Delete Users from All Groups with Some Exceptions via GAT Flow

Users Audit & Management · https://gatlabs.com/knowledge/tech-tips/delete-users-from-all-groups-with-some-exceptions-via-gat-flow/

With GAT Flow every Google Workspace Admin or/and Delegated Auditor can simply set the workflow action that deletes users from all Google groups with some exclusion.

You can delete users in bulk from the majority of the groups they are members of but keep them as a member of some if required.

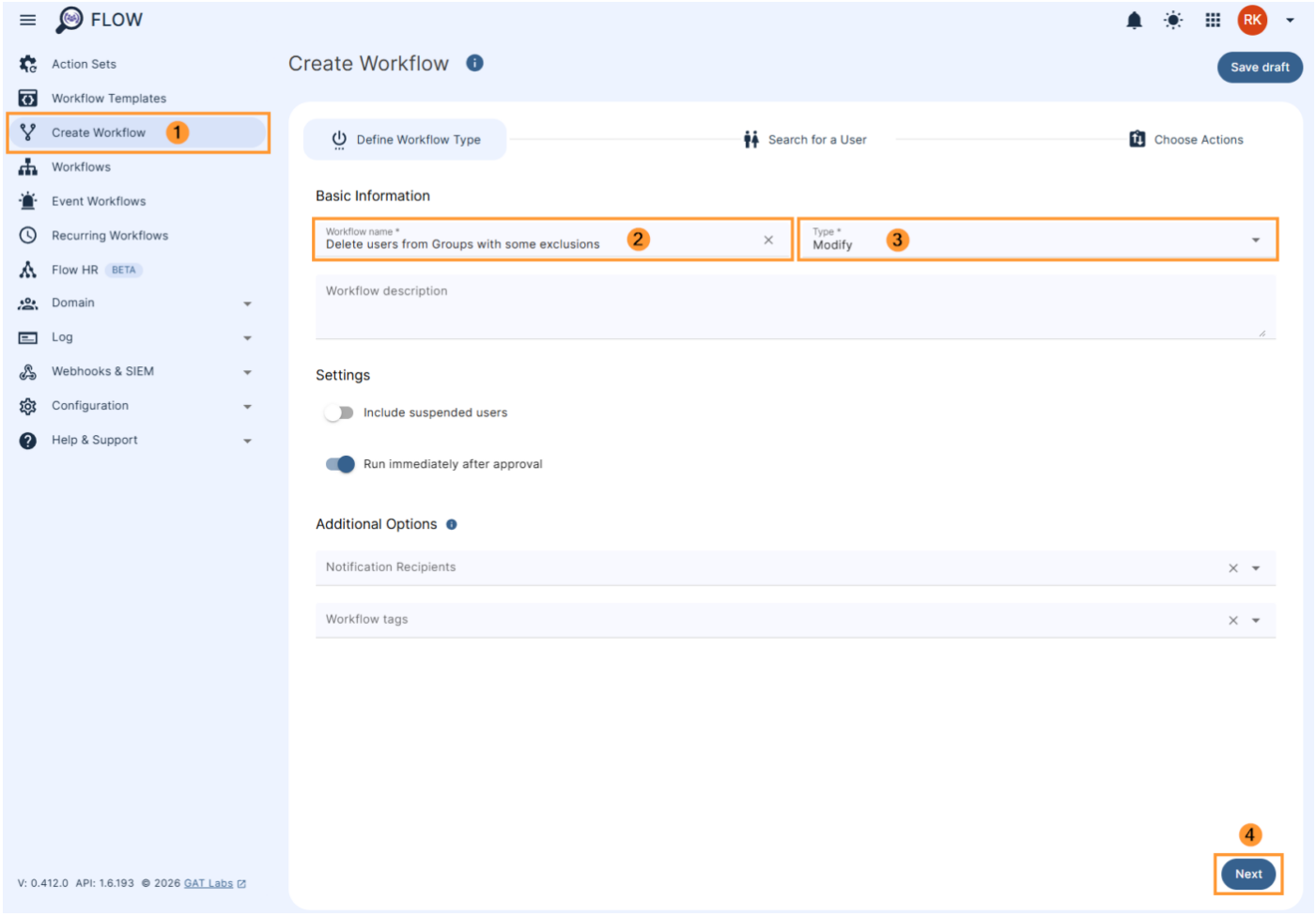
Create workflow

First, create a workflow, and navigate to **Flow > Create workflow** (1).

