

Google APS Integration Subscriber's Guide

For Odin Automation Premium

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CHAPTER 1

Preface

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Documentation Conventions

Before you start using this guide, it is important to understand the documentation conventions used in it.

Typographical Conventions

The following kinds of formatting in the text identify special information.

| Formatting convention | Type of Information | Example |
|-----------------------|---|--|
| Special Bold | Items you must select, such as menu options, command buttons, or items in a list. | Navigate to the QoS tab. |
| | Titles of modules, sections, and subsections. | Read the Basic Administration module. |
| <i>Italics</i> | Used to emphasize the importance of a point, to introduce a term or to designate a command line placeholder, which is to be replaced with a real name or value. | These are the so-called <i>shared VEs</i> . To destroy a VE, type <code>vzctl destroy VEid</code> . |

Important

An important note provides information that is essential to the completion of a task. Users can disregard information in a note and still complete a task, but they should not disregard an important note.

Important: The device drivers installed automatically during Setup are required by your system. If you remove one of these drivers, your system may not work properly.

| | | |
|--------------------------|---|--|
| Note | A note with the heading “Note” indicates neutral or positive information that emphasizes or supplements important points of the main text. A note supplies information that may apply only in special cases—for example, memory limitations, equipment configurations, or details that apply to specific versions of a program. | Note: If Windows prompts you for a network password at startup, your network is already set up and you can skip this section. |
| Monospace | The names of commands, files, and directories. | Use <code>vzctl start</code> to start a VE. |
| Preformatted | On-screen computer output in your command-line sessions; source code in XML, C++, or other programming languages. | Saved parameters for VE 101 |
| Preformatted Bold | What you type, contrasted with on-screen computer output. | # rpm -V virtuo- release |
| CAPITALS | Names of keys on the keyboard. | SHIFT, CTRL, ALT |
| KEY+KEY | Key combinations for which the user must press and hold down one key and then press another. | CTRL+P, ALT+F4 |

General Conventions

Be aware of the following conventions used in this book.

- Modules in this guide are divided into sections, which, in turn, are subdivided into subsections. For example, Documentation Conventions is a section, and General Conventions is a subsection.
- When following steps or using examples, be sure to type double-quotes (“”), left single-quotes (‘’), and right single-quotes (’) exactly as shown.
- The key referred to as RETURN is labeled ENTER on some keyboards.

Commands in the directories included into the PATH variable are used without absolute path names. Steps that use commands in other, less common, directories show the absolute paths in the examples.

CHAPTER 2

Google Use Case Scenarios

Google Account Creation

Very Important:

Please note that all the actions need to be performed through the APS integration unless instructed otherwise by the Engineering team. Any actions performed directly through the Google console will prevent the APS integration from working as expected.

The first step is to create the Google Account. This is performed by the APS Application automatically when provisioning occurs (when a subscription is purchased either from the Online Store or from the Customer Control Panel). Necessary information is taken from Odin Automation Customer Account and a default administrator account is created.

Note: If you want to transfer an existing account, the subscription in Odin Automation must have the same number of seats as the existing Google account to transfer. A transfer token must be provided in that case.

The Transfer token is obtained from the Google Dashboard. Obtaining the Transfer token is outside of the scope of this guide.

Important: Transferring Google accounts containing more than one subscription is not supported. For additional information on how to transfer your Google Workspace account, refer to [Google documentation](#).

Purchasing a Subscription from the Customer Control Panel

Very Important:

- If you have testing credentials, please verify with Google the duration of the customer accounts and the required domain format for testing accounts.
- Please note that all the actions need to be performed through the APS integration unless instructed otherwise by the Engineering the team. Any actions performed directly through the Google console will prevent the APS integration from working as expected.

You can purchase a subscription from the Customer Control Panel by following these steps:

1. Click **Marketplace** and select the Google service.
2. Select one of the Service Plans available and click **Next**.
3. Select the number of licenses that you would like to purchase and click **Next**.
4. In order to complete the Google account configuration, a domain name must be provided. In addition, a login username for the admin user of this domain in Google is also required. You can use a domain from the platform, an external domain or transfer a Google domain.

The screenshot shows the 'ServicePRO' interface for enabling G Suite. On the left is a dark sidebar with a progress indicator showing three steps: 'Select Plan' (completed), 'Get Additional Resources' (completed), and 'Setup your purchase' (current step). The main content area is titled 'Marketplace Enable G Suite'. It features three radio button options: 'DOMAIN MANAGED BY SCIT DEMO', 'EXTERNAL DOMAIN' (which is selected and highlighted with a blue border), and 'TRANSFER GOOGLE DOMAIN'. Below these options is a 'Select Domain' section with two input fields: 'Login Username' (containing 'admin' with a red error bar and a warning icon) and 'Domain Name'. At the bottom are three buttons: 'BACK', 'FINISH' (highlighted in blue), and 'CANCEL'.

