![SimSage - Search less; find more.]

Google Drive Crawler Setup Guide

This document will walk you through the steps required to setup and gather the necessary details required to set up a Google drive crawler on SimSage. To follow this guide, you will need access to an administrator account on your Google system.

Create Service Account

1. Go to the Google portal and sign into the required user account: https://console.cloud.google.com/
2. Navigate to your desired project using the dropdown project list.
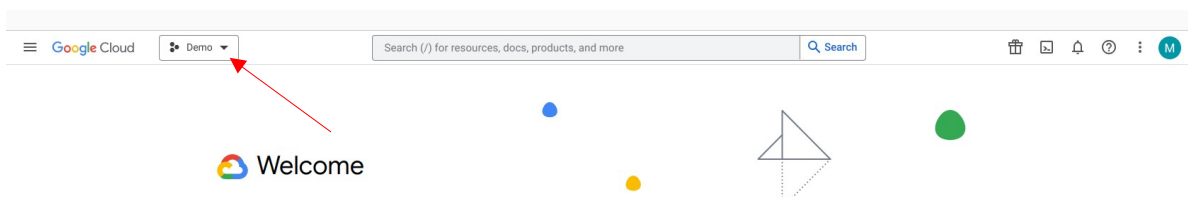
3. Or, create a new project using the new project button after clicking the dropdown project list.

4. Populate the "New Pordject" form with the necessary values.
