VIRTO SOFTWARE

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.
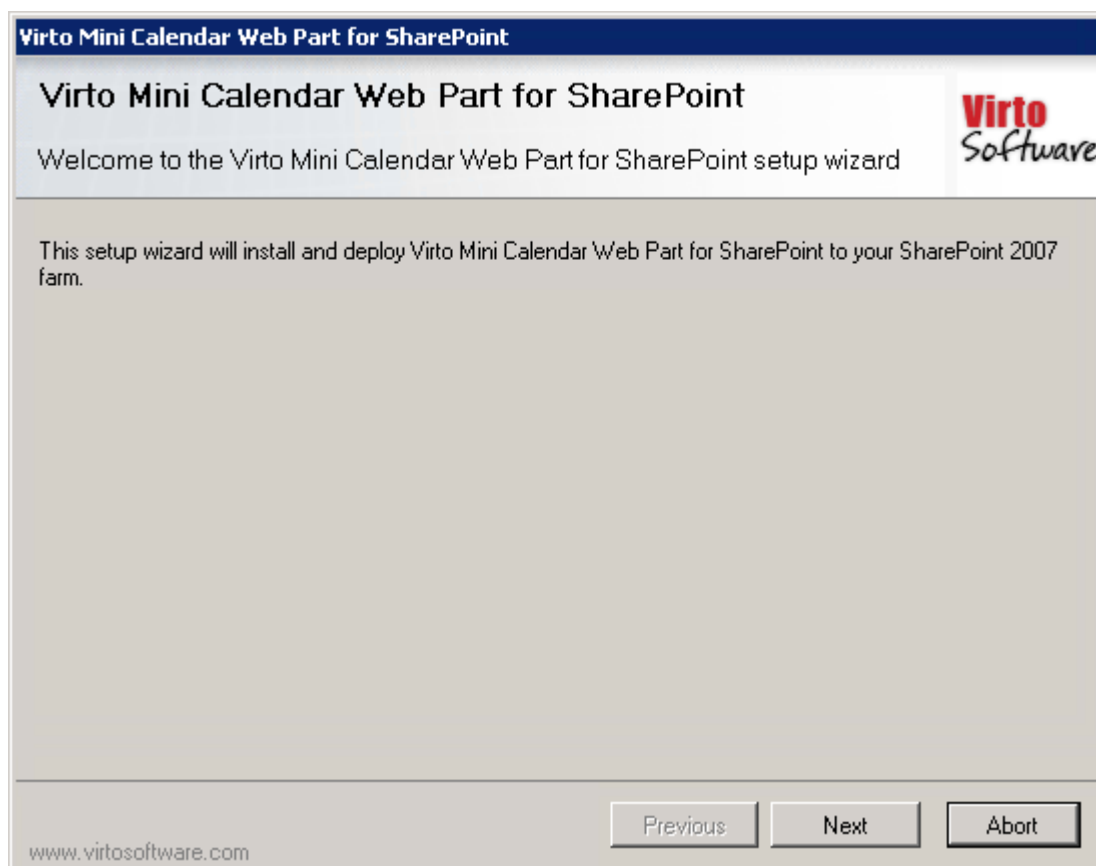
Installing Virto Mini Calendar Web Part for SharePoint 2007

