

GDriveCrawlerToGSheet - User Training

⚡ Simple. Clear. Zero technical jargon.

GDriveCrawlerToGSheet

Beginner Training

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

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.

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.

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.

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
LastUpdated	Filled automatically
Remarks	Progress shown here

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>

3. Copy the part after “folders/”
 4. Paste it into the **Fo**lder**I**d 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.

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.

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...”

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

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.

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.

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.

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.

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.

Thank you

Training complete.

You can now scan any Google Drive folder with confidence.