



Virto Mini Calendar Web Part for SharePoint

Release 2.2.0

User and Installation Guide

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Virto Mini Calendar Web Part 2.1.2 for SharePoint

Overview

Virto Mini Calendar is intended to show all the events from different data sources (SharePoint List, SQL Tables, Microsoft Exchange, XML, Google Calendar, SharePoint List Web Service) in one small single calendar.

The most valuable feature of the Virto Mini Calendar is having all the events from different data sources displayed in a single calendar view with opportunity of easy navigation between months and viewing highlighted items by date. This is especially notable value in comparison with most other calendars that can only use one data source. To distinguish events from different sources, likewise in Virto Calendar, multi-level color coding is used, though Virto Mini Calendar allows using color-coding for titles of events.

Virto Mini Calendar can be easily connected to Virto Calendar and applied by users as navigator for Virto Calendar by switching from month to month.

Virto Mini Calendar is built on Ajax technology and is designed for Windows SharePoint Services 3.0 and Microsoft .NET Framework 3.5 and 4.5. Installation is simple and only requires a small amount of time.

System Requirements

Operating System

Microsoft Windows Server 2003, 2008, 2012

Server

SharePoint Release 2013:

- Microsoft Windows SharePoint Foundation 2013 or Microsoft Office SharePoint Server 2013;
- Microsoft .NET Framework 4.5;

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.

Installation

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

Installing Virto Mini Calendar Web Part for SharePoint 2007

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.

The Virto Mini Calendar setup program provides links to the various installation components for the Mini Calendar.

To access the Virto Mini Calendar Setup program download **Virto.MiniCalendar.WebPart.zip** file and unzip it. Run extracted Setup.exe file.

The setup wizard window will appear.

Virto Mini Calendar Web Part for SharePoint	
Virto Mini Calendar Web Part for SharePoint Welcome to the Virto Mini Calendar Web Part for SharePoint setup wizard	Virto Software
This setup wizard will install and deploy Virto Mini Calendar Web Part for SharePoint to your Share farm.	rePoint 2007
Previous Next	Abort

Virto Mini 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".

Winte Mini Calanday Web Davit fay ChausDaint	
Virto Mini Calendar Web Part for SharePoint	
System Check	Virto
Checking if Virto Mini Calendar Web Part for SharePoint can be installed from this machine	Software
 Microsoft .NET Framework 3.5 is installed. Windows SharePoint Service 3.0 is installed. You have permission to install and deploy SharePoint solutions. The Windows SharePoint Services Administration service is started. The Windows SharePoint Services Timer service is started. Solution file found. Virto Mini Calendar Web Part for SharePoint is already installed. 	
www.virtosoftware.com	Abort

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

irto Ajax Calendar Web Part	
End-User License Agreement Please read the following license agreement carefully	Virto Softwave
End User License Agreement (EUL	A)
END-USER LICENSE AGREEMENT FOR VIRTO AJAX CALENDAR	
Please review the following license agreement before installing or usi Virto Calendar Menu software product and/or its related materials. If agree to the terms herein then you must click the "I ACCEPT" button bottom of this license before you are permitted to use this software a related documents.	you at the
Definitions: This Virtosoftware Ltd. End-User Software License Agreen ("EULA") is a legal agreement between you (either as an individual us corporation or single entity) and Virtosoftware Ltd. for the Virto Calen product which includes computer software, and may include associate printed materials, and "online" or electronic documentation ("SOFTWA	ser, ndar Menu ed media,
 I accept the terms in the License Agreement 	
/ww.virtosoftware.com	Abort

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.

Virto Mini Calendar Web Part for SharePoint	
Site Collection Deployment Targets Please select one or more web applications / site collections	<mark>Virto</mark> Softwave
Web Applications / Site Collections: 	
Please click the Next button to start the installation process.	
www.virtosoftware.com	Abort

Then click "Next".

irto Mini Calendar Web Part for SharePoint	
Installing Please wait while Virto Mini Calendar Web Part for SharePoint is installed	Virto Software
Please wait while Virto Mini Calendar Web Part for SharePoint is installed	Softwar
Waiting for solution deployment job to complete. Press Abort to stop.	
Previous Next	Abort

Click "Close" to complete the installation.

