Set Google Licence Assignment

On-boarding, Off-boarding & Modifying · https://gatlabs.com/knowledge/tech-tips/set-google-licence-assignment/

Overview

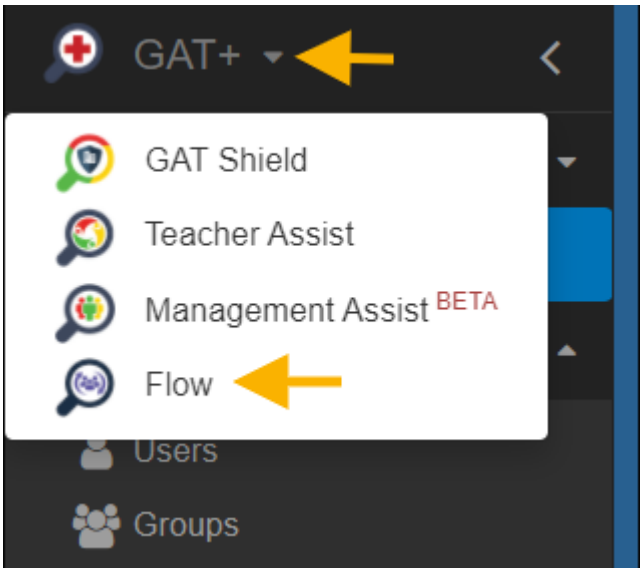
GAT Flow is a User management tool. It allows admins to Change Google license assignments for different Google products.

- **Google Workspace**
- **Google Workspace for Education**
- **Google Workspace for Education: Teaching and Learning**
- **Google Drive storage**
