



Virto Calendar Web Part for SharePoint

Release 9.1.2

User and Installation Guide

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VERSION RELEASE HISTORY69

Virto Calendar Web Part 9.1.2 for SharePoint

Overview

Virto Calendar is a web part calendar for Microsoft SharePoint. It's built for displaying events collected from any SharePoint List and other data sources on a single calendar view.

Virto Calendar is designed for SharePoint 2007, 2013, 2016, 2019 and built on Microsoft .NET Framework 3.5.

Virto Calendar can be used instead of the built-in SharePoint Calendar. It provides you with powerful capabilities for more convenient events calendaring, e.g.:

- Google look
- Combine all events from different SharePoint Sites into one calendar
- Adding Event with a one mouse click
- Use SharePoint or SQL Lists as a Data Source
- Event Coloring according to List Type
- Date Picker for quick and easy navigation
- Event duration editing with a simple resizing action
- Event date changing with just drag and drop
- A single aggregated view of all your events from different SharePoint Lists
- Resizing for fitting your web page design
- Printing of any Virto SharePoint Calendar View.

Virto Calendar is provided in English, German, French, Spanish and Swedish languages.

Features and Editions of Virto Calendar for Microsoft SharePoint

Note: the latest updates you can find on our site on the [Virto Calendar web part](#) page.

Features	Standard Edition	Pro Edition	Pro Exchange Edition
1. Supported Data Sources (all data sources are rolled up and shown into a single calendar)			
<ul style="list-style-type: none"> • SharePoint List of any types (across site collections) 	•	•	•

• SQL Tables	N/A	•	•
• Microsoft Exchange (Outlook) calendars	N/A	N/A	•
2. Functionality			
• Creating, updating and deleting items with no postbacks	•	•	•
• Items drag & drop	•	•	•
• Event duration editing with a simple resizing action	•	•	•
• Creating and deleting events with a single mouse click	•	•	•
3. Optional Tooltip			
• Standard tooltip (displaying event Title and one additional field)	•	•	•
• Advanced tooltip (displaying event Title and an unlimited number of additional fields, as well as images preview)	N/A	•	•
4. Variety of Calendar Views			
• Day, Year, Month, Week, Work Week, Task (Days), Task (Hours) views	•	•	•
• Gantt Chart View	•	•	•
• Multisource View	•	•	•
• Ability to display as many months as you need by adjusting Year view	•	•	•
5. Multi-level Color Coding			

• Event coloring according to an event data source	•	•	•
• Event coloring according to an event type	•	•	•
• Color legend for data sources	•	•	•
6. MOSS Audience targeting support for SharePoint Lists data sources	N/A	•	•
7. Advanced filtering allowing to display only items satisfied to specific criteria (available for SharePoint Lists)	N/A	•	•
8. Microsoft Exchange Integration			
• Displaying unlimited numbers of Microsoft Exchange Calendars into a single view	N/A	N/A	•
• Adding personal or corporate Microsoft Exchange Calendars	N/A	N/A	•
• Windows authentication for displaying personal calendars	N/A	N/A	•
• Each Calendar can be shown in different colors	N/A	N/A	•
• Microsoft Exchange Server 2007, 2010, 2012, 2016, 2019 support	N/A	N/A	•
• Adding, editing or deletion events to ME calendar through Virto Calendar	N/A	N/A	•
• Read Only rights to any ME Calendar	N/A	N/A	•
• Inviting ME attendees through Virto Calendar	N/A	N/A	•
9. Appearance settings			

CSS file can be created and applied to the Calendar to change a theme	•	•	•
Setting up calendar width and height to accommodate your design	•	•	•
10. JQuery date picker for quicker navigation	•	•	•
11. Printing of any calendar view	•	•	•
12. Localizations: English, German, French, Spanish, Russian, Chinese Simplified	•	•	•

System Requirements

Operating System

Microsoft Windows Server 2003, 2008, 2013

Server

SharePoint Release 2019:

- Microsoft SharePoint Server 2019;
- Microsoft .NET Framework 4.7.2;

SharePoint Release 2016:

- Microsoft SharePoint Server 2016;
- Microsoft .NET Framework 4.7.2;

SharePoint Release 2013:

- Microsoft Windows SharePoint Foundation 2013 or Microsoft Office SharePoint Server 2013;
- Microsoft .NET Framework 4.7.2;

SharePoint Release 2010:

- Microsoft Windows SharePoint Foundation 2010 or Microsoft Office SharePoint Server 2010 ;
- Microsoft .NET Framework 3.5;

SharePoint Release 3:

- Microsoft Windows SharePoint Services v3 or Microsoft Office SharePoint Server 2007;
- Microsoft .NET Framework 3.5;

Note: *This product is not compatible with SPS 2003 and WSS v2.*

Browser

Microsoft Internet Explorer 7 or higher, Chrome, Firefox, Safari.

Installation

This section describes how to install, upgrade, uninstall, or contact Support for Virto Calendar Web Part.

Expected Outage

The expected outage time is from 2 minutes to several hours depending on your hardware and number of SharePoint sites. Though we recommend all Virto users to upgrade on a weekend.

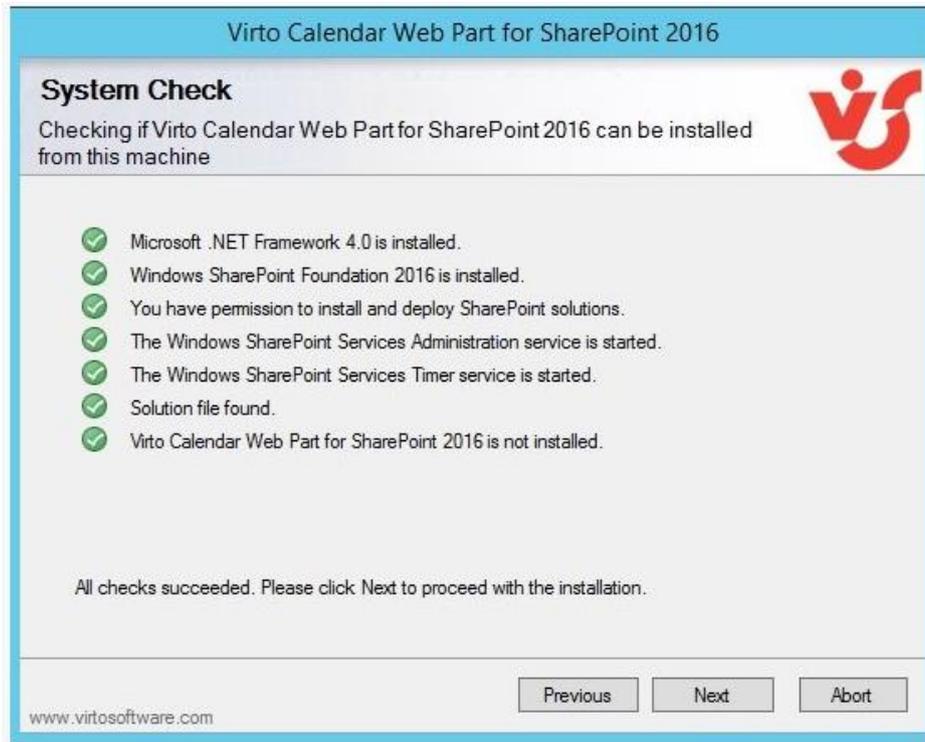
Installing Virto Calendar Web Part

Before you begin, you need to make sure you have access to the server and your account must have the appropriate administrative privileges to install applications.

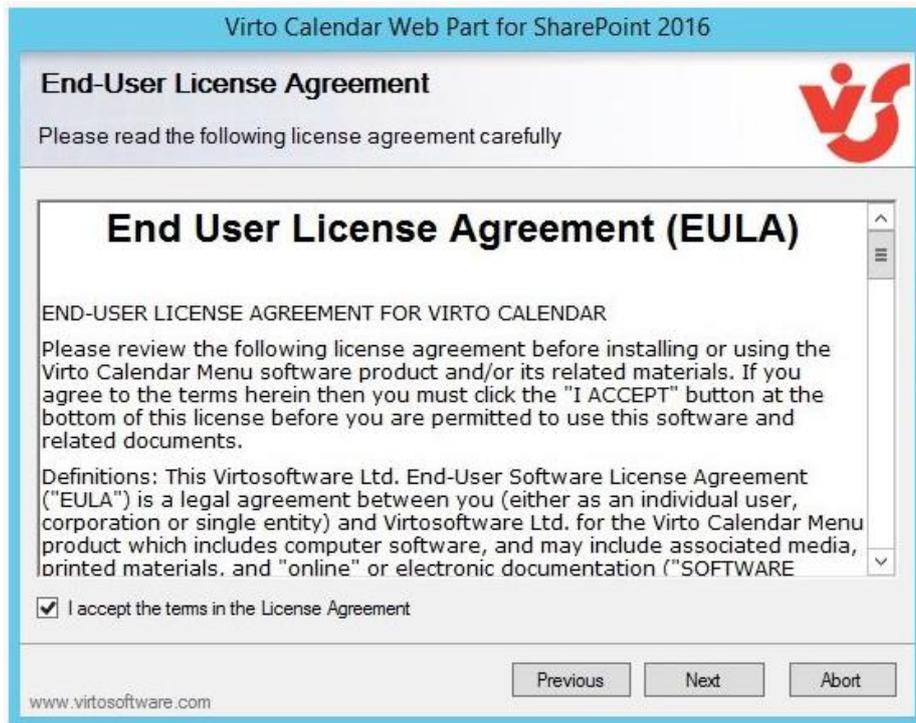
Virto Calendar setup program provides links to the various installation components for the calendar. To access Virto Calendar Setup program download **Virto.Calendar.WebPart_201X_X.X.zip** file and unzip it. Run extracted Setup.exe file. The setup wizard window will appear. The install process is similar to other SharePoint versions. VirtoOne installation and a single web part installation are also similar. The expected outage time is up to 2 minutes.



Virto Calendar Web Part Setup wizard performs a system check prior to the installation. All the system checks must be completed successfully in order to proceed with the installation. After the checks have completed, click "Next".

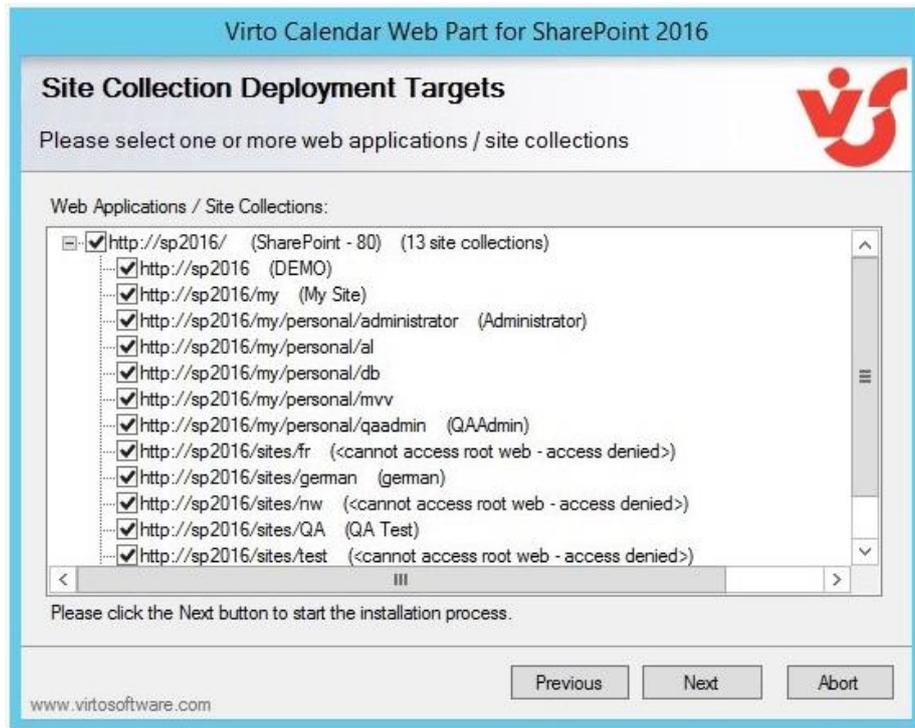


Check “I accept the terms in the License Agreement” and click “Next”.

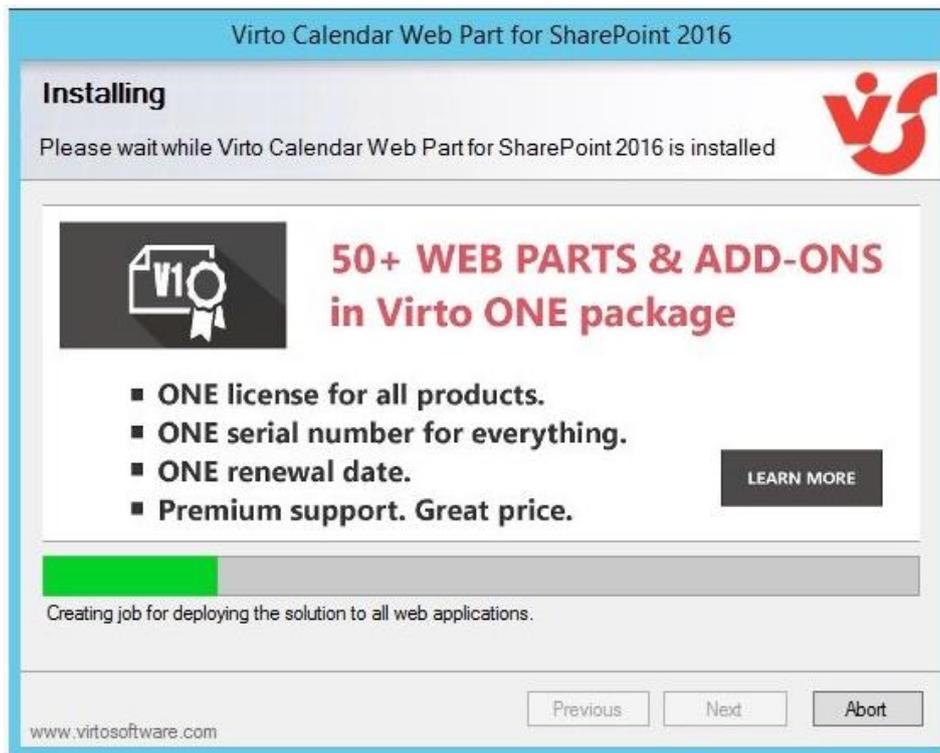


Select the web application(s) where you want to install the product.

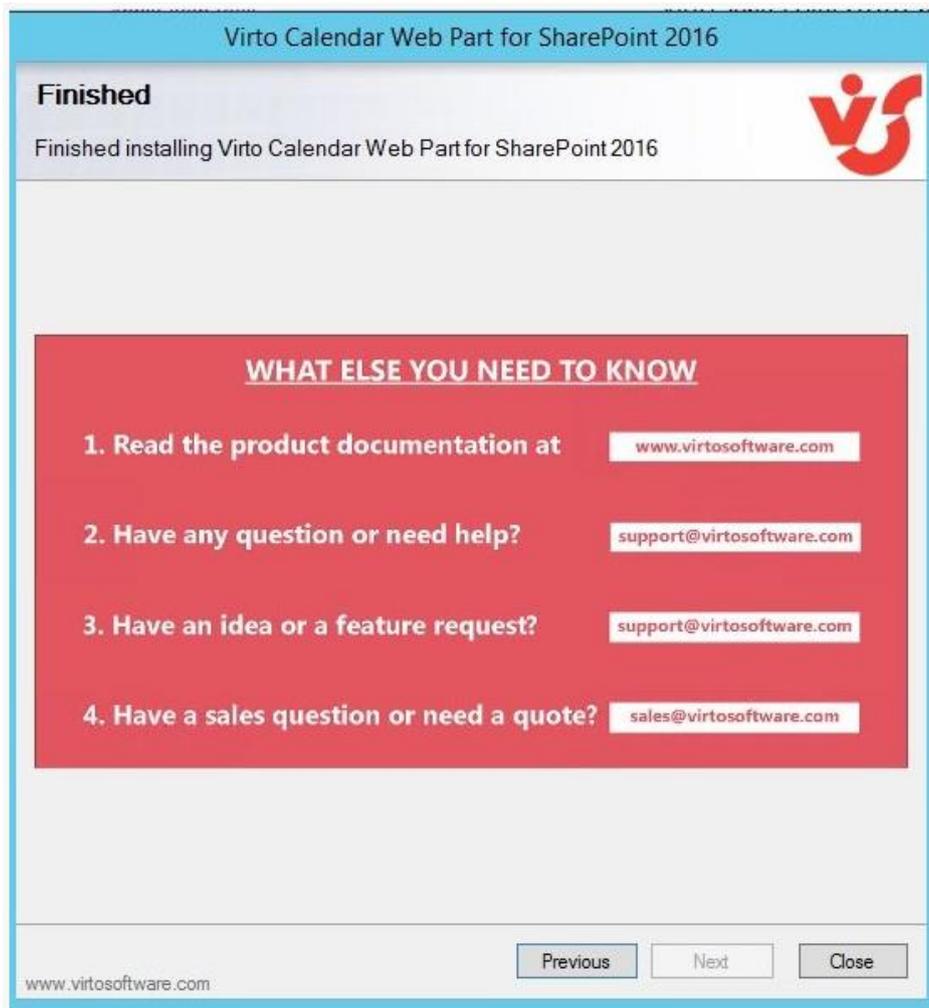
Warning: You must be logged in to the SharePoint server with a Site Collection Administrator account to automatically activate this feature.



