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						
ieneral		Other notifications				
dd calendar	×	Receive email notifications when ch Opting into these notifications may	anges are made to this calendar. alert and be visible to the calendar owner(s)			
mport & export	Ť	New events An event is added to this calendar		None 👻		
ettings for my calendars		Changed events An event on this calendar is change	d	None 👻		
Keywest Technology		Canceled events An event on this calendar is cancell	ed	None 👻		
Birthdays	8	Event responses Guests respond to an event on this	calendar	None 👻		
Elk Falls Ballroom	^	Daily agenda Receive a daily email with the agend	da for this calendar	None 👻		
Calendar settings						
Auto-accept invitations		Integrate calendar				
Access permissions		Calendar ID 849rem0ffbfaagh27pq5dskuo	o@group.calendar.google.com			
Share with specific peo	ple	Public URL to this calendar	Сору 🔓		Ctrl+C	
Event notifications		https://calendar.google.con	Search Google for "849rem0ffbfaagh27pq5d	skuoo@group.calendar.google"	Ctrl+P	
All-day event notification	ons	Use this URL to access this calen	Print			
Other notifications		Embed code 				

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 🖪	Cateo	gories	Event Providers			
Editor	鐐	General Options	Q Search	<u>ج</u>	Click new	credentials above the tree to enter new login
Scheduler	R _A	Fonts	⊞ C₂ Ad Astra □ C₂ Google Calendar	re re	New credentials	credentials for this provider.
Players	ā	Event Providers	Calendar			
Events	API	API	🗄 급 Microsoft Office 365 Exchange			
RSS Creator	C	Microsoft Power Bl				
CSV File Uploader						
Configuration						
Users						
Knowledgebase Support			:			
Logout			•		:	
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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.

		Q Search	Google Calendar Credential
			Calendar ID 849rem0ffbfaagh27pq5dskuoo@group.calendar.google.com
			Data Range 1 Month
		Enter authorization token	_
		On the window that opened (you migh blocker) authorize the app then enter t	t need to allow it with your pop up the authorization token below.
		4/1gERC-MQeHmx4Fp8BMHtv6iYMF	
			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 _A	Fonts	⊟ 🛱 Ad Astra 👘 庙	Calendar ID 849rem0ffbfaagh27pq5dskuoo@group.calendar.google.com
Players	ā	Event Providers	🖵 🔁 Google Calendar	Dete Dance 1 Month
Events	RPI	API	B t Base Base Base Base Base Base Base Base	O Verify Credentials I Retrieve Room List SAVE
RSS Creator	0	Microsoft Power BI	E La Microsoft Office 505 Exchange	e veniy credentials in Retrieve Room List SAVE
CSV File Uploader				
Configuration				
Users Knowledgebase				
Support				
Logout				
1				
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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 🖪	Cate	gories	Event Providers				
Editor	鐐	General Options	Search	040	Google Calend	dar Credential	
Scheduler	A _A	Fonts	🖻 🚰 Ad Astra	66		agh27pg5dskuoo@group.calendar.google.com	18
Players	ā	Event Providers	🗆 🚰 Google Calendar		Data Range 1 Month		
Events	API	API	B C 849remOffbfaag			Retrieve Room List SAVE	
RSS Creator	0	Microsoft Power BI		55 Excitative	e verify credentials	Attempt to find rooms from the provider	
CSV File Uploader						and populate the tree with those rooms. Some providers do not have room lists so	
						event data is scanned for possible rooms. You might need to manually add rooms.	
Configuration						You might need to manually add rooms.	
Users Knowledgebase							
Support			:				
Logout				:			
1							
breeze							

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.

