



**BackTrack is a free tool for companies to protect employees from COVID-19 by quickly discovering who a sick employee met with in the past 14 days.**

BackTrack scans through GSuite calendars and tells you whom a sick employee may have met with and when. To protect employee privacy, it does not look at the subjects or locations of meetings.

The team at Dojo repurposed an existing app (whose “day job” is enabling us to design better offices) and released it to help companies alert other employees who may be at-risk in order to protect them, their families, and the broader community.

*If you are using this tool at your company, we would love it if you would let us know. Please send a quick email to [BackTrack@dojo.co](mailto:BackTrack@dojo.co) and let us know how it's working!*

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This tool can be run from any GSuite account with domain admin permissions.

Begin by [copying the Google App to your Google Drive](#) and then follow the steps below:

[Step 1: Create a service account](#)

[Step 2: Enable domain-wide delegation](#)

[Step 3: GSuite Admin Console Setup](#)

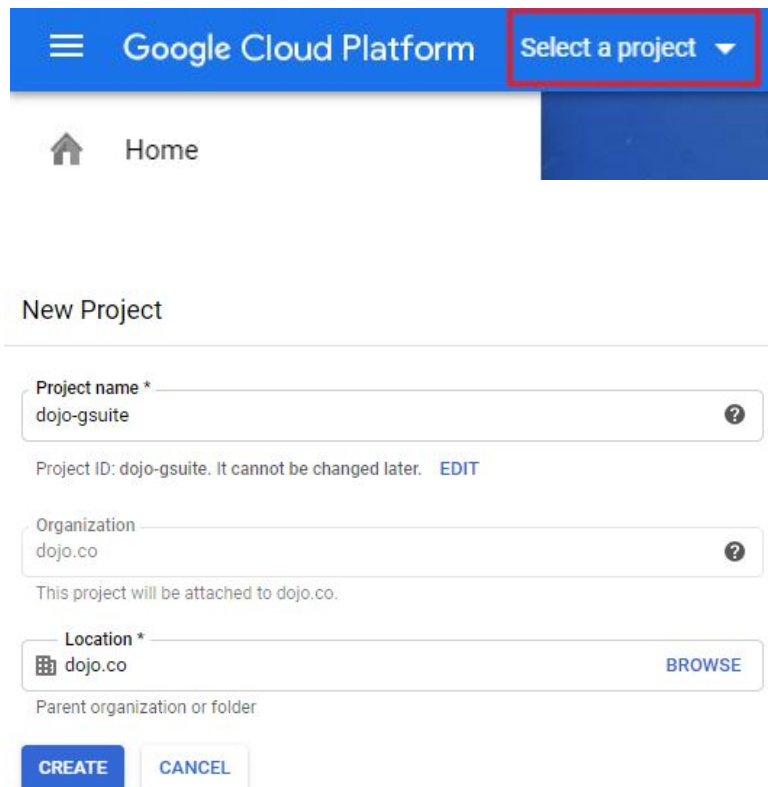
[Step 5: Enable Google APIs](#)

[Step 6: Using the BackTrack App](#)

**Typical config and run time: 15 - 20 minutes**

## Step 1: Create a service account

- a) Go to [Google Cloud Console](#) (ensure you are logged in as domain admin)
- b) Create a new project:



The screenshot shows the Google Cloud Platform interface. At the top, there is a blue header bar with the Google Cloud Platform logo and a dropdown menu labeled 'Select a project'. Below the header, there is a 'Home' link with a house icon. The main content area is titled 'New Project'. It contains three input fields: 'Project name \*' with the value 'dojo-gsuite', 'Organization' with the value 'dojo.co', and 'Location \*' with the value 'dojo.co'. Below the 'Project name' field, there is a note: 'Project ID: dojo-gsuite. It cannot be changed later. EDIT'. Below the 'Organization' field, there is a note: 'This project will be attached to dojo.co.'. Below the 'Location' field, there is a note: 'Parent organization or folder'. At the bottom, there are two buttons: 'CREATE' and 'CANCEL'.

