

Documentation:

The script is written by a lazy coder and the program assumes you to be smart. So, the program will not check all possible errors.

Made an error? Don't worry... Recover your file from the backup. Backup file is generated every time you open the file or press the backup button. The backups are not linked to the form so please link it manually after replacing the original file with the backup file or copy the data from the backup file to the original file. Linking a form will be explained in detail in this documentation.

Feel free to write a new script or edit the code if necessary.

Points to be noted:

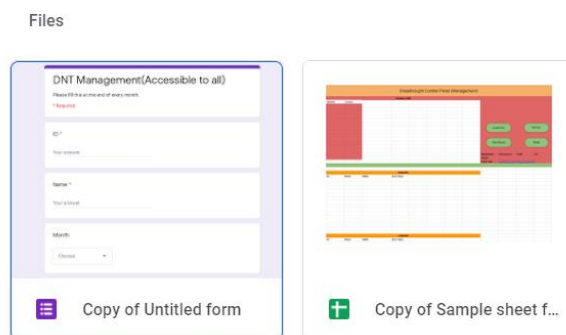
- 1.The script assumes that there will be a maximum of 15 members in each year working for each department (15 seniors + 15 juniors)
- 2.The IDs cannot be repeated so please ensure that IDs are not repeated.
- 3.Please **do not delete** the rows from Control Panel and **each individual sheet as the script** is depended on the row number.
4. The script also assumes that only heads have access to these sheets.
5. **Each department will have one form and one sheet.**
6. A maximum of three events can be mentioned in the form at one time. If a student has participated in more than one event, please ask him to refill the form again.

Preprocessing:

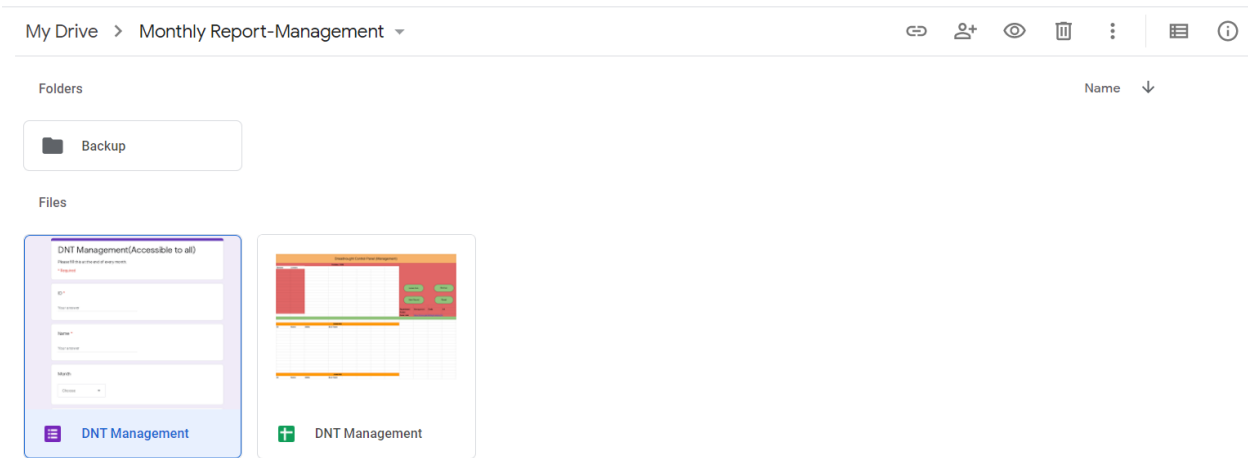
- 1.Copy the file from this link.

https://docs.google.com/spreadsheets/d/1UvCQ8mqNthZa9y_AS5QtydO-NC7F-7RgZMIwwMEJT8c/copy?usp=sharing

- 2.A form will be generated and saved in your Drive along with the copy of this spreadsheet.

