



LTAPPS Time Off

Install guide

Version 1.0

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LTAPPS Time Off

LTAPPS Time Off is a software application that allows employees to create and submit requests for time off

Overview

LTAPPS Time Off is a software application that allows employees to create and submit requests for time off from work, and managers to approve or reject them. A leave request app can also track the leave balances, status, and history of each employee, as well as the company holidays and policies.

LTAPPS Time Off app can benefit both employees and managers by simplifying the process of requesting and approving time off, reducing errors and delays, increasing transparency and accountability, and improving employee satisfaction and productivity.

Users can submit the request via desktop, mobile, web app, or platforms such as O365 apps, SharePoint or Microsoft Teams.

The screenshot displays the LTAPPS Time Off web application interface. At the top, there is a navigation bar with a search bar and user profile. Below the navigation bar, there is a sidebar with various icons for navigation. The main content area shows a calendar for August 2023. The calendar is organized by days of the week, with columns for Sunday through Saturday. A modal window is open over the calendar, showing details for a leave request. The modal window has a title 'Adele Vance - Annual Leave' and a 'Done' button. Below the title, there is a list of items: 'August 1-3, 2023, all days' and 'Adele Vance'. At the bottom of the modal, there are three buttons: 'Get Link', 'Add to Outlook', and 'View'. The calendar itself shows various leave requests as colored bars across the days. For example, on August 1st, there is a red bar for 'Alex Wilber - Sick Leave' and a blue bar for 'Adele Vance - Annual Leave'. On August 7th, there is a blue bar for 'Lee Gu - Annual Leave' and a red bar for 'Alex Wilber - Sick Leave'. On August 14th, there is a red bar for 'Grady Archie - Childcare Leave'. On August 21st, there is a red bar for 'Adele Vance - Unpaid Holiday'. On August 28th, there is a purple bar for 'Lee Gu - Personal Leave'. On August 29th, there is a red bar for 'Henrietta Mueller - Childcare Leave'. On August 30th, there is a purple bar for 'Henrietta Mueller - Marriage Leave'.

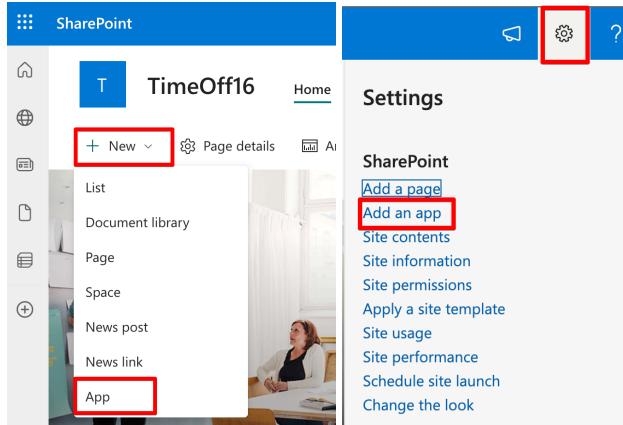
SharePoint

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.

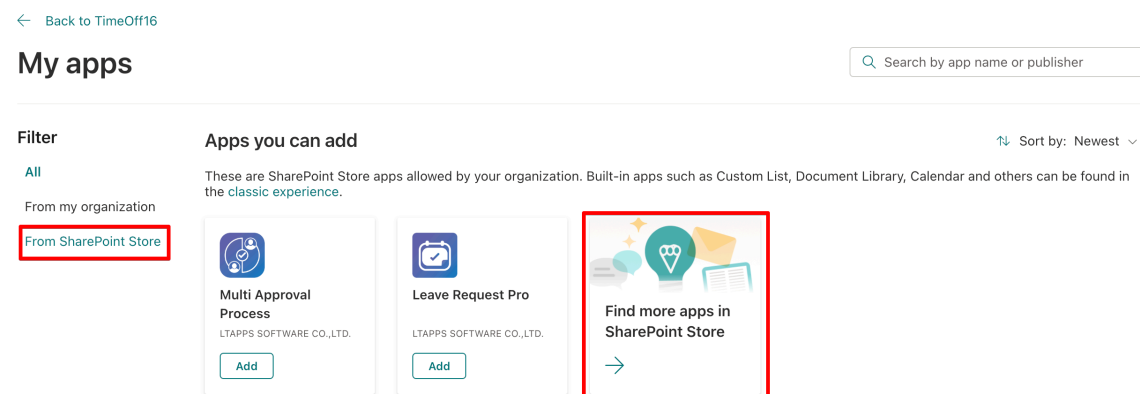
Get the app from the SharePoint store.

