

How to set up your app, step by step

About 10 minutes. No technical knowledge needed. You only do this once.

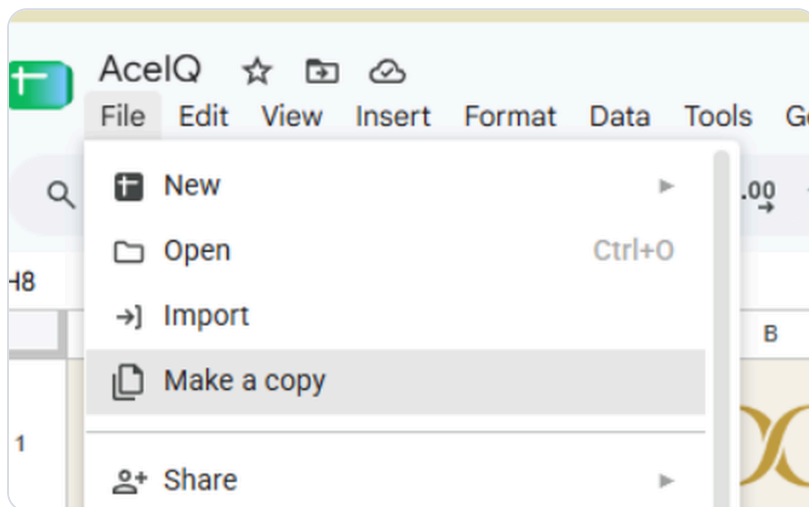
Before you start

- Your order email with the sheet link and your activation key
- A free Google account (a Gmail address works) that you are signed in to
- A computer is easiest for the setup. After that your app works on your phone too

The screenshots show AcelQ as the example. Yours will show the name of the app you bought, and anything that looks like your email is hidden here and shows as (your email goes here).

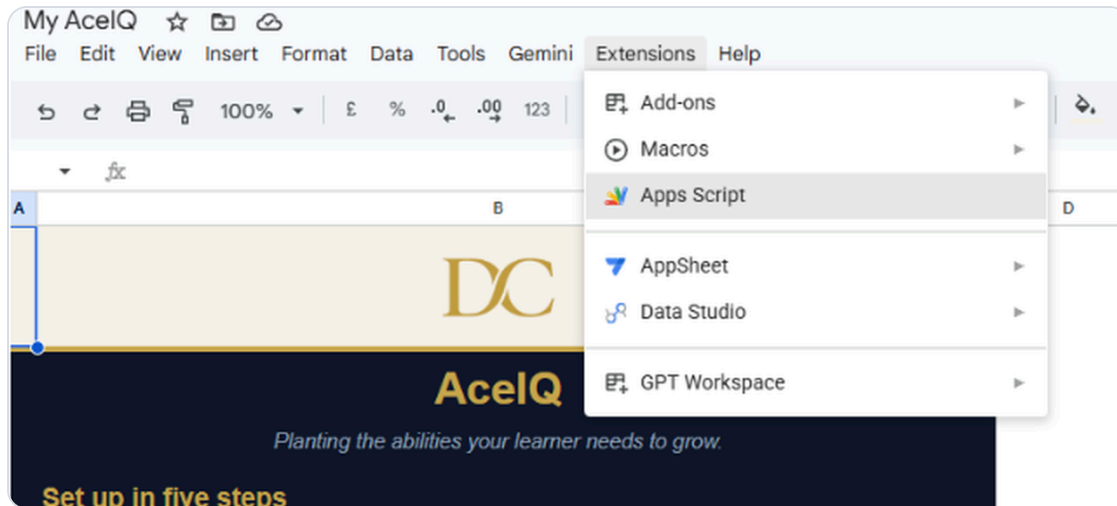
1 Make your own copy of the sheet

Open the sheet link from your order email. Click **File**, then **Make a copy**. Give it a name you will recognise, then click **Make a copy** again. Use your own copy from now on. The original is only the template.



