

MULTI APPROVAL PROCESS

Configuration guide

Version 2.1

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Multi Approval Process for SharePoint

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

Overview

The Multi Approval Process is the add-in in SharePoint, Microsoft Team & Microsoft Outlook. It supports the organization and creates a lot of approval systems without coding. It allows the creation of unlimited approval systems, and unlimited workflows, and changes anything in the system for consistency with your organization. End users easy to create & manage the request. It provides all information to help the manager makes the approval. It is also a SharePoint Hosted add-in, all data of the add-in saves on your SharePoint site. Very easy to use, configuration.

 **Multi Approval Process**



[Home](#)
[My Request](#)
[My Task 11](#)
[Completed](#)
[Rejected](#)
[My Approval](#)
[Requests of Department](#)
[All Requests](#)
[Search](#)
[Report1](#)
[Report2](#)
[Report3](#)
[List Fields](#)
[Request Form Type](#)
[Views Setting](#)
[Settings](#)

[Submit a Request](#)

Status: [All](#)

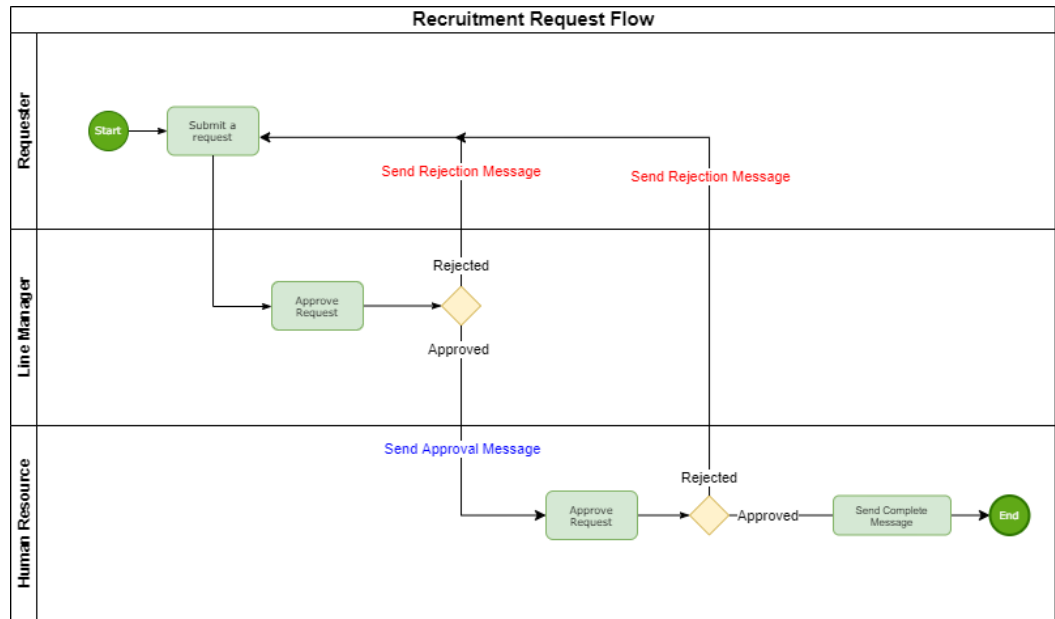
ID	Department	Form Type	Step	Status
HDR-000016	Information Technology	Help Desk Request	Finished	Finished
HDR-000015	Information Technology	Help Desk Request	Finished	Finished
HDR-000014	Information Technology	Help Desk Request	IT Team	Pending
TVR-000013	Information Technology	Travel Request	Manager	Pending
BCR-000012	Information Technology	Recruitment Request	Manager	Pending
HDR-000005	Information Technology	Help Desk Request	IT Team	Pending
OTR-000002	Information Technology	Overtime Request	Manager	Pending

[Reject All](#) [Approve All](#)

ID	Requester	Form Type	Step	Actions
OTR-000011	Henrietta Mueller	Overtime Request	Manager	Reject Approve
TVR-000010	Henrietta Mueller	Travel Request	Manager	Reject Approve
OTR-000009	Johanna Lorenz	Overtime Request	Manager	Reject Approve
HDR-000008	Johanna Lorenz	Help Desk Request	IT Team	Reject Approve
HDR-000007	Isaiah Langer	Help Desk Request	IT Team	Reject Approve
HDR-000006	Henrietta Mueller	Help Desk Request	IT Team	Reject Approve
HDR-000005	Adele Vance	Help Desk Request	IT Team	Reject Approve
HDR-000004	Diego Siciliani	Help Desk Request	IT Team	Reject Approve
TVR-000003	Diego Siciliani	Travel Request	Manager	Reject Approve
OTR-000002	Adele Vance	Overtime Request	Manager	Reject Approve
BCR-000001	Alex Wilber	Recruitment Request	Manager	Reject Approve

Currently, the add-in has 4 default approval systems

1. Recruitment Request: Finding and hiring the best and most qualified candidate for a job opening, in a timely and cost-effective manner
 - Workflow



○ Layout

Todo

[Edit](#) [Information Processing](#)

Job Title *

Pay Grade

Department *

Direct Report To *

Cost Center *

Number Of People Required *

Term Of Contract(Months) *

What is the purpose of job?

