Copy Files or Folders from Internal or External Users

Drive Audit & Management · https://gatlabs.com/knowledge/tech-tips/copy-files-or-folders-from-internal-or-external-users/

Unlock is a Multi-Party Approval feature within GAT+ that allows Super Admins or Delegated Auditors to securely duplicate Google Drive files or folders without changing ownership. All copy actions require approval from a nominated Security Officer and are fully logged for audit and compliance purposes.

Using Unlock, admins can create copies of files or folders from any user’s Drive and place them in another user’s Drive or in a Shared Drive. This is especially useful when access to content is required for review, investigation, or archiving, but ownership must remain unchanged.

Why make a duplicate?

- You may want a copy of a file with an external owner.
- Reviewing a file and its content without the owner becoming aware.
- You wish to archive files without transferring ownership.

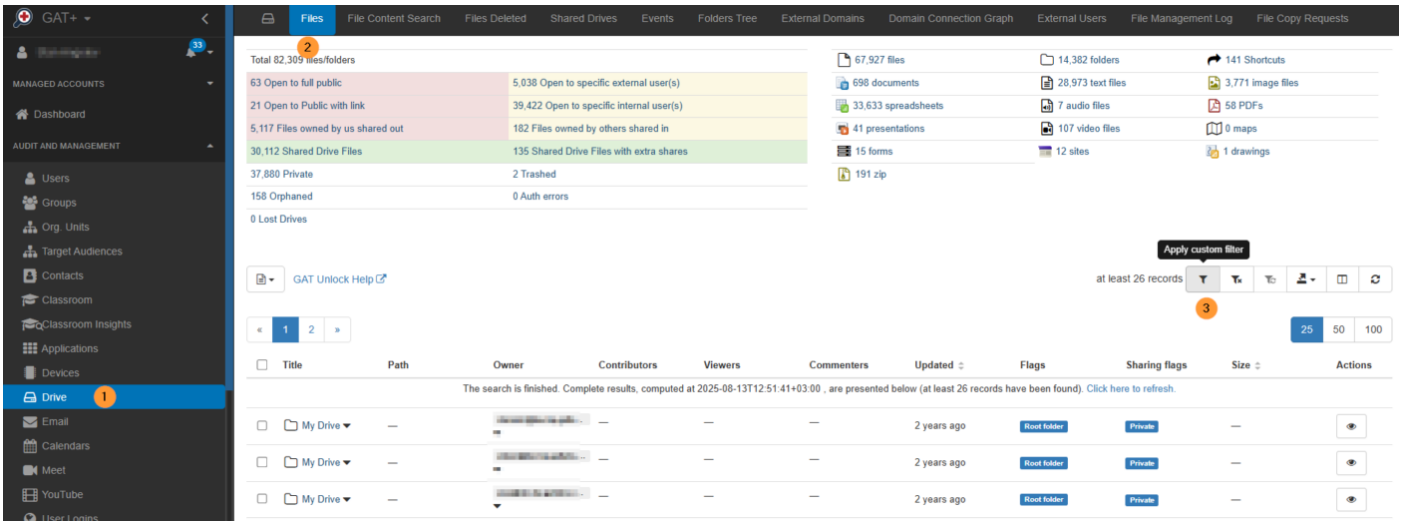
Embedded media:

https://www.youtube.com/embed/lkMz6pLsPKA?feature=oembed&color=red&rel=0&controls=1&start=&end=&fs=0&iv_loa

Search for file(s) or a folder

Apply a search query to locate the file or folder you wish to make a copy of.

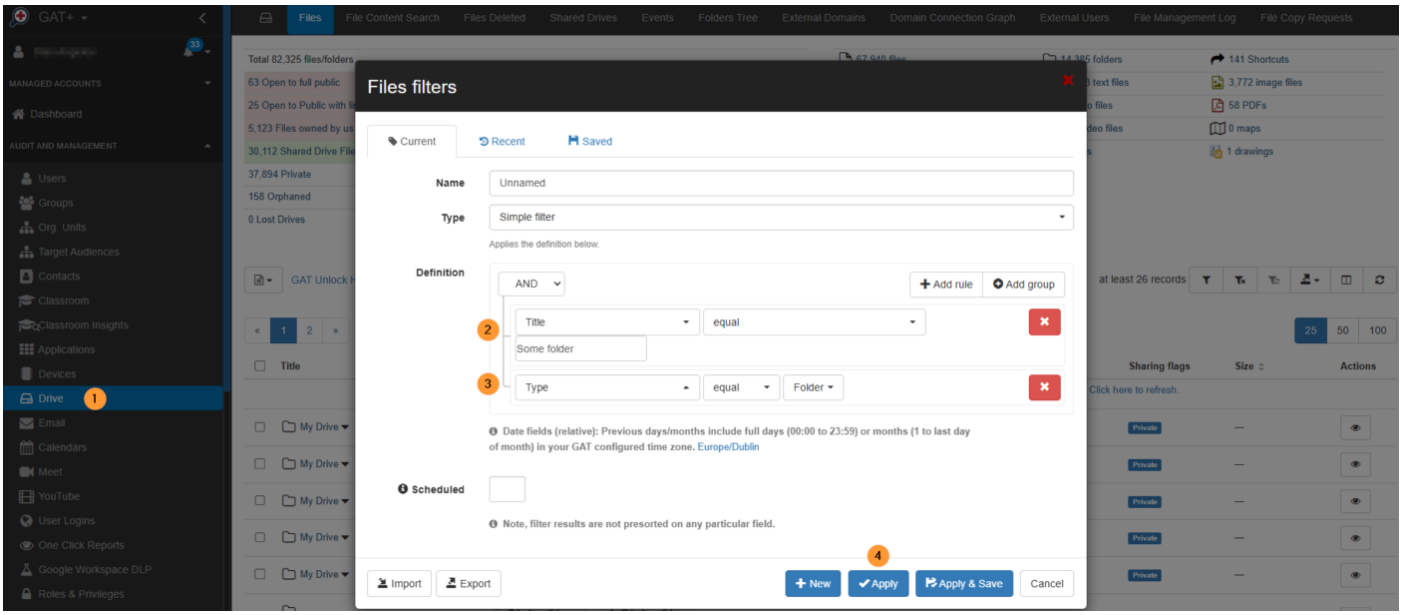
Within the Drive audit of GAT+, use the **Apply custom filter** button.



Use any filter to find the Files or Folders you need.

Example

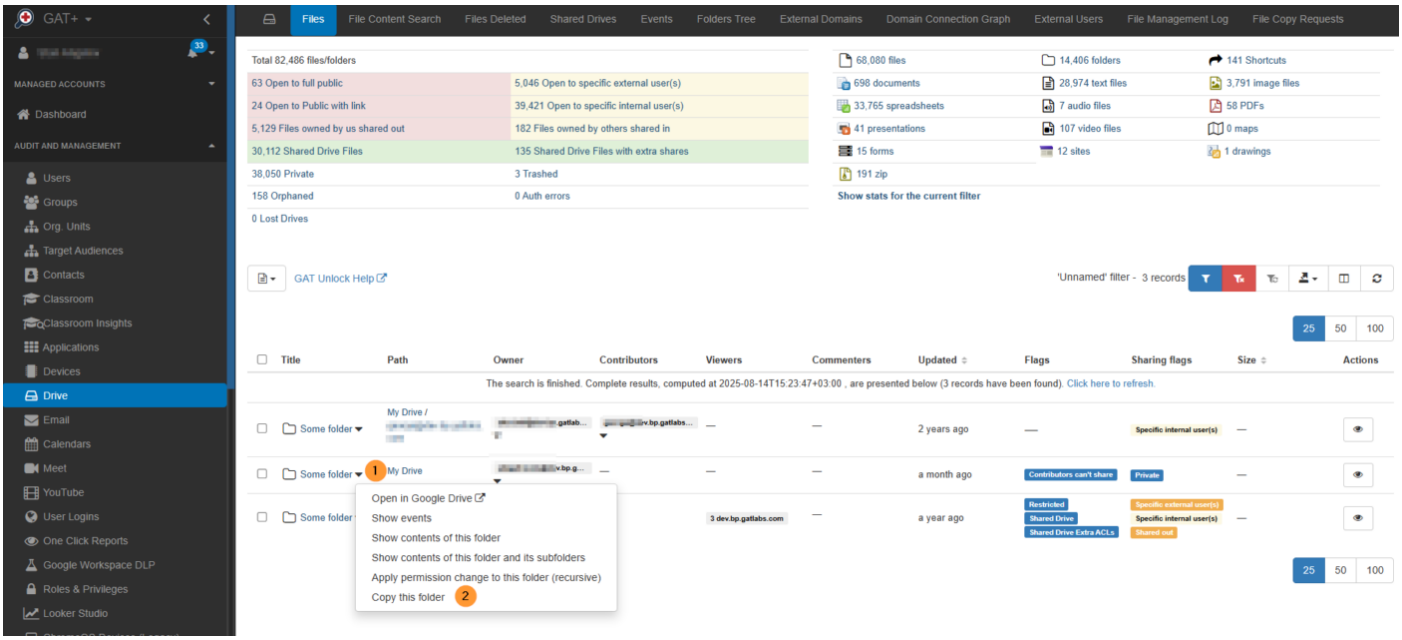
Search for a folder type with the title "Some folder".