5. Review the order details and confirm the purchase.

Once the subscription has been purchased, a notification will be displayed informing you that you need to accept the terms of service. You will need to log in to your Google account to do this. You can do this by clicking the **Login** link in the warning message or in the **Team Information** tile. You can also see the password you will need to log in to Google by clicking **Actions > Show Initial password**.

G Suite
#1000219 G SUITE ANNUAL MONTHLY STANDARD
Welcome to G-Suite, a service that empowers you to do your best work, all in one suite.

IMPORTANT NOTICE:
Your G Suite subscription is not active yet, as there are issues that require your attention:

- Your domain has not yet been verified. Add the following TXT record to the DNS configuration for your domain, if it has not been added yet.
google-site-verification=5h-6wUBMSYzbju4IXCpNPXrQyebZugTJeCm3UkZfazg
- You must log into your Google Cloud account and accept the terms of service. You can login [here](#)

SUBSCRIPTION ACTIVE

Expires: Feb 13, 2019 Automatic Renewal: Disabled

TEAM INFORMATION

Primary Domain: [Redacted]

Admin Account: [Redacted]

ADMINISTRATION

Account Type: G SUITE BASIC ANNUAL MONTHLY

Licenses: 1 of 1 Licenses used

ACTIONS (dropdown menu):
 Login
 Show Initial Password (highlighted)
 Manage SSO

If you chose to use an external domain, you will also need to verify that you own the domain by adding a TXT verification record to your domain host's DNS records.

ServicePRO

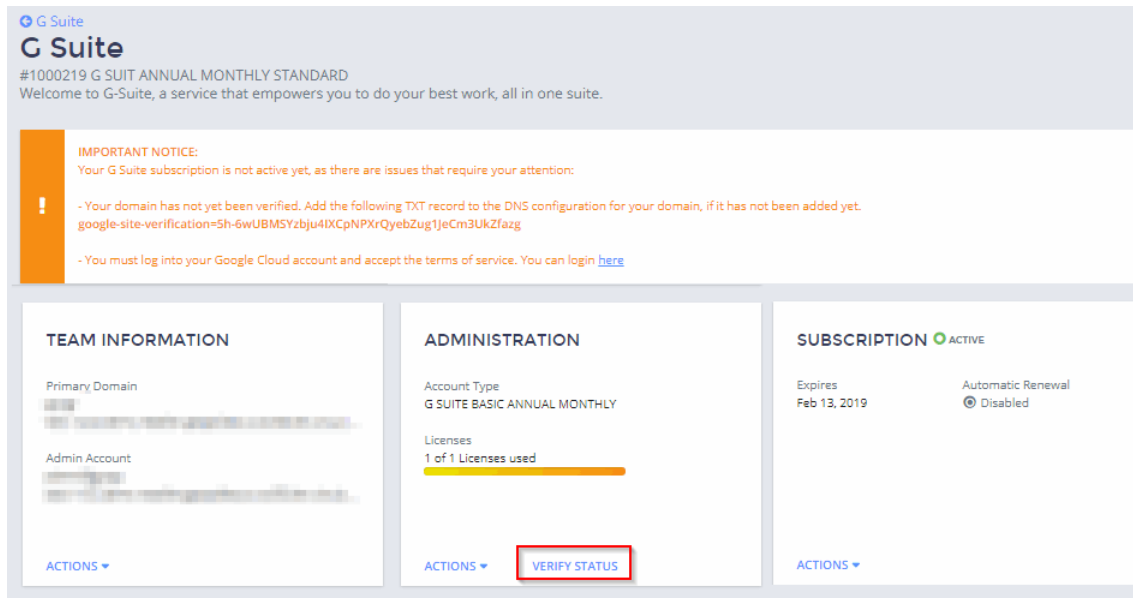
G Suite
Welcome to G-Suite, a service provides access to your data through a web interface while providing a platform to easily view, sync and share across devices.

