Tenant Dashboard for Microsoft 365 Technical Guide

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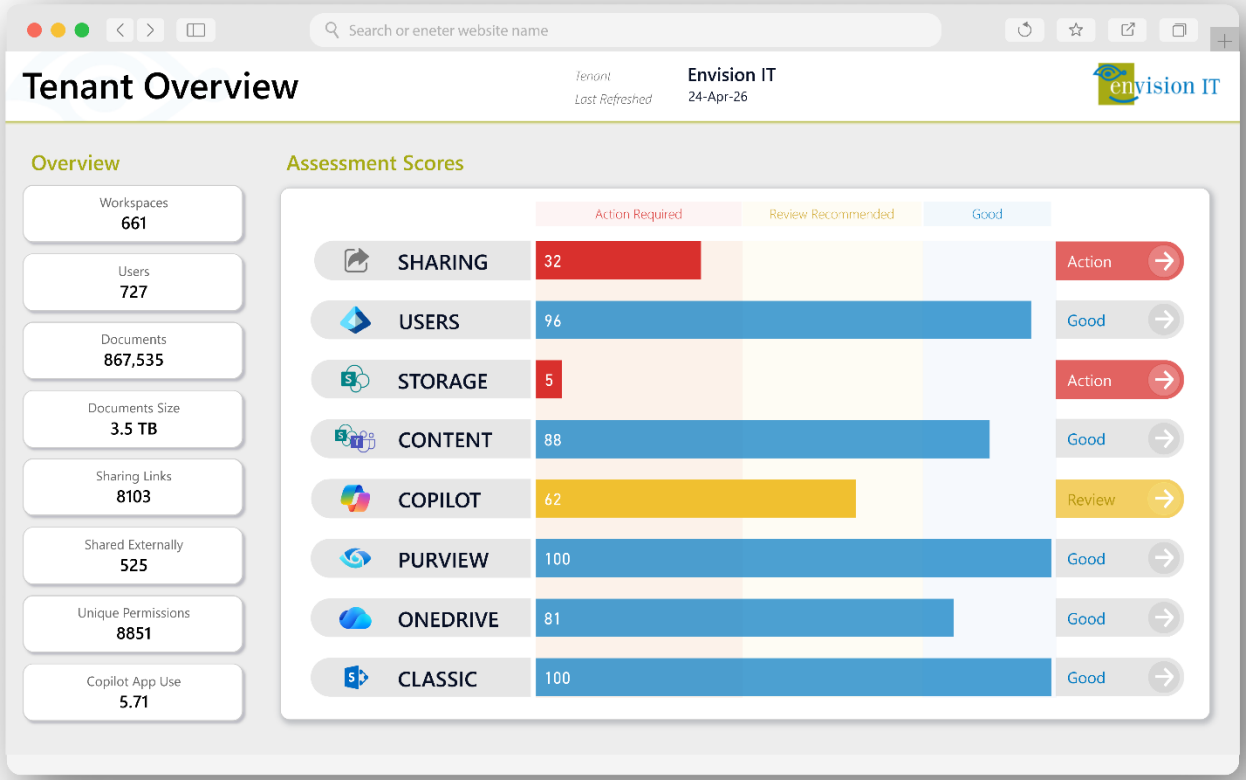
Solution Overview

The Tenant Dashboard for Microsoft 365 is a multi-tenant SaaS application created and operated by Envision IT. It consists of the following components:

- .NET 8 application hosted in the Envision IT Microsoft Azure Subscription
- Unique storage accounts for each client for storing the collected data
    - Envision IT, Client, or Partner hosted
- RBAC access to the storage accounts
- Power BI report that collects and presents the dashboard content



Installation Process

Registration process on https://portal.envisionit.com/

1. Join the https://portal.envisionit.com/join/tenant-dashboard group
    a. Registration of a new account on the portal will be the first step.
    b. Join the group.
2. Go to the https://portal.envisionit.com/members/tenant-dashboard member page to continue the registration.
3. Consent
4. Provide the SharePoint root URL for the tenant