Competencies * ☒

Specify your own value

Salary *

Key Success Factors

Year Of Experience Required *

Special Qualification

Approver *

[Close](#) [Request](#)

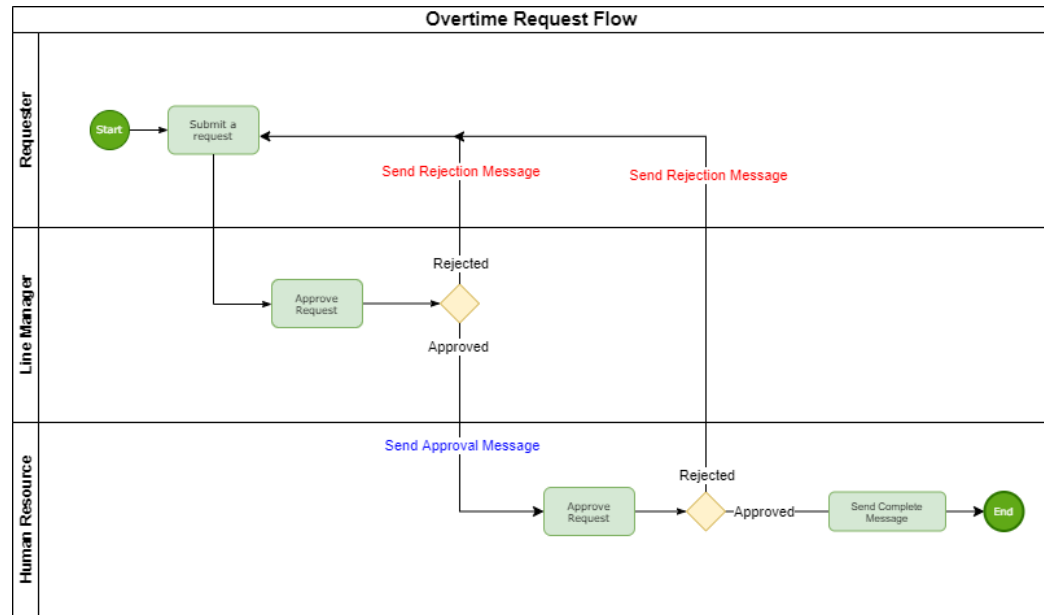
Todo

[View](#) [Information Processing](#)

Date Modified	Approved By	Stage	Status	Comment
03/11/2021	Ella	Requester	Done	
03/11/2021	William	Manager	Done	
03/11/2021	James	Human resource	Pending	

2. Overtime Request: Supports users to request overtime in the organization

○ Workflow



○ Layout

Todo

[File](#) [Attach File](#) [Information Processing](#)

Department *

Request Description *

Type of OT *

Start Time *

End Time *

Total Hours *

Working or Waiting *

Toll or Money *

Reason

Approver *

[Close](#) [Request](#)

Todo

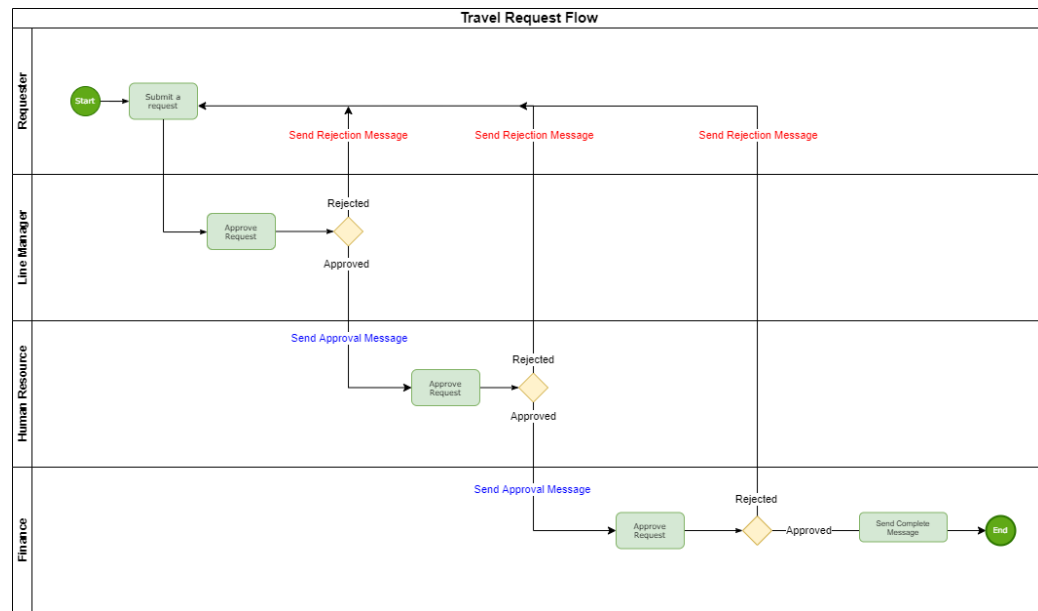
[Edit](#) [Attach File](#) [Information Processing](#)

[Choose Files](#) | No file chosen

Form1366.png	120.77 KB	Cancel
home1366.png	141.80 KB	Cancel
MyRequest1366.png	111.41 KB	Cancel
MyTax1366.png	106.10 KB	Cancel
report1366.png	77.12 KB	Cancel
TrackerReport.png	120.81 KB	Cancel

