



Staff Check In-Out

Install guide

Version 1.0





Table of Contents

verview	3
narePoint	3
Add the app to the SharePoint app catalog	3
Install the app to the SharePoint site	5
Add the web part to the modern page	6
Edit the property (Change the view of the web part)	7
Upgrade the app	7
1S Team	8
Sync the app from the SharePoint app catalog to MS Team	8
Add the app to MS Team	9
Set up the app on MS Team connects with the app on SharePoint1	.0
Upgrade the app1	1





Staff Check In-Out

Staff Check In/out, tracking, monitoring with GPS. Easy to use & configuration

Overview

Staff check in-out where staff can check in-out with a location (GPS) and other details directly from Microsoft SharePoint & Team

With the app, the managers or human resources can manage the check-in-out of the employee at the correct time & location.

< >		Q. Search			× 🗆 – 🛜
Activity	Staff Check In-Out My Check In-Out	fanager View Human Resource View Settings	About		8 C 0
Eue					\bigtriangledown This Week \lor
tij) Teams					
Calendar	APR 1	MAR 31	E View ×	MAR 29	MAR 28
Calls Calls Files Staff Own	08:00 - 17:00 Clast is © Ayr I, 20219:0 Clast Ori © Ayr I, 20211:0 Topen	08:00 - 17:00 Clast is © Mer 31, 2020 15:00 Clastic Out © Mer 31, 3022 13:00 To Open	Shifts Ob:00 - 17:00 A Icong Truong B Headquarter - IT Apr 1, 2022 08:00 - 17:00 ID Headquarter	00 - 17.00 ±1a © x,022 07:00 ±0 a © 19, X22 17:30 Open	08:00 - 17:00 Cluck to D Mar 23, 2020 839 Cluck Oet ⊕ Mar 30, 2020 17:00 (♣) Open
			□ Check In □ Apr 1. 2022 08:00 > Lat: 10.8684249 - Lng: 106.5967126 □ 1.0. Lê Duẩn, Bên Nghê, Quận 1, Thánh phố Hô Chí Minh 70000		b

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.

Add the app to the SharePoint app catalog

Follow the steps below





- Open the SharePoint app catalog. Open the link <u>https://{your-tenant-name}-admin.sharepoint.com/_layouts/15/online/ManageAppCatalog.aspx</u>. Please replace "{your-tenant-name}" with the tenant's name
- Click the Apps for SharePoint link in the left menu. In the page appears, upload the package

s	Apps for SharePoint ©
SharePoint Store Recent Apps for Office App Requests	Image: Second state state New Image: Sync Image: Sync
Apps for SharePoint Site contents	Product ID : {885A65ED-3018-48C2-863C-614851609457} (1)

• 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 with the app, follow the steps below
 - Open the page with admin permission: <u>https://login.microsoftonline.com/common/adminconsent?client_id=4f79179e-7a76-</u> <u>4812-86b2-b869b3be1dad</u>
 - Login & click the Accept button





every there a	and the second sec			
	s requested your organization			
LTAPPs Saa	S Web API TWARE CO.,LTD 🍫			
This app would like to:				
✓ Maintain access to data you have given it access to				
Sign in and read	d user profile			
If you accept, this app will get access to the specified resources for all users in your organization. No one else will be prompted to review these permissions.				
your data as specified statement. You can ch	issions means that you allow this app to use in their terms of service and privacy ange these permissions at soft.com. Show details			
Does this app look su	spicious? Report it here			

- Open the API access to approve all permissions request of the app
 - \circ ~ Select the request & click the approve button

API	API access					
Manag	Manage access to Azure AD-secured APIs from SharePoint Framework components and scripts. Learn about managing permission requests					
🕗 Apj	⊘ Approve ⊙ Reject					
	~		API name	Package	Permission	Last requested
	~	Penc	ling requests (2)			
		~	Organization-wide (2)			
			Contoso Monetization Code Sample Web API	Staff Check In-Out	user_impersonation	4/11/2022
۲			Microsoft Graph	Staff Check In-Out	User.Read	4/11/2022
	~	Аррі	roved requests (0)			

Install the app to the SharePoint site

Follow the steps below to install

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



• In the site content page, click the new button -> App





т	Test7	Home			
+ New	~				
List					
Page					
Docume	nt library	_			
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

Contents Subsites

	Name	Туре	Items	Modified
6	Documents	Document library	0	3/5/2022 11:30 PM
6	Form Templates	Document library	0	4/5/2022 5:58 PM
6	Style Library	Document library	0	3/5/2022 11:30 PM
	and the property of the particular to	14	E.	A COLORED HIS INFO
•	Kindgesten			Contraction of the
	(Department)	in .	h.,	LANCH STREET
	(Thyligan)	14	P	ACCEL DOUBLE
	Realize		1	Local Contraction
	2000 C	14	E.	A COLUMN THE R
0	Events	Events list	0	3/5/2022 11:30 PM
5	Site Pages	Page library	1	3/5/2022 11:30 PM
9	Staff Check In-Out	Арр		4/5/2022 6:03 PM

