

Drive Toolbox Add-on

General help and documentation, by [apps experts](https://www.apps-experts.de)



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Google Drive Toolbox Add-on - General help and documentation

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General Information

The Drive Toolbox Add-on for Google Drive from apps experts allows you to automate various processes in your Drive folder. Individually define which Drive items from a shared folder or your personal folder should be processed and then use the filter function to further limit the files or folders to be processed. You can regularly copy documents to a new folder or automatically rename files and folders or convert them to a different Office format. Share files or take back shared files automatically. In addition, you can be automatically notified about new documents or changes to existing documents via email, Google Chat or Slack.

Please note that the Add-on was developed with Google Apps Script. Therefore, the Google Apps Script quotas and limits apply to your Google account, for this Add-on. For more information click [here](#).

Installation of Add-on

You can access the Google Drive Toolbox Add-on via the [Google Workspace Marketplace](#). Use the following link to access the Add-on:

[>> Drive Toolbox Add-on](#)



Private User

A basic version of the Add-on is available free of charge and can be [installed](#) from the Marketplace with a private “@gmail.com” email address. In order to use all available functions private users can purchase the Plus-Version. For more information on all products please visit our website:

[>> Google Drive Toolbox Add-on Overview](#)

Companies

Provided that your company’s Google Workspace administrator has not disabled the installation of Add-ons centrally for the entire organization via the administration interface, all employees with a Google Workspace account can [install](#) the Add-on through the Google Workspace Marketplace. If a personal installation has been disabled in your company, it is still possible to activate the Add-on centrally on the administration console, which makes the Add-on available to all employees or to specific organizational units of your company. We offer the Google Drive Toolbox Add-on specifically for companies in a variety of business licence packages, depending on the size of the company. For more information about business licence packages please visit our website:

[>> Overview Google Google Drive Toolbox Add-on](#)

For more information on how the Google Workspace Administrator makes Add-ons available centrally, click the following [link](#).

Quick Start Guide

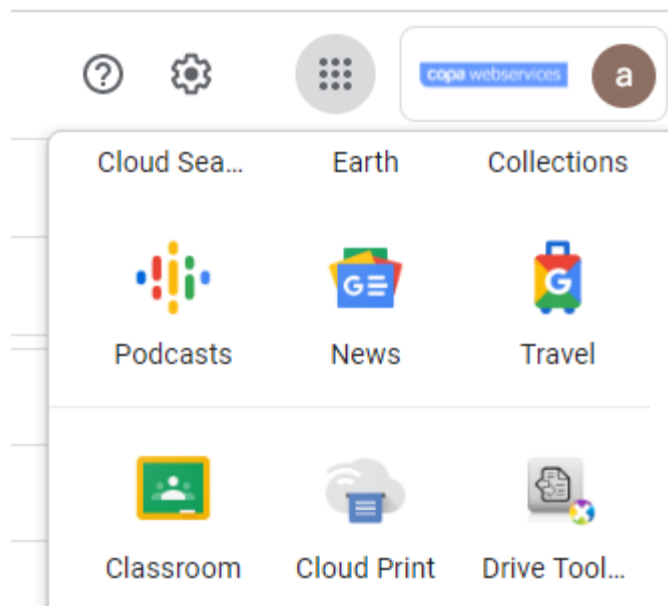
1. Start the Google Drive Toolbox Add-on via your "Google-Apps" bar and click button "Create" to create a new Job.
2. All the Jobs you have created are listed in the Job Overview. You can start a Job manually from the Job Overview and, if necessary, change its settings or delete the Job. You can create a new Job by clicking on the "Create" button.
3. Assign any name to your new Job in the general Job settings. Also set the desired start time. You can optionally activate a processing log. Then click on the "Next" button (">" symbol)
4. In the following settings for the data source, select which drive elements are to be processed. To do this, select the corresponding drive folder from your drive storage or use the provided search option.
5. Another click on the "Next" button takes you to the filter settings. Here you can optionally filter which drive elements are relevant for processing. Unless you specify a filter, all data records in the selected worksheet are processed.
6. The "Next" button then takes you to action settings. Here you specify which action the Add-on should perform. By default, the action "Show selected files / folders" is selected with which all processed documents are listed. Choose and configure the action of your choice.
7. Click on the "Save" button to save your settings and finally create the Job. The newly created Job is now listed in your Job overview on the start page of the Add-on. You can start the Job manually at any time using the "Execute" button ("?" symbol).

Open the Add-on

Provided you have installed the add-on and are authorized to use it you have two options to start the add-on.

Open via Google Apps bar

You can open the add-on at any time via the "Google Apps" bar. Scroll down to the bottom of this menu until you see the Drive Toolbox app icon. Clicking on the "Drive Toolbox" app icon will open the start page of the Add-on. On the start page you get an overview of all the Jobs you have created. You can change or delete them at any time or create new Jobs using the "CREATE" button. For more information, see the following [Job Overview](#).



You can re-order any app within the Google Apps bar via drag and drop. So feel free to move the Drive Toolbox app icon to any other location within this menu.

Open directly from Google Drive

As an alternative you can also start Drive Toolbox directly from Google Drive. Just make a right click on any folder of your drive storage and click on "Open with" via the context menu and select the "Drive Toolbox" menu item.

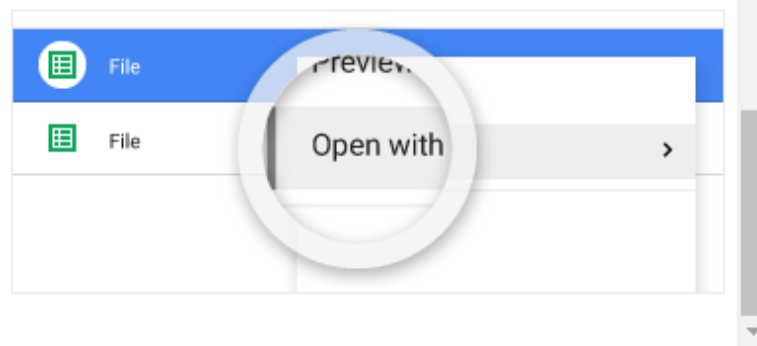
 Drive Toolbox has been installed!



Where to find Drive Toolbox

You can find Drive Toolbox in the following places:

2. By choosing "Open with" in Drive



If you start the Drive Toolbox add-on directly from a drive folder has the advantage that this folder is already pre-selected while creating a job and you can easily process all files/folders of this folder. Also the job overview does only display jobs that have this selected folder defined as start folder in the datasource settings. So open the add-on from a drive folder gives you a quick overview of all existing job of the selected drive folder.

Job Overview

The Job overview on the start page of the Drive Toolbox Add-on is the central entry point for the Add-on. All existing Jobs are displayed here at a glance. The Jobs are listed according to their Job name. For each of the existing Jobs, the name and the specified start time of the last processing are displayed. Furthermore, there are various buttons available to you for managing the already existing Jobs. You can find out more about this in the chapter [“Manage Jobs”](#).

Drive Toolbox - Jobs overview

Jobname: Test Job - Poces Files in Shared Drive
Start event: On Demand Last run: 12/3/2020, 8:48:04 AM



CREATE

Settings

In the Job overview above the listed Jobs, the "CREATE" button shown in red is available for creating new Jobs as well as the [“Settings”](#) button for managing user-specific settings for the Add-on.

Create Job

You can create a new Job using the red "CREATE" button on the start page of the Drive Toolbox Add-on. The creation of a new Job is divided into the following four areas:

1. **General Job Settings**
2. **Data Source Settings**
3. **Filter Settings (optional)**
4. **Action Settings**

You will be guided step by step through these areas when creating a Job. You can navigate between the areas at any time using the "Next" and "Back" buttons which are displayed as arrow keys:



When navigating using the arrow keys, the Add-on always checks the settings you have selected. If an error occurs here, you need to correct it before navigating to the next area. The Add-on always highlights the incorrect entry in red so that you can correct the error immediately.

