



MULTI APPROVAL PROCESS for Team

Configuration & user guides

Version 1.0

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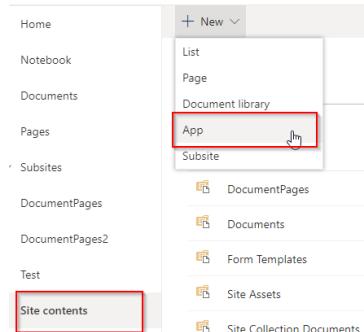
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Install & configure the Multi Approval Process for the Team

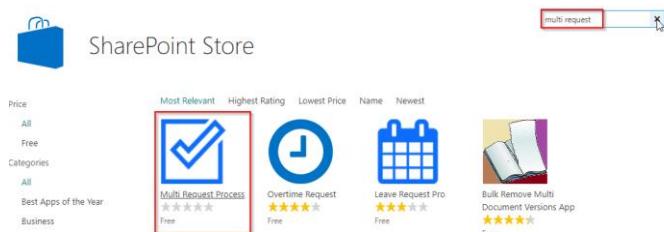
Install the Multi Approval Process in SharePoint

Follow the steps below to install the Multi Approval 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 Team

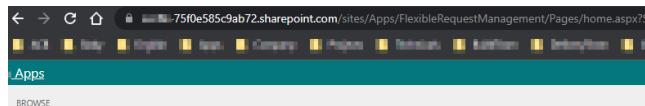
Add apps from the left side of Teams

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

Integrate between the Multi Approval Process for Team & Multi Approval Process in SharePoint

Follow steps below

1. Copy the URL of Multi Approval Process on SharePoint



2. In the configuration page of the Multi Approval Process for team, paste this URL to the textbox



Multi Approval Process by LTAPPs

The Multi Approval Process by LTAPPs is a part of the **Multi Approval Process** add-in in SharePoint online. All data, configurations of this app store in the Multi Approval Process add-in. Therefore, this app needs the url of the Multi Approval Process add-in. You don't have permissions, please contact your admin. If you are an admin [here](#) is the guide.

1. If you don't have the Multi Approval Process add-in in SharePoint. Please click this [Link](#) to install
2. If you have the add-in. Please update the url of the add-in in textbox below. Click the Checking -> the Update Button

e.g. <https://yourdomain-a1b2c3.sharepoint.com/FlexibleRequestManag> Checking Update

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

Configure the workflow, form, ...

Refer to the link to know more detail: [User Guide - Administrator.pdf \(ltaddins.com\)](#)

Use the Multi Approval Process for Team

Home page

The screenshot shows the home page of the Multi Approval Process for Team. At the top, there are three main sections: 'PENDING REQUESTS' (5 items), 'TO-DO' (11 items), and 'ALL FEATURES' (16 items). Below these are two tables: 'My Requests' (3 items) and 'To-Do List' (5 items). Each table has a 'View More' link at the bottom. The 'To-Do List' table includes a header with 'Reject All' and 'Approve All' buttons. The 'My Requests' table includes a 'Submit a Request' button.

ID	Department	Form Type	Step	Status
HDR-000016	Information Technology	Help Desk Request	Finished	Finished
HDR-000015	Information Technology	Help Desk Request	Finished	Finished
HDR-000014	Information Technology	Help Desk Request	IT Team	Pending
TVR-000013	Information Technology	Travel Request	Manager	Pending
RCR-000012	Information Technology	Recruitment Request	Manager	Pending
HDR-000005	Information Technology	Help Desk Request	IT Team	Pending
OTR-000002	Information Technology	Overtime Request	Manager	Pending