- **Google Vault**
- **Cloud Identity**
- **Cloud Identity Premium**
- **Google Voice**
- **Google Workspace for Archived User**
- **Google Gemini**

The actions to **add** or **remove** the licenses for all the above can be easily done with **GAT Flow.**

Launch GAT Flow

In GAT+ from the menu on the left, click the GAT+ icon and then **Flow.**



Create workflow

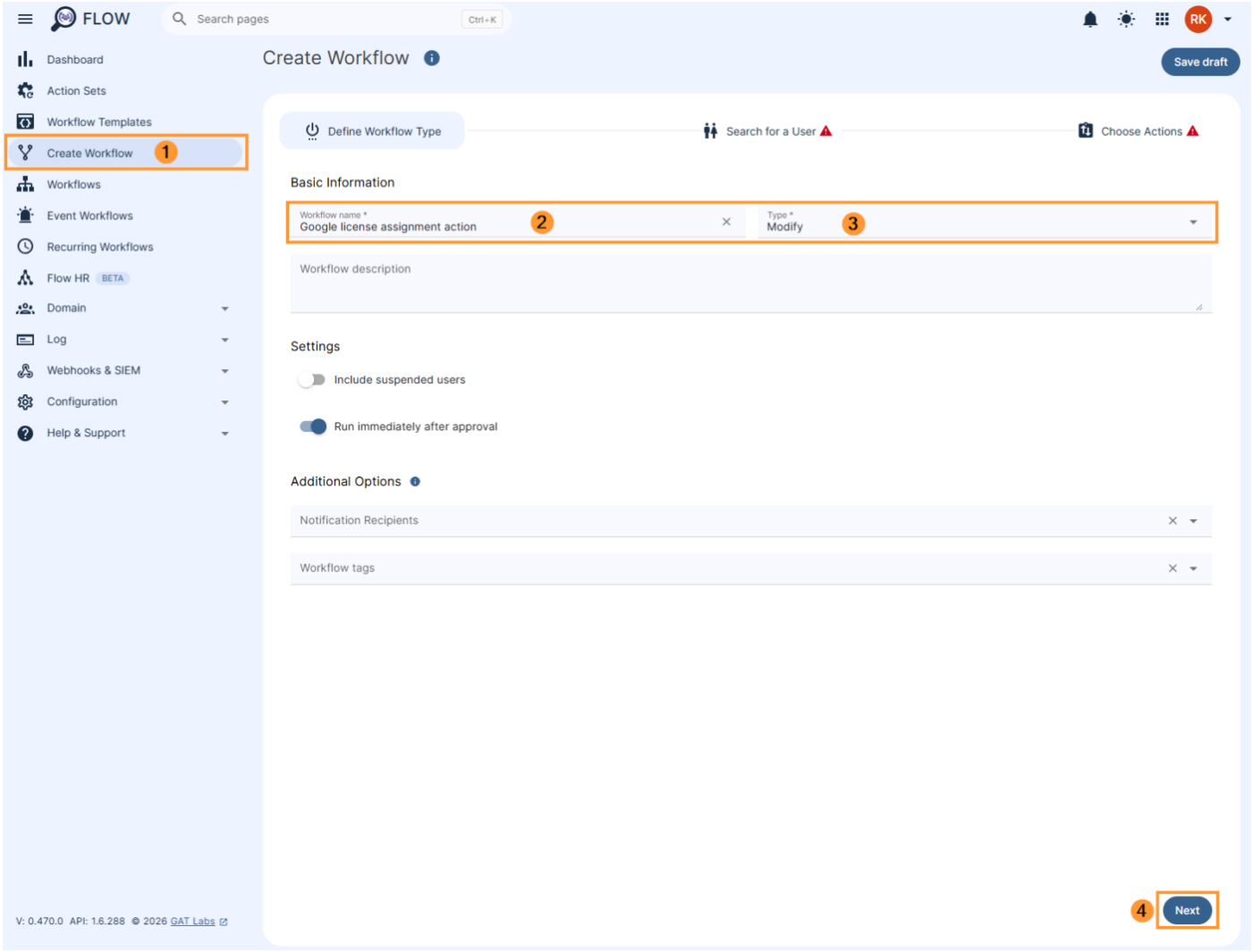
First, navigate to **Flow > Create workflow** (1).

