



# MULTI APPROVAL PROCESS for SharePoint

Install guide

Version 1.0



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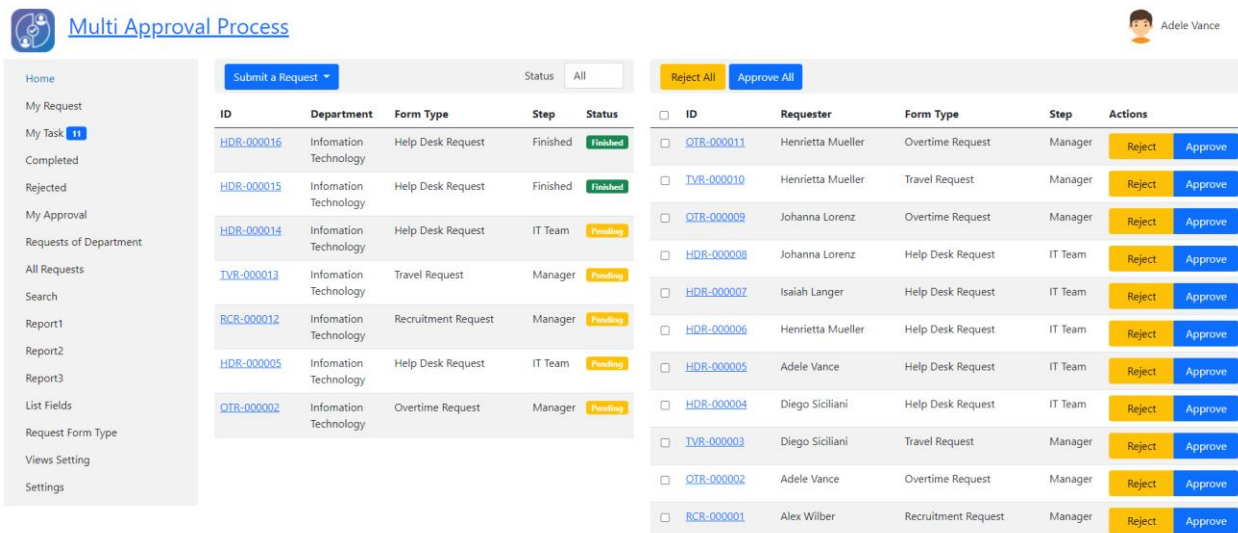
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# Multi Approval Process for SharePoint

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



ID	Department	Form Type	Step	Status
<a href="#">HDR-000016</a>	Information Technology	Help Desk Request	Finished	Finished
<a href="#">HDR-000015</a>	Information Technology	Help Desk Request	Finished	Finished
<a href="#">HDR-000014</a>	Information Technology	Help Desk Request	IT Team	Pending
<a href="#">TVR-000013</a>	Information Technology	Travel Request	Manager	Pending
<a href="#">RCR-000012</a>	Information Technology	Recruitment Request	Manager	Pending
<a href="#">HDR-000005</a>	Information Technology	Help Desk Request	IT Team	Pending
<a href="#">OTR-000002</a>	Information Technology	Overtime Request	Manager	Pending

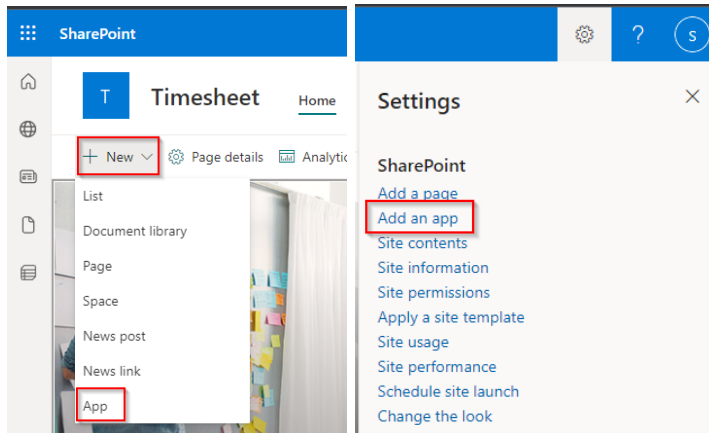
  

ID	Requester	Form Type	Step	Actions
<a href="#">OTR-000011</a>	Henrietta Mueller	Overtime Request	Manager	<a href="#">Reject</a> <a href="#">Approve</a>
<a href="#">TVR-000010</a>	Henrietta Mueller	Travel Request	Manager	<a href="#">Reject</a> <a href="#">Approve</a>
<a href="#">OTR-000009</a>	Johanna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

