

User Guide

Share Google Sheet in Read-Only Mode for Fetching Facebook Leads

Step 1: Open Your Google Sheet

1. Go to Google Sheets.
 2. Open the sheet where your Facebook leads are being stored.
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Step 2: Open the Share Menu

1. In the top-right corner, click the **Share** button (green or blue).
 2. A pop-up will appear to enter your company or Facebook page name.
 3. After saving A new pop-up will appear with sharing options.
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Step 3: Add Gmail Address

1. In the “**Add people and groups**” field, enter the following Gmail address that needs access.
✉ Gmail: she-social-media-agency@gmail.com
 2. Make sure you type it correctly.
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Step 4: Change Permission to Read-Only

1. On the right side of the Gmail you added, you’ll see a dropdown (usually says **Editor** by default).
 2. Click it and select **Viewer**.
 - **Viewer = Read-Only access** (they cannot make changes).
 - **Commenter = Can only leave comments** (optional).
 - **Editor = Full editing rights** (✗ don’t choose this if you only want read-only).
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Step 5: Send Invitation

1. (Optional) Type a message like: *“This sheet contains Facebook leads. You have read-only access.”*
 2. General Access: Select **Anyone with the link**
 3. Click **Done**.
 - ✓ The other Gmail user will receive an email with a link.
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Step 6: Confirm Access

1. Ask the user to open the sheet from their Gmail.
 2. They should be able to **view** but not **edit** the sheet.
 - If they try to change anything, they’ll get a *“View only”* warning.
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