



# Staff Check In-Out

[Install guide](#)

Version 1.0



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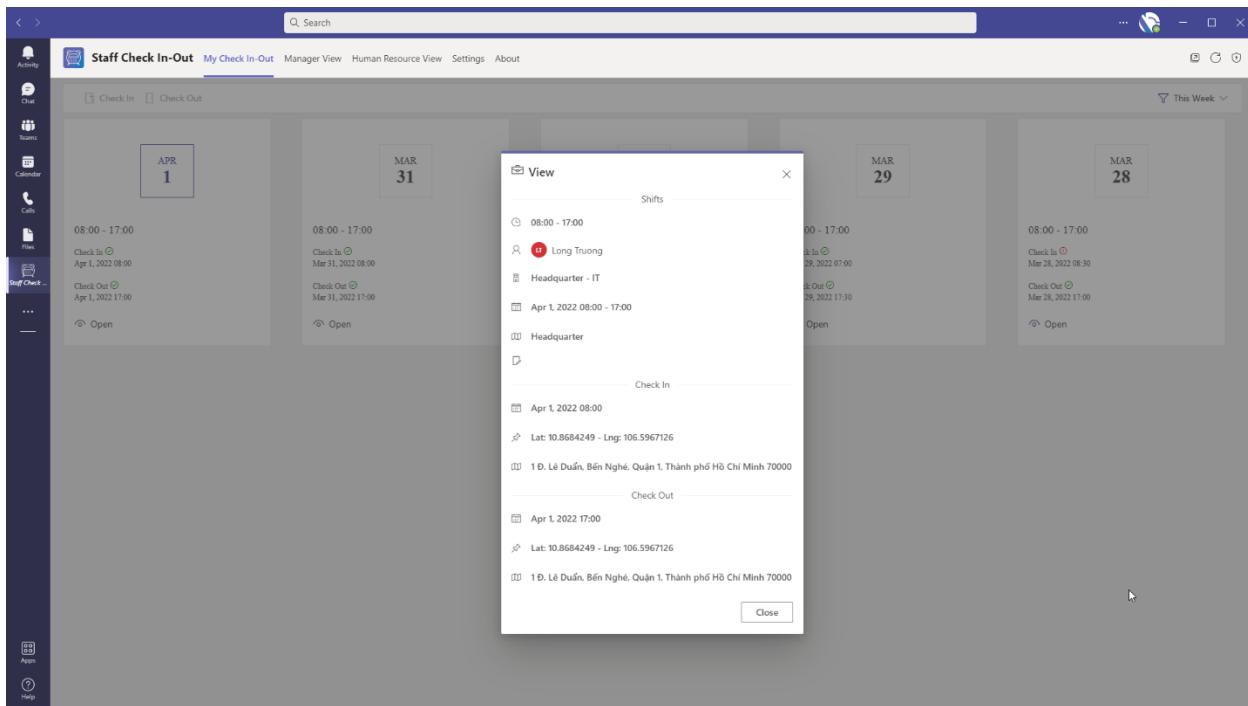
# Staff Check In-Out

