



ACTAtek Configuration Guide:

Pushing Event Logs to Google Sheets

This guide provides step-by-step instructions to successfully configure your ACTAtek device to sync event logs (photos) directly to Google Sheets.

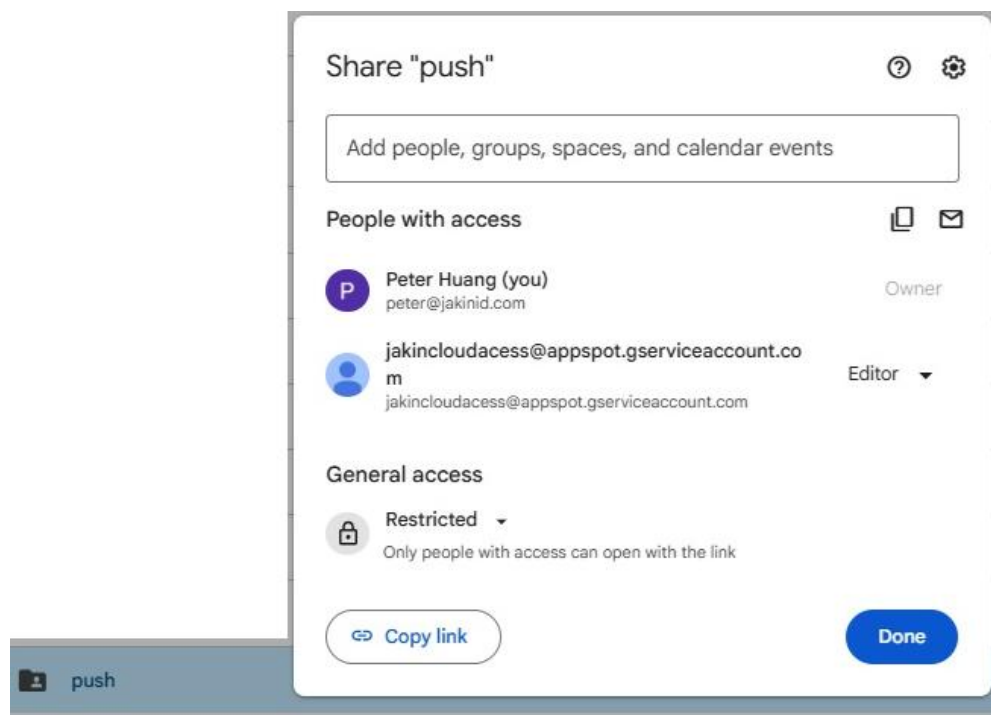
Step 1: Create a Google Drive Folder

Create a new folder in your Google Drive to store the logs and photos (e.g., name it "**push**").

Step 2: Assign Folder Permissions

Share the newly created folder and grant **Editor** permissions to the following service account email address:

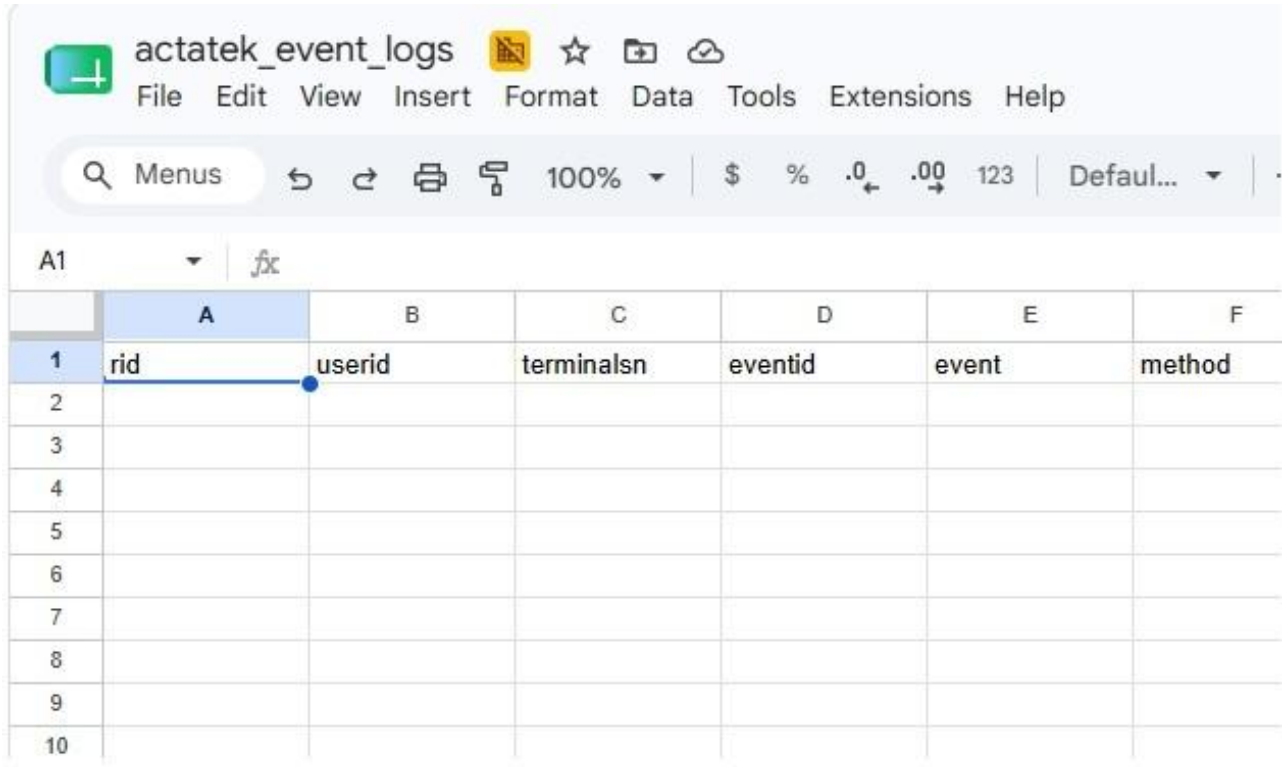
jakincloudaccess@appspot.gserviceaccount.com



