



Advance Tour Programme and Work Diary of VEOs in App Sheet

Presented by
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Advance Tour Programme and Work Diary

A background image of a spiral-bound notebook with a silver ring binder. The notebook is open to a page with horizontal lines. At the top of the page, the words "Idea/Summary" and "Идея" are written. Below that, the word "Plan" is written in two different fonts: a bold, italicized sans-serif font and a bold, serif font. A yellow pen is visible on the right side of the page.

Advance Tour Programme

- Report in advance, the duties that will be done in an ensuing month
- Proactive sequencing of tasks to be completed in a month

Work Diary

- Reporting of duties and tasks completed in a month
- Useful for Supervising officers to evaluate and monitor the activities of a Village Extension Officer



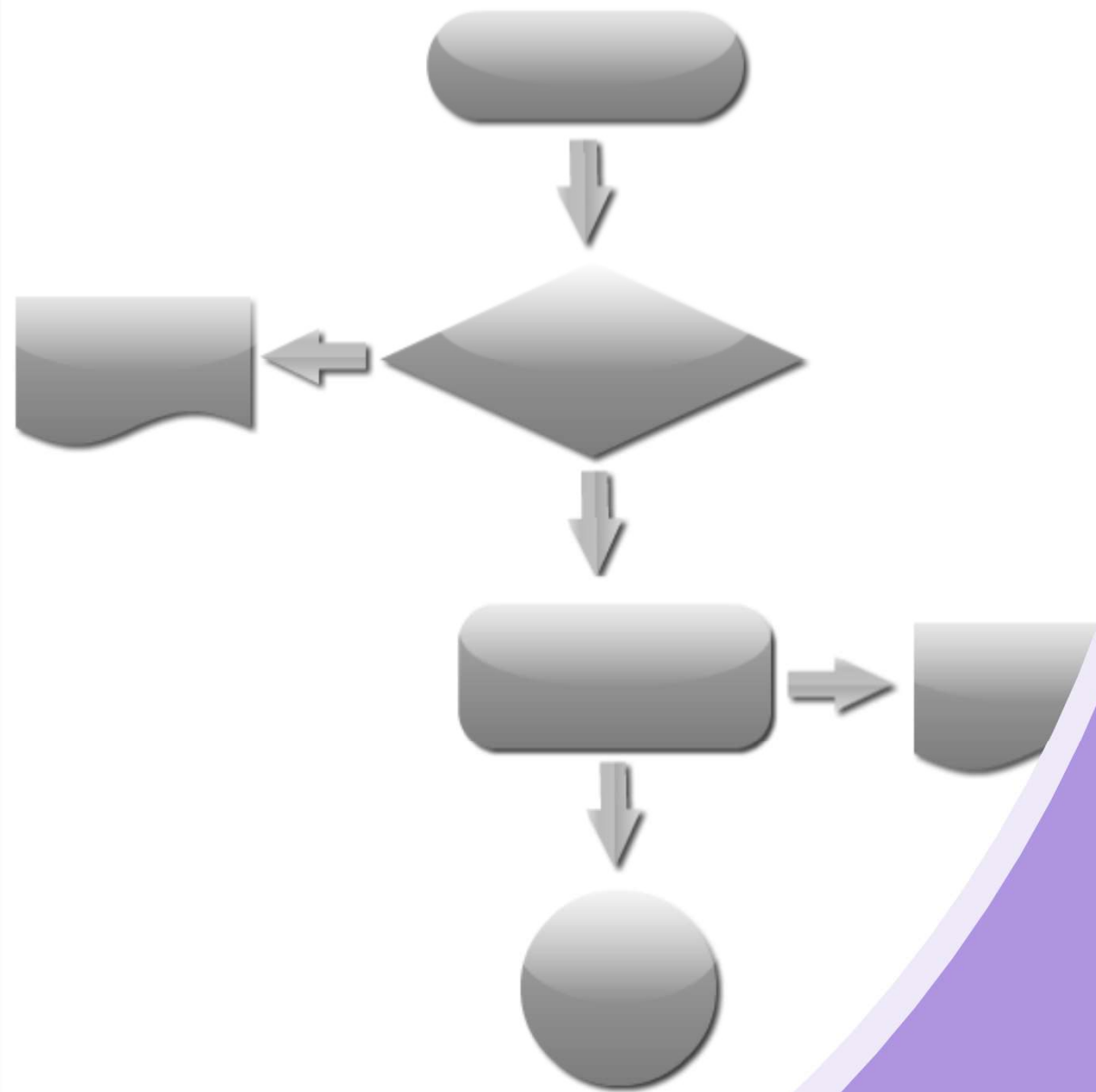
Method followed now...

- Prepared in papers in handwritten mode
- Wastage of time, energy and resources
- Wastage of paper
- Need to submit hard copies to Block Offices

How to overcome this...?

- Use a mobile application
- Easy to handle
- No Wastage of time, energy and resources
- Saves a lot of paper
- No need to submit paper reports to Block Offices
- Easy handling of reports online





PROCESS
FLOW

Create gmail ids @ Block Level

- Create a separate block level gmail id specifically for this purpose
- The protocol for gmail id name shall be “itrddXXXYYY@gmail.com”
- XXX shall be the first three letters of the block name
- YYY shall be the first three letters of the district name
- For e.g. ‘itrddpartvm@gmail.com’ shall be the gmail id for Parassala block in Thiruvananthapuram district

(Action - Extension Officer (P&M))



Create a gmail id for all VEOs

- Create a common gmail id specifically for the use of Village Extension Officers
- The protocol for gmail id name shall be “tourdiaryXXXYYY@gmail.com”
- XXX shall be the first three letters of the block name
- YYY shall be the first three letters of the district name
- For e.g. ‘tourdiarypartvm@gmail.com’ shall be the gmail id for Parassala block in Thiruvananthapuram district



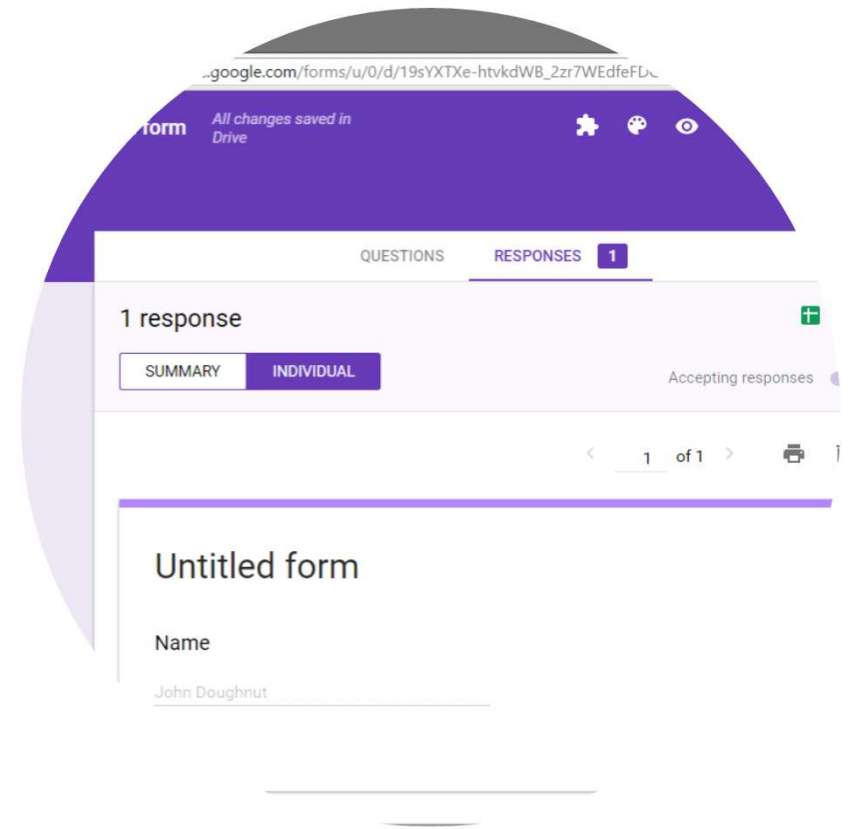
(Action - Extension Officer (P&M))



HOW TO
DEVELOP AN
APP USING
GOOGLE FORMS

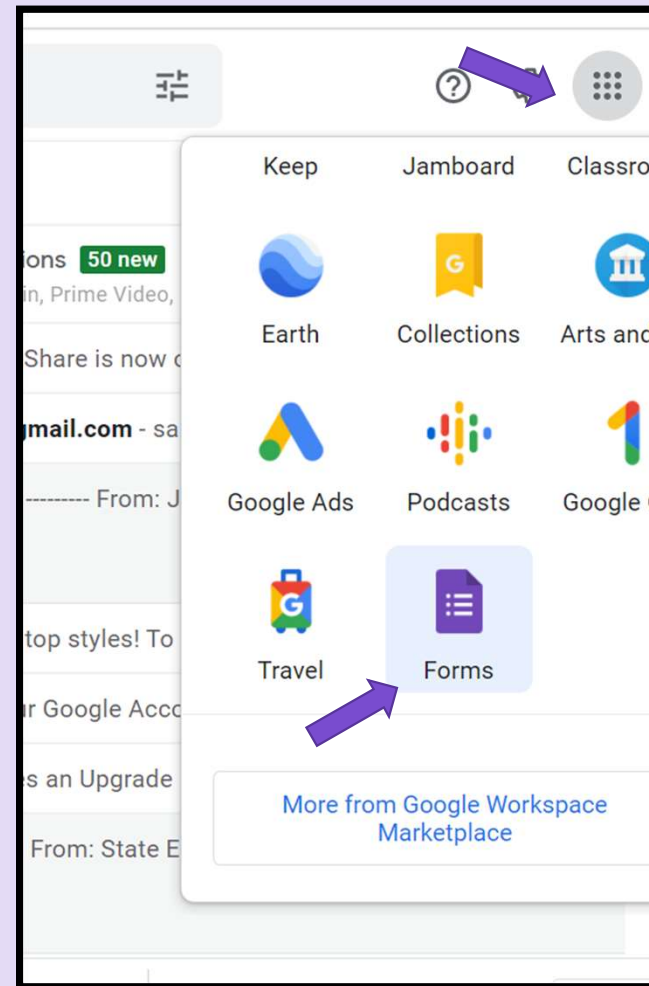
Google Forms

- A simple way to
 - collect information
 - conduct surveys
 - perform quick assessments
- Can be shared with a link or via email
- Responses can be viewed immediately with the option to save them to a spreadsheet or Google Sheet



Let's get started . . .

