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Google Sheets Workflow Action

Mavilyn Carlos - 2026-05-18 - [Premium Workflow Actions \(](#)

If you've opted to have the Premium Feature Upgrade, you now have access to additional Premium and AI features within your account. If you do not have the Premium and AI features and would like to consider an upgrade, please email hello@usekilo.com

This powerful tool enables you to automate various tasks, such as creating, updating, and deleting rows, significantly improving your workflow efficiency and data accuracy.

By leveraging the AI upgrade on your account, you can easily integrate Google Sheets into your data management processes without complex third-party integrations. The system also provides an intuitive user interface, streamlining your data management tasks and enabling you to focus on more critical aspects of your work.

One of the standout features of the Google Sheets Premium Workflow Action is the powerful lookup functionality. This allows you to search for specific rows within your sheets based on specific criteria, making it easy to locate and work with relevant data. This feature helps automate complex data management tasks, such as cross-referencing data from multiple sheets or databases.

Furthermore, the Google Sheets Premium Workflow Action supports a range of actions, including creating new rows, updating specific rows, deleting rows, and more advanced features like updating or deleting rows using the lookup function. This comprehensive suite of actions ensures you have all the tools you need to manage your data in Google Sheets effectively.

In addition to its core features, the Google Sheets Premium Workflow Action allows you to use custom variables to store and manipulate data within your workflows. This flexibility enables you to create dynamic, data-driven workflows tailored to your needs and requirements.

How to use the Google Sheets Premium Workflow Action?

The following Workflow actions are supported in Google Sheets.

ACTION

Select an action



Type to search

Create Spreadsheet Row

Delete Specific Spreadsheet Row

Delete Spreadsheet Row using Lookup

Lookup Spreadsheet Row

Update Specific Spreadsheet Row

Update Spreadsheet Row using Lookup

Create Spreadsheet Row

LC Premium Actions lets you send data directly to a Google Sheets document without requiring third-party integrations. All you need to do is integrate your Google account with our system and select the desired sheet from your Google Drive. From there, you can easily send data to the sheet using our intuitive user interface.

Choose a Google account:

All your integrated Google accounts in your subaccount will be displayed in the dropdown menu for you to choose from.

ACTION

Create Spreadsheet Row



CHOOSE AN ACCOUNT

Select an account



Select a Drive:

Once you have selected a Google account from the dropdown menu in our subaccount system, all associated Google Drives will be displayed for you to choose from. This allows you to select the specific Google Drive account containing the target Google Sheets document you want to send data.

DRIVE

Select a Drive

Type to search

My Drive

Select a Spreadsheet:

Once you have selected a Google Drive from the dropdown menu, all Spreadsheets associated with the integrated Google Drive will be displayed for you to choose from.

This allows you to select the specific Google Spreadsheet document to which you want to send data.

SPREADSHEET

Select a Spreadsheet

Type to search

Workflow - Date updates

Workflow - if/else Contact Attribution

Workflow per Location Action usage (High-Low)

Select a Worksheet:

Once you have selected a Google Spreadsheet from the dropdown menu, all Worksheets inside that Spreadsheet will be displayed for you to choose from.

This allows you to select the specific Worksheet to which you want to send data.

WORKSHEET

Select a Worksheet

Type to search

Date time

Selecting Starting Column and End Column in the Worksheet

When sending data to a Google Sheets document using our workflow system, the

sheet's first row is automatically considered the header row, and each Column is labeled based on the header values in that row.

If you need to update the headers in the sheet, you can click the "Refresh Headers" button to fetch the latest header values from the sheet. This ensures that your data is correctly mapped to the correct columns in the sheet and that your workflow is up-to-date with the latest sheet configurations.

By providing this functionality, our system makes it easy to automate data management processes and ensure the accuracy of your data workflows.

ROW NUMBER

12

Refresh Headers

STARTING COLUMN

A (First Name)

A (FIRST NAME)

Insert a value for Column A (First Name)

B (LAST NAME)

Insert a value for Column B (Last Name)

C (BUSINESS NAME)

Insert a value for Column C (Business Name)

D (PHONE)

Insert a value for Column D (Phone)

E (EMAIL)

Insert a value for Column E (Email)

ENDING COLUMN

E (Email)

B (Last Name)

C (Business Name)

D (Phone)

E (Email)

Insert values to create a new row in the Worksheet:

You can insert value and create a new row in your Google Sheets document.

