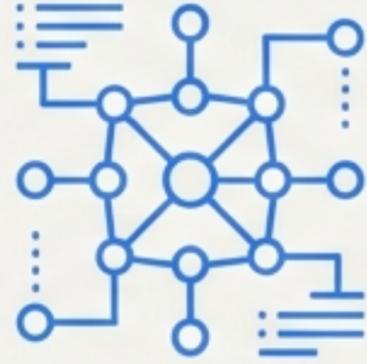# RAD Platform: Administrator Setup Guide

From Initial Configuration to a Fully Operational Platform

Your Setup Journey

Laying the Foundation

Connect core infrastructure.

Key Steps: Global Configuration, Platform Repository

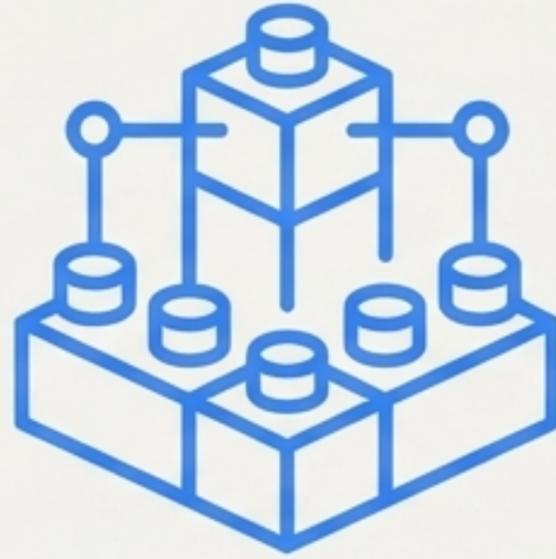## Activating the Platform

Make content available.

Key Steps: Publish Modules

Powering the Economy

Enable monetization and management.

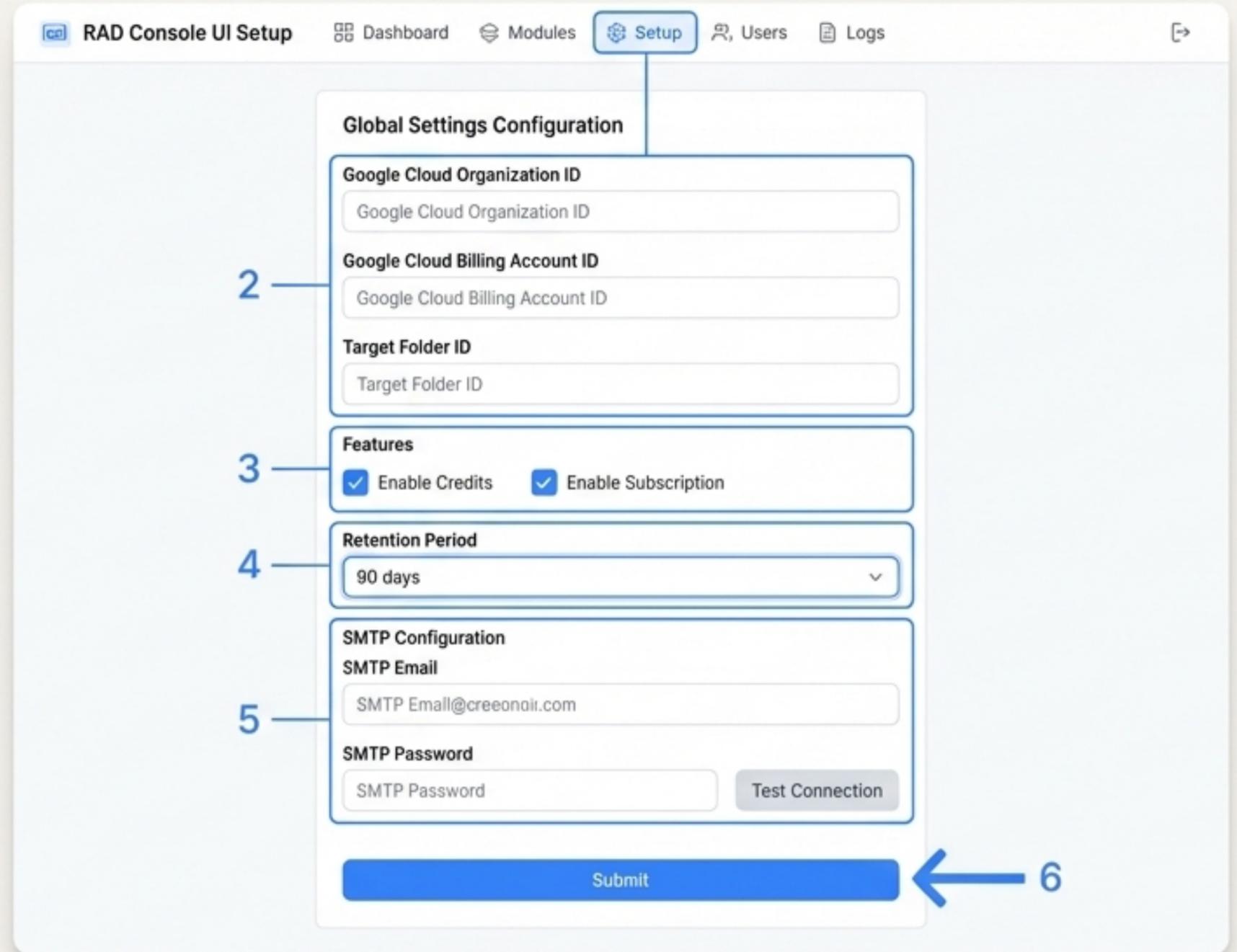Key Steps: Tiers & Credits, User Management