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.
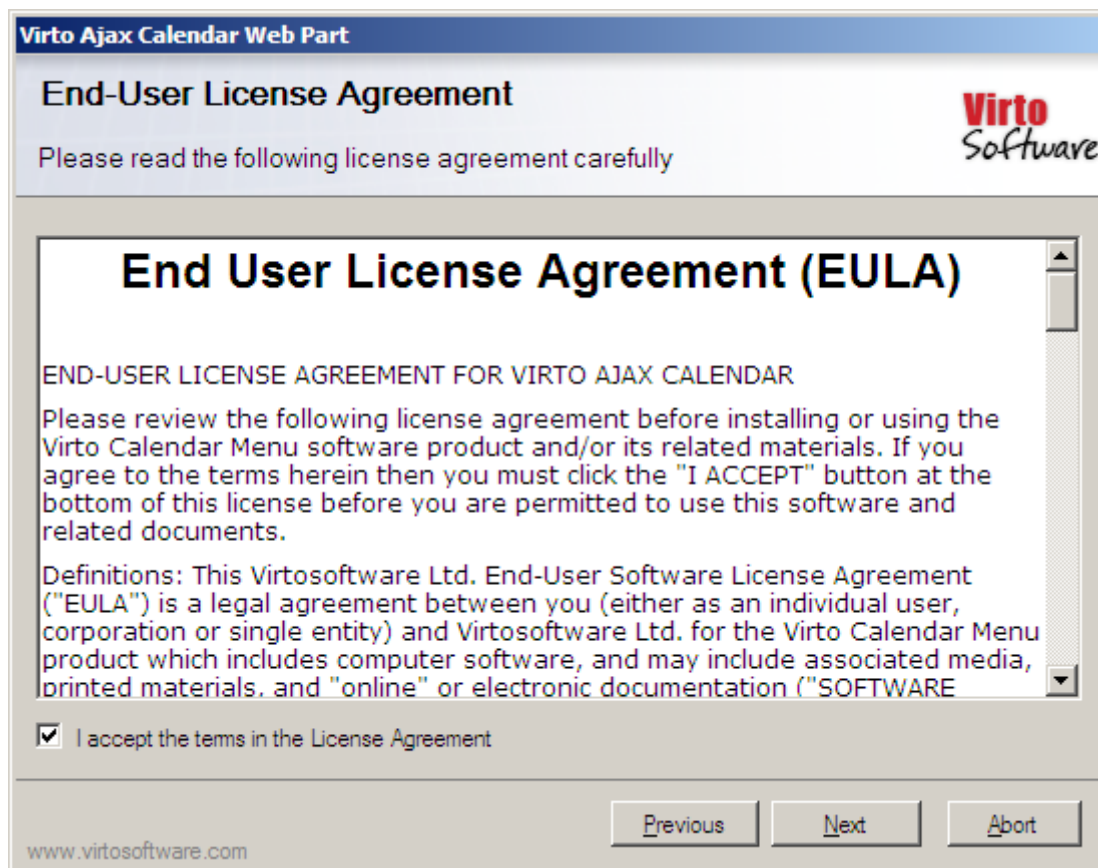
The setup wizard window will appear.

Virto Mini Calendar Web Part 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".
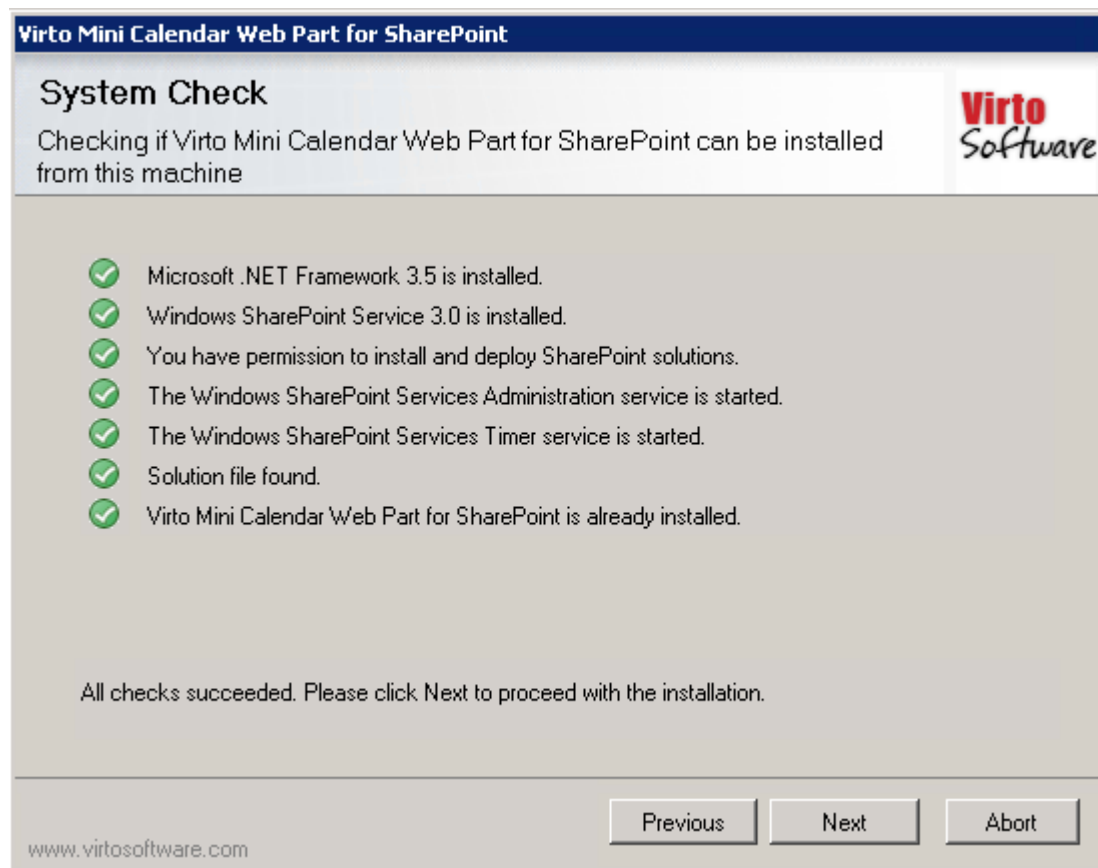
Check "I accept the terms in the License Agreement" and click "Next".

