

SuiteCRM Google Calendar (Lite)

**User Guide** 

**Google Calendar** 

Outright

## **User Guide:-**

**1.** We have synced all the Google Calendars in SuiteCRM.

OUTRIGHT-ALL GOOGLE C	CALENDARS SALES MARKE	TING SUPPORT ACTIV	TITIES COLLABORATION ALL	
Upload JSON file to start				
Create New Calendar Settings	OUTRIGHT-AL	L GOOGLE CAL	ENDARS Here are all the synced google ca	alendars
+ See All Calendar Settings	Assigned to 🔶	Name 🔶	gcal_id \ominus	location ↔
See All Google Calendars		Scheduled Meetings	c_da4jci909m6s8d378rj0u6bl04@group.calendar.google.com	
See all Webhooks	mohit	Birthdays Hr Sales department	addressbook#contacts@group.v.calendar.google.com c_027iv1o6sp3ihed8gn26aefaqg@group.calendar.google.com	
Clean all Webhooks	admin	Holidays in India Vijay sales department	en.indian#holiday@group.v.calendar.google.com c_klbh1njhnsv58bbftbh1outt74@group.calendar.google.com	
Google to CRM Route	BULKACTION-			(1-5 of 5)
See User Tokens	Security Groups: Mass Assig	n ASSIGN REMO	VE Group:None V	
Add Permanent Attendee				

**2.** Now we'll create a record in meeting modules. Before sending invitation to everyone Google Calendar has no meeting.

= 🔟 Calendar	Today	< > May 14, 2021 Q	🗯 🚍 meetings 🗸
+ Create	01000000	Right now, there is no meeting scheduled in Google Calender	CREATE → Q ④ A We've created a meeting in SuiteCRM and now click to send invite
9 10 11 12 13 13 15	GM1+03.30	· · · · · · · · · · · · · · · · · · ·	TEST SALES MEETING
16 17 18 19 20 21 22	1 AM -		SEND INVITE TO EVERYONE
23 24 25 26 27 28 29	12/10/20	· · · · · · · · · · · · · · · · · · ·	< (1of 324) >
30 31 1 2 3 4 5	2 AM -		OVERVIEW ACTIONS -
Meet with	3 AM -		
Search for people	4 AM -	+	Subject:
My calendars	5 AM -		Test Sales Meeting
Mohit Sharma	6 AM -		Status:
Birthdays	7 AM -		Planned
Hr Sales department	8 AM -		Start Date & Time:
Tasks	9 AM -		05/14/2021 08:30
Vijay sales department	10.AM -		Duration:

**3.** Now click on the send invite button and you will notice meeting is Synced in Google Calendar Successfully.

😑 💶 Calendar	Today < > May 14, 2021 Q ⑦ ੴ You can see the meeting is Synced in	≡ meetings <del>v</del>
Create	Google Calendar in real time	create 🗸 🧔 🖉
	GMT+05:30	
9 10 11 12 13 1 15	10 AM	
16         17         18         19         20         21         22           23         24         25         26         27         28         29	11 AM	
30 31 1 2 3 4 5	12 PM	OVERVIEW ACTIONS -
Meet with	1 04	
Search for people	+	Subject:
	2 PM Test sales meeting, zpm	Test Sales Meeting
My calendars	3 PM	Status
Mohit Sharma	4 PM	Jidius.
Birthdays	5.04	Planned
Hr Sales department	2 PM	Start Date & Time:
Reminders	6 PM	
Tasks	7 PM	05/14/2021 08:30
Vijay sales department	5 PA .	Duration:

**4.** We have changed the subject of meeting from Google Calendar and then we'll click on save button.



**5.** After saving the changes, the new subject name will appear in SuiteCRM.

= 🔟 Calendar	Today < > May 14, 2021	1 Q ⑦ ੴ ≡ meetings <del>v</del>
Create	FRI	
	GMT+05:30	
2 3 4 5 6 7 8	10 AM	
9 10 11 12 13 14 15 16 17 18 19 20 21 22	11 AM	SEND INVITE TO EVERYONE
23 24 25 26 27 28 29	12 PM	OVERVIEW ACTIONS -
Meet with	1 PM	+ Subject: The subject of meeting is changed in SuiteCRM as well
Search for people	2 PM Test Sales Meeting - May 2 - 3:45pm	Test Sales Meeting - May
My calendars	4 PM	Status:
<ul> <li>Mohit Sharma</li> <li>Birthdays</li> </ul>	5 PM	Start Date & Time:
🔲 Hr Sales department	6 PM	
Reminders		05/14/2021 08:30
Tasks	/ PM	Duration:
Vijay sales department	8 PM	

