



LTAPPS Booking

User guide

Version 1.0



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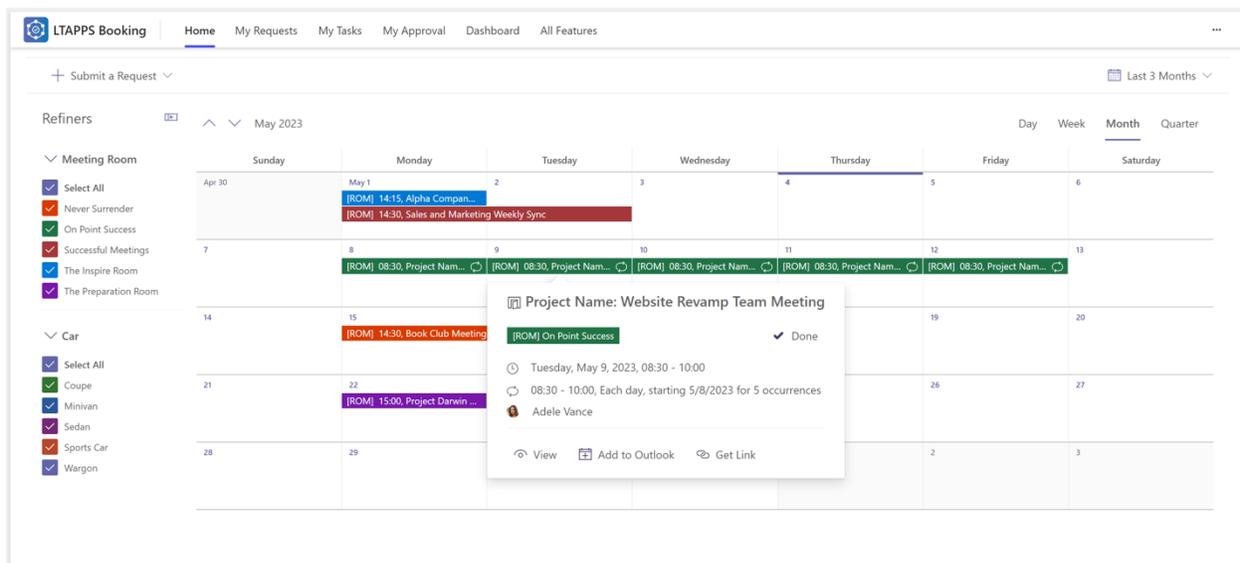
LTAPPS Booking

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.



Open the App

You are able to open the app via:

- SharePoint
- MS Teams
- O365 Apps

Via SharePoint

Follow the steps below:

<https://ltaddins.com>

+84 946 579 539

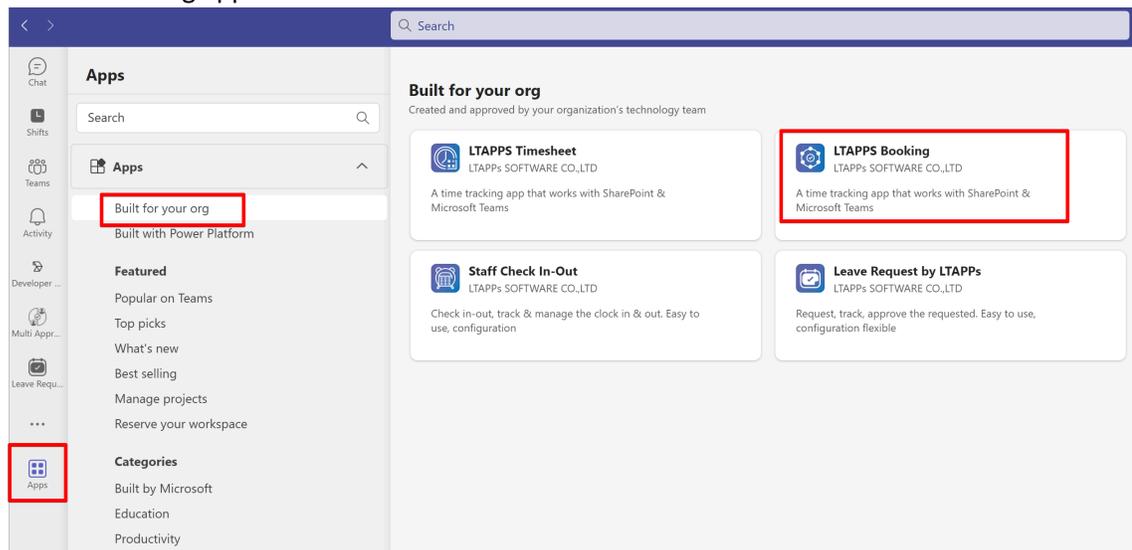
support@ltaddins.com

- Open the O365 portal: <https://www.office.com/?auth=2>
- Log in with the Microsoft Account
- Open the SharePoint site where the app is installed.
- Open the SharePoint page where the web part is installed.

