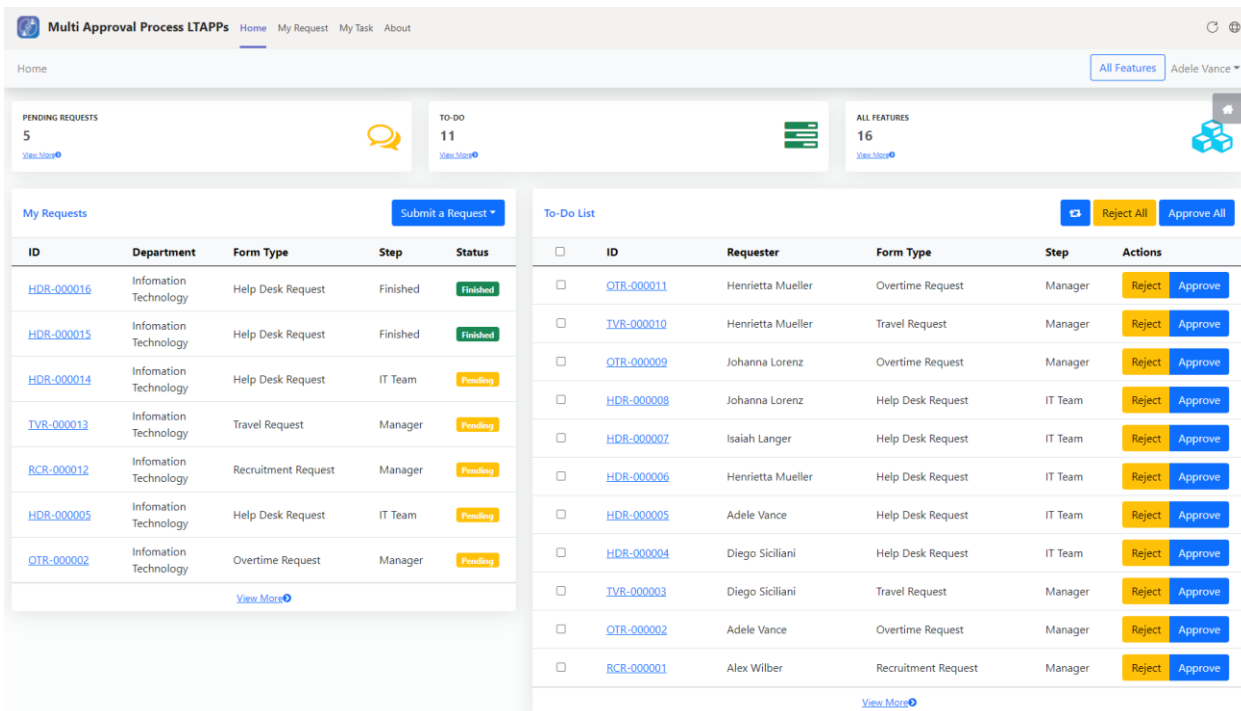


# Multi Approval Process for MS Teams

**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.



The screenshot displays the 'Multi Approval Process LTAPPS' web interface. It features a navigation bar with 'Home', 'My Request', and 'My Task' options. The main content area is divided into two primary sections: 'My Requests' and 'To-Do List'.

