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

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
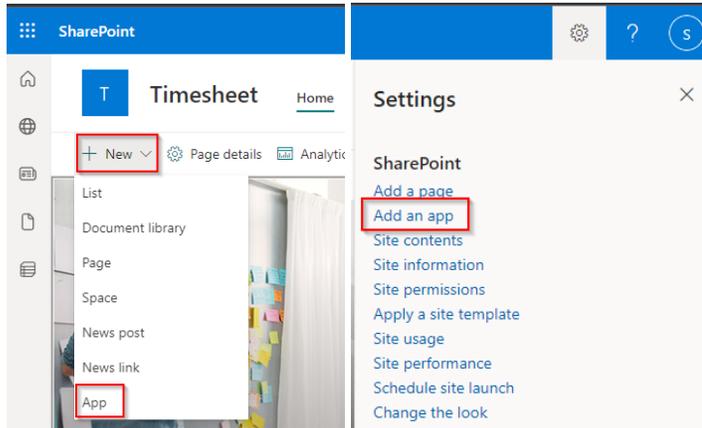
- In the popup appearing, select the From SharePoint Store link. Then click the Find more apps in SharePoint store link
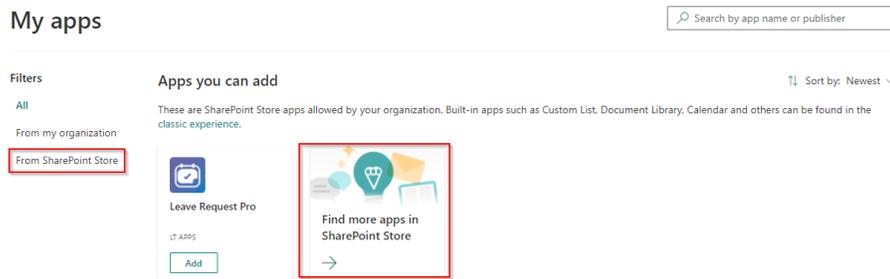
- In the Search by "LTAPPS Timesheet" search box, paste the following tag and then press Enter.
- Select the app & click the Request button. Then add the reason & click the Send Request button
- Open the tenant app catalog to approve the request above by opening the link: **https://{your-tenant-name}**.sharepoint.com/sites/appcatalog/_layouts/15/tenantAppCatalog.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 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 Apps for SharePoint, select the app & click the Deploy button in the ribbon
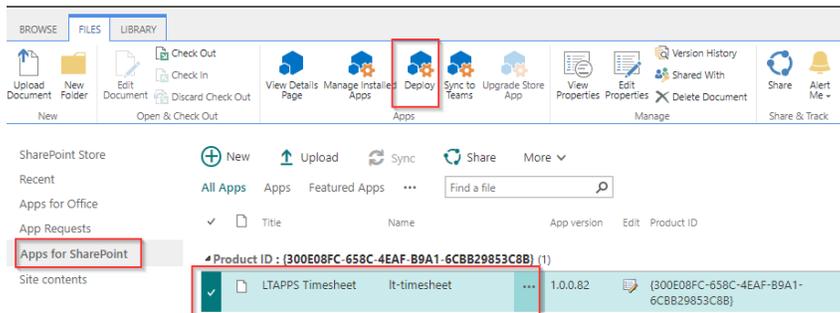
- After completing uploading the package, a popup appears to confirm the deployment. Check the "Make this solution available to all sites in the organization" checkbox & click the deploy
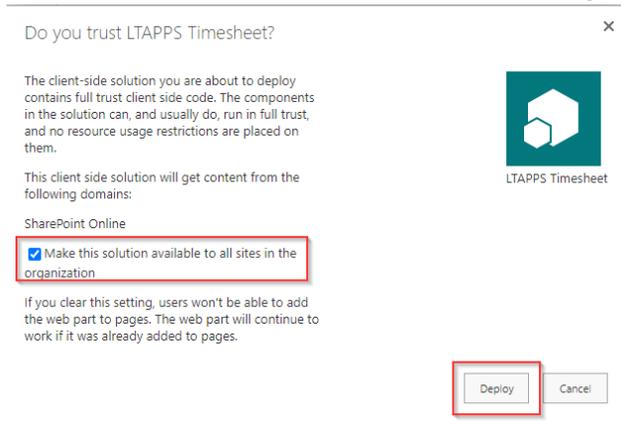
- To consent to the app, follow the steps below
  - Open the page with admin permission:
    https://login.microsoftonline.com/common/adminconsent?client_id=4f79179e-7a76-4812-86b2-b869b3be1dad
  - Login & click the Accept button. After clicking the Accept button, close the page (Ignore any error displays)
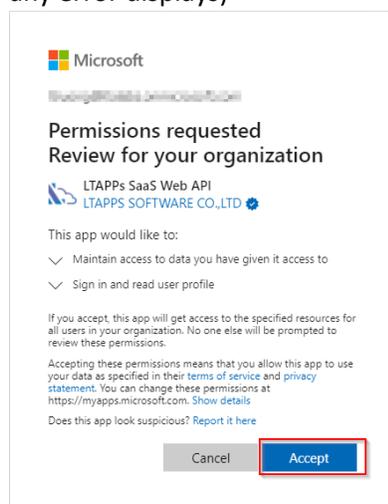
- Open the API access to approve all permissions request of the app
  - Open the SharePoint admin page > Advanced > API Access or open the link: https:// {**your-tenant-name**}-

admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/webApiPermissionMana
gement. Please replace **"{your-tenant-name}"** with the tenant's name
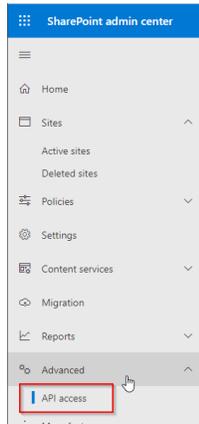
o   Select the request & click the approve button
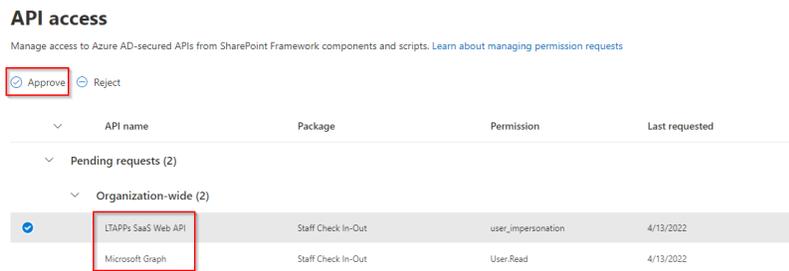
Install the app to the SharePoint site

Follow the steps below to install

- Open the SharePoint app catalog page again, select the package & click the deploy button
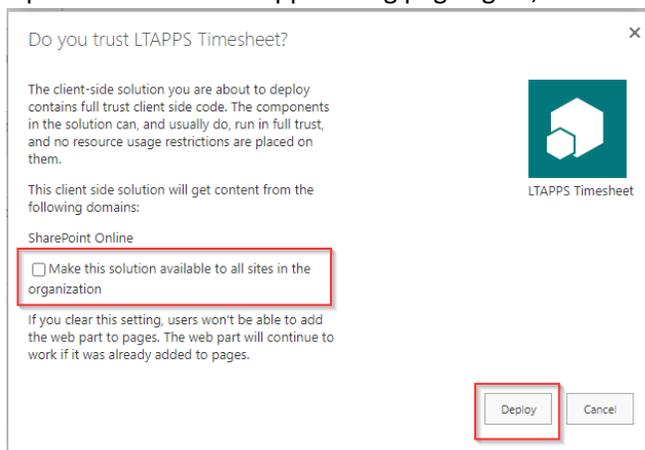
- Then uncheck the check box "Make this solution available to all sites in the organization" & click
  the deploy button

- 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
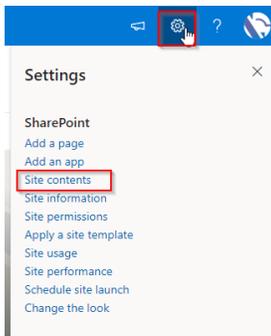
- ~~On~~In the site content page, click the new button -> App
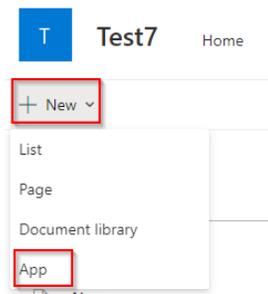
- Find the Staff Check In-Out app, then click Add button. Wait a minute, then back to the site contents page
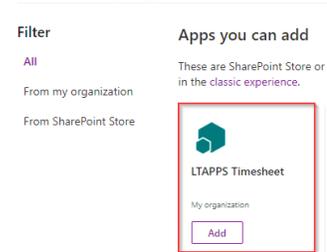
- If the app shows in the site content page like the image below, it is complete

