What's New

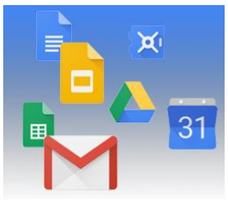
G Suite

DECEMBER 2017

Featured launch: Pivot to the cloud with Google Sheets

Intelligent features in Google Sheets help businesses uncover insights

- Easier pivot tables, faster insights
- Suggested formulas, quicker answers
- Even more Sheets features



Simple to use

Embed HTML and JavaScript in the new Google Sites

Improving the menus and toolbars in Google Docs and Slides

Business ready

Two changes to navigation in Admin console reports

Twenty third-party apps added to the G Suite pre-integrated SSO apps catalog

Introducing release notes for Drive File Stream and Backup and Sync

New Google+ community metrics for G Suite admins and community moderators

New categories and languages for templates in Google Docs, Sheets, and Slides

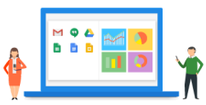
Protect corporate data on compromised iOS devices

Protecting corporate data on non-compliant managed Android devices

Update Google Calendar resources using the Calendar Resource APIs

Easily turn apps on or off in the Admin console

Automatically provision users with eight additional apps



Learn more about G Suite

Cloud Connect: The community for G Suite administrators

What's New for G Suite Admins videos

To help you better track the full breadth of G Suite launches, including those that aren't announced on the G Suite Updates blog, check out the What's new in G Suite page in the Help Center.

We'd really appreciate your thoughts on how we can make this resource work best for you.

- The G Suite Team, January 2, 2018

Featured launch: Pivot to the cloud with Google Sheets

Intelligent features in Google Sheets help businesses uncover insights

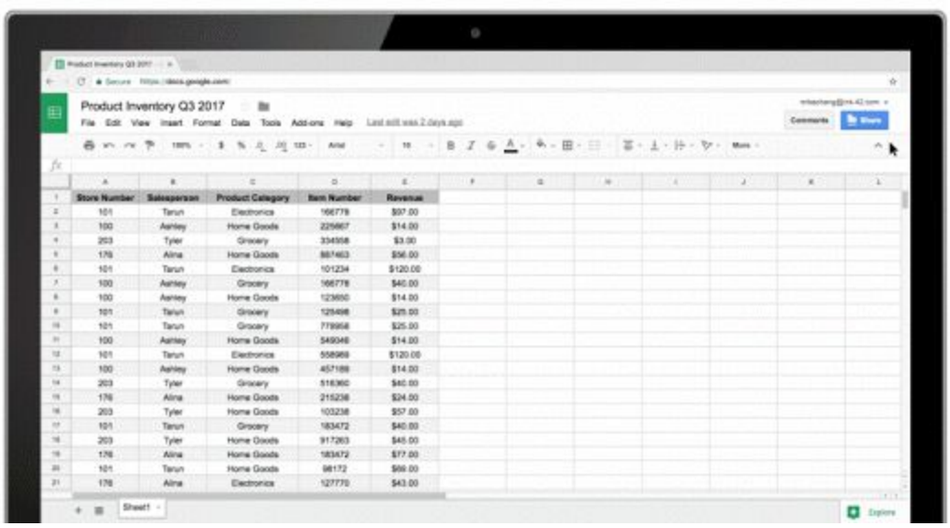
Announced December 6th, 2017 | Share with your organization | - back to top -

What's new: When it comes to data in spreadsheets, deciphering meaningful insights can be a challenge whether you're a spreadsheet guru or data analytics pro. But thanks to advances in the cloud and artificial intelligence, you can instantly uncover insights and empower everyone in your organization—not just those with technical or analytics backgrounds—to make more informed decisions.

We launched "Explore" in Sheets to help you decipher your data easily using the power of machine intelligence, and since then we've added even more ways for you to intelligently visualize and share your company data. With this launch, we've added new features in Google Sheets to help businesses make better use of their data, from pivot tables and formula suggestions powered by machine intelligence, to even more flexible ways to help you analyze your data.

Easier pivot tables, faster insights
Many teams rely on pivot tables to summarize massive data sets and find useful patterns, but creating them manually can be tricky. Now, if you have data organized in a spreadsheet, Sheets can intelligently suggest a pivot table for you.*

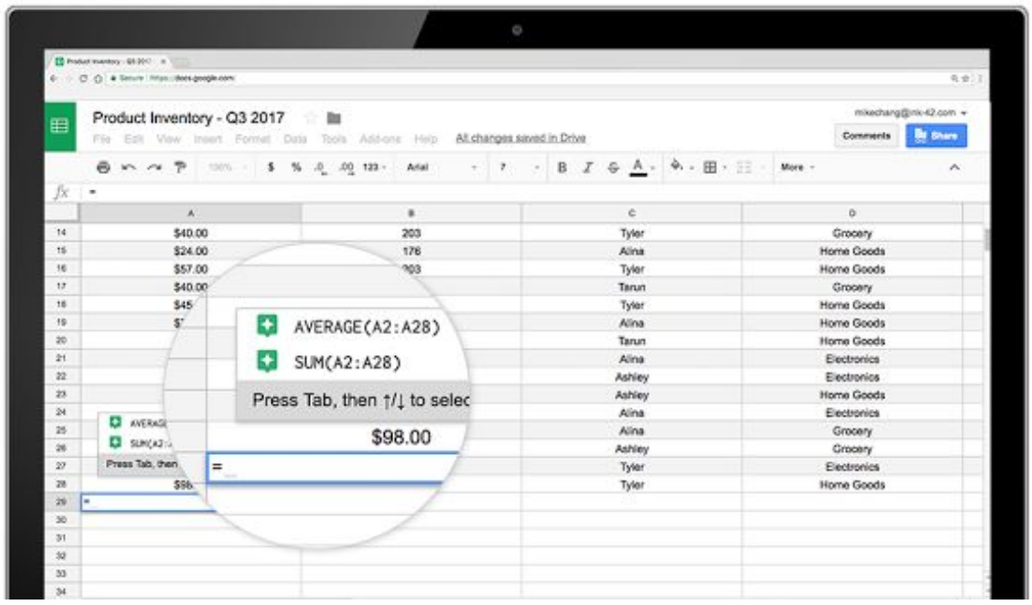
In the Explore panel, you can also ask questions of your data using everyday language (via natural language processing) and have the answer returned as a pivot table. For example, type "what is the sum of revenue by salesperson?" or "how much revenue does each product category generate?" and Sheets can help you find the right pivot table analysis.**



In addition, if you want to create a pivot table from scratch, Sheets can suggest a number of relevant tables in the pivot table editor to help you summarize your data faster.

**You can view pivot tables on all platforms, but you can only create and edit them on the web.*
***The "Answers" feature in Sheets is only available in English at this time.*

Suggested formulas, quicker answers
We often use basic spreadsheet formulas like =SUM or =AVERAGE for data analysis, but it takes time to make sure all inputs are written correctly. Soon, you may notice suggestions pop up when you type "=" in a cell. Using machine intelligence, Sheets provides full formula suggestions to you based on contextual clues from your spreadsheet data. We designed this to help teams save time and get answers more intuitively.



Even more Sheets features
We've also added more features to make Sheets even better for data analysis:

- **Check out a refreshed UI for pivot tables in Sheets**, and new, customizable headings for rows and columns.
- **View your data differently with new pivot table features.** When you create a pivot table, you can "show values as a % of totals" to see summarized values as a fraction of grand totals. Once you have a table, you can right-click on a cell to "view details" or even combine pivot table groups to aggregate data the way you need it. We've also added new format options, like repeated row labels, to give you more fine-tuned control of how to present your summarized data.
- **Create and edit waterfall charts.** Waterfall charts are good for visualizing sequential changes in data, like if you want to see the incremental breakdown of last year's revenue month-by-month. Select *Insert > Chart > Chart type picker* and then choose "waterfall."
- **Quickly import or paste fixed-width formatted data files.** Sheets will automatically split up the data into columns for you without needing a delimiter such as commas between data.

These new Sheets features are available now to G Suite customers on the Rapid release track, and will come to the Scheduled release track on January 24, 2018.

