Admin Guide

Flowless

SETUP & ADMINISTRATION

Version 1.1 - two spreadsheets, separate Admin and Web scripts.

Start here

Use the two supplied templates. You do not need to paste code, edit Script Properties, or use GitHub, Node.js or clasp.

Quick setup

1. Copy both templates
Create your own Admin ledger and Web helper spreadsheet using one operating Google account.

2. Connect from Admin
Paste the copied Web spreadsheet URL into Admin Sidebar > Settings > Web Sheet, then click Connect.

3. Initialize from Web
Open the copied Web spreadsheet and run Flowless > Initialize Connection. Authorize when prompted.

4. Set storage and recipients
Choose your Drive parent folder and Admin Email. Register notification recipients under Users.

5. Deploy Web only
Deploy from the Web helper script as Me. Save its /exec URL under Admin Sidebar > Settings > App URL.

6. Verify before sharing
Test an upload, Pending approval, file search and email delivery. Then choose the access range for your users.

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1. Copy and connect

The Admin ledger and Web helper are different spreadsheets with separate bound Apps Script projects.

Spreadsheet	Purpose
Admin ledger	Settings, Master_Projects, Master_Users, Upload_Logs and Admin_Action_Logs. Run administration from its sidebar.
Web helper	Config sheet and the Web App script. Deploy only this script.

Make your own copies

1. Open the supplied template links
The seller may share restricted templates with your Google account as a viewer. Sign in with that account.

2. Copy both files to My Drive
Use File > Make a copy, or the supplied copy link. Keep the originals unchanged. Use your copied files for all remaining steps.

3. Open the Admin Sidebar
In your Admin copy, choose Flowless > Open Admin Sidebar. Reload the sheet if the menu is missing. Review and grant the requested permissions.

4. Connect the copied Web sheet
Open Settings in the sidebar. Copy the URL from the address bar of your Web copy, paste it into Web Sheet and click Connect.

> **Paste into the sidebar, not the Settings cell**
>
> Use the complete copied spreadsheet URL, including /edit and any ? or # suffix. Do not paste an Apps Script editor URL, the seller's copy link, or a Web App /exec URL. Connect extracts and saves the spreadsheet ID automatically.

Expected message: **Web sheet connected. Open the Web sheet and run Initialize Connection before deploying.**

2. Initialize and configure

1. Open your Web helper copy
Reload it, then choose Flowless > Initialize Connection.

2. Authorize the Web project
Review the permissions using the same operating account. If asked to run the menu again after authorization, do so.

3. Confirm initialization
Expected message: Connection initialized. You can now deploy this Web project as a web app.

> **Every new copy needs initialization**
>
> Opening the sheet alone does not initialize it. Do not manually enter Script Properties or Config connection IDs. Keep the supplied Config layout unchanged.

Configure Admin Sidebar > Settings

Field	What to enter
Parent Folder	Use your own Drive folder URL or ID. For the first test, create a new empty folder. A default folder can be created when an upload needs one, but choose the location explicitly before rollout.
Admin Email	Receives new Pending-project review notices. This is separate from Member notification recipients.
Sender Name / Team Name	Email display name (default Flowless) and optional team label.
Web Sheet	The connected Web helper spreadsheet. Connect saves its ID.
App URL	Leave blank until deployment. Then paste the production Web App URL ending in /exec and save. It is not detected automatically.

Save settings in the sidebar. If the sheet display has not updated after saving, reload it and confirm the saved value. Changing Parent Folder does not relocate existing project folders; check each existing Folder_URL.

3. Deploy the Web App

Open Extensions > Apps Script from your Web helper copy. Do not deploy the Admin script as a Web App or API executable.

1. Create the deployment
Choose Deploy > New deployment, select Web app and enter a descriptive name.

2. Set Execute as: Me
Confirm that Me is your operating account. Its Drive and spreadsheet access is used for Web operations.

3. Start with Only myself
Deploy and open the Web App as the same account to verify your setup.

4. Register the App URL
Copy the generated /exec URL. In Admin Sidebar > Settings > App URL, paste it and save. Do not use /dev or put it in Web Sheet.

5. Choose access for rollout
Edit the Web deployment when you are ready. Check the options and policies available for your account.

Who has access	Use
Only myself	Testing by the deploying account.
Anyone with Google account	Requires Google sign-in; available options depend on account and Workspace policy.
Anyone	Allows access without Google sign-in. Use only when this matches your intended audience.

