

Office 365 Reports



Release Notes

Version 4.0

- **Exchange Online Reports (v4.0)**

1. **Included** a new set of report **category** called **Mail Analytics**.
 - **Mail Traffic Reports** showing the total mail volume count based on Inbound volume, Outbound volume, Total volume, Subject, Size, Keywords, Read and Unread Mails, Importance Mails for the selected Mailbox.
 - **Mail Size Reports** showing the mail item size based on each subject for the selected Mailbox.
 - **Attachment based reports** showing the total mail volume based on attachment mails, Attachment mail by Subjects, Attachment mail by File Name, Attachment mail by File Type and Attachment mail by File Size.
 - **Provisioning Summary** showing the chart for the active Users, Groups, Distribution Groups, Security Groups, Mailbox, Shared Mailbox and Public Folders based on created dates.
 - **Mailbox last logon date** report showing the last log on date of all the mailboxes available in the tenant.
 - **Conversation Reports** showing the response time information about the time taken for each mails received by a user / distribution group.

- **Distribution Group Activity** showing the list of mails sent / received from external users to distribution groups.
 - 2. **Introduced** a new database option called **Application database** which doesn't require any prerequisite for data storage.
 - 3. Added an option to customize fields **while** scheduling the **report**.
 - 4. **Provision** in schedule mode to automatically send report content to the mailbox owner through email.
 - 5. Added a report called **Exchange Admin Roles under Security Reports category** to display the list of Exchange admin roles assigned for each user in the Office 365 tenant.
- **SharePoint Online Reports (v4.0)**
 1. **Added** a separate category for **File and Folder Events** showing the details about the events that occur in a tenant like Check in / Check out events, Move / Copy events, download / upload events, etc.
 2. **Included** a separate category for **Site Administration** showing details about SharePoint user / group activities, modified site permissions etc.
 3. **Introduced** a new database option called **Application database** which doesn't require any prerequisite for data storage.
 4. Added a new set of report **category** called **External Sharing:**
 - **List of Externally Shared Sites** showing the list of Externally Shared permission on all sites.
 - **List of Externally Shared Lists** showing the list of Externally Shared Lists permission on all lists.
 - **External Users having access for Specific sites** showing the List of external users having permission on selected specific sites.
 - **External users having access for Specific Lists** showing the List of external users having permission for selected specific lists.
 - **Externally Shared Sites and Lists for Specific Users** showing List of sites and lists permissions assigned for a specific user.
 - **List of External Users** showing the list of External users available in the tenant.
 - **Sites configured for External Sharing** showing the list of sites configured to have the external sharing permissions.

5. **Provision** in schedule mode to automatically send report content to the mailbox owner through email.

- **Audit and Compliance Reports (v1.0)**

Added a new module called Audit and Compliance reports, which shows the important and useful events that occur in a tenant like password changes, permission changes, login events, user and group activity, content changes in SharePoint sites etc. under the following report categories:

1. **File and Folder events** showing the information about the list of file events that has occurred in a SharePoint Online sites like recent file check-in and check-outs, recently copied / moved files, recently downloaded / uploaded files, recently accessed / modified files, and top users who have performed file activities recently.
2. **Sharing and Access Request activities** showing the event information about the created / accepted access requests to access the SharePoint Online sites, created / accepted Sharing invitations, created / used anonymous links etc.
3. **Site Administration events** showing event information about the recently created / deleted / updated groups, added site collection administrator access, created site collections, modified site permissions, recently added / removed users from a SharePoint group etc.
4. **Exchange Mailbox events** showing the event information about user sign-in events, mails sent using the Send As and Send on behalf permissions etc.
5. **User administration events** showing the event information about recently added / deleted users from tenant, recent password and license changes, user login activity, failed login activity, user account locked activity due to multiple failed logins etc.
6. **Group administration events** showing the event information about recently added / removed groups, recently added / removed members from groups etc.
7. **Role administration events** showing the event information about recent changes to Roles like adding / removing roles for a user etc.

Version 3.2.1

- **Exchange Online Reports:**

1. Fixed an issue in Copy Task and in User Picker when using the 'Users who have Admin Roles' option under multiple domains case.
2. Fixed an issue in scheduled reports when generating reports for users with same display names.

