Suspend user(s) in Google Workspace via GAT Flow

Users Audit & Management · https://gatlabs.com/knowledge/tech-tips/suspend-users-in-google-workspace-via-gat-flow/

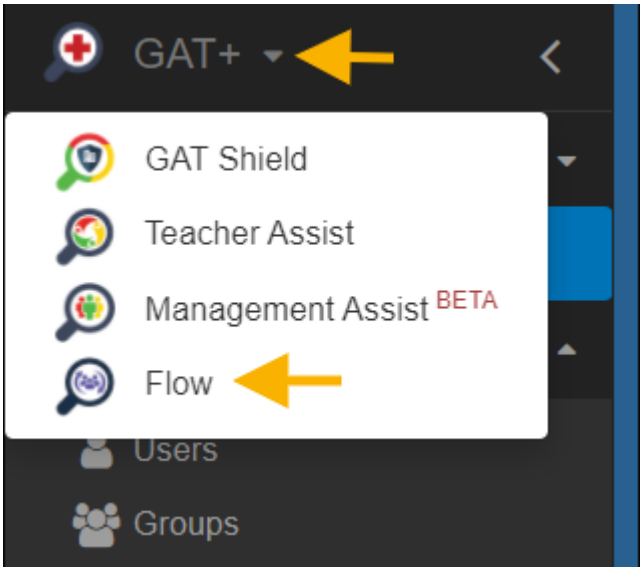
Embedded media:
https://www.youtube.com/embed/unI2rqR6p28?feature=oembed&color=red&rel=0&controls=1&start=&end=&fs=0&iv_loa

GAT Flow allows admins to easily **Suspend or Unsuspend the user** in the domain.

It is a user management tool. It allows the Google Workspace Admins to onboard, offboard, and modify existing users. This can be done manually or via automated workflows. There are multiple different actions that can also be taken.

Launch GAT Flow

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



Create workflow

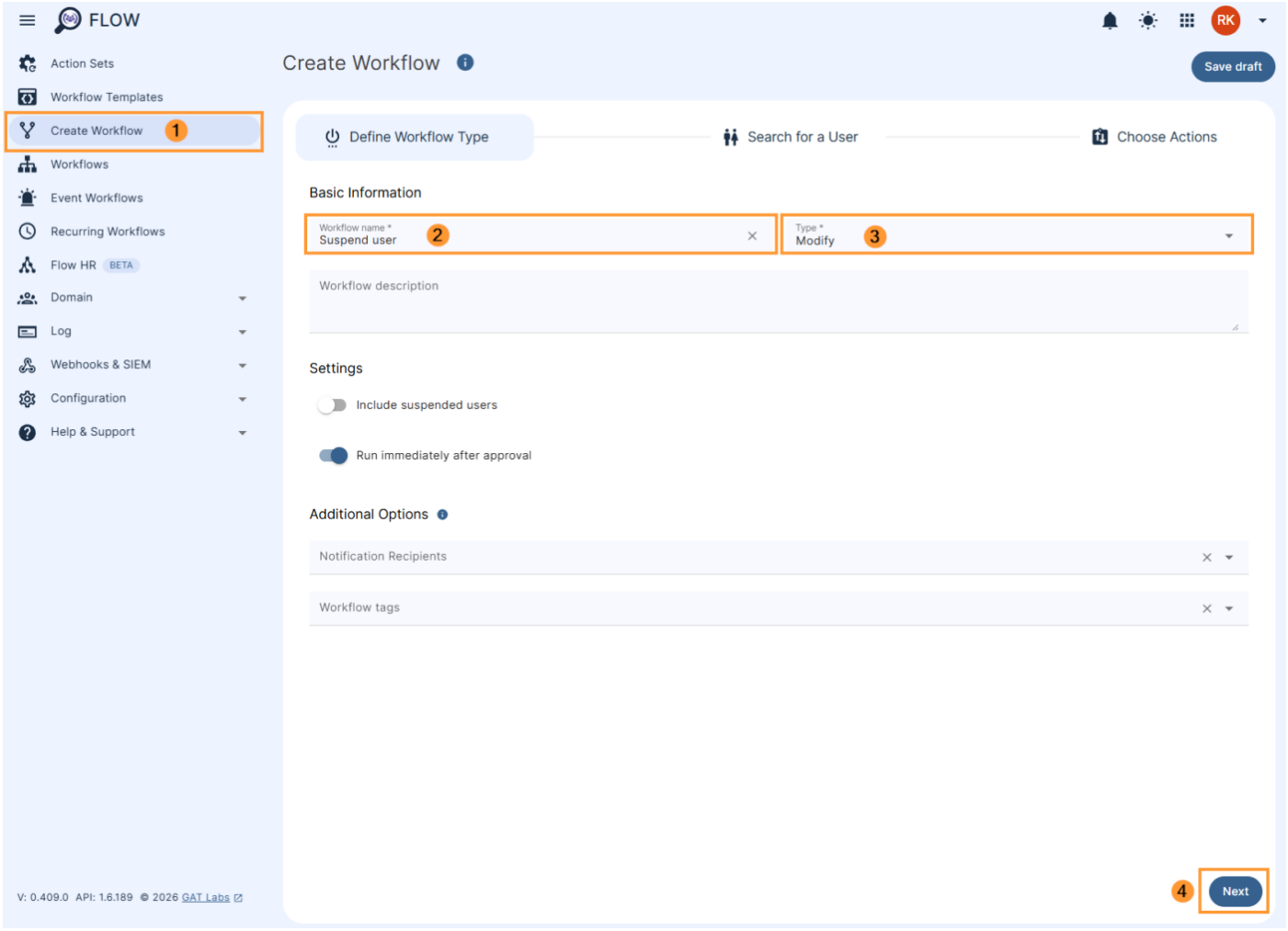
First, navigate to **Flow > Create workflow** (1).

