



Solutions for Information Workers

# **Websio Calendar Web Part User Guide**

Websio Information Solutions Ltd

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# Overview

Websio Calendar Web Part enables you to view all schedules in a compact and comfortable view.



Main

Welcome to Microsoft® Office SharePoint® Server 2007

Get started with the new version of Microsoft Office SharePoint Server 2007:

**Site and Content Management**

- Create new pages, sites, and lists
- Add users to

**Business Solutions (requires Enterprise License)**

- Create key performance indicators and reports

**Websio Calendar**

Events

< November 2007 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

See all your appointments by putting the mouse over the day you are interested in.



Main

Welcome to Microsoft® Office SharePoint® Server 2007

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- Create new pages, sites, and lists
- Add users to "Members" group to edit pages
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- Create key performance indicators and reports
- View an Excel workbook through the Excel Web Access Web Part

**Websio Calendar**

Events

< November 2007 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

**11/5/2007**

- 1:00 PM Call to Bob
- 3:00 PM Presentation
- 4:00 PM Meeting
- 5:00 PM Interview
- 6:00 PM Party

I need

Choose task

Websio Calendar may be connected to any list on WSS site



# **Installation**

## **Software Requirements**

### **Server Requirements**

- Microsoft Windows SharePoint Services (WSS) v3.0 **OR**
- Microsoft Office SharePoint Server 2007 (MOSS)

### **Client Requirements**

- Microsoft Internet Explorer 6.0+

## **Installation Steps**

1. Unzip the WebsioCalendar.zip file on your WSS/MOSS server.
2. Double-click the CalendarSetup.msi file in order to begin the installation wizard.
3. Restart Internet Information Server (iisreset /noforce).

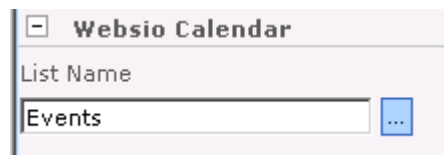
# Quick Start

The quickest way to start work with the web part is to place it on the site with Calendar or Events list.

Select from the Web Parts list Websio Calendar and place it on the page.



In case you see message "List < *list name* > not found!" open Web Part properties, expand section "Websio Calendar" and set property "List Name" to the name of your list.



Now you'll see Websio Calendar

### Websio Calendar

Events						
< November 2007 >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Single event

Multiple events

Put the mouse over the day you are interested in it and you'll see popup with all events of the day:

### Websio Calendar

Events						
< November 2007 >						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	<b>Monday, November 05, 2007</b> 1:00 PM Call to Bob 3:00 PM Presentation 4:00 PM Meeting 5:00 PM Interview 6:00 PM Party				
18	19					
25	26					
2	3					

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Press on the event's link to open properties window

Main Welcome System Account

Main All Sites

Main Document Center News Reports Search Sites

Main > Events > Call to Bob

### Events: Call to Bob

Close

[New Item](#) | 
 [Edit Item](#) | 
 [Delete Item](#) | 
 [Manage Permissions](#) | 
 [Alert Me](#) | 
 [Export Event](#)

<b>Title</b>	Call to Bob
<b>Location</b>	
<b>Start Time</b>	11/5/2007 1:00 PM
<b>End Time</b>	11/5/2007 1:00 PM
<b>Description</b>	
<b>All Day Event</b>	
<b>Recurrence</b>	
<b>Workspace</b>	

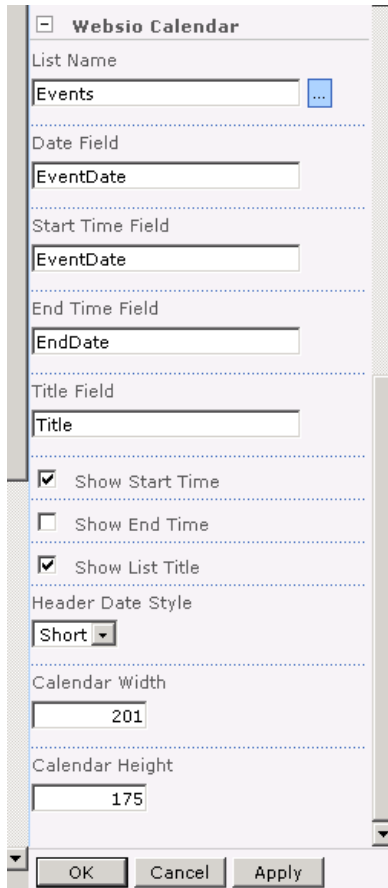
Created at 11/3/2007 3:35 PM by System Account  
 Last modified at 11/3/2007 3:35 PM by System Account

Close

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## Properties



The screenshot shows the 'Websio Calendar' properties dialog box. It contains several input fields and checkboxes. The 'List Name' field is set to 'Events'. The 'Date Field', 'Start Time Field', 'End Time Field', and 'Title Field' are all set to 'EventDate', 'EventDate', 'EndDate', and 'Title' respectively. The 'Show Start Time' checkbox is checked, while 'Show End Time' and 'Show List Title' are unchecked. The 'Header Date Style' is set to 'Short'. The 'Calendar Width' is 201 and the 'Calendar Height' is 175. At the bottom are 'OK', 'Cancel', and 'Apply' buttons.

