Bulk Archive or Unarchive Google Workspace Users with GAT Flow

Users Audit & Management · https://gatlabs.com/knowledge/tech-tips/bulk-archive-or-unarchive-google-workspace-users-with-gat-flow/

GAT Flow is a comprehensive tool that simplifies many processes for Google Workspace Admins. It also allows the Admins with a Google Archived User license to archive or unarchive Google Workspace users, groups, or organization units in bulk.

The action is available in the **Offboarding** and **Modify** workflows. It can be done as a **simple workflow**, **event,** or **recurring** workflow.

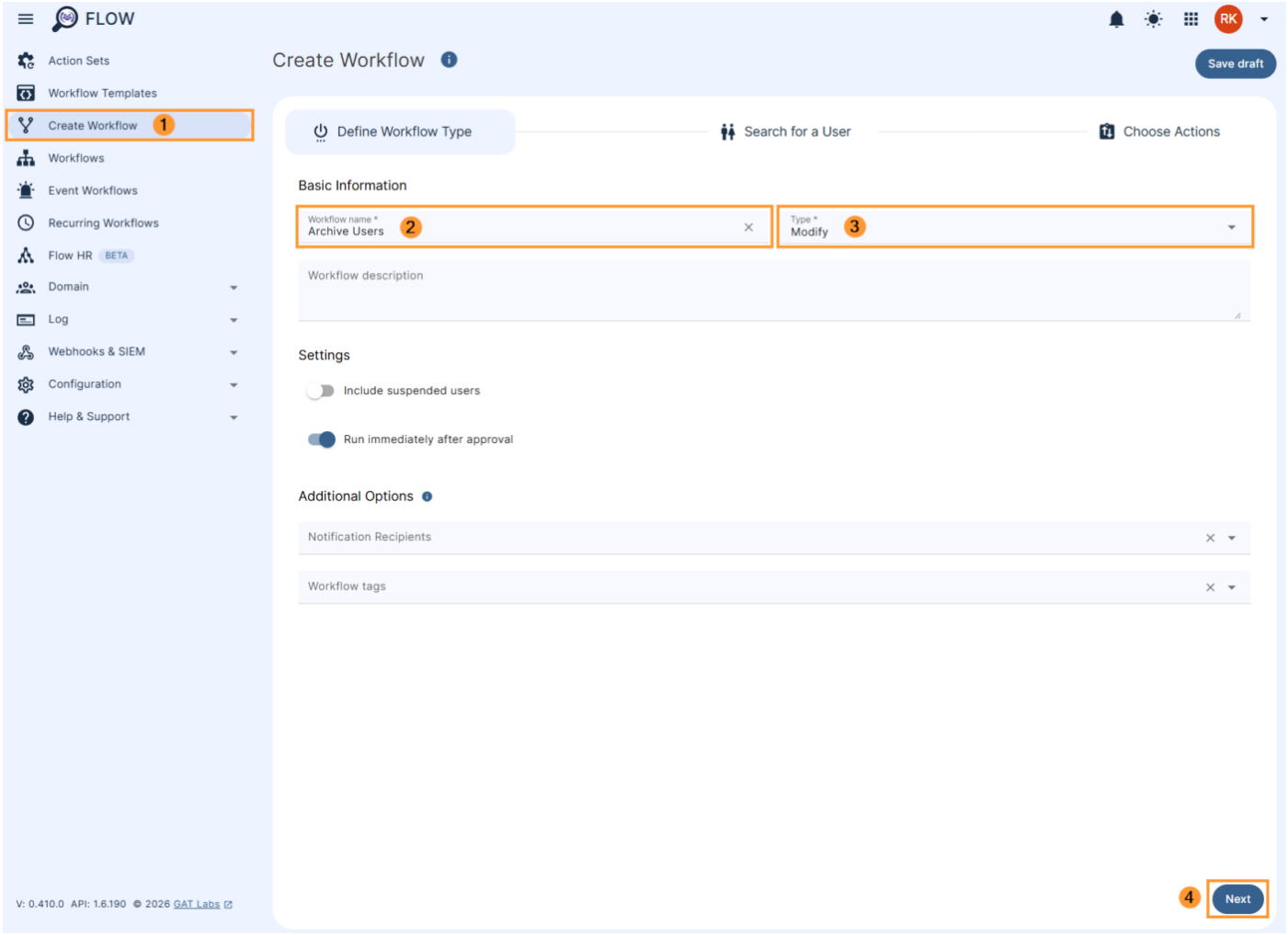
Step 1. Workflow Type

Navigate to **GAT Flow > Create a workflow (1)**

In the **Workflow** fill in the details. You can set it up also as an **Event workflow** or **Recurring workflow.**

