

How to add Google Document Link (Google Drive)

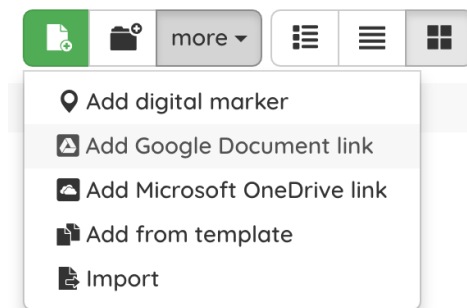
Overview

Google Drive links can be stored in the Claromentis Documents application by following this guide.

First, check your system has been [configured with Google API](#) allowing you to browse and select a document from Google Drive.

Step 1: Select Google Documents Link

From Documents, under "More" select Google Documents Link



Step 2: Sign in with Google

Click on Browse Google Documents to browse your Google Drive you will be prompted to sign in with Google if you haven't logged in with Google in your browser, otherwise, go to Step 3



Google Document
URL *

Browse Google Documents

Title
If you do not supply a title

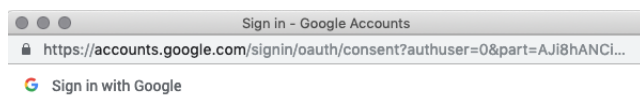
Tags

Document auto
monitoring

Description

Permissions

Once you have logged in, you might be presented with the consent screen if you accessing this for the first time, click "Allow" to give Google Drive permission.

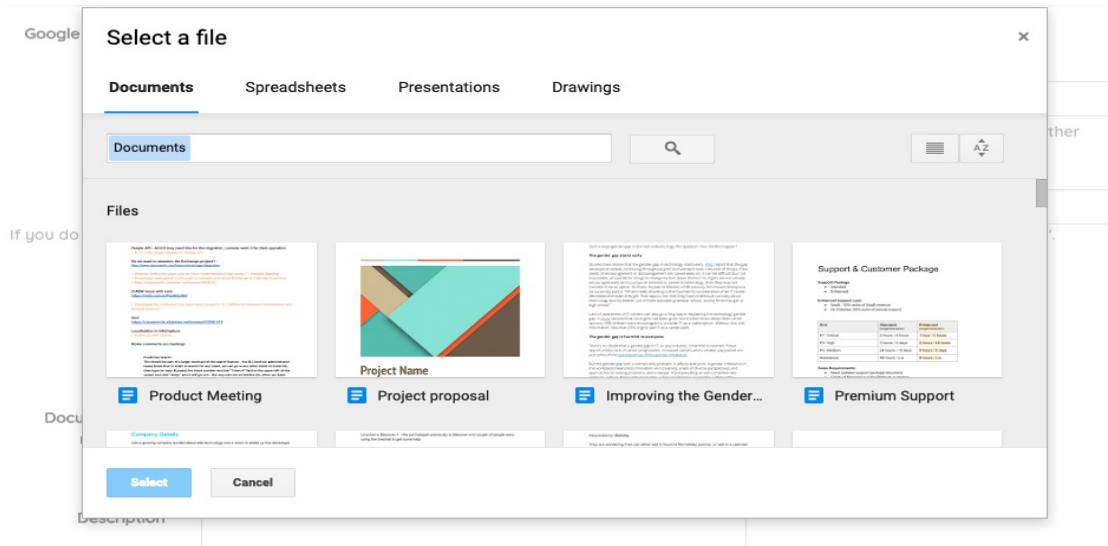


Step 3: Browse Google Document

Once you've signed in then you will be prompted with a window to browse your Google documents

Please note: Shared folders and files will not appear listed, however, they are selectable by searching for their titles directly.

This is a limitation of the picker that is not within our control.



Step 4: Select the file

Select the file you wish to add, complete the rest of the form and click "Add a Document"

The link to the Google doc will be stored in Documents as shown below:

Documents / ► Google Documents ⓘ



 Filter the current folder 

☐ ▲ Parent folder



Edit as you wish



Product Meeting

FAQs

Can a user without permission in Google Docs access files?

No, Claromentis only stores a link to google docs, the actual file is stored within Google Drive.

This means even if the user can access the link they may not necessarily have permission to view the actual file in Google Drive, which would mean it cannot be accessed generally or via the Intranet where links exist.

