

Checklist Dashboard Creation

Saturday 14 December 2024 08:32

To create a dashboard system that minimizes user interaction with data, use Google Sheets as a backend and Looker Studio for a user-friendly, visual interface.

Benefits of Looker Studio

1. **Real-Time Data:** Automatically updates dashboards with backend changes.
2. **Simplified Access:** Users view interactive visuals, avoiding raw data manipulation.
3. **Customization:** Tailored dashboards for KPIs and filters ensure relevance.
4. **Automation:** Streamlined reporting and notifications save time.

Impact on Staff

1. **Accountability:** Clear KPIs tie performance to individuals or teams.
2. **Transparency:** Real-time tracking ensures visibility of progress.
3. **Efficiency:** Reduces manual tasks, highlights inefficiencies, and supports data-driven decisions.

Implementation

- Use Google Sheets for structured data and automation.
- Connect Looker Studio to Sheets for real-time, user-friendly dashboards.
- Automate reporting and alerts to keep stakeholders informed.

Looker Studio simplifies data interaction, enhances accountability, and improves efficiency, empowering your team to focus on actionable insights.

Looker Studio - lookerstudio.google.com

Format: <https://tinyurl.com/ultimate-checklist-v6-1>

Video: <https://youtu.be/W6hyGF6s04o>

If you are creating a new checklist, kindly ensure that for the tasks generated into the 'Master' tab sheet, a minimum of 1 task needs to be showing date & time (if required) in the 'Actual' column which in this case is 'H' so that looker

time will be required in the Actual column which in this case is 'H' so that looker studio can recognize that column and determine that you will be entering values in that column eventually upon task completion

If you are marking the task as done and no date/time is showing in the actual column 'H'; then most likely you haven't run the 'Click here after authorization' button below the 'Click Here' button in the 'Setup' tab as below. Ultimately it will be redundant as we would be updating date/time using looker studio but for now having it enabled for setup purposes is highly recommended hence please click on the 'Click here after authorization' button marked in thick black box after the blue 'Click Here' button has been clicked to install the script. After this has been completed, date/time will now be showing in the actual column once the status of the task has been marked as 'Done'.

Please click the blue button to install the script



Open [Looker Studio](#) in a new tab in browser (preferably Google Chrome since we are working in Google Workspace and the entire system is built on Google platform)

Next, we ensure that the login ID used for Looker Studio is the same as compared to the login ID used for the creation of Checklists google sheet

Daily Checklists

File Edit View Insert Format Data Tools Extensions Help Ultimate Checklist

A1:E1 Please click the blue button to install the script

1 Please click the blue button to install the script

2

3

4

5

6

7

8

9

CLICK HERE

Click here after authorisation

madhav@nutty-nuts.com
Managed by nutty-nuts.com
Learn more | Admin console

Hi, Madhav!

Manage your Google Account



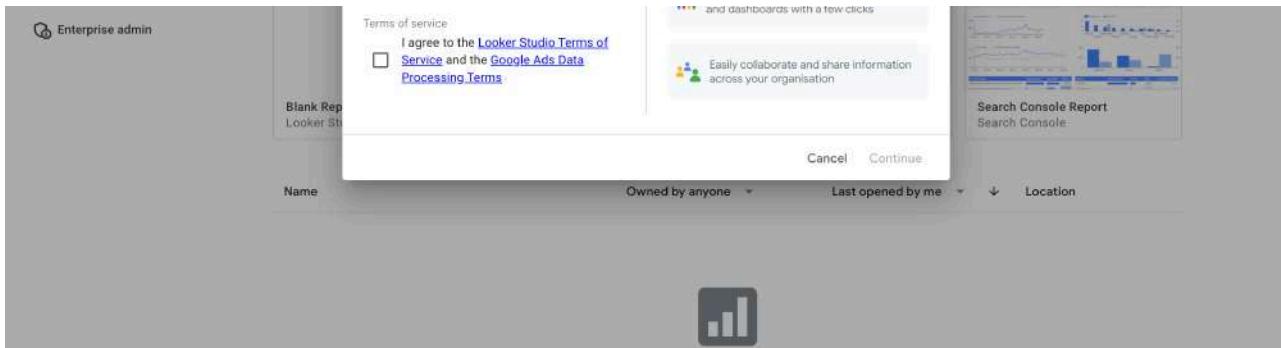
A screenshot of the Looker Studio interface. At the top left is the "Looker Studio" logo and a search bar. Below the search bar are tabs for "Recent", "Reports", "Data sources", and "Explorer". A "Recent" section shows items like "Shared with me", "Owned by me", and "Bin". A promotional banner for "Get Looker Studio Pro" is visible. On the right side, there is a user account sidebar for "Madhav Kanchan" (madhav@nutty-nuts.com) with options to "Add an account", "Manage account", and "Sign out".

Once we have verified that the user IDs are the same (the login e-mail IDs which in this case is madhav@nutty-nuts.com), we will click on create a report as below

A screenshot of the Looker Studio interface. The "Create" button is highlighted. A dropdown menu shows three options: "Report" (selected), "Data source", and "Explorer (BETA)". Other buttons include "Bin", "Templates", and "Enterprise admin".

If you are using Looker Studio for the first time, you will be getting the below 'account setup' screen.

A screenshot of the Looker Studio interface. A modal window titled "Get started, let's complete your account setup" is displayed. It says "Step 1 of 2 Enter your basic info" and has fields for "Country" (set to "United States") and "Company". To the right, there is a section titled "How Looker Studio can help" with a "Google Cloud" link and a "Template Gallery" link. The main navigation bar at the top includes "Recent", "Reports", "Data sources", and "Explorer".



Fill in the required details

To get started, let's complete your account setup

Step 1 of 2
Enter your basic info

Country: United Arab Emirates

Company: Nutty Nuts

Company name can't be changed later

Terms of service

I agree to the [Looker Studio Terms of Service](#) and the [Google Ads Data Processing Terms](#)

How Looker Studio can help

- Connect to all your data sources, bring your insights together
- Create meaningful visualisations, reports and dashboards with a few clicks
- Easily collaborate and share information across your organisation

Cancel Continue

You can choose to opt-in however I have chosen to opt-out from all 3

To get started, let's complete your account setup

Step 2 of 2
Select which updates you want to receive

You can unsubscribe or change these in user settings later. You can also unsubscribe at any time by clicking on a link within our emails. Regardless of your selections, we may still send you information about important product updates that may impact your account.

Google Inc. 1600 Amphitheatre Parkway, Mountain View, CA 94043 USA

Tips and recommendations
Would you like to receive emails with tips and recommendations about how to get the most out of your Looker Studio account?

Yes No

Product announcements
Would you like to receive updates on the latest features, updates and product announcements by email?

Yes No

Market research
Would you like to participate in Google market research and pilots to help us improve Looker Studio?

Yes No

You should now be getting the below screen

The screenshot shows the 'Add data to report' screen in Looker Studio. At the top, there are buttons for 'Reset', 'Share', 'View', and a user profile. Below that is a toolbar with icons for 'File', 'View', 'Page', 'Help', and various data manipulation tools like 'Add page', 'Add data', 'Add a chart', 'Add a control', 'Theme and layout', and 'Pause updates'. A large central area is labeled 'Add data to report'. Below this, a section titled 'Connect to data' has a 'Search' bar. Underneath, there's a heading 'Google Connectors (24)' with a sub-note 'Connectors built and supported by Looker Studio Learn more'. A grid of connector cards is displayed:

- Looker** By Google. Connect to your Looker semantic models.
- Google Analytics** By Google. Connect to Google Analytics.
- Google Ads** By Google. Connect to Google Ads performance report data.
- Google Sheets** By Google. Connect to Google Sheets.
- BigQuery** By Google. Connect to BigQuery tables and custom queries.
- AppSheet** By Google. Connect to AppSheet app data.
- File Upload**
- Microsoft Excel**
- Amazon Redshift**

We need to select 'Google Sheets'. Once that is done, you will be getting the following screen

The screenshot shows the 'Google Sheets' connector details page. At the top, there's a back arrow, a title 'Add data to report', and a 'Data credentials' dropdown set to 'Madhav Kanchan'. Below the title, there's a card for 'Google Sheets' with a 'By Google' icon. The card text says: 'The Google Sheets connector allows you to access data stored in a Google Sheets worksheet.' It includes 'LEARN MORE' and 'REPORT AN ISSUE' links. Underneath, there's an 'Authorisation' section with a note: 'Looker Studio requires authorisation to connect to your Google Sheets.' A blue 'AUTHORISE' button is visible. To the right, there's a 'Data credentials' dropdown set to 'Madhav Kanchan'.

Authorization needs to be given for Looker Studio to function properly and integrate with Google Sheets correctly.

The screenshot shows a Google sign-in dialog. At the top left is a 'Sign in with Google' button. In the center, there's a blue circular profile picture with a white letter 'M' and the name 'Madhav Kanchan' next to it, along with the email 'madhav@nutty-nuts.com'. Below this, there's a link 'Use another account'. At the bottom left, it says 'to continue to [Looker Studio](#)'. At the very bottom, there's a note: 'Before using this app, you can review Looker Studio's [privacy policy](#) and [Terms of Service](#)'.

Once the required authorizations/permissions have been given, you should be getting the below screen

The screenshot shows the 'Google Sheets' connector interface. At the top, there's a header with a back arrow, 'Add data to report', 'Data credentials: Madhav Kanchan', and a close button. Below the header, there's a section for 'Google Sheets' by Google, stating it allows access to Google Sheets worksheets. There are 'LEARN MORE' and 'REPORT AN ISSUE' links. The main area has tabs for 'ALL ITEMS', 'OWNED BY ME', 'SHARED WITH ME', 'STARRED', 'URL', and 'OPEN FROM GOOGLE DRIVE'. The 'Spreadsheet' tab is selected, showing a search bar and a list of available spreadsheets: Daily Checklists, Delegation Sheet, IMS Sheet, Local Purchase_v2, Kanuj SOA, O2D_v2, YNR SOA, EA Delegation, Enquiry Capture Sheet, and On-Time Delivery. On the right side, there are 'Cancel' and 'Add' buttons.

Select the checklist google sheet for which you want to create the dashboard for. In our case, it would be the 'Daily Checklists' google sheet so we select it as below.

This screenshot shows the same Google Sheets connector interface as the previous one, but with the 'Worksheet' tab selected. The 'Spreadsheet' tab is still visible on the left. The 'Worksheet' tab has a search bar and a list of available worksheets: ImportChecklist, Instructions, Setup Sheet, Week List, Doer List, Task List, Master, Working Day Calendar, Dashboard, and 52-Week. The 'Master' sheet is highlighted. On the right, there are 'Options' with checkboxes for 'Use first row as headers' (checked), 'Column headers must be unique.', 'Include hidden and filtered cells' (checked), and 'Include specific range' (unchecked). There are 'Cancel' and 'Add' buttons at the bottom right.

Next, we select the 'Master' sheet which contains all the data required for which the dashboard needs to be generated for as below:

This screenshot shows the Google Sheets connector interface again, with the 'Worksheet' tab selected. The 'Spreadsheet' tab is visible. The 'Worksheet' tab shows the 'Master' sheet selected from a list of worksheets. On the right, the 'Options' section includes checked boxes for 'Use first row as headers', 'Column headers must be unique.', and 'Include hidden and filtered cells', along with an unchecked 'Include specific range' box. The 'Cancel' and 'Add' buttons are at the bottom right.

The screenshot shows the EA Delegation dashboard with the 'On-Time Delivery Format' selected. At the top right, there are 'Cancel' and 'Add' buttons.

Next, we press the 'Add' button to show the below screen

The dialog box has a title 'You are about to add data to this Report'. It contains the text: 'Daily Checklists - Master'. Below it says: 'Note that **Report Editors** can create charts using the new data source(s), and can add dimensions and metrics not currently included in the Report.' There is a checkbox 'Don't show me this again' and two buttons at the bottom: 'CANCEL' and a large blue 'ADD TO REPORT' button.

Click on 'Add to Report' button to get the below screen

The report editor interface shows an 'Untitled Report' with a table containing data. The table has columns 'Name' and 'Record Count'. The data rows are:

Name	Record Count
1. Prabhakar	4,203
2. Chaitra	4,140
3. Jyoti	943
4. Ganesh	647
5. Sowthi	331

To the right, a sidebar titled 'Chart' shows the setup for the chart. Under 'Data source', 'Daily Checklists - Master' is selected. Under 'Metric', 'Record Count' is selected. Other options like 'Actual', 'Department', 'Email', etc., are listed under 'Data'.

Next we re-size the report and leave sufficient gap at the top for insertion of controls for filtration of tasks

The report editor interface shows the same setup as before, but the window has been resized to leave a gap at the top for inserting controls.

The screenshot shows the Looker Studio interface with a chart setup. On the left, there is a preview area displaying a table with columns: Name, Record Count, and a third column which is partially visible. The table has 5 rows with data: 1. Prabodhani (Record Count: 4,302), 2. Chitra (Record Count: 4,160), 3. Jyoti (Record Count: 993), 4. Ganesh (Record Count: 662), and 5. Radha (Record Count: 331). Below the preview is a note: "Data last updated: 21/12/2024 17:15:19". To the right of the preview is the "Chart" configuration panel. It includes tabs for "SET-UP" and "STYLE". Under "SET-UP", there are sections for "Data source" (set to "Daily Checklists - Master"), "BLEND DATA" (with a plus icon), "Date Range Dimension" (set to "Planned (Date)" in green), "Dimension" (set to "Name" in green), "Metric" (set to "Record Count" in blue), and "Optional metrics", "Metric sliders", and "Number of rows" (set to "Pagination"). On the far right, there is a sidebar with sections for "Data", "Properties", and "Filter bar".

Dimensions mean columns. The columns that we have put in the checklist sheet is referred to as 'Dimensions' in looker studio. Whatever columns we want to add from the checklist sheet to view on the dashboard, we add them under 'Dimension'.

This screenshot provides a detailed view of the dimension configuration in Looker Studio. The "SET-UP" tab is selected. In the "Dimension" section, "Name" is listed under "ABC" (highlighted in green). There is a button to "Add dimension". The "Drill down" toggle switch is turned off. In the "Metric" section, "Record Count" is listed under "AUT" (highlighted in blue). Other sections like "Data source" and "BLEND DATA" are also visible.



Name is not required because when the doer opens his/her dashboard, he/she will only be able to see their tasks anyways (more on this later). We can change it to include the following columns from the checklist sheet: Task ID, Frequency, Task & Planned Date as below

	Task ID	Freq	Task	Planned (Date)	Record Count
1.	3	D	Delegation...	11 Dec 2024	1
2.	5	D	Delegation...	13 Dec 2024	1
3.	6	D	Delegation...	14 Dec 2024	1
4.	8	D	Delegation...	16 Dec 2024	1
5.	10	D	Delegation...	18 Dec 2024	1
6.	11	D	Delegation...	19 Dec 2024	1
7.	12	D	Delegation...	20 Dec 2024	1
8.	13	D	Delegation...	21 Dec 2024	1
9.	15	D	Delegation...	23 Dec 2024	1
10.	16	D	Delegation...	24 Dec 2024	1
11.	17	D	Delegation...	25 Dec 2024	1
12.	19	D	Delegation...	27 Dec 2024	1
13.	20	D	Delegation...	28 Dec 2024	1
14.	22	D	Delegation...	30 Dec 2024	1
15.	23	D	Delegation...	31 Dec 2024	1
16.	25	D	Delegation...	2 Jan 2025	1
17.	26	D	Delegation...	3 Jan 2025	1
18.	27	D	Delegation...	4 Jan 2025	1
19.	29	D	Delegation...	6 Jan 2025	1
20.	30	D	Delegation...	7 Jan 2025	1

Next, we can re-size the columns for easier appearance and better look in such a way it is pleasant for the eyes and simple in appearance when doer sees on his/her dashboard

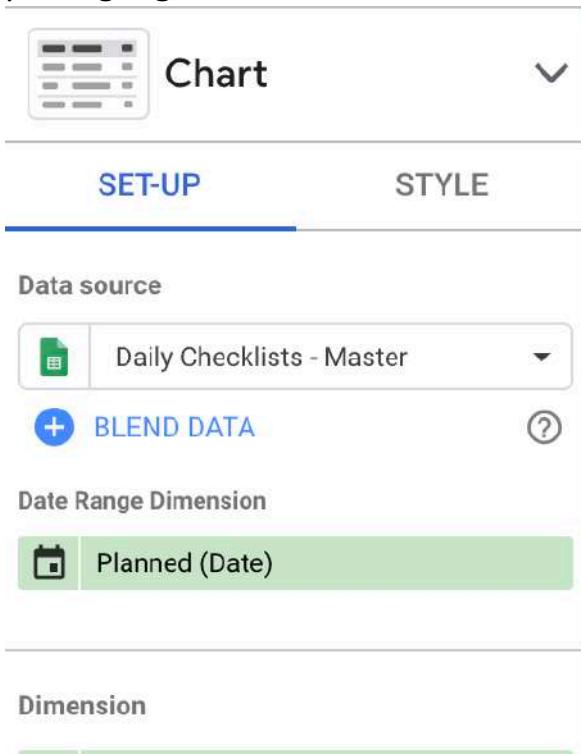
	Task ID	Freq	Task	Planned (Date)	Record Count
1.	3	D	Delegation of tasks by Madhav	11 Dec 2024	1
2.	5	D	Delegation of tasks by Madhav	13 Dec 2024	1

3.	6	D	Delegation of tasks by Madhav	14 Dec 2024	1
4.	8	D	Delegation of tasks by Madhav	16 Dec 2024	1
5.	10	D	Delegation of tasks by Madhav	18 Dec 2024	1
6.	11	D	Delegation of tasks by Madhav	19 Dec 2024	1
7.	12	D	Delegation of tasks by Madhav	20 Dec 2024	1
8.	13	D	Delegation of tasks by Madhav	21 Dec 2024	1
9.	15	D	Delegation of tasks by Madhav	23 Dec 2024	1
10.	16	D	Delegation of tasks by Madhav	24 Dec 2024	1
11.	17	D	Delegation of tasks by Madhav	25 Dec 2024	1
12.	19	D	Delegation of tasks by Madhav	27 Dec 2024	1
13.	20	D	Delegation of tasks by Madhav	28 Dec 2024	1
14.	22	D	Delegation of tasks by Madhav	30 Dec 2024	1
15.	23	D	Delegation of tasks by Madhav	31 Dec 2024	1
16.	25	D	Delegation of tasks by Madhav	2 Jan 2025	1
17.	26	D	Delegation of tasks by Madhav	3 Jan 2025	1
18.	27	D	Delegation of tasks by Madhav	4 Jan 2025	1
19.	29	D	Delegation of tasks by Madhav	6 Jan 2025	1
20.	30	D	Delegation of tasks by Madhav	7 Jan 2025	1

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FREQUENCY OF TASK HAS BEEN REMOVED FROM THE COLUMN AS WE ARE CREATING A DASHBOARD FOR DAILY CHECKLISTS. FOR NON-DAILY CHECKLISTS, YOU KEEP THE FREQUENCY COLUMN.

