software system	
Tabs		
Use in a tab at	t the top of a chat or channel	
Personal app Keep track of	important content and info	
Created by: L Version 1.0.5	TAPPs SOFTWARE CO.,LTD	

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.

C=> Update the SharePoint Site URL X	
LTAPPS Approval Hub	
To connect the app on the SharePoint, please follow the steps below	
 Select the SharePoint site URL in the dropdown below. Then click the Checking After that click the Update Button. It takes some seconds to update the URL and automatic refresh the app 	ł
 Please make sure you are an admin on the SharePoint root site The app will create a list with the name LTAppsSettings on the SharePoint root site. Please make sure all users in the organization can see this list 	
sharepoint.com/sites/ApprovalHub1 ~	
Checking Update	-

- 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.





h Home	🗄 All Features
Settings > General Configurations	
Setting & Permissions CRetroactive	
Casetting Permissions Casetting Retroactive	
2 Update Configuration	
Enable Delegate Feature	
Visit	
Is Auto Fill the Department Field	
Is Auto Hill the Uppartment Heid	
Date Format	
INWINI D, YYYY V	
Max Items Max Items for The Reports	
5000 0	
All users option (Restrict the users displays of the employees field in the seach, report pages)	
All Users in SharePoint site	
System Admins	
a yasim Audinia	
Administrators	
·	
Who can submit on behaft the request for the employee	
~	
The home page URL of the app	
https://szc8k.sharepoint.com/sites/ApprovalHub1	
SharePoint site URL Click this link to update the URL	
Uniter via ne one.	

• 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