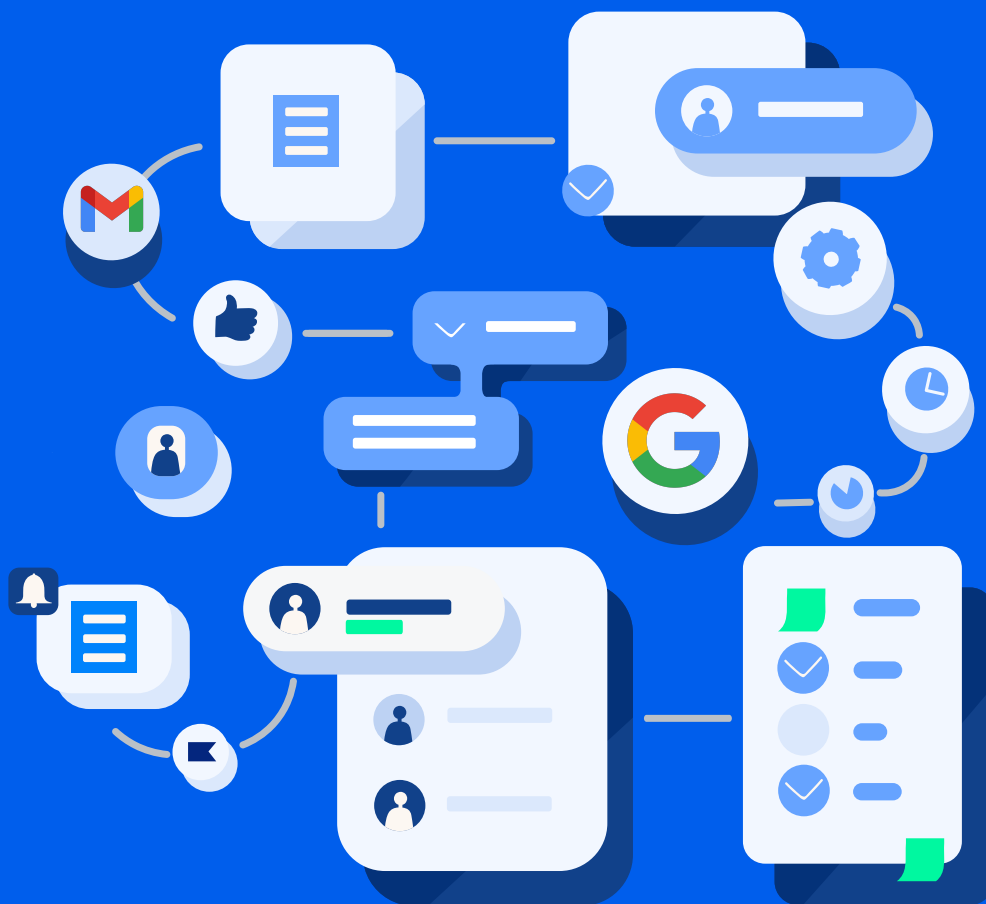


Inside Google Workspace Automation:

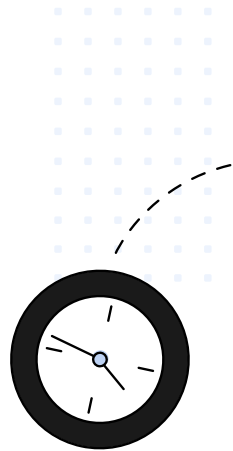
Your Guide To Unlocking Team
Efficiency



A STEP-BY-STEP GUIDE

Automating your Workspace

This guide outlines a four-step process to help you identify Google Workspace automation opportunities, assess feasibility, implement, and ensure ongoing success to maximize the benefits.



The Value of Workspace Automation

But first, what are the benefits and the value of Workspace automation? We've highlighted some of the key benefits below and real life examples of the value it brought to Google customers.

Increased Productivity:

Google Workspace automation helped the Ministry of Finance, State of Guanajuato **complete audits 35% to 40% faster.**

Focus on things that really matter:

Automating high-effort manual tasks can **save significant time**; freeing up time to focus elsewhere.



