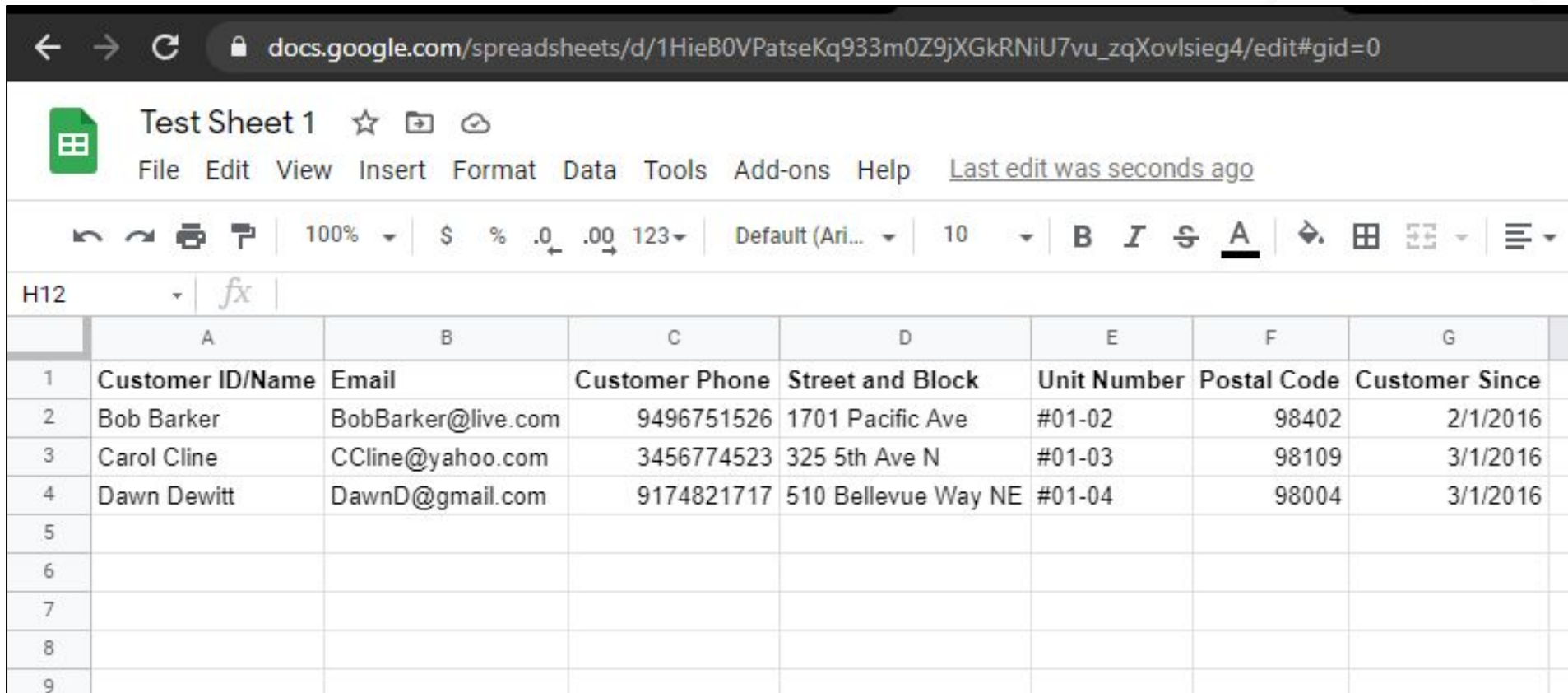


Steps to Enable Googlesheet Back Up Add-On

Centre of Innovation for Supply Chain Management (COI-SCM)

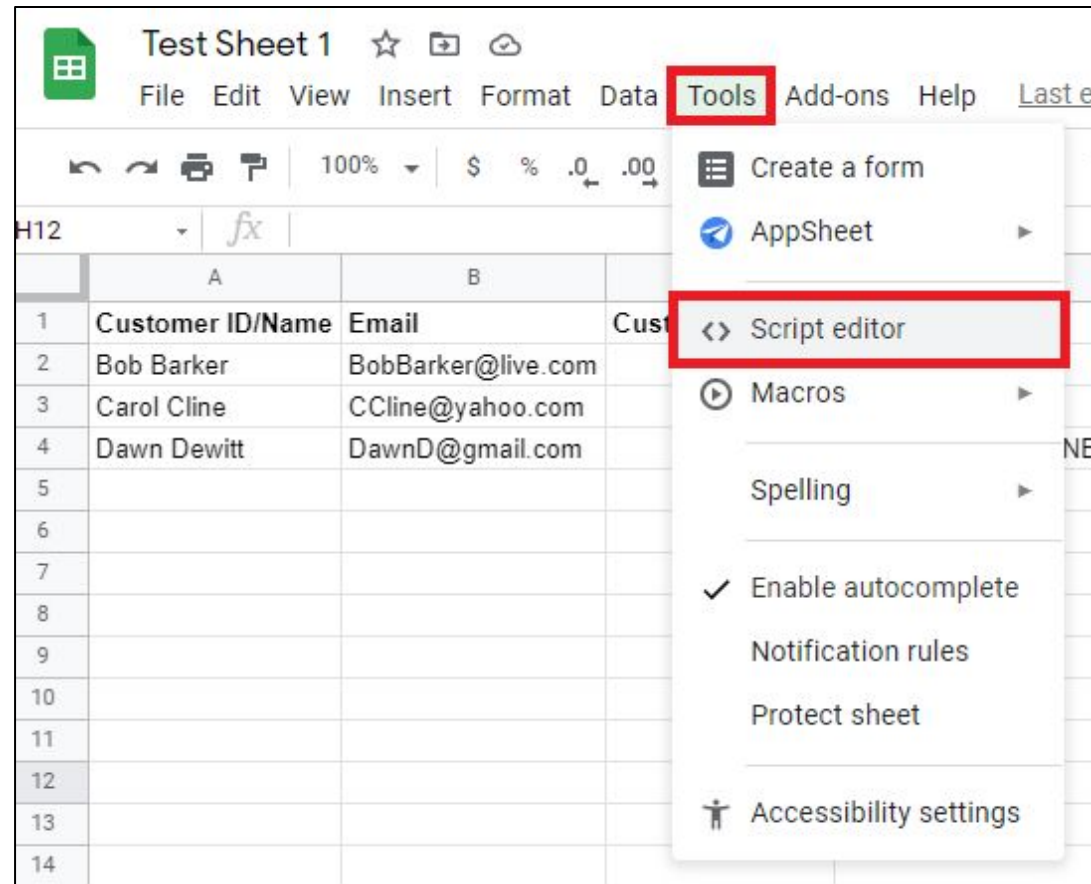
1. Open your Googlesheet file



The screenshot shows a Google Sheet interface. The browser address bar displays the URL: docs.google.com/spreadsheets/d/1HieB0VPatseKq933m0Z9jXGkRNiU7vu_zqXovlsieg4/edit#gid=0. The sheet title is 'Test Sheet 1'. The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Add-ons, and Help. The status bar indicates 'Last edit was seconds ago'. The toolbar shows various editing and formatting options. The active cell is H12. The data table has 8 columns: Customer ID/Name, Email, Customer Phone, Street and Block, Unit Number, Postal Code, and Customer Since. The first four rows contain data for Bob Barker, Carol Cline, Dawn Dewitt, and an empty row.

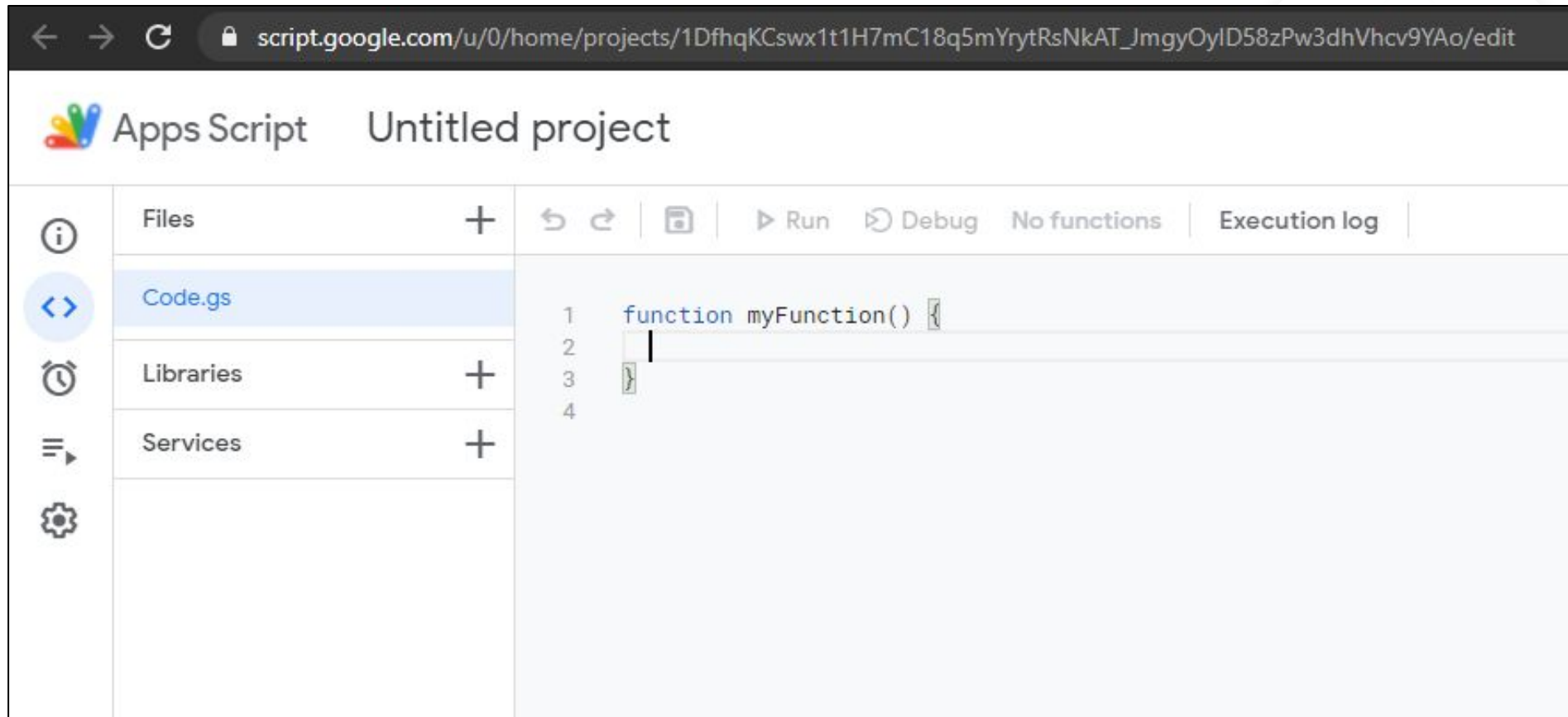
	A	B	C	D	E	F	G
1	Customer ID/Name	Email	Customer Phone	Street and Block	Unit Number	Postal Code	Customer Since
2	Bob Barker	BobBarker@live.com	9496751526	1701 Pacific Ave	#01-02	98402	2/1/2016
3	Carol Cline	CCline@yahoo.com	3456774523	325 5th Ave N	#01-03	98109	3/1/2016
4	Dawn Dewitt	DawnD@gmail.com	9174821717	510 Bellevue Way NE	#01-04	98004	3/1/2016
5							
6							
7							
8							
9							

2. Click: **Tools**, then click: **Script editor**

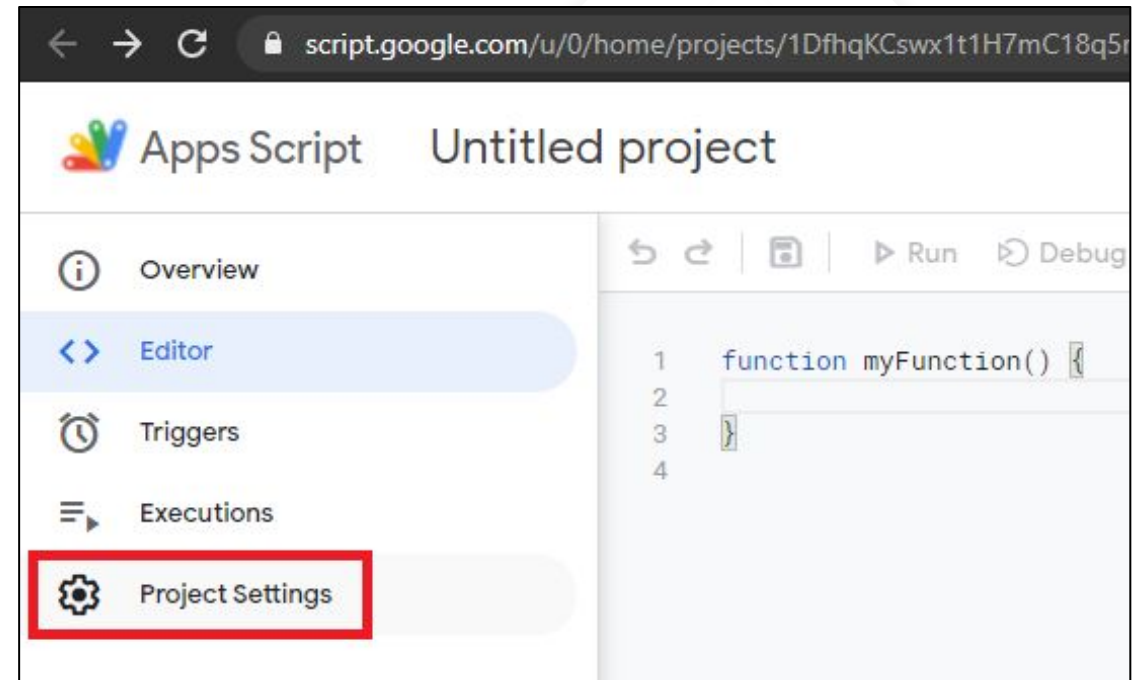
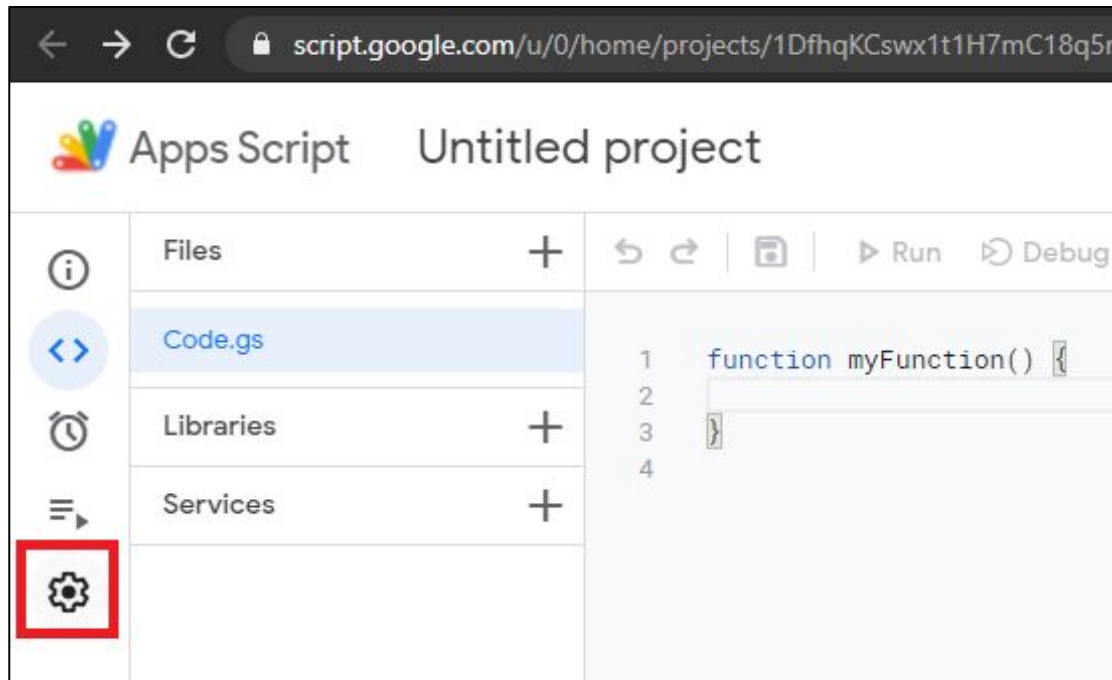


