Recurring Workflows

On-boarding, Off-boarding & Modifying · https://gatlabs.com/knowledge/tech-tips/recurring-workflows/

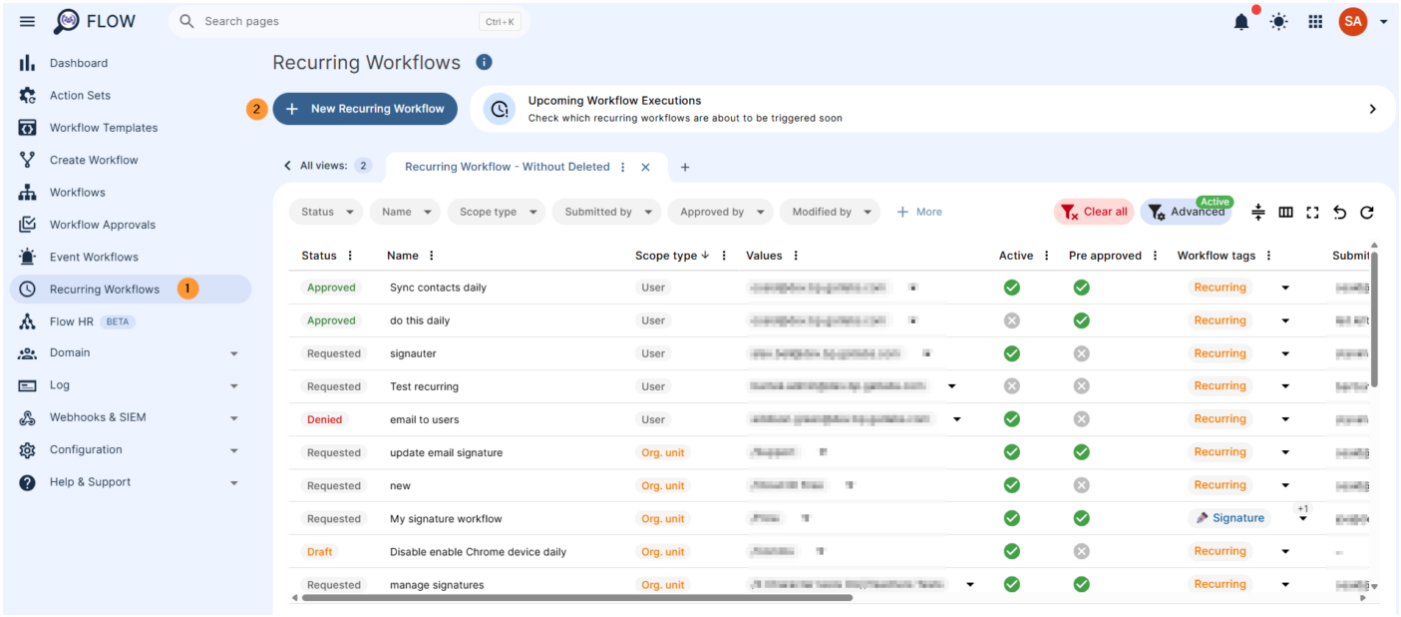
Recurring Workflows in GAT Flow

You can use GAT Flow to automate recurring actions within the Google Workspace environment.

These **recurring** workflows can enforce specific user settings that can't be controlled on the Google Workspace Admin Console.

Configure a Recurring Workflow

Navigate to **GAT Flow > Recurring workflow > + New Recurring workflow**



Fill in the workflow

In the **Define workflow type**, fill in the required information

- **Name –** enter a workflow name
- Description – enter a description for the workflow (optional)
- **Cron –** Select the **time when the workflow is to occur** (cron expression)
  - **Every day** - after midnight

- **Every weekend -** every Saturday
- **Every first day of the month -** every first day of the month
- **Custom** - select **custom cron** expression - by default, **only one workflow per day**