Copy Folder

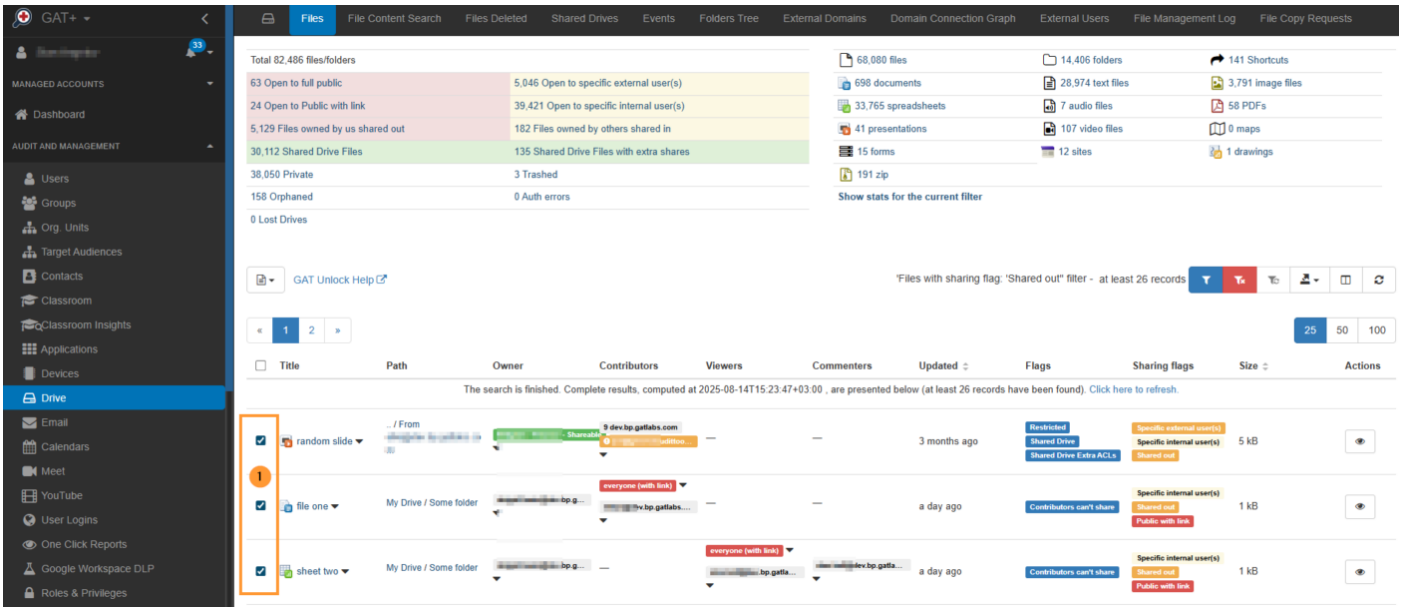
Click on the folder Title and from the drop-down select **Copy this folder** option.

This will **copy the folder and its contents** to the new user.



