G-Link File Sharing Settings

Introduction

We have the functionality to manage G-File Access from where users can grant "View" and "Download" access to the file to other users.

Prerequisite

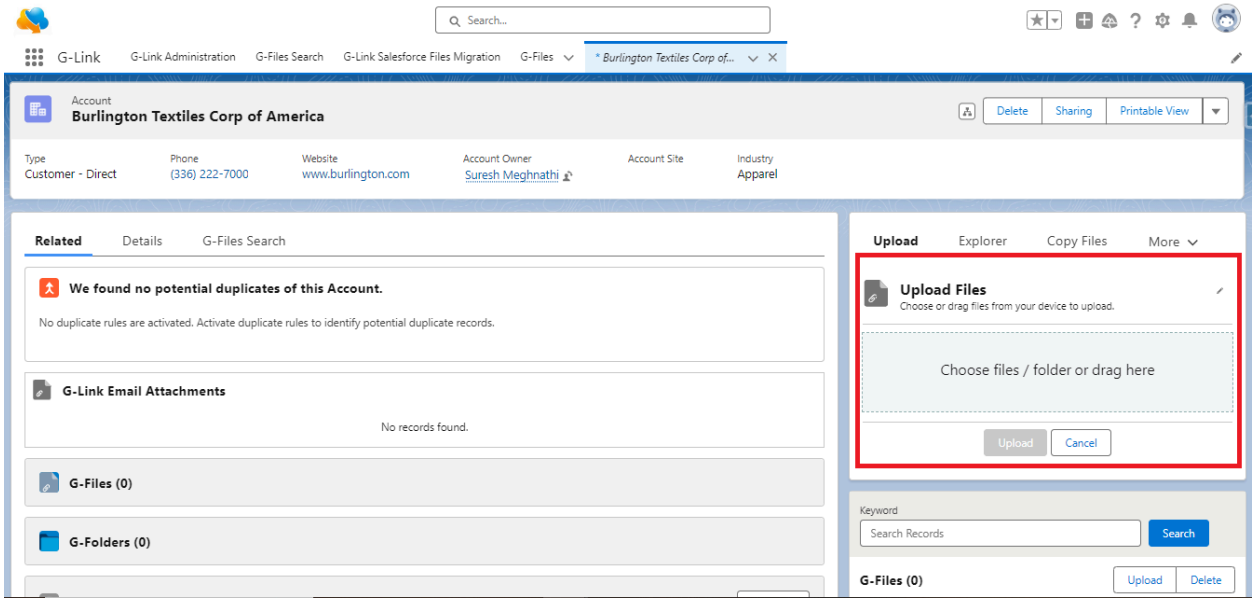
Before granting "View" and "Download" access to the file, you must add the G-File Uploader(Multiple) component to the Salesforce record page. For example, if you want to upload files related to Account records, follow the below steps:

1. Go to the **Accounts** tab and open the account record.
2. Click on **Setup**.
3. Click on the **Edit Page**.
4. Drag & drop the **G-File Uploader(Multiple)** component to the account record page.
5. Save the page.

