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Form Approvals for Google Forms (Free edition)

Make your copy

https://docs.google.com/spreadsheets/d/1O0eNG934dzwlwLmSob5npONUL8_ByLOQK87YuCG9Yqo/copy

Open the link while signed in to Google and click **Make a copy**. Then follow the setup steps below.

Form Approvals for Google Forms: setup and guide

Every Google Form response (a leave request, an expense, a purchase, a content request) is sent for approval to the right people. They approve or request changes from a link, without a Google account. The person who filled in the form can be told the outcome. Everything stays in your spreadsheet.

Editions

- **Free:** every response goes to the approvers you list in Settings; approval links that work without a Google account; approvals tied to the exact version; log.
- **Full (Personal and Business):** everything in Free, plus the approver chosen from a form answer (for example "Manager email"), the requester emailed with the outcome, and automatic reminders.

What you need

- A Google Form and a Google account (free Gmail or Google Workspace).
- Email limits come from Google: about 100 emails a day on free Gmail, 1,500 on Workspace.

Set up (once, about 10 minutes)

1. **Make your copy** of the template spreadsheet (the script comes with it).
2. **Link your form** to it: in the form, **Responses > Link to Sheets > Select existing spreadsheet**, choose your copy. Google adds a tab such as *Form responses 1*.

3. **Deploy the approval page:** in the spreadsheet, **Extensions > Apps Script > Deploy > New deployment**, type **Web app**, **Execute as: Me**, **Who has access: Anyone**, then **Deploy**.
4. **Allow access.** Google shows "Google hasn't verified this app" because the script lives in *your* copy. Click **Advanced > Go to ... (unsafe) > Allow**. The script asks only to:
 - read and change **this spreadsheet only**,
 - send email as you,
 - show the Approvals menu,
 - run when the form is submitted (and once a day for reminders in the full edition).
5. **Copy the web app URL.**
6. Back in the spreadsheet: **Approvals > Set up this spreadsheet**, then fill in **Settings**:
 - **Web app URL:** paste it.
 - **Notify me at:** your email.
 - **Form responses tab:** the tab name, for example `Form responses 1`.
 - **Form: title question:** the question that names the request, for example `What do you need?`.
 - **Form: approvers:** the emails that approve every request.
 - **Form: rule:** `All` must approve, or `Any` one is enough.
 - Full edition: **Form: approver question** (a question whose answer is an approver email, for example `Manager email`) and **Form: requester email question** (with "Collect email addresses" on in the form, use `Email Address`).
7. **Approvals > Connect a Google Form.** From now on every response is sent for approval.

Flow 1: a request comes in

1. Someone submits the form.
2. A row appears on the **Approvals** tab with the request title and all the answers as details, and each approver gets a personal link.
3. **Status** shows *Waiting*; **Decisions** shows each approver (... waiting, ✓ approved, ✗ changes).

Flow 2: what an approver sees

1. An email "Please review and approve: ..." with a link. No Google account, no sign-in.
2. A page with the request and all the answers.
3. They type their name and click **Approve this version**, or write a comment and click **Request changes**.
4. You get an email, the Status updates, and the **Log** tab records who, when, the comment and the version.

Flow 3 (full edition): the requester is told

When the request is approved, or when changes are requested, the person who filled in the form gets one email with the outcome and any comments.

Flow 4: the request changes

If you edit the request's title or details on the Approvals tab after people decided, their decisions stop counting and Status shows *Waiting (row changed since decisions)*. Use **Approvals > Re-send selected requests** to send fresh links, or (full edition) let reminders ask them to review again.

Flow 5 (full edition): automatic reminders

1. In **Settings**, set **Reminder after (days)** (default 2; 0 turns reminders off).
2. **Approvals > Turn on daily reminders** (once).
3. Approvers who have not decided are reminded after that many days, at most 3 times; each reminder carries a fresh link and the previous one stops working.
4. Anyone who decided on an older version is asked to review the new one.
5. Reminders stop when the request is approved, changes are requested, or it is cancelled.

Problems and solutions

Problem	Why	Solution
Responses are not sent for approval	The form is not connected, or <i>Form responses</i> tab does not match the tab name	Check the tab name exactly, then run Connect a Google Form again
"In Settings, enter the form approvers' emails"	No approvers set	Fill in <i>Form: approvers</i> (full edition: or <i>Form: approver question</i>)
A request went to nobody (full edition)	The approver question's answer was empty or not an email	Make the question required, with email validation
The requester was not told (full edition)	The requester email question is empty or not an email	Turn on "Collect email addresses" in the form and set the question to Email Address
"Google hasn't verified this app"	The script runs in your own copy	Advanced > Go to ... > Allow. It can only use this spreadsheet
Approvers must sign in or see "unable to open"	The web app is not shared with "Anyone", or your Workspace admin blocks public web apps	Redeploy with <i>Who has access: Anyone</i> ; on Workspace, ask your admin
"This link has expired" / "not valid any more"	Links last 7 days by default; re-sending or reminders replace links	Use the newest email, or re-send
Emails not arriving	Spam folder, or Google's daily email limit	Check spam; wait until the next day
Is an approval a legal signature?	No	It is a sign-off record: who approved which version and when

Privacy

Everything is stored in your spreadsheet: answers, approvers' emails, decisions, names, comments and dates. Nothing is sent to us. Approval links are stored only as fingerprints (hashes), so they cannot be

reused even by someone who can see the sheet.

Help: melih@birim.one · <https://birimone.pages.dev>