Follow the steps below:

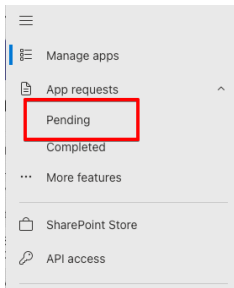
- Open the SharePoint site where you want to install the app. Click the New button > App or click the Settings icon > Add an app.



- 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 Time Off” 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.

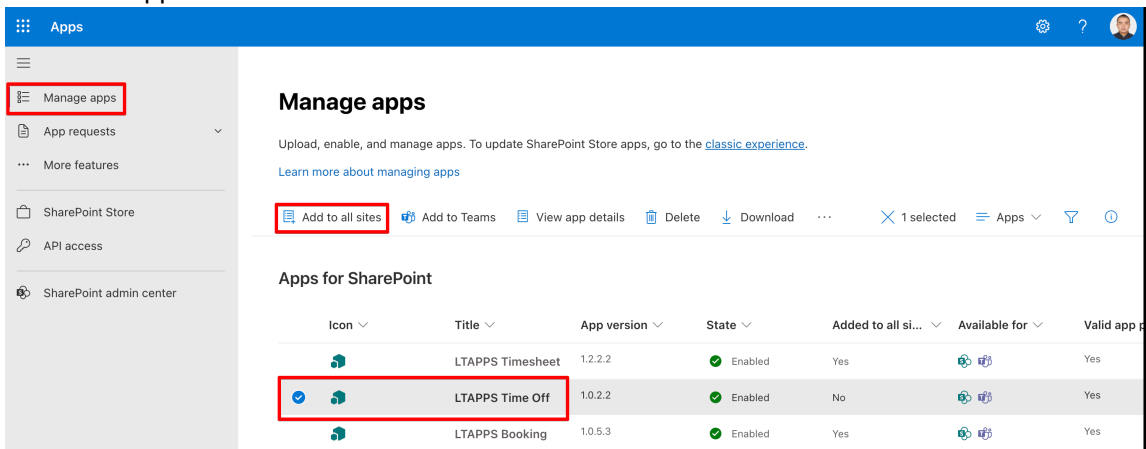


- In the popup appearing, check the “Only enable this app” check box & click the Confirm button.

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.

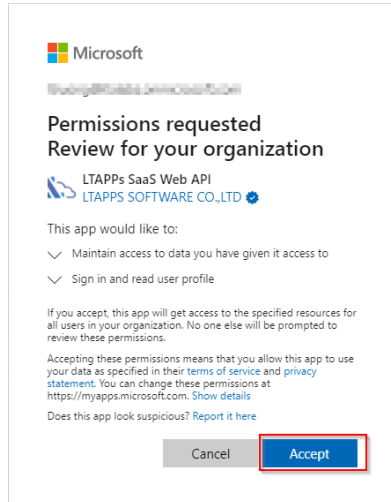
Add the app to all sites

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

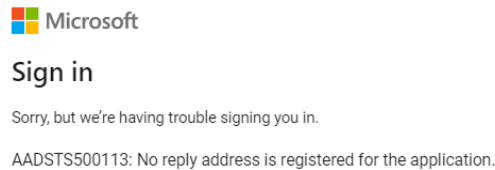


- To consent to the app, follow the steps below:
 - Open the page with admin permission: https://login.microsoftonline.com/common/adminconsent?client_id=4f79179e-7a76-4812-86b2-b869b3be1dad

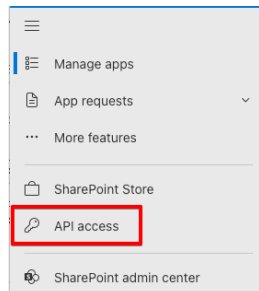
- Login & click the Accept button. After clicking the Accept button



- 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)			
Microsoft Graph	LTAPPS Time Off	User.Read	8/7/2023
Microsoft Graph	LTAPPS Time Off	Calendars.ReadWrite	8/7/2023
LTAPPS SaaS Web API	LTAPPS Time Off	user_impersonation	8/7/2023

