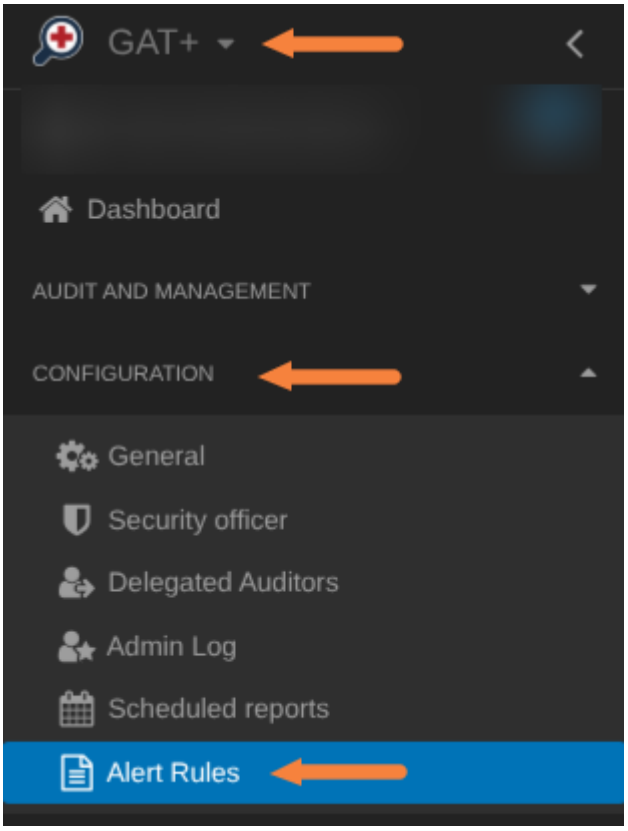
Set an alert for shared out Drive files by any given user

Drive Audit & Management · https://gatlabs.com/knowledge/tech-tips/set-an-alert-report-for-shared-out-drive-files-by-any-given-user/

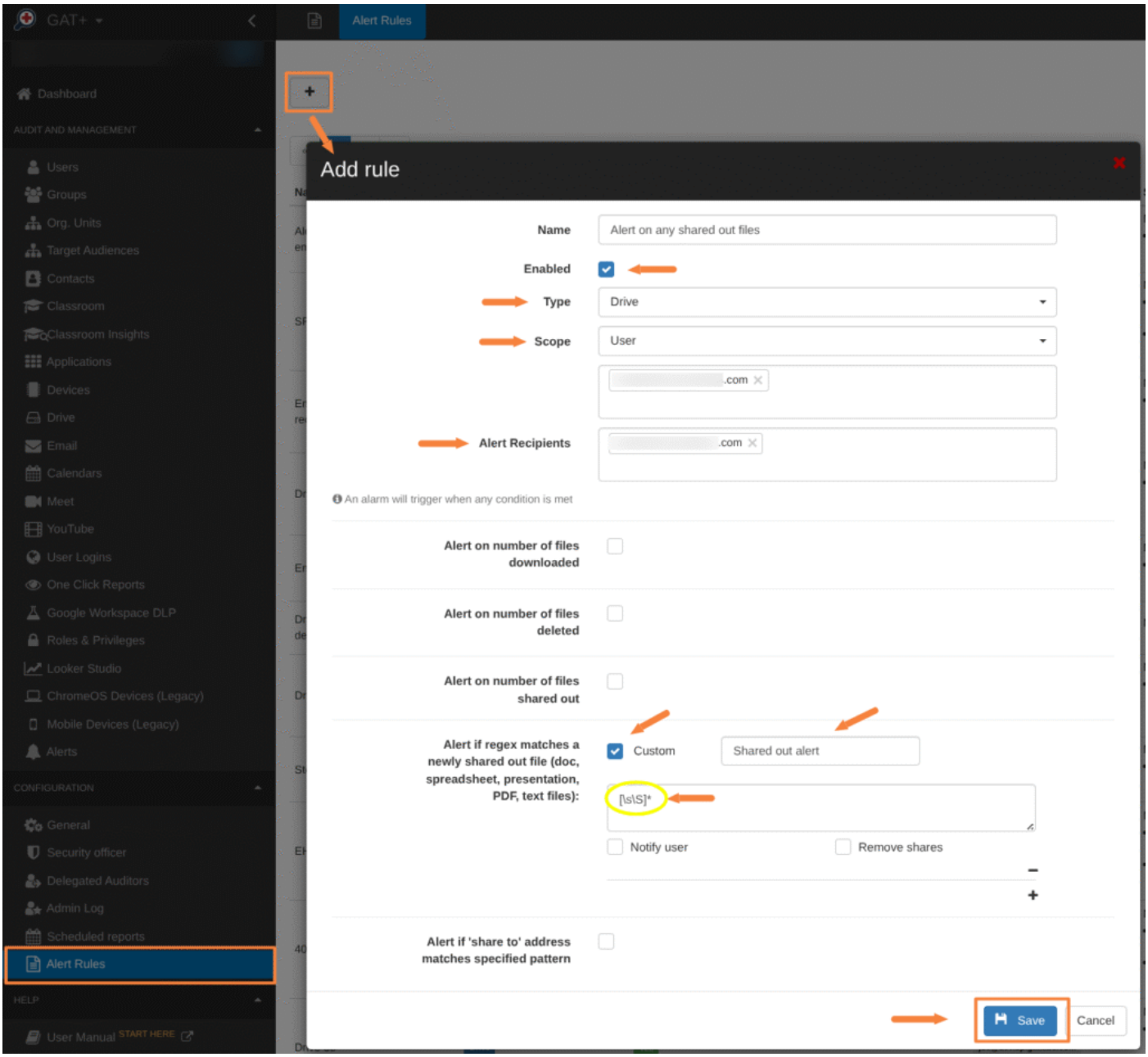
This simple post explains how to set up an alert for a report triggered whenever any specified user shares **Drive** files externally.

Setting up Alert for shared out report

To set up the alerts, navigate to **GAT+ > Configuration > Alert Rules**



Click on **the + sign** and fill in the data for the alert



- Add a **Name** for the rule
- ***Enabled*** = tick
- Select ***Type*** = Drive
- ***Scope*** = User
- ***Recipients*** =email recipients of the alert, this can be a user or group email.
- Select ***custom*** for the ***Alert if the regex matches a newly shared out file*** and name the rule in this case "Shared out alert"
- Input the regex pattern **[\s\S]***
- You can choose to ***Notify user*** and/or ***Remove shares***.

- ***Save*** the alert - will activate the alert to trigger whenever any file is shared out for specified users.

The rule can be ***viewed***, ***edited***, or ***deleted*** by selecting the icons shown below.

Result

The recipients selected in the rule will receive an email report on any shared out files.