The Admin's Command Center

A Strategic Guide to Mastering the RAD Platform

RAD Platform

The Administrator's Lifecycle

Your role as an administrator follows a natural progression from initial setup to long-term oversight. This guide is structured around the **four key phases of your journey.**

Phase 1: Foundation & Setup

Perform the critical one-time configurations to build the platform's core.

Phase 2: People & Permissions

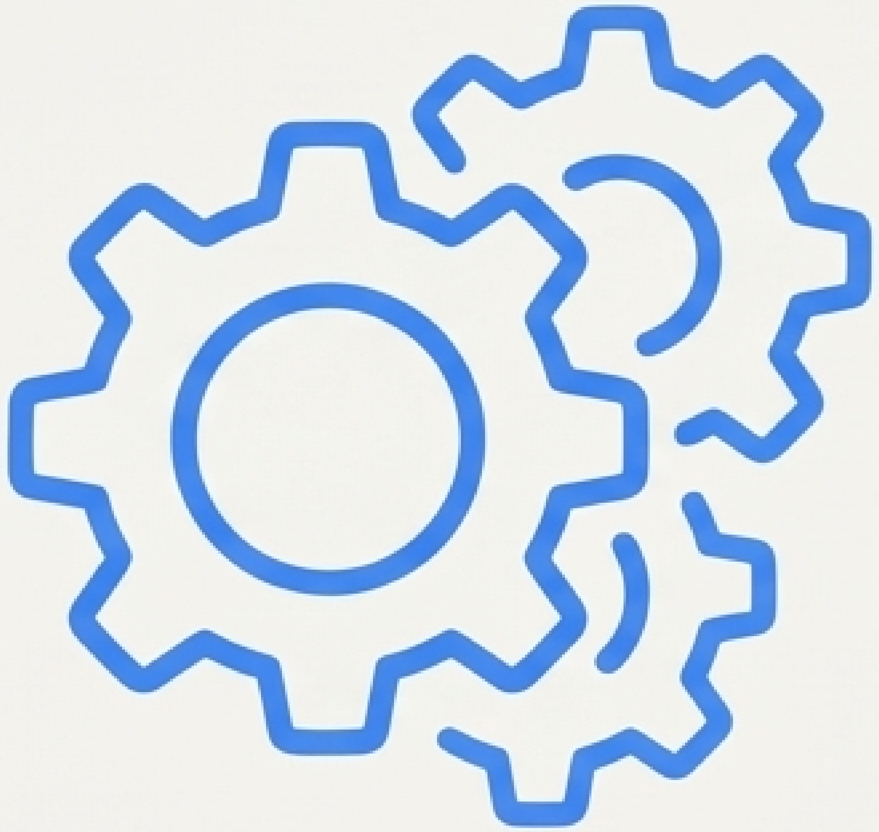
Onboard users and define who can do what, establishing a secure and efficient community.

Phase 3: The Economic Engine

Configure the credit system, subscription tiers, and financial reporting that power the platform's economy.

Phase 4: Operations & Content

Oversee daily activities, manage the module catalog, and support your users to foster growth.



Phase 1: Laying the Foundation

In this section, you will perform the essential one-time configurations that define how your platform operates, integrates with your cloud environment, and manages data.

- ✓ Define the platform's scope within Google Cloud.
- ✓ Enable core features like Credits and Subscriptions.
- ✓ Establish data retention and privacy policies.
- ✓ Connect the platform to its central code repository and AI tools.

The 4 Steps of Core Platform Configuration

Where to Find It:
Location: Main Navigation > Setup

1. Organization & Scope

Key Settings

`Organization ID`, `Folder ID`, `Enable Folder Scope`

Strategic Outcome

Defines the platform's reach within your GCP environment. Using a Folder ID is recommended for compartmentalization and security.

2. Billing & Features

Key Settings

`Billing Account ID`, `Enable Credits`, `Enable Subscription`

Strategic Outcome

Connects deployments to your GCP billing and activates the platform's economic engine for cost management or monetization.

3. Data & Privacy

Key Settings

`Private Mode`, `Retention Period`, `Enable Soft Delete`

Strategic Outcome

Secures the platform for internal-only use (Private Mode) and manages storage costs and compliance through automated cleanup policies.

