Automatically Remove users from Google sites

On-boarding, Off-boarding & Modifying · https://gatlabs.com/knowledge/tech-tips/remove-users-from-google-sites/

GAT Flow is a Google Workspace user management tool that's part of the GAT+ toolset.

It allows Google Workspace Admins to manage and manipulate multiple domain user accounts, whereby Admins can Onboard, Offboard, or Modify domain users.

One of the options available for **Modifying and Offboarding** users is an action that can be taken on Google Sites, whereby **an Admin can remove users from all Google Sites.**

Here's how:

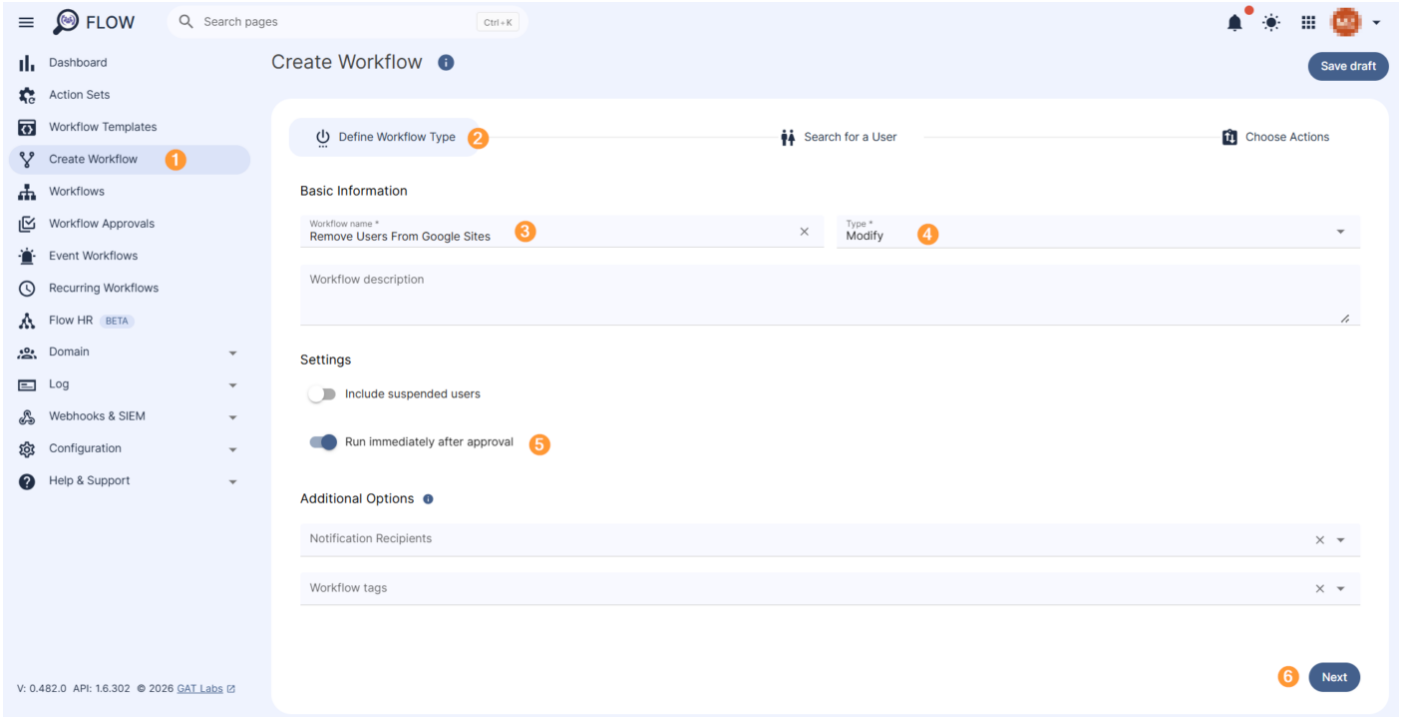
Create Workflow

Navigate to **GAT Flow → Create workflow** (1)

Under Define Workflow Type section (2) fill in the following:

- **Enter a name** for the workflow (3)
- Select the **type of workflow** (4)
  - **Offboarding** – offboarding users
  - **Modify** – modify existing users
- **Run immediately after approval** (5)

