



# LTAPPS Time Off

[Install guide](#)

Version 1.0



## Table of Contents

Overview .....	3
SharePoint .....	4
Get the app from the SharePoint store.....	4
Install the app on the SharePoint site.....	6
Add the web part to the modern page.....	8
Edit the property (Change the view of the web part) .....	10
Upgrade the app.....	10
MS Teams & O365 Apps .....	12
Sync the app from the SharePoint app catalog to MS Teams .....	12
Add the app to MS Teams .....	13
Set up the app on MS Teams and connect with the app on SharePoint .....	14
Upgrade the app.....	15



## LTAPPS Time Off

**LTAPPS Time Off** is a software application that allows employees to create and submit requests for time off

### Overview

LTAPPS Time Off is a software application that allows employees to create and submit requests for time off from work, and managers to approve or reject them. A leave request app can also track the leave balances, status, and history of each employee, as well as the company holidays and policies.

LTAPPS Time Off app can benefit both employees and managers by simplifying the process of requesting and approving time off, reducing errors and delays, increasing transparency and accountability, and improving employee satisfaction and productivity.

Users can submit the request via desktop, mobile, web app, or platforms such as O365 apps, SharePoint or Microsoft Teams.

The screenshot shows the LTAPPS Time Off application integrated into a Microsoft 365 environment. The sidebar on the left includes links for Chat, Shifts, Teams, Activity, Multi Appr., Leave Req., and LTAPPS Tim... (partially visible). The main area features a calendar for August 2023. A modal window is open, displaying a specific leave request for Adele Vance from August 1 to 3, 2023. The request is for Annual Leave and is marked as 'Done'. The calendar also shows other leave requests for the month, such as Childcare Leave, Marriage Leave, Personal Leave, and Vacation Leave. The interface includes a search bar, a navigation menu with links like Home, My Requests, About, My Tasks, My Approval, My Dashboard, Dashboard, and All Features, and a 'Last 3 Months' filter.



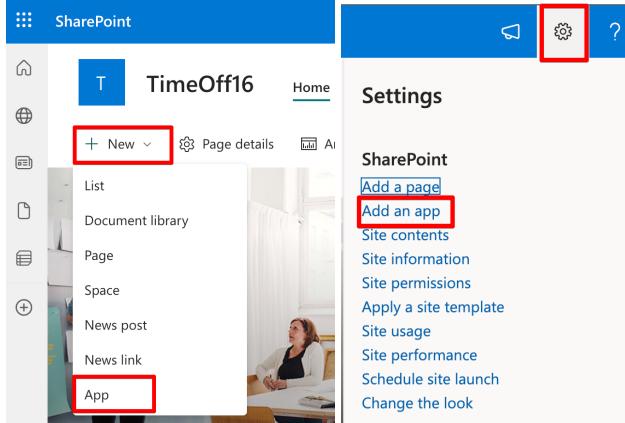
## SharePoint

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.

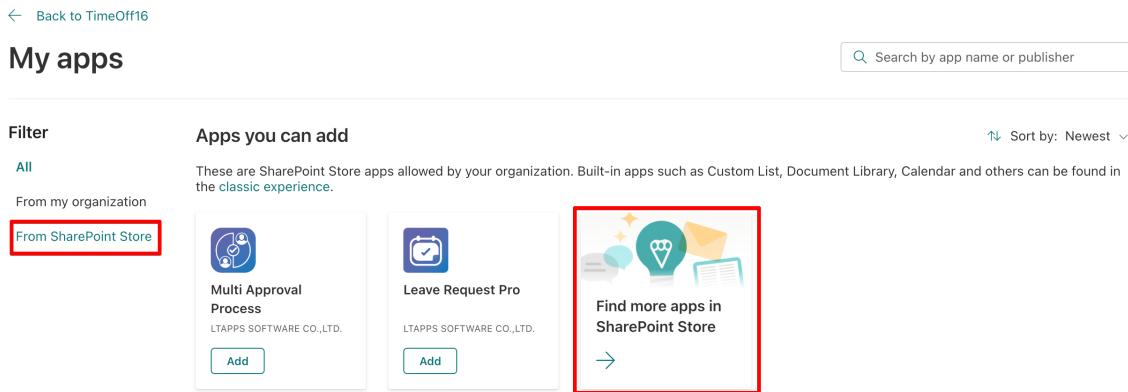
Get the app from the SharePoint store.