3. You will see Apps Script opened

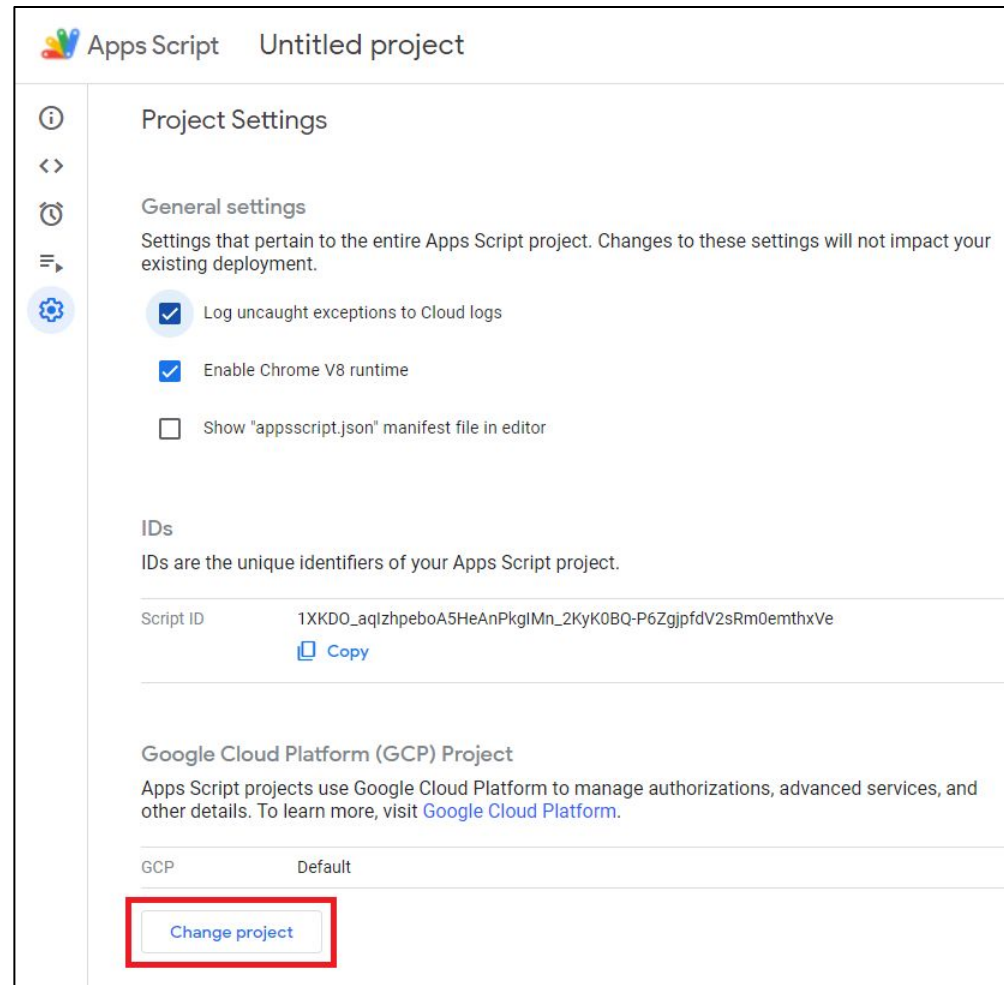
**Do not close the GoogleSheet window.*



4. Click: Project Settings



5. Click: **Change Project**



6. Click: **here**

Google Cloud Platform (GCP) Project

Apps Script projects use Google Cloud Platform to manage authorizations, advanced services, and other details. To learn more, visit [Google Cloud Platform](#).

GCP Default

Change your Google Cloud Platform project

Step 1. Choose or create a new Google Cloud Platform project [here](#).
Remember to set up your OAuth Scope after creating your project.

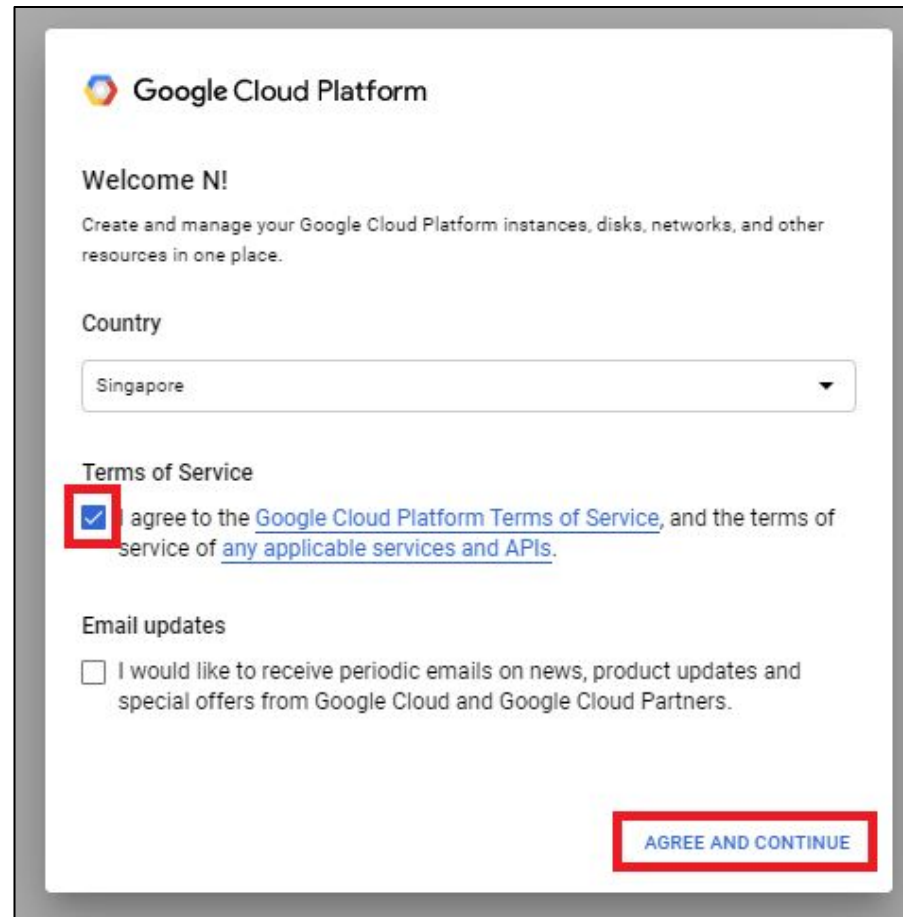
Step 2. Enter the Google Cloud Platform project number below. When you set a new project:

- All user authentications for your old project will be permanently revoked.
- You will not be able to revert to an Apps Script-managed project.

Set project

7. Tick: **ToS**, then click: **Agree and Continue**

**This is optional step. You may or may not see this pop up.*



Google Cloud Platform

Welcome N!

Create and manage your Google Cloud Platform instances, disks, networks, and other resources in one place.

Country

Singapore

Terms of Service

☒ I agree to the [Google Cloud Platform Terms of Service](#), and the terms of service of [any applicable services and APIs](#).

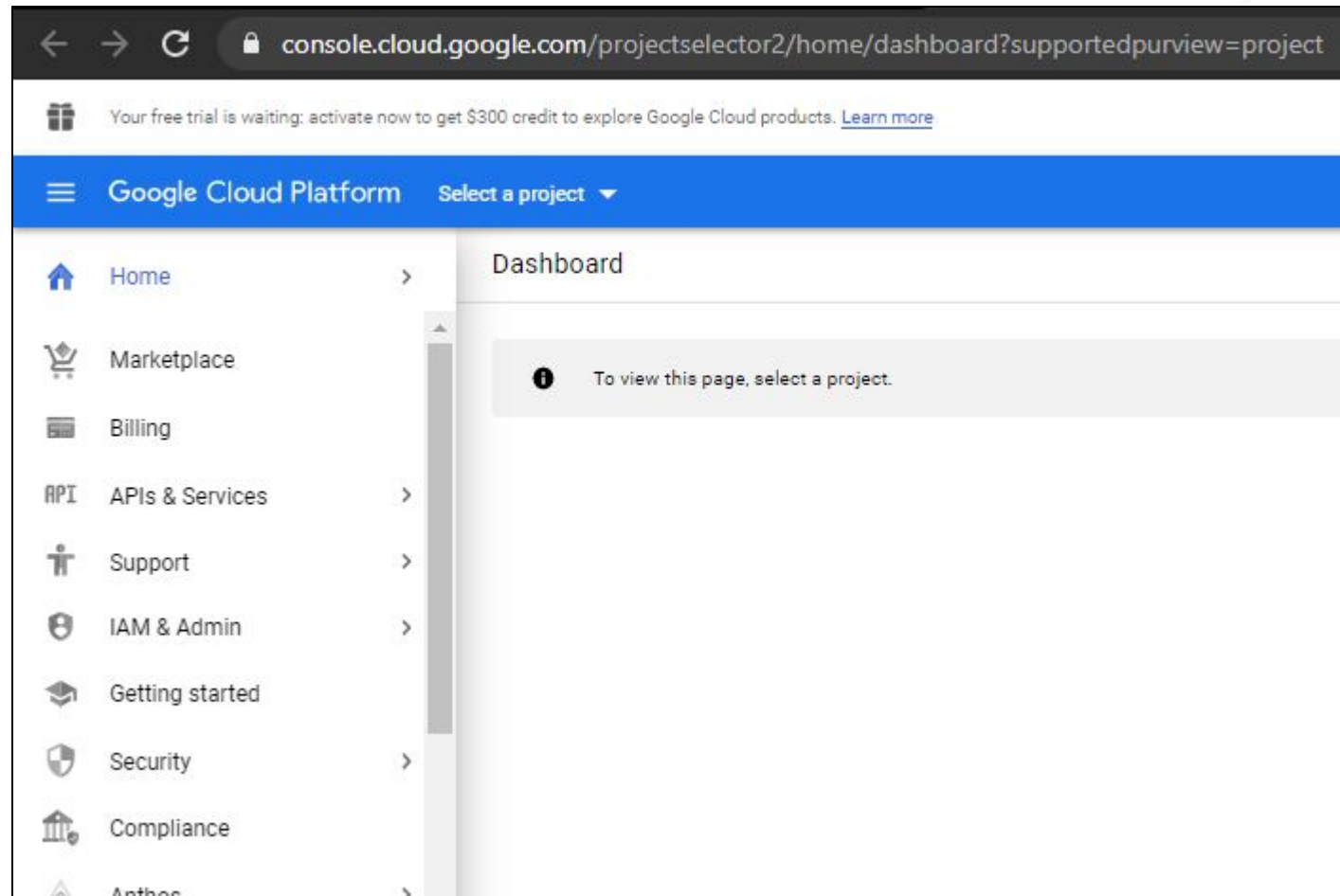
Email updates

☐ I would like to receive periodic emails on news, product updates and special offers from Google Cloud and Google Cloud Partners.

