



# LTAPPS Booking

Install guide

Version 1.0



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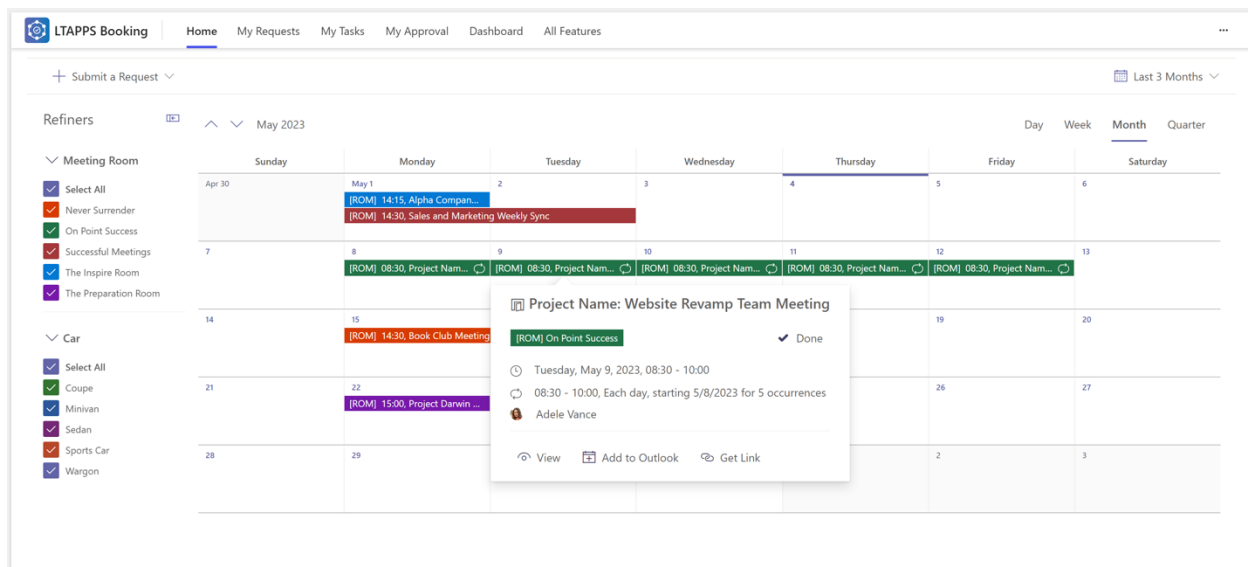
# LTAPPS Booking

**LTAPPS Booking is a software system that allows users to reserve and manage the booking requests**

## Overview

LTAPPS Booking is a software system that allows users to reserve and manage the booking requests such as meeting rooms in an office or vehicle. It can help optimize the use of space, avoid conflicts and double bookings, and improve the experience for employees and visitors.

Users can book via desktop, mobile, web app, or platforms such as O365 apps, SharePoint or Microsoft Teams. They can also see the availability and details of the rooms/vehicles on a calendar view.



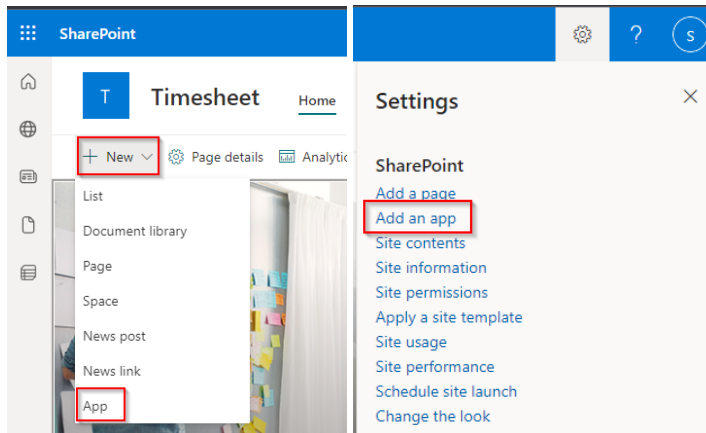
## SharePoint

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.