**My Requests Table:**

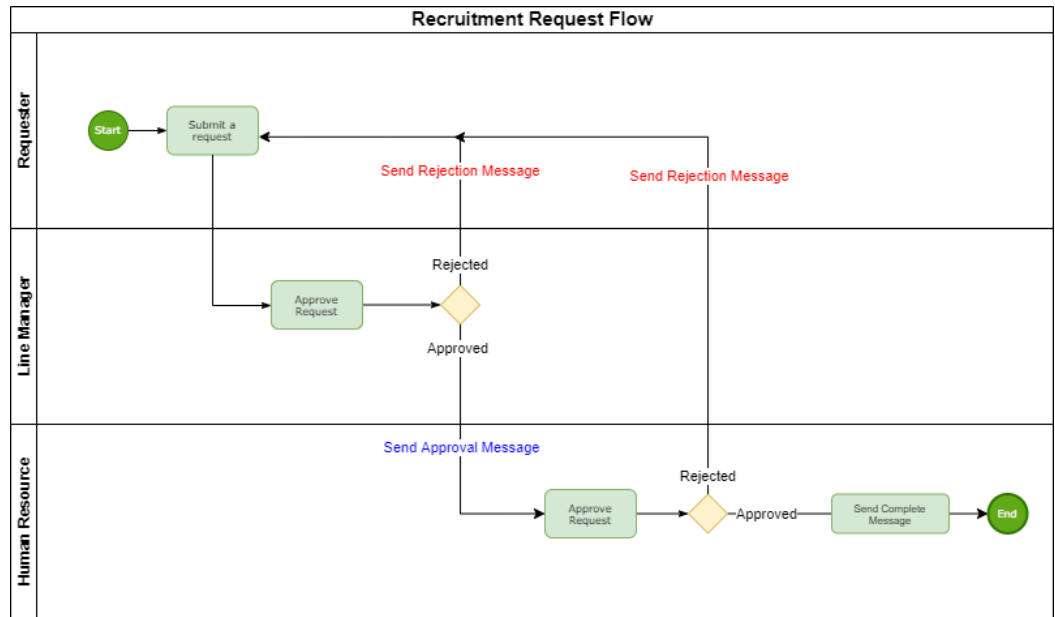
ID	Department	Form Type	Step	Status
<a href="#">HDR-000016</a>	Information Technology	Help Desk Request	Finished	Finished
<a href="#">HDR-000015</a>	Information Technology	Help Desk Request	Finished	Finished
<a href="#">HDR-000014</a>	Information Technology	Help Desk Request	IT Team	Pending
<a href="#">TVR-000013</a>	Information Technology	Travel Request	Manager	Pending
<a href="#">RCR-000012</a>	Information Technology	Recruitment Request	Manager	Pending
<a href="#">HDR-000005</a>	Information Technology	Help Desk Request	IT Team	Pending
<a href="#">OTR-000002</a>	Information Technology	Overtime Request	Manager	Pending

**To-Do List Table:**

ID	Requester	Form Type	Step	Actions
<input type="checkbox"/> <a href="#">OTR-000011</a>	Henrietta Mueller	Overtime Request	Manager	<a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/> <a href="#">TVR-000010</a>	Henrietta Mueller	Travel Request	Manager	<a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/> <a href="#">OTR-000009</a>	Johanna Lorenz	Overtime Request	Manager	<a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/> <a href="#">HDR-000008</a>	Johanna Lorenz	Help Desk Request	IT Team	<a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/> <a href="#">HDR-000007</a>	Isiah Langer	Help Desk Request	IT Team	<a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/> <a href="#">HDR-000006</a>	Henrietta Mueller	Help Desk Request	IT Team	<a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/> <a href="#">HDR-000005</a>	Adele Vance	Help Desk Request	IT Team	<a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/> <a href="#">HDR-000004</a>	Diego Siciliani	Help Desk Request	IT Team	<a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/> <a href="#">TVR-000003</a>	Diego Siciliani	Travel Request	Manager	<a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/> <a href="#">OTR-000002</a>	Adele Vance	Overtime Request	Manager	<a href="#">Reject</a> <a href="#">Approve</a>
<input type="checkbox"/> <a href="#">RCR-000001</a>	Alex Wilber	Recruitment Request	Manager	<a href="#">Reject</a> <a href="#">Approve</a>

