

# gPanel® Office Hours Webinar

March 2025

# Agenda



Introductions

Workshop: Drive Management

Live Q&A

<https://promevo.com/officehours>

# Presenters



**Shelbi Gaines**

Support Engineer  
Promevo



**Mark Baquirin**

Customer Engineer  
Promevo

# promevo™

With the expertise, agility, and commitment you can only get from a partner that is solely 100% Google-focused, Promevo is with you every step of the way, enabling your organization to have the best Google life experience possible.

We **Sell**, We **Service**, and We **Build** Google Products

**gPanel**®  
by  
promevo™

Google Workspace



Google Cloud

✦ Gemini for Google Workspace

- **14-Year Google Partnership**
- **Dedicated** Customer Success Team and **Google-Certified** Technical Support Teams
- Ability to drive **license and GCP consumption discounts**
- Custom IT Solutions across **Application, Cloud, and Data Services**
- **Centralized Billing** for all your Google Products and Services
- Proprietary **Google Workspace management platform**

Partnering to Drive Innovation



CAMEYO

cloudm



# gPanel Basics

## Monthly sessions on gPanel essential functions with open Q&A time

- Second Tuesday of each month
- New features will prompt Office Hours

Go to [Promevo.com/webinars](https://Promevo.com/webinars) for more info and to sign up for the series

# What is gPanel?

- Provides our customers time savings through Advanced User Administration and Admin Delegation, Automated Onboarding/Decommissioning Workflows
- Enhanced visibility through Unique Customizable Reporting
- Drives consistency in branding
- Operational efficiency gains through additional role delegation (Google Workspace Admins, Security Analysts, HR, Learning & Development, Marketing, First-line Managers)
- Superior Domain Security for their organization through granular security controls



## What Our Customers Are Saying



*Its presentation of data across Google Workspace is better than native tooling. There are various tasks where it is just faster to get answers via gPanel.*

*I can get in, and get out quickly and know exactly where all the controls are.*



*It makes managing individual user data easier. Especially info that requires you to log in as the user like vacation and autoresponders.*

# What's New?

## Billing Interface - Updated

We report on all of this on our release notes so make sure you're signed up for that!

[promevo.com/releasenotes](https://promevo.com/releasenotes)

There will be new features coming soon, so stay tuned for our future Office Hour webinars!





## Basic Info

Please provide a report name and choose your report type. You can also choose whether this report should be run manually or on a schedule.

Report Name \*  
Shel's External Share Report

Apply this name as the generated report file name

Description

Report Type \*  
Docs Shared Externally



Manual Run  Set Schedule

BACK

NEXT





- 1 Basic Info
- 2 Schedule
- 3 Destination Folder
- 4 Select Columns
- 5 Sources
- 6 Emails & Share
- 7 Review

## Schedule

Time  
09 AM



ADD

Times Selected:

Date Selector

- Week Days  Months  Month Days

- |   |  |                                  |
|---|--|----------------------------------|
| <input type="checkbox"/> Sunday               | <input checked="" type="checkbox"/> Monday | <input type="checkbox"/> Tuesday |
| <input checked="" type="checkbox"/> Wednesday | <input type="checkbox"/> Thursday          | <input type="checkbox"/> Friday  |
| <input type="checkbox"/> Saturday             |  |                                  |

BACK

NEXT



## Select Columns

Optionally provide which columns you would like to have in your generated report. All columns are selected by default. Any columns that you can not unselect are required in the report.

<input type="checkbox"/>	Available Columns
<input checked="" type="checkbox"/>	Shares Name
<input checked="" type="checkbox"/>	Shares Role
<input checked="" type="checkbox"/>	Shares Type
<input checked="" type="checkbox"/>	Doc Owner
<input checked="" type="checkbox"/>	Doc Title

25 rows selected

BACK

NEXT



## Sources

Please select at least one source to gather data from for your report.

Source Type (Only one source type is allowed)

User  Group  Org Unit  Domain

Choices  
0 selected  Add All

- 1@demo.staging.promevo.com
- beyonce.knowles@demo.staging.promevo.com
- bruce.banner@demo.staging.promevo.com
- cole.fuller@demo.staging.promevo.com



Chosen  
0 selected

- seth.keime@demo.staging.promevo.com

BACK

NEXT

## Emails & Share

### Emails

Optionally provide any specific users that you would like to send an email containing a link to the report upon this reports completion.

 ADD

cole.fuller@demo.staging.promevo.com ✕

### Share

Optionally provide any specific users that you would like to give Share access to the reports file. Any users you provide will be given the role of Viewer of the report file.

