G-Link File Administration

Introduction

We have functionality where users can set the file settings for a particular file like public on Google Drive, who can copy, download, move, and email files. Users can enable the setting to track the download/view history of the file.

Prerequisite

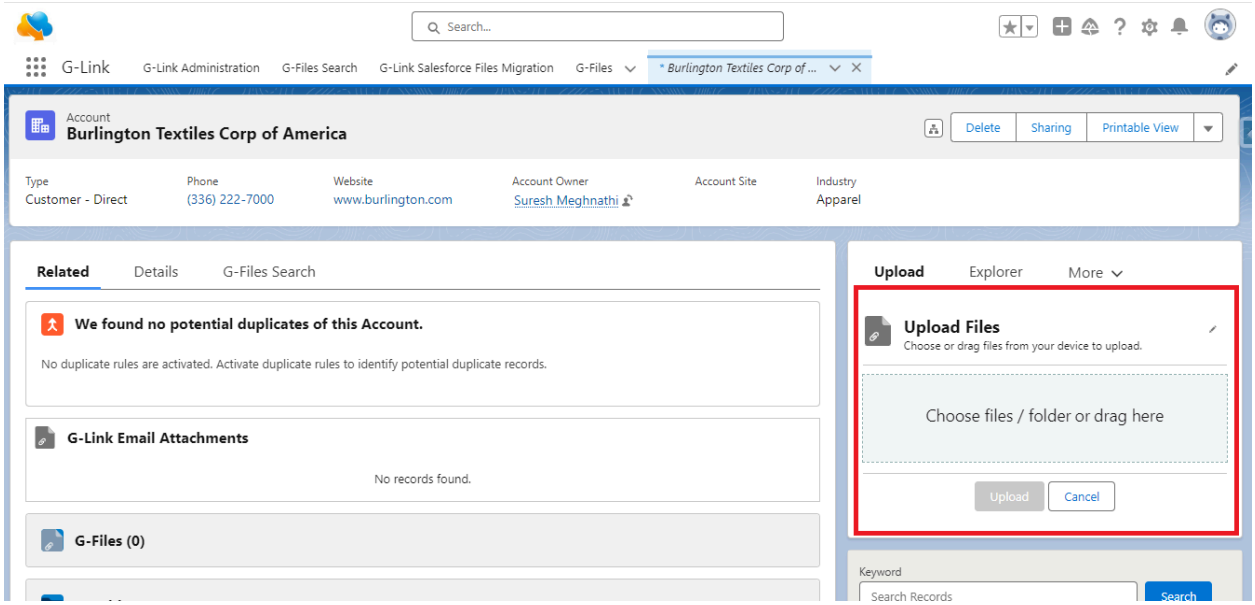
Before updating the file settings, you must add the G-File Uploader(Multiple) component to the Salesforce record page. For example, if you want to upload files related to Account records, follow the below steps:

1. Go to the **Accounts** tab and open the account record.
2. Click on **Setup**.
3. Click on the **Edit Page**.
4. Drag & drop the **G-File Uploader(Multiple)** component to the account record page.
5. Save the page.

