Manage Custom Attributes with GAT Flow

Users Audit & Management · https://gatlabs.com/knowledge/tech-tips/manage-custom-attributes/

Manage Custom Attributes with GAT Flow

GAT Flow is a User Management tool for Google Workspace users. It allows direct access to the User accounts by the Admin of the domain.

The Admin can then take action and change the user data directly within Flow.

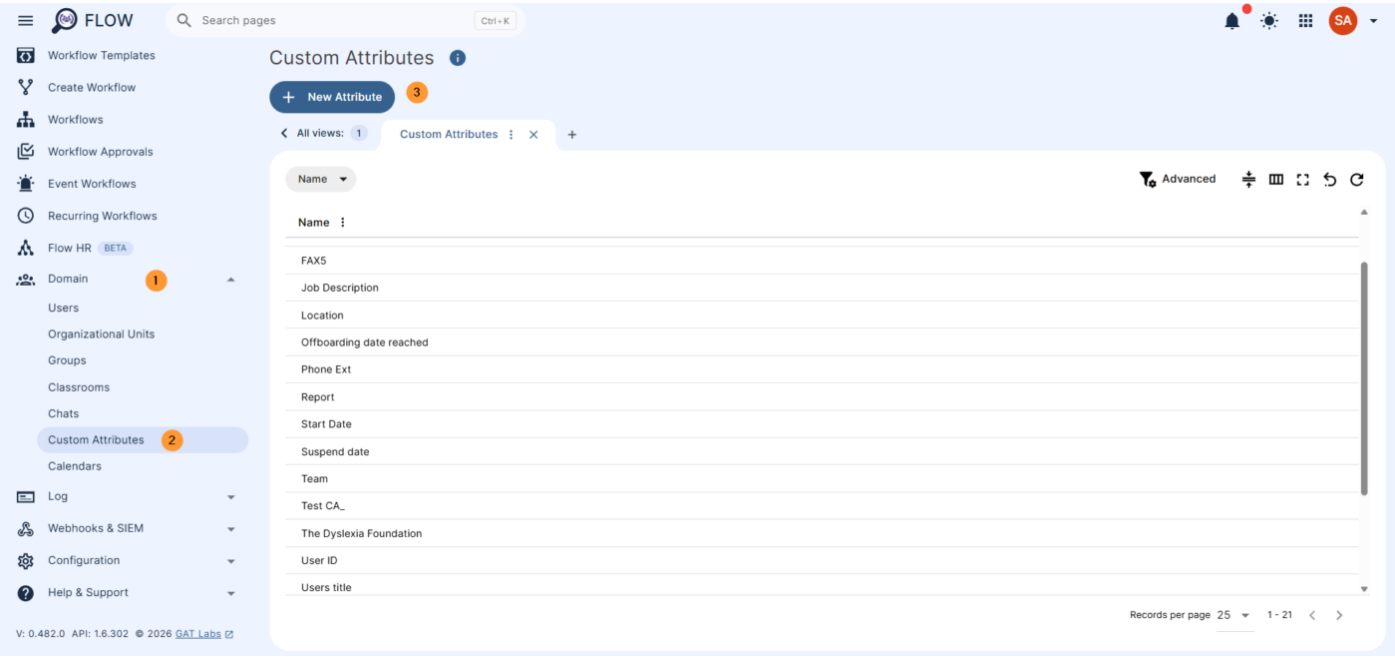
An Admin can store organization-specific information about users, such as location or employee start date, in addition to the standard information, such as employee ID and title, in a user's profile.

To store this additional information, the Admin can create ***custom attributes.***

The Admin can **add, view, edit**, and **delete** the custom attributes in the domain.