SOME NOTES BEFORE YOU START
To start using G Suite Basic services, please ensure the following:

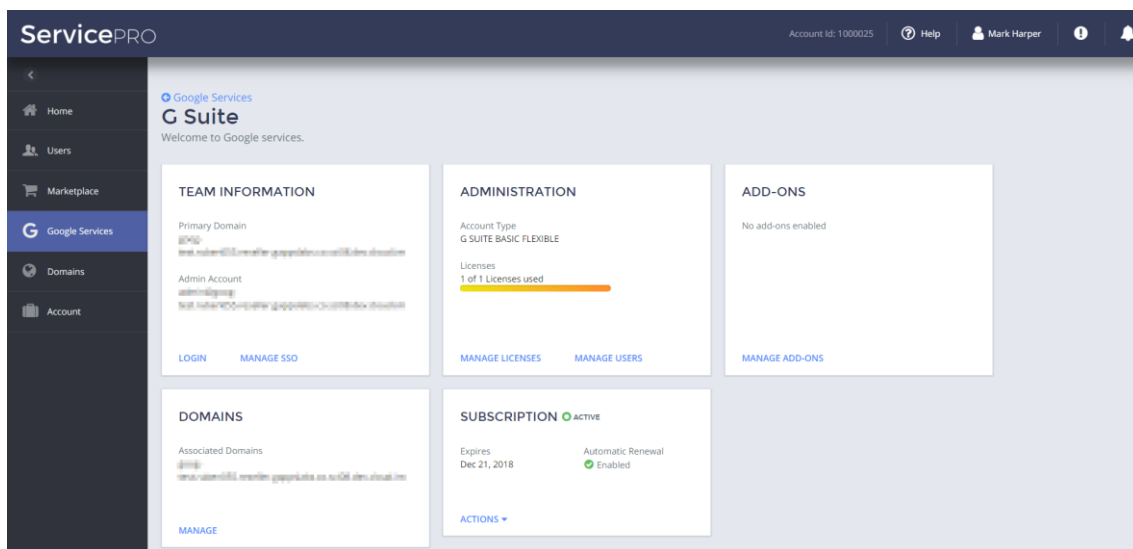
- Your domain has not yet been verified. Add the following TXT record to the DNS configuration for your domain, if it has not been added yet.
google-site-verification=5h-6wUBMSYzbju4IXCpNPXrQyebZugTJeCm3UkZfazg
- You must log into your Google Cloud account and accept the terms of service. You can login [here](#)

Verify Status

Once you have taken the steps above, click **Verify Status**.



Once the verification has been completed, the warning message will disappear.



How to Enable Single Sign-on to Google Admin Console

You can configure single-sign on to Google admin console from the control panel by following the steps below:

1. Download the certificate:
 - In the **Team Information** tile, click **Manage SSO** > **Download certificate**.
2. Log in to Google admin console (admin.google.com).

☒ **Setup SSO with third party identity provider**

To setup third party as your identity provider, please provide the information below. ?

Sign-in page URL
URL for signing in to your system and G Suite

Sign-out page URL
URL for redirecting users to when they sign out

Change password URL
URL to let users change their password in your system; when defined here, this is shown even when Single Sign-on is not enabled

Verification certificate [CHOOSE FILE](#) [crt.pem](#) [UPLOAD](#)

The certificate file must contain the public key for Google to verify sign-in requests. ?

☐ **Use a domain specific issuer** ?

Network masks
Network masks determine which addresses will be affected by single sign-on. If no masks are specified, SSO functionality will be applied to the entire network. Use a semicolon to separate the masks. Example: (64.233.187.99/8; 72.14.0.0/16). For ranges, use a dash. Example: (64.233.167-204.99/32). All network masks must end with a CIDR. ?

[DISCARD](#) [SAVE](#)

3. Go to the main menu and click **Security > Settings > Set up single sign-on (SSO)**.
4. Select the option **Setup SSO with third party identity provider**.
5. In **Verification certificate**, click **Choose file** and select the certificate file you downloaded in step 1.
6. Click **Upload** and then click **Save**.
7. Enter the sign-in page URL: This is the URL for signing in to your system and GSuite. (<https://apps.google.com/user/hub>).
8. Enter the sign-out URL: This is the URL for redirecting users to when they sign out. (<https://www.google.com>).
9. A warning message will be displayed informing you that single sign-on has been enabled for your domain, click **I understand and agree**.
10. Now enable the single sign-on functionality in the customer control panel. To do this:
 - a. Click **Manage SSO** in the **Team Information** tile.
 - b. Click **Enable Platform SSO**.

Once single sign-on has been enabled, you will be able to log in to Google admin console without the need to enter your username and password. Just click **Actions > Login** in the **Team Information** tab and you will be logged into Google admin console automatically.

The single sign-on functionality will also be available for service users from their control panel.