 ADD

BACK

✓ Basic Info — 
 ✓ Schedule — 
 ✓ Destination Folder — 
 ✓ Select Columns — 
 ✓ Sources — 
 ✓ Emails & Share — 
 7 Review
✕

### Review

**Report Name:**  
Shel's External Share Rep...

**Report Type:**  
Docs Shared Externally

**Source Type:**  
User

**Sources:**  
seth.keime@demo.staging.promevo.c...

**Manual Run:**  
Yes

**Scheduled:**  
Yes

**Notify by Email:**  
Yes

**Emails to Send:**  
cole.fuller@demo.staging.promevo.com

**Times:** 9 AM

**Dates:** MONDAY  
WEDNESDAY

**Columns:**

Doc Owner Doc Title Is Copyable Created Date Description Editable Explicitly Trashed File Extension File Size Id Last Modifying User

Last Modifying User Name Mime Type Modified Date Quota Bytes Used Self Link Can Writers Share Starred Trashed Viewed by Me

External Shares Email Address Internal Shares Email Address Shares Name Shares Role Shares Type

[SHOW LESS](#)

BACK
UPDATE

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
Doc Owner	Doc Title	Is Copyable	Created Date	Description	Editable	Explicitly Trashed	File Extension	File Size	Id	Last Modifying U	Last Modifying L	Mime Type	Modified Date	Quota Bytes Use	Self Link	Can Writers Sha	Starred	Tr
seth.keime@der	Email Forwarding	TRUE	01/10/2025 9:00		TRUE	FALSE		1024	1Ha9llVxfz5Yqz	seth.keime@der	seth.keime@der	application/vnd.ζ	01/10/2025 9:00	1024	<a href="https://docs.google.com">https://docs.google.com</a>	TRUE	FALSE	
seth.keime@der	Email Forwarding	TRUE	01/10/2025 8:56		TRUE	FALSE		1024	1VmEUavHqa9H	seth.keime@der	seth.keime@der	application/vnd.ζ	01/10/2025 8:56	1024	<a href="https://docs.google.com">https://docs.google.com</a>	TRUE	FALSE	
seth.keime@der	Email Forwarding	TRUE	01/10/2025 8:55		TRUE	FALSE		1024	1f-rIG_HVfGzjKE	seth.keime@der	seth.keime@der	application/vnd.ζ	01/10/2025 8:55	1024	<a href="https://docs.google.com">https://docs.google.com</a>	TRUE	FALSE	
seth.keime@der	Seth's Test docs s	TRUE	01/07/2025 11:2		TRUE	FALSE		2671	1aR3CgPu3K4o	seth.keime@der	seth.keime@der	application/vnd.ζ	01/07/2025 11:2	2671	<a href="https://docs.google.com">https://docs.google.com</a>	TRUE	FALSE	
seth.keime@der	Seth's Test docs s	TRUE	01/07/2025 9:20		TRUE	FALSE		2635	1LYvvXdhFttC3a	seth.keime@der	seth.keime@der	application/vnd.ζ	01/07/2025 9:55	2635	<a href="https://docs.google.com">https://docs.google.com</a>	TRUE	FALSE	
seth.keime@der	Login Time and IP	TRUE	12/11/2024 2:29		TRUE	FALSE		1024	1Ewfb9ONroc0k	seth.keime@der	seth.keime@der	application/vnd.ζ	12/11/2024 2:29	1024	<a href="https://docs.google.com">https://docs.google.com</a>	TRUE	FALSE	
seth.keime@der	Last Login Report	TRUE	12/11/2024 2:28		TRUE	FALSE		1024	1Bc0XKyuXeLin	seth.keime@der	seth.keime@der	application/vnd.ζ	12/11/2024 2:28	1024	<a href="https://docs.google.com">https://docs.google.com</a>	TRUE	FALSE	
seth.keime@der	Login Activity Rep	TRUE	12/11/2024 2:25		TRUE	FALSE		7211	1xFzK1Hc6uFFS	seth.keime@gm	seth.keime@gm	application/vnd.ζ	12/11/2024 2:25	7211	<a href="https://docs.google.com">https://docs.google.com</a>	TRUE	FALSE	
seth.keime@der	Seth's Test docs s	TRUE	11/26/2024 9:28		TRUE	FALSE		2131	18W2MeWw4y5	seth.keime@der	seth.keime@der	application/vnd.ζ	11/26/2024 9:49	2131	<a href="https://docs.google.com">https://docs.google.com</a>	TRUE	FALSE	
seth.keime@der	Google Admin Do	FALSE	11/08/2024 9:03		TRUE	FALSE			0ByLTewkZKnuu	seth.keime@der	seth.keime@der	application/vnd.ζ	11/26/2024 9:27	0	<a href="https://drive.google.com">https://drive.google.com</a>	TRUE	FALSE	
seth.keime@der	Seth's Test Meet A	TRUE	11/13/2024 12:0		TRUE	FALSE		1024	1P0omK1GeR7f	seth.keime@der	seth.keime@der	application/vnd.ζ	11/13/2024 12:0	1024	<a href="https://docs.google.com">https://docs.google.com</a>	TRUE	FALSE	
seth.keime@der	User_Download_C	TRUE	11/08/2024 9:03		TRUE	FALSE		1281	17GnVmiYr4Du	seth.keime@der	seth.keime@der	application/vnd.ζ	11/08/2024 9:03	1281	<a href="https://docs.google.com">https://docs.google.com</a>	TRUE	FALSE	
seth.keime@der	17577395424-110	TRUE	11/08/2024 11:1		TRUE	FALSE	mp3	186381	16u4QUtLML-cit	seth.keime@der	seth.keime@der	audio/mpeg	11/01/2024 1:37	186381	<a href="https://drive.google.com">https://drive.google.com</a>	TRUE	FALSE	
-----																		
Complete:	03/21/2025 11:11:																	
External Docum	13																	
Errored Docume	0																	