Via MS Teams

Follow the steps below:

- Open the MS Teams Desktop or MS Teams on the browser.
- Click on the Apps icon in the left navigation > Click on the Built for Your Org link. Then select the LTAPPS Booking app.



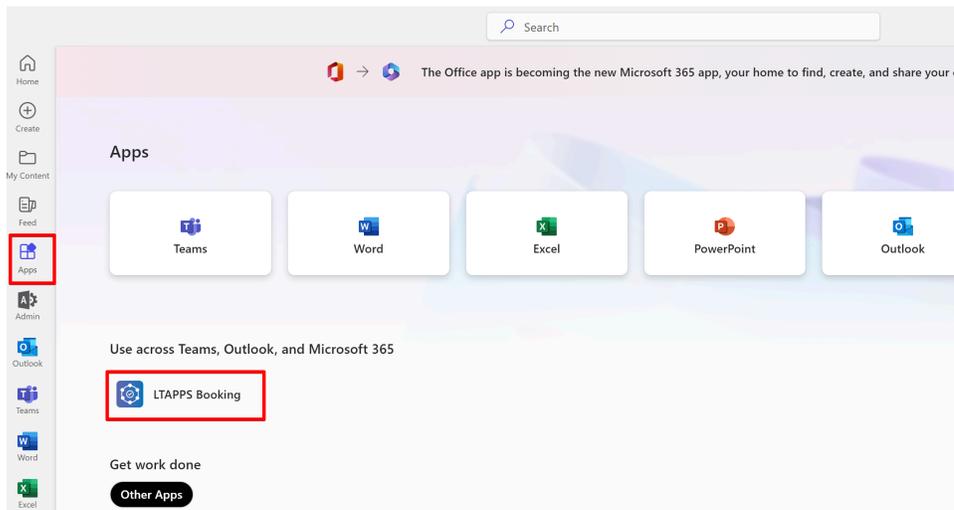
- Then click on the Open button.



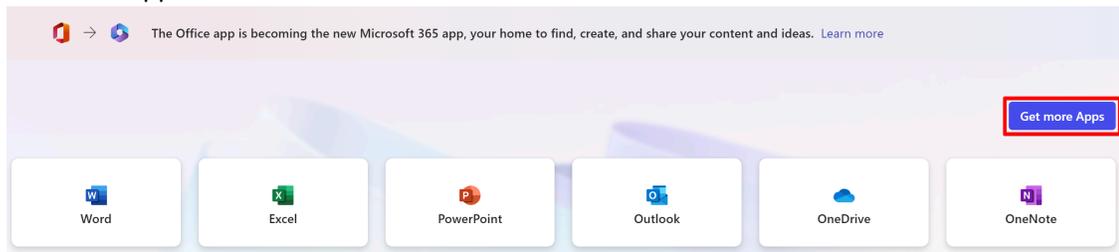
Via O365 Apps

Follow the steps below:

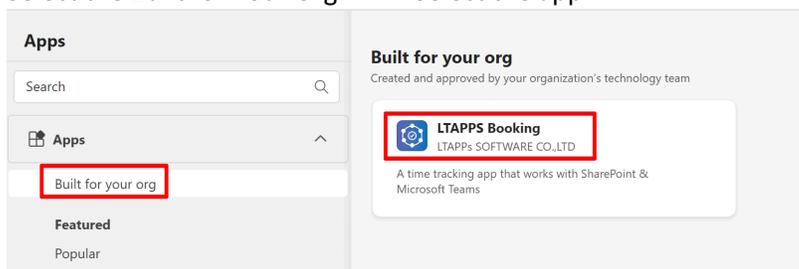
- Open the O365 Apps desktop or open the O365 portal on the browser.
- Click on the Apps icon in the left navigation > Click on the LTAPPS Booking app icon under the Use Across Teams, Outlook, and Microsoft 365 section.



