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#### Introduction

Your business is conducted on-the-go, as well as at the office. The RentalPoint Google Calendar Integration (GCI) is a quick way to connect with your technicians, whether freelance or staff, and give them a quick and accurate look at upcoming scheduled tasks. If your rental bookings in the RentalPoint system include crew tasks, then the GCI will be useful to you.

When your technicians are at home, or at the office, they can use any web browser to check their appointment schedule. When they're on the go, they can see their calendar appointments on their smart-phones, including the iPhone™.

#### System Requirements

Any system capable of running the main RentalPoint program is capable of running the GCI. The GCI requires an always-on high-speed internet connection, and uninterrupted connectivity. Other calendars may be supported in a future version of the calendar server; however, the initial release only supports GCI. The minimum RentalPoint software version for this server is v11.0.6.0 You must upgrade your system to v11.0.6.0 or higher prior to launching the GCI for the first time. GCI will give you an error message and exit if the database is not available, or not upgraded to the correct version.

#### Setting Up Your Main Google Account

• Create a new corporate Google Account, you can do this in Google by clicking on the link to create a new account as below –

Google
Sign in to add another account
9
Email
Password
Sign in
Need help?
Create an account



# Create your Google Account

One account is all you need	Name
A single username and password gets you into everything Google.	First Last
	Choose your username
8 🕅 🧿 🗈 👯 🕨 8	@gmail.com
	Create a password
Make Google yours	Confirm your password
Set up your profile and preferences just the way you like.	
	Birthday
	Month 🗢 Day Year
	Gender
田中春花 Sophia Wright Andrés Peña	1 am \$
	Mobile phone
	[•] •
	Your current email address
Take it all with you	
Switch hatwoon dovices and nick up wherever you left off	

- This new corporate account will only be used to setup the Google drive integration, no emails will be sent or received using this account.
- From Google Developers Console, set up your Google Account for Google Drive usage
  - 1. Go to <u>https://console.developers.google.com/project</u>
  - 2. Create your project (should be created within CORPORATE Google Account) :



=	Google APIs Project -		
0	IAM & Admin	Projects CREATE PROJECT	DELETE PROJECT
i	All projects	Filter by name, ID, or label	
+•	IAM	Project name Project ID	
	Quotas	Rentalpoint GCI rentalpoint-gci-158816	
<u>প্ল</u>	Service accounts		
۰	Labels		
	Outlines.		

3. Enter project name\*/id\*\*

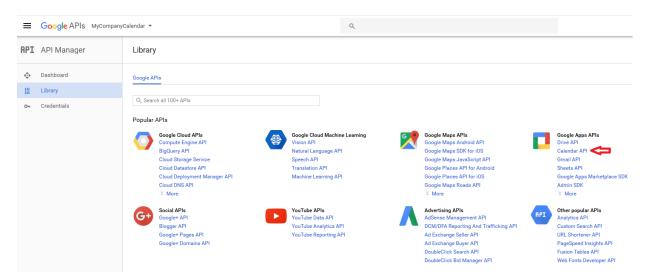
Project name 💿		
MyCompanyCalendar		
Your project ID will be mycompa	nycalendar-159019 <sub>(2)</sub> Edit	

\_\_\_\_\_ The project name is only used in the Console.

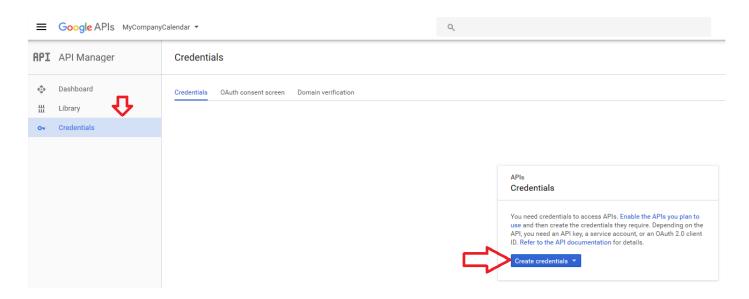
The project ID is used to uniquely identify your project. Once selected, this identifier cannot be changed. ٠



#### 4. Enable Calendar API



i You will need your Client ID and Client Secret for RentalPoint Setup so go to credentials tab & click create credentials