In the **Workflow** fill in the details for the workflow. 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)

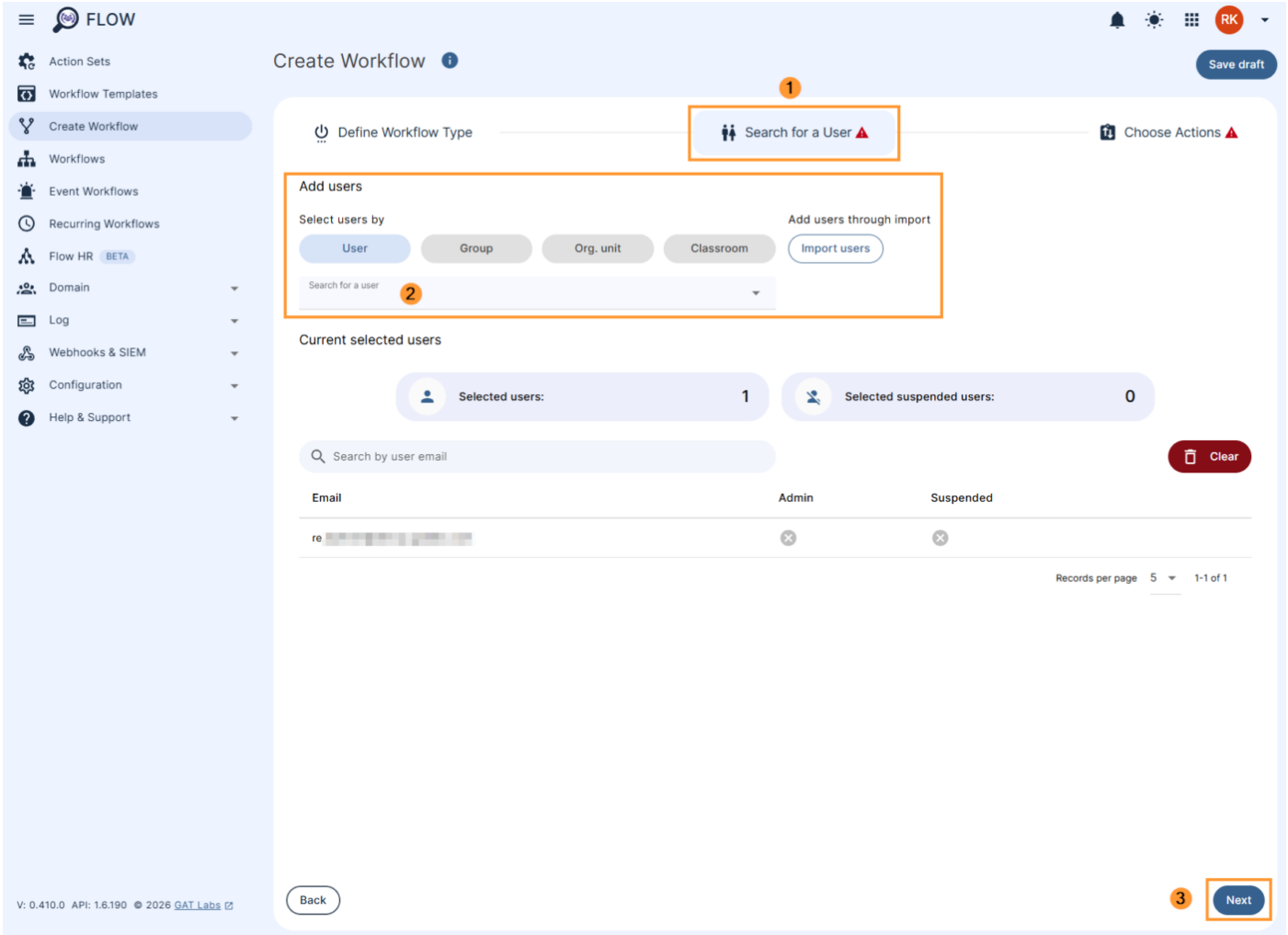
Later click **Next** (4) to proceed.



Select the users

In the next step, you will search for a user (1) and select either a single user or multiple users' accounts to apply the actions.