Then click "Next".



Click "Close" to complete the installation.



SPFx Web Part Installation (Calendar and Mini Calendar)

To start using Virto Calendar web part on modern sites/pages of SharePoint 2019 please do the steps as follows.

1) Create Tenant App Catalog in your SharePoint if necessary: <https://docs.microsoft.com/en-us/sharepoint/administration/manage-the-app-catalog>.

2) To install Virto Calendar web part run Setup.exe file under the farm administrator account (click the right mouse button on the .exe file and choose "Run as administrator").

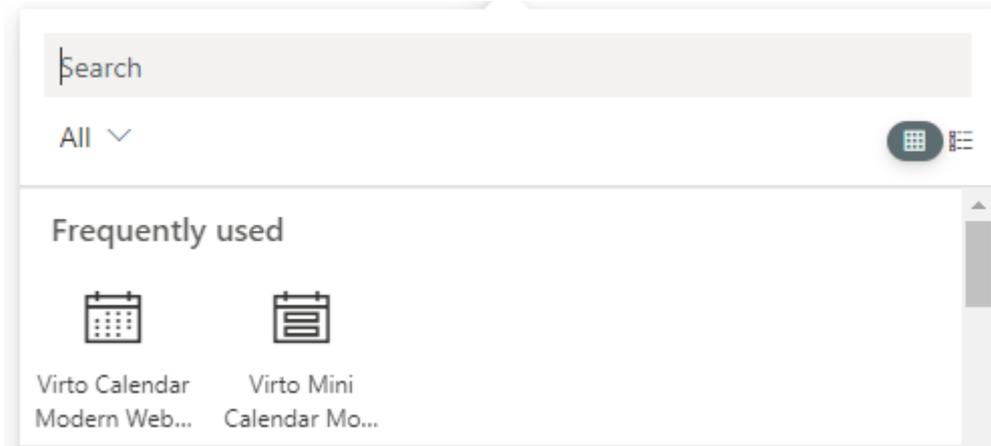
The .sppkg file will be automatically uploaded to your Tenant App Catalog into "**Apps for SharePoint**". However, please verify your app catalog for existence of .sppkg file.

Or download the file directly from <https://virtostorage.blob.core.windows.net/download/addin/virto-calendar-modern-webpart.sppkg>

Now you can add Virto Calendar on the modern pages/sites.

Warning! Please do not use service administrative account to install and activate SPFx web part on your sites.

Virto Mini Calendar SPFx web part is also available. The process of installation is equal to the installation of Virto Calendar SPFx web part. Just choose “Virto Mini Calendar Modern web part” while adding to a SharePoint site page.



Error “Sorry apps are turned off”: What to Do

If you are trying to install the web part on SharePoint 2019 server and got below error while Adding it to your site:

App Catalog ▶ Add Apps ▶



SPFx Web Part

Details

DESCRIPTION

There is no description available.

SUPPORTED LANGUAGES

Supported languages are not specified.

ADD IT

Sorry, apps are turned off. If you know who runs the server, tell them to enable apps.

VERSION 6.1.0.0

RELEASE DATE January 2019

Rectangular Snip

Sorry, apps are turned off. If you know who runs the server, tell them to enable apps.

Possible Reasons and Solutions

Reason	Solution
Apps are not enabled in your farm	Make sure you have Apps enabled in your SharePoint 2019 farm.
Subscription service is not setup	The first and most probably problem would be the subscription service is not configured in your farm. Please configure it.
App management service is not associated with your web application	Make sure App Management Service Application is associated with your web application where you want to add the SPFx web part.
App Url is not configured	If you have not configured the App Urls. please ensure you have given values to App Domain and App Prefix in your App Store settings.

If after ensuring above solutions, you still have the same error, please [register a ticket](#) to let our technicians analyze the problem.

License Activation

To see full instruction for successful activation of your component, please read our [blog](#).

Uninstalling Virto Calendar Web Part

To uninstall the Web Part:

1. Double click the Setup.exe extracted from downloaded **Calendar.SharePoint.WebPart.zip** file.
2. The program performs the system checks again. Once that has successfully completed, the program prompts you to Upgrade or Remove the solution. Select Remove, and click "Next".

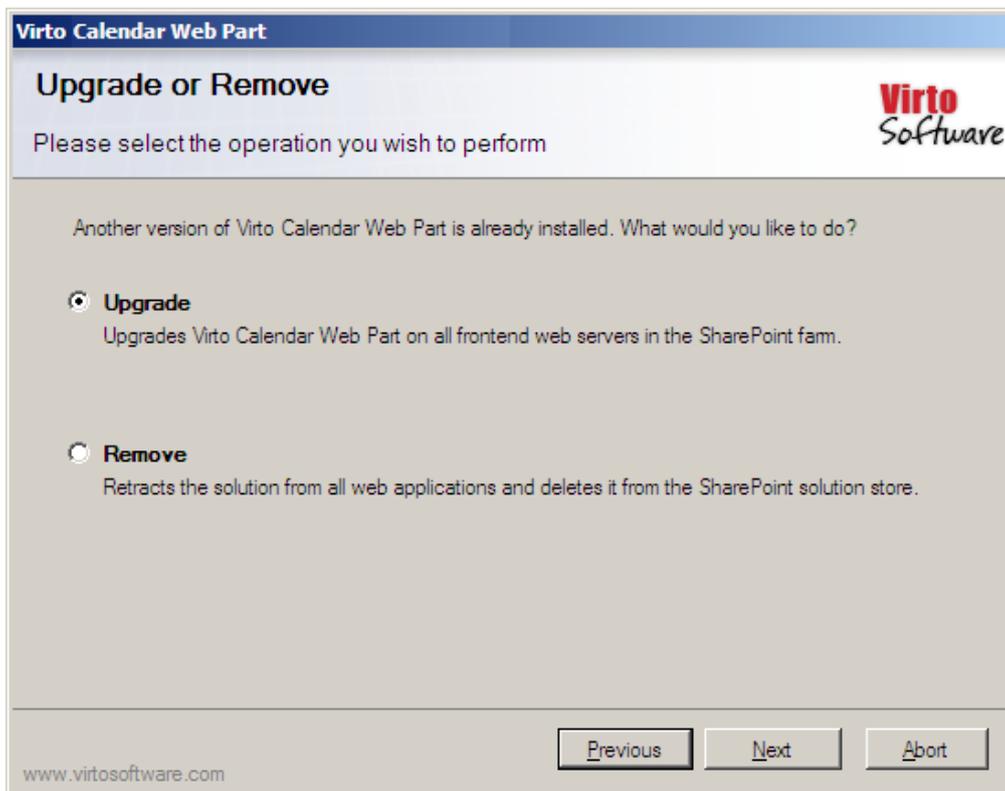
Minor Upgrade of Virto Calendar Web Part

When the minor upgrade of the Virto Calendar version is released, the version number is increased accordingly. For example, 2.1 to 2.2 is minor update of the 2nd version.

If you already use the Virto Calendar and need to upgrade it to the latest version, download the.zip file from <http://www.virtosoftware.com>. Unzip the file and run setup.exe as it is described in the *Installing Virto Calendar Web Part* section.

***Note:* it is highly recommended to exit the License Manager before upgrading. If you need to use the License Manager, run it after upgrading.**

On step 3, you will see the window as follows.



Check the box “Upgrade” and click “Next”.

Note: if you had activated the license while installing the previous Virto Calendar version, you do not need to activate it now.

Major Upgrade of Virto Calendar Web Part

When the major upgrade of the Virto Calendar version is released, the version number is increased accordingly. If 2.1 to 2.2 is a **minor** upgrade, 2.0 to 3.0 is a **major** upgrade. The procedure of major upgrade requires more steps to do but will help you to avoid incorrect working of the software.

To upgrade the Virto calendar (for example from 2.2 to 3.0), please follow the instruction below:

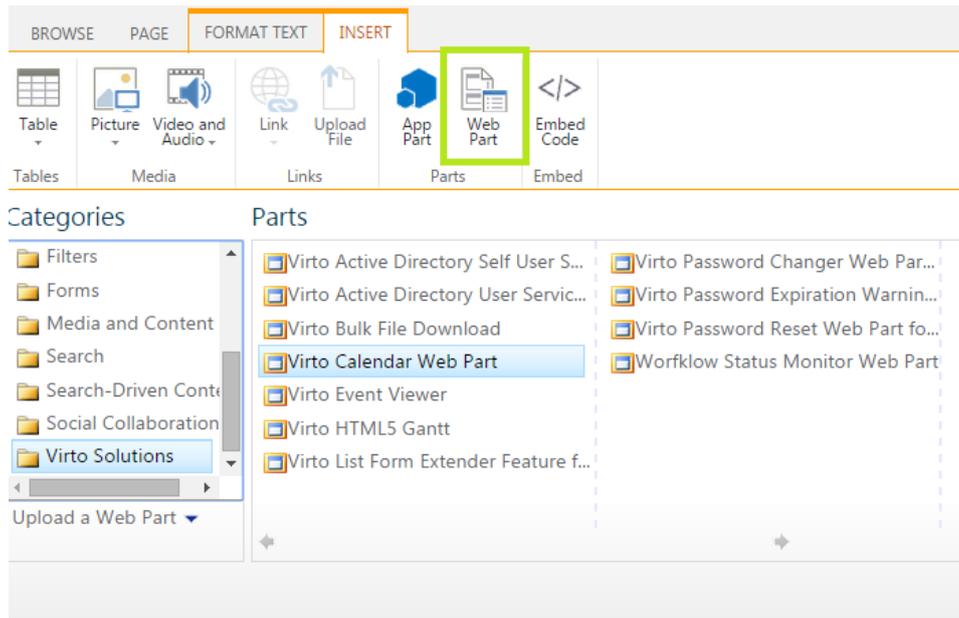
1. Send an e-mail with a request for a license to sales@virtosoftware.com.
2. Run the License manager and deactivate the license of the current version.
3. Uninstall the current version.
4. Download a new version from www.virtosoftware.com and install it.
5. Run License Manager and activate the license.

See previous sections to get more information about installation, uninstallation, and activation.

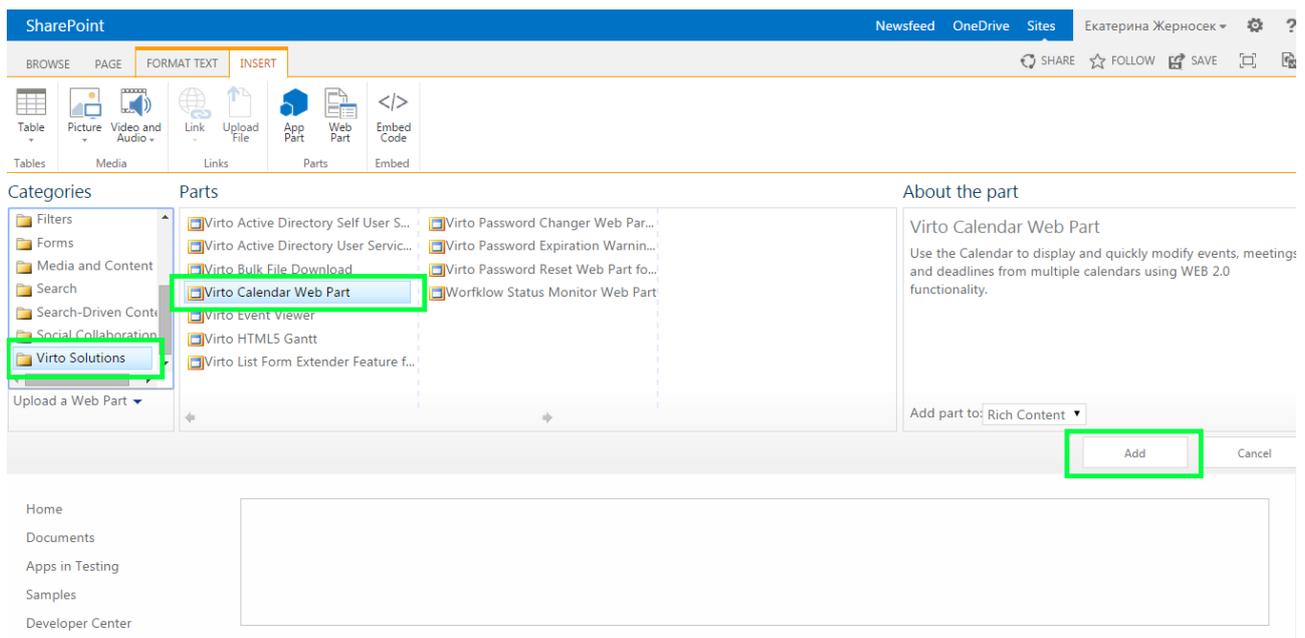
Administration and Usage

Adding the Web Part to a Page

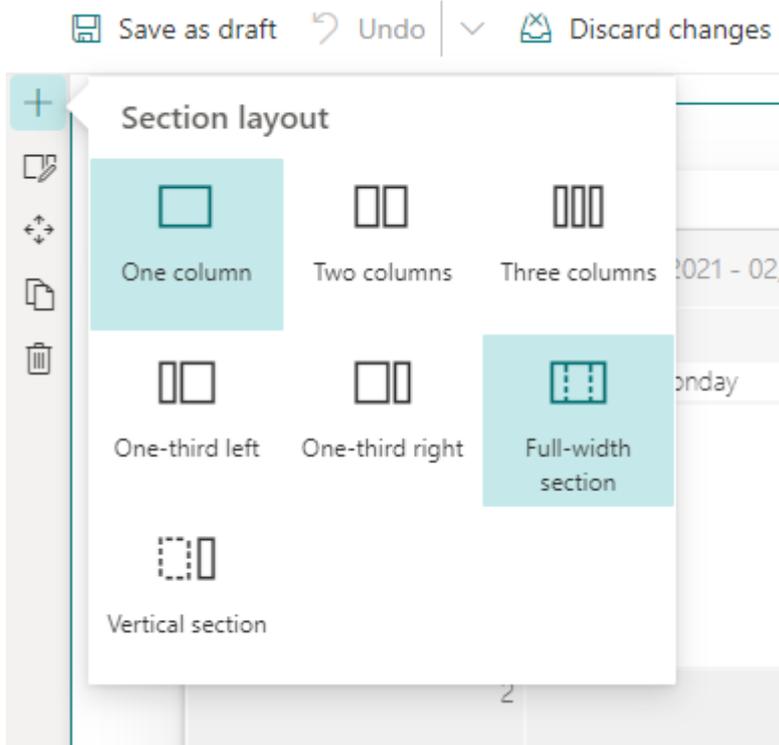
Go to a SharePoint site where you want to add the calendar and switch to edit mode. Then open the “Insert” tab and click “Web Part”.



Select “Virto Solutions” at the bottom of the list, choose “Virto Calendar Web Part” and click “Add”.



Note: if you're using modern web part, you also may use full width mode for it. Choose the full-width mode while adding the modern web part to a SharePoint site page.



The screenshot shows a SharePoint Communication Site interface. The top navigation bar includes the 'SharePoint' logo, a search bar, and a user profile. Below the navigation bar, the site title 'Communication Site' is displayed, along with 'Following' and 'Share' options. The main content area shows a 'New' button, 'Page details', and 'Analytics' options. A 'Calendar' web part is being added, displaying a calendar view for the period 12/26/2021 - 02/05/2022. The calendar shows days of the week and dates, with a red dot indicating an event on Saturday, JAN 1.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	JAN, 1
2	3	4	5	6	7	8

Note: when the calendar web part is being added, the current web-site is scanned for lists of calendar type. If the site contains any lists of this type, events will be added to the Data Source of a new calendar.

Calendar Overview

Actions with Calendar Items

Virto Calendar Web Part provides different views: *Day, Week, Month, Year, Work Week, Task (Days), Task (Hours) and Multi Source View*.

You can select the view from the drop down or drill down to the next view by clicking on month from year view or by clicking on a day from month view. The drill down feature can be enabled or disabled in calendar settings.

VirtoCalendar

Virto Calendar Web Part

TODAY ◀▶ APRIL 2015

Legend: ■ Calendar tasks ■ Events ■ Meetings ■ Google calendar

Month view dropdown options: Month, Day, Week, Month (selected), Year, Work Week, Task (Days), Task (Hours), Multi Source

You can create an event in 2 ways. Select with the mouse point and pull a required period of time for an event (click on Thursday and pull the mouse point to Friday to create a 2-days event) or just click on a day and create a new one-day event and edit its duration later.