3. Travel Request: Handling of the request and approval process of business trips

○ Workflow



Layout

Todo


[Edit](#)
[Expense](#)
[Attach File](#)
[Information Processing](#)


Employee ID *

Title *

Department *

Destination *

Departure * 

Return * 

Total Days *

Purpose

Notes

Approver *

Todo

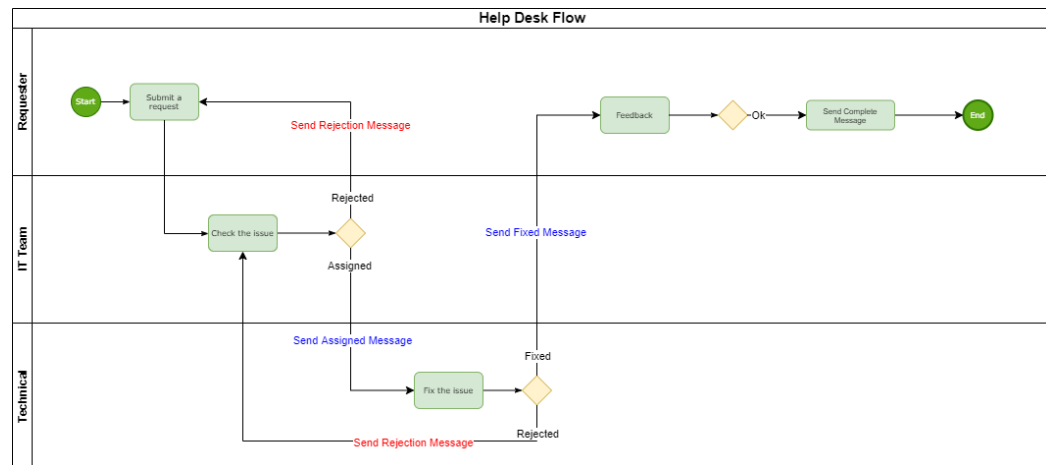
[Edit](#)
[Expense](#)
[Attach File](#)
[Information Processing](#)

Add

#	Type of Expense	Description	Budget	Qty	Units	Total
1	Airfare	London -> HongKong HongKong -> London	1,000	500	2	1,000
2	Local Transportation	Airport -> Hotel Hotel -> Airport Others	500	150	3	450
3	Hotel	8 days	1,000	100	8	800
4	Meal	8 days	700	70	8	560
5	Entertainment		500	500	1	500
6	Other		500	400	1	400
Sum:						3,710

4. Help Desk Request: Resolve end-user issues efficiently by simply automating the complaint resolution process with ticket management

Workflow



- Layout

Todo

Go

Attach File

Information Processing

Email

william@taddins.com

Phone Number

Department *

Information Technology

Urgency Level *

Today

How would you like to be contacted? *

By Phone

I'm having a problem(s) with *

Support

Describe your problem

My laptop cannot connect internet

Approver *

Choose option

Close

Request

Todo

Add

View

Attach File

Information Processing

Rating *

★★★★★

Feedback

Excellent Support

Comment

Close

Reject

Approve

Setup a new approval process

Create a new approval process

1. Open the app, click the **Request Form Type** link in the left menu
2. Click the **New** button
3. Input the title of the new approval system & order field

New

Title

Order

Close

Save

4. Click the **Save** button

Set up the request form

1. Click the **edit icon** of the new approval process on the **Request Form Type** page
2. In the **Fields** tab, click the **Add** button
3. In the page appears, choose fields that want to display in the form

Fields

Extend Grid

Workflows

Configurations

+Add

Order

Display Name

Add Field

× Start Time

× End Time

× Competencies

× Cost Center

× Urgency Level

× Direct Report To

Close

Add







Type

Delete

Close

Update Change

4. Click the **Add** button & the **Update Change** button
5. To reorder fields in the form, change the **number** in the **Order** column
6. To remove the field in the form, click the **delete icon** in the **Delete** column

Order	Display Name	Static Name	Type	Delete
0	Competencies	LT_Competencies	MultiChoice	
1	Cost Center	LT_CostCenter	Text	
2	Direct Report To	LT_DirectReportTo	Text	
3	End Time	LT_EndTime	DateTime	
4	Start Time	LT_StartTime	DateTime	
5	Urgency Level	LT_UrgencyLevel	Choice	

Close

Update Change

Set up the workflow for the new approval process

Repeat the steps below when having a workflow process you want

Create a new step of the workflow

1. In the **Workflow** tab, click the Add button
2. On the page that appears

Workflow

Title

Manager

Approver

Is requester

Yes

No

Is manager

No

Select User

Yes

No

Choose user from

All Users

If you select the SharePoint Group, Please make sure that "Who can view the membership of the group?" in Group Settings is everyone