   In our example we used the following values. You do not need to use these specific values.

   Project name: Demo
   Organization: simsage.nz
   location: simsage.nz

5. Next, using the left-hand side navigation menu. Go to "IAM & Admin" > "Service Accounts".
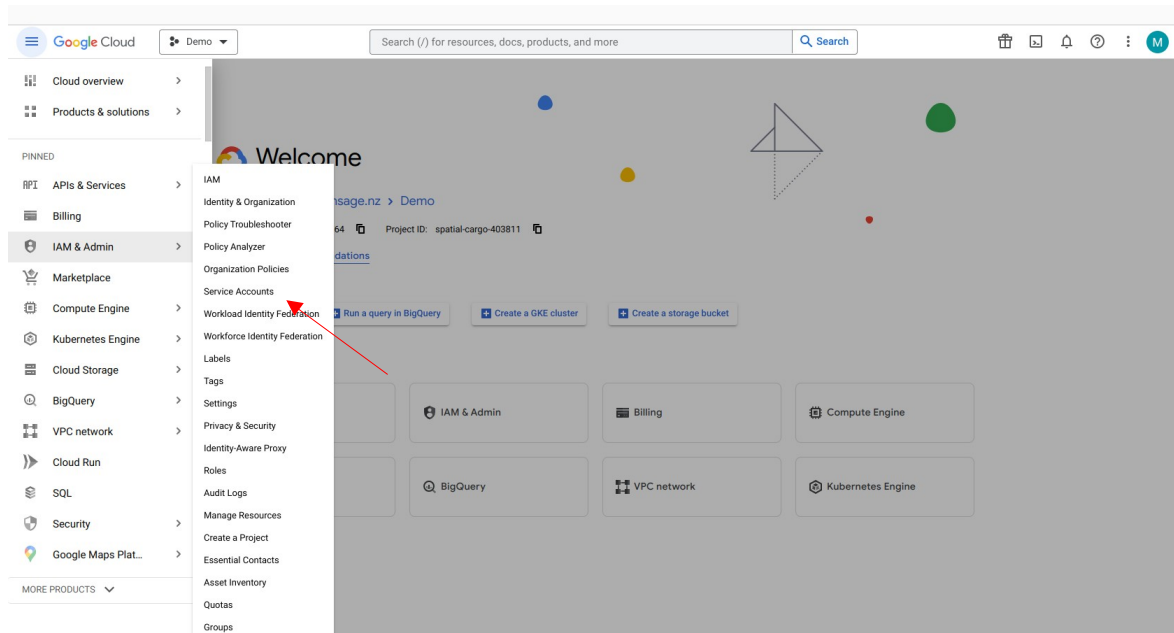
6. On the Service accounts screen click "+ CREATE SERVICE ACCOUNT".
7. The following values are our suggestions. You do not need to use these specific values.
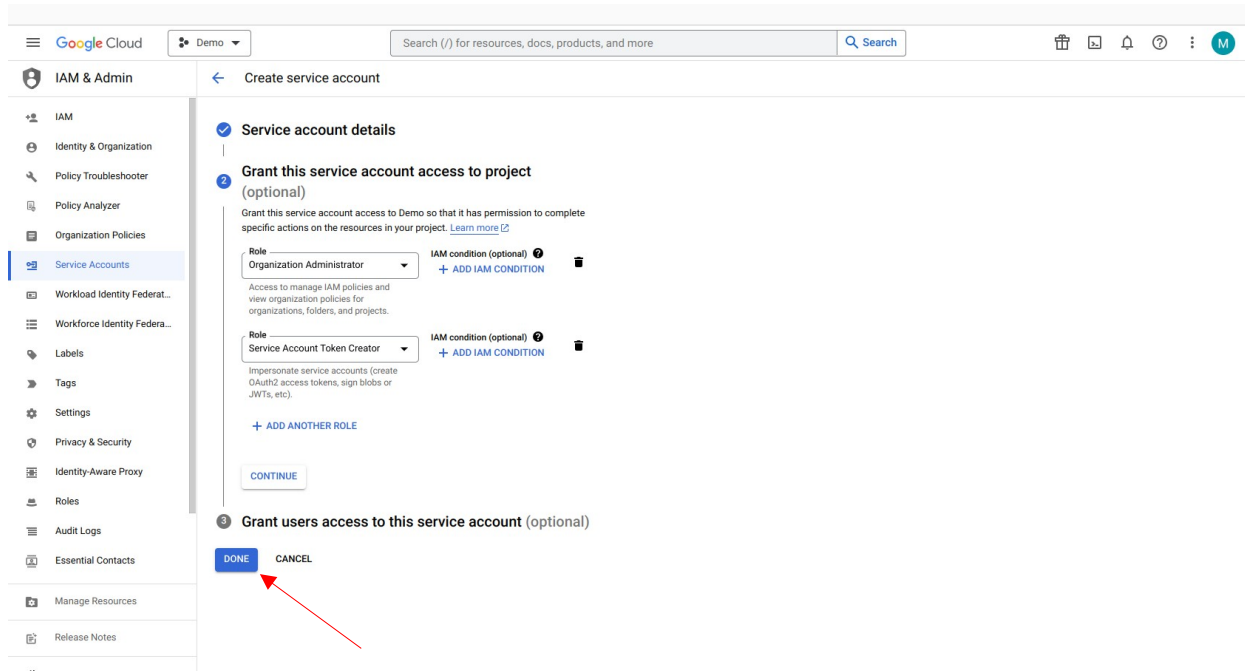
    Service account name: SimSage Google drive access
    Service account ID: simsage-google-drive-access
    Service account description: SimSage Google drive access

