

KWizCom Corporation

# **Calendar Plus App**

## **User Guide**

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## INTRODUCTION

### GENERAL

This document provides all the information needed to install, evaluate and deploy this KWizCom product:

- Product Overview
- Installation Guide
- Administration Guide

## PRODUCT OVERVIEW

The Calendar Plus app is a SharePoint client-side web part, utilizing the new SharePoint Framework (SPFx), aggregating events from SharePoint and Exchange Online calendars.

## KEY FEATURES

Feature	KWizCom Calendar Plus App	
	STD. edition	PRO. edition
Standard calendar views (day, month, year, agenda)	+	+
Aggregated events from multiple lists, sites and site collections	+	+
Display any other list items which include dates (tasks, milestones, risks etc.)	+	+
Configurable menus	+	+
Connect to Exchange Online private/shared calendars (using Graph API)		+
Configurable filters		+
Event coloring using conditional formatting		+

## INSTALLATION

### SOFTWARE REQUIREMENTS

#### SERVER REQUIREMENTS

- SharePoint online (Office 365)

#### CLIENT REQUIREMENTS

- Windows 10+
- Microsoft Edge/Internet Explorer, Mozilla Firefox, Google Chrome, Microsoft Edge – all Latest version.

### INSTALLATION PROCEDURE

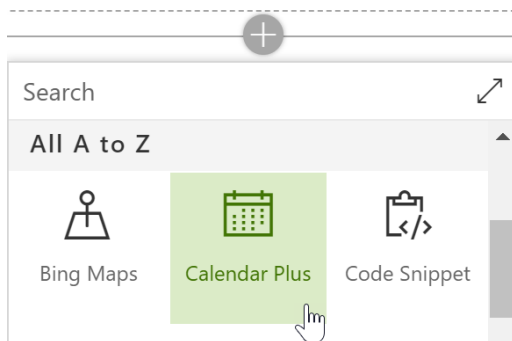
Please refer to installation instruction on KWizCom's website:

<http://www.kwizcom.com/sharepoint-apps/calendar-plus-app/download/>

## ADMINISTRATION GUIDE

### ADDING THE CALENDAR PLUS WEB PART TO YOUR PAGE

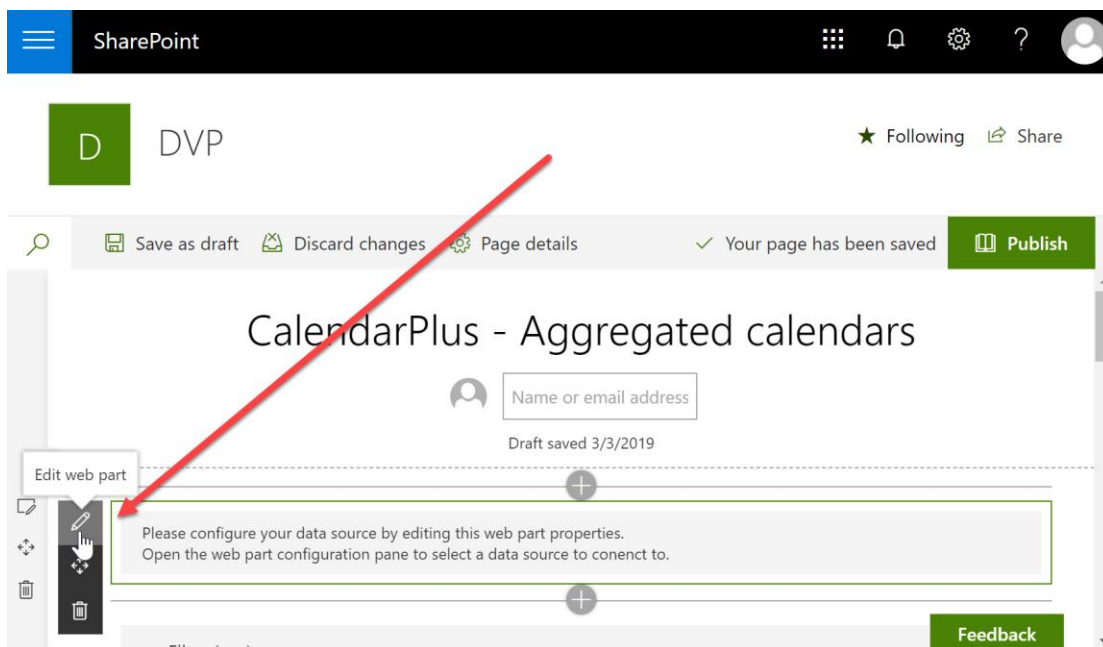
Calendar Plus app is part of KWizCom Data View Tools. After you install the package according to installation instructions, you will see the following web parts in the gallery:



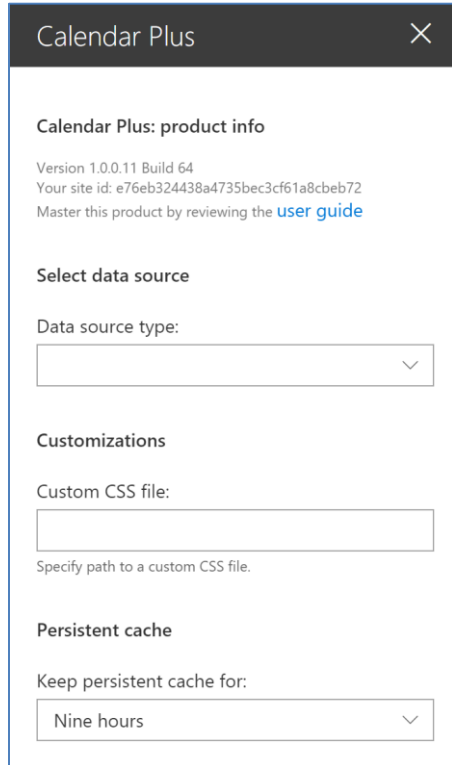
Click "Calendar Plus" to add the Calendar Plus web part to your page.

### CALENDAR PLUS WEB PART BASIC CONFIGURATION

To configure the web edit the web part settings:



You will see the web part's toolpane:



The screenshot shows the 'Calendar Plus' toolpane with the following sections:

- Calendar Plus: product info**
  - Version 1.0.0.11 Build 64
  - Your site id: e76eb324438a4735bec3cf61a8cbeb72
  - Master this product by reviewing the [user guide](#)
- Select data source**
  - Data source type: [Dropdown menu]
- Customizations**
  - Custom CSS file: [Text input field]
  - Specify path to a custom CSS file.
- Persistent cache**
  - Keep persistent cache for: [Dropdown menu showing 'Nine hours']

**Where:**

- **Data source type:**  
select the data source you want to connect the Calendar web part to.  
Once you select a data source type you will see its relevant properties.
- **Custom CSS file:**  
Optionally provide url of your CSS file, which allows you to override the default calendar style.
- **Keep persistent cache for:**  
This property allows you to cache requests that take a longer time to improve the calendar's performance.



## SHAREPOINT LIST DATA SOURCE

The SharePoint List data source allows you to display a selected single list in the calendar web part. It includes the following properties:

Calendar Plus
✕

**Calendar Plus: product info**

Version 1.0.0.11 Build 64 Enterprise license  
 Your site id: e76eb324438a4735bec3cf61a8cbeb72  
 Master this product by reviewing the [user guide](#)

**Select data source**

Data source type:

Remote list viewer connects to a local/remote SharePoint list/library and provides enhanced user-interface and functionality.

**Connect to a SharePoint list**

SharePoint site url  
  
Specify the full, server relative or relative URL to the site you wish to connect to. To use the current site, leave this value empty.

SharePoint list: \*

List view: \*

Maximum number of items:  
  
Limit the number of items to get from the data source. If you do not specify a number, the selected view item limit will be used.