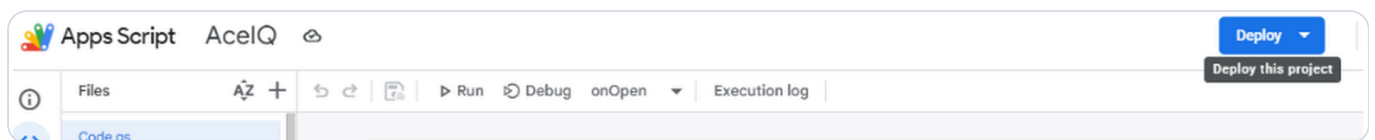
2 Open Apps Script

In your new copy, click **Extensions**, then **Apps Script**. A new tab opens. That is the engine room of your app, and you do not need to type anything in it.



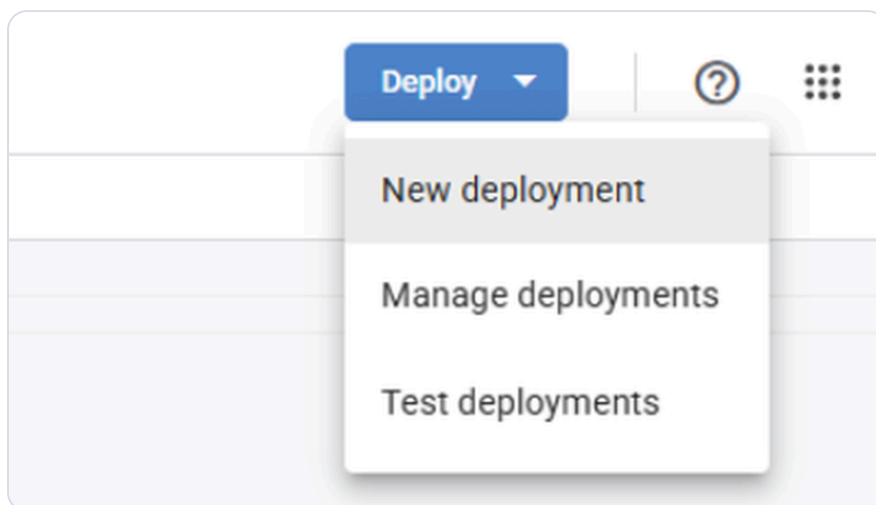
3 Click Deploy

In the top right corner of the new tab, click the blue **Deploy** button.



4 Choose New deployment

In the little menu that opens, click **New deployment**. If it asks you to select a type, pick **Web app**.

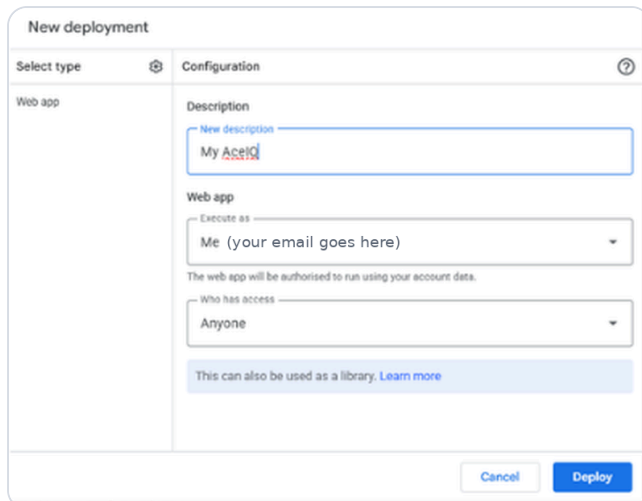


5 Fill in the settings

Type any description you like, for example the name of your app. Then check these two settings, because they matter:

- **Execute as:** Me (your email goes here)
- **Who has access:** Anyone

Click **Deploy**.



New deployment

Select type Configuration

Web app

Description

New description

My AcetIQ

Web app

Execute as

Me (your email goes here)

The web app will be authorised to run using your account data.

