



LTAPPS Timesheet

Install guide

Version 1.0

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LTAPPS Timesheet

LTAPPS Timesheet is a time tracking app that works with SharePoint & Microsoft Teams

Overview

LTAPPS Timesheet is a time-tracking app that works with SharePoint & Microsoft Teams (including mobile). The app offers a solution to allow you to track your work time. The app helps you track & manage how much time you/your employee spend on projects. The employee/manager is able to easily track the regular work hours, overtime, or absences

The app allows to the export of employee's timesheets to an excel file with exactly the day/hour employees spend

The screenshot shows the 'Submit' form in the LTAPPS Timesheet application. The form is divided into several sections:

- Requester:** Adele Vance (Submitting...)
- Progress Steps:** Line Manager, Human resource
- Timesheet Week:** Select Week * (Week 46 (11/14/2022 - 11/20/2022)), Week Number (Week 46), Time (11/14/2022 - 11/20/2022)
- Timesheet General Info:** Employee (Adele Vance), Department (IT), Note (Enter text here)
- Attachments:** Add Attachment
- Timesheet Details:** A table with columns for Project/Leave, Task, and days of the week (Mon 14, Tue 15, Wed 16, Thu 17, Fri 18, Sat 19, Sun 20). It also includes columns for Is Billable/Paid, Is Overtime, and Total. The table shows 32 Project Hours, 0 Overtime Hours, and 8 Absences Hours.

#	Project/Leave	Task	Mon 14	Tue 15	Wed 16	Thu 17	Fri 18	Sat 19	Sun 20	Is Billable/Paid	Is Overtime	Total
1	Software Timesheet	Implement th...	8	8	8	8				Yes	No	32
2	Annual Leave						8			Yes		8
Sum			8	8	8	8	8	0	0			40

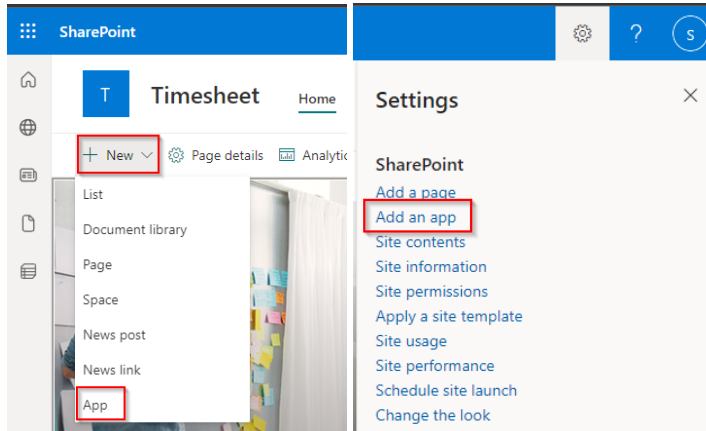
SharePoint

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.

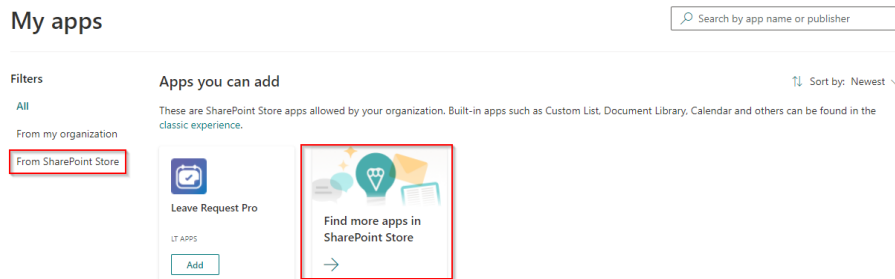
Get the app from the SharePoint store

Follow the steps below

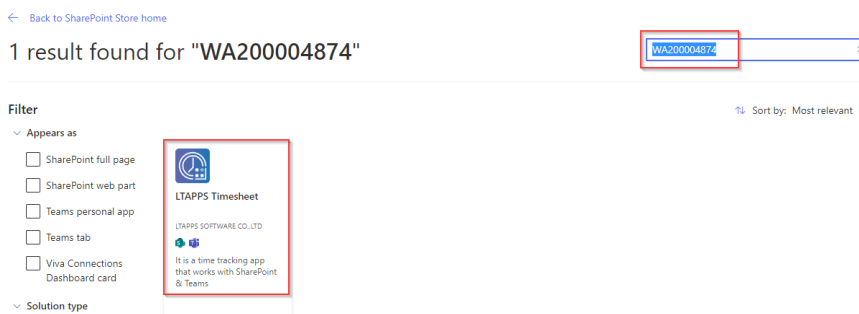
- Open the SharePoint site where you want to install the app. Click the New button > App or click the Settings icon > Add an app



