

Technical installation manual

Configure Google Workspace to synchronize with LoopBooking

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Introduction

LoopBooking is a web/app multi-tenant room/resource booking solution.

See more information here: <https://loopbooking.no>

This solution can be configured to synchronize with other calendar systems like Google Workspace. (This requires a separate license for LoopBooking sync. module)

Prerequisites

The LoopBooking sync. module requires a service account that has rights to manage the resource (Meeting room calendar), as well as OAuth App trust.

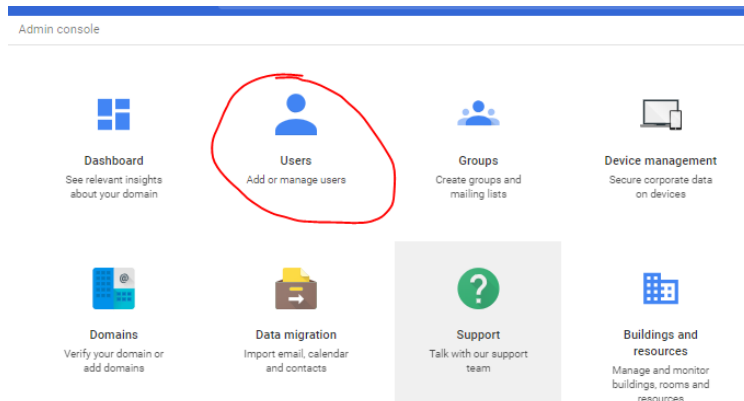
Please follow this guide to make sure your Google environment is configured correctly.

1. Create service account

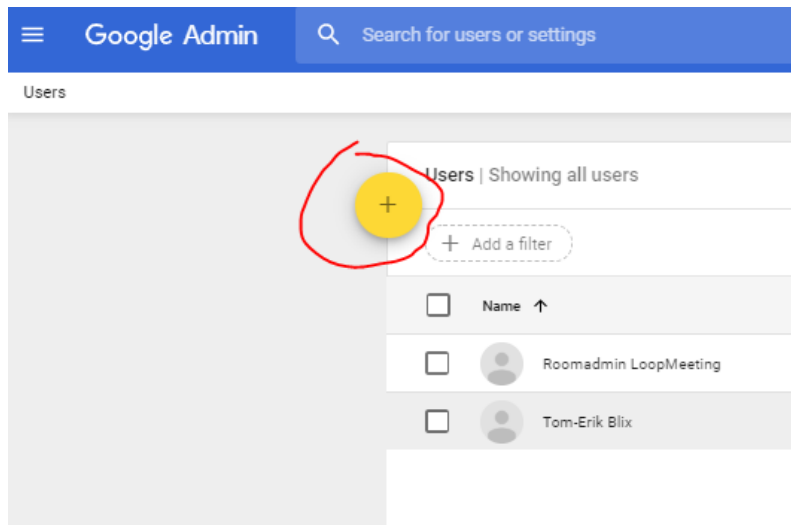
Sign in to the Google Admin Console

<https://admin.google.com>

- Select Users



- Select + sign to add new user



Create a user that will be used as a service account.

Make a note of username and password

(You need to share this with Loop24 AS it will be used as a part of the sync. Configuration process)



2. Create your resource calendars

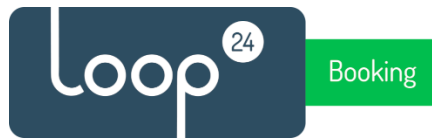
You will need to create rooms according to the rooms that are configured in LoopBooking. Preferably with the same names as they have in LoopBooking portal. However if you want to distinguish them from other rooms, you can for example add -ext to the room name. For example “Room Name – EXT”

