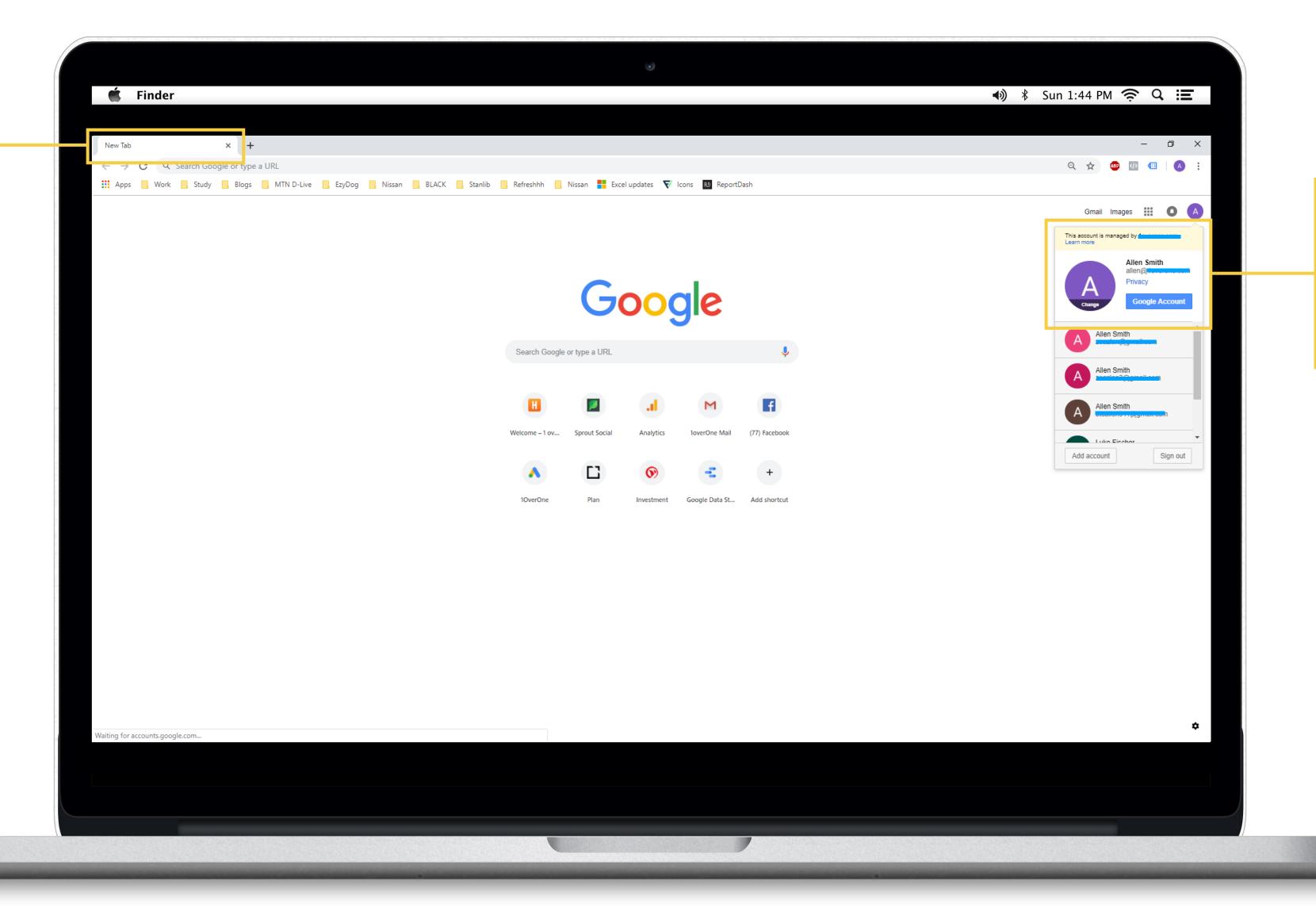


MAKING A COPY OF THE GOOGLE SHEETS

Assumptions:
Chrome is installed
You have a Google account

