Silently View Files from Your Users Google Drives

Drive Audit & Management · https://gatlabs.com/knowledge/tech-tips/silently-view-files-from-your-users-google-drives/

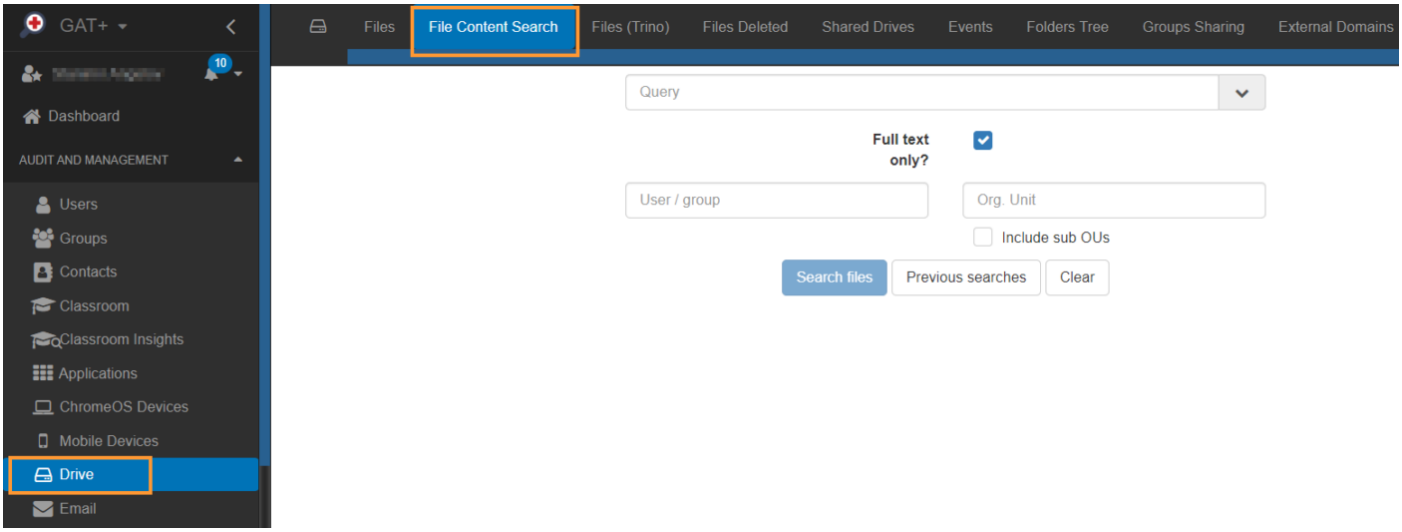
How to Silently View Google Drive View Files from Any Google Workspace User

We are going to use a powerful search feature in the GAT+ Google Drive audit where GAT+ can identify the contents of documents. This feature is called the '**File content search**'.

It allows admins/delegated auditors to use **words or sentences to search through all of the files across your domain** and it will **return documents that contain** them.

Apply filter

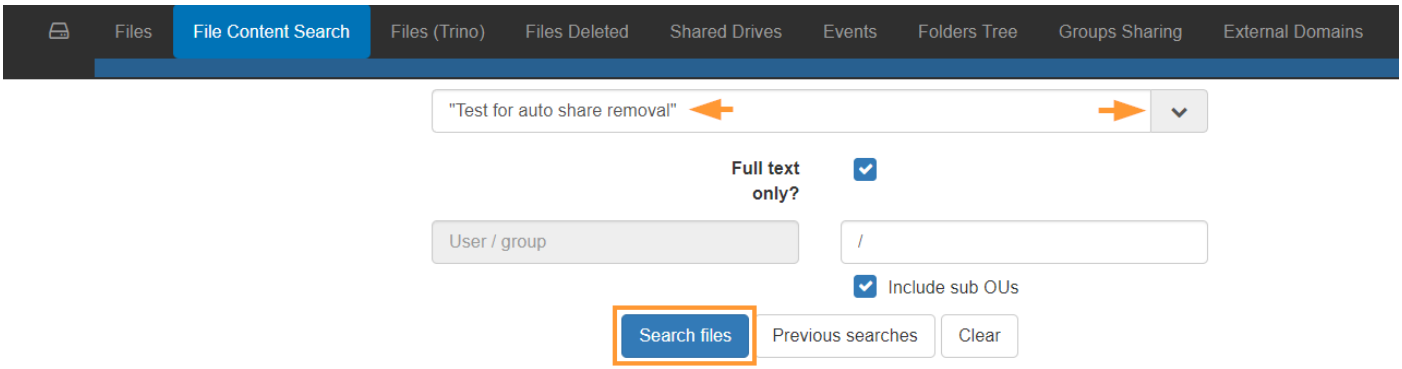
Navigate to **GAT+ > Drive > File Content Search**



