



# LTAPPS Time Off

Install guide

Version 1.0

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# LTAPPS Time Off

LTAPPS Time Off is a software application that allows employees to create and submit requests for time off

## Overview

LTAPPS Time Off is a software application that allows employees to create and submit requests for time off from work, and managers to approve or reject them. A leave request app can also track the leave balances, status, and history of each employee, as well as the company holidays and policies.

LTAPPS Time Off app can benefit both employees and managers by simplifying the process of requesting and approving time off, reducing errors and delays, increasing transparency and accountability, and improving employee satisfaction and productivity.

Users can submit the request via desktop, mobile, web app, or platforms such as O365 apps, SharePoint or Microsoft Teams.

The screenshot displays the LTAPPS Time Off web application interface. The main view is a calendar for August 2023, showing various leave requests. A modal window is open for 'Adele Vance - Annual Leave', displaying details such as 'August 1-3, 2023, all days' and 'Adele Vance'. The interface includes a sidebar with navigation options like Chat, Shifts, Teams, Activity, Developer, Multi Appr..., Leave Requ..., and Apps. The top navigation bar shows 'LTAPPS Time Off' and links to Home, My Requests, About, My Tasks, My Approval, My Dashboard, Dashboard, and All Features.

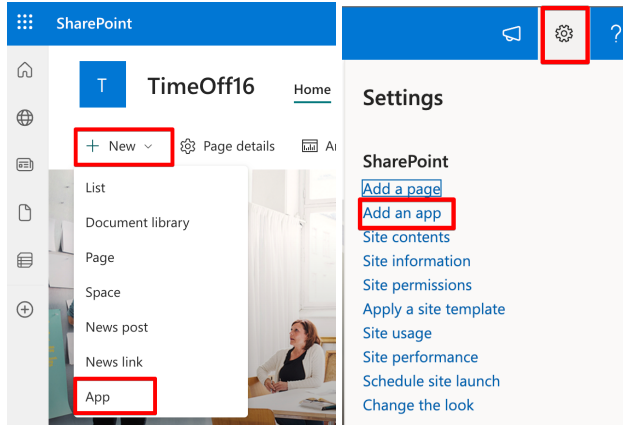
## SharePoint

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.

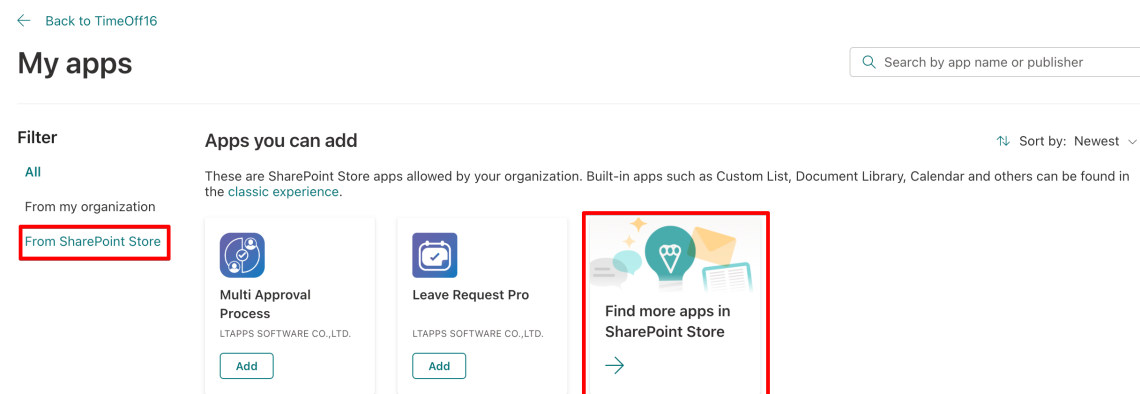
Get the app from the SharePoint store.

