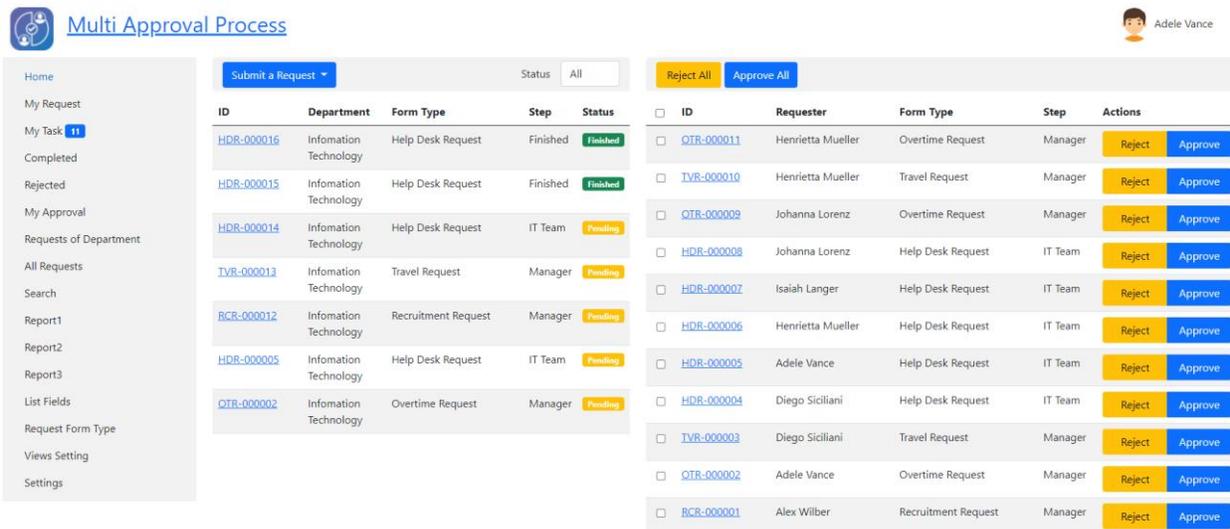


Multi Approval Process for SharePoint

Request, track, approve and manage the requested. Easy to use, configured, and very flexible

The Multi Approval Process is the add-in in SharePoint, Microsoft Team & Microsoft Outlook. It supports the organization and creates a lot of approval systems without coding. It allows the creation of unlimited approval systems, and unlimited workflows, to change anything in the system for consistency with your organization. End users easy to create & manage the request. It provides all information to help the manager makes the approval. It is also a SharePoint Hosted add-in, all data of the add-in saves on your SharePoint site. Very easy to use, configuration.



Multi Approval Process

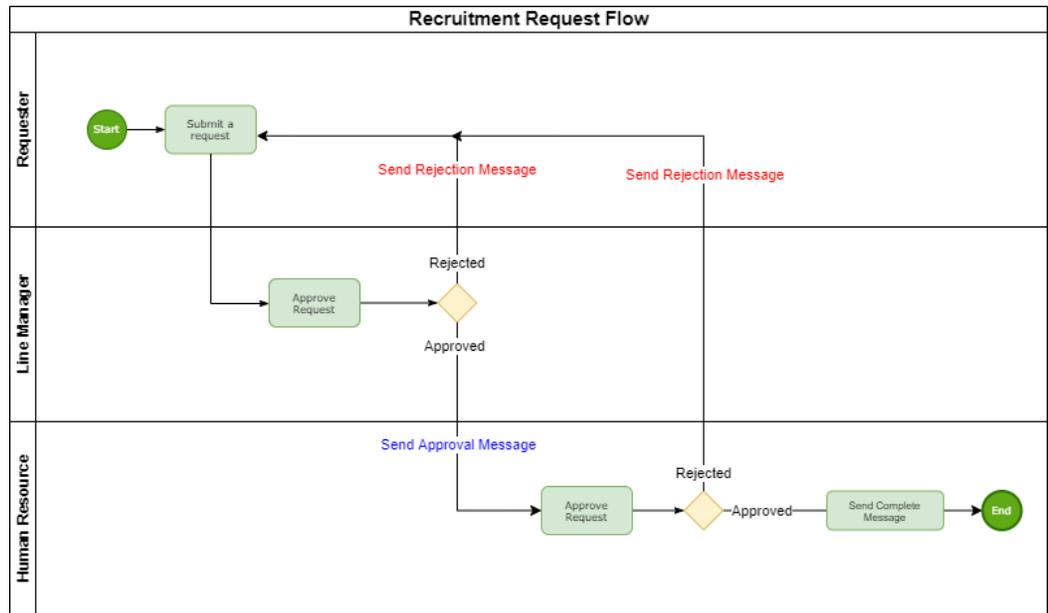
Submit a Request | Status: All | Reject All | Approve All

