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VERAE TIME x ZAPIER

WALKTHROUGH

site/packages/zapier/docs/WALKTHROUGH.md

Zapier — Step-by-Step Usage Walkthrough

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A full guided tour: from starting the server to pricing changes, customer creation, and live API calls. Every step shows the real screen you should see. Companion documents: [USER-MANUAL.md](#) · [DEVELOPER.md](#).

Step 1 — Start the server

```
cd /Users/marchon/zapier
npm install # first time only
npm run dev
```

Wait for the two “listening” lines:

Start the server
Start the server

Step 2 — Open the admin UI and sign in

Go to **<http://localhost:3000/admin>**. You’ll see the sign-in screen:

Sign in
Sign in

Two accounts are available:

Username	Password	Purpose
admin	the ADMIN_KEY env value (default admin-dev-key)	Primary operator
demo	\$\$\$Adm1n###	Demo / stakeholder access

Override either credential with the ADMIN_USER , ADMIN_KEY , DEMO_ADMIN_USER , and DEMO_ADMIN_PASSWORD environment variables.

Step 3 — The rate card

After sign-in you land on the **Rate card** — one row per API endpoint with its price in cents:

Rate card

Rate card

- status , storage-list — **free**
- transform — **fixed** price per call
- storage — **variable**: base + per-KB metadata + per-MB attachments

Step 4 — Change a price

Edit any cent field — here transform is changed from **4¢ to 6¢** — and click **Save**. The change is live on the very next API call; no restart, no deploy.

Edit a price

Edit a price

After saving, the table re-reads from the server and shows the new value:

Price saved

Price saved

Step 5 — Customer types

Click **Customer types** in the sidebar. Each type is a pricing tier: a **multiplier** applied to every list price and a **monthly credit** of free included usage (cents).

Customer types

Customer types

Step 6 — Add a customer type

Fill the **Add customer type** form — here `edu / Education / ×0.6` — and click **Add**. The new type appears immediately and can be assigned to customers.

Add customer type

Add customer type

New types start with 0 monthly credit — edit the row and **Save** to grant one.

Step 7 — Customers

Click **Customers** in the sidebar. This is where accounts live: their type, and an optional **multiplier override** for per-customer deals (blank = inherit from type).

Customers

Customers

Step 8 — Create a customer and copy the API key

Enter a name, pick a type, click **Create**. The API key appears **once** in the notification at the bottom-right — copy it and send it to the customer; it is never shown again.

API key shown once

API key shown once

The new customer appears in the table right away:

Customer created

Customer created

Step 9 — Explore the interactive API docs

Open **<http://localhost:3000/docs>** — full Swagger docs with a “Try it out” console. Click **Authorize** and paste a customer API key to make live calls from the browser.

API docs

API docs

Step 10 — Make an API call

Call the API with a customer key. Every priced response includes its **quote**, so the cost of every call is transparent:

API call with quote

API call with quote

Note how the quote reflects the walkthrough itself: the 6¢ price set in step 4, halved to 3¢ by Grace’s Pro multiplier.

Step 11 — Check usage and credits

Customers can check their own month-to-date usage anytime:

Usage summary

Usage summary

`includedCents` is covered by the type’s monthly credit; `billableCents` is what the daily billing job would report to Stripe right now.

Where to go next

- **Daily billing** runs automatically at 06:17 ET — see [USER-MANUAL.md §6](#) for the Stripe meter/product/price setup and how to verify a run.
- **Troubleshooting:** [USER-MANUAL.md §9](#).

- **Internals:** [DEVELOPER.md](#).