

Gmail Auto-Reply Script with Approval - Report

Project Overview

This Google Apps Script automates Gmail replies while requiring manual approval before sending. It ensures that no duplicate replies are sent and allows customization of criteria for finding emails.

Features & Workflow

- Finds unread emails matching specified criteria.
- Marks emails with 'Pending-Auto-Reply' label for approval.
- Once approved, replies with a predefined message.
- Applies labels to replied emails to track responses.
- Optional automation every 30 minutes to check for new emails.

Installation & Usage

1. Open Google Apps Script (<https://script.google.com/>)
2. Create a new project and paste the script.
3. Customize EMAIL_CRITERIA and AUTO_REPLY_TEXT.
4. Run findEmailsForApproval() to mark emails for approval.
5. Approve emails in Gmail (label: Pending-Auto-Reply).
6. Run sendApprovedReplies() to send responses.

Code Explanation

- **findEmailsForApproval()**: Searches for emails matching the criteria and labels them.
- **sendApprovedReplies()**: Sends replies to approved emails and removes pending label.
- **listAllLabels()**: Lists all Gmail labels for debugging.
- **setupAutomaticFinding()**: Sets up an automated trigger to find emails every 30 minutes.

Automation & Scheduling

Using Google Apps Script Triggers, the script can run findEmailsForApproval() every 30 minutes. However, sendApprovedReplies() must still be run manually for security reasons.

Debugging & Troubleshooting

- Ensure emails are correctly labeled as 'Pending-Auto-Reply'.

Gmail Auto-Reply Script with Approval - Report

- Check if Gmail search criteria correctly match emails.
- Run `listAllLabels()` to verify label existence.
- Enable `DEBUG_MODE` to log detailed actions.

Security Considerations

The script requires access to Gmail, so users must grant permissions. For security, ensure that only trusted personnel have access to execute this script.