'Record Count' column is redundant hence not required and be removed as below by clicking on 'x' appearing in a circle next to the 'Record Count' metric as per highlighted box below



The screenshot shows a data visualization tool's configuration interface. At the top, there's a 'Chart' icon and a dropdown menu. Below it, two tabs are visible: 'SET-UP' (which is selected) and 'STYLE'. Under 'SET-UP', there's a 'Data source' section with a dropdown menu set to 'Daily Checklists - Master'. Below that are 'BLEND DATA' and a help icon. Further down, there's a 'Date Range Dimension' section with a 'Planned (Date)' button. At the bottom, there's a 'Dimension' section with a green progress bar.

The screenshot shows a report configuration interface. At the top, there are four dimension cards: 'Task ID' (123), 'Freq' (ABC), 'Task' (ABC), and 'Planned (Date)'. Below these is a dashed box containing a blue '+' button labeled 'Add dimension'. Underneath this is a 'Drill down' toggle switch, which is turned off. A large black-bordered box covers the middle section of the interface, containing the following controls:

- Metric**: A card for 'AUT Record Count' with an 'X' button.
- Add metric**: A dashed box with a blue '+' button.
- Optional metrics**: A toggle switch, turned off.
- Metric sliders**: A toggle switch, turned off.

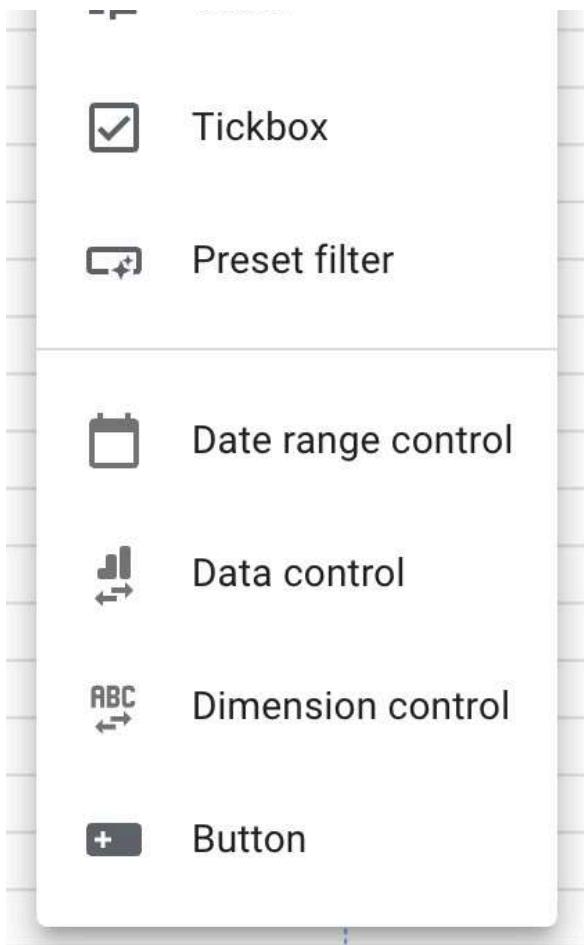
Next, to add filters for the data shown in the report, we need to press the 'add a control' button as below

The screenshot shows the Microsoft Power BI ribbon. The 'Add a control' button is highlighted with a black box. Other visible buttons include 'Reset', 'Share', 'View', 'File', 'Editing', 'View', 'Insert', 'Page', 'Arrange', 'Resource', 'Help', 'Add page', 'Add data', 'Add a chart', 'Theme and layout', 'Add quick filter', 'Reset', 'Chart', 'Data', and 'Pause updates'.

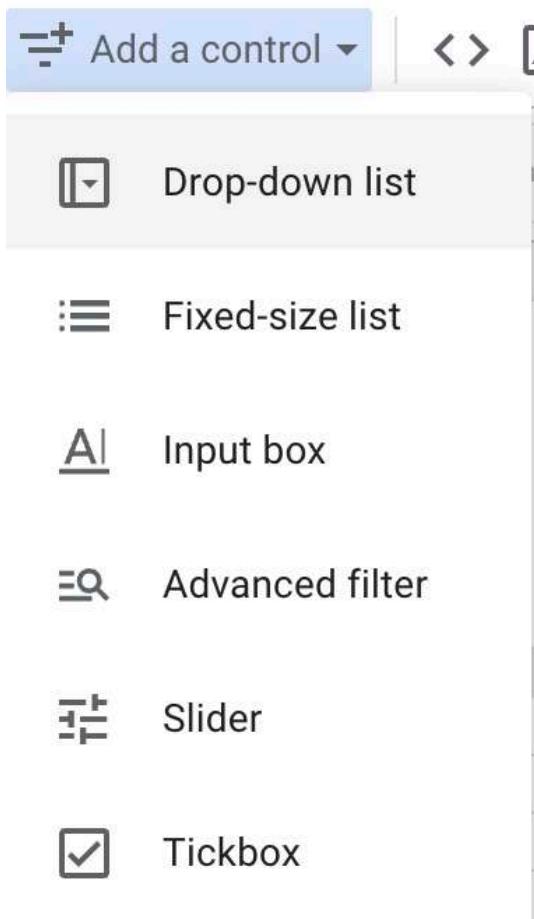
To bring the below options

The screenshot shows the 'Add a control' dropdown menu. The options listed are:

- Drop-down list** (represented by a dropdown icon)
- Fixed-size list** (represented by a list icon)
- Input box** (represented by a text input icon)
- Advanced filter** (represented by a search icon)
- Slider** (represented by a slider icon)



Out of the above options, we will be using 'Drop-down list' as below





Preset filter



Date range control



Data control



Dimension control



Button

Task

Task ID	Task	Planned (Date)
1.	12228	Dry Cold Storage Temperature & Relative Humidity 30 Dec 2025
2.	12227	Dry Cold Storage Temperature & Relative Humidity 29 Dec 2025
3.	12225	Dry Cold Storage Temperature & Relative Humidity 27 Dec 2025
4.	12224	Dry Cold Storage Temperature & Relative Humidity 26 Dec 2025
5.	12223	Dry Cold Storage Temperature & Relative Humidity 25 Dec 2025
6.	12222	Dry Cold Storage Temperature & Relative Humidity 24 Dec 2025
7.	12221	Dry Cold Storage Temperature & Relative Humidity 23 Dec 2025
8.	12220	Dry Cold Storage Temperature & Relative Humidity 22 Dec 2025
9.	12218	Dry Cold Storage Temperature & Relative Humidity 20 Dec 2025
10.	12217	Dry Cold Storage Temperature & Relative Humidity 19 Dec 2025
11.	12216	Dry Cold Storage Temperature & Relative Humidity 18 Dec 2025
12.	12215	Dry Cold Storage Temperature & Relative Humidity 17 Dec 2025
13.	12214	Dry Cold Storage Temperature & Relative Humidity 16 Dec 2025
14.	12213	Dry Cold Storage Temperature & Relative Humidity 15 Dec 2025
15.	12211	Dry Cold Storage Temperature & Relative Humidity 13 Dec 2025
16.	12210	Dry Cold Storage Temperature & Relative Humidity 12 Dec 2025
17.	12209	Dry Cold Storage Temperature & Relative Humidity 11 Dec 2025
18.	12208	Dry Cold Storage Temperature & Relative Humidity 10 Dec 2025
19.	12207	Dry Cold Storage Temperature & Relative Humidity 9 Dec 2025
20.	12206	Dry Cold Storage Temperature & Relative Humidity 8 Dec 2025

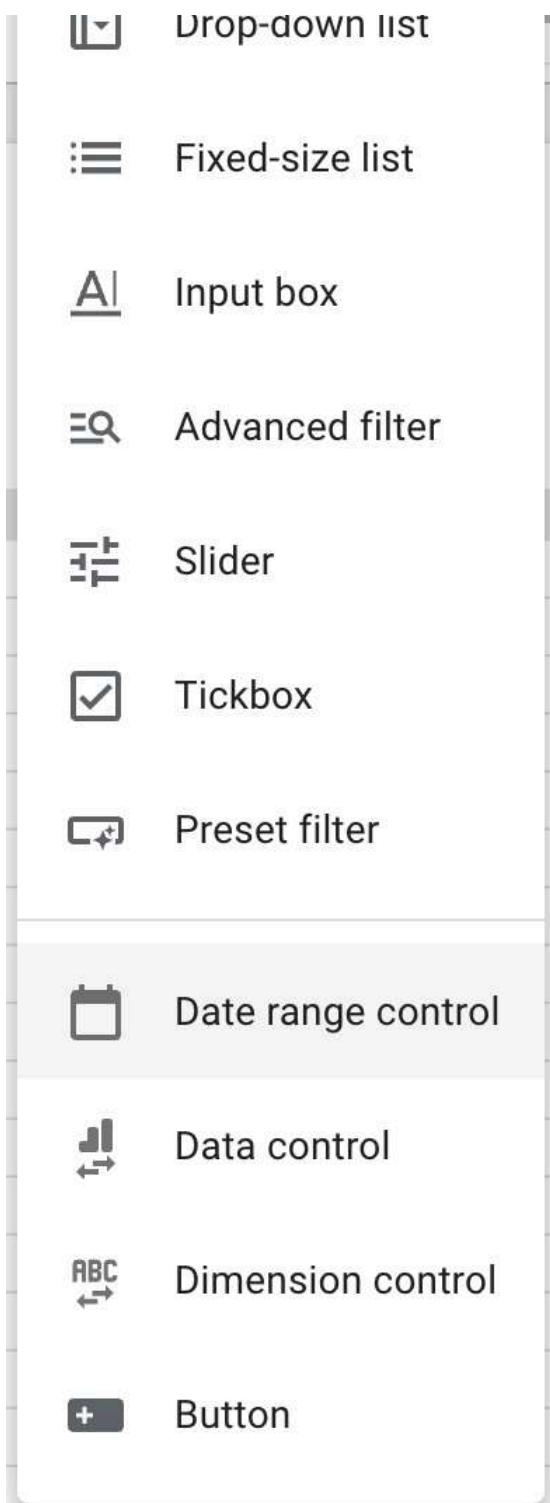
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Next, we want a date range control as below



Add a control





We can change 'Theme & Layout' to make it visually more appealing to the dashboard user as below



Scroll to the bottom of the 'Chart' section as below to add a filter on this chart



SET-UP **STYLE**

Descending
 Ascending

Secondary sort
 Add sort

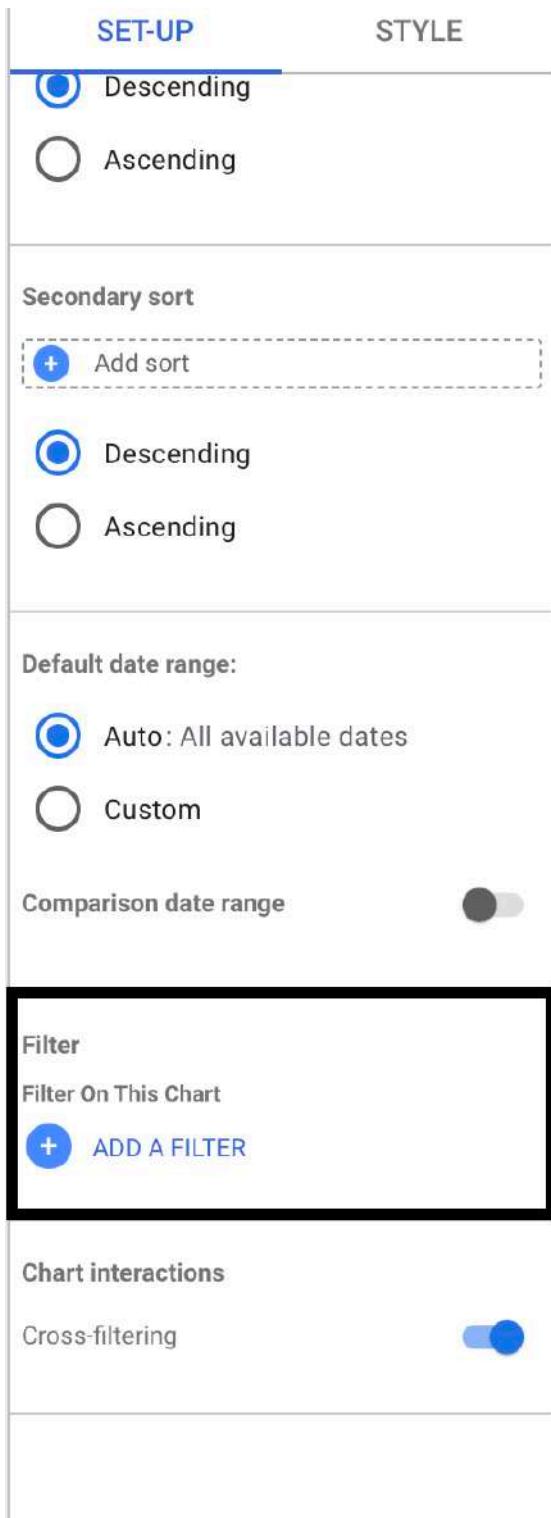
Descending
 Ascending

Default date range:
 Auto: All available dates
 Custom

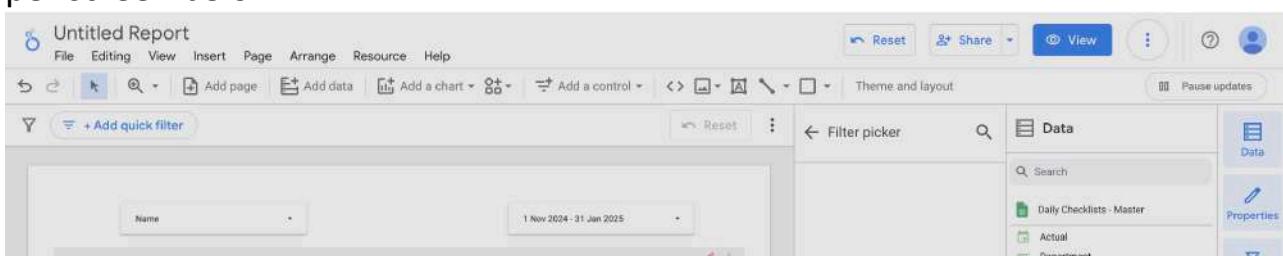
Comparison date range

Filter
Filter On This Chart
 ADD A FILTER

Chart interactions
Cross-filtering



We can give this filter a name. We can have multiple filters added to this chart but for now we are only concerned with one which is showing only those task rows where the task has yet to be completed as below (Null means empty) as per screen below



The screenshot shows the 'Filter picker' interface in a report tool. At the top, there's a toolbar with 'Reset', 'Share', 'View', and other options. Below it is a search bar labeled 'Search'. A list of filters is displayed, including 'Daily Checklists - Master', 'Actual', and 'Department'. The 'Actual' filter is currently selected.

Screenshot of a 'Create Filter' dialog box. The top header shows fields: Name (Chits), Department (Quality Control), Email (qualitycontrol@nurtureuts.com), Task ID (8118), Task (Daily Cleaning), and Planned (4-Jun-2025, 10:00 AM). To the right are buttons for 'Email' and 'Freq' (Frequency) with a 'Filter bar' button.

The main area is titled 'Create Filter' with a 'CLOSE' button. It includes a 'Name' input field, a 'Filter name' dropdown set to 'Daily Checklists - Master', a checkbox for 'Show suggested values while typing', and a search icon.

The filter builder interface shows a clause: 'Include Actual Is Null'. A dropdown menu is open above this clause. Below it is an 'AND' button with a dropdown arrow. To the right is an 'OR' button with a dropdown arrow.

At the bottom left is a note: 'This filter has 1 clause'. On the right are 'Cancel' and 'Save' buttons.

In addition to the filter that we have put on the chart, we don't necessarily need to see the entire pending list of tasks till say whatever end date that you have given in the checklist sheet hence we can choose a custom date range as below

Screenshot of a 'Chart' configuration panel.

SET-UP tab is selected. Under 'Sort by', 'Descending' is chosen.

STYLE tab is visible.

