

6.

CALENDAR SYNC

6.1 Introduction

Resource Tracker now has a new, optional Calendar Sync tool that is designed to help users who experience lots of last-minute changes to the diary. For these users, receiving diary updates by email is not always convenient. The new Calendar Sync tool automatically synchronises the Resource Tracker diary with other diaries (starting with Google Calendars) without the need to use emails to transmit the diary changes.

The Calendar Sync module keeps calendars updated for all your staff so that they can see their work diaries at any time from their laptops, home PCs or smartphones. Google calendars are free and can be set up in a matter of minutes and are the world's most popular online calendars being easy to use, flexible and fully integrated with Google Mail.

The Google calendars are read-only for the staff (so that they cannot amend or delete work scheduled for them). If staff already have Google calendars for personal use, the additional "work calendar" will simply appear automatically on their laptop or phone—but without the option to remove work you have scheduled for them.

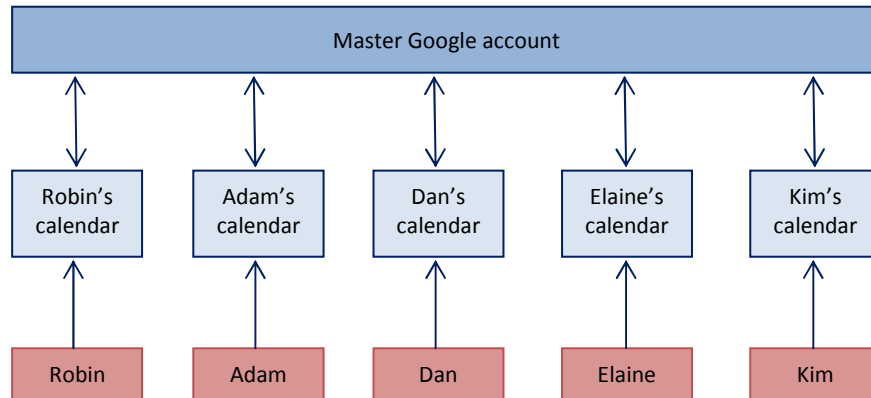
Use of this module means that you no longer have to send appointments via email to staff—their own diaries will automatically sync no matter how many appointments you schedule for them, how many you move, or even how many you delete.



Please note that you need Resource Tracker v1.5.500 or higher to use the Calendar Sync tool.

6.2 Setting the structure of your calendars

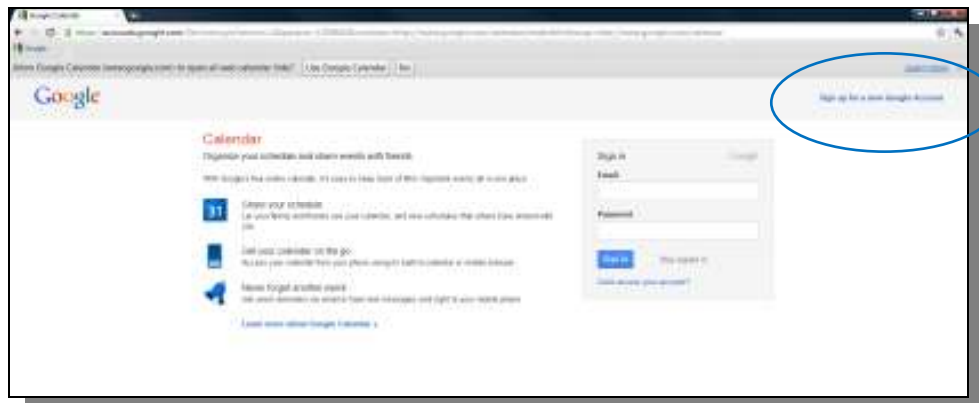
The Calendar Synchronisation service uses a master Google account to manage all calendars for your employees. The individual employee calendars are created inside the master account and each employee is then given access to one of them as their personal work calendar (in read-only mode).



To set up the calendars:

1. Go to <http://calendar.google.com>.
2. Select *Sign up for a new Google Account* which is located in the top right of the header.

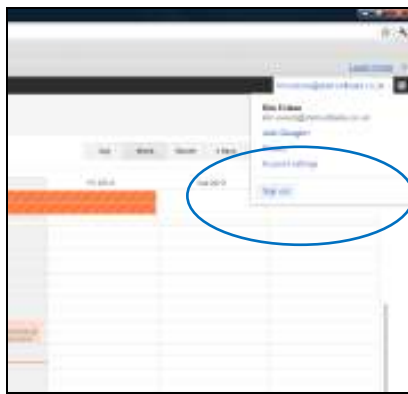
You must sign up for a new Google account so that you can create the master account for the calendars.



3. Enter the details to create a new master account.

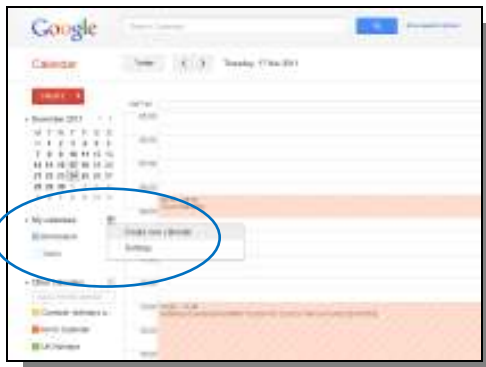


If you already have an account, Google may automatically log you in. If so, you will need to sign out and revisit the above link to see the sign up link.



Once inside the calendar system you will see a small column along the left called 'My Calendars' and showing a small down arrow. This is the option you use to create the individual calendars within the master account.

- 4. Click the small down arrow next to 'My Calendars' and select *Create New Calendar*.



A screen is displayed in which you can give the calendar a name (eg Ricky's Work Calendar) and enter any other information you require.

5. In the **Calendar Name** field, type the name by which to identify the calendar.
6. Check that the country and time zone displayed in the **Calendar Time Zone** fields are correct.
7. In the **Share with specific people** section, specify who can see the calendar:
 - Enter the email address of the employee whose calendar you are creating in the **Person** field.
 - Select the 'See all event details' **Permission Setting** option.
This setting gives the employee read-only access to the current calendar.



The email address specified must also be set as the Google account of the employee.

- Click the **Add Person** button to add the employee with whom you are sharing the calendar to the list in the **Share with specific people** section.



*Do NOT tick the **Make this calendar public** tickbox as this would make it available to the general public.*

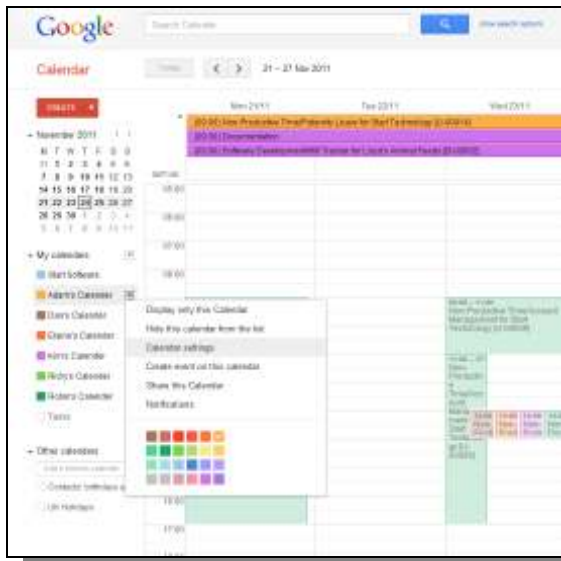
8. Click the **Create Calendar** button at the bottom of the screen.
9. Repeat from step 4 for each employee for whom you want to set up a calendar.

6.3 Linking the Calendars to Tracker

Once you have created all the calendars you must inform Tracker of each calendar's ID so that calendar information can be updated for each employee. To obtain the calendar IDs:

1. From the master account, move your mouse over the name of the calendar whose ID you wish to identify.
2. Click the down arrow which is now displayed next to the calendar name.

A menu is displayed.



3. Select *Calendar Settings* to display the calendar's ID.

You can see the ID on the second row up from the very bottom. It is labelled 'Calendar Address'. The ID itself is made up of a long sequence of letters and numbers, for example:

amp5hn678k93e655f2be9uoqng@group.calendar.google.com

The following screen shows an example with the ID highlighted:

