GAT Flow Settings Configuration

Getting Started · https://gatlabs.com/knowledge/tech-tips/gat-flow-settings-configuration/

GAT Flow Settings Configuration

The GAT Flow Configuration section is available only for domain Administrators of Google Workspace and helps configure the tool to be as user-friendly as possible.

A domain Administrator can set up several options according to each domain's needs under **Flow > Configuration**

Workflow

You can customize the behavior of Flow here in relation to workflows.

General

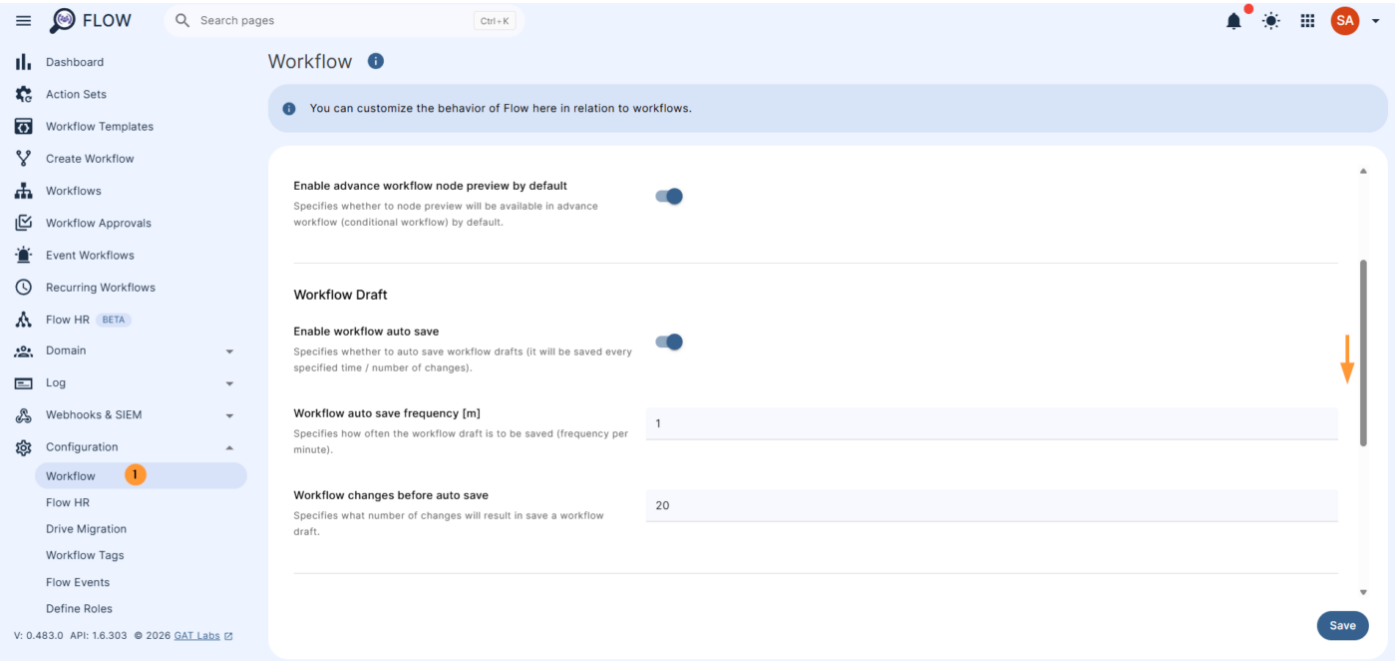
- **Send approval reminders** - Specifies whether to send reminders for workflows awaiting approval (a reminder will be sent once a day).
- **Enable advanced workflow auto alignment by default** - Specifies whether to auto-align the advanced workflow (conditional workflow) by default.
- **Enable advanced workflow node preview by default** - Specifies whether the node preview will be available in advance workflow (conditional workflow) by default.

Workflow draft

- **Enable workflow auto save** -Specifies whether to auto save workflow drafts (it will be saved every specified time/number of changes).
- **Workflow auto save frequency [m]** - Specifies how often the workflow draft is to be saved (frequency per minute).
- **Workflow changes before auto save** - Specifies the number of changes that will result in saving a workflow draft.

