

USER MANUAL FOR CV INTRANET



Table of Contents

Introduction	3
User Roles.....	4
CV Banner.....	5
CV Announcements.....	6
CV Quick Links.....	7
CV Policy Procedure	8
CV World Clock.....	9
CV Vendor Contacts	10
CV Employee Corner	11
CV Employee Directory.....	12
CV Holidays.....	13



Introduction

CV Intranet is a SharePoint-based internal platform designed to enhance communication, collaboration, and productivity across the organization. It serves as a centralized hub where employees can access company news, announcements, policies, and important resources in one place.

The platform enables teams to stay connected by sharing updates, managing documents, and collaborating on projects efficiently.

Managers and administrators can also use the intranet to publish information, streamline workflows, and ensure employees have easy access to the tools and data they need.

CV Intranet improves transparency, strengthens internal communication, and supports a more organized and engaged workplace environment.

This guide will walk through every feature of the platform.

Note: For use feature of CV Intranet webparts, Active subscription should be Purchased



User Roles

The system supports main two user roles.

- Admin (Full control) (Manage Systems controls)
- Employee (Normal User)



CV Banner

1. Admin Configuration

- Admins can manage permissions and make other users admins.
- Web Part Height Allows you to adjust the height of the banner.

2. Link Configuration

- Show Quick Link Card Enable this option to display quick links on the banner.
- Manage Quick Links Click to add, edit quick links with order, name, links, icon & is active or not.

3. Message Configuration

- Enter the title for the message.
- Message Description Add the main content of the message.
- Upload or update the image displayed with the message.

4. Banner Image Configuration

- Upload or change the background image of the banner.



CV Announcements

1. Admin Configuration

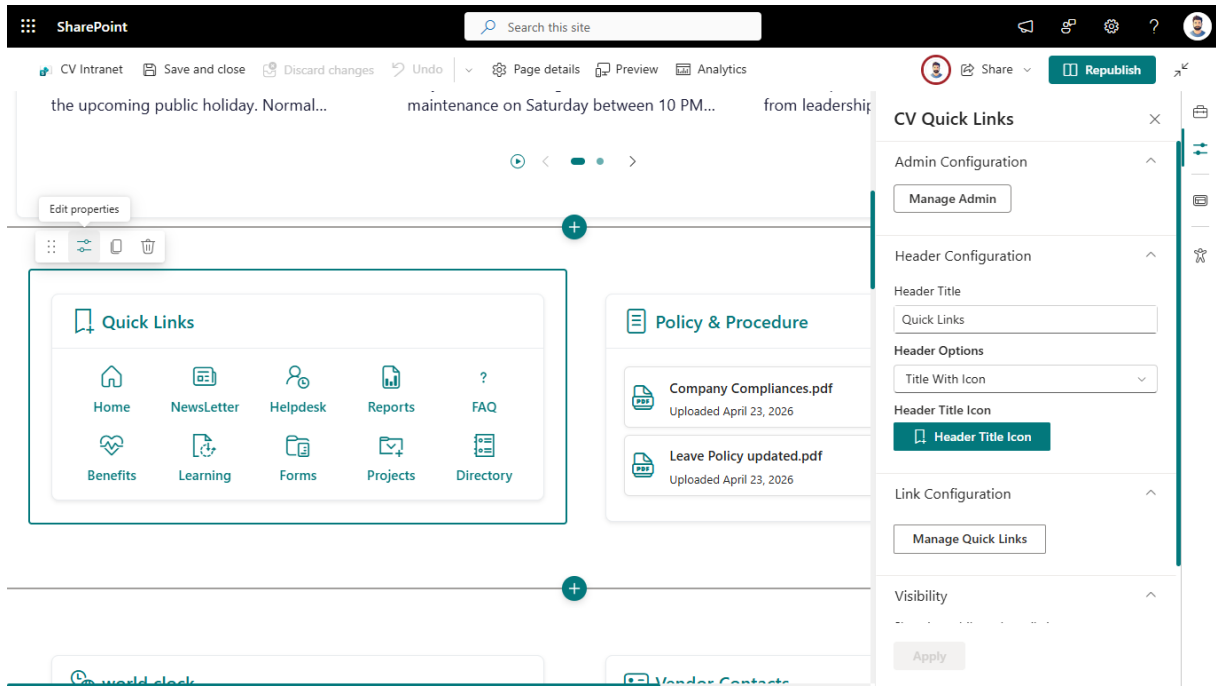
- Admins can manage permissions and make other users admins.
- Manage Announcements to add, edit, or delete announcement items from SharePoint list with Title, description, main body with html, publish & expire date.
- Web Part Height allows you to adjust the height of the announcements section.

2. Header Configuration

- Header Title allows you to set the section title.
- Header Options lets you choose the header style.
- Header Title Icon allows you to add or change the icon.



CV Quick Links



1. Admin Configuration

- Admins can manage permissions and make other users admins.

2. Header Configuration

- Header Title allows you to set the section name.
- Header Options lets you choose the header style.
- Header Title Icon allows you to add or update the icon.

3. Link Configuration

- Manage Quick Links Click to add, edit quick links with order, name, links, icon & is active or not.



