



**User Manual for
CV CLASSIFIED PRO**



Table of Contents

CV Classified Pro — User Guide	3
1. Introduction.....	3
2. Admin Guide.....	3
2.1 Steps for Granting Access to Users.....	3
3. Settings.....	4
3.1 General Settings.....	5
3.2 Manage Approval Settings.....	11
3.3 Manage Meta Data.....	13
3.4 License.....	15
3.5 Reports.....	16
4. How to Buy a Product.....	17
4.1 Ways to Contact the Seller.....	18
4.2 Using Sorting & Filtering for Easy Browsing.....	19
4.3. Viewing Classified Details.....	22
4.4 Submitting a Purchase Request.....	23
5. Posted Classified.....	24
5.1 Manage Posted Listings.....	24
Product Status Types.....	25
5.2 Submit a New Product Listing Request.....	26
5.3 Actions Available on Posted Products.....	27
6. Purchased.....	29
7. Approval.....	30



CV Classified Pro — User Guide

1. Introduction

CV Classified Pro is an internal classifieds management system built on SharePoint, enabling organizations to buy, sell, and manage products securely within their digital workspace.

This guide will walk Admin and Users through every feature of the platform—access management, posting classifieds, purchasing items, approvals, metadata setup, and more.

2. Admin Guide

2.1 Steps for Granting Access to Users

Admins can provide users with access to the CV Classified Pro SharePoint site.

- 1. Open the SharePoint Site**

Launch your browser, navigate to the SharePoint site, and log in using Admin credentials.

- 2. Go to Site Permissions**

- Click the **Settings (gear) icon** in the top-right corner.
- Select **Site Permissions**.

- 3. Open Advanced Permission Settings**

- Click **Advanced permission settings** to view permission groups such as Owners, Members, and Visitors.

- 4. Add a User to the Visitors Group**

- Open the **Visitors** group.
- Click **New** on the top ribbon.
- Enter the user's email address or username.
- Click **Share** to grant access.

The user is now added as a Visitor and can access the platform based on assigned roles.



3. Settings

The **Settings** section is available to **Admin users** and allows configuration of key controls that define how product listings behave within the platform.

SharePoint CV Classified Home CV Classified Edit

Not following Site access English

Published 2/17/2026 Share Edit

CV Classified

Buy Posted Purchased Approval Settings

General Approval Meta Data License Reports

- Auto-Delete Expired Listings (For Paid Version only)
- Delete Listing After (days)
- Auto-Expire Listing Applies To
- Remove Expired Listings After (days)
- Add Terms Of Use
- Terms Of Use Content
- Upload Image Mandatory
- No Image
- Max Number of Images per Listing
- Max Image Size (MB)
- Form Fields
- Tabs Taxonomy
- Quick Actions

- Manage Admins
- Only Admin
- Manage Inventory
- Upload Payment Receipt
- Post Approval
- Post Approval Notification
- Email Templates

- Currency
- Category
- Country
- State
- City

- Next Renewal before December, 14 2026

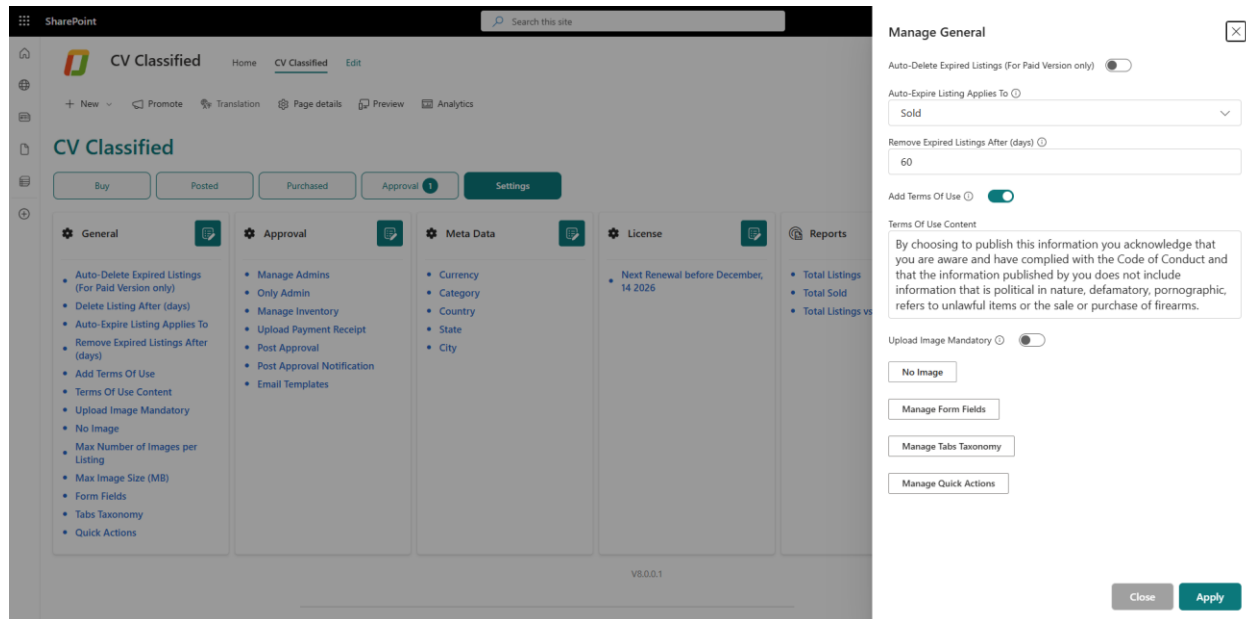
- Total Listings
- Total Sold
- Total Listings vs Total Sold

V8.0.1

Like 211 Views Save for later



3.1 General Settings



This section allows administrators to manage system-wide rules for product listing behavior, image requirements, and form field controls.

1. Auto Delete & Expiration Controls

- **Auto Delete Expired Listing**
Enable this option to automatically and permanently remove expired listings from the backend after the defined duration.
- **Delete Listing After (Days)**
Specify the number of days after which listings should be auto deleted.
(This works only when Auto Delete Expired Listing is enabled.)
- **Auto-Expire Listing Applies To**
Select the product listing for which auto-expiration rules should apply.
- **Remove Expired Listings After (Days)**
Define the number of days after expiration when a listing should be removed from the UI.
(The listing remains in the backend even after being hidden.)



2. Terms of Use Setting

Terms of Use setting allows the admin to require users to accept a Terms of Use agreement during classified submission or cloning.