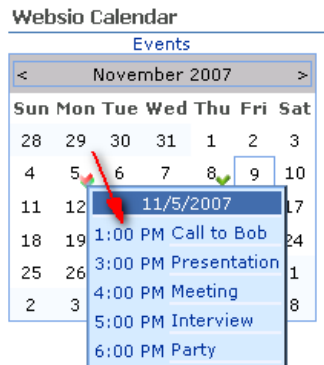
Property	Value
List Name	Events
Date Field	EventDate
Start Time Field	EventDate
End Time Field	EndDate
Title Field	Title
Show Start Time	<input checked="" type="checkbox"/>
Show End Time	<input type="checkbox"/>
Show List Title	<input type="checkbox"/>
Header Date Style	Short
Calendar Width	201
Calendar Height	175

1. **List Name** – Name of the list
2. **Date field** – Name of the field with event date. The field must be of type "Date and Time".
3. **Start Time Field** – Name of the field with event start time. Actual only if option "Show start time" is selected. The field must be of type "Date and Time".
4. **End Time Field** - Name of the field with event end time. Actual only if option "Show end time" is selected. The field must be of type "Date and Time".
5. **Title Field** – Name of the field with event caption.

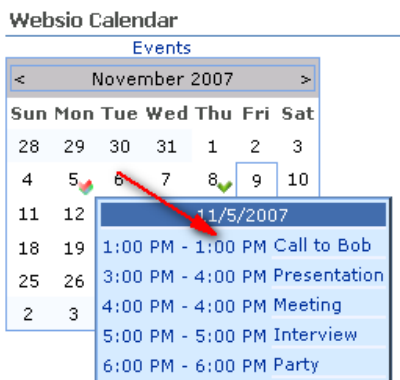


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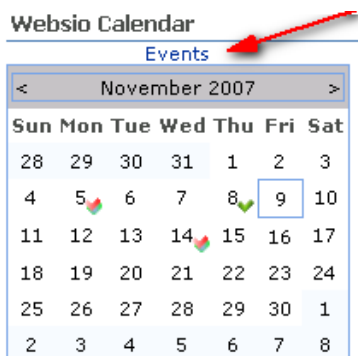
6. **Show Start Time** – select this option to show start time in event description



7. **Show End Time** – select this option to show end time in event. Actual only if "Show Start Time" is also selected.



8. **Show List Title** – select this option to show List Name in the Web Part header. Click on the List Name to see default view of the list.



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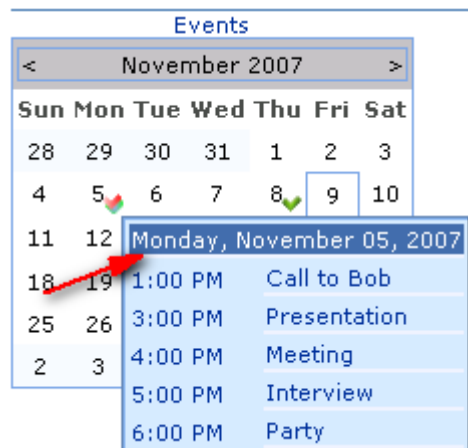
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### 9. Header Date Style – short or long date format.

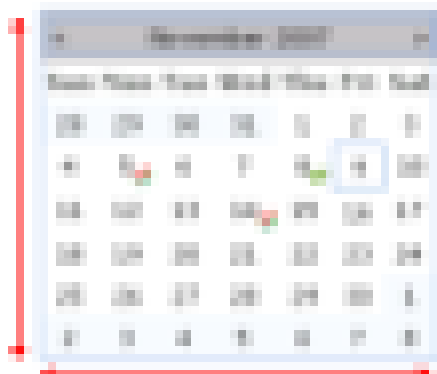
Short:



Long:



### 10. Calendar Width and Height – width and height in pixels

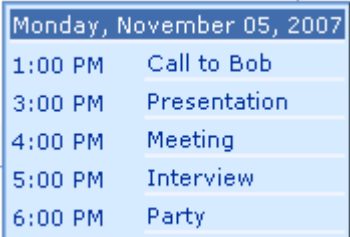
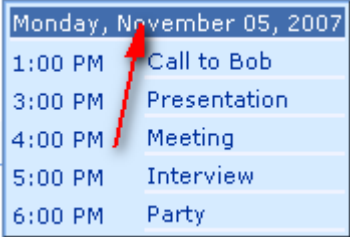
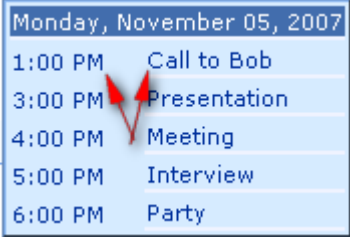



# Webzio Calendar CSS


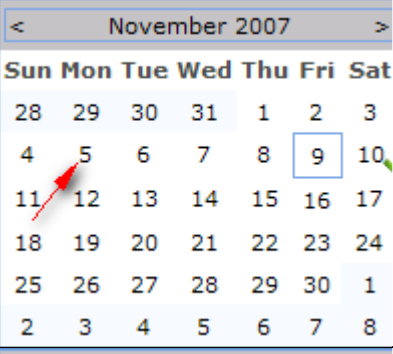
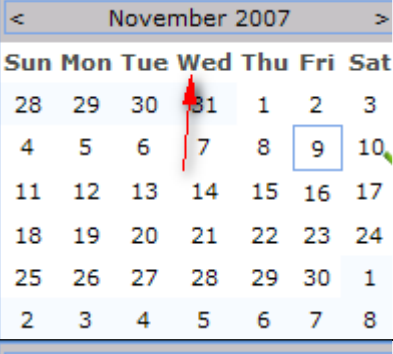
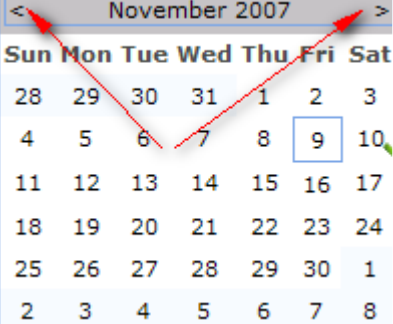
Visual style of Webzio Calendar may be fully customized by editing calendar.css file.

You can find it in virtual directory `_wpresources/calendar/<version>`


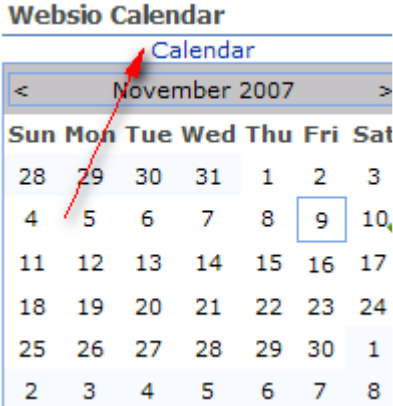
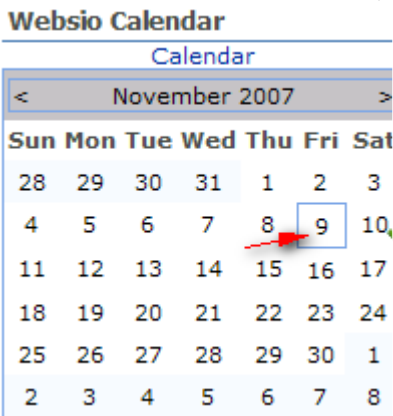
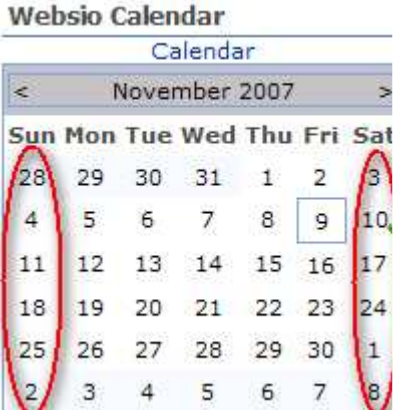
## CSS classes:

#	CSS class	Picture	Comments
1.	wspopuptable		Events table
2.	wspopuptableheader		
3.	wspopuptablecell		Events table cells
4.	wspopuptablelink		Links in events table
5.	wscalendar		Calendar table

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6.	wsdaywithevents		Day with events
7.	wsdaynoevents		Day without events
8.	wsdayheader		Week day name
9.	wsnextprev		Next/Previous

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10.	wsothermonth		Days of previous or next months
11.	wstitle		List name
12.	wstoday		Today
13.	wsweekend		Weekend

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