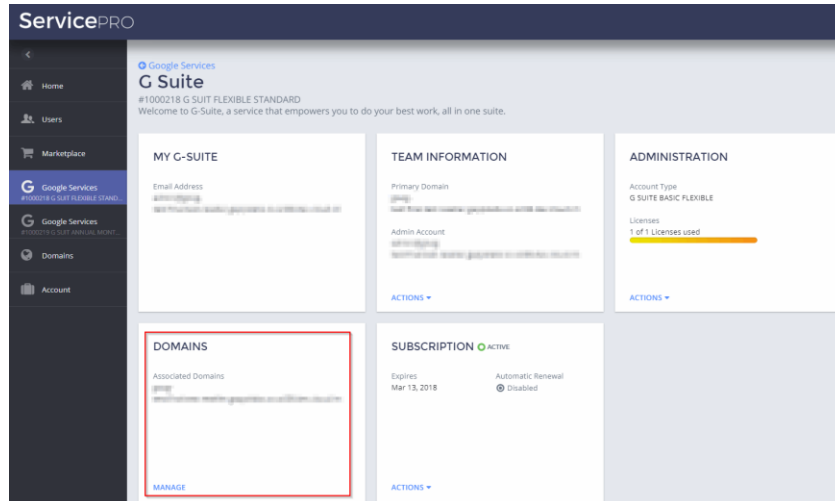
Managing Domains

It is possible to manage several Google domains from the control panel.

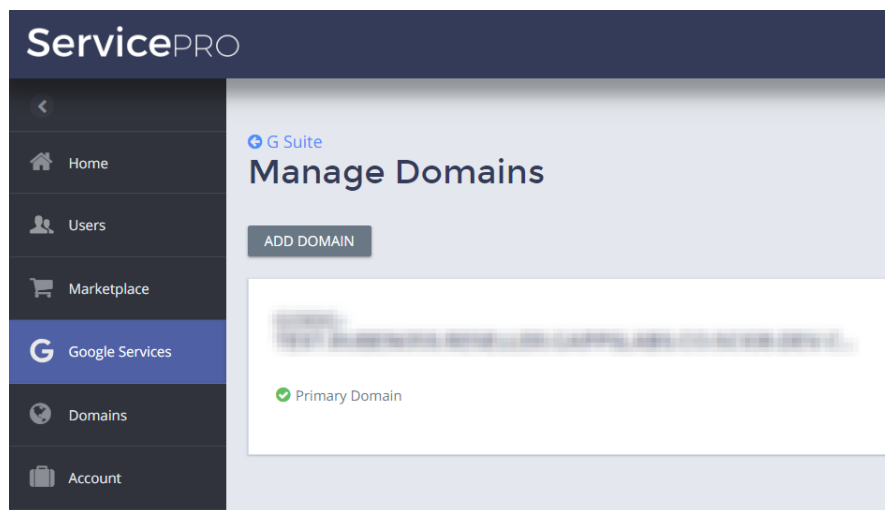
Adding an Domain

To add a domain:

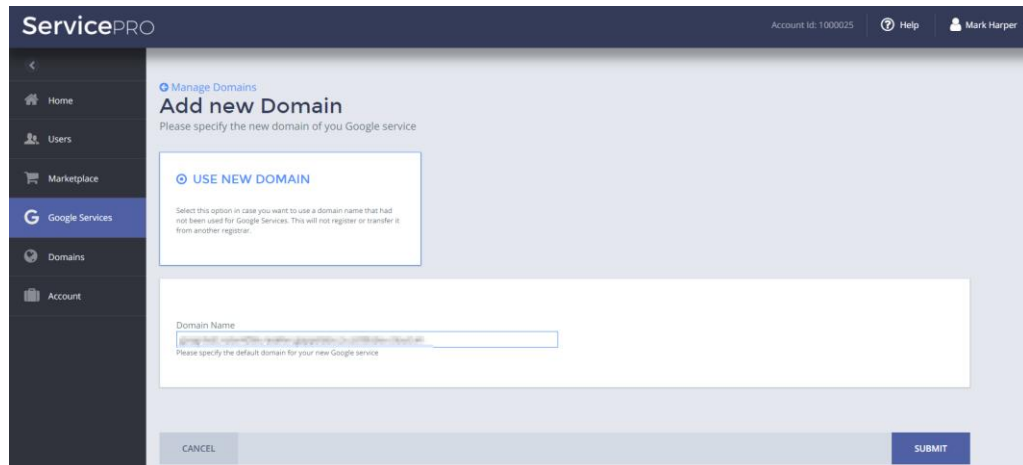
1. Click **Manage** in the **Domains** tile.



