

## Flow of Form

1. Data will first be filled in by operators who did testing.
2. Operators (Testing) will then click on the “Save” button, where data will be stored in a separate [Google Sheet](#) temporarily. **Do not alter** the Google Sheet.
3. Operators (Tracing) will then continue filling up the form. Upon submission, the data previously saved in that Google Sheet will be automatically transferred into a new [Google Sheet](#).

Link to Form:

<https://script.google.com/macros/s/AKfycbwZy73ecorAlqLXE4Q29h8LACuyrfd2jaR3IJmTwARdrplifyqhcdyOZ0T-ecBcwUf/exec>

## How to Update Validations

Employee IDs are kept in a [Google Sheet](#). Append/Remove additional Employee ID if needed.

	A	B	C
1	<b>Employee ID</b>		
2	102477		Please do not change the format!!
3	102878		
4	101325		
5	100140		
6	101754		
7	102415		
8	103472		
9	102480		
10	103405		
11	200090		
12	101664		
13	101916		
14	103471		
15	102817		
16	103422		
17	100115		
18	103546		
19	102546		
20	102816		
21	101711		
22	103481		
23	103581		
24	103580		
25	102871		
26			
27			
28			
29			
30			
31			
32			
33			
34			

Add Employee ID in the next row (row 26) after row 25.

## Editing Data in Google Sheet

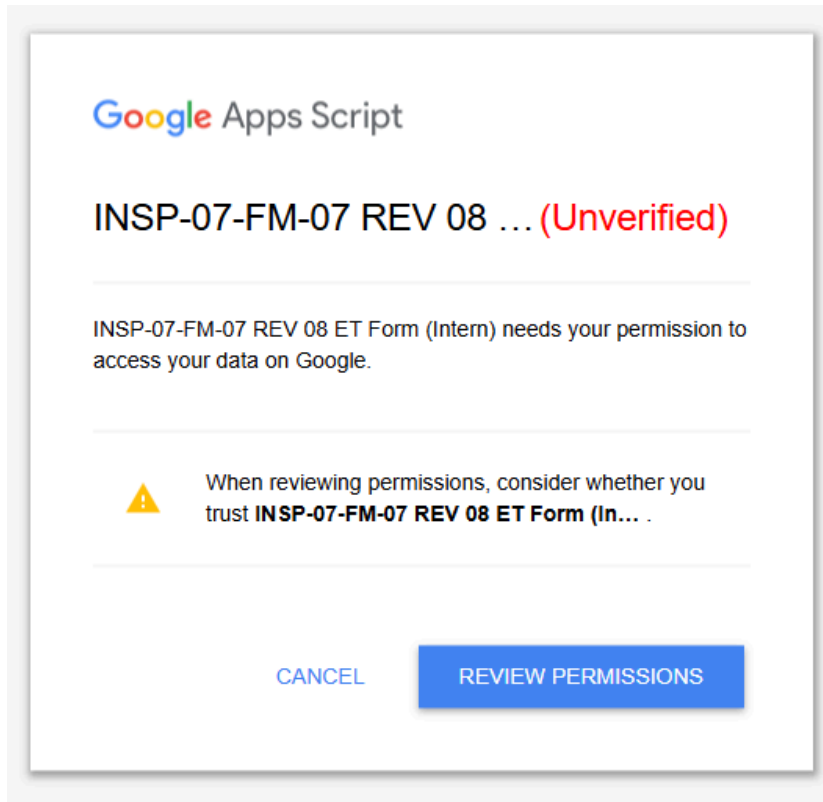
Data will be transferred from Google Sheets into Google BigQuery (data warehouse) automatically.

- Daily Transfer
  - Data will be transferred into Google BigQuery daily (12 - 1am). This ensures that the dashboards are updated.
- Monthly Transfer
  - If there are amendments that are required to be made, please try to edit the data within a month. At the end of the month, the data for that month will be transferred into Google BigQuery, overriding the Daily Transfer and ensuring that the data is accurate.
- Monthly Clearance
  - At the end of the month, data for that month will be cleared from the Google Sheets.

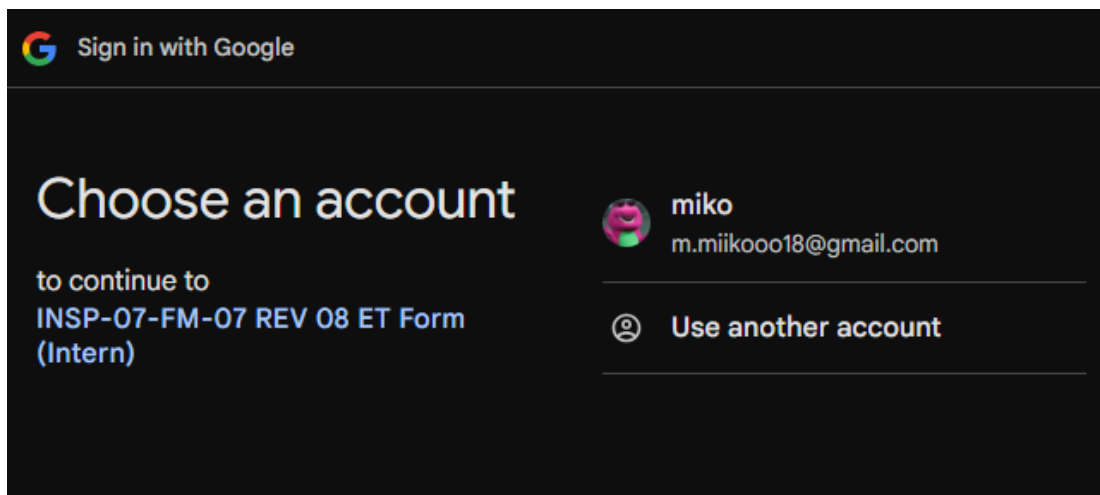
If you require the data and can no longer find it in the Google Sheets, take the data from [backup Google Sheets](#). Data in the backup will not be transferred to Google BigQuery.

## Accessing Form in New Laptop

1. Upon accessing the link, select "Review Permissions"



2. Select your account.



3. Click on “Advanced”.



## Google hasn't verified this app

The app is requesting access to sensitive info in your Google Account. Until the developer ([18miikoo03@gmail.com](mailto:18miikoo03@gmail.com)) verifies this app with Google, you shouldn't use it.

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4. Click on “Go to INSP-07-FM-07 REV 08 ET Form (Intern) (unsafe)”.



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Continue only if you understand the risks and trust the developer ([18miikoo03@gmail.com](mailto:18miikoo03@gmail.com)).

[Go to INSP-07-FM-07 REV 08 ET Form \(Intern\) \(unsafe\)](#)

5. Scroll down and select “Allow”

**INSP-07-FM-07  
REV 08 ET Form  
(Intern)**  
wants to access  
your Google  
Account

 m.miikooo18@gmail.com

This will allow  
**INSP-07-FM-07 REV 08 ET  
Form (Intern)**  
to:

- See, edit, create, and delete ⓘ  
all your Google Sheets  
spreadsheets

Make sure you trust **INSP-07-  
FM-07 REV 08 ET Form  
(Intern)**

ⓘ [Learn why you're not seeing  
links to INSP-07-FM-07 REV](#)