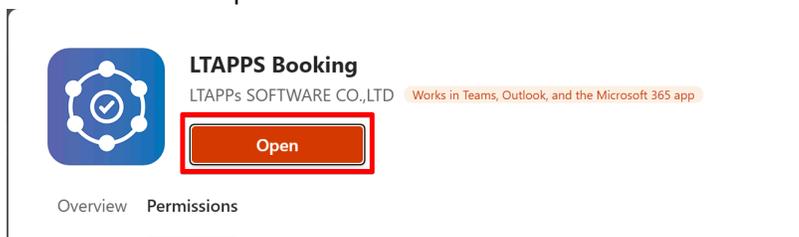
- If the app doesn't show under the Use Across Teams, Outlook, and Microsoft 365. Click on the Get more Apps button.



- Select the Built for Your Org link > Select the app.



- Then click on the Open button



Submit the Request

Submit ✕

Progress Steps

Requester Line Manager Human resource

 Adele Vance
Submitting...

General Info

Project Name: Website Revamp Team Meeting

[ROM] Successful Meetings

🕒 Thursday, May 18, 2023, 12:00 - 13:30

Employee:  Adele Vance Department: IT

Type

 The Inspire  Successful Meetings  On Point Success  Never Surrender  The Preparatio

Title *

Project Name: Website Revamp Team Meeting

Attendees

 Miriam Graham  Adele Vance

Start Date: Thursday, 05/18/2023 Start Time: 12:00 Is all day: No

End Date: Thursday, 05/18/2023 End Time: 13:30 Duration: 1 hr 30 mins

Is recurring: No

Details

Enter text here

Attachments

[Add Attachment](#)

Process

Approver

 Miriam Graham

Actions

✕ Close 📄 Save Draft 🚀 Submit a Request

Follow the steps below:

- In the Home or My Request pages, click on the Submit a Request button > Select the Request Form

+ Submit a Request ▾

Meeting Room

Car

- In the request form in the right panel,
 - Select the department (The system auto-populates if your profile is set in the employee list)
 - Select the Type.
 - Input the Title & select the attendees.
 - Select the Start & End dates. If it is recurring, Switch Is Recurring toggle is Yes. There are 4 options: Daily, Weekly, Monthly & Yearly

Start Time Is all day No

End Time Duration

Is recurring Yes

Daily Weekly Monthly Yearly

Pattern

Every day(s)

Every weekday

Start Date

Until

End after occurrence(s)

End by

- Click on the Add Attachment link. In the popup appears, select the file that you want to add.
- If you don't want to submit the request yet, click on the Save Draft button.
- Choose the next approver & click on the Submit button

Approve/Reject the Request

Approve

Progress Steps Details

Requester Line Manager Human resource

 Adele Vance
Submitted at 05/18/2023

 Miriam Graham
Approving...

General Info

 [ROM-000013] Project Name: Website Revamp Team Meeting

 Monday, May 15, 2023, 13:30 - 14:00

Employee:  Adele Vance Department: IT

Type: [ROM] The Inspire Room

Title: Project Name: Website Revamp Team Meeting

Attendees: Adele Vance, Miriam Graham

Start Date: Monday, 05/15/2023 Start Time: 13:30

End Date: Monday, 05/15/2023 End Time: 14:00

Attachments

Process

Comment

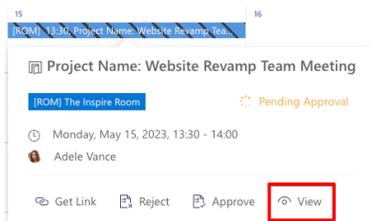
Approver

Actions

Close Delegate Reject Approve

Follows the steps below:

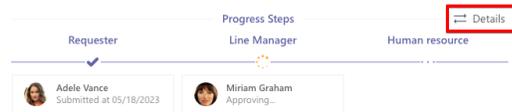
- Open the app, and switch to the My Task tab
- In the calendar view, click on the request & click on the View Icon



- In the List View, click on the Approval icon.

Detail	ID	Title	Employee
	ROM-000013	Project Name: Website Revam	Adele Vance
	ROM-000006	Product Engineering Town Hal	Adele Vance

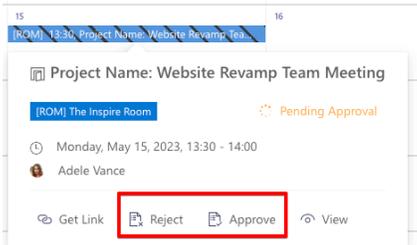
- In the Approval form of the right panel
- Review the request.
 - Click on the Detail button at the right of the Progress Steps section to check more details of the information process.



- Input the comment.
- Click on the Approve button if the request is okay for you.
- Click on the Reject button if the booking needs to update.

For quick approval of the request without the comment, follow the steps below:

- In the calendar view, click on the request & click on the Approve/Reject buttons.



