Set and Remove Admin User Roles With GAT Flow

On-boarding, Off-boarding & Modifying · https://gatlabs.com/knowledge/tech-tips/set-and-remove-admin-user-roles-with-gat-flow/

GAT Flow allows Google Workspace Super Admins to **manage admin roles for all users.** It also can be used to onboard, offboard, and modify existing users. There are many manual or automated actions that can be taken.

The Admins can manage and set or remove the pre-built roles or the custom roles with specific privileges created in the Google Admin console.

1. **Set user role** - A custom or google defined role can be assigned to any user of the domain
2. **Remove user role** - The custom or google defined role can be removed from any user of the domain

Any user of the domain can have different Admin or Custom roles assigned to them.

Flow allows the Admins to freely add or remove those roles.

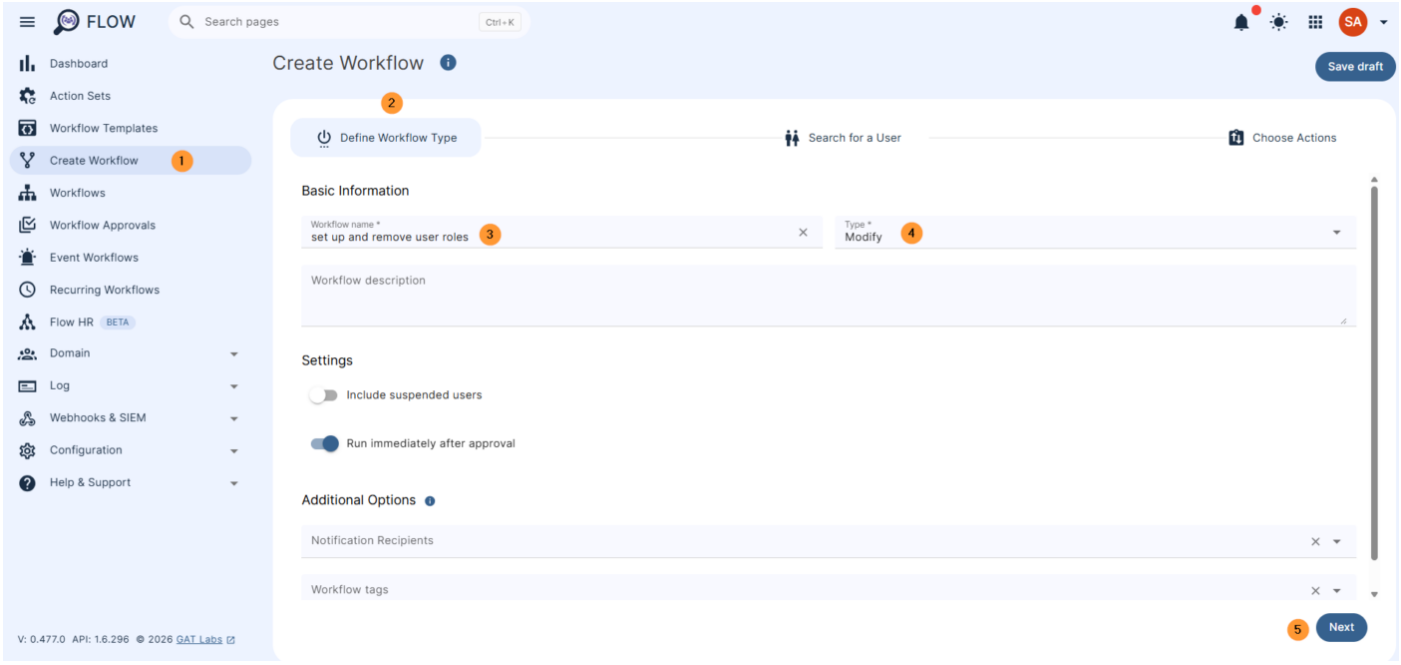
Creating workflow

Navigate to **GAT+ > Flow > Create workflow**

Note: Those actions can be also used in Event or Recurring workflows

Workflow type - fill in the details for the workflow you want to create.