**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.



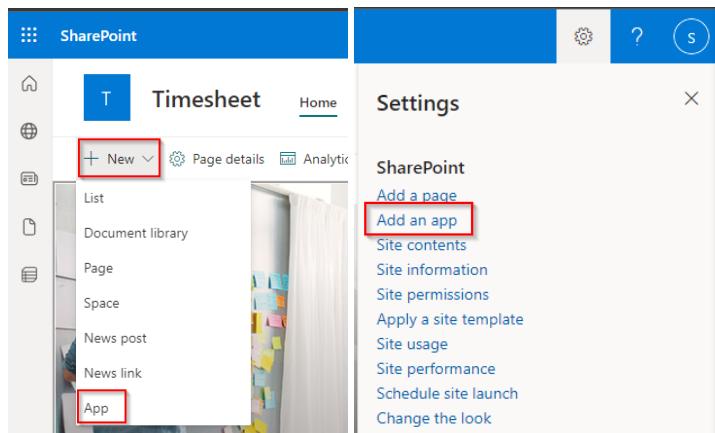
## SharePoint

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

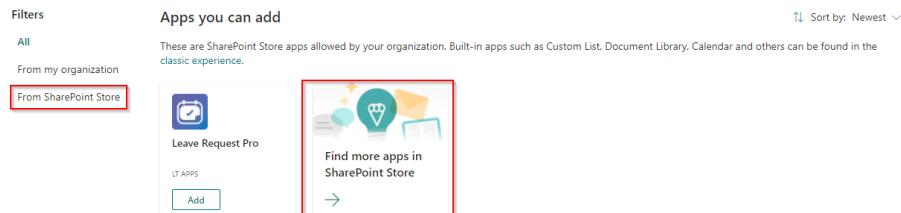
- Open the SharePoint site where you want to install the app. Click the New button > App or click the Settings icon > Add an app



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

My apps

Search by app name or publisher

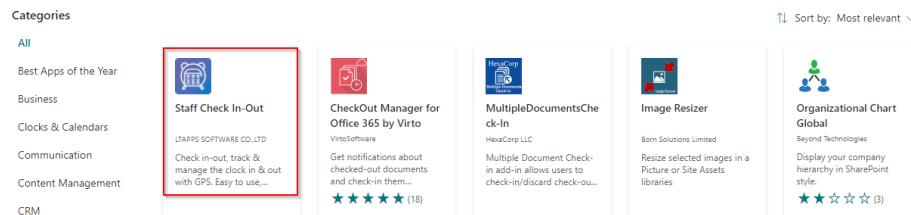


- In the Search by "Staff Check In-Out" or "WA200004021" search box, paste the following tag and then press Enter.

← Back to SharePoint Store home

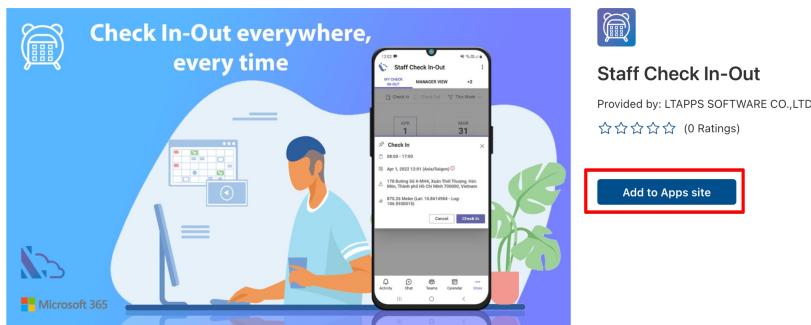
216 results found for "staff check in-out"

Search by app name or publisher

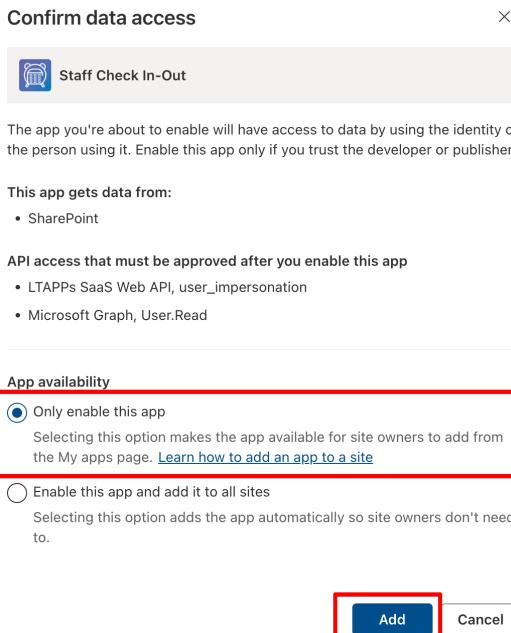


- Select the app and click on the Add to Apps Site button.