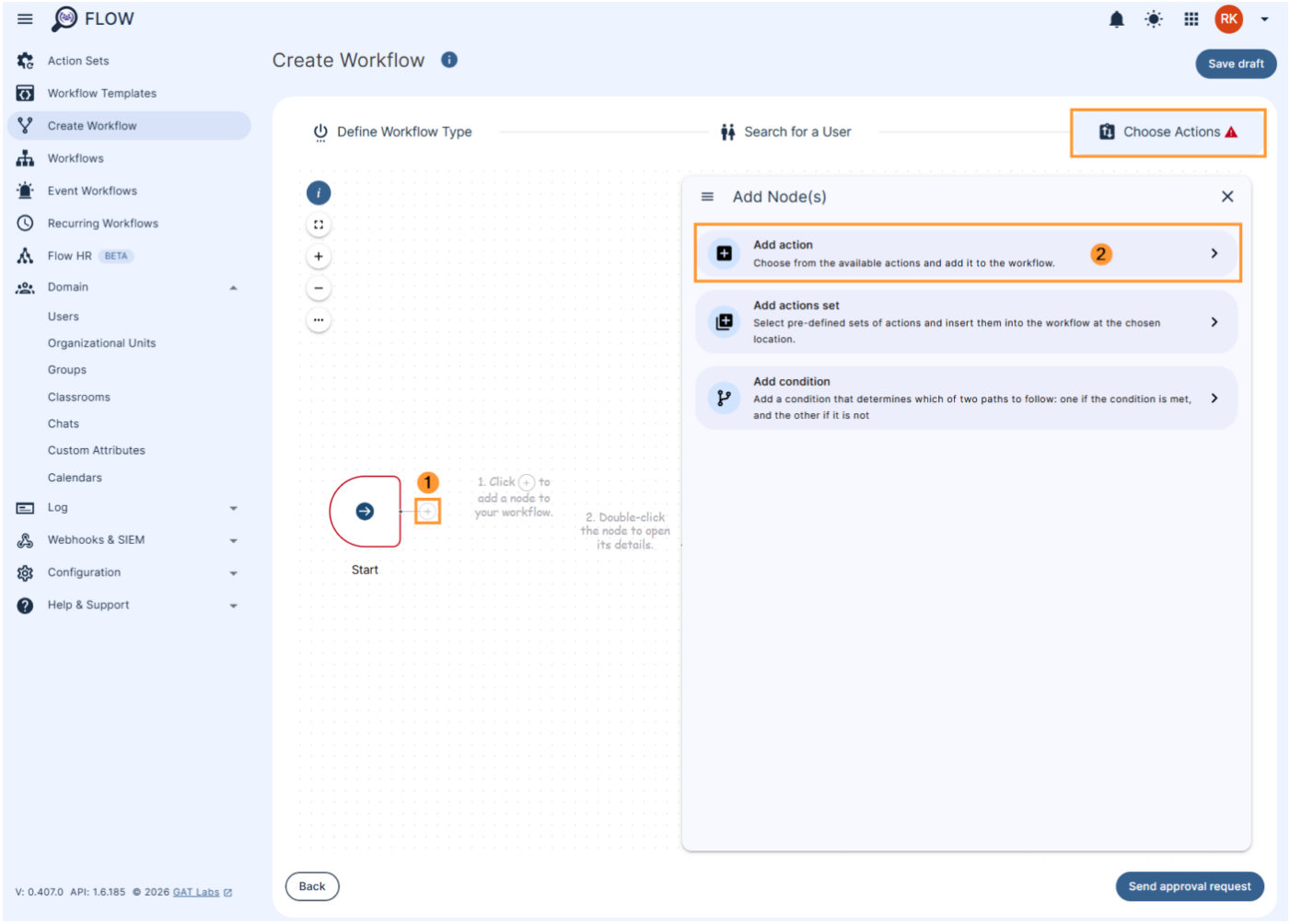
Search for the users by using the **"Search"** function (2) to find a user, group, org. unit, or classroom. You can also import them to add to the list.



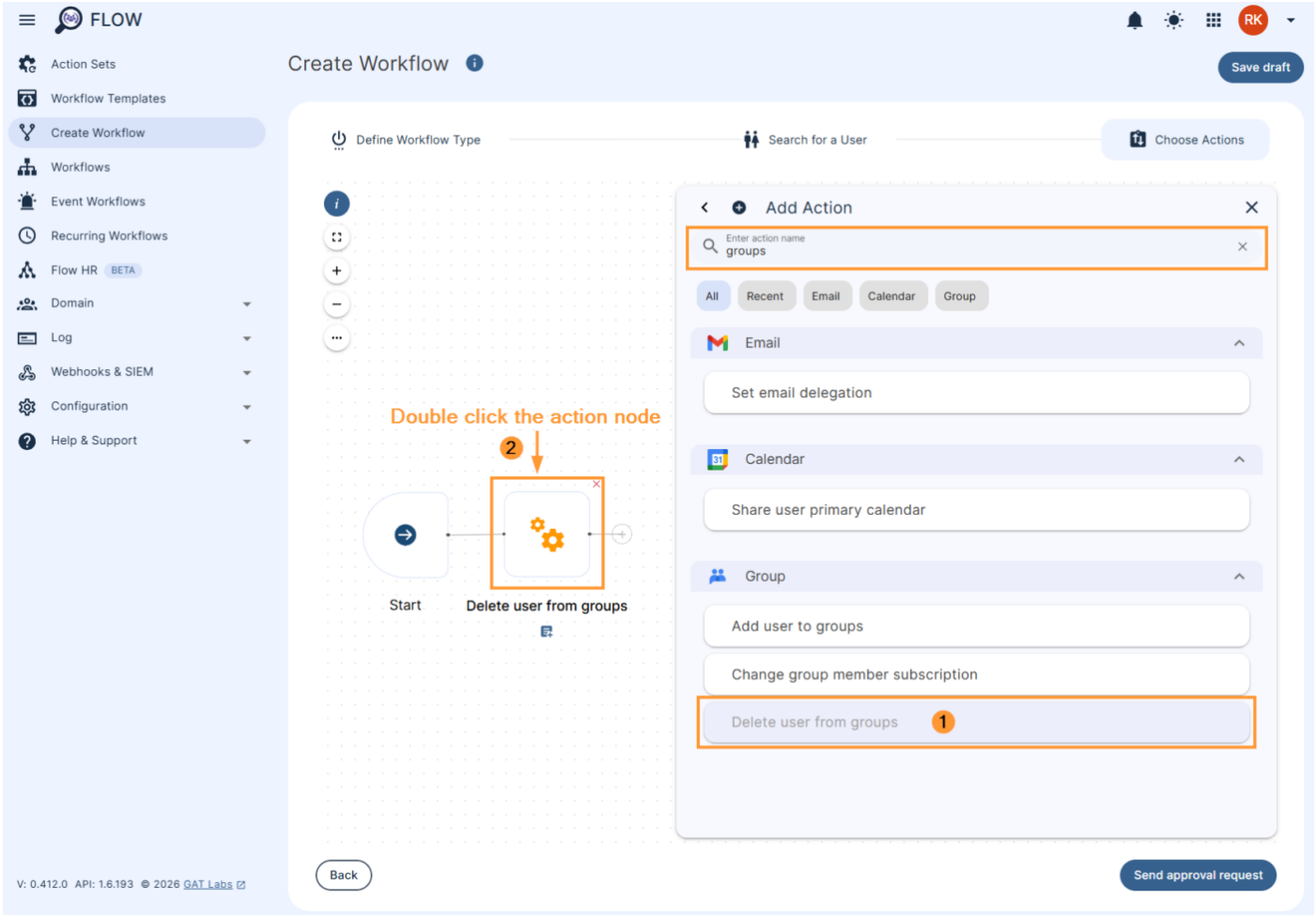
Once users are selected, click on **Next** (3).