ID	Department	Form Type	Step	Status
HDR-000016	Infomation Technology	Help Desk Request	Finished	Finished
HDR-000015	Infomation Technology	Help Desk Request	Finished	Finished
HDR-000014	Infomation Technology	Help Desk Request	IT Team	Pending
TVR-000013	Infomation Technology	Travel Request	Manager	Pending
RCR-000012	Infomation Technology	Recruitment Request	Manager	Pending
HDR-000005	Infomation Technology	Help Desk Request	IT Team	Pending
QTR-000002	Infomation 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

Currently, the add-in has 4 default approval systems

1. Recruitment Request: Finding and hiring the best and most qualified candidate for a job opening, in a timely and cost-effective manner
 - o Workflow



○ Layout

Todo

[Edit](#) Information Processing

Job Title *

Job Grade

Department *

Direct Report To *

Cost Center *

Number Of People Required *

Term Of Contract/Months *

What is the purpose of job?

Competencies *

Specify your own value

Salary *

Key Success Factors

Year Of Experience Required *

Special Qualification

Approver *

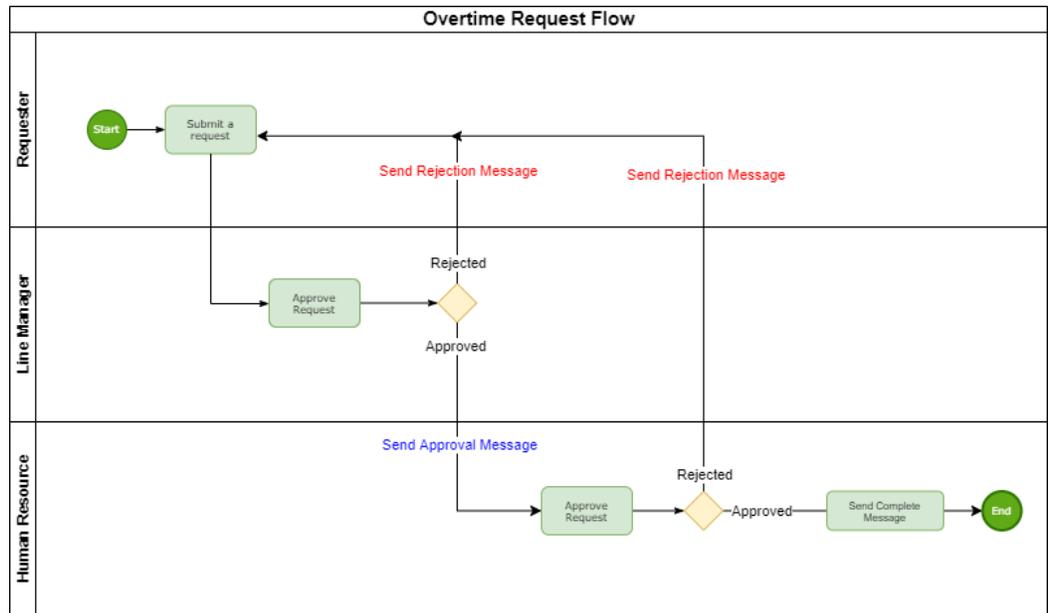
Todo

[View](#) Information Processing

Date Modified	Approved By	Stage	Status	Comment
03/11/2021	Ella	Requester	Done	
03/11/2021	William	Manager	Done	
03/11/2021	James	Human resource	Pending	

