ALICE Events
Configuration Guide
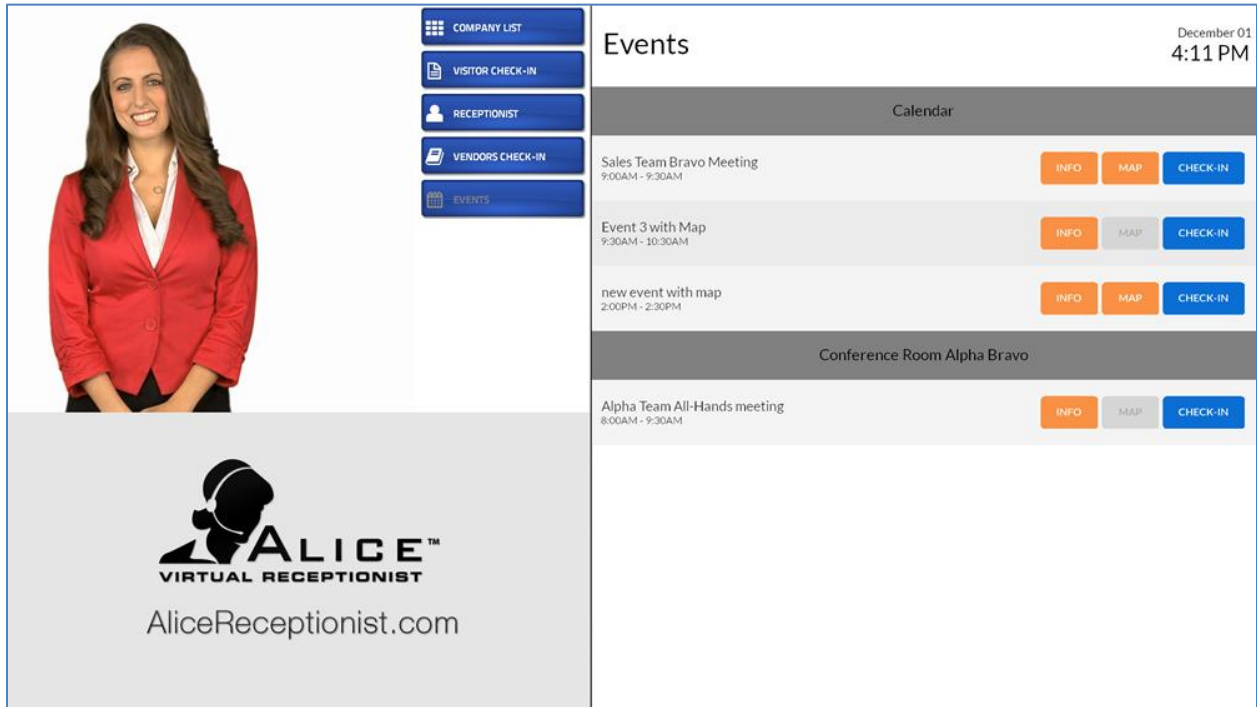
Version 3.7.4

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ALICE Events Configuration Guide

The ALICE Events feature requires some initial configuration in order to operate correctly. This manual will cover step by step instructions for installation and configuration of this feature.

Creating Calendars and Events

Calendar Accounts

The ALICE system will need to store the credentials of the user who has permission to the calendars you want to use for ALICE Events. For that reason it is recommend you create a separate account (in MS outlook or gmail) that will own these calendars. If you decide to use an existing users account, keep in mind if the password changes for that user, you will need to update that information in the ALICE configuration so the ALICE system will continue to have access to the calendar information.

Calendars

Alice will retrieve a list of all events for any calendars you configure to show on the ALICE Directory screen. You can use existing calendars or create new calendars to be used specifically by the ALICE Events feature. Be aware that ANY and ALL events that are added to the calendars you specify will display on the ALICE Events screen. For this reason it is a good idea to create Events calendars that are designated specifically for the ALICE system.

When naming the calendar, keep in mind the calendar name will be used as the Header on the ALICE Events page for all events listed on that calendar. For this reason, it's a good idea to name the Calendar

something that would help your visitors identify it. Names such as **Conference Room Alpha** would be a good name if you have a calendar of events that occur in a conference room named Alpha. If you have several conference rooms which hold events, it's a good idea to create a separate calendar for each room.
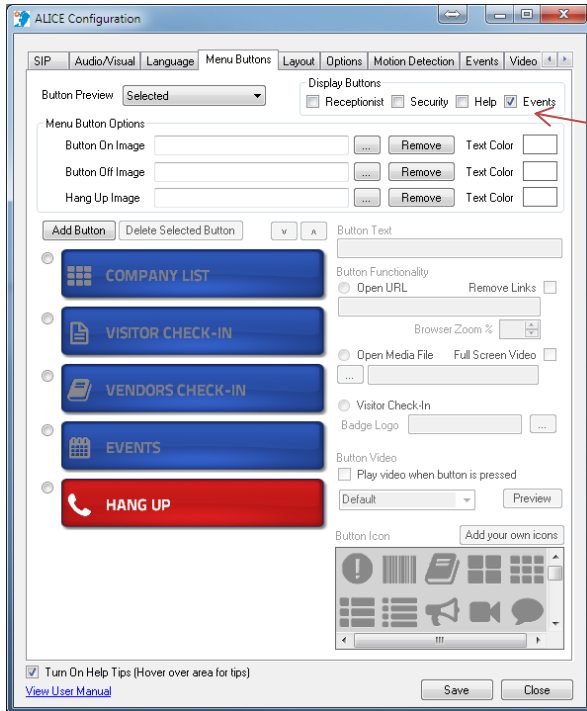
Events:

To add events, simply create an event on the Outlook or Google calendar as you would normally. The following fields from the event will be used and shown on the ALICE Events page:

- **Subject**: Will be the main identify for the event
- **Start Time / End Time:** Will show below the subject
- **Details**: The details will be listed on the ALICE Event page when the user presses the Info button to expand and show the details of the event.
- **Attachments**: you can provide a map image to guide visitor to the event location. To do this, attach the map in a .jpg image format (only one .jpg per event will be used).