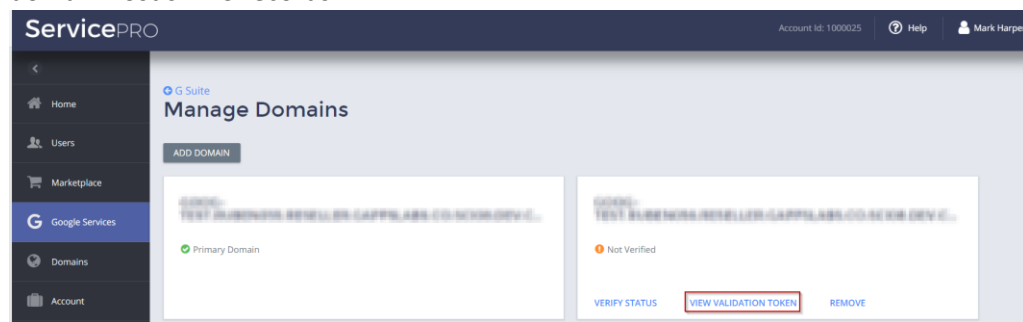
2. Click **Add Domain**.



3. Enter the domain name and click **Submit**.



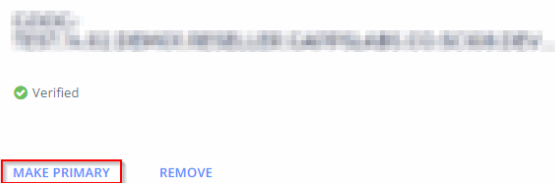
- Click **Validation Token** to copy the TXT verification record that must be added to your domain host's DNS records.



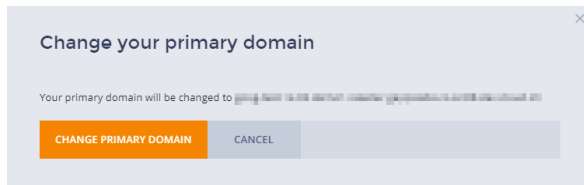
- Copy the validation token and add it to your domain host's DNS records.
- Click **Verify Status**. If verification is completed successfully, the status will be changed to **Verified**.

Setting a Primary Domain

You can change your primary domain for your Google account by clicking **Make primary** in the tile corresponding to a secondary domain.



A confirmation dialog box will be displayed. Click **Change Primary Domain**.

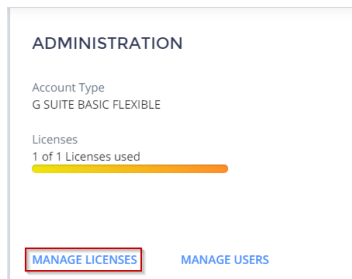


Note: This option is not available in accounts with Chrome Device subscriptions.

Managing Google Licenses

You can increase or decrease the number of Google licenses at any time by following these steps:

1. Click **Google Services**.
2. In the **Administration** tile click **Manage Licenses**.

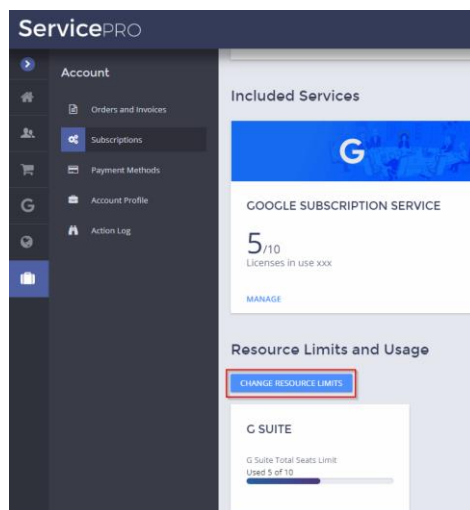


3. Specify the desired number of licenses and click **OK**.

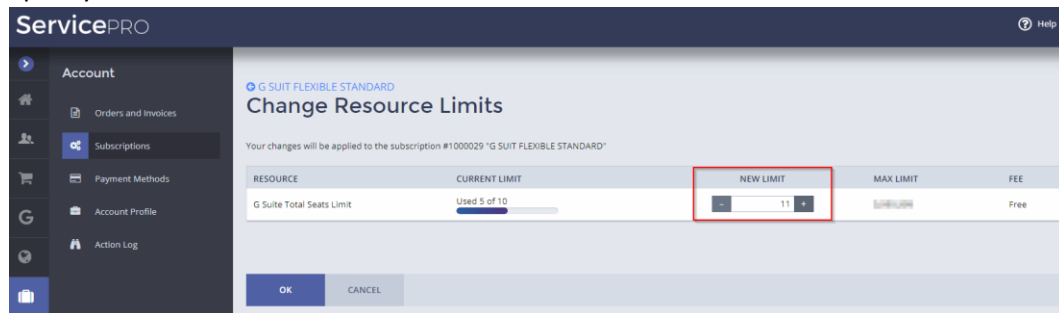
Once the order has been processed, the new number of licenses will be available.

