

ADA Wallet for Salesforce v1.0

Web3 Enabler

Package Installation Guide and User Guide



Preface

Web3 Enabler ADA Wallet for Salesforce is a Salesforce native Cardano wallet component.

Administrators or financial advisors do not need to be Web3 knowledgeable to use ADA Wallet for Salesforce.

We urge Salesforce Administrators to read through this entire document at least twice. If you are new to Web3, some of the details may be unfamiliar to you. If you are experienced with Web3, you may find some of the simplifications we make in the interface shocking. We have focused on making the process as accessible as possible for individuals with all levels of blockchain and crypto understanding.

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Overview

This user guide outlines the processes to install, configure, and use ADA Wallet for Salesforce.

This user guide provides the basic tools to understand and operate ADA Wallet for Salesforce rather than advanced solutions.

Quick Start Guide

Prerequisites

Installing ADA Wallet for Salesforce

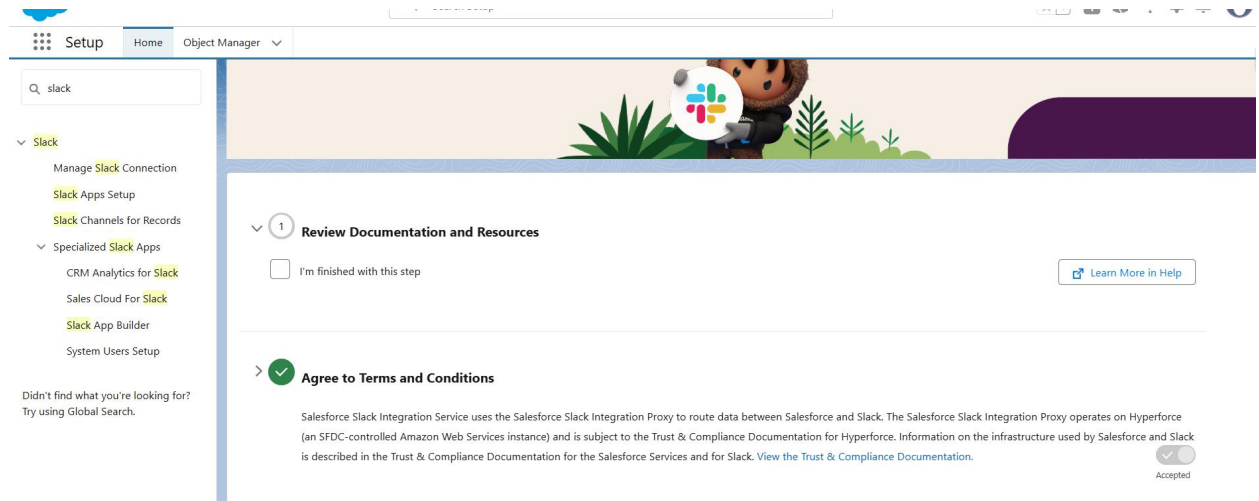
Prerequisites

1. Slack Apps Setup done in your Salesforce org
2. Administrator access to the org

Installation. Pre-deployment checklist

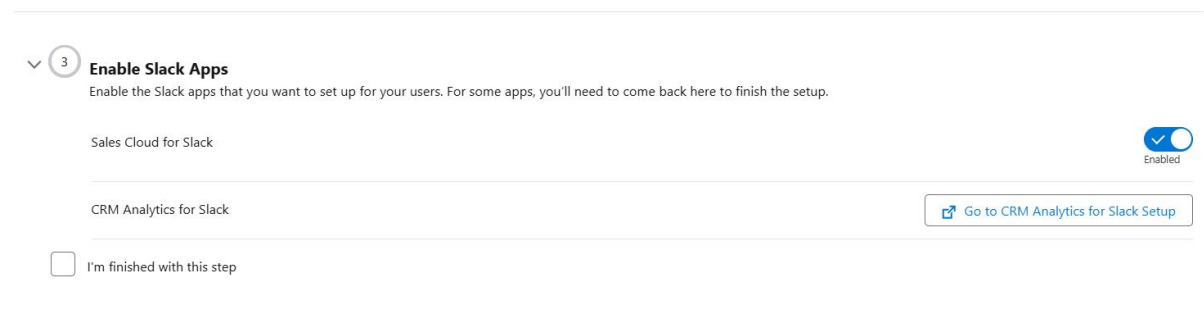
Accept the Slack terms in Salesforce

- Navigate to Setup → Slack Apps Setup.
- Read and accept the Terms & Conditions.



Turn on the core Slack features

- Still in Slack Apps Setup, click Enable Slack Apps.
- Toggle Sales Cloud for Slack to On.



Grant the required permission sets to your user

- Go to Setup → Users → [your user] → Permission Set Assignments.
- Click Edit Assignments and add:
 - Sales Cloud for Slack
 - Slack Sales Home User

Install the Salesforce for Slack app in the workspace

- Return to Setup → Slack Apps Setup and complete step 6 · Install Slack Apps → Install Salesforce for Slack.

6
Install Slack Apps

Add Salesforce Slack apps to your Slack workspace, connect Slack and Salesforce, then return here. Users can install a Salesforce Slack app only after an admin has completed this step. The Salesforce for Slack app is required for certain app-wide features.