Choose Actions

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



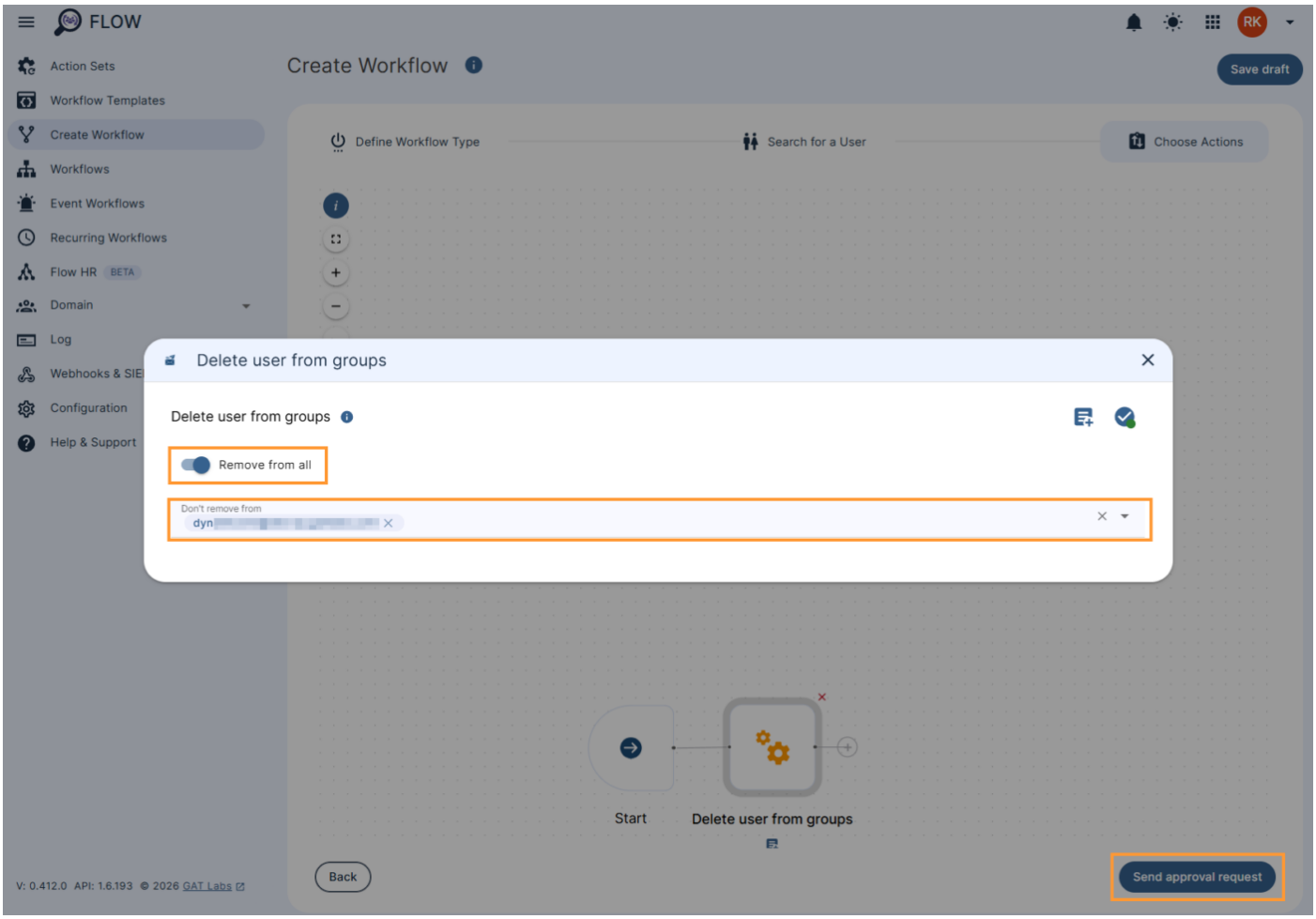
Next, you will see all the options available, search and select the below action **Group > Delete user from groups** (1)



The selected action will appear in the workflow.