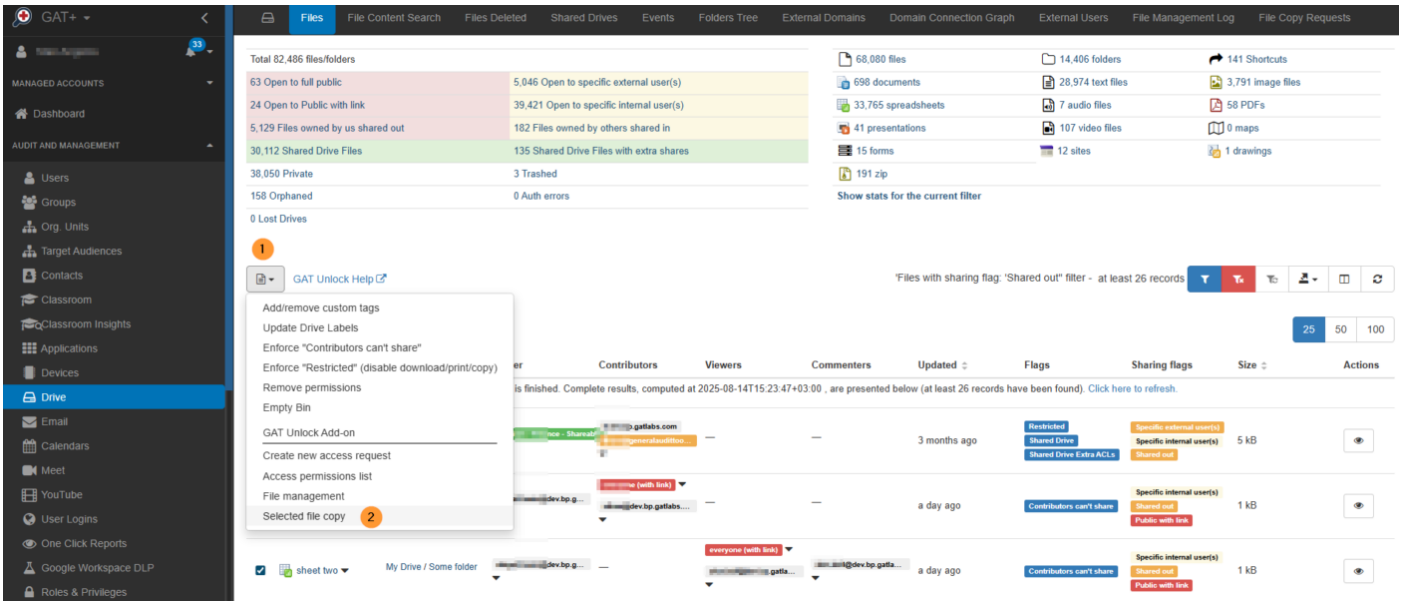
Copy selected files

Selecting more than one folder, you can select **multiple** files or folders to be copied in one request.



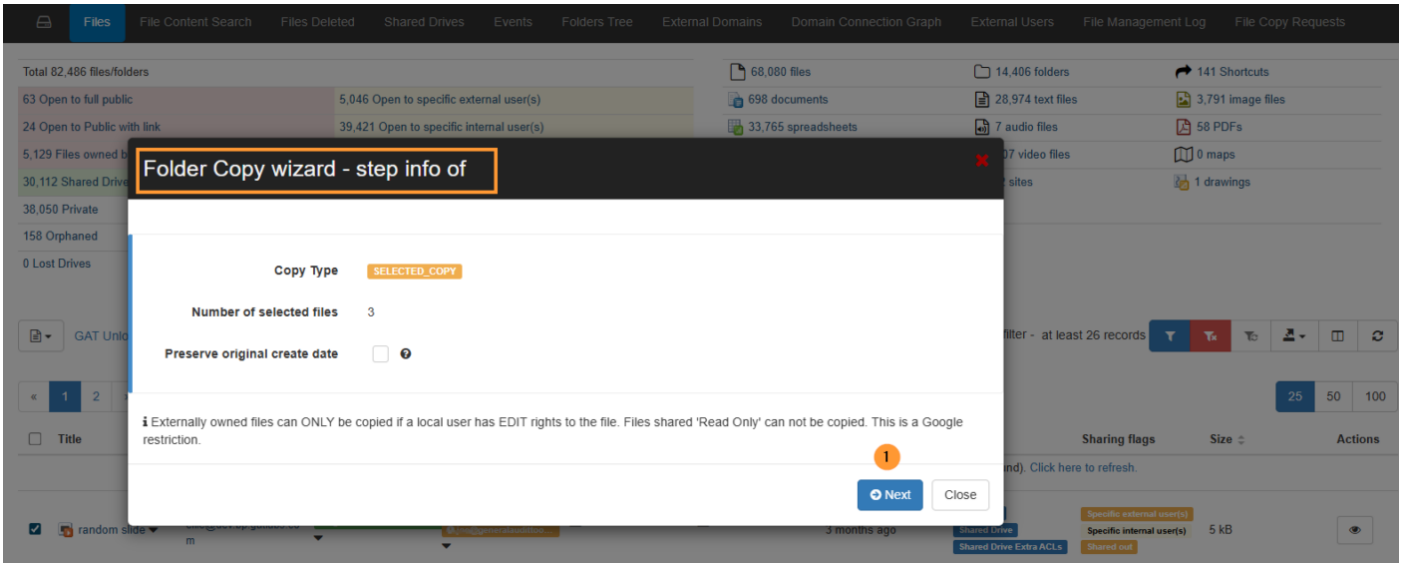
Select the files by clicking on the checkmark beside their titles.

