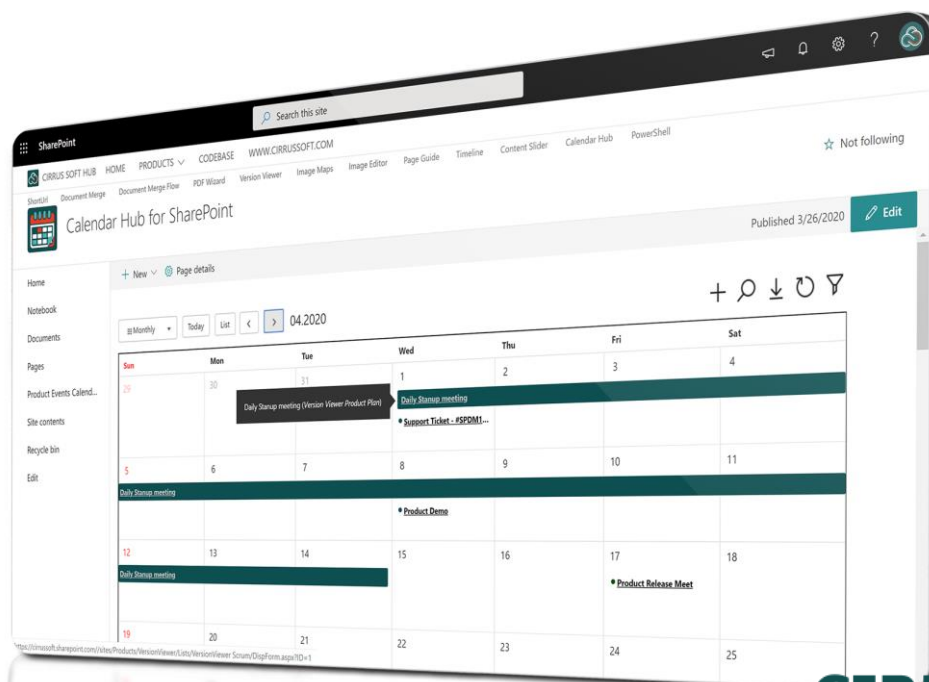


CALENDAR HUB

for SharePoint



INSTALLATION AND CONFIGURATION MANUAL



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Version History Change Record

Date	Author	Version	Change reference
2020, March	Calendar Hub	1.0.0.0	Initial Release for SharePoint.

Current Version for SharePoint Online

Name	Version Approved	Compatibility	Date
Calendar Hub	Calendar Hub Version 1.0.0.0	SharePoint 2013, SharePoint 2016, SharePoint Online / Office 365.	2020, April

Table of Contents

Introduction	5
How does SharePoint Calendar Hub Work?.....	5
Calendar Hub Benefits and Features.....	6
Calendar Hub Installation	7
Types of Licence	7
Installing Calendar Hub.....	7
How to UseCalendar Hub?	8
Create New Calendar Hub	8
General Settings	9
General Tab	9
Title Tab.....	9
Add New Item Tab	9
Theme Tab	10
Data Settings	10
Calendar Configuration	11
Layout Configuration	12
Tooltip Configuration.....	14
Action Configuration	16
Font Settings	16
Manage Folders.....	17
Save a Calendar Hub.....	18
Render Calendar Hub over SharePoint Pages.....	19
Update/Delete an Existing Calendar Hub	19
Export and Import Calendar Hub.....	20
Export to CSV.....	21
Search functionality	22
Filter events based on legends.....	22
SharePoint Calendar Hub Support	23

Introduction

A SharePoint Calendar is a SharePoint list, with rows for events and columns (Event Title, Location, Start Date, End Date, etc...) for metadata.

There are several advantages for using SharePoint Calendars over Outlook Calendars, such as easily being able to customize and create your own metadata, create workflows and embed into SharePoint Pages.

Calendar Hub for SharePoint allows you to easily Hub multiple SharePoint Calendars from across sites and site collections into one master Calendar. With Calendar Hub, you can create Calendars from any selected list and fields with custom styles for each calendar display

How does SharePoint Calendar Hub Work?













With our easy to use, advanced drag and drop editor you can quickly customize, edit and generate calendars without coding. Simply choose your date ranges from the different fields of the list for the calendar.

You can select any list from all the site collections. Also, we can set the tooltip text dynamic from the field value.

We can open the items in the view mode, edit mode with the opening in the new page or in the modal popup window.

Calendar Hub Benefits and Features

Calendar Hub SharePoint Calendar Hub is THE SharePoint Add-in to create interactive images with eye-catching content from within SharePoint. Create stunning user-facing content and interfaces.

-  QUICK AND EASY SETUP
-  CALENDAR BUILDER
-  CUSTOM CALENDAR STYLES (FONT, COLORS, TEXT SIZE, TOOLTIP STYLE)
-  CUSTOM CATEGORY COLORS
-  MERGE CALENDARS ACROSS SITES AND SITE COLLECTIONS
-  MERGE UNLIMITED CALENDARS
-  BUILD CALENDARS FROM ANY SHAREPOINT LIST
-  CUSTOM EVENT TOOLTIPS
-  SELECT AND DISPLAY UP TO 3 FIELDS FOR EACH EVENT
-  FULLY RESPONSIVE
-  CALENDAR HUB SPFX WEBPART TO INCLUDE IN MODERN PAGES
-  EXCELLENT CUSTOMER SUPPORT!