Follow the steps below:

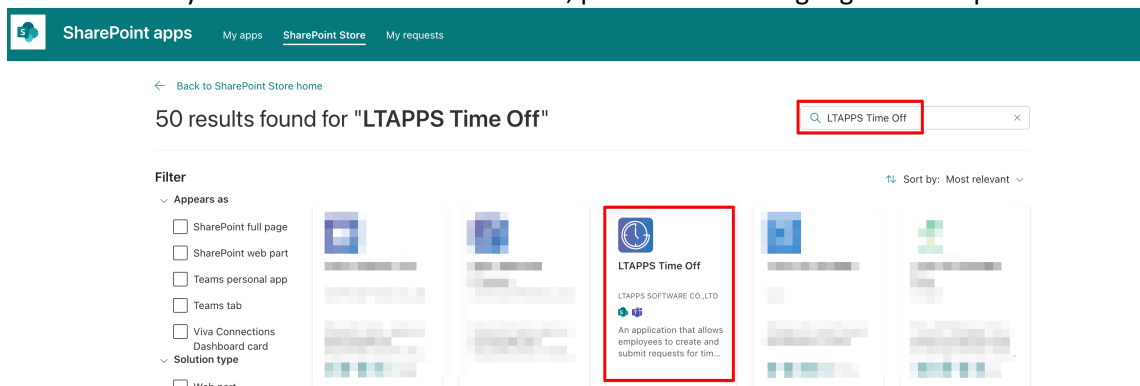
- Open the SharePoint site where you want to install the app. Click the New button > App or click the Settings icon > Add an app.



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

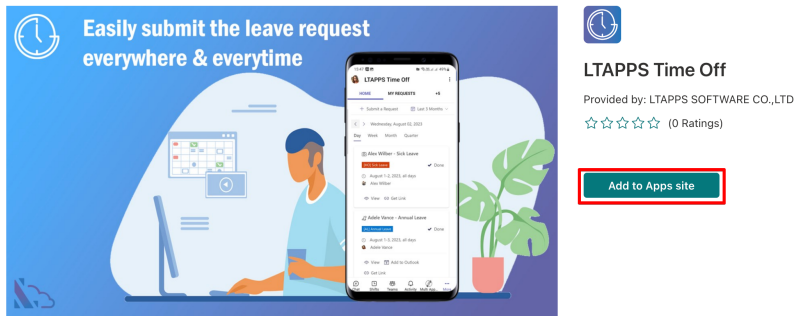


- In the Search by "LTAPPS Time Off" search box, paste the following tag and then press Enter.



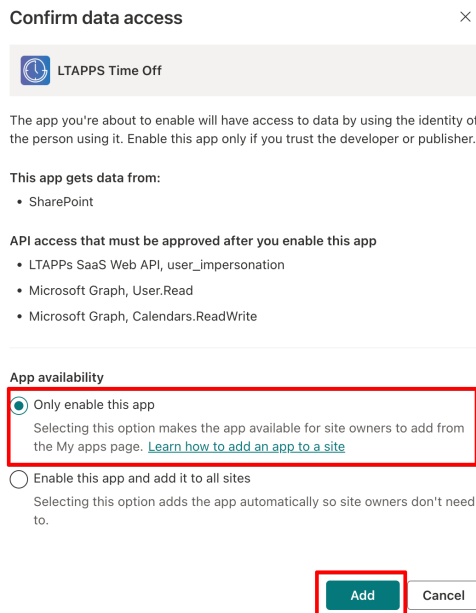
- Select the app & click on the Add to Apps site button.

[← Back to SharePoint Store home](#)

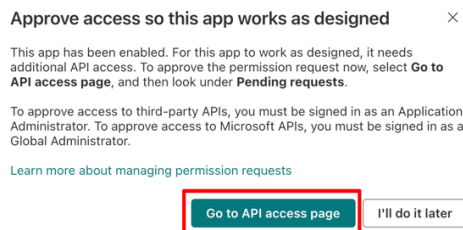


1 of 5

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



- Click on the Go to API access page button

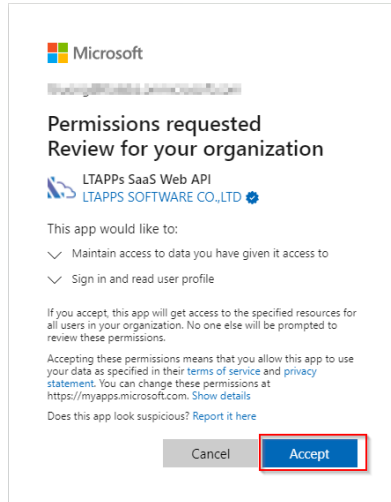


- To approve the API on API Access page, follow the steps below:

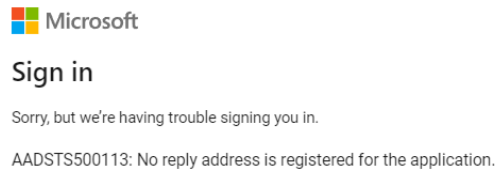
- Firstly open the page with admin permission:

[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



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



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

### API access

Manage access to Azure AD-secured APIs from SharePoint Framework components and scripts.  
[Learn about managing permission requests](#)

Approve  Reject

API name	Package	Permission	Last requested
Pending requests (3)			
Organization-wide (3)			
<input checked="" type="checkbox"/> Microsoft Graph	LTAPPS Time Off	User.Read	8/7/2023
<input type="checkbox"/> Microsoft Graph	LTAPPS Time Off	Calendars.ReadWrite	8/7/2023
<input type="checkbox"/> LTAPPS SaaS Web API	LTAPPS Time Off	user_impersonation	8/7/2023

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.

## Manage apps

Upload, enable, and manage apps. To update SharePoint Store apps, go to the [classic experience](#).

[Learn more about managing apps](#)

Stop adding to new sites
Add to Teams
View app details
Delete
...
1 selected
Apps
Filter
Refresh

### Apps for SharePoint

Icon	Title	App version	State	Added to all si...	Available for	Valid app
	LTAPPS Time Off	1.0.2.3	Enabled	Yes		Yes
	LTAPPS Timesheet	1.2.2.2	Enabled	Yes		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.

The screenshot shows the SharePoint interface for a site named 'TimeOff16'. The 'New' button is highlighted in the top left, and the 'Settings' icon is highlighted in the top right. The 'Settings' menu is open, showing 'Add an app' as an option.

- Find the **LTAPPS Time Off** app, then click Add button. Wait a minute, then back to the site contents page.

## My apps

Search by app r

### Filter

All

From my organization

From SharePoint Store

### Apps you can add

These are custom apps allowed by your organization. Built-in apps such as Custom List, Document Library, Calendar and others experience.

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

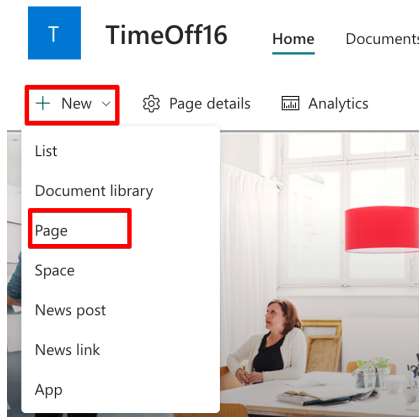
Contents Subsites

Name	Type	Items	Modified
Documents	Document library	0	7/15/2023 8:12 AM
Form Templates	Document library	0	8/6/2023 8:44 PM
Style Library	Document library	0	7/15/2023 8:12 AM
TSFDepartments	List	3	8/6/2023 9:32 PM
Events	Events list	0	7/15/2023 8:12 AM
LTAPPS Time Off	App		8/6/2023 9:32 PM
Site Pages	Page library	1	7/15/2023 8:12 AM

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.



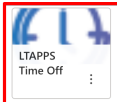
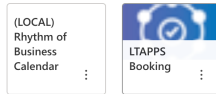
- On the Pages template, switch to the Apps tab. Then click on the LTAPPS Time Off icon > click on the Create Page button.