Furthermore, you can save your entered Job settings at any time using the "Save" button and continue creating the Job via the Job overview at a later time. By clicking on the "Cancel" button, you terminate the creation of the Job and the Job settings you have made will not be saved.

General Job Settings

After clicking on the "CREATE" button, you will initially be taken to the General Job Settings. This is where you specify a name for the new Job, as well as defining the settings for start time and logging functions.

Jobname

The Jobname is mandatory and can be freely chosen. It will subsequently become the central name for you to find your newly created Job in the Job overview. Since a unique ID is also created for each Job, the Job name does not have to be unique. However, it is recommended to name the Job name clearly according to its later function.

General Job Settings

Jobname

Start Event

On Demand

⬆️⬆️

☐ Activate mass processing

Logging
Send logging via email:

Always

⬆️⬆️

Write logging to spreadsheet:

Never

⬆️⬆️

Start Event

Next choose a start time for your newly created Job. You can choose from the following options:

- On Demand
- Fixed Time
- Periodically

On Demand

If you select the "On Demand" option, the Job will only be executed if you explicitly start it by clicking the "Execute" button in the Job overview.

Optionally, you can enable "Mass Processing" by selecting the checkbox for this option. This option helps you to execute time-intensive processing despite the runtime limit set by Google. This option can only be executed in dialogue. Consequently, this option can only be selected if the start time is set as "Manual" and the Job is started manually by you.

Please note that the option "Activate mass processing" is not included in the free version of the Add-on.

Fixed Time

Select the option "Fixed Time" if you want the Job to be executed precisely once at a specific time. For this option you must set the date and time to start the processing.

Periodically

With the option "Periodically" you can set the start time of the Job so that it is executed regularly. You can select whether the Job is started automatically once a month, once a week, once a day or once an hour.

Please note that this option is not included in the free version of the Add-on.

General Job Settings

The screenshot shows the 'General Job Settings' interface. It is divided into three main sections: 'Jobname', 'Start Event', and 'Logging'.
1. **Jobname**: A text input field containing 'Display of my starred elements'.
2. **Start Event**: Contains three dropdown menus. The first is set to 'Periodically', the second to 'Daily timer', and the third to '6am to 7am'.
3. **Logging**: Contains four settings:
 - 'Send logging via email:' with a dropdown set to 'Only at errors'.
 - 'Write logging to spreadsheet:' with a dropdown set to 'Always'.
 - 'Select spreadsheet for logging:' with a dropdown showing 'Choose spreadsheet' and 'Add-on ErrorLog'.
 - 'Select sheet:' with a dropdown set to 'apps experts log'.

Logging

In the Logging section, you can choose between two logging functionalities. The logging via email sends you an overview of the processing results by email after the implementation of a Job. You can specify whether the email protocol should "always" be sent to you i.e. after every processing run, or only in the case of "only at errors and/or

warnings".

In addition to logging via email, you can also activate logging with Google Spreadsheets. Again, you can specify whether the log entries are to be written "Always" or "Only at Errors and/or Warnings" in the Google spreadsheet of your choice. In both cases, the start and the completion of the Job processing is always logged in the selected Google spreadsheet.

Tip: Utilising the preset "apps experts log" spreadsheet

By default, table logging creates a new spreadsheet named "apps experts log" for the Google spreadsheet you selected. If you use this spreadsheet for logging, the corresponding headings of the log are automatically created in the first line of the spreadsheet.

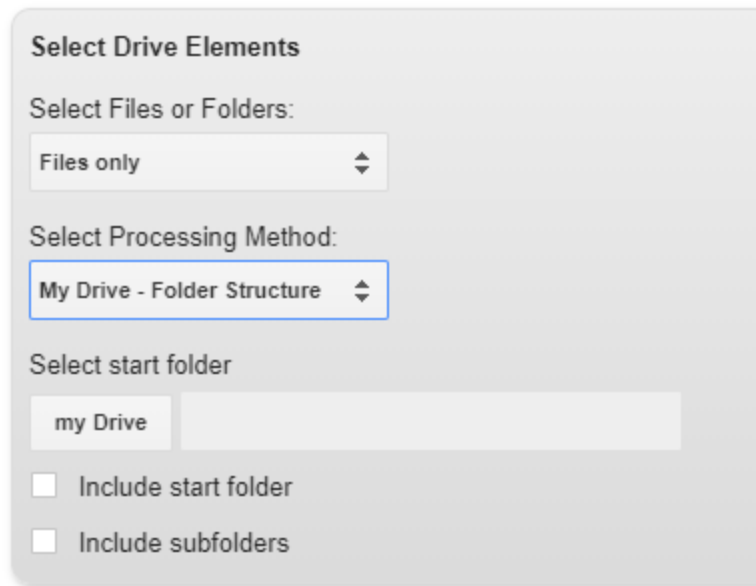
Data Source Settings

Clicking on the "Next" button takes you from the General Job Settings to the Data Source Settings. In this area you define which table contents your Job should process.

Process files or folders

Here you first determine whether your Job should process "files only", "folders only" or "files and folders". If for example you select "folders only", the action specified later in the action settings will only be carried out for folders. By default, this option is set so that the specified action is only carried out on files only.

Data Source Settings



The screenshot shows a 'Data Source Settings' dialog box with a light gray background. It contains several sections: 'Select Drive Elements' with a 'Select Files or Folders:' dropdown menu showing 'Files only'; 'Select Processing Method:' with a dropdown menu showing 'My Drive - Folder Structure'; 'Select start folder' with a text input field containing 'my Drive'; and two unchecked checkboxes at the bottom labeled 'Include start folder' and 'Include subfolders'.

Select processing method

The processing method allows you to choose between different options to select the drive elements for processing. You can choose from the following options:

- My Drive - Folder Structure
- My Drive - Search Query
- Shared Drive - Folder Structure
- Shared Drive - Search Query

If you want to select drive items from your personal drive folder, select one of the "My Drive" options. If you use Google Workspace in your company and want to select drive items from a shared drive, select one of the "Shared Drive" options at this point. **Note that the processing of items from shared drives is only included in the fee-based business versions of the Add-on.**

Processing via Folder Structure

If you want to select a processed Drive-Element via the folder structure, select the button "My Drive" to select the start folder from your Drive-Folder. The start folder is the starting point of the processing. All files and subfolders contained in this folder, with the exception of the files and folders contained in the subfolders, are then processed.