Virto Mini Calendar Web Part for SharePoint			
Installation Successfully Complete	d		Virto Softwave
Details: ***** SOLUTION DEPLOYMENT ***** http://36952/ : The solution was successfully deployed. http://virtosoftware.com The solution was successfully d	eployed.		
www.virtosoftware.com	Previous	Next	Close

Installing Virto Mini Calendar for SharePoint 2010

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 Mini Calendar for SharePoint 2010 setup program provides links to the various installation components for the Mini Calendar.

To access Virto Mini Calendar for SharePoint 2010 Setup program download **Virto.MiniCalendar.WebPart_2010_X.X.zip** file and unzip it. Run extracted Setup.exe file. Then install the web pat as described in previous section.

Installing Virto Mini Calendar for SharePoint 2013

The installation is similar to the process described for SharePoint 2010 version.

License Activation

To see full instruction for successful activation of your component, please download "Virto License Manager" PDF instruction from <u>Downloads</u> section of our site or read it in <u>Wiki</u>.

Uninstalling Virto Mini Calendar Web Part

To uninstall the Web Part:

- 1. Double click the Setup.exe extracted from downloaded Virto.MiniCalendar.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 Mini Calendar Web Part

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

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

<u>Note</u>: it is highly recommended to exit License Manager before upgrading. If you need to use License Manager, run it after upgrading.

On the step 3 check the box "Upgrade" and click "Next".

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

Major Upgrade of Virto Mini Calendar Web Part

When the major upgrade of Virto Mini Calendar version is released, the version number is increased accordingly. If 2.1 to 2.2 is **minor** upgrade, 2.0 to 3.0 is **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 Virto Mini Calendar (for example from 2.2 to 3.0), please follow the instruction below:

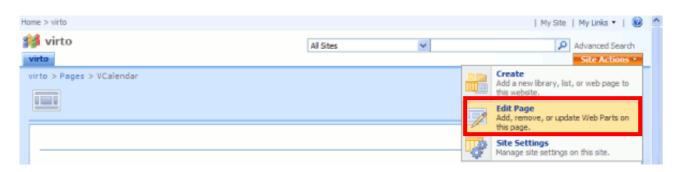
- 1. Send e-mail with a request of a license to <u>sales@virtosoftware.com</u>.
- 2. Run License manager and deactivate the license of the current version.
- 3. Uninstall the current version.
- 4. Download new version from <u>www.virtosoftware.com</u> and install it.
- 5. Run License Manager and activate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

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

Administration and Usage

Adding the Web Part to a Page in SharePoint 2007

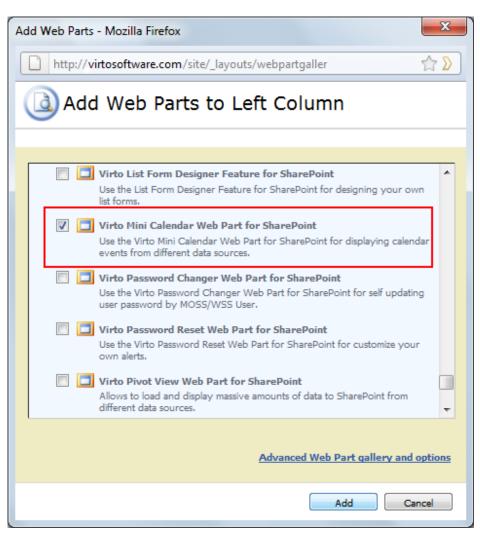
Go to SharePoint site where you want to add the Mini Calendar and open "Site Actions - Edit page".



You will switch to edit mode. Click "Add a Web Part".

