# GOOGLE FORMS AND SHEETS AS A VMS COMPONENT: A GUIDELINE

**NOVEMBER 2021** 

The purpose of this manual is to explain how to use the Google Forms and Sheets that are being utilized as back-end data storage for an inhouse VMS solution. This will provide a breakdown of the Form associated with the Google Sheets, the individual Sheets themselves as well as the associated tables and aggregated data.

The Google Form and Sheets shown in this manual are used to gather and store data that is displayed in a Retool application. It is incredibly important that the user of the Google Form and Sheets fully understand them and how to properly update both so that any calculations or displayed data in the volunteer management dashboard are accurate.

The Google Form and Sheets were made to fit the specifications from ENLACE, a governmental nonprofit operating in the Caño Martín Area in Puerto Rico. Any additional edits made that are not mentioned in this manual will require the editor to have a full understanding of Google Sheets in order to aggregate the data. The added data will not appear in the volunteer management dashboard until it is also edited. External links to assist in learning more about Sheets will be located in the External resources chapter.

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## **Google Form Components**

Google Forms is how the volunteers log their time donated. This is a pivotal step of the process because without filling out the Google Form their data will not be recorded. The format of the google form is also very important. Questions that utilize a drop-down menu do so because the answers need to be formatted in a particular way.

#### Correo Electrónico/Email address

This is a required question that asks for the volunteer's email and is entered as short text.

Correo Electrónico/Email address	
Your answer	

Fecha en la que proveyó el servicio voluntario?/Date you provided the voluntary service

This is a required question that asks for the date that the voluntary work was completed and is entered through a date field. This question is important because volunteer work may be logged after the work was completed.

Fecha en la que proveyó el servicio voluntario/Date you provided the volun service *	ltary
Date	
mm/dd/yyyy 🗖	

#### Nombre/Full name

This is a required question that asks for the Volunteer's full name and is entered as short text.

Nombre/Full name \*

Your answer

### Organización en la que trabajaste?/ Entity worked with

This is a required question that asks the volunteer which organization they worked with and is answered through multiple choice so that the value entered is consistent throughout all responses.

Organización en la que trabajaste?/Entity worked with \*

Proyecto ENLACE del Caño Martín Peña

Fideicomiso del la Tierra del Caño Martín Peña

) G-8

# Proyecto/Project

This is a required question that asks the volunteer which project they worked on and is answered through multiple choice so that the value entered is consistent throughout all responses.

Proyecto/Project *
O Desarrollo Económico Comunitario
O Vivienda
O Asuntos ambientales
O Urbanismo e infraestructura
O Participación Ciudadana y Desarrollo Social
G-8 Inc y residentes del Caño Martin Peña
O Bienes Raíces del Fideicomiso de la Tierra
O Desarrollo de Proyectos del Fideicomiso de la Tierra
O Proyectos Especiales del Fideicomiso de la Tierra
O Administrativo – Planificación y Fortalecimiento de las Entidades

# Tareas/Tasks

This is a required question that asks the volunteer which task they completed and is answered through a drop down so that the value entered is consistent throughout all responses.

Tareas/Tasks *		
Choose	•	

### Horas/Hours

This is a required question that asks the volunteer how many hours they donated through their volunteer work and is entered as a number in the short text field.

Horas/Hours \*

Your answer

Comentarios opcionales

This question asks the volunteer if they have any additional comments and is entered as a short text.

Comentarios opcionales

Your answer

# Sheets Components

#### Respuestas de Formulario/Form Responses

# This Sheet records the responses from the Google Form. These responses are input as unvalidated and have the option to be validated.

