

Transparency Control Centre User Guide

November 2020

Microsoft
Partner



Gold Security
Gold Messaging
Gold Datacenter
Gold Data Analytics
Gold Cloud Platform
Gold Communications

Gold Cloud Productivity
Gold Windows and Devices
Gold Collaboration and Content
Gold Enterprise Mobility Management
Gold Project and Portfolio Management
Gold Small and Midmarket Cloud Solutions

transparency

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What's new?

Transparency are upgrading the Control Centre to deploy brand new features to make managing your Microsoft Azure and Office 365 subscriptions even better.

Here is a list of some of the new features and enhancements:

- Improved reporting capabilities to monitor spending and licences. Fully exportable to Microsoft Excel.
- Redesigned Subscription management, providing a single place to view all licences, costs, and renewal dates.
- New "Orders" section to quickly see what licences were purchased, by who and when.
- New "Purchasing" experience to streamline the purchasing and assignment of licences.
- New "invoicing" functionality to allow for your subscriptions to be billed on separate invoices.
- Consolidated billing functionality. Do you have more than one tenant? Would you like a combined invoice for the tenants? If so, this is now possible.

What do I need to do?

Absolutely nothing; we will manage the entire process. From your perspective, the upgrade will deliver a new look and functionality.

When will the upgrade take place?

The upgrade is planned to take place over the weekend of the 21st and 22nd November 2020. There will be no adverse effect on your experience, and you can continue to use Transparency Control Centre throughout the upgrade process. Once complete, you will notice the Welcome Dashboard looks slightly different.

Can I opt out of the upgrade?

We are offering the upgraded version to all our customers as part of our commitment to you as a CSP Partner. This ensures everyone can benefit from the new features. The upgrade is mandatory.

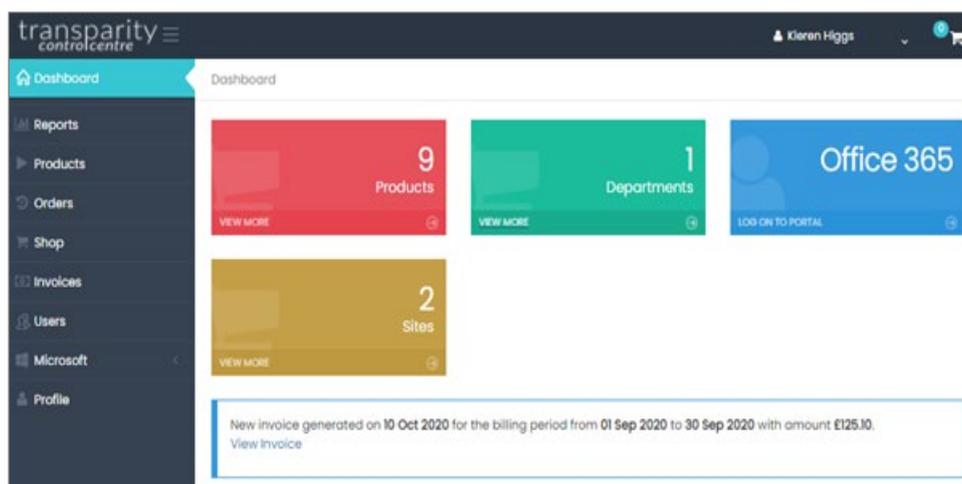
Transparency Control Centre upgrade

Welcome Dashboard

Upon signing into Transparency Control Centre, you will be taken to the updated welcome dashboard. From here, you can quickly launch and access the various features within Transparency Control Centre.

The left-hand navigation pane provides quick links to access features and services.

The "Products" box shows how many subscriptions you have for example, Office 365 E3, Exchange Online Plan 1 and Azure Plan. You can quickly get to your subscriptions by clicking this box.



The “Sites” box is a new feature and is used to split and assign your Office 365 Products and Azure Plan for invoicing purposes. The sites functionality is detailed further in subsequent sections.

The “Departments” box functions similar to “Sites” but adds a further layer of invoicing control. The departments functionality is detailed further in subsequent sections.

The “Office 365” box provides a quick link to the Office 365 Admin centre with Single Sign On.

Reports

Reports provide a quick view of all your products, services, and subscriptions with Transparency. Here you can see when a subscription was purchased, its expiry, the quantity you have and whether it is active.