Workflow type

In the **Workflow** fill in the details. You can set it up also as an **Event workflow** or **Recurring workflow.**

- **Name** – enter the name of the workflow (2)
- **Description** – enter a description for the workflow (optional)
- **Type** – select what workflow type you would like to run
  - **Modify** – modify existing users (3)
- **Include suspended users** – enable or disable to allow you to select users who are currently suspended:
  - If enabled – you will be able to select even users who are suspended
  - If disabled – you will be able to select only users who are active
- **Run immediately after approval** – provides an option to schedule the workflow to run in a selected future time (optional)

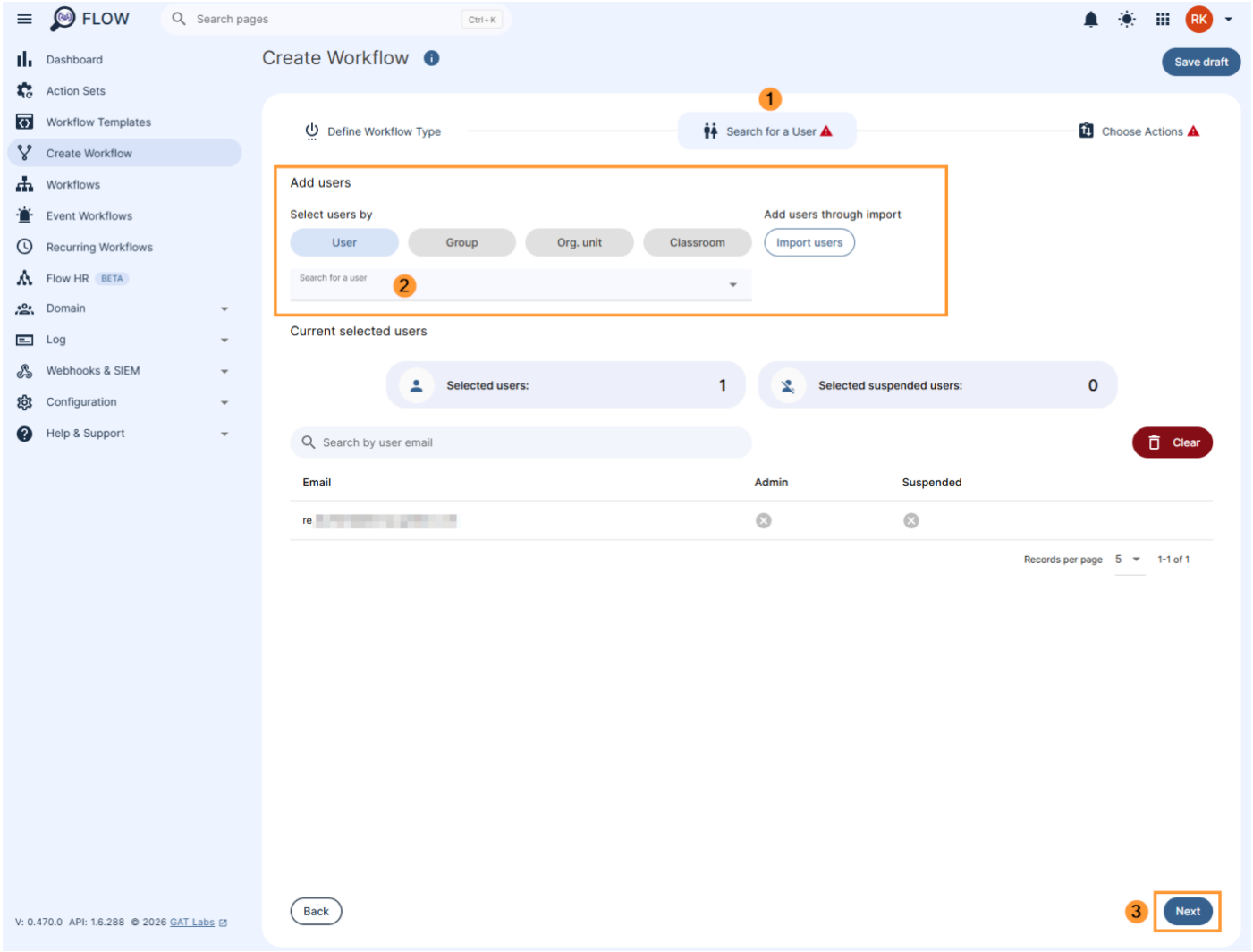
Later click **Next** (4) to proceed.