Click on **File operations**, then pick the **Selected file copy** option



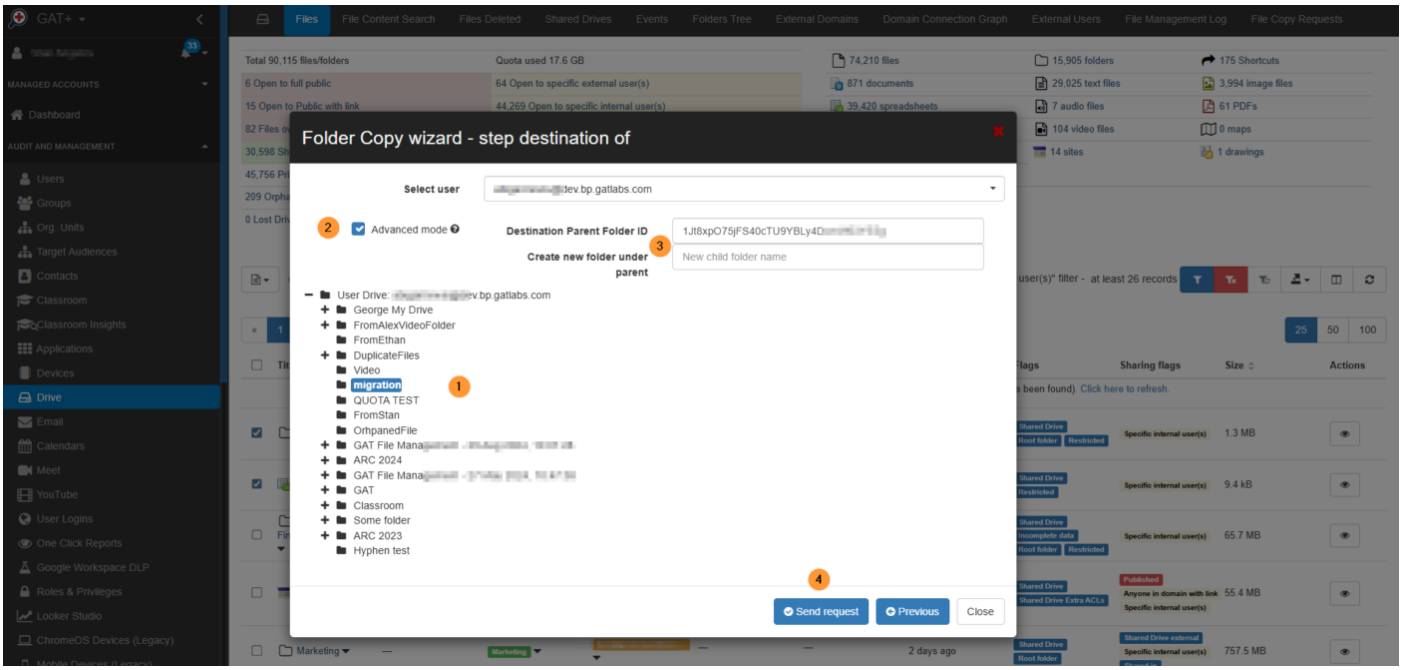
When Folder copy or Selected file copy is selected, the folder copy wizard will be displayed.

- **Preserve original create date** - click to enable or not the feature
- **Next** - click to go to the next window



Fill in all the required details.

- **Select user** - enter the email of the user
- Advanced mode - click to select specific destination parent folder
  - **Selecting a specific folder** will bring its ID into the advanced mode field
  - **Create new folder under parent** - allowing you to **create a new folder and place the copied files or folder there**



Copy multiple files and folders

You **must select the files and folders you want to copy.**

Blank selection of all files found by the filter for security reasons is not allowed.