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 Delete ... 1 selected Apps

Apps for SharePoint

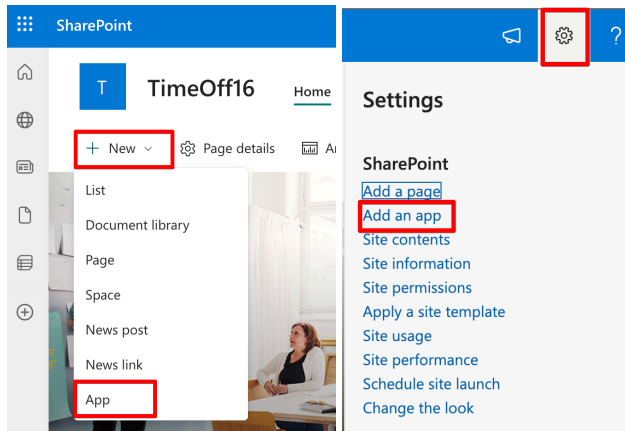
Icon	Title	App version	State	Added to all si...	Available for	Valid app
<input checked="" type="checkbox"/>	LTAPPS Time Off	1.0.2.3	Enabled	Yes		Yes
<input type="checkbox"/>	LTAPPS Timesheet	1.2.2.2	Enabled	Yes		Yes

- 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.

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



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

My apps

Search by app r

Filter

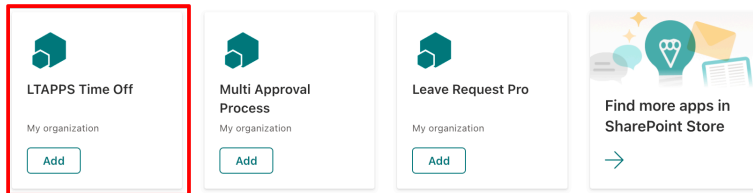
All

From my organization

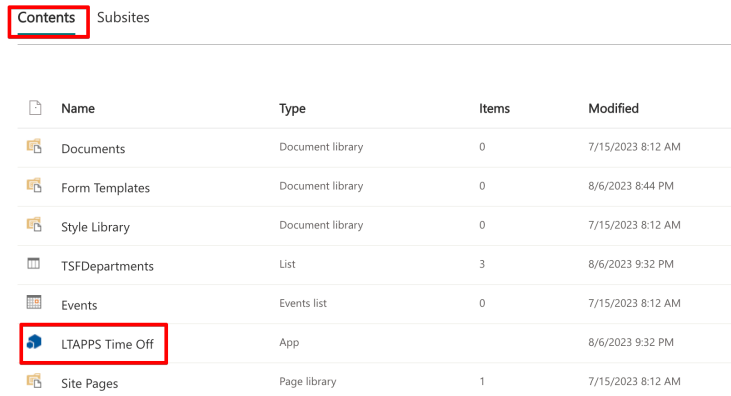
From SharePoint Store

Apps you can add

These are custom apps allowed by your organization. Built-in apps such as Custom List, Document Library, Calendar and others experience.



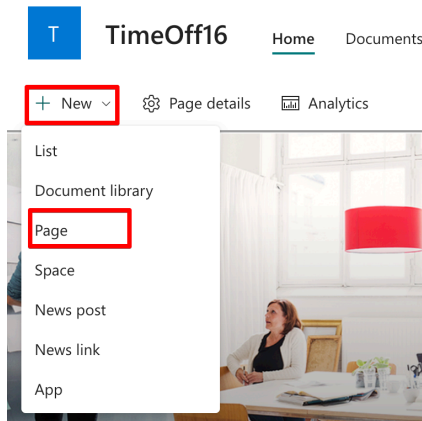
- If the app shows in the site content page like the image below, it is complete.



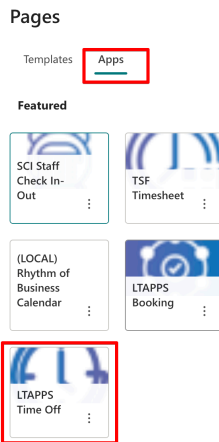
Add the web part to the modern page.

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 LTAPPS Time Off icon > click on the Create Page button.




- Enter the page name & click on the Save button.