### Pages

Templates **Apps**

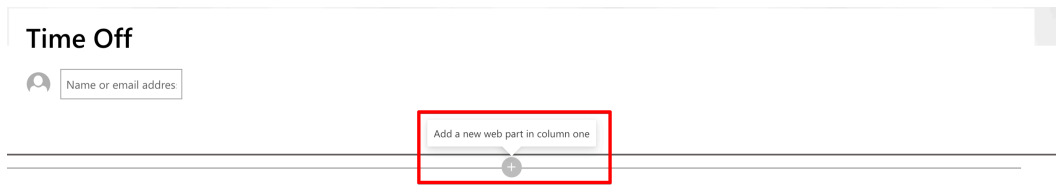
#### Featured



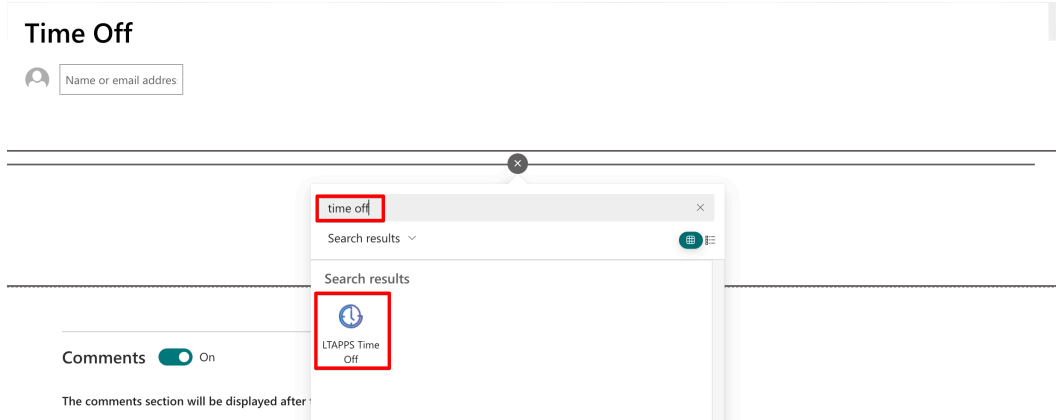
- Enter the page name & click on the Save button.

- 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 the + icon to add a new web part.



- Find the Time Off web part, then double-click on the web part icon.

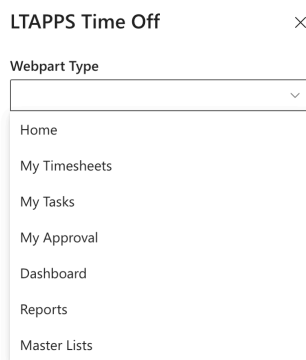


- Then the web part displayed on the page

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

Follow the steps below:

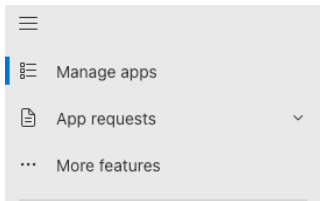
- Edit the page where the web part is installed. Click the edit icon of the web part
- You can change the view to display the web part in the right panel. There are 7 options you can select.



### 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



## Manage apps

Upload, enable, and manage apps. To update SharePoint Store apps, go to the **classic experience**.

[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

The screenshot shows the SharePoint App Catalog Classic interface. The ribbon at the top contains various actions, with the 'Upgrade Store App' button highlighted. Below the ribbon, the 'All Apps' section displays a table of installed applications. The table has columns for Title, Name, App version, Edit, Product ID, Metadata Language, Default Metadata Language, Modified, Enabled, and Valid app.

Title	Name	App version	Edit	Product ID	Metadata Language	Default Metadata Language	Modified	Enabled	Valid app
*Product ID : {192891D5-8ABF-4B82-B030-08FA2932035D} (1)									
LTAPPS Booking	lt-booking	1.0.5.3	[Edit]	{192891D5-8ABF-4B82-B030-08FA2932035D}	English - 1033	Yes	June 27	Yes	Yes
*Product ID : {300E08FC-658C-4EAF-B9A1-6CBB29853C8B} (1)									
LTAPPS Timesheet	lt-timesheet	1.2.2.2	[Edit]	{300E08FC-658C-4EAF-B9A1-6CBB29853C8B}	English - 1033	Yes	About an hour ago	Yes	Yes
*Product ID : {C3CE6A2-5505-457F-8131-90D8B63B8399} (1)									
LTAPPS Time Off	lt-timeoff	1.0.2.3	[Edit]	{C3CE6A2-5505-457F-8131-90D8B63B8399}	English - 1033	Yes	14 minutes ago	Yes	Yes

- 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.

- 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 the detail link

Contents Subsites

Name	Type
Documents	Document library
Form Templates	Document library
Style Library	Document library
TSFDepartments	List
Events	Events list
LTAPPS Time Off	App
Site Pages	

Details

Monitor

Remove

- Then click on the Get It button

There is a new version of this app. Get it now.

VERSION 1.0.3.4  
RELEASE DATE May 2023

## MS Teams & O365 Apps

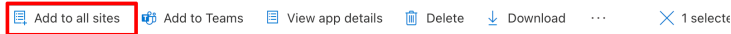
Sync the app from the SharePoint app catalog to MS Teams

Follow the steps below:

- Open the SharePoint App Catalog, select the app & click on the Add to All Site button in the toolbar.