What anonymous access permits

People who can reach the Web App can search Active projects, retrieve their file lists and upload files. The entered name is not identity verification, and v1.1 does not add per-project authorization. Opening a Drive file or folder is separately controlled by Drive permissions.

Do not make the Admin ledger or Web helper publicly editable. Web access settings and spreadsheet sharing are separate.

4. Authorize and verify

Admin and Web are separate projects and may each request authorization. Additional administrators, permission changes and organization policies may trigger further prompts. Do not promise a fixed number of prompts.

If Google shows an unverified-app warning

Check that you are operating your own copied Flowless project and recognize the requested permissions. If you decide to continue, the Google screen may offer Advanced, then Go to the project (unsafe), followed by permission consent. Labels and availability vary. If your organization blocks the process, contact its administrator.

Opening the Web App does not register its URL automatically. Save /exec under App URL yourself. The Admin Flowless menu provides Open Admin Sidebar and an Open Web App shortcut when the app URL is configured.

Before inviting users

1. Test a new Pending project
Upload a small test file. Confirm Drive storage, Master_Projects, Upload_Logs and the Admin Email notice.

2. Approve it
Set a final ID and name. Confirm Active status, optional folder rename, updated upload-log project details and the admin audit entry.

3. Test an existing project
Upload a different filename; check Finder, then test Version and Replace with disposable files.

4. Check notification recipients
Register a test Member with Notify enabled. Check inbox and spam for upload or selected approval notifications.

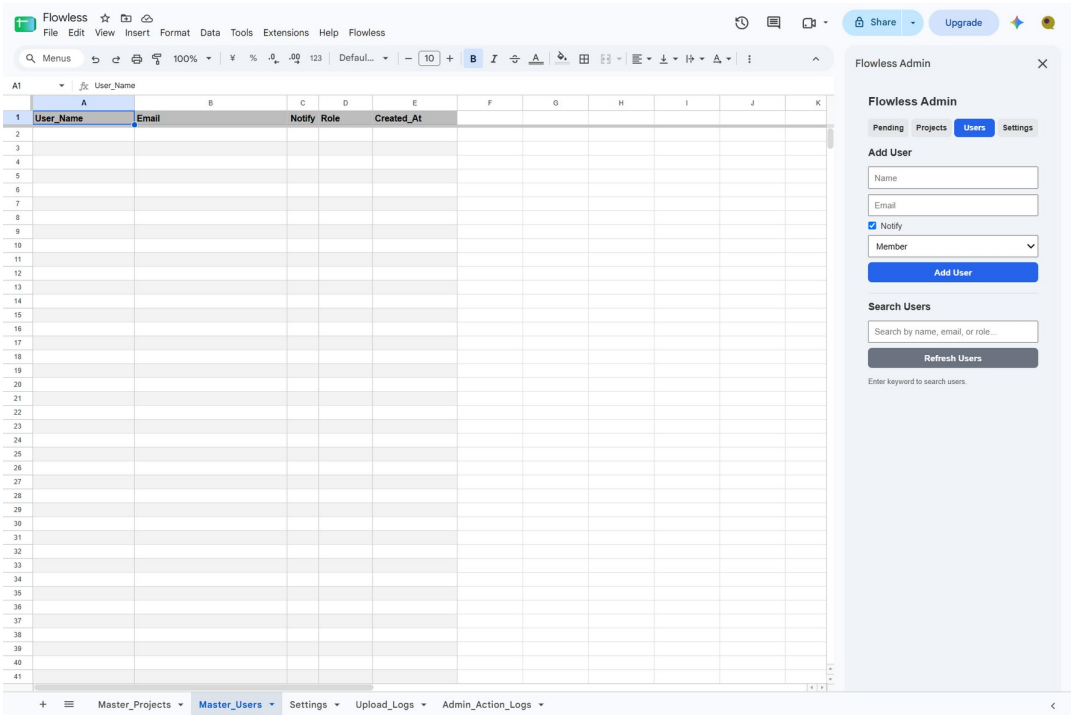
5. Test your chosen access range
If using Anyone, check the Web App in a signed-out browser. Confirm file-opening access separately.

Keep the seller's templates unconfigured

Use your own copies. An initialized test copy must not become the seller's distribution original. Never reuse another installation's connected Config values.

5. Manage users

Use Admin Sidebar > Users to add one user at a time, or enter names and emails in Master_Users.