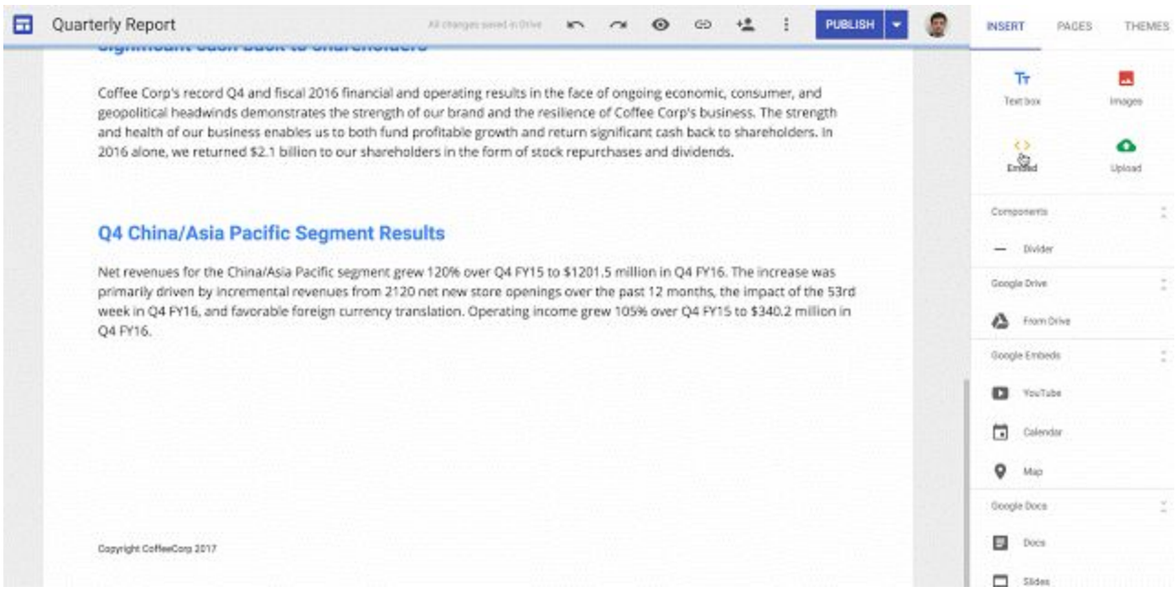
To learn more about how G Suite can help your business uncover valuable insights and speed up efficiencies, visit the G Suite website. Or check out these tips to help get started with Sheets.

Simple to use

Embed HTML and JavaScript in the new Google Sites

Announced on December 5th, 2017 Share with your organization - back to top -

What's new: We recently made it possible to embed webpages as iframes in the new Google Sites. With this launch, we're giving you one more tool to customize your sites—you can now embed HTML and JavaScript code directly into your sites.



To get started, select **Embed** from the Insert menu and choose **Embed Code**.

For more details, visit the Help Center.

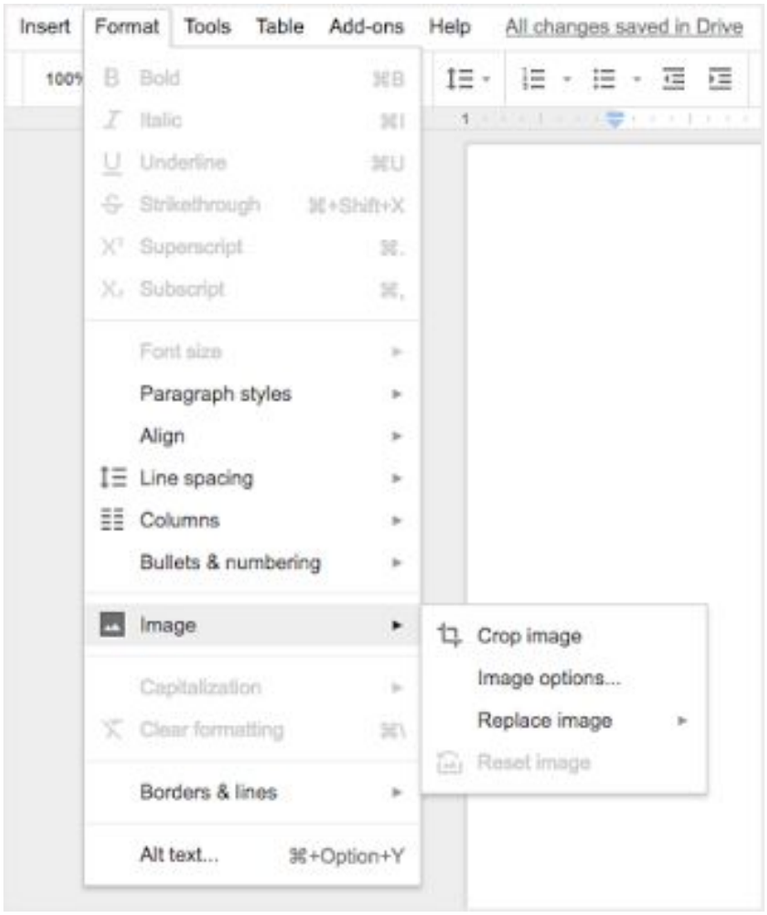
Improving the menus and toolbars in Google Docs and Slides

Announced on December 13th, 2017 Share with your organization - back to top -

What's new: We've made some changes to the menus and toolbars in Google Docs and Slides on the web. These changes will make it easier to find certain items and increase consistency across Docs and Slides. Among other things, you'll notice the following:

- In Docs and Slides, "Lists" in the Format menu has been renamed "Bullets and numbering."
- In Docs and Slides, "Show spelling suggestions" has been renamed "Spelling" and moved from the View menu to the Tools menu.
- In Docs, "Document outline" has been renamed "Show document outline" and moved from the Tools menu to the View menu.
- In Slides, "Import slides" has been removed from the Insert menu.

See below for some examples of the revamped toolbars and menus.


Insert
Format
Tools
Table
Add-ons
Help
All changes saved in Drive
Bold ⌘B
Italic ⌘I
Underline ⌘U
Strikethrough ⌘+Shift+X
Superscript ⌘.
Subscript ⌘,
Font size
Paragraph styles
Align
Line spacing
Columns
Bullets & numbering
Image
Capitalization
Clear formatting ⌘\
Borders & lines
Alt text... ⌘+Option+Y
Crop image
Image options...
Replace image
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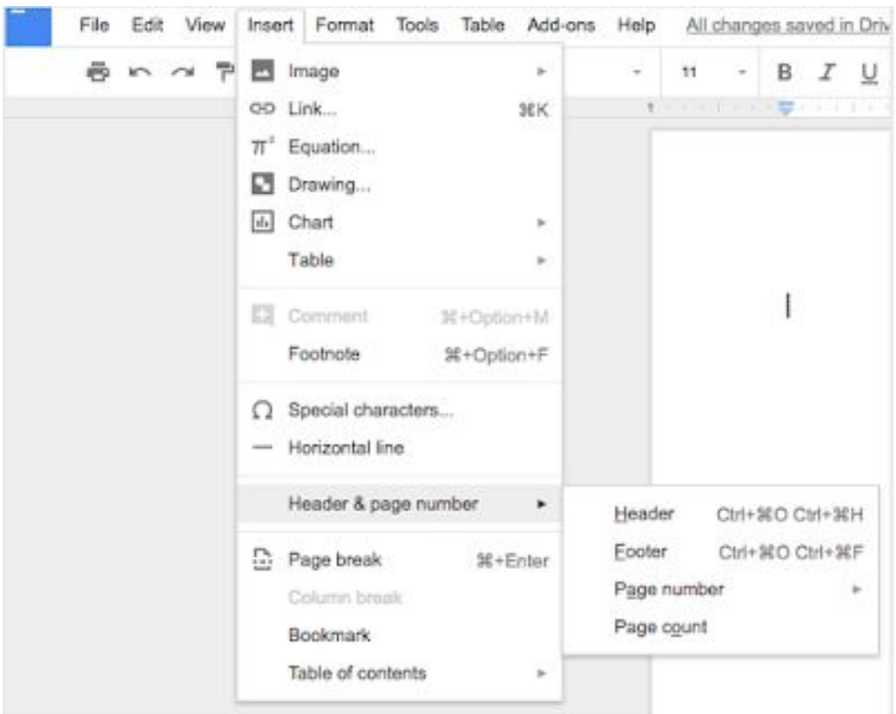
File
Edit
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Footnote ⌘+Option+F
Special characters...
Horizontal line
Header & page number
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Business ready

