

Tab 1

# User Guide for Begin-Gsheet topping

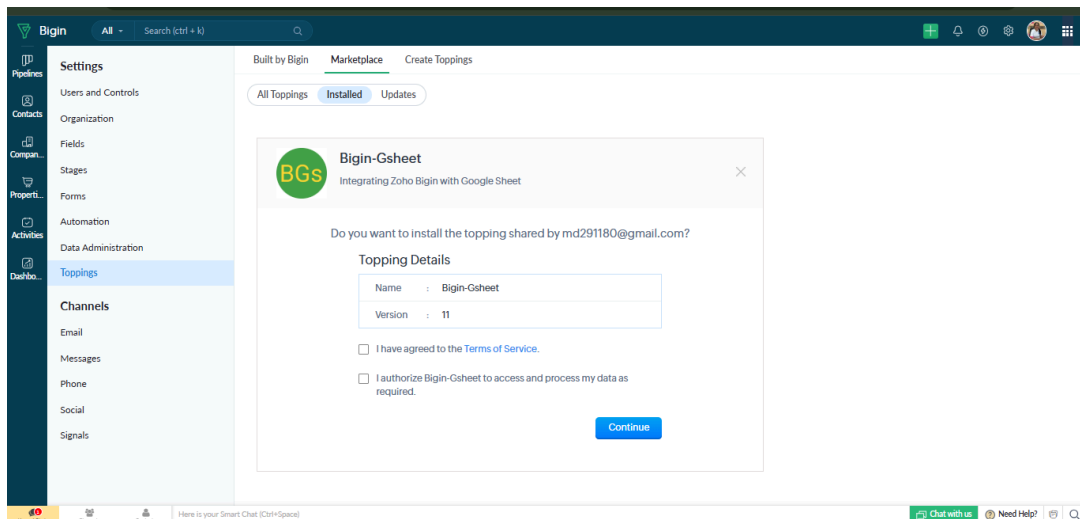
Begin-GSheet is an application that establishes a connection with your Google Drive & Sheets, allowing you to manage your Zoho Begin CRM leads and data more efficiently.

## Prerequisites:

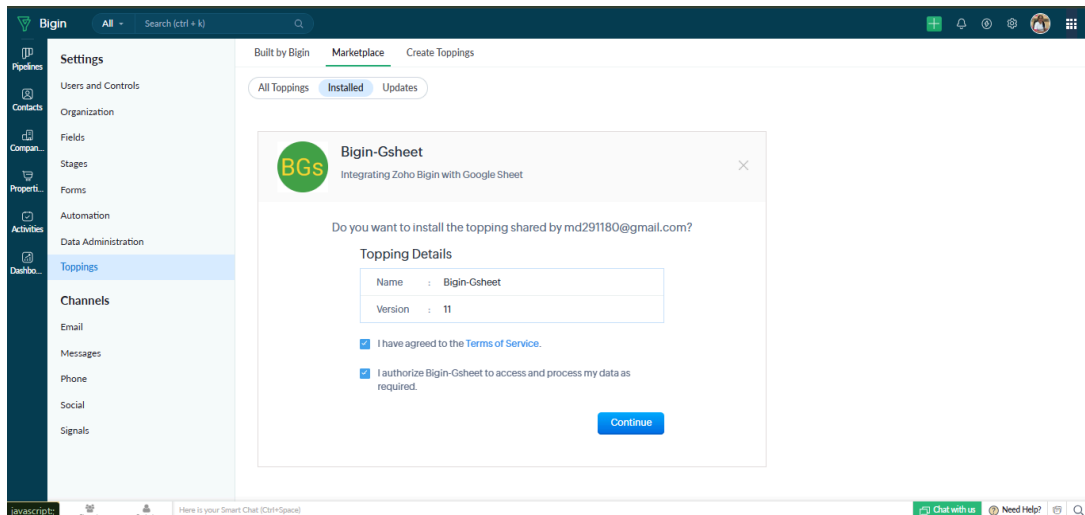
1. Users should have a google account to which they can connect Zoho Begin CRM module with their google account.
2. Users need to mention their Email in the topping settings to which they need to synchronize their Zoho Begin CRM.
3. Users need to authenticate the connections for their toppings to work properly.
4. After authentication when users try to export any module data into google drive, it will always be present in Users Google Drive > “Begin” Folder > “ExportModule\_Name” spreadsheet.
5. When a user wants to Import Data from google drive, the user should always keep the Import data in Users Google Drive > “Begin” Folder > “ImportModule\_Name” spreadsheet.
6. ImportContacts Template Link:  
[https://docs.google.com/spreadsheets/d/1Izg25WqsJmOIXrpZRUmRRf882RwN\\_LL\\_MvC0Qh6zI2Y/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1Izg25WqsJmOIXrpZRUmRRf882RwN_LL_MvC0Qh6zI2Y/edit?usp=sharing)

## Steps to install the topping

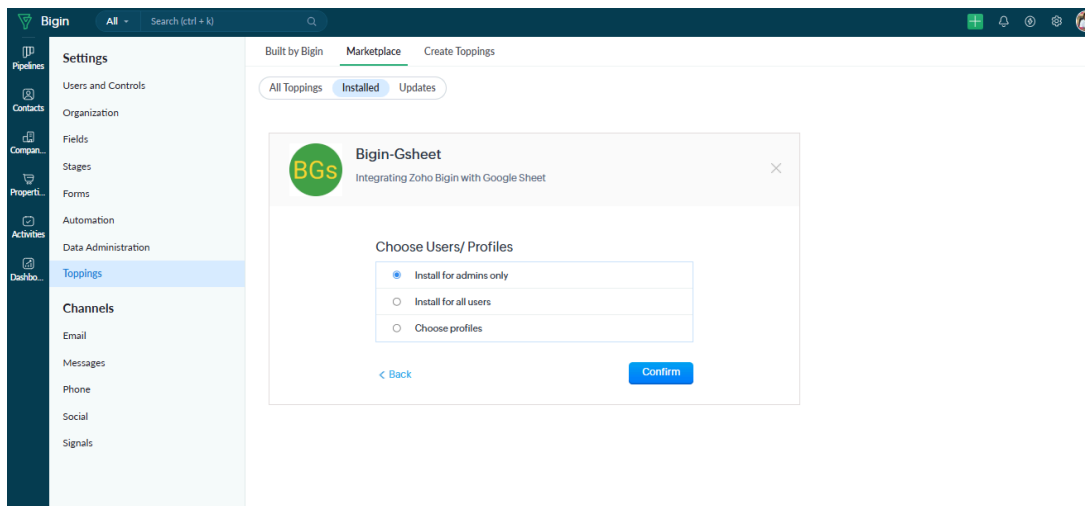
- Installation of Begin-Gsheet topping to the Zoho Begin.



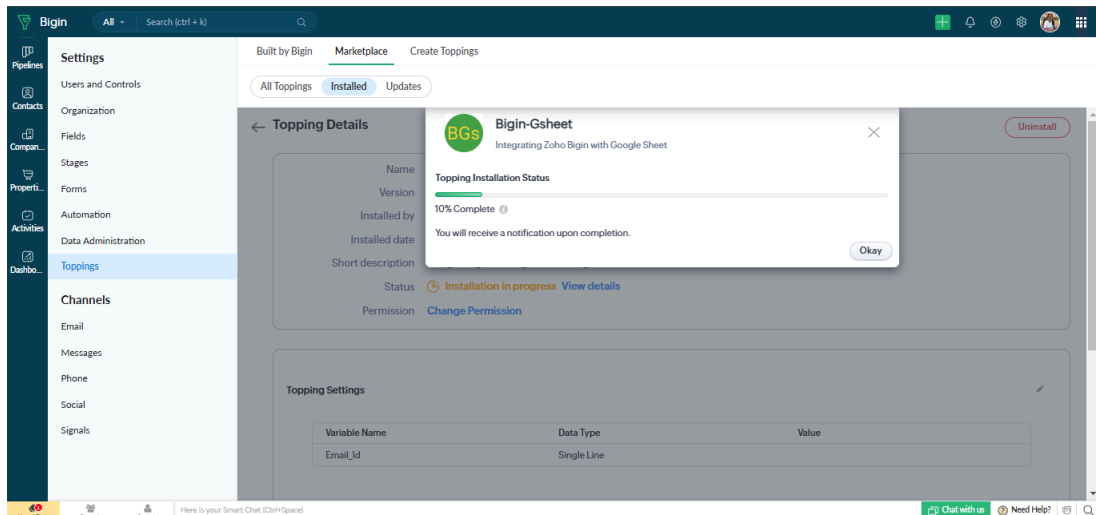
- Click on the both the checkbox and then click on Continue button.



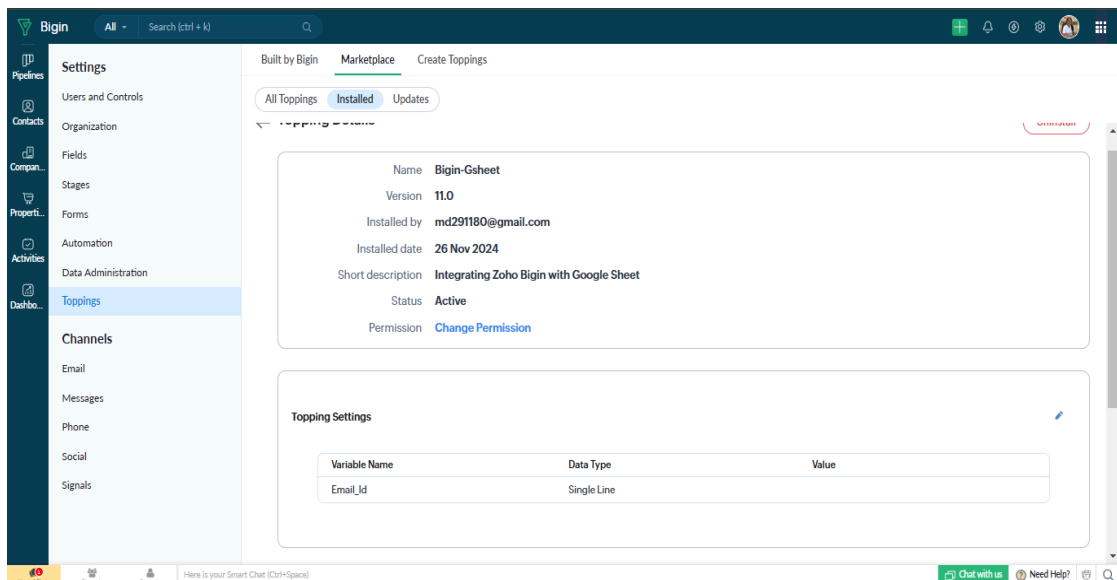
- Choose the Users/Profiles for which you need to give access to the Bgin-Gsheet topping. You can install for admins, users or other profiles, then click on confirm button.