Add the web part to the modern page

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

- 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

T Test7 Home Documents Pages	Site contents Edit	
+ New ∨ Site Page, ⊕ Link	$\ensuremath{\overline{\mathbb{G}}}$ Scheduling $\ensuremath{\mathcal{G}}^{\ensuremath{\mathbb{C}}}_{\ensuremath{\mathbb{C}}}$ Automate $\ensuremath{{\sim}}$	
✓ □ Name ✓	Modified By \vee Modified \vee	Created \vee
$^{\vee}$ Created By : System Account (1)		
🛃 Home.aspx	System Account March 5	March 5





• In the modern page, click the + icon to add a new web part Staff Check In-Out

Add a new web part in column one		Add a new web part in column one	LTAPPS
• b		Add a new web part in column one	

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

staff	×
Search results 🗸	■■
Search results	*
SCI Staff Check In-Out	

• 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

Edit web part			
÷ 🖉 🗅 🖞			
✓ My Check In-Out	🖭 Manager View 🛛 🕫 Human R	esource View 🛛 🛞 Settings	
🕆 Check In 🔤	Check Out		$\overline{\mathbb{Y}}$ This Week $ imes$

- In the right panel, you can change the view to display the web part. There are 5 options you can select
 - All Tabs: The web part will display all tabs (My check in-out, Manager view, Human resource view & Settings view)
 - o My Check In-Out
 - o Manager View
 - Human Resource View
 - o Settings

SCI Staff Check In-Out	×
Properties	
Group	
Webpart Type	
	jm
All Tabs	\cup
My Check In-Out	
Manager View	
Human Resource View	
Settings	

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





Staff Check In-Out	: Арр Лю	4/5/2022 6:03 PM
	Details	
	Monitor	
	Remove	

• Click the Get It button

ADD I	Г
There is a new	version of this app. Get it now.
GET IT	
VERSION	1.0.3.2
RELEASE DATE	April 2022

MS Team

Sync the app from the SharePoint app catalog to MS Team

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 deploy. After that select the app & click the Sync to Teams button





: Out : In rd Check Out		ie Installed Deploy		ade Store App	View Properties	Edit Properties	Version History Shared With X Delete Docume	
< Out		Apps	45			Man	age	Share & Track
All Apps	Upload Featured Apps	Sync	Add the se			teams	P SAVE THI	c VIEW
All Apps	reatured Apps	onavanable App.		T III d III	ic .		SAVE THIS	SVIEW
 L 	Title	Name			App versio	n Edit	Product ID	
Product ID : {885A65ED-3018-48C2-863C-614851609457} (1)								
D	and a second	ine taxe tab		-	1013		140 1000	C-
Product	ID : {570C7688-E	807-4C09-BC09-	A91B2A975	666B} (1)				
~ D	Staff Check In-Ou	it lt-check-i	n-out		1.0.3.2	Þ	{570C7688-E803 A91B2A97566B}	
Product ID : {45F98EF5-67AB-4883-8007-C6936F252524} (1)								
- D	Canal Report No.	- Class	lang self by		1116			3

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

Successfully synced teams solution

Add the app to MS Team

Follow the steps below

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



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

			Q. Search
 Activity	Apps		Built for your org
ø	Search	Q	
Chat Iteams	🕂 Apps	^	Staff Check In-Out LTAPPs SOFTWARE CO.LTD Staff Check In-Out
 Calendar	Built for your org Built by your colleagues		
C alls	Featured Popular across Teams		
Files	Top picks What's new		
	Categories		
	Microsoft		

• Then click the open button



	_
Open	Staff Check In-Out
	Staff Check In-Out
About Permissions	Personal app Keep track of important content and info
	Created by: LTAPPs SOFTWARE COLLTD Version 1.0.25
	Permissions
	This app will have permission to: • Receive messages and data that I provide to it. • Access my profile information such as my name, email address, company name, and preferred language.

Set up the app on MS Team connects 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 settings tab
- Click the Click this link to update the URL link as the image below





Staff Check In-Out My Check In-Out Manager View Human Resource View Settings About
First day of week
Sunday ~
Get the address
Yes
Gaugin API Inc
AudyOld/Old/Old Johned/Old/Johne Inte
Allows check in-out if incorrect location
Yes
Unit
Meter
Max Items
10000
Who can edit the shifts (The shifts has already checkin)
Manager V
Who can delete the shifts (The shifts has already checkin)
Manager V
Who can edit the check in-out
Manager, Human Resource
managet, numan resource
Who can check histories of the shifts
Admins
SharePoint site URL Click this link to update the URL
https://ltalabs.sharepoint.com/sites/Test5
Save

• In the configuration page, change the URL. Click the Checking button & click the Update button after that

$^{\odot}$ Update the SharePoint Site URL $ imes$
Staff Check In-Out
To connect the app on the SharePoint, please follow the steps below
 Select the SharePoint site URL in the dropdown below. Then click the Checking After that click the Update Button. It takes some seconds to update the URL and automatic refresh the app
 Please make sure you are an admin on the SharePoint root site Please make sure a list with the name LTAppsSettings on the SharePoint root site. Please make sure all users in the organization can see this list
https://ltalabs.sharepoint.com/sites/Test7
Checking Update

Upgrade the app

Repeat steps

https://ltaddins.com





- Sync the app from the SharePoint app catalog to MS Team
- Add the app to MS Team