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# Upcoming Events

## Web Part

Sharepoint 2010 Installation Instructions

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Version 1.0

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### AE Upcoming Events Web Part

<b>9:00 AM</b>	Huber Corp.	Main Conference Room	Meeting
<b>10:00 AM</b>	John Hiseman	Conference Room 202	Business
<b>12:00 PM</b>	Fred Miller	Office 2-12	Meeting

## Description

The **Upcoming Events** Web Part displays the information stored in a Sharepoint calendar as a configurable List. The web part automatically refreshes its content after the specified amount of time.

## Prerequisites

Before you attempt to install the solutions you need to make sure that you have the following installed on your server(s):

- Microsoft SharePoint Server 2007, 2010 or 2013

## Installation

### Manual Installation

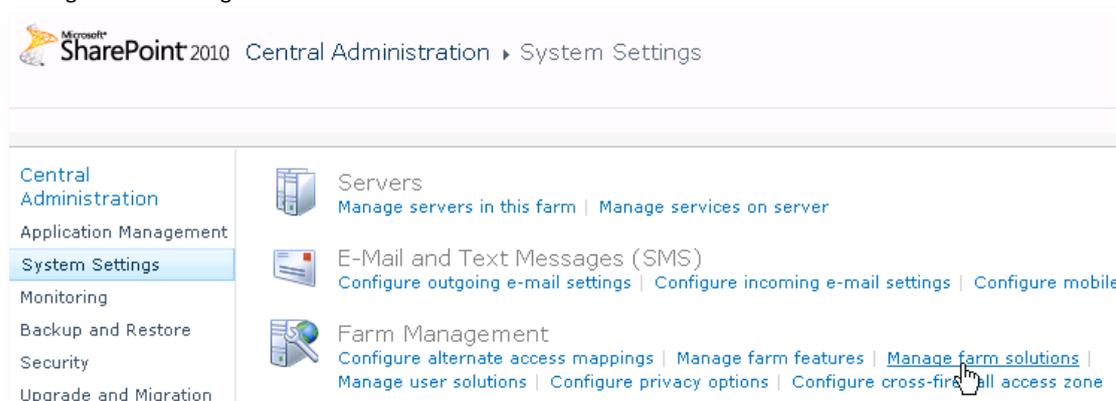
1. download and unpack the **AEUpcomingEventsWebpart.zip** file.  
The ZIP archive contains the AEUpcomingEventsWebpart.dll and the AEUpcomingEvents.webpart files.
2. drop the AEUpcomingEventsWebpart.dll into the GAC of your Sharepoint server (c:\windows\assembly).
3. add the following line to the "<SafeControls>" section of your Web.Config file.  
Please make sure that the line is added as one single line (no line breaks):

```
<SafeControl Assembly="AEUpcomingEventsWebpart, Version=1.0.0.0, Culture=neutral,
PublicKeyToken=51d8c0f60b690918" Namespace="AEUpcomingEventsWebpart" TypeName="*"
Safe="True" />
```

4. from the top site go to "Site Actions/Site Settings/Modify All Site Settings/Galleries/Web Parts"
5. use the "Upload" menu option to upload the AEUpcomingEvents.webpart file.

### Automatic Installation

1. Unpack the **AEUpcomingEventsWebpart.wsp** and **Install.bat** files from the Zip Archive and place the 2 files onto your Sharepoint Server.
2. Add the Solution by either running **Install2010.bat** or manually entering:  
stsadm -o addsolution -filename AEUpcomingEventswebpart.wsp
3. Deploy the solution by navigating with your browser to "Central Administration > System Settings > Farm Management > Manage farm solutions":



4. You should now see the **AEUpcomingEventsWebpart.wsp** in the farm's solution store:

Microsoft SharePoint 2010 Central Administration > Solution Management  
This page has a list of the Solutions in the farm.

Name	Status	Deployed To
<a href="#">aetwitterenterprisewebpart.wsp</a>	Deployed	http://ae-web2-cd:
<a href="#">aeupcomingeventswebpart.wsp</a>	Not Deployed	None
<a href="#">aexcalendarwebpart.wsp</a>	Deployed	http://ae-web2-cd.

