Save Draft and Copy Workflow Features of GAT Flow

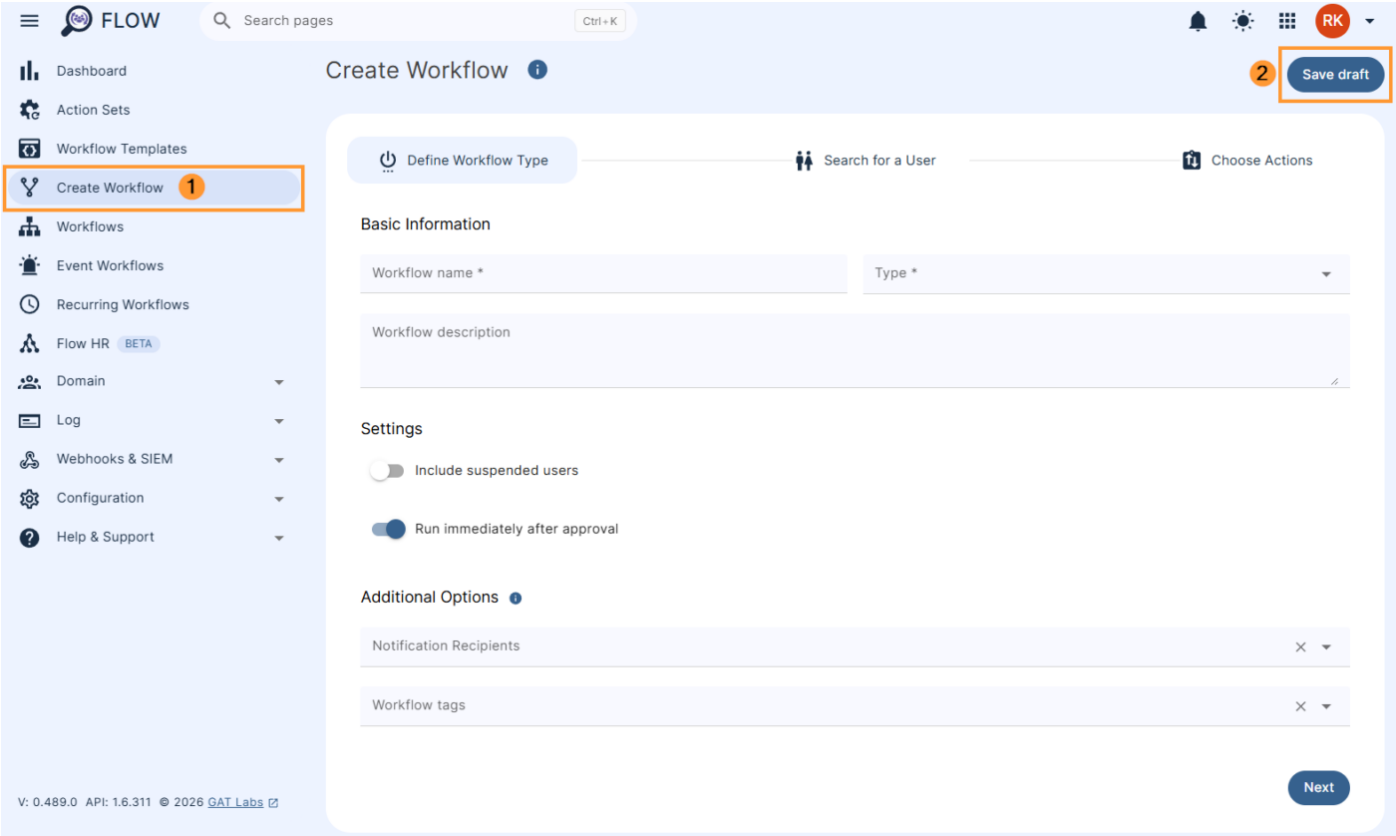
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GAT Flow allows Google Workspace Admins to take actions on the users on their domain in bulk. It also helps Admins to create workflows in a very productive and efficient manner. This can be achieved by two simple features available within the tool:

1. **'Save draft'** while using **Create workflow**
2. **'Copy'** while using **Event workflow**

