MULTI APPROVAL PROCESS for Team

Configuration & user guides

Version 1.0

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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.
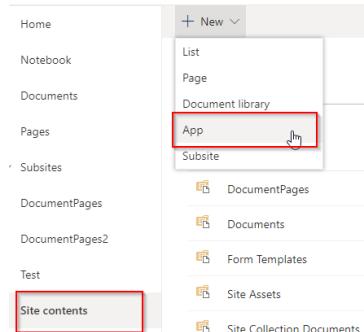
3. Find the **Multi Request Process** add-in in the Add-ins you can add a section and select its tile.
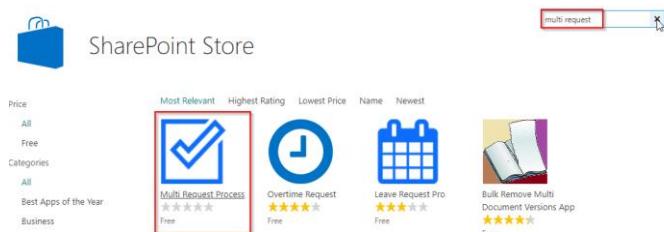
4. Select **Trust It** in the consent dialog. The **Site Contents** page automatically opens and the add-in appears with a notation that it is installing. After it installs, users can select the tile to run the add-in.

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

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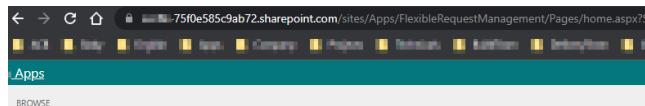
2. In the configuration page of the Multi Approval Process for team, paste this URL to the textbox

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. Pleae 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

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
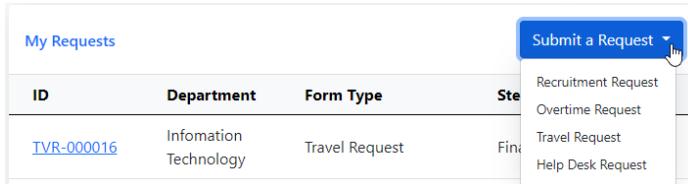
2. Input all information & click the **Request** button
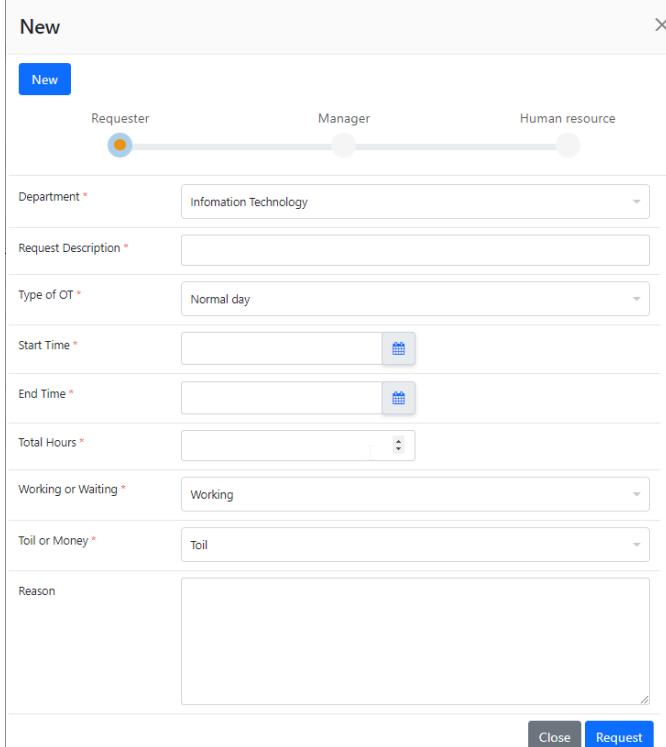
Approve / Reject the request

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

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

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

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

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

   b. Or select the checkbox all

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

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
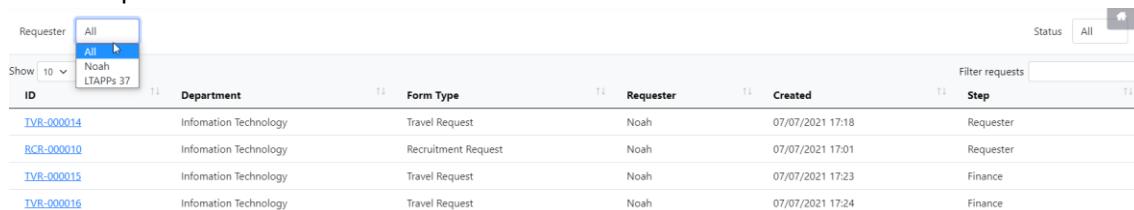
View All Requests

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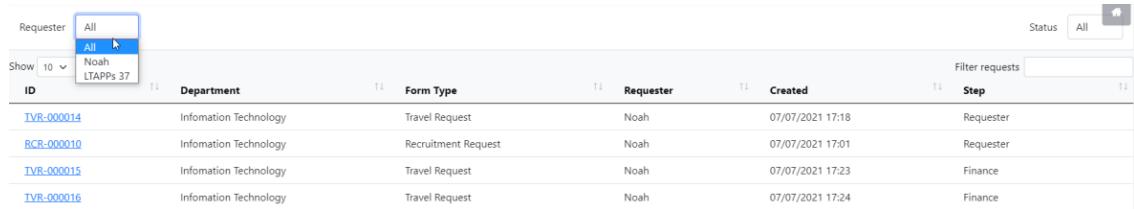
View Search

1. Click the **search** link in the 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

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 Multi Approval Process in SharePoint

| The Leave Request Pro Url | https://████████████████sharepoint.com/Apps/Test/LeaveReq | Checking | Update |