



TOKENOME DOCUMENTATION

Admin console

Signing in, roles, people and devices, lost-laptop recovery, the audit log, retention and legal holds, sharing coverage, and seats.

tokenome.ai/docs/admin-console

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Admin console

The answers an admin has to give, on one screen: who has access, on which devices, what is shared, what is kept and for how long, and who looked at what. It runs on your own server, next to the index.

Signing in

There are no passwords. On any enrolled laptop:

```
tokenome remote console
```

The laptop signs a challenge with its device key, asks the server for a one-time link and opens it. The link is valid for two minutes, works once, and is bound to that device. The browser trades it for a session that lasts eight hours. Every request re-checks the session, the person and the device, so revoking a device or a person ends their console session immediately. `--no-open` prints the link instead of opening a browser.

Roles

Role	What they see
Admin	Everything, and the only role that changes anything, apart from placing holds.
Lead	People and Sharing for the groups they lead, and Retention. Read only.
Viewer	A read-only role scoped to what you give it: compliance, finance, or the ability to place legal holds.
Member	My footprint only.

Every role also has My footprint. Roles are enforced on the server for every page; the navigation only mirrors them.

People and devices

tokenome Team

Administration / People and devices

Free beta, no licence required. Theme AK Aisha Karim · admin

People and devices

Who has access right now, on which devices, and how to recover when a laptop is lost.

! Only one admin. If Aisha Karim's laptop is lost, recovery needs a recovery code or access to the server. Make another member an admin · Recovery codes

Members (15) Groups (4) Invites (1) Stale devices (1)

Members

No spend column here, by design.

Filter by name Invite member

NAME	ROLE	GROUP	DEVICES	LAST SEEN	SHARED PROJECTS	STATUS
AK Aisha Karim	admin	No group	1 of 1	now	2	active
CJ Clara Jensen	lead	Mobile	1 of 1	now	1	active
DF Diego Ferreira	member	Payments Core	1 of 1	now	2	active
EP Elena Petrova	viewer (finance)	Mobile	1 of 1	never	0	active
JW Jonas Weber	member	Platform	1 of 1	never	0	active
KM Kofi Mensah	member	Risk	1 of 1	never	0	active
LH Leila Haddad	lead	Risk	1 of 1	now	2	active
MO Maya Okafor	lead	Payments Core	1 of 1	now	2	active

Pick a member

Choose a name to see their devices, change their role and groups, recover a lost laptop, or offboard them.

The roster, the groups, the roles, and the device state. The organization and its people are sample data; the software is not.

The roster lists everyone with their role, groups, active devices out of total, when they were last seen, and how many projects they share. There is no spend column.

- **Invite member** creates the person and a one-time enrollment token, shown once. Deliver it out of band. Inviting an admin also returns their eight recovery codes.
- Picking a member opens their devices, where you can rename, revoke or restore one, issue a new-laptop token, change their role and groups, handle a lost device, or offboard them.
- Tabs cover **Groups**, outstanding **Invites**, which stop working the moment you cancel them, and **Stale devices**, meaning anything that has not made a request in thirty days, with one-click revoke.
- A banner warns while there is only one admin. Keep two.

Lost laptop, new laptop

A member lost a laptop

1. Revoke the device. The member can do it from another enrolled device on My footprint, or an admin can do it here. The next request from the lost machine is refused and its console sessions end.
2. Use **Lost device** to jump to the audit log filtered to that device, and compare with when it went missing.

3. Decide whether to keep, hold or purge what they shared. The laptop's own local index is out of the server's reach; disk encryption is what protects that.
4. Issue a new-laptop token and have them enroll with `--restore-shares`.

A member has a new laptop

If the old one still works they can do it alone: **Add a device** on My footprint, then enroll the new laptop with that token and `--restore-shares`. If the old one is gone, an admin issues the token and revokes the old device.

An admin lost a laptop

In order of preference: a second admin revokes the device and issues a new-laptop token; or the admin uses one of their recovery codes, which revokes every device of theirs, ends their console sessions, and enrolls the new laptop. Codes are single use, stored only as hashes, and generating new ones voids the old ones. Failing both, whoever runs the deployment can recover the admin from the server side. Control of the deployment is control of the server; recovery does not widen that.