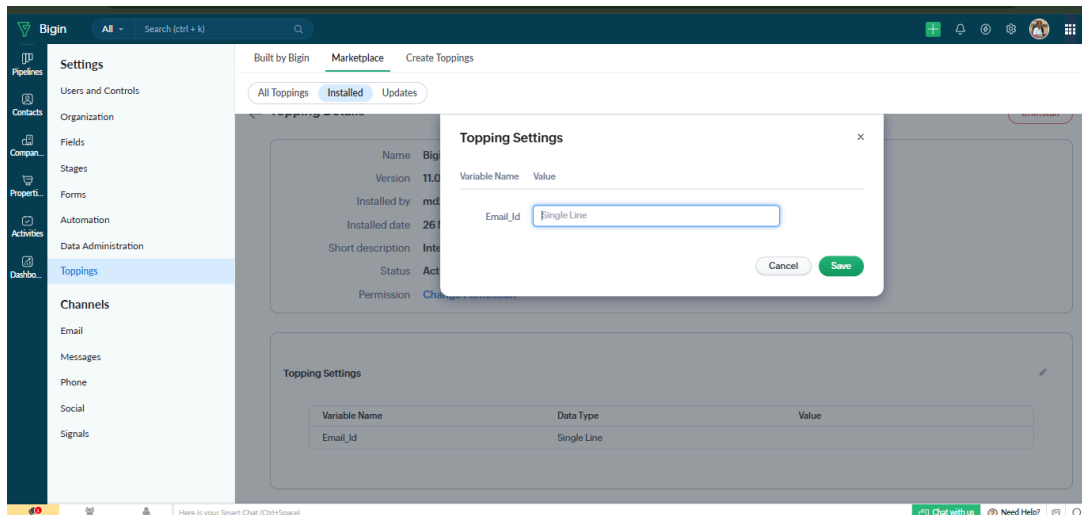
- Topping will be installed in your Zoho Bgin application.



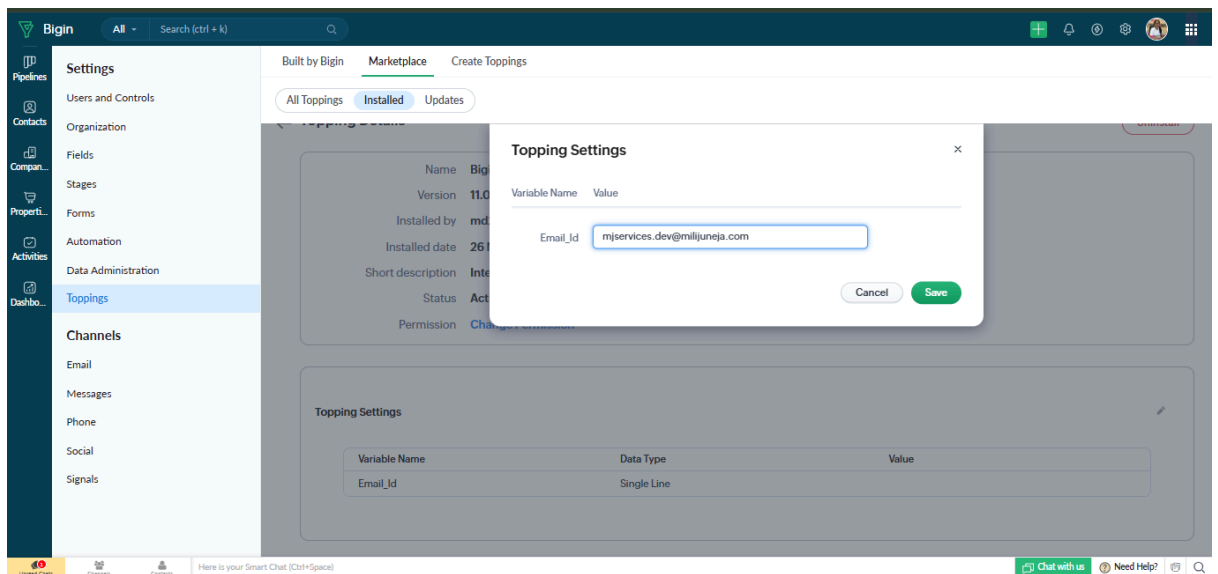
- After installation you can see the topping settings section in which Email ID value will be empty on your first installation, to add value click on the pencil icon on the topmost right side of topping settings section.



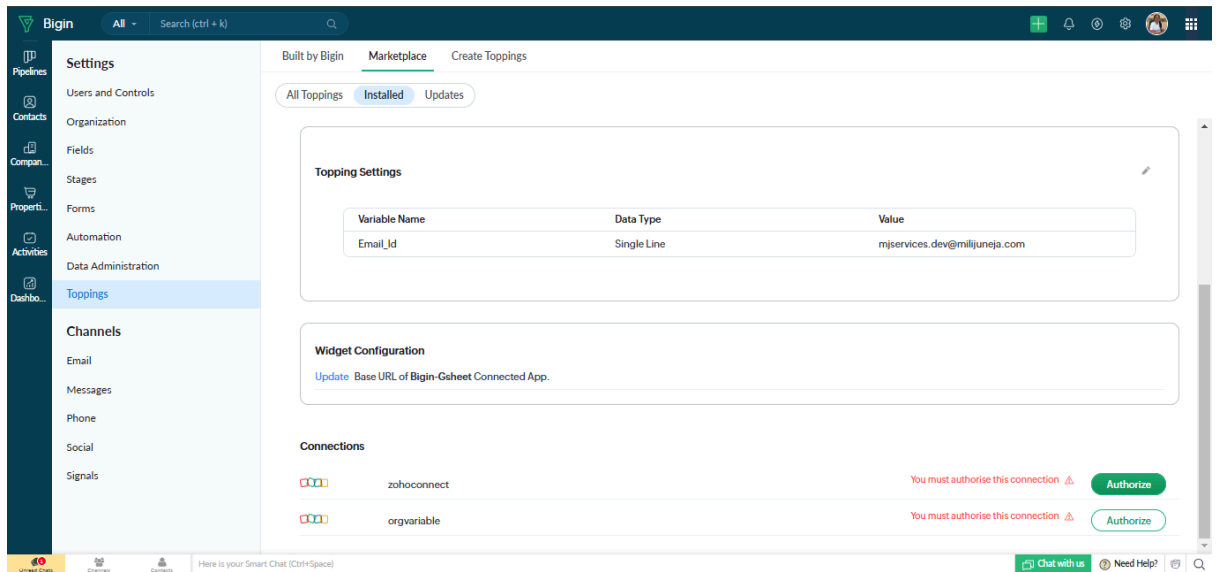
- When you click on the pencil icon you will be prompted to add Email Id in the value, kindly add the email address which you want to connect your Zoho Bigin application with Begin-Gsheet topping.



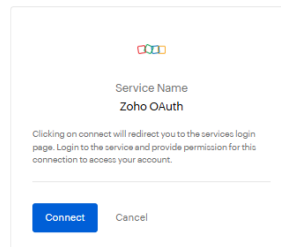
- After adding the email address in the value click on save button.



- Next, scroll down to below you will able to see connections section click on the authorize button for each connection to authenticate the connections required for the topping to work properly.



- When you click on the Authorize button you will be redirected to the page below, click on connect button.



- When you click you will be redirected to the page below where you will be asked to accept the data from your Zoho Bigin account, click on the accept button to give access to mentioned scopes.

- To read accounts data
- To get settings variables
- To read, create, update and delete sub pipeline
- To create sub pipeline
- To update sub pipeline
- To delete sub pipeline
- Manage all operations on team pipeline metadata
- Create team pipeline metadata
- Update existing team pipeline metadata
- Delete existing team pipeline metadata
- Update team pipelines data
- To get, create, update and delete team pipelines data
- Write team pipelines data
- Get team pipelines data
- Delete team pipelines data
- Create team pipelines data

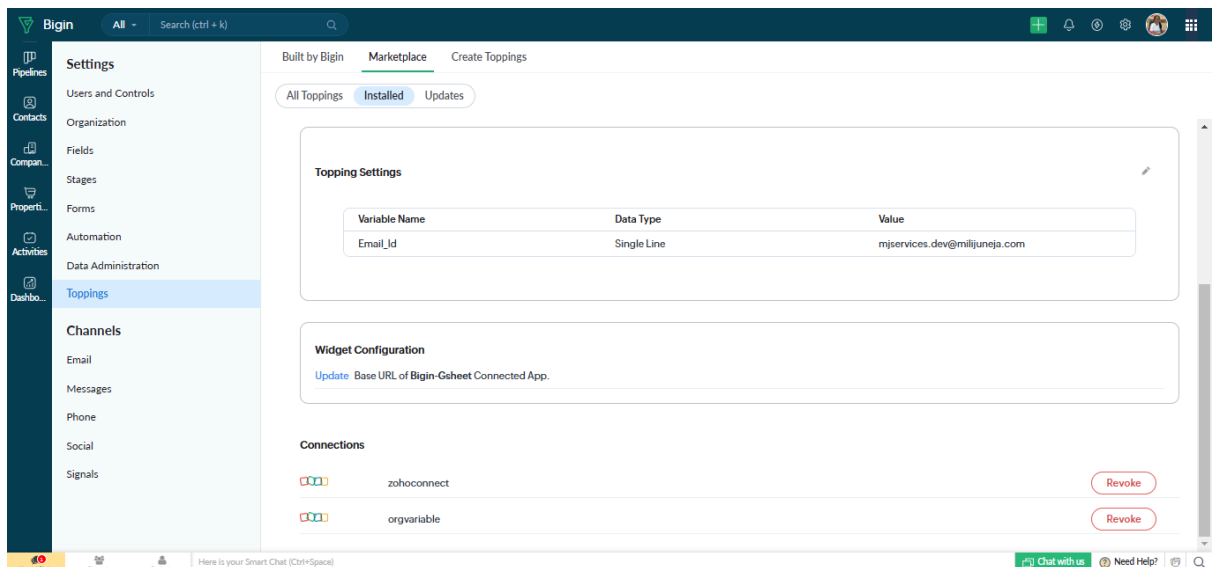
By clicking the "Accept" button you allow DRE IDC to access data in your Zoho account.

