



 **rakumo Sync**

# Installation Manual

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The tool which makes a calendar of Salesforce and Google Workspace synchronous with both directions in real time

rakumo inc.

2024/01/31

## **About This Manual**

The rakumo Sync is the tool which makes calendar of Salesforce used in the company and a Google calendar of Google Workspace (old name : G Suite) synchronous with both directions in real time.

This manual is intended to provide you with preparations and the specification of rakumo Sync .  
When introducing, please refer to this manual.

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# 1. rakumo Sync is installed in Salesforce.

## ▼ Before installing, please read ▼

### ➤ Notes on simultaneous use of other scheduled synchronization tools.

The rakumo Sync is the tool which makes a behavior calendar of Salesforce and a Google calendar of Google Workspace (old name : G Suite) synchronous with both directions in real time. Please install rakumo Sync after these products are uninstalled from Salesforce when using a tool with the same specification and function as rakumo Sync already. For a schedule to synchronize during a mutual tool, when it isn't uninstalled and rakumo Sync is used, a same year is repeated endlessly.

### ➤ Notes on Login IP range restriction

rakumo Sync does not have a static IP address according to the specification of Google App Engine, because it runs on Google App Engine.

The IP address provided by Google App Engine is changed often, and the timing of IP address change is not disclosed by Google.

Therefore, if you set [Login IP Ranges] for the profile on Salesforce, rakumo Sync is affected by the setting, problem such as can not synchronize the schedule occur.

In order to use rakumo sync, please consider one of the following methods.

【a】 Choose not to set the [Login IP range] for the profile.

【b】 Set up to sign on to Salesforce using single sign-on, and Set the Login IP range for single sign-on tool.

The flow of setting is as follows.

1. Prevent users from sign on to Salesforce in standard username and password.
2. Unset the [Login IP range] setting of the profile.
3. Set up to sign on to Salesforce using single sign-on.
4. Set the Login IP range for single sign-on tool.

## ▼ Edition of Salesforce which can install rakumo Sync ▼

More than an edition of "Professional"

## ▽ Edition of Google Workspace (old name : G Suite) ▽

- Google Workspace Business
- Google Workspace Enterprise
- Google Workspace Frontline
- Google Workspace for Education
- Google Workspace for Nonprofits
- Google Workspace for Government

## rakumoSync is installed.

1. Please access next URL by System Administrator account of Salesforce.

<https://appexchangejp.salesforce.com/appxListingDetail?listingId=a0N3A00000E9I3nUAB>

Please click [Get it Now] and next select [Login] to log in to your Trailblazer account.

The "Where do you want to install this package?" screen will appear.

After reviewing the terms and conditions, check "I have read and agree to the terms and conditions" and click "Confirm and install".

2. 「Install rakumo Sync」 screen is indicated.

Please designate an installation destination. The designated user can use rakumo Sync.

- **Install for Admins Only** . . . rakumo Sync is installed in only System Administrator users..
- **Install for All Users** . . . rakumo Sync is installed in all users.
- **Install for Specific Profiles** . . . rakumo Sync is installed in the user of a designated profile.

**Install rakumo Sync**  
By rakumo inc.

Install for Admins Only     Install for All Users     Install for Specific Profiles...

**Install**    **Cancel**

**Select Specific Profiles**  
These security settings determine access to the custom objects and components installed in the package. It doesn't affect permissions for existing objects.

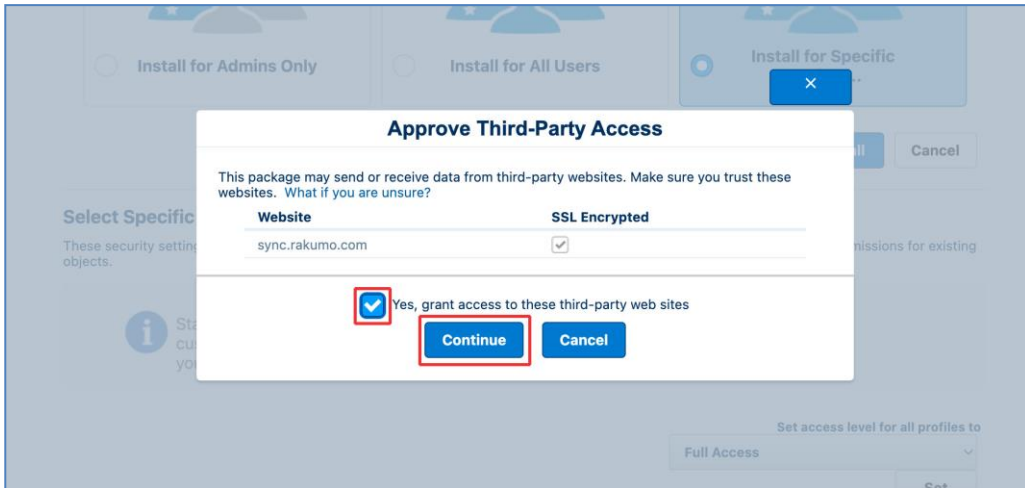
**i** Standard profiles (including the Read-Only profile) don't receive access to any installed custom objects. Because permissions are not editable for standard profiles, you must clone your profile to grant access.

Set access level for all profiles to  
No Access    **Set**

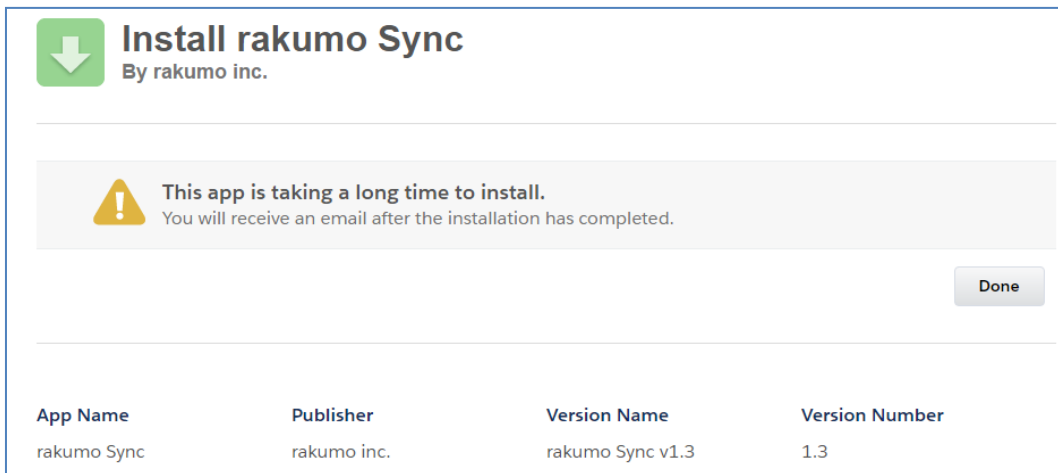
Profile	Access Level
System Administrator	Full Access (Your profile must have full access to the package)
Service Cloud	No Access
Customer Portal Manager	No Access
Authenticated Website	No Access
High Volume Customer Portal	No Access

3. "Approve Third-Party Access" screen is indicated.

Please put a check in "Yes, grant access to these third-party web sites", and click [Continue]



4. Installation is begun.



When having completed installation of rakumo Sync, a mail of the next title is sent to the user who installed.

▼ The subject of received mail ▼

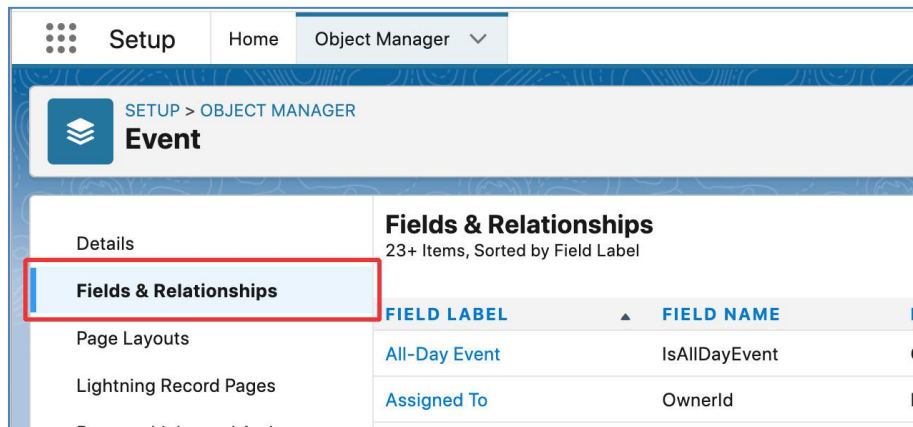
**Package rakumo Sync Install Successful**

## How to check the installation destination profile of rakumo Sync when "Install specific profile" is selected

### ■ For Lightning Experience

1. Access the [Fields & Relationships] screen within an activity.

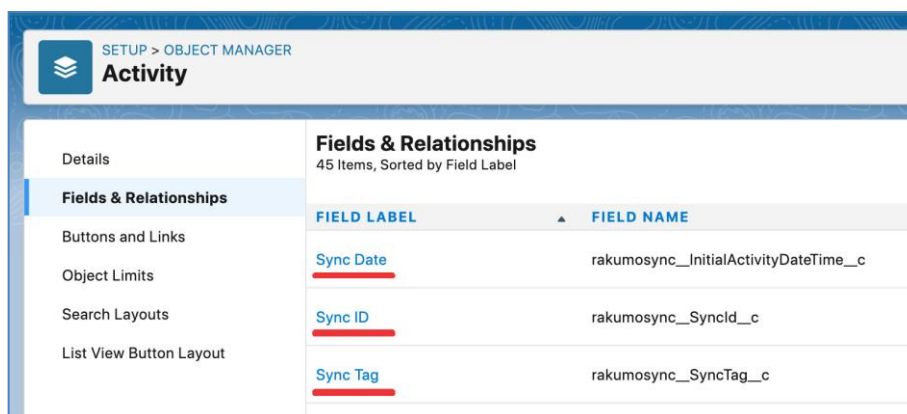
Select [Gear] at the top right of the Salesforce screen > [Object Manager] > [Activity] > [Fields & Relationships]



2. A list of activity fields and relationships appears.

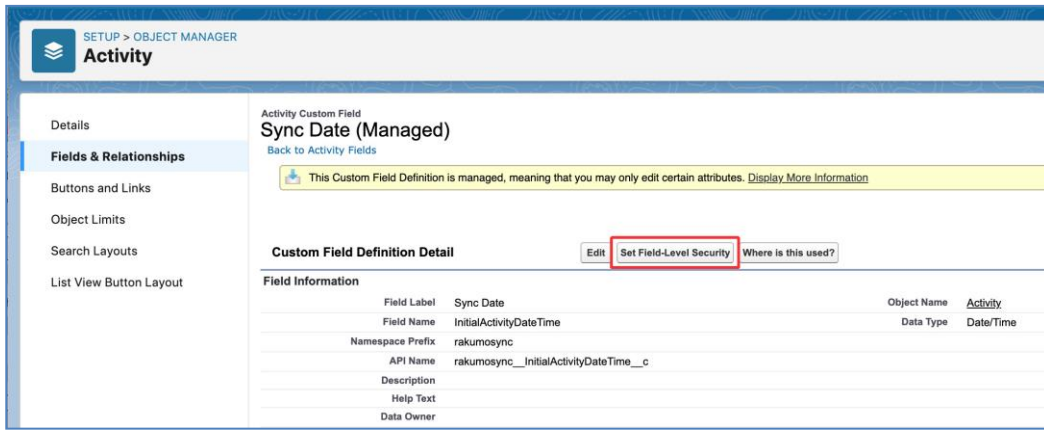
From the field labels, check the following three fields one by one.

- Sync Date
- Sync ID
- Sync Tag

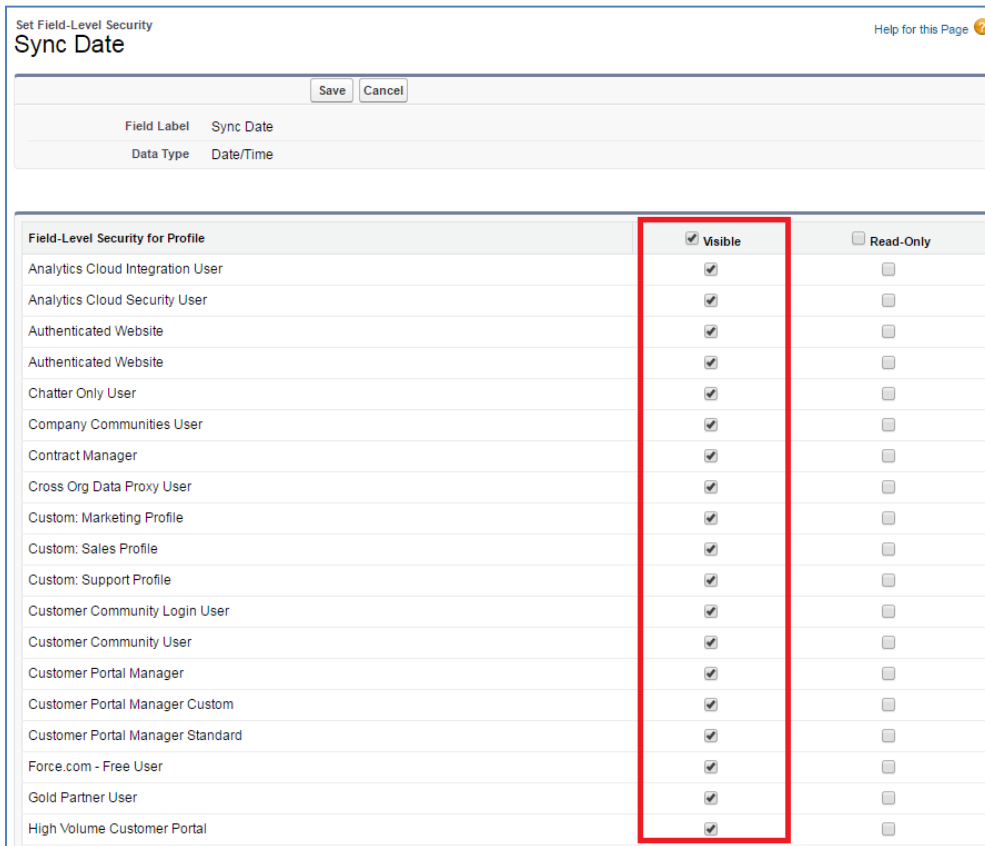


3. Please click [**Sync Date**]

4. Please click [**Set Fiels-Level Security**]



5. rakumoSync is installed in the profile by which only Visible is inspected. Please return to procedure 2 and also make the confirmation Sync ID and Sync Tag by the same operation.