- Open Google Drive from the gmail id created at block level, for tour diary preparation
- Select Google Forms



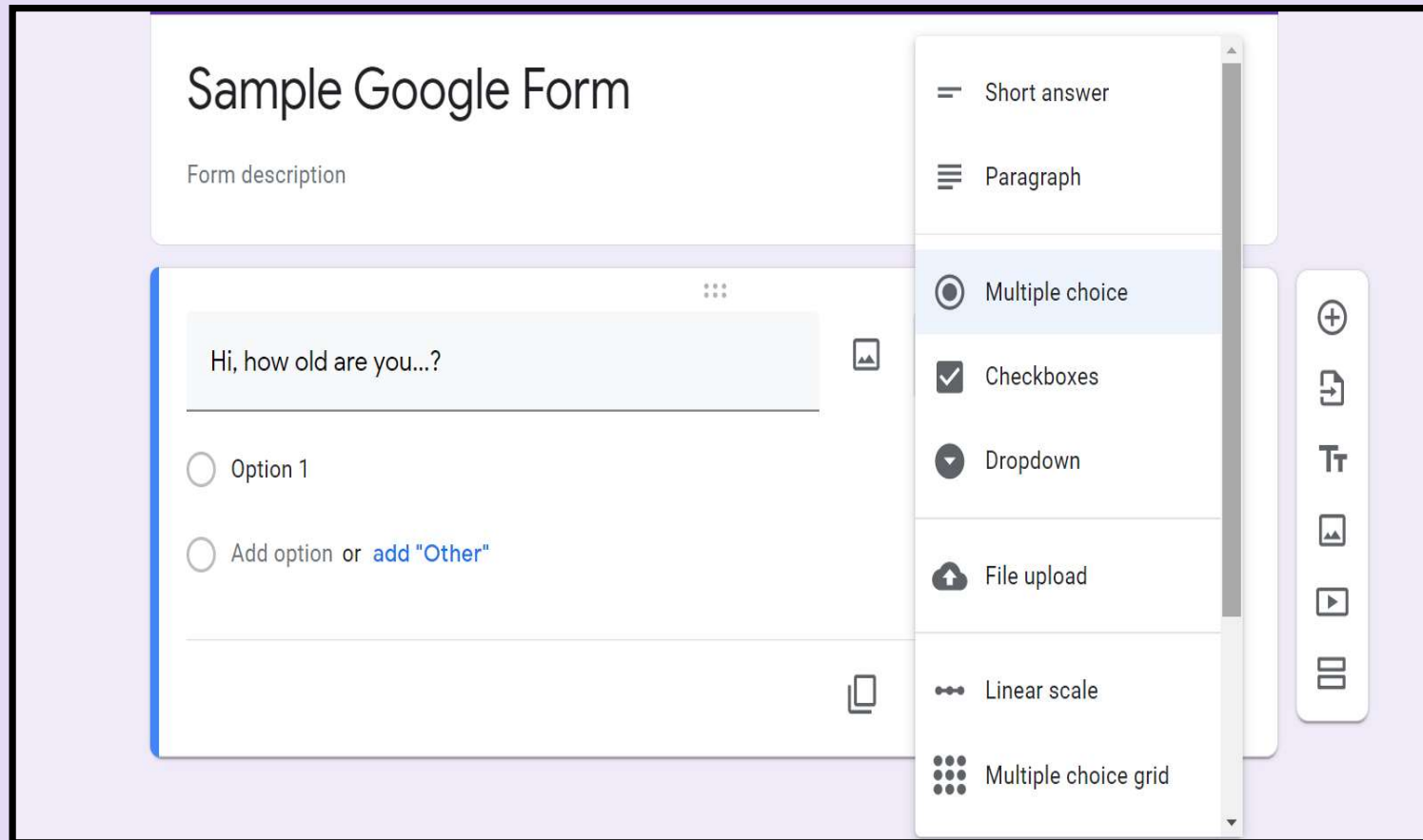
CREATING & CUSTOMISING

The screenshot displays the Microsoft Forms 'Start a new form' interface. At the top left, there is a hamburger menu icon, a purple document icon labeled 'Forms', and a search bar with a magnifying glass icon and the text 'Search'. On the right side of the top bar, there are three dots representing a settings or options menu. Below the top bar, the main area is titled 'Start a new form' on the left and 'Template gallery' with a double-headed arrow and a three-dot menu on the right. The gallery contains five template cards: 1. 'Blank' with a colorful plus sign icon. 2. 'Contact Information' with a green header and fields for Name, Email, and Address. 3. 'RSVP' with a photo of people and fields for Name, Email, and a 'Will you be there?' question with radio button options. 4. 'Party Invite' with a photo of balloons and fields for Name, Email, and a 'Will you be there?' question with radio button options. 5. 'T-Shirt Sign Up' with a purple header and a list of size options (XS, S, M, L, XL). Below the template gallery, there is a 'Recent forms' section on the left, an 'Owned by anyone' dropdown menu in the center, and three icons (list view, sort by AZ, and folder) on the right.

Entering a Title

The screenshot shows the Google Forms editor interface. At the top left, there is a document icon and the text "Untitled form". To the right of this are icons for a bookmark, a speech bubble, an eye, a gear, a purple "Send" button, and a vertical ellipsis. Below the top bar, there are two tabs: "Questions" (which is selected and underlined) and "Responses". The main content area contains two form elements. The first element is a header box with a blue background and the text "Untitled form" in white. Below this is a text input field with the placeholder "Form description". A purple arrow points to the "Form description" field. The second element is a question box with the text "Untitled Question" and a radio button followed by "Option 1". On the right side of the form elements, there is a vertical toolbar with icons for adding (+), deleting (trash), text formatting (T), image insertion (img), video insertion (play), and a list icon.

Entering a Question



Sample Google Form

Form description

Hi, how old are you...?

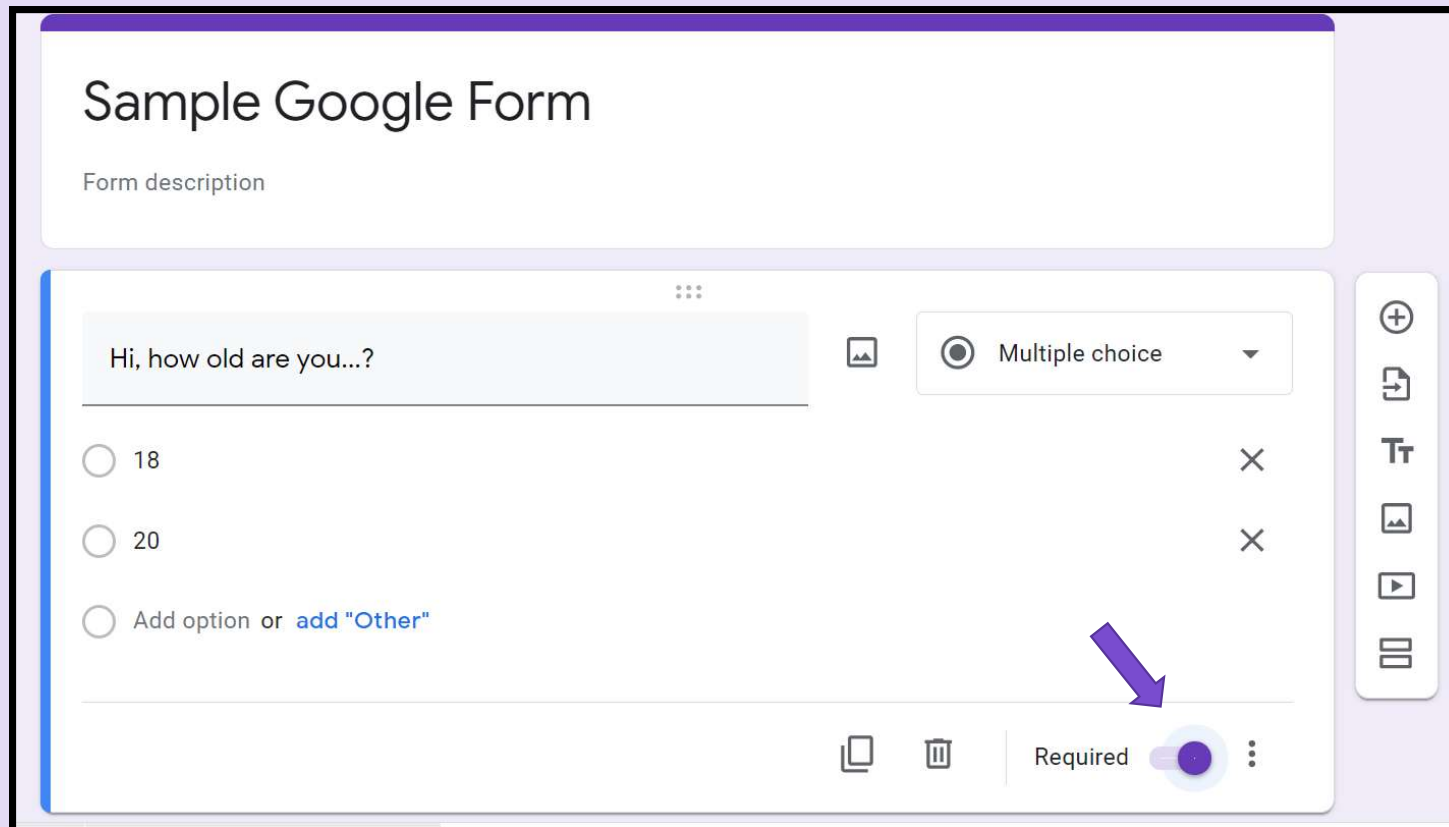
Option 1

Add option or [add "Other"](#)

- Short answer
- Paragraph
- Multiple choice**
- Checkboxes
- Dropdown
- File upload
- Linear scale
- Multiple choice grid

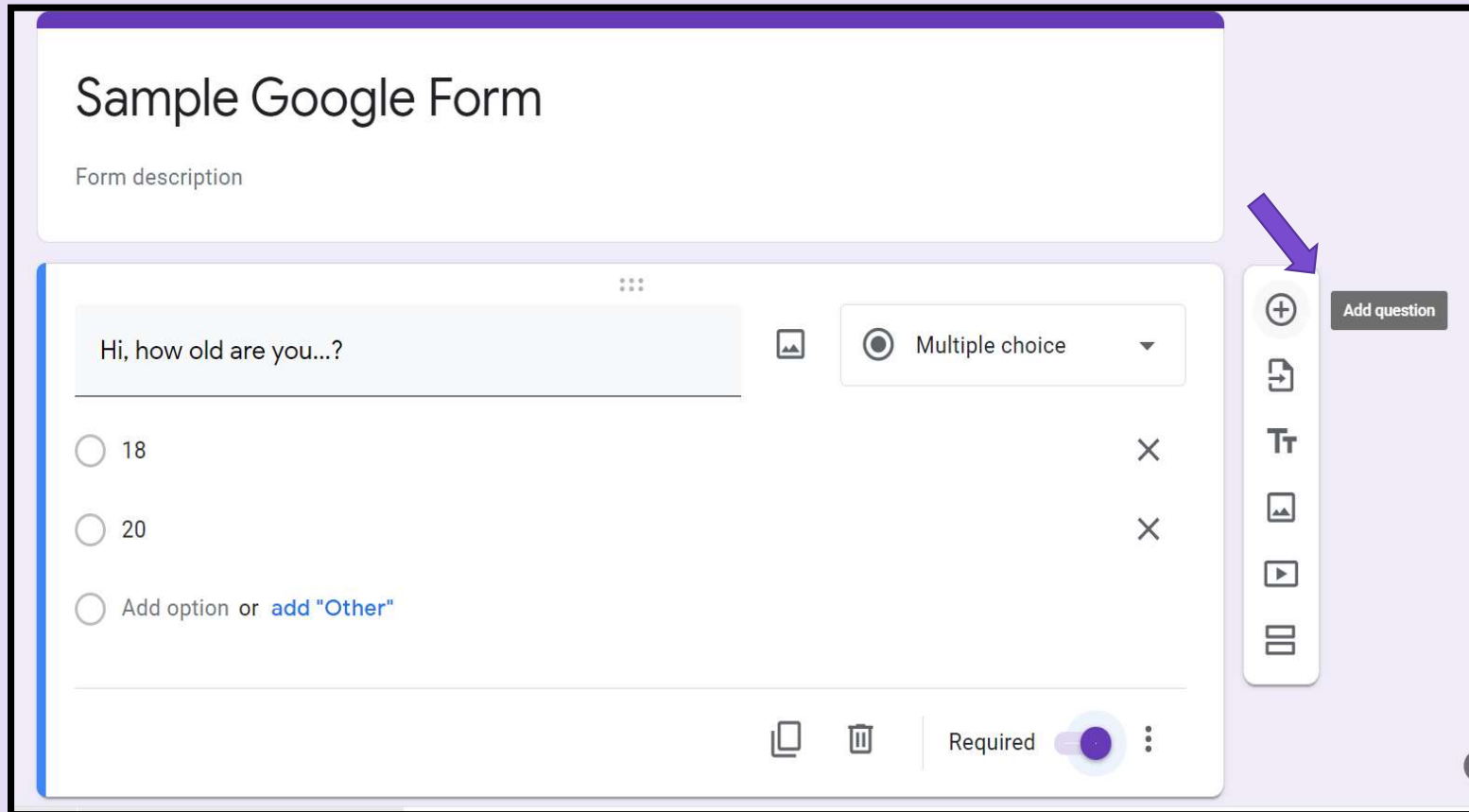
The image shows a Google Forms editor interface. At the top, there's a title 'Sample Google Form' and a 'Form description' field. Below that, a question is being edited: 'Hi, how old are you...?'. The question has two radio button options: 'Option 1' and 'Add option or add "Other"'. A dropdown menu is open on the right side of the question, showing various question types: 'Short answer', 'Paragraph', 'Multiple choice' (which is selected and highlighted in blue), 'Checkboxes', 'Dropdown', 'File upload', 'Linear scale', and 'Multiple choice grid'. To the right of the dropdown menu is a vertical toolbar with icons for adding a question, duplicating, deleting, and other editing functions.

