SANDCRATER SOFTWARE

MiniECal 1.6

EXCHANGE CALENDAR ASSISTANT FOR IOS VERSION 1.6

Preface

MiniECal is a tool that provides supplemental functionality to the built in Calendar application when being used with a Microsoft Exchange calendaring environment (Server version 2007 or later and including Office 365). The main features are the ability to view the calendar agendas of other users on the same Exchange system—even viewing the agendas of multiple other users simultaneously in a graphical view format. This functionality is frequently taken advantage of in a corporate/enterprise environment.

MiniECal is loosely based on work I had done as an employee at Cornell University in their central IT organization. It was 2008 and the iPhone was beginning to gain traction on campus. At the time, Cornell used a calendaring system originally called "Corporate Time" that was later bought out by Oracle and renamed "Oracle Calendar". Users of the original iPhone did not have any way to cleanly "hook up" their phones to the enterprise calendaring system with the exception of various third party "sync" tools that relied on syncing the enterprise calendar to iCalendar on their Macs and then using iTunes to bring the calendar data over to their phones. This process worked most of the time, but when it didn't work users would end up with duplicate and triplicate meetings on their iPhone and it could be a bear to straighten out! Additionally, the synchronization model did not allow the opportunity for a user to look at another user's calendar from the phone (a function that was commonly exercised when using desktop clients). To solve these problems I set out to write an iPhone application that would communicate directly with the Oracle Calendar server and present information about a given user's agenda and agendas of other users on demand. While the details of such an implementation are not relevant to this preface, the experience gained through this exercise was very useful when designing and implementing MiniECal.

MiniECal makes use of the fact that Exchange Servers can be accessed directly through a web service that Microsoft calls "Exchange Web Services". Data is requested and received through secure http requests from the phone to the server. Exchange Web Services (or, EWS) allow a rich set of functionality to be implemented in a custom client. Version 1.6 of MiniECal only takes advantage of a small subset of this functionality; namely, to retrieve information about your own and

other users' agendas and to get more detailed information about events on a given user's calendar when requested. Future versions of MiniECal will take advantage of more of the functionality present in EWS.

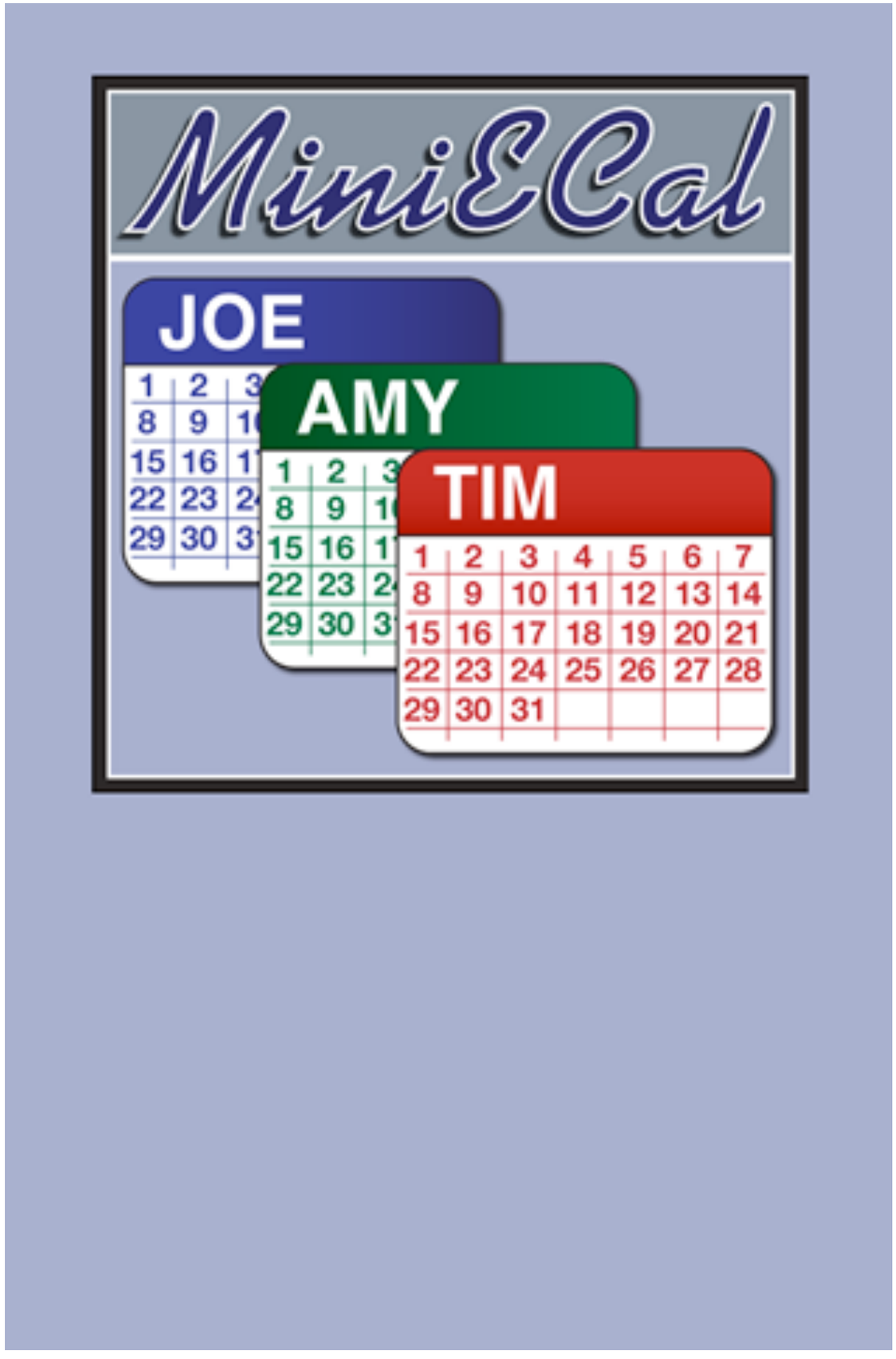
I hope you enjoy the added functionality that MiniECal brings to your calendaring environment. As always, any feedback you may have on the product is welcome! We're reachable via email (support@sandcrater.com) and on FaceBook (www.facebook.com/SandcraterSoftware). I look forward to hearing from you!

Ron DiNapoli
Owner, Sandcrater Software
Ithaca, NY

CHAPTER 1

Configuration

Thank you for purchasing MiniECal! MiniECal will give you the flexibility to view the calendars of other users in your Exchange calendaring environment. If you do not have such viewing rights you will still be able to see Free/Busy status for such users. To begin using the application, tap on the MiniECal icon on your iPhone, iPad or iPod touch device.



SECTION 1

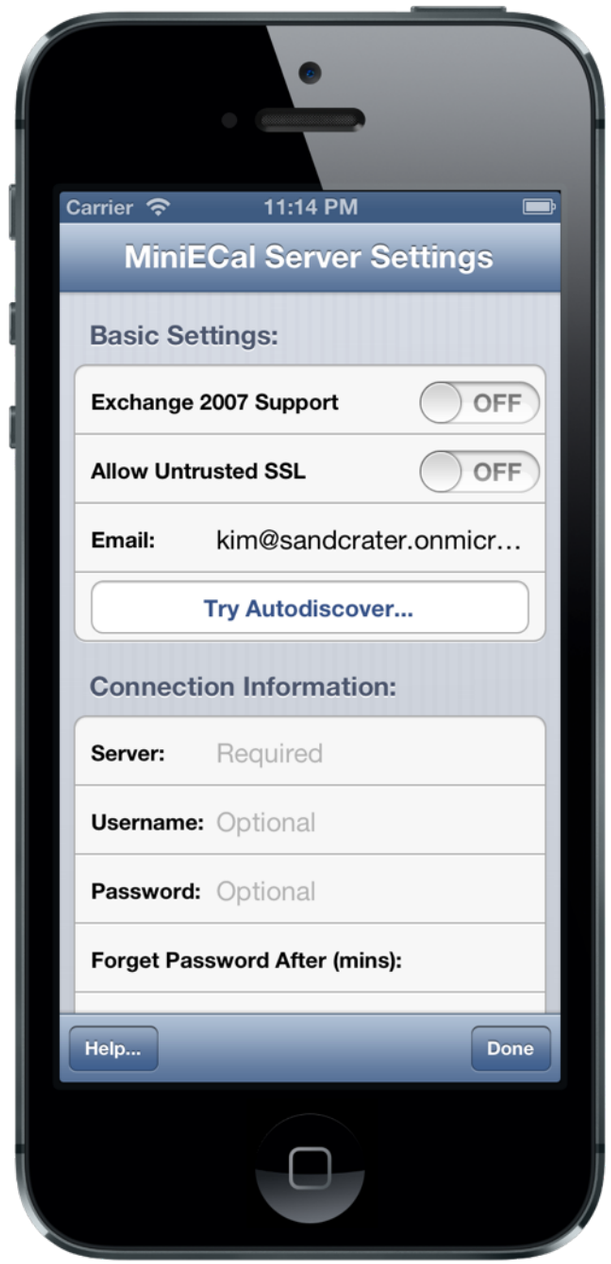
Using Autodiscover

CHECKLIST:

1. Specify if you are using an older Exchange 2007 server.
2. Specify if you need to enabled “Untrusted SSL”
3. Enter your email address
4. Attempt to use Autodiscover to complete the configuration

The first time you launch MiniECal, you will be greeted with a splash screen that identifies the current version of the application and provides you with a button to take you right to the following server configuration screen. The server configuration screen is used set up the connection MiniECal will make to your Exchange server .

The checklist to the left summarizes the steps you will take to get MiniECal configured. The first step is to specify if you are connecting to an Exchange 2007 (SP or later) server. If you know that you are connecting to Exchange 2010 or later, leave this switch OFF. However if you are connecting to Exchange 2007, this switch must be ON.



The next setting that you must configure is whether or not to allow “untrusted” SSL certificates. An SSL certificate is used to encrypt communications between MiniECal and the Exchange server. An “un-

trusted" SSL certificate is one that either hasn't been properly installed or one that was not obtained from a trusted source. The vast majority of production Exchange servers are deployed with valid SSL certificates, so you should always start with this setting turned OFF. If, however, you notice that you receive error alerts about the SSL certificate not being trusted, check with your Exchange administrator. If they say that it is OK to trust the certificate even though it is untrusted by default, then you can turn the "Allow Untrusted SSL" switch to the ON position and continue with your configuration.

Next you are asked to enter your email address. This should be the email address associated with your Exchange account. Some users may have a "user id" that is different from their "email id". We'll cover how to handle that situation later, but make sure it is the email address that goes in the "Email:" settings field.

The next item in the "Basic Settings" section of the server configuration view is a button titled "Try Autodiscover...". Once a full email address is entered just above it, you may try tapping the "Try Autodiscover..." button to have MiniECal attempt to use the Microsoft Autodiscover service to finish filling in your configuration options. Version 1.6 of MiniECal can only speak with Autodiscover in Exchange Server 2010 or later, so if you are running against an Exchange Server 2007 instance, autodiscover will not work at this time. If MiniECal finds an autodiscover service, you will be prompted for your password. This should be the password that is associated with your email address. If you are able to successfully authenticate to the autodiscover service and MiniECal is able to successfully retrieve all of the settings it needs, your password will be automatically populated in the Password: field below and you will only need to tap "Done" in the toolbar at the bottom of the view to start using MiniECal.

SECTION 2

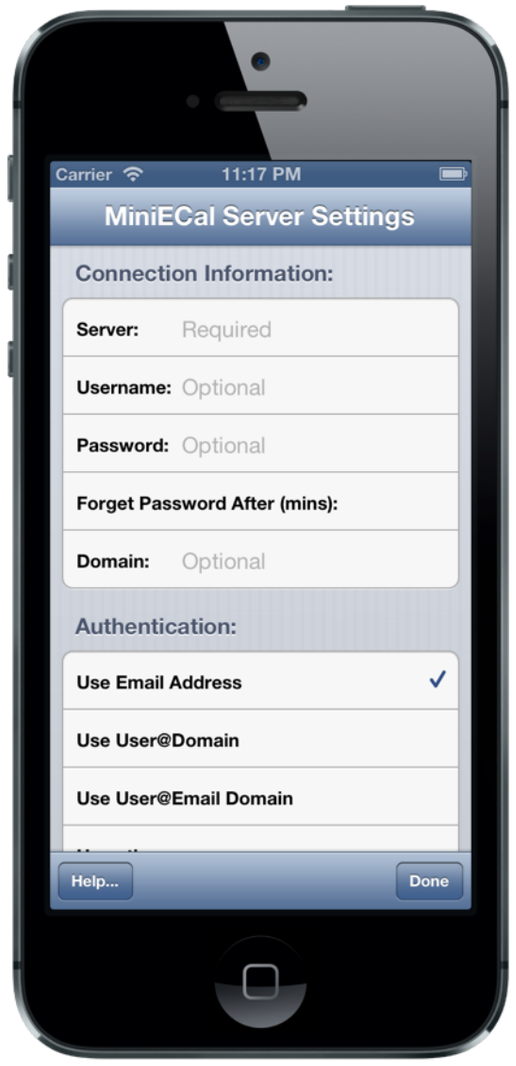
Manual Configuration

CHECKLIST

1. If Autodiscover fails, continue with manual configuration of MiniECal
    1. Obtain URL to Exchange Web Services
    2. Specify a different username if necessary
    3. Specify a Windows domain if necessary
    4. Tell MiniECal how to form your user id for authentication to your Exchange server

If you are connecting to an Exchange 2007 server OR if you received an "Autodiscover failed" alert box when attempting to use Autodiscover with your Exchange 2010 or later server you will be required to continue to configure MiniECal manually in order to talk to your Exchange server.

Looking at the "Connection Information" section of the Server Settings view, the first field that you must provide a value for is the "Server" field. This is usually of the form https://exchange.server.com/EWS/Exchange.asmx where you would substitute your server's actual DNS name for the sample one given above. The "https://" protocol and the "/EWS/Exchnage.asmx" path component are considered "defaults" in most Exchange deployments, so if you only enter a server name in the "Server:" field MiniECal will add the "https" and the "/EWS/Exchange.asmx" for you. If your Exchange environment uses a different URL for Exchange Web Services and the autodiscover process was either unavailable to you or it failed to



work, you will need to ask your Exchange administrator for the URL to put in the "Server" field. Just ask for the URL to Exchange Web Services!

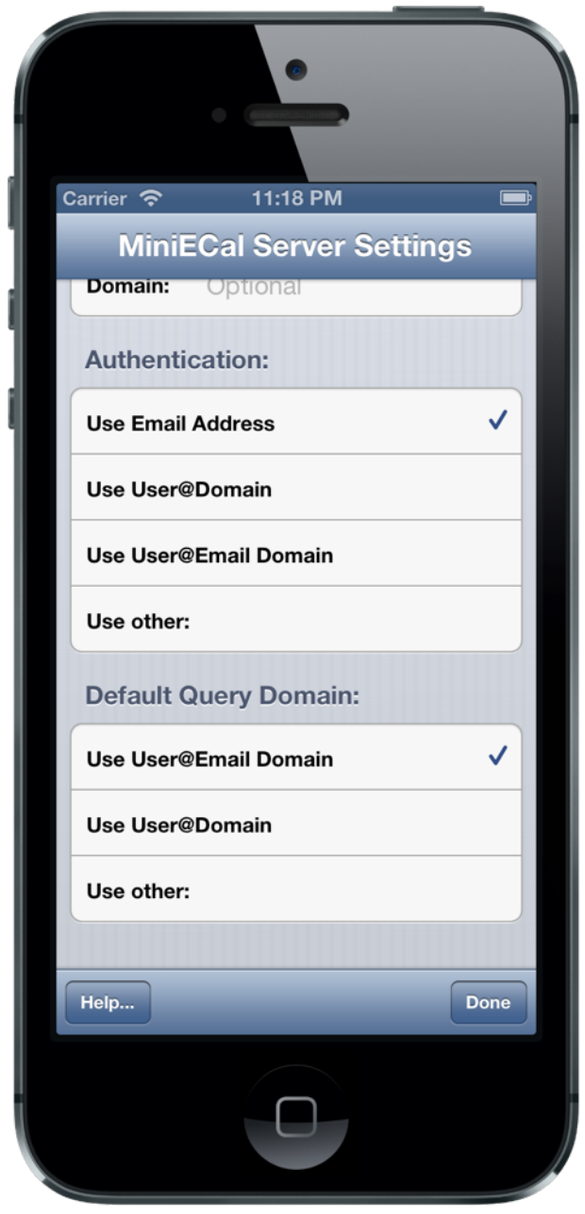
The "Username:" field is optional and is only required if your Exchange user id is different from your email id. If this situation applies to you, you may need to enter your Exchange ID in this field (without any additional domain information).