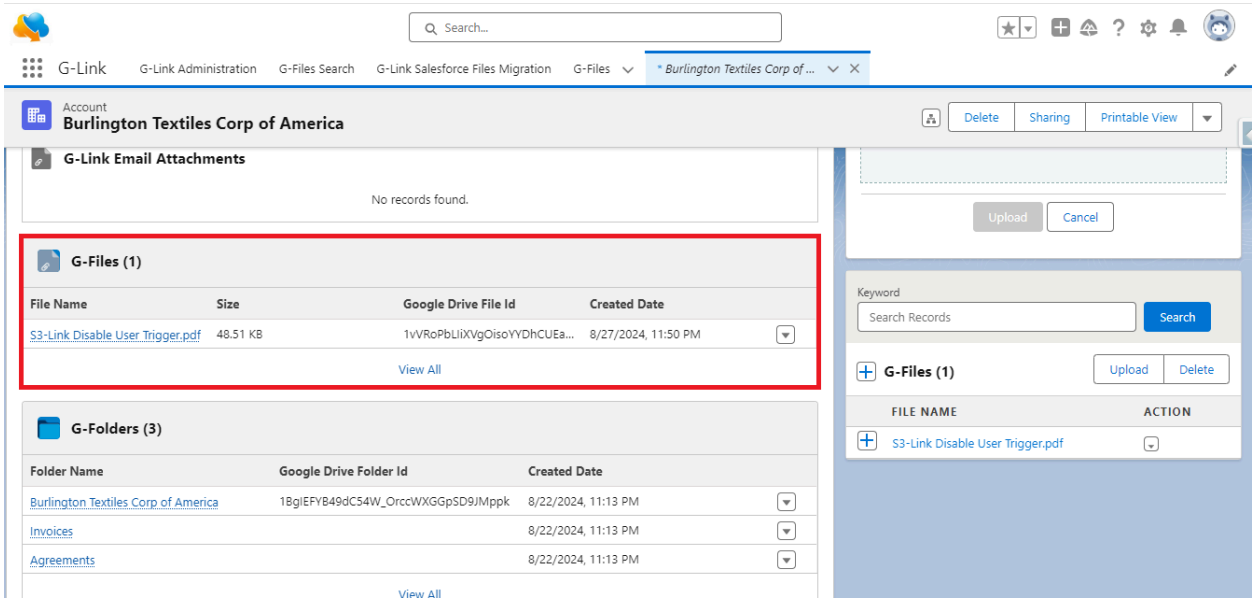
Functionality Overview

If the user wants to grant G-File permissions to other users, follow the below steps.

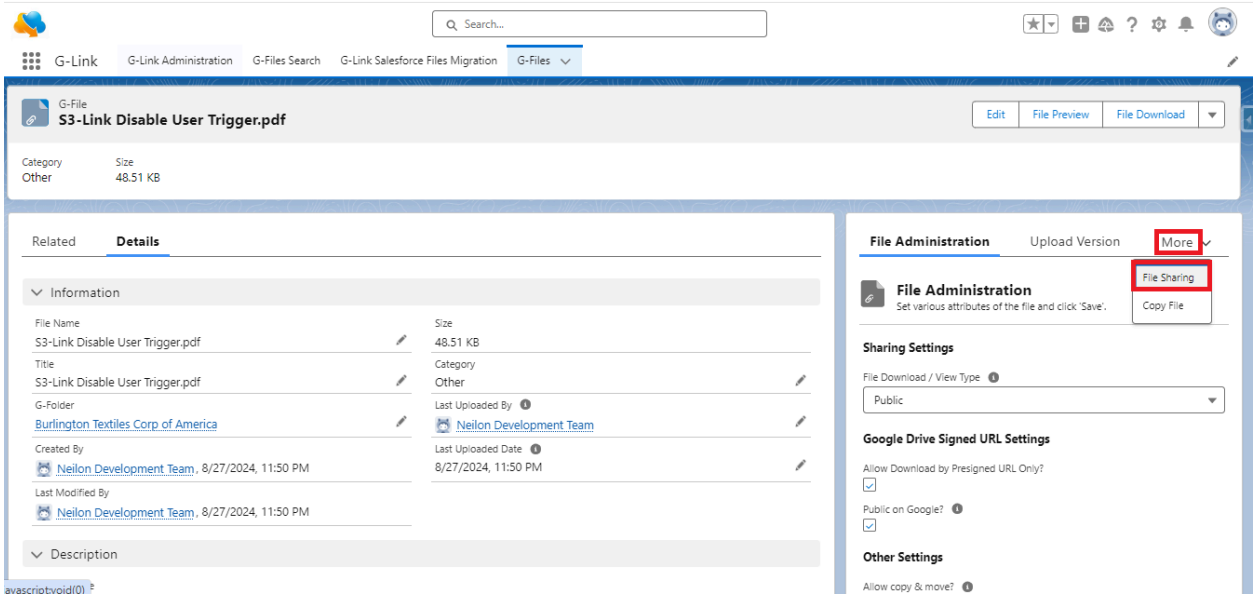
1. Go to Account record. Find the **G-File Uploader(Multiple)** component and upload a file.