Go to Salesforce for Slack Listing

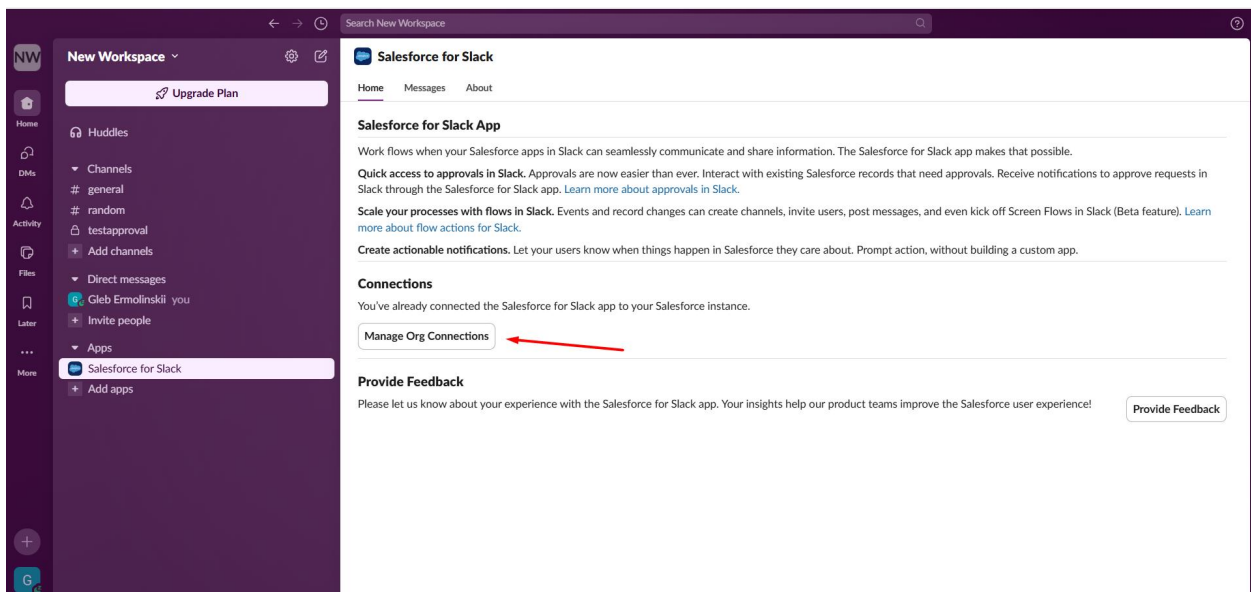
Go to Sales Cloud for Slack Listing

Go to CRM Analytics for Slack Listing

Go to PRM for Slack Setup

☐ I'm finished with this step

- In Slack, open Salesforce for Slack → Manage org connections and click Connect new org to authorise the connection.



Installation.

- Navigate to the Salesforce AppExchange and search for "ADA Wallet for Salesforce."
- Click **Get It Now**, select your org, and follow the installation wizard to complete the process.

Installation. Post-deployment checklist

1. Assign ADA Wallet Admin Permissions

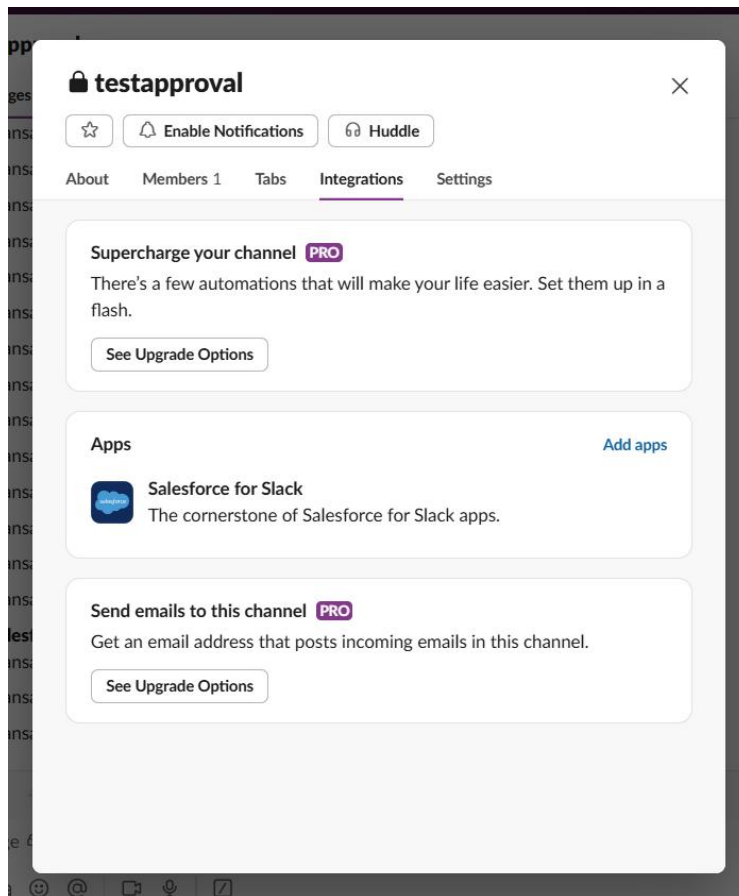
- In Salesforce Setup, navigate to Users > Permission Sets.
- Locate and assign the Ada_Wallet_Admin_Managed, Ada_Wallet_Seed_Phrase and Ada_Wallet_Payment permission sets to your user for full access.

Assign this to all administrators managing the wallet for streamlined access.

2. Create Slack Settings in Salesforce

- Go to Setup → Custom Settings → Slack Settings → Manage → New.

