



Staff Check In-Out

Install guide

Version 1.0



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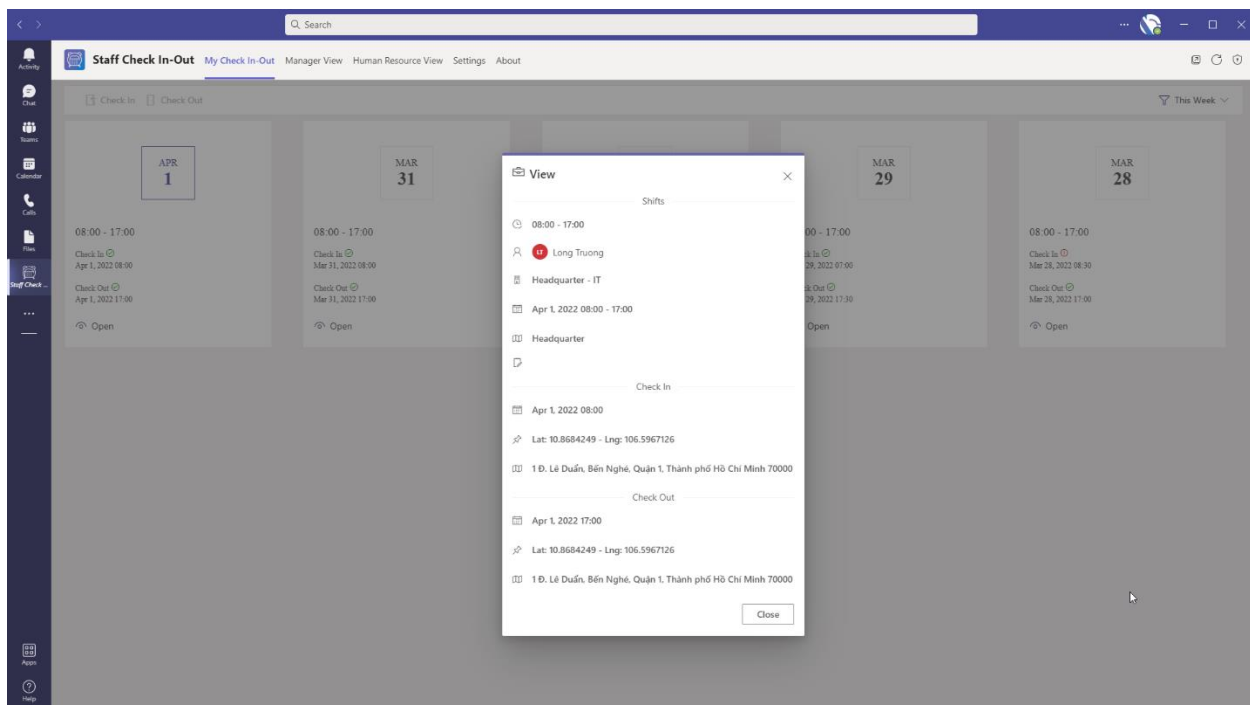
Staff Check In-Out

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 & Team

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



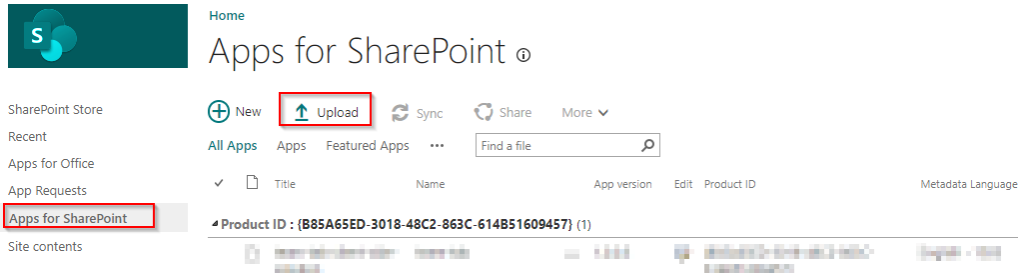
SharePoint

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.