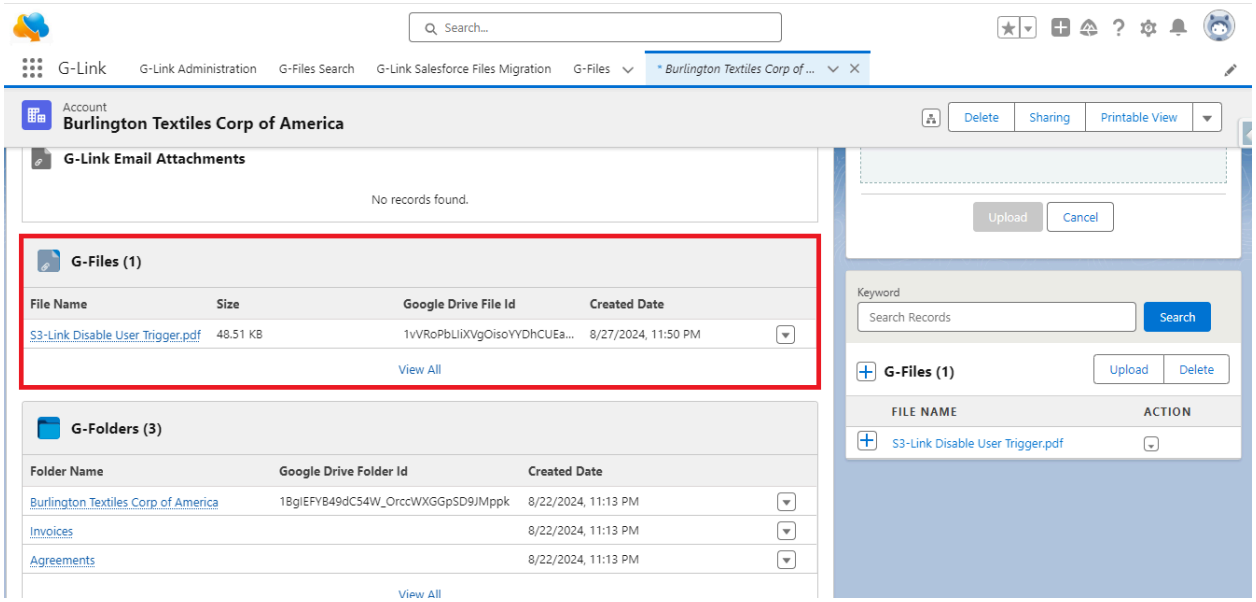
Functionality Overview

If the user wants to modify the file settings, follow the below steps.

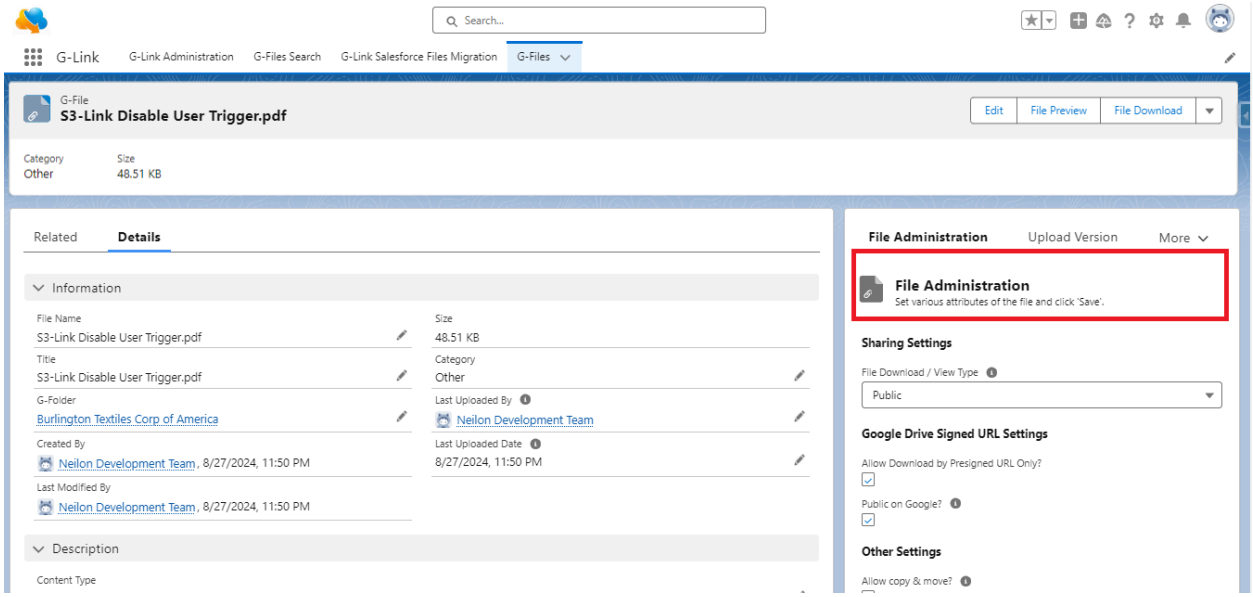
1. Go to Account record. Find the **G-File Uploader(Multiple)** component and upload a file.