The "Password:" field is self explanatory. This is the password associated with your email address. If you leave it blank, you will be prompted for your password when needed. If you do fill in your password in the server settings view MiniECal will remember it always unless the "Forget Password After (mins):" field has a value.

The "Forget Password After (mins):" field is used to tell MiniECal to forget your cached password after a certain number of minutes has elapsed. This is useful if your organization has a policy against caching Exchange password on mobile devices.

The "Domain:" field is used to specify a specific Active Directory domain that you log into. For many users this will be the same as their email domain and will not need to be specified. If, however, you are aware that you use an Active Directory domain that is different from your email domain, you can specify it here. Please remember that for many Exchange 2010 and later servers this should be the *fully qualified* domain. If you have any doubts about what goes here, try leaving it blank at first and if you have difficulties connecting you can contact your Exchange Administrator. Sandcrater technical support may be able to offer some assistance as well (support@sandcrater.com).

The next section that you will see when doing a manual configuration is the "Authentication:" section. This section is used simply to specify how MiniECal should construct your authentication credential to the Exchange server when connecting. The default setting is to simply authenticate using your email address as the authentication ID. For many users, this will be the correct setting. However if you have an Active Directory domain specified in the "Domain" field it likely means that you authenticate to a domain that is different from the domain in your email address. For these cases, try using the "Use User@Domain" setting in the Authentication section. If you are a user that has an Exchange ID that is different from your Exchange email ID (but you use the same domain that appears in



your email address) choose the “Use User@Email Domain” option under the Authentication section. Finally, if you need to log in with something other than your Active Directory domain OR your email domain, you can specify it in the “Other” field of the Authentication section. If this is specified and checked, MiniECal will attempt to log in with “User@Other” when communicating with your Exchange server.

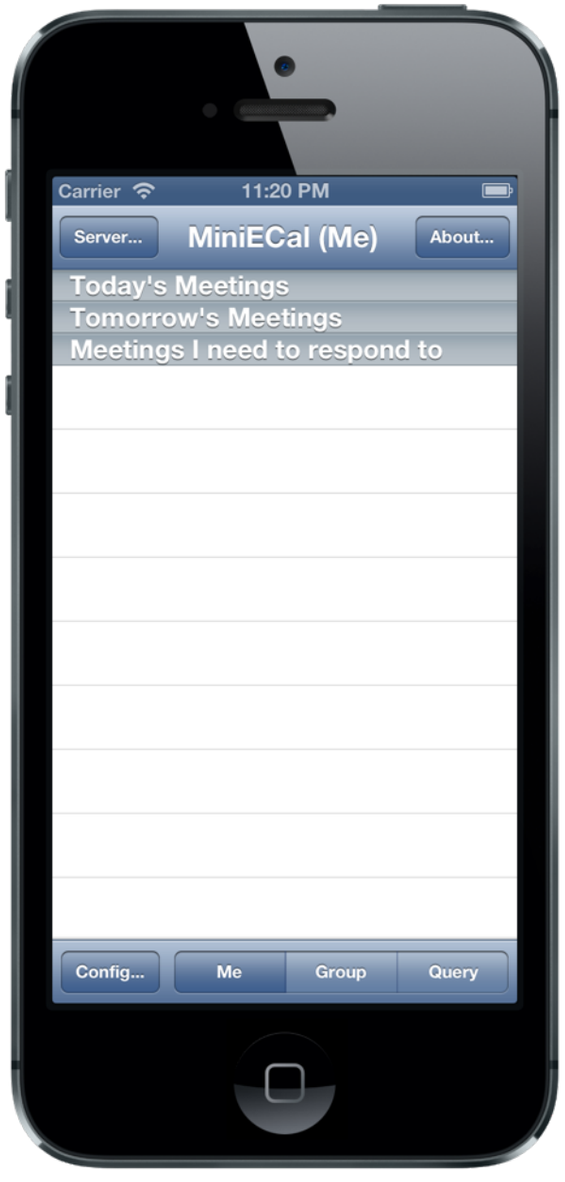
SECTION 3

Testing Your Connection

CHECKLIST

1. Dismiss the Settings View
2. Attempt to refresh the “Me” View
3. See if you can see your meetings!

When you have finished configuring MiniECal (whether through the use of Autodiscover or manual configuration), the next step is to tap the “Done” button in the Server Settings view to get back to “Me” mode.



Obviously there is not any data displayed yet. To display your data you will pull the table view down with your finger to expose the “Pull to Refresh” control. Pull to Refresh works exactly the same way as it does in iOS applications such as Mail. Keep pulling down on the table view until the refresh process starts.

While the calendar is refreshing, you will see a small alert view which displays the message “Contacting Exchange Server...” and which contains an activity indicator. This alert is shown any time MiniECal is in communication with the Exchange server. This alert also displays a “Cancel” button which, if tapped, will cause the connection to the Exchange server to be terminated and the operation requested to be canceled. When MiniECal is finished receiving informa-

tion about your calendar from the server, it will be displayed in the current view. Seeing this information is your visual confirmation that MiniECal is correctly configured and can speak with your Exchange server. Contragulations!

CHAPTER 2

“Me” Mode

Want to see a quick summary of what meetings you have over the next two days? How about the meetings that you haven’t responded to yet? Welcome to “Me” mode, the part of MiniECal that is all about you!

Using "Me" Mode

CHECKLIST

1. Philosophy of "Me" mode.
2. Specify the number of days you'd like to look ahead.
3. View data in "Me" mode.
4. Look at meeting details.
5. Graphical mode.

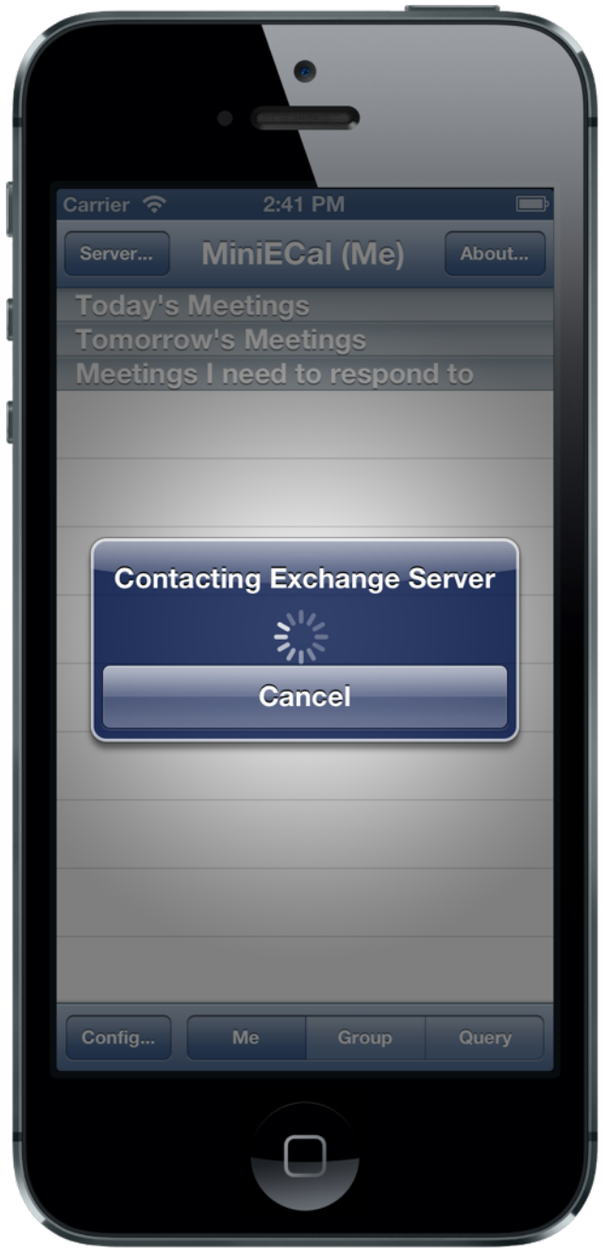
Since the introduction of iOS 3.0, Apple has provided excellent integration with Exchange servers through the use of the ActiveSync protocol and the built in Mail and Calendar apps that come with iOS. MiniECal's main objective is not to duplicate this functionality but rather focus on the added functionality of being able to see the calendars of *other* users in your Exchange environment. That being said, there still are a couple of useful tasks MiniECal can perform with your own calendar data that are not available in the Calendar app. This includes the ability to see (at a glance) what meetings you have today and tomorrow, as well as what meetings you haven't responded to yet during the query period. Additionally, you can rotate the the device to landscape mode to get a graphical week-at-a-time view.

In order to use these features you must tell MiniECal how far in advance you would like to "look ahead". This is done by tapping the "Config..." button in the toolbar while in "Me" mode. Doing so will bring up a view that allows you to specify the number of days to look ahead. If you do not specify a value here MiniECal will only show you today's and tomorrow's meetings and will not show you anything when you rotate to landscape orientation.

The configuration screen for "Me" mode looks like this:

This very simple configuration screen allows you to specify the number of days to "look forward" in your own Calendar when displaying data in "Me" mode. Obviously, the more days you look ahead the more time it will take to retrieve all of the data. You will need to find the right balance between performance and amount of data retrieved when making these queries! We've found that picking a number between 7-14 days is generally useful when taking advantage of the feature that shows you the meetings you haven't responded to yet.

When you have set the number of days to look forward, tap the "Done" button and MiniECal will attempt to contact your Exchange server and update the data displayed. While updating you will see an alert that contains a "Cancel" button. Tap the Cancel button to abort the request if you wish.

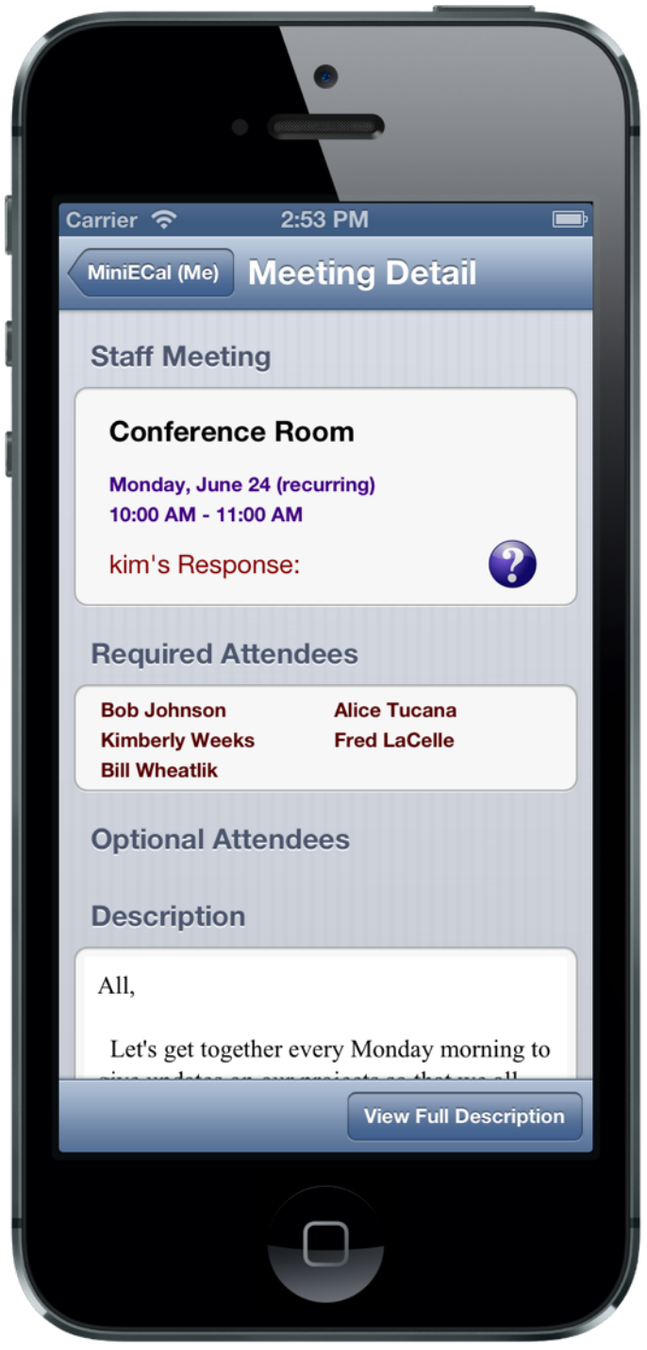


After MiniECal has retrieved the requested information from the Exchange server, you will see it displayed in a "list" mode:

The data displayed shows you what meetings are happening today, what meetings are happening tomorrow and, again, what meetings have not been responded to during the query period (10 days in this example).

The meetings are color coded based on how you have "marked" the time in your response. Red stands for "busy", green for "free", blue for "out of office" and yellow for "tentative".

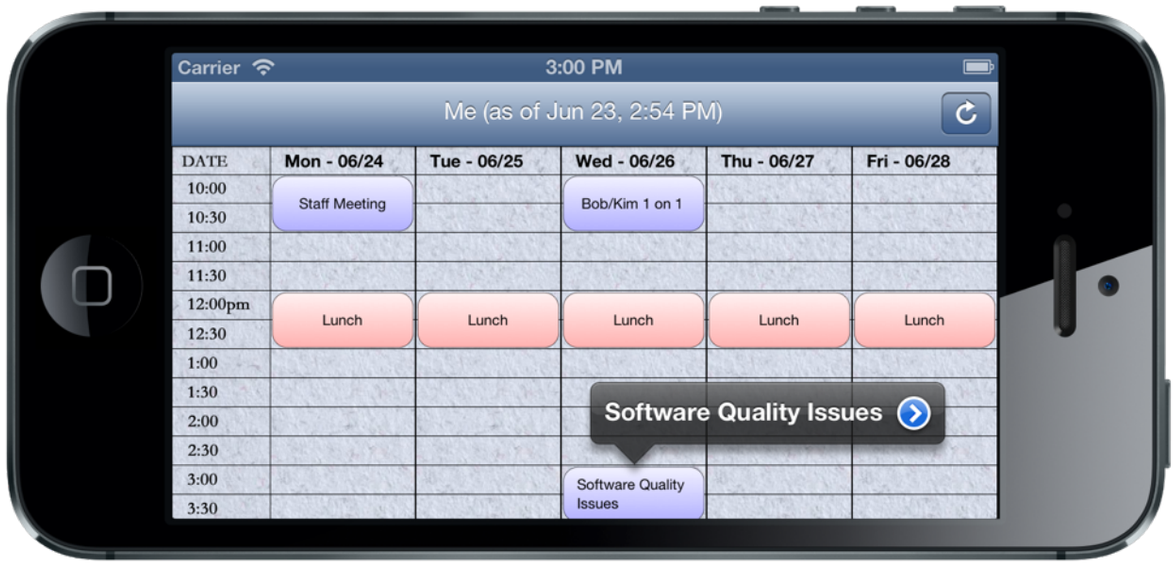
In addition to seeing the list of meetings, you may also tap on any meeting entry to get more information about the meeting. This requires querying the Exchange server again, so tapping on a meeting will briefly bring up the "Contacting Exchange Server" alert you saw when first querying your agenda. The meeting detail view shows meeting location, begin and end times, attendees and any description that was sent out along with the meeting request.



The detail view can be "scrolled", so it's possible to view the entire description below. Additionally, you have the option of tapping the "View Full Description" button to show the description in a "full screen" mode that provides a little more space and full scrolling capabilities.

One other piece of information shown is what your response is. A question mark (shown here) indicates that you haven't responded to the meeting. A check mark indicates that you have accepted the meeting and a "Calendar" icon indicates that you are the organizer for the meeting.

If you were to rotate the device into landscape orientation while in “Me” mode, you will be switched to “Graphical” mode where you can view your Calendar in a “week at a time” format for the number of days to look ahead specified in the configuration screen.



The graphical view is scrollable in all directions. If you tap on any of the meeting bubbles, a callout will appear with the full meeting title as well as a disclosure arrow which, if tapped, will allow you to view that meeting’s details.

It should be noted here (and will be noted throughout this manual) that MiniECal is a data query tool which, at this time, does not automatically update data. As such each data view presents an option for updating the data. In graphical mode you will see a standard “update/reload” icon in the top right hand corner of the view. If tapped, the data will be updated.

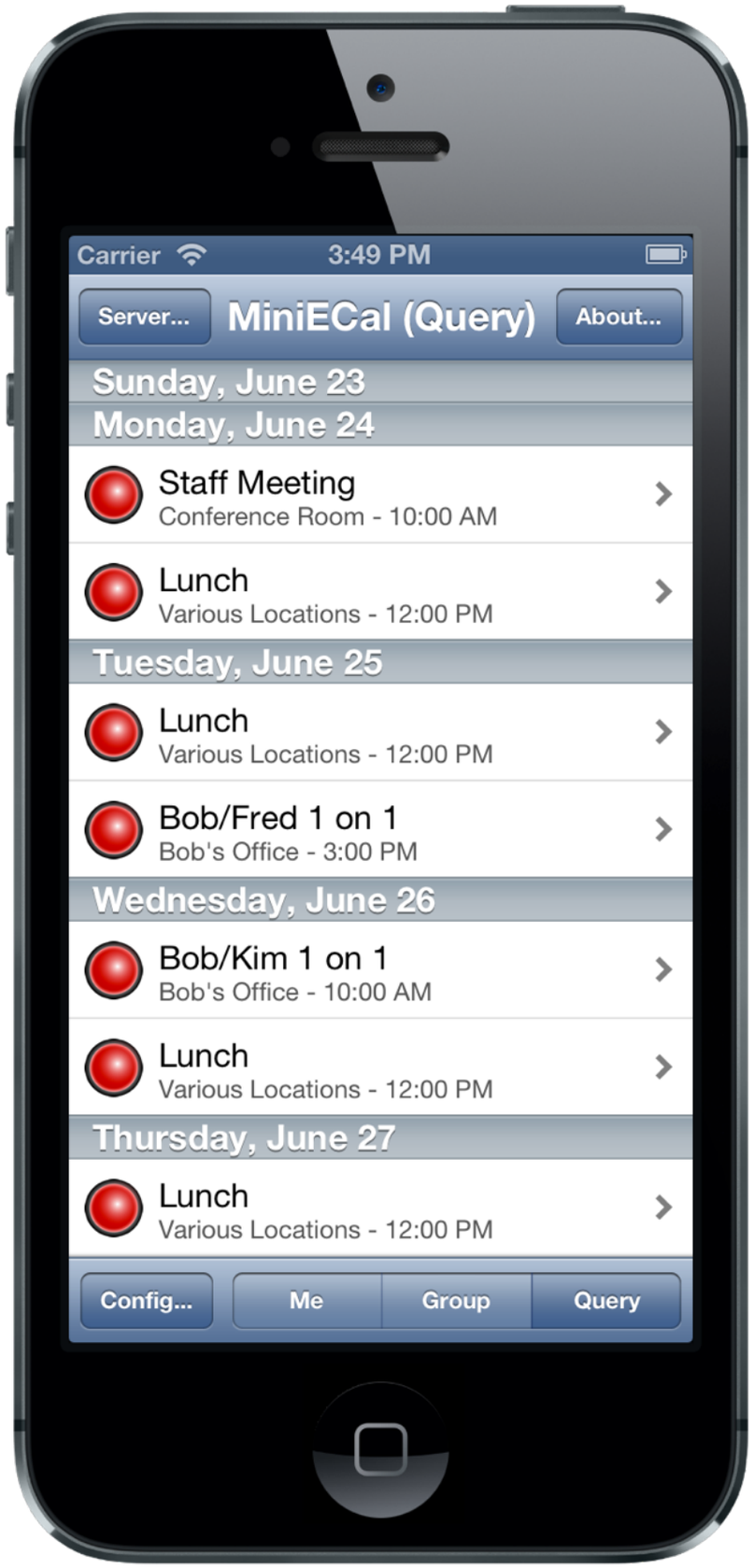
When in “list” mode, pulling down on the table view data will show the familiar “pull to refresh” control which will detail when the last update occurred. Continuing to pull downward on the “pull to refresh” control will cause an update to happen.

We believe that MiniECal’s “Me” mode provides a couple of additional features that complement the features found in the regular Calendar app. That being said, the real power of MiniECal is demonstrated by its ability to query the calendars of other users...

CHAPTER 3

"Query" Mode

At the heart of MiniECal is the ability to look at the calendars of *other* users. This is a function that has been available and used in organizations for years with desktop calendar clients and later with web-based clients. However, this ability has been largely absent from mobile devices as their focus has been on the synchronization of your data with your mobile device. MiniECal changes all of this by offering this functionality to you as simply as possible...



Using "Query" Mode

CHECKLIST

1. Philosophy of "Query" mode.
2. Configuring a Query.
3. View data in "Query" mode.
4. Look at meeting details.
5. Graphical mode.
6. What happens when a domain is not specified?

We've all been there. Everyone is present for a meeting except for Bob. Did the organizer remember if Bob responded? Might he have a conflicting meeting? Maybe someone has a laptop at the meeting and can look up Bob's calendar, but even with a full Outlook client that can take a few steps to accomplish. Maybe someone has an iPad and can fire off OWA in Safari to look at Bob's calendar. Again, OWA on an iPad is a little clunky and it will take a few steps to get the data. Enter MiniECal! With MiniECal, just switch into "Query" mode, type Bob's userid in and find out what his calendar looks like today!

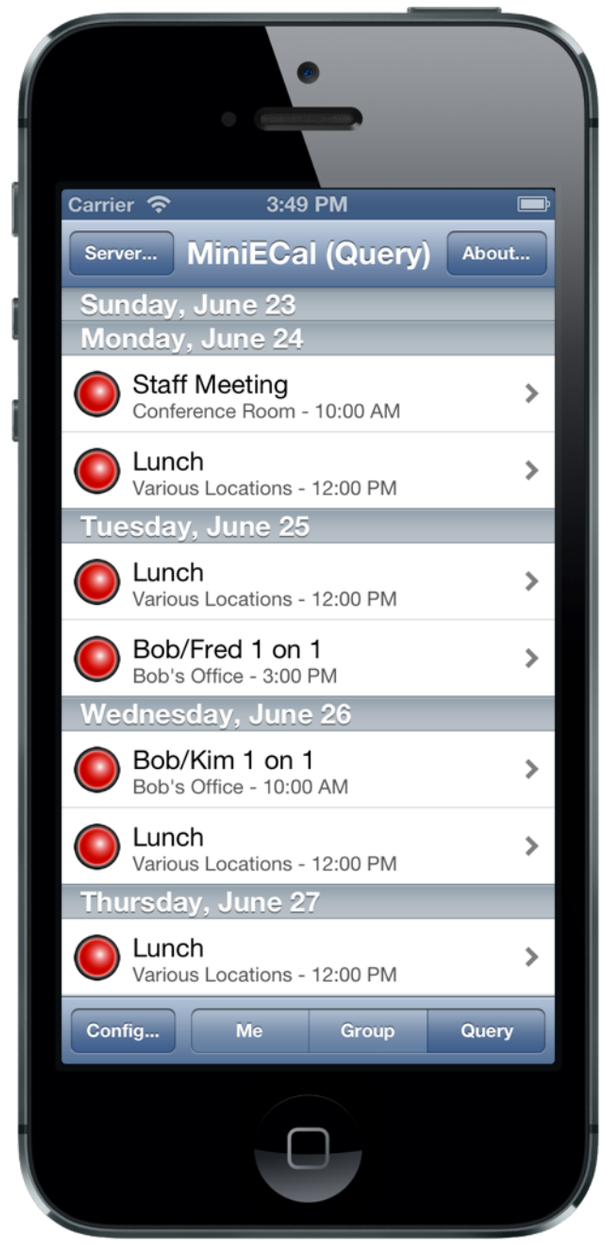
To change to "Query" mode, find the segmented control at the bottom of MiniECal's main view. It's just to the right of the "Config..." button. The segmented control has three settings: "Me", "Group" and "Query". Tap the "Query" segment and the main view will show an empty table view (or the last query performed if you've done this before). MiniECal is waiting for you to configure and execute a query.

To configure a query, tap on the "Config..." button. You will be presented with the Query Configuration view:

The Query Configuration view allows you to specify a query by entering two pieces of data. The first data is how many days into the future you want to look. The second is the name of the user whose calendar you wish to query. In this case, we specify we want to look ahead to the next 12 days on Bob's calendar.

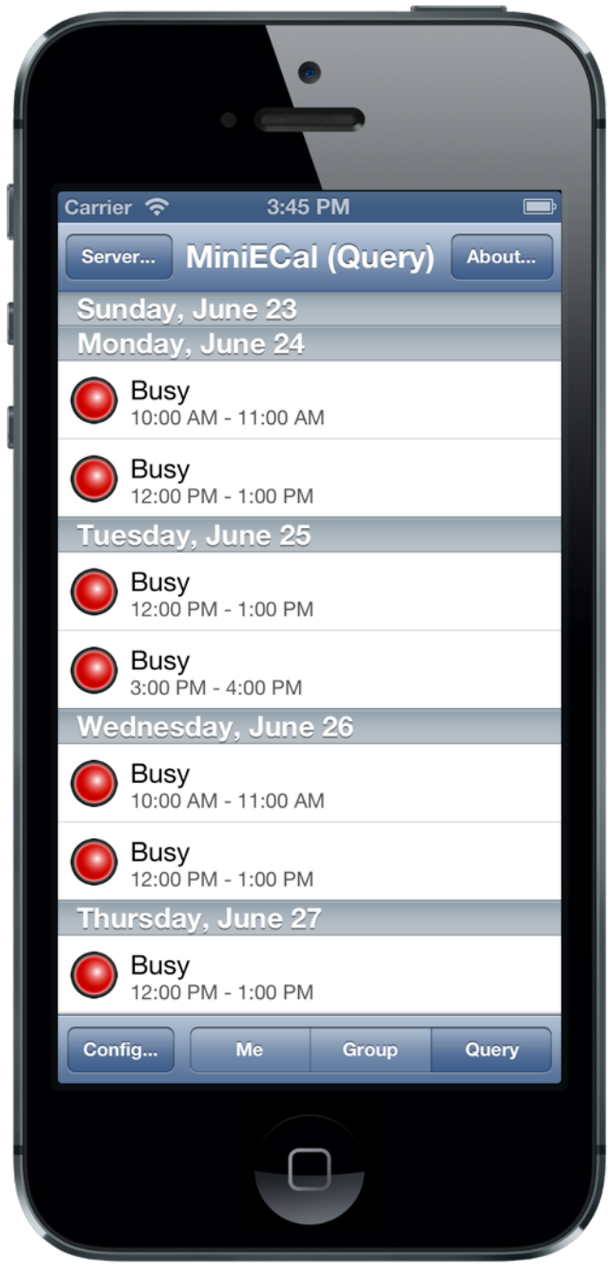
At this point, that is all the data that MiniECal needs and you can tap "Done" to execute the query. However there is also a data picker control present in this view which allows you to specify an exact range of dates to query. This is useful if you need to examine someone's calendar from the past OR for a range of dates in the future (not necessarily starting from today).

Assuming you tapped "Done" right after entering the number of days to look forward and Bob's id, MiniECal will begin the query and you will see the familiar "Contacting Exchange Server" alert box. When done, you will be presented with the data from your query:



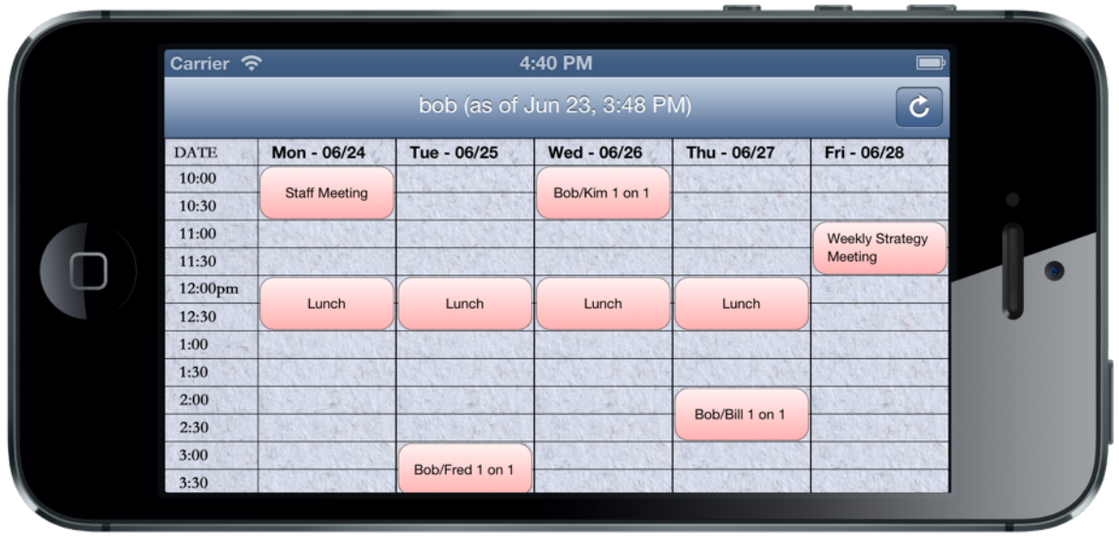
It should be noted that if Bob has granted you viewing privileges for his calendar, you will see his calendar data with the meeting titles and locations shown. To answer the question posed at the beginning of this chapter (Did Bob accept this meeting?) you can look at the colored circle appearing just to the left of the meeting in question. If it is red, it is likely that Bob has accepted the meeting. If yellow, it's still marked as "tentative" on his calendar which means he likely has not accepted the meeting. If the meeting doesn't show up at all, it means he declined the meeting and removed it from his calendar. You may tap on any of Bob's meetings and see the same meeting detail information that you can see for your own meetings.

But what happens if Bob has *not* granted you viewing rights for his calendar? You should still be able to see his meetings as simple free/busy info:



When you only see free/busy information, there are no disclosure triangles on the table view cells that would allow you to look at more meeting data. However you still can see how Bob has marked his time by looking at the colored dot in the left most portion of the cell.