Notifications

- **Send notification about status change to** -Specifies which users will be notified about workflow approval status changes.
- **Send notification about 'Done' workflow to** - Specifies which users will be notified about 'Done' workflows.
- **Send notification about 'Failed' workflow to** -Specifies which users will be notified about 'Failed' workflows.
- **Send notification about 'Partially done' workflow to** - Specifies which users will be notified about 'Partially done' workflows.
    - Enter the email you want to be added for the notifications - can select a user from the domain or pick "requester."



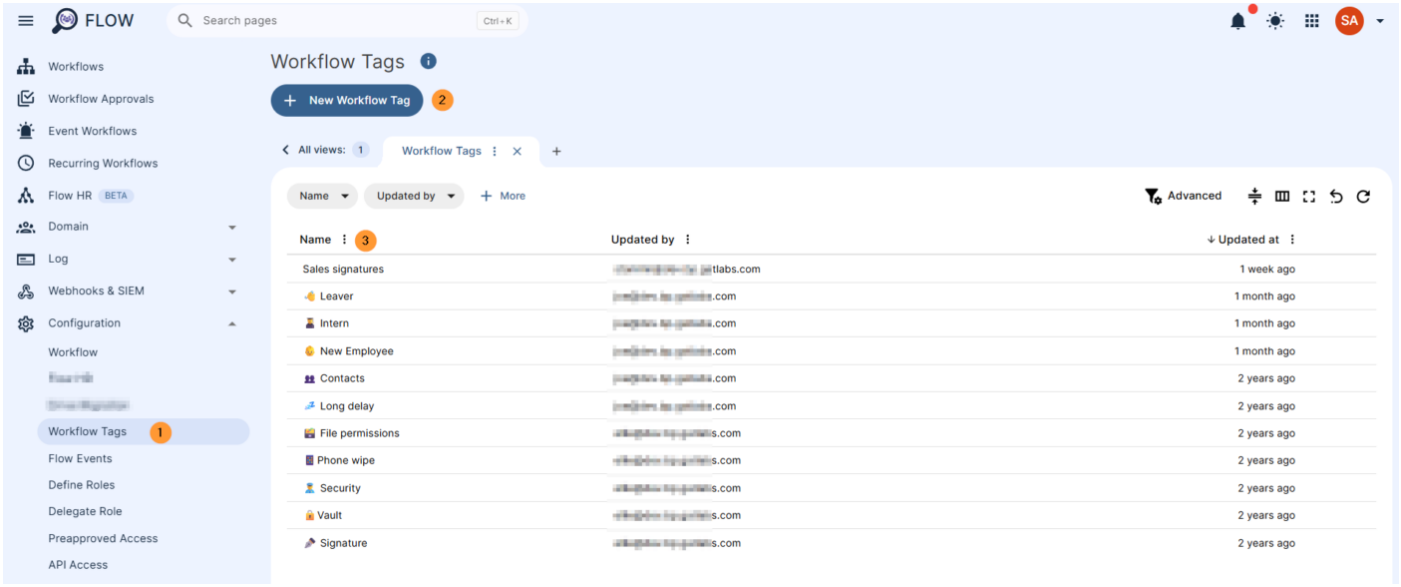
Workflow Tags

An Admin can create custom **Workflow tags** that help with identifying and sorting out workflows.

The default tags are as follows:

- **Workflow** - generated automatically by the system for the regular workflow
- **Event** - generated automatically by the system for Event-triggered workflow
- **Recurring** - generated automatically by the system for the Recurring workflow