ID	ID	Requester	Form Type	Step	Actions
QTR-000011	QTR-000011	Henrietta Mueller	Overtime Request	Manager	Reject Approve
TVR-000010	TVR-000010	Henrietta Mueller	Travel Request	Manager	Reject Approve
OTR-000009	OTR-000009	Johanna Lorenz	Overtime Request	Manager	Reject Approve
HDR-000008	HDR-000008	Johanna Lorenz	Help Desk Request	IT Team	Reject Approve
HDR-000007	HDR-000007	Isaiah Langer	Help Desk Request	IT Team	Reject Approve
HDR-000006	HDR-000006	Henrietta Mueller	Help Desk Request	IT Team	Reject Approve
HDR-000005	HDR-000005	Adele Vance	Help Desk Request	IT Team	Reject Approve
HDR-000004	HDR-000004	Diego Siciliani	Help Desk Request	IT Team	Reject Approve
TVR-000003	TVR-000003	Diego Siciliani	Travel Request	Manager	Reject Approve
OTR-000002	OTR-000002	Adele Vance	Overtime Request	Manager	Reject Approve
RCR-000001	RCR-000001	Alex Wilber	Recruitment Request	Manager	Reject Approve

1. Header: Display the icon, page name & all features button
2. Cards

- a. Pending Requests: Number of pending requests of current user
- b. To-do: Number of requests need to-do
- c. All Features

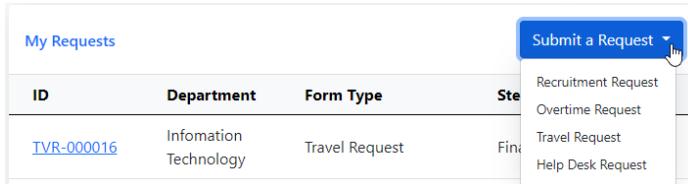
3. List my requests: Display all requests of the current user. Click the **view more** link to display more detail

4. Submit a new request

5. To-do list: Display all tasks of the current user. Click the **view more** link to display more detail

Create a new request

1. In the home page, click the **Submit a Request** button. Then select the type of request that you want to submit

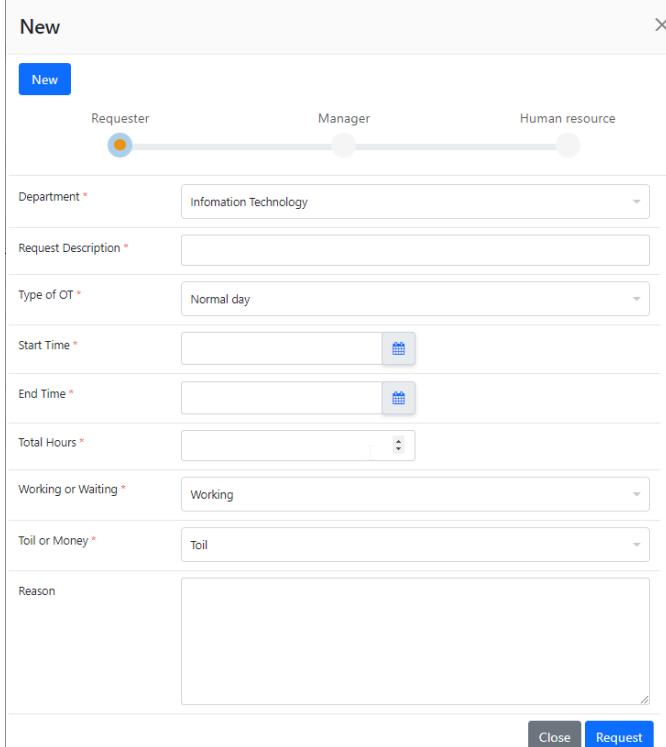


My Requests			
ID	Department	Form Type	Status
TVR-000016	Information Technology	Travel Request	Find

Submit a Request 

- Recruitment Request
- Overtime Request
- Travel Request
- Help Desk Request

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



New

Requester

Department * Infomation Technology

Request Description *

Type of OT * Normal day

Start Time *

End Time *

Total Hours *

Working or Waiting * Working

Toll or Money * Toll

Reason

Request

Approve / Reject the request

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



	ID	Requester	Form Type
<input type="checkbox"/>	HDR-000012	William	Help Desk Request