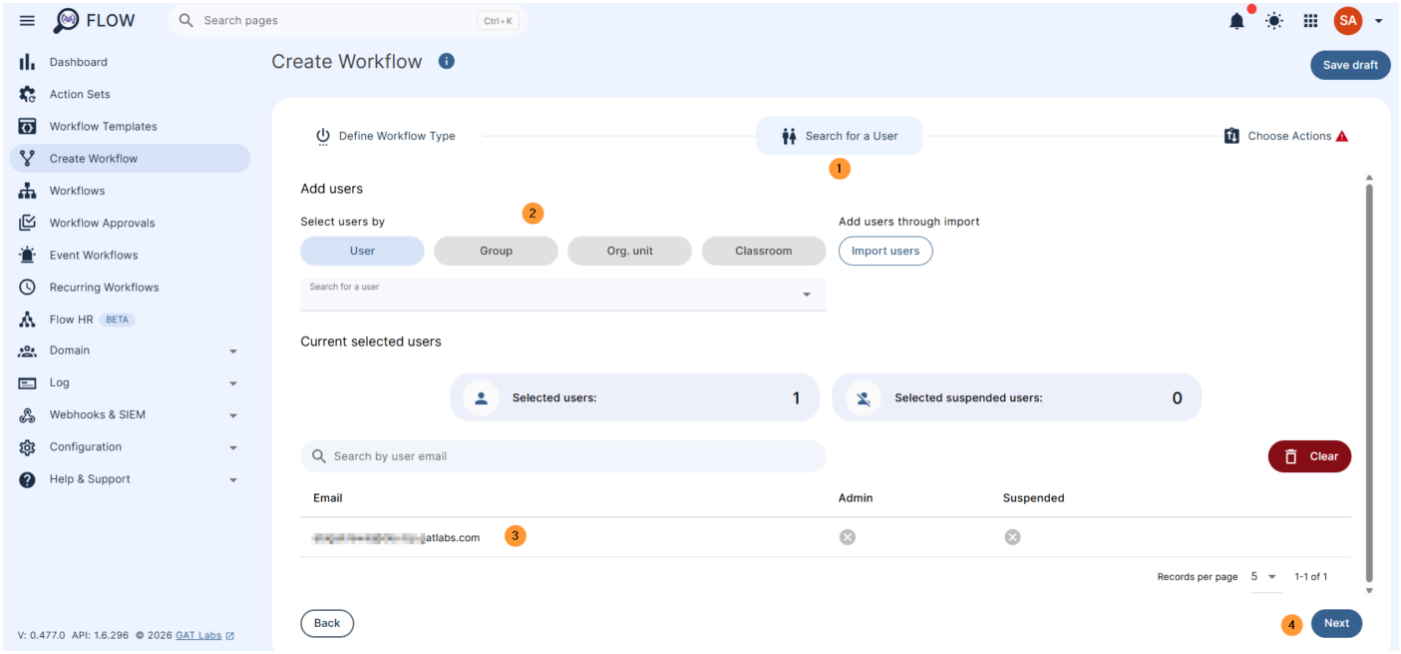
- **Workflow Name** - enter a name for the workflow
- **Description** (Optional) - enter a description for the workflow
- **Type** - select **Modify** - select any or both options
  - For Onboarding - Set up user role
  - For Offboarding - Remove user role
- Conditional flow - set up a workflow based on conditions
- Run immediately after approval - set up a specific time for when the workflow to run



- **Next** - click to proceed further.

Search for a user - select any user you want to take the action for.

The users can be added individually, by groups, or by org. unit and can also be imported via Google spreadsheet.