Improved Efficiency:

Streamline workflows and processes for faster turnaround times. Deloitte **reduced management report preparation time from 5-8 days to 1 hour** by leveraging automation

Cost Savings:

Reduce labor costs associated with manual tasks. Bancolombia **freed up 127,000 hours annually and reduced provisioning costs by \$19 million with automation**

STEP 1: IDENTIFY OPPORTUNITIES

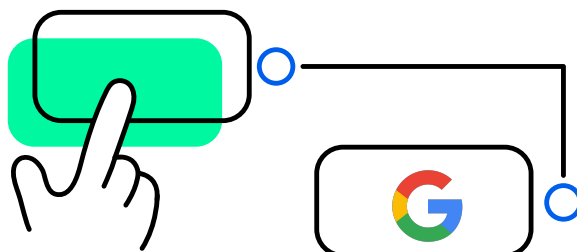
Spotting Automation Potential

Discovering the hidden potential within your daily tasks is the first step towards automation success. Focus on identifying those time-consuming, high-volume, and repetitive processes that drain your energy and hinder productivity.

Collaborate with your team, including administrators and end-users, to gain valuable insights. Understand their pain points and desired outcomes. By working together, you can pinpoint tasks that are ripe for automation and align your efforts with overall business objectives.

Tips to Maximize Your Search:

- **Review historical support request:** Find the high-volume tasks which are keeping your team busy
- **Survey your end-users:** Consider surveying your end-users to learn more about their pain points, hiring managers in particular might have valuable feedback on your onboarding process
- **Admin feedback:** Speak with your admin team to gather ideas and collaborate on an automated design

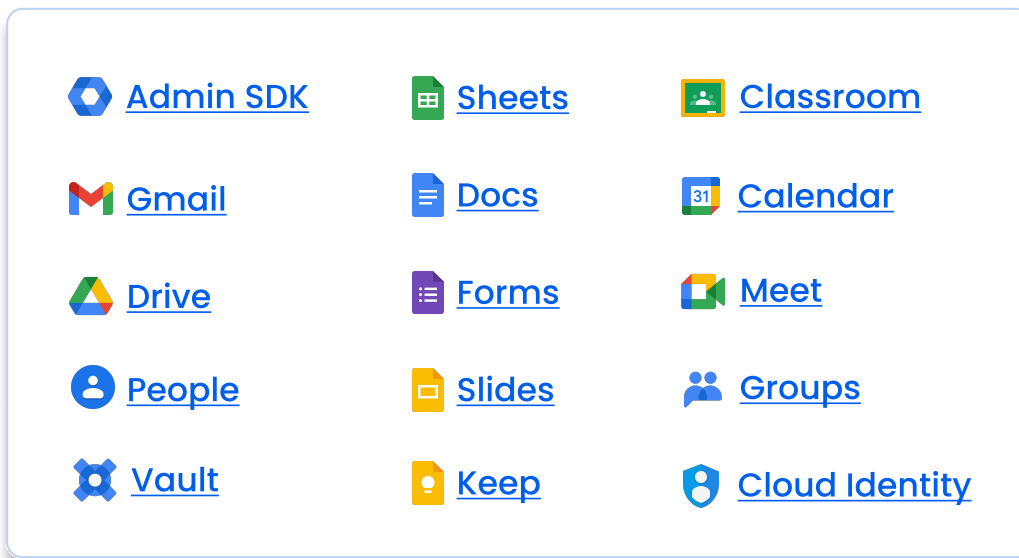


STEP 2: CONDUCT RESEARCH

Is Automation Feasible?

Think of these as your go-to resources for building automations:

- 1. Workspace API's:** Google provide detailed API reference documentation for each of their API's and is a great resource to verify your use case is suitable for automation . We've provided direct links below to many of the frequently used services:



- 2. Workspace Marketplace:** The Workspace Marketplace offers a wide range of useful tools such as [GAT Flow](#) that integrate directly with the Workspace API's and can be used to power your automation. GAT Flow offers significant advantages over other products with event-driven, scheduled, on-demand workflows with the most advanced and comprehensive support across the Workspace API's.
- 3. Learn from the Admin Community:** Search on StackOverflow, Google Cloud Community or through Github to learn how other admins are implementing automation - don't reinvent the wheel!