Two changes to navigation in Admin console reports

Announced on December 4th, 2017 | Admin feature | - back to top -

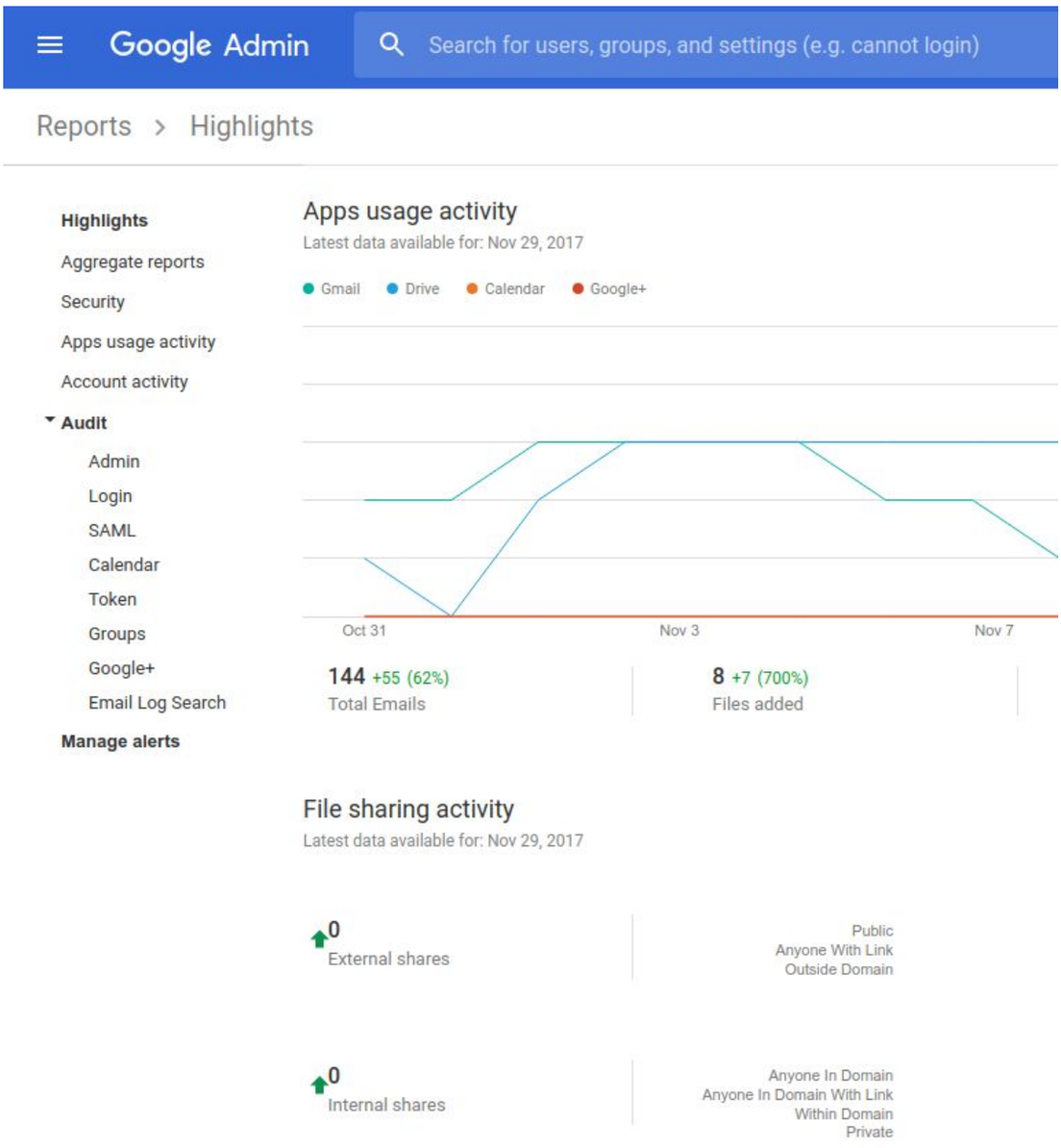
What's new: We've made two changes in the Admin console to improve the visibility of reports for specific G Suite apps.

First, we're renaming "Aggregate reports" to "Apps."

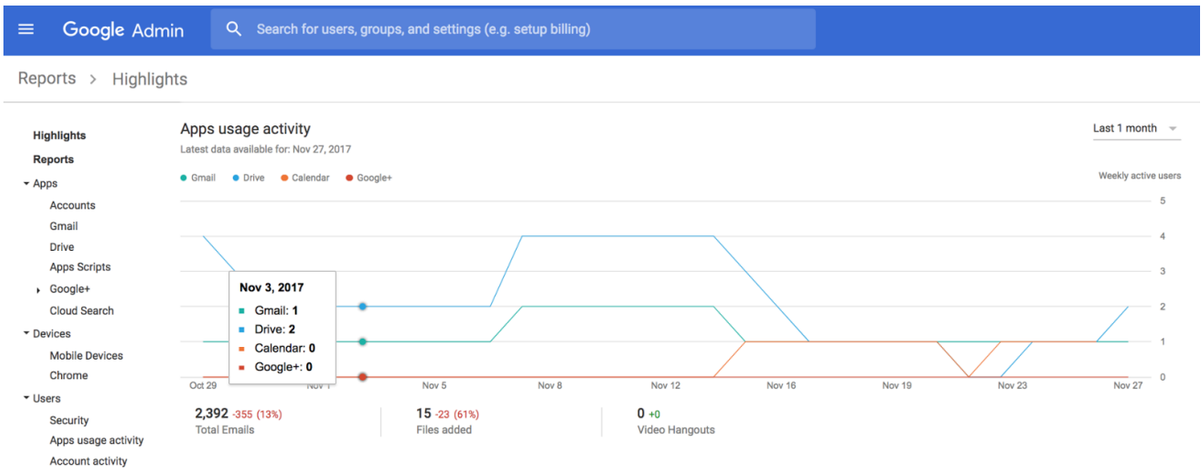
Second, we're moving all of the app-specific reports previously nested under *Reports > Aggregate reports* to the left-side navigation. These will appear beneath an expandable arrow and be organized in three subsections under Reports: "Apps," "Devices," and "Users." All of the previous user-level reports will now be nested under the "Users" subsection of reports. This change will allow you to jump right into these reports from the main reports page in the Admin console and bring a clear categorization to individual reports.

Both of these changes can be found by navigating to *Reports > Apps* in the Admin console.

Old reports navigation:



New reports navigation:



Check out the Help Center for more information on usage and security reports.

Twenty third-party apps added to the G Suite pre-integrated SAML apps catalog

Announced on December 4th and 14th, 2017 ★ Admin feature - back to top -

What's new: With Single-Sign-On (SSO), users can access all of their enterprise cloud applications—including the Admin console for admins—after signing in just one time. Google supports the two most popular enterprise SSO standards, OpenID Connect and SAML, and there are more than 800 applications with pre-integrated SSO support in our third-party apps catalog already.

We've now added SAML integration for 9 additional applications: **Dashlane, Docebo, Front, InVision, IT Glue, Pivotal Tracker, Sumo Logic, SurveyMonkey, Zoom, &frankly, Bonusly, HelloSign, Salsify, Sequr, Small Improvements, SpaceIQ, StatusHub, Symantec Web Security Service (WSS), ThousandEyes, and PurelyHR.**

You can find our full list of pre-integrated applications, as well as instructions for installing them, in the Help Center.

Note that apart from the pre-integrated SAML applications, G Suite also supports installing "Custom SAML Applications," which means that admins can install any third-party application that supports SAML. The advantage of a pre-integrated app is that the installation is much easier. You can learn more about installing Custom SAML Applications in this Help Center article.

Introducing release notes for Drive File Stream and Backup and Sync

Announced on December 12th, 2017 ★ Admin feature - back to top -

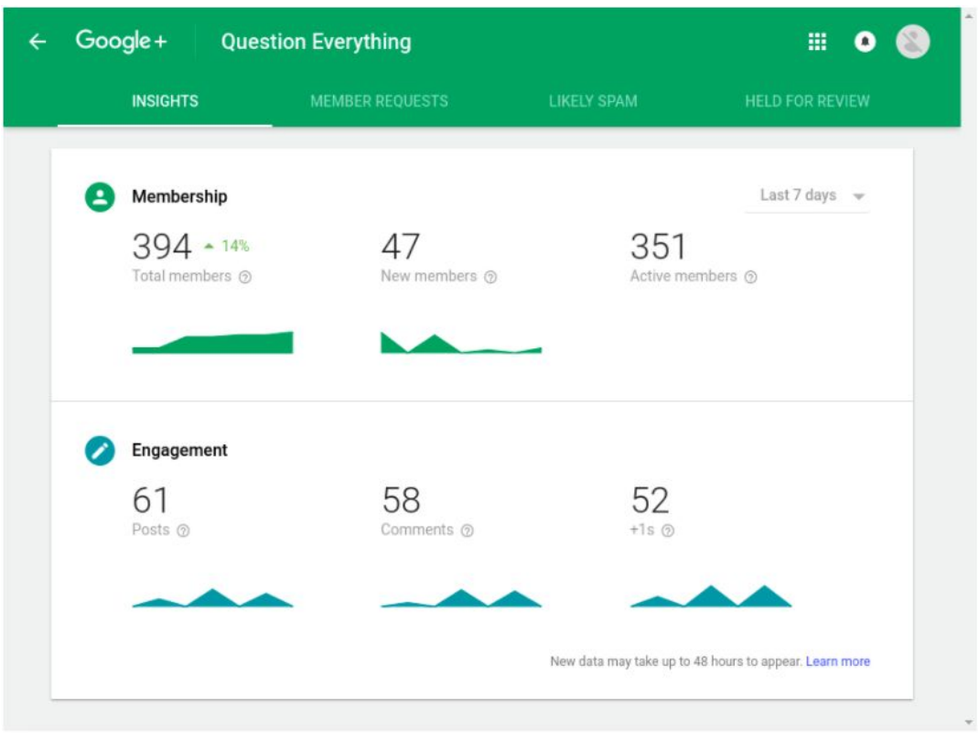
What's new: Earlier this year, we launched Drive File Stream and Backup and Sync to help users in your organization more easily access files on their desktop computers. Many of you asked for a way to keep track of the changes to those two products. In response to your feedback, we're now publishing regular release notes for both Drive File Stream and Backup and Sync on the Help Center. These release notes should help you stay on top of the additions and improvements made to each new version of the two products. We'll continue to announce major changes on the G Suite Updates Blog as well.

