Make your worksheet easier to work with.

Most Sheets to Form View

A step-by-step guide to Setup, Form, List and Page Report.

$10 one-time · Lifetime access for one Google ID · Full refund within 30 days of purchase

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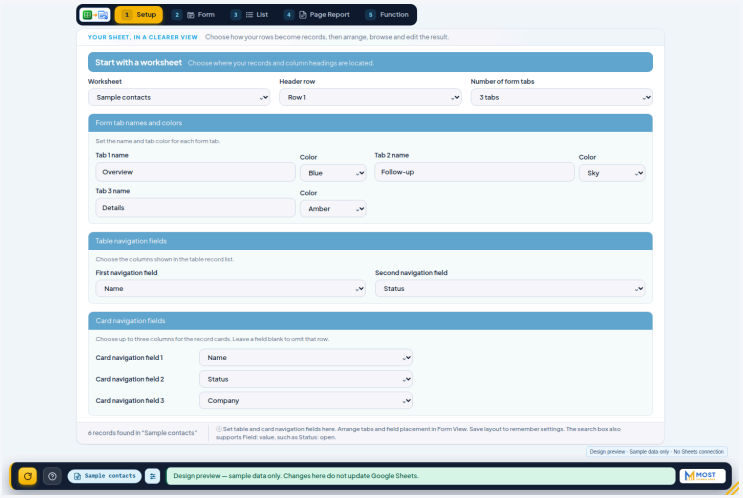
Before you start: keep a backup and use a worksheet you have permission to edit. Screenshots show the current interface with fictional sample data; this preview cannot update Google Sheets or send email. Marketplace publication is not yet complete.

Support, privacy and refunds: info@mosttechnologies.in. Purchases are fully refundable within 30 days of purchase. Taxes, payment provider and lifetime-access scope require confirmation before public sale.

1. Prepare your worksheet and open the app

1. Make a backup or test copy of your spreadsheet before first use.
2. Put clear, unique field names in one header row and records in the rows beneath it. Avoid merged headers. Check date, number and formula columns.
3. Open a spreadsheet you have permission to use. In the current spreadsheet-bound build, reload the spreadsheet after the owner installs the Apps Script files, then choose **Form view → Open form view**.
4. Review any Google authorization request. Use only a trusted installation. A future approved Marketplace version will have its own installation/launch instructions; it is not live yet.

Read access is not enough for saving edits. Google Workspace administrators may restrict add-ons or email permissions.

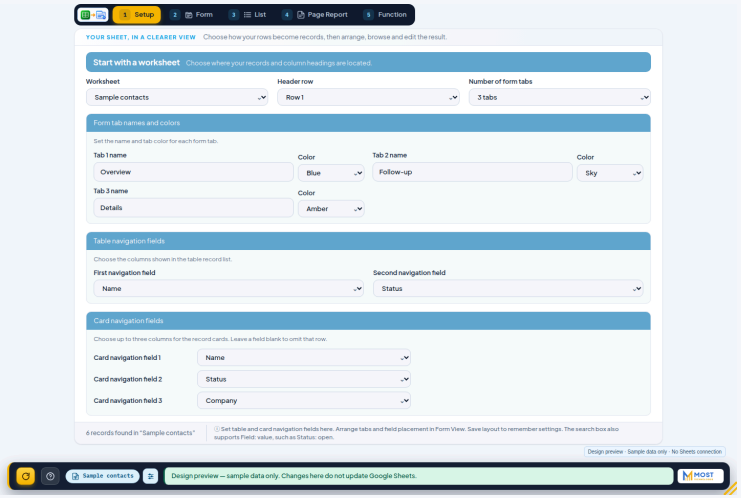


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2. Complete Setup

1. Select the worksheet and set its header row.
2. Choose the two fields you want to recognize records by, for example Name and Status. These are the default Form table's two navigation columns.
3. Name the form section tabs, choose their colors and assign fields to the appropriate section.
4. Use **Save layout** when you want these settings remembered for that worksheet.

Layout settings are associated with the spreadsheet and may be shared with other users of the same file. Changing the selected worksheet can load a different saved layout.