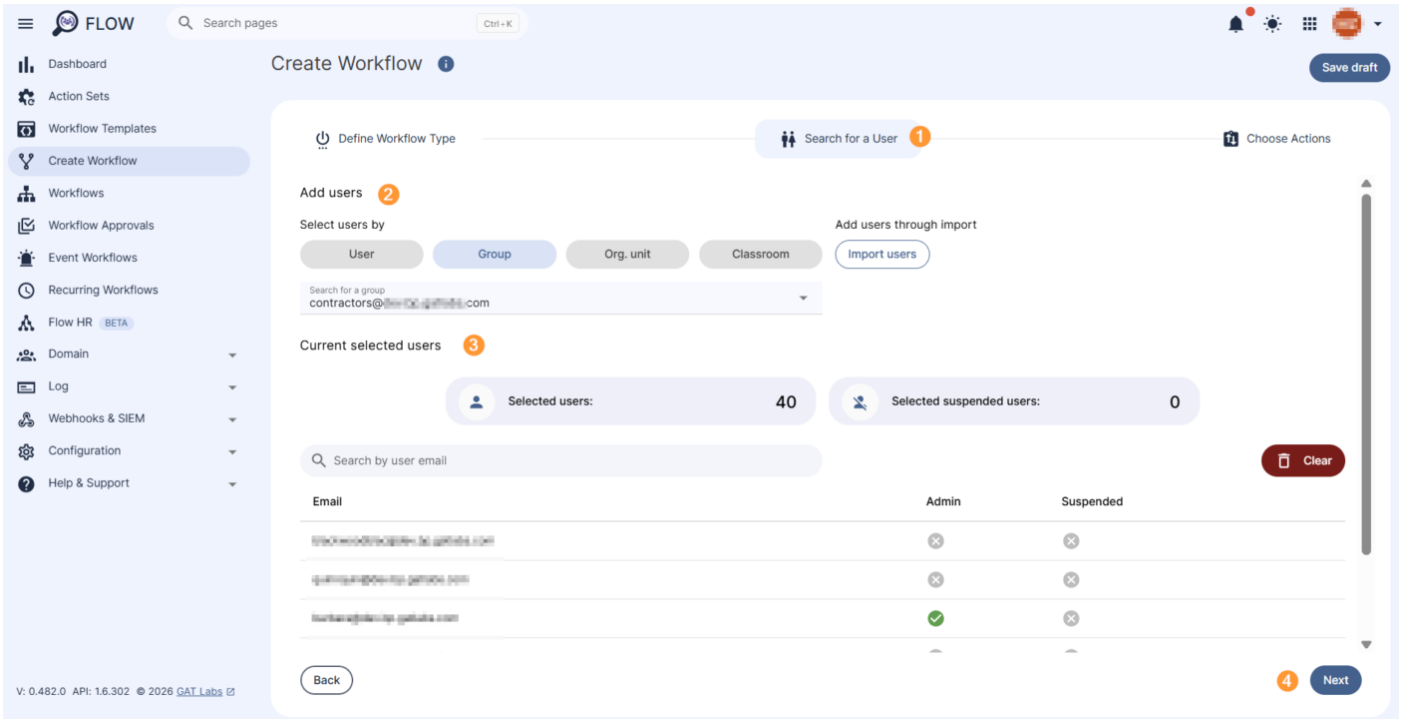
Click on **Next** to proceed (6).



