Who Read What Google Drive Document and When?

Drive Audit & Management · https://gatlabs.com/knowledge/tech-tips/who-read-what-google-drive-gdrive-document-and-when/

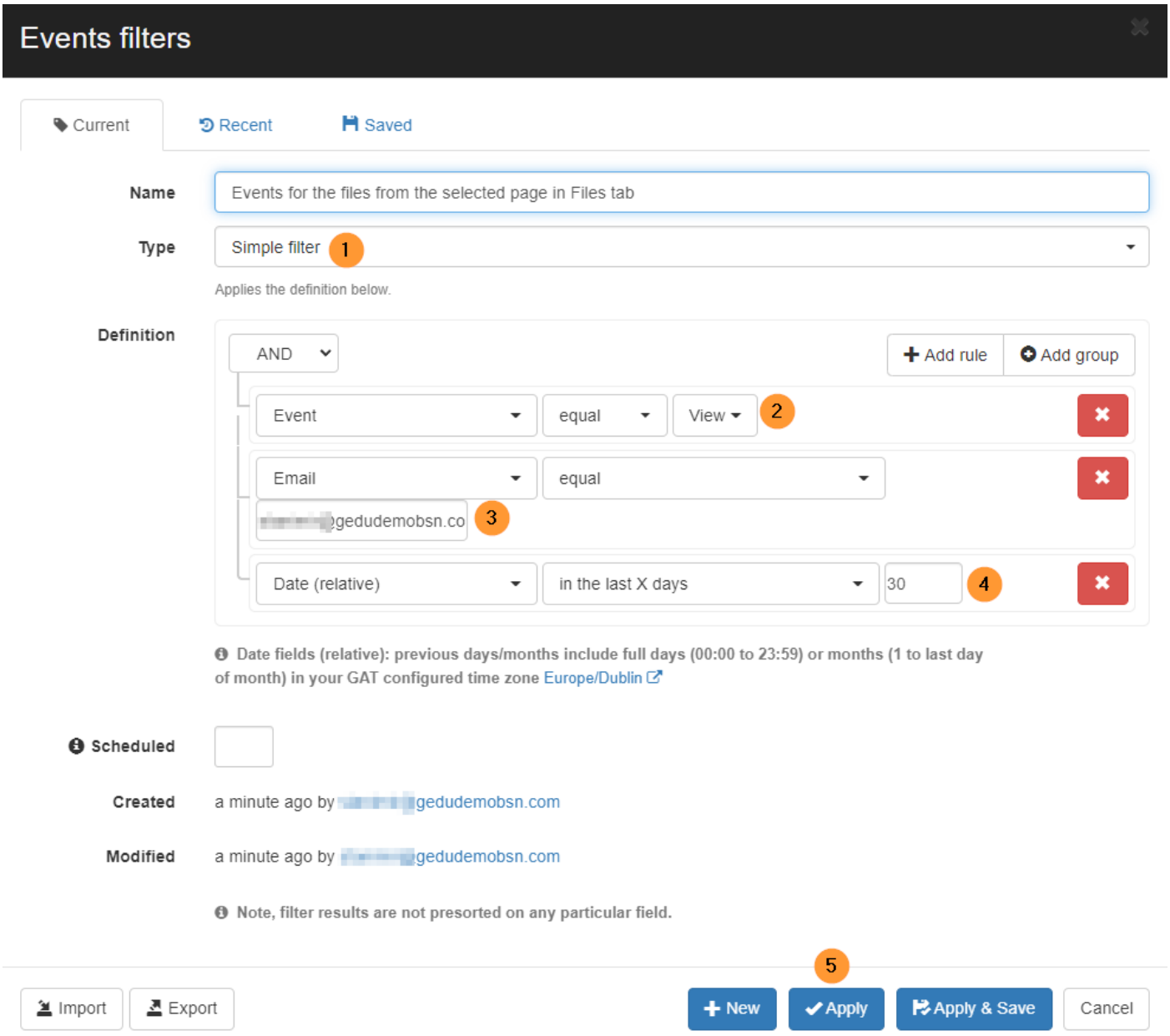
Introduction

GAT+ Audit provides a great in-depth view of all the events that are happening in the Domain level Drive files The question of **who reads** what Drive file and **when** comes up often and GAT makes it really easy to get the detailed answers you're looking for.

Apply search

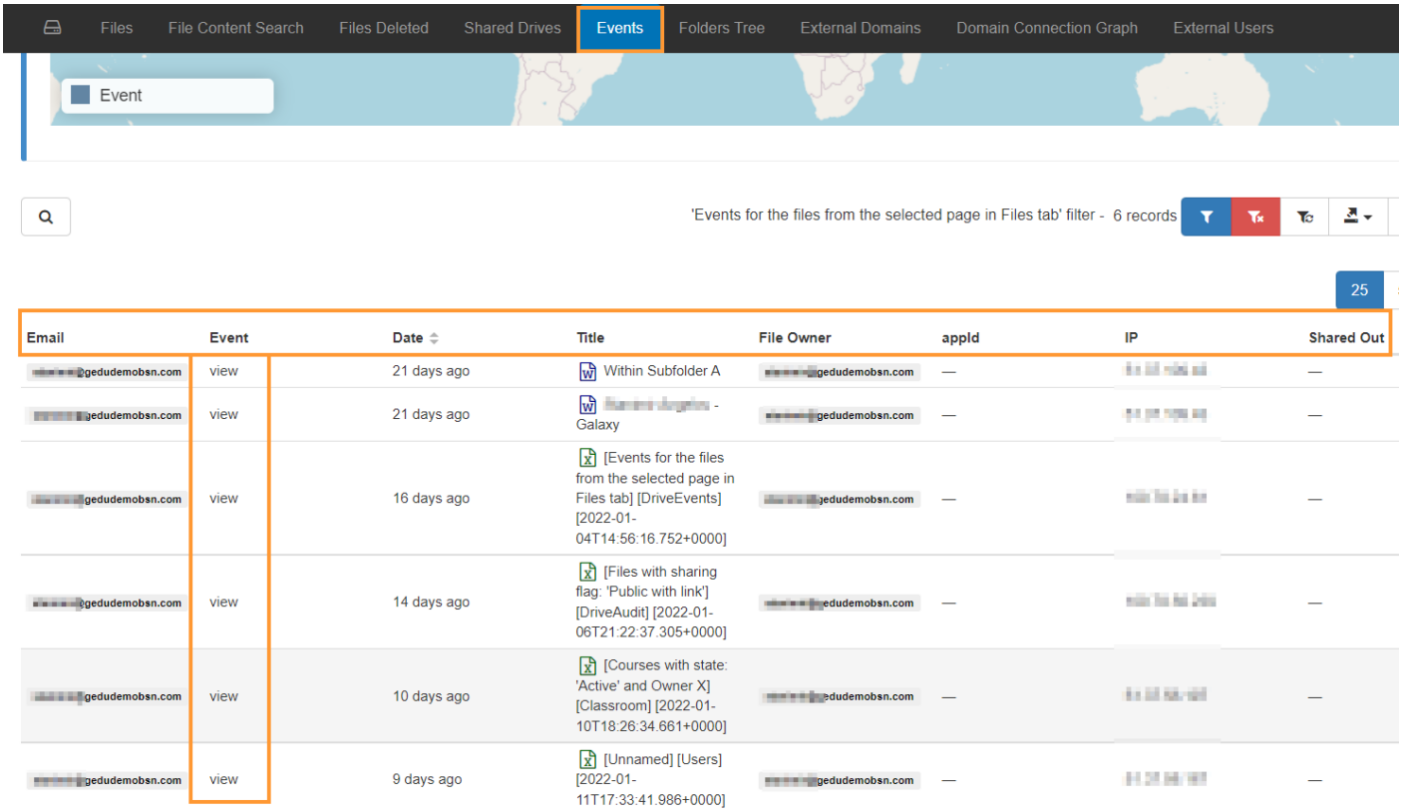
Here's how you can find this: Navigate to **GAT+ → Drive → Events → Apply custom filter** A pop-up window with search parameters will be displayed, fill in the necessary details.

- Name - enter the name (or leave default search name)
- **Type** - select **Simple filter**
- Definition - enter the search parameters
  - **Event** equal **View**
  - **Email** - enter the email of the user
  - **Date (relative)** - in the last x days - enter the number of days
  - Click on **Apply** to get the result



Result

The result will show all the **"Events of View done by the selected user in the past 30 days"** - as the filter applied above.



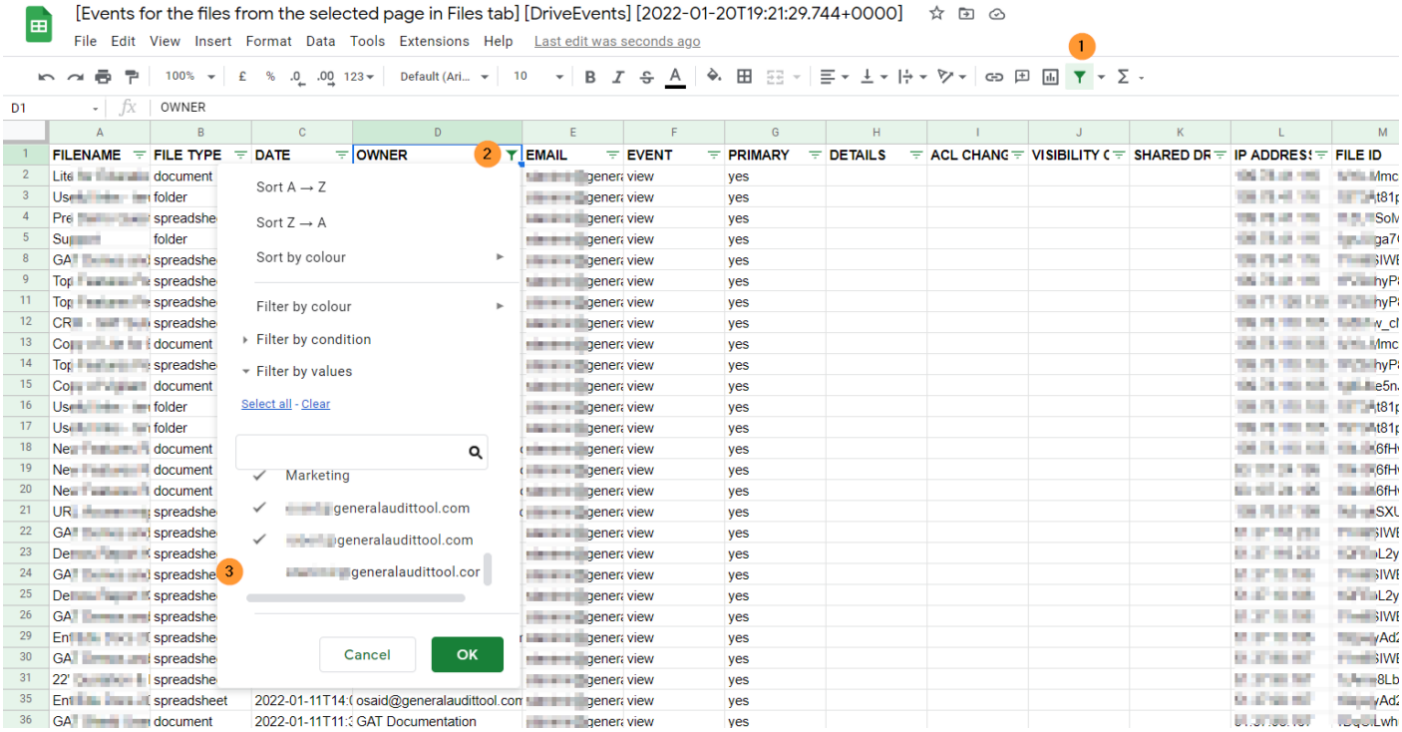
Exclude View of "owned" files

You can refine your Google Drive searches even further.

Say you're only interested in Files this user viewed that are **not** their own, you can **exclude Files where this user is also the owner.**

Export the result into a Google spreadsheet or CSV.

In the **Google Sheet**, **apply a filter** and **exclude** the user from the **Owner** field.



Result of owner filter

The result you'll get is all the documents visited by the subject, excluding the files that the person owns.

A good follow-on question from this is how do we create daily/weekly reporting for all or some documents in your domain?

Well, we created a post about how to schedule daily/weekly reports on event activities on files. Read more about that below here:

How to Track Visitors and Editors