- Enter:
 - Slack App ID
 - Slack Channel ID (the channel that will receive notifications)
 - Slack Workspace ID
- 3. (Optional) Send notifications to a private Slack channel
 - Open the private channel → View members → Integrations → Add apps.
 - Add Salesforce for Slack to the channel.



- 4. Create Email Settings in Salesforce
 - Go to Setup → Custom Settings → Email Settings → Manage → New.
 - Enter:
 - Accounting email (to receive notifications)

Your Salesforce org is now fully connected to your Slack workspace, and notifications can flow between the two systems.

Permission Sets

The following Salesforce permission sets are required for a Salesforce Administrator to set up ADA Wallet for Salesforce in a Salesforce Scratch Org.

3. Ada_Wallet_Admin_Managed - Full administrative access
 - Create Wallet Sets and Wallets
 - Access all wallets regardless of ownership
 - View/Modify All Data access
 - Full access to all Lightning Web Components
1. Ada_Wallet_Manager_Managed - Management-level access
 - Create Wallet Sets and Wallets
 - Access wallets owned by self or subordinates
 - No View/Modify All Data access
 - Full LWC access
1. Ada_Wallet_Standard_User_Managed - Standard user access
 - Cannot create Wallet Sets or Wallets
 - Use existing wallets owned by self or subordinates
 - Create transactions for permitted wallets
 - Full LWC access for wallet operations
1. Ada_Wallet_Seed_Phrase - Sensitive operations access
 - Access to view and manage seed phrases
 - Access to view private keys
 - Required for organization encryption key management
2. Ada_Wallet_Payment - Sensitive operations access
 - Access to view and manage UTXO addresses private and public keys and payment key hash
 - Required for organization encryption key management

Administrator Guide

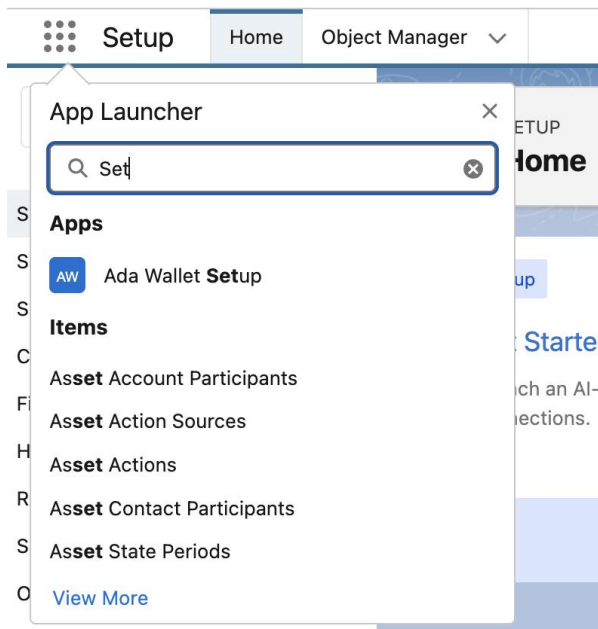
Salesforce Application User Guide: Initial Setup and Configuration

This guide provides detailed instructions for setting up and configuring the Ada Wallet Setup application in Salesforce. Follow these steps carefully to ensure proper configuration and secure operation.

1.1 Accessing the Setup Application

To begin configuring the Ada Wallet Setup application, follow these steps:

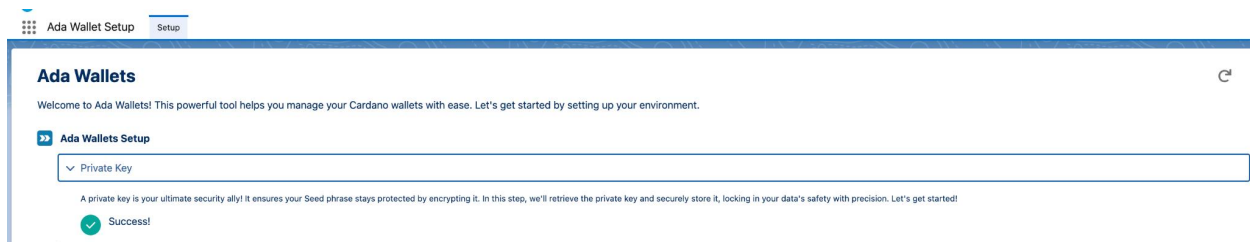
1. **Navigate to the App Launcher:** Click the nine-dot icon in the top-left corner of the Salesforce interface.
2. **Search for Setup:** In the App Launcher, search for "Setup" and click the "Setup" option to open the Ada Wallet Setup application.
3. **Verify the Main Setup Page:** The main setup page should display with the title "**Ada Wallets Setup**" and several configuration sections organized in accordion format.



1.2 Private Key and HMAC Key Setup

This section guides you through generating and securely storing the private key and HMAC key, which are critical for encrypting your seed phrase.