Search for a User

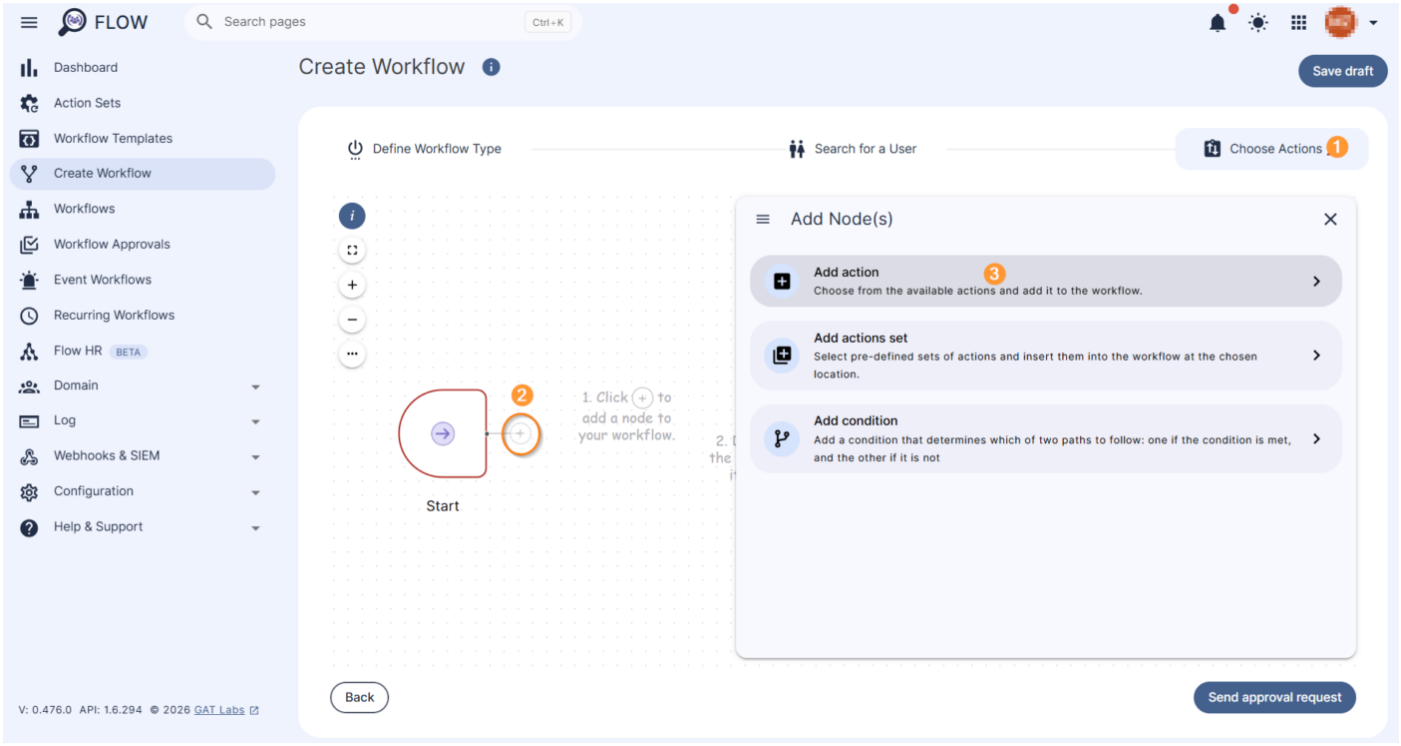
Under the Search for a User section (1), **pick the users** who need to be **removed from any Google Sites**

- **Enter user** by selecting a user, group, or org. unit of users (2-3)
- Select **Next** to proceed (4)

