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User Lifecycle Management With GAT Flow





Training Resources

User Lifecycle Management with GAT Flow

This guide walks you through managing the complete user lifecycle in Google Workspace using <u>GAT Flow</u>, 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

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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 <u>Google Workplace</u> 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.

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	Revoke apps tokens	×
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Pro Tip:

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

Offboarding Workflow
Related Articles:
Actions Available when Offboarding Users
Force to Finalize the Offboarding Process in GAT Flow

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4. Delegate Flow Access

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

Navigate:

Flow > Delegated flow

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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 <u>GAT Flow</u> 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 <u>dynamic groups from Google</u> 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

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





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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