Step 3: Create Log Files and Subfolders

- Inside your shared folder (e.g., "push"), create two items:
 - A new Google Sheets document (e.g., "actatek_event_logs").
 - A new subfolder for storing images (e.g., "actatek_event_photo").

Open the Google Sheet and add the following headers into the first row (Row 1):
rid, userid, terminalsn, eventid, event, method, createdate, datetime, image



The screenshot shows a Google Sheet interface. The title bar at the top reads "actatek_event_logs" with icons for a new sheet, star, folder, and cloud. Below the title bar is a menu bar with "File", "Edit", "View", "Insert", "Format", "Data", "Tools", "Extensions", and "Help". A search bar labeled "Menus" is on the left, and a toolbar with various icons and a "100%" zoom level is on the right. The spreadsheet grid has columns labeled A through F and rows numbered 1 through 10. The first row (Row 1) contains the following headers: "rid" in column A, "userid" in column B, "terminalsn" in column C, "eventid" in column D, "event" in column E, and "method" in column F. The rest of the rows are empty.

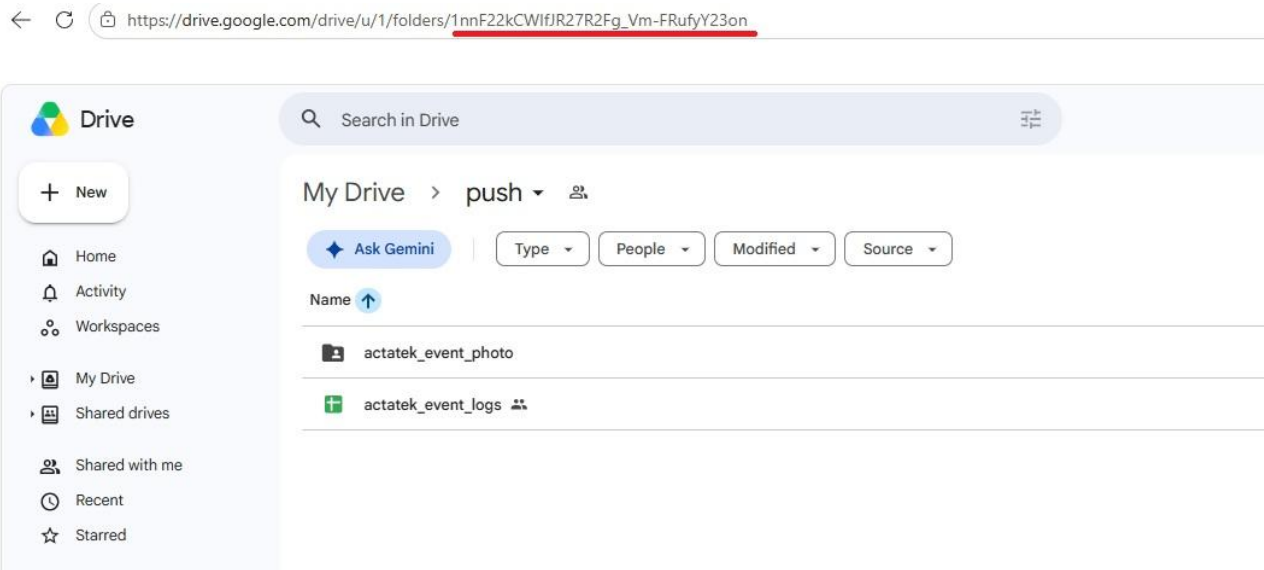
	A	B	C	D	E	F
1	rid	userid	terminalsn	eventid	event	method
2						
3						
4						
5						
6						
7						
8						
9						
10						