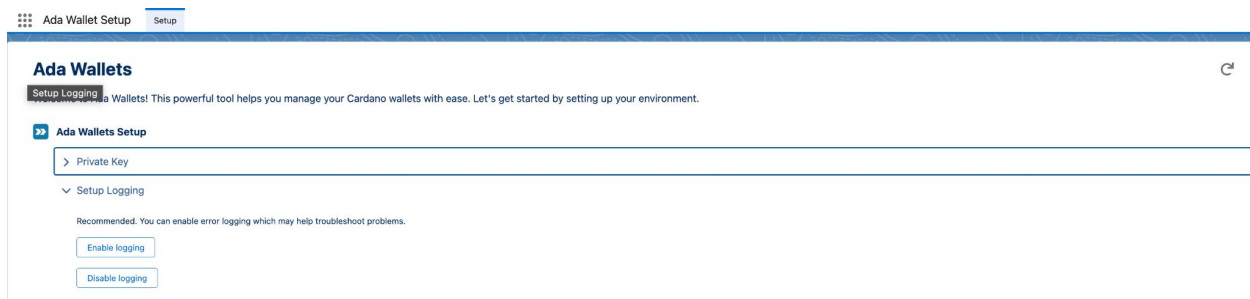
1. **Locate the Section:** Find the "**Private Key and HMAC Key**" section (first accordion).
2. **Expand the Section:** Click to expand the accordion.
3. **Read the Instructions:** You will see the message:
"A private key and HMAC key are your ultimate security allies! They ensure your Seed phrase stays protected by encrypting it. In this step, we'll retrieve both the private key and HMAC key and securely store them, locking in your data's safety with precision. Let's get started!"
4. **Generate Keys:** Click the "**Generate Private Key & HMAC Key**" button.
Note: This button is only visible to users with the "**ADA Wallet Seed Phrase And Wallet Keys**" permission set.
5. **Automatic Generation:** The system will automatically generate both the private key and HMAC key.
6. **Secure Storage: CRITICAL:** Copy the generated keys and store them in a secure location.
7. **Confirmation:** A "**Success!**" message will appear upon completion.



1.3 Logging Configuration

Configure error logging to assist with troubleshooting issues in the application.

1. **Locate the Section:** Find the **"Setup Logging"** section (second accordion).
2. **Expand the Section:** Click to expand the accordion.
3. **Read the Instructions:** You will see the message:
"Recommended. You can enable error logging which may help troubleshoot problems."
4. **Enable Logging:** Click the **"Enable Logging"** button to activate error logging.
5. **Confirmation:** A **"Logging enabled."** message will appear upon completion.
6. **Optional Disable:** If needed, click the **"Disable Logging"** button to turn off logging.
7. Logging is important to keep track of and control who did a certain sensitive blockchain operation.

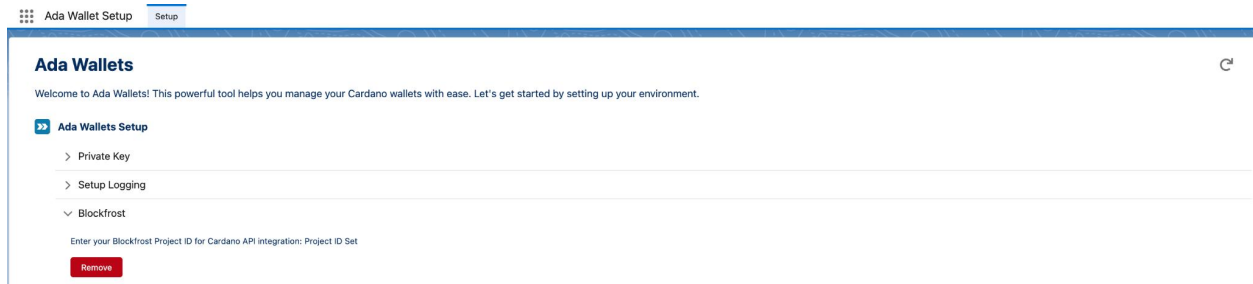


1.4 Blockfrost Integration Setup

Integrate your Salesforce application with the Cardano blockchain using a Blockfrost Project ID.

1. **Locate the Section:** Find the **"Blockfrost"** section (third accordion).
2. **Expand the Section:** Click to expand the accordion.
3. **Read the Instructions:** You will see the message:
"Enter your Blockfrost Project ID for Cardano API integration:"
4. **Obtain a Blockfrost Project ID:**
 - o Visit <https://blockfrost.io>.
 - o Click **"Sign Up"** or **"Login"** if you already have an account.
 - o After logging in, click **"Create Project"**.
 - o Select the **"Mainnet"** network.

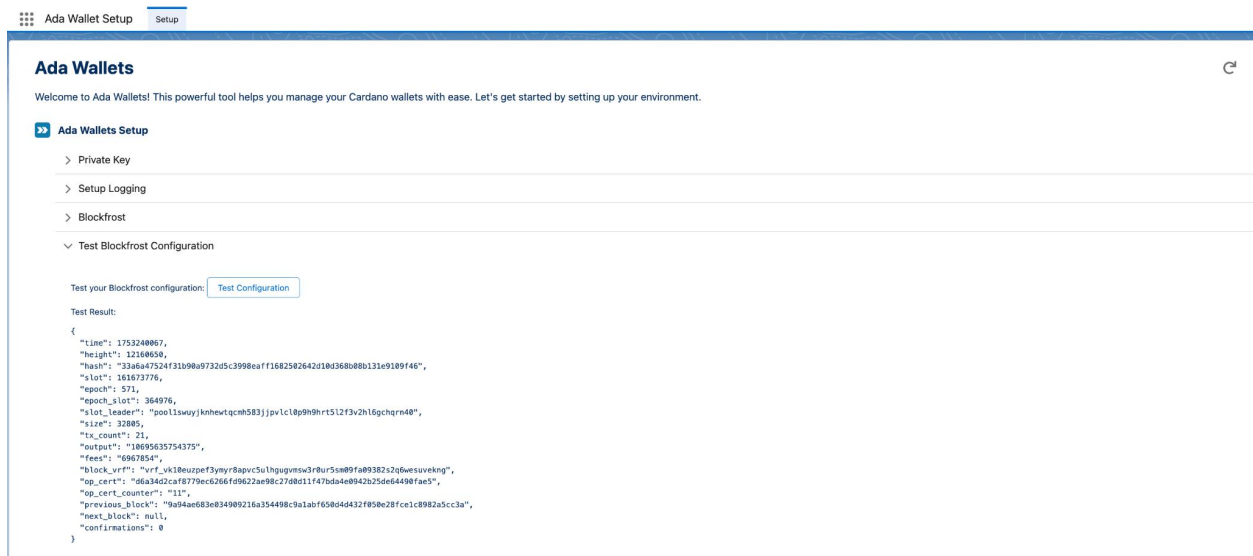
- Name your project (e.g., "Salesforce ADA Wallet").
 - Click **"Create Project"**.
 - Copy the generated **Project ID** (e.g., mainnet_abc123def456).
5. **Enter the Project ID:** Return to Salesforce and paste the Project ID into the **"Blockfrost Project ID"** field.
 6. **Save Configuration:** Click the **"Save Configuration"** button to store the Project ID.
 7. **Confirmation:** A **"Project ID Set"** message will appear upon completion.