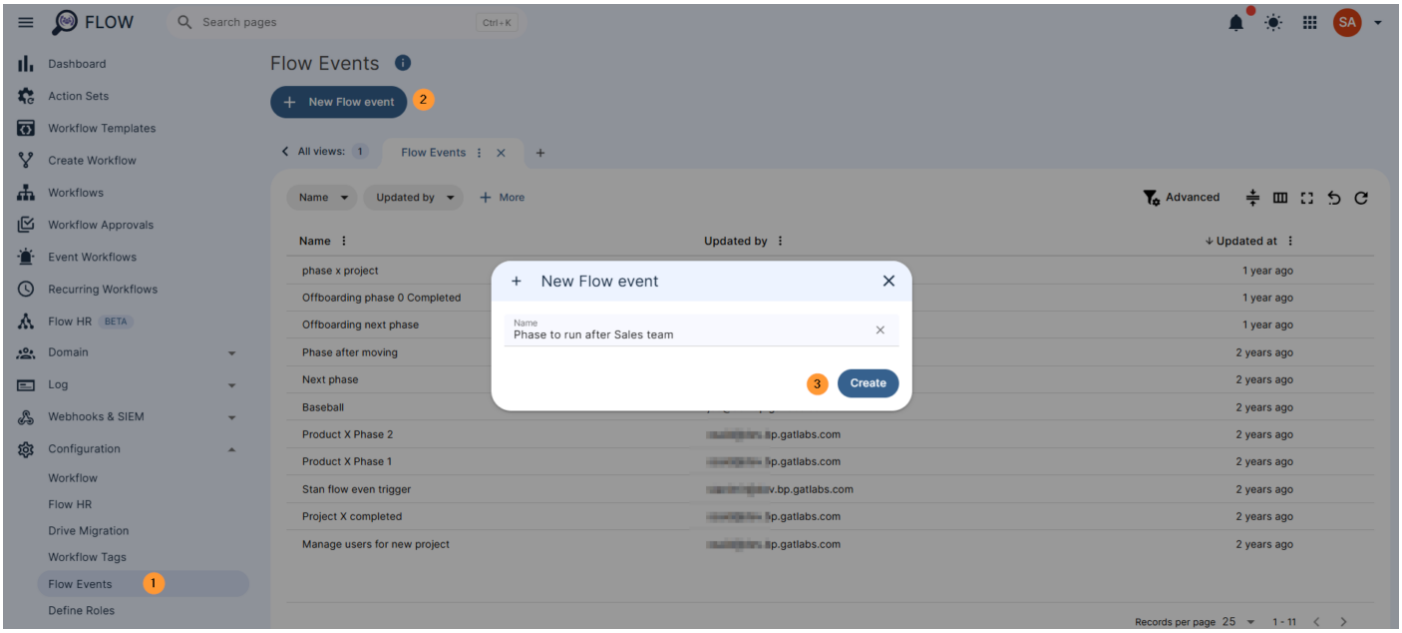
On top of the above default tags, an Admin can create a tag of their choice to be able to identify the workflows in a quick way (examples of custom tags are shown in the screenshot below).