Step 4: Retrieve the Shared Folder ID

Locate and copy your shared folder's ID from the URL bar. The ID is the long string of characters at the end of the link.

Example:

If the URL is https://drive.google.com/drive/u/1/folders/1nnF22kCWifJR27R2Fg_Vm-FRufyY23on, your Folder ID is: **1nnF22kCWifJR27R2Fg_Vm-FRufyY23on**



Step 5: Upload Custom Key JSON to ACTatek Device

Log in to your ACTatek device's web interface.

1. Navigate to Cloud Storage Service and select Google Drive.
2. Download the Custom Key JSON file (**jakincloudaccess-2f4bf669618b.json**) from link below and click “Upload Custom Key json’ to upload the json file.

***Download Link for Custom Key JSON:**

<https://drive.google.com/file/d/1WQ9eZfyoYKSGFIN8UxzHZp34t8LhImJ2/view?usp=sharing>

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Terminal

- Log Off
- Terminal Status
- Add Record

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments
- User Messages
- Admin Setting
- Payroll Info

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- WiFi Setup
- Authentication/Log Setup
- Terminal List
- Access Client Setup
- Door Open Schedule
- Bell Schedule
- Terminal Clock
- External Devices
- DDNS

Terminal

- Cloud Storage Service
- SMS Service
- Alert Log
- Syslog

Cloud Storage Service

Login Setup

Cloud Storage Service

Google Drive ▼

Client Email

Not Found

FOLDER_ID

Spreadsheet Name

(Specify remote spreadsheet name for storing event logs)

Photo Folder Name

(Specify remote folder name for storing event photo. Leave blank for storing in root folder)

[Upload Custom Key json](#)

Upload Data Field

Enable	Field Name
☒	UserID
☒	Timestamp
☒	Local Timestamp
☒	EventID
☒	Remark
☒	TerminalSN

Submit

Reset

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Upload Google API Service Account Key JSON

Choose File

jakinclouda...69618b.json

Upload

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Access Control

Upload Google API Service Account Key JSON

[Upload Successful]

Choose File

No file chosen

Upload

Step 6: Configure Cloud Storage Settings

Return to the Cloud Storage Service menu, ensure Google Drive is selected, and enter the following details as an example:

- **Client Email:** jakincloudaccess@appspot.gserviceaccount.com
- **FOLDER_ID:** 1nnF22kCWifJR27R2Fg_Vm-FRufyY23on (Use the ID you copied in Step 4)
- **Spreadsheet Name:** actatek_event_logs
- **Photo Folder Name:** actatek_event_photo

Click Submit to save the settings.

