

Installation and User Guide

ZakCalendar Pro

Leading Salesforce1 Calendar App

ZakCalendar Pro is the leading Salesforce1 Calendar app that helps your keep track of your upcoming events and schedules. You can install ZakCalendar Pro from appexchange:

<https://appexchange.salesforce.com/listingDetail?listingId=a0N3000000B5gfREAR>

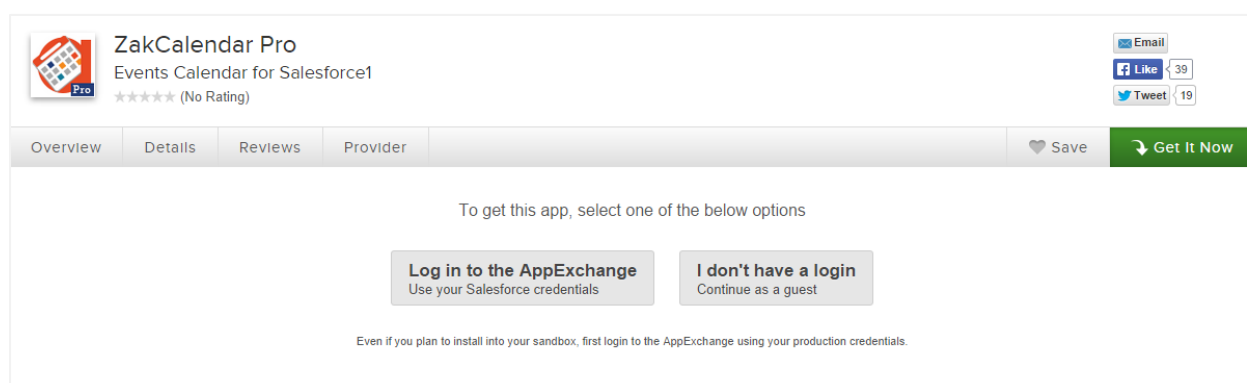
This installation and user guide consists of all the steps required to install ZakCalendar Pro and explains how to use ZakCalendar Pro to manage your meetings and events on-the-go.

Technical Specification:

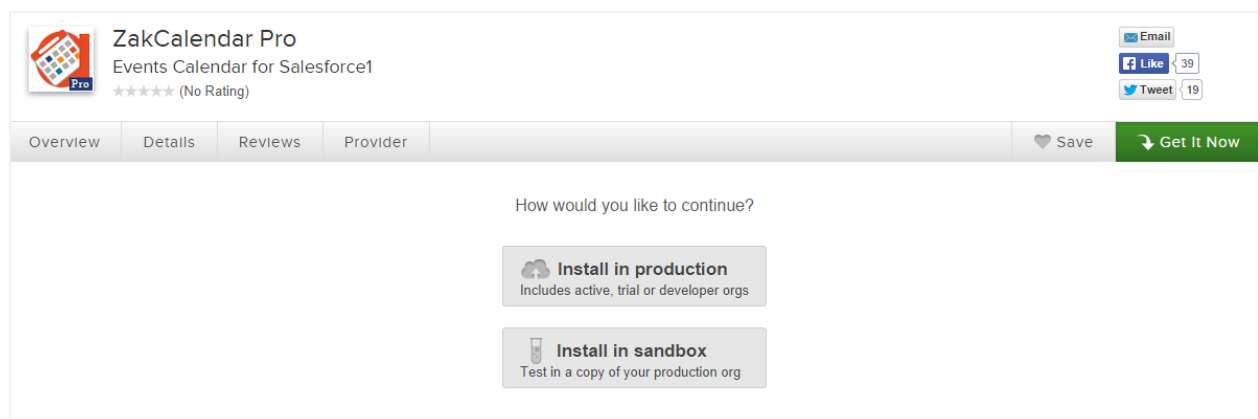
Salesforce.com supported versions: Enterprise Edition, Unlimited Edition, Force.com Platform Edition and developer Edition.

ZakCalendar Pro: Installation Process

To install ZakCalendar Pro from Appexchange click on “Get It Now” login to the AppExchange using your Salesforce Credentials or Continue as guest and create a new Salesforce account.



As you login with the Salesforce credentials you can install ZakCalendar Pro in production which include active, trial and developer orgs or install in sandbox to test in a copy of production org.



Sandbox:

Use the app in test environment first and check the functionality of the application. Sandboxes are isolated from your Salesforce production organization, so operations that you perform in your sandboxes don't affect your Salesforce production organization, and vice versa. Sandboxes are nearly identical to your Salesforce production organization.

Production:

Once you decide where you want to install your application, installation process start with the details of the package you are about to install. Read and Agree to terms and conditions to confirm your installation. Click "Confirm and install" to start the installation of ZakCalendar Pro.



ZakCalendar Pro
 Events Calendar for Salesforce1
 ★★★★★ (No Rating)

Email
 Like 39
 Tweet 19

Overview
 Details
 Reviews
 Provider
 Save
 Get It Now

Almost there!

WHAT YOU ARE INSTALLING	WHERE YOU ARE INSTALLING
PACKAGE ZakCalendar Pro	ORGANIZATION Grazitti Interactive**
VERSION ZakCalendar Pro (ZakCalendar Pro / 1.9.0)	EDITION Developer
SUBSCRIPTION Free Trial	USER NAME alok@43demo.com
DURATION 14 Days	
NUMBER OF SUBSCRIBERS Site-wide	

☐ I have read and agree to the [terms and conditions](#) .

[Cancel Install](#) | [Back to previous step](#)
[Confirm and Install!](#)

Salesforce.com Inc. is not the provider of this application but has conducted a limited security review. Please [click here](#) for detailed information on what is and is not included in this review.

Package Installation details page tells you about the final selection of the package and the package components that will be installed during the setup process. Click on “continue” to proceed with the installation.

Package Installation Details

Package Name: ZakCalendar Pro
 Version Name: ZakCalendar Pro
 Version Number: 1.9
 Publisher: Grazitti Interactive**
 Description: [Redacted]

Continue **Cancel**

Package Components

Resources (5)

Action	Component Name	Parent Object	Component Type	Installation Notes
Create	MasterChildUser Layout	MasterChildUser__c	Page Layout	This is a brand new component.
Create	ZakCalendar Doc		Document Folder	This is a brand new component.
Create	icsParse		Static Resource	This is a brand new component.
Create	ZakCalendarProlcon		Document	This is a brand new component.
Create	ZakCalendar		Static Resource	This is a brand new component.

