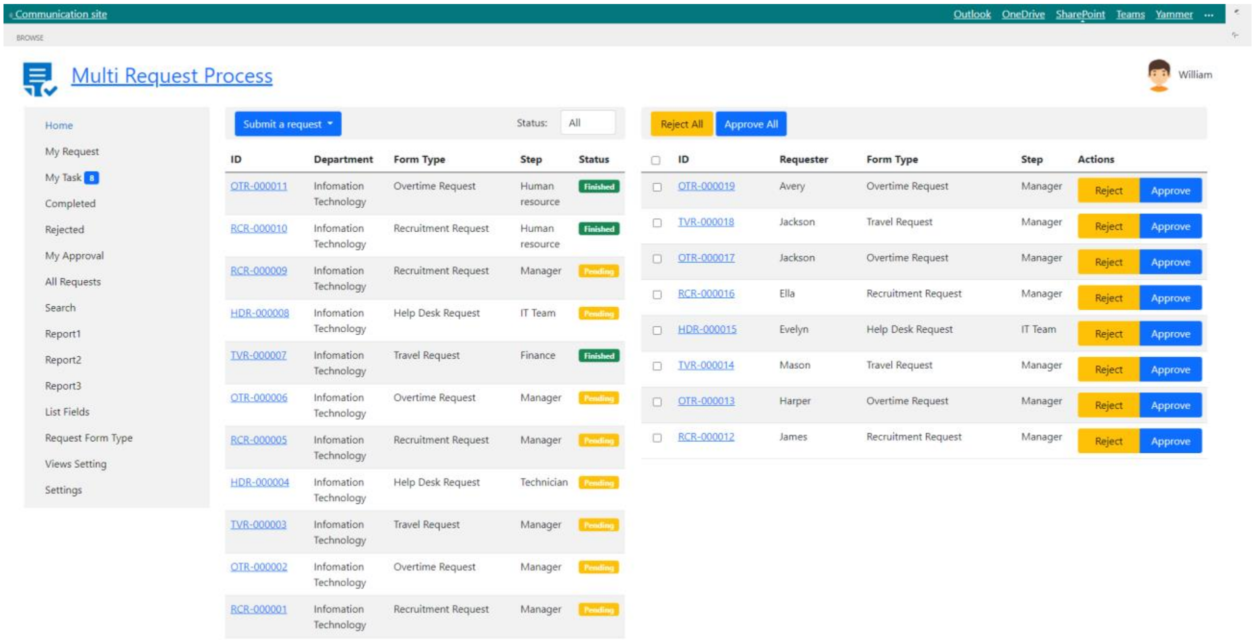
Multi Approval Process for SharePoint

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

The Multi Approval Process is the add-in in SharePoint, Microsoft Team & Microsoft Outlook. It supports the organization create a lot of approval systems without coding. It allows create unlimited approval systems, unlimited workflows, 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. Very easy to use, configuration.