STARTING COLUMN	ENDING COLUMN
A (Date Comparison) 	B (Is) 

A (DATE COMPARISON)
Insert a value for Column A (Date Comparison) 

B (IS)
Insert a value for Column B (Is) 

Update Specific Spreadsheet Row

The "Update Specific Spreadsheet Row" action enables us to modify the contents of a specific row by specifying its row number. This action updates the values in the corresponding columns of that row.

Choose a worksheet:

Select a worksheet within your Spreadsheet that you wish to edit a row.

ACTION NAME

Update Specific Spreadsheet Row

ACTION

Update Specific Spreadsheet Row

**CHOOSE AN ACCOUNT**

12K-Contacts@springboard.com

**DRIVE**

My Drive



The Google Drive where your spreadsheet resides.

SPREADSHEET

12K-Contacts

**WORKSHEET**

12K-Contacts-Sheet1



Sheet Name will be used for referencing, it can't be changed after it's selected.

Insert Row Number:

Specify the row number that you wish to modify in the Spreadsheet.

WORKSHEET

Sheet Name will be used for referencing, it can't be changed after it's selected.

ROW NUMBER

[Refresh Headers](#)

You may also provide the Row Number using the Custom Variable Picker to use dynamic values.

ROW NUMBER

Custom Values 

Contact 

Custom Values 

[Refresh Headers](#)

Select Starting Column and ending column:

To update the desired columns, select the starting and ending columns.

You can leave it blank if you do not wish to update a particular column.

ROW NUMBER

12

Refresh Headers

STARTING COLUMN

A (First Name)

ENDING COLUMN

E (Email)

A (FIRST NAME)

Insert a value for Column A (First Name)

B (LAST NAME)

Insert a value for Column B (Last Name)

C (BUSINESS NAME)

Insert a value for Column C (Business Name)

D (PHONE)

Insert a value for Column D (Phone)

E (EMAIL)

Insert a value for Column E (Email)

Delete Specific Spreadsheet Row

The "Delete Specific Spreadsheet Row" action enables us to delete the contents of a specific row by specifying its row number. This action will clear the values in all of the columns of that row.

Please Note:

When you use the "Delete Specific Spreadsheet" action, it clears the contents of the row, but it does not permanently remove the row itself.

Choose a worksheet:

Select a worksheet within your Spreadsheet that you wish to delete a row of.

ACTION NAME

Delete Specific Spreadsheet Row

ACTION

Delete Specific Spreadsheet Row



CHOOSE AN ACCOUNT

Account ID



DRIVE

My Drive



The Google Drive where your spreadsheet resides.

SPREADSHEET

12K-Contacts



WORKSHEET

12K-Contacts - Sheet 1



Sheet Name will be used for referencing, it can't be changed after it's selected.

Insert Row Number:

Specify the row number that you wish to delete in the Spreadsheet.

Please Note:

You may also provide the Row Number using the Custom Variable Picker to use dynamic values.

Lookup Spreadsheet Row

The Google Sheet Lookup action allows you to look up data within your Google Sheets documents, providing you with a powerful tool for managing your data workflows.

Using our system, you can easily Lookup any row in your sheet and use the custom values associated with that row within your workflow.

This functionality allows you to automate complex data management processes, such as cross-referencing data from multiple sheets or databases.

By leveraging the power of our workflow system, you can reduce errors, increase efficiency, and save time, all while ensuring the accuracy and completeness of your data.

With our lookup functionality, you can easily integrate your Google Sheets documents into your workflow processes, creating powerful data management workflows that help you to drive better outcomes.

Choose a worksheet:

Select a worksheet within your Spreadsheet that you wish to use for Looking up and retrieving data.

ACTION NAME

Lookup Spreadsheet Row

Lookup Spreadsheet Row

ACTION

Lookup Spreadsheet Row

Lookup Spreadsheet Row

CHOOSE AN ACCOUNT

the account you want to use

>

DRIVE

My Drive

My Drive

The Google Drive where your spreadsheet resides.