VirtoCalendar

3/29/2015, 12:00 AM - 3/30/2015, 12:00 AM

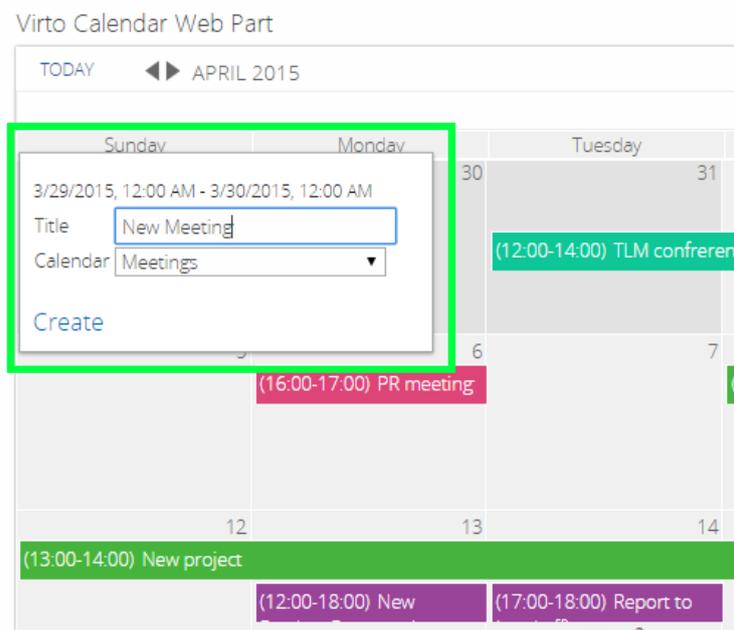
Title:

Calendar: Calendar tasks

Create: Calendar tasks, Events, Meetings, Google calendar

Month view dropdown options: Month, Day, Week, Month (selected), Year, Work Week, Task (Days), Task (Hours), Multi Source

To create an event in a quick mode you have to type the name, select the required calendar and click “Create”.



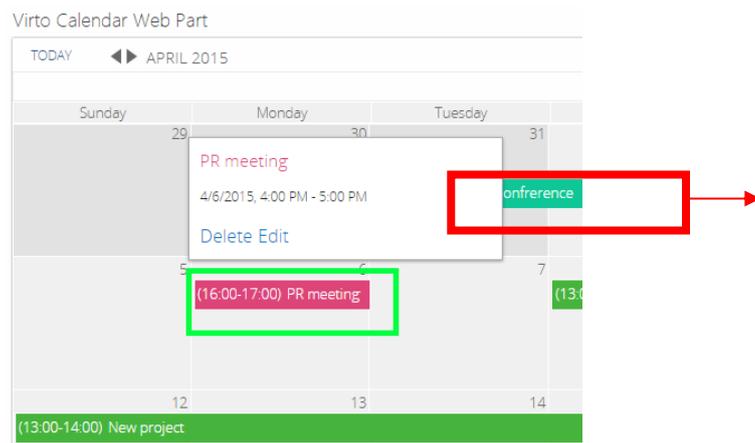
If you need to reschedule the event, just drag&drop it to the required place in the calendar.

Note: drag&drop mode is not available in the “Year” view.

You can edit the duration of events (resize them) in drag&drop mode as well.

Note: resizing is available only in Day, Week, Work Week views only.

If you want to edit event information, click on the event and then click “Edit” in the tooltip.



Title *

Location

Start Time *

End Time *

Description

[Click for help about adding basic HTML formatting.](#)

Category Meeting

All Day Event Make this an all-day activity that doesn't start or end at a specific hour.

Recurrence Make this a repeating event.

Pattern

Daily

Weekly

Monthly

Yearly

Every day(s)

Every weekday

Date Range

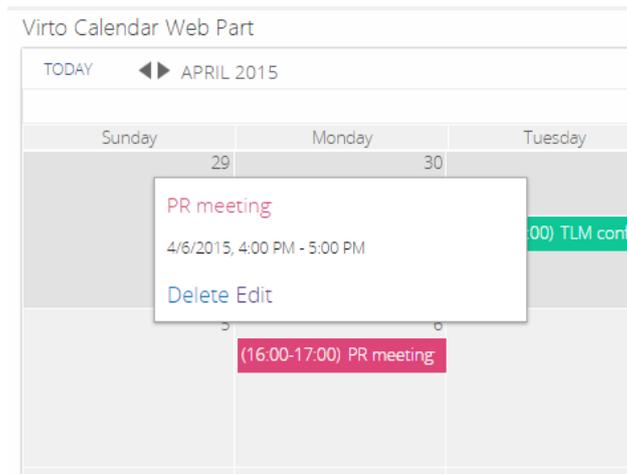
Start Date

No end date

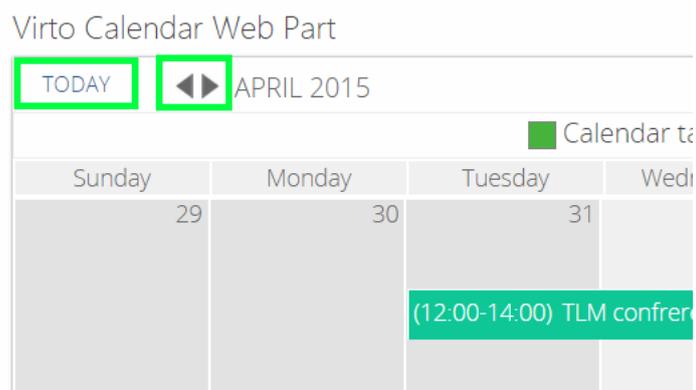
End after: occurrence(s)

End by:

To delete an event, click “Delete” in the tooltip.



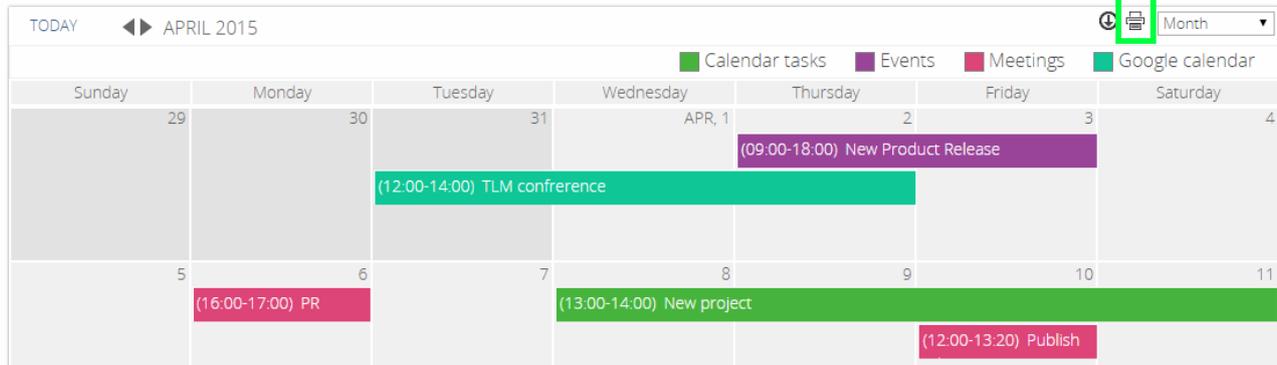
Use the “Today” button to be redirected to the current day. Use buttons to go to the previous/next page of the chosen period.



Using the “Print” button in the right upper corner, you can print the current page.

VirtoCalendar

Virto Calendar Web Part

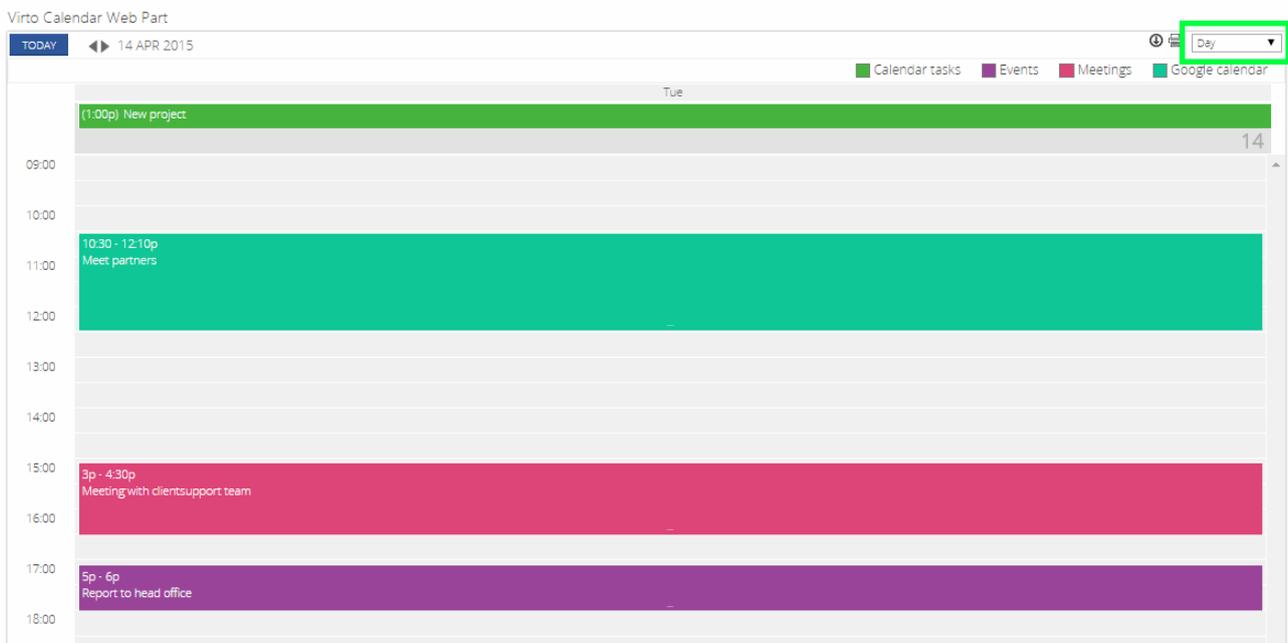


Calendar Views

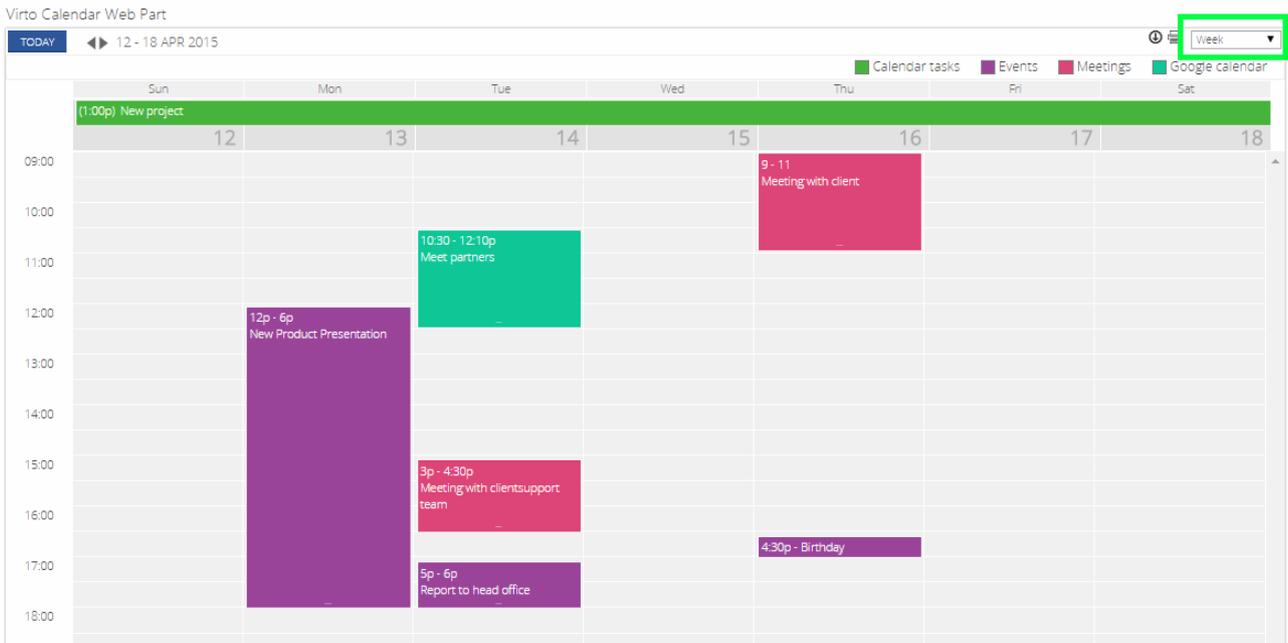
Simple Views

In Day, Week and Work Week views you can create or delete events and move them with drag & drop feature to the required position (time).

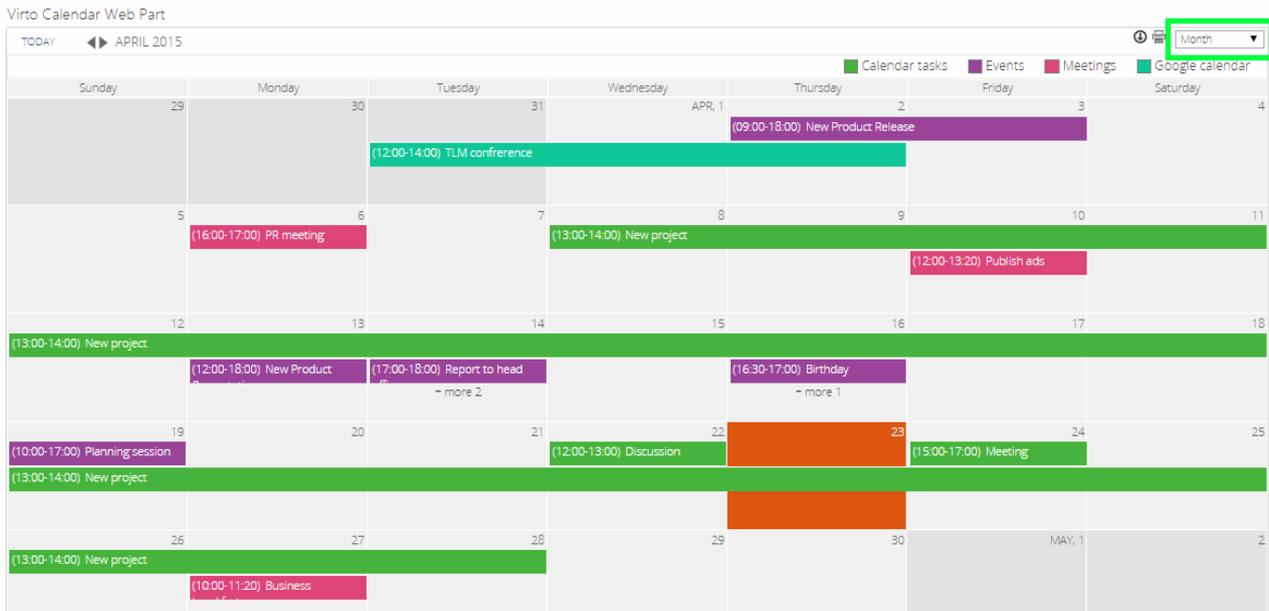
Day view.



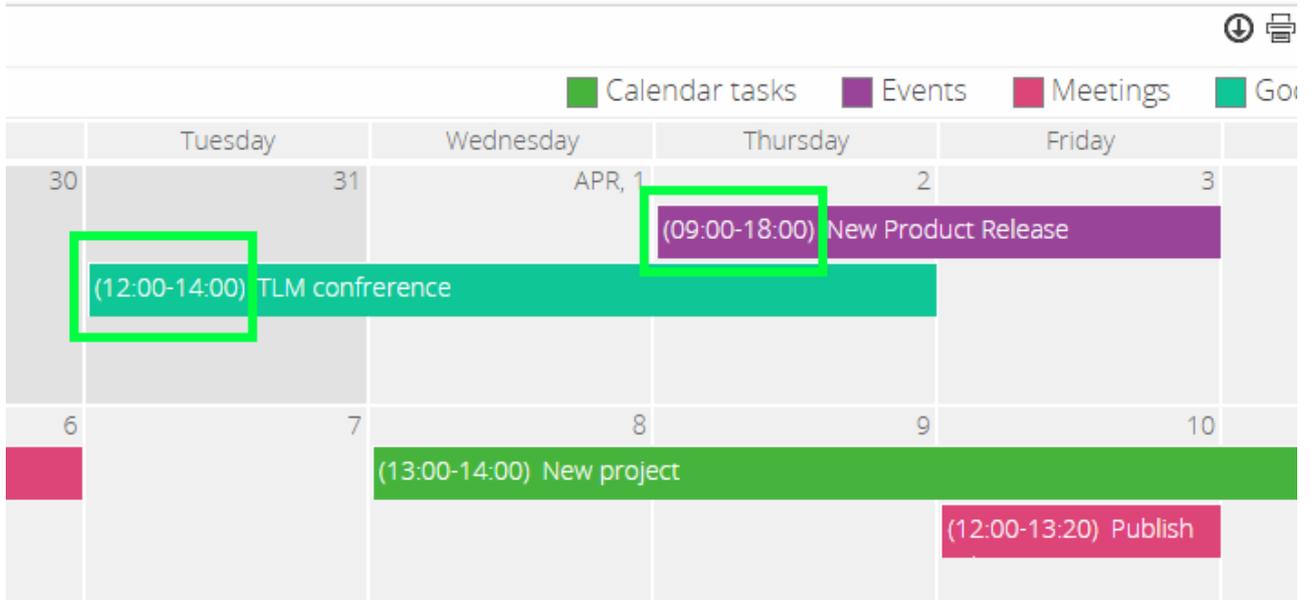
Week view.



