

## Interface – Google Calendar

### **Step 1: Select the user**

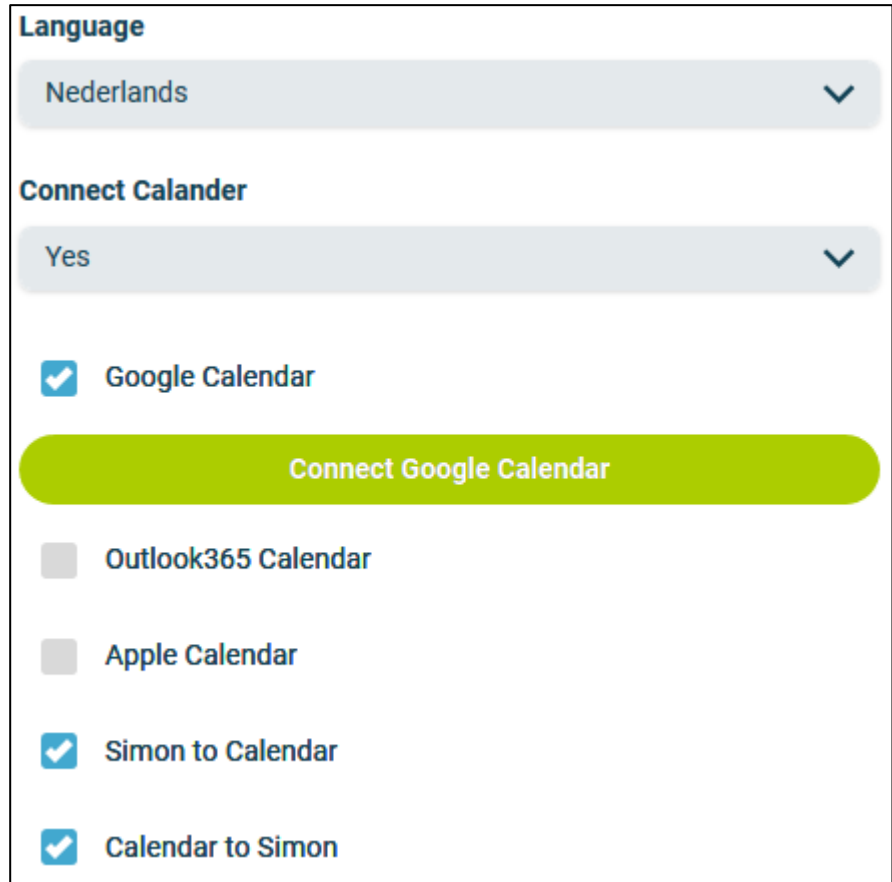
The Google Calendar can be added by logging into Simple-Simon and going to 'Your Team' → 'Users'. Select for which person you want to create the Google interface.

### **Step 2: Start the interface**

Edit the user and select 'Yes' at 'Connect Calendar'.

### **Step 3: Choose the correct interface**

Now choose the Google Calendar. You can also select whether the interface should work one way or both ways (Simon – Google Calendar). Press 'Connect Google Calendar'.



The screenshot shows a settings panel with the following elements:

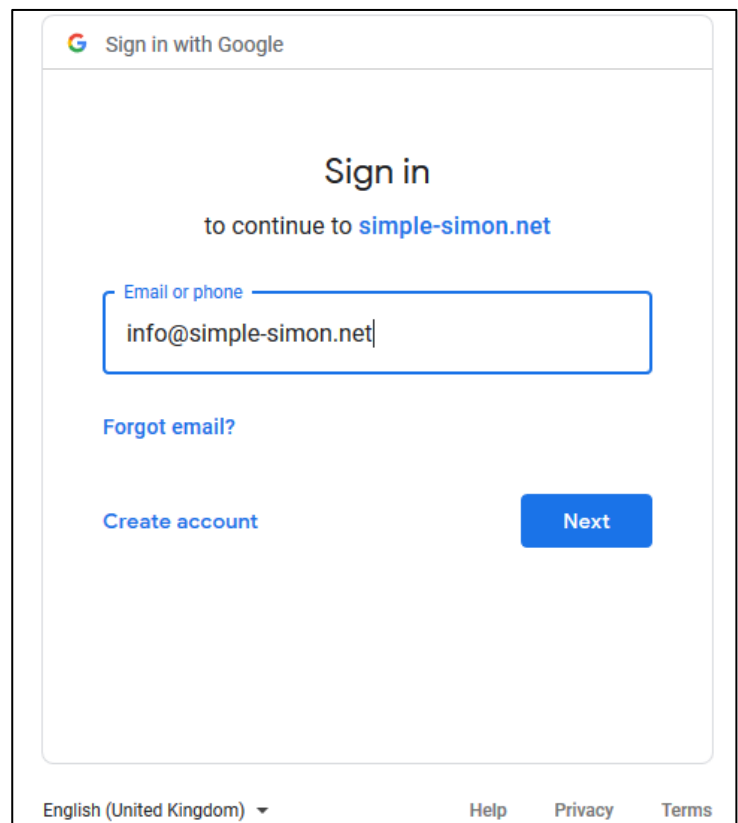
- Language:** A dropdown menu currently set to 'Nederlands'.
- Connect Calander:** A dropdown menu currently set to 'Yes'.
- Calendar Connections:** A list of checkboxes:
  - Google Calendar
  - Outlook365 Calendar
  - Apple Calendar
  - Simon to Calendar
  - Calendar to Simon
- Action Button:** A large green button labeled 'Connect Google Calendar'.

### **Step 4: Fill in the required fields**

Log in with your Gmail account. Grant Simple-Simon.net access to view your calendar and to edit the calendar.

### **Step 5: Create the interface**

The interface will start and all new work orders and/or appointments will be send.



The screenshot shows the Google sign-in page with the following elements:

- Header:** 'Sign in with Google' logo.
- Text:** 'Sign in to continue to simple-simon.net'.
- Input Field:** A text box labeled 'Email or phone' containing 'info@simple-simon.net'.
- Links:** 'Forgot email?' and 'Create account'.
- Button:** A blue 'Next' button.
- Footer:** 'English (United Kingdom)', 'Help', 'Privacy', and 'Terms'.