Calendar Hub Installation

Types of Licence

Calendar Hub is made available from the Office Store (per user licence) and directly from Cirrus Soft (for Site, Site Collection and Farm/Tenant licence)

Installing Calendar Hub

To add an app from the SharePoint Store

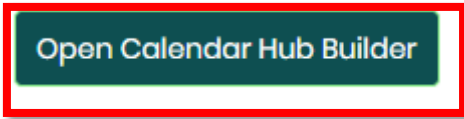
1. Verify that the user account that is performing this procedure is a member of the site owners' group.
2. On the home page, under 'Get started' with your site click Add lists, libraries, and other apps.
3. If the Get started with your site control does not appear on the home page, click the settings icon, and click view site contents, and then on the site contents page, click add an App.
4. Click SharePoint Store.
5. Browse the SharePoint Store for "**Calendar Hub**".
6. Click the **Calendar Hub** App.
7. Click details, and then click Buy It.
8. Follow the steps to log in and purchase the App, if required.
9. In the grant permission to an App dialog box, if you trust the App, click allow access.
10. The **Calendar Hub** App is now added and appears in the Apps section of your site contents list.

*For SharePoint 2013/2016/2019 on premise installations you will be provided with the 'CalendarHub.app' file to add to the app catalogue for the Calendar Hub Add-in to be made available within your SharePoint environment.

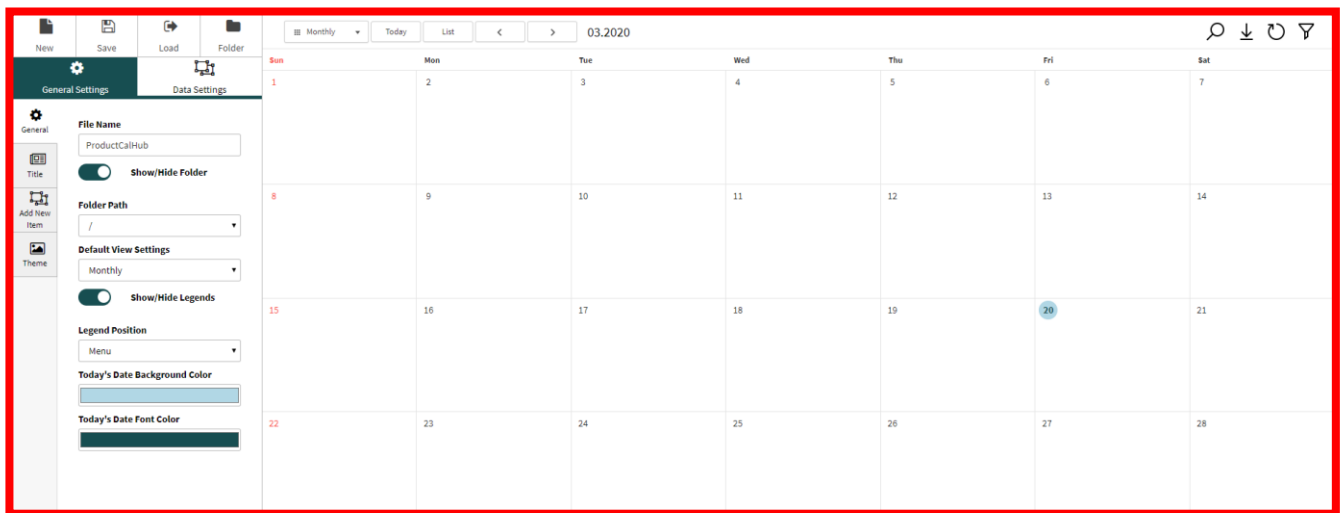
How to Use Calendar Hub?

Go to Calendar Hub

- Click on open Calendar Hub Builder button to go Calendar Hub Builder.



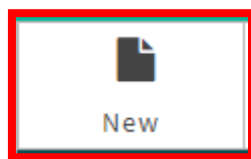
Calendar Hub landing Page



The Calendar Hub Builder will allow you to create new a Calendar and edit/update any existing Calendar Hub details.

Create New Calendar Hub

1. Click on New button to create new Calendar Hub.



2. Enter unique name for the Calendar Hub and click on Create button.
3. On success it will show "Created" message and will load the image on the canvas. If the name is not unique or used for any other Calendar Hub, then the system will display a warning message to choose another name.

Create New
✕

Name:

max upto 25 characters

Close
Create

General Settings

General Tab

This is the General Options for the Calendar Hub where you can define different general properties for the Calendar Hub

- **File Name:** Name of your Calendar Hub file.
- **Show/Hide Folders (To Save):** It will open the option for the folder you want to save the Calendar Hub too. By default, it will save files at root level of your library.
- **Folder Path:** It will list all folders available in the library. Select the appropriate folder to which you want to save your Calendar Hub.
- **Default View Settings:** It will set daily, weekly and monthly view of calendar based on selection.
- **Show/Hide Legends:** Set it as true (on) in case you would like to show legends on Calendar.
- **Today's Date Background Color:** Color value of Today's Date background for calendar hub. Any color format: "#000", "rgb(0,0,0)" or "black".
- **Today's Date Font Color:** Color value of Today's Date font for calendar hub. Any color format: "#000", "rgb(0,0,0)" or "black".

Title Tab

- **Show/Hide Title:** Set it as true (on) in case you would like to show title on Calendar.
- **Title:** Name of title.
- **Title Background Color:** Color value of title backgroundfor calendar hub. Any color format: "#000", "rgb(0,0,0)" or "black".
- **Font Color:** Color value of title font for calendar hub. Any color format: "#000", "rgb(0,0,0)" or "black".
- **Title Alignment:** It will set title alignment for calendar.
- **Height:** It will set height of title.

Add New Item Tab

- **Enable Add New Item:** To allow add new item or event on the Calendar.

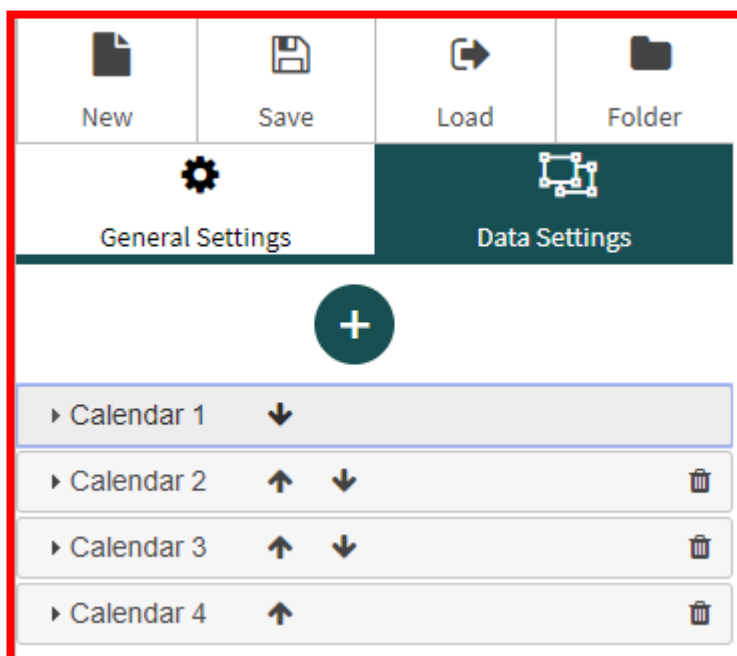
- **Show Icon:** Set it true to show Icon instead of Text for “Add new Item” feature on calendar.
- **Add New Item Text:** Title of the add new item on Calendar.
- **Background Colour:** Color value of add new item button background for calendar hub. Any color format: “#000”, “rgb(0,0,0)” or “black”.
- **Font Color:** Color Value of add new item button font for calendar hub. Any color format: “#000”, “rgb(0,0,0)” or “black”.
- **Add New Item Position:** Select new item position for general or date wise.

Theme Tab

- **Apply same for all title and content:** If set to True, then all font property applies to all title and content.
- **Font Selection:** Font Selection is used to set font family to title and content text of the calendar page. Either window, from Google or custom Google font.
- **Font Size:** Font size is used to set font size of title and content text of the calendar page.
- **Font-variant:** Font variant is used to set the variant of title and content text of the calendar page.
- **Font-Style:** Font style is used to set the font style of title and content text of the calendar

Data Settings

Under data settings we can add multiple events from calendar lists, custom lists or document libraries from multiple sites to show them on one calendar as a calendar hub.



There are 5 configuration options are available for each selected calendar.

Calendar 1

- Calendar Configuration
- Layout Configuration
- Tooltip Configuration
- Action Configuration
- Font Settings

Calendar Configuration

Calendar 1

Calendar Configuration

Calendar Name
Version viewer Events

Site Collection / Sites
https://cirrussoft.sharepoint.com/sites/Prc

List
VersionViewer Scrum

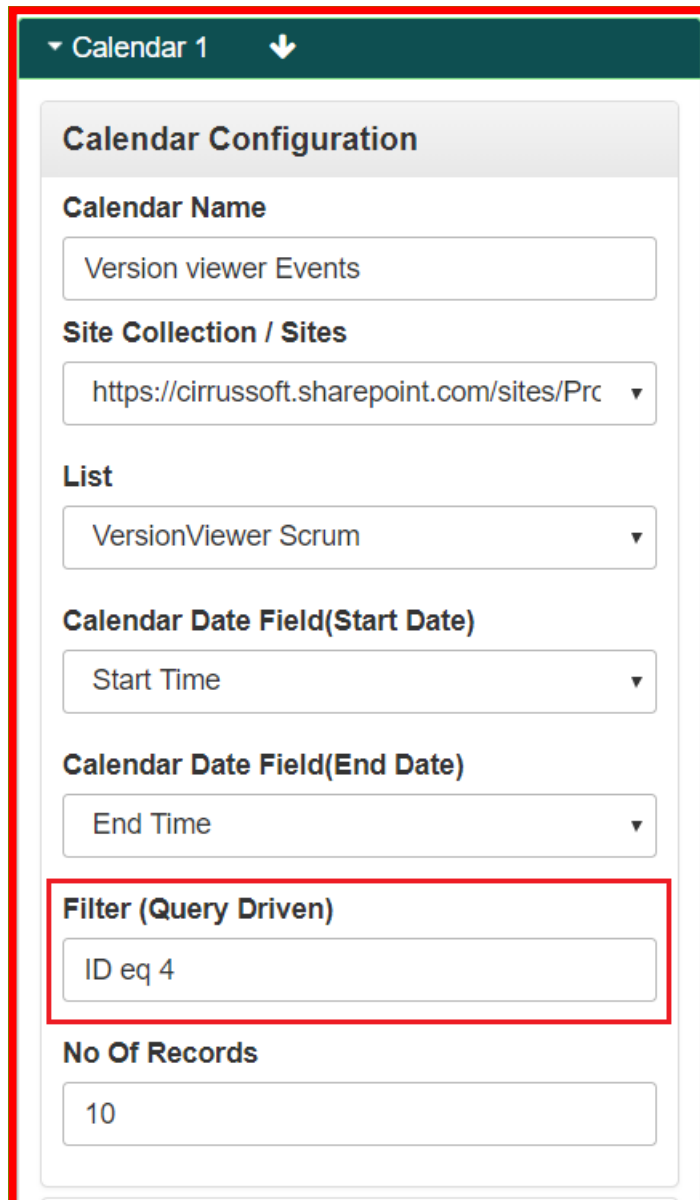
Calendar Date Field(Start Date)
Start Time

Calendar Date Field(End Date)
End Time

Filter (Query Driven)

No Of Records
10

- **Calendar Name:** It is used to define the uniqueness for different data coming from the different lists of the different site collections.
- **Site Collection/Sites:** You can select site collection/Sites from where you want to use list.
- **List:** You can select list or library from the site for calendar.
- **Calendar Date Field (Start Date):** Calendar field you can select from list as start date.
- **Calendar Date Field (End Date):** Calendar field you can select from list as end date.
- **Filter (Query Driven):** It will define the query to filter the records from the selected list.



