



LEAVE REQUEST for Team

Configuration & user guides

Version 1.0



Table of Contents

Install & configure the Leave Request for Teams	3
Install the Leave Request Pro in SharePoint	3
Install the Leave Request for Team.....	3
Add apps from the left side of Teams.....	3
Add apps to a tab in a channel or a chat.....	3
Integrate between the Leave Request for Teams & Leave Request Pro in SharePoint.....	4
Configure the workflow, form,	4
Use the Leave Request for Team	5
Home page	5
Create a new request.....	5
Approve / Reject the request.....	6
View all request	7
View my task.....	8
View my balance	9
View public holidays	9
View Search.....	9
View report	10
View report 1/2/3	10
Other views.....	10

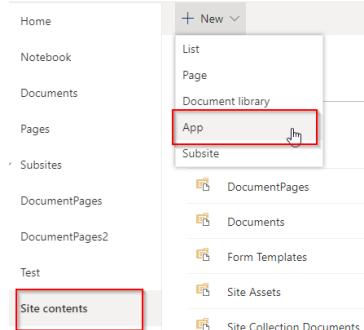


Install & configure the Leave Request for Teams

Install the Leave Request Pro in SharePoint

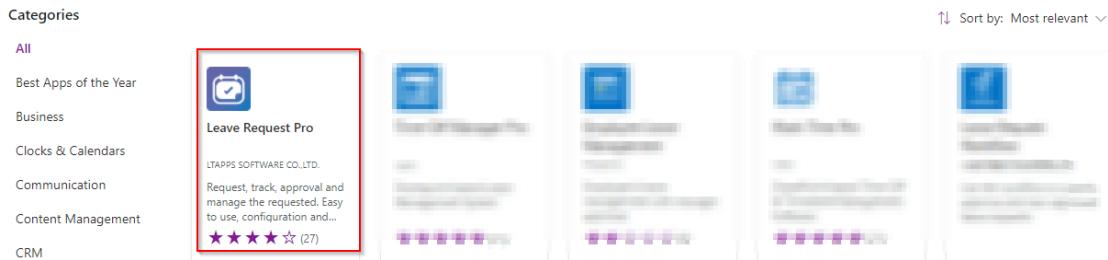
Follow the steps below to install the Leave Request Pro add-in to your site

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** or **WA104380880** add-in in the Add-ins you can add a section and select its tile.

240 results found for "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 Team

Add apps from the left side of Teams

1. Go to Apps on the left of Teams, then search the **Leave Request** app
2. Select the app & take a moment to browse the subsections (e.g., Tabs, Messages, Personal app.)
This area explains the capabilities of the app—and where it will show up in Teams, ready for you to use or configure

Add apps to a tab in a channel or a chat

In tabs, you can add apps to share content and work collaboratively



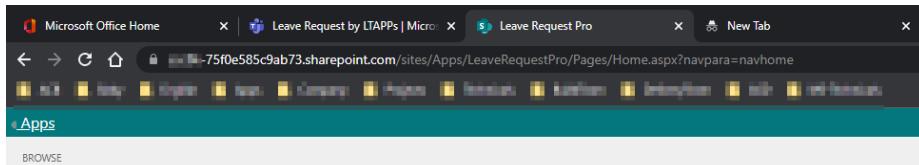
Go to the channel, group chat, or one-on-one conversation of your choosing, and click Add a tab Add button



Integrate between the Leave Request for Teams & 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 team, 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 Team

Home page

The screenshot shows the 'Home' page of the Leave Request for Team application. At the top, there are four cards: 'SUBMIT A LEAVE' (Creating Leave Request (Annual - Sick - Childcare...)), 'PENDING REQUESTS' (2 Request(s)), 'TO-DO' (9 Task(s)), and 'TAKEN' (12.00 Days). Below these are two main sections: 'My Requests' and 'To-Do List'. 'My Requests' lists 7 leave requests with columns for Start Date, # of Days, Reason, and Status (e.g., Annual Leave, Finished, Pending). 'To-Do List' lists 9 tasks with columns for Requester, Start Date, # of Days, Reason, and Actions (Reject, Approve). Further down are 'My Balance' (Annual Leave: 12.00, Sick Leave: 1.00, Vacation Leave: 0) and 'Public Holidays' (From Date, To Date, Holiday Name).

