

Subscription Management

Introduction

This page covers creating, managing and removing subscriptions in the system.

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Subscriptions : 3

REFRESH + CREATE

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	Region	Tenant	Subscription	Type	Current Consumption (USD)
	Australia - North West	Preston Law	Sub 1	Consumption	195.97
	Australia - North West	City Council	Subscription 1	Consumption	896.81
	Australia - North West	Petes Distributors	Subscription 2	Consumption	195.97

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Add a Subscription

Purpose

Create a new subscription for a tenant.

Permission Level

- Partner Administrator
- Distributor Administrator
- Platform Administrator

Steps

- Go to Administration → Subscriptions.
- Select **Create**.
- Enter Subscription Name.
- Select the tenant required.
- Enter in the Entra tenant and initial owner information.
- Select **Save**.

Edit a Subscription

Purpose

Update subscription detail.

Permission Level

Partner Administrator

Distributor Administrator

Platform Administrator

Steps

1. Go to Administration → Subscriptions.
 2. Select the subscription you want to edit.
 3. Update as required.
 4. Select **Save**.
-

View Subscription Details

Purpose

See subscription usage, billing, and configuration.

Permission Level

Partner Administrator

Distributor Administrator

Platform Administrator

Tenant Administrator (limited to own subscriptions)

Steps

1. Go to Administration → Subscriptions.
 2. Select the subscription to open its details.
 3. Review usage metrics, plan assignments, and status.
-

Update Usage (Manual)

Purpose

Trigger a manual usage update for a subscription.

Permission Level

Partner Administrator

Distributor Administrator

Platform Administrator

Steps

1. Go to Administration → Subscriptions.
2. Select the subscription you want to update.
3. Choose **Update Usage**.
4. Enter date range if prompted.

5. Confirm.

View Subscription Summary

Purpose

Generate a usage and billing summary for reporting or reconciliation.

Permission Level

Partner Administrator

Distributor Administrator

Platform Administrator

Steps

1. Go to Administration → Subscriptions.
 2. Select **Summary**.
 3. Enter filters (tenant, date range).
 4. Run summary.
 5. Review usage totals and billing results.
-

Delete a Subscription

Purpose

Remove a subscription that is no longer required.

Permission Level

Partner Administrator

Distributor Administrator

Platform Administrator

Steps

1. Go to Administration → Subscriptions.
 2. Select the subscription you want to delete.
 3. Select **Delete**.
 4. Confirm deletion.
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