



# Enterprise License Dashboard



## DIRECT CUSTOMERS USER GUIDE

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# 1. Overview

Enterprise License Dashboard (ELD) is an integrated portal for our Cloud Care customers that gives you a detailed overview of your CSP usage for Microsoft 365 and Azure. Keeping up with software entitlements can be very complex and much resource is dedicated to this. ELD helps clients turn this software challenge into a well-managed process that saves time, money and resource.

## Key Benefits of the tool:

- Helps support better cost management and can be used to identify cost optimization opportunities;
  - Save time and improve efficiency because it ensures that team efficiency is maximized, and the time invested in managing licenses is reduced;
  - It ensures stakeholders involved in license management have access to accurate and useful data they to aid efficient use of their time;
  - There are many complimentary features of the tool, and some that are available as part of a managed service.
  - Our Microsoft clients have complimentary access to the following feature in ELD: CSP Cloud Services reports
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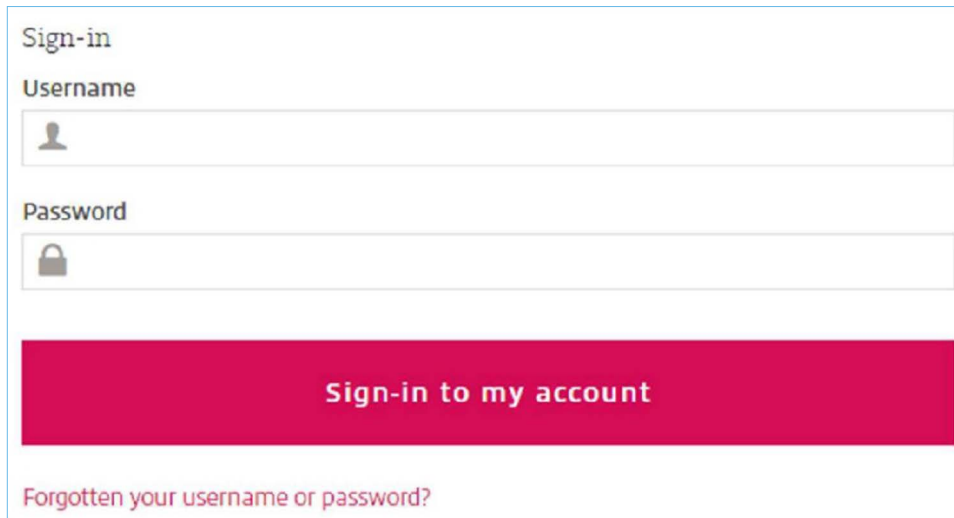
## 2. Useful Info: Tenants & Account Creation

- ELD is a service contained in your Cloud Care package and comes at no extra cost to you.
- You can open up to 50 user accounts and add as many tenants as your organisation manages. To add either, or if you have feedback or request assistance with the use of the platform, simply contact your Insight representative directly or by raising a **Enterprise Licence Dashboard (ELD)** support ticket via our Service Now tool.
- Data collection is automated via API connections through MS Partner Center and it's updated daily
- Azure consumption data consists of 2 features: Estimated daily rated usage and Monthly Invoice consolidation each against the individual resources.

### 3. How to Log in

**Login:** <https://eldemea.insight.com/ELD/>

Password reset will be required upon first login, simply use the dedicated link.



Sign-in form with fields for Username and Password, a Sign-in button, and a link for forgotten credentials.

Sign-in

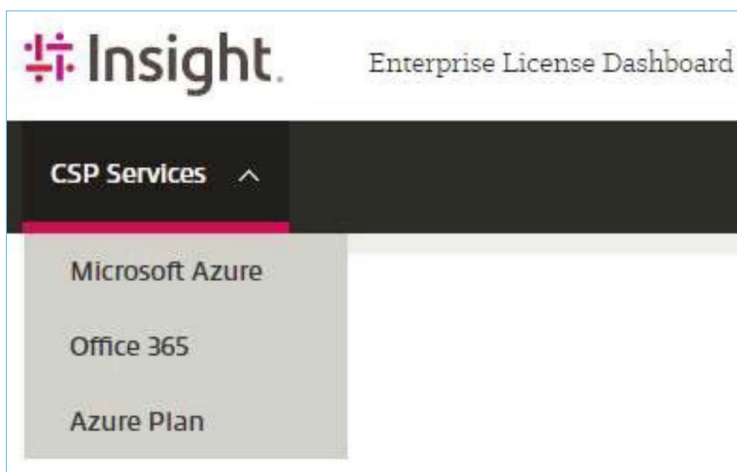
Username

Password

Sign-in to my account

[Forgotten your username or password?](#)

### 4. ELD Welcome Page



Use the 'CSP Services' dropdown menu at the top left of your screen to select:

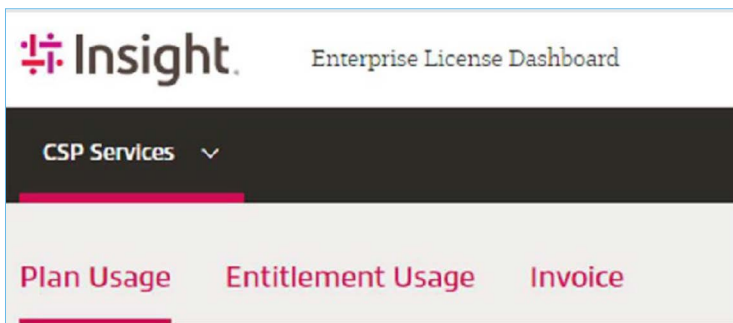
- **Microsoft Azure** contains the consumption of LEGACY Azure subscriptions
- **Office 365** shows open subscriptions on one or more available tenants
- **Azure Plan** contains the consumption of current Azure subscription(s)



## 5. Azure Plan: Consumption, Subscriptions, Invoices

Select from the menu in the header:

- **'Plan usage'** gives a detailed breakdown of Azure consumption down to the individual resource. Please notice this is estimated and could vary very slightly from final invoice.
- **'Entitlement usage'** offers a breakdown per subscription. Please notice this is estimated and could vary very slightly from final invoice.
- **'Invoice'** allows to visualise past documents and offers more information



## 6. Plan Usage

 A screenshot of the 'Plan Usage' filter form. It has three tabs: 'Plan Usage' (active), 'Entitlement Usage', and 'Invoice'. The form contains four input fields: 'Domain' (a dropdown menu with 'cloudedu.onmicrosoft.com' selected), 'Start Date' (text input with '01/05/2023'), 'End Date' (text input with '19/05/2023'), and 'Amount' (text input with '8.357,45 kr'). A red 'Submit' button is located to the right of the 'Amount' field.

- Month to date consumption is a 2-4% estimate.
- To select a specific tenant or time range simply use the date fields and click 'Submit'.
- To download the full details, scroll past the charts and click the 'Export to Excel' button

 A screenshot of the 'Usage Cost Details' table header. The table has a light grey background and a red 'Export to Excel' button in the top right corner. The columns are: 'TenantID', 'SubscriptionsID', 'Customer Name', 'Country', 'Usage Date', 'Product Name', 'Quantity', 'Billing Currency', and 'Billing Pretax'. Each column header has a small downward arrow icon.

- In the .csv document, the price paid per resource is contained in the column W:W 'Billing pretax total'
- The Azure subscription that contains the resource is marked as 'Entitlement ID' in column O:O
- Although Reserved instances and Marketplace items are contained in this document, a more succinct overview is available in the 'Invoice' section

## 7. Entitlement Usage

Entitlement Usage offers a subscription-by-subscription breakdown, each line representing an individual sub.

You can download a .csv extract via the Download button above the live view

The Subscription ID matches that of your Azure Plan subscription, Entitlement is the ID of each individual Azure subscription inside the Azure Plan.

CSP Services ▾

Plan Usage Entitlement Usage Invoice

Entitlement Usage Amount:  
May 2023 ▾ 49 744,97 € [Download](#)

Entitlement Totals

Entitlement Description	Total	EntitlementID	Company Name	TenantID	SubscriptionID
					76734535-ECA9-4A65-00C7-B04021D99872

The value Subscription ID that you find in the Entitlement Usage section, correspond to the Vendor ID of the Azure Plan subscription you purchased via CCx (Cloud Commerce Experience).

CSP Services ▾

Plan Usage Entitlement Usage Invoice

Entitlement Usage Amount:  
May 2023 ▾ 49 744,97 € [Download](#)

Entitlement Totals

Entitlement Description	Total	EntitlementID	Company Name	TenantID	SubscriptionID
					76734535-ECA9-4A65-00C7-B04021D99872

## 8. Invoice

Select a month via the dropdown menu.

Be advised, figures shown are still estimates, for actual billed amount please refer to the invoices available on your [Cloud Commerce Experience](#) portal.

Plan Usage	Entitlement Usage	Invoice
Invoice		Amount:
May 2023 ( Insight France )		53 971,47 €

'Resource' refers to Azure consumption alone, Marketplace items & Reserved instances are listed separately.

Telco Overage is an overflow product relating to Teams calling plans consumption, for any question or activation request please contact your Insight representative.

Resource:	50 643,27 €
Marketplace:	0,00 €
Reserved Instance:	3 328,20 €
Telco Overage:	0,00 €
Period:	01/04/2023 – 30/04/2023

## 9. Office 365: Current Subscriptions and History

The “Subscriptions” view provides a summary of your available subscriptions and the ability to export more information about your current subscriptions from one of your managed tenants.

The “Subscription History” view enable users to apply different filters to visualise subscription changes in a particular timeframe. The system logs all changes since the creation of the tenant. Graphs help visualising the information.

## 10. Open a Support Ticket for ELD

To log a support request for ELD, please log in to our [Service Now](#) portal and select the Cloud Care Request form, Enterprise License Dashboard (ELD) option.

**Cloud Care Request**  
Help with Insight Cloud Care portals. e.g: CCx, RAP, ELD, ServiceNow

Use this form to get help with; Insight Cloud Commerce experience (CCx), Enterprise License Dashboard (ELD) or Reseller Administration Portal (RAP) portals as well as ServiceNow self-service Portal and Azure and M365 portal access.

For Technology Incidents (NB: An Incident is where something is malfunctioning) Please use the "Log a Cloud Care Incident" form for either Microsoft platforms or Insight Platforms

\*Please select the area you need assistance with

- Onboarding Support
- Subscription Support
- Enterprise License Dashboard (ELD)
- M365 Admin Center
- Azure Management Portal
- ServiceNow Support





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