



LEAVE REQUEST for Outlook

Configuration & user guides

Version 1.0



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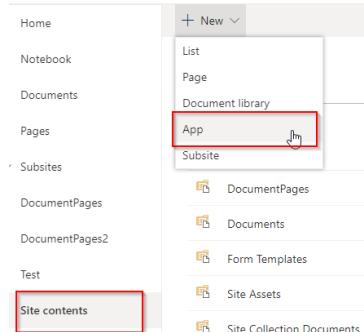


Install & configure the Leave Request for Outlook

Install the Leave Request Pro in SharePoint

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

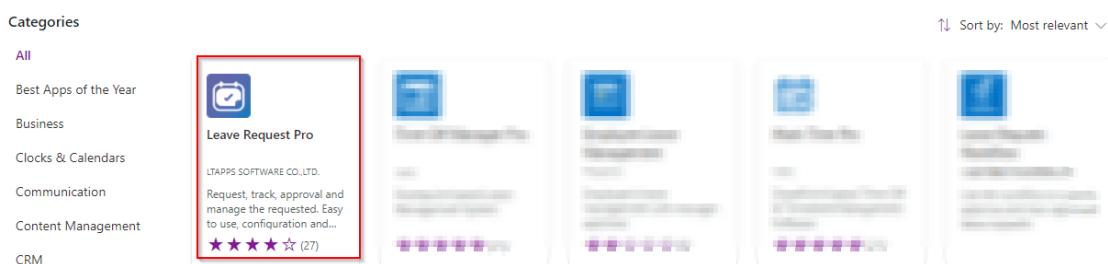
1. Navigate to any website in the SharePoint Online subscription and open the **Site Contents** page.
2. Select add an add-in to open the **SharePoint Store** page.



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

240 results found for "leave request pro"

leave request pro



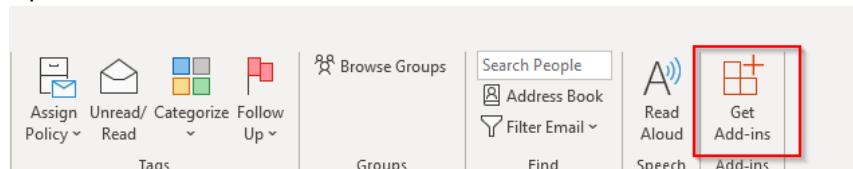
4. Select **Trust It** in the consent dialog. The **Site Contents** page automatically opens and the add-in appears with a notation that it is installing. After it installs, users can select the tile to run the add-in.