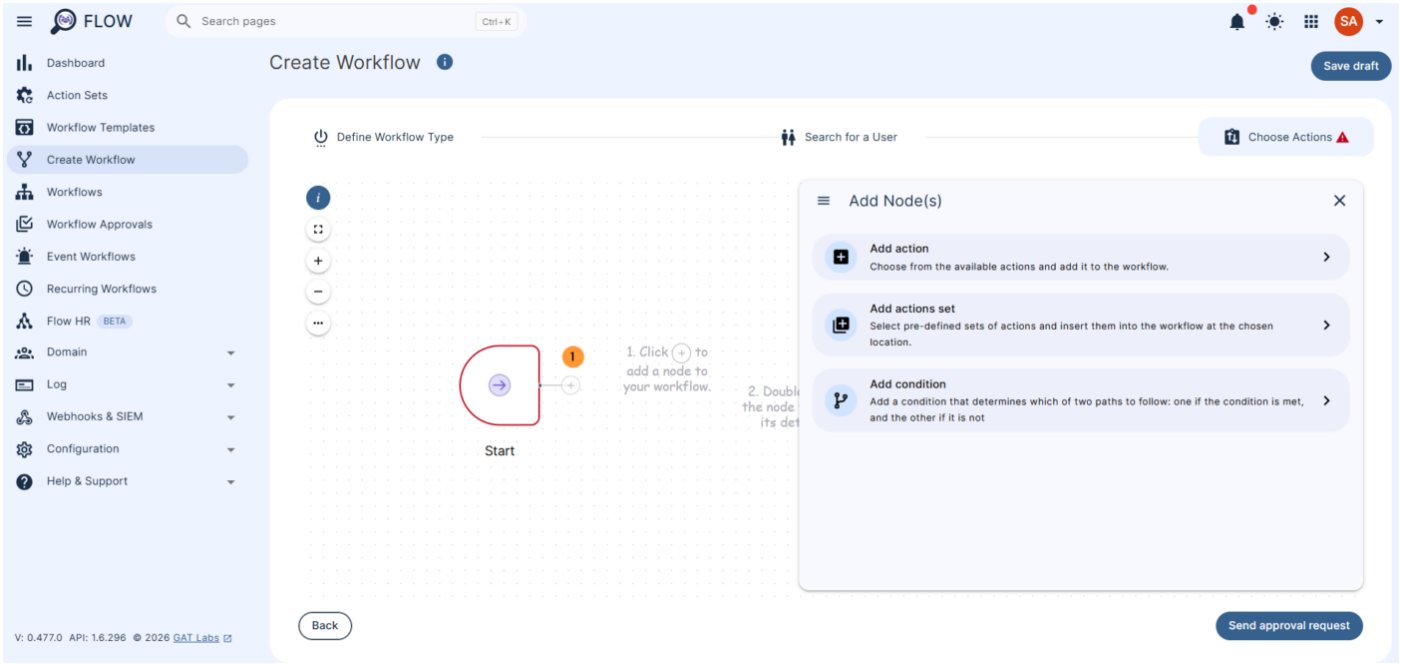
When the users are selected click on the **Next** button.

A new window will be displayed.