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Next >

Calendar Plus
✕

**Calendar column mapping**

**Subject: \***

**Location:**

**Description:**

**Categories:**

**Start: \***

**End:**

**Is all day:**

**Is recurring:**

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2 of 2
Next >

Property	Description
<b>Connect to SharePoint list</b>	
This section includes properties required to configure to which list to connect.	
SharePoint site url	Site where the list is located.
SharePoint list	Select the list that you want to display in the calendar.
List view	Select the view that will be used to filter the displayed list.
Maximum number of items	This property allows you to limit the number of items returned from the data source.
<b>Calendar column mapping</b>	
In this section you should configure which column should be displayed for each of the calendar's displayed attributes.	
Subject	This property is displayed as the event's title in all calendar views.
Location	Location of event
Description	Description of event
Categories	Categories to which the event is connected
Start	Start time of the event
End	End time of the event
Is all day	Flag marking the event as all day event
Is recurring	Flag marking the event as recurring (repeats every day/week/month)

## SHAREPOINT LIST AGGREGATOR DATA SOURCE

The SharePoint List Aggregator data source aggregates events from multiple lists located in various sites and site collections. It includes the following properties:

Calendar Plus
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**Select list view used as query definition**

SharePoint site url

Specify the full, server relative or relative URL to the site you wish to connect to. To use the current site, leave this value empty.

SharePoint list: \*

List view: \*

Maximum number of items:

Limit the number of items to display from all sources. If unset, will show the top 15,000 by default.

Maximum number of items per list:

Limit the number of items per list in data source.

New Item Url:

Provide the url for new item. By default populated with new item url from chosen list

**Manage data sources**

There are no data sources currently. Click 'Add data source' to begin.

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**Calendar column mapping**

Subject: \*

Location:

Description:

Categories:

Start: \*

End:

Is all day:

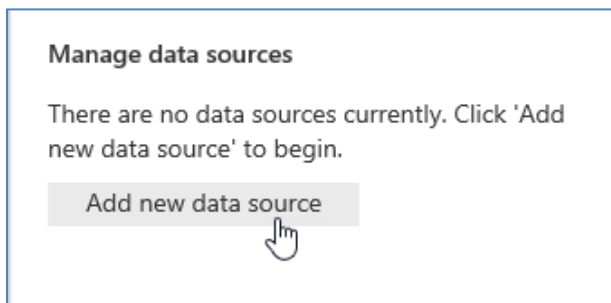
Is recurring:

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Property	Description
<b>Select list view used as query definition</b>	
In this section you select the list view that will be used to query the configured datasources.	
SharePoint site url	Site where the list that includes the view you want to use as query definition is located.
SharePoint list	Select the list that includes the view you want to use as query definition.
List view	Select the view that will be used as the query definition.
Maximum number of items	This property allows you to limit the number of items returned from the data source.
Maximum number of items per list	This property allows you to limit the number of items returned from each list.
New Item Url	The Calendar Plus default display template includes an “Add Item” menu. You can provide a url for this menu (or remove it using the template designer – see later in this admin guide)
<b>Manage data sources</b>	
In this section you create/manage the data sources from where events are aggregated.	
Add new data source	Click to create a data source (you can create more than one). Next sections provides details about List Aggregator data sources.

## CREATING DATA SOURCES

To create a new data source, click the “Add new data source” button below the “Manage data sources” section in the toolpane:



This will open the “Configure Data Source” dialog:

## Configure Data Source

**Friendly name:**  
 ✕

**Aggregation scope:**  
 ▼

**Starting SharePoint site url:**

**List title pattern:**

**Site title pattern:**

**List types:**  
 ▼

**Content type:**  
 ▼

Disabled

Property	Description
Friendly name	Provide a clear name for the data source. <u>example:</u> "Project tasks"
Aggregation scope	Select the scope for your aggregation: <ul style="list-style-type: none"> <li>Entire site collection</li> <li>Specific site</li> <li>Specific site and sub-sites</li> <li>Specific lists</li> </ul>
Starting SharePoint site url	This is the root site of the data source, which is the top-level location where aggregation in the current data source starts from.
Choose sub site	This property is visible only when the scope is not "Entire site collection". This drop-down list enables you to select the actual sub-site which is below the starting site url, which will be the aggregation starting point.

List title pattern	This property enables limiting search results by filtering the retrieved items by list title. You can provide also partial strings using asterisks. example: using "Project*" will aggregate items only from lists that their names start with the string "Project".
Site title pattern	This property enables limiting search results by filtering the retrieved items by site title. You can provide also partial strings using asterisks. example: using "Project*" will aggregate items only from lists that are in sites that their names start with the string "Project".
List types	This multi-select list enables selecting multiple list types; only items from the selected list types will be aggregated.
Content type	This list enables limiting the aggregation scope further by a selected content type.
Enabled/Disable	This toggle enables enabling or disabling the data source, so items will be aggregated from the data source only if it is enabled.