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)

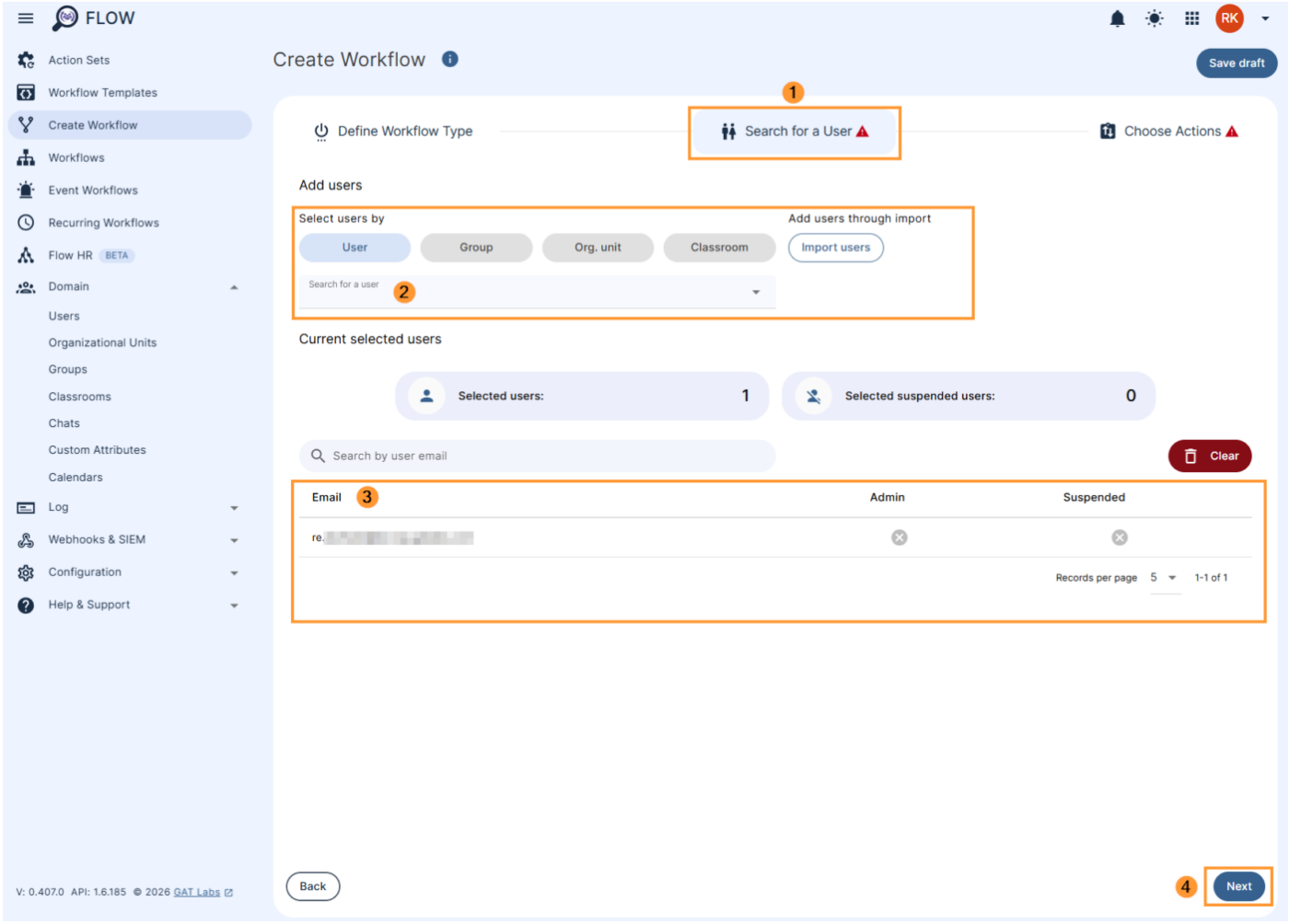
Later click **Next** (4) to proceed.



