

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

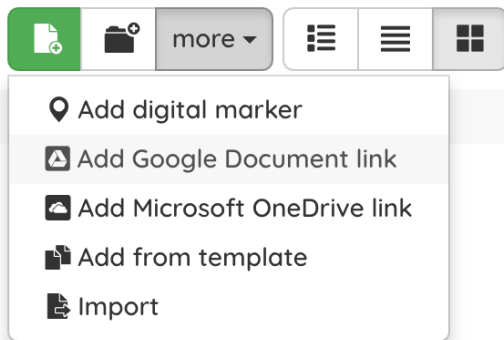
### Overview

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



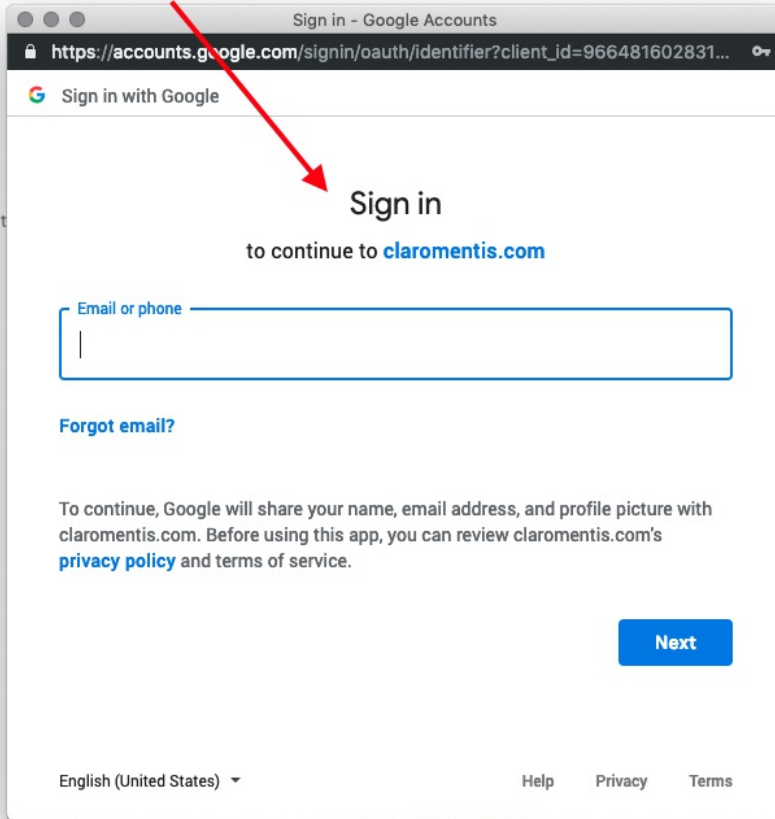
### Step 2: Sign in with Google

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.



### claromentis.com wants to access your Google Account

 michael.christian@claromentis.com

This will allow claromentis.com to:

 See, edit, create, and delete all of your Google Drive files 

#### Make sure you trust claromentis.com

You may be sharing sensitive info with this site or app. Learn about how claromentis.com will handle your data by reviewing its [terms of service](#) and [privacy policies](#). You can always see or remove access in your [Google Account](#).

[Learn about the risks](#)

