



Zoho Corporation

Zoho WorkDrive

What is Zoho WorkDrive?

Zoho WorkDrive is an online file management platform for teams. You can share files with teams and stakeholders, keep track of usage reports, and secure folders with restricted access.

How to connect your Zoho WorkDrive account to Zoho Flow

1. Select the trigger or action required. If you select a trigger, click **Next**.
2. If there are no existing Zoho WorkDrive connections in your account, click **Connect**. Otherwise, click **New connection**.

The screenshot shows the Zoho Flow configuration interface for the 'File moved' trigger. The breadcrumb trail at the top reads: App Trigger > Zoho WorkDrive > File moved > Configure. On the left, there is a Zoho WorkDrive icon and a description: 'Zoho WorkDrive is an online file management platform for teams. You can share files with teams and stakeholders, keep track of usage reports, and secure folders with restricted access.' The main configuration area on the right is titled 'File moved' with the subtitle 'Triggers when a file is moved from a folder'. It contains three sections: 'Connection' with a dropdown menu showing 'Frank's Workdrive Connection' and a '+ NEW' button (highlighted by a red arrow), 'Variable Name' with a text input field containing 'trigger', and 'Team' with a dropdown menu showing 'Zylker Widgets Inc'. Below these is a 'Team folder' section with a dropdown menu showing 'Choose Team folder'. At the bottom right, there are 'BACK' and 'DONE' buttons.

Alternatively, you can create a new connection by navigating to **Settings**, then **Connections**. Click **Create connection** and choose **Zoho WorkDrive**.

3. Enter a connection name, then click **Authorize**.
4. Click **Accept** to allow Zoho Flow to access your account.

API documentation

If you experience any Zoho WorkDrive-related errors in your flows, or if you wish to learn more about the Zoho WorkDrive API, the API documentation can be found [here](#).

[Learn how to fix app-specific errors using API documentation](#)

Important points to note while using Zoho WorkDrive triggers and actions

How to find file and folder IDs in Zoho WorkDrive

File IDs and Folder IDs might be required to configure a number of Zoho WorkDrive triggers and actions. Follow the steps below to find the ID of your required file or folder:

1. In your Zoho WorkDrive account, navigate to the required file or folder.
2. Right-click on the required file or folder and click **Properties**.
3. Under **General info**, its permalink will be displayed.

The part of that link that follows the last slash (/) will be the ID of that file or folder. For example, if a folder's permalink is


<https://workdrive.zoho.com/folder/o3mmdf33ac9fbbf40ab9f9432421ad7f8c>, then **o3mmdf33ac9fbbf40ab9f9432421ad7f8c** is the **folder ID**.

While using triggers

Configuring Team, Team Folder, and Folder fields


While using Zoho WorkDrive triggers, the Team and Team Folder fields are required. After selecting these, you can also select a folder that is inside the **Team Folder** using the **Folder** dropdown.

App Trigger > Zoho WorkDrive > File created > Configure



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File created

Triggers when a new file is created

Connection *
Frank's Workdrive Connection NEW
Having trouble using this connection? [Test](#) | [Reconnect](#)

Variable Name *
trigger

Team *
Zylker Widgets Inc

Team folder *
Computer Science Department

Folder
Choose Folder
2018-2022 -
2020-2024 -
[Use a Custom Value](#)


BACK DONE

Accessing sub folders

To access a subfolders, you need to:

1. Configure the **Team** and **Team Folder** fields.
2. Under **Folder**, choose **Use a Custom Value**.

App Trigger > Zoho WorkDrive > File created > Configure



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File created

Triggers when a new file is created

Connection *

Frank's Workdrive Connection NEW

Having trouble using this connection? [Test](#) [Reconnect](#)

Variable Name *

trigger

Team *

Zylker Widgets Inc

Team folder *

Computer Science Department

Folder

Choose Folder

2018-2022 -

2020-2024 -

[Use a Custom Value](#)

BACK DONE

3. In another window, open **Zoho WorkDrive**.

4. Navigate to the required folder and open it. Copy the last part of the URL (following the last '/') from the address bar. For example, when the required folder is opened, if the URL looks like

https://workdrive.zoho.com/home/6oq3d00e1e05d7/teams/780xuad72c/ws/ibnf21fc09bcf56/folders/ibnf2b6445fe562ba49189a7f7556f39057b5, then,
ibnf2b6445fe562ba49189a7f7556f39057b5 is the **custom value**.

5. Return to Zoho Flow. Paste the above value under **Custom Value for Folder**, then click **Done**.

Accessing personal folders

To select your personal folder in Zoho WorkDrive, i.e., **My Folders**, select the **Team**, then select **My Folders** in the **Team Folders** dropdown.

Selecting Team folder

If you want to select a Team folder as your required folder for a trigger, you need to select the **Team** and the **Team Folder**, and leave the subsequent **Folder** field unattended.

App Trigger > Zoho WorkDrive > File moved > Configure

File moved
Triggers when a file is moved from a folder

Connection *
Frank's Workdrive Connection NEW

Having trouble using this connection? [Test](#) | [Reconnect](#)

Variable Name *
trigger

Team *
Zylker Widgets Inc

Team folder *
Computer Science Department

Folder
Choose Folder

Filter criteria
Configure the conditions that trigger this flow

BACK DONE

Using the File created trigger


The *File created* trigger will work for two events:

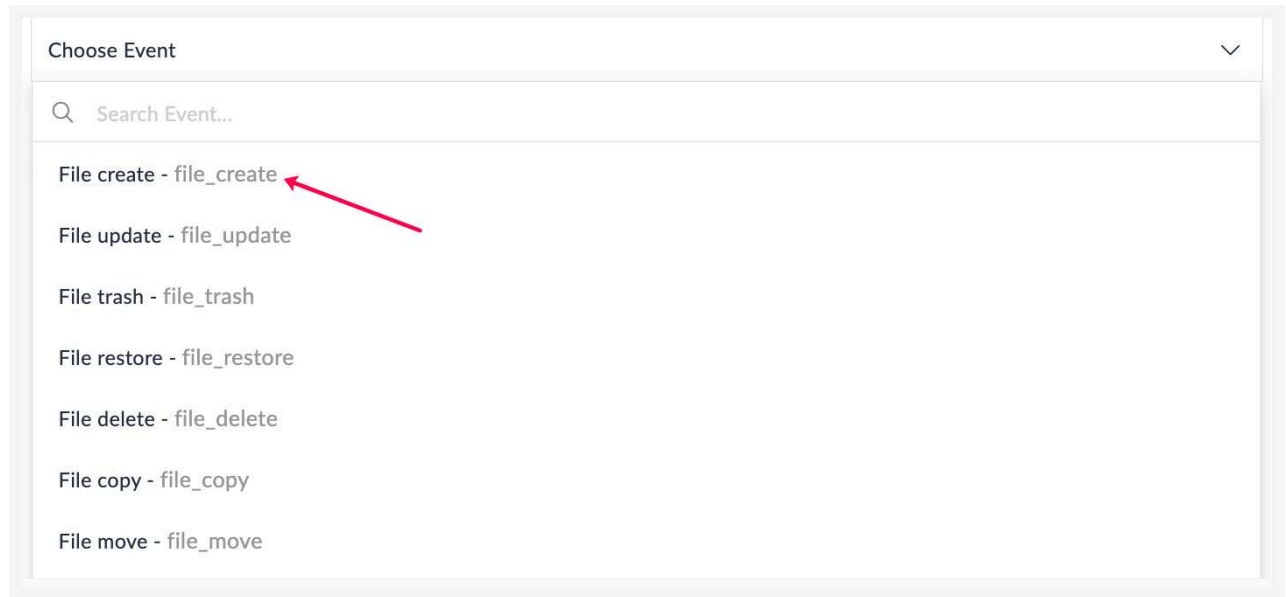
1. When a new file is created in the selected folder.
2. When a file is uploaded in the selected folder.

Selecting multiple events for File or Folder event triggers

In the *File event occurred* and *Folder event occurred* triggers, you can select more than one event to trigger your flow. To do so:

1. Select the required **Team** and **Team Folder**.
2. In the **Event** dropdown, select **Use a Custom Value**.
3. Enter the events that you want separated using commas.

 Note: You can identify the values to enter for each event from the **Event** dropdown. For example, if you want the events to be folder created and folder moved, then enter **folder_create, folder_move**.



You can enter up to 10 events.

While using actions

Adding and updating members in team folder

You can add users as members to a Team folder and assign roles and permissions to them using the *Add member to team folder* action. You cannot add members to the folders and their sub folders in a Team folder.

You can also use the *Add member to team folder* action to update the role of an existing member. To do so, enter the **email address** of the member you wish to assign a different role and select the **role**.

Associate data template action

You can assign an existing data template with a file or folder using this action.

[Learn more about data templates in Zoho WorkDrive](#)

While changing share permissions

When you are using actions such as Update share permission, take note of the following for configuring the **Share type**:

- Set **Share type** as "Organization" only if you are using the **Enterprise** edition of Zoho WorkDrive
- For other editions, set **Share type** as "Team members" to share file or folder with everyone in your team

https://help.zoho.com/portal/en/kb/flow/user-guide/app-specific-documentation/articles/zoho-workdrive-help#What_is_Zoho_WorkDrive