1.5 Test Blockfrost Configuration

Verify that the Blockfrost integration is functioning correctly.

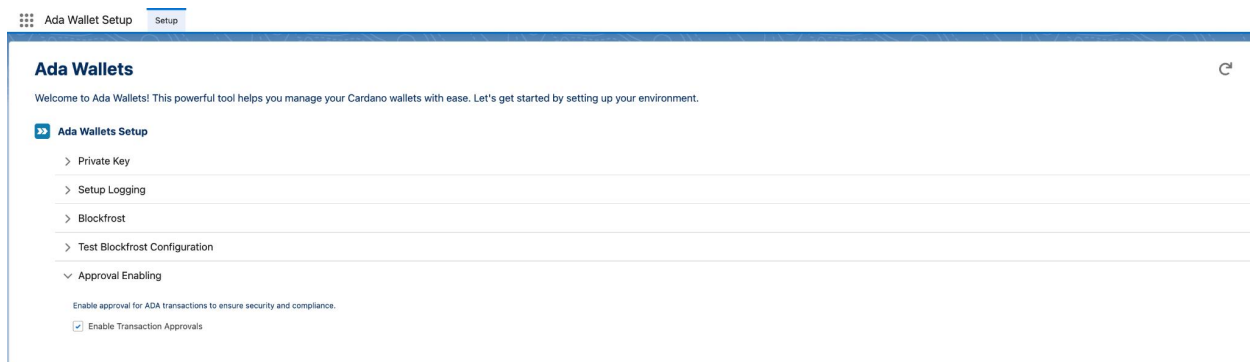
1. **Locate the Section:** Find the **"Test Blockfrost Configuration"** section (fourth accordion).
2. **Expand the Section:** Click to expand the accordion.
3. **Read the Instructions:** You will see the message:
"Test your Blockfrost configuration:"
4. **Test the Configuration:** Click the **"Test Configuration"** button to verify the integration.
5. **View Results:** The test results will display below the button.
6. **Confirmation:** If successful, connection details and the API response will be shown.



1.6 Transaction Approval Configuration

Enable transaction approvals to enhance security and compliance for outbound transactions.

1. **Locate the Section:** Find the **"Approval Enabling"** section (fifth accordion).
2. **Expand the Section:** Click to expand the accordion.
3. **Read the Instructions:** You will see the message:
"Enable approval for ADA transactions to ensure security and compliance."
4. **Enable Approvals:** Check the **"Enable Transaction Approvals"** checkbox to require approval for outbound transactions.
What it does: When enabled, the approval process will:
 - Send transactions to **"Pending Approval"** status instead of **"Ready to Sign"**.
 - Route approval requests to the **Wallet Set Owner**.
 - Send Slack notifications to approvers (if Slack is configured).
 - Allow transactions to proceed only after approval.
5. **Automatic Save:** The system will automatically save the setting.
6. **Confirmation:** A success message will appear when the setting is updated.



User Guide

1. Generate Seed Phrase

1.1 Opening Generate Seed Phrase

To begin generating a seed phrase for your wallet, follow these steps:

1. **Navigate to the App Launcher:** Click the nine-dot icon in the top-left corner of the Salesforce interface.

2. **Search for Generate Seed Phrase:** In the App Launcher, search for "Generate Seed Phrase" and click the option to open the application.
3. **Verify the Main Page:** You should see the main page with two options: **"Generate New Seed Phrase"** and **"Import Existing Seed Phrase"**.

Ada Wallets Wallet Sets Wallets Inbound Transactions Outbound Transactions

Create New Wallet Set

Choose Wallet Set Creation Method

Create New Wallet Set

Generate a new 24-word seed phrase for a fresh wallet set.

Import Existing Wallet Set

Import your existing 15 or 24-word seed phrase to restore your wallet set.

1.2 Generate New Seed Phrase

To create a new seed phrase for your wallet, follow these steps:

1. **Select Option:** Click the **"Generate New Seed Phrase"** button.
2. **Enter Wallet Name:** Enter a name for your wallet in the **"Wallet Name"** field.
3. **Select Word Count:** Choose the seed phrase length (15 or 24 words). The default is 24 words.
4. **Proceed:** Click the **"Next"** button.
5. **View Seed Phrase:** The system will generate a 24-word seed phrase, displaying each word with its corresponding number.
6. **Secure Storage: CRITICAL:** Write down all 24 words in order on a secure piece of paper.
7. **Download Option:** Click **"Download Seed Phrase"** to save the seed phrase as a text file (optional but recommended).
8. **Proceed to Verification:** Click **"Next"** to proceed to the verification step.

