How to Use Free Templates - Lean Cave

Feedback?

Cover Sheet

Personal Protective Equipment

Even though this process involves digital steps, maintaining a clean workspace free of physical hazards is part of the safety protocol to prevent accidental damage.

Objective

The objective is to guide users through the process of accessing, copying, and saving a template in Google Sheets to their personal Google Drive for further customization.

Scope

This SOP applies to individuals needing to duplicate and modify Google Sheets templates for personal or professional use, ensuring efficient data handling and sharing.

Materials / Tools Required

Access to a computer with internet connectivity and a Google account is necessary to follow this SOP and successfully copy the Google Sheets template.

Document Change History

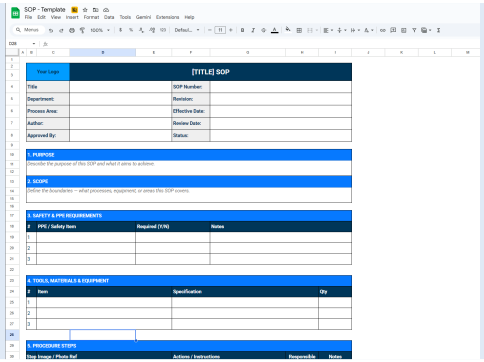
Scan QR to view change history

Related SOPs / Documents

purchase order.png

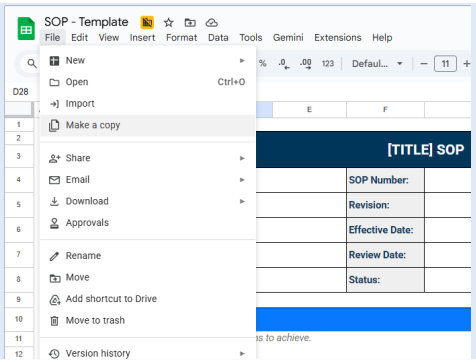
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1



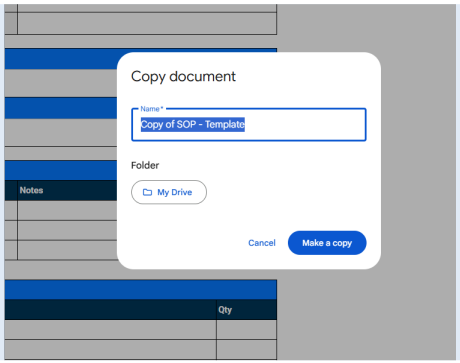
Click on the link to the free template to open it in Google Sheets. X

2



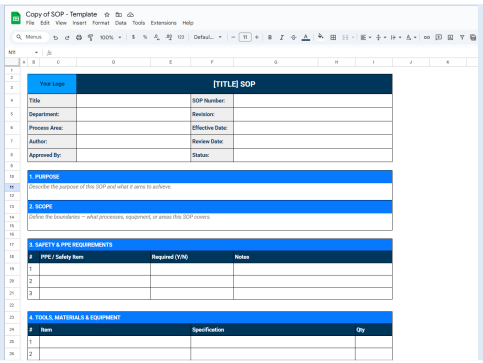
It will be view only. You need to make a copy to your Drive. **Go to File > Make a Copy**

3



Give it a name and select the folder in your Google Drive to save it to. Click 'Make a Copy'.

4



This will create a copy in your own drive, and open it automatically for you to now create/edit.

5

Click or scan to give feedback.

Revision control details :

Process Ref. No : **176**

Raised : **13/02/2026** Revised : **18/08/2026** Revision : **1.003**

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