Go to main admin console <https://admin.google.com>

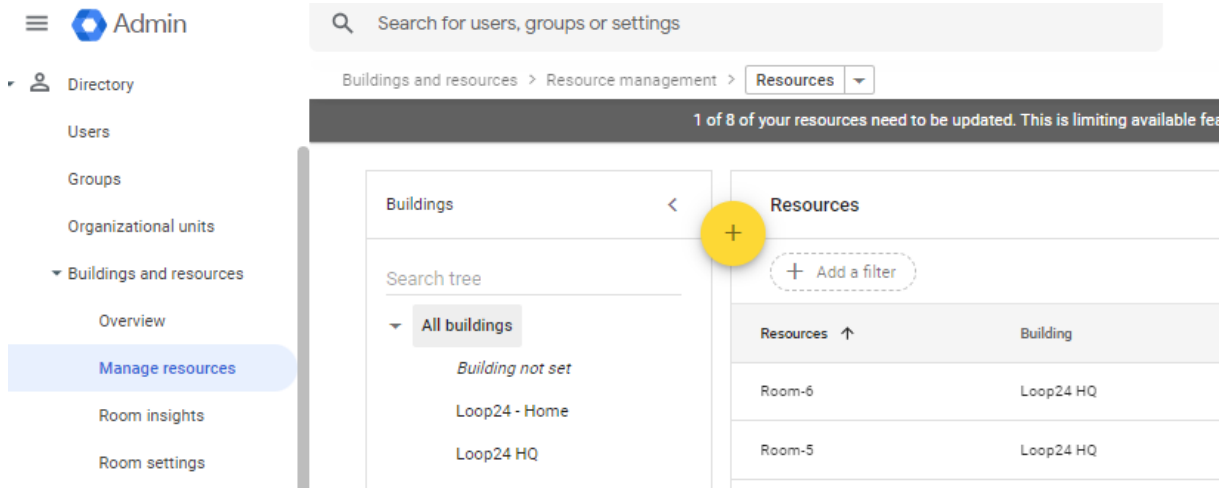
- Select Directory
- Select Buildings and Resources
- Select Manage Resources

The screenshot shows the Google Admin console interface. On the left is a navigation menu with 'Directory' expanded to 'Buildings and resources', where 'Manage resources' is selected. The main content area shows 'Buildings and resources > Resource management > Resources'. A notification bar at the top states '1 of 8 of your resources need to be updated. This is limiting available features. Update now What is this?'. Below this, there are two panels: 'Buildings' on the left and 'Resources' on the right. The 'Resources' panel contains a table with the following data:

| Resources ↑ | Building | Floor | Type | Features |
|-----------------------|-------------------|-------|--------------|----------|
| Room-6 | Loop24 HQ | 2 | - | - |
| Room-5 | Loop24 HQ | 2 | - | - |
| Room-4 | Loop24 HQ | 2 | - | - |
| Room-3 | Loop24 HQ | 2 | - | - |
| Room-2 | Loop24 HQ | 2 | - | - |
| Room-1 | Loop24 HQ | 2 | - | - |
| Test Room - 1 | Loop24-Test Rooms | 4 | - | - |
| Meeting Room 1 - Home | Loop24 - Home | 3 | Meeting Room | - |

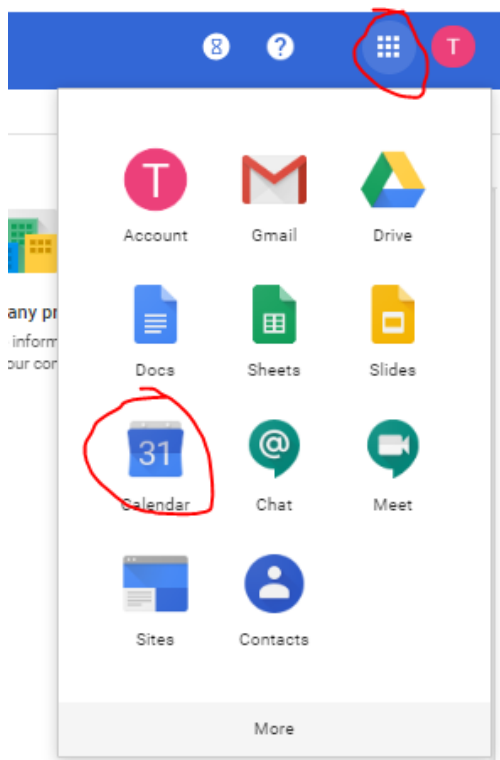


- Select Building in top menu and add building(s) (if you do not already have the building added.)
 - Select Resources in top menu and add rooms as needed
- Please note that it can take up to 24 hours before the calendar will be visible/accessible to the users in your organization.