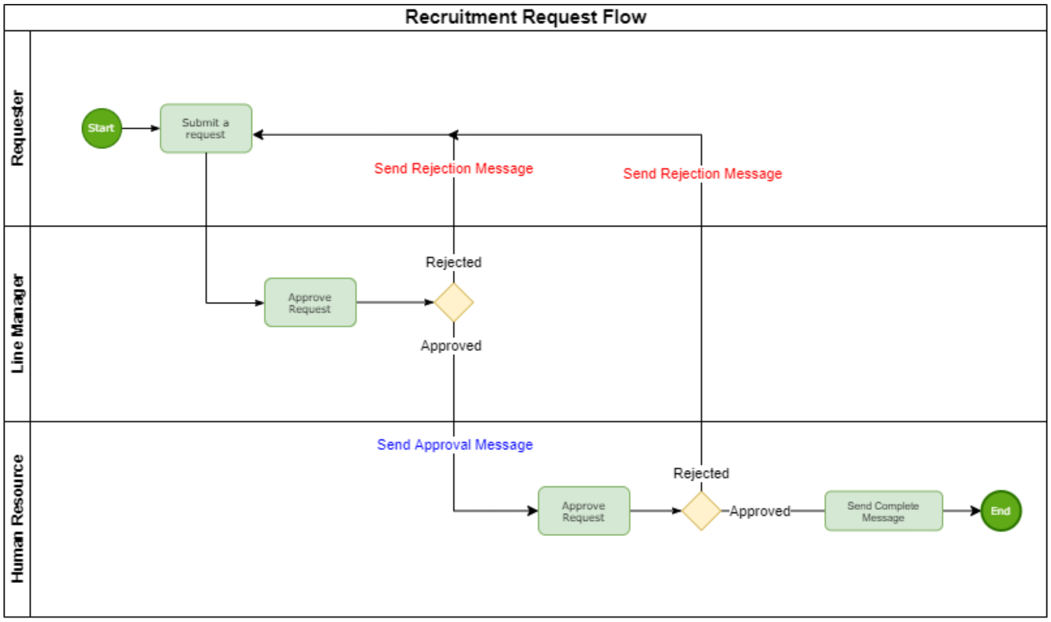

Communication site
Outlook
OneDrive
SharePoint
Teams
Yammer
...
BROWSE
Multi Request Process
William
Home
My Request
My Task 8
Completed
Rejected
My Approval
All Requests
Search
Report1
Report2
Report3
List Fields
Request Form Type
Views Setting
Settings
Submit a request
Status: All
Reject All
Approve All

ID	Department	Form Type	Step	Status
OTR-000011	Infomation Technology	Overtime Request	Human resource	Finished
RCR-000010	Infomation Technology	Recruitment Request	Human resource	Finished
RCR-000009	Infomation Technology	Recruitment Request	Manager	Pending
HDR-000008	Infomation Technology	Help Desk Request	IT Team	Pending
TVR-000007	Infomation Technology	Travel Request	Finance	Finished
OTR-000006	Infomation Technology	Overtime Request	Manager	Pending
RCR-000005	Infomation Technology	Recruitment Request	Manager	Pending
HDR-000004	Infomation Technology	Help Desk Request	Technician	Pending
TVR-000003	Infomation Technology	Travel Request	Manager	Pending
OTR-000002	Infomation Technology	Overtime Request	Manager	Pending
RCR-000001	Infomation Technology	Recruitment Request	Manager	Pending

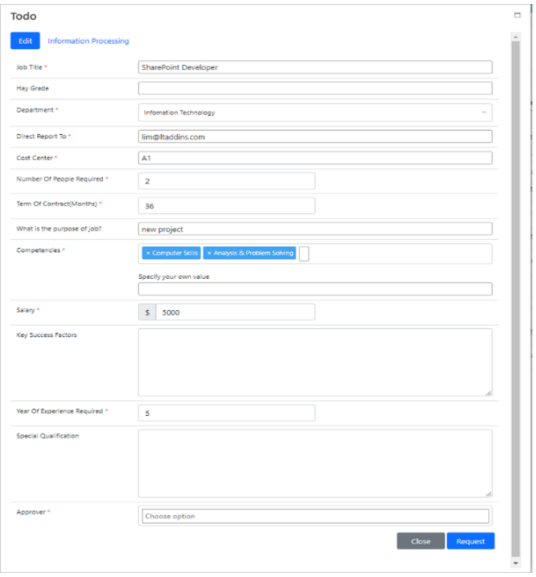
☐	ID	Requester	Form Type	Step	Actions
☐	OTR-000019	Avery	Overtime Request	Manager	Reject Approve
☐	TVR-000018	Jackson	Travel Request	Manager	Reject Approve
☐	OTR-000017	Jackson	Overtime Request	Manager	Reject Approve
☐	RCR-000016	Ella	Recruitment Request	Manager	Reject Approve
☐	HDR-000015	Evelyn	Help Desk Request	IT Team	Reject Approve
☐	TVR-000014	Mason	Travel Request	Manager	Reject Approve
☐	OTR-000013	Harper	Overtime Request	Manager	Reject Approve
☐	RCR-000012	James	Recruitment Request	Manager	Reject Approve