Part 1: Laying the Foundation

This initial phase connects the RAD Platform to your core infrastructure: Google Cloud for project creation and GitHub for your module source code.

Step 1: Configure Your Global Settings

1. Navigate to **Setup** from the main navigation bar.

2. Enter your Google Cloud **Organization ID**, **Billing Account ID**, and the target **Folder ID**.

3. In **Features**, check **Enable Credits** and **Enable Subscription**.

4. Set the **Retention Period** for deployment history (e.g., 90 days).

5. Enter your **SMTP** credentials to enable system emails.

6. Click **Submit**.

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Step 2: Connect Your Platform's Content Repository

1. Click your **Profile Icon** and select **Profile**.

2. Scroll to the **Admin Settings** section.

3. Enter a GitHub Personal Access Token with access to your modules repository into **Platform GitHub Token**.

4. Select your repository from the **Platform GitHub Repository** dropdown.

5. Click **Save Github Settings**.

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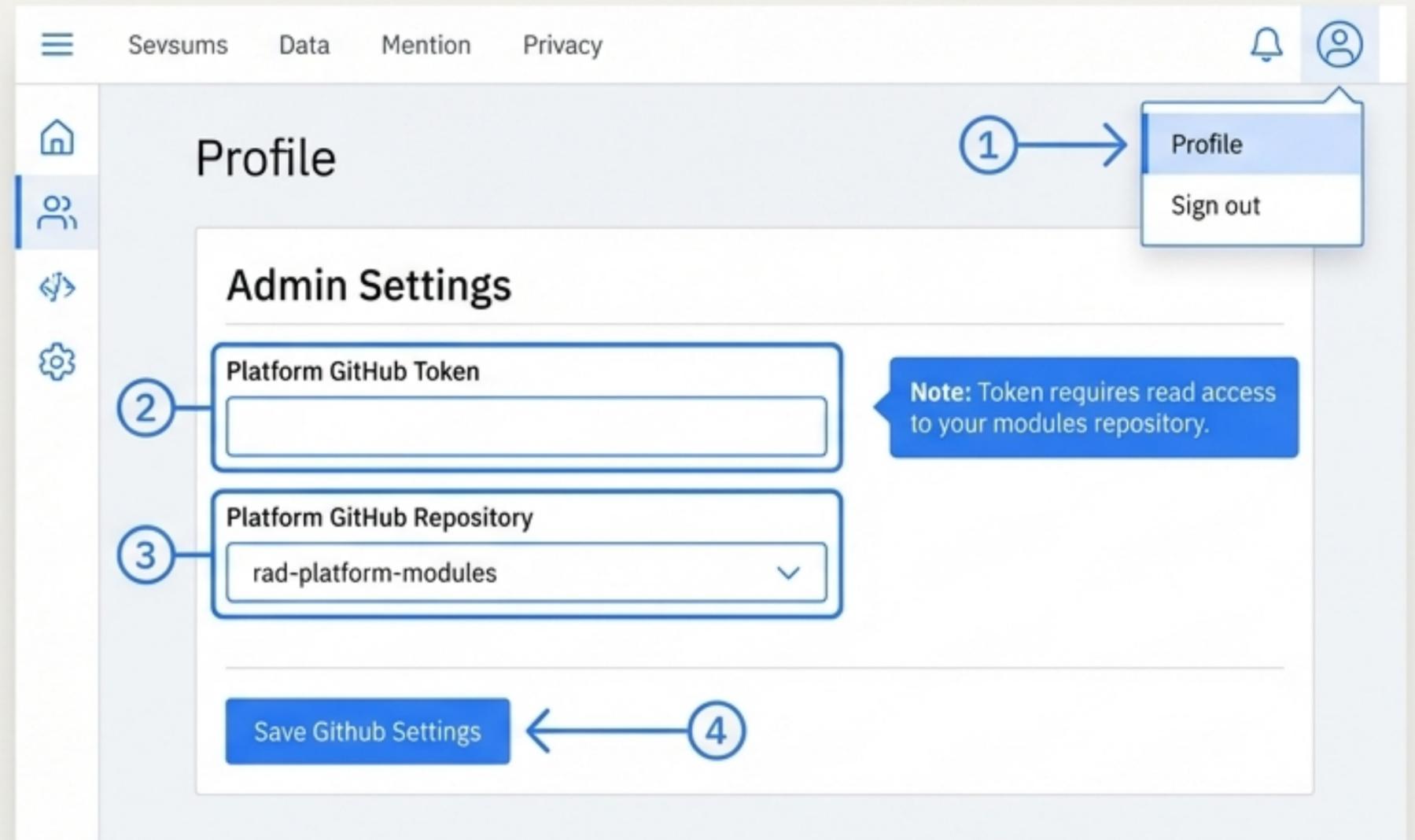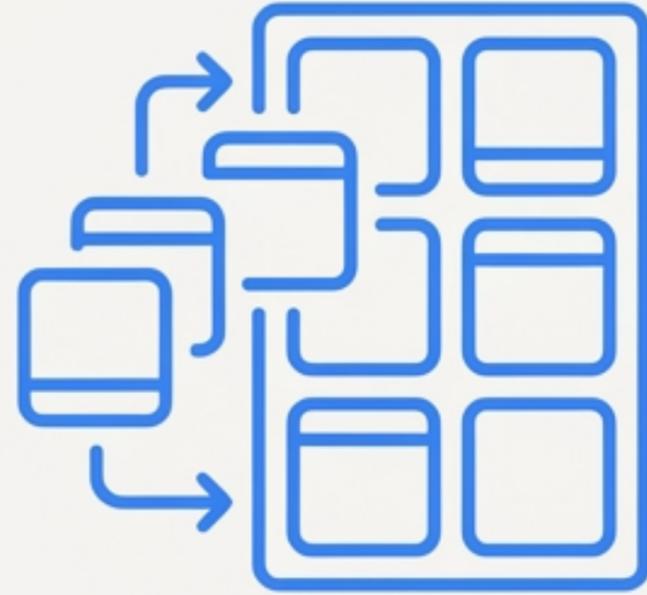
Part 2: Activating the Platform

With the foundation in place, the next step is to select and publish the specific modules you want to make available for deployment by your users.

