

User Lifecycle Management With **GAT Flow**



User Lifecycle Management with GAT Flow

This guide walks you through managing the complete user lifecycle in Google Workspace using [GAT Flow](#), from onboarding to off boarding. Automate tasks, enforce policy, and maintain user security with ease.

What is GAT Flow?

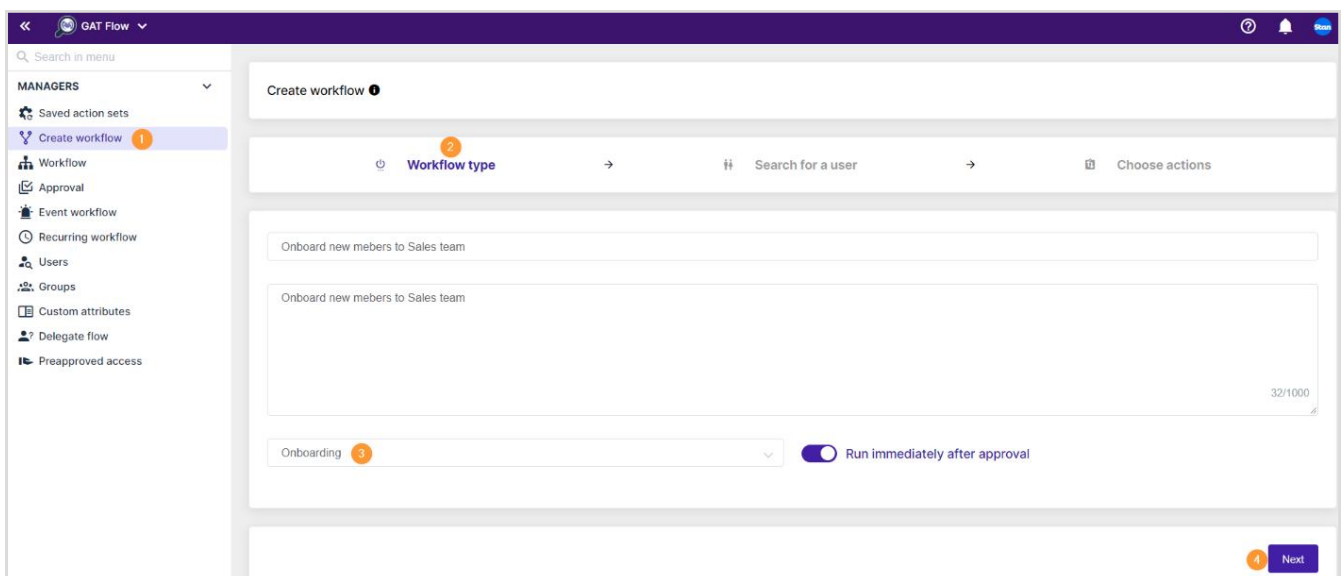
GAT Flow is a user lifecycle management tool that enables Google Workspace admins to:

- Automatically onboard users with pre-configured access.
- Modify user settings based on changes like role, department, or status.
- Offboard users securely, transferring data and revoking access.

1. Onboarding New Users

Save time, ensure consistency, and eliminate setup errors.

Navigate: *Flow > Create Workflow*



Key Features:

- Bulk create user accounts with custom attributes.
- Automatically assign users to:
 - a. Organizational Units (OUs)
 - b. Groups and Google Classrooms
 - c. Shared calendars
- Set default Gmail signatures, filters, and aliases.
- Grant access to specific Drive files and folders.
- Set or generate passwords during onboarding.

Tips:

- Use conditional workflows tailored to departments or roles.
- Trigger workflows based on events, such as user creation or department change.

Related Articles:

[Automate User Onboarding](#)
[Onboard Google Workspace User](#)

2. Mid-Lifecycle Changes

Keep user settings aligned with internal changes like role changes or extended leave.

