Audit Google Drive

Drive Audit & Management · https://gatlabs.com/knowledge/tech-tips/audit-google-drive/

Embedded media:
https://www.youtube.com/embed/jw_5ytGrtZg?feature=oembed&color=red&rel=0&controls=1&start=&end=&fs=0&iv_loa

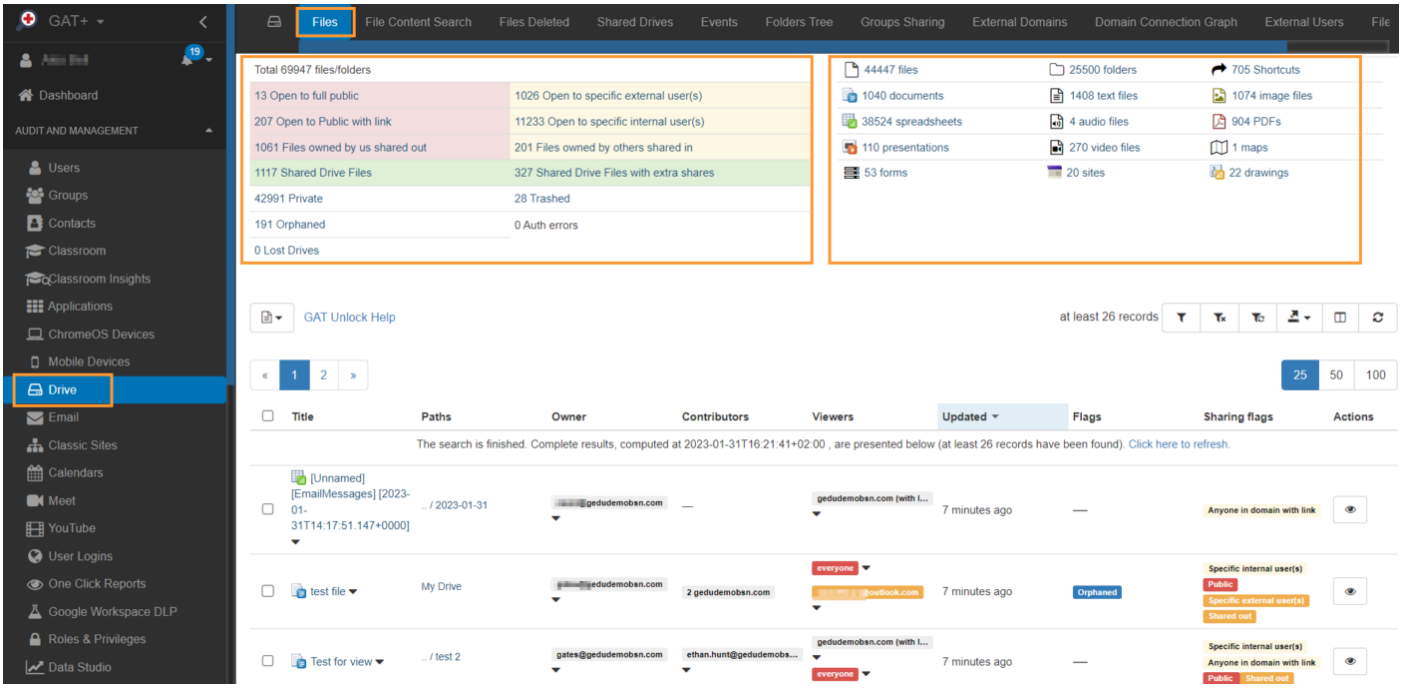
Drive dashboard in GAT+

Naviagate to **Drive > Files** and view the one click **summary table**.

This table will allow you to see all the files across your entire domain.

It denotes all files and folder by their exposure and type.

- Total amount of all the files in the domain
- Sharing exposure each file/folder has
- Type of the files