	Δ.		c	٥	E	Ŧ	0	н		3	к	1.	M
1	Valadacion/Validation	Timestamp	Correo Electrónico/Email P	<sup>l</sup> echa en la que se reali	z Nombre/Full name	Organización en la qu	ie tr Proyecto/Project	Tareas/Tasks	Horas/Hours	Persona a cargo/ Person in charge	Contacto/Contact	Descripción del proyecto/project description	Total Hours in Project
2		11/16/2021 13:08	1.41 kshah2@wpi.edu	11/16/2021	Kush Shah	Proyecto ENLACE de	I C: Proyecto 1	Apoyo legal /Legal support		12 Kush Shah	kshah2@wpi.edu	The goal of this project is to finish Project 1	97
3		11/16/2020 13:21	46 kshah2@wpi.edu	11/16/2020	Kush Shah	Proyecto ENLACE de	Ci Proyecto 3	Construcción		15 Julie Lee	blee2@wpi.edu	The goal of this project is to finish Project 3	77
4	5	11/16/2021 13:43	38 tamayo.gabriel.2001@gn	5/10/2021	Gabriel Tamayo	Fideicomiso del la Tie	rra Proyecto 3	Diseño Gráfico		10 Julie Lee	jblee2@wpi.edu	The goal of this project is to finish Project 3	77
5	2	11/16/2021 13:44	32 Example@gmail.com	8/4/2021	Angelica	G-8	Proyecto 3	Apoyo legal /Legal support		15 Julie Lee	jblee2@wpi.edu	The goal of this project is to finish Project 3	77
6	<b>S</b>	11/16/2021 13:45	i.07 Example@hotmail.com	11/3/2021	Andrea	Proyecto ENLACE de	I Ci Proyecto 1	Trabajo social/ Social work		18 Kush Shah	kshah2@wpi.edu	The goal of this project is to finish Project 1	97
7		11/16/2021 13:46	120 AMD@gmail.com	8/19/2021	Nicolas	G-8	Proyecto 4	Redacción técnica		5 Gabriel Tamayo	gtamayouribe@wpi.edu	The goal of this project is to finish Project 4	80
8		11/16/2021 13:47	103 LOL@magamail.com	8/5/2021	Tonny	G-8	Proyecto 1	Pintura y mantenimiento básico a estructuras	i	15 Kush Shah	kshah2@wpi.edu	The goal of this project is to finish Project 1	97
9	2	11/16/2021 13:48	109 IDK@lolgmail.com	12/8/2021	Hanna	G-8	Proyecto 3	Mercado Agroartesanal		14 Julie Lee	jblee2@wpi.edu	The goal of this project is to finish Project 3	77
50		11/16/2021 13:49	1:32 mkadas@hotmal.com	3/31/2021	Moshu	Fideicomiso del la Tie	rra Proyecto 1	Otro/ Other		5 Kush Shah	kshah2@wpl.edu	The goal of this project is to finish Project 1	97
25		11/16/2021 13:50	16 Saignotamail.com	1/26/2021	Maria	G-8	Proyecto 1	Huertos comunitarios o escolares		5 Kush Shah	kshah2@wpi.edu	The goal of this project is to finish Project 1	97
12		11/16/2021 13:50	1:53 Hot@mail.com	10/20/2021	Monica	Fideicomiso del la Tie	rra Proyecto 2	Trabajo administrativo (tareas generales)		8 Danny Johnson	dijohnson@wpi.edu	The goal of this project is to finish Project 2	52
.33	<b>S</b>	11/16/2021 13:52	32 mailexample@hotmail.co	8/26/2021	Mitocondria	Fideicomiso del la Tie	rra Proyecto 4	Recorrido por el Carto		10 Gabriel Tamayo	gtamayouribe@wpi.edu	The goal of this project is to finish Project 4	80
54	<b>M</b>	11/16/2021 13:57	.39 dddd@jilmail.com	5/13/2021	fiona	G-8	Proyecto 2	Montaje y preparación de un evento		7 Danny Johnson	dijohnson@wpi.edu	The goal of this project is to finish Project 2	52