Step 3: Publish Modules to the User Catalog

1. Navigate to **Publish** from the main navigation bar.

2. The platform will display a list of available modules from your connected repository.

3. Click to select the modules you wish to make available.

4. Click **Publish** (or **Update** if republishing).

5. **Result:** Selected modules will now be visible to all users on the **Deploy** page.
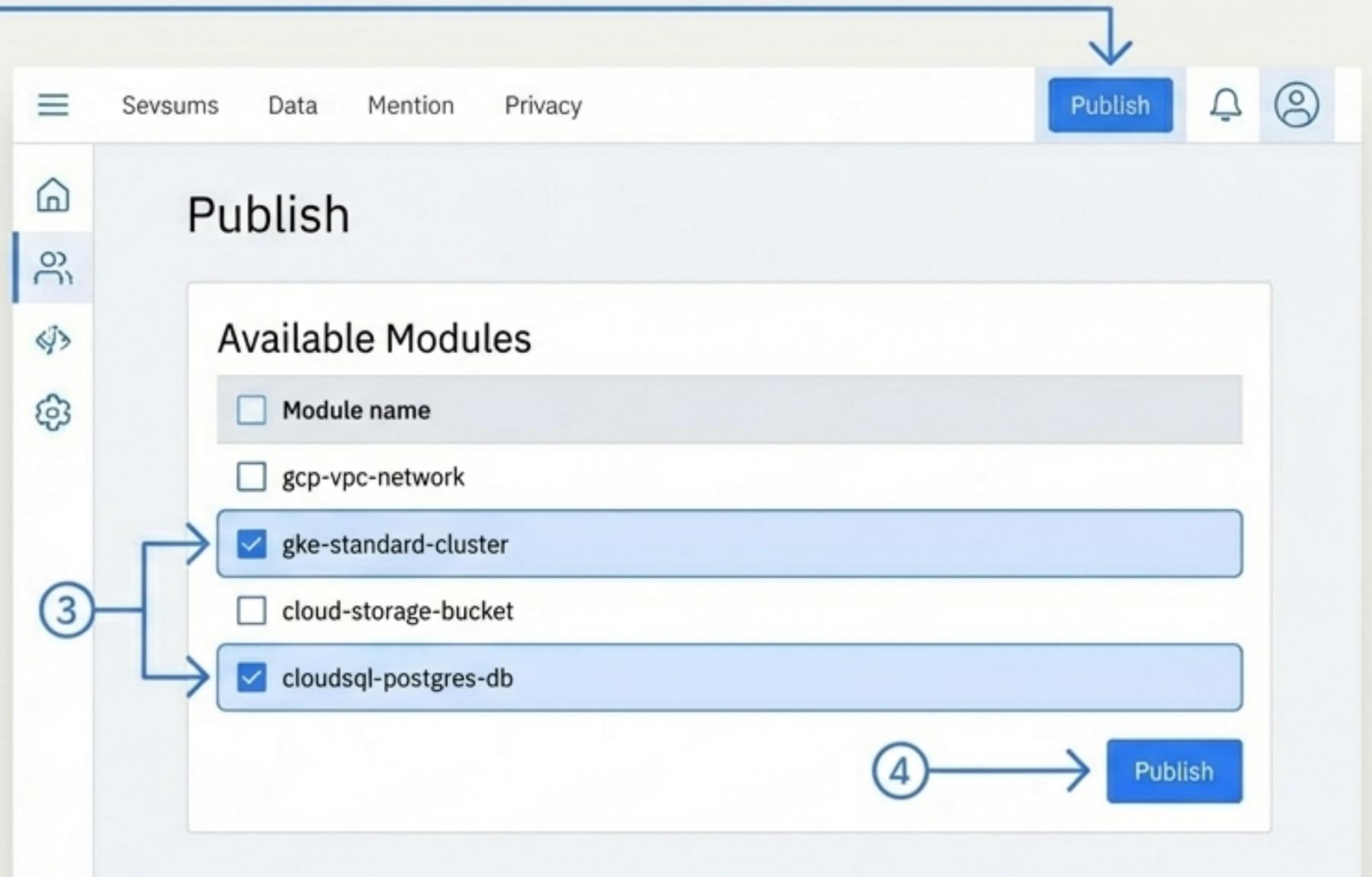
Part 3: Powering the Economy

Now, you will configure the entire monetization engine—from subscription plans to the credit system—and learn how to manage individual user balances.

Step 4: Create Subscription Tiers (Prerequisite)

Administrator Note: Requires 'Finance' Role

To access the **Billing** section and manage tiers or credits, your account must have the **Finance** role.

If you do not see the 'Billing' link in the navigation bar, an existing administrator must go to the **Users** page and assign the Finance role to your account.

Billing 🔒 ⟶ Finance Billing 🔓

Step 4: Create Subscription Tiers (Action)

1. Navigate to **Billing > Subscription Tiers** tab.

2. Click **Add New Tier**.

3. Fill in the form with the tier details. Example:

   - **Name**: Pro Plan

   - **Price**: 29.99

   - **Credits**: 5000

   - **Features**: Access to all modules, Priority Support

4. Click **Save**. The tier is now live for users.

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Step 5: Define Your Platform's Credit System

On the **Billing** page, select the **Credit Settings** tab.

1. **Set Value**: Enter `100` for **Price Per Credit** (100 credits = 1 unit of currency).
2. **Incentivize Signup**: Enter `500` for **Signup Credits** to grant new users a starting balance.
3. **Configure Alerts**: Set a **Low Credit Threshold** (e.g., `50`) to notify users.
4. **Enable Rewards**: Activate **Monthly Top-Up** and set an amount (e.g., `200`) for recurring credits.