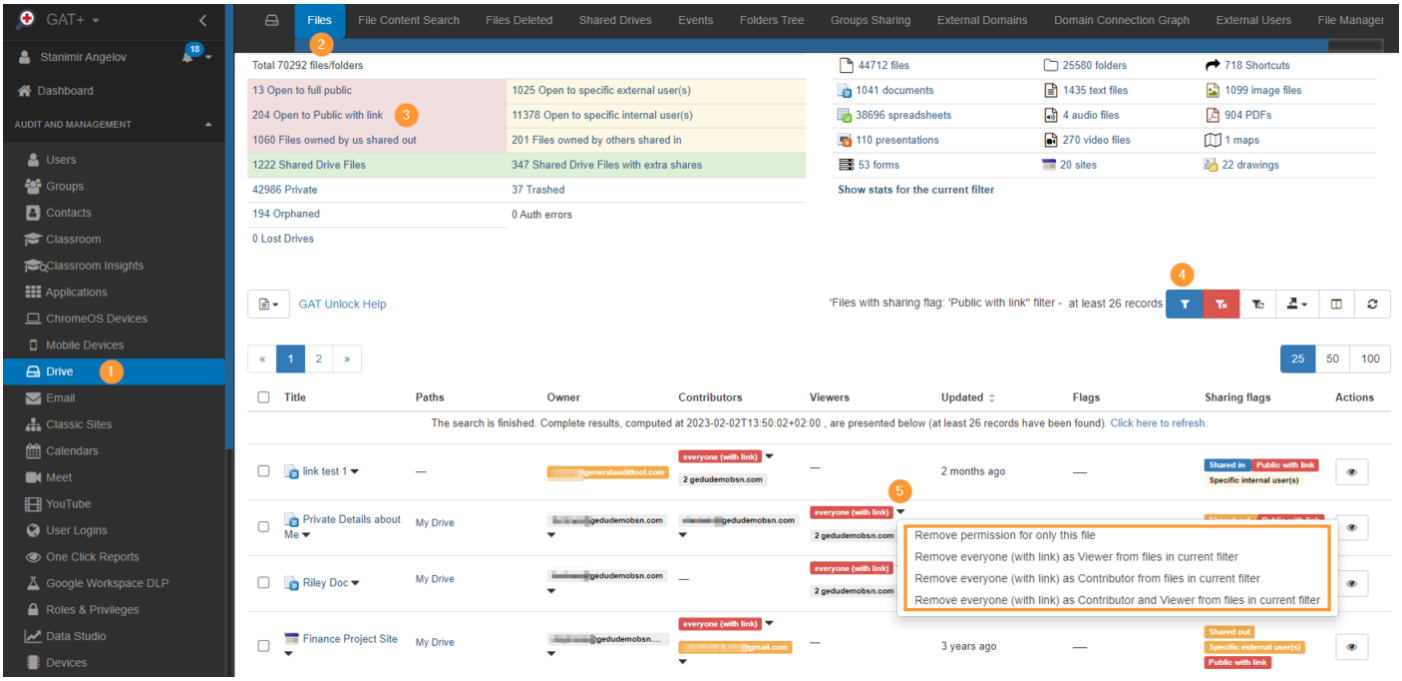
Left side - sharing permissions

- View the total amout of Drive files and folders.
- All the files will be devided based on the Sharing permissions they have
  - **Open to public** - all files with public permission
  - **Open to public with link** - all files with public with link permission
  - **Files owned by us shared out** - all files shared out to external users
  - **Shared Drive Files** - all files from the Shared Drives
  - **Private** - all private files on the domain - not shared to anyone
  - **Orphaned** - orhpaned when the parent folder is missing
  - **Lost Drives** - a local Shared Drive that cannot be audited because it has no local members
  - **Open to specific external user(s)** - all files that are shared to specific external users (no public or public with link permissions)
  - **Open to specific internal user(s)** - all files shared to specific internal users
  - **Files owned by others shared in** - externally owned file shared into the domain
  - **Shared Drive Files with extra shares** - all shared drive files with extra shares
  - **Trashed** - all Google drive files that are in trash folder

Clicking on the value of each will show the result below.

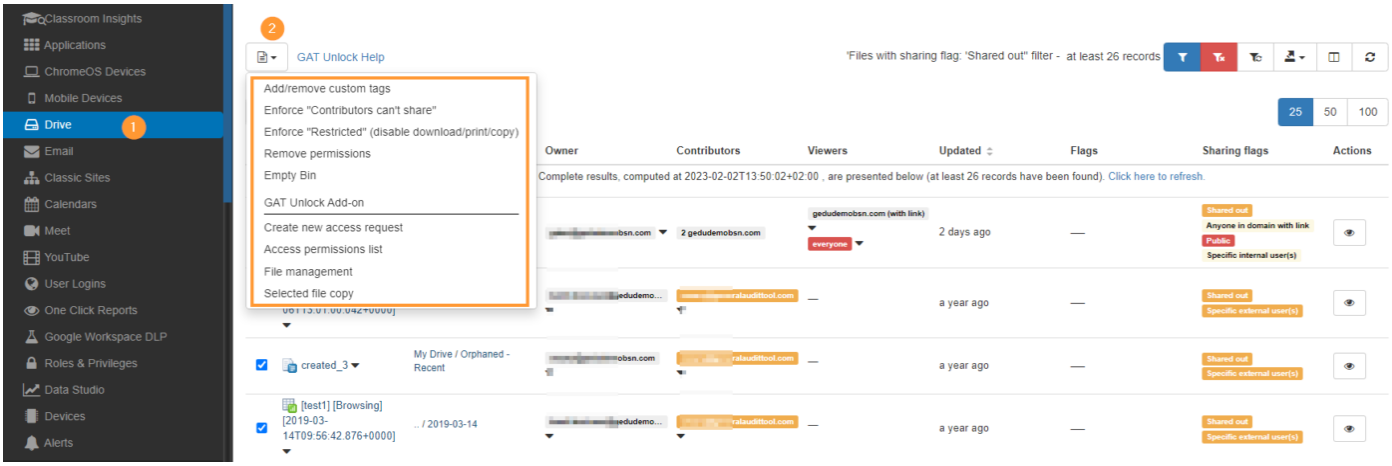
For example

- Clicking on the Open to Public with link - will apply a filter for all the files (3)
- This filter can be seen by selecting the "funnel icon" - filter button (4)
- Additonal filters can be applied to include or exclude certain data
- On the Permission itself - the sharings can be removed (5)



File operations

This will show many options that are avaialbe to be prerofmed on the domain Drive files.



- Add/remove custom tags - assign tags to files

- Enforce "contributors cant share" - Apply policy on selected files so editors can or not change permissions and share
- Enforce "restricted" (disable downlaod/print/copy) - apply a policy so viwers and commenters can or not see the option to donwload print and copy
- Remove permissions - allows global removal of permissions
- Empty bin - empty bin from selected user
- Unlock features
    - Create new access request - request access to view content of file or download
    - Access permission list - list of all approved requests to view files content
    - File management - option to change ownership of files add, remove or replace permisions
    - Selected file copy - allow to select files and create copy of them and place them under local user