KNOWLEDGE BASE ARTICLE

What Is Vitextra Absence & Coverage: Web Parts, Roles and Data at a Glance

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Table of contents

Overview 4

The three web parts 4

Who uses what 6

How the data is stored 7

Requirements 7

Where it runs 8

What is not included in this version 8

Terms 9

Overview

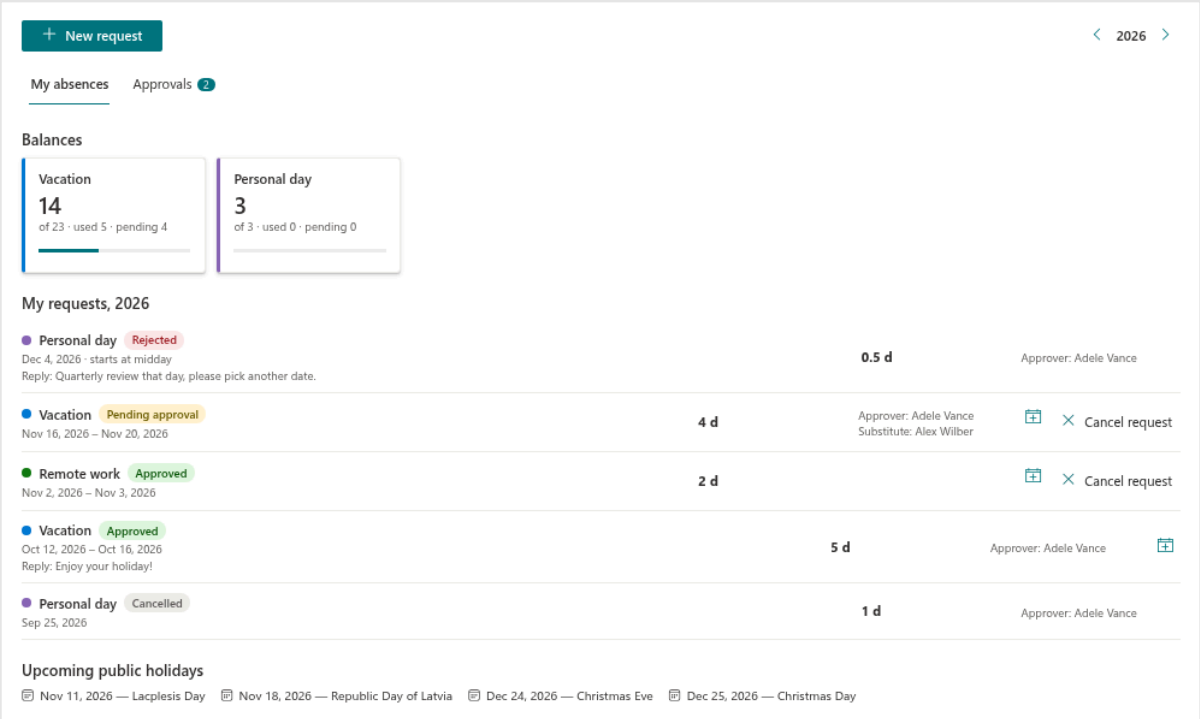
Vitextra Absence & Coverage brings the everyday absence process into **Microsoft 365**. Employees request time off, managers approve or reject the requests, everybody sees who is away, and colleagues take over duties while a person is out - all on a **SharePoint** page or in **Microsoft Teams**, without a separate HR system and without sending data to an external service.

The solution consists of three web parts that work together on one shared **site**: **My Absences**, **Team Absence Calendar** and **Substitutions**. This article explains what each **web part** does, who works with it, where the data lives, what you need before you start and what this version of the product intentionally does not do.

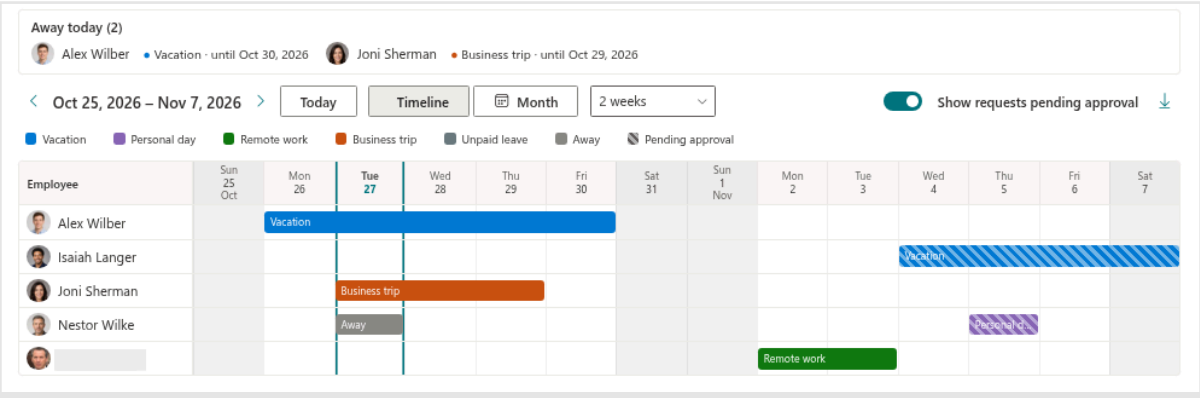
The three web parts

Web part	What it does	Typical users
My Absences	A personal page: balance cards per absence type, the **list** of your requests with their statuses, the **New request** panel (working days, half days, overlap and balance checks, a substitute), public holidays and an `.ics` file for your calendar. Managers get an **Approvals** tab with the requests waiting for their decision.	Every employee; managers and approvers
Team Absence Calendar	A timeline (people by days) and a month **view** of who is away, an **Away today (2)** block with the substitutes, filtering by absence type, pending requests shown hatched, public holidays and weekends shaded, and an	Employees, managers, HR

