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: 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: X Authorize the Script

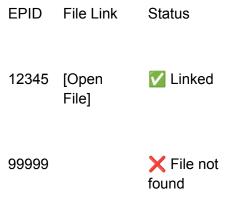
- 1. Save the script.
- 2. Click the "Run" icon next to the on0pen() function. This loads the custom menu.
- 3. Google will prompt you for authorization. Click Advanced \rightarrow Continue.
- 4. **Accept all requested permissions**. The script is designed to operate only within your own Google Sheet and Drive files.

Step 5: <a>® Use the Tool

- 1. Return to your Google Sheet.
- 2. You will now see a **new menu item:** S 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.

M Result:

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



Export to Sheets

- Linked: Indicates that a file with the matching EPID was found and linked successfully.
- **X 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.