Send workflow approval reminders to Security Officers

On-boarding, Off-boarding & Modifying · https://gatlabs.com/knowledge/tech-tips/send-workflow-approval-reminders-to-security-officers/

What is a Security Officer in GAT?

Security Officers are **users of the domain** who can **approve or deny** workflow requests **from any Admin or Delegated Auditor** in GAT+ and GAT Flow.

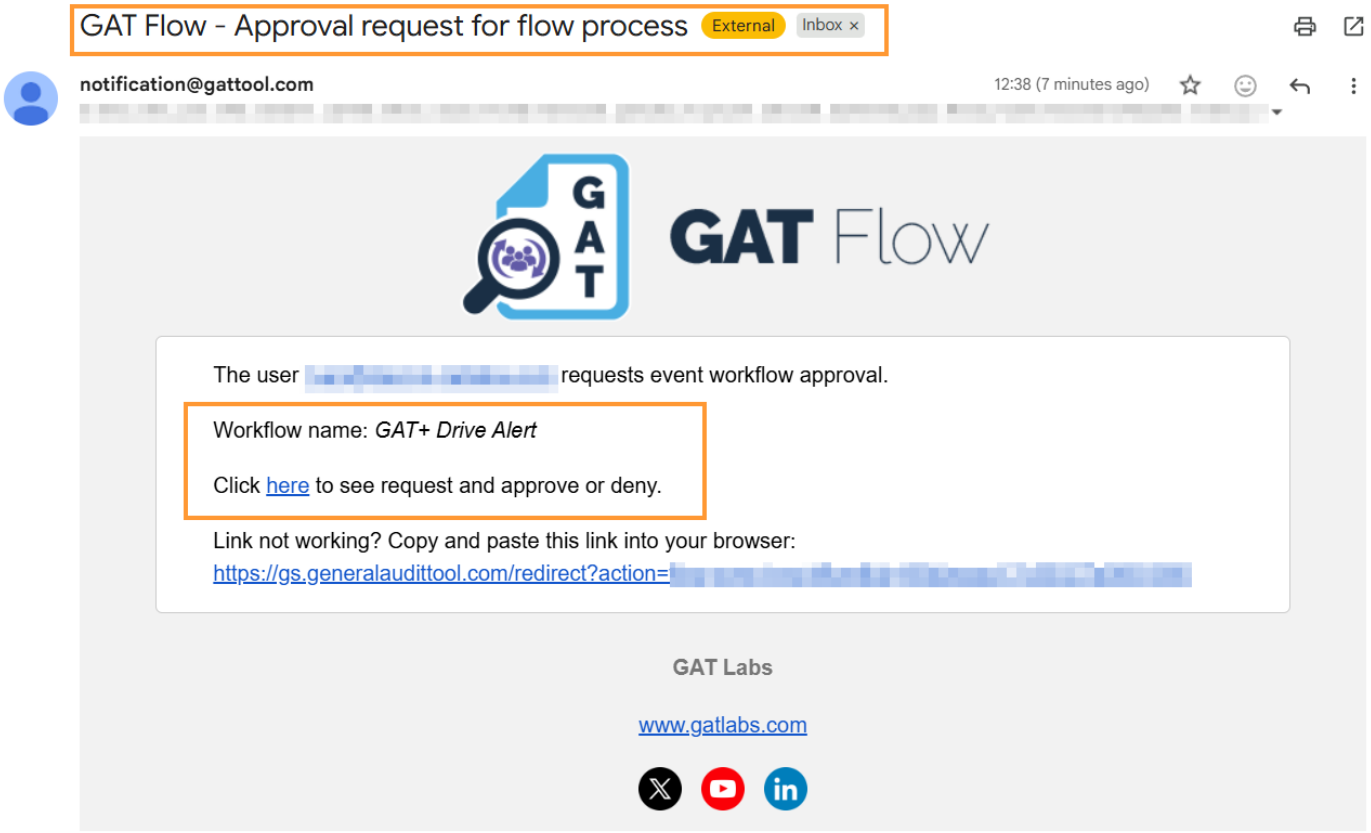
A Security Officer does not necessarily need to be a Google Super Admin or a Delegated Auditor. They can also be a regular (non-admin) user in your domain.