Flow Events

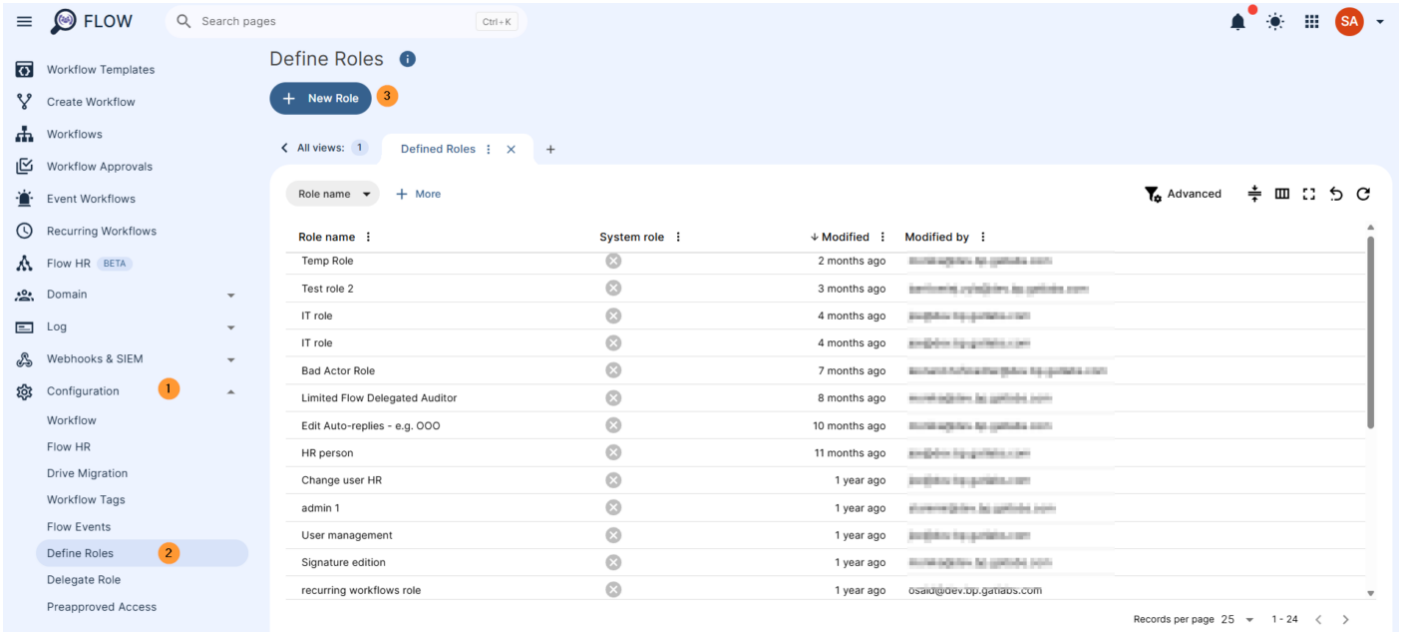
Flow Event allows for the sequential triggering of workflows. Sometimes, you may want one workflow to start when another reaches a specific stage (e.g., a subset of actions is completed, the workflow is fully finished, or a condition is met). To set this up, create an event workflow that is triggered when the Flow event you created here is emitted.

Then, in the initial workflow, add an action "Broadcast flow event" and select the previously created event as the triggering condition.



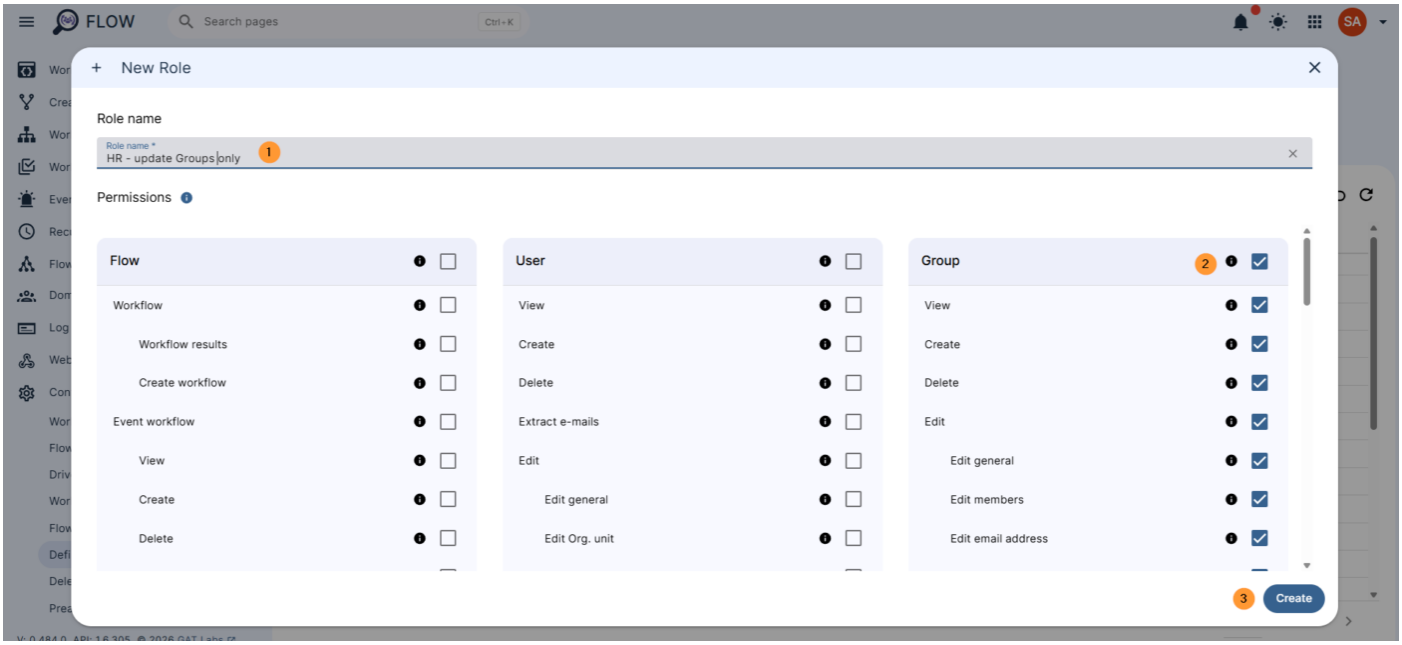
Define role

In the '**Define Roles**' view, you can define role permissions to give non-admin users restricted access to the product



Navigate to Configuration > Define roles > + New role

In the pop-up window, fill in the role you want to create.

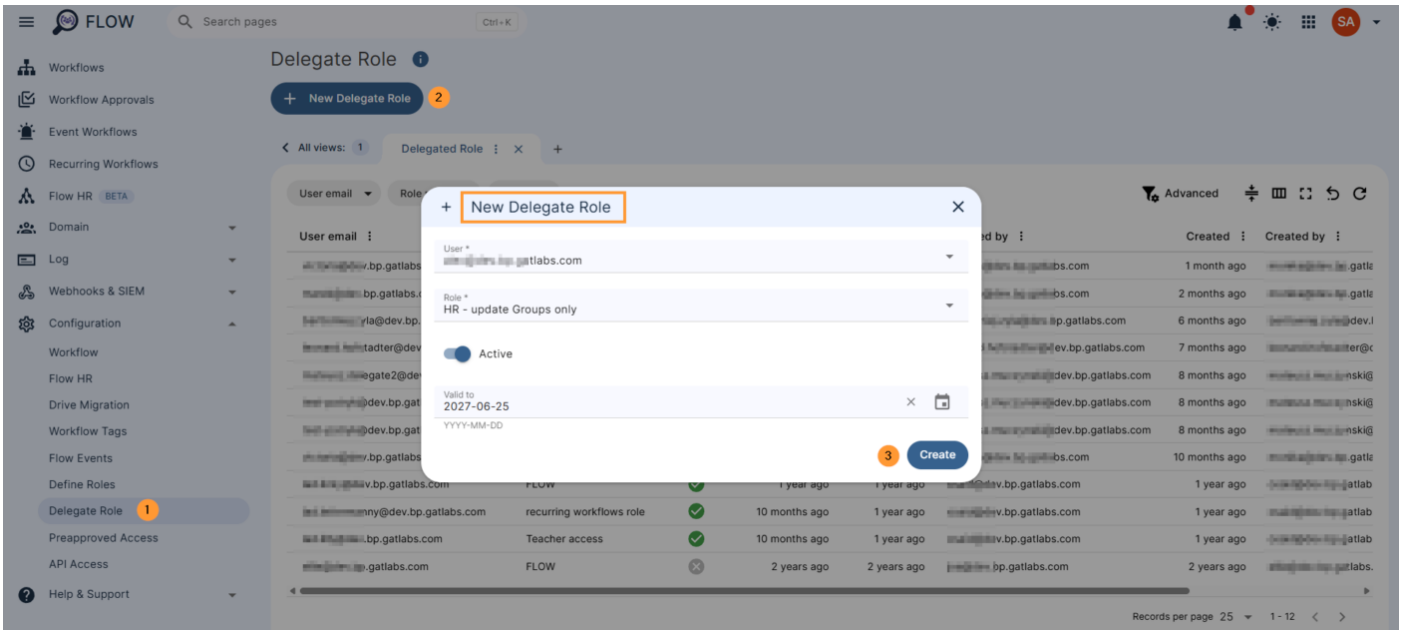


Delegate role

In the '**Delegate Role**' view, you can give product access to non-admin users.

Navigate to Configuration > Delegate Role > + New delegate role.

In the pop-up window, select the user who will have the delegate role, select the role itself, and pick the validity period.



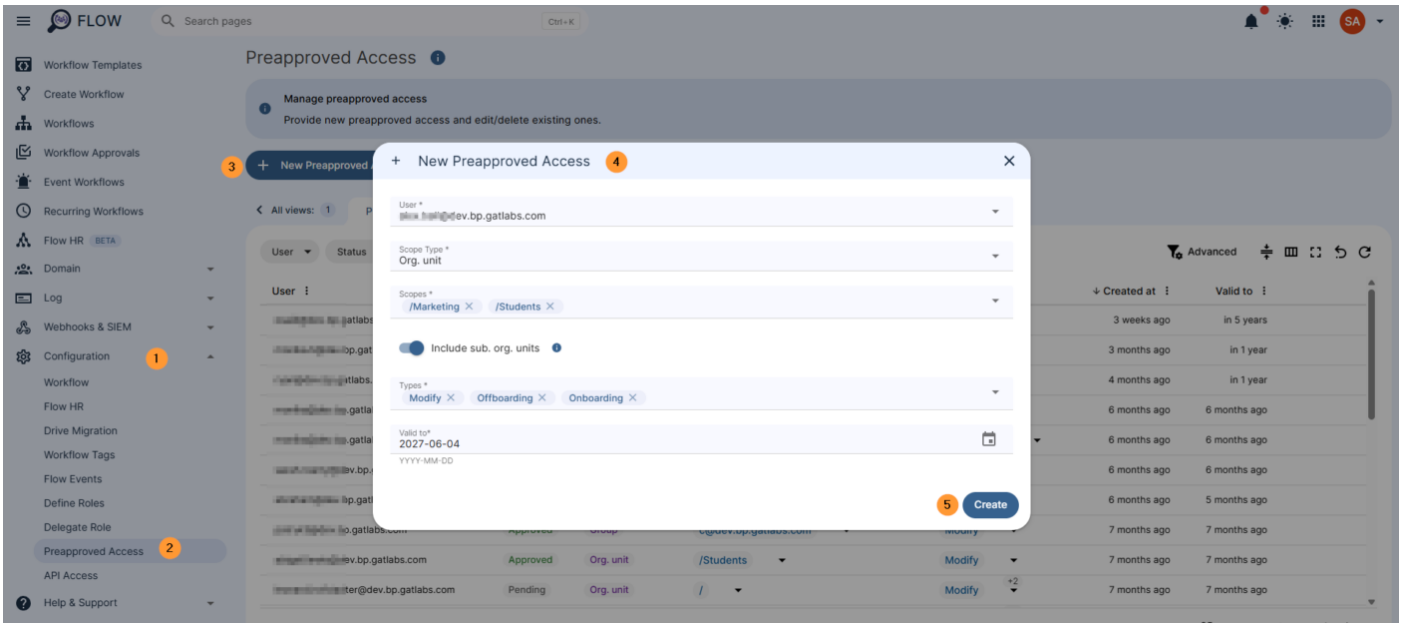
Prep-approved access

Provide new pre-approved access and edit/delete existing ones. Allowing the Admins to create pre-approval access and use of Flow to the selected user over the selected scope of users.

Navigate to Configuration > Preapproved access > + New preapproved access

Fill in the details

- User - select the user with preapproval access
- Scope - select the scope of users for which the preapproval will be enabled
- Types - select the type of workflows the preapprovals will be enabled for
- Valid to - select the data until which the preapproval will be valid for
- Create - create the access



Relevant posts

- How to Create Workflow Tags in GAT Flow
- GAT Flow Product Overview
- Save Draft and Copy Workflow Features of GAT Flow
- GAT Flow: Conditional Workflows for Google Workspace