Next Step

Enable condition 1

Field name	Operator	Value	
Department	Equal	Information Technology	None

Next Step

Requester

Requester

Human resource

Finished

Enable condition 2

Enable condition 3

Default

Next Step

Human resource

Reject: back to step

Back to Requester step

Can edit

Yes

No

Active

Yes

No

Order

2

Close













Save Changes

3. Input the **title** of the step

4. In the **Approver** section, it has 3 options
 - a. **Is requester:** if select is Yes, the **approver** is the **Requester** who submits the request. Ex the **feedback & rating step** in the Helpdesk Request
 - b. **Is Manager:**
 - **No:** The app doesn't automatically get the manager. The end-user will choose the manager
 - **From User Info List:** The app automatically get the manager who has been configured on the **User Info List page**
 - **From Manager of Department:** The app automatically get the manager who has been configured in the **Manager of Department page**
 - c. **Select User**
 - **Yes:** The end-user will select the approver when submitting/ Approving the request
 - **No:** The app will get the approver from the Assign To when submitting/approving the request
5. In the **Next Step** section, it has 4 options: 3 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 3 conditions, it will jump to the default next step
 - a. 3 conditions: The field name only displays fields that have the type is **Number**, **Dropdown**, or **Sum/Count** in the **extended grid**
 - b. 3 conditions: The next step only displays steps if the next step has: **Is requester is yes** or **Is manager is No** or **Select User is No**
6. In the **Reject: back to step** section, this is the step if the approver clicks the reject button
7. 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 setup in the Field tab
8. Active section: No it doesn't use the step

[Edit the email template](#)

1. In the **Workflows** tab

- | + New | | | | | | | Status: Active | |
|---|----------------|-----------|-------------|----------------|-------|--------|---|---|
| Edit | Title | Assign To | Select User | Next Step | Order | Active | Email Templates | Delete |
|  | Requester | | No | Manager | 1 | Yes |   |  |
|  | Manager | | Yes | Human resource | 2 | Yes |   |  |
|  | Human resource | | Yes | Finished | 3 | Yes |   |  |

- Workflow

CC Step

* Requester

CC User

Choose option

CC Current User

☒ Yes ☐ No

Subject

Recruitment Request - [%ID%] - Approval

Lookup

Body

FontFormattingFont sizeBBIUAListAlignJustifyIndentDecreaseIncreaseBoldItalicLinkUnlinkCodeLink

You've received a new Recruitment Request. Approve it by accessing the link below.

Please click [%Here%]

Information

ID

[%ID%]

Job Title

[%LT_JobTitle%]

Department

[%LT_Department%]

Number of People

[%LT_NumberOfPeopleRequired%]

Term of

Lookup

Close

Save

- support@ltaddins.com

5. In the **CC User** section, add the user who you want to CC in the email
6. In the **CC Current User**, by default the app CC the current user if you don't want this -> choose No
7. Subject of the email, click the **lookup** button to add the field
8. Body of the email
9. Click the Save

Set up the Extend grid

1. In the **Extend Grid** tab

Edit

Fields
Extend Grid
Workflows
Configurations

+ Add

Title
Expense
Active
☒ Yes ☐ No

Field Id: G3_Field10

Title	Type of Expense	Type	Dropdown	Default Value		<input checked="" type="checkbox"/> Is required field
List options	Airfare;Local Transportation;Hotel;Meal;Participant Fee;Entertainment;Other Format Example: Accounting;Human Resource;IT					
Total	None	<input type="checkbox"/> Allows display 'Total' in main view	Width %	25	Order	1

Field Id: G3_Field11

Title	Description	Type	Note	Default Value		<input type="checkbox"/> Is required field
Total	None	<input type="checkbox"/> Allows display 'Total' in main view	Width %	25	Order	2

Field Id: G3_Field12

Title	Budget	Type	Number	Default Value		<input type="checkbox"/> Is required field
Formula	<input type="checkbox"/> Is a calculated field					
Total	None	<input type="checkbox"/> Allows display 'Total' in main view	Width %	10	Order	3

2. Input the **Title** of the extend grid & set **Active** is Yes
3. Click the **Add** button to add the field
4. The app supports 8 types
 - a. Single line of text

- b. Note
 - c. Number
 - d. Date
 - e. Dropdown
 - f. Checkbox
 - g. User
 - h. Calculated: it only supports the number type
5. The **default value** setting supports – Single line of text, note, number & or dropdown
6. The **Total** setting has 3 options
 - a. None
 - b. Count: supports all types
 - c. Sum: Only supports the number type
7. The **Allows display 'total' in the main view** setting, checked **my request, reports, and search** pages can display the total

Set up the format of the auto number, name of the approval process, attachment

1. In the configuration tab

Name	Value
Title	<input type="text" value="Booking"/>
Format of Autonumber	<div>Prefix <input type="text" value="Request-"/></div> <div>Number <input type="text" value="6"/></div>
Show Attach file in form	<input type="checkbox"/>
Active	<input checked="" type="radio"/> Yes <input type="radio"/> No
Order	<input type="text" value="4"/>

2. **Title:** the name of the approval process
3. **Format of Autonumber:** allows change of the prefix & length of the number
4. **Show attach the file in the form:** if Yes, the attach files tab will display in the request form to allow the end-user uploads the file
5. **Active:** Choose No if you don't allow submit this request anymore

Design the print template

1. In the print tab, preview the print template
2. Click the Edit the Print Template to edit
3. Use the text editor tool to format the template

Active: ☒ Yes ☐ No

LTAPPS SOFTWARE CO.,LTD
 Address 1: 87/7 Banh Van Tran Street
 Address 2: 7 Ward, Tan Binh District
 City/State: Ho Chi Minh City
 Country: Viet Nam
 Zip Code: 700000