≡	Google APIs MyCompany	Calendar 👻	۹	
API	API Manager	Credentials		
* #	Dashboard Library Credentials	Credentials OAuth consent screen Domain verification		APIs Credentials You need oredentials to access APIs. Enable the APIs you plan to use and then create the credentials they require. Depending on the API, you need an API key, a service account, or an OAuth 2.0 client ID. Refer to the API documentation for details.
				Create credentials  API key Identifies your project using a simple API key to check quota and access OAut client ID Requests user consent so your app can access the user's data Service account key Enables server-to-server, app-level authentication using robot accounts Heip me choose Asks a few questions to help you decide which type of credential to use

≡	Google APIs MyCompany	Calendar 👻	م
API	API Manager	Credentials	
<≎*	Dashboard	<b>f</b>	
Ш	Library	Create client ID	
07	Credentials	Application type Web application Android Learn more Chrome App Learn more iOS Learn more PlayStation 4 Other Name	
		RentalpointCalendar Create Cancel	



Record your credentials, you will need to Copy Paste your client ID & secret to Rentalpoint

# OAuth client

179815670859-c7734cieh96fabdekpdo0hbo1kucf588.	apps.googleusercontent.co
Here is your client secret	
bnjh7uInpffgd-ttg-ssdf	ſ

### Setting up Rentalpoint to Interface with Google Calendar

1. From the Main Menu, Go To Setup -> Parameters -> Cloud -> Company account Setup.

	RP Setup Company Cloud Account
	Enter the details for the company cloud account.
From last step in Setting	Google Account Parameters Client ID
up Google Calendar	Client Secret
	Docs Cloud Saving Parameters
	Use Company Cloud
	<ul> <li>Save Docs Settings</li> <li>Save docs to Google drive</li> <li>Save docs locally and carbon copy to cloud</li> </ul>
	-SMS Kapow Account User Name
	Password
	✓ OK X Cancel

ОК



2. Authorization window will be opened once you hit ok above. Enter your CORPORATE email address and password. This only needs to be setup once unless the password is changed.

Authorize		
	Google	
	Sign in with your Google Account	
	Email   Password	Corporate account goes here
	Sign in Need help?	
	One Google Account for everything Google	



#### **Troubleshooting Setup**

If you can't login your project. And can't proceed with the error message, than first you need to do is next:



403. That's an error.



- 1. Open Internet Explorer (RP is using Internet Explorer for internal authorization with Google). Go to <a href="https://www.google.com">https://www.google.com</a> and log off from your current account.
- 2. Go to <u>https://console.developers.google.com/project</u>, login with your corporate account and open your project, then go to APIs & auth and check your Consent screen:

< Projects	Consent screen					
My Project Overview Permissions		shown to users whenever you n hown for all of your applications (	a the second	2000-0-0 <b>1</b> -0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0	sing your client 10.	
Billing & settings	rentalpoint.d@gmail.com		•			
	and an	Malce sure, that this		Loge P	roduct Name -	
APIs & auth	PRODUCTNAME	fields are not empty.			Developer info	
APIs	Project Default Service A	ccount			email	
Credentials				This app would like	ue to:	
Consent screen	HOMEPAGE URL (Optional)			Know your nam     you're connecte	re, tassic info, and list of people ed to on Google+	0
Push	https:// or http://			<ul> <li>you're connecte</li> </ul>	ed to on Google+	~
Monitoring Source Code	LOGO (Optional)			Coogle, visible		0
	https://fbcdn-profile-a.ak	amaihd.net/horofile-ak-xfa1/v/t	1.0-1/4	O Yes     O	concest = Add more people	

- If you have created a NEW account for use with Google Drive you may need to activate it. Go to
  <u>https://mail.google.com/mail</u> and login with your corporate account. This action activates your email. Go back to
  Rentalpoint cloud parameters now and validate your email again.
- 4. If you have other problems with authentication ensure that your Client ID and Client Secret in credentials tab of your Google Developers Account Match those entered into Rentalpoint Parameter Setup.



### Getting Started with GCI

### Launching the Service

Before you can start the service you need to configure your Google calendars. After installing RentalPoint, navigate to your sys directory and launch **RPCalendarServer.exe**. Head over to the **Server Settings** tab.

89		RentalPoint Calendar Server	- • ×
Start Calend	ar Server		Rental Point
Calendar Server Status	Server S	Settings	
	Stopp	ed	
	Database:	v11_production_db on sqlserver	
Calendar	Accounts:	0	
	Accounts:		
Event Create (			
	Errors:	0	

In the Server Settings tab, click Add.

