



# LTAPPS Timesheet

Install guide

Version 1.0





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# **LTAPPS** Timesheet

LTAPPS Timesheet is a time tracking app that works with SharePoint & Microsoft Teams

# **Overview**

LTAPPS Timesheet is a time-tracking app that works with SharePoint & Microsoft Teams(Including mobile). The app offers a solution to allow you to track your work time. The app helps you track & manage how much time you/your employee spend on projects. The employee/manager is able to easily track the regular work hours, overtime, or absences

The app allows to the export of employee's timesheets to an excel file with exactly the day/hour employees spend

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Help																	

# 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.

https://ltaddins.com





# 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
Filters All	Apps you can add These are SharePoint Store ap classic experience.	ps allowed by your organization. E	Built-in apps such as Custom List, D	1↓ rocument Library, Calendar and others can	Sort by: Newest $\lor$ be found in the
From thy organization	Leave Request Pro	Find more apps in SharePoint Store			

- In the Search by "LTAPPS Timesheet" search box, paste the following tag and then press Enter.
- Select the app & click the Request button. Then add the reason & click the Send Request button
- Open the tenant app catalog to approve the request above by opening the link: <u>https://{your-tenant-</u>

name}.sharepoint.com/sites/appcatalog/\_layouts/15/tenantAppCatalog.aspx/pendingRequests
. Please replace "{your-tenant-name}" with the tenant's name

- Then approve the request
- In the popup appearing, check the "Only enable this app" check box & click the Confirm button

## Deploy the app & approve the API

Follow the steps below

- Open the SharePoint app catalog. Open the link <u>https://{your-tenant-name}-admin.sharepoint.com/\_layouts/15/online/ManageAppCatalog.aspx</u>. Please replace "{your-tenant-name}" with the tenant's name
- Click the Apps for SharePoint link in the left menu. In the Apps for SharePoint, select the app & click the Deploy button in the ribbon





BROWSE FILE	5 LIBRARY						
Upload New Folder	Edit Document	View Details Manage Installe Page	Deploy Sync to Up.	grade Store App	View E Properties Prop	Version History Shared With dit perties X Delete Document	Share Alert E
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App Requests	~	] Title I	Name		App version	Edit Product ID	
Apps for Share	Point Prod	rct ID : {300E08FC-658C-4E	AF-B9A1-6CBB298	53C8B} (1)	)		
Site contents	✓ [	LTAPPS Timesheet	lt-timesheet		1.0.0.82	{300E08FC-658C-4E 6CBB29853C8B}	AF-B9A1-

• 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 to the app, follow the steps below
  - Open the page with admin permission: <u>https://login.microsoftonline.com/common/adminconsent?client\_id=4f79179e-7a76-</u> 4812-86b2-b869b3be1dad
  - Login & click the Accept button. After clicking the Accept button, close the page (Ignore any error displays)



- Open the API access to approve all permissions request of the app
  - Open the SharePoint admin page > Advanced > API Access or open the link: https:// {your-tenant-name}-





admin.sharepoint.com/\_layouts/15/online/AdminHome.aspx#/webApiPermissionMana gement. Please replace "{your-tenant-name}" with the tenant's name

	SharePoint admin center	
=		
ណ៍	Home	
	Sites	^
	Active sites	
	Deleted sites	
<u>è</u> ∔	Policies	~
٢	Settings	
B	Content services	~
٩	Migration	
⊵	Reports	~
•0	Advanced	^
	API access	
1	More features	

• 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 ⊝	⊘ Approve ⊖ Reject							
~	API name	Package	Permission	Last requested				
∨ Per	✓ Pending requests (2)							
$\sim$	Organization-wide (2)							
•	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

#### Follow the steps below to install

• Open the SharePoint app catalog page again, select the package & click the deploy button



- Then uncheck the check box "Make this solution available to all sites in the organization" & click the deploy button
- Open the SharePoint site where you want to install the app
- Open the site content by clicking the settings icon -> Site content link as in the image below







• OnIn 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

Filter	Apps you can add
All	These are SharePoint Store or (
From my organization	in the double experience
From SharePoint Store	\$
	LIAPPS Timesheet
	My organization
	Add