OVERTIME FORM

ID: [%ID%]	Employee Name: [%LT_Requestor%]
Request Description: [%LT_RequestDescription%]	
Department: [%LT_Department%]	Type of OT: [%LT_TypeOfOT%]
Start Time: [%LT_StartTime%]	End Time: [%LT_EndTime%]
Total Hours: [%LT_TotalHours%]	
Working or Waiting: [%LT_WorkingOrWaiting%]	Toil or Money: [%LT_ToilOrMoney%]
Reason: [%LT_Reason%]	

4. Or use the HTML format to edit the template

```
<div class="ExternalClass13ECCC59D9BA4050A89951A75E6B182D">
  <div>
    <div style="text-align:right;"><span style="font-size:x-large;"><font color="#0000ff">LTAPPS SOFTWARE
CO.,LTD</font></span></div>
    <div style="text-align:right;"><span style="font-size:small;">Address 1: 87/7 Banh Van
Tran Street </span></div>
    <div style="text-align:right;"><span style="font-size:small;">Address 2: 7 Ward, Tan Binh District </span></div>
    <div style="text-align:right;"><span style="font-size:small;">City/State: Ho Chi Minh City </span></div>
    <div style="text-align:right;"><span style="font-size:small;">Country: Viet Nam</span></div>
    <div style="text-align:right;"><span style="font-size:small;">Zip Code: 700000</span></div>
    <table class="table">
      <tbody>
        <tr style="text-align:center;">
          <td>
            <span style="font-size:xx-large;"><font color="#0000ff"><b> OVERTIME FORM </b></font></span>
          </td>
        </tr>
      </tbody>
    </table>

    <table class="table">
      <tbody>
        <tr>
          <td><span style="font-size:medium;"><b> ID</b>:&nbsp;<span style="font-size:medium;"><b> [%ID%]</b></span></td>
          <td><span style="font-size:medium;"><b> Employee Name</b>:&nbsp;<span style="font-size:medium;"><b> [%LT_Requestor%]</b></span></td>
        </tr>
      </tbody>
    </table>
  </div>
</div>
```

5. If you don't want to use this feature, set the Active is No

Active: ☐ Yes ☒ No

Set up pages

1. Open the app, click the **Views Setting** link in the left menu
2. Click the Edit icon of the page that you want to edit
3. There are 4 types of page
 - a. **My Task & My Approval pages:** With this type, it allows display fields that have the number/text/date type
 - b. **My Request, Completed, Rejected & All Requests pages:** With this type, it allows display of all types of fields & allows configure the Sort By, number of rows display
 - c. **Search** page: With this type, it includes all abilities of the previous type and allows configuring the filter section
 - d. **Report** page: With this type, includes all abilities of the previous type and allows adding texts to the header of the report

View My Requests

Sort By

Created

Desc

Limit Rows:

200

Please click "Update" button if any changes

Close

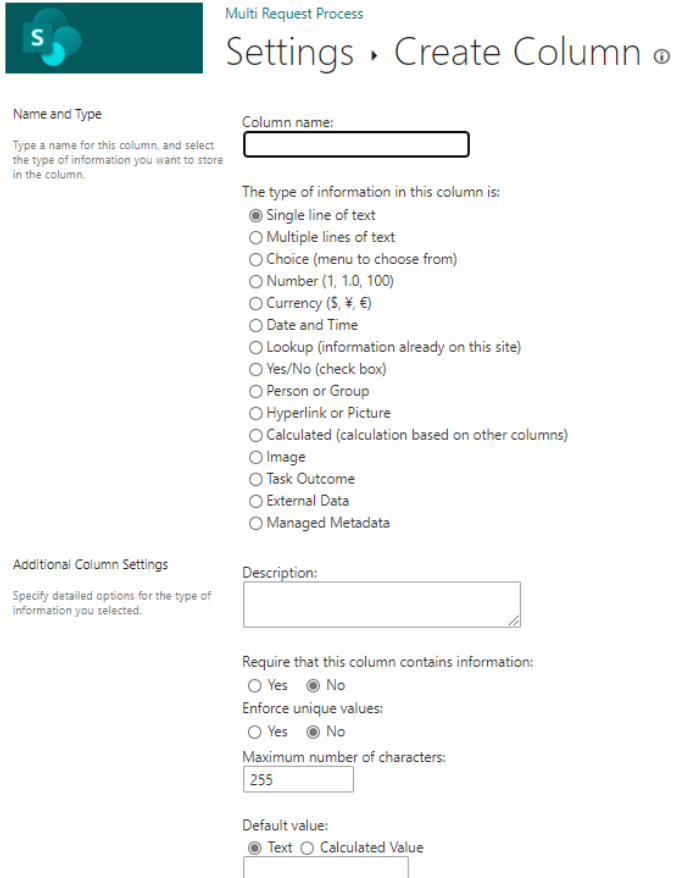
Save Changes

	Order	Display Name	Type	Width(%)
<input checked="" type="checkbox"/>	<div>0</div>	ID	Counter	<div></div>
<input checked="" type="checkbox"/>	<div>1</div>	Department	Choice	<div>20</div>
<input checked="" type="checkbox"/>	<div>2</div>	Form Type	Lookup	<div></div>
<input type="checkbox"/>	<div>3</div>	Competencies	MultiChoice	<div></div>
<input type="checkbox"/>	<div>4</div>	Compliance Asset Id	Text	<div></div>
<input type="checkbox"/>	<div>5</div>	Cost Center	Text	<div></div>

4. After completing all changes, click the **Save Changes** button

Create a new field & add this field to the approval process

1. Open the app, click the **List Fields** link in the left menu
2. In the page appears, click the **Add** button at the top left
3. In the **Create Column** page, input the info & click the Ok button



Multi Request Process

Settings > Create Column ⓘ

Name and Type

Type a name for this column, and select the type of information you want to store in the column.

