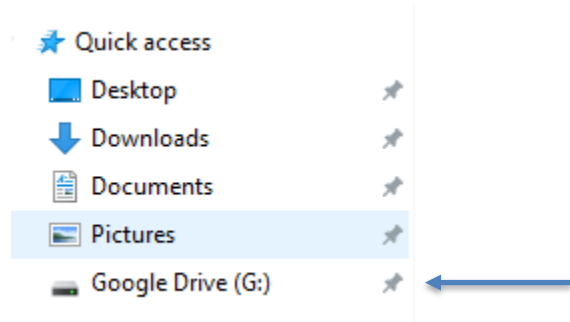


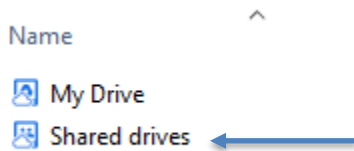
CONTRACTS AND GOOGLE DRIVE - HOW TO SAVE AND SEARCH

**TO ACCESS GOOGLE DRIVE AND SAVE A COMPLETED CONTRACT,
FOLLOW THE STEPS BELOW:**

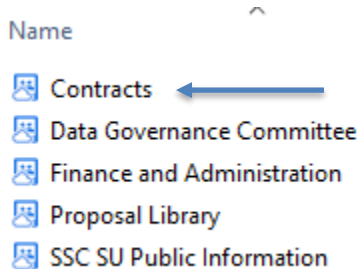
STEP ONE



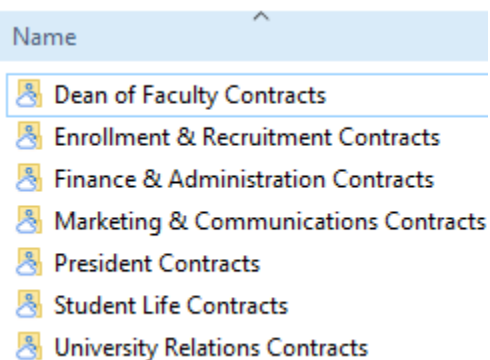
STEP TWO



STEP THREE



STEP FOUR - SAVE CONTRACT IN THE APPROPRIATE DEPARTMENT FOLDER:



CONTRACTS AND GOOGLE DRIVE - HOW TO SAVE AND SEARCH

TO LABEL AND/OR SEARCH BY VENDOR, DATE, OR DEPARTMENT

The fields included for this label are:

- Vendor: User entered text value
- Date: Long format date selection
- Department: User selected drop down list

Edit label

Label name*

Contracts

Label description

Use this label to appropriately tag contract documents for easier searching.

×

When copying files

Always copy label

▼

Fields

≡

Vendor*

⋮

▼

📅

Date*

⋮

▼

☰

Department*

⋮

▼

Add Fields

Preview

Contracts

Use this label to appropriately tag contract documents for easier searching.

ⓘ

This label contains required fields

Vendor*

0 / 100

Date*

📅

Department*

▼

Permissions

Edit

👤

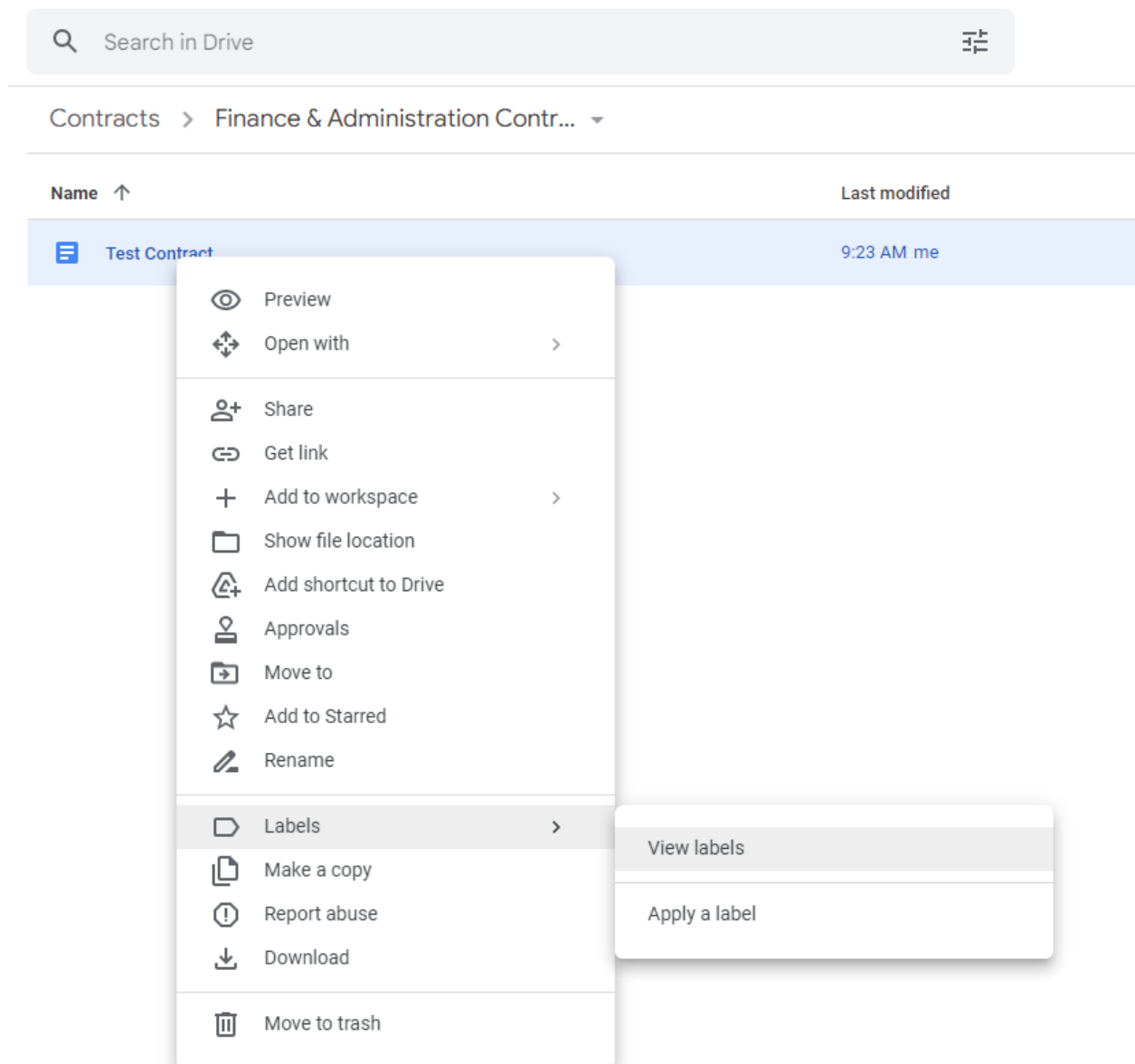
B

Status	Published
Creator	Brandon Admin Account Dieterich
Last modified	Nov 30, 2022 • Brandon Admin Account Dieterich

TO ADD A LABEL TO A CONTRACT DOCUMENT:

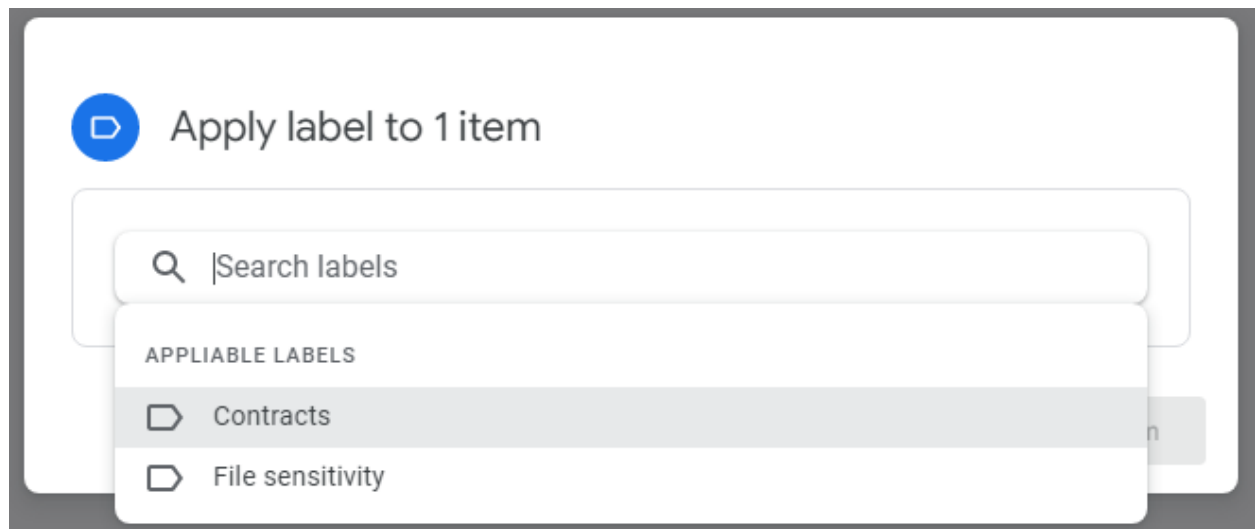
Right-click the document in question and choose Labels > Apply a Label

CONTRACTS AND GOOGLE DRIVE - HOW TO SAVE AND SEARCH



SELECT THE CONTRACTS LABEL

CONTRACTS AND GOOGLE DRIVE - HOW TO SAVE AND SEARCH



YOU'LL THEN BE PRESENTED WITH INFORMATION TO COMPLETE ABOUT THE CONTRACT:

A screenshot of a Google Drive interface showing a dialog box titled "Apply label to 1 item". The dialog box displays the "Contracts" label with a "Change label" link. Below the label, a yellow warning box states "This label contains required fields". There are three required fields: "Vendor*" (text input, 0 / 100 characters), "Date*" (date picker), and "Department*" (dropdown menu). At the bottom, there are "Cancel" and "Apply to 1 item" buttons.

CONTRACTS AND GOOGLE DRIVE - HOW TO SAVE AND SEARCH

Once done, click Apply and the label is assigned to the document.

To search for a specific contract, you can use any of the above labeled items as a search parameter.

Click the slider icon in the search bar to open advanced search features.



Select to search labels and choose the Contracts label

Type

Any

×

Owner

Anyone

Has the words

Enter words found in the file

Item name

Enter a term that matches part of the file name

Location

ANYWHERE

☐ In trash

☐ Starred

☐ Encrypted

Date modified

Any time

Labels

Search labels

SUGGESTED LABELS

Contracts

ALL AVAILABLE LABELS

File sensitivity

Approvals

Shared to

Follow up

-

LEARN MORE

RESET

SEARCH

CONTRACTS AND GOOGLE DRIVE - HOW TO SAVE AND SEARCH

Once selected, add the field(s) you would like to search on and enter the terms/dates/department you need to find.

Labels



Contracts



Vendor



Date



Department

Approvals



Awaiting my approval



Requested by me

Shared to

Enter a name or email address...