Who has access

Anyone

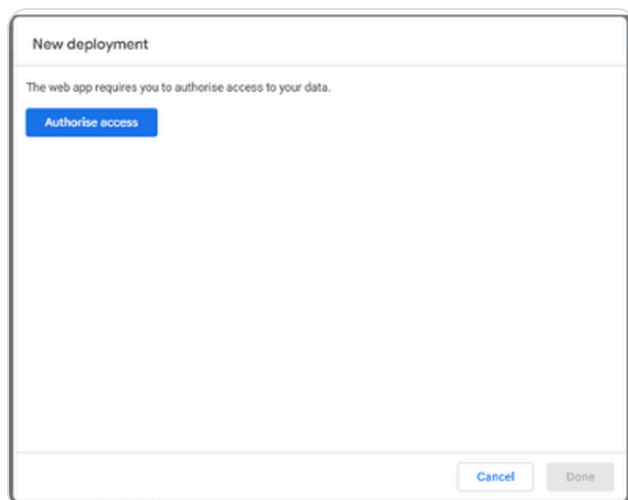
This can also be used as a library. [Learn more](#)

Cancel Deploy

Choosing Anyone does not make your data public. Nobody can open your app without your private link.

6 Authorise access

Google now asks you to allow the app to work in your account. Click **Authorise access** and choose your Google account.



New deployment

The web app requires you to authorise access to your data.

Authorise access

Cancel Done

7 Google shows a warning. This is normal

You will see a page that says **Google hasn't verified this app**. Google shows this for every app that is not a public store app. The app is your own copy, running only inside your own Google account. Click **Advanced**.

Google hasn't verified this app

The app is requesting access to sensitive info in your Google Account. Until the developer (your email goes here) verifies this app with Google, you shouldn't use it.

Advanced

BACK TO SAFETY

8 Continue to your app

At the bottom of the page click **Go to (your app name) (unsafe)**. The wording sounds scary, but it only means Google has not reviewed the code. It is your copy and only you can see your data.



Google hasn't verified this app

The app is requesting access to sensitive info in your Google Account. Until the developer (your email goes here) verifies this app with Google, you shouldn't use it.

Hide Advanced

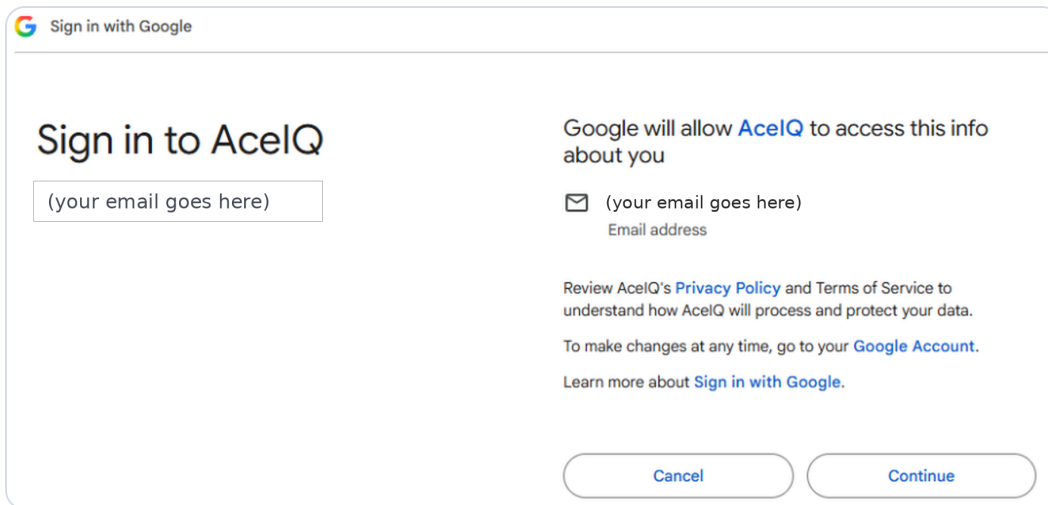
BACK TO SAFETY

Continue only if you understand the risks and trust the developer (your email goes here).

Go to AcelIO (unsafe)

9 Sign in and continue

If Google asks you to sign in, click **Continue**.