15	5	11/16/2021 15:25	i:31 Hdjayne@wpi.edu	11/16/2021	Hannah Jayne	Proyecto ENLACE de	Ci Proyecto 1	Construcción		5 Kush Shah	kshah2@wpi.edu	The goal of this project is to finish Project 1	97
35		11/16/2021 15:31	28 jblee2@wpi.edu	11/17/2021	Julie Lee	G-8	Proyecto 3	Entrenador(a), ejercicios físicos		9 Julie Lee	jblee2@wpi.edu	The goal of this project is to finish Project 3	77
17	<b>S</b>	11/17/2021 14:34	29 Aafioria@wpi.edu	11/17/2021	Allyson Floria	Fideicomiso del la Tie	rra Proyecto 3	Diseño Gráfico		10 Julie Lee	jblee2@wpi.edu	The goal of this project is to finish Project 3	17
18	<b>V</b>	11/17/2021 14:34	154 umom.gmail.com	11/17/2021	Martin	Proyecto ENLACE de	I C: Proyecto 1	Diseño Gráfico		1 Kush Shah	kshah2@wpi.edu	The goal of this project is to finish Project 1	97
19	2	11/17/2021 14:35	i:09 sjusto@wpi.edu	11/17/2021	Laurie Leshin	Proyecto ENLACE de	I Ca Proyecto 3	Diseño Gráfico		4 Julie Lee	jblee2@wpi.edu	The goal of this project is to finish Project 3	77
- 20	S	11/21/2021 12:29	h13 kshah2@wpi.edu	11/21/2021	Kush Shah	G-8	Proyecto 4	Introduction		12 Gabriel Tamayo	gtamayouribe@wpi.edu	The goal of this project is to finish Project 4	80
21	S	11/21/2021 12:32	158 kshah2@wpi.edu	11/21/2021	Kush Shah	Proyecto ENLACE de	CaProyecto 4	Folografia		13 Gabriel Tamayo	gtamayouribe@wpi.edu	The goal of this project is to finish Project 4	80
22	2	11/23/2021 14:09	32 esantiago@martinpena.p	11/23/2021	Estrella Santiago Pére	2 Proyecto ENLACE de	I Ci Proyecto 1	Encuestas		20 Kush Shah	kshah2@wpi.edu	The goal of this project is to finish Project 1	97
23	2	11/23/2021 16:05	i:56 Gabo julio	7/7/2021	Gabo july	Fideicomiso del la Tie	rra Proyecto 2	Trabajo social/ Social work		15 Danny Johnson	dijohnson@wpi.edu	The goal of this project is to finish Project 2	52
24					Kush june	Fidelcomera del ta Tie		Otor Other		12 Kush Shah	kshah2@wpi.edu	The goal of this project is to finish Project 1	97
25										34 Gabriel Tamayo	gtamayouribe@wpi.edu	The goal of this project is to finish Project 4	08
26			151 Neepatoly/			Fidelcomiso del la Te				5 Danny Johnson	dijohnson@wpi.edu	The goal of this project is to finish Project 2	52
27					February Dan	Fidefoomise del la Te				5 Danny Johnson	dfjohnson@wpi.edu	The goal of this project is to finish Project 2	52
- 28										Kush Shah	kshah2@wpi.edu	The goal of this project is to finish Project 1	97
29						Fisicomus del la Tie		Huartos comunitarios o escolaren		12 Danny Johnson	dijohnson@wpi.edu	The goal of this project is to finish Project 2	52
- 30		1023/2021 16:43	25 Donald@gmail.com	4/6/2021	Piezze work	Fidecomiso del la Te	rm Proyecto 4	Huntos comunitarios o esculares		8 Gabriel Tamayo	gtamayouribe@wpi.edu	The goal of this project is to finish Project 4	80
	-												

