

Staff Check In-Out

Install guide

Version 1.0

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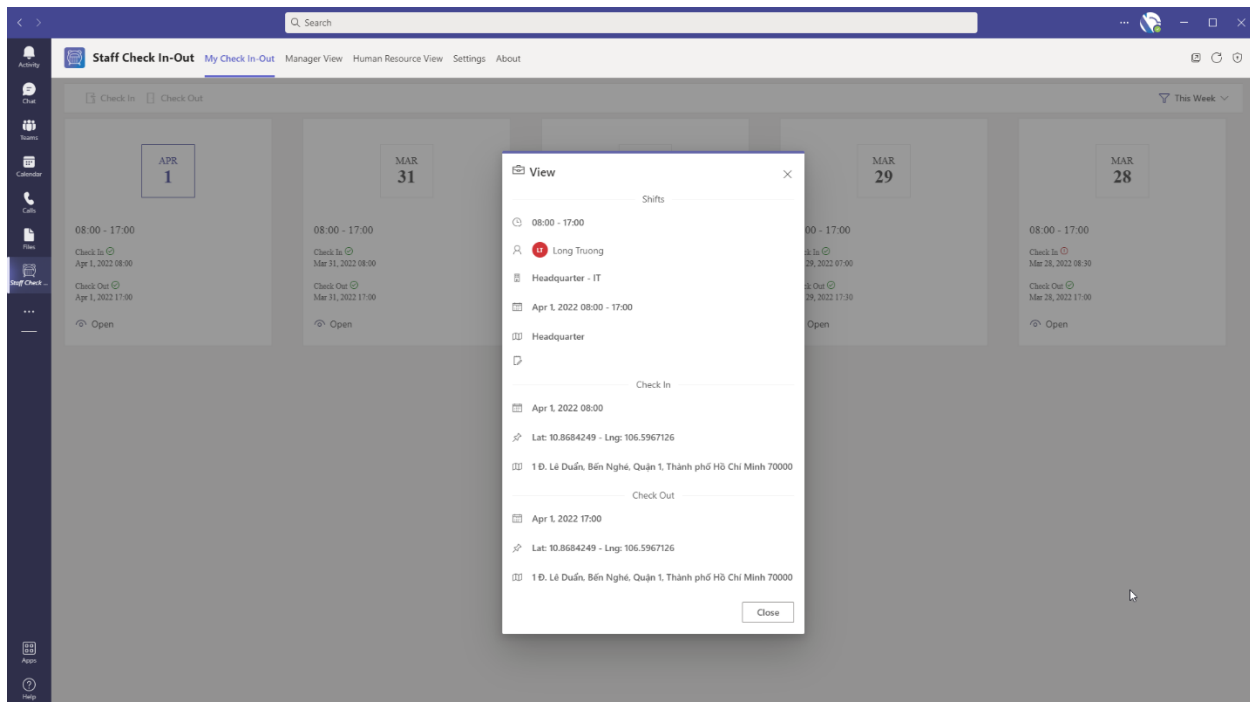
Staff Check In-Out

Staff Check In/out, tracking, monitoring with GPS. Easy to use & configuration

Overview

Staff check in-out where staff can check in-out with a location (GPS) and other details directly from Microsoft SharePoint & Teams

With the app, the managers or human resources can manage the check-in-out of the employee at the correct time & location.



