



# Manage O365

Delegate Users & Licenses administration to BU

**D**o you have multiple locations under one Office 365 Tenant? Are you able to manage the users of all your locations and units? Are you able to manage the licenses efficiently with users leaving and joining often? Solve your trouble by delegating partial control to country or location admins.

Manage O365 is a tool that will allow you to delegate the user management and license management to your localized administrators. You can define your segregation by Business Unit, Country, Location or any unit that you would want to subdivide administration. Once the Units are defined, you can allot prefixed subscription licenses from your Office 365 pool and assign a responsible local administrator for the unit. The tool will ensure the local administrator can only use the allotted licenses and edit users falling within the localized region.

## Why customers use Manage O365

- ▶ Too many users & locations to be managed by HQ IT Team
- ▶ Distribute and Allot Licenses from O365 pool to local admins
- ▶ Track all administrator actions through activity logs
- ▶ Generate costing by cost center or locations as per allotted licenses

## Organization distributed by Many Groups or Locations

- Difficulty in managing users and licenses for different groups, locations, countries outside of Head Quarter Office
- Global Admins have no idea about isolated remote location users or their license needs

All changes are directly updated and reflected from Office 365

## Audit Logs for Compliance & Accountability

- All your changes done for Office 365 License changes are logged and recorded
- Periodical changes and license utilization can be analyzed out of historical log records
- Costs can be controlled by studying utilization by Units

Additional Metadata for Users can be stored

## No Compromise of Office 365 Administration Access

- Office 365 Admin access is reserved for Global IT in HQ
- Delegate only the user and license management access

Protected from constant Office 365 changes in UI or functions

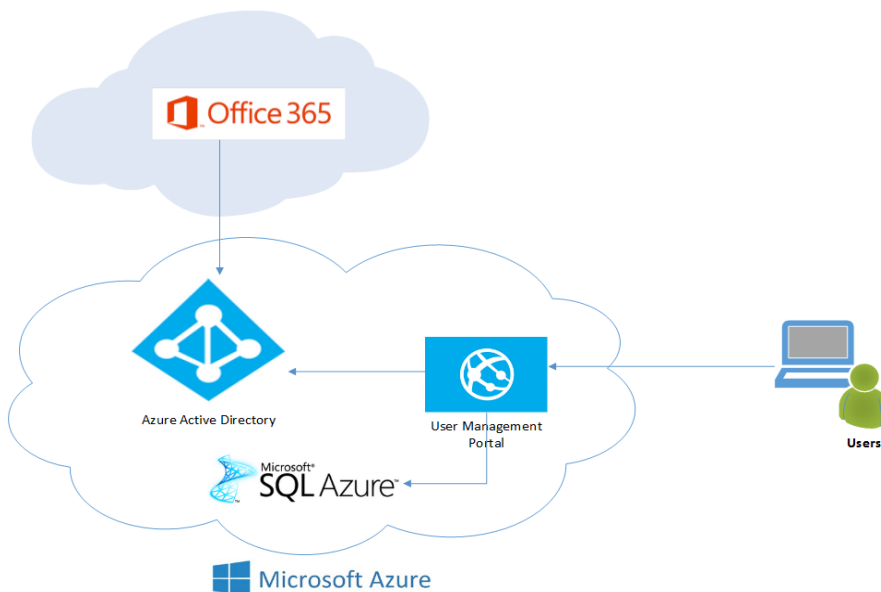
App is in use for customers more than 2 years without any impact or support even when Microsoft Office 365 has been constantly changing and adding features.

# Manage O365

Manage O365 is built on Microsoft API and runs on Azure in isolation from O365

## Use Cases for Customer Benefits

- Multi Group Company is able to manage licenses for users spread across 32 locations/countries
- Tenant with more than 5000 users are managed through the tool without any issues
- Internally Costs are billed to groups with valid invoices and utilization reports
- All locations have their own AD which is centrally synchronized with Office 365 allowing their O365 licenses to be managed
- Additional Customized processes to help Global HQ
- Manage License requests in one place with approvals
- Additional User Properties managed and synchronized with Exchange Online Custom Attributes for use in Distribution List



## Tangible Benefits / Desired Outcomes

- Global Administrators are able to focus on priorities than addressing user requests from other locations
- With accountability all locations are managing their licenses responsibly and efficiently with transparency in costing
- Distribution lists updated automatic reducing regular checking and updates by Global IT

## Come talk to us!

- ◀ Let us show you how it works and you will see the benefits it will bring not just to you, but also your organization.
- ◀ Free up your valuable time to work on more productive works.
- ◀ Bring the ROI to the next level.
- ◀ Wait no more. Activate it now!

## Azure services utilizations as follow:

- ▶ Azure App Service - Non-specific
  - Standard Large App Service Hours
  - Standard Medium App Service Hours
- ▶ Data Services - SQL Database
  - Standard S2 Database Days
  - Standard S0 Database Days
- ▶ Networking - Non-specific
  - Data Transfer Out & In (GB)
- ▶ Visual Studio - Application Insights

## Why Alfa Connections?

- ▶ Early adopters of Office 365 and Azure
- ▶ Experienced & Implemented customizations on multiple office 365 tools and integrated them
- ▶ Have implemented hybrid and azure based solutions leveraging rich Azure service tools

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## Email Administration Portal

uration ▾ License Report Help

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	Allocated	Used	Available
X	10	2	8

Display Name:  Property Code:

Display Name	Email Address	Department	Job Title	Office Phone	Mobil
Hi					

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## Email Administration Portal

New User Sign Out

Dashboard Configuration ▾ License Report Logs ▾ Help

### Detailed Licenses Report

Hotels		ENTERPRISEPACK	
		Alloted	Used
Brand1	LeelaPalace	1	0
Brand1	Pan Pacific Hotel	10	2
Brand2	Taj Banjara	5	0