



LTAPPS Approval Hub

[Install Guide](#)

Version 1.0

Table of Contents

Overview	3
SharePoint.....	4
Get the app from the SharePoint store.....	4
Install the app on the SharePoint site.	7
Add the web part to the modern page.....	9
Edit the property (Change the view of the web part)	11
Upgrade the app.....	11
MS Teams & O365 Apps.....	12
Sync the app from the SharePoint app catalog to MS Teams	12
Add the app to MS Teams	13
Set up the app on MS Teams and connect with the app on SharePoint	14
Upgrade the app.....	15



LTAPPS Approval Hub

LTAPPS Approval Hub is a software solution that allows users to create, manage, and share approval requests from a centralized platform.

Overview

LTAPPS Approval Hub is a software solution that allows users to create, manage, and share approval requests from a centralized platform. Approval requests are documents or tasks that require the consent or authorization of one or more approvers before they can be executed or completed. Examples of approval requests include purchase orders, expense reports, leave requests, contracts, invoices, and more.

LTAPPS Approval Hub app can benefit both employees and managers by simplifying the process of requesting and approving the request, reducing errors and delays, increasing transparency and accountability, and improving employee satisfaction and productivity.

Define the sale process to track the activities with the customer from having an appointment to the final settlement.

Can use the app via desktop, mobile, web app, or platforms such as O365 apps, SharePoint, or Microsoft Teams.

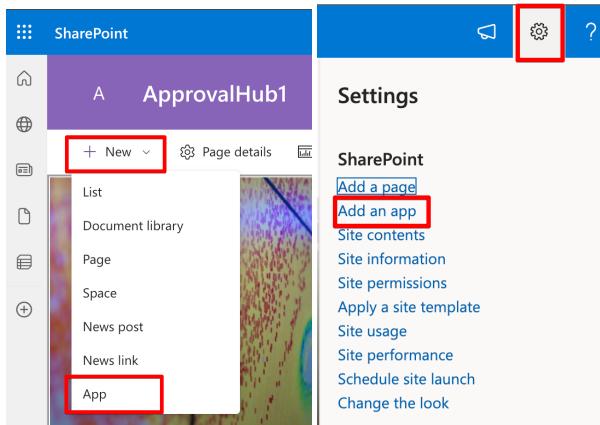
SharePoint

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.

My apps

Search by app name or publisher

Filter

Apps you can add

Sort by: Newest ▾

Category	App Name	Publisher	Action
From my organization			
From SharePoint Store	LTAPPS Time Off	LTAPPS SOFTWARE CO.,LTD	<input type="button" value="Add"/>
	Multi Approval Process	My organization	<input type="button" value="Add"/>
	Staff Check In-Out	LTAPPS SOFTWARE CO.,LTD	<input type="button" value="Add"/>
	Find more apps in SharePoint Store		<input type="button" value="→"/>

- In the Search by “LTAPPS Approval Hub” search box, paste the following tag and then press Enter.

SharePoint apps

My apps SharePoint Store My requests

50 results found for "LTAPPS Approval Hub"

LTAPPS Approval Hub

Sort by: Most relevant ▾

Category	App Name	Publisher	Action
Filter	LTAPPS Approval Hub	LTAPPS SOFTWARE CO.,LTD	<input type="button" value="Add"/>
Appears as	Multi Approval Process	Ivero	
	Approvals Center	Ivero	
	Approval Manager	Ivero	
	Dell Social Hub	Dell, Inc.	

- Select the app and click on the Add to Apps Site button.