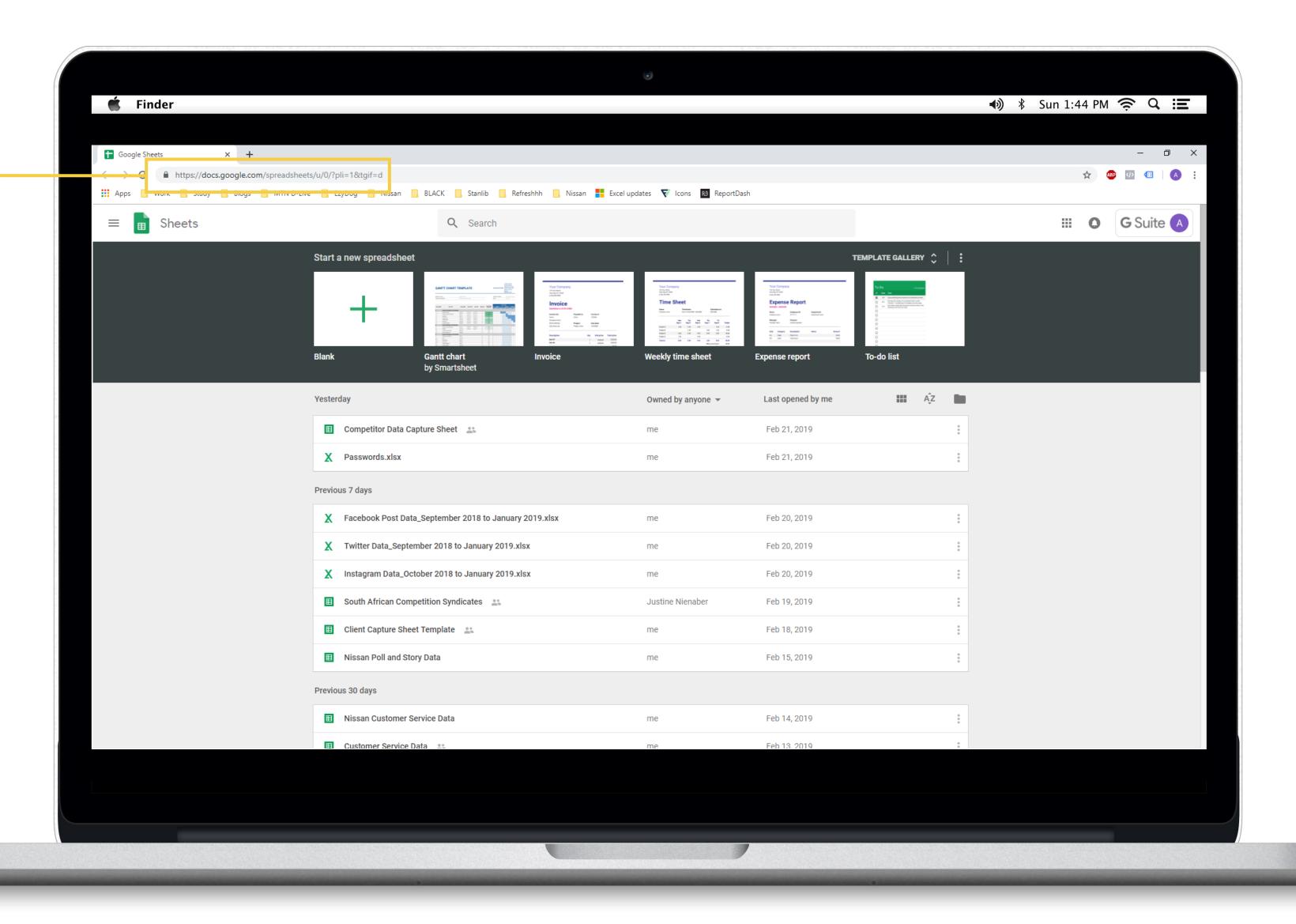
Open a 'New Tab' in the Google Chrome browser



Ensure you are logged into your work email address.

