

## How to add Google Document Link (Google Drive)

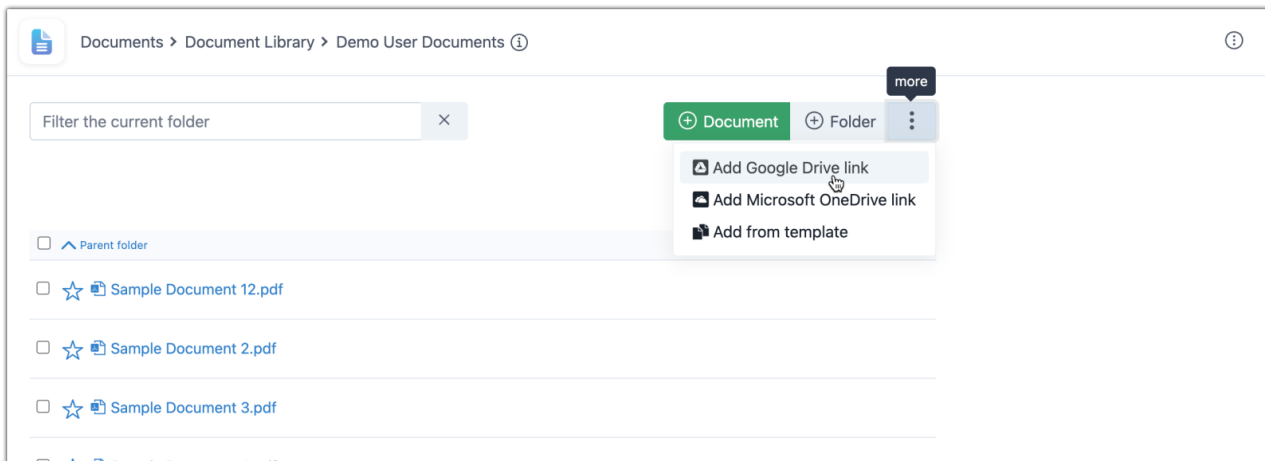
### Overview

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

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

### Step 1: Select 'Add Google Document Link'

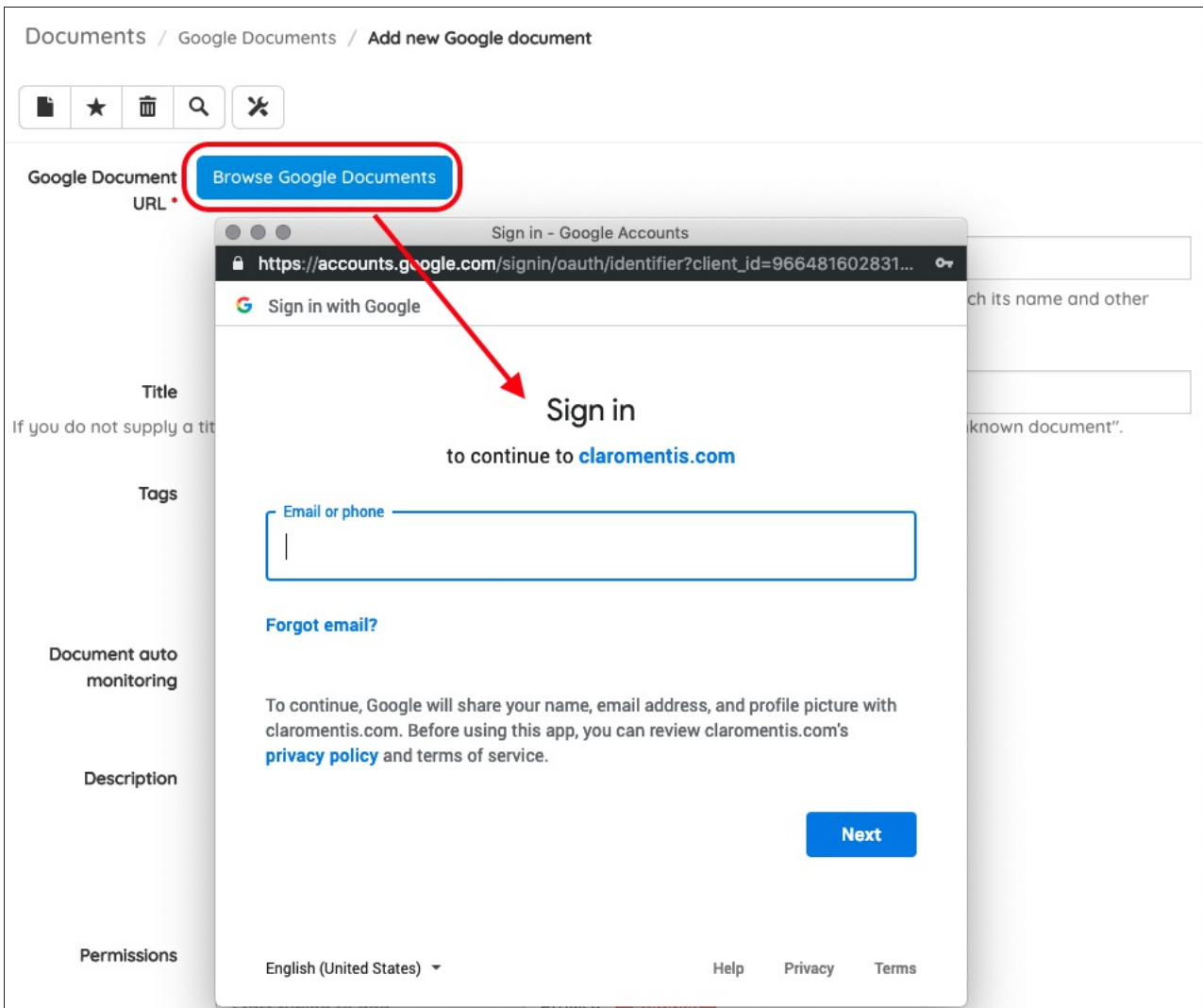
This option is under the 3 dots menu on the front end of documents.