Secondary sort section:

- 'Add sort' button (dashed box)
- 'Descending' is selected
- 'Ascending' is available

Default date range:

- 'Auto: All available dates'
- 'Custom' is selected

A large black arrow points from the 'Auto date range' button in the 'Default date range' section to the 'Auto date range' button in the 'Comparison' section at the bottom.

Comparison section:

- 'Auto date range' button (disabled, greyed out)
- A toggle switch is off.

Filter

Filter On This Chart



Pending Tasks

Next, we can manually choose for what range of dates do we want to show the list of pending tasks due. Alternatively, if we select the drop down menu and then advance to get the following screens

Start date

End date

DEC 2024 ▾ < >

M	T	W	T	F	S	S
DEC						
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DEC 2024 ▾ < >

M	T	W	T	F	S	S
DEC						
1	2	3	4	5	6	7
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Cancel Apply

Auto date ra... ▾

Auto date range

Fixed

Start date

DEC 2024 ▾ < >

DEC 2024 ▾ < >

M T W T F S S M T

DEC 1 DEC

2 3 4 5 6 7 8 2 3

9 10 11 12 13 14 15 9 10

16 17 18 19 20 21 22 16 17

23 24 25 26 27 28 29 23 24

30 31 30 31

Today

Yesterday

This month ►

Last 7 days ►

Advanced

Advanced

!

End date is earlier than start date

Start date

End date

Today

Minus

0

Day

Today

Minus

0

Day

Cancel

Apply

Next when we are customizing the date range, numerical values have to be the same for both 'minus' as well as 'plus'. Also, the unit of measure by which we want the range to be, i.e. day/month/years etc. has to be the same for both 'minus' as well as 'plus'. For now, we only want the date range to be within one

month or today's date hence we select the required fields as below and press 'apply' button

Advanced ▾

! End date is earlier than start date

Start date	End date
Fri, Nov 1, 2024	Fri, Jan 31, 2025

Today ▾

Minus ▾

→ 1

→ Month ▾

Today ▾

Plus ▾

1

MonthCancelApply

Now you can see the customizable date range as below

Chart ▾

SET-UPSTYLE

Descending

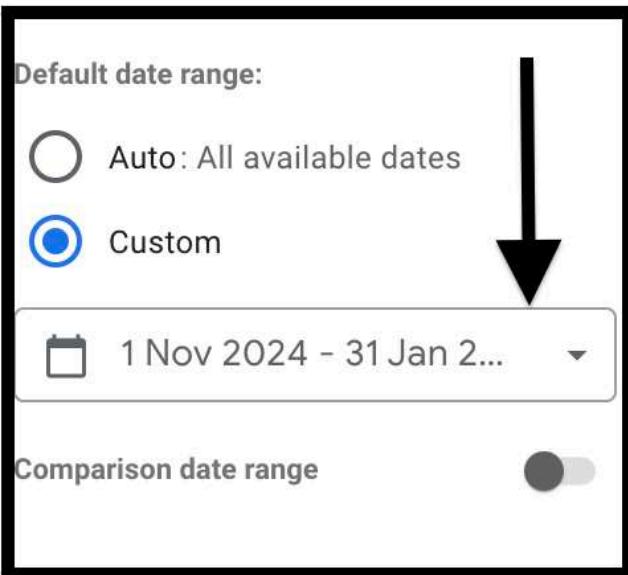
Ascending

Secondary sort

+ Add sort

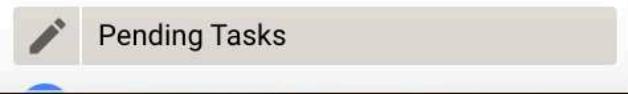
Descending

Ascending

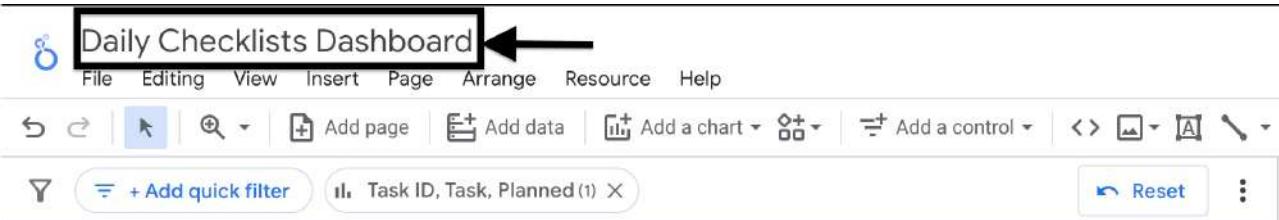


Filter

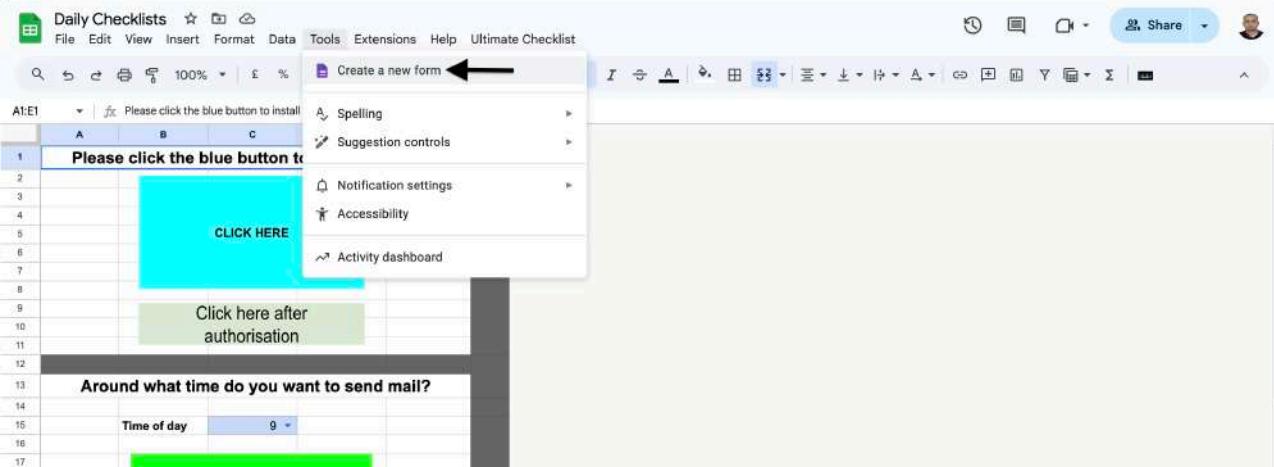
Filter On This Chart



Next, give your dashboard a name. Since I am creating a dashboard for my daily checklists, I have chosen to name it accordingly rather than 'untitled report'.



Now we need to create a mechanism where we need to allow the doer of a task to mark it as completed. In order to do that, we need to revisit the checklist sheet and create a new google form to be linked to that sheet as below



18		UPDATE	
19			
20			
21			
22			
23			
24		RESET	

We get the below screen

Daily Checklists

Form description

Question ←

Multiple choice

Option 1

Add option or Add "Other"

Required

We edit the required values as below

Daily Checklists

Form description

Task ID

Short answer

Short-answer text

Required

Make sure it is selected 'Required'

Some people may require an audit option wherein they want proof that the task has indeed been completed. We can add a question of 'File Upload' in such a case.

Question

Multiple choice

B I U ↲ ✖

Option 1

Add option or [Add "Other"](#)

⋮

Required

File Upload

Option 1

Add option or [Add "Other"](#)

⋮

Required

Let respondents upload files to Drive

Files will be uploaded to the form owner's Google Drive. Respondents will be required to sign in to Google when file upload questions are added to a form. Please only share this form with people you trust.

File Upload

B I U ↲ ✖

Allow only specific file types

Maximum number of files 1

Maximum file size 10 MB

This form can accept up to 1 GB of files. [Change](#)

 [View folder](#)

⋮

Required

Choose as per your requirement if you only want to allow specific file types, how many files as well the maximum file size of each upload(s). If everyone in your company needs to upload proof of task completion then yes make the question 'required' otherwise leave it optional if it is applicable for some team members only.

In my case, we have chosen to retain the 'File Upload' option as proof of completion and have not made it compulsory since it may not be applicable in all cases.

We now need to get a pre-filled link to the form.

The screenshot shows the Google Forms interface for a form titled "Proof of Task Completion". The "More" menu is open, and the "Get pre-filled link" option is highlighted with a red arrow. Other options in the menu include "Make a copy", "Move to bin", "Print", "Add collaborators", "Script editor", "Get add-ons", and "Keyboard shortcuts".

Enter any random Task ID such as '123' and click on 'Get Link' button at the below for the following screens

The screenshot shows a web browser displaying a form titled "Daily Checklists". The "Task ID" field contains the value "123". The page has a header for "NUTTY NUTS" with the tagline "WE ARE NUTS ABOUT QUALITY".

Proof of Task Completion

Add File

Pre-fill responses, then click 'Get link'

Get link

Never submit passwords through Google Forms.

Click on 'Copy Link'

NUTTY NUTS®
WE ARE NUTS ABOUT QUALITY

Daily Checklists

The name and photo associated with your Google Account will be recorded when you upload files and submit this form. Your email address is not part of your response.

* Indicates required question

Task ID *

123

Proof of Task Completion

Add File

Share this link to include pre-filled responses

COPY LINK

Get link

In case of 'Send' if you see 'Publish' as per below screen recommended to watch the 'Checklist' [video](#) sent by Sanidhya sir at 27:30 (to 28:50) to see how you can resolve it. Since I am not getting this in my case, I choose to not make a note about it.

Now we revisit the checklist google sheet and select the tab where the form responses are being recorded

Daily Checklists

File Edit View Insert Format Data Tools Extensions Help Ultimate Checklist

100% 123 Roboto 10 B A

A1

Form Responses 1

Timestamp	Task ID	Proof of Task Comp	Proof of Task Comp	File Upload	File Upload
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					

Form responses 1

Setup Sheet Doer List Task List Master Working Day Calendar For PC Holidays

Now we want to enter a simple VLOOKUP formula to enable it to directly show

the date and time the task has been completed in the 'actual' column of the master sheet. In order to do that we need to swap the positions of columns 'Task ID' & 'Timestamp' as below

Daily Checklists File Edit View Insert Format Data Tools Extensions Help Ultimate Checklist

A3 | B | C | D | E | F | G | H | I | J

1 Task ID Timestamp Proof of Task Completion

2

3

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+ Form responses 1 Setup Sheet Doer List Task List Master Working Day Calendar For PC Hold

Rename the 'Form responses 1' tab in google sheet to 'Consolidated' as per below screens

Daily Checklists File Edit View Insert Format Data Tools Extensions Help Ultimate Checklist

A3 | B | C | D | E | F | G | H | I | J

1 Task ID Timestamp Proof of Task Completion

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+ Form responses 1 Setup Sheet Doer List Task List Master Working Day Calendar For PC Hold

Daily Checklists File Edit View Insert Format Data Tools Extensions Help Ultimate Checklist

A3 | B | C | D | E | F | G | H | I | J

1 Task ID Timestamp Proof of Task Completion

2

3

4

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10

11

12



Prior to below, you may want to create a copy of the sheet as a back-up just in case something goes wrong with the below

Next we re-visit the 'Master' sheet. It is quite possible that you have already started using the Checklist sheet wherein there are values already in the 'Actual' H column. The values will remain there as it is and from now onwards, the date & time of task completion will come from where the task is marked as completed 'done' by the user on the dashboard. In such a case, and only in the case of filled cells in the 'Actual' H column, we will shift the rows where the tasks have been completed upwards and those tasks which have not been completed below the last row which shows the task completed. In order to do this, we set a filter as per below steps

F	G	H	I
Task	Planned	Actual	Status
Delegation of tasks by Madhav	09/12/2024 11:00:00	09/12/2024 16:41:16	Done
Delegation of tasks by Madhav	10/12/2024 11:00:00	10/12/2024 15:28:00	Done
Delegation of tasks by Madhav	11/12/2024 11:00:00	11/12/2024 15:45:28	Done
Delegation of tasks by Madhav	12/12/2024 11:00:00	12/12/2024 10:10:35	Done
Delegation of tasks by Madhav	13/12/2024 11:00:00	13/12/2024 17:48:09	Done
Delegation of tasks by Madhav	14/12/2024 11:00:00	16/12/2024 16:55:17	Done
Delegation of tasks by Madhav	16/12/2024 11:00:00	16/12/2024 16:55:19	Done
Delegation of tasks by Madhav	17/12/2024 11:00:00	17/12/2024 17:52:36	Done
Delegation of tasks by Madhav	18/12/2024 11:00:00	19/12/2024 17:41:46	Done
Delegation of tasks by Madhav	19/12/2024 11:00:00	19/12/2024 17:44:07	Done
Delegation of tasks by Madhav	20/12/2024 11:00:00	20/12/2024 17:41:18	Done
Delegation of tasks by Madhav	21/12/2024 11:00:00		
Delegation of tasks by Madhav	23/12/2024 11:00:00		
Delegation of tasks by Madhav	24/12/2024 11:00:00		
Delegation of tasks by Madhav	25/12/2024 11:00:00		
Delegation of tasks by Madhav	26/12/2024 11:00:00		
Delegation of tasks by Madhav	27/12/2024 11:00:00		
Delegation of tasks by Madhav	28/12/2024 11:00:00		
Delegation of tasks by Madhav	30/12/2024 11:00:00		
Delegation of tasks by Madhav	31/12/2024 11:00:00		
Delegation of tasks by Madhav	02/01/2025 11:00:00		
Delegation of tasks by Madhav	03/01/2025 11:00:00		
Delegation of tasks by Madhav	04/01/2025 11:00:00		

We create a filter on column I 'Status' where it is marked as 'Done' as below

A	B	C	D	E	F	G	H	I
Name	Email	Department	Task ID	re	Task	Planned	Actual	Status
Prabodhani	sales@nutty-nuts.com	Administration	1	D	Delegation of tasks by Madhav	09/12/2024 11:00:00		Sort A to Z
Prabodhani	sales@nutty-nuts.com	Administration	2	D	Delegation of tasks by Madhav	10/12/2024 11:00:00		Sort Z to A
Prabodhani	sales@nutty-nuts.com	Administration	3	D	Delegation of tasks by Madhav	11/12/2024 11:00:00		Sort by colour
Prabodhani	sales@nutty-nuts.com	Administration	4	D	Delegation of tasks by Madhav	12/12/2024 11:00:00		
Prabodhani	sales@nutty-nuts.com	Administration	5	D	Delegation of tasks by Madhav	13/12/2024 11:00:00		
Prabodhani	sales@nutty-nuts.com	Administration	6	D	Delegation of tasks by Madhav	14/12/2024 11:00:00		
Prabodhani	sales@nutty-nuts.com	Administration	8	D	Delegation of tasks by Madhav	16/12/2024 11:00:00		
Prabodhani	sales@nutty-nuts.com	Administration	9	D	Delegation of tasks by Madhav	17/12/2024 11:00:00		
Prabodhani	sales@nutty-nuts.com	Administration	10	D	Delegation of tasks by Madhav	18/12/2024 11:00:00		
Prabodhani	sales@nutty-nuts.com	Administration	11	D	Delegation of tasks by Madhav	19/12/2024 11:00:00		
Prabodhani	sales@nutty-nuts.com	Administration	12	D	Delegation of tasks by Madhav	20/12/2024 11:00:00		

13	Prabodhani	sales@nutty-nuts.com	Administration	13	D	Delegation of tasks by Madhav	21/
14	Prabodhani	sales@nutty-nuts.com	Administration	15	D	Delegation of tasks by Madhav	23/
15	Prabodhani	sales@nutty-nuts.com	Administration	16	D	Delegation of tasks by Madhav	24/
16	Prabodhani	sales@nutty-nuts.com	Administration	17	D	Delegation of tasks by Madhav	25/
17	Prabodhani	sales@nutty-nuts.com	Administration	18	D	Delegation of tasks by Madhav	26/
18	Prabodhani	sales@nutty-nuts.com	Administration	19	D	Delegation of tasks by Madhav	27/
19	Prabodhani	sales@nutty-nuts.com	Administration	20	D	Delegation of tasks by Madhav	28/
20	Prabodhani	sales@nutty-nuts.com	Administration	22	D	Delegation of tasks by Madhav	30/
21	Prabodhani	sales@nutty-nuts.com	Administration	23	D	Delegation of tasks by Madhav	31/
22	Prabodhani	sales@nutty-nuts.com	Administration	25	D	Delegation of tasks by Madhav	02/
23	Prabodhani	sales@nutty-nuts.com	Administration	26	D	Delegation of tasks by Madhav	03/
24	Prabodhani	sales@nutty-nuts.com	Administration	27	D	Delegation of tasks by Madhav	04/

The 'Master' tab now only shows those rows where the 'Status' has been marked as done. To select the entire current displayed 'Master' filter tab, select as shown below