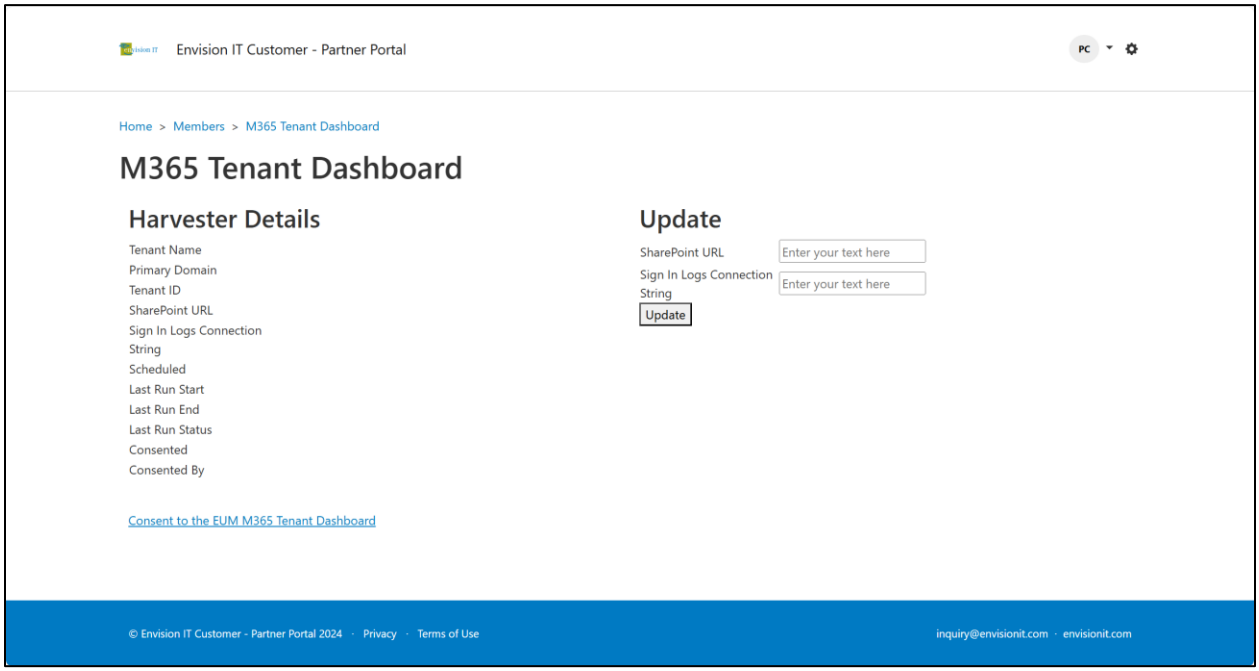
Prerequisites

The following prerequisites are needed prior to commencing the installation.

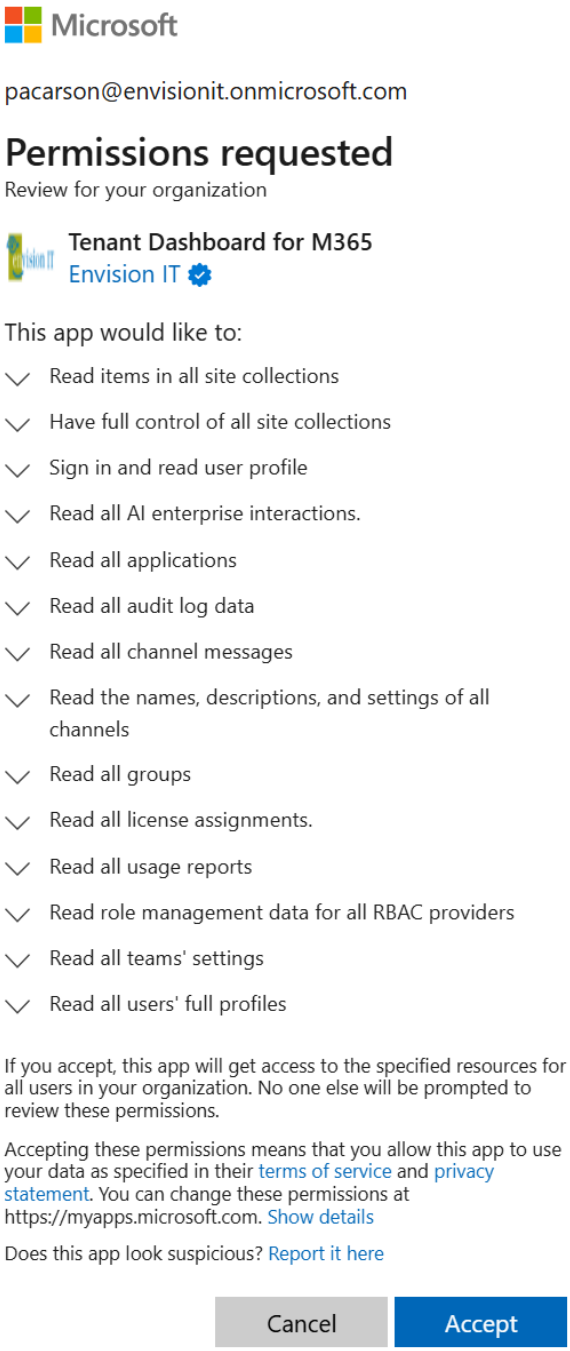
- Entra ID Global Admin account to consent to the app registration
    - Most organizations have elevated accounts for their admin staff separate from their regular working accounts
    - Having the email address of the admin's regular account is fine as the consent can be done under the elevated account
    - If PIM is being used to approve admin account usage, an approved request needs to be submitted prior to starting the installation

Admin Consent

Reading the structure and configuration of the Microsoft 365 tenant requires the consent of a user with the Global Administrator role. This process begins by signing into Tenant Dashboard | Envision IT Customer - Partner Portal. The Tenant ID is retrieved from the account, and a link is provided to grant consent.



The consent page below displays all requested permissions. The following page outlines permissions that can be removed from the consent while still allowing a partially functional Tenant Dashboard experience.



