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**.

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.

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**.

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/ibnf21fc09bcf5 6/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.

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**.
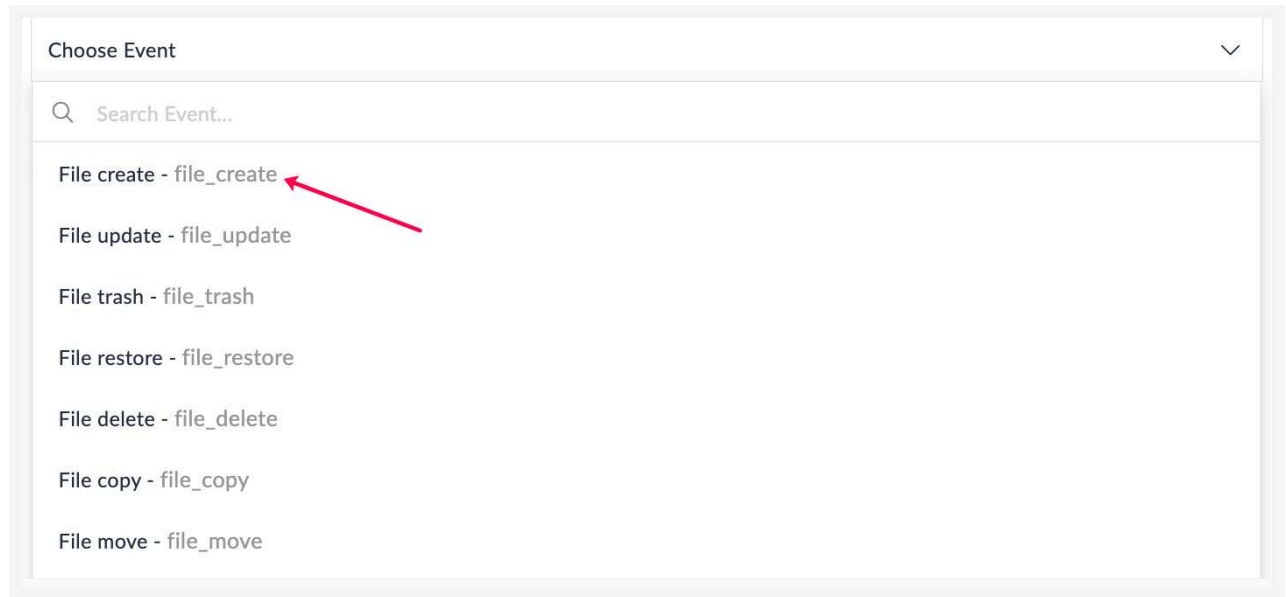
You can enter up to 10 events.

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