



Installation Guide for  
CV Intranet



## Table of Contents

Overview.....	3
Prerequisites.....	3
Part 1 — Deploy the CV Intranet SharePoint App.....	4
Step 1: Deploy the Solution (Admin).....	4
Step 2: Grant API Access.....	5
Step 3: Add the App to a SharePoint Site.....	5
Part 2 — Configure the CV Intranet Web Part.....	6
Step 1: Create the Intranet Landing Page.....	6
Step 2: Add the Web Part.....	6
Step 3: Add Configuration Setup from web part's Property pane.....	7
Step 4: Test and Publish.....	7
Part 3 — Purchase the CV Intranet Subscription.....	8
Step 1: Open the Product on AppSource.....	8
Step 2: Select Billing Country.....	8
Step 3: Choose a Subscription Plan.....	8
Step 4: Review Pricing & Billing Details.....	8
Step 5: Add Payment Details.....	8
Step 6: Complete the Purchase.....	9
Support.....	10



## Overview

CV Intranet is a SharePoint SPFx solution that transforms Microsoft 365 into a fully branded, employee-first digital workplace — bringing company news, departments, people, policies, events, and quick links together in a single modern landing experience. It is designed to replace fragmented communication channels and legacy intranet portals with a unified hub built natively on SharePoint Online.

This guide walks through the installation tracks required for a complete deployment:

- **SharePoint App Deployment** — adding the CV Intranet web parts to your tenant and target site.
- **Web Part Configuration** — placing and configuring the CV Intranet experience on your intranet landing page.
- **AppSource Subscription** — activating a paid plan so the solution runs without restrictions.

## Prerequisites

Before starting the deployment, confirm the following are in place:

- **SharePoint environment:** Microsoft 365 tenant with SharePoint Online and App Catalog enabled.
- **App Catalog site:** A tenant-level or site-collection App Catalog must be created and accessible.
- **Admin access:** Global Administrator or SharePoint Administrator rights are required for tenant-level deployment and for approving API permissions.
- **Target site:** A modern communication site (recommended) designated as the intranet landing page for your organization.
- **Content readiness:** Basic assets such as company logo, banner images, department list, and initial announcements prepared for first-run configuration.
- **Billing account:** A valid payment method on the Microsoft account used to activate the AppSource subscription.



## Part 1 — Deploy the CV Intranet SharePoint App

Follow these steps in order. Each step assumes the previous step completed successfully.

### Step 1: Deploy the Solution (Admin)

- Open the tenant or site-collection App Catalog using one of the following URLs:  
<https://yourtenant.sharepoint.com/sites/appcatalog/layouts/15/tenantAppCatalog.aspx/manageApps>  
or  
<https://yourtenant.sharepoint.com/sites/yoursitecollection/AppCatalog/Forms/AllItems.aspx>
- Click the settings (gear) icon in the top-right corner and choose **Add an app**.
- In the search bar, type “**CV Intranet**” and locate the app under the SharePoint Store section.
- Select CV Intranet and click **Add to Apps site**.
- In the deployment dialog, choose either “**Only enable this app**” (to add it to specific sites later) or “**Enable this app and add it to all sites**”, then click Add.
- A banner will appear requesting additional API permission approval. Proceed to Step 2 to grant these permissions.



## Step 2: Grant API Access

CV Intranet requires delegated Microsoft Graph permissions to render people directories, department hubs, news feeds, and personalized content.

- Open the SharePoint Admin Center: <https://yourtenant-admin.sharepoint.com>
- From the left menu, navigate to **Advanced** → **API access**.
- Under **Pending requests**, locate the following permission requests submitted by CV Intranet:
- **User.Read.All** – read user profiles to power the employee directory, birthdays, anniversaries, and people web parts.
- People.Read
- User.Read
- Select each permission and click Approve. Approval can take a few minutes to propagate across the tenant.

## Step 3: Add the App to a SharePoint Site

**Note:** Skip this step if you selected “**Enable this app and add it to all sites**” in the previous step.

- Navigate to the target SharePoint site collection (for example, your company intranet or communication site).
- Open **Site Contents** from the site settings menu.
- Click **+ New** → **App** in the top ribbon.
- Under **Apps You Can Add**, select CV Intranet and click Add.



## Part 2 — Configure the CV Intranet Web Part

Once the app is installed, add the web part to a SharePoint page so employees can access company news, departments, people, and quick links from a single landing experience.

### Step 1: Create the Intranet Landing Page

- From the target site, go to **Site Contents** → **New** → **Page**.
- Select a blank page template and give it a clear title such as “Home”, “Company Intranet”, or “Employee Hub”.
- Add a full-width section (recommended) so the intranet dashboard renders with enough horizontal space for banners, announcements, employee directories, and quick links.
- Optionally set this page as the site’s home page (Site Settings → Make homepage) so users land directly on the CV Intranet experience.

### Step 2: Add the Web Part

- Click the + icon inside the section to open the web-part picker.
- Search for “**CV**” or below listed webpart name and click the result. Wait a few seconds for the web part to initialize.
- **List of webparts available:-**
  1. CV Intranet Banner
  2. CV Quick Links
  3. CV Announcements
  4. CV Intranet Vendor Contacts
  5. CV Policy Procedure
  6. CV World Clock
  7. CV Employee Corner
  8. CV Employee Directory
  9. CV Intranet Holidays



### Step 3: Add Configuration Setup from web part's Property pane

### Step 4: Test and Publish

- Click **Publish** in the top-right of the page to make it available to all users.
- Optionally add the page to the site's top navigation and hub navigation for easy discovery across your SharePoint hub.



## Part 3 — Purchase the CV Intranet Subscription

To use CV Intranet features, activate a paid subscription through Microsoft AppSource.

### Step 1: Open the Product on AppSource

- Go to [Microsoft AppSource](#) and search for “**CV Intranet**” under SaaS products, or use the direct product link provided by Codevision Technologies.
- On the product page, click **Get it now**.

### Step 2: Select Billing Country

- You will be redirected to the Microsoft Marketplace checkout.
- Choose your **Billing Country/Region** from the dropdown. This must match your organization’s registered address.

### Step 3: Choose a Subscription Plan

CV Intranet offers the following plan tiers (pricing is billed per tenant, not per user):

- **Monthly:** month-to-month billing, ideal for organizations evaluating long-term fit.
- **Yearly:** annual billing with a discount over the monthly rate; best for production rollouts.

Select the plan that matches your rollout timeline and click Next.

### Step 4: Review Pricing & Billing Details

- Confirm the plan name, recurring price, auto-renew setting, and estimated taxes.
- Leave **Auto-renew** on unless finance has asked you to manage renewals manually.
- Click Next to continue to payment.

### Step 5: Add Payment Details

- Enter a valid credit card or select an existing payment method saved to your Microsoft billing account.
- Provide the sold-to address if it is not pre-filled.
- Click Save.



## Step 6: Complete the Purchase

- Click **Place order**.
- After payment is processed, Microsoft redirects you to the Codevision activation landing page.
- You will see an on-screen confirmation once activation succeeds. Now accessible CV Intranet all features.



## Support

For technical assistance, feature requests, or questions about pricing and licensing, contact Codevision Technologies Private Limited through one of the following channels:

- **Email:** [support@codevisiontechnologies.com](mailto:support@codevisiontechnologies.com)
- **Web:** <https://thecodevision.com/>
- **AppSource listing:** search for “CV Intranet” on Microsoft AppSource and use the Contact Publisher link.