How to Set Up Pre-approval for Any User

Drive Audit & Management · https://gatlabs.com/knowledge/tech-tips/how-to-set-up-pre-approval-for-any-user/

GAT Flow requires Unlock functionality enabled. Unlock requires Security Officer enabled.

Security Officer is required when Admin uses **Flow, Drive, and Email** audit for certain Unlock functionalities.

We also allow action via Unlock to be taken with no approval by Security Officer, this is called Pre-approval access.

In this post, you will learn how to set up **pre-approved** access in GAT Flow.

- ***Note:*** *To have access to GAT Flow you must have configured GAT Unlock, this product requires a paid subscription.*
- *Please follow these configuration instructions to enable GAT Unlock in your domain*

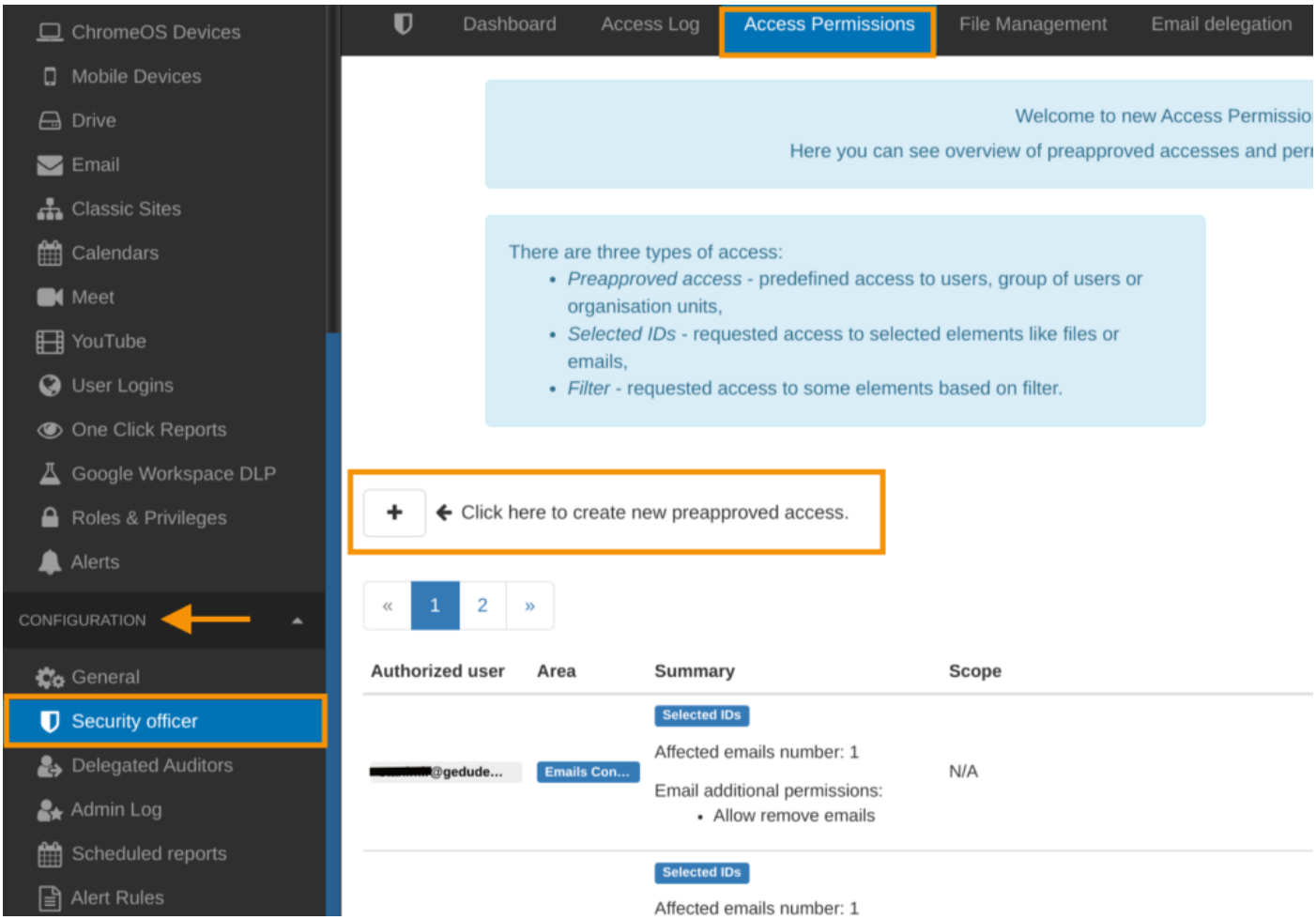
The **Pre-approved** access can be granted **ONLY** by the **Security Officer**.