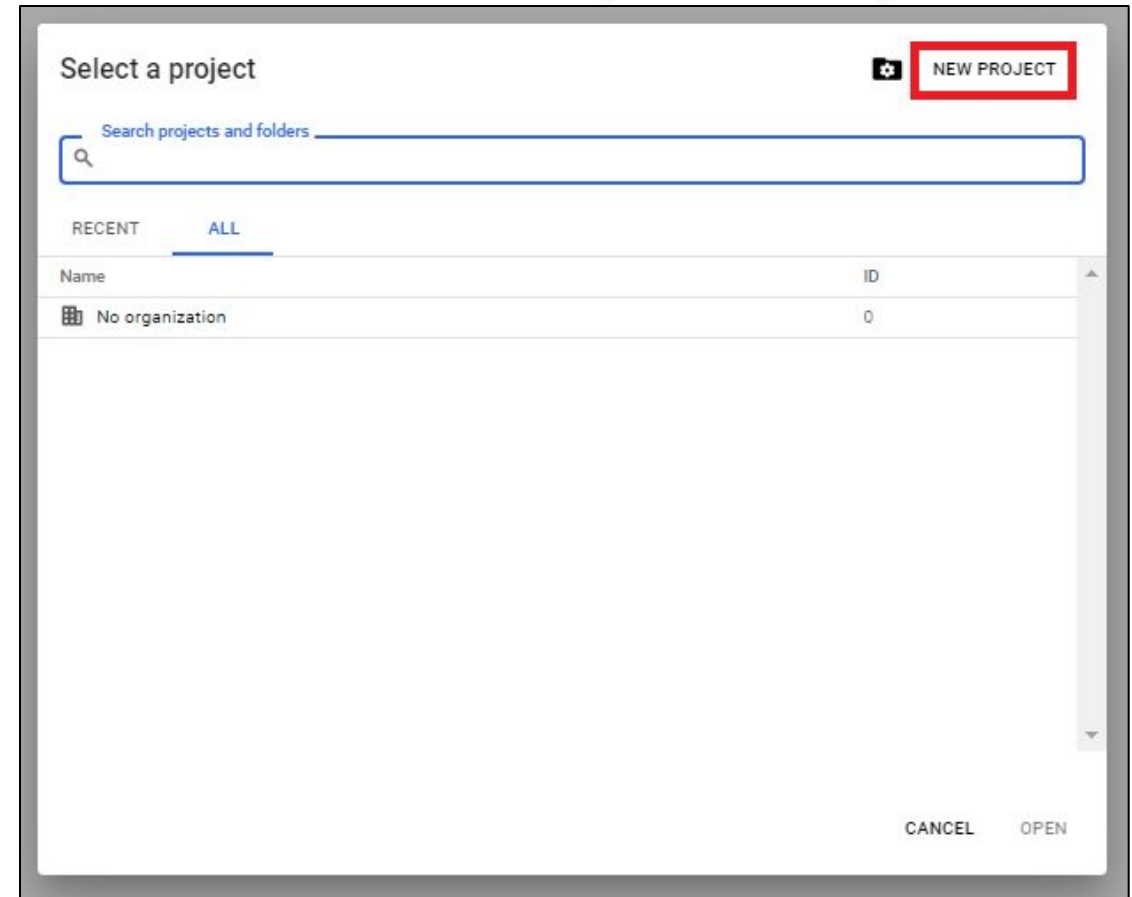
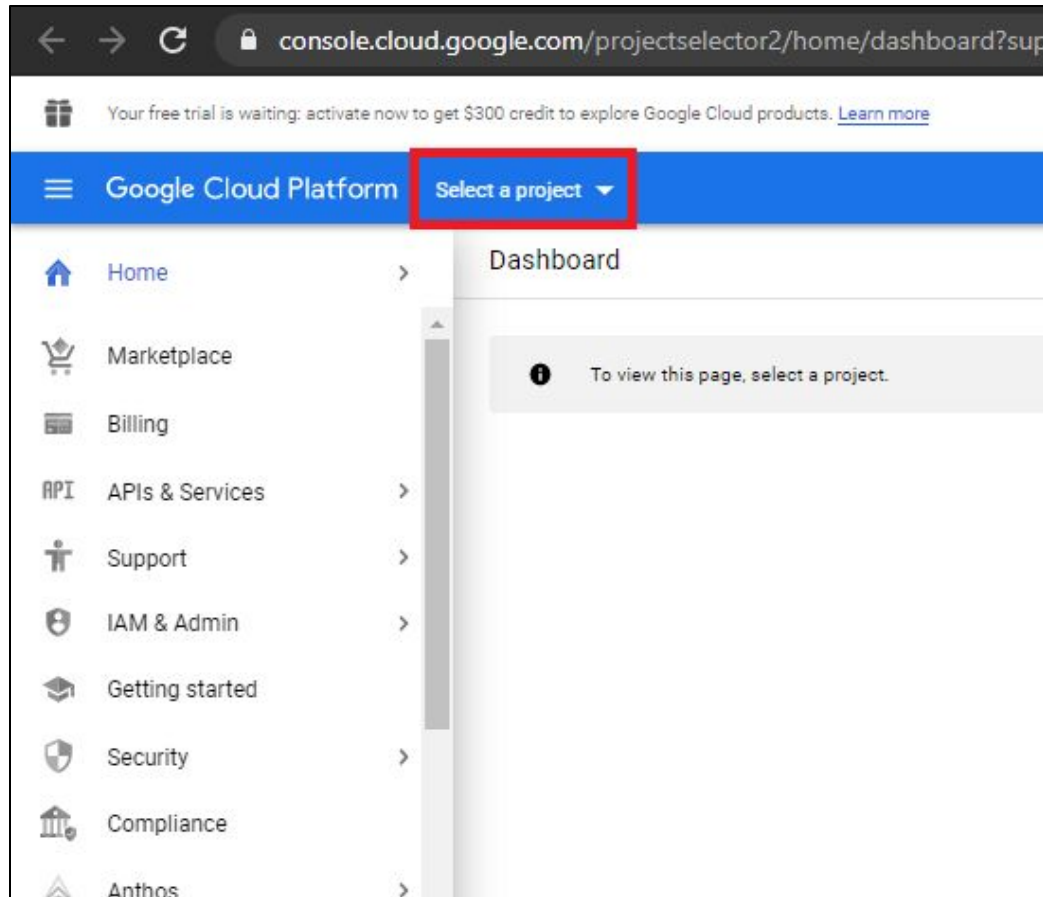
AGREE AND CONTINUE

8. You will see Google Cloud Platform opened

**Do not close the Apps Script window.*

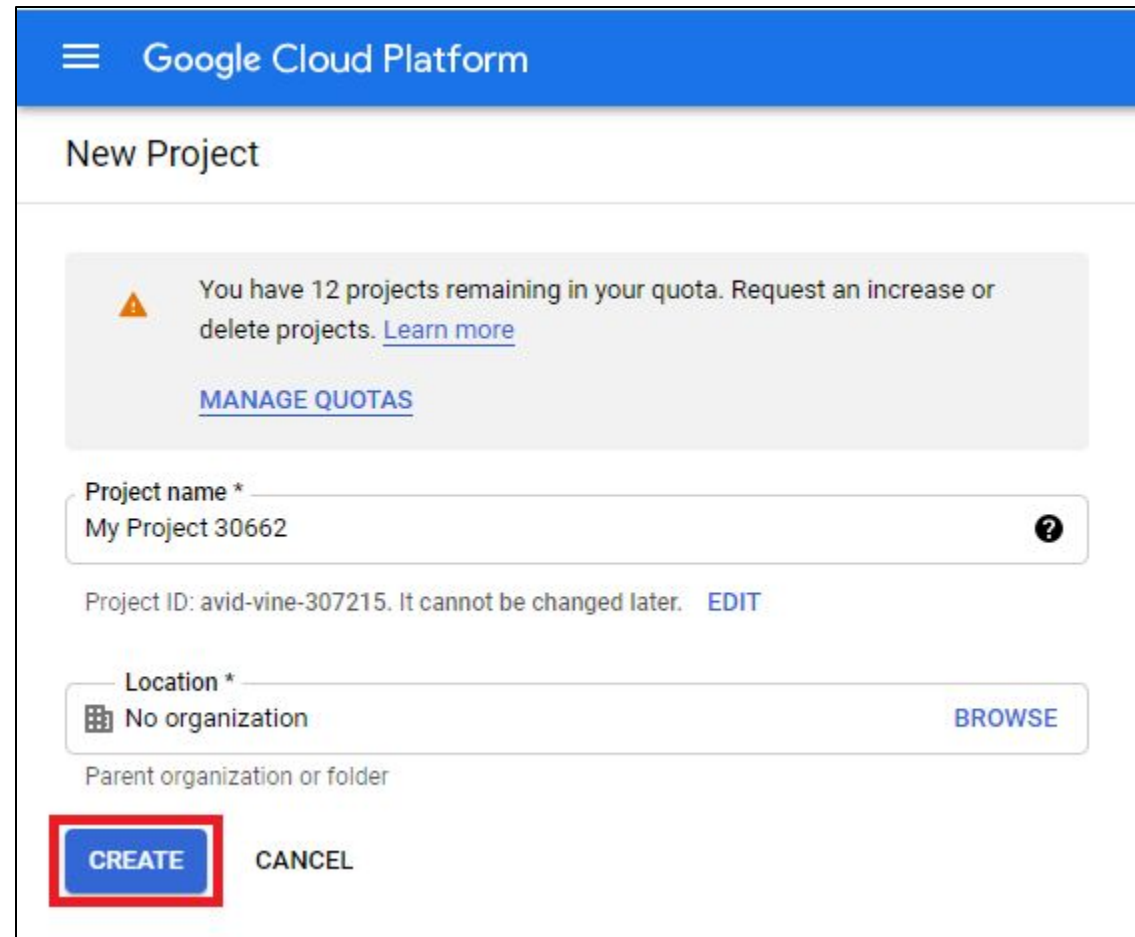


9. Click: **Select a project**, then click: **NEW PROJECT**




10. Click: **Create**

**You may change the project name before you click Create.*




Google Cloud Platform


New Project

 You have 12 projects remaining in your quota. Request an increase or delete projects. [Learn more](#)

[MANAGE QUOTAS](#)

Project name *
My Project 30662 

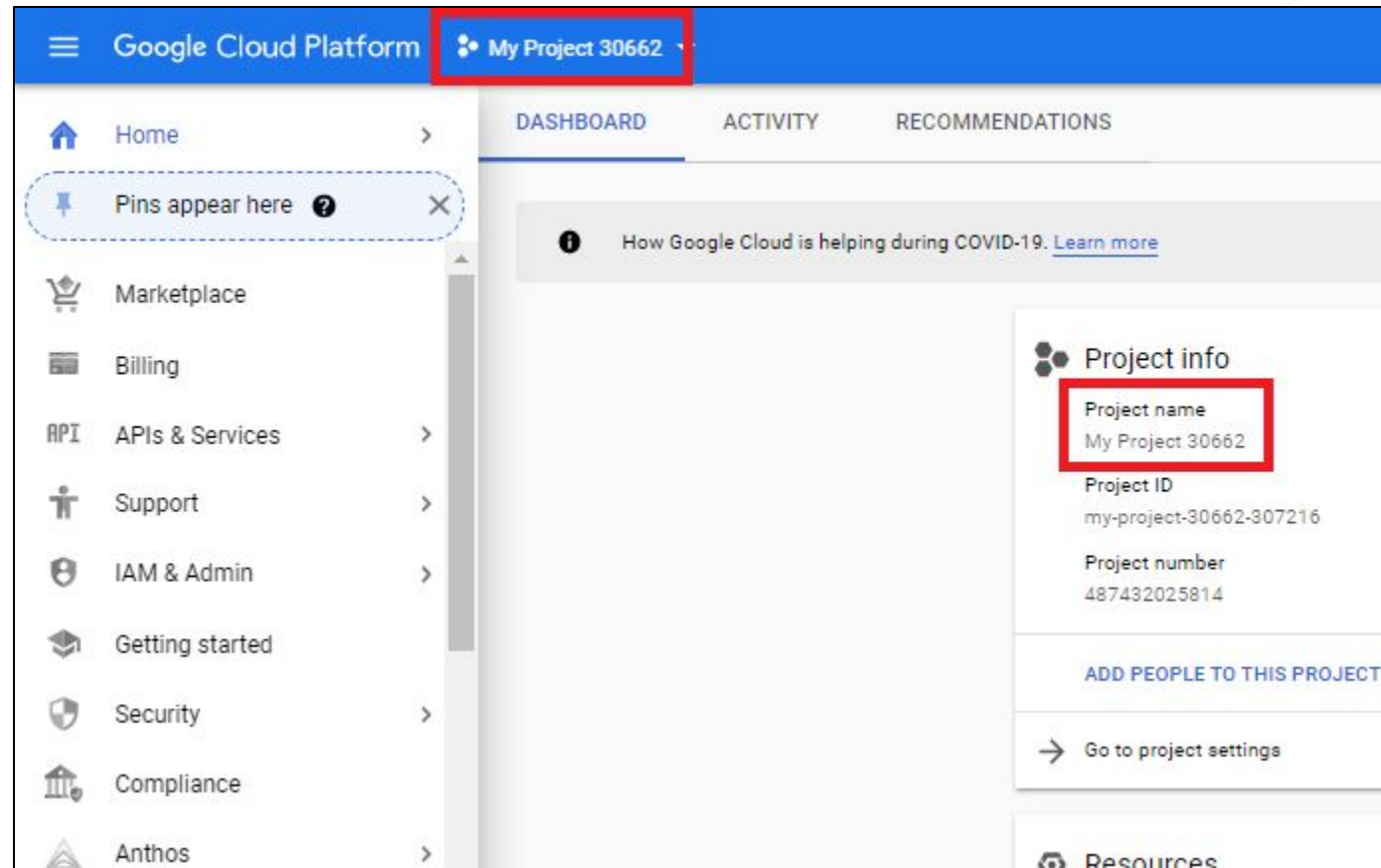
Project ID: avid-vine-307215. It cannot be changed later. [EDIT](#)

Location *
 No organization [BROWSE](#)