2. Go to the G-Files section in the related list of accounts and click on the G-File record.

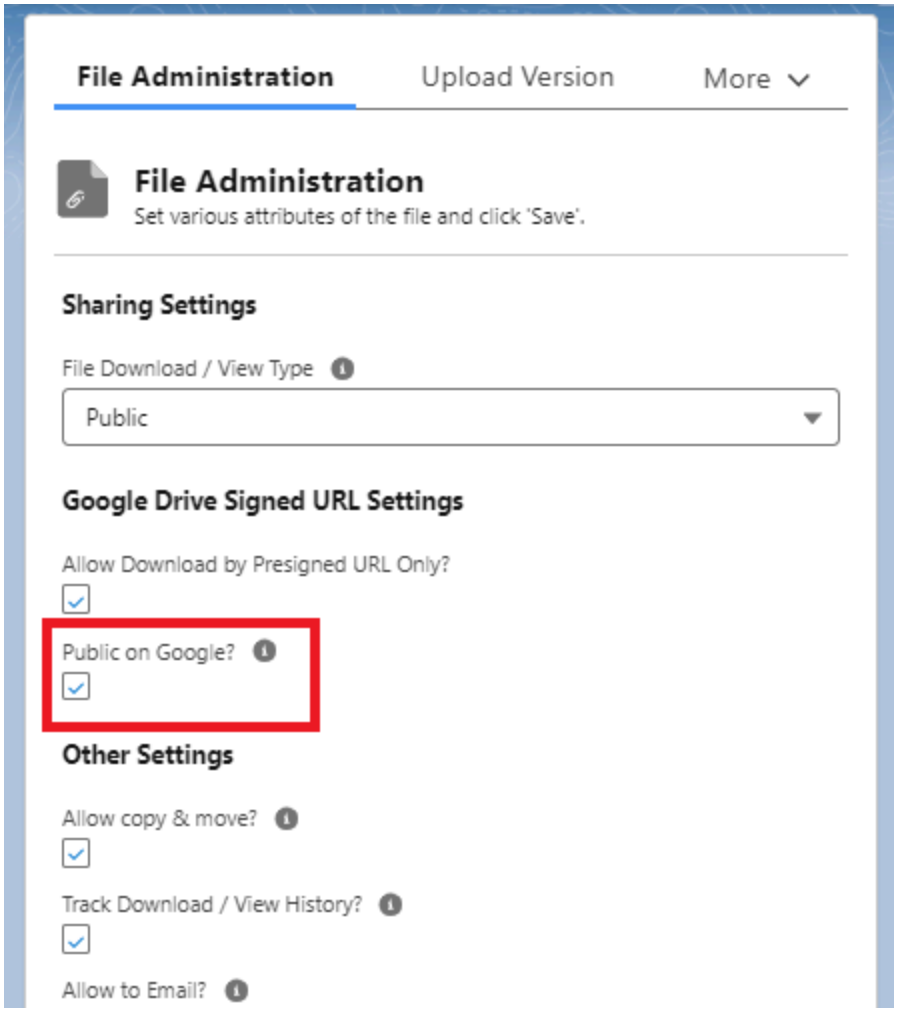


3. It will open the G-File details.
4. Go to the **File Administration** tab. Here you can update the file setting and give file access.