Accept

Reject

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- When you accept you will revert back to the topping page, similarly authorize the next connection to provide access to the required scopes.

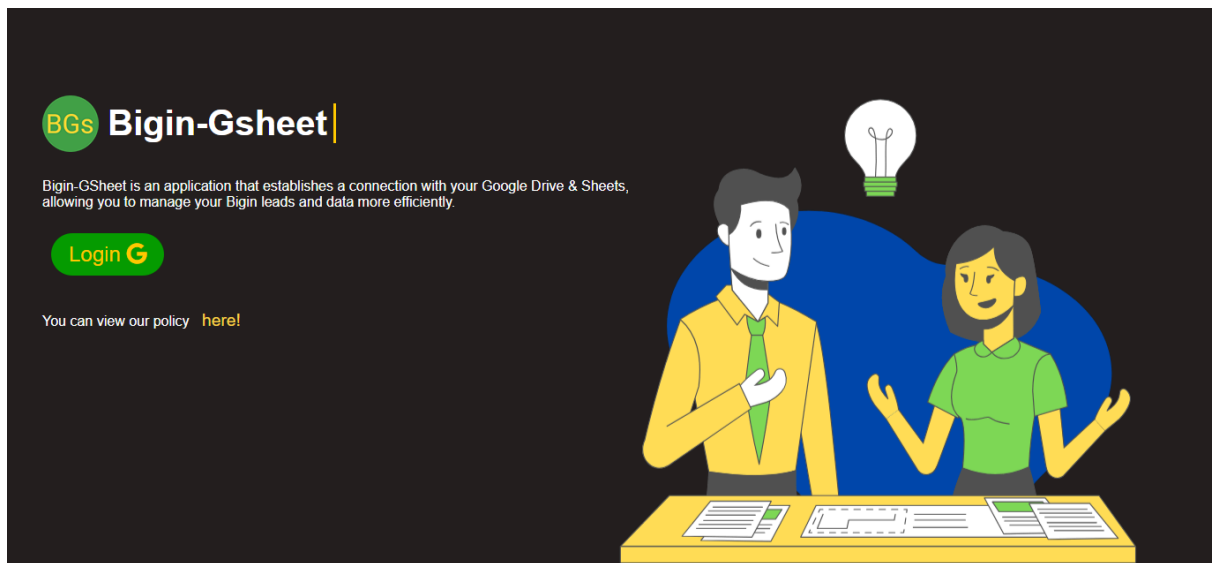


## Connecting Google drive with Zoho Bigin

- Navigate to the Pipeline module in Zoho Bigin, you will be able to see a button namely "GsheetConnect" in the top right corner in utils menu, click on it.

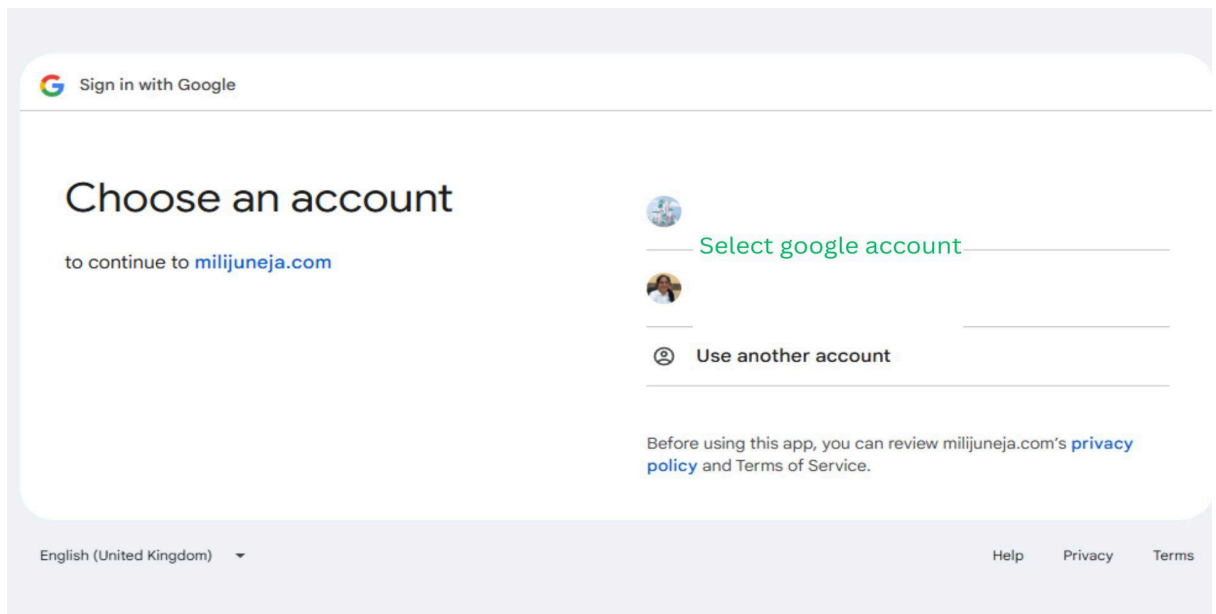


- When you click on it you will be redirected to our application “Begin-Gsheet” to authenticate yourself with a google account.  
Note: Authenticate only the google account whose email address you have mentioned while installing the topping in topping settings.  
Click on Login button in Begin-Gsheet application.

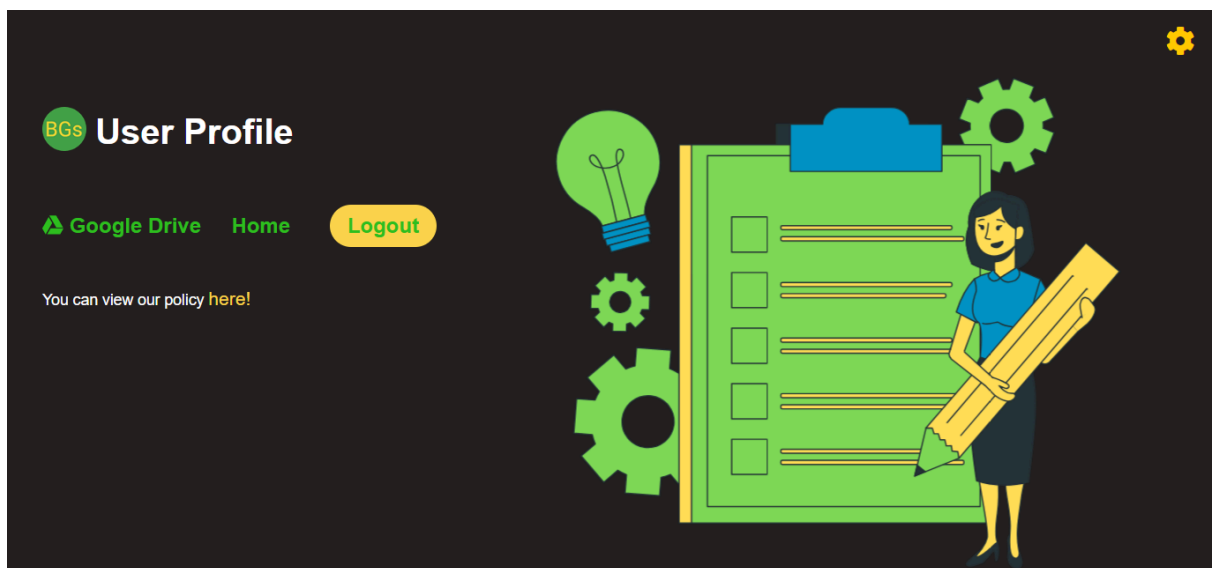


- Choose the account you want your topping to be connected with.