Add custom attributes

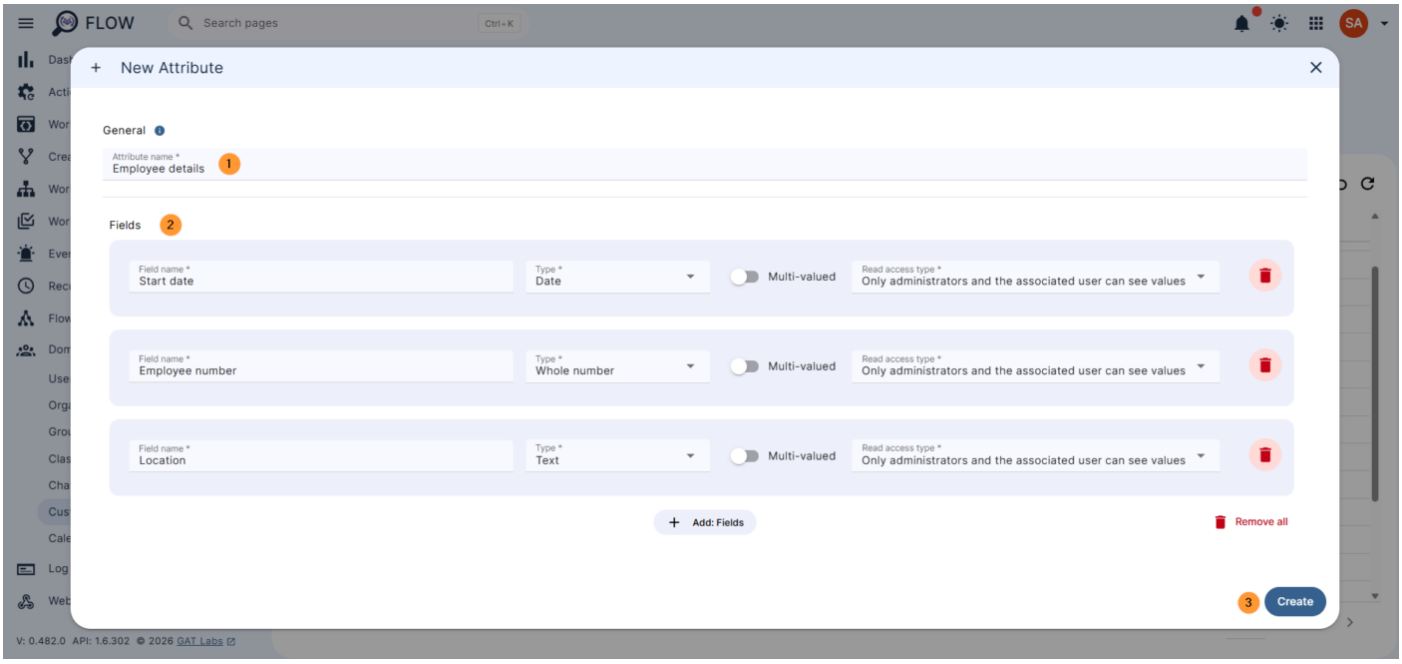
Navigate to **Flow > Domain > Custom attributes > New attribute**



When you click on the **New attribute** button, a **new window** will be displayed.

Fill in the details for the Attribute.

- **Name** - enter the name for the attribute
- **Fields** - enter the fields you want
  - **Name** - enter a name for the specific attribute
  - **Type** - enter the type of attribute, and the users have to fill in the details based on this type
    - Yes or No - an input field for a yes or no value
    - Date - an input field for date format
    - Decimal number -an input field for a decimal number
    - Email - an input field for an email address
    - Whole number - an input field for the whole number
    - Phone - an input field for phone number
    - Text - an input field for text
  - **Multi-valued** - enable or disable the multivalued field
  - **Read access type** - select the read access type it can be
    - Only administrators and the associated user can see values
    - Any user in your domain can see values