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
    - Workflow

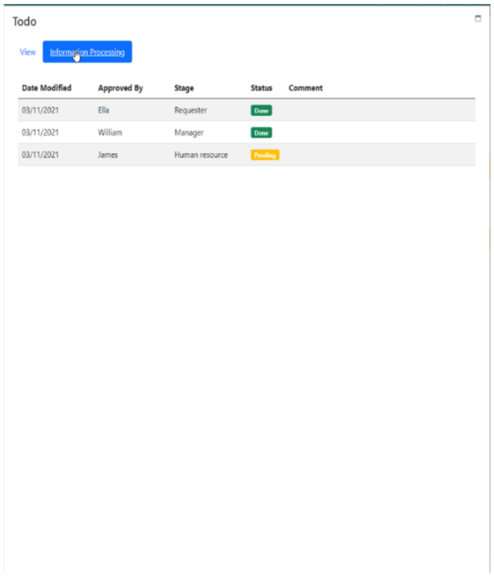

Recruitment Request Flow
Requester
Line Manager
Human Resource
Start
Submit a request
Send Rejection Message
Send Rejection Message
Approve Request
Rejected
Approved
Send Approval Message
Approve Request
Rejected
Approved
Send Complete Message
End

- Layout


Edit
Information Processing
Close
Request

Todo

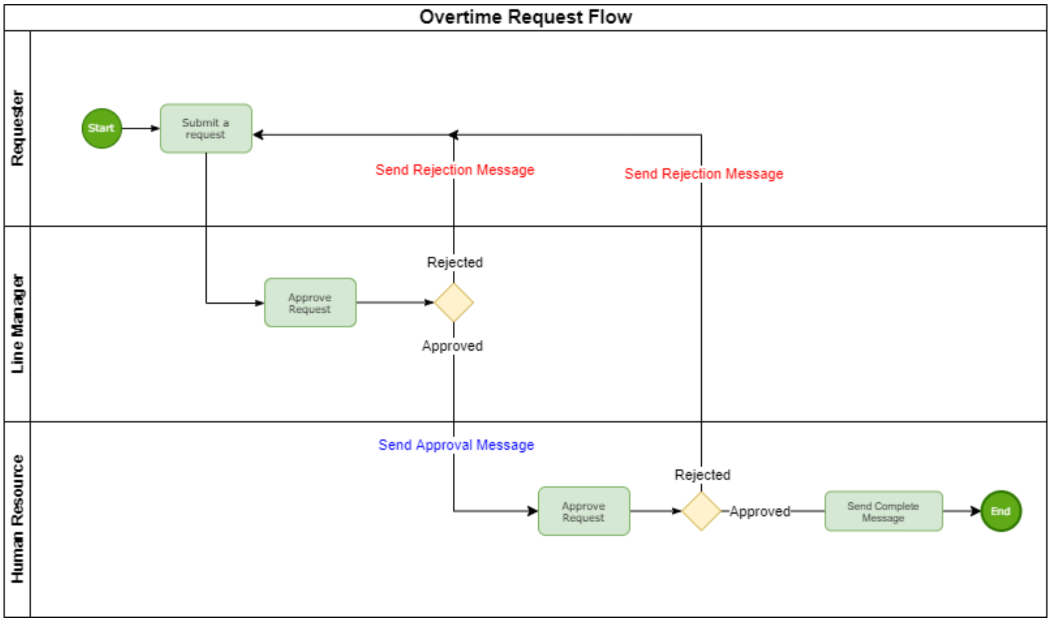
Job Title *	SharePoint Developer
Hay Grade	
Department *	Infomation Technology
Direct Report To *	lim@ltaddins.com
Cost Center *	A1
Number Of People Required *	2
Term Of Contract(Months) *	36
What is the purpose of job?	new project
Competencies *	× Computer Skills × Analysis & Problem Solving Specify your own value
Salary *	$ 5000
Key Success Factors	
Year Of Experience Required *	5
Special Qualification	
Approver *	Choose option


