

How to add Google Document Link (Google Drive)

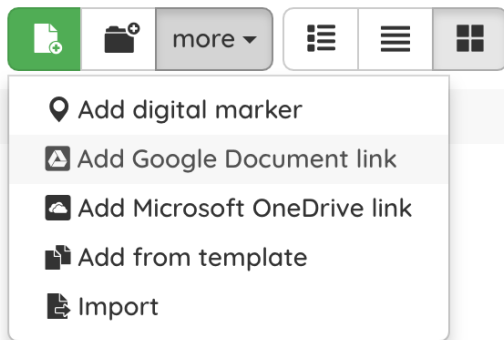
Overview

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



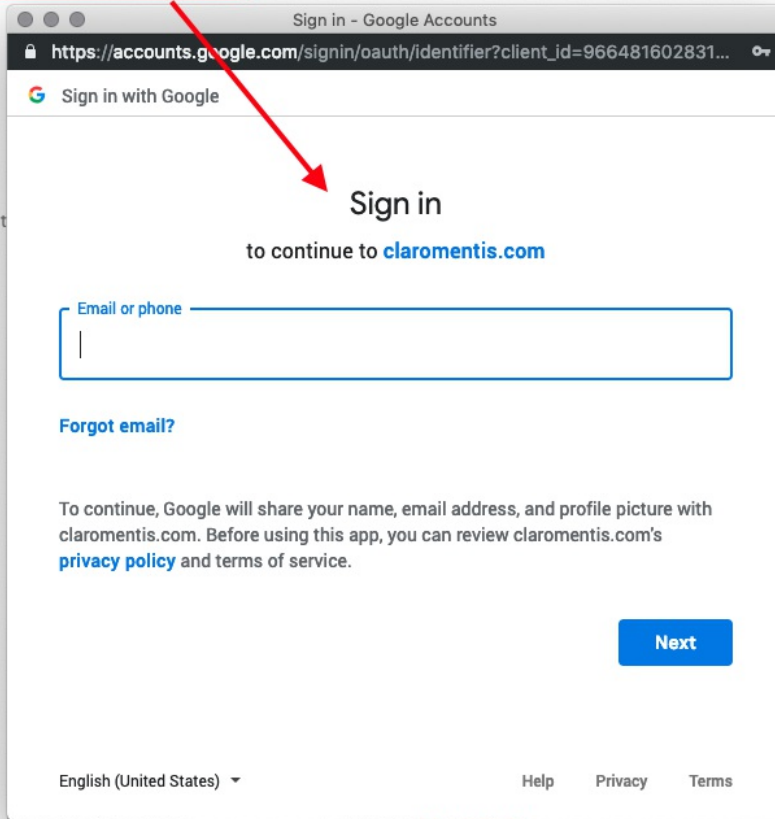
Step 2: Sign in with Google

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

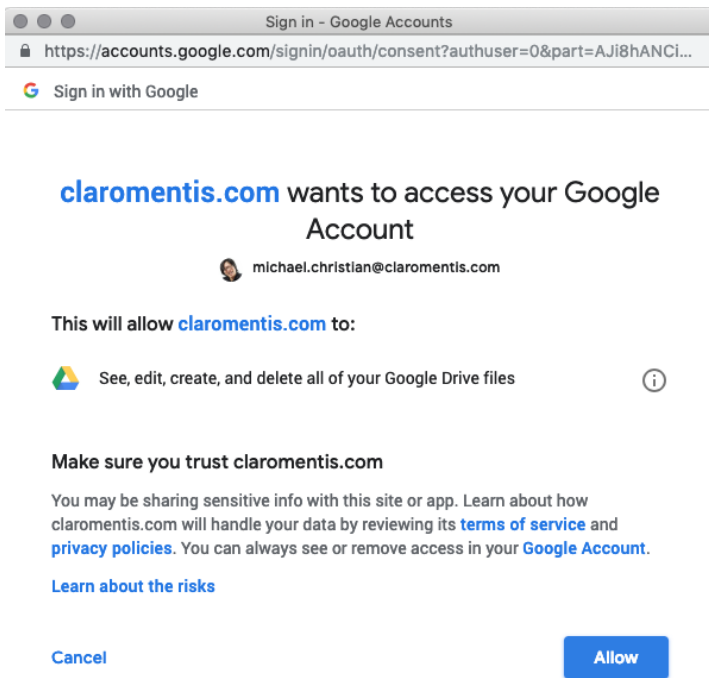


Google Document
URL *

Browse Google Documents



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.