### Step 2: Sign in with Google

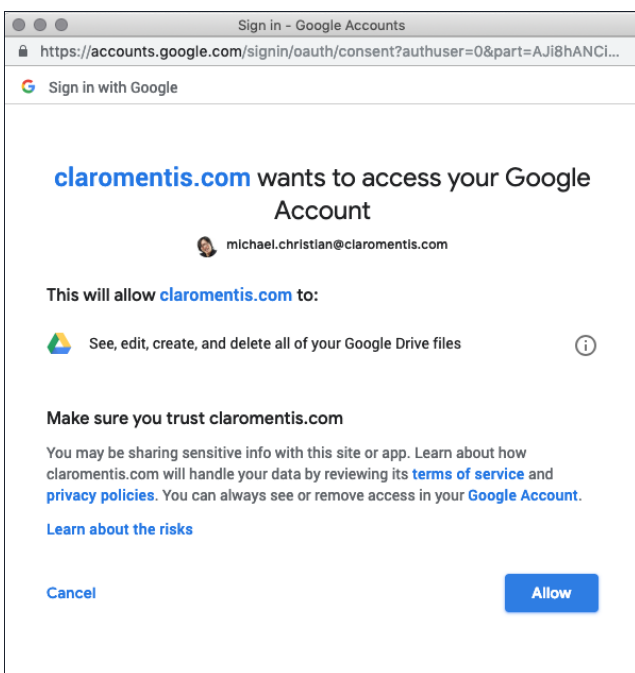
Click on 'Browse Google Documents' to open your Google Drive.

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.



Once you have logged in, you might be presented with the consent screen if you are accessing this for the first time.

Click "Allow" to permit Google Drive.