Category	Permissions
Required	Sign in and read user profile Read all applications Read all license assignments. Read all usage reports Read role management data for all RBAC providers Read items in all site collections Read all audit log data Read the names, descriptions, and settings of all channels Read all groups Read all teams' settings
Perform actions	Have full control of all site collections
Users	Read all users' full profiles
Copilot activity	Read all AI enterprise interactions
Teams channel conversation activity	Read all channel messages

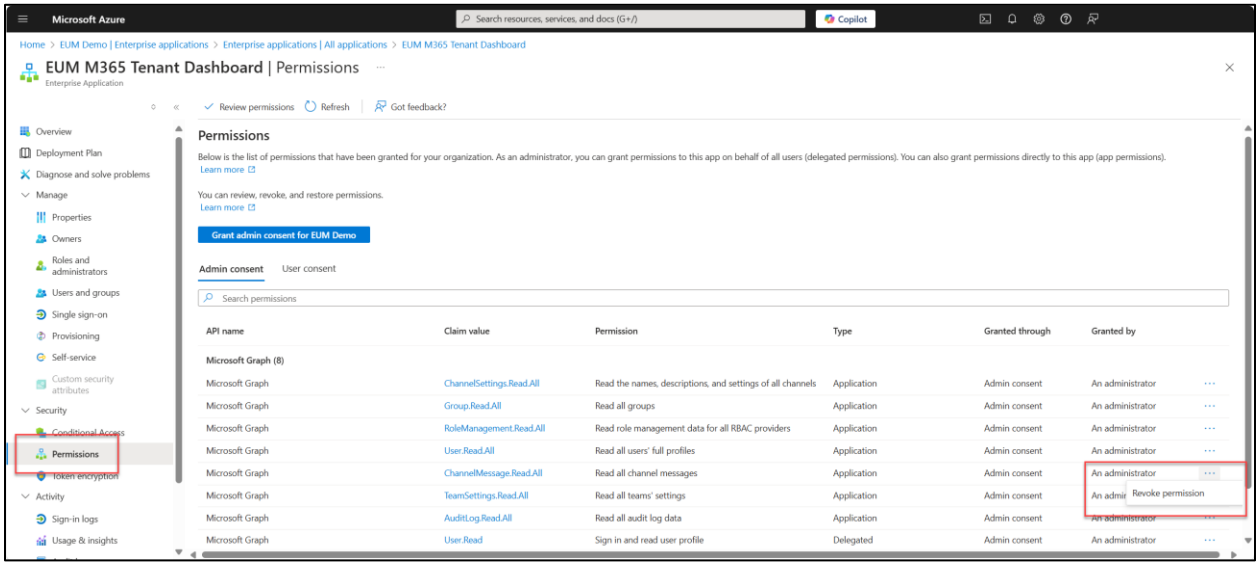
Reducing App Privileges

For some clients the above requested permissions are too broad, and a reduced set of permissions is preferred, even though less data will be collected and displayed in the tenant dashboard. The following permissions can be removed once consent is granted. Envision IT will need to be advised so that the data collection can be configured to not include those areas that are no longer permissioned.

To remove a particular permission follow these steps:

- Open a browser and navigate to [Enterprise applications - Microsoft Azure]
- Search for Envision IT Tenant Dashboard
- Go to the Permissions tab under Security on the left nav
- On the permission to be removed, use the ellipsis at the end of the selected permission and choose Revoke permission

It is important to advise Envision IT on which permissions have been revoked so that the data collection process can be configured appropriately to not request those properties.



Reviewing and Refreshing the Dashboard

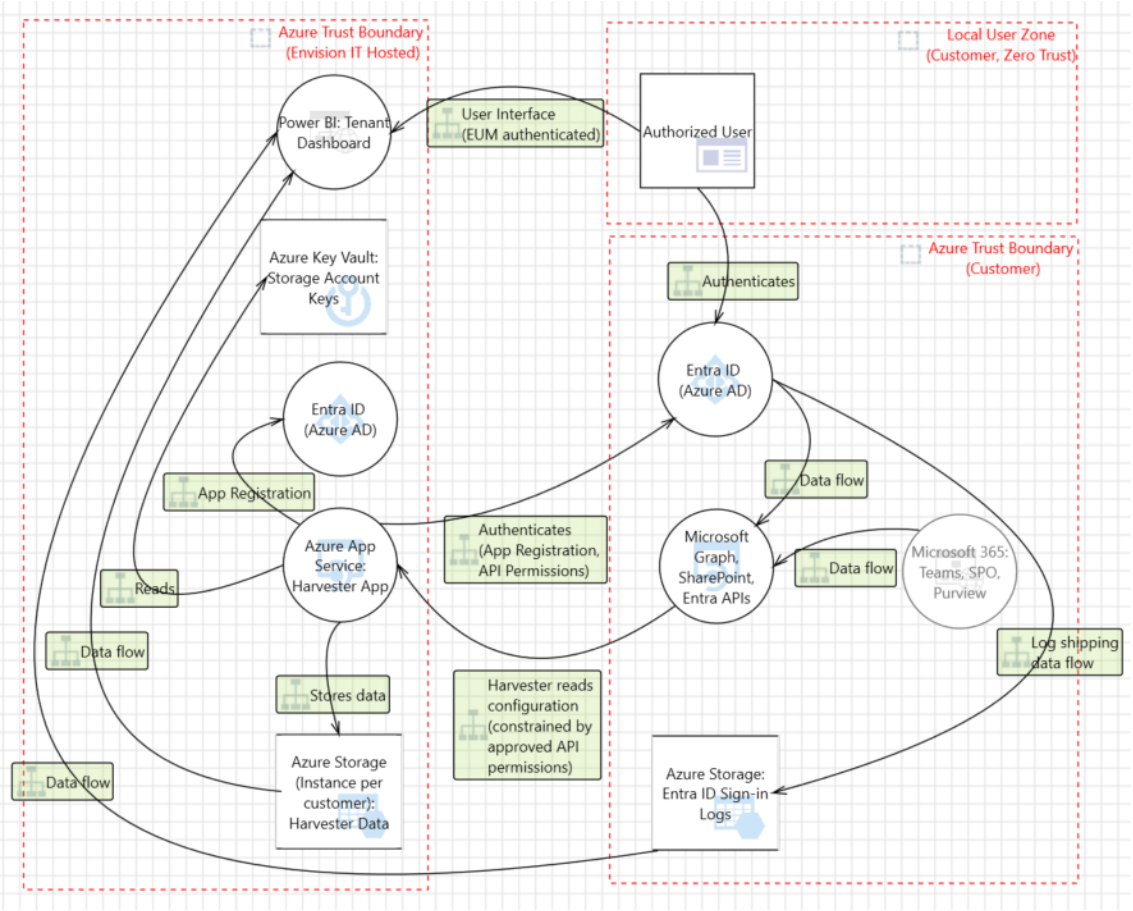
The dashboard is available from the https://portal.envisionit.com/members/tenant-dashboard member page.