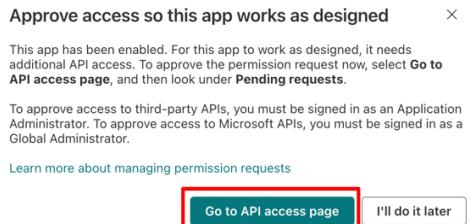
← Back to SharePoint Store home



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



- Click on the Go to API access page button

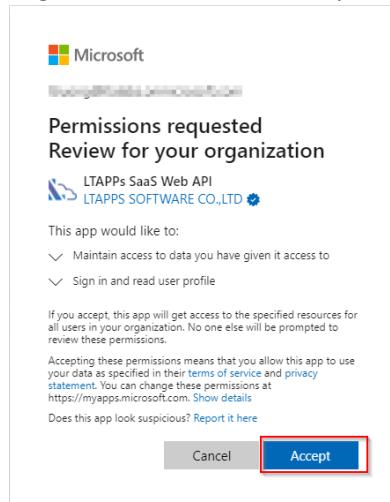


- To approve the API on API Access page, follow the steps below:

- Firstly open the page with admin permission:

[https://login.microsoftonline.com/common/adminconsent?client\\_id=4f79179e-7a76-4812-86b2-b869b3be1dad](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





- 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](#)

	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
<input checked="" type="checkbox"/>	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 <a href="#">classic experience</a> .							
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 ...							
<input checked="" type="checkbox"/>	Stop adding to new sites					...	1 selected
Apps for SharePoint							
Icon	Title	App version	State	Added to all si...	Available for	Valid app pack...	Modified
	Staff Check In-Out	1.0.5.1	Enabled	Yes		Yes	2 minutes ago
	LTAPPS Timesheet	1.2.3.2	Enabled	No		Yes	About an hour ago
	LTAPPS Approval Hub	1.1.1.6	Enabled	No		Yes	21 hours ago

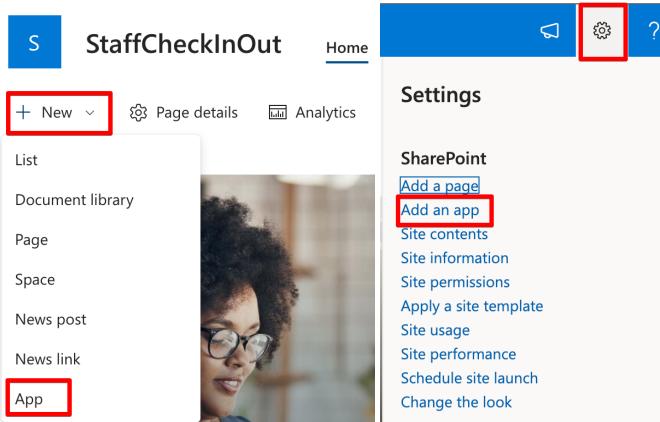
- Then click on the Save button

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.

Save



- 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.

[← Back to StaffCheckInOut](#)