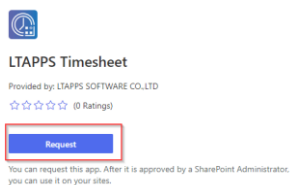
- In the popup appearing, select the From SharePoint Store link. Then click the Find more apps in SharePoint store link



- In the Search by "LTAPPS Timesheet" or "WA200004874" search box, paste the following tag and then press Enter.



- Select the app & click the Request button. Then add the reason & click the Send Request button

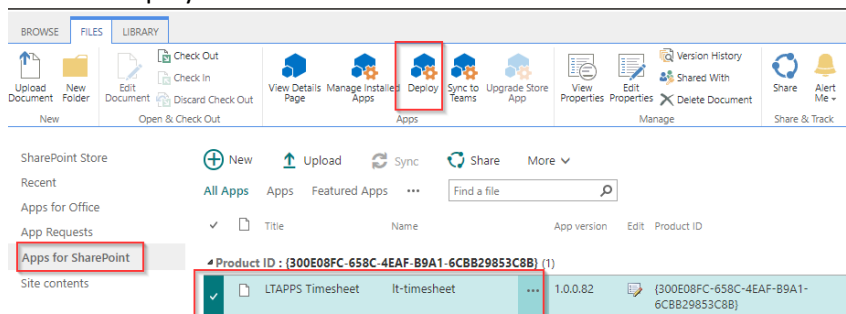


- Open the tenant app catalog to approve the request above by opening the link: <https://{your-tenant-name}.sharepoint.com/sites/appcatalog/layouts/15/tenantAppCatalog.aspx/pendingRequests>. Please replace “{your-tenant-name}” with the tenant’s name
- Then approve the request
- In the popup appearing, check the “Only enable this app” check box & click the Confirm button

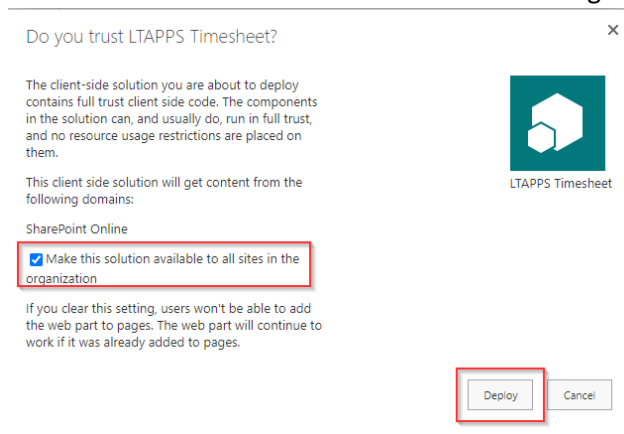
Deploy the app & approve the API

Follow the steps below

- Open the SharePoint app catalog. Open the link <https://{your-tenant-name}-admin.sharepoint.com/layouts/15/online/ManageAppCatalog.aspx>. Please replace “{your-tenant-name}” with the tenant’s name
- Click the Apps for SharePoint link in the left menu. In the Apps for SharePoint, select the app & click the Deploy button in the ribbon

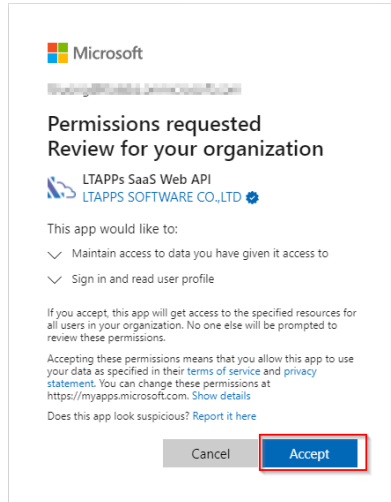


- After completing uploading the package, a popup appears to confirm the deployment. Check the “Make this solution available to all sites in the organization” checkbox & click the deploy