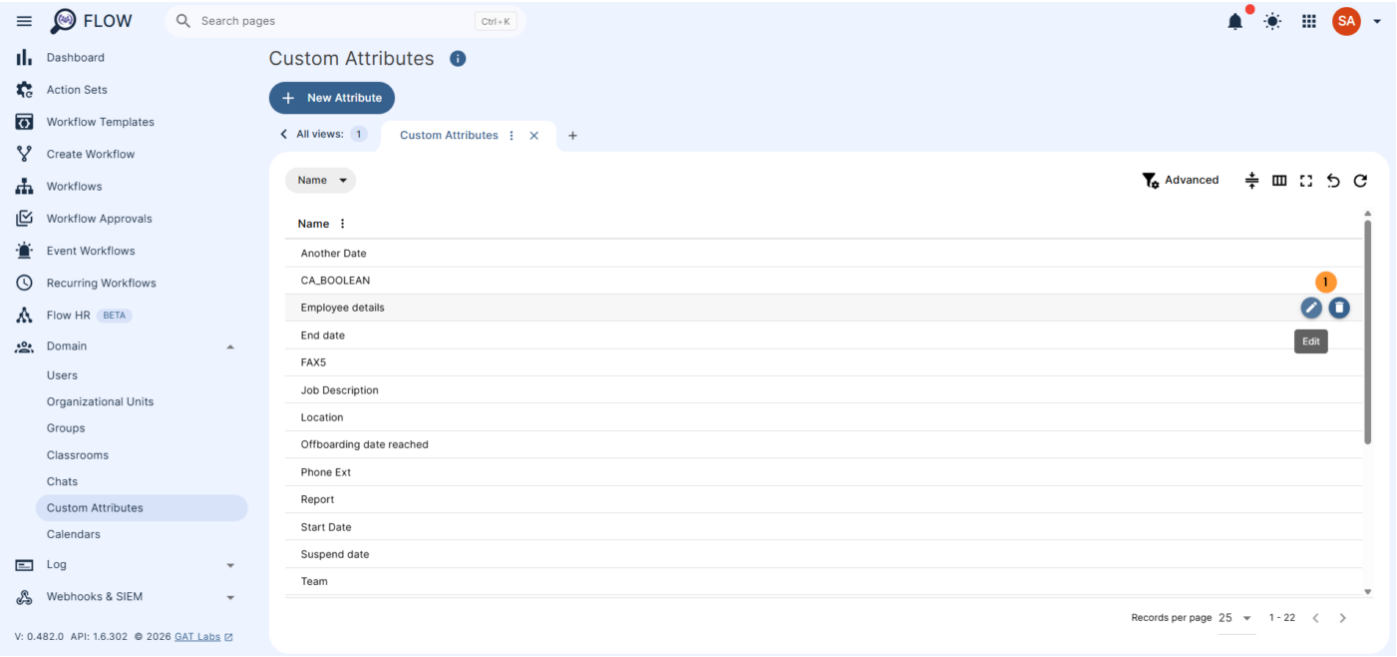


When ready, click on the "**Create**" button.

The new custom attribute will be created and added to the domain.

Existing custom attributes

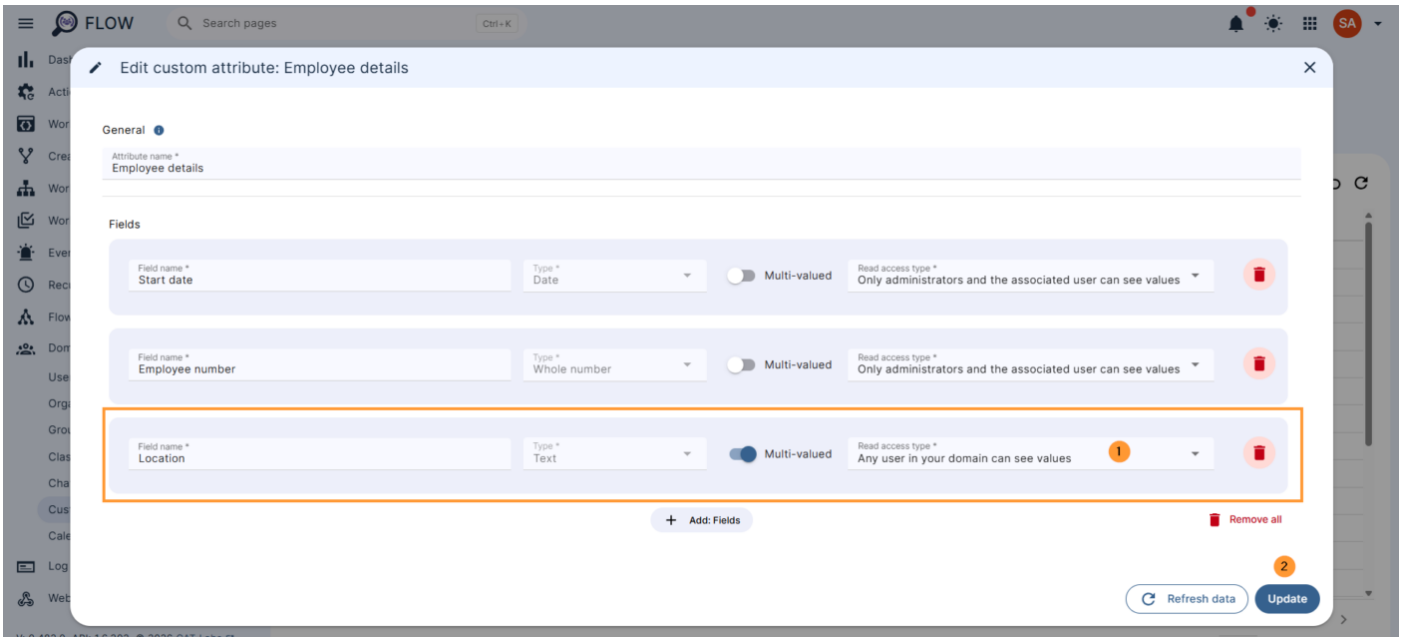
The Admin can **edit** and **delete** the Custom Attributes from the two buttons on the right side.