Sign in with Google

Sign in to AcelQ

(your email goes here)

Google will allow **AcelQ** to access this info about you

✉ (your email goes here)
Email address

Review AcelQ's [Privacy Policy](#) and Terms of Service to understand how AcelQ will process and protect your data.

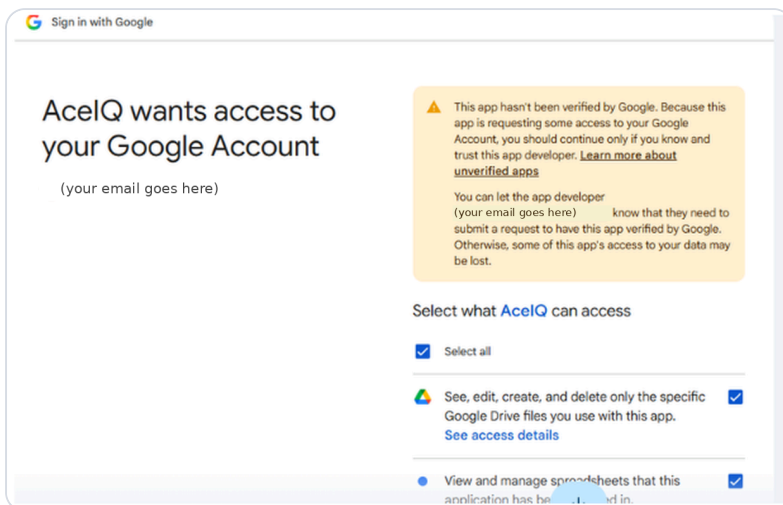
To make changes at any time, go to your [Google Account](#).

Learn more about [Sign in with Google](#).

[Cancel](#) [Continue](#)

10 Allow access

Tick **Select all** if it is not ticked, scroll to the bottom of the page and click **Continue** or **Allow**. The app needs these permissions to read and write in your own spreadsheet.



Sign in with Google

AcelQ wants access to your Google Account

(your email goes here)

Warning: This app hasn't been verified by Google. Because this app is requesting some access to your Google Account, you should continue only if you know and trust this app developer. [Learn more about unverified apps](#)

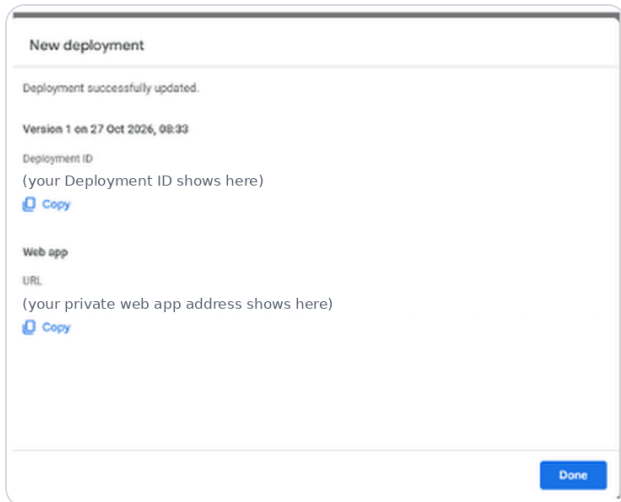
You can let the app developer (your email goes here) know that they need to submit a request to have this app verified by Google. Otherwise, some of this app's access to your data may be lost.

Select what **AcelQ** can access

- ☒ Select all
- ☒ See, edit, create, and delete only the specific Google Drive files you use with this app. [See access details](#)
- ☒ View and manage spreadsheets that this application has been granted access to.