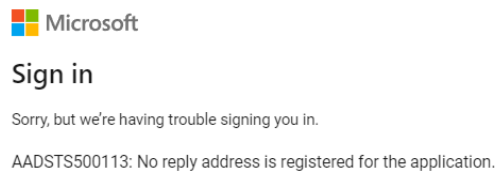


- To consent to the app, follow the steps below
 - Open the page with admin permission: https://login.microsoftonline.com/common/adminconsent?client_id=4f79179e-7a76-4812-86b2-b869b3be1dad

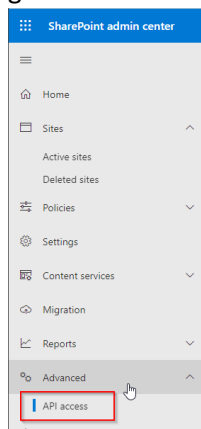
- Login & click the Accept button. After clicking the Accept button



- An error page appearing, ignore the issue by close this page



- Open the API access to approve all permissions request of the app
 - Open the SharePoint admin page > Advanced > API Access or open the link: https://your-tenant-name-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/webApiPermissionManagement. Please replace “{your-tenant-name}” with the tenant’s name



- Select the request & click the approve button

API access

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

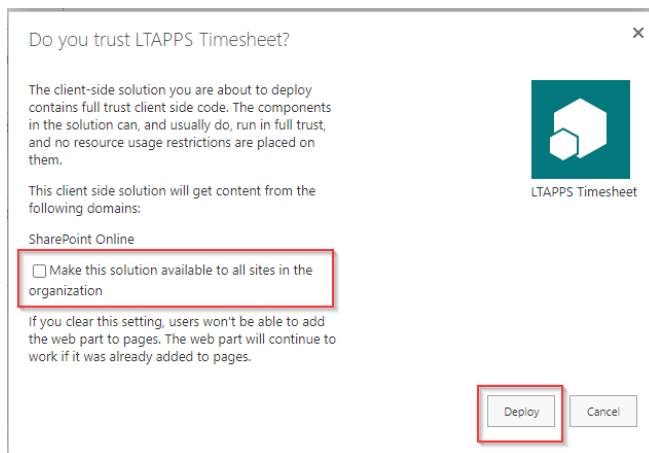
Approve Reject

API name	Package	Permission	Last requested
Pending requests (2)			
Organization-wide (2)			
<input checked="" type="checkbox"/> LTAPPS SaaS Web API	Staff Check In-Out	user_impersonation	4/13/2022
<input type="checkbox"/> Microsoft Graph	Staff Check In-Out	User.Read	4/13/2022

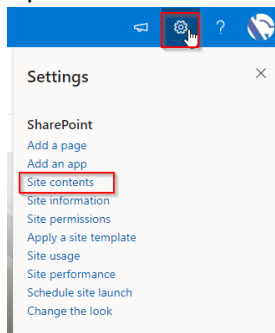
Install the app to the SharePoint site

Follow the steps below to install

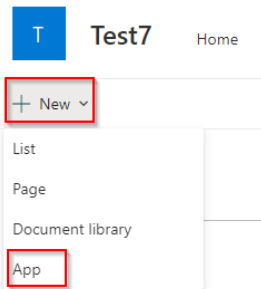
- Open the SharePoint app catalog page again, select the package & click the deploy button
- Then uncheck the check box “Make this solution available to all sites in the organization” & click the deploy button



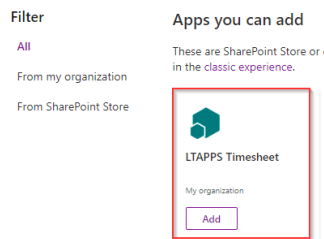
- Open the SharePoint site where you want to install the app
- Open the site content by clicking the Settings icon -> Site content link as in the image below



