



Multi Approval Process for Outlook

Configuration & user guides

Version 1.0

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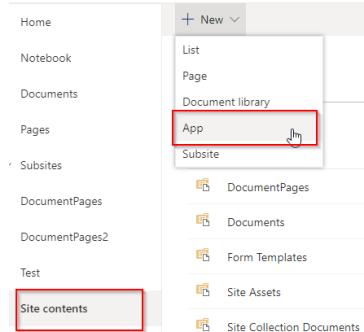
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Install & configure the Multi Approval Process for Outlook

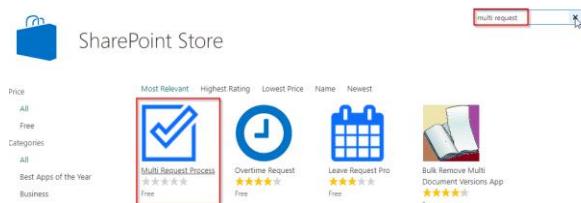
Install the Multi Request Process in SharePoint

Follow the steps below to install the Multi Request Process 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 **Multi Request Process** add-in in the Add-ins you can add a section and select its tile.



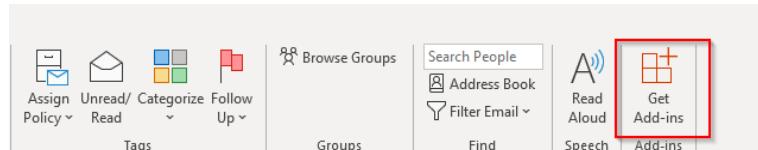
4. Select **Trust It** in the consent dialog. The **Site Contents** page automatically opens and the add-in appears with a notation that it is installing. After it installs, users can select the tile to run the add-in.

Or open the link to get the Multi Approval Process: <https://appsource.microsoft.com/en-us/product/office/WA104380887>

Install the Multi Approval Process 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 “Multi Approval Process” add-in, then click the Add button

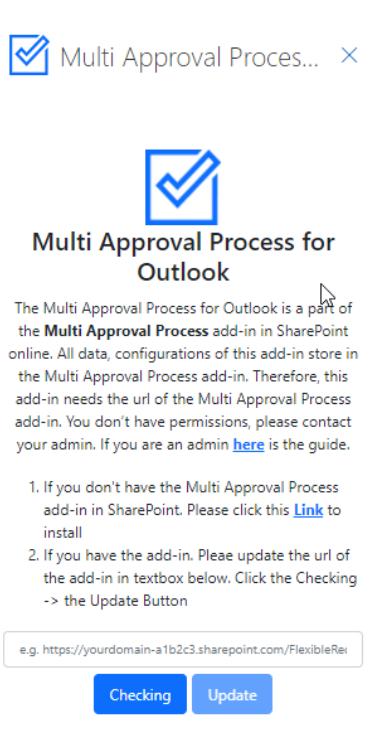
Integrate between the Multi Approval Process for Outlook & Multi Request Process in SharePoint

Follow steps below

1. Copy the URL of Multi Request Process Pro in SharePoint

https://[REDACTED]sharepoint.com/Apps/Test/ModernSite/FlexibleRequestManagement/Pages/

2. In the configuration page of the Multi Approval Process 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/ApprovalRequest/User%20Guide%20-%20Administrator.pdf>

Use the Multi Approval Process 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

MP Multi Request Process <no-reply@sharepointonline.com>
Wed 7/28/2021 11:04 PM
To: LTAPPS Support

You've received a new Overtime Request. Approve it by accessing the link below.
Please click [here](#)

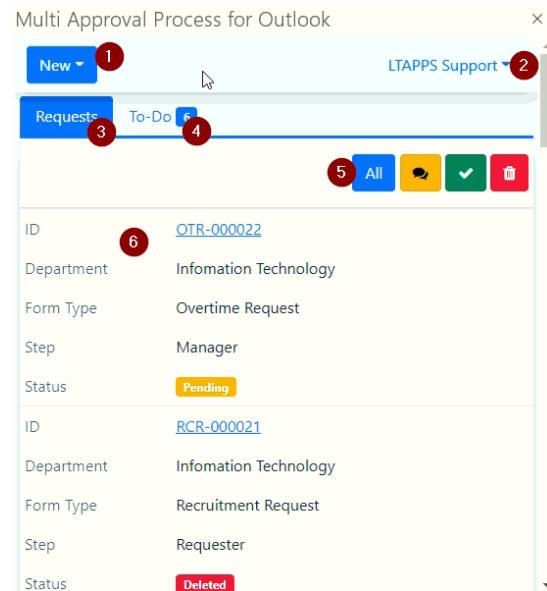
Information	
ID	TVR-000018
Department	Infomation Technology
Request Description	OT
Type of OT	Normal day
Start Time	07/28/2021 18:00
End Time	07/28/2021 23:00
Total Hours	5
Working or Waiting	Working
Toil or Money	Toil
Reason	

[Reply](#) | [Forward](#)

...
Like
Reply
Forward
Delete
Other reply actions >
Delete
Mark as unread
Flag
Add to board >
Add to Safe senders
Security options >
Print
View >
Share to Teams
Leave Request for Outlook
 Multi Approval Process for Outlook
OneNote

Home page

Multi Approval Process for Outlook



The application interface includes:

- New: Submit a new request
- Name of current user login & logout feature
- Request tab: Display all requests of the current user
- Todo do tab: Display all tasks of the current user
- Status buttons
- The request details