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
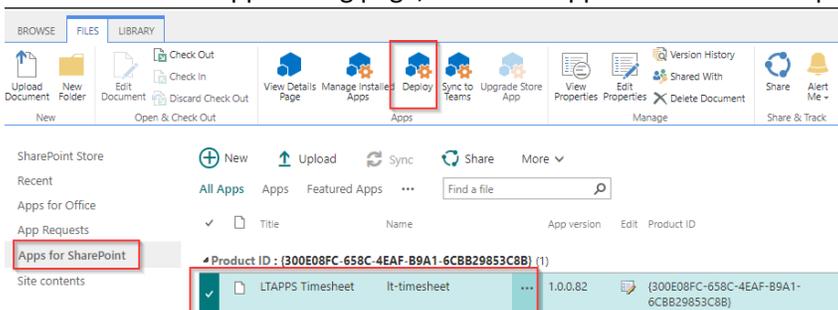
- After completing uploading the package, a popup appears to confirm the deployment. Check the "Make this solution available to all sites in the organization" checkbox & click the deploy
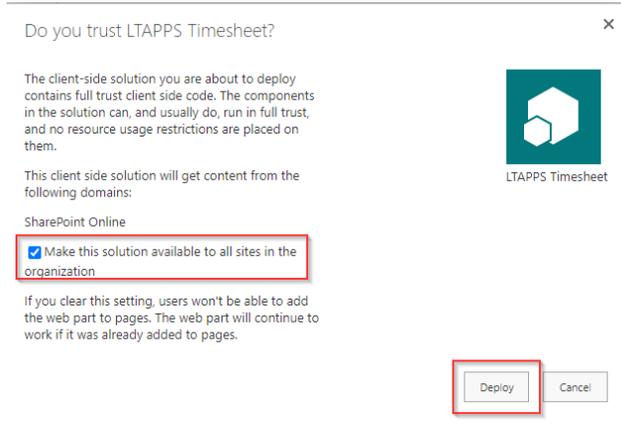
- Open an existing modern page or create a new modern page
- To create a new modern page, open the site pages library. Click the New button -> Site page
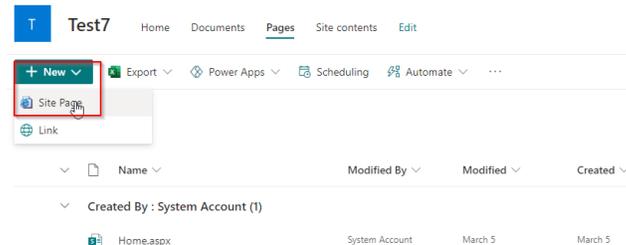
- OnIn the modern page, click the + icon to add a new web part

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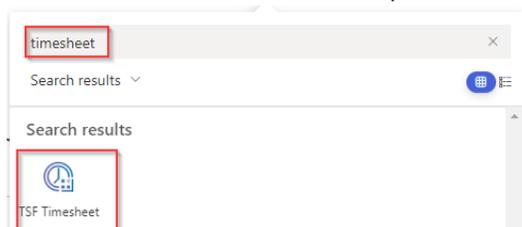
- Then the web part displayed on the page

Edit the property (Change the view of the web part)
Follow the steps below

- Click the edit icon of the web part
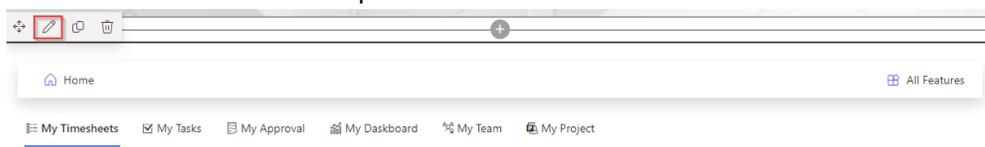
- In the right panel, you can change the view to display the web part. There are 9 options you can select
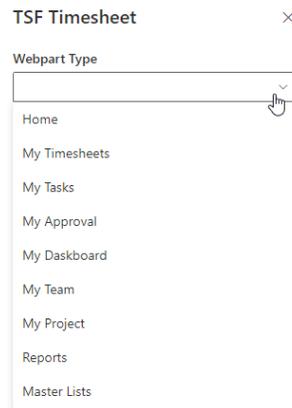
Upgrade the app