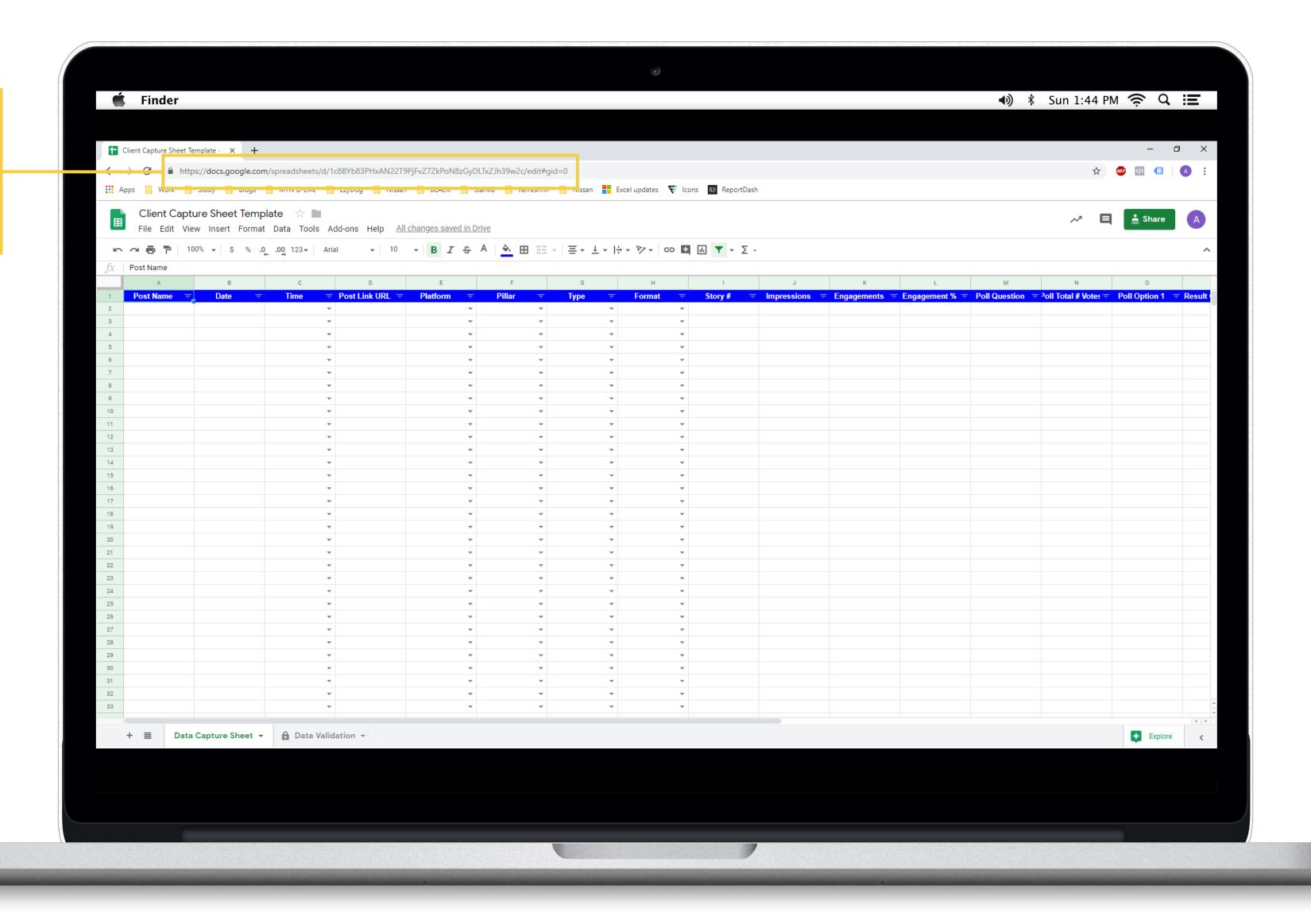
If you do not have a work Gmail account and instead use Office 365 then you can use your personal Gmail account.