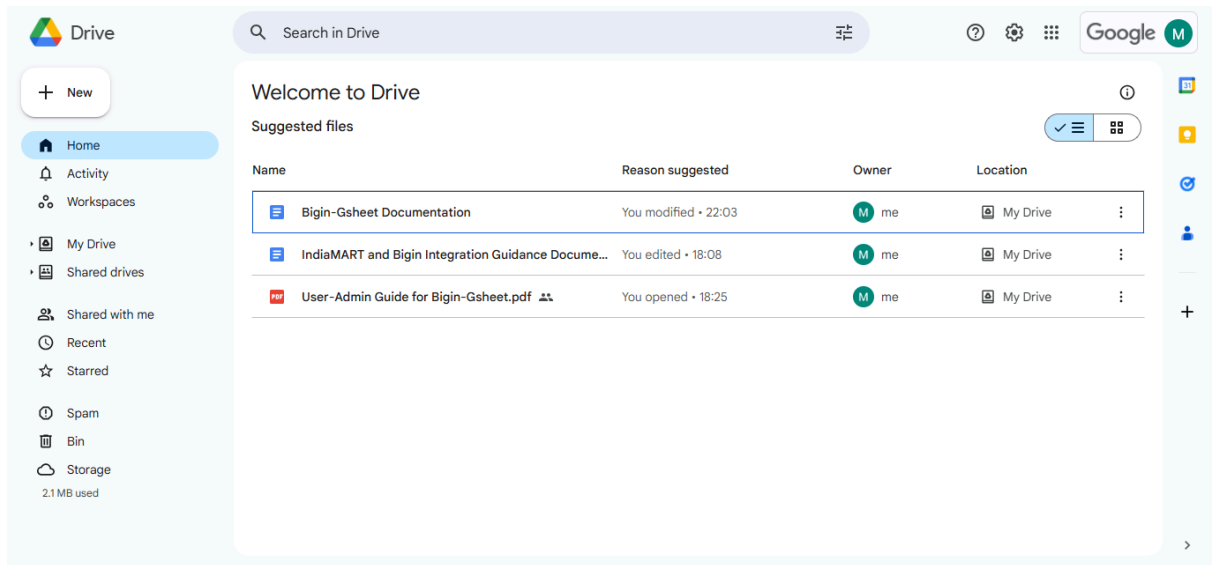




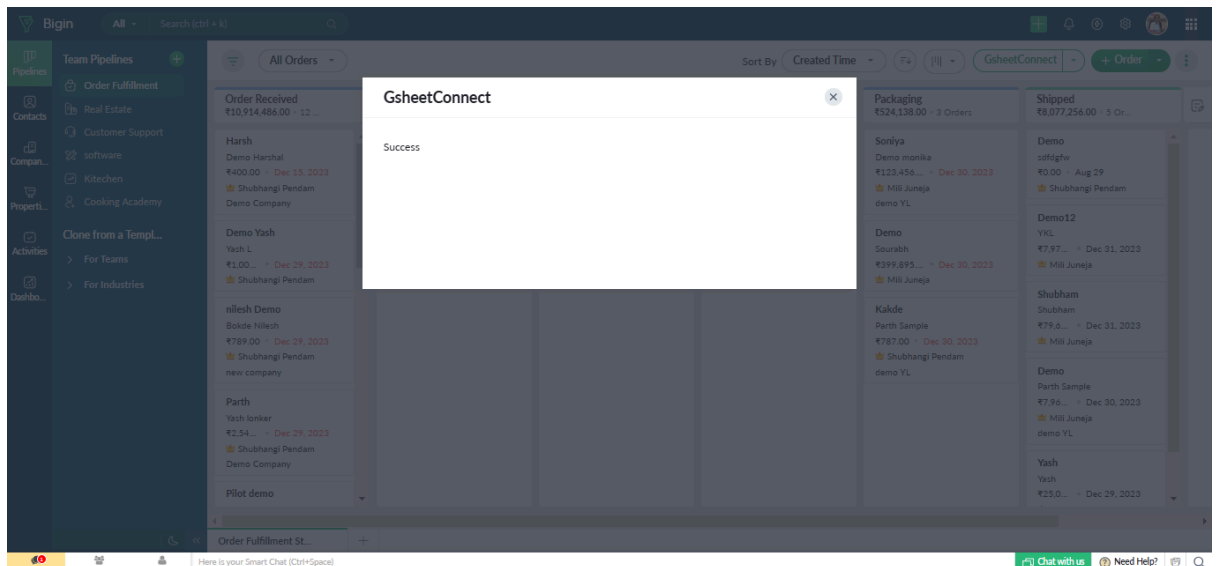
- After login you will be able to be redirected to the userprofile page where you will be able to see the Google Drive button click on it, which will redirect you to logged in users Google Drive.



- You will be able to redirect to your google drive, now navigate back to your Zoho Begin application.

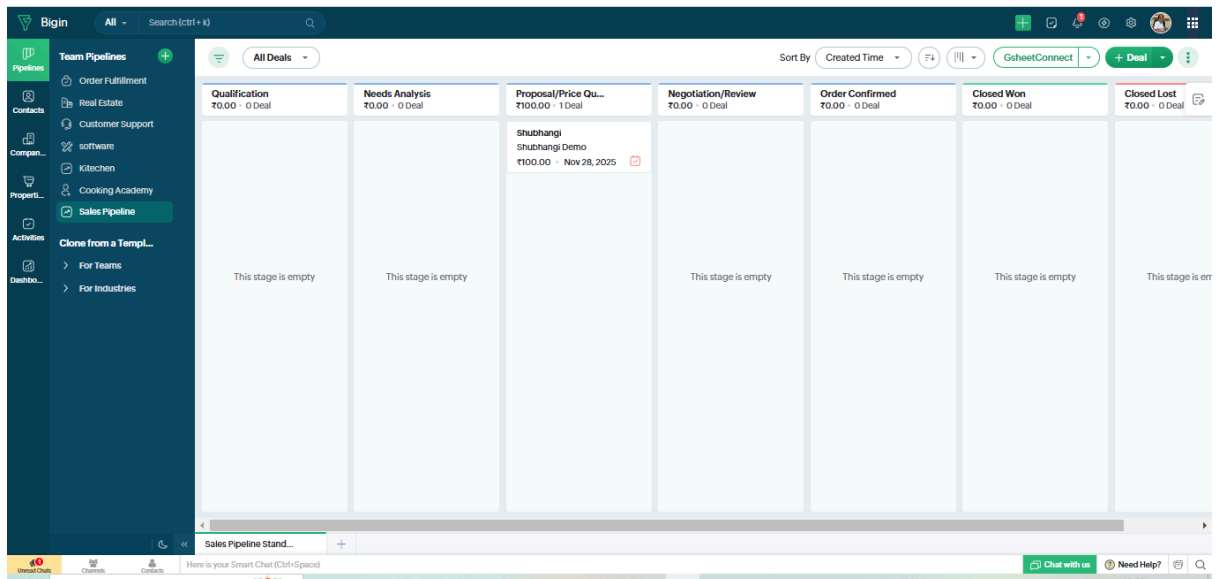


- When you navigate back to your application, you will be prompted with a success message.

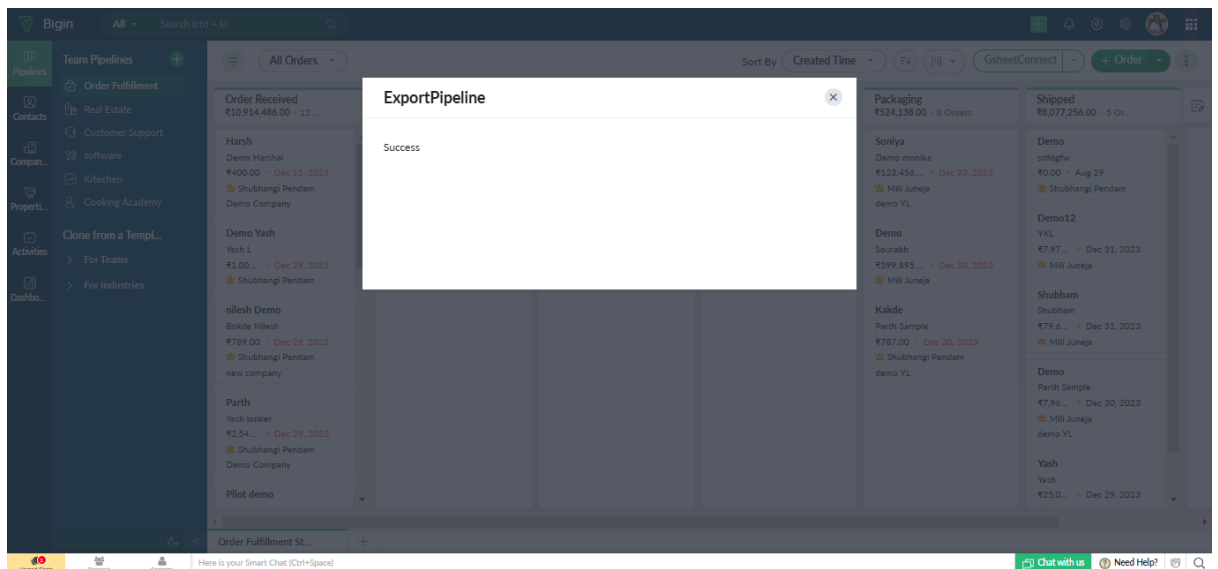


## Export Pipeline

- Close the prompt and again in the GsheetConnect button you will see a dropdown arrow beside the button click on it and below it you will be able to see the ExportPipeline button, click on it.



- When you click on it, you have to wait for a few seconds and you will be able to see a prompt of success message which tells you that you have successfully exported your Zoho Bigin Pipeline module data to your mentioned google account drive.



- Navigate to your google drive, you will be able to see a folder namely “Bigin” open it.



Contact Name	Company Name	Email	Phone	Contact Owner	Created Time	Title	Home Ph
Ted Watson	Zytker Corp	support@bigin.com		VZ Vratik Zade	Dec 16, 2022 04:57 PM		
Kris Marrier (Sample)	King (Sample)	krismarrier@gmail.com	555-555-5555	SP Shubhangi Pendam	Jan 31, 2023 01:59 PM	Quality Engineer	
Sage Wieser (Sample)	Truhlar And Truhlar (Sam...	sage-wieser@truhlar.uk	555-555-5555	VZ Vratik Zade	Jan 31, 2023 01:59 PM	Product Engineer	
Leota Dilliard (Sample)	Commercial Press (Sample)	leota-dilliard@hotmail.com	555-555-5555	SP Shubhangi Pendam	Jan 31, 2023 01:59 PM	Information Systems Ma...	
Mitsue Tollner (Sample)	Morlong Associates	tollner-morlong@gmail.c...	555-555-5555	VZ Vratik Zade	Jan 31, 2023 01:59 PM	Internal Auditor	
Simon Morasca (Sample)	Chapman (Sample)	simonm@chapman.com	555-555-5555	SP Shubhangi Pendam	Jan 31, 2023 01:59 PM	Information Systems Ma...	
Donette Foller (Sample)	Printing Dimensions (Sa...	foller-donette@in.com	555-555-5555	VZ Vratik Zade	Jan 31, 2023 01:59 PM	Nurse	
Capla Paprocki (Sample)	Feltz Printing Service (Sa...	capla-paprocki@yahoo.c...	555-555-5555	SP Shubhangi Pendam	Jan 31, 2023 01:59 PM	Systems Administrator II	
James Venere (Sample)	Chemel (Sample)	ljames-venere@chemel.org	555-555-5555	VZ Vratik Zade	Jan 31, 2023 01:59 PM	Geologist IV	
Josephine Darakji (Sam...	Chanay (Sample)	joesphine-darakji@chan...	555-555-5555	SP Shubhangi Pendam	Jan 31, 2023 01:59 PM	Assistant Media Planner	
John Butt (Sample)	Benton (Sample)	john-buttbenton@gmail...	555-555-5555	VZ Vratik Zade	Jan 31, 2023 01:59 PM	Chief Design Engineer	
Tresa Sweely (Sample)	Morlong Associates	tresasweely@hotmail.com	555-555-5555	SP Shubhangi Pendam	Jan 31, 2023 01:59 PM	Executive Secretary	
Rakesh Kamdar				SP Shubhangi Pendam	Feb 05, 2023 08:12 AM	Vice president Tieceon Bo...	
Priyesh Singhania	Hindustan Impex			SP Shubhangi Pendam	Feb 05, 2023 08:13 AM	Director	

Total Contacts · 1,092    Contacts With Open Pipelines · 33    Without Pipelines · 1,052    Untouched · 664

Records per page: 100    < 1 to 100 >

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- Click on the ExportContact button in the topmost right corner in the utils menu.