This can be done using:

- **GAT+ > Security officer > Access permissions**
- **Flow > Pre-approved access**

GAT+ setup

GAT+ > Configuration > Security Officer > Access permissions



In **Access Permissions** click on the **+** button **<- Click here to create new preapproved access**

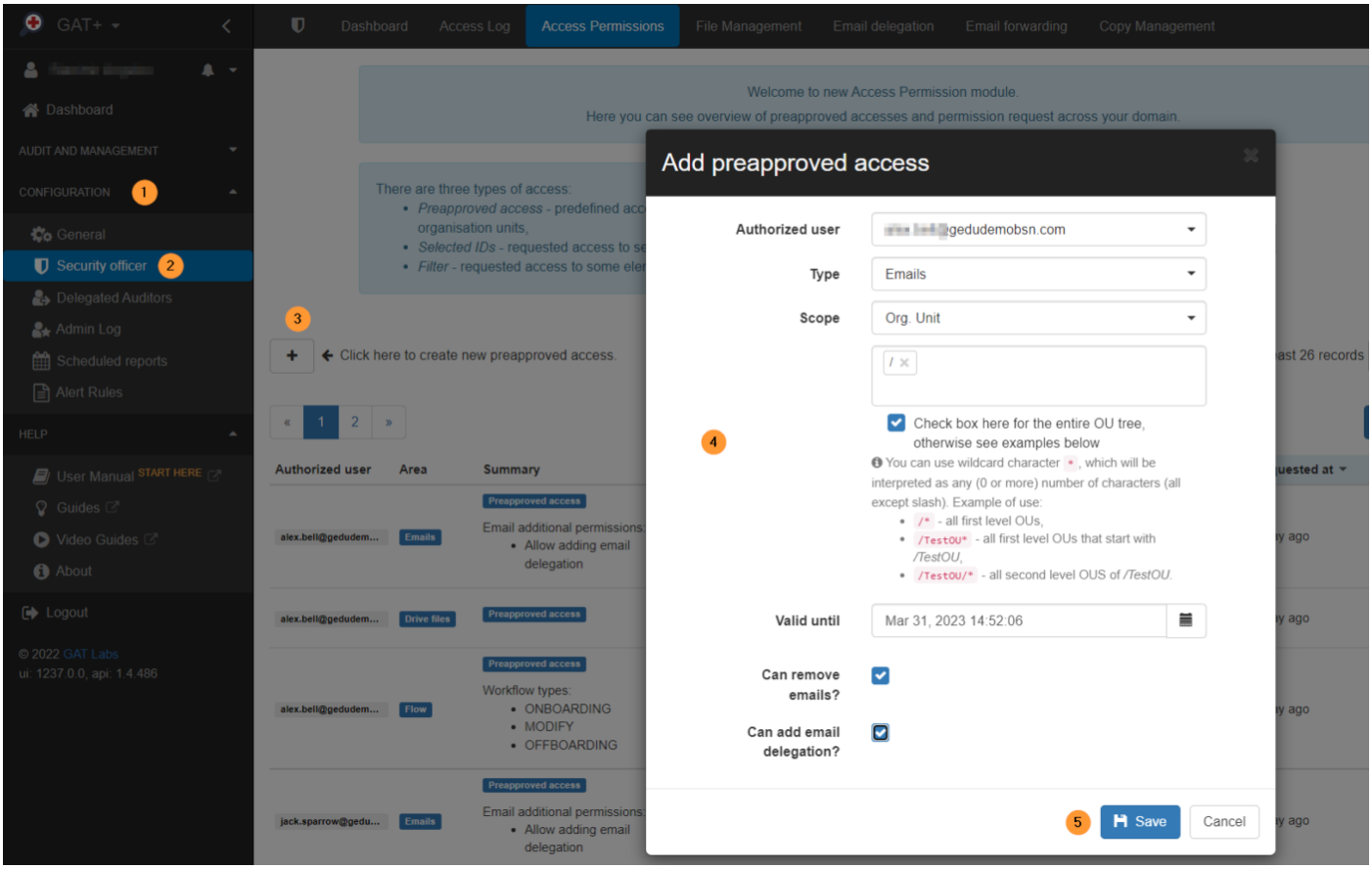
A new window will be displayed fill in the details required:

- **Authorized user** - select the user to who you want to set pre-approved access to
- **Type** - select any type of Unlock required functionality
  - **Flow** - create pre-approval access for Flow
    - **Flow types** - select the type of workflow where the pre-approval will be enabled.
      - Onboarding
      - Offboarding
      - Modify
  - **Drive Files** - create pre-approval access for Google Drive files access
  - **Email** - create pre-approval access for Google Emails access
    - **Can remove emails** - if enabled, the Admin (person who has pre-approval enabled, can delete emails right away, without needing approval.