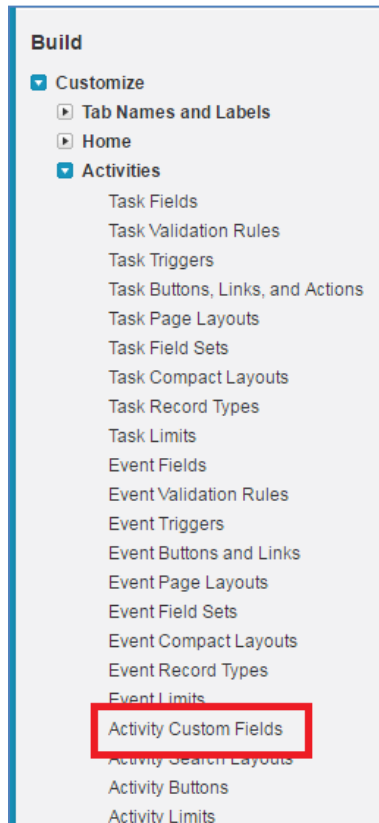
rakumo Sync is installed in the profile by which you have a check in **[visible]** chisel to Sync Date, Sync ID and Sync Tag. When forgetting even one of choice of a profile at the time of the occasion and the installation off which a check comes, please put a check in **[visible]** chisel on the Set Field-Level Security screen of each Sync Date, Sync ID and Sync Tag.



■ For Salesforce Classic

1. Access the [Activity Custom Fields] screen.

[Setup] > [Customize] > [Activities] > [Activity Custom Fields]



2. **Activity Custom Fields** screen is indicated.

From the field labels, check the following three fields one by one.

- Sync Date
- Sync ID
- Sync Tag

The image shows a screenshot of the 'Activity Custom Fields' table in Salesforce. The table has four columns: Action, Field Label, API Name, and Installed Package. Three rows are visible, each with an 'Edit' action and a field label. The field labels 'Sync Date', 'Sync ID', and 'Sync Tag' are highlighted with a red rectangular box.

Action	Field Label	API Name	Installed Package
Edit	Sync Date	rakumosync__InitialActivityDateTime__c	rakumo Sync
Edit	Sync ID	rakumosync__SyncId__c	rakumo Sync
Edit	Sync Tag	rakumosync__SyncTag__c	rakumo Sync

3. Please click [**Sync Date**]

4. Please click [Set Fiels-Level Security]

Activity Custom Field  
Sync Date (Managed)  
Back to Activity Fields

This Custom Field Definition is managed, meaning that you may only edit certain attributes. [Display More Information](#)

Custom Field Definition Detail Edit **Set Field-Level Security**

Field Information

Field Label	Sync Date	Object Name	<a href="#">Activity</a>
Field Name	InitialActivityDateTime	Data Type	Date/Time
Namespace Prefix	rakumosync		
API Name	rakumosync__InitialActivityDateTime__c		
Description			
Help Text			
Created By	楽雲 一郎 2016/12/13 14:21	Modified By	楽雲 一郎 2016/12/13 14:21

Package Information

Installed Package	<a href="#">rakumo Sync</a>	Available in Versions	1.3 - Current
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General Options

Required

Default Value

5. rakumoSync is installed in the profile by which only Visible is inspected.  
Please return to procedure 2 and also make the confirmation Sync ID and Sync Tag by the same operation.

Set Field-Level Security  
Sync Date

Save Cancel

Field Label	Sync Date		
Data Type	Date/Time		

Field-Level Security for Profile	<input checked="" type="checkbox"/> Visible	<input type="checkbox"/> Read-Only
Analytics Cloud Integration User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Analytics Cloud Security User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Authenticated Website	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Authenticated Website	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chatter Only User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Company Communities User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cross Org Data Proxy User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Custom: Marketing Profile	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Custom: Sales Profile	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Custom: Support Profile	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customer Community Login User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customer Community User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customer Portal Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customer Portal Manager Custom	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customer Portal Manager Standard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Force.com - Free User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gold Partner User	<input checked="" type="checkbox"/>	<input type="checkbox"/>
High Volume Customer Portal	<input checked="" type="checkbox"/>	<input type="checkbox"/>

rakumo Sync is installed in the profile by which you have a check in [visible] chisel to Sync Date, Sync ID and Sync Tag. When forgetting even one of choice of a profile at the time of the occasion and the installation off which a check comes, please put a check in [visible] chisel on the Set Field-Level Security screen of each Sync Date, Sync ID and Sync Tag.

## 2. A license of rakumo Sync is given to the user

### ▼ Careful point ▼

License rakumo Sync to users who use rakumo Sync.

Customers who purchased rakumo Sync should perform this operation before starting production use.

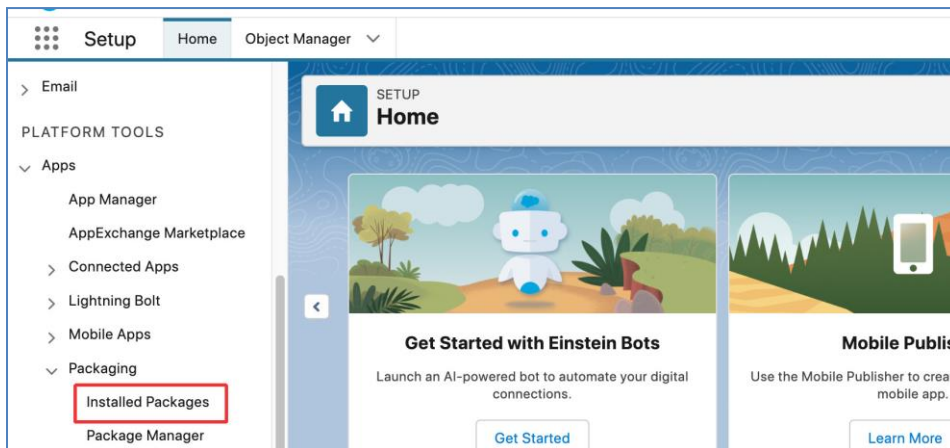
This operation is not required when using during the trial period.

After the trial period ends, please do not forget to perform this operation when you purchase rakumo Sync.

### ■ For Lightning Experience

1. Access the [Installed Packages] screen.



Select [**Gear**] at the top right of the Salesforce screen > [**Home**] > [**Apps**] > [**Packaging**] > [**Installed Packages**]



2. **Installed Packages** screen is indicated.

Please click [**Manage Licenses**] for the package name "**rakumo Sync**".

To remove a package, click **Uninstall**. To manage your package licenses, click **Manage Licenses**.

Action	Package Name	Publisher	Version Number	Namespace Prefix
<a href="#">Uninstall</a>   <a href="#">Manage Licenses</a> 	<a href="#">rakumo Sync</a>	rakumo inc.	1.3.3	rakumosync
<a href="#">Uninstall</a>   <a href="#">Manage Licenses</a> 	<a href="#">Salesforce Mobile Apps</a>	Salesforce.com	1.20	sf_chtr_apps

3. Package Details screen is indicated.

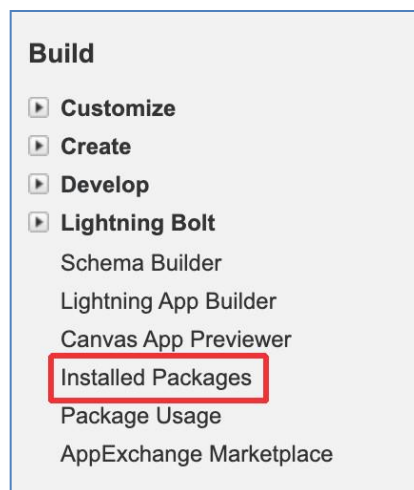
Please click **[Add Users]**

A license of rakumo Sync is given to the Salesforce user.

When choosing "Install for Specific Profiles" and installing, please choose the user in "Install for Specific Profiles".


### ■ For Salesforce Classic

1. **[Setup]** > **[Installed Packages]**



2. **Installed Packages** screen is indicated.

Please click **[Manage Licenses]** for the package name "**rakumo Sync**".

Installed Packages				
Action	Package Name	Publisher	Version Number	Namespace Pr
<a href="#">Uninstall</a> <a href="#">Manage Licenses</a> 	<a href="#">rakumo Sync</a>	rakumo inc.	1.3.1	rakumosync

3. Package Details screen is indicated.

Please click **[Add Users]**

A license of rakumo Sync is given to the Salesforce user.

When choosing "Install for Specific Profiles" and installing, please choose the user in "Install for Specific Profiles".

### 3. rakumo Sync Admin and rakumo Sync Engine are established

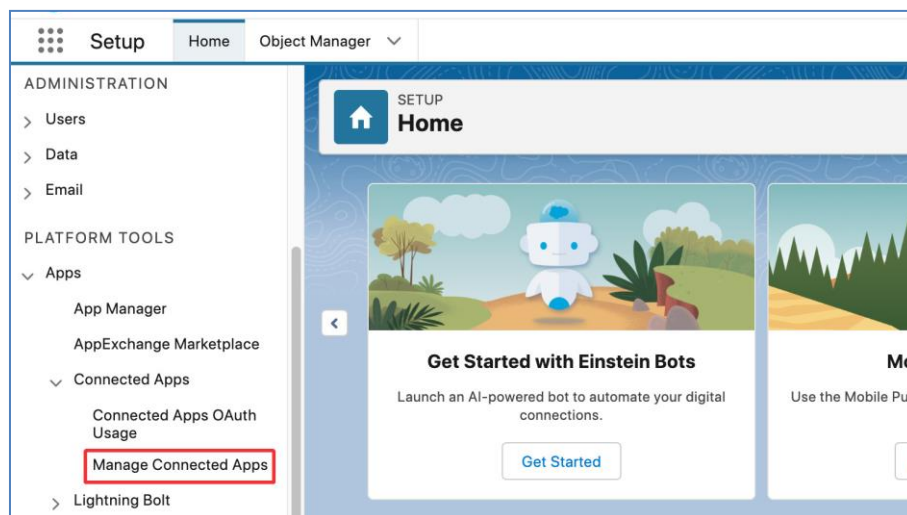
#### 3-1 rakumo Sync Admin is established.

Profiles of the users who manage rakumo Sync are designated.

##### ■ For Lightning Experience

1. Go to [Manage Connected Apps].

[Setup] > [Home] > [PLATFORM TOOLS] > [Apps] > [Connected Apps] > [Manage Connected Apps]

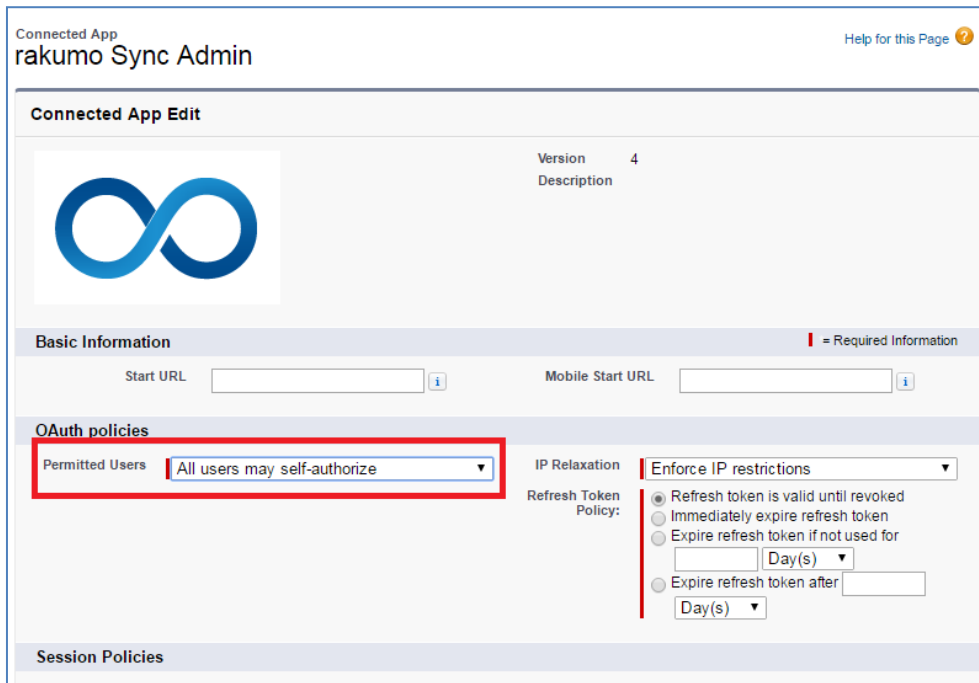


2. Please click [Edit] of "rakumo Sync Admin".

The screenshot shows a table of Connected Apps. The 'Edit' link for 'rakumo Sync Admin' is highlighted with a red box. The table has columns for Action, Master Label, Application Version, and Permitted Users.