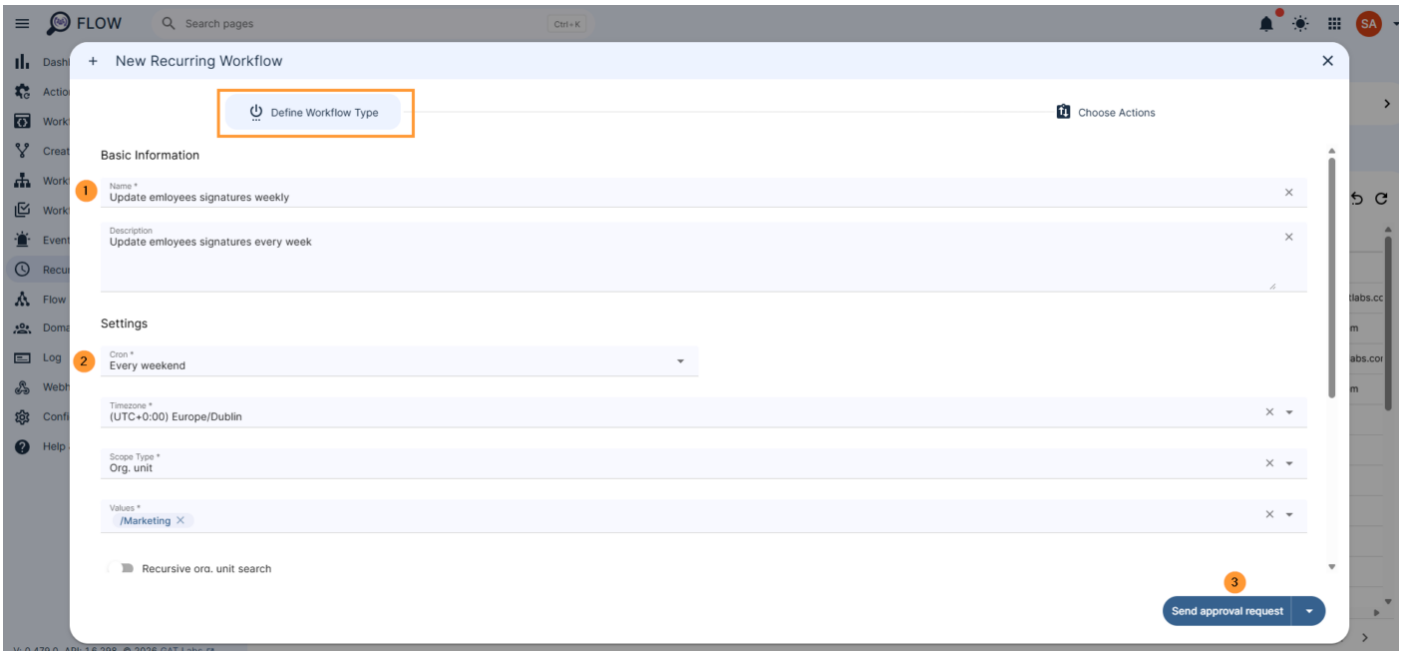
- **Timezone –** select your local time zone (unless some other timezone is needed), and the workflow will repeat based on the combination of Cron and Time Zone configurations.

  NOTE: Setting up your local timezone when creating a recurring workflow will automatically adjust the execution time when the time changes in your region.

- **Scope type** – select what users are to be affected by the workflow
  - Organization unit - select Org. unit
    - Recursive OU search - enable or disable recursive OU search
  - Groups - enter the Google Groups
  - Users - enter the Users needed