4. Notifications

Key Settings

`Support Email`, Mail Server configuration

Strategic Outcome

Enables automated system emails for critical events, ensuring users are always informed. Secrets are stored securely in Google Secret Manager.

Connecting to Your Central Code & Intelligence

Where to Find It:
`Location: Your Avatar > Profile > Admin Settings`

Before users can deploy anything, you **must connect** the platform to the **central GitHub repository** containing the standard “Platform Modules” and enable its AI capabilities.

The Platform Module Repository

1. **Platform GitHub Token:** Generate a Personal Access Token with `repo` scope on GitHub and save it here. This allows the platform to read your private module repositories.

2. **Platform GitHub Repository:** Once the token is saved, select the specific repository that will serve as the source for all Platform Modules.

Enabling Jules AI

1. **Jules API Key:** Enter your organization's Jules API Key to unlock AI-powered features, such as the "Jules Refinement" tool for improving Terraform code.

Phase 2: People & Permissions

With the foundation in place, your focus shifts to building your user community. This section covers how to manage user roles, grant permissions, and control access to the platform.

- Understand the different user roles and their capabilities.
- Learn the recommended method for managing high-privilege roles via Google Groups.
- Discover how to manage individual user access through the UI.

Managing Roles: The Right Tool for the Job

Where to Find It:
`Location: Main Navigation > Users`

Method 1: Google Groups (Recommended for Scale)

For organizational security, high-privilege roles are best managed via Google Groups. When a user logs in, the platform checks their group membership and grants the role automatically.

- \`rad-admins@<your-domain>\`
- \`rad-finance@<your-domain>\`
- \`rad-support@<your-domain>\`
- \`rad-agents@<your-domain>\`
- \`rad-partners@<your-domain>\`

Method 2: Platform UI (For Specific Overrides)

The UI allows for granular control, especially for toggling Partner status for external users not in your Google organization or for deactivating individual user accounts.

- Activate/Deactivate Users
- Assign specific roles (User, Partner, Agent, etc.) if not managed by groups.

Role Capabilities At-a-Glance

Role	Key Capabilities
Admin	Full system control.
Finance	Access to all Billing, Revenue, and Credit Management.
Support	Can view all platform deployments for troubleshooting.
Partner	Can publish and manage their own software modules.
Agent	Access to referral revenue reporting.
User	Standard access to deploy modules.

Phase 3: Orchestrating the Economic Engine

This section dives into the financial heart of the platform. You will learn to configure the credit system, create subscription tiers, and manage user balances, giving you complete control over costs and revenue.

- Define the core value and consumption rate of credits.
- Design user incentives like sign-up and referral bonuses.
- Build subscription packages for users to purchase.
- Manually adjust individual user credit balances.

Designing Your Platform's Economy

Where to Find It:
Location: `Billing > Credit Settings`

Core Valuation & Consumption

`Price Per Credit`
`Credits Per Hour`
`Refresh Interval`

These settings establish the fundamental exchange rate ($ to credit) and the baseline rate at which active deployments consume credits.

User Incentives & Growth

`Sign-up Credits`
`Referral Credits`
`Maximum Referrals`

Configure automated free credit awards to encourage new user registration and organic growth through referrals. Sign-up credits can be a one-time bonus or recurring monthly grant.

Revenue Sharing & Financials

`Partner Revenue Share`
`Agent Revenue Share`

Define the percentage of "True Revenue" allocated to Partners who publish popular modules and Agents who refer paying customers.

What is 'True Revenue'?

Revenue calculations are based only on deployment costs paid for with **Purchased Credits**. Costs covered by free **Awarded Credits** (like sign-up bonuses) are excluded to ensure accurate financial reporting.

Building Your Subscription Tiers

Define the subscription packages users can purchase. Each tier combines a price, a monthly credit allotment, and a set of features, linked directly to your Stripe account for automated billing.

Where to Find It:
Location: `Billing > Subscription Tiers`

Name → **Name:** Pro Plan

Price → **Price:** $99 / month

Credits → **Credits:** 10,000 Purchased credits included monthly

Stripe Price ID → **Stripe Price ID:** `price_12345` ← **Critical Field.** Must exactly match the Price ID from your Stripe Dashboard.