Search for a user

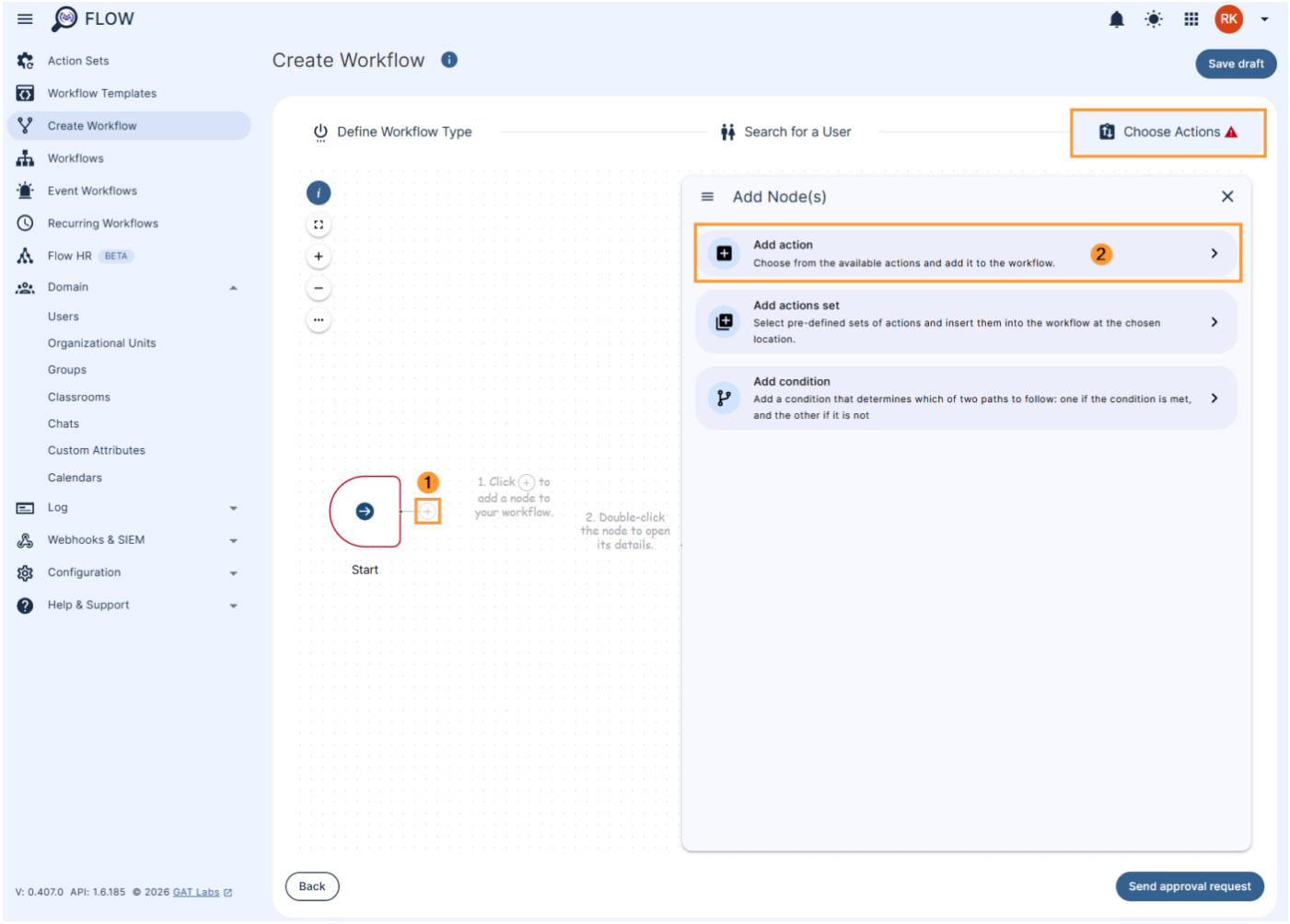
Select the users for whom you would like to remove Gmail labels (1) from. You can select a user, group of users, or org. unit of users (2-3), and even use the Import users option.