Alternatively, you can also do this from the **Account** menu:

1. Click **Account > Subscriptions**.
2. Click the correct subscription.
3. Click **Change Resource Limits**.



- Specify the new desired limit and click **OK**.



Once the order has been processed, the new license limit will be available.

Managing Add-ons in Standard Subscriptions

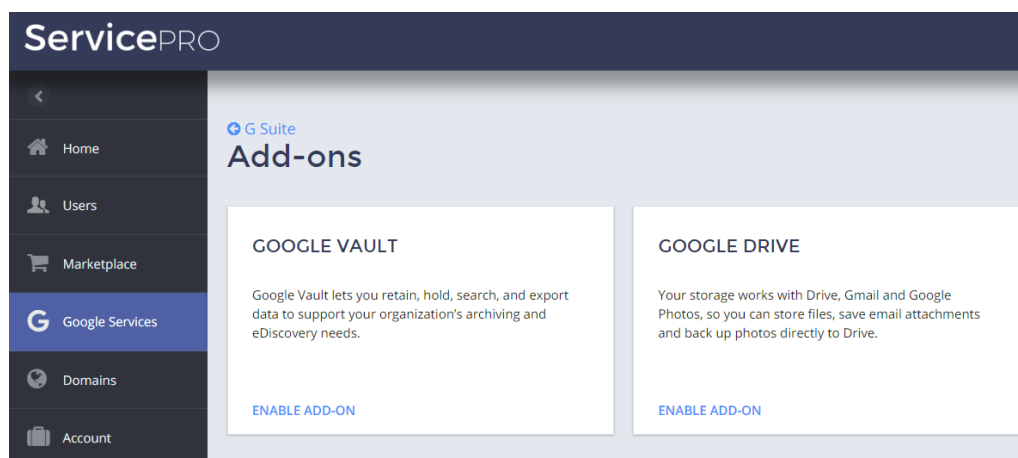
If you have a Google Standard subscription, you will be able to enable the following add-ons: **Google Vault** and **Google Drive**.

Notes:

- Add-ons are already included by default in Google Unlimited subscriptions, so it will not be possible to manage Add-ons in such subscriptions.
- Chrome Device subscriptions do not include add-ons.

To enable add-ons in Google Standard subscriptions:

- Click **Google Services**.
- In the **Add-ons** tile, click **Manage Add-ons**.
- Choose the add-on that you would like to activate and click the corresponding **Enable Add-on** option.

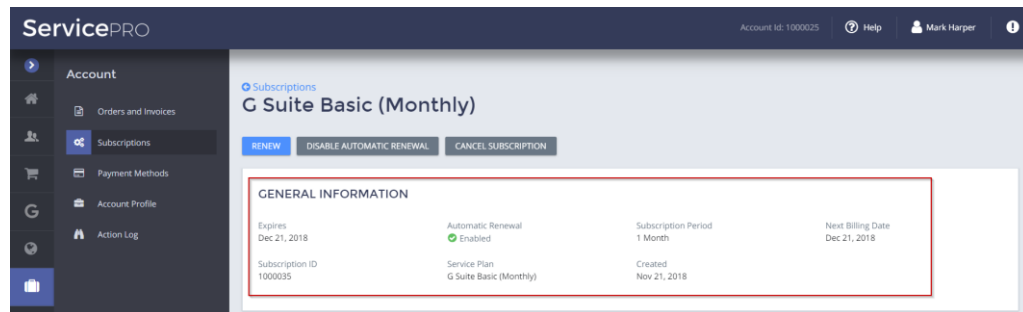


- A confirmation dialog box will be displayed. Click **Enable**.