SPREADSHEET

12K-Contacts

12K-Contacts

WORKSHEET

Sheet Name will be used for referencing, it can't be changed after it's selected.

Select Search Order:

Select in which order the Google Sheet rows should be searched to find the matching row.

From the top of the Sheet - returns the first matching row

From the bottom of the Sheet - returns the most recent matching row

WORKSHEET

Sheet1

Sheet Name will be used for referencing, selected.

Refresh Headers

SEARCH

From top of the sheet

From bottom of the sheet

From top of the sheet

Select a Column and Lookup Value to find the matching row

The first row is considered Headers, shown as labels for each Column. You can fetch the latest headers from the sheet by clicking "Refresh Headers".

SPREADSHEET

12K-Contacts

WORKSHEET

Sheet Name will be used for referencing, it can't be changed after it's selected.

Refresh Headers

COLUMN

D (Phone)

VALUE

{{contact.phone}}

+ Column

Select an extra Column and Lookup Value.

If an extra column is added, then both the Column's values should match to determine the matching row.

SPREADSHEET

12K-Contacts



WORKSHEET

12K-Contacts - Spreadsheet 1



Sheet Name will be used for referencing, it can't be changed after it's selected.

Refresh Headers

COLUMN

D (Phone)



VALUE

{{contact.phone}}



EXTRA COLUMN

E (Email)



VALUE

Insert a Lookup Value



A (First Name)

B (Last Name)

C (Business Name)

D (Phone)

E (Email)

order: 2

Create Spreadsheet row if it doesn't exist yet:

If enabled, it will execute Create Spreadsheet Row action when the lookup could not find any matching row at the time of execution. This action will be logged and charged separately.

If enabled, it will execute Create Spreadsheet Row action when the lookup could not find any matching row at the time of execution. This action will be logged and charged separately.

☒ **CREATE NEW SPREADSHEET ROW IF IT DOESN'T EXIST YET?** i

CREATE NEW ROW

STARTING COLUMN

name (A)



ENDING COLUMN

email (B)



NAME (A)

{{contact.name}}



EMAIL (B)

{{contact.email}}



Using as Custom Variables:

One of the advantages of using Lookup is that when you search for a particular row, all of its data can be saved as a custom value that can be utilized throughout your workflow.

Consider the following Worksheet as an example. If you need to search for a specific row, you can enter the contact phone number or email address in the lookup section. Once the lookup function finds the matching row, it will store all the values under the corresponding header name as custom variables.

	A	B	C	D	E	F
1	First Name	Last Name	Business Name	Phone	Email	
2						
3						
4						
5						

When you add a Lookup action, an index is automatically generated. This index is essential for mapping the row data to the custom variables and allows for easy identification of multiple lookup values. Removing or editing the index once it is added is impossible.



The values obtained from the lookup action for a particular row can be used in all other activities within your workflows, just like any other contact fields or custom variables.