- On the site content page, click the New button -> App



- Find the Staff Check In-Out app, then click Add button. Wait a minute, then back to the site contents page



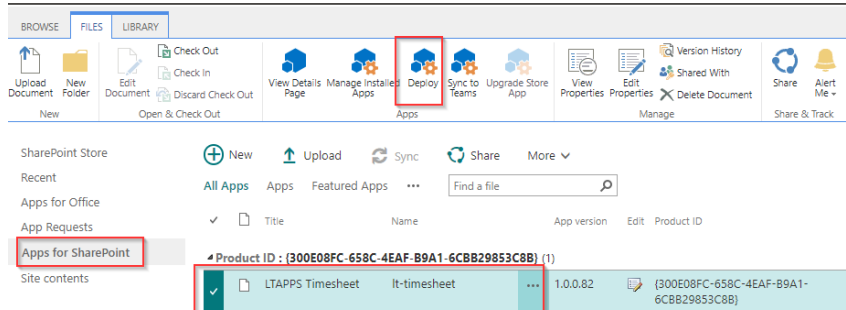
- If the app shows in the site content page like the image below, it is complete

	LTAPPS Timesheet	App		10/24/2022 9:36 PM
	Site Pages	Page library	2	10/24/2022 10:36 PM

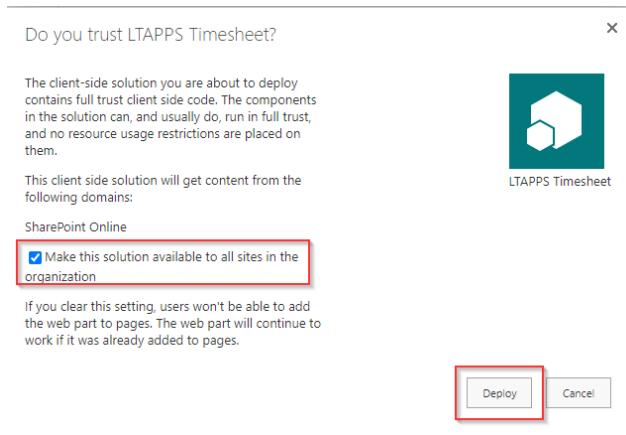
Add the web part to the modern page

Follow the steps below to add the web part to the modern page

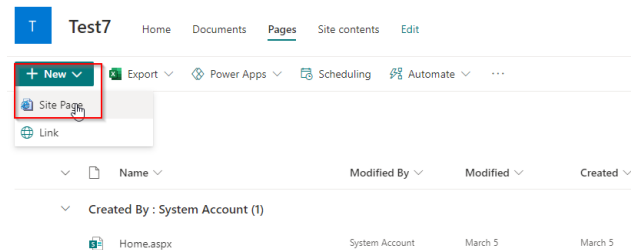
- In the SharePoint app catalog page, select the app. Then click the Deploy button in the ribbon



- Check the “Make this solution available to all sites in the organization” checkbox & click the deploy



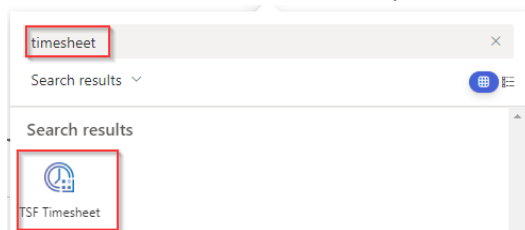
- Open an existing modern page or create a new modern page
- To create a new modern page, open the site pages library. Click the New button -> Site page



- On the modern page, click the + icon to add a new web part



- Find the Staff Check In-Out web part, then double-click on the web part icon

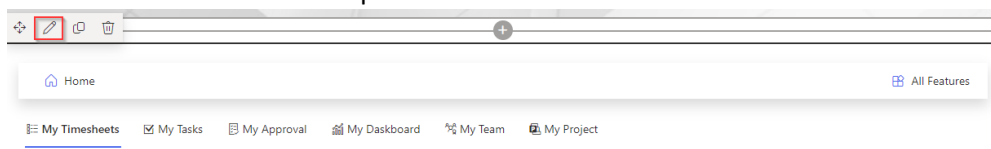


- Then the web part displayed on the page

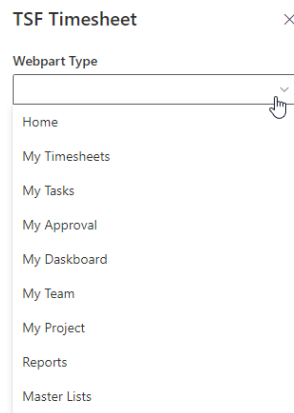
Edit the property (Change the view of the web part)

