

Run Your Firm's BriefCatch Your Way: One Admin Console, Full Control

The BriefCatch Online App gives Owners and Admins the tools to invite team members, assign roles, monitor usage, manage credits and configure security.

HOW IT WORKS

Eight things you'll run from the admin console



ANALYTICS

- View daily, weekly and monthly access across the firm
- Seat usage and credit consumption
- Per-member activity view
- Feature-by-feature usage
- Custom date ranges
- Export raw CSV



MEMBERS

- Total, active and pending counts
- Add member with role assignment
- Search and filter across the team
- Manage seats up to plan limit
- Remove or reassign any time
- Domain-based auto-join (optional)



ACCESS & ROLES

- Assign Owner, Admin, Member seats
- Clone any role to customize
- Feature-by-feature access controls
- View plan-tier inclusion info
- Role descriptions



AI CREDIT MANAGEMENT NEW

- Available balance and next reset date
- Credit pooling allocations
- Credit spend history and usage trends



GENERAL & POLICIES

- Organization name and profile
- Firm ID, plan, seats in use
- Created and last-updated dates
- Document retention policy
- Allow extended document retention (up to 7 days)
- Save-changes tracking



SECURITY

- MFA policy on every plan
- Domain verification & auto-join
- SSO + SCIM on Enterprise
- Activity audit log
- Enterprise security controls
- Setup progress at a glance



LEARNING HUB NEW

- Ross Guberman's methodology, now included with all enterprise-tier subscriptions
- 4 courses · 90 modules
- Firm progress tracking
- Firm-wide adoption tracking



BILLING & INVOICES NEW

- View plan name, price, seat count, and renewal date
- Upgrade your plan or add seats
- Modify or cancel your subscription (end of term)
- Review invoice history
- Download receipts
- Managed by Owner (can be extended to Admin roles)

Owner and Admin roles unlock every feature above

Everything from adding seats to enforcing MFA can be managed in the Online App, with support available whenever you need it.

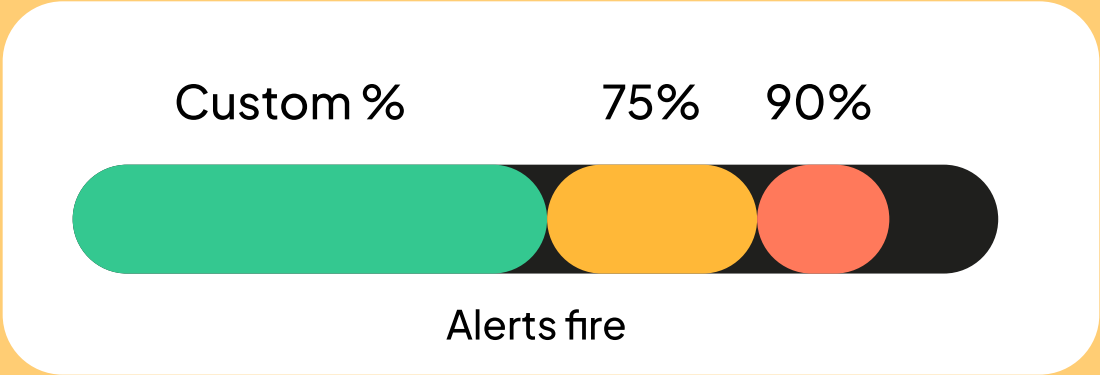
AI credit management, made transparent

Every RealityCheck run consumes AI credits. In the AI Credits menu, your firm sees what's left, what's been spent, who's using them and how they flow across the team.

PROACTIVE CREDIT ALERTS

Never surprised. Never out.

Admins get automatic email notifications the moment monthly credit use crosses 75% and 90%, plus a custom threshold you set: plenty of time to top up before anyone is blocked mid-brief.