T**he files and folders you want to be copied must be selected.**

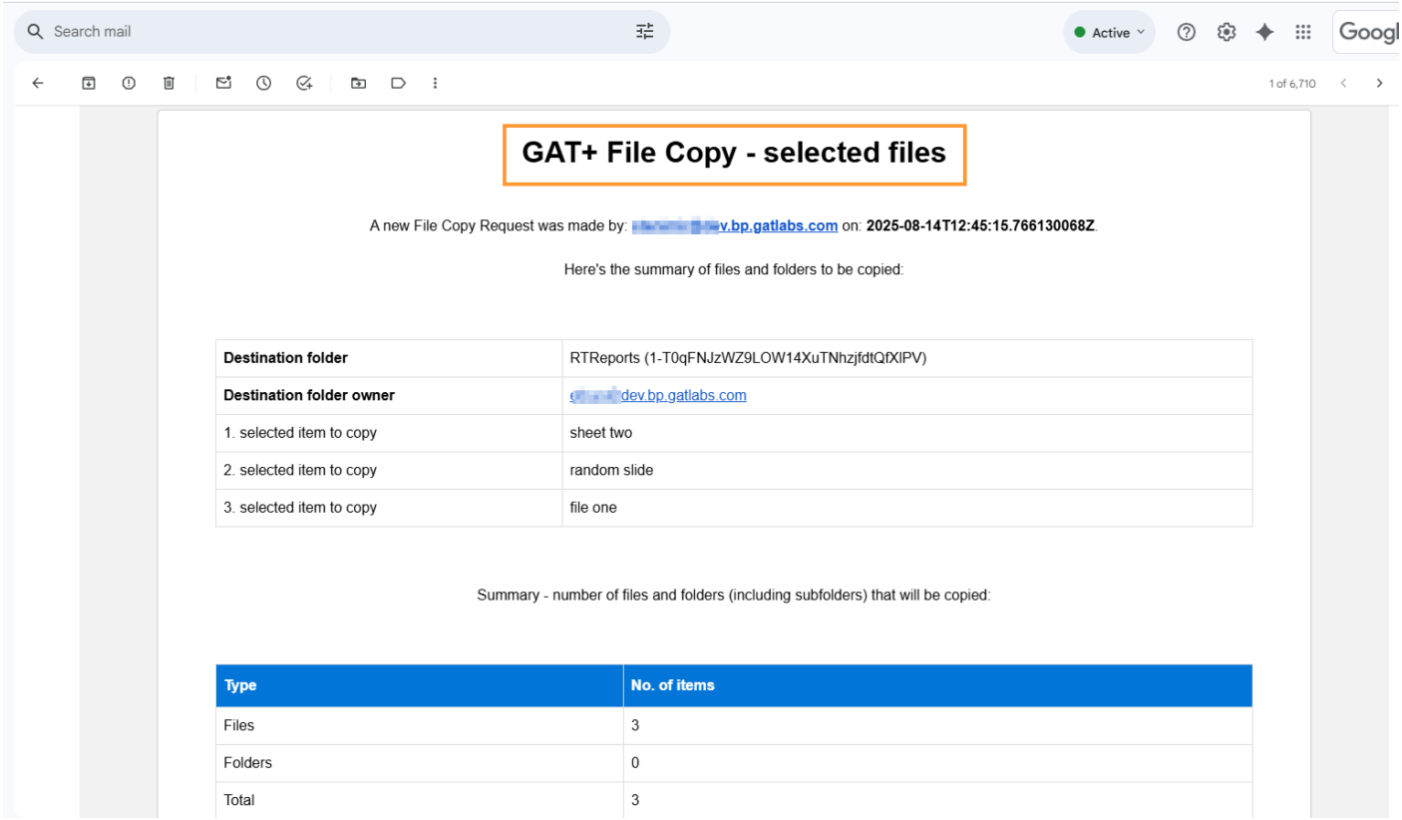
External or Internal copy

Externally owned files can ONLY be copied if a local user has EDIT rights to the file. Files shared 'Read Only' can not be copied. This is a Google restriction.

Approval of Security Officer Needed

To be able to make duplicates or copies of files or folder content, you need the approval of your nominated security officer; one of them will have to approve.

Security Officers will get your request via email. The email will contain a URL to grant or deny a request.



GAT+ File Copy - selected files

A new File Copy Request was made by: [redacted]v.bp.gatlabs.com on: **2025-08-14T12:45:15.766130068Z**.