8. Click "CREATE AND CONTINUE" to Grant this service account access to the project.
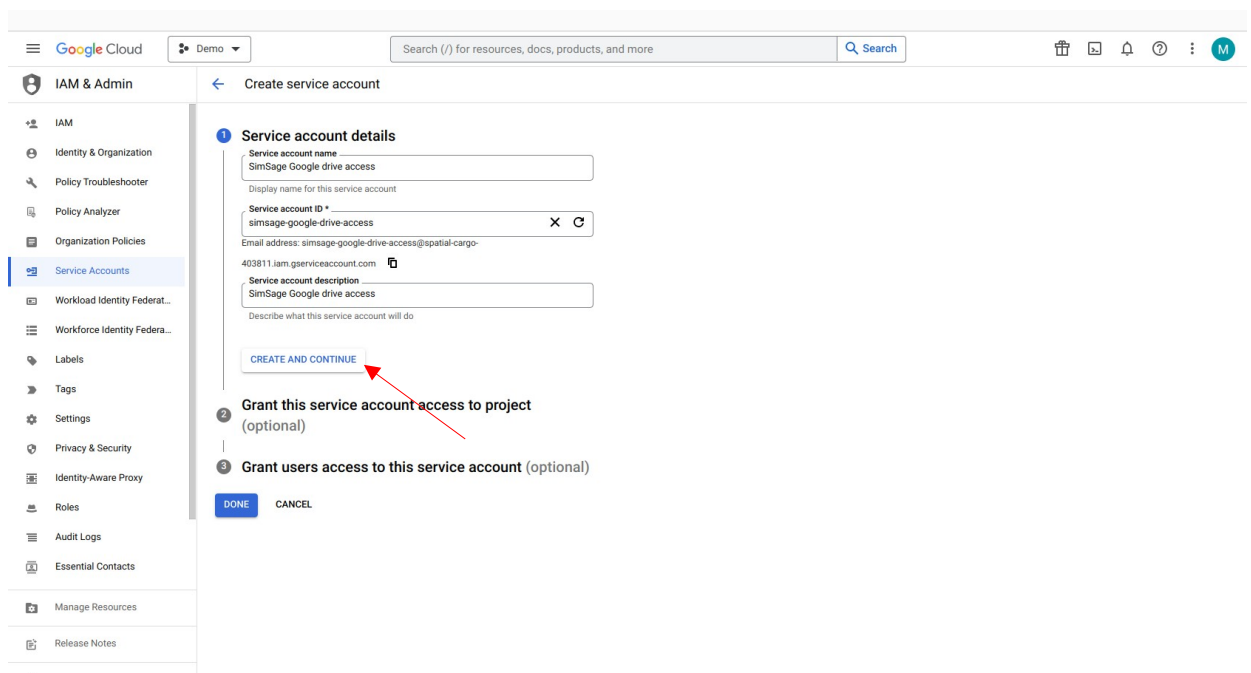
9. Next, use the "Select a role" dropdown to assign the "Organization Administrator" Role to the service account. *NB: This gives SimSage access to all resources in your Organisation.*
10. Click "+ ADD ANOTHER ROLE" to add the other required role.
11. Again, use the "Select a role" dropdown to assign the "Service Account Token Creator" Role to the service account. *NB: This allows SimSage to impersonate your users and access accounts as required.*
12. Click "Done".
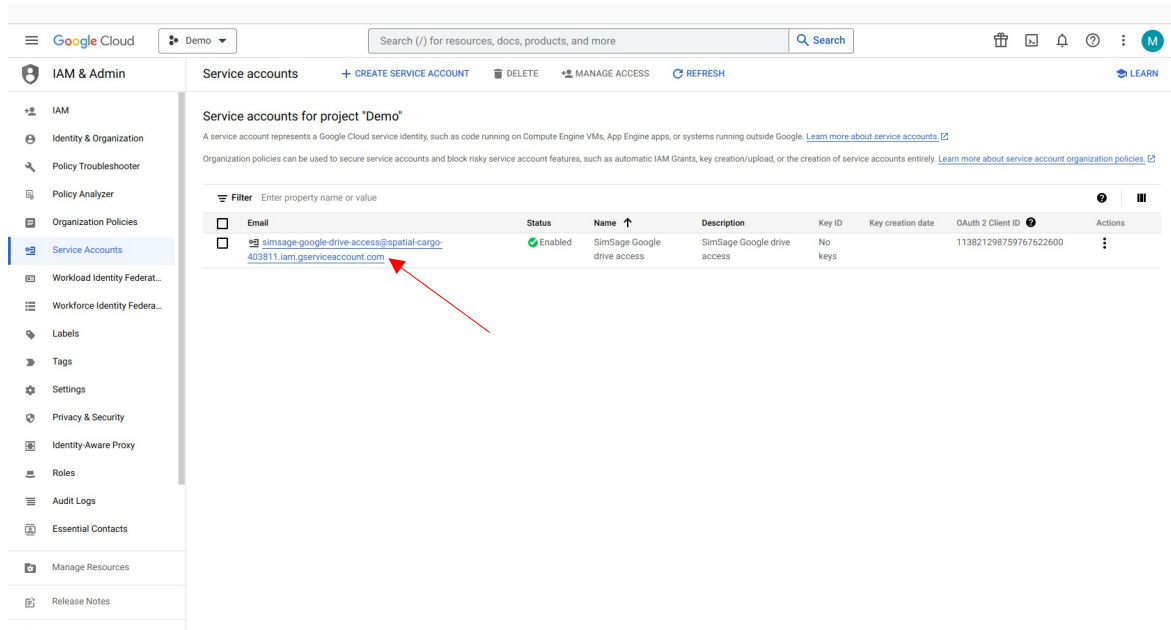
Create JSON key