The audit log

tokenome Team

Administration / Audit log

Free beta, no licence required. Theme AK Aisha Karim · admin

Audit log

Append-only. 67 rows since Oct 03, 2026. Search queries are never shown as text here.

ACTION: All actions ACTOR: Anyone FROM: mm/dd/yyyy TO: mm/dd/yyyy Apply Clear Export CSV

TIME	ACTOR	DEVICE	ACTION	TARGET	DETAIL
Oct 3, 02:50 PM	Aisha Karim	aisha-mbp	console.login	session a57eb9cb	hours: 8
Oct 3, 02:50 PM	Aisha Karim	aisha-mbp	console.link	Aisha Karim / aisha-mbp	
Oct 3, 02:50 PM	Aisha Karim	aisha-mbp	auth.login	Aisha Karim / aisha-mbp	
Oct 3, 02:50 PM	Aisha Karim	aisha-mbp	admin.retention.update		after: {"overrides": {"ledger-service": 0, "payments-api": 90}, ...}, before: {"overrides": {}, "retention_days": 0}
Oct 3, 02:50 PM	Aisha Karim	aisha-mbp	admin.hold.create	24821b5a8e78441ebd87774bd3a9c86f	kind: owner, pin_usage: False, reason: Departure review, value: 26dfa8256640419ab65b22cb19165c95
Oct 3, 02:50 PM	Aisha Karim	aisha-mbp	admin.hold.create	2024c2941f9e4d40ac64dc6c2b5ea0de	kind: project, pin_usage: True, reason: Audit FY2026, value: ledger-service
Oct 3, 02:50 PM	Aisha Karim	aisha-mbp	auth.login	Aisha Karim / aisha-mbp	
Oct 3, 02:50 PM	Aisha Karim	aisha-mbp	segments.upsert		indexed: 9, received: 9, reembedded: 0
Oct 3, 02:50 PM	Aisha Karim	aisha-mbp	auth.logout	Aisha Karim / aisha-mbp	
Oct 3, 02:50 PM	Clara Jensen	clara-mbp	segments.upsert		indexed: 6, received: 6, reembedded: 0
Oct 3, 02:50 PM	Clara Jensen	clara-mbp	auth.logout	Clara Jensen / clara-mbp	

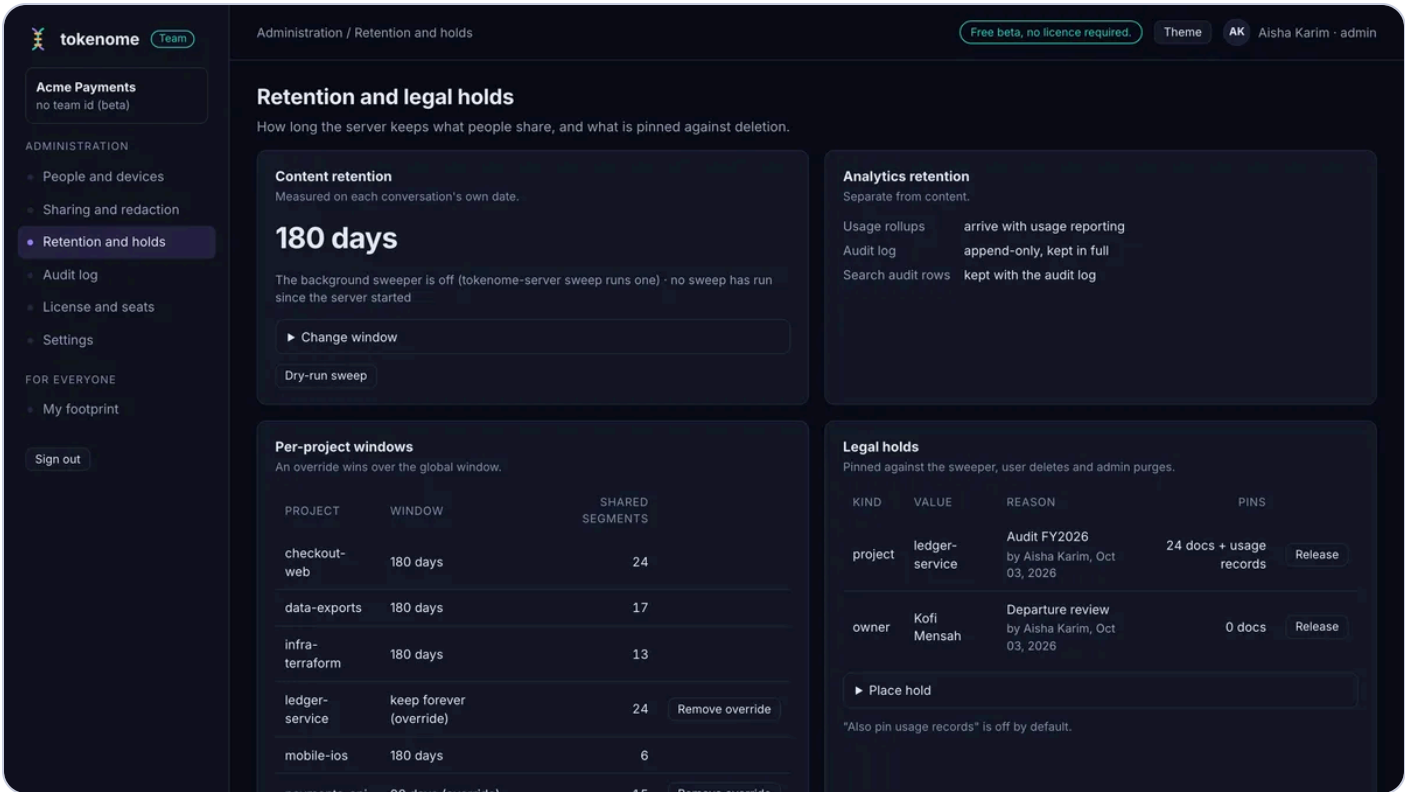
Append-only, filterable, exportable. Sample data.