Calendar Configuration

Calendar Name
Version viewer Events

Site Collection / Sites
https://cirrussoft.sharepoint.com/sites/Prc

List
VersionViewer Scrum

Calendar Date Field(Start Date)
Start Time

Calendar Date Field(End Date)
End Time

Filter (Query Driven)
ID eq 4

No Of Records
10

- **No of Records:** It will define number of the top records from the selected list.

Layout Configuration

Layout Configuration

Content Display Layout

One Column Layout ▼

One Column Layout Field

Category ▼

Item Background Color

Category Color ▼

Category Field

Category ▼

Category	Color
Meeting	<div style="background-color: #004d40; width: 100px; height: 15px;"></div>
Work hours	<div style="background-color: #004d40; width: 100px; height: 15px;"></div>
Business	<div style="background-color: #004d40; width: 100px; height: 15px;"></div>
Holiday	<div style="background-color: #004d40; width: 100px; height: 15px;"></div>
Get-together	<div style="background-color: #004d40; width: 100px; height: 15px;"></div>

- **Content Display Layout Field:** It will show the records in the different layouts (One column, two columns, three columns) which will be shown in the calendar.
- **Item Background Colour:** Color Value of item's background for calendar hub. Any color format: "#000", "rgb(0,0,0)" or "black".
- **Category Field:** It will use this to show all the categories for the data (Use the choice field). It will set the dynamic color for the different categories.

Tooltip Configuration

Tooltip Configuration

Tooltip Content
From Field ▼

Select Tooltip Field
Title ▼

Select Tooltip Animation
Swing Z ▼

Select Tooltip Theme
Square Black Theme ▼

Select Tooltip Position
Right Fixed ▼

- **Tooltip Content:** There are 2 choices: From Field, Fixed. If we select as a field, it will get the tooltip content from the field and for the fixed there will be fixed tooltip content for all the items of that list.
- **Select Tooltip Field:** It will select the tooltip field to show the relevant records from that selected field.
- **Select Tooltip Animation:** Here we can specify animation for the tooltip transition.

Select Tooltip Animation

Default animation ▼

Default animation

Swing Z

Swing X

Swing Y

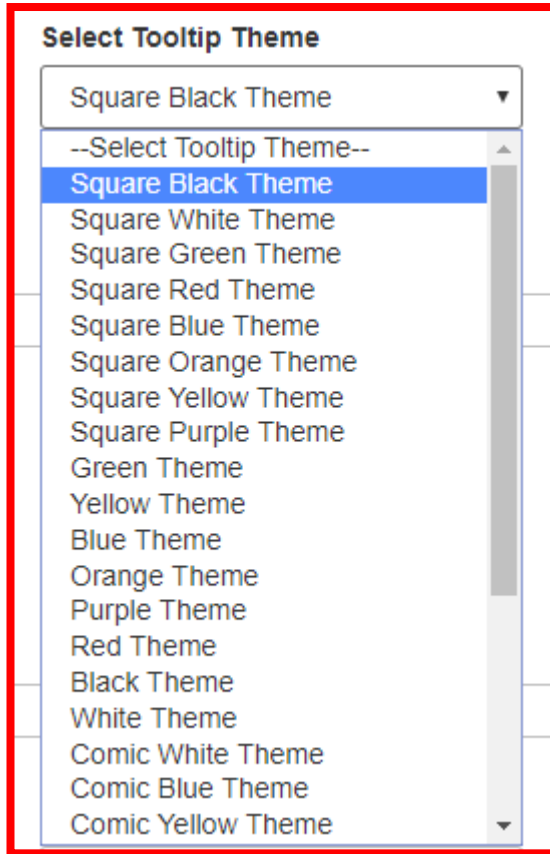
Glow

Swing X + Swing Z

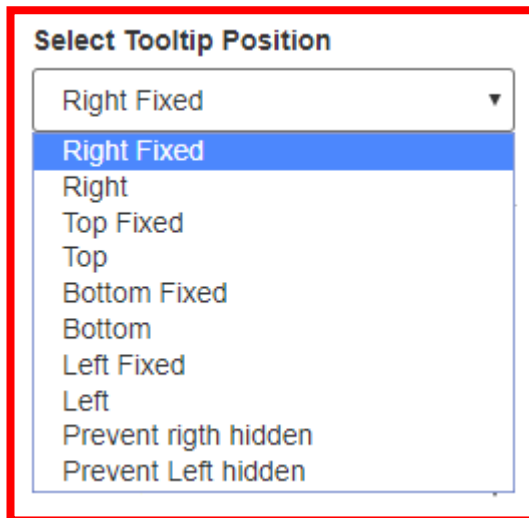
Curtain

Right Fixed ▼

- **Select Tooltip Theme:** By this option we can specify the tooltip design.



- **Select Tooltip Position:** you can also specify the position to show tooltip of the events.



Action Configuration

Action Configuration

Form Action

View Form ▼

Open With

New Window ▼

- **Form Action:** It has 3 options: View Form (View Item URL), Edit Form (Edit item URL) and custom URL.
- **Open With:** It will have 2 options: New Window (Open the item in a new window) and Dialog Window (Open the item in a modal popup window).

Font Settings

This setting allows you to specify font source, font type, size, colour, variant and style.