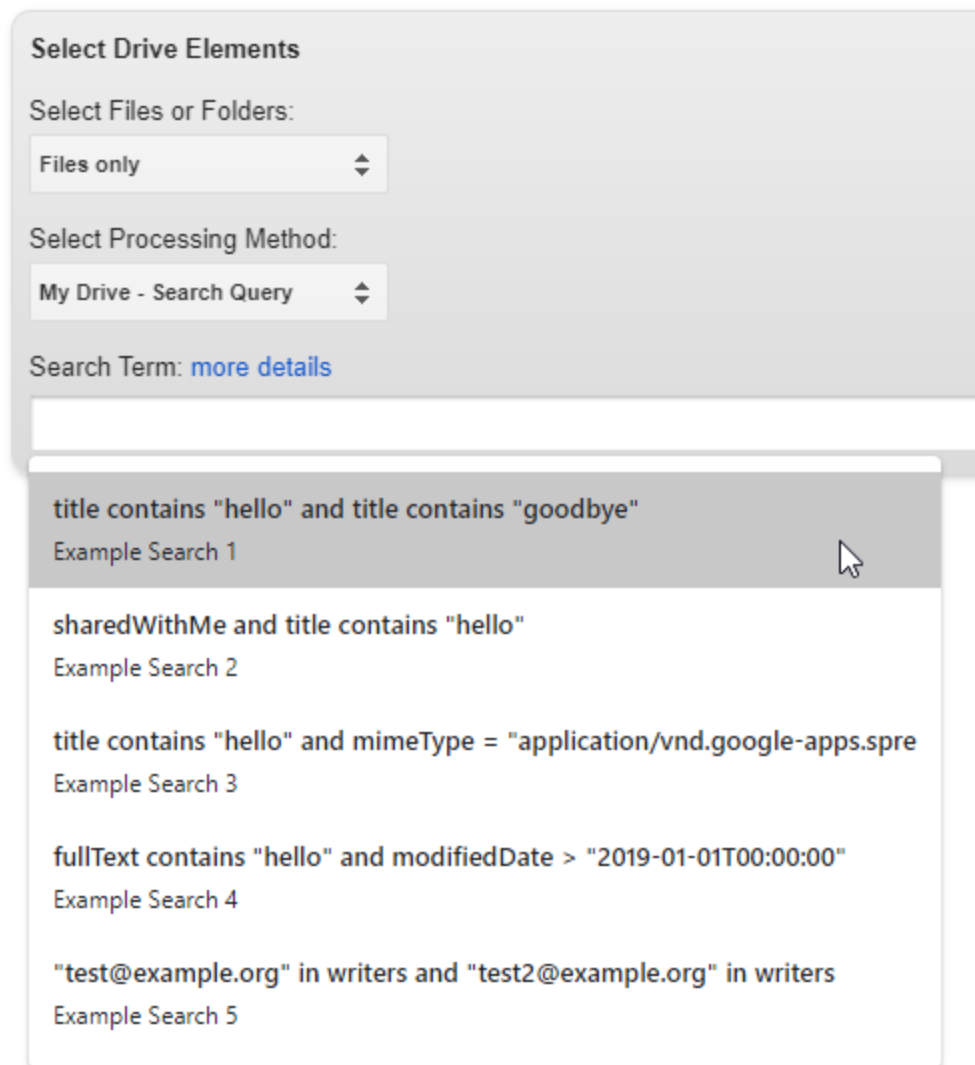
If you want all files contained in subfolders and further subfolders contained therein to be processed as well, then select the checkbox "**Include subfolders**". If you would also like the

start folder to be processed, select the checkbox **"Include start folder"**.

Processing via Search Query

As an alternative to the selection via the folder structure, you can also select the elements to be processed via a drive search. To do this, type in an suitable keyword in the field "Search Term"

Data Source Settings



The screenshot shows a web form titled "Data Source Settings". It contains two dropdown menus: "Select Drive Elements" with "Files only" selected, and "Select Processing Method" with "My Drive - Search Query" selected. Below these is a "Search Term" field with the text "more details" in blue. A dropdown menu is open below the search term field, displaying five example search queries, each with a label "Example Search 1" through "Example Search 5".

Select Drive Elements

Select Files or Folders:

Files only

Select Processing Method:

My Drive - Search Query

Search Term: [more details](#)

title contains "hello" and title contains "goodbye"
Example Search 1

sharedWithMe and title contains "hello"
Example Search 2

title contains "hello" and mimeType = "application/vnd.google-apps.spreadsheet"
Example Search 3

fullText contains "hello" and modifiedDate > "2019-01-01T00:00:00"
Example Search 4

"test@example.org" in writers and "test2@example.org" in writers
Example Search 5

Examples of how such search terms are to be structured are displayed in the drop-down list that opens when you click on the "SearchTerm" field. Make sure that no content has been entered in the search term field, because if so, the example search queries will not be displayed in the drop-down list.

Important: Correct syntax for the search term of a Drive search query

Please note that the search query must comply with the Drive search specifications. Click on the ["more details"](#) link in the "Search term" field for more information on the search options in Google Drive. Further information and examples can also be found [here](#).

Choosing Processing Type ("Folder Structure" or "Search Query")

Basically, at this point you must decide whether to select the items to be processed via the folder structure or via a search query.

Processing via the folder structure should be selected if you want to process drive items that are located in a specific folder or in its subfolders. As a rule, this type of processing is the more user-friendly way to select specific elements. Even if you do not want to process all the items within a folder, this type of processing can be the right one, as you can easily restrict the items to be processed later in the filter settings. Processing items via a search query is very flexible, in that across the folder boundaries it allows you to select certain files of a specific data type, with a similar file name or the same modified date. However, selecting items via the search query also has disadvantages. For example, you cannot perform certain actions of the Add-on because the search query does not take into account the folder hierarchy of the items. Additionally, the formulation of a search query is not intuitive and requires some familiarisation.

Filter Settings (optional)

Click on the "Next" button to go directly from the Data Source Settings to the Filter Settings. This section is optional. You do not have to define any filter settings. However, you can use a filter to further restrict the selection previously defined in the data source settings. If you do not need a filter, simply click on the button "Next, no filter".

If you want to use the filter, you can further restrict the datasets to be processed. The filter works very similarly to the filter function available in Google Spreadsheets or Microsoft Excel. If you set a filter, only those rows that meet the set filter condition are taken into account during processing.

Filter Settings (optional)

Data origin	Comparison	Value	Log. operator	delete
Filename	Text contains	Test	and	
Starred	Text contains	True		X

Reset Add condition

With the filter condition illustrated in the above image, only datasets that contain "Test" in the filename AND are marked as Starred are processed. Of course, the filter only applies to the datasets that you have previously selected in the data source settings. For all datasets selected via the data source that do not meet this filter condition, the result of the filter will be incorrect and the action specified in the action settings will not be executed for these rows. The drive elements not processed because of the filter function are displayed in the [Result Overview](#) after the execution of the Job with the note **"Dataset not processed. Result of the filter condition was false"**.

Tip: Conditions that can not be interpreted by the filter

If a condition that you defined via the filter can not be interpreted by the filter, you will receive the following message in the status column for the processed rows: **"Dataset not processed. This filter condition can not be processed by the filter."** You get this message especially if you set illogical conditions. For example, you can not compare a column containing text or a number as values with a date value. The filter can not appropriately evaluate your condition and can not make a conclusion.

Action Settings

After the filter settings, the last step in the creation of a Job is the action settings. In the Action Settings, you define which action the Job is to perform with the previously defined Drive Elements. Here you can select the following actions from the drop-down menu:

- Display selected files/folders
- Send files/folders via email
- Rename files/folders
- Copy files/folders
- Move files/folders
- Star/Unstar files/folders

- Move files/folders to trash
- Share files/folders
- Convert files from Google Docs to Office (Plus-Version)
- Convert files from Office to Google Docs (Plus-Version)
- Export files (Plus-Version)
- Search and Replace in Google Docs (Business-Version)
- Change Owner of files/folders (Business-Version)
- Send files/folders via chat (Business-Version)
- Send files/folders via web service (Business-Version)

Display selected files/folders

This action is basically a test run. When you define this action, all selected drive elements will be listed in the result overview. There will be no change to the selected elements as a result of this action. In this respect, this option is the right choice if you want to review the selection you have made in the data source settings and/or whether the filter settings you have selected behave as you intended.

Send files/folders via email

This function "Send files/folders via email" allows you to send an email for each processed Drive item. You can configure the function simply by entering "**Email recipients**", "**Email subject**" and an "**Email body**". Note that you can also use dynamic placeholders and system variables for free text fields such as the email subject and text. For example, by specifying the placeholder %objName%, you can include the file name of the currently processed drive element in the email. An overview of the available placeholders can be found in the chapter ["File/Folder Attributes and System Variables"](#).