## My apps

Search by app name or publisher

Filter	Apps you can add	Sort by: Newest						
All	<p>These are SharePoint Store or custom apps allowed by your organization. Built-in apps such as Custom List, Document Library, Calendar and others can be found in the <a href="#">classic experience</a>.</p> <table border="1"> <tr> <td>From my organization</td> <td> <b>Staff Check In-Out</b> LTAPPS SOFTWARE CO.,LTD <a href="#">Add</a></td> <td> LTAPPS Timesheet LTAPPS SOFTWARE CO.,LTD <a href="#">Add</a></td> <td> LTAPPS Approval Hub LTAPPS SOFTWARE CO.,LTD <a href="#">Add</a></td> <td> Multi Approval Process LTAPPS SOFTWARE CO.,LTD <a href="#">Add</a></td> <td> Leave Request Pro LTAPPS SOFTWARE CO.,LTD <a href="#">Add</a></td> </tr> </table>	From my organization	 <b>Staff Check In-Out</b> LTAPPS SOFTWARE CO.,LTD <a href="#">Add</a>	 LTAPPS Timesheet LTAPPS SOFTWARE CO.,LTD <a href="#">Add</a>	 LTAPPS Approval Hub LTAPPS SOFTWARE CO.,LTD <a href="#">Add</a>	 Multi Approval Process LTAPPS SOFTWARE CO.,LTD <a href="#">Add</a>	 Leave Request Pro LTAPPS SOFTWARE CO.,LTD <a href="#">Add</a>	
From my organization	 <b>Staff Check In-Out</b> LTAPPS SOFTWARE CO.,LTD <a href="#">Add</a>	 LTAPPS Timesheet LTAPPS SOFTWARE CO.,LTD <a href="#">Add</a>	 LTAPPS Approval Hub LTAPPS SOFTWARE CO.,LTD <a href="#">Add</a>	 Multi Approval Process LTAPPS SOFTWARE CO.,LTD <a href="#">Add</a>	 Leave Request Pro LTAPPS SOFTWARE CO.,LTD <a href="#">Add</a>			
From SharePoint Store								

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

SharePoint

Search

StaffCheckInOut

Home Compensation Career Benefits Culture Edit

Contents Subsites

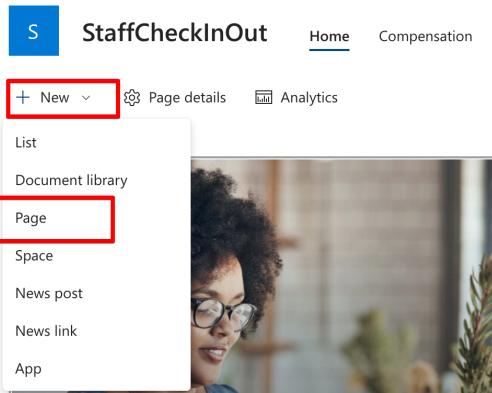
Name	Type	Items	Modified
Documents	Document library	0	1/20/2024 8:13 AM
Form Templates	Document library	0	1/21/2024 9:41 PM
Site Assets	Document library	35	1/21/2024 9:42 PM
Style Library	Document library	0	1/20/2024 8:13 AM
Events	Events list	0	1/20/2024 8:13 AM
Site Pages	Page library	6	1/21/2024 9:42 PM
 Staff Check In-Out	App		1/21/2024 10:15 PM

## Add the web part to the modern page

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

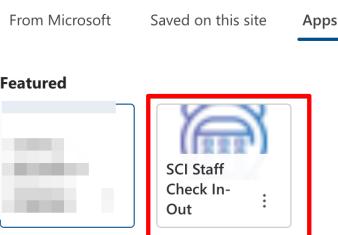


- Open the SharePoint site where the app is installed. Click on the New button in the toolbar & select the Page link.



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

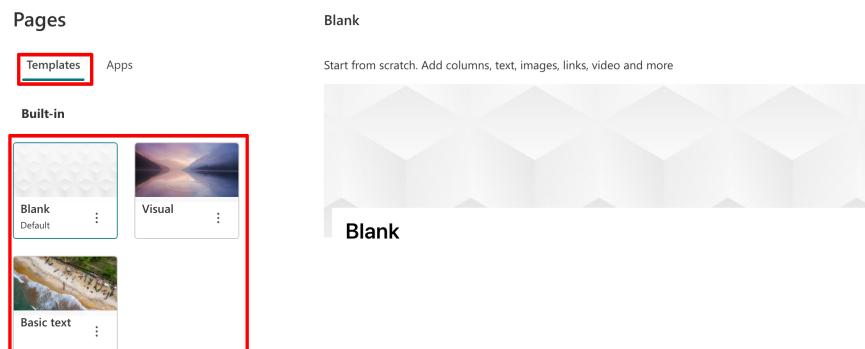
### Page templates



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

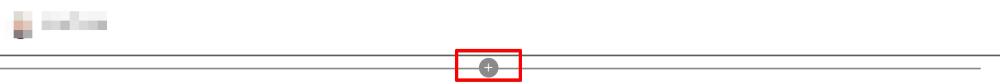


- Or you can use the modern page by following the steps below:
  - Open an existing modern page or create a new modern page.