- **Name** – enter the name of the workflow (2)
- **Description** – enter a description for the workflow (optional)
- **Type** – select what workflow type you would like to run
  - **Modify** – modify existing users (3)
- **Include suspended users** – enable or disable to allow you to select users who are currently suspended:
  - If enabled – you will be able to select even users who are suspended
  - If disabled – you will be able to select only users who are active
- **Run immediately after approval** – provides an option to schedule the workflow to run in a selected future time (optional)

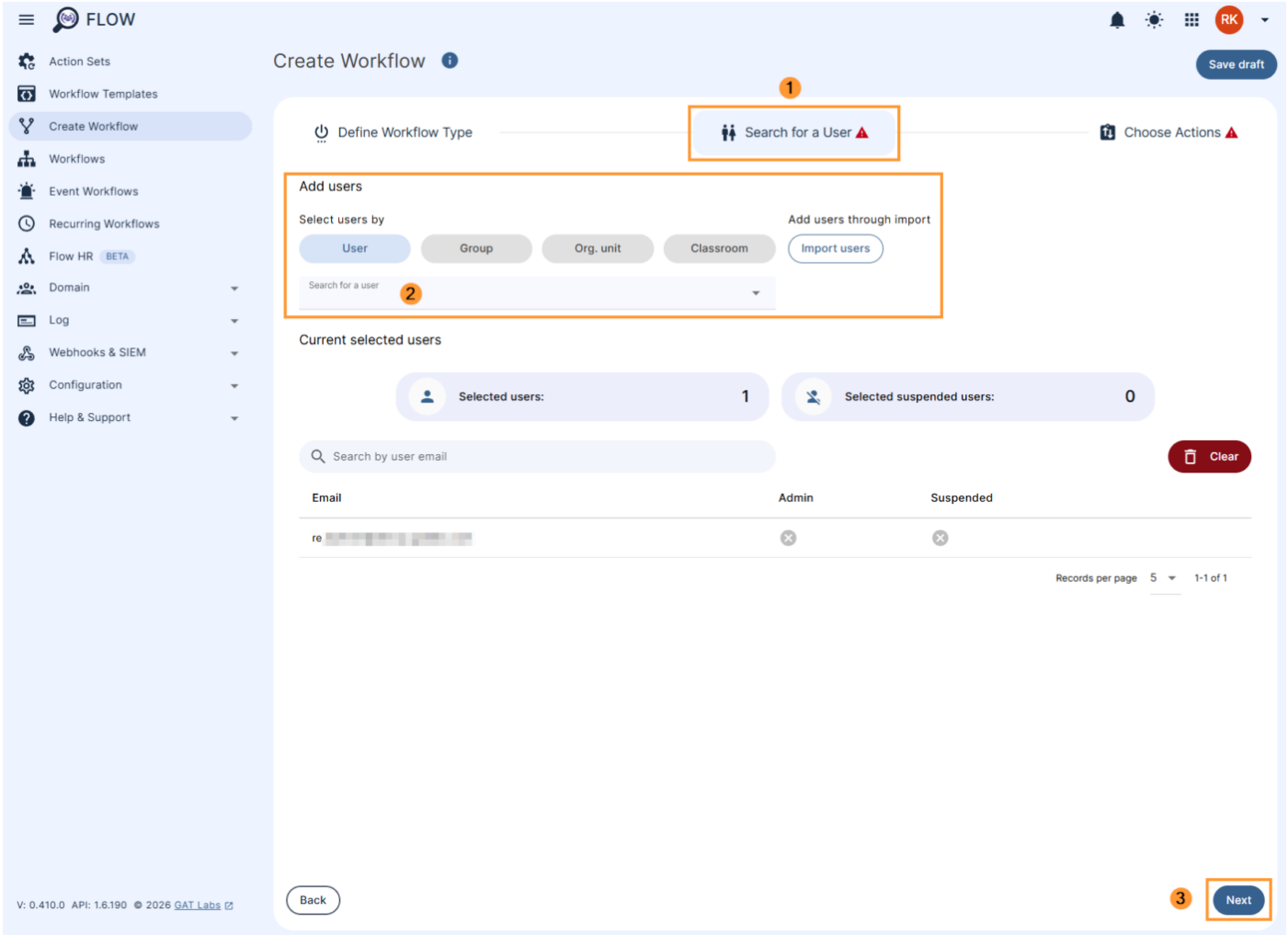
Later click **Next** (4) to proceed.