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 \*

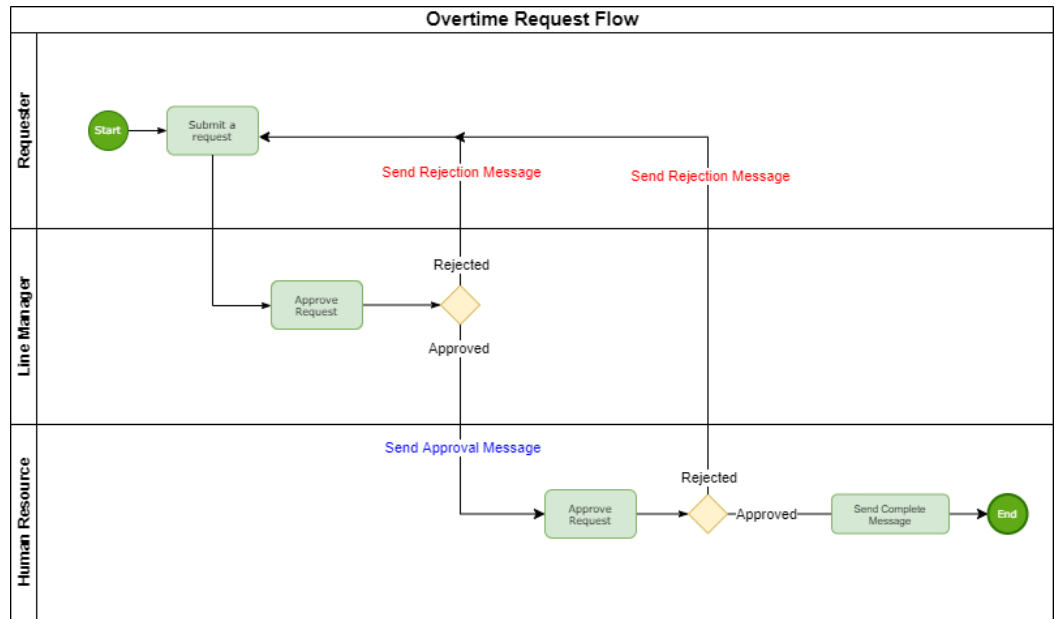
**Todo**

[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**

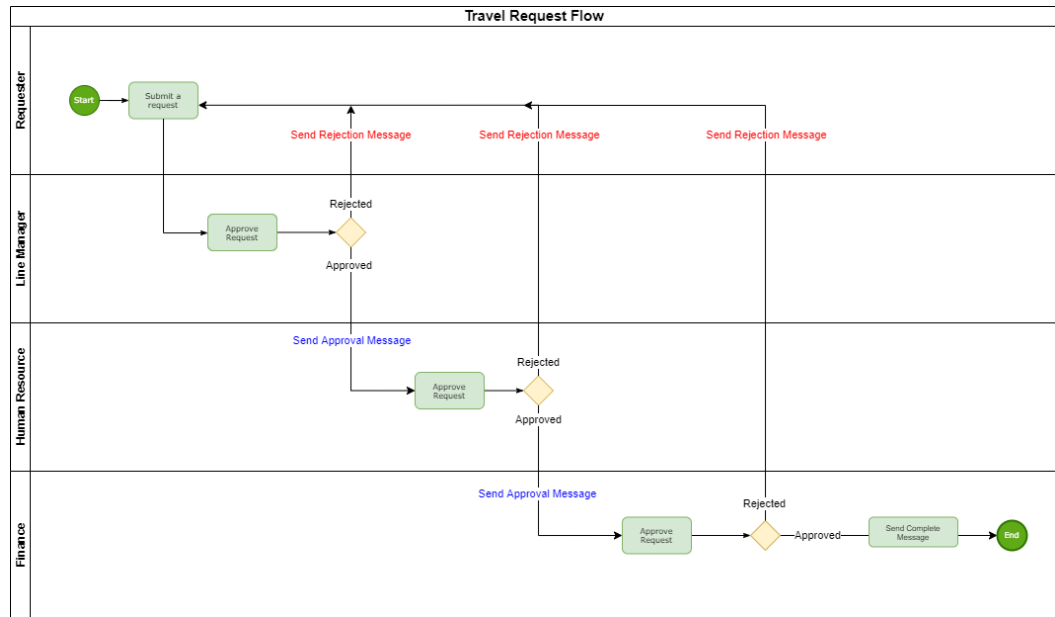
Edit Attach File Information Processing

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

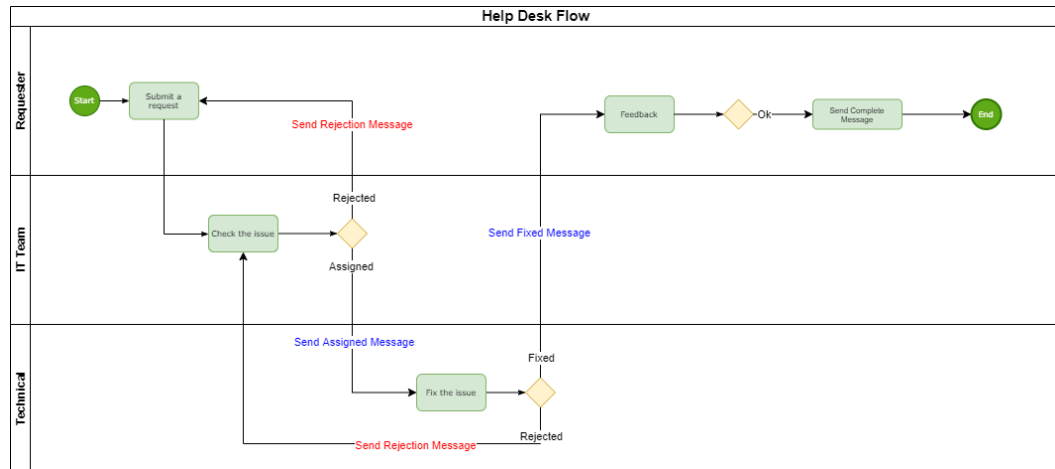
Close Request

**Todo**

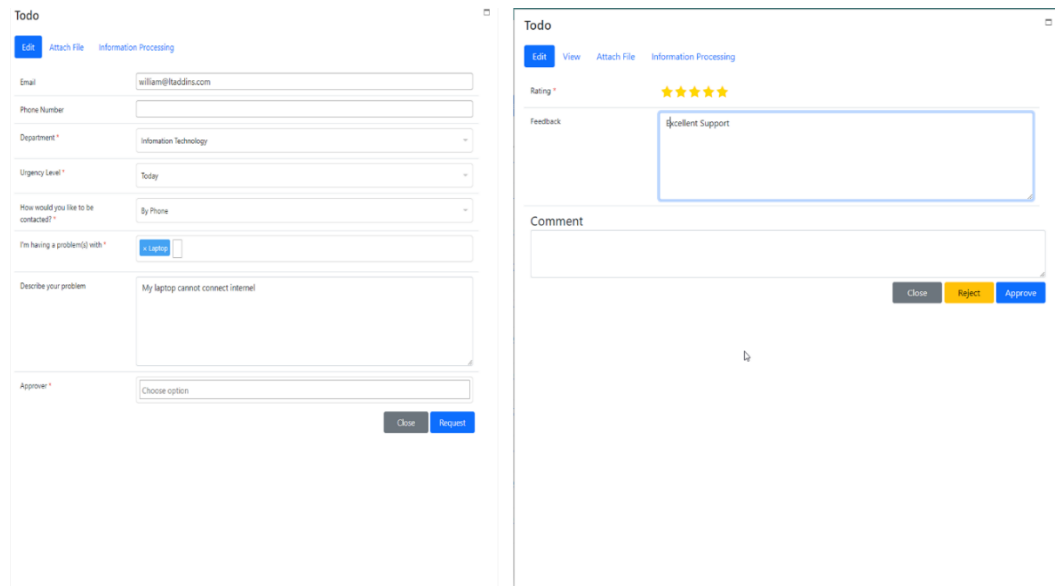
#	Type of Expense	Description	Budget	Qty	Units	Total
1	Airfare	London -> HongKong HongKong -> London	1,000	500	2	1,000
2	Local Transportation	Airport -> Hotel Hotel -> Airport Others	500	150	3	450
3	Hotel	8 days	1,000	100	8	800
4	Meal	8 days	700	70	8	560
5	Entertainment		500	500	1	500
6	Other		500	400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

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>

+84 946 579 539

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