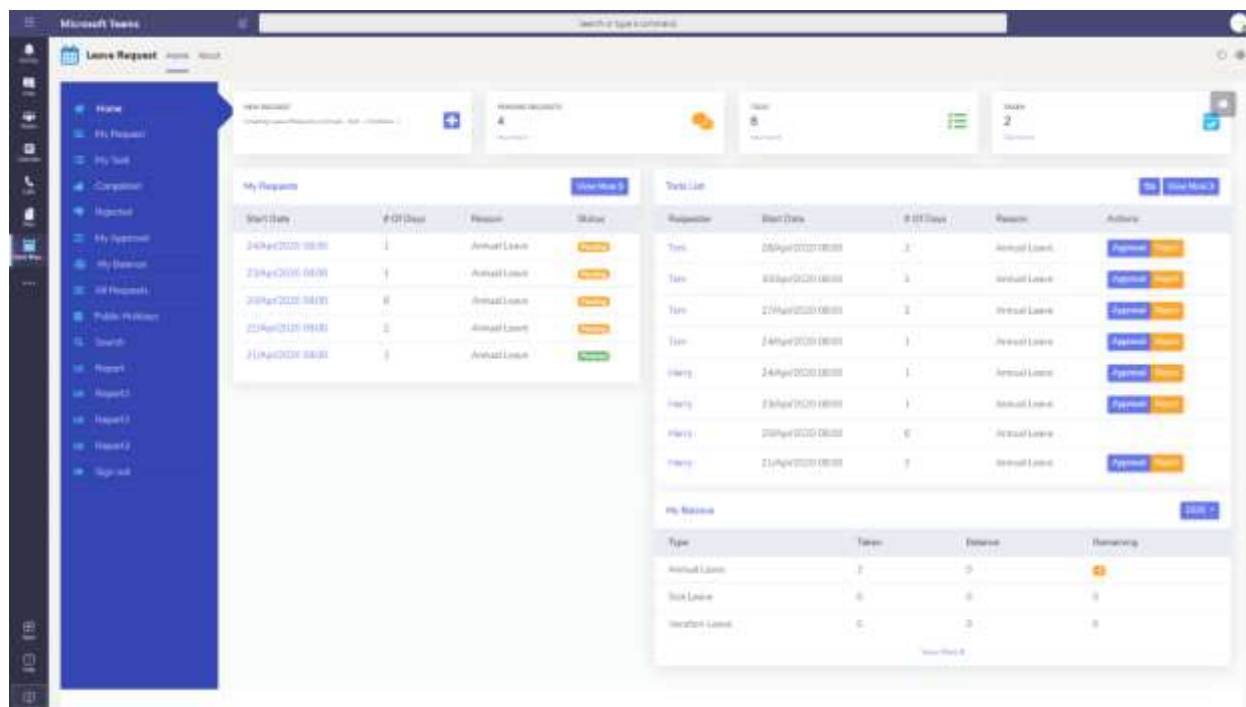


Leave Request Pro for Microsoft Team

Request, track, approval and manage the requested. Easy to use, configuration and very flexible

The Leave Request for Team is a part of the Leave Request Pro add-in in SharePoint online.

It is a system that supports end users to request time off in your organization & allows the admin defines the system without code. It allows create a custom form, design the workflow and you can change anything in the system for consistent 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.



Key features of the add-in

Allow to request, approve, reject & cancel the request

Ability approve multi requests at the same time
Allow automatic calculation on the number of days (Includes public holidays & weekend)
Allow automatic set the approver(manager) when creating the request
Allow set up employee's leave balance
Support fiscal year
Allow to add 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 forma
Automatic e-mail notifications of requests, approvals and rejections.
Customize the navigation. Allows restrict users who can see report, setting, ... pages
Design a custom request form for consistent with your organization. Allows add, edit, delete any custom field in the form
Define the workflow in your organization. You can choose: who is 'assign to' person? which is 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 your search view that you want: filter, fields display
Support the balance/taken report for employees

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

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 trial.

[Click this link to watch Video](#)

More than 3000 clients trust it