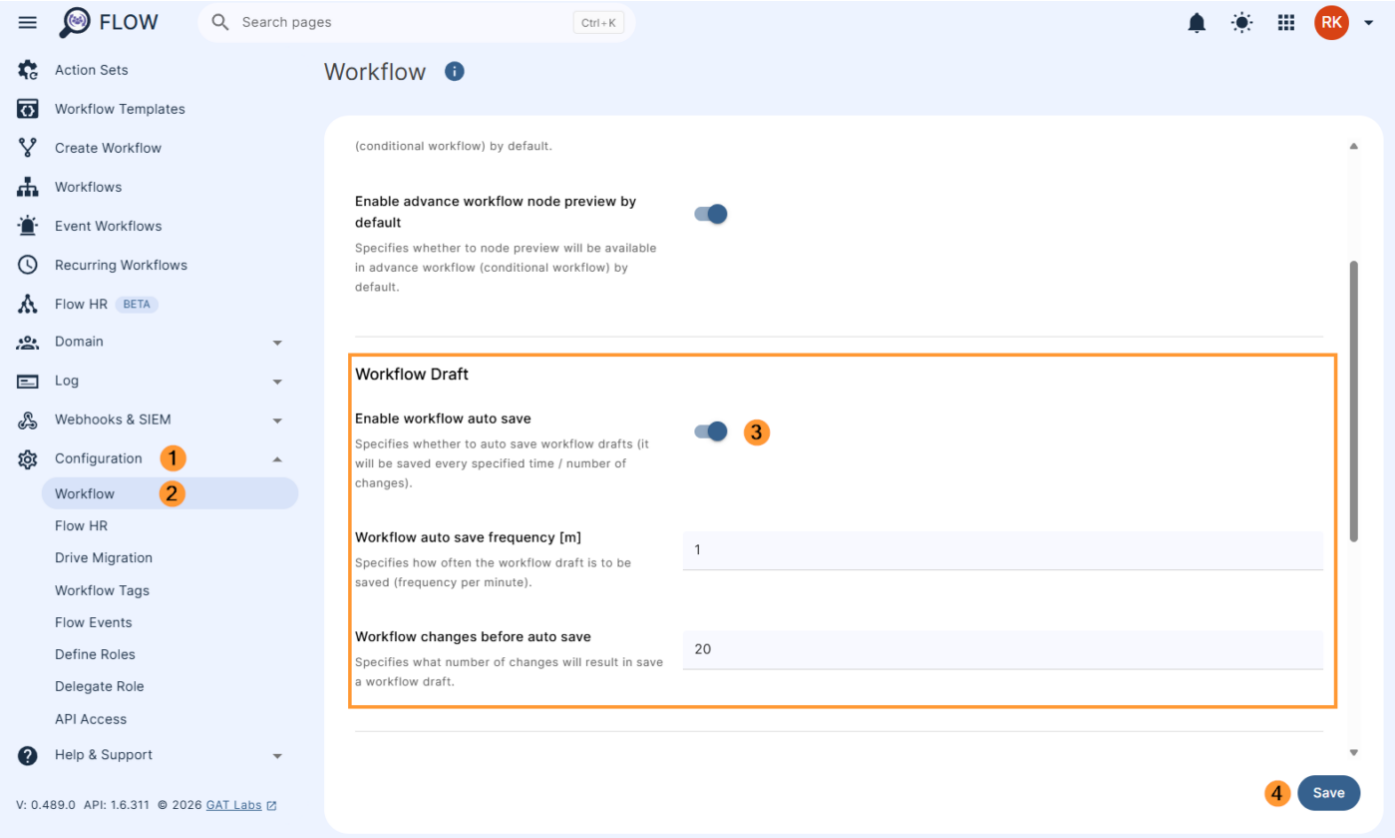
Save Draft in Create workflow

The **Save Draft** feature is available when using the **Create workflow** option in the GAT Flow. Selecting this option at any stage of the process will save the job, thus allowing the workflow creator to continue it later.



The 'Auto-Save' feature is also available and can be enabled/disabled if more convenient by Admin under **Configuration -> Workflow -> Enable workflow auto save**.