PRODUCTS REPORT Export to Excel

Filter Products

Quantity: Min Quantity and Max Quantity

Ordered Between: Min Ordered Date and Max Ordered Date

Expires In Days: Expires In Days

| Product Name | Ordered On | Expires On | Quantity | Status |
|--|----------------------|----------------------|----------|--------|
| Power Automate per user plan | 19 Jun 2020 06:06:08 | 19 Jun 2021 01:00:00 | 1 | Active |
| Exchange Online Protection | 09 Apr 2020 03:33:49 | 09 Apr 2021 01:00:00 | 1 | Active |
| Common Data Service for Apps Database Capacity | 20 Dec 2019 06:26:55 | 20 Dec 2020 12:00:00 | 0 | Active |
| Common Data Service for Apps Database Capacity | 20 Dec 2019 06:26:55 | 20 Dec 2020 12:00:00 | 2 | Active |
| Common Data Service for Apps Database Capacity | 20 Dec 2019 06:26:55 | 20 Dec 2020 12:00:00 | 2 | Active |
| Microsoft PowerApps Plan 1 | 20 Dec 2019 10:03:47 | 20 Dec 2020 12:00:00 | 6 | Active |
| Azure plan | 22 Nov 2019 02:16:04 | 31 Dec 9999 11:59:59 | 1 | Active |
| Test Azure Plan Subscription | 22 Nov 2019 02:16:04 | 31 Dec 9999 11:59:59 | 1 | Active |
| Microsoft Azure - CSP Test | 22 Nov 2019 02:16:04 | 31 Dec 9999 11:59:59 | 1 | Active |

Showing 1 - 9 of 9 records

There are various filtering options available, and the results can be exported to Excel for further analysis.

Products

The products page provides complete management of your services with Transparency. From this page you will find all the information you need to manage individual licences, products and services, from the total cost of a particular item, how many of that item you have, to the flexibility of increasing or decreasing the total number of licences.

You can switch between the default “Card” view or “List” view using the option at the top of the screen.

Card view

List view

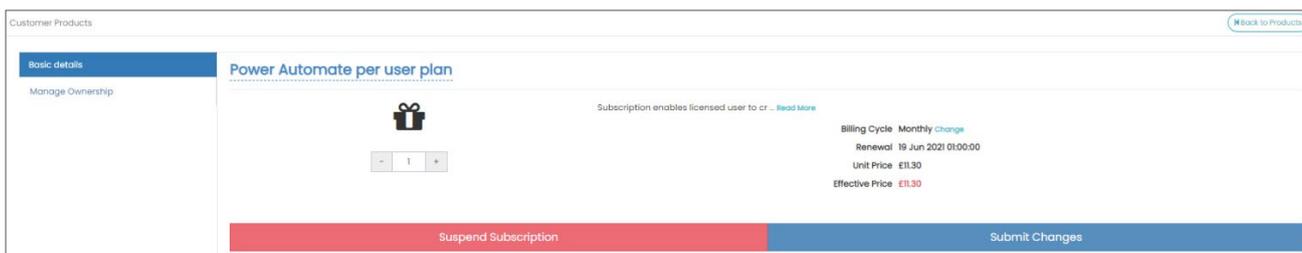
| Name | Quantity | Unit Price | Amount | Order On | Billing Cycle | Renews on | Action |
|---|----------|------------|-------------------|-------------|---------------|-------------|--------|
| Azure plan | 1 | | | 22 Nov 2019 | Monthly | | + |
| Test Azure Plan Subscription <small>addon</small> | 1 | | | 22 Nov 2019 | Monthly | | + |
| Microsoft Azure - CSP Test <small>addon</small> | 1 | | | 22 Nov 2019 | Monthly | | + |
| Common Data Service for Apps Database Capacity | 2 | £30.20 | £60.40 | 20 Dec 2019 | Monthly | 20 Dec 2020 | + |
| Common Data Service for Apps Database Capacity | 0 | £30.20 | £0.00 | 20 Dec 2019 | Monthly | 20 Dec 2020 | + |
| Common Data Service for Apps Database Capacity | 2 | £30.20 | £60.40 | 20 Dec 2019 | Monthly | 20 Dec 2020 | + |
| Exchange Online Protection | 1 | £0.75 | £0.75 | 09 Apr 2020 | Monthly | 09 Apr 2021 | + |
| Microsoft PowerApps Plan 1 | 6 | £5.30 | £31.80 | 20 Dec 2019 | Monthly | 20 Dec 2020 | + |
| Power Automate per user plan | 1 | £11.30 | £11.30 | 19 Jun 2020 | Monthly | 19 Jun 2021 | + |
| Total Amount | | | GBP £16485 | | | | |

To manage a particular product, select the “Manage” button from the card view.