Edit existing attributes

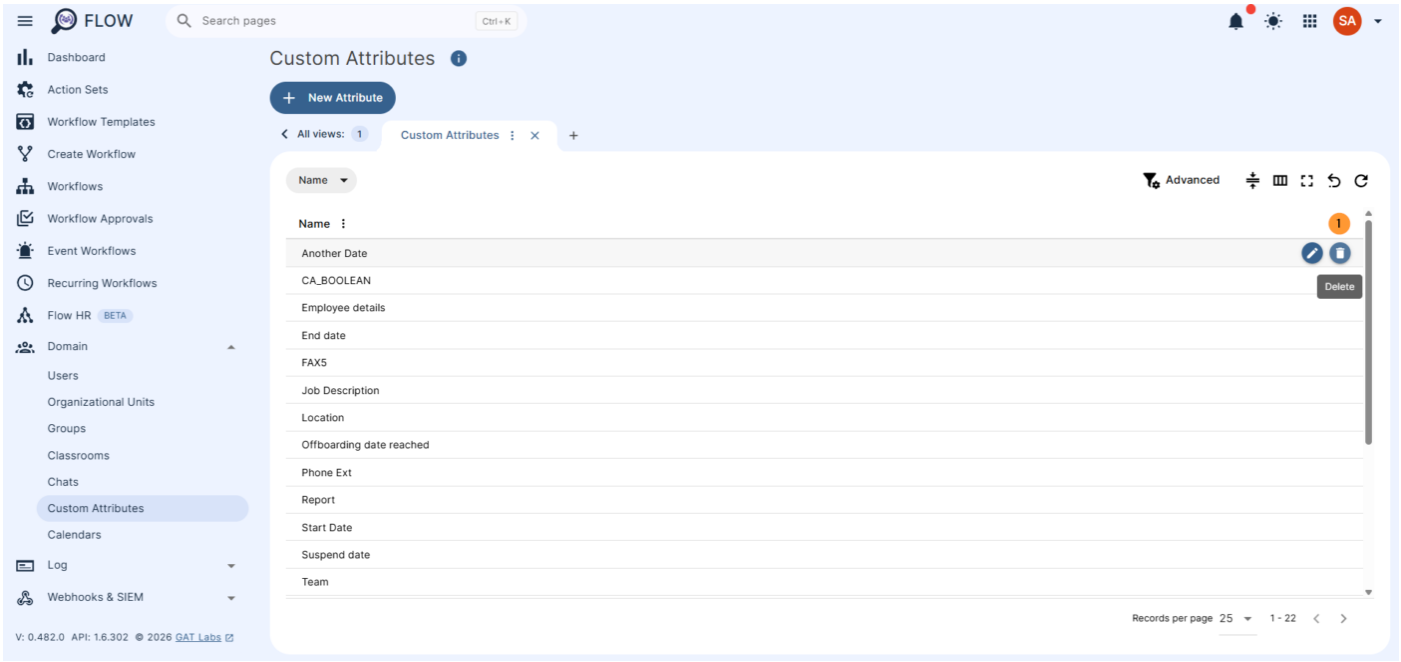
Click on the "pen" icon button and edit each of the fields.

- **Name** - update/edit the name for each field.
- **Read access type** - change the type of access to those fields
- **Delete** - click on the bin icon and delete the field
- **Add: Field** - click on the button and add a new field
- **Update** - click to save the changes on the Custom attribute



Delete existing attribute

Click on the "bin icon" to delete the custom attribute.



Result

By managing custom attributes within GAT Flow, administrators can easily expand their organization's user directory beyond Google's standard fields to track highly specific data like start dates, asset tags, or billing codes.

This grants full, centralized control over the lifecycle of company metadata, allowing admins to update tracking needs on the fly while instantly protecting sensitive information by setting strict privacy access rules.

Ultimately, these tailored attributes are seamlessly integrated into the domain, making user profiles more useful for everyday administration, automated groups, and single sign-on systems.