

# Quathera

## Administrator Guide

Complete guide for administrators to manage users, projects, billing, and security.

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# 1. Introduction

As an Administrator, you have full control over your organization's Quathera account. This guide covers all administrative functions available to you.

## Admin Responsibilities:

- Invite and manage team members
- Create and manage projects
- Monitor AI usage and budget
- Handle billing and subscription
- Configure security settings
- Review audit logs

## 2. Getting Started as Admin

The first user who signs up for Quathera automatically becomes the Admin.

### First Steps:

1. Complete your profile information
2. Invite team members (each will install their own Desktop Agent)
3. Create your first project for your web application
4. Configure Test Sites with user types and environments

### Admin Dashboard:

Your dashboard shows an overview of:

- Team members and their status
- Active projects
- AI budget usage
- Recent test runs
- Subscription status

## 3. Managing Team Users

### Inviting New Users:

1. Go to Settings > Team Members
2. Click 'Invite User'
3. Enter email address
4. Select role (Admin or User)
5. Click 'Send Invitation'

The invited user will receive an email with setup instructions. Each user downloads and installs the Desktop Agent on their own machine.

### User Roles:

- Admin: Full access to all features including billing and user management
- User: Can create projects, run tests, view results (no billing/user management)

### Deactivating Users:

If a team member leaves, you can deactivate their account:

1. Go to Settings > Team Members
2. Find the user and click 'Deactivate'
3. Their access is immediately revoked

## 4. Project Management

Projects are containers for your form pages, mappings, test scenarios, and test results.

### What Is a Project?

A project typically represents one web application being tested. It contains:

- All discovered form pages for that application
- Form mappings (fields, junctions, relationships)
- Generated test scenarios
- Test run history and results
- Bug reports and coverage matrix

### Typical Use Case:

If your company has a QA team testing the company's main web application, you would typically have a SINGLE project that the entire team shares. All team members can:

- See all form pages in the project
- Run any tests in the project
- View test results and bug reports
- Add new form pages and tests

### When to Create Additional Projects:

Create separate projects when testing:

- A different application (e.g., Electron desktop app)
- A separate web application (e.g., internal tools vs customer portal)
- Developer's local environment with different form pages
- Isolated features that shouldn't mix with main project

Example: A QA engineer normally tests the main web app (Project A). If they also need to test an Electron app, they create Project B. A developer working on new features with different forms on localhost might create Project C.

## Project Visibility:

- ALL projects are visible to ALL users (Admin and team members)
- Any user can run tests in any project
- This allows team collaboration across projects

## Project Deletion:

- Admin can delete ANY project
- Regular users can only delete projects THEY created
- Deleting a project removes all its form pages, tests, and results
- This action cannot be undone - use with caution

## Creating a Project:

1. Go to Projects in the sidebar
2. Click 'Create Project'
3. Enter a descriptive name (e.g., 'Main Web App', 'Mobile API', 'Admin Portal')
4. Add optional description
5. Click 'Create'

## 5. AI Budget Management

Quathera uses AI for discovery, mapping, test generation, and self-healing. Monitor your usage to stay within budget.

### Viewing Usage:

Go to Settings > AI Budget to see:

- Current month usage
- Usage by project
- Usage by activity (discovery, mapping, testing)
- Historical trends

### Budget Alerts:

Configure alerts at 75%, 90%, and 100% of budget. Receive email notifications when thresholds are reached.

### BYOK Option:

Bring Your Own Key - use your own AI API key for unlimited usage at your own cost.



## 6. Billing & Subscription

### Available Plans:

- Free Trial: 14 days full access
- BYOK: \$0/month - bring your own AI API key
- Starter: \$300/month - small teams
- Professional: \$500/month - growing teams
- Enterprise: Custom pricing - large organizations

### Managing Subscription:

Go to Settings > Billing to:

- View current plan
- Upgrade or downgrade
- Update payment method
- Download invoices

## 7. Security Settings

### Two-Factor Authentication (2FA):

- Enable 2FA for your own account
- Enforce 2FA for all team members
- Supports authenticator apps (Google, Authy, etc.)

### Session Settings:

- Configure session timeout duration
- Force logout after inactivity

### Security Best Practices:

- Enable 2FA for all users
- Use dedicated test accounts for automation
- Regularly review audit logs
- Deactivate users who leave the team promptly

## 8. Audit Logs

Track all activity in your organization:

### What's Logged:

- User logins and logouts
- User creation and deactivation
- Project creation and deletion
- Test runs started and completed
- Settings changes
- Billing changes

### Filtering Logs:

Filter by:

- Date range
- User
- Action type
- Project

Logs are retained for 90 days (or longer on Enterprise plans).

## 9. Support & Resources

### Getting Help:

- Email: [support@quathera.com](mailto:support@quathera.com)
- Documentation: [quathera.com/docs](https://quathera.com/docs)
- FAQ: [quathera.com/faq](https://quathera.com/faq)

### Enterprise Support:

Enterprise customers receive:

- Dedicated account manager
- Priority support response
- Custom onboarding
- Training sessions

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