8	RentalPoint C	alendar Server	_ <b>D</b> X			
Start Calendar Server			Rental Point			
Add Edit	Owner Name	Email	Active			



## Connecting to a Google Account

In the Add Account window click Connect to Account ... . A Windows security prompt may display. Click Allow Access to continue.

8		Add Account	
Co	onnect to Account	alendars List	
Your Account ID is un	known. Please reconnect to Account		Add Link
Account Information			
Display Name	Google		
Owner (and Notes)	Google Calendar Account 1		
Server Name	Google		
Account Type	Google Calendar Server 🗸		
Contact Email and Name			
	ormation From Google Account		

Login to your Gmail account.

8	Authorize	. 🗆 X
	Google	^
	Sign in with your Google Account	
	Email	
	Password	
	Sign in ✓ Stay signed in Need help?	
	Need help?	~



8	Authorize		-		x
		Cheryl	Flowe	ers +	*
	- Rental Point would like to:				
	8 View your email address		i		
	8 View your basic profile info		i		
	8 Manage your calendars		i		
	By clicking Accept, you allow this app and Google to use your information accordance with their respective terms of service and privacy policies. Yo change this and other Account Permissions at any time.		pt		

Click Accept to authorize RentalPoint to use information from your Gmail account.

After you've connected to your Gmail account, you can configure additional information in RentalPoint. This information is used so you can quickly and easily identify your Gmail account in the list of accounts that sync with RP. Some companies may only have one account to sync to and some may have several. This info will help you to identify each of your accounts.

8		Edit Accou	nt			x
Co	onnect to Account	Technician Links	Calendars List			
Your AccountID: char	ryl.melissa.flowers@gmail.com		Г	🙀 Add Link	Edit Link	Delete Link
Account Information	y inclusion over segment of	Technician Name		Calendar	Name	
	Main DD Annual					
Display Name	Main RP Account					
Owner (and Notes)	Cheryl Flowers					
Server Name	Google					
Account Type	Google Calendar Server ∨					
Name Email Phone	Tormation From Google Account Cheryl Flowers Cheryl.melissa.flowers@gmail.com 888 591 1962 Activate Account					
					Dk	Cancel



### Configuring Calendars

Within each of your accounts you can configure multiple Calendars. By default, the system will add a calendar after you have connected to your Google account. An account must always have one calendar associated with it. Use the Add, Edit and Delete buttons to configure your calendars.

8		Edit Account	X
Connect to Account		Technician Links Calence	ndars List
Your AccountID: cher	ryl.melissa.flowers@gmail.com		Add Edit Delete Refresh
Account Information		Calendar Name	
Display Name	Main RP Account	Lighting Crew	
Owner (and Notes)	Cheryl Flowers	Setup and Strike Drivers	
Server Name	Google		
Account Type	Google Calendar Server 🗸 🗸		
Name Email Phone	iormation From Google Account Cheryl Flowers (heryl.melisas.flowers@gmail.com [888 591 1962 Activate Account		
			Ok Cancel

Within each calendar is a setting on how you want RP to interact with the calendar. Additional information can be found at this link <u>https://support.google.com/calendar/answer/143754?hl=en</u>. The settings are as follows:

#### None - calendar is unavailable for others. (default value)

Free/Busy reading - users within your domain can see when your time is booked or free, but they cannot see names or details in your events.

**Reading** - users within your domain can view your calendar and invite you to events, but they won't be able to access the details of events marked as private.

	Edit Calendar	
Name:	Lighting Crew	
Description:	<u>^</u>	
	~	
Location:		
Time Zone:	America/Toronto	
3	V None V	
	Free/Busy reading Reading Ok	



## Configuring Technicians

After you have configured calendars, you can link technicians to the calendars. Technicians must exist in the main RP program before they display in the technician drop down list.

		Edit Accou	nt					x
	Т	echnician Links	Calendars List					
1				🙀 Add L	ink 🔩	Edit Link	ቲ Dele	ete Link
		Technician Name	2		Calendar Na	me		
	I	Tina Mae			Lighting Crew			
=		Joe Bloggs			Setup and Stri	ke		
		83	Link	a technic	ian to a Cal	endar		×
		Calen	dar Name:	Lighting	Crew		<b>~</b>	
_		Tech /	Assignments for:	Tina Mae	:		~	
								_
					Ok		Cancel	

#### Activating the Account

Your final step in configuring an account is to activate it. Click Activate Account, then click OK to save your settings.

