# DIGITAL SIGNAGE SOFTWARE



Breeze - Google Calendar Integration Version 3.1

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## **Technical Support**

Questions or issues can be submitted to the **Keywest Technology Technical Support** department via e-mail or online at our helpdesk.

#### **Contact information:**

- E-mail: tech@keywesttechnology.com
- Helpdesk: <u>http://helpdesk.keywesttechnology.com</u>

### Documentation

#### **Quick Start Tutorial:**

helpdesk.keywesttechnology.com/portal/kb/articles/breeze-tutorials-version-3

#### **Training Videos:**

helpdesk.keywesttechnology.com/portal/kb/articles/recorded-training-version-3

## Introduction

Integrating **Google Calendar** with **Breeze** enables the **Breeze** software to automatically event data. This means event data is updated by the **Breeze** system without human intervention.

New calendar data is retrieved by the system every 15 minutes. Future event data is stored so a sign can continue displaying correct event data during a temporary loss of network connectivity.

The integration process is required just once for each **Google** calendar. After a calendar is saved in the **Breeze** system, the calendar remains accessible for future hardware installations, editing room and event data settings, and more.

Successfully displaying event data on a **Breeze** player, or digital sign, requires three software components working together:

- 1. integration of an event management software
- 2. playlist content containing a Signwave or Readerboard widget
- 3. at least one room assigned to the player

Real event data is not available to the **Editor** during the design process. This is because the room determines which events to display and rooms are only assigned to players. "Sample" text is arranged in the layout selected to assist the user in the design process.

Please see the <u>Breeze Knowledgebase</u> for more information about **Breeze** players, the **Editor** and playlist design.



## Link Breeze & Google Calendar

Access to **Google Calendar** is secured using a verification code, also known as a token. First, the **Calendar ID** must be obtained from **Google Calendar**. Verification of the **Calendar ID** credential in **Breeze** begins a security exchange between **Breeze** and **Google Calendar**. Finally, event data and the rooms in which events take place are retrieved.

#### Google Calendar ID

**Google Calendars** have a unique identifier called the **Calendar ID**. This information is located the **Settings** menu for each calendar.

#### Part I - Google Calendar ID

1. Hover over a calendar name in the panel on the left. Select the **Options** kebab button that appears at the right.



## Link Breeze & Google Calendar

#### Part I - Google Calendar ID

2. Select Settings and sharing from the Options menu.



3. In the Settings menu, scroll down to the Integrate calendar section. Copy the Calendar ID.

← Settings		 0
General Add calendar ~ Import & export	Other notifications Receive email notifications when changes are made to this calendar. Opting into these notifications may alert and be visible to the calendar owner(s) New events An event is added to this calendar None	
Settings for my calendars <ul> <li>Keywest Technology</li> </ul>	Changed events     None       An event on this calendar is changed     None       Canceld events     None	
Birthdays     Kanapadis Hall	Event responses Guests respond to an event on this calendar Daily agenda Receive a daily email with the agenda for this calendar None ~	
Calendar settings Auto-accept invitations	Integrate calendar	
Access permissions Share with specific people	Calendar ID 849rem01fbfaagh27pq5dskuoo@group calendar.google.com Copy  Cut+C Public URL to this calendar Search Google for "849rem0ffbfaagh27pq5dskuoo@group.calendar.google" Search Google for "849rem0ffbfaagh27pq5dskuoo@group.calendar.google"	
All-day event notifications	Intups // calendar.guogie.com Use this URL to access this calen Embed code Embed code	
oure nouncations Integrate calendar Remove calendar	<iframe src="https://calendar.google.com/calendar/embed?src=849rem0ffbfaagh27pq5dskuoc</p> Use this code to embed this calendar in a web page. You can customize the code or embed multiple calendars.	
Nemove calendar	Customize	

## Link Breeze & Google Calendar

#### Secured Access for Breeze

Verification of the **Calendar ID** credential in the **Breeze** server initiates a series of prompts from **Google** to provide secured access the requested calendar in the form of a verification code.

- Part II Secured Access for Breeze
  - 4. In the **Breeze** server, select **Configuration** from the **Navigation** panel. In the **Configuration** tool, select the **Event Providers** menu in the **Categories** panel.



5. In the **Event Providers** panel, select the **Google Calendar** icon. Then, select the **New credentials** button.

Navigation		Categories	Event Providers
Editor		🐯 General Options	Q Search Click new credentials above the tree to enter new login
Scheduler		R <sub>A</sub> Fonts	표도 Ad Astra 도 In Italian Ital
Players		Event Providers	Calendar
Europe -	- 1	API API	H Ca Microsoft Office 365 Exchange
RSS Creator	l	Microsoft Power Bl	
CSV File Uploade	, İ		
	-		
Configuratio	n		
Users			
Knowledgebase			
Support			
Logout			
1			
breez	e		

Link Breeze & Google Calendar

Part II – Secured Access for Breeze

6. Paste the Calendar ID copied from Google Calendar in the Calendar ID field.

**Date Range** is the number of future days of event data to retrieve. This button is addressed in the **Retrieve Event Data** section on page 9. Select the **Verify Credentials** button.



7. A new browser tab opens with prompts to provide **Breeze** with access to the **Google** calendar.



# Link Breeze & Google Calendar

#### Part II – Secured Access for Breeze

8. Select the account associated with the **Google** calendar and permit **Breeze** to view all calendars and events. Finally, a verification code is provided. Copy the verification code.



9. Return to Breeze and paste the verification code in the Enter Authorization Token window.

Navigation		Event Providers Q Search Call Control Contro	Google Calendar Credential Calendar ID 849remOffbfaagh27pq5dskuoo@group.calendar.google.com Data Range 1 Month
Configuration Users Knowledgebase Support Legout		Enter authorization token On the window that opened (you might r blocker) authorize the app then enter th 4/1gERC-MQeHmx4Fp8BMHtv6iYMFI5	need to allow it with your pop up e authorization token below. idSvTWGDtxbJofW_jdNVi-LGQOw Cancel
- breeze			

10. A Valid credentials window confirms access to the Google calendar is now operational.

Valid credentials	
The credentials are valid.	
	ОК

## Link Breeze & Google Calendar

#### **Retrieve Event Data**

Once access has been attained, a new button is available called **Retrieve Room List**. This button brings events on the Google calendar for the **Date Range** specified into the **Breeze** system.

**Date Range** is the number of future days of event data to retrieve. Facilities with a large volume of events should use a smaller **Data Range** for speedier retrieval. (For example, it can take the **Breeze** system numerous hours to retrieve data for several thousands of events.)

#### Part III - Retrieve Event Data

11. Select the SAVE button to add the calendar to the Event Providers tree.

Navigation <	Cate	gories	Event Providers	
Editor	鐐	General Options	Search 🔟 📮	Google Calendar Credential
Scheduler	R <sub>A</sub>	Fonts	🗄 🕞 Ad Astra	
Players	ä	Event Providers	Events	Calendar ID 849remUttbtaagh2/pq5dskuoo@group.calendar.google.com
	RPI	API	849rem0ffbfaagh27pq5dsk	Dota Range 1 Month
Events	C	Microsoft Power Bl	■ C Microsoft Office 365 Exchange	Verify Credentials     Retrieve Room List     SAVE
CSV File Uploader				
Configuration				
Users				
Knowledgebase				
Support				:
Logout				
hroot				
			•	•

Note: When the Verify Crendentials button is not selected prior to saving, event data cannot be retrieved and an Error window informs the user. Repeat steps 7-10 in the previous section Part II – Secured Access for Breeze.



## Link Breeze & Google Calendar

Part III - Retrieve Event Data

12. A new button labeled **Retrieve Room List** is visible. This button gathers detailed information about room and event data for the new calendar.

Navigation 4	Cate	gories	Event Providers	
Editor	鐐	General Options	Search	Google Calendar Credential
Scheduler	R <sub>A</sub>	Fonts	🖻 📬 Ad Astra 👘 👘	
Players	ā	Event Providers	🖽 🕞 Events 🗆 🚰 Google Calendar	Calendar ID 849remUTbfaagn27pq5dskuoo@group.calendar.google.com
	RPI	API	B 🕞 849rem0ffbfaagh27pq5dskuoo	Data Range 1 Month
Events PSS Creator	0	Microsoft Power Bl	⊞ 🕞 Microsoft Office 365 Exchange	Verify Credentials     Retrieve Room List     SAVE
CSV File Uploader				Attempt to find rooms from the provider and populate the tree with those rooms.
				Some providers do not have room lists so event data is scanned for possible rooms.
Configuration				You might need to manually add rooms.
Users				
Knowledgebase				
Support				
Logout				
1				
breeze				
CIGITAL SIGNAGE SOFTWARE			< >>	

13. Upon successful retrieval, new icons appear for each room associated with the calendar. Repeat steps 1-13 to integrate for additional **Google** calendars.



*Note*: Rooms that do not have an event scheduled within the **Date Range** are not retieved but can be added via the **New room** button.



## **Display Event Data**

As previously mentioned, three software components must come together to display event data on a **Breeze** player:

- 1. integration of an event management software
- 2. playlist content containing a Signwave or Readerboard widget
- 3. at least one room assigned to the player

Real event data is not available in the **Editor** during the playlist design process regardless of successful integration!

#### **Event Data Widgets**

All dynamic data on **Breeze** digital signs are displayed via widgets, including digital clocks, webpages and news headlines. Event data is displayed with a **Signwave** widget or **Readerboard** widget. **Signwave** acts as a digital meeting room sign or a digital door card. The **Readerboard** widget sorts and displays an extensive list of events.

Integration is completed just once but the design can be altered as frequently as needed. The **Signwave** and **Readerboard** widgets both offer extensive features to customize the appearance of event data.



## **Display Event Data**

#### Players Tool

Rooms are assigned to players in the **Widget: Options** tabs. **Signwave** and **Readerboard** both require room selection in the **Players** tool before event data is displayed on the sign.

Tabs for various player settings are spread across the top of the player window, with the **Basic Settings** shown by default. Rooms are assigned in the **Widget: Signwave Options** or **Widget: Readerboard Options** tab.

The same **Event Providers** tree that as in the **Configuration** tool is shown in the **Rooms (Groups)** panel. Checkboxes next to each calendar and next to each room associated with a calendar allow a user to select a room of events to display via a **Signwave** or **Readerboard** widget.

Real event for the selected room or rooms fills in on the **Signwave** or **Readerboard** widget when it is displayed on the player. Once the desired event display is achieved, it will continue to update with new information from **Google Calendar** automatically.

