

# **GDriveCrawlerToGSheet - User Training**

 **Simple. Clear. Zero technical jargon.**

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## **GDriveCrawlerToGSheet**

Beginner Training

“How to scan a Google Drive folder and get everything in a clean Sheet”

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## **What this tool does**

This tool automatically:

- Scans a Google Drive folder
- Looks inside subfolders
- Lists every file and folder
- Puts the results into a Google Sheet
- Adds clickable links for easy access

No coding. No setups. Just click and scan.

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## **When should you use this?**

Use this tool when you need:

- A full list of everything inside a Drive folder
- A quick way to find files
- A simple report you can filter or share
- A clean inventory for school, work, or projects

Perfect for teachers, students, small business owners, nonprofit staff, and personal use.

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## **What you need before starting**

Only two things:

- A Google account
- Access to the Drive folder you want to scan

If you can open the folder in Google Drive, you can scan it.

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# Understanding the Profiles sheet

This is your “input” page.

You fill **one row** for each folder you want to scan.

Columns:

Column	Meaning
ProfileName	A name you choose
FolderId	The Drive folder's ID
Recursive	“true” = scan inside subfolders
Scan	“Yes” = run scan
LastUpdate d	Filled automatically
Remarks	Progress shown here

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## How to find a Folder ID

Very simple:

1. Open the folder in Google Drive
2. Look at the URL:

[https://drive.google.com/drive/folders/<FOLDER\\_ID>](https://drive.google.com/drive/folders/<FOLDER_ID>)

3. Copy the part after “folders/”
  4. Paste it into the **FolderId** column
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## Filling the Profiles row

Example:

ProfileName	FolderId	Recursive	Scan
Photos2024	1AbcXYZ	true	Yes
...			

That's it. One row = one scan job.

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## Starting the scan

Use the menu:

**Poov Menu → Scan Gdrive Folder**

After clicking:

- The tool reads your Profiles sheet
- Starts scanning the folder
- Creates a new results sheet automatically

You don't need to open Apps Script. Ever.

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## While the scan is running

You don't need to do anything.

The tool automatically:

- Opens the folder
- Reads everything inside
- Adds rows to the results sheet
- Shows progress in **Remarks** column

Example:

“Scanning...”  
“154 items done...”

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## What you get at the end

A clean sheet with columns:

| GivenFolder | File | Type | Extension | WebLinkURL |

Examples:

| Photos2024/Events | group\_photo.jpg | File | jpg | *click to open* |  
| Photos2024 | Events | Folder | | *click to open* |

You can:

- Click links
  - Filter files
  - Sort by size/type
  - Share the sheet with anyone
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# **Understanding the results**

## **GivenFolder:**

Where the item lives in the folder tree

## **File:**

Name of the file or folder

## **Type:**

“File” or “Folder”

## **Extension:**

xlsx, pdf, jpg, docx, etc.

## **WebLinkURL:**

Click to open directly in Drive

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## If you want to scan again later

Just set `Scan = Yes` again.

The tool will:

- Create a new sheet
- Move old results to `<ProfileName>_Old`
- Scan again cleanly

You always get a fresh output.

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## Common mistakes (and how to avoid them)

### **Wrong FolderId**

Solution: Copy only the long ID part.

### **No access to the folder**

Solution: Ask the owner to give you View access.

### **ProfileName spelled differently on each scan**

Solution: Keep the same name for that folder.

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## Tips for best results

- Use short, simple ProfileNames
  - Keep only one row per folder
  - Use “true” for recursive scanning
  - Don’t modify the first row (header) in results
  - Don’t rename the results sheet manually
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## What NOT to touch

You **do not** need to open:

- Apps Script editor
- Triggers page
- Script properties
- Code files

Everything is automatic.

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## How long does it take?

Depends on your folder size.

- Small folders → few seconds
- Medium folders → 1–3 minutes
- Large folders → may take several minutes

During long scans, the tool automatically continues until it finishes.

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## **Summary**

With GDriveCrawlerToGSheet you can:

- Scan any Google Drive folder
- Include all subfolders automatically
- Get a complete inventory
- Use filters & sorting
- Click files directly
- Repeat scans anytime

All with a single click.

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# **Thank you**

Training complete.

You can now scan any Google Drive folder with confidence.