Append-only, filterable by action family, actor and date range, with an export to CSV that is itself recorded. It covers sign-ins and failures, console sessions, sharing, searches, admin actions, retention sweeps, person views, licensing and security events.

A search row never holds the query. It stores a hash of the query, a word count, a category, the names of the filters used but never their values, and whether the query looked like it contained a credential. An auditor who needs to know whether anyone searched for a term asks the server to hash that term and looks for the hash. There is no mode that stores query text, and search rows can be switched off entirely.

Rows age out on their own window, four hundred days by default and ninety for search rows, and a change to the window is itself a row.

Retention and legal holds



A window per project, and holds that pin content against the sweeper. Sample data.

By default the server keeps what people share until they delete it. A retention window removes conversations older than N days, measured on the conversation's own timestamp rather than on when it was shared, and individual projects can tighten or exempt themselves. Zero keeps forever. **Change window** previews what a sweep would remove, per project, before you save it, and a dry-run sweep plus the last twenty sweeps are on the same page.

A legal hold pins documents against the sweeper and against deletes and purges. Those still remove everything else and report what stayed. Holds are by project, by person, or by one conversation, and they are placed and released here.

Members see the window each of their projects is under, on My footprint and in the Team panel, so the policy is not a secret kept from the people it applies to.

Sharing coverage

tokenome

Team

Acme Payments
no team id (beta)

ADMINISTRATION

- People and devices
- Sharing and redaction
- Retention and holds
- Audit log
- License and seats
- Settings

FOR EVERYONE

- My footprint

Sign out

Administration / Sharing and redaction

Free beta, no licence required. Theme AK Aisha Karim · admin

Sharing and redaction

What has left laptops, from which projects, and whether the share gate caught what it should.

Based on 10 of 15 members and 7 shared projects. Usage from unshared projects arrives with usage reporting.

Coverage matrix

What is shared, by whom?

MEMBER	CHECKOUT - WEB	LEDGER - SERVICE	DATA - EXPORTS	PAYMENTS - API	INFRA - TERRAFORM	RISK - ENGINE	MOBILE - IOS
Aisha Karim	-	4	5	-	-	-	-
Clara Jensen	-	-	-	-	-	-	6
Diego Ferreira	8	-	-	6	-	-	-
Elena Petrova	-	-	-	-	-	-	-
Jonas Weber	-	-	-	-	-	-	-
Kofi Mensah	-	-	-	-	-	-	-
Leila Haddad	-	-	9	-	-	3	-
Maya Okafor	9	6	-	-	-	-	-
Mei Chen	-	-	-	-	5	-	-
Noor Aziz	-	-	-	-	-	-	-
Priya Raman	-	6	-	5	-	-	-
Rafael Ortega	-	3	-	-	8	-	-
Ravi Iyer	-	-	-	-	-	-	-
Sam Whitaker	-	-	3	-	-	4	-

Who shares which project, and who is sharing nothing. Sample data.