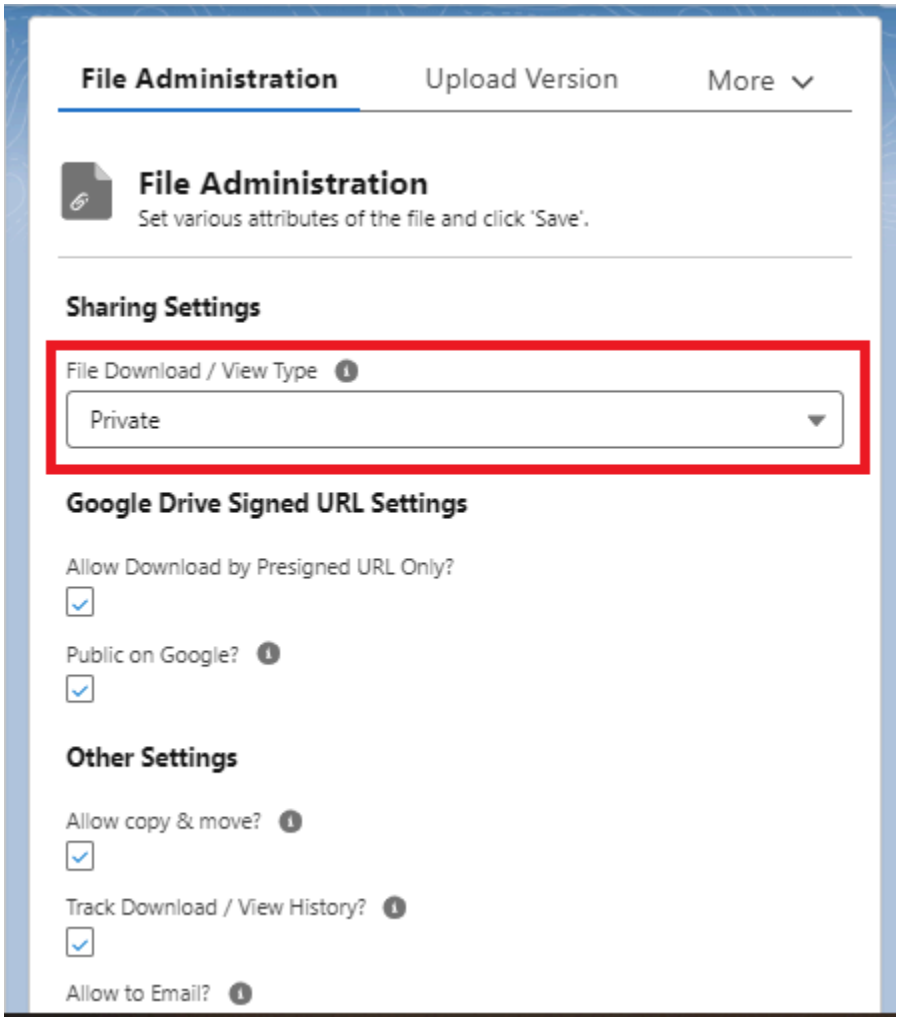
Below are the file settings you can update.

1. **Public on Google:** To make a file public on Google, Set the **Public on Google** checkbox to true and click **Save**. Once the file is public, anyone can access or download the file from Google using the Google URL.