**6.** Now we'll create another meeting but this time we will use a different user.

n outright-all google	CALENDARS SALES MARKI	ETING SUPPORT ACTIV	ITIES COLLABORATION ALL	
Upload JSON file to start	4			
Create New Calendar Settings	OUTRIGHT-AL	L GOOGLE CAL	ENDARS Now we'll schedule a	meeting using diffrent user
+ See All Calendar Settings	Assigned to 🔶	Name 🔶	gcal_id ⇔	location $\Leftrightarrow$
See All Google Calendars		Scheduled Meetings	c_da4jci909m6s8d378rj0u6bl04@group.calendar.google	.com
See all Webhooks	mohit	Birthdays Hr Sales department	addressbook#contacts@group.v.calendar.google.com c_027iv1o6sp3ihed8gn26aefaqg@group.calendar.google	.com
Clean all Webhooks	admin	Holidays in India Vijay sales department	en.indian#holiday@group.v.calendar.google.com c_klbh1njhnsv58bbftbh1outt74@group.calendar.google.	com
Google to CRM Route	D- BULK ACTION -			(1-5 of 5)
See User Tokens	Security Groups: Mass Assi	gn ASSIGN REMOV	/E Group:None	

**7.** Create a record in meetings modules after logging in with different user.

A MEETINGS SAL	ES MARKI	ETING SUPPORT ACT	IVITIES COLLABORATIO	N ALL			create 👻 🔍	(A	Mohit Sharma 🗸
Schedule Meeting	Þ					Login with diffre record in the me	nt user and cre eting module	ate a	
View Meetings		TEST HR MEE	TING 🖒						
Import Meetings		SEND INVITE TO EVERY	ONE						
Recently Viewed		OVERVIEW							
Test Hr Meeting	1	Subject:	Test Hr Meeting		Status:				
🔔 Mr. Test Con	1	Start Date & Time:	05/13/2021 02:15pm						
ば Mr. Test Lead	1	Duration:	2h 30m		Accounts				
		Reminders:			Event Locatio	on:			

**8.** As you can see there is no meeting in Google Calendar because we have not sent it to everyone yet.

= 🔟 Calendar Today	/ < > May 14, 2021 Q ⑦ 🔅 🕞 🔲 🗮 меетінgs 🗸
+ Create	There is no meeting in Google CREATE - Q ( ) A
GMT+05:3	TEST HR MEETING 🔅
2 3 4 5 6 7 8 9 10 11 12 13 14 15 <sup>1</sup> AM 16 17 18 19 20 21 22	Send Invite to everyone
23 24 25 26 27 28 29 2.AM	OVERVIEW ACTIONS -
30 31 1 2 3 4 5 <sub>3 AN</sub>	( Cubiasti
Meet with 4 AM	Tet Le Mooting
Search for people 5 AM	rest ni Meeting
My calendars ^ 6 AM	t
Mohit Sharma 7 AM	(
Birthdays	Start Date & Time:
Mr Sales department	05/13/2021 02:15pm
Reminders 9 AM	Duration
Tasks 10 AM	t
Vijay sales department	> 2h 30m

**9.** Once you click on save button, you will see all attendees. And the meeting is created in Google Calendar as well.



**10.** The meeting we created is attached to the activities of the attendee .

CONTACTS SALES MAR	RKETING SUPPORT AC	TIVITIES COLLABORA	TION ALL	CREATE	V Q A Mohit Sharma
Account Name:			Fax:		
Email Address:	Testcontact@gmail.com (Pr	imary)			
Primary Address:			Other Address:		
Description:					
Assigned to:	Mohit Sharma				
The mo	eeting we created is attach	ed to the activites of atte	ndee		
✓ ACTIVITIES					-
Subject ⇔	Status 🗢	Contact 🗢	Due Date 🗢	Assigned User 🗢	
Create Task 🗸					🔣 < (1-1 of 1) 📄 🚿
Test Hr Meeting	Planned	Mr. Test Contact	05/14/2021 08:00pm	Mohit Sharma	Edit 👻

Google Calendar

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**11.** The user will get an email notification regarding all the updates of meetings.

	May	Те	from:	Mohit Sharma seharma mohit@outrighterm.com>		
	Thu P	Whe Whe	k reply-to: to: date: subject;	Vija google.com Mohit Sharma «sharma.mohit@outrightcrm.com» Vijay Kumar «vijay@outrightcrm.com», testcontact@gmail.com, testlead@gmail.com May 13, 2021, 7:33 PM Updated invitation: Test Hr Meeting @ Thu May 13, 2021	nda ay 13, 2021 <i>lier events</i> n Test Hr Meeting er events	
Th	iis event has	been cl	mailed-by:	7:45pm - 10:15pm (IST) (Vijay Kumar) calendar-server.bounces.google.com		