To save the settings click on **Save**

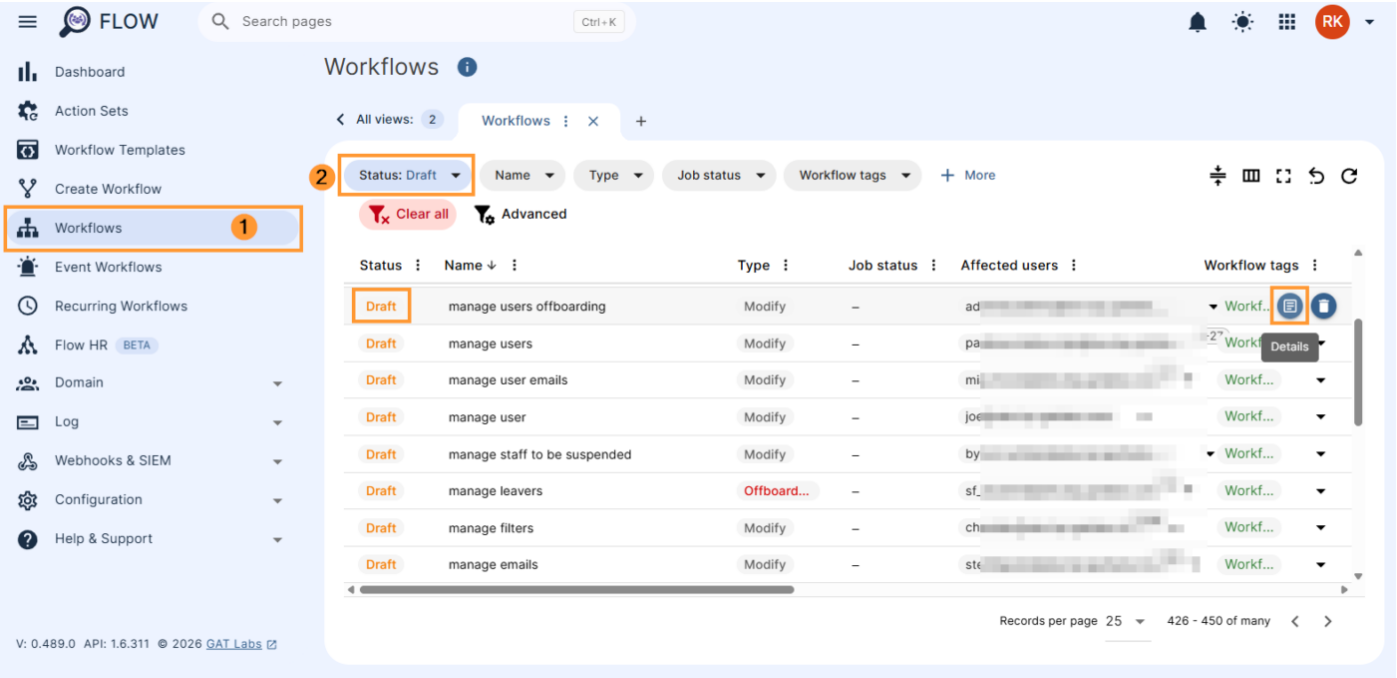


When **Enable workflow auto save** is ON, a workflow is autosaved after certain detected changes/edits in the workflow (approx. 20 changes), as well as approx. 1 minute after the last change/edit was made if the workflow was left untouched for any reason. This can also be adjusted.

The message '**Workflow draft saved!**' appears on the top of the GAT Flow dashboard anytime a workflow is saved.

This feature guarantees work loss prevention and are particularly useful for complex workflows that require a lot of time and editions.

Once saved, either manually or automatically, the Draft can be found under the **Workflow** tab with the **Status: Draft**