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

 LTAPPS Timesheet
 App
 10/24/2022 9.36 PM

 Site Pages
 Page library
 2
 10/24/2022 10.36 PM

# Add the web part to the modern page

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

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

BROWSE FILES	LIBRARY											
Upload New Folder	Edit Document	Check Out Check In Discard Check Out	View Details Manage Ir Page App	nstalled Deploy	Sync to Upg Teams	grade Store App	View Properties Pr	Edit opertie	Version History	C) Share	Alert Me +	C
New	Open 8	& Check Out		Apps	· · · ·			Ma	inage	Share 8	Track	
SharePoint Stor Recent Apps for Office App Requests	e	→ New All Apps ✓ □	Upload     Apps Featured A     Title	Sync pps	Share Find a file	More	App version	Edit	Product ID			
Apps for Share	Point	Product	ID : {300E08FC-658	C-4EAF-B9A1	-6CBB2985	53C8B} (1)	)					
Site contents		<ul> <li>D</li> </ul>	LTAPPS Timesheet	lt-timeshe	eet		1.0.0.82	Ð	{300E08FC-658C-4EA 6CBB29853C8B}	F-B9A1		





• 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



- 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

T Test7 Home Docu	uments Pages Site conten	nts Edit		
+ New ∨ Site Page ↓ Link	Yower Apps \vee 🛛 🗟 Scheduling	g 🧬 Automate 🕚	v ···	
$\sim$ 🗋 Name $\sim$	Mo	dified By $\vee$	Modified $\vee$	Created $\vee$
$\sim$ Created By : System Ac	count (1)			
_				

 OnIn the modern page, click the + icon to add a new web part Staff Check In-Out

Add a new web part in column one	
• 5	

• 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

+ 🖉 C 🛈 -				+		
🞧 Home						🕆 All Features
≣≣ My Timesheets	My Tasks	🗄 My Approval	ấi My Daskboard	ጎዬ My Team	🛍 My Project	





• In the right panel, you can change the view to display the web part. There are 9 options you can select

TSF Timesheet	×
Webpart Type	
Home	20
My Timesheets	
My Tasks	
My Approval	
My Daskboard	
My Team	
My Project	
Reports	
Master Lists	

# 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

LTAPPS Timesheet	Арр		10/24/2022 9:36 PM
🖻 Site Pages	Details 🕅	2	10/26/2022 9:39 PM
	Monitor		
	Remove		

Click the Get It button



# **MS** Teams

## Sync the app from the SharePoint app catalog to MS Teams

#### 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 deployment. After that select the app & click the Sync to Teams button

Upload New Folder	Edit Document	View Details Manage Installed Deploy Page Apps	Sync to Teams	view Edit Properties Propert	Version History Shared With The Additional Strength Contents	Share Alert Me *
New	Open & Check Out	Apps			fanage	Share & Track
SharePoint Stor Recent Apps for Office App Requests	e 🕀 New All Apps ✓ 🗋	Lupload ♀ Sync Apps Featured Apps ···· Title Name	Share Mo	App version Edit	Product ID	
Apps for SharePoint						
Site contents	<b>~</b> D	LTAPPS Timesheet It-timeshee	t	1.0.0.82	{300E08FC-658C-4EAF 6CBB29853C8B}	-B9A1-

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

Successfully synced teams solution

## 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

Open         Open <td< th=""><th></th></td<>	
LTAPPS Timesheet Timesheet by LTAPPS SOFTWARE CO.,LTD full	
Timesheet by LTAPPs SOFTWARE CO_LTD full	
App features	
Tabs Use in a tab at the top of a chat or channel	
Personal app Keep track of important content and info	
Created by: LTAPPs SOFTWARE CO.,LTD Version 1.0.18	
Permissions	
This app will have permission to:	
Receive messages and data that I provide to it.	
<ul> <li>Access my profile information such as my name, email address, company name and preferred language.</li> <li>Dealing memory and data that the target are been approximated to be in a shared or shared.</li> </ul>	
<ul> <li>Neverve messages and data that team or chat members provide to it in a channel or chat.</li> <li>Access information from this team or chat such as team or chat name, channel list and roster (including team or chat</li> </ul>	

# Set up the app on MS Teams and 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 All Features tab > Settings > General Configuration
- Click Click this link to update the URL link as the image below





C LTAPPS Timesheet My Timesheets My Tasks My Approval My Daskboard	My Team My Project	All Features	About
Fiscal Year of Absences			
Jan 1st - Dec 31st			
Date format			
MM/DD/YYYY ~			
Min/Max hours when submitting the timesheet			
Min 1 0 Max 80 0			
Weekend			
Saturday, Sunday			
Edit the reminder email template			
Max Items			
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All users option (Restrict the users displays of the employees field in the seach, report pages)			
All Users in SharePoint site			
System Admins			
Lee Gu, Adele Vance $\lor$	]		
Administrators			
Joni Sherman V	]		
Who can submit on behaft the timesheet for the employee	-		
The nome page ove of the app	]		
SharePoint site URL	Click this link to up	late the URL	

• OnIn 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