Now the service account has been created. In our case this is called "simsage-google-drive-access@spatial-cargo-403811.iam.gserviceaccount.com". We now need to create a key for the service account to allow SimSage to use their account. *NB: The service account name will differ for your organisation.*

1. Navigate to your new service accounts account details by clicking on its name.

2. Make note of the unique ID for this account.

3. Navigate to the "KEYS" tab.
4. Click "ADD KEY" > "Create new key".
5. Keep the default key type as JSON and click "CREATE".
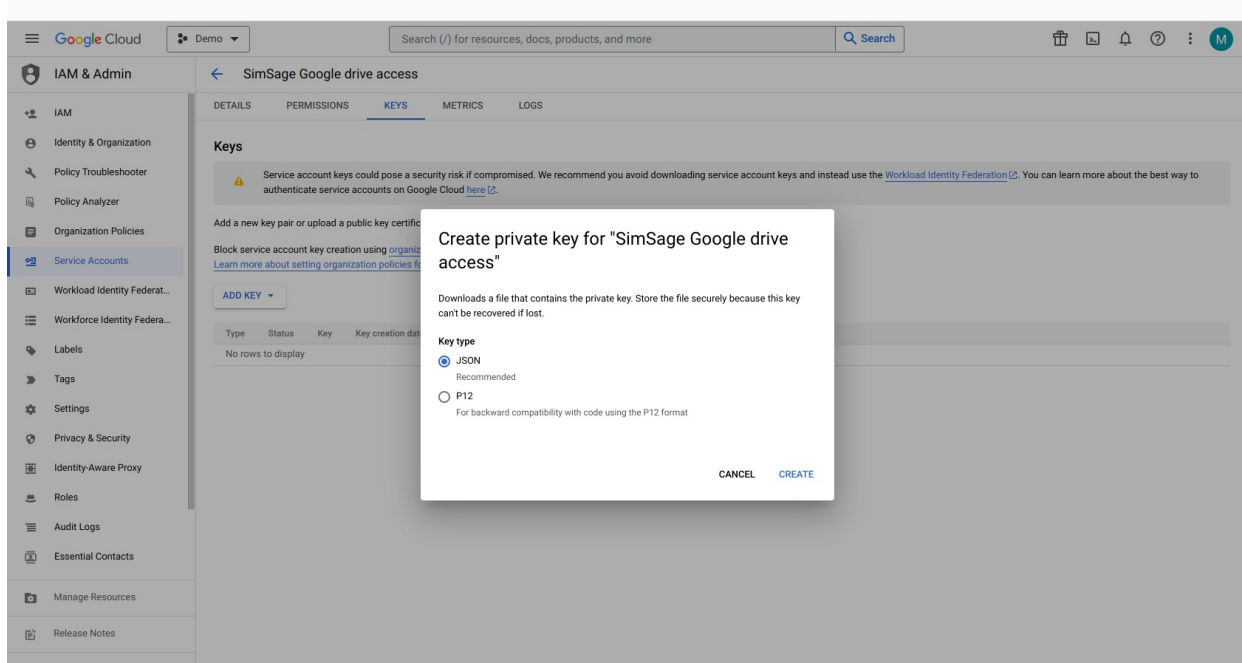
6. The key will be downloaded locally to your machine. SimSage will need the contents of this file to operate the crawler, so we advise you store it securely until you need it.

