

Admin guide 3.4: release notes

Draft for the workspace admin guide. Everything below ships with 3.4 unless a line says otherwise.

1. Seats and invites

Invites now expire after 7 days rather than 30. An expired invite can be resent from the members table without freeing and retaking the seat, so the seat count no longer flickers while a new hire is pending.

Bulk role changes apply to the selected rows only. The previous build applied them to the filtered set, which is why the 12 March incident moved 240 people to Billing.

2. SSO and provisioning

SCIM remains the only path that writes group membership. JIT creates the account on first sign-in and leaves teams empty; the guide should say so plainly, because three tickets last quarter were this and nothing else.

Okta, Microsoft Entra ID and Google Workspace are the supported IdPs. Anything else is manual.

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3. Budgets and token spend

Every workspace now carries a daily cap. Crossing 80 percent raises a budget alert against the prompt, not the provider, so a single runaway prompt is visible without reading the whole ledger.

Over-budget rows stay in the ledger and are marked. They are not hidden and they are not deleted: finance reconciles against them at month end.

4. What is not in 3.4

Per-seat budget overrides. Deferred: the pricing work it depends on is not signed off.

Audit log export beyond 90 days. The retention change lands in 3.5.

5. Review

Owner: Mira Stone. Second reader: Priya Patel for anything in section 3.
Target: the Thursday release train.