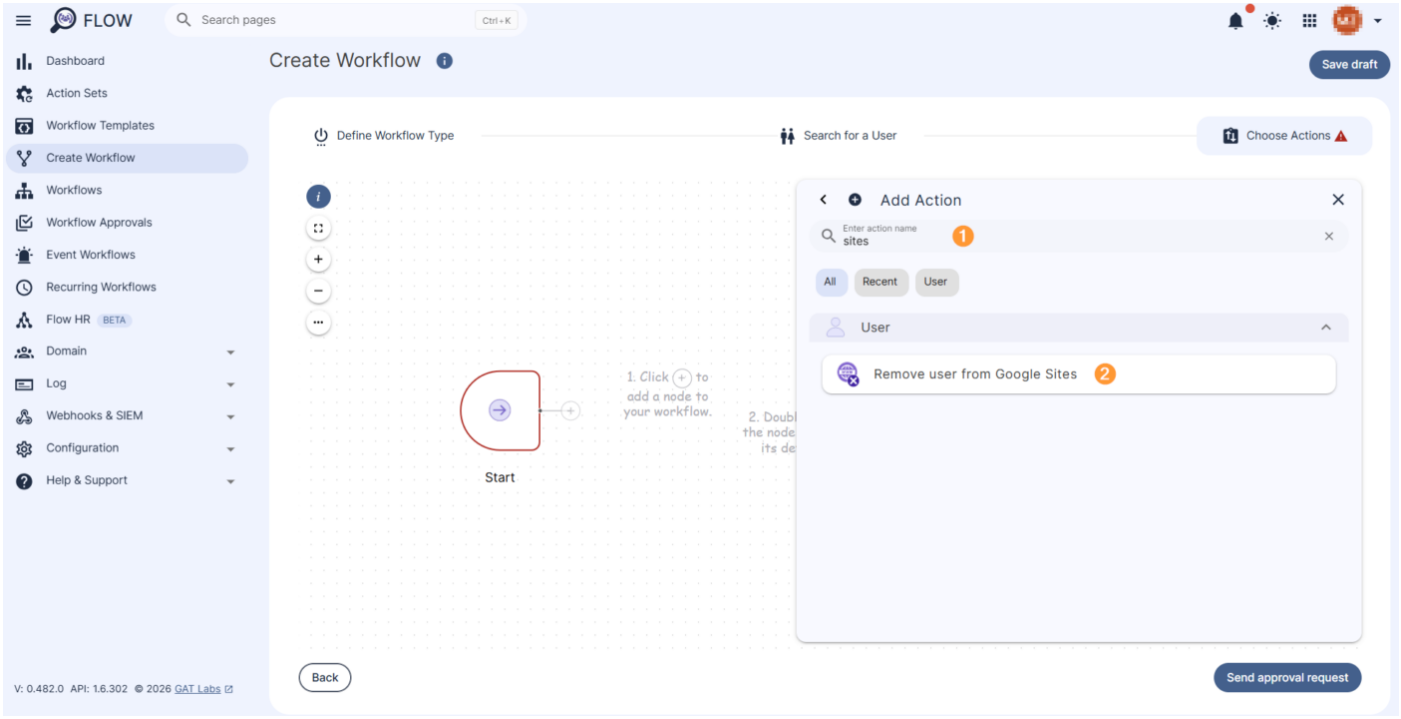


Choose Actions

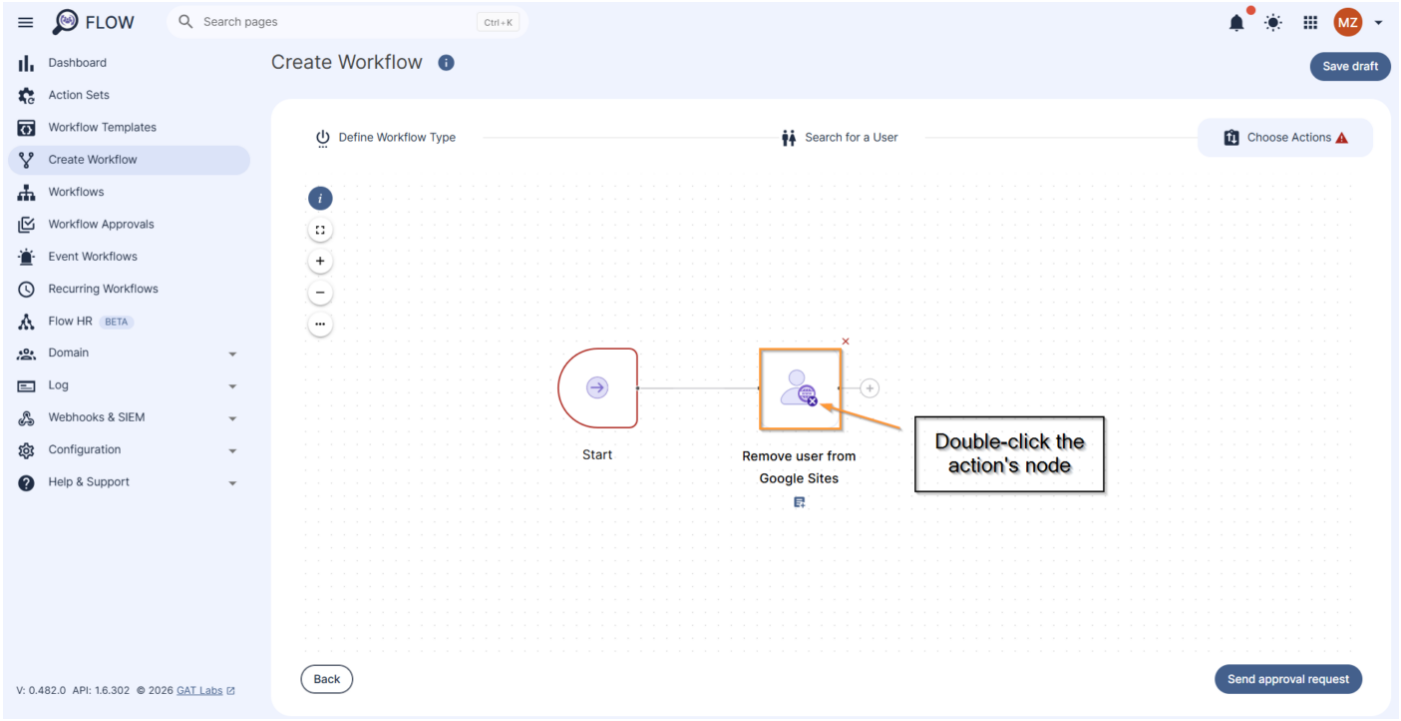
Under the Choose Actions section (1), click on the + button (2) and Add action (3). A pop-up menu with all the available actions will be displayed.