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 appears, select the From SharePoint Store link. Then click the Find more apps in SharePoint store link.



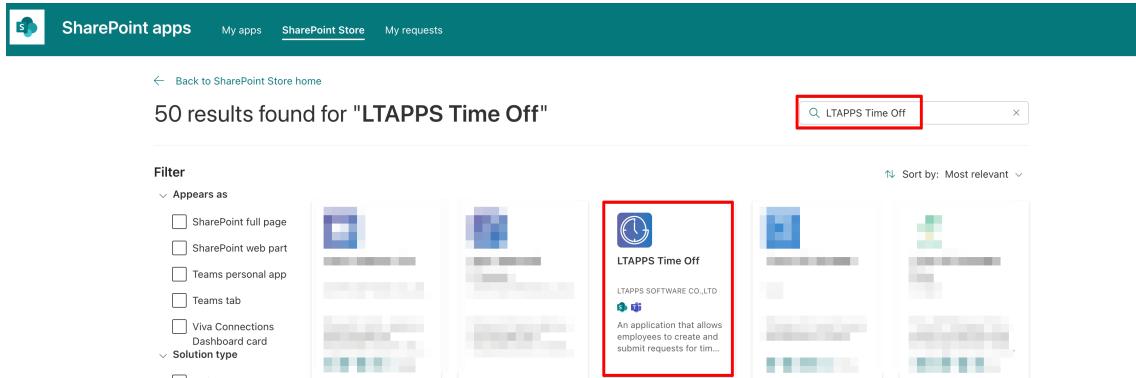
Filter

Apps you can add

From SharePoint Store

Find more apps in SharePoint Store

- In the Search by “LTAPPS Time Off” search box, paste the following tag and then press Enter.

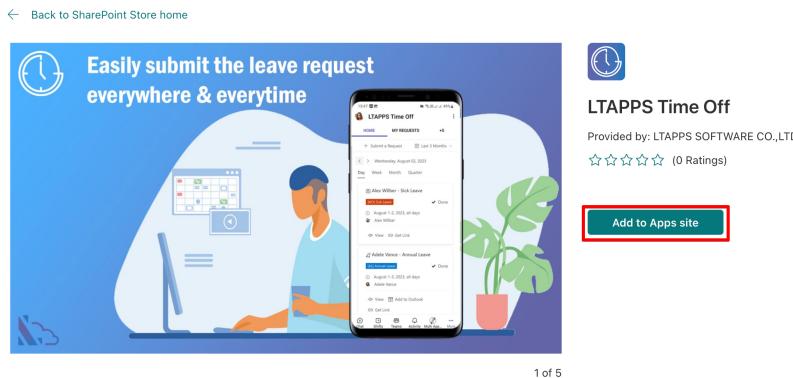


50 results found for "LTAPPS Time Off"

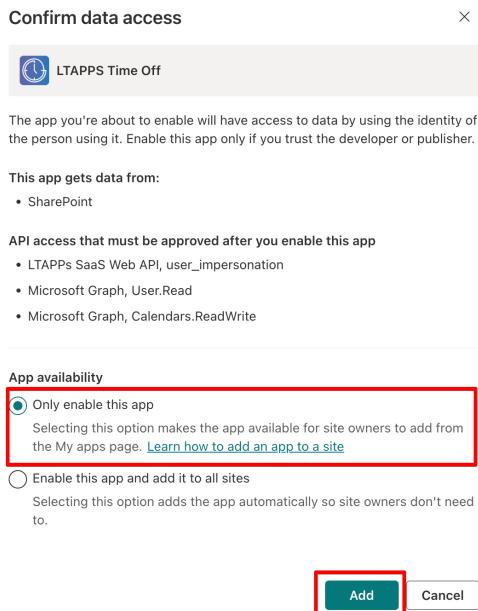
LTAPPS Time Off



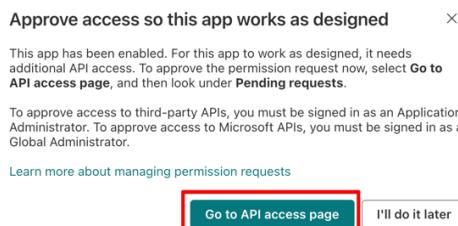
- Select the app & click on the Add to Apps site button.