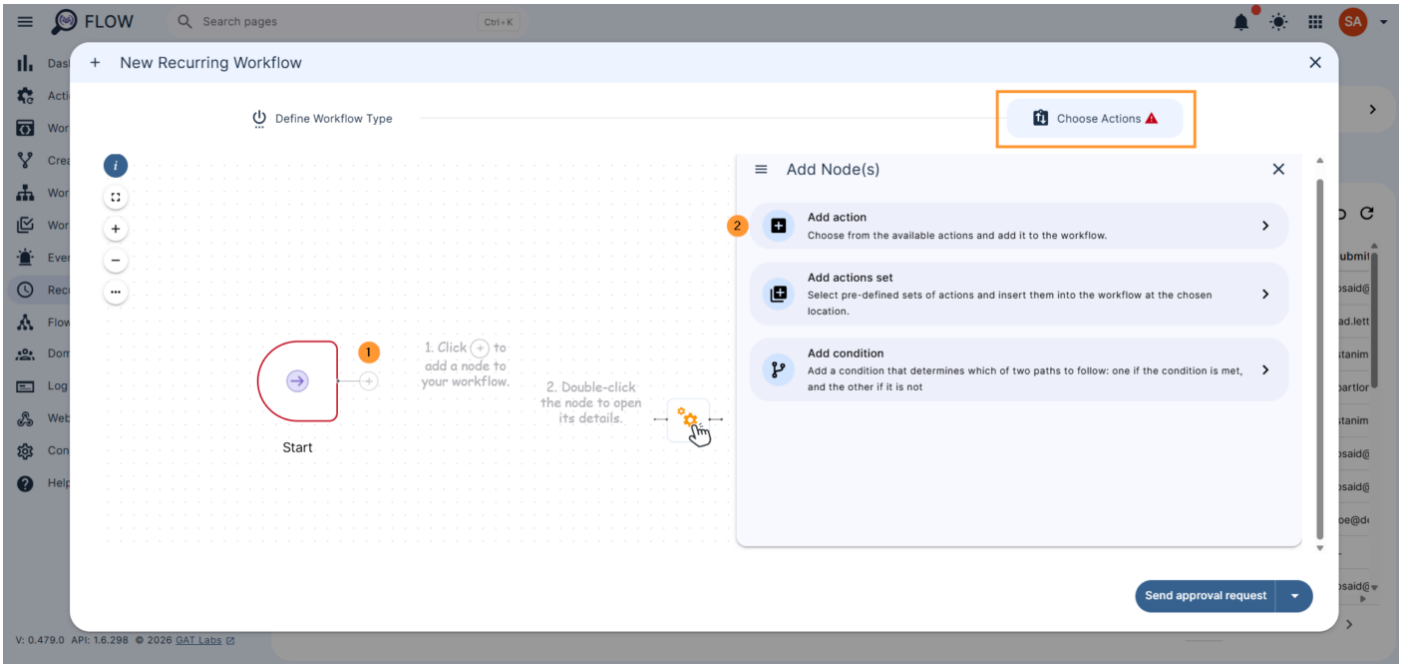
- **Notify** – designate a specific person or group of users to be notified when the workflow is completed.
- **Workflow tags** – apply your customized tags for easier workflow identification. How to Create Workflow Tags in GAT Flow
- **Active** – activate or deactivate the Recurring workflow
- **Pre-approved** – have pre-approval enabled
  - If this option is **enabled**, every workflow to run will be **automatically approved.**
  - If **disabled**, each time the workflow is automatically triggered, it will **need separate approval.**

- **Include suspended users** – If processing of suspended users is enabled, it is possible to select them for any scope