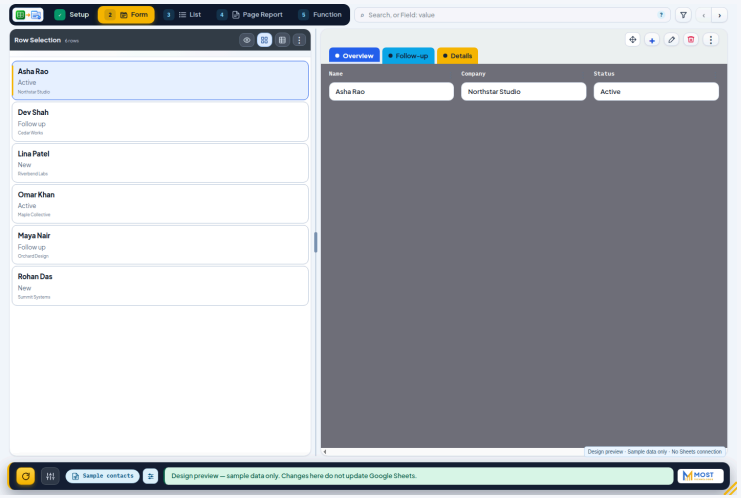


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3. Browse the Form

1. Open **Form** and select a record in the left Row Selection pane.
2. Read the selected record in the right pane; use its colored section tabs to see other assigned fields.
3. Search with the top search box, for example `Status: Active`, or search for ordinary text.
4. Use the previous/next arrows to move between matching records. Use the left pane's card/table icons to change how records are listed.
5. Change a saved view without leaving the Form tab. Resize the divider to give either pane more room; the right pane can scroll horizontally.

The number beside Row Selection reports the current matching rows. Filtering a view does not delete worksheet rows.

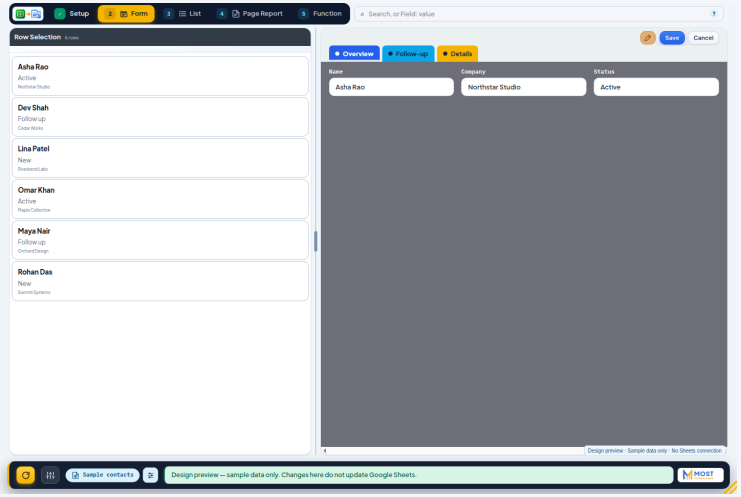


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4. Edit an existing record

1. Select the record and click the pencil **Edit** button next to Add in the right pane.
2. The edit state is highlighted orange. Update the editable fields.
3. Choose **Save** to write your changes to the spreadsheet, or **Cancel** to discard them.
4. Formula cells remain protected from normal record editing. If the app detects a conflicting change by another user, reload the record and review before trying again.

Do not assume typing is autosaved. Check the result in the worksheet when learning the app.

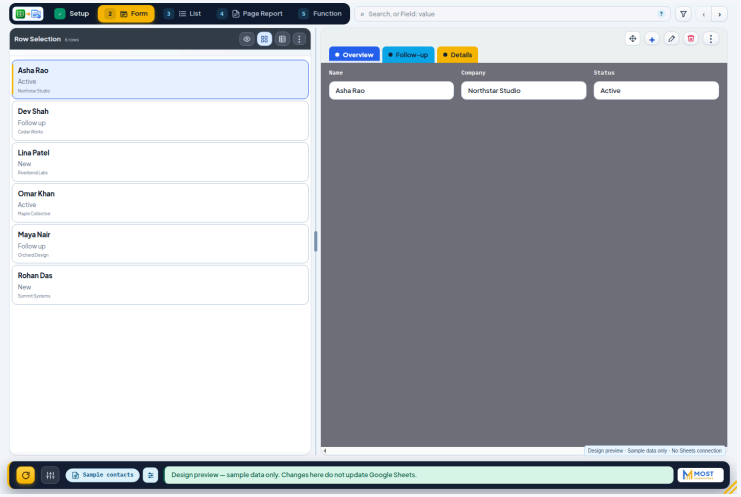


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5. Add, duplicate or delete

1. In Form, click **Add (+)**, complete the new record and confirm **Add record**.
2. To copy an existing record, select it and choose **Duplicate row at end of sheet** from the right-hand three-dot menu. Review the new row before relying on it.
3. To delete, use the Delete button after Edit, then review the confirmation and choose **Yes, delete** only if intended.