## cPanel Logs

Search ...

- User Management
- Directory
- Calendars
- Drive
- Devices
- Logs
- Report Center
  - Reports
  - cPanel Logs**
- Automation
- Import/Export
- Administration
- Plans & Billing

FILTERS

Date	Event Name	Description	Actor	IP Address
3/21/2025, 10:20:12 AM	Email Log Search	An email log search is performed for logs from 2025/03/21 05:00:00 UTC to 2025/03/22 05:00:00 UTC with a sender of []	seth.keime@dem...	66.168.78.111
3/21/2025, 7:24:58 AM	Alert Center Viewed	Alert center details of alert 3ff787b4-0f3f-4417-9327-5ab98746082c,9fe57b08-cee8-40ec-9215-f82108d82339,cf38928e::	seth.keime@dem...	66.168.78.111
3/20/2025, 6:24:46 PM	MIGRATION_STARTED	N/A	cole.fuller@demo...	N/A
3/20/2025, 6:24:45 PM	CONNECTION_VERIFICATI...	N/A	cole.fuller@demo...	N/A
3/20/2025, 6:24:45 PM	API Client Access Authorize	API client access to your organization from client 111276460358069544432 authorized for scopes https://www.googleap	cole.fuller@demo...	63.142.217.114
3/20/2025, 6:24:44 PM	CONNECTION_CREATED	N/A	cole.fuller@demo...	N/A
3/20/2025, 6:24:40 PM	MIGRATION_SETTINGS_U...	N/A	cole.fuller@demo...	N/A
3/20/2025, 6:24:23 PM	MIGRATION_MAP_CREATED	N/A	cole.fuller@demo...	N/A
3/20/2025, 6:24:13 PM	CONNECTION_VERIFICATI...	N/A	cole.fuller@demo...	N/A
3/20/2025, 6:24:00 PM	CONNECTION_CREATED	N/A	cole.fuller@demo...	N/A

Rows per page: 50 1 - 50 of many < >



# cPanel Logs

FILTERS ↓ ↺

Date	Event Name	Description	Actor	IP Address
<div style="display: flex; justify-content: space-between;"> <div> <p>Columns: Event Name</p> <p>Operator: equals</p> <p>+ ADD FILTER</p> </div> <div> <p>Search for an event</p> <ul style="list-style-type: none"> <li>Drive Data Restore</li> <li>Drive Setting Change</li> <li>Drive and Docs org branding provisioning initiated</li> <li>Drive and Docs org branding upload attempt</li> <li>Drop from Quarantine</li> <li>EU Representative Contact Information Change</li> <li>Education Organization Type Change</li> <li>Email Log Search</li> <li>Email Restore</li> </ul> </div> </div>				
3/21/2025, 10:20:12 AM	Email Log Search	...	shelbi.gaines@de...	2600:1702:6060:d950:ea8...
3/21/2025, 7:24:58 AM	Alert Center Viewed	...	seth.keime@dem...	66.168.78.111
3/20/2025, 6:24:46 PM	MIGRATION_STARTED	...	cole.fuller@demo...	N/A
3/20/2025, 6:24:45 PM	CONNECTION_VERIFICATI...	...	cole.fuller@demo...	N/A
3/20/2025, 6:24:45 PM	API Client Access Authorize	...	cole.fuller@demo...	63.142.217.114
3/20/2025, 6:24:44 PM	CONNECTION_CREATED	...	cole.fuller@demo...	N/A
3/20/2025, 6:24:40 PM	MIGRATION_SETTINGS_U...	N/A	cole.fuller@demo...	N/A

Rows per page: 50 | 1 - 50 of many

Questions?

[updates@promevo.com](mailto:updates@promevo.com)



# Thank You!

Join our gPanel mailing list:

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<https://promevo.com/officehours>

## **Upcoming Promevo Webinars:**

- April 8: gPanel Basics
- April 15: Google Cloud Next Recap

# Your Trusted Guide for Workspace Administration

Get started with gPanel:

[www.promevo.com/gpanel](http://www.promevo.com/gpanel)