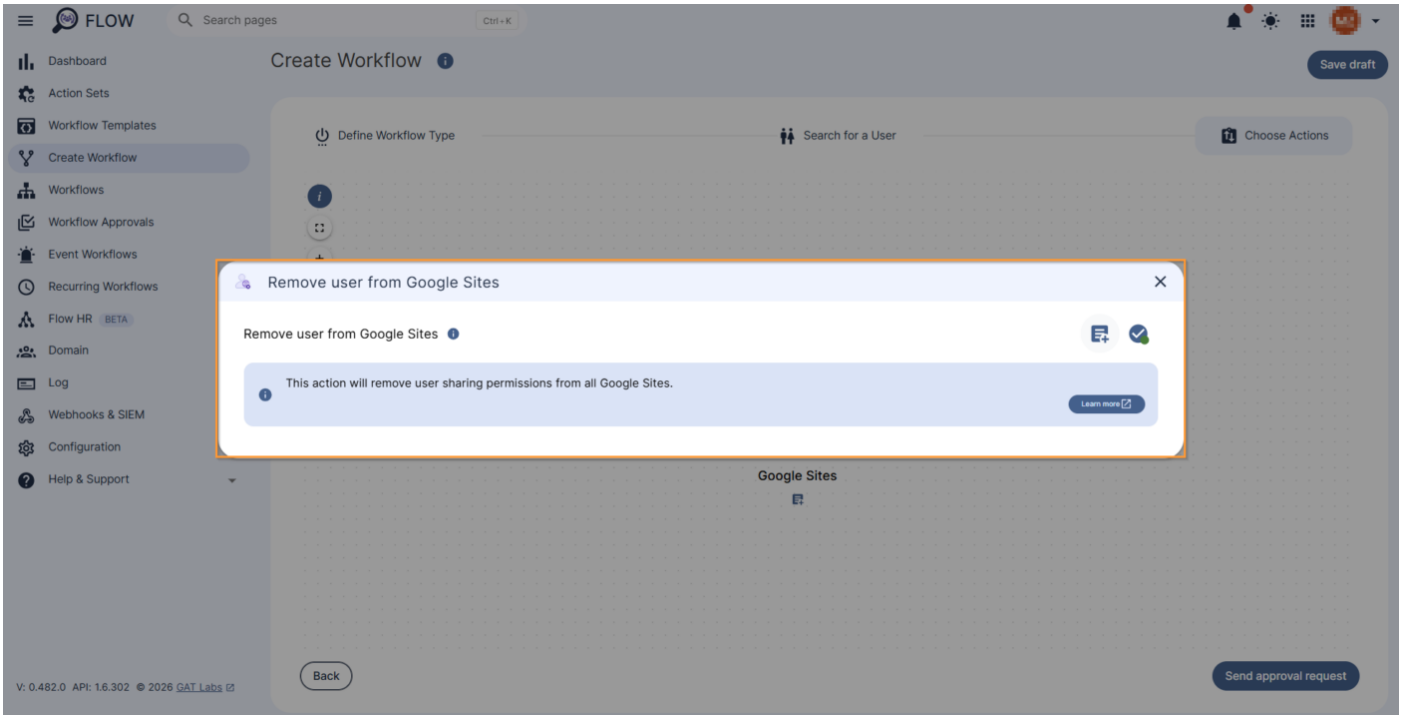
From the menu that appears, search and select the **Remove user from Google Sites** action



Once the action is selected, it will be added to the workflow. Double click on the action node to open the action for review.

