Claude / Anthropic Admin Cheat Sheet

Which of the two Anthropic admin consoles owns which setting, where the answer actually lives, and the canonical documentation link for each.

Prepared by Tienta, Inc. · Last reviewed August 2026
https://tienta.net/anthropic-cheat-sheet

START HERE

There are two separate consoles

This is the single most common source of confusion, so it goes first.

	claude.ai — Organization settings	platform.claude.com — Claude Console
What it's for	The Claude chat product — Team and Enterprise plans	The Claude Developer API
Who uses it	Employees chatting with Claude day-to-day; org admins managing seats and security	Developers building on the API; billing and infrastructure admins
Login and roles	Owner, Primary Owner, Admin, Member (chat plan roles)	Admin, Developer, Billing, Owner, Primary Owner (Console roles)
Billing	Seat-based subscription	Pay-as-you-go API usage
Typical client question	“How do I add or remove a user?” “Can we turn on Claude Code?” “Where are audit logs?”	“Where’s our API key?” “What’s our rate limit?” “How much did we spend on the API last month?”

These are different logins, different roles, and often different people at the same client. Someone can be an Admin in one and have no access at all to the other. When a client says “I can’t find X,” the first diagnostic question is always: which of the two are you even looking at?

Reference: Admin API overview · What is the Enterprise plan?

PART 1

claude.ai — Team and Enterprise chat admin

Access it by signing in at `claude.ai`, clicking your initials or name at the bottom left, then **Settings › Organization** (the wording varies slightly by plan).

1.1 Roles and permissions

Team and Enterprise have fixed roles: **Owner**, **Primary Owner**, **Admin**, and **Member**. Enterprise adds **custom roles** that grant feature access at the group level — members set to “Custom” get no default permissions at all; their access comes entirely from the custom role on their assigned group.

There is exactly **one Primary Owner** per org, and it can be a service account rather than a person. If you don’t know who holds it, check Settings › Account.

Reference: Roles and permissions

1.2 Members, invites, and seats

Add and remove members, change roles, and manage pending invites. On Enterprise the same operations are available programmatically through the Admin API (see Part 2).

Reference: User management (Admin API) · Team and Enterprise plans hub

1.3 SSO and SCIM (identity)

SSO applies to Team, Enterprise, and Console orgs alike. It requires domain verification in Identity and access settings first, and SCIM provisioning requires SSO to be working end to end before it will work at all — getting that order backwards is a very common setup mistake.

Reference: Microsoft Entra ID SSO setup (use as a template — equivalent Okta and Google Workspace guides sit in the same Help Center collection)

1.4 Groups and custom roles (Enterprise only)

Groups can be created by hand or synced from your identity provider, and custom roles control feature access per group — "only Engineering gets Claude Code," for example.

Watch for this: members left on the built-in **User** role bypass group restrictions entirely and get everything that's enabled org-wide. Worth flagging to any client who believes they've restricted access.

Reference: Claude Enterprise consumption guide (covers role-based access and spend caps together)

1.5 Spend limits and usage caps

Per-member spend caps can be set over a recurring period. The practical pattern is group-level caps as a baseline, with individual overrides for the outliers.

Reference: Claude Enterprise Admin API reference guide

1.6 Organization instructions

Admins and above can set org-wide custom instructions that Claude follows in every conversation — formatting standards, required compliance language, and the like. Org-level instructions override conflicting individual instructions.

Reference: Set organization instructions

1.7 Audit logs and the Compliance API (Enterprise)

Enterprise adds audit logs covering user actions, system events, and data access, plus the Compliance API for programmatic access to activity logs, chat histories, and file content, filterable by user and time range.

Reference: What is the Enterprise plan?

1.8 Feature toggles

Several product surfaces are **disabled by default** and have to be turned on org-wide before anyone can use them.

