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VERAE TIME x ZAPIER

Admin users, pricing, customer types

site/packages/zapier/docs/USER-MANAGEMENT.md

User Management Walkthrough

How the company manages pricing, customer types, and customer accounts in the **admin console** at `/admin`.

Audience: operations staff. For invoicing/reports see `ACCOUNTING.md` ; for the end-user view see `CUSTOMER-PORTAL.md` .

1. Admin accounts

Admin sign-ins live in the `admin_users` table — passwords are stored as **script hashes**, never in plain text. On an empty database the table is seeded from the environment:

Account	Username	Password (dev default)	Env override
Primary admin	<code>admin</code>	<code>admin-dev-key</code>	<code>ADMIN_USER</code> / <code>ADMIN_KEY</code>
Demo / stakeholder	<code>demo</code>	<code>\$\$\$Adm1n###</code>	<code>DEMO_ADMIN_USER</code> / <code>DEMO_ADMIN_PASSWORD</code>

The seed runs **only when the table is empty** — after that, accounts are managed in the console and survive restarts (SQLite) and env changes.

Sign-in issues a session token; API access is also possible with the `x-admin-key: $ADMIN_KEY` header (used by automation).

2. Users tab (admin account management)

The **Users** tab lists every admin account and manages their lifecycle:

Admin users

Admin users

- **Create** — username (letters, digits, `.` `_` `-`) plus a password of at least 8 characters. The new account can sign in immediately.
- **Deactivate / Activate** — a deactivated account is blocked from signing in right away (401), and reactivation restores access. Deactivation persists in the database.
- **Safety guard** — the console refuses to deactivate the **last active admin**, so you can never lock everyone out.

Existing sessions stay valid until sign-out or server restart; deactivation blocks *new* logins.

3. Rate card (per-endpoint pricing)

The **Rate card** tab sets list prices per API operation. Changes apply to the **next API call** — no restart.

Rate card

Rate card

Three price kinds:

- **free** — never charged (e.g. `status`, `storage-list`).
- **fixed** — a flat `fixedCents` per call (e.g. `transform` at 4¢).
- **variable** — `baseCents` per call plus size-based charges: `perKbCents` per KB of metadata and `perMbCents` per MB of file attachments (e.g. `storage`: 10¢ + 1¢/KB + 50¢/MB). This is how storing data with metadata or attachments is priced by size.

Add an endpoint with its `operationId` from `openapi.yaml`. Deleting an endpoint makes calls to it fail with 403 unless the customer's type has a default rule.

4. Customer types (tiers)

The **Customer types** tab defines plans:

Customer types

Customer types

- **Multiplier** — scales every list price (0.5 = 50% of list, 0.25 = 75% off).
- **Monthly credit (cents)** — free included usage per month, consumed before anything is billable.

Defaults: **free** (1×, \$1 credit), **pro** (0.5×, \$10 credit, 8¢ default rule), **business** (0.25×, \$100 credit, 8¢ default rule).

5. Customers

The **Customers** tab manages individual accounts:

Customers

Customers

- **Type** — assign any tier.
- **Multiplier override** — a per-customer deal that replaces the tier multiplier (e.g. a strategic account at 0.2×).
- **Email** — used for portal login/claiming and email invoicing.
- **Billing** — **Stripe** (metered via the billing job) or **Purchase order** (manual invoicing with PO numbers and 30-day terms).
- **Create** — generates a customer id and API key. **The API key is shown once** in the notification — copy it immediately.

Customers created here can **claim** their portal account: the first signup at **/portal** with a matching email sets their password on the existing account instead of creating a new one.

6. Admin API reference

Everything the UI does is available over HTTP (**x-admin-key** or session Bearer):

- **POST** /admin/api/login
- **GET** /admin/api/users · **POST** /admin/api/users · **POST** /admin/api/users/:username/activate|deactivate
- **GET** /admin/api/pricing · **PUT/DELETE** /admin/api/endpoints/:id
- **PUT/DELETE** /admin/api/tiers/:id
- **GET/POST** /admin/api/customers · **PUT** /admin/api/customers/:id
- **POST** /admin/api/invoices/generate · **GET** /admin/api/invoices · **POST** /admin/api/invoices/:id/issue|paid
- **GET** /admin/api/reports/billing · **GET** /admin/api/reports/usage-trend

- GET /admin/api/zapier/status