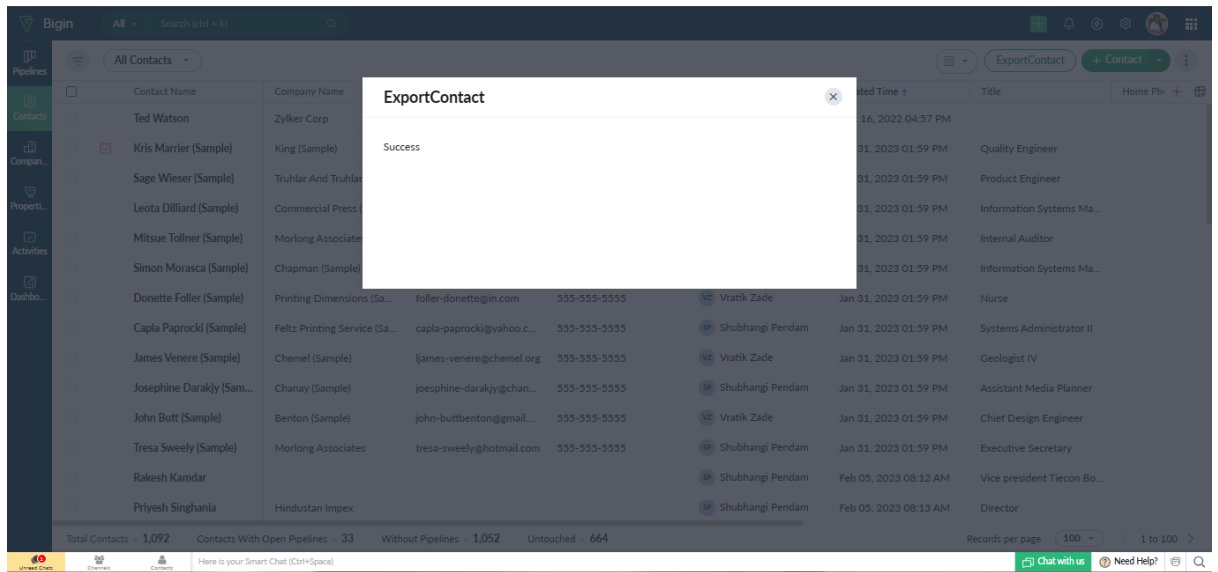
Contact Name	Company Name	Email	Phone	Contact Owner	Created Time	Title	Home Ph
Ted Watson	Zytker Corp	support@bigin.com		VZ Vratik Zade	Dec 16, 2022 04:57 PM		
Kris Marrier (Sample)	King (Sample)	krismarrier@gmail.com	555-555-5555	SP Shubhangi Pendam	Jan 31, 2023 01:59 PM	Quality Engineer	
Sage Wieser (Sample)	Truhlar And Truhlar (Sam...	sage-wieser@truhlar.uk	555-555-5555	VZ Vratik Zade	Jan 31, 2023 01:59 PM	Product Engineer	
Leota Dilliard (Sample)	Commercial Press (Sample)	leota-dilliard@hotmail.com	555-555-5555	SP Shubhangi Pendam	Jan 31, 2023 01:59 PM	Information Systems Ma...	
Mitsue Tollner (Sample)	Morlong Associates	tollner-morlong@gmail.c...	555-555-5555	VZ Vratik Zade	Jan 31, 2023 01:59 PM	Internal Auditor	
Simon Morasca (Sample)	Chapman (Sample)	simonm@chapman.com	555-555-5555	SP Shubhangi Pendam	Jan 31, 2023 01:59 PM	Information Systems Ma...	
Donette Foller (Sample)	Printing Dimensions (Sa...	foller-donette@in.com	555-555-5555	VZ Vratik Zade	Jan 31, 2023 01:59 PM	Nurse	
Capla Paprocki (Sample)	Feltz Printing Service (Sa...	capla-paprocki@yahoo.c...	555-555-5555	SP Shubhangi Pendam	Jan 31, 2023 01:59 PM	Systems Administrator II	
James Venere (Sample)	Chemel (Sample)	ljames-venere@chemel.org	555-555-5555	VZ Vratik Zade	Jan 31, 2023 01:59 PM	Geologist IV	
Josephine Darakji (Sam...	Chanay (Sample)	joesphine-darakji@chan...	555-555-5555	SP Shubhangi Pendam	Jan 31, 2023 01:59 PM	Assistant Media Planner	
John Butt (Sample)	Benton (Sample)	john-buttbenton@gmail...	555-555-5555	VZ Vratik Zade	Jan 31, 2023 01:59 PM	Chief Design Engineer	
Tresa Sweely (Sample)	Morlong Associates	tresasweely@hotmail.com	555-555-5555	SP Shubhangi Pendam	Jan 31, 2023 01:59 PM	Executive Secretary	
Rakesh Kamdar				SP Shubhangi Pendam	Feb 05, 2023 08:12 AM	Vice president Tieceon Bo...	
Priyesh Singhania	Hindustan Impex			SP Shubhangi Pendam	Feb 05, 2023 08:13 AM	Director	

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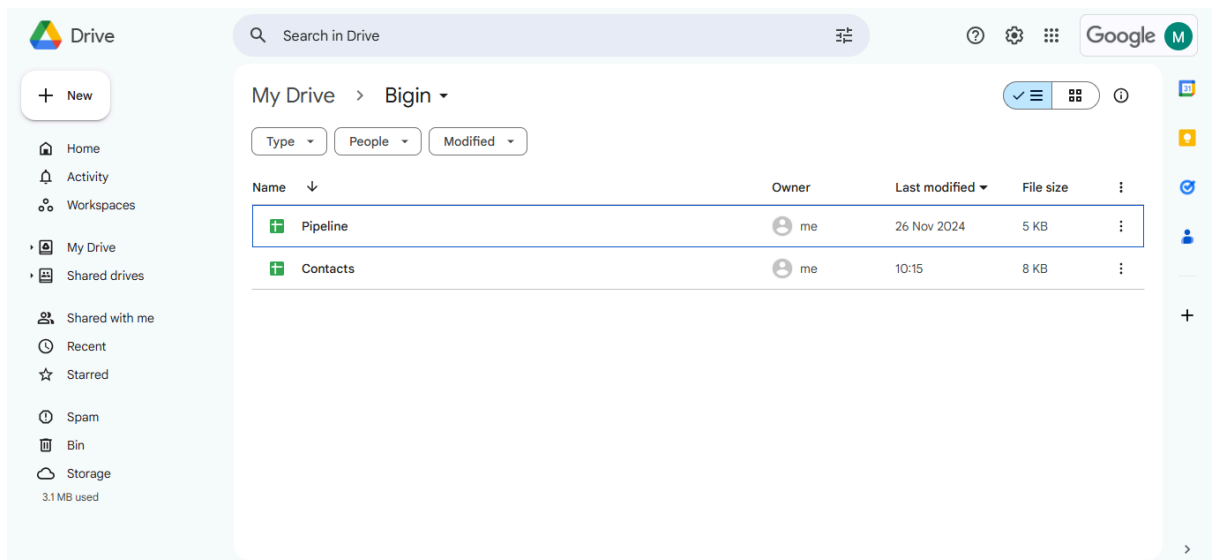
Records per page: 100    < 1 to 100 >

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- After a few seconds you will be able to see the success message prompted on the screen.



- Navigate to Google Drive and in Bigin Folder you will be able to see the new spreadsheet namely “Contact” which refers that you have successfully exported the Contact Module data.



- Open the Contacts spreadsheet, you will be able to see all the data from the Contacts Module of Zoho Bigin CRM in Google Spreadsheet.

Contacts

File Edit View Insert Format Data Tools Extensions Help

100% 123 Default...

	A	B	C	D	E	F	G	H	I	J	K	L
	Owner_Name	Owner_ID	Owner_Email	ID	First_Name	Last_Name	Mobile	Email	Modified_By	Created_By	Modified_Time	Created_Time
1	Mili Juneja	55865...	609-281-3662	...	...	...	...	...	Mili Juneja	Mili Juneja	2024-11-29T10:26:13+05:30	2024-11-29T10:26
2	Mili Juneja	55865...	...	...	...	...	...	...	Mili Juneja	Mili Juneja	2024-11-28T23:30:01+05:30	2024-11-28T23:30
3	Mili Juneja	55865...	...	...	...	...	...	...	Mili Juneja	Mili Juneja	2024-11-28T22:26:13+05:30	2024-11-28T22:26
4	Mili Juneja	55865...	...	...	...	...	...	...	Mili Juneja	Mili Juneja	2024-11-28T17:41:54+05:30	2024-11-28T17:41
5	Mili Juneja	55865...	...	...	...	...	...	...	Mili Juneja	Mili Juneja	2024-11-28T13:30:27+05:30	2024-11-28T13:30
6	Mili Juneja	55865...	...	...	...	...	...	...	Mili Juneja	Mili Juneja	2024-11-28T15:30:02+05:30	2024-11-28T15:30
7	Mili Juneja	55865...	...	...	...	...	...	...	Mili Juneja	Mili Juneja	2024-11-28T13:00:34+05:30	2024-11-28T13:00
8	Mili Juneja	55865...	...	...	...	...	...	...	Mili Juneja	Mili Juneja	2024-11-28T12:10:45+05:30	2024-11-28T12:10
9	Mili Juneja	55865...	...	...	...	...	...	...	Mili Juneja	Mili Juneja	2024-11-28T12:05:34+05:30	2024-11-28T12:05
10	Mili Juneja	55865...	...	...	...	...	...	...	Mili Juneja	Mili Juneja	2024-11-27T17:30:01+05:30	2024-11-27T17:30
11	Mili Juneja	55865...	...	...	...	...	...	...	Mili Juneja	Mili Juneja	2024-11-27T11:30:01+05:30	2024-11-27T11:30
12	Mili Juneja	55865...	...	...	...	...	...	...	Mili Juneja	Mili Juneja	2024-11-25T22:26:13+05:30	2024-11-25T22:26
13	Mili Juneja	55865...	...	...	...	...	...	...	Mili Juneja	Mili Juneja	2024-11-27T22:26:13+05:30	2024-11-27T22:26
14	Mili Juneja	55865...	...	...	...	...	...	...	Mili Juneja	Mili Juneja	2024-11-26T19:30:02+05:30	2024-11-26T19:30
15	Mili Juneja	55865...	...	...	...	...	...	...	Mili Juneja	Mili Juneja	2024-11-26T15:30:03+05:30	2024-11-26T15:30
16	Mili Juneja	55865...	...	...	...	...	...	...	Mili Juneja	Mili Juneja	2024-11-24T13:30:05+05:30	2024-11-24T13:30
17	Mili Juneja	55865...	...	...	...	...	...	...	Mili Juneja	Mili Juneja	2024-11-28T12:14:34+05:30	2024-11-28T12:14
18	Mili Juneja	55865...	...	...	...	...	...	...	Mili Juneja	Mili Juneja	2024-11-27T21:30:02+05:30	2024-11-27T21:30
19	Mili Juneja	55865...	...	...	...	...	...	...	Mili Juneja	Mili Juneja	2024-11-27T08:...	2024-11-27T08:...