By default, all workflows require approval by the Security officer except when there is pre-approval enabled.

Approval email

For every new workflow, the Security Officer will receive an email notification that their approval is required.

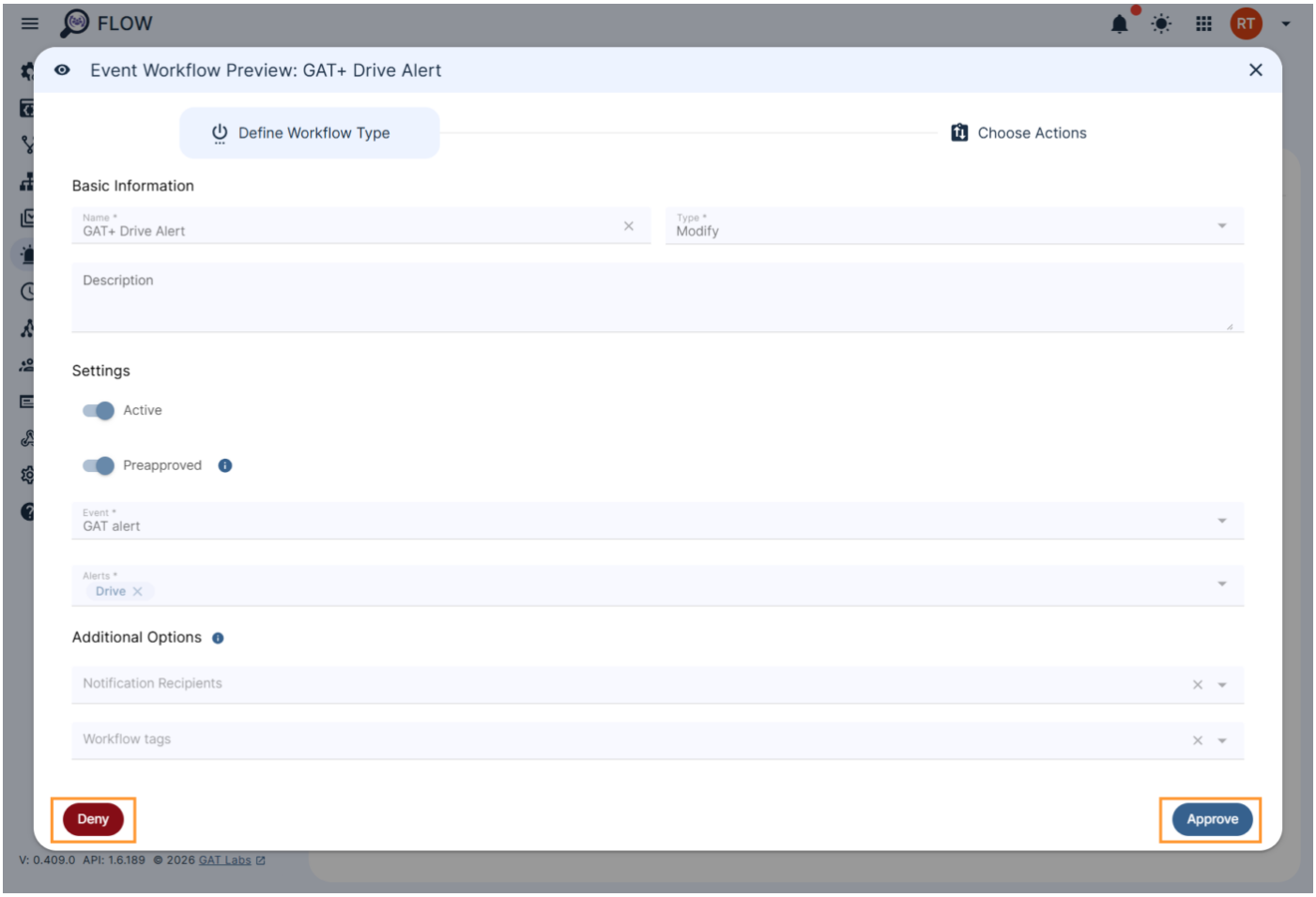
The email will include **details** and **a link** to view the details of the workflow that needs approval.



The above Email is received by the Security officers.

