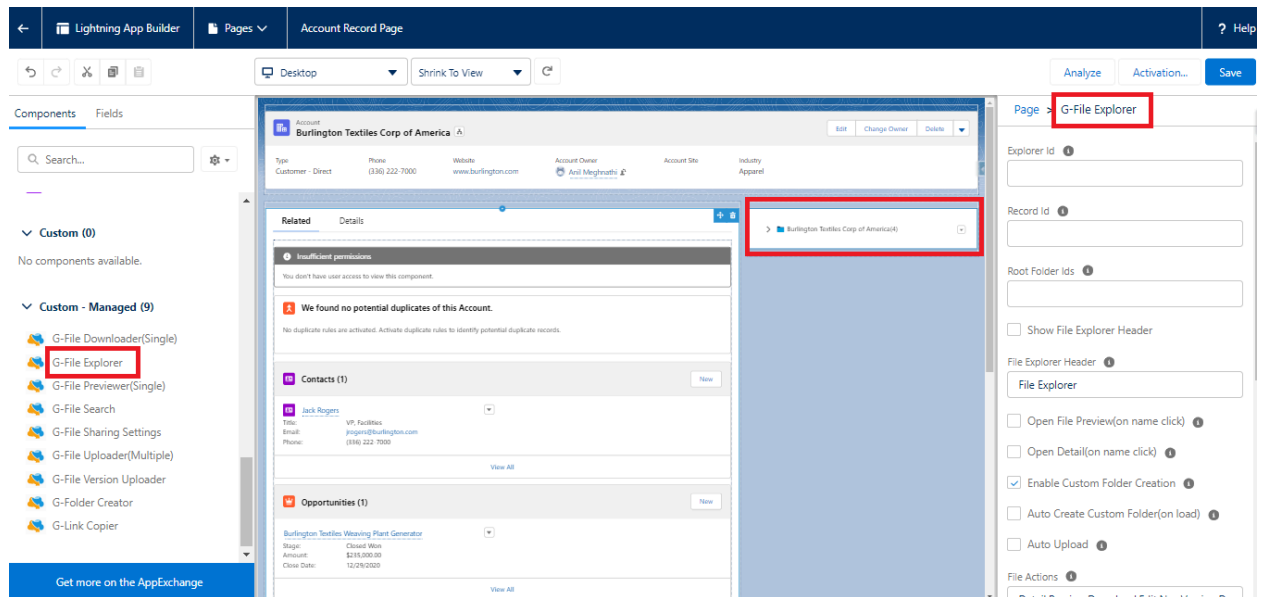# G-Link File Explorer Setup

Introduction

This guide is used to enable the G-Link File Explorer component within the G-Link application. The G-File Explorer component will allow users to create folder structures for the Salesforce record and also upload and download files inside those folder structures.

Prerequisite

To enable this component for your end users, you will have to add the **G-File Explorer** component to the Salesforce record detail page. For example, if you want to enable it for 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 Explorer** component to the account record page(if missing)
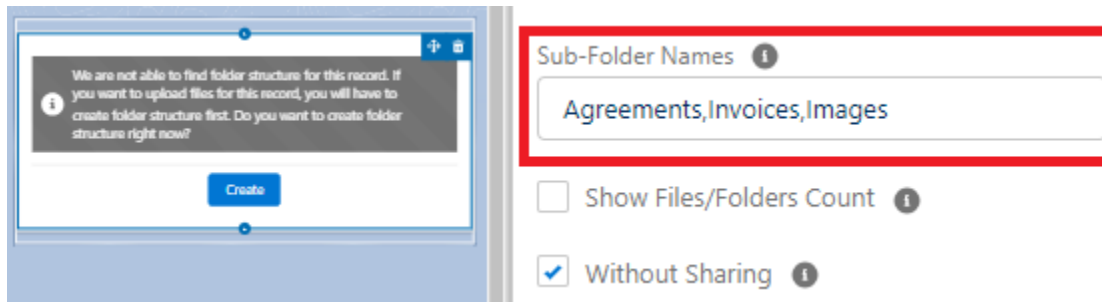5. Click **Save**