Search for a user

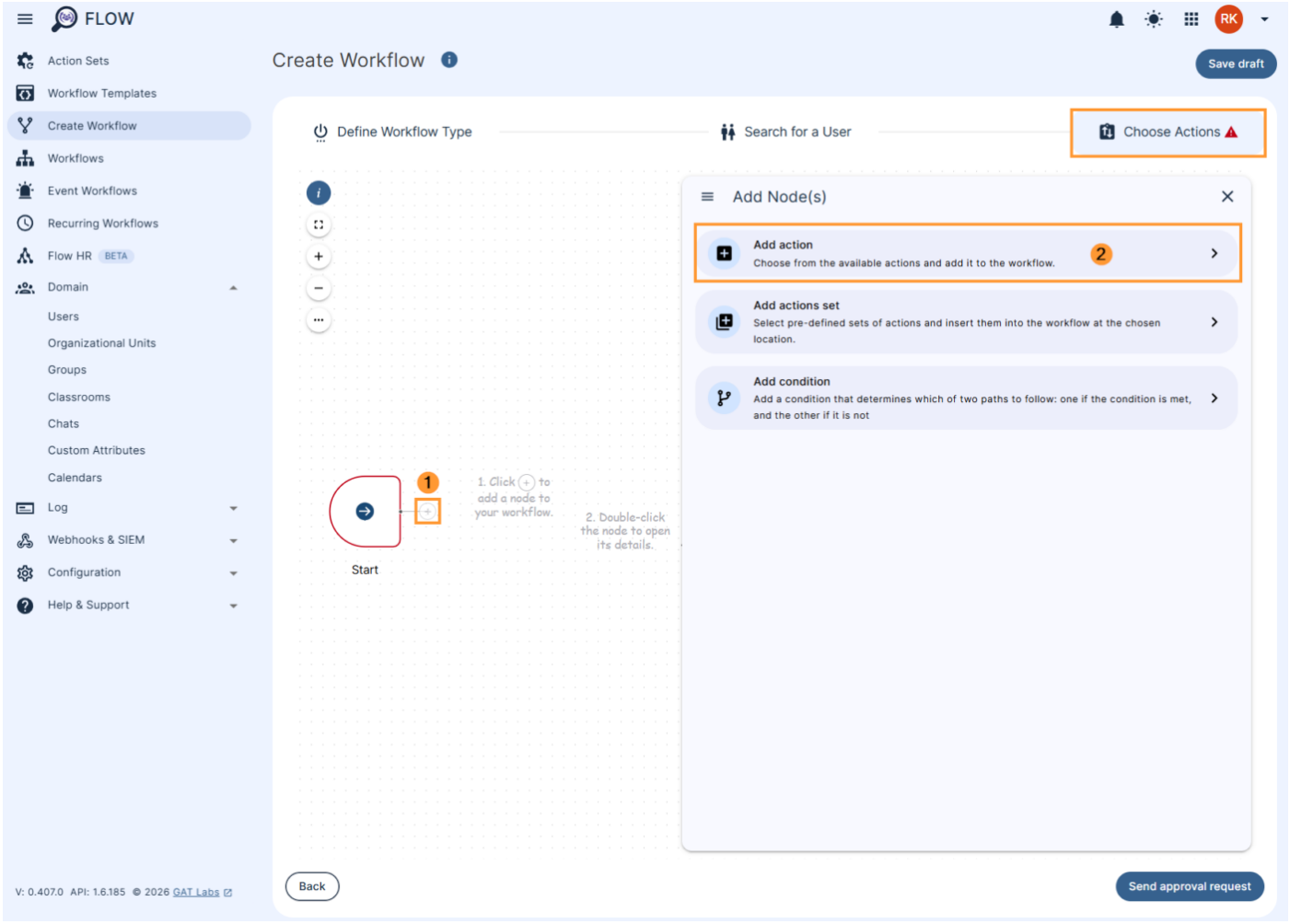
Select the users for whom you would like to run the workflow on (1). You can select a user, group of users, or org. unit of users (2), and even use the Import users option.

After selecting the users, click on the **Next** button (3).