Month view.

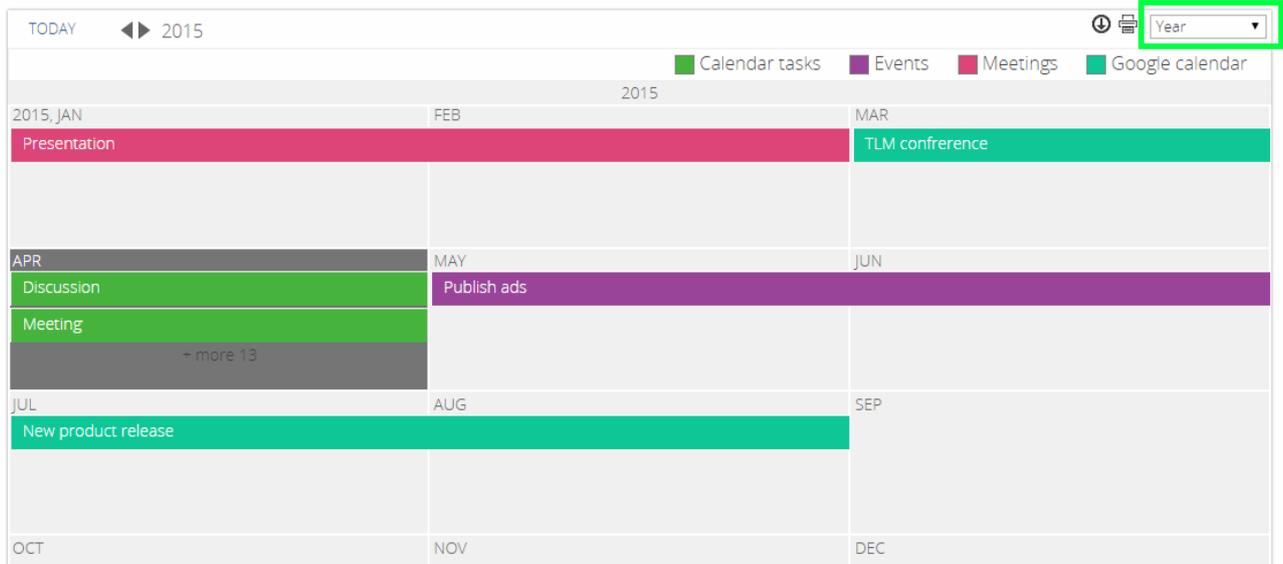


Note: if an event lasts several days, the start time of the first day and the end time of the last day will be displayed.



Year view.

Virto Calendar Web Part

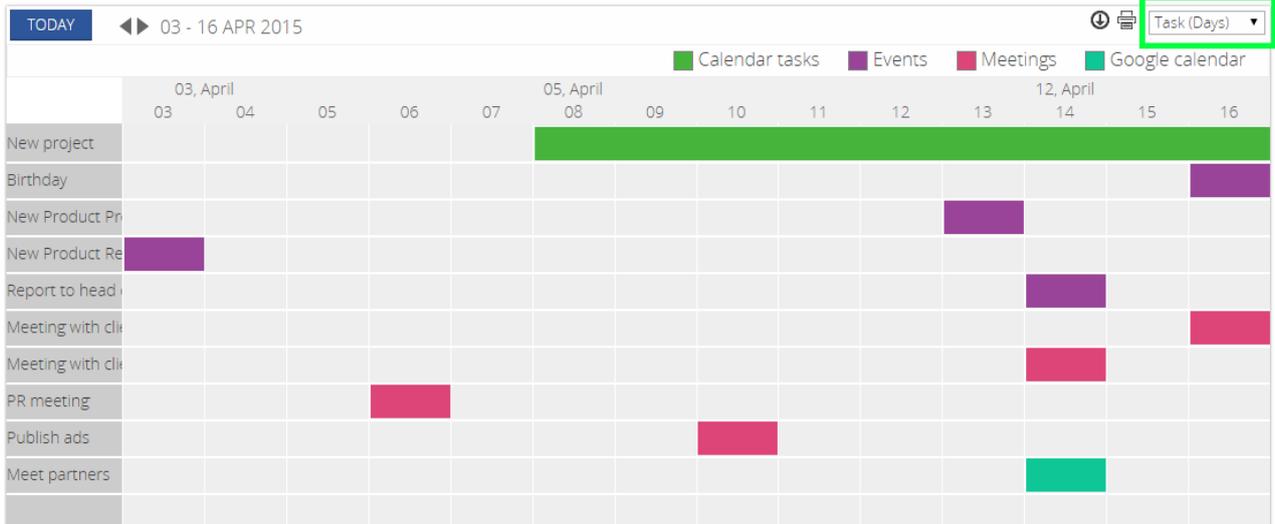


Gantt View

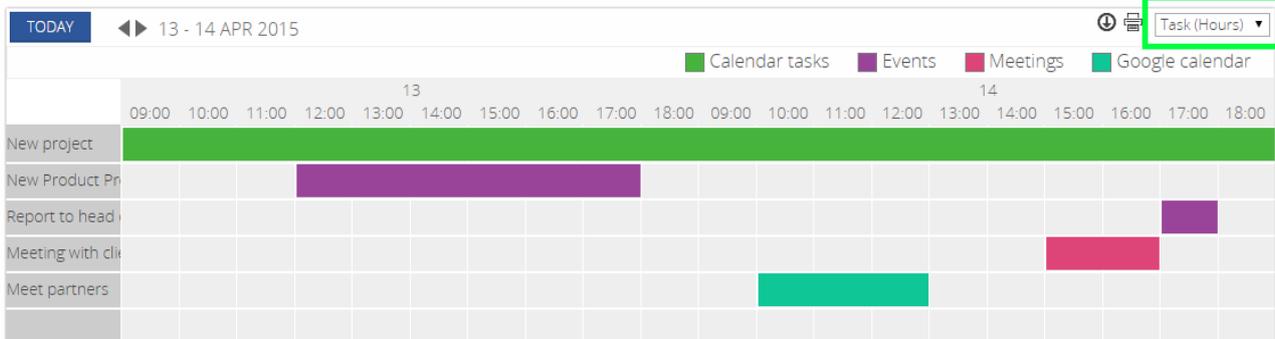
Gantt View of Virto calendar is provided in two views: *Task (Days)* and *Task (Hours)*. These views allow to display grouped events and their schedule. This view enables to create, delete and move events.

The percents of completion can be displayed for events from the Tasks list.

Virto Calendar Web Part



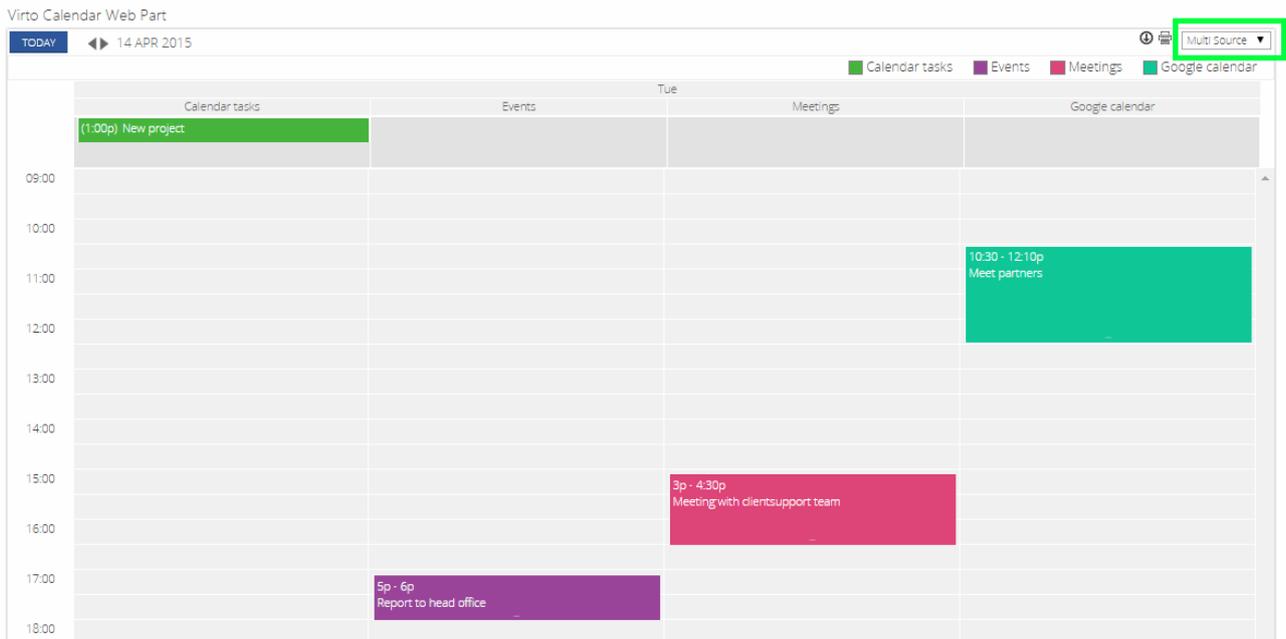
Virto Calendar Web Part



Note: since any field of Integer type can be set as a field for completion, the percents will not be displayed in case the value of the field is higher than 100%.

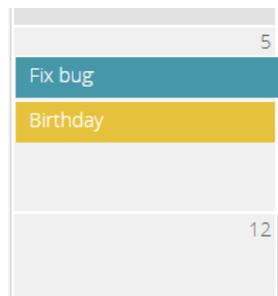
Multi Source View

Multi Source View enables to view events planned for a day, but all the events will be grouped by source. In this view, you can resize or edit events. But you can't move events from one source to another.

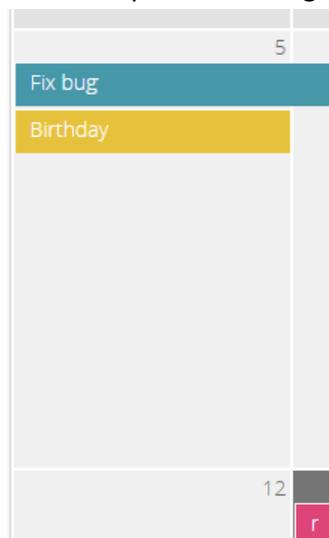


Grid customization

It is possible to adjust the calendar grid height in the Multiday view / Month view / Year view settings. The default calendar height in the Month view is 800 px.



But if I assign in Virto Calendar settings the new 1800 px calendar height, the grid will look like follows.



This way you can display more events in your calendar view. The same changes can be applied to other views.

Access to Calendar Items (Security Settings)

The items displayed on Virto Calendar are visible for calendar users according to SharePoint security settings. If there are special access settings for SharePoint list's items, they will be applied to these items in the Calendar.

For example, users without access permissions to items of List 1 can't see these items in the calendar. If they have permissions to manage List 2 items they will be able to move, edit, resize these items in Virto Calendar. And if they have read-only permissions applied for List 3, they will be able to view items of this list in the Calendar but without the ability to change any information (edit, resize, move, delete items).

Calendar Configuration

The calendar configuration can be made in the settings menu. Select "Edit Web Part" from the dropdown in the right upper corner.

The screenshot displays the Virto Calendar Web Part interface. At the top, there is a ribbon with tabs for 'INSERT' and 'WEB PART'. The 'WEB PART' tab is active, showing various options like 'Font', 'Paragraph', 'Styles', 'Layout', and 'Markup'. Below the ribbon, the calendar view is shown for May 2015, with a 'TODAY' button and navigation arrows. A context menu is open in the top right corner of the calendar view, with a green box highlighting it. The menu options are: Minimize, Delete, Edit Web Part, and Export... The 'Edit Web Part' option is highlighted in blue. A small dropdown arrow is visible in the top right corner of the calendar view, which is also highlighted with a green box.

The settings block will be displayed in the right part of the page.

The image shows the Virto Calendar Web Part interface. On the left, a calendar for April 2015 is displayed, with the 22nd highlighted. On the right, the 'Virto Calendar Web Part' settings panel is open, showing the 'General Settings' section. The 'Default View' is set to 'Month'. The 'Drill Down' option is set to 'Enabled'. The 'Select Localization' is set to '1033.English'. There are checkboxes for 'Show Data Source Legend', 'Display Last Selected View', and 'Show Data Sources Filter'. A text input field for 'Legend item width (in pixels)' is also visible.

General Settings

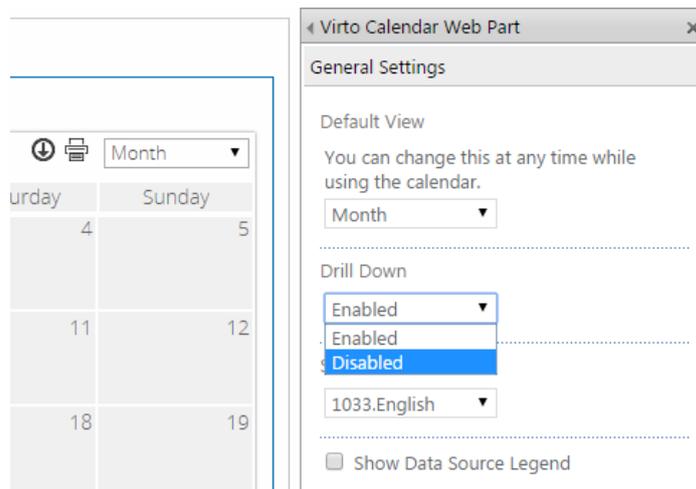
You can define which view will be displayed as default when you open a calendar page. You have to select the required default view in the dropdown (Day, Week, Month, Year, Work Week, Task (Days), Task (Hours)).

The image shows the Virto Calendar Web Part interface. On the left, a calendar for April 2015 is displayed, with the 22nd highlighted. On the right, the 'Virto Calendar Web Part' settings panel is open, showing the 'General Settings' section. The 'Default View' dropdown menu is open, showing options: Month, Day, Week, Month (selected), Year, Work Week, Task (Days), Task (Hours), and Multi Source. The 'Drill Down' option is set to 'Enabled'. The 'Select Localization' is set to '1033.English'. There are checkboxes for 'Show Data Source Legend', 'Display Last Selected View', and 'Show Data Sources Filter'. A text input field for 'Legend item width (in pixels)' is also visible.

If you need to view a day from the month view, you can just click on the required day. The same way you can change the view and be redirected to any month from the year view.

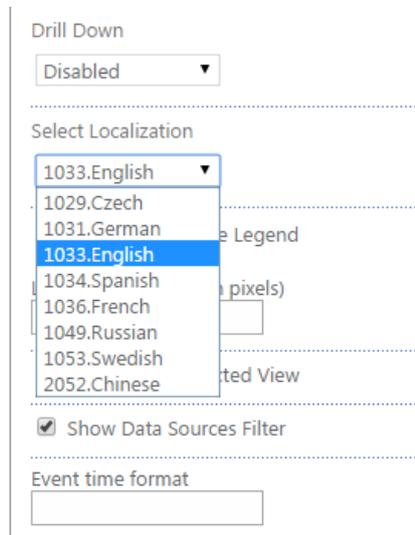
The image shows a close-up of the calendar interface. The 28th is highlighted with a red box, and a mouse cursor is pointing at it. A purple bar labeled 'Write article' is visible below the 27th.

Select "Enabled" in the "Drill Down" field to turn on this feature.



You can select the required language for the calendar. English, German, Czech, French, Spanish, Russian, Chinese and Swedish localizations are provided.

Note: calendar localization doesn't depend on SharePoint localization.



Select a localization from the list and apply changes.

In order to see which colors correspond to data sources, you can display a color legend of data sources in your calendar. It is possible to show \ hide all events from a certain data source by clicking on the corresponding data source legend icon.

Check the box “Show Data Source legend” in the “General Settings” block.

In case you need to change the width of legend elements, enter the required size in pixels. Click “OK” to save the settings.

You can enable or disable the saving of the last selected view of your calendar. If you check the box, a user will see the view that was selected by the latest opening of the calendar.