- 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



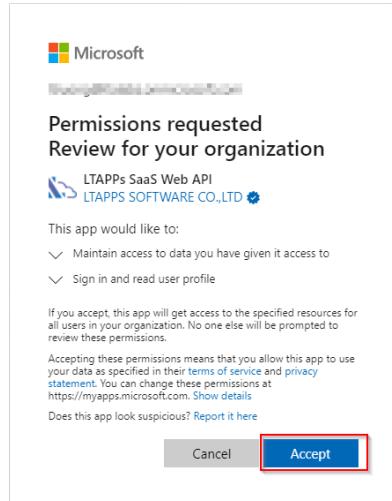
- To approve the API on API Access page, follow the steps below:

- Firstly open the page with admin permission:

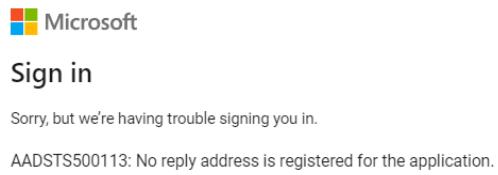
[https://login.microsoftonline.com/common/adminconsent?client\\_id=4f79179e-7a76-4812-86b2-b869b3be1dad](https://login.microsoftonline.com/common/adminconsent?client_id=4f79179e-7a76-4812-86b2-b869b3be1dad)



- Log in and click on the Accept button. After clicking the Accept button



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



- In the API Access page, select each permission of the app & 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 (3)				
▼ Organization-wide (3)				
<input checked="" type="radio"/>	Microsoft Graph	LTAPPS Time Off	User.Read	8/7/2023
<input checked="" type="radio"/>	Microsoft Graph	LTAPPS Time Off	Calendars.ReadWrite	8/7/2023
<input checked="" type="radio"/>	LTAPPS SaaS Web API	LTAPPS Time Off	user_impersonation	8/7/2023

### Install the app on 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](#)

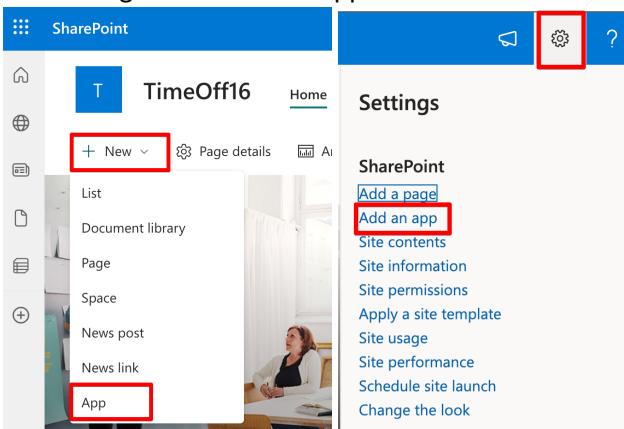
Icon	Title	App version	State	Added to all sites	Available for	Valid app
	LTAPPS Time Off	1.0.2.3		Enabled	Yes	
	LTAPPS Timesheet	1.2.2.2		Enabled	Yes	

- 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 Time Off** app, then click Add button. Wait a minute, then back to the site contents page.



## My apps

Search by app r

### Filter

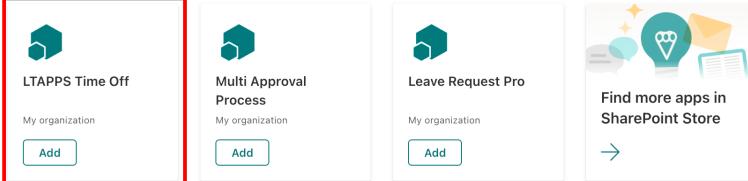
All

**From my organization**

From SharePoint Store

### Apps you can add

These are custom apps allowed by your organization. Built-in apps such as Custom List, Document Library, Calendar and others experience.