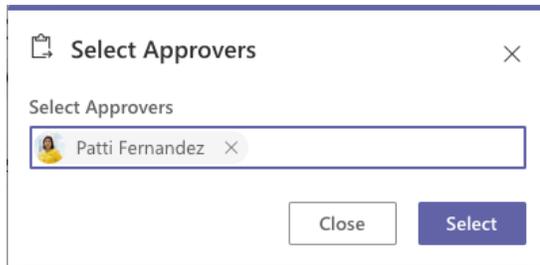
- In the List View, select the requests you want. Then click on the Approve All / Reject All buttons.



- If you approve more than 2 requests, a popup will show.



- If the request requires to select the next approvers, a popup will show.



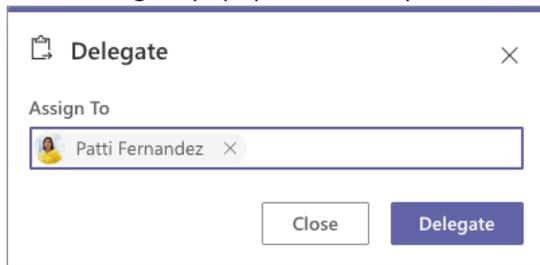
Delegate task

Follow the steps below

- In the Approval form, click on the Delegate button.



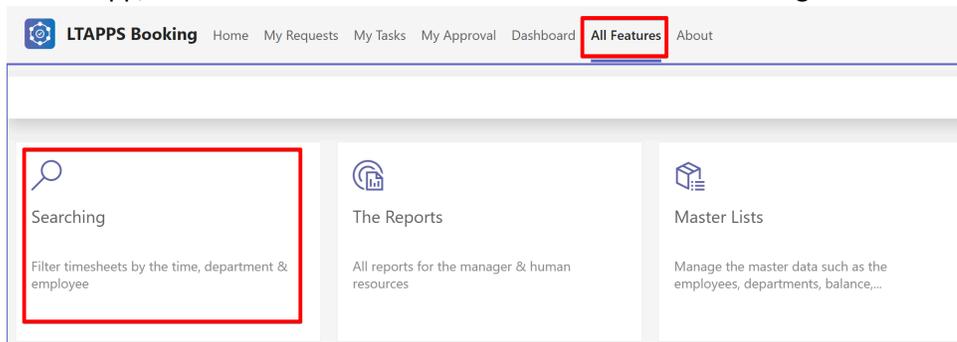
- In the delegate popup, select the person to whom the task delegates to.



- Click on the Delegate button.

The administrator also can delegate the task from another to another. Follow the steps below:

- On the app, click on the All Features button > Click on the Searching card.



- Find the request that you want to delegate the task. Click on the ... icon > Delegate.

Search

Search

Detail	ID	Title	Employee
	CAR000012	sdfsdfsdf	Adele Vance
	ROM-000005	Project Darwin Statu	Adele Vance
	ROM-000013	Project Name: Webs	Adele Vance
		sdfsdfsdf	Adele Vance
		sdfsdfsdf	Adele Vance
		Project Name: Webs	Adele Vance
		sdfsdfsdfsdf	Adele Vance
		sdfsdfsdfsdf	Adele Vance
		dfsdfsdf	Adele Vance

- In the delegate popup, select the person to whom the task delegates.

Delegate ✕

Assign To

Patti Fernandez
✕

Close
Delegate

Edit the Request

If the booking has been rejected & you want to edit this request. Follow the steps below:

- In the My Task tab, open the request.
- In the form appears, changes the content. Then click on the Submit button again.

Add the Request to Outlook/MS Teams

Follow the steps below

- In the calendar, click on the request > click on the Add to Outlook button.

8
9
10

[ROM] 08:30, Project Name:...
[ROM] 08:30, Project Name:...
[ROM] 08:30, Project Name:...

Project Name: Website Revamp Team Meeting

[ROM] On Point Success ✓ Done

Monday, May 8, 2023, 08:30 - 10:00

08:30 - 10:00, Each day, starting 5/8/2023 for 5 occurrences

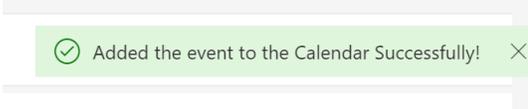
Adele Vance

Get Link
 Add to Outlook
 View

- Open the request form, and click on the Get Link button.