<u>Enable Google Drive API</u>

1. Type "Google Drive API" into the Search bar at the top of the screen.
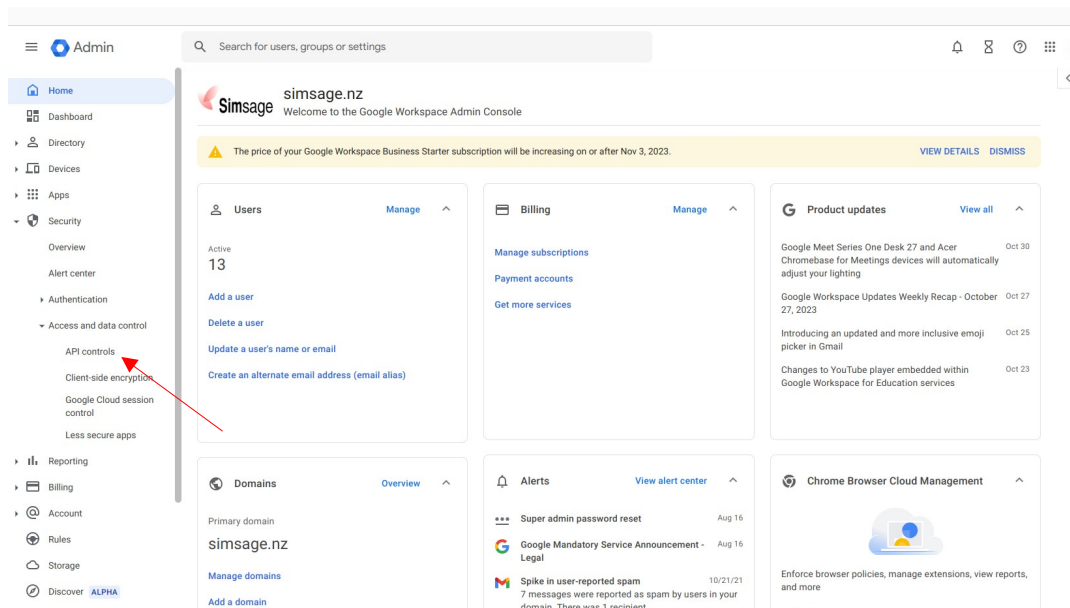2. In the drop down select "Google Drive API" from the marketplace options
