# Set Up an Existing User’s Details in GAT Flow

Users Audit & Management · https://gatlabs.com/knowledge/tech-tips/set-up-an-existing-users-details-in-gat-flow/

## Set Up an Existing User's Details in GAT Flow

**GAT Flow** allows a Google Workspace Admin or Delegated Auditor to set up an existing user's details via a simple workflow.

You can set up a user's Job title, cost center, department, and employee type at once, and many more when selecting the action: **Change user employee information**.

You can set the details below individually or at once in a single workflow:

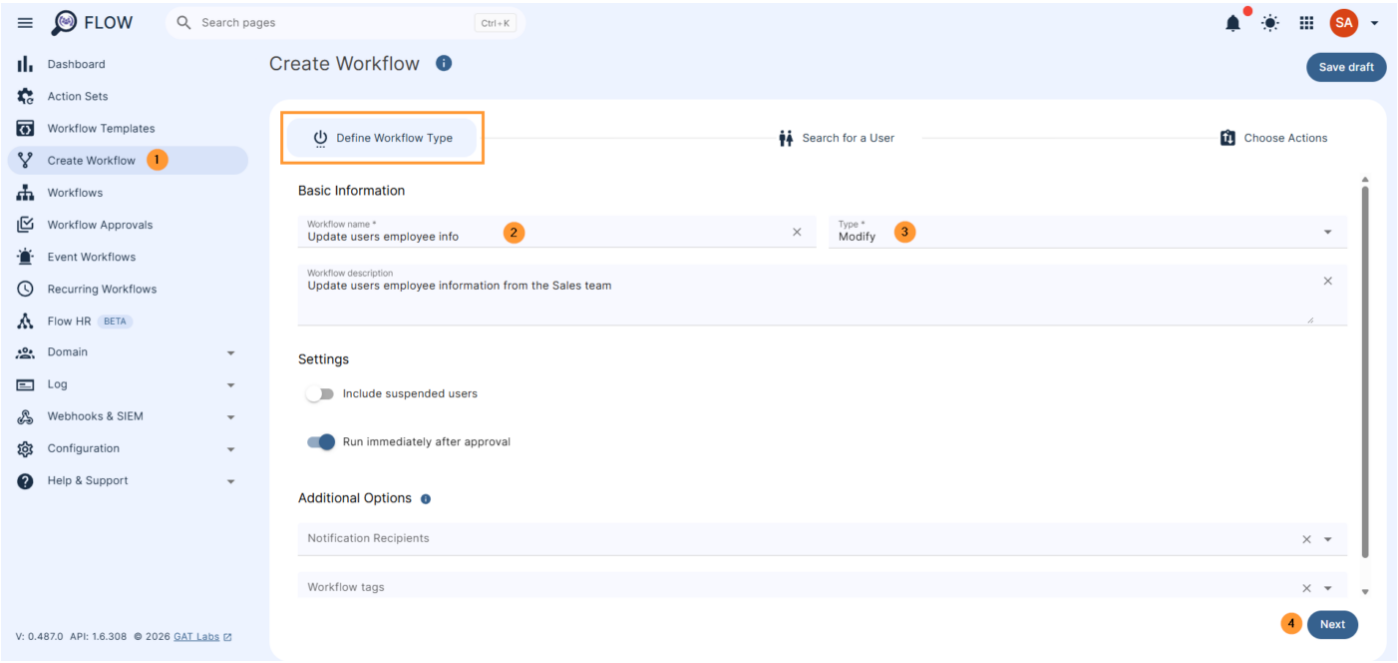
- **First Name**
- **Last Name**
- **Display Name**
- **Organization name**
- **Job title**
- **Cost center**
- **Department**
- **Employee type**
- **Employee ID**
- **Building ID**
- **Area**
- **Building ID**
- **Floor name**
- **Floor section**

## Step 1.

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

Next, fill in the details under the **Workflow type** section **(3)**:

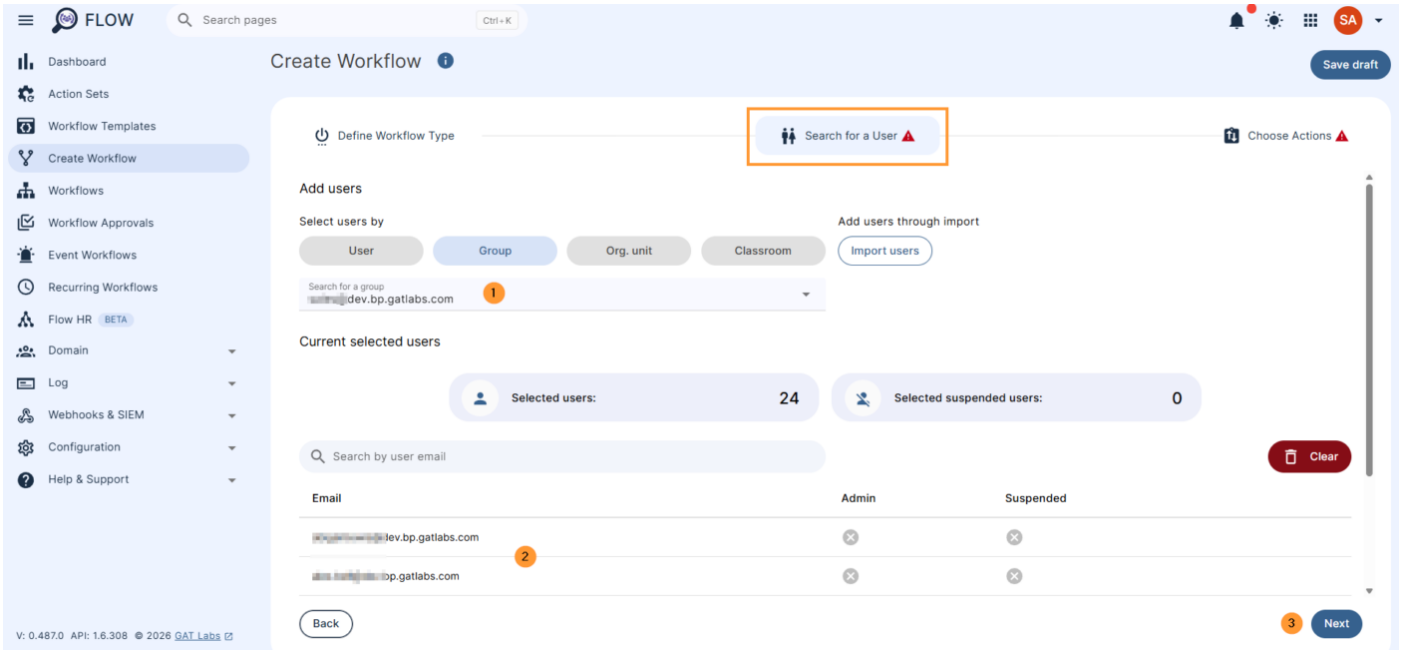
- **Name (2)**- enter a name for the workflow
- **Type** - select the type of workflow you want to use (**Modify** in this example) **(3)**
- **Next (4)** - click to proceed




## Step 2.

In the next step, **search for a user**. Select a single user or multiple users' accounts where the actions will be applied.