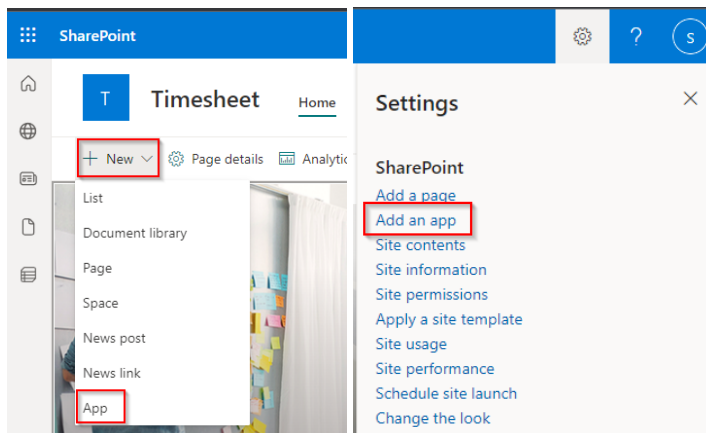
SharePoint

To install the app, you have to be a tenant administrator. If you are not a tenant administrator, please request him/her to support the installation.

[Get the app from the SharePoint store](#)

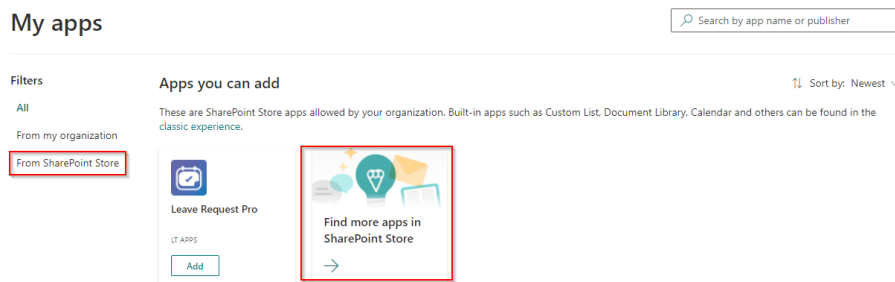
Follow the steps below

- Open the SharePoint site where you want to install the app. Click the New button > App or click the Settings icon > Add an app

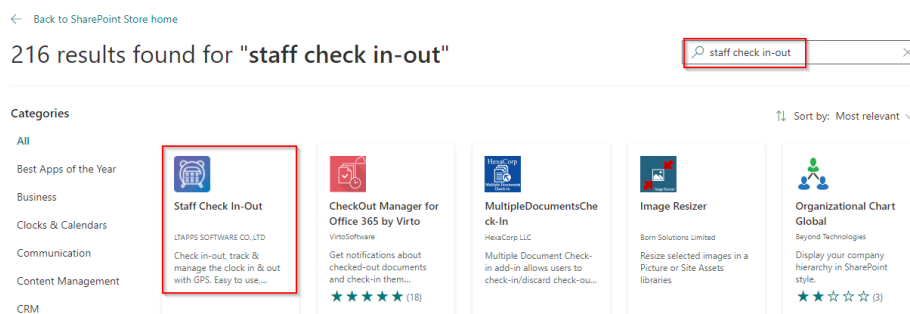


- In the popup appearing, select the From SharePoint Store link. Then click the Find more apps in SharePoint store link

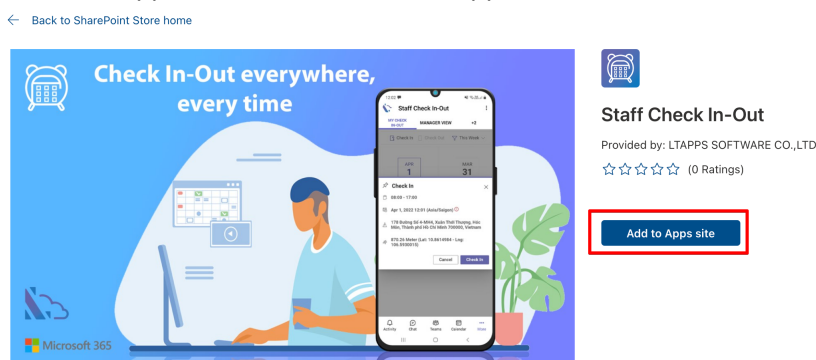
My apps



- In the Search by “Staff Check In-Out” or “WA200004021” search box, paste the following tag and then press Enter.