Approving the workflow in GAT Flow

The link received in the email will lead them to the approval page in the GAT Flow. The officer can then either approve or deny the request by navigating to **Workflow Approvals > Workflow Details > Approve or Deny**

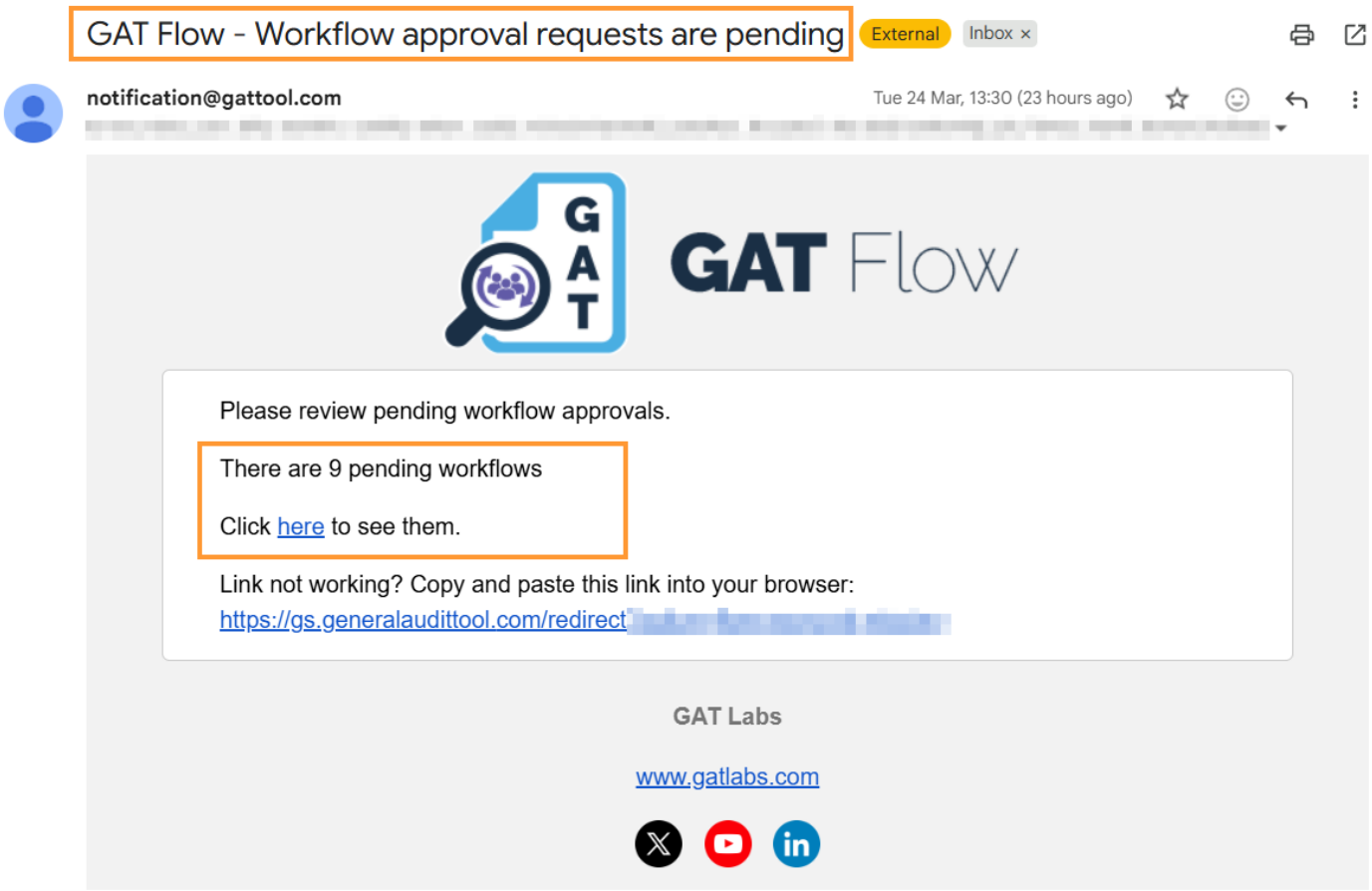


Approval reminders

The workflow approval reminders are sent to the security officer if that action hasn't been taken. This setting is enabled by default.