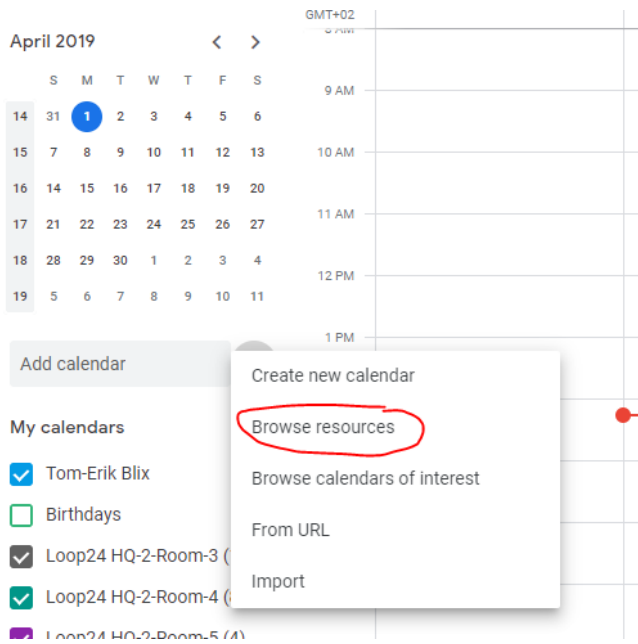


3. *Share room calendars / give the user rights to the calendar*

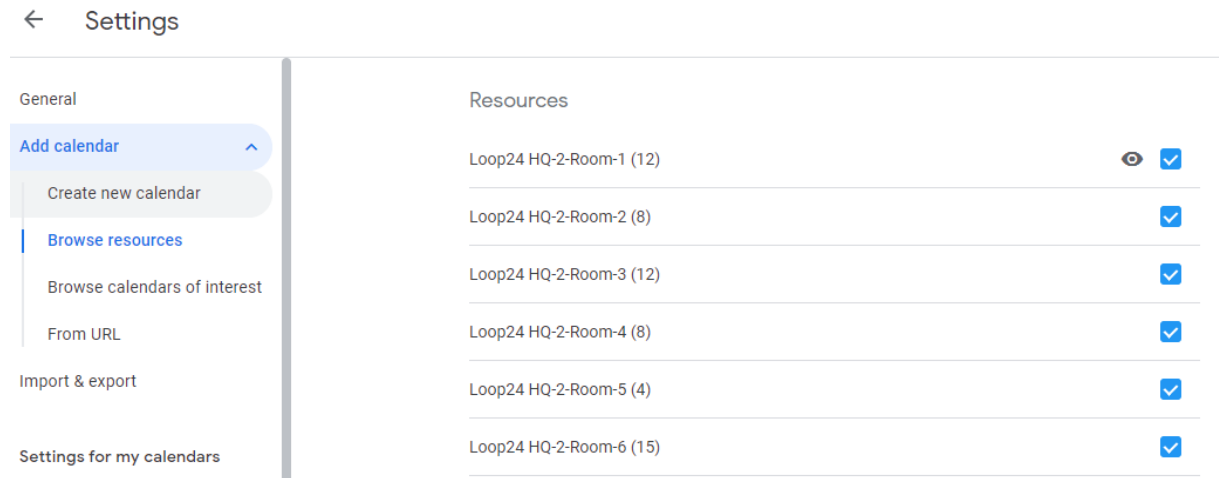
- In your browser - Select calendar and make sure you are logged in as a manager.