Deleting removes a worksheet row and can affect formulas or linked processes. The app's confirmation warns that the deletion cannot be undone in the dialog. Keep a backup; do not treat layout reset as record recovery.

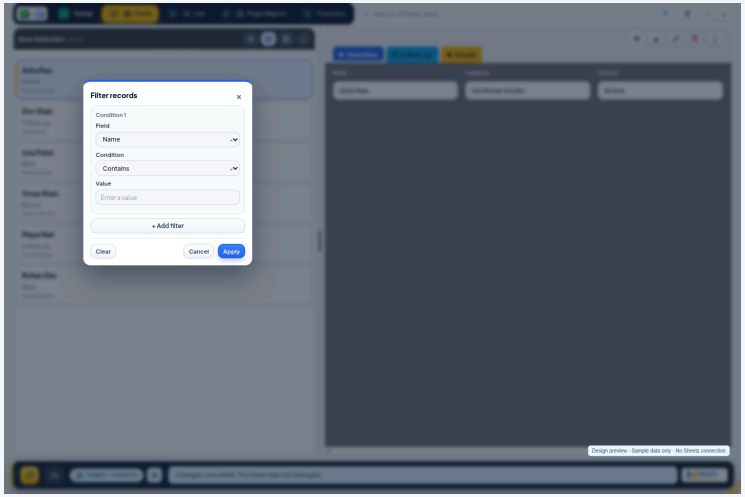


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6. Find records with search, filters and groups

1. Search all fields, or use `Field: value`; quote a multi-word field name when needed.
2. Open the filter funnel. Choose a field, comparison and value.
3. Use the add-condition control to add another filter and choose **AND** or **OR** between conditions.
4. Apply the filters and check the matching row count. Clear search/filters when records seem to be missing.
5. Enable **Group**, choose a grouping field and use the icon-only **Expand** and **Collapse** buttons. Hover over an icon to read its tooltip.

Search and filters work together. Grouping changes the display, not your sheet's physical row order.

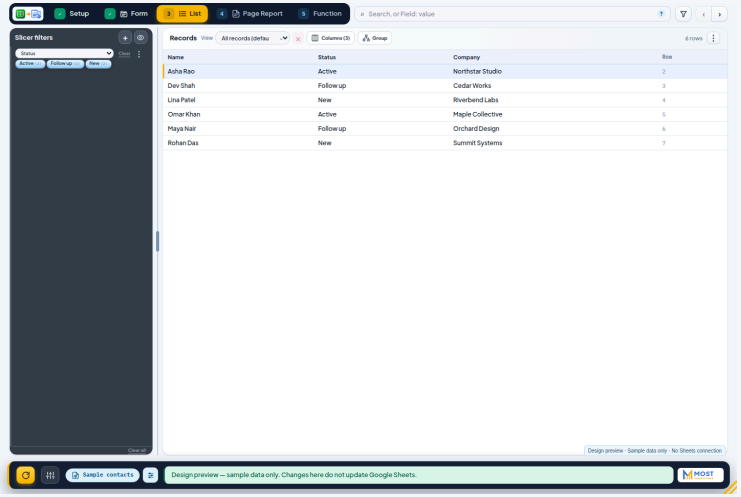


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7. Use List and slicer filters

1. Open **List**. Its narrow left pane is reserved for slicers; drag the divider if you need it wider.
2. In the right pane, use the saved-view selector, **Columns** and **Group** controls beside Records to choose what you see.
3. Click **Add slicer (+)** in the Slicer filters strip and choose the field to filter. Adding a slicer also reveals the slicer pane if it was hidden.
4. Select a slicer value. The small count in brackets shows the number of matching rows for that value.
5. Add at most **three slicers**. A fourth attempt displays **“Max of 3 slicers are allowed”**.
6. Use a slicer's own menu to search its values, sort slicers, or sort by most rows.

List has no Add record button. Return to Form to add or edit a record.