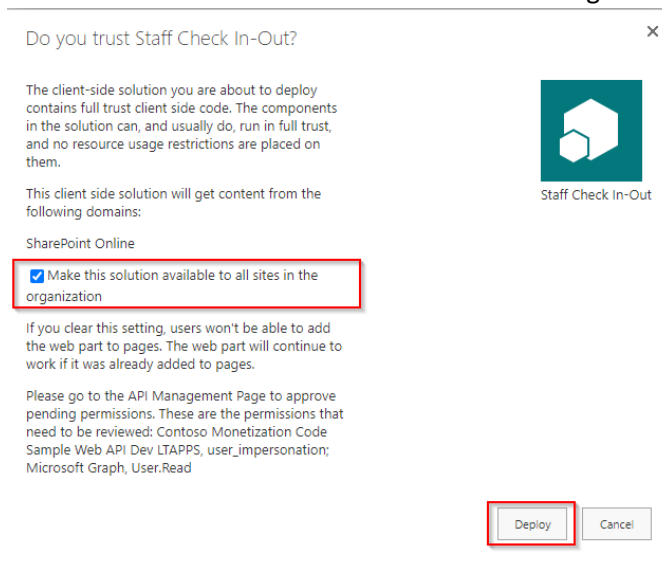
[Add the app to the SharePoint app catalog](#)

Follow the steps below

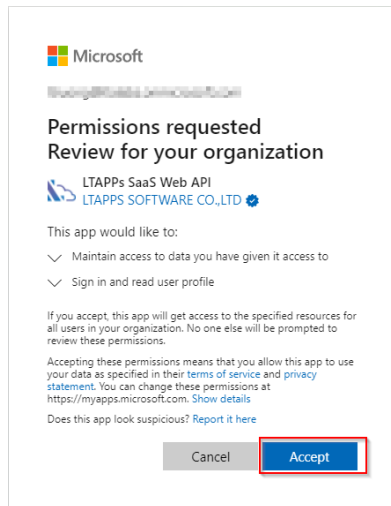
- Open the SharePoint app catalog. Open the link <https://{your-tenant-name}-admin.sharepoint.com/layouts/15/online/ManageAppCatalog.aspx>. Please replace “{your-tenant-name}” with the tenant’s name
- Click the Apps for SharePoint link in the left menu. In the page appears, upload the package



- After completing uploading the package, a popup appears to confirm the deployment. Check the “Make this solution available to all sites in the organization” checkbox & click the deploy



- To consent with the app, follow the steps below
 - Open the page with admin permission:
https://login.microsoftonline.com/common/adminconsent?client_id=4f79179e-7a76-4812-86b2-b869b3be1dad
 - Login & click the Accept button



- Open the API access to approve all permissions request of the app
 - Select the request & click the approve button

API access

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

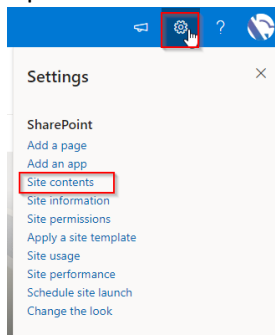
Approve Reject

API name	Package	Permission	Last requested
Pending requests (2)			
Organization-wide (2)			
Contoso Monetization Code Sample Web API...	Staff Check In-Out	user_impersonation	4/11/2022
Microsoft Graph	Staff Check In-Out	User.Read	4/11/2022
Approved requests (0)			

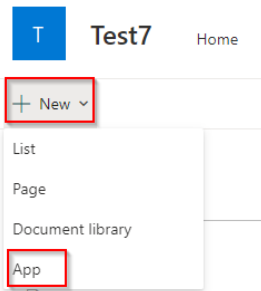
Install the app to the SharePoint site

Follow the steps below to install

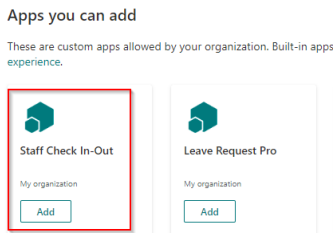
- Open the SharePoint site where you want to install the app
- Open the site content by clicking the settings icon -> Site content link as the image below



