Google Sheet to Drive File Linker

Purpose

This tool **automatically matches EPID codes** listed in a Google Sheet with corresponding files stored in a Google Drive folder. It then **inserts clickable links** to the matched files directly into your sheet and **logs the status** (✅ / ❌) for easy tracking.

How to Use

Step 1: 📁 Prepare Your Google Drive

1. **Create a Google Drive folder** dedicated to your files.
2. **Add all your relevant files** to this folder.
3. **Ensure filenames contain the EPID** (e.g., `EPID_12345_contract.pdf`).

Step 2: 📄 Prepare Your Google Sheet

1. In **Column A (cell A1)**, add the header `EPID`.
2. Below `A1`, **list all the EPIDs** for which you want to find and link files.
   Example: | A | |--------| | EPID | | 12345 | | 78901 |

Step 3: 🔗 Link the Script

1. Open your Google Sheet.
2. Click `Extensions` > `Apps Script`.
3. **Delete any existing code** in the script editor.
4. **Paste the full script** provided (from `code.gs`).
5. **Replace the placeholder folder ID** (`const folderId = '...'`) with the actual ID of your Google Drive folder from Step 1.

Step 4: 🛠️ Authorize the Script

1. **Save the script**.
2. Click the **"Run"** ▶️ **icon** next to the `onOpen()` function. This loads the custom menu.
3. Google will prompt you for authorization. Click `Advanced` → `Continue`.
4. **Accept all requested permissions**. The script is designed to operate only within your own Google Sheet and Drive files.

Step 5: 🧠 Use the Tool

1. Return to your Google Sheet.
2. You will now see a **new menu item:** 🔁 **File Linker**.
3. Click on:
   - **Link EPID Files**: This will insert links to all matched files.
   - **Format Sheet**: This will clean and format your sheet for better readability.

✅ Result:

The script will populate your sheet with links and status indicators:

EPID	File Link	Status
12345	[Open File]	✅ Linked
99999		❌ File not found

Export to Sheets

- ✅ **Linked**: Indicates that a file with the matching EPID was found and linked successfully.
- ❌ **File not found**: Indicates that no file matching that EPID was found in the specified Drive folder.

🧹 Optional: Clean Your Sheet

You can run `Format Sheet` anytime to re-style your sheet. This action resets colors, bolds headers, and applies consistent spacing for a clean look.

🔒 Security

Your data and files remain **securely within your Google Drive**. The script does not transmit any data externally and only interacts with your own Google Sheet and Drive folder.

💡 Support

For any assistance, please contact the developer: **malithvihanga96@gmail.com**

📂 Deliverables

You will receive:

- `code.gs` — The Google Apps Script.
- This usage guide (.pdf or .txt).
- Optional: A Google Sheet and Folder demo can be provided upon request.