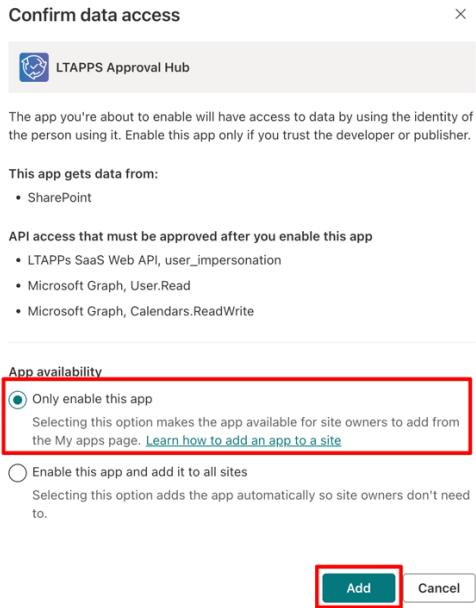
Back to SharePoint Store home

Easy to monitor and track anytime, anywhere

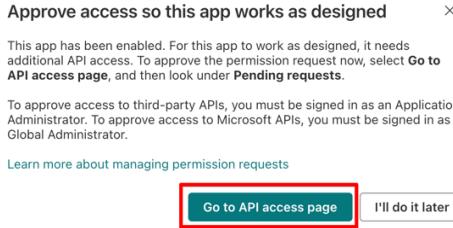
LTAPPS Approval Hub

Provided by: LTAPPS SOFTWARE CO.,LTD

- In the popup appearing, check the “Only enable this app” check box and click on the Add button



- Click on the Go to API access page button

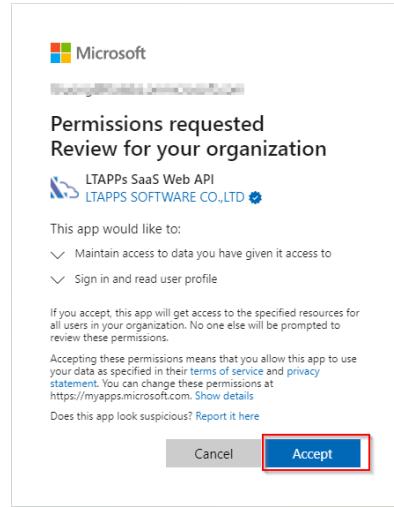


- To approve the API on API Access page, follow the steps below:

- Firstly open the page with admin permission:

https://login.microsoftonline.com/common/adminconsent?client_id=4f79179e-7a76-4812-86b2-b869b3be1dad

- Log in and click on the Accept button. After clicking the Accept button



- An error page appears, ignore the issue by closing this page.

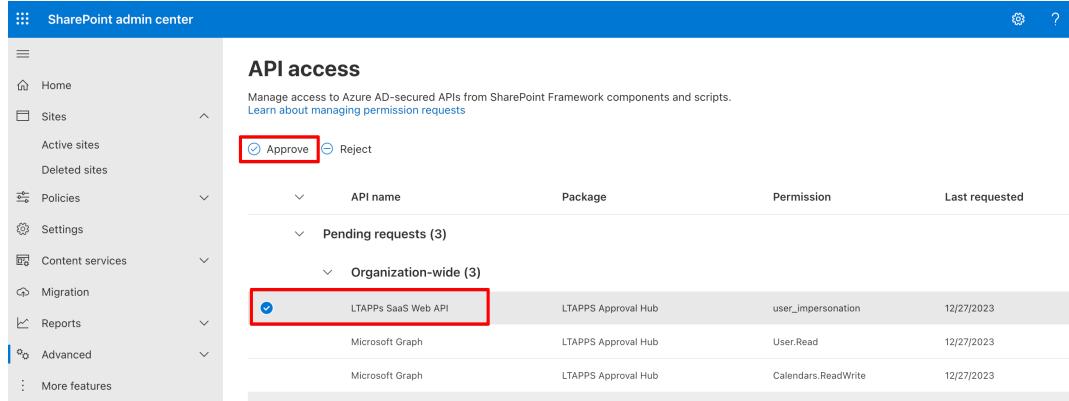


Sign in

Sorry, but we're having trouble signing you in.

AADSTS500113: No reply address is registered for the application.

- In the API Access page, select each permission of the app and click on the Approve button.