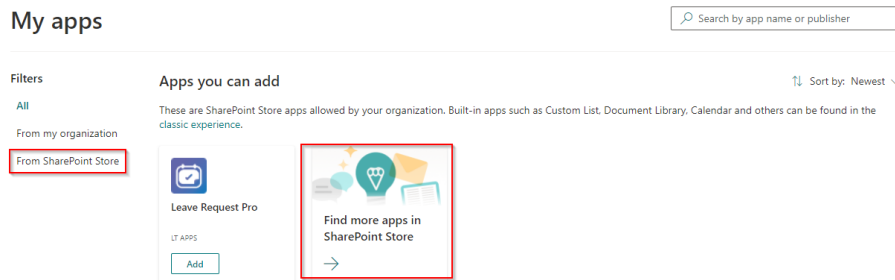
[Get the app from the SharePoint store.](#)

Follow the steps below:

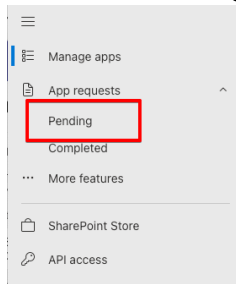
- Open the SharePoint site where you want to install the app. Click the New button > App or click the Settings icon > Add an app.



- 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 Booking” 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 SharePoint App Catalog ([How to open the SharePoint App Catalog](#)). In the left menu, click on the Pending link. Then approve the request.



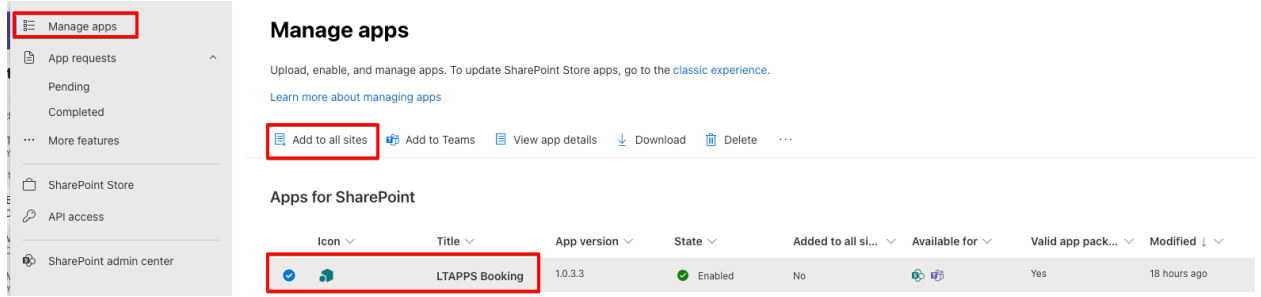
- In the popup appearing, check the “Only enable this app” check box & click the Confirm button.

## Deploy the app & approve the API

Follow the steps below:

- Open the SharePoint App Catalog ([How to open the SharePoint App Catalog](#)). Click on the Manage App link in the left menu.

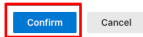
- Select the app & click on the Add to All Site in the toolbar.



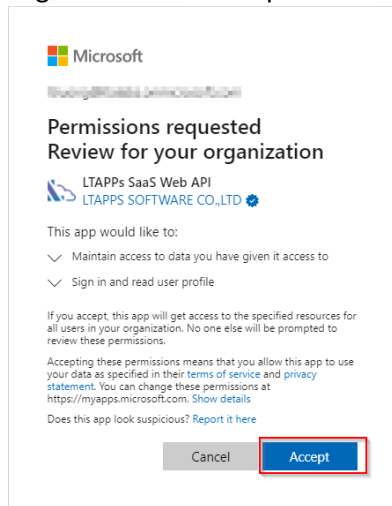
- Then click on the Confirm button in the panel appearing.

#### Add the app to all sites

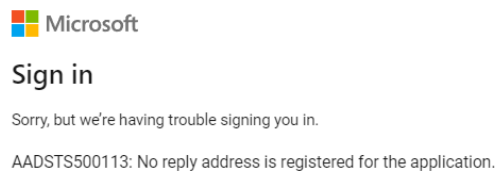
The functionality provided by this app will be available on all sites without site owners having to add the app.