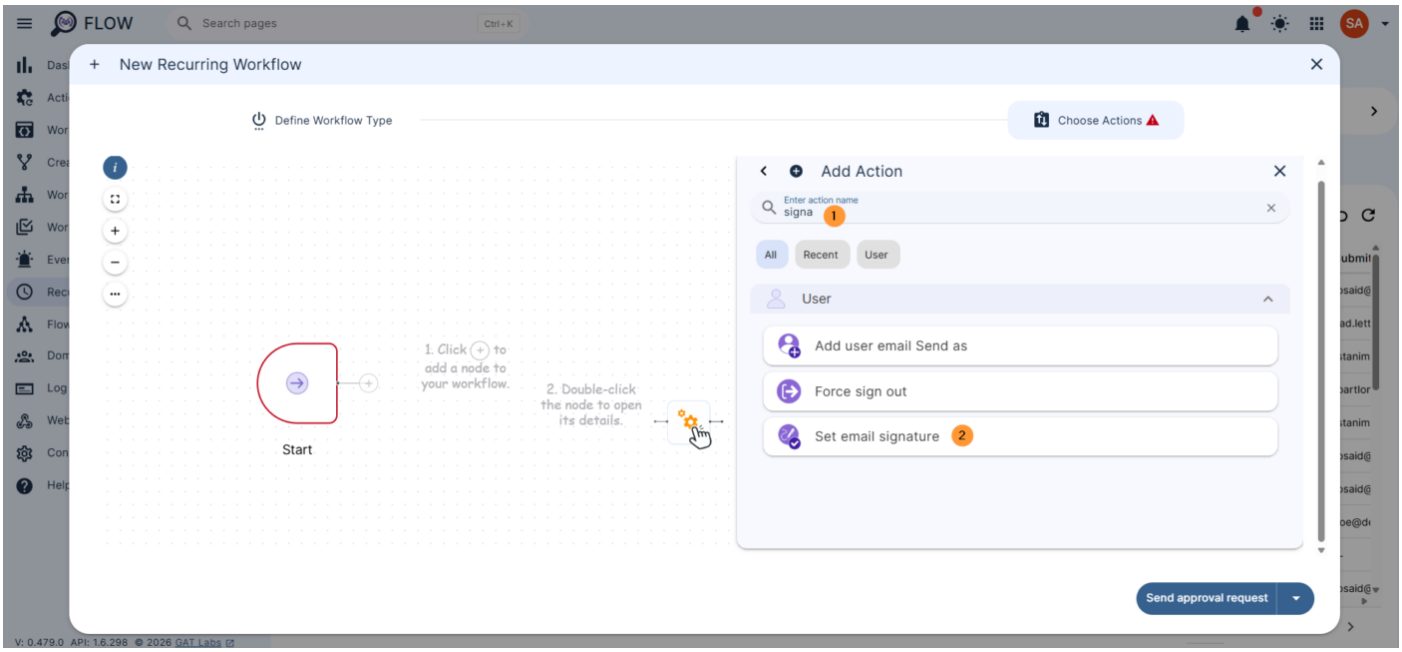


Choose actions

In the "**Choose Actions**" tab, click on the "+" button and from the 3 options shown, select **Add action**



Search for the action **Set email signature** and select it.

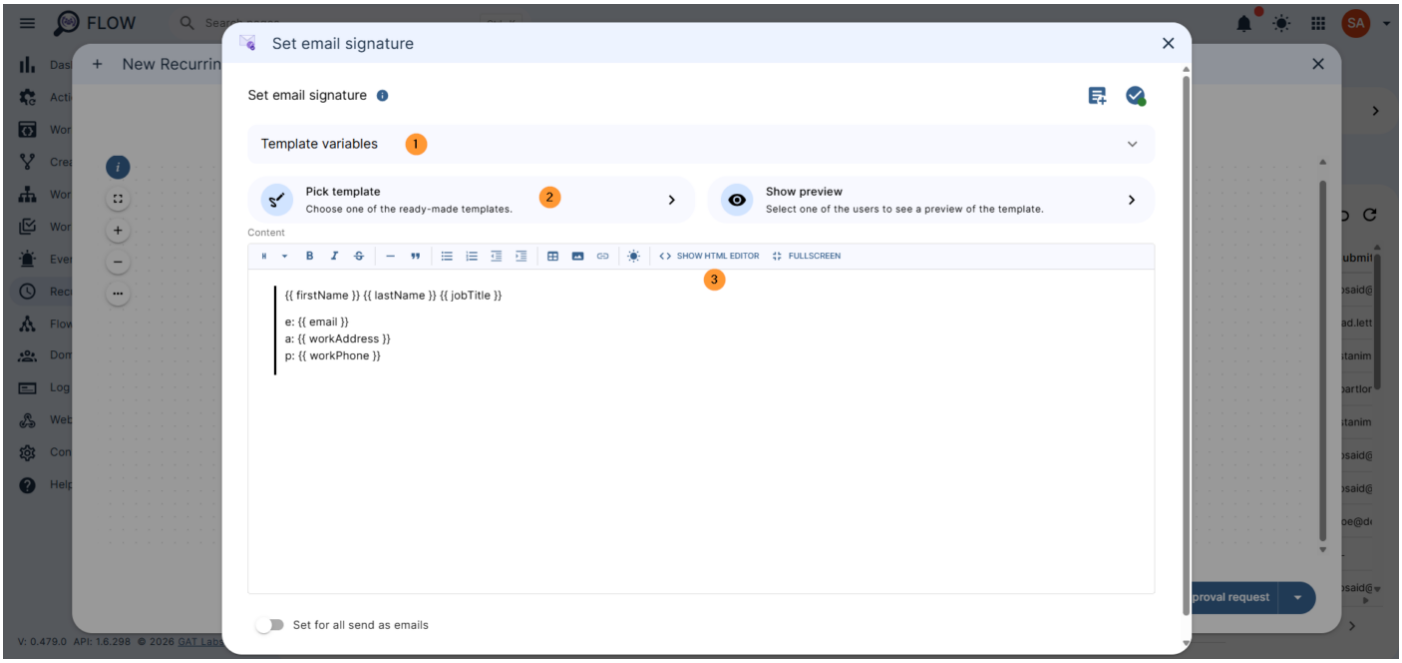


The Actions will be displayed.