- In the site content page, click the new button -> App



- Find the Staff Check In-Out 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

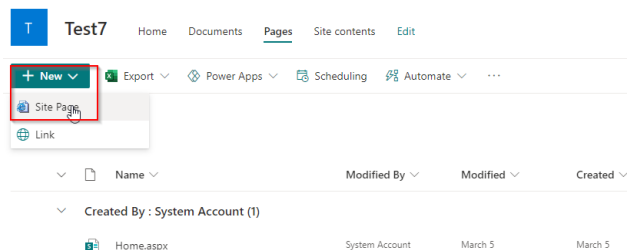
Contents Subsites

Name	Type	Items	Modified
Documents	Document library	0	3/5/2022 11:30 PM
Form Templates	Document library	0	4/5/2022 5:58 PM
Style Library	Document library	0	3/5/2022 11:30 PM
@Attachments	Site	1	4/5/2022 6:03 PM
@Configurations	Site	1	4/5/2022 6:03 PM
@Documents	Site	1	4/5/2022 6:03 PM
@Employees	Site	1	4/5/2022 6:03 PM
@Locations	Site	1	4/5/2022 6:03 PM
announcements	Site	1	4/5/2022 6:03 PM
Events	Events list	0	3/5/2022 11:30 PM
Site Pages	Page library	1	3/5/2022 11:30 PM
Staff Check In-Out	App		4/5/2022 6:03 PM

Add the web part to the modern page

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

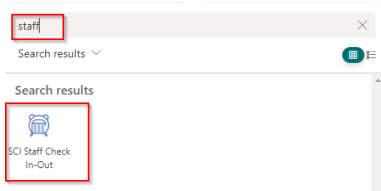
- Open an existing modern page or create a new modern page
- To create a new modern page, open the site pages library. Click the New button -> Site page



- In the modern page, click the + icon to add a new web part



- Find the Staff Check In-Out web part, then double click on the web part icon

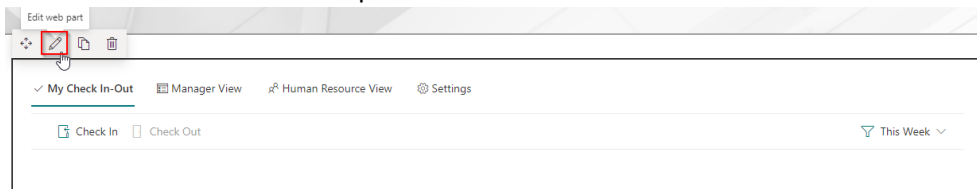


- Then the web part displayed on the page

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

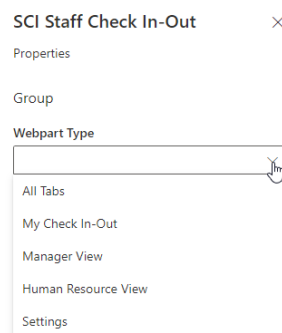
Follow the steps below

- 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

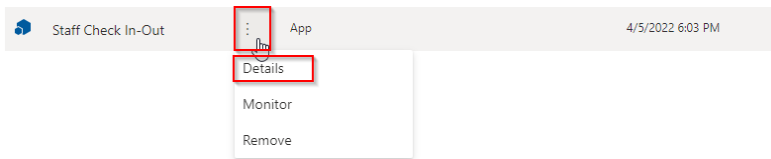
- All Tabs: The web part will display all tabs (My check in-out, Manager view, Human resource view & Settings view)
- My Check In-Out
- Manager View
- Human Resource View
- Settings



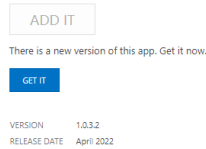
Upgrade the app

Follow the steps below

- Open the site content, and click the ... icon at the right of the app. Then click the detail link