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

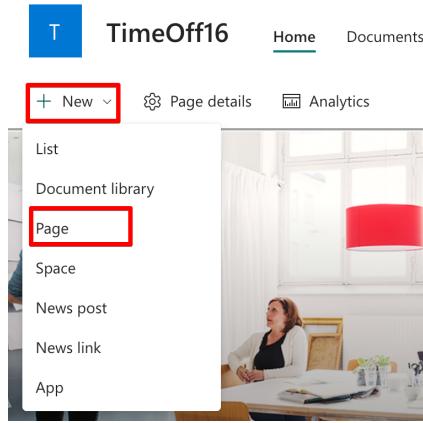
**Contents** Subsites

Name	Type	Items	Modified
Documents	Document library	0	7/15/2023 8:12 AM
Form Templates	Document library	0	8/6/2023 8:44 PM
Style Library	Document library	0	7/15/2023 8:12 AM
TSFDepartments	List	3	8/6/2023 9:32 PM
Events	Events list	0	7/15/2023 8:12 AM
LTAPPS Time Off	App	8/6/2023 9:32 PM	
Site Pages	Page library	1	7/15/2023 8:12 AM

## 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.



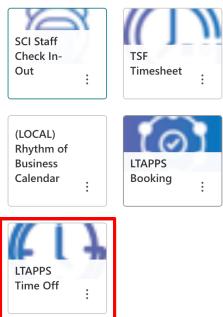
- On the Pages template, switch to the Apps tab. Then click on the LTAPPS Time Off icon > click on the Create Page button.



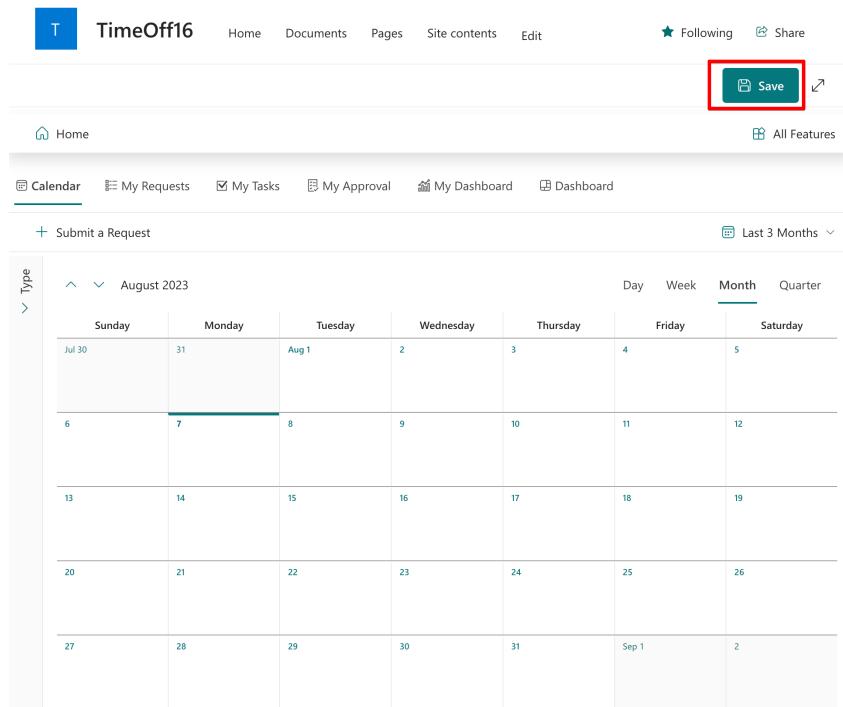
## Pages

Templates Apps

### Featured



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



**App page details**

**Title** Time Off

Show in site navigation

**Webpart Type** Home

- Or you can use the modern page by following the steps below:

- Open an existing modern page or create a new modern page.

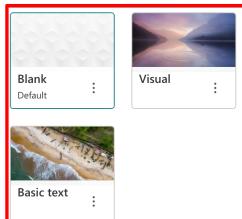
## Pages

## Blank

Templates Apps

Start from scratch. Add columns, text, images, links, video and more

### Built-in



**Blank**

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



## Time Off

Name or email address

Add a new web part in column one



- Find the Time Off web part, then double-click on the web part icon.

## Time Off

Name or email address

time off

Search results



LTAPPS Time Off

Comments On

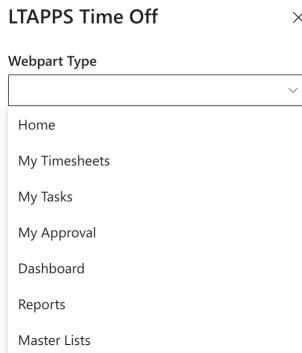
The comments section will be displayed after

- Then the web part displayed on the page

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

Follow the steps below:

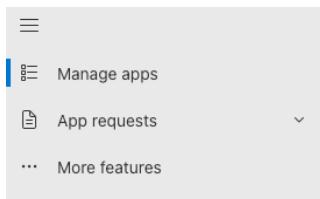
- Edit the page where the web part is installed. Click the edit icon of the web part
- You can change the view to display the web part in the right panel. There are 7 options you can select.