Double-click on it to **open and fill in the signature details**

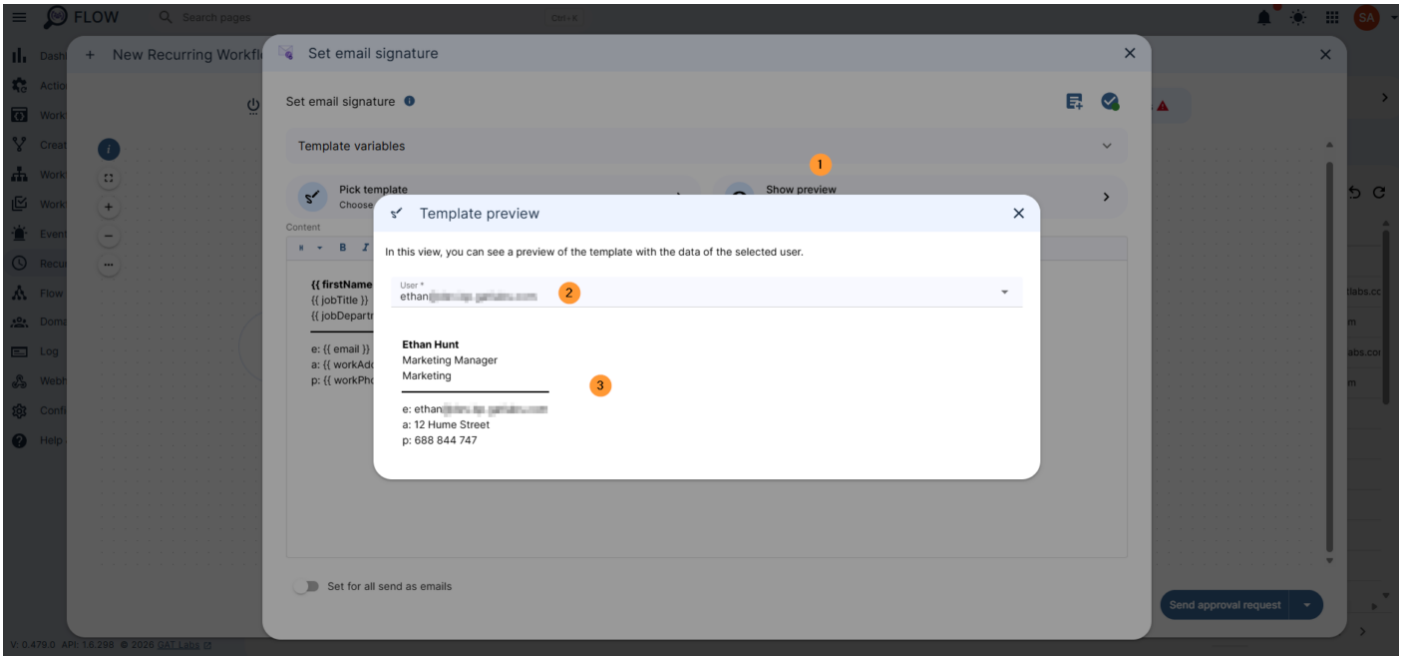
There are a few ways to create the signatures

- **Manually** - add the signature using the editor or HTML editor available. Template variables can be used
- **Template** - pick any of the prepared templates and fill in its details. Template variables can be used
- **Copy/paste** - copy and paste the HTML code for the signature from elsewhere. Template variables can be used