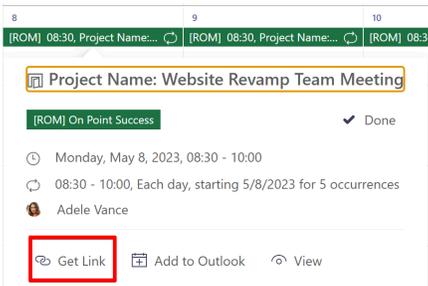
- Wait 15 seconds, a message shows to inform.



Get the URL of the Request

Follow the steps below:

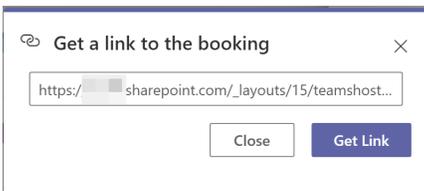
- In the calendar, click on the request > click on the Get Link button.



- Open the request form, and click on the Get Link button.



- Then click on the Get Link button



Delete the Request

If the booking has been rejected & you want to delete this request. Follow the steps below:

- In the My Task tab, open the request.
- In the form appears, click on the Delete button.



- In the Delete popup appearing, click on the Delete button. Wait some seconds to complete

Delete ×

Are you sure delete item?

General Info

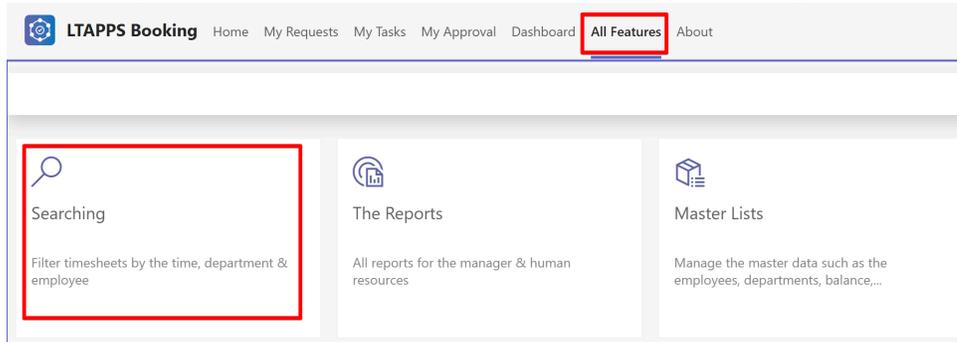
Title
Project Name: Website Revamp Team Meeting

Employee **Department**
Adele Vance IT

The administrator/System admin also can delegate the task from another to another. The administrator only can delete the pending request. The sys admin can delete both the pending/complete request.

Follow the steps below:

- On the app, click on the All Features button > Click on the Searching card.

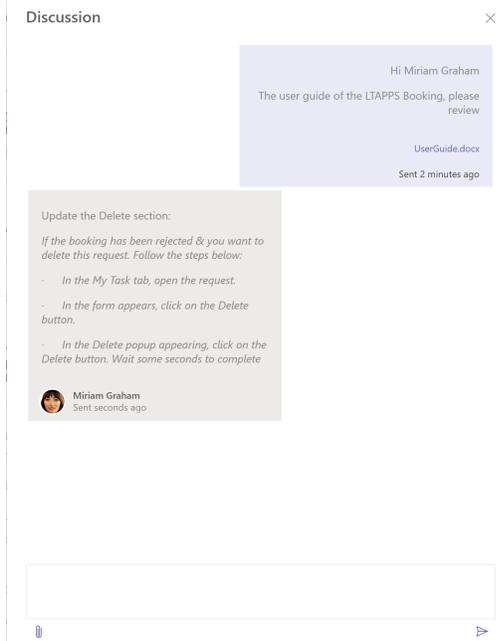


- Find the request that you want to delete. Click on the ... icon > Delete.

Detail	ID	Title	Employee
	ROM-000005	Project Darwin Statu	Adele Vance
		Project Name: Webs	Adele Vance
		Project Name: Webs	Adele Vance
		Alpha Company Boa	Adele Vance
			

- In the Delete popup appearing, click on the Delete button. Wait some seconds to complete.

Discussion Feature



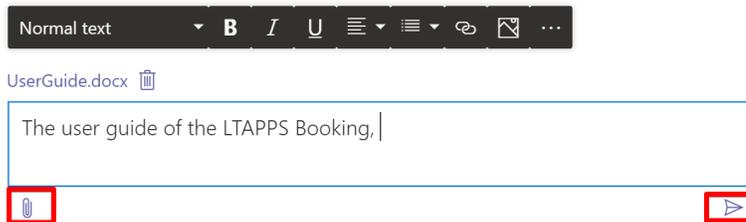
Discussion feature that allows to engage in a dialogue with other people about a specific topic or question.

