

Guide Setup Sandbox Account for Adaly

- i** A license is required to create sandbox accounts. If this is your first time creating a sandbox account, contact your NetSuite account manager. After a license is created for your sandbox account, a user with the Administrator role in your production account should complete the steps in the following guide.

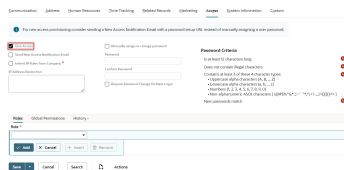
Setup Sandbox Account

To complete your new sandbox account request:

1. Log in to the production account that is associated with the sandbox account you purchased.
2. Go to Setup > Company > Company Management > Sandbox Accounts (Administrator).
3. Click **Copy Data to Sandbox** for your new sandbox account.
4. Wait until users with the Administrator role receive a notification email that your sandbox account is ready for use.
5. Log in to the production account that is associated with your new sandbox, and from the Change Roles list, select your new sandbox account.

Grant Adaly Access to Sandbox

1. Create an employee user account for the Adaly representative
2. In the sandbox account, go to *Lists > Employees > Employees (Administrator)* and click **Edit** next to the name of the employee.
3. On the **Access** subtab in the employee record, clear the **Give Access** checkbox.



4. Click **Save**.
5. **Edit** the same employee record.
6. On the **Access** subtab, check the **Give Access** box again and assign the **Administrator** role.
7. Click **Save**.