Navigate to https://docs.google.com/spreads heets

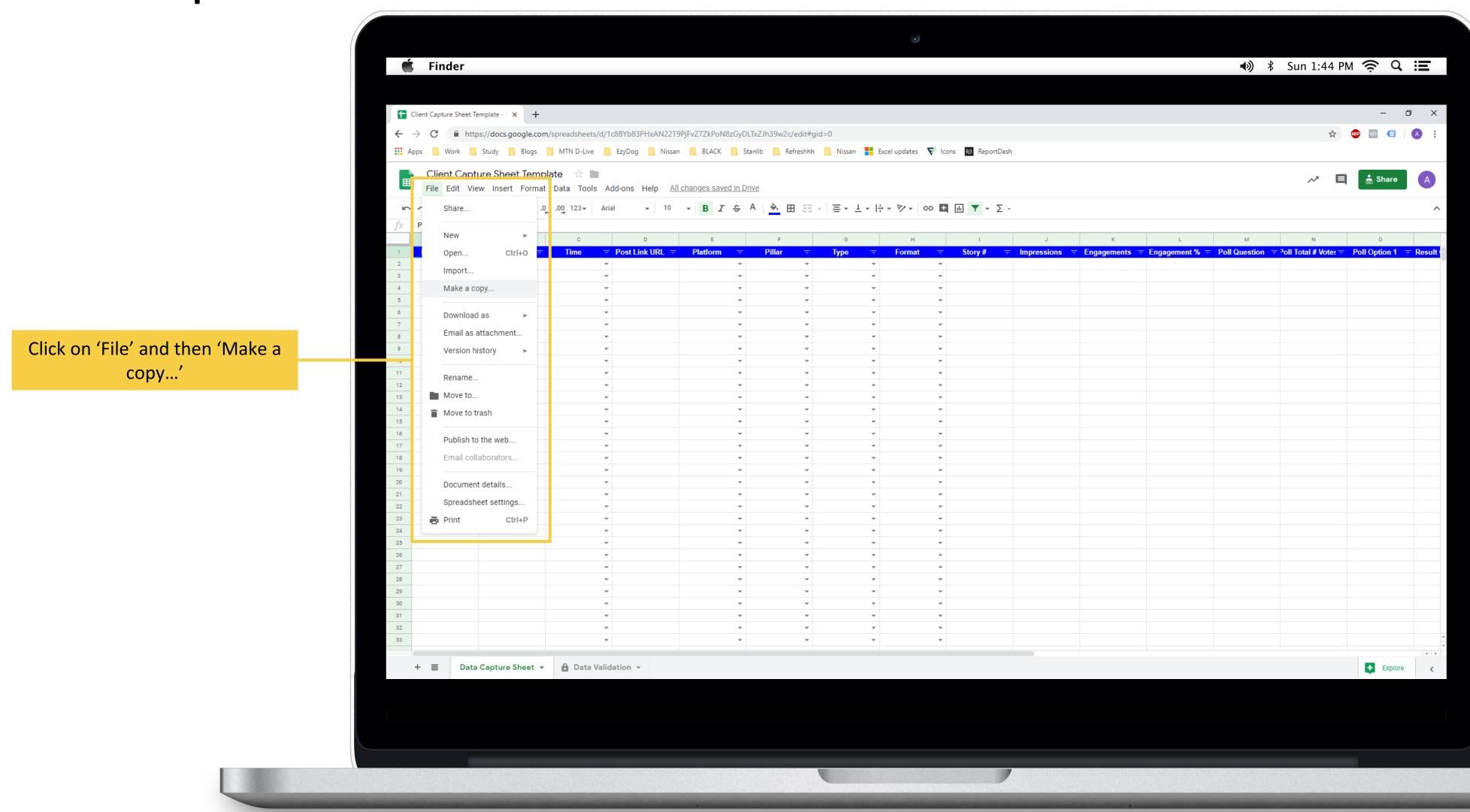


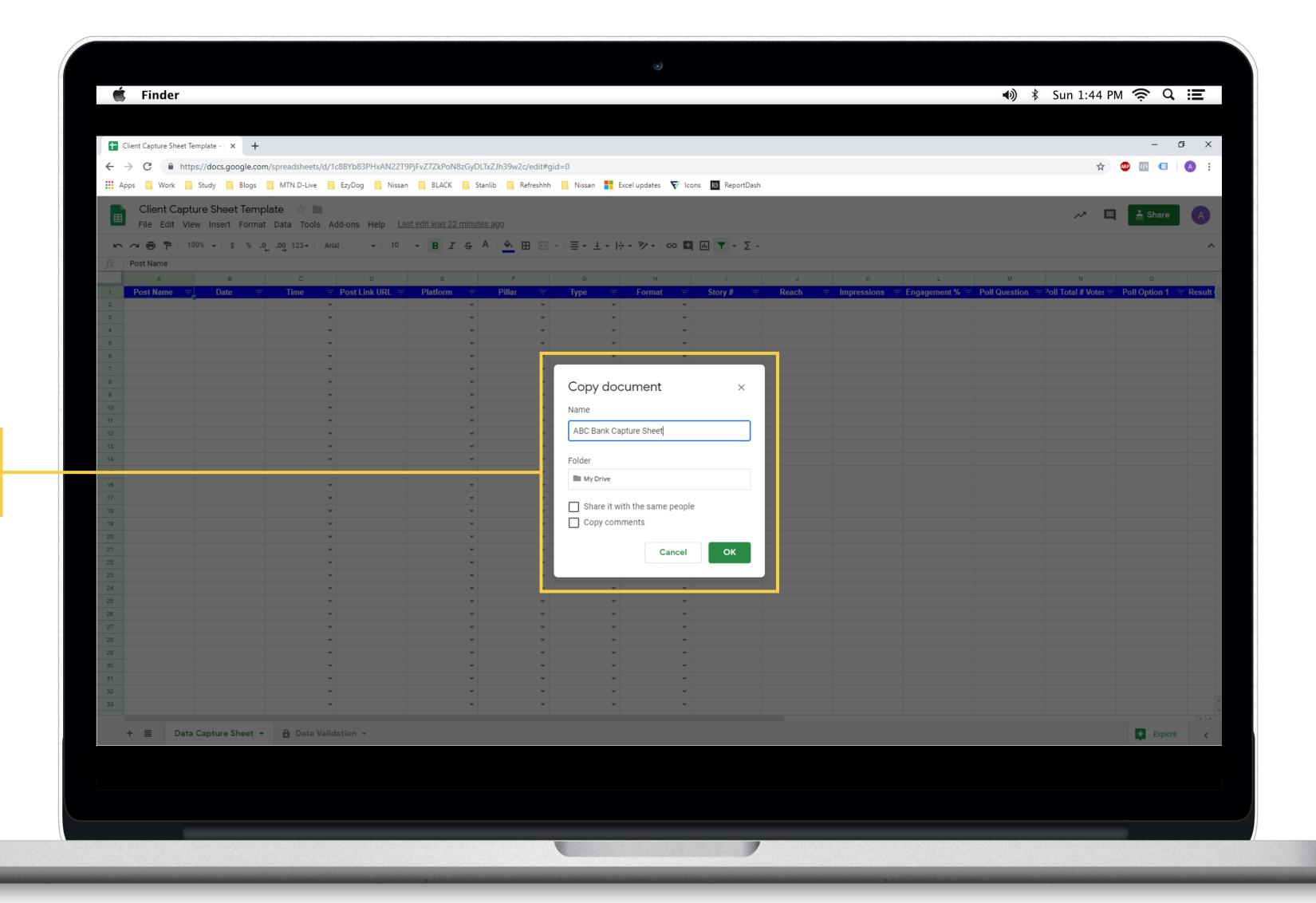
Navigate to the client capture sheet template

https://docs.google.com/spreads
heets/d/1c8BYb83PHxAN22T9PjF
vZ7ZkPoN8zGyDLTxZJh39w2c/edi
t#gid=0