Click on "AEUpcomingEventsWebpart.wsp" to deploy the solution:

Microsoft SharePoint 2010 Central Administration > Solution Properties

[Deploy Solution](#)
[Remove Solution](#)
[Back to Solutions](#)

Name:	aeupcomingeventswebpart.wsp
Type:	Core Solution
Contains Web Application Resource:	Yes
Contains Global Assembly:	Yes
Contains Code Access Security Policy:	No
Deployment Server Type:	Front-end Web server
Deployment Status:	Not Deployed
Deployed To:	None

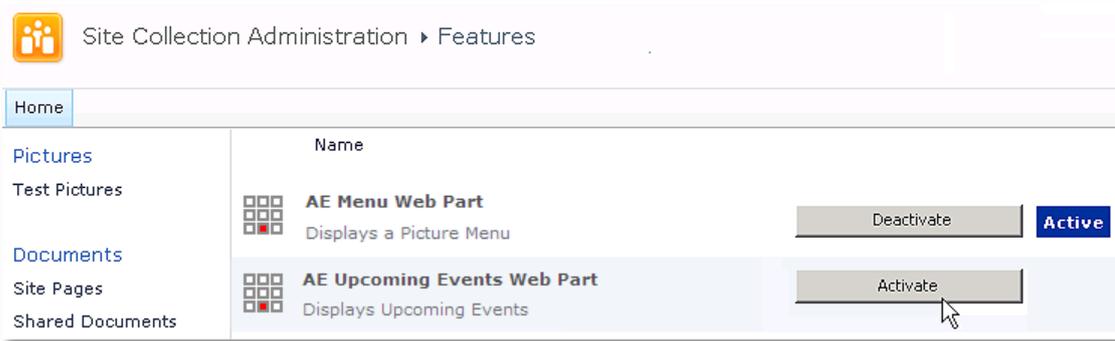
Proceed to activate the feature by navigating to the "Site Actions/Site Settings" page in your top-level Sharepoint site:

Test2010 > Site Settings

Home

- Users and Permissions**
  - People and groups
  - Site permissions
  - Site collection administrators
  - All people
- Galleries**
  - Site columns
  - Site content types
  - Web parts
  - List templates
  - Master pages
  - Themes
  - Solutions
- Site Administration**
  - Regional settings
  - Site libraries and lists
  - User alerts
  - RSS
  - Search and offline availability
  - Sites and workspaces
  - Workflows
  - Workflow settings
  - Related Links scope settings
  - Term store management
- Look and Feel**
  - Title, description, and icon
  - Quick launch
  - Top link bar
  - Tree view
  - Site theme
- Site Actions**
  - Manage site features
  - Save site as template
  - Reset to site definition
  - Delete this site
  - Site Web Analytics reports
  - Site Collection Web Analytics reports
- Site Collection Administration**
  - Search settings
  - Search scopes
  - Search keywords
  - FAST Search keywords
  - FAST Search site promotion and demotion
  - FAST Search user context
  - Recycle bin
  - [Site collection features](#)
  - Site hierarchy

Choose "Site collection features" to navigate to the Site Collection Features page:

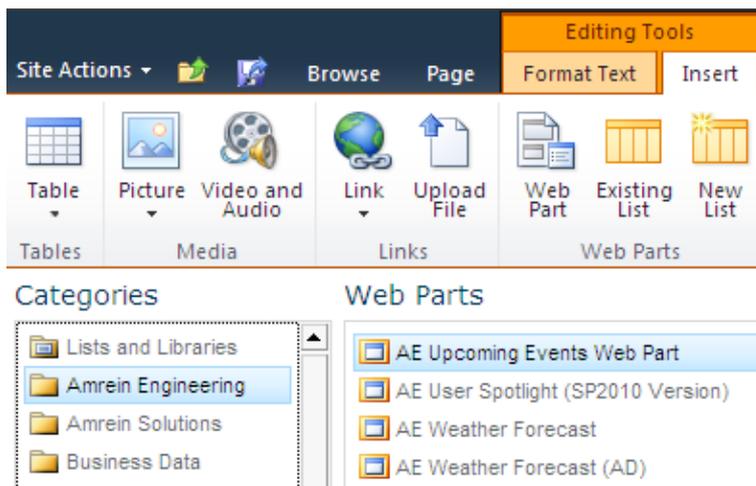


Activate the "AE Upcoming Events Web Part" feature

## Adding the Web Part to a Page

Navigate to a page where you would like to place the web part and choose "Site Actions/Edit Page"

- Add the web part to the appropriate zone. The web part is listed in the "Amrein Engineering" gallery section :



## Web Part Configuration

Configure the following Web Part properties in the Web Part Editor "**Miscellaneous**" pane section as needed:

The screenshot shows the 'Miscellaneous' configuration pane for a web part. It contains the following fields and options:

- Site Name:** An empty text input field.
- Calendar Name:** A text input field containing the value 'Calendar'.
- View Name:** An empty text input field.
- Property Filter:** A text input field containing the expression 'EventDate >={today}'.
- Nbr. of items:** A text input field containing the value '10'.
- Header Text:** A text input field containing the HTML code '<table cellpadding=3 class=ae'.
- Field Template:** A text input field containing the HTML code '<tr><td style="xbackground-c'.
- Footer Text:** A text input field containing the HTML code '</table>'.
- Category Colors:** An empty text input field.
- Group Events by Day:** A checked checkbox.
- Open Detail Link in Edit View:** An unchecked checkbox.
- Data Refresh Interval:** A text input field containing the value '0'.
- Options:** An empty text input field.
- License Key:** An empty text input field.

At the bottom of the pane are three buttons: 'OK', 'Cancel', and 'Apply'.

- **Site Name:**  
Enter the name of the site that contains the Employee List:
  - leave this field empty if the List is in the current site (eg. the Web Part is placed in the same site)
  - Enter a "/" character if the List is contained in the top site
  - Enter a path if the List is defined in a subsite of the current site (eg. in the form of "current site/subsite")
- **Calendar Name:**  
Enter the name of the desired Sharepoint Calendar
- **View Name:**  
Optionally enter the desired Calendar View of the list specified above. A View allows you to specify specific data filtering and sorting. Leave this field empty if you want to use the List default view.

- 
- **Property Filter:**  
optionally enter a filter expression to select only specific calendar entries. You can use the {today} and {now} placeholders to create filters referring to the current date and /or the current time of day.  
Example:  
`EventDate>={today}`
  - **Nbr of. Items:**  
enter the maximum number of items to be displayed
  - **Header Text:**  
enter the optional desired Header text to be displayed at the top of the web part.  
  
Example:  
`<div style="font:13pt Segoe UI">[today]</div>`
  - **Field Template:**  
Enter the List columns to be displayed (enclosed in curly braces). Add HTML formatting tags as needed to properly format the selected column values.  
Example:  
`<strong>{Start Time} {Title}</strong><br>{Created By}<hr>`
  - **Footer Text:**  
enter the optional desired Footer text to be displayed at the bottom of the web part.  
  
Example:  
`Last updated:[now]`
  - **Category Colors:**  
you can optionally use the event category to color code a specific portion of the Field Template via the {categorycolor} token.  
  
Example:  
`Business=orange;Meeting=green`
  - **Group Events by Day:**  
allows to group the events by day:
  - **Open Detail View in Edit View:**  
allows to open the event in "Edit" mode when clicking on the event title.
  - **Data Refresh Interval:**  
enter the desired Web Part refresh interval in seconds (enter zero to disable the automatic refresh feature)
  - **License Key:**  
enter your Product License Key (as supplied after purchase of the "Upcoming Events Web Part" license key). Leave this field empty if you are using the free 30 day evaluation version or if you choose one of the License Activation described below.