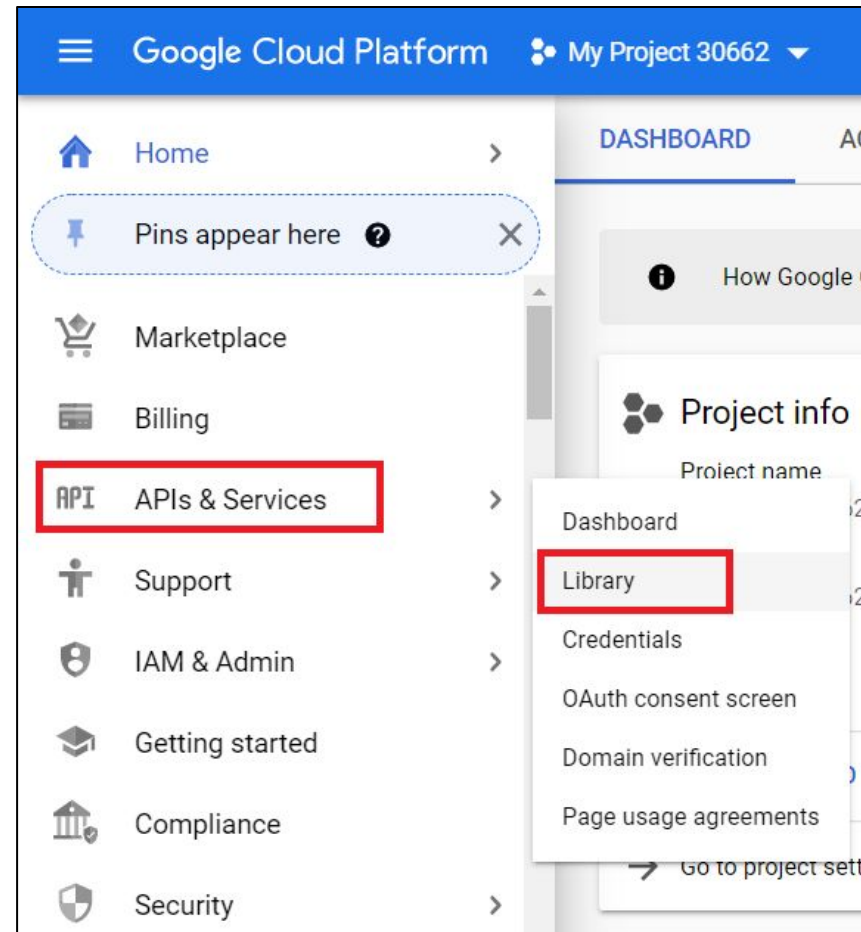
Parent organization or folder

CREATE CANCEL

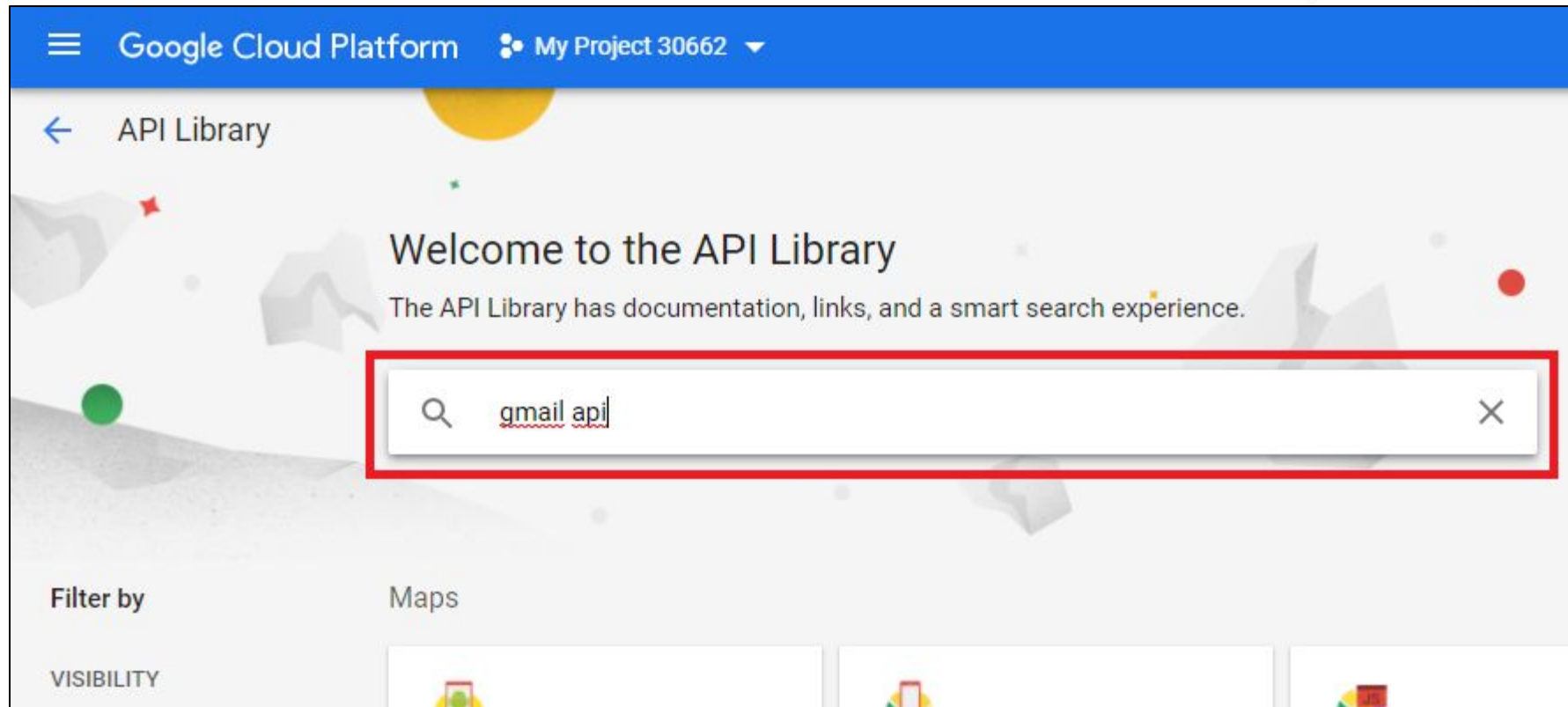
11. Your project name will be displayed



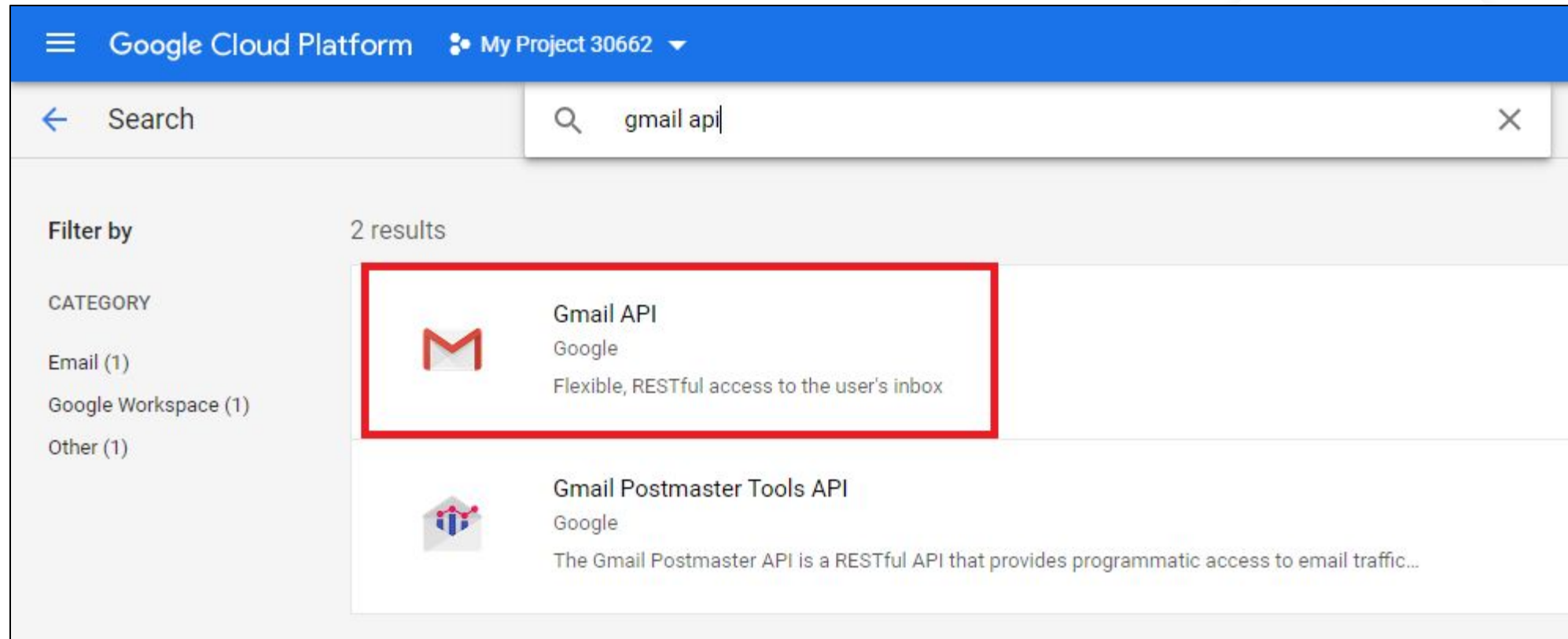
12. Click: **APIs & Services**, then click: **Library**



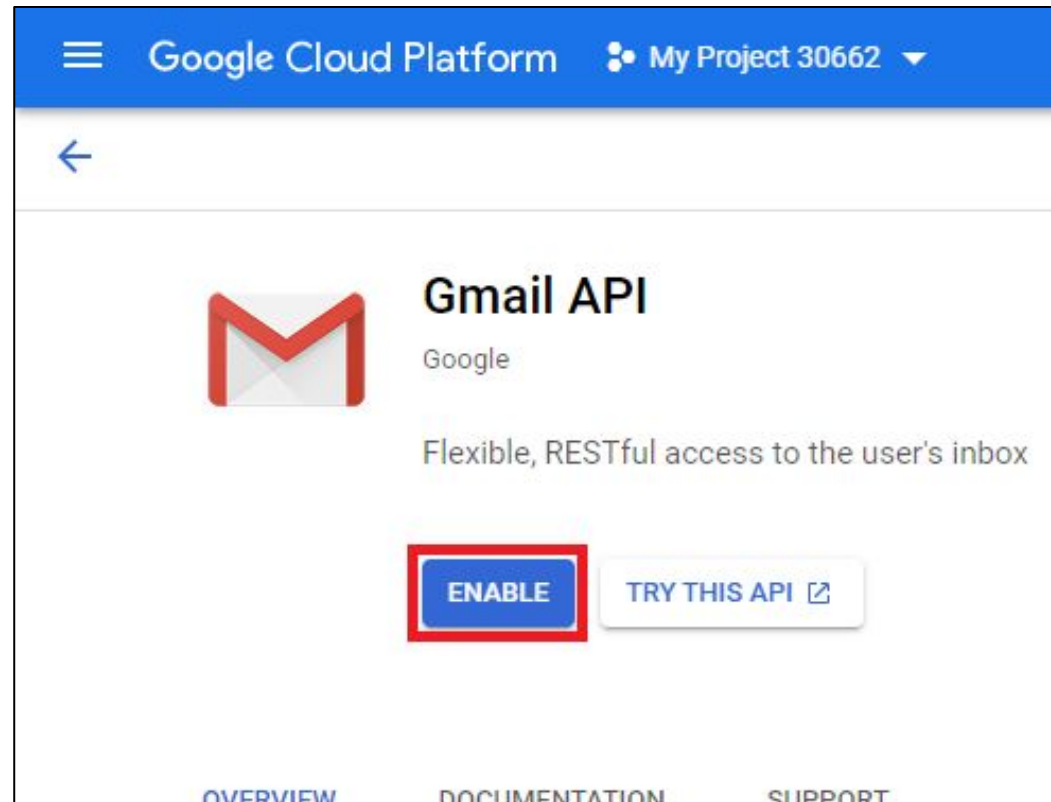
13. Type: gmail api



14. Click the API name



15. Click: **ENABLE**



16. Click: **Google Cloud Platform**



17. Repeat step 12 – 16

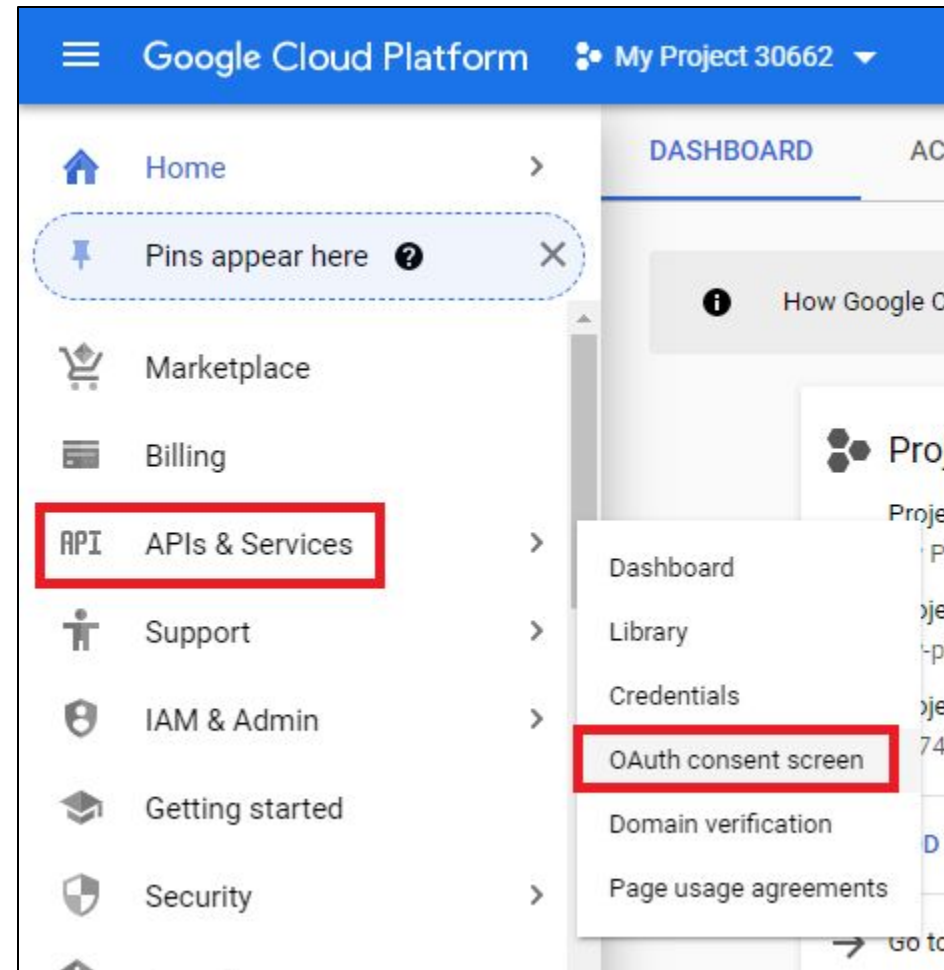
You need to repeat step 12 – 16 until all 4 APIs below are enabled:

1. Gmail API
2. Google Drive API
3. Google Sheets API
4. Google Workspace Marketplace SDK

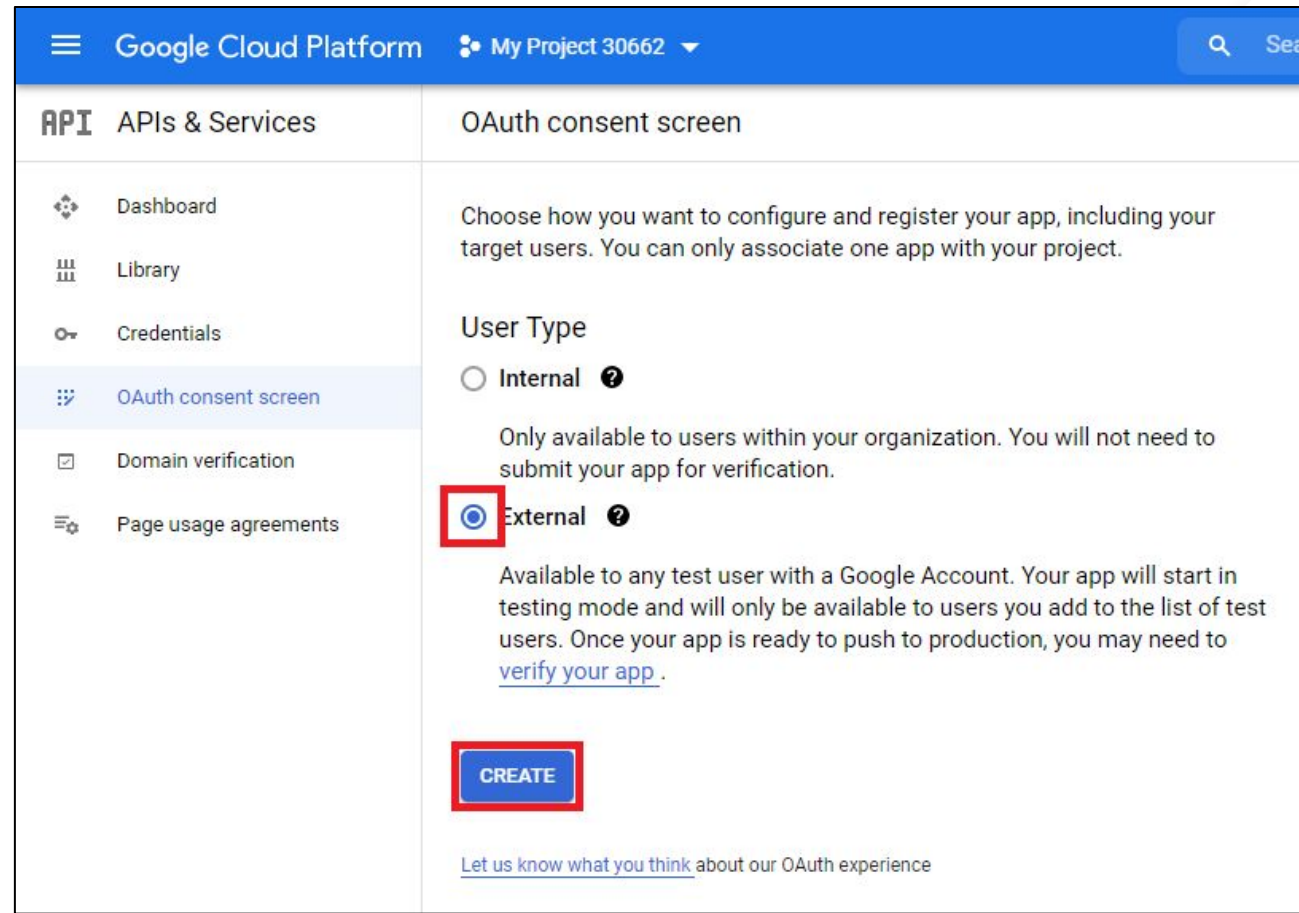
18. Click: **Google Cloud Platform**



19. Click: **APIs & Services**, then click: **OAuth consent screen**



20. Tick: **External**, then click: **CREATE**



The screenshot shows the Google Cloud Platform interface for configuring an OAuth consent screen. The left sidebar lists navigation options: Dashboard, Library, Credentials, OAuth consent screen (selected), Domain verification, and Page usage agreements. The main content area is titled 'OAuth consent screen' and includes instructions on configuring the app. Under the 'User Type' section, two options are available: 'Internal' and 'External'. The 'External' option is selected, indicated by a blue radio button and a red rectangular highlight. Below the 'External' option, there is a description of its availability and a link to 'verify your app'. At the bottom of the page, a blue 'CREATE' button is highlighted with a red rectangular border. A link to provide feedback on the OAuth experience is also present at the bottom.

Google Cloud Platform My Project 30662

API APIs & Services

OAuth consent screen

Choose how you want to configure and register your app, including your target users. You can only associate one app with your project.

User Type

☐ Internal ?

Only available to users within your organization. You will not need to submit your app for verification.

☒ External ?

Available to any test user with a Google Account. Your app will start in testing mode and will only be available to users you add to the list of test users. Once your app is ready to push to production, you may need to [verify your app](#).

CREATE

[Let us know what you think](#) about our OAuth experience

21. Put your app name (any) and your email address

Google Cloud Platform My Project 30662 Search

API APIs & Services

Dashboard

Library

Credentials

OAuth consent screen

Domain verification

Page usage agreements

Edit app registration

1 OAuth consent screen — 2 Scopes — 3 Test users — 4 Summary

App information

This shows in the consent screen, and helps end users know who you are and contact you

App name *
Test Back Up
The name of the app asking for consent

User support email *
nugxkris@gmail.com
For users to contact you with questions about their consent

App logo BROWSE
Upload an image, not larger than 1MB on the consent screen that will help users recognize your app. Allowed image formats are JPG, PNG, and BMP. Logos should be square and 120px by 120px for the best results.

App domain

To protect you and your users, Google only allows apps using OAuth to use Authorized Domains. The following information will be shown to your users

22. Put your email address, and click: **SAVE AND CONTINUE**

**This is at the lower part of the same webpage from the previous step.*

OAuth consent screen

- ☒ Domain verification
- ☐ Page usage agreements

To protect you and your users, Google only allows apps using OAuth to use Authorized Domains. The following information will be shown to your users on the consent screen.

Application home page
Provide users a link to your home page

Application privacy policy link
Provide users a link to your public privacy policy

Application terms of service link
Provide users a link to your public terms of service

Authorized domains ?

When a domain is used on the consent screen or in an OAuth client's configuration, it must be pre-registered here. If your app needs to go through verification, please go to the [Google Search Console](#) to check if your domains are authorized. [Learn more](#) about the authorized domain limit.

[+ ADD DOMAIN](#)

Developer contact information

Email addresses *
nugxkris@gmail.com

*These email addresses are for Google to notify you about any changes to your project.

[SAVE AND CONTINUE](#) CANCEL

23. Click: **SAVE AND CONTINUE**

✓

 OAuth consent screen

2

Scopes

3

 Test users

4

 Summary

Scopes express the permissions you request users to authorize for your app and allow your project to access specific types of private user data from their Google Account. [Learn more](#)

ADD OR REMOVE SCOPES

Your non-sensitive scopes

API ↑	Scope	User-facing description
No rows to display		

Your sensitive scopes

Sensitive scopes are scopes that request access to private user data.

API ↑	Scope	User-facing description
No rows to display		

Your restricted scopes

Restricted scopes are scopes that request access to highly sensitive user data.

API ↑	Scope	User-facing description
No rows to display		

SAVE AND CONTINUE

CANCEL

24. Click: **ADD USERS**, type your email address, click: **SAVE**, then click: **SAVE AND CONTINUE**

The image displays two screenshots from the Google Play Console, illustrating the steps to add test users.

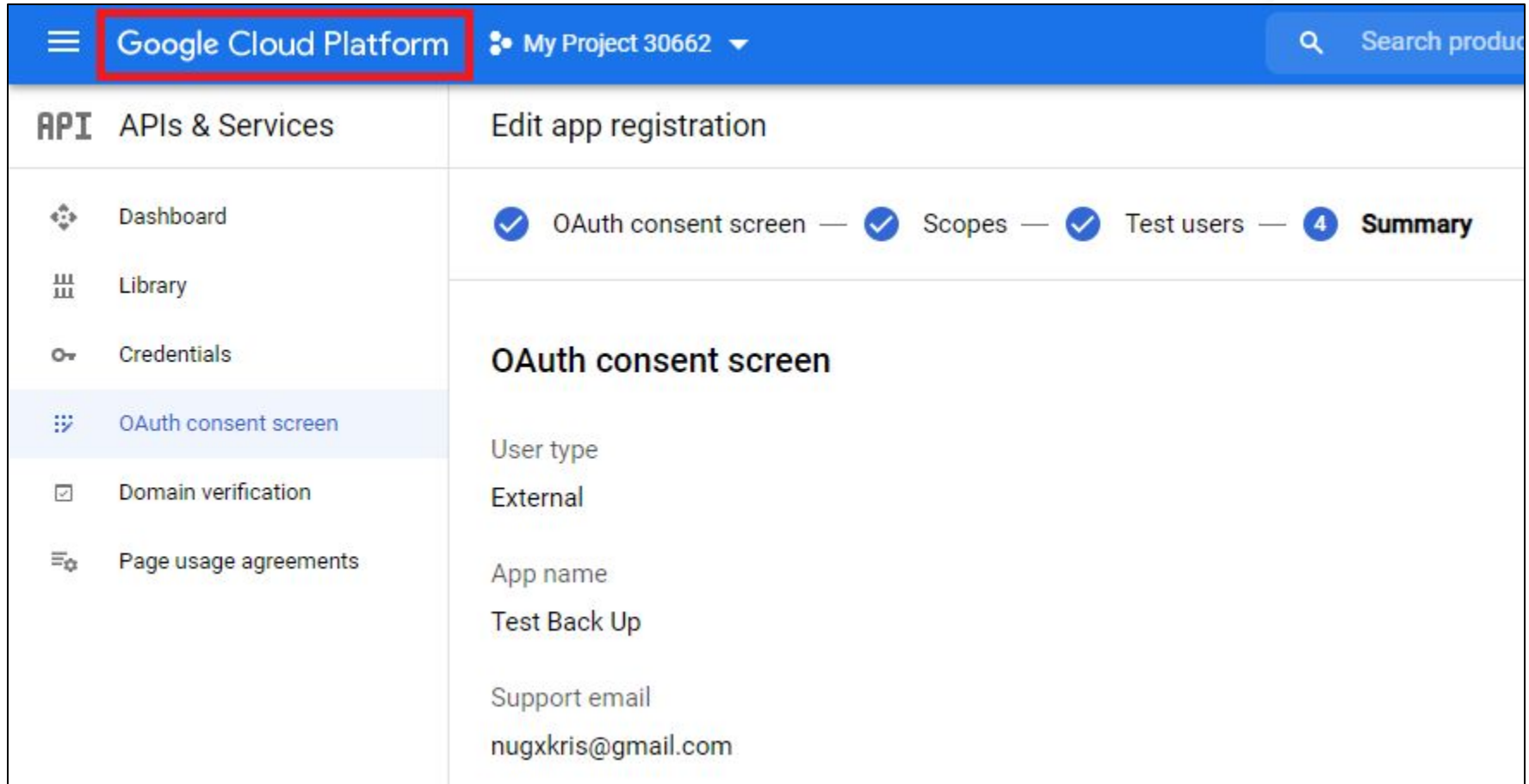
Left Screenshot: Test users

- Navigation bar: OAuth consent screen — Scopes — **3 Test users** — 4 Summary
- Section: **Test users**
- Text: While publishing status is set to "Testing", only test users are able to access the app. Allowed user cap prior to app verification is 100, and is counted over the entire lifetime of the app. [Learn more](#)
- 1 **+ ADD USERS** (highlighted with a red box)
- Progress bar: 0 users (0 test, 0 other) / 100 user cap ?
- Filter: Enter property name or value ?
- Warning: In order to limit abuse, users can be added, but not removed
- User information table: No rows to display
- 4 **SAVE AND CONTINUE** (highlighted with a red box) CANCEL

Right Screenshot: Add users

- Section: **Add users**
- Warning: While publishing status is set to "Testing", only test users are able to access the app to app verification is 100, and is counted over the entire lifetime of the app. [LEARN MORE](#)
- Text: Add users to test your app. Once you save, you will not be able to remove users.
- 2 **nugxkris@gmail.com** (highlighted with a red box) ? 0 / 99
- 3 **SAVE** (highlighted with a red box)