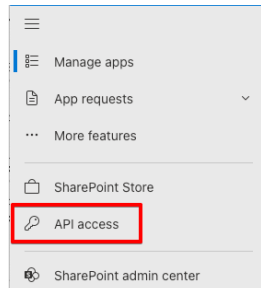
- To consent to the app, follow the steps below:
  - Open the page with admin permission:  
[https://login.microsoftonline.com/common/adminconsent?client\\_id=4f79179e-7a76-4812-86b2-b869b3be1dad](https://login.microsoftonline.com/common/adminconsent?client_id=4f79179e-7a76-4812-86b2-b869b3be1dad)
  - Login & click the Accept button. After clicking the Accept button



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



- Open the API access to approve all permissions request of the app.
  - Open the SharePoint App Catalog ([How to open the SharePoint App Catalog](#)). Click on the API Access link in the left menu



- 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"/>	LTAPPS SaaS Web API	LTAPPS Booking	user_impersonation	5/17/2023
<input type="checkbox"/>	Microsoft Graph	LTAPPS Booking	User.Read	5/17/2023
<input type="checkbox"/>	Microsoft Graph	LTAPPS Booking	Calendars.ReadWrite	5/17/2023

Install the app on the SharePoint site.

Follow the steps below to install:

- 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  Download  Delete ...

### Apps for SharePoint

Icon	Title	App version	State	Added to all si...	Available for	Valid ap
	LTAPPS Booking	1.0.3.3	<input checked="" type="checkbox"/> Enabled	Yes		Yes

- Then click on the Save button

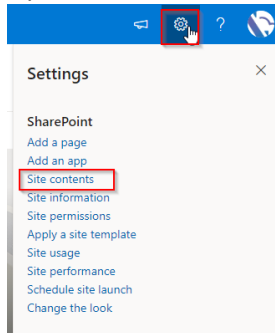
×

### Stop adding this app to new sites

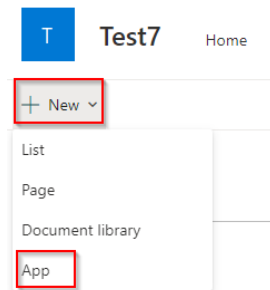
The functionality provided by this app will continue to be available on all sites where it was added, and site owners can still add this app to their sites.

Save Cancel

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

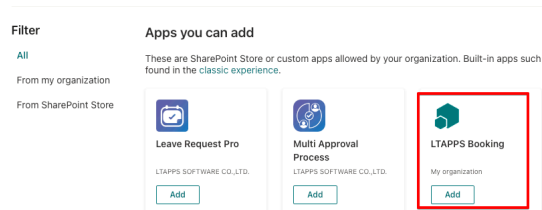


- On the site content page, click the New button -> App



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

#### My apps



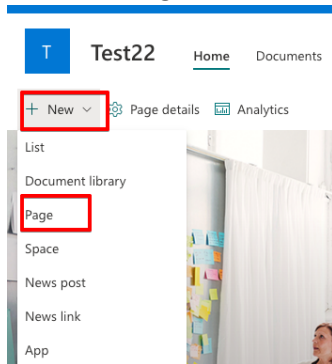
- If the app shows in the site content page like the image below, it is complete.

Contents		Subsites	
Name	Type	Items	
Documents	Document library	0	
Form Templates	Document library	0	
Style Library	Document library	0	
Events	Events list	0	
LTAPPS Booking	App		
Site Pages	Page library	2	

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 BOF Booking icon > click on the Create Page button.



- 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 Booking 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.

**App page details** ×

Title

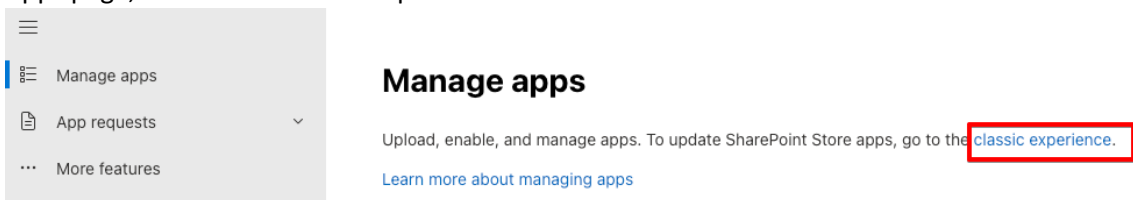
Webpart Type

- Home
- My Timesheets
- My Tasks
- My Approval
- Dashboard
- Reports
- Master Lists