From the List view, select “Manage Product” from the “Action” column.

| Name | Quantity | Unit Price | Amount | Order On | Billing Cycle | Renews on | Action |
|---|----------|------------|--------|-------------|---------------|-------------|----------------|
| Microsoft Azure - CSP Test <small>addon</small> | 1 | | | 22 Nov 2019 | Monthly | | |
| Test Azure Plan Subscription <small>addon</small> | 1 | | | 22 Nov 2019 | Monthly | | |
| Common Data Service for Apps Database Capacity | 2 | £30.20 | £60.40 | 20 Dec 2019 | Monthly | 20 Dec 2020 | Manage Product |

Use the plus and minus buttons or type in the desired quantity, then click “Submit changes”. Licence increases will be available for assignment instantly.



Please note:

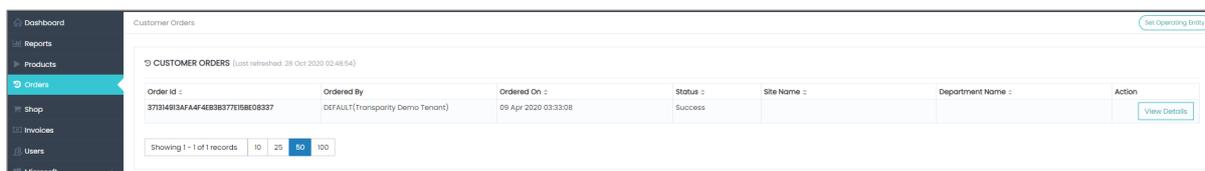
- You cannot reduce the quantity below the number of assigned licences to end users.
- You can only suspend a subscription when the total quantity is 1, and it is not assigned to a user.

Managing Azure Subscriptions

For consumption-based subscriptions such as Azure, when you select “Manage” you can access advanced features such as the current estimated cost and the actual billing cost for previous periods. All of which can be exported for offline analysis.

Orders

The Orders page provides a history of purchases you make using the Transparency Control Centre. You can quickly see which subscriptions were purchased, by who, the cost and the total number purchased.



Selecting “View Details” will show all the subscriptions which were purchased. In this example it was just Exchange Online Protection.

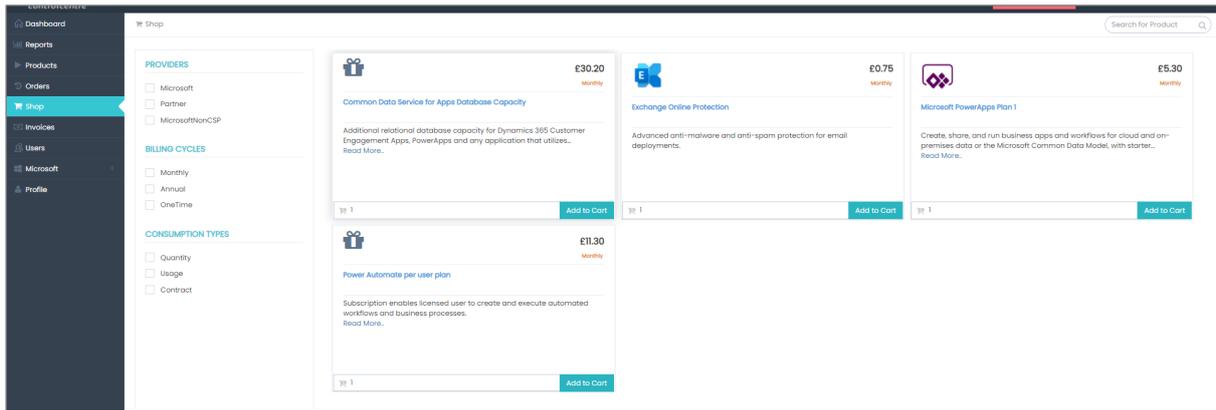


Shop

The Shopping page is where you can find and purchase new subscriptions and add-ons to existing subscriptions.

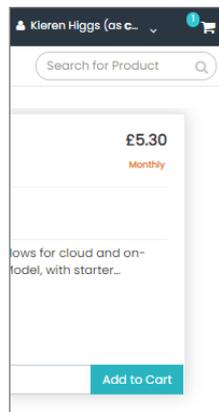
This experience has been redesigned to allow for multiple subscriptions to be added in bulk through a shopping cart experience, removing the need to add them one by one.

There are also new filtering options to allow you to quickly find the subscription you need as well as a search option.