- Select the app and click on the Add to Apps Site button.



1 of 5

- In the popup appearing, check the “Only enable this app” check box and click on the Add button

Confirm data access ×

 Staff Check In-Out

The app you're about to enable will have access to data by using the identity of the person using it. Enable this app only if you trust the developer or publisher.

This app gets data from:

- SharePoint

API access that must be approved after you enable this app

- LTAPPS SaaS Web API, user_impersonation
- Microsoft Graph, User.Read

App availability

☒ Only enable this app
Selecting this option makes the app available for site owners to add from the My apps page. [Learn how to add an app to a site](#)

☐ Enable this app and add it to all sites
Selecting this option adds the app automatically so site owners don't need to.

- Click on the Go to API access page button

Approve access so this app works as designed ×

This app has been enabled. For this app to work as designed, it needs additional API access. To approve the permission request now, select **Go to API access page**, and then look under **Pending requests**.

To approve access to third-party APIs, you must be signed in as an Application Administrator. To approve access to Microsoft APIs, you must be signed in as a Global Administrator.


[Learn more about managing permission requests](#)

- To approve the API on API Access page, follow the steps below:

- Firstly open the page with admin permission:
https://login.microsoftonline.com/common/adminconsent?client_id=4f79179e-7a76-4812-86b2-b869b3be1dad
- Log in and click on the Accept button. After clicking the Accept button

Microsoft

Permissions requested
Review for your organization

 LTAPPS SaaS Web API
LTAPPS SOFTWARE CO.,LTD

This app would like to:

- ✓ Maintain access to data you have given it access to
- ✓ Sign in and read user profile

If you accept, this app will get access to the specified resources for all users in your organization. No one else will be prompted to review these permissions.

Accepting these permissions means that you allow this app to use your data as specified in their [terms of service](#) and [privacy statement](#). You can change these permissions at <https://myapps.microsoft.com>. [Show details](#)

Does this app look suspicious? [Report it here](#)

- An error page appears, ignore the issue by closing this page.



Sign in

Sorry, but we're having trouble signing you in.

AADSTS500113: No reply address is registered for the application.

- In the API Access page, select each permission of the app and click on the Approve button.

API access

Manage access to Azure AD-secured APIs from SharePoint Framework components and scripts. [Learn about managing permission requests](#)

☒ Approve ☐ Reject

	API name	Package	Permission	Last requested
▼	Pending requests (2)			
▼	Organization-wide (2)			
<input checked="" type="checkbox"/>	LTAPPs SaaS Web API	Staff Check In-Out	user_impersonation	4/13/2022
	Microsoft Graph	Staff Check In-Out	User.Read	4/13/2022

Install the app to the SharePoint site

After getting the app from the store. Follow the steps below to install:

- **Only do this step if the name of the button below is “Stop Adding to New Site”.** Open the SharePoint app catalog ([How to open the SharePoint App Catalog](#)) page again, select the package & click on the Stop Adding to New Sites button.

Manage apps

Upload, enable, and manage apps. To update SharePoint Store apps, go to the [classic experience](#).

[Learn more about managing apps](#)

Starting April 2, 2026, SharePoint add-ins will be retired for SharePoint in Microsoft 365 and users will no longer be able to use SharePoint add-ins. Installing SharePoint add-ins from the SharePoint Store will not be ...

☒ Stop adding to new sites ☐ Add to Teams ☐ View app details ☐ Delete ☐ Download ... 1 selected Apps* ▼

Apps for SharePoint

Icon ▼	Title ▼	App version ▼	State ▼	Added to all si... ▼	Available for ▼	Valid app pack... ▼	Modified ↓ ▼
<input checked="" type="checkbox"/>	Staff Check In-Out	1.0.5.1	Enabled	Yes		Yes	2 minutes ago
<input type="checkbox"/>	LTAPPS Timesheet	1.2.3.2	Enabled	No		Yes	About an hour ago
<input type="checkbox"/>	LTAPPS Approval Hub	1.1.1.6	Enabled	No		Yes	21 hours ago