Features

- ✓ Priority Support
- ✓ Unlimited Deployments
- ✓ Access to Beta Modules

Admin Actions

- **Create:** Add a new subscription tier.
- **Edit:** Modify existing tiers.
- **Delete:** Remove a tier. **Caution:** This may affect existing subscribers.

Precision Control: Managing Individual Credit Balances

For resolving billing issues, granting goodwill credits, or setting up test accounts, you have direct control over any user's credit balance.

Where to Find It:
Location: Billing > Credit Management

1. Search User by email

Enter user email...

2. View Balances

User: john.doe@example.com

Credit Awards:	500
Credit Purchases:	10,000

3. Adjust Balance

Amount

50

Type

Award

Update Balance

Key Use Cases

- **Granting Free Credits:** Use 'Award' for trials or compensation.
- **Correcting Billing:** Use 'Adjust Purchases' to fix payment issues.
- **Resetting Balances:** A 'Reset' option to zero out a user's credits.

⚠️ All manual adjustments are recorded in an audit trail for security and tracking purposes.

Phase 4: Operations & Content

Your platform is live, populated, and economically sound. Now you will focus on day-to-day oversight, curating the content available to your users, and providing essential support.

- ✓ Publish and update the catalog of available software modules.
- ✓ Monitor all platform activity and troubleshoot deployments.
- ✓ Communicate with your user base through broadcasts and invites.

Curating the Platform Module Catalog

Where to Find It:
Location: Main Navigation > Publish

You are responsible for the standard library of modules available to all users. This process involves scanning your central GitHub repository and publishing modules to the 'Deploy' page.

Step 1: Scan Repository

The system automatically scans the connected Platform GitHub Repo for valid Terraform modules.

Step 2: Refine with Jules AI (Optional but Recommended)

Before publishing, click the **Sparkles icon** on a module card. Jules AI can help improve code, add documentation, or fix bugs, ensuring higher quality modules for your users.

Step 3: Select & Publish

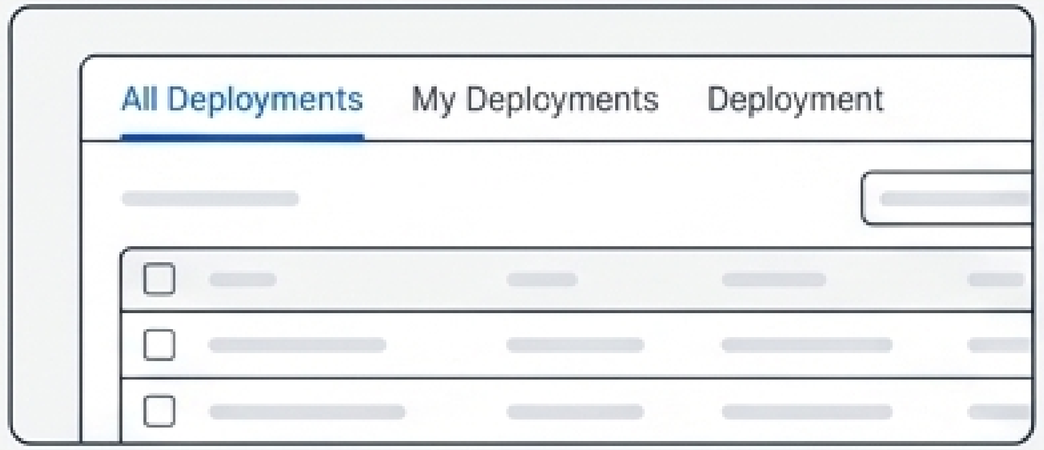
Select one or more modules and click 'Publish' or 'Update'. They will immediately become available on the 'Deploy' page for all users.

Achieving Full Platform Oversight

As an admin, you have a complete, real-time view of all activity on the platform, enabling you to monitor health, gauge user satisfaction, and assist with debugging.

