



MULTI APPROVAL PROCESS for Team

Configuration & user guides

Version 1.0

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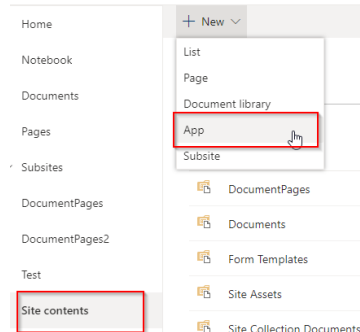
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Install & configure the Multi Approval Process for the Team

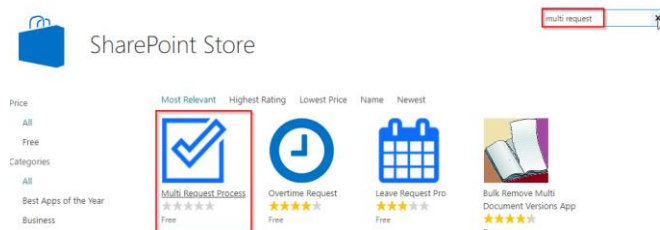
Install the Multi Approval Process in SharePoint

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

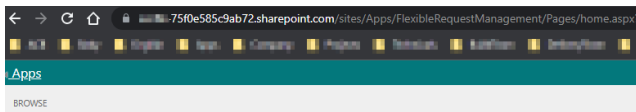
Add apps from the left side of Teams

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



Multi Approval Process

- 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.

- If you don't have the Multi Approval Process add-in in SharePoint. Please click this [Link](#) to install
- 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](#)

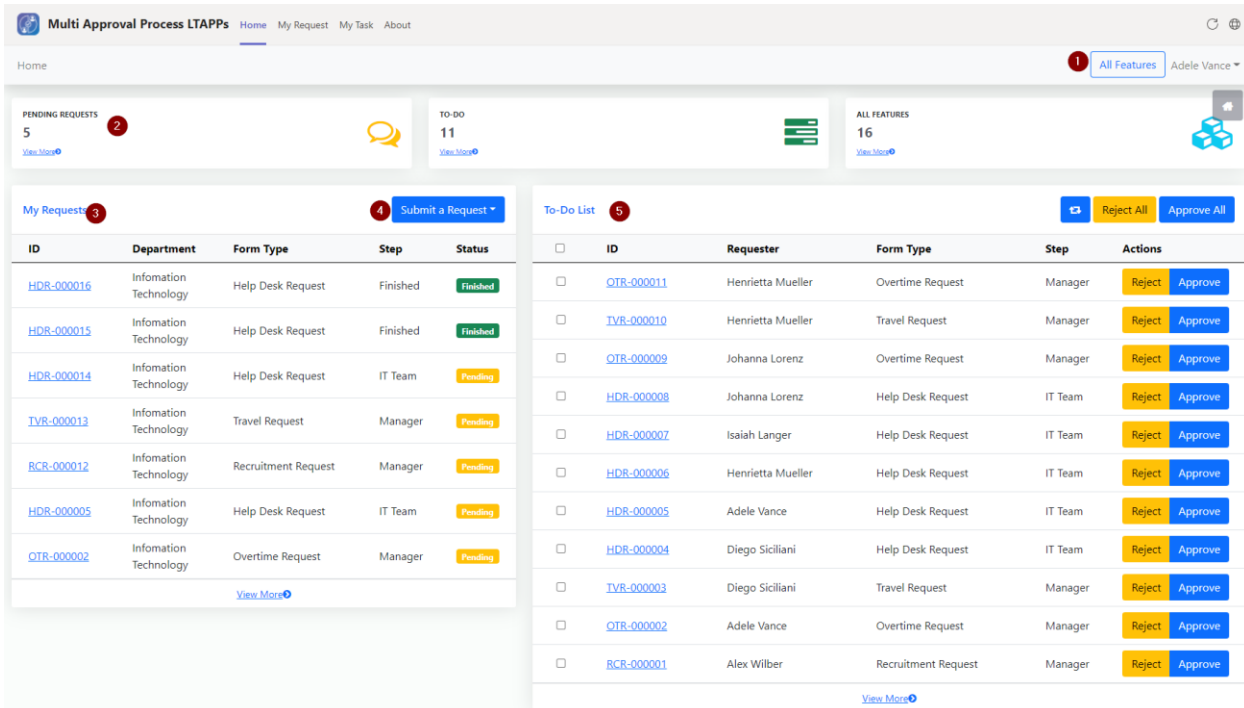
- Click the Checking button, then click the Update button after that