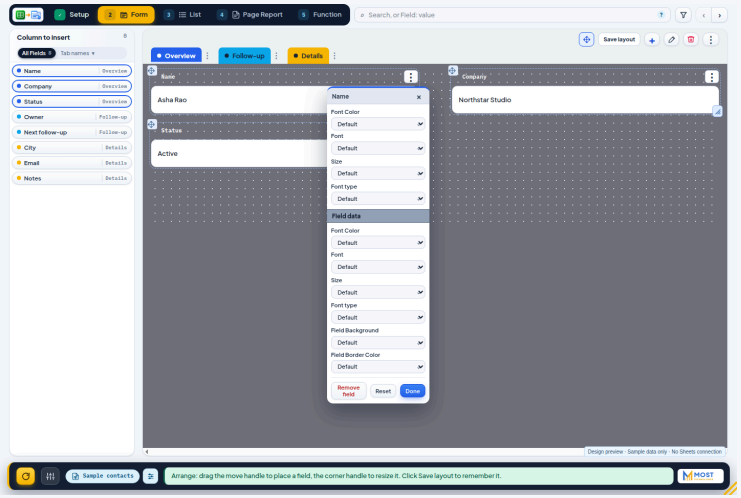


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8. Design the Form

1. In Form, choose **Arrange Fields**, the move/arrange icon in the right pane.
2. Drag fields on the dotted design grid to position them. Drag the field resize handle to change width and height.
3. Open a field's permanently visible white ⋮ button. Set label/value font, size, normal/bold weight, text color, background and border color as needed.
4. Pick a preset background color or **More colors** to use a custom color. If a contrast warning appears, choose a more readable text/background combination.
5. **Remove field** removes its assignment from this form layout; it does not delete the worksheet column or its data.
6. Click **Save layout** to retain your arrangement and styles, then leave Arrange Fields to return to ordinary browsing.

Designing the form and editing record values are different operations. Layouts are shared per worksheet, not private personal profiles.

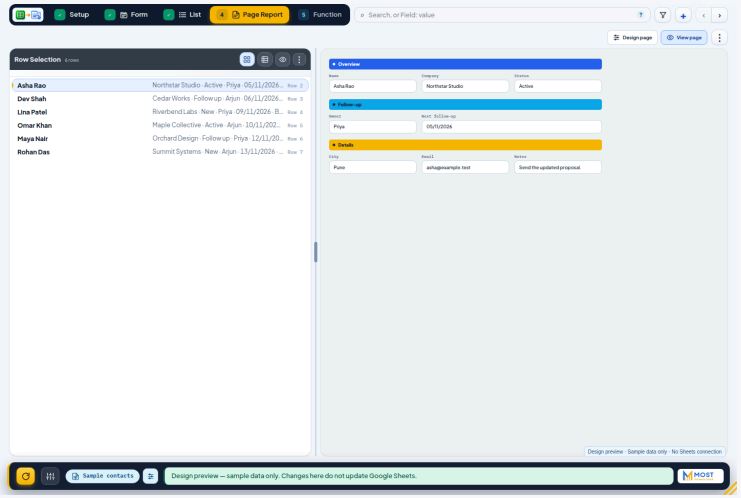


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9. Use Page Report

1. Open **Page Report**. It starts in **View page** at **70%** zoom.
2. Use the search/filter/navigation controls in the top row to choose the record. The left Row Selection eye icon reveals the additional selection controls.
3. Use the top-right three-dot menu to change zoom and choose the available card/table display settings.
4. Switch to **Design page** on the row below the main navigation.
5. Move/resize fields and use each field's menu for styling or removal. The page menu can show/hide field borders and add a line or rounded box.
6. Move or resize a decoration and set its line/border color; a box also has a background color.
7. Save the layout and switch back to **View page**.

The divider resizes the left/right panes. Export output can use a record/list table rather than exactly reproducing every designer position or decoration; inspect the PDF before sharing.