A matrix of people against projects, how many of the team share each project, per-person counts, who is sharing nothing at all, and deletions in the last four weeks. This is the page that tells you whether team search is actually covering the team.

Seats and licensing

The screenshot shows the 'tokenome' admin console. The left sidebar contains navigation links: 'Acme Payments' (no team id (beta)), 'ADMINISTRATION' (People and devices, Sharing and redaction, Retention and holds, Audit log, License and seats, Settings), and 'FOR EVERYONE' (My footprint, Sign out). The main content area is titled 'License and seats' and includes a sub-header 'Seats used, idle and pending; the installed key, checked offline on this server.' A green banner states 'Free beta, no licence required. Nothing is enforced. Questions about Team: [join the preview.](#)' Below this, three cards are displayed: 'Seats' (14 of unlimited, Idle 30+ days: 1, Pending invites: 1 (use a seat on enrollment)), 'Idle seats' (No authenticated request in 30 days, MEMBER: Ravi Iyer, IDLE: 34 days, Revoke button), and 'Plan and dates' (Mode: beta, This release: beta, Grace window: 14 days). A bottom card titled 'Installed key' states 'No key installed. Not needed in beta.' and provides instructions on how to install a key.

Free beta: nothing enforced, no seat limit, no key. Sample data.

During the beta the page reads "Free beta, no licence required", and that is the whole story: nothing is enforced, there is no seat limit, and there is nothing to install. The page still shows seats in use, who has gone idle and which invites are outstanding, because those are useful on their own. No price is shown, because the server does not know one. The console never contacts a licence service, on any path.

What a member sees

The screenshot shows the 'My footprint' page in the tokenome admin console. The page is titled 'My footprint' and has a subtitle 'Exactly what this server knows about you, and who has looked.' The page is divided into several sections:

- What you share:** A table showing projects and segments. The table has columns: PROJECT, SEGMENTS, and KEPT. The data is as follows:

PROJECT	SEGMENTS	KEPT
ledger-service	6	keep forever
payments-api	5	90 days
- Your devices:** A table showing devices and their status. The table has columns: DEVICE, LAST SEEN, and STATUS. The data is as follows:

DEVICE	LAST SEEN	STATUS
priya-mbp (this session)	now	active
- Who viewed your data:** A section showing person views and drill-downs that touched you. It states: 'Nobody has viewed your data as a person.'
- Changes to your account:** A table showing audit rows about you and your devices, newest first. The table has columns: WHEN, WHO, ACTION, and TARGET. The data is as follows:

WHEN	WHO	ACTION	TARGET
Oct 3, 02:50 PM	Priya Raman	auth.enroll	Priya Raman
Oct 3, 02:50 PM	Aisha Karim	admin.user.create	Priya Raman
- Org settings, in plain words:** A section showing what applies to everyone here. It lists:
 - Your role: member (Payments Core)
 - Smallest group shown: 3 people; anything smaller is hidden
 - Per-person views: Off: nobody sees your numbers as a person
 - Content retention: 180 days
 - Your usage: Arrives with usage reporting in a later release. Nothing about your usage is on this server today.

My footprint, for every member. Sample data.

Every member can open My footprint with `tokenome remote console` without asking anyone. It shows the projects and segment counts they share, their devices, with revoke and add-a-device, any change an admin made to their account, every person-level view of their data, and the organization's settings in plain words. Members see only this page, and it is the reason the rest of the console does not have to be taken on trust.



tokenome

Team

Acme Payments

no team id (beta)

ADMINISTRATION

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- Settings

FOR EVERYONE

- My footprint

Sign out

Administration / People and devices

Free beta, no licence required.

Theme

AK

Aisha Karim · admin

People and devices

Who has access right now, on which devices, and

how to recover when a laptop is lost.

! **Only one admin.** If Aisha Karim's laptop is lost, recovery needs a recovery code or access to the server. **Make another member an admin** · **Recovery codes**

Members (15)

Groups (4)

Invites (1)

Stale devices (1)

Members

Filter by name

Invite member

The console at 390px. Sample data.