CV Policy Procedure

The screenshot shows a SharePoint page titled "CV Policy Procedure". The page content includes a "Quick Links" section with icons for Home, NewsLetter, Helpdesk, Reports, FAQ, Benefits, Learning, Forms, Projects, and Directory. A "Policy & Procedure" section is visible, containing two PDF documents: "Company Compliances.pdf" and "Leave Policy updated.pdf", both uploaded on April 23, 2026. On the right side, a configuration pane is open, showing settings for "Admin Configuration" (Manage Admin, Manage Policy and Procedures), "Webpart Height" (set to 420), "Header Configuration" (Header Title: Policy & Procedure, Header Options: Title With Icon, Header Title Icon: Header Title Icon), and "Visibility" (Apply).

1. Admin Configuration

- Admins can manage permissions and make other users admins.
- Manage Policy and Procedures allow you to upload & manage documents.

2. Web Part Settings

- Web Part Height allows you to adjust the height of the section.

3. Header Configuration

- Header Title allows you to set the section name.
- Header Options lets you choose the header style.
- Header Title Icon allows you to add or update the icon.



CV World Clock

1. Admin Configuration

- Admins can manage permissions and make other users admins.

2. Header Configuration

- Header Title allows you to set the section name.
- Header Options lets you choose the header style.
- Header Title Icon allows you to add or update the icon.

3. Clock Configuration

- Time Zone Multi Select allows you to select multiple time zones.
- Selected time zones will display clocks for different regions.
- Helps users track time across global locations.



CV Vendor Contacts

1. Admin Configuration

- Admins can manage permissions and make other users admins.
- Manage Vendors allows you to add, edit, and delete vendor details from SharePoint list with Title, Name, Designation, Department, contact information like phone, email & Image.

2. Header Configuration

- Header Title allows you to set the section name.
- Header Options lets you choose the header style.
- Header Title Icon allows you to add or update the icon.



CV Employee Corner

1. Admin Configuration

- Admins can manage permissions and make other users admins.
- Manage Employee, and Applause allows you to add, edit, and delete records from SharePoint list with employee details (Initially it will fetch from azure directory & SharePoint Profile pages).

2. WebPart Data Configuration

- Show Birthdays Up to Selected Date
allows you to define how many upcoming days of birthdays are displayed.
- Show Anniversaries Up to Selected Date
allows you to define how many upcoming days of anniversaries are displayed.
- Show New Hires Up to Selected Date
allows you to control visibility of upcoming new joiners.
- Show New Hire Data for Previous Days
allows you to display recently joined employees from past days.
- Show Applause Data Up to Selected Date
allows you to show upcoming recognition or appreciation data.
- Show Applause Data for Previous Days
allows you to display past appreciation records.

3. Header Configuration

- Header Title allows you to set the section name.
- Header Options lets you choose the header style.
- Header Title Icon allows you to add or update the icon.



CV Employee Directory

The screenshot displays a SharePoint interface for the 'CV Employee Directory'. The main content area shows a grid of employee tiles, each with a profile picture, name, and role. The configuration pane on the right is open, showing settings for 'Admin Configuration', 'Webpart Height', 'Header Configuration', and 'Header Title Icon'.

Employee Name	Department	Role
Aaron Clark	IT	Power Apps
Alex Johnson	SharePoint Department	SharePoint Developer
Angela Cornish	Operations	Business Analyst
Bella Davis	IT	CEO
Chris Brown	BDE	intern
CricBeesBoxArena	IT	Developer

Configuration Pane Details:

- Admin Configuration:** Manage Admin, Activate License, Manage Employees
- Webpart Height:** 512 (Number should be from 350 to 550)
- Header Configuration:** Header Title: Employee Directory; Header Options: Title With Icon
- Header Title Icon:** Header Title Icon

1. Admin Configuration

- Admins can manage permissions and make other users admins.
- Manage Employee allows you to add, edit, and delete employee records from SharePoint list with employee details(Initially it will fetch from azure directory & SharePoint Profile pages)..
- Web Part Height allows you to adjust the height of the section.

2. Header Configuration

- Header Title allows you to set the section name.
- Header Options lets you choose the header style.
- Header Title Icon allows you to add or update the icon.

3. Tiles Configuration

- Per Page Item Count allows you to define the number of items displayed per page.



CV Holidays

The screenshot shows a SharePoint page for 'CV Holidays' in the 'USA' region. The main content area displays a grid of holiday cards for 2026:

- 01 Thu January 2026:** New Year's Day. Marks the beginning of the new year, celebrated with parties, fireworks, and resolutions for the year ahead.
- 25 Mon May 2026:** Memorial Day. Honors military personnel who died in service to the country, observed with ceremonies and remembrance events.
- 04 Sat July 2026:** Independence Day. Celebrates the adoption of the Declaration of Independence in 1776, with fireworks, parades, and patriotic events.
- 07 Mon July 2026:** Labor Day. Honors the contributions of the laborer, often observed with parades and picnics.

The right-hand configuration pane for 'CV Employee Directory' includes the following sections:

- Admin Configuration:** Manage Admin, Activate License, Manage Employees.
- Webpart Height:** 512 (Number should be from 350 to 550).
- Header Configuration:**
 - Header Title: Employee Directory
 - Header Options: Title With Icon
 - Header Title Icon: Header Title Icon

1. Admin Configuration

- Admins can manage permissions and make other users admins.
- Manage Holidays from SharePoint list with Title, festival name, description, date, image, link, year & country.

2. Header Configuration

- Header Title allows you to set the section name.
- Header Options lets you choose the header style.
- Header Title Icon allows you to add or update the icon.

3. Roll Out Holidays

- Roll out holidays from one year to the next year on single click.

4. Countries

- Manage list of countries for holidays integration based on organization regional