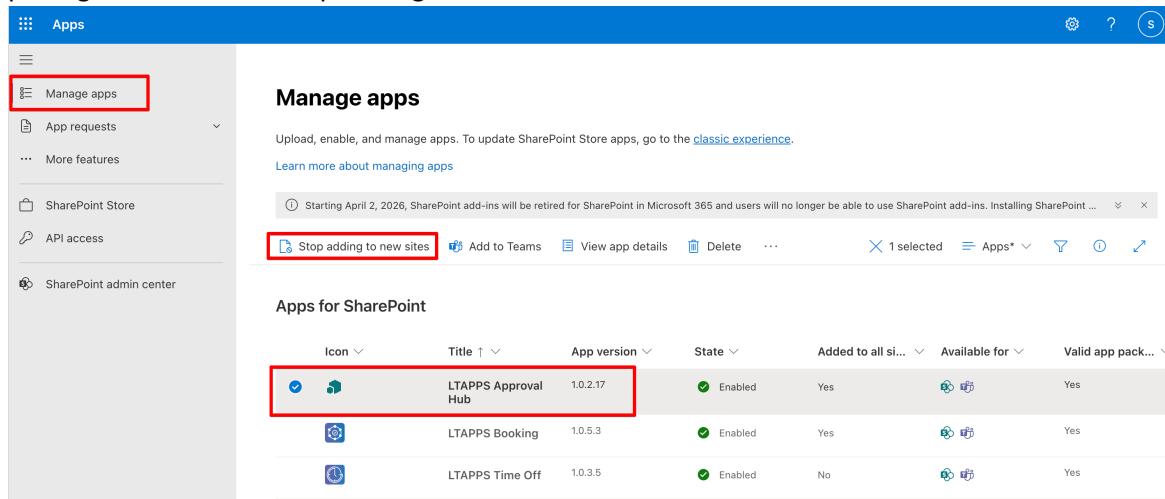


API name	Package	Permission	Last requested
LTAPPS SaaS Web API	LTAPPS Approval Hub	user_impersonation	12/27/2023
Microsoft Graph	LTAPPS Approval Hub	User.Read	12/27/2023
Microsoft Graph	LTAPPS Approval Hub	Calendars.ReadWrite	12/27/2023

Install the app on the SharePoint site.

After getting the app from the store. Follow the steps below to install:

- Only do this step if the name of the button below is “Stop Adding to New Site”. 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.



Icon	Title	App version	State	Added to all si...	Available for	Valid app pack...
	LTAPPS Approval Hub	1.0.2.17	Enabled	Yes	 	Yes
	LTAPPS Booking	1.0.5.3	Enabled	Yes	 	Yes
	LTAPPS Time Off	1.0.3.5	Enabled	No	 	Yes

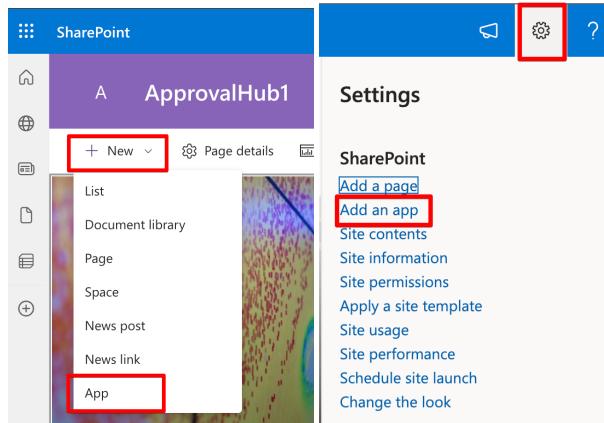
- Then click on the Save button

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.

[Save](#) [Cancel](#)

- 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 Approval Hub** app, then click Add button. Wait a minute, then back to the site contents page.

