How to set up pre-approval access for GAT Unlock?

Delegated Access · https://gatlabs.com/knowledge/tech-tips/how-to-set-up-preapproval-access-for-unlock/

GAT Unlock is a **Multi-Party Approval system** built into GAT+ that allows Google Workspace admins to carry out sensitive actions across their domain in a secure and auditable way.

The Unlock functionality is required for:

- Viewing the content of Files and Emails
- Changing the ownership of Google Drive Files
- Copying Google Drive folders and moving them to another user
- Adding or removing users from Drive and Shared Drive files
- Setting up email delegation to user accounts
- Using the GAT Flow functionality to:
    - Onboard users into the domain
    - Offboard users from the domain
    - Modify users in the domain

The Unlock functionality requires each of the actions above to be **approved by the Security Officer.** This is designed as a security feature.

Unlock pre-approval can be set up only by the Security Officer.

What is pre-approved access in Unlock?

Pre-approval in Unlock allows the Action chosen for **Flow, Drive, or Email** to be done without the need for the Security Officer's approval for every request.

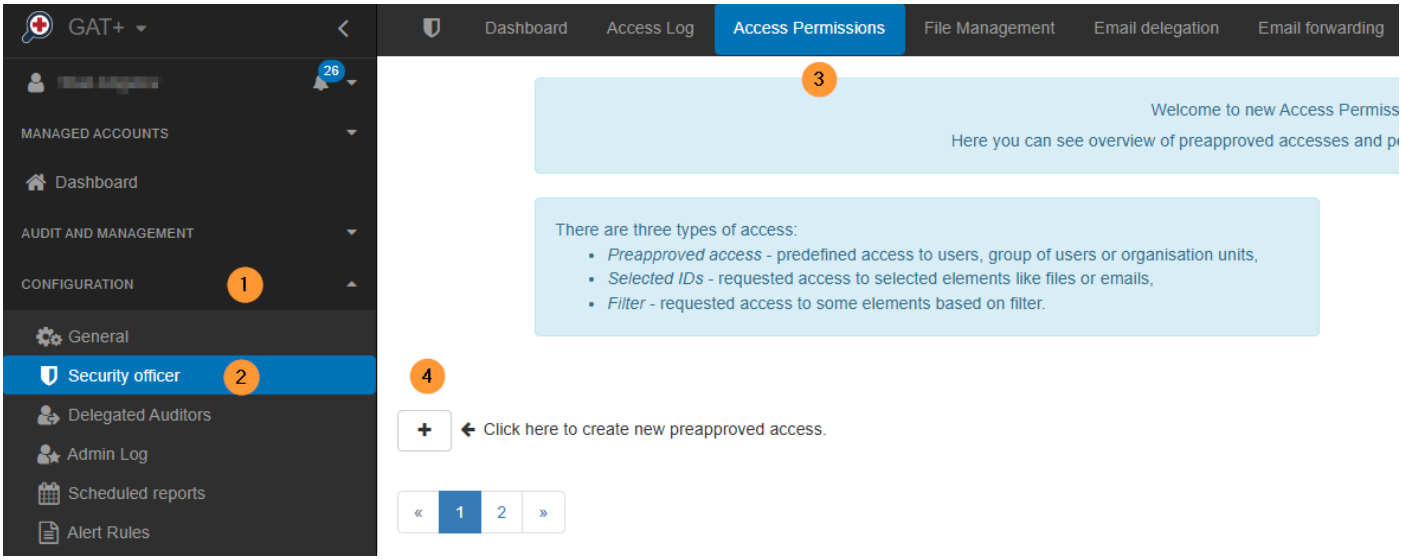
i.e.: Allowing Unlock to be used without approval by the Security officer.

The setting up of Pre-approval must be set up and approved by Security Officer

How to Set up Unlock Pre-approval for Google Drive?