Follow the steps below

- Click the edit icon of the web part



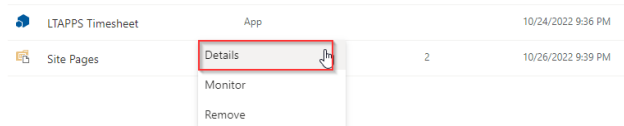
- In the right panel, you can change the view to display the web part. There are 9 options you can select



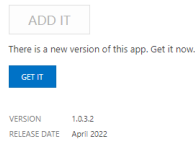
Upgrade the app

Follow the steps below

- Open the site content, and click the ... icon at the right of the app. Then click the detail link



- Click the Get It button

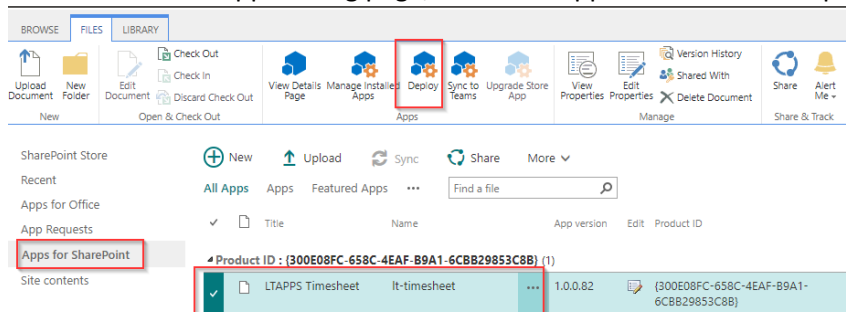


MS Teams

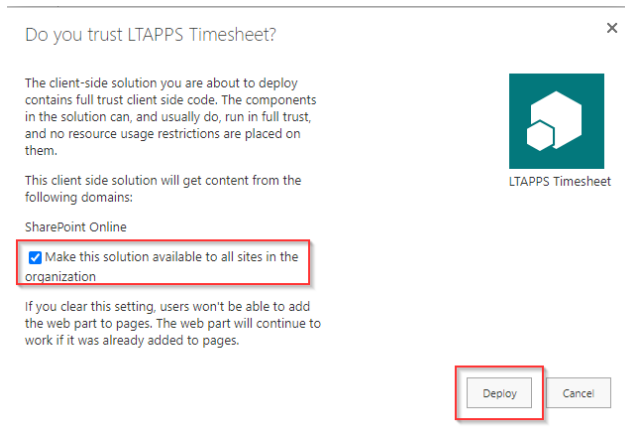
Sync the app from the SharePoint app catalog to MS Teams

Follow the steps below

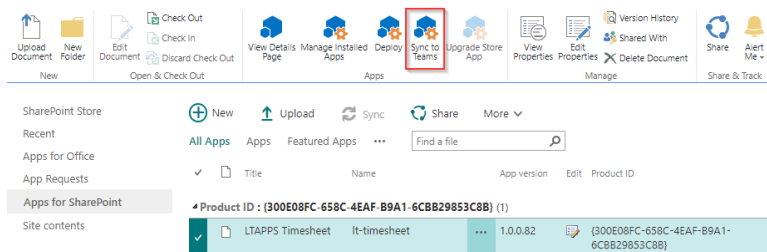
- In the SharePoint app catalog page, select the app. Then click the Deploy button in the ribbon



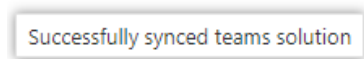
- In the popup that appears, check the “Make this solution available to all sites in the organization” check box. Then click the Deploy button



- Wait 2-3 mins to complete deployment. After that select the app & click the Sync to Teams button