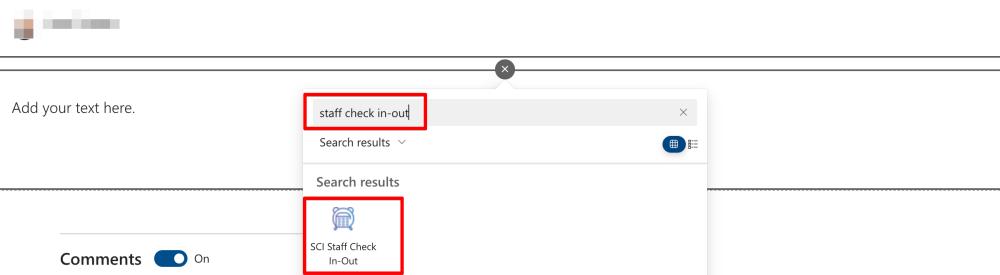
- On the modern page, edit the page & click on the + icon to add a new web part.

## Check In-Out



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

## Check In-Out

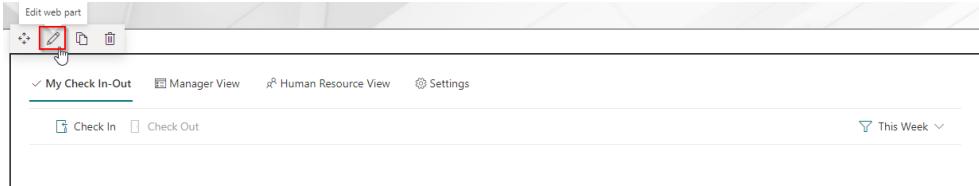


- Then the web part displayed on the page

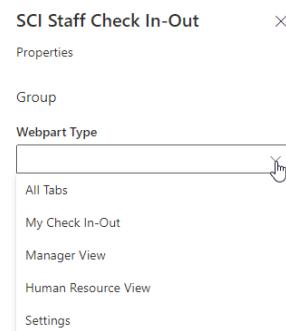
## Edit the property (Change the view of the web part)

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

Manage apps

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

[Learn more about managing apps](#)

- 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

SharePoint

BROWSE FILES LIBRARY

Upload Document New Folder Edit Document Check Out Check In View Details Page Manage Installed Apps Deploy Sync to Teams Upgrade Store App View Properties Edit Properties Shared With Version History Share Alert Me Download a Copy Send To Manage Copies Go To Source Share & Track Workflows Publish Unpublish Approve/Reject Cancel Approval Workflows Tags & Notes

SPOTLIGHT

Recent

Timesheet Plus

Apps for Office

App Requests

Apps for SharePoint

Product ID : {73357EF8-A05D-4151-A099-A9797DB9BC96} (1)

App	Version	Product ID	Language	Enabled	Modified	Valid app package	Deployed	Added to all sites
App Name	1.0.2.17	{73357EF8-A05D-4151-A099-A9797DB9BC96}	English - 1033	Yes	9 minutes ago	Yes	Yes	No

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

The app package has finished uploading. Would you like to enable the app now?

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
- Microsoft Graph, Calendars.ReadWrite

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.