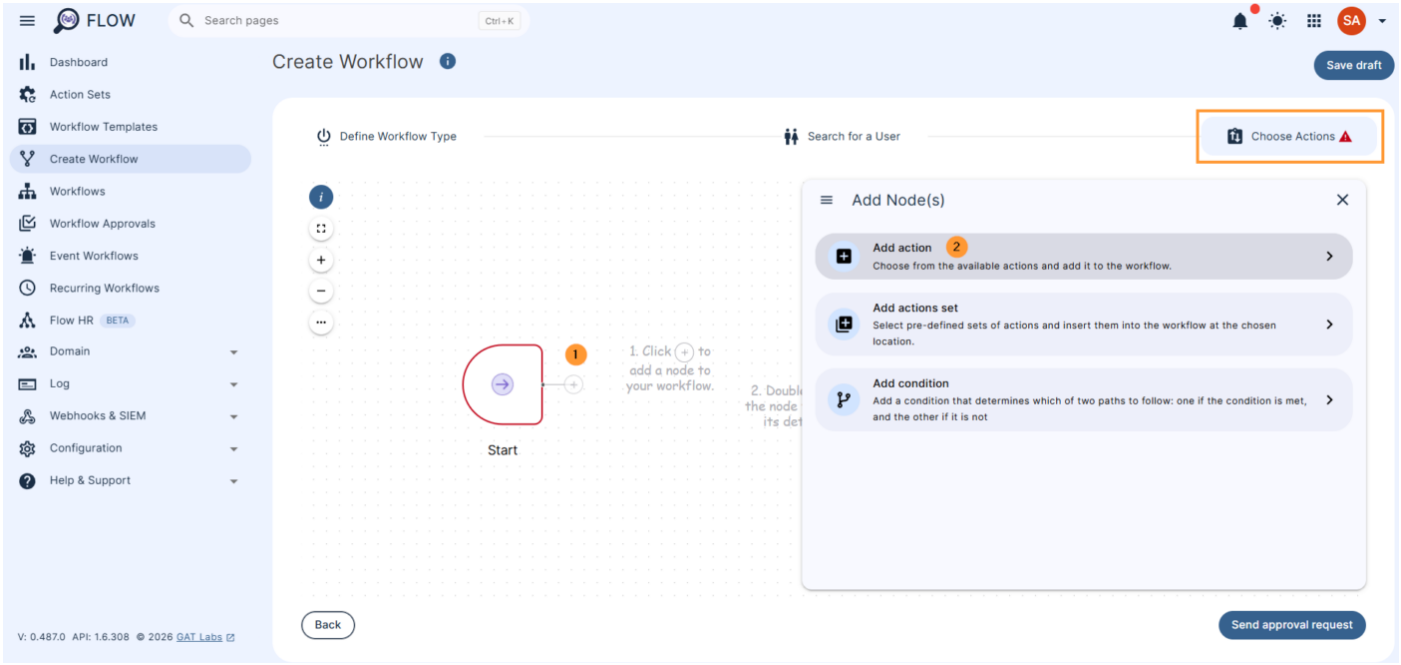
Search and add the users via **Search for a** user, group, org. unit, or classroom, or import users **(1)**. Once selected, the list of users will be displayed **(2)**.