Step 2. Select users

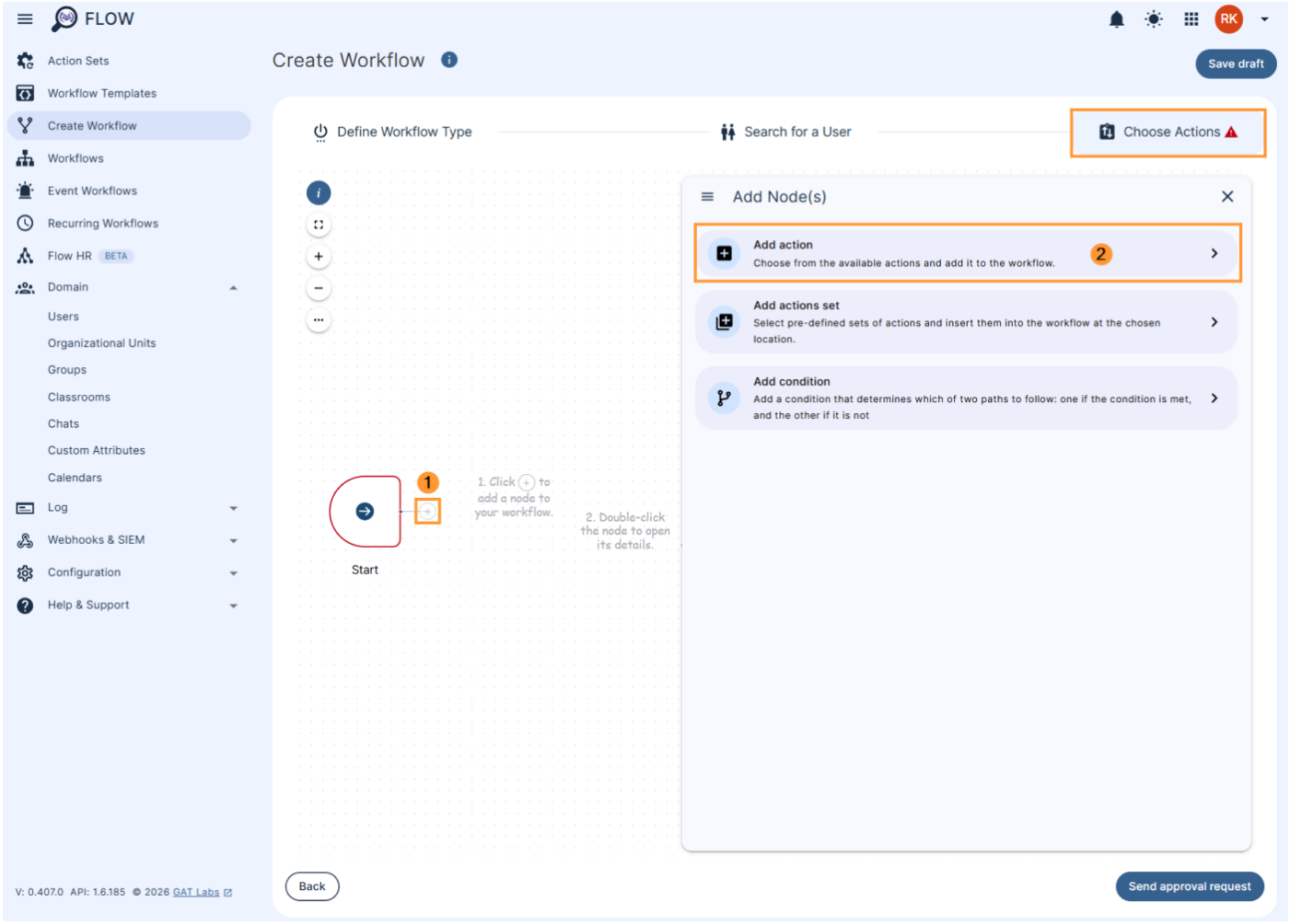
On the next screen, **Search for a user (1)** - select the users you want to archive or unarchive.