Feature	Where	Notes
Claude Code	`claude.ai/admin-settings/claude-code`	Sets the org default environment. Use Claude Code with Team/Enterprise · Admin setup docs
Claude in Chrome	Organization settings	Disabled by default on Enterprise; an allowlist/blocklist controls which sites Claude can access. Admin controls
Claude Design	Organization settings › Capabilities	Default off on Enterprise. Admin guide
Claude Desktop (managed deployment)	System-level policies (MDM, Intune, GPO)	Configured outside the Claude admin UI entirely. Enterprise configuration for Claude Desktop
Skill and plugin security scanning	Organization settings › Skills	Beta. Blocks Skills that fail malicious-behavior scanning. Skills for enterprise

1.9 Analytics

Daily, weekly, and monthly active users by product live under **Analytics** in org settings. The same dashboard breaks usage and cost down by group and by user — filterable by SCIM group — and shows output metrics such as artifacts created, files edited, and skills or connectors used right next to the cost.

Reference: Team and Enterprise plans hub · Giving admins more visibility and control over Claude spend

1.10 Per-user usage, spend limits, and limit-approval requests

COMES UP ON CALLS

This is the one that trips people up live on a call, so it gets a full walkthrough. It lives under **Organization settings › Usage**.

- **Spend limits by user** — a table of each member's usage against their limit, including an **MTD Spend** column, so you can see who is actually consuming budget rather than just who has a high cap.
- **Review requests** — when a member hits the usage included with their seat, they see a "Request usage credits" link. That sends a request to org Admins and Owners, who review it under Organization settings › Usage › Review requests. Each pending request shows the requester, their current seat, and when they asked; approving there is what actually raises that member's limit. On Enterprise the same approval can be done through the Spend Limits API.
- **Extra usage** — org-wide overflow, separate from per-user limits. Enabling it lets members keep working past their seat's included usage instead of being blocked, billed at standard API rates. Team plans pre-purchase a pool with a spend cap; Enterprise plans are billed for actual overflow monthly. It can be scoped to specific users or to the whole org.
- **Claude Tag (Slack) usage** — bills against the org's shared usage balance rather than per seat, so it never shows up under per-user limits. Its spend cap has its own page at `claude.ai/admin-settings/usage/claude-tag`.

Reference: Manage usage credits for Team and seat-based Enterprise plans · Claude Enterprise consumption guide · Claude Enterprise Admin API reference (spend limit approvals)

PART 2

platform.claude.com — Claude Console and the Developer API

Access it by signing in at `platform.claude.com`. This is a **separate organization and login system** from claude.ai — a client's Enterprise chat org and their Console org are not automatically the same account.

2.1 API keys and Admin API keys

Regular API keys are created in Account Settings. **Admin API keys** (prefix `sk-ant-admin...`) are a different thing: one key authenticates the Admin API, the Analytics APIs, the Compliance API, the Spend Limits API, the Usage and Cost API, and the Rate Limits API all at once.

Only members with the `admin` role can create them, and Console admin keys carry full access with no selectable scopes — Enterprise-side keys, by contrast, do use selectable scopes.

Reference: Create an Admin API key · Admin API

2.2 Workspaces

Console orgs use workspaces to segment resources, keys, and usage. Useful for consultants running several client projects under one org, and for clients who want dev and prod kept apart.

Reference: Admin API — Workspaces

2.3 API usage and cost reporting

COMES UP ON CALLS

Left nav in the Console › **Usage**. Visible to the Developer, Billing, and Admin roles.

- Breaks usage down by **model, date and time, and API key** — click into the bar chart for hour or minute granularity.
- Filters for specific models, months, or keys, with total input and output token counts.
- A separate **Cost** view shows dollar spend rather than tokens.
- Flags **rate-limited requests** — useful for diagnosing "why did our integration start failing" tickets.
- Playground and Workbench usage appears here too, but with a null `api_key_id`, since it isn't tied to a specific key.
- The **Usage and Cost API** returns the same data the Console page shows (Admin API key required) — reach for it when a client wants the numbers piped into their own dashboard or finance tooling.

Reference: Cost and Usage Reporting in the Claude Console · Usage and Cost API

2.4 Billing, credits, and auto-reload

COMES UP ON CALLS

Console › **Settings › Billing**.

- Shows the current prepaid credit balance and invoice history.
- **Buy credits** adds prepaid balance, and **auto-reload** can be switched on with a minimum-balance threshold and a reload amount, so the account tops itself up instead of hard-stopping.