#### Validated Responses

#### The validated responses sheet holds the validated responses from Respuestas de Formulario.

	A	8	0	D	E	. F	0	н			к	L
1	Timestamp	Correo Electrón	vi Fecha en la que	Nombre/Full name	Organización en la que trabajaste?/ Entity worked with	Proyecto/Projec	t Tareas/Tasks	Horas/Hour	s Persona a cargo	Contacto/Contact	Descripción del proyecto/project description	Total Hours in Project
2	11/16/2021 13	3:01 kshah2@wpi.ex	di 11/16/2021	Kush Shah	Proyecto ENLACE del Caño Martin Peña	Proyecto 1	Apoyo legal /Legal support	1	2 Kush Shah	kshah2@wpi.edu	The goal of this project is to finish Project 1	97
3	11/16/2020 13	3:2 kshah2@wpi.es	di 11/16/2020	Kush Shah	Proyecto ENLACE del Caño Martin Peña	Proyecto 3	Construcción	1	5 Julie Lee	jblee2@wpi.edu	The goal of this project is to finish Project 3	77
4	11/16/2021 13	3:4: tamayo.gabriel.	2 5/10/2021	Gabriel Tamayo	Fideicomiso del la Tierra del Caño Martín Peña	Proyecto 3	Diseño Gráfico	1	0 Julie Lee	jblee2@wpi.edu	The goal of this project is to finish Project 3	77
5	11/16/2021 13	3:4-Example@gma	il 8/4/2021	Angelica	G-8	Proyecto 3	Apoyo legal /Legal support	1	5 Julie Lee	jblee2@wpi.edu	The goal of this project is to finish Project 3	77
6	11/16/2021 13	3:4! Example@hotn	ni 11/3/2021	Andrea	Proyecto ENLACE del Caño Martin Peña	Proyecto 1	Trabajo social/ Social work	1	8 Kush Shah	kshah2@wpi.edu	The goal of this project is to finish Project 1	97
7	11/16/2021 13	3:41 AMD@gmail.co	or 8/19/2021	Nicolas	G-8	Proyecto 4	Redacción técnica		5 Gabriel Tamayo	gtamayouribe@wpi.edu	The goal of this project is to finish Project 4	80
8	11/16/2021 13	3:41 LOL@magama	il 8/5/2021	Tonny	G-8	Proyecto 1	Pintura y mantenimiento básico a estructuras o casas	1	5 Kush Shah	kshah2@wpi.edu	The goal of this project is to finish Project 1	97
9	11/16/2021 13	3:41 IDK@lolgmail.c	0 12/8/2021	Hanna	G-8	Proyecto 3	Mercado Agroartesanal	1	4 Julie Lee	jblee2@wpi.edu	The goal of this project is to finish Project 3	77
10	11/16/2021 13	3:41 mkadas@hotm	a 3/31/2021	Moshu	Fideicomiso del la Tierra del Caño Martin Peña	Proyecto 1	Otro/ Other		5 Kush Shah	kshah2@wpi.edu	The goal of this project is to finish Project 1	97
11	11/16/2021 13	3:5( Sai@notamail.o	x 1/26/2021	Maria	G-8	Proyecto 1	Huertos comunitarios o escolares		5 Kush Shah	kshah2@wpi.edu	The goal of this project is to finish Project 1	97
12	11/16/2021 13	3:5( Hot@mail.com	10/20/2021	Monica	Fideicomiso del la Tierra del Caño Martín Peña	Proyecto 2	Trabajo administrativo (tareas generales)		8 Danny Johnson	dfjohnson@wpi.edu	The goal of this project is to finish Project 2	52
13	11/16/2021 13	3:5: mailexample@l	h 8/26/2021	Mitocondria	Fideicomiso del la Tierra del Caño Martin Peña	Proyecto 4	Recorrido por el Caño	1	0 Gabriel Tamayo	gtamayouribe@wpi.edu	The goal of this project is to finish Project 4	80
14	11/16/2021 13	3:5 dddd@jilmail.co	or 5/13/2021	fiona	G-8	Proyecto 2	Montaje y preparación de un evento		7 Danny Johnson	dfjohnson@wpi.edu	The goal of this project is to finish Project 2	52
15	11/16/2021 15	5:2! Hdjayne@wpi.e	× 11/16/2021	Hannah Jayne	Proyecto ENLACE del Caño Martin Peña	Proyecto 1	Construcción		5 Kush Shah	kshah2@wpi.edu	The goal of this project is to finish Project 1	97
16	11/16/2021 15	5:3 jblee2@wpi.edu	u 11/17/2021	Julie Lee	G-8	Proyecto 3	Entrenador(a), ejercicios físicos		9 Julie Lee	jblee2@wpi.edu	The goal of this project is to finish Project 3	77
17	11/17/2021 14	1:3- Aefloria@wpi.e	d 11/17/2021	Allyson Floria	Fideicomiso del la Tierra del Caño Martín Peña	Proyecto 3	Diseño Gráfico	1	0 Julie Lee	jblee2@wpi.edu	The goal of this project is to finish Project 3	77
18	11/17/2021 14	1:3 urmom.gmail.co	11/17/2021	Martin	Proyecto ENLACE del Caño Martin Peña	Proyecto 1	Diseño Gráfico		1 Kush Shah	kshah2@wpi.edu	The goal of this project is to finish Project 1	97
19	11/17/2021 14	1:3! sjiusto@wpi.ed	u 11/17/2021	Laurie Leshin	Proyecto ENLACE del Caño Martin Peña	Proyecto 3	Diseño Gráfico		4 Julie Lee	jblee2@wpi.edu	The goal of this project is to finish Project 3	77
20	11/21/2021 12	2:21 kshah2@wpi.ex	di 11/21/2021	Kush Shah	G-8	Proyecto 4	Introduction	1	2 Gabriel Tamayo	gtamayouribe@wpi.edu	The goal of this project is to finish Project 4	80
21	11/21/2021 12	2:3; kshah2@wpi.ex	di 11/21/2021	Kush Shah	Proyecto ENLACE del Caño Martin Peña	Proyecto 4	Fotografia	1	3 Gabriel Tamayo	gtamayouribe@wpi.edu	The goal of this project is to finish Project 4	08
22	11/23/2021 14	1:01 esantiago@ma	rt 11/23/2021	Estrella Santiago P	Proyecto ENLACE del Caño Martin Peña	Proyecto 1	Encuestas	2	0 Kush Shah	kshah2@wpi.edu	The goal of this project is to finish Project 1	97
23	11/23/2021 16	3:0! Gabo julio	7/7/2021	Gabo july	Fideicomiso del la Tierra del Caño Martin Peña	Proyecto 2	Trabajo social/ Social work	1	5 Danny Johnson	dfjohnson@wpi.edu	The goal of this project is to finish Project 2	52

#### Unvalidated Responses

#### The unvalidated responses sheet holds the unvalidated responses from Respuestas de Formulario.

Timestamp	Correo Electróni	Fecha en la que	Nombre/Full nar	Organización en	Proyecto/Project	Tareas/Tasks	Horas/Hours	Persona a cargo	Contacto/Contact	Total Hours in Project
11/23/2021 16:2	kshah2@wpi.edu	6/12/2021	kush june	Fideicomiso del	Proyecto 1	Otro/ Other	12	Kush Shah	kshah2@wpi.edu	97
11/23/2021 16:2	kshah2@wpi.edu	7/12/2021	Kush July	Proyecto ENLAC	Proyecto 4	Huertos comunit	34	Gabriel Tamayo	gtamayouribe@wpi.edu	80
11/23/2021 16:3	Newgaboljuly	7/7/2021	It better work	Fideicomiso del	Proyecto 2	Diseño Gráfico	5	Danny Johnson	dfjohnson@wpi.edu	52
11/23/2021 16:3	dfjohnson@wpi.	2/2/2021	February Dan	Fideicomiso del	Proyecto 2	Redacción técnie	5	Danny Johnson	dfjohnson@wpi.edu	52
11/23/2021 16:3	johnnyman@gm	7/7/2021	Useless	Proyecto ENLAC	Proyecto 1	Entrenador(a), e	4	Kush Shah	kshah2@wpi.edu	97
11/23/2021 16:4	kshah2@wpi.edu	9/12/2021	kush sept	Fideicomiso del	Proyecto 2	Huertos comunit	12	Danny Johnson	dfjohnson@wpi.edu	52
11/23/2021 16:4	Donald@gmail.c	4/8/2021	Please work	Fideicomiso del	Proyecto 4	Huertos comunit	6	Gabriel Tamayo	gtamayouribe@wpi.edu	80

# Certificate Information

This sheet contains a Pivot Table that breaks down the number of hours donated by each individual volunteer.

CertificationName	CertificationSum
Allyson Floria	10
Andrea	18
Angelica	15
Estrella Santiago Pérez	20
fiona	7
Gabo july	15
Gabriel Tamayo	10
Hanna	14
Hannah Jayne	5
Julie Lee	9
Kush Shah	52

# Valor por Hora/ Value per Hour

This sheet provides the various tasks that can be completed and their associated hourly rate.