Action	Master Label ↑	Application Version	Permitted Users
Edit	Chatter Desktop	22.0	All users may self-authorize
Edit	Chatter Mobile for BlackBerry	22.0	All users may self-authorize
Edit	<b>rakumo Sync Admin</b>	4.0	Admin approved users are pre-authorized
Edit	rakumo Sync Engine	4.0	Admin approved users are pre-authorized
Edit	SalesforceA	16.0	All users may self-authorize
Edit	Salesforce Chatter	15.0	All users may self-authorize
Edit	Salesforce Files	20.0	All users may self-authorize
Edit	Salesforce for Android	22.0	All users may self-authorize
Edit	Salesforce for iOS	22.0	All users may self-authorize

3. OAuth policies> Please choose 「Admin approved users are pre-authorized」 from a pulldown of "Permitted Users" > click [Save]



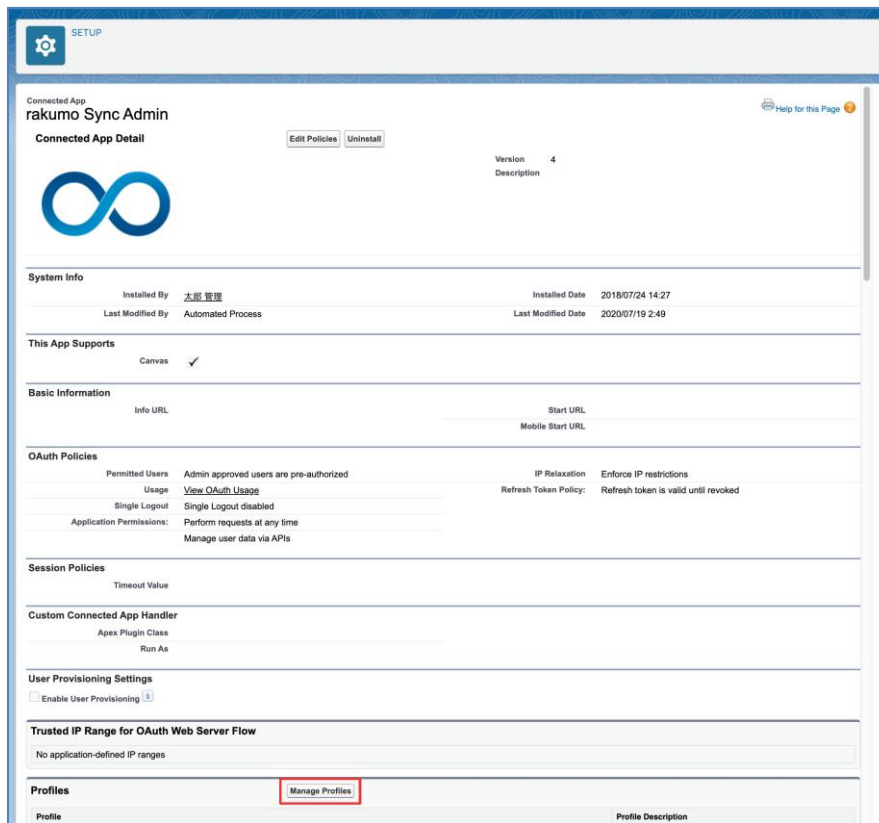
4. Next please click [**rakumo Sync Admin**] of Master Label the same screen as step2.

View: All [Create New View](#)

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | ア | カ | サ | タ | ナ | ハ | マ | ヤ | ラ | フ | Other **All**

Action	Master Label +	Application Version	Permitted Users
Edit	Chatter Desktop	22.0	All users may self-authorize
Edit	Chatter Mobile for BlackBerry	22.0	All users may self-authorize
Edit	<b>rakumo Sync Admin</b>	4.0	Admin approved users are pre-authorized
Edit	rakumo Sync Engine	4.0	Admin approved users are pre-authorized
Edit	SalesforceA	16.0	All users may self-authorize
Edit	Salesforce Chatter	15.0	All users may self-authorize
Edit	Salesforce Files	20.0	All users may self-authorize
Edit	Salesforce for Android	22.0	All users may self-authorize
Edit	Salesforce for iOS	22.0	All users may self-authorize

5. Please click [**Manage Profiles**] in rakumo Sync Admin screen.



6. 「**Application Profile Assignment**」 screen is indicated.

Profiles of the users who permit access to “rakumo Sync Setup” screen are designated.

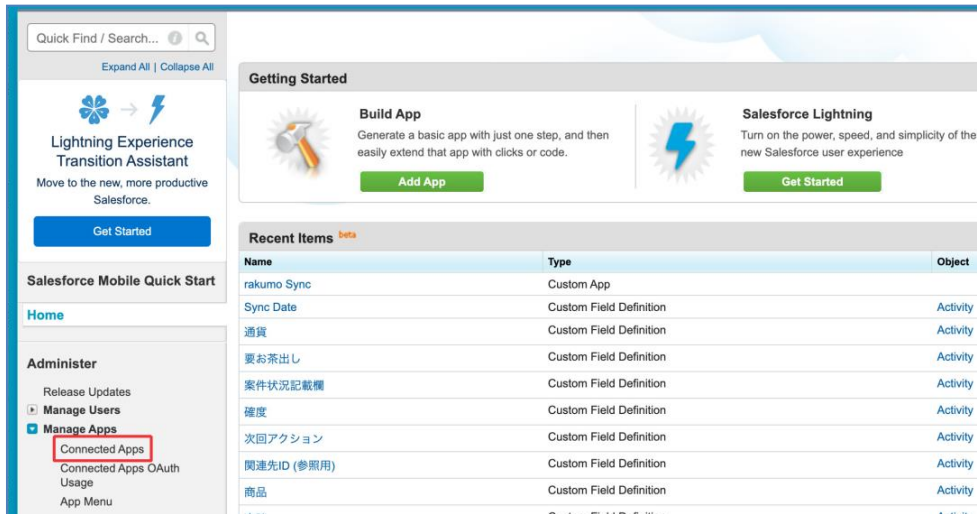
After choosing at select boxes, please click **[Save]** button.



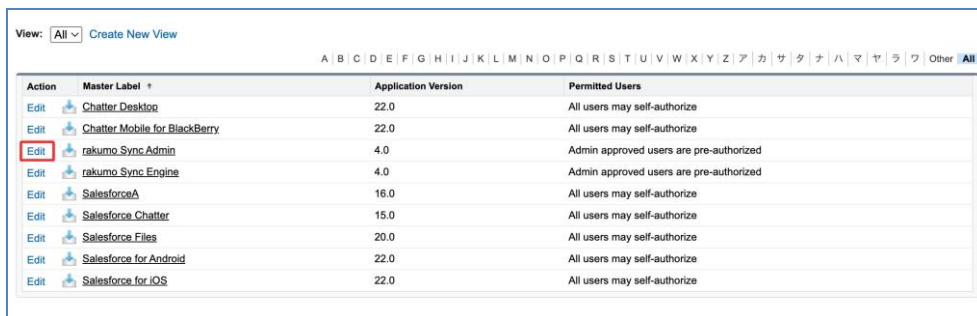
■ For Salesforce Classic

1. Go to [Connected Apps].

[Setup] > [Administer] > [Manage Apps] > [Connected Apps]

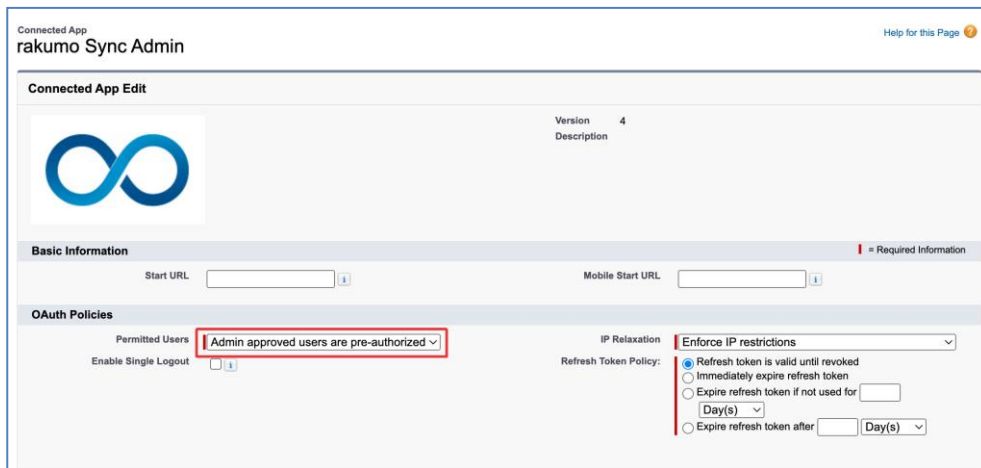


2. Please click [Edit] of “rakumo Sync Admin”.



3. OAuth policies> Please choose [Admin approved users are pre-authorized] from a pulldown of “Permitted Users” > click [Save]





4. Next please click [**rakumo Sync Admin**] of Master Label on the same screen as step 2.

View: All Create New View

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ア カ サ タ ナ ハ マ ヤ ラ フ Other All

Action	Master Label ↑	Application Version	Permitted Users
Edit	Chatter Desktop	22.0	All users may self-authorize
Edit	Chatter Mobile for BlackBerry	22.0	All users may self-authorize
Edit	<b>rakumo Sync Admin</b>	4.0	Admin approved users are pre-authorized
Edit	rakumo Sync Engine	4.0	Admin approved users are pre-authorized
Edit	SalesforceA	16.0	All users may self-authorize
Edit	Salesforce Chatter	15.0	All users may self-authorize
Edit	Salesforce Files	20.0	All users may self-authorize
Edit	Salesforce for Android	22.0	All users may self-authorize
Edit	Salesforce for iOS	22.0	All users may self-authorize

5. Please click [**Manage Profiles**] in rakumo Sync Admin screen.

rakumo Sync Admin

[Back to List: Connected Apps](#)

**Connected App Detail** [Edit Policies](#)

Version 4  
Description




---

**System Info**

Installed By	楽雲 一郎	Installed Date	2016/12/13 14:21
Last Modified By	楽雲 一郎	Last Modified Date	2016/12/13 14:48

---

**This App Supports**

Force.com Canvas

---

**Basic Information**

Info URL  Start URL   
Mobile Start URL

---

**OAuth policies**

Permitted Users	Admin approved users are pre-authorized	IP Relaxation	Enforce IP restrictions
Usage	<a href="#">View OAuth Usage</a>	Refresh Token Policy:	Refresh token is valid until revoked
This application has permission to:	Perform requests on your behalf at any time		
This application has permission to:	Access and manage your data		

---

**Session Policies**

Timeout Value

---

**Custom Connected App Handler**

Apex Plugin Class   
Run As

---

**User Provisioning Settings**

Enable User Provisioning [?](#)

---

**Trusted IP Range for OAuth Web server flow**

---

**Profiles** [Manage Profiles](#)

No profiles associated with this app.

6. 「**Application Profile Assignment**」 screen is indicated.

Profiles of the users who permit access to “rakumo Sync Setup” screen are designated.

After choosing at select boxes, please click **[Save]** button.

Application Profile Assignment [Help for this Page](#)

[Back to Connected App Detail](#)

Select the appropriate profiles to choose which users have access to this application.

Select	Profiles	Description
<input type="checkbox"/>	Force.com - Free User	
<input checked="" type="checkbox"/>	System Administrator	
<input type="checkbox"/>	Work.com Only User	
<input checked="" type="checkbox"/>	カスタム：システム管理者 (rakumo管理者)	
<input type="checkbox"/>	カスタム：標準ユーザ (rakumo一般)	
<input type="checkbox"/>	標準 Platform ユーザコピー (rakumo管理者テスト)	
<input type="checkbox"/>	標準 Platform ユーザコピー (rakumo)	
<input type="checkbox"/>	標準 Platform ユーザのコピー	

[Save](#) [Cancel](#)

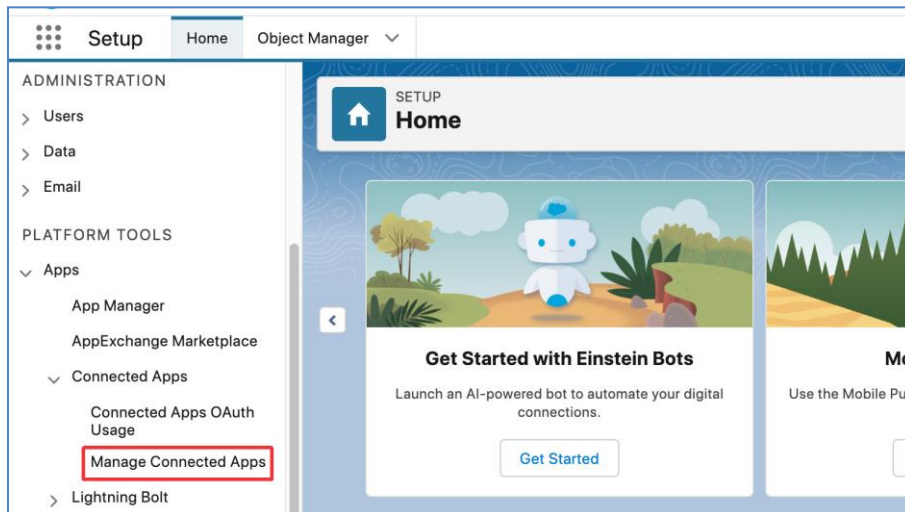
### 3-2. rakumo Sync Engine is established.