YOUR CREDIT STATUS

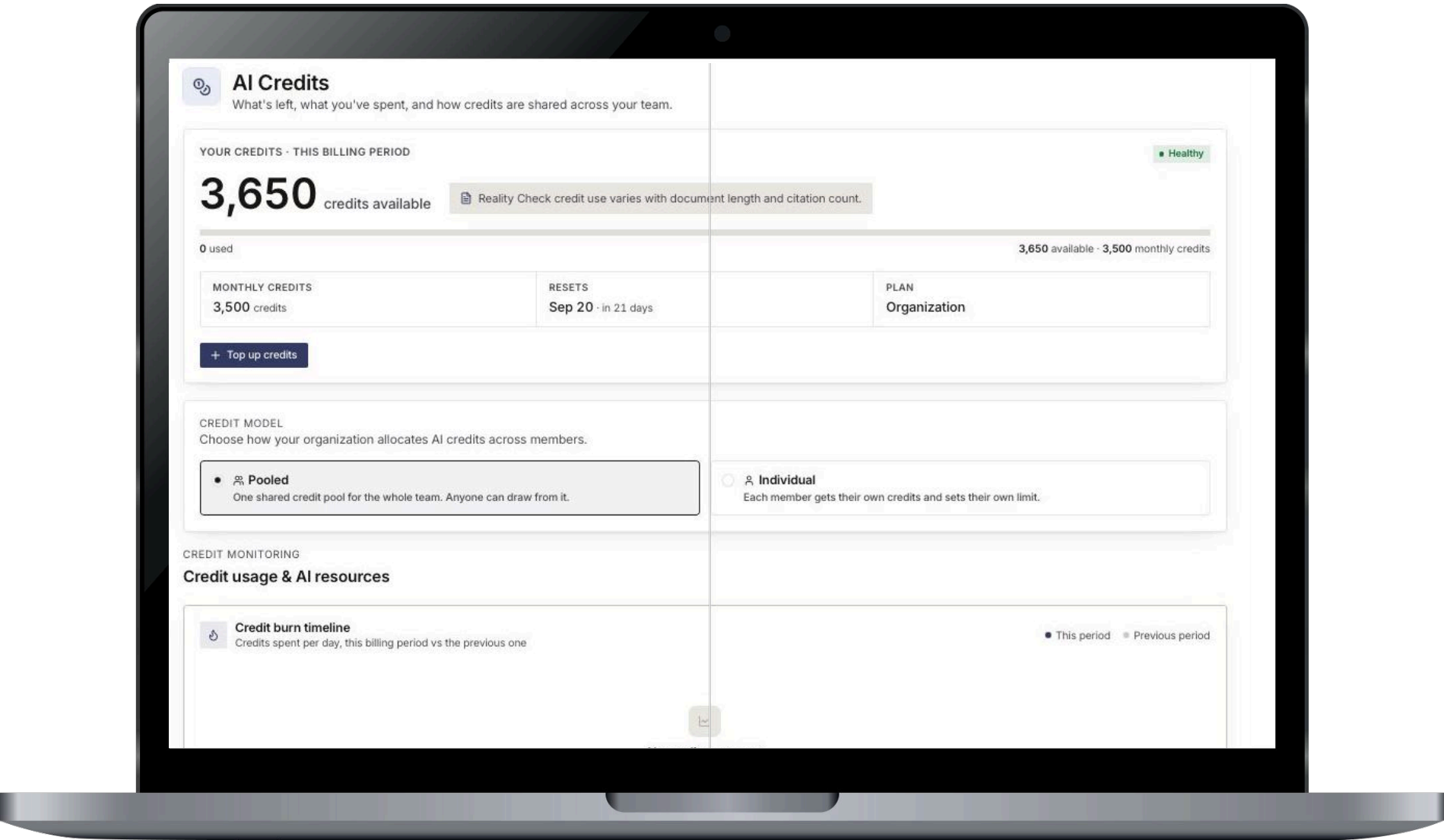
Balance at a glance

Available balance, monthly refill, next reset date, and a health indicator that turns amber before your credits run out.

CREDIT MODEL

Pooled or Individual: you decide

Pooled: one shared pool for the organization.
Individual: every member gets their own allocation.
You can change your allocation type at the start of the next billing cycle.