Entering a Mandatory Question



The image shows a Google Form editor interface. At the top, the form is titled "Sample Google Form" with a subtitle "Form description". Below this, a question is being edited: "Hi, how old are you...?". The question type is set to "Multiple choice". There are three options listed: "18", "20", and "Add option or add 'Other'". At the bottom of the question editor, there is a "Required" toggle switch which is turned on (indicated by a purple dot). A purple arrow points to this toggle. To the right of the question editor is a vertical toolbar with icons for adding questions, duplicating, deleting, and other editing functions.

Adding a new Question



Sample Google Form

Form description

Hi, how old are you...?

18

20

Add option or [add "Other"](#)

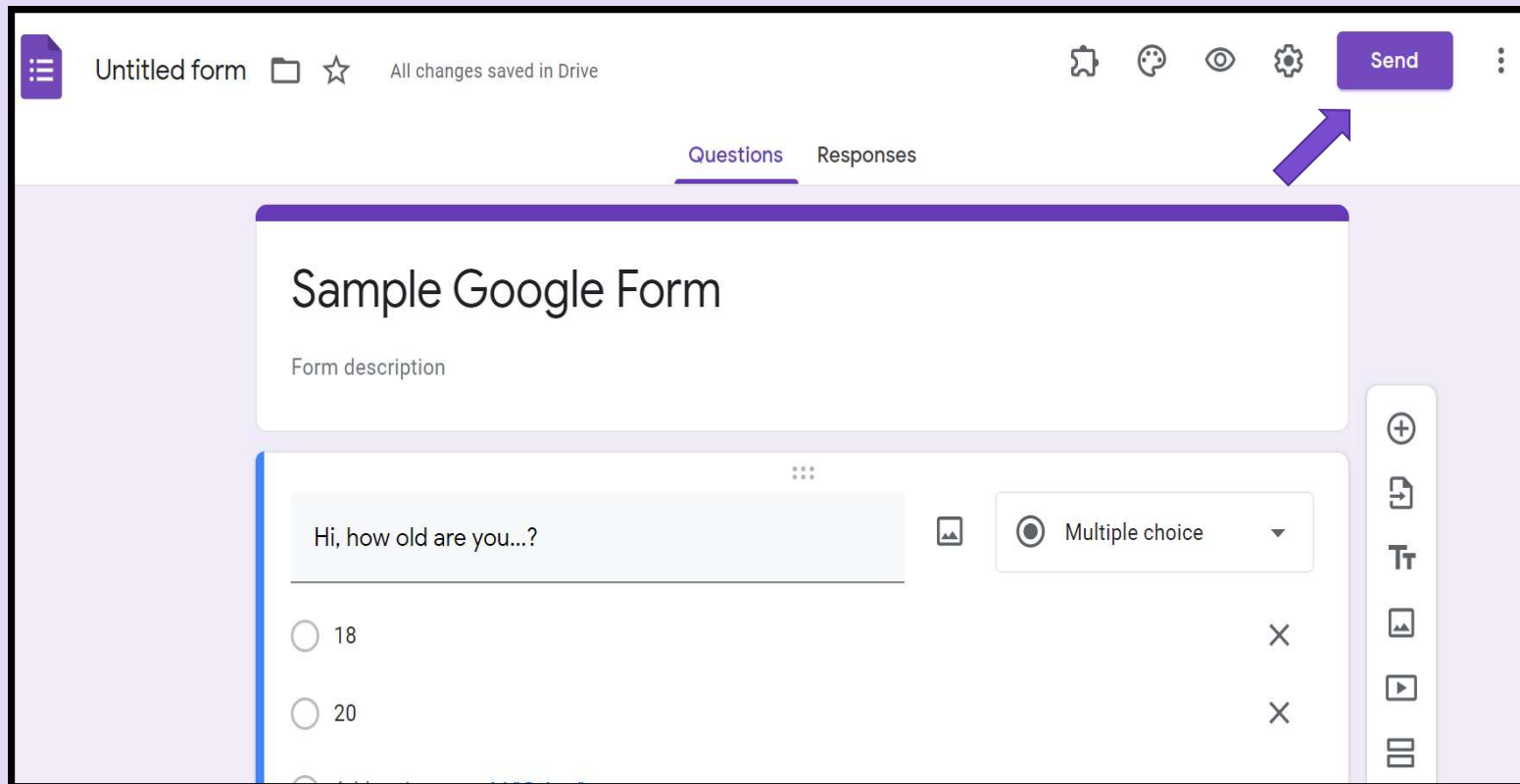
Multiple choice

Required

Add question

The image shows a Google Form editor interface. At the top, there's a header 'Sample Google Form' and a 'Form description' field. Below that, a question is being edited: 'Hi, how old are you...?'. The question type is set to 'Multiple choice'. There are three radio button options: '18', '20', and 'Add option or add "Other"'. At the bottom of the question card, there are icons for copying and deleting, a 'Required' toggle switch which is turned on, and a three-dot menu. To the right of the question card is a vertical toolbar with icons for adding a question, adding a section, adding a grid, adding a video, and adding a table. A purple arrow points to the top icon in this toolbar, which is a plus sign inside a circle, and a grey button labeled 'Add question' is positioned to its right.

Sending Google Forms



Sending Google Forms

✕ Send form

Collect emails

Send via     

Email 

To

Subject

Sample Google Form

Message






I've invited you to fill out a form:

Include form in email

Sending Google Forms


✕ Send form

Collect emails

Send via     

Link

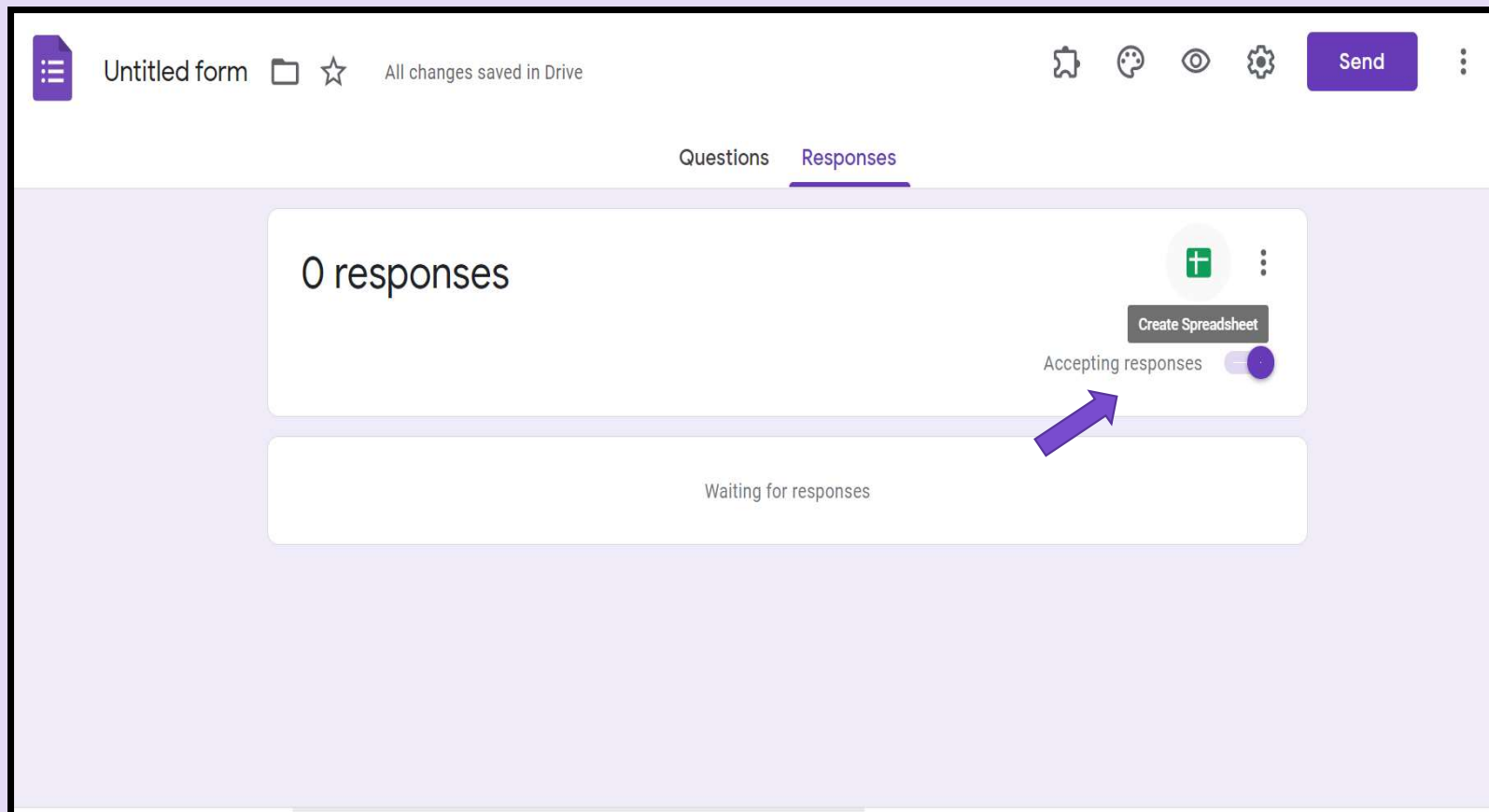
<https://forms.gle/bHVUq3Y7FkDeXhpG8>

Shorten URL 

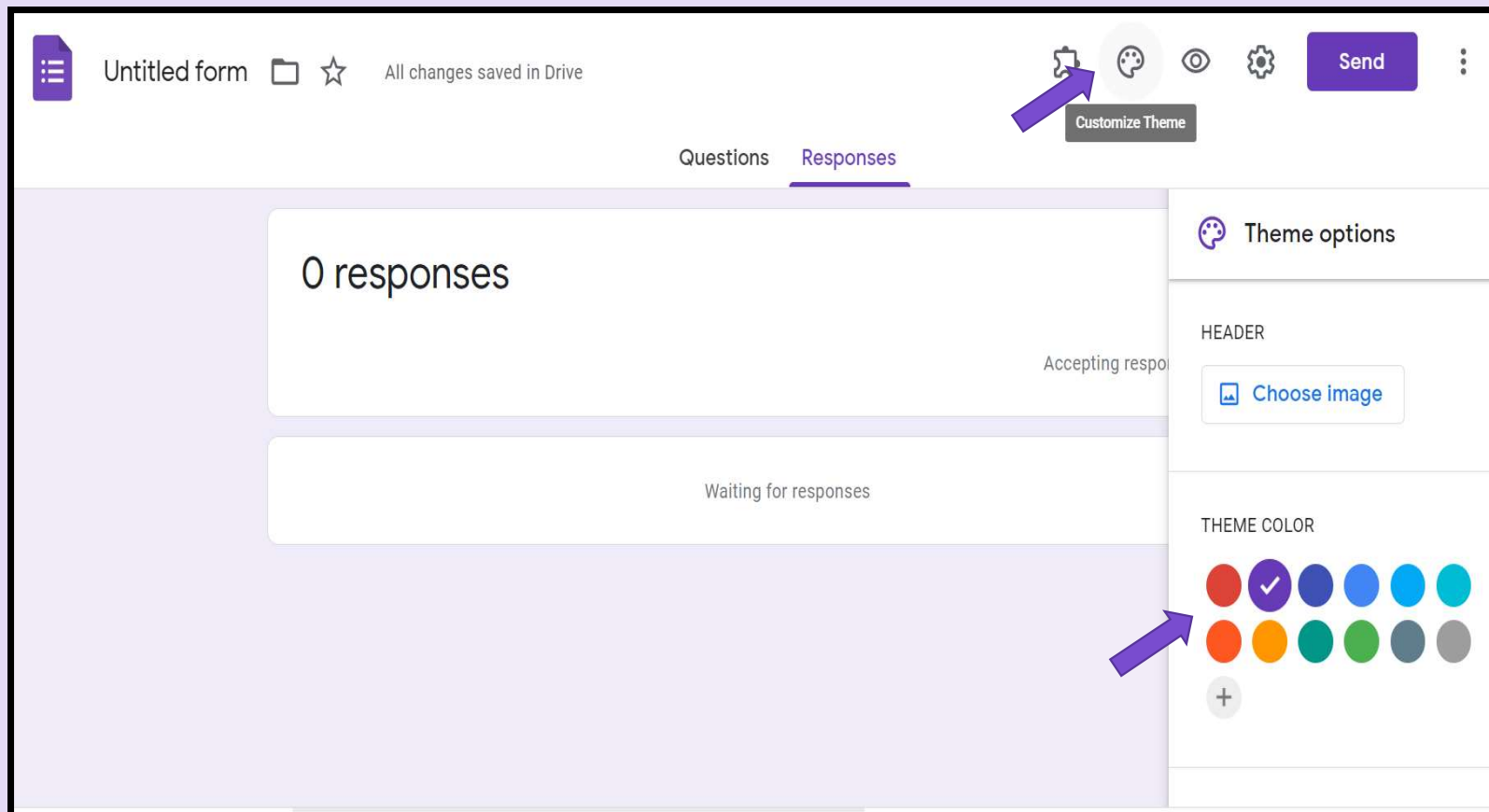
Press Ctrl+C to copy

Cancel

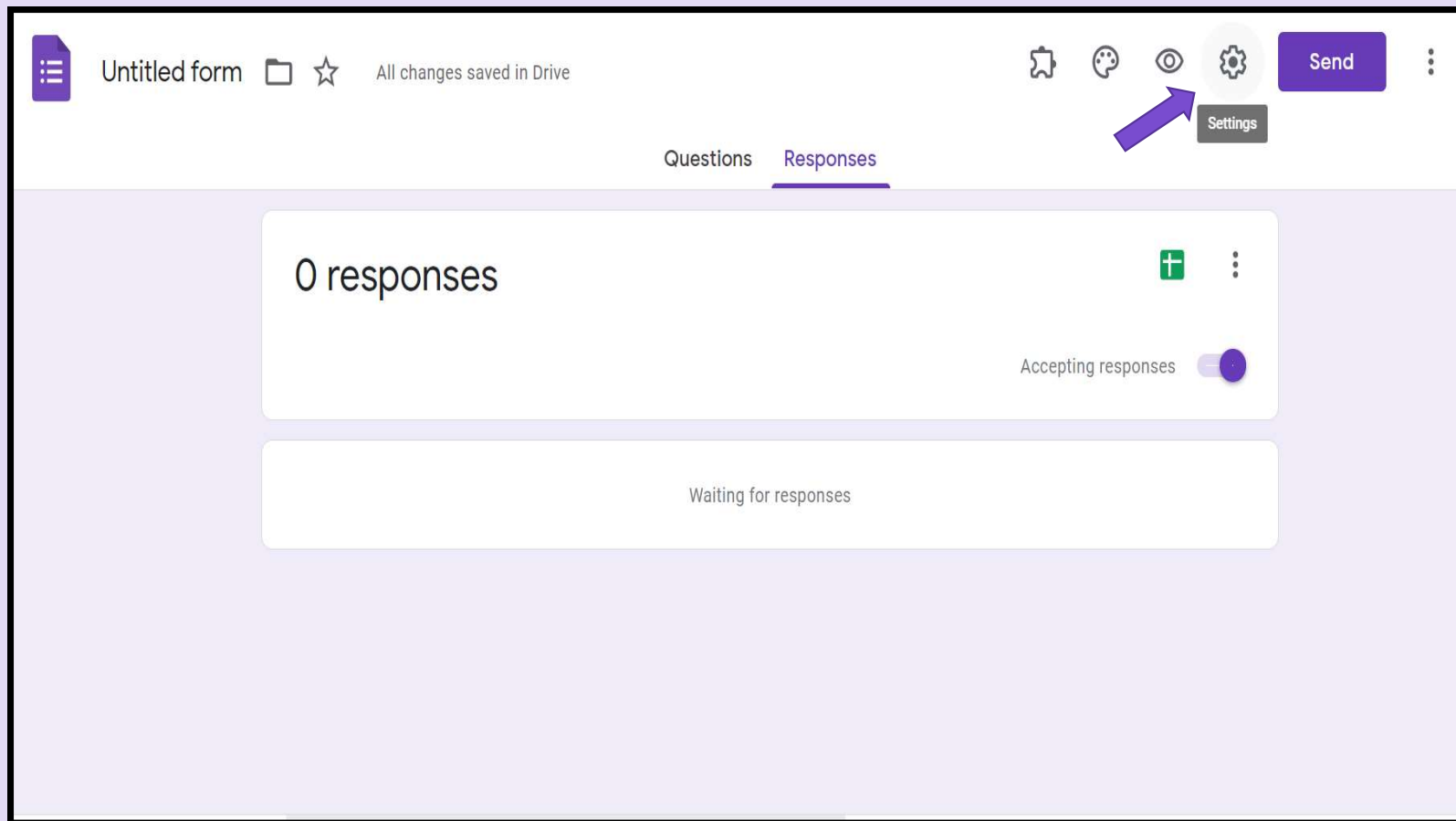
Collect responses from Google Forms



Customizing themes of Google Forms



Customizing settings of Google Forms



Customizing settings of Google Forms

Settings

General Presentation Quizzes Save

Collect emails

Response receipts ?

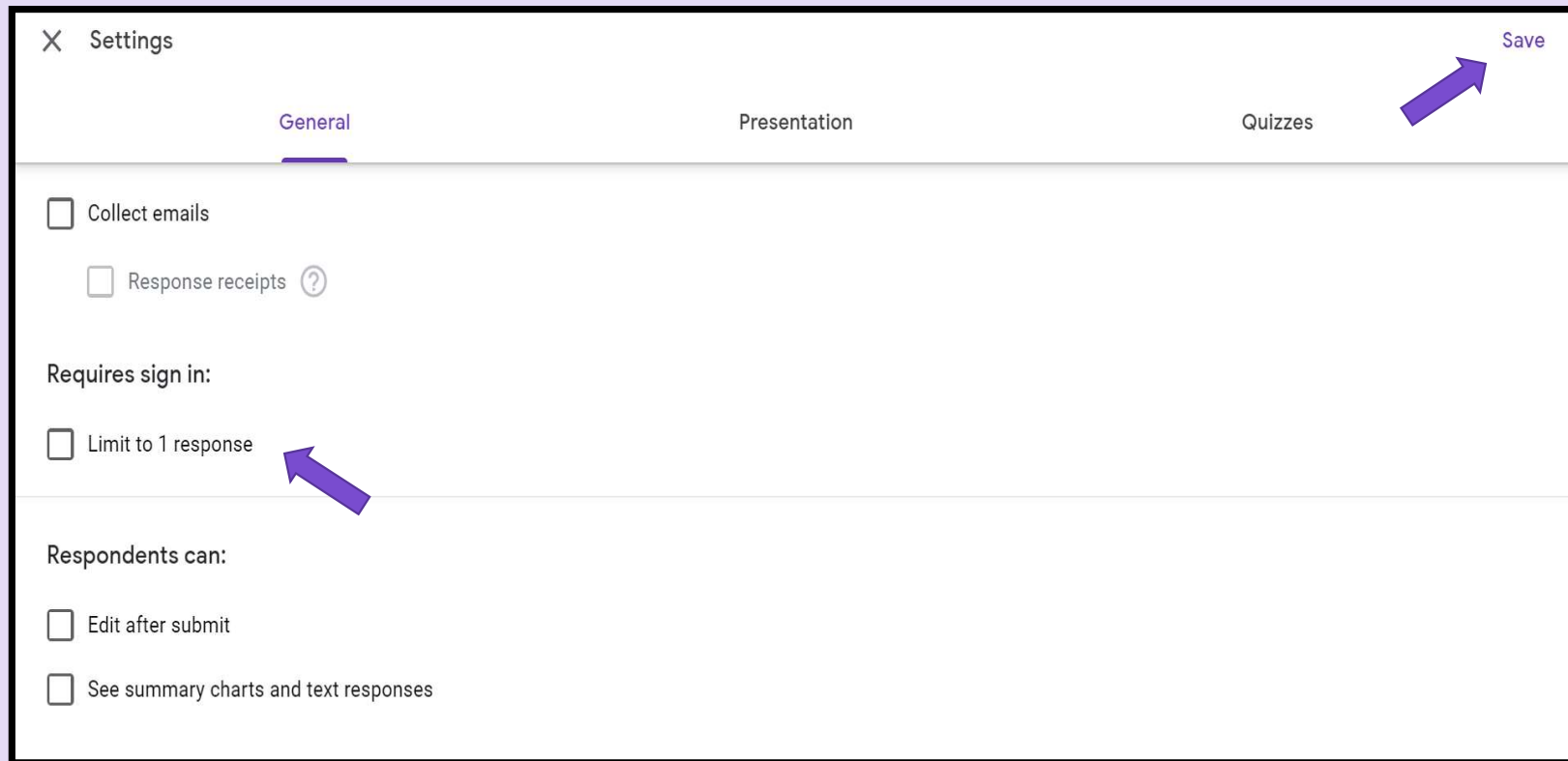
Requires sign in:

Limit to 1 response

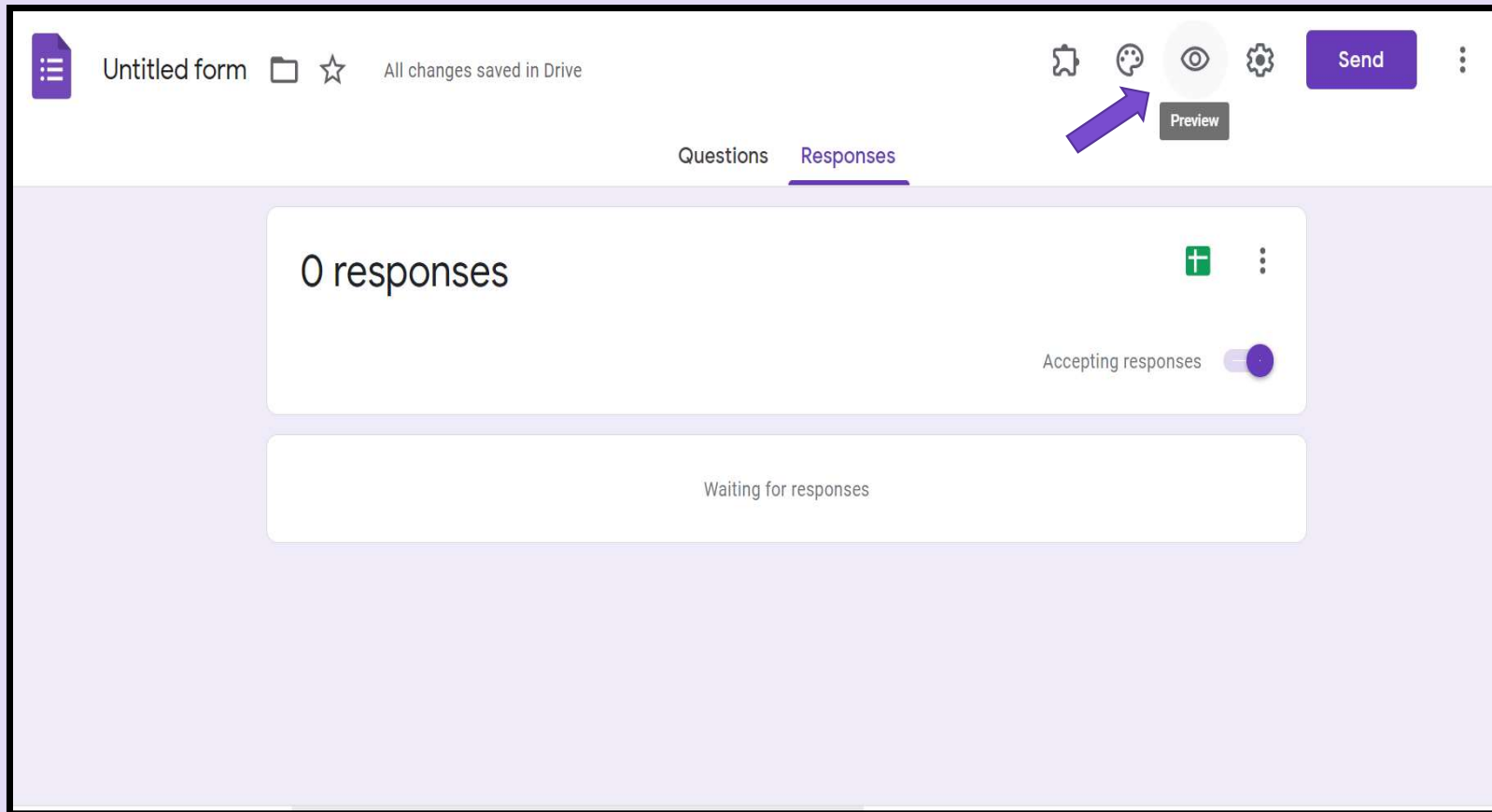
Respondents can:

Edit after submit

See summary charts and text responses



Preview of Google Form



Preview of Google Form

Sample Google Form

* Required

Hi, how old are you...? *

18

20

Submit

This content is neither created nor endorsed by Google. [Report Abuse](#) - [Terms of Service](#) - [Privacy Policy](#)

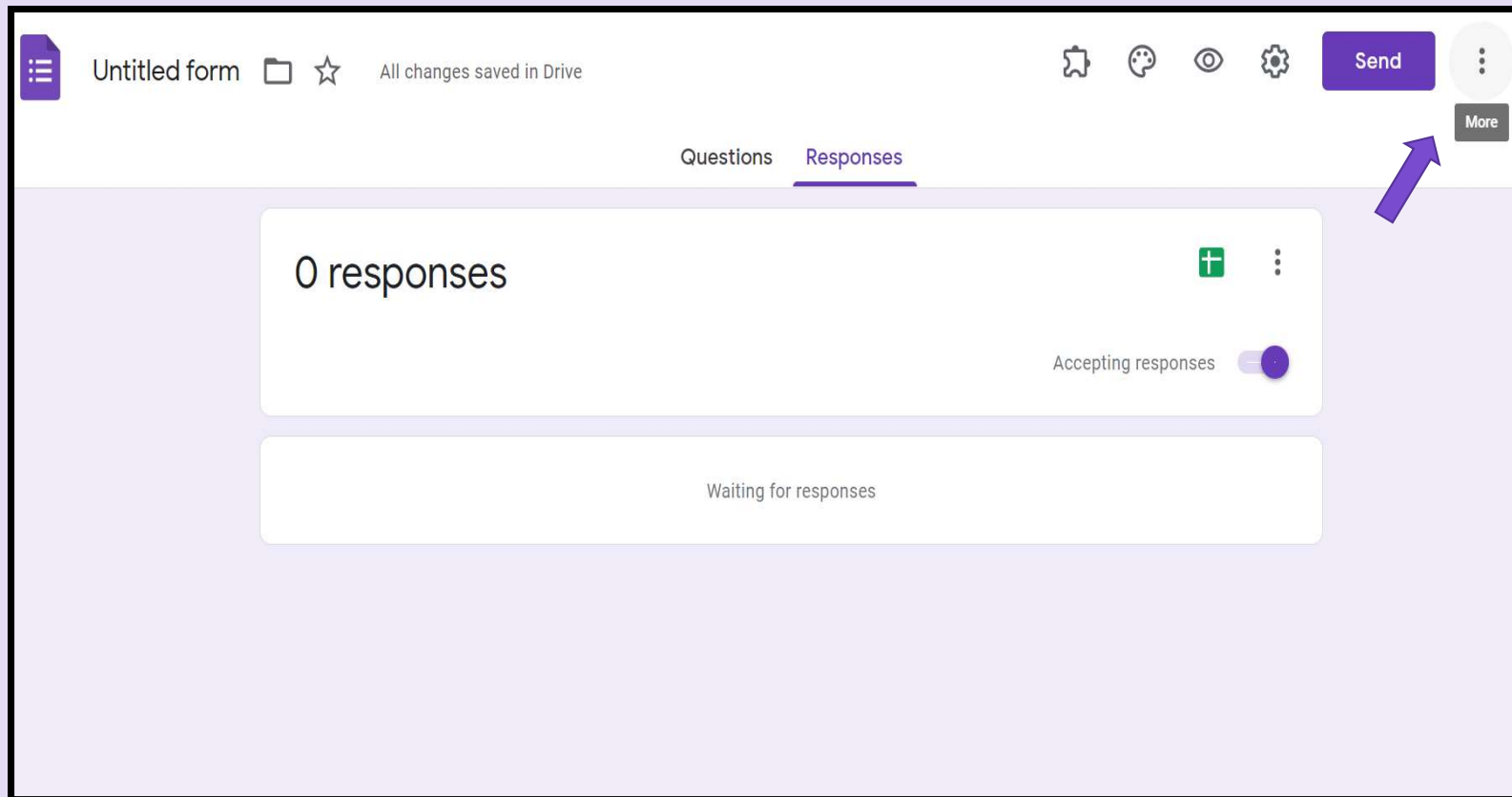
Google Forms

Edit this form

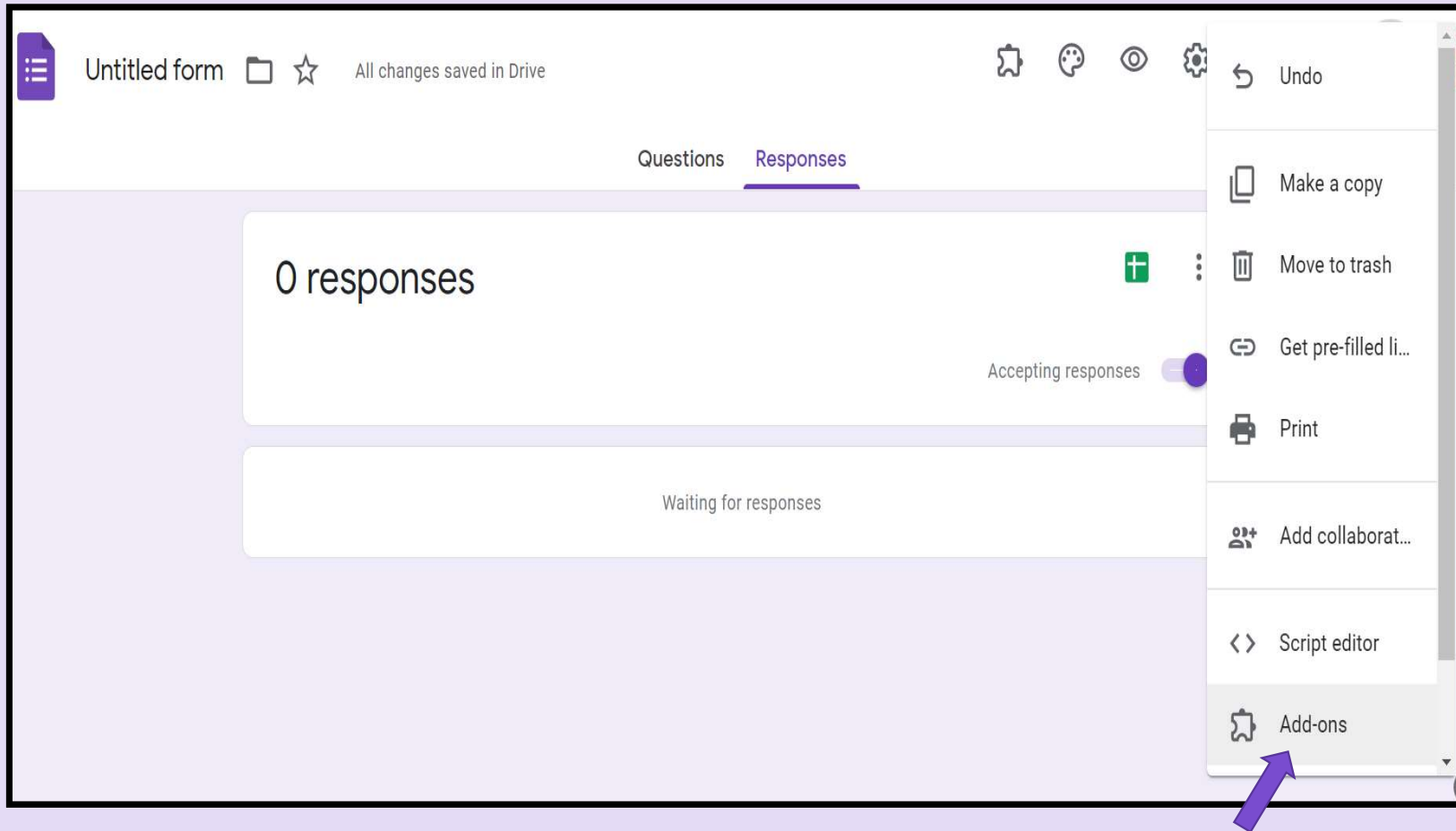


How to convert a Google Form
to an App Sheet (a simple
Mobile App)

Add 'App Sheet' to Google Form



Add 'App Sheet' to Google Form



Add 'App Sheet' to Google Form

The screenshot shows the Google Workspace Marketplace interface. At the top, there is a search bar with the text "Search apps" and a magnifying glass icon. Below the search bar, the text "Works with Forms" is displayed, followed by a sub-header: "These apps can be used directly with Forms to improve your productivity." A purple arrow points from the "Works with Forms" text to the search bar. Below this, there are four app cards:

- Form Publisher** (Awesome Gapps): "GENERATE DOCUMENTS". Description: "Form Publisher is a document generator or document merge solution: generate PDF, Googl...". Rating: ★ 4.6 • ↓ 10,000,000+.
- formLimiter** (New Visions Cloudlab): "New Visions for Public Schools". Description: "formLimiter shuts off a Google Form after a max number of responses, at a date and time,...". Rating: ★ 4.4 • ↓ 10,000,000+.
- Form Ranger** (New Visions Cloudlab): "New Visions for Public Schools". Description: "Form Ranger allows you to populate multiple choice, list, checkbox, and grid options...". Rating: ★ 3.6 • ↓ 10,000,000+.
- Quilgo - Timer & Proctor...** (Native Platform Ltd): "Timer for your Google Forms". Description: "Turn your Google Form into an efficient online quiz: enable time, camera and screen...". Rating: ★ 4.4 • ↓ 10,000,000+.

Add 'App Sheet' to Google Form

The screenshot shows the Google Workspace Marketplace interface. At the top, there is a search bar with the text "Search apps" and a magnifying glass icon. Below the search bar, the text "Works with Forms" is followed by the subtitle "These apps can be used directly with Forms to improve your productivity." The main content area displays four app cards. The "AppSheet" card is highlighted with a purple circle and a purple arrow pointing to it. The card features a smartphone icon displaying a survey, the text "Build a Mobile App from Google Forms.", and the app name "AppSheet" with a link to "AppSheet". The description below reads: "Build a custom mobile app from the response spreadsheet of your Google Form. It is quick,..."

Google Workspace Marketplace

Search apps

Works with Forms These apps can be used directly with Forms to improve your productivity.