Font Settings

Font Source

Windows Font ▼

Font Family

Segoe UI ▼

Font Size (In px)

11

Font Color

Color selection box

Font-variant

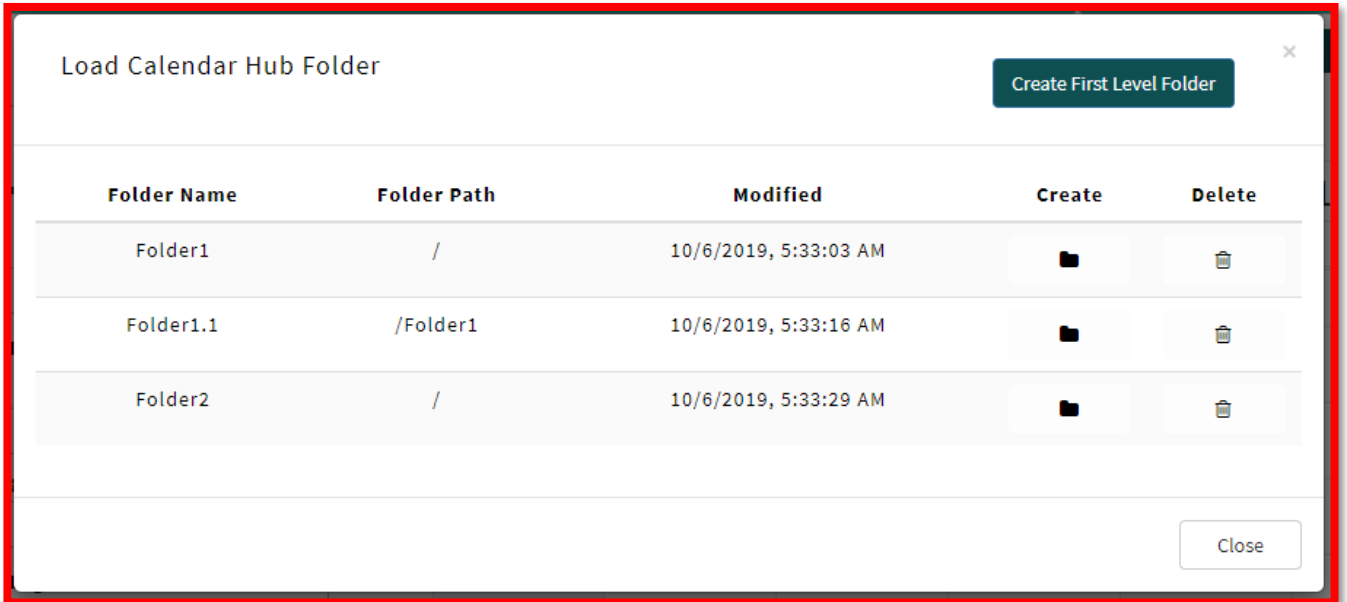
normal ▼

Font-Style

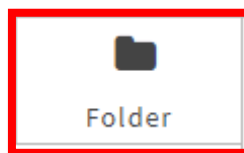
normal ▼

Manage Folders

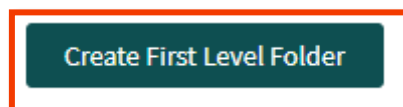
Organise your files in a traditional folder pattern.



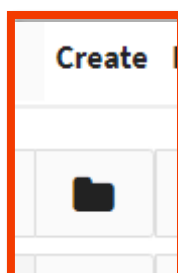
Click on Folder button available on the **top left corner**, it will open the lists of folders with options to manage it.



Clicking on the button "Create First Level Folder" will create the folder at the root level of the library as shown in the figure.



Clicking on the Create button besides each folder list will create a sub folder under folder name mentioned in "Folder Name" column.

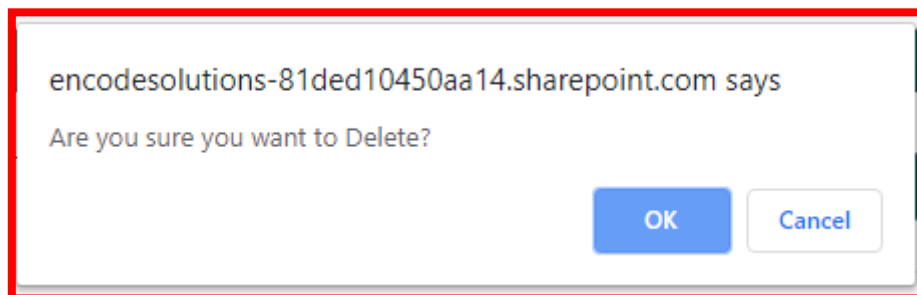
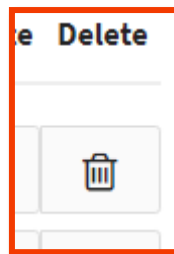


Clicking on above any method opens dialog. Enter folder name to create a folder and then click on create. It will create folder at respective location.



The image shows a 'Create New' dialog box. It has a title bar 'Create New'. Below the title bar, there is a label 'Folder Name:' followed by a text input field. At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Create'.

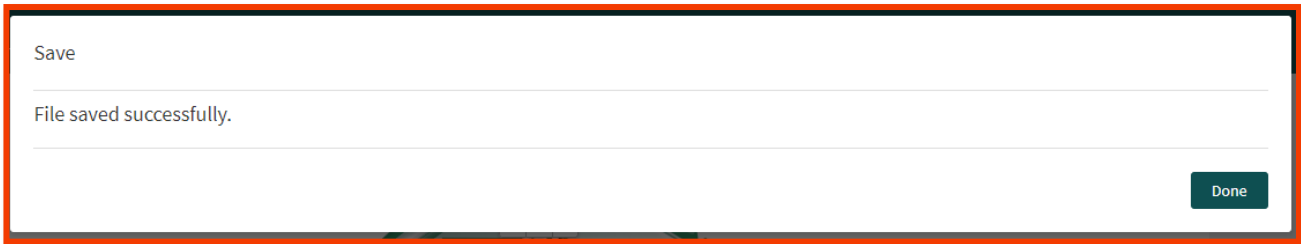
Click on Delete button to permanently remove the folder from library. It will ask for confirmation as shown in below figure. If you are sure, then click Delete again.