2. Overtime Request: Supports users to request overtime in the organization

○ Workflow



○ Layout

Todo

File Attach File Information Processing

Department * Information Technology

Request Description * Support a new project

Type of OT * Normal day

Start Time * 03/11/2021 17:00

End Time * 03/11/2021 23:00

Total Hours * 5

Working or Waiting * Working

Toll or Money * Toll

Reason

Approver * Choose option

Close Request

Todo

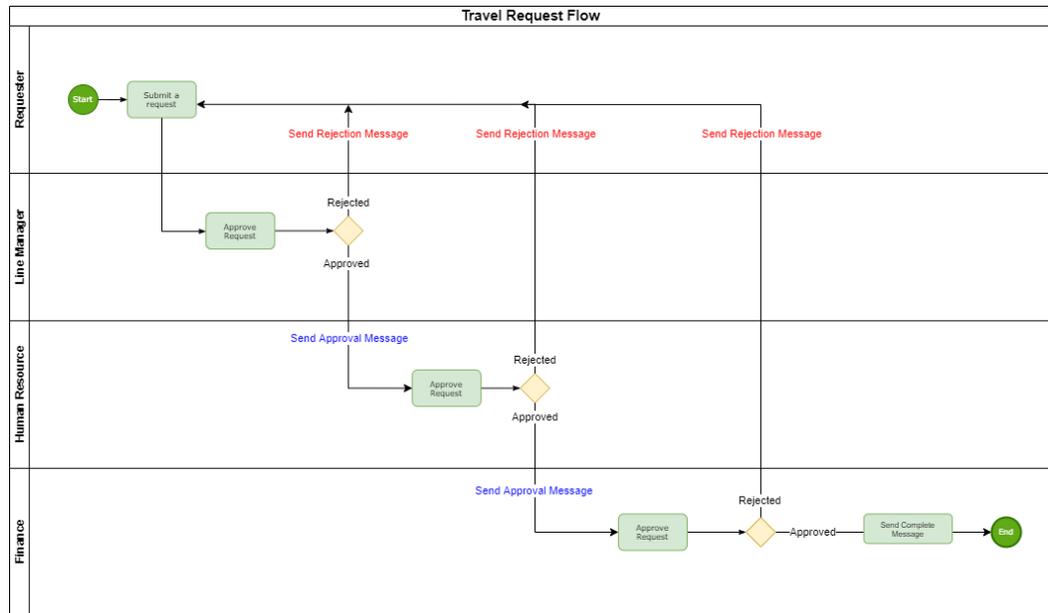
Edit Attach File Information Processing

Choose Files | No file chosen

Form1366.png	120.77 KB	Cancel
home1366.png	141.80 KB	Cancel
MyRequest1366.png	111.41 KB	Cancel
MyTask1366.png	100.10 KB	Cancel
report1366.png	77.12 KB	Cancel
TrackerReport.png	120.81 KB	Cancel