**IMPORTANT:**

After you configured your data source/s, don't forget to save the web part settings.

## SHAREPOINT GRAPH API DATA SOURCE

The SharePoint List data source allows you to display a selected single list in the calendar web part. It includes the following properties:

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Select data source

Data source type:

Graph API (Pro)
▼

Graph data source allows you to get content from the Microsoft Graph API. This API can consume data from many O365 services such as OneDrive, SharePoint, Azure AD and more.  
Your admin might need to grant permissions to the resources you wish to load first. [Learn More...](#)

Load graph examples
...

Connect to Microsoft Graph

Graph Path

/me/calendar/calendarView?startDateTi...

Graph API path, for example: '/users'.

Select columns

subject,body,bodyPreview,organizer,att...

Set the \$select statement (column names, delimited by ,).

Filter statement

filter items

Set the \$filter statement.  
[Click here](#) for more information about supporting filters and query parameters.

Advanced filter function

custom filter statement

Since the graph API has very limited \$filter support, you can provide an optional advanced filter function that returns true for items to keep.  
For example: **'return item.userType == null'**.  
Note: this filter is slower than using the \$filter parameter.

Maximum number of items:

1000

Limit the number of items to get from the data source. If you do not specify a number, the default item limit will be used.

Microsoft Graph Expanded Properties

Since the graph API has very limited \$expand support, you can add additional properties for each item by providing a custom property request.  
For example, you can add a user's photo as an expanded property.  
Note: expanded properties will be loaded per item, which may delay your content from loading.  
Because of that, expanded properties are loaded in the background and cached locally.  
If you rely on these properties for rendering and want to delay the web part load until they are loaded you may mark the property as **'required'**.  
Click 'Add property' to add an expanded property value.

Add property

Calendar Plus
✕

Configure column info

Configure the title and display type of columns.  
For example, you can specify which columns should render as a picture or a link, show up in a table view or in a view item form.  
You can also reorder columns and hide system columns.

🗑	Subject	... ↓
🗑	Preview	... ↑ ↓
🗑	Start	... ↑ ↓
🗑	End	... ↑ ↓
🗑	Location	... ↑ ↓
🗑	Attendees	... ↑ ↓
🗑	Organizer	... ↑ ↓
🗑	Categories	... ↑ ↓
🗑	Importance	... ↑ ↓
🗑	All day	... ↑ ↓
🗑	Recurring	... ↑

Add column info

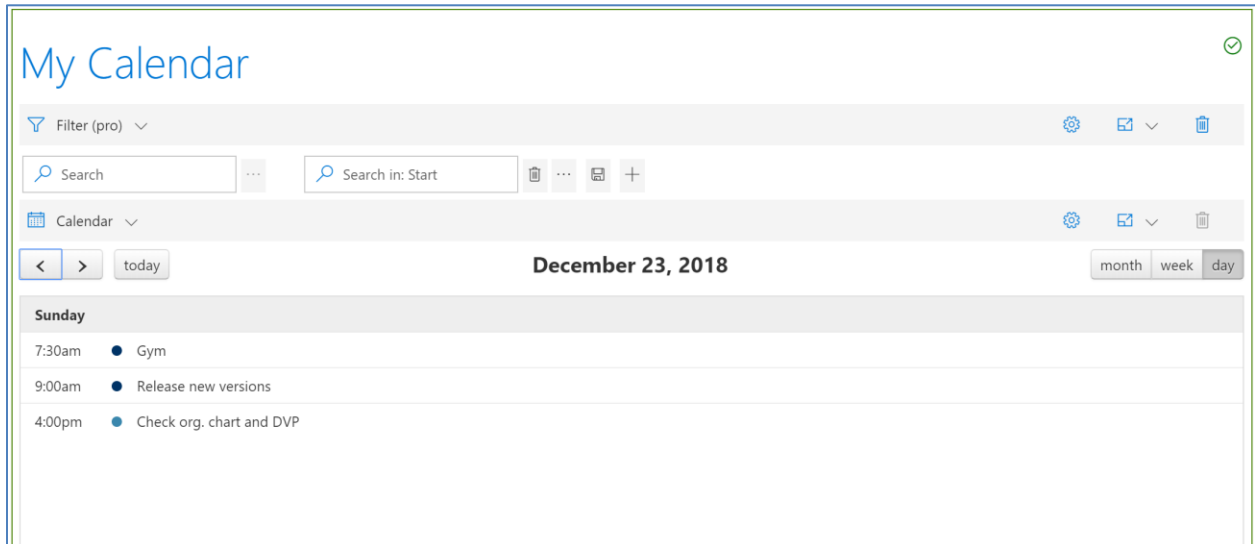
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Property	Description
<b>Connect to Microsoft Graph</b>	<p>This section includes properties required to configure Graph API connection settings. To quickly connect to your personal O365 calendar (Exchange Online), click the “load graph examples...” button and then select the “My Calendar” example. This will load all properties with the relevant values.</p>
	<p>For details about each of the Graph API data source properties, please refer to the <a href="#">Data View Plus user guide</a>.</p>



