

## Leave Request Pro for SharePoint

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

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.

The screenshot displays the 'Leave Request Pro' interface. On the left, there is a calendar view for April 2020 with a sidebar containing navigation options like 'My Request', 'My To Do', 'Completed', 'Rejected', 'My Approval', 'My Review', 'All Requests', 'Public Holidays', 'Search', 'Report', 'Report1', 'Report2', and 'Report3'. Below the calendar is a table showing leave balances for various types and accounts.

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Sum	Balance	Remaining	
<b>LTAPPS Support</b>																
Annual Leave	0	0	0	0	0	0	0	0	0	0	0	0	0	15	0	-15
Sick Leave	10	0	0	0	0	0	0	0	0	0	0	0	0	10	0	-10
Vacation Leave	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-0
<b>System Account</b>																
Annual Leave	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sick Leave	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vacation Leave	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

On the right, the 'Leave Balance' form is shown with fields for Requester (LTAPPS Support), Department (Information Technology), Start Date, End Date, Number Day off, Reason (Annual Leave), and a file upload section. A progress bar at the top indicates the request status: Requester (orange), Manager (grey), and Human resource (grey). Buttons for 'Request' and 'Close' are at the bottom right.

### 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, ...

# LTAPPS

The Add-in for SharePoint

 LTAPPS

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**

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