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 LTAPPs application. It features a header with navigation links (Home, My Request, My Task, About) and a user profile (Adele Vance). Below the header, there are three main cards: 'PENDING REQUESTS' (5), 'TO-DO' (11), and 'ALL FEATURES' (16). The 'My Requests' card is expanded, showing a table of requests with columns: ID, Department, Form Type, Step, and Status. The 'To-Do List' card is also expanded, showing a table of tasks with columns: ID, Requester, Form Type, Step, and Actions.

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
QTR-000002	Information Technology	Overtime Request	Manager	Pending

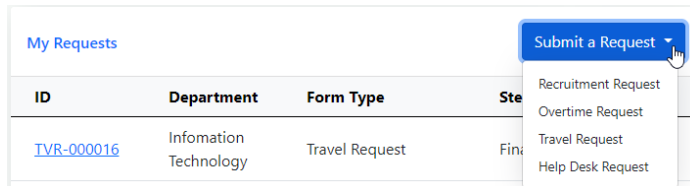
ID	Requester	Form Type	Step	Actions
QTR-000011	Henrietta Mueller	Overtime Request	Manager	Reject Approve
TVR-000010	Henrietta Mueller	Travel Request	Manager	Reject Approve
QTR-000009	Johanna Lorenz	Overtime Request	Manager	Reject Approve
HDR-000008	Johanna Lorenz	Help Desk Request	IT Team	Reject Approve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

- Header: Display the icon, page name & all features button
- 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

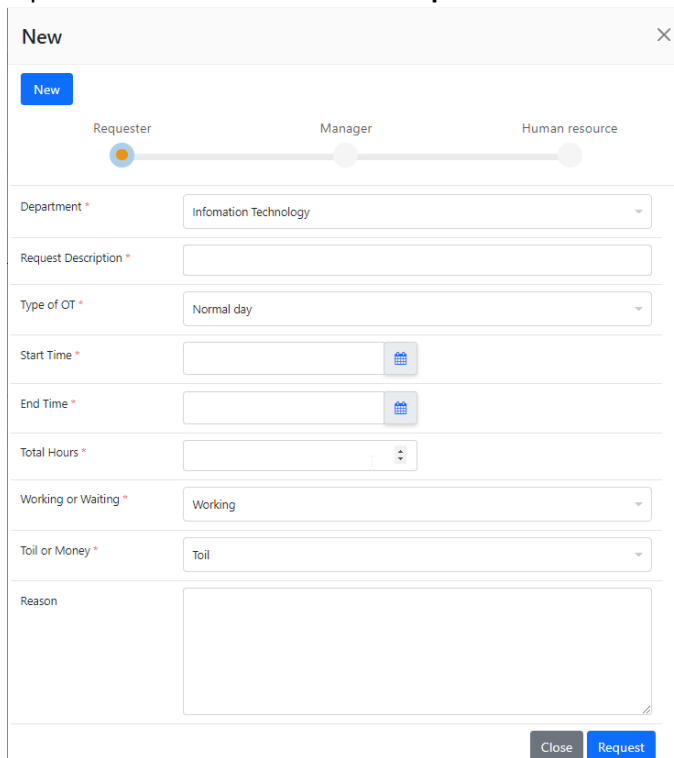


ID	Department	Form Type	Status
TVR-000016	Information Technology	Travel Request	Final

