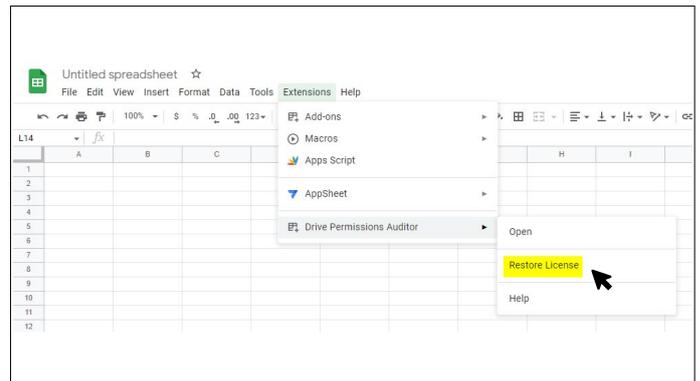


## How to check files and folder permissions in Google Drive?

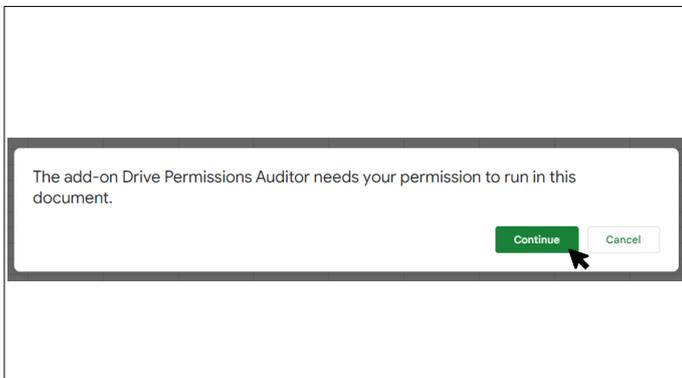
Google Drive Auditor - This tool lists out all files on your HKBU Google Drive with its sharing permissions. The license is available for department and staff per request through ITO Service Call Centre.

- The Google Drive Auditor features overview is available on the official website: [https://workspace.google.com/marketplace/app/drive\\_permissions\\_auditor/370134017754](https://workspace.google.com/marketplace/app/drive_permissions_auditor/370134017754)
- For official support, please refer to: <https://digitalinspiration.com/product/google-drive-auditor/#faq>

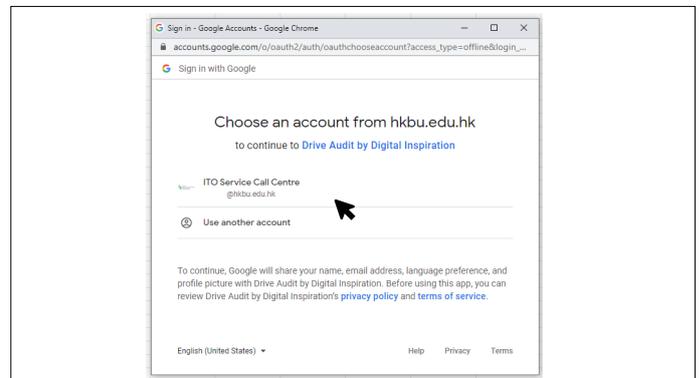


**1** Login to the Google Sheets 'https://docs.google.com/spreadsheets'.

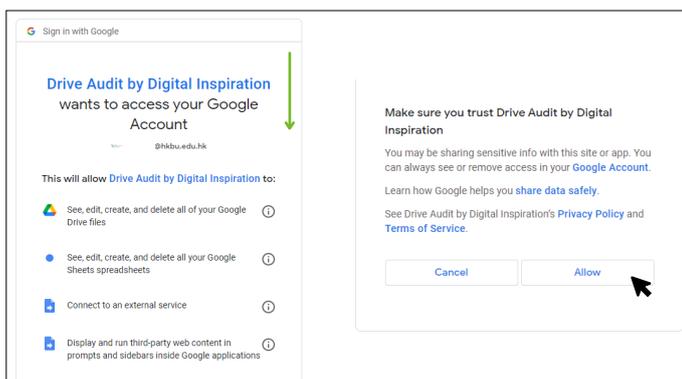
**2** Create a new Google Sheet, click Extensions > Drive Permissions Auditor > Restore License.