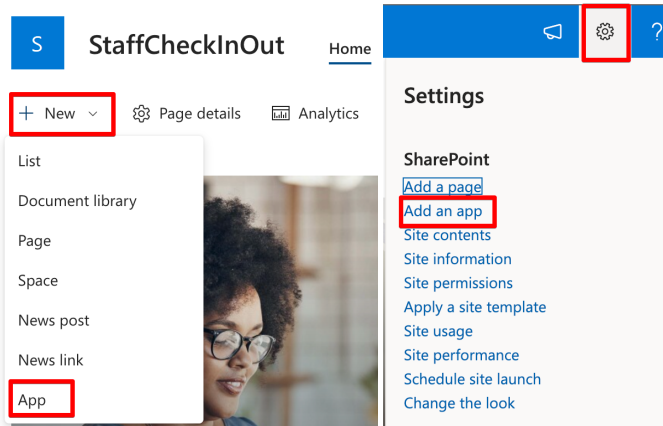
- Then click on the Save button

×

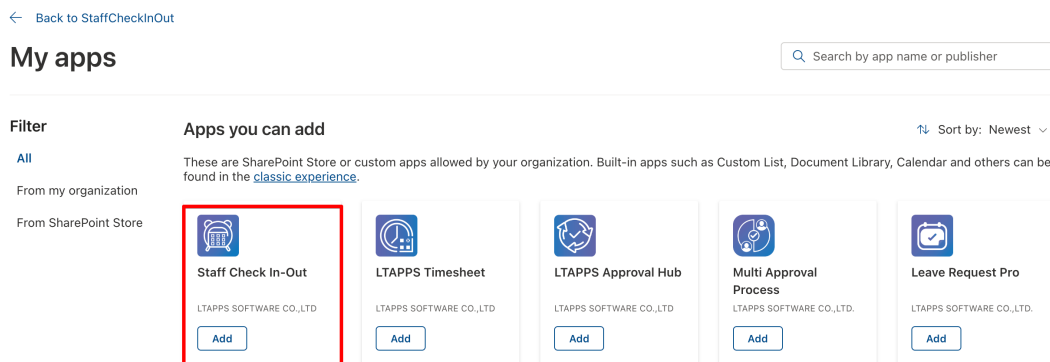
Stop adding this app to new sites

The functionality provided by this app will continue to be available on all sites where it was added, and site owners can still add this app to their sites.

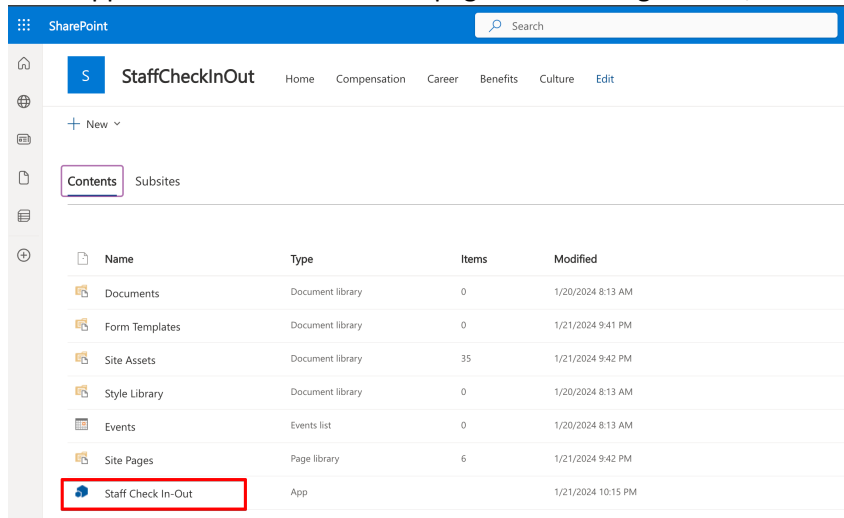
- Open the SharePoint site where you want to install the app. Click the New button > App or click the Settings icon > Add an app.