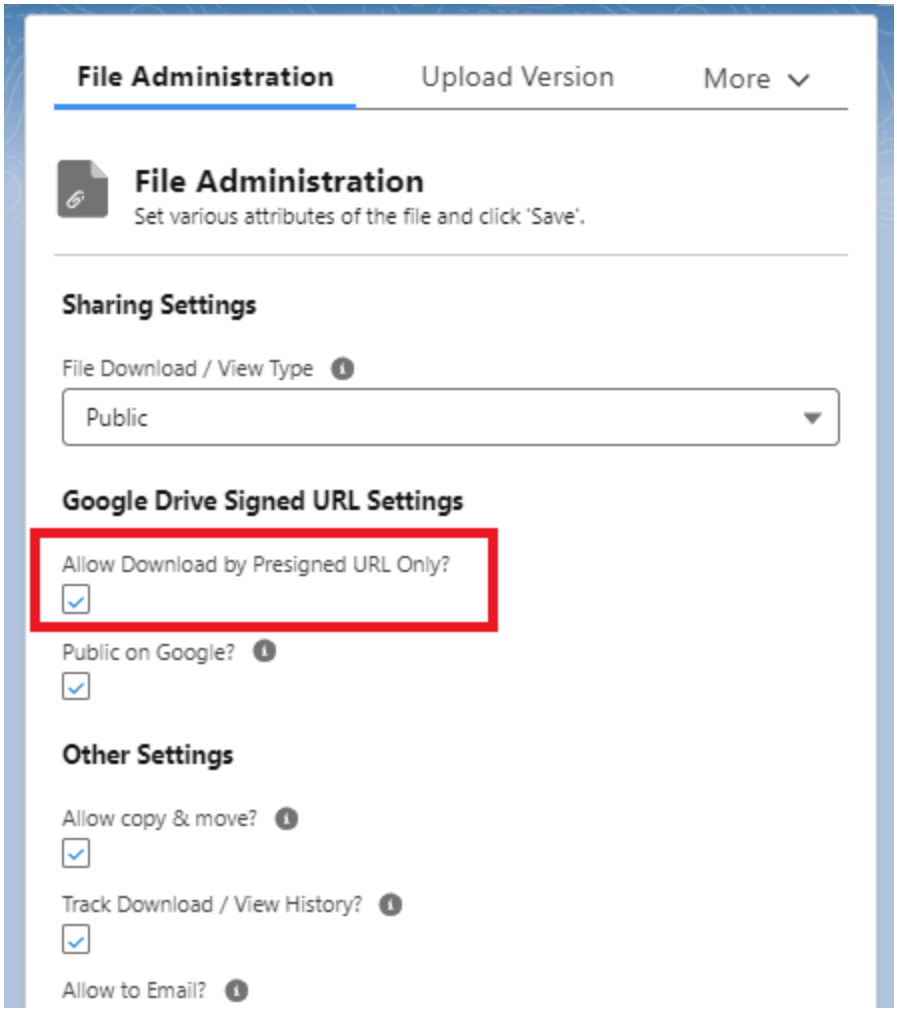


2. **File Download / View Type:** To restrict file access of download and preview, select **Private** in **File Download/View Type.** After selecting **Private** in the File Download/View Type, only the administrator and owner of the file can download and preview the file. Other users can only

access the file if the administrator or file owner permits them.