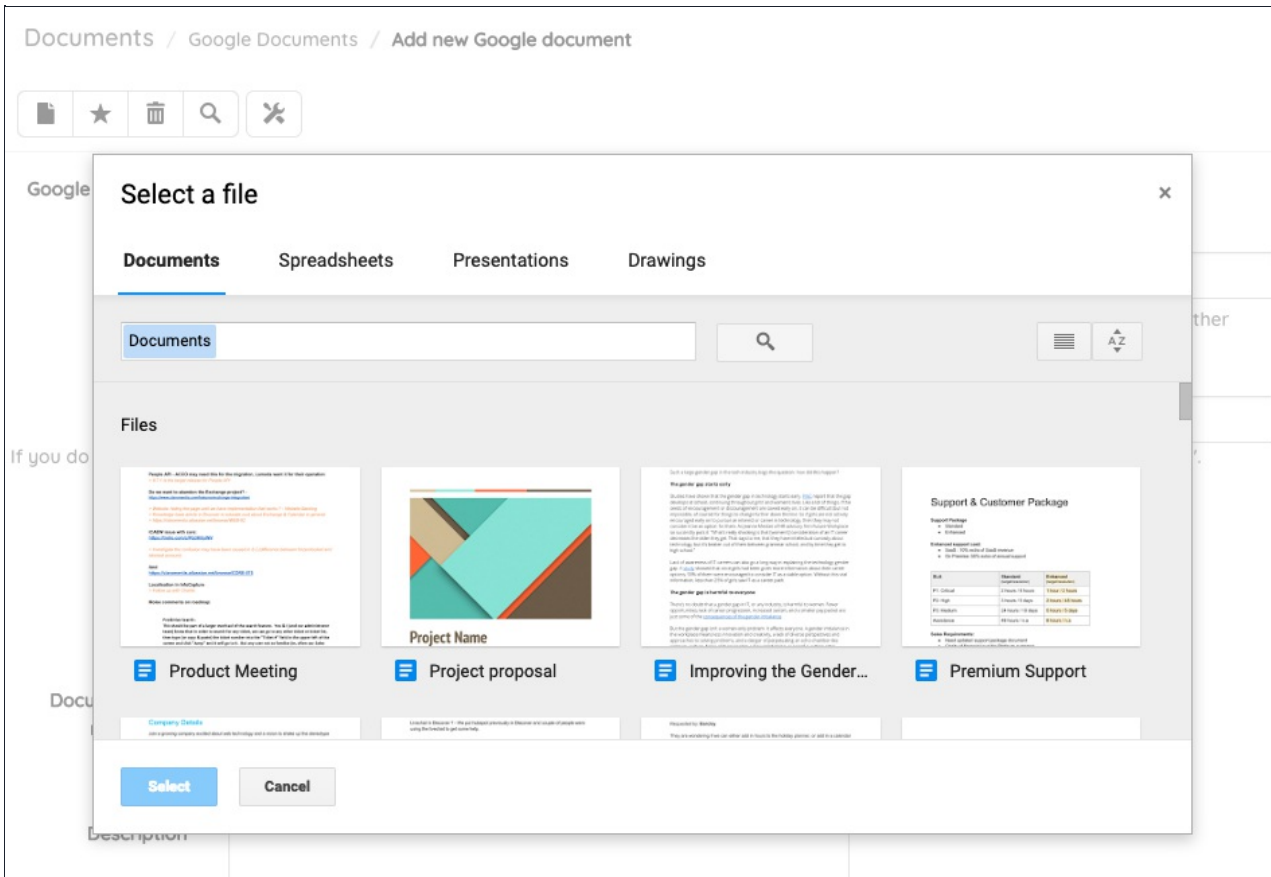


### Step 3: Browse Google Document

Once you've signed in , you will be prompted with a new 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.

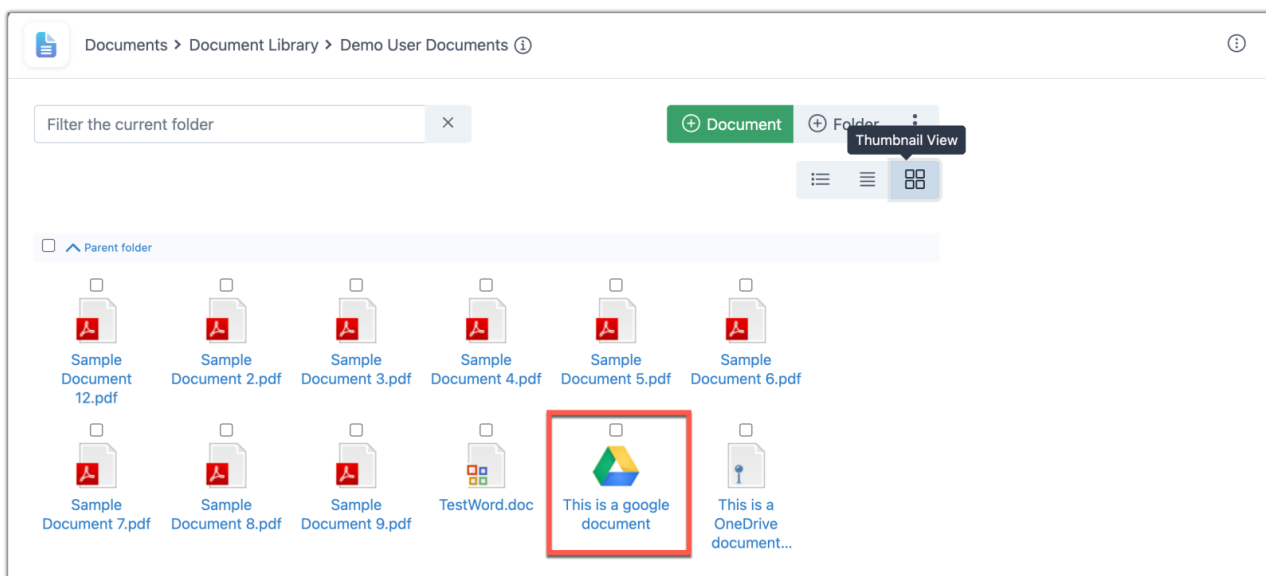
This is a limitation of the picker that is not within Claramentis' control.