Ada Wallets Wallet Sets Wallets Inbound Transactions Outbound Transactions

Create New Wallet Set

Your Seed Phrase

Never share your seed phrase with anyone. Store it securely and offline.

1. glue	2. food	3. old	4. cost	5. unfair	6. oak	7. excuse	8. explain	9. virtual
10. mix	11. rose	12. refuse	13. abuse	14. uphold	15. grant	16. rule	17. become	18. season
19. unable	20. cave	21. scout	22. business	23. coach	24. royal			

Download Seed Phrase **Next**

1.3 Verify Seed Phrase

To verify the newly generated seed phrase, follow these steps:

1. **Input Fields:** You will see 24 input fields labeled **"Word 1"**, **"Word 2"**, etc.
2. **Enter Words:** Enter each word from your seed phrase in the correct order.
3. **Autocomplete Assistance:** The system will provide autocomplete suggestions as you type.
4. **Submit Verification:** Click the **"Submit"** button to verify your seed phrase.
5. **Success:** If correct, the wallet set will be created, and you will be redirected to the wallet set record page.
6. **Error Handling:** If incorrect, an error message will appear, and you will need to try again.

1.4 Import Existing Seed Phrase

To import an existing seed phrase, follow these steps:

1. **Select Option:** Click the **"Import Existing Seed Phrase"** button.
2. **Enter Wallet Name:** Enter a name for your wallet in the **"Wallet Name"** field.
3. **Select Word Count:** Choose the seed phrase length (15 or 24 words) to match your existing phrase.
4. **Proceed:** Click the **"Next"** button.
5. **Enter Seed Phrase:** Enter your existing seed phrase into the 24 input fields.
6. **Autocomplete Assistance:** The system will provide autocomplete suggestions as you type.
7. **Submit Verification:** Click the **"Submit"** button to validate and import the seed phrase.
8. **Success:** If valid, the wallet set will be created, and you will be redirected to the wallet set record page.

Ada Wallets

Wallet Sets

Wallets

Inbound Transactions

Outbound Transactions

Create New Wallet

* Wallet Set

WS-0000

* Wallet Name

My ADA Wallet

* Account Index

1

Verify Your Seed Phrase

Please enter your seed phrase to verify wallet ownership.

Seed Phrase Length

☐ 15 words

☒ 24 words

Word 1	Word 2	Word 3	Word 4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Word 5	Word 6	Word 7	Word 8
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Word 9	Word 10	Word 11	Word 12
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Word 13	Word 14	Word 15	Word 16
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Word 17	Word 18	Word 19	Word 20
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Word 21	Word 22	Word 23	Word 24
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Create Wallet

2.2 Create Wallet

To finalize wallet creation, follow these steps:

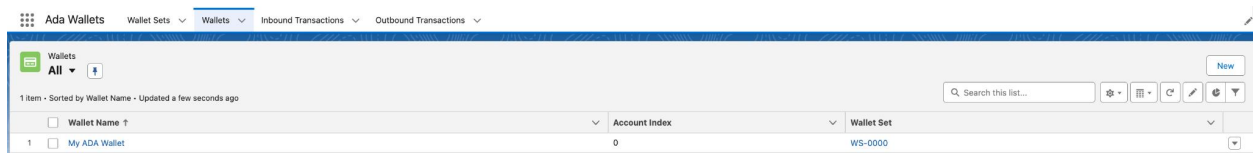
1. **Initiate Creation:** Click the **"Create Wallet"** button.
2. **Monitor Progress:** The system will display progress messages:
 - "Initializing..."
 - "Verifying Seed Phrase" (if applicable)
 - "Deriving Keys..."
 - "Creating Wallet..."
 - "Generating receiving addresses..."
 - "Generating change addresses..."
3. **Address Generation:** The system will automatically generate 20 consecutive unused receiving addresses and 20 consecutive unused change addresses.
4. **Confirmation:** A success message will appear when complete.
5. **Access Wallet:** The wallet will be created, and you will be able to access it.
6. On creation of the wallet, if used prior it will pull all Assets and Transactions for the Wallet in the system, the system also derives 20 Receiving and Change (Internal) Addresses using the UTXO model.

3. Viewing Your Wallet

3.1 Open Wallet

To view your wallet, follow these steps:

1. **Navigate to the Wallets Tab:** Search for and click the newly created wallet.
2. **Select Wallet:** Find and click on your wallet name.



3.2 Understanding Wallet Dashboard

To understand the wallet dashboard, follow these steps:

1. **View Balance:** Check your wallet balance in ADA at the top.
2. **See Payment Address:** View your main receiving address.
3. **Use Action Buttons:** Utilize the **"Create Transaction"** and **"Receive"** buttons.
4. **Navigate Tabs:** Switch between **"Assets"** and **"Transactions"** tabs.

The screenshot displays the 'My ADA Wallet' interface. On the left, the 'Details' tab is active, showing wallet information and a table of UTXO addresses. On the right, the 'ADA Wallet' summary shows a balance of 11.069542 ADA and a list of inbound transactions.