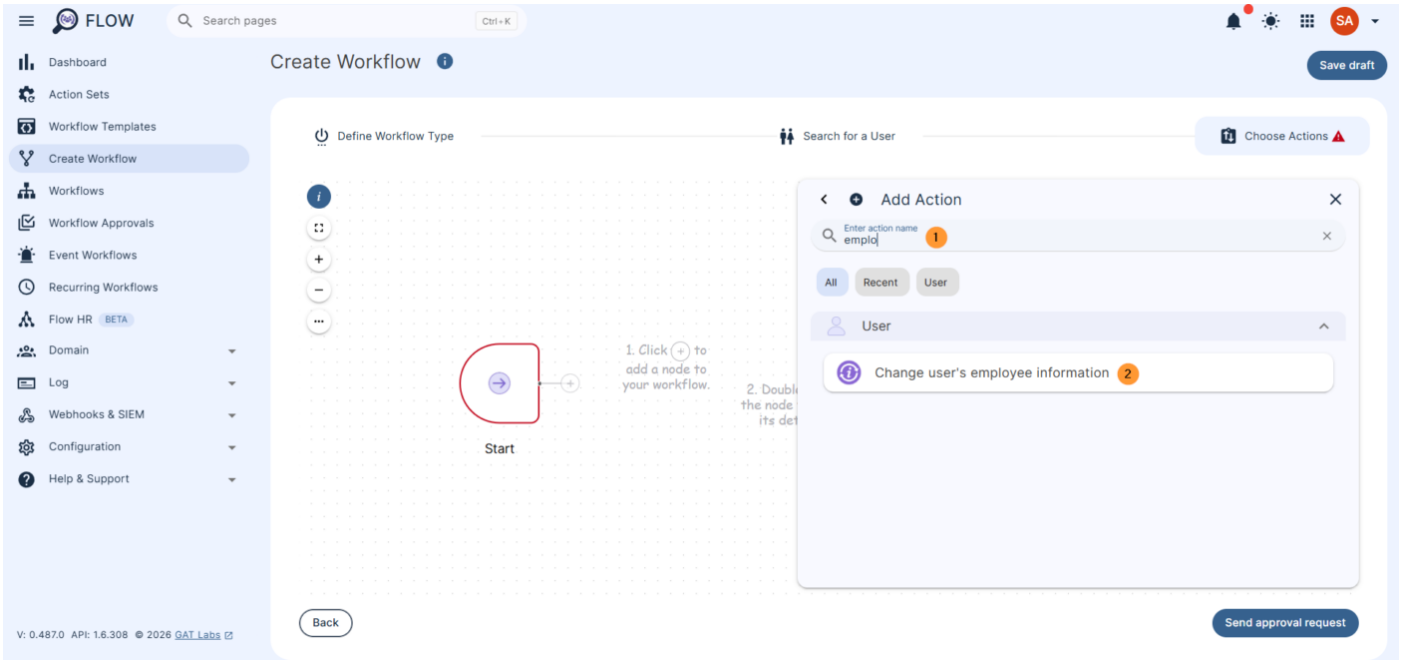

Once users are selected, click on **Next (3)** to proceed to the next step.

## Step 3.

Then, to **choose actions (1)**, click on the **(+) button (2)** and search for the action.




You will see all the options available, search **(1)** and select **(2)** the below action - "***Change user's employee information***":



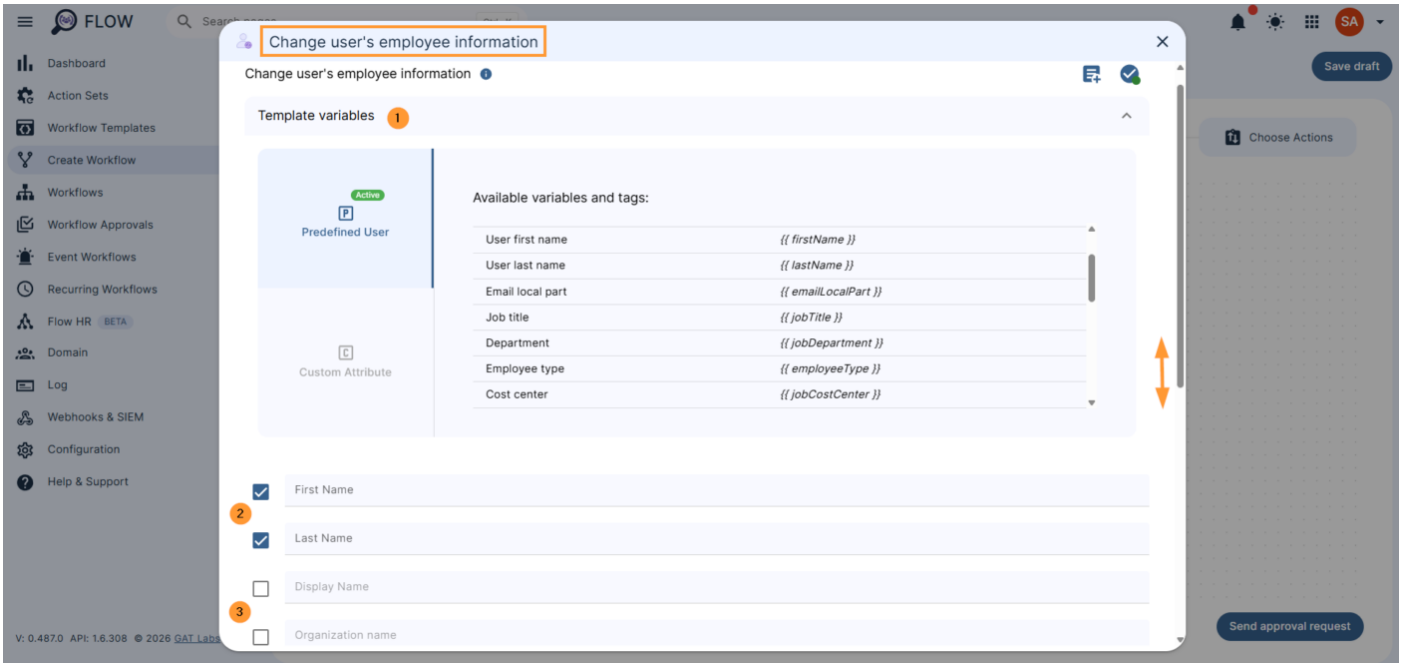

Once the "***Change user's employee information***" is selected, **double-click to open it.**

To change one of the values, select the checkbox and enter the value (you can clear it by sending a blank).