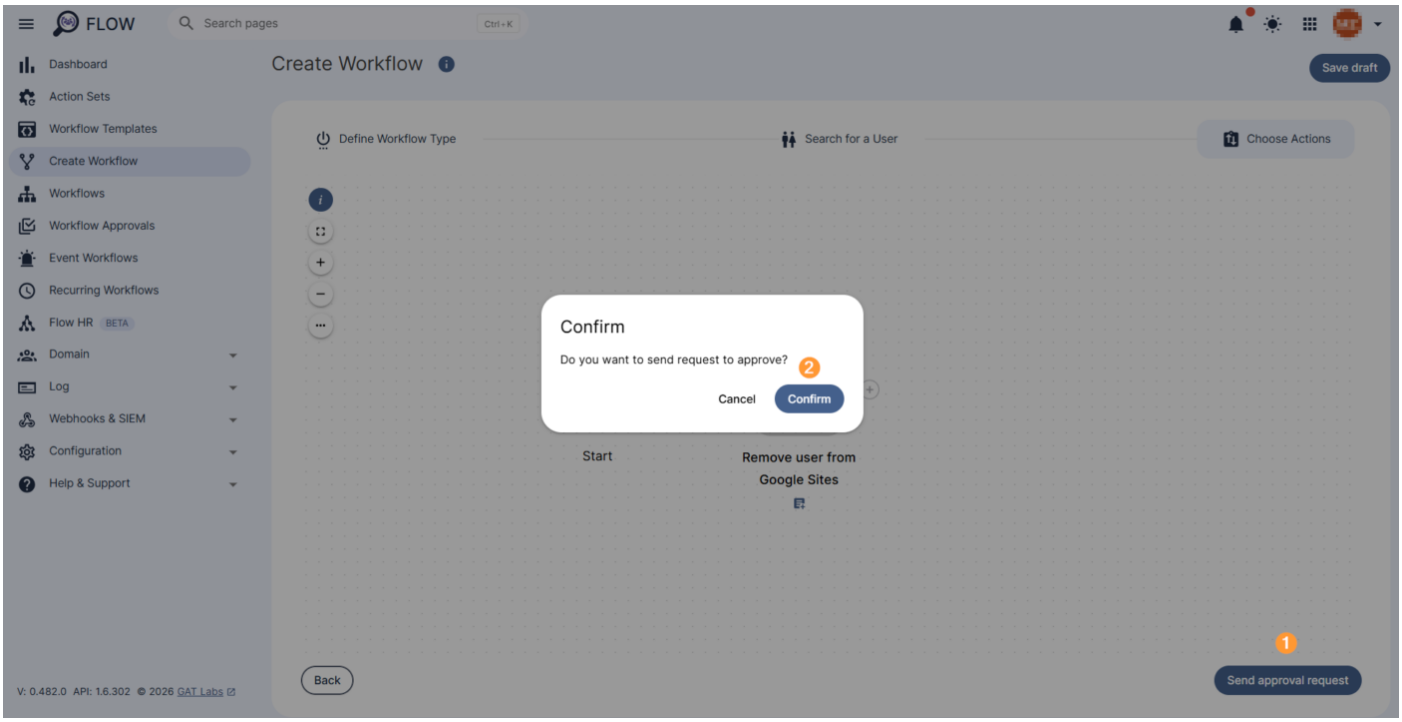


Action explanation is displayed.



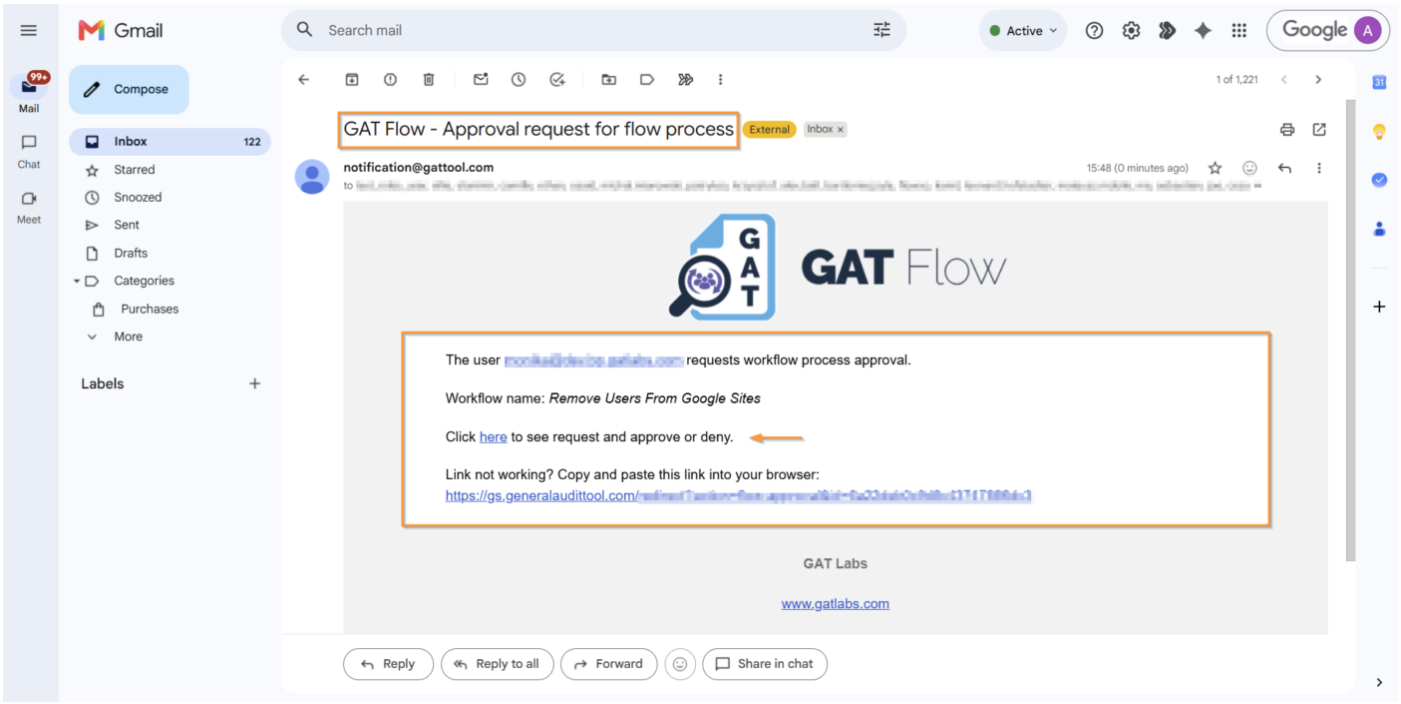
When finished reviewing the action, click anywhere outside the action note to close it and select **Send Approval Request** to the Security Officer for review.

