LEAVE REQUEST for Outlook

Configuration & user guides

Version 1.0

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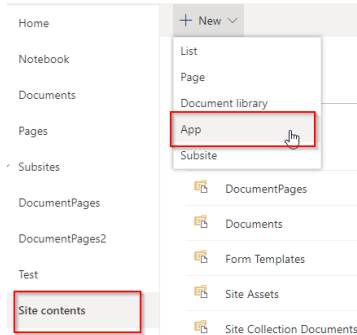
Install & configure the Leave Request for Outlook

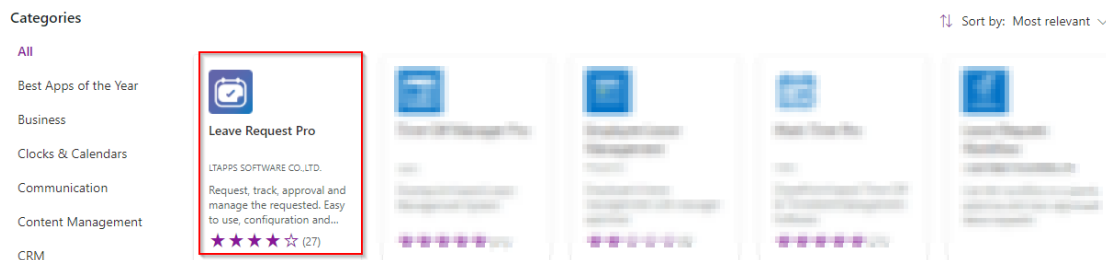## Install the Leave Request Pro in SharePoint

Follow the steps below to install the Leave Request Pro add-in to your site

1. Navigate to any website in the SharePoint Online subscription and open the **Site Contents** page.
2. Select add an add-in to open the **SharePoint Store** page.

3. Find the **Leave Request Pro** add-in in the Add-ins you can add a section and select its tile.


4. Select **Trust It** in the consent dialog. The **Site Contents** page automatically opens and the add-in appears with a notation that it is installing. After it installs, users can select the tile to run the add-in.
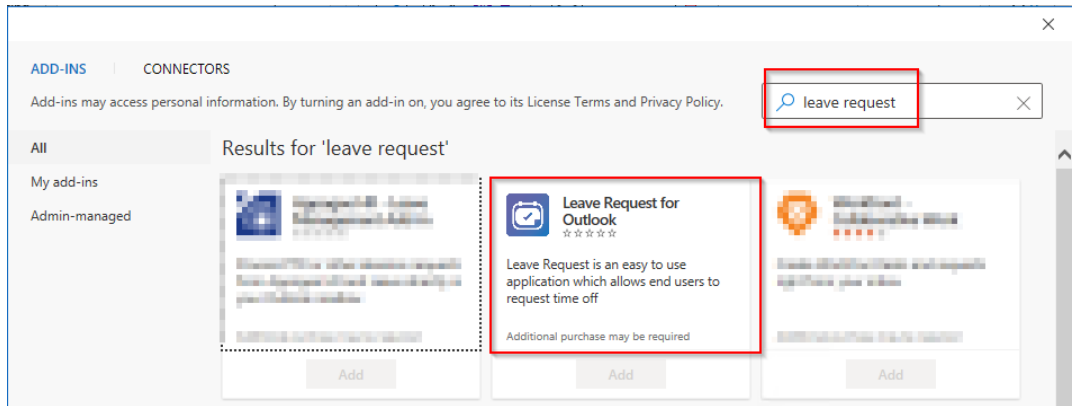
Or open the link to get the Leave Request Pro: https://appsource.microsoft.com/en-gb/product/office/WA104380880?tab=Overview