Column name:

The type of information in this column is:

- ☒ Single line of text
- ☐ Multiple lines of text
- ☐ Choice (menu to choose from)
- ☐ Number (1, 1.0, 100)
- ☐ Currency (\$, ¥, €)
- ☐ Date and Time
- ☐ Lookup (information already on this site)
- ☐ Yes/No (check box)
- ☐ Person or Group
- ☐ Hyperlink or Picture
- ☐ Calculated (calculation based on other columns)
- ☐ Image
- ☐ Task Outcome
- ☐ External Data
- ☐ Managed Metadata

Additional Column Settings

Specify detailed options for the type of information you selected.

Description:

Require that this column contains information:

☐ Yes ☒ No

Enforce unique values:

☐ Yes ☒ No

Maximum number of characters:

Default value:

☒ Text ☐ Calculated Value

4. Click the **Request Form Type** link in the left menu, click the icon of the approval process that you want to add the field
5. In the **Fields** tab, click the **Add** button on the page that appears
6. Select the field & click the **Add** button to close the popup
7. Click the **Update Changes** button in the Fields tab
8. If any steps in the Workflows tab that use the feature **Can edit fields**, edit the step & add the field to the **Can edit fields** field

Workflow

Title: Requester

Approver:

Next Step:

- ☐ Enable condition 1
- ☐ Enable condition 2
- ☐ Enable condition 3

Default:

Next Step

Manager: Manager

Can edit fields: Choose option

Order:

- ID
- Employee ID
- Name
- Title
- Department
- Destination
- Departure
- Return

Update the existing field

1. Open the app, click the **List Fields** link in the left menu
2. Click the edit icon of the field that you want to edit
3. In the page appears, edit the field then click the **Ok** Button
4. Click the **Request Form Type** link in the left menu, click the icon of the approval process
5. Click the **Update Change** button

Set up the manager of the user or the department

Set up the manager of the user

1. Click the **Settings** link in the left menu
2. In the **Configurations** zone, click the **User info** link

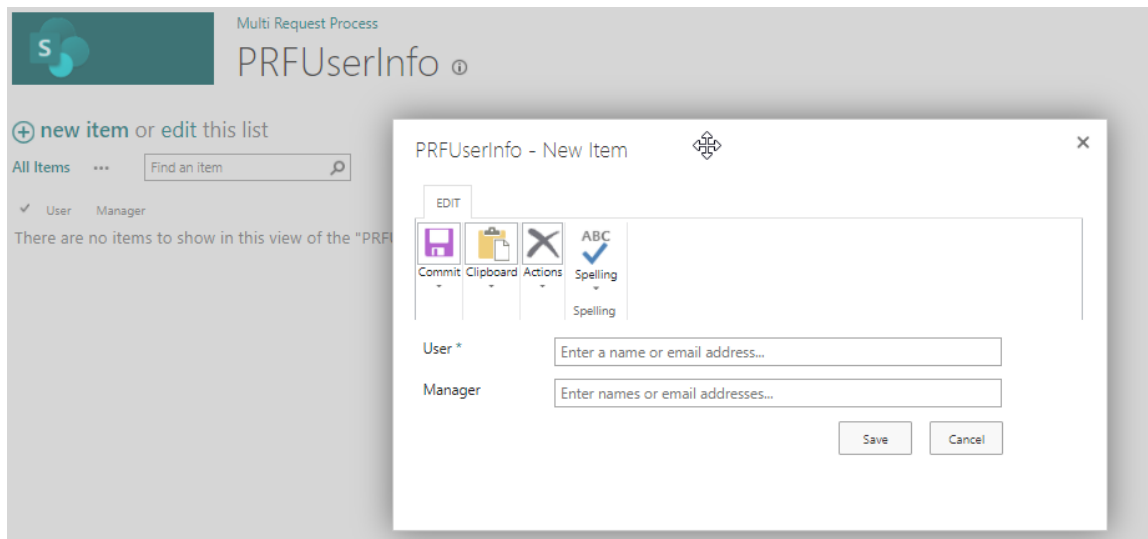
Configurations

[General Configuration](#)

[Users Info](#)

[Manager of Department](#)

3. In the page appears, click the New item button
4. Input the user & manager fields



Multi Request Process

PRFUserInfo

+ new item or edit this list

All Items Find an item

User Manager

There are no items to show in this view of the "PRF"

PRFUserInfo - New Item

EDIT

Commit Clipboard Actions Spelling

User * Enter a name or email address...

Manager Enter names or email addresses...