Request Details:

ID	OTR-000022
Department	Infomation Technology
Form Type	Overtime Request
Step	Manager
Status	Pending

ID	RCR-000021
Department	Infomation Technology
Form Type	Recruitment Request
Step	Requester
Status	Deleted

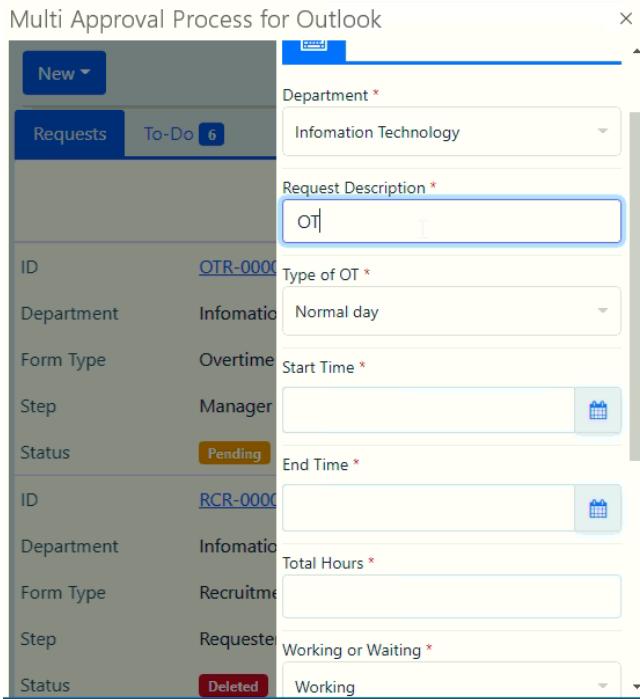
1. New: Submit a new request
2. Name of current user login & logout feature
3. Request tab: Display all requests of the current user
4. Todo do tab: Display all tasks of the current user
5. Status buttons
6. The request details

Submit a new request

1. On the home page, click the **New** button & select the type of the request

2. Input all information & click the **Request** button

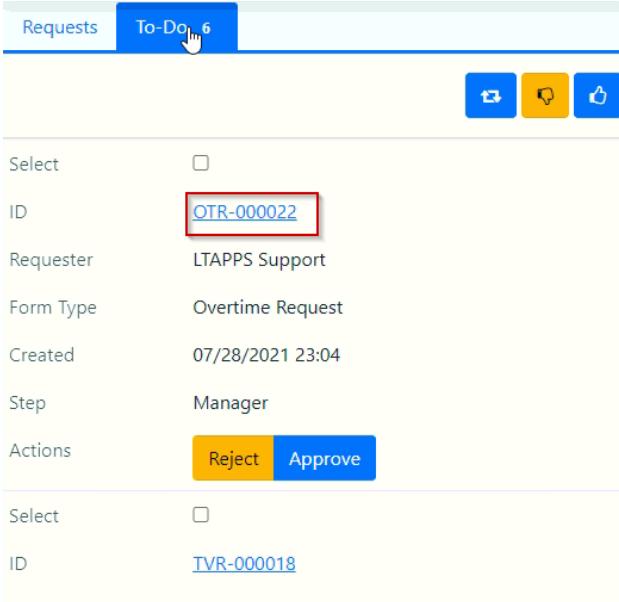
Multi Approval Process for Outlook



ID	OTR-00002	Type of OT *
Department	Information Technology	Normal day
Form Type	Overtime	Start Time *
Step	Manager	<input type="button" value="Calendar"/>
Status	Pending	End Time *
ID	RCR-00001	Total Hours *
Department	Information Technology	
Form Type	Recruitment	
Step	Requester	Working or Waiting *
Status	Deleted	Working

Approve / Reject the request

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



Select	<input type="checkbox"/>
ID	OTR-000022
Requester	LTAPPS Support
Form Type	Overtime Request
Created	07/28/2021 23:04
Step	Manager
Actions	<input type="button" value="Reject"/> <input style="background-color: #0072BC; color: white; border: 1px solid #0072BC;" type="button" value="Approve"/>
Select	<input type="checkbox"/>
ID	TVR-000018

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

Multi Approval Process for Outlook

New	07/28/2021 18:00
Requests	To-Do 6
Select	
ID	OTR-000022
Requester	LTAPPS Support
Form Type	Overtime
Created	07/28/2021 18:00
Step	Manager
Actions	Reject
Select	<input type="checkbox"/>
ID	TVR-000022
<input type="button" value="Close"/> <input type="button" value="Reject"/> <input type="button" value="Approve"/>	

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

Select	<input type="checkbox"/>
ID	OTR-000022
Requester	LTAPPS Support
Form Type	Overtime Request
Created	07/28/2021 23:04
Step	Manager
Actions	<input type="button" value="Reject"/> <input type="button" value="Approve"/>

View all request

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

Requests	To-Do 6
<input type="button" value="All"/> <input type="button" value=""/> <input type="button" value=""/> <input type="button" value=""/>	

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 6

Select	<input type="checkbox"/>
ID	OTR-000022
Requester	LTAPPS Support
Form Type	Overtime Request
Created	07/28/2021 23:04
Step	Manager
Actions	Reject Approve

b. Click the Approval/Reject button on right of the table

Requests To-Do 6

Select	<input type="checkbox"/>
ID	OTR-000022
Requester	LTAPPS Support
Form Type	Overtime Request
Created	07/28/2021 23:04
Step	Manager
Actions	Reject Approve