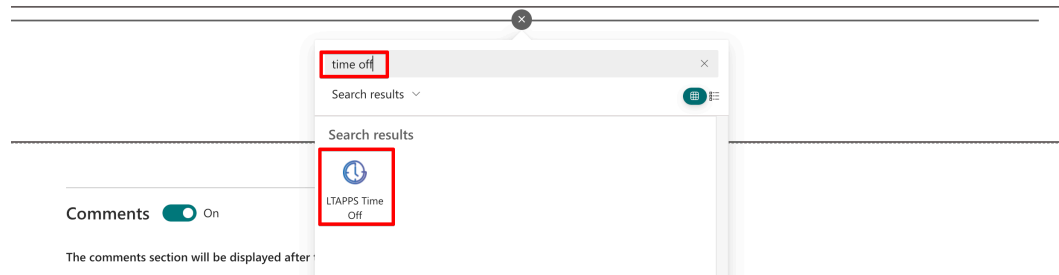
- Or you can use the modern page by following the steps below:
 - Open an existing modern page or create a new modern page.

- On the modern page, edit the page & click the + icon to add a new web part.

- Find the Time Off web part, then double-click on the web part icon.

Time Off

 Name or email address

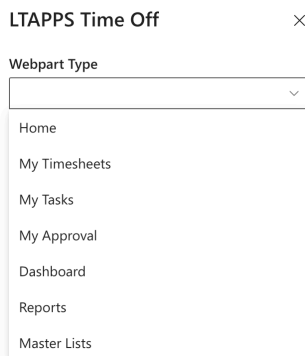


- Then the web part displayed on the page

Edit the property (Change the view of the web part)

Follow the steps below:

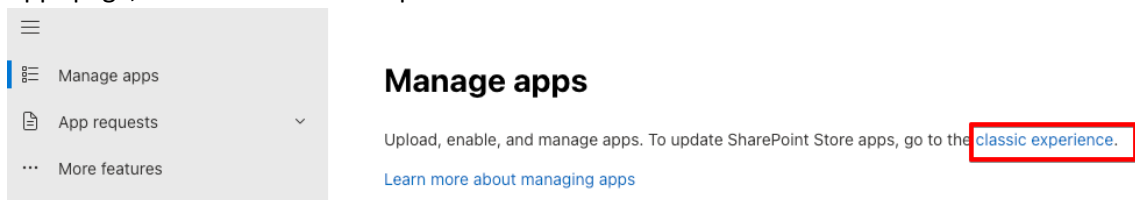
- Edit the page where the web part is installed. Click the edit icon of the web part
- You can change the view to display the web part in the right panel. There are 7 options you can select.



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



- 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	Product ID	Metadata Language	Default Metadata Language	Modified	Enabled	Valid app
{192891D5-8ABF-4B82-B030-08FA2932035D}	LTAPPS Booking	It-booking	1.0.5.3	{192891D5-8ABF-4B82-B030-08FA2932035D}	English - 1033	Yes	June 27	Yes	Yes
{300E08FC-658C-4EAF-B9A1-6CBB29853C8B}	LTAPPS Timesheet	It-timesheet	1.2.2.2	{300E08FC-658C-4EAF-B9A1-6CBB29853C8B}	English - 1033	Yes	About an hour ago	Yes	Yes
{C3CEG6A2-5505-457F-8131-90D8B6388399}	LTAPPS Time Off	It-timeoff	1.0.2.3	{C3CEG6A2-5505-457F-8131-90D8B6388399}	English - 1033	Yes	14 minutes ago	Yes	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

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.

Enable app Cancel

- 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

Contents Subsites

Name	Type
Documents	Document library
Form Templates	Document library
Style Library	Document library
TSFDepartments	List
Events	Events list
LTAPPS Time Off	App
Site Pages	<ul style="list-style-type: none"> Details Monitor Remove

- Then click on the Get It button

REQUEST IT

There is a new version of this app. Get it now.

GET IT

VERSION 1.0.3.4
RELEASE DATE May 2023

MS Teams & O365 Apps

Sync the app from the SharePoint app catalog to MS Teams

Follow the steps below:

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

Manage apps

Upload, enable, and manage apps. To update SharePoint Store apps, go to the [classic experience](#).
[Learn more about managing apps](#)

Add to all sites Add to Teams View app details Delete Download ... 1 select

Apps for SharePoint

Icon	Title	App version	State	Added to all si...
	LTAPPS Time Off	1.0.2.3	Enabled	No

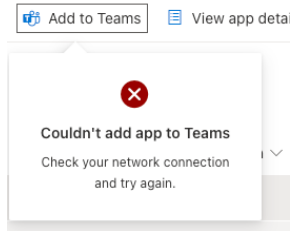
- In the SharePoint App Catalog, select the app & click on the Add to Teams button in the toolbar.