How to set up Flow preapproval within GAT+

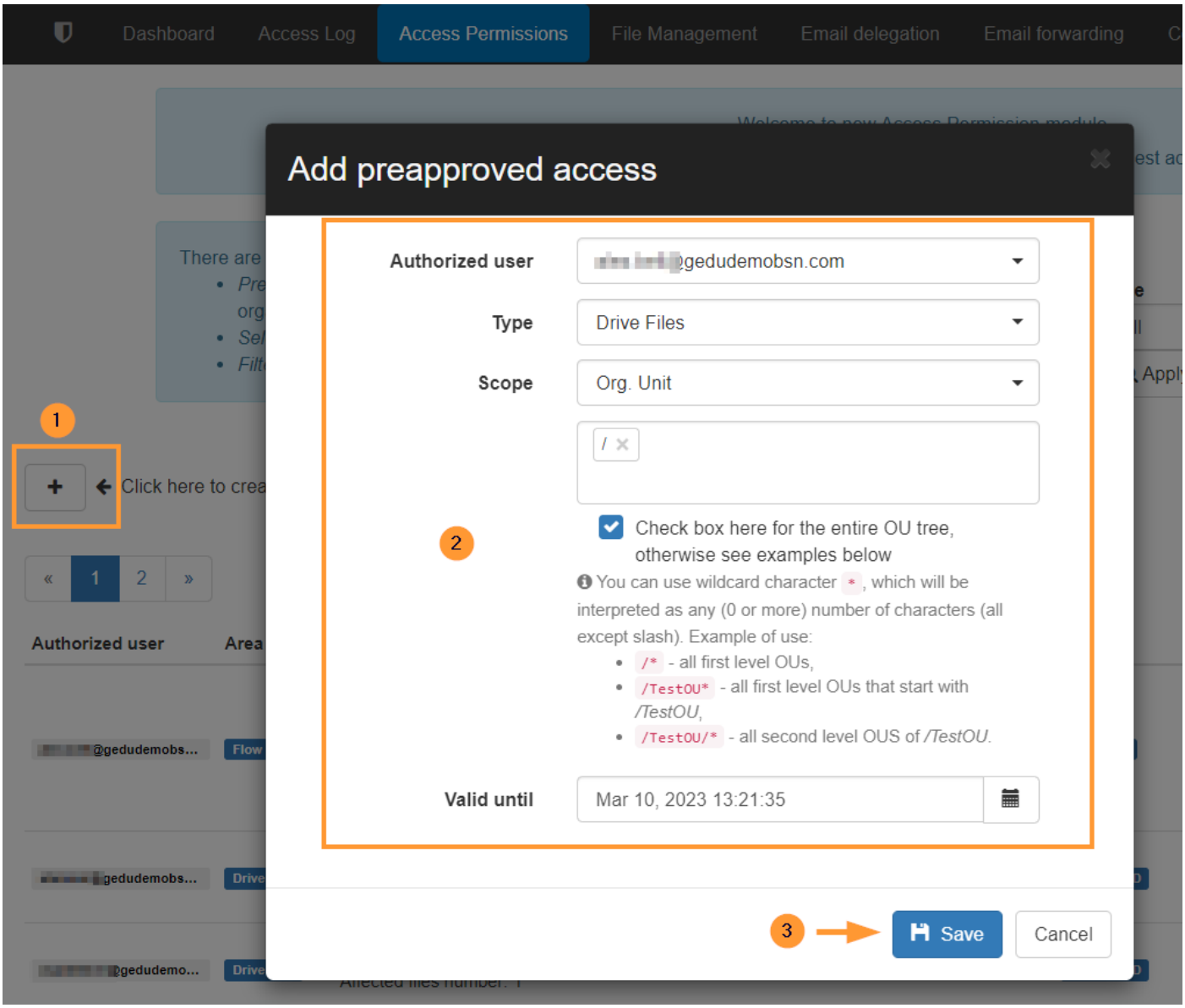
Navigate to **GAT+ > Configuration > Security Officer > Access permissions**



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 who you want to set pre-approved access to
- **Type** – **Drive**
- **Scope** – User, Group, Org.Unit
  - Scope select **only users of whom access will be pre-approved for**
- **Valid until** – set the time until pre-approved access will be granted