The option '**Delete from all groups**' is toggled by default.

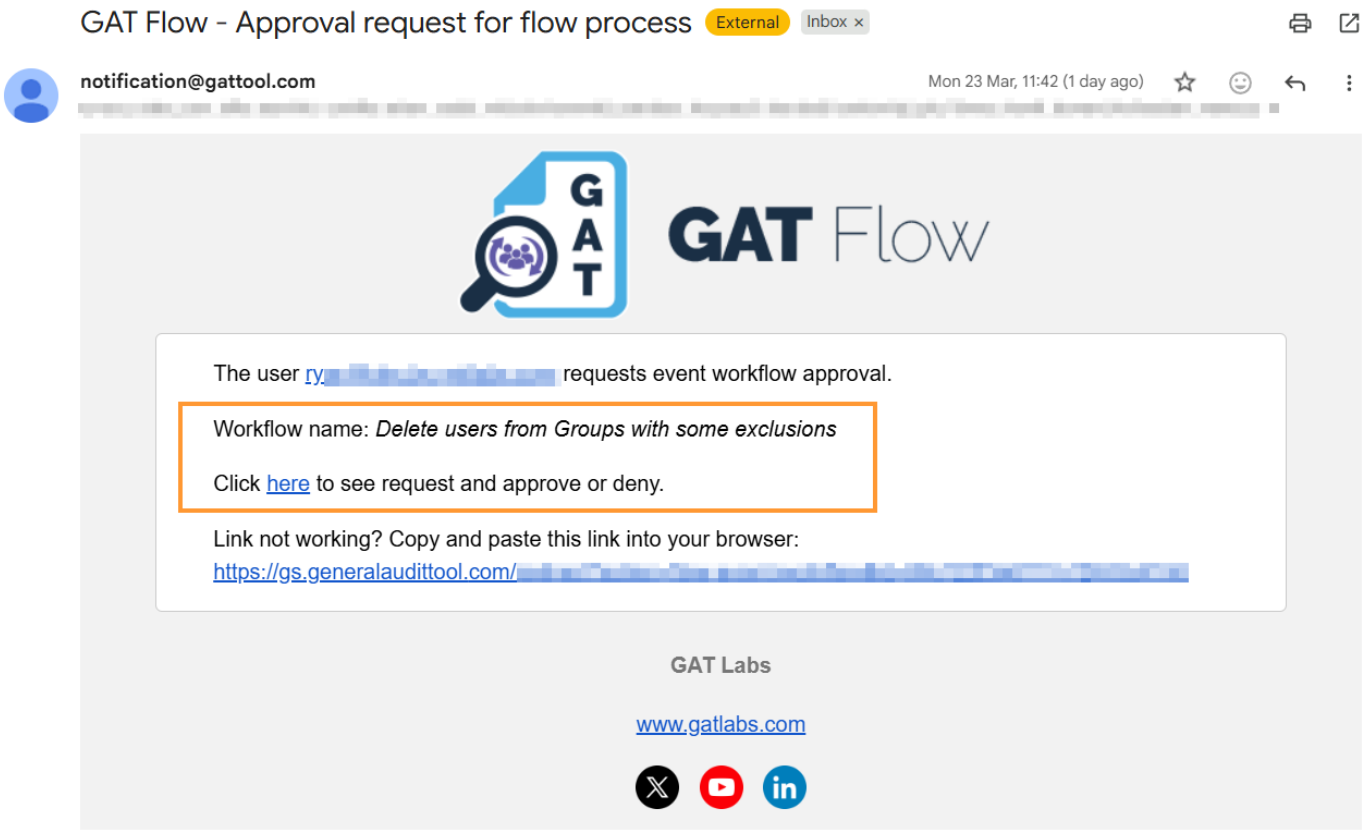
The option below '**Don't remove from**' allows you to exclude particular Groups from the action.