After selecting the users, click on the **Next** button (4).

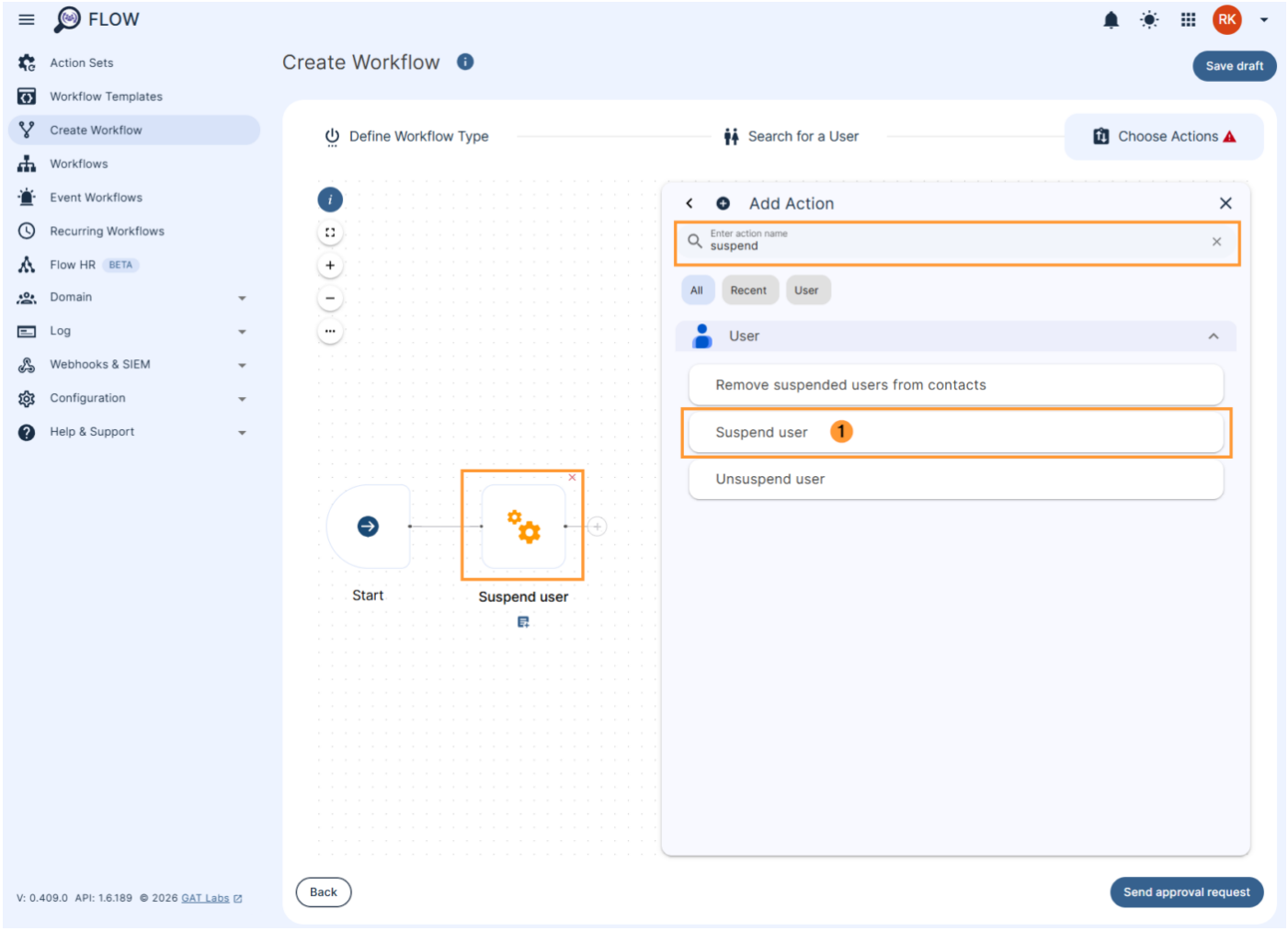


Actions

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