Show Data Source Legend

Legend item width (in pixels)

Display Last Selected View

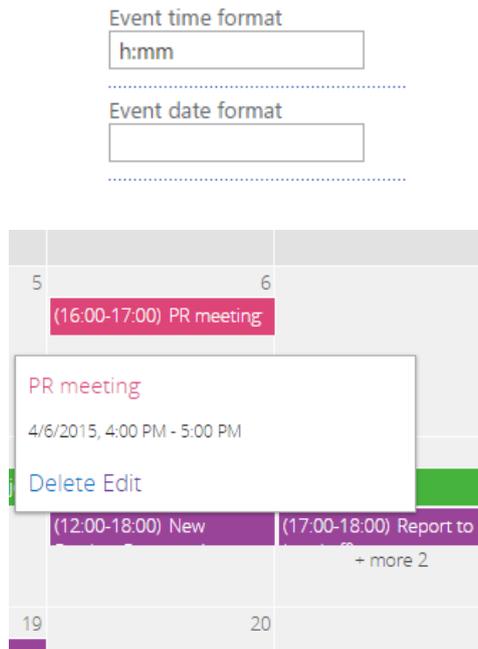
Filter data sources by clicking legend items

The next box enables filter, that allows to show or hide events from a chosen data source in the calendar.

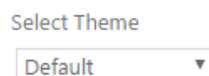
The following field allows you to set custom time and date format if needed.

You can use different time formats for events. Use [custom date and time format strings](#) and enter them in the general settings block. Time in this format will be displayed in a calendar, item view and event tooltip. Dates in this format will be displayed in a tooltip and in the calendar when Year View is applied.

For example, as follows:

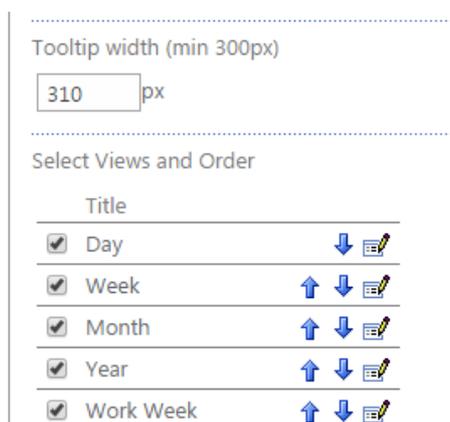


You can use different themes for a calendar designed in css file. Apply css file to the web part and use a custom theme.

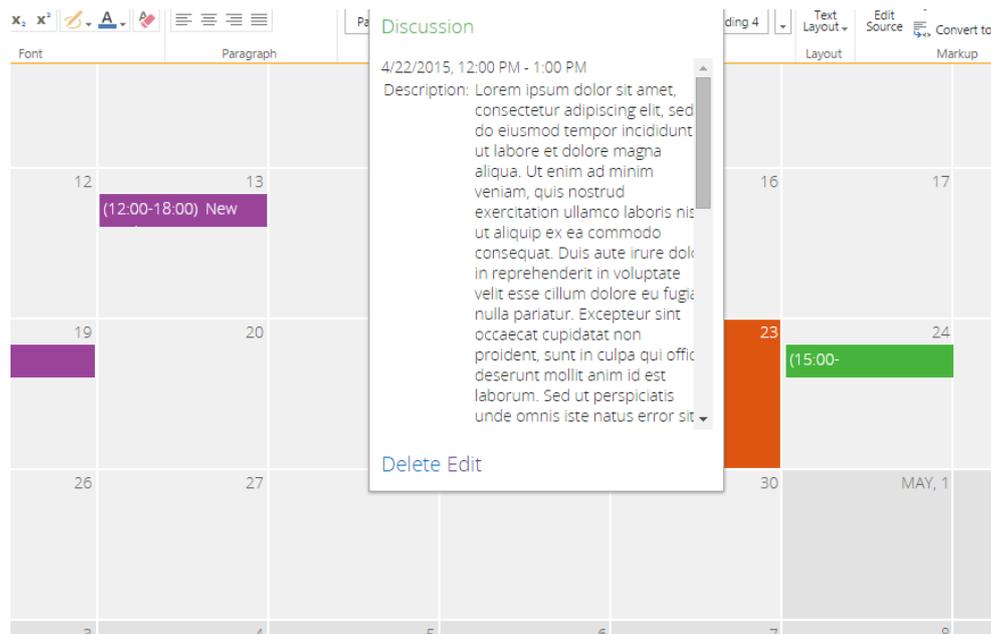


It is also possible to define the tooltip width. This option is required when the text of an item description is too large.

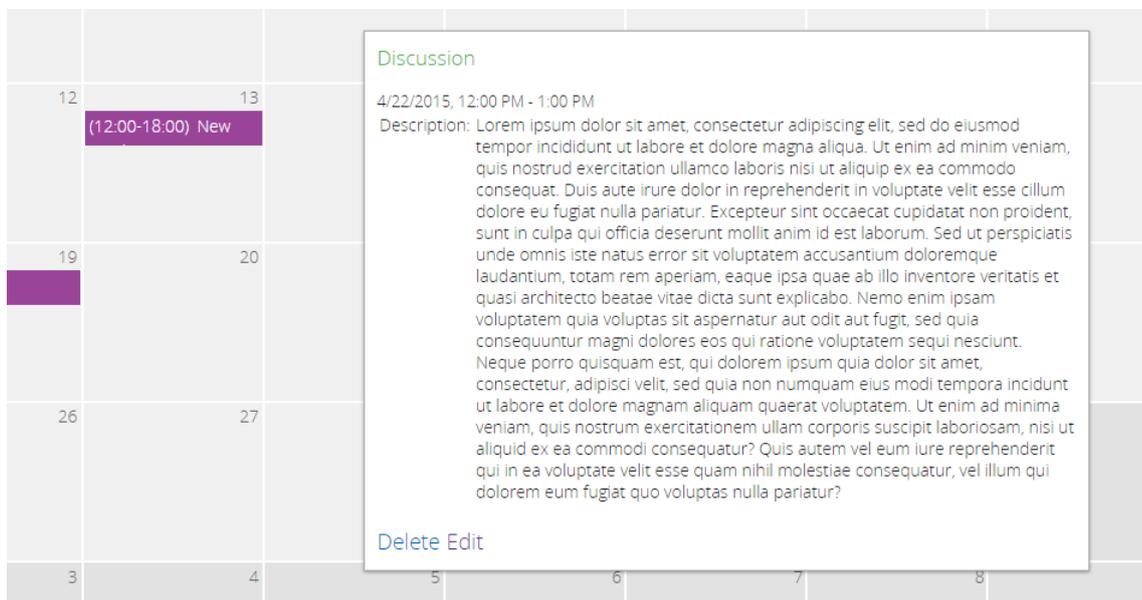
Default and minimum size of a tooltip is 300 pixels.



If a description, for instance, is too large, the tooltip may have a long scroll.



If we assign the tooltip width 600 pixels, it looks much better.



Views and Tabs Order

You can hide some views in the calendar. In order to do this, uncheck the boxes opposite required views.

Select Views and Order

Title		
<input checked="" type="checkbox"/>	Day	
<input checked="" type="checkbox"/>	Week	
<input checked="" type="checkbox"/>	Month	
<input checked="" type="checkbox"/>	Year	
<input checked="" type="checkbox"/>	Work Week	
<input checked="" type="checkbox"/>	Task (Days)	
<input checked="" type="checkbox"/>	Task (Hours)	
<input checked="" type="checkbox"/>	Multi Source	

You can also change titles and positions of views. Use the “Edit” button opposite the title you want to edit. Type a new title or select the required position and click “Save”.

Select Views and Order

Title		
<input checked="" type="checkbox"/>	<input type="text" value="TabTitle_Day"/>	
<input checked="" type="checkbox"/>	Week	
<input checked="" type="checkbox"/>	Month	
<input type="checkbox"/>	Year	
<input type="checkbox"/>	Work Week	
<input type="checkbox"/>	Task (Days)	
<input type="checkbox"/>	Task (Hours)	
<input checked="" type="checkbox"/>	Multi Source	

Security Settings for Calendar Properties

Virto SharePoint Calendar allows users to select SharePoint groups and / or users who will have permission to edit web parts settings.

Open the web part settings and roll down to security settings block.

Select groups/users who are allowed to edit calendar settings

- All users who have access to web part settings
 Only selected users and/or users from selected groups

Allowed groups

- Dev Members
 Dev Owners
 Dev Visitors
 Excel Services Viewers

Allowed users

You can select “All users who have access to web part settings” to allow all SharePoint users to edit web part. Or select “Only selected users and/or users from selected groups” and choose groups with access to web part settings.

Note: selected groups must have predefined permissions (see SharePoint site settings).

You can also give access rights to selected users, type initials and click “Check Names” or use the “Browse” button to add a user.

Select groups/users who are allowed to edit calendar settings

All users who have access to web part settings
 Only selected users and/or users from selected groups

Allowed groups

Dev Members
 Dev Owners
 Dev Visitors
 Excel Services Viewers

Allowed users

Nick Brook



Note: if a user (or multiple users) from a SharePoint group is selected as a person with access to web part permissions but the group he belongs to is not checked, this user(s) will have access to the web part settings anyway.

Data Source Settings

In order to add a new data source to the calendar, use the “Create New Source” link.

Allowed users



Data Source Settings

Pick an existing calendar to modify or add a new one.

Data Sources List

Source Name

[Create New Source](#)

Multiday View Settings

Month View Settings

Year View Settings

Type a name of a new data source and check the box “Show in calendar”.

Create New Source

Data Source Settings

Fill out all the required fields and click Save button below.

Source Name

Show in calendar

Read Only

Disable open event details/delete event from tooltip

Data source icon url (icon will have maximum size 32x32 pixels)

The Virto Calendar allows users to add data source icons and display them in data source legend. You have to enter an icon URL (size 32x32 px is recommended).



Note: if a data source icon is larger, it will be scaled to the required size. If it is smaller than 32x32, its size will not be changed.

You can also make this data source Read Only by checking the box or define the list of users (users groups) with Read Only permissions for this data source.

It is possible to disable open event details/delete an event from tooltip.

Show in calendar

Read Only

Disable open event details/delete event from tooltip

Data source icon url (icon will have maximum size 32x32 pixels)

SharePoint List

SQL List

Xml file

Google calendar

External content type

SharePoint list web service

Exchange Calendar

Salesforce calendar

Data source is read only for the following users/groups

Select the list type. You can add any SharePoint lists and external calendar lists as well (Exchange Calendar, Google Calendar, Salesforce Calendar, SQL Tables, XML files, etc.).

In this example, I'll use a SharePoint calendar list.

Select from the dropdown the required site from a site collection, then choose the list.

Select site collection

Select site from the selected site collection

Select List

You can add lists from any number of sites from the SharePoint site collection.

Select the title column and select start and end time columns of the list.

Displayed Column

Date/Time Fields
 Select date fields for calendar entries
 Start Field:
 End Field:

Select list fields that will be displayed in the new (create) form of the new event. All SharePoint field types (except Currency) are supported.

Note: if there are too many fields in a form and it is not fitting to the screen size, you may drag and drop it by click on the form title, save it with Enter button, or close with Esc button.

Select fields for new item form (in addition to event title, start date, and end date):

Available Columns:

- Location

>>

>

<

<<

Display Columns:

- Description
- Title
- Start Date
- End Date

^

v

Select the color, which will be used for color-coding events of this data source.

Select Color For Item

Color:
 R: G: B:

Now click "Save" to create the data source. It will be displayed in the list of data sources.

Additional Data Source Settings

Tooltip Options and Attachments

Expand “Tooltip Options” in the “Data Source Settings” block.

Tooltip Options

Disable tooltip (go to edit/view page directly)

Open view/edit item forms in popup window

Hide event detail link from anonymous users

Select field for calendar item tooltip

Available Columns:		Display Columns:	
<ul style="list-style-type: none"> Predecessors Priority Task Status % Complete Assigned To Start Date Due Date Completed look ID 	<input type="button" value=" >>"/> <input type="button" value=" >"/> <input type="button" value=" <"/> <input type="button" value=" <<"/>	<ul style="list-style-type: none"> Task Name Description 	<input type="button" value=" ^"/> <input type="button" value=" v"/>

Show Attachments

Only Pictures

Picture Preview Enabled

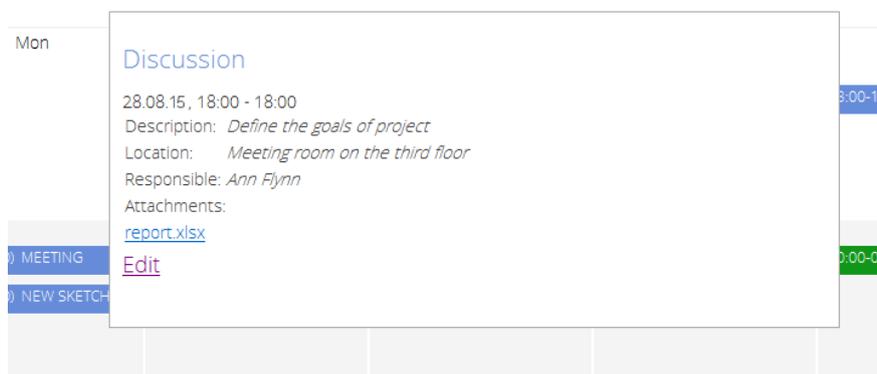
Now select fields that will be displayed on calendar items tooltip.

In case you want to be redirected to default SharePoint edit/view form after clicking on a calendar item, check the box “Disable tooltip”.

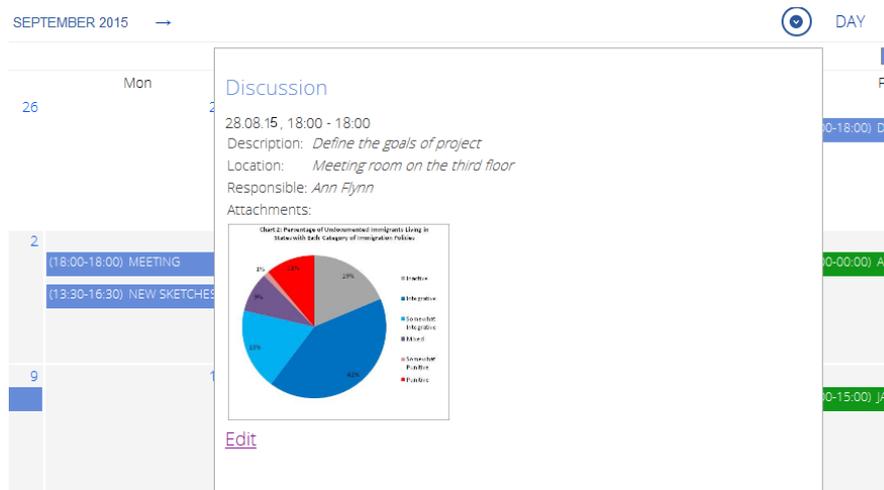
You can also hide event details link from anonymous users by checking the corresponding box.

You can allow to display attachments of items in this data source. It is also possible to adjust the preview of the attached pictures in the tooltip. Check the appropriate boxes in the “Tooltip Options” block.

If you check the box “Only Pictures”, the tooltip will not contain links on other attachments (.doc, .pdf, etc.).



If you check the box “Picture preview enabled”, the tooltip of this source will contain the preview of attached picture.



Filters Options of Data Source

Tooltip Options

Filters Options

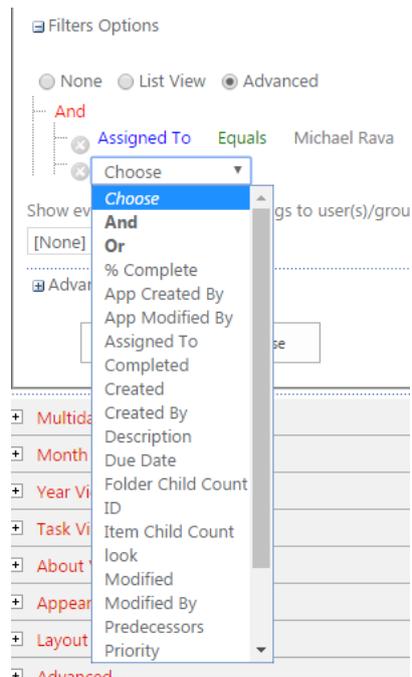
None List View Advanced

Select View

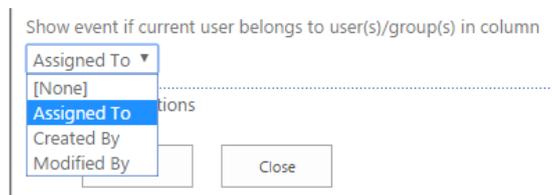
[None] ▼

If you select the “List View” filter, you will have to define a list view, according to which the items will be displayed (for example, only active tasks will be shown). The view predefined in a SharePoint list will be used.

If you select the “Advanced” filter, you will be able to define special conditions, according to which items from this list will be displayed. For example, you can create user filters or add any other custom conditions.



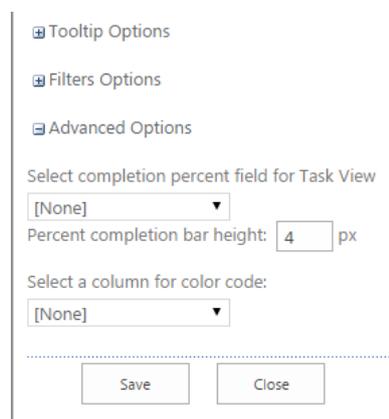
Moreover, you can show events only in case the current user belongs to the user(s)/group(s) from a chosen column. Just select the required option from the dropdown. This option is available only for a SharePoint list data source and can be used for columns from lists of “Person or Group” type.