Follow the steps below

- Open the site content, and click the … icon at the right of the app. Then click the detail link
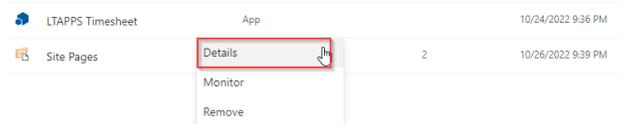
- Click the Get It button
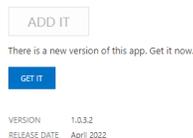
MS Teams

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
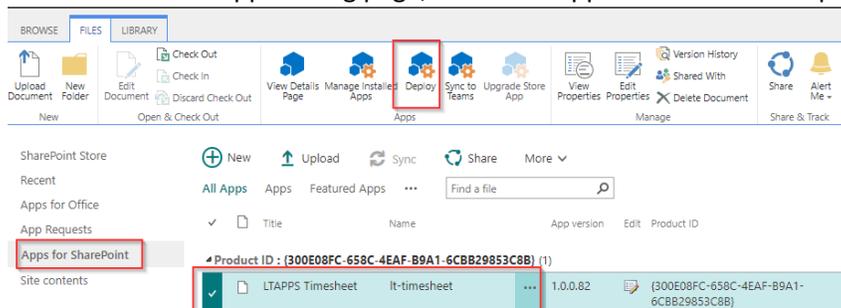
- In the popup that appears, check the "Make this solution available to all sites in the organization" check box. Then click the Deploy button
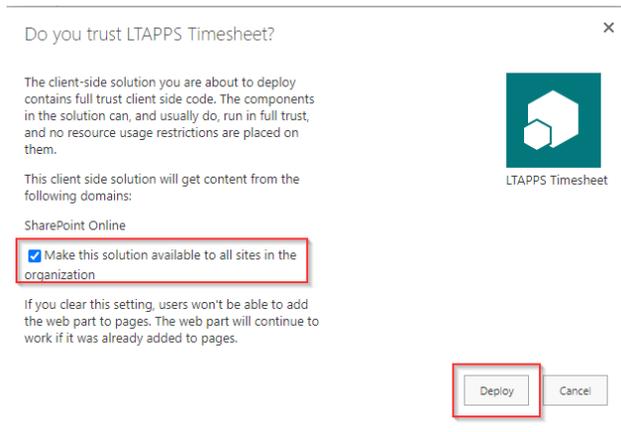
- Wait 2-3 mins to complete deployment. After that select the app & click the Sync to Teams button
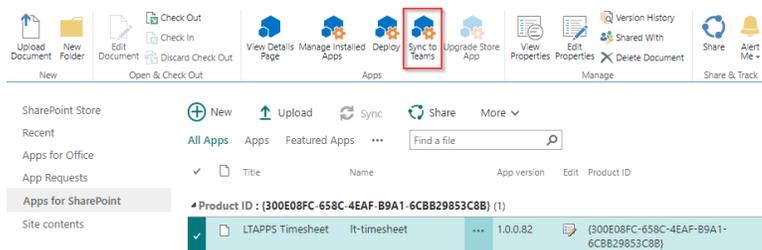
- Waiting 2-3 mins, when the message below shows, the sync is complete

Successfully synced teams solution
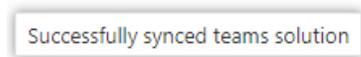
Add the app to MS Teams

Follow the steps below

- Click the ... icon, then click the More app button
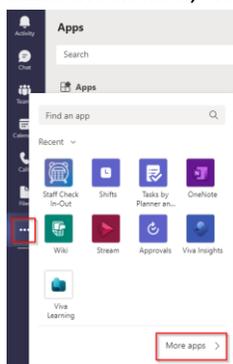
- Select the Build for your org link, then select the app
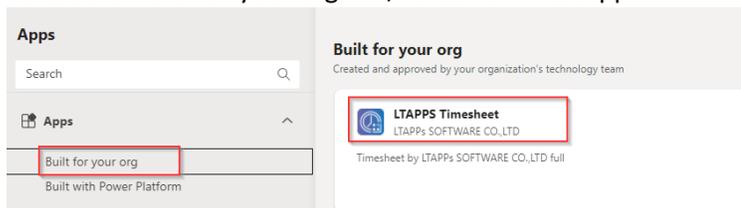
- Then click the open button
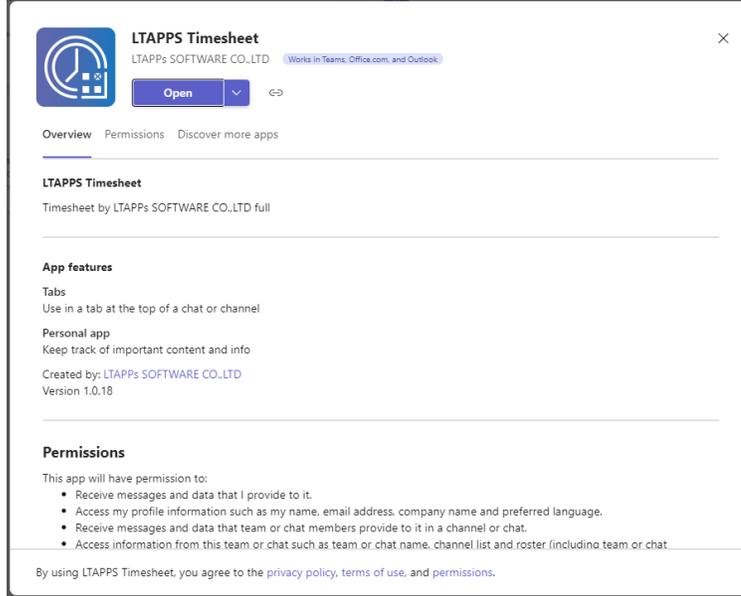
Set up the app on MS Teams and connect with the app on SharePoint