Stop adding to new sites Add to Teams View app details Delete ... 1 select

Apps for SharePoint

Icon	Title	App version	State	Added to all si...
	LTAPPS Time Off	1.0.2.3	Enabled	Yes

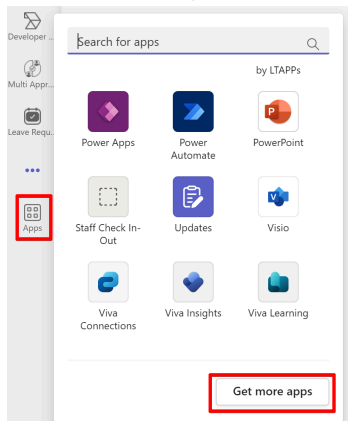
- Click on the Add & Confirm buttons in the panel.
- Wait 2-3 mins to complete deployment.
- If the error message shows as the image below. Please ignore & continue



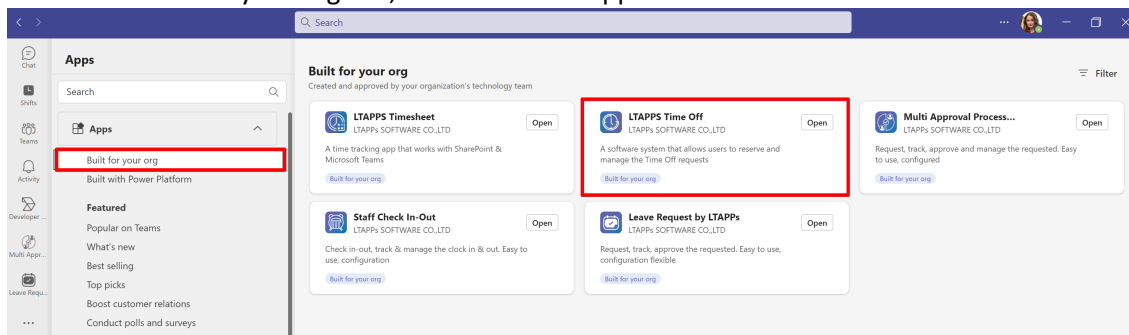
Add the app to MS Teams

Follow the steps below:

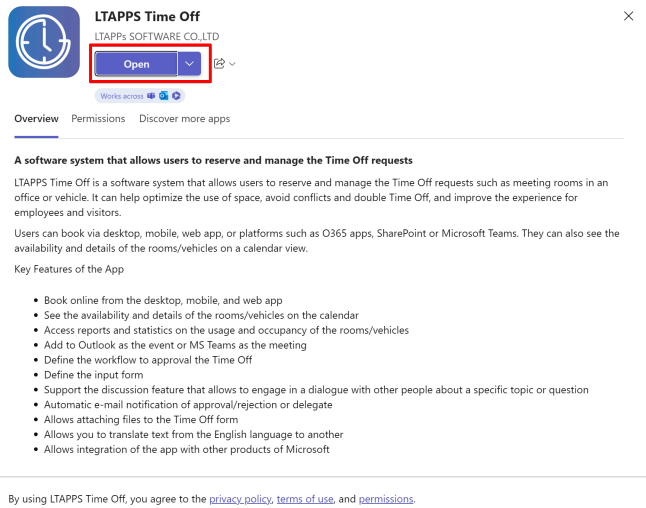
- Click the ... icon, then click the Get More app button



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



- Then click the open button



LTAPPS Time Off
LTAPPS SOFTWARE CO., LTD

Open

Works across: [Icons]

Overview Permissions Discover more apps

A software system that allows users to reserve and manage the Time Off requests

LTAPPS Time Off is a software system that allows users to reserve and manage the Time Off requests such as meeting rooms in an office or vehicle. It can help optimize the use of space, avoid conflicts and double Time Off, 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.