After selecting **Send Approval Request** (1), a confirmation message will appear. **Confirm** to continue (2).

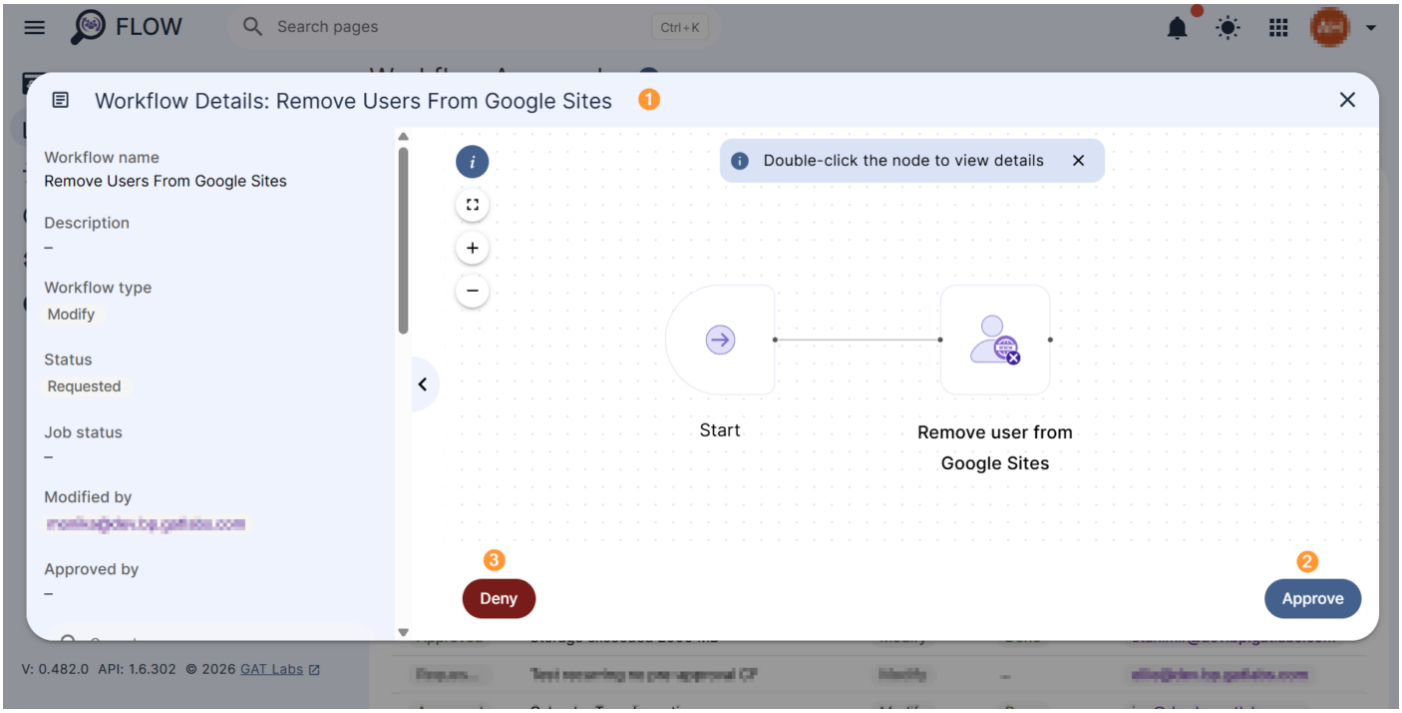


Security Officer Approval

An email will be sent to the Security Officer. The Security officer will receive an email for the approval required.