Home > virto			My Site My Links 🔹 👹
💕 virto	All Sites	~	Advanced Search
virto			Site Actions *
Version: You are editing the Shared Version of this page			Exit Edit Mode 🛪
virto > Pages > VCalendar			
VCalendar			Edit Title Bar Properties
	Full Page		
9	Add a Web Part		

Select Virto Mini Calendar Web Part at the bottom of the list and click "Add".



Once you have clicked "Add" button, use "Exit edit mode" button.

Note: when a web part Mini Calendar is being added, the current web-site is scanned for lists of Mini Calendar type (or events). If there are any lists of this type, they events will be already added to the Data Source of new Mini Calendar.

Adding the Web Part to a Page in SharePoint 2013

When Mini Calendar Web Part is installed, go to required SharePoint site page and add web part through the site settings. Click "Edit" on Page, then press "Insert" on the ribbon and choose "Web Part".

ROWSE PAGE ITEMS LIST						
	INSERT WEB PART				📿 SHARE	☆ FOLLOW
t Image Video and App Audio Part	Web Part					
egories Part	ts			About the part		
Media and Content Search Social Collaboration SQL Server Reporting		©virto Bulk File Download ○virto Bulk File Upload Web Part f ○virto Calendar Web Part ○virto Calendar Web Part ○virto Cock & Weather Web Part ○virto Gantt Web Part for SharePo ○virto Html5 Bulk File Upload ○virto HtmL5 Gantt ◆	 Virto Image Slider Virto JQuery Chart Web Part for S. Virto Kanban Board Virto Isit Menu Web Part Virto Media Player Web Part Virto Mini Calendar Web Part for . Virto Pivot View Web Part for Sha. Virto Resource Utilization Web P 	Virto Mini Calendar Web Part for Sh Use the Virto Mini Calendar Web Part for Share events from different data sources.		playing caler
					Add	Cano

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Select "Virto Solution" in Categories and then select Virto Mini Calendar Web Part from the list of available web parts.

Now add Mini Calendar Web Part to the SharePoint site page and save the changes on page.

Mini Calendar Overview

Access to Mini Calendar Items (Security Settings)

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

For example, users with no access rights to items of List 1 will not see these items in the Mini Calendar. If they have rights of List 2 item management they will be able to move, edit, resize and etc. these items in Virto Mini Calendar. And if they have just read-only rights applied for List 3, they will be able to view items of this list in the Mini Calendar but will have no ability to change any information of them (edit, resize, move, delete).

Preview Events for Selected Date

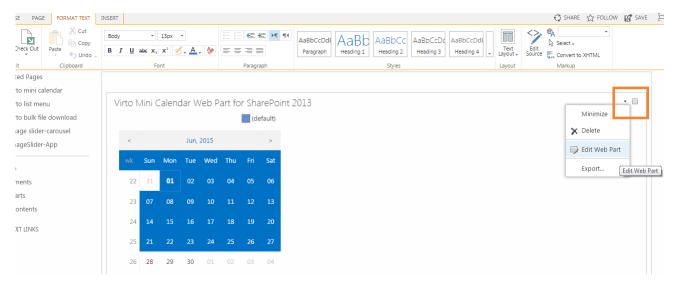
It is allowed to preview events for selected date. Click on required date to show the list of events planned for this date.

<			Jun,	2015			>
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
22	31	01	02 02 J	03 un, 2015	04	05	06
23	07	08	⁰⁹ #0	01 ¹ Awe	some Ev	vent !	
24	14	15	#0	02 <u>Gym</u>			
25	21	22	23	03 Mee			ners
26	28	29	#0 S.0	04 Plan	ning ses	sion 00	04
Jun, 201	5						

11:30 Awesome Event ! 19:00 Gym training 13:00 Meeting with designers 09:30 Planning session

Mini Calendar Configuration

All the configuration settings are made in the "Edit" menu in the right upper corner.