The user's profiles using rakumo Sync are designated.

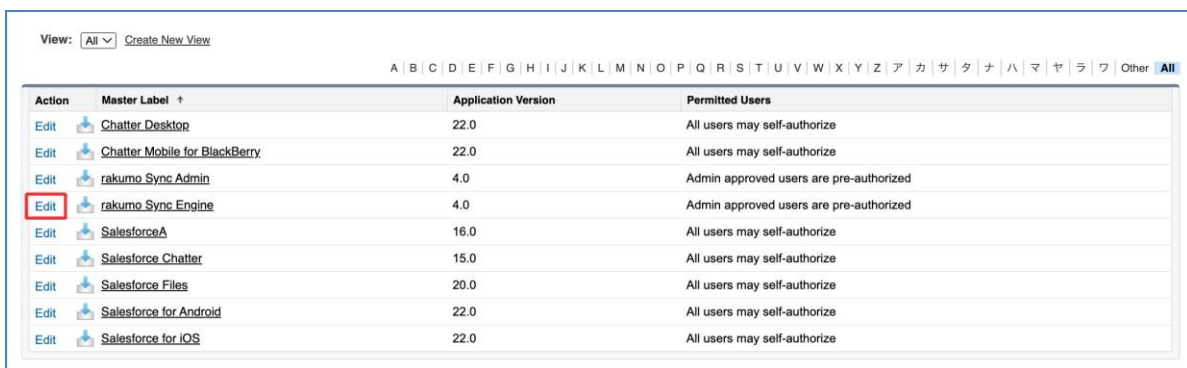
#### ■ For Lightning Experience

1. Go to [Manage Connected Apps].

[Setup] > [Home] > [PLATFORM TOOLS] > [Apps] > [Connected Apps] > [Manage Connected Apps]

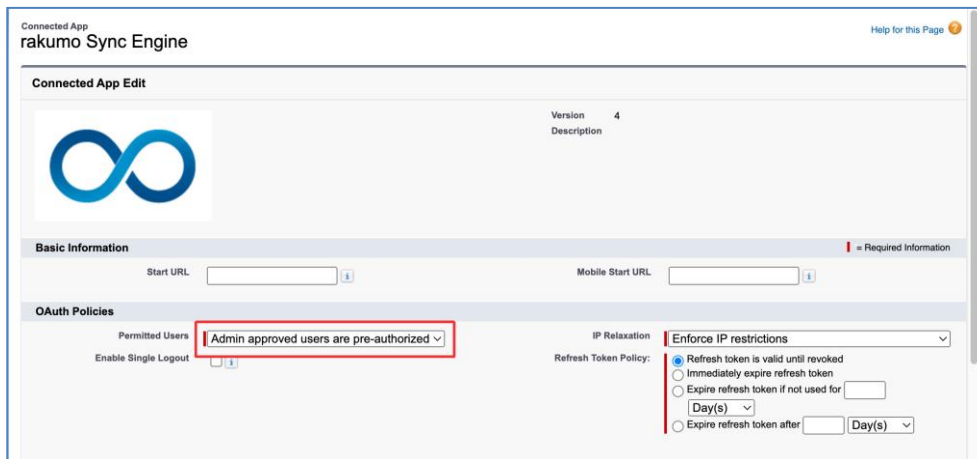


2. Please click [Edit] of "rakumo Sync Engine".



Action	Master Label ↑	Application Version	Permitted Users
Edit	Chatter Desktop	22.0	All users may self-authorize
Edit	Chatter Mobile for BlackBerry	22.0	All users may self-authorize
Edit	rakumo Sync Admin	4.0	Admin approved users are pre-authorized
Edit	rakumo Sync Engine	4.0	Admin approved users are pre-authorized
Edit	SalesforceA	16.0	All users may self-authorize
Edit	Salesforce Chatter	15.0	All users may self-authorize
Edit	Salesforce Files	20.0	All users may self-authorize
Edit	Salesforce for Android	22.0	All users may self-authorize
Edit	Salesforce for iOS	22.0	All users may self-authorize

3. OAuth policies> Please choose [Admin approved users are pre-authorized] from a pulldown of "Permitted Users" > click [Save]



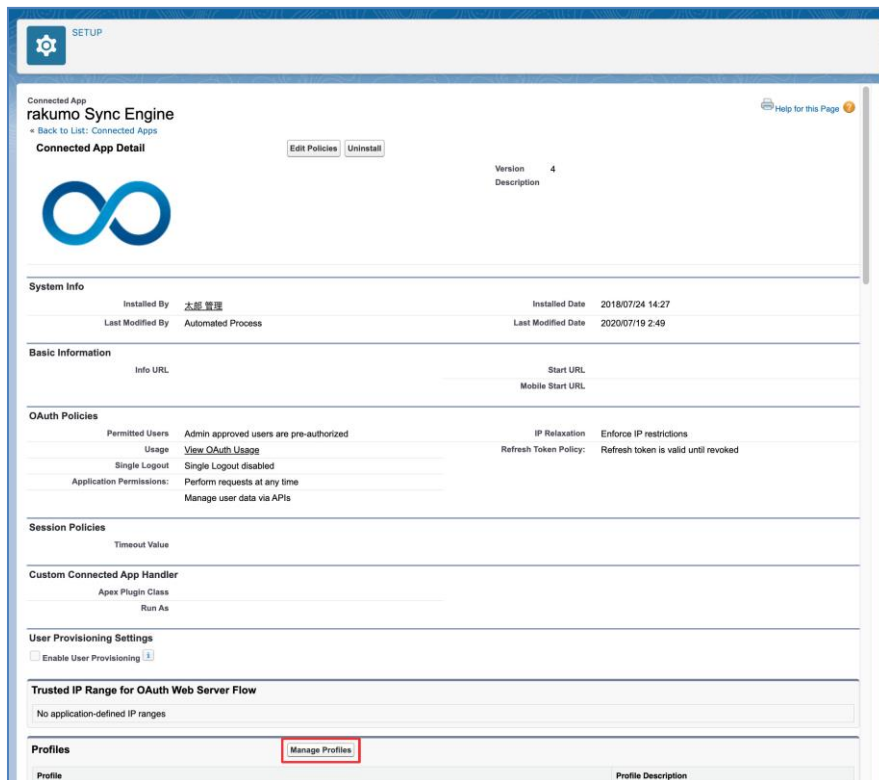
4. Next please click [**rakumo Sync Engine**] of Master Label on the same screen as step2.

View: All [Create New View](#)

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | ア | カ | サ | タ | ナ | ハ | マ | ヤ | ラ | フ | Other | **All**

Action	Master Label ↑	Application Version	Permitted Users
Edit	Chatter Desktop	22.0	All users may self-authorize
Edit	Chatter Mobile for BlackBerry	22.0	All users may self-authorize
Edit	rakumo Sync Admin	4.0	Admin approved users are pre-authorized
Edit	<b>rakumo Sync Engine</b>	4.0	Admin approved users are pre-authorized
Edit	SalesforceA	16.0	All users may self-authorize
Edit	Salesforce Chatter	15.0	All users may self-authorize
Edit	Salesforce Files	20.0	All users may self-authorize
Edit	Salesforce for Android	22.0	All users may self-authorize
Edit	Salesforce for iOS	22.0	All users may self-authorize

5. Please click [**Manage Profiles**] in rakumo Sync Engine screen.

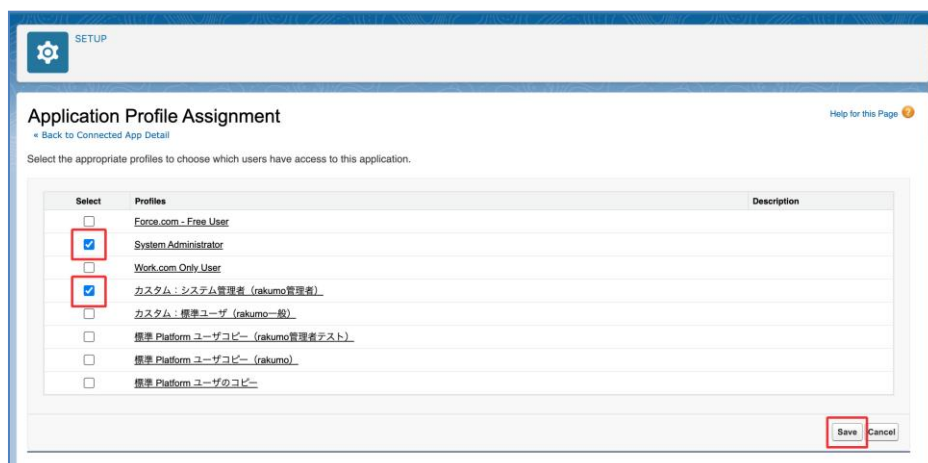


6. 「**Application Profile Assignment**」 screen is indicated.

Please designate profiles of the users who use rakumo Sync.

After choosing at select boxes, please click [**Save**] button.

If you select "Install specific profiles" and install, select only the profiles that you specified for installation.



## ■ For Salesforce Classic

1. Go to [Connected Apps].

[Setup] > [Administer] > [Manage Apps] > [Connected Apps]

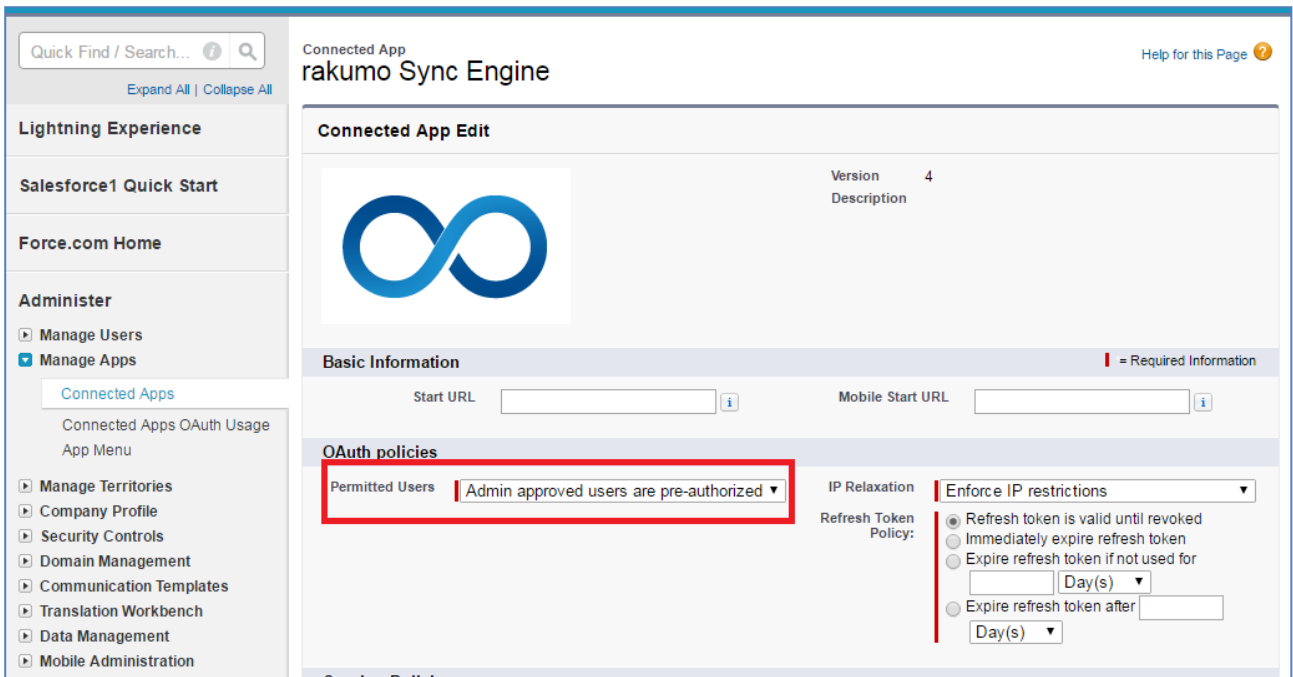
The screenshot shows the Salesforce Admin console interface. On the left sidebar, under the 'Administer' section, the 'Manage Apps' menu item is highlighted with a red box. The main content area displays 'Getting Started' cards for 'Build App' and 'Salesforce Lightning', and a 'Recent Items' table listing various custom apps and field definitions.

2. Please click [Edit] of rakumo Sync Engine.

The screenshot shows the 'Connected Apps' list in Salesforce. The table has columns for 'Action', 'Master Label', 'Application Version', and 'Permitted Users'. The 'Edit' link for 'rakumo Sync Engine' is highlighted with a red box. The 'Permitted Users' column for this app is 'Admin approved users are pre-authorized'.