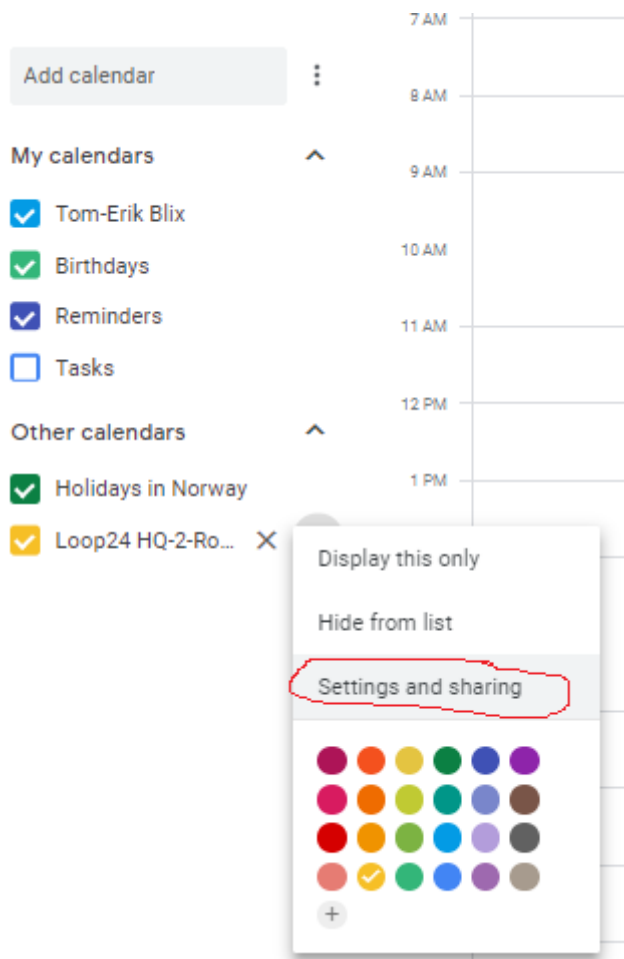
- Click on the three “dots” in the end of “Add calendar” and select “Browse resources”

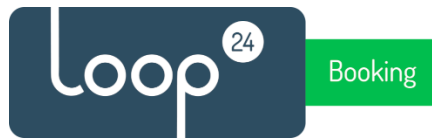


- Tick off to view all your room calendars



- Click on the three “dots” in the end of the calendar you want to configure and select settings and sharing.





- Make sure to set the correct time zone
- And add your room administrator that you created in step 1 with rights to make changes and manage sharing.

A screenshot of the Google Calendar settings page for a room calendar. The left sidebar shows navigation options like "General", "Add calendar", "Import & export", and "Settings for my calendars". The main content area is titled "Calendar settings" and includes sections for "Name" (Loop24 HQ-2-Room-1 (12)), "Description", "Time zone" (circled in red, set to "(GMT+01:00) Central European Time - Oslo"), "Organization" (Loop24 AS), "Export calendar", "Auto-accept invitations" (set to "Auto-accept invitations that do not conflict"), "Access permissions" (with "Make available for Loop24 AS" checked), "Share with specific people" (with "Roomadmin LoopMeeting" circled in red and "Make changes and manage sharing" selected), and "Add people".

General

Add calendar

Import & export

Settings for my calendars

- Tom-Erik Blix
- Birthdays

Settings for other calendars

- Holidays in Norway
- Loop24 HQ-2-Room-1 ...

Calendar settings

Name
Loop24 HQ-2-Room-1 (12)

Description

Time zone
(GMT+01:00) Central European Time - Oslo

Organization
Loop24 AS

Export calendar

Learn more about exporting your calendar

Auto-accept invitations

Auto-accept invitations that do not conflict

Calendars for resources can auto-accept invitations. [Learn more about auto-accept invitations](#)

Access permissions

- Make available to public [See all event details](#)
- Make available for Loop24 AS [See all event details](#)

Get shareable link

Learn more about sharing your calendar

Share with specific people

- loopmeeting_no_3134373833353632373535@resource.calendar.google.com (Owner)
- Roomadmin LoopMeeting
roomadmin@loopmeeting.no [Make changes and manage sharing](#) [X](#)

+ Add people

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- Repeat steps for all your room calendars.

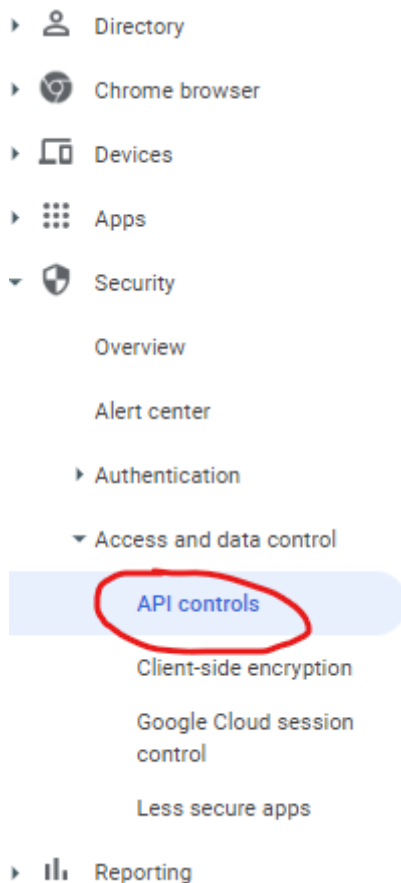
4. Add LoopMeeting App as trusted OAuth App

If you get error message: **Error 400: admin_policy_enforced**

when you try to add your google service account in Central Configuration you need to add the LoopMeeting App to trusted OAuth applications.