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

Todo

View Expense Information Processing

Requester Manager Human resource Finance

Noah Elijah

ID	TVR-000015
Employee ID	EMP00123
Name	Noah
Title	MS Team Developer
Department	Information Technology
Destination	HCM City
Departure	07/04/2021
Return	07/06/2021
Total Days	3
Purpose	
Notes	
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

	ID	Requester	Form Type	Step	Actions
<input type="checkbox"/>	HDR-000012	William	Help Desk Request	IT Team	Reject Approve
<input type="checkbox"/>	TVR-000011	Elijah	Travel Request	Manager	Reject Approve

View all request

1. Click the **view more** link in my request table
2. Or click **All features > My request** link in the header

All Features **Noah**

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	REQUESTS OF DEPARTMENT Display requests in organization	ALL REQUESTS Display requests in organization	SEARCH Allow searching requests with multi filters
REPORT1 Leave Tracker of all employees	REPORT2 Leave Tracker of all employees	REPORT3 Leave Tracker of all employees	CONFIGURATIONS & GUIDE Configurations & guide documents

3. In the page appear, click the button status to filter the request

Filter requests

All	Pending	Finished	Deleted	
Show 10 entries	1	10	20	
ID	Department	Form Type	Step	Status
TVR-000016	Infomation Technology	Travel Request	Finance	Finished
TVR-000015	Infomation Technology	Travel Request	Finance	Finished
TVR-000014	Infomation Technology	Travel Request	Requester	Pending
OTR-000013	Infomation Technology	Overtime Request	Manager	Pending
RCR-000012	Infomation Technology	Recruitment Request	Manager	Pending
OTR-000011	Infomation Technology	Overtime Request	Manager	Pending
RCR-000010	Infomation Technology	Recruitment Request	Requester	Deleted

Showing 1 to 7 of 7 entries

First Previous 1 Next Last

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

Filter requests

Reject All	Approve All	...				
Show 10 entries	1	10	20			
ID	Requester	Form Type	Created	Step	Comment	Actions
TVR-000014	Noah	Travel Request	07/07/2021 17:18	Manager	Comment	Reject Approve
OTR-000013	Noah	Overtime Request	07/07/2021 17:17	Manager	Comment	Reject Approve
RCR-000012	Noah	Recruitment Request	07/07/2021 17:17	Manager	Comment	Reject Approve
OTR-000007	LTAPPs 37	Overtime Request	07/07/2021 16:43	Manager	Comment	Reject Approve

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

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

Filter requests

Reject All	Approve All	...				
Show 10 entries	1	10	20			
ID	Requester	Form Type	Created	Step	Comment	Actions
TVR-000014	Noah	Travel Request	07/07/2021 17:18	Manager	Comment	Reject Approve
OTR-000013	Noah	Overtime Request	07/07/2021 17:17	Manager	Comment	Reject Approve
RCR-000012	Noah	Recruitment Request	07/07/2021 17:17	Manager	Comment	Reject Approve
OTR-000007	LTAPPs 37	Overtime Request	07/07/2021 16:43	Manager	Comment	Reject Approve

Showing 1 to 4 of 4 entries

First Previous 1 Next Last

4. Approve/Reject multi requests

- a. Select the checkbox of the request that you want to approve/reject

<input type="checkbox"/>	ID	Requester
<input type="checkbox"/>	TVR-000014	Noah
<input type="checkbox"/>	OTR-000013	Noah
<input type="checkbox"/>	RCR-000012	Noah
<input type="checkbox"/>	OTR-000007	LTAPPs 37

- b. Or select the checkbox all

<input checked="" type="checkbox"/>	ID	Requester
<input checked="" type="checkbox"/>	TVR-000014	Noah
<input checked="" type="checkbox"/>	OTR-000013	Noah
<input checked="" type="checkbox"/>	RCR-000012	Noah
<input checked="" type="checkbox"/>	OTR-000007	LTAPPs 37