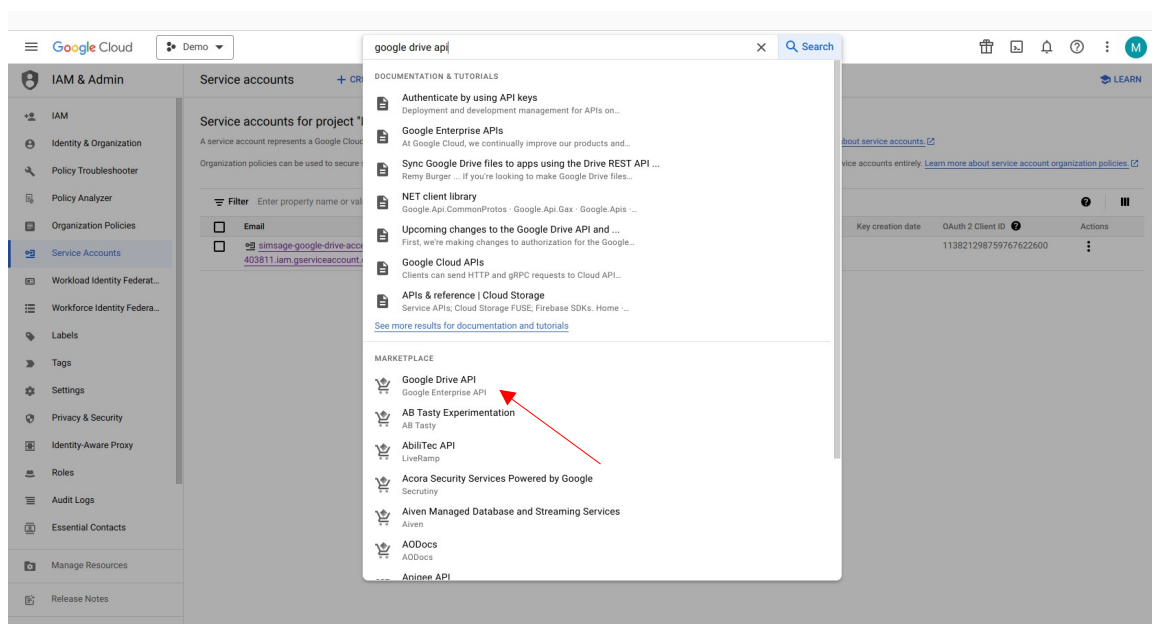
3. Click "Enable"
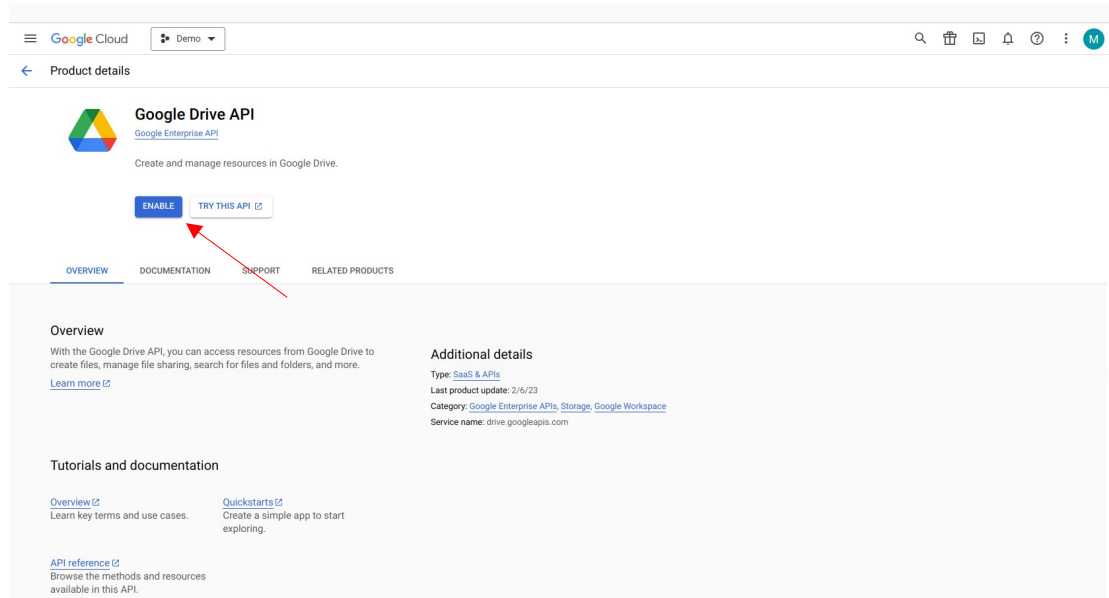
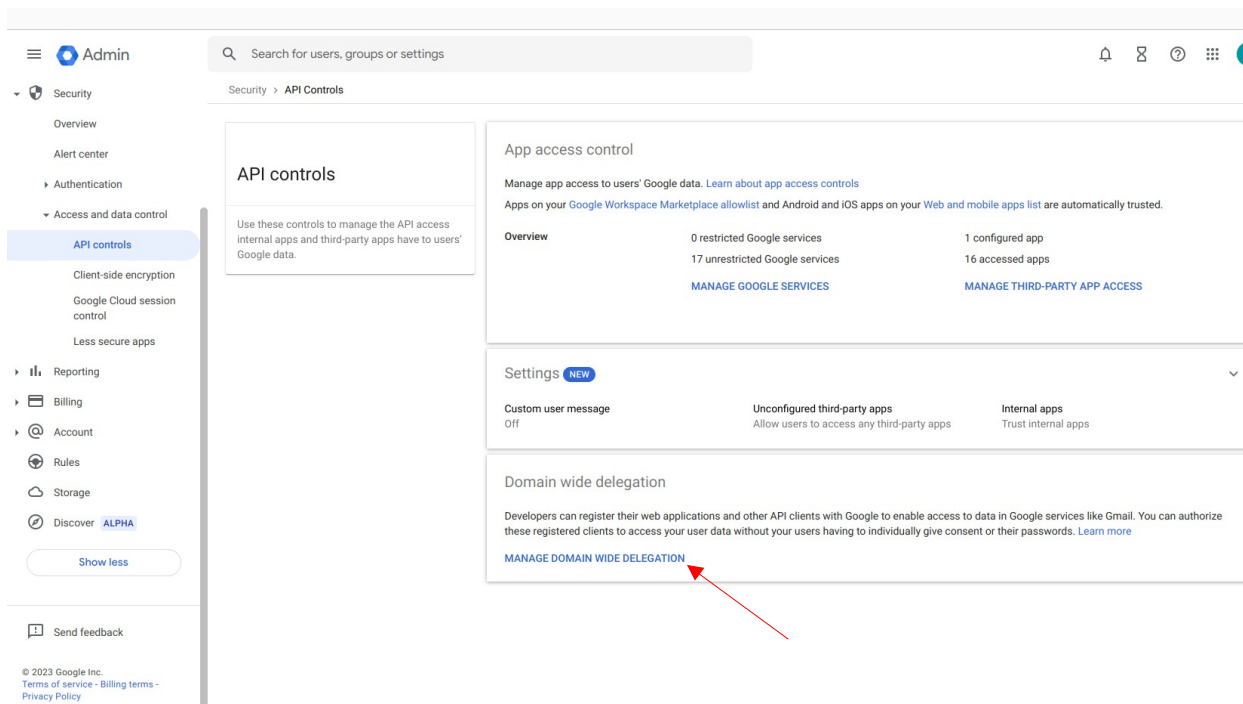### **Authorise Domain-wide Delegation**