- **SharePoint Online Reports:**

1. Fixed an issue in Copy Task and in User Picker when using the 'Users who have Admin Roles' option under multiple domains case.
2. Fixed an issue in filtering records when used along with external users' permission filter option.
3. Fixed empty data issue in running the OneDrive reports in schedule mode under multiple domains case.

Version 3.2

- **Exchange Online Reports:** Included two new reports under Mail Item Reports category in Exchange Online module:

1. **Send As and Send on Behalf mails** report showing the list of mails sent by mailboxes having 'Send As' and 'Send on behalf' permissions with the actual sender who sent the mail.
2. **Mail Volume – Sent and Received** report showing number of mails sent / received by specified mailboxes on hourly basis.

- **SharePoint Online Reports:**

1. Provision to filter external and internal users in **SharePoint Security** and **OneDrive** reports category.
2. Fixed an issue in recipient picker to load users from multiple domains in Office 365

Version 3.1

- **Exchange Online Reports:** Included two new reports under Mail Item Reports category in Exchange Online module:

1. **Mails from External Accounts** report showing the list of emails received from external recipients who do not belong to your Office 365 tenant.
2. **Mails to External Accounts** report showing the list of emails involving external recipients who do not belong to your Office 365 tenant.

- **SharePoint Online Reports:** Included new set of reports under OneDrive category in SharePoint Online module:
 1. **OneDrive Permissions Report** - Shows the list of users who have access to OneDrive sites residing in Office 365.
 2. **OneDrive Non-Owner Permissions Report** - Shows the list of users who are not owners but have access to the folders and files available in the personal site of users.
 3. **Site Collection Administrator Access** – Shows the list of users who are Site Collection Administrators of the selected OneDrive sites.

Version 3.0.1

- **Exchange Online Reports:**
 1. Fixed an issue in recipient picker to handle the **Select All** functionality properly for options other than **All Users**.
 2. Fixed an issue in exporting certain Dashboard Summary reports that contains two different data sections to export as two separate files.

Version 3.0

- **Exchange Online Reports:** Included the following new reports:
 1. Non-Owner Mailbox access report – Displays the list of all users who have permissions to the other user's mailboxes.
 2. Shared Mailbox Access Report – Displays the list of all users who have permissions to the shared mailboxes.
 3. Mailbox Audit – Displays whether the Audit Log is enabled for each mailbox in the tenant.
 4. User Retention Policy - Displays the retention policy information of all the users. Retention policy allows you to control how long the mails should be retained in the user's mailbox.
 5. User Password Settings – Displays the Password setting information of all users.
 6. Users with forward set – Shows which user has the E-mail forwarding set and the respective forwarding address.
 7. Groups accepting external mail – Shows the list of groups which accept mails from external senders who are not part of the organization.
 8. Users with archived mailbox – Shows the list of users who mailboxes are archived.

9. Groups managed by non-admin users – Displays the list of groups which are managed by users who are not administrators.
 10. License type by Users (Matrix Format) – Displays the list of licenses assigned for each user in a matrix format.
- **SharePoint Online Reports:** Included the following new reports:
 1. OneDrive Report for Users - Shows who has access to folders and files in the OneDrive site within office 365
 2. Top OneDrive Users – Displays the list of top 10 OneDrive users based on the number of items present in their site.
 3. OneDrive Storage – Displays details about the storage capacity of all OneDrive users.
 4. Inactive OneDrive Users – Displays the list of inactive OneDrive users over a period of time based on their last accessed date.

Version 2.2

- Added a new report under Security of SharePoint Online Reports for displaying Permissions on Folders in Document libraries.
- Fixed an issue in handling large results in Office 365 Reports module.

Version 2.1

- Fixed installation issue for 64-bit windows OS.

Version 2.0

- Provision for scheduling Exchange Online Reports.
- Added a series of reports called Dashboard Summary showing all the activity and statistics of the mailboxes, groups, users etc.
- UI changes

Version 1.0

First version of Office 365 Reports having Exchange Online module and SharePoint Online module.

Exchange Online module helps the user to view various settings pertaining to Exchange Online objects like Mailboxes, Mail Items, Public Folders, Contacts, Groups.

SharePoint Online module helps the user to view configuration, security and inventory information various SharePoint Online objects like Sites, Lists, List Items. Provision to schedule the available reports to run at the desired time intervals.

- You can find the detailed reports under List of Reports section.