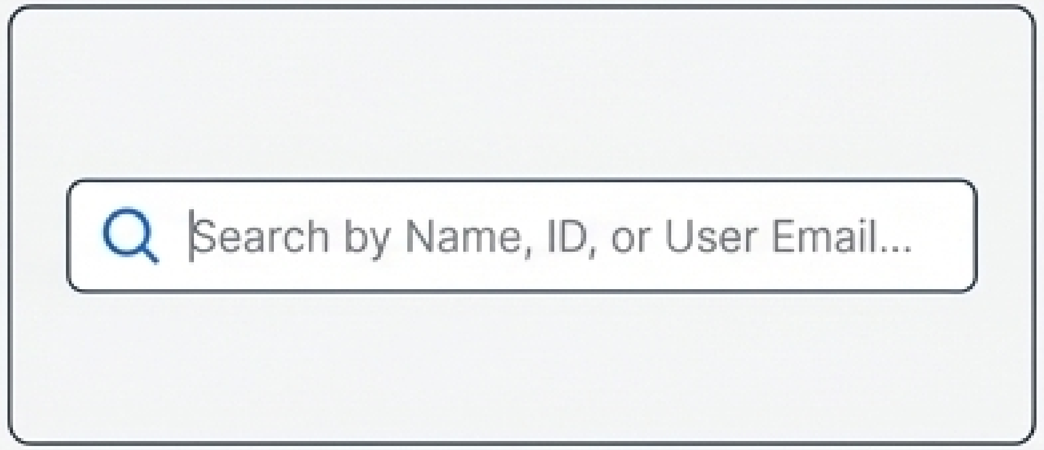
Where to Find It:

Location: `Main Navigation > Deployments`



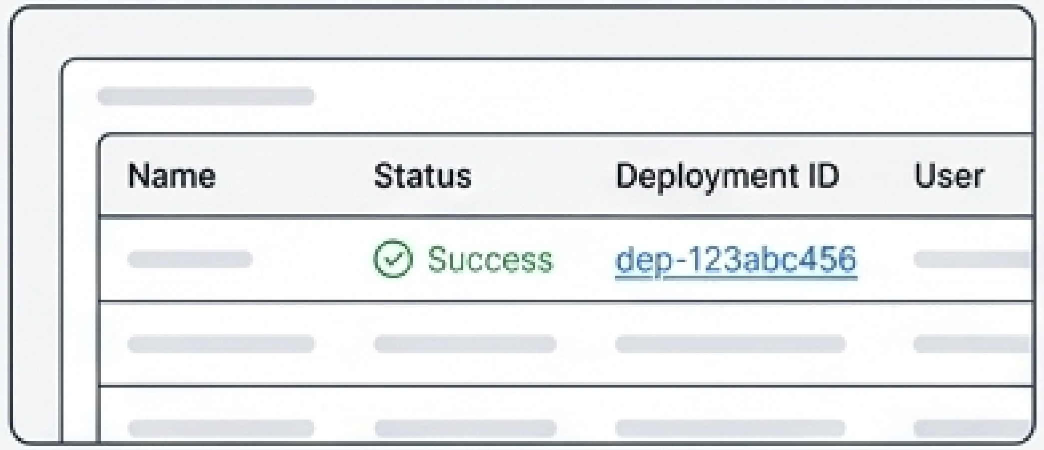
Global Activity View

See a list of every deployment from every user across the platform, not just your own.



Powerful Search & Filtering

Instantly find any deployment by its Name, Deployment ID, or the User's Email.



Deep Dive & Debugging

Access full build logs, status history, and configuration variables to rapidly diagnose and resolve any user's deployment failure.

★ You can also view the 1-5 star ratings users give to modules, providing valuable feedback on content quality.

Fostering Your Community: Communication & Support

**Where to Find It:
`Location: Main Navigation > Help`

A healthy platform requires clear communication. Use the built-in tools to broadcast important information, invite new members, and guide users to documentation.

Broadcast Messages

Use the 'Send Message' form to send announcements, maintenance alerts, or other important information to all users or specific user groups.

Invite New Users

When operating in 'Private Mode' or seeking to grow your user base, use the 'Invite User' form to send email invitations directly to new team members.

You are now equipped with the knowledge to configure, manage, and grow a successful RAD Platform. Your Command Center is ready.