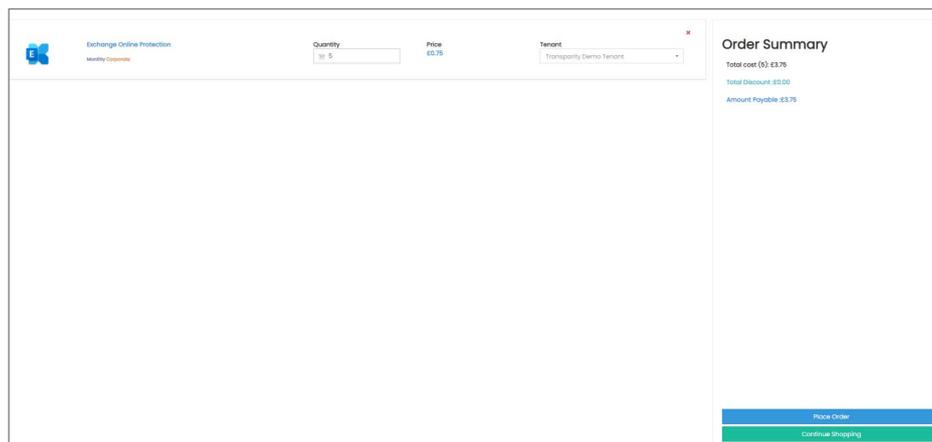


To purchase a subscription, select the desired quantity, then click “Add to Cart”.

In the top right-hand side of the Control Centre you will see the shopping cart with the item just added.



Selecting the shopping cart allows you to check the subscription, alter the quantity, remove the subscription, and check the total cost before proceeding to “Place the order”.



Once complete, the licences will take a few minutes to be available for assignment to end users.

Invoices

In this page you can view any current and historic invoices we have issued to you for your products and subscriptions.

| Invoice Number | Invoice Amount | Invoice Status | Invoice generated on | Billing Period | Invoice Due Date |
|---|----------------|----------------|----------------------|---------------------------|------------------|
| Invoice_Transparency Demo Tenant_20200910_GSP Owned By Transparency Demo Tenant | £125.10 | Finalized | 10 Oct 2020 | 01 Sep 2020 - 30 Sep 2020 | 09 Nov 2020 |
| Invoice_Transparency Demo Tenant_20200910_GSP_2 Owned By Transparency Demo Tenant - Modern Workplace | £72.48 | Finalized | 10 Oct 2020 | 01 Sep 2020 - 30 Sep 2020 | 09 Nov 2020 |
| Invoice_Transparency Demo Tenant_20200910_GSP Owned By Transparency Demo Tenant | £64.31 | Finalized | 10 Sep 2020 | 01 Aug 2020 - 31 Aug 2020 | 10 Oct 2020 |
| Invoice_Transparency Demo Tenant_20200910_GSP_2 Owned By Transparency Demo Tenant - Modern Workplace | £133.27 | Finalized | 10 Sep 2020 | 01 Aug 2020 - 31 Aug 2020 | 10 Oct 2020 |
| Invoice_Transparency Demo Tenant_20200810_GSP Owned By Transparency Demo Tenant | £197.58 | Finalized | 10 Aug 2020 | 01 Jul 2020 - 31 Jul 2020 | 10 Sep 2020 |
| Invoice_Transparency Demo Tenant_20200910_GSP Owned By Transparency Demo Tenant | £28.26 | Finalized | 10 May 2020 | 01 Apr 2020 - 30 Apr 2020 | 10 Jun 2020 |
| Invoice_Transparency Demo Tenant_20200410_GSP Owned By Transparency Demo Tenant | £151.07 | Finalized | 10 Apr 2020 | 01 Mar 2020 - 31 Mar 2020 | 10 May 2020 |
| Invoice_Transparency Demo Tenant_20200310_GSP Owned By Transparency Demo Tenant | £79.21 | Finalized | 10 Mar 2020 | 01 Feb 2020 - 29 Feb 2020 | 10 Apr 2020 |

You can select any invoice to perform any of the following actions:

- View the invoice line items, cost, quantity, and total cost.
- Download the invoice as a PDF.
- Download the invoice as a CSV file.

Users

The users page allows you to grant or remove access to the Transparency Control Centre Portal for users who are not part of your tenant. The user will receive an invite link sent to their email address to complete the sign-up process.