Action Settings

Select action

Send files/folders via email

Configure action
Email recipients:

info@yourdomain.com, mail@yourdomain.com

Email subject:

Email body:

Hello,

please check linked document. Access to it have the following editors:
%objEditors%

Link to file: %objUrl%

CC recipients:

BCC recipients:

Send document as:

Link to drive file

You can also optionally enter further details for **CC and BCC recipients**. If an email is to be sent to several recipients, enter the different email addresses in the corresponding recipient field, separated by commas. Use the **"Send document as"** option to attach the currently processed drive element to the email. If you select "Link to drive file", only the file in the attachment is referred to as a link. If you select "File as attachment", the file is attached to the email as a classic attachment. Please note that files in Google format, such as Google Docs, Slides and Sheets, are always sent as PDF attachments. If you select "Select attachment", you can attach a static attachment from your Drive folder to the email instead of the currently processed Drive item. With this setting, the selected data is always attached to all emails that are sent.

Important: Folders cannot be sent as attachments.

Provided that folder items are processed, they can only be sent as a link. A folder item cannot be sent as a classic file attachment. Similarly, no email can be sent for folder items if the option "File as attachment" is selected.

The items listed in the advanced action settings of this function are optional and can be used by you if required. Here you can determine whether a specific **display name** or a **deviating (Redirect/Divert?) "reply-to" email** should be stored.



The image shows a screenshot of a web form titled "Advanced action settings". It contains two text input fields. The first field is labeled "Deviating display name of email" and the second is labeled "Deviating reply-to email". Below these fields is a checkbox labeled "Use generic no-reply email".

The option "**Use generic no-reply email**" is only available if you use the Add-on with a Google Workspace account with the business licence version, as Google does not support this option for private Gmail accounts.

Rename files/folders

With the function "Rename files/folders" you can rename the file/folder name of each processed drive item. The following renaming options are available:

- Rebuild name based on target name
- Search based on pattern and replace by target name
- Insert target name before search pattern
- Insert target name after search pattern
- Split based on search pattern and keep first part
- Split based on search pattern and keep second part
- Delete search pattern in file/folder name

Important: Use placeholders!

By using placeholders, such as %sysDate% or %objType%, you have flexible options for automatically renaming documents. You can always work with placeholders in all the different renaming options!

You can get an overview of the available placeholders in the chapter "[File / folder attributes and system variables](#)".

Rebuild name based on target name

With this option, the file name for each processed element is completely regenerated according to your specifications. For example, if you enter "Test" as the target name, at the end of your processing run each element will have "Test" as the file name. Of course, you can also use placeholders to generate the file name dynamically. For example, a new target name could be structured as follows: "Test %sysDate% %objType%". The result would then be a filename that always begins with Test and is then supplemented by the current date and the file type, for example "Test 20.10.2020 pdf".

The other possibilities for restructuring file names are best explained with concrete examples. Let's assume you want to rename your team meeting minutes because the official department names have changed within your company. Up to now, all file names of documents have been structured as follows: "**Department Meeting Minutes Xyz of 20.10.2020**". This example explains the individual options available to you:

Search based on pattern and replace by target name

If you enter "Xyz" as the search pattern and "123" as the target name, the corresponding search pattern is replaced by the new target name entered and the new file name of the documents is constructed as follows:

"Department Meeting Minutes on 20.10.2020"

Action Settings

Select action
Rename files/folder

Configure action
Select method to rename files/folders:
Search based on pattern a...
Insert search pattern:
Xyz
Insert target name:
123
☒ Case Sensitive

Use the "**Case Sensitive**" checkbox to set the search pattern as case-sensitive. With this option selected, the search pattern must be exactly the same. If you deactivate the checkbox, you can search for "xyz" as the search pattern and "Xyz" would still be replaced by "123". However, if the checkbox is activated, "xyz" will not work as a search pattern. The file name would not be changed because the exact search pattern "xyz" would not be found in the previous file name.

Insert target name before/after search pattern

With this option, the target name you enter does not replace the search pattern, instead the target name is inserted before or after the search pattern. If for example you enter "Xyz" as the search pattern and "123" as the target name, the previous file name is basically replaced and your new department would be called "Xyz123" or "123Xyz" as part of the file name.

Split based on search pattern and keep first/second part

With this option, the previous file name is split at the search pattern position and either the beginning or the end will be kept as the new file name. Please note that the search pattern in itself is not part of the new file name. If you enter "Xyz" as the search pattern

for the option "Split based on search pattern and keep first part", the new file name will be "Team Department Meeting Minutes". However, if you select the option "Split based on search pattern and keep second part", the new file name will then be "on 20.10.2020".

Note that the options "Split based on search pattern and keep first or second part" are only executed if there is at least one character after the split. For example, if you were to search for the search pattern "protocol" and you select the option "Split based on search pattern at the beginning", the file name would not be regenerated because there is no character before the word "protocol" in the previous file name that could be used as the new file name.

Delete search pattern in file/folder name

As a last option, you can also simply remove the search pattern from the previous file name. In principle, the content of the file name before and after the search pattern are merged. If for example you enter "Xyz" as the search pattern for this option, the new file name will be "Department Meeting Minutes on 20.10.2020".

Copy files/folders

With the Copy files/folders function, you can copy selected drive items as needed. A copy is created for each processed file or folder. The newly created files/folders are copied into the target folder, which you can define as you wish within this function via the button **"Select Folder"**. Basically, all copied elements are copied directly into the selected folder. The previous hierarchy is not taken into account. Only if you select the checkbox "Take folder hierarchy into account" will the elements be copied with the same folder hierarchy as they were previously stored.

Important: Information concerning the option "Consider folder hierarchy"

Please note that for technical reasons this checkbox is only available for selection if you have specified the selection of the drive items via the folder structure in the settings for the data source and you have also not enabled the "Activate mass processing" checkbox.

Action Settings

Select action

Copy files/folders

Configure action

Select target folder:

Select folder blog backup

☐ Consider folder hierarchy

Advanced action settings

☒ Create new subfolder

Name of subfolder:

Backup %sysDate%

If you select the "**Create new subfolder**" option listed in the advanced action settings, the Add-on creates a new folder when the processing begins. All items to be copied are then dynamically copied into this new folder. This option gives you an advantage if, for example, you want to copy all the elements of a folder once a month. This way, the monthly Job will always automatically insert all items into a newly created folder. You will automatically have a folder structure in your destination folder that will hold the monthly copied items. You can of course also define the name of the new subfolders to be created dynamically using placeholders (such as "Backup %sysDate%") in the settings for this function.

Move files/folders

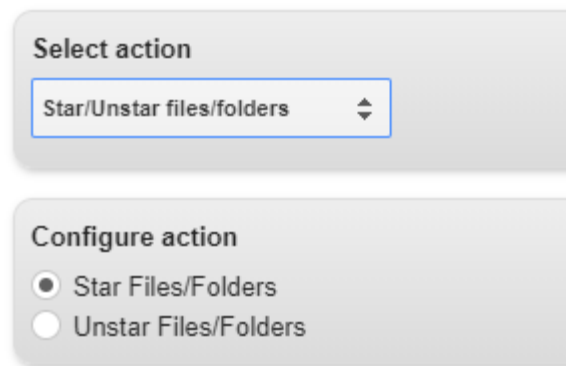
The function "Move files/folders" is very similar to the function ["Copy files/folders"](#). However, the selected drive elements are not copied but instead moved. With this function, you must also specify the target folder into which the elements are to be moved. **However, you must bear in mind that when moving folder elements, all hierarchically subordinate elements of the folders are always moved as well. Therefore, in the settings for the data source, check exactly which elements and folders (with all associated files and subfolders) you want to select and move. Incorrect execution of this function can seriously change the structure of your Drive folder.**

In this function, you can also use the "Create new subfolder" option listed in the **Advanced action settings** to have the Add-on create a new folder below the specified destination folder before the processing begins. All items to be moved are then dynamically moved into this new folder.