Here you can see the following:

- Confirmation that the consent has been granted to run the application
- Last data collection run date and time
- Next scheduled
- Link to the Power BI dashboard
- Link to request a refresh as soon as possible

Appendix A: Tenant Dashboard Architecture

The diagram below describes the components of the Tenant Dashboard including the Harvester application which gathers data from the Microsoft 365 tenant.



Tenant Dashboard Components

Azure Key Vault

- All secrets are stored in an Envision IT Azure Key Vault with security isolation per customer.

Harvester Application

- A multi-tenant Envision IT application.
- Authenticates via an App Registration and Client Secret managed in the Customer's Entra ID directory.
- Performs read-only activities via Customer's Microsoft Graph, SharePoint, Teams, and Entra APIs.
- Permissions requested by the solution
    - Permissions are approved in the customer tenant with the Global Admin role (see also: Admin Consent).
    - Read permissions are required to traverse Teams, Sites, and Sign-in Logs.
    - SharePoint Full Control permissions (akin to Site Collection Owner) are required to read ACLs and policies within SPO sites, and external sharing flags.
- Data stores:
    - Envision IT Azure Storage contains an isolated instance per customer for harvested information. Authentication secret held in the Envision IT Azure Key Vault.

Tenant Dashboard Application

- Users authenticate via customer's Entra ID, with dashboard ACLs managed with Envision IT's Extranet User Manager.
- Tenant Dashboard is an EIT Power BI Application.
    - Each customer dashboard is managed in a security-isolated workspace (per customer).
    - Credentials for connected data repositories are stored within Power BI.
- Data sources:
    - Reads tenant data from EIT Azure Storage (isolated per client).
        - Currently an Azure Files File Share. Refreshes happen by updating on Power BI Desktop and saving back to the Power BI workspace.
        - Roadmap: There is a change planned to switch to an Azure Files BLOB store which would support live updating of the dataset from within the dashboard. This would remove the need for manual updates, security boundaries and configuration would otherwise remain the same.
    - Reads last sign-in data from Customer Azure Storage instance. Sign-in Logs are shipped directly from Entra (pipeline has no egress from the customer tenant, requires Entra P1 or P2 license). Authentication secret held in the Envision IT Azure Key Vault instance (per customer).

EIT Azure Storage

- A security-isolated file share instance is created per customer.
- Access keys are stored in an Azure Key Vault, again with an isolated instance per customer.

- Data is solely accessed via dashboard reports, with user access restricted on a need-to-know basis to Envision IT personnel assigned to the customer.
- Data stored:
    - Microsoft 365 Tenant data
        - Microsoft Teams and SharePoint Online (SPO):
            - Teams channels and SPO site collection, site, library, and sub-site data including titles, site and channel types, sensitivity labels.'
            - Groups managing membership and permissions applied, including unique permissions.
            - File data including file types, sizes, counts, and sensitivity labels
            - Last accessed data
            - Not stored:
                - Lists and built-in libraries (site assets, site pages, themes, web parts).
    - Entra data
        - User profile data is used in dashboard reports to review permissions granted to active internal and external users.
        - Microsoft 365 Groups including display names, mail-enabled flag, security-enabled flag, group type.