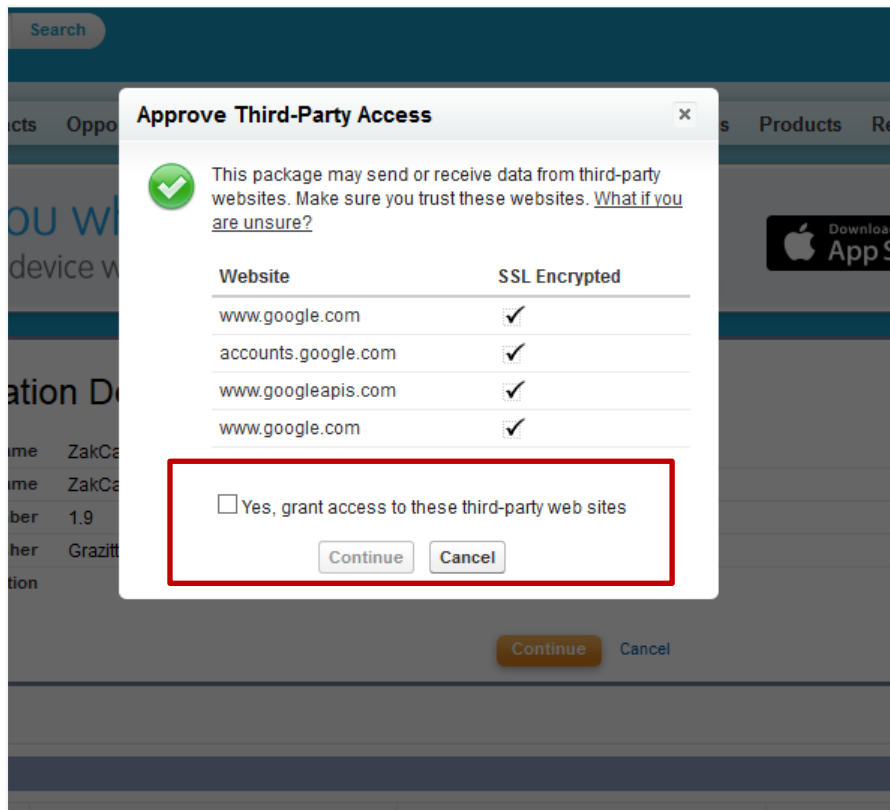
Fields (15)

Action	Component Name	Parent Object	Component Type	Installation Notes
Create	GoogleEvtId	Activity	Custom Field	This is a brand new component.
Create	GoogleEventId	Activity	Custom Field	This is a brand new component.
Create	IcalID	Activity	Custom Field	This is a brand new component.
Create	User	MasterChildUser__c	Custom Field	This is a brand new component.
Create	HasAccess	User	Custom Field	This is a brand new component.
Create	UniqueMasterChild	MasterChildUser__c	Custom Field	This is a brand new component.
Create	SyncDateTime	Activity	Custom Field	This is a brand new component.
Create	Refresh_Token	User	Custom Field	This is a brand new component.
Create	EventColors	MasterChildUser__c	Custom Field	This is a brand new component.
Create	isGoogleEvent	Activity	Custom Field	This is a brand new component.
Create	Value	ZakSettings__c	Custom Field	This is a brand new component.
Create	Need To sync	Activity	Custom Field	This is a brand new component.
Create	UID	Activity	Custom Field	This is a brand new component.
Create	GoogleEventSequence	Activity	Custom Field	This is a brand new component.
Create	User	MasterChildUser__c	Custom Field	This is a brand new component.

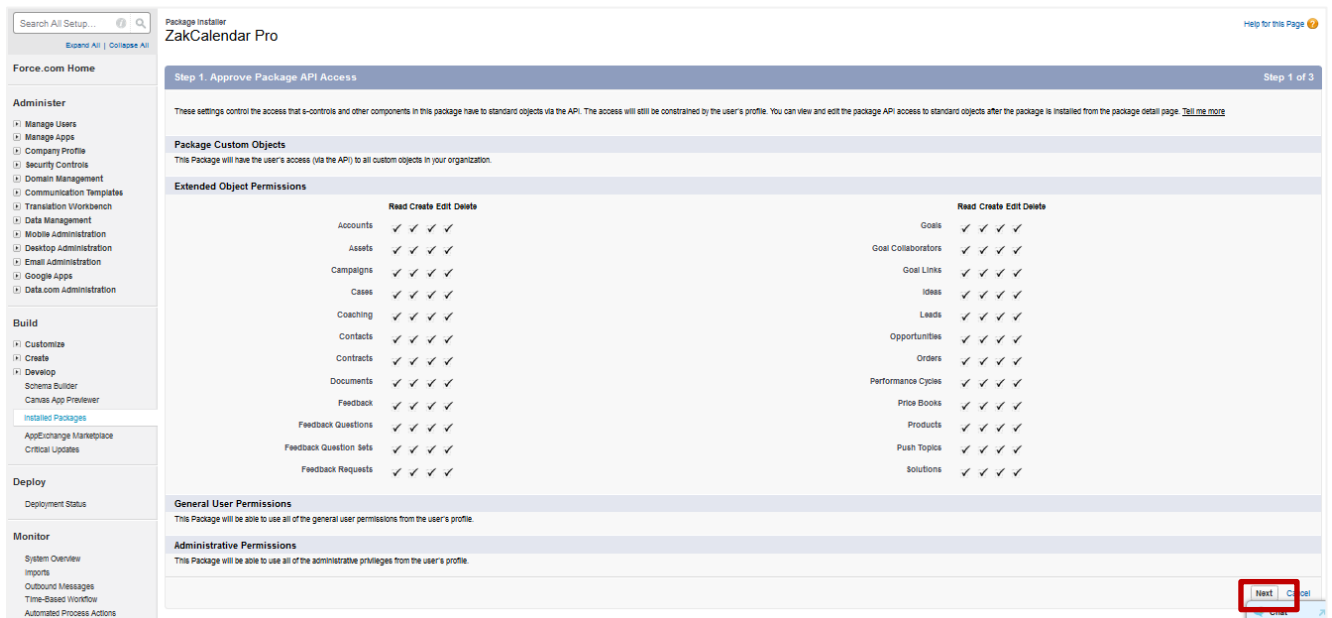
Code (11)

Action	Component Name	Parent Object	Component Type	Installation Notes
Create	myLookuppageController		Apex Class	This is a brand new component.
Create	sfdcEvsToGoogleBatch		Apex Class	This is a brand new component.

Then, you approve third party access which will be used to sync Google calendar by clicking the check box and then click "Continue".



Click "Next" and move to the Step2 of the installation process.