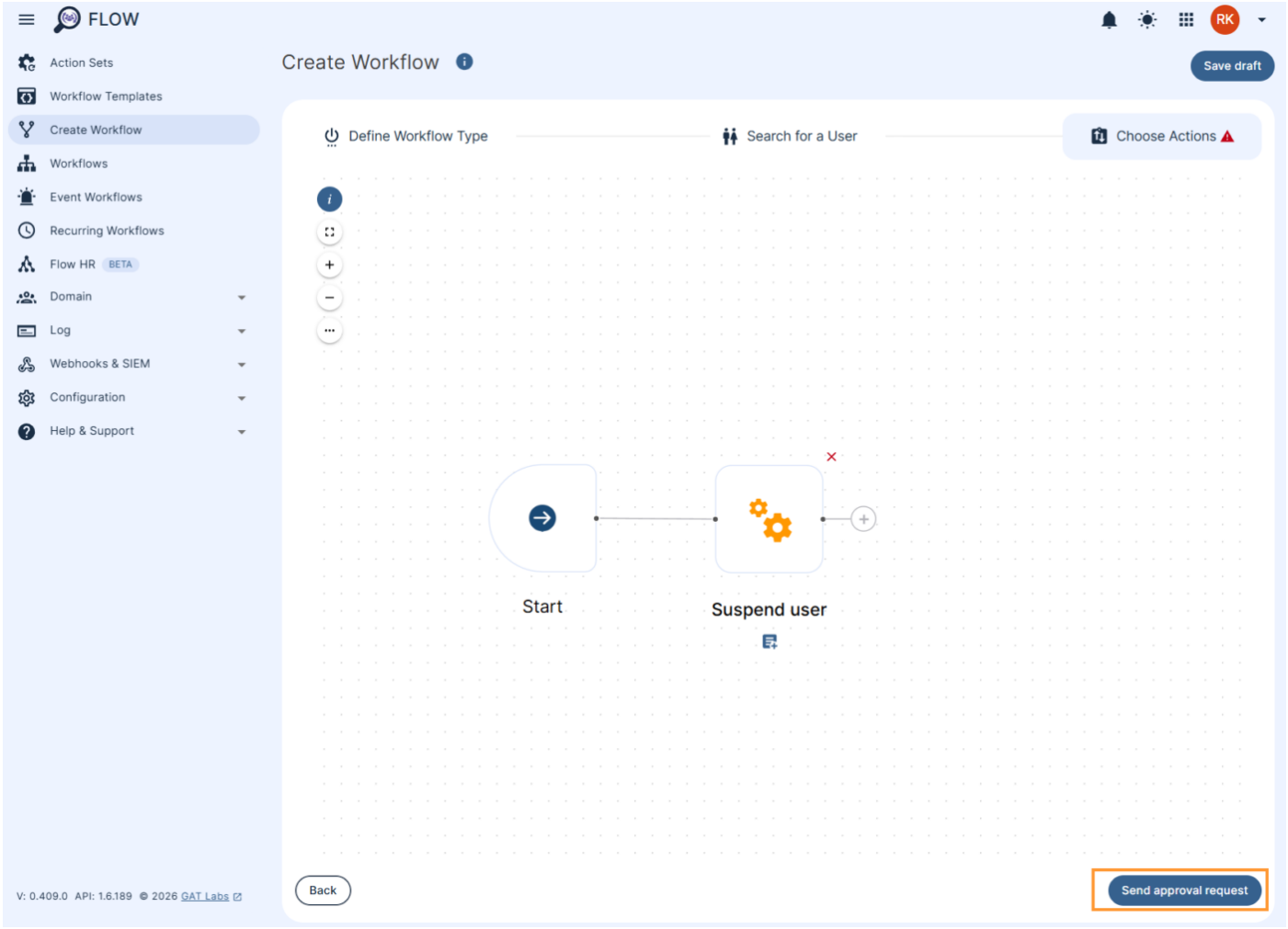


Afterwards, search and add the action **User > Suspend user.**

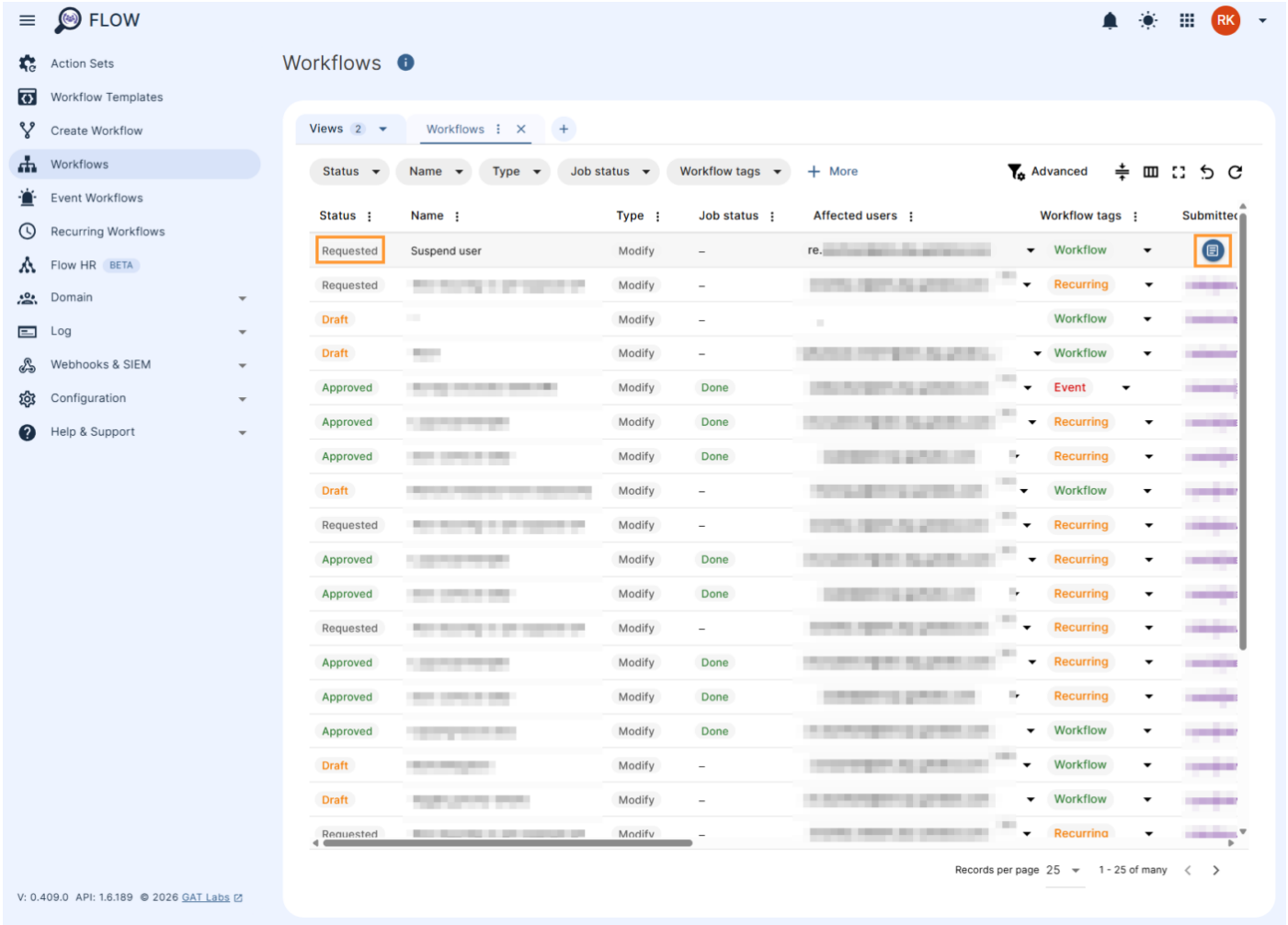


Once the action is selected, the option to **Suspend user** will be displayed. This action doesn't need any additional configuration and is ready to go.