Save a Calendar Hub

Once you configure all the required properties in Calendar Hub Builder, you must save the changes, in order to see the update on your SharePoint page. To save the Calendar Hub details which you entered in the Calendar Builder, click on Save button available on the **top left corner**, it will save the calendar hub in the backend at the location you specified in "**Folder Path**" control under "**General Settings – General Tab**" and if it is not selected then it will save it at root level of library.





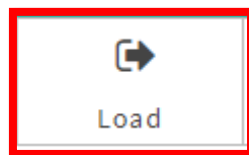
Once you have saved an Calendar you can insert into any SharePoint page with the Calendar Hub SPFx Web Part (<https://sharepointcalendarhub.com/calendarhubspfx.zip>). When you download the package of the Calendar Hub Web Part, you will get .sppkg file of web part which you have to deploy in app catalogue and web part installation and usage manual.

Render Calendar Hub over SharePoint Pages

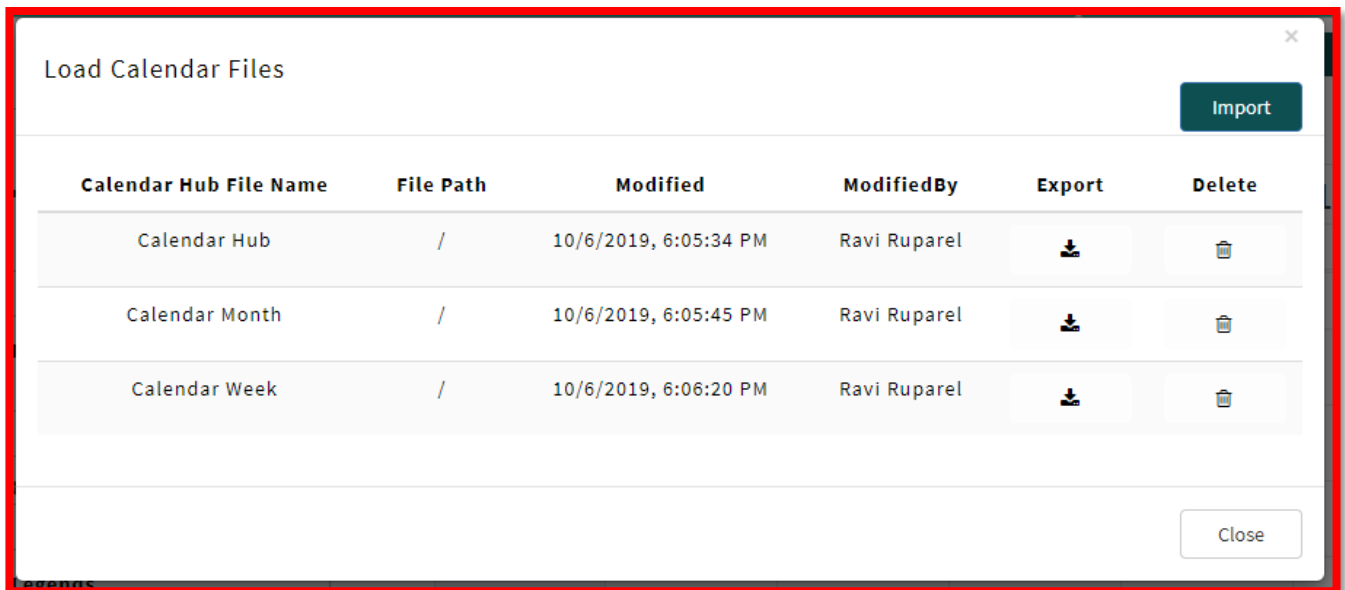
In order to render Calendar Hub over SharePoint Pages, you have to download Calendar Hub web part from [here](#). In the downloaded package, you will get ".sppkg" file and deployment and usage of Calendar Hub Web Part. In the deployment and usage instruction guide, we have added instructions to deploy the web part to the SharePoint App Catalogue site and how to add the web part within your SharePoint site and use it with SharePoint Classic and Modern Pages.

Update/Delete an Existing Calendar Hub

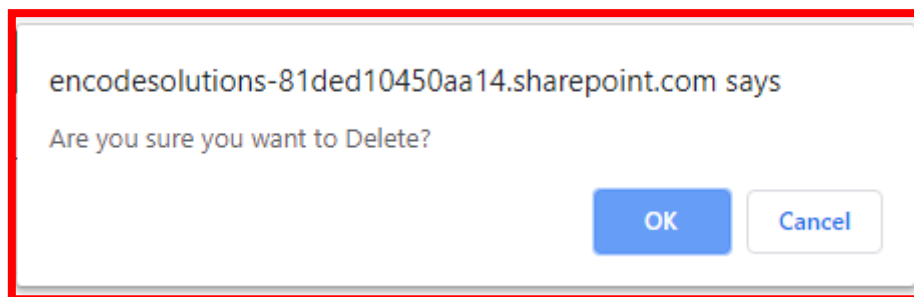
1. To update any existing calendar, you can go to the calendar hub builder from the Calendar Hub landing page and click on Load button.



2. When you click on Load button, it will open a popup with all of the existing calendar. Click on the row which you want in edit mode. Once you select load it will render selected calendar hub on canvas for editing.



- Click on Delete button to permanently remove the calendar hub. Click on Delete button resides at right side column on same row. It will ask for confirmation as shown in below figure. If you are sure, then click Delete again.