### 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 in the Intranet.

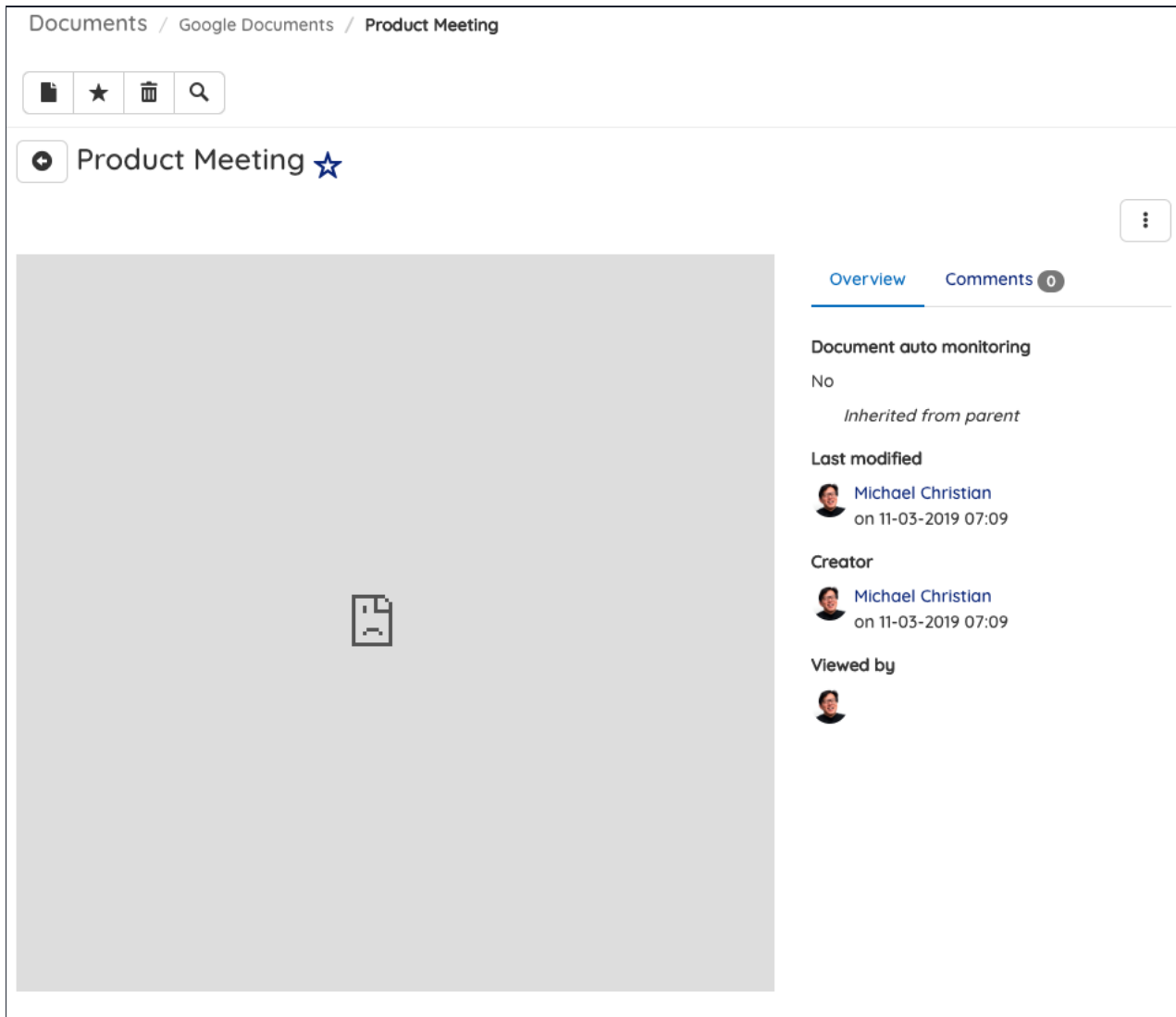


# FAQs

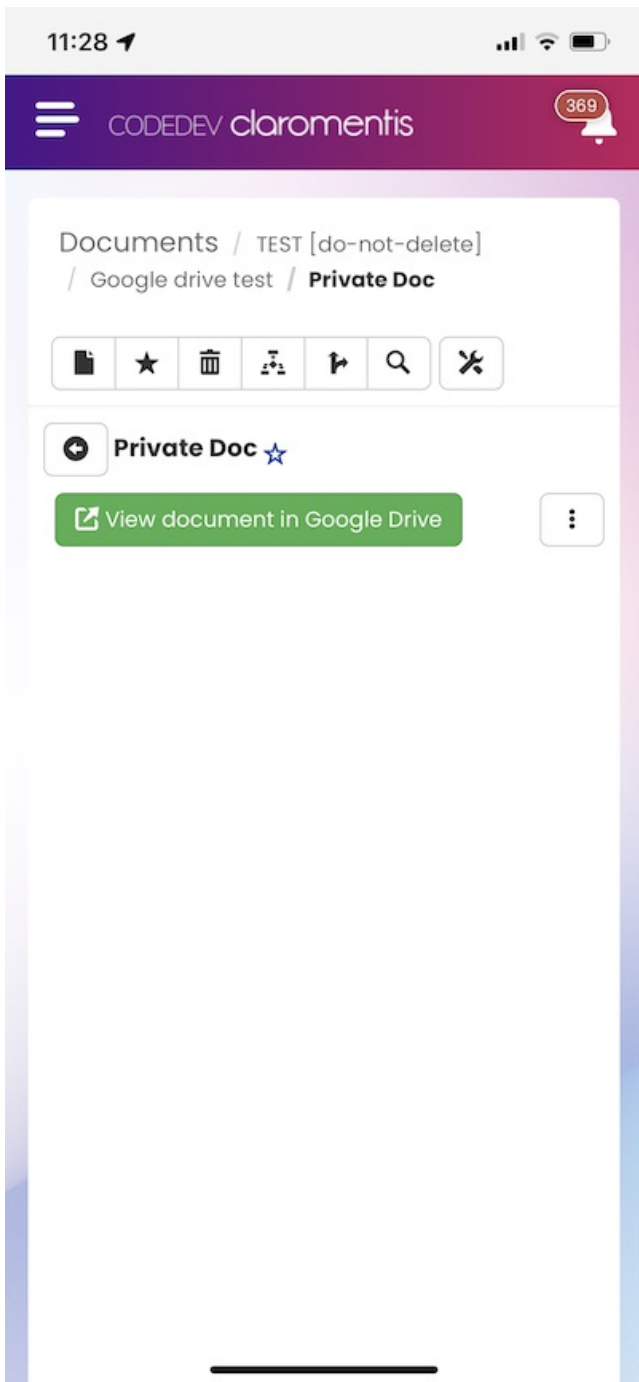
## Can a user without permission in Google Docs access files?

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 created in the Intranet, they may not necessarily have permission to view the actual file in Google Drive. Instead of opening the file, they would see the below in the document preview:







Android will be displaying an error and blank on iOS.

Clicking "View document in Google Drive" is going to prompt the user to ask the owner of the file for permission to view it.

Following permissions being given by the owner, a user should be able to access the file successfully on mobile.

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Last modified on 6 November 2025 by [Hannah Door](#)

Created on 16 July 2025 by [Michael Christian](#)

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