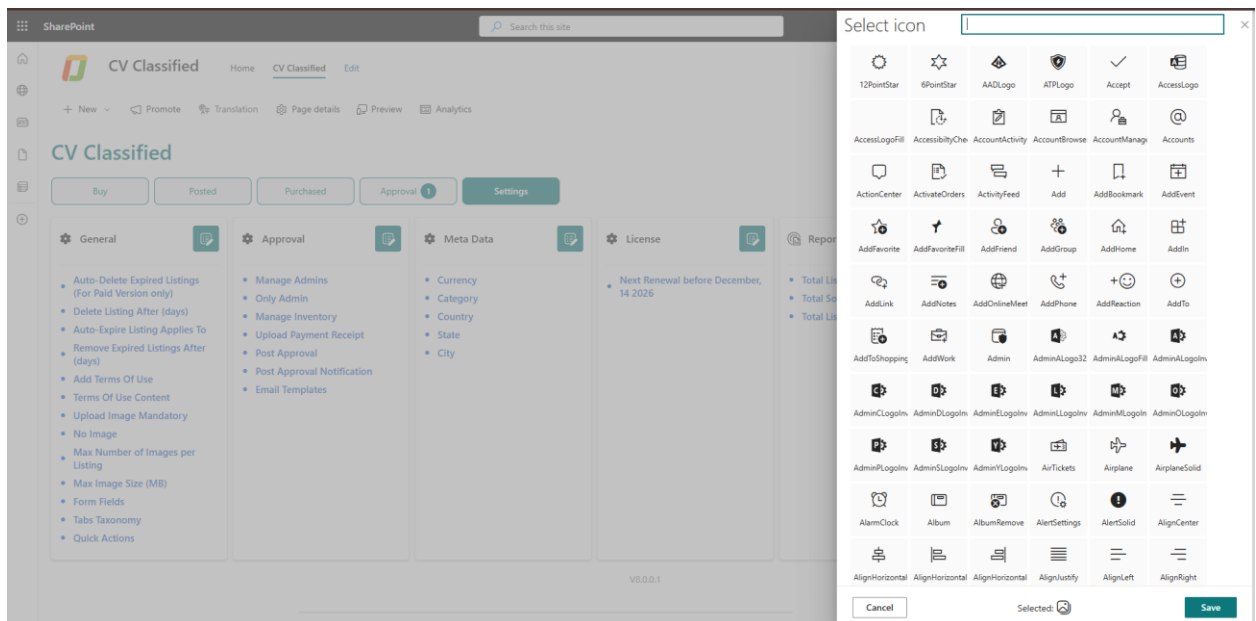
- When this option is enabled, a **rich-text editor** becomes available for the admin to add or update the Terms of Use content.
- A Terms of Use dialog will then appear each time a user submits a new classified or clones an existing one.

This ensures compliance and provides an additional layer of acknowledgement before listings are created or duplicated.



3. Image Settings

- Upload Image Mandatory**
 Enable or disable mandatory image upload when posting a new product. Max Number of Images per Listing & Max Image Size (MB) settings will be visible if this setting is on.
- Max Number of Images per Listing**
 Set the maximum number of images users can upload when image upload is mandatory.
- Max Image Size (MB)**
 Define the maximum file size allowed per image.
- No Image**
 Display a default placeholder image if image upload is not mandatory, and the user does not upload any images.





- **Manage Form Fields**

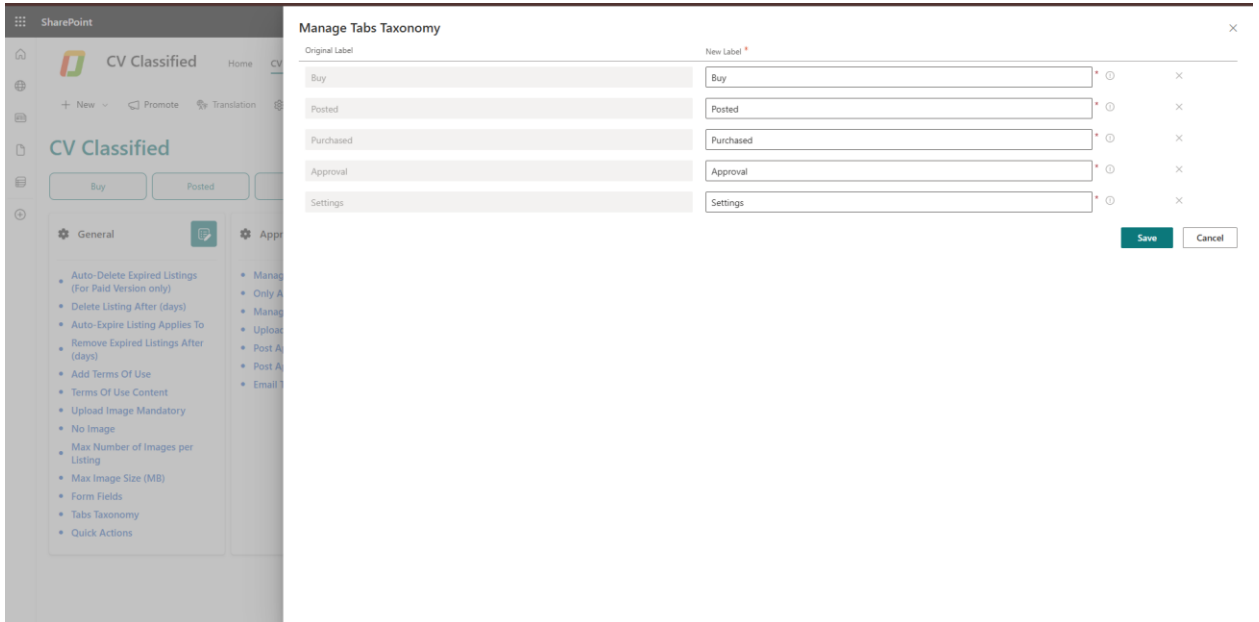
Display Name	Is Active	Is Required		
Title	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	⊙	×
Category	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	⊙	×
Price	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	⊙	×
Currency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	⊙	×
Contact	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	⊙	×
Short Description	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	⊙	×
Long Description	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	⊙	×
Country	<input checked="" type="checkbox"/>	<input type="checkbox"/>	⊙	×
State	<input checked="" type="checkbox"/>	<input type="checkbox"/>	⊙	×
City	<input checked="" type="checkbox"/>	<input type="checkbox"/>	⊙	×
Quantity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	⊙	×

Admins can configure the fields shown in the **Post New Product** form:

- Enable or disable field visibility using the **Is Active** checkbox
- Control whether a field is required by using the **Is Required** checkbox



- **Manage Tabs Taxonomy**



Admins has the ability to customize tab labels based on organizational requirements.



- **Manage Quick Actions**

Admin can control the visibility of quick action tabs (Teams, Outlook, Call, Share) by enabling or disabling them as needed.

Action Label	Is Visible
Teams	<input checked="" type="checkbox"/>
Outlook	<input checked="" type="checkbox"/>
Call	<input checked="" type="checkbox"/>
Share	<input checked="" type="checkbox"/>



3.2 Manage Approval Settings

This section allows Admin users to decide how products will be created, reviewed, and approved on the platform. Below are the available options:

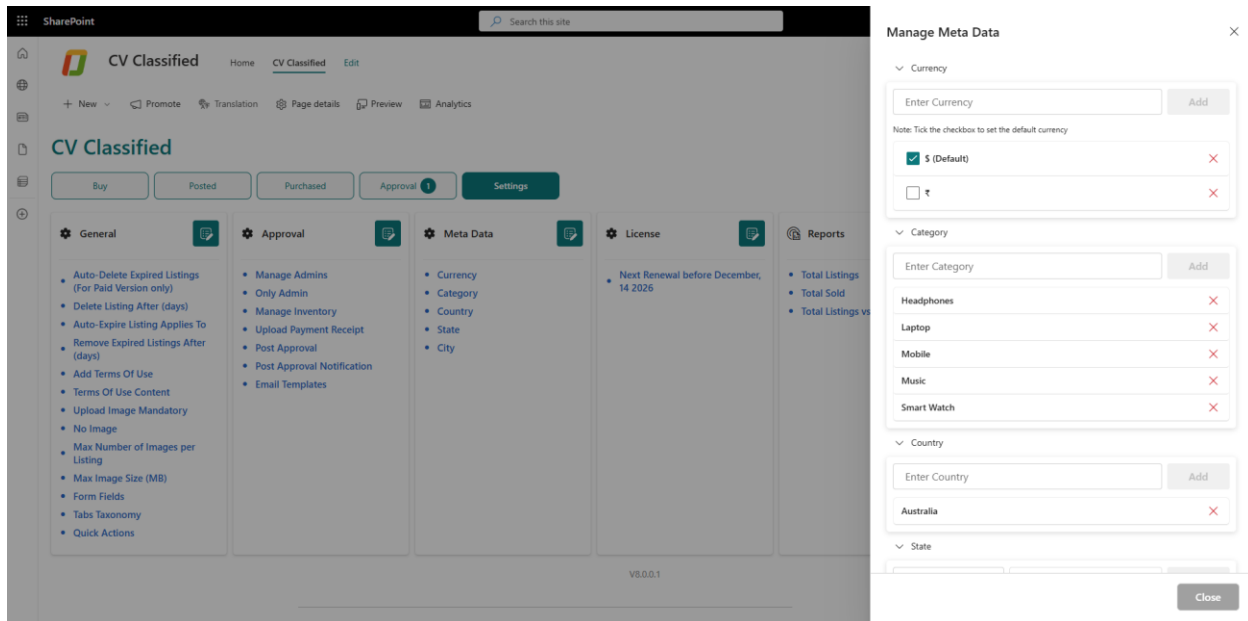
- **Manage Admins**
Admins can manage permissions and make other users admins.
- **Only Admin**
When enabled, only Admin users can post new products. Normal users will not be allowed to create or submit listings.
- **Manage Inventory**
The admin can enable or disable the inventory feature from this setting.
 - When **disabled**, all inventory-related options are hidden from users.
 - The **Purchased** section will not be visible.
 - The **Buy** feature will be disabled, and the **Buy** button will not appear on the classified details page.
 - **Quantity** details will also be hidden across all listings.
 - Users will only be able to **contact the seller** via Microsoft Teams, Outlook email, phone call, or by sharing the classified link.



- **Upload Payment Receipt**
You can enable this option to allow users to upload a payment receipt for verification after completing a transaction; keep it disabled if receipt submission is not required.
- **Post Approval**
Enable this if all products posted by users must be reviewed and approved by the admin before they appear to other users.
- **Post Approval Notification**
When this option is turned on, the system will send notifications whenever a product requires approval.
- **Email Templates**
Allows the Admin to customize the email templates used for approval notifications, including product approval and purchase request approval emails.



3.3 Manage Meta Data



This section allows Admin to set up and manage the essential information used across product submission forms. This ensures that all listings follow consistent and structured data.

Admins can add, edit, or manage the following metadata types:

- **Currency** – Used for setting product pricing.
- **Category** – Helps classify products into relevant groups.
- **Country** – Defines the country for the product location.
- **State** – States associated with the selected country.
- **City** – Cities associated with the selected state.



Note: For free Version of CV Classified Pro includes the following limitations:

- Only **1 Currency** can be added
- Up to **3 Categories** are allowed
- Only **1 Country** can be configured
- Up to **3 States** can be added
- Up to **3 Cities** can be added

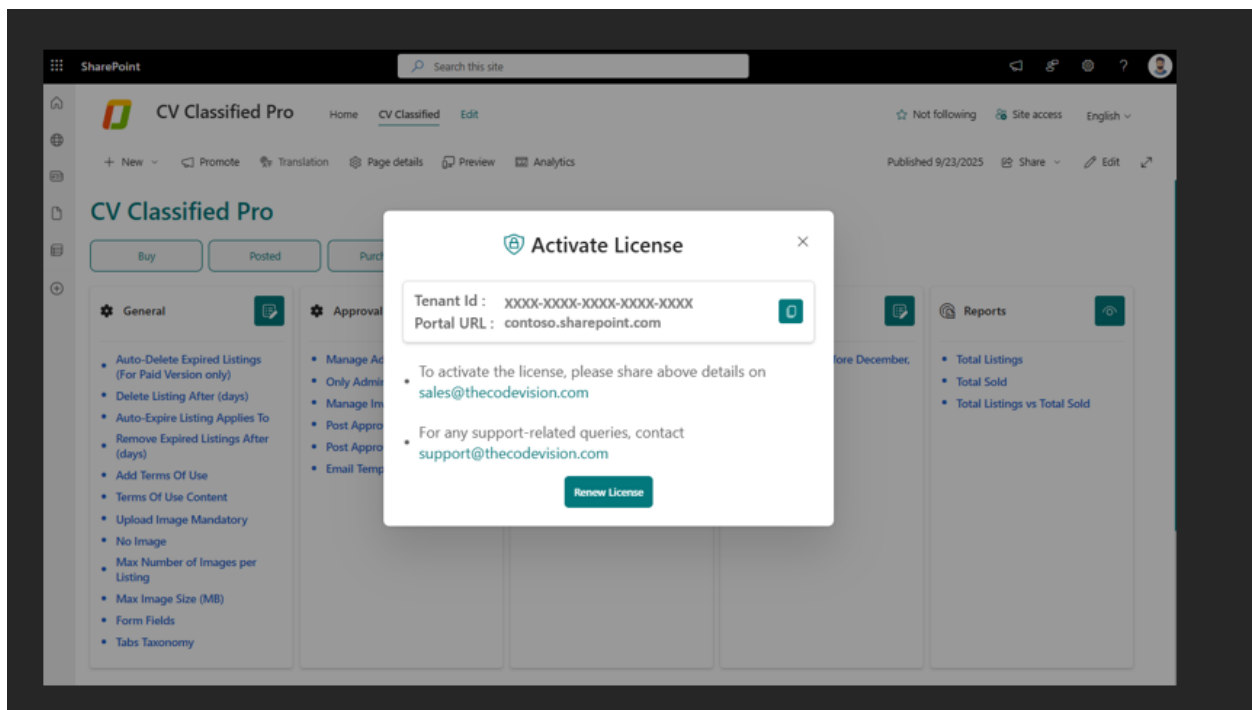
To get full access and add unlimited metadata entries, the admin must **upgrade the plan**.



3.4 License

License section allows the admin to **activate**, **renew**, or **upgrade** the CV Classified Pro product license.