- Select users individually, as a group, org. unit, or import from a spreadsheet (2).
- **Next (3)** - select to proceed further after the users have been selected.

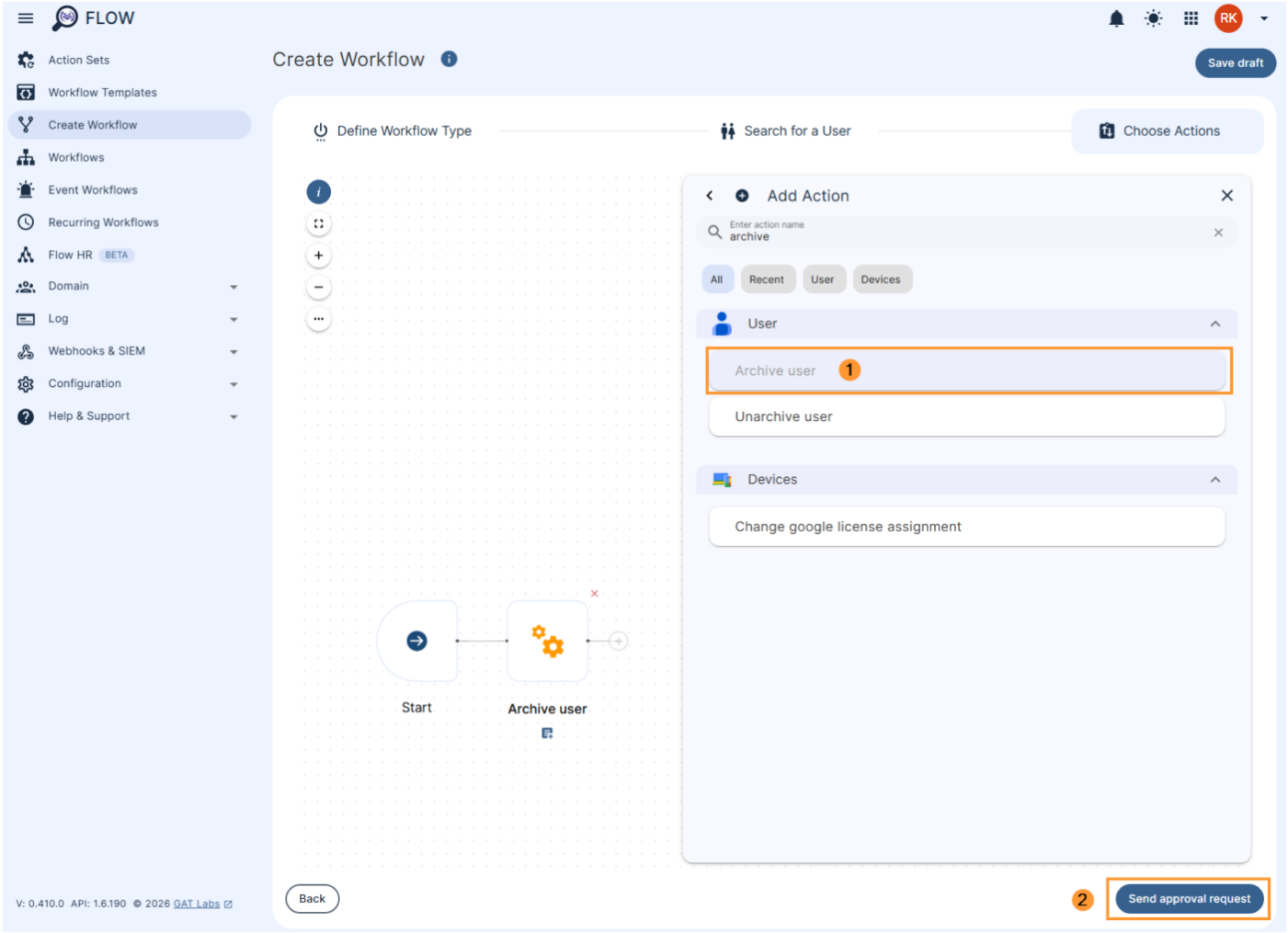


Step 3. Choose Actions

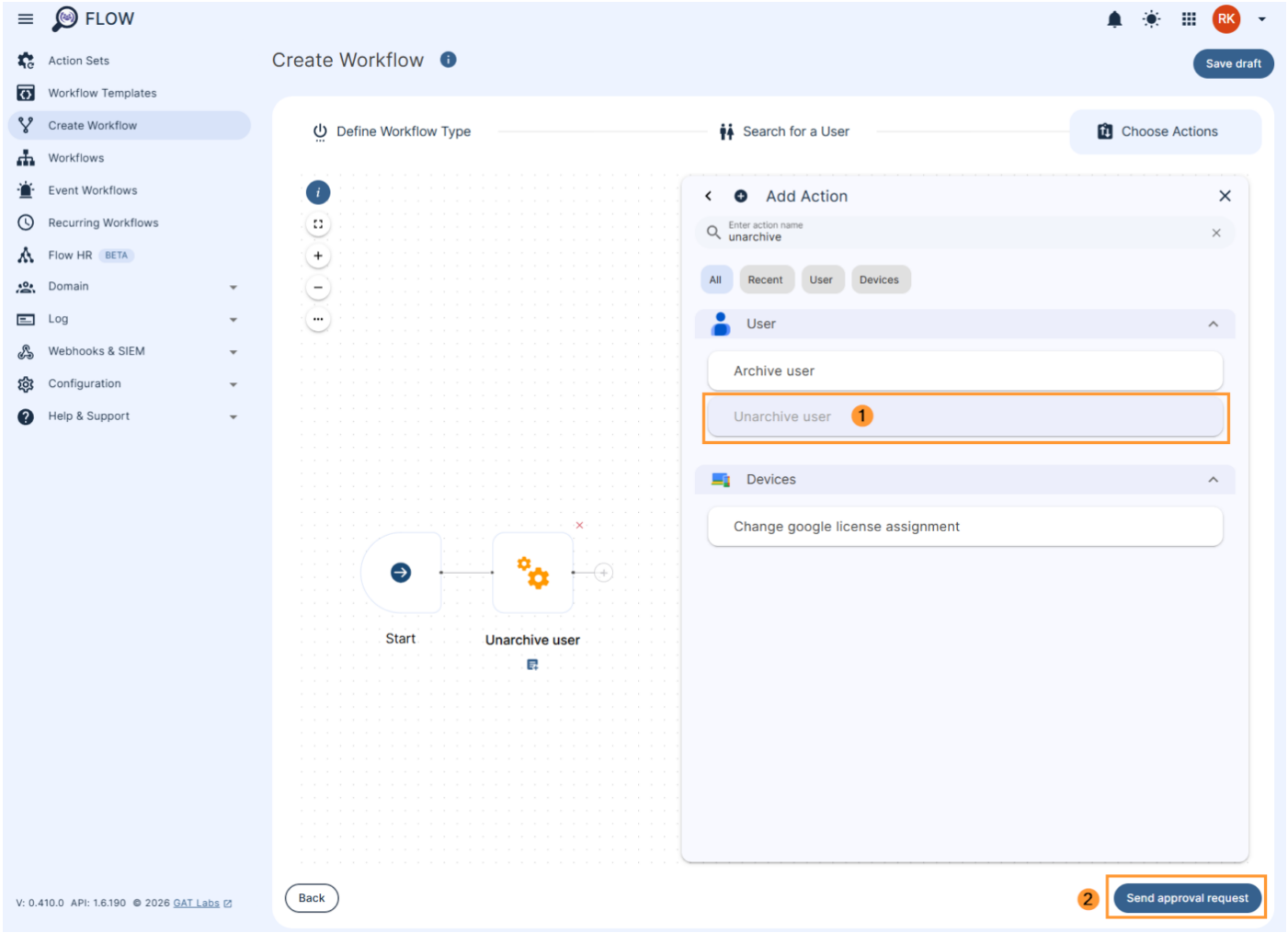
In the **Choose actions** click on the **(+) button** (1) and then click the **Add action** button (2)



Search for and select **Archive user** in the Add action section (1)



If you're looking to unarchive users, instead choose to **Unarchive user** action (1).



Please Note: You need a 'Google Workspace Archived User' license to archive a user. (Google Product and SKU IDs)

When satisfied with the selected action, click on **Send approval request (2).**

Security officer approval

The security officer will be notified via email to approve the request.

Note: You can have pre-approval enabled - where no approval email would be sent. Check here for more details.

Result

When the request is approved - the selected Google workspace users will be **archived or unarchived** depending on the selected action.

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