1. Open https://admin.google.com
2. Using the lefthand navigation bar, go to "Security" > "Access and data control" > "API controls". *NB: You may need to click "show more" to reveal the "Security" option.*

3. Click "MANAGE DOMAIN-WIDE DELEGATION" to switch to the API clients screen.

4. Click "Add new" to add the service account as an accessor of specific items of your drive.
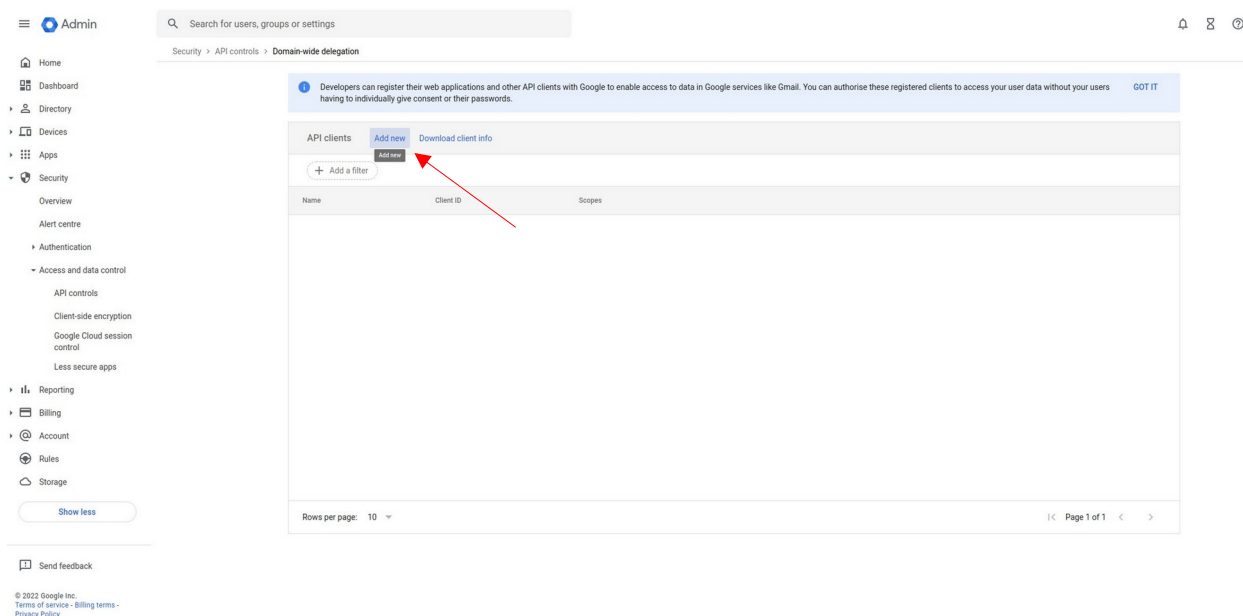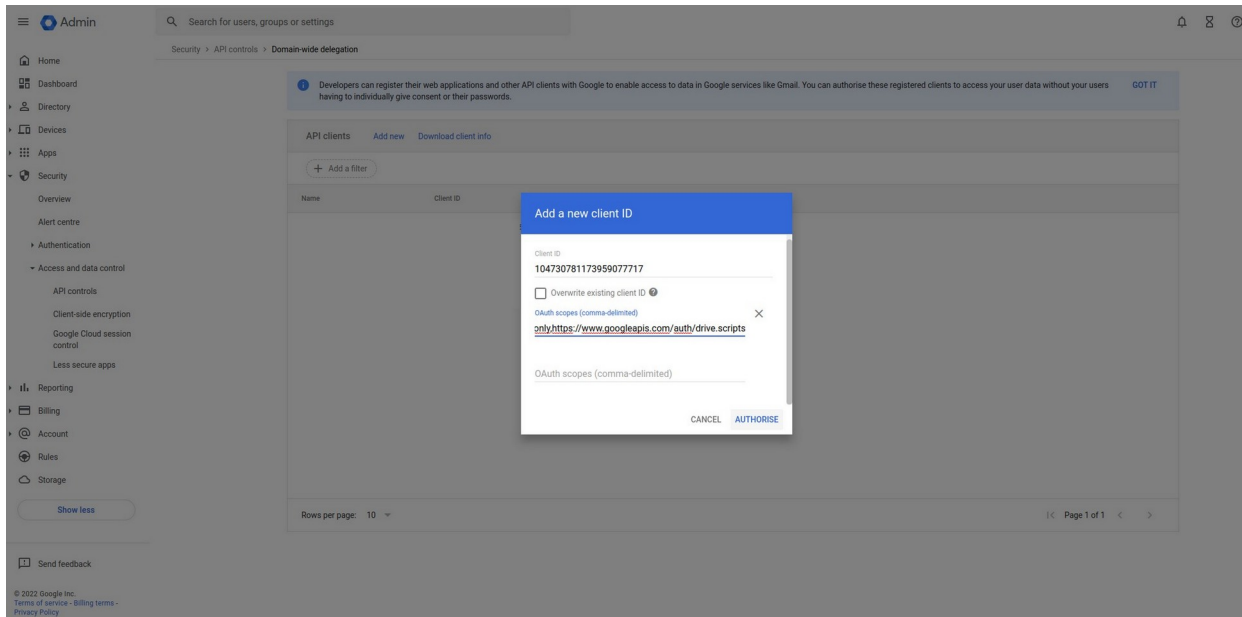

