How to Export and Backup Google Keep Data Using GAT Flow

Users Audit & Management · https://gatlabs.com/knowledge/tech-tips/how-to-export-and-backup-google-keep-data-using-gat-flow/

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GAT Flow allows Google Workspace Admins and/or Delegated Auditors to perform single and/or mass processes. One of them is the availability to export Google Keep data and store it in the dedicated Shared Drive folder.

The Security Officer must approve the workflow to complete the export, and they will have access to that given shared Drive folder by default.

You can Export Google Keep data within a few simple steps outlined below.

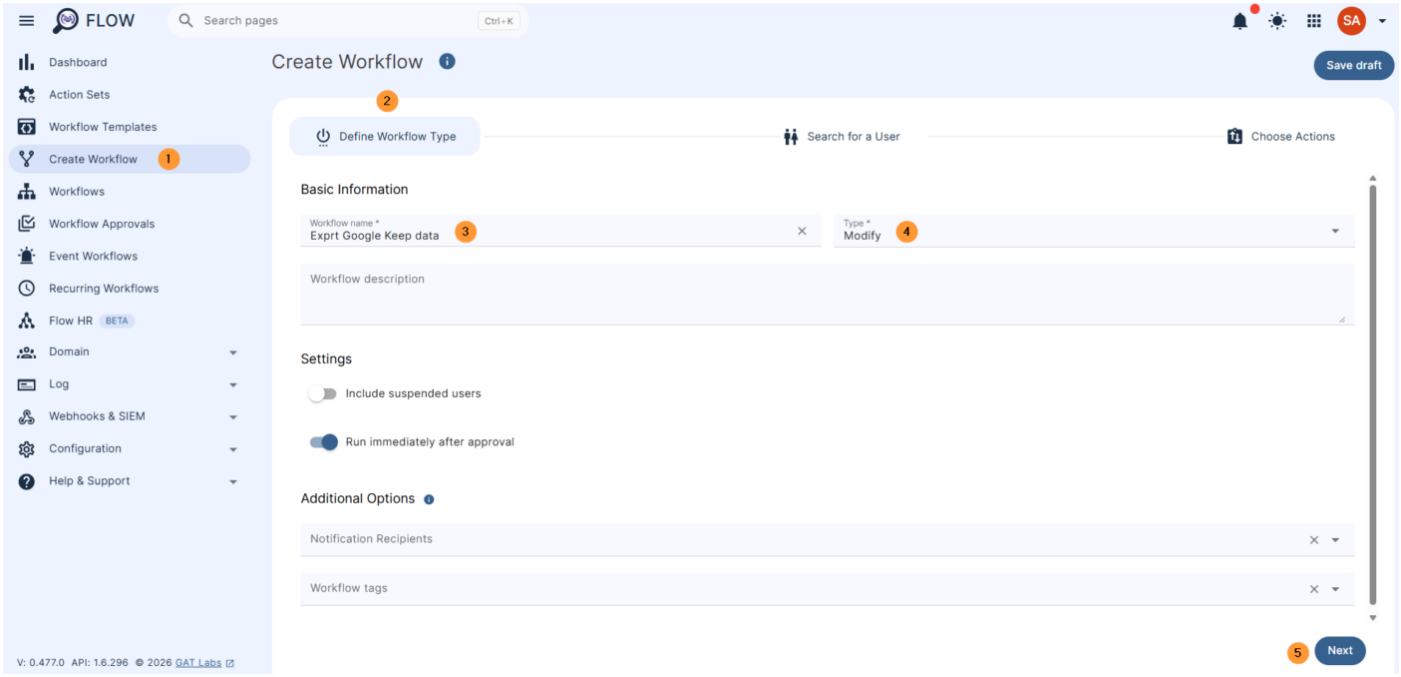
*Note: The action is only available during the **Modify** or **Offboarding** workflow.*

Create workflow

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

Next, fill in the details as follows under the **Workflow type** tab (2):

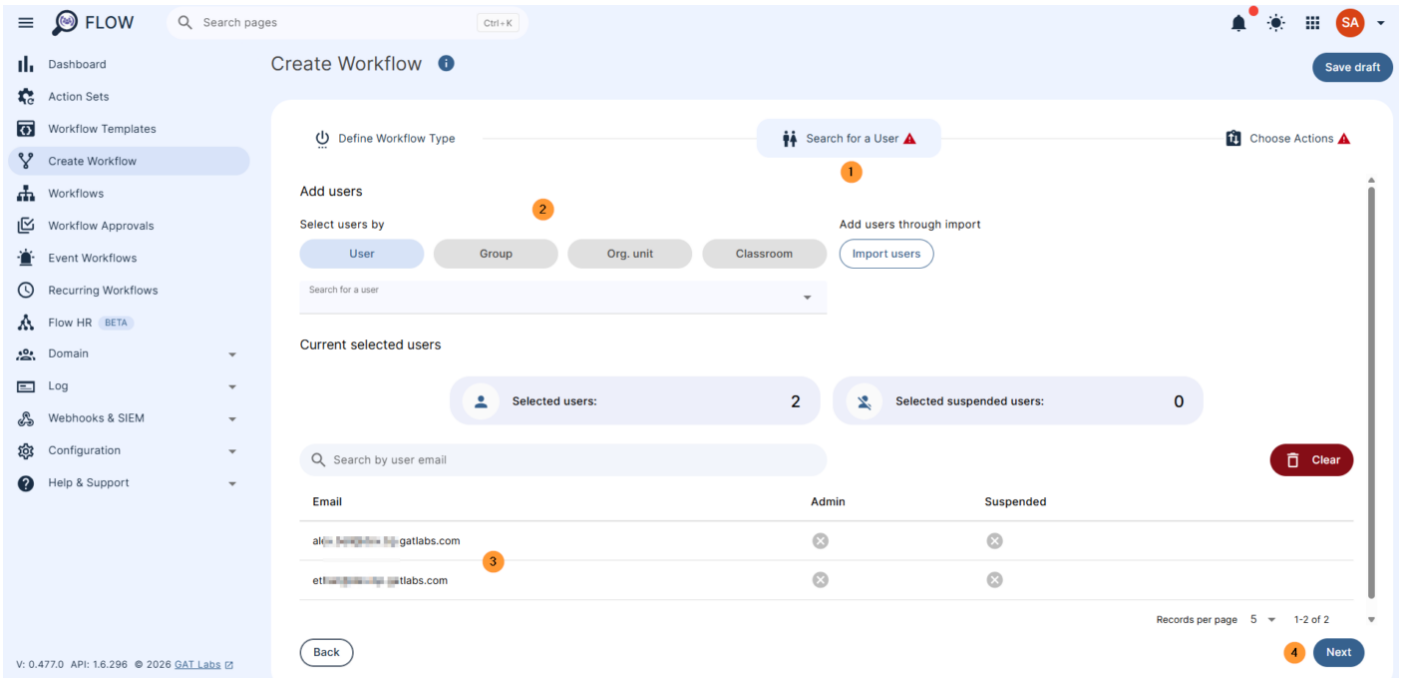
- Name – enter a name for the workflow, (e.g. 'Export Google Keep data') (3)
- Type – select the type of workflow you want to use (**Modify or Offboarding**) (4)
- Next – click to proceed (5)



Select the users

In the next step, **search for a user** (1). Select one user or multiple user accounts for which you want to back up their Google Keep data (2).

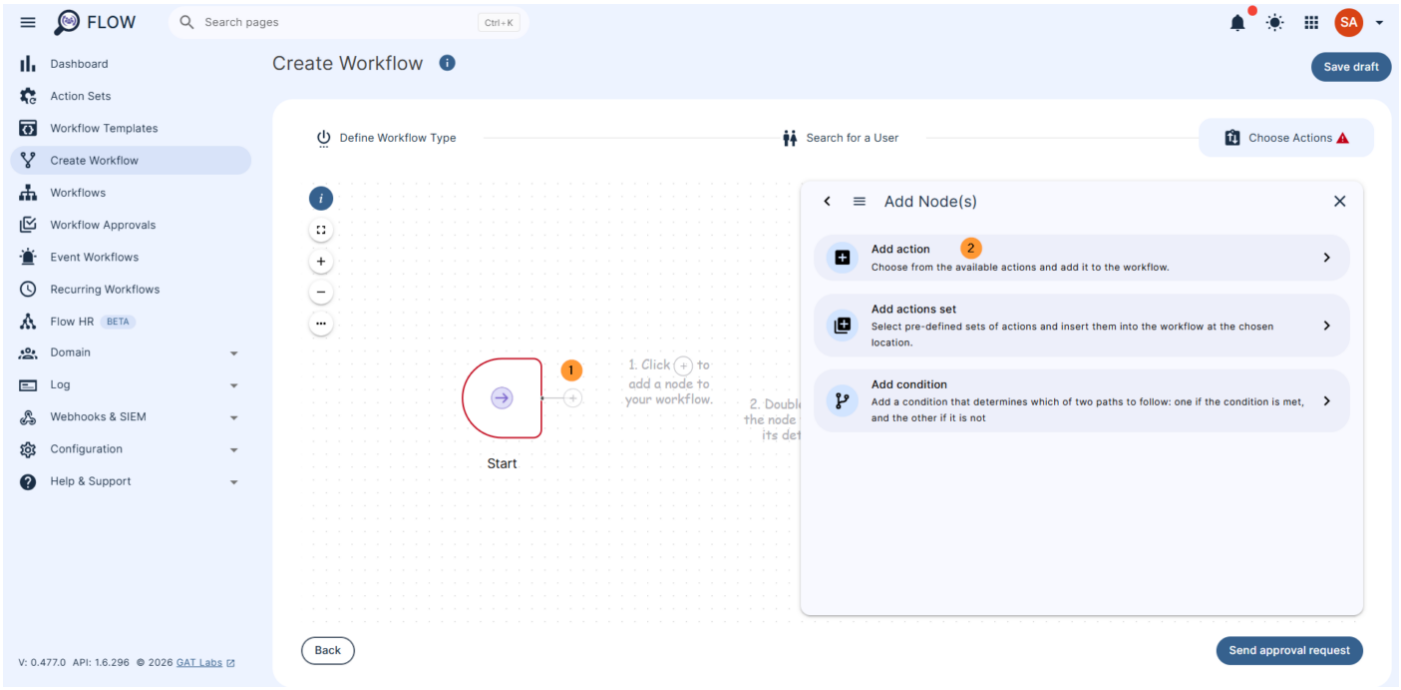
Search and add the users via **Search for a user**, group, org. unit, or classroom or import them. The users' accounts will appear in the list below (3)



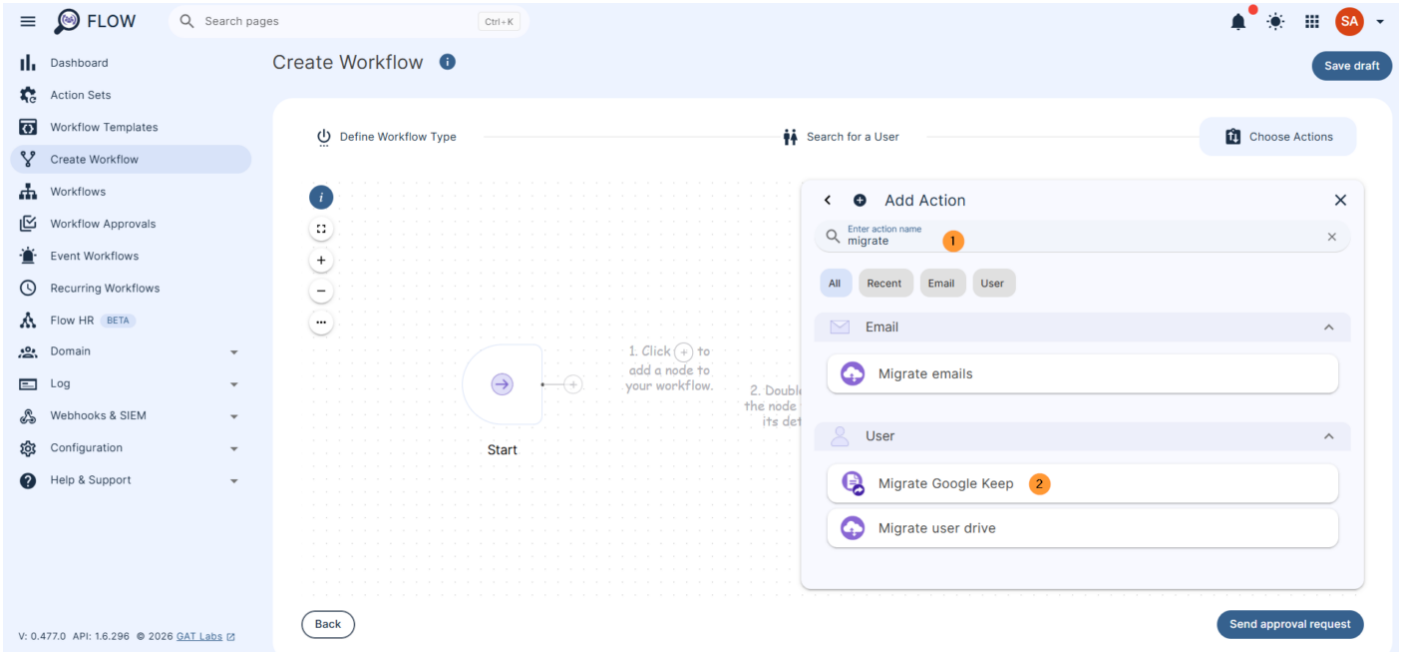
Once users’ emails are selected, click on **Proceed to Actions** (4).

Chose actions

Under the **Choose Actions** section (1), click on the **(+) button** and search for the action (2).

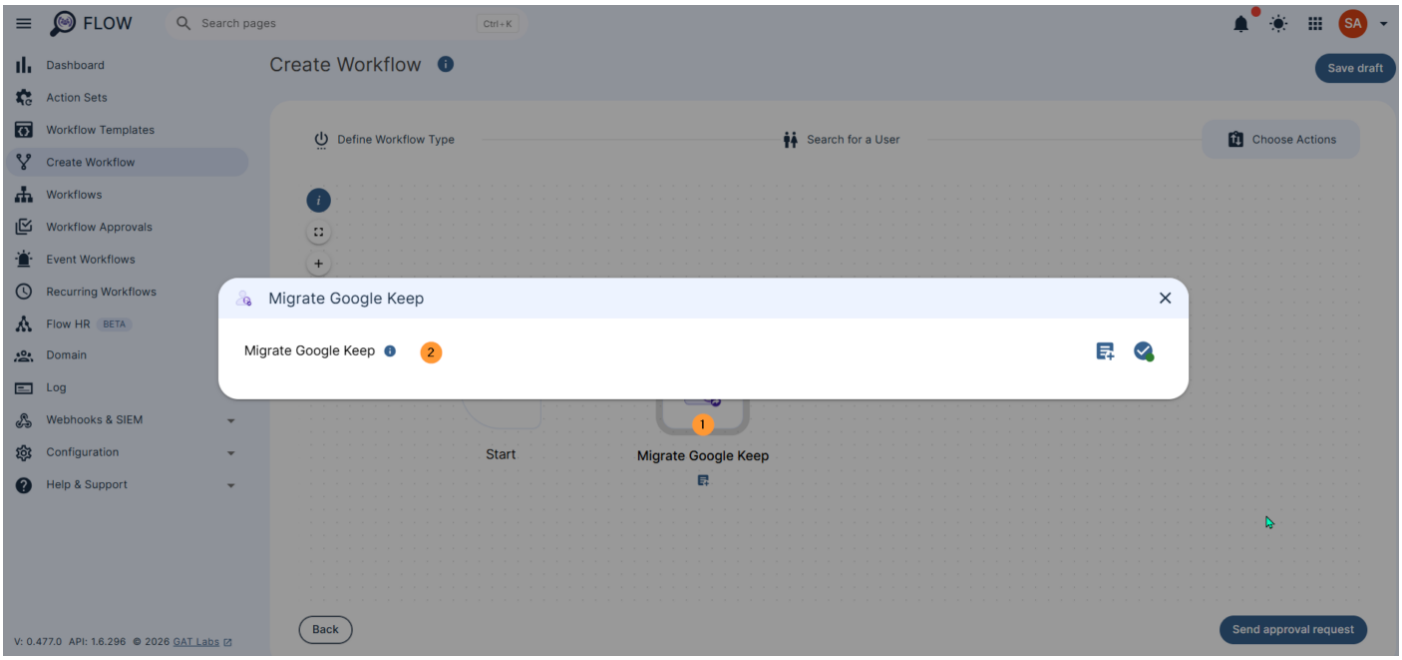


You will see all the options available, search and select the below **Migrate Google Keep** action:



The selected action appears in the workflow (1).

When ready, **Send approval request** (2).



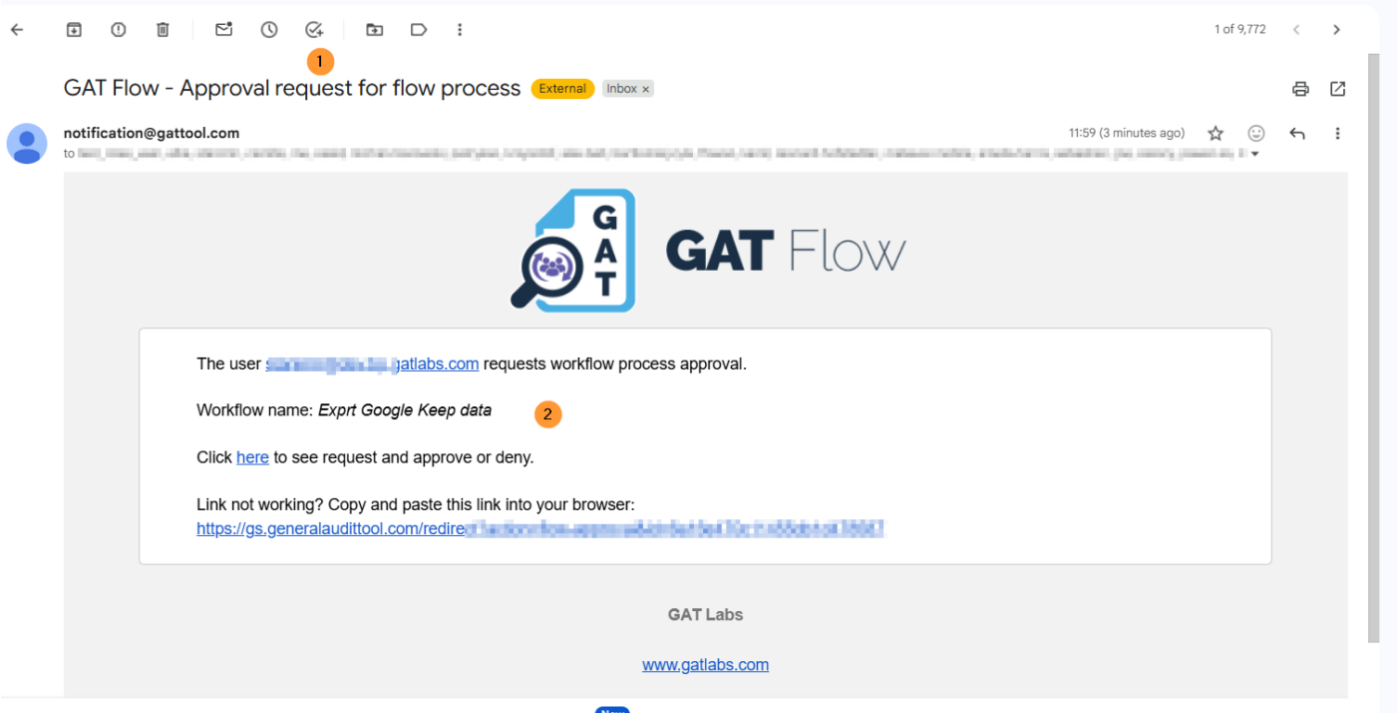
Once **confirmed**, the request is now sent to the Security Officer for verification, and once approved the job will run.

NOTE: This action will migrate Google Keep notes to a shared drive ("GatLabs Google Keep migration [current year]"). All Security Officers will have access to this shared drive.

Security Officer verification

The Security Officer has to approve the request.

They will receive an email that will lead them to the approval page in GAT Flow.

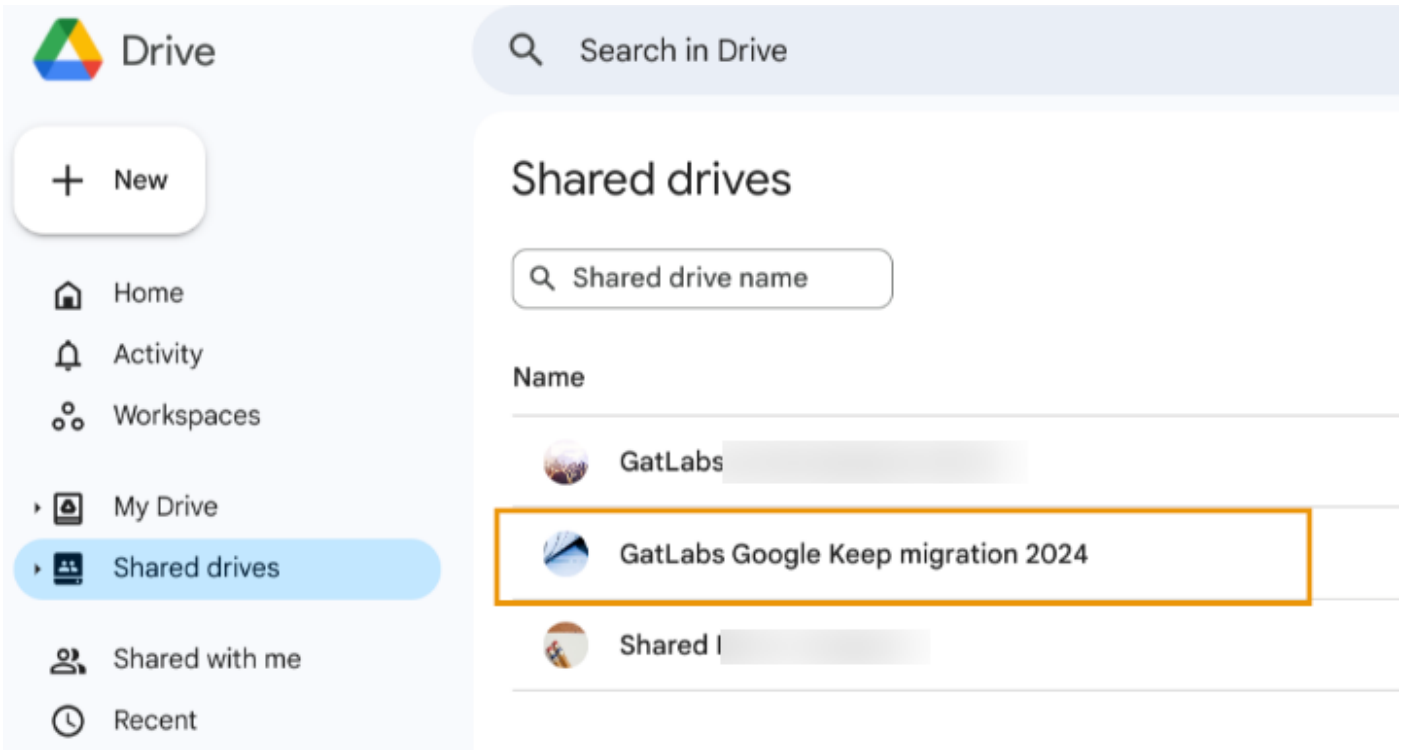


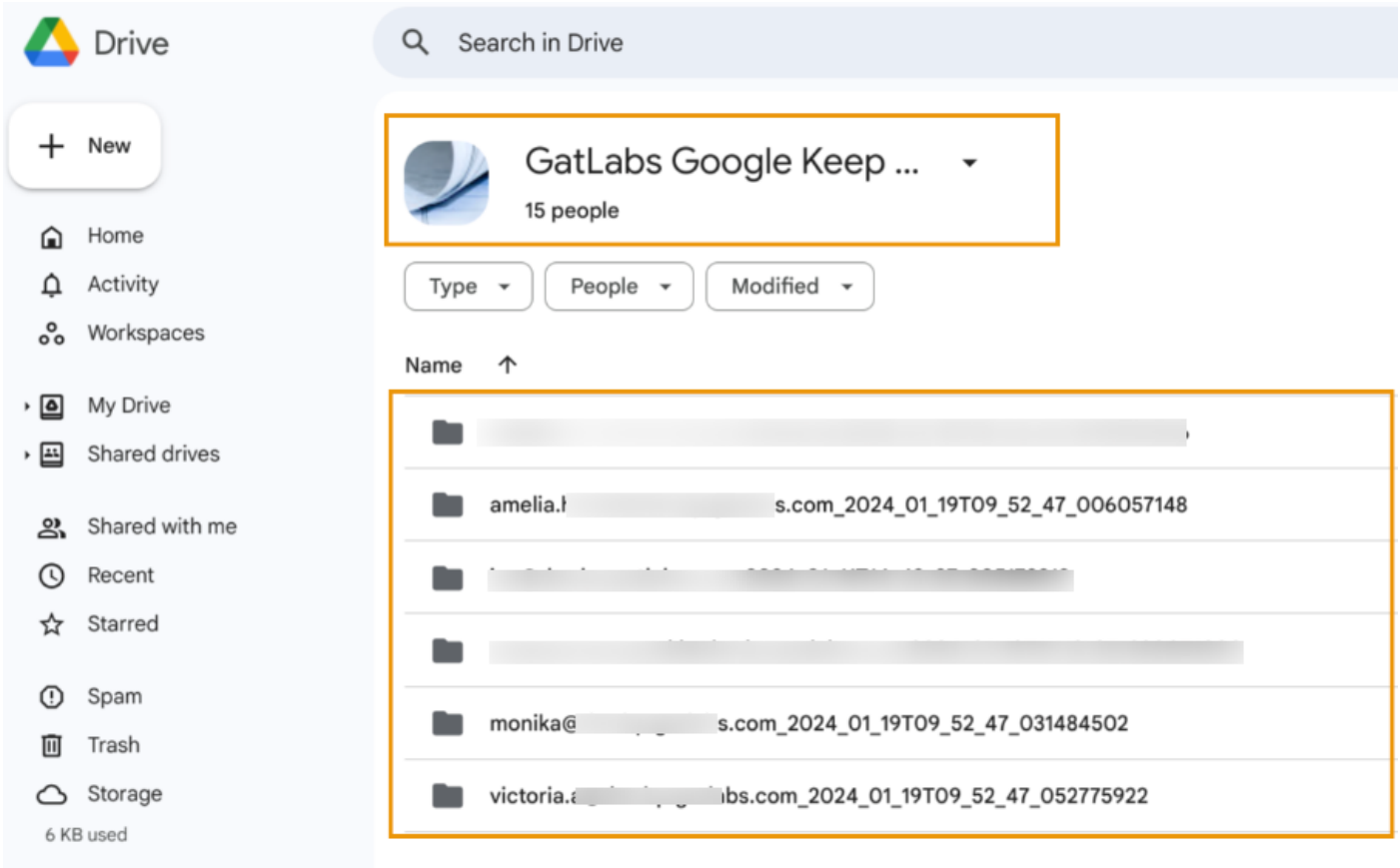
They can review the request by clicking on the link from the email that brings them to the GAT Flow Approval tab in GAT Flow.

Results

When the action is triggered, the Google Keep notes of given users selected in the workflow are migrated to each individual Shared Drive folder under the root folder titled **"GatLabs Google Keep migration [current year]")**.

This Shared Drive folder is accessible to each of the Security Officers in the domain.


Drive
Search in Drive
New
Home
Activity
Workspaces
My Drive
Shared drives
Shared with me
Recent
Shared drives
Shared drive name
Name
GatLabs
GatLabs Google Keep migration 2024
Shared l


Drive
Search in Drive
New
Home
Activity
Workspaces
My Drive
Shared drives
Shared with me
Recent
Starred
Spam
Trash
Storage
6 KB used
GatLabs Google Keep ...
15 people
Type
People
Modified
Name
amelia.
s.com_2024_01_19T09_52_47_006057148
monika@
s.com_2024_01_19T09_52_47_031484502
victoria.
bs.com_2024_01_19T09_52_47_052775922