Save Cancel

5. Click the **Save** button

Set up the manager of the department

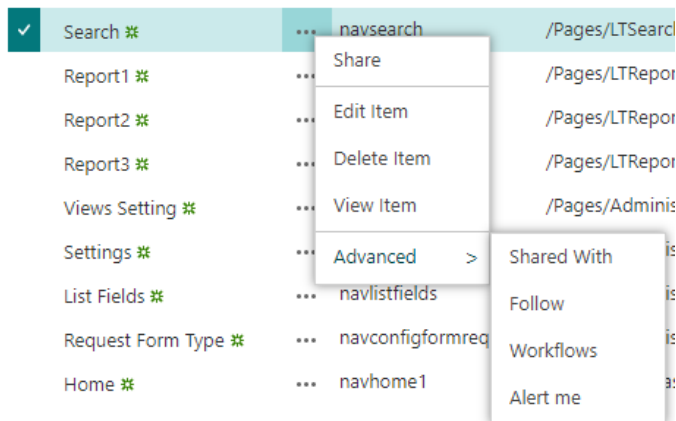
1. Click the **Settings** link in the left menu
2. In the **Configurations** zone, click the **Manager of Department** link
3. Select managers for each department then click the Update button

Department	Managers	
Information Technology	* CEO * Finance 1 * Finance 2	Update
Human Resource	Choose option	Update
Accounting	Choose option	Update

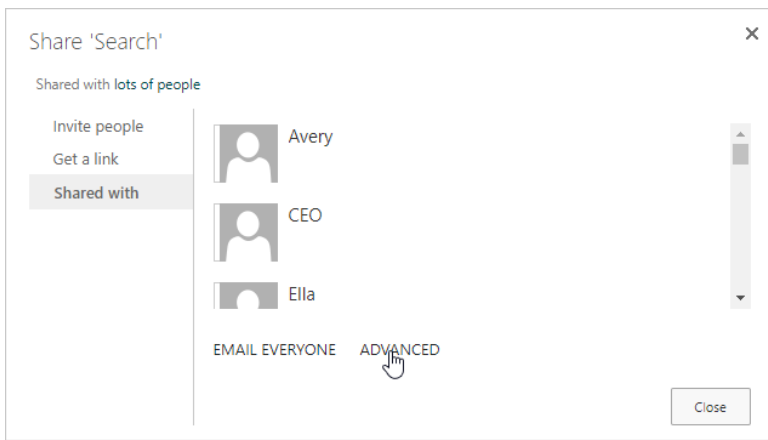
Set up the permission

The permission of the add-in that based on the permission of an item in the menu list. It means if the user doesn't have any permission to report items in the menu list, he/she cannot see the report page. Follow the steps below to set it up

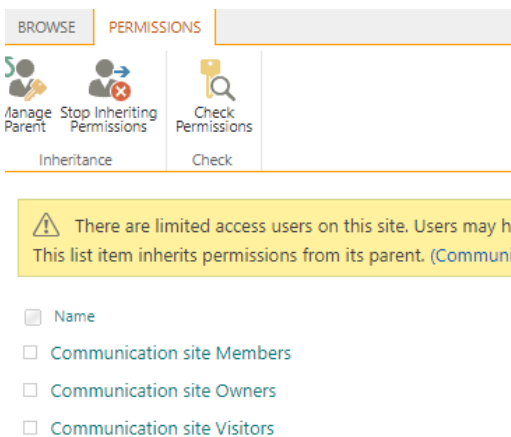
1. Click the **Settings** link in the left menu
2. In the **Permission** zone, click the **Menu** link
3. In the menu list, select the **Search** item -> to click **Advanced** -> **Shared With** in the context menu



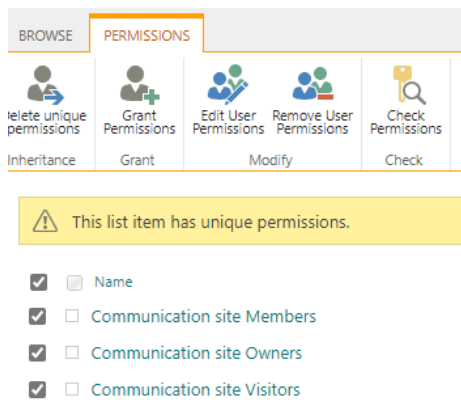
4. Click the **Advanced** button



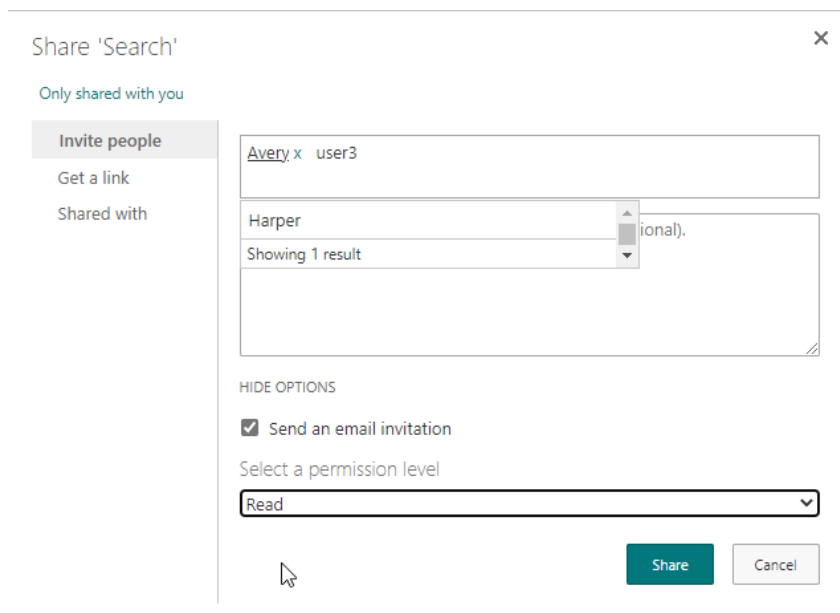
5. Click the Stop Inheriting Permissions icon on the ribbon