License Upgrade Process

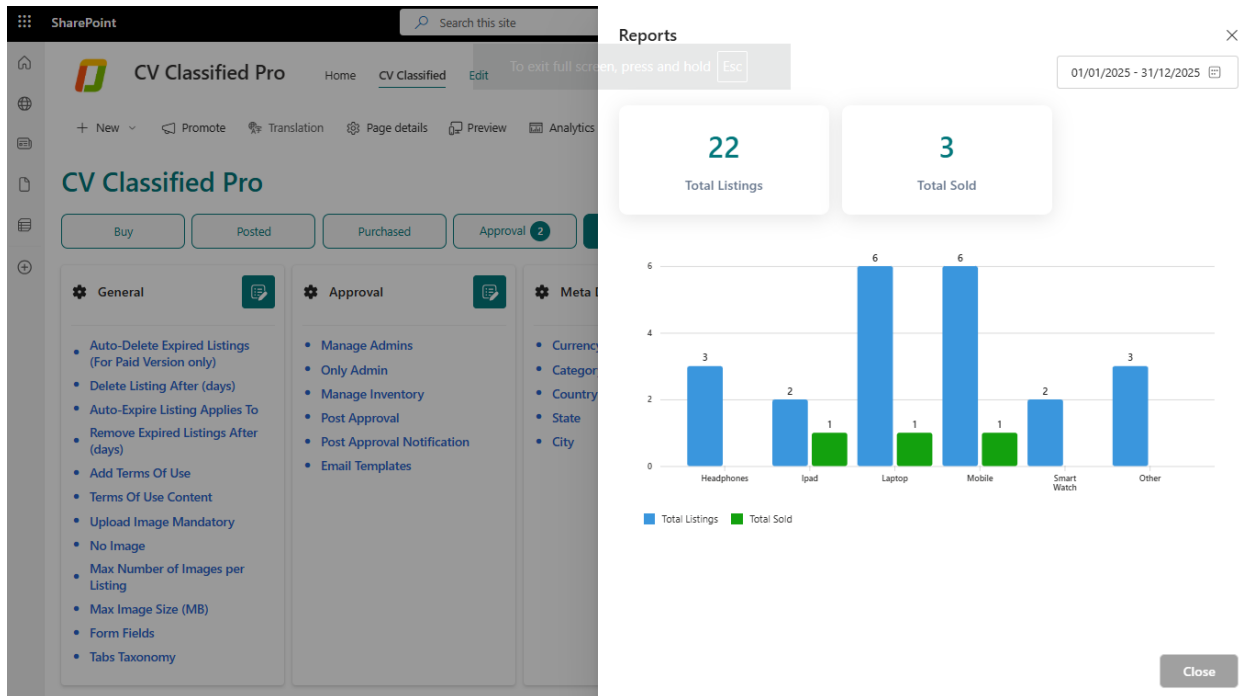


To upgrade from the Free Version to a Paid License:

- Open the **Activate License** popup from the License section.
- Copy the displayed **Tenant ID** and **Portal URL**.
- Share these details with the support team at sales@thecodevision.com.
- Our team will provide a valid **License Key**.
- Click on Renew License button to enter the License Key.
- Enter the License Key in the activation popup and submit it to activate the paid version.



3.5 Reports

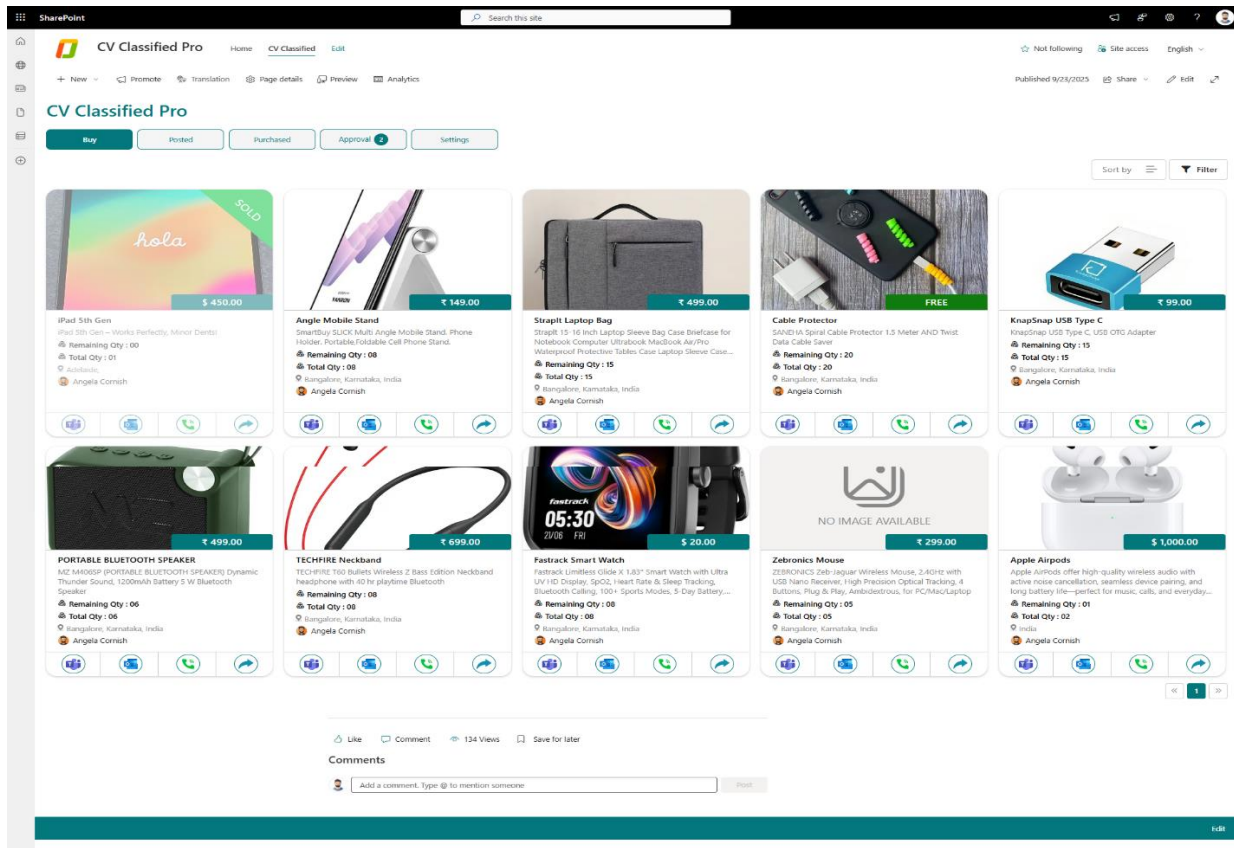


Reports section provides a quick overview of product activity and sales performance. It includes:

- **Total Listings** and **Total Sold** counts based on the selected date range.
- A **category-wise bar chart** that visually compares the number of listings against the number of products sold.
- A **date range filter** that allows admins to analyze data for a specific period and track trends effectively.



4. How to Buy a Product



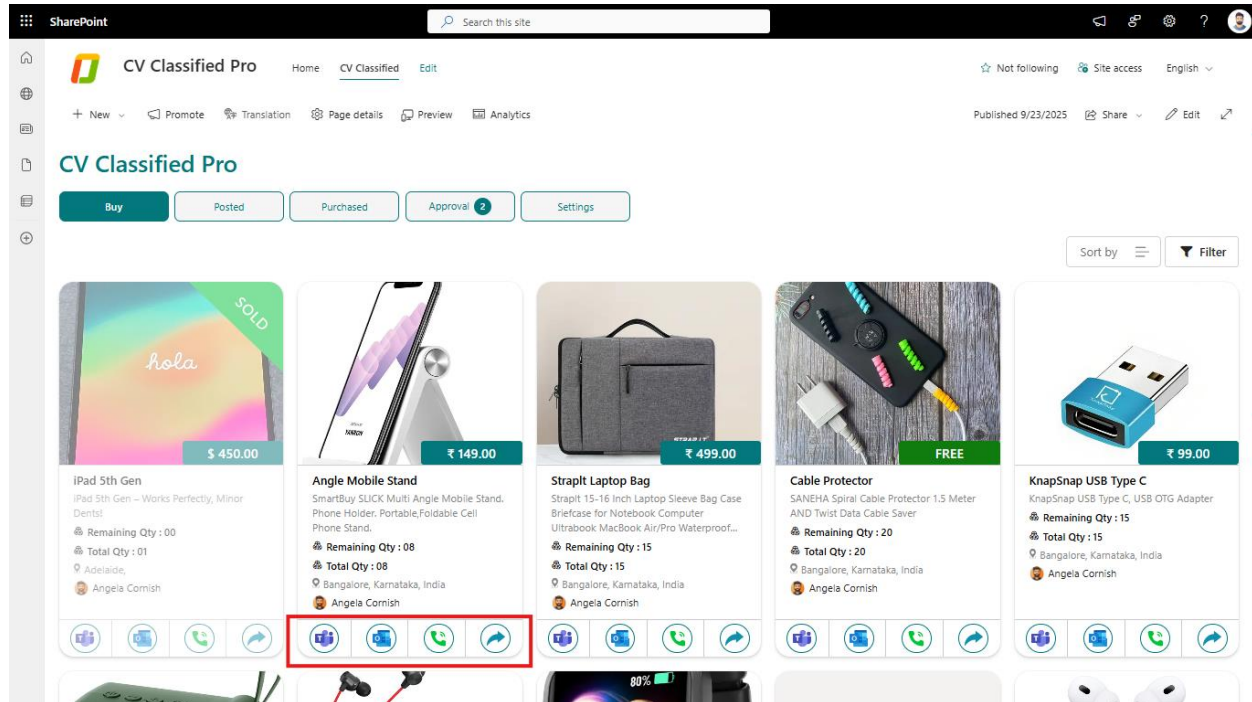
Buy section allows users to browse, explore, and purchase products listed by other users within the organization.