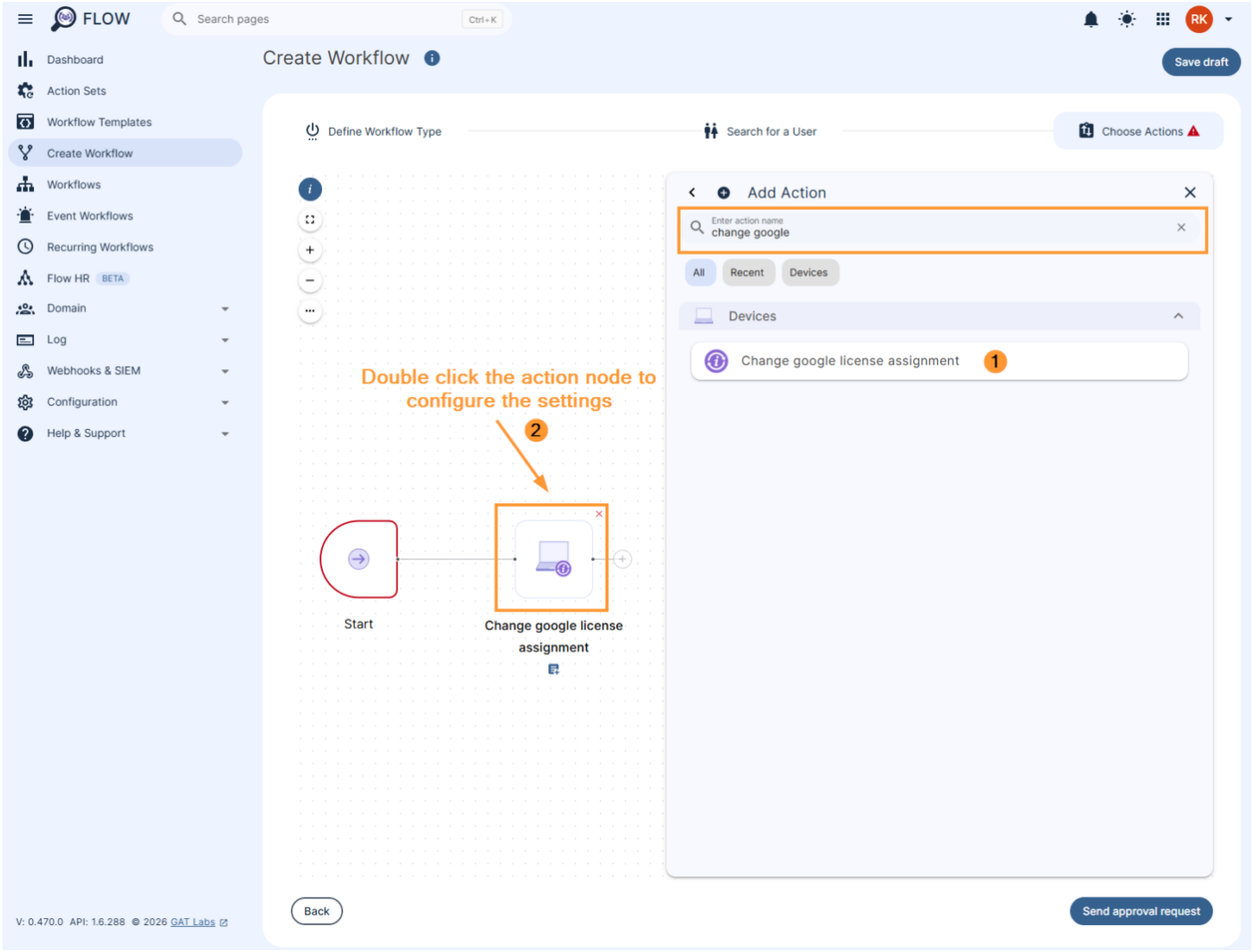


Actions

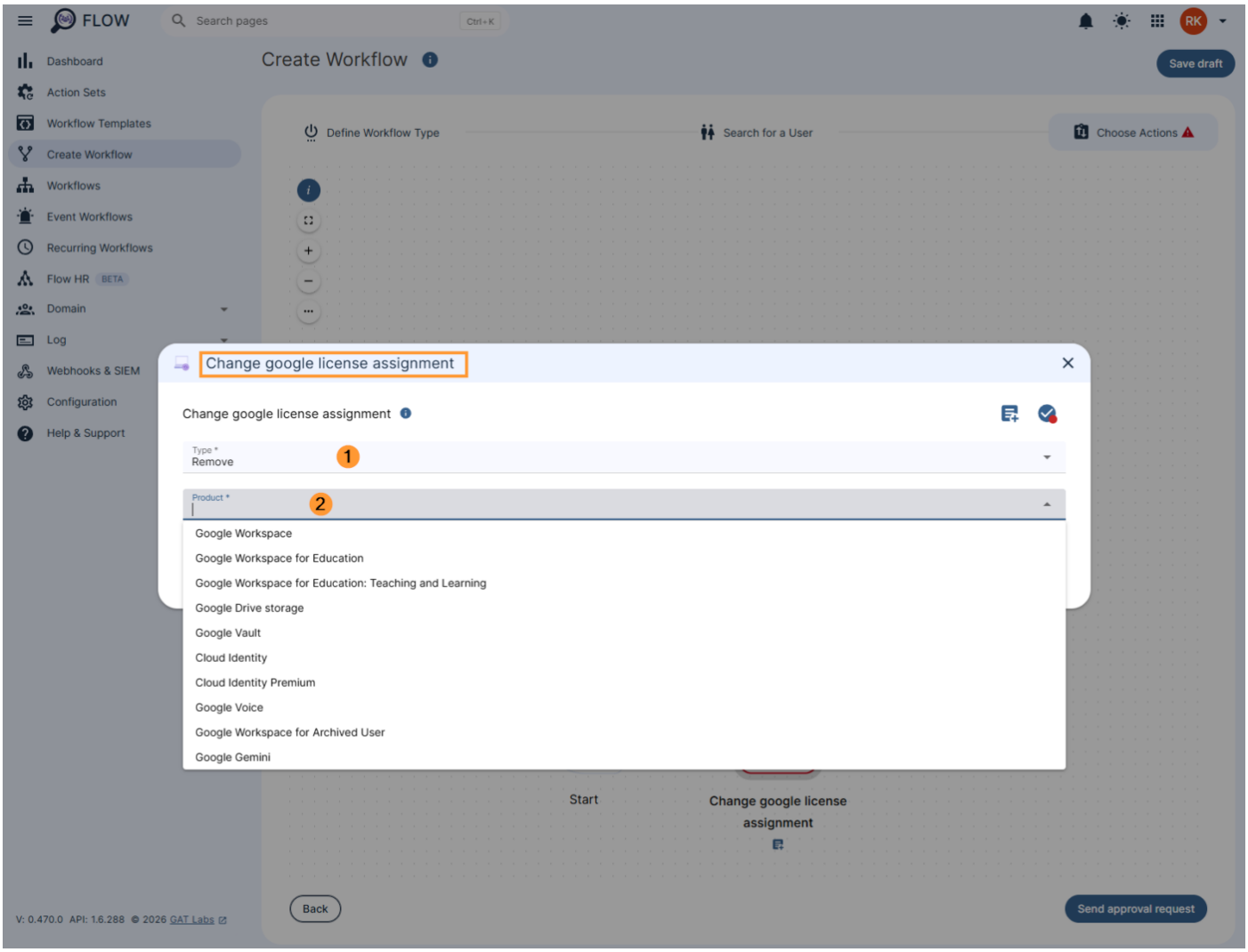
In the **Choose actions** click on the **(+) button** (1) and then click the **Add action** button (2)