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

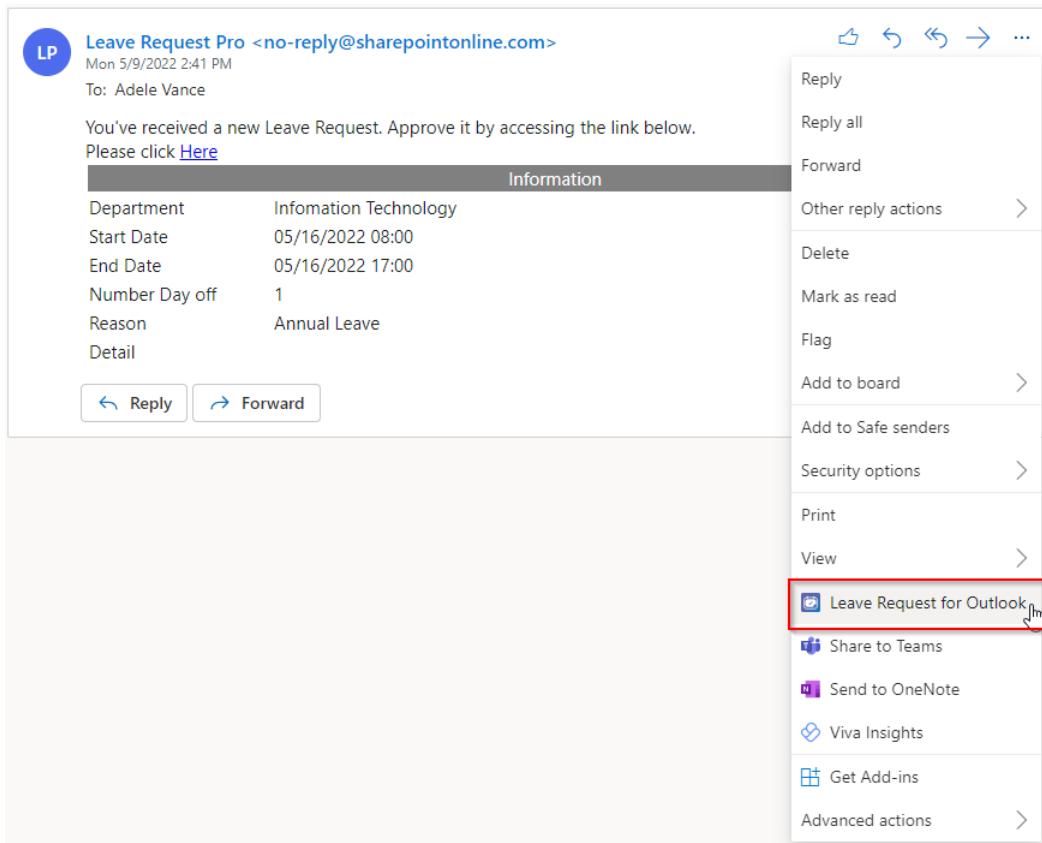
Through the Outlook client

- 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



The screenshot shows an email from 'Leave Request Pro <no-reply@sharepointonline.com>' with the subject 'You've received a new Leave Request. Approve it by accessing the link below. Please click [Here](#)'. The email contains information about the leave request: Department (Information Technology), Start Date (05/16/2022 08:00), End Date (05/16/2022 17:00), Number Day off (1), Reason (Annual Leave), and Detail. Below the email content are 'Reply' and 'Forward' buttons. To the right of the email, a context menu is open with the following options: Reply, Reply all, Forward, Other reply actions, Delete, Mark as read, Flag, Add to board, Add to Safe senders, Security options, Print, View, Leave Request for Outlook (highlighted with a red box), Share to Teams, Send to OneNote, Viva Insights, Get Add-ins, and Advanced actions.



Home page

Leave Request for Outlook

1 New 2 Adele Vance ▾

Requests To-Do 9 Balance Holidays

3 4 5 6

All    

Start Date	04/19/2022 01:00
# of Days	4
Reason	Annual Leave
Status	Finished
Start Date	04/04/2022 01:00
# of Days	5
Reason	Annual Leave
Status	Finished
Start Date	05/17/2022 01:00
# of Days	1
Reason	Sick Leave
Status	Finished
Start Date	05/10/2022 01:00
# of Days	1
Reason	Annual Leave
Status	Finished
Start Date	05/05/2022 01:00

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



New

Requester *

Adele Vance

Department *

Information Technology

Start Date *

End Date *

Number Day off *

Reason *

Annual Leave

Detail

Close **Request**

Approve / Reject the request

1. In the to-do list, click the link of the request that you want to approve/reject

Requests To-Do 9

Requester **Isaiah Langer**

Start Date 05/24/2022 01:00

of Days 2

Reason

Reject **Approval**

2. In the page appears, click the button **Approval/Reject**



Todo

Department: Infomation Technology

Start Date: 05/24/2022 01:00

End Date: 05/25/2022 10:00

Number Day off: 2

Reason: Annual Leave

Detail:

Comment:

Close **Reject** **Approve**

3. For quick approve/reject without any comment, click the button **approval/reject** in the to-do list

Requester: Isaiah Langer

Start Date: 05/24/2022 01:00

of Days: 2

Reason:

Reject **Approval**

View all request

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

Requests **To-Do 9**

All

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



Requests To-Do 9  

Requester	Isaiah Langer
Start Date	05/24/2022 01:00
# of Days	2
Reason	
<input type="button" value="Reject"/> <input type="button" value="Approval"/>	

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

Requester	Isaiah Langer
Start Date	05/24/2022 01:00
# of Days	2
Reason	
<input type="button" value="Reject"/> <input type="button" value="Approval"/>	

View my balance

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

Requests To-Do 9  

Year 2022	
Type	Annual Leave
Taken	12.00
Balance	0
Remaining	-12.00
Type	Sick Leave
Taken	1.00
Balance	0
Remaining	-1.00
Type	Vacation Leave
Taken	0
Balance	0
Remaining	0

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