Follow the steps below:

- Open the Request form, and click on the Comment icon.



- Input the text into the Textbox (It support the rich text), click on the attach icon & select the file.



- Then click on the Send icon

View & Reports

Calendar / Home

+ Submit a Request Last 3 Months

Refiners May 2023 Day Week Month Quarter

Meeting Room

- Select All
- Never Surrender
- On Point Success
- Successful Meetings
- The Inspire Room
- The Preparation Room

Car

- Select All
- Coupe
- Minivan
- Sedan
- Sports Car
- Wargon

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 30	May 1 [ROM] 14:15, Alpha Company ...	2	3	4	5	6
7	8 [ROM] 08:30, Project Name...	9 [ROM] 08:30, Project Name...	10 [ROM] 08:30, Project Name...	11 [ROM] 08:30, Project Name...	12 [ROM] 08:30, Project Name...	13
14	15 [ROM] 13:30, Project Name, W...	16	17	18	19	20
21	22 [ROM] 15:00, Project Darwin S...	23	24	25	26	27
28	29	30	31	Jun 1	2	3

To filter the requests by time, select the dropdown Time Filter.

Last 3 Months

- All
- Last 3 Months
- Last 6 Months
- Last 9 Months

To filter the requests by type, check/uncheck the type in the Refiners.

Refiners

Meeting Room

- Select All
- Never Surrender
- On Point Success
- Successful Meetings
- The Inspire Room
- The Preparation Room

Car

- Select All
- Coupe
- Minivan
- Sedan
- Sports Car
- Wargon

To view the request, click on the request > click on the view button.

My Requests

The view displays the requests of the current user. There are 2 tabs: Calendar and List View

Calendar View

Refer to the above to know how to use

List View

Detail	ID	Title	Start Date	End Date	All Day Event	Recurrence	Request Form...	Type	Step	Status
	ROM-000005	Project Darwin Status Meeting	05/22/2023 15:00	05/22/2023 16:00			Meeting Room	[ROM] The Prepare	Finished	Finished
	ROM-000013	Project Name: Website Revam	05/15/2023 13:30	05/15/2023 14:00			Meeting Room	[ROM] The Inspire	Requester	Rejected
	ROM-000003	Project Name: Website Revam	05/08/2023 08:30	05/13/2023 10:00		Each day, starting	Meeting Room	[ROM] On Point Su	Finished	Finished
	ROM-000001	Alpha Company Board Meetin	05/01/2023 14:15	05/01/2023 15:30			Meeting Room	[ROM] The Inspire	Finished	Finished

To filter the request by status, select the Status dropdown.

Click on the view icon in the Detail column to open the Request form.