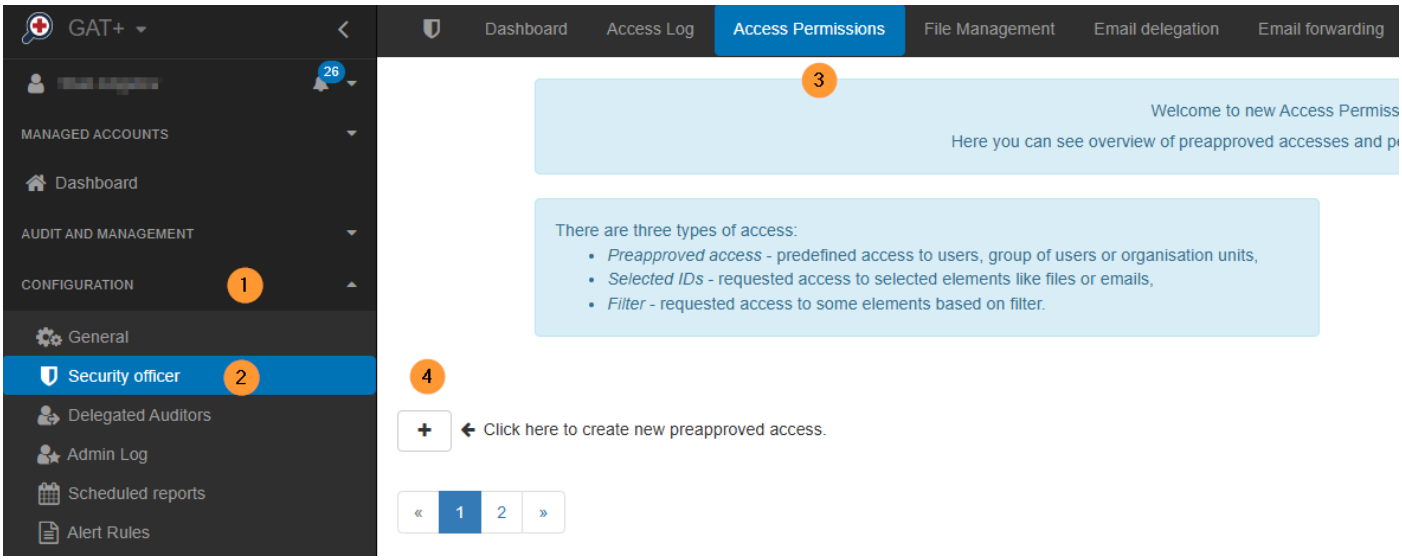


Click to **Save**

How to set up Unlock pre-approval for Email?