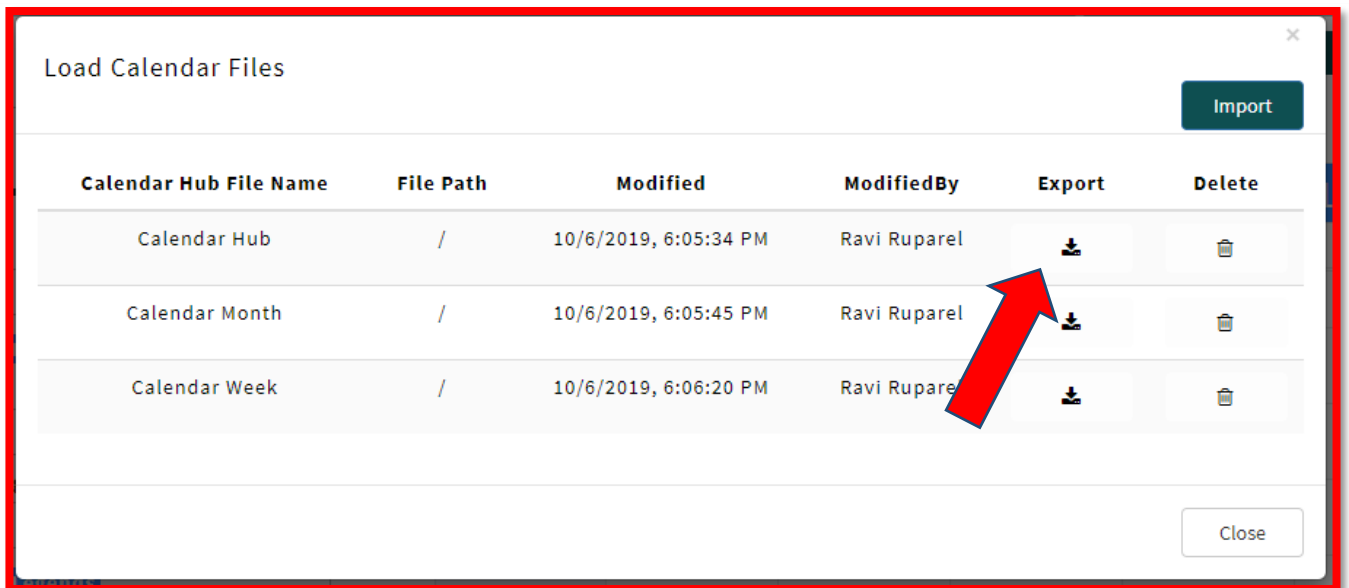


- Once you open a Calendar Hub in edit mode and have made the changes you would like, click on Save button to save the update. If you have already inserted the Calendar Hub Web Part into the appropriate page, it will automatically update and your changes will reflect immediately.
- If changes do not reflect after updating the tour, you may need to do a hard refresh (CTRL + F5) or clear your browser cache files in order to see the updated calendar.

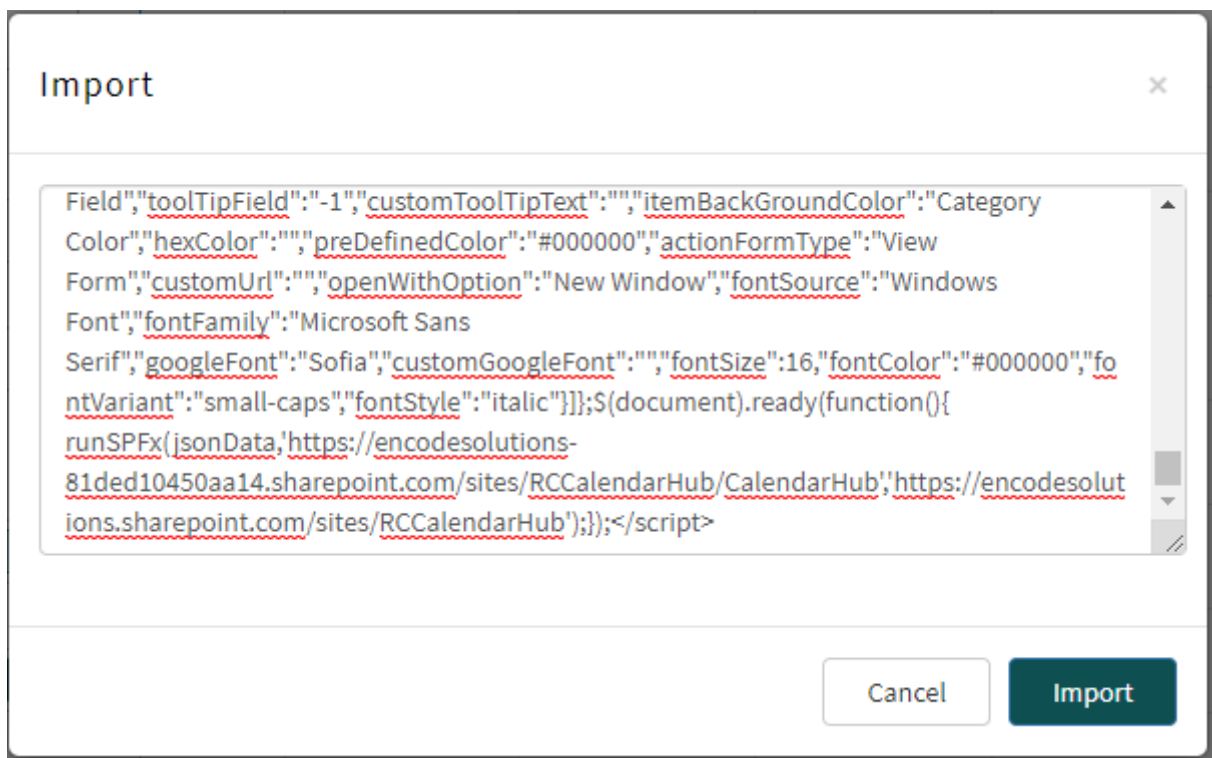
Export and Import Calendar Hub

Using 'Import' in load, you can import existing calendar hub from another site.

To import file, you need to export any file, like this:

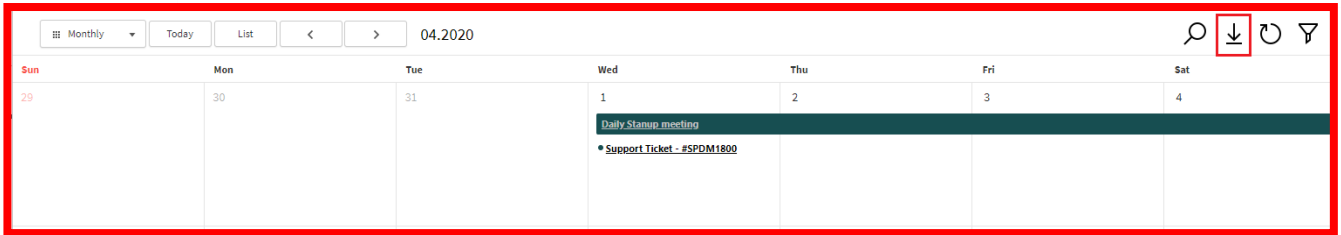


1. When you click on Export button, it will download file. Once you select Done it will Copy entire JSON data.



Export to CSV

Using this feature, we can export the specified Calendar hub events to the csv file.

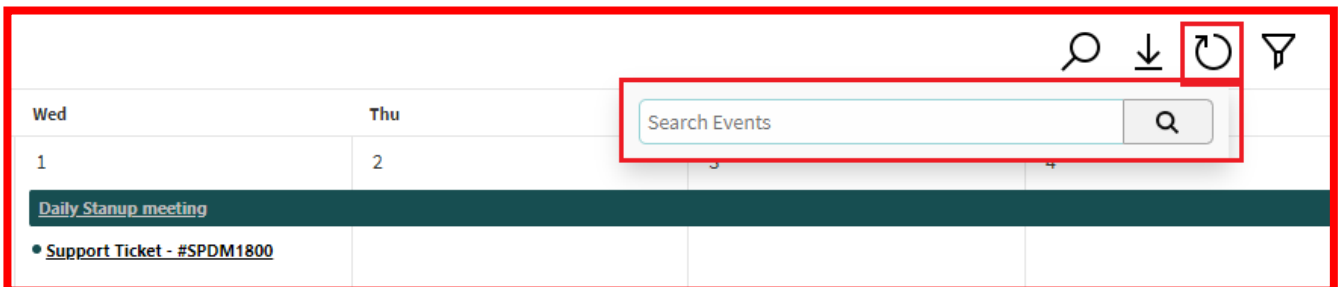


CSV file data:

	A	B	C	D	E	F	G	H
1	Id	Site collection	List	Event Name	Tooltip contents	Layout contents	Start	End
2	1	https://cirrussoft.sharep	Version Vie	Daily Standup meetin	Daily Standup meeting	Title : Daily Standup meeting Category :	01-04-2020 15:00	14-04-2020 16:00
3	1	https://cirrussoft.sharep	Document	Support Ticket - #SPD	Support Ticket - #SPDM1800	Title : Support Ticket - #SPDM1800 Loca	01-04-2020 07:00	01-04-2020 08:00
4	2	https://cirrussoft.sharep	Document	Product Demo (Doc N	Product Demo	Title : Product Demo Location : Zoom n	08-04-2020 17:00	08-04-2020 18:00

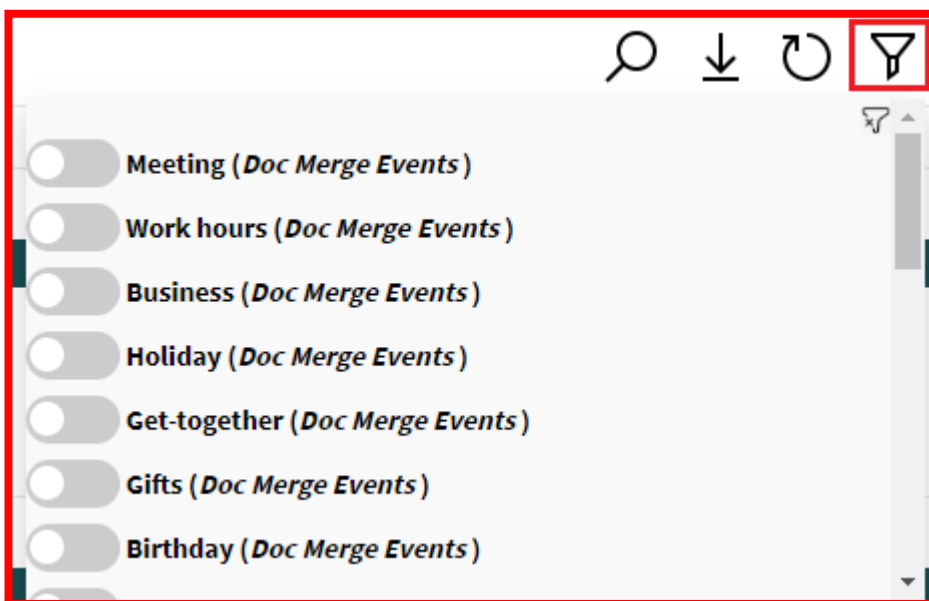
Search functionality

We can search events from generated calendar hub.



Filter events based on legends

Using these filters, we can filter the events based on its category.



SharePoint Calendar Hub Support

Thank you for choosing Calendar Hub.

If you require any further assistance, please visit our online Support Centre or Contact Us.

<http://cirrussoft.support>

INSTALLATION AND CONFIGURATION MANUAL

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