My apps

Search by app name or publisher

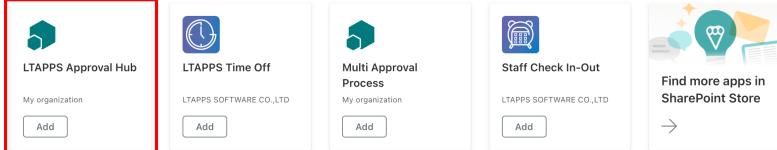
Filter

All
From my organization
From SharePoint Store

Apps you can add

These are SharePoint Store or custom apps allowed by your organization. Built-in apps such as Custom List, Document Library, Calendar and others can be found in the classic experience.

Sort by: Newest



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



Name	Type	Items	Modified
Documents	Document library	0	12/16/2023 11:11 PM
Form Templates	Document library	0	12/25/2023 4:40 PM
Site Assets	Document library	13	12/25/2023 4:40 PM
Style Library	Document library	0	12/16/2023 11:11 PM
Events	Events list	0	12/16/2023 11:11 PM
LTAPPS Approval Hub	App		12/25/2023 4:41 PM
Site Pages	Page library	3	12/25/2023 4:42 PM

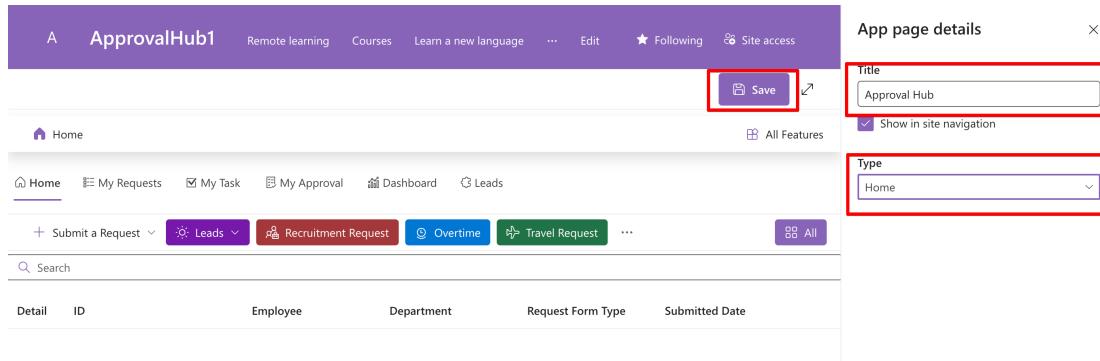
Add the web part to the modern page.

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 Approval Hub icon > click on the Create Page button.

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



ApprovalHub1

Remote learning Courses Learn a new language ... Edit Following Site access

Save

Home

All Features

Home My Requests My Task My Approval Dashboard Leads

Submit a Request Leads Recruitment Request Overtime Travel Request ...

