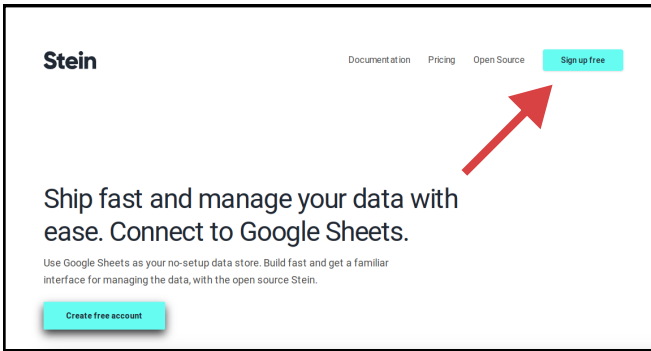
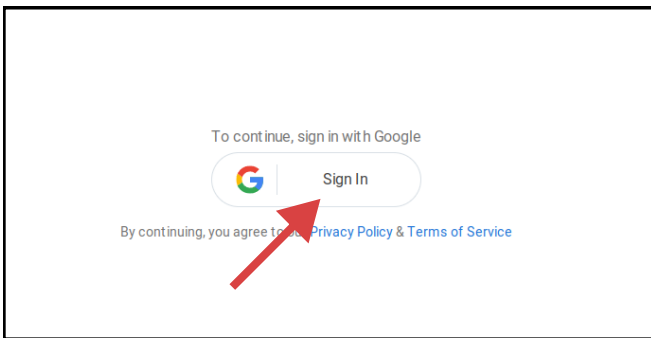


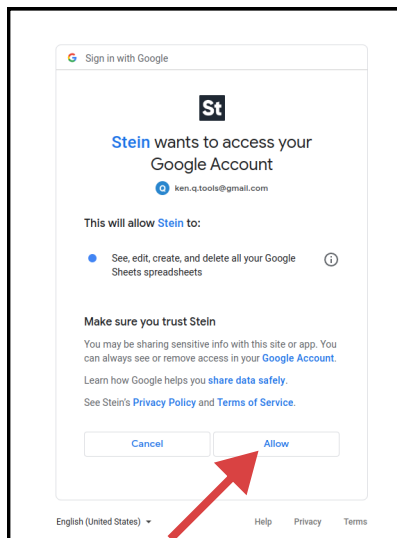
Set Up Google Sheets as a Database with the Stein Web App



1. Go to the Stein web site <https://steinhq.com/> and click on the “Sign up free” button.



2. Sign in with your Google Account.



3. Allow Stein to access your Google Sheets.

○ ----- ○

Welcome. Tell us a bit about you.

This will help us serve you best.

What will you be using Stein for?
Don't worry. You'll still be able to do everything else.

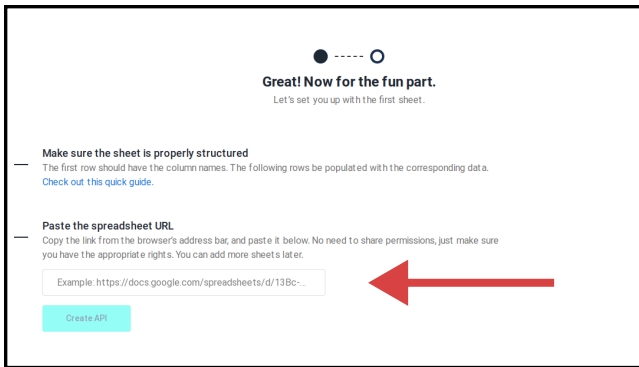
Applications, surveys, lists, data management, etc.

What do you do?
Select all that apply.

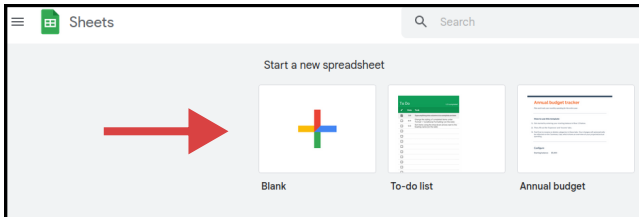
Engineering	Marketing
Data & Analysis	Product Management
UX & Design	Other

Continue

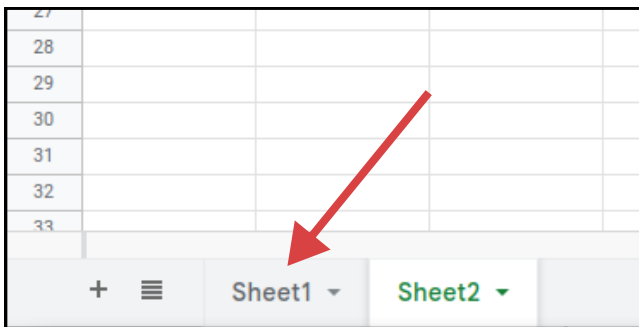
4. Fill out the survey form.



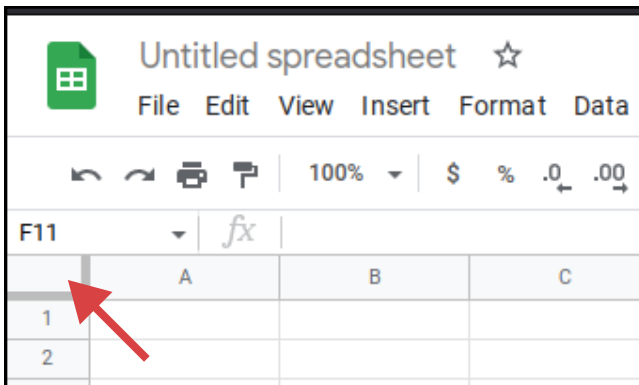
5. Stein is now ready to input the Google Sheet URL.



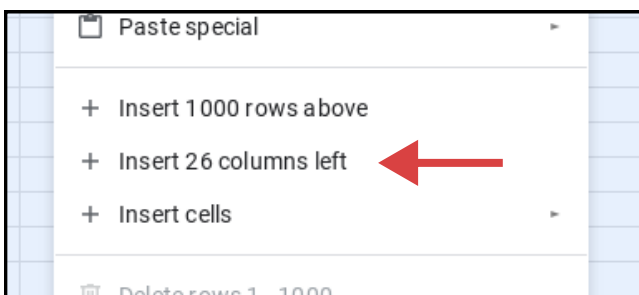
6. Go to your Google account and create a new sheet.



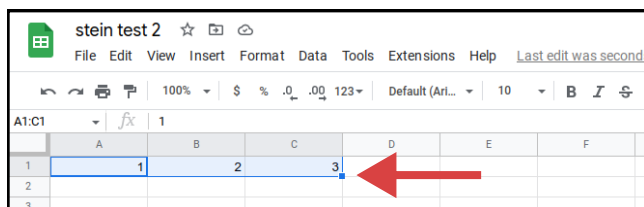
7. **IMPORTANT - DO NOT CHANGE THE NAME OF THE SHEET. Keep it as "Sheet1"**



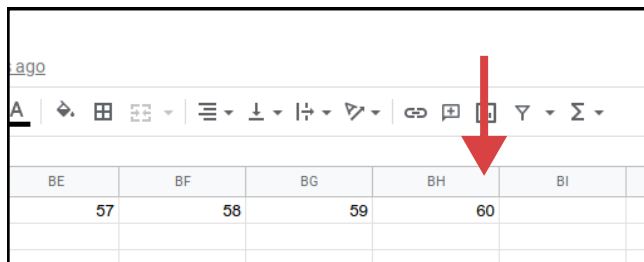
8. A new Google Sheet has only 26 columns so you need to add more. First select all of the current columns by clicking on the top left header cell.



9. Next, put the cursor over the selected columns and right click. In the context menu, click on "Insert 26 columns left". The sheet will now have 52 columns. If you have a large project with many survey questions, repeat this process to add more columns.