All available products appear in a **card-based layout**, showcasing essential details such as **product name, pricing, description, and seller information**.

Each product card also includes multiple communication options, so buyers can easily connect with the seller.



4.1 Ways to Contact the Seller



- **Microsoft Teams**
Connect with the seller directly via Teams or share the product details with colleagues.
- **Mail**
Send an email to the seller using your Outlook-registered email address for additional information.
- **Call**
View or initiate a phone call using the contact number shared by the seller.
- **Share**
Copy the product link and share it externally using your preferred communication platform.

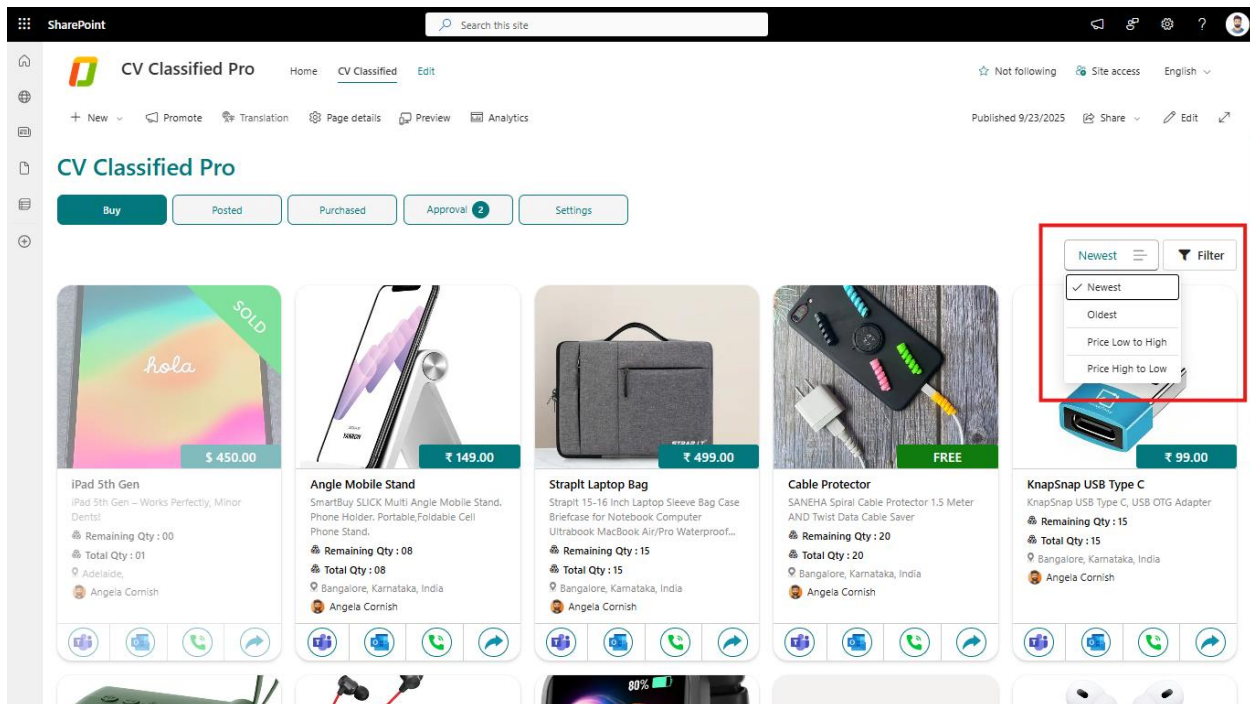
These options help users quickly clarify details before making a purchase request.



4.2 Using Sorting & Filtering for Easy Browsing

To make your search faster and more accurate, the Buy section includes built-in **Sorting** and **Filtering** tools. These controls are located at the **top-right corner** of the page.

1. Sorting Options



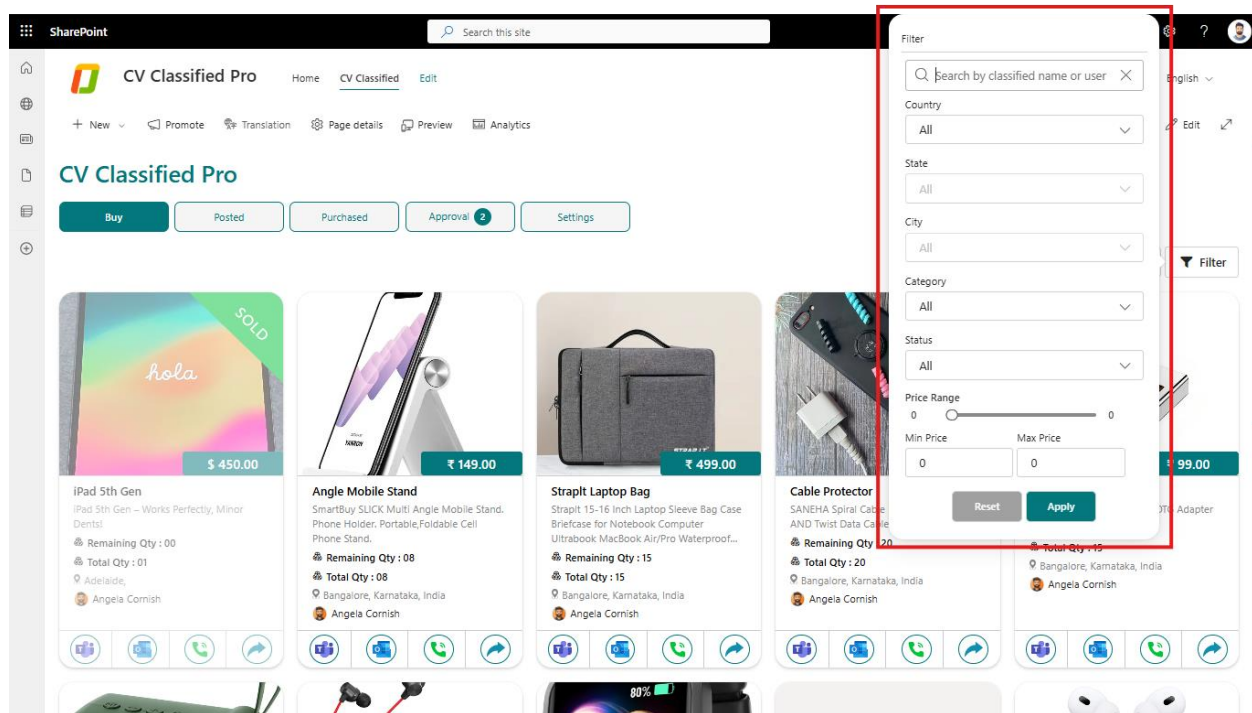
Use **Sort By** to rearrange product listings based on:

- **Price** — Low to High or High to Low
- **Listing Date** — Newest First or Oldest First

Sorting helps users quickly find products based on budget or recency.