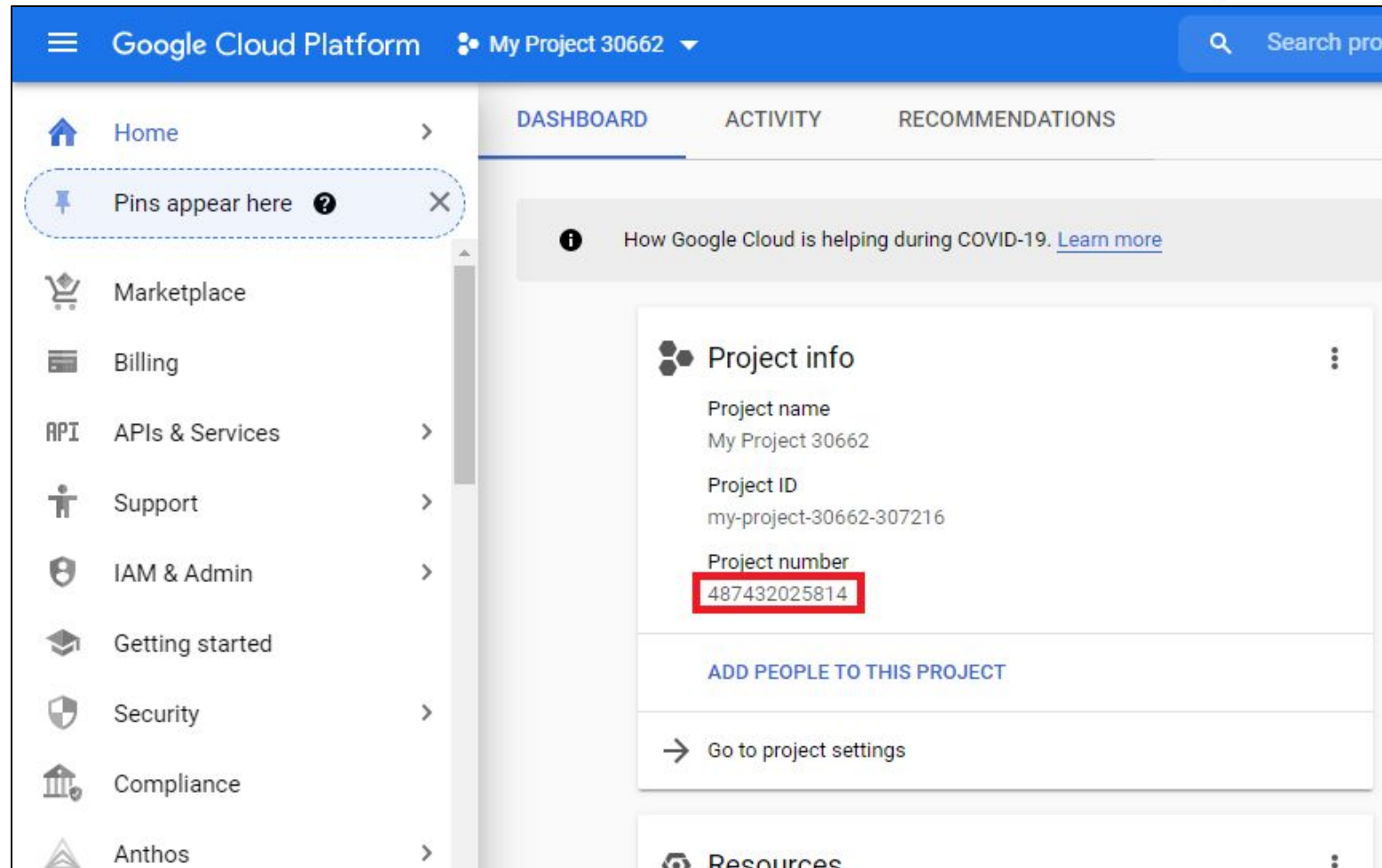
25. Click: Google Cloud Platform



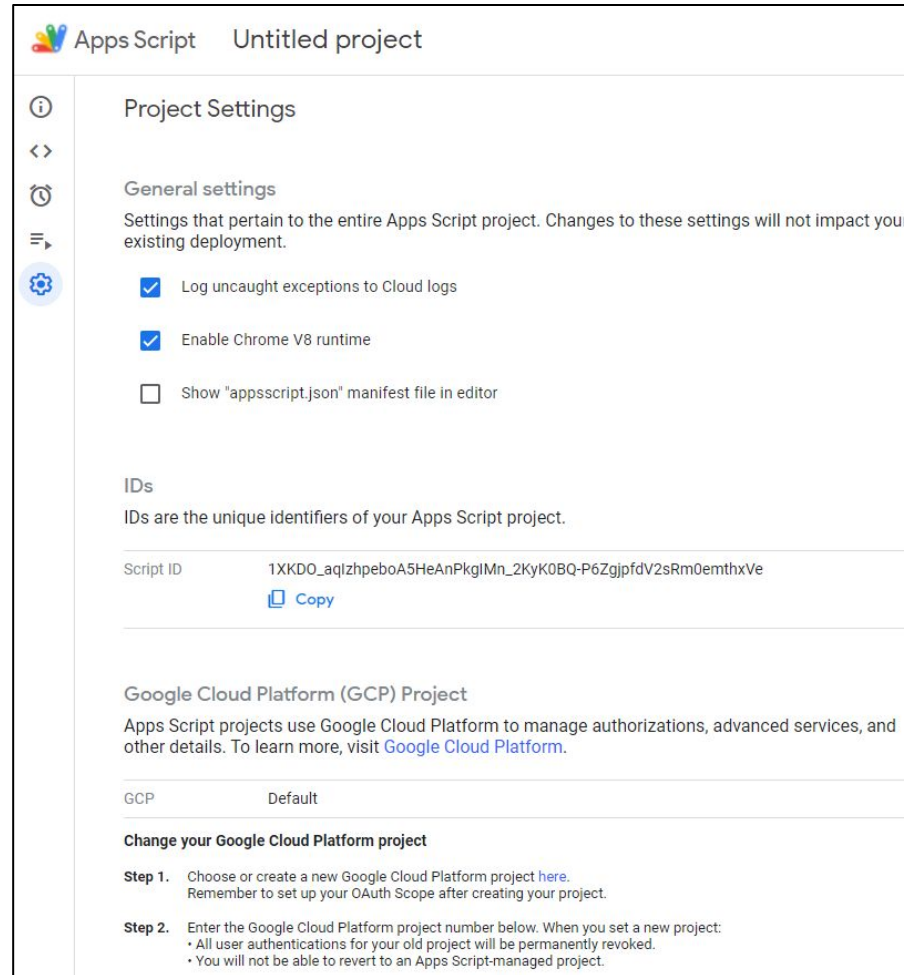
The screenshot displays the Google Cloud Platform console interface. The top navigation bar is blue and contains the 'Google Cloud Platform' logo (highlighted with a red rectangle), the project name 'My Project 30662', and a search bar. The left sidebar lists navigation options: 'APIs & Services', 'Dashboard', 'Library', 'Credentials', 'OAuth consent screen' (selected), 'Domain verification', and 'Page usage agreements'. The main content area is titled 'Edit app registration' and shows progress indicators for 'OAuth consent screen', 'Scopes', 'Test users', and 'Summary' (marked with a '4'). Below this, the 'OAuth consent screen' configuration is shown, including fields for 'User type' (set to 'External'), 'App name', 'Test Back Up', and 'Support email' (set to 'nugxkris@gmail.com').

Google Cloud Platform		My Project 30662	Search product
API APIs & Services	Edit app registration		
Dashboard	✓ OAuth consent screen — ✓ Scopes — ✓ Test users — 4 Summary		
Library	OAuth consent screen User type External App name Test Back Up Support email nugxkris@gmail.com		
Credentials			
OAuth consent screen			
Domain verification			
Page usage agreements			

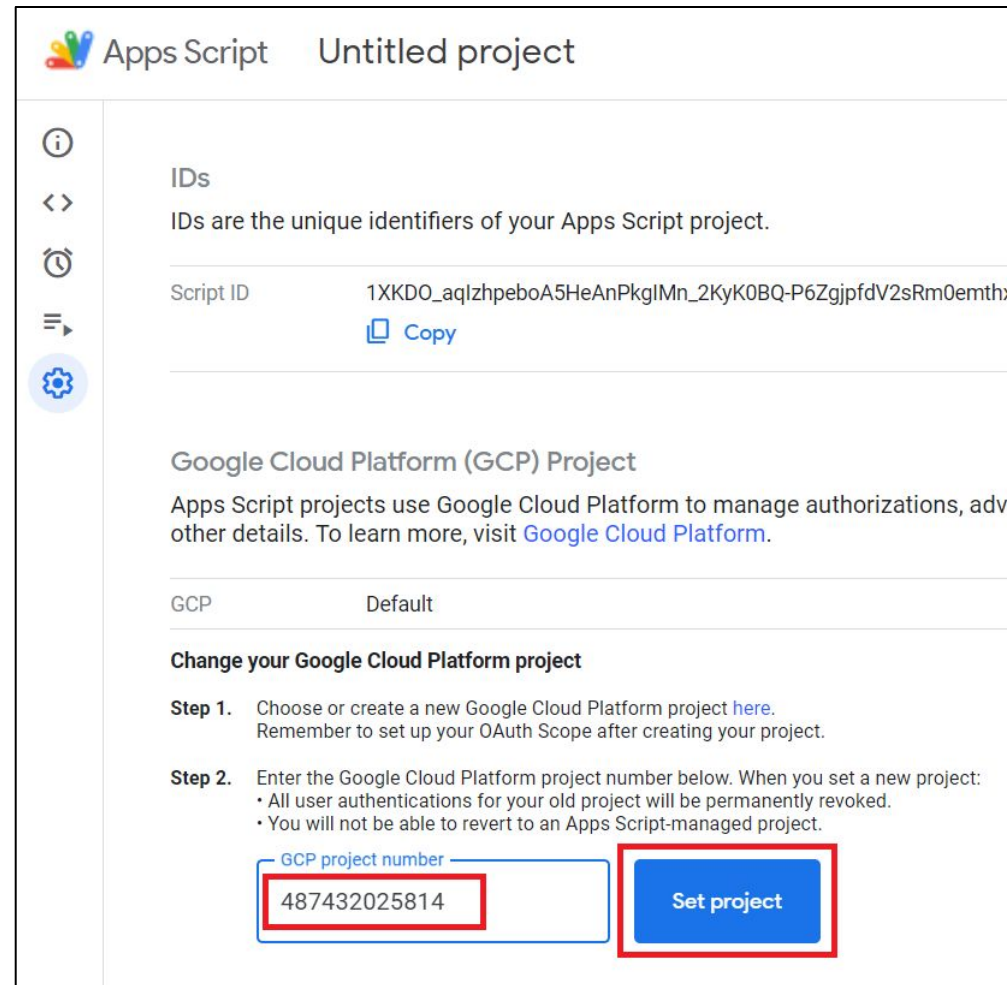
26. Copy your project number




27. Go back to your Apps Script window



28. Paste your project number, then click: **Set project**



 Apps Script Untitled project

IDs
IDs are the unique identifiers of your Apps Script project.

Script ID 1XKDO_aqlzhpeboA5HeAnPkgIMn_2KyK0BQ-P6ZgjpfdV2sRm0emthx
[Copy](#)

Google Cloud Platform (GCP) Project
Apps Script projects use Google Cloud Platform to manage authorizations, and other details. To learn more, visit [Google Cloud Platform](#).

GCP Default

Change your Google Cloud Platform project

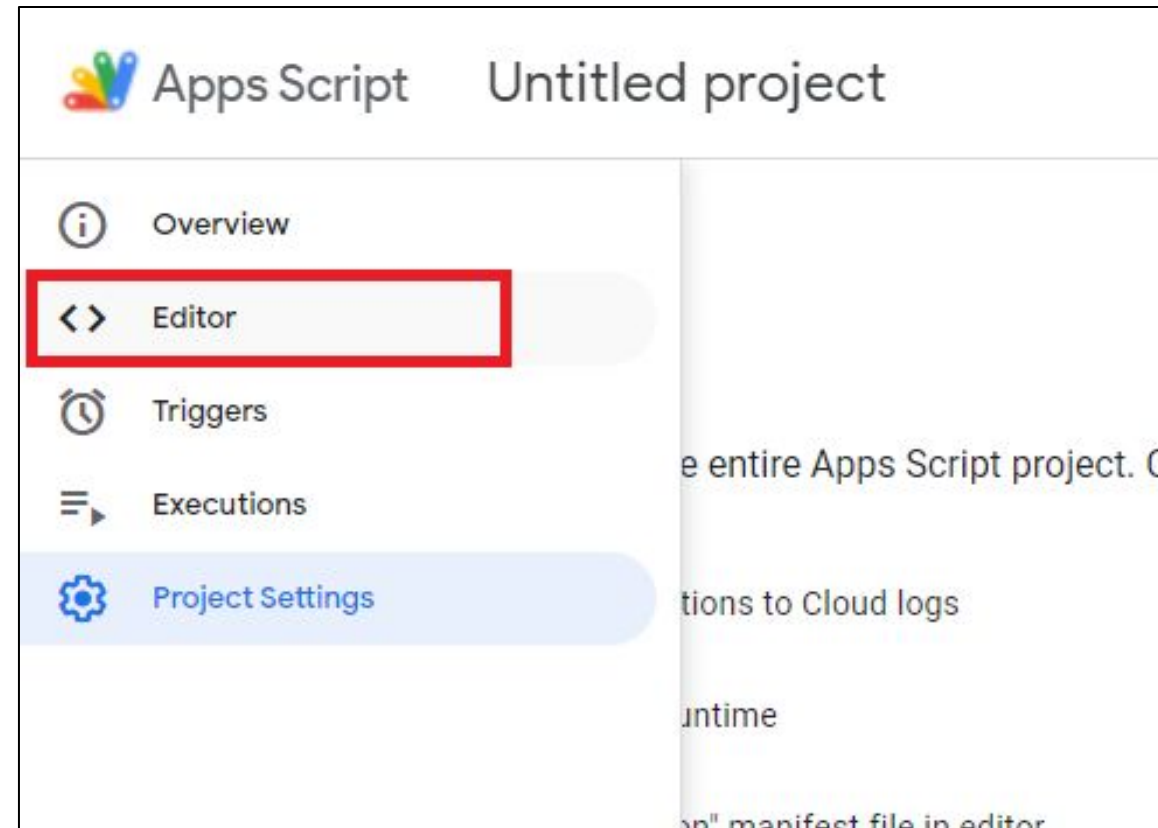
Step 1. Choose or create a new Google Cloud Platform project [here](#). Remember to set up your OAuth Scope after creating your project.

Step 2. Enter the Google Cloud Platform project number below. When you set a new project:

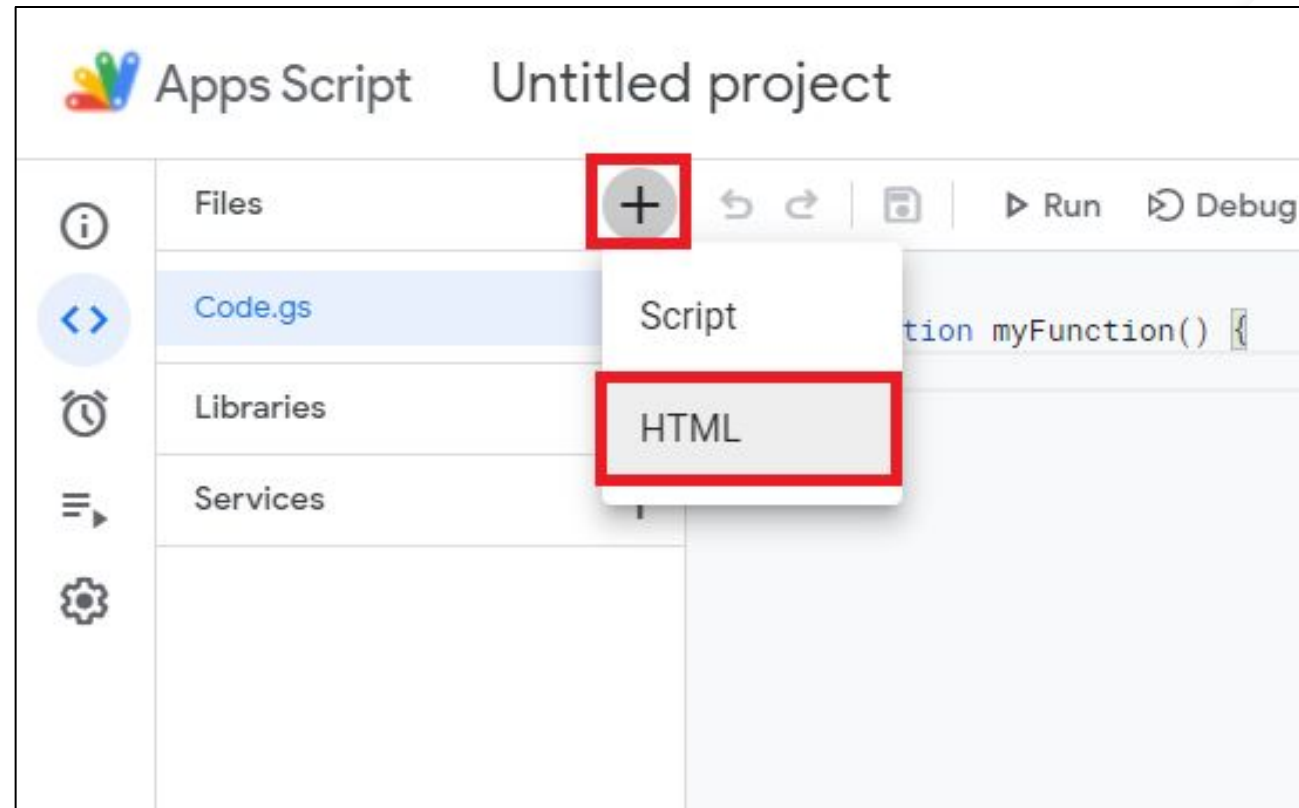
- All user authentications for your old project will be permanently revoked.
- You will not be able to revert to an Apps Script-managed project.