Details Tab:

- Information:**
 - Wallet Name: My ADA Wallet
 - Account Index: 0
 - Wallet Set: WS-0000
- System Information:**
 - Created By: User User, 7/14/2025, 11:08 AM
 - Last Modified By: User User, 7/22/2025, 8:30 PM

UTXO Addresses (External: 35) Unused: 21

Filter Addresses: Filter by Name, Path, or Address...

External	Internal	UTXO Address Name	Path	Address	Is Used
<input type="checkbox"/>	<input type="checkbox"/>	UTXO-0000	my1852/1815/0/0/0	addr1qxc7x74nnwrxae...09xsgt4xw	✓
<input type="checkbox"/>	<input type="checkbox"/>	UTXO-0001	my1852/1815/0/0/1	addr1qyc7hhuwsduh5cs...09xsp27p3t	✓
<input type="checkbox"/>	<input type="checkbox"/>	UTXO-0002	my1852/1815/0/0/2	addr1q9sccwn2thkhkxa...09xsmfagxe	✓
<input type="checkbox"/>	<input type="checkbox"/>	UTXO-0003	my1852/1815/0/0/3	addr1q8prnpdw273khua...09xsn593ns	✓
<input type="checkbox"/>	<input type="checkbox"/>	UTXO-0004	my1852/1815/0/0/4	addr1q8sh7ky5vskty0...09xsw8ukz4	✓

[View All](#)

ADA Wallet Summary:

- Balance:** 11.069542 ADA
- Payment Address:** addr1qy77j14nhf6d7w72awr1kkjjuke4nhdhu0z10daaw23j08rc13asyt2uy8jak4qfpx373ttcy8q0p7kxwrm1kn509xusa36uq
- Buttons:** Create Transaction, Receive

Transactions Tab:

- Assets:** (Tab)
- Transactions:** (Tab)
- Inbound Transactions:**
 - IT-0066:** d1dfc4ff33a6f67e09679e28...55ad15724a19d71ce42956dd (Jul 21, 2025, 11:23 AM)
 - IT-0067:** 9cd4846eb921d19cee5c7b8c...2ce57fbad5d9cc0659e378f (Jul 21, 2025, 11:23 AM)
 - IT-0065:** 1be4d56795d578381b6b4e2...539a803a1939a58bad7fea78 (Jul 21, 2025, 11:23 AM)
 - IT-0064:** d1dfc4ff33a6f67e09679e28...55ad15724a19d71ce42956dd (Jul 21, 2025, 11:23 AM)

3.3 View Assets

To view your wallet's assets, follow these steps:

1. **Access Assets Tab:** Click on the **"Assets"** tab.
2. **View Balances:** See all your ADA and native token balances.
3. **Asset Details:** Each asset displays its symbol, name, and amount.
4. **Visual Information:** Assets are shown with icons and detailed information.

3.4 View Transactions

To view your wallet's transaction history, follow these steps:

1. **Access Transactions Tab:** Click on the **"Transactions"** tab.
2. **Switch Transaction Types:** Toggle between **"Inbound"** and **"Outbound"** transactions.
3. **View Details:** Transaction details include:
 - Transaction ID (clickable link to record)
 - Transaction hash (clickable link to CardanoScan)
 - Date and time
 - Status (for outbound transactions)
 - Amounts and assets transferred
4. **View More:** Click **"View All"** to see additional transactions if available.

4. Receiving ADA

4.1 Open Receive Modal

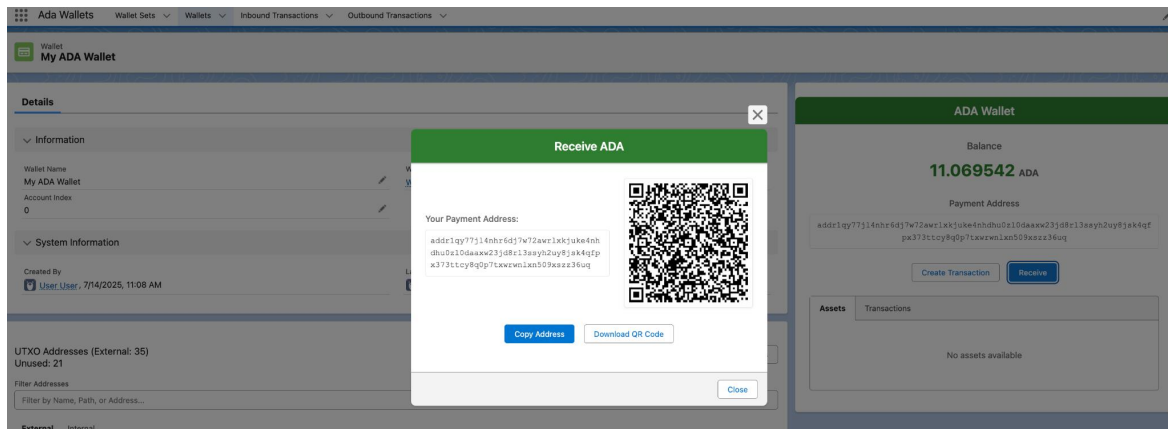
To receive ADA, follow these steps:

1. **Access Receive Button:** From your wallet dashboard, click the **"Receive"** button.
2. **View Modal:** A modal will open, displaying your payment address and QR code.

4.2 Share Your Address

To share your wallet address, follow these steps:

1. **Copy Address:** Click the **"Copy Address"** button to copy your payment address.
2. **Share with Sender:** Share the address with the sender.
3. **Download QR Code:** Alternatively, click the **"Download QR Code"** button to download the QR code.
4. **QR Code Usage:** The QR code can be scanned by other wallet applications.