Tareas/Tasks	Valor monetario promedio por hora Categories		Referencia				
Acompañante educativo o tutor	16.7	Educational companion or tutor	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac69-9712f0004ec6/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bls_201905_oes.csv				
Apoyo legal /Legal support	34.15	Legal support	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac69-9712f0004ec6/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bis_201905_oes.csy				
Arte público o murales	15.68	Public art and mural	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac69-9712f0004ec6/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bls_201905_oes.csv				
Construcción	10.6	Construction	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac59-9712f0004ec6/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bls_201905_oes.csv				
Desarrollo de taller y material informativo para RÍE	7.25	Project RIE					
Desarrolio de taller y material informativo para RÍE y Mercado Agroartesanal	7.25	Project RIE					
Desarrollo de taller y material informativo para RÍE, Mercado Agroartesanal y Reunión con E	F7.25	Project RIE					
Diseño gráfico	14.57	Graphic desing	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac69-9712f0004ec6/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bls_201905_oes.csv				
Encuestas	7.25	Polls	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac69-9712f0004ec6/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bis_201905_oes.csy				
Entrenador(a), ejercicios físicos	10.39	physuical trainer	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac59-9712f0004ec6/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bls_201905_oes.csy				
Fotografia	15.03	fotographie	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac69-9712f0004ec6/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bls_201905_oes.csv				
Huertos comunitarios o escolares	1.16	comunity garden	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac69-9712f0004ec6/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bis_201905_ces.csy				
Introduction	15.65	introduction / orinatation	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac69-9712f0004ec6/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bls_201905_oes.csv				
Limpieza y mantenimiento básico de áreas verdes	10	Cleaning and maintainance of green zones	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac69-9712f0004ec6/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bis_201905_ces.csy				
Mercado Agroartesanal	9.22	Agroartesanal Market	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac59-9712f0004ec6/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bls_201905_oes.csv				
Montaje y preparación de un evento	7.25	Prep and planing of an event	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac69-9712f0004ec6/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bls_201905_oes.csv				
Ofrecimiento de talleres	16.7	Workshops	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac69-9712f0004ec6/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bls_201905_oes.csv				
Orientación de la organización ENLACE	7.25	Orinetacion in Enlace	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac69-9712f0004ec6/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bls_201905_oes.csv				
Otro/ Other	7.25	other	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac69-9712f0004ec6/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bls_201905_ces.csv				
Pintura y mantenimiento básico a estructuras o casas	10.43	painting and maintainance of basic structures or houses	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac69-9712f0004ec6/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bls_201905_oes.csv				
Recorrido por el Caño	10.23	Caño Tour	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac69-9712f0004ec6/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bls_201905_oes.csy				
Redacción técnica	19.62	technical writing	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac59-9712f0004ec5/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bls_201905_oes.csv				
Resumen de artículo y búsqueda de información de la presentación de RÍE	7.25	articule resume and reeach of information for the RIE project	ct				
Reunión inicial	7.25	initial meeting	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac69-9712f0004ec6/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bls_201905_ces.csv				
Tabla de Solar Entry	7.25	Table of solar entry					
Trabajo administrativo (tareas generales)	12.38	Administrative work	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac69-9712f0004ec6/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bls_201905_ces.csv				
Trabajo social/ Social work	15.07	Social Work	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac59-9712f0004ec6/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bls_201905_oes.csv				
Trabajos de video o cine	15.69	Viedo or cinema work (editor and viodegrapher)	https://datos.estadisticas.pr/dataset/99d697ea-fe23-4b2a-ac69-9712f0004ec6/resource/c5eabc05-3f69-4968-8894-ec98e5ea09b5/download/bis_201905_oes.csy				

#### Summaries

#### The summaries sheet is home to most of the data aggregation.

#### Quantification of Volunteer Work

This table takes the task values from the Valor por Hora sheet and multiplies them by the number of hours for each task from validated responses sheet.

