



# LEAVE REQUEST PRO for SharePoint

Install guide

Version 1.0





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## Leave Request Pro for SharePoint

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

#### **Overview**

It is a system that supports end-users to request time off in your organization & allows the admin defines the system without code. It allows for creating a custom form and designing the workflow and you can change anything in the system for consistent 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.

Leave Requ	iest Pro	New					Adele Vance
Home	Submit a Leave	New Leave Balance	Attach File				Status All
My Request	<< Prev Today Next >>	Requester	Manager	Human resource		Year	Month Week Day
My Task 🧕							
Completed	Sunday	Requester *	[			Friday	Saturday
Rejected	1	Requester	Adele Vance	~	5		
My Approval		Department *	Infomation Technology	~			
My Balance		Start Date *	[		•		
Requests of Department	8	Start Date -	05/11/2022 08:00	<b></b>	12	13	14
All Requests		End Date *	05/12/2022 17:00	<b>***</b>			
Public Holidays	15	Number Day off *	2.00		19		
Search			LIVV				
Monthly Report		Reason *	Annual Leave	Ψ.			
Report	22	Detail			26		
Leave Tracker Report							
Report1	29				2		
Report2							
Report3				<i>k</i>			
Public Holidays Management				Close Request			
Balance Management							
Customize Form							
Workflows							
Views Setting							
Settings							

### 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





	SharePoint		٢	?	
∩ ⊕	T Timesheet Home	Settings			×
	+ New > 🔅 Page details 🖾 Analytic	SharePoint Add a page			
0	Document library	Add an app Site contents			
▤	Page The Space	Site information Site permissions Apply a site template			
	News post News link	Site usage Site performance			
	Арр	Schedule site launch Change the look			

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

My apps				Search by app name or publisher
Filters	Apps you can add			$\downarrow$ Sort by: Newest $\sim$
All From my organization	These are SharePoint Store app classic experience.	s allowed by your organization. B	Built-in apps such as Custom List, Documer	nt Library, Calendar and others can be found in the
From SharePoint Store	Leave Request Pro LT APPS	Find more apps in SharePoint Store		

• In the Search by "Leave Request Pro" or "WA104380880" search box, paste the following tag and then press Enter.

240 results to	ound for " <b>leave</b>	leave request pro			
Categories					↑↓ Sort by: Most relevant
All					
Best Apps of the Year				68	2
Business	Leave Request Pro	Trac III Surger Tra	Trapage Land	Ball TracTor	International Company
Clocks & Calendars	LTAPPS SOFTWARE CO., LTD.	-	This approach it	-	Manufacture and Article and Ar
Communication	Request, track, approval and manage the requested. Easy	The second se	The second se	Providence and the second	
communication	to use, configuration and			Total and the second se	the second s

• Click the Switch to the classic SharePoint store link



• Then click the Add It button > Trust It button





Free	
ADD	π
Good news	- you already own this app.
By acquiring	g this app you agree to its permissions.
VERSION	2.2.4.2
RATING	★★★☆☆ (27)
RELEASE DATE	January 2020
CATEGORY	Communication, Employee Interaction, Workflow & Proce Management

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

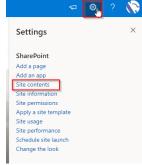
+ New ~						
Conte	ents Subsites					
•	Name	Туре	Items	Modified		
6	Documents	Document library	0	4/30/2022 10:21 PM		
R	Form Templates	Document library	0	5/5/2022 11:05 PM		
ß	Site Assets	Document library	2	5/5/2022 11:06 PM		
r <mark>e</mark>	Style Library	Document library	0	4/30/2022 10:21 PM		
9	Leave Request Pro	Арр		5/6/2022 3:05 PM		
9	Multi Approval Process	Арр		5/5/2022 11:07 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

Leave Request Pro	: App		5/6/2022 3:05 PM
Multi Approval Process	Manage licenses		5/5/2022 11:07 PM
🖻 Site Pages	Details	1	4/30/2022 10:21 PM
	Monitor		
	Manage permissions		
	Remove		

• Click the Get It button -> Trust It button