

AUG 2019

AUTOPOPULATE GOOGLE FORMS

USER GUIDE

Prepared by: Jenita John

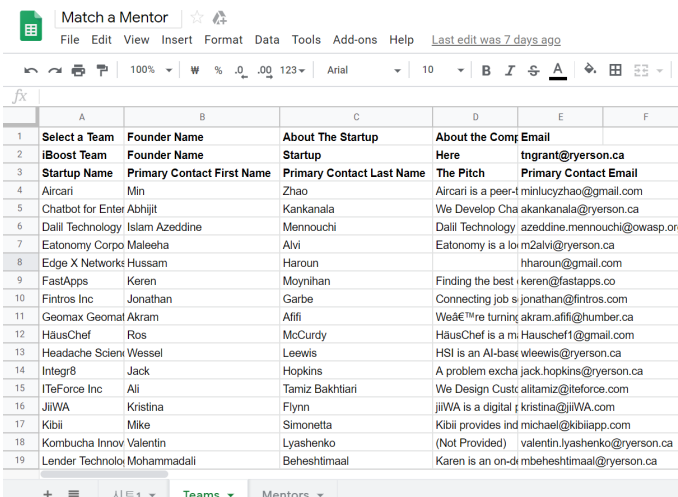
Approved by: Tabitha Grant
iBoost Zone, Operations Coordinator

01 PROJECT GOAL:

TO AUTO-POPULATE CHOICES IN GOOGLE FORM FROM GOOGLE SHEETS

The goal of the project was to automatically populate the drop-down choices in the *Time Slots for Mentors* form with mentor or team names as it is added to the *Match a Mentor* spreadsheet. The newly added name in the spreadsheet is compared to the existing choices in the Google form. If the name is not in one of the choices, it is temporarily pushed into an array and the stored values are set as choices.

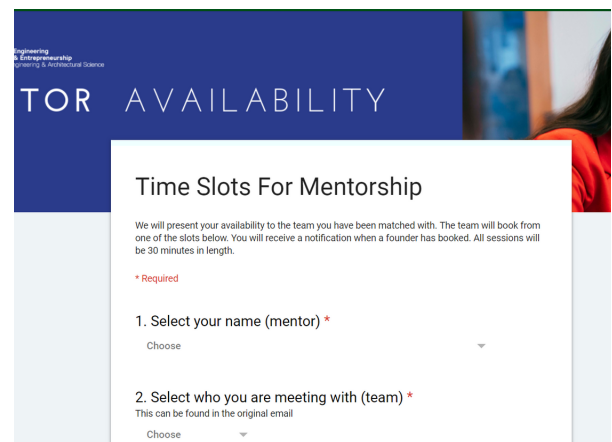
The Process



	A	B	C	D	E	F
1	Select a Team	Founder Name	About The Startup	About the Com	Email	
2	iBoost Team	Founder Name	Startup	Here	tngrant@ryerson.ca	
3	Startup Name	Primary Contact First Name	Primary Contact Last Name	The Pitch	Primary Contact Email	
4	Aircari	Min	Zhao	Aircari is a peer-t	miniucyzhao@gmail.com	
5	Chatbot for Enter	Abhijit	Kankanala	We Develop Cha	akankanala@ryerson.ca	
6	Dalii Technology	Islam Azeddine	Mennouchi	Dalii Technology	azeddine.mennouchi@owasp.org	
7	Eatonomy Corpo	Maleeha	Alvi	Eatonomy is a lo	m2alvi@ryerson.ca	
8	Edge X Networks	Hussam	Haroun		hharoun@gmail.com	
9	FastApps	Keren	Moynihn	Finding the best	keren@fastapps.co	
10	Fintros Inc	Jonathan	Garbe	Connecting job s	jjonathan@fintros.com	
11	Geomax Geomat	Akram	Afifi	Weâ€™re turnin	akram.afifi@humber.ca	
12	HäusChef	Ros	McCurdy	HäusChef is a m	Hauschef1@gmail.com	
13	Headache Scien	Wessel	Leewis	HSI is an AI-base	wleewis@ryerson.ca	
14	Integr8	Jack	Hopkins	A problem excha	jack.hopkins@ryerson.ca	
15	ITeForce Inc	Ali	Tamiz Bakhtari	We Design Cust	alitamiz@iteforce.com	
16	JiWA	Kristina	Flynn	jiWA is a digital	kristina@jiWA.com	
17	Kibii	Mike	Simonetta	Kibii provides ind	michael@kibiapp.com	
18	Kombucha Innov	Valentin	Lyashenko	(Not Provided)	valentin.lyashenko@ryerson.ca	
19	Lender Technol	Mohammadali	Beheshtimaal	Karen is an on-di	mbeheshtimaal@ryerson.ca	

The mentor/team name is added to *Match a Mentor*

The on-change trigger is activated and runs the **UpdateForm** function



MENTOR AVAILABILITY

Time Slots For Mentorship

We will present your availability to the team you have been matched with. The team will book from one of the slots below. You will receive a notification when a founder has booked. All sessions will be 30 minutes in length.