Detail	ID
	ROM-000005
	ROM-000013
	ROM-000003
	ROM-000001

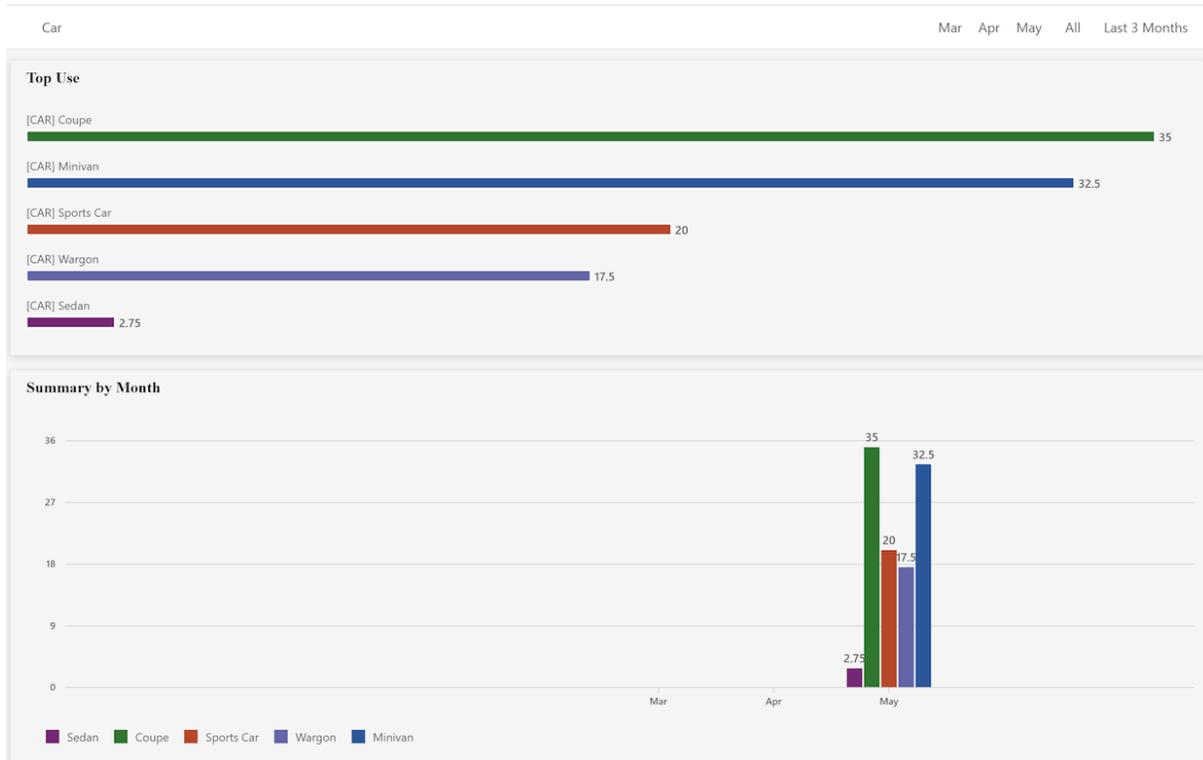
My Tasks

The view displays the tasks of the current user. There are 2 tabs: Calendar and List View

My Approval

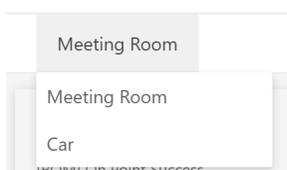
The view displays the requests that have been approved by the current user.

Dashboard



Only the administrator/sys admin can access the page.

To filter by the Request Form Type, use the dropdown.



Use the month dropdown or month buttons to change the filter by time range.



Use the chart & component icons to switch the view.



Search

The view allows search requests by year, month, department, employee, and status.

Year	Month	Status	Department
2023	All	All	IT

Employee	Request Form Type	Type
All	All	All

Detail	ID	Title	Employee	Department	Start Date	End Date	All Day Event	Recurrence	Request Form...	Type	Step	Status
	ROM-000005	Project Darwin Statu	Adele Vance	IT	05/22/2023 15:00	05/22/2023 16:00			Meeting Room	[ROM] The Prepare	Finished	Finished
	ROM-000013	Project Name: Webs	Adele Vance	IT	05/15/2023 13:30	05/15/2023 14:00			Meeting Room	[ROM] The Inspire	Requester	Rejected
	ROM-000003	Project Name: Webs	Adele Vance	IT	05/08/2023 08:30	05/13/2023 10:00		Each day, starting	Meeting Room	[ROM] On Point Su	Finished	Finished
	ROM-000001	Alpha Company Boa	Adele Vance	IT	05/01/2023 14:15	05/01/2023 15:30			Meeting Room	[ROM] The Inspire	Finished	Finished

To filter the requests, select the conditions dropdown & click on the Search button

Click on the ... icon to select more actions such as view the request, get link,...

Detail	ID
	ROM-000005
	<ul style="list-style-type: none"> Open Get Link Delete(Sys Admin only) Version Histories

Requests Details Report

The report shows the details of the request

The Reports > Detail Report																			
Year	Month	Department																	
2023	All	All																	
Employee	Request Form Type	Type																	
All	All	All																	
<input type="text" value="Report"/>																			<input type="button" value="Download as XLS"/>
#	ID	Title	Employee	Department	Start Date	End Date	All Day Event	All Day Event	Request Form Type	Type	Attendees	Passengers	Departure	Destination	Vehicle Number	Model	Type of Services	Any Special Instructions	Details
1	ROM-000001	Alpha Company Board Meeting	Adele Vance	IT	05/01/2023 14:15	05/01/2023 15:30	No	Meeting Room	The Inspire Room										
2	ROM-000003	Project Name: Website Revamp Team Meeting	Adele Vance	IT	05/08/2023 08:30	05/13/2023 10:00	No	Each day, starting 5/8/2023 for 5 occurrences	Meeting Room	On Point Success									
3	ROM-000005	Project Darwin Status Meeting	Adele Vance	IT	05/22/2023 15:00	05/22/2023 16:00	No	Meeting Room	The Preparation Room										

Follow the steps below:

- Open the app, click on the All Features button at the right top
- In the All Features page, click on the Reports card > Details Report
- Select the filter: Year, Month, Department,..
- Click on the Report button to trigger to get the data. Wait some seconds for the data loading