Click on the '**+ plus**' button to

- **Add an action**

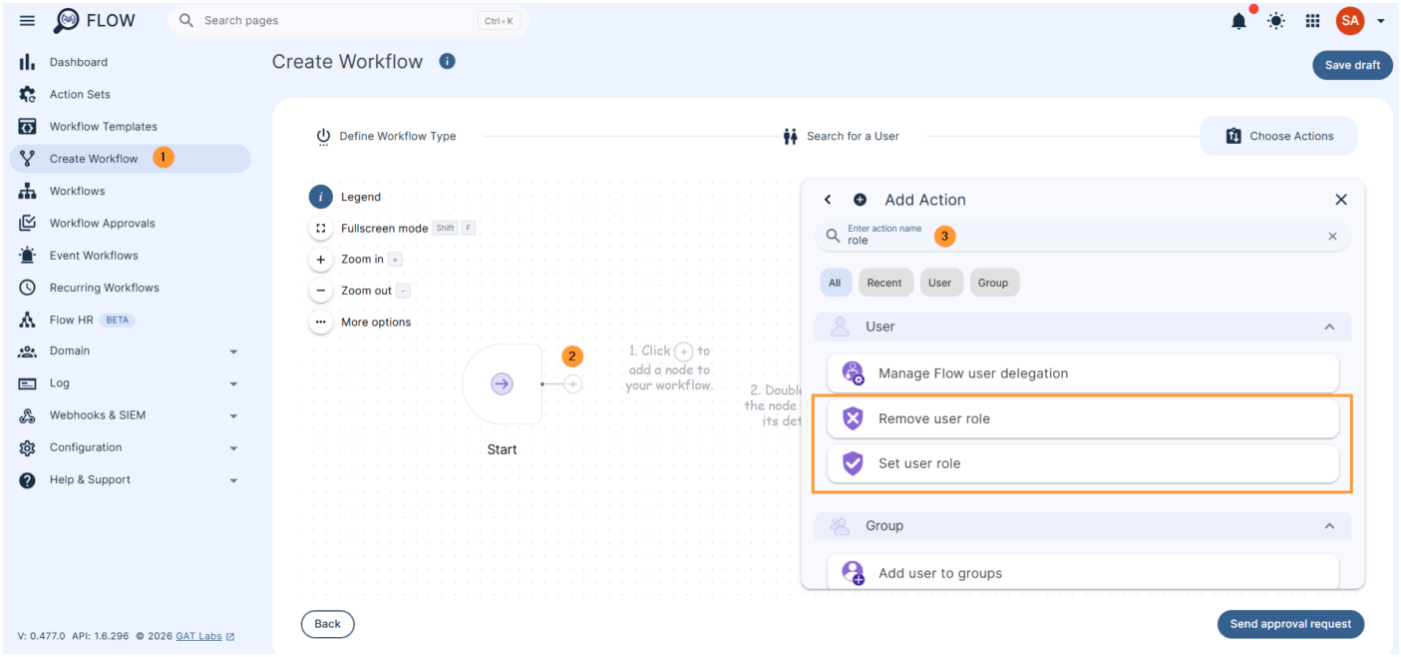
- **Add action sets**
- **Add condition**



A pop-up window will be shown.