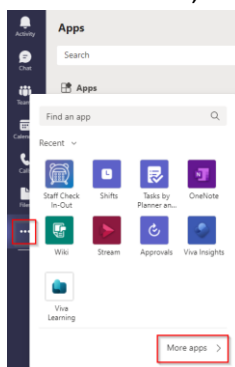
- Waiting 2-3 mins, when the message below shows, the sync is complete



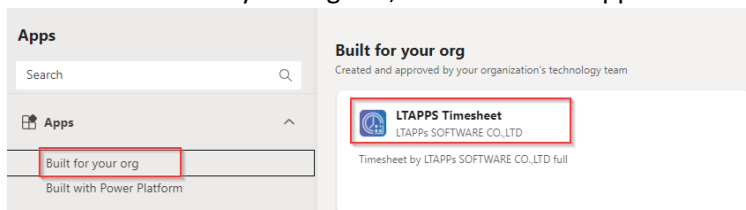
Add the app to MS Teams

Follow the steps below

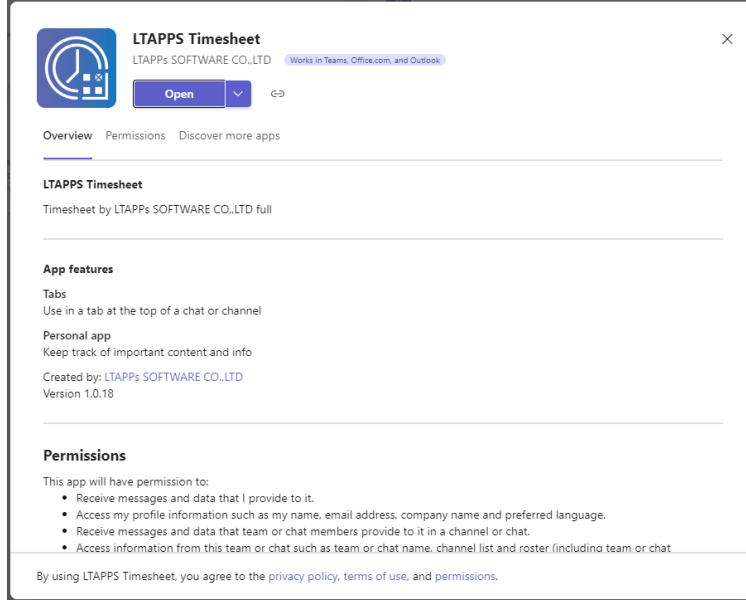
- Click the ... icon, then click the More app button



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



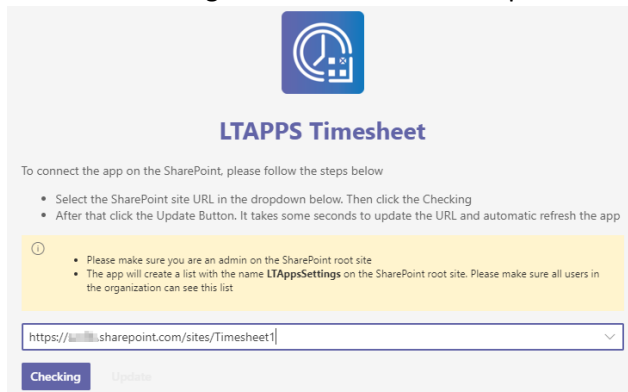
- Then click the open button



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

Follow the steps below

- Open the app on SharePoint
- 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
- Click Click this link to update the URL link as the image below

LTAPPS Timesheet My Timesheets My Tasks My Approval My Dashboard My Team My Project **All Features** About

Fiscal Year of Absences
Jan 1st - Dec 31st

Date format
MM/DD/YYYY

Min/Max hours when submitting the timesheet
Min 1 Max 80

Weekend
Saturday, Sunday

[Edit the reminder email template](#)

Max Items
5000

All users option (Restrict the users displays of the employees field in the search, report pages)
All Users in SharePoint site

System Admins
Lee Gu, Adele Vance

Administrators
Joni Sherman

Who can submit on behalf the timesheet for the employee

The home page URL of the app

SharePoint site URL
https://...sharepoint.com/sites/Timesheet1

[Click this link to update the URL](#)

- 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