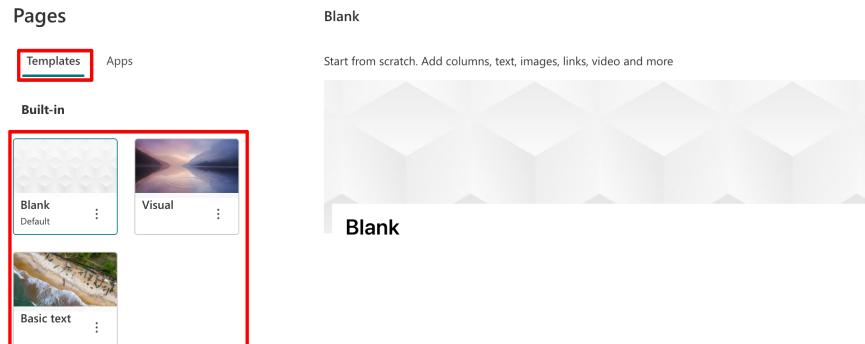
Search

Detail ID Employee Department Request Form Type Submitted Date

Title: Approval Hub

Type: Home

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



Pages

Blank

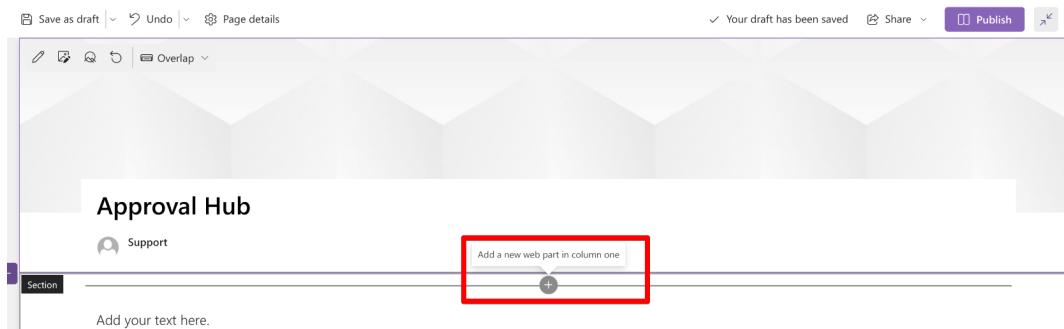
Templates Apps

Built-in

Blank Default Visual Basic text

Blank

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



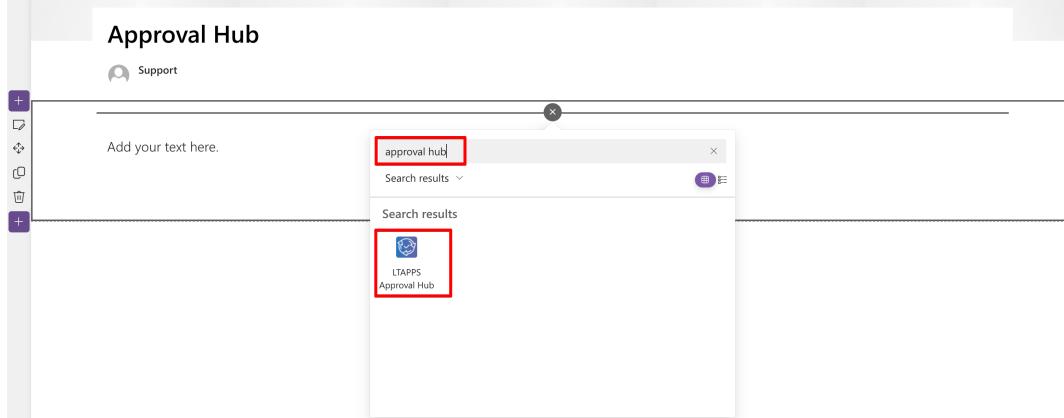
Approval Hub

Support

Add your text here.

Add a new web part in column one

- Find the Approval Hub web part, then double-click on the web part icon.



Approval Hub

Support

Add your text here.

approval hub

Search results

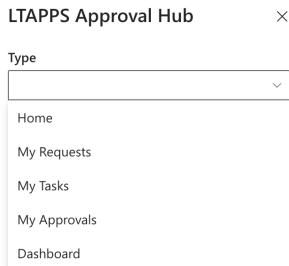
Approval Hub

- Then the web part displayed on the page

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

Follow the steps below:

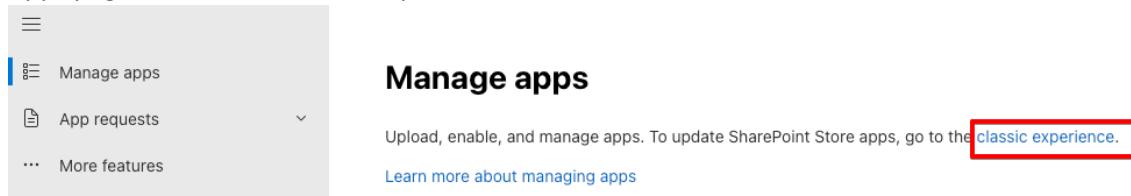
- Edit the page where the web part is installed. Click the edit icon of the web part
- You can change the view to display the web part in the right panel. There are 5 options you can select.