Now ZakCalendar Pro package is ready to install and you just need to click on “Install” button to accomplish the installation. If at any stage you want to return to check the previous step click on “Previous” or “Cancel” to cancel the installation.

Search All Setup... [Expand All](#) | [Collapse All](#)

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Administer

- Manage Users
- Manage Apps
- Company Profile
- Security Controls
- Domain Management
- Communication Templates
- Translation Workbench
- Data Management

Package Installer
ZakCalendar Pro

Step 2. Choose security level Step 2 of 3

Select security settings:

- ☒ Grant access to admins only Users with your profile get full access (best for limited deployments)
- ☐ Grant access to all users All internal custom profiles get full access
- ☐ Select security settings User access set by profile (recommended for most packages)

[Previous](#) [Next](#) [Cancel](#)

Clicking on “Install” will start processing your installation request.

Search All Setup... [Expand All](#) | [Collapse All](#)

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Package Installer
ZakCalendar Pro

Step 3. Install Package Step 3 of 3

The package is ready to be installed. Click Install to continue.

[Previous](#) [Install](#) [Cancel](#)

salesforce 14

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Romita Negi Setup Help Sales

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- Mobile Administration
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- Email Administration

Package Details
ZakCalendar Pro (Managed)

[Help for this Page](#)

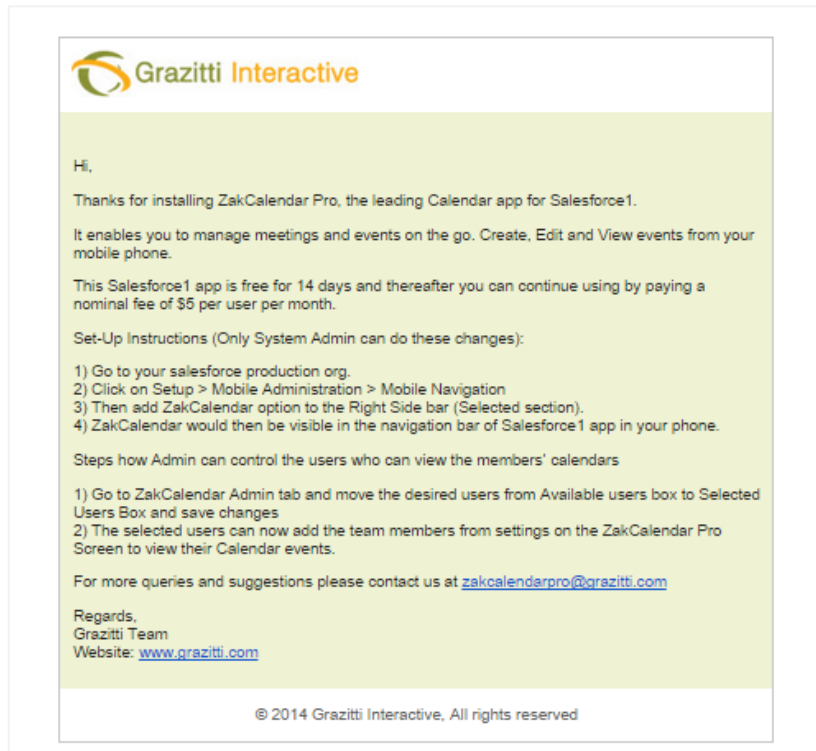
[Uninstall](#) [View Components](#) [Manage Licenses](#) [View Dependencies](#)

Installed Package Detail

Package Name	ZakCalendar Pro	Version Number	1.9
Language	English	First Installed Version Number	1.9
Version Name	ZakCalendar Pro	Package Type	Managed
Namespace Prefix	ZakCalen	Allowed Licenses	Unlimited
Publisher	Grazitti Interactive**	Used Licenses	0
Status	Trial	API Access	Unrestricted [Enable Restrictions]
Expiration Date	10/22/2014	Modified By	Romita Negi, 10/9/2014 4:10 AM
Description			
Installed By	Romita Negi, 10/9/2014 4:10 AM		

[Chat](#)

You will receive an email notification on the registered email id as the package is successfully installed in your production or sandbox.



Setting up ZakCalendar Pro for your Mobile device

After completing the installation to make ZakCalendar Pro visible in the left navigation of Salesforce1 app, admin has to follow these steps:

- 1) Go to your Salesforce org.
- 2) Click on Setup > Mobile Administration > Mobile navigation
- 3) Then add ZakCalendar Pro option to the Right Side bar (Selected section).

Search All Setup...  

[Expand All](#) | [Collapse All](#)

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Administer

- Manage Users
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- Company Profile
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- Domain Management
- Communication Templates
- Translation Workbench
- Data Management
- Mobile Administration**
 - [Mobile Navigation](#)
 - Offline
 - Notifications
 - Salesforce1
 - Salesforce Classic
 - Mobile Dashboards
- Desktop Administration
- Email Administration
- Google Apps

Mobile Navigation

Add Salesforce productivity items, smart search items, Visualforce tabs, or Flexible Page tabs to the Salesforce1 navigation menu.

When organizing the menu items, put the items that users will want most at the top. The first item in the Selected list becomes the Salesforce1 landing page for users. The Smart Search Items element can expand into a set of eight or more menu items in Salesforce1, and it may push other elements below the scroll point if you put it near the top of the menu. Anything you put below the Smart Search Items element will appear in the Apps section of the navigation menu.

The Today menu item is only available for the Salesforce1 downloadable app.

Navigation Menu Items

Available

ZakCalendar Pro

Add

Remove

Selected

Feed
People
Groups
Today
Smart Search Items
Tasks
Dashboards
Events

Up

Down

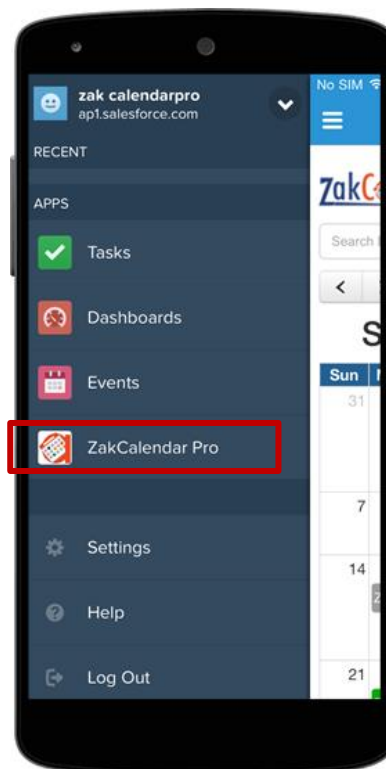
Use SHIFT + click or click and drag to select a range of adjacent items. Use CTRL + click to select multiple items that are not adjacent.