1	Name	Email	Department	Task ID	Freq	Task	Planned	Actual	Status
2983	Prabodhani	sales@nutty-nuts.com	Administration	3486	D	Checking Boss's e-mails and sorting/replying accordingly	11/12/2024 17:00:00	12/12/2024 10:11:05	Done ▾
2984	Prabodhani	sales@nutty-nuts.com	Administration	3487	D	Checking Boss's e-mails and sorting/replying accordingly	12/12/2024 17:00:00	12/12/2024 17:22:20	Done ▾
2985	Prabodhani	sales@nutty-nuts.com	Administration	3488	D	Checking Boss's e-mails and sorting/replying accordingly	13/12/2024 17:00:00	13/12/2024 17:48:39	Done ▾
2986	Prabodhani	sales@nutty-nuts.com	Administration	3489	D	Checking Boss's e-mails and sorting/replying accordingly	14/12/2024 17:00:00	16/12/2024 16:55:46	Done ▾
2987	Prabodhani	sales@nutty-nuts.com	Administration	3491	D	Checking Boss's e-mails and sorting/replying accordingly	16/12/2024 17:00:00	16/12/2024 16:55:47	Done ▾
2988	Prabodhani	sales@nutty-nuts.com	Administration	3492	D	Checking Boss's e-mails and sorting/replying accordingly	17/12/2024 17:00:00	17/12/2024 17:53:21	Done ▾
2989	Prabodhani	sales@nutty-nuts.com	Administration	3493	D	Checking Boss's e-mails and sorting/replying accordingly	18/12/2024 17:00:00	19/12/2024 17:44:30	Done ▾
2990	Prabodhani	sales@nutty-nuts.com	Administration	3494	D	Checking Boss's e-mails and sorting/replying accordingly	19/12/2024 17:00:00	19/12/2024 17:44:32	Done ▾
2991	Prabodhani	sales@nutty-nuts.com	Administration	3495	D	Checking Boss's e-mails and sorting/replying accordingly	20/12/2024 17:00:00	20/12/2024 17:41:40	Done ▾
3312	Prabodhani	sales@nutty-nuts.com	Administration	3871	D	Checking e-mails and sorting/replying accordingly	09/12/2024 10:00:00	09/12/2024 16:41:57	Done ▾
3313	Prabodhani	sales@nutty-nuts.com	Administration	3872	D	Checking e-mails and sorting/replying accordingly	10/12/2024 10:00:00	10/12/2024 15:29:01	Done ▾
3314	Prabodhani	sales@nutty-nuts.com	Administration	3873	D	Checking e-mails and sorting/replying accordingly	11/12/2024 10:00:00	11/12/2024 15:47:32	Done ▾
3315	Prabodhani	sales@nutty-nuts.com	Administration	3874	D	Checking e-mails and sorting/replying accordingly	12/12/2024 10:00:00	12/12/2024 17:22:22	Done ▾
3316	Prabodhani	sales@nutty-nuts.com	Administration	3875	D	Checking e-mails and sorting/replying accordingly	13/12/2024 10:00:00	13/12/2024 17:48:41	Done ▾
3317	Prabodhani	sales@nutty-nuts.com	Administration	3876	D	Checking e-mails and sorting/replying accordingly	14/12/2024 10:00:00	16/12/2024 16:55:50	Done ▾
3318	Prabodhani	sales@nutty-nuts.com	Administration	3878	D	Checking e-mails and sorting/replying accordingly	16/12/2024 10:00:00	16/12/2024 16:55:52	Done ▾
3319	Prabodhani	sales@nutty-nuts.com	Administration	3879	D	Checking e-mails and sorting/replying accordingly	17/12/2024 10:00:00	17/12/2024 17:53:23	Done ▾
3320	Prabodhani	sales@nutty-nuts.com	Administration	3880	D	Checking e-mails and sorting/replying accordingly	18/12/2024 10:00:00	19/12/2024 17:44:37	Done ▾
3321	Prabodhani	sales@nutty-nuts.com	Administration	3881	D	Checking e-mails and sorting/replying accordingly	19/12/2024 10:00:00	19/12/2024 17:44:38	Done ▾
3322	Prabodhani	sales@nutty-nuts.com	Administration	3882	D	Checking e-mails and sorting/replying accordingly	20/12/2024 10:00:00	20/12/2024 17:41:34	Done ▾
3643	Prabodhani	sales@nutty-nuts.com	Administration	4258	D	Submission of O2D Google Form for any new orders	09/12/2024 10:30:00	09/12/2024 16:42:00	Done ▾
3644	Prabodhani	sales@nutty-nuts.com	Administration	4259	D	Submission of O2D Google Form for any new orders	10/12/2024 10:30:00	10/12/2024 15:30:07	Done ▾
3645	Prabodhani	sales@nutty-nuts.com	Administration	4260	D	Submission of O2D Google Form for any new orders	11/12/2024 10:30:00	11/12/2024 15:47:34	Done ▾

Copy data temporarily into a new tab as below

C6	Name	Email	Department	Task ID	Freq	Task	Planned	Actual	Status
2	Prabodhani	sales@nutty-nuts.com	Administration	1	D	Delegation of tasks by Madhav	09/12/2024 11:00:00	09/12/2024 16:41:16	Done ▾
3	Prabodhani	sales@nutty-nuts.com	Administration	2	D	Delegation of tasks by Madhav	10/12/2024 11:00:00	10/12/2024 15:28:00	Done ▾
4	Prabodhani	sales@nutty-nuts.com	Administration	3	D	Delegation of tasks by Madhav	11/12/2024 11:00:00	11/12/2024 15:45:28	Done ▾
5	Prabodhani	sales@nutty-nuts.com	Administration	4	D	Delegation of tasks by Madhav	12/12/2024 11:00:00	12/12/2024 10:10:35	Done ▾
6	Prabodhani	sales@nutty-nuts.com	Administration	5	D	Delegation of tasks by Madhav	13/12/2024 11:00:00	13/12/2024 17:48:09	Done ▾
7	Prabodhani	sales@nutty-nuts.com	Administration	6	D	Delegation of tasks by Madhav	14/12/2024 11:00:00	16/12/2024 16:55:17	Done ▾
8	Prabodhani	sales@nutty-nuts.com	Administration	8	D	Delegation of tasks by Madhav	16/12/2024 11:00:00	16/12/2024 16:55:19	Done ▾
9	Prabodhani	sales@nutty-nuts.com	Administration	9	D	Delegation of tasks by Madhav	17/12/2024 11:00:00	17/12/2024 17:52:36	Done ▾
10	Prabodhani	sales@nutty-nuts.com	Administration	10	D	Delegation of tasks by Madhav	18/12/2024 11:00:00	19/12/2024 17:41:46	Done ▾
11	Prabodhani	sales@nutty-nuts.com	Administration	11	D	Delegation of tasks by Madhav	19/12/2024 11:00:00	19/12/2024 17:44:07	Done ▾
12	Prabodhani	sales@nutty-nuts.com	Administration	12	D	Delegation of tasks by Madhav	20/12/2024 11:00:00	20/12/2024 17:41:18	Done ▾
13	Prabodhani	sales@nutty-nuts.com	Administration	388	D	Follow-up of Delegation of tasks by Madhav	09/12/2024 17:30:00	10/12/2024 15:28:04	Done ▾
14	Prabodhani	sales@nutty-nuts.com	Administration	389	D	Follow-up of Delegation of tasks by Madhav	10/12/2024 17:30:00	11/12/2024 10:14:31	Done ▾
15	Prabodhani	sales@nutty-nuts.com	Administration	390	D	Follow-up of Delegation of tasks by Madhav	11/12/2024 17:30:00	11/12/2024 15:45:21	Done ▾
16	Prabodhani	sales@nutty-nuts.com	Administration	391	D	Follow-up of Delegation of tasks by Madhav	12/12/2024 17:30:00	12/12/2024 17:22:17	Done ▾
17	Prabodhani	sales@nutty-nuts.com	Administration	392	D	Follow-up of Delegation of tasks by Madhav	13/12/2024 17:30:00	13/12/2024 17:48:06	Done ▾
18	Prabodhani	sales@nutty-nuts.com	Administration	393	D	Follow-up of Delegation of tasks by Madhav	14/12/2024 17:30:00	16/12/2024 16:55:22	Done ▾
19	Prabodhani	sales@nutty-nuts.com	Administration	395	D	Follow-up of Delegation of tasks by Madhav	16/12/2024 17:30:00	17/12/2024 17:52:41	Done ▾
20	Prabodhani	sales@nutty-nuts.com	Administration	396	D	Follow-up of Delegation of tasks by Madhav	17/12/2024 17:30:00	17/12/2024 17:52:45	Done ▾
21	Prabodhani	sales@nutty-nuts.com	Administration	397	D	Follow-up of Delegation of tasks by Madhav	18/12/2024 17:30:00	19/12/2024 17:41:52	Done ▾
22	Prabodhani	sales@nutty-nuts.com	Administration	398	D	Follow-up of Delegation of tasks by Madhav	19/12/2024 17:30:00	19/12/2024 17:44:08	Done ▾
23	Prabodhani	sales@nutty-nuts.com	Administration	399	D	Follow-up of Delegation of tasks by Madhav	20/12/2024 17:30:00	20/12/2024 17:41:14	Done ▾
24	Prabodhani	sales@nutty-nuts.com	Administration	775	D	Scheduling of Deliveries	09/12/2024 12:00:00	09/12/2024 13:01:36	Done ▾
94	Prabodhani	sales@nutty-nuts.com	Administration	776	n	Scheduling of Deliveries	10/12/2024 12:00:00	10/12/2024 14:28:22	Done ▾

Next we select those tasks where the entry in column I 'Status' is blank, i.e. not done as below by revisiting the 'Master' tab

NOTE AS REVIEW BY REVISING THE INACTIVE ROW

Daily Checklists

File Edit View Insert Format Data Tools Extensions Help Ultimate Checklist

11 | Status

	A	B	C	D	E	F	G	H	I
1	Name	Email	Department	Task ID	re:	Task	Planned	Actual	Status
2983	Prabodhani	sales@nutty-nuts.com	Administration	3486	D	Checking Boss's e-mails and sorting/replying accordingly	11/1	Sort A to Z	
2984	Prabodhani	sales@nutty-nuts.com	Administration	3487	D	Checking Boss's e-mails and sorting/replying accordingly	12/1	Sort Z to A	
2985	Prabodhani	sales@nutty-nuts.com	Administration	3488	D	Checking Boss's e-mails and sorting/replying accordingly	13/1	Sort by colour	
2986	Prabodhani	sales@nutty-nuts.com	Administration	3489	D	Checking Boss's e-mails and sorting/replying accordingly	14/1	Filter by colour	
2987	Prabodhani	sales@nutty-nuts.com	Administration	3491	D	Checking Boss's e-mails and sorting/replying accordingly	16/1	Filter by condition	
2988	Prabodhani	sales@nutty-nuts.com	Administration	3492	D	Checking Boss's e-mails and sorting/replying accordingly	17/1	Filter by values	
2989	Prabodhani	sales@nutty-nuts.com	Administration	3493	D	Checking Boss's e-mails and sorting/replying accordingly	18/1	Select all 2 - Clear	Displaying 2
2990	Prabodhani	sales@nutty-nuts.com	Administration	3494	D	Checking Boss's e-mails and sorting/replying accordingly	19/1		
2991	Prabodhani	sales@nutty-nuts.com	Administration	3495	D	Checking Boss's e-mails and sorting/replying accordingly	20/1		
3312	Prabodhani	sales@nutty-nuts.com	Administration	3871	D	Checking e-mails and sorting/replying accordingly	09/1		
3313	Prabodhani	sales@nutty-nuts.com	Administration	3872	D	Checking e-mails and sorting/replying accordingly	10/1		
3314	Prabodhani	sales@nutty-nuts.com	Administration	3873	D	Checking e-mails and sorting/replying accordingly	11/1		
3315	Prabodhani	sales@nutty-nuts.com	Administration	3874	D	Checking e-mails and sorting/replying accordingly	12/1		
3316	Prabodhani	sales@nutty-nuts.com	Administration	3875	D	Checking e-mails and sorting/replying accordingly	13/1		
3317	Prabodhani	sales@nutty-nuts.com	Administration	3876	D	Checking e-mails and sorting/replying accordingly	14/1		
3318	Prabodhani	sales@nutty-nuts.com	Administration	3878	D	Checking e-mails and sorting/replying accordingly	16/1		
3319	Prabodhani	sales@nutty-nuts.com	Administration	3879	D	Checking e-mails and sorting/replying accordingly	17/1		
3320	Prabodhani	sales@nutty-nuts.com	Administration	3880	D	Checking e-mails and sorting/replying accordingly	18/1		
3321	Prabodhani	sales@nutty-nuts.com	Administration	3881	D	Checking e-mails and sorting/replying accordingly	19/1		
3322	Prabodhani	sales@nutty-nuts.com	Administration	3882	D	Checking e-mails and sorting/replying accordingly	20/1		
3643	Prabodhani	sales@nutty-nuts.com	Administration	4258	D	Submission of O2D Google Form for any new orders	09/1		
3644	Prabodhani	sales@nutty-nuts.com	Administration	4259	D	Submission of O2D Google Form for any new orders	10/1		
3645	Prabodhani	sales@nutty-nuts.com	Administration	4260	D	Submission of O2D Google Form for any new orders	11/1		

Daily Checklists

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	A	B	C	D	E	F	G	H	I
1	Name	Email	Department	Task ID	re:	Task	Planned	Actual	Status
13	Prabodhani	sales@nutty-nuts.com	Administration	13	D	Delegation of tasks by Madhav	21/12/2024 11:00:00		
14	Prabodhani	sales@nutty-nuts.com	Administration	15	D	Delegation of tasks by Madhav	23/12/2024 11:00:00		
15	Prabodhani	sales@nutty-nuts.com	Administration	16	D	Delegation of tasks by Madhav	24/12/2024 11:00:00		
16	Prabodhani	sales@nutty-nuts.com	Administration	17	D	Delegation of tasks by Madhav	25/12/2024 11:00:00		
17	Prabodhani	sales@nutty-nuts.com	Administration	18	D	Delegation of tasks by Madhav	26/12/2024 11:00:00		
18	Prabodhani	sales@nutty-nuts.com	Administration	19	D	Delegation of tasks by Madhav	27/12/2024 11:00:00		
19	Prabodhani	sales@nutty-nuts.com	Administration	20	D	Delegation of tasks by Madhav	28/12/2024 11:00:00		
20	Prabodhani	sales@nutty-nuts.com	Administration	22	D	Delegation of tasks by Madhav	30/12/2024 11:00:00		
21	Prabodhani	sales@nutty-nuts.com	Administration	23	D	Delegation of tasks by Madhav	31/12/2024 11:00:00		
22	Prabodhani	sales@nutty-nuts.com	Administration	25	D	Delegation of tasks by Madhav	02/01/2025 11:00:00		
23	Prabodhani	sales@nutty-nuts.com	Administration	26	D	Delegation of tasks by Madhav	03/01/2025 11:00:00		
24	Prabodhani	sales@nutty-nuts.com	Administration	27	D	Delegation of tasks by Madhav	04/01/2025 11:00:00		
25	Prabodhani	sales@nutty-nuts.com	Administration	29	D	Delegation of tasks by Madhav	06/01/2025 11:00:00		
26	Prabodhani	sales@nutty-nuts.com	Administration	30	D	Delegation of tasks by Madhav	07/01/2025 11:00:00		
27	Prabodhani	sales@nutty-nuts.com	Administration	31	D	Delegation of tasks by Madhav	08/01/2025 11:00:00		
28	Prabodhani	sales@nutty-nuts.com	Administration	32	D	Delegation of tasks by Madhav	09/01/2025 11:00:00		
29	Prabodhani	sales@nutty-nuts.com	Administration	33	D	Delegation of tasks by Madhav	10/01/2025 11:00:00		
30	Prabodhani	sales@nutty-nuts.com	Administration	34	D	Delegation of tasks by Madhav	11/01/2025 11:00:00		
31	Prabodhani	sales@nutty-nuts.com	Administration	36	D	Delegation of tasks by Madhav	13/01/2025 11:00:00		
32	Prabodhani	sales@nutty-nuts.com	Administration	37	D	Delegation of tasks by Madhav	14/01/2025 11:00:00		
33	Prabodhani	sales@nutty-nuts.com	Administration	38	D	Delegation of tasks by Madhav	15/01/2025 11:00:00		
34	Prabodhani	sales@nutty-nuts.com	Administration	39	D	Delegation of tasks by Madhav	16/01/2025 11:00:00		
35	Prabodhani	sales@nutty-nuts.com	Administration	40	D	Delegation of tasks by Madhav	17/01/2025 11:00:00		

+ Consolidated Setup Sheet Doer List Task List Master Sheet20 Working Day 228 of 10,449 rows displayed

Next we copy the filtered data in the same was as described above and paste it below the last row in 'Sheet20' which shows the status as 'Done' as per screen below

Daily Checklists

File Edit View Insert Format Data Tools Extensions Help Ultimate Checklist

I229 | Done

	A	B	C	D	E	F	G	H	I
229	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11854	D	Dry Cold Storage Temperature & Relative Humidity	21/12/2024 17:00:00	21/12/2024 16:50:40	Done
230	Prabodhani	sales@nutty-nuts.com	Administration	13	D	Delegation of tasks by Madhav	21/12/2024 11:00:00		
231	Prabodhani	sales@nutty-nuts.com	Administration	15	D	Delegation of tasks by Madhav	23/12/2024 11:00:00		
232	Prabodhani	sales@nutty-nuts.com	Administration	16	D	Delegation of tasks by Madhav	24/12/2024 11:00:00		
233	Prabodhani	sales@nutty-nuts.com	Administration	17	D	Delegation of tasks by Madhav	25/12/2024 11:00:00		
234	Prabodhani	sales@nutty-nuts.com	Administration	18	D	Delegation of tasks by Madhav	26/12/2024 11:00:00		
235	Prabodhani	sales@nutty-nuts.com	Administration	19	D	Delegation of tasks by Madhav	27/12/2024 11:00:00		
236	Prabodhani	sales@nutty-nuts.com	Administration	20	D	Delegation of tasks by Madhav	28/12/2024 11:00:00		
237	Prabodhani	sales@nutty-nuts.com	Administration	22	D	Delegation of tasks by Madhav	30/12/2024 11:00:00		
238	Prabodhani	sales@nutty-nuts.com	Administration	23	D	Delegation of tasks by Madhav	31/12/2024 11:00:00		
239	Prabodhani	sales@nutty-nuts.com	Administration	25	D	Delegation of tasks by Madhav	02/01/2025 11:00:00		
240	Prabodhani	sales@nutty-nuts.com	Administration	26	D	Delegation of tasks by Madhav	03/01/2025 11:00:00		
241	Prabodhani	sales@nutty-nuts.com	Administration	27	D	Delegation of tasks by Madhav	04/01/2025 11:00:00		
242	Prabodhani	sales@nutty-nuts.com	Administration	29	D	Delegation of tasks by Madhav	06/01/2025 11:00:00		
243	Prabodhani	sales@nutty-nuts.com	Administration	30	D	Delegation of tasks by Madhav	07/01/2025 11:00:00		
244	Prabodhani	sales@nutty-nuts.com	Administration	31	D	Delegation of tasks by Madhav	08/01/2025 11:00:00		
245	Prabodhani	sales@nutty-nuts.com	Administration	32	D	Delegation of tasks by Madhav	09/01/2025 11:00:00		



246	Prabodhani	sales@nutty-nuts.com	Administration	33	D	Delegation of tasks by Madhav	10/01/2025 11:00:00		
247	Prabodhani	sales@nutty-nuts.com	Administration	34	D	Delegation of tasks by Madhav	11/01/2025 11:00:00		
248	Prabodhani	sales@nutty-nuts.com	Administration	36	D	Delegation of tasks by Madhav	13/01/2025 11:00:00		
249	Prabodhani	sales@nutty-nuts.com	Administration	37	D	Delegation of tasks by Madhav	14/01/2025 11:00:00		
250	Prabodhani	sales@nutty-nuts.com	Administration	38	D	Delegation of tasks by Madhav	15/01/2025 11:00:00		
251	Prabodhani	sales@nutty-nuts.com	Administration	39	D	Delegation of tasks by Madhav	16/01/2025 11:00:00		
252	Prabodhani	sales@nutty-nuts.com	Administration	40	D	Delegation of tasks by Madhav	17/01/2025 11:00:00		

Next, we ensure that the data shown in the temporary tab 'Sheet20' is copied and pasted into the master sheet exactly in the same way by first removing all existing data from the master sheet and then pasting it to the 'Master' tab.

