# Copilot Reporting Dashboard and Admin Center Updates (Last 6 Months)

## Feature Changes Summary

Usage reports to manage metered consumption costs for Microsoft 365 Copilot Chat (preview) (MC1069563)

Message Center Link: <https://admin.microsoft.com/#/MessageCenter/:/messages/MC1069563>

Timeline: Created: May 7, 2025 | Last Modified: August 4, 2025

Source: Microsoft Learn - <https://learn.microsoft.com/en-us/microsoft-365/admin/activity-reports/copilot-chat-usage>

Set budget limits for 'Pay-as-you-go billing' in Microsoft 365 admin center (MC1122160)

Message Center Link: <https://admin.microsoft.com/#/MessageCenter/:/messages/MC1122160>

Timeline: Created: July 25, 2025 | Last Modified: July 30, 2025

Source: Microsoft 365 Roadmap - <https://www.microsoft.com/en-us/microsoft-365/roadmap?filters=&searchterms=MC1122160>

New usage intensity and host apps metrics available in Copilot Chat usage report (MC1136041)

Message Center Link: <https://admin.microsoft.com/#/MessageCenter/:/messages/MC1136041>

Timeline: Created: August 15, 2025 | Last Modified: August 15, 2025

Source: Tech Community - <https://techcommunity.microsoft.com/t5/copilot-updates/bg-p/CopilotUpdates>

New admin control for org-wide sharing of user-built Copilot agents (MC1138797)

Message Center Link: <https://admin.microsoft.com/#/MessageCenter/:/messages/MC1138797>

Timeline: Created: August 20, 2025 | Last Modified: September 10, 2025

Source: Microsoft Learn - <https://learn.microsoft.com/en-us/microsoft-365/admin/manage/copilot-agent-sharing>

Usage reports: Copilot Search usage (MC1142624)

Message Center Link: <https://admin.microsoft.com/#/MessageCenter/:/messages/MC1142624>

Timeline: Created: August 26, 2025 | Last Modified: August 26, 2025

Source: Microsoft 365 Roadmap - <https://www.microsoft.com/en-us/microsoft-365/roadmap?filters=&searchterms=MC1142624>

Prepurchase capacity packs for Microsoft 365 Copilot Chat (MC1155434)

Message Center Link: <https://admin.microsoft.com/#/MessageCenter/:/messages/MC1155434>

Timeline: Created: September 18, 2025 | Last Modified: September 18, 2025

Source: Tech Community - <https://techcommunity.microsoft.com/t5/copilot-updates/bg-p/CopilotUpdates>

## IT Administrator Checklist Before Rollout

|  |  |  |
| --- | --- | --- |
| Action Item | Feature Reference | Due Date / Timeline |
| Review message consumption report and alert thresholds | MC1069563 | Before GA in September 2025 |
| Configure budget limits and alerts for Copilot Chat | MC1122160 | Immediately |
| Update custom reports to include new usage metrics | MC1136041 | Before end of August 2025 |
| Set org-wide sharing permissions for Copilot agents | MC1138797 | Before September 10, 2025 |
| Monitor Copilot Search usage trends | MC1142624 | Ongoing |
| Evaluate and purchase capacity packs for Copilot Chat | MC1155434 | Before pay-as-you-go charges begin |

## Draft Email to Team

Subject: Upcoming Changes to Copilot Reporting Dashboards and Admin Center Views  
  
Hi Team,  
  
Please review the latest updates to Microsoft 365 Copilot reporting dashboards and admin center views. These changes include new usage reports, budget controls, metrics enhancements, and licensing options.  
  
Key updates:  
- New message consumption reports (MC1069563)  
- Budget limits for pay-as-you-go billing (MC1122160)  
- Usage intensity and host app metrics (MC1136041)  
- Admin controls for Copilot agent sharing (MC1138797)  
- Copilot Search usage reports (MC1142624)  
- Prepaid capacity packs for Copilot Chat (MC1155434)  
  
Please refer to the attached checklist for actions required before rollout. For more details, visit the Message Center or Microsoft Learn and Roadmap links included in the document.  
  
Thanks,  
[Your Name]