- [Google Workspace Automation on Stack Overflow](#) - A dedicated tag for questions related to Google Workspace. Search here for solutions to common challenges.
- [Google Cloud Community](#) - Engage with other Google Workspace admins and learn how other Google Workspace organizations are implementing automation

STEP 3: DEVELOP AND TEST

Building Your Automation

Now it's time to bring your automation vision to life! Let's dive into the development process and ensure your solution is robust and reliable.

Develop Your Automation:

- **Choose your tools:** Select the appropriate tools based on the complexity of your automation.
- **Design the workflow:** Visualize the steps involved in your automation. Consider using flowcharts or diagrams to map out the process.
- **Build the automation:** Write the code or configure the automation tool according to your design. Break down complex tasks into smaller, manageable steps.
- **Prepare for Testing:** Consider using test OU's, test users or even a test domain for automation involving high-risk actions

Conduct Thorough Testing:

- **Test Accounts:** Use separate test accounts to simulate real-world scenarios without affecting production data.
- **Edge Cases:** Consider unexpected situations or errors that might occur. Test your automation under various conditions.
- **Peer-Review:** It's always useful to have a colleague help with your testing, they might have suggestions or identify a problem you hadn't considered!

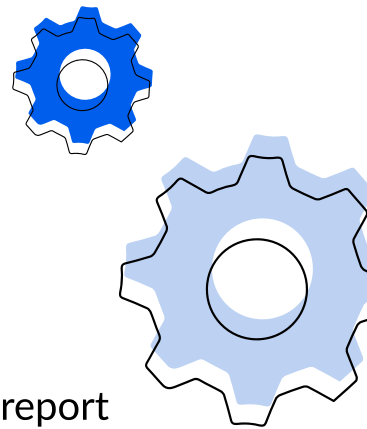
STEP 4: IMPLEMENT AND SUPPORT

Launching Your Automation

You've built your automation, **it's time to unleash its potential!** Careful planning and ongoing support are crucial for a successful implementation.

Implement & Monitor

- **Phased rollout:** Depending on your automation, consider a gradual rollout to minimize disruptions and allow for adjustments.
- **Communicate Go-Live:** Inform your fellow admins and maybe even your end-users before implementing to ensure you can capture feedback and make improvements if needed.
- **Regular monitoring:** Continuously monitor the automation's performance and identify potential issues.



Provide Support and Maintenance

- **Dedicated support:** Offer a support channel for users to report problems or request assistance.
- **Documentation:** Document what you've created and ensure it's available to your wider IT team
- **Updates and improvements:** Be prepared to make necessary adjustments and enhancements based on feedback and changing needs.



ENHANCED AUTOMATION

Automation With GAT Flow

GAT Flow simplifies user management in Google Workspace by automating tasks like onboarding, off-boarding, and bulk user updates.

Selecting Your Workflow Type

- **On-demand Workflow:** on-demand workflows gives you full control over the execution of your automation. Most suitable for automation ad-hoc admin tasks.
- **Event Workflow:** create powerful fully automated solutions that you can 'set and forget'. Consider using "User added to OU" or "User added to Group" to drive your joiners, movers and leavers tasks.
- **Scheduled Workflow:** run your automation on a recurring time-driven basis, ideal for enforcing policies and taking actions on areas that users can change dynamically over time.

Using Conditional Logic

Using conditional logic you can easily automate more complex processes and add a human touch that can sometimes make automating a business process challenging.

For example, you could automatically suspend any user downloads Drive files in bulk but add a conditional logic check to exclude the CEO!

The screenshot displays the GAT Flow interface for configuring a 'SIGNATURE MANAGEMENT' workflow. On the left, a sidebar shows navigation options: 'Action Sets', 'Workflow' (selected), and 'Event Workflow'. The main content area is divided into two sections. The left section, titled 'Email', contains a list of actions: 'Send Email', 'Set up auto reply', 'Set up auto forwarding', 'Set email delegation', 'Set POP', 'Set IMAP', 'Migrate emails', 'Remove email forwarding', and 'Remove email delegation'. The right section, titled 'Set user email signature', shows the configuration for the 'Send Email' action. It lists 'Available variables and tags': 'User full name {{ name }}', 'User first name {{ firstname }}', and 'User last name {{ lastname }}'. Below this, a preview of an email signature is shown for 'Jane Hope', a 'DEVELOPER', with contact information: 'W www.website.example', 'P +39 1923 102', and 'M +323 33112 2'. At the bottom right, there is a toggle switch for 'Set for all send as emails'.