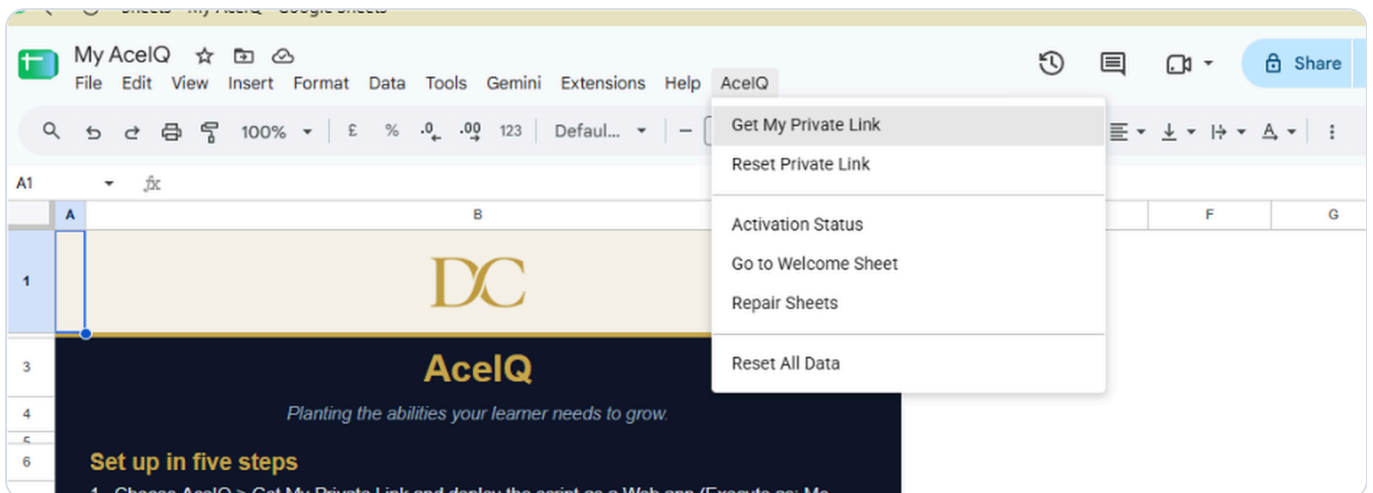
11 Copy your web app address

You will see **Deployment successfully updated**. Under **Web app** click **Copy** next to the long address that starts with `https://script.google.com`. Then click **Done**.



12 Go back to your spreadsheet and open the app menu

Go back to the spreadsheet tab. In the menu bar you will now see a menu with the name of your app. If it is not there yet, refresh the page and wait a few seconds. Open it and click **Get My Private Link**.



13 Paste the address and save it

Paste the address you copied into the first box and click **Save address**. Your private link then appears. Click the gold button to open your app.

AcelQ link

Your AcelQ link

Step 1. Deploy as a Web app (Deploy > New deployment, Execute as Me, access Anyone), copy the Web app URL it shows, and paste it here:

(your private link shows here)

Save address

Step 2. This is your private link. Open it and bookmark it. On your phone, add it to your home screen.

Open AcelQ

(your private link shows here)

Keep this link private. Anyone who has it can see your notes and results. To cut off access run AcelQ > Reset Private Link.

Keep your private link private. Anyone who has it can open your app. If it ever gets shared by mistake, use **Reset Private Link** in the same menu to switch the old one off.

14 Activate your app

Paste the activation key from your order email and click **Activate**. You can also start the free demo to try it first. Then bookmark the page. On your phone, open the link and choose **Add to Home screen**, and it will sit with your other apps.



Activate AcelQ

Enter the key from your order email to unlock AcelQ.

Activation key

DC-ACE-XXXX-XXXX-XXXXXX

Activate

or

Start the free 3-day demo

The demo runs once on this spreadsheet and has every feature.

Need a key? [Get AcelQ](#), or WhatsApp +27 72 839 3087.

If something looks different

The menu is not showing in my spreadsheet

Refresh the browser page and wait about ten seconds. Make sure you are in your own copy, not the original template.

My link says I need access or shows a Google error

Go back to Deploy, then Manage deployments, and check that **Who has access** is set to **Anyone** and **Execute as** is **Me**.

I changed something and the app did not update

In Apps Script click Deploy, then Manage deployments, then the pencil icon. Under Version choose **New version** and click Deploy. The link stays the same.

I lost my private link

In the spreadsheet open the app menu and click Get My Private Link again.

Stuck? We are happy to help.

WhatsApp +27 72 839 3087. We reply within 24 hours.

Remember that AI features can make mistakes, so always read what it gives you before you use it.