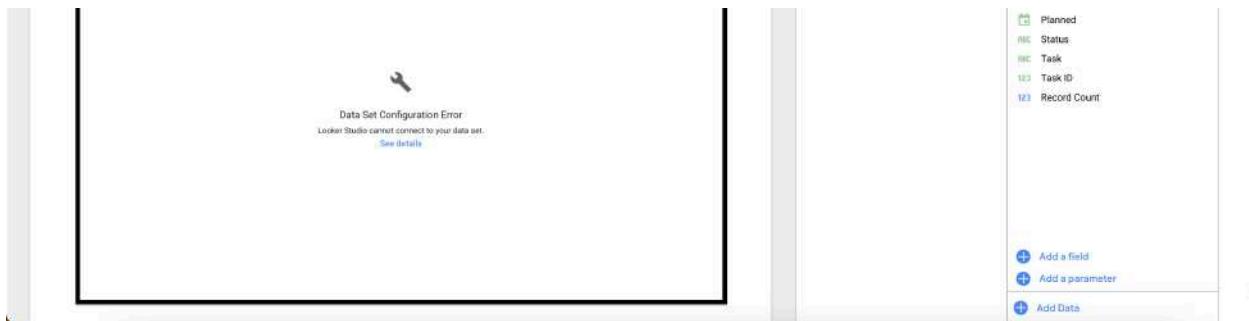
First we remove any existing filters that may still be showing in the 'Master' tab as below

The screenshot shows a Google Sheets interface with the 'Data' menu open. A dropdown menu is displayed, with the 'Remove filter' option highlighted. Other options in the menu include 'Sort sheet', 'Sort range', 'Create group by view', 'Create filter view', 'Save as filter view', 'Change view', 'View options', 'Add a slicer', 'Protect sheets and ranges', 'Named ranges', 'Named functions', 'Randomise range', 'Column stats', 'Data validation', 'Data clean-up', 'Split text to columns', and 'Data extraction'. The main spreadsheet area shows two tabs: 'Master' and 'Sheet20'. The 'Master' tab contains a table with columns 'Name' and 'Email'. The 'Sheet20' tab contains a table with columns 'Task', 'Planned', 'Actual', and 'Status'. Both tables have rows of data. The status bar at the bottom right indicates 'Count: 71,547'.

Prior to deleting the data in the 'Master' tab, it is best to create a duplicate copy just in case as a back-up. Next we delete the entire dataset from row '2' onwards and copy and paste the data from the temporary 'Sheet20' tab into the 'Master' tab in such a way that the completed tasks come at the top while the unfulfilled tasks come below the filled tasks.

When you delete the entire dataset from the 'Master' tab and you refresh Looker Studio, you may encounter the below error message which is of no cause for concern

The screenshot shows a Looker Studio dashboard titled 'Daily Checklists Dashboard'. The dashboard has a search bar, a date range selector, and a 'See details' button. On the right side, there is a 'Data' panel with a 'Search' field and a list of fields: 'Actual', 'Department', 'Email', 'Email For Buddy System', 'Freq', and 'Name'. Below the data panel, a message says 'Let's get started' and provides instructions: 'Drag a field from the Data Panel to the canvas to add a new chart or select a component on the report canvas to edit it.' The overall interface is light blue and white.



Next you paste the re-arranged data back into the 'Master' tab such that the completed tasks are at the top and the uncompleted ones are below as per screens below

	A	B	C	D	E	F	G	H	I
1	Name	Email	Department	Task ID	Freq	Task	Planned	Actual	Status
2	Prabodhani	sales@nutty-nuts.com	Administration	1	D	Delegation of tasks by Madhav	09/12/2024 11:00:00	09/12/2024 16:41:16	Done
3	Prabodhani	sales@nutty-nuts.com	Administration	2	D	Delegation of tasks by Madhav	10/12/2024 11:00:00	10/12/2024 15:28:00	Done
4	Prabodhani	sales@nutty-nuts.com	Administration	3	D	Delegation of tasks by Madhav	11/12/2024 11:00:00	11/12/2024 15:45:28	Done
5	Prabodhani	sales@nutty-nuts.com	Administration	4	D	Delegation of tasks by Madhav	12/12/2024 11:00:00	12/12/2024 10:10:35	Done
6	Prabodhani	sales@nutty-nuts.com	Administration	5	D	Delegation of tasks by Madhav	13/12/2024 11:00:00	13/12/2024 17:48:09	Done
7	Prabodhani	sales@nutty-nuts.com	Administration	6	D	Delegation of tasks by Madhav	14/12/2024 11:00:00	16/12/2024 16:55:17	Done
8	Prabodhani	sales@nutty-nuts.com	Administration	8	D	Delegation of tasks by Madhav	16/12/2024 11:00:00	16/12/2024 16:55:19	Done
9	Prabodhani	sales@nutty-nuts.com	Administration	9	D	Delegation of tasks by Madhav	17/12/2024 11:00:00	17/12/2024 17:52:36	Done
10	Prabodhani	sales@nutty-nuts.com	Administration	10	D	Delegation of tasks by Madhav	18/12/2024 11:00:00	19/12/2024 17:41:46	Done
11	Prabodhani	sales@nutty-nuts.com	Administration	11	D	Delegation of tasks by Madhav	19/12/2024 11:00:00	19/12/2024 17:44:07	Done
12	Prabodhani	sales@nutty-nuts.com	Administration	12	D	Delegation of tasks by Madhav	20/12/2024 11:00:00	20/12/2024 17:41:18	Done
13	Prabodhani	sales@nutty-nuts.com	Administration	388	D	Follow-up of Delegation of tasks by Madhav	09/12/2024 17:30:00	10/12/2024 15:28:04	Done
14	Prabodhani	sales@nutty-nuts.com	Administration	389	D	Follow-up of Delegation of tasks by Madhav	10/12/2024 17:30:00	11/12/2024 10:14:31	Done
15	Prabodhani	sales@nutty-nuts.com	Administration	390	D	Follow-up of Delegation of tasks by Madhav	11/12/2024 17:30:00	11/12/2024 15:45:21	Done
16	Prabodhani	sales@nutty-nuts.com	Administration	391	D	Follow-up of Delegation of tasks by Madhav	12/12/2024 17:30:00	12/12/2024 17:22:17	Done
17	Prabodhani	sales@nutty-nuts.com	Administration	392	D	Follow-up of Delegation of tasks by Madhav	13/12/2024 17:30:00	13/12/2024 17:48:06	Done
18	Prabodhani	sales@nutty-nuts.com	Administration	393	D	Follow-up of Delegation of tasks by Madhav	14/12/2024 17:30:00	16/12/2024 16:55:22	Done
19	Prabodhani	sales@nutty-nuts.com	Administration	395	D	Follow-up of Delegation of tasks by Madhav	16/12/2024 17:30:00	17/12/2024 17:52:41	Done
20	Prabodhani	sales@nutty-nuts.com	Administration	396	D	Follow-up of Delegation of tasks by Madhav	17/12/2024 17:30:00	17/12/2024 17:52:45	Done
21	Prabodhani	sales@nutty-nuts.com	Administration	397	D	Follow-up of Delegation of tasks by Madhav	18/12/2024 17:30:00	19/12/2024 17:41:52	Done
22	Prabodhani	sales@nutty-nuts.com	Administration	398	D	Follow-up of Delegation of tasks by Madhav	19/12/2024 17:30:00	19/12/2024 17:44:08	Done
23	Prabodhani	sales@nutty-nuts.com	Administration	399	D	Follow-up of Delegation of tasks by Madhav	20/12/2024 17:30:00	20/12/2024 17:41:14	Done
24	Prabodhani	sales@nutty-nuts.com	Administration	775	D	Scheduling of Deliveries	09/12/2024 12:00:00	09/12/2024 13:01:36	Done

	A	B	C	D	E	F	G	H	I
1	Name	Email	Department	Task ID	Freq	Task	Planned	Actual	Status
223	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	9604	D	Wood Monitoring	21/12/2024 10:00:00	21/12/2024 16:50:24	Done
224	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	9979	D	Pest Activity Review/Detection	21/12/2024 10:00:00	21/12/2024 16:50:26	Done
225	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	10354	D	Cleaning & Sanitization	21/12/2024 10:00:00	21/12/2024 16:50:28	Done
226	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	10729	D	Electric Fly Inspection	21/12/2024 10:00:00	21/12/2024 16:50:31	Done
227	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11104	D	Dry Cold Storage Temperature & Relative Humidity	21/12/2024 09:15:00	21/12/2024 16:50:35	Done
228	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11479	D	Dry Cold Storage Temperature & Relative Humidity	21/12/2024 12:00:00	21/12/2024 16:50:38	Done
229	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11854	D	Dry Cold Storage Temperature & Relative Humidity	21/12/2024 17:00:00	21/12/2024 16:50:40	Done
230	Prabodhani	sales@nutty-nuts.com	Administration	13	D	Delegation of tasks by Madhav	21/12/2024 11:00:00		
231	Prabodhani	sales@nutty-nuts.com	Administration	15	D	Delegation of tasks by Madhav	23/12/2024 11:00:00		
232	Prabodhani	sales@nutty-nuts.com	Administration	16	D	Delegation of tasks by Madhav	24/12/2024 11:00:00		
233	Prabodhani	sales@nutty-nuts.com	Administration	17	D	Delegation of tasks by Madhav	25/12/2024 11:00:00		
234	Prabodhani	sales@nutty-nuts.com	Administration	18	D	Delegation of tasks by Madhav	26/12/2024 11:00:00		
235	Prabodhani	sales@nutty-nuts.com	Administration	19	D	Delegation of tasks by Madhav	27/12/2024 11:00:00		
236	Prabodhani	sales@nutty-nuts.com	Administration	20	D	Delegation of tasks by Madhav	28/12/2024 11:00:00		
237	Prabodhani	sales@nutty-nuts.com	Administration	22	D	Delegation of tasks by Madhav	30/12/2024 11:00:00		
238	Prabodhani	sales@nutty-nuts.com	Administration	23	D	Delegation of tasks by Madhav	31/12/2024 11:00:00		
239	Prabodhani	sales@nutty-nuts.com	Administration	25	D	Delegation of tasks by Madhav	02/01/2025 11:00:00		
240	Prabodhani	sales@nutty-nuts.com	Administration	26	D	Delegation of tasks by Madhav	03/01/2025 11:00:00		
241	Prabodhani	sales@nutty-nuts.com	Administration	27	D	Delegation of tasks by Madhav	04/01/2025 11:00:00		
242	Prabodhani	sales@nutty-nuts.com	Administration	29	D	Delegation of tasks by Madhav	06/01/2025 11:00:00		
243	Prabodhani	sales@nutty-nuts.com	Administration	30	D	Delegation of tasks by Madhav	07/01/2025 11:00:00		
244	Prabodhani	sales@nutty-nuts.com	Administration	31	D	Delegation of tasks by Madhav	08/01/2025 11:00:00		
245	Prabodhani	sales@nutty-nuts.com	Administration	32	D	Delegation of tasks by Madhav	09/01/2025 11:00:00		
246	Prabodhani	sales@nutty-nuts.com	Administration	33	D	Delegation of tasks by Madhav	10/01/2025 11:00:00		

	A	B	C	D	E	F	G	H	I
1	Name	Email	Department	Task ID	Freq	Task	Planned	Actual	Status
C10450			Quality Control						

10428	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12202	D	Dry Cold Storage Temperature & Relative Humidity	04/12/2025 17:00:00		
10429	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12203	D	Dry Cold Storage Temperature & Relative Humidity	05/12/2025 17:00:00		
10430	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12204	D	Dry Cold Storage Temperature & Relative Humidity	06/12/2025 17:00:00		
10431	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12206	D	Dry Cold Storage Temperature & Relative Humidity	08/12/2025 17:00:00		
10432	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12207	D	Dry Cold Storage Temperature & Relative Humidity	09/12/2025 17:00:00		
10433	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12208	D	Dry Cold Storage Temperature & Relative Humidity	10/12/2025 17:00:00		
10434	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12209	D	Dry Cold Storage Temperature & Relative Humidity	11/12/2025 17:00:00		
10435	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12210	D	Dry Cold Storage Temperature & Relative Humidity	12/12/2025 17:00:00		
10436	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12211	D	Dry Cold Storage Temperature & Relative Humidity	13/12/2025 17:00:00		
10437	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12213	D	Dry Cold Storage Temperature & Relative Humidity	15/12/2025 17:00:00		
10438	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12214	D	Dry Cold Storage Temperature & Relative Humidity	16/12/2025 17:00:00		
10439	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12215	D	Dry Cold Storage Temperature & Relative Humidity	17/12/2025 17:00:00		
10440	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12216	D	Dry Cold Storage Temperature & Relative Humidity	18/12/2025 17:00:00		
10441	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12217	D	Dry Cold Storage Temperature & Relative Humidity	19/12/2025 17:00:00		
10442	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12218	D	Dry Cold Storage Temperature & Relative Humidity	20/12/2025 17:00:00		
10443	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12220	D	Dry Cold Storage Temperature & Relative Humidity	22/12/2025 17:00:00		
10444	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12221	D	Dry Cold Storage Temperature & Relative Humidity	23/12/2025 17:00:00		
10445	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12222	D	Dry Cold Storage Temperature & Relative Humidity	24/12/2025 17:00:00		
10446	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12223	D	Dry Cold Storage Temperature & Relative Humidity	25/12/2025 17:00:00		
10447	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12224	D	Dry Cold Storage Temperature & Relative Humidity	26/12/2025 17:00:00		
10448	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12225	D	Dry Cold Storage Temperature & Relative Humidity	27/12/2025 17:00:00		
10449	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12227	D	Dry Cold Storage Temperature & Relative Humidity	29/12/2025 17:00:00		
10450	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	12228	D	Dry Cold Storage Temperature & Relative Humidity	30/12/2025 17:00:00		

+ Consolidated ▾ Setup Sheet ▾ Doer List ▾ Task List ▾ Master ▾ Copy of Master ▾ Working Day Calender ▾ For ▾

Next, when you do a hard refresh for Looker Studio, the error will no longer appear and you will see the data in a similar manner to before

Daily Checklists Dashboard

File Editing View Insert Page Arrange Resource Help

Add page Add data Add a chart Add a control Theme and layout

Reset Share View Refresh data Make a copy

Let's get started

Drag a field from the Data Panel to the canvas to add a new chart or select a component on the report canvas to edit it.

