



## Installation Guide for CV Leave Request



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## Overview

CV Leave Request is a SharePoint SPFx web part that enables organizations to manage the full employee leave lifecycle — from applying for leave, This guide walks through the installation tracks, tracking leave balances by category (casual, sick, earned, etc.), and maintaining a single source of truth for holidays, policies, and audit history — all inside Microsoft SharePoint Online.

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

- **SharePoint App Deployment** — adding the CV Leave Request web part to your tenant and target site.
- **AppSource Subscription** — activating a paid plan so the web part runs without feature 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.
- **Billing account:** A valid payment method on the Microsoft account used to activate the AppSource subscription.



## Part 1 — Deploy the CV Leave Request SharePoint App

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

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

1. 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](https://yourtenant.sharepoint.com/sites/appcatalog/_layouts/15/tenantAppCatalog.aspx/manageApps)

*or*

<https://yourtenant.sharepoint.com/sites/yoursitecollection/AppCatalog/Forms/AllItems.aspx>

2. Click the settings (gear) icon in the top-right corner and choose Add an app.
3. In the search bar, type “**CV Leave Request**” and locate the app under the SharePoint Store section.
4. Select CV Leave Request and click **Add to Apps site**.
5. 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.
6. A banner will appear requesting additional API permission approval. Proceed to Step 2 to grant these permissions.



## Step 2: Grant API Access

CV Leave Request requires delegated Microsoft Graph permissions to read user profiles (for approver lookups and employee details).

1. Open the SharePoint Admin Center: <https://yourtenant-admin.sharepoint.com>
2. From the left menu, navigate to **Advanced** → **API access**.
3. Under **Pending requests**, locate the following permission requests submitted by CV Leave Request:
  - a. User.Read.All - resolve manager and approver names from Azure AD
4. Select permission and click Approve. Approval can take a few minutes to propagate.

## 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**”

1. Navigate to the target SharePoint site collection (for example, your HR portal).
2. Open **Site Contents** from the site settings menu.
3. Click **+ New** → **App** in the top ribbon.
4. Under **Apps You Can Add**, select CV Leave Request and click Add.



## Part 2 — Configure the CV Leave Request Web Part

Once the app is installed, add the web part to a SharePoint page so employees and managers can interact with it.

### Step 1: Create the Leave Request Page

1. From the target site, go to **Site Contents** → **New** → **Page**.
2. Select a blank page template and give it a clear title such as “Leave Management” or “Apply for Leave.”
3. Add a full-width section (recommended) so the leave dashboard renders with enough horizontal space for the request table and calendar view.

### Step 2: Add the Web Part

1. Click the + icon inside the section to open the web-part picker.
2. Search for “**CV Leave Request**” and click the result. Wait a few seconds for the web part to initialize.



Step 3: Add configuration set up from settings tab

Step 4: Test and Publish

1. Click **Publish** in the top-right of the page to make it available to all users.
2. Optionally add the page to the site's top navigation for easy discovery.



## Part 3 — Purchase the CV Leave Request Subscription

A free trial of CV Leave Request runs with limited capacity. To unlock unlimited users leave requests, approval workflows, and all leave categories, activate a paid subscription through Microsoft AppSource.

### Step 1: Open the Product on AppSource

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

### Step 2: Select Billing Country

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

### Step 3: Choose a Subscription Plan

1. CV Leave Request 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

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



## Step 5: Add Payment Details

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

## Step 6: Complete the Purchase

1. Click **Place order**.
2. After payment is processed, Microsoft redirects you to the Codevision activation landing page.
3. You will see an on-screen confirmation once activation succeeds. Full features — unlimited leave types, unrestricted leave requests— are now available with no trial restrictions.



## 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 Leave Request” on Microsoft AppSource and use the Contact Publisher link.