1. Header: Display the icon, page name & all features button
2. Cards
 - a. New Request: The button creates a new request
 - b. Pending Requests: Number of pending requests of current user
 - c. To-do: Number of requests need to-do
 - d. Taken: Number of days taken
3. List my requests: Display all requests of current users. Click the **view more** link to display more detail
4. To-do list: Display all tasks of the current user. Click the **view more** link to display more detail
5. Public holidays: Display all public holidays
6. My balance

Create a new request

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



New

Leave Balance

Requester Manager Human resource

Requester * Adele Vance

Department * Information Technology

Start Date * 05/09/2022 08:00 

End Date * 05/10/2022 17:00 

Number Day off * 2.00

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

To-Do List				
Requester	Start Date	# of Days	Reason	Actions
Isaiah Langer	05/24/2022 08:00	2	Annual Leave	Reject Approve

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



Todo

View Leave Balance Information Processing

Requester Manager Human resource

Isaiah Langer Adele Vance

Department Infomation Technology

Start Date 05/24/2022 08:00

End Date 05/25/2022 17:00

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

To-Do List				
Requester	Start Date	# of Days	Reason	Actions
Isaiah Langer	05/24/2022 08:00	2	Annual Leave	Reject Approve

View all request

1. Click the **view more** link in my request table

05/02/2022 08:00	2	Annual Leave	Pending
View More >			

2. Or click **All features > My request** link in the header



All Features

MY REQUEST
Display all requests (Pending - Completed - Rejected)

MY TASK
Display all task that needs to take the action

COMPLETED
Display completed requests

REJECTED
Display rejected requests

MY APPROVAL
Display requests that approved by me

MY BALANCE
Show taken, balance, remaining days

REQUESTS OF DEPARTMENT
Display requests in organization

ALL REQUESTS
Display requests in organization

PUBLIC HOLIDAYS
Display all public holidays by year

SEARCH
Allow searching requests with multi filters

MONTHLY REPORT
Leave Tracker of all employees

REPORT
Leave Tracker of all employees

LEAVE TRACKER REPORT
Leave Tracker of all employees

REPORT1
Leave Tracker of all employees

REPORT2
Leave Tracker of all employees

REPORT3
Leave Tracker of all employees

CONFIGURATIONS & GUIDE
Configurations & guide documents

3. On the page appears, click the button status to filter the request

All Pending Finished Rejected Deleted

Show 10 entries Filter requests

View	Department	Start Date	End Date	Number Day off	Reason	Step	Status
Detail	Information Technology	05/17/2022 08:00	05/17/2022 17:00	1	Sick Leave	Requester	Finished
Detail	Information Technology	05/16/2022 08:00	05/16/2022 17:00	1	Annual Leave	Manager	Pending

View my task

1. Click the **view more** link in the **to-do list** table
2. Or click the **All features > My Task** link in the header
3. Approve/Reject a request
 - a. Click the link of the request & click approve the **Approval/Reject** in the form appear

Detail Isaiyah Langer 05/24/2022 08:00 05/25/2022 17:00 2 Annual Leave Manager

Reject Approve

4. Approve/Reject multi requests
 - a. Select the checkbox of the request that you want to approve/reject

View	Requester	Start Date
Detail	Isaiyah Langer	05/24/2022 08:00
Detail	Alex Wilber	05/16/2022 08:00
Detail	Isaiyah Langer	05/18/2022 08:00

- b. Or select the checkbox all



<input type="checkbox"/>	View	Requester	Start Date
<input type="checkbox"/>	Detail	Isaiah Langer	05/24/2022 08:00
<input type="checkbox"/>	Detail	Alex Wilber	05/16/2022 08:00
<input type="checkbox"/>	Detail	Isaiah Langer	05/18/2022 08:00