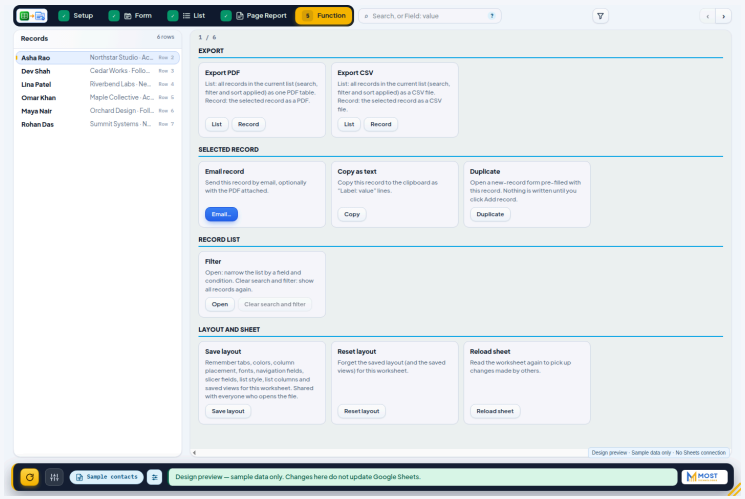


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10. Copy, export and email

1. Select the intended record and open the right-hand three-dot menu or the Function tab.
2. **Copy Page contents** copies the selected record's text for pasting elsewhere.
3. **Save page as PDF** generates the available record PDF; review the downloaded output. List output is separate and follows the current list selection/filtering.
4. **Send Email** opens email options. Check recipients, subject and message, then choose whether to attach the PDF.
5. Send only when you intend to share the record. Email requires Google permissions and available daily quota. The detached design preview cannot send real emails or produce Google-service output.

Email recipients and exported files are outside the app's view controls. Removing a filter or revoking authorization cannot recall an email.

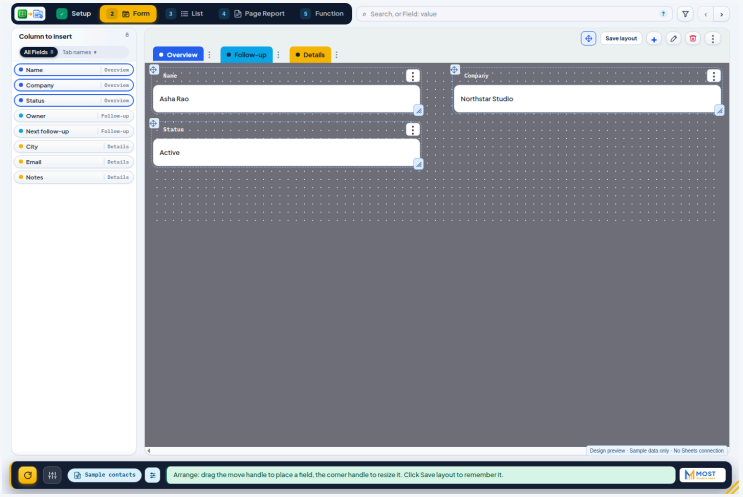


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11. Save layouts and work with others

1. Finish or cancel record edits before changing worksheet, reloading or resetting settings.
2. Use **Save layout** after changing navigation fields, sections, styles, saved views or placements.
3. If another person changes a row, reload and review it before retrying a save.
4. Use **Reload sheet** to refresh records when appropriate; keep a backup before broad worksheet changes.

Saved layouts are stored in the spreadsheet's document properties. Removing access or uninstalling an add-on does not necessarily delete records or saved settings.

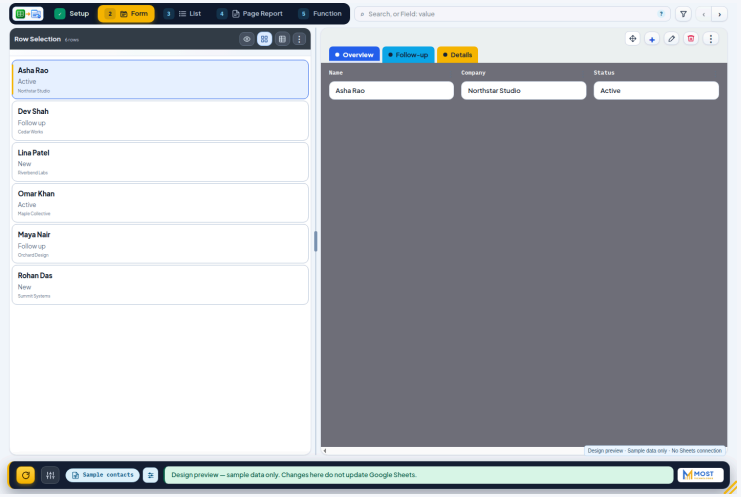


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12. Troubleshooting and safe use

- **Missing rows:** clear search/filter conditions, check active slicers and the chosen worksheet/header row.
- **Cannot edit:** enter Edit explicitly, check sheet permissions and whether the cell is a formula.
- **Layout did not persist:** confirm you used Save layout on the intended worksheet.
- **Email fails:** check addresses, authorization, administrator restrictions and Google quota.
- **Small report:** change zoom in Page Report's three-dot menu or resize the dialog.
- **Too many slicers:** remove an existing slicer before adding another; maximum three.
- **Unexpected changes:** stop editing, compare with the sheet and your backup, then ask your spreadsheet owner or confirmed publisher support channel.

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