This action allows you to change the user's employee info for all users you selected.

Use template variables

- Predefined users - available variables and tags
- Custom attribute - select custom attributes




After filling in the details, click on the **Send approval request**.

A new message will be displayed to confirm whether you are ready to send the workflow for approval. Click on "***Yes***" to proceed. The notification is now sent to the Security Officer requesting verification of the workflow.

> **Note:** This action has ***Predefined variables*** that can be used to seamlessly perform bulk updates across multiple accounts.

## Step 4.

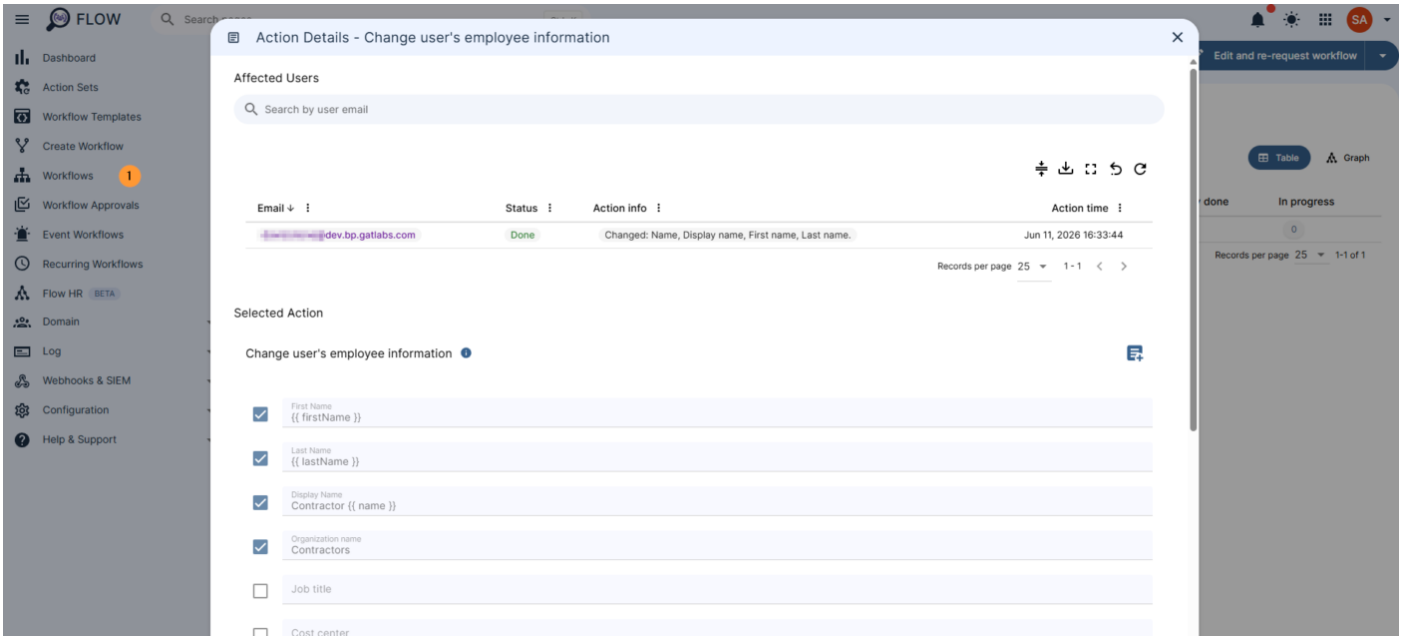
Last, after sending, the Security Officer has to approve the request. They will receive an email that will lead them to the approval page.

> *Note: If the pre-approval option is enabled for the workflow requester, an email is not sent to the Security Officer. The workflow creator can confirm the preapproval option to run the workflow right away.*

## Result

As a result of the workflow, the updated information is applied to the users' accounts.

The results will be displayed, and each piece of information will be shown in the Workflow details.

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- Export Addresses that Sent an Email to Another User with GAT Flow

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