Convert to table

## Export Companies

- Navigate to the Zoho Bigin CRM and open the Company module.

Bigin

All Search (ctrl + F)

All Companies

	Company Name	Phone	Website	Company Owner	Created Time
<input type="checkbox"/>	Zyfler Corp	609-281-3662	<a href="https://help.zoho.com/p...">https://help.zoho.com/p...</a>	Mili Juneja	Dec 16, 2022 04:57 PM
<input type="checkbox"/>	King (Sample)	555-555-5555	<a href="http://kingmanufacturin...">http://kingmanufacturin...</a>	Mili Juneja	Jan 31, 2023 01:59 PM
<input type="checkbox"/>	Truhlar And Truhlar (Sa...	555-555-5555	<a href="http://truhlarandtruhlarie...">http://truhlarandtruhlarie...</a>	Mili Juneja	Jan 31, 2023 01:59 PM
<input type="checkbox"/>	Commercial Press (Sam...	555-555-5555	<a href="http://commercialpress....">http://commercialpress....</a>	Mili Juneja	Jan 31, 2023 01:59 PM
<input type="checkbox"/>	Morlong Associates	555-555-5555	<a href="http://morlongassociates...">http://morlongassociates...</a>	Mili Juneja	Jan 31, 2023 01:59 PM
<input type="checkbox"/>	Chapman (Sample)	555-555-5555	<a href="http://chapmanus.com/">http://chapmanus.com/</a>	Mili Juneja	Jan 31, 2023 01:59 PM
<input type="checkbox"/>	Printing Dimensions (Sa...	555-555-5555	<a href="http://printingdimension...">http://printingdimension...</a>	Mili Juneja	Jan 31, 2023 01:59 PM
<input type="checkbox"/>	Feltz Printing Service (S...	555-555-5555	<a href="http://feltzprinting.com/">http://feltzprinting.com/</a>	Mili Juneja	Jan 31, 2023 01:59 PM
<input type="checkbox"/>	Chemel (Sample)	555-555-5555	<a href="http://chemelus.com/">http://chemelus.com/</a>	Mili Juneja	Jan 31, 2023 01:59 PM
<input type="checkbox"/>	Chanay (Sample)	555-555-5555	<a href="http://chanayus.com/">http://chanayus.com/</a>	Mili Juneja	Jan 31, 2023 01:59 PM
<input type="checkbox"/>	Benton (Sample)	555-555-5555	<a href="http://bentonus.com/">http://bentonus.com/</a>	Mili Juneja	Jan 31, 2023 01:59 PM
<input type="checkbox"/>	Morlong Associates	555-555-5555	<a href="http://www.morlongasso...">http://www.morlongasso...</a>	Mili Juneja	Jan 31, 2023 01:59 PM
<input type="checkbox"/>	Hindustan Impex			Mili Juneja	Feb 05, 2023 08:13 AM
<input type="checkbox"/>	IC Pneumatics and tools			Mili Juneja	Feb 05, 2023 08:14 AM
<input type="checkbox"/>	Redon Power Solutions			Mili Juneja	Feb 05, 2023 08:15 AM
<input type="checkbox"/>	Sandeep dewellers			Mili Juneja	Feb 05, 2023 08:16 AM

Total Companies - 362 Companies With Open Pipelines - 14 Without Pipelines - 345 With Won Pipelines - 4

Records per page 100 1 to 100

- Click on the ExportCompanies button present in the topmost right side of the utils menu in the Companies module.

<input type="checkbox"/>	Company Name	Phone	Website	Company Owner	Created Time
<input type="checkbox"/>	Zylier Corp	609-281-3662	https://help.zoho.com/p...	Mili Juneja	Dec 16, 2022 04:57 PM
<input type="checkbox"/>	King (Sample)	555-555-5555	http://kingmanufacturin...	Mili Juneja	Jan 31, 2023 01:59 PM
<input type="checkbox"/>	Truhlar And Truhlar (Sa...	555-555-5555	http://truhlarandtruhlar...	Mili Juneja	Jan 31, 2023 01:59 PM
<input type="checkbox"/>	Commercial Press (Sam...	555-555-5555	http://commercialpress...	Mili Juneja	Jan 31, 2023 01:59 PM
<input type="checkbox"/>	Morlong Associates	555-555-5555	http://morlongassociates...	Mili Juneja	Jan 31, 2023 01:59 PM
<input type="checkbox"/>	Chapman (Sample)	555-555-5555	http://chapmanus.com/	Mili Juneja	Jan 31, 2023 01:59 PM
<input type="checkbox"/>	Printing Dimensions (Sa...	555-555-5555	http://printingdimension...	Mili Juneja	Jan 31, 2023 01:59 PM
<input type="checkbox"/>	Feltz Printing Service (S...	555-555-5555	http://feltzprinting.com/	Mili Juneja	Jan 31, 2023 01:59 PM
<input type="checkbox"/>	Chemel (Sample)	555-555-5555	http://chemelus.com/	Mili Juneja	Jan 31, 2023 01:59 PM
<input type="checkbox"/>	Chanay (Sample)	555-555-5555	http://chanayus.com/	Mili Juneja	Jan 31, 2023 01:59 PM
<input type="checkbox"/>	Benton (Sample)	555-555-5555	http://bentonus.com/	Mili Juneja	Jan 31, 2023 01:59 PM
<input type="checkbox"/>	Morlong Associates	555-555-5555	http://www.morlongasso...	Mili Juneja	Jan 31, 2023 01:59 PM
<input type="checkbox"/>	Hindustan Impex			Mili Juneja	Feb 05, 2023 08:13 AM
<input type="checkbox"/>	IC Pneumatics and tools			Mili Juneja	Feb 05, 2023 08:14 AM
<input type="checkbox"/>	Redon Power Solutions			Mili Juneja	Feb 05, 2023 08:15 AM
<input type="checkbox"/>	Sandeep Jewellers			Mili Juneja	Feb 05, 2023 08:16 AM

Total Companies - 362   Companies With Open Pipelines - 14   Without Pipelines - 345   With Won Pipelines - 4

- Wait for a few seconds as it will export the Companies data in Google Sheets which will be created in Google Drive & you will be able to see a success message.

**ExportCompanies**

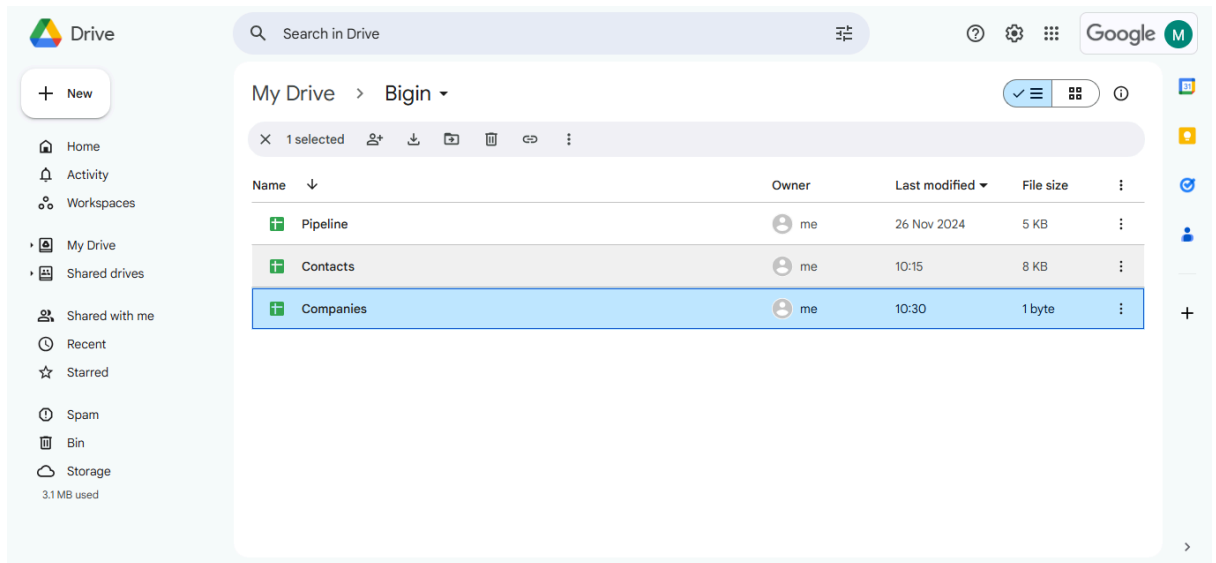
Success

<input type="checkbox"/>	Company Name	Phone	Website	Company Owner	Created Time
<input type="checkbox"/>	RS Interior			Mili Juneja	
<input type="checkbox"/>	Bhalothiya Udhayog			Mili Juneja	
<input type="checkbox"/>	Study Circle			Mili Juneja	
<input type="checkbox"/>	self			Mili Juneja	
<input type="checkbox"/>	Murankar Swad Caterers			Mili Juneja	
<input type="checkbox"/>	Silvershine Aluminium P...			Mili Juneja	
<input type="checkbox"/>	New A One Batteries An...			Mili Juneja	
<input type="checkbox"/>	GR INFRA			Mili Juneja	
<input type="checkbox"/>	Gimar Traders/Gimar TL...			Mili Juneja	
<input type="checkbox"/>	pcs suggest			Mili Juneja	
<input type="checkbox"/>	Mamta Bakers			Mili Juneja	
<input type="checkbox"/>	Hind Nagpur Furniture			Mili Juneja	
<input type="checkbox"/>	Bliss Club			Mili Juneja	
<input type="checkbox"/>	Praraj distribution			Mili Juneja	
<input type="checkbox"/>	AV Enterprises			Mili Juneja	

Total Companies - 348   Companies With Open Pipelines - 13   Without Pipelines - 332   With Won Pipelines - 4

- Navigate to Google Drive and open the Bigin folder you will be able to see new spreadsheet is created in the folder.