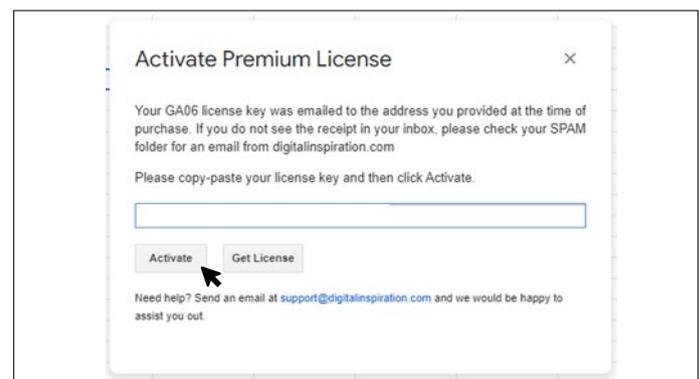
**3** Allow the permission, click 'Continue'.



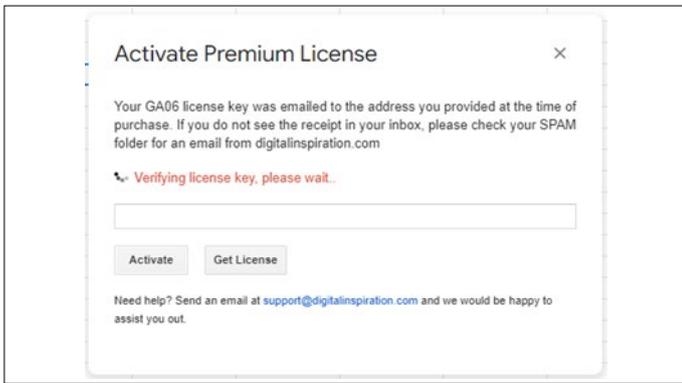
**4** Choose your HKBU email address.



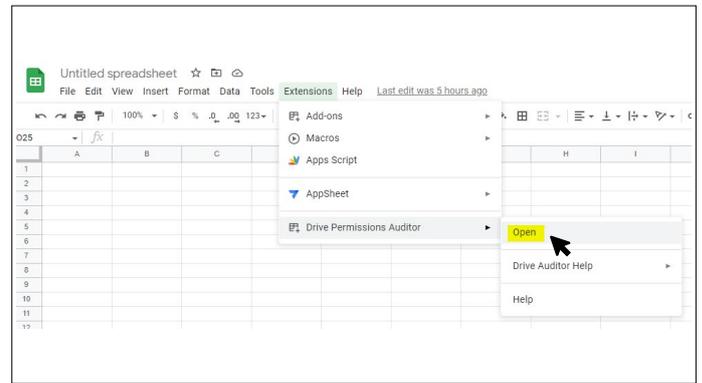
**5** Read the instructions, scroll down and click 'Allow'.



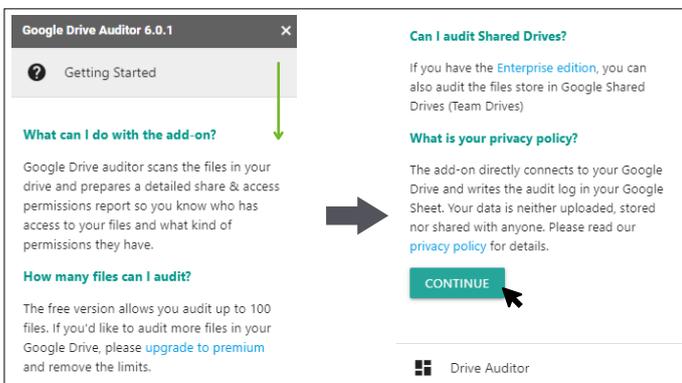
**6** Obtained the license key\* from Service Call Centre, enter key here and click 'Activate'.



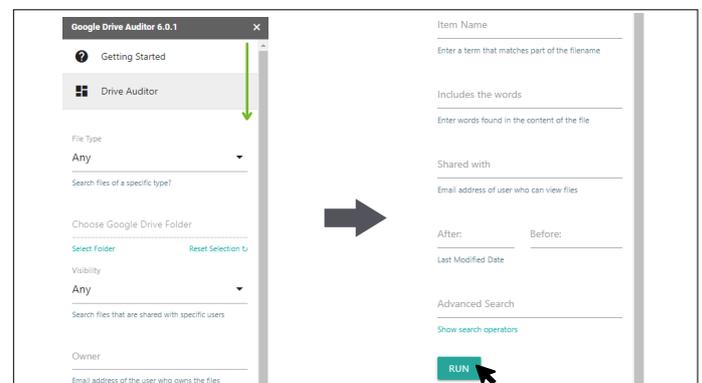
**7** Verifying license key and it takes 1-2 minutes.



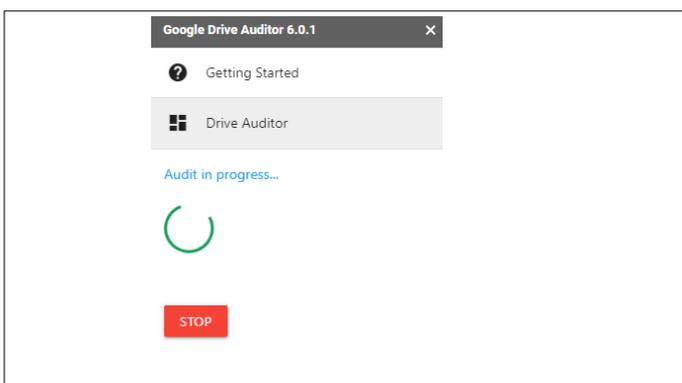
**8** Once verify succeed, click **Extensions > Drive Permissions Auditor > Open**. Drive Permissions Auditor will be available at the right-hand side of the Google Sheet.



**9** Read the instructions, scroll down and click 'Continue'.



**10** Scroll down and click 'Run' to generate report for all files. You may apply filters/conditions based on screen options.



**11** Audit in progress. It takes around 3 minutes for 1,000 files.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Google Drive Audit Reports: trashed = false											
2	Date Created	Date Modified	File Name	File Type	File Size	Visibility	Owner	Editors	Viewers	Commenters	Quota	File Path
3	12/07/2022 21:18	12/07/2022 21:44	Google Sheets	1.02 KB	Private	ITO Service Call Centre (hthline@hkbu.edu.hk)					1024	<a href="#">My Drive</a>
4	08/07/2022 20:37	08/07/2022 20:37	JPEG	126 KB	Private	ITO Service Call Centre (hthline@hkbu.edu.hk)					128319	<a href="#">My Drive</a>
5	08/07/2022 06:08	05/07/2022 06:09	Video	36.4 MB	Limited	ITO Service Call Centre (hthline@hkbu.edu.hk)					36396052	<a href="#">My Drive</a>
6	17/05/2022 18:39	17/05/2022 22:22	Google Sheets	1.02 KB	Private	ITO Service Call Centre (hthline@hkbu.edu.hk)					1024	<a href="#">My Drive</a>
7	13/08/2017 19:45	25/04/2022 23:12	Google Drive folder		Limited	ITO Service Call Centre (hthline@hkbu.edu.hk)						<a href="#">My Drive</a>
8	25/04/2022 23:09	25/04/2022 23:09	Google Drive folder		Private	ITO Service Call Centre (hthline@hkbu.edu.hk)						<a href="#">My Drive</a>
9	04/10/2021 02:38	11/04/2022 01:27	Google Drive folder		Private	ITO Service Call Centre (hthline@hkbu.edu.hk)						<a href="#">My Drive</a>
10	23/03/2022 20:21	23/03/2022 20:21	PNG	82.5 KB	Private	ITO Service Call Centre (hthline@hkbu.edu.hk)					82514	<a href="#">My Drive</a>
11	01/03/2022 17:46	01/03/2022 17:47	apk	78.1 MB	Anyone can view	ITO Service Call Centre (hthline@hkbu.edu.hk)					78083328	<a href="#">My Drive</a>

**12** The report will be show on the Sheets.

\* The license key is for staff only (@hkbu.edu.hk) and valid until 9 July 2023.