Managing Permissions

To manage who can see Script Menu in the spreadsheet as shown in the image below, refer to [this sheet](#)
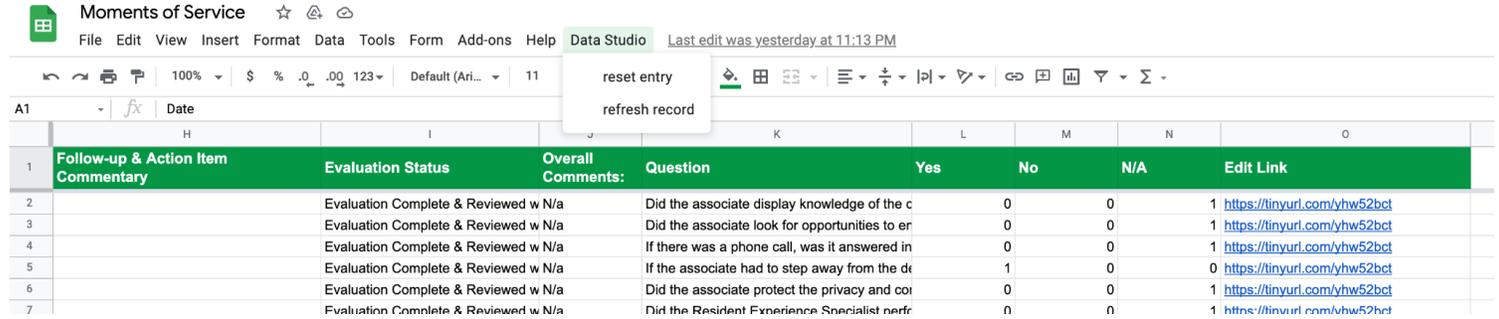

Fig 1.1

Columns in [Permission Sheet](#)

ID : The id of the spreadsheet
People : Emails address of users that should see Data Studio Menu when the sheet with corresponding ID is opened
Sheet Name : Sheet name of the spreadsheet with corresponding ID

Data Refresh Triggers

Sheet Name	Script	Script Function	Unit	Metric
Moment of Service	updateRecord	Go through all record again and make changes to any row that needs update	30	Minutes
Moment of Service	`updateStudioEntries`	Update data studio record starting from row that was last visited by the script.	10	Minutes
Resident Experience Survey Results	updateRecord	Go through all record again and make changes to any row that needs update	30	Minutes
Resident Experience Survey Results	`updateStudioEntries`	Update data studio record starting from row that was last visited by the script.	10	Minutes
FS Survey Results	updateRecord	Go through all record again and make changes to any row that needs update	30	Minutes
FS Survey Results	`updateStudioEntries`	Update data studio record starting from row that was last visited by the script.	10	Minutes

CD Survey Results	updateRecord	Go through all record again and make changes to any row that needs update	30	Minutes
CD Survey Results	updateStudioEntries	Update data studio record starting from row that was last visited by the script.	10	Minutes
GAP & Correlation Scores	resetEntry	Aggregate data and update score with most recent data.	6	Hours

Sheet Menu Functions

All spreadsheets (Moment of Service, GAP , Resident Experience, FS, CD) have any of these menu options in the Data Studio Menu as in the Image in Fig 1.1 :

1. **Reset Entry** : Run this to clear and update the data studio sheet again. This clears the entire sheet, goes through the source sheet and updates the data studio sheet with the latest data. If you are not sure of what to run, click on this option. You can't go wrong with it.

2. **Refresh Record** : This doesn't clear the spreadsheet at all. Run this if you have made changes to source data and just want to update data studio sheet content without clearing existing content.