

Leave Request Pro for Microsoft Team

Request, track, approval and manage the requested. Easy to use, configuration and very flexible

The Leave Request for Team is a part of the Leave Request Pro add-in in SharePoint online.

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 create a custom form, design 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.

The screenshot shows the Microsoft Teams interface with the 'Leave Request' add-in. The left navigation pane includes options like Home, My Request, My Task, Completed, Rejected, My Approval, My Balance, All Requests, Public Holidays, Search, Report, Report1, Report2, Report3, and Sign out. The main content area features a top bar with 'NEW REQUEST' (4), 'PENDING REQUESTS' (4), 'TODO' (8), and 'TAKEN' (2). Below this are three main sections: 'My Requests', 'Todo List', and 'My Balance'.

Start Date	# Of Days	Reason	Status
24/Apr/2020 08:00	1	Annual Leave	Pending
23/Apr/2020 08:00	1	Annual Leave	Pending
20/Apr/2020 08:00	6	Annual Leave	Pending
21/Apr/2020 08:00	2	Annual Leave	Pending
21/Apr/2020 08:00	2	Annual Leave	Approved

Requester	Start Date	# Of Days	Reason	Actions
Tom	28/Apr/2020 08:00	2	Annual Leave	Approval Reject
Tom	30/Apr/2020 08:00	2	Annual Leave	Approval Reject
Tom	27/Apr/2020 08:00	2	Annual Leave	Approval Reject
Tom	24/Apr/2020 08:00	1	Annual Leave	Approval Reject
Harry	24/Apr/2020 08:00	1	Annual Leave	Approval Reject
Harry	23/Apr/2020 08:00	1	Annual Leave	Approval Reject
Harry	20/Apr/2020 08:00	6	Annual Leave	Approval Reject
Harry	21/Apr/2020 08:00	2	Annual Leave	Approval Reject

Type	Taken	Balance	Remaining
Annual Leave	2	0	0
Sick Leave	0	0	0
Vacation Leave	0	0	0

Key features of the add-in

Allow to request, approve, reject & cancel the request



Ability approve multi requests at the same time

Allow automatic calculation on the number of days (Includes public holidays & weekend)

Allow automatic set the approver(manager) when creating the request

Allow set up employee's leave balance

Support fiscal year

Allow to add attachment files to the request

Create unlimited stages of the workflow

Track information process of the workflow

The administration (or admin) can delete/cancel the request

Allows change the date time forma

Automatic e-mail notifications of requests, approvals and rejections.

Customize the navigation. Allows restrict users who can see report, setting, ... pages

Design a custom request form for consistent with your organization. Allows add, edit, delete any custom field in the form

Define the workflow in your organization. You can choose: who is 'assign to' person? which is next step? Which step can edit data in the 'Request' form?

Edit the e-mail template for e-mail notifications

Define the custom search view. You can define your search view that you want: filter, fields display

Support the balance/taken report for employees



Define the custom report. You can define your report that you want: filter, fields display, ...

Export to Word, Excel, print data (Supports Chrome, Firefox)

This app is free to download and comes with a free trial, requiring a paid subscription after trial.

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