Quantification of volunteer hours by activity	/				
Tareas/Tasks	SUM of Horas/Hours	Valor monetario promedio por hora	Total	GRAND TOTAL	GOAL
Apoyo legal /Legal support	27	34.15	922.05	3295.08	10000
Construcción	20	10.6	212		
Diseño Gráfico	25	14.57	364.25		
Encuestas	20	7.25	145		
Entrenador(a), ejercicios físicos	9	10.39	93.51		
Fotografía	13	15.03	195.39		
Huertos comunitarios o escolares	5	1.16	5.8		
Introduction	12	15.65	187.8		
Mercado Agroartesanal	14	9.22	129.08		
Montaje y preparación de un evento	7	7.25	50.75		
Otro/ Other	5	7.25	36.25		
Pintura y mantenimiento básico a estructur	15	10.43	156.45		
Recorrido por el Caño	10	10.23	102.3		
Redacción técnica	5	19.62	98.1		
Trabajo administrativo (tareas generales)	8	12.38	99.04		
Trabajo social/ Social work	33	15.07	497.31		

#### Sum of Hours per Project and Task

This Pivot Table breaks down the projects by the tasks that they contain, and the number of hours dedicated to each task.

Proyecto/Project	Tareas/Tasks	SUM of Horas/Hours
Proyecto 1	Apoyo legal /Legal support	12
	Construcción	5
	Diseño Gráfico	1
	Encuestas	20
	Huertos comunitarios o eso	5
	Otro/ Other	5
	Pintura y mantenimiento ba	15
	Trabajo social/ Social work	18
Proyecto 2	Montaje y preparación de ι	7
	Trabajo administrativo (tare	8
	Trabajo social/ Social work	15
Proyecto 3	Apoyo legal /Legal support	15
	Construcción	15
	Diseño Gráfico	24
	Entrenador(a), ejercicios fí	9
	Mercado Agroartesanal	14
Proyecto 4	Fotografía	13
	Introduction	12
	Recorrido por el Caño	10
	Redacción técnica	5

#### Total Volunteers per Project

This Pivot Table provides a break down of the number of volunteers per project as well as a grand total of all volunteers.

Proyecto/Project	Count
Proyecto 1	8
Proyecto 2	3
Proyecto 3	7
Proyecto 4	3
Grand Total	19

# Summary of Projects

This sheet contains the various projects and relevant project information.

Proyecto/Project	Persona a cargo/ Person in charge	Contacto/Contact	Descripción del proyecto/project description	Total Hours
Proyecto 1	Kush Shah	kshah2@wpi.edu	The goal of this project is to finish Project $1$	97
Proyecto 2	Danny Johnson	dfjohnson@wpi.edu	The goal of this project is to finish Project 2	52
Proyecto 3	Julie Lee	jblee2@wpi.edu	The goal of this project is to finish Project 3	77
Proyecto 4	Gabriel Tamayo	gtamayouribe@wpi.edu	The goal of this project is to finish Project 4	80
Proyecto 5	Hannah Jayne	hdjayne@wpi.edu	The goal of this project is to finish Project 5	0

# How to properly update Google Forms and Sheets

As time goes on and information needs to be added to the form, it is important that the information is added so that all components of the form and sheets still work properly.

# Editing Google Form

When editing the Google form the questions being asked, and their order in the form should remain consistent, but the available choices for the entity worked with, project, and tasks can be updated. In addition to this, questions may be added. Please note that any questions that are added to the form will not be linked to other sheets in the associated Google Sheets.

# Step One: Edit Access on Google Forms

To edit the Google Form, first go to the associated Google Sheets. First click on Tools, then Manage Form, and lastly Edit form.



# Step Two: Adding/Editing Choices in Existing Questions Most important step

Once in the Form editor, simply click on the question that you would like to edit.

For this step, it is critically important to understand how to update the Google Sheets so that responses to the Google Form are consistent with the data in the spreadsheet. The three questions that require the most attention to detail are "Entity Worked With", "Project Worked On", and "Task".

# Question One: Entity Worked With/ Department Worked With

The question "Entity Worked With" is a multiple-choice question. To edit multiple-choice questions, click Add option to add another choice for the question. Clicking add "Other" creates a text box for "Other" responses.