Action	Master Label	Application Version	Permitted Users
Edit	Chatter Desktop	22.0	All users may self-authorize
Edit	Chatter Mobile for BlackBerry	22.0	All users may self-authorize
Edit	rakumo Sync Admin	4.0	Admin approved users are pre-authorized
Edit	rakumo Sync Engine	4.0	Admin approved users are pre-authorized
Edit	SalesforceA	16.0	All users may self-authorize
Edit	Salesforce Chatter	15.0	All users may self-authorize
Edit	Salesforce Files	20.0	All users may self-authorize
Edit	Salesforce for Android	22.0	All users may self-authorize
Edit	Salesforce for iOS	22.0	All users may self-authorize

3. OAuth policies > Please choose 「Admin approved users are pre-authorized」 from a pulldown of Permitted Users > click [Save]



3. Next please click [**rakumo Sync Engine**] of Master Label on the same screen as step1.

View: All [Create New View](#)

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | ア | カ | サ | タ | ナ | ハ | マ | ヤ | ラ | フ | Other | **All**

Action	Master Label ↑	Application Version	Permitted Users
Edit	Chatter Desktop	22.0	All users may self-authorize
Edit	Chatter Mobile for BlackBerry	22.0	All users may self-authorize
Edit	rakumo Sync Admin	4.0	Admin approved users are pre-authorized
Edit	<b>rakumo Sync Engine</b>	4.0	Admin approved users are pre-authorized
Edit	SalesforceA	16.0	All users may self-authorize
Edit	Salesforce Chatter	15.0	All users may self-authorize
Edit	Salesforce Files	20.0	All users may self-authorize
Edit	Salesforce for Android	22.0	All users may self-authorize
Edit	Salesforce for iOS	22.0	All users may self-authorize


4. Please click [**Manage Profiles**] in rakumo Sync Engine screen.

**rakumo Sync Engine**

◀ Back to List: [Connected Apps](#)

**Connected App Detail** Edit Policies

Version 4  
Description




---

**System Info**

Installed By	遠藤 一郎	Installed Date	2016/12/13 14:22
Last Modified By	遠藤 一郎	Last Modified Date	2016/12/13 15:01

---

**Basic Information**

Info URL	Start URL
	Mobile Start URL

---

**OAuth policies**

Permitted Users	Admin approved users are pre-authorized	IP Relaxation	Enforce IP restrictions
Usage	<a href="#">View OAuth Usage</a>	Refresh Token Policy:	Refresh token is valid until revoked
This application has permission to:	Perform requests on your behalf at any time		
This application has permission to:	Access and manage your data		

---

**Session Policies**

Timeout Value
---------------

---

**Custom Connected App Handler**

Apex Plugin Class
Run As

---

**User Provisioning Settings**

Enable User Provisioning ▼

---

**Trusted IP Range for OAuth Web server flow**

No application-defined IP ranges

---

**Profiles** Manage Profiles

No profiles associated with this app.

5. 「**Application Profile Assignment**」 screen is indicated.

Please designate profiles of the users who use rakumo Sync.

After choosing at select boxes, please click [**Save**] button.

If you select "Install specific profiles" and install, select only the profiles that you specified for installation.

**Application Profile Assignment** Help for this Page

◀ Back to [Connected App Detail](#)

Select the appropriate profiles to choose which users have access to this application.

Select	Profiles	Description
<input type="checkbox"/>	Force.com - Free User	
<input checked="" type="checkbox"/>	System Administrator	
<input type="checkbox"/>	Work.com Only User	
<input checked="" type="checkbox"/>	カスタム: システム管理者 (rakumo管理者)	
<input type="checkbox"/>	カスタム: 標準ユーザ (rakumo一般)	
<input type="checkbox"/>	標準 Platform ユーザコピペ (rakumo管理者テスト)	
<input type="checkbox"/>	標準 Platform ユーザコピペ (rakumo)	
<input type="checkbox"/>	標準 Platform ユーザのコピペ	

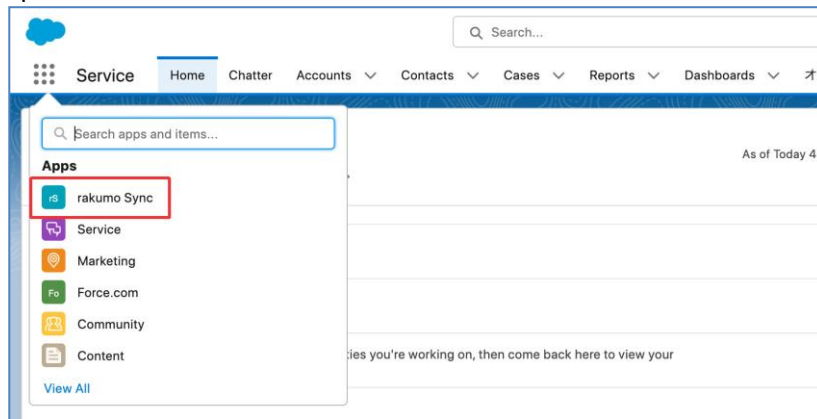
Save Cancel



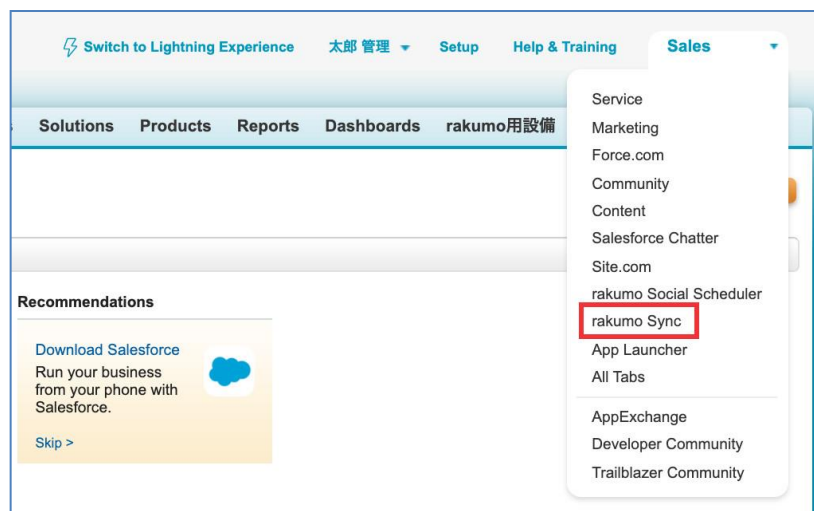
## 4. Google Workspace is established

Please choose “**rakumo Sync**” from a pulldown of Force.com App Menu.

### ■ For Lightning Experience

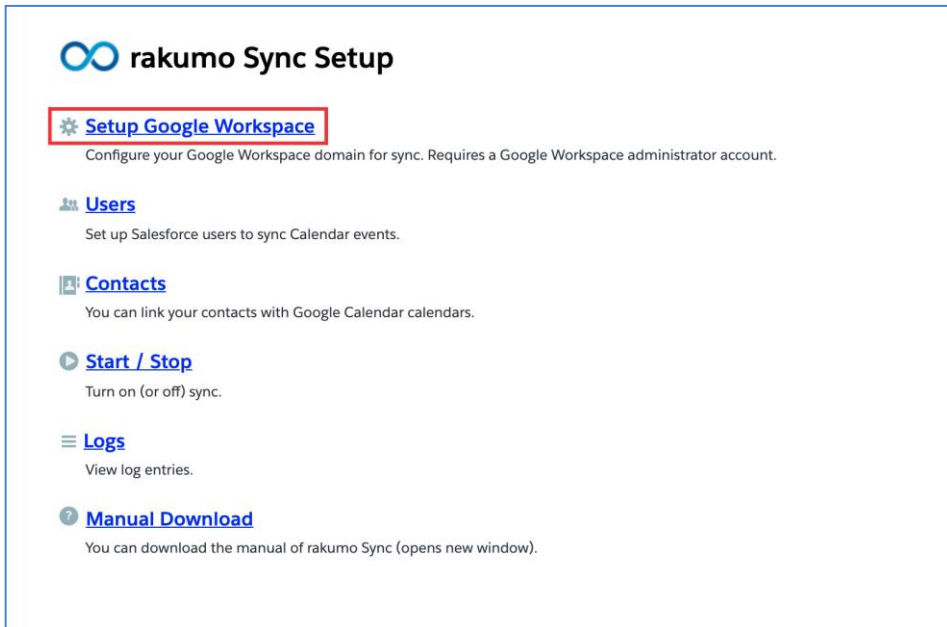


### ■ For Salesforce Classic

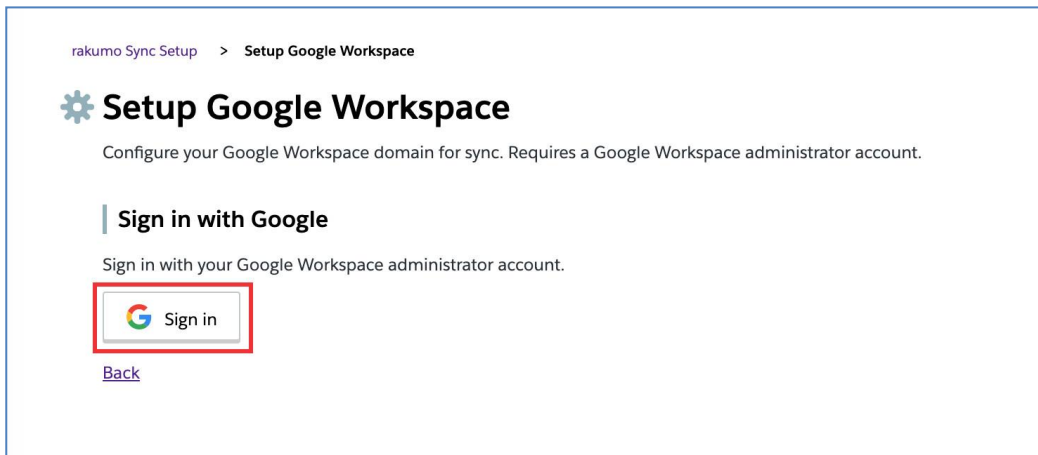


The domain of the Google Workspace synchronous with Salesforce is registered.

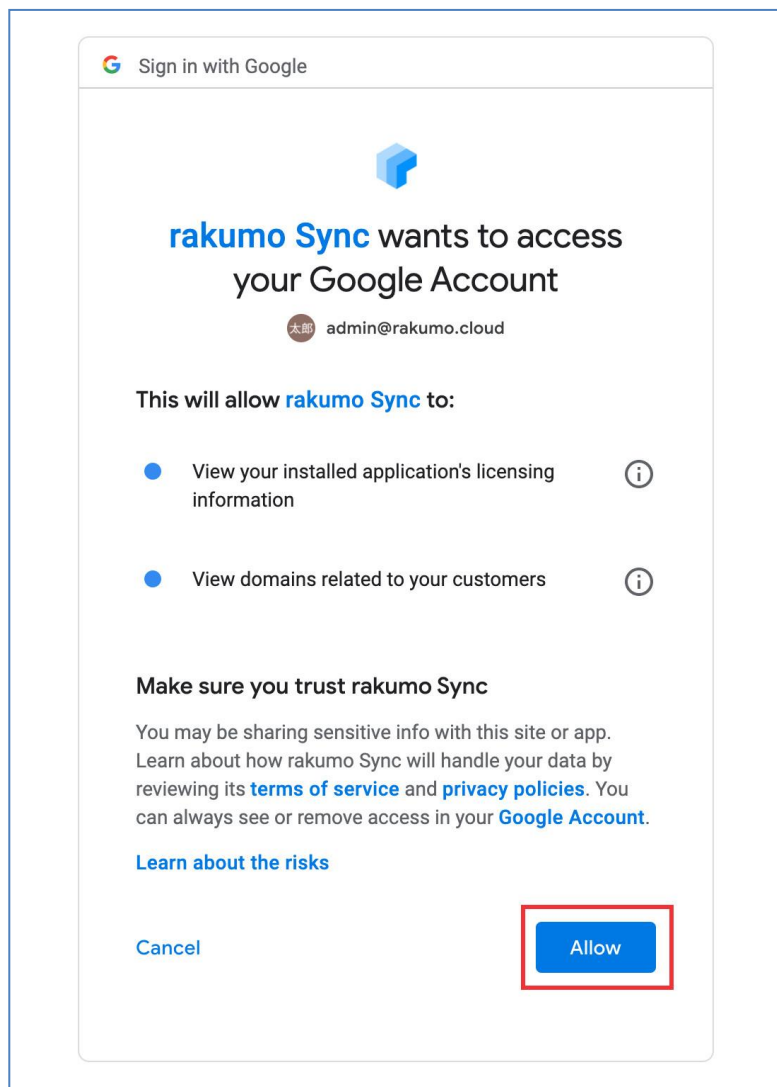
Please click a link of [Setup Google Workspace] .



Please, Google Workspace which is a synchronous target click **[Sign in]** .  
The Super Admin user of Google Workspace which is a synchronous target click **[Sign in]** .



「**rakumo Sync would like to:**」 screen is indicated. Please click **[Allow]** .  
After this, a login screen of Google Workspace is indicated.  
When the Super Admin user logs in, an agreement screen goes out. Please permit price movement indication it on this screen. Please permit agreement it on this screen.



**Application is installed from Google Workspace Marketplace.  
Please, the Super Admin user keep operating.**

Please click [\[Go to Google Workspace Marketplace\]](#) .

## ⚙️ Setup Google Workspace

Configure your Google Workspace domain for sync. Requires a Google Workspace administrator account.

