

G-Suite SOP

01. User list page

The screenshot shows the Google Admin console interface for the 'Users' page. The left sidebar contains navigation options like Directory, Users, Groups, and Organizational units. The main content area displays a table of users with the following data:

Name	Email	Status	Last sign in	Email usage
Academic Administrator	acadmin@mghmmcha.org	Active	11 months ago	1.77 GB
academic section	academicsection@mghmmch...	Active	1 day ago	4.45 GB
Account Medical	accountmedical@mghmmch...	Active	2 days ago	0 GB
Account Hospital	accountmcha@mghmmcha...	Active	2 years ago	0 GB
Admin Time office	toadmin@mghmmcha.org	Active	1 day ago	3.71 GB
admission mgm	admission@mghmmcha.org	Active	4 months ago	0.35 GB
Alumni Association	alumni@mghmmcha.org	Active	1 week ago	0 GB
alumin MGM	alumin@mghmmcha.org	Active	Over a year ago	0 GB

02.Home page

The screenshot shows the Google Admin console 'Home' page. The left sidebar contains navigation options like Home, Dashboard, Directory, Devices, Apps, Security, Reporting, Billing, Account, and Rules. The main content area displays several summary cards:

- Users:** 97 Active users. Options include Add a user, Delete a user, Update a user's name or email, and Create an alternate email address (email alias).
- Domains:** Overview card with options to Manage domains, Add a domain, and Change your primary domain.
- Billing:** Manage subscriptions, Payment accounts, and Get more services.
- Groups:** Create groups for mailing lists and applying policies.
- Devices:** Manage devices and secure your organization's data.
- Organizational units:** Summary card.

On the right side, there is a section for 'Enable advanced mobile management' with a 'LEARN MORE' button and a 'SKIP' button. Below this, there is a 'Tools' section with links to Google Workspace Status Dashboard, Data Export, Transfer tool for unmanaged users, Google Meet video setup, Google Workspace Marketplace, Get help from a partner, and The Google Workspace Referral Program.