Data Panel:

- Actual
- Department
- Email
- Email For Buddy System
- Freq
- Name
- Planned
- Status
- Task
- Task ID
- Record Count

Properties

Filter bar

Task

Select date range

Task ID	Task	Planned (Date)	
1	11815	Dry Cold Storage Temperature & Relative Humidity	31 Jan 2025
2	11814	Dry Cold Storage Temperature & Relative Humidity	30 Jan 2025
3	11813	Dry Cold Storage Temperature & Relative Humidity	29 Jan 2025
4	11812	Dry Cold Storage Temperature & Relative Humidity	28 Jan 2025
5	11811	Dry Cold Storage Temperature & Relative Humidity	27 Jan 2025
6	11809	Dry Cold Storage Temperature & Relative Humidity	25 Jan 2025
7	11808	Dry Cold Storage Temperature & Relative Humidity	24 Jan 2025
8	11807	Dry Cold Storage Temperature & Relative Humidity	23 Jan 2025
9	11806	Dry Cold Storage Temperature & Relative Humidity	22 Jan 2025
10	11805	Dry Cold Storage Temperature & Relative Humidity	21 Jan 2025
11	11804	Dry Cold Storage Temperature & Relative Humidity	20 Jan 2025
12	11802	Dry Cold Storage Temperature & Relative Humidity	18 Jan 2025
13	11801	Dry Cold Storage Temperature & Relative Humidity	17 Jan 2025
14	11800	Dry Cold Storage Temperature & Relative Humidity	16 Jan 2025
15	11809	Dry Cold Storage Temperature & Relative Humidity	15 Jan 2025
16	11808	Dry Cold Storage Temperature & Relative Humidity	14 Jan 2025
17	11807	Dry Cold Storage Temperature & Relative Humidity	13 Jan 2025
18	11805	Dry Cold Storage Temperature & Relative Humidity	11 Jan 2025
19	11804	Dry Cold Storage Temperature & Relative Humidity	10 Jan 2025
20	11803	Dry Cold Storage Temperature & Relative Humidity	9 Jan 2025

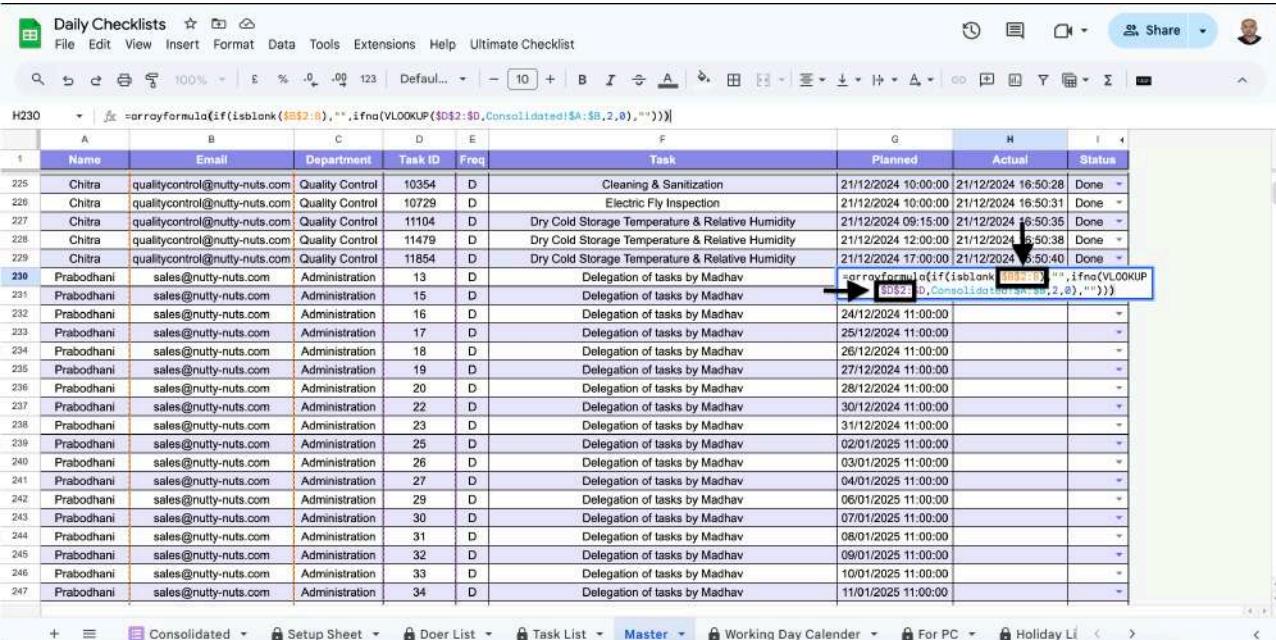
Once you verify that looker studio is working correctly and back to normal, you can delete the extra tabs in the checklist sheet you have made as a backup

Next, you select the first empty cell in the 'Actual' H column in the 'Master' tab as below

Daily Checklists									
File Edit View Insert Format Data Tools Extensions Help Ultimate Checklist									
H230									
1	Name	Email	Department	Task ID	Freq	Task	Planned	H	Actual
225	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	10354	D	Cleaning & Sanitization	21/12/2024 10:00:00	21/12/2024 16:50:28	Done
226	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	10729	D	Electric Fly Inspection	21/12/2024 10:00:00	21/12/2024 16:50:31	Done
227	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11104	D	Dry Cold Storage Temperature & Relative Humidity	21/12/2024 09:15:00	21/12/2024 16:50:35	Done
228	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11479	D	Dry Cold Storage Temperature & Relative Humidity	21/12/2024 12:00:00	21/12/2024 16:50:38	Done
229	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11854	D	Dry Cold Storage Temperature & Relative Humidity	21/12/2024 17:00:00	21/12/2024 16:50:40	Done
230	Prabodhani	sales@nutty-nuts.com	Administration	13	D	Delegation of tasks by Madhav	21/12/2024 11:00:00		
231	Prabodhani	sales@nutty-nuts.com	Administration	15	D	Delegation of tasks by Madhav	23/12/2024 11:00:00		
232	Prabodhani	sales@nutty-nuts.com	Administration	16	D	Delegation of tasks by Madhav	24/12/2024 11:00:00		
233	Prabodhani	sales@nutty-nuts.com	Administration	17	D	Delegation of tasks by Madhav	25/12/2024 11:00:00		
234	Prabodhani	sales@nutty-nuts.com	Administration	18	D	Delegation of tasks by Madhav	26/12/2024 11:00:00		
235	Prabodhani	sales@nutty-nuts.com	Administration	19	D	Delegation of tasks by Madhav	27/12/2024 11:00:00		

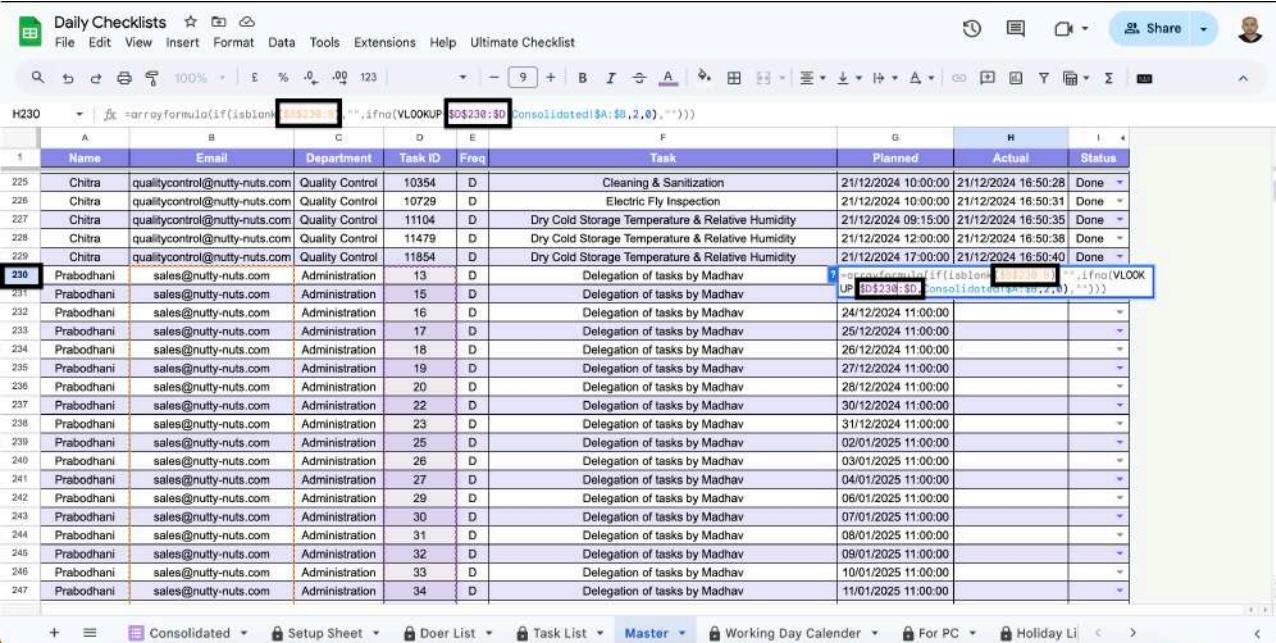
236	Prabodhani	sales@nutty-nuts.com	Administration	20	D	Delegation of tasks by Madhav	28/12/2024 11:00:00		
237	Prabodhani	sales@nutty-nuts.com	Administration	22	D	Delegation of tasks by Madhav	30/12/2024 11:00:00		
238	Prabodhani	sales@nutty-nuts.com	Administration	23	D	Delegation of tasks by Madhav	31/12/2024 11:00:00		
239	Prabodhani	sales@nutty-nuts.com	Administration	25	D	Delegation of tasks by Madhav	02/01/2025 11:00:00		
240	Prabodhani	sales@nutty-nuts.com	Administration	26	D	Delegation of tasks by Madhav	03/01/2025 11:00:00		
241	Prabodhani	sales@nutty-nuts.com	Administration	27	D	Delegation of tasks by Madhav	04/01/2025 11:00:00		
242	Prabodhani	sales@nutty-nuts.com	Administration	29	D	Delegation of tasks by Madhav	06/01/2025 11:00:00		
243	Prabodhani	sales@nutty-nuts.com	Administration	30	D	Delegation of tasks by Madhav	07/01/2025 11:00:00		
244	Prabodhani	sales@nutty-nuts.com	Administration	31	D	Delegation of tasks by Madhav	08/01/2025 11:00:00		
245	Prabodhani	sales@nutty-nuts.com	Administration	32	D	Delegation of tasks by Madhav	09/01/2025 11:00:00		
246	Prabodhani	sales@nutty-nuts.com	Administration	33	D	Delegation of tasks by Madhav	10/01/2025 11:00:00		
247	Prabodhani	sales@nutty-nuts.com	Administration	34	D	Delegation of tasks by Madhav	11/01/2025 11:00:00		

Paste the below formula into it as per below screen
=arrayformula(if(isblank(\$B\$2:B),"",ifna(VLOOKUP(\$D\$2:\$D,Consolidated!\$A:\$B,2,0),"")))



Daily Checklists									
File Edit View Insert Format Data Tools Extensions Help Ultimate Checklist									
H230	=arrayformula(if(isblank(\$B\$2:B),"",ifna(VLOOKUP(\$D\$2:\$D,Consolidated!\$A:\$B,2,0),""))))								
A	B	C	D	E	F	G	H	I	
Name	Email	Department	Task ID	Freq	Task	Planned	Actual	Status	
225	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	10354	D	Cleaning & Sanitization	21/12/2024 10:00:00	21/12/2024 16:50:28	Done
226	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	10729	D	Electric Fly Inspection	21/12/2024 10:00:00	21/12/2024 16:50:31	Done
227	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11104	D	Dry Cold Storage Temperature & Relative Humidity	21/12/2024 09:15:00	21/12/2024 16:50:35	Done
228	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11479	D	Dry Cold Storage Temperature & Relative Humidity	21/12/2024 12:00:00	21/12/2024 16:50:38	Done
229	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11854	D	Dry Cold Storage Temperature & Relative Humidity	21/12/2024 17:00:00	21/12/2024 16:50:40	Done
230	Prabodhani	sales@nutty-nuts.com	Administration	13	D	Delegation of tasks by Madhav			
231	Prabodhani	sales@nutty-nuts.com	Administration	15	D	Delegation of tasks by Madhav			
232	Prabodhani	sales@nutty-nuts.com	Administration	16	D	Delegation of tasks by Madhav	24/12/2024 11:00:00		
233	Prabodhani	sales@nutty-nuts.com	Administration	17	D	Delegation of tasks by Madhav	25/12/2024 11:00:00		
234	Prabodhani	sales@nutty-nuts.com	Administration	18	D	Delegation of tasks by Madhav	26/12/2024 11:00:00		
235	Prabodhani	sales@nutty-nuts.com	Administration	19	D	Delegation of tasks by Madhav	27/12/2024 11:00:00		
236	Prabodhani	sales@nutty-nuts.com	Administration	20	D	Delegation of tasks by Madhav	28/12/2024 11:00:00		
237	Prabodhani	sales@nutty-nuts.com	Administration	22	D	Delegation of tasks by Madhav	30/12/2024 11:00:00		
238	Prabodhani	sales@nutty-nuts.com	Administration	23	D	Delegation of tasks by Madhav	31/12/2024 11:00:00		
239	Prabodhani	sales@nutty-nuts.com	Administration	25	D	Delegation of tasks by Madhav	02/01/2025 11:00:00		
240	Prabodhani	sales@nutty-nuts.com	Administration	26	D	Delegation of tasks by Madhav	03/01/2025 11:00:00		
241	Prabodhani	sales@nutty-nuts.com	Administration	27	D	Delegation of tasks by Madhav	04/01/2025 11:00:00		
242	Prabodhani	sales@nutty-nuts.com	Administration	29	D	Delegation of tasks by Madhav	06/01/2025 11:00:00		
243	Prabodhani	sales@nutty-nuts.com	Administration	30	D	Delegation of tasks by Madhav	07/01/2025 11:00:00		
244	Prabodhani	sales@nutty-nuts.com	Administration	31	D	Delegation of tasks by Madhav	08/01/2025 11:00:00		
245	Prabodhani	sales@nutty-nuts.com	Administration	32	D	Delegation of tasks by Madhav	09/01/2025 11:00:00		
246	Prabodhani	sales@nutty-nuts.com	Administration	33	D	Delegation of tasks by Madhav	10/01/2025 11:00:00		
247	Prabodhani	sales@nutty-nuts.com	Administration	34	D	Delegation of tasks by Madhav	11/01/2025 11:00:00		

Change the value '2' to the row number which contains the first incomplete task which in this case is '230' as per screen below



Daily Checklists									
File Edit View Insert Format Data Tools Extensions Help Ultimate Checklist									
H230	=arrayformula(if(isblank(\$B\$2:B),"",ifna(VLOOKUP(\$D\$2:\$D,Consolidated!\$A:\$B,2,1),)))								
A	B	C	D	E	F	G	H	I	
Name	Email	Department	Task ID	Freq	Task	Planned	Actual	Status	
225	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	10354	D	Cleaning & Sanitization	21/12/2024 10:00:00	21/12/2024 16:50:28	Done
226	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	10729	D	Electric Fly Inspection	21/12/2024 10:00:00	21/12/2024 16:50:31	Done
227	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11104	D	Dry Cold Storage Temperature & Relative Humidity	21/12/2024 09:15:00	21/12/2024 16:50:35	Done
228	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11479	D	Dry Cold Storage Temperature & Relative Humidity	21/12/2024 12:00:00	21/12/2024 16:50:38	Done
229	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11854	D	Dry Cold Storage Temperature & Relative Humidity	21/12/2024 17:00:00	21/12/2024 16:50:40	Done
230	Prabodhani	sales@nutty-nuts.com	Administration	13	D	Delegation of tasks by Madhav			
231	Prabodhani	sales@nutty-nuts.com	Administration	15	D	Delegation of tasks by Madhav			
232	Prabodhani	sales@nutty-nuts.com	Administration	16	D	Delegation of tasks by Madhav	24/12/2024 11:00:00		
233	Prabodhani	sales@nutty-nuts.com	Administration	17	D	Delegation of tasks by Madhav	25/12/2024 11:00:00		
234	Prabodhani	sales@nutty-nuts.com	Administration	18	D	Delegation of tasks by Madhav	26/12/2024 11:00:00		
235	Prabodhani	sales@nutty-nuts.com	Administration	19	D	Delegation of tasks by Madhav	27/12/2024 11:00:00		
236	Prabodhani	sales@nutty-nuts.com	Administration	20	D	Delegation of tasks by Madhav	28/12/2024 11:00:00		
237	Prabodhani	sales@nutty-nuts.com	Administration	22	D	Delegation of tasks by Madhav	30/12/2024 11:00:00		
238	Prabodhani	sales@nutty-nuts.com	Administration	23	D	Delegation of tasks by Madhav	31/12/2024 11:00:00		
239	Prabodhani	sales@nutty-nuts.com	Administration	25	D	Delegation of tasks by Madhav	02/01/2025 11:00:00		
240	Prabodhani	sales@nutty-nuts.com	Administration	26	D	Delegation of tasks by Madhav	03/01/2025 11:00:00		
241	Prabodhani	sales@nutty-nuts.com	Administration	27	D	Delegation of tasks by Madhav	04/01/2025 11:00:00		
242	Prabodhani	sales@nutty-nuts.com	Administration	29	D	Delegation of tasks by Madhav	06/01/2025 11:00:00		
243	Prabodhani	sales@nutty-nuts.com	Administration	30	D	Delegation of tasks by Madhav	07/01/2025 11:00:00		
244	Prabodhani	sales@nutty-nuts.com	Administration	31	D	Delegation of tasks by Madhav	08/01/2025 11:00:00		
245	Prabodhani	sales@nutty-nuts.com	Administration	32	D	Delegation of tasks by Madhav	09/01/2025 11:00:00		
246	Prabodhani	sales@nutty-nuts.com	Administration	33	D	Delegation of tasks by Madhav	10/01/2025 11:00:00		
247	Prabodhani	sales@nutty-nuts.com	Administration	34	D	Delegation of tasks by Madhav	11/01/2025 11:00:00		

You can choose to customize this formula if you wish as per your needs; completely optional. You can ask ChatGPT for advice perhaps on how to make it

Completely optional. You can ask Charlie for advice perhaps on how to make it more efficient or more suitable for your needs.