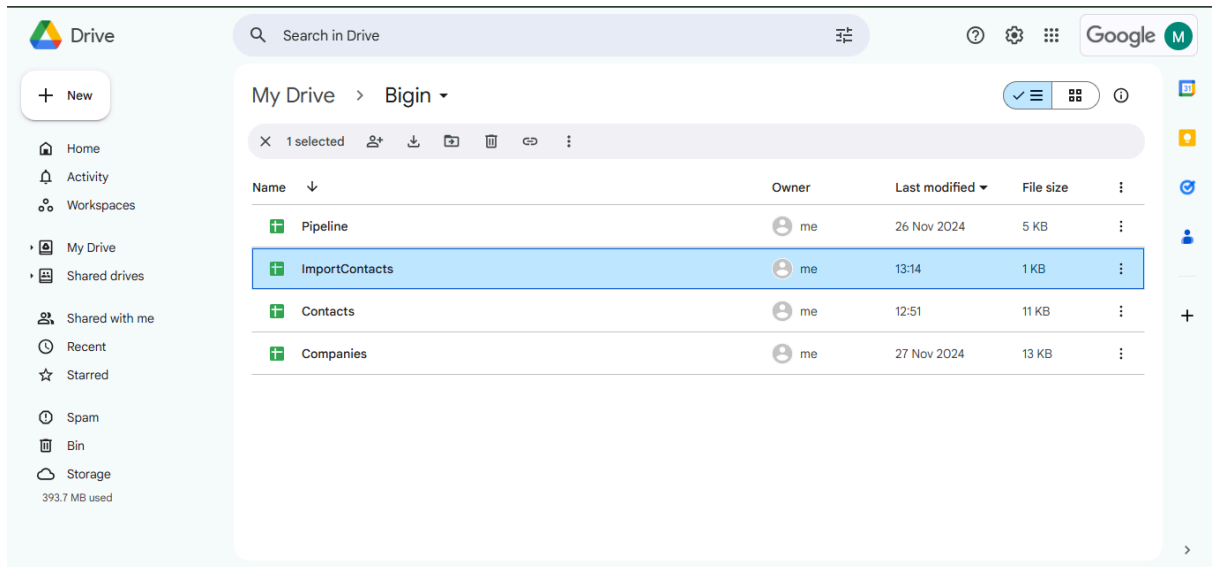
- Open the spreadsheet and you will be able to see the companies data of Zoho Bigin CRM in Google sheet.

The screenshot shows a Google Sheet titled 'Companies'. The sheet has columns for Owner\_Name, Owner\_ID, Owner\_Email, ID, Account\_Name, Account\_ID, Phone, Website, Description, Billing\_Street, Billing\_City, Billing\_State, and Billing\_Country. The data is organized into a table with 20 rows. The first row is the header, and the subsequent rows contain company data. The sheet is titled 'Companies' and has a 'Share' button in the top right corner.

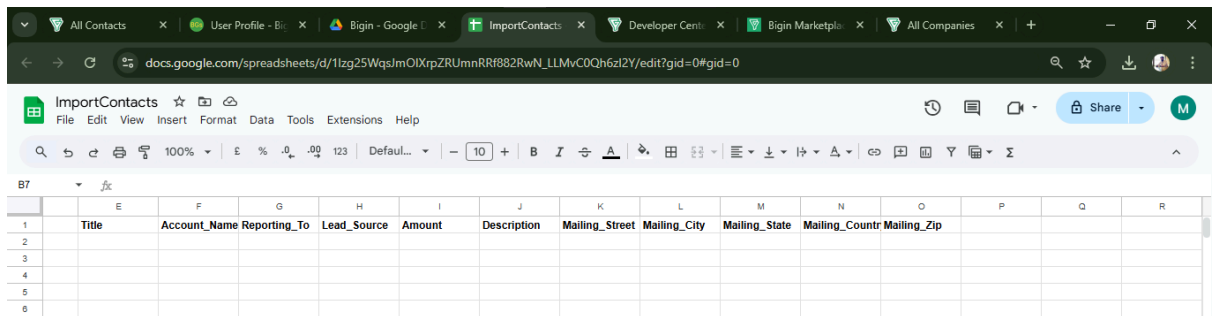
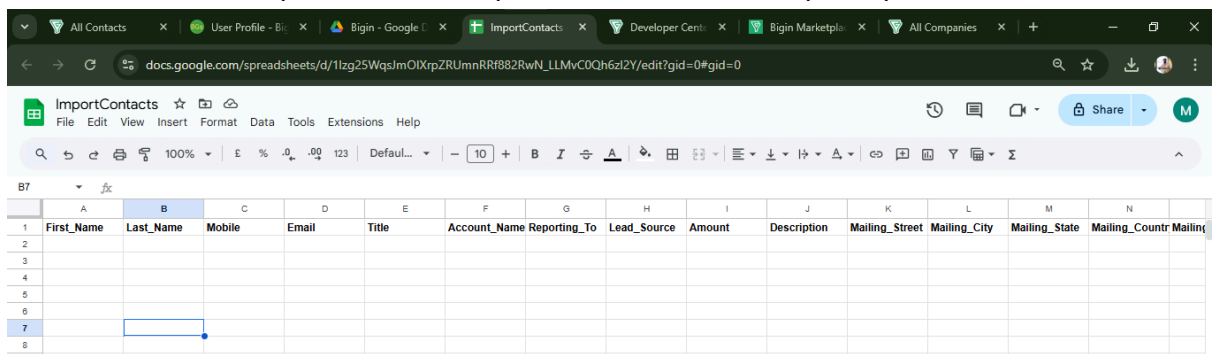
Owner_Name	Owner_ID	Owner_Email	ID	Account_Name	Account_ID	Phone	Website	Description	Billing_Street	Billing_City	Billing_State	Billing_Country
Mili Juneja	550400	620001275000	1	Account Name	550400	620001275000	www.milijuneja.com	Business	Tata Road	Chennai	Tamil Nadu	India
Mili Juneja	550400	620001275000	2	Account Name	550400	620001275000	www.milijuneja.com	Business	Tata Road	Chennai	Tamil Nadu	India
Mili Juneja	550400	620001275000	3	Account Name	550400	620001275000	www.milijuneja.com	Business	Tata Road	Chennai	Tamil Nadu	India
Mili Juneja	550400	620001275000	4	Account Name	550400	620001275000	www.milijuneja.com	Business	Tata Road	Chennai	Tamil Nadu	India
Mili Juneja	550400	620001275000	5	Account Name	550400	620001275000	www.milijuneja.com	Business	Tata Road	Chennai	Tamil Nadu	India
Mili Juneja	550400	620001275000	6	Account Name	550400	620001275000	www.milijuneja.com	Business	Tata Road	Chennai	Tamil Nadu	India
Mili Juneja	550400	620001275000	7	Account Name	550400	620001275000	www.milijuneja.com	Business	Tata Road	Chennai	Tamil Nadu	India
Mili Juneja	550400	620001275000	8	Account Name	550400	620001275000	www.milijuneja.com	Business	Tata Road	Chennai	Tamil Nadu	India
Mili Juneja	550400	620001275000	9	Account Name	550400	620001275000	www.milijuneja.com	Business	Tata Road	Chennai	Tamil Nadu	India
Mili Juneja	550400	620001275000	10	Account Name	550400	620001275000	www.milijuneja.com	Business	Tata Road	Chennai	Tamil Nadu	India
Mili Juneja	550400	620001275000	11	Account Name	550400	620001275000	www.milijuneja.com	Business	Tata Road	Chennai	Tamil Nadu	India
Mili Juneja	550400	620001275000	12	Account Name	550400	620001275000	www.milijuneja.com	Business	Tata Road	Chennai	Tamil Nadu	India
Mili Juneja	550400	620001275000	13	Account Name	550400	620001275000	www.milijuneja.com	Business	Tata Road	Chennai	Tamil Nadu	India
Mili Juneja	550400	620001275000	14	Account Name	550400	620001275000	www.milijuneja.com	Business	Tata Road	Chennai	Tamil Nadu	India
Mili Juneja	550400	620001275000	15	Account Name	550400	620001275000	www.milijuneja.com	Business	Tata Road	Chennai	Tamil Nadu	India
Mili Juneja	550400	620001275000	16	Account Name	550400	620001275000	www.milijuneja.com	Business	Tata Road	Chennai	Tamil Nadu	India
Mili Juneja	550400	620001275000	17	Account Name	550400	620001275000	www.milijuneja.com	Business	Tata Road	Chennai	Tamil Nadu	India
Mili Juneja	550400	620001275000	18	Account Name	550400	620001275000	www.milijuneja.com	Business	Tata Road	Chennai	Tamil Nadu	India
Mili Juneja	550400	620001275000	19	Account Name	550400	620001275000	www.milijuneja.com	Business	Tata Road	Chennai	Tamil Nadu	India
Mili Juneja	550400	620001275000	20	Account Name	550400	620001275000	www.milijuneja.com	Business	Tata Road	Chennai	Tamil Nadu	India

## Import Contacts from Google sheet

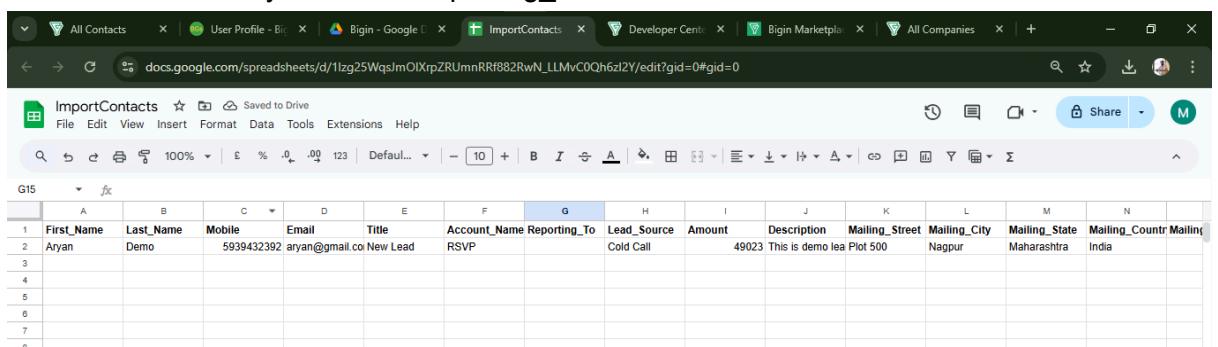
- To import module i.e. Contacts Module data from Google Sheet, users need to create a spreadsheet in the same folder "Begin", name the spreadsheet "ImportContacts".