- The payment method is edited here too, via the pencil icon next to the card on file — requires the Admin or Billing role.
- Credits **expire one year from purchase and are non-refundable** — worth saying out loud before a client over-buys.

Reference: [How do I pay for my Claude API usage?]

2.5 Rate limits and spend-cap increase requests

COMES UP ON CALLS

Console › **Rate limits**.

- Shows the organization's current **usage tier** and the limits that come with it (RPM and TPM per model), charted against actual usage.
- The **Request rate limit increase** button on that page is how you formally ask Anthropic for a higher tier or a higher monthly spend cap. It's the Console-side counterpart to the claude.ai review queue in §1.10 — except this request goes to Anthropic, not to an internal org admin.
- Separately, a workspace-level **spend limit** lives at Console › Settings › Billing › Spend limits. It caps one workspace's spend regardless of tier, and hitting it returns an `invalid_request_error` — distinct from a rate-limit `429`.

Reference: [Rate limits]

2.6 Service accounts and federation

These endpoints are the one exception to "the Admin API key does everything" — they require an OAuth bearer token with the `org:admin` scope instead.

Reference: [Admin API]

PART 3

Common client scenarios, mapped to the right console

Client says…	Console	Where to look
"I need to add a new employee to Claude"	claude.ai	Organization settings › Members
"We want to lock down which sites Claude in Chrome can visit"	claude.ai	Organization settings › Claude in Chrome
"Our API bill seems high — where do I see a breakdown?"	platform.claude.com	Console › Usage / Cost
"We need SSO so people log in with Okta"	claude.ai (or the Console org, if API-only)	Identity and access settings
"I need proof of what a user did in Claude, for compliance"	claude.ai (Enterprise)	Audit logs / Compliance API
"We want to cap how much any one person can spend"	claude.ai (Enterprise) or Console (Spend Limits API)	Depends which product they mean

Client says…	Console	Where to look
"How do I create a key to automate user provisioning?"	platform.claude.com	Admin API keys
"Only engineers should get Claude Code"	claude.ai (Enterprise)	Groups + custom roles
"Show me live API usage and spend by model or key"	platform.claude.com	Console › Usage page (§2.3)
"A user hit their limit and is asking for more"	claude.ai	Organization settings › Usage › Review requests (§1.10)
"We want to auto-reload credits so the API never just stops"	platform.claude.com	Settings › Billing › auto-reload (§2.4)
"We're getting rate-limited and need a higher tier"	platform.claude.com	Console › Rate limits › Request increase (§2.5)
"Which specific employees are burning the most usage?"	claude.ai	Organization settings › Usage › Spend limits by user, MTD Spend column (§1.10)

PART 4

Canonical link directory

Bookmark these rather than screenshotting the UI — Anthropic keeps the pages themselves current, and renames the navigation around them.

Docs and Help Center homes

Reference: Documentation home · API overview · Team and Enterprise plans (Help Center hub) · Admin management (Help Center hub)

Admin API and programmatic access

Reference: Admin API overview · Create an Admin API key · User management (Admin API) · Usage and Cost API · Claude Enterprise Admin API reference (spend limits)

Roles, plans, and org settings

Reference: Roles and permissions · What is the Enterprise plan? · Set organization instructions · Microsoft Entra ID SSO setup

Usage, spend, and billing

Reference: Claude Enterprise consumption guide · Manage usage credits for Team and seat-based Enterprise plans · Cost and Usage Reporting in the Claude Console · Rate limits · How do I pay for my Claude API usage? · Giving admins more visibility and control over Claude spend (product update)

Product-specific admin guides

Reference: Use Claude Code with Team/Enterprise · Claude Code admin setup · Claude in Chrome admin controls · Claude Design admin guide · Enterprise configuration for Claude Desktop · Skills for enterprise (governance)

Notes on keeping this current

- Anthropic reorganizes navigation labels more often than it removes capabilities. If a menu item has moved, search the Help Center or the docs for the concept — "spend limits" — rather than the old click-path.
- The two consoles occasionally converge; the Admin API, for instance, is usable by both Console and Enterprise orgs with different endpoint availability. When in doubt, check the "Availability" notes on the relevant doc page rather than assuming parity.
- This guide deliberately avoids exact click-paths, because those are the first thing to change. It links to concepts instead.