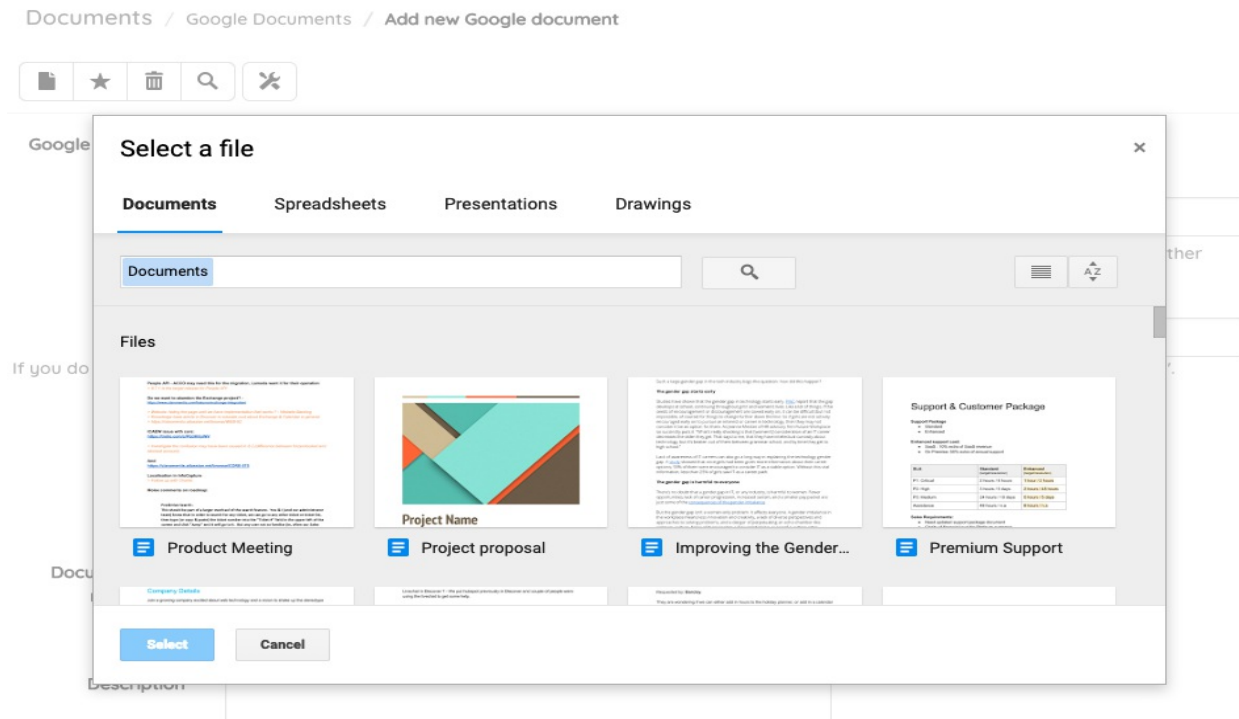


Step 3: Browse Google Document

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.

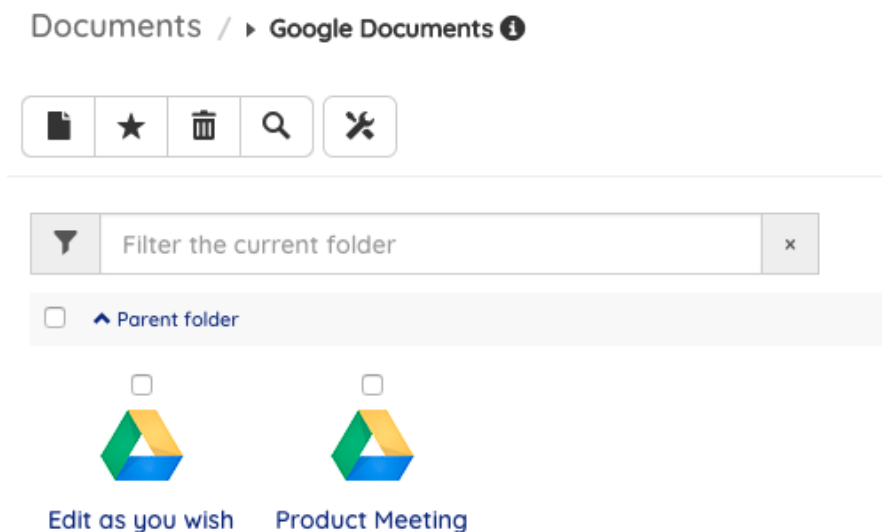
This is a limitation of the picker that is not within our control.