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

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							« Virto Mini Calendar Web Part for SharePoint 2013
							Virto Mini Calendar Properties
Mini	Caler	dar V	/eb P	art fo	r Sha	arePoi	Number of rows 1
					(de	efault)	Number of columns 1
		lun	2015			>	Cell width 30 px
							Cell height 30 px
Su	Mor	Tue	Wed	Thu	Fri	Sat	Show week numbers
2 31	01	02	03	04	05	06	Show Data Source Legend
3 07	08	09	10	11	12	13	Display events for selected date below calendaria
5 07	00	09	10		12	13	Expand events after clicking on table cell
4 14		16	17	18	19	20	Do not use navigation links on calendar dates
5 21	22	23	24		26	27	Navigation buttons mode:
		2.0					On each month
6 28	29	30		02		04	Localization: 1033.English 🔻
							Calendar theme:
							vmc_default
							Event time settings

Virto Mini Calendar Properties

You can define number of rows and columns that will displayed. Then enter cell width and height in pixels. You can check the box "Show week numbers" and "Show Data Source Legend".

Adjust events displaying and navigation links on calendar dates. Then you can define navigation buttons mode: "On first and last month only" or "On each month".

🕢 Virto Mini Calendar Web Part for SharePoint 2013 🗙
Virto Mini Calendar Properties
Number of rows 1
Number of columns 1 Cell width 30 px
Cell height 30 px
Show week numbers
Show Data Source Legend
Display events for selected date below calendar
Expand events after clicking on table cell
Do not use navigation links on calendar dates
Navigation buttons mode:
On each month
Localization:
1033.English 🔻
Calendar theme:
vmc_default
Event time settings
Display event start time in light popup
Event time format
Event date format

And then select localization.

]
ıgs —
t start time in light popup
2
at

Also, you are able to define event time settings, adjust time and date formats.

Data Source Settings

Virto Mini Calendar supports the following types of data sources:

- SharePoint List;
- SQL List;
- Xml file;
- Google calendar;
- SharePoint list web service;
- Exchange Calendar.

SharePoint List Data Source

To add new data source to the Mini Calendar, use "Create New Source" link.

I		
Data Source Settings		
Pick an existing calendar to modify or add a new one.		
Data Sources List		
# Source Name		
1 📶 (default) 📕 🛃 🕅		
Create New Source		
About Virto Mini Calendar Web		

Select "SharePoint List" in the list of data source types.

Type the name of new data source and check the box "Show in Calendar" to make it visible in the calendar.

Create New Source
Data Source Settings
Fill out all the required fields and click Save button below.
Source Name
Mini calendar test
Show in calendar
SharePoint List
SQL List
🔘 Xml file
 Google calendar
 External content type
SharePoint list web service
Exchange Calendar
Select site collection
[Current]
Select Web Site from the Current Site Collection
[Home Web Site]

Selecting Web-Site and Site Collection for Data Source

Select the required web-site in the dropdown.

Note: you can add lists from any amount of sites from SharePoint site collection.

You can also select site collection from the current farm, just select required one.

Selecting List for Data Source

Then select the required list with data.

Adding Displayed Column

Select the displayed column.

Select site co	llection
[Current]	•
Select Web S	ite from the Current Site Collection
[Home Web	Site]
Select List	
123123	•
Displayed Co	lumn
[Select Field]
Date/Time Fi	elds
Select date f	ields for calendar entries
Start Field:	[Select Field]
End Field:	[No End Date I 🔻
Select Color I	For Item
Color:	
R: 102 G	140 B: 217

Defining date fields for Mini Calendar entries

Define date fields for Mini Calendar entries (start time and end time columns).

Selecting Color for Data Source

Select the color which will be used events of new data source.

Now click "Save" to create the data source. It will be displayed in the list of data sources. Then click "OK" to finish adjustment or click "Apply" to save the settings and continue.

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SQL List Data Source

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

To add SQL list as data source, use "Edit Web Part" and go to "Data Source Settings" block. Use "Create New Source".

	17
Data Source Settings	
Pick an existing calendar to modify or add a new one.	
# Source Name	
1 (default) 2 X Create New Source	

Enter new Mini Calendar name and select "SQL List".