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



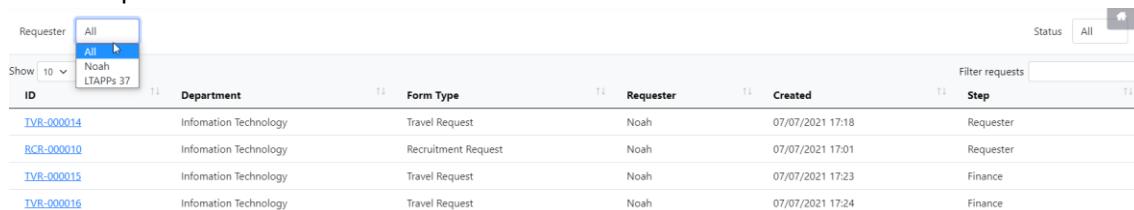
Show 10 entries

ID
TVR-000014

View requests of the department

This view supports display requests of the department

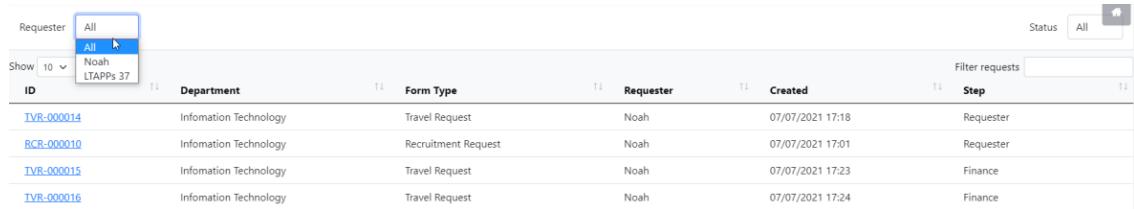
1. Click the **Request of Department** link in the navigation
2. Select requester & status fields to filter



ID	Department	Form Type	Requester	Created	Step
TVR-000014	Infomation Technology	Travel Request	Noah	07/07/2021 17:18	Requester
RCR-000010	Infomation Technology	Recruitment Request	Noah	07/07/2021 17:01	Requester
TVR-000015	Infomation Technology	Travel Request	Noah	07/07/2021 17:23	Finance
TVR-000016	Information Technology	Travel Request	Noah	07/07/2021 17:24	Finance

View All Requests

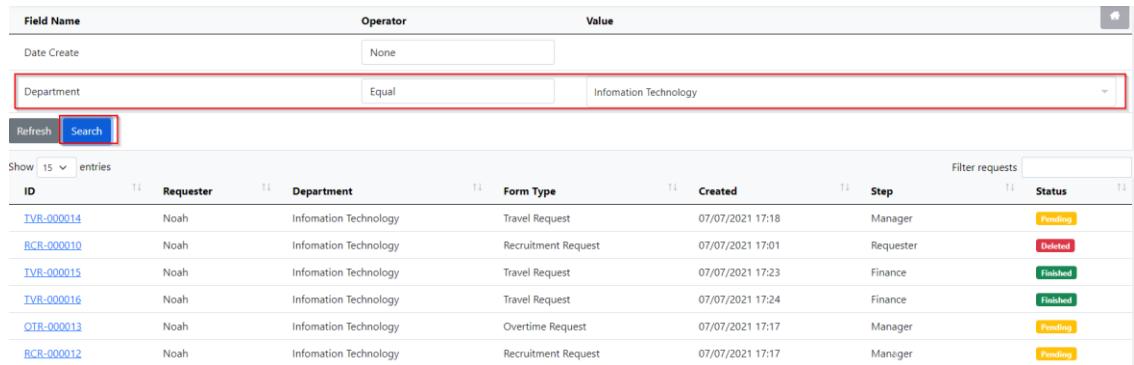
1. Click the **All Requests** link in the navigation
2. Select requester & status fields to filter



ID	Department	Form Type	Requester	Created	Step
TVR-000014	Infomation Technology	Travel Request	Noah	07/07/2021 17:18	Requester
RCR-000010	Infomation Technology	Recruitment Request	Noah	07/07/2021 17:01	Requester
TVR-000015	Infomation Technology	Travel Request	Noah	07/07/2021 17:23	Finance
TVR-000016	Information Technology	Travel Request	Noah	07/07/2021 17:24	Finance