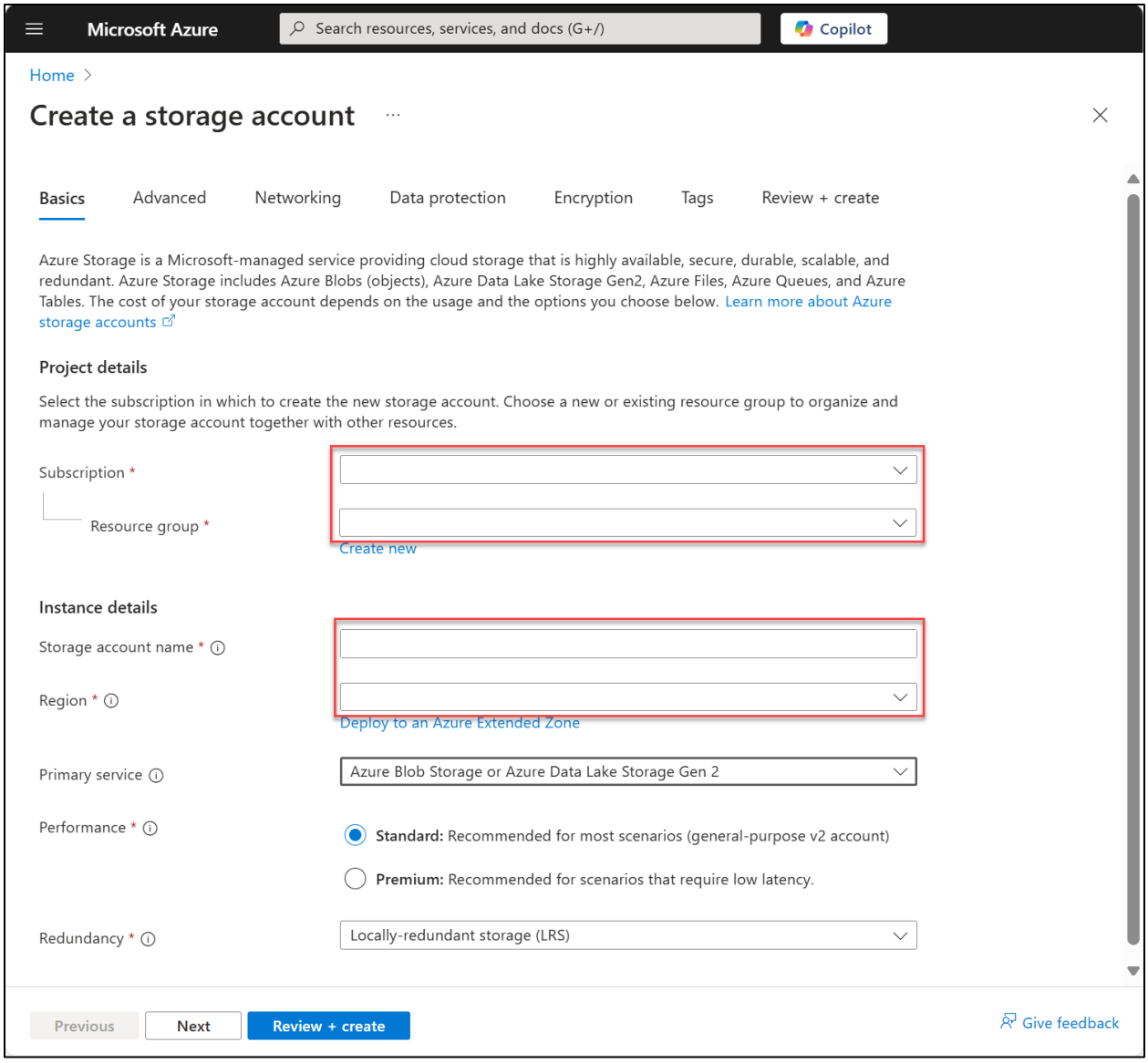
Optional Login Activity Reporting

The Tenant Dashboard can optionally provide reporting on successful and failed logins, including users, geography, login device, and target application. Audit log shipping needs to be configured in the tenant for this to work, and the tenant dashboard needs to be configured with storage account and access key information to access this audit data.