GCP project number
 [Set project](#)

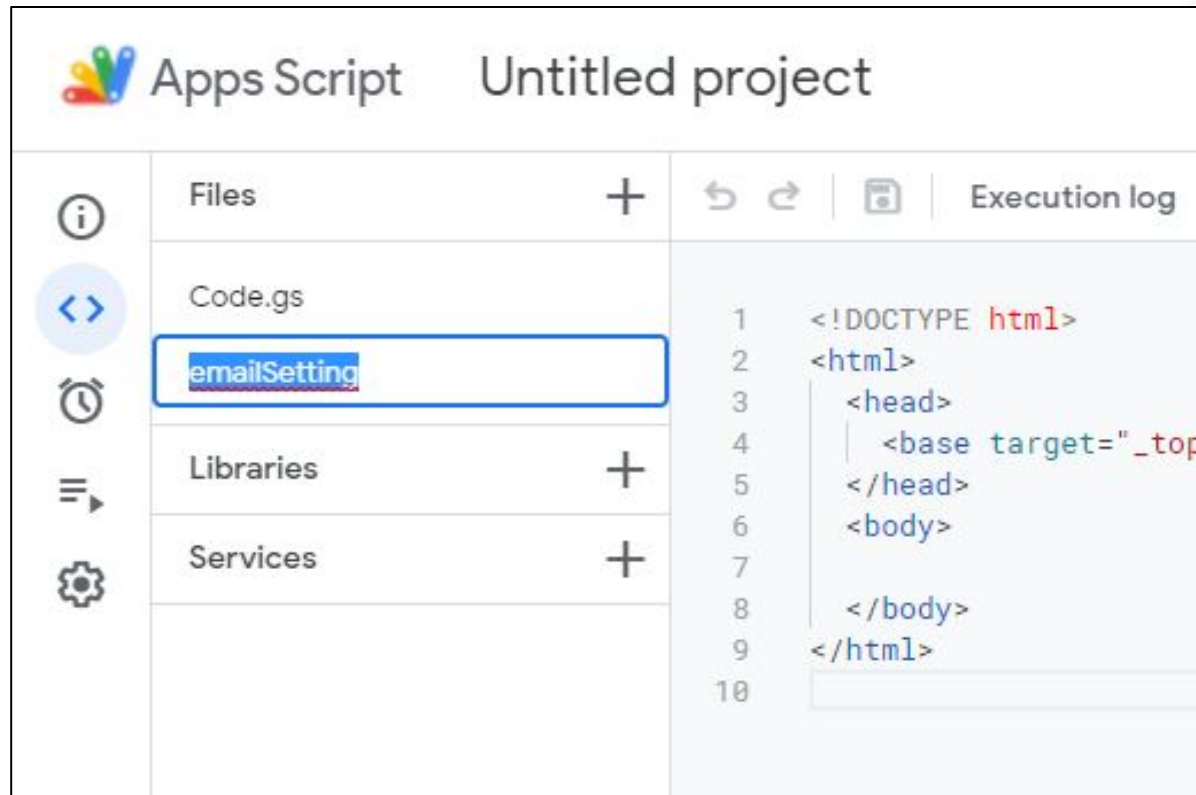
29. Click: Editor



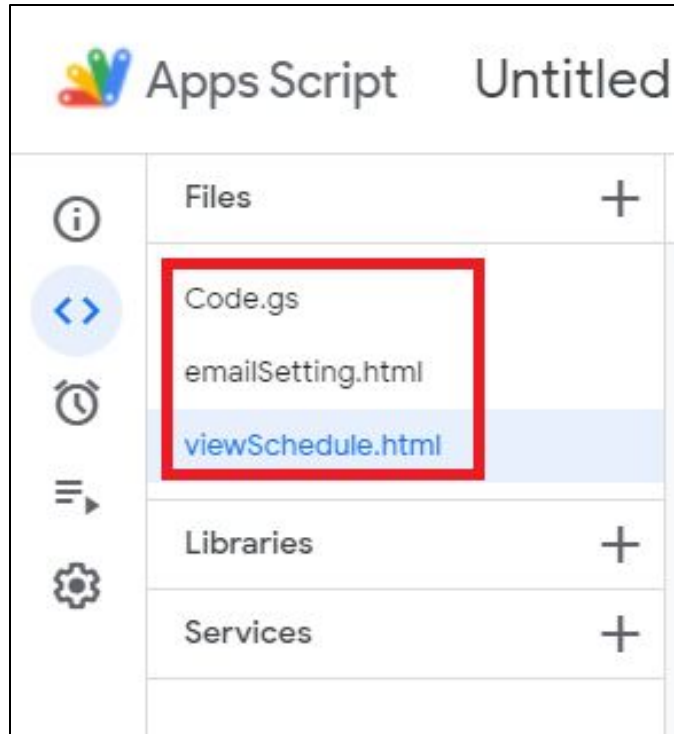
30. Click: **+**, then click: **HTML**



31. Type exactly: **emailSetting**



32. Repeat step 30 and 31 for **viewSchedule**



After you repeat step 30 and 31 for *viewSchedule*, you should have 3 files:

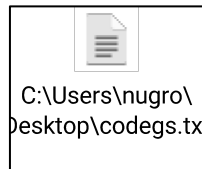
1. Code.gs
2. emailSetting.html
3. viewSchedule.html

33. Copy-paste the code from the txt file, then click

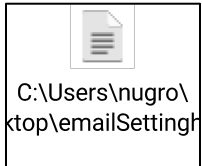
**Each file (Code.gs, emailSetting.html, and viewSchedule.html) have different code. Open the 3 attached txt files below.*

Code.gs

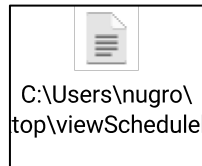
CTRL + A, then CTRL + C



emailSetting.html



viewSchedule.html




```
code.gs.txt - Notepad
File Edit Format View Help
function onOpen() {
  var ui = SpreadsheetApp.getUi();
  ui.createMenu('Sheet Export')
    .addItem('View Back-up Schedule', 'viewSchedule')
    .addSeparator()
    .addItem('Manage Back-up', 'emailSetting')
    .addToUi();
}

//Display emailSetting HTML Interface
function emailSetting(){
  var ui = SpreadsheetApp.getUi();
  var html = HtmlService.createTemplateFromFile("emailSetting");
  ui.showModalDialog(html.evaluate(), "Manage Back-up");
}

//Test Export
function sendEmails(form){
  try {
    var ss = SpreadsheetApp.getActive();
    var sheets = ss.getSheets();
    var type = form.type;
    var cc = form.emailCC;
    var bcc = form.emailBCC;

    var datetime = Utilities.formatDate(new Date(), SpreadsheetApp.
Ln 353, Col 1 100% Windows (CRLF) UTF-8
```

Apps Script Untitled project

Files +  Run Debug myFunction Execution log

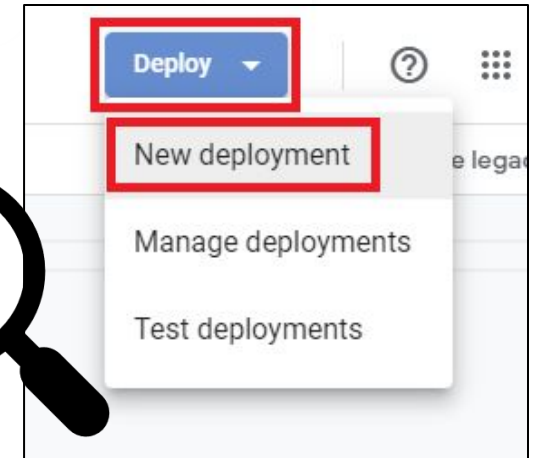
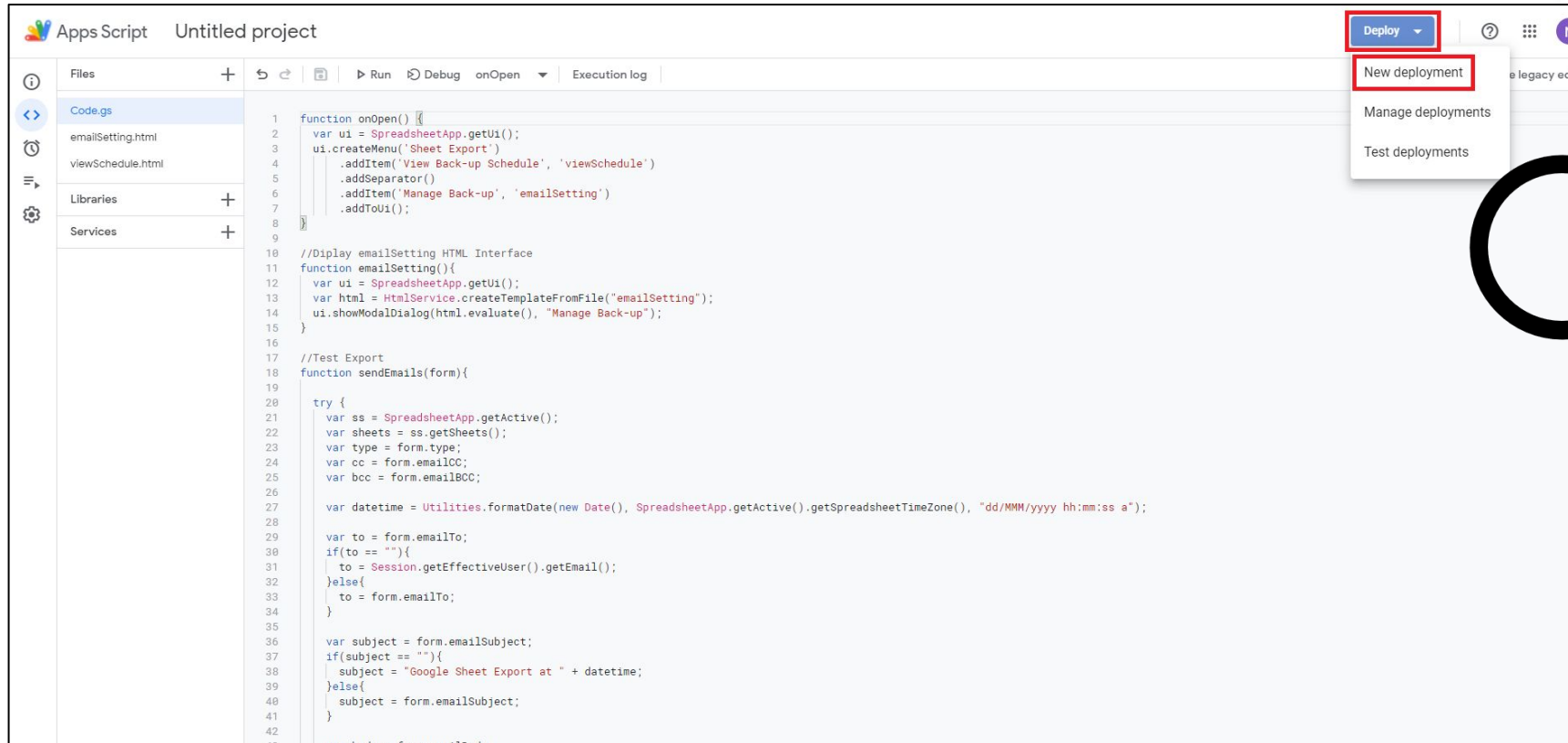
- Code.gs
- emailSetting.html
- viewSchedule.html

```

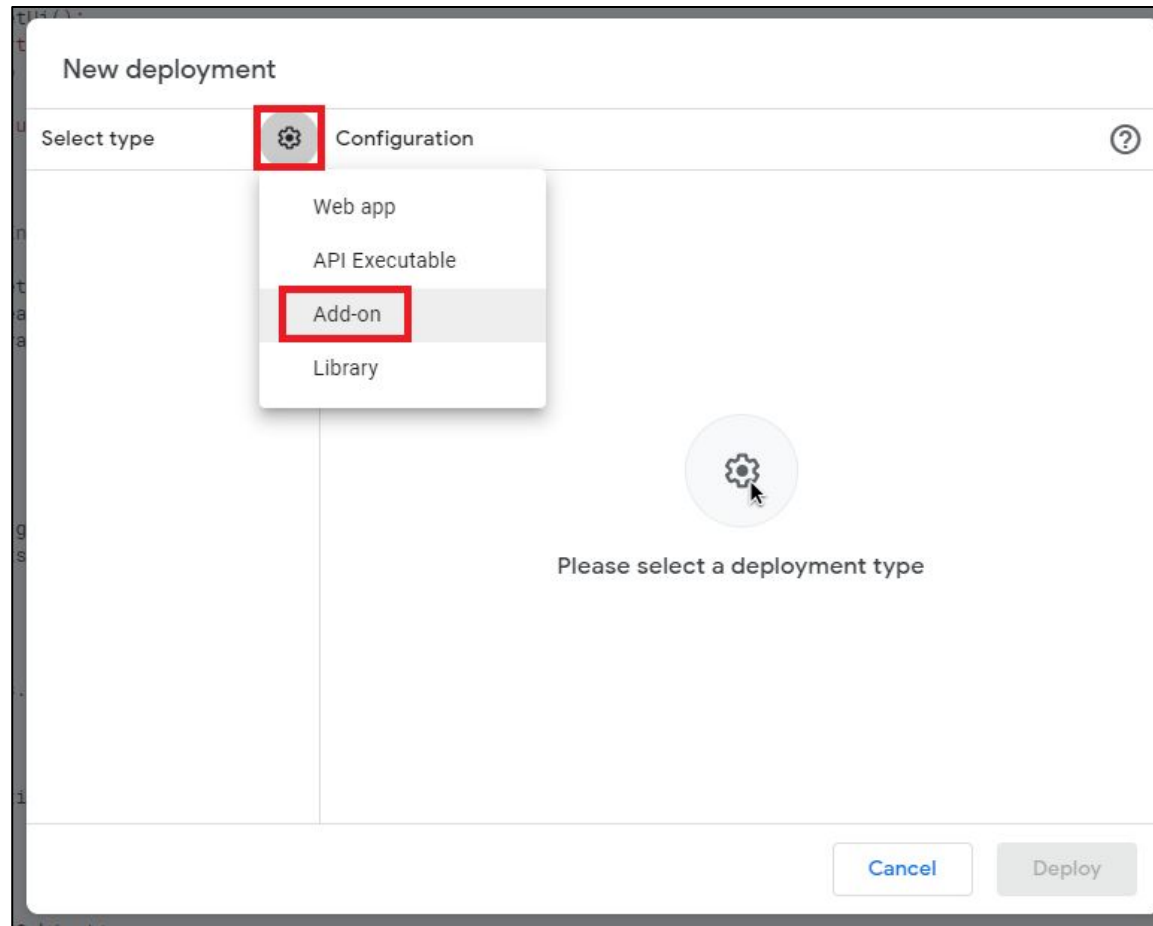
1 function onOpen() {
2   var ui = SpreadsheetApp.getUi();
3   ui.createMenu('Sheet Export')
4     .addItem('View Back-up Schedule', 'viewSchedule')
5     .addSeparator()
6     .addItem('Manage Back-up', 'emailSetting')
7     .addToUi();
8 }
9
10 //Display emailSetting HTML Interface
11 function emailSetting(){
12   var ui = SpreadsheetApp.getUi();
13   var html = HtmlService.createTemplateFromFile("emailSetting");
14   ui.showModalDialog(html.evaluate(), "Manage Back-up");
15 }
16
17 //Test Export
18 function sendEmails(form){
19
```