Another nice feature of query mode is that it also allows you to view Bob's calendar in a graphical "week at a time" view by rotating the device to landscape orientation. When you rotate the device you will see the same type of interface you saw in "Me" mode, only it will contain Bob's meeting data.

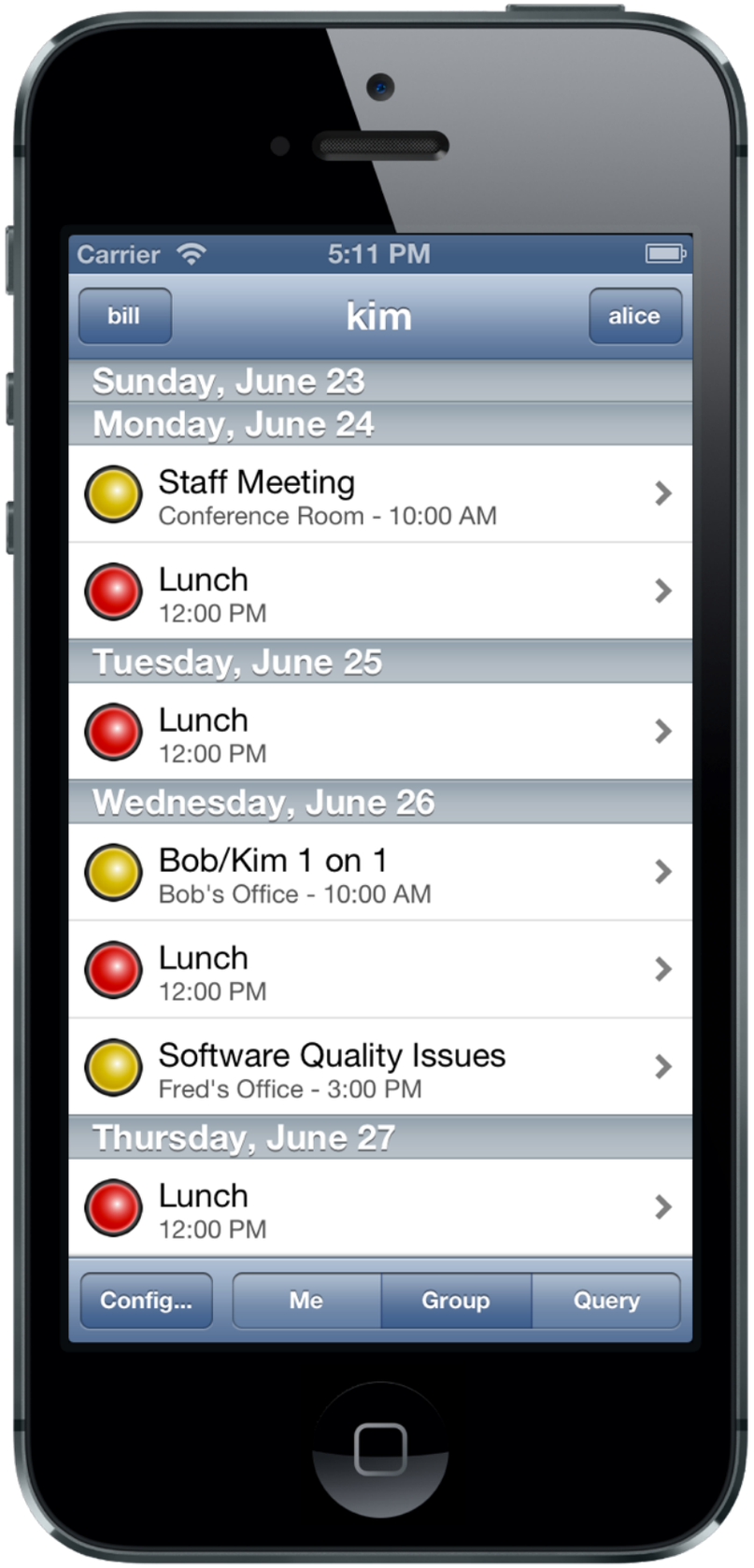


Just like with "Me" mode, you have a refresh button in the top right hand corner of the view and you can tap on any of the meeting bubbles to cause a callout to appear containing the full meeting title as well as a disclosure triangle that allows you to look at the meeting details. This view is scrollable in all directions.

When querying data for users in Exchange, MiniECal must supply the Exchange server with the mailbox ID of the user whose data you are looking for. This must be in the form of a fully qualified email address (userid@emaildomain). You may have noticed that, for this query, we simply typed "bob" when specifying the user in the query configuration view. MiniECal needed to add the appropriate domain to make this query work. Details on how this happens are covered in the chapter titled "How to Identify Other Users".

CHAPTER 4

"Group" Mode



The charm of MiniECal shines brightest when looking at the calendars of *multiple other users simultaneously*. We believe that MiniECal is the *only* application available that does this! And it's really easy to do...

SECTION 1

Using "Group" Mode

CHECKLIST

1. Philosophy of Group Mode
2. Create and/or edit a group.
3. Decide on Local vs. iCloud based storage.
4. Configure a group query.
5. View group query results in list mode.
6. View group query results in graphical mode.

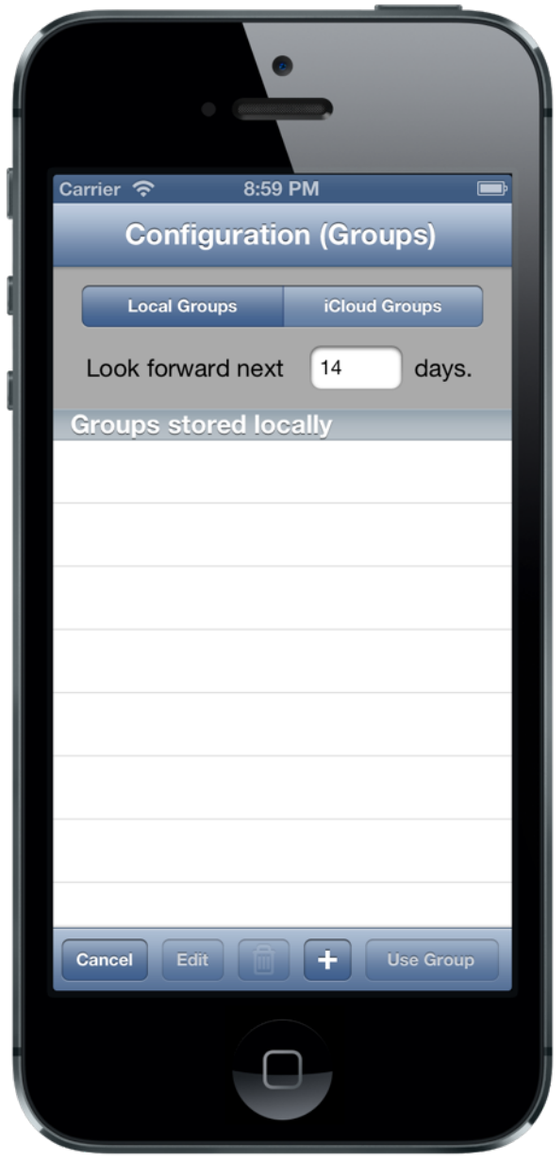
As a member of a team how often do you find yourself needing to know where one of your teammates is at a given time? Perhaps you have a task that must be done with your teammate and you need to find a time when you both are available. Maybe you need to find a time when multiple teammates are free for the purposes of scheduling a meeting. Or maybe you just need to verify where your teammate is at a given time.

As a team manager, you may have an even more pressing need to know what is going on with all of the members of your team. In addition to being able to look at one particular user's calendar via Query mode, MiniECal also provides you with a *group query mode* that presents multiple list view agendas that you can cycle through or, even better, a graphical view of the entire groups calendars for one day side by side (and you can easily cycle through multiple days).

In order to take advantage of this functionality you only need to create a group. Groups are simply a named list of user ids on your Exchange system representing the users whose calendars you wish to query simultaneously. Groups can be saved locally on your iOS device *or* you can save them to iCloud so that the group you define on one device is automatically available on all of your iOS devices!

To create a group, first make sure that the "Group segment" (the middle one) of the segmented control at the bottom of the main MiniECal is selected. Then, tap on the "Config..." but-

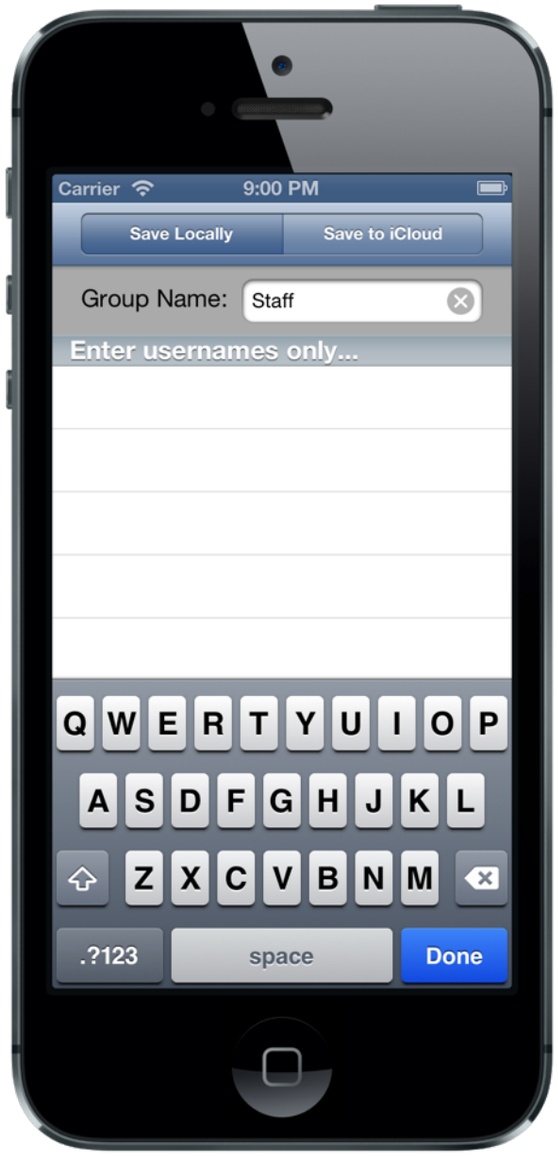
ton to the left of the segmented control. You will be presented with the *Group Configuration* view.



The group configuration view shows you all of the group you have already defined and also provides you with controls needed to create new groups.

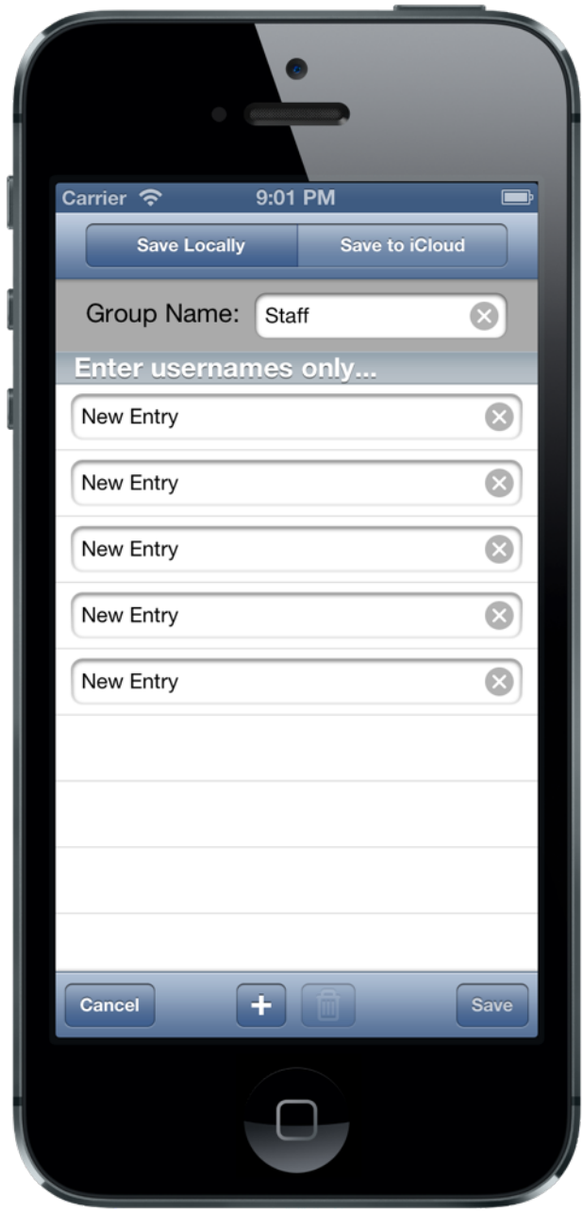
The group configuration view will always present itself showing the groups that are *local* to this device; if you wish to see any groups that may be stored in iCloud, first make sure that you have iCloud enabled for this device and then tap the *iCloud Groups* segment in the segmented control just below the navigation bar. This will switch the display to show you any groups that are stored in iCloud.

For now we will only concern ourself with local groups. To create a new group, tap on the "+" button in the tool bar. This will cause the group editing view to be displayed. When it is displayed, change the group name (top of the view) to whatever you would like to call the new group. In our example we use the name "Staff".

