

ADMINISTRATOR

Administrator guide (role summary)

Last verified against build: dev_rc1_20261005 (development copy, release candidate 3.2.0-RC1, store design), 2026-10-05.

The full reference is Admin_Guide (docs/Admin_Guide.md, also the sheet Admin_Guide); this page is the role's checklist. You install and configure the platform, manage users, own the store and the column dictionary, and handle exceptions. You do not prepare or close months by virtue of the role (hold Preparer or Reviewer for that; four-eyes still applies). Most administrator commands need the administrator sign-in (Home > Administrator sign-in; 30 minutes, renewed by each administrator action).

Once, at installation

1. IT prerequisites done (IT_PREREQUISITES.md): share, permissions, Trusted Location or signing, privacy-level setting, backup.
2. Copy the zero-state workbook to the platform folder; open it; Setup (Admin_Guide section 3): first Administrator and password, source folder, platform folders, discovery, users and roles, FX check.
3. Complete DimCompany (name, type, ExpectedFromPeriod, SourceMode FOLDER / CUMULATIVE). Add the second Administrator (Admin_Guide section 16).
4. Lock the approved column map: Home > Lock column map (who approved and when; type LOCK). COLUMNMAP_LOCK must be OK.
5. Past months: Home > Backfill history (type BACKFILL). Check the result: stored months, rejected files, the newest month left open. Then Home > Verify log: OK.
6. Go-live checklist (GO_LIVE_CHECKLIST.md), item 1 first.

Every month

When	What
Files arrive	Classify UNMAPPED HEADERS (STG_DQ) and new companies (COMPANY_CHANGES, STG_Rejected) the Preparer reports: Admin_Guide sections 10, 14, 15. A file of a company that is not listed is either added to the company list or taken out of the delivery folder (move it to a quarantine folder: Close refuses the lines of such a file left in the folder)
Before the close	Show staging when the Preparer needs a staging sheet (STG_Files, STG_Rejected, STG_DQ); Hide staging afterwards
A cumulative company	RESTATEMENT REVIEW: decide re-open or company correction (CUMULATIVE_COMPANY.md)
After the close	ARCHIVE_INTEGRITY OK; once a month (or after any doubt) Home > Verify log: "OK: ActivityLog chain intact ... OK: store ..."
Reference data edited (RefData, Threshold_Register, tblUIText)	Home / RefData > Refresh reference data; RefData row 3 back to "in sync"
Quarterly	Review users and roles (Users and roles > LIST); at least two active Administrators

Exceptions

Situation	Command / guide
A closed month must change	Home > Re-open period (month, reason). Batch kept, marked SUPERSEDED; the month is closed again as batch -2
A model field must be added or removed	Unlock column map (reason, HIGH) > edit ColumnMap > Refresh > Lock column map > Rebuild store (type REBUILD) > Refresh
ARCHIVE_INTEGRITY REVIEW, store file damaged or missing	STORE_RUNBOOK.md
Red banner INTEGRITY	Admin_Guide section 9 (review, accept or restore)
Red banner LOCATION / COPY / SETTINGS	Admin_Guide sections 17, 7, 3
Refresh FIREWALL_BLOCKED	IT_PREREQUISITES.md, privacy level
Stale lock (a crashed long command)	Home > Clear lock (older than 2 hours; severity HIGH)
CBRT unreachable	Admin_Guide section 8 (manual FX)
Forgotten administrator password	The other Administrator resets it (Users and roles > 3)

Commands of the role

Setup, Users and roles, Administrator sign-in / sign-out, Re-open period, Backfill history, Rebuild store, Lock / Unlock column map, Refresh reference data, Verify selected ColumnIDs, Verify log, Export source code, Add changelog entry, Show / Hide staging, Clear lock, Refresh. Every one writes one ActivityLog row; results and messages: MESSAGE_CATALOGUE.md. The administrator tables (Parameters, ColumnMap, DimCompany, FX, RefData, Threshold_Register, KPI_Catalog, DecisionRegister, AdminConfig) can be edited only while signed in; every edit is logged by the edit audit.

What an Administrator must never do

- Edit STORE_PAY.csv, the inbox, ArchiveLog or the external log by hand (the chain detects it; restore from backup instead).
- Explain RESTATEMENT, ARCHIVE_INTEGRITY, COLUMNMAP_LOCK, PRIVACY, LOG_INTEGRITY or FILES_UNEXPECTED to open the close gate. Since 3.2.0-RC1 the platform enforces it: while one of these six is REVIEW the gate stays BLOCKED whatever the explanation.
- Open the platform from OneDrive / SharePoint or a synchronised folder, or keep a second working copy.
- Accept the security tables (Users and roles > 6) without comparing them with the last SECURITY event of the external log.