- Click on the Download as XLS button to export to an Excel file

Monthly Report

Reports and statistics on the usage and occupancy of the rooms/vehicles by month

The Reports > Monthly Report

Year: 2023 | Month: May | Department: All

Employee: All | Request Form Type: All | Type: All

Report [Download as XLS]

#	Type	Color	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
1	The Inspire Room		1.25	0	0	2	2	2	2	2	2	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21.25	
2	Successful Meetings		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3	On Point Success		0	0	0	0	0	0	0	1.5	1.5	1.5	1.5	1.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7.5	
4	Never Surrender		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5	The Preparation Room		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	
6	Sedan		0	2.75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2.75	
7	Coupe		0	0	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	35	
8	Sports Car		2	2	2	2	2	2	2	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	
9	Wargon		1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	1.75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17.5	
10	Minivan		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	3.25	0	0	0	0	0	0	32.5	

Follow the steps below

- Open the app, click on the All Features button
- In the All Features, click on the Reports card > Monthly Report
- Select the filter: Year, Month, Project/Leave, department, or employee
- Click on the Report button to trigger to get the data. Wait some seconds for the data loading
- Click on the Download as XLS button to export to an Excel file

Administrator Features

Master Lists

Employees List

Master Lists > Employees List

Manage Employees

#	Employee	Department	Managers	Human Resources	Rate	Active
1	Adele Vance	IT	Diego Siciliani	Henrietta Mueller		Yes
2	Alex Wilber	IT	Diego Siciliani	Henrietta Mueller		Yes

Follow the steps below

- Open the app, click on the All Features button
- In the All Features, click on the Master List section > Employees List
- Click on the Manage Employees button to add/edit the employee

Manage Employees

- In the Projects panel,

[+ New](#)
[Edit in grid view](#)
[Share](#)
[Export](#)
[Automate](#)
[Integrate](#)

TSFEmployees ☆

sysEmployee	sys Department	Managers	Human Resourc...	sysRate	sysActive
Adele Vance	IT	Diego Siciliani	Henrietta Mueller		✓
Alex Wilber	IT	Diego Siciliani	Henrietta Mueller		✓

- Click on the New button to add a new employee
- Click on the Edit in grid view button to add/edit the employee
- Add/Edit
 - Employee
 - Department
 - Managers: The line manager
 - Human Resource
 - Rate
 - Active: True means the project shows in the app, False means don't show anymore

Department List

Master Lists > Departments List

[Manage Departments](#)

#	Title	Managers	Human Resources	Active
1	IT	Diego Siciliani	Henrietta Mueller	Yes
2	Accounting	Diego Siciliani	Henrietta Mueller	Yes
3	Human Resource	Grady Archie	Isaiah Langer	Yes

Follow the steps below

- Open the app, click on the All Features button
- In the All Features, click on the Master List section > Departments List
- Click on the Manage Departments button to add/edit the employee



- In the Department panel,

[+ New](#) [Edit in grid view](#) [Share](#) [Export](#) [Automate](#) [Integrate](#) [...](#)

TSFDepartments ☆

Title	Managers	Human Resourc...	sysActive	+ Add column
IT	Diego Siciliani	Henrietta Mueller	✓	
Accounting	Diego Siciliani	Henrietta Mueller	✓	
Human Resource	Grady Archie	Isaiah Langer	✓	

- Click on the New button to add a new department
- Click on the Edit in grid view button to add/edit the department

[+ New](#) [Edit in grid view](#)

- Add/Edit
 - Title: Name of the department
 - Managers: The lead of the department
 - Human Resource
 - Active: True means the project shows in the app, False means don't show anymore

Locations List

[Manage Locations](#)

#	Title	Active
1	Ha Noi	Yes
2	Hai Phong	Yes
3	Da Nang	Yes
4	Ho Chi Minh City	Yes
5	Can Tho	Yes

Follow the steps below

- Open the app, click on the All Features button
- In the All Features, click on the Master List section > Locations List
- Click on the Manage Locations button to add/edit the location

[Manage Locations](#)

- In the Location panel,

Locations

[+ New](#) [Edit in grid view](#) [Share](#) [Integrate](#) [Open in SharePoint](#)

BOFLocations ☆

Title ▾	sysActive ▾	+ Add column
Ha Noi	✓	
Hai Phong	✓	
Da Nang	✓	
Ho Chi Minh City	✓	
Can Tho	✓	

- Click on the New button to add a new Location
- Click on the Edit in grid view button to add/edit the Location

[+ New](#) [Edit in grid view](#)

- Add/Edit
 - Title: Name of the location
 - Active: True means it shows in the app, False means don't show anymore