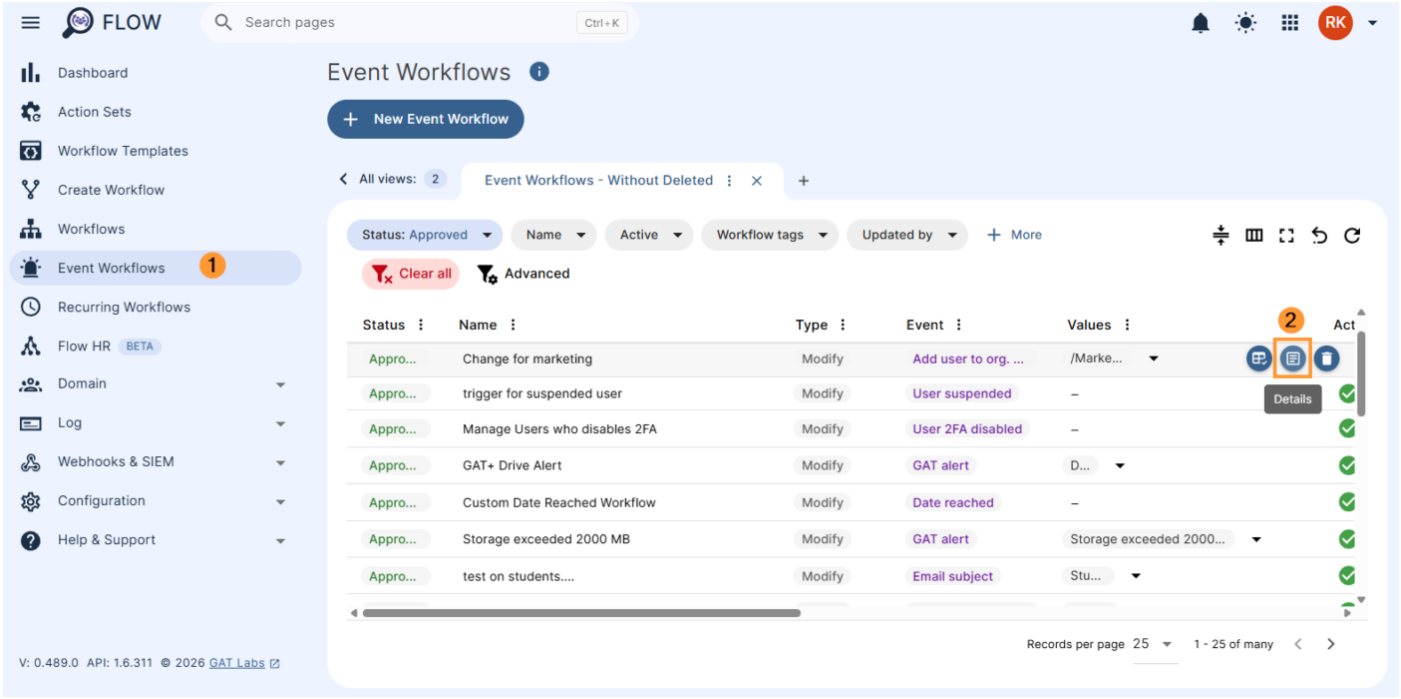
Copy in Event workflow

A workflow creator can use the '**Copy**' feature of the existing **Event workflow** feature and create a new workflow by adjusting it as needed. The newly generated request will be sent to Security Officer for review.

By using this feature, the workflow creator can duplicate the existing Event workflow with just a simple click, in order to make further modifications.

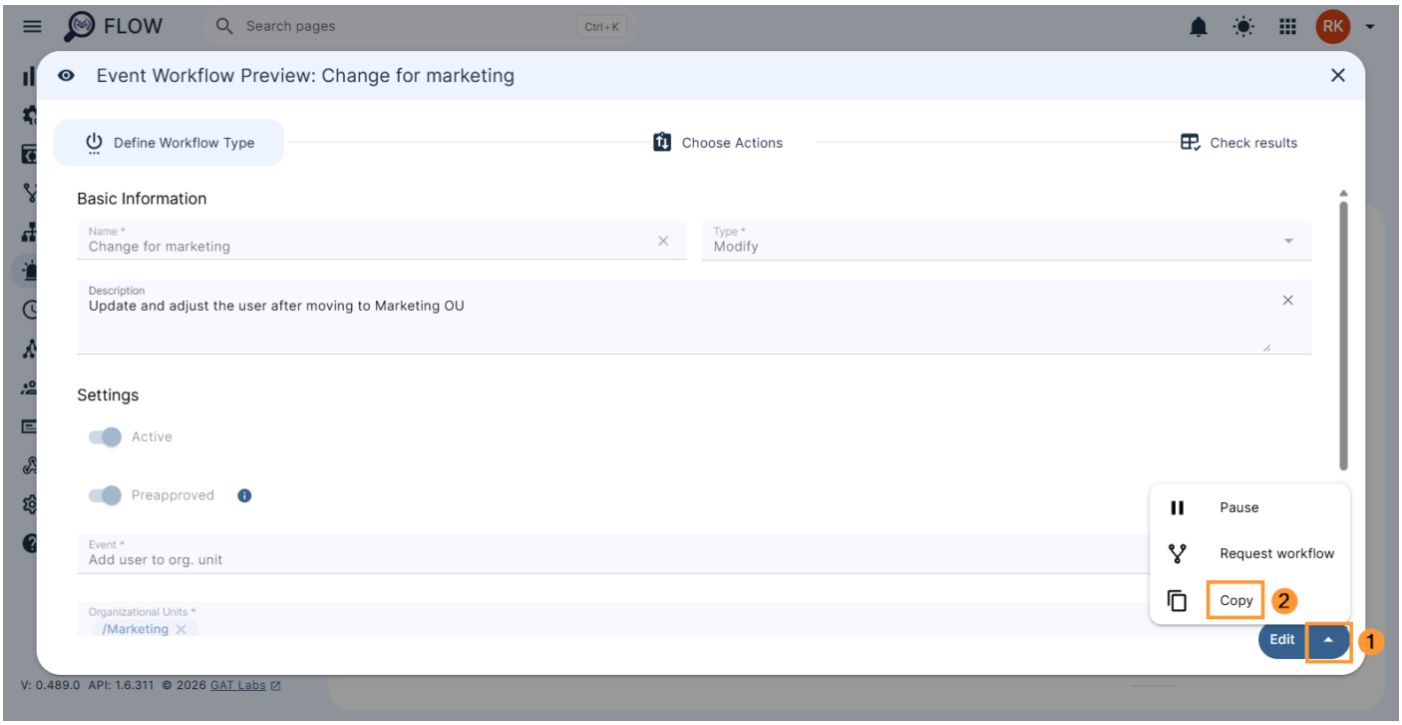
To use the **Copy** feature, navigate to **GAT Flow -> Event workflow** and select the existing event-based workflow that can be copied. Review the details of each workflow by clicking on an 'page' icon.