Just make sure 'Consolidated' is spelt incorrectly in both the formula and tab name otherwise it will throw up an error

So now whenever a google form is filled and submitted for a task whose identification is by Task ID and has been marked as completed, it will automatically show up in 'Actual' H column using the formula that has just been pasted

'Status' I column is now redundant so you can choose to hide it if you want

Now, re-visit Looker Studio and click on the table to view and edit properties as per screen below

Daily Checklists Dashboard

File Editing View Insert Page Arrange Resource Help

Add page Add a chart Add a control Theme and layout Pause updates

+ Add quick filter

Task

Select date range

Chart Data

SET-UP STYLE

Data source Daily Checklists - Master

Dimension

123 Task ID

123 Task

Planned (Date)

Metric

Optional metrics

Metric sliders

Add dimension

Add metric

Add field

Add a parameter

Add Data

We will now need to add another dimension (i.e. column). You have the option to choose an existing field on which the report is made or an entirely new column with a custom formula as per your requirement. It is not as fast/efficient as google sheets when using formula but nonetheless gives the correct answer albeit at a slightly slower speed but which doesn't render it unusable.

To add new dimension

Daily Checklists Dashboard

File Editing View Insert Page Arrange Resource Help

Add page Add a chart Add a control Theme and layout Pause updates

+ Add quick filter

Task

Select date range

Chart Data

SET-UP STYLE

Data source Daily Checklists - Master

Dimension

Actual

123 Task ID

123 Task

Metric

Optional metrics

Metric sliders

The screenshot shows a table of tasks with columns for Task ID, Task, and Planned (Date). The sidebar on the right contains sections for 'BLENDED DATA' (Date Range Dimension, Dimension, Metric), 'Optional metrics', and 'Metric sliders'. A black box highlights the 'Add dimension' button under the Dimension section.

Next we need to add a calculated field as below

The screenshot shows the same table and sidebar as the previous image. An arrow points to the 'ADD CALCULATED FIELD...' option in the 'Actual' dropdown menu under the Metrics section of the sidebar.

To get the below screen

The screenshot shows the same table and sidebar. A new 'New Field' dialog box is open over the sidebar. It has fields for 'Name' (empty), 'Data type' (Text), and 'Formula' (containing the value '1'). A blue 'APPLY' button is at the bottom right of the dialog.

In Looker Studio, you don't need to enter an equal sign for a formula

We need a concatenate formula for the pre-filled hyper link that we have

previously created

Copy the pre-filled hyper link upto the equal sign as below

https://docs.google.com/forms/d/e/1FAIpQLSfm7yvem27cdstWKDFtg4Nbb4nJ0PcWRHW3IdhGYBCB9zIbdw/viewform?usp=pp_url&entry.4476

Then enter the CONCAT formula as per below screen

The screenshot shows the Data Studio interface. On the left, there is a table titled 'Task' with columns for 'Task ID', 'Task', and 'Planned'. The table contains 100 rows of data. On the right, a modal window is open for the 'Status' field of a row. The 'Name' field is set to 'Status'. The 'Data type' is set to 'Text'. In the 'Formula' field, the text 'CONCAT(' is entered. A tooltip appears, stating 'Expected: A field or expression.' Below the formula field, there is a placeholder 'CONCAT(X, Y [Z, ...])'.

We now need to put the copied hyperlinks between the double quotes as per below screen

The screenshot shows the Data Studio formula editor. The 'Status' field is being edited. The formula 'CONCAT(' has been completed with double quotes around it, resulting in 'CONCAT("')'. Below the formula, a tooltip shows the expanded formula 'CONCAT(X, Y [Z, ...])'.

Examples

CONCAT(Campaign, " ", Campaign Code)

CONCAT("Browser: ", Browser, " Version: ", Browser Ve

Summary

Returns text that is the concatenation of two or more expressions.

X

A field or expression.

Y [Z, ...]

A field or expression.

[Learn more](#)



Add Drill Action

The pre-filled hyperlink that was created from the google form you copy and paste up to and including the '=' sign as below:

Original:

https://docs.google.com/forms/d/e/1FAIpQLSfm7yvem27cdstWKDFtg4Nbb4nJ0PcWRHW3IdhGYBCB9zIbdw/viewform?usp=pp_url&entry.4476=123

Link to paste:

https://docs.google.com/forms/d/e/1FAIpQLSfm7yvem27cdstWKDFtg4Nbb4nJ0PcWRHW3IdhGYBCB9zIbdw/viewform?usp=pp_url&entry.4476=

Don't include the dummy task ID number used to create the pre-filled link

The screenshot shows a software interface for creating formulas. On the left, there's a green header bar labeled 'ABC Status'. Below it, there are fields for 'Name' and 'Status', both currently empty. Under 'Data type', it says 'Text'. In the 'Formula' field, there is a red error message: '1 BCB9zIbdw/viewform?usp=pp_url&entry.4476=",'. A small red 'X' icon is next to the number '1'. To the right of the formula field is a sidebar with the following sections and items:

- Data**: Contains 'Search' and a list of items: 'Daily Checklists - Master', 'Actual', 'Department', 'Email', 'Email For Buddy System', 'Freq', and 'Name'.
- Properties**: Contains a pencil icon.
- Filter bar**: Contains a magnifying glass icon.

At the bottom of the formula field, there is a placeholder text 'CONCAT(X, Y [Z, ...])'. There is also a large 'X' button at the bottom right of the formula input area.

Syntax error: Unexpected ")".

ABC Status

Name
Status

Data type
Text

Formula

```
1 CB9zIbdw/viewform?usp=pp_url&entry.4476=" , Ta
```

Examples
CONCAT(Campaign, " ", Campaign Code)
CONCAT("Browser: ", Browser, " Version: ", Browser Version)

Summary
Returns text that is the concatenation of two or more fields or expressions.

X
A field or expression.

Y [Z, ...]
A field or expression.

[Learn more](#)

Add a field
Add a parameter
Add Data

Search
Daily Checklists - Master
Actual
Department
Email
Email For Buddy System
Freq
Name

CONCAT(X, Y [Z, ...])
TAN()
Task
Task ID

Syntax error: Expected ")" but got keyword FROM

Add Drill Action

Data
Properties
Filter bar

Formula

```
1 dw/viewform?usp=pp_url&entry.4476="", Task ID )
```



APPLY



Add Drill Action



The links have been created and they are clickable but the appearance of it is unpleasant as per screen below

Daily Checklists Dashboard

File Editing View Insert Page Arrange Resource Help

Reset Share View

Add page Add data Add a chart Add a control Theme and layout Pause updates

+ Add quick filter

Task Select date range

Task ID	Task	Planned (Date)	Status
5	Dry Cold Storage Temperature & Relative Humidity	27-Jan-2025	View
6	Dry Cold Storage Temperature & Relative Humidity	25-Jan-2025	View
7	Dry Cold Storage Temperature & Relative Humidity	24-Jan-2025	View
8	Dry Cold Storage Temperature & Relative Humidity	23-Jan-2025	View
9	Dry Cold Storage Temperature & Relative Humidity	22-Jan-2025	View
10	Dry Cold Storage Temperature & Relative Humidity	21-Jan-2025	View
11	Dry Cold Storage Temperature & Relative Humidity	20-Jan-2025	View
12	Dry Cold Storage Temperature & Relative Humidity	19-Jan-2025	View
13	Dry Cold Storage Temperature & Relative Humidity	17-Jan-2025	View
14	Dry Cold Storage Temperature & Relative Humidity	16-Jan-2025	View
15	Dry Cold Storage Temperature & Relative Humidity	15-Jan-2025	View
16	Dry Cold Storage Temperature & Relative Humidity	14-Jan-2025	View
17	Dry Cold Storage Temperature & Relative Humidity	13-Jan-2025	View
18	Dry Cold Storage Temperature & Relative Humidity	11-Jan-2025	View
19	Dry Cold Storage Temperature & Relative Humidity	10-Jan-2025	View
20	Dry Cold Storage Temperature & Relative Humidity	9-Jan-2025	View

Chart Data

SET-UP STYLE

Data source: Daily Checklists - Master

BLEND DATA

Planned (Date)

Data range dimension: Planned (Date)

Actual Department Email Email For Buddy System Freq Name Planned Status Task Task ID Record Count

Add dimension

Drill down

Metric

Properties Filter bar

21.	11872	Dry Cold Storage Temperature & Relative Humidity	8 Jan 2025	https://docs...	Add metric	+ Add a field	
22.	11871	Dry Cold Storage Temperature & Relative Humidity	7 Jan 2025	https://docs...	Optional metrics	+ Add a parameter	
23.	11870	Dry Cold Storage Temperature & Relative Humidity	6 Jan 2025	https://docs...	Metric sliders	+ Add Data	

To resolve it, we need to convert it into a hyperlink as per below screens

Chart

SET-UP STYLE

Data source

Daily Checklists - Master

BLEND DATA

Date Range Dimension

Planned (Date)

Dimension

Task ID

Task

Planned (Date)

Status

+ New dimension

Drill down

Metric

Add metric

Optional metrics

Metric sliders

ABC Status

Name

Status

Data type

Text

Formula

```
1 HYPERLINK(CONCAT("https://docs.google.com/fc
```



Syntax error: Expected ")" but got keyword FROM

APPLY



Add Drill Action

Go right to the end of the formula as per below screen

ABC Status

Name

Status

Data type

Text

Formula

1 "wform?usp=pp_url&entry.4476=", Task ID) , "✓")



APPLY

↳ Add Drill Action

Instead of the green tickbox, you can also opt for text such as 'Done'. Click on 'Apply' to get below screens

The screenshot shows the 'Daily Checklists Dashboard' interface. On the left, there's a list of tasks with columns for Task ID, Task, and Planned (Date). Tasks 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, and 16 are listed, all planned for Jan 2025. On the right, there's a 'Data' panel with a 'Formulas' section containing the formula: "1 \"wform?usp=pp_url&entry.4476=", Task ID) , "Done")". The 'Properties' panel on the far right lists various fields like Actual, Department, Email, etc.

Task ID	Task	Planned (Date)
5	Dry Cold Storage Temperature & Relative Humidity	27 Jan 2025
6	Dry Cold Storage Temperature & Relative Humidity	25 Jan 2025
7	Dry Cold Storage Temperature & Relative Humidity	24 Jan 2025
8	Dry Cold Storage Temperature & Relative Humidity	23 Jan 2025
9	Dry Cold Storage Temperature & Relative Humidity	22 Jan 2025
10	Dry Cold Storage Temperature & Relative Humidity	21 Jan 2025
11	Dry Cold Storage Temperature & Relative Humidity	20 Jan 2025
12	Dry Cold Storage Temperature & Relative Humidity	18 Jan 2025
13	Dry Cold Storage Temperature & Relative Humidity	17 Jan 2025
14	Dry Cold Storage Temperature & Relative Humidity	16 Jan 2025
15	Dry Cold Storage Temperature & Relative Humidity	15 Jan 2025
16	Dry Cold Storage Temperature & Relative Humidity	14 Jan 2025

The screenshot shows a Microsoft Power BI dashboard titled "Daily Checklists Dashboard". On the left, there is a table with columns: Task ID, Task, Planned (Date), and Status. The status column contains green checkmarks. An arrow points from the "Status" column to a blue "APPLY" button at the top right of the dashboard. On the right, there is a "Chart" setup panel with sections for "SET-UP" and "STYLE". The "SET-UP" section includes "Data source" (Daily Checklists - Master), "Date Range Dimension" (Planned (Date)), "Dimension" (Task ID, Task, Planned (Date), Status), and "Metric". The "STYLE" section includes "Chart type" (set to "Table") and "Color scheme".

This now makes it easier for the task to be marked as done by the doer

Next to view whether the above has been done correctly, go to below screen and click on 'View' button

The screenshot shows the same Microsoft Power BI dashboard as before. A large arrow points from the "Status" column in the table to the blue "View" button located in the top right corner of the dashboard interface.

Then click on the green tick box of any one task. In this example, we have chosen Task ID 11891.

The screenshot shows the Microsoft Power BI dashboard with the "Edit" button highlighted in the top right corner. Below the dashboard, a portion of the table is visible with columns: Task ID, Task, Planned (Date), and Status. The "Status" column contains green checkmarks.

1.	11895	Dry Cold Storage Temperature & Relative Humidity	31 Jan 2025	<input checked="" type="checkbox"/>
2.	11894	Dry Cold Storage Temperature & Relative Humidity	30 Jan 2025	<input checked="" type="checkbox"/>
3.	11893	Dry Cold Storage Temperature & Relative Humidity	29 Jan 2025	<input checked="" type="checkbox"/>
4.	11892	Dry Cold Storage Temperature & Relative Humidity	28 Jan 2025	<input checked="" type="checkbox"/>
5.	11891	Dry Cold Storage Temperature & Relative Humidity	27 Jan 2025	<input checked="" type="checkbox"/>
6.	11889	Dry Cold Storage Temperature & Relative Humidity	25 Jan 2025	<input checked="" type="checkbox"/>
7.	11888	Dry Cold Storage Temperature & Relative Humidity	24 Jan 2025	<input checked="" type="checkbox"/>
8.	11887	Dry Cold Storage Temperature & Relative Humidity	23 Jan 2025	<input checked="" type="checkbox"/>
9.	11886	Dry Cold Storage Temperature & Relative Humidity	22 Jan 2025	<input checked="" type="checkbox"/>
10.	11885	Dry Cold Storage Temperature & Relative Humidity	21 Jan 2025	<input checked="" type="checkbox"/>
11.	11884	Dry Cold Storage Temperature & Relative Humidity	20 Jan 2025	<input checked="" type="checkbox"/>
12.	11882	Dry Cold Storage Temperature & Relative Humidity	18 Jan 2025	<input checked="" type="checkbox"/>
13.	11881	Dry Cold Storage Temperature & Relative Humidity	17 Jan 2025	<input checked="" type="checkbox"/>
14.	11880	Dry Cold Storage Temperature & Relative Humidity	16 Jan 2025	<input checked="" type="checkbox"/>
15.	11879	Dry Cold Storage Temperature & Relative Humidity	15 Jan 2025	<input checked="" type="checkbox"/>
16.	11878	Dry Cold Storage Temperature & Relative Humidity	14 Jan 2025	<input checked="" type="checkbox"/>
17.	11877	Dry Cold Storage Temperature & Relative Humidity	13 Jan 2025	<input checked="" type="checkbox"/>

You should get the below screen

The screenshot shows a Google Form titled "Daily Checklists" for "NUTTY NUTS WE ARE NUTS ABOUT QUALITY". The "Task ID" field contains the value "11891", which is highlighted with a black box and an arrow pointing to it. Below the form, there is a red status bar with a "Submit" button and a "Clear form" link.

As you can see, the pre-filled link is working correctly as it is showing the correct chosen Task ID of **11891** that we want to show as completed

Next we click on 'Submit' button to see the below screens

The screenshot shows the same Google Form after the "Submit" button has been clicked. The "Task ID" field still contains "11891". A message at the top of the form indicates that the task has been completed: "Task 11891 has been completed". Below this message, the "Proof of Task Completion" section is visible, containing a file upload input field.

Submit

Clear form

نتي نوتز
NUTTY NUTS®
WE ARE NUTS ABOUT QUALITY

Daily Checklists

Your response has been recorded.