[Enable app](#) [Cancel](#)

- 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

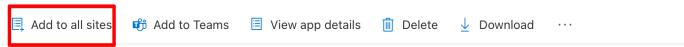


## MS Teams

Sync the app from the SharePoint app catalog to MS Teams

Follow the steps below

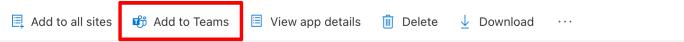
- Open the SharePoint App Catalog, select the app & click on the Add to All Site button in the toolbar.



Apps for SharePoint

Icon	Title	App version	State	Added to all si...
	Staff Check In-Out	1.0.5.1		Enabled
	LTAPPS Timesheet	1.2.3.2		Enabled
	LTAPPS Approval Hub	1.1.1.6		Enabled

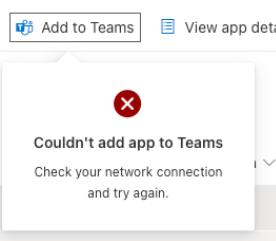
- In the SharePoint App Catalog, select the app & click on the Add to Teams button in the toolbar.



Apps for SharePoint

Icon	Title	App version	State	Added to all si...
	Staff Check In-Out	1.0.5.1		Enabled
	LTAPPS Timesheet	1.2.3.2		Enabled
	LTAPPS Approval Hub	1.1.1.6		Enabled

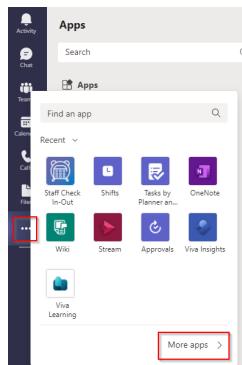
- Click on the Add & Confirm buttons in the panel.
- Wait 2-3 mins to complete deployment.
- If the error message shows as the image below. Please ignore & continue



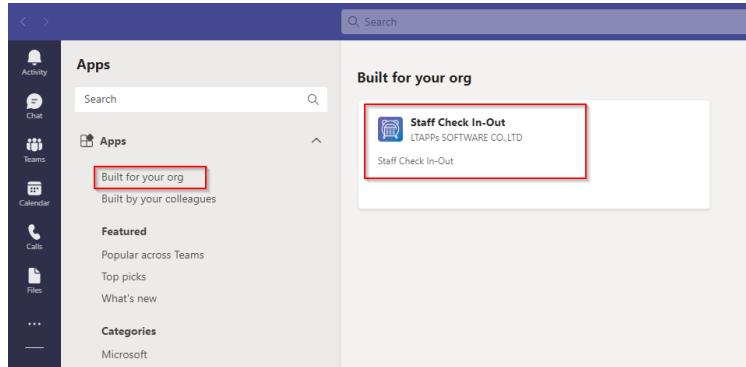
## Add the app to MS Teams

Follow the steps below

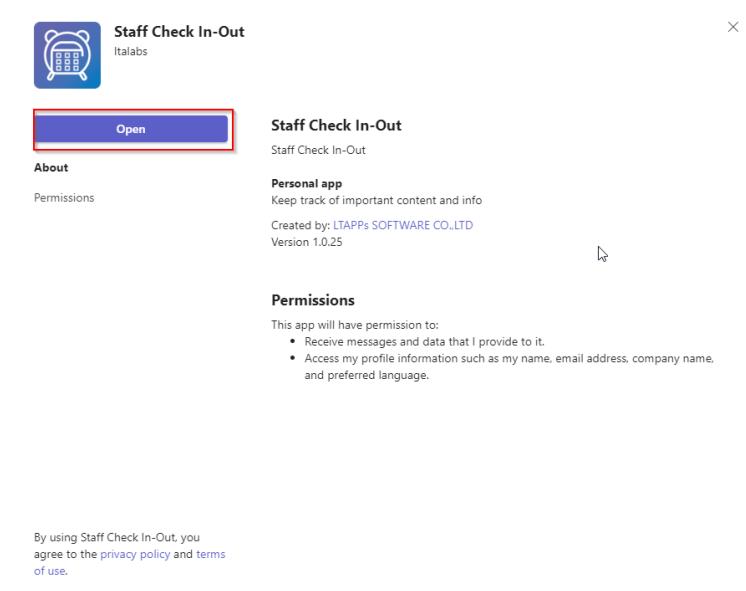
- Click the ... icon, then click the More app button