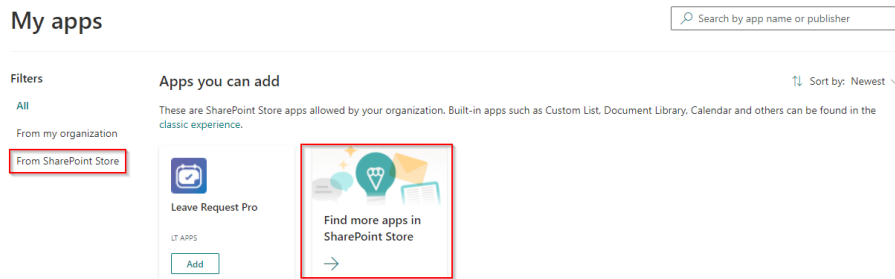
## Install the app from the SharePoint store

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

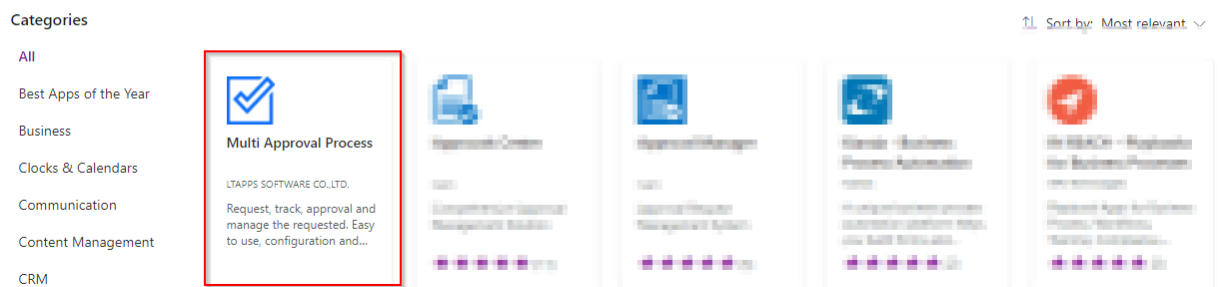


- In the popup appearing, select the From SharePoint Store link. Then click the Find more apps in SharePoint store link

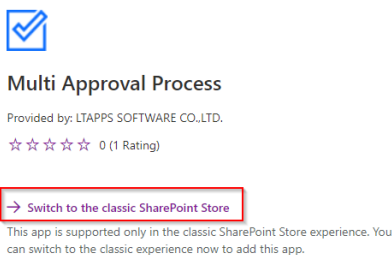


- In the Search by “Multi Approval Process” or “WA104380887” search box, paste the following tag and then press Enter.

240 results found for "multi approval process"



- Click the Switch to the classic SharePoint store link



- Then click the Add It button > Trust It button

Free

ADD IT

Good news - you already have this on your site.

By acquiring this app you agree to its permissions.

VERSION 2.1.5.0  
RATING ★★★★★ (1)  
RELEASE DATE July 2018  
CATEGORY Employee Interaction,IT/Admin,Workflow & Process Management  
SUPPORT App Website

MORE ACTIONS ▾

- Waiting some minutes for the app to install
- After opening the site contents page, you will see the app

+ New ▾

Contents Subsites

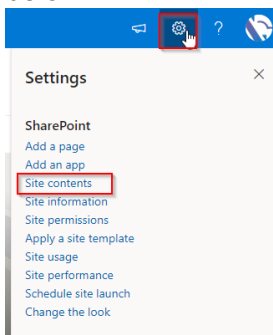
Name	Type	Items	Modified
Documents	Document library	0	4/30/2022 10:21 PM
Form Templates	Document library	0	5/5/2022 11:05 PM
Site Assets	Document library	2	5/5/2022 11:06 PM
Style Library	Document library	0	4/30/2022 10:21 PM
Leave Request Pro	App		5/6/2022 3:05 PM
Multi Approval Process	App		5/5/2022 11:07 PM
Site Pages	Page library	1	4/30/2022 10:21 PM

## Upgrade the app




This section helps to understand how to upgrade the app when the new version of the app is available on the Store

Follow the steps below

- Open the site content by clicking the settings icon -> Site content link as the image below



- In the site contents page, click the "..." icon of the app & click the Detail button

 Multi Approval Process	 App	5/5/2022 11:07 PM
 Site Pages	Details Monitor Manage permissions Remove	1 4/30/2022 10:21 PM

- Click the Get It button