The reminder for the approval **starts 24 hours after the initial request is made.**

The **email notifications to approve workflow will continue until the requests are approved.**

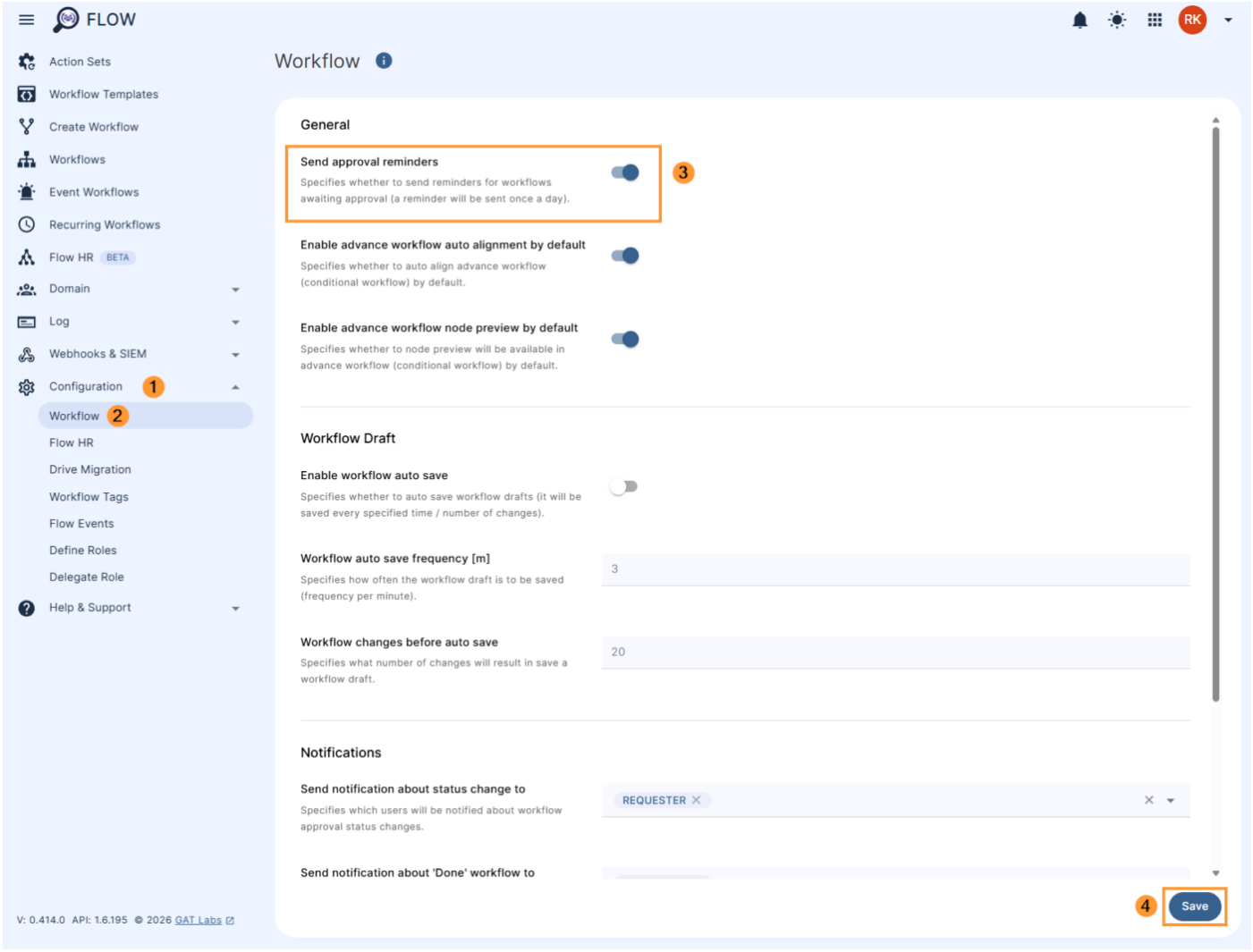


Setting up a reminder

The Admin can adjust this setting in Flow.

Navigate to **Flow > Configuration (1) > Workflow (2) > Send approval reminders (3)**

Click on toggle next to **Send approval reminders** to **Enable or Disable** the **reminders.** And then click Save (4) to apply the settings.



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