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:

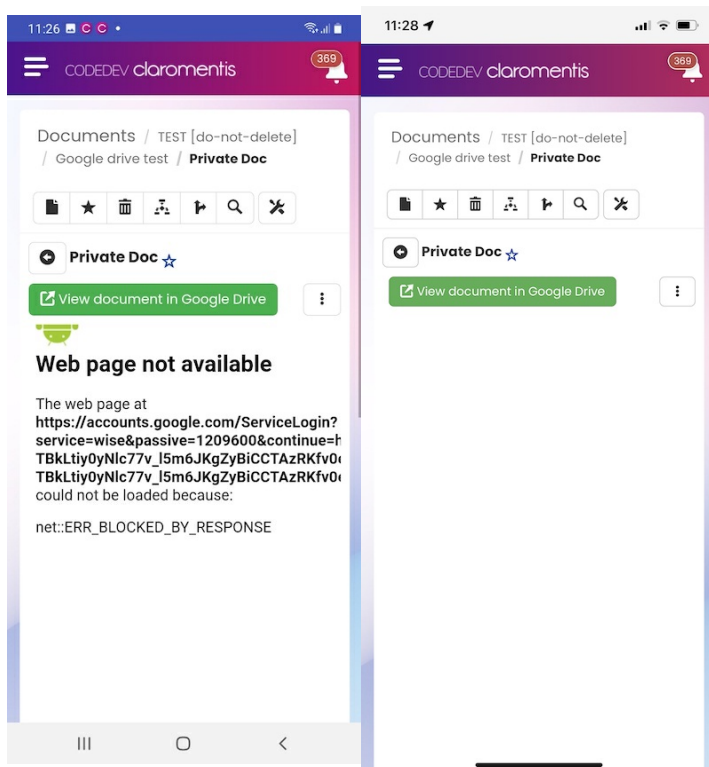
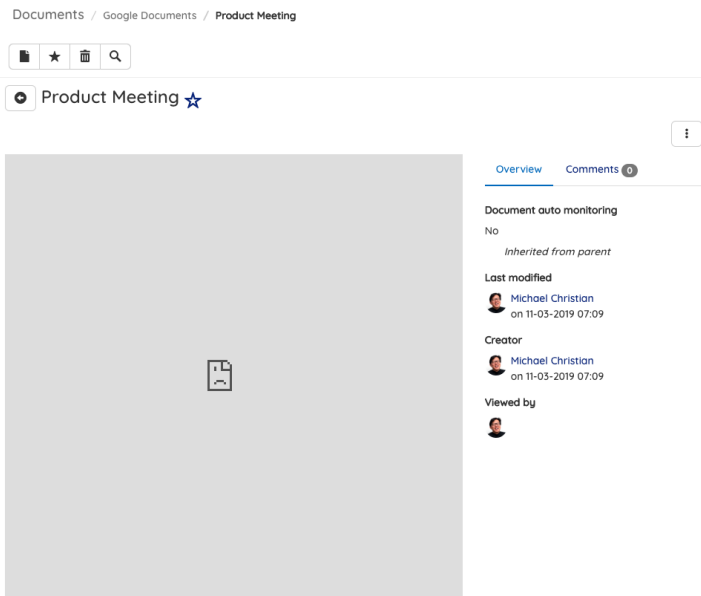


FAQs

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.



Example screen when a user is viewing a Google Drive link without permission to view the file itself. 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.

Last modified on 21 July 2023 by [Hannah Door](#)

Created on 11 March 2019 by [Michael Christian](#)

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