3. Travel Request: Handling of the request and approval process of business trips

○ Workflow



○ Layout

Todo

Employee ID * 191023455

Title * SharePoint developer

Department * Information Technology

Destination * HongKong

Departure * 03/11/2021

Return * 03/18/2021

Total Days * 8

Purpose Knowledge Transfer

Notes

Approver * Choose option

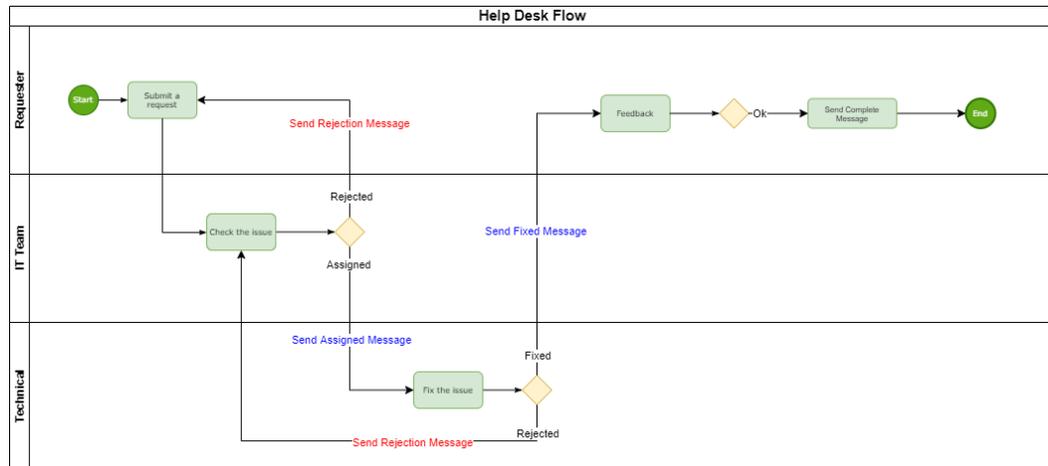
Close Request

Todo

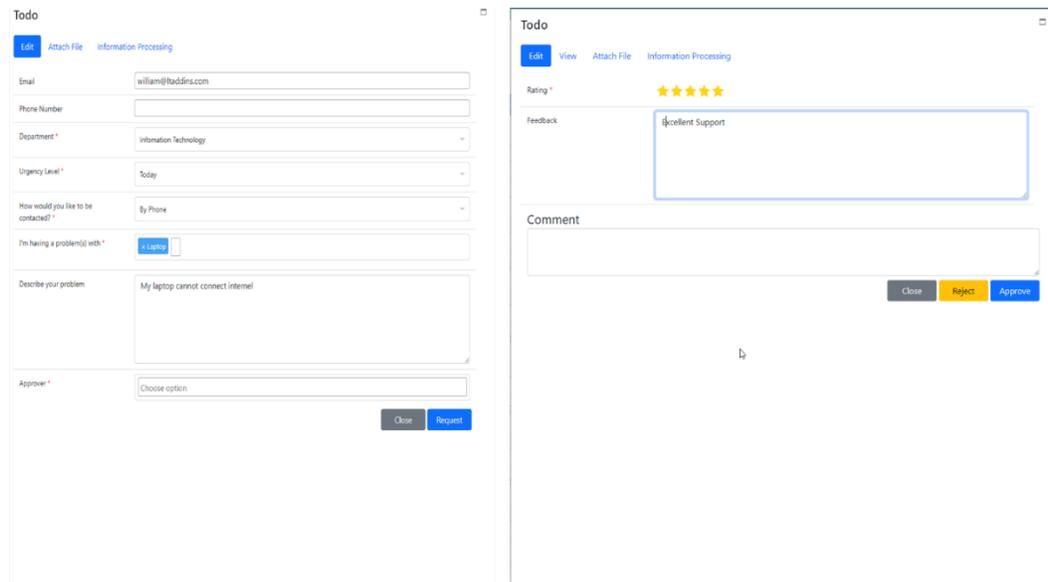
#	Type of Expense	Description	Budget	Qty	Units	Total
1	Airfare	London -> HongKong HongKong -> London	1,000	500	2	1,000
2	Local Transportation	Airport -> Hotel Hotel -> Airport Others	500	150	3	450
3	Hotel	8 days	1,000	100	8	800
4	Meal	8 days	700	70	8	560
5	Entertainment		500	500	1	500
6	Other		500	400	1	400
Sum:						3,710

4. Help Desk Request: Resolve end-user issues efficiently by simply automating the complaint resolution process with ticket management

○ Workflow



o Layout



Key features of the add-in

Define unlimited approval process

Allow requesting, approve, reject & cancel the request

Ability to approve multi requests at the same time

Allow an automatic set of the approver(manager) when creating the request

Allow adding attachment files to the request

Create unlimited stages of the workflow

Track information process of the workflow

The administration (or admin) can delete/cancel the request

Allows change the date-time format

Automatic e-mail notifications of requests, approvals, and rejections.

Customize the navigation. Allows restrict users who can see the reports, setting, ... pages

Design a custom request form consistent with your organization. Allows add, edit, and delete any custom field in the form

Define the workflow in your organization. You can choose: who is 'assign to' person? which is the next step? Which step can edit data in the 'Request' form?

Edit the e-mail template for e-mail notifications

Define the custom search view. You can define the search view that you want: filter, fields display

Define the custom report. You can define the report you want: filter, fields display, etc...

Export to Word, Excel, print data (Supports Chrome, Firefox)



This app is free to download and comes with a free trial, requiring a paid subscription after the trial.

More than 500 clients trust it

<https://ltaddins.com>

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