Do not forget to click “Save” after adjustment.

Percents of completion and Color Coding

Percents of completion and color-coding options are included in “Advanced Options” block for a data source.



You can display a percent completion for your events. It is usually applied for lists of Tasks type. The completion status will be displayed in the Tasks view (Days or Hours). In order to adjust percent completion view, select a field from which the percent value will be taken. On this step you can also define the height of percent completion bar and select an appropriate color.

Advanced Options

Select completion percent field for Task View

[None] ▼

Percent completion bar height: 4 px

Then select a color for the background of the items.

Layout Markup [Select color]

Color: R: 70 G: 180 B: 60

Tooltip Options

Filters Options

Advanced Options

Select completion percent field

[None] ▼

Percent completion bar height

Select a column for color codes

View ▼

Default #3366CC [Select color] ▼

Daily [Select color] ▼

Full [Select color] ▼

Save Close

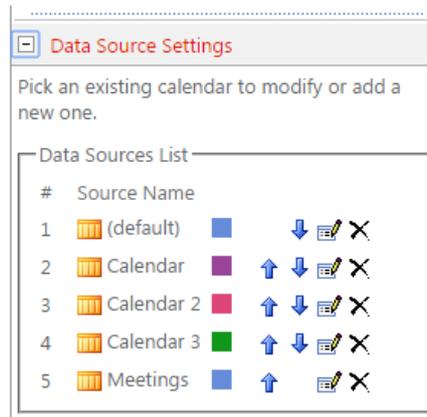
You can also display items of different categories from the list with different colors. In this case, you have to define a field of categorization (for example, priority or status) and select colors for each of the values.

Note: event coloring by field type can be applied only for fields of “Choice” and “User” types (such as “Priority”, “Status”, “Assigned to” etc.)

Note: if you select the “Assigned To” field for color coding and define color codes for every user, pay attention to the case when more than one user assigned for a task. The calendar will display the event of the first assigned user’s color.

Click “Save” when you finish. Click “OK” or “Apply” and you will see, that events from the added SharePoint list (if there are any) appear in the calendar according to the defined settings.

In order to modify or delete a data source, use corresponding “Edit” and “Delete” buttons opposite the required source.



SQL List as Data Source

You can use not only SharePoint lists as data sources but data from SQL databases as well.

To add SQL list as a data source, browse to the “Data Source Settings” block and use “Create New Source”.

Enter a new calendar name and select “SQL List”.

Create New Source

Data Source Settings

Fill out all the required fields and click Save button below.

Source Name

Calendar events

Show in calendar

Read Only

Data source icon url (icon will have maximum size 32x32 pixels)

SharePoint List

SQL List

Xml file

Google calendar

External content type

SharePoint list web service

Exchange Calendar

Salesforce calendar

Type SQL server name, enter a user name and a password. Then click “Browse” to choose the required database from the list.

SharePoint List
 SQL List
 Xml file
 Google calendar
 External content type
 SharePoint list web service
 Exchange Calendar
 Salesforce calendar

Use Trusted Connection (Only for Databases on this SharePoint Server)

SQL Server

User Name

Password

The list of available databases will be displayed. Select the required one.

Database Name

Then select a table from which you will import items.

Database Name

Table Name

If you want to move and edit events imported from the SQL list later, check the box "Primary Key Filed" and define the one. Otherwise, you will be able only to view the imported items.

Select primary key field for data source editing

You can sort events in SQL Table with the "ORDER BY" option.

"ORDER BY" clause (optional):

Then define other settings as it is described for SharePoint lists data sources and click “Save”.

The screenshot shows the configuration interface for a SharePoint list data source. At the top, a dropdown menu labeled "Displayed Column" is set to "Title". Below this, a section titled "Select field for calendar item tooltip" contains two columns: "Available Columns" and "Display Columns". The "Available Columns" list includes "EventId", "Title", and "Created". The "Display Columns" list includes "Description", "StartTime", and "FinishTime". Navigation buttons (">>>", ">", "<", "<<") are between the columns, and up/down arrow buttons are on the right of the "Display Columns" list. Below this is the "Date/Time Fields" section, with "Start Field" set to "StartTime" and "End Field" set to "FinishTime". The "Select Color For Item" section shows a grid of color swatches, with a large pink swatch selected. Below the grid, the "Color:" section has input fields for "R: 221", "G: 68", and "B: 119". At the bottom are "Save" and "Close" buttons.

The SQL list will appear in the list of data sources.

Click “OK” and return to your calendar. Events from your SQL database will be displayed on the calendar.

You can create new events in the selected database (table) using the Virto SharePoint calendar. In case you delete the SQL list data source, items will disappear from the calendar but will be saved in the database on the SQL server.

Microsoft Exchange as Data Source

Virto SharePoint Calendar enables to use Microsoft Exchange calendar as a data source and overlay Virto Calendar with user or group Exchange calendars, and Exchange shared calendar. You can overlay Virto Calendar with Exchange 2007, 2010, 2013, 2016, and Online.

Go to Virto Calendar settings and expand the “Data Source settings” block. Then use the “Create new source” button to add a new data source to your calendar.

Now you need to fill out all required fields.

Enter source name. Select “Exchange Calendar” as a data source type.

Create New Source

Data Source Settings

Fill out all the required fields and click Save button below.

Source Name

Bob's Exchange

Show in calendar

Read Only

Data source icon url (icon will have maximum size 32x32 pixels)

SharePoint List

SQL List

Xml file

Google calendar

External content type

SharePoint list web service

Exchange Calendar

Salesforce calendar

If Microsoft Exchange is on the same domain as the SharePoint site, you can enable authentication. In this case, when a user goes to a page with the Virto SharePoint calendar, he will see the items from his Exchange calendar.

Check the box "Authenticate as logged-on user".

Select the required Exchange version and URL of installed Exchange Server (see the example). Click "Test Connection" to verify the information in the fields.

Authenticate as logged-on user (only when sharepoint and exchange are part of the same domain)

Exchange Version

Exchange 2013 SP1

Exchange Url:

https://192.168.0.202/ews/exchang

Example: https://exchange.yourcompany.com/ews/exchange.asmx

Test Connection

If Microsoft Exchange Server is installed on another domain, you should enter login and password (it can be login and password of a user whose Exchange calendar you need to display) for connection to Exchange Server. Click "Test Connection" to verify the settings.

Now when a user goes to a page with Virto calendar on his SharePoint site, he will see the items from the Exchange calendar of a user whose login and password were entered in the settings block.

Pick a Calendar

You can optionally pick a specific mailbox calendar to display (for example a conference room calendar).

Display calendar events from this public folder (example PublicFolder001\PublicCalendar)

Allow to accept/decline appointment from balloon

Show appointment attachments in tooltip

Private events processing:

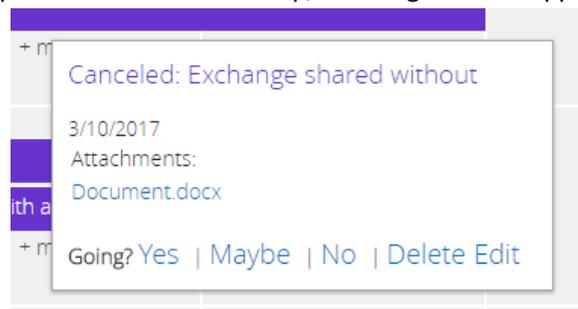
Do not show private events

Show private events as empty rectangles

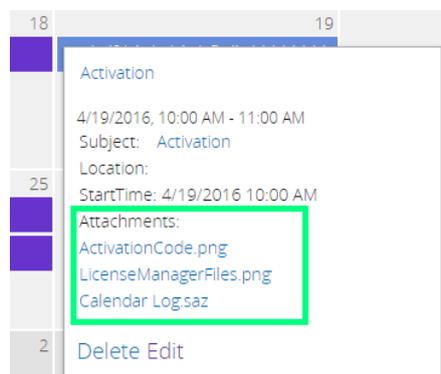
Show private events

“Accept or decline appointments” feature allows you to manage an Exchange appointment from your SharePoint calendar.

You can apply or cancel the appointment from the tooltip, all changes will be applied to Exchange as well.



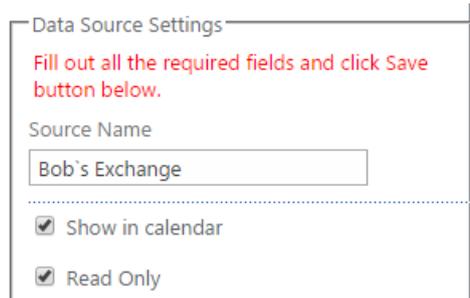
“Show appointment attachments in tooltip” allows you to display any attached files on the calendar’s event tooltip.



Select a color for items from Exchange Server or use RGB code to define the required one. Specify Tooltip and Advanced options as described in previous sections and click “Save” to add a new data source.



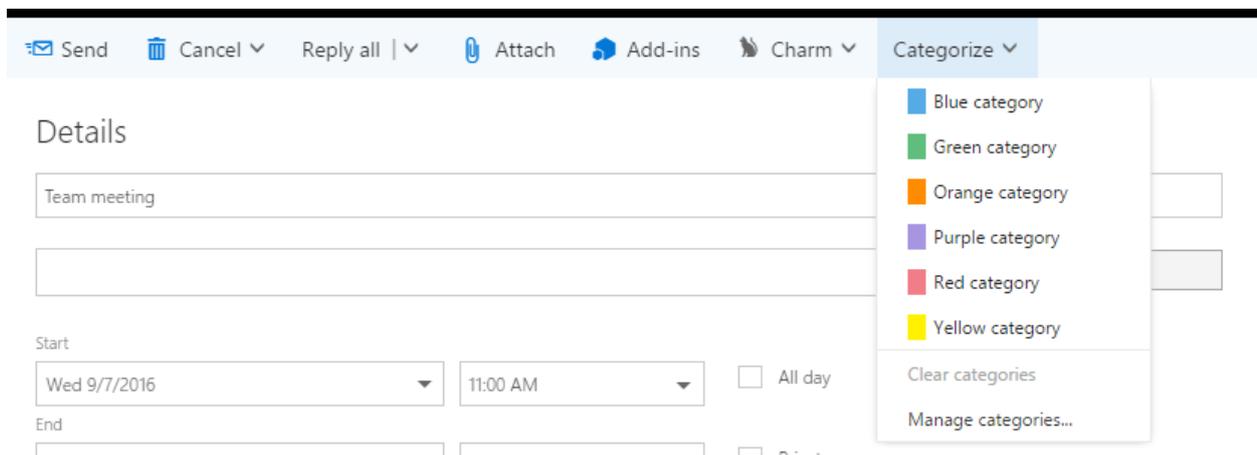
Note: if an Exchange data source has “Read only” checkbox, a balloon will contain the same “Yes”, “Maybe”, “No” buttons (but users will not be able to edit or delete the event).



Color-coding for Exchange categories in Virto Calendar

Virto Calendar allows you to color-code Exchange calendar events according to their categories from Exchange.

Note. This feature is available for the Virto calendars for SharePoint 2010, 2013 and 2016.



For example, I need to add the category named “Blue category” to Virto calendar.

Open “Advanced settings” of Exchange data source, select a “Category” field and click “Add new field value and color”.

Advanced Options

Select event field for color coding:

Field values and corresponding colors

[Add new field value and color](#)

Then type the name of the required category from Exchange (names must be identical).

Select a color for this category, it may match exactly the color from Exchange.

Advanced Options

Select event field for color coding:

Field values and corresponding colors



Save Cancel

Color:
 R: G: B:

You can add other categories with custom colors in the same way.

Select event field for color coding:

Field values and corresponding colors

Blue category  [Edit](#) [Delete](#)

Orange category  [Edit](#) [Delete](#)

Green Category  [Edit](#) [Delete](#)

[Add new field value and color](#)

Exchange Appointments in Virto Calendar

Virto Calendar allows users to accept or decline Exchange appointments that request response to the invitation.

User

Password

Pick a Calendar
  

You can optionally pick a specific mailbox calendar to display (for example a conference room calendar).

Allow to accept/decline appointment from balloon

Show appointment attachments in tooltip

Private events processing:

Do not show private events

Show private events as empty rectangles

Show private events

Now when a user clicks the event from Exchange in Virto Calendar, he will see the balloon with “Accept”, “Maybe” and “No” buttons. If a user accepts the appointment, the “Accepted” line will appear in the balloon.

Note: it is recommended to use “Allow accept/decline appointment from balloon” together with “Authenticate as logged-on user” checkbox. In this case, users will see their Exchange events in the Virto calendar and will be able to accept or decline them.

Private Events in MS Exchange Data Source

In some cases, users may need to show or hide private events from an Exchange Calendar.

The “Private” checkbox can be checked in Private events’ details.

Details

Start

All day

End

Private

Public events have the “Private” checkbox unchecked.

You can adjust how to show private events from Exchange data source in Virto Calendar. Click “Edit” opposite Exchange calendar data source and roll down to “Private events processing” block.

There are three options of private events showing:

“Do not show private events” (private events will be hidden in Virto calendar);

“Show private events as empty rectangles” (private events will be shown as rectangles, no details except “Organizer” will be shown in tooltip;

“Show private events” (private events will be shown with details).

Private events processing:

- Do not show private events
- Show private events as empty rectangles
- Show private events

Select the required option and click “Save” to save new data source settings.

If you select “Do not show private events” option, events from an Exchange calendar will be hidden in the Virto calendar.

If you select the “Show private events as empty rectangles” option, events from an Exchange calendar will be shown without details.

If you select the “Show private events” option, events from an Exchange calendar will be shown with details (in the tooltip).

XML Data Source (only Pro and Exchange editions)

You can use any XML file as a data source in your SharePoint calendar. Create a new data source in the calendar settings, select the “XML file” data source type, and check the box “Show in calendar”.

Note: xml information displayed in the Virto calendar is read only.

Create New Source

Data Source Settings

Fill out all the required fields and click Save button below.

Source Name

XML data source

Show in calendar

Read Only

Data source icon url (icon will have maximum size 32x32 pixels)

SharePoint List

SQL List

Xml file

Google calendar

External content type

SharePoint list web service

All the XML information is defined with xpath strings. The following strings are required to enter: **path to XML file**, **XPath string for calendar events**, **XPath string for calendar event start date**. Other fields are not required: Xpath string for calendar event title, XPath string for calendar event end date, XPath string for calendar event IsAllDay flag and XPath string for calendar event tooltip. Please see [XPath examples](#) to define event information.

Note: if the end date is not defined, it will be equal to the start date.

Define namespaces to extend formats of processed XML files. You need to define prefix and value (separated with space). Namespaces are separated with “enter”. See “**Adding Google Calendar Events to Your SharePoint Web Site**”.

Path to xml file

Prefixes and namespaces

atom	▲
http://www.w3.org/2005/Atom	
gd	▼
http://shemas.google.com/g/2005	⌵

XPath string for calendar events

XPath string for calendar event title

XPath string for calendar event start date

XPath string for calendar event end date

XPath string for calendar event IsAllDay flag

Click “Save” to save the new data source.

Since RSS is an XML file, you can add any RSS feed to your Virto Calendar. For example, a news feed. In this case, you have to enter URL generated for XML feed in to “Path to xml file” field. You can find an example in the following chapter “How to Add RSS Items to Virto Calendar Web Part”.

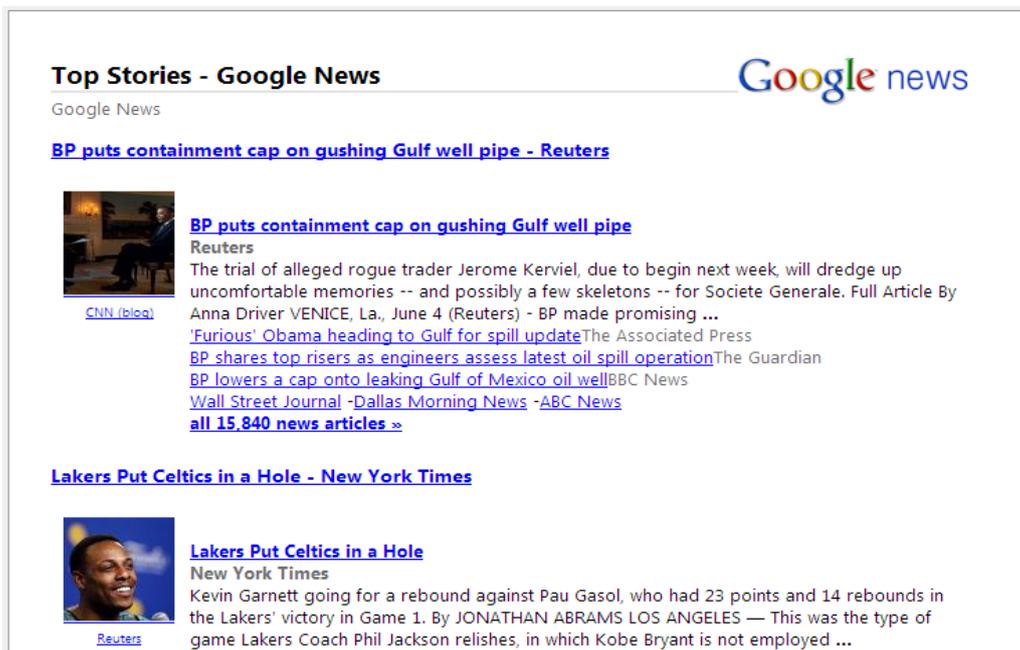
How to Add RSS Items to Virto Calendar Web Part



If you have Virto Calendar Web Part installed and view the list of available data sources, you will not see RSS data source in the list. However, RSS uses a special XML-format for news feed, blogs and article announcements, and Virto Calendar Web Part supports XML data sources. With this method, RSS can be added as a data source to Virto Calendar.

