GAT Flow Product Overview

Products Overview · https://gatlabs.com/knowledge/tech-tips/flow-overview/

What is GAT Flow?

Embedded media:
https://www.youtube.com/embed/VGTyB8xkT1w?feature=oembed&color=red&rel=0&controls=1&start=&end=&fs=0&iv_l

GAT Flow is a Google Workspace user management tool from GAT+.

It's used by Google Workspace Admins to **take single or bulk actions to Onboard (create), Offboard (delete), or Modify (update)** user accounts in Google Workspace.

GAT Flow presents different types of **Workflow** that contain action sets.

By default, GAT Flow can only be used by Super Admins of the domain.

Alternatively, an Admin can give non-admin users access to the Flow application.

****Prerequisite**: GAT Flow requires GAT+ to be installed on the domain, and a Security Officer in GAT Unlock to be configured.

****Availability:** GAT Flow is not available during the Trial period.

GAT Flow is part of the Admin and Secure plans for Enterprise, and the Manage and Vigilant plans for Education. Alternatively, you can contact us if you have a test domain.

****Security Officer:** GAT Flow workflows and actions **must** be approved by a Security Officer, see policy process to add Security Officers.

Non-Google Admin Users

GAT Flow can be delegated to non-admin users. That way you can allow non-admin users who deal with onboarding or offboarding users to have access to GAT Flow.

For example, HR staff can have different workflows preconfigured so they can onboard and offboard staff easily from different departments without having to call IT every time there's a staff movement.

(See our resource Delegate Access to a Non-Google Admin for more information)

How does GAT FLOW work?

Using Google APIs (Application Programming Interface), GAT Flow allows Admins to manage and apply changes to their Google Workspace domain users.

A Google Workspace Admin can use GAT Flow to perform one or multiple actions for one or multiple users of their domain.

GAT FLOW Action Sets

An Action Set allows Google Workspace Administrators to set up and prepare a set of actions for Onboarding, Offboarding, and Modifying users.

Each of these Action sets can be easily used when a workflow is created.

When a new workflow is created, the prepared action set can be used right away, instead of manually selecting each action — This allows the Action set to be used for creating a more streamlined Workflow.

- The action set for Onboarding Google Workspace users

"**Action sets**" can be created for each workflow type: Onboarding, Offboarding, and Modify.

For each workflow type, different sets of actions can also be combined.

For example, when a new user joins your Google workplace domain an initial action set can be created for the basic action of setting up a user. This action set can:

- Set up the account
- Set password and 2FA conditions
- Send a welcome email
- Copy standard documents (such as the company handbook or holiday request forms) into the new staff member's folders, etc.

This type of action set is common to all new staff.

A second Action set can be created for Adding a user to their department's account.

For example, an action set will include onboarding new members to their team's account.

With the onboarding action, you can add multiple other actions such as:

- Adding this new user to the account's email group
- Setting up their email signature
- Transferring Calendar events
- Sending a welcome email
- Giving them access to folders or Shared Drive
- Copying user contacts
- Set up their Org. unit

A third Action set can be created for Modifying existing users.

For example, an action set will include Modifying existing users of the Sales team. With the Modify actions, you can edit and perform multiple changes on multiple users.

- Setting up and adjusting the email signature of your entire Sales team

- Migrating emails from one user to another
- Adding/Transferring/Deleting users' Calendar events
- Suspending users
- Clearing recovery data
- Changing global directory visibility

Each of these "Action Sets" can be used and combined multiple times for each Workflow an Admin may need.

GAT FLOW Workflows

A Workflow is a set of different actions an Admin can combine together.

A Workflow is a combination of:

- **Choosing Workflow type** – Onboarding, Offboarding, and Modify
- **Search for a user –** Selecting the users who will be affected
- **Choose actions** – Setting all the actions that can be performed on the workflow.

Different action sets can be combined. Some can be common to all users, others will be specific to users in different departments.