View
Information Processing

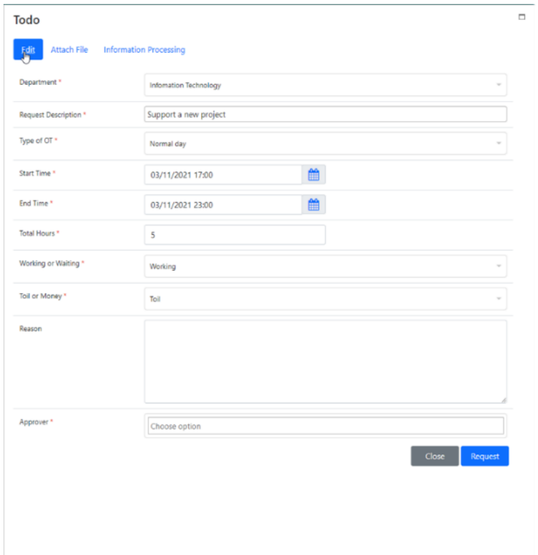
Todo

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	

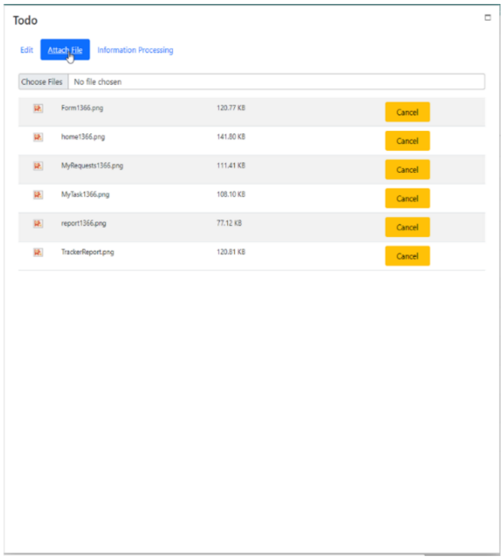
2. Overtime Request: Supports users to request overtime in the organization
    - Workflow


Overtime Request Flow
Requester
Line Manager
Human Resource
Start
Submit a request
Send Rejection Message
Send Rejection Message
Approve Request
Rejected
Approved
Send Approval Message
Approve Request
Rejected
Approved
Send Complete Message
End

- Layout


Todo
Edit
Attach File
Information Processing
Close
Request

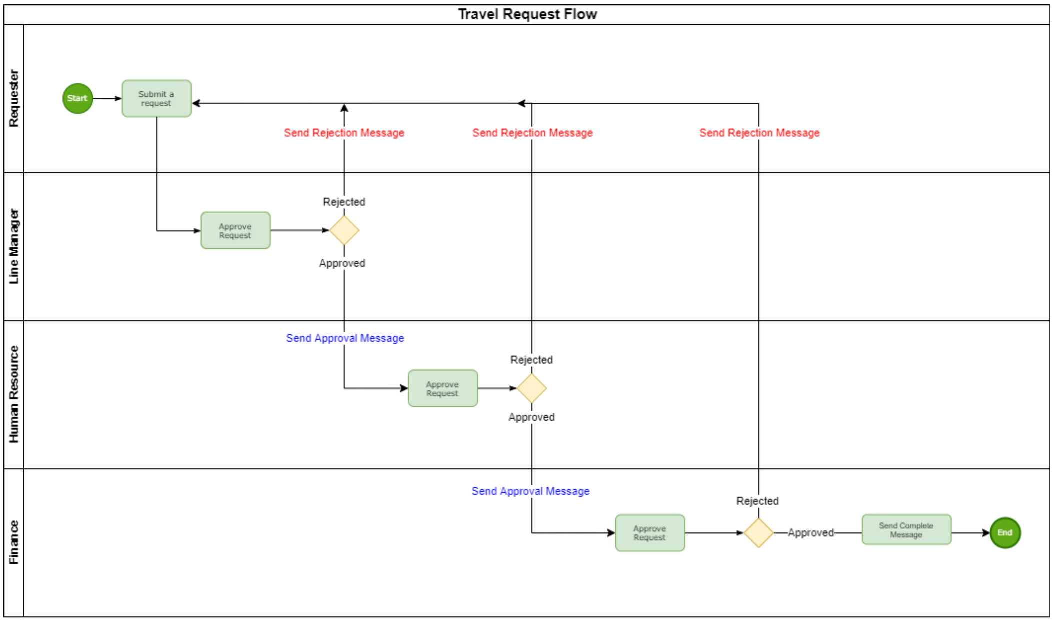
Department *	Infomation Technology
Request Description *	Support a new project
Type of OT *	Normal day
Start Time *	03/11/2021 17:00
End Time *	03/11/2021 23:00
Total Hours *	5
Working or Waiting *	Working
Toil or Money *	Toil
Reason	
Approver *	Choose option