To grant access to users in your tenant we recommend you perform this under the [Microsoft Users](#) section.

| Email | Roles | Actions |
|---------------------------|----------------|---------|
| test@transparencydemo.com | Customer Admin | ✖ |
| test@transparencydemo.com | Customer Admin | |

Showing 1 - 2 of 2 records | 50 | 100 | 200 | 500

To add access, click “Add User” then enter their email address, choose the level of access. Customer Admin allows users unrestricted access to the Control Centre. They can purchase and amend licences and assign licences to end users. Customer Reader provides read only capabilities to all areas, but users cannot make any changes.

ADD USER Back to Users

Email *

Role Type *

Role * Customer Admin Customer Reader

Microsoft

The Microsoft navigation link contains three areas:

- **Users:** Manage users and assign licences.
- **Azure Estimate:** View an estimate of your monthly Azure spend.
- **Licence Consumption:** View your total available licences vs licences assigned to end users.

Microsoft users

This page allows you to manage existing users, assign licences, grant access to the Transparency Control Centre and add new users to your Office 365 tenant.



| User Name | Email | Status | Actions |
|------------|---------------------------------|--------|---|
| [Redacted] | [Redacted]@transparencydemo.com | ✓ | [Icons: Edit, Reset Password, Licences, Grant Access, Delete] |
| [Redacted] | [Redacted]@transparencydemo.com | ✓ | [Icons: Edit, Reset Password, Licences, Grant Access, Delete] |
| [Redacted] | [Redacted]@transparencydemo.com | ✓ | [Icons: Edit, Reset Password, Licences, Grant Access, Delete] |
| [Redacted] | [Redacted]@transparencydemo.com | ✓ | [Icons: Edit, Reset Password, Licences, Grant Access, Delete] |

The options available for each user (from left to right) are:

- **Licences:** Assign or remove licences from a particular user.
- **Reset Password:** For Cloud only users, or tenants where password write back is enabled through AD Connect.
- **Edit User Details:** Update users' basic information such as name, email and usage location (for Cloud-only users).
- **Grant access to the portal:** Enable the user to use the Transparency Control Centre portal.
- **Delete User:** Remove all licences, revoke Control Centre access, and delete the user from the directory.

Microsoft Azure estimate

The Microsoft Azure Estimate provide you with an estimated accumulated cost for your Azure spend, it will not reflect the final total spend which is invoiced.

There are various filtering options on this page from Tags to Resource Groups. All the data is exportable to a csv file for offline analysis.

Microsoft Licence Consumption

The Licence Consumption report shows how many licences of a particular subscription you have available and how many of those licences are assigned to end users.



| Subscription Name(s) | Mapped Products | Total | Assigned | Unused | Action |
|--|---|-------|----------|--------|--------------|
| Power Automate per user plan | • Power Automate per user plan(Monthly) | 1 | 1 | 0 | |
| Exchange Online Protection | • Exchange Online Protection(Monthly) | 2 | 0 | 2 | [Minus icon] |
| Common Data Service for Apps Database Capacity | • Common Data Service for Apps Database Capacity(Monthly) | 4 | 0 | 4 | [Minus icon] |
| Microsoft PowerApps Plan 1 | • Microsoft PowerApps Plan 1(Monthly) | 6 | 5 | 1 | [Minus icon] |

Showing 1 - 4 of 4 records | 50 | 100 | 200 | 500

From this page you can manually remove any licences which are not assigned to end users.

Please note, a subscription must have a minimum of 1 licence until the subscription end date is reached, at which time the subscription can be cancelled.

Profile

From the profile page you can manage your company profile which is used in the Transparency Control Centre for both management and billing purposes allowing you control and flexibility on Addresses, contacts, and phone numbers.

The Microsoft section shows your company profile from the information registered with Microsoft and configured in the Office 365 Admin centre.

Consolidated Billing and Custom Invoicing

The Transparency Control Centre now has the ability to offer consolidated billing and custom invoicing options.

Consolidated billing is used where you have a need to consolidate invoices for two or more tenants onto one invoice. This is useful where you may have one parent company but many child companies and want to receive one invoice for all companies. We can even configure the invoicing so one company still receive its own invoice. To support this feature we will need to discuss your consolidated billing requirements with you.

Custom invoicing allows you to receive two or more invoices for different aspects of your tenant. A common example is being invoiced for Azure spend separately from Office 365 Subscriptions. Just like consolidated billing we will need to discuss your requirements with you.

Consolidated billing and custom invoicing is configured through the Sites and Departments areas of the Transparency Control Centre. We strongly recommended you consult us before altering these sections after we have configured them for you as incorrectly altering them can have adverse effects.