* Required

1. Select your name (mentor) *

Choose

2. Select who you are meeting with (team) *

This can be found in the original email

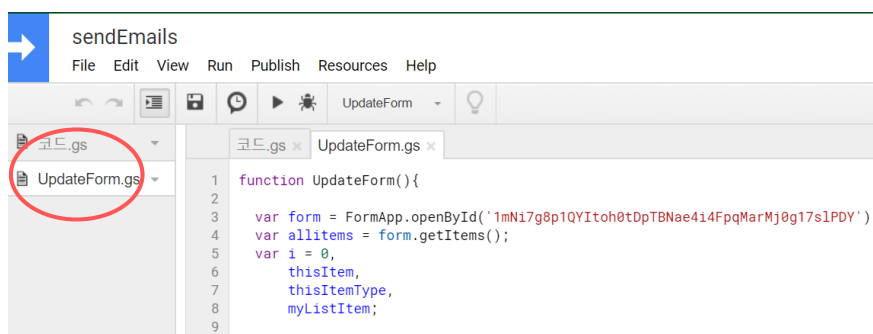
Choose

The added names are added to choices in *Time Slots for Mentors* form

01 HOW IT WORKS?

There are three main components to this project: the Google Spreadsheet(*Match a Mentor*), Script Editor and Google Form(*Time Slots for Mentorship*).

1. The **Script Editor** is bounded to *Match a Mentor* **Google Spreadsheet**.
2. To access the **Script Editor**, go to Tools > Script Editor in *Match a Mentor*.
3. In the **Script Editor**, the function **UpdateForm** can be found in the **UpdateForm** file. This function uses **Google Form's** unique **ID** to link the form to the bounded spreadsheet . This way, every time a change is made to the *Match a Mentor* spreadsheet it is also reflected on the *Time Slots for Mentorship* form.



4. To detect change, an **on-change** trigger is set to the spreadsheet. This lets the Apps Script run the **UpdateForm** function automatically if a certain event occurs. To edit or view trigger go to Edit > Current project's trigger.

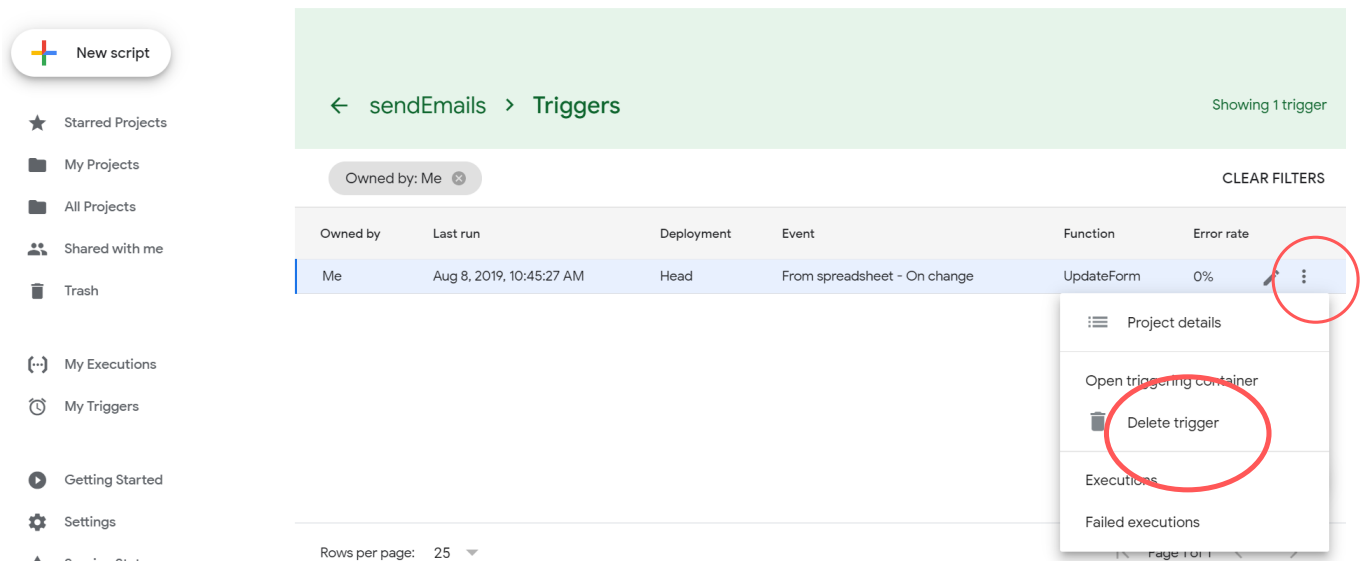
HOW TO TURN OFF TRIGGER

In the script editor go to Edit > Current project's trigger, this will take you to a new window with all the current project's triggers.

Then, to permanently delete a trigger hover to the three vertical dots and click "Delete Trigger".

This will permanently delete the trigger.

03



The screenshot shows the Google Cloud Platform Triggers interface. On the left is a sidebar with navigation options: 'New script', 'Starred Projects', 'My Projects', 'All Projects', 'Shared with me', 'Trash', 'My Executions', 'My Triggers', 'Getting Started', 'Settings', and 'Service Status'. The main area displays a list of triggers for the project 'sendEmails'. A table lists the triggers with columns: Owned by, Last run, Deployment, Event, Function, and Error rate. One trigger is shown: 'UpdateForm' with an error rate of 0%. A red circle highlights the three-dot menu icon at the end of the row. A dropdown menu is open, showing options: 'Project details', 'Open triggering container', 'Delete trigger' (which is circled in red), 'Executions', and 'Failed executions'. Below the table, it says 'Rows per page: 25'.

Owned by	Last run	Deployment	Event	Function	Error rate
Me	Aug 8, 2019, 10:45:27 AM	Head	From spreadsheet - On change	UpdateForm	0%

DON'TS

Do not change the name of the sheets.