Star/Unstar files/folders

With the function "Star/Unstar files/folders" you have the option to mark all selected elements as favourites with a star or to remove it again. If the elements to be processed are already marked/unmarked, they will of course remain marked or unmarked when you execute the corresponding option.

Action Settings



Select action

Star/Unstar files/folders

Configure action

☒ Star Files/Folders

☐ Unstar Files/Folders

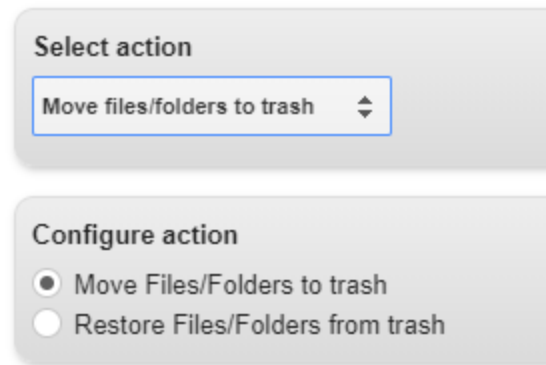
Tip: Unmark your favourites automatically!

If, for example, you want to reset your personal favourites on a monthly basis, you can simply do this via a search query "starred = true" in the Data Source Settings. This selects all currently marked elements and you can remove them all at once from your favourites via the option "Unstar files/folders". For example, you can automatically reset all your marked files/folders in your drive storage once a month.

Move files/folders to trash

With the function "Move files/folders to trash" you have the option to move all selected items to the trash. In the same way, you have the option of moving items that have already been moved to the trash back to your Drive folder.

Action Settings



Select action

Move files/folders to trash

Configure action

☒ Move Files/Folders to trash

☐ Restore Files/Folders from trash

For this option, the question arises as to how you can select elements that have already been moved to the trash in the Data Source Settings. To do this, work with the search query "trashed = true" as a criterion. This way you can select elements from the trash bin and restore them if necessary.

Share files/folders

With the function "Share files/folders" you can control the share settings for the drive elements to be processed. The following sharing options are available:

- Private, set file/folder to private
- Private, share file/folder for specific users
- Private, remove file/folder for specific users
- Anyone with the link (Plus-Version)
- Public on the web (Plus-Version)
- Anyone at "yourdomain" with the link (Business-Version)
- Anyone at "yourdomain" (Business-Version)

Tip: Familiarise yourself with the sharing settings in Google Drive!

If you are not yet familiar with the file sharing options in Google Drive, we recommend the following Google help article to learn about the options for sharing files with people and sharing files using the following link: [Share files from Google Drive](#)

Private, set file/folder to private

This option resets the share settings for each processed item. You can decide whether you want to "Withdraw link-based sharing" and/or "Remove person-specific sharing". If you select the option "Remove person-specific shares", all shares to other people will be

removed. If you select both options, each processed item is then private and can no longer be viewed by third parties.

Private, share file/folder for specific users

The option "Private, share file/folder for specific users" offers you the possibility to grant clearance to third parties for each processed drive item. To do this, enter the desired email addresses separated by commas in the field "Share with collaborators". In addition, use the "Sharing permissions" drop-down to specify whether you want to grant these persons read, comment or edit rights.

The screenshot shows a two-part configuration panel. The top part, titled "Select action", contains a dropdown menu with "Share files/folders" selected. The bottom part, titled "Configure action", contains two sub-sections. The first, "Sharing settings:", has a dropdown menu with "Private, share file/folder for specific users" selected. The second, "Sharing permissions:", has a dropdown menu with "Can view" selected. Below these is a text input field labeled "Share with collaborators (comma separated emails)".

Private, remove file/folder for specific users

This option offers you the possibility to explicitly remove the authorisation for individual persons for each processed Drive item. To do this, enter the desired email addresses separated by commas in the field "Share with collaborators" whose permission you would like to remove. In addition, use the drop-down "Sharing permissions" to specify whether you want to remove the read, comment or edit rights for these people.

Anyone with the link (Plus-Version)

With the option "Anyone with the link" you can select link sharing for the processing drive elements. You use the option "Sharing permissions" to determine whether other users may call up the shared elements with read, comment or write permissions. Through this

sharing via the link, every other user who receives the link to one of the documents will have access to the document.

Public on the web (Plus-Version)

With the option "Public on the web" you publish the Drive elements to be processed. The items are then basically visible to everyone on the web and can for example be found via a Google search. Be careful when publishing private or confidential information. With the option "Sharing permissions" you can determine whether third parties may access the published elements with read, comment or edit rights.

Anyone at "yourdomain" with the link (Business-Version)

With the option "Anyone at 'yourdomain' with the link" you can activate the link sharing for the processed Drive item within your Google Workspace domain. With the option "Sharing permissions" you determine whether other users within your company are allowed to access the shared elements with read, comment or edit rights. Through link sharing, every other user within your company who receives the link to one of the shared elements will also have access to that document. **This feature is only available in the Business version, as it only works when you are logged in with a Google Workspace account and choose to share documents within Google Workspace.**

Anyone at "yourdomain" (Business-Version)

With the option "Anyone at 'yourdomain'" you publish the Drive items to be processed within your company. The published items are then basically visible to all other users within your company and can also be found by other employees, e.g. via Drive Search or Google Cloud Search. Using the "Sharing permissions" option, you can define whether other users within your company may access the shared elements with read, comment or edit rights. **This feature is only available in the Business version, as it only works when you are logged in with a Google Workspace account and choose to share documents within Google Workspace.**

Convert files from Google Docs to Office (Plus-Version)

With the function "Convert files from Google Docs to Office" you can convert selected Google Docs documents, spreadsheets and presentations into another Office format or into PDF format. For each processed Google Doc document, a new document is created in the specified target format. You define the target format of the Google Docs documents to be converted via the option **"File type of created documents"**. The converted files are copied to the target folder, which you can define as you wish within this function using the **"Select folder"** button. If you want to automatically delete the original file after conversion, select the corresponding checkbox **"Move source file to bin"**.

Select action

Convert files from Google ...

Configure action

File type of created documents: MS Office

Select target folder:

Select folder

☐ Move source file to bin

Advanced action settings

☐ Create new subfolder

Name of subfolder:

With the option **"Create new subfolder"** listed in the advanced action settings, the Add-on first creates a new folder below the specified destination folder when the processing starts. All converted documents are then created in this new folder. This option gives you an advantage if you for instance want to convert all files of a folder once a month. This way the monthly Job will always automatically insert all converted files into the newly created folder. By doing this, you will automatically have a folder structure in your target folder that contains the documents created monthly. You can of course also dynamically define the name of the new subfolder to be created with placeholders (such as "Backup from %sysDate%") in the settings for this function.

Convert files from Office to Google Docs (Plus-Version)

The function "Move Convert files from Office to Google Docs" is very similar to the function ["Convert files from Google Docs to Office"](#). However, the conversion takes place in exactly the opposite direction. This function enables you to convert a Microsoft Office Word document into a Google document, for example. Accordingly, you do not have to specify a target format for this function, as the target format is always a Google document, a Google spreadsheet or a Google presentation, depending on the Office file type.

In this action you can also use the option "Create new subfolder" listed in the Advanced Action Settings to have the add-on create a new folder below the specified destination folder before processing begins. All items to be moved are then dynamically moved into this new folder.

Export files (Plus-Version)

With the action "Export files" you have the option of exporting all selected files as a ZIP file. The files to be processed are grouped together in an export file in ZIP format.