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



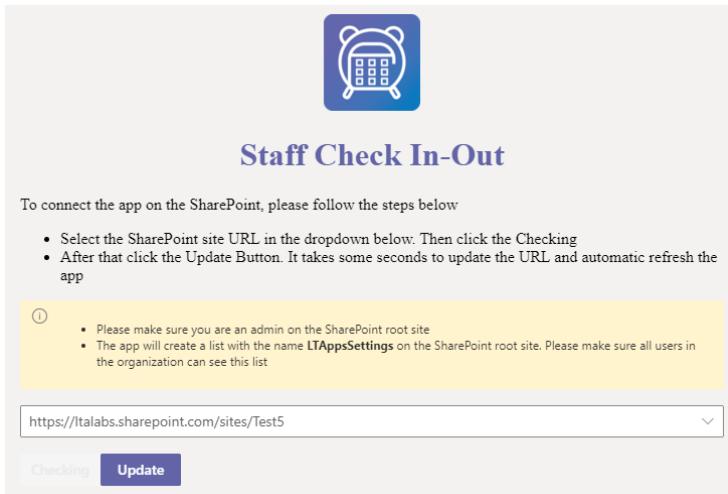
- Then click the open button



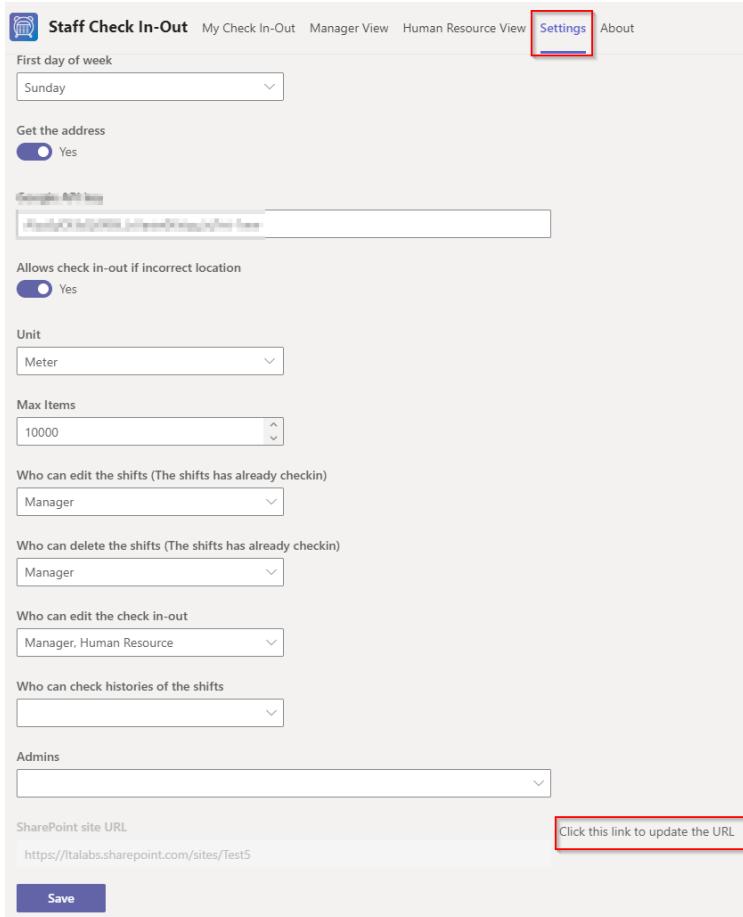
## Set up the app on MS Teams connect with the app on SharePoint

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



- 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



- 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 **LTAAppsSettings** 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