Billing and invoices

CURRENT PLAN

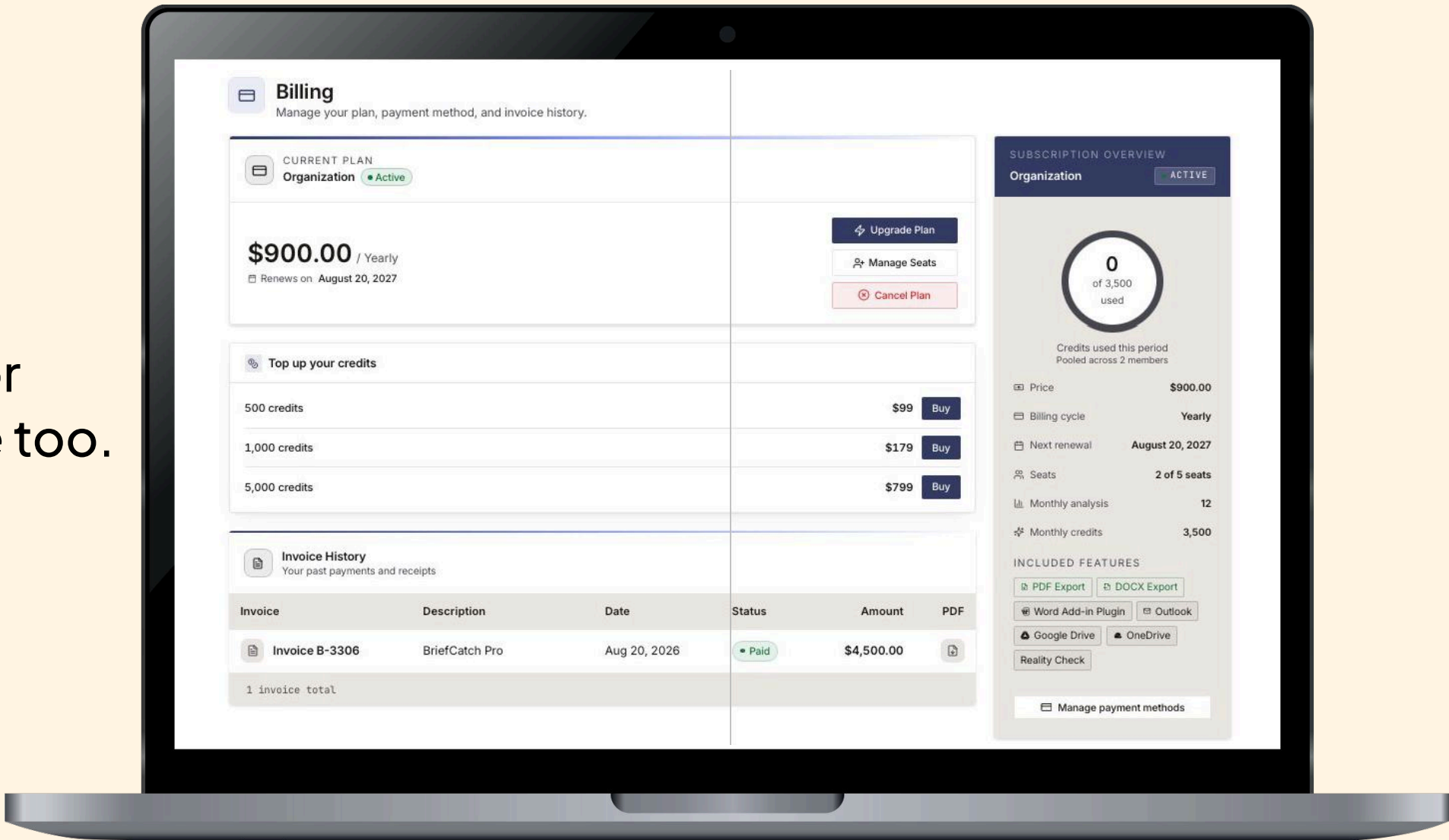
Plan, price, seats, renewal

Upgrade or add seats anytime. On an Individual or Pro plan? Renew or cancel your subscription here too.

INVOICE HISTORY

Every payment, every PDF

Access and download receipts whenever you need them.



Questions? We're here.

Get help and more information at support.briefcatch.com