- c. Click the **Approval All/Reject All** button

[Reject All](#)
[Approve All](#)


Show entries

<input type="checkbox"/>	View	Requester	Start Date
<input type="checkbox"/>	Detail	Isaiah Langer	05/24/2022 08:00
<input type="checkbox"/>	Detail	Alex Wilber	05/16/2022 08:00

View my balance

1. Click the **view more** link in my balance table
2. Or click the **All features > My Balance** link in the header
3. View my balance
 - a. Taken tab

Switch the year to see data

[Taken](#) [My Balance](#)

<
Year 2022
>

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sum
Annual Leave	0	0	0	9.00	3.00	0	0	0	0	0	0	0	12.00
Sick Leave	0	0	0	0	1.00	0	0	0	0	0	0	0	1.00
Vacation Leave	0	0	0	0	0	0	0	0	0	0	0	0	0

- b. My balance tab

[Taken](#) [My Balance](#)

<
Year 2022
>

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

View public holidays

1. Click the **All features > Public Holidays** link in the header
2. Switch the **year** dropdown to check public holidays

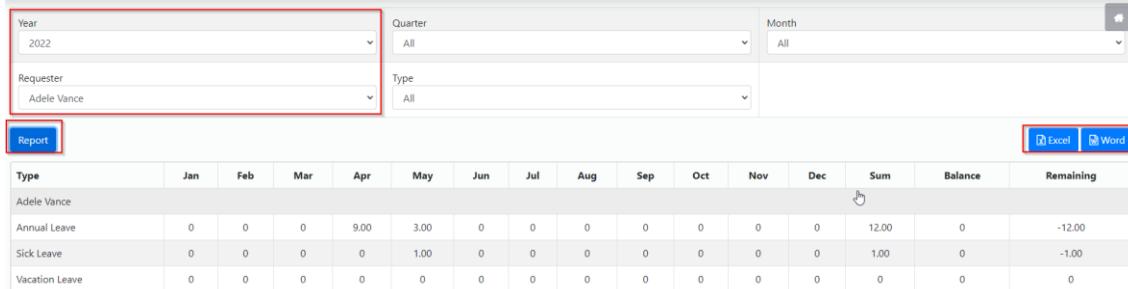
View Search

1. Click the **search** link in the left navigation
2. Select the filter & click the **search** button



View report

1. Click **All features > Report** link in the header
2. Select the filter & click the **report** button
3. Click the **excel/word** button to generate the excel/word file



The screenshot shows a report interface with the following filters:

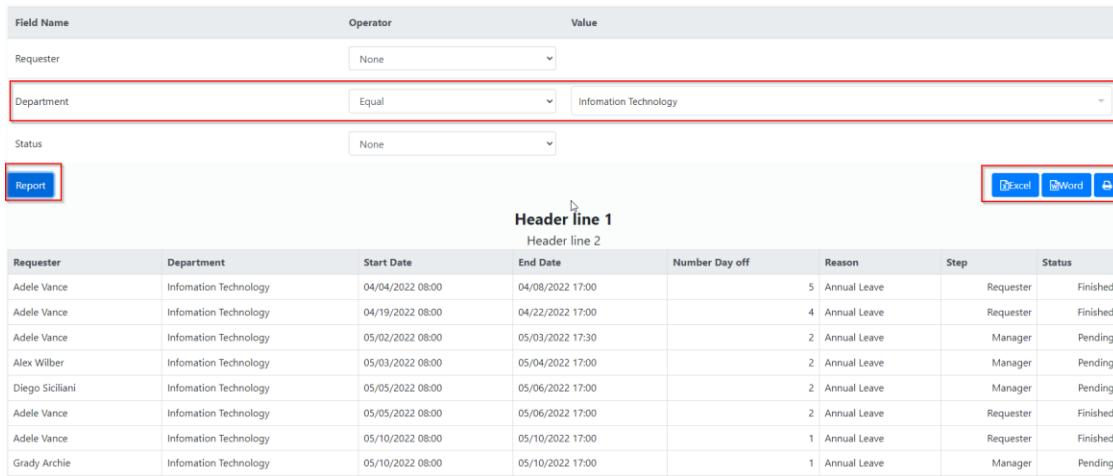
- Year: 2022
- Quarter: All
- Month: All
- Requester: Adele Vance
- Type: All

Below the filters is a **Report** button, which is highlighted with a red box. To the right of the report button are **Excel** and **Word** buttons. The main area displays a table of leave requests:

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sum	Balance	Remaining
Adele Vance															
Annual Leave	0	0	0	9.00	3.00	0	0	0	0	0	0	0	12.00	0	-12.00
Sick Leave	0	0	0	0	1.00	0	0	0	0	0	0	0	1.00	0	-1.00
Vacation Leave	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

View report 1/2/3

1. Click **All features > Report1** link in the header
2. Select the filter & click the **report** button
3. Click the **excel/word/print** button to generate the excel/word/print file



The screenshot shows a report interface with the following filters:

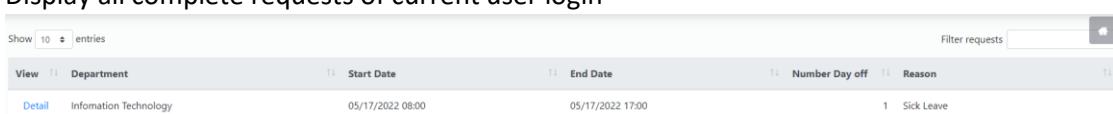
- Field Name: Requester
- Operator: None
- Field Name: Department
- Operator: Equal
- Value: Infomation Technology
- Field Name: Status
- Operator: None

Below the filters is a **Report** button, which is highlighted with a red box. To the right of the report button are **Excel**, **Word**, and **Print** buttons. The main area displays a table of leave requests with headers:

Header line 1	Header line 2							
	Requester	Department	Start Date	End Date	Number Day off	Reason	Step	Status
Adele Vance	Infomation Technology	04/04/2022 08:00	04/08/2022 17:00		5 Annual Leave	Requester	Finished	
Adele Vance	Infomation Technology	04/19/2022 08:00	04/22/2022 17:00		4 Annual Leave	Requester	Finished	
Adele Vance	Infomation Technology	05/02/2022 08:00	05/03/2022 17:30		2 Annual Leave	Manager	Pending	
Alex Wilber	Infomation Technology	05/03/2022 08:00	05/04/2022 17:00		2 Annual Leave	Manager	Pending	
Diego Siciliani	Infomation Technology	05/05/2022 08:00	05/06/2022 17:00		2 Annual Leave	Manager	Pending	
Adele Vance	Infomation Technology	05/05/2022 08:00	05/06/2022 17:00		2 Annual Leave	Requester	Finished	
Adele Vance	Infomation Technology	05/10/2022 08:00	05/10/2022 17:00		1 Annual Leave	Requester	Finished	
Grady Archie	Infomation Technology	05/10/2022 08:00	05/10/2022 17:00		1 Annual Leave	Manager	Pending	

Other views

1. View completed
Display all complete requests of current user login
2. View rejected
Display all reject requests of current user login
3. View my approval
Display all requests that approved by the current user login
4. Configuration page
Re-update the URL of the Leave Request pro in SharePoint



The screenshot shows a list view with the following filters:

- Show: 10 entries
- Filter requests: Infomation Technology
- View: Department
- Start Date: 05/17/2022 08:00
- End Date: 05/17/2022 17:00
- Number Day off: 1
- Reason: Sick Leave

The list shows one item:

Detail	Department	Start Date	End Date	Number Day off	Reason
Infomation Technology	05/17/2022 08:00	05/17/2022 17:00	1	Sick Leave	



The Leave Request Pro Url	https://[REDACTED]sharepoint.com/Apps/Test/LeaveReq	Checking	Update
---------------------------	---	----------	--------