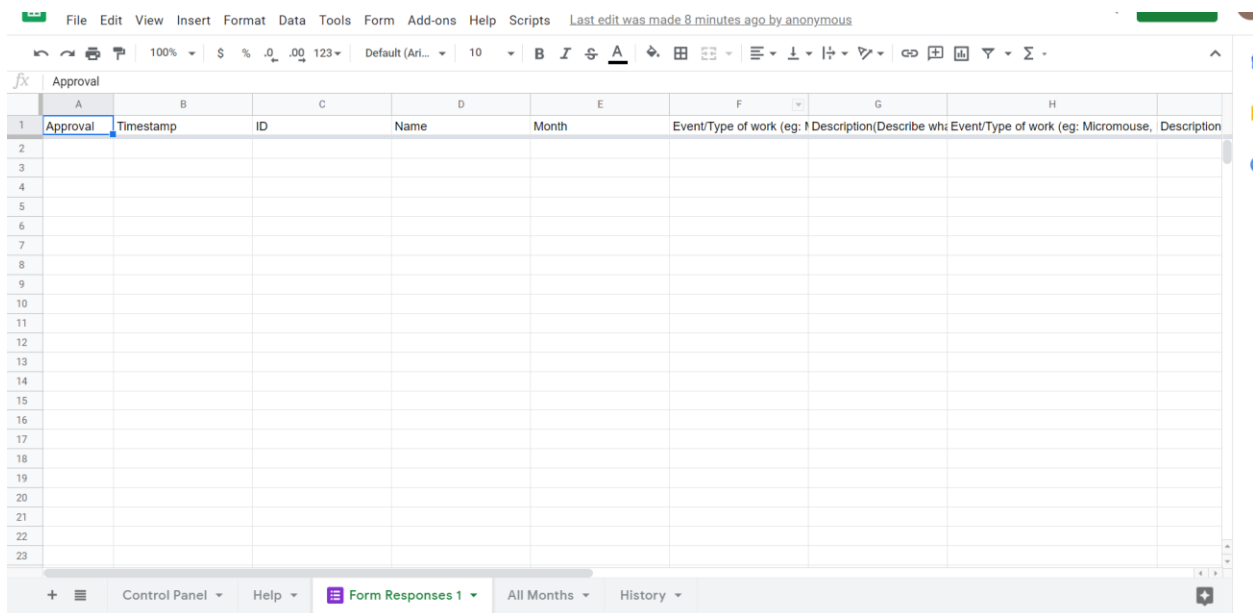


3. Create a folder and move these to the same folder. Also create a backup folder in this location and rename the files.



4. Open the spreadsheet. Please do not changes names of any of the sheets. To check if the form is linked, check if Google forms icon is visible for 'Form Response 1'. To open the form, you have two ways.

- Using the form in Google drive(Check the picture given above).
- Click on the forms tab and select 'Go to live form'.



5.Hide the following forms:

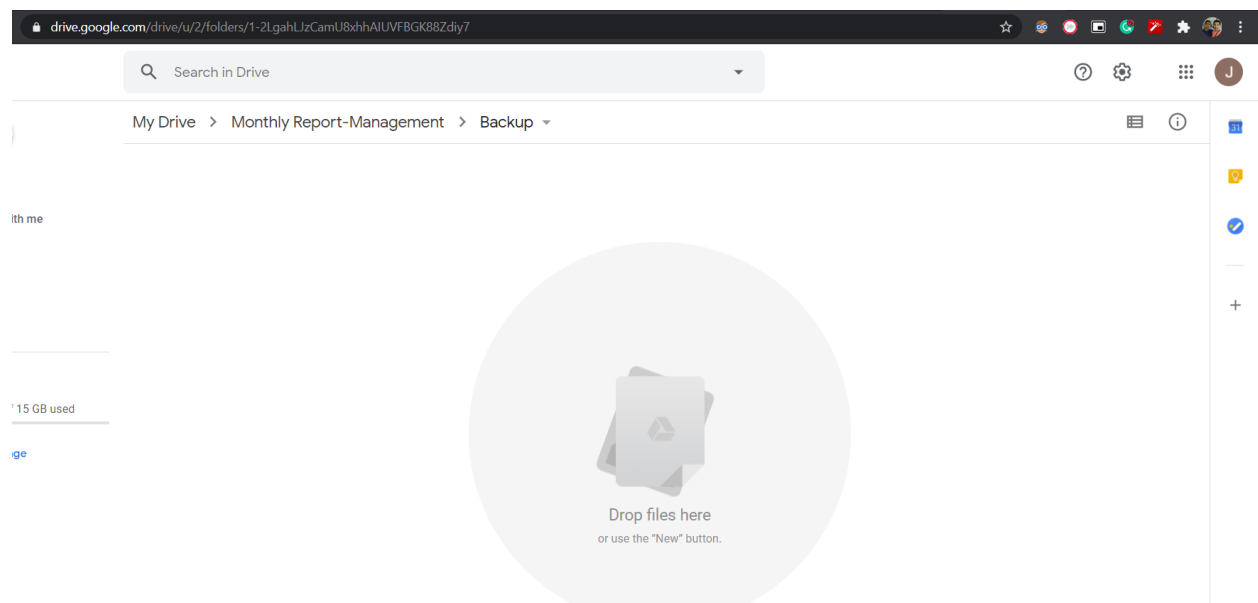
- 1.History
- 2.Backup of form responses.
- 3.Help
- 4.New Records
- 5.All Months

All these sheets are used as either as backup or help. Hiding these sheets can make this sheet less confusing. You can unhide this if it is necessary. Lock Copy-Student Record using 'Protect Sheet' so that unnecessary changes are not done. All these are done when the form is copied.

6.Open the backup folder which you created earlier. If you check the URL, you will see a link similar to the one below.