Submit another response

This form was created inside Nutty Nuts Foodstuff Factory LLC.
Does this form look suspicious? Report

Google Forms

Next, we visit the checklist google sheet and view the Task ID 11891 in the 'Master' tab to see if the formula is picking it up correctly the time and date completion as per screens below

A	B	C
Task ID	Timestamp	Proof of Task Completion
11891	22/12/2024 17:20:14	
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		

A	B	C	D	E	F	G	H
Name	Email	Department	Task ID	Freq	Task	Planned	Actual
10154	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11882	D	Dry Cold Storage Temperature & Relative Humidity	18/01/2025 17:00:00
10155	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11884	D	Dry Cold Storage Temperature & Relative Humidity	20/01/2025 17:00:00
10156	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11885	D	Dry Cold Storage Temperature & Relative Humidity	21/01/2025 17:00:00
10157	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11886	D	Dry Cold Storage Temperature & Relative Humidity	22/01/2025 17:00:00
10158	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11887	D	Dry Cold Storage Temperature & Relative Humidity	23/01/2025 17:00:00
10159	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11888	D	Dry Cold Storage Temperature & Relative Humidity	24/01/2025 17:00:00
10160	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11889	D	Dry Cold Storage Temperature & Relative Humidity	25/01/2025 17:00:00
10161	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11891	D	Dry Cold Storage Temperature & Relative Humidity	27/01/2025 17:00:00
10162	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11892	D	Dry Cold Storage Temperature & Relative Humidity	28/01/2025 17:00:00
10163	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11893	D	Dry Cold Storage Temperature & Relative Humidity	29/01/2025 17:00:00
10164	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11894	D	Dry Cold Storage Temperature & Relative Humidity	30/01/2025 17:00:00
10165	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11895	D	Dry Cold Storage Temperature & Relative Humidity	31/01/2025 17:00:00
10166	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11896	D	Dry Cold Storage Temperature & Relative Humidity	01/02/2025 17:00:00
10167	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11898	D	Dry Cold Storage Temperature & Relative Humidity	03/02/2025 17:00:00
10168	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11899	D	Dry Cold Storage Temperature & Relative Humidity	04/02/2025 17:00:00

10169	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11900	D	Dry Cold Storage Temperature & Relative Humidity	05/02/2025 17:00:00
10170	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11901	D	Dry Cold Storage Temperature & Relative Humidity	06/02/2025 17:00:00
10171	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11902	D	Dry Cold Storage Temperature & Relative Humidity	07/02/2025 17:00:00
10172	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11903	D	Dry Cold Storage Temperature & Relative Humidity	08/02/2025 17:00:00
10173	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11905	D	Dry Cold Storage Temperature & Relative Humidity	10/02/2025 17:00:00
10174	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11906	D	Dry Cold Storage Temperature & Relative Humidity	11/02/2025 17:00:00
10175	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11907	D	Dry Cold Storage Temperature & Relative Humidity	12/02/2025 17:00:00
10176	Chitra	qualitycontrol@nutty-nuts.com	Quality Control	11908	D	Dry Cold Storage Temperature & Relative Humidity	13/02/2025 17:00:00

Now if we refresh the 'view' dashboard as per below screens, you will no longer be able to see task with ID 11891 since it has been marked as completed

Daily Checklists Dashboard

Task ID	Task	Planned (Date)
1.	11895 Dry Cold Storage Temperature & Relative Humidity	31 Jan 2025
2.	11894 Dry Cold Storage Temperature & Relative Humidity	30 Jan 2025
3.	11893 Dry Cold Storage Temperature & Relative Humidity	29 Jan 2025
4.	11892 Dry Cold Storage Temperature & Relative Humidity	28 Jan 2025
5.	11891 Dry Cold Storage Temperature & Relative Humidity	27 Jan 2025
6.	11889 Dry Cold Storage Temperature & Relative Humidity	25 Jan 2025
7.	11888 Dry Cold Storage Temperature & Relative Humidity	24 Jan 2025
8.	11887 Dry Cold Storage Temperature & Relative Humidity	23 Jan 2025
9.	11886 Dry Cold Storage Temperature & Relative Humidity	22 Jan 2025
10.	11885 Dry Cold Storage Temperature & Relative Humidity	21 Jan 2025
11.	11884 Dry Cold Storage Temperature & Relative Humidity	20 Jan 2025
12.	11882 Dry Cold Storage Temperature & Relative Humidity	18 Jan 2025
13.	11881 Dry Cold Storage Temperature & Relative Humidity	17 Jan 2025
14.	11880 Dry Cold Storage Temperature & Relative Humidity	16 Jan 2025
15.	11879 Dry Cold Storage Temperature & Relative Humidity	15 Jan 2025
16.	11878 Dry Cold Storage Temperature & Relative Humidity	14 Jan 2025
17.	11877 Dry Cold Storage Temperature & Relative Humidity	13 Jan 2025
18.	11875 Dry Cold Storage Temperature & Relative Humidity	11 Jan 2025

Daily Checklists Dashboard

Task ID	Task	Planned (Date)	Status
1.	11895 Dry Cold Storage Temperature & Relative Humidity	31 Jan 2025	✓
2.	11894 Dry Cold Storage Temperature & Relative Humidity	30 Jan 2025	✓
3.	11893 Dry Cold Storage Temperature & Relative Humidity	29 Jan 2025	✓
4.	11892 Dry Cold Storage Temperature & Relative Humidity	28 Jan 2025	✓
5.	11889 Dry Cold Storage Temperature & Relative Humidity	25 Jan 2025	✓
6.	11888 Dry Cold Storage Temperature & Relative Humidity	23 Jan 2025	✓
7.	11887 Dry Cold Storage Temperature & Relative Humidity	22 Jan 2025	✓
8.	11886 Dry Cold Storage Temperature & Relative Humidity	21 Jan 2025	✓
9.	11885 Dry Cold Storage Temperature & Relative Humidity	20 Jan 2025	✓
10.	11884 Dry Cold Storage Temperature & Relative Humidity	18 Jan 2025	✓
11.	11882 Dry Cold Storage Temperature & Relative Humidity	17 Jan 2025	✓
12.	11881 Dry Cold Storage Temperature & Relative Humidity	16 Jan 2025	✓
13.	11880 Dry Cold Storage Temperature & Relative Humidity	15 Jan 2025	✓
14.	11879 Dry Cold Storage Temperature & Relative Humidity	14 Jan 2025	✓
15.	11878 Dry Cold Storage Temperature & Relative Humidity	13 Jan 2025	✓
16.	11877 Dry Cold Storage Temperature & Relative Humidity	11 Jan 2025	✓
17.	11875 Dry Cold Storage Temperature & Relative Humidity	10 Jan 2025	✓
18.	11874 Dry Cold Storage Temperature & Relative Humidity		

The above implies that the dashboard is working correctly as it should. As you have received confirmation, you can delete the form response both from the google sheet as well as google forms to restore the status of the task back to 'not completed' from 'completed'.

The dashboard is now ready for roll-out. Prior to that, you need to enable 'Filter

by e-mail'. Once you have it enabled, you will not be able to see any of the tasks for any of the doers since the only people who can see it are the ones who open the dashboard by their e-mail ID.

Alternatively, if you want to view the list of all pending tasks irrespective of the doer (i.e. no filter view by e-mail), then create a copy of the dashboard as below (for example making a management view)

The screenshot shows the Tableau Data Catalog interface. On the left, there's a sidebar with options like 'Share...', 'Theme and layout', 'Report settings', 'Version history', 'Publishing settings', 'New report', and 'Make a copy...'. The 'Make a copy...' option is highlighted with a red box and has a black arrow pointing to it. Below this is a 'Download as' dropdown with several options. To the right is a large table with columns 'Planned (Date)' and 'Status'. The table contains 11 rows of data, each representing a task entry. On the far right, there's a 'Data' panel with various fields listed and a 'Properties' tab. At the bottom, there are buttons for 'Add a field', 'Add a parameter', and 'Add Data'.

Copy this report

Select a data source(s) to be added to the new report.

Original Data Source



New Data Source



Note that **report editors** can create charts using the new data sources and can add dimensions and metrics not currently included in the report.

Cancel

Copy Report

Next click on the table to show the screen below

The screenshot shows the 'Copy of Daily Checklists Dashboard' interface. The top navigation bar includes 'File', 'Editing', 'View', 'Insert', 'Page', 'Arrange', 'Resource', 'Help', 'Reset', 'Share', 'View', 'Pause updates', and a user icon. Below the navigation is a toolbar with icons for 'Add page', 'Add data', 'Add a chart', 'Add a control', 'Reset', and a 'Chart' component. The main area features a 'Chart' component and a 'Data' panel. The chart has a single data series represented by a blue line with dots. The data panel lists various fields: Actual, Department, Email, Email For Buddy System, Freq, Name, Planned, Status, Task, Task ID, and Record Count. At the bottom, there are buttons for 'Add a field', 'Add a parameter', and 'Add Data'.

The screenshot shows a data visualization interface. On the left is a table titled 'Task' with columns: Task ID, Task, Planned (Date), and Status. The table contains 18 rows of data. On the right is a configuration sidebar with sections for 'Data source', 'Title', 'Search', 'Properties', and 'Filter bar'. The 'Data source' section shows 'Daily Checklists - Master' selected. The 'Title' section has 'Daily Checklists - Master' entered. The 'Search' section includes a search bar and a 'Search' button. The 'Properties' section lists various fields like Actual, Department, Email, etc. The 'Filter bar' section has a 'Filter bar' button.

Click on the excel icon to show the below screen

The screenshot shows the 'Google Sheets' connector configuration screen. It has tabs for 'ALL ITEMS', 'Spreadsheet', 'Worksheet', and 'Options'. Under 'Spreadsheet', there's a search bar for 'Search Spreadsheets' and one for 'Search Worksheets'. Under 'Worksheet', it shows 'Daily Checklists' and 'Master'. Under 'Options', there's a checked checkbox for 'Use first row as headers' with the note 'Column headers must be unique.' Below that is a note 'Columns with empty headers will not be added to the data source.' At the top right are 'CANCEL' and 'RECONNECT' buttons, with an arrow pointing from the text above to the 'RECONNECT' button.

Click on re-connect to show the below screen

Apply Connection Changes?

Data Credentials

Madhav Kanchan

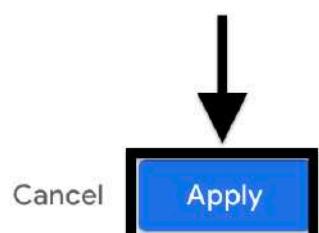
Configuration

No configuration changes

Fields

Missing Fields

Email For Buddy System



Click on 'Apply' to show the below screen

The screenshot shows the 'Edit Connection' screen. It has a back arrow, 'EDIT CONNECTION', and a 'FILTER BY EMAIL' button with an arrow pointing to it. At the bottom, there's a note about report viewers having access to metadata and a 'Learn more' link. The top right has 'FINISHED' and 'Cancel' buttons, and the bottom right has 'ADD A FIELD' and 'ADD A PARAMETER' buttons.

Field	Type	Default Aggregation	Description	Search fields
DIMENSIONS (9)				
Actual	Date & Time	None		
Department	Text	None		
Email	Text	None		
Freq	Text	None		
<input type="button" value="REFRESH FIELDS"/>		<input checked="" type="checkbox"/> All Fields	Data Preview	10 / 10 Fields

Click on 'Filter by E-mail' to show below screen

← Daily Checklists - Master Scope: Data credentials:  Madhav Kanchan | Data freshness: 15 minutes | Community visualisations access: On FINISHED

← ALL FIELDS

Filter by email
If your data contains email addresses, you can filter this data source to show only data matching the currently signed-in user's email address.
Report viewers must consent to letting this data source access their email address [Learn more](#)

Filter data by viewer email

Make sure the checkbox is ticked as per below screen

← Daily Checklists - Master Scope: Data credentials:  Madhav Kanchan | Data freshness: 15 minutes | Community visualisations access: On FINISHED

← ALL FIELDS

Filter by email
If your data contains email addresses, you can filter this data source to show only data matching the currently signed-in user's email address.
Report viewers must consent to letting this data source access their email address [Learn more](#)

Filter data by viewer email

Select email field

This is the field that contains the addresses to filter by.

← Daily Checklists - Master Scope: Data credentials:  Madhav Kanchan | Data freshness: 15 minutes | Community visualisations access: On FINISHED

← ALL FIELDS

Type to search

Default group: Actual Department Email Freq Name Planned Status Task

Filter by email
If your data contains email addresses, you can filter this data source to show only data matching the currently signed-in user's email address.
Report viewers must consent to letting this data source access their email address [Learn more](#)

addresses to filter by:



Grant consent

This report wants to use your information to personalize what you see.
[Learn more](#)

Information requested:

- Your email address (karthik.selvaraj@superprocure.com)



You will see the below screen. Since I have no tasks assigned to me as part of the daily checklists, the table is not showing any data as per screen below

If I had tasks assigned to me, they would be appearing in the above screen

DON'T WORRY IF THERE IS NO STATUS CHECKBOX BEING SHOWN. THIS IS BECAUSE THERE IS NO DATA CURRENTLY ON THE CHART WHICH IS WHY WE GET THE ERROR MESSAGE FOR THE STATUS. IF YOU REMOVE THE 'FILTER BY EMAIL' OPTION, YOU WILL GET THE SCREEN AS IT WAS BEFORE THE FILTER WAS BEING APPLIED

In general, the tasks with the furthest planned dates are shown first, i.e. in descending order. We need to change it to ascending order in order to show those tasks first which are currently due. In order to make the required changes,

follow the below screens

Copy of Daily Checklists Dashboard

File Editing View Insert Page Arrange Resource Help

Reset Share View More

Add page Add data Add a chart Add a control Theme and layout Pause updates

Task Select date range

Task ID	Task	Planned (Date)	Status
No data			

Chart Data

SET-UP STYLE

Per page: 100

Summary row: Show summary row

Sort: 123 Task ID
Descending (radio button selected)
Ascending (radio button unselected, indicated by an arrow)

Secondary sort: Add sort
Descending (radio button selected)
Ascending (radio button unselected)

Default date range:

Add a field Add a parameter Add Data

Choose 'Ascending' not the default 'Descending'

See the below screen examples which have been taken from the Management Dashboard and not Doers Dashboard

Task Select date range

Task ID	Task	Planned (Date)	Status
1.	11893	Dry Cold Storage Temperature & Relative Humidity	31 Jan 2025 ✓
2.	11894	Dry Cold Storage Temperature & Relative Humidity	30 Jan 2025 ✓
3.	11893	Dry Cold Storage Temperature & Relative Humidity	29 Jan 2025 ✓
4.	11892	Dry Cold Storage Temperature & Relative Humidity	28 Jan 2025 ✓
5.	11891	Dry Cold Storage Temperature & Relative Humidity	27 Jan 2025 ✓
6.	11889	Dry Cold Storage Temperature & Relative Humidity	25 Jan 2025 ✓
7.	11888	Dry Cold Storage Temperature & Relative Humidity	24 Jan 2025 ✓
8.	11887	Dry Cold Storage Temperature & Relative Humidity	23 Jan 2025 ✓
9.	11886	Dry Cold Storage Temperature & Relative Humidity	22 Jan 2025 ✓
10.	11885	Dry Cold Storage Temperature & Relative Humidity	21 Jan 2025 ✓
11.	11884	Dry Cold Storage Temperature & Relative Humidity	20 Jan 2025 ✓
12.	11882	Dry Cold Storage Temperature & Relative Humidity	18 Jan 2025 ✓
13.	11881	Dry Cold Storage Temperature & Relative Humidity	17 Jan 2025 ✓
14.	11880	Dry Cold Storage Temperature & Relative Humidity	16 Jan 2025 ✓
15.	11879	Dry Cold Storage Temperature & Relative Humidity	15 Jan 2025 ✓
16.	11878	Dry Cold Storage Temperature & Relative Humidity	14 Jan 2025 ✓
17.	11877	Dry Cold Storage Temperature & Relative Humidity	13 Jan 2025 ✓
18.	11875	Dry Cold Storage Temperature & Relative Humidity	11 Jan 2025 ✓
19.	11874	Dry Cold Storage Temperature & Relative Humidity	10 Jan 2025 ✓

1 - 100 / 1101

SET-UP STYLE

Per page: 100

Summary row: Show summary row

Sort: 123 Task ID
Descending (radio button selected)
Ascending (radio button unselected, indicated by an arrow)

Secondary sort: Add sort
Descending (radio button selected)
Ascending (radio button unselected)

Default date range:

SET-UP STYLE

Per page: 100

Summary row: Show summary row

Sort: 123 Task ID
Descending (radio button selected)
Ascending (radio button unselected, indicated by an arrow)

Default date range:

12.	27	Delegation of tasks by Madhav	4 Jan 2025	<input checked="" type="checkbox"/>
13.	29	Delegation of tasks by Madhav	6 Jan 2025	<input checked="" type="checkbox"/>
14.	30	Delegation of tasks by Madhav	7 Jan 2025	<input checked="" type="checkbox"/>
15.	31	Delegation of tasks by Madhav	8 Jan 2025	<input checked="" type="checkbox"/>
16.	32	Delegation of tasks by Madhav	9 Jan 2025	<input checked="" type="checkbox"/>
17.	33	Delegation of tasks by Madhav	10 Jan 2025	<input checked="" type="checkbox"/>
18.	34	Delegation of tasks by Madhav	11 Jan 2025	<input checked="" type="checkbox"/>
19.	36	Delegation of tasks by Madhav	13 Jan 2025	<input checked="" type="checkbox"/>

We can add a text box at the bottom of the dashboard to let users know it refreshes after every 15 minutes as per below screen

The screenshot shows the dashboard interface with a text box at the bottom containing the message "DASHBOARD REFRESHES AFTER EVERY 15 MINUTES". A black arrow points to this text box from the left.

Now the dashboard is finally ready to be rolled out to the doers. For the final step please follow the below screens

The screenshot shows the dashboard interface with the "Share" button highlighted in a black box. A black arrow points to the "Share" button from above.

The screenshot shows the dashboard interface with the "Invite people" button highlighted in a black box. A black arrow points to the "Invite people" button from the left.

The screenshot shows a dashboard builder interface. On the left is a table with columns: Task ID, Task, Planned, and Status. The status is currently set to 'No data'. The right side features a sidebar for configuration:

- Data source:** Daily
- Embed report:** Embed icon
- Download report:** Download icon
- Data Range Dimensions:** Planned (Date)
- Dimension:**
 - Task ID
 - Task
 - Planned
 - Status
 - Add dimension
- Metric:**
 - Add metric
 - Optional metrics
 - Metric sliders
- Actions:**
 - Add a field
 - Add a parameter
 - Add Data

Depending on your requirements, you could share it with only certain people in the organization who are the doers for the task they have or with all. In my case, all the people with e-mail IDs on my Google Workspace account are doers hence I would be sharing with them.

The screenshot shows the 'Doers Daily Checklist Dashboard' with a sharing dialog box overlaid. The dialog box has the following steps:

- Share with people and groups:** Share as: Madhav Kanchan
- People with access:** Shows 'Owner' (Madhav Kanchan) and 'Viewer' (nutty-nuts.com). A note says: 'This content is managed by an organisation. Members assigned as principals on the associated Google Cloud project are not listed here but may have access to the content.'
- Link settings:** nutty-nuts.com (Anyone in nutty-nuts.com with the link can view)
- Buttons:** Copy link (highlighted with a red arrow), Pending changes, Save (highlighted with a red arrow).

Make sure only 'Viewer' access is given not 'Edit' access. 'Copy Link' to share with your doers and then press 'Save' for the final step.

Make 2-3 minutes video on how to use mobile dashboard and include in the video description your MIS contact details should they have an issue with the dashboard as well as a general feedback form so doers can give feedback on systems