An Admin can create multiple workflows for each task type, for each user or bulk user, and select one or multiple actions to be performed, and different combinations of those actions.

Types of workflows

A workflow can contain one or more actions or 'Action sets'.

GAT Flow supports 3 different Workflow types:

- **Onboarding**
- **Offboarding**
- **Modifying**

Onboarding

The Onboarding workflow allows Admins to **create** user accounts for the domain (creating Email and User accounts for the users). These user accounts can be directly added to the domain using the UI or imported via a Google spreadsheet.

It also allows additional actions to be taken — see Actions available when Onboarding users.

Action Options available when creating user accounts (can take place simultaneously)**:**

- **Email** – (Actions for Gmail)
  1. Create an email filter – Create an Email Filter for any user of the domain
  2. Create Gmail label – Setting up Gmail Labels in Bulk with GAT Flow
  3. Send email – Send a welcome email to a user-created, specified user or private email
     1. Send to selected users
     2. Send to the specified user
        1. Send single email
        2. Send multiple emails – Send multiple automated emails to a specified user
     3. Send to private emails
  4. Set up POP
  5. Set up IMAP
  6. Set email auto-forwarding – Set email delegation and auto-forward to the Manager
  7. Set email delegation – Google Workspace Bulk Email Delegation
  8. Set up auto-reply – Set up Out of Office Message for a User on your Google Workspace Domain
- **Drive**
  1. Copy folder to selected user(s) – Copy Folder to Selected Users in Bulk
  2. Folder, Shared Drive permission change – Search and add users to all or any Drive or Shared Google Drive Folder
- **Calendar** – Actions for Calendars
  1. Add users to calendars – How To Bulk Add User to Calendar
  2. Remove user from calendars – Remove Users and Groups from the User’s Calendar with GAT Flow
  3. Share user primary calendar – Share primary Google Calendar with specific users and groups
- **User**

1. Add user email Send as - Add Users' Send as Email Signature in Bulk via Workflow with GAT Flow
2. Add user email alias – Set Users' Email Aliases in Bulk via Workflow with GAT Flow
3. Change global directory visibility
4. Change user organizational unit
5. Change user password – Change user passwords in bulk
6. Change user password at next login
7. Change user's employee information – Set Up an Existing User's Details in GAT Flow
8. Copy user contacts – Copy Contacts from one user (or multiple) to another user, group or OU
9. Manage Flow user delegation
10. Remove user manager - Automatically Remove Managers in Bulk with GAT Flow
11. Set address me as – Adding the title of the user's to Gmail signatures automatically
12. Set as super admin
13. Set email signature – Modify Email Signature to Google Workspace Users in Bulk
14. Set recovery email - Automate User Recovery Information Setup with GAT Flow
15. Set recovery phone - Automate User Recovery Information Setup with GAT Flow
16. Set time zone – Setting the Time Zone for a Group of Users on Your Domain
17. Set user custom attribute – Update the user's custom attributes with GAT Flow
18. Set user manager – Set user managers in bulk
19. Set user role – Set and Remove Admin User Roles With GAT Flow
20. Set user's preferred language – Set Preferred Language In Google Workspace Via Conditional Flow
21. Suspend or unsuspend user – Suspend user(s) in Google Workspace via GAT Flow
22. Sync contacts – Sync Domain Contacts to User in Google Workspace via GAT Flow

- **Groups**
  1. Add user to groups

- **Classrooms** (for Workspace for Education domains)
  1. Add user(s) as a Co-teacher to existing Google Classrooms - Add a co-teacher to all existing Google Classrooms via GAT Flow
  2. Add user(s) as a student to Google Classrooms – Add Students to Google Classrooms

3. Create classroom – Create New Classroom and Assign Students in Bulk with GAT Flow

- **Devices**
  1. Change Google Licence assignment – Google Licence Assignment Action
- **Actions** – actions for workflow
  1. Approve workflow - Enhance Workflow Security with a Second Approval Step in GAT Flow
  2. Broadcast flow event - Create workflows with a domino effect using defined Flow events to trigger a new event workflow
  3. Delay workflow – Add Delay For New And Existing Workflows In GAT Flow

Offboarding

The offboarding workflow allows Google Workspace Administrators to **delete** any user account and remove it directly from the domain.

