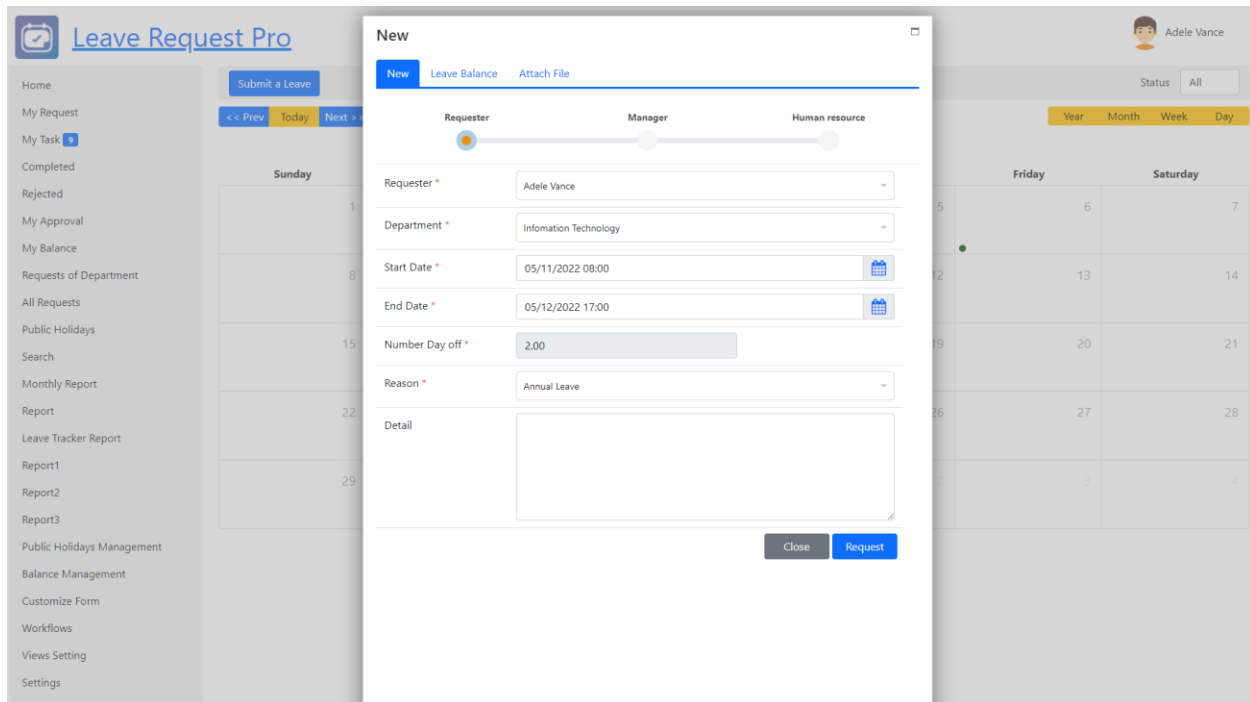


# Leave Request Pro for SharePoint

**Request, track, approve and manage the requested. Easy to use, configured and very flexible**

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 for creating a custom form and designing 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 displays the 'Leave Request Pro' interface. On the left is a navigation menu with options like 'Home', 'My Request', 'My Task', 'Completed', 'Rejected', 'My Approval', 'My Balance', 'Requests of Department', 'All Requests', 'Public Holidays', 'Search', 'Monthly Report', 'Report', 'Leave Tracker Report', 'Report1', 'Report2', 'Report3', 'Public Holidays Management', 'Balance Management', 'Customize Form', 'Workflows', 'Views Setting', and 'Settings'. The main area shows a 'Submit a Leave' button and a calendar view with a 'New' modal form overlaid. The 'New' form includes a progress bar with 'Requester', 'Manager', and 'Human resource' stages. The form fields are: Requester (Adele Vance), Department (Information Technology), Start Date (05/11/2022 08:00), End Date (05/12/2022 17:00), Number Day off (2.00), and Reason (Annual Leave). There is a 'Detail' text area and 'Close' and 'Request' buttons at the bottom.

## Key features of the add-in

Allow requesting, approve, reject & cancel the request

Ability to approve multi requests at the same time

Allow automatic calculation on the number of days (Including public holidays & weekends)

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



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| Allow set up employee's leave balance  |
| Support fiscal year  |
| Allow adding 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 format   |
| Automatic e-mail notifications of requests, approvals, and rejections.   |
| Customize the navigation. Allows restrict users who can see the reports, setting, ... pages  |
| Design a custom request form consistent with your organization. Allows add, edit, and delete any custom field in the form                                    |
| Define the workflow in your organization. You can choose: who is 'assign to' person? which is the 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 the search view that you want: filter, fields display  |
| Support the balance/taken report for employees   |
| Define the custom report. You can define the 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 the trial.

[Click this link to watch the Video](#)

**More than 3000 clients trust it**

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