How to set up Flow preapproval within GAT+

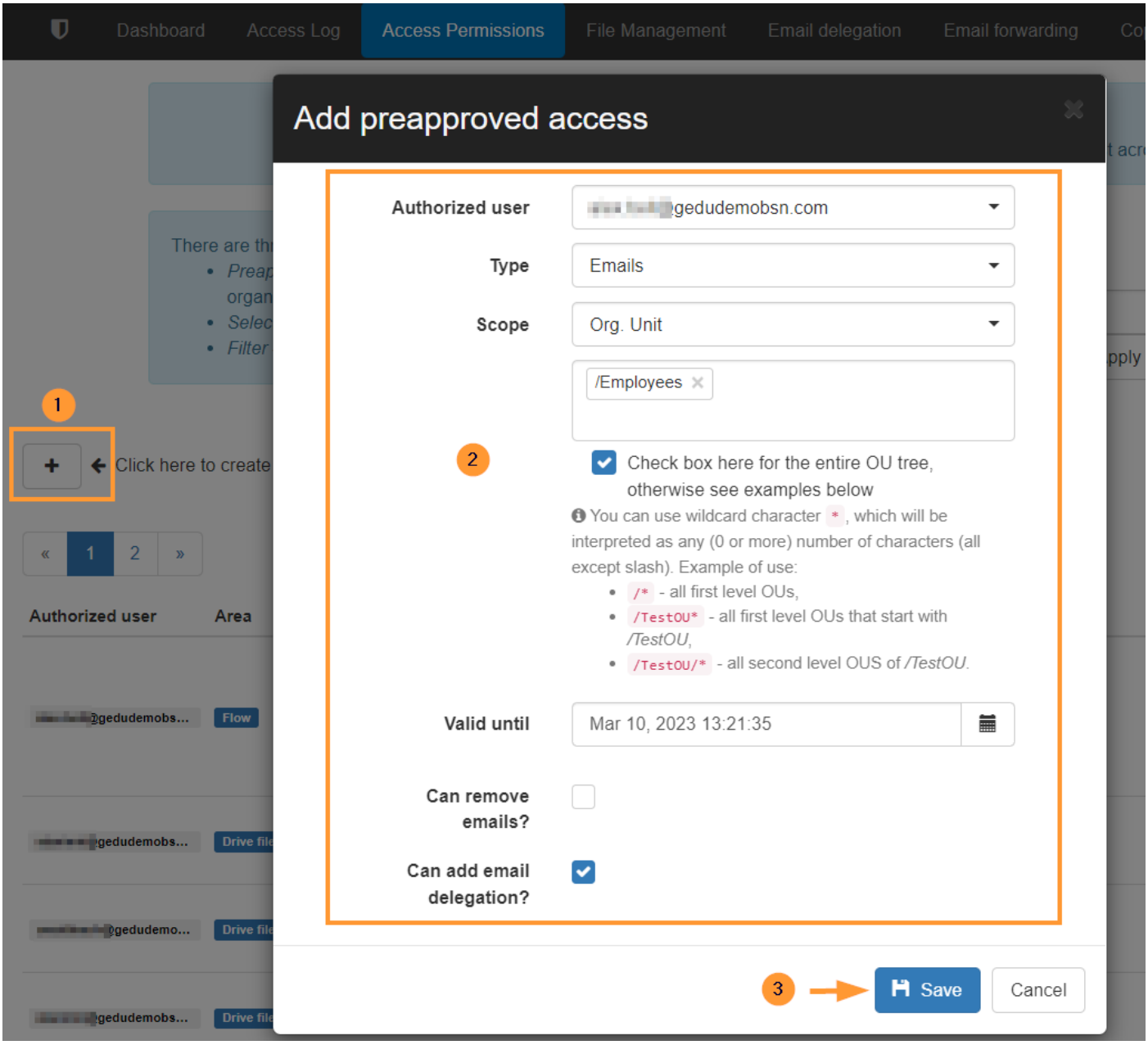
Navigate to **GAT+ > Configuration > Security Officer > Access permissions**



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 who you want to set pre-approved access to
- **Type** – **Email**
- **Scope** – User, Group, Org.Unit
  - Scope select **only users of whom access will be pre-approved for**
- **Valid until** – set the time until pre-approved access will be granted
- **Can remove emails** - enable or disable to allow or not the removal of emails
  - Remove emails - permanent
  - Remove emails - trash only
- **Can add email delegation** - enable or disable to allow or not setting up of Email delegation