Search for the actions and select them

- User > **Set user role**
- Users > **Remove user role**

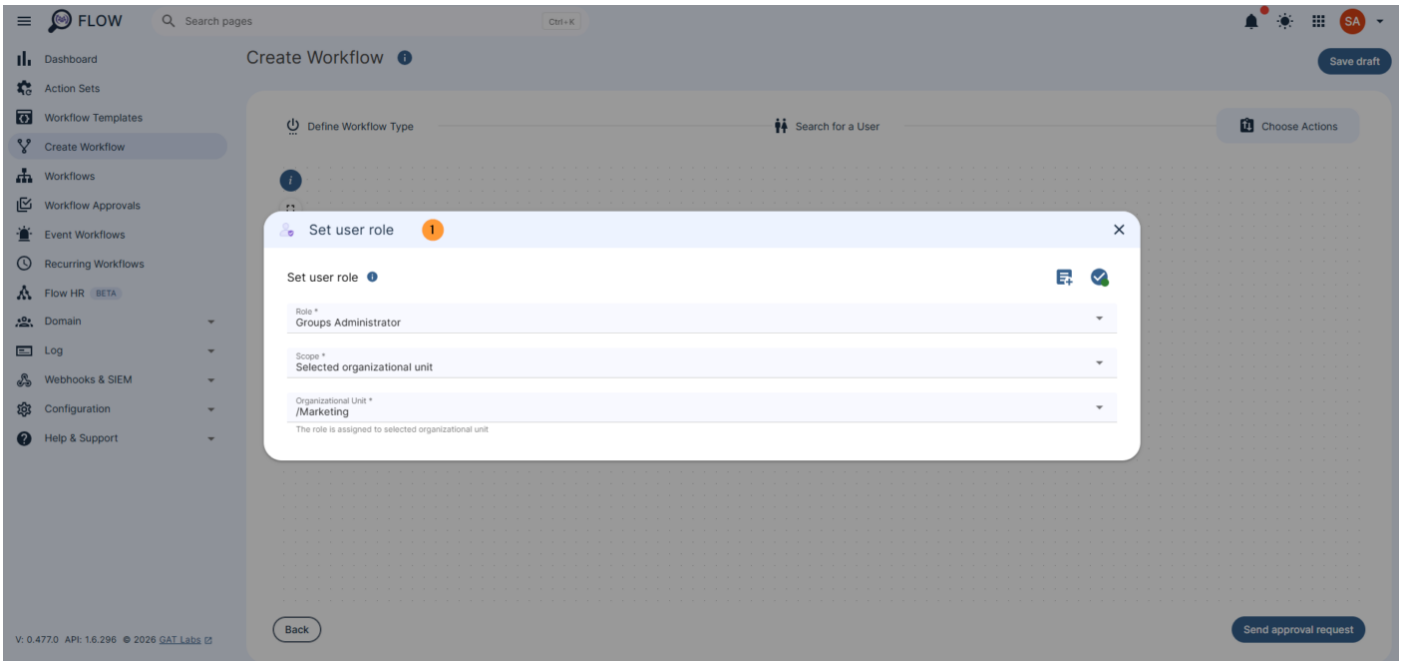


When the actions are selected fill in the details required.

1) Set user role

Double click on the action and fill in the required details

- **Role** - select any of the custom or pre-build roles
- **Scope** (3) - select the scope of the role
  - All organizational units
  - Specific org. units only