CTRL + A, then CTRL + V

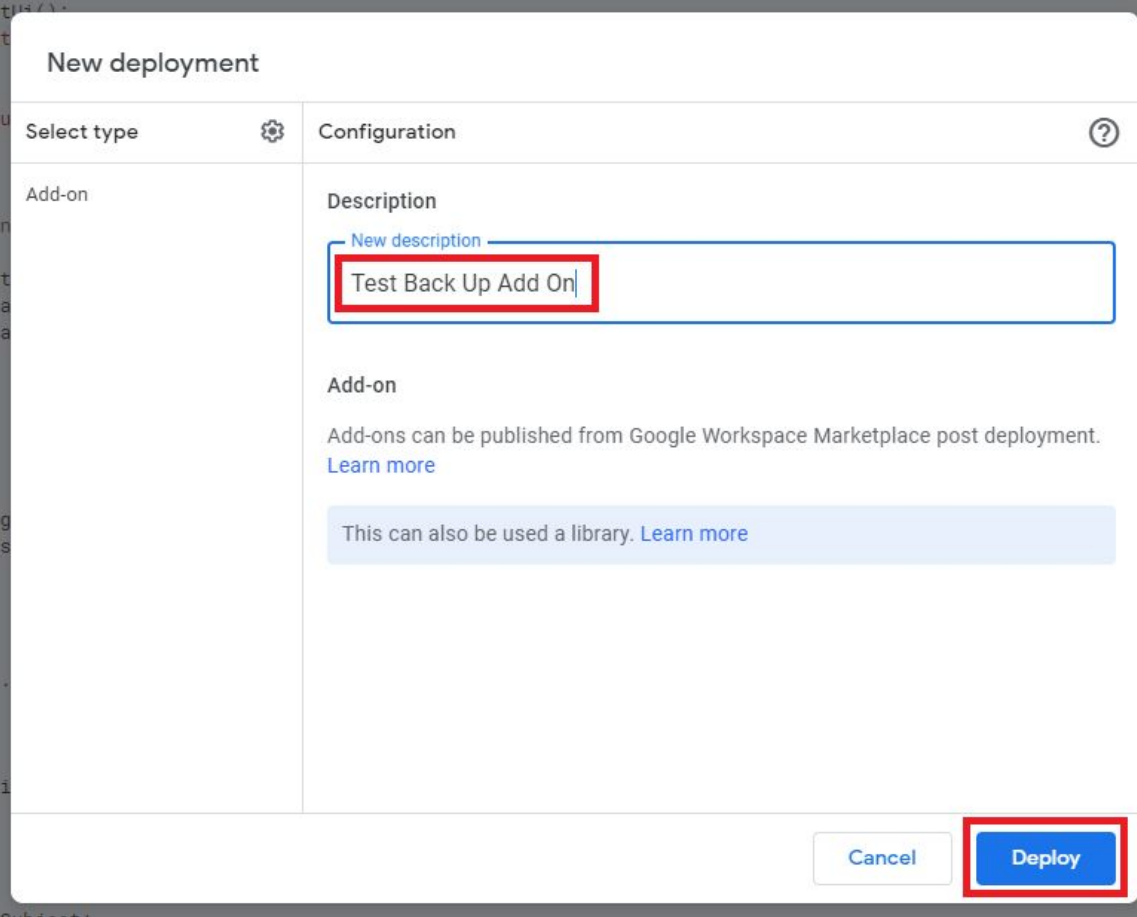
34. Click: **Deploy**, then click: **New deployment**



35. Click: , then click: **Add-on**





36. Type your description (any), then click: **Deploy**



The screenshot shows a 'New deployment' dialog box with two main sections: 'Select type' and 'Configuration'. The 'Select type' section on the left has a gear icon and lists 'Add-on' as the selected option. The 'Configuration' section on the right has a help icon and contains a 'Description' field with a blue border and a red highlight around the text 'Test Back Up Add On'. Below the description field, there is an 'Add-on' section with explanatory text and a 'Learn more' link. At the bottom right, there are two buttons: 'Cancel' and 'Deploy', with the 'Deploy' button highlighted with a red border.

New deployment

Select type  Configuration 

Add-on

Description

New description

Test Back Up Add On

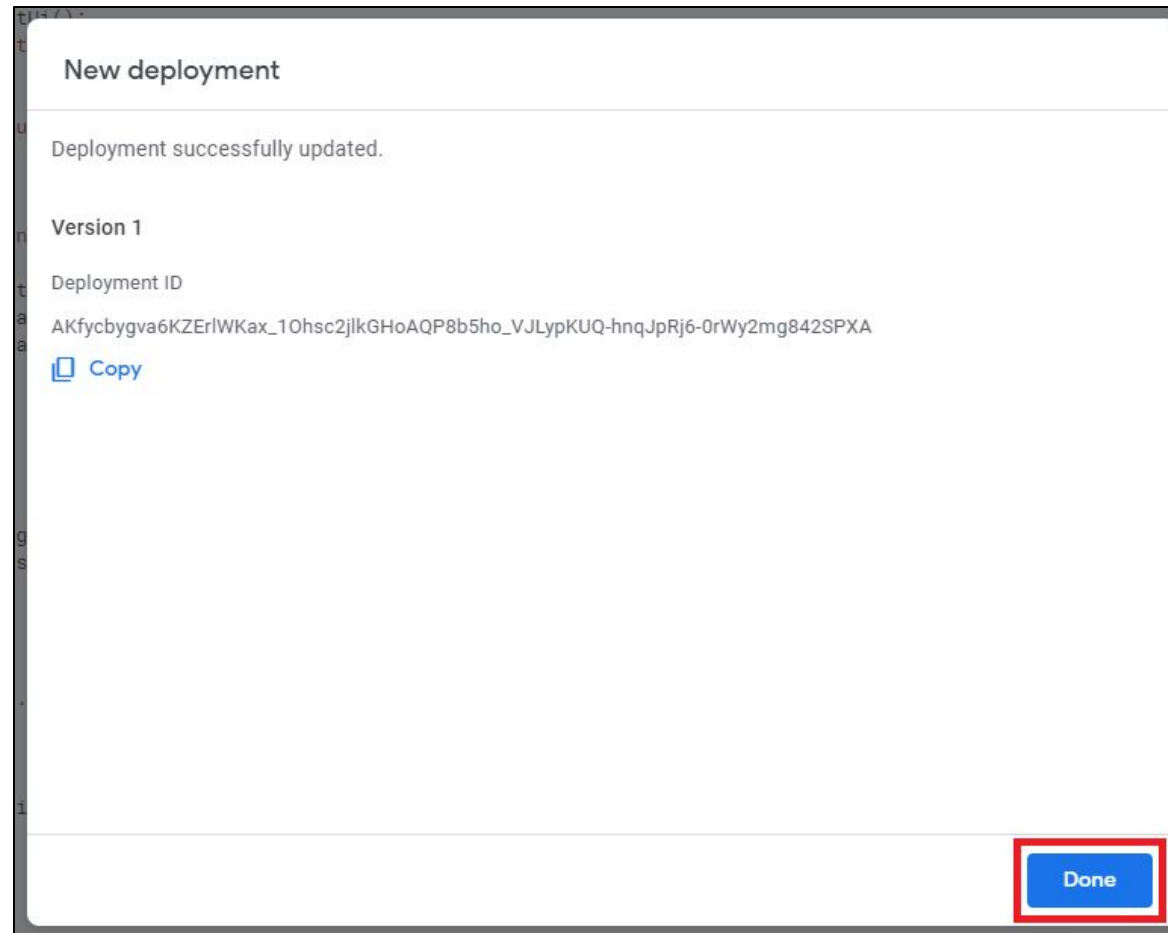
Add-on

Add-ons can be published from Google Workspace Marketplace post deployment.
[Learn more](#)

This can also be used a library. [Learn more](#)

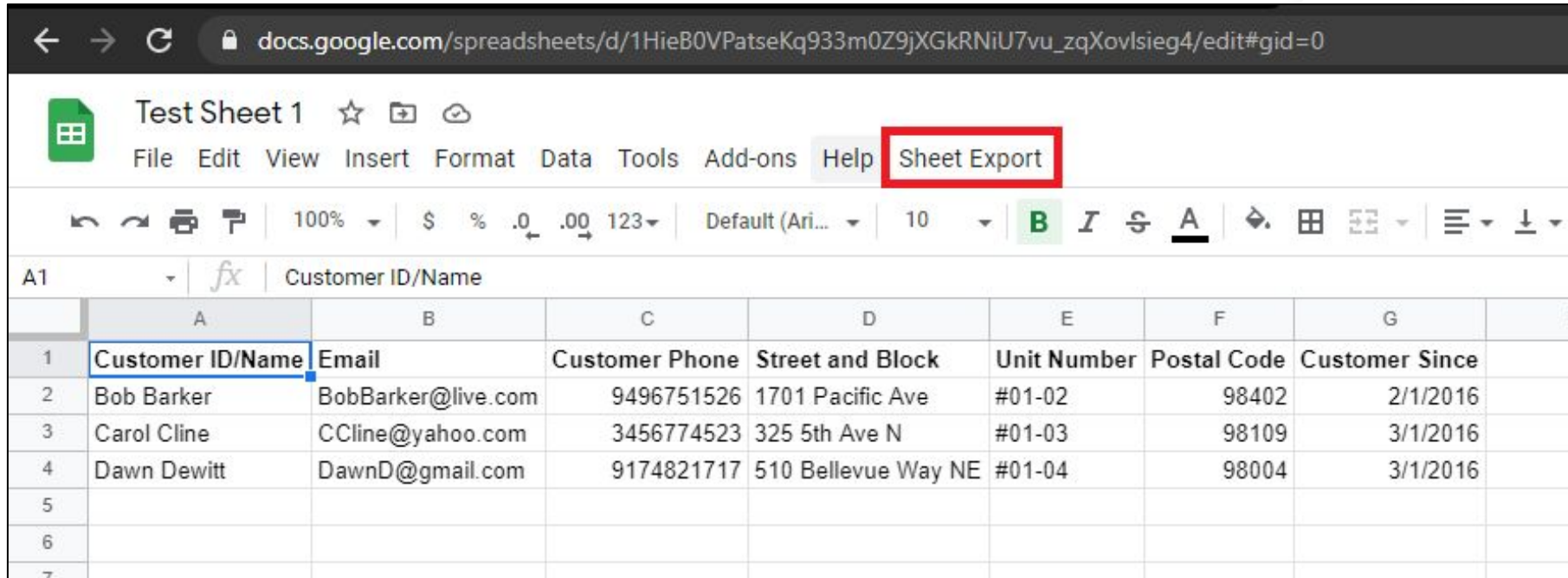
Cancel Deploy

37. Click: Done



39. You now can use the add-on from “Sheet Export” tab

**The tab should appear 3-4 seconds after the webpage loaded.*



The screenshot shows a Google Sheets document titled "Test Sheet 1". The top menu bar includes File, Edit, View, Insert, Format, Data, Tools, Add-ons, Help, and Sheet Export. The "Sheet Export" tab is highlighted with a red box. Below the menu bar is a toolbar with various icons for undo, redo, print, and formatting. The spreadsheet data is as follows:

	A	B	C	D	E	F	G
1	Customer ID/Name	Email	Customer Phone	Street and Block	Unit Number	Postal Code	Customer Since
2	Bob Barker	BobBarker@live.com	9496751526	1701 Pacific Ave	#01-02	98402	2/1/2016
3	Carol Cline	CCline@yahoo.com	3456774523	325 5th Ave N	#01-03	98109	3/1/2016
4	Dawn Dewitt	DawnD@gmail.com	9174821717	510 Bellevue Way NE	#01-04	98004	3/1/2016
5							
6							
7							