Fill in the necessary details

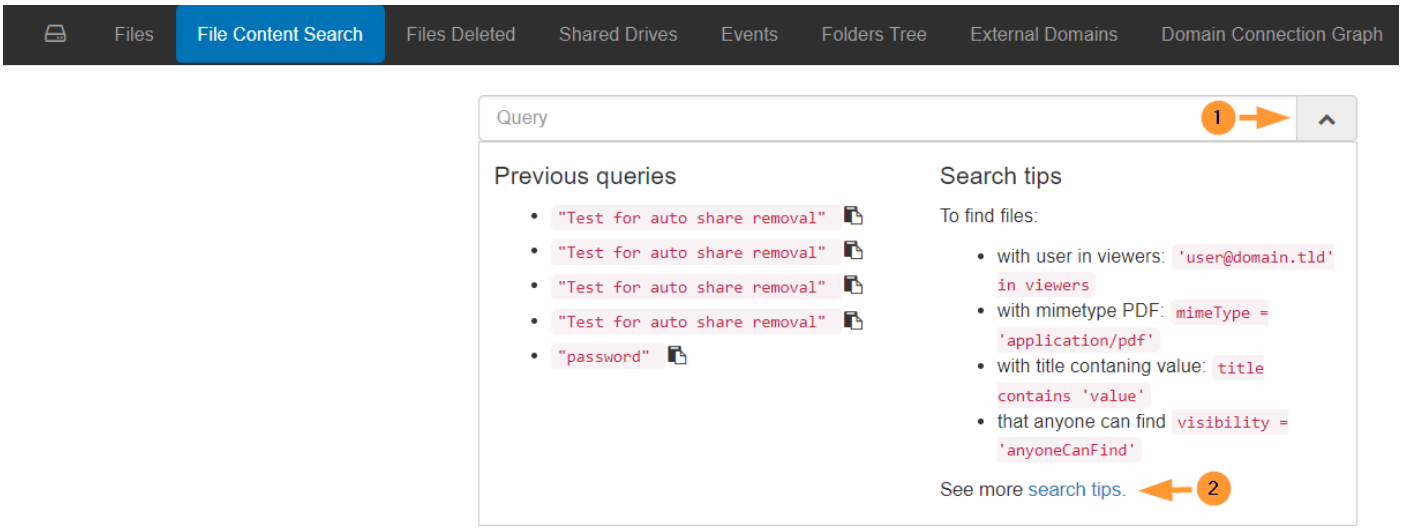
- **Query** - enter the Query you are searching for
- **Full text only** - enable or disable by clicking on the checkmark
- **User/Group/Org.Unit** - select where to search the file, who are the users to search thru?

- **Search files** - Apply the filter
- **Previous searches** - select any of the previous searches that ran