### Sign in with Google

Sign in with your Google Workspace administrator account.

admin@grakumo.cloud (rakumo.cloud)

[Sign out from Google](#)

### Install Marketplace App

Install the Marketplace app to allow rakumo Sync to access your Google Calendar data.

Not intalled

[Go to Google Workspace Marketplace](#)

[Back](#)

2. Please click [DOMAIN INSTALL] .

☆☆☆☆☆ (0) ・ 79,530

**Domain Install**      Unavailable for individual install

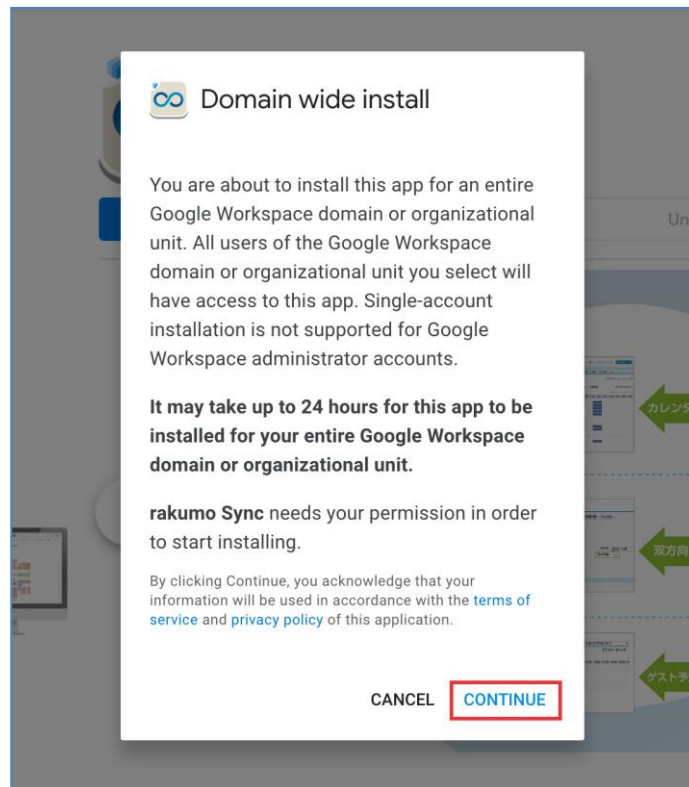
**Overview**

**Point 1 ▶ リアルタイム同期**  
Salesforce のカレンダーユーザーと、Google カレンダーユーザーのスケジュールがリアルタイムに同期され、今まで Platform 別で分かれていたスケジュール情報を常に共有します。

**Point 2 ▶ 双方向同期**  
「件名」「開始・終了時間」「説明」「終日予定」「場所」「参加者」などの情報が双方向に同期されます。

**Point 3 ▶ ゲスト、繰り返し予定も同期**  
Salesforce ライセンスを持っていないユーザーを含む複数名での予定も同じように同期可能です。もちろん繰り返し予定も同期可能です。

Please click [CONTINUE] .

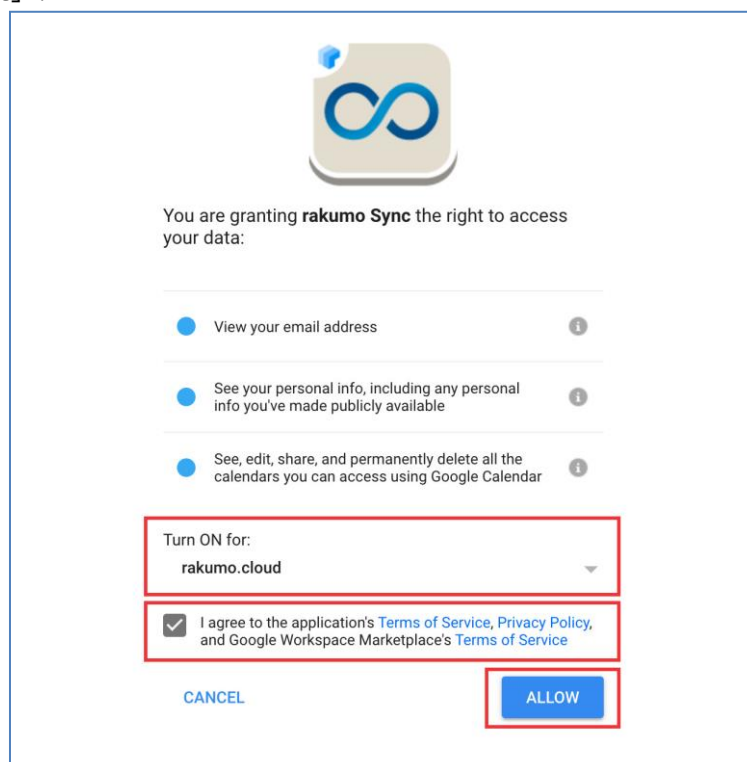


3. An agreement screen is indicated.

Please choose organizational unit from **"Turn ON for"**.

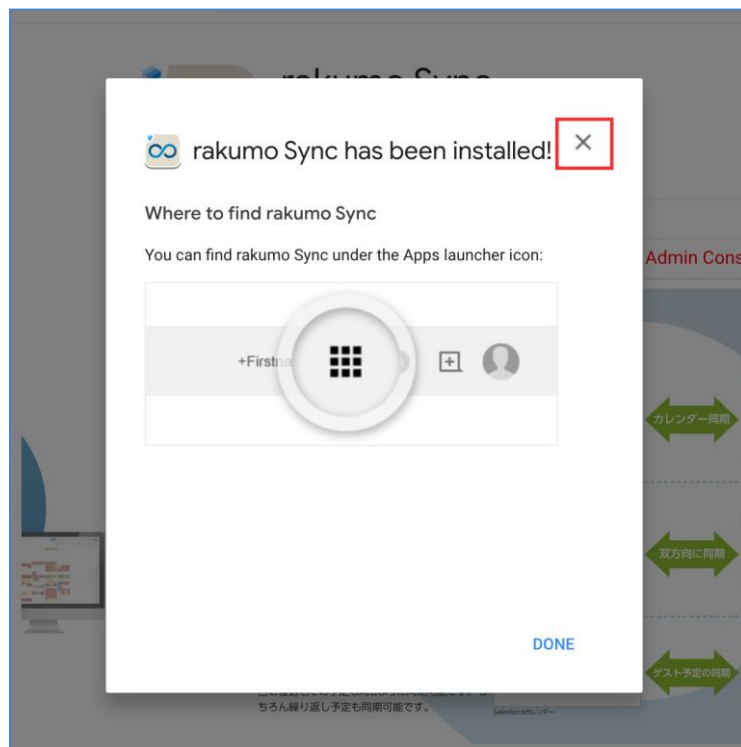
Please confirm **"Terms of Service"** and **"Privacy Policy"**, **"Terms of Service"** and check it.

Please click **[Accept]** .

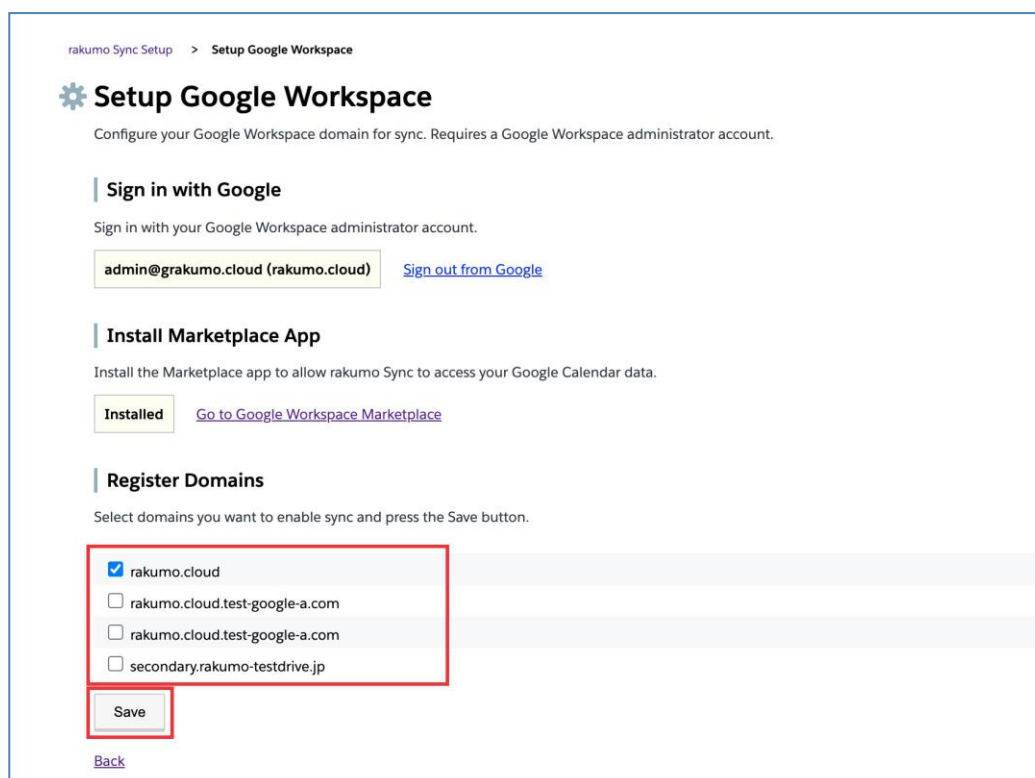


4. "rakumo Sync has been installed!" screen is indicated.

Please click [x] in the screen upper right.




Please return to rakumo Sync Setup screen of Salesforce.  
Register Domains is indicated.  
Select domains you want to enable sync and click [Save] button.





## 5. The user is established.


1. Please click Users of rakumo Sync Setup screen.


### rakumo Sync Setup


 [Setup Google Workspace](#)  
Configure your Google Workspace domain for sync. Requires a Google Workspace administrator account.

 [Users](#)  
Set up Salesforce users to sync Calendar events.

 [Contacts](#)  
You can link your contacts with Google Calendar calendars.

 [Start / Stop](#)  
Turn on (or off) sync.

 [Logs](#)  
View log entries.

 [Manual Download](#)  
You can download the manual of rakumo Sync (opens new window).

2. The users list of Salesforce is indicated. Please click the user's [**edit**] using rakumo Sync. In user search, you can search by "Full Name", "Alias", "Username".

rakumo Sync Setup > Users

### Users

Set up Salesforce users to sync Calendar events.

All Users  Search

1 ~ 17 items Next 20 >

Action	User ID	Full Name	Alias	Username
<a href="#">Edit</a>	00528000003A7y2AAC	A DANIEL	daniel	daniel@cs.demo-3.com
<a href="#">Edit</a>	00528000003A7y4AAC	営業 花子	営業 花子	eigyo_hanako@example.com
<a href="#">Edit</a>	00528000003A7y5AAC	営業 太郎	太営業	eigyou_taro@cs.demo-3.com

3. Please input Google Account and Google Calendar ID, and click [**Save**] button.

rakumo Sync Setup > Users > Edit

### Edit

Set up Salesforce users to sync Calendar events.

User ID	00528000003A7y4AAC
Full Name	営業 花子
Alias	営業 花子
Username	eigyo_hanako@example.com
Email	eigyou_jiro@cs.demo-3.com
Google Account	<input type="text" value="eigyo_hanako@rakumo.cloud"/>
Google Calendar ID	<input type="text" value="eigyo_hanako@rakumo.cloud"/>

**Save**

[Back](#)

## Register all at once using the CSV file.

You can register user settings collectively using CSV file.  
Please click [**Import CSV**] .

rakumo Sync Setup > Users

### Users

Set up Salesforce users to sync Calendar events.

All Users Search users... Search

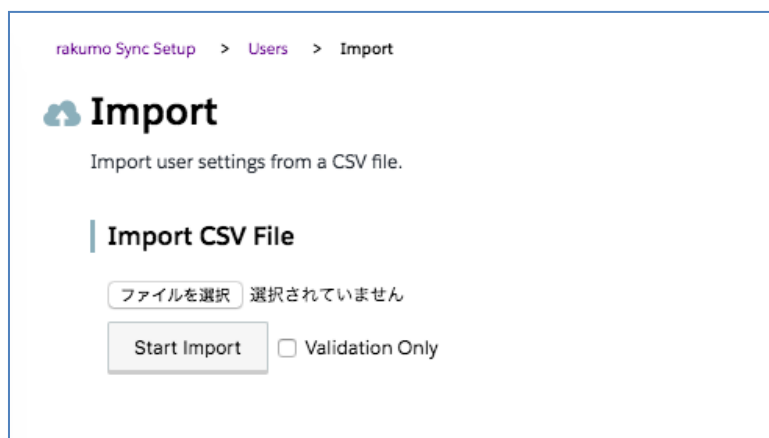
**Import CSV**

1 ~ 16 items Next 20 >

Action	User ID	Full Name	Alias	Username	Google Calendar ID	Active	Licensed
<a href="#">Edit</a>	00528000003A7y2AAC	A DANIEL	daniel	daniel@cs.demo-3.com		✓	
<a href="#">Edit</a>	00528000003A7y4AAC	営業 花子	営業 花子	eigyo_hanako@example.com		✓	
<a href="#">Edit</a>	00528000003A7y5AAC	営業 太郎	太営業	eigyou_taro@cs.demo-3.com		✓	
<a href="#">Edit</a>	00528000003A7y6AAC	営業 花子	花営業	kaihatsu_yoneko@cs.demo-		✓	

Transit to the import screen.