### Manage apps

Upload, enable, and manage apps. To update SharePoint Store apps, go to the [classic experience](#).  
[Learn more about managing apps](#)



#### Apps for SharePoint

Icon	Title	App version	State	Added to all si...
	LTAPPS Time Off	1.0.2.3	Enabled	No

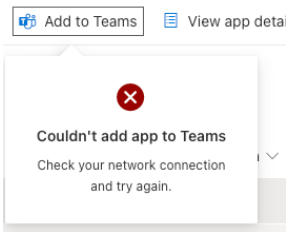
- In the SharePoint App Catalog, select the app & click on the Add to Teams button in the toolbar.



#### Apps for SharePoint

Icon	Title	App version	State	Added to all si...
	LTAPPS Time Off	1.0.2.3	Enabled	Yes

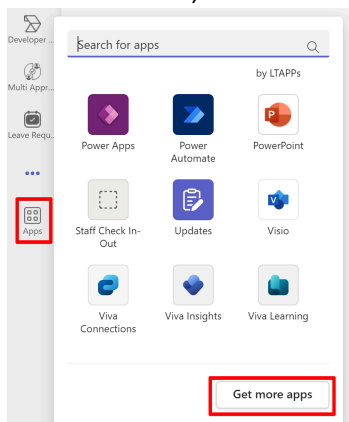
- Click on the Add & Confirm buttons in the panel.
- Wait 2-3 mins to complete deployment.
- If the error message shows as the image below. Please ignore & continue



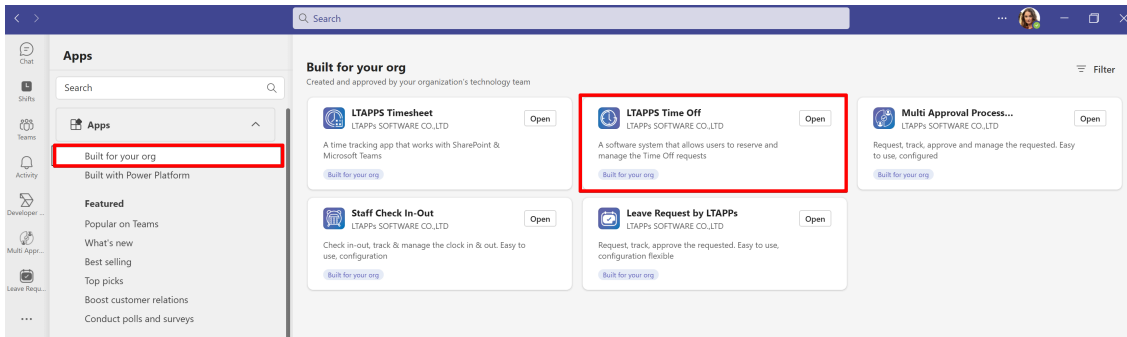
## Add the app to MS Teams

Follow the steps below:

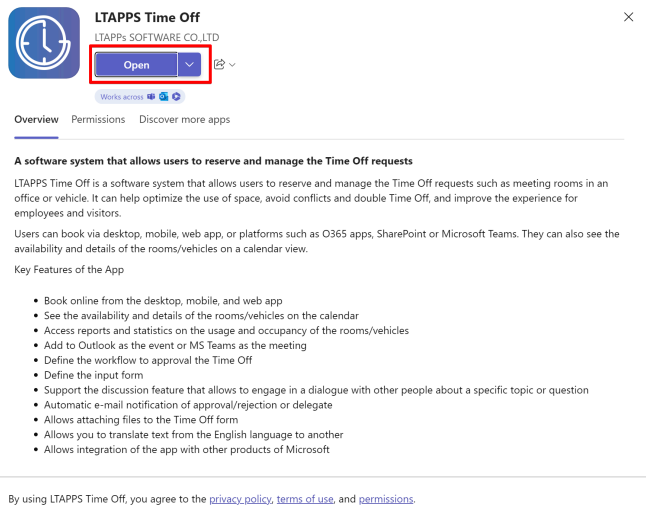
- Click the ... icon, then click the Get More app button