Functionality Overview

You can enable various capabilities of File Explorer by following the below steps. There are a lot of other features which can be really useful. Below are some of those features with the steps you need to follow to enable them.
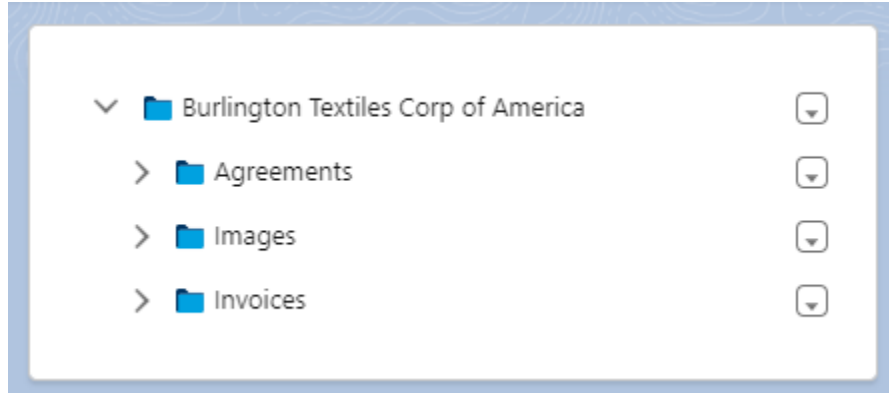
Auto Create Subfolders for Salesforce Record

If you want to auto create a set of subfolders under the Account name folder, please follow the below steps.

1. Follow the steps in the Prerequisite
2. Click on the **G-File Explorer** component
3. Give comma separated sub-folder names in **Sub-Folder Names** property of the G-File Explorer component like **Agreements,Invoices,Images**

4. Click **Save** & activate the page

Notes: After this, if the Account Name folder is yet not created for some account then the Create button will create an Account name folder and under that, it will create Agreement, Invoice & Images folders. See the below screenshot.
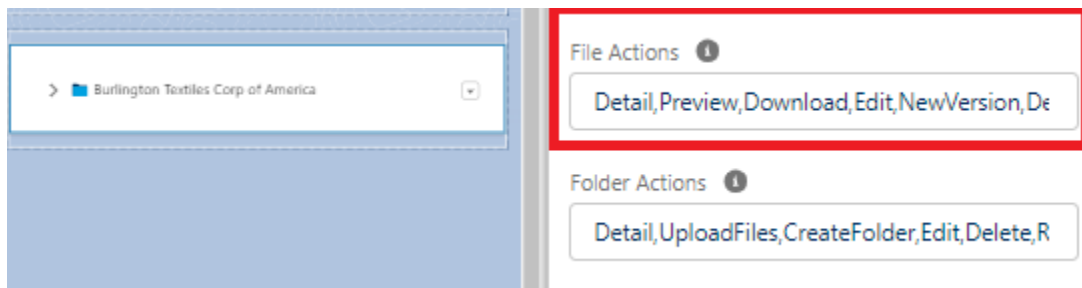

Enable/disable File Actions

You can enable and disable the File level actions in File Explorer for your end users. Follow the below steps for that.
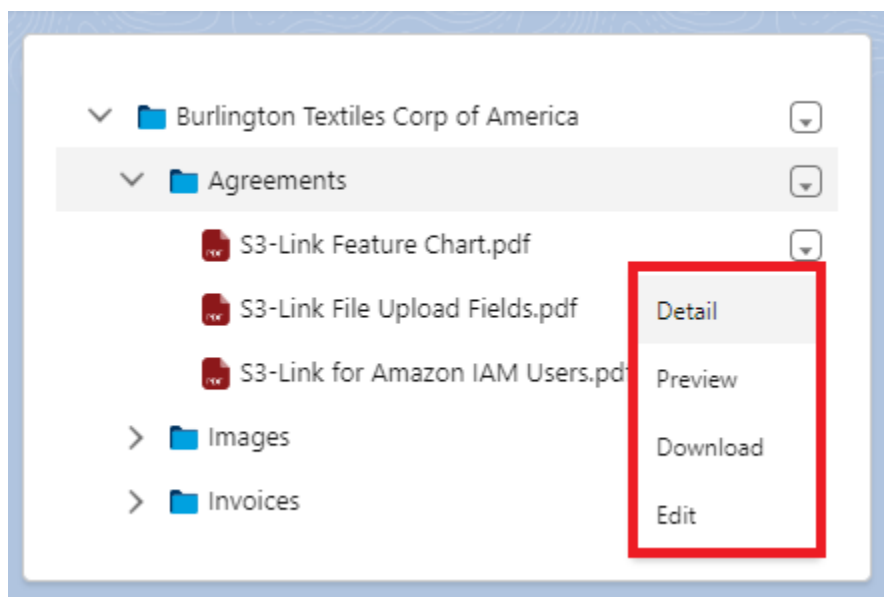
1. Follow the steps in the Prerequisite
2. Click on the **G-File Explorer** component
3. Give comma separated action names in the **File Actions** property of the G-File Explorer component. It supports the actions below.