(1) CSV file format

ID	Google Account	Calendar ID
0000000000000000	<a href="mailto:aaaaaaa@xxxxxx.co.jp">aaaaaaa@xxxxxx.co.jp</a>	aaaaaaa@xxxxxx.co.jp

【CSV column】

ID: The Salesforce user ID. It corresponds to either 15 digits or 18 digits.

Google Account: The address of the account to use when logging into Google Workspace.

Calendar ID: The Google Calendar ID to sync.

※ Notes on CSV file creation ※

1. If one of the above three columns does not exist in the CSV file, or if there are two or more same columns, the import process will fail.
2. If there is a column other than the above three in the CSV file, the data in that column will be ignored in the import process. The import process succeeds.
3. The line feed code of the CSV file corresponds to CR, LF, CRLF.
4. UTF-8 is recommended for the character code of the CSV file.

(2) Specification regarding import processing

1. You can validate the CSV file format and CSV file data by checking [Verify only] and clicking [Start import]. At this time, Data in the CSV file will not be imported.
2. The import process updates only the data of the user existing in the CSV file. The user's data that does not exist in the CSV file will not be changed before and after the import process.
3. If you want to delete registered "Google Account" or "Calendar ID", please leave the value in the "ID" column and delete the values in the "Google Account" column and "Calendar ID" column. Then import the CSV file.
4. The import process processes CSV file data concurrently. If an error occurs on a specific line, only the corresponding line is skipped. It does not affect the processing of other lines.
5. Abort operation can be performed during CSV file import processing. However, you can not cancel the import process completed before the suspend process.
6. Imported CSV files can not be downloaded.

Import result screen

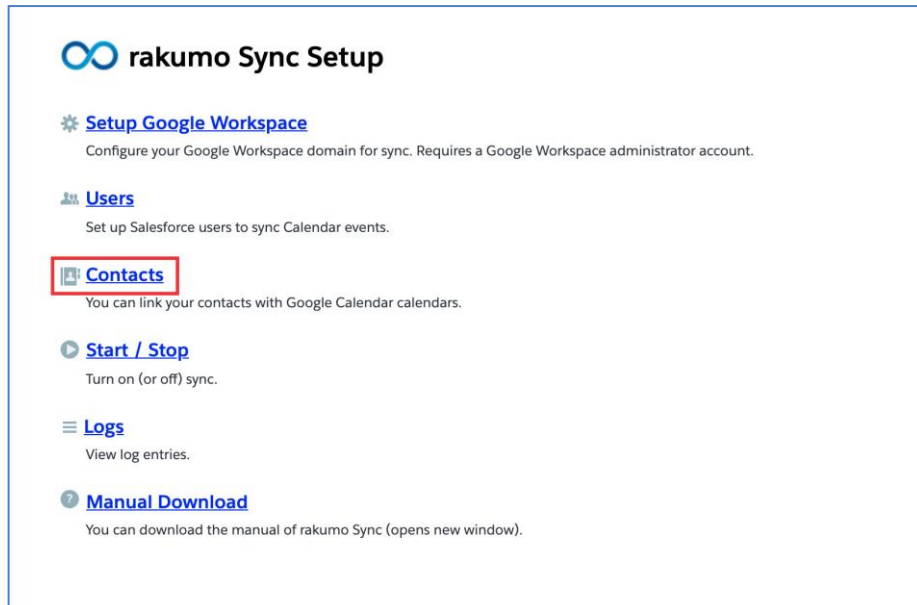
## Import Results

Start Time	File Name	Status	Records	Succeeded	Failed	Run Time	Log
2019-03-08 19:01:17	201903.csv	Done (Validation Only)	1	1	0	0:00:07	<a href="#">View Logs</a>
2019-03-08 19:00:20	201903.csv	Done	1	1	0	0:00:08	<a href="#">View Logs</a>
2019-03-08 18:58:53	201903.csv	Failed	2	1	1	0:00:09	<a href="#">View Logs</a>
2019-03-08 18:52:47	test.csv	Failed	21	0	21	0:00:19	<a href="#">View Logs</a>

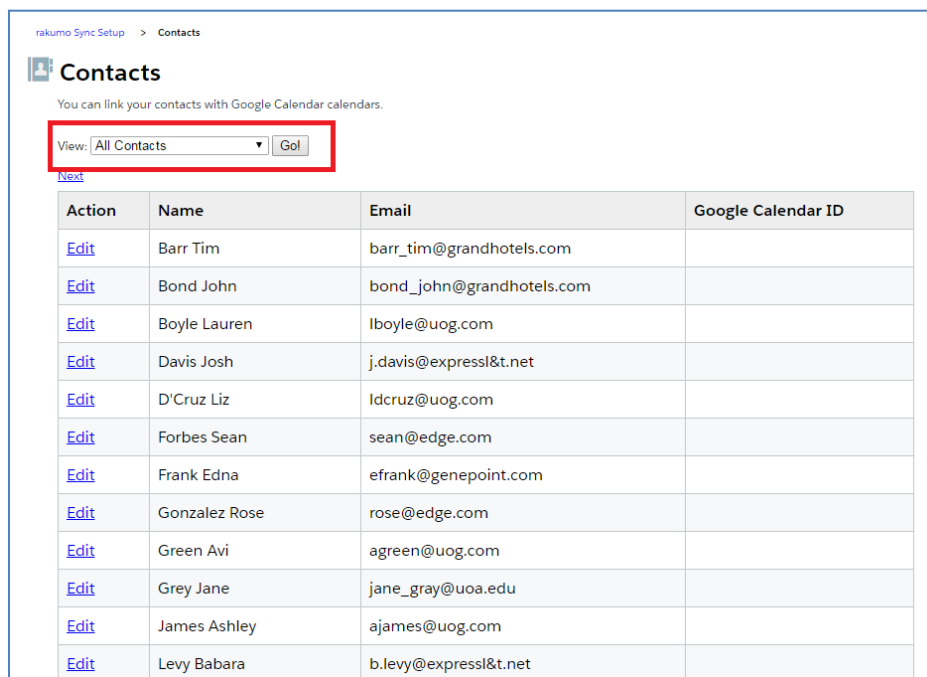
## 6. The users who don't have user licenses of Salesforce are registered.\*

\* But these users need to have user licenses of Google Workspace.

1. Please register the users who don't have users account of Salesforce with Contacts.
2. Please click [**Contacts**] of rakumo Sync Setup screen.

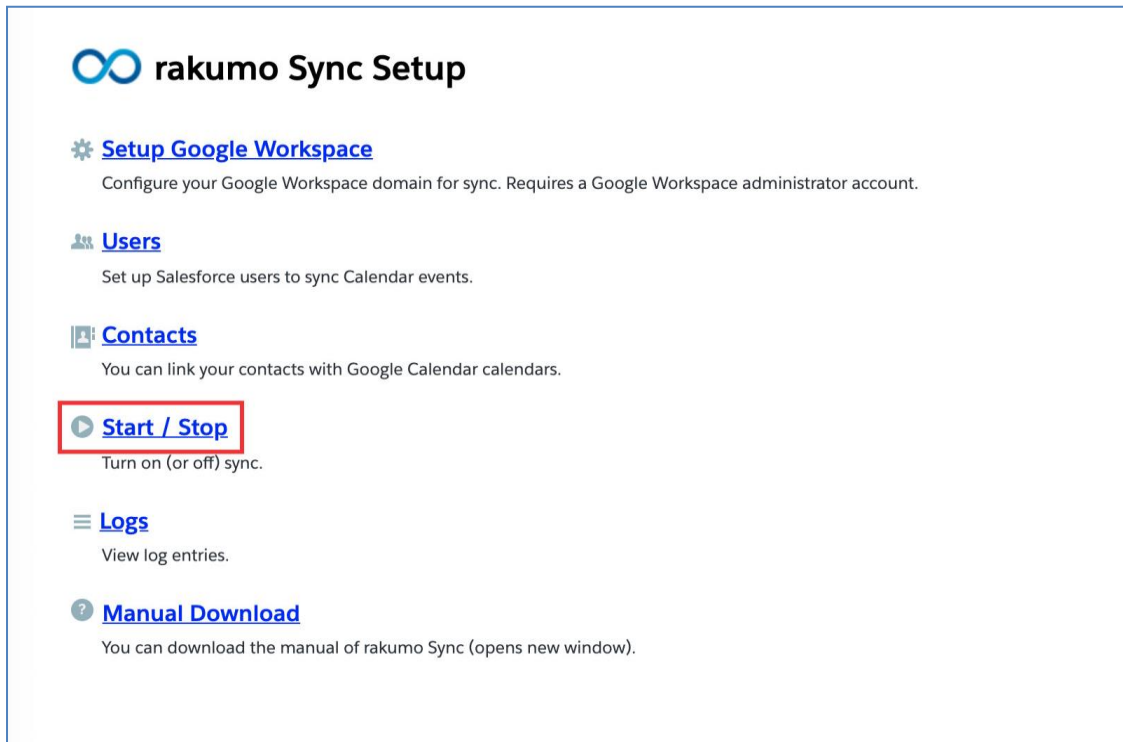


3. Please register Google Calendar ID with Contacts of 1.

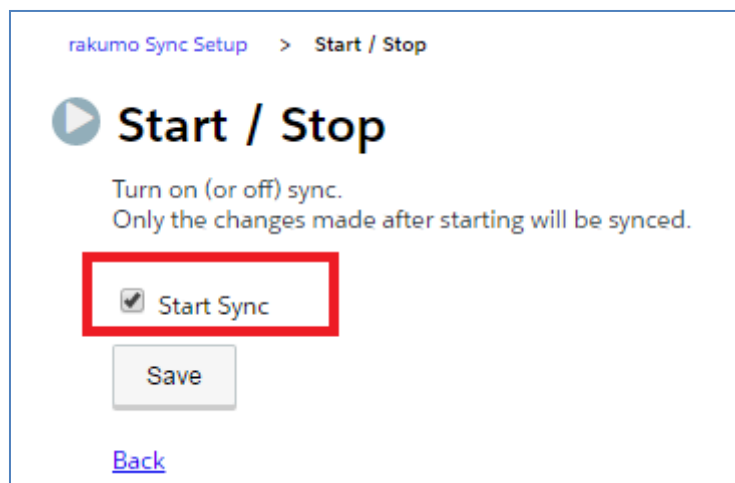


## 7. Begin to Start/Stop.

1. Please click [Start/Stop] of rakumo Sync Setup screen.



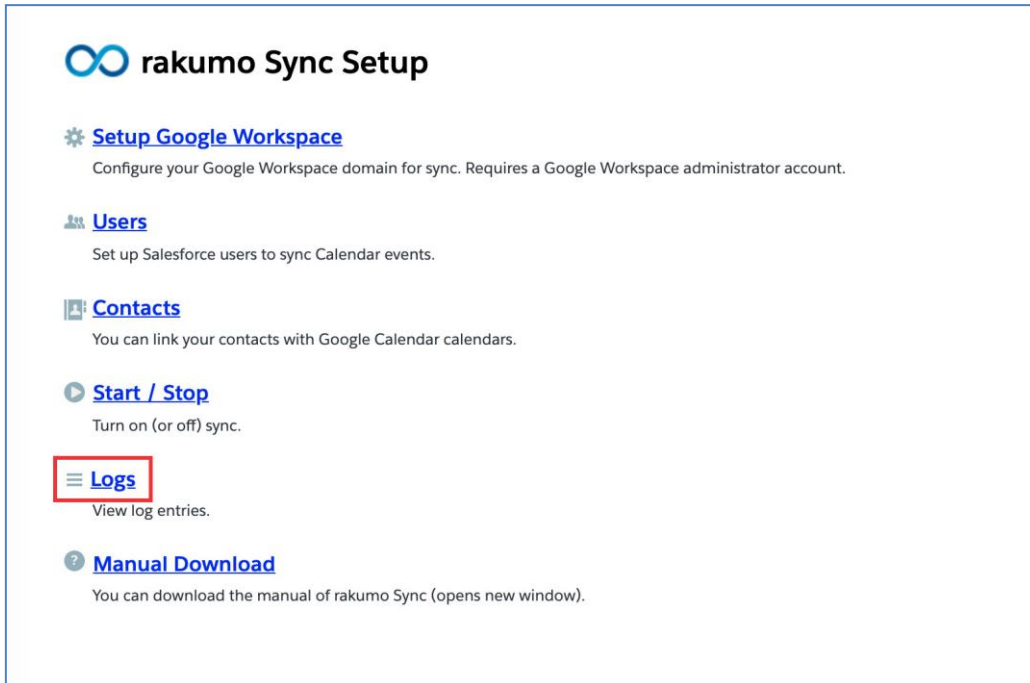
2. Please click [Save] button including a check in "Start Sync" to do in the synchronous state.



After having completed all setting, the schedule made newly and an edited schedule synchronize. The schedule which is already made before setting doesn't synchronize. But, when editing and renewing a made schedule once more, a schedule synchronizes.

## 8. View log entries.

When doing making of a schedule, edit and elimination by Google calendar or event calendar of Salesforce, administrators can read preserved movement log. The log administrators can read is only operation of the rakumo Sync users. r The user's operational log which isn't rakumoSync isn't preserved.