Web part	What it does	Typical users
	export to CSV.	
Substitutions	Tabs **I cover**, **Covering me** and **Who covers whom**, and - for managers - **No substitute**. Colleagues accept or decline a substitution; managers assign substitutes and see absences nobody covers.	Substitutes, absent employees, managers



The My Absences web part: balances and your requests



The Team Absence Calendar web part in the timeline view



The Substitutions web part with its tabs

Who uses what

Role	What the person does	Where
Employee	Requests time off, follows the status, checks balances, cancels a request, adds an absence to a personal calendar	My Absences
Manager / approver	Approves or rejects requests, checks who else is away in the same period, assigns substitutes, finds absences without a substitute	My Absences (**Approvals**), Substitutions (**No substitute**), Team Absence Calendar
Colleagues	See who is away today and who covers them	Team Absence Calendar
Substitute	Accepts or declines a substitution and sees what has to be covered	Substitutions (**I cover**)
HR / site owner	Maintains absence types, yearly entitlements, public holidays and settings directly in the lists of the product site	SharePoint lists
IT administrator	Installs the package, approves the **Microsoft**	**SharePoint admin center**

Role	What the person does	Where
	Graph permission, makes sure employees can reach the site	

How the data is stored

All data is kept in **tenant**. The first web part you add to a page asks you to pick this site and creates the lists there; the other web parts use the same site. Requests, substitutions, absence types, yearly entitlements, public holidays and settings therefore stay under your existing SharePoint governance, backup and retention rules. The only external call made by the web parts is the license check.

The web parts read and write the lists **with the rights of the signed-in user**. Employee names, managers, direct reports, departments and photos come from **Microsoft Entra ID** through Microsoft Graph.

The `Substitutions` list is also the data source for **People Connector**: it answers the question "who covers X", and a hand-over of duties without an end date stays active until it is ended.

Requirements

- **Installation.** The package is installed in the tenant **App Catalog** like any other Vitextra product - see KB10035. How to Install a Vitextra Product in SharePoint Online.
- **Access to the product site.** Every employee who uses the web parts needs **Member (edit)** access to the product site, because the lists are read and written with the user's own rights.
- **Microsoft Graph permission.** The package requests the **User.Read.All** permission (profile, manager, direct reports, department, people search, photos). A Global Administrator approves it in the SharePoint admin center under API access.
- **Directory data.** Approval routing and the calendar scopes rely on Microsoft Entra ID: a **manager** for each employee (otherwise a fallback approver is needed) and a **department** for the department scope.
- **First setup.** The person who selects the site for the first time needs permission to create and manage lists on that site (`ManageLists`), as a **site owner** or through another suitable permission level, because the lists are created at that moment.

Where it runs

The web parts run on modern **SharePoint Online** pages (including full-page apps) and in Microsoft Teams as a personal app and as a channel tab. The interface is available in 50 languages; dates, month and weekday names follow the culture of the page, and the first day of the week follows the culture too. Right-to-left languages are supported and the web parts follow the SharePoint site theme.

What is not included in this version

Note

This version does not send e-mail or Microsoft Teams notifications: new requests, decisions and substitution requests are shown only inside the web parts (counters and badges on the tabs). It also does not write to Outlook calendars or set automatic replies - a request can be downloaded as an `.ics` snapshot that does not synchronize later changes instead. Accrual rules, blackout periods, a limit on simultaneous absences, delegation of approval (apart from a single fallback approver), item-level security on the lists, an administration web part for the reference lists and an import of public holidays by country are not part of this version either.

Warning

The privacy of an absence type is a display rule: colleagues see a grey "Away" instead of the type. Anyone who has access to the `Absences` list itself can still read the requests there. If strict confidentiality is required, restrict access to the product site accordingly.

Terms

App Catalog
The App Catalog is a special SharePoint site that stores apps for SharePoint, Teams, and other Microsoft 365 services. Global or SharePoint administrators can upload and manage applications from the AppSource marketplace, custom-developed apps, or third-party apps for the organization's internal use. There can be only one tenant-level App Catalog in a tenant; site collection app catalogs can be added for individual site collections.

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

Microsoft 365
Microsoft 365 is a cloud-based subscription service that combines productivity apps such as Word, Excel, PowerPoint, and Outlook with cloud services such as SharePoint, OneDrive, Teams, and Exchange Online, together with advanced security and device management.

Microsoft Graph
Microsoft Graph is a REST API secured with Microsoft Entra ID (formerly Azure Active Directory) and OAuth 2.0. It provides a single endpoint for accessing data and services in Microsoft 365, such as SharePoint, Outlook, OneDrive, Teams, and others.

Microsoft Teams
Microsoft Teams is a chat-based collaboration platform for business communications with features for online meetings, live events, and document sharing.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

SharePoint Admin Center

Terms

The SharePoint admin center is the web portal where SharePoint administrators manage sites, sharing and access settings, the App Catalog, storage, and other SharePoint Online settings for the tenant.

SharePoint Online
The cloud version of SharePoint, a web-based collaboration platform within Microsoft 365 that provides an extensive range of capabilities to store, share, and manage the digital information, content, and knowledge of an organization.

Site
A SharePoint site is a container for information within the SharePoint platform. Sites typically offer features such as document libraries, lists, calendars, discussion boards, and workflows, facilitating collaboration, communication, and document management within teams or across departments. Sites can be customized and configured to suit the specific needs and workflows of an organization.

View
A view is a saved configuration that determines which items of a list or library are displayed and how, including the columns, sorting, filtering, grouping, and layout. Views can be personal or public.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.