Todo
Edit
Attach File
Information Processing
Choose Files

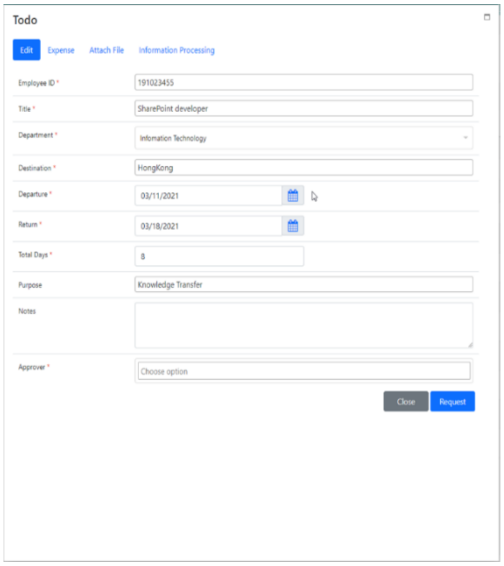
No file chosen

Form1366.png	120.77 KB	Cancel
home1366.png	141.80 KB	Cancel
MyRequests1366.png	111.41 KB	Cancel
MyTask1366.png	108.10 KB	Cancel
report1366.png	77.12 KB	Cancel
TrackerReport.png	120.81 KB	Cancel

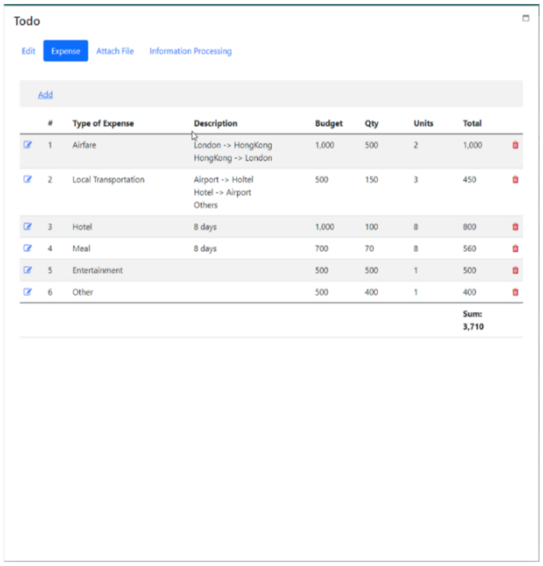
3. Travel Request: Handling of the request and approval process of business trips
    - Workflow


Travel Request Flow
Requester
Line Manager
Human Resource
Finance
Start
Submit a request
Send Rejection Message
Send Rejection Message
Send Rejection Message
Approve Request
Rejected
Approved
Send Approval Message
Approve Request
Rejected
Approved
Send Approval Message
Approve Request
Rejected
Approved
Send Complete Message
End