Use Cases:

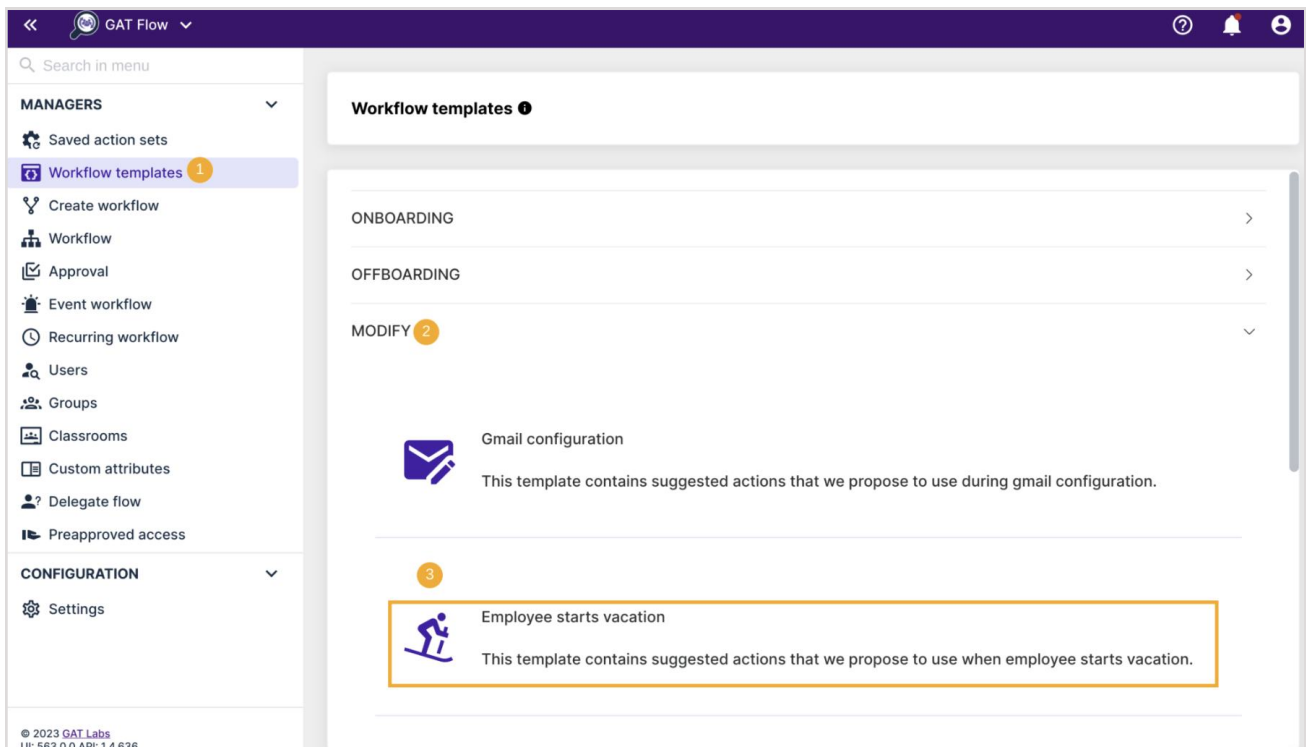
- Reassign users to a new OU or group.
- Delegate email access to a manager.
- Trigger actions when 2FA is disabled.
- Pause access for employees on leave.

Example:

To better assist a Google Workplace Administrator, GAT Flow offers some automation under the Workflow templates module within the dashboard. An Admin can use a template that contains suggested action sets that can be useful to manage the account of the user who is on holiday.

Navigate:

Flow > Workflow Template > Modify > Employee starts vacation



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When the template is selected, the suggested action set can be previewed before using it. This template is just a proposal of the actions that can be editable at a later stage for a better fit.

Set of actions:

The template contains the set of actions outlined below:

- Send email
- Set up auto reply (enable)
- Set email auto-forwarding
- Set email delegation
- Delay workflow
- Remove email delegation
- Set up auto reply (disable)
- Remove email forwarding

Tip:

Use conditional workflows to apply changes dynamically based on attributes (e.g, *When department = "Sales" => set signature, set manager and sync contacts with sales team*)

Related Articles:

[Conditional Workflows for Google Workspace](#)
[Manage Vacation Access](#)
[Event Triggered Workflows](#)
[Suspend Google Workspace Users](#)