## 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

Product ID	App Name	Version	Language	Enabled	Modified
{192891D5-8ABF-4B82-B030-08FA2932035D}	lt-booking	1.0.5.3	English - 1033	Yes	June 27
{300E08FC-658C-4EAF-B9A1-6CBB29853C8B}	lt-timesheet	1.2.2.2	English - 1033	Yes	About an hour ago
{C3CEC6A2-5505-457F-8131-90D8B63B8399}	lt-timeoff	1.0.2.3	English - 1033	Yes	14 minutes ago

- 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 the detail link

Contents Subsites

	Name	Type
📁	Documents	Document library
📁	Form Templates	Document library
📁	Style Library	Document library
📅	TSFDepartments	List
📅	Events	Events list
➕	LTAPPS Time Off	App
📁	Site Pages	

Details  
Monitor  
Remove

- Then click on the Get It button

**REQUEST IT**

There is a new version of this app. Get it now.

**GET IT**

VERSION 1.0.3.4  
RELEASE DATE May 2023

## MS Teams & O365 Apps

Sync the app from the SharePoint app catalog to MS Teams

Follow the steps below:

<https://ltaddins.com>

+84 946 579 539

[support@ltaddins.com](mailto:support@ltaddins.com)



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

#### Manage apps

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

[Learn more about managing apps](#)

Apps for SharePoint

Icon	Title	App version	State	Added to all si...
	LTAPPS Time Off	1.0.2.3	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...
	LTAPPS Time Off	1.0.2.3	Enabled	Yes

- 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 Get More app button

Developer

Search for apps

Multi App...

Leave Requ...

... Apps

Power Apps

Power Automate

PowerPoint

Staff Check In-Out

Updates

Visio

Viva Connections

Viva Insights

Viva Learning

Get more apps

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



Our Solutions Your Success



- Then click the open button

**LTAPPS Time Off**  
LTAPPS SOFTWARE CO.,LTD

**Open**

Works across

Overview Permissions Discover more apps

**A software system that allows users to reserve and manage the Time Off requests**

LTAPPS Time Off is a software system that allows users to reserve and manage the Time Off requests such as meeting rooms in an office or vehicle. It can help optimize the use of space, avoid conflicts and double Time Off, and improve the experience for employees and visitors.

Users can book via desktop, mobile, web app, or platforms such as O365 apps, SharePoint or Microsoft Teams. They can also see the availability and details of the rooms/vehicles on a calendar view.

**Key Features of the App**

- Book online from the desktop, mobile, and web app
- See the availability and details of the rooms/vehicles on the calendar
- Access reports and statistics on the usage and occupancy of the rooms/vehicles
- Add to Outlook as the event or MS Teams as the meeting
- Define the workflow to approve the Time Off
- Define the input form
- Support the discussion feature that allows to engage in a dialogue with other people about a specific topic or question
- Automatic e-mail notification of approval/rejection or delegate
- Allows attaching files to the Time Off form
- Allows you to translate text from the English language to another
- Allows integration of the app with other products of Microsoft

By using LTAPPS Time Off, you agree to the [privacy policy](#), [terms of use](#), and [permissions](#).

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

Follow the steps below:

- Open the app on MS Teams
- 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.

LTAPPS Time Off

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 **LTAppSettings** on the SharePoint root site. Please make sure all users in the organization can see this list

https://sdc8k.sharepoint.com/sites/TimeoffAug03

Checking Update

- If you want to change the connection to another SharePoint site. Open the All Features tab > Settings > General Configuration > Advance Tab



- Click this link to update the URL link as the image below.

LTAPPSS Time Off Home My Requests About My Tasks My Approval My Dashboard Dashboard All Features

Settings > General Configurations

Settings Advanced Permissions Retroactive

Update Configuration

Support Multi Locations  
No

Max Items  
5000

All users option (Restrict the users displays of the employees field in the search, report pages)  
All Users in SharePoint site

System Admins  
Adele Vance

Administrators  
Adele Vance

Who can submit on behalf the timesheet for the employee  
Administrator

The home page URL of the app  
[Redacted]

SharePoint site URL  
https://sycz.sharepoint.com/sites/TimeoffAug03

Click this link to update the URL

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

## Upgrade the app

Repeat the steps:

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