## CALENDAR PLUS WEB PART DISPLAY CONFIGURATION

After you connect the web part to a data source you will see the following default display:



As you can see, this display includes the following controls:

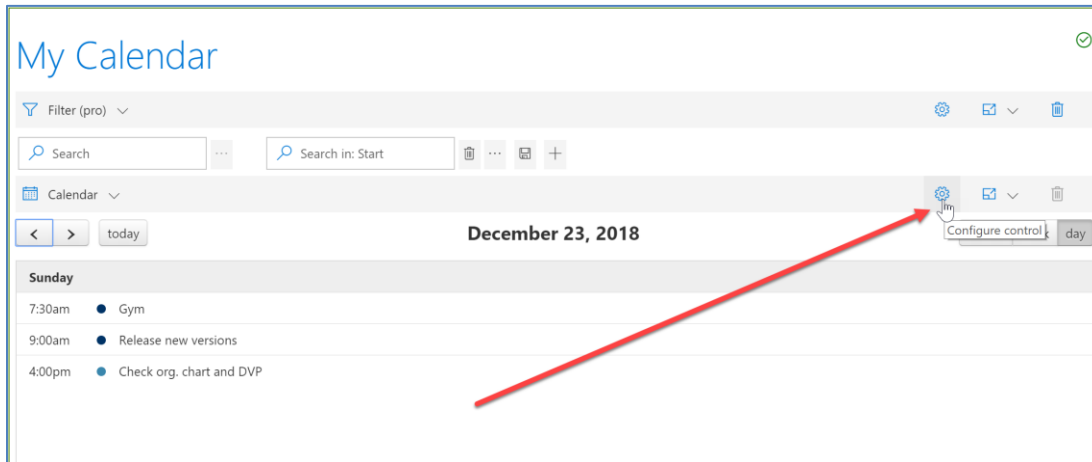
- Filter (Pro. Edition)  
Enables end-users to filter the displayed calendar and enables you to configure dynamic filters.
- Calendar  
Displays various views such as Month, week, view and more.

All these are just default settings.

You can fully customize the display by configuring these controls and other controls, which are available with the Calendar Plus web part.

## CALENDAR CONTROL CONFIGURATION

To configure the Calendar control, in edit mode click the “configure control” button:



This will open the template designer with the following configurable properties:

Property	Description
Language	Select your preferred locale. Default will inherit the site regional settings.
Maximum content height	Optionally limit the calendar’s height.
Start view	Select the default view when the calendar loads.
Show these views	Select which vcalendar views you want to display, you can add additional views by clicking the “Add” button. You can also configure their display order in the calendar toolbar.

**Designer**

Version 1.0.0.11 Build 64  
Enterprise license  
Your site id: b2aac0ccc8f34269afb537382744164b

**Select control**

Calendar

Events calendar with day, week and month views

**Configure Calendar**

Language: Default

Maximum content height:

Start view: Month

Show these views:

- Month
- Week
- Day (list)

[Add...](#)

To learn how to use the control designer to configure each of the additional available controls, please review the [Data View Plus user guide](#).