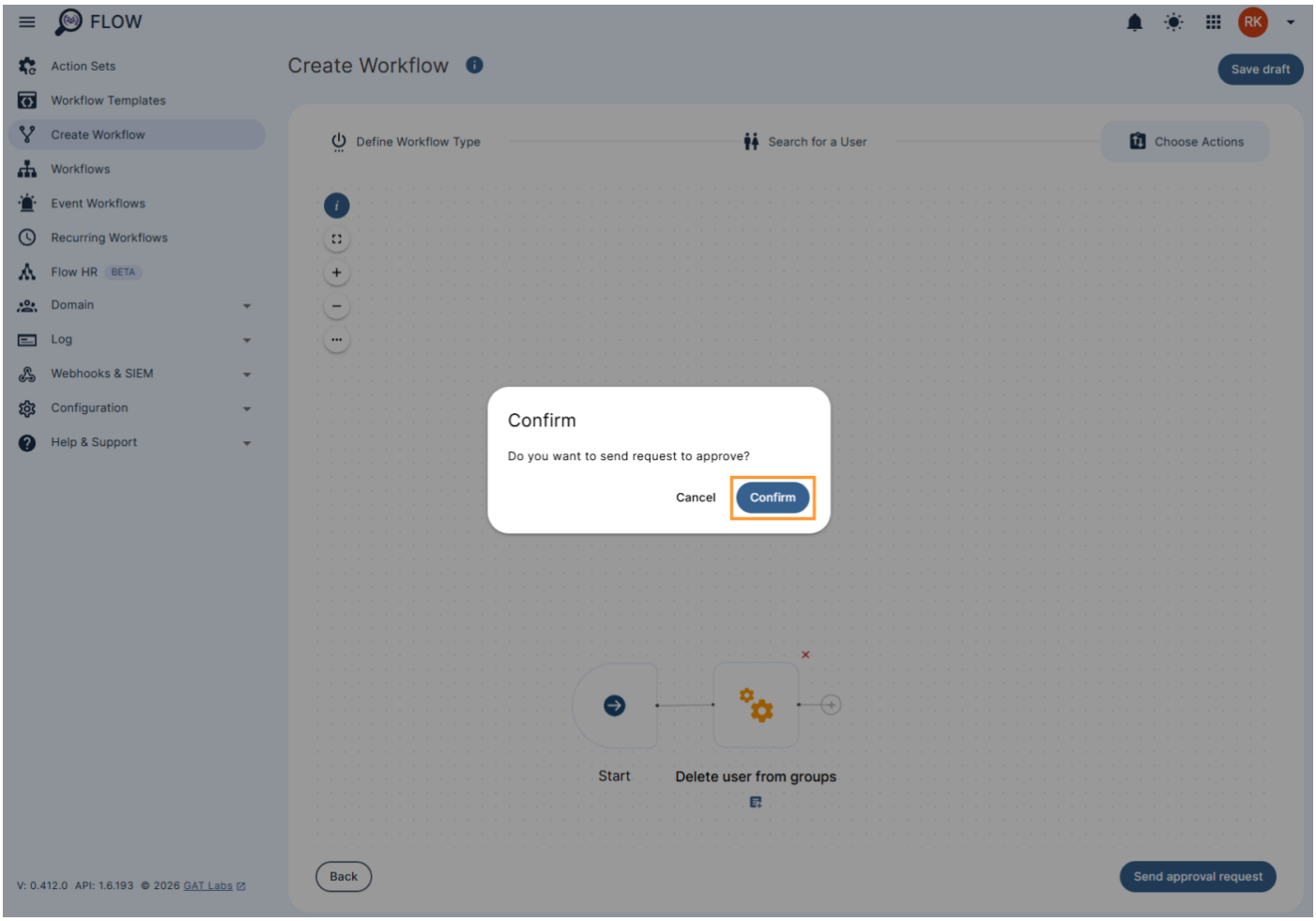
Changes made to the action settings are automatically saved, you can continue by clicking outside of the pop-up box or the X at the top right. Once ready, **Send approval request**.

Security Officer verification

Once the request is sent, the Security Officer has to approve the request for the workflow to run. They will receive an email that will lead them to the approval page.