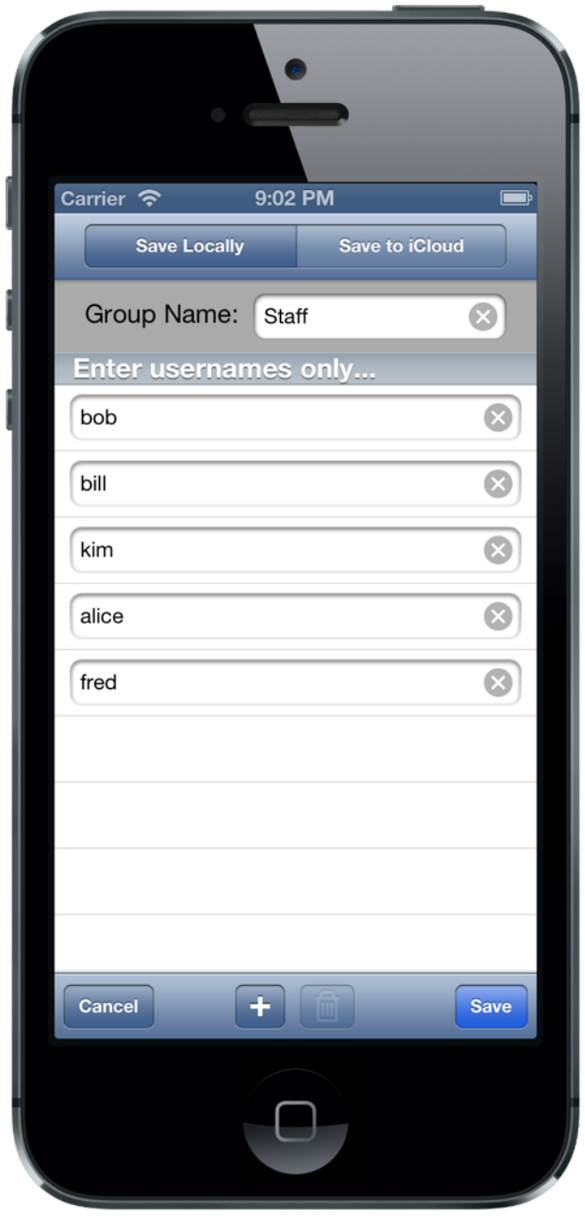


When satisfied with the name chosen, tap the Done button in the keyboard to hide the keyboard. The next step is to add an entry in this group for every user you wish to add. If you

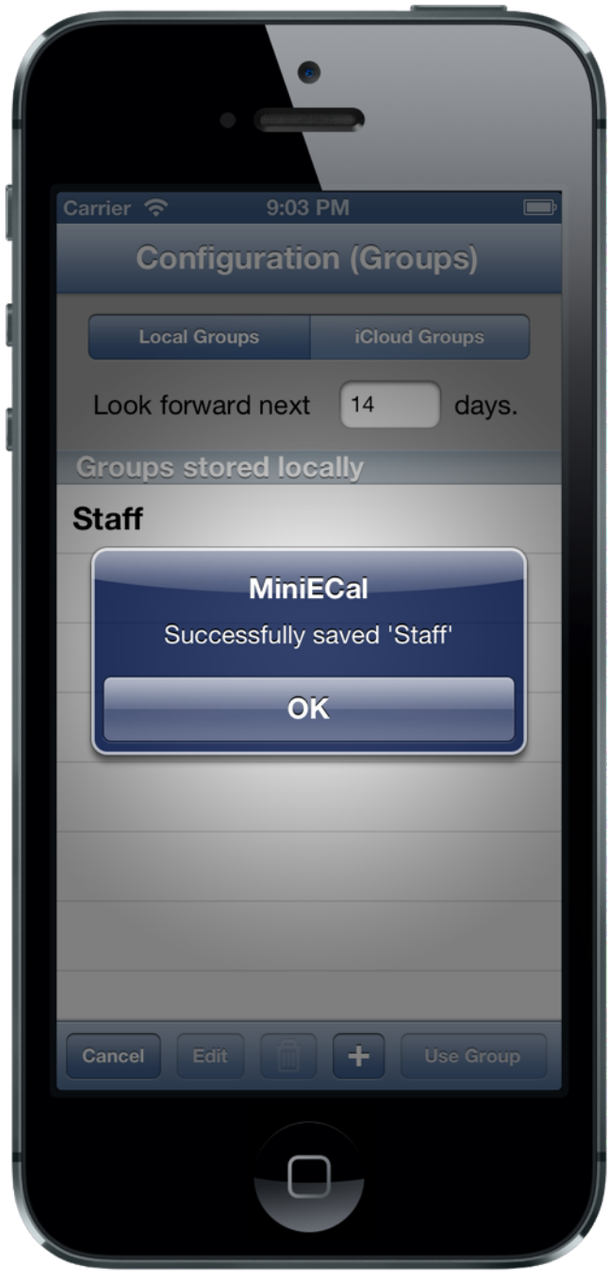
were to add five users to this group, tap the "+" button in the toolbar five times. Your display would look similar to this:



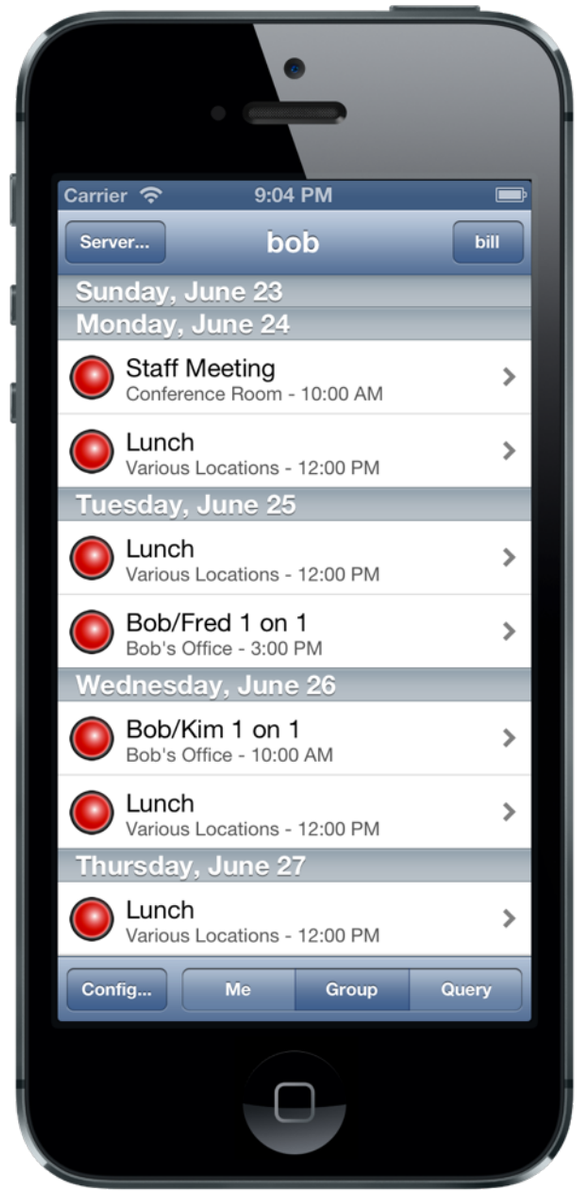
You can then edit each of the cells containing the text "New Entry" to contain the user id of a person in your group. Filled out, the view would look something like this:



When satisfied that the user names are correct, tap the "Save" button in the toolbar. This will save your group and offer a confirmation message to you.



After dismissing the confirmation alert you are only one step away from performing a group query. The group configuration view now will show the new group as an entry in the list of locally stored groups. Select the new group ("Staff" in our example) and then tap the "Use Group" button in the bottom right hand corner of the view. This will instruct MiniECal to execute a query of all users stored in that group for the number of days specified in the "Look forward next ... days" field. The result will be displayed with the first user whose calendar was queried shown:



This should look the same as the "query" mode view and, in fact, it is with one small difference. Notice that the navigation button at the top right hand corner of the screen now reads "bill" instead of "About...". This is because you will use the navigation buttons to cycle through each person's calendar in the group! Tap on the "bill" button and Bill's calendar will appear. While Bill's calendar is showing, the navigation buttons will change to allow you to navigate to everyone's calendar in the group. While viewing any one user's calendar in this "list" mode, you have the same ability to tap on a meeting and get more details (unless you are only

seeing free/busy information). However if you rotate the device to landscape mode while in group mode, the resulting graphical view is a little different:

As you can see, instead of seeing multiple days for one person's calendar you now see one day *for each user in the group*! There are navigation buttons in the upper left hand corner of the view that allow you to cycle between days in the query period and there is a familiar refresh button in the top right hand corner of the view that can be used to update the data.

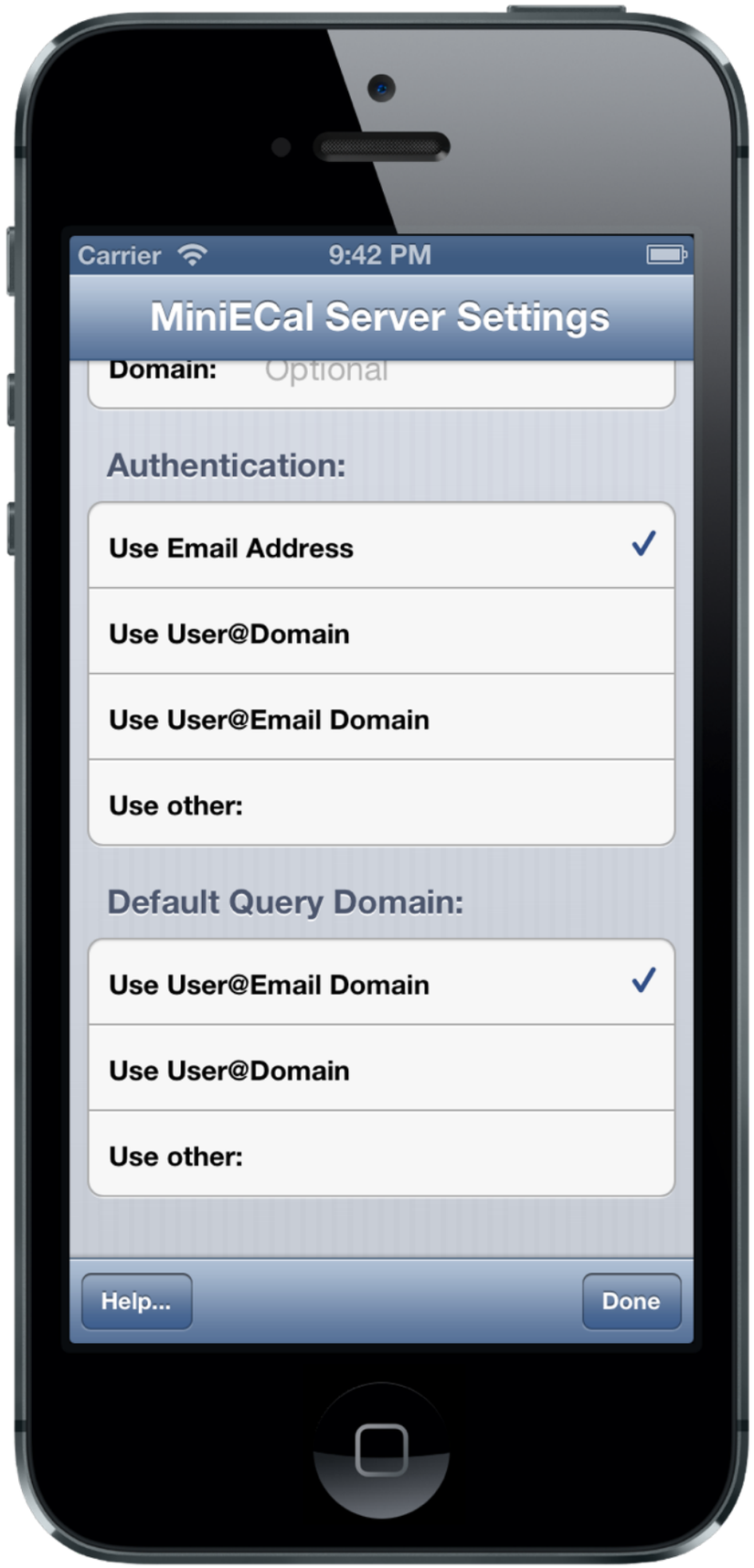
Graphical mode for groups allows you to graphically view each users's agenda for a given day. This allows you to quickly find open time slots for the whole group as well as provide you with a great daily summary for everyone in the group. We believe that this is MiniECal's *most powerful* feature!

When querying data for users in Exchange, MiniECal must supply the Exchange server with the mailbox ID of the user whose data you are looking for. This must be in the form of a fully qualified email address (userid@emaildomain). You may have noticed that, for this group, we simply used everyone's "name" when identifying the user in the group. MiniECal needed to add the appropriate domain for each user to make this query work. Details on how this happens are covered in the chapter titled "How to Identify Other Users".

CHAPTER 5

How to Identify Other Users

MiniECal offers a powerful mechanism for specifying how a user's email identifier is formed when performing a query. This chapter explains how it all works!



Identifying Other Users

CHECKLIST

1. You can specify a user with their fully qualified email address.
2. Identify the domain name associated with the primary user id of users on your Exchange server.
3. Tell MiniECal what domain name should be appended to a user id if no domain name is specified.

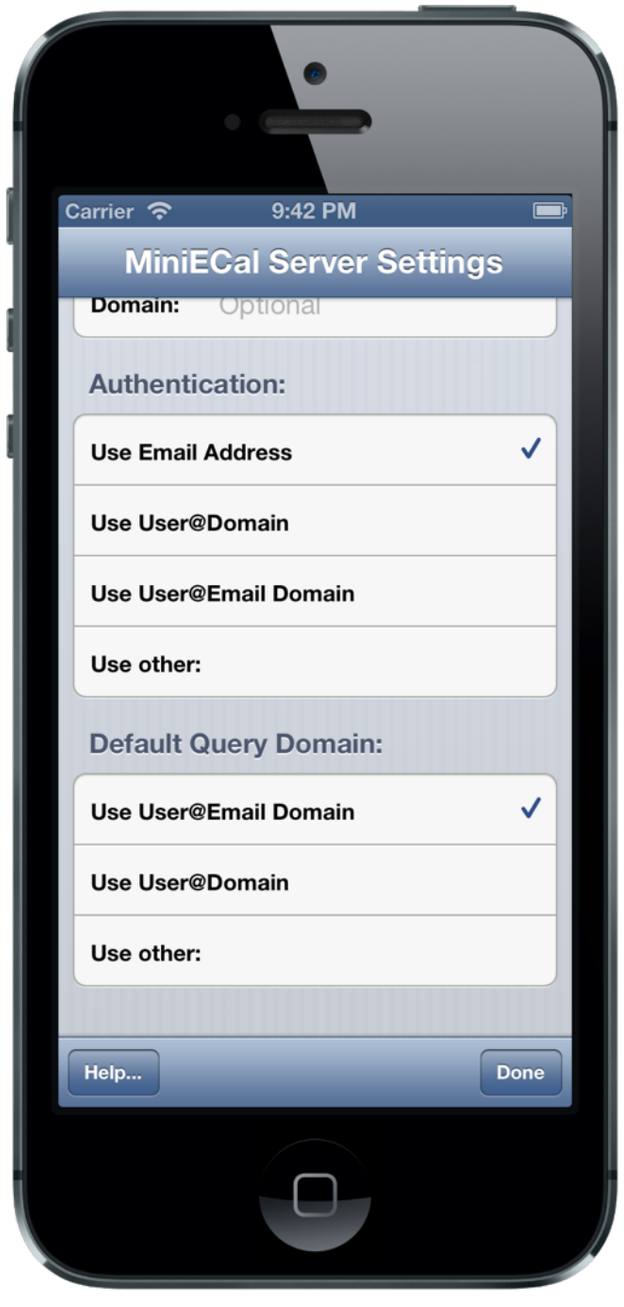
Users of Microsoft Exchange are identified by their primary email address. You will need to know the primary email address of any user whose calendar you wish to query. Unfortunately, MiniECal does not currently support an Active Directory lookup mechanism (though we are looking into it as a future enhancement) so, in the meantime, you will need to make sure that you know the email address of the user you are querying.

There are multiple places where you can specify a user id in MiniECal. You can do so in the Query Configuration view as well as when specifying the members in a group. You are *always* free to enter a fully qualified email address (such as bob@sandcrater.onmicrosoft.com) in any of these places and MiniECal will use this fully qualified email address when querying the Exchange server.

However entering fully qualified email addresses can be tedious and time consuming. In most cases it is also unnecessary as most users in your domain will all have the same "email domain" and you just need to tell MiniECal what to use when no email domain is specified.

For the majority of Exchange implementations, the domain that appears in your email address will be the same as the domain used for all others in your Exchange environment. In this case it is best to tell MiniECal that whenever you specify a user without a domain that it should just append the domain associated with your email address to their ID. This is indeed

what the default setting is as shown in the following Server Settings "Query" section:



Most users will not need to worry about this setting and should leave it at its default value.

However since there are man variations on how Exchange servers are deployed and configured, you may run into a situation where you need to modify this setting. If you have the need to specify a separate Windows domain in the Server Settings configuration view (see Chapter 1), it may be the case that you need to use the Windows domain *instead of* the domain used in your email address to identify other users. In that case, you would choose the "Use User@Domain" option shown above. And if that isn't the right setting you may need to specify what the default domain is in the "Use Other:" field and then select it so that MiniECal knows to use whatever you specified there as the default domain.