2. Filtering Options



Filters allow users to refine the results and locate specific types of products. You can filter classifieds by:

- **Country**
- **State**
- **City**
- **Category**
- **Status** (Active, Approved, Sold)
- **Price Range** (via slider toggle or manual number entry)

Additionally, users can perform quick searches using:

- **Product Name / Keyword**
- **Seller Name**



3. Applying Filters

- After selecting your filter criteria, click **Apply** to view the refined results.
- Click **Reset** to clear all filters and return to the full product list.

These tools help users quickly narrow down listings and find exactly what they're looking for.



4.3. Viewing Classified Details

The screenshot shows a SharePoint page for 'CV Classified Pro'. The main content area displays a classified item titled 'Angle Mobile Stand'. The product image shows a smartphone on a white, adjustable stand. The details include:

- Title:** Angle Mobile Stand
- Description:** SmartBuy SLICK Multi Angle Mobile Stand. Phone Holder. Portable.Foldable Cell Phone Stand.
- Published Date:** 01/07/2025
- Remaining Qty:** 08
- Total Qty:** 08
- Location:** Bangalore, Karnataka, India
- Seller:** Angeia Cornish
- Price:** ₹ 149.00

Below the main product, there is a 'Description' box with the following features:

- ✓ PORTABLE SIZE
- ✓ MULTI ANGLEADJUSTABLE
- ✓ PREMIUM MATERIAL
- ✓ UNIVERSALCOMPATIBILITY

A 'Similar' section below shows three other classified items:

- Cable Protector:** SANHEA Spiral Cable Protector 1.5 Meter AND Twist Data Cable Saver. Price: FREE. Remaining Qty: 20. Total Qty: 20. Location: Bangalore, Karnataka, India. Seller: Angeia Cornish.
- KnapSnap USB Type C:** KnapSnap USB Type C, USB OTG Adapter. Price: ₹ 99.00. Remaining Qty: 15. Total Qty: 15. Location: Bangalore, Karnataka, India. Seller: Angeia Cornish.
- iPhone XR:** Apple iPhone XR (White, 256 GB) (includes EarPods, Power Adapter). Price: \$ 900.00. Remaining Qty: 00. Total Qty: 01. Location: Bangalore, Karnataka, India. Seller: Angeia Cornish.

At the bottom, there are social media sharing icons, a 'Like' button, a 'Comment' button, '135 Views', and a 'Save for later' button. A 'Comments' section is also visible with a text input field and a 'Post' button.

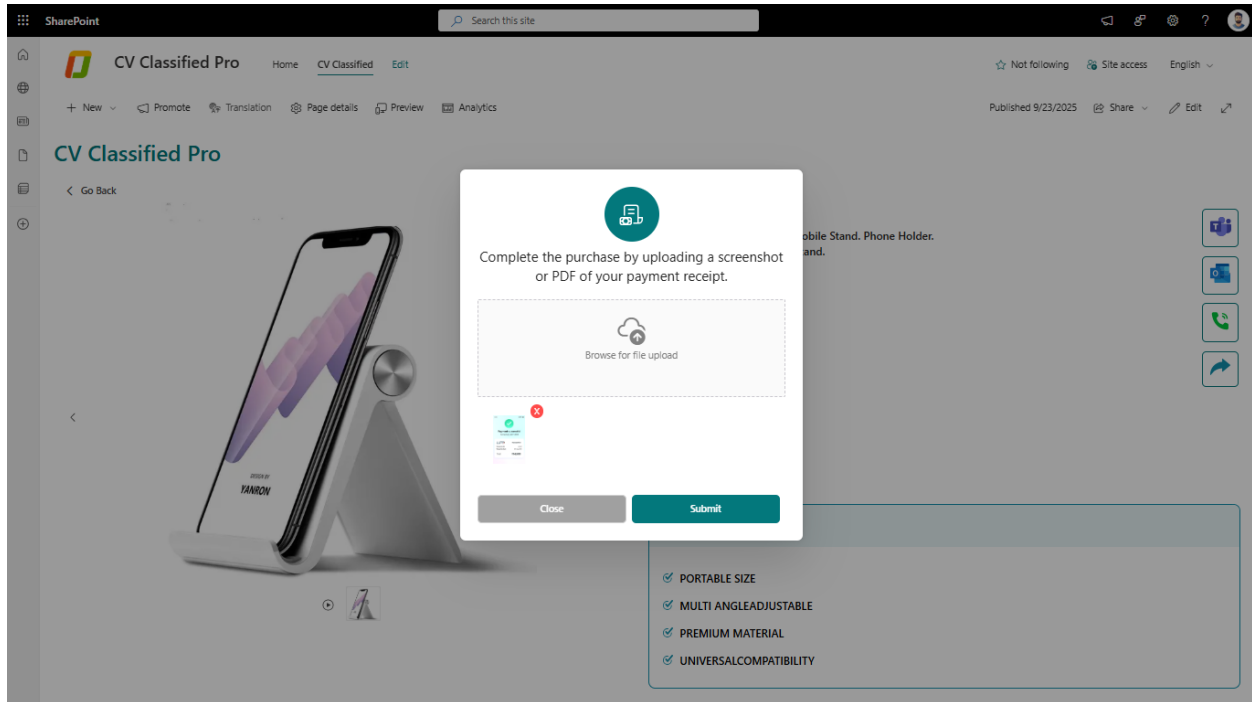
To access complete product information:

1. Select any classified item from the list.
2. A **detailed product view** page will open, displaying all key information, including:
 - a. **Product Images**
 - b. **Title & Description**
 - c. **Pricing Details**
 - d. **Available Quantity**
 - e. **Location Information** (Country, State, City)



This page provides everything you need to evaluate the product before submitting a purchase request.

4.4 Submitting a Purchase Request



To place a purchase request for a product:

1. Open the product details page.
2. Click the **Buy** button.
3. A pop-up window will appear prompting you to **upload the payment screenshot or receipt**.
4. Select and upload the required file.
5. Click **Submit** to complete the request.

Once submitted:

- Your purchase request is sent to the **Classified Owner (seller)** for review and approval.

You will be notified once the seller approves or rejects the request.