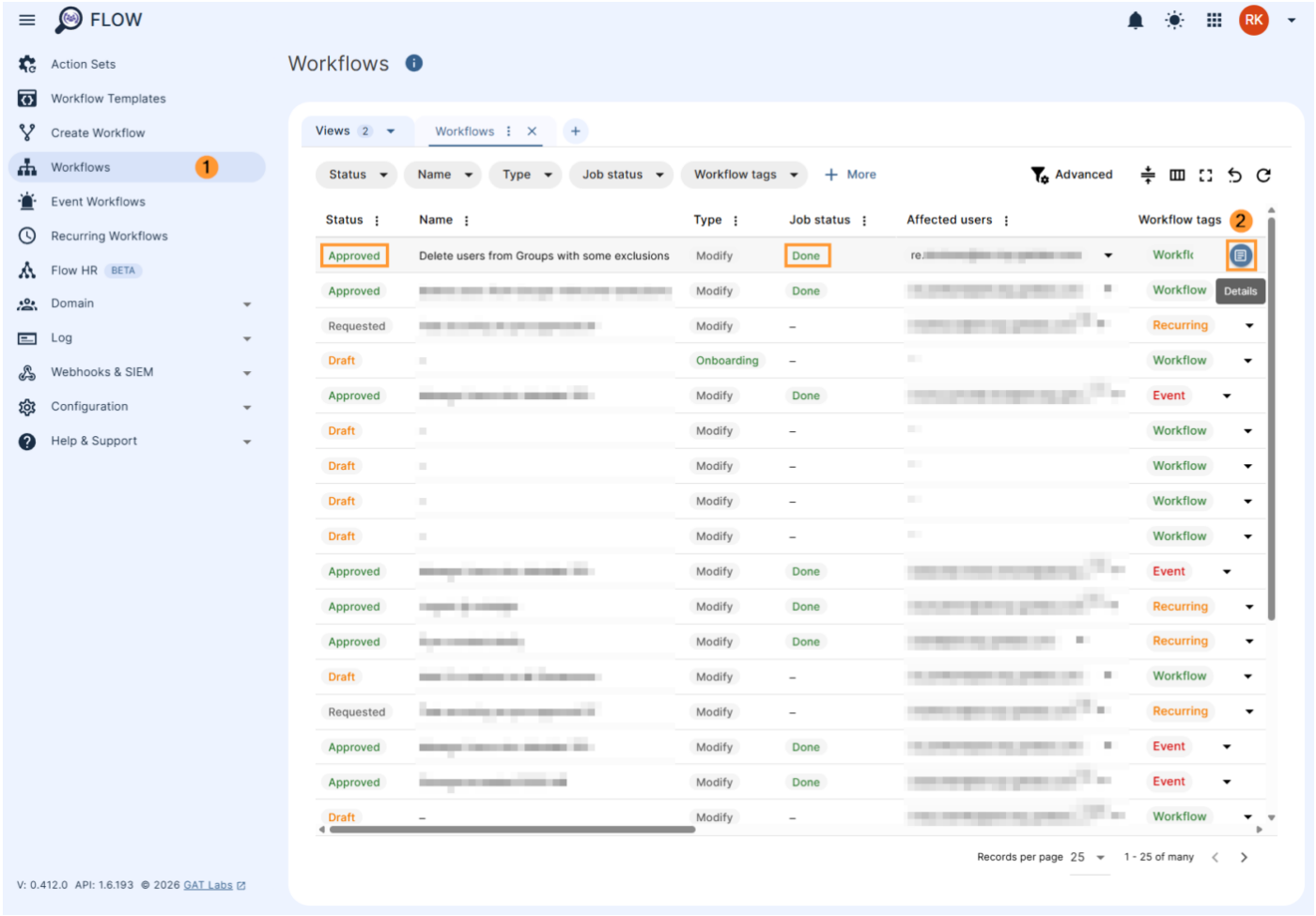


Note: If the pre-approval option is enabled, an email is not being sent to Security Officer. The workflow creator can confirm the preapproval option to run the workflow right away.

