



Quick Start Guide for QuickApps qCalendarView



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Quick Start Guide for QuickApps qCalendarView Updated May 2023

Introduction

This document is helpful for SharePoint Administrators, Tenant Administrators and **QuickApps qCalendarView** users as it enables them to quickly start working with the app.

QuickApps qCalendarView is a SharePoint add-in. This add-in allows you to:

- Quickly aggregate a calendar by selecting one or more SharePoint calendar list.
- Use point-and-click configuration instead of using custom code to customize SharePoint solutions up to 80 percent faster.
- Meet your most complex business requirements, from interface enhancements to complete solutions, without need for custom development training or experience.

System Requirements

To install QuickApps qCalendarView, you must meet the following minimum system requirements:

Table 1. Minimum System Requirements

| Feature | Requirement |
|------------------------|---|
| Rights and permissions | SharePoint Tenant Administrator rights on the SharePoint Site for installation. Site Admin Rights for configuration of app Read Rights for viewing data and basic operation |
| SharePoint Version | SharePoint Online |
| Browser | Edge, Latest version of Chrome, Firefox, Safari, IE 11. |

Deploying QuickApps App

Follow these steps to deploy the QuickApps qCalendarView app to an organization's App Catalog.

1. Add **QuickApps qCalendarView** app from the SharePoint Store. To add an app from the SharePoint Store, refer to:
<https://support.office.com/en-us/article/Buy-an-app-from-the-SharePoint-Store-dd98e50e-d3db-4ecb-9bb7-82b189822d43>
2. Add **QuickApps qCalendarView** to site.

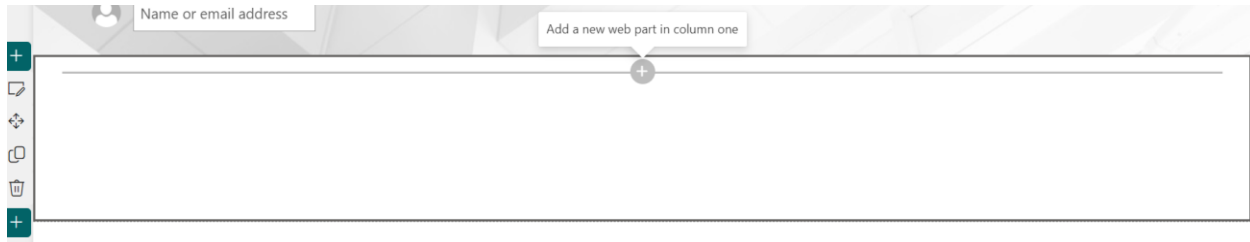
To add an app to a site refer to:

<https://support.office.com/en-us/article/Add-an-app-to-a-site-ef9c0dbd-7fe1-4715-a1b0fe3bc81317cb?ui=en-US&rs=en-US&ad=US>

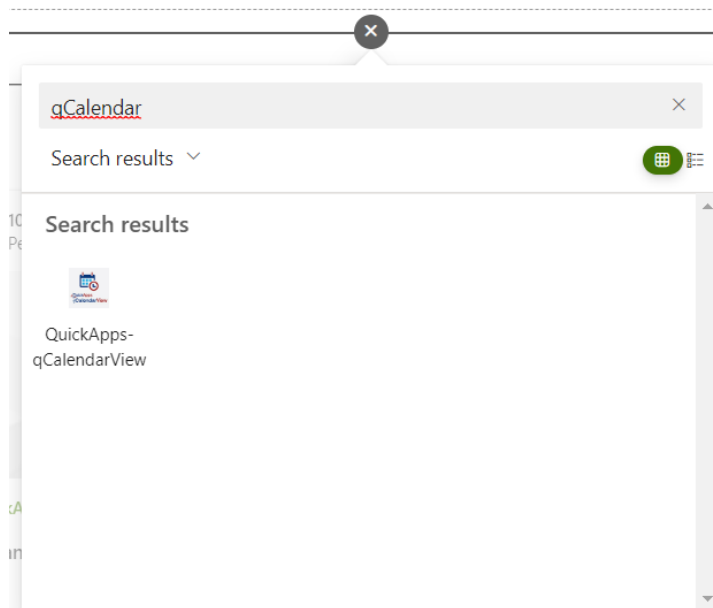
3. To add an app to a site, refer to:

<https://support.office.com/en-us/article/Add-an-app-to-a-site-ef9c0dbd-7fe1-4715-a1b0-fe3bc81317cb?ui=en-US&rs=en-US&ad=US>

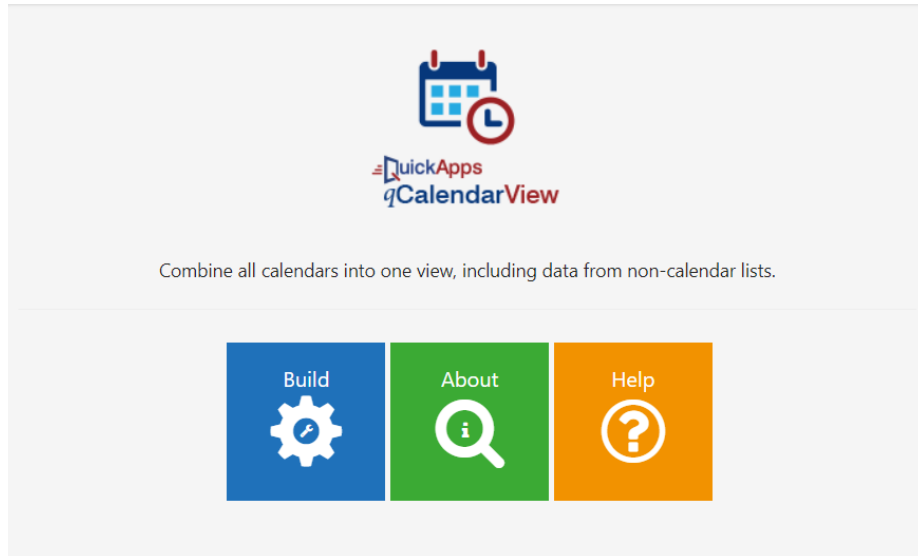
4. To add the **QuickApps qCalendarView** app part on a SharePoint page, follow these steps:
 - Create a page on the site where you want to add the QuickApps qCalendarView app.
 - Edit the page and hover the section with mouse to spot a **+** icon on the top of the section, as shown.



- Click this icon and type a keyword or the name of the app, i.e., qSelector.
- Select the app from the results.




- Now **save** the page. **QuickApps qCalendarView** app will be added to the page. You will be shown a screen below.






- If you have, the Site Admin rights then click the **Build** button in the app to open 'QuickApps qCalendarView' in Configuration Mode.
- From the **Content > Primary Content** section, enter **Title**.

- Click the **Edit** button next to **Viewed List** to select one or more SharePoint lists.
- By default, **Begin Date Field Name** and **End Date Field Name** will be auto populated. In case you want to select any other field then choose any date type field from the drop-down.
- By default, **Display Field Name** will be auto populated. In case you want to select any other field then choose any text field from the drop-down to display the event title.

- For **help** on any section click the Help icon  from the top-right corner.
- Click the **Save** button to save the changes.
- qCalendarView will be rendered as per configuration.

| Today | ◀ | ▶ | 📅 April, 2017 | Day | Week | Work Week | Month | Agenda | Timeline |
|--------|--------|---------|---------------|----------|--------|-----------|-------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | | |
| 26 | 27 | 28 | 29 | 30 | 31 | 01 | | | |
| 02 | 03 | 04 | 05 | 06 | 07 | 08 | | | |
| 09 | 10 | 11 | 12 | 13 | 14 | 15 | | | |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | | | |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | | | |
| 30 | 01 | 02 | 03 | 04 | 05 | 06 | | | |

- For updating configuration, click the **Menu** icon  and then the **ezEdit** gear icon .
- For help click the **Help** icon  from the menu.

About AgreeYa

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Contacting AgreeYa

Technical support: [Online support](#)

Product questions and sales: 1-800-AGREEYA

Email: quickapps@agreeya.com

Technical support resources

Technical support is available to customers who have purchased AgreeYa software with a valid maintenance contract and to customers who have trial versions. To access the Support Portal, go to <http://quickapps.agreeya.com/support/>.

The Support Portal provides self-help tools you can use to solve problems quickly and independently, 24 hours a day, 365 days a year. In addition, the portal provides direct access to product support engineers through an online Service Request System.

The site enables you to:

- Create, update, and manage Service Requests (cases)
- View Knowledge Base articles.
- Obtain product notifications.
- View how-to videos.
- Engage in community discussions.