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Terminal - Log Off - Terminal Status - Add Record	Cloud Storage Service [Setup successfully]														
User Administration - Attendance Report - Daily Report - View Event Log - Add Event Log - View User List - Add New User - Departments - User Messages - Admin Setting - Payroll Info	Login Setup <table><tr><td>Cloud Storage Service</td><td>Google Drive ▼</td></tr><tr><td>Client Email</td><td>jakincloudaccess@appspot.gserviceaccount.com</td></tr><tr><td>FOLDER_ID</td><td>1nnF22kCWifJR27R2Fg_Vm-FRufyY23on</td></tr><tr><td>Spreadsheet Name</td><td>actatek_event_logs (Specify remote spreadsheet name for storing event logs)</td></tr><tr><td>Photo Folder Name</td><td>actatek_event_photo (Specify remote folder name for storing event photo. Leave blank for storing in root)</td></tr></table> Upload Custom Key.json	Cloud Storage Service	Google Drive ▼	Client Email	jakincloudaccess@appspot.gserviceaccount.com	FOLDER_ID	1nnF22kCWifJR27R2Fg_Vm-FRufyY23on	Spreadsheet Name	actatek_event_logs (Specify remote spreadsheet name for storing event logs)	Photo Folder Name	actatek_event_photo (Specify remote folder name for storing event photo. Leave blank for storing in root)				
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Client Email	jakincloudaccess@appspot.gserviceaccount.com														
FOLDER_ID	1nnF22kCWifJR27R2Fg_Vm-FRufyY23on														
Spreadsheet Name	actatek_event_logs (Specify remote spreadsheet name for storing event logs)														
Photo Folder Name	actatek_event_photo (Specify remote folder name for storing event photo. Leave blank for storing in root)														
Access Control - Access Groups - Triggers - Holidays Setting	Upload Data Field <table><thead><tr><th>Enable</th><th>Field Name</th></tr></thead><tbody><tr><td>☒</td><td>UserID</td></tr><tr><td>☒</td><td>Timestamp</td></tr><tr><td>☒</td><td>Local Timestamp</td></tr><tr><td>☒</td><td>EventID</td></tr><tr><td>☒</td><td>Remark</td></tr><tr><td>☒</td><td>TerminalSN</td></tr></tbody></table> Submit Reset	Enable	Field Name	☒	UserID	☒	Timestamp	☒	Local Timestamp	☒	EventID	☒	Remark	☒	TerminalSN
Enable	Field Name														
☒	UserID														
☒	Timestamp														
☒	Local Timestamp														
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☒	TerminalSN														
Terminal Settings - Terminal Setup - WiFi Setup - Authentication/Log Setup - Terminal List - Access Client Setup - Door Open Schedule - Bell Schedule - Terminal Clock - External Devices - DDNS															

Step 7: Reboot the Device

Reboot the ACTatek device to apply all configuration changes.

Step 8: Verify Data Synchronization

Perform a test access (e.g., scan a fingerprint or card) on the device. Check your Google Sheet to verify that the event log and the corresponding photo have been successfully pushed to the document and photo folder.

actatek_event_logs

File Edit View Insert Format Data Tools Extensions Help

Q Menus 100% 123 Defaul... 10 B I A

Q18 fx

	A	B	C	D	E	F	G	H	I	J
1	rid	userid	terminals	eventid	event	method	createdate	datetime	image	
2		201	5555 00111DB00010		1 IN	FP	2026-08-05 12:23:25	2026-08-05 12:23:25	1785903805_00111DB00010.jpg	
3		201	5555 00111DB00010		2 OUT	FP	2026-08-05 12:23:29	2026-08-05 12:23:29	1785903809_00111DB00010.jpg	
4		205 C053	00111DB00010		1 IN	SMC(SN:8BAABDE0)	2026-08-05 12:23:37	2026-08-05 12:23:37	1785903817_00111DB00010.jpg	
5		205 C053	00111DB00010		2 OUT	SMC(SN:8BAABDE0)	2026-08-05 12:23:40	2026-08-05 12:23:40	1785903820_00111DB00010.jpg	
6		205 C053	00111DB00010		1 IN	SMC(SN:8BAABDE0)	2026-08-05 12:32:57	2026-08-05 12:32:57	1785904377_00111DB00010.jpg	
7		201	5555 00111DB00010		1 IN	FP	2026-08-05 12:33:04	2026-08-05 12:33:04	1785904384_00111DB00010.jpg	
8		205 C053	00111DB00010		3 F1	SMC(SN:8BAABDE0)	2026-08-05 12:34:13	2026-08-05 12:34:13	1785904453_00111DB00010.jpg	
9		205 C053	00111DB00010		1 IN	SMC(SN:8BAABDE0)	2026-08-05 12:47:46	2026-08-05 12:47:46	1785905266_00111DB00010.jpg	
10		205 C053	00111DB00010		1 IN	SMC(SN:8BAABDE0)	2026-08-05 12:47:49	2026-08-05 12:47:49	1785905269_00111DB00010.jpg	
11		1059	518 00111DB00010		1 IN	FP	2026-08-05 12:47:53	2026-08-05 12:47:53	1785905273_00111DB00010.jpg	
12		201	5555 00111DB00010		1 IN	FP	2026-08-05 12:47:56	2026-08-05 12:47:56	1785905276_00111DB00010.jpg	

My Drive > push > actatek_event_photo

Ask Gemini Type People Modified Source

Name

1785903805_00111DB00010.jpg
1785903809_00111DB00010.jpg
1785903817_00111DB00010.jpg
1785903820_00111DB00010.jpg
1785904377_00111DB00010.jpg
1785904384_00111DB00010.jpg
1785904453_00111DB00010.jpg
1785905266_00111DB00010.jpg
1785905269_00111DB00010.jpg
1785905273_00111DB00010.jpg
1785905276_00111DB00010.jpg