Key Features of the App

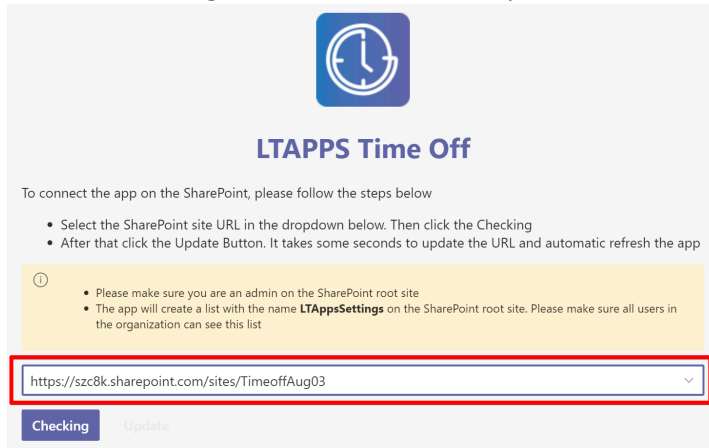
- Book online from the desktop, mobile, and web app
- See the availability and details of the rooms/vehicles on the calendar
- Access reports and statistics on the usage and occupancy of the rooms/vehicles
- Add to Outlook as the event or MS Teams as the meeting
- Define the workflow to approval the Time Off
- Define the input form
- Support the discussion feature that allows to engage in a dialogue with other people about a specific topic or question
- Automatic e-mail notification of approval/rejection or delegate
- Allows attaching files to the Time Off form
- Allows you to translate text from the English language to another
- Allows integration of the app with other products of Microsoft

By using LTAPPS Time Off, you agree to the [privacy policy](#), [terms of use](#), and [permissions](#).

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.



LTAPPS Time Off

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

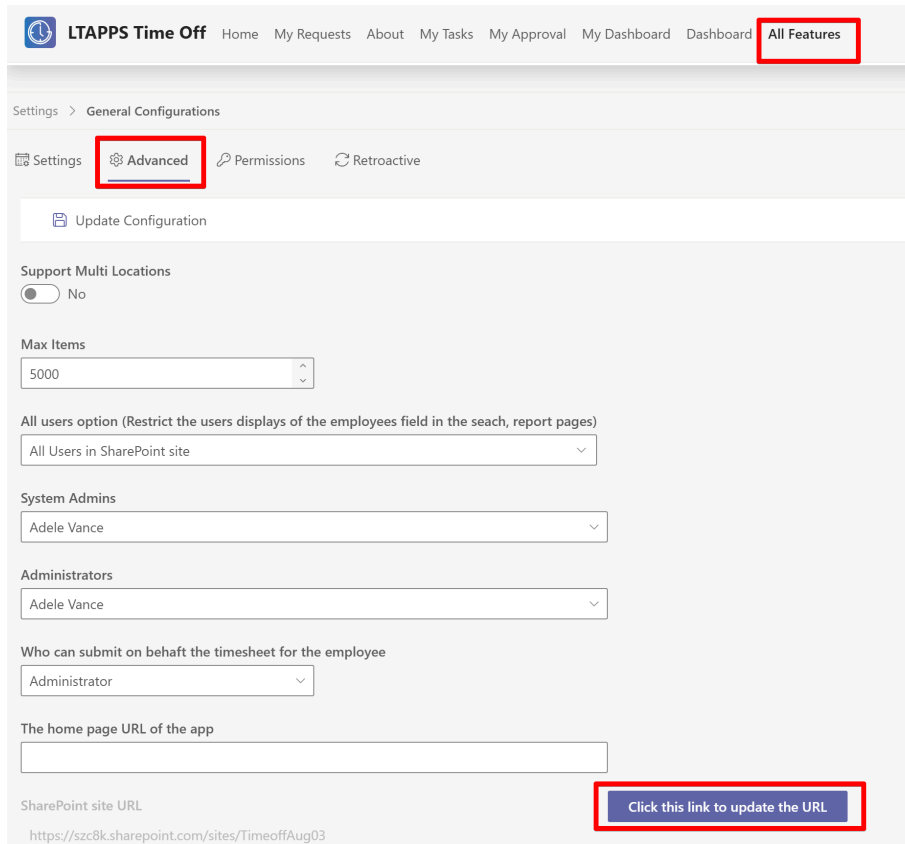
①

- Please make sure you are an admin on the SharePoint root site
- The app will create a list with the name **LTAppsSettings** on the SharePoint root site. Please make sure all users in the organization can see this list

https://szc8k.sharepoint.com/sites/TimeoffAug03

Checking Update

- If you want to change the connection to another SharePoint site. Open the All Features tab > Settings > General Configuration > Advance Tab
- Click this link to update the URL link as the image below.



LTAPPS Time Off Home My Requests About My Tasks My Approval My Dashboard Dashboard **All Features**

Settings > General Configurations

Settings **Advanced** Permissions Retroactive

Update Configuration

Support Multi Locations
 No

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

Who can submit on behalf the timesheet for the employee
Administrator

The home page URL of the app

SharePoint site URL
https://szc8k.sharepoint.com/sites/TimeoffAug03

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