Users interface from the original guide; example data and column positions may differ from your copy.

In the sidebar

• Enter Name and a complete Email address.

• Choose Notify, select a Role such as Member, then click Add User.

• Notify controls whether that email is included in upload and approval notification recipients. Role is not a security boundary for spreadsheet editors.

Bulk entry

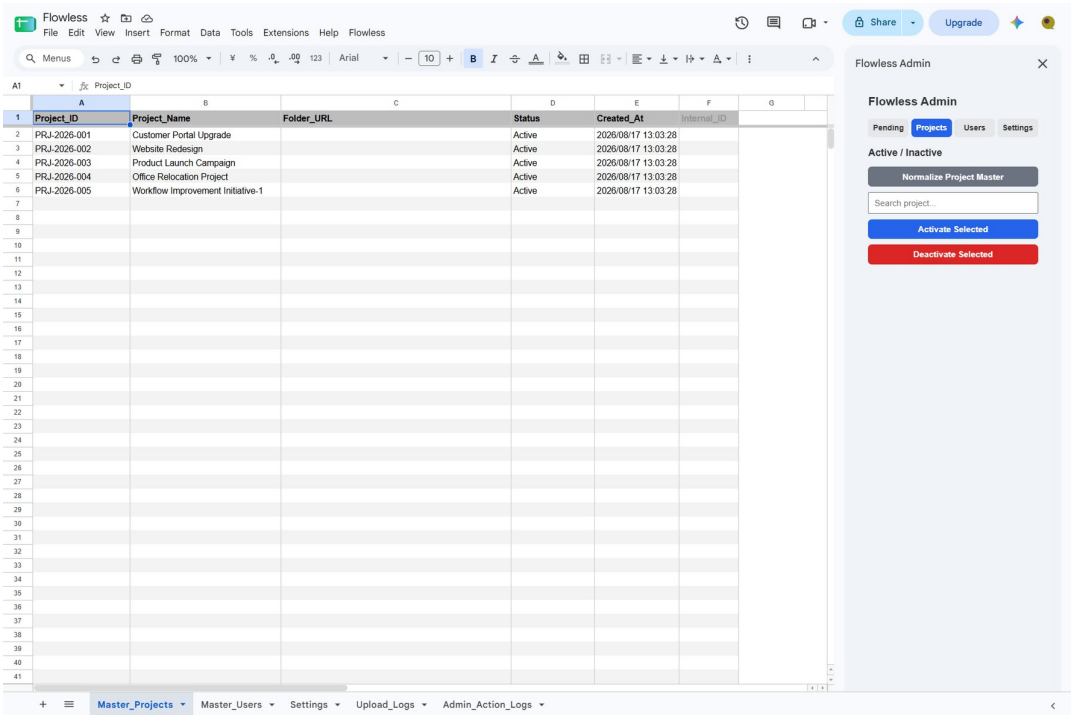
Enter or paste values into the columns headed User_Name and Email. For new records, Flowless fills the Notify checkbox, default Role and Created_At. Review Notify after adding users.

Check spam on the first notification

A delivered notice can appear in spam or junk. Confirm the sender and message, then mark it as not spam if appropriate. Admin Email alone does not add a Member recipient.

6. Manage projects

Use Admin Sidebar > Projects to search and manage existing projects.



Projects interface from the original guide; use your copy's named columns.

• Use Activate Selected or Deactivate Selected for eligible projects. Inactive projects remain in the ledger but disappear from normal Web searches.

• Pending projects must use the Pending approval workflow, rather than activation from Projects.

• Normalize Project Master can clean existing project data. Review the records and keep a backup before bulk maintenance.