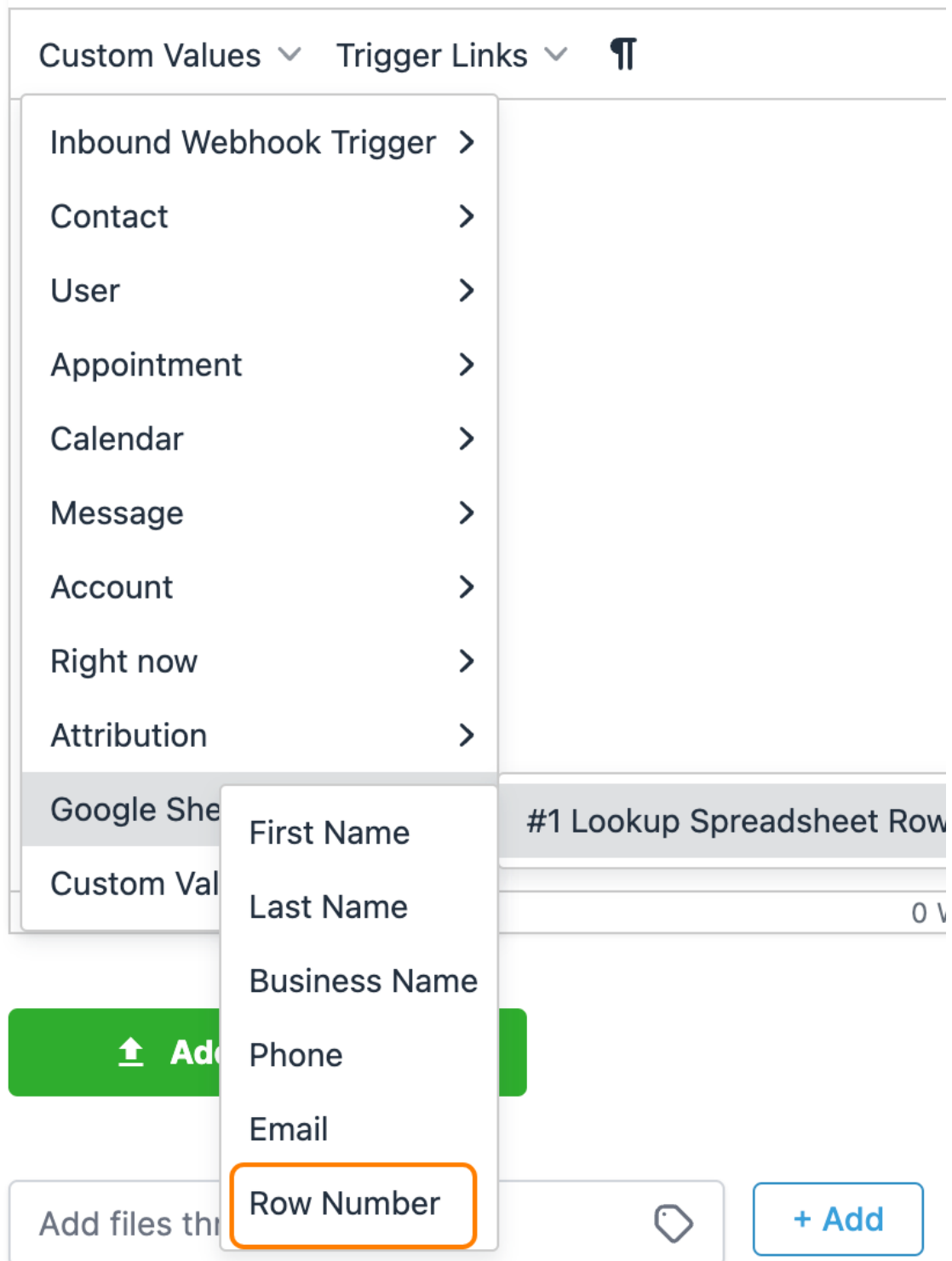
The screenshot shows the 'New Workflow' interface. On the left, a workflow diagram is visible with steps: 'Inbound Webhook', 'Create/Update Contact', 'Email', and '#1 Lookup Spreadsheet Row'. On the right, the 'Sms' action configuration panel is open. The 'MESSAGE' section shows a list of variables under 'Custom Values'. A red box highlights the '#1 Lookup Spreadsheet Row' variable, which is selected. Below the list, there are fields for 'First Name', 'Last Name', 'Business Name', 'Phone', 'Email', and 'Row Number'.

Please Note:

As previously mentioned, the index generated by the lookup function serves as a reference and is used for internal mapping of the custom variables in lookup actions.

You can use `{{sheet.x.rowNumber}}` to get the row number of the lookup value.

Here x is the index of the lookup action.



Example:

The custom values of LooKedUp Row can be utilized in all of the actions within your workflow. Some examples of how to do this are provided below.

Save Action

Important points to remember:

Referencing the Google Sheets Lookup Action cannot find a matching row; all subsequent Google Sheets Actions that reference this Lookup Action will be skipped due to lack of a result. Therefore, consider this when building workflows that include this Lookup Action and the Google Sheets: Update Spreadsheet Row using Lookup or Google Sheets: Delete Spreadsheet Row using Lookup.