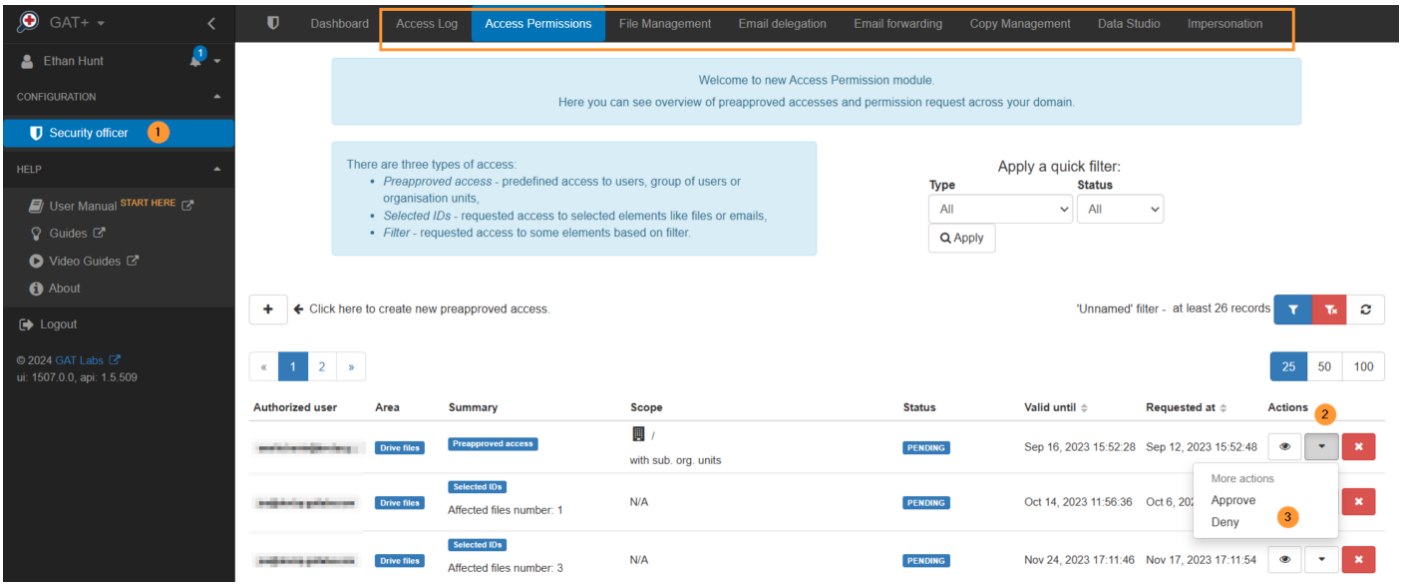


Click on **Save**

Approval email

NOTE: Unlike the normal requests **no email will be sent to the Security officer for approval**. The Security Officer must log in to GAT+ and approve the requests.

The Security officer must navigate to **GAT+ > Configuration > Security Officer > Access permissions - and Approve the request**.



Result

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

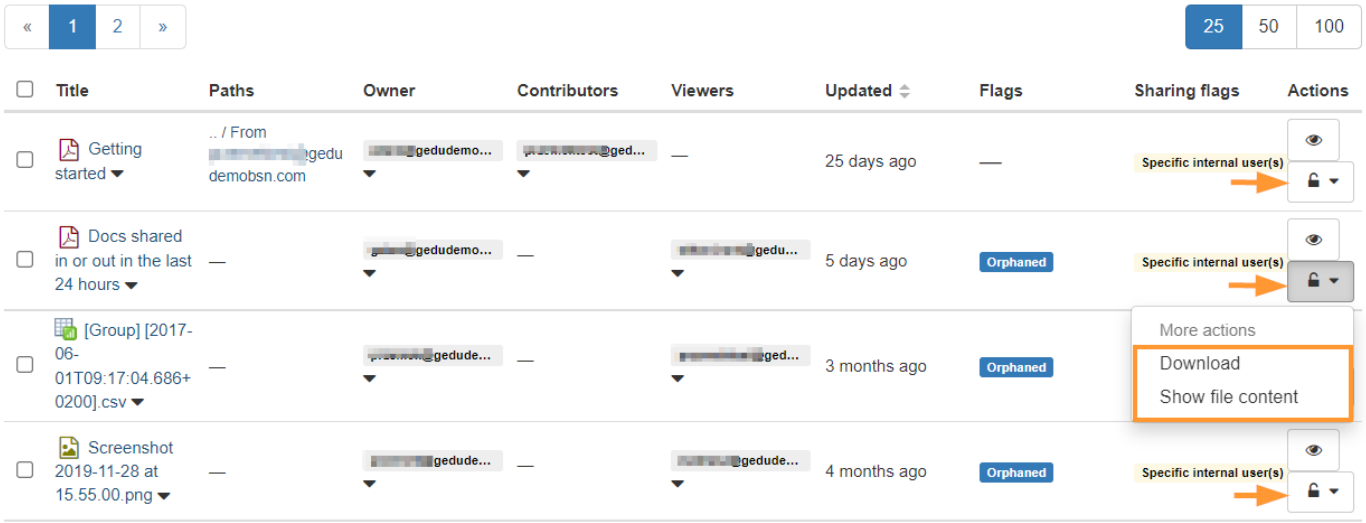
When the pre-approved is enabled, the Admin does not need approval for every request.

When the Admin wants to use Unlock, the action they choose requiring Unlock will **start right away, without sending a request to the Security Officer.**

Example of pre-approval enabled

If preapproval is enabled **no email will be sent to the Security Officer**, the **request will be approved**, the **access to the Files will be granted**

The **Admin will have access to view and download all the files by default from all the users selected in the Scope**



Approval in GAT+