It also allows additional action to be taken — see Actions Available when Offboarding Users.

Action options available when Offboarding (deleting) user accounts (can take place simultaneously)**:**

- **Email**
  1. Clear user email filters – Remove User Email Filters for Several Users in Bulk via GAT Flow
  2. Create email filter – Automate the creation of email filters for any given user in your domain
  3. Migrate emails – How to Migrate Bulk Emails in Google Workspace
  4. Remove email delegation
  5. Remove email forwarding
  6. Send email
     1. Send to selected users
     2. Send to a specified user
        1. Send single email
        2. Send multiple emails – Send multiple automated emails to a specified user
     3. Send to private emails
- **Calendar**

1. Add user to calendars – How To Add Multiple Users to Many Calendars
2. Delete user calendar events
3. Remove users from calendars – Remove Users and Groups from the User's Calendar with GAT Flow
4. Transfer calendar events
5. Unshare user calendar – Remove Sharing Permissions of Users' Google Calendars with GAT Flow
6. Wipe user calendar – Wipe data from Users' calendars with GAT Flow

- **User**
  1. Archive user - Bulk Archive or Unarchive Google Workspace Users with GAT Flow
  2. Change global directory visibility
  3. Change user email – Change User Email in Bulk during the Workflow in GAT Flow
  4. Change user organizational unit
  5. Change user password – Change user passwords in bulk
  6. Clear recovery data
  7. Clear user aliases – Clear Users' Email Aliases in Bulk via GAT Flow
  8. Clear user email Send as – Clear Users' Email Send As in Bulk via GAT Flow
  9. Delete 2-step verification backup codes – Delete 2-step verifcation backup codes
  10. Delete app-specific passwords – Delete app-specific passwords
  11. Delete user profile picture – Remove User Profile Photos
  12. Disable 2-step verification – Disable 2-step verification
  13. Force sign out – Force Sign Out Google Workspace Users
  14. Google application data transfer
  15. Make Youtube videos unlisted – Make YouTube Videos Unlisted via GAT Flow
  16. Remove suspended users from contacts – Remove Suspended Users from Contacts in Bulk using GAT Flow
  17. Remove user access to files and folders – Remove access to files and folders shared with a user
  18. Remove user from all calendars
  19. Remove user from google sites – Automatically remove users from Google Sites

20. Remove user role – Set and Remove Admin User Roles With GAT Flow
21. Revoke apps tokens – Revoke all apps for Google Workspace User with GAT Flow
22. Set as super admin
23. Set email signature – Modify Email Signature to Google Workspace Users in Bulk
24. Set user custom attribute – Modify Email Signature to Google Workspace Users in Bulk
25. Suspend or unsuspend user – Suspend User(s) in Google Workspace
26. Unshare owned files – Remove shares from owned files in Google Drive

- **Group**
  1. Change group member subscription – Change the Group Email Subscriptions Settings for Multiple Users with GAT Flow
  2. Delete users from groups – Delete users from all groups with some exceptions via GAT Flow
- **Classroom**
  1. Change Classrooms owner – Changing the Owner of the Google Classroom with GAT Flow
  2. Remove student(s) from all Classrooms
  3. Remove teacher(s) from all Classrooms
- **Devices**
  1. Change Chrome OS device status
  2. Change Google Licence assignment – Google Licence Assignment Action
  3. Wipe mobile devices
- **Actions** – actions for workflow
  1. Delay workflow – Add Delay For New And Existing Workflows In GAT Flow
- **Chat**
  1. Add user to Google Chat Spaces

Modify

The Modify workflow allows Google Workspace Administrators to **update** user accounts for their domain. Users' accounts will be directly updated using the UI, or imported via a Google spreadsheet.

