How to Cancel a Workflow Process in GAT Flow

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How to Cancel a Workflow Process in GAT Flow

GAT Flow is a product that allows every **Google Workspace** **Administrator** to perform mass operations such as Onboarding, Offboarding, and/or modifying users in the domain.

Operations can be performed by creating a workflow, which, for security reasons, must first be approved by the **Security Officer** before it can run.

However, sometimes due to business needs or other business considerations, a workflow that has already been approved and is **scheduled/in progress must be canceled.**

GAT Flow Workflow Cancellation Process

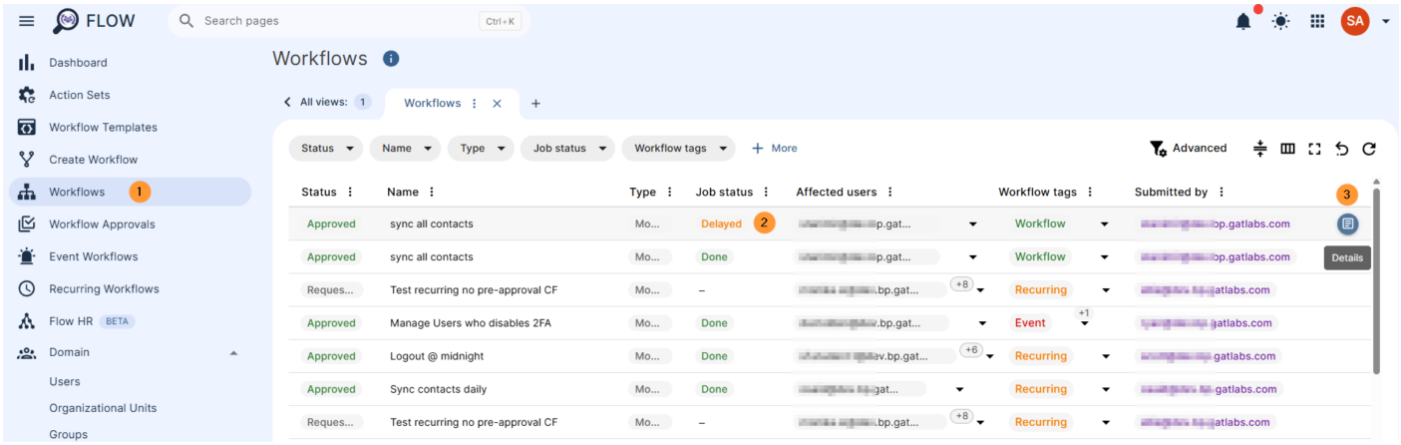
The Workflow Cancellation Process can be done by:

1. **Security Officer**, and /or
2. **Administrator**

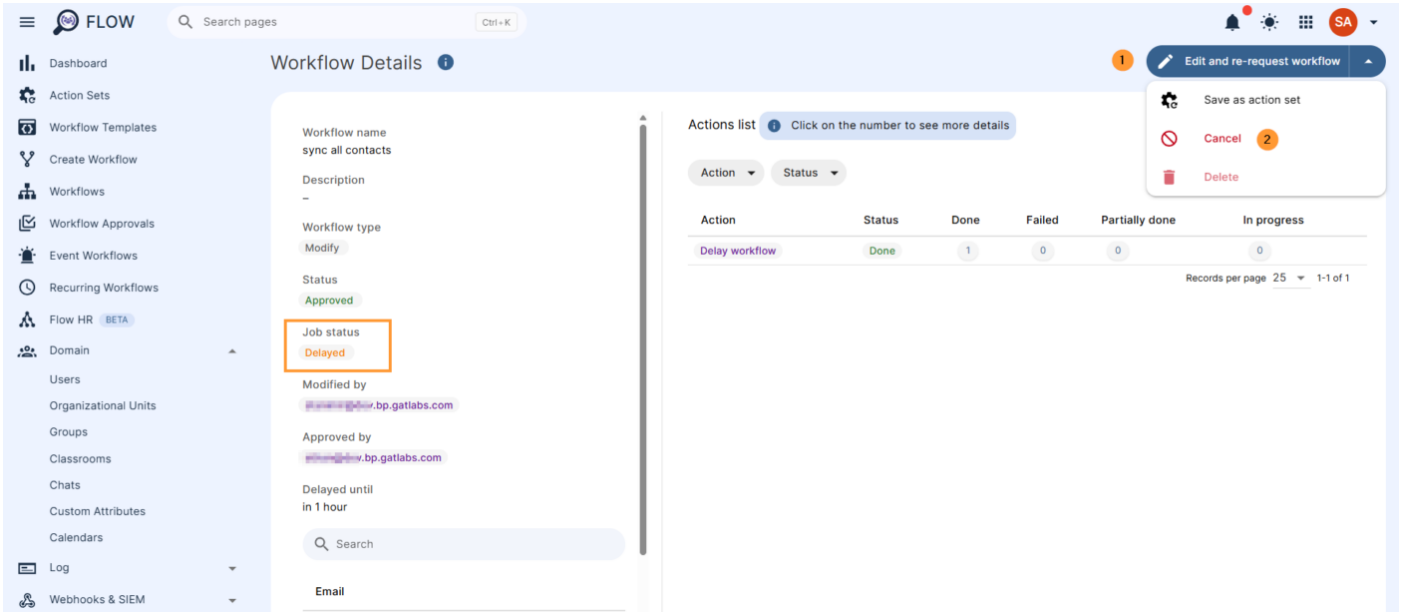
Cancellation by Security Officer

The Security Officer logs into the GAT Flow console and navigates to the **Approval** module (1).

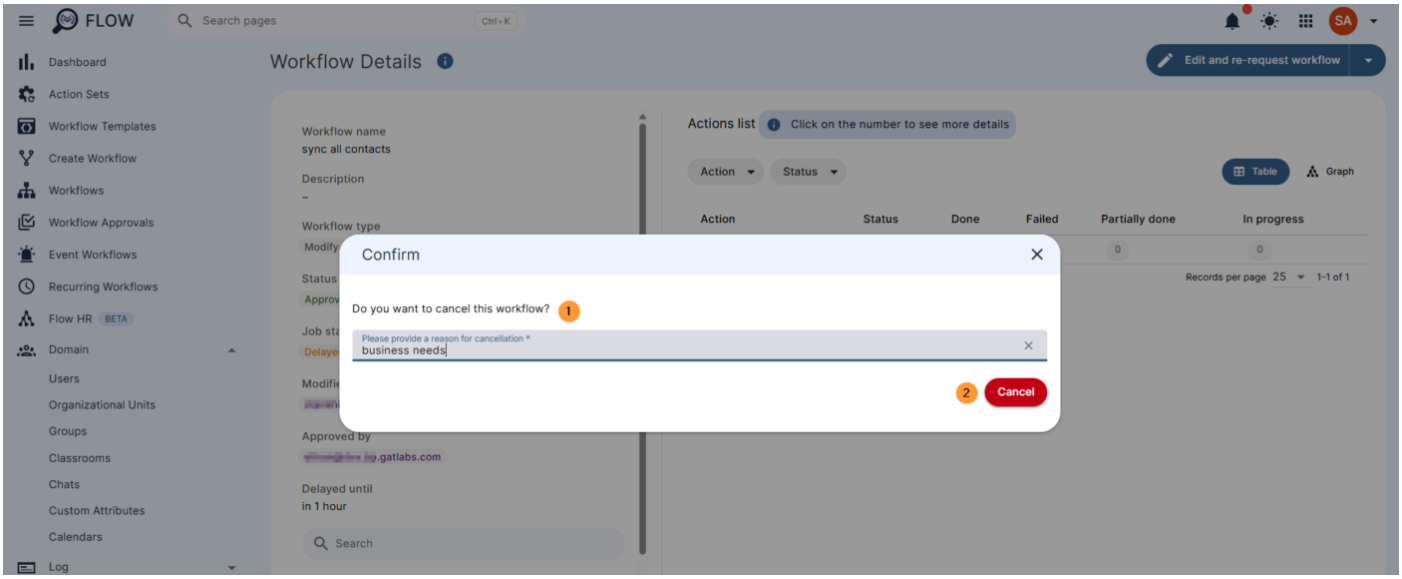
The Admin can go to the Workflows > Details of the workflow that is currently running or "delayed".



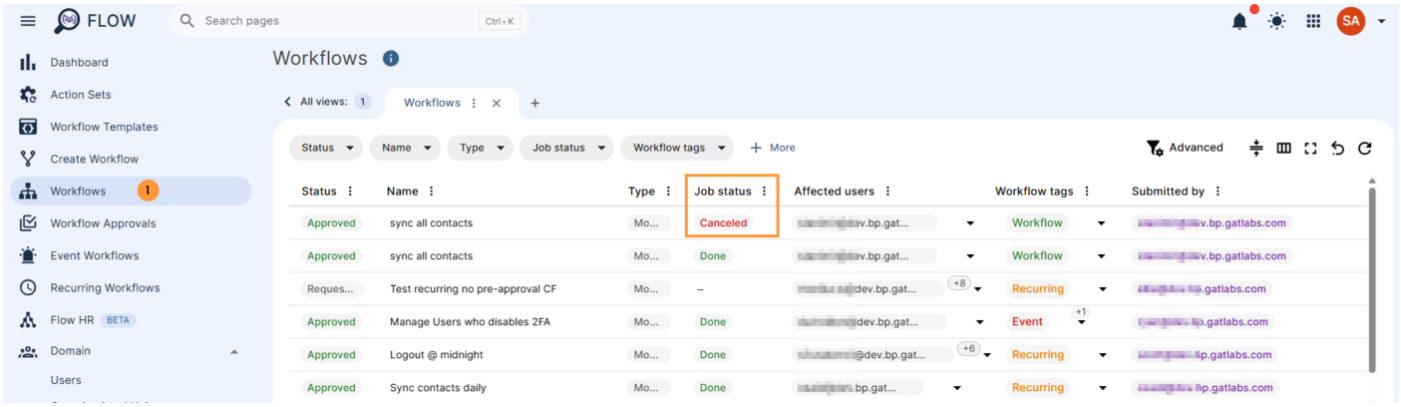
A new window displaying the Workflow details (1) appears, and the Edit and Re-request workflow can be **canceled (2)**



A pop-up window will be displayed, with an option to show/give a reason for the cancellation.



The workflow is then canceled with details in the job status.



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