- Find the **LTAPPS Approval Hub** app, then click Add button. Wait a minute, then back to the site contents page.



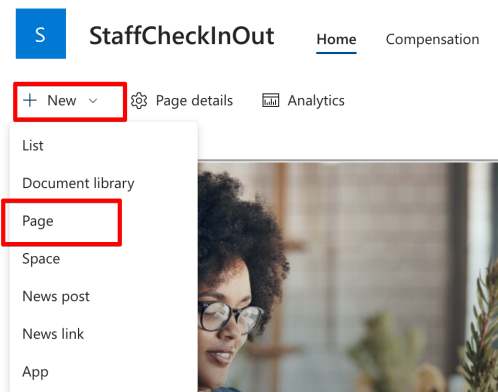
- If the app shows in the site content page like the image below, it is complete.



Add the web part to the modern page

Follow the steps below to add the web part to the modern page

- Open the SharePoint site where the app is installed. Click on the New button in the toolbar & select the Page link.

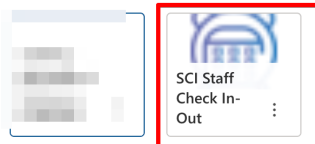


- On the Pages template, switch to the Apps tab. Then click on the LTAPPS Approval Hub icon > click on the Create Page button.

Page templates

From Microsoft Saved on this site Apps

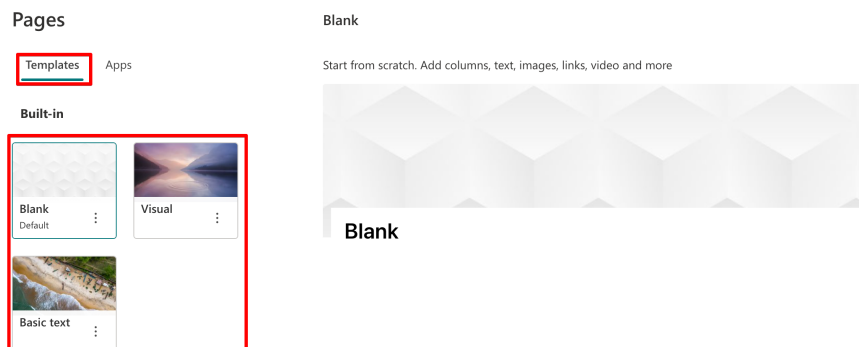
Featured



- Enter the page name & click on the Save button.



- Or you can use the modern page by following the steps below:
 - Open an existing modern page or create a new modern page.



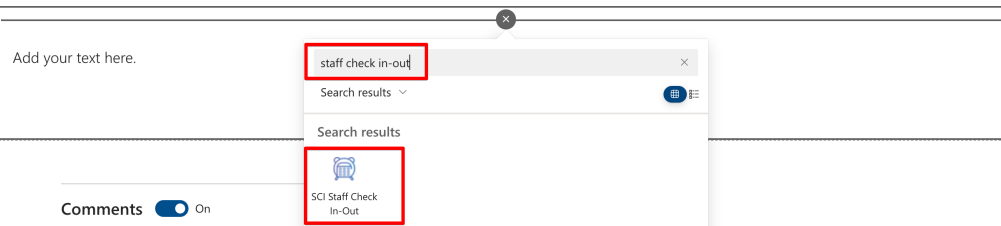
- On the modern page, edit the page & click on the + icon to add a new web part.

Check In-Out



- Find the Approval Hub web part, then double-click on the web part icon.