- Click the Get It button

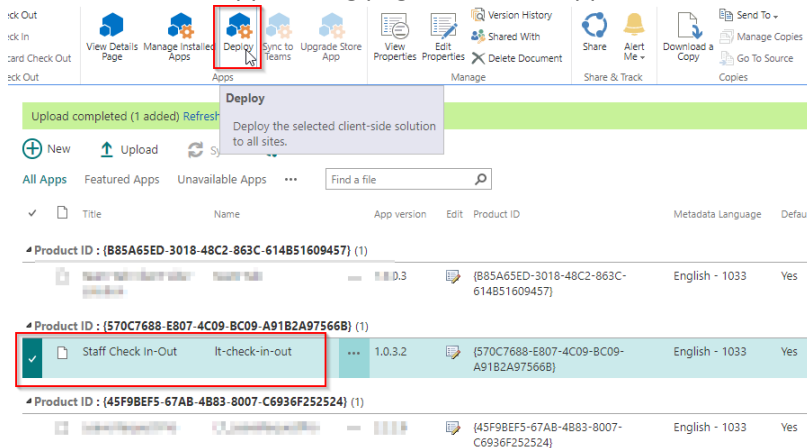


MS Team

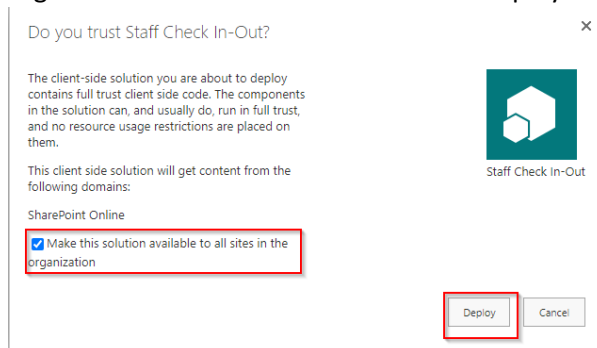
Sync the app from the SharePoint app catalog to MS Team

Follow the steps below

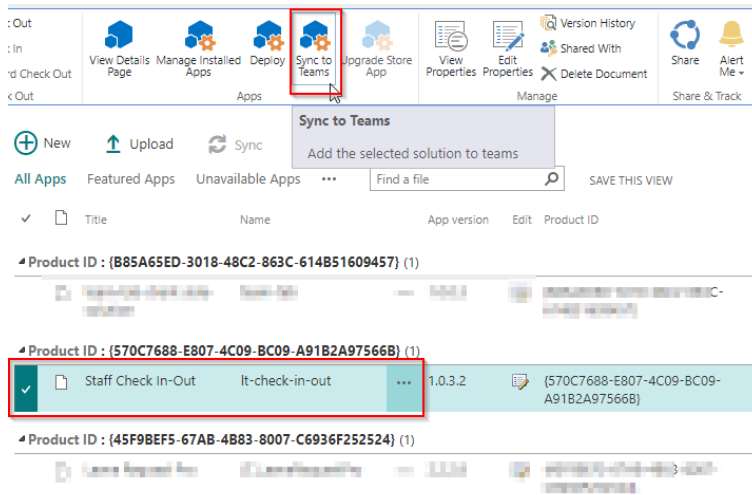
- In the SharePoint app catalog page, select the app. Then click the Deploy button in the ribbon



- In the popup that appears, check the “Make this solution available to all sites in the organization” check box. Then click the Deploy button



- Wait 2-3 mins to complete deploy. After that select the app & click the Sync to Teams button



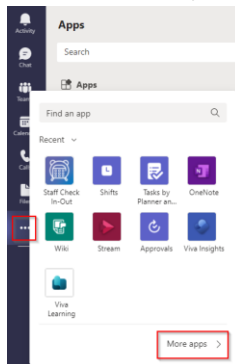
- Waiting 2-3 mins, when the message below shows, the sync is complete

Successfully synced teams solution

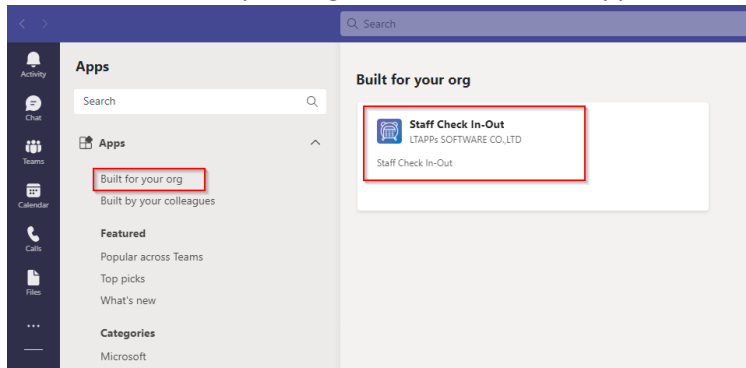
Add the app to MS Team

Follow the steps below

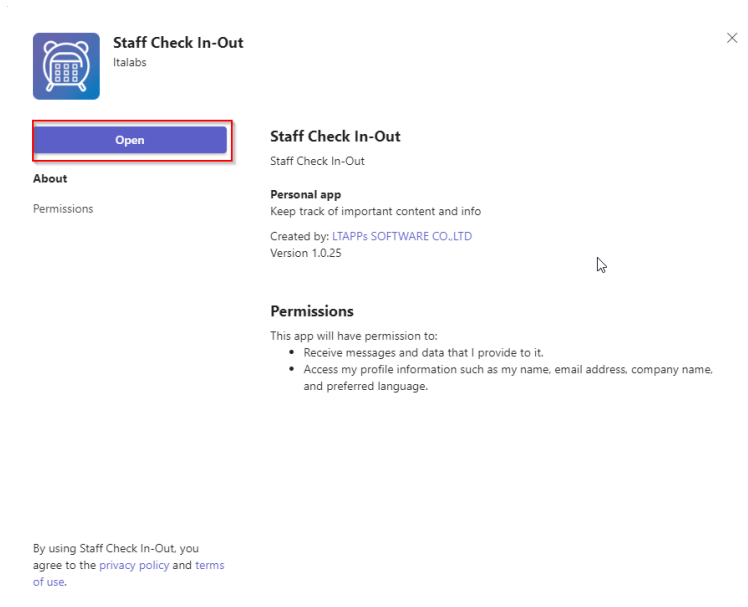
- Click the ... icon, then click the More app button