Detail,Preview,Download,Edit,NewVersion,Delete,Copy,Move
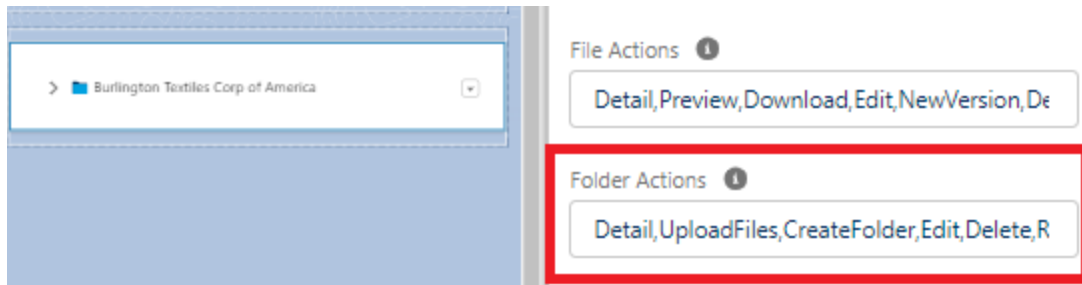

4. Click **Save** & activate the page

Notes: After this, when users click on the menu for G-File in File Explorer, they will see those actions you have enabled. See the below screenshot.
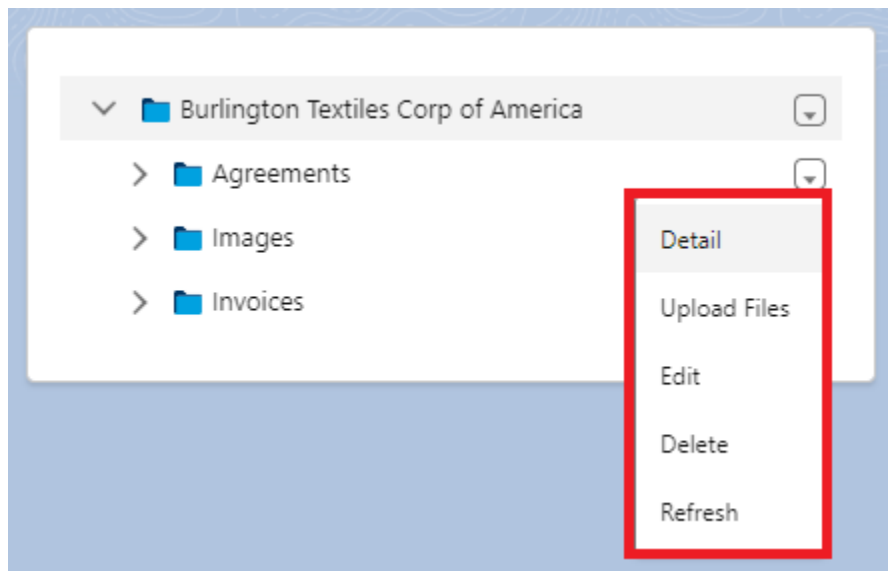

Enable/disable Folder Actions

You can enable and disable the Folder level actions in File Explorer for your end users. Follow the below steps for that.

1. Follow the steps in the Prerequisite
2. Click on the **G-File Explorer** component
3. Give comma separated action names in the **Folder Actions** property of the G-File Explorer component. It supports the actions below. Detail,UploadFiles,CreateFolder,Download, Edit,Delete,Refresh
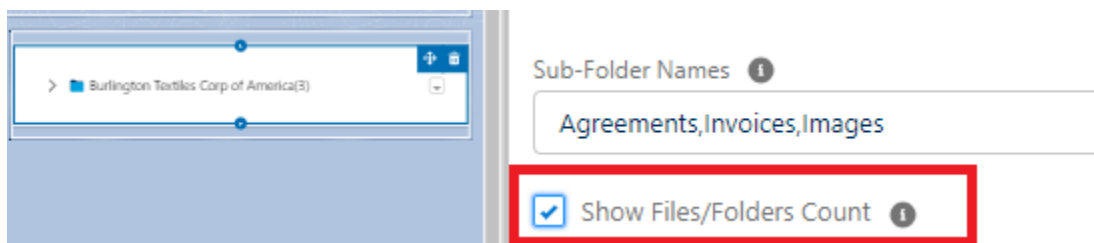
4. Click **Save** & activate the page

Notes: After this, when users click on the menu for G-Folder in File Explorer, they will see those actions you have enabled. See the below screenshot.

Show count of items under G-Folders

If you want to display the total count of folders and files inside each folder, follow the below steps.

1. Follow the steps in the Prerequisite
2. Click on the **G-File Explorer** component
3. Set the **Show Files/Folders Count** checkbox to true
4. Click **Save** & activate the page

Notes: After this, the total count of folders and files will be displayed for each G-Folder in File Explorer. See below screenshot