- Layout

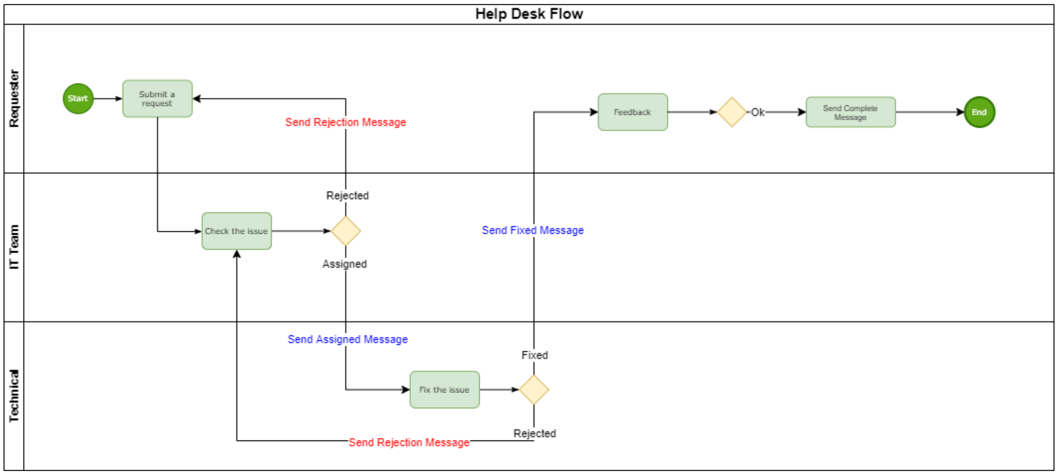

Todo
Edit
Expense
Attach File
Information Processing
Close
Request

Employee ID *	191023455
Title *	SharePoint developer
Department *	Infomation Technology
Destination *	HongKong
Departure *	03/11/2021
Return *	03/18/2021
Total Days *	8
Purpose	Knowledge Transfer
Notes	
Approver *	Choose option

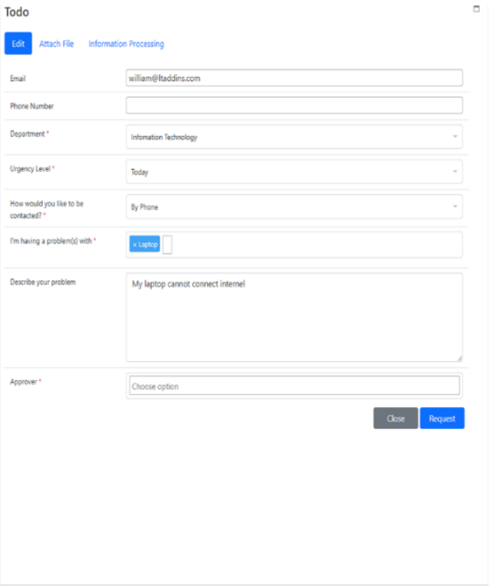

Todo
Edit
Expense
Attach File
Information Processing
Add

#	Type of Expense	Description	Budget	Qty	Units	Total
1	Airfare	London -> HongKong HongKong -> London	1,000	500	2	1,000
2	Local Transportation	Airport -> Holtel 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
						Sum: **3,710**

4. Help Desk Request: Resolve end-user issues efficiently by simply automating complaint resolution process with ticket management
   - Workflow


Help Desk Flow
Requester
IT Team
Technical
Start
Submit a request
Send Rejection Message
Feedback
Ok
Send Complete Message
End
Rejected
Check the issue
Assigned
Send Fixed Message
Send Assigned Message
Fixed
Fix the issue
Rejected
Send Rejection Message

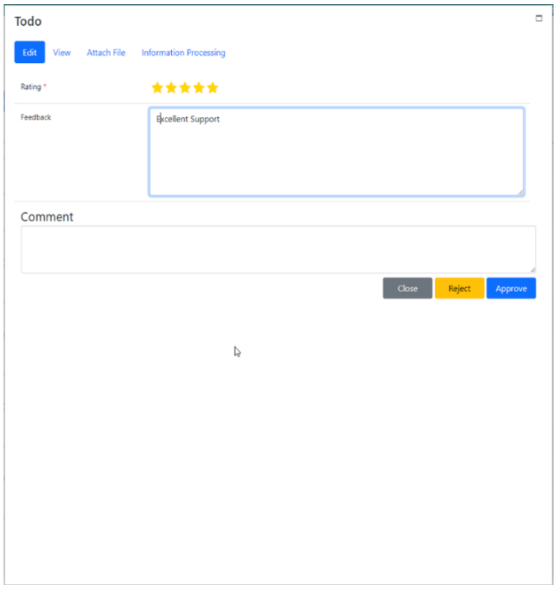
- Layout



Todo

Email: william@ltaddins.com
Phone Number:
Department *: Infomation Technology
Urgency Level *: Today
How would you like to be contacted? *: By Phone
I'm having a problem(s) with *: × Laptop
Describe your problem: My laptop cannot connect internel
Approver *: Choose option

Edit
Attach File
Information Processing
Close
Request



Todo

Rating *: ★★★★★
Feedback: Excellent Support
Comment

Edit
View
Attach File
Information Processing
Close
Reject
Approve

Key features of the add-in
Define unlimited approval process
Allow to request, approve, reject & cancel the request
Ability approve multi requests at the same time

Allow automatic set the approver(manager) when creating the request
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 format
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
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.

More than 500 clients trust it

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