New Google+ community metrics for G Suite admins and community moderators

Announced on December 12th, 2017 | Share with your organization | - back to top -

What's new: Earlier this year, we announced additions to Google+ metrics to better understand user activity and community-level metrics. We're continuing this effort to manage Google+ communities by introducing Google+ community metrics, surfaced in two places: the Admin console and in the Google+ community dashboard.

Metrics for community owners and moderators
First, community owners and moderators can now see new membership and engagement statistics about their community using the new "Insights" tab. If they'd like more information on a particular metric, mousing over it will provide additional context to help with interpreting the data.

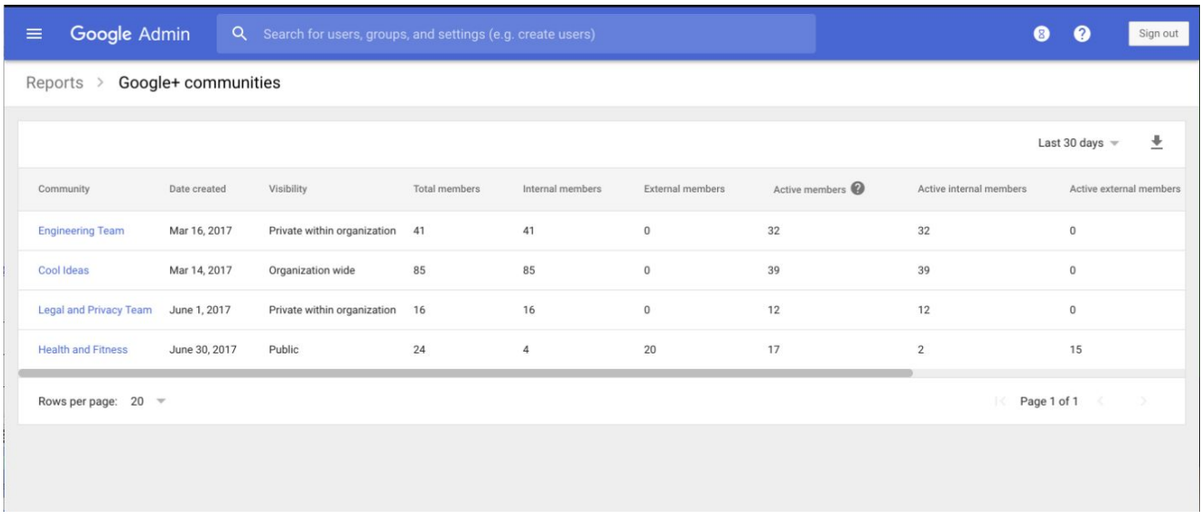


To access these insights, an owner or moderator can click on the "Manage" button (previously the "Moderate" button) and select the "Insights" tab.

Please note, this dashboard will only be available to owners and moderators of Google+ communities.

For more information on moderating a Google+ community, please visit the Help Center.

Communities Report for admins
For G Suite administrators, we've also added the ability to see all communities owned by members of your organization, sortable by metrics such as total members, active members, number of posts recently made, and more. In this report, which can be found in the Admin console by going to *Reports > Apps > Google+ > Communities report*, you'll also be able to see the community's "Visibility," indicating whether or not it's restricted to your domain.



You can choose to view either the last seven or 30 days worth of data.

As with our previous reporting additions, these metrics are available in both the Admin console and Reports API.

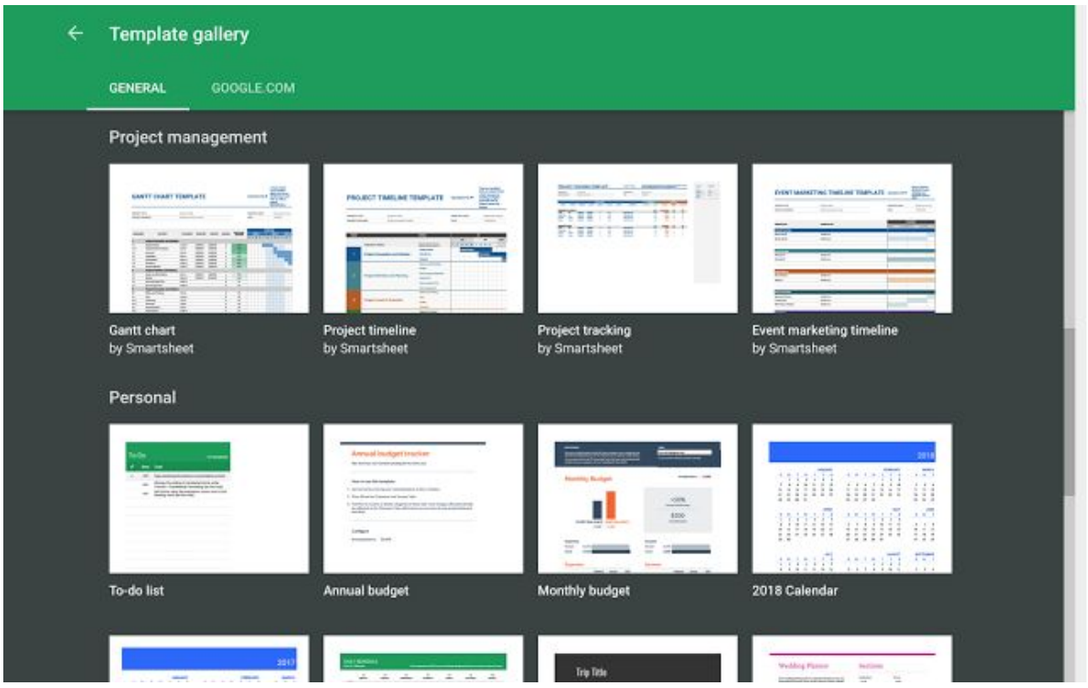
Check out the Help Center for more information on Google+ Community Metrics.

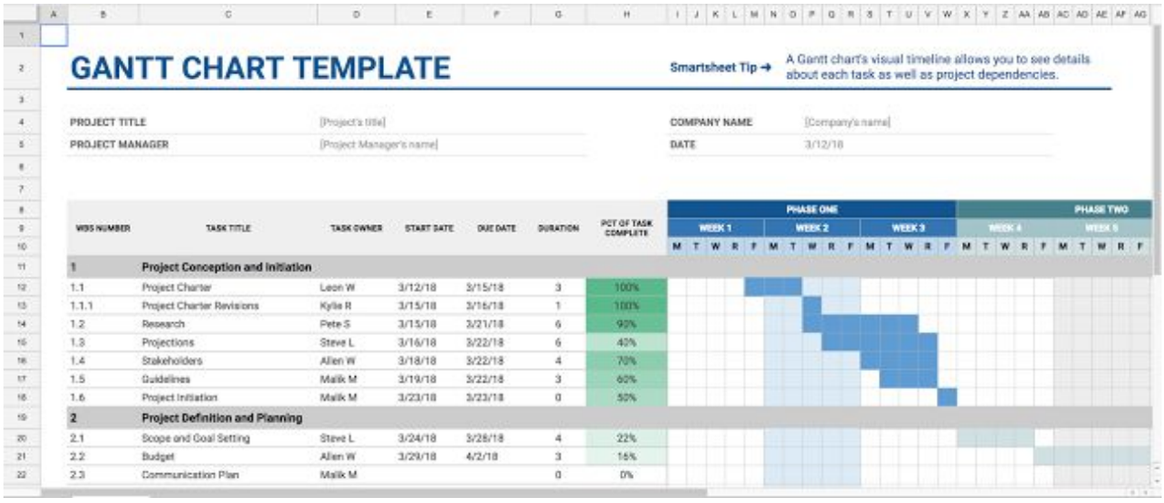
New categories and languages for templates in Google Docs, Sheets, and Slides

Announced on December 12th, 2017 | Share with your organization | - back to top -

What's new: We know how valuable templates can be to a company—they save employees' precious time, ensure that their work product looks professional, and increase brand consistency across their materials. That's why we've spent the last several months working with partner experts to develop templates in four new categories:

1. **Project Management** in Sheets, in partnership with Smartsheet





GANTT CHART TEMPLATE

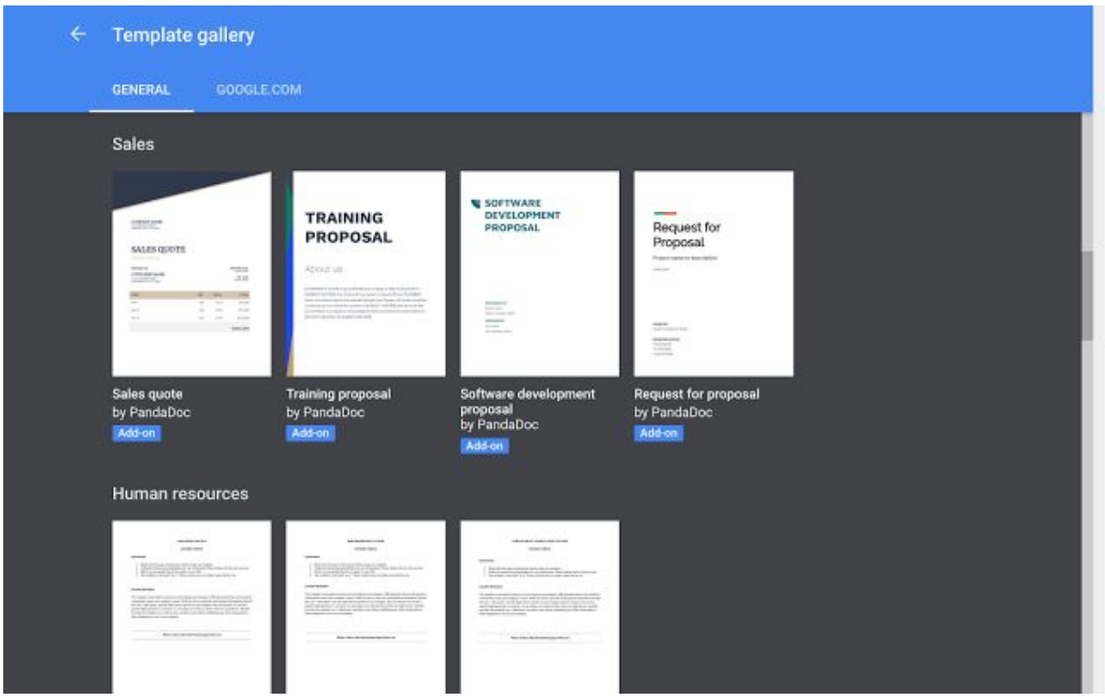
Smartsheet Tip → A Gantt chart's visual timeline allows you to see details about each task as well as project dependencies.

PROJECT TITLE	[Project's title]			COMPANY NAME	[Company's name]	
PROJECT MANAGER	[Project Manager's name]			DATE	3/12/18	

WBS NUMBER	TASK TITLE	TASK OWNER	START DATE	DUE DATE	DURATION	PCT OF TASK COMPLETE
1	**Project Conception and Initiation**					
1.1	Project Charter	Leon W	3/12/18	3/15/18	3	100%
1.1.1	Project Charter Revisions	Kylie R	3/15/18	3/16/18	1	100%
1.2	Research	Pete S	3/15/18	3/21/18	6	90%
1.3	Projections	Steve L	3/16/18	3/22/18	6	40%
1.4	Stakeholders	Allen W	3/18/18	3/22/18	4	70%
1.5	Guidelines	Malik M	3/19/18	3/22/18	3	60%
1.6	Project Initiation	Malik M	3/23/18	3/23/18	0	50%
2	**Project Definition and Planning**					
2.1	Scope and Goal Setting	Steve L	3/24/18	3/28/18	4	22%
2.2	Budget	Allen W	3/29/18	4/2/18	3	15%
2.3	Communication Plan	Malik M			0	0%

PHASE ONE: WEEK 1, WEEK 2, WEEK 3 — PHASE TWO: WEEK 4, WEEK 5

2. **Sales** in Docs, in partnership with PandaDoc



COMPANY NAME
123 COMPANY STREET
COMPANY CITY, ST 12345

SALES QUOTE

QUOTE #0135

PREPARED FOR

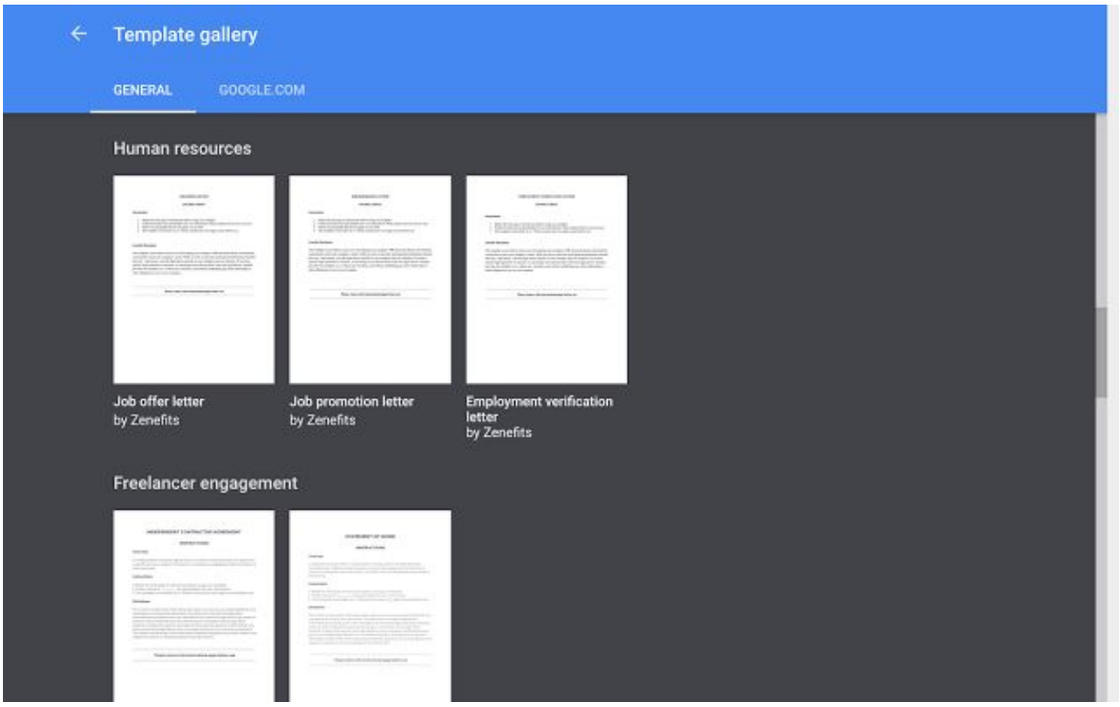
CUSTOMER NAME
123 CUSTOMER STREET
CUSTOMER CITY, ST 12345

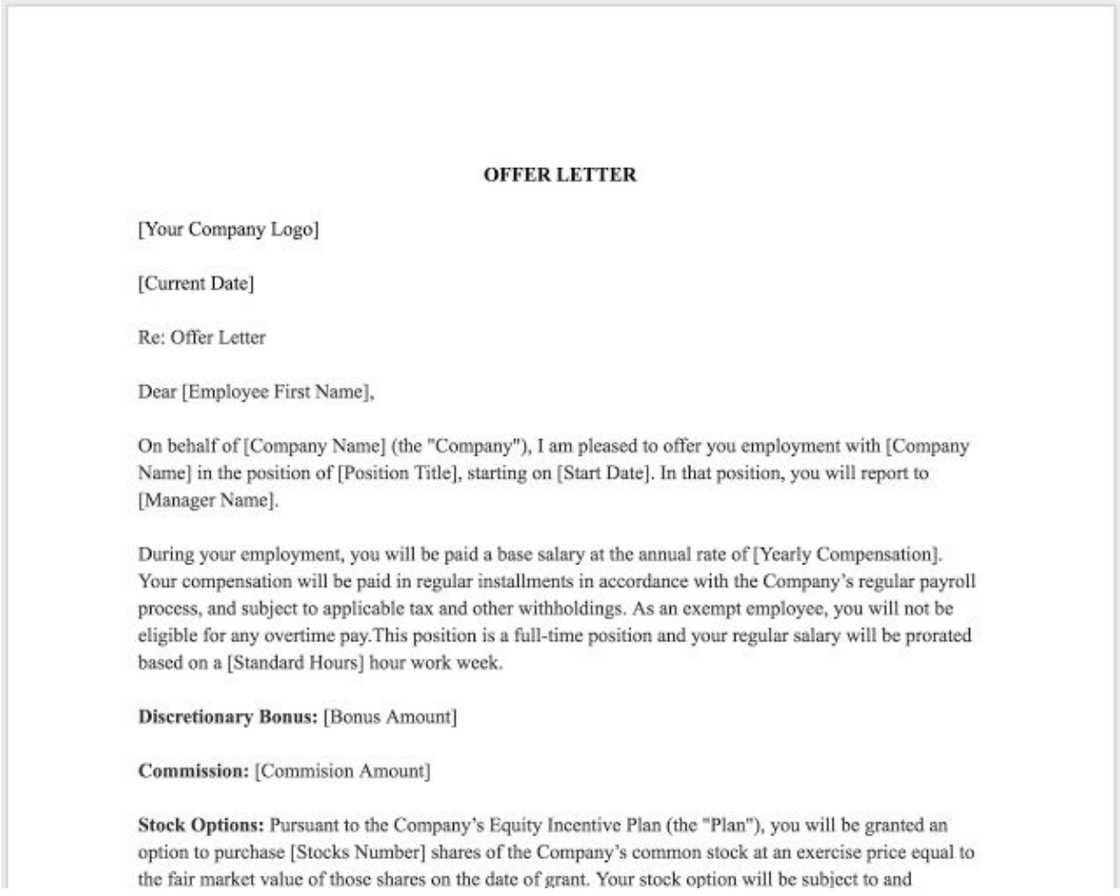
PREPARED DATE
Jun 06, 20XX

EXP. DATE
Aug 06, 20XX

ITEM	QTY	PRICE	TOTAL

3. **Human Resources (HR)** in Docs, in partnership with Zenefits





OFFER LETTER

[Your Company Logo]

[Current Date]

Re: Offer Letter

Dear [Employee First Name],

On behalf of [Company Name] (the "Company"), I am pleased to offer you employment with [Company Name] in the position of [Position Title], starting on [Start Date]. In that position, you will report to [Manager Name].