Submit a Request

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

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



New

New

Requester
Manager
Human resource

Department *
Information Technology

Request Description *

Type of OT *
Normal day

Start Time *

End Time *

Total Hours *

Working or Waiting *
Working

Toil or Money *
Toil

Reason

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

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

- 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

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

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

All

Pending

Finished

Deleted

Show 10 entries

Filter requests

ID	Department	Form Type	Step	Status
TVR-000016	Information Technology	Travel Request	Finance	Finished
TVR-000015	Information Technology	Travel Request	Finance	Finished
TVR-000014	Information Technology	Travel Request	Requester	Pending
QTR-000013	Information Technology	Overtime Request	Manager	Pending
RCR-000012	Information Technology	Recruitment Request	Manager	Pending
QTR-000011	Information Technology	Overtime Request	Manager	Pending
RCR-000010	Information Technology	Recruitment Request	Requester	Deleted

Showing 1 to 7 of 7 entries

First

Previous

1

Next

Last

View my task

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

Reject All

Approve All

Show 10 entries

Filter requests

<input type="checkbox"/>	ID	Requester	Form Type	Created	Step	Comment	Actions
<input type="checkbox"/>	TVR-000014	Noah	Travel Request	07/07/2021 17:18	Manager	<input type="text"/>	<div> <div>Reject</div> <div>Approve</div> </div>
<input type="checkbox"/>	QTR-000013	Noah	Overtime Request	07/07/2021 17:17	Manager	<input type="text"/>	<div> <div>Reject</div> <div>Approve</div> </div>
<input type="checkbox"/>	RCR-000012	Noah	Recruitment Request	07/07/2021 17:17	Manager	<input type="text"/>	<div> <div>Reject</div> <div>Approve</div> </div>
<input type="checkbox"/>	QTR-000007	LTAPPs 37	Overtime Request	07/07/2021 16:43	Manager	<input type="text"/>	<div> <div>Reject</div> <div>Approve</div> </div>

Showing 1 to 4 of 4 entries

First

Previous

1

Next

Last

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

Reject All

Approve All

Show 10 entries

Filter requests

<input type="checkbox"/>	ID	Requester	Form Type	Created	Step	Comment	Actions
<input type="checkbox"/>	TVR-000014	Noah	Travel Request	07/07/2021 17:18	Manager	<input type="text"/>	<div> <div>Reject</div> <div>Approve</div> </div>
<input type="checkbox"/>	QTR-000013	Noah	Overtime Request	07/07/2021 17:17	Manager	<input type="text"/>	<div> <div>Reject</div> <div>Approve</div> </div>
<input type="checkbox"/>	RCR-000012	Noah	Recruitment Request	07/07/2021 17:17	Manager	<input type="text"/>	<div> <div>Reject</div> <div>Approve</div> </div>
<input type="checkbox"/>	QTR-000007	LTAPPs 37	Overtime Request	07/07/2021 16:43	Manager	<input type="text"/>	<div> <div>Reject</div> <div>Approve</div> </div>

Showing 1 to 4 of 4 entries

First

Previous

1

Next

Last

- Approve/Reject multi requests
 - 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"/>	QTR-000013	Noah
<input type="checkbox"/>	RCR-000012	Noah
<input type="checkbox"/>	QTR-000007	LTAPPs 37

- Or select the checkbox all

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

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

Reject All

Approve All

Show 10 entries

<input type="checkbox"/>	ID
<input type="checkbox"/>	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

Requester

All
Noah
LTAPPs 37

Show 10

Status All

Filter requests

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

Requester

All
Noah
LTAPPs 37

Show 10

Status All

Filter requests

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

Refresh
Search

Show 15 entries

Filter requests

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

Refresh 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

Refresh 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

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

First Previous 1 Next Last

2. View rejected
Display all reject requests of current user login

Show 10 entries

ID	Department	Form Type	Created
TVR-000014	Information Technology	Travel Request	07/07/2021 17:18

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

3. View my approval
Display all requests that approved by the current user login

Show 10 entries

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	Finished
TVR-000016	Noah	Travel Request	07/07/2021 17:24	Finance	Finished
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

First Previous 1 Next Last

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](https://[REDACTED]sharepoint.com/Apps/Test/LeaveReq)

Checking

Update