4.3 Monitor Incoming Transactions

To monitor incoming transactions, follow these steps:

1. **Automatic Detection:** Incoming transactions are automatically detected.
2. **Refresh Page:** Refresh your wallet page to see new transactions.
3. **Check Transactions Tab:** View the **"Inbound"** section of the **"Transactions"** tab to see received funds.
4. **Transaction Details:** Details include block information and confirmation status.

Screenshot: The inbound transactions list, showing received funds with details. *(To be replaced by user)*

5. Creating Outbound Transaction

5.1 Open Create Transaction Modal

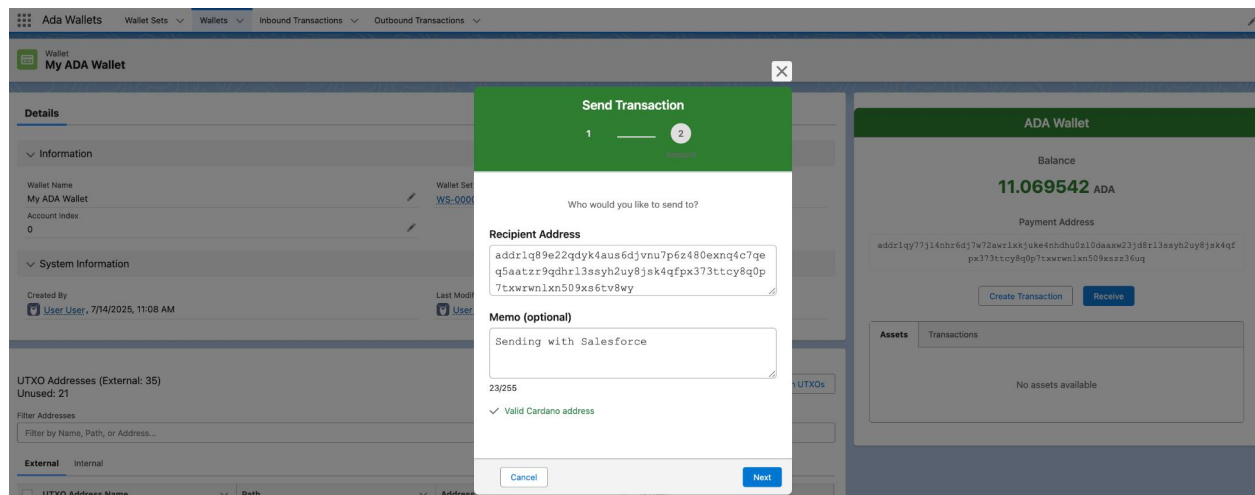
This does not directly send ADA but allows automations to directly send the Transaction after approved during the Approval Flow if enabled:

1. **Access Create Transaction:** From your wallet dashboard, click the **"Create Transaction"** button.
2. **View Modal:** A modal will open with a two-step process.

5.2 Step 1: Enter Recipient

To enter recipient details, follow these steps:

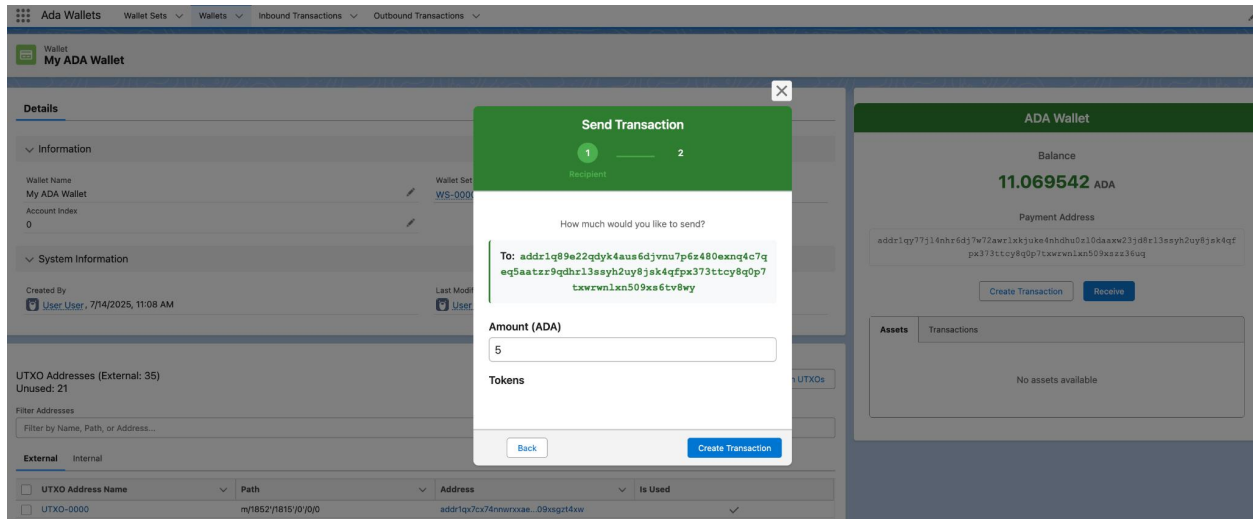
1. **Enter Address:** Input the recipient's Cardano address in the **"Recipient Address"** field.
2. **Address Validation:** The system will validate the address format.
3. **Add Memo:** Optionally, enter a memo in the **"Memo"** field (max 255 characters).
4. **Proceed:** Click **"Next"** to move to amount selection.



5.3 Step 2: Select Amounts

To select the amounts to send, follow these steps:

