

Feathered Friend Tracker - Administrator Guide

System Administration

1. Administrative Access

- Only available to authorized administrators
- Email must be accounts@thewrightsupport.com
- Requires membership in System Administrators group
- Profile must have is_admin flag set to true

Data Management & Backup

1. Google Drive Integration

- Configure Google Drive API credentials
- Set up service account authentication
- Manage backup folder permissions
- Monitor backup storage usage

2. Backup Operations

- Schedule automated backups
- Configure backup frequency (daily/weekly/monthly)
- Set retention policies for backups
- Monitor backup success/failure

3. Data Restoration

- Verify backup integrity before restore
- Select appropriate backup point
- Perform test restores regularly
- Document restoration procedures

Discord Integration

1. Webhook Configuration

- Set up Discord server and channels
- Generate and manage webhook URLs
- Configure notification templates
- Test webhook connectivity

2. Notification Management

- System status alerts
- Backup operation notifications
- Error and warning alerts
- User support ticket notifications

Security & Monitoring

1. Access Control

- Manage admin group memberships
- Review access logs regularly
- Monitor failed login attempts
- Implement security best practices

2. System Health

- Monitor API usage and limits
- Track system performance