Organización en la que <u>trabajaste</u> ?/Entity worked with		Multiple choice	•
O Proyecto ENLACE del Caño Martín Peña			×
🔵 Fideicomiso del la Tierra del Caño Martín Peña			×
○ G-8			×
Add option or add "Other"			
		🔟 Required 🦲	:

# Question Two: Project Worked On

The question "Project Worked On" is a multiple-choice question. To edit multiple-choice questions, either click on existing choices to edit them or click Add option to add another choice for the question. Clicking add "Other" creates a text box for "Other" responses.

Project Worked On		Multiple choice	•
O Project 1			×
O Project 2			×
O Project 3			×
O Project 4			×
Add option or add "Other"			
		🔟 Required 🦲	:

After editing an existing project choice or adding a new project, edit the existing project name or add a new project, the person in charge, their email, and the project description in the Project Summaries Sheet. Total hours is a calculated field and does not need to be edited.

A	В	С	D	E	F	G	н	W	I.	
Project Worked On	Person in charge	Email	Project Description	Total Hours						
Project 1	Steve Jobs	jobs@mail.com	This is the description for project 1	4						
Project 2	Bill Gates	gates@mail.com	This is the description for project 2	24						
Project 3	Elon Musk	musk@mail.com	This is the description for project 3	11						
Project 4	Mark Zukerburg	zukerburg@mail.com	This is the description for project 4	9						
+ = 🗄 F	orm Responses	1 👻 Validated Re	esponses 👻 Unvalidated Resp	oonses 👻 S	ummaries 👻	Value per Ho	our 👻	Proje	ct Summaries	•

# Question Three: Task

To edit task, which is a dropdown question, either click on an existing task to edit it or click Add option on the bottom to add another option.

	:::			
Task			Dropdown	•
1. Task 1				×
2. Task 2				×
3. Task 3				×
4. Task 4				×
5. Task 5				×
6. Task 6				×
7. Other				×
8. Add option				
		Ū Ū	Required	•

After editing an existing task or adding a new task, edit the existing task name or add a new task, and its corresponding value per hour. Make sure that the spelling of the task in the Google Form and the Value per Hour sheet are identical because if they are different other fields that reference them in the Sheets.

A	В	С	D	E	F	G	н	1	J	К
Task	Value per Hour	Source								
Task 1	10	INSERT SOURCE HERE								
Task 2	12	INSERT SOURCE HERE								
Task 3	13	INSERT SOURCE HERE								
Task 4	16	INSERT SOURCE HERE								
Task 5	15	INSERT SOURCE HERE								
Task 6	18	INSERT SOURCE HERE								
Other	9	INSERT SOURCE HERE								
+ =	Form Respon	ses 1 👻 Validated R	Responses 👻	Unvalidated	Responses 👻	Summaries	- Value p	er Hour 🔻	Project Summa	ries 👻

# Step Three: Adding Questions

We highly advise against adding questions due to the possibility of it breaking the formulas.

To add questions to the form, click on the bottom most question. A pane should appear next to the question with the top button there to add a question.

			Ð
Optional Comments	=	Paragraph	Ð
Long answer text			Tr
			<b>_</b>
	Π	Required	▶
		·······································	日

The first option for editing these new questions is by changing the title in the top right.

Question	Multiple choice -
Option 1	
Add option or add "Other"	
	Required 🗩 :

The next being to change the type of question in the top right. If multiple choice, dropdown, or checkboxes are selected, follow step two to further customize the question. The date, time, short answer, and paragraph options need no further editing.

Question	Multiple choice 👻
Option 1	
Add option or add "Other"	
	🗋 🔟 Required 🍞 :

If multiple choice, dropdown, or checkboxes are selected, follow step two to further customize the question. The date, time, short answer, and paragraph options need no further editing. Linear scale, multiple choice grid, and checkbox grid are not incredibly useful for this system.



The last option is to make the question required or not in the bottom right.

Question	Multiple choice
Option 1	
Add option or add "Other"	
	Required D

# **External Resources**

Google Forms and Sheets can be used as a powerful tool to sort gather and sort data. The full capabilities of both Forms and Sheets are not explained in this manual.

Below are external links that will provide a better understanding of what these tools can do and how to do it.

How to use Google Forms

How to use Google Sheets