



Administration Guide

Command reference: configuration, Discord resources, HR, operations, documents, AI, diagnostics and cleanup.

Version OPERIA 5.0.223	Manager 1.1.152	Audience Administration / Command
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This guide matches the current modern panels. Historical Gaétan/LSFD paths are not part of new OPERIA installations.

1. Architecture and sources of truth

OPERIA separates service configuration, actually-created Discord resources, business data and the multi-instance Manager. The managed-resource registry is authoritative for automated deletion.

- Never delete by name alone.
 - Adopted/pre-existing resource = protected.
 - Web and Discord remain two interfaces for the same service.
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2. My Service: single post-install root

The post-install cockpit is intentionally short: Service, Team & HR, Operations, References, Service Features, Discord Structure and OPERIA Panels. Old hubs must never become normal destinations again.

3. Service, grades and roles

Service identity, grades and roles are managed from modern surfaces. A grade added after installation remains catalog-only until Validate; synchronization uses an explicit pending queue and relative Discord movement.

4. Discord structure

Discord Structure opens OPERIA Channels directly. The plan shows standard/custom channels, states and pagination. Validate is the creation/application boundary for planned channels.

Manage Channels lets you add a channel or a category. Channels follow category → emoji → name and then join the plan. Categories are additive containers created immediately with provenance registration; their name follows the OPERIA visual decoration.

5. OPERIA Panels

OPERIA Panels is the single post-install manager for permanent surfaces. When a modern function replaces an old panel, the old route must be cut—not merely hidden.

6. Team & HR

Employee IDs, competencies, probation, recruitment, employee records, leave and HR features are configurable without historical LSFD vocabulary. Permissions are based on configured service roles.

7. Training and probation exam

Exam configuration lives on one surface: Settings, Add, Questions, Validate. Scheduling an actual probation-final evaluation returns to the recruit's Training record.

OPERIA AI can propose questions using approved sources only. Every proposal is checked against an exact excerpt present in the source. Nothing enters the official bank without human validation.

8. Operations

Vehicles & Units is the visible flow. Unit types remain separate in storage for Dispatch compatibility. Call types, locations, standby points and destinations are customizable.

9. EMS / Fire reports

EMS must not expose irrelevant Fire steps. Authorized roles can open an internal/in-hospital clinical report without a field call. Fire keeps its own sections when relevant.

Final AI drafting only rewrites structured facts and must not invent clinical data. AI failure never blocks deterministic report publication.

10. References and document pipeline

Radio codes, rates and protocols follow: real source → extraction → review → approval → document. “No rates” remains valid. Client source material is required for service-specific rules/rates/protocols.

11. AI, Discord vision and memory

The logistician receives authorized Discord structure (categories, channels, roles) and a permission-filtered recent sample. Command can request creation of a category, text/voice channel or permissionless role in natural language. Destructive modification, permissions and role assignment remain outside autonomy.

Service memory stores non-personal operational trends with progressive confidence. It never overrides official procedures and can be cleared.

12. Service features

Optional modules can be enabled/disabled and essential surfaces recreated cleanly. Disabling must target only resources belonging to that feature without touching unrelated archives/shared resources.

13. Diagnostics, backups and maintenance

Diagnostics checks useful features/resources. Incident logs remain available when relevant; old standalone incident panels must not reappear when the feature is integrated into Employee Space.

14. Retirement and remote cleanup

The Manager offers Keep Archives or Remove Everything. Remove Everything may delete only resources with exact OPERIA provenance proof. The Manager waits for cleanup_complete before releasing the instance identity.

15. Go-live checklist

Before declaring a service ready: verify roles/grades, Discord Structure, panels, one Dispatch flow, one report, one document, one probation exam, and Home/Back/Close navigation. Any route that resurrects an old panel is a UX regression.