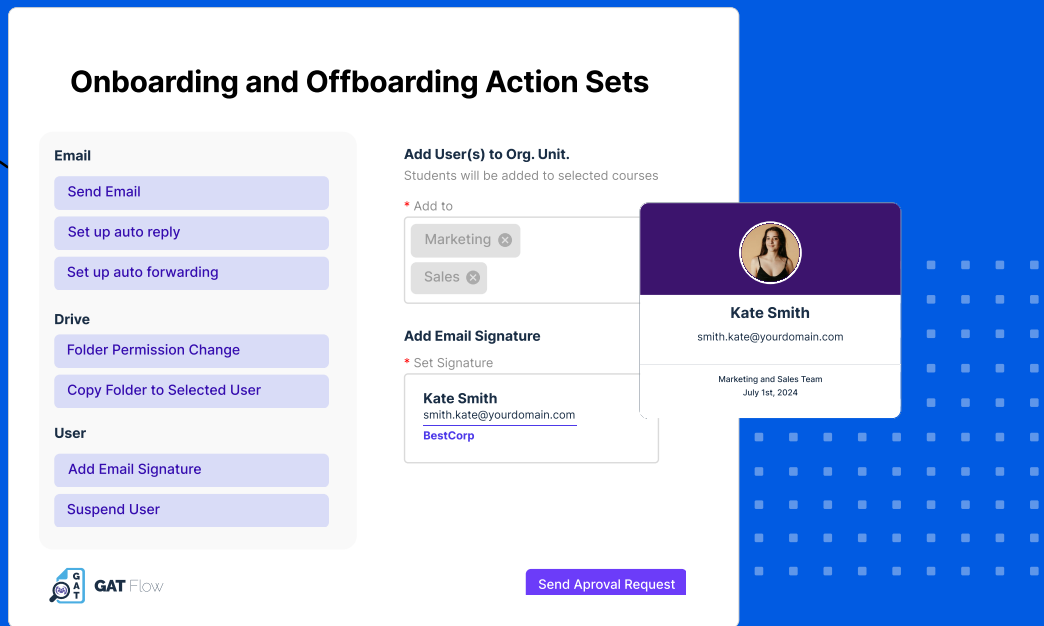
ENHANCED AUTOMATION

Automation With GAT Flow

This quick guide will show you how to use GAT Flow to save time and streamline your onboarding processes.

Actions & Action Sets

- **Actions:** Flow supports hundreds of customizable actions with more being added all the time! Admins also have full control over the sequence of actions and no hard limits on the number actions allowing you to design *exactly* the process you want.
- **Action Sets:** Create Action Sets to easily repeat or reuse workflows you've previously designed, enabling you to quickly create new workflows without repeating anything you've already designed.



Test & Launch!

Once you've created your workflow conduct testing to ensure you're happy with the results and identify any improvements you can make. It's also worthwhile documenting your automation to help your team understand how it works so they can help to improve it or implement their own in the future!

[VISIT THE FULL GAT FLOW GUIDE HERE](#)



AUDIT AND AUTOMATE YOUR GOOGLE WORKSPACE

Meet The GAT Labs Suite

For Google Workspace



GAT+

Delivers advanced analytics and reporting for Google Workspace to enhance security and compliance.



GAT Unlock

Securely manages document access and ownership changes with multi-party approval.



GAT Flow

Automates user management tasks like onboarding and offboarding in Google Workspace.

AUTOMATION TOOL

For Google Chrome



GAT Shield

Live monitoring and instant alerts for unusual activity. Reg. ex. and geo based reporting and alerting.



Shield Enterprise

User identity tracking, threat monitoring, screen monitoring and more.

COMING SOON



For Google Workspace for Education



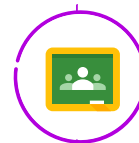
Teacher Assist

Monitors students' online activity in real-time to support classroom management.



Taskmaster

Ensures assignment integrity by integrating with Google Classroom to prevent misuse of AI tools like ChatGPT.



Automate Your Google Workspace With GAT Labs

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