Save

Cancel

4) "Save" the updated settings and ZakCalendar Pro would then be visible in the navigation bar of Salesforce1 app in your phone.

Now all you need to do is just login into Salesforce1 instance and tap on the left menu bar at the top of the Mobile app to access ZakCalendar Pro.



ZakCalendar Pro

The mobile calendar app for Salesforce1



About This Guide

This user guide will brief you about the ZakCalendar Pro application. ZakCalendar Pro is a native Salesforce1 app. This guide explains all user actions using screen shots and their explanation.

About the App

ZakCalendar Pro keeps salespeople, engineers, support, executives – anyone who is on the go to keep on top of their schedules and events.

ZakCalendar Pro is a calendar app which displays events of a logged in user and his team.

New events can be created, edited and viewed using this app.

Users can customize the view by assigning different colors for different team members.

Google calendar events can be synced with the app and account can be reset to a different account at any point of time.

You can also import iCal file in ZakCalendar Pro.

All events are synced with your Salesforce instance with the native events object.

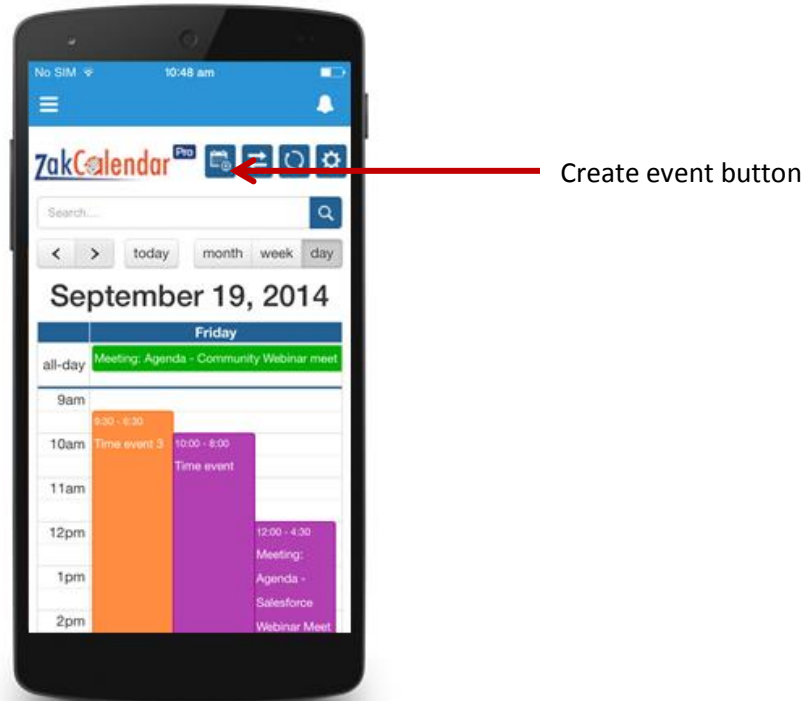
How It Works

As you launch this calendar app you will be directed to a calendar screen which will include events of current month.

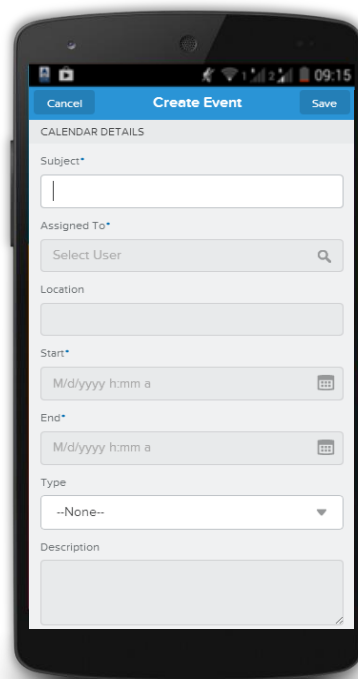


1. Create an Event

Create and save new events in calendar and Salesforce instance by tapping on “New Event” and Edit event details to add additional information.

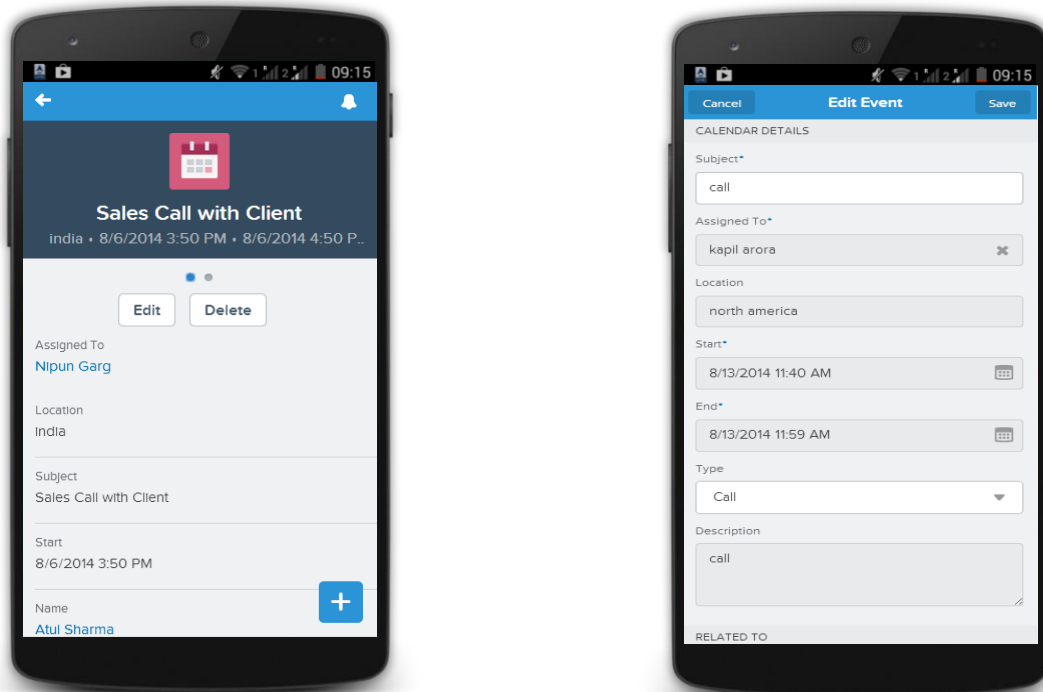


User can fill calendar details form on the “Create Event” page to describe the event. This form consists of the important fields like subject, assigned to, Location, Start date, End date, Event type, related to and description of events to which he can refer to through the calendar app for a particular date.