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



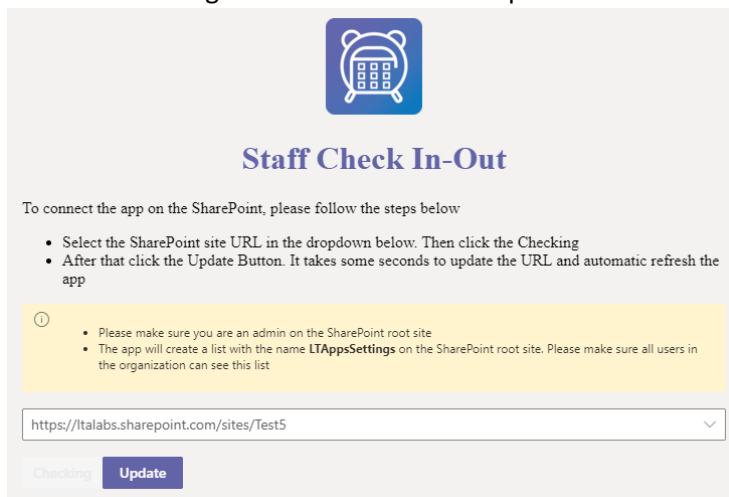
- Then click the open button



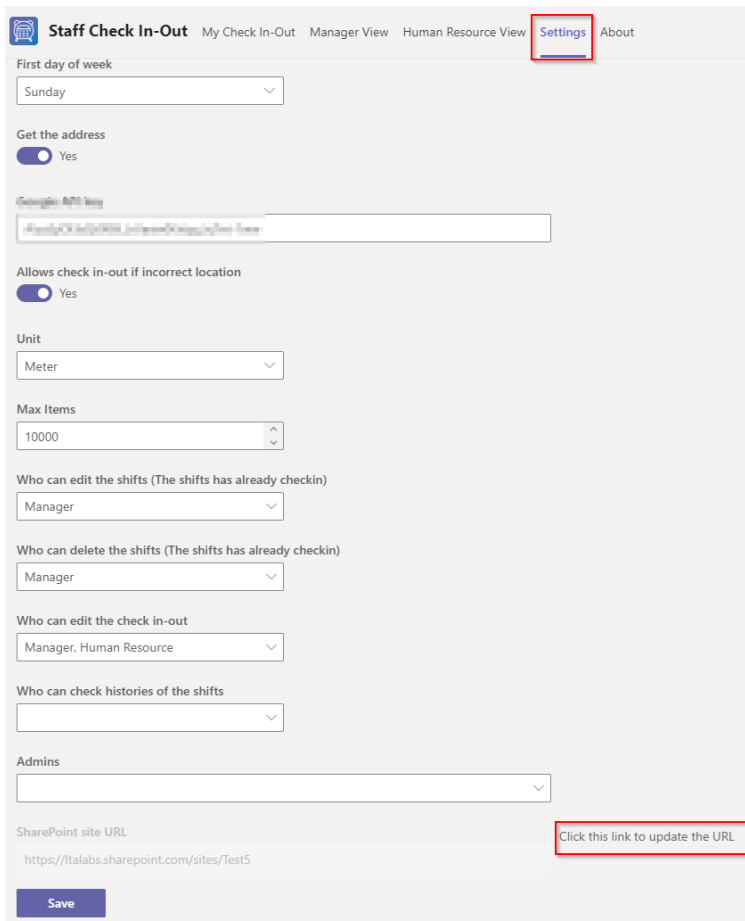
Set up the app on MS Team connects with the app on SharePoint

Follow the steps below

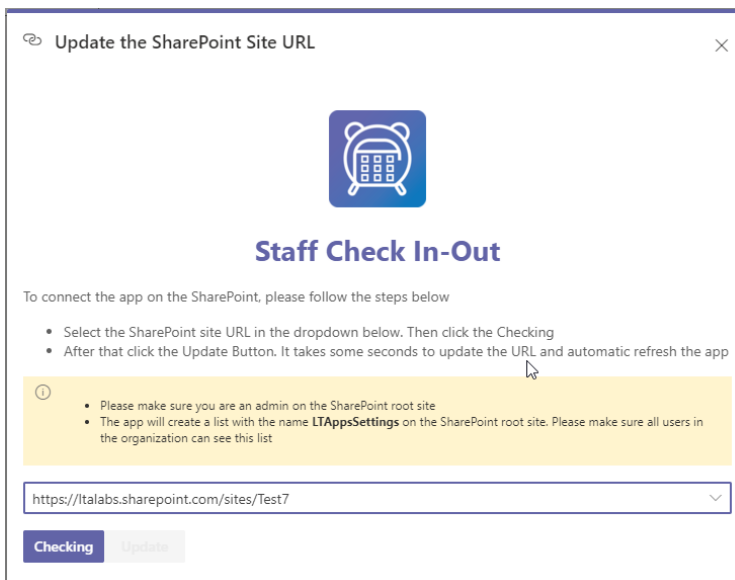
- Open the app on SharePoint
- In the configuration page, select the SharePoint site URL where the app is installed.
- Click the checking button. Then click the update button after that



- 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



Upgrade the app

Repeat steps

<https://ltaddins.com>

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support@ltaddins.com



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