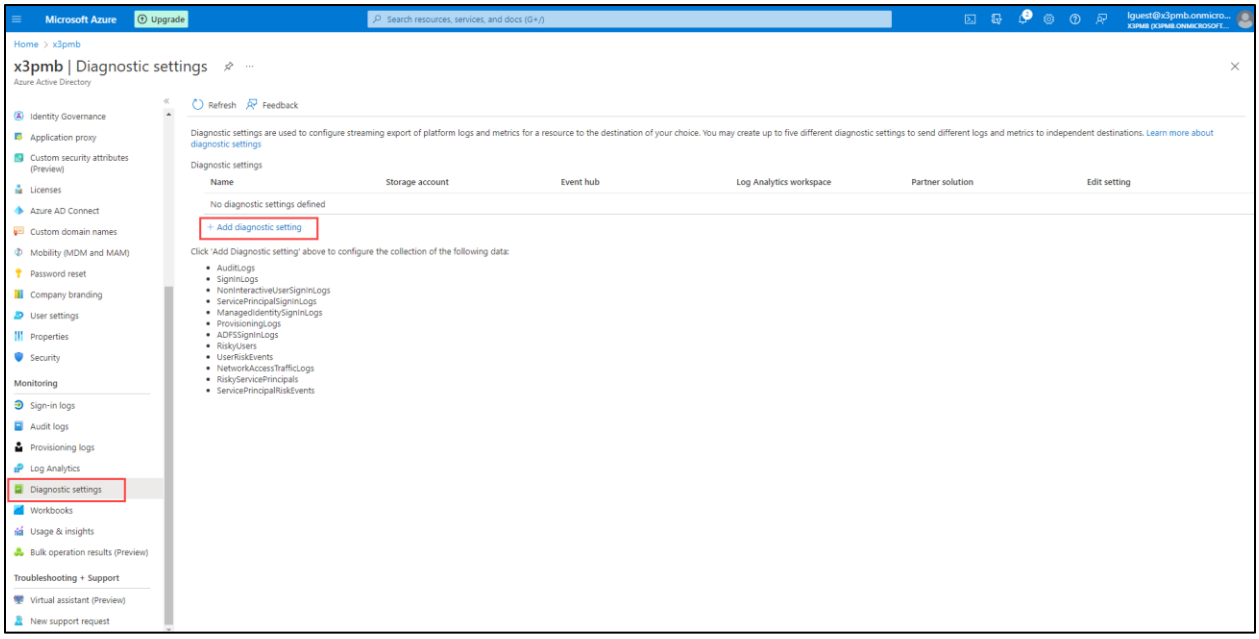
Diagnostic setting for Storage Account

Diagnostic settings are used to configure export of platform logs and metrics for a resource to the storage account. In this case a setting must be created for the Storage Account to define the logs and metrics that need to be collected. A dedicated storage account is recommended for this.

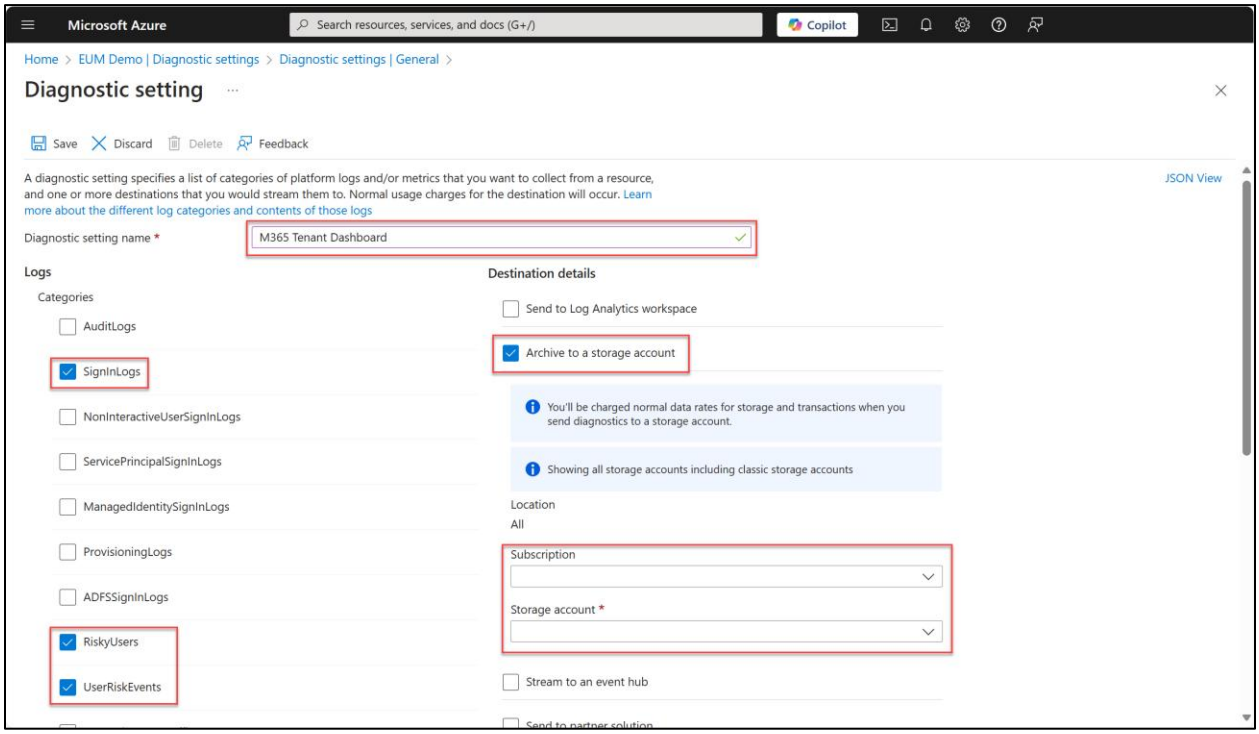
Storage accounts are created in the Azure portal. You will need to specify a paid subscription, resource group, name and region for the storage account. Locally redundant storage is the lowest cost option, and high availability is not a requirement for audit logs.


Microsoft Azure
Search resources, services, and docs (G+/)
Copilot
Home
Create a storage account
Basics
Advanced
Networking
Data protection
Encryption
Tags
Review + create
Azure Storage is a Microsoft-managed service providing cloud storage that is highly available, secure, durable, scalable, and redundant. Azure Storage includes Azure Blobs (objects), Azure Data Lake Storage Gen2, Azure Files, Azure Queues, and Azure Tables. The cost of your storage account depends on the usage and the options you choose below. Learn more about Azure storage accounts
Project details
Select the subscription in which to create the new storage account. Choose a new or existing resource group to organize and manage your storage account together with other resources.
Subscription *
Resource group *
Create new
Instance details
Storage account name *
Region *
Deploy to an Azure Extended Zone
Primary service
Azure Blob Storage or Azure Data Lake Storage Gen 2
Performance *
Standard: Recommended for most scenarios (general-purpose v2 account)
Premium: Recommended for scenarios that require low latency.
Redundancy *
Locally-redundant storage (LRS)
Previous
Next
Review + create
Give feedback