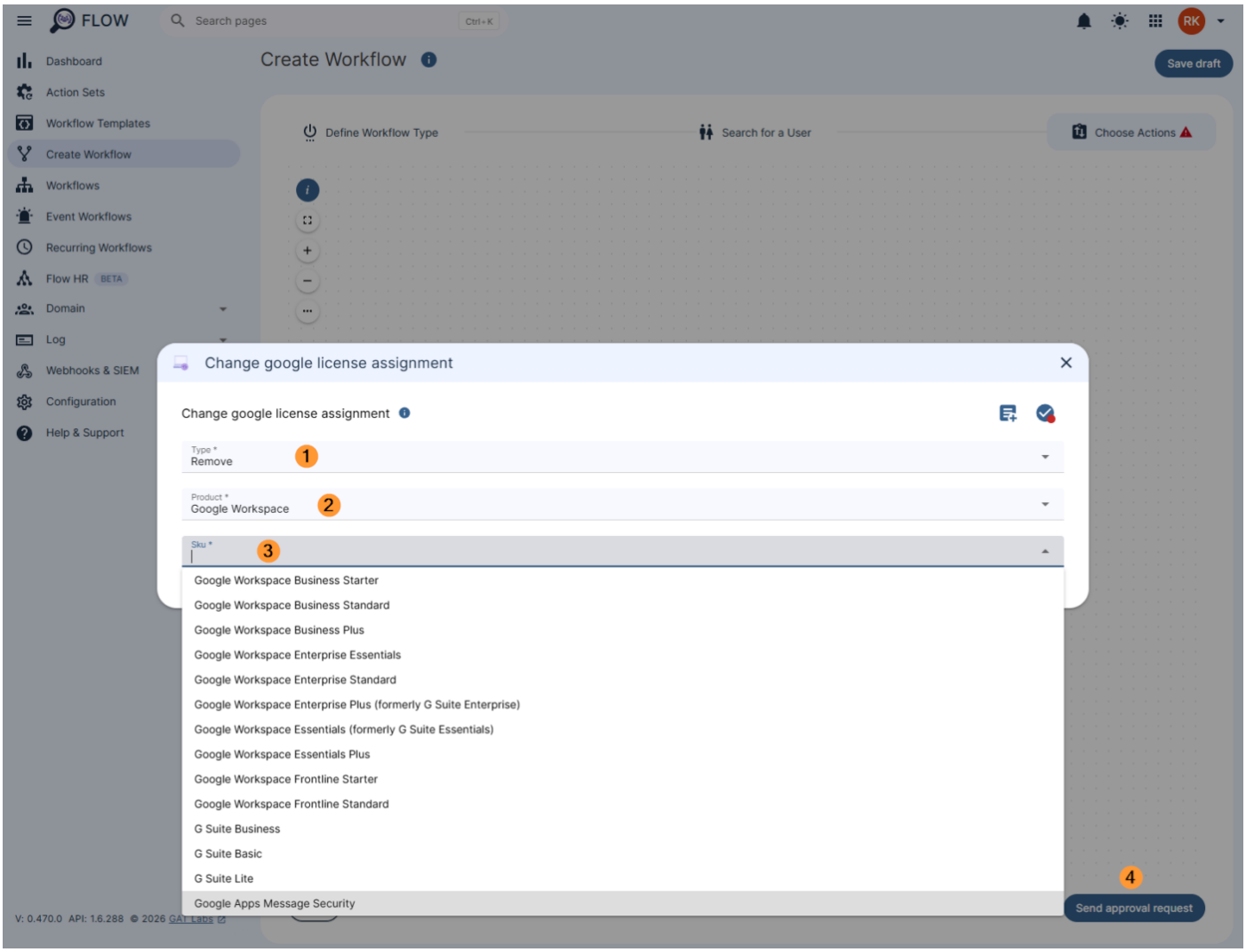


Select the action **Change google license assignment** under the devices section from the displayed list.



Once the action is selected, an action node will appear in the workflow. Double click the action node (2) and the **Type** of the action, **Product** name, and **Sku** can be specified.


FLOW
Search pages
Ctrl+K
RK
Dashboard
Action Sets
Workflow Templates
Create Workflow
Workflows
Event Workflows
Recurring Workflows
Flow HR BETA
Domain
Log
Webhooks & SIEM
Configuration
Help & Support
Create Workflow
Save draft
Define Workflow Type
Search for a User
Choose Actions
Change google license assignment
Change google license assignment
Type *
Remove
1
Product *
2
Google Workspace
Google Workspace for Education
Google Workspace for Education: Teaching and Learning
Google Drive storage
Google Vault
Cloud Identity
Cloud Identity Premium
Google Voice
Google Workspace for Archived User
Google Gemini
Start
Change google license assignment
Back
Send approval request
V: 0.470.0 API: 1.6.288 © 2026 GAT Labs



Fill in the details:

- **Type** - Select to **Add** or **Remove**
- **Product** - Select any of the products you need
  - **Google Workspace**
  - **Google Workspace for Education**
  - **Google Workspace for Education: Teaching and Learning**
  - **Google Drive storage**
  - **Google Vault**
  - **Cloud Identity**
  - **Cloud Identity Premium**
  - **Google Voice**
  - **Google Workspace for Archived User**
  - **Google Gemini**

- **SKU** (Stock Keeping Unit) - For each of the products, select the SKU option you need