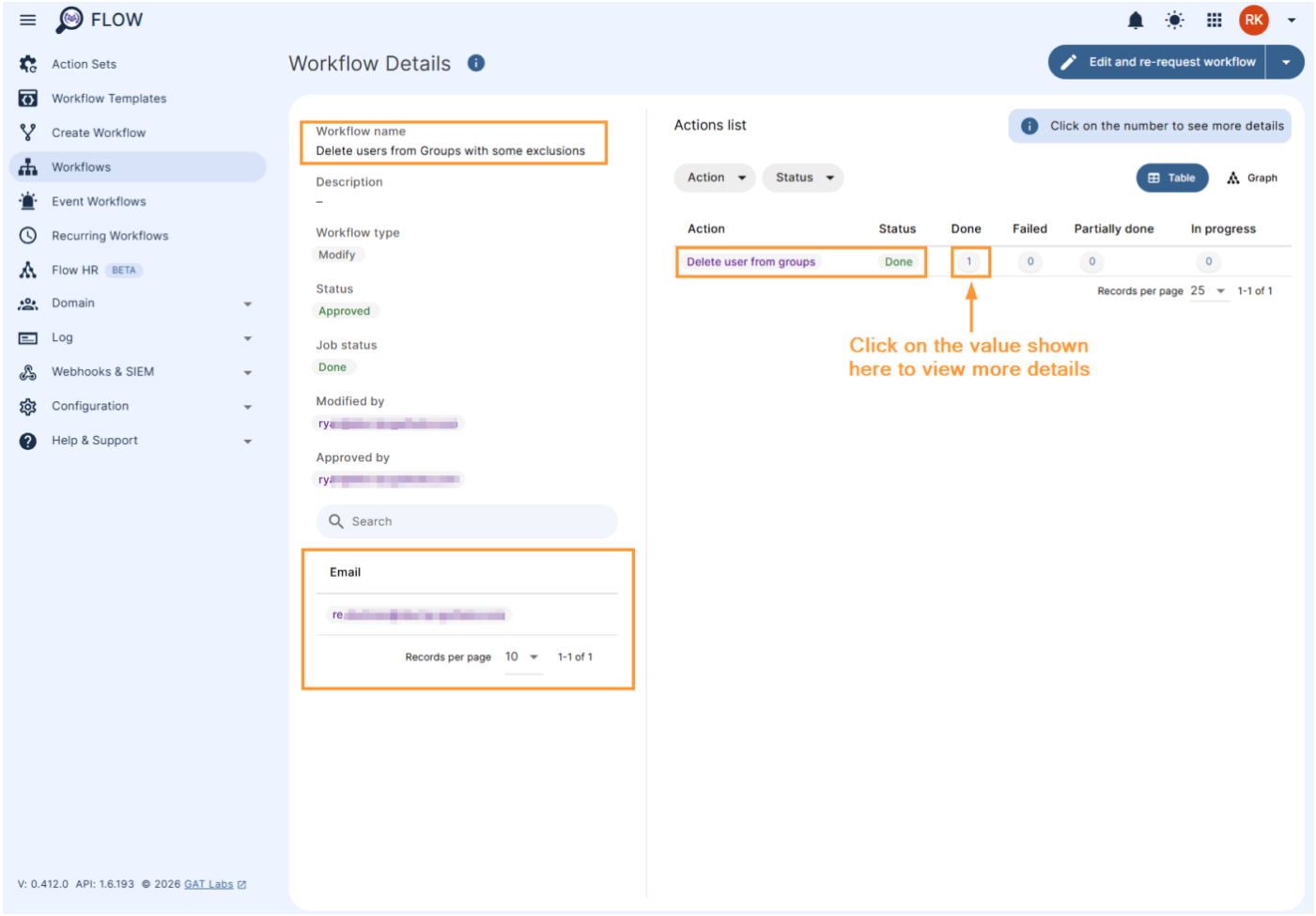


Result

Once approved, the workflow will run.

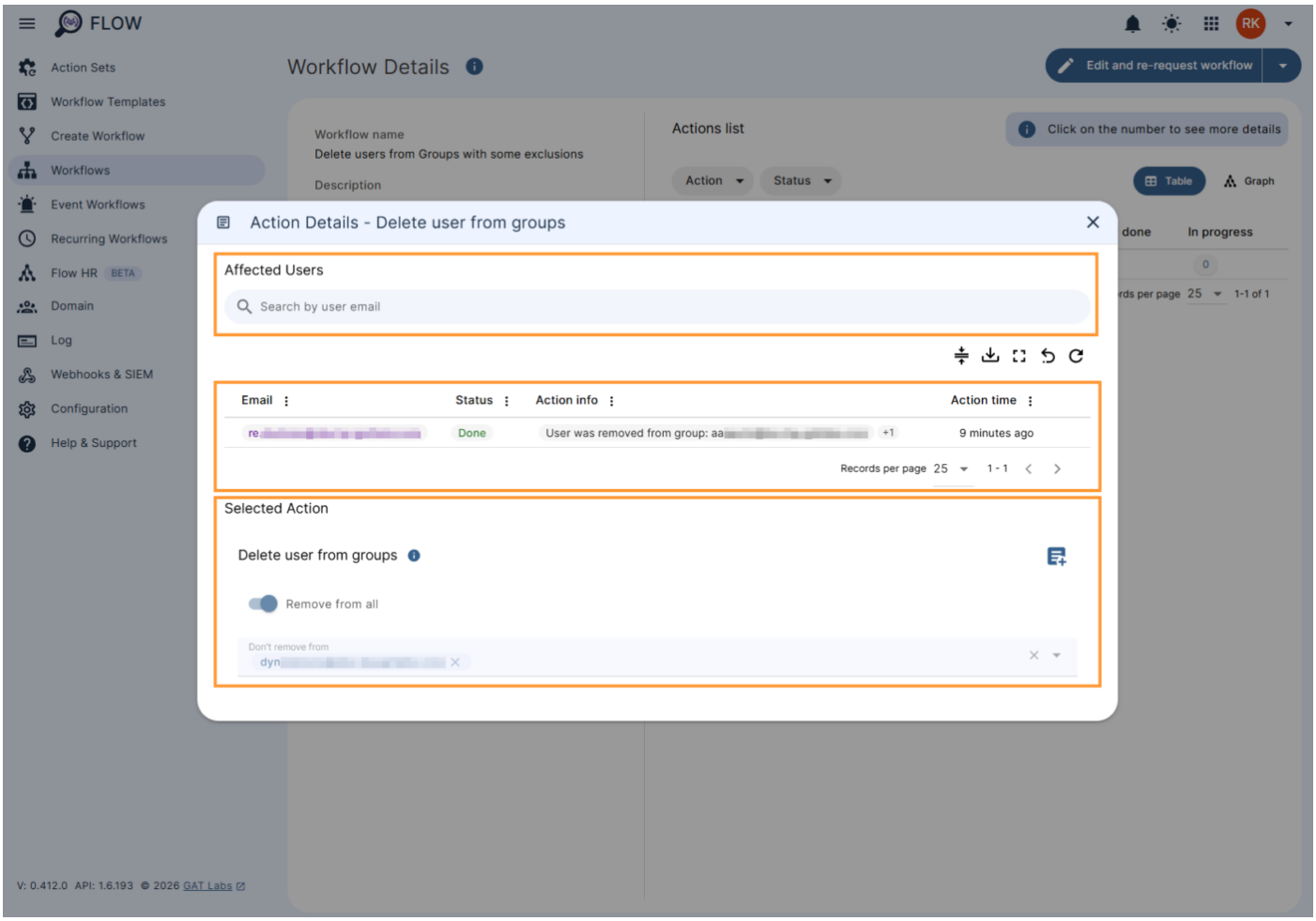


To view the result details, click on the 'page' icon.



By clicking on the value shown under the **Done** column, you can review the results in more detail.

You can search for a particular user's results, if the action was requested on a mass number of users, and review the details of the action to see from what Groups that particular user was removed.



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