Cancel

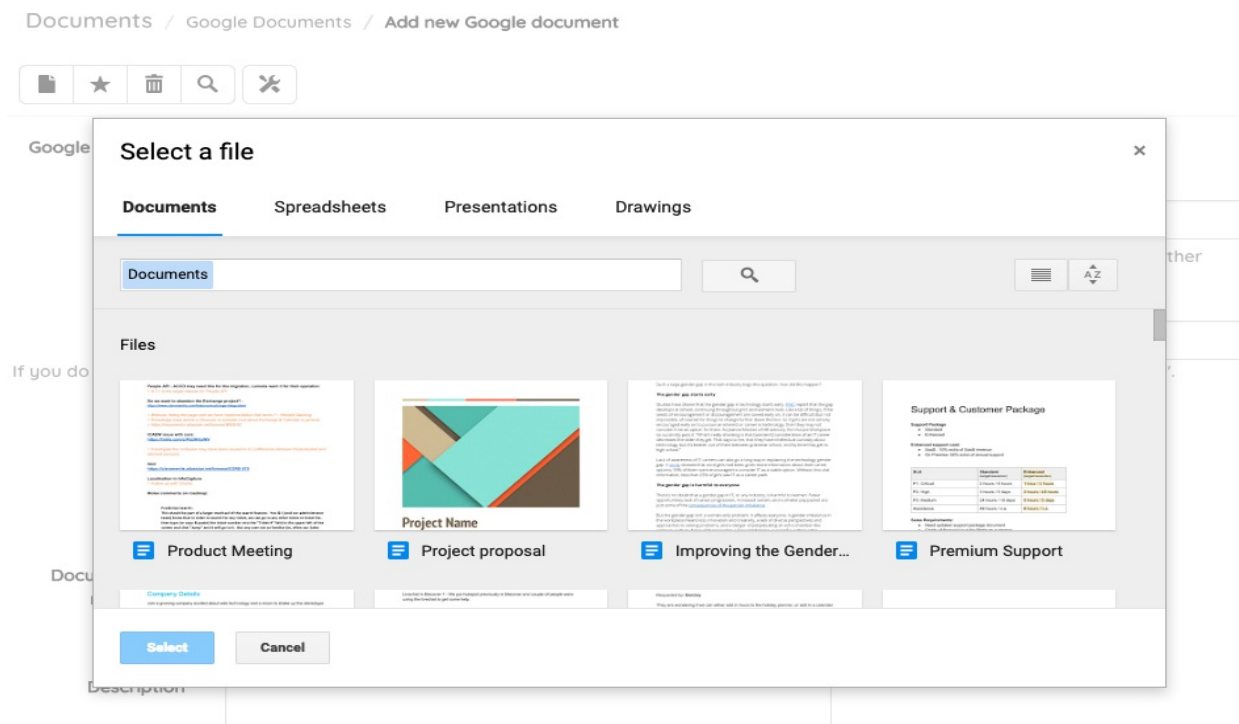
Allow

### 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.

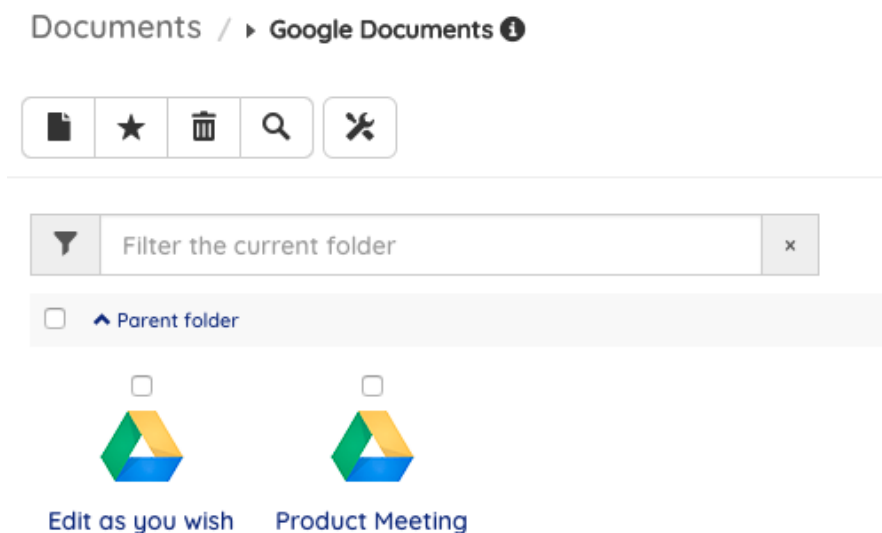
This is a limitation of the picker that is not within our control.



#### 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:

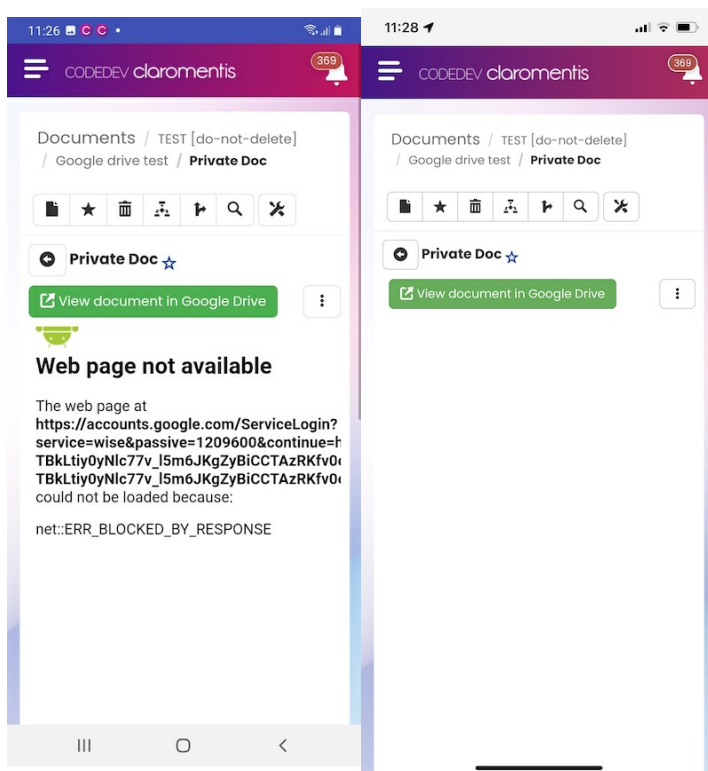
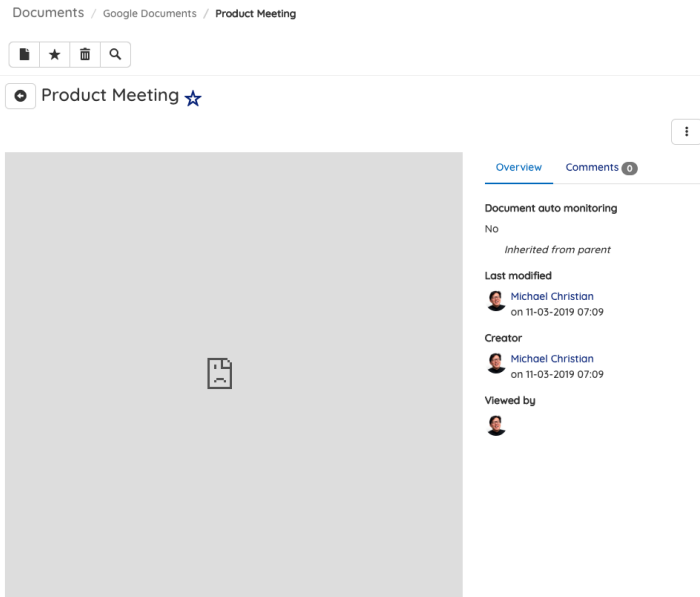


## FAQs

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.

Tags: [documents](#), [google picker](#), [google drive](#), [google docs](#), [user guide](#)