

TASK MESTRO (google sheet Template) Customization Guide

Template Link:

<https://docs.google.com/spreadsheets/d/1Z9mHSRO79uZqhqeis7ChXtlciKNZWMI7YAAiFycPHQw/copy>

Instructions for Customization

Step 1: Accessing the Template

1. Open a new Incognito Mode window in your browser (optional).
2. Log in with the Gmail ID.
3. Copy the above template link and paste it into the new tab.
4. Press Enter to access the template.
5. Click on 'Make a copy' to save it to your Google Drive.

Step 2: Granting Required Permissions

To use all features of TASK MESTRO, you need to allow necessary permissions:

1. Click on 'Step 1' in the sheet.
2. A pop-up will appear requesting permission. Follow these steps:
 - Click OK
 - Select your Gmail ID
 - Click Advanced
 - Click 'Go to INVOICR' (unsafe warning may appear, proceed safely)
 - Click Continue
 - Click Allow

Step 3: Completing the Setup

Once permissions are granted, follow these steps in sequence:

2. Click Step 2
3. Click Step 3
4. Click Step 4
5. Click Step 5

Your TASK MESTRO template is now fully customized and ready for use!