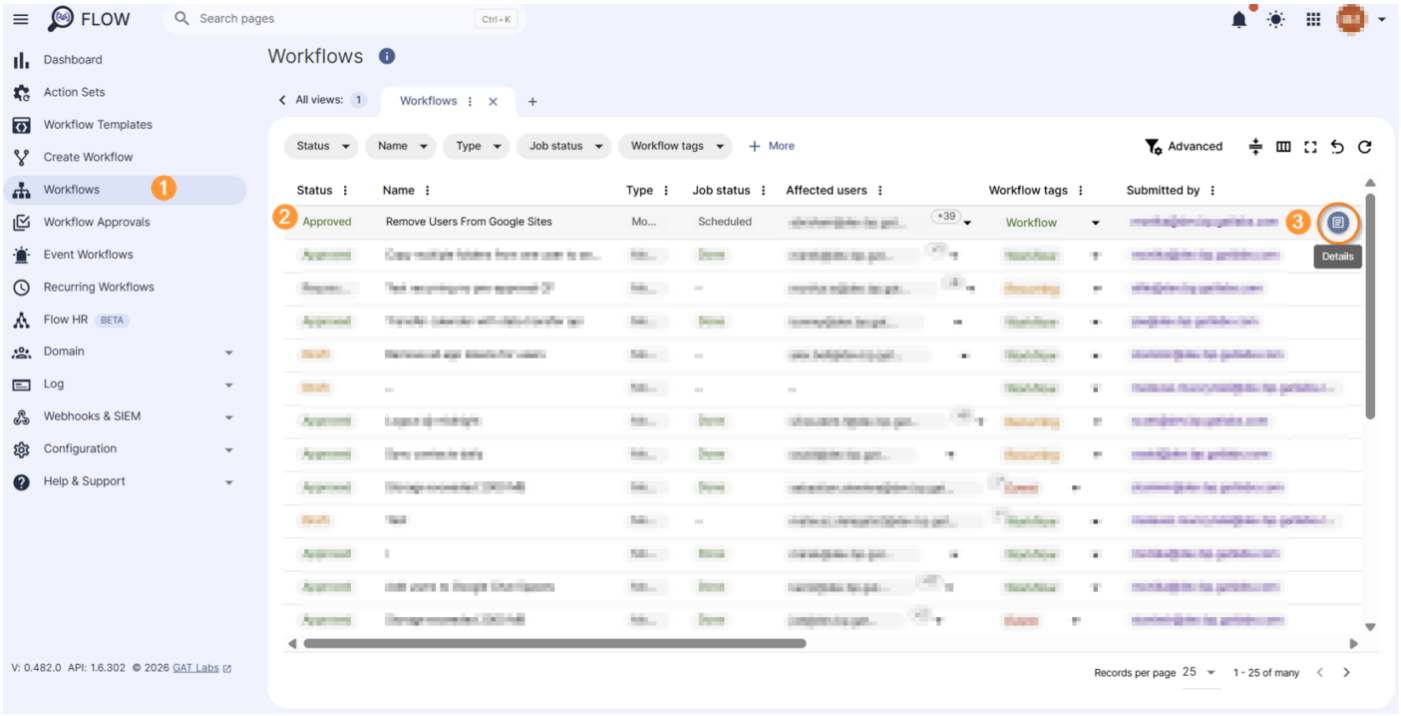
Once clicked on the link in the email, Security Officer will ne redirected to **Flow → Approval section** where the request can be **approved** or denied.



Note: If you have pre-approved Flow approved, the action will be set to run without approval required.

Result

When the workflow is approved (via pre-approval or by a Security Officer). The workflow will be set to run and its details can be seen in the **Workflow** tab by the Admin.



The **selected users will be removed from any Google Sites.**

Before removal

[GAT Flow | Remove users from Google sites 5]

After removal

[GAT Flow | Remove users from Google sites 6]

> ***Note:*** *For data to be reflected, a new GAT+ scan will be required.*