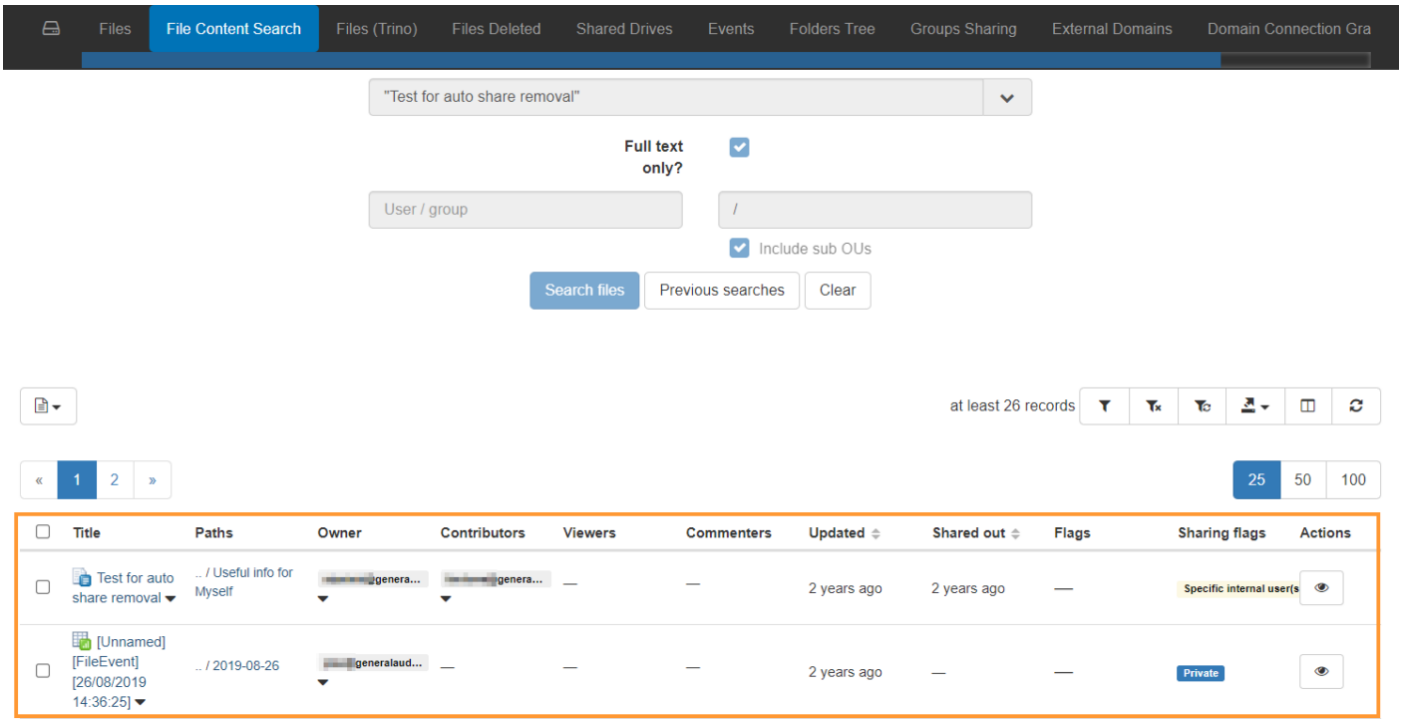
In the example below, we search for a **File that contains** the sentence **"Test for auto share removal".**

Multiple other queries can be used.



Result

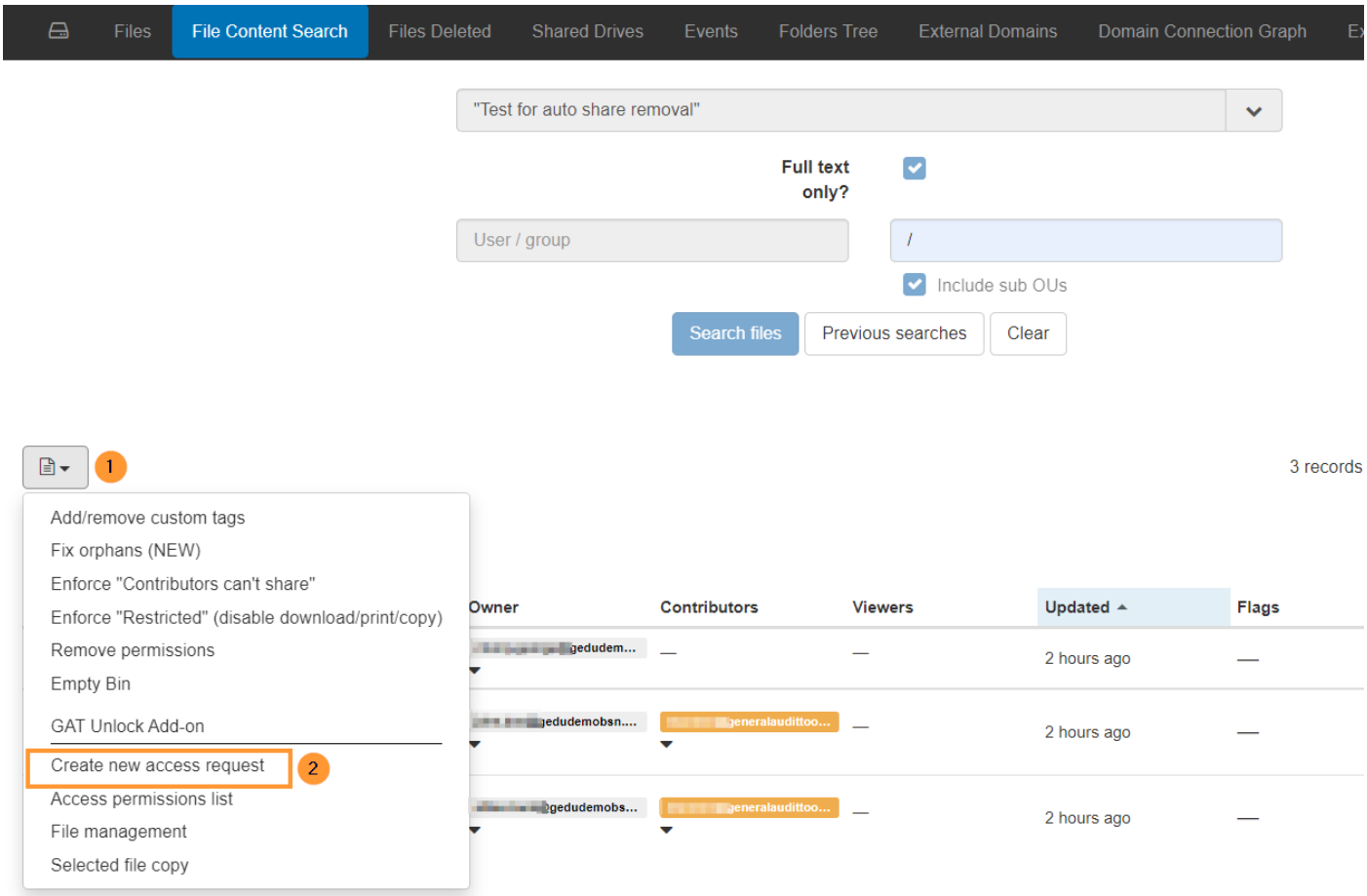
Note: It might take some time for the search to complete depending on the search performed and the number of files you have in your domain.