5. Posted Classified

5.1 Manage Posted Listings

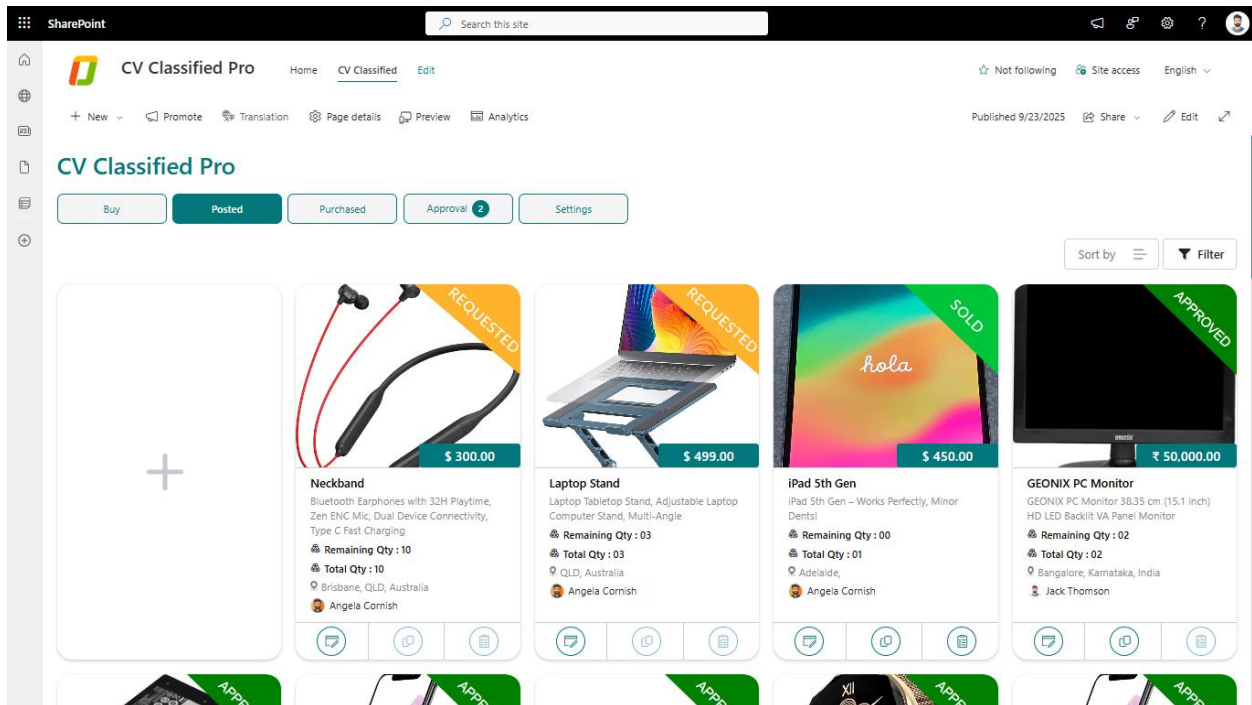
Posted section displays all products listings created by users. The visibility of listings depends on the user's role:

- **Admin User** – Can view all products posted by every user across the platform.
- **Normal User** – Can view only the products they have personally listed.

Each classified appears as a card containing essential details such as product title, price, and category. The **status badge** at the top-right corner shows the current state of the listing.



Product Status Types

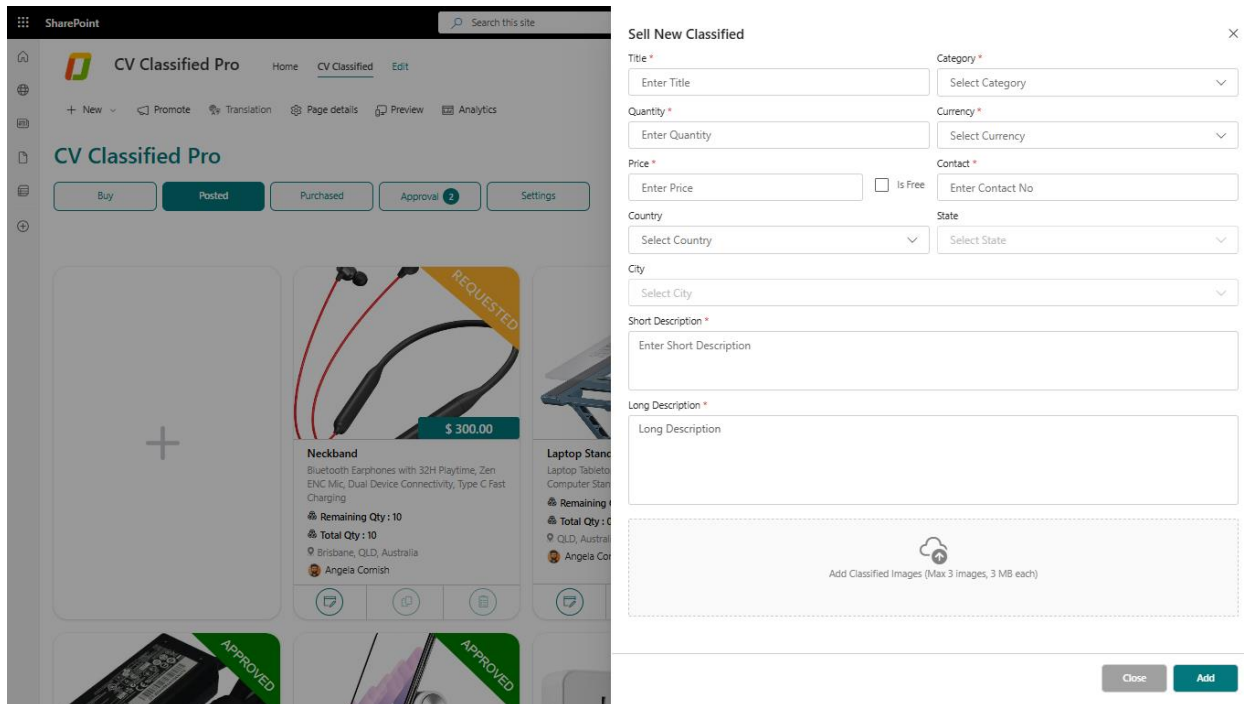


- **Active**
The product is approved and visible to all users for purchase.
- **Inactive**
The product is temporarily hidden and not visible to buyers.
- **Sold**
The product has been purchased; no new purchase requests can be submitted.
- **Approve (Admin only)**
Indicates the product is awaiting Admin approval. Admin can approve it to make it Active.
- **Reject (Admin only)**
Admin has declined the product listing due to incomplete, incorrect, or invalid details.
- **Requested**
The product has been submitted by a user and is waiting for Admin review and approval.



This section helps Admins and users effortlessly manage listings and provides a transparent view of all posted products and their respective statuses.