Show preview

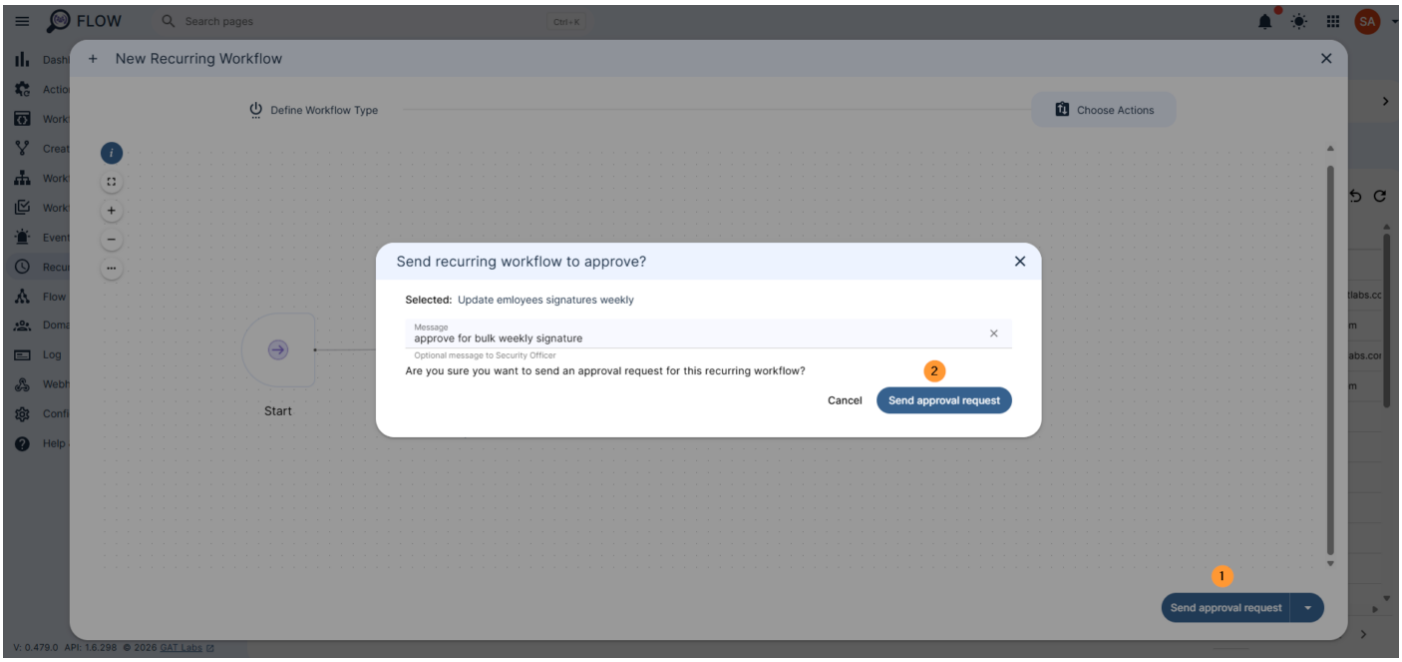
When the **signature is created** with one of the options, you can **preview** how it would look to any user of the domain.



Send the request for **Security Officer approval** when the signature is set.

Pop up window will be displayed. Enter an optional message for the Security officer.