Check In-Out

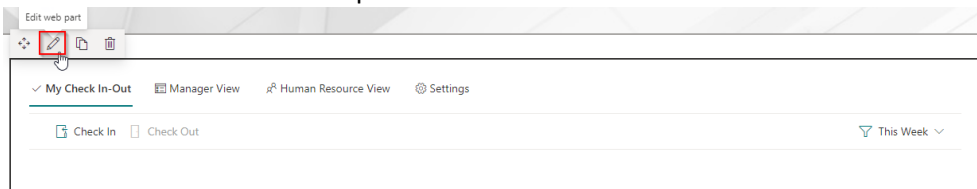


- Then the web part displayed on the page

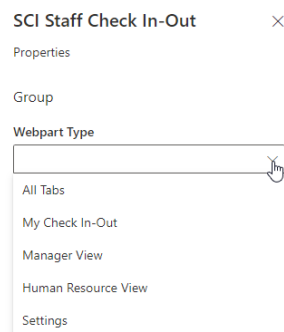
Edit the property (Change the view of the web part)

Follow the steps below

- Click the edit icon of the web part



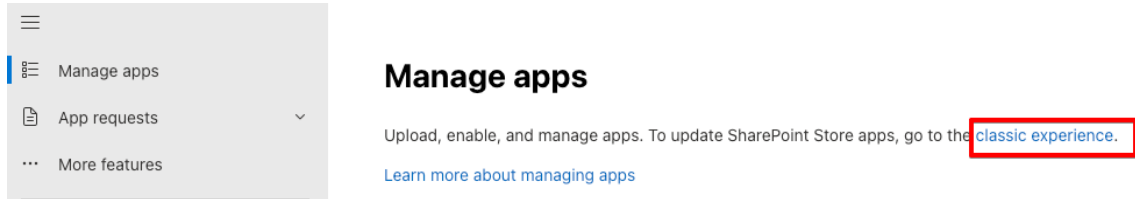
- In the right panel, you can change the view to display the web part. There are 5 options you can select
 - All Tabs: The web part will display all tabs (My check in-out, Manager view, Human resource view & Settings view)
 - My Check In-Out
 - Manager View
 - Human Resource View
 - Settings



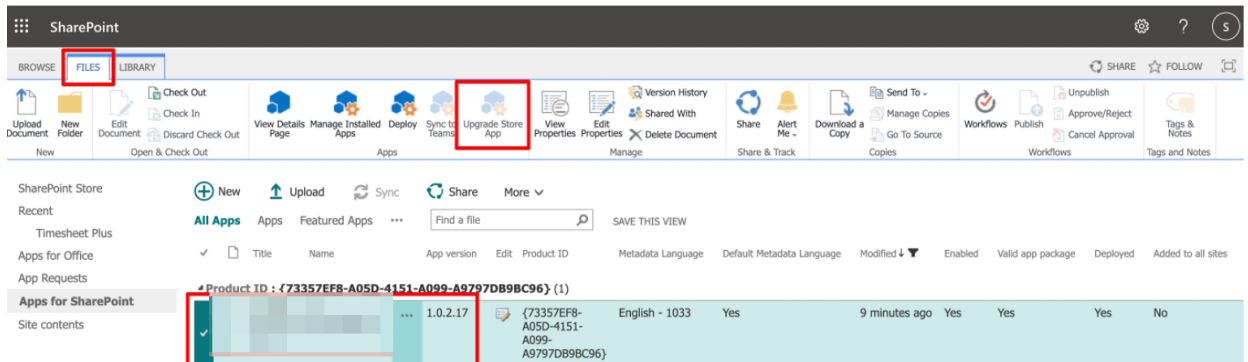
Upgrade the app

Follow the steps below:

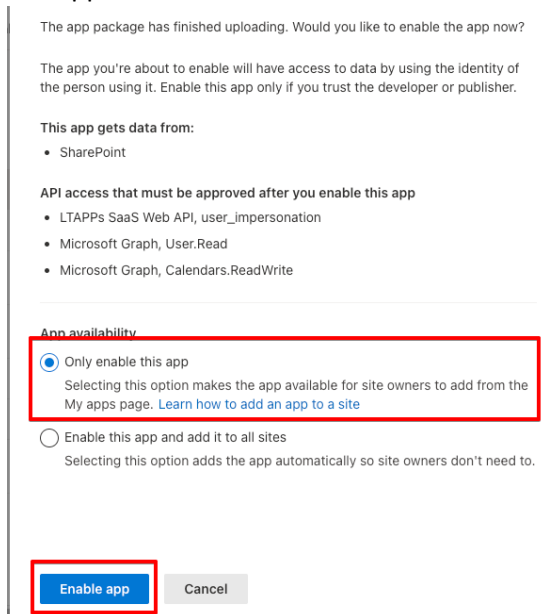
- Open the SharePoint App Catalog ([How to open the SharePoint App Catalog](#)). On the Manage Apps page, click on the Classic Experience link



- On the SharePoint App Catalog Classic, select the app & click on the Upgrade Store App button in the Ribbon. Then get the new version of the app



- After downloading the app from the Store. The panel appears, select the option “Only enable this app” & click on the Enable button.



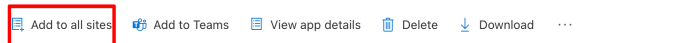
- Open the SharePoint site where the app is installed. On the site contents, and click the ... icon at the right of the app. Then click on the detail link
- Then click on the Get It button

MS Teams




Sync the app from the SharePoint app catalog to MS Teams

Follow the steps below

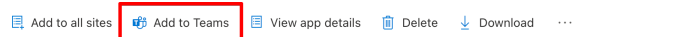
- Open the SharePoint App Catalog, select the app & click on the Add to All Site button in the toolbar.






Apps for SharePoint

Icon	Title	App version	State	Added to all si...
	Staff Check In-Out	1.0.5.1	Enabled	No
	LTAPPS Timesheet	1.2.3.2	Enabled	No
	LTAPPS Approval Hub	1.1.1.6	Enabled	No

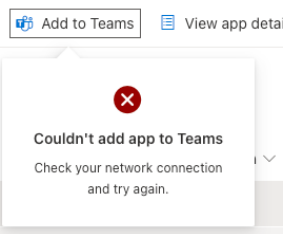
- In the SharePoint App Catalog, select the app & click on the Add to Teams button in the toolbar.



Apps for SharePoint

Icon	Title	App version	State	Added to all si...
	Staff Check In-Out	1.0.5.1	Enabled	No
	LTAPPS Timesheet	1.2.3.2	Enabled	No
	LTAPPS Approval Hub	1.1.1.6	Enabled	No

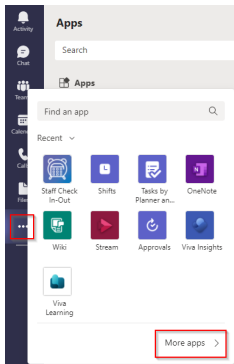
- Click on the Add & Confirm buttons in the panel.
- Wait 2-3 mins to complete deployment.
- If the error message shows as the image below. Please ignore & continue