Install the Leave Request for Outlook

Add apps from the ribbon of Outlook

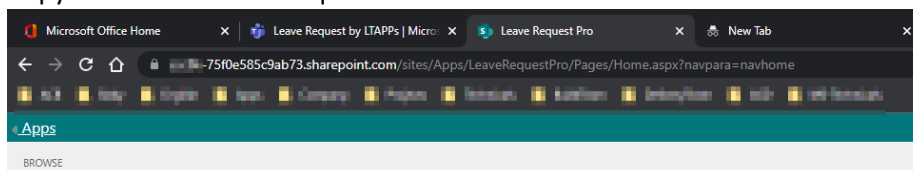1. Open the Outlook & click the "Get Add-ins" button on the ribbon
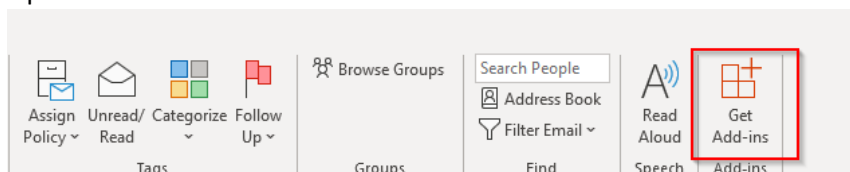
2. Search the "Leave Request for outlook" add-in, then click the Add button
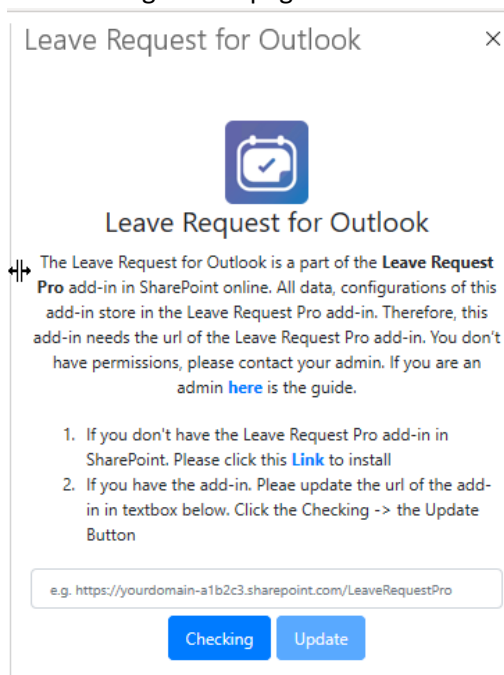
Integrate between the Leave Request for Outlook & Leave Request Pro in SharePoint

Follow steps below

1. Copy the URL of Leave Request Pro in SharePoint

2. In the configuration page of the Leave Request for Outlook, paste this URL to the textbox

3. Click the Checking button, then click the Update button after that

Configure the workflow, form, …
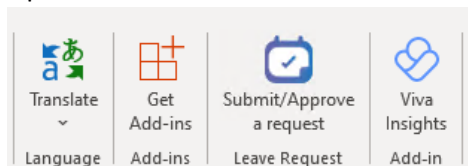
Refer to the link to know more detail:

https://ltaddins.com/UserGuides/LeaveRequestPro/User%20Guide%20-%20Administrator.pdf