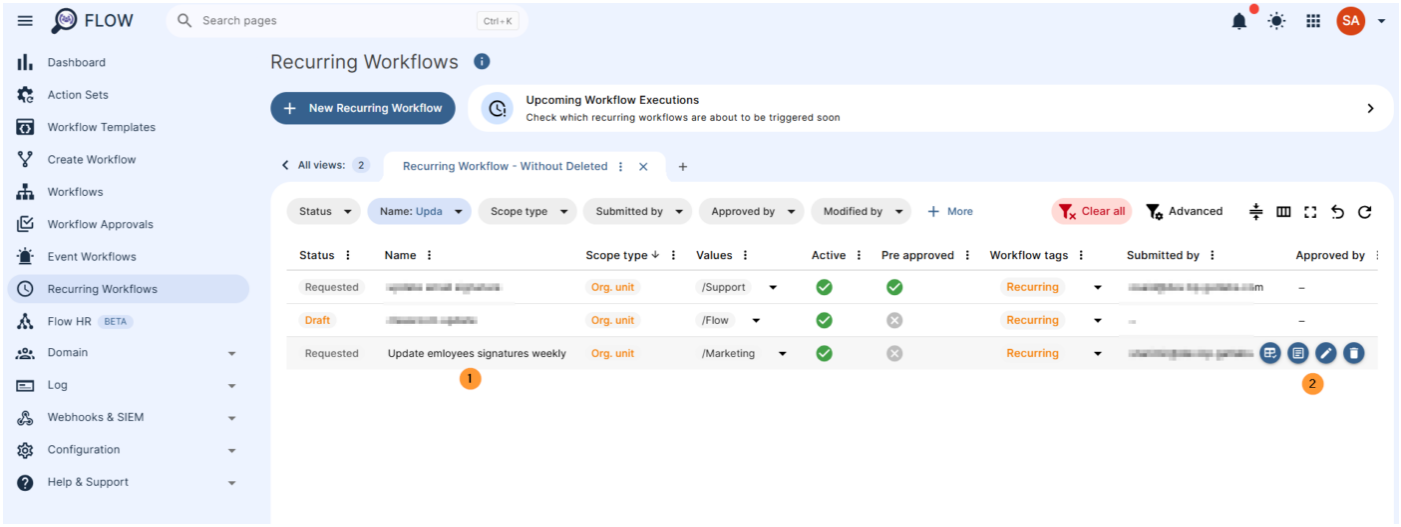
Click on **Send approval request**



Actions that can be taken on the Recurring workflow

- **Results -** view the results for the workflow

- **Details** - view the details of the workflow
- **Edit** - edit the workflow
- **Delete** - delete the recurring workflow

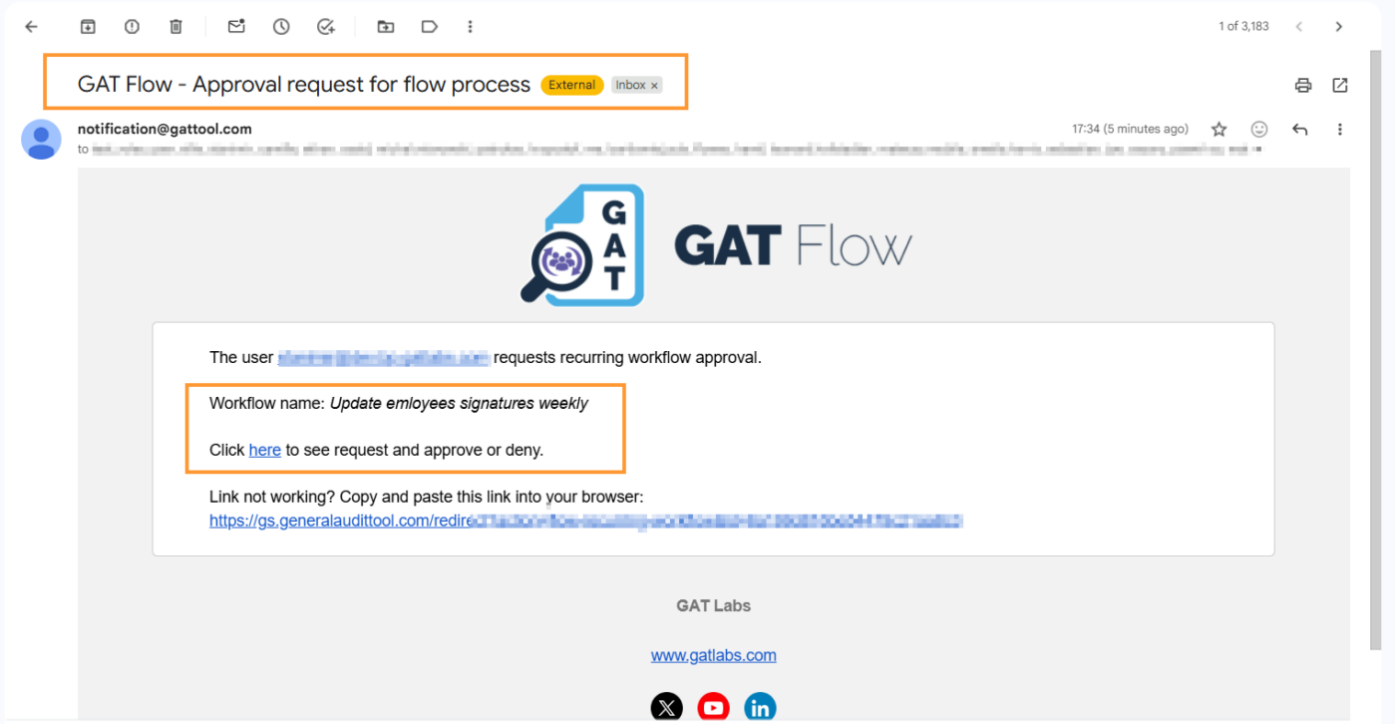


Security officer

Important Note: For Event and Recurring workflow – by **default Security Officer must approve the request**.

The “pre-approved” (selected above) **is for the Actions on the workflow** to run without approval; the **Event workflow itself must be approved.**

When the request is sent, an automatic email will be sent to the **Security officers** of your domain.



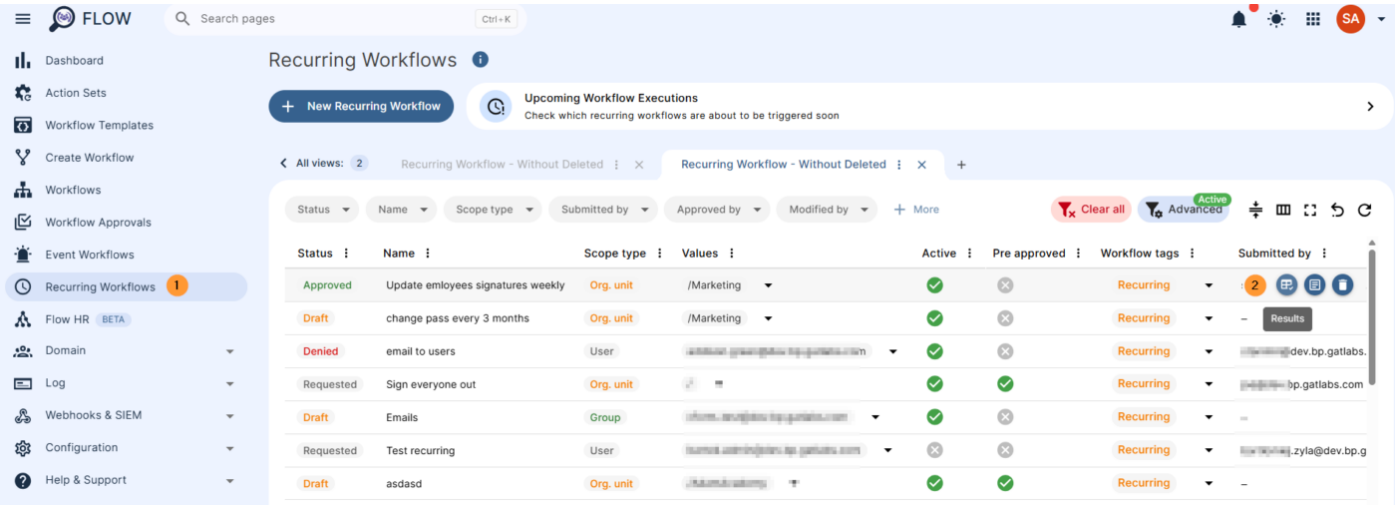
This will lead the Security Officer to the approval page in **GAT Flow > Recurring workflow.**

Result

When the Recurring workflow is approved.

- The **workflow will be triggered automatically on the occurrence time (in this case, weekly)**

The result can be seen in **Flow > Recurring workflow > Results**



Overview

Automating recurring workflows in GAT Flow allows Google Workspace administrators to effortlessly enforce and maintain crucial user settings - such as standardized email signatures - across specific organizational units, groups, or users.

By scheduling these tasks to run automatically based on precise time zones and cron expressions, IT teams can eliminate repetitive manual updates, bridge functionality gaps left by the standard Google Workspace Admin Console, and ensure continuous domain compliance with minimal oversight.

Why Automated, Time-Based Recurring Workflows Are Essential

Implementing automated, time-based recurring workflows is highly beneficial because it **transforms reactive administration into proactive, seamless governance.**

Instead of manually auditing and updating user configurations, administrators can rely on the system to automatically reset, correct, or apply necessary settings at optimal times (such as after midnight or over weekends).

This minimizes human error, ensures that company branding and security policies remain perfectly uniform across the entire organization, and frees up valuable IT hours to focus on higher-priority strategic initiatives.