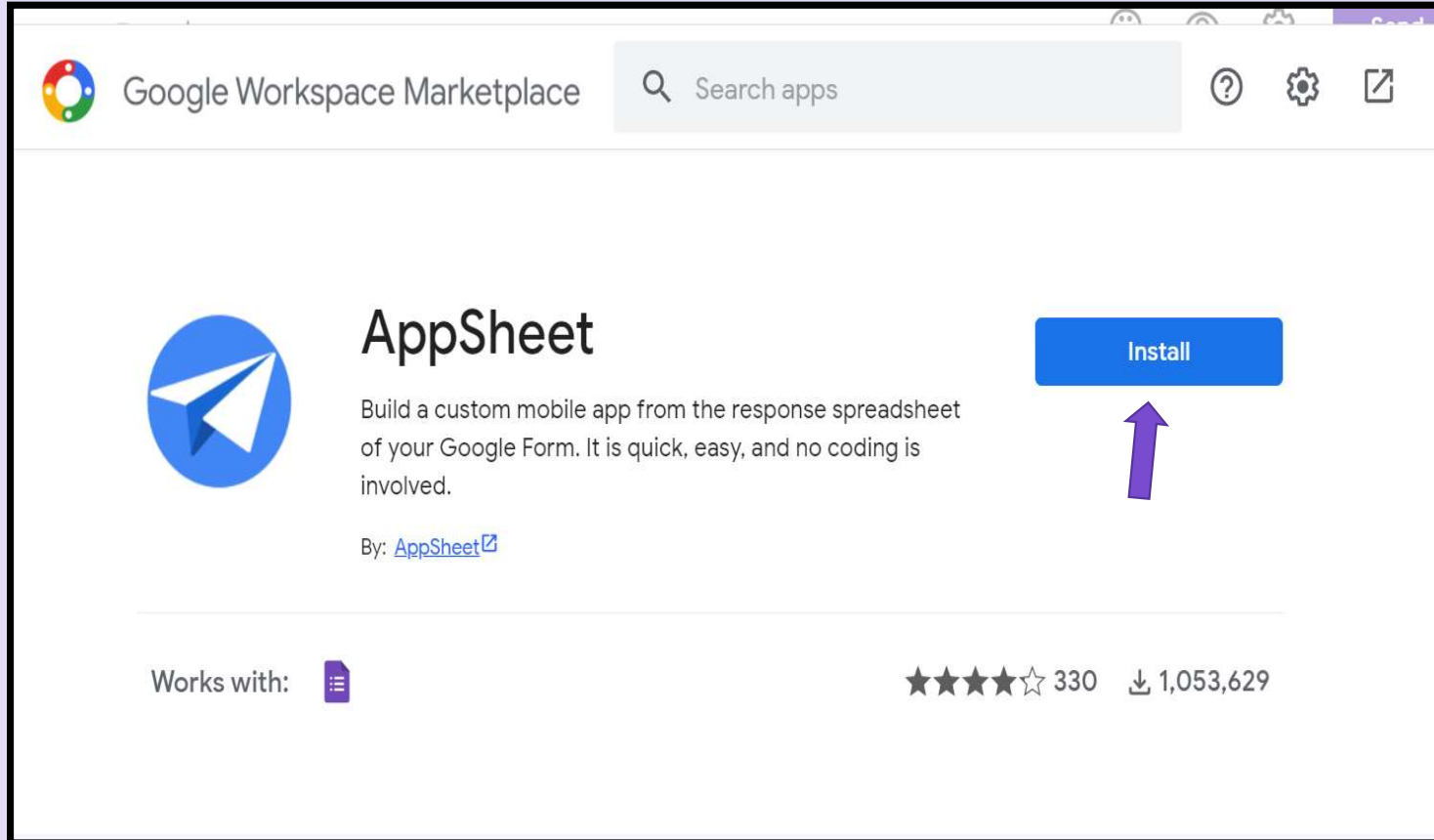
Interactive Forms
Orlan Leitersdorf
Creates Google Slides presentations based on customizable templates...

QR Code Generator
2HAC Studio
You can customize, track QR Code for Form with high quality image. Respondents can open...

AppSheet
AppSheet
Build a custom mobile app from the response spreadsheet of your Google Form. It is quick,...

Word Cloud Generator
Word Cloud Generator
Create your own word cloud today inside Google Documents/Google Slides.


Add 'App Sheet' to Google Form



The screenshot shows the Google Workspace Marketplace interface. At the top, there is a search bar with the text "Search apps" and a magnifying glass icon. To the left of the search bar is the Google logo and the text "Google Workspace Marketplace". Below the search bar, the AppSheet app is featured. It has a blue circular icon with a white paper airplane. The title "AppSheet" is displayed in a large, bold font. Below the title, there is a description: "Build a custom mobile app from the response spreadsheet of your Google Form. It is quick, easy, and no coding is involved." To the right of the description is a blue "Install" button. A purple arrow points upwards towards the "Install" button. Below the description, it says "By: [AppSheet](#)". At the bottom of the card, there is a "Works with:" section with a purple icon representing Google Forms. To the right of this, there are five stars, four of which are filled, followed by the number "330" and a download icon with the number "1,053,629".

Google Workspace Marketplace


Search apps

 **AppSheet**

Build a custom mobile app from the response spreadsheet of your Google Form. It is quick, easy, and no coding is involved.

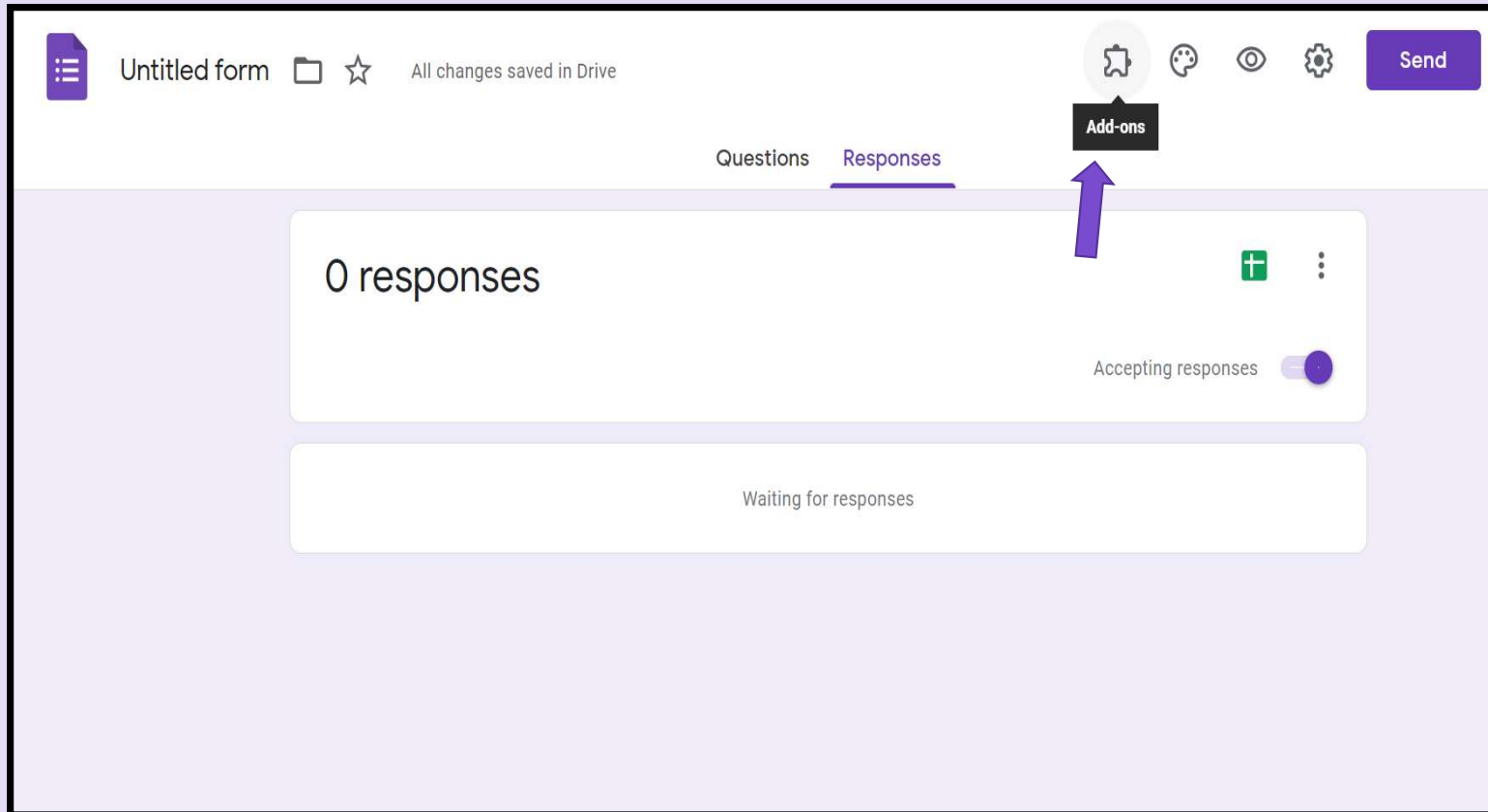
By: [AppSheet](#)

Install

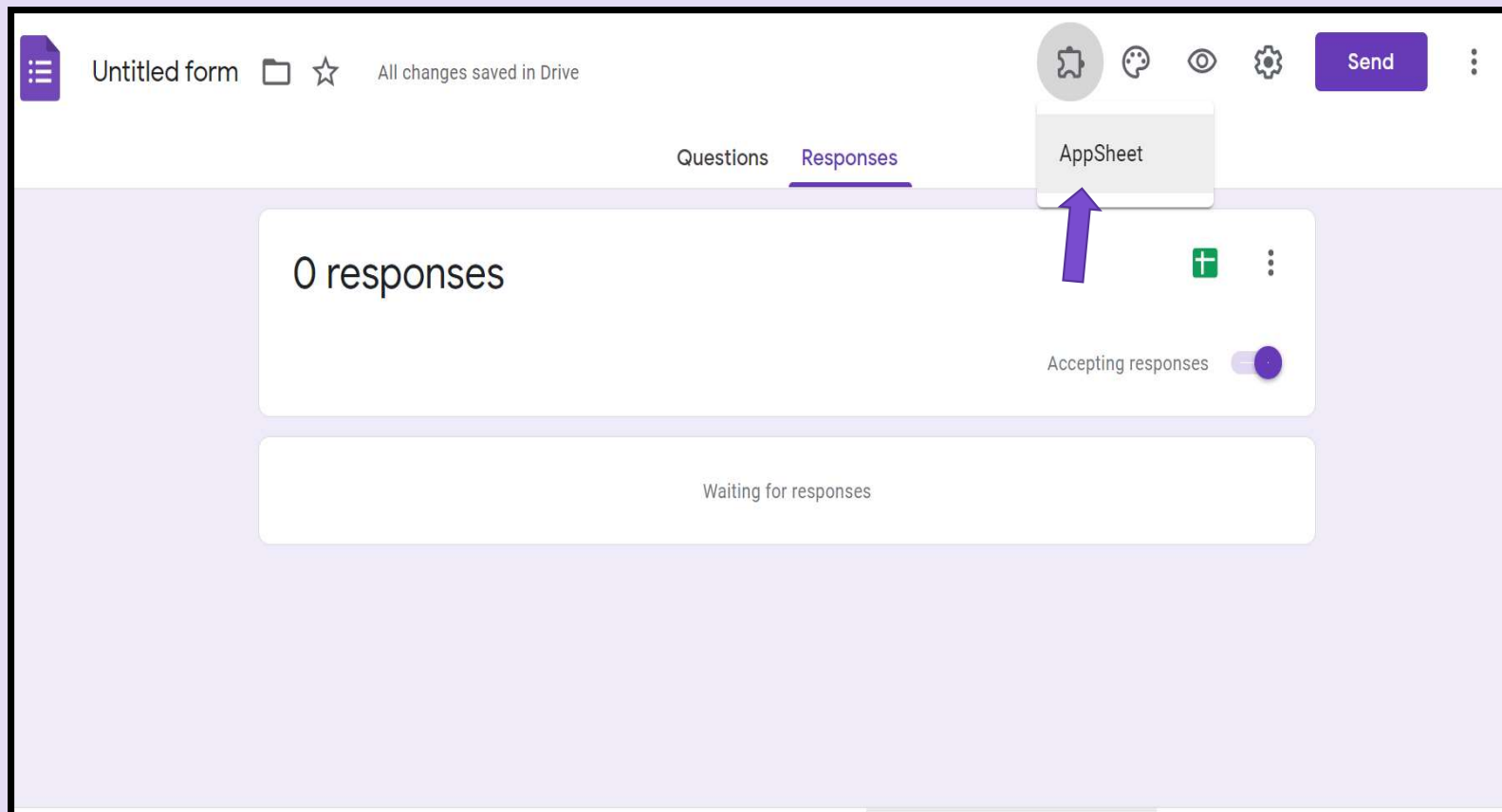
Works with: 