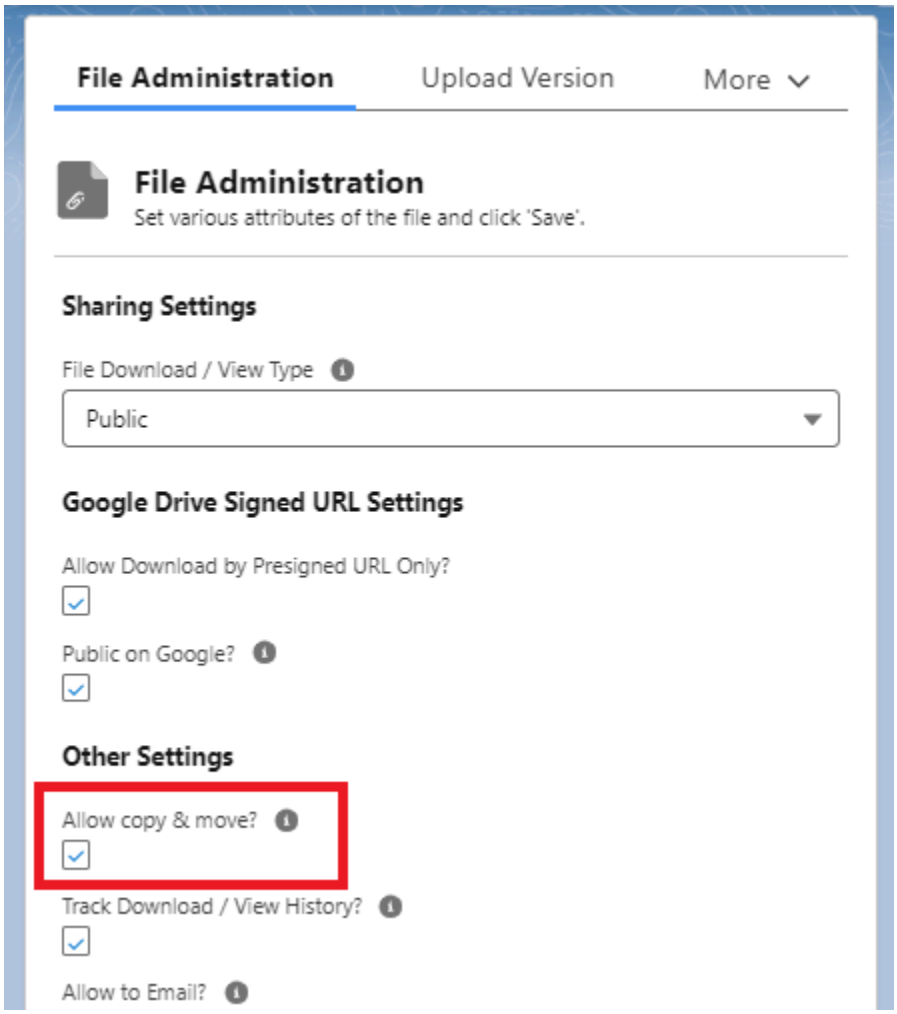


3. **Allow Download by Presigned URL Only:** If you mark **Allow Download by Presigned URL Only** checkbox as true, a download URL link will be generated from Google Drive and will be set in the Download URL(NEILON2__File_Presigned_URL__c) field of the G-File object.

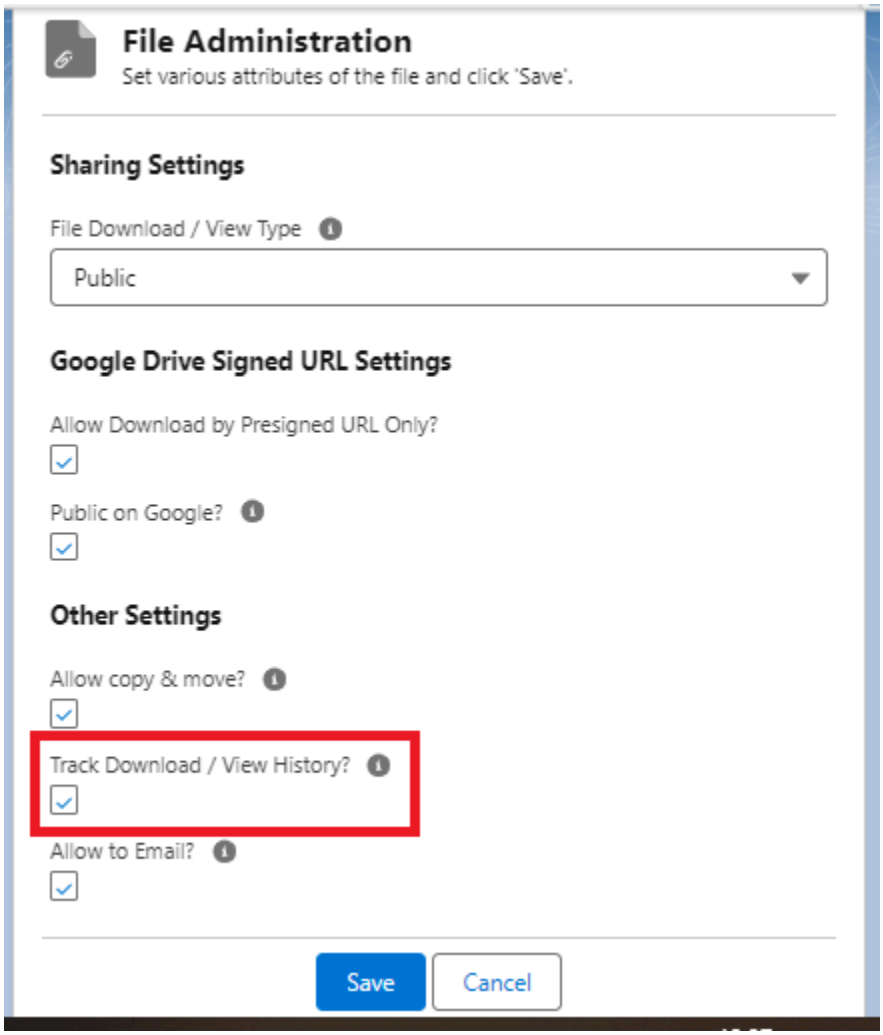


4. **Allow copy & move**: To restrict copy and move files, set **Allow copy & move** checkbox to false. After setting this checkbox to false, the file owner and admin can copy or move the file. Set

Allow copy & move checkbox to true so any user can copy or move the file.



5. **Track Download / View History:** To track file download and view history, set **Track Download / View History** checkbox to true.



6. **Allow to Email:** Set **Allow to Email** checkbox to true to allow all users to send the file via email as email attachments. If you set **Allow to Email** checkbox to false, only the file owner and admin

can send the file via email as email attachments.