The image shows a configuration window for the 'Export files' action, divided into three sections:

- Select action:** A dropdown menu with 'Export files' selected.
- Configure action:**
 - 'File type of created documents:' dropdown menu with 'MS Office' selected.
 - 'Filename of Exportfile in ZIP format:' an empty text input field.
 - 'Select target folder:' a button labeled 'Select folder' next to an empty text input field.
- Advanced action settings:**
 - A checkbox labeled 'Create new subfolder' which is currently unchecked.
 - 'Name of subfolder:' an empty text input field.

Specify the file name of the ZIP file via the option **"File name of export file in ZIP Format"**. Since it is not possible to export documents in Google Docs format, the documents must first be formatted into another format. To do this, specify the desired Office Format or PDF Format in the option **"File format of generated documents"**.

At the end of the processing, the export file is saved in the drive folder specified via the "Specify destination folder" option. If you start the processing online, at the end of the process you have the option to download the created ZIP file locally via a pop-up. Please note that this function only exports files and not folders.

Important: Bulk processing is not supported for the Export function.

The Export Files action does not currently support bulk processing. Therefore, the checkbox "Activate mass processing" in the Data Source Settings is deactivated if it was previously activated at the time the action was saved.

The "**Create new subfolder**" option listed in the **Advanced Action Settings** allows you to have the Add-on automatically create a new folder under the defined target folder at the start of the processing. The export file is then automatically saved in this automatically created new folder.

Change owner of files/folders (Business-Version)

The function "Change owner of files/folders" enables you to transfer the ownership of a file or folder. The basic prerequisite for this is that you yourself are the owner of the drive elements to be processed, as only the owner himself can transfer his ownership rights. Furthermore, you simply enter the email address of the future owner in the field "**Email of new owner**". It is not possible to enter more than one owner, as a drive element can only have one owner. Transferring the ownership means that the previous owner receives editor rights for the drive element. If you want the access rights to be completely removed from you as the previous owner, select the checkbox "**Remove also edit permissions for previous owner**", then after the successful transfer of the ownership rights you will no longer have access to the processed Drive elements.

Important: Transfer of ownership rights is only possible with Google Workspace!

Please note that this action is only relevant for users with a Google Workspace account, as it is only possible to transfer the ownership rights of a Drive item within a Google Workspace domain. Transferring ownership from a private Google account to another account is not currently possible! Accordingly, the function is only available for customers with a business licence version.

Send files/folders via chat (Business-Version)

This function "Send files/folders via chat" allows you to send a separate chat message for each processed Drive item. You have the option of sending the information either to Google Chat or to the Slack Channel.

Important: Google Chat and Slack are chargeable tools for businesses

Please note that Google Chat can currently only be used via a paid Google Workspace

licence. Slack is also a special software for internal collaboration offered to companies. Both tools cannot be used with a private Google account. Sending messages to other Google chat tools, such as Hangouts, is unfortunately not possible. For this reason, the function is only included in the business version of the Add-on!

To configure this function, first use the **"Select Chat"** option to specify whether the messages are to be sent to a Google Chat or a Slack Channel. Then you need a so-called **webhook URL**. This URL defines which Google Chat or Slack Channel the Add-on will send the messages to. You must first create the URL for your Google Chat or for the desired Slack Channel. Please refer to the following two instructions below on how to create a webhook URL via Google Chat and Slack:

Google Chat: [Define an incoming webhook](#)

Slack: [Enable webhooks](#)

Once you have created a webhook URL for the desired chat, copy and paste the URL into the **"Chat Webhook URL"** field.

The image shows a configuration window for a Google Add-on. It is divided into two main sections: 'Select action' and 'Configure action'. In the 'Select action' section, a dropdown menu shows 'Send files/folders via Chat'. The 'Configure action' section contains several fields: 'Select chat:' with a dropdown set to 'Google Chat'; 'Chat webhook URL:' with an empty text input field; 'Message type:' with a dropdown set to 'Text'; 'Chat subject:' with an empty text input field; and 'Chat message:' with a larger empty text area. At the bottom, there is a checkbox labeled 'Insert chat messages into same conversation' which is currently unchecked.

Select action

Send files/folders via Chat

Configure action

Select chat:

Google Chat

Chat webhook URL:

Message type:

Text

Chat subject:

Chat message:

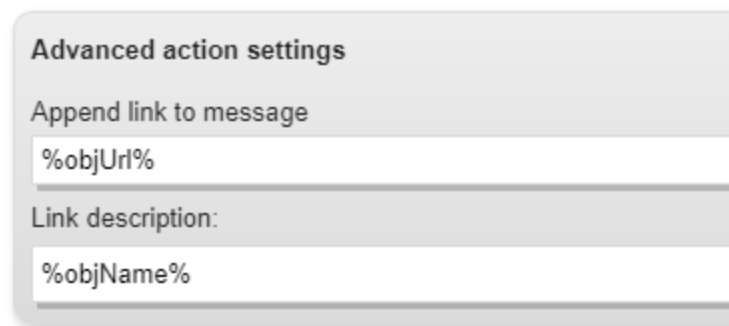
☐ Insert chat messages into same conversation

In the other fields of the function you then define the contents and the format of the actual chat message. With the option **"Message type"** you can determine whether you want to send a plain text message to the chat or a message based on a graphic map as a "card". The only difference is the graphical representation in the chat history of the chat or channel, whereby the representation as a card is usually more appealing to the user, however, it also takes up more space in the chat history. Simply test both formats and then decide which graphic representation makes more sense for you.

The fields "Chat subject" and "Chat message" are free text fields where you can enter the title and the actual content of the chat message. You can also use dynamic placeholders and system variables in these fields. An overview of the existing system variables can be found in the chapter "[File / folder attributes and system variables](#)".

The option **"Insert chat messages into the same conversation"** is only available if you have selected Google Chat. If you select this checkbox, all messages within a processing run will be inserted into the same conversation within Google Chat. If the checkbox remains unchecked, each message sent to the chat becomes a new conversation.

The options **"Append link to message"** and **"Link description"** listed in the advanced action settings offer you the possibility to insert a link at the end of the chat messages.



Advanced action settings

Append link to message

%objUrl%

Link description:

%objName%

By default, these two fields are prefilled with the placeholders %objUrl% and %objName%. This means that every chat message contains a link to the respective Drive element. The file or folder name is used as the link text. You can, for example, customise the link text with a static text or use other placeholders to form the link text. You can also easily switch the actual link to a static link, such as the link to a higher-level folder or a link to a start page of a specific application.

Send Files / Folders to web service (Business Version)

Via the function "**Call web service**" you have the possibility to pass on information about the processed table contents to third party systems. Via this function you can call up a web service and the Add-on then transmits the table contents per processed line to this web service, which can further process this information as desired. This function is very technical and you would usually need IT know-how such as programming knowledge as the contents transmitted by the Add-on have to be further processed individually.

Technically, the called web service must be a [REST](#)-based web service. To call the web service, you must always enter the option "**Web service URL**" with the URL of the web service to be called. The Add-on then calls this URL for each processed table row. You can use the option "**URL Parameters**" to enter static URL parameters if this is necessary for calling the web service. You can also fill a URL parameter dynamically with a placeholder or a system variable. For instance, if you want to pass the value of the column "ID" and the user who executes the script as URL parameters to the web service it could look like this: "id=%objId%&user=%sysUser%".

If you call your web service via the **HTTP GET method**, passing URL parameters is the only way to pass attribute information of the processed drive element. Note that this method is not recommended for security reasons. This method is therefore only recommended if, for example, you only want to pass the ID of the processed element or if you want to trigger subsequent processing for each processed element completely independently of the processed drive elements.

The **HTTP-POST Method** is the preferred method for transmitting file/folder attributes. Here, for each processed drive item, the Add-on transmits all attributes listed in the [chapter File/Folder Attributes and System Variables](#) in the form of a JSON object to the stored web service. If you select the "**Create Blob**" checkbox, the file itself is transmitted as a [Blob](#) in addition to the file or folder attributes. In this case, the Add-on not only transfers the file/folder attributes but also the actual files.