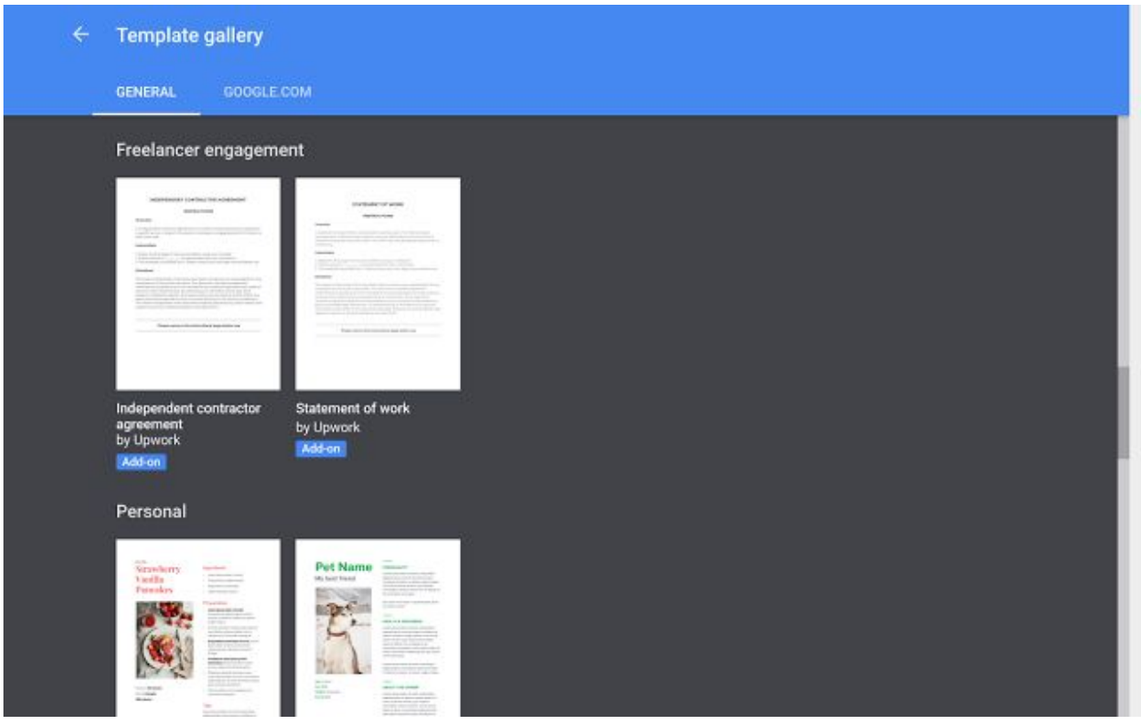
During your employment, you will be paid a base salary at the annual rate of [Yearly Compensation]. Your compensation will be paid in regular installments in accordance with the Company's regular payroll process, and subject to applicable tax and other withholdings. As an exempt employee, you will not be eligible for any overtime pay.This position is a full-time position and your regular salary will be prorated based on a [Standard Hours] hour work week.

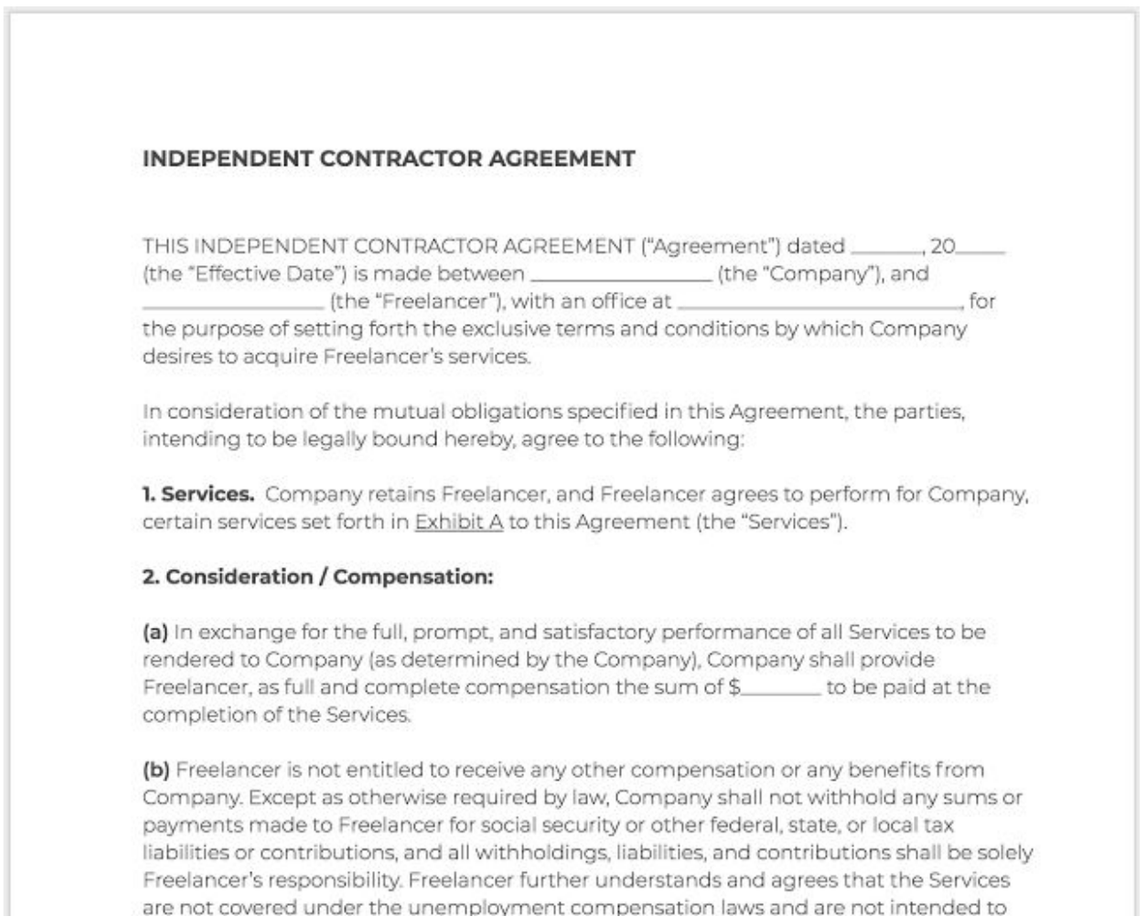
Discretionary Bonus: [Bonus Amount]

Commission: [Commision Amount]

Stock Options: Pursuant to the Company's Equity Incentive Plan (the "Plan"), you will be granted an option to purchase [Stocks Number] shares of the Company's common stock at an exercise price equal to the fair market value of those shares on the date of grant. Your stock option will be subject to and

4. **Freelancer Engagement** in Docs, in partnership with Upwork





INDEPENDENT CONTRACTOR AGREEMENT

THIS INDEPENDENT CONTRACTOR AGREEMENT ("Agreement") dated _____, 20_____ (the "Effective Date") is made between _____ (the "Company"), and _____ (the "Freelancer"), with an office at _____, for the purpose of setting forth the exclusive terms and conditions by which Company desires to acquire Freelancer's services.

In consideration of the mutual obligations specified in this Agreement, the parties, intending to be legally bound hereby, agree to the following:

1. Services. Company retains Freelancer, and Freelancer agrees to perform for Company, certain services set forth in Exhibit A to this Agreement (the "Services").

2. Consideration / Compensation:

(a) In exchange for the full, prompt, and satisfactory performance of all Services to be rendered to Company (as determined by the Company), Company shall provide Freelancer, as full and complete compensation the sum of $_____ to be paid at the completion of the Services.

(b) Freelancer is not entitled to receive any other compensation or any benefits from Company. Except as otherwise required by law, Company shall not withhold any sums or payments made to Freelancer for social security or other federal, state, or local tax liabilities or contributions, and all withholdings, liabilities, and contributions shall be solely Freelancer's responsibility. Freelancer further understands and agrees that the Services are not covered under the unemployment compensation laws and are not intended to

At the moment, these templates are only available in English and on the web.

While the new templates above are English only, our *existing* templates are now available in several additional languages, including Hindi (hi), German (de), Indonesian (in), Japanese (ja), Dutch (nl), and Chinese (zh-CN). These localized templates will be available in Docs, Sheets, and Slides on the web.