View Search

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



Field Name Operator Value

Date Create	None	
Department	Equal	Infomation Technology

Refresh Search

Show 15 entries

ID	Requester	Department	Form Type	Created	Step	Status
TVR-000014	Noah	Infomation Technology	Travel Request	07/07/2021 17:18	Manager	Pending
RCR-000010	Noah	Infomation Technology	Recruitment Request	07/07/2021 17:01	Requester	Deleted
TVR-000015	Noah	Infomation Technology	Travel Request	07/07/2021 17:23	Finance	Finished
TVR-000016	Noah	Information Technology	Travel Request	07/07/2021 17:24	Finance	Finished
QTR-000013	Noah	Infomation Technology	Overtime Request	07/07/2021 17:17	Manager	Pending
RCR-000012	Noah	Infomation Technology	Recruitment Request	07/07/2021 17:17	Manager	Pending



View report

1. Click **All features > Report** link in the header
2. Select the filter & click the **report** button

Field Name	Operator	Value
Date Create	None	
Department	Equal	Information Technology
<input type="button" value="Refresh"/> <input style="border: 2px solid red; background-color: #0072bc; color: white; border-radius: 5px; padding: 2px 10px;" type="button" value="Report"/>		

Report Header Line 1
Report Header Line 2

ID	Requester	Department	Form Type	Step	Status	Created
TVR-000014	Noah	Information Technology	Travel Request	Manager	Pending	07/07/2021 17:18
RCR-000010	Noah	Information Technology	Recruitment Request	Requester	Deleted	07/07/2021 17:01
TVR-000015	Noah	Information Technology	Travel Request	Finance	Finished	07/07/2021 17:23
TVR-000016	Noah	Information Technology	Travel Request	Finance	Finished	07/07/2021 17:24

3. Click the **excel/word** button to generate the excel/word/ file

Field Name	Operator	Value
Date Create	None	
Department	Equal	Information Technology
<input type="button" value="Refresh"/> <input type="button" value="Report"/>		

Report Header Line 1
Report Header Line 2

ID	Requester	Department	Form Type	Step	Status	Created
TVR-000014	Noah	Information Technology	Travel Request	Manager	Pending	07/07/2021 17:18
RCR-000010	Noah	Information Technology	Recruitment Request	Requester	Deleted	07/07/2021 17:01
TVR-000015	Noah	Information Technology	Travel Request	Finance	Finished	07/07/2021 17:23
TVR-000016	Noah	Information Technology	Travel Request	Finance	Finished	07/07/2021 17:24

Other views

1. View completed

Display all complete requests of current user login

Show 10 entries				Filter requests	
ID	Department	Form Type	Created		
TVR-000015	Information Technology	Travel Request	07/07/2021 17:23		
TVR-000016	Information Technology	Travel Request	07/07/2021 17:24		

Showing 1 to 2 of 2 entries

2. View rejected

Display all reject requests of current user login

Show 10 entries				Filter requests	
ID	Department	Form Type	Created		
TVR-000014	Information Technology	Travel Request	07/07/2021 17:18		

Showing 1 to 1 of 1 entries

3. View my approval

Display all requests that approved by the current user login

Show 10 entries							Filter requests	
ID	Requester	Form Type	Created	Step	Status			
TVR-000014	Noah	Travel Request	07/07/2021 17:18	Requester	Pending			
TVR-000015	Noah	Travel Request	07/07/2021 17:23	Finance	Approved			
TVR-000016	Noah	Travel Request	07/07/2021 17:24	Finance	Approved			
OTR-000013	Noah	Overtime Request	07/07/2021 17:17	Manager	Pending			
OTR-000011	Noah	Overtime Request	07/07/2021 17:09	Manager	Pending			

Showing 1 to 5 of 5 entries

4. Configuration page

Re-update the URL of the Multi Approval Process in SharePoint



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