3. Offboarding Users

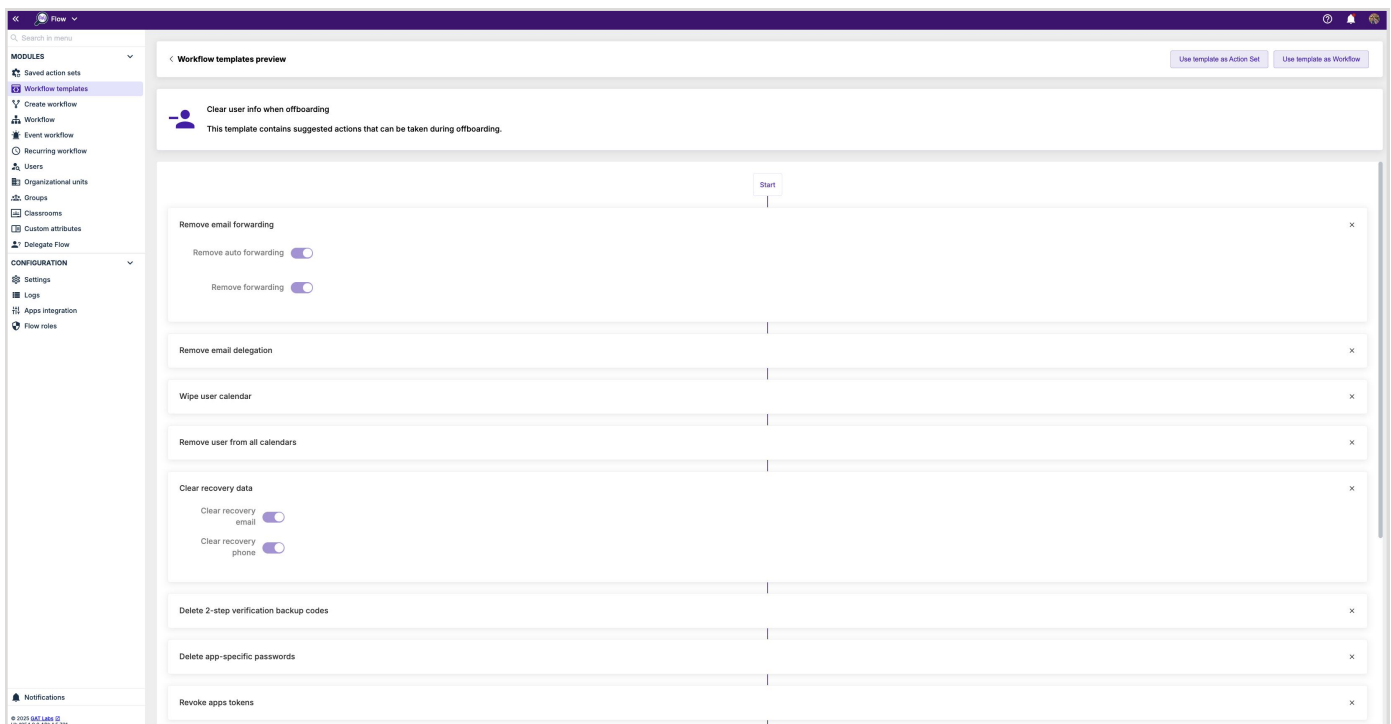
Protects sensitive data and simplifies account clean-up

Navigate:

Flow > Workflows > Offboarding Templates

Examples of actions you can automate:

- Remove the user from all groups, calendars, and classrooms.
- Transfer ownership of emails, calendars, and files.
- Disable or suspend the account.
- Delete 2-step verification backup codes
- Revoke app tokens.



Pro Tip:

Pair offboarding with alert-based workflows for real-time reaction to termination or inactivity.

Related Articles:

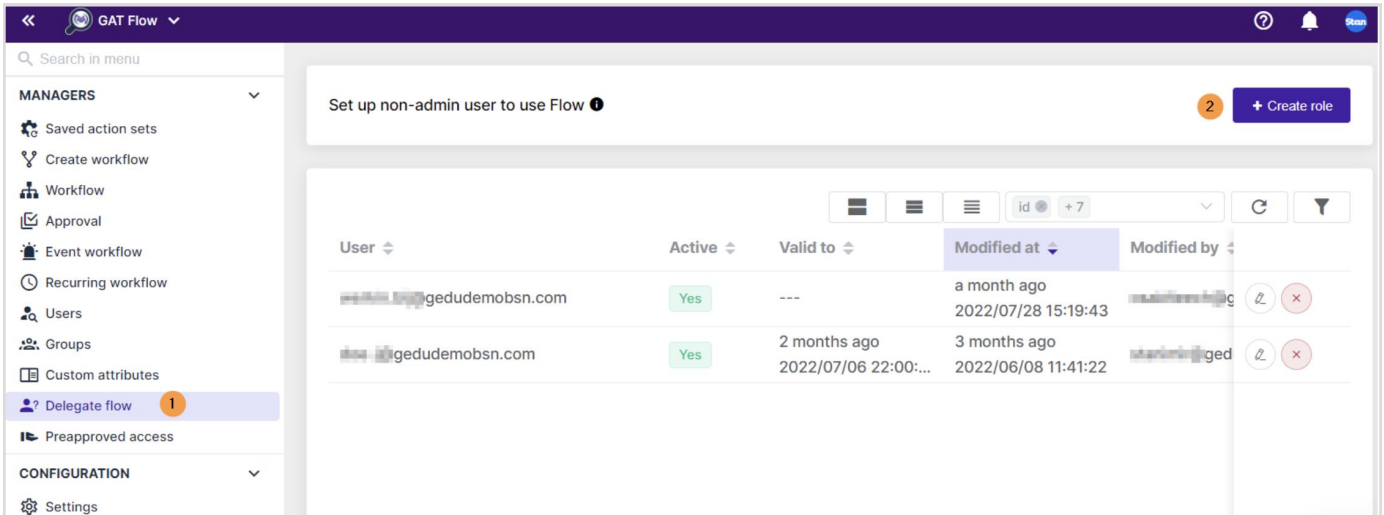
- [Offboarding Workflow](#)
- [Actions Available when Offboarding Users](#)
- [Force to Finalize the Offboarding Process in GAT Flow](#)

4. Delegate Flow Access

Empowers non-admin team members (like HR) to manage user workflows without full admin rights.

Navigate:

Flow > Delegated flow



Key Features:

- Grant selected non-admin users access to GAT Flow.
- Enable them to run, edit, or monitor specific onboarding/offboarding workflows.
- Maintain security and control, delegates can only perform allowed tasks.

Use Case Example:

An HR staff member manages all user onboarding. By assigning them as a Flow Delegate, they can run onboarding workflows independently without needing Super Admin access.

Related Articles: [GAT Flow Delegated Auditor](#)



5. GAT Flow's Dynamic Groups

Dynamic Groups in [GAT Flow](#) offers an automated solution, adapting to changes based on criteria you set, and ensuring up-to-date group memberships.

Flow dynamic groups are the equivalent of [dynamic groups from Google](#) updating a minimum of once a day. Dynamic Groups in Flow would run regardless of your Google Workspace license that you have.

This is particularly helpful for organizations with multiple locations or frequent team changes.

Key Features:

- Create new Flow Dynamic Groups or convert existing ones.
- Define rules using attributes such as: Org Unit, Suspension status, Admin status, 2FA status
- Predefine members who should always (or never) be part of a group.
- Add aliases, group signatures, and settings within the same interface.
- Set safety thresholds to halt automatic updates if changes exceed a certain percentage, avoiding large accidental member changes.
- Use preview mode to see who qualifies before creating the group.

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Navigate: **GAT Flow > Groups > (+) Create Group**

< Create group Save

General 1

* Email Contractors dev.bp.gatlabs.com

Name Contractor employees

Description Group for contractor employees

Flow dynamic group 2

Flow dynamic group are the equivalent of dynamic groups from Google updating a minimum of once a day. Group members are added/removed automatically based on a given list of conditions.

Disabled ☐

Convert Existing Groups:

Edit any standard Google Group and enable the “Flow Dynamic Groups” option to transform it. You can modify the group directly or create a new copy with updated conditions.

Use Cases:

- Automatically assign new hires in the “Marketing” OU to the Marketing Updates group
- Build dynamic lists for site-based announcements or permissions.

Related Articles: [GAT Flow’s Dynamic Groups](#)

Get Started with GAT FLOW: 5 Cool Things to Try First

1. Onboard user
2. Offboard user
3. Modify user
4. Recurring workflow
5. Event Workflow



5 Most Useful Things You Can Achieve with GAT Flow

1. Set up email signatures for users in bulk
2. Set up email delegation on bulk users
3. Delegate Flow access to Non-Admin user
4. Bulk add users to the calendar
5. Change Google Licence assignment

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