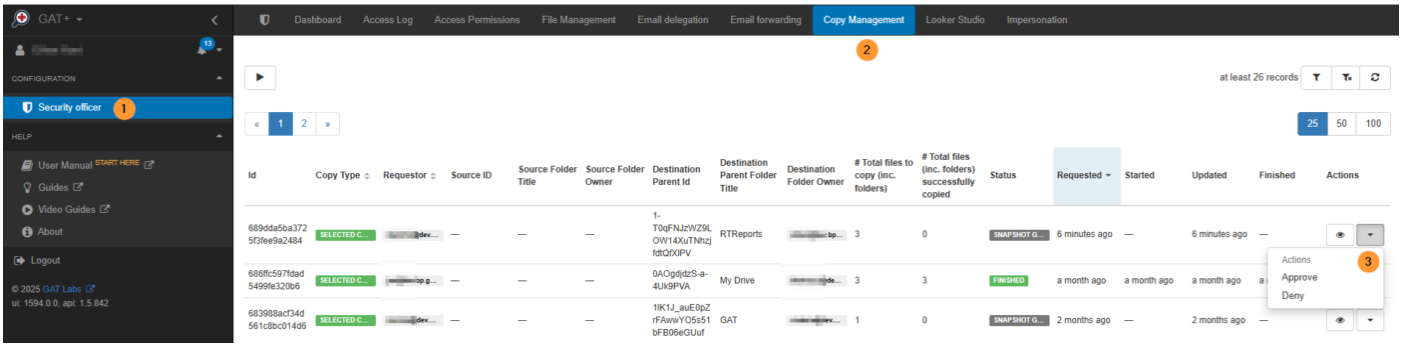
Here's the summary of files and folders to be copied:

Destination folder	RTReports (1-T0qFNJzWZ9LOW14XuTNhzjfdtQfXIPV)
Destination folder owner	[redacted]dev.bp.gatlabs.com
1. selected item to copy	sheet two
2. selected item to copy	random slide
3. selected item to copy	file one

Summary - number of files and folders (including subfolders) that will be copied:

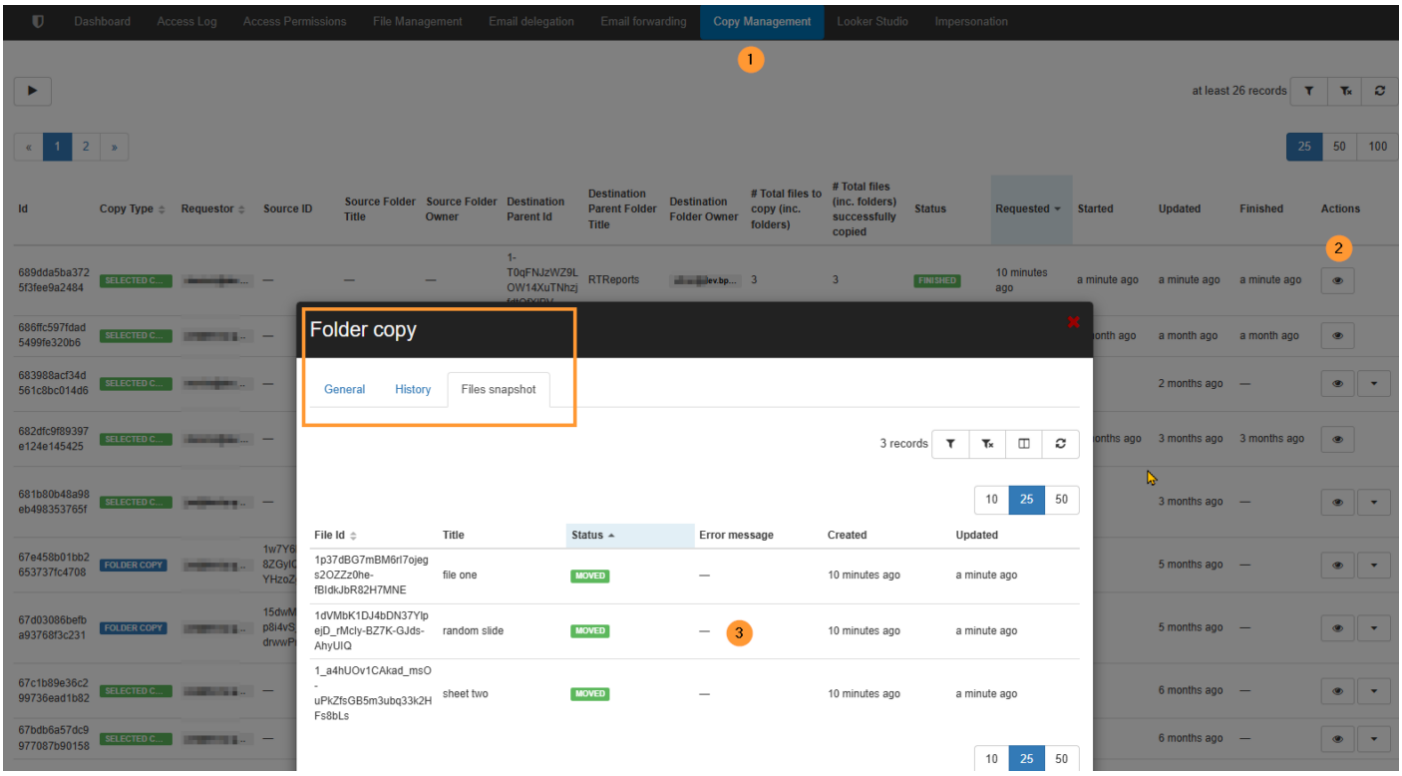
Type	No. of items
Files	3
Folders	0
Total	3