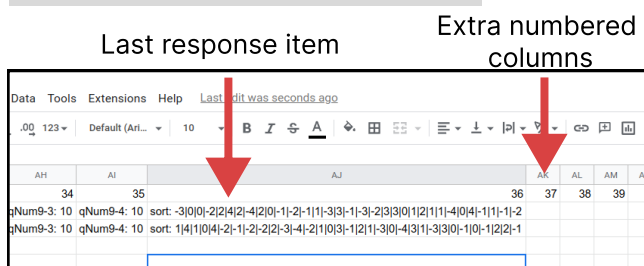


10. Once the columns are set, you need to add a **numbered header row**. Starting in the first three cells, type “1”, “2”, and “3”. Then, select those three cells. Click on the small blue square and drag to the right. This will auto input numbers into the cells.



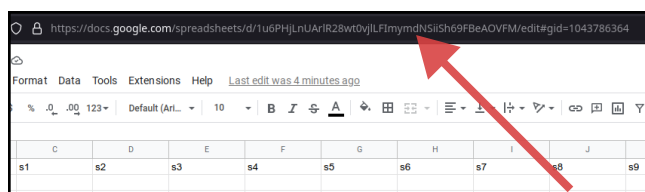
11. Continue to drag to the right until you have **more numbers than you need**. Each project will be different, depending on the number and type of questions in the survey after the Q sort. You need more numbered columns than response items.

Example Sheet with Test Responses

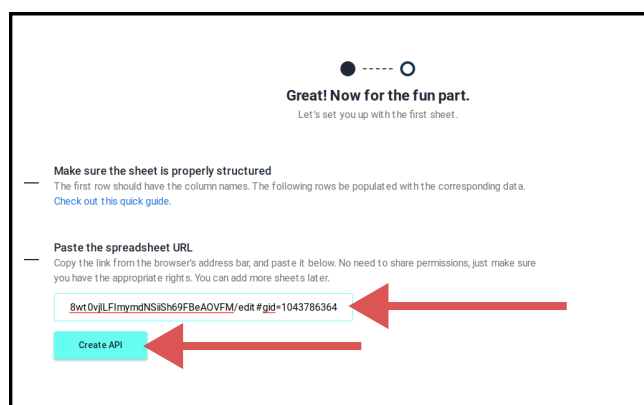


If your EQ web sort project has more participant response items than the numbered columns in this Google Sheet, those excess data will be dropped and not recorded in the Sheet.

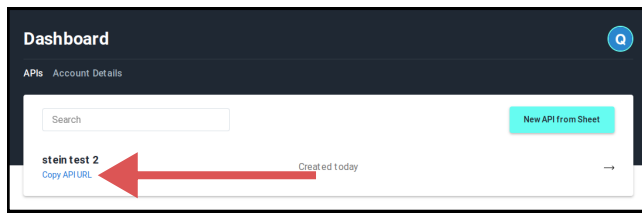
Therefore, it is important to test your setup before you start your research to confirm that you have **more numbered columns than response items**.



12. The Google Sheet setup is now complete. Next, copy the sheet URL.

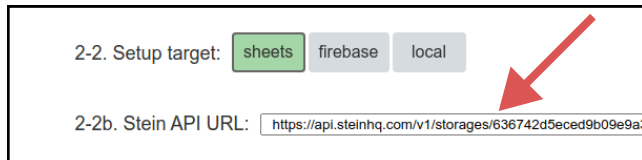


13. Go back to Stein, paste the sheet URL into the form, and click the “Create API” button.



14. Stein will go to the Dashboard screen. Click the “Copy API URL” link for your sheet.

In EQ Web Sort Configurator



15. Finally, paste the link into the config.xml setup box in Section 2 of **EQ Web Sort Configurator**. Complete any other settings you need, and then save the config.xml file to your project’s settings folder.

Your Google Sheet is now ready to receive data from your EQ Web Sort project.