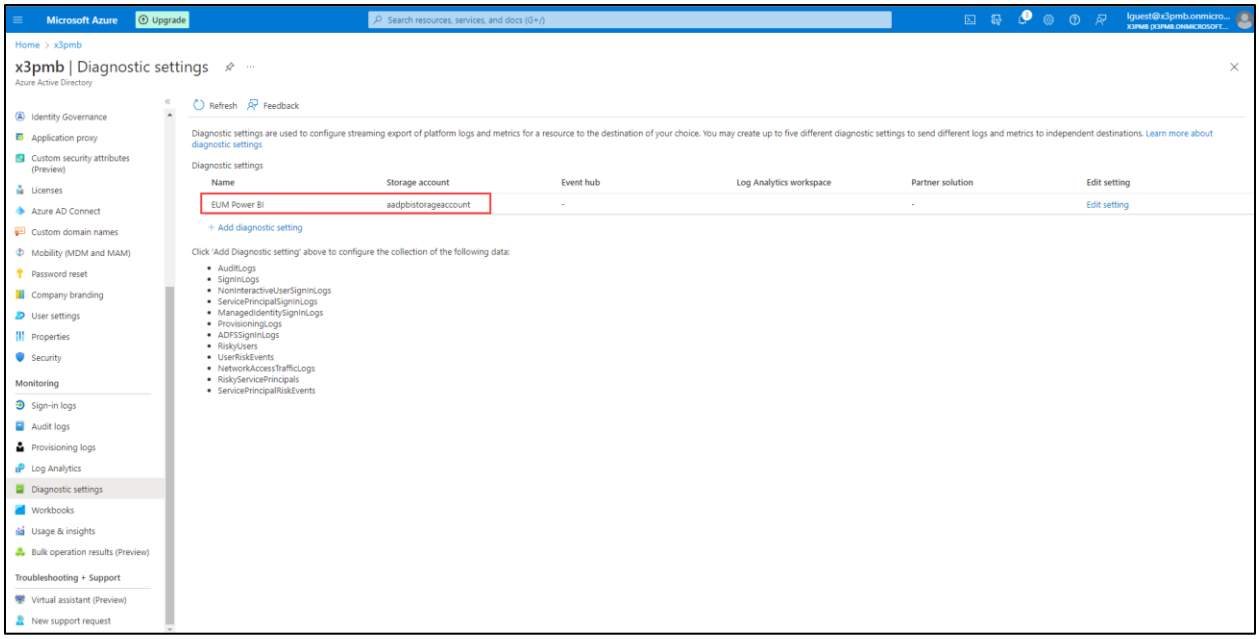
Once the storage account is ready, you can navigate to the diagnostic settings by going to Azure Active Directory and scrolling down to Diagnostic Settings in the left menu under Monitoring.



Set a name for the diagnostic setting, choose Archive to the storage account as the destination and enable the Log categories.



Once you save the diagnostic setting, it will show on the main diagnostic settings page within the Azure portal.



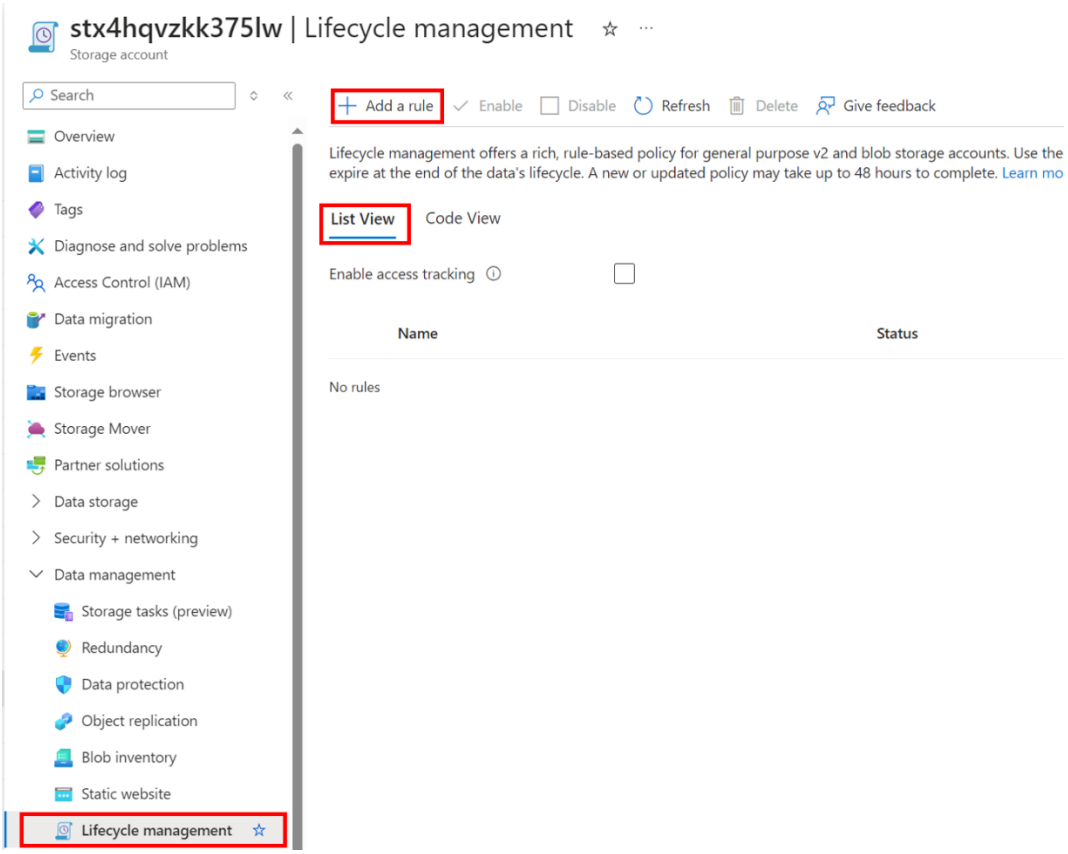
Lifecycle Management for Storage Account