The **result** files **will contain** the **sentence - "*Test for auto share removal*" .**Select the files you want to access, by clicking on the checkmarks beside the file title.

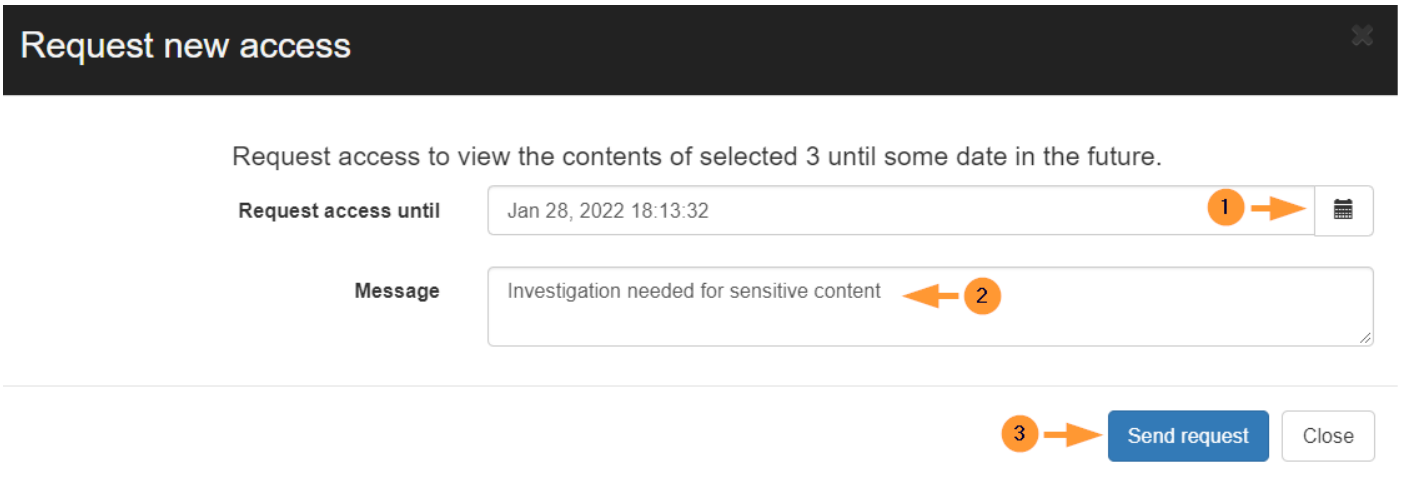
Send request

Select the files needed -> **File operations** button -> **Create new access request**