The Security Officer(s) will have to access the request and either grant or deny it.

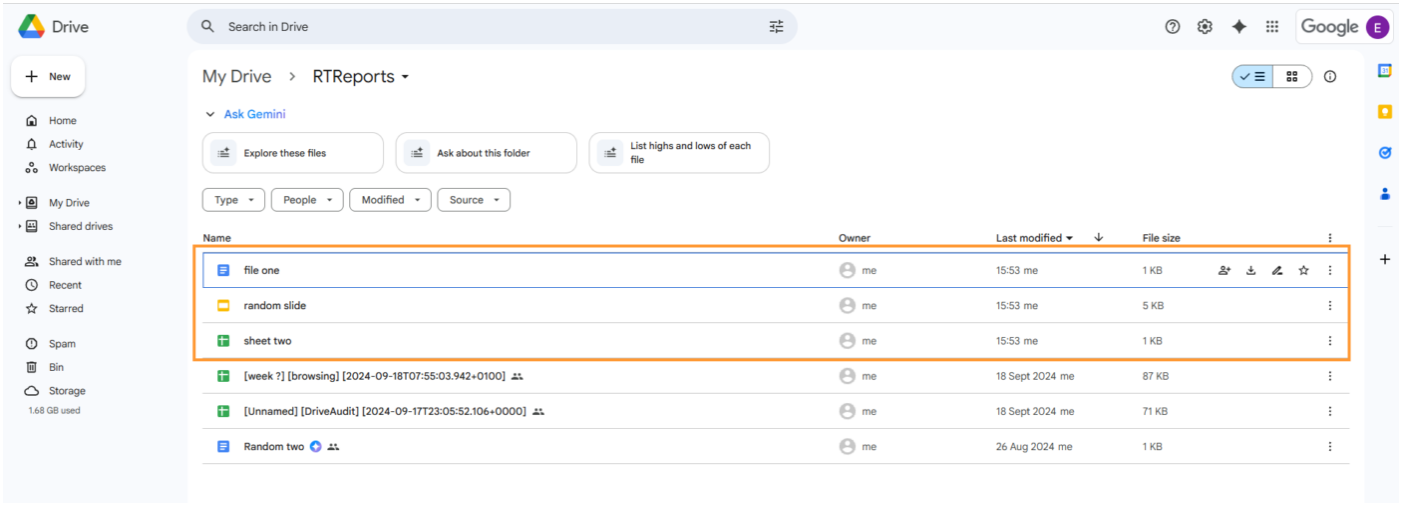


Result

When the copy is completed, the result will be seen in the Copy Management section.



As a result, the copied files will be located as the Copy request in the "new user" under the selected folder we picked.



Result

The above documentation details the process for using the **GAT Unlock** feature within the GAT+ tool to **create duplicates of files and folders across your domain users' Google Drives**.

This powerful capability requires specific permissions and security officer approval.

FAQ

- **Q:** If a file is owned by someone outside my domain, what permission is required for me to copy it?
    - **A:** You (users from your domain) must have **EDIT rights** to the externally owned file; files shared only as 'Read Only' cannot be copied.

- **Q:** What is required before a copy or duplication operation can be completed?
    - **A:** You need the **approval of your nominated Security Officer(s)**, who will receive an email request with a URL to grant or deny the operation.