Lifecycle Management is process of managing the data stored in the Storage Account. Here we can setup retention rules to prevent cluttering of the diagnostic settings being archived.

To setup Lifecycle Management, navigate to the storage account you have configured for diagnostic settings.

Under Data management, select Lifecycle Management to view or change lifecycle management policies

Select List View, and select Add a rule

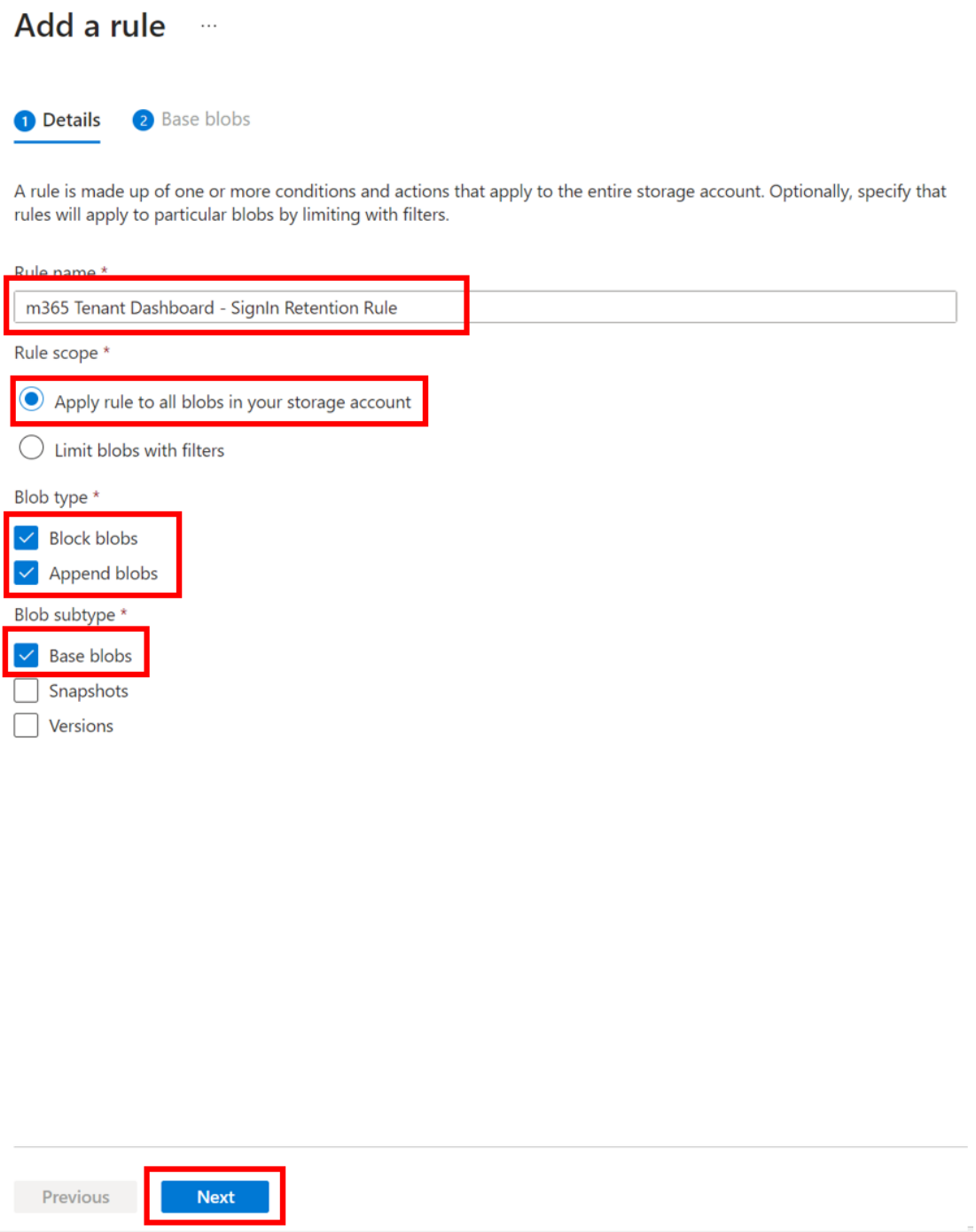


Enter a Rule name

Under Rule Scope, select Limit blobs with filters

Under Blob Type, select Append Blobs and Base blobs under Blob subtype.

Select Next



Set your retention time, then select Add