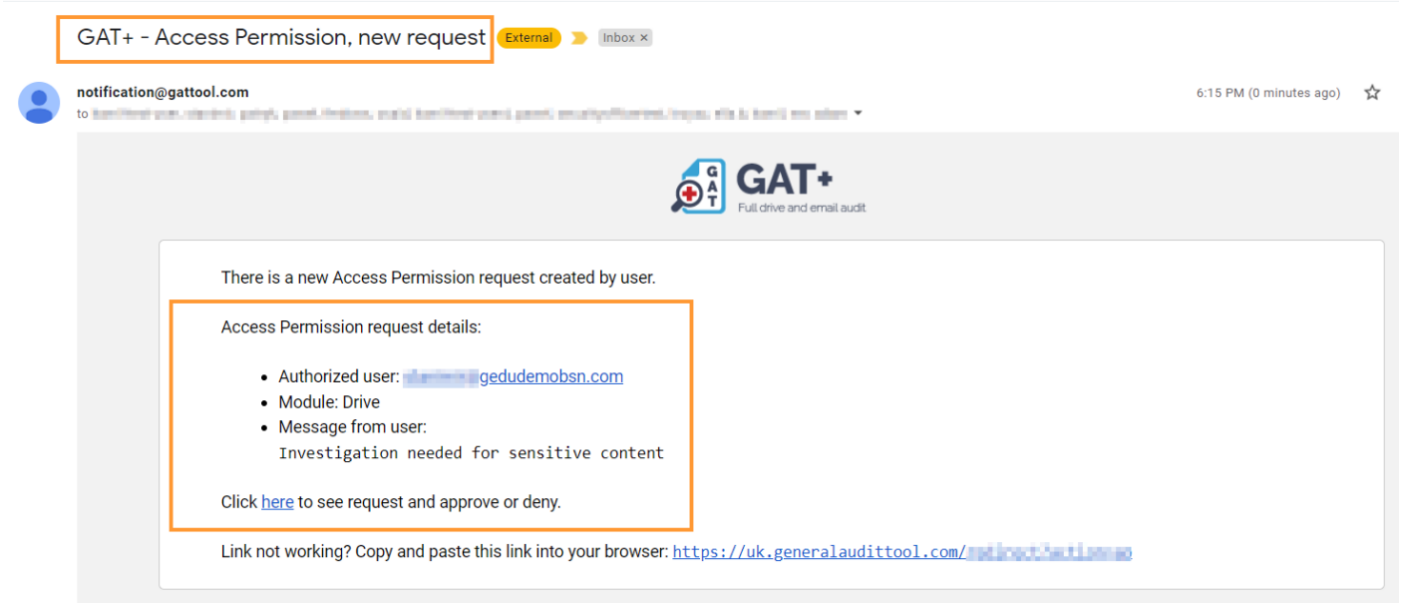
A pop-up window will be displayed.

- **Request access until** - pick a date until access to view the files will be granted
- **Message** - leave an (optional) Message to the Security officer
- **Send request** - to proceed

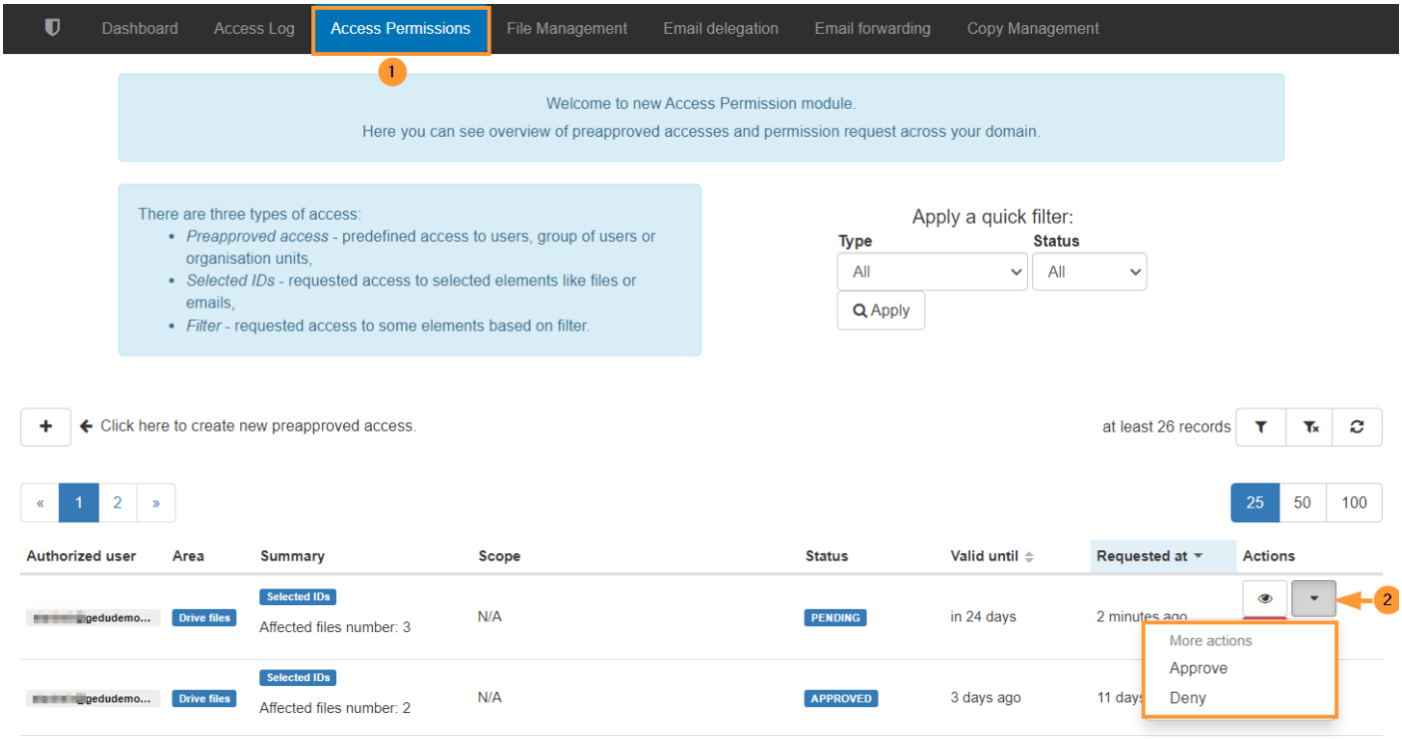


Security officer approval

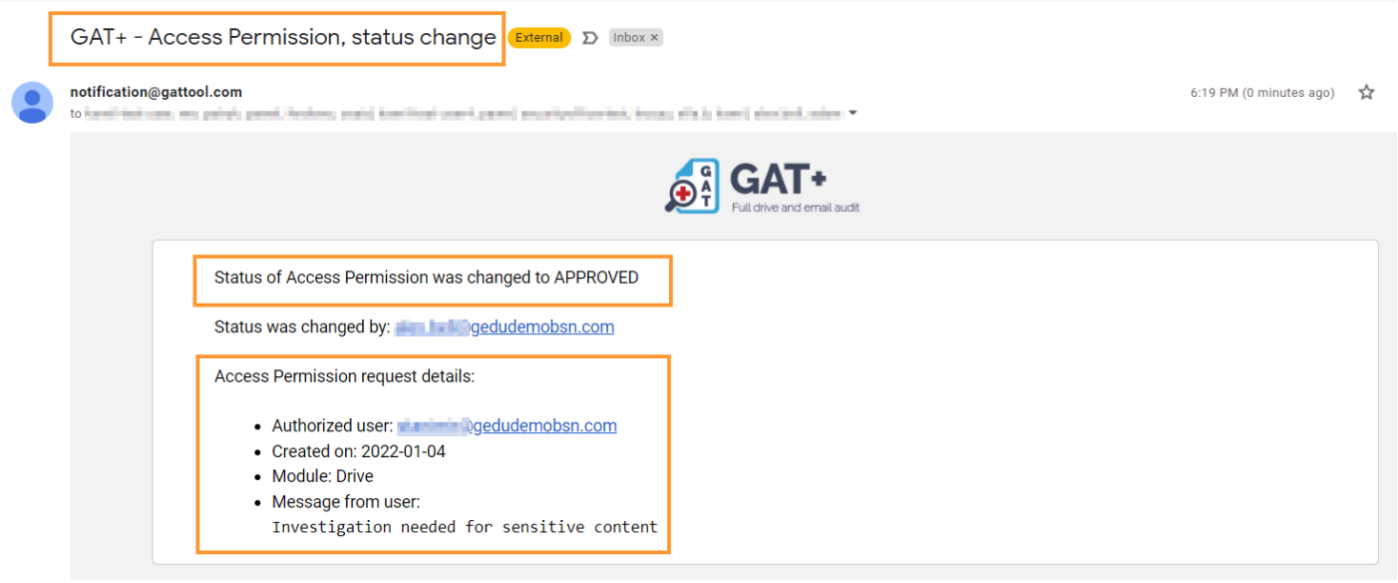
When the request is sent, the **Security officer** will receive an email notification for approval.



When "**click here**" the Security officer can Approve or Deny the request.



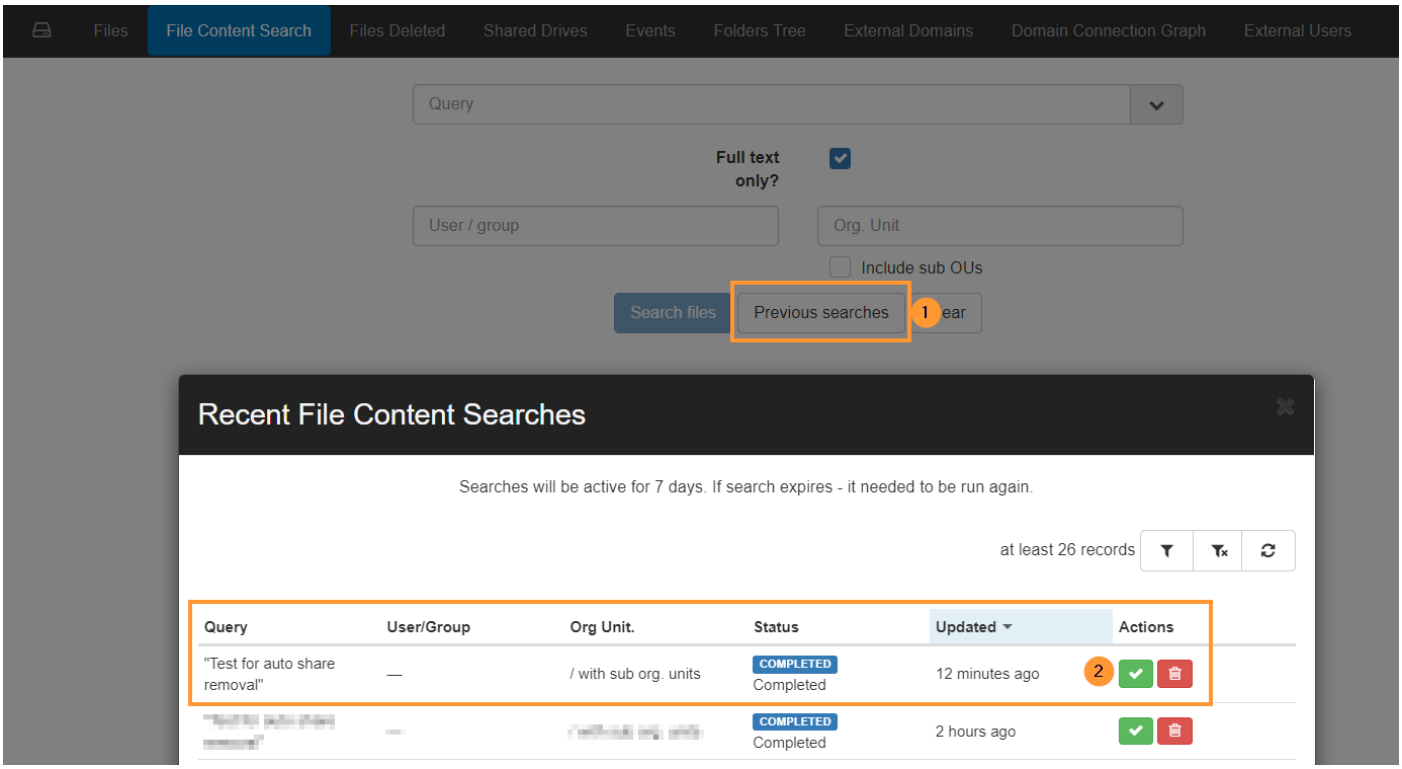
When it is approved, an **email** will be sent to the **requester,** that it is approved.



Access the files

When the request is approved, the Admin can click on the **"previous searches"** button and select the previous filter applied.

Click on the **green checkmark** under **Actions**

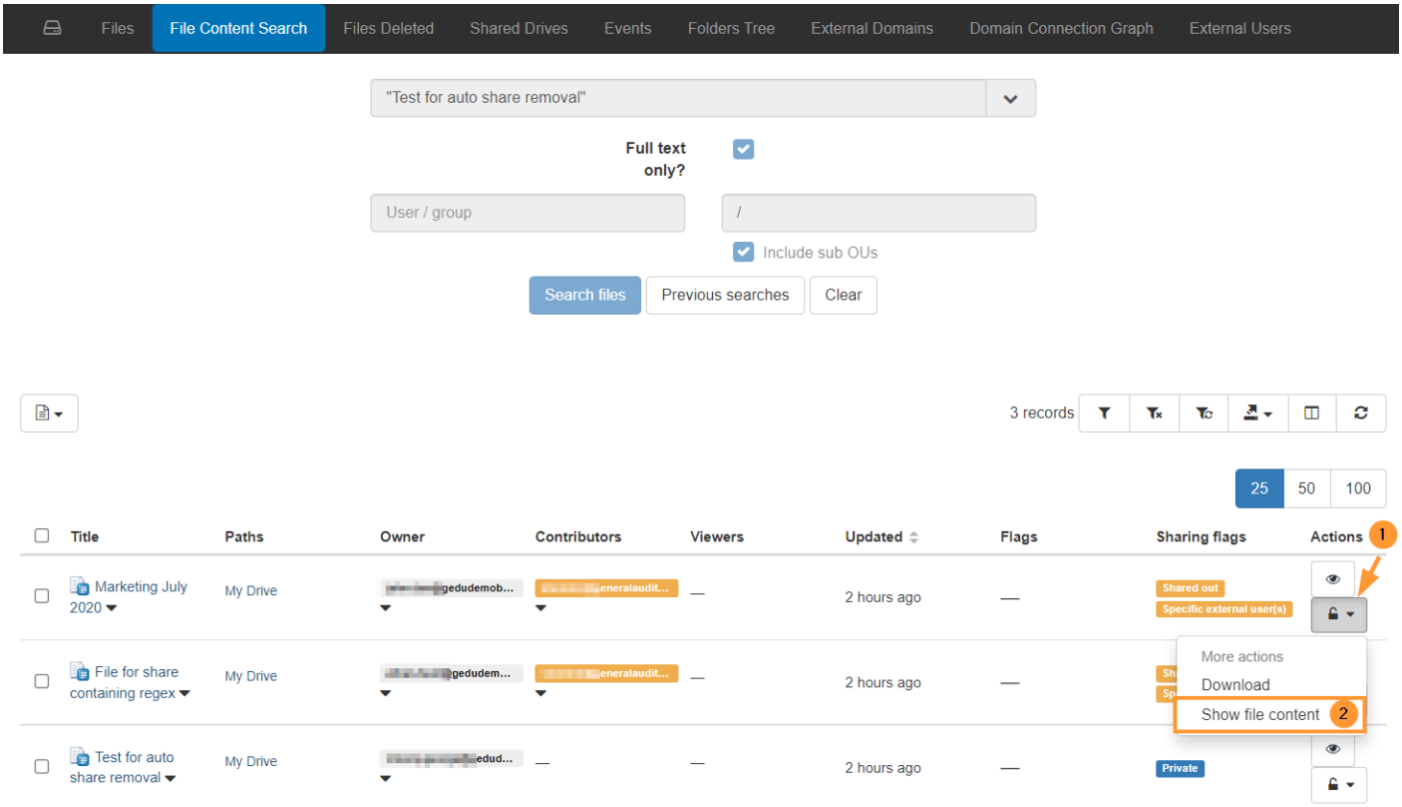


This will filter back the previous search and show the result. This time, the **result will include the files we requested also access to**.

View file content

From the right side under **Actions > (lock icon) option:**

- Download
- **Show File content**



A carbon copy of the selected File will be **opened**, the **end-user will not see** that their file was accessed.

Show file content

Show file content - will open a new tab showing its content.

It will be a carbon copy of the file, not the actual file, therefore there will be no log of the file being accessed by Admin - as they will not be added to the actual file.

Admin Log

All of the above actions will be shown in the immutable Admin log.