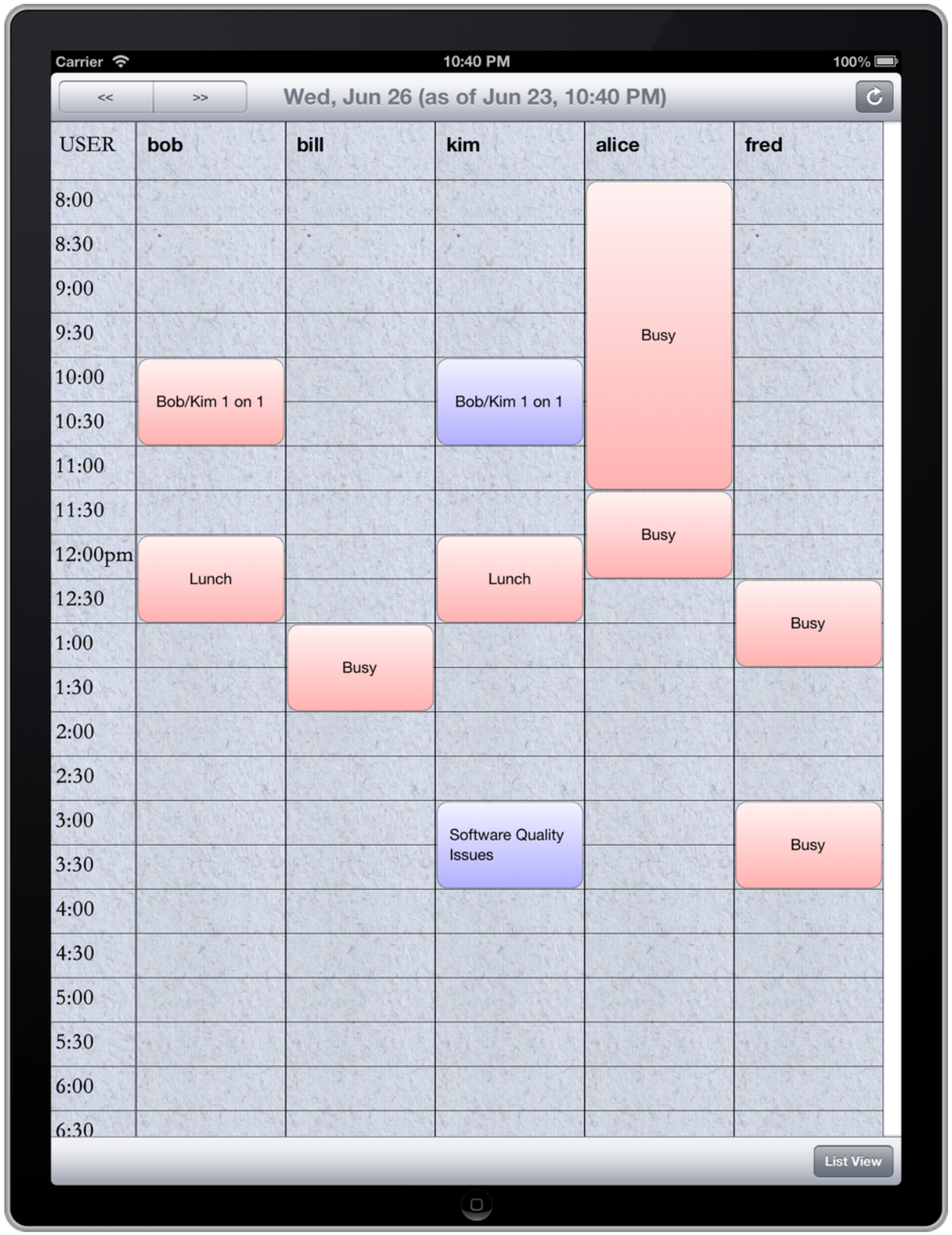
If you are not one of the many users for whom MiniECal just works properly using only your email address, getting this setting just right can be frustrating. You may need to have a conversation with your Exchange administrator to get it just right. You can also contact Sandcrater technical support (support@sandcrater.com) and we may be able to be of assistance. The good news is that once you have this setting properly specified, you should not need to worry about it again!

CHAPTER 6

Using MiniECal on an iPad

While using MiniECal on an iPhone is an amazing experience, it is even better when you can take advantage of the larger screen on an iPad.

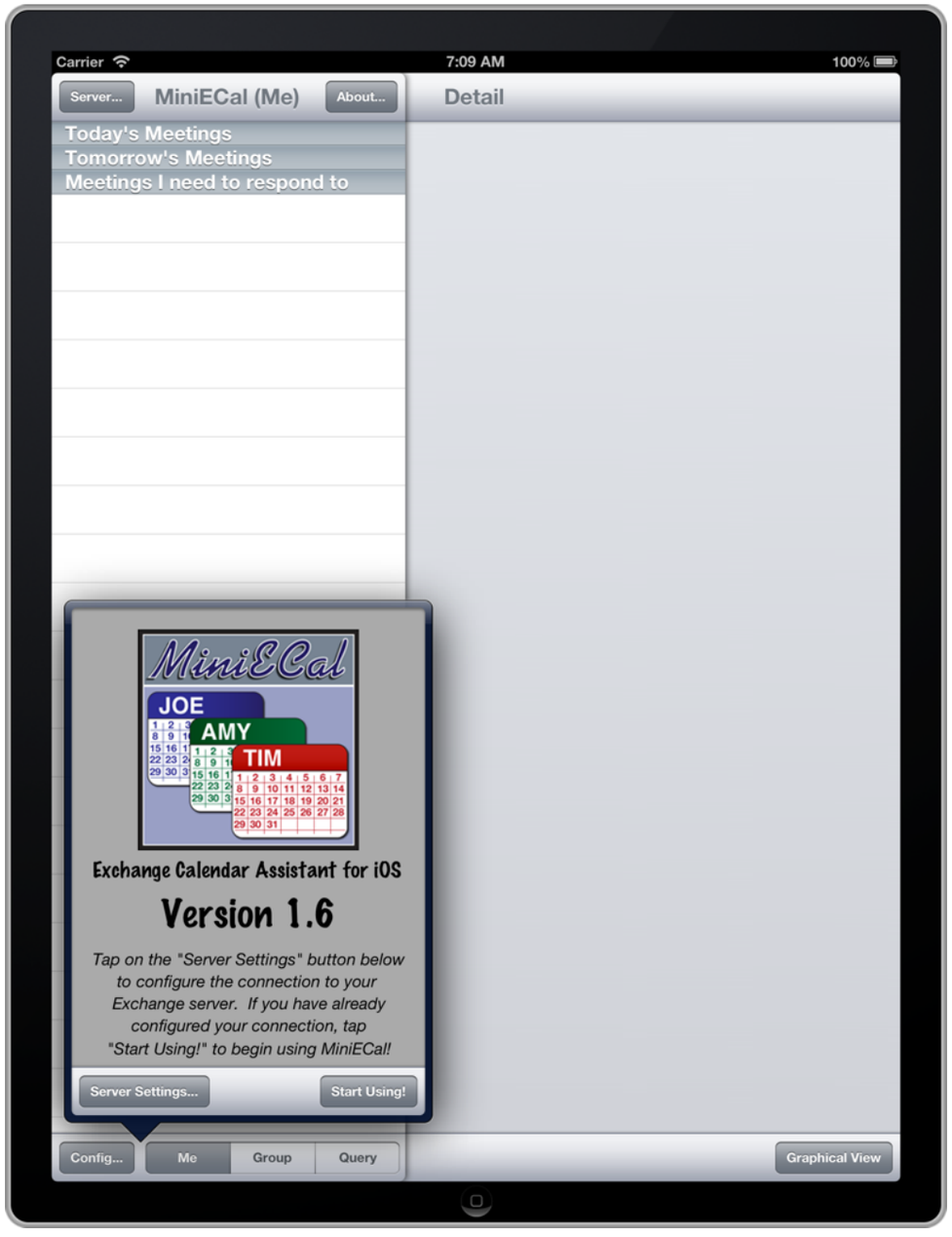
When running MiniECal on an iPad the user interface is slightly different. The differences between MiniECal on an iPad and an iPhone are similar to the differences in Apple's Mail application between these two devices.



SECTION 1

MiniECal on the iPad

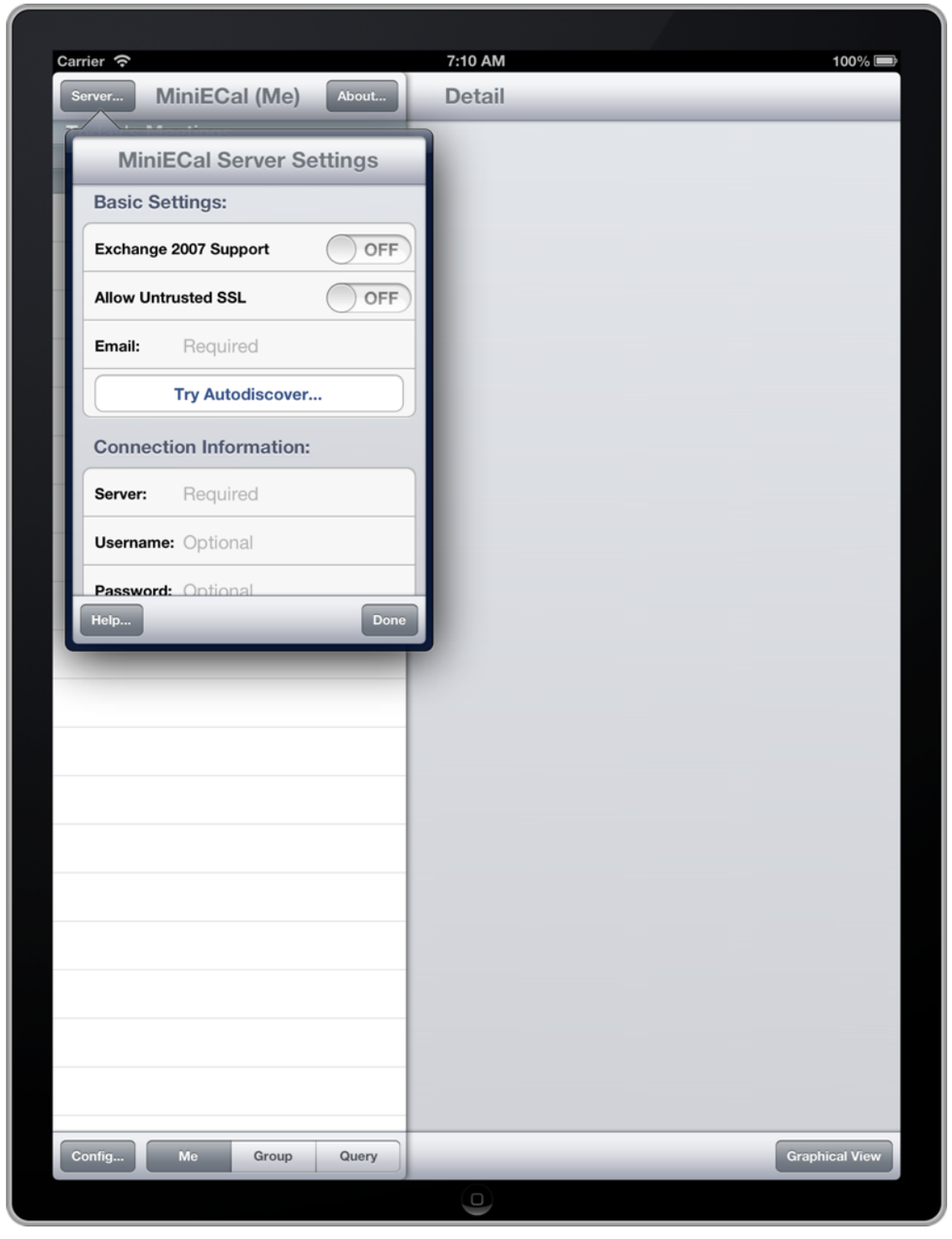
MiniECal does not function any differently when using it on an iPad, but it does take advantage of the larger screen to present its interface slightly differently. When lauching MiniECal on an iPad for the first time, you will see the following:



CHECKLIST

1. What are the differences in “Me” mode?
2. What are the differences in “Group” mode?
3. What are the differences in “Query” mode?

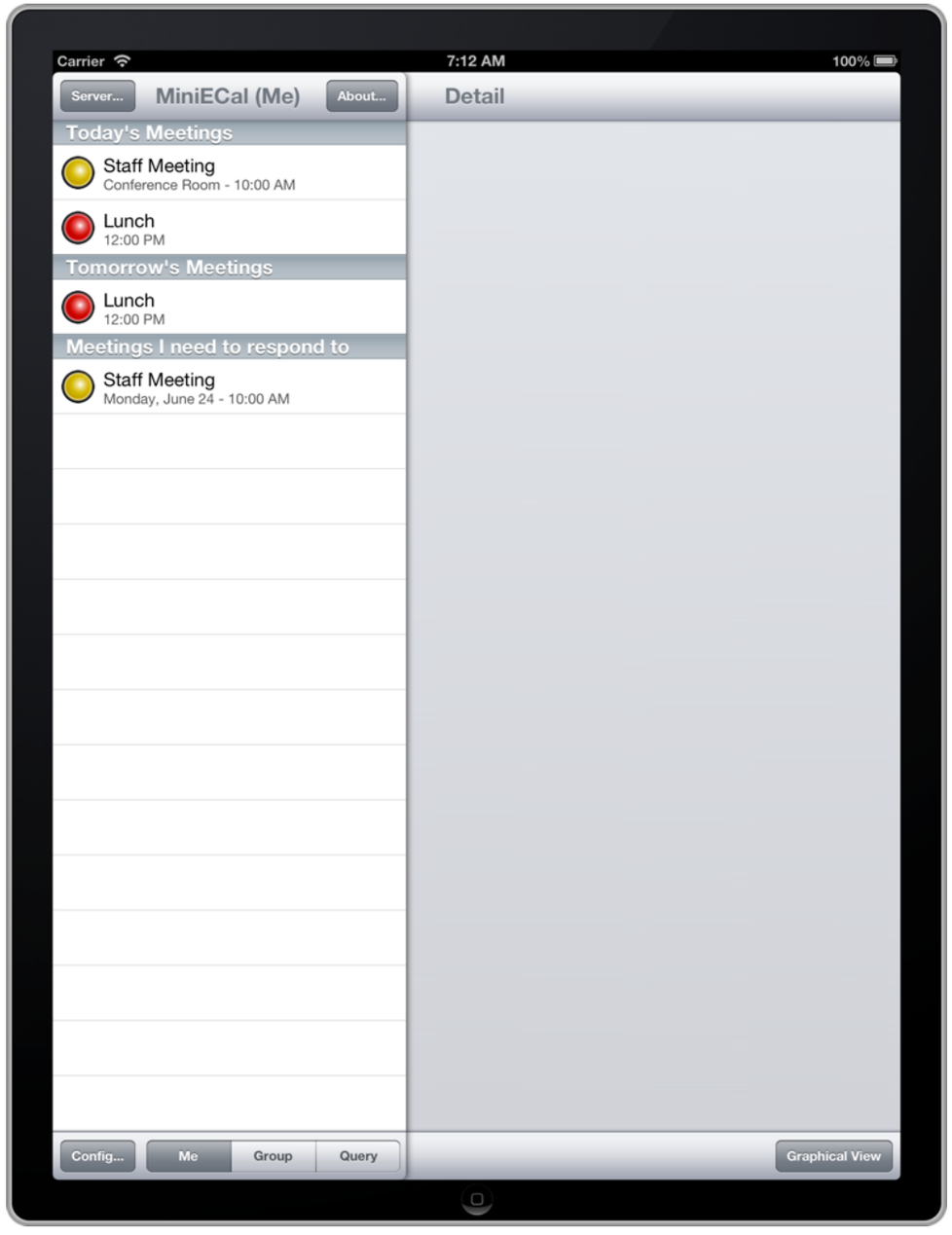
Tap on the “Server Settings...” button to begin your configuration process:



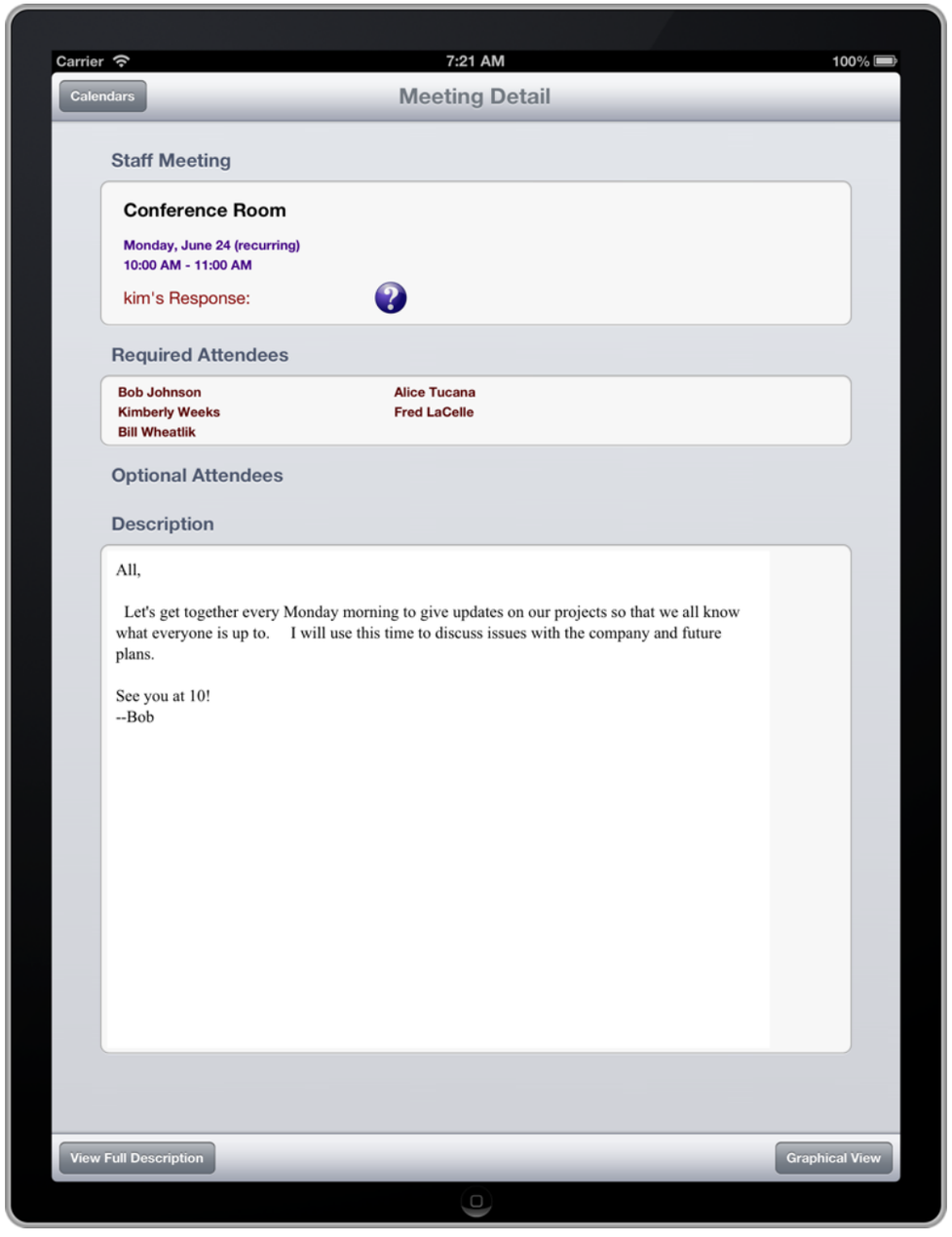
As we saw on the iPhone version, set the two switches appropriately, fill in your email address and if you are connecting to an Exchange 2010 or later server, try using the “Try Autodiscover...” button. After authenticating to the Autodiscover service, you will hopefully have a successful configuration:

If not you will need to configure MiniECal manually. See Chapter 1 for more details. Once configured, you can set the

number of days to look forward in “Me” mode and execute a “Me” query. Your display will look similar to this:

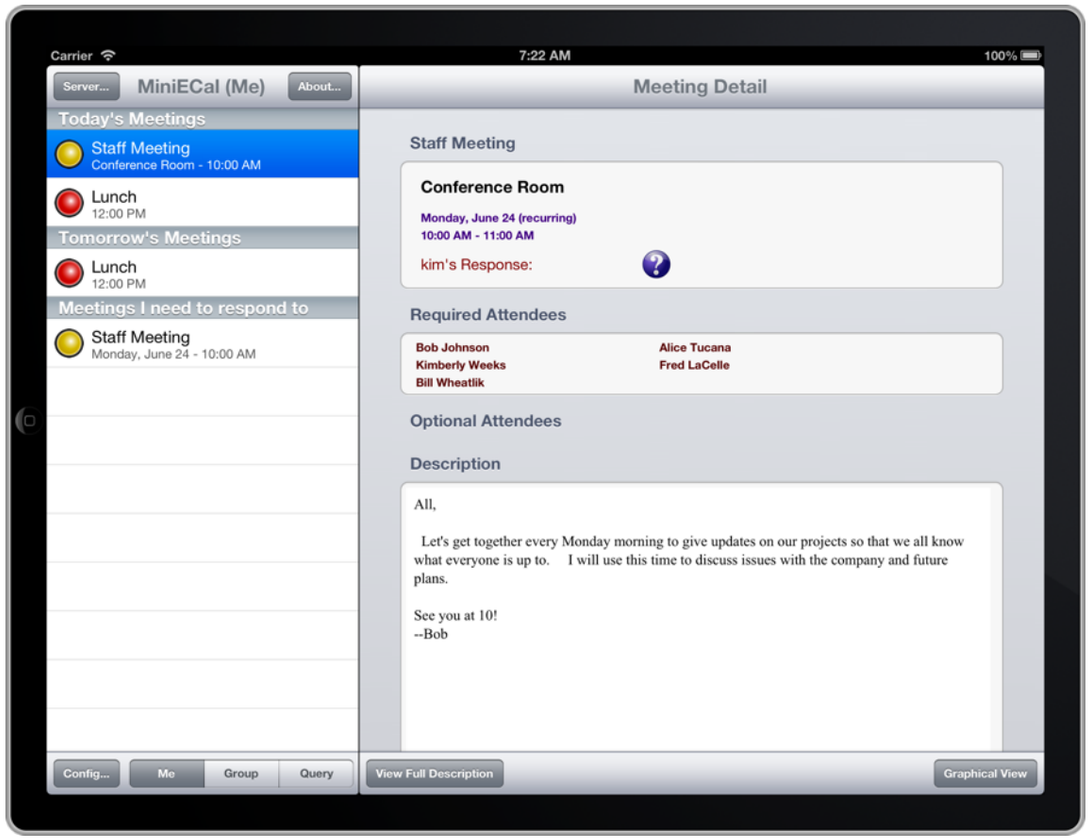


Viewing meeting details on the iPad is slightly different from the iPhone, much in the same way as viewing email on an iPad is different from the iPhone. If you are in portrait orientation and tap on a meeting to see it’s detail, you will be shown the detail on the entire screen:



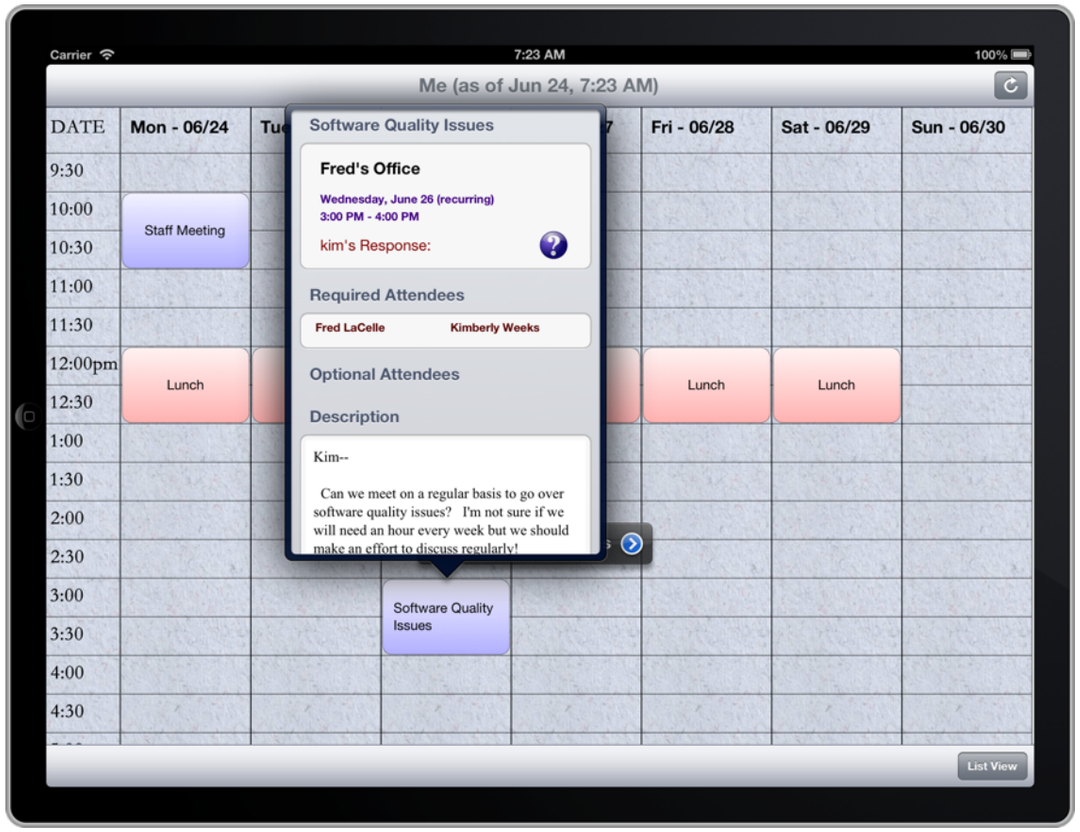
To recall the list view of meetings, tap on the “Calendars” button in the top left hand corner of the view. If, however, you

are in landscape orientation, you will always see the list view on the left with meeting details on the right:



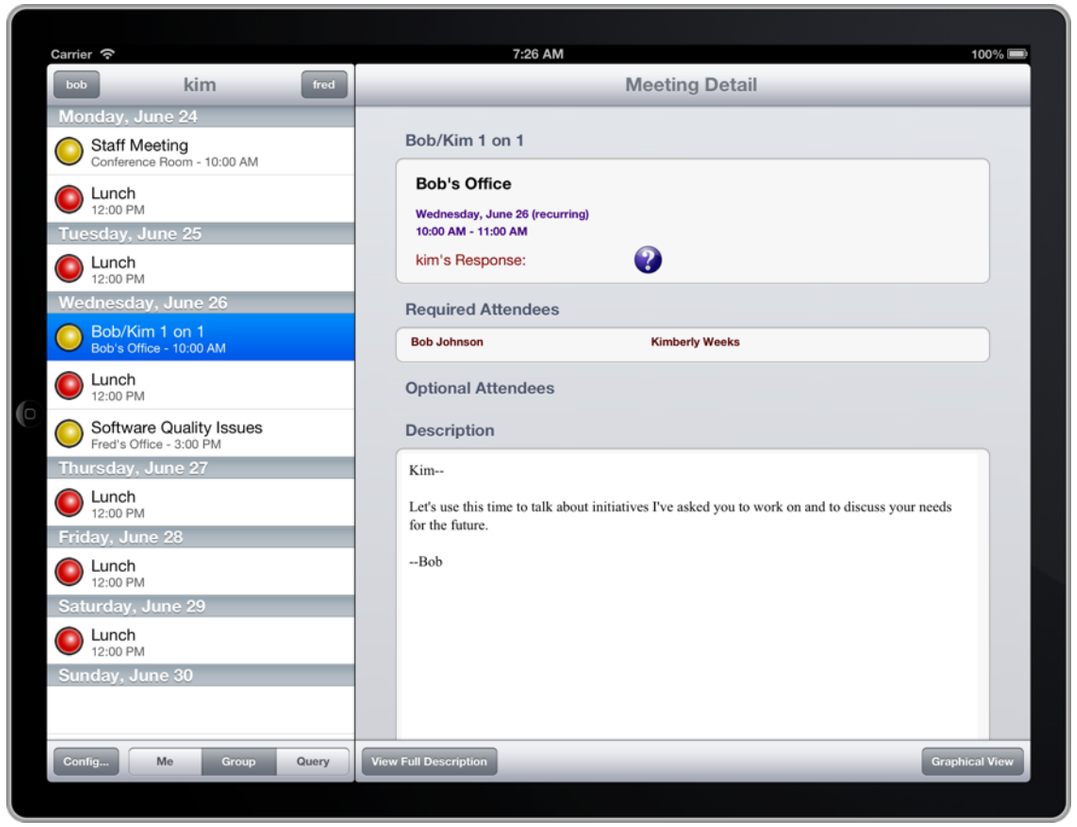
On the iPad, you won't use an orientation switch to find graphical mode. Instead, there is a button in the lower right hand corner of the view labeled "Graphical View" that you will use to show calendar data in a "week at a time" type view.

As you can see, the same ability to tap on a meeting bubble and have a callout appear exists on the iPad. What is better, is that if you tap on the disclosure arrow in the callout the meeting details will appear in a popover instead of a whole new view.