It also allows additional action to be taken — see Overall actions available for Modifying

Action options available when Modifying (updating) user accounts (can take place simultaneously)**:**

- **Email** – Actions for Email
    1. Apply Gmail label - Label Emails in a User's Gmail Account with GAT Flow
    2. Clear user email filters – Remove User Email Filters for Several Users in Bulk via GAT Flow
    3. Create an email filter - Create an Email Filter for any user of the domain
    4. Create Gmail label – Setting up Gmail Labels in Bulk with GAT Flow
    5. Migrate emails – How to Migrate Bulk Emails in Google Workspace
    6. Move email delegation - Move or Copy Email Delegations in Bulk from Existing Delegates via GAT Flow
    7. Remove Email delegation
        1. Remove all
        2. Delegates to remove
    8. Remove Email forwarding
    9. Remove Gmail labels - Bulk Gmail Label Clean Up with GAT Flow
    10. Send email – Send a welcome email to a user-created, specified user or private email
        1. Send to selected users
        2. Send to specified user
            1. Send single email
            2. Send multiple emails – Send multiple automated emails to a specified user
        3. Send to private emails
    11. Set IMAP
    12. Set POP
    13. Set email auto-forwarding – Set email delegation and auto-forwarding to Manager
    14. Set email delegation – Google Workspace Bulk Email Delegation
    15. Set up auto-reply – Set up Out of Office Message for a User of your Google Workspace Domain
- **Drive** – Actions for Drive

1. Copy folder to selected user(s) – Google Drive Copy Multiple Folders to Multiple Users in Bulk
2. Folder, Shared Drive permission change – Search and add users to all or any Drive or Shared Drive Folders

- **Calendar** – Actions for Calendars
  1. Add user to calendars – How to Bulk Add Users to Calendar
  2. Delete user calendar events
  3. Remove user from calendars – Remove Users and Groups from the User's Calendar with GAT Flow
  4. Share user primary calendar – Share primary calendar to specific users and groups
  5. Transfer calendar events
  6. Unshare user calendar – Remove Sharing Permissions of Users' Google Calendars with GAT Flow
  7. Wipe user calendar – Wipe data from Users' calendars with GAT Flow

- **User**
  1. Add user email Send as - Add Users' Send as Email Signature in Bulk via Workflow with GAT Flow
  2. Add user email alias – Set Users' Email Aliases in Bulk via Workflow with GAT Flow
  3. Archive user – Bulk Archive or Unarchive Google Workspace Users with GAT Flow
  4. Change global directory visibility
  5. Change user email – Change User Email in Bulk during the Workflow in GAT Flow
  6. Change user organizational unit
  7. Change user password – Change user passwords in bulk
  8. Change user password at next login
  9. Change user's employee information – Set Up an Existing User's Details in GAT Flow
  10. Clear recovery data
  11. Clear user aliases – Clear Users' Email Aliases in Bulk via GAT Flow
  12. Clear user email Send as – Clear Users' Email Send As in Bulk via GAT Flow
  13. Copy user contacts – Copy Contacts from one user (or multiple) to a user, group or OU
  14. Delete 2-step verification backup codes – Delete 2-step verification backup codes