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.
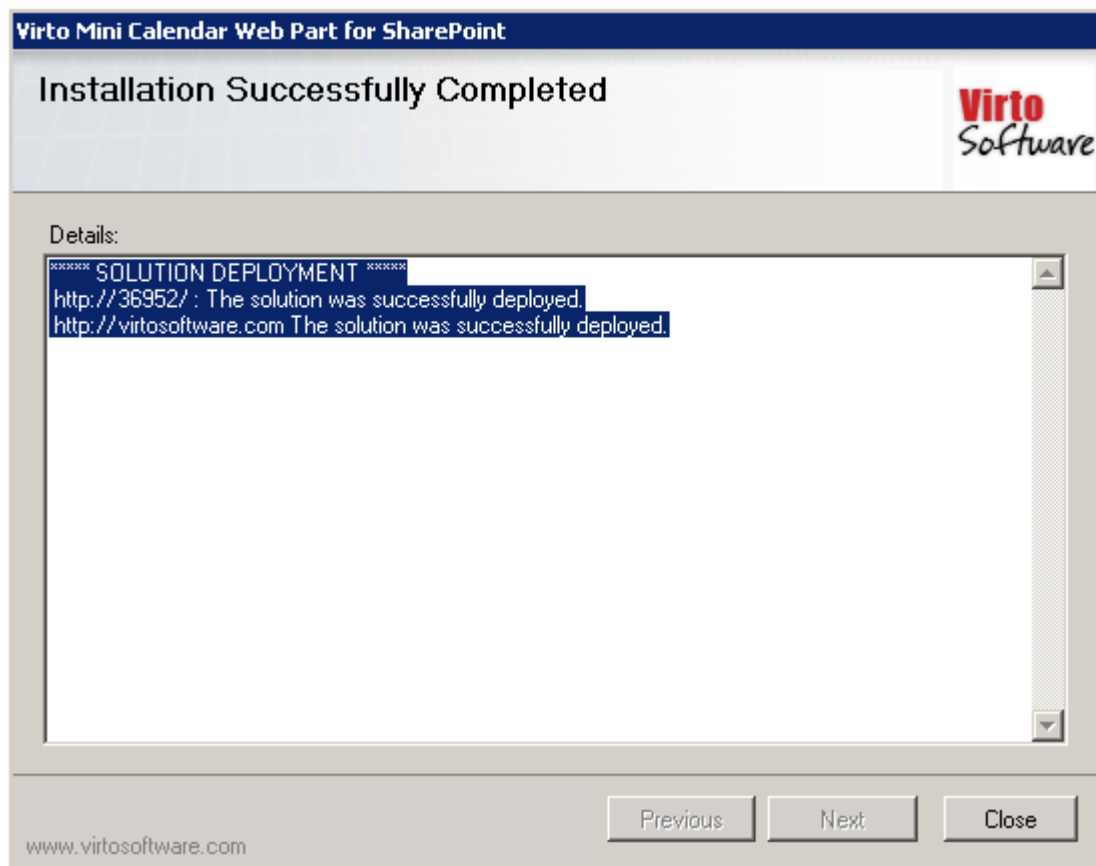
Installing Virto Mini Calendar for SharePoint 2010

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 Downloads section of our site or read it in Wiki.

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 http://www.virtosoftware.com. Unzip the file and run setup.exe as it is described in the *Installing Virto Mini Calendar Web Part* section.

***Note*: 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 sales@virtosoftware.com.
2. Run License manager and deactivate the license of the current version.
3. Uninstall the current version.
4. Download 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.
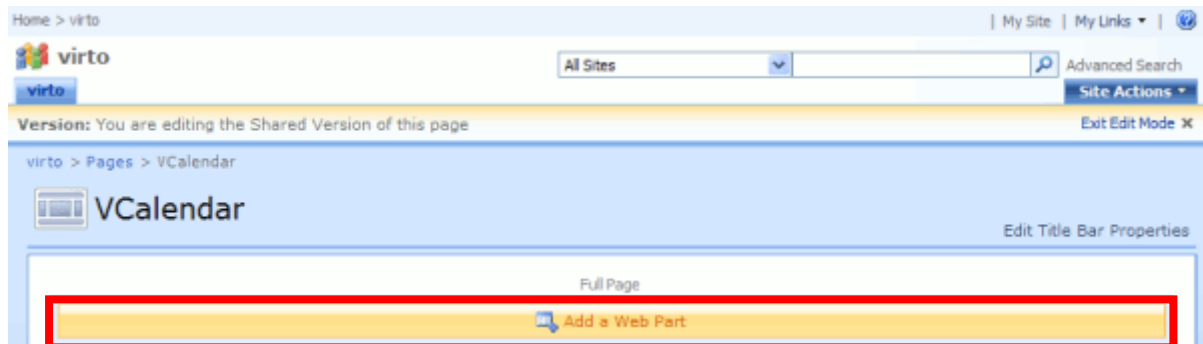
Administration and Usage

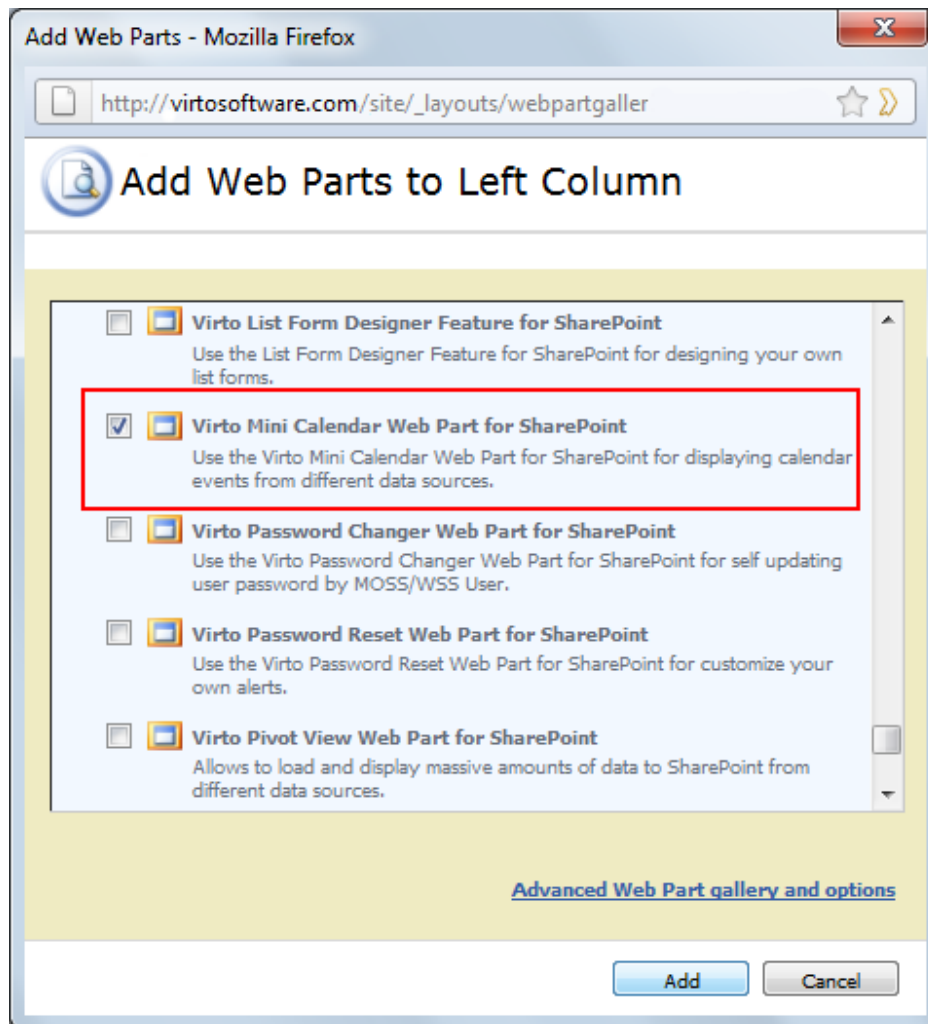## Adding the Web Part to a Page in SharePoint 2007

Go to SharePoint site where you want to add the Mini Calendar and open "Site Actions - Edit page".
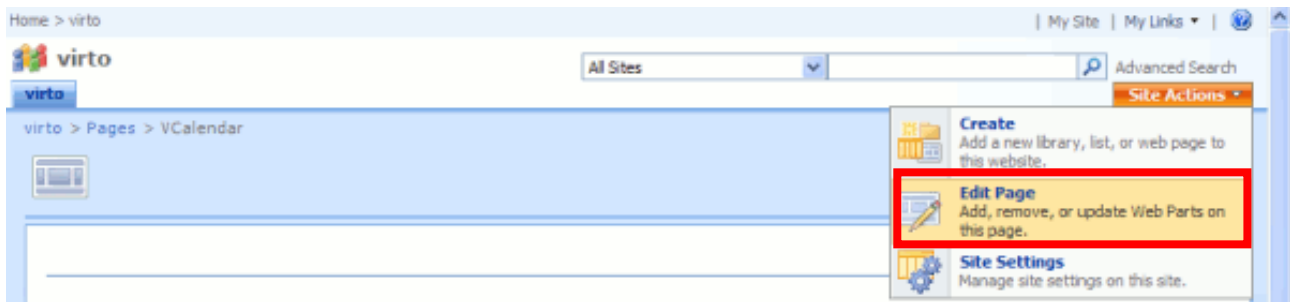
You will switch to edit mode. Click "Add a Web Part".

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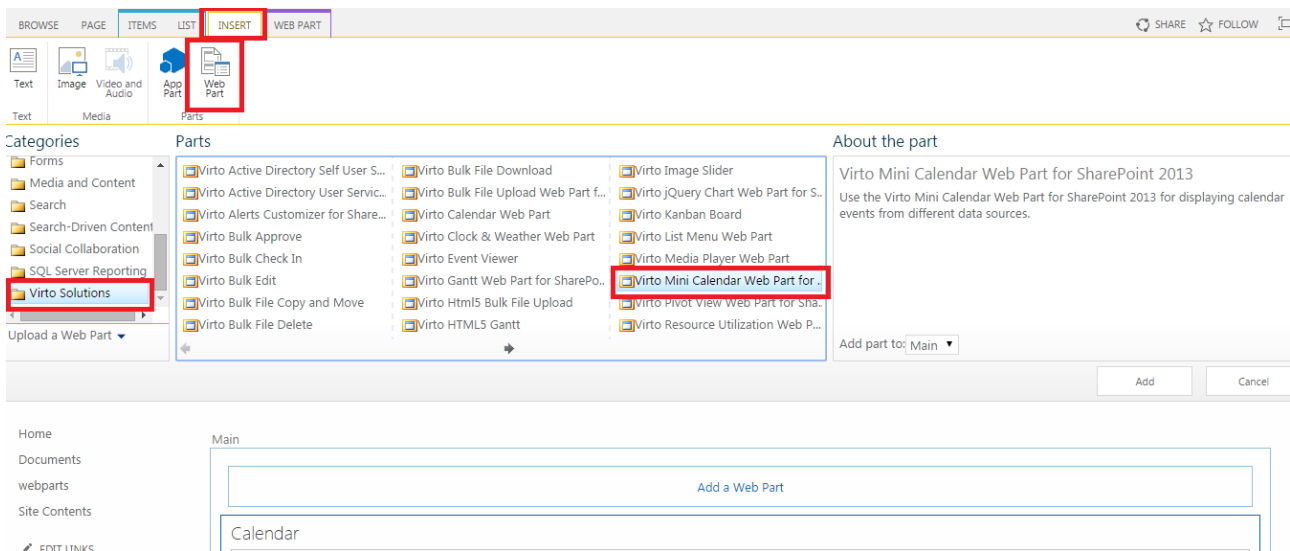
Select "Virto Solution" in Categories and then select Virto Mini Calendar Web Part from the list of available web parts.

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.
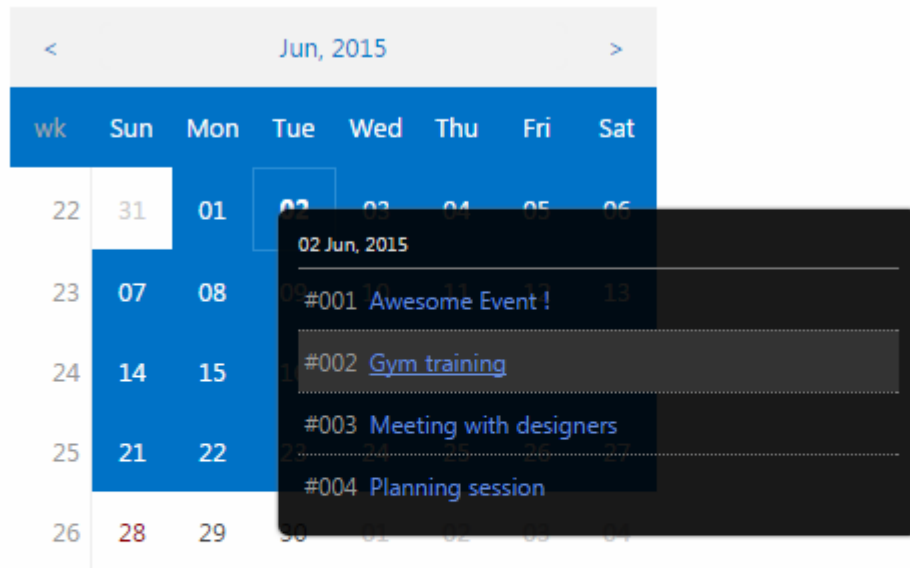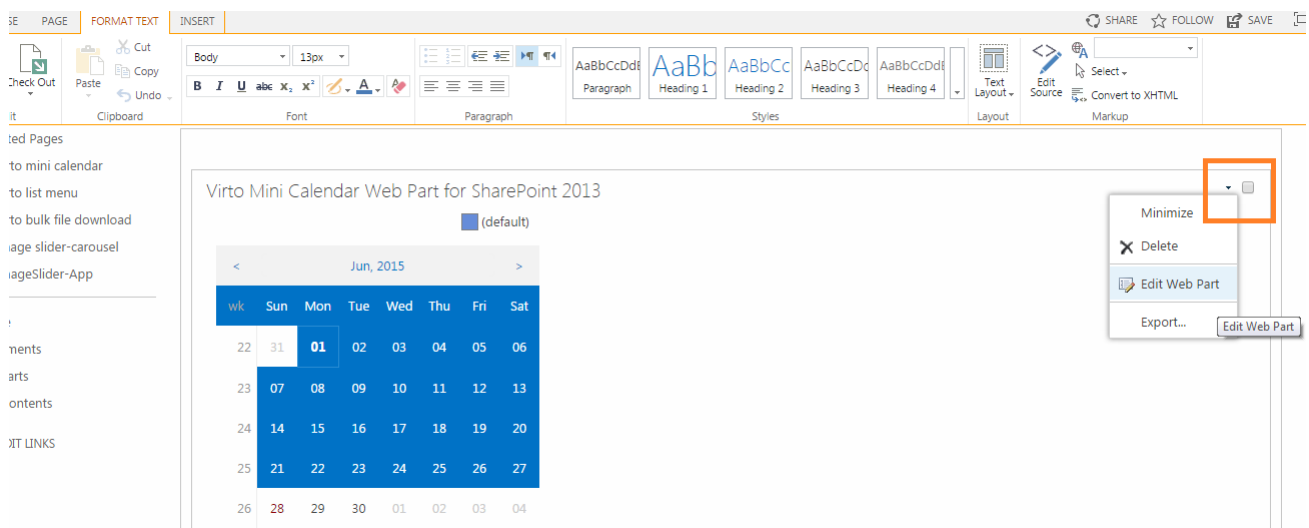
Mini Calendar Configuration

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.

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".

And then select localization.
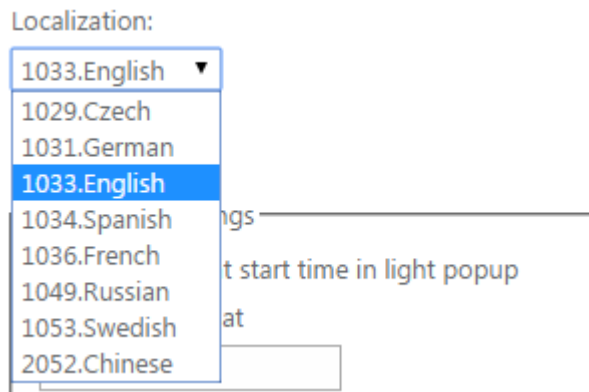
Also, you are able to define event time settings, adjust time and date formats.

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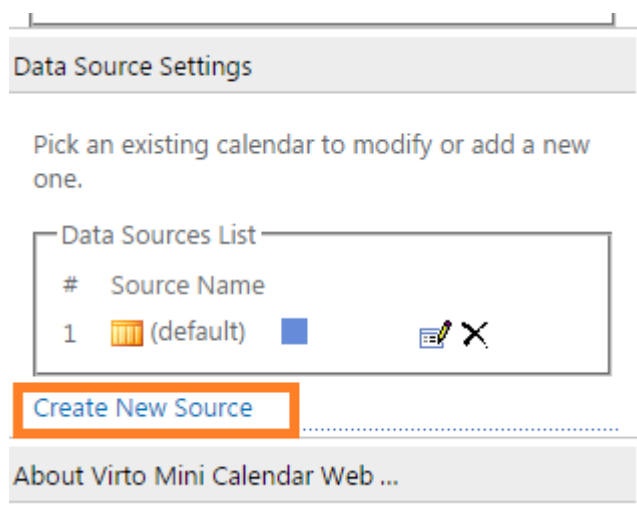
Select "SharePoint List" in the list of data source types.

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

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 collection

[Current] ▾

Select Web Site from the Current Site Collection

[Home Web Site] ▾

Select List

123123 ▾

Displayed Column

[Select Field] ▾

Date/Time Fields

Select date fields for calendar entries

Start Field: [Select Field] ▾

End Field: [No End Date ▾

Select Color 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.

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".

Data Source Settings

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

Data Sources List
#	Source Name
1	(default)

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.

Then select table from which you will import items.

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".

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 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 Mini Calendar.

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

Then select external content type (click "Select external content type") and text connection.
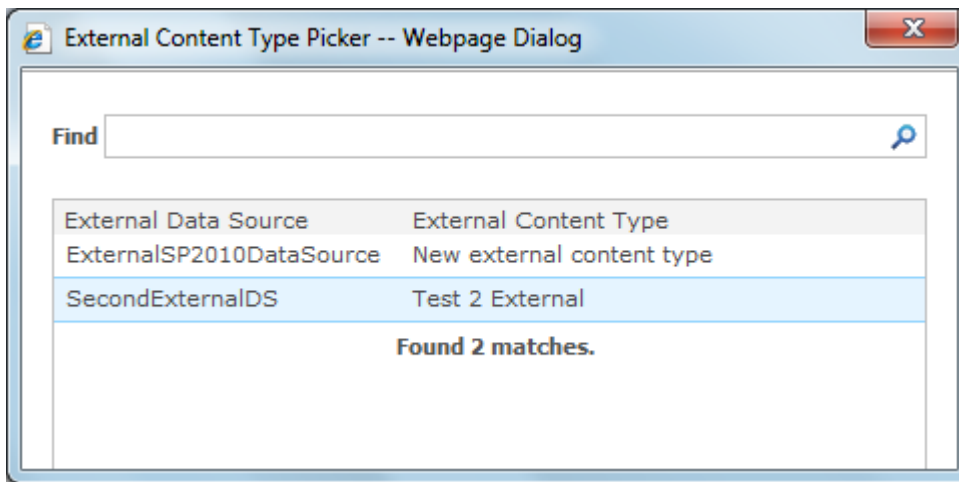
Then define displayed column, select date fields and item color. Click "Save" to save the settings.

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.

Pick a Calendar

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

Private events processing:

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

Select Color For Item

Color:
R: 52   G: 190   B: 10

Save   Close

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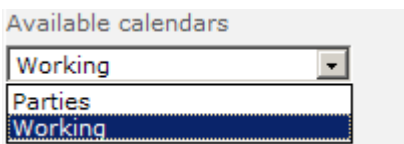
Then enter user name (Google account name) and password of user whose Calendar will be added as a data source. Click "Test connection" to check if the data are correct.

Ia test connection is successful, you will see the message.
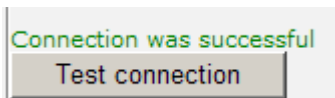
The list of available Mini Calendars will appear. Select **one** Calendar to display events from it in Virto Mini Calendar.

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

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.

You need to define data as follows:

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

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.

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.

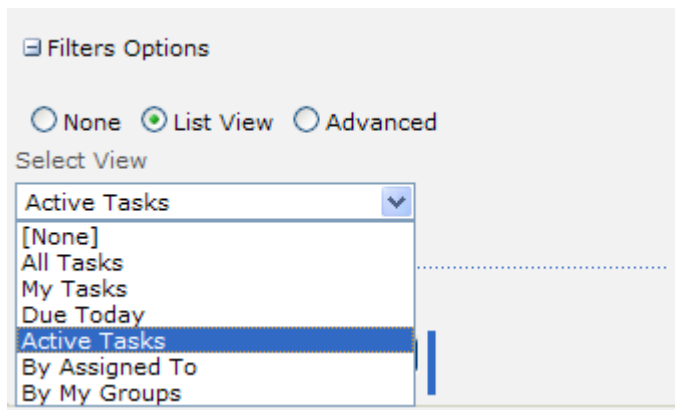Expand "Filters Options" in the specified settings of your date source.

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).

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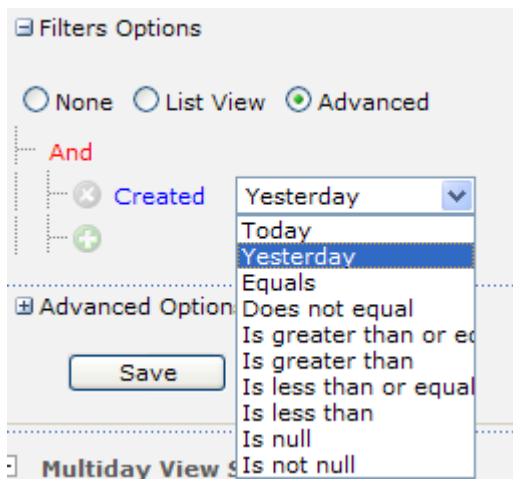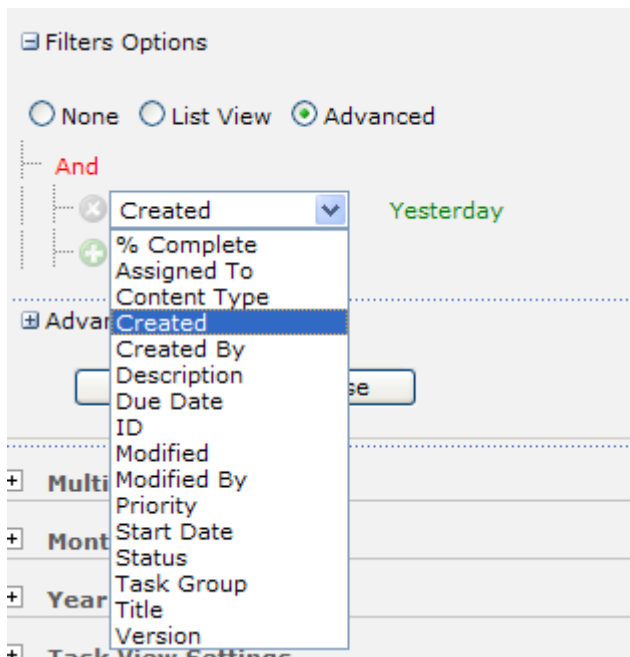
You can create conditions of any level of complexity using special operators.

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