

breeze

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: <http://helpdesk.keywesttechnology.com>

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.

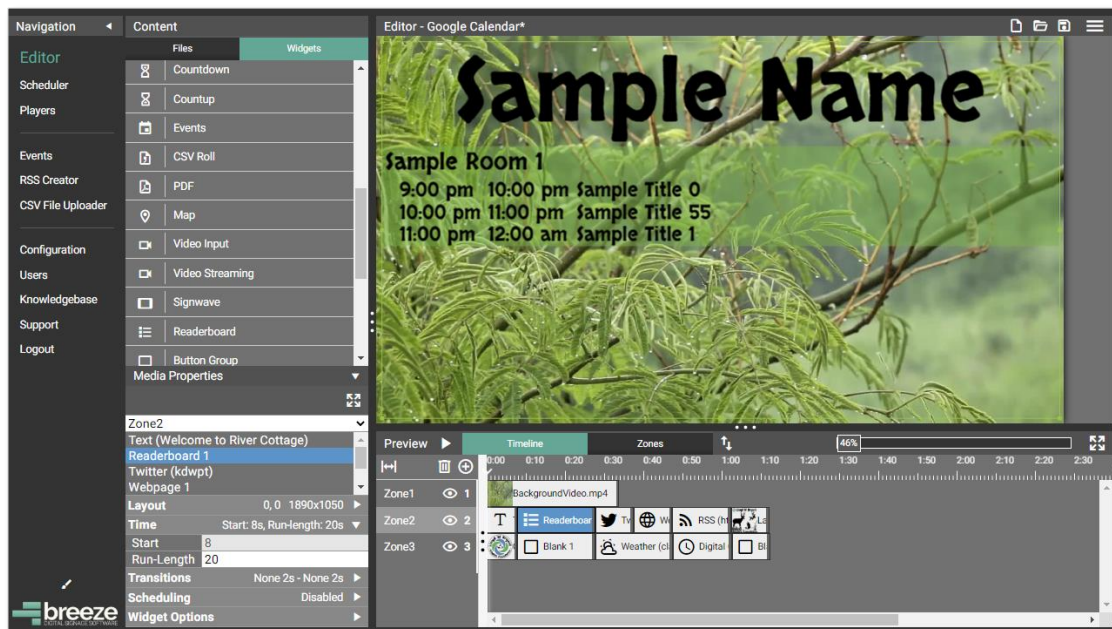
The integration process is required just once for each **Google** calendar. After a calendar is saved in the **Breeze** system, the calendar remains accessible for future hardware installations, editing room and event data settings, and more.

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 [Breeze Knowledgebase](#) for more information about **Breeze** players, the **Editor** and playlist design.



Link Breeze & Google Calendar

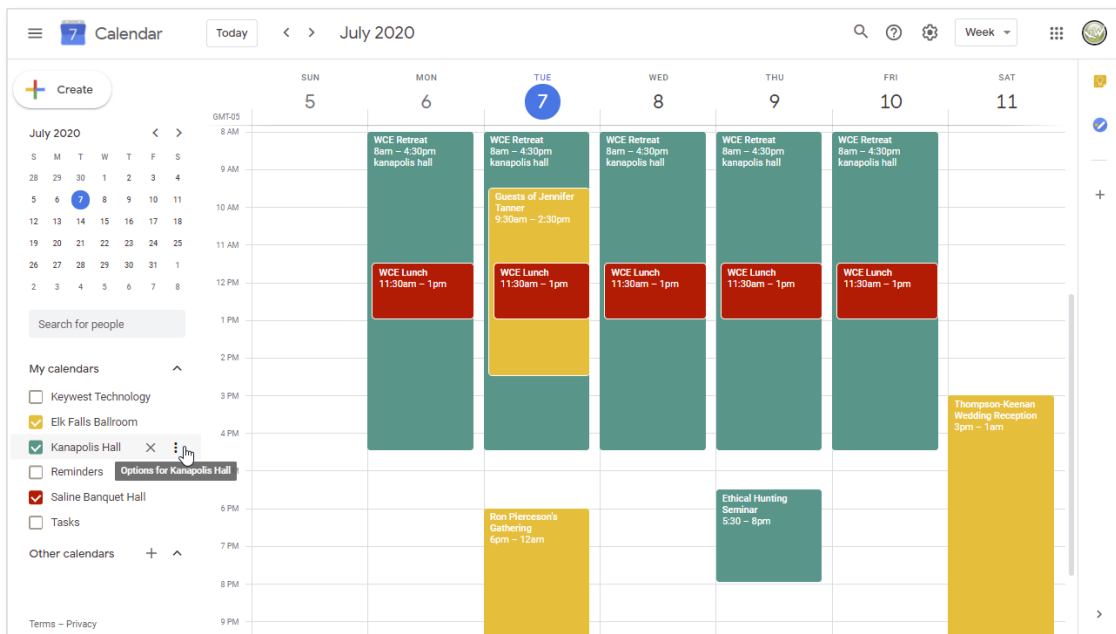
Access to **Google Calendar** is secured using a verification code, also known as a token. First, the **Calendar ID** must be obtained from **Google Calendar**. Verification of the **Calendar ID** credential in **Breeze** begins a security exchange between **Breeze** and **Google Calendar**. Finally, 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.

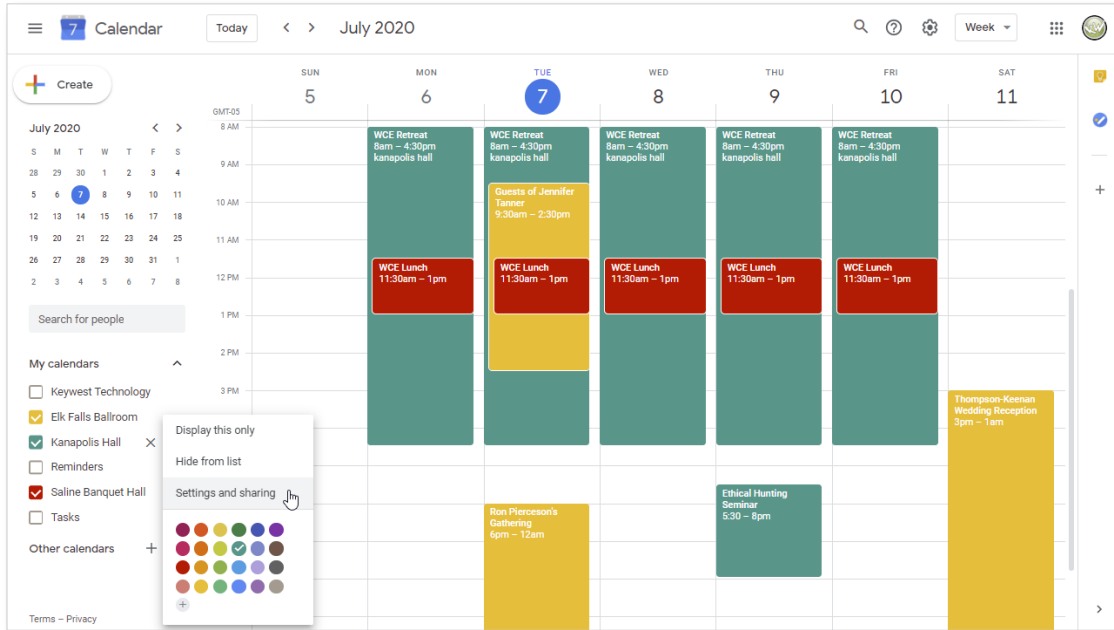


Breeze - Google Calendar Integration

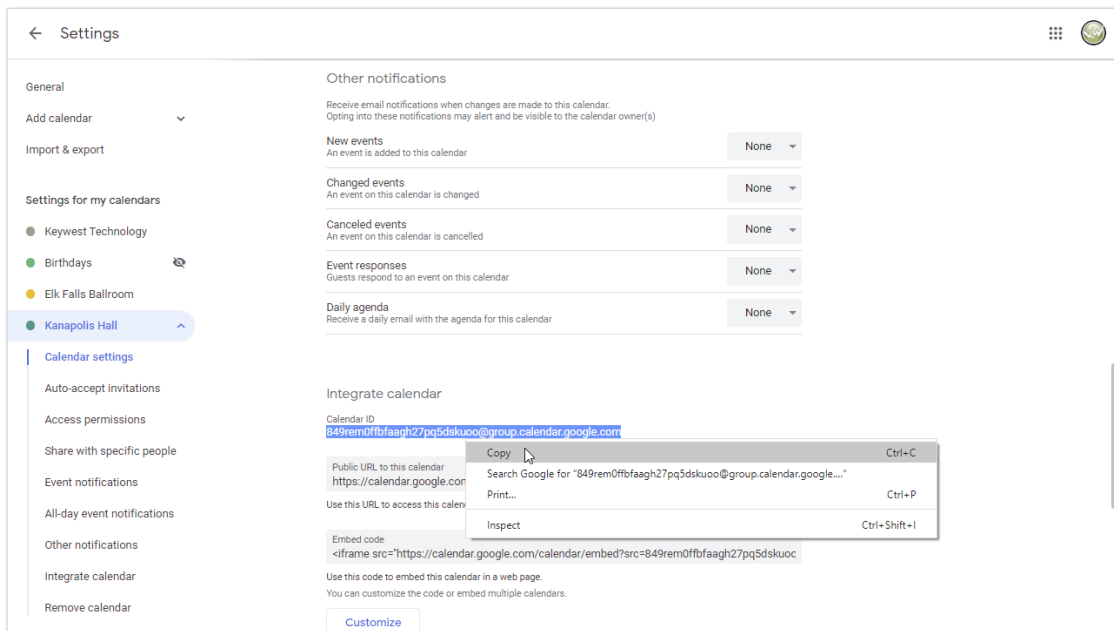
Link Breeze & Google Calendar

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**.



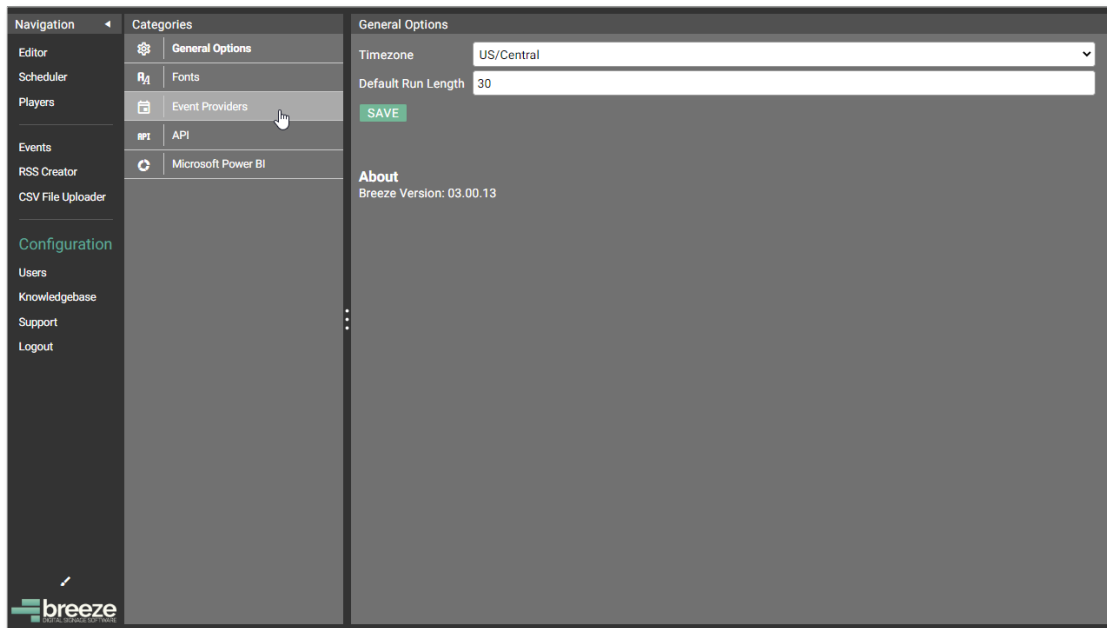
Link Breeze & Google Calendar

Secured Access for Breeze

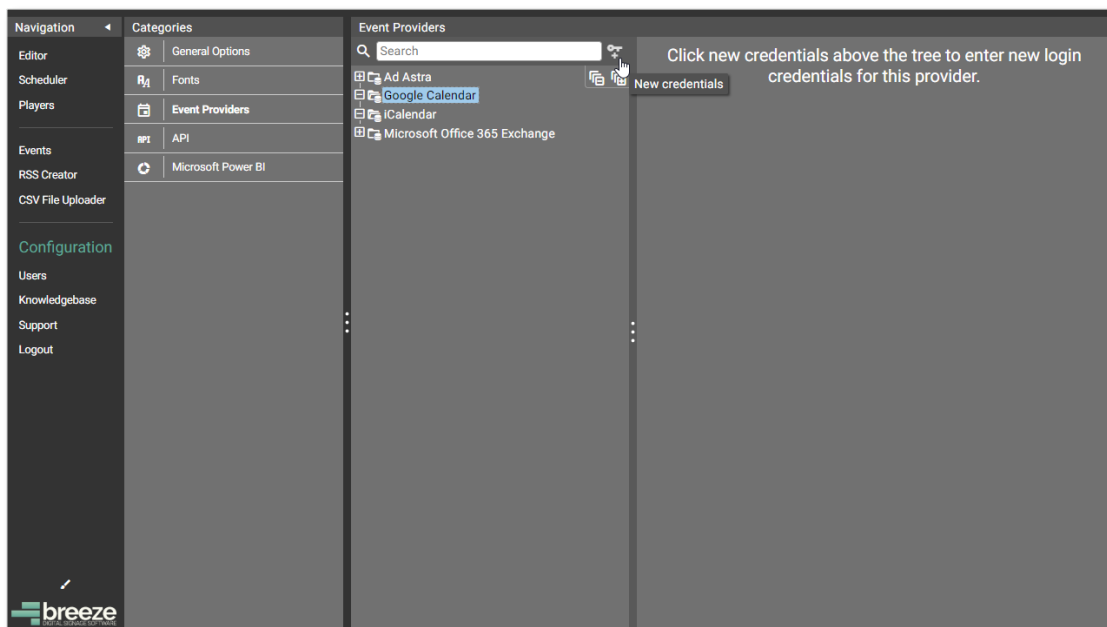
Verification of the **Calendar ID** credential in the **Breeze** server initiates a series of prompts from **Google** to provide secured access the requested calendar in the form of a verification code.

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.

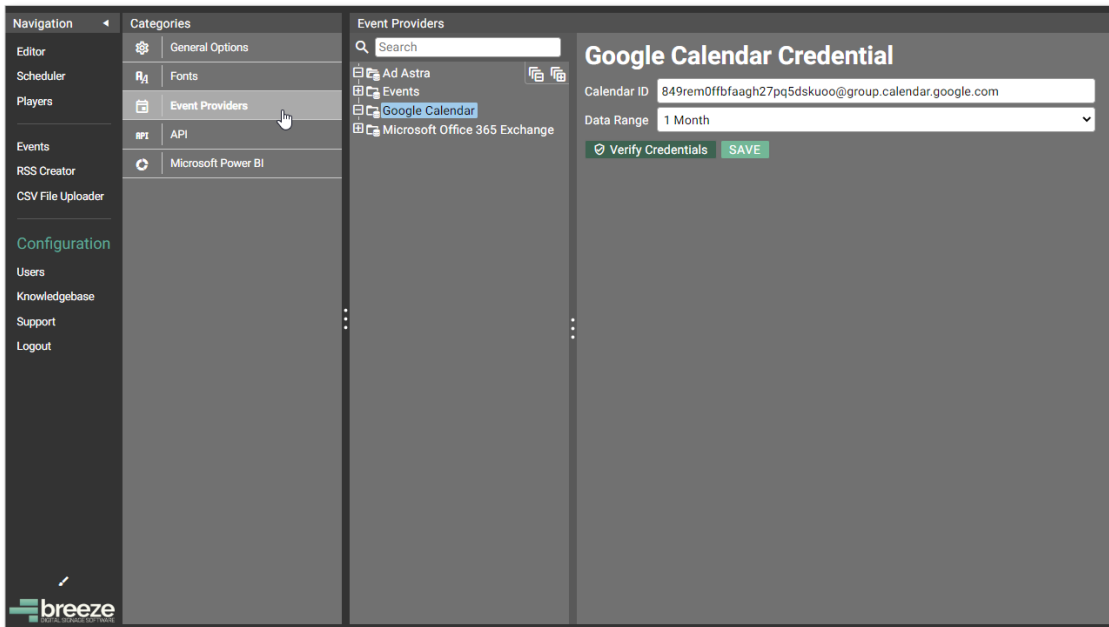


Link Breeze & Google Calendar

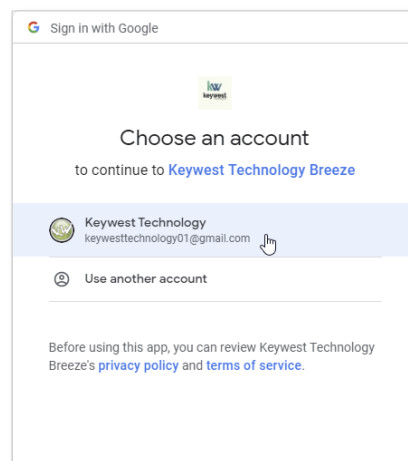
Part II – Secured Access for Breeze

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.



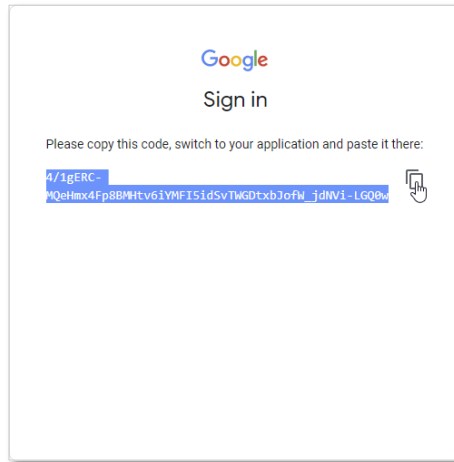
7. A new browser tab opens with prompts to provide **Breeze** with access to the **Google** calendar.



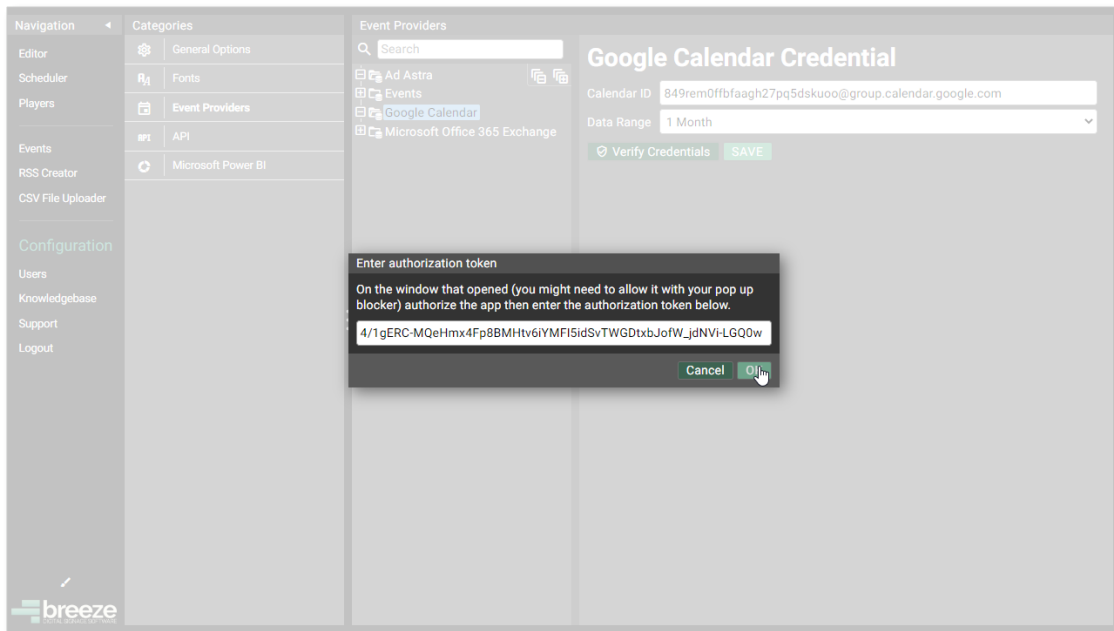
Link Breeze & Google Calendar

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.



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



Link Breeze & Google Calendar

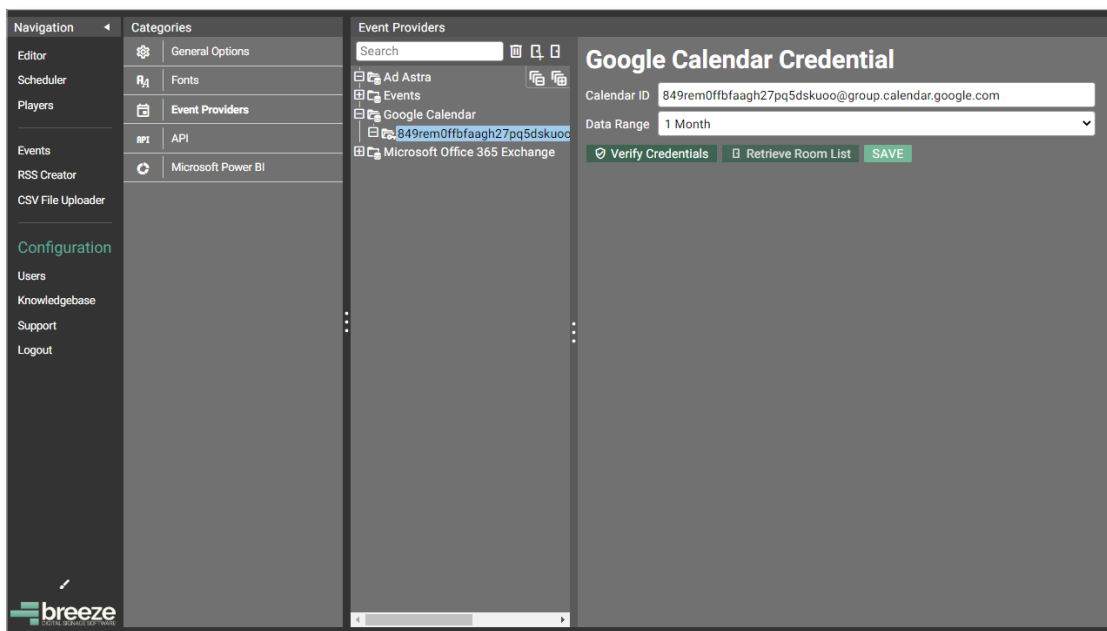
Retrieve Event Data

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.



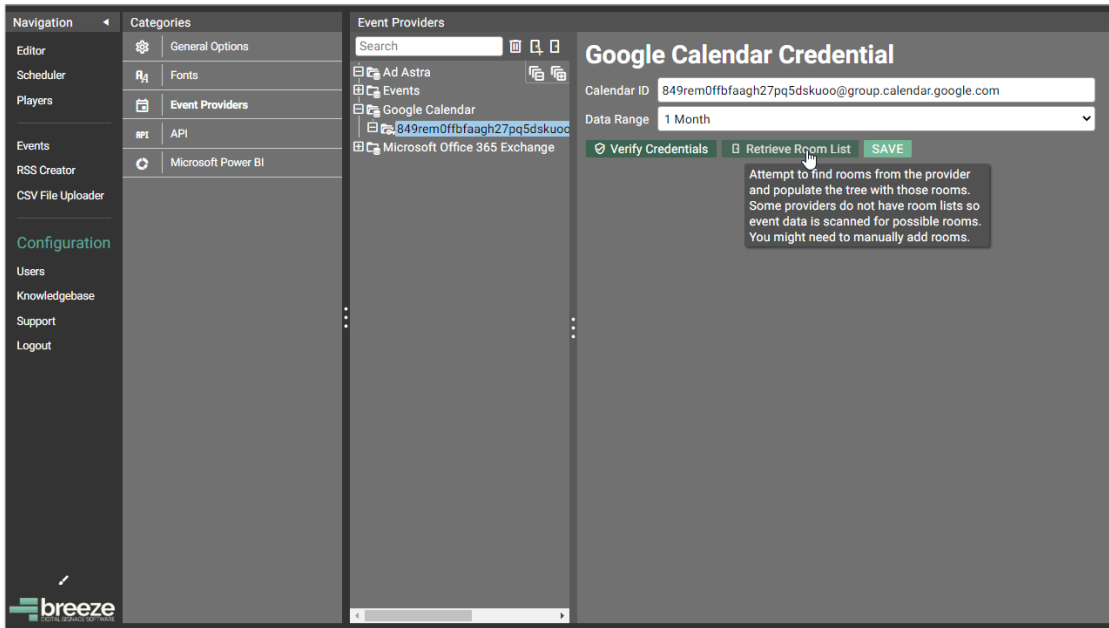
Note: When the **Verify Credentials** button is not selected prior to saving, event data cannot be retrieved and an **Error** window informs the user. Repeat steps 7-10 in the previous section **Part II – Secured Access for Breeze**.



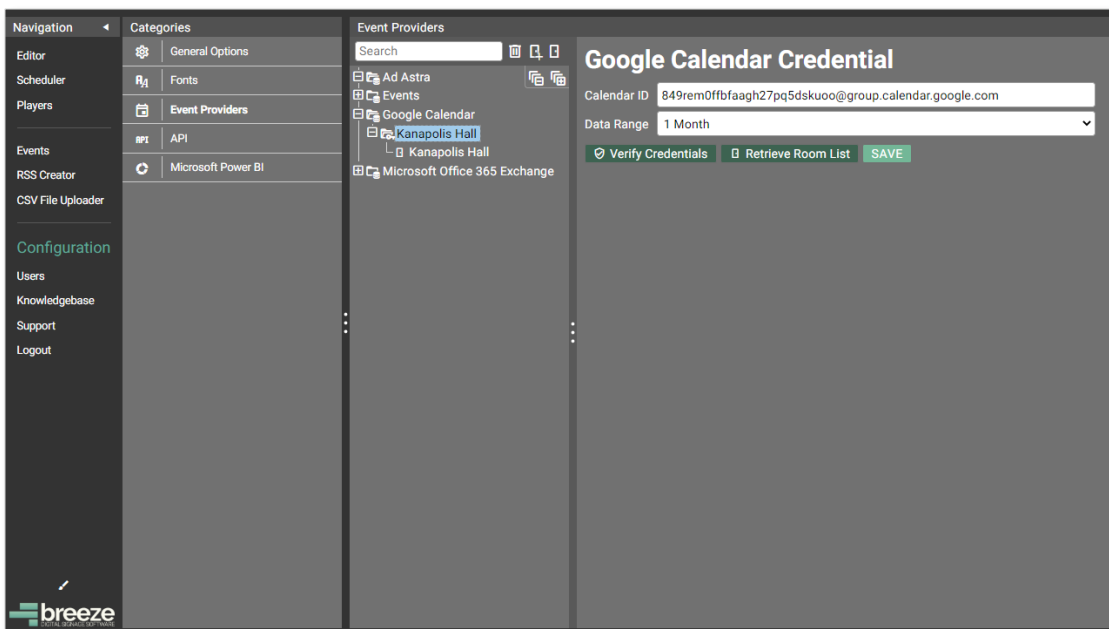
Link Breeze & Google Calendar

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.



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 retrieved 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:

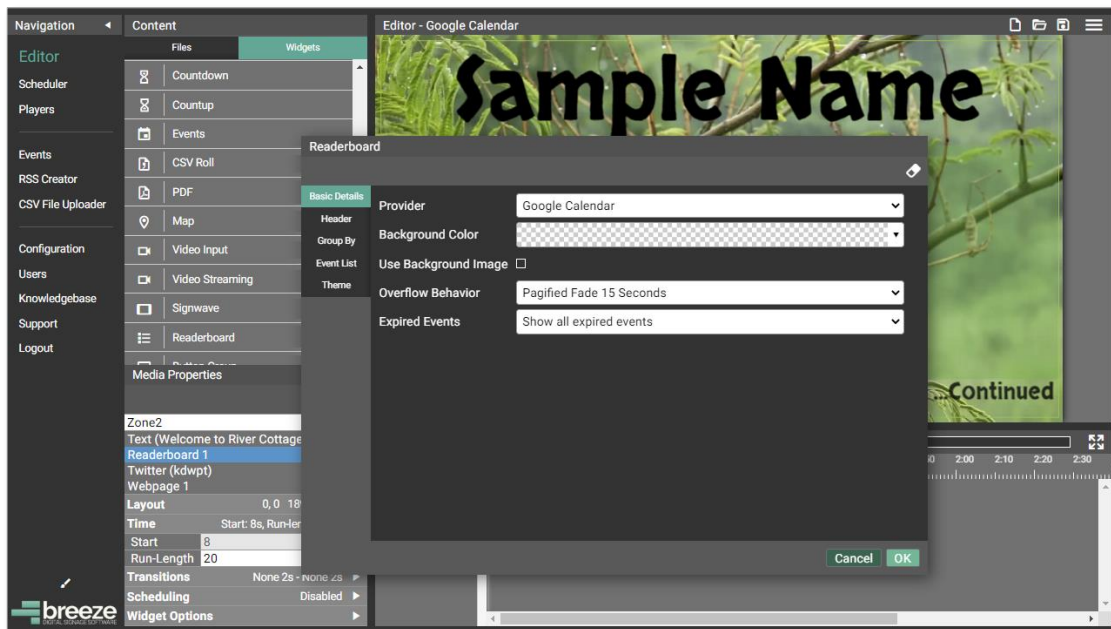
1. integration of an event management software
2. playlist content containing a **Signwave** or **Readerboard** widget
3. at least one room assigned to the player

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.