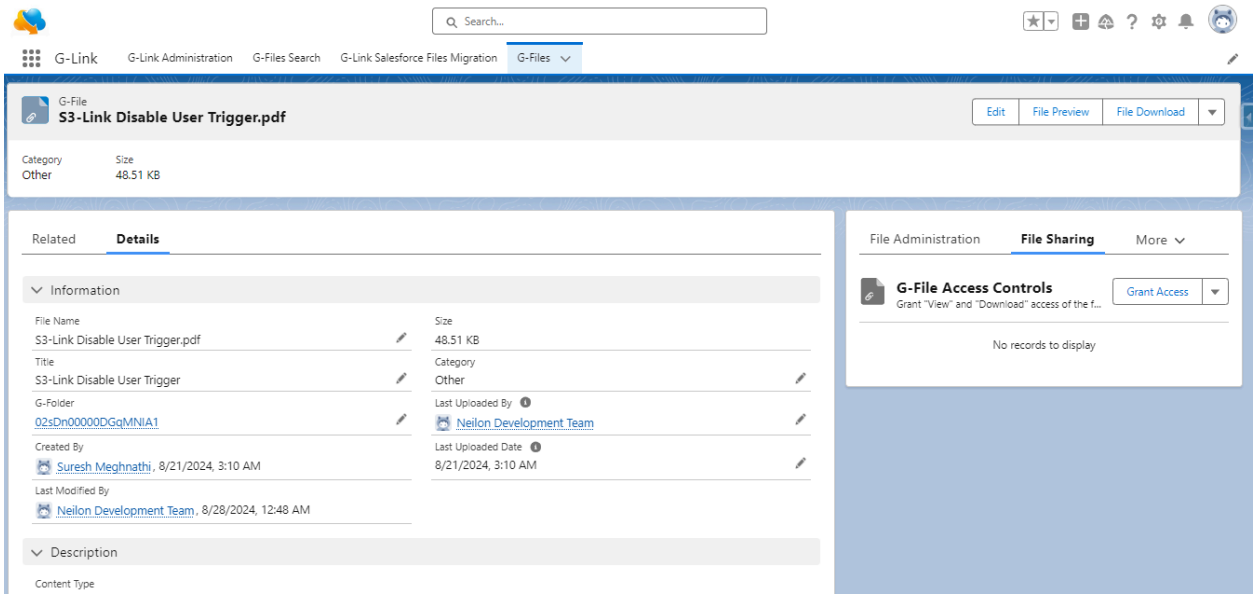
2. Go to the G-Files section in the related list of accounts and click on the G-File record.