Provide

since the Lookup Action results are available for If/Else Conditions, you can use those to decide whether to use Google Sheets: Create Spreadsheet Row or Google Sheets: Update Spreadsheet Row using Lookup, based on the condition of having a Lookup Result or not.

Update Spreadsheet Row using Lookup.

Updating a spreadsheet row using Lookup involves searching for a specific row in your Spreadsheet based on a particular value using Lookup and then updating the values in that row with new data.

To update a specific row in a spreadsheet, you Should use Lookup Action to search for a column value in the data, which will return the corresponding row. Once you have located the desired row, you can use the "Update sheet using Lookup" Action to modify the data within that row.

Please Note:

If you want to use the "Update using lookup" action, it is necessary to first use the "Lookup" action to search for a specific row in your spreadsheet based on a particular value. Once you have found the desired row using lookup, you can then use the "Update using lookup" action to modify the data within that row. Therefore, using the lookup action prior to updating using lookup is a necessary step in this process.

Select Lookup Action

This action will only display the Lookup actions added above it for selection.

Note

+

#1 Lookup Spreadsheet Row

+

Note

+

#2 Lookup Spreadsheet Row

+

#3 Lookup Spreadsheet Row

Please select action



ACTION NAME

Update Spreadsheet Row using Lookup

ACTION

Update Spreadsheet Row using Lookup

SELECT LOOKUP ACTION

Select a step

Cancel

Save Action

Selecting a Starting Column and End Column

To update the desired columns, select the starting and ending columns.

You can leave it blank if you do not wish to update a particular column.

SELECT LOOKUP ACTION

#2 Lookup Spreadsheet Row X

Refresh Headers

STARTING COLUMN

A (Date)

A (DATE)

Insert a value for Column A (Date)

B (NUMBER OF EDITED CASES)

Insert a value for Column B (Number of Edited Cases)

C (NUMBER OF AUTOMATED CASES)

Insert a value for Column C (Number of Automated Cases)

D (MODULE)

Insert a value for Column D (Module)

ENDING COLUMN

D (Module)

B (Number of Edited Cases)

C (Number of Automated Cases)

D (Module)

E (Author)

F (PR)

G (Status)

Points to Remember:

In the "Update Specific Sheet Row" action, you can select only one Lookup Action at a time.

You can leave it blank if you do not wish to update a particular column.

If the Lookup Action does not return any rows, the workflow will skip this step and proceed to the next one.

Delete Spreadsheet Row using Lookup.

Deleting a spreadsheet row using Lookup involves searching for a specific row in your Spreadsheet based on a particular value using Lookup and then deleting all the values in that row.

To delete a specific row in a spreadsheet, you Should use Lookup Action to search for a column value in the data, which will return the corresponding row. Once you have located the desired row, you can use the "Delete Spreadsheet Row using Lookup" Action to clear the data in the row.

Please Note:

If you want to use the "Delete using lookup" action, it is necessary to first use the "Lookup" action to search for a specific row in your spreadsheet based on a particular value. Once you have found the desired row using lookup, you can then use the "Delete using lookup" action to clear the row data. Therefore, using the lookup action prior to delete using lookup is a necessary step in this process.

Select Lookup Action

Only the Lookup Actions added above this action will be listed for selection.

The screenshot displays the 'Select Lookup Action' configuration interface. On the left, a vertical workflow list shows a sequence of steps: 'Note', '#1 Lookup Spreadsheet Row', 'Note', '#2 Lookup Spreadsheet Row', '#3 Lookup Spreadsheet Row', and a 'Please select action' prompt. On the right, a configuration panel for the selected action 'Delete Spreadsheet Row using Lookup' is shown, with fields for 'ACTION NAME', 'ACTION', and 'SELECT LOOKUP ACTION'. The 'SELECT LOOKUP ACTION' dropdown is currently empty. At the bottom right are 'Cancel' and 'Save Action' buttons.

If a row is returned during a lookup, all the values associated with that row will be cleared.

Points to Remember:

When you use the "Delete Spreadsheet Row" action, it clears the contents of the row, but it does not permanently remove the row itself.

If the Lookup Action does not return any rows, the workflow will skip this step and

proceed to the next one.