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

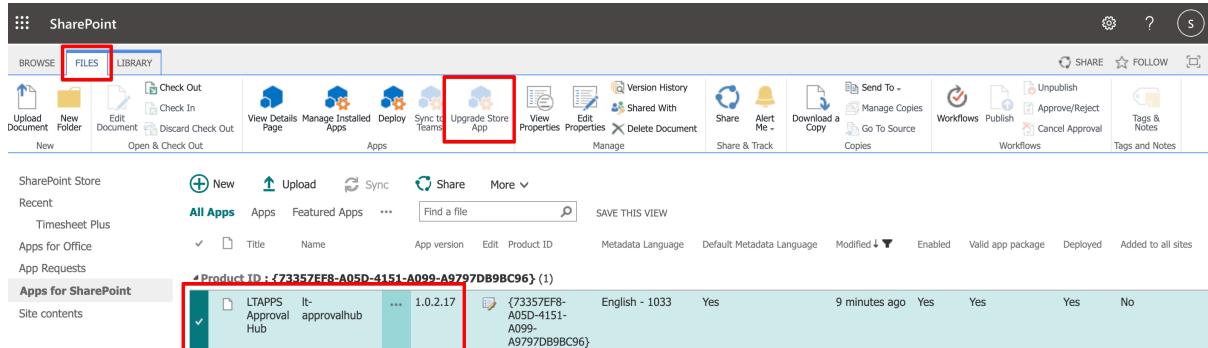


Manage apps

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

Learn more about managing apps

- 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: A73357EF8-A05D-4151-A099-A0797DB9BC96 (1)

Product ID	Title	Version	Language	Enabled	Modified	Valid app package	Deployed	Added to all sites
A73357EF8-A05D-4151-A099-A0797DB9BC96	LTAPPS Approval Hub	1.0.2.17	English - 1033	Yes	9 minutes ago	Yes	Yes	No

- 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 on the detail link
- Then click on the Get It button

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.



Apps for SharePoint

Icon	Title	App version	State	Added to all si...	Available for	Valid app pack...
	LTAPPS Approval Hub	1.0.2.17	Enabled	No		Yes
	LTAPPS Booking	1.0.5.3	Enabled	Yes		Yes
	LTAPPS Time Off	1.0.3.5	Enabled	No		Yes

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

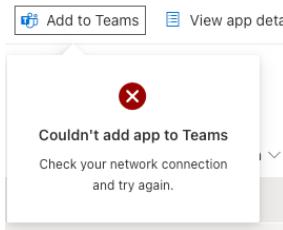


Apps for SharePoint

Icon	Title	App version	State	Added to all si...	Available for	Valid app pack...
	LTAPPS Approval Hub	1.0.2.17	Enabled	No		Yes
	LTAPPS Booking	1.0.5.3	Enabled	Yes		Yes
	LTAPPS Time Off	1.0.3.5	Enabled	No		Yes

- Click on the Add & Confirm buttons in the panel.

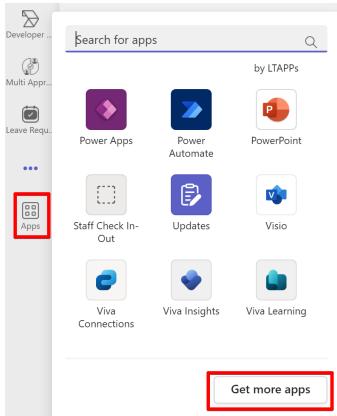
- Wait 2-3 mins to complete deployment.
- If the error message shows as the image below. Please ignore & continue