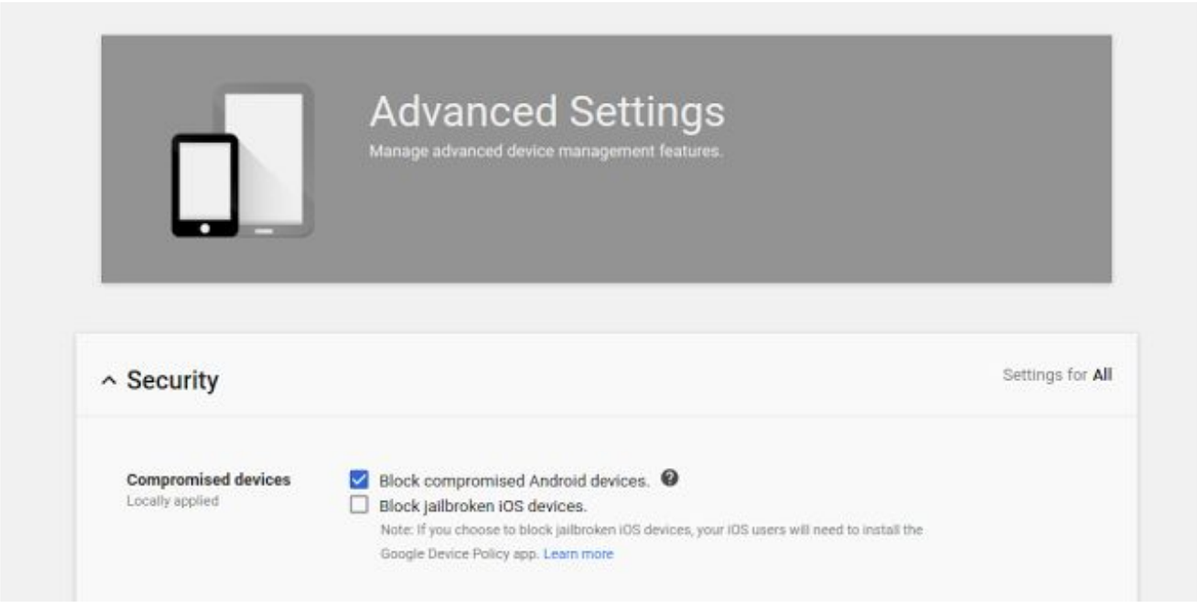
Check out the Help Center to learn how to create a file from a template.

Protect corporate data on compromised iOS devices

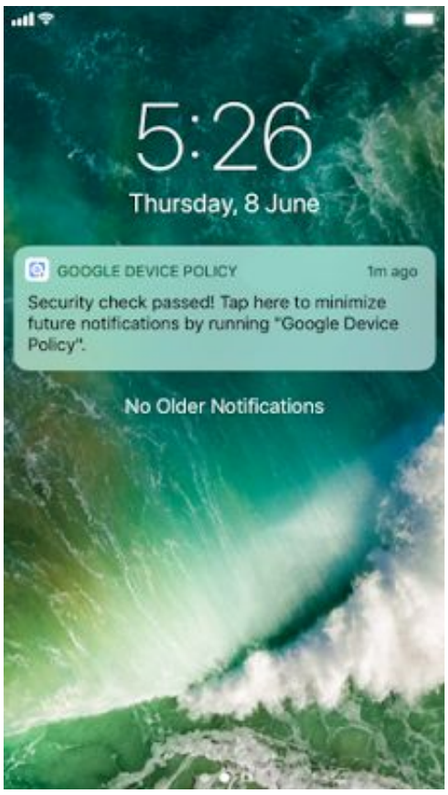
Announced on December 13th, 2017 | Admin feature | - back to top -

What's new: Google Mobile Management allows G Suite admins to control access to company data on managed devices directly from the Admin console. With this launch, we're giving admins increased power to protect their organizations' data by preventing their users from syncing corporate data on jailbroken iOS devices.

Admins can enable this feature in the Admin console under *Device Management > Advanced Settings > Security*. Note that this feature is off by default and requires an organization to have Advanced Mobile Management for iOS enabled in order to turn on.



For this setting to work, users need to have the Google Device Policy app installed. Once the feature is turned on, users who don't have the Device Policy app on their device will be prompted to install it. Once installed, the app will check if the device is jailbroken regularly, and notify the user if they pass or fail that check.



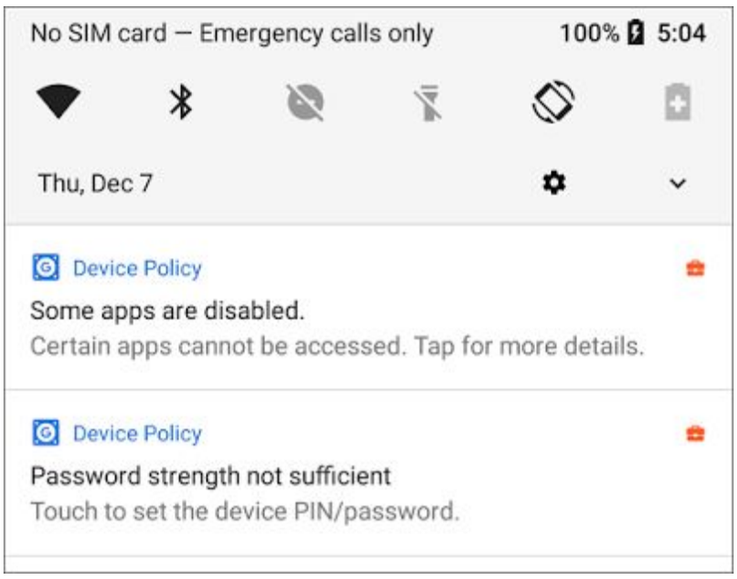
This setting should help G Suite admins and end users keep their organization's data secure.

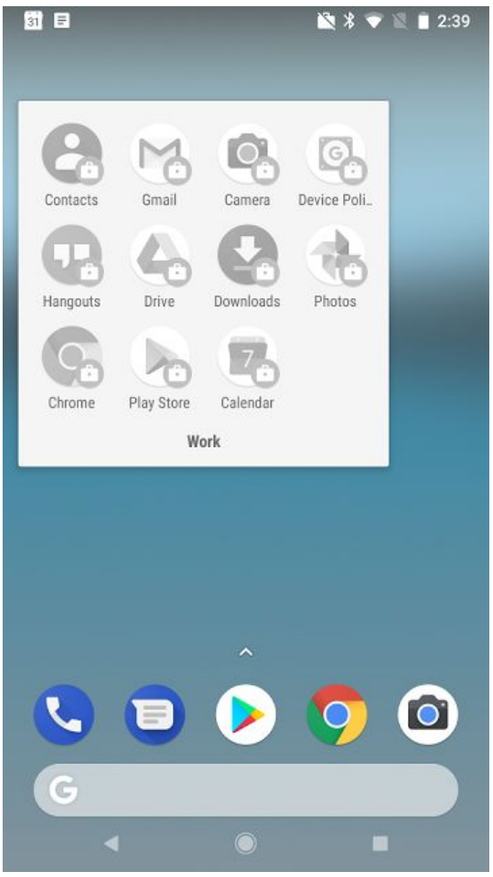
For more details, visit the Help Center.

Protecting corporate data on non-compliant managed Android devices

Announced on December 13th, 2017 | Share with your organization | - back to top -

What's new: The Google Apps Device Policy app enforces your organization's security policies on employees' managed Android devices, protecting them and making them safer. If a security policy is violated, it's especially important to ensure that corporate data isn't accessible on that device until it's once again compliant.





With that in mind, the Device Policy app will now disable access to non-critical apps* on any work profile or company-owned Android device that it determines is non-compliant. Users will see a notification informing them that their device violated a security policy and some apps may be disabled. Those apps will be re-enabled when their device complies with all of the organization's security policies.

**Non-critical apps are any apps that aren't required for a device to function. For example, Dialer is a critical app, but Gmail is a non-critical app.*

More Information

- *Help Center: Protect corporate data on mobile devices*
- *Help Center: Mobile audit log*
- *Help Center: Automate mobile management tasks with rules*
- *Help Center: Use the Google Apps Device Policy app on an Android device*
- *Help Center: Assist users of managed Android devices*

Update Google Calendar resources using the Calendar Resource APIs

Announced on December 15th, 2017 ★ Admin feature - back to top -

What's new: We recently introduced the new Google Calendar experience on the web, including the ability to add more structured data about your buildings and resources. We've now made it easier to add and edit that information with updates to the existing Calendar Resources API, as well as adding two new APIs: Buildings and Features.

G Suite admins can also use these APIs to keep resource and building information in Google Calendar up to date and in sync with other systems used for facility management.