## 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

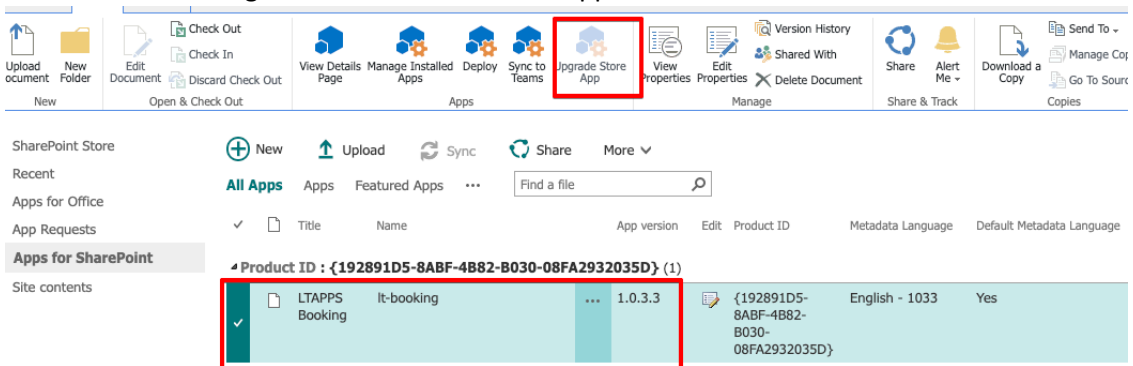


**Manage apps**

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



Product ID	Title	Name	App version	Edit	Product ID	Metadata Language	Default Metadata Language
{192891D5-8ABF-4B82-B030-08FA2932035D}	LTAPPS Booking	lt-booking	1.0.3.3	...	{192891D5-8ABF-4B82-B030-08FA2932035D}	English - 1033	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
- Open the site content, and click the ... icon at the right of the app. Then click the detail link.

Contents Subsites

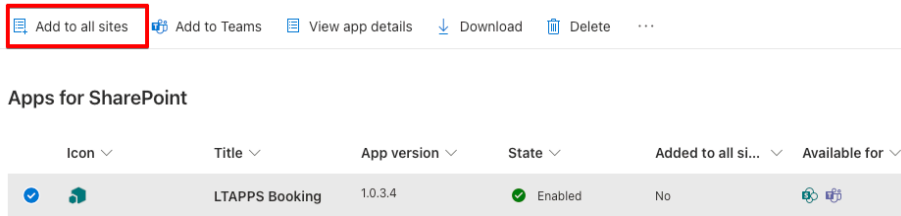
Name	Type	Items	Modified
Documents	Document library	0	5/13/2023 10:12 PM
Form Templates	Document library	0	5/16/2023 4:29 PM
Style Library	Document library	0	5/13/2023 10:12 PM
Events	Events list	0	5/13/2023 10:12 PM
LTAPPS Booking	App		5/16/2023 4:32 PM
Site Pages	<div style="border: 1px solid red; padding: 2px;">Details</div> Monitor Remove	4	5/17/2023 11:25 AM

- 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

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

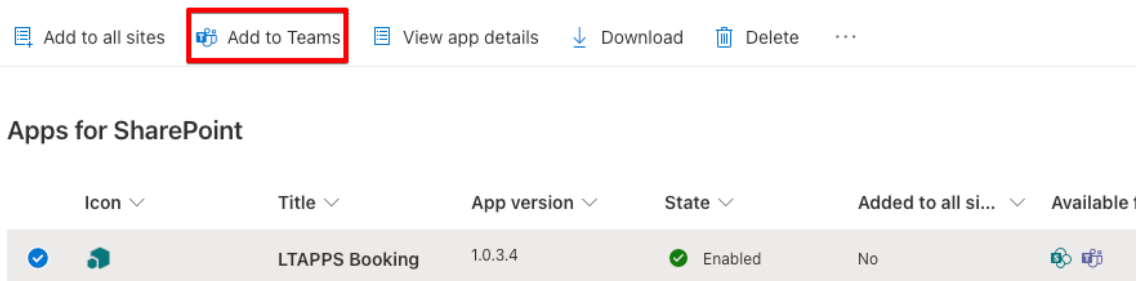


## MS Teams & O365 Apps

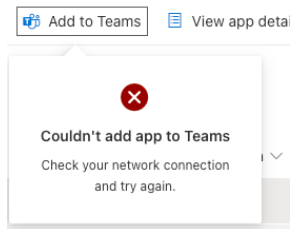
Sync the app from the SharePoint app catalog to MS Teams