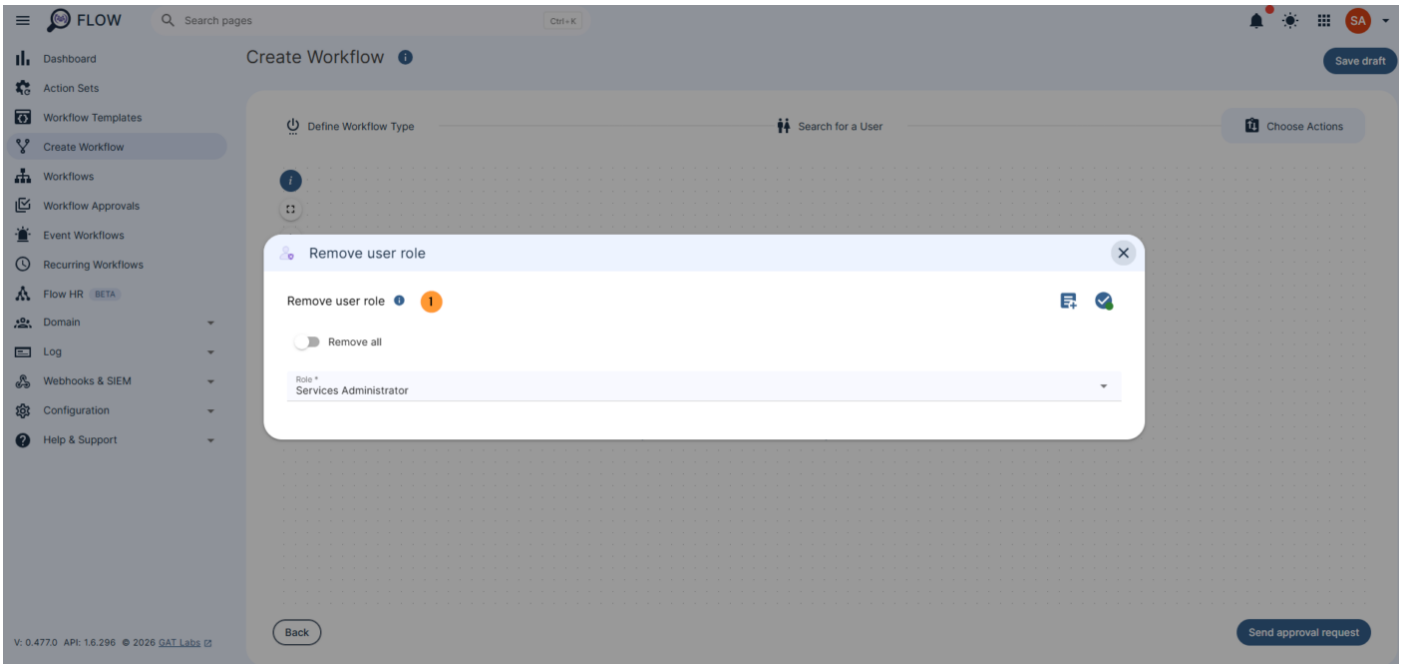


2) Remove user role

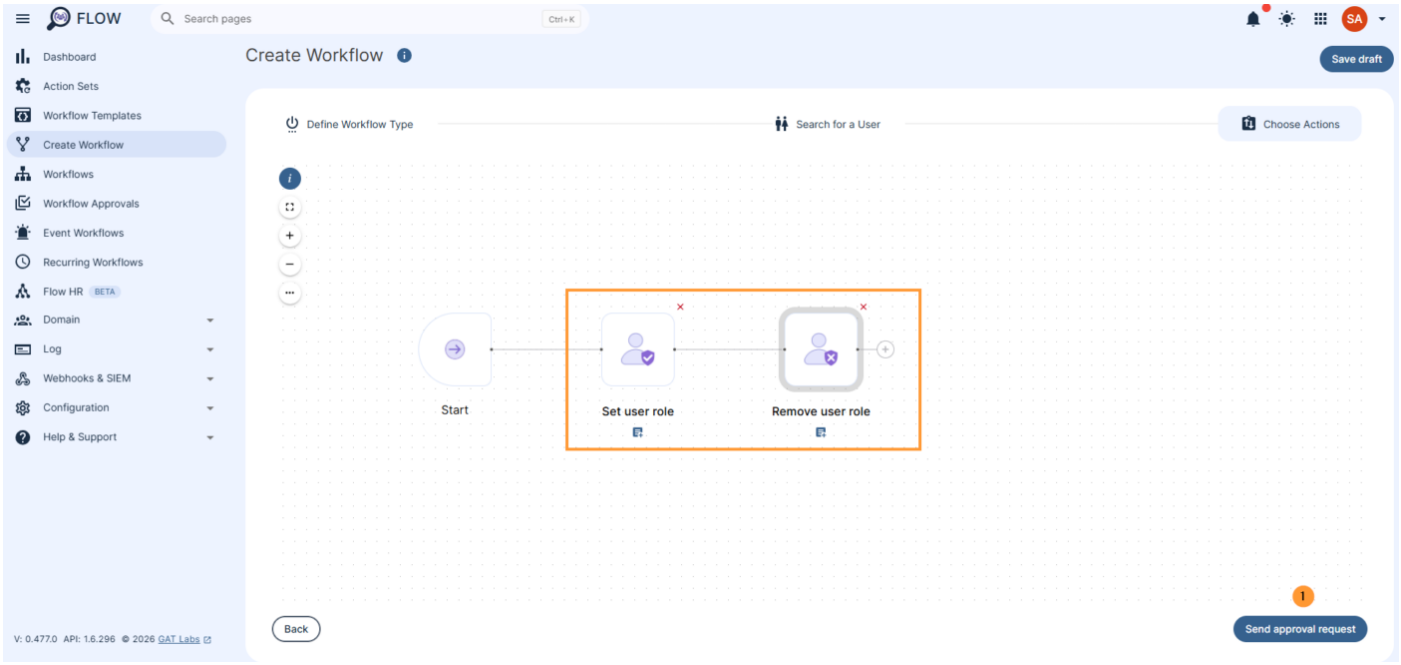
The Admins can also remove already assigned roles.

Select the "remove user role" action, double click on it and fill in the required data

The users will lose the selected roles



When actions are filled in click on **Send approval request**



Approval on request

The Security Officer will receive an **email notification** for the approval of the workflow.

Note: If pre-approval is enabled no email will be sent for approval.

From the email they click on "approve request", this will open Flow for the secuirity officer where they can approve the request

In **Flow > Workflow** - the Admin can see the details for the requested workflow.

Result

When the workflow is approved the actions will take an effect.

The result can be seen on the **Workflow** or **Approval** details (eye icon) page.

If an error occurred click on the value in the Failed field. This will show you the reason for the failed workflow

Related Posts

- GAT Flow Product Overview
- Workspace ‘Role’ Reporting in the Users Audit
- User Roles and Privileges within Google Workspace Admin Console