15. Delete app-specific passwords – Delete App-specific passwords
16. Delete user profile picture – Remove User Profile Photos
17. Disable 2-step verification – Disable 2-step verification
18. Force sign out – Force Sign Out Google Workspace Users
19. Google application data transfer
20. Make Youtube videos unlisted – Make YouTube Videos Unlisted via GAT Flow
21. Manage Flow user delegation
22. Remove suspended users from contacts – Remove Suspended Users from Contacts in Bulk using GAT Flow
23. Remove user access to files and folders – Remove access to files and folders shared with a user
24. Remove user from all calendars
25. Remove user from google sites – Automatically remove users from Google Sites
26. Remove user manager- Automatically Remove Managers in Bulk with GAT Flow
27. Remove user role – Set and Remove Admin User Roles With GAT Flow
28. Revoke apps tokens – Revoke all apps for Google workspace User with GAT Flow
29. Set address me as – Adding the title of the user's to Gmail signatures automatically
30. Set as super admin
31. Set email signature – Modify Email Signature to Google Workspace Users in Bulk
32. Set recovery email - Automate User Recovery Information Setup with GAT Flow
33. Set recovery phone - Automate User Recovery Information Setup with GAT Flow
34. Set time zone – Setting the time zone for a group of users
35. Set user custom attribute – Update the user’s custom attributes with GAT Flow
36. Set user manager – Set user managers in bulk
37. Set user role – Set and Remove Admin User Roles With GAT Flow
38. Set user's preferred language – Set preferred language via Conditional Flow
39. Suspend or unsuspend user – Suspend User(s) in Google Workspace
40. Sync contacts – Sync Domain Contacts to User in Google Workspace via GAT Flow
41. Unshare owned files – Remove shares from owned files in Google Drive

- **Groups**

1. Add user to groups
2. Change group member subscription – Change the Group Email Subscriptions Settings for Multiple Users with GAT Flow
3. Delete users from groups – Delete users from all groups with some exceptions via GAT Flow
    1. Delete from all groups
    2. Delete from all groups with some exclusions (‘Don’t remove from’)
    3. Delete only from specific groups

- **Classrooms**
    1. Add user(s) as a Co-teacher to existing Google Classrooms - Add a co-teacher to all existing Google Classrooms via GAT Flow
    2. Add user(s) as a student to Google Classrooms – Add Students to Google Classrooms
    3. Change Classrooms owner – Changing the Owner of the Google Classroom with GAT Flow
    4. Create classroom – Create New Classroom and Assign Students in Bulk with GAT Flow
    5. Remove student(s) from all Classrooms
    6. Remove teacher(s) from all Classrooms

- **Devices**
    1. Change Chrome OS device status
    2. Change Google Licence assignment – Google Licence Assignment Action
    3. Wipe Mobile devices
        1. Delete – Removes a mobile device.
        2. Block – Blocks access to G Suite data (mail, calendar, and contacts) on the device. The user can still access their mail, calendar, and contacts from a desktop computer or mobile browser.
        3. Remote wipe – Remotely wipes all data on the device. See the administration help center for more information.
        4. Wipe account – Remotely wipes only G Suite data from the device. See the administration help center for more information.
    4. Wipe devices

- **Vault**

1. Create Google Vault export - Streamlining Google Vault Exports with GAT Flow
2. Remove user from hold - Removing Google Vault User Holds with GAT Flow
3. Set Google Vault hold - Configuring Google Vault Users in Hold with GAT Flow

- **Actions** – actions for workflow
  1. Approve workflow - Enhance Workflow Security with a Second Approval Step in GAT Flow
  2. Broadcast flow event - Create workflows with a domino effect using defined Flow events to trigger a new event workflow
  3. Delay workflow – Add Delay For New And Existing Workflows In GAT Flow

- **Chats**
  1. Add user to Google Chat spaces - Easily Add Multiple Members to a Space in Google Chat via GAT Flow
  2. Remove user from Google Chat spaces - Remove Multiple Members from Google Chat Spaces via GAT Flow

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Automated workflows in GAT FLOW

GAT Flow offers two ways to run Automatic workflows:

I. Event Workflows

An automatic workflow that can be triggered by an event, such as when a new user is added to a Group or Organization Unit (OU).

These events will trigger the pre-selected workflow.

Note: Event workflows can be set only for **Modify and Offboarding**

See Workflow Triggered by an Event for Users for more information.