Viewing and Managing your Subscription

You can see information about your subscription by clicking **Account** in the left menu:

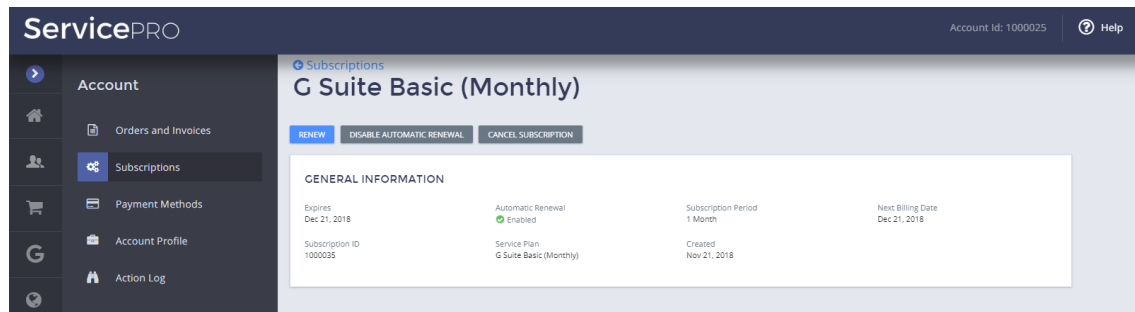
1. Click **Account > Subscriptions**.
2. Click the desired subscription.
3. The following information will be displayed: expiration date, next billing date, status of automatic renewals, subscription ID, name of the service plan, etc.



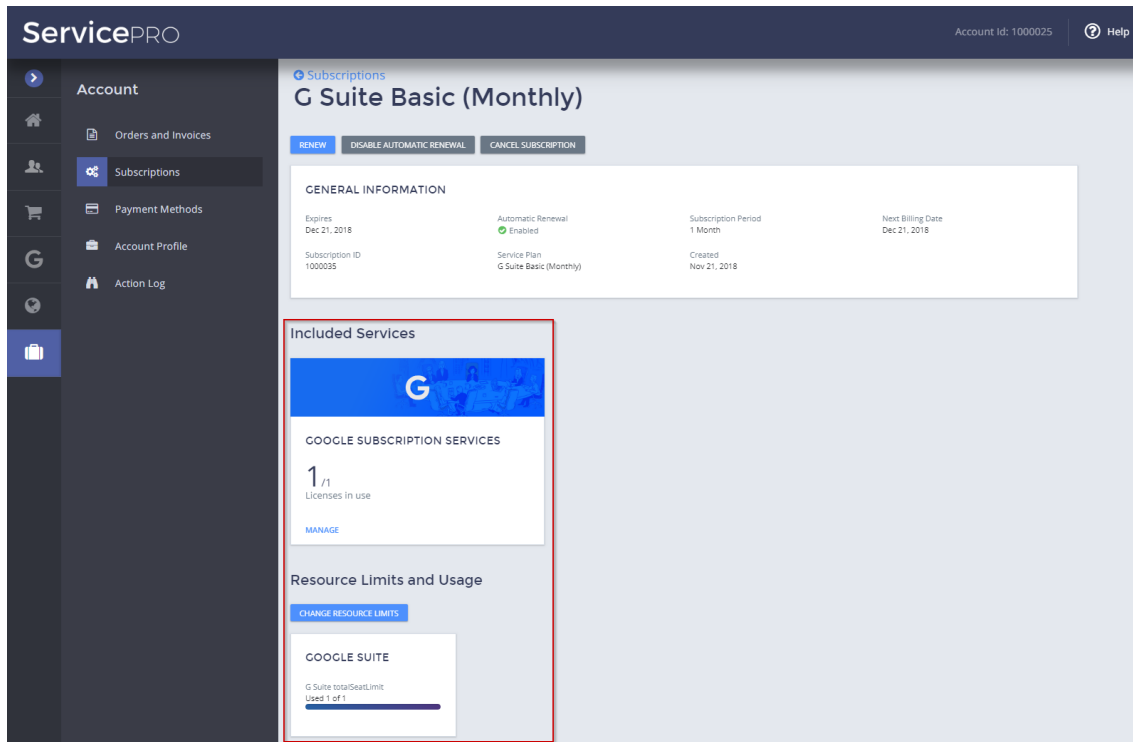
From here, you will be able to perform the following actions:

- **Renew your subscription**
- **Disable Automatic renewal**
- **Cancel your subscription**
- **Changing Resource limits**
- **Switch to a different Service Plan**

The buttons at the top of the window will allow you to renew your subscription or cancel it.



In the lower part of the screen, you can see information about the included services and you can also change the current resource limits by clicking **Change Resource Limits**.