Then fill out all the required fields displayed. Type SQL server name, enter user name and enter the password. Then click "Browse" to choose the required database from the list.

Data Source Settings		
Fill out all the required fields and click Save button below.		
Source Name		
SQL calendar		
Show in calendar		
SharePoint List		
SQL List		
◎ Xml file		
Google calendar		
External content type		
SharePoint list web service		
Exchange Calendar		
Use Trusted Connection (Only for Databases on this SharePoint Server)		
SQL Server		
mc06server		
User Name		
dev		
Password		
Browse		

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

Database Name	
[Select database]	1
[Select database]	
master	
tempdb	
model	
msdb	
ReportServer	
ReportServerTempDB	
ShareMeetings	
SP_FBA_DB	

Then select table from which you will import items.

Database Name		
ShareMeetings	*	
Table Name		
[Select table]	~	
[Select table]		
AllMeetings		urce editing
View_1	_	•

You can sort events in SQL Table with "ORDER BY" option. Just enter sorting options.

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

"ORDER BY" c	lause (optional):
date	
Displayed Col	umn
[Select Field]	Ŧ
Date/Time Fie	lds
Select date fie	elds for calendar entries
Start Field:	[Select Field]
End Field:	[No End Date I
Select Color F	or Item
Color:	
R: 102 G:	140 B: 217
Sa	live Close

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

Click "OK" and return to your Mini Calendar. Events from your SQL database will be displayed in the Mini Calendar.

Now you can also create new events in the selected database (table) through the Mini Calendar. In case you delete the SQL list data source, items will disappear from the Mini Calendar but will be saved in the database on SQL server.

External Content Type Data Source

Virto Mini Calendar allows adding external content type as a data source. An <u>external content type</u> 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 Mini Calendar.

Go to Virto Mini Calendar settings and click "Create new source". Enter source name, choose "External content type".

I.

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

Create New Source
Data Source Settings
Fill out all the required fields and click Save button below.
Source Name
External calendar
Show in calendar
SharePoint List
🔘 SQL List
🔘 Xml file
🔘 Google calendar
 External content type
SharePoint list web service
 Exchange Calendar
Select external content type Test 2 External (SecondExternalDS)
Test connection

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External Content Type Picker	Webpage Dialog	× م
External Data Source ExternalSP2010DataSource	External Content Type New external content type	
SecondExternalDS	Test 2 External	
	Found 2 matches.	

Then define displayed column, select date fields and item color. Click "Save" to save the settings.

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Displayed Column		
Title		
Date/Time Fie	lds	
Select date fi	elds for calendar entries	
Start Field:	Start Time 🔹	
End Field: End Time		
Select Color For Item		
∃ Filters Opti	ons	
Sa	eve Close	

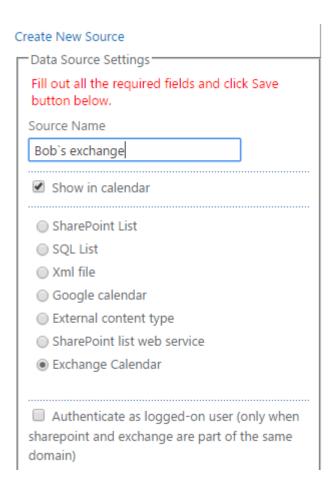
External content type data source will appear in the list of data sources.

Microsoft Exchange Data Source

Virto Mini Calendar enables to use Microsoft Exchange data as a data source and synchronize Virto Mini Calendar with Exchange Calendar of a SharePoint user.

Adding Microsoft Exchange as a data Source

Go to Virto Mini Calendar settings and enter source name. Check the boxes "Show in Mini Calendar" to show all the events. Select "Exchange Calendar" as a data source type.



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

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

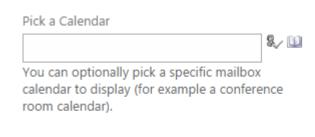
Select required Exchange version and URL to installed Exchange Server (see the example). Click "Test Connection" to verify the information in the fields.