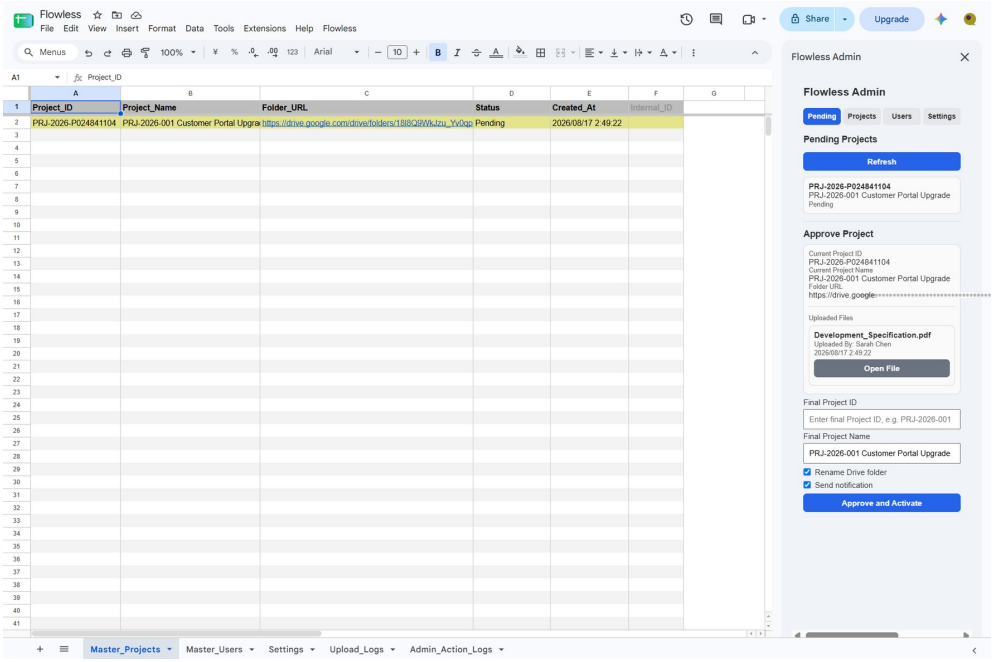
Bulk entry in Master_Projects

Enter values into the columns headed Project_ID and Project_Name. When both are present, blank Status and Created_At fields are filled automatically. Folder_URL remains blank until an upload needs a folder.

Do not rely on column letters: match the headings. Internal_ID may remain blank in v1.1; do not invent values to fill it. Pending row highlighting is template conditional formatting, not an authorization or integrity check.

7. Approve Pending projects

A project requested from the Web App is Pending until an administrator reviews it.



Pending approval controls from the original guide.

1. Select and review

In Sidebar > Pending, choose the request and inspect its uploaded file and folder using Open File when needed.

2. Set final project details

Enter the Final Project ID and name. Do not retain the temporary ID as the final ID.

3. Choose options and approve

Select Rename Drive folder and Send notification as appropriate, then click Approve and Activate.

Successful approval saves final details, sets Active, updates matching Upload_Logs records and writes Admin_Action_Logs. Folder renaming and notification follow your selected options.

> **If approval is blocked**
>
> v1.1 checks the selected project, upload logs and Drive files before approval. Refresh the Pending list and investigate mismatches before retrying. This is a consistency snapshot; it does not prevent changes made immediately afterward by another editor or process.

8. Recovery and troubleshooting

Issue	What to do
Saved Web_Sheet_ID is invalid	If you directly pasted a URL into the Settings cell during a new, unused installation: clear only that value, reopen the sidebar, paste the copied Web URL into Web Sheet and Connect. Refresh alone does not normalize it. Do not use this shortcut to change a running connection.
A different Web sheet is connected	Check that both files are your intended copies. Do not bypass the check by overwriting IDs in an operating installation. Use the controlled reconnection steps below.
Open Web App shortcut missing	Save the production /exec URL in Admin Sidebar > Settings > App URL, then reload the Admin sheet.
No Member email	Check Users > Email and Notify, then spam/junk. Also check the upload result for a notification warning and account mail quotas.
Upload failed / outcome uncertain	Inspect Drive, Upload_Logs and the error before retrying. A file or Pending record may already exist; immediate retries can create duplicates.
Same name saved twice	The duplicate prompt uses a browser-side file list and is not a guarantee against duplicates. Refresh and inspect Drive. Replace moves all previous exact-name matches it finds to Trash after saving the new file and log.
Files in the wrong place	Check Parent Folder and the project's Folder_URL. A new Parent Folder does not move old project folders.

Controlled reconnection

Stop access to the affected Web deployment and wait for in-progress uploads to finish. Use Flowless > Reset Connection on the intended Web copy and confirm the target. Reset clears that Web copy's connection and property, not Admin Settings. For a deliberate switch, clear the old Admin Web_Sheet_ID value during maintenance, Connect the intended copy, Initialize Connection and test before reopening access.

Retain logs and partially saved files for investigation. Reset does not cancel an already running upload. For v1.0 migration, inventory active deployments, keep backups and retire each obsolete public deployment only after confirming its purpose and replacement.