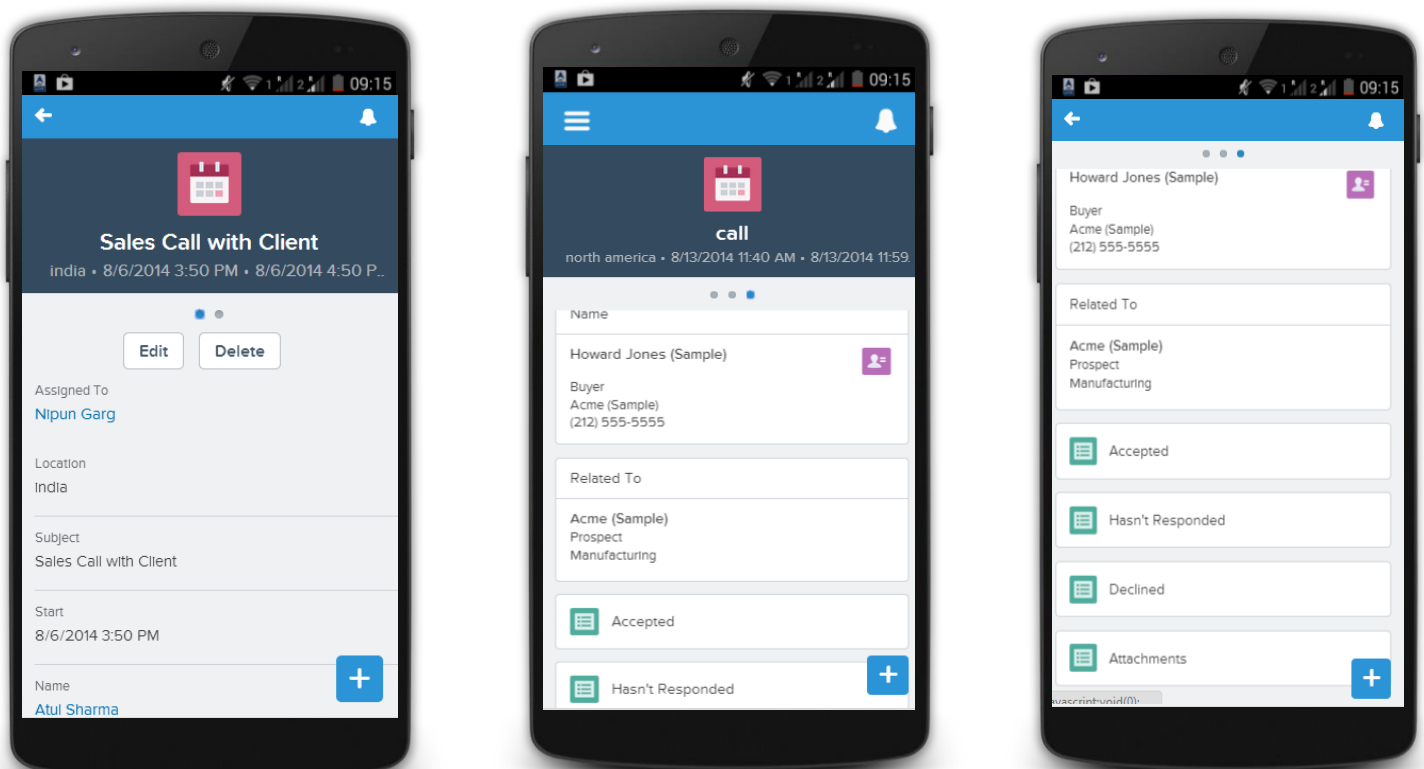


2. Edit/View an Event

You can edit an event by tapping on the event. This takes you to the page where you can view event details. Edit an event by selecting “Edit button”. Here you various fields of an events and “save” the changes.

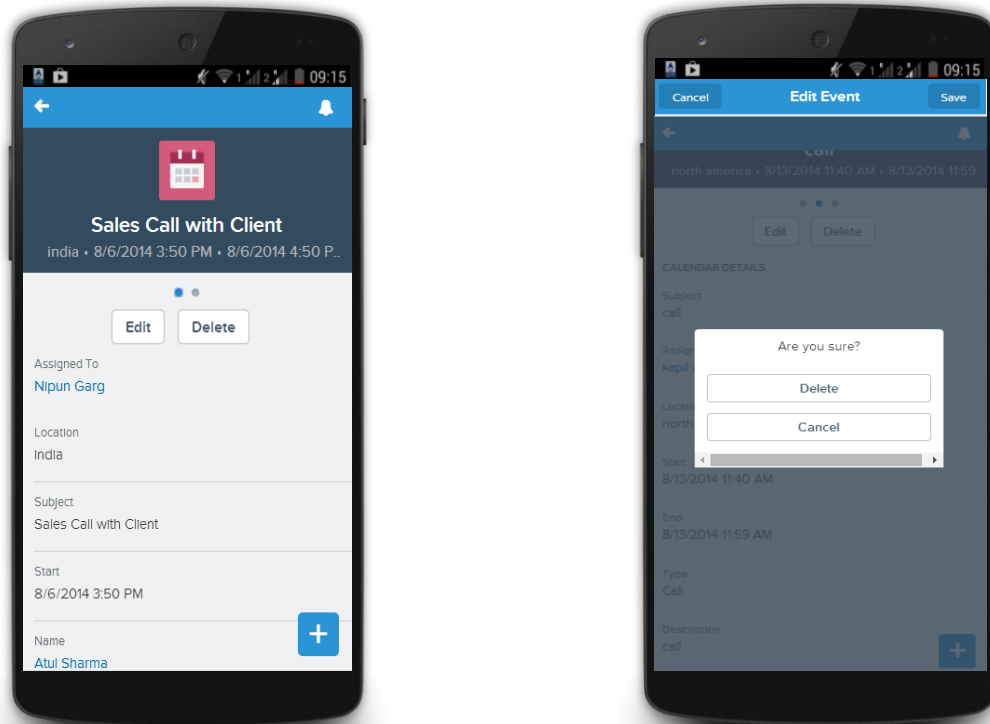


Slide down to view other details on the page. Slide right to view the Name, Related to and attendee’s status. You can further find details, call, message or view event location on Google maps.