Note: public access to RSS must be set on the server where SharePoint is installed.

The picture below shows the Google news feed as an RSS data source (<http://news.google.com/news?cf=all&ned=us&hl=en&topic=h&num=10&output=rss>).



First, you need to add Virto Calendar Web Part to a SharePoint site page and open the settings menu. Then, expand the “Data Source Settings” menu and click “Create New Source”.

Define the following parameters in the new block displayed:

Source Name	Google News
Data Source	Xml file

Path to xml file	http://news.google.com/news?cf=all&ned=us&hl=en&topic=h&num=10&output=rss
XPath string for calendar events	//rss/channel/item
XPath string for calendar event title	title
XPath string for calendar event start date	pubDate
XPath strings for calendar event tooltips	description

“pubDate” parameter is used as the event start date in the example and the event will have no end date. The result should be as follows:

Xml file
 Google calendar
 External content type
 SharePoint list web service
 Exchange Calendar
 Salesforce calendar

Path to xml file

Prefixes and namespaces

XPath string for calendar events

XPath string for calendar event title

XPath string for calendar event start date

The basic parameters are set. You can also define legend color in addition. Click “Save” to save the new data source and use “OK” to save the web part settings.

The new data source is ready. RSS feed items will now be added to your Virto Calendar.

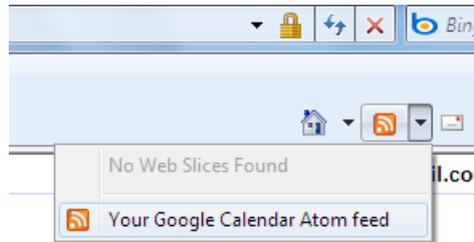
3	4	5
	BP puts containment cap Lakers Put Celtics in a + more 8	
10	11	12

We have now described that by using XML data sources, you can add RSS feeds to your Virto calendar in just a few steps. All you need to do is change the URL in **Path to xml file** field and you’re all set!

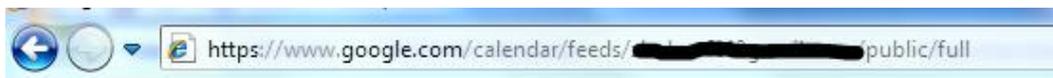
Adding Google Calendar Events to Your SharePoint Web Site (XML file data source)

It is possible to add Google Calendar events through RSS feed.

1. Google Calendar must be set to “public” to be integrated into SharePoint using RSS.
2. You will need to get RSS links from Google Calendar Atom feeds.



In our case, the link will be as follows:



3. Go to Virto Calendar Web Part settings and create a new Data Source and title it, “Google calendar”. Select “XML file” as the data source. Enter the RSS link for your Calendar under the “Path to xml file” box. It should look like this:

Create New Source

Data Source Settings

Fill out all the required fields and click Save button below.

Source Name

Show in calendar

Read Only

Data source icon url (icon will have maximum size 32x32 pixels)

SharePoint List
 SQL List
 Xml file
 Google calendar
 External content type
 SharePoint list web service
 Exchange Calendar
 Salesforce calendar

Path to xml file

4. Define the rules of retrieving data from XML file as follows:

Title	Meaning
Prefixes and Namespaces	atom http://www.w3.org/2005/Atom

	gd http://schemas.google.com/g/2005
XPath string for calendar events	atom:feed/atom:entry
XPath string for calendar event title	atom:title
XPath string for calendar event start date	gd:when/@startTime
XPath string for calendar event end date	gd:when/@endTime
XPath string for calendar event IsAllDay flag	
XPath strings for calendar event tooltips	

These settings are required. You can also change the display style, legend color, etc.

Path to xml file

Prefixes and namespaces

atom	▲
http://www.w3.org/2005/Atom	
gd	▼
http://schemas.google.com/g/2005	⌵

XPath string for calendar events

XPath string for calendar event title

XPath string for calendar event start date

XPath string for calendar event end date

XPath string for calendar event IsAllDay flag

Save the new data source, and then save the changes in the Web part settings.

Now all the events of your Google calendar will be displayed in SharePoint.

Google Calendar Data Source (only Pro and Pro Exchange Edition)

Virto Calendar allows users to add Google Calendar data source and adjust Google Calendar events' view in Virto Calendar.

Click "Edit web part" and roll down to data source settings block.

Click "Create new source" and select "Google Calendar" data source.

Create New Source

Data Source Settings

Fill out all the required fields and click Save button below.

Source Name

Bob's google calendar

Show in calendar

Read Only

Data source icon url (icon will have maximum size 32x32 pixels)

SharePoint List

SQL List

Xml file

Google calendar

External content type

SharePoint list web service

Exchange Calendar

Salesforce calendar

Then enter a username (Google account name) of a user whose calendar will be added as a data source. Click "Get Google tokens" (you must be signed in in your account), copy the token from the pop-up window.

Google user name (example: john.doe@gmail.com)

Access token

Refresh token

Available calendars

OAuth - Google Chrome

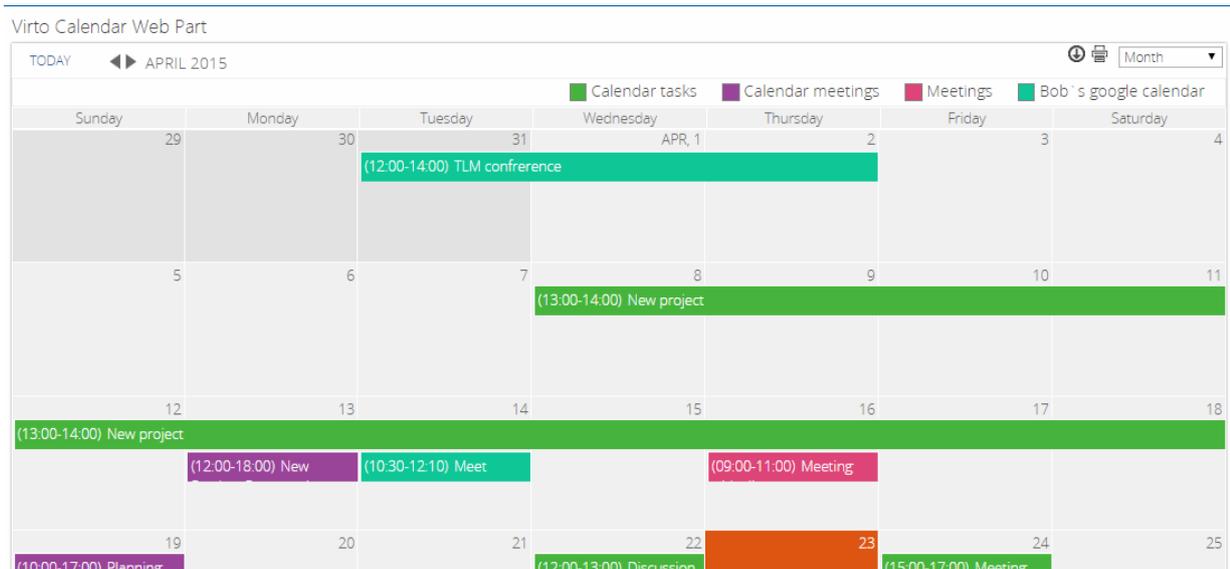
oauth2v.virtosoftware.com/Home/OAuth?code=4/Q5-9v

```
{ "access_token" : "ya29.Gl0MBA_pReZRU29qVvk21OTz8EFYif3lfp8TDAL3oCcv_fmYK2"
```

Click "Test connection".

Click “Save” to save a new data source.

Now you can view events from Google Calendar in the Virto calendar among other data sources.



Note: if Google calendar data source has no “Read only” settings, users will be able to create new events in Virto calendar, move them and delete. But there will be no ability to edit the event. All modifications made in Virto Calendar will be accordingly reflected in Google Calendar and vice versa.

External Content Type Data Source (only Pro and Pro Exchange Edition, SharePoint 2010 and 2013)

Virto Calendar allows users to add an external content type as a data source. An [external content type](#) is a reusable collection of metadata, that contains connectivity information and data definitions plus the behaviors you want to apply to a certain category of external data. Creating an external content type is usually the first step in bringing data from external data sources into SharePoint 2010 and Office 2010 applications by using the Microsoft Business Connectivity Services (BCS).

Note: when external content type is added to SharePoint Designer, it is required to define access rights for SharePoint users. If access rights are not defined, this type of data source will not work for Virto Calendar.

Go to Virto Calendar settings and click “Create new source”. Enter a source name, choose “External content source type”.

Create New Source

Data Source Settings
Fill out all the required fields and button below.

Source Name
External

Show in calendar

Read Only

Data source icon url (icon will have maximum size 32x32 pixels)
http://07r2v/_layouts/ir

SharePoint List
 SQL List
 Xml file
 Google calendar
 External content type
 Exchange Calendar

Then select external content type (click "Select external content type") and text connection.

Select external content type
Test 2 External (SecondExternalDS)

Test connection

External Content Type Picker -- Webpage Dialog

Find

External Data Source	External Content Type
ExternalSP2010DataSource	New external content type
SecondExternalDS	Test 2 External

Found 2 matches.

Then select primary key for the editing data source, define displayed column, select date fields, and item color. Click "Save" to save the settings.

Select primary key field for data source editing
 Uid ▼

Displayed Column
 Title ▼

Date/Time Fields
 Select date fields for calendar entries
 Start Field: StartDate ▼
 End Field: EndDate ▼

Select Color For Item



Color:
 R: 221 G: 68 B: 119

Tooltip Options

Save Close

The external content type data source will appear in the list of data sources.

[-] Data Source Settings

Pick an existing calendar to modify or add a new one.

Data Sources List

#	Source Name				
1	 (default)				
2	 External				

Items from External content type data source will be displayed in Virto Calendar.

Virto Calendar can take items directly from external content type (it is not required to add external lists in SharePoint).

SharePoint List Web Service Data Source (Read Only)

Virto Calendar allows users to select SharePoint List Web Service as a data source. The data source is read only and used to view events from other SharePoint farms.

Go to data source settings and create a new data source.

Create New Source

Data Source Settings

Fill out all the required fields and click Save button below.

Source Name

Show in calendar

Read Only

Data source icon url (icon will have maximum size 32x32 pixels)

SharePoint List
 SQL List
 Xml file
 Google calendar
 External content type
 SharePoint list web service
 Exchange Calendar
 Salesforce calendar

You need to define the data as follows:

- Site URL;
- Authentication type;
- Login data (if "Authenticate as currently logged on user" checkbox is not selected).

SharePoint site url:

Select authentication type of source SharePoint server

Authenticate as currently logged on user

Login (in the format: domain\username)

Password

Click "Test connection". If data is correct and the connection is set, select the required list from the dropdown menu and define displayed column and date/time fields. Click "Save" to save a new data source.

If you need to create recurring events in the "SharePoint list web service" data source (for SharePoint 2007 version), you have to install SharePoint hotfix for recurring events correct expanding in the "SharePoint list web service" data source.

<http://support.microsoft.com/kb/977027/en-us> for WSS 3.0

<http://support.microsoft.com/?kbid=977026> for MOSS 2007

Make a backup of your SharePoint databases before installation. Run "SharePoint Products and Technologies Configuration Wizard" after hotfix installation.

Multiday View Settings

The multiday view settings can be applied for the views **Day**, **Week** and **Work Week**. Select the day from which calendar week will start (Monday or Sunday).

Header and Event Bar

Check or uncheck the boxes “Show Header” and “Show Event Bar”. Then check the box “Event bar only” to display only event bar. Check the box “Show :00 in time string” to display the time of event in **9:00 p.m.** or **9 p.m.** format. Check the box “Show time for calendar item” to display the time of events in your calendar.

Custom Header Settings

You can adjust the header date format according to [custom date and time format strings](#). Click “Show Header” and enter the required format (see the link). For example, use **ddd** format to display the abbreviated name of the day of the week.

Multiday View Settings
 Day when week starts
 Sunday ▼

 Show Header
 Header date format
 ddd
 Show Event Bar
 Event Bar Only
 Show ':00' in time string
 Show time for calendar item

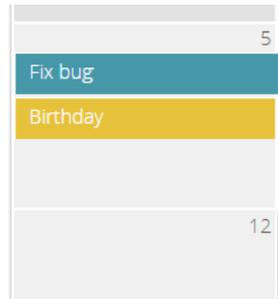
 Day Start Hour: 9 AM ▼
 Day End Hour: 6 PM ▼
 Left column time format

 Rows Per Hour: Two ▼
 Row Height: 29 px
 Time Labels Per Hour: One ▼
 Calendar Height: 800 px

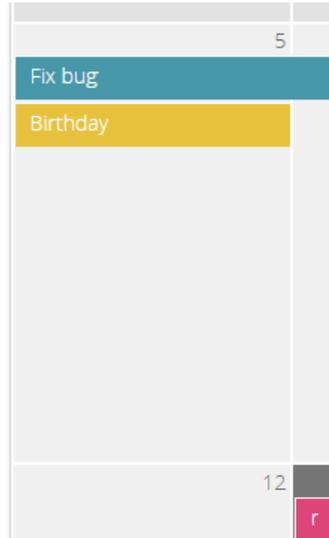
Days and Rows Settings

Select hour (from which every day will start) and the end hour. Select the amount of rows and time labels displayed per hour. Enter the row height (20 pxls recommended) and the whole calendar height. If you need to display more events in the calendar grid, you can assign a greater row height.

It is possible to adjust the calendar grid height in the Multiday view / Month view / Year view settings. The default calendar height in the Month view is 800 px.



But if I assign in Virto Calendar settings the new 1800 px calendar height, the grid will look like follows.

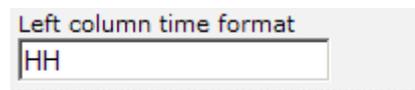


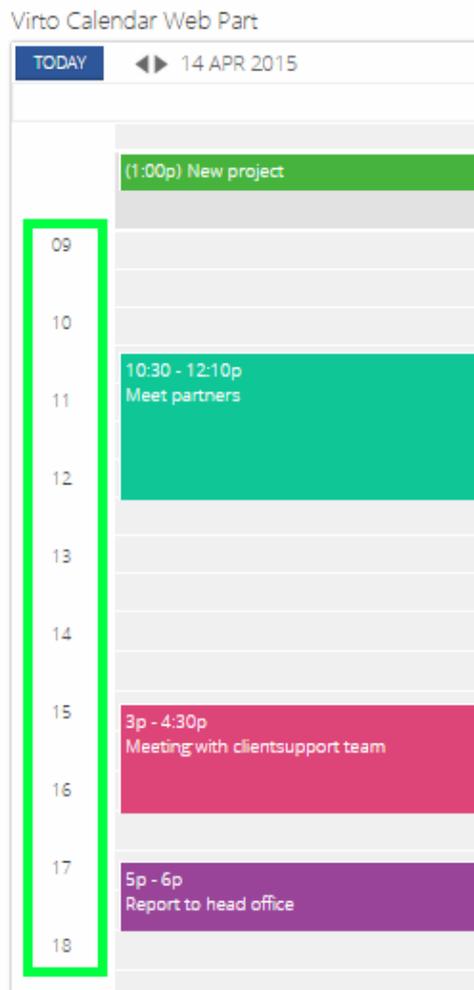
This way you can display more events in your calendar view. The same changes can be applied to other views.

Left Column Time Format

You can adjust the left column time format according to [custom date and time format strings](#). Just enter the required symbols and apply them to the calendar.