 External content type SharePoint list web service Exchange Calendar
Authenticate as logged-on user (only when sharepoint and exchange are part of the same domain)
Exchange Version
Exchange 2013 SP1
Exchange Url:
https://192.68.0.202/ews/exchange
Example: https://exchange.yourcompany. com/ews/exchange.asmx
User
Bob
Password
•••••
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 who's Exchange Mini 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 Mini Calendar on his SharePoint site, he will see the items from Exchange Mini Calendar of a user whose login and password were entered in the settings block.

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 new data source.



Private events processing:

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

Select Color For Item



Exchange data source will appear in the list of data sources.

Now when a user goes to a page with Virto Mini Calendar on his SharePoint site, he will see the items from Exchange Server.

Now Virto Mini Calendar and Exchange are synchronized. If you make any modifications (for example, add a new item) in Virto Mini Calendar, the same item will appear in Exchange Mini Calendar.

Note: Exchange data source must be selection while creation in Virto Mini Calendar to make this item appear in Exchange.

If you make any modifications with events in Exchange, it will be synchronized with Virto Mini Calendar (for example, create an event).

Fields Compliance

Pay attention to item fields of Exchange items and Virto Mini Calendar items. Please explore the table below to know which Exchange fields will be transferred accordingly to Virto Mini Calendar.

Fields Compliance

Field	Exchange	Virto Mini Calendar
Subject	+	+
Location	+	+
Start Time	+	+
End Time	+	+
Description	+	+
Required	+	+
Optional	+	+
Resources	+	+
Reminder	+	-
Attachments	+	-

Pay attention to fields highlighted with **red**. If you create an event in the Exchange and fill out these fields, they will not be transferred to corresponding Virto Mini Calendar item. If you had an attachment in the Exchange item, please attach the required file again to the corresponding item in Virto Mini Calendar.

XML Data Source (only Exchange editions)

You can use any XML file as a data source in your Mini Calendar. Create new data source in the Mini Calendar settings and select "XML file" data source type and check the box "Show in Mini Calendar".

Note: xml information displayed in Virto Mini Calendar is read only.

All the XML information is define with xpath strings. The following strings are required to enter: **path to XML file**, **XPath string for Mini Calendar events**, **XPath string for Mini Calendar event start date**. Other fields are not required: Xpath string for Mini Calendar event title, XPath string for Mini Calendar event end date, XPAth string for Mini Calendar event IsAllDay flag and XPAth string for Mini Calendar event tooltip. Please see <u>Xpath examples</u> to define event information.

Note: *if end date in not defined, it will be equal to 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 Mini Calendar Events to Your SharePoint Web Site".

Path to xml file
https://google.com/ma
Prefixes and namespaces
atom http://www.w3.org /2005/Atom gd http://shemas/goo gle.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
Select Color For Item

Click "Save" to save new data source.

Since RSS is XML file, you can add any RSS feed to your Virto Mini Calendar. For example, news feed. In this case you need to enter URL generated for XML feed in to "Path to xml file" field. Please see the section below as an example.

Google Calendar Data Source

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

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

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

- Data Source Settings
Fill out all the required fields and click Save button below.
Source Name
Google calendar
Show in calendar
SharePoint List
SQL List
◎ Xml file
Google calendar
External content type
SharePoint list web service
Exchange Calendar
Google user name (example:
john.doe@gmail.com)
bob@gmail.com
Password
•••••
Test connection
Available calendars
GoogleNotSelected 🔻

Then enter user name (Google account name) and password of user whose Calendar will be added as a data source. Click "Test connection" to check if the data are correct.

Ia test connection is successful, you will see the message.



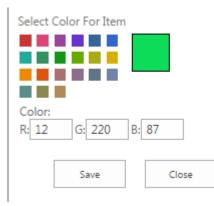
The list of available Mini Calendars will appear. Select **one** Calendar to display events from it in Virto Mini Calendar.