Follow the steps below:

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



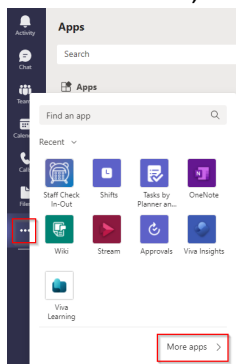
- Click on the Add & Confirm buttons in the panel.
- Wait 2-3 mins to complete deployment.
- If the error message shows as the image below. Please ignore & continue



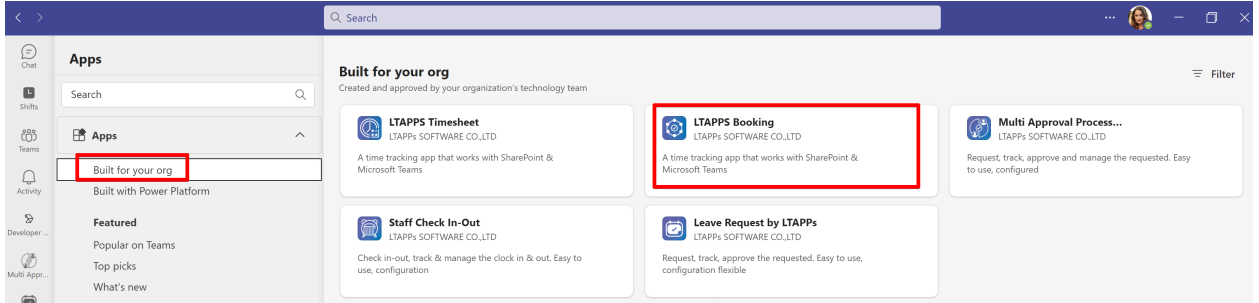
## Add the app to MS Teams

Follow the steps below:

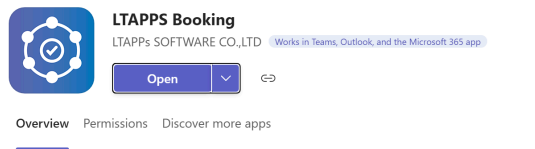
- Click the ... icon, then click the More app button



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



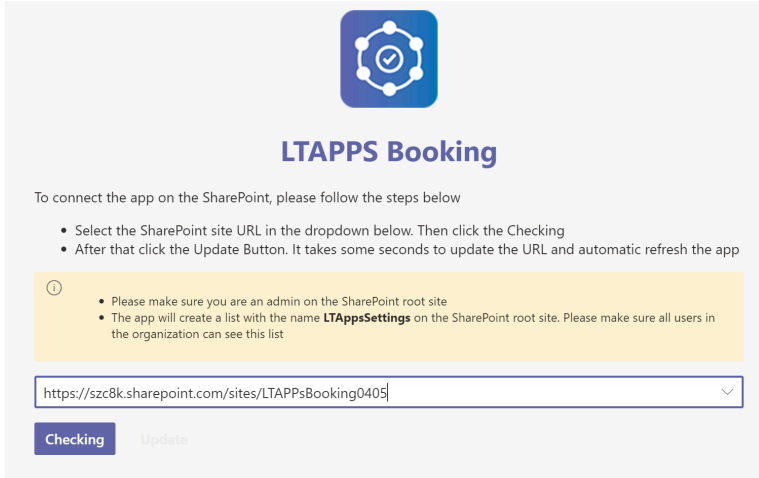
- Then click the open button



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

**LTAPPS Booking** Home My Requests My Tasks My Approval About Dashboard **All Features**

Yes

Is Auto Fill the Department Field  
 No

Allow Sync to Outlook  
Unlimited

Only Allow Sync my Request  
 Yes

Date Format  
MM/DD/YYYY

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  
Adele Vance

Administrators  
Adele Vance

The home page URL of the app

SharePoint site URL  
https://szc8k.sharepoint.com/sites/LTAPPSBooking0405

[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