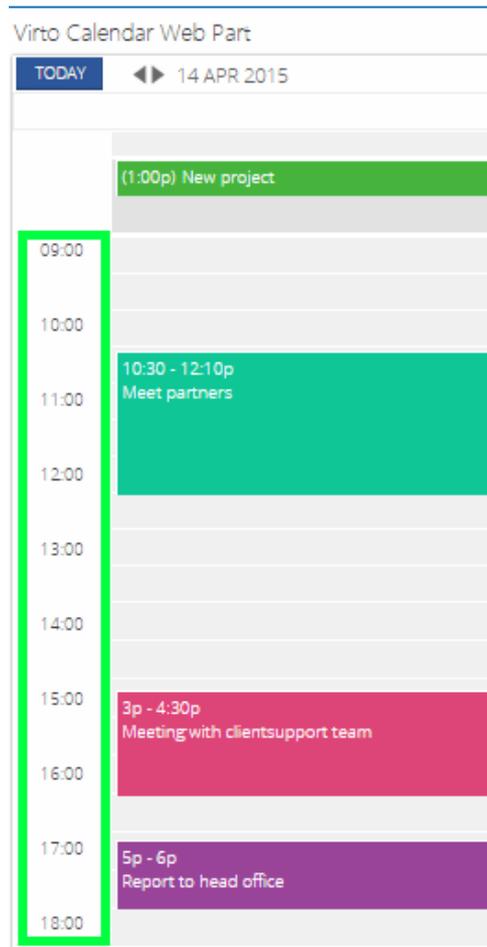
For example, as follows:





Or as follows:

Left column time format



Color Settings

Select colors for background and header. Once you have made all the required modifications, click “Apply”.

Select Color For Today Background

Color:
R: G: B:

Select Color For Today Header Background

Color:
R: G: B:

Month View Settings

Month view settings are similar to multiday view settings.

☐ Month View Settings

Day when week starts

Sunday ▾

Display Mode

Lead To First Month Day ▾

Show Header

Show Month Name on First Day

Show Weekends

Show event start and end time (for events not on all day)

More Items Text

+ more

Weeks In Month:

Value must be from 1-53 range!

Item Height: px

Calendar Height: px

In addition, you can edit the text displayed if there are more items in the cell or amount of weeks in a month (6 is recommended). For example, to display the text as it is shown below, you need to enter the following combination: **+ {0} more items**. In this case special token **{0}** is used. If it is not used, the amount of items is inserted to the end of a string.

Display Mode

Lead To First Month Day ▾

Show Header

Show Month Name on First Day

Show Weekends

Show event start and end time (for events not on all day)

More Items Text

+ {0} more items

	13	14	15
New project	(12:00-	(17:00-	(09:00-
	+ more 2		
	20	21	22
		(12:00-	(12:00-

Year View Settings

Year view settings are similar to month view settings. Pay attention to “Show Dates in Title” checkbox. You can check it to show dates of events in the year view.

☐ Year View Settings

Show Header
 Show Year on First Month
 Show Dates in Title

Months In Row:
 Months In Year:
 Item Height: px
 Calendar Height: px

More Items Text

Select Color For Selected Year Background
 Color:
 R: G: B:

Select Color For Today Background
 Color:
 R: G: B:

Task View Settings

In the Task View Settings block, you can define days count for Task (Hours) and Task (Days) views. Other options are similar to features described in previous blocks.

Task View Settings

Show Header

Days Count (Task Days): 14

Days Count (Task Hours): 2

Columns Per Hour: One

Day Start Hour: 9 AM

Day End Hour: 6 PM

Day when week starts

Sunday

Item Height: 30 px

Items Padding: 2

Select Color For Today Background

Color: R: 240 G: 240 B: 240

Select Color For Today Header Background

Once you have made all the required modifications in the calendar configuration, click “Apply” or use “OK” in order to close settings and return to the calendar.

Using Query String Parameters

Virto SharePoint calendar allows using query string parameters in the calendar page URL to open Virto Calendar on the required data or view (or both).

The following parameters can be used in URL:

- **VCalCurDate;**
- **VCalCurView.**

For example, to open the Virto Calendar exactly on the **required date** use page URL of the following format:

<http://pageurl.aspx?VCalCurDate=2010.10.10>.

To open a calendar in required view, use page URL as follows:

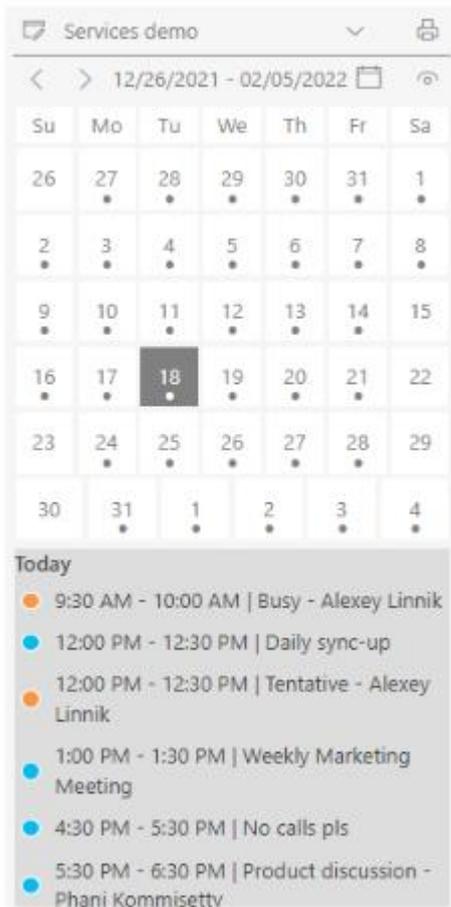
<http://pageurl.aspx?VCalCurView=day>.

Or you can open Virto Calendar exactly on the **required date** and in the **required view**, if you use page URL of the following format:

<http://pageurl.aspx?VCalCurDate=2010.10.10&VCalCurView=day>.

Virto Mini Calendar Web Part

Virto Mini Calendar web part is the web part with the same calendar data sources but displayed in a compact view. The installation process is the same as for the classic Virto Calendar. Learn more about [Virto Mini Calendar web part](#).



Version Release History

Version	Release Date	Description
v. 9.1.2	09/15/2021	[-] Minor bug has been fixed. [*] Improved performance.
v. 9.1.1	06/10/2021	[-] Minor bug has been fixed.
v. 9.1.0	04/19/2021	[+] The SPFX support for modern pages was added
v. 9.0.7	10/13/2020	[-] Minor bug has been fixed. [*] License Manager has been updated
v. 9.0.6	09/30/2020	[-] Bug in filtering events by clicking legend items has been fixed. [*] Target framework has been updated to 4.7.2 to support SameSite attribute in HttpCookie for Chrome browser.
v.9.0.0	11/08/2018	[+] New item form for SharePoint list data source type can be customized by adding additional list fields. [+] Option "Disable open event details/delete event from tooltip" has been added to data source settings. [*] Start and end dates can be changed on new item form for all other data source types.
v.8.5.0	04/07/2017	[+] Field names for Exchange events in tooltip have been included to different localizations. [+] Requests to Salesforce use TLS protocol by default. [+] Read Only for specific users/groups option has been added to Exchange data source type.
v.8.4.7	03/16/2017	[-] Issue with grid rendering in Month and Year views in IE11 (in some document modes) is fixed.
v.8.4.6	03/07/2017	[-] Link to EWS API .dll is repaired.
v.8.4.5	02/21/2017	[-] Issue with binding a lot of sites while configuring data source is fixed. [*] EWS api dll has been updated to support working with Exchange 2016. Restart SharePoint application pool on WFE server(s) after installation of upgraded package.
v.8.4.4	01/25/2017	[-] Issue with displaying multiline legend is fixed.
v.8.4.3	12/07/2016	[*] Unnecessary alert in case of failed events loading is removed.
v.8.4.2	10/18/2016	[*] Dynamic events filtering can be performed by clicking legend items.
v.8.4.1	10/10/2016	[*] Time has been removed from tooltip for all day events.
v.8.4.0	9/01/2016	[+] Options for events color coding in Exchange data source type have been added. [+] Exchange event attachments can be managed on Exchange event edit form. [+] Exchange event category can be selected on Exchange event edit form (works for Exchange from version 2010). [*] Time has been removed from tooltip for all day events.
v.8.3.0	6/20/2016	[+] Option for displaying calendar events from Exchange public folders has been added.
v.8.2.0	4/22/2016	[+] Option for displaying Exchange calendar event attachments in tooltip has been added.
v. 8.1.4	10/26/2015	[-] Minor bug in editing all day Exchange event with non-English

		locale has been fixed. [-] Minor bug in loading items when SharePoint generic list contains "Recurrence" field in "_Hidden" group has been fixed.
v. 8.1.1	07/25/2015	[+] Support for "Attendees" field in tooltip has been added for Exchange data source type.
v. 8.0.2	06/25/2015	[+] Installation on site collections with SP2010 experience via setup.exe.
v. 8.0.1	04/17/2015	[-] Bug with loading events on some subsites has been fixed.
v. 8.0.0	01/20/2015	[+] Sales force calendar has been added as data source type. [+] Option for making data source read only for specific SharePoint users/groups has been added to SharePoint list type data source. [*] Working with Google calendars has been updated to Google API v3.
v. 7.1.2	10/28/2014	[-] Bug with missing events after displayed field renaming has been fixed.
v. 7.1.1	10/22/2014	[-] Date format in exchange event editing form is taken from site regional settings.
v. 7.1.0	10/21/2014	[*] Some design changes. [-] Time format in exchange event editing form is taken from site regional settings. [*] EWS Api has been updated to version 2.2
v. 7.0.2	09/11/2014	[-] Bug with displaying some events in Multisource view has been fixed.
v. 7.0.1	07/24/2014	[-] Minor bug has been fixed.
v. 7.0.0	03/28/2014	[+] Web License Manager [+] Enterprise license [*] Version of Microsoft.Exchange.WebServices.dll updated to 2.0.0 [-] Minor bug has been fixed.
v. 6.0.5	05/27/2013	[-] Minor bug has been fixed.
v. 6.0.4	03/22/2013	[-] Minor bug has been fixed.
v. 6.0.3	03/07/2013	[+] Description field can be displayed in tooltip from Google calendar event. [-] Minor bug has been fixed.
v. 6.0.2	12/25/2012	[+] First public release for SharePoint 2013
v. 6.0.0	09/18/2012	[*] Appearance redesign. [*] Themes can be customized via .css file.
v. 5.3.0	03-05-2011	[+] Added option for managing tooltip width. [+] Added event filter for SharePoint list data source type based on current user.
v. 5.2.0	11-16-2011	[+] Option for formatting event date has been added. [*] EWS Api library has been updated to version 1.1 [-] Minor bugs have been fixed.
v.5.0.0	07-08-2011	[+] Ability to get selected date from connected web part has been added. [+] Site collection selection in SharePoint list data source has been added. [+] SharePoint lists web service data source has been added. [+] Events sorting option has been added to SQL data source.

		[+] Long text is displayed in the balloon with vertical scroll bar. [-] Minor bug has been fixed.
v.4.3.0	03-22-2011	[+] Options for processing private events in Exchange calendars have been added. [-] Minor bugs have been fixed.
v.4.2.0	03-01-2011	[+] Added option for disabling tooltip for SharePoint list data source. [+] Exchange appointment organizer can be displayed in balloon (event tooltip). [-] Minor bugs have been fixed.
v.4.1.0	01-20-2011	[+] Exchange appointment description can be displayed in balloon. [+] Option for displaying event time in Month view has been added (for events not on all day) [+] Added properties editing in SharePoint Designer. [-] Minor bugs have been fixed.
v.4.0.2	12-17-2010	[+] Support for Currency fields in item tooltip has been added. [*] Event move area has been reduced in Month view. [-] Minor bugs fixed.
v.4.0.1	10-29-2010	[+] Calendar can be opened on any date using query string parameters "VCalCurDate" and "VCalCurView". [-] Bug in loading events from sharepoint list view has been fixed.
v.4.0.0	10-21-2010	[+] External content type data source has been added (<i>only for SP 2010</i>) [*] Compatibility with external content type lists has been improved (<i>only for SP 2010</i>) [+] Ability to show icon in data source legend has been added. [-] Minor bugs fixed.
v. 3.7.2	10-06-2010	[+] Security settings for calendar properties visibility have been added. [-] Minor bugs have been fixed.
v. 3.7.0	09-02-2010	[+] Google calendar data source type has been added
v.3.6.0	08-25-2010	[+] Ability to accept/decline Exchange appointments in balloon has been added. [+] Swedish localization has been added.
v.3.5.1	06-24-2010	[+] Support for xml namespaces has been added to xml data source type.
v.3.5.0	06-03-2010	[+] XML data source type has been added (for Pro and Exchange editions) [*] Ability to set custom time format for event time in Multiday view and balloon has been added.
v.3.3.0	05-26-2010	[+] Datasource legend is printable now. [+] Option for formatting time in left column has been added to Multiday View Settings. [+] Link for viewing list item (if data source is read only or user has read only rights) has been added to balloon. [+] Added option for displaying event time in 24 hours format in Multiday view and balloon. [*] Cursor over calendar items has been changed to "hand".
v.3.2.3	05-14-2010	[+] Option for legend item width has been added. [-] Bug in tooltip loading has been fixed.

v.3.2.2	04-30-2010	[+] Support for MultiChoice fields in item tooltip has been added. [+] Link for editing recurring item has been added to balloon. [-] Bug in activation has been fixed.
v.3.1.2	04-05-2010	[+]Ability to use custom date format for calendar header [+]Ability to customize "more items" block in Month view
v.3.1.0	03-30-2010	[+] Ability to select displayed data sources for SharePoint user has been added.
v.3.0.4	02-26-2010	[+] Ability to show items in Week View without time string. [-] Show Zeroes property in Week View did not work. [-] Error for disabled sql-view.
v.3.0.3	02-19-2010	[+] Ability to work with DocumentLibrary SharePoint lists.
v.3.0.2	02-18-2010	[+] Enable/Disable the latest selected view.
v.3.0.1	02-17-2010	[*] Recurrence items loading optimization.
v. 3.0.0	02-10-2010	[+] Exchange Data Source Type. [+] Loading process image. [+] Now the web part allows saving the latest selected view and period of time. [*] 10% faster loading.
v. 2.1.0	06-11-2009	[+] Data Sources Legend. [+] Calendar Themes.
v. 2.0.0	10-26-2009	[+] Advanced filters available for calendar data sources. [-] Bug with visible calendar item edit link in case user has read only rights.
v. 1.5.0	09-17-2009	[+] Percent completion bar on Task View [+] Event coloring by item type
v.1.4.5	08-21-2009	[-] Bug with Edit Calendar Item Details link on form-based authentication sites
v.1.4.3	08-14-2009	[-] Bug with tooltip balloon positioning on the some types of pages [-] Bug with audience checking for non site administrator users [*] Editing for recurrence items
v.1.4.0	08-06-2009	[-] Bug with validation on data source settings screen [+] Audience Targeting for Data Source (Pro Edition) [+] Ability to show ':00' part in calendar item time string
v.1.3.6	07-24-2009	[-] Bug with moving items in Mozilla FireFox [-] Moving items in Multiday View
v.1.3.5	07-17-2009	[-] Bug with edit links in site on custom site collections [-] "Unable to add web part" to blank site (without lists) bug fixed [*] Title and optional tooltip support calculated fields now [*] The design of one-cell item in Multiday view has been improved
v.1.3.4	07-16-2009	[-] Bug with recurring items in Year View [-] Bug with creation item in one cell - Multiday View [+] Ability to show dates range with item Title in Year View
v.1.3.3	07-15-2009	[-] Bug with feature activation on SharePoint farm (more than 1 front-end servers) [+] Windows authentication in SQL data connection (Pro version only) [+] SQL View (in addition to SQL TABLES) available for SQL data source settings (Pro version only)

v.1.3.0 Beta	07-03-2009	<ul style="list-style-type: none"> [-] "No BR" in tab titles. [+] Some properties of default values changed [-] SharePoint List query optimized [-] "Unable to add web part" bag was fixed [+] Optional tooltip - Pro version (More than one field) [+] Tooltip with attachments (plus picture preview) - Pro version [+] Ability to create data source from specified list view [+] Multi source new calendar view [+] Delete event confirmation [*] URL fields in tooltip like "real" urls
v.1.2.0 Beta	05-28-2009	<ul style="list-style-type: none"> [+] SQL Data Source (Pro Edition Only) [+] Data sources order changing [+] Tab ordering order changing [+] Calendar Item optional tooltip (one field only). [*] Date/time format settings are defined by SharePoint Regional Settings [-] Bug with postback properties values was fixed
v.1.1.0.4	05-19-2009	<ul style="list-style-type: none"> [-] Bug with item coloring in task view was fixed [-] The problem with long titles in pop-up windows was fixed [-] Item height in task view was fixed
v. 1.1.0.0	05-02-2009	<ul style="list-style-type: none"> [+] New Data sources configuration view [+] Enable-disable data sources from list [-] Calendar and minicalendar first day of week differences were fixed [+] Localization: French, German, Spanish languages [+] Localization: Date-time strings in pop-up windows allow selected localization
v. 1.0.2	04-22-2009	<ul style="list-style-type: none"> [+] Possibility to add web sites list of your current site collection as a data source
v .1.0.1	04-21-2009	<ul style="list-style-type: none"> [-] Bug with default data source list in Microsoft Office Sharepoint Server 2007 was fixed. Bug with Calendar scripts was fixed.
v. 1.0.0	04-07-2009	<p>First Release</p> <ul style="list-style-type: none"> [-] bug fixed [+] new features added