<https://drive.google.com/drive/u/2/folders/1-2LgahLJzCamU8xhhAluVFBGK88Mdiy7>

Copy the folder-id (Highlighted above)



Go to Control Panel and paste it in the cell next to 'Folder:'. The form link can also be put here so that it can be easily accessed. The form link can be generated by opening the form and clicking share

Senior Year:	18	Junior Year:	19
Department	Management	Code	MA
Folder:	1-2LgahLJzCamU8xhhAIUVFBGK88Zdiy7		
Form Link	https://forms.gle/h9tdbgKJsktjznjG6		

Code stands for code representing each department. This will be used in their ID. For example:

MA- Management
M- Mechanical
E- Electrical
P-Programming

This is just an example. You can choose your own codes . However once the student records are generated, please do not change this id.

8. Generate student record. For this, you can either click new record in the Control Panel or open new forms sheet. Please fill up the form. The IDs are similar to your VIT ID.

The format of an ID is – [YEAR-CODE-ID NUMBER]

For example: Soman – 19P001

Please do not use any duplicate IDs. Also ensure every student has a record in this spreadsheet so that data can be shared smoothly.

Once you have filled the details and verified it, click start. When you click start, the script will ask for authorization. You can also authorize scripts by clicking authorize under scripts. If you get a notification saying the app is not verified, click go to 'Recorded Macros'.



This app isn't verified

This app hasn't been verified by Google yet. Only proceed if you know and trust the developer.

[Hide Advanced](#)

[BACK TO SAFETY](#)

Google hasn't reviewed this app yet and can't confirm it's authentic. Unverified apps may pose a threat to your personal data. [Learn more](#)

[Go to Recorded Macros \(Sample sheet for DNT\) \(unsafe\)](#)

	A	B	C	D	E	F	G	H	I	J	K	L
1	Create New Record											
2	Note: Please do not use duplicate IDs. Duplicate IDs will cause errors.											
3	<div>Start</div>											
4	ID	Name	Email ID	Skills	Linked-In	Github	Documents Link					
5	19MA001	Soman	soman@gmail.com	Singing	N/A	N/A	N/A					
6												
7												
8												
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21												
22												

9. The last step. Click Tools-> Script Editor. If you are not able to open, try using Incognito. Click the trigger button(The one that looks like a clock).

A new page opens up. Click add trigger and choose function onOpen. Fill up exactly like you see below.

File
Edit
View
Run
Publish
Resources
Help

script.gs

```

1  function authorize(){
2      return null;
3  }
4  function driveBackup(){
5      var formattedDate = Utilities.formatDate(new Date()
6      var name = SpreadsheetApp.getActiveSpreadsheet().ge
7      var cell = SpreadsheetApp.getActiveSpreadsheet().ge
8      var destination = DriveApp.getFolderById(cell);
9      var file = DriveApp.getFileById(SpreadsheetApp.getA

```

Add Trigger for Recorded Macros (Sample sheet for DNT)

Choose which function to run

onOpen

Choose which deployment should run

Head

Select event source

From spreadsheet

Select event type

On open

Failure notification settings

Notify me daily

Cancel

Save

Now refresh the page and click the **reset function** on your Control Panel(Ignore the warning) to add all the names to control panel.

Wohooo! You have successfully created your version of the form.

How to use this form:

Once pre-processing is completed, please share the form with your teammates.

1. The values will be generated like this.

Approval									
	A	B	C	D	E	F	G	H	
1	Approval	Timestamp	ID	Name	Month	Event/Type of work (eg: I	Description(Describe whi	Event/Type of work (eg: Micromouse,	Description
2									
3		10/3/2020 0:39:22	19MA001	Soman	September	Did nothing.	Wasted a month.		
4		10/3/2020 0:46:05	19MA001	Soman	April	Work	Work	Work	Work
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									

2. Please approve these requests by giving 1 or 0. (1-> Approved) and run the script 'Update work'. You can also use control panel buttons.

	A	B	C	D	E	F	G	H
1	Approval	Timestamp	ID	Name	Month	Event/Type of work (eg: I Description(Describe whi	Event/Type of work (eg: Micromouse, Description	
2								
3	0	10/3/2020 0:39:22	19MA001	Soman	September	Did nothing.	Wasted a month.	
4	1	10/3/2020 0:46:05	19MA001	Soman	April	Work	Work	Work
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								

ons Help Scripts Last edit was seconds ago

10

D

F

Event/Type of wor

Did nothing.

Work

- New Student Record
- Backup
- Reset
- Update Work
- Authorize

That's it. Wohooo.

Bonus Section:

Linking a form again if a backup file is used:

If you mess up your original sheet, you might have to start using a backup copy. To link the form, open the form-> responses. Click the green Google sheets icon and choose existing spreadsheet. Select your backup sheet. A sheet will be generated.

Delete 'Form Response 1' and rename 'Form Response 2' to 'Form Response 1'. Also insert a column to the right of the first column and name it as Approval in header like this.

[illegible]