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



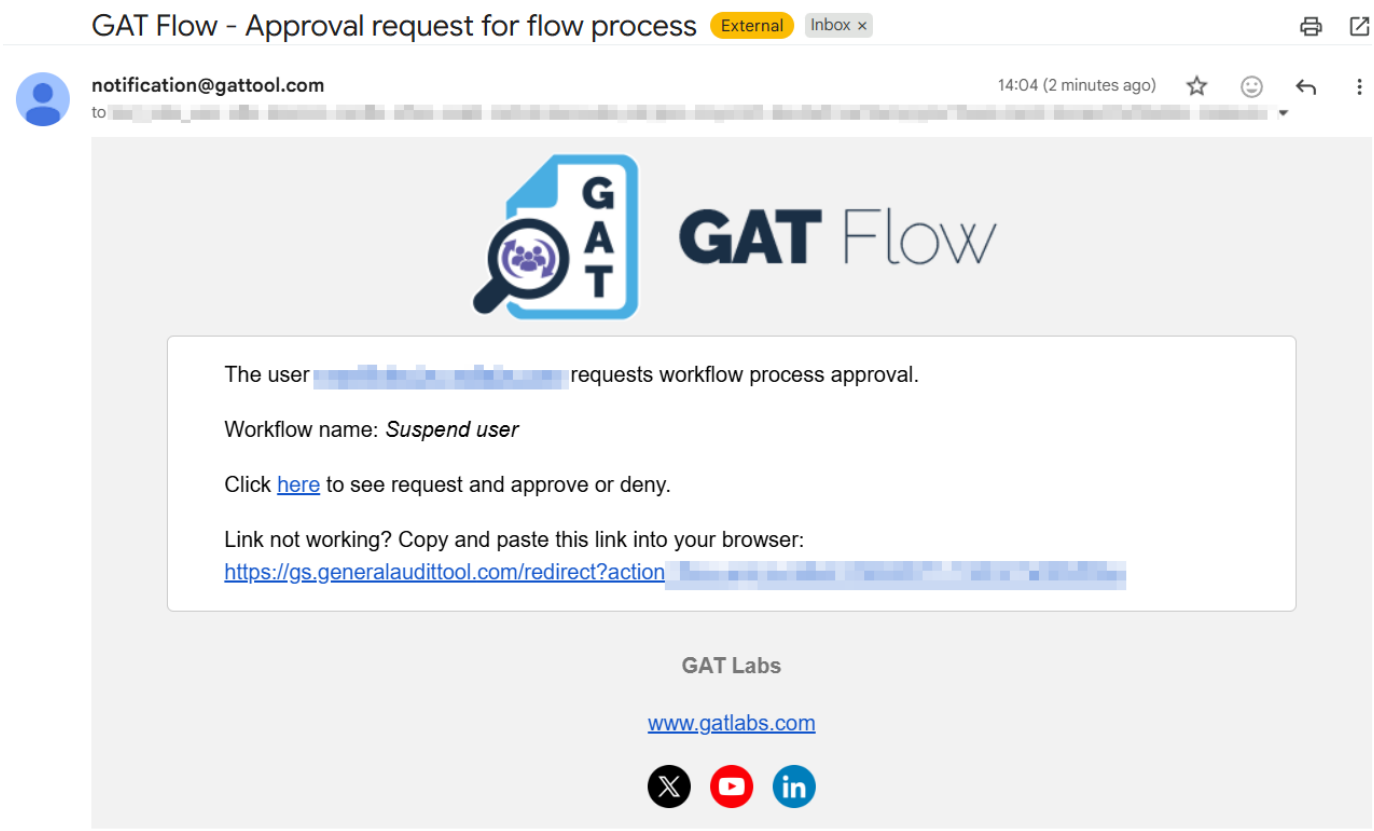
The workflow will be submitted for approval.



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

Security officer

The Security officer will receive an email notification for approval.



Result

When approved, the user would be **Suspended** or **Unsuspended** based on the actions chosen.

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