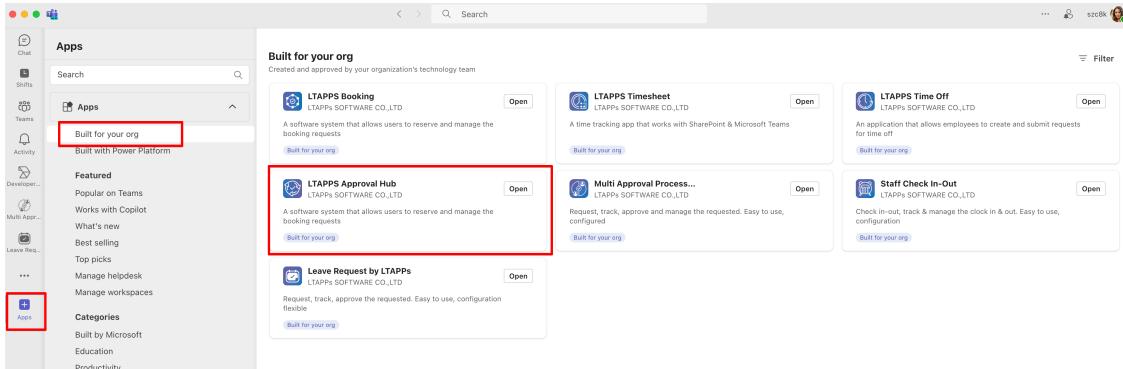
Add the app to MS Teams

Follow the steps below:

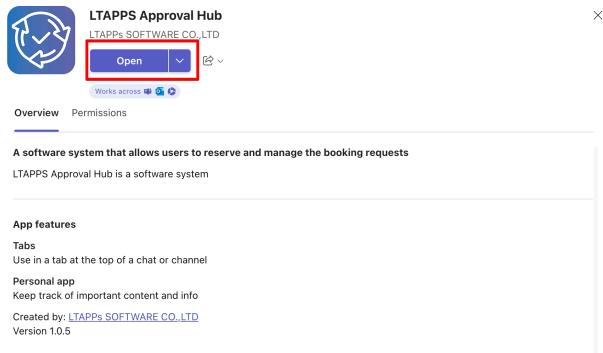
- Click the ... icon, then click the Get More app button



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



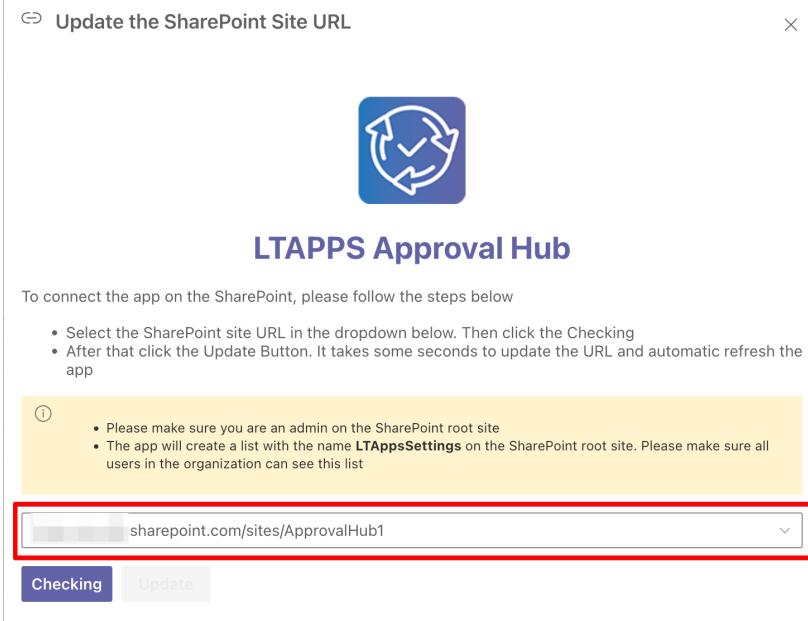
- Then click on the open button



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.



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



Home > General Configurations > Settings

Enable Delegate Feature: Yes

Is Auto Fill the Department Field: No

Date Format: MMMM D, YYYY

Max Items: 5000

Max Items for The Reports: 10000

All users option (Restrict the users displays of the employees field in the search, report pages): All Users in SharePoint site

System Admins

Administrators

Who can submit on behalf the request for the employee

The home page URL of the app: <https://s2c8k.sharepoint.com/sites/ApprovalHub1>

SharePoint site URL: <https://s2c8k.sharepoint.com/sites/ApprovalHub1>

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