More Information

- *Help Center: Create buildings, features, and resources*
- *The Keyword: Time for a refresh: meet the new Google Calendar for web*
- *G Suite Updates: Introducing the new Calendar Resource API*
- *G Suite Admin SDK > Directory API: Resources.calendars*
- *G Suite Admin SDK > Directory API: Resources.features*
- *G Suite Admin SDK > Directory API: Resources.buildings*

Easily turn apps on or off in the Admin console

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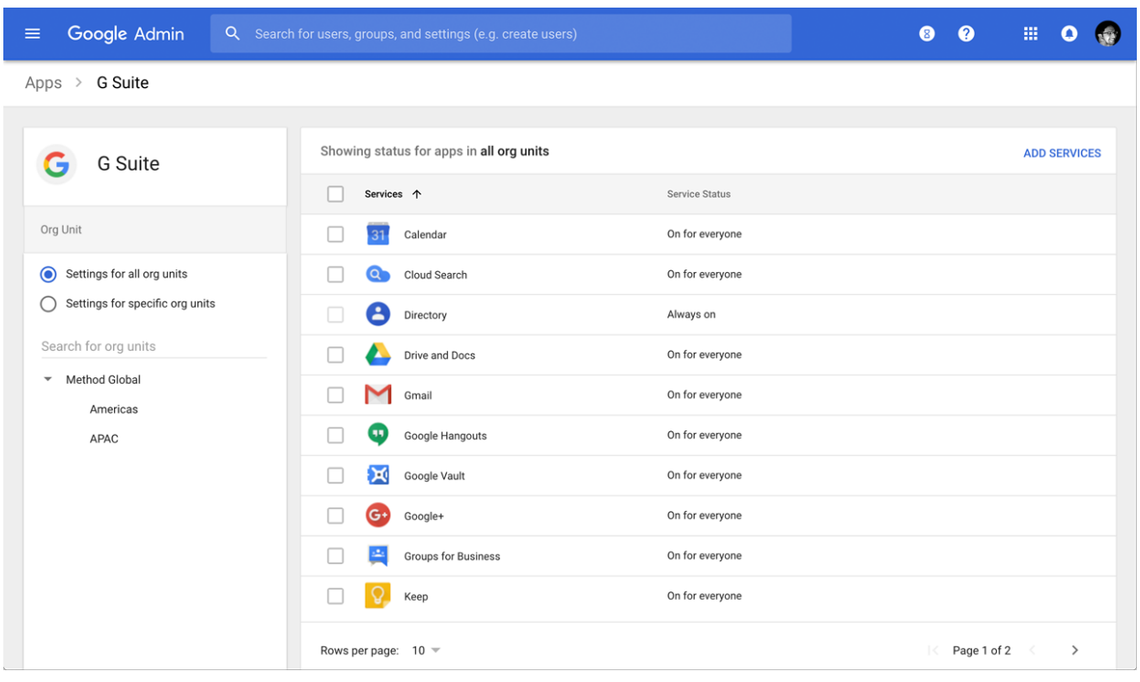
What's new: Controlling the settings for your domain, and the organizational units (OUs) within it, is a critical part of being a G Suite admin. We've now made that easier with changes to the apps settings list page in the Admin console.

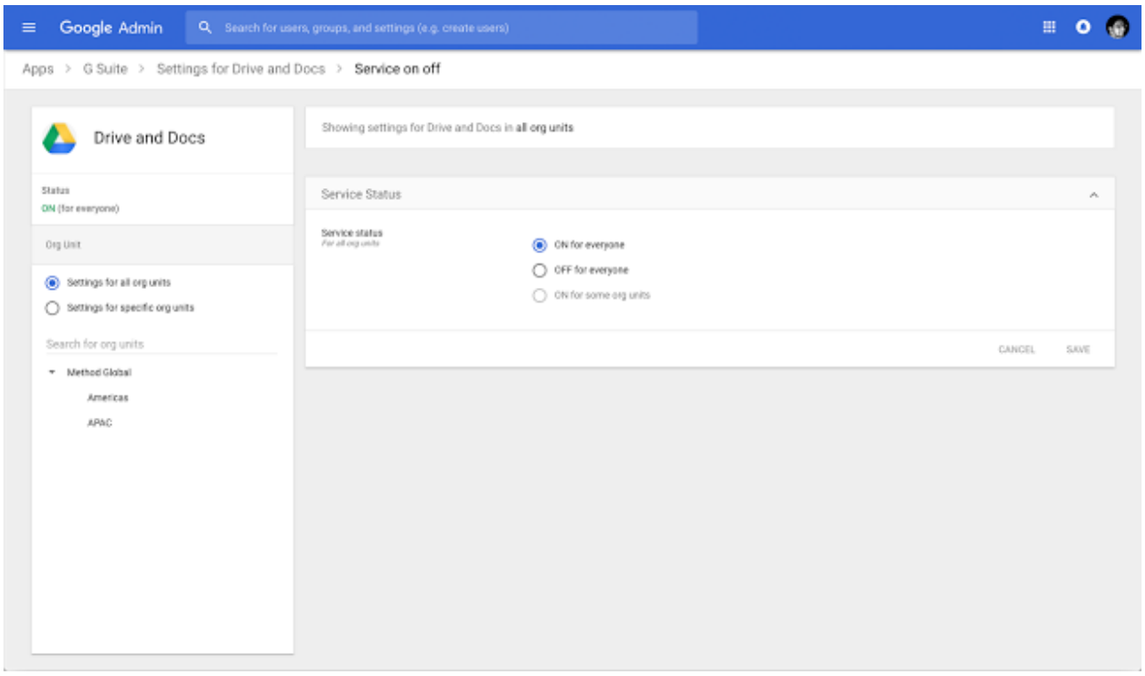
Navigating to **Apps > G Suite** will now list out your domain's available G Suite core apps with a cleaner look and feel. Also on this page you'll see a new panel on the left-hand side where you can toggle between app management at the domain or OU level.



If you select an OU in the left panel and then hover over an app, you'll see two options:

- **Off (override)**: This option turns off the app for the OU, overriding the ON/OFF setting made at the parent organization level.
- **Inherit:** This option uses the ON/OFF setting designated at the OU's parent organization level.

Alternatively, if you click into the details page of a specific app and go to adjust the ON/OFF setting to "On for some organizations," you'll see a new page layout that shows the service status with the option to change the setting. From there, you can easily click in the top left of the screen to navigate back to any of the previous pages in the Admin console.



Automatically provision users with eight additional apps

Announced on December 15th, 2017 | Admin feature | - back to top -

What's new: When auto-provisioning is enabled for a supported third-party application, any users created, modified, or deleted in G Suite are automatically added, edited, or deleted in the third-party application as well. This feature is highly popular with admins, as it removes the overhead of managing users across multiple third-party SaaS applications.

We've heard continued positive feedback from admins, so we're adding auto-provisioning support for eight new applications: **Amazon Web Services, DocuSign, Evernote, GoToMeeting, Office 365, SAP Cloud Platform Identity Authentication, Sugar, and Zendesk.**

Customers subscribed to G Suite Education, G Suite Business, and G Suite Enterprise editions can enable user auto-provisioning in all supported applications. Customers on G Suite Basic, G Suite Government, and G Suite Nonprofit can configure auto-provisioning for up to three applications from the supported list.

For more information on how to set up auto-provisioning, check out the Help Center.

Learn more about G Suite

Cloud Connect: The official community for G Suite Admins

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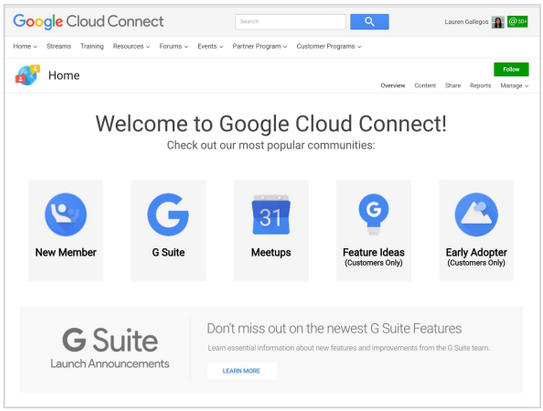

Sign in today: Cloud Connect is your one stop shop for resources to make your work with G Suite easier. Sign in today to discuss best practices, ask questions, and communicate with your peers and Googlers. Don't miss out! Make sure you follow our Community Manager, Lauren Gallegos, to get the weekly buzz.

What's new: In December, we wrapped up our Editorial Calendar for Q4. We added new use cases to our growing catalog, covering topics like 5 Steps to modernize your enterprise data warehouse with Google BigQuery and Informatica and the Tips for increasing the usage of Drive and/or G+ within your organisation.

Join us in January for more use cases on your favorite Google Cloud products.

What's New for G Suite Admins videos

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What's new: The *What's New for G Suite Admins* videos provide a recap of all of the features we've released in the past month that are relevant to G Suite Admins, so you can watch and share them whenever you want.

How it works: Bookmark the playlist on YouTube and check back each month for updates.

Thanks for checking out our newsletter!
We'd really appreciate your thoughts on how we can make this work best for you.