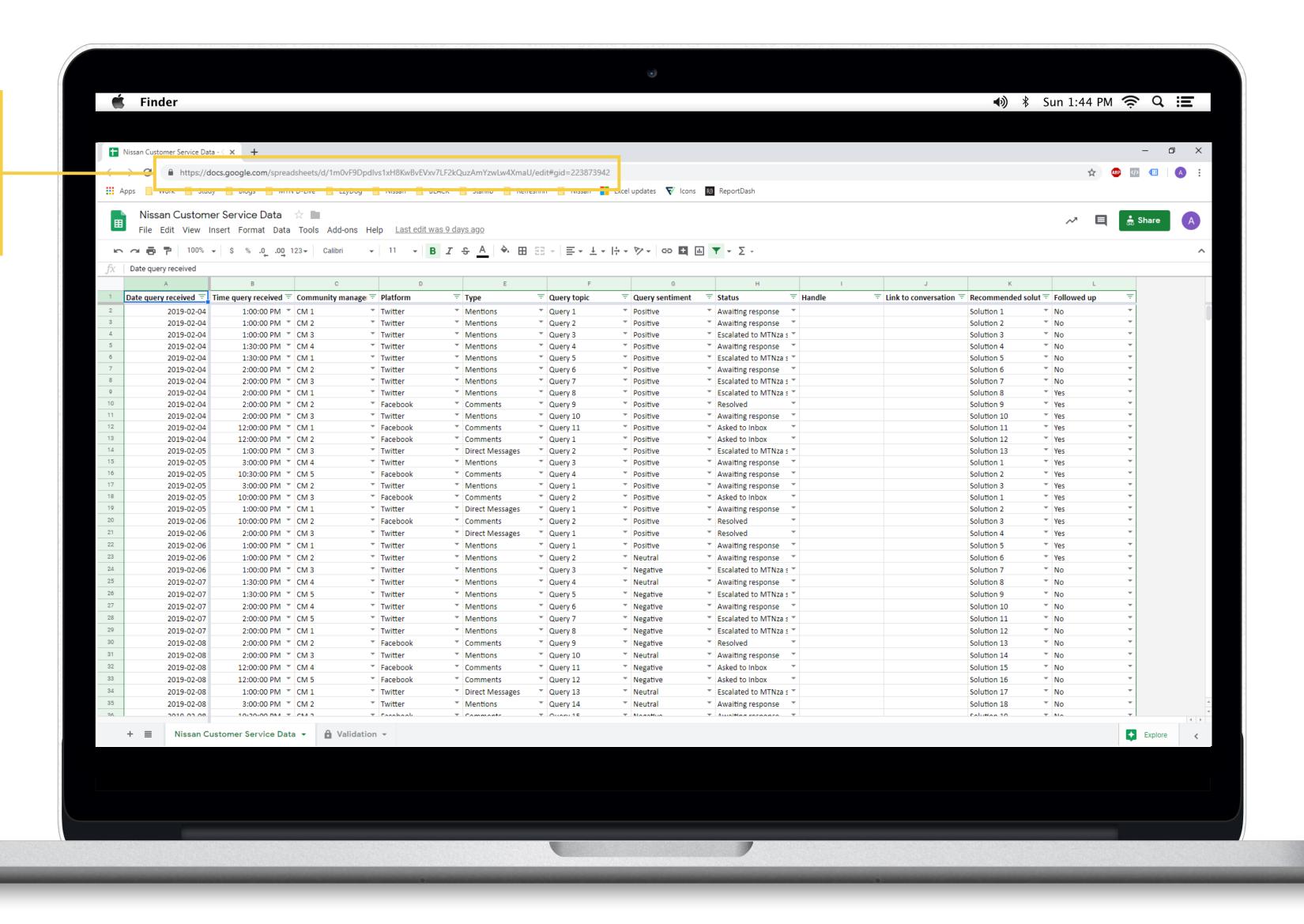






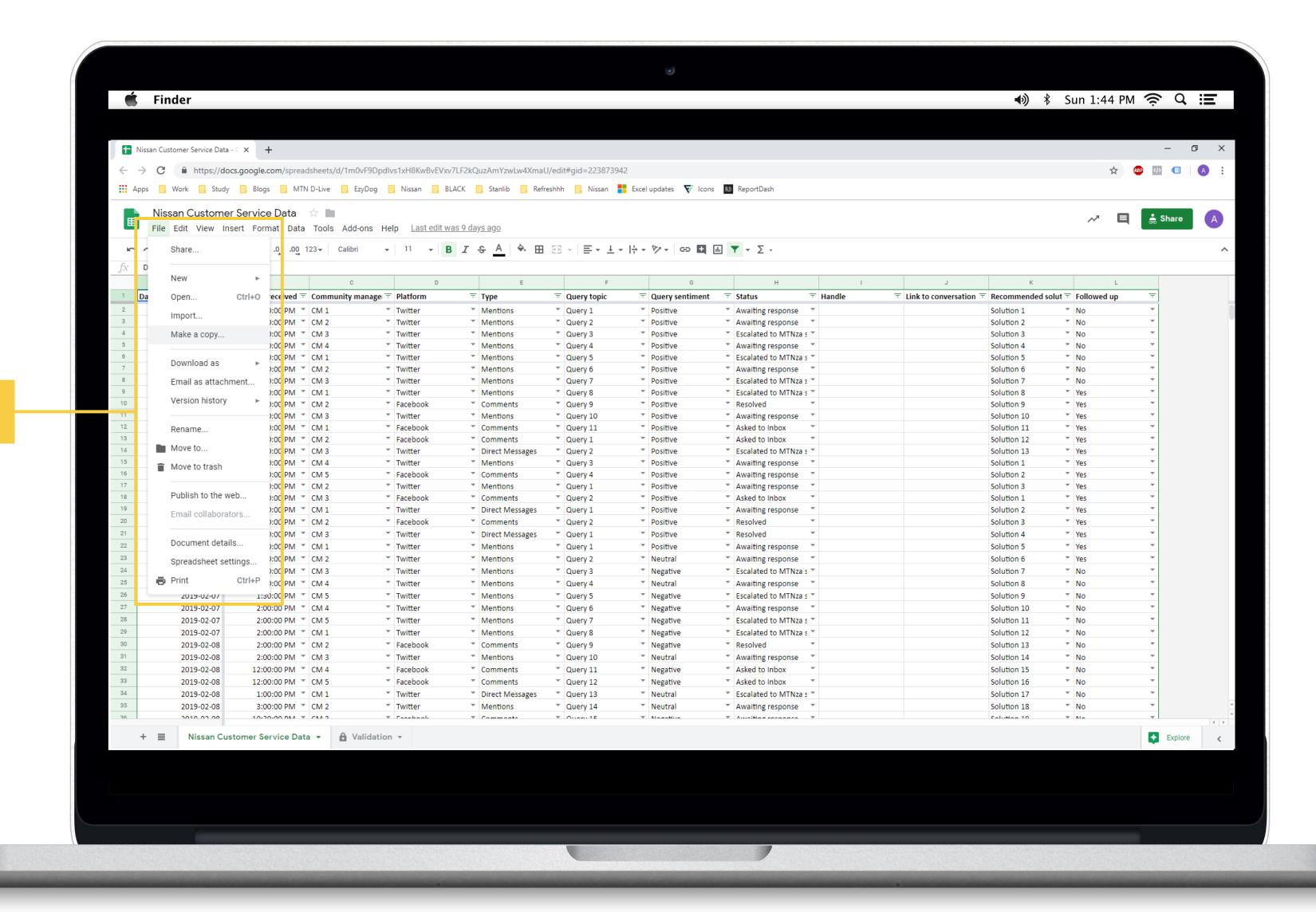
Rename your sheet and be sure to include the name of your client and then select OK

Navigate to the customer service sheet template https://docs.google.com/spreads/heets/d/1m0vF9Dpdlvs1xH8KwB vEVxv7LF2kQuzAmYzwLw4XmaU /edit#gid=223873942









Click on 'File' and then 'Make a copy...'

É Finder T Nissan Customer Service Data - ○ x + ← → C https://docs.google.com/spreadsheets/d/1m0vF9DpdIvs1xH8KwBvEVxv7LF2kQuzAmYzwLw4XmaU/edit#gid=223873942 ## Apps | Work | Study | Blogs | MTN D-Live | EzyDog | Nissan | BLACK | Stanlib | Refreshhh | Nissan | Excel updates | Icons | MTN D-Live | EzyDog | ReportDash Nissan Customer Service Data 🦙 📗 → Share A File Edit View Insert Format Data Tools Add-ons Help <u>Last edit was 9 days ago</u> Date query received Query topic Awaiting response Mentions Query 2 Awaiting response 1:00:00 PM T CM 3 Mentions Escalated to MTNza s Query 4 Awaiting response Mentions Copy document Mentions Comments 2019-02-04 2:00:00 PM T CM 2 Facebook 2019-02-04 2:00:00 PM T CM 3 Mentions ABC Bank Customer Service Data 1:00:00 PM CM 3 Direct Message 2019-02-05 3:00:00 PM CM 4 Mentions Twitter Mentions 2019-02-05 3:00:00 PM CM 2 Share it with the same people Copy comments ОК Mentions Mentions Mentions 2019-02-07 2:00:00 PM T CM 4 Mentions 2019-02-07 2:00:00 PM * CM 5 Mentions 2019-02-07 + ■ Nissan Customer Service Data ▼ 🔒 Validation ▼

Rename your sheet and be sure to include the name of your client and then select OK



Thanks Allen.smith@tbwa.co.za