★★★★☆ 330 ↓ 1,053,629

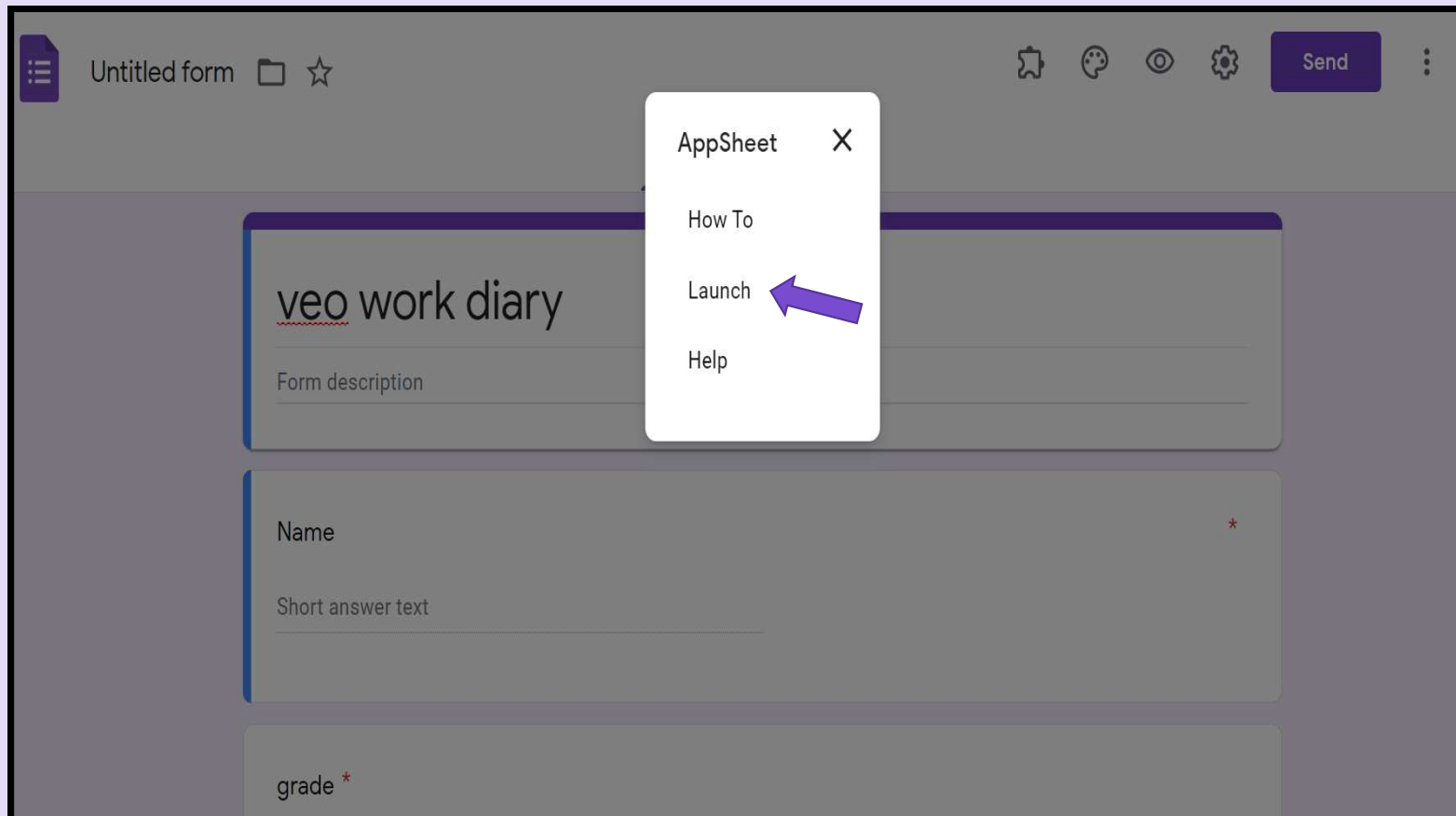
Add 'App Sheet' to Google Form



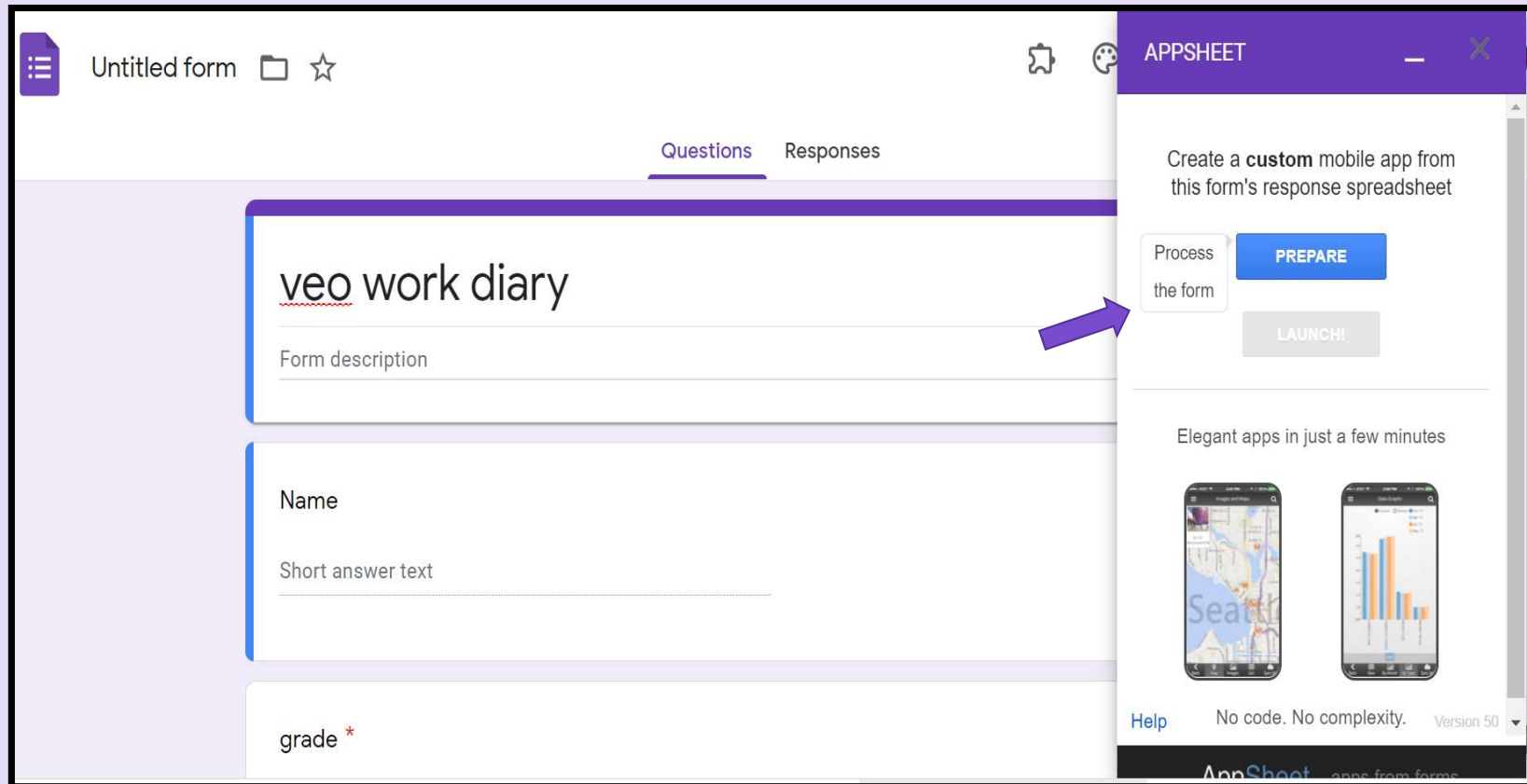
Add 'App Sheet' to Google Form



Add 'App Sheet' to Google Form



Add 'App Sheet' to Google Form



The screenshot shows the Google Forms editor interface. The main form area contains a question titled "veo work diary" with a "Form description" field below it. Below the description is a "Name" field with "Short answer text" as the input type. At the bottom of the visible form, there is a "grade" field with an asterisk indicating it is required. On the right side, the AppSheet sidebar is open, showing the "APPSHEET" header. The sidebar contains the text "Create a custom mobile app from this form's response spreadsheet". Below this text are two buttons: a blue "PREPARE" button and a grey "LAUNCH!" button. A purple arrow points from the "veo work diary" question title to the "Process the form" text in the AppSheet sidebar. Below the buttons, the sidebar displays "Elegant apps in just a few minutes" with two smartphone mockups showing data visualizations. At the bottom of the sidebar, there is a "Help" link, the text "No code. No complexity.", and "Version 50".

Untitled form

Questions Responses

veo work diary

Form description

Name

Short answer text

grade *

APPSHEET

Create a **custom** mobile app from this form's response spreadsheet

Process the form

PREPARE

LAUNCH!

Elegant apps in just a few minutes

Help No code. No complexity. Version 50

Launch 'App Sheet'

The screenshot displays the AppSheet interface for a form titled "Work Diary of VEOs". The main content area shows the form title "Advance Tour Program / Work Diary of VEO" and a "Form description" field. Below this, a "Type of Report" section lists two items: "1. Advance Tour Program" and "2. Work Diary". On the right side, a purple "APPSHEET" header is visible, followed by a white panel with the text "Create a custom mobile app from this form's response spreadsheet". Two buttons are present: a blue "PREPARE" button and a green "LAUNCH!" button. A purple arrow points to the "LAUNCH!" button. Below the buttons, the text "Elegant apps in just a few minutes" is displayed, accompanied by two smartphone mockups showing data visualizations. At the bottom of the panel, there is a "Help" link, the text "No code. No complexity.", and "Version 50".

Work Diary of VEOs

Questions Responses

Advance Tour Program / Work Diary of VEO

Form description

Type of Report

1. Advance Tour Program
2. Work Diary

APPSHEET

Create a **custom** mobile app from this form's response spreadsheet

PREPARE

LAUNCH!

Elegant apps in just a few minutes

Help No code. No complexity. Version 50

AppSheet apps from forms

Customize 'App Sheet'

veo work diary

Not Deployed

Home

Info

Data

UX

Behavior

Automation

Security

Intelligence

Users Broadcast Notifications Links

Share app

Ad

User emails

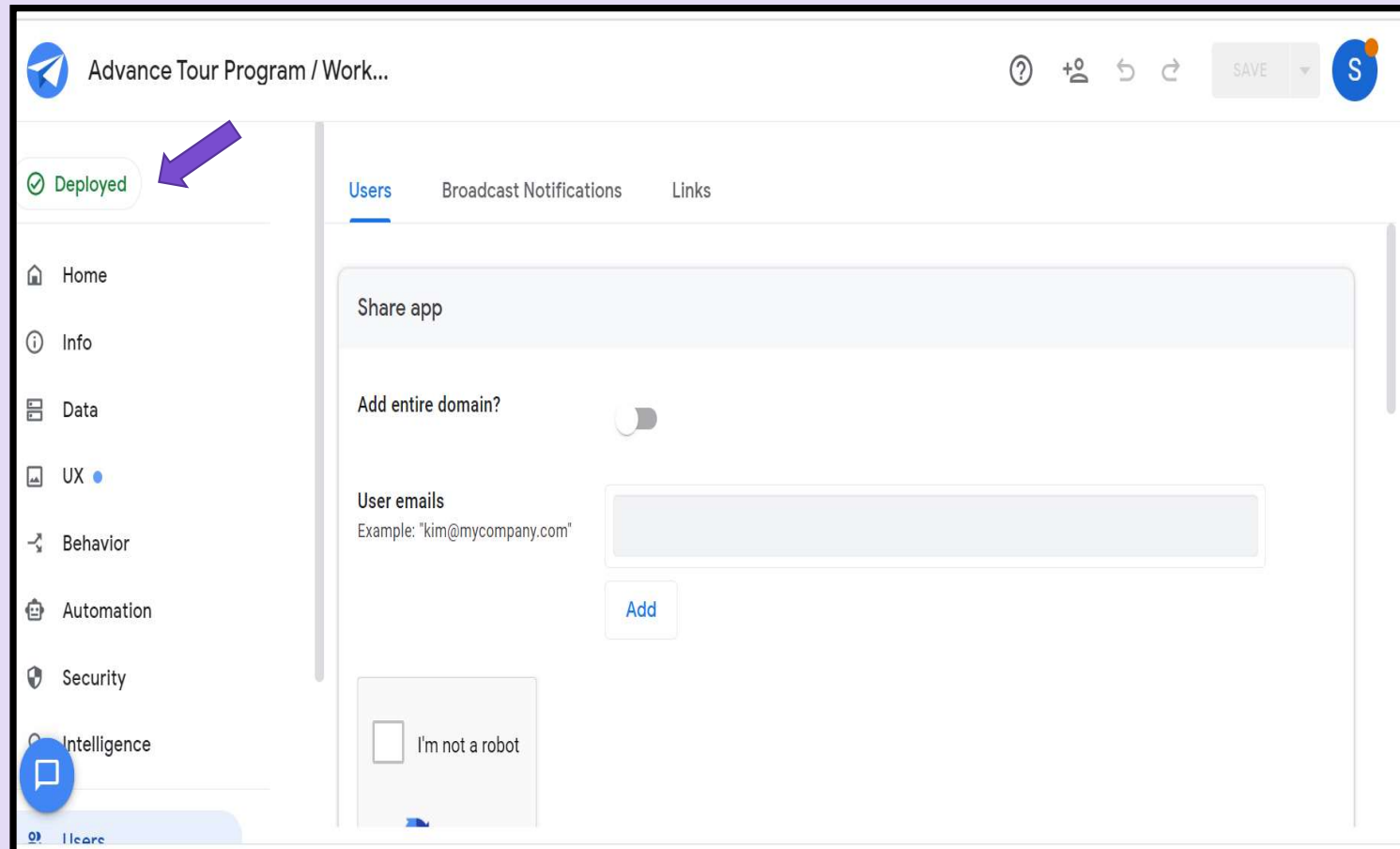
Example: "kim@mycompany.com"