Available calendars	
Working	
Parties	
Working	

Note: to add more than one Calendar add required amount of Google Calendar data sources and select required Calendars for them.

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Select color for Google events displayed in Virto Mini Calendar. (Even if this color is defined in Google Calendar settings, it is required to set it again in Virto Mini Calendar).



Click "Save" to save new data source.

Click "OK" or "Apply" to save the settings.

Now you can view events from Google Mini Calendar in Virto Mini 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 Mini Calendar, move them and delete. But there will be no ability to edit the event. All the modification made in Virto Mini Calendar will be accordingly reflected in Google Calendar and vice versa.

SharePoint List Web Service (Read Only)

Virto Mini 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 new data source.

Create New Source
Data Source Settings
Fill out all the required fields and click Save button below.
Source Name
SPWebService
Show in calendar
 SharePoint List
SQL List
🔘 Xml file
Google calendar
 External content type
SharePoint list web service
Exchange Calendar

You need to define data as follows:

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

SharePoint site url:		
http://www.virtosoftware		
Select authentication type of source SharePoint server		
Ntlm 🔻		
Authenticate as currently logged on user		
Test connection		

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

Select List		
CalendarsList 🔹		
Displayed Col	umn	
Title		•
Date/Time Fie	lds	
Select date fie	elds for cale	ndar entries
Start Field:	[Select Fiel	d] 🔻
End Field:	[No End Da	ate I 🔻
Select Color F	or Item	
Color:		
R: 217 G:	14 B: 1	16
∃ Filters Opti	ons	
Sa	ive	Close

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

Filters Options of Data Source

Filter options allow you to display only items which satisfy the filter. Filter can be set for every data source.

Expand "Filters Options" in the specified settings of your date source.

Filters Options					
● None ○ List View		ew	Advanced		
		Save		Close	

There are two options of filters in the Mini Calendar.

If you select "List View" filter, you will have to define list view according to which the Items will be displayed (for example, only active tasks will be shown).

∃ Filters Options	
O None O List View Select View	OAdvanced
Active Tasks	~
[None] All Tasks My Tasks Due Today Active Tasks By Assigned To	
By My Groups	•

If you select "Advanced" filter, you will be able to define special conditions according to which items from this list will be displayed. For example, you can display only tasks created yesterday. In order to set the filet, click green icon and select "Created" and "Yesterday".

∃ Filters Options			
	ist View 💿 Advanced		
And			
Creat	ed 🛛 Yesterday		
	mplete		
Conte	ned To nt Type		
Advar Creat	ed		
Creat Descr	intion		
Due D			
ID Modifi	ed		
+ Multi Modifi	ed By		
+ Mont Start			
Status	;		
+ Year Task (Group		
+ Tack View	n Sottings		
□ Filters Option	าร		
O None O Li	st View 💿 Advanced		
And			
- 🛞 Create	ed Yesterday 🗸		
- 6	Today		
	Yesterday		
∃ Advanced O	Equals otion Does not equal		
	Is greater than or ed		
Save	Is greater than Is less than or equal		
	Is less than		
Multiday Vi	Is null ew ∮Is not null		

You can create conditions of any level of complexity using special operators.

Do not forget to click "Save" after adjustment.

Version Release History

Version	Release Date	Description
v.2.2.0	07/15/2015	[+] New license manager.
v.2.1.3	06/25/2015	[+] Option for hiding ordinal event index in light popup has been added.
		[+] Option for displaying event end time in light popup has been added.
		[+] Installation on site collections with SP2010 experience via
		setup.exe.
v. 2.0.0	09-10-2013	[+] New license manager.
v. 1.2.0	09-20-2012	[+] Any date in calendar can be clicked and become selected date.
		[+] Option for displaying events for selected date below calendar has
		been added.
v. 1.1.2	04-02-2011	Bug fixed
v. 1.0.1	09-13-2011	Bug fixed
v. 1.0.0	08-23-2011	First Release
		Bug fixed
		New features added