- c) With your new project selected, create a service account by going to **IAM & admin** → **Service accounts**, and then selecting **+ Create Service Account**

*Fill in details as below*

Google Cloud Platform dojo-gsuite

IAM & Admin

Create service account

1 Service account details — 2 Grant this service account access to proj

**Service account details**

Service account name  
dojo-gsuite-service

Display name for this service account

Service account ID  
dojo-gsuite-service @dojo-gsuite.iam.gserviceaccount.com X ↺

Service account description  
Dojo GSuite service


Describe what this service account will do

**CREATE** CANCEL

- d) Skip service account permissions by pressing **Continue**
- e) Click **+ Create Key** and select **JSON** for key type in order to create a private JSON key and take note of the save location on your machine, as we will need it later

## Step 2: Enable domain-wide delegation

- a) Return to **Service Accounts** on the left-hand menu and open the service account you just created by clicking on its email
- b) Copy and paste the **Unique ID** to a note, as you will need it later

Email	dojo-gsuite-service@dojo-gsuite.iam.gserviceaccount.com
Unique ID	106731871872719234046 

### Service account status

Disabling your account allows you to preserve your policies without having to delete it.

- c) Click **Edit** at the top of the page, then click **Show Domain-Wide Delegation**, and then check the **Enable G Suite Domain-wide Delegation** box.

Fill in the product name with whatever you named your project.

Click **Save**.

## Service account status

Disabling your account allows you to preserve your policies without having to delete it.

✔ Account currently active

DISABLE SERVICE ACCOUNT

☒ Enable G Suite Domain-wide Delegation

Allows this service account to be authorized to access all users' data on a G Suite domain without manual authorization on their parts. [Learn more](#)



To change domain wide delegation, a product name for the OAuth consent screen must be configured. You can enter the product name below. On some platforms, the email address is shown with the developer information. To select a different email address, configure consent screen.

CONFIGURE CONSENT SCREEN

Product name for the consent screen

dojo-gsuite

Assign product name.

Email address

dan@dojo.co



Shown on consent screen for user support.

^ HIDE DOMAIN-WIDE DELEGATION

+ CREATE KEY

SAVE

CANCEL

## Step 3: GSuite Admin Console Setup

- a) Open your [GSuite Admin Console](#)
- b) Select **Security** → **Advanced Settings** → **Manage API client access**
- c) Paste the UniqueID (from Step 2b) in the **Client Name** field.

Then, copy and paste the following scopes, comma-separated  
(you can copy and paste the below directly into the **One or More API Scopes** field)

**Known issue:** the script requires the gmail.readonly scope but never uses it. This is a bug leftover from the original Dojo Collector script which we repurposed.

<https://www.googleapis.com/auth/admin.directory.user.readonly>,  
<https://www.googleapis.com/auth/calendar.events.readonly>,  
<https://www.googleapis.com/auth/gmail.readonly>

Click **Authorize**.

### Manage API client access

Developers can register their web applications and other API clients with Google to enable access to data in Google services like Calendar. You can authorize the

#### Authorized API clients

The following API client domains are registered with Google and authorized to access data for you

<b>Client Name</b> 117524557577968986678 Example: www.example.com	<b>One or More API Scopes</b> <a href="https://www.googleapis.com/auth/admin.directory.user.readonly">https://www.googleapis.com/auth/admin.directory.user.readonly</a> Example: http://www.google.com/calendar/feeds/ (comma-delimited)	<b>Authorize</b>
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## Step 5: Enable Google APIs

- a) Enable the following Google APIs in your project by clicking each link and clicking on **Enable** on the page that comes up

*Note: you may need to select your project from the dropdown at the top, once the page loads*