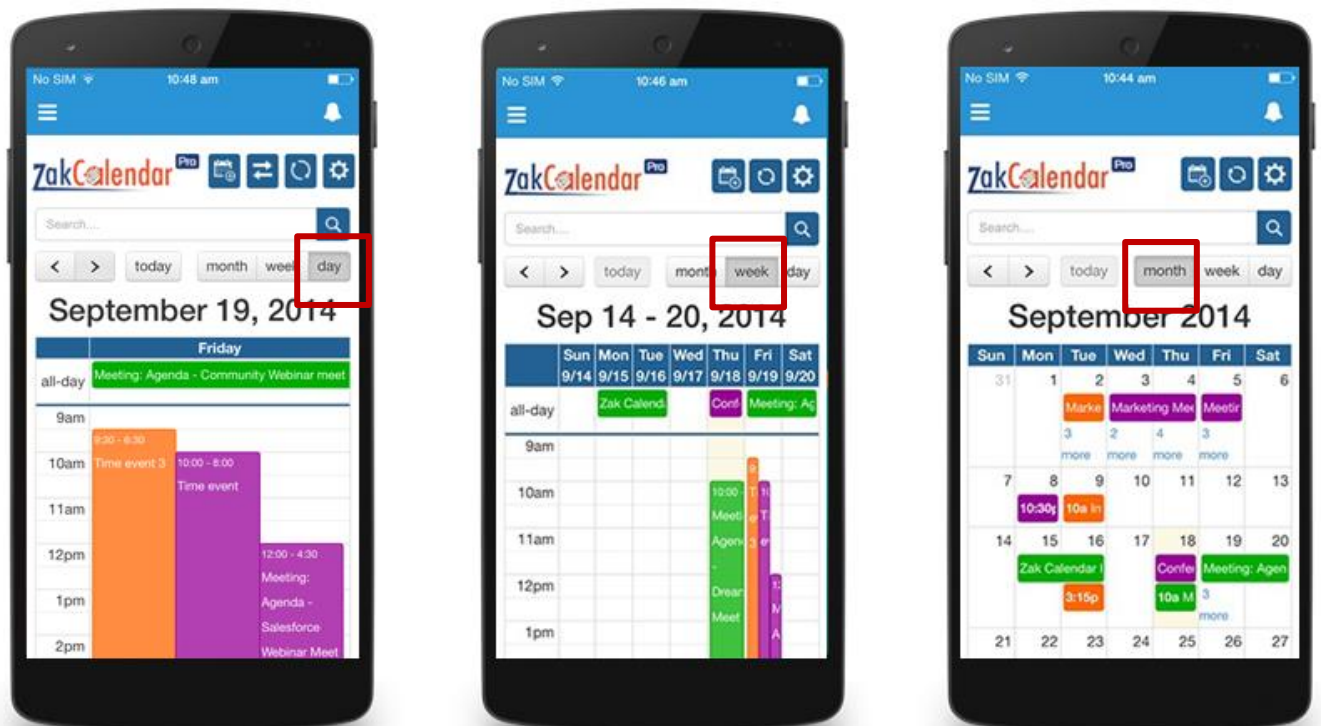


3. Delete an Event

Delete an Event by tapping on “Delete” event button. As you tap on it, it will show you a message to reconsider your decision to delete event. Tap on delete to permanently delete the event from the calendar.



4. View Event in Day/Week/Month Calendar



5. Google Calendar Integration

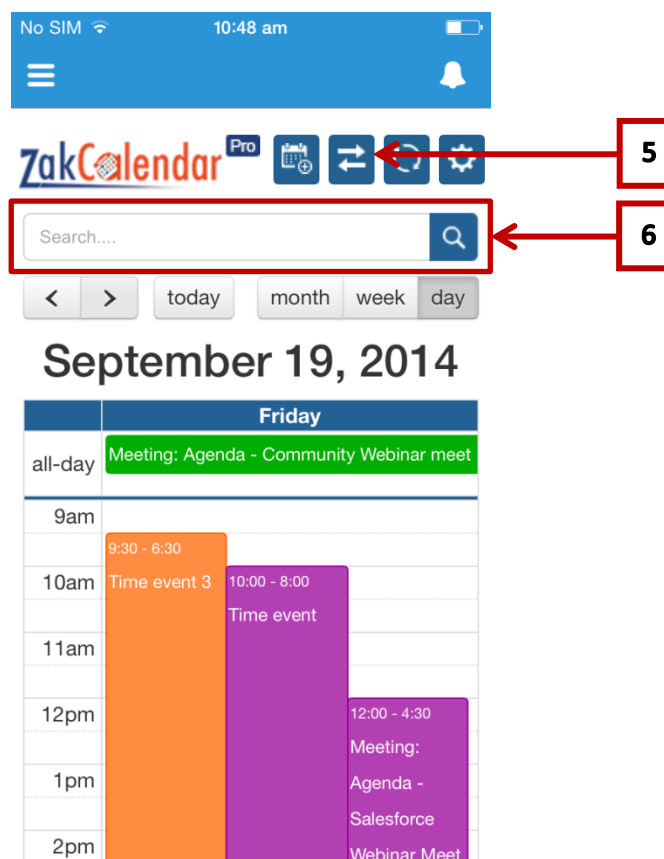
By using the button “Sync with Google” as shown below, user can sync their ZakCalendar with their “Primary Google Calendar”.

It will display all the user events (present in Google Calendar) in ZakCalendar and vice-versa.

User can create and edit the events on any end and then click on Sync with Google button to sync both the Calendar.

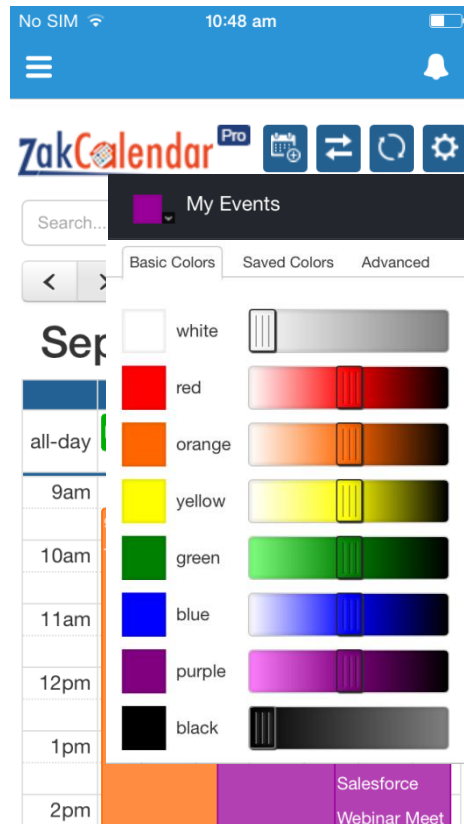
6. Search events

One can also search their events from the calendar on the basis of the “Subject” of the event. Once the user searches for a particular subject, the matching events are highlighted in the calendar view.