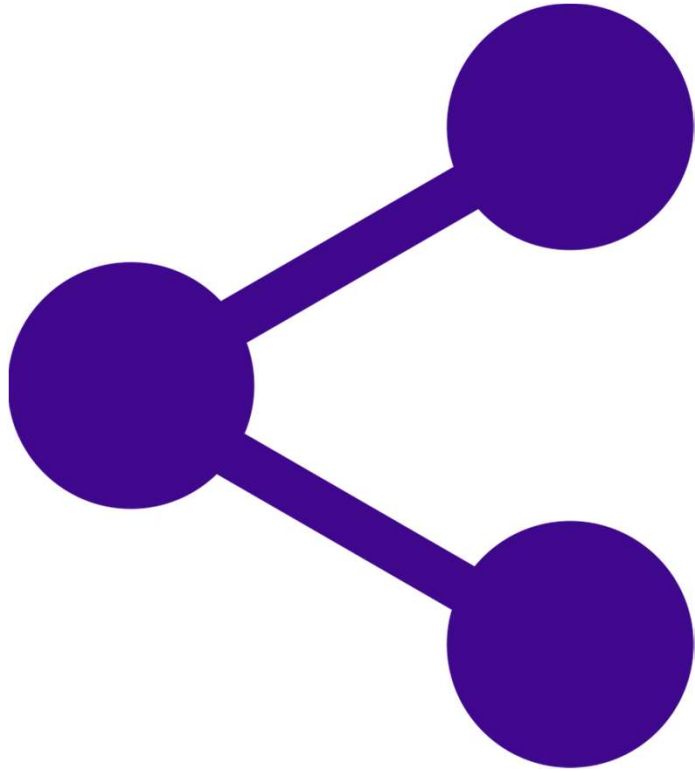
Add

I'm not a robot

Make necessary customizations here

Deploying of 'App Sheet'





How to share 'App Sheet'
to VEOs

Sharing 'App Sheet' over Gmail

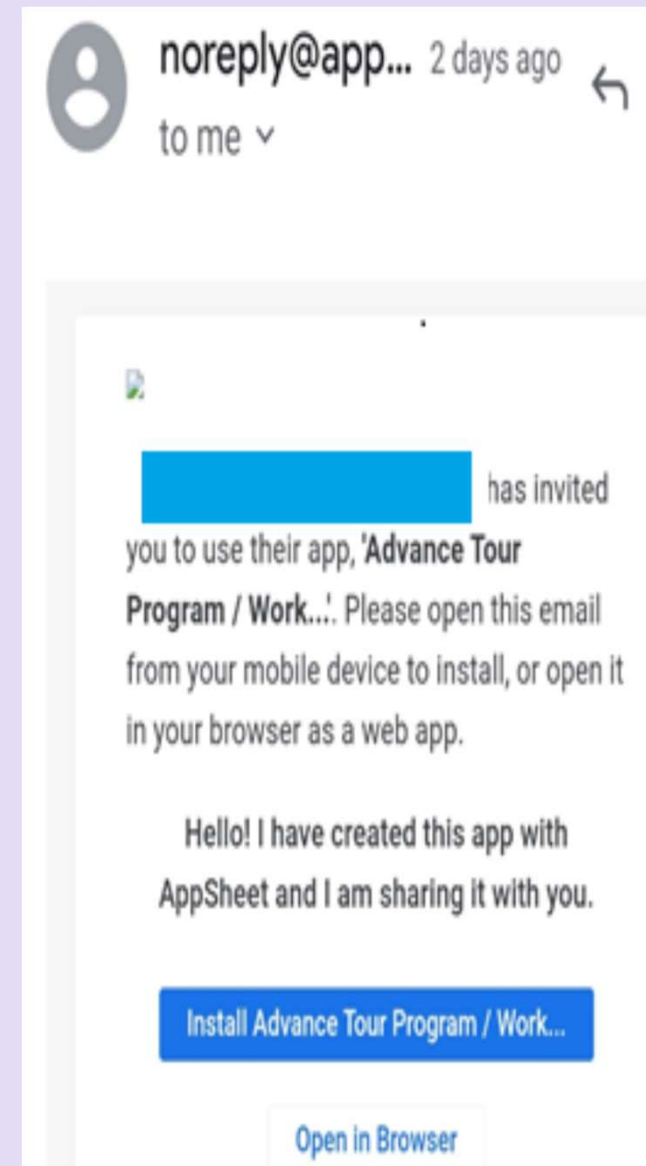
- Share the App Sheet to all VEOs via the email specifically created for the same tourdiaryXXXYYY@gmail.com
- All the VEOs in the block must be shared with the same gmail id and password
- They must open the same gmail account in their smartphones and sync it

Sharing 'App Sheet' over Gmail

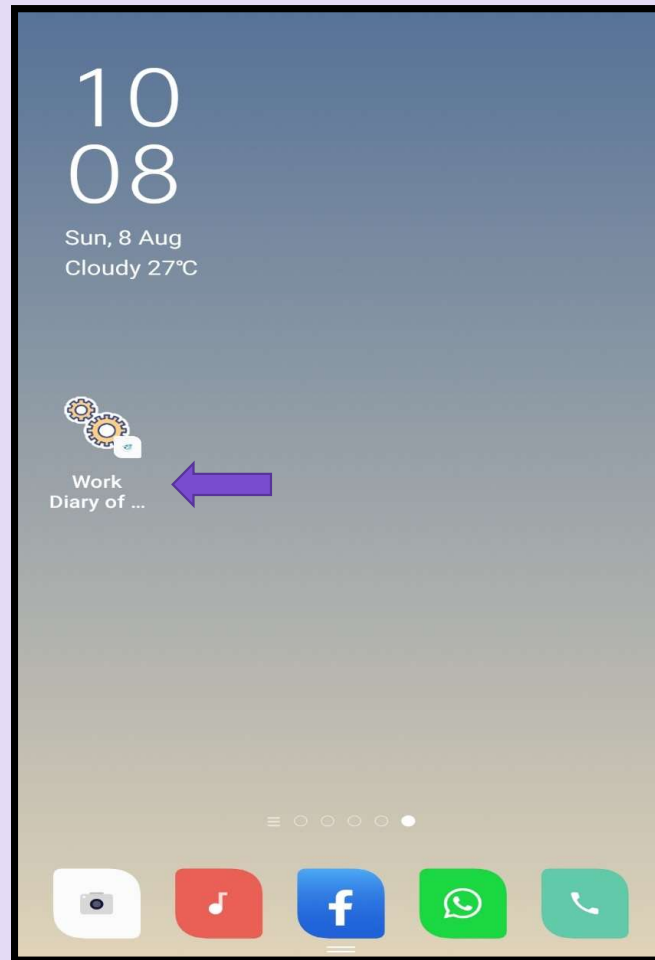
The screenshot displays the 'Share app' configuration page for an application titled 'Advance Tour Program / Work...'. The interface includes a top navigation bar with a 'SAVE' button and a user profile icon. A left sidebar lists various app features: Home, Info, Data, UX (selected), Behavior, Automation, Security, and Intelligence. The main content area is divided into three tabs: 'Users', 'Broadcast Notifications', and 'Links'. The 'Users' tab is active, showing a 'Share app' section with a toggle for 'Add entire domain?' (currently off). Below this, the 'User emails' section contains an input field with the email address 'tourdiaryXXXXYY@ gmail.com' and an 'Add' button. A purple arrow points to the 'Add' button. At the bottom of the form, there is a checkbox labeled 'I'm not a robot'.

Installation of 'App Sheet'

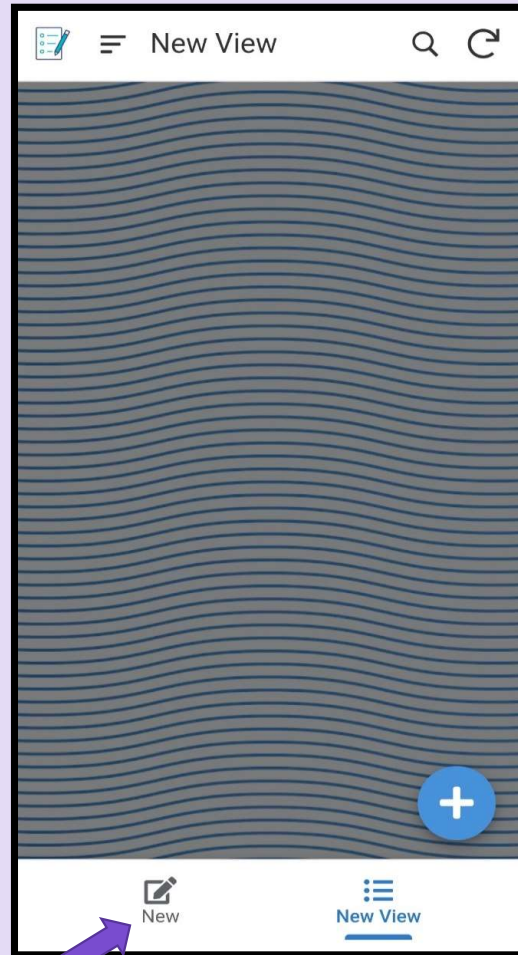
- ❖ All the VEOs must open the same gmail account shared by EO (P&M) in their smartphones and sync it
- ❖ Once the App Sheet is shared over mail, open it and install it
- ❖ During installation, a Google account will be required
- ❖ Use the gmail account shared by EO (P&M)



'App Sheet' – Mobile View



'App Sheet' – Data Entry



Click on any one of the two icons

'App Sheet' – Data Entry



Type of Report*

Name of the Panchayath*

Month & Year*
This entry is required

Name of the Village Extension Officer*


Grade*

Cancel Save

'App Sheet' – Data Entry

Type of Report

Advance Tour Program

Work Diary 

Done

'App Sheet' – Data Entry

Type of Report*

Name of the Panchayath*

Month & Year*

This entry is required

Name of the Village Extension Officer*

Grade*


Cancel Save

'App Sheet' – Data Entry

Name of the Panchayath

GP 1

GP 2

GP 3 


GP 4

GP 5

[Done](#)

'App Sheet' – Data Entry

Month & Year*




Name of the Village Extension Officer
*

Grade*

Circle*

DAY 1 FN*



DAY 1 AN*

VIEWING & MANAGING RESPONSES

- As a summary of responses
- In a separate spreadsheet already linked
- Download in Excel or CSV format
- Use the Appsheet and responses for a financial year
- Repeat the process every financial year



A top-down view of a desk with a white card, a pen, a gift, and flowers. The card is the central focus, with the words 'Thank You' written in a purple, cursive font. To the left of the card is a bouquet of purple flowers. To the right is a black pen with a white star pattern on the barrel. Further right is a small gift wrapped in white paper with a silver star pattern, tied with a red and white striped ribbon. A spool of the same ribbon is visible in the top right corner. The background is a light-colored, marbled surface.

**Thank
You**

SAJINA SATHAR

**District Women's Welfare Officer,
Thiruvananthapuram.
sajinasathardwwo@gmail.com**