Select action

Send files/folders via web s... ▾

Web service

HTTP method:

Get ▾

Web Service URL:

URL parameters:

☐ Create Blob

Advanced action settings

Authentication method:

Google service account ▾

Select credentials:

Select file

OAuth scopes:

If you select this option, you can optionally specify whether the processed document should be transferred in a Google Doc format or in an office format. If you do not select the option **"Transfer Google Docs in office format"**, Google Doc files are transferred in PDF format by default. If necessary for your application, you can also select the option **"Transfer file Base64 encoded"** to enable the transmission of the files in Base64 encoding.

Important: Transfer as a BLOB only for files, not for folders!

If you activate the "Create BLOB" checkbox, the processed drive files are transmitted as a Blob under the attribute name: "objAsBlob". However, this only applies to files and not to folders, as Drive folders cannot be submitted as a Blob.

To ensure that the web service stored in the option "**Web Service URL**" can actually be called, you must define a suitable "**Authentication method**" in the Advanced action settings. The following options are available:

- Public
- Basic authentication
- Google service account
- Apps Script OAuth2 Token

Public

If you select the option "Public", no authentication takes place. This means that the stored web service must be publicly accessible and the stored URL can technically be called up by anyone without authentication. Use this method only for initial tests with test data.

Basic authentication

When authenticating via a basic login, you must enter a user and password in the corresponding fields. This method must also be classified as unsafe for security reasons, as the user and password are transmitted in plain text in the HTTP header. Only use this method for initial tests with test data.

Google service account

If the web service you have configured was developed with Google Cloud Platform technologies, it can be accessed via a service account created in the Google Cloud. To do this, you must create a corresponding service account in the Google Cloud Platform and store the associated credentials in Google Drive. Then you can store these credentials for the authentication method in the Add-on via the option "**Select credentials**" and the Add-on uses these credentials to authenticate itself to the web service. You may also need to add OAuth scope in the corresponding field if your web service requires the appropriate permissions. Please enter these in the field "**OAuth scopes**" separated by a space. This method is suitable for productive use. Our Add-on merely processes the stored credentials and does not store the credential information. This means that these credentials are only in your Drive storage at all times.

Apps Script OAuth2 Token

This authentication method uses the OAuth2 token generated by the Add-on via Google Apps Script to log in to the associated web service. This method can only be used if the applied web service and the Add-on are started with the same Google account. For example, you can use this authentication method if you have developed an individual web service via Google Apps Script and this service is to run with the same user with whom you

use the Job for executing the web service action. This method is very easy to use within Google Workspace or with only one user and does not require any further configuration.

Example implementation for action “Call web service”

In order to facilitate the use of the function with the Drive Toolbox Add-on, we provide you with a sample web service at this point. This web service was developed in Google Apps Script as a WebApp and can be called via the following URL either via HTTP-GET or HTTP-POST:

https://script.google.com/macros/s/AKfycbxtOtRMhYMKUbG88jdIN_ike1I5tSnFoc9LVTi-C5OWP1jgA/exec

The web service has been implemented in such a way that it receives the transmitted data and sends the information directly by email to the logged-in Google account. You can simply call up this web service as a first test via the browser using HTTP-GET. It is best to include a URL-parameter with the URL, for example

https://script.google.com/macros/s/AKfycbxtOtRMhYMKUbG88jdIN_ike1I5tSnFoc9LVTi-C5OWP1jgA/exec?id=12345&user=test@test.de

Alternatively, you can also use the web service for a test in the Add-on by configuring it as shown in the following screenshot:

The screenshot shows the configuration interface for the 'Call web service' action in the Drive Toolbox. It is divided into three main sections:

- Aktion wählen**: A dropdown menu showing 'Dateien/Ordner an Webser...'. Below this is a 'Webservice' section.
- Webservice**: Contains a 'HTTP-Methode:' dropdown set to 'Post', a 'Webservice URL:' text field with the URL https://script.google.com/macros/s/AKfycbxtOtRMhYMKUbG88jdIN_ike1I5tSnFoc9LVTi-C5OWP1jgA/exec, and an empty 'URL Parameter:' text field. At the bottom of this section is a checkbox labeled 'Blob erzeugen' which is currently unchecked.
- Erweiterte Aktionseinstellungen**: Contains an 'Authentifizierungsmethode:' dropdown set to 'Apps Script OAuth2 Token'.

The example service will then send you the transmitted file attributes per processed file via email. Please note that the sent emails are counted towards your email quota, as you also authenticate yourself on the web service by calling up the Add-on. Therefore, only send individual test emails.

You can access the source code of this sample implementation via the following link:

https://script.google.com/d/1Z_nyFG1hPHyiHdWQ42-KFWTVoztdcFQzCZty9p4g4wRmUQbyl9aWz2md/edit?usp=sharing

The function doGet(e) reacts to HTTP-GET calls, accepts the URL parameters and sends them by email. The function doPost(e) reacts to HTTP-POST calls and accepts the transmitted data for each drive element and also sends it by email. In the body of the mail, you should for example receive a structure of the processed element as follows:

sysDomain: apps-experts.de

sysDate: 18.01.2021

objDescription:

objContentType: application/pdf

objSharingPermissions: NONE

objDownloadUrl:

<https://docs.google.com/spreadsheets/d/1HAT7b34Jz8CaW98MSgL3BoPcxUK6-vEbbxilBsQsjOQ/export?format=pdf>

objOwner:

objSize:

sysName: Theo Tester

objEditors:

sysCount: 0.0

objMimeType: application/vnd.google-apps.spreadsheet

sysTime: 15:09:34

sysUser: theo.testler@apps-experts.de

objExportTyp: pdf

objType: google sheet

Status: true

objStarred: true

objModified: 12.01.2021 10:45:06

sysRowIndex: 1.0

sysLangu: de

objName: test file

sysGender:

objViewers:

objUrl:

objId: 1HAT7b34Jz8CaW98MSgL3BoPcxUK6-vEbbxilBsQsjOQ
objSharingAccess: PRIVATE
objCreated: 15.07.2020 12:45:33

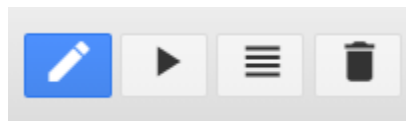
You can then use this data presented in the mail programmatically for further processing within your individual web service.

Tip: Using the sample implementation as a template

You are also welcome to use the source code as a copy template for your own implementation. You can copy the Apps Script file into your own Drive folder via the menu item "File-->Create Copy". Make sure that the copied script contains at least the Drive authorisation scope: <https://www.googleapis.com/auth/drive.readonly>, otherwise logging in via the Apps Script OAuth2 token will not work.

Manage Jobs

All Jobs displayed in the Job Overview can be managed individually from the homepage. The following management options are available via the buttons displayed in the right-hand area for each Job:



- Edit Job
- Execute Job
- Job Details
- Delete Job

Edit Job

You can use the blue pencil icon "Edit" to change an existing Job at any time. All the setting options of the Add-on that were available to you when the Job was created are then available to you again. You will find an overview of this in the chapter ["Create Job"](#).

Execute Job

You can start a Job directly via the "Execute" button displayed as the classical "Play" symbol. Clicking on the "Execute" button immediately starts the processing of the Job

online.

Important: Check your Job settings and use the test run!

Before you run a Job, make sure that it processes the correct elements and also performs the intended function! Depending on the function, the Drive Toolbox Add-on can change a large number of files in one run. Therefore, always check the Job settings before executing a Job and start a test run via the "Display selected files/folders" function to ensure that the correct elements are processed before executing the actual function.