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



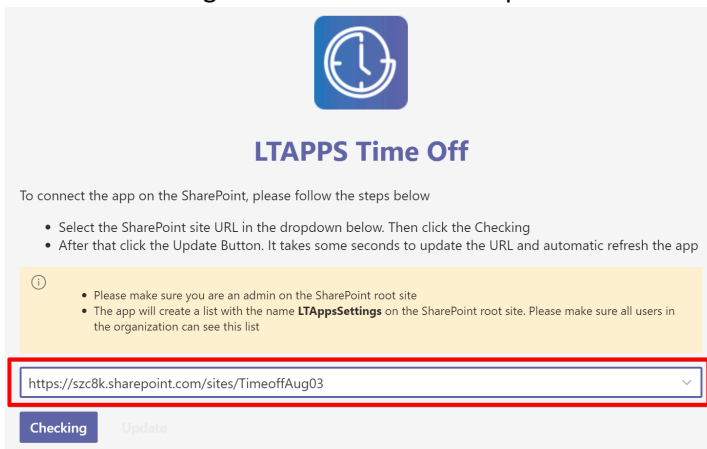
- Then click the open button



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

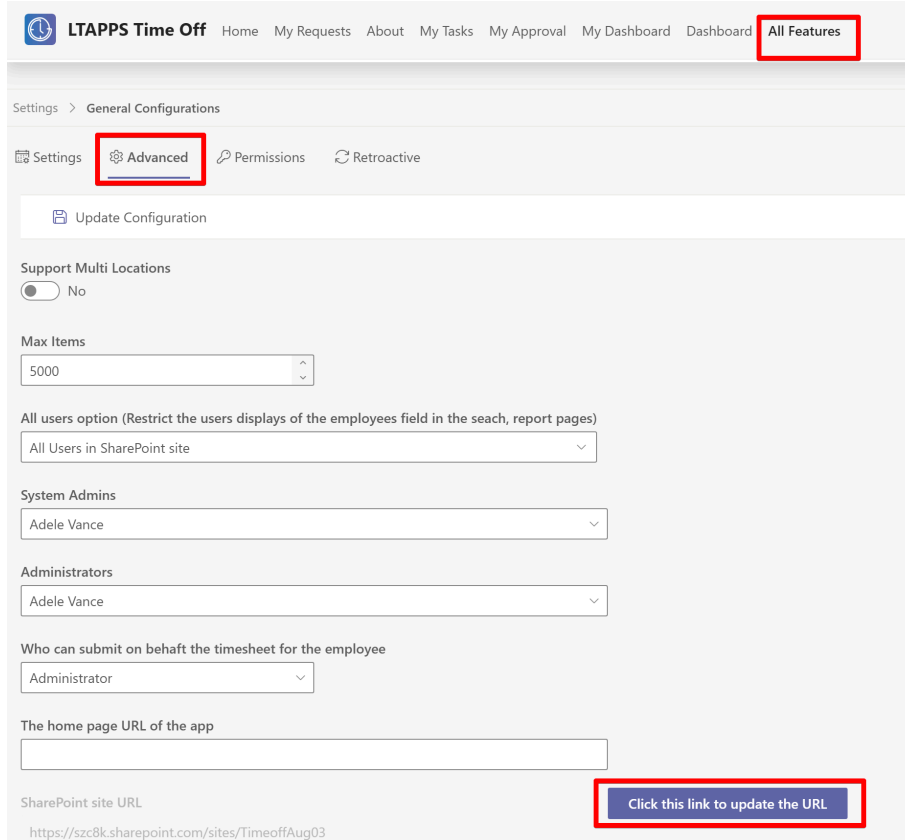
Follow the steps below:

- 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 > Advance Tab

- Click this link to update the URL link as the image below.



The screenshot shows the LTAPPS Time Off configuration interface. The top navigation bar includes 'Home', 'My Requests', 'About', 'My Tasks', 'My Approval', 'My Dashboard', 'Dashboard', and 'All Features'. The 'All Features' link is highlighted with a red box. Below the navigation bar, the 'Settings' section is visible, with 'Advanced' highlighted by a red box. The 'Update Configuration' button is also present. The configuration options include: 'Support Multi Locations' (No), 'Max Items' (5000), 'All users option' (All Users in SharePoint site), 'System Admins' (Adele Vance), 'Administrators' (Adele Vance), 'Who can submit on behalf the timesheet for the employee' (Administrator), and 'The home page URL of the app'. At the bottom, the 'SharePoint site URL' is shown as 'https://szc8k.sharepoint.com/sites/TimeoffAug03', and a blue button with the text 'Click this link to update the URL' is highlighted with a red box.

- 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