6. Select all SharePoint groups / Users then click the **Remove User Permission** icon



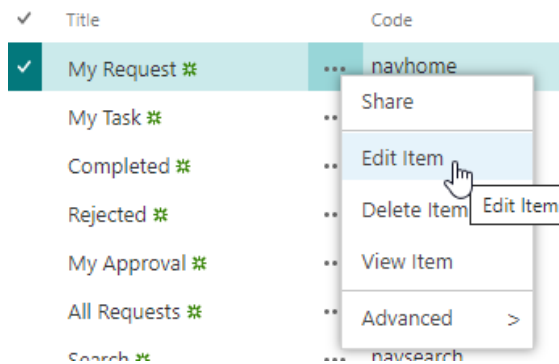
7. After that add the user who can see the **Search** page by clicking the **Grant Permissions** Icon then add the user with the Read permission



8. Click the **Share** button
9. Repeat all steps above to Pages (Report, settings page) that you want to change the permission

Customize the left menu

1. Click the **Settings** link in the left menu
2. In the **Permission** zone, click the **Menu** link
3. Select the item, click the **Edit item** link



4. Edit the info

Title *	<input type="text" value="My Request"/>
Code *	<input type="text" value="navhome"/>
URL Page *	<input type="text" value="/Pages/LTMyRequests.aspx?navpara=navhome"/>
Order By	<input type="text" value="2"/>


Created at 3/10/2021 11:22 PM by ☐ System Account
 Last modified at 3/10/2021 11:22 PM by ☐ System Account

5. Click the **Save** button

General configurations (Datetime format, delete the request, ...)

Change the app title & icon

1. Click the **Settings** link in the left menu
2. In the **Permission** zone, click the **General Configurations** link
3. In the page appears, change any info & click the Update button

Name	Value	
App Title	<input type="text" value="Multi Request Process"/>	<input type="button" value="Update"/>
App Icon 	<input type="button" value="Choose Files"/> No file chosen	<input type="button" value="Upload"/>

Set up all users display in the Requester dropdown (All requests, reports, search pages)

1. In the **General configurations** page, select the SharePoint Group where the requester field gets users

All Users (Display in view all requests, search, reports...) If you select the SharePoint Group, Please make sure that "Who can view the membership of the group?" in Group Settings is everyone	<input type="text" value="All Users In Site"/>	<input type="button" value="Update"/>
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Note: If you select the SharePoint Group, please make sure that "Who can view the membership of the group?" in Group Settings is everyone

Set up the user who can delete the completed request

1. In the **General configurations** page, select the user who can delete the completed request

The users who can delete the request

× Evelyn × Avery × Harper

Update

2. Go to the **Search** page, find the request that you want to delete then click the Delete icon at the right of the table

TVR-000014	Mason	Information Technology	Travel Request	03/11/2021 16:14	Manager	Pending	
QTR-000013	Harper	Information Technology	Overtime Request	03/11/2021 16:13	Manager	Pending	
BCR-000012	James	Information Technology	Recruitment Request	03/11/2021 16:13	Manager	Pending	

Set up the DateTime format

1. In the **General configurations** page, select the format in the dropdown

Date Format

MM/DD/YYYY

MM/DD/YYYY

DD/MM/YYYY

MMM/DD/YYYY

DD/MMM/YYYY

MMMM/DD/YYYY

DD/MMMM/YYYY

Update

2. Click the **Update** button

Integrations

This feature allows the sync of the request to the SharePoint list in the parent site where the app is installed. After the request completed the process, the app syncs the request to the SharePoint list.

To set it up, follow the steps below

- Going to the Integration page (Setting -> Integrations)
- In the Integration page, input the info & click the Create Parent List button
 - List Name:
 - Is Hidden List:
 - Yes: The list hides in the parent site
 - No: The list is shown on the parent site

To disable/enable this feature, select the **active** is yes/no & click the Update button

To update fields from Leave Request app to the parent list, click the **Sync Fields of the parent** list button

List Name

Is Hidden List ☐ Yes ☒ No

Active ☒ Yes ☐ No

[Update](#)

Click the Create Parent List button to create a SharePoint custom list in the parent site. After the request finished, the app sync the request to the list. You are able to use the Power Automate or other tools to sync the data to other systems.

Click the Update button to update the title / hidden of the parent list and make the intergration feature is active or inactive

Click the Sync Fields to the Parent List button if you make any changes fields in the Customize Form page

Note:

- if the type field (Leave Request) is 'Choice', 'Lookup' => the type field (Parent list) is 'Single line of text'
- If you change the type field and click the Sync Fields button, may result in a loss of data.
- Don't change the name of view 'All Items' of the parent list

[Sync Fields of the Parent List](#)

Leave Request - Field Name	Leave Request - Field Type	Parent List - Field Name	Parent List - Field Type
Competencies	Choice	Competencies	Single line of text
Cost Center	Single line of text	Cost Center	Single line of text
Date Create	Date and Time	Date Create	Date and Time
Date Modify	Date and Time	Date Modify	Date and Time
Department	Choice	Department	Single line of text
Departure	Date and Time	Departure	Date and Time