5. Populate the "Client ID" field with your service accounts unique ID (Step 2 of the create JSON key section).
6. Populate the "Oauth scopes" field with the following string.

    https://www.googleapis.com/auth/drive.metadata.readonly,
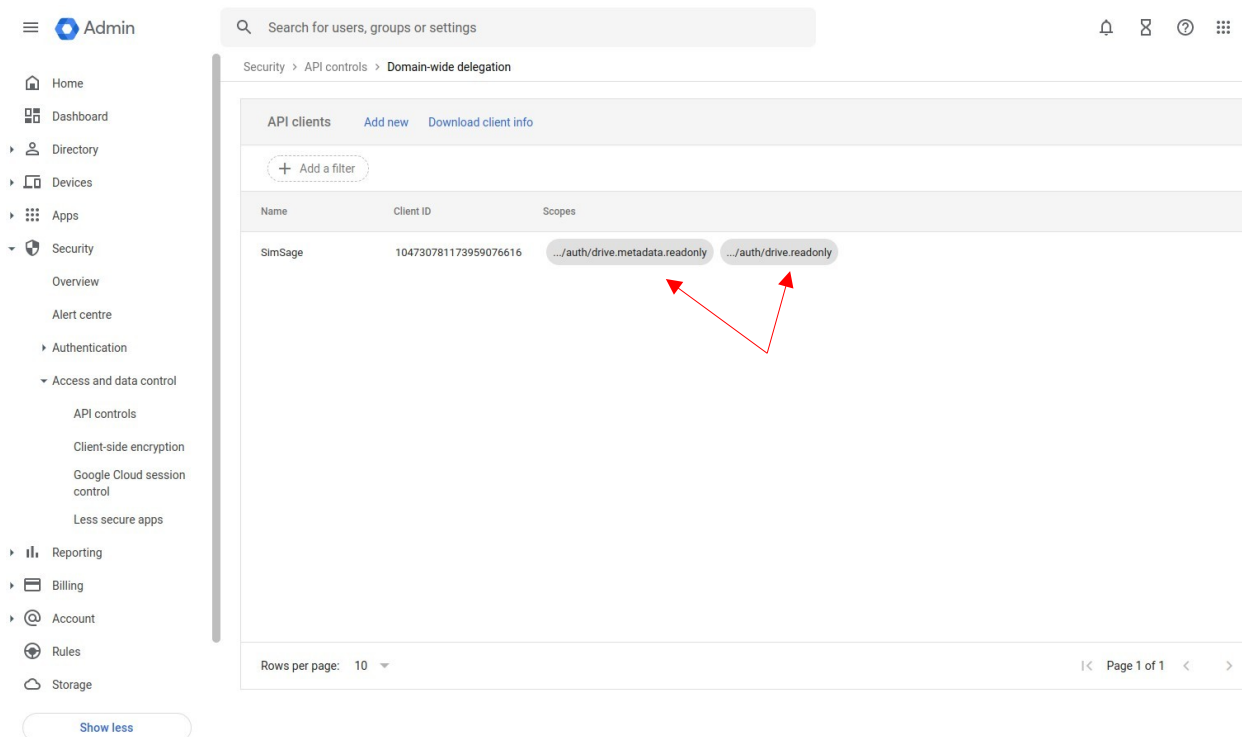   https://www.googleapis.com/auth/drive.readonly

    NB: These scopes define READ-ONLY access to your data.

7. Click "AUTHORIZE".

8. Google will now notify you that this client has been added with 2 scopes.

We can now setup a new SimSage crawler to access any drive accounts you want to index.