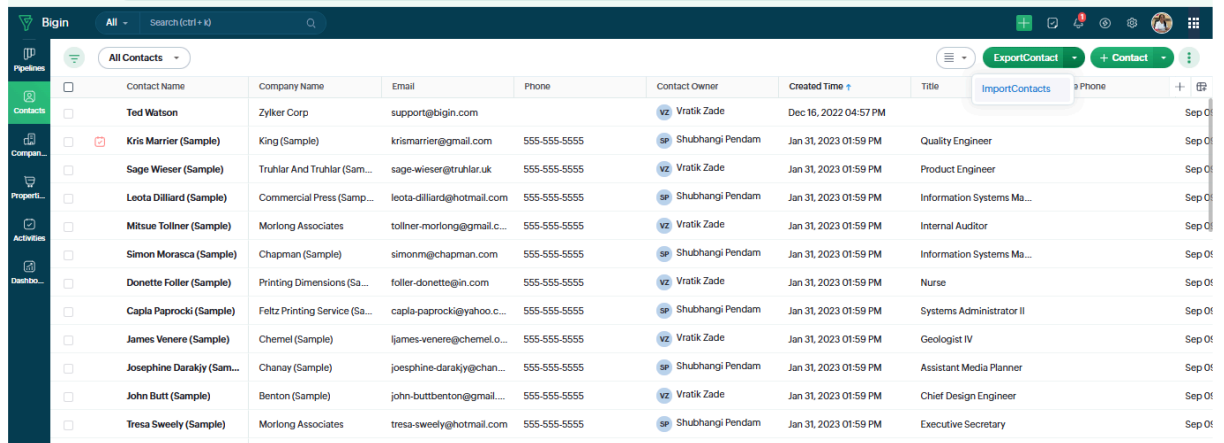
- Open the spreadsheet and represent the headers mentioned in the image below, or refer to the link for ImportContact Template Link mentioned in prerequisites.



- Add data values according to headers,  
Note: Do not add any values in Reporting\_To header.

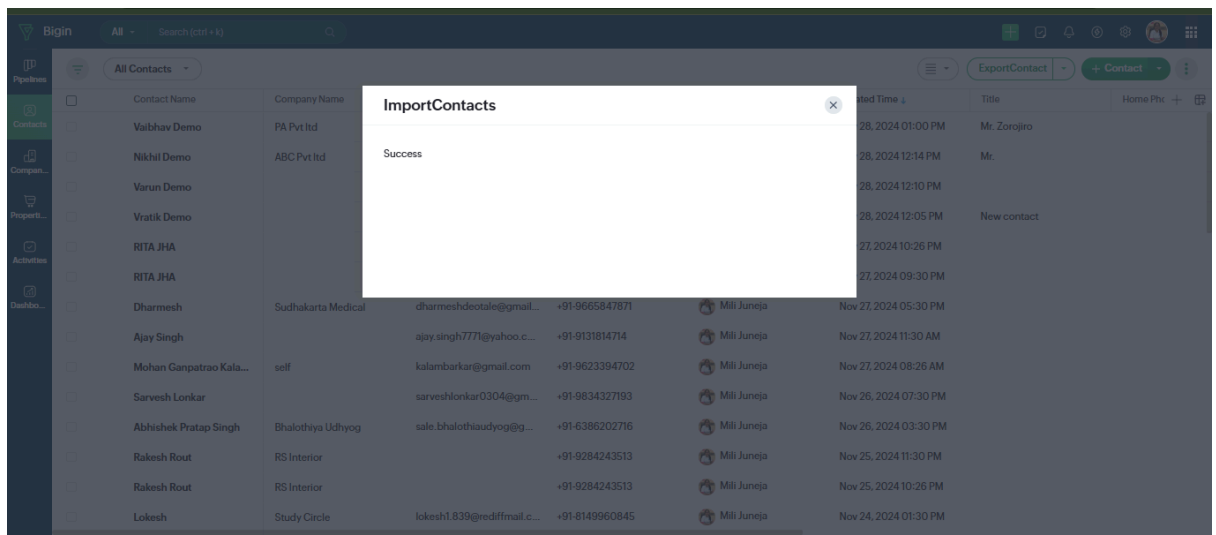


- Navigate to Zoho Bigin, and open the Contacts module and click on the the dropdown present beside the ExportContact button at topmost right utility menu, you will see the ImportContacts click on it to import contact from ImportContacts spreadsheet present in Bigin folder in Users Google Drive.



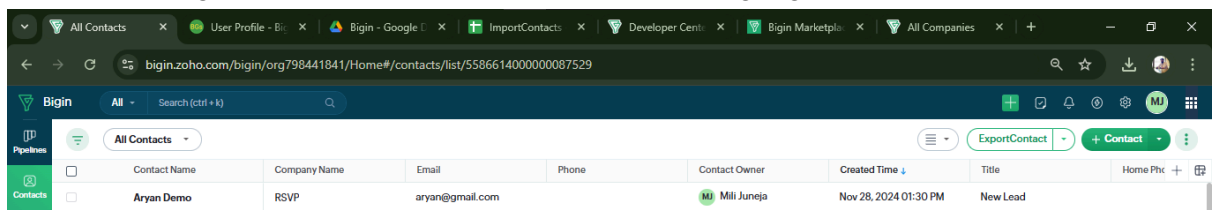
Contact Name	Company Name	Email	Phone	Contact Owner	Created Time	Title
Ted Watson	Zyker Corp	support@bigin.com		Vratik Zade	Dec 16, 2022 04:57 PM	
Kris Marrier (Sample)	King (Sample)	krismarrier@gmail.com	555-555-5555	Shubhangi Pendam	Jan 31, 2023 01:59 PM	Quality Engineer
Sage Wieser (Sample)	Truhlar And Truhlar (Sam...	sage-wieser@truhlar.uk	555-555-5555	Vratik Zade	Jan 31, 2023 01:59 PM	Product Engineer
Leota Dillard (Sample)	Commercial Press (Samp...	leota-dillard@hotmail.com	555-555-5555	Shubhangi Pendam	Jan 31, 2023 01:59 PM	Information Systems Ma...
Mitsue Tollner (Sample)	Morlong Associates	tollner-morlong@gmail.c...	555-555-5555	Vratik Zade	Jan 31, 2023 01:59 PM	Internal Auditor
Simon Morasca (Sample)	Chapman (Sample)	simon@chapman.com	555-555-5555	Shubhangi Pendam	Jan 31, 2023 01:59 PM	Information Systems Ma...
Donette Foller (Sample)	Printing Dimensions (Sa...	foller-donette@in.com	555-555-5555	Vratik Zade	Jan 31, 2023 01:59 PM	Nurse
Capla Paprocki (Sample)	Feltz Printing Service (Sa...	capla-paprocki@yahoo.c...	555-555-5555	Shubhangi Pendam	Jan 31, 2023 01:59 PM	Systems Administrator II
James Venere (Sample)	Chemel (Sample)	ljames-venere@chemel.o...	555-555-5555	Vratik Zade	Jan 31, 2023 01:59 PM	Geologist IV
Josephine Darakjy (Sam...	Chanay (Sample)	joesphine-darakjy@chan...	555-555-5555	Shubhangi Pendam	Jan 31, 2023 01:59 PM	Assistant Media Planner
John Butt (Sample)	Benton (Sample)	john-buttbenton@gmail...	555-555-5555	Vratik Zade	Jan 31, 2023 01:59 PM	Chief Design Engineer
Tresa Sweely (Sample)	Morlong Associates	tresa-sweely@hotmail.com	555-555-5555	Shubhangi Pendam	Jan 31, 2023 01:59 PM	Executive Secretary

- You will see that record is fetched successfully from the google sheet & you will be able to see a success message prompted on screen.



Contact Name	Company Name	Email	Phone	Contact Owner	Created Time	Title
Vaibhav Demo	PA Pvt Ltd				28, 2024 01:00 PM	Mr. Zorojoro
Nikhil Demo	ABC Pvt Ltd				28, 2024 12:14 PM	Mr.
Varun Demo					28, 2024 12:10 PM	
Vratik Demo					28, 2024 12:05 PM	New contact
RITA JHA					27, 2024 10:26 PM	
RITA JHA					27, 2024 09:30 PM	
Dharmesh	Sudhakarta Medical	dharmeshdeoale@gmail...	+91-9665847871	Mili Juneja	Nov 27, 2024 05:30 PM	
Ajay Singh		ajay.singh7771@yahoo.c...	+91-9131814714	Mili Juneja	Nov 27, 2024 11:30 AM	
Mohan Ganpatrao Kala...	self	kalambarkar@gmail.com	+91-9623394702	Mili Juneja	Nov 27, 2024 08:26 AM	
Sarvesh Lonkar		sarveshlonkar0304@gm...	+91-9834327193	Mili Juneja	Nov 26, 2024 07:30 PM	
Abhishek Pratap Singh	Bhalothiya Udhhyog	sale.bhalothiyaudyog@g...	+91-6386202716	Mili Juneja	Nov 26, 2024 03:30 PM	
Rakesh Rout	RS Interior		+91-9284243513	Mili Juneja	Nov 25, 2024 11:30 PM	
Rakesh Rout	RS Interior		+91-9284243513	Mili Juneja	Nov 25, 2024 10:26 PM	
Lokesh	Study Circle	lokesht1.839@rediffmail.c...	+91-8149960845	Mili Juneja	Nov 24, 2024 01:30 PM	

- Refresh the page, to see the imported contact data from google spreadsheet.



Contact Name	Company Name	Email	Phone	Contact Owner	Created Time	Title
Aryan Demo	RSVP	aryan@gmail.com		Mili Juneja	Nov 28, 2024 01:30 PM	New Lead

**Key features :-**

1. Seamless Integration: Begin-GSheet connects effortlessly with your Google Drive and Sheets, ensuring smooth data synchronization.
2. One-Click Data Transfer: Export and import data between Google Sheets and Zoho Begin in just a single click.
3. Time-Saving: Reduces manual effort, streamlining data management processes.
4. User-Friendly: Intuitive interface for hassle-free operations, even for non-technical users.