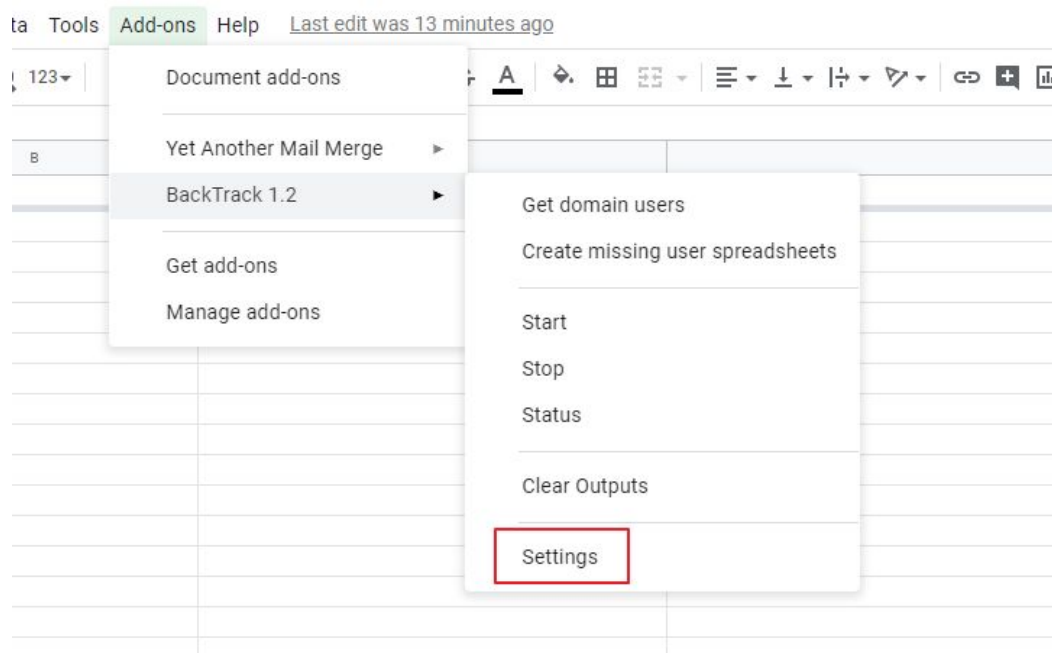
<https://console.developers.google.com/apis/library/admin.googleapis.com>

<https://console.developers.google.com/apis/library/calendar-json.googleapis.com>

## Step 6: Using the BackTrack App

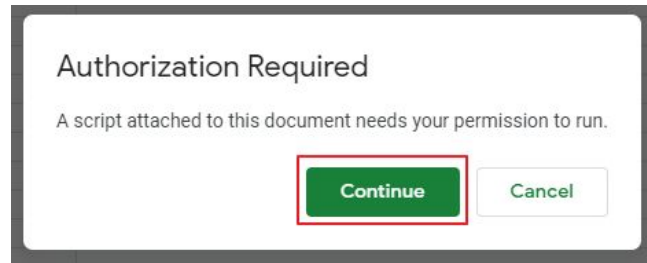
- a) Open the BackTrack.gsheet spreadsheet in the Github repo and go to **File** → **Make a copy**. This will make your GSuite domain admin account the owner of the spreadsheet.
- b) In your copy of the spreadsheet, select **Add-ons** → **BackTrack** → **Settings**.

*Note: BackTrack may not appear immediately in the menu. Please wait a minute and check again*













- c) Authorize the script by clicking **Continue**, selecting your domain admin GSuite account, and then **Allow** at the bottom of the prompt.



### BackTrack 1.2 wants to access your Google Account

 dan@dojo.co

This will allow BackTrack 1.2 to:

-  See, edit, create, and delete your spreadsheets in Google Drive 
-  Connect to an external service 
-  Allow this application to run when you are not present 
-  Display and run third-party web content in prompts and sidebars inside Google applications 

#### Make sure you trust BackTrack 1.2

You may be sharing sensitive info with this site or app. Learn about how BackTrack 1.2 will handle your data by reviewing its terms of service and privacy policies. You can always see or remove access in your [Google Account](#).

[Learn about the risks](#)

Cancel

Allow

- d) In App Settings, select the relevant inputs and click **OK** when done
- Internal: only show people on your domain; Internal & External: include people from outside of your domain
  - Dates and times: set desired duration (typically, 14 days back from discovery of sickness)
  - Domain and Domain Admin Email: your domain and your email address  
Make sure to **Choose File** and select the JSON you saved previously
  - Max script runtime: to observe Google runtime quotas, after every 4 minutes the script sleeps for 1 minute before resuming
- e) Enter the email address and the name of the employee(s) for whom you would like to run BackTrack in row 2, under the *Email* and *Full Name* column labels.
- f) Prepare output files for the employee(s) by selecting **Add-ons** → **BackTrack** → **Create missing user spreadsheets**. The output will reside at your Google Drive root.

A new spreadsheet will be created only for those employees in the list that do not already have a url in the 'Output Spreadsheet' column.

- g) Select **Add-ons** → **BackTrack** → **Start**.

This can take up to a couple of minutes. You can leave the app running in the background and work on other tasks, but avoid closing the window.

*Note: to stop the app, go to Add-ons → BackTrack → Stop. It may take a few seconds to trigger the stop.*

- h) When complete, the output spreadsheet(s) will be located in your Google Drive root.