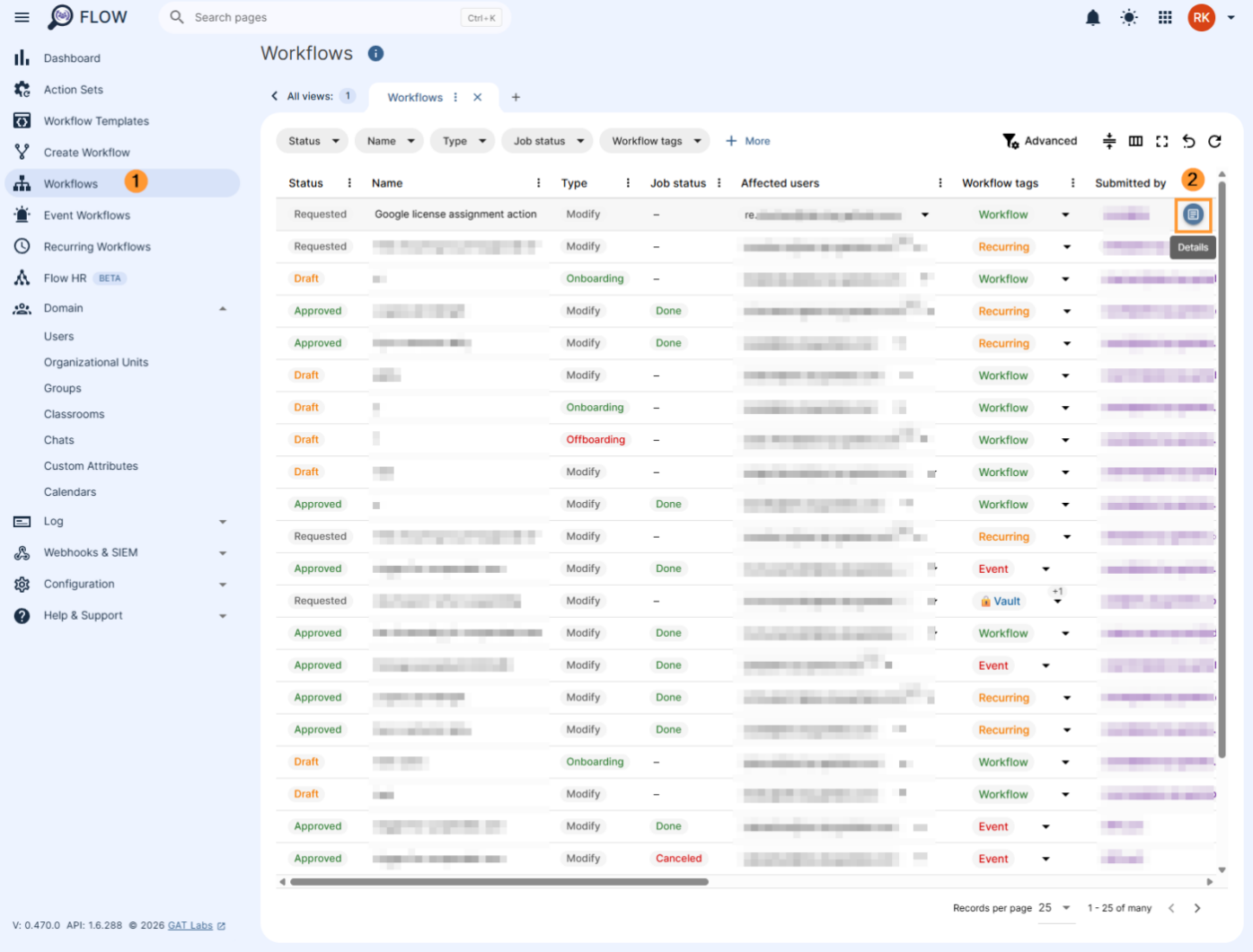
For example:

- Product: **Google Gemini**
- SKU:
  - Gemini Business
  - Gemini Enterprise
  - AI Security
  - AI Meetings and Messaging

> Note: Additional information for each **Product and SKU** can be found here

When ready click on **Send approval request** - under the menu on the left

The workflow will be submitted for approval.



The workflow can be reviewed or edited if needed, once clicking the ‘page’ on the right-hand side.

Security officer

The Security officer will receive an email notification for approval.

[Security officer approval request email]

Result

When the workflow is approved, the action of **Adding** or **Removing** any of the **Licenses** for any of the **products** will take an effect.

- A license for Google Workspace can be added or removed.
- A license for Google Workspace for Education can be added or removed.
- A license for Google Workspace for Education: Teaching and Learning can be added or removed.
- A license for Google Drive storage can be added or removed.
- A license for Google Vault can be added or removed.
- A license for Cloud Identity can be added or removed.
- A license for Google Identity Premium can be added or removed.
- A license for Google Voice can be added or removed.
- A license for Google Workspace for Archived User can be added or removed.
- A license for Google Gemini can be added or removed.

> **Note:** If there is **no license available**, there will be appropriate message.
>
> In **Workflow** - click on the "page" icon for additional logs and information.