Configuring ALICE Receptionist Directory

Add the Events Menu Button

Use the ALICE Directory Configuration application to create a new Menu Button and configure it for the ALICE Events feature following these steps:

1. In the Alice Directory Configuration application navigate to the Menu Buttons tab.

2. Check the Events item in the Display Buttons section

Configure Events Calendar(s)

Navigate to the Events Tab on the ALICE Configuration application. Use this tab to configure the Events calendar accounts and layout settings for your Events page:
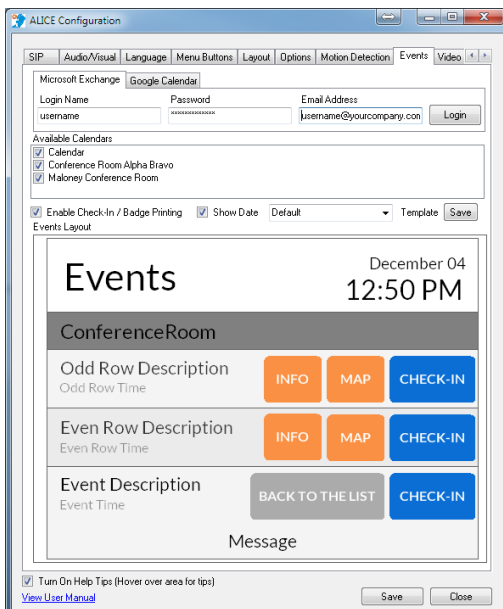
Configuring Microsoft Outlook Calendars

For Microsoft Outlook calendars enter the credentials for the account owner of the calendar your events are listed in. Click the Login button to retrieve a list of calendars for that account.

The Available Calendars section will list all calendars associated with the logged in account. Check each of the calendars from which you want to show events on the ALICE Directory.


Configuring Google Calendars

For Google calendars enter the email address of the account owner of the Google calendar your events are listed in. Click the Login button to grant permission to the ALICE system to retrieve a list of calendars from this account.

A browser window will open and google will request that you allow Alice Receptionist permission to view your calendars. Click Allow to grant permission.
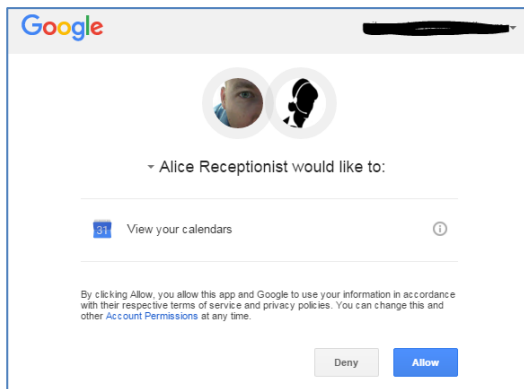
You will be redirected to a message that says "Received verification code. Closing…" If the browser does not close on it's one after a few seconds, you can close it manually.

The Available Calendars section will now list all calendars associated with the logged in account. Check each of the calendars from which you want to show events on the ALICE Directory.

Configure Events Options and Style:

You can change the options that are available on your Alice Events page as well as the look and feel of your events page when it displays on the ALICE Directory screen. Following are the configuration you can make to the Events page:

Events Options:

- Enable Check-In / Badge Printing: If your ALICE Directory has the Visitor Check-In feature enabled you can turn on this checkbox to display a "Check-In" button for each event on your calendar. If the visitor presses the Check-In button the system will navigate away from the Events page and take the visitor to the Visitor Check-In screen.
- Show Date: with this option turned on, the Event page will include the current date at the top of the events list.
- Template: Select the default template for your Event page, or load or save your own.

Events Style

You can change the color and label of the Events page header by simply clicking on any of the elements in the Events Layout preview window. Simply click on a button or test and a pop up window will display that allows you to change colors, fonts and text. Once you have created a style you like you can save it as a custom template by simply clicking the save button and providing a template name.
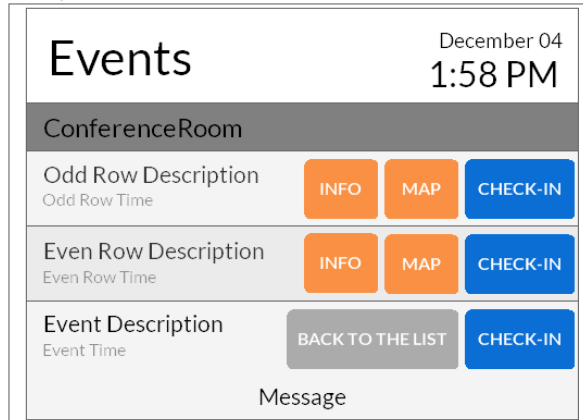
When you are satisfied with the configurations, simply save your settings and review how they look on the ALICE Directory screen.