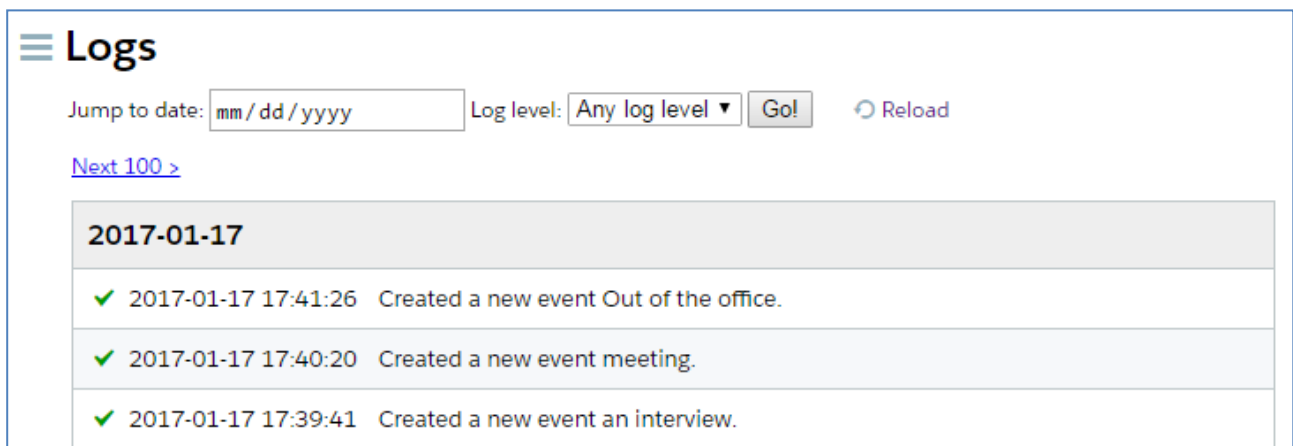
Please choose a date by "**Junmp to date**".

Next, choose from "**Log Level**".

Critical ...When not synchronizing by the user's authentication error or incompleteness of setting.

Error ...When not synchronizing by the specification or API error.

Warning



## Log Detail

The details of each log can be confirmed on this screen.

≡ Log Detail	
Log ID	59385699458913200
Log Date	2017-01-17 17:41:26 +0900
Log Level	✓ Info
Message	Created a new event Out of the office.
Sync ID	lfgfk39I7425jpvo2o2b036vmg@google.com <a href="#">→ View logs of same event.</a>
Sync Source	Google
Event Title	Out of the office
Event Date	2017-01-19 15:00 +0900
Calendar ID	a.morita@xxxx.com
Event ID	lfgfk39I7425jpvo2o2b036vmg
Sync Target	Salesforce
Calendar ID	005100000010fuaAAA
Event ID	00U1000001XyzjgEAB

[→ View logs of same file.](#)

From this link, you can check the change log of the schedule in chronological order.

## Log message list

Log Level	Message	Processing content
Info	succeeded to sync the event xxx	Succeeded to sync the event.
	created a new event xxx	Created a new event.
	modified the event xxx	Modified the event.
	deleted the event xxx	Deleted the event.
	restored the event xxx	restored the event.

Log Level	Error Type	Message	Cause of error
Error	UnableToSync	GuestsCannotSeeGuests	failed to sync the event xxx 「See guest list」 is off.
		PrivateSourceEvent	Sync source's schedule is private.
		PrivateTargetEvent	Sync target's schedule is private.
		RecurringToSingle	Change recurring event to single event.
		SingleToRecurring	Change single event to recurring event.
		UnknownTargetOrganizer	Sync target's organizer is not a Sync user.
		SimilarEvent	A new event with the same "Event Title", "Start Date", "End Date", "Organizer (Assigned To)" was registered within 1 minute.
		UnlinkedRecurringEvent	Partial event of recurring event that registered before introducing rakumoSync changed.
	GoogleApiError	Forbidden	cannotModifyEvent - The Event that entered the trash box by changing the repeating rule was restored.  rateLimitExceeded - A lot of event was registered at the same time.
	SalesforceApiError	BadRequest	Registered event exceeding 14 days, etc.
		NotFound	Can not acquire schedule information due to API error etc.
	NetworkError		Can not connect to Google or Salesforce server, no response from server, etc.
	InternalError		Other, internal error.
Critical	GoogleAuthError	InvalidGrant	failed to sync the event xxx Invalid user.
		UnauthorizedClient	Marketplace application is disabled.
		AuthError	Invalid response 502 - Temporary bug is happening on Google, etc.
	SalesforceAuthError	InvalidGrant	failed to sync the event xxx Invalid user, OAuth policy setting of connection application is invalid, login IP address is restricted etc.
		InvalidAppAccess	Profile is not assigned.
		AppBlocked	Connection application blocked.
		AuthError	unknown_error、Invalid response 503 - Temporary bug is happening on Salesforce, etc.
	SalesforceApiError	FieldNotAllowed	Can not access custom fields.





## 8. Restriction matter of synchronous processing

Something limited in synchronous processing is shown below by the specification of the Salesforce Event and Google Calendar.

Item	Restriction matter	Note
Restriction about the number of characters	When synchronizing from a Google calendar, the number of characters beyond the restriction is cut with behavior of Salesforce.	Title, Description,Resource
An Event is made.	<p>When the Google Workspace user which doesn't have a license of rakumo Sync made events by Google calendar, only events of the guests's rakumo Sync user synchronizes with Salesforce.</p> <p>On the other hand, When Salesforce user which doesn't have a license of rakumo Sync made a event in Salesforce, you don't synchronize with a Google calendar at all.</p>	
Recurrent (Repeat) Event	The number of making of the events is set by behavior of Salesforce. The events beyond the number of these restriction, you can't synchronize from a Google calendar.	<p>The number of the periodic behavior which can be made in Salesforce</p> <p>everyday : 100</p> <p>everyweek : 53</p> <p>everymonth : 60</p> <p>everyyear : 10</p>
Restriction of the number of guests	<p>The number of guests who can be invited :</p> <p>Not repeat → At most 1,000 guests</p> <p>Repeat → At most 100 guests</p>	
Guest's response	A reply of invited Salesforce Event guests, Accepted or Declined isn't reflected by Google calendar. But it's reflected to behavior of Salesforce Event from Google calendar.	

Attachment	Attachment doesn't synchronize.	
Restore events from Trash (Recycle Bin)	<p>When restoring a schedule from Recycle Bin in Salesforce, it's also restored by Google calendar.</p> <p>When restoring an event from a trash of Google calendar, it's made by Salesforce as a new event. * 。</p>	* An original schedule is left in Recycle Bin of Salesforce.
An owner of an event is changed.	<p>When changing the event owner in Google calendar, the assigned user of Salesforce Event is also changed. *</p> <p>When changing the assigned user of Salesforce Event, An organizer will declines in Google calendar.</p>	* When guests exist in a repeat event, the assigned user of Salesforce Event isn't changed..
Declined	<p>When the assigned user of Salesforce Event declined event in Google Calendar, a different guest will be the assigned user of Salesforce Event.*1</p> <p>When Sync user all the members decline an event in Google calendar, the Event of Salesforce is eliminated.</p> <p>Even if a guest declines an event in Salesforce, it won't be a declension in Google calendar.*2</p>	<p>*1 But, in case of repeat events , the assigned user isn't changed.</p> <p>*2 But, when editing a schedule in Salesforce Event, a declension is reflected in Google calendar.</p>
Others	The item to the right doesn't synchronize.	The function and the item by which each calendar is equipped personally "Related To", "Activity Custom Fields", "Guests can" etc.

## 9. Synchronization items by rakumo Sync

Items that can be synchronized with rakumo Sync and items to be linked are summarized below.

Event items in Salesforce *1	can you sync	Google Calendar items after sync (API label)
All-Day Event	↔	All day (start.date、end.date *5)
Attendees	↔	Guests (attendees) *2
Description	↔	Description (description)
Start	↔	Start time (for all day: start.date, For non-all day: start.dateTime)
End	↔	End time (for all day: end.date For non-end date: end.dateTime)
Location	↔	Location (location)
Assigned To	↔	Organizer (organizer)
Subject	↔	Title (summary)
Private	×	Not subject to synchronize *3
Reminder Set	×	Not subject to synchronize *3 , *4
Show Time As	×	Not subject to synchronize *3 , *4
Time Zone	×	Not subject to synchronize *3

\*1 The event items that are synchronized with Google Calendar are the items in the page layout assigned as the "master" of the Salesforce event record type. In advance, set the page layout to be used when registering an event to be synchronized with Google Calendar to "Master".

\*2 There are restrictions on synchronization contents due to the specifications of Salesforce / Google. For details, please refer to **10. Items with restrictions on sync processing** and their details.

\*3 Some items are not synchronized due to Salesforce / Google specifications. For details, please refer to **11. The item which isn't processed synchronously** and their contents.

\*4 The "value set when creating an event" is retained in the linked calendar. Each linked calendar has its own default calendar alarm. (Example: If you select Google → Salesforce, the alarm setting will not be set. If you select Salesforce → Google: The value set in the "Event notifications" of the calendar will be specified.)

\*5 When synchronizing events from Salesforce Calendar to Google Calendar, the "All day" item will be checked only in the following case.

- If the start/end times are specified in all-day format (start.date, end.date contain values)

## 10. Items with restrictions on sync processing

The following is a summary of the restrictions on the synchronization contents due to the specifications of Salesforce's "events" and Google Calendar's "Events".

Item	Limitations	Note
Character limit	When syncing from Google Calendar to Salesforce Calendar, Subject, description, and location items are truncated if they exceed the character limit for the item.	
Event creation	<p>When a Google Workspace user who does not have a rakumo Sync license creates an event on Google Calendar, only the event of the participant's rakumo Sync user is synchronized to Salesforce.</p> <p>On the other hand, when a Salesforce user who does not have a rakumo Sync license creates an appointment in Salesforce, it is not synchronized to Google Calendar at all.</p>	
Recurring Event Limits	In Salesforce events, the number of events created is cut after the quantity defined by Salesforce specifications.	<p>Quantity of recurring events that can be created in Salesforce</p> <ul style="list-style-type: none"> <li>• Daily: 100</li> <li>• Weekly: 53</li> <li>• Monthly: 60</li> <li>• Annually: 10</li> </ul>
Guests limit	<p>Number of members you can invite:</p> <ul style="list-style-type: none"> <li>• Up to 1,000 people for single event</li> <li>• Up to 100 people for recurring events.</li> </ul>	
Participation status restrictions	Invited member's "Yes/No" response on Salesforce Calendar is not reflected in Google Calendar.	Invited members' "yes/no" answers in Google Calendar are reflected in Salesforce Calendar.
Attachment file	Attachments are not synced.	

Restore from Recycle Bin	When you restore an event from the Recycle Bin in Salesforce, it is also restored in Google Calendar. When you restore an event from the Google Calendar Recycle Bin, it will be created as a new event in Salesforce *	* The original schedule remains in the Recycle Bin of Salesforce.
Event owner /assignee change	When you change the event owner in Google Calendar, the assignee of the event in Salesforce also changes * . When changing the assignee of an event in Salesforce, the event owner of the event in Google Calendar declines without being changed.	*For recurring events with attendees, event assignee in Salesforce doesn't change
decline an event	When a Salesforce assignee declines to participate in Google Calendar, another participant becomes a Salesforce assignee. *1 When there are Sync users in the attendees, Salesforce events are deleted when all Sync users decline to join in Google Calendar.  Even if you decline the participation in Salesforce, it will not be declined in Google Calendar. *2	*1 However, if it is a recurring appointment, the assignee will not be changed.  *2 However, when an event is changed (updated) in Salesforce, it is also declined in Google Calendar.
others	The items on the right are not synchronized.	Functions and items unique to each calendar, such as related destinations/names, custom items, and permissions for guests

## 11. The item which isn't processed synchronously

Something which isn't treated with the specification of Salesforce and Google Workspace synchronously is gathered below.

Item	Restriction matter	Note
Event	When registering an event beyond 14 days in Google calendar, this schedule doesn't synchronize with Salesforce.	Restriction by the specification of Salesforce
Recurrent (Repeat) Event	When registering an event beyond 24 hours by a repeat in Google calendar, this schedule doesn't synchronize with Salesforce.	Restriction by the specification of Salesforce
	When it was changed to an event repeatedly from one Event, or it was changed to one event from an event repeatedly in Google Calendar, this schedule doesn't synchronize with Salesforce.	Restriction by the specification of Salesforce,
	When registering repeating events("Event Series") in Salesforce Lightning Experience UI, that event will not be synchronized to Google Calendar.	Restriction by the specification of Salesforce.
Event where string stuck to "Name" and "Related To" in Salesforce	When a data record of Name" and "Related To" to which string stuck is eliminated in Event of Salesforce, the event doesn't synchronize with Google Calendar.	Restriction by the specification of Salesforce. ※An event in Google Calendar isn't eliminated.
There is an input regulation in the item of Event in Salesforce.	When registering an event in Google calendar, when the content which came off an input regulation is input, the event doesn't synchronize to Salesforce.	But, synchronous processing to Google Calendar isn't restricted from Salesforce.
Private	A Private schedule doesn't synchronize. Even if a Private schedule is edited and it's eliminated, this schedule doesn't synchronize.	When changing the private schedule to the public, this schedule synchronizes as the public schedule. But, when changing the public schedule to the private, this schedule doesn't synchronize.
"Guests can" in Google Calendar	When removing a check at "see guest list" of Guests can in Google calendar, this event doesn't synchronize to Salesforce.	