5.2 Submit a New Product Listing Request



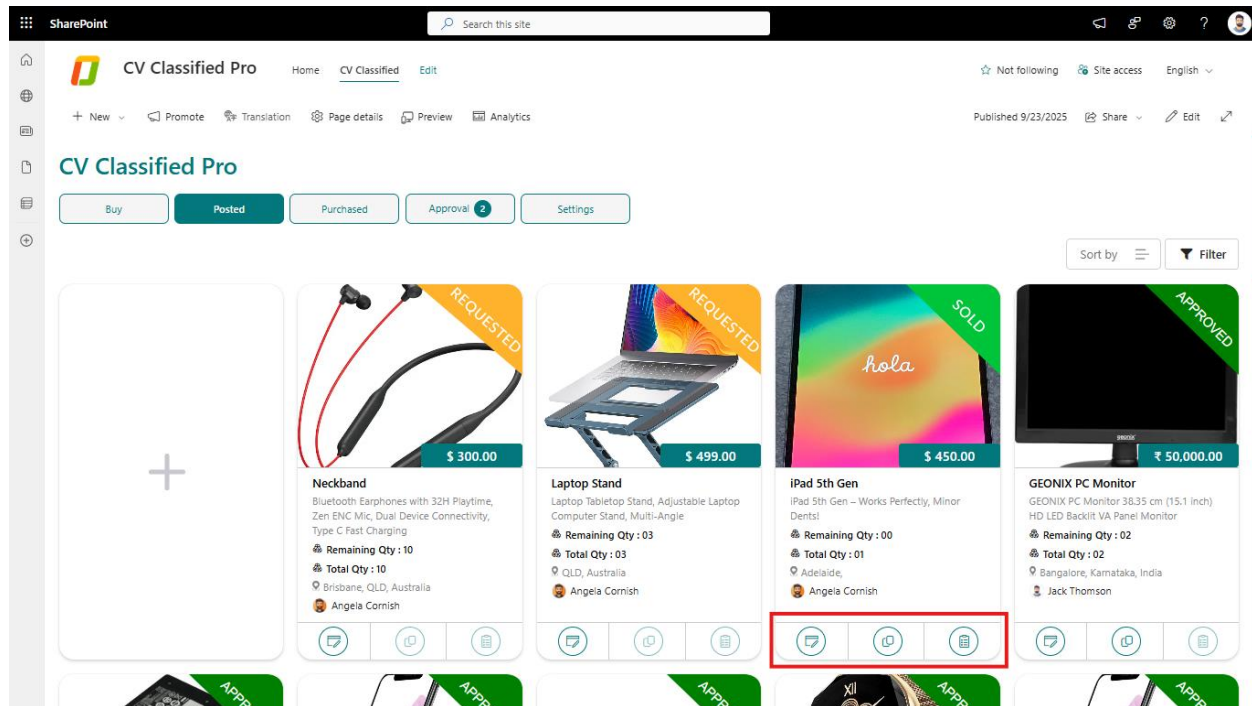
To create and submit a new product listing:

- Click the “+” button at the top of the page.
- A **New Product** panel will open on the right side of the screen.
- Fill in the required product details
- After completing the form, click the “**Add**” button to submit your product.
- Once submitted, the product request is automatically sent to the **admin** for review and approval.
- The product will be visible to other users only after Admin approval.



5.3 Actions Available on Posted Products

Each product card includes three action buttons at the bottom, allowing users to manage their listings efficiently:



1. To make an Edit

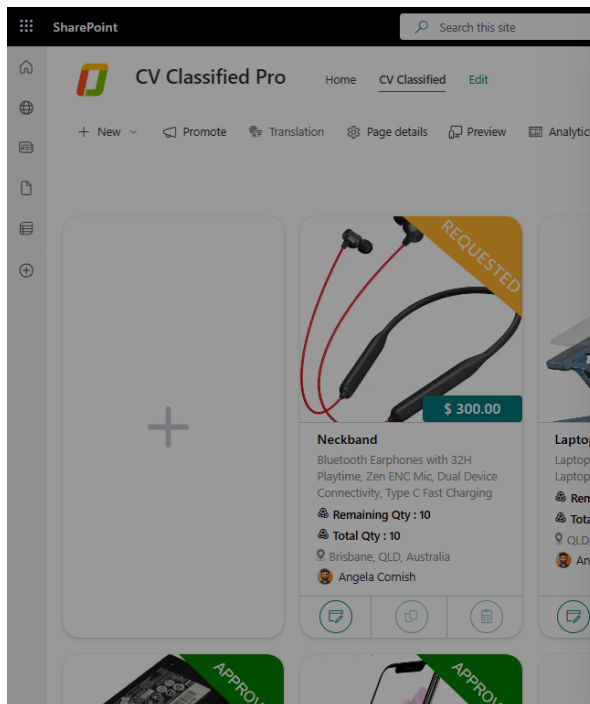
- Allows you to update any product details such as:
 - Contact Number
 - Country, State, City
 - Short Description
 - Long Description
- You can also change the **product status** (Active, Inactive, Sold, etc.).

2. To make a Clone of a listing

- Creates a duplicate copy of the selected product.
- You can quickly update the details and publish it as a new listing.
- This feature saves time when posting multiple similar products.



3.To look for a Buyer List



Buyers List ×

No	Name	Date/Time	Payment Receipt	Requested Qty	Approved Qty	Actions
1	Jack Thomson	09/10/2025 05:53:06	Click here	1	1	Approved

Close

- Opens a panel showing all users who have expressed interest or submitted a purchase request.
- You can view important buyer details, including:
 - Buyer Name
 - Submitted Payment Receipt
 - Request Date & Time
- Admin or product owner can **Approve** or **Reject** the purchase request directly from this panel.

Note

If you are using the **Free Version of CV Classified**, you can post up to **30 products only**. To add more, you must **upgrade your plan**.



6. Purchased

The screenshot shows the 'CV Classified Pro' page on SharePoint. The 'Purchased' tab is active, displaying five product cards. Each card includes a status label (APPROVED or REQUESTED), a price, a product image, and key details like quantity and location.

Product Name	Status	Price	Remaining Qty	Total Qty	Location	Seller
iPad 5th Gen	APPROVED	\$ 450.00	00	01	Adelaide	Angela Cornish
Cable Protector	REQUESTED	FREE	20	20	Bangalore, Karnataka, India	Angela Cornish
KnapSnap USB Type C Adapter	REQUESTED	₹ 99.00	15	15	Bangalore, Karnataka, India	Angela Cornish
KnapSnap USB Type C Adapter	REQUESTED	₹ 99.00	15	15	Bangalore, Karnataka, India	Angela Cornish
GEONIX PC Monitor	APPROVED	\$ 40.00	00	01	Bangalore, Karnataka, India	Angela Cornish

The **Purchased** section allows users to view all the products they have requested to buy and track the status of each purchase request.

Each product listed in this section displays key details along with its status:

- **Requested** – Your purchase request has been submitted and is awaiting the seller’s approval.
- **Approved** – The seller has accepted your request.
- **Rejected** – The seller has declined your request due to incorrect details or product unavailability.



7. Approval

The screenshot shows the 'CV Classified Pro' interface on SharePoint. The main view displays two product listings: 'Laptop Stand' for \$499.00 and 'Neckband' for \$300.00, both marked as 'REQUESTED'. The 'Approval' button is highlighted. A 'Pending Approval' modal is open, showing the following details:

- Title:** Laptop Stand
- Category:** Laptop
- Quantity:** 3
- Currency:** \$
- Price:** 499
- Contact:** 8787745875
- Country:** Australia
- State:** QLD
- City:** Select City
- Short Description:** Laptop Tabletop Stand, Adjustable Laptop Computer Stand, Multi-Angle
- Long Description:**
 - Hollow design - Reduce the contact area with the desktop, which provides a cavity and is more conducive to heat dissipation
 - Adjustable - Eight heights can be freely adjusted from 5.5inch to 7.0inch. You can straighten your waist and relieve cervical and neck fatigue, feel comfortable to work
 - Portable - Foldable and easy to place. Convenient to carry and use at home, the office or somewhere else
 - Durable - Made of lightweight ABS with non-slip rubber surface pads to keep laptop in place, strong and reliable, not easy to fade. Compatible with all laptops 10-15.6in, durable enough to support up to 44 lbs (20kg)

At the bottom of the modal are three buttons: 'Close', 'Reject', and 'Approve'.

The **Approval** section is available to **Admin users** and serves as the review hub for all newly submitted product listings. Every product added by a regular user appears here until it is verified and approved.

Within this section, Admins can:

- **Review full product details** including descriptions, pricing, and contact information
- **Validate the selected category, product information, and uploaded images** to ensure accuracy and compliance
- **Approve** the listing to make it visible on the platform, or **reject** it if the submission contains incorrect, incomplete, or inappropriate details

This section ensures all product listings meet the platform standards before going live.