# Feathered Friend Tracker - Administrator Guide

# **System Administration**

- 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

- 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

- Webbook 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
- System Health
  - Monitor API usage and limits
  - Track system performance