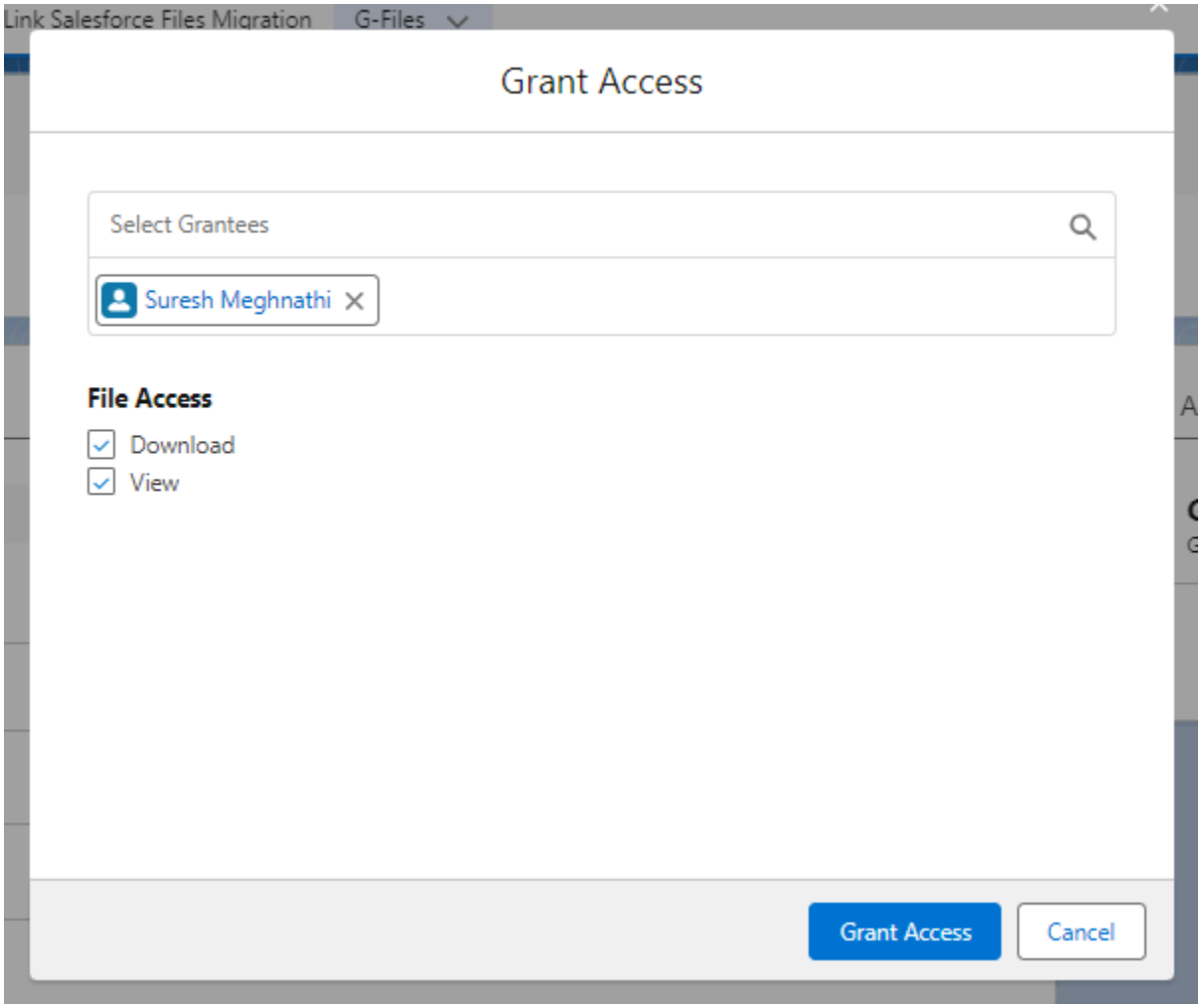
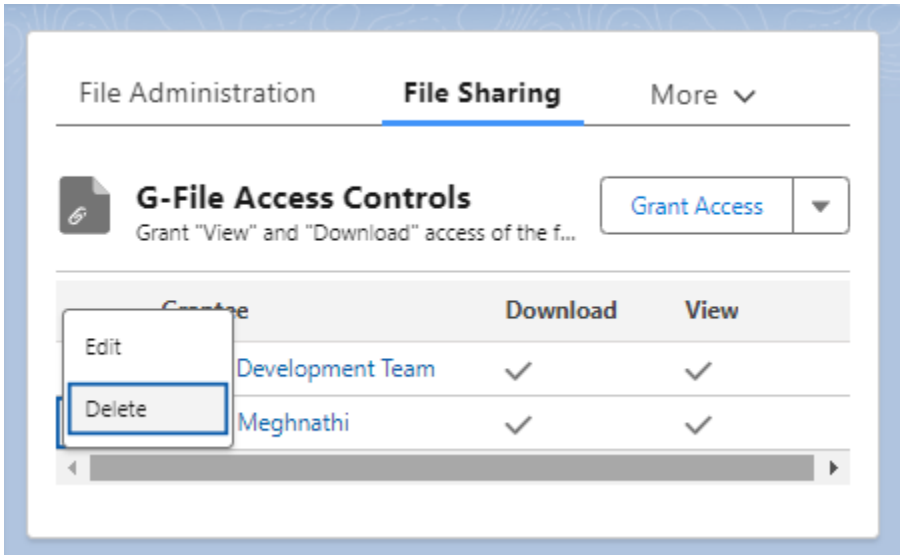
3. It will open the G-File details.
4. Go to the **File Sharing** tab.



5. Click on the **Grant Access** button.



6. Choose the level of access to grant, and then select the user to whom you want to grant access. Click on the **Grant Access** button.



7. You can grant access to other users and adjust their permissions as needed. Click on the **Edit** button to modify file access.