NOTE: You can't view the details of an event workflow that has a status of 'Draft'.

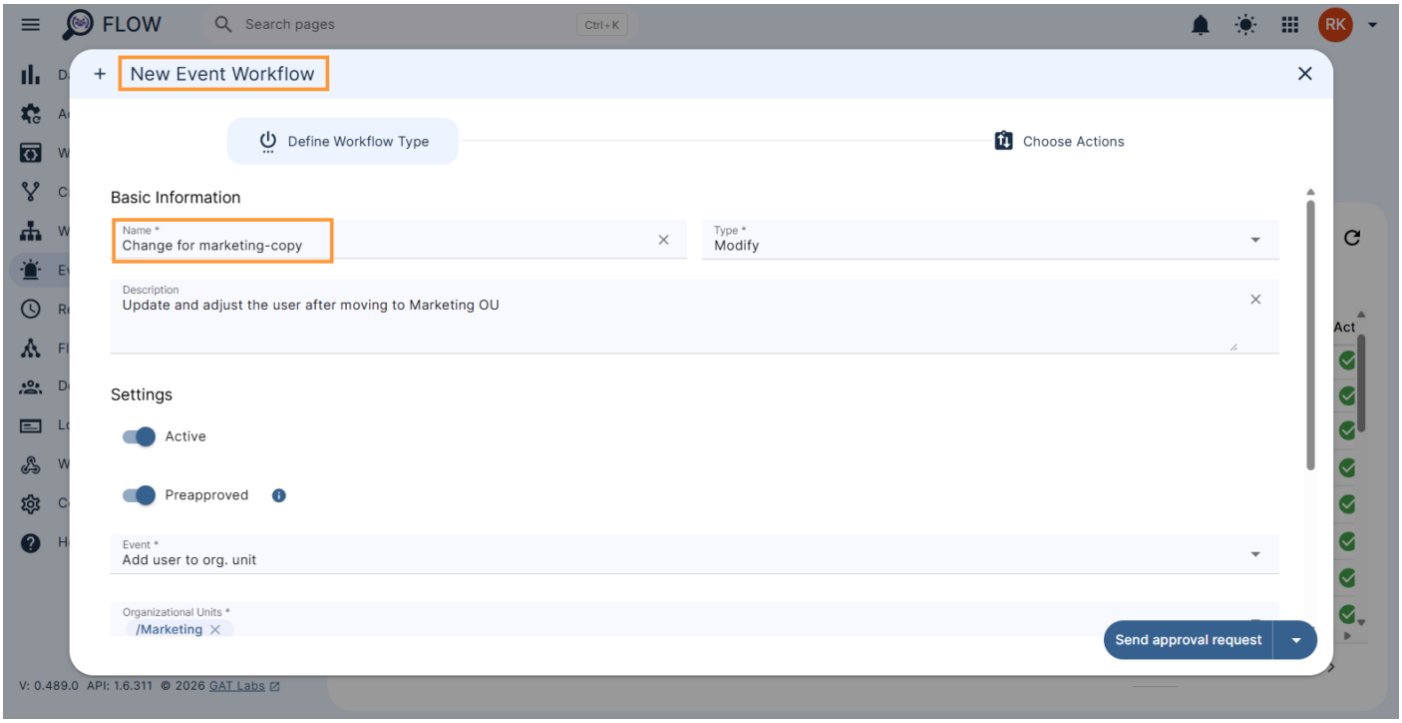


The 'Page' icon opens the event workflow for an Admin to view it.

On the event workflow review screen that is to be duplicated, click on the dropdown arrow in the bottom right corner and click the **Copy** button to copy the workflow.



Once copied, the new workflow creation process begins. It can be identified by its title, as it shows 'X name**-copy**'



At this point, a workflow creator can shape the new workflow by editing the required fields as needed, without creating the workflow from scratch.

After making the desired changes, **Send an approval request** to the security officer.

After approval, the new Event workflow is created thus saving time and energy.

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