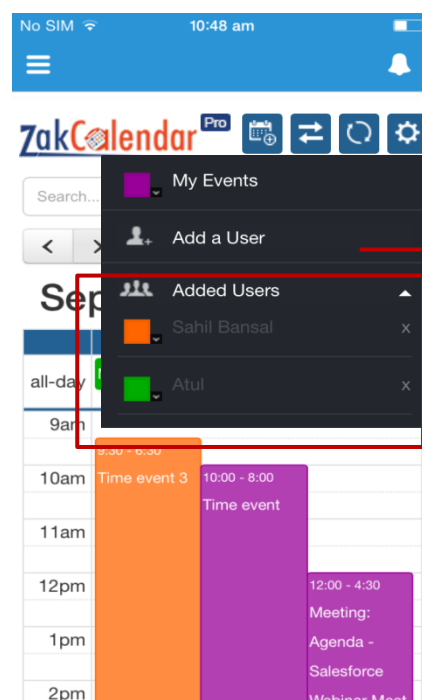
7. Color Preference

Users can customize the calendar view by setting the colors according to their preferences on the calendar.



8. Add members to view their calendar.

A user can view other members' calendar only if admin has given access to that particular user.



Add users from here to view their calendars

Added users will be displayed here.

By tapping square color box, user can change the color for other users' calendar events

Setting up Google Sync for your Mobile device

You need to configure the Google sync button from your desktop.

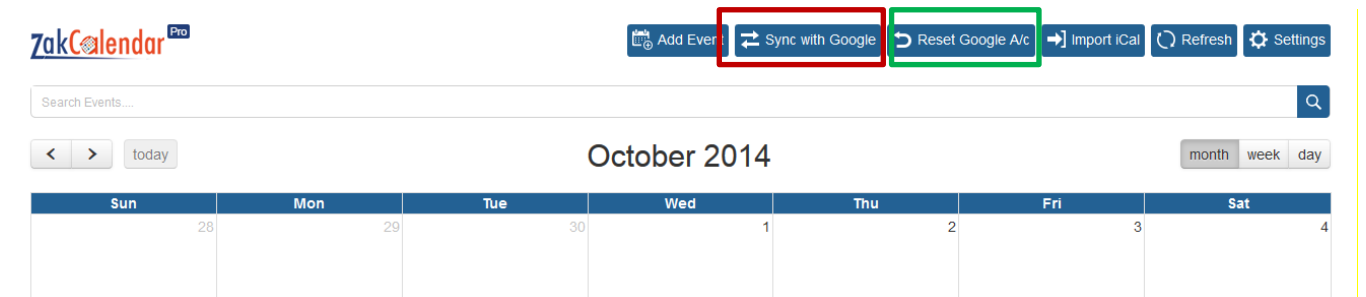
This is required first time only; rest syncing can be done from mobile interface.

Step 1. Click 'ZakCalendar Pro' from your Desktop Salesforce instance

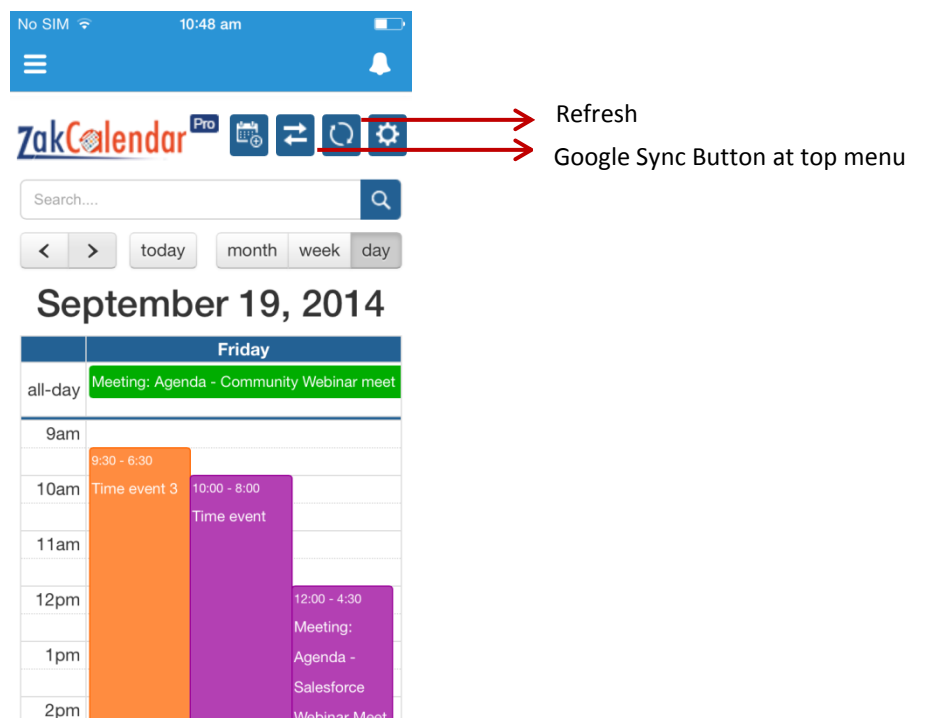


Step 2. Click 'Sync with Google' button

[Reset Google Account from here](#)



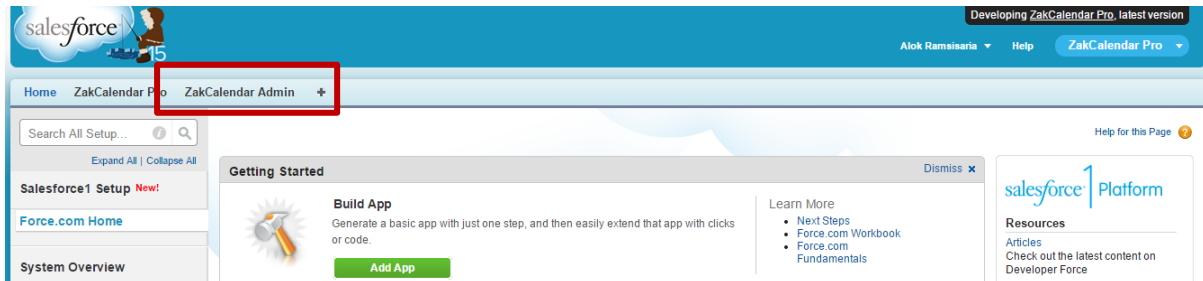
Step 3. Refresh ZakCalendar Pro App in mobile view. You will now observe Google Sync button at the top menu



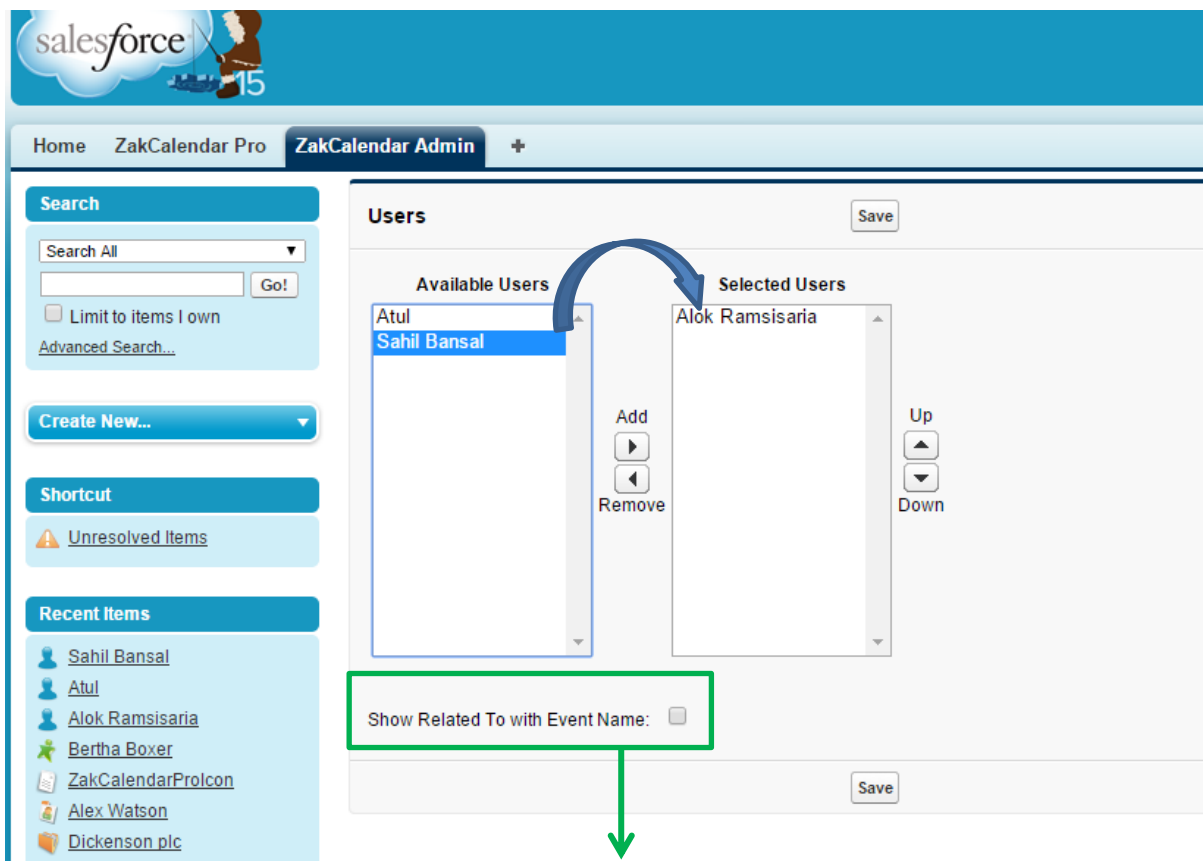
Setting up Team members' calendars – Only for Admins

To add your team member's calendar, follow these steps while logged in as admin from your desktop.

Step 1. Click 'ZakCalendar Admin' from the 2nd Menu shown below:



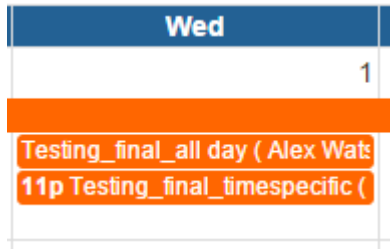
Step 2. Select the users from the 'Available Users' box and add them to the 'Selected Users' box. Save your changes.



'Show Related to with Event Name' is used to display the related lead or primary contact with the event which is selected in the event's field labelled as "Name".

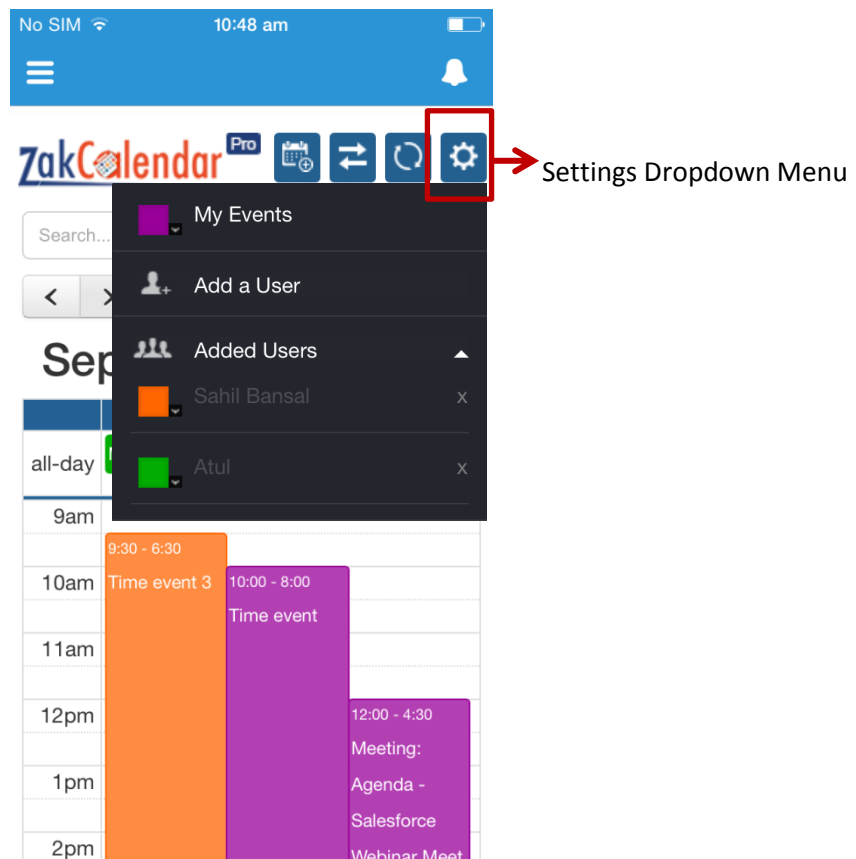
'Show Related to with Event Name' gets displayed alongwith the event title in the calendar.

E.g. In the snapshot below, 'Testing_final_all day' is the Event name & 'Alex Watson' is the related lead or primary contact with the event.



Note: 'Selected Users' can view the calendar of the users added in the org whereas 'Available Users' can view only his/her own calendar.

Now refresh ZakCalendar Pro app in your mobile. You can view your team's calendar by adding users from the Settings dropdown menu.



-----End of User Guide -----