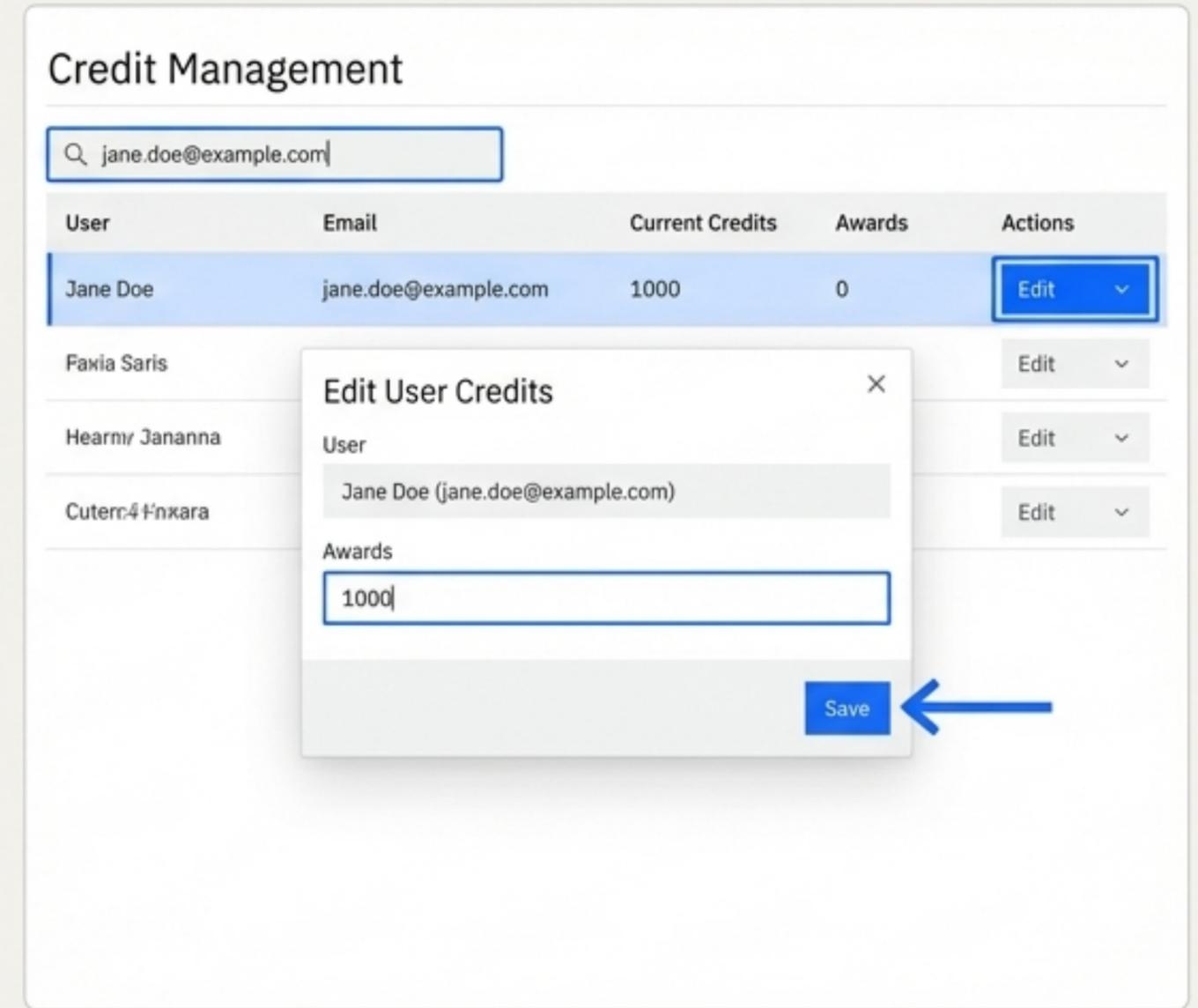*Remember to click **Save** after each change.*

Credit Settings

Configurent   **Credit Settings**   Ssorage channel   Pricing settings

Price Per Credit

100

Save

Signup Credits

500

Save

Low Credit Threshold

50

Save

Monthly Top-Up

200

Save

NotebookLM

Step 6: Manage Individual User Credits

1. Navigate to **Billing > Credit Management** tab.

2. Use the search bar to find a user by their email address.

3. Click **Edit** on the correct user's row.

4. Update the **Awards** field to the new total credit amount. (e.g., to grant 1,000 credits to a user with 0, enter 1000).

5. Click **Save**. The user's balance is updated instantly.

Your RAD Platform is Launch Ready

✓ **Foundation Laid**: System integrations with Google Cloud and GitHub are live.

✓ **Platform Activated:** Your first modules are published and available for user deployment.

✓ **Economy Powered:** The monetization engine is configured with a subscription tier and credit system.

What's Next?

You are now ready to begin inviting users to the platform.