



New File Added Trigger Documentation

The **New File Added trigger** in Zenphi starts a flow whenever a file is added to a folder of your choice in Google Drive. This trigger ensures that you never miss a file, and Zenphi can take care of the rest as soon as it's added.

Short about the New File Added trigger:

- **Initiation:** The flow begins when a file is added to a specified Google Drive folder.
- **Use Cases:**
 1. Suitable for capturing and processing invoices automatically when they are added to a selected Drive folder.
- **Example:**
 1. Zenphi takes care of the process as soon as it's added to your Google Drive.
 2. Use the "Parse Email Address" action to extract the email address from the trigger.
 3. Use a date action.

Once you set up the trigger, you can configure subsequent actions to process the new file, extract data, and perform other automated tasks.

To configure the trigger you have the following tabs available:

- The **Settings** tab is where you configure the trigger:
 - **Connection:** To use this trigger, you need to **set up a connection**, which grants Zenphi permission to monitor your Google Drive. This connection can be private or shared.
 - **Folder ID to monitor:** This field is used to specify the destination folder where you want to monitor. Select the Drive icon to choose a folder in a file browser or add the Folder ID manually. To obtain the folder ID, refer to the URL. For instance, if you are currently in a folder and the URL is https://drive.google.com/drive/u/0/folders/1h_fzGyzOimMfEjdhXp6jhUkA-A01kHrR?lfhs=2, the folder ID would be 1h_fzGyzOimMfEjdhXp6jhUkA-A01kHrR.
- The **Usage** tab allows viewing of flow actions that use the trigger's output.
- The **Conditional Run** tab will ensure your flow only runs when you want it to. You can set a condition for it to run only when a certain subject is detected, when the relevant keywords in the file or folder name.

The **output** from the trigger will present all information available in relation to the file upload event, the file itself and its location:

- **Id** - The id of the file.
- **File Name** - Name of the file.
- **MIME Type** - The MIME type of the file.
- **Version** - The version of the file.
- **View Link** - A link for opening the file in a relevant Google editor or viewer in a browser.
- **Original Filename** - The original filename of the uploaded content if available, or else the original value of the name field. This is only available for files with binary content in Google Drive.

- **File Extension** - The full file extension extracted from the name field. May contain multiple concatenated extensions, such as tar.gz.
- **Download Link** - A link for downloading the content of the file in a browser.
- **Size** - The size of the files content in bytes.
- **Trashed** - Whether the file has been trashed, either explicitly or from a trashed parent folder.
- **Modified Time** - The last time the file was modified by anyone.
- **Created Time** - The time at which the file was created.
- **Owners** - The owners of the file.
 - **Display Name** - A plain text displayable name for this user.
 - **Email Address** - The email address of the user.
- **Parents**
 - **Parent** - Parent of the file.
 - **File Contents** - The content of the file.

Once a new file is added to the folder, the trigger will make all the information available for you to use the token picker to map the values from the file to subsequent actions.

The New File Added trigger is versatile because it can initiate a flow whenever a file is added to a specified Google Drive folder, allowing for automated responses to a variety of events, for example:

- The trigger is suitable for capturing and processing invoices automatically when they are added to a selected Drive folder.
- It allows you to extract the email address from the trigger using the “Parse Email Address” action, logging file events and setting permissions.
- You can extract the content of the file and compile a PDF (perhaps even translated into a specific language) with a cover page and a content summary page added together with the added file’s contents.



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