Upgrading Service Plans

You can upgrade the current Google subscription to another Google plan. These are the allowed Upgrade/Downgrades for Google:

G Suite Plan Upgrades

| G Suite Plans | Can be upgraded to |
|------------------------|--|
| TRIAL BASIC | Flexible basic Flexible unlimited Flexible Enterprise Annual basic Annual unlimited Annual Enterprise Annual yearly basic Annual yearly unlimited Annual yearly Enterprise |
| TRIAL UNLIMITED | Flexible basic Flexible unlimited Flexible Enterprise Annual basic Annual unlimited Annual Enterprise Annual yearly basic Annual yearly unlimited |

| G Suite Plans | Can be upgraded to |
|----------------------------|--|
| | Annual yearly Enterprise |
| TRIAL ENTERPRISE | Flexible Enterprise Annual Enterprise Annual yearly Enterprise |
| FLEXIBLE BASIC | Flexible unlimited Flexible Enterprise Annual basic Annual unlimited Annual Enterprise Annual yearly basic Annual yearly unlimited Annual yearly Enterprise |
| FLEXIBLE UNLIMITED | Flexible basic Flexible Enterprise Annual basic Annual unlimited Annual Enterprise Annual yearly basic Annual yearly unlimited Annual yearly Enterprise |
| FLEXIBLE ENTERPRISE | Annual Enterprise Annual yearly Enterprise |
| ANNUAL BASIC | Annual unlimited Annual Enterprise Annual yearly unlimited Annual yearly Enterprise |

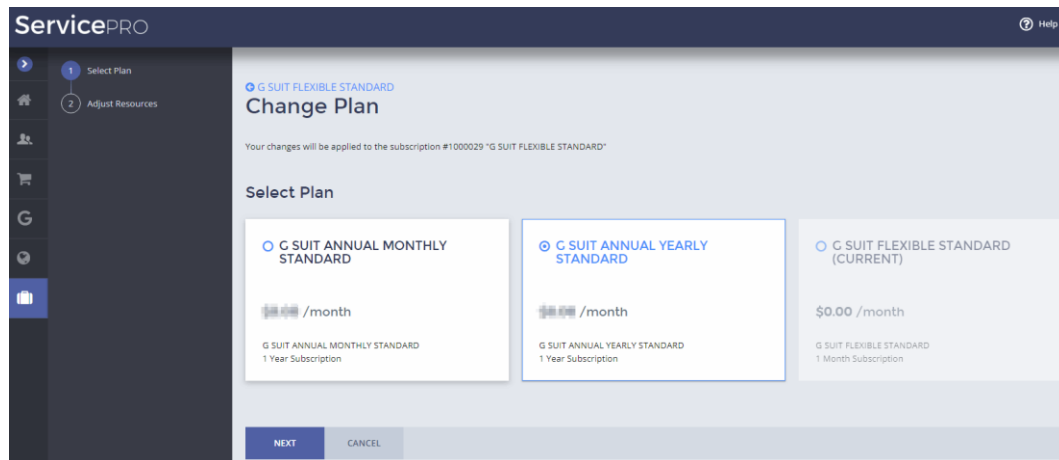
Chrome Plan Upgrades

| Chrome Plans | Can be upgraded to |
|-----------------|--------------------|
| TRIAL | Flexible Annual |
| FLEXIBLE | Annual |

Cloud Identity Premium Plan Upgrades

| Cloud Identity Plans | Can be upgraded to |
|----------------------|-------------------------------------|
| TRIAL | Flexible Annual Annual yearly |
| FLEXIBLE | Annual Annual yearly |


1. To add upgrade/downgrade plans, go to the CCP and click **Account > Subscriptions**.
2. Click **Change Service Plan** and select the plan that you would like to upgrade to. Click **Next**.



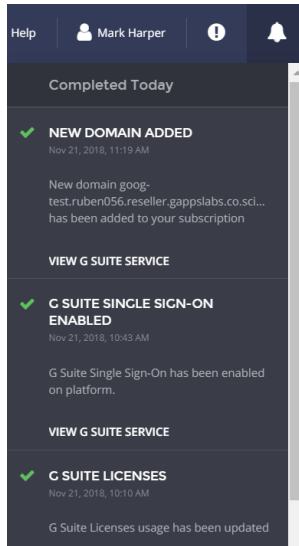
3. Select the desired number of licenses and click **Finish**.
4. Review the order details and click **Confirm**.

Action Log and Notifications


In the upper right corner of the Customer Control Panel you will find the following options:

-  **Action Log**
-  **Notifications**

Click the bell icon to see the list of the recent events in your account, as you can see in the image below.



To see the full action log, scroll to the bottom of the screen and click **Show More**. This will display the full list of events. Alternatively, you can also access the Action Log by clicking **Account > Action Log**.

To see the list of notifications that require your attention, click the exclamation mark icon  in the upper right-hand corner. Information about notifications will also be displayed in the home page of the Customer Control Panel.