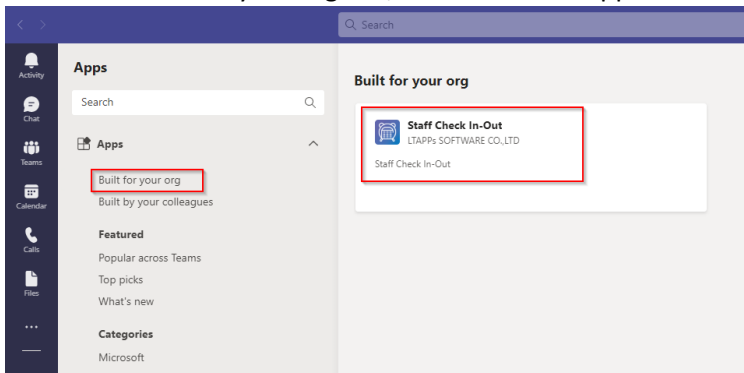
Add the app to MS Teams

Follow the steps below

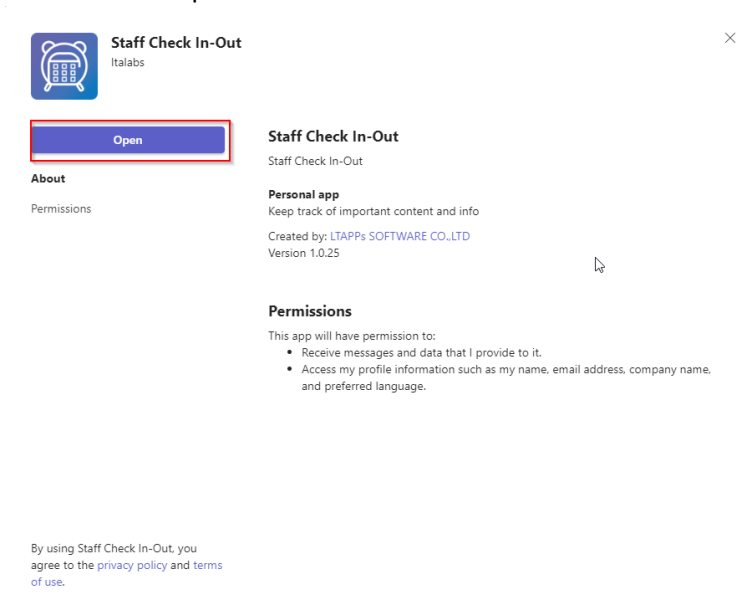
- Click the ... icon, then click the More app button



- Select the Build for your org link, then select the app




- Then click the open button



Set up the app on MS Teams connect with the app on SharePoint

Follow the steps below

- Open the app on SharePoint
- In the configuration page, select the SharePoint site URL where the app is installed.
- Click the checking button. Then click the update button after that



Staff Check In-Out

To connect the app on the SharePoint, please follow the steps below

- Select the SharePoint site URL in the dropdown below. Then click the Checking
- After that click the Update Button. It takes some seconds to update the URL and automatic refresh the app


①

- Please make sure you are an admin on the SharePoint root site
- The app will create a list with the name **LTAppsSettings** on the SharePoint root site. Please make sure all users in the organization can see this list

https://ltalabs.sharepoint.com/sites/Test5

Checking
Update

- If you want to change the connection to another SharePoint site. Open the settings tab
- Click the Click this link to update the URL link as the image below



Staff Check In-Out
My Check In-Out
Manager View
Human Resource View
Settings
About

First day of week

Sunday

Get the address

☒ Yes

https://ltalabs.sharepoint.com/sites/Test5

Allows check in-out if incorrect location

☒ Yes

Unit

Meter

Max Items

10000

Who can edit the shifts (The shifts has already checkin)

Manager

Who can delete the shifts (The shifts has already checkin)

Manager

Who can edit the check in-out

Manager, Human Resource

Who can check histories of the shifts

Admins



SharePoint site URL


https://ltalabs.sharepoint.com/sites/Test5

Click this link to update the URL

Save

- In the configuration page, change the URL. Click the Checking button & click the Update button after that


 Update the SharePoint Site URL 



Staff Check In-Out

To connect the app on the SharePoint, please follow the steps below

- Select the SharePoint site URL in the dropdown below. Then click the Checking
- After that click the Update Button. It takes some seconds to update the URL and automatic refresh the app



- Please make sure you are an admin on the SharePoint root site
- The app will create a list with the name **LTAppsSettings** on the SharePoint root site. Please make sure all users in the organization can see this list

Checking

Update

Upgrade the app

Repeat the steps

- Sync the app from the SharePoint app catalog to MS Teams
- Add the app to MS Teams