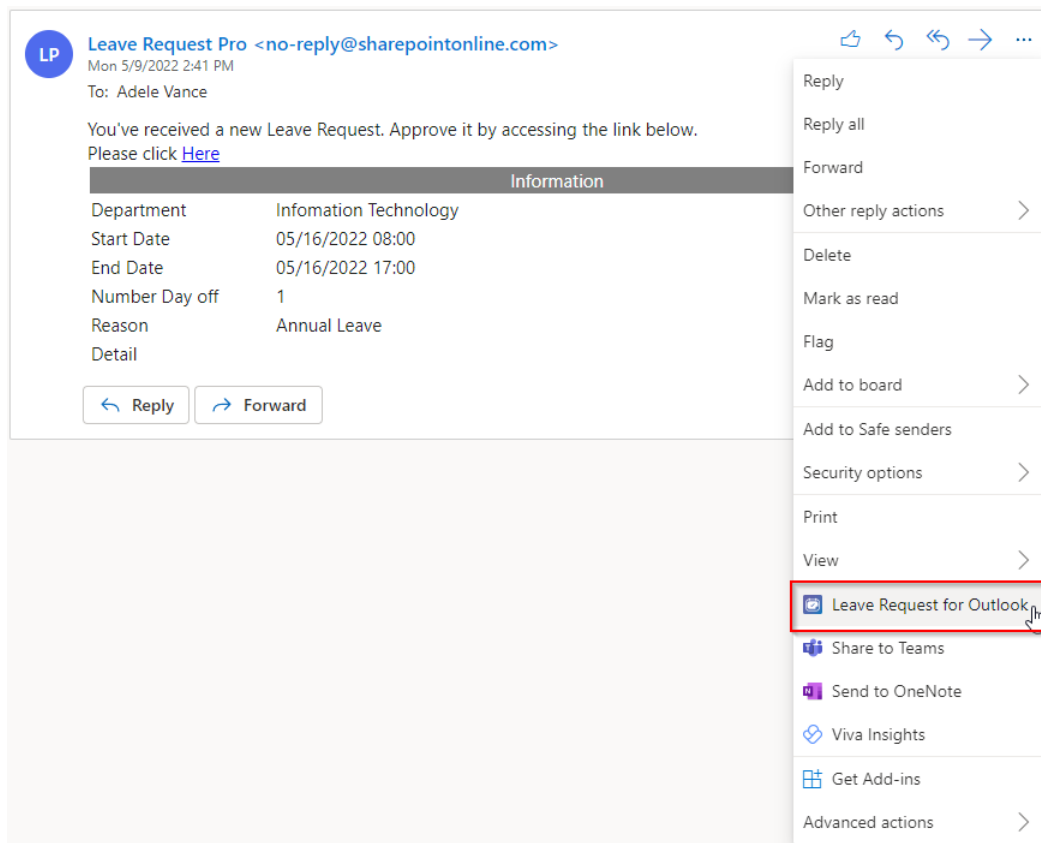# Use the Leave Request for Outlook

Open the add-in

Through the Outlook client

- Open the Outlook client -> Select an email. Then click the add-in icon on the ribbon

Through the Outlook web app

- Open the Outlook web app -> Select an email. Then click the "…" icon on the right of the email -> select the add-in

Home page

1. New: Submit a new request
2. Name of current user login & logout feature
3. Request tab: Display all requests of the current user
4. Todo do tab: Display all tasks of the current user
5. Balance tab: Display how many days take, balance days & remaining days of the current user
6. Holidays tab: Display all public holidays

Submit a new request

1. In the home page, click the **New** button
2. Input all information & click the **Request** button

Approve / Reject the request

1. In the to-do list, click the link of the request that you want to approve/reject
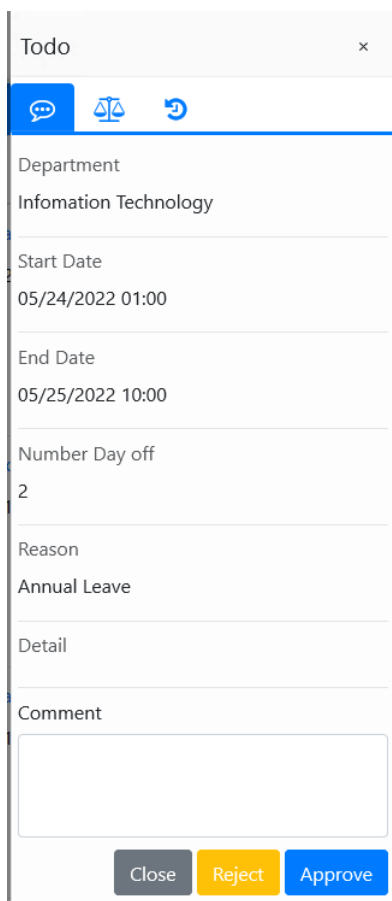
2. In the page appears, click the button **Approval/Reject**
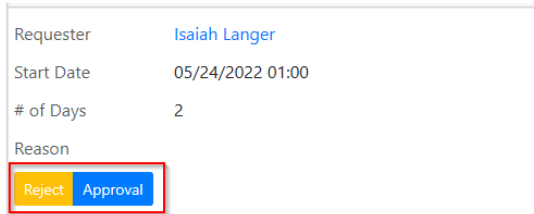
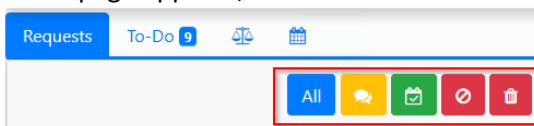3. For quick approve/reject without any comment, click the button **approval/reject** in the to-do list

View all request

1. Click the **requests** tab
2. In the page appears, click the button status to filter the request

View my task

1. Click the **to-do** tab
2. Approve/Reject a request
   a. Click the link of the request & click approve the **Approval/Reject** in the form appear

b. Click the approval/reject button on right of the table

View my balance

1. Click the **balance** tab
2. View my balance & switch the year to see the data

View public holidays

1. Click the **Holidays** tab
2. Switch the **year** dropdown to check public holidays

Requests	To-Do 9	⚖	📅

‹	Year 2017	›

From Date	01/01/2017
To Date	01/01/2017
Holiday Name	New year's day