

## Your Sandbox is ready

### Play to your hearts content!

The sandbox server is now ready. You are able to log in via the details on the email.

The card details to use for making dummy transactions are:

Card:	Visa
Number:	4005550000000001
Exp date:	12/29
CVV:	000

You are now able to test the system out and get accustomed to the functionality. Some of the things you might wish to do:

#### Apxium Collect:

- Look at the dashboard and notice the debtor information.
- Left click on a debtor and see the tools menu.
- Click on Notifications and see communications.
- Open the emails to your clients.
- Open the attached invoice (if attached, check that it is correct).
- Click on the hyperlink in the emails and use the payment gateway with the above card number
- Check out the View menu in the client dashboard (top right).
- Make a manual payment through the dashboard.
- Arrange payment terms for your client.
- Agree to payment terms as your client, look through the documentation.
- Open the reporting toolbar and check out the exportable CSV files.
- Check the client invoice-based login via the URL sent in your email.  
Just enter a current invoice number and amount outstanding.



### Auditsafe:

- Click on the AuditSafe button on the top right to switch over to AuditSafe dashboard.
- You should be able to submit offers, make offers and then look at the offer via the 'Emails' tab.
- Once there you could click on the link in the email and see the client dashboard and even accept an offer using the credit card details below.
- Once a client has accepted the offer you will see that the Risk Report generation button will become available to you. You are able to also generate the reports if you wish.
- Make payments using the above dummy payment details.

The universal pricing can be changed on the "pricing" tab.

You can change the billing entity if you wish and you can also toggle the information on the dashboard with the buttons in the top menu.

Please let us know if the client groupings are correct, or nearly correct in any case.

Any changes you make **will not stick for the live server**, so please feel free to make any changes you wish.