II. Recurring Workflows

An automatic workflow that is automatically triggered based on Time (the Recurring time is selected and when it arrives, the workflow is automatically triggered).

Note: Recurring workflows can be set only for **Modify and Offboarding**

Example: Recurring Workflows

Workflow templates

Workflow templates are prepared examples of typical actions taken for Onboarding, Offboarding, or Modifying workflows. The Admins can use them for their workflow and just adjust the users needed.

Use-case example

- Workflow templates

Users module

The users module shows all the Users of the domain. The Admins can search for any user and update any data about the users. The User can be deleted or updated.

The update actions, for example, are changing the General data for the user, updating passwords, groups, contacts, and email data (such as aliases, delegations, auto-forwarding, auto-reply, email signature, custom attributes, and so on.

Use-case example

- Users audit overview

Organizational units

The organization units audit allows the Admins to view all the Org. Units of the domain. The Admin can also create an org. unit and add members to it.

Use-case example

- View and manage org units via Flow

Groups

Groups audit in Flow allows the Admins to view and audit all the groups of the domain. The Admins can create, update or delete groups as well as change their details and group settings.

Use-case example

- Manage Google groups in Flow

Classrooms

The Classroom audit in Flow allows the Admins to create new classrooms and add students and teachers to them. They can also update existing ones or delete classrooms.

Use-case example

- Create and manage Google classrooms in Flow

Chats

The Chat audit in Flow allows the Admins to view all chat spaces in the domain. The Admins can create, update, or delete chat spaces.

Use-case example

- https://gatlabs.com/knowledge/tech-tips/audit-manage-google-chat-spaces-gat-flow/

Custom attributes

The custom attributes enable the Admin to view, update, delete, and create new custom attributes.

Use-case example

- Manage custom attributes in Flow

Calendars

Calendars: audit, view users' calendars, edit or delete. Create new calendars and add members to them.

Use-case example

- https://gatlabs.com/knowledge/tech-tips/audit-and-manage-google-calendars-gat-flow/

Delegate flow

This feature allows the Admins to create, edit, or delete a Flow delegate. Flow delegate is a non-admin user who can log in and use Flow.

By default, Flow is a tool only for Super Admins; however, Delegate Flow allows the Admin to add non-admin users and enable them to use Flow

An example use case for this feature is an HR person who deals with onboarding, offboarding, or modifying users of the domain.

Use-case example

- Delegate flow

Preapproved access

Preapproved access is a feature that allows the Admins to take actions without needing Security officer approval over and over again. The admins can take simple requests without needing approval for every request they send.

Log

The Log section allows the Admin to view a log of all the activities done in the GAT Flow tool.

The admins can view the Admin log, API log, as well as Roles and permissions created in Flow and Flow dynamic group logs

Webhooks & SIEM

Admin can create a SIEM connection to export logs to an external tool

Configuration

You can customize the behavior of Flow here in relation to workflows. View and manage Flow settings.

- Workflow - send approval reminders, enable auto alignment, workflow drafts, notifications, etc.
- Flow HR - You can customize the behavior of Flow here in relation to the Flow HR module.
- Workflow tags - This feature allows you to define tags that later can be assigned to workflows.
- Flow events - Flow Event allows for the sequential triggering of workflows.
- Define roles - In the 'Define Roles' view, you can define role permissions to give non-admin users restricted access to the product
- Delegate role - In the 'Delegate Role' view, you can give product access to non-admin users
- Preapproved access - Provide new preapproved access and edit/delete existing ones.

Get Started with GAT FLOW: 5 Cool Things to Try First

1. Onboard user
2. Offboard user
3. Modify user
4. Recurring workflow
5. Event Workflow

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5 Most Useful Things you can Achieve with GAT Flow

1. Set up email signatures for users in bulk
2. Set up email delegation on bulk users
3. Delegate Flow access to Non-Admin user
4. Bulk add users to the calendar
5. Change Google Licence assignment