

The "Set Life" Asset Tracker

Official Installation & Deployment Guide *Version 1.0 / Holistic Growth Marketing*

Welcome

Thank you for purchasing the **Set Life Asset Tracker**. You have just upgraded your production workflow from "clipboard chaos" to a digital, accountable system.

This guide will walk you through the one-time setup process. It typically takes **5-7 minutes**.

Prerequisites:

- A Google Account (Gmail or Google Workspace).
 - A Desktop or Laptop computer (Setup is difficult on mobile).
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Step 1: Get Your Master Sheet

This tool lives entirely inside your Google Drive. You need to create your own private copy.

1. **Click this link:**  Set Life Tracker App
2. If the sheet is in "View Only" mode, go to the top menu: **File > Make a copy.**
3. Name it something relevant (e.g., "*Production Gear - Project Alpha*").
4. Click **Make a copy.**

Note: You are now the owner of this new sheet and the code attached to it. All data stays in your Drive.

Step 2: Deploy the Web App

This is the most important step. This generates the URL that your crew will use on their phones.

1. In your new Google Sheet, go to the top menu: **Extensions > Apps Script.**
2. A new tab will open showing code. **Do not touch the code.**
3. In the top right corner, click the blue **Deploy** button.

4. Select **New deployment**.
 5. Click the "Select type" gear icon () and choose **Web app**.
 6. **Configure these settings exactly:**
 - **Description:** (Optional, e.g., "Gear Tracker")
 - **Execute as: Me** (This ensures the email alerts come from you).
 - **Who has access: Anyone** ( **Crucial:** This allows crew members to use the app without needing to log in to a specific Google account).
 7. Click **Deploy**.
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Step 3: Authorize the Script

Since this script sends emails (Wrap Reports) and edits your sheet, Google will ask for permission.

1. A window will pop up asking to "Authorize Access." Click **Authorize Access**.
2. Select your Google Account.
3. **The "Unsafe" Warning Screen:**

- You may see a screen that says *"Google hasn't verified this app."*
- **This is normal.** It appears because *you* are the developer of this copy.
- Click **Advanced** (bottom left).
- Click **Go to Set Life Tracker (unsafe)** at the very bottom.

4. Click **Allow**.

Success! You will see a URL under "Web App". **Copy this URL.** This is the link you send to your crew.

Step 4: Set the "Wrap Time" Automated Audit

This sets the system to automatically email you a list of missing gear at the end of the day.

1. Back in the **Apps Script** window, look at the left sidebar.
2. Click the **Alarm Clock Icon** (Triggers).
3. Click the blue button: **+ Add Trigger**.
4. **Configure these settings:**
 - **Choose which function to run:** `runWrapAudit`

- **Select event source:** Time-driven
- **Select type of time based trigger:** Day timer
- **Select time of day:** Choose your wrap time (e.g., 8pm to 9pm).

5. Click **Save**.

Step 5: Setup Your Inventory

Go back to your Google Sheet tabs:

1. **Tab: Inventory**

- Clear the sample data.
- Enter your Item Names and assign them unique **Asset IDs** (Column A).
- *Pro Tip:* Keep Asset IDs short (e.g., CAM-01, LENS-02) for easier typing.

2. **Tab: Crew**

- List your crew members. These names will appear in the dropdown menu on the app.

3. **Tab: Settings**

- Enter the **Producer Email** (Where the missing gear report should go).
 - Enter the **Project Name**.
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Step 6: QR Codes (Optional but Recommended)

To make check-out lightning fast, put QR codes on your equipment cases.

1. Go to any free QR Code Generator (e.g., Adobe, Canva, or QRCode Monkey).
 2. Create a QR code that contains **JUST the Asset ID text**.
 - *Example:* The QR code should just say **CAM-01**.
 3. Print these stickers and stick them on your lens cases, walkies, or camera bodies.
 4. When a crew member hits the "Scan" button in the app, it will read this text and auto-fill the form.
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Troubleshooting

Q: The app says "Asset ID not found." A: Ensure the Asset ID typed in the app matches the Asset ID in the Google Sheet *exactly*. It is case-insensitive, but spaces matter.

Q: I didn't get the Wrap Report email. A: The email only sends if items are marked "Checked Out." If all gear is "Available," no email is sent to reduce inbox clutter. Also, check your Spam folder.

Q: Can I change the design? A: Yes, if you know HTML/CSS. You can edit the [Index.html](#) file in the Apps Script editor. Note that we do not offer support for broken code due to custom modifications.

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