Cheat Sheet: Calendar / Contact Synchronization – Students

Student users can synchronize calendar and contact applications with data using the Funambol synchronization application. This feature allows students (students interface users) to synchronize application data with their target device/software applications. The feature works with any Funambol supported device - Outlook, Windows Mobile, PalmOS, and Blackberry. If you have a device/software application, but not the Funambol application, go to http://www.funambol.com to download the appropriate plugin(s) for the device/application(s).

CSM data that can be synchronized are:

**To Calendar:**
1) Public events viewable by students, personal, and private events in calendar section
2) OCR/OCI Interviews: time, location and summary
3) Information Session: time, location and summary
4) Workshop
5) Career Fair Day
6) Career Counseling Appt.

**To Address Book:**
1) Favorite and Interested In ProNet Mentors

**Setting up the System for Synchronization:**

In tools | System Settings, the “Enable Calendar and Address Book Synchronize for Students” setting must be set to on to enable the feature. This turns the synchronization feature “on” for the system.

**User Settings Configure What and How to synchronize:**

Each student user specifies their own synchronize preferences. Students go to their “Profile” | “Privacy Settings” Set the following fields to “on” to allow for synchronization of that type of data element.

- Sync Events in Calendar
- Sync On-Campus Interviews
- Sync Workshops
- Sync Information Sessions
- Sync Career Fair RSVP
- Sync Counseling Appointments
- Sync ProNet Mentors (interested in or favorite mentors)
- Enable Synchronize Favorite ProNet Contacts

There are two more settings on the “My Account” | “Custom System Settings” that allow a user to specify how handle record deletions:

- Remove Archived/Deleted Items from Synced Calendar
- Remove Inactive/Archived Mentors from Synced Address Book

If these settings are set to “on”, then the synchronization will clean out CSM archived items from the device/application during the synchronization process.
Setting Up the Application/Device for Synchronization:

When setting up the Synchronization tool, follow these basic guidelines:

- Create a dedicated folder for CSM data updates (e.g., create csm-contacts folder for the synchronization). If you don’t do this, content that is not sourced from csm would be impacted by the synchronization (e.g., your personal calendar items won’t be deleted as you do synchronization with the CSM calendar).
- When you enable the synchronization, ensure the sync direction is one-way – from server to device/application.
- Location : CSM-URL/students/sync/index.php
- Use data format “vcard” for contacts and “vcalendar” for events.
- Remote names are “card” for contacts and “calendar” for events.

This is a sample description of how to configure Funambol to synchronize CSM Calendar items with Outlook.

- Download Funambol for outlook
- Open the Funambol application and click on Options
- On the Account Tab set up the following:
  1) Location: (WHERE SCHOOL IS YOUR SCHOOL): HTTPS://[SCHOOL]-CSM_SYMPPLICITY.COM/STUDENTS/SYNC/INDEX.PHP, 2) Username: your username used in CSM, 3) Password: Your password used in CSM, and 4) Click OK
- Then on the Sync Tab ensure the following is setup: 1) Check Calendar, 2) Click Details next to Calendar (image right), 3) Sync Direction - One Way: Server->Outlook, 4) Calendar Folder - Click Change -> in the opened window, click on Calendar, and then create a new folder "csm calendar" for csm sync; otherwise, it will erase all your current calendar data in outlook, 5) Remote name – calendar, 6) Data Format – vCalendar, and 7) Click OK

Synchronization:

Note, as you start to do “synchronizations”, the volume of data being “synchronized” will be larger than normal. Data is transferred in “packets” of data (e.g., approximately 100 contacts / records can be synchronized at a time), so it maybe necessary to request synchronization several times before the entire data set is “saved” to the device / application. The image right shows the completion of the synchronization (Sync ended), and if fully in synch, the volume of updates sent to the device/application will be nominal. Note the date stamp of the last synchronization is also presented on the screen.
Sample Outcome:

Depending on how you configure your system, the result may look like this image of the outlook application. Here an outlook user can review their local calendar, and their CSM events (right side of image).