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
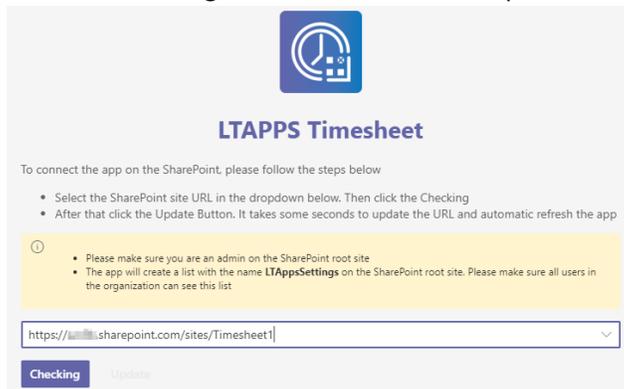
- If you want to change the connection to another SharePoint site. Open the All Features tab > Settings > General Configuration
- Click Click this link to update the URL link as the image below
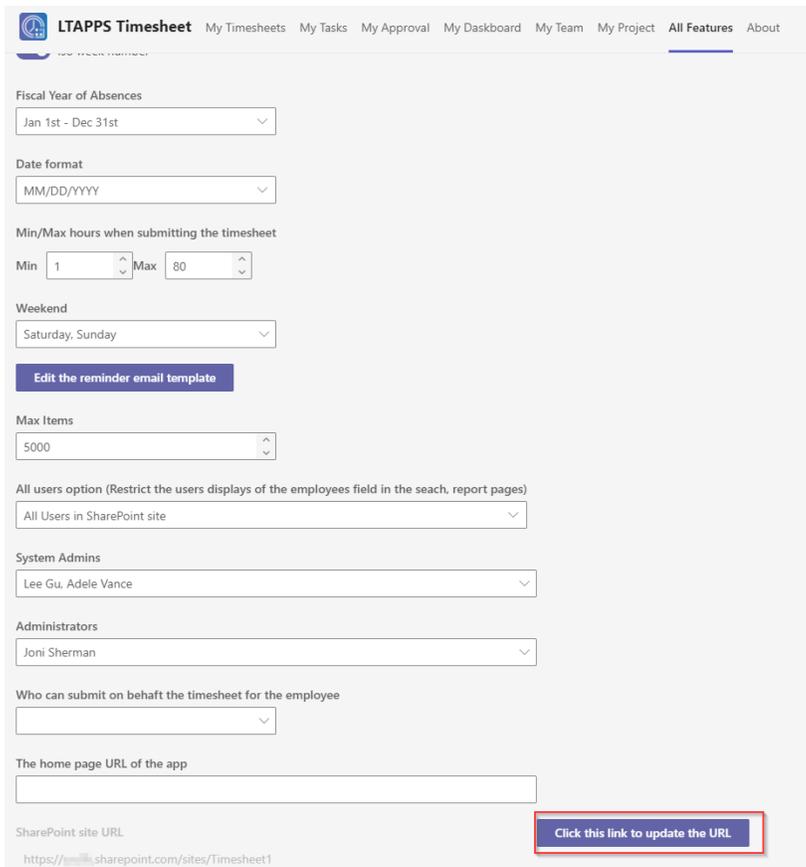
- OnIn the configuration page, change the URL. Click the Checking button & click the Update button after that

Upgrade the app

Repeat the steps

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