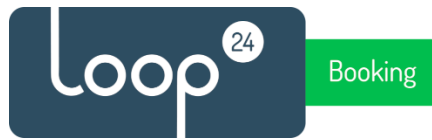
Follow these steps to do so:

- Open <https://admin.google.com> and log in with an admin account.
- Click icon Security on the left hand side menu.
- Select Access and data control
- Select API controls

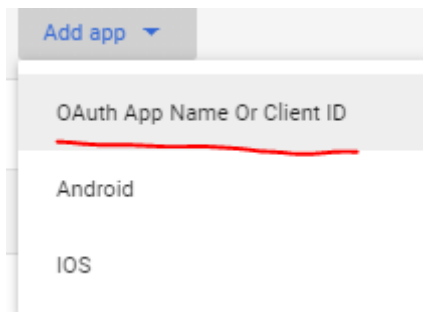


- Select “MANAGE THIRD-PARTY APP ACCESS” in the overview.

| | | | | | | | |
|---|--|---|---|----------------------------|--|--|---|
| <p>API controls</p> <p>Use these controls to enable or restrict access to G Suite APIs for customer-owned and third-party applications and service accounts. Reduce the risk associated with third-party access to G Suite APIs by limiting access to only trusted apps.</p> | <p>App access control</p> <p>Manage app access to your Google services. Ensure that users can give access only to apps that your organisation trusts. Learn more</p> <table border="1"> <tr> <td data-bbox="555 1854 794 1877">Overview</td> <td data-bbox="794 1854 1145 1899">0 restricted Google services 11 unrestricted Google services</td> <td data-bbox="1145 1854 1402 1877">4 third-party apps trusted</td> </tr> <tr> <td></td> <td data-bbox="794 1899 1145 1921">MANAGE GOOGLE SERVICES</td> <td data-bbox="1145 1899 1402 1921">MANAGE THIRD-PARTY APP ACCESS</td> </tr> </table> | Overview | 0 restricted Google services 11 unrestricted Google services | 4 third-party apps trusted | | MANAGE GOOGLE SERVICES | MANAGE THIRD-PARTY APP ACCESS |
| Overview | 0 restricted Google services 11 unrestricted Google services | 4 third-party apps trusted | | | | | |
| | MANAGE GOOGLE SERVICES | MANAGE THIRD-PARTY APP ACCESS | | | | | |



- Click "Add app" and select "OAuth App Name Or Client ID" in the menu



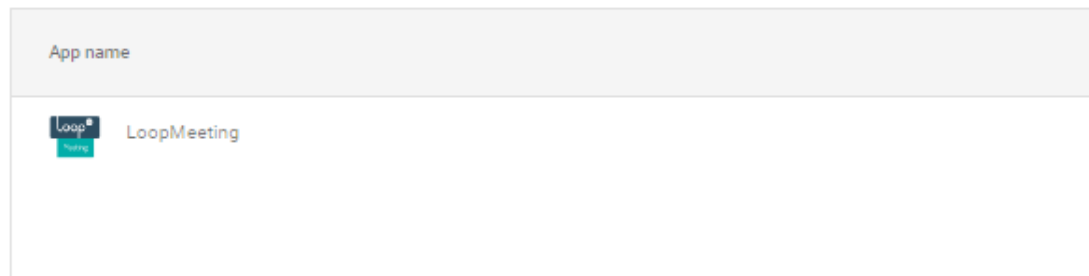
- In the search field enter "LoopMeeting" and click "SEARCH"

Search for an app by name or client ID. You can then select the app to configure an access setting for it.

Search for OAuth app name or client ID

loopmeeting

SEARCH



- Select LoopMeeting and press "ADD"

Now continue to configure the service account in Central Config.

<https://loopmeeting.no/admin>