While the Job is being processed, a so-called spinner with four coloured dots is displayed until the processing is completed.



As soon as the processing of the Job is completed, the processing results are displayed in tabular form on the result overview, where each processed drive element is listed. The result overview displays a maximum of 50 elements on one page. If you have a larger number of elements, you can scroll the result overview page by page using the arrow buttons in the lower left area.

Processing Result: Display selected files/folders

Filename	MIME-Type	Starred	Owner	Modify date	Message
1 Addons Lizenzverwaltung	google sheet	✓		11.02.2021 01:50:40 AM	File selected and would be processed. (general/050/S)
2 Add-on License check	google sheet	✓		11.02.2021 01:43:02 AM	File selected and would be processed. (general/050/S)
3 copa Tasks	google sheet	✓		01.02.2021 08:34:59 AM	File selected and would be processed. (general/050/S)
4 Test Drive Toolbox	google apps script	✓		18.01.2021 02:44:12 PM	File selected and would be processed. (general/050/S)
5 Verarbeitungsdaten	google sheet	✓		07.12.2020 09:34:53 AM	File selected and would be processed. (general/050/S)
6 Test Allgemeine Add-on Vorlage	google apps script	✓		19.11.2020 03:29:13 PM	File selected and would be processed. (general/050/S)
7 copa OKR	google sheet	✓		01.09.2020 07:36:49 AM	File selected and would be processed. (general/050/S)
8 Arbeitszeiten Mini-Job Mitarbeiter ab 2019	google sheet	✓		28.08.2020 09:13:42 AM	File selected and would be processed. (general/050/S)

Export Data

In the result overview, the following information is provided for each drive element:

- Filename
- MIME-Type
- Starred
- Owner

- Modification date
- Message

The filename is always shown as a link. From here you can jump directly to the listed file in your drive storage and open it. Furthermore, for each processed element the MIME-type, the owner, when the element was last edited and whether you marked the element as "Starred" in your drive storage is listed.

The result of the processing is displayed in the "Message" column. Here you will find out whether the function you specified in the Job could be carried out on the respective element. If there was an error in the processing, the error message is displayed in this column.

The "Export data" button is available below the displayed processing results. You can use this button to export the displayed processing results to your Drive folder. When you click on the button, a new Google spreadsheet with the title "Drive Toolbox Export" is automatically created in your Drive folder.

Tip: Activating mass processing in the dialogue

If you are only running a Job online and not as a background Job, you can select the "Activate mass processing" option in the General Job Settings. The result overview will therefore be displayed instead of the spinner and you can see the progress of the processing directly online, as the tabular view in mass processing is updated for each processed record.

Job Details

The "Details" button, displayed as a "list symbol", gives you a quick overview of all the defined settings for the Job. For example, you can see which action the Job is executing, whether a filter has been defined and when the Job was last started.

Job details: test

General Job Informations

Jobname : test

JobID : job_1548684893567

Start event : On Demand

Spreadsheet logging : Never

E-Mail logging : Always

Select Data Source : My Drive - Search Query

Filter used : No

Selected action : Display selected files/folders

Procssing Informations

Created by :

Changed by :

Last run : 12/7/2020, 10:41:50 AM

Close

 Add-on by [apps experts](#)

Delete Job

You can delete a Job by clicking on the "Delete" button, which is displayed as a waste basket symbol. To avoid accidental deletion, you will receive a confirmation request after clicking on the button. As soon as you confirm this, the selected Job is irretrievably deleted with all its settings and is no longer displayed in the Job Overview.

Settings

Using the "Settings" menu item, you can make various settings for the Add-on and define these individually for your user. For example, you can set your preferred language for the Add-on here. Always ensure you confirm these changes at the end by clicking on the save button at the bottom of the settings dialogue!

You can use the "Settings" button to define general settings for the Add-on and to set these individually for your user. For example, you can set your preferred language for the

Add-on here. Always make sure that you confirm the changes made in the settings by clicking on the “Save” button at the bottom of the settings dialogue box!

Settings

Date-Format:
dd.MM.yyyy

Language:
English

Time Zone: [more details](#)
Europe/Berlin

[Link to Add-on manual](#)

Save

Cancel

Reset

 Add-on by [apps experts](#)

In detail, you have the following options and fields in the settings:

- Date-Format
- Language
- Time Zone

Date-Format

This option allows you to customize the date format. The Add-on then uses the specified format for dates in emails and messages.

Language

Select your preferred language here. After changing the language, you must reload the Google spreadsheet that is currently open. Subsequently, all menu items and text will be displayed in the selected language.

Time Zone

Here you can adjust the Add-on to the time zone in which you are currently located. This parameter essentially influences when the Jobs that you create and periodically schedule are started. The start time you select for the Job always refers to the time zone specified in this option.

File/Folder Attributes and System Variables

The Google Drive Toolbox determines a certain number of attributes for each processed file or folder from your Drive folder. You can dynamically insert the values of these attributes as placeholders in free text fields if required. For example, you can dynamically create the subject of emails with these placeholders or dynamically design the file name of documents that you rename via the toolbox by specifying placeholders. The placeholders listed below are available for this purpose:

Placeholder	Note
%objCreated %	Date of creation
%objDescription%	Description. The description field is by default not filled in Drive files/folders.
%objDownloadUrl%	URL to download the file
%objEditors%	List of all users who have been explicitly granted edit permissions, separated by comma.
%objId%	ID of the drive file or folder
%objMimeType%	MIME type of file
%objModified%	Date of the last modification
%objName%	File or folder name. This does not have to be unique in Google Drive
%objOwner%	The owner of the file or folder
%objSharingAccess%	Setting whether there is a general link sharing to the file or folder. Can contain the following values: ANYONE, ANYONE_WITH_LINK, PRIVATE, DOMAIN or DOMAIN_WITH_LINK. Further information
%objSharingPermissions%	Setting which authorisation is granted for general

	link release. It can contain the following values: VIEW, EDIT, COMMENT, OWNER, ORGANIZER or NONE. Further information
%objSize%	The required storage space of the file or folder in megabytes.
%objStarred%	Indicates whether the file or folder is defined as "Marked". It can only contain the values true or false.
%objType%	The data type of the file, e.g. google doc, google form, google sheet, google slide, jpeg, png, pdf, json, xls, xlsx, doc, docx, etc. Folders have the file type "folder". If the file type is not known, the values "unknown" are included.
%objTrashed%	Indicates whether the file or folder is in the recycle bin. It can only contain the values true (true) or false (false).
%objThumbnail%	The URL to the thumbnail of the respective file type. If no URL is supplied by Google Drive, the URL to the apps experts thumbnail is supplied.
%objUrl%	URL to open the file or folder online.
%objViewers%	List of all users who have been explicitly granted display or comment permissions, separated by comma..

Additionally, the Drive Toolbox Add-on accesses other general placeholders by default, which you can use at any time in the Add-on in a free text field, such as in the email subject or a chat message, regardless of the processed Drive elements.

System variable	Note
%sysJobname%	Name of the Job that is currently running.
%sysUser%	Email address of current user.
%sysLangu%	Language of current user in format de, en, etc.
%sysDate%	Date in format MM/dd/yyyy, Example: 05/30/2017

%sysTime%	Current time in format: hh:mm:ss, Example: 05:28:22
%sysCount%	Counter for current processed dataset.
%sysRowIndex%	Counter for the currently processed row of the Google Sheet.

API Usage and Permission Scope Descriptions

The add-on needs different permissions of your Google Account to provide its functionality. The needed permission scopes are listed and explained more detailed here:

 Details of permissions scopes an add-on is using

Important: Google API Services Usage Disclosure

apps experts use of information received from Google APIs will adhere to [Google API Services User Data Policy](#), including the Limited Use requirements. [>> more](#)

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