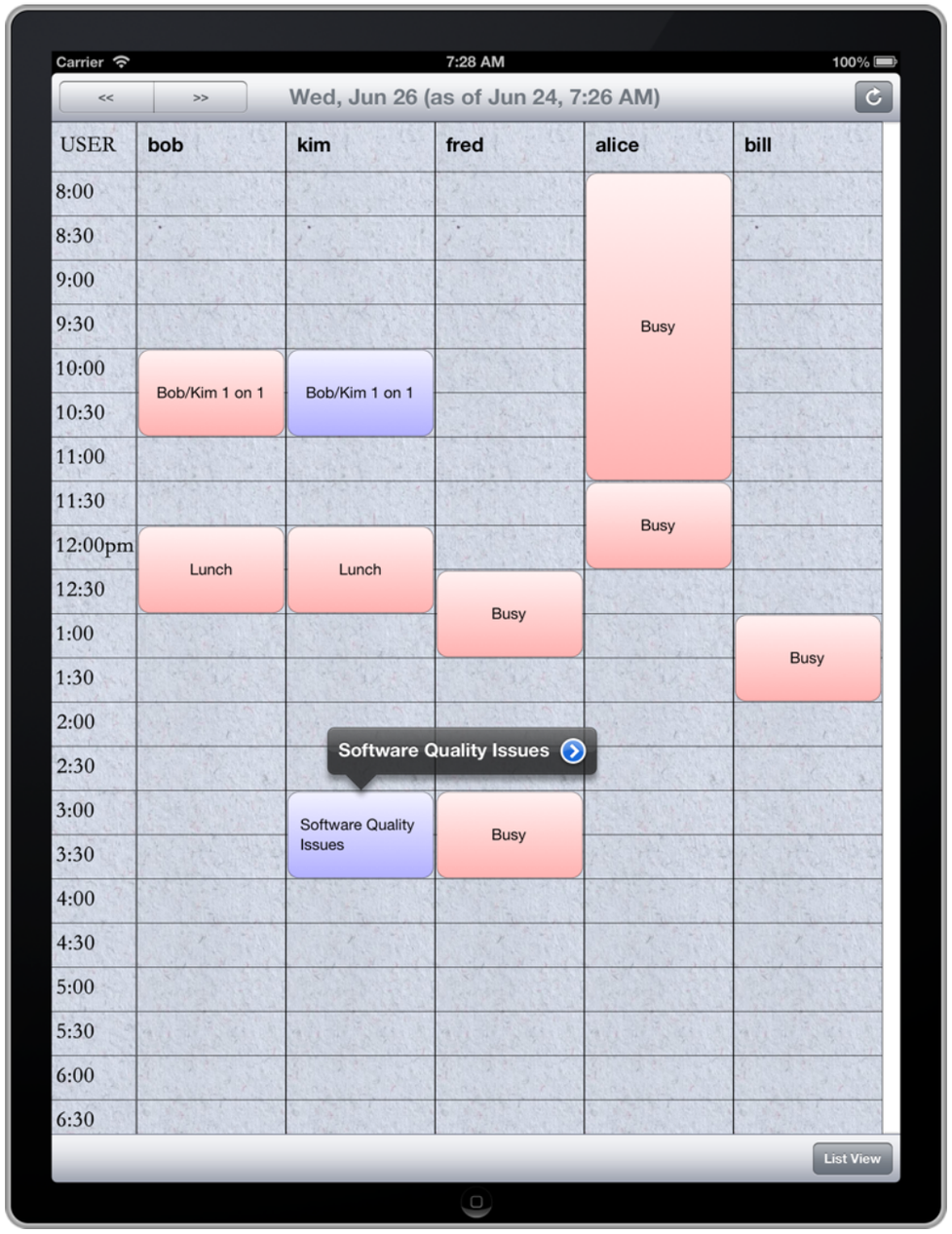
The iPad interface for "Group" mode is quite similar to the iPhone interface, but it is, again, presented slightly differently. The process of creating a new group and editing its contents is exactly the same, but the views you do this in are presented as popovers and both will fit on the screen at the same time.

Again, at this point you would tap on the "Save" button to save this group, then tap on the group in the main group configuration view to select it followed by a tap on the "Use Group" button to query the group. Remember to set the number of days to look forward as well:



If in landscape orientation, you would see the results of the group query as above. Note that the table view shows the familiar navigation buttons for cycling through the calendars of everyone in the group. If you tap on any meeting, the details appear in the content area of this view.

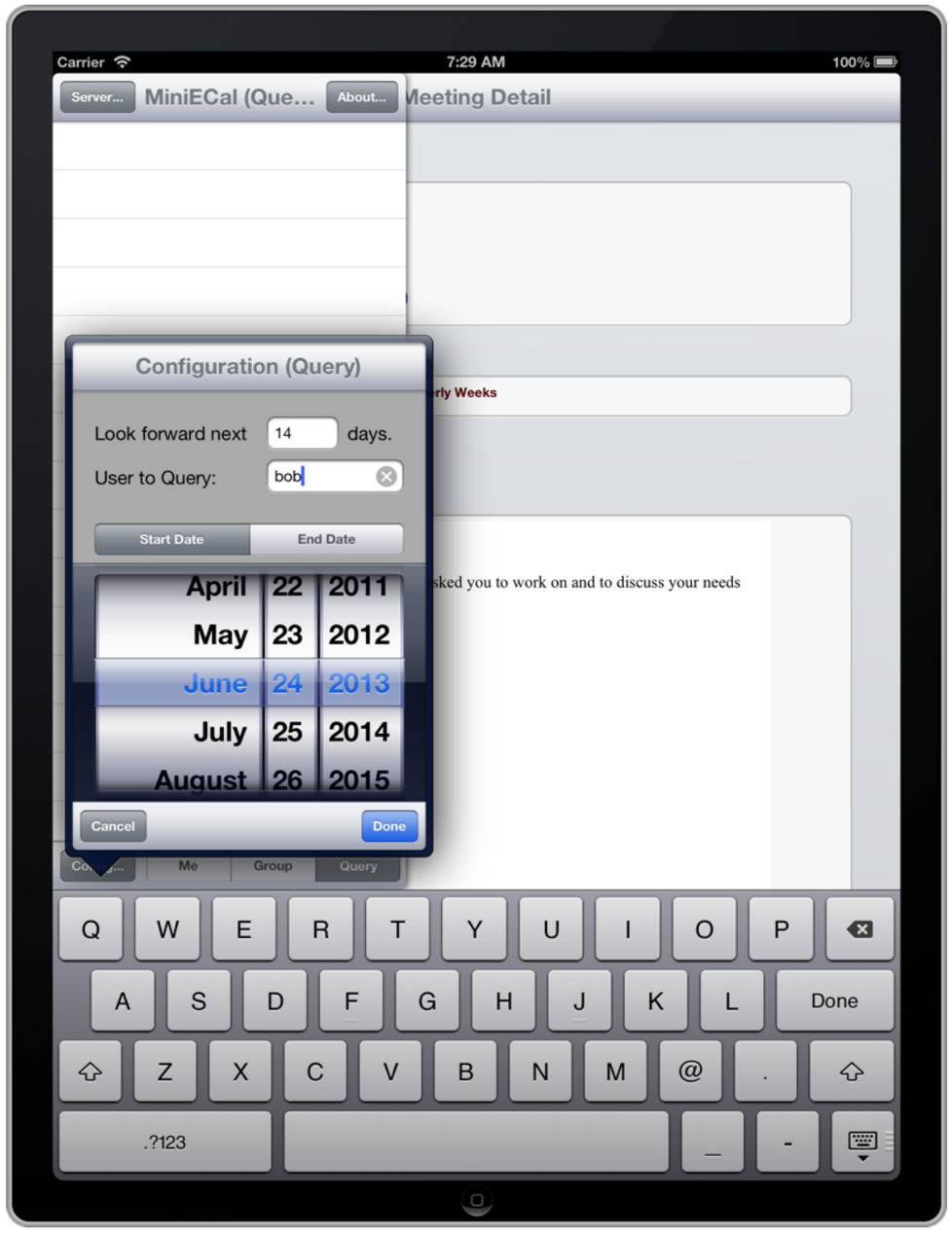
As we saw in “Me” mode, there is a button in the lower right hand corner of the view to switch to “Graphical View”. Graphical View on an iPad has larger column widths as compared to an iPhone and really brings group schedules to life!



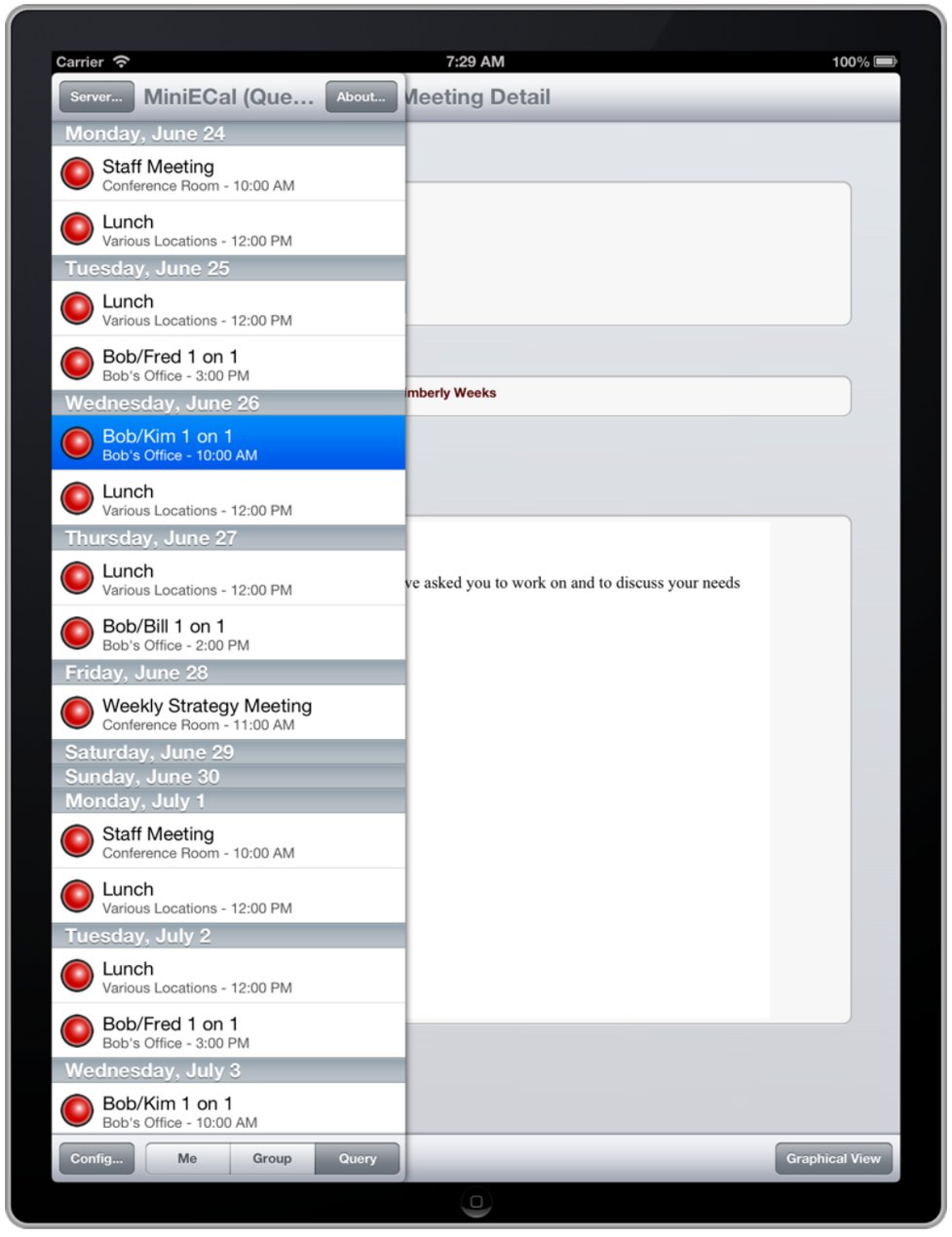
Again, as we saw in “Me” mode, you can tap on meetings to bring up a callout which contains a disclosure arrow that will show you the meeting details in a popover. The lower right hand corner of the view contains a button named “List View”

which, if tapped, will bring you back to the list view for the group.

You should be getting the hang of this by now... “Query” mode has the same types of differences as the other modes when used on an iPad:



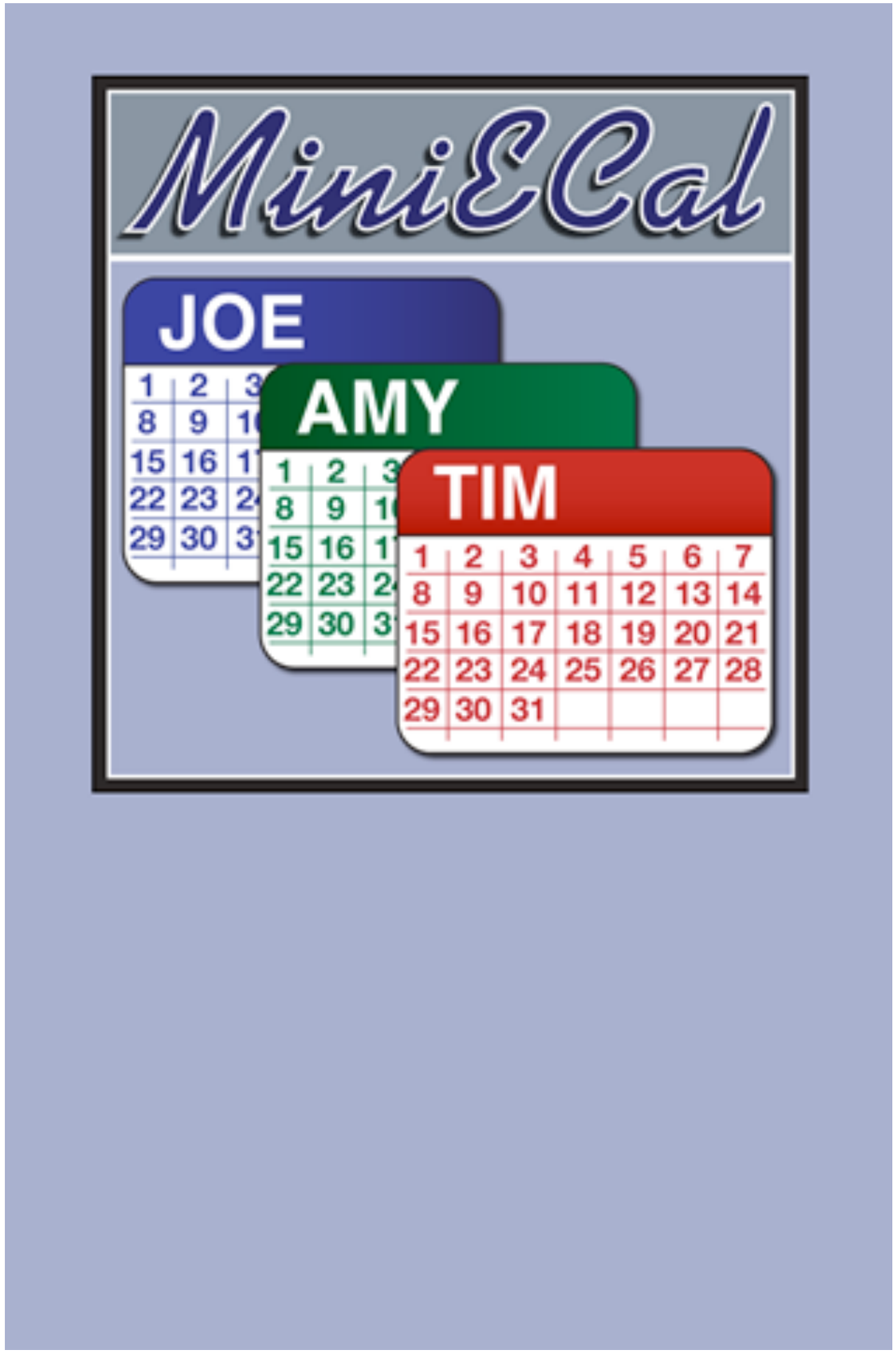
You can see the familiar “Query” configuration view shown as a popover; fill in the number of days to look ahead (or use the date picker to set a specific start and end date) and enter a user id to query. Then tap “Done” to see the results:



Query mode results can be viewed in portrait or landscape orientation, and can be shown in “Graphical View”.

Chapter 7

Feedback



Again, we'd like to thank you for purchasing Sandcrater's MiniECal Exchange Calendar Assistant application for iOS. If at any point you have difficulties or have suggestions for future features, please feel free to contact us.

SECTION 1

Contacting Sandcrater

The fastest and easiest way to get in contact with Sandcrater Software is to send email to our support email address:

support@sandcrater.com

That email is read frequently right on our iPhones so it really is the fastest way to get in touch with us.

You can also look for information on the Sandcrater web site:

http://www.sandcrater.com/miniecal

The web site contains the latest information as well as links to YouTube videos that demonstrate various features of the product.

Feel free to also “Like us” on FaceBook:

http://www.facebook.com/SandcraterSoftware

We post information about product updates and forthcoming features on our FaceBook page.

Finally, consider following us on Twitter (@Sandcrater) for a low-volume but useful set of tweets describing what we are working on from week to week!

Thanks again for purchasing MiniECal. Please let us know how it is working for you--we’d love to hear from you!

CHECKLIST

1. Support email
2. Sandcrater web site
3. Facebook
4. Twitter