83			Edit Accou	nt			x
Cc	onnect to Account	ſ	Technician Links	Calendars List	]		
	ryl.melissa.flowers@gmail.com				🙀 Add L	ink 🛛 🙀 Edit Lin	k 🗧 🔁 Delete Link
Account Information			Technician Name	2		Calendar Name	
Display Name	Main RP Account		Tina Mae			Lighting Crew	
Owner (and Notes)	Cheryl Flowers		Joe Bloggs			Setup and Strike	
Server Name	Google						
Account Type	Google Calendar Server 🗸 🗸						
Name Email Phone	formation From Google Account Cheryl Flowers cheryl.melissa.flowers@gmall.com 888 591 1962 Activate Account						
						Ok	Cancel



**Google Calendar Integration (GCI)** 

**Rentalpoint V11** 

8	RentalPoint (	Calendar Server	
Start Calendar Server			<b>Rental</b> Point
Calendar Server Status Server Settings	]		
Add Edit	Delete		Configuration
Display Name	Owner Name	Email	Active
Main RP Account	Cheryl Flowers	cheryl.melissa.flowers@gmail.com	Active

### Starting the Calendar Server

Now that you've configured all your accounts, calendars and technician links, it's time to start the service! Go back to the Calendar Server Status tab. Click Start Calendar Server. You'll see the status of the server is now Running.

8	RentalPoint Calendar Server	_ <b>D</b> X
Stop Calendar Server		<b>Rental</b> Point
Calendar Server Status Server Settings		
Running		
Database: v11_produ	ction_db on sqlserver	
Calendar Accounts: 1		
Enabled Accounts: 0		
Event Create Counter: 0		
Errors: 0		



## Additional Configuration Options

#### Send Event Email

Use this option is you want to send email invitations to your technicians (Server Settings tab --> Configuration). This will notify the tech and remind them to review their calendar for upcoming events. For this option to work, please ensure that an email address is entered for the technician and the 'Send Emails' option is checked.

RP			Co	ntact P	roperties				_ <b>D</b> X
Custom		Contracting		Conta	ct Picture		Dist	ribution Lists	
Contact	Payment	Profile	Current Bookings		Archived	Bookings	Pending	History	Notes
	First		ast		Г				
Contact	Joe	B	loggs		pany				
Dept				÷	-				
Position		Source	•	⇔	Ľ				
Drivers Lic		Ask For							
Address									
Line 1				Venu	e				
		State/Prov		÷	-				
Country		Post Code		Ľ	<b>⊳</b>				
Email	joe@bloggs.ca		Send Email						
Website				6					
Country	Code Area Code	Numbe	r Extension						
Phone 1				Proje	ct Manage	er Co	cel A	ssign Ends/	/
Phone 2				Proje	ct Manage	er Na			
Cell									
Fax									
Fax Options		e Local	•						
	Send Faxes								
🖺 Save	Tab 📾 🗄	Add activity	岱 New		Delete	<ul> <li>Save</li> </ul>	✓	Save & Close	× Cancel



The technician will receive something like this:

o me 💌	ttalpoint1@gmail.com>	1 2:49 PM (0 minutes ago) ☆ 🗽
Sep 10 Wed	RPT RP: New Meeting for this guy ( 0           View on Google Calendar           When         Wed Sep 10.2014 1pm - 6pm (EDT)           Who         Rental Point*           Yes         Maybe	Agenda Wed Sep 10, 2014 <i>No earlier oversts</i> 1pm RPT RP. New Meeting for this guy ( O <i>No later events</i>
	w Manfred for this way ( One day, Della)	
RPT RP: Nev Technician Rent	w Meeting for this guy ( One day. Daily ) tai	more details
Technician Rent		more details
Technician Rent When Wed Calendar Busin	tal ISep 10, 2014 1 pm – 6pm Eastern Time ness developer calendar	more details
Technician Rent When Wed Calendar Busin Who • R	tal JSep 10, 2014 1 pm – 6pm Eastern Time	more distals
Technician Rent When Wed Calendar Busin Who R • R	tal Sep 10,2014 1 pm – Epm Eastern Time ness developer calendar Fenal Politi – organizer	more distals
Technician Rent When Wed Calendar Busir Who R R Going? <u>Yes</u> -	tal Sep 10,2014 1 pm – Epm Eastern Time ness developer calendar Renal Point – cysizer Renal Point – No more aplians 2	more details
Technician Rent When Wed Calendar Busir Who R Going? Yes - Invitation from Goog	tal Sep 10,2014 1 pm – Epm Eastern Time ness developer calendar Renal Point – cysizer Renal Point – No more aplians 2	more detain

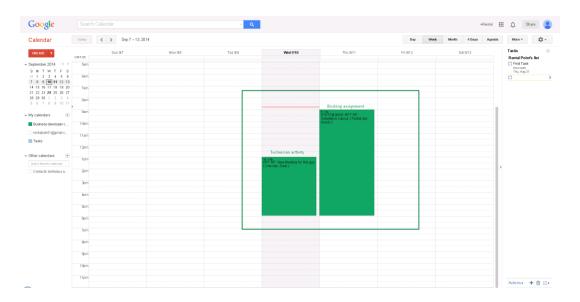
The managers' calendar will look something like this:

Google	Search Calendar		- Q						Rental	Shar	•
Calendar	Today < > Sep 14 - 20, 2014					D ay	Week	Month 4 Days	Agenda	Mare *	¢٠
CREATE Y	Sun 9/14	Mon 9/15	Tue 9/16	Wed 9/17	Thu 9/18	Fil 9/19		S # 9/20		Tasks	8
September2014 <⇒ SMTWTFS	ANTONJ00007 RPT RP: Installatio VA00024 RPT RP: Installation Lat 0MT-05			00amii RPT RP: New Activity for	youl (16 days Daly) PT RP: New Activity for you! (	16 days. Daily) ×				Rental Point's First Task Newnote Thu Aut 21	list
31 1 2 3 4 5 6 7 8 9 <b>10 11 12 13</b>	4am			Wed	, September 17, 8am – Thu, Octob	er 2, 11pm				This ring of	
14 15 16 17 18 19 20 21 22 23 24 25 26 27	6am			Who	antenyrlovski@gmail.com						
28 29 30 1 2 3 4				Dele	te	Edit event =					
5 6 7 8 9 10 11	6am								1		
My calendars 🔍	7am										
Business developer c	8am										
rentalpoint1@gmail.c	9am								-		
Other calendars 💌	10am										
Add a friend's calendar	11am								_		
Contacts' birthdays a	1.2pm								=['		
	tpm										
	200										

The tech calendar will look something like this

•

- Make sure your calendar is active in the left panel i.e. that it shows a colour
  - Click the down arrow beside your calendar to share with other people





### Outlook Integration

With RentalPoint, you can easily sync your Gmail and Outlook calendars. In the Calendar List, right click on the desired calendar and select **Copy Outlook Link for this Calendar**.

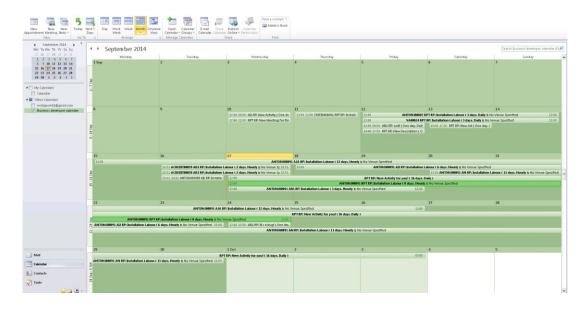
8		Edit Accour	nt	x
Co	nnect to Account	Technician Links	Calendars List	_
Your AccountID: cheryl.melissa.flowers@gmail.com			Add Edit Delete Refree	sh
Account Information		Calendar Name		
Display Name	Main RP Account	Default Account		
Owner (and Notes)	Cheryl Flowers	Drivers Lighting Crew	Copy Outlook Link for this Calendar Copy Web Link for this Calendar	
Server Name Account Type	Google Google Calendar Server	Setup and Strike	Copy web Link for this Calendar	

Now open Outlook and go to Calendar --> Open Calendar --> From Internet and paste the link by hitting Ctrl+V.

0 🔄 🔊 🖙	Folder View		Calendar - Outlook Da	ts File - Microsoft Outlook			(C) = (P)	88 2 <b>2</b>
New New New Appointment Meeting Items -	Nect 7 Days G Arrange G	Calendar * Groups * Calendar Calendar	Publish Colendar Online - Permissions hare					
4 September 2014 + 4 Mo Tu We Th Fr 5a Su 25 26 27 20 20 30 31 1 2 3 4 5 6 7 8 9 18 11 12 33 14 15 16 12 30 40 11 22 23 24 25 26 27 26	<ul> <li>September 2014</li> <li>Monday</li> <li>Sep</li> </ul>	Tuesd by 2	Wednesday 3	Thursday 4	Friday S	Səturday G	(Search Calendar (Ctri+E) Sanday 7	<b>م</b>
29 30 1 2 3 4 5 V My Calendars V Calendars Cother Calendars entalpoint1@gm81.com Buildes developer Calendar- 0	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	9	10	11	12	13	14	
<ul> <li>Business developer calendar - 0</li> <li>Business developer calendar - In</li> </ul>	1: 14 5 0		New Internet Calendar Subscri	ption 2				
	11-11-19	16 1	17 Example: webcal://www.example		19	20	21	Next Appointment.
	22 :: 88 R - 72	23 2	24	25	26	27	28	
Mail Calendar & Contacts Taks	29 90 5 - 44 5 R	30 :	10ct	2	3	4	Dama us	v

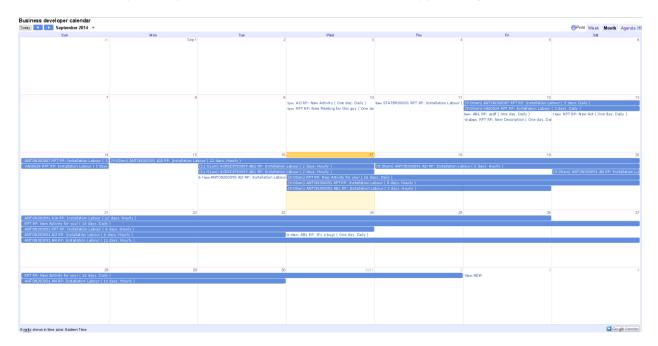


The Outlook calendar will refresh and it will now be fully synchronized with your Google calendar.



#### Open Calendar in Browser

The feature **Copy Web Link for this Calendar** provides you with a link for a web copy of your Google calendar. Simply paste it into a web browser. This option may be useful for some technicians, as it's a copy of Google calendar iFrame.





## GCI Troubleshooting Duplicates

tblCalendarAccountLinkSync contains information about assignments uploaded to actual google calendar, so if there were duplicates - we need to clean them.

For example: There are 3 Duplicates below

Вт, 5/5	Cp, 5/6	Чт, 5/7	Пт, 5/8
(11:03AM) CUST200001 AA RP: Labour	( 3 days. Hourly )		
(11:03AM) CUST200001 AA RP: Labour	( 3 days. Hourly )		
(11:03AM) CUST200001 AA RP: Labour	(3 days. Hourly)		
	duplicates		
	uupicates		
		11:03 – 12P VENDOR00( VENDOR00 VENDOR00 -	
		RP Labour (RP Labour ) 007 AA RP	

1. Stop GCI:

Stop Calenda				
Calendar Server Status	Server Settings	×		
Running				

2. DELETE FROM tblCalendarAccountLinkSync



3. Delete all duplicated assignments from actual google calendar manually:

✓ My calendars	
Anton Jakimenko	9am
Birthdays	Display only this Calendar
Tasks	Calendar settings
Γ	Create event on this calendar
	Share this Calendar
Add a friend's calendar	Edit notifications
Holidays in Ukraine	Send to a friend
	Edit color
Delete calendar: Learn more	Delete all events in this calendar Delete: An events in this calendar will be deleted. If any ev
« Back to calendar Save Cancel	

4. Start GCI:

Start Calend	lar Server					
Calendar Server Status	Server Settings	]				
Stopped						



Assignments were restored correctly:

(11:03AM) CUST200001 AA RP: Labour	( 3 days. Hourly )	
	1	
	correct	
		× · · · · · · · · · · · · · · · · · · ·
		11:03 – 12P
		VENDOR00007 AA RP: Labour ( 00h

### GCI Troubleshooting Limits

Calendar API provides request limits for users:

https://console.developers.google.com/project/%your\_project\_name%/apiui/apiview/calendar/quotas

1,000,000 requests/day

n requests/second/user

Per-user limit could be setted manually. It is 5 by default, not long ago GCI sync functionality was changed. This change affects number of requests being sent to Google, so I recommend increasing per-user limit to 15.