- **Can add email delegation** - if enabled, the Admin (person who has pre-approval enabled, can grant Email delegation access to any account of the domain (scope given).

- **Scope** - User, Group, Org.Unit
  - If Organization units are used, you can click on the "**check box**" to **include sub. org. units** also.

- **Valid until** - set the time until pre-approved access will be granted



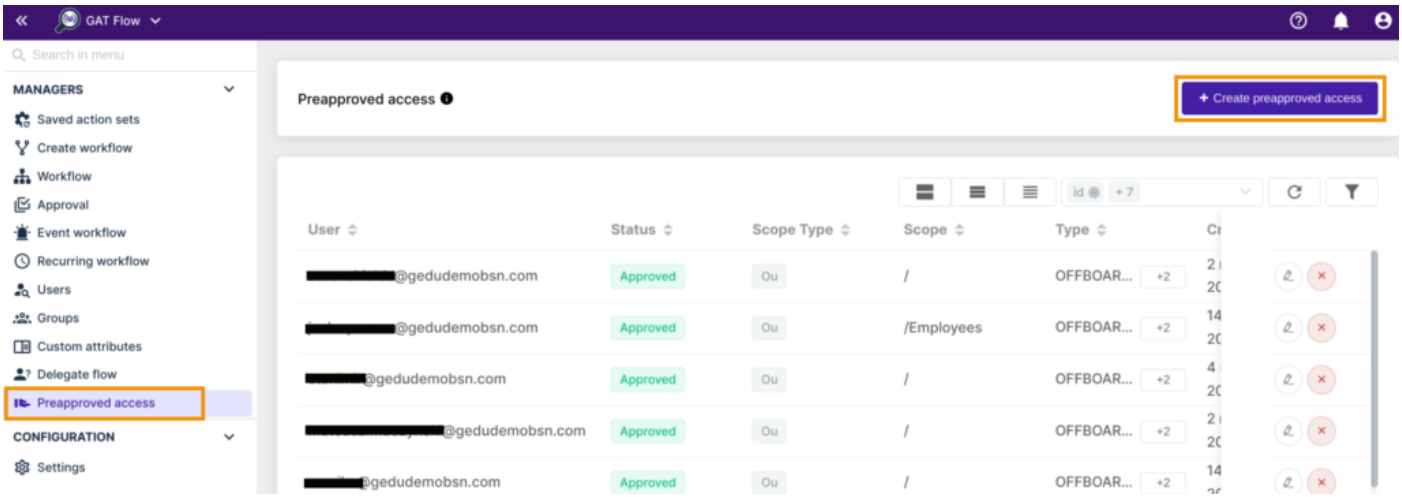
Click on **Save**

Result

The **Pre-approved** access will **be granted** to the selected user

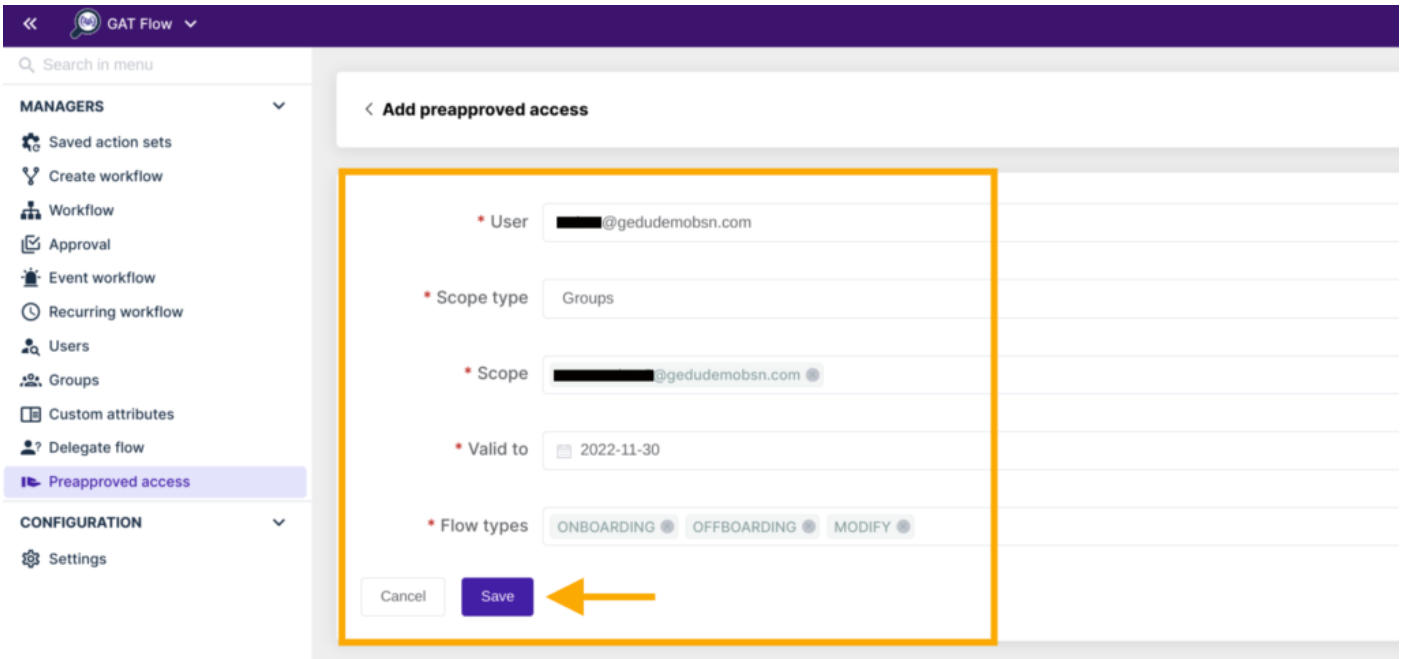
Flow setup

Flow > Preapproved access > Add new preapproved access



A new window will be displayed fill in the details required:

- **User** - select the user to who you want to set pre-approved access to
- **Scope type** - User, Group, Org.Unit
- **Scope** - enter the user/group/org.unit
- **Valid to** - set the time until pre-approved access will be granted
- **Flow types** - select the type of workflow Onboarding, Offboarding, Modify



Click on **Save**

Result

The **Pre-approved** access will **be granted** to the selected user

Create workflow result

When the Admin **"Create workflow"**, they **will receive a pop-up message as below**.

Event and Recurring workflow result

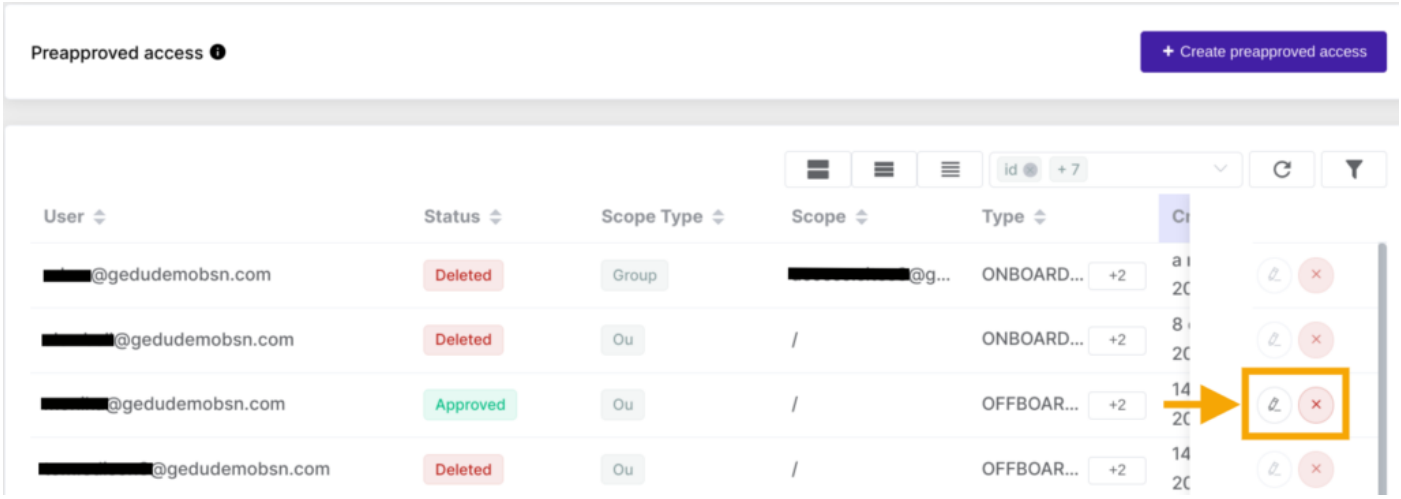
When Event or Recurring workflow is used:

- The Event and Recurring workflow need to be **approved separately** from the Pre-approval
- The **"pre-approval"** option must be **selected**

Edit preapproval

Edit existing pre-approved access.

In Flow view all the users who have Pre-approved access setup.



- Click on the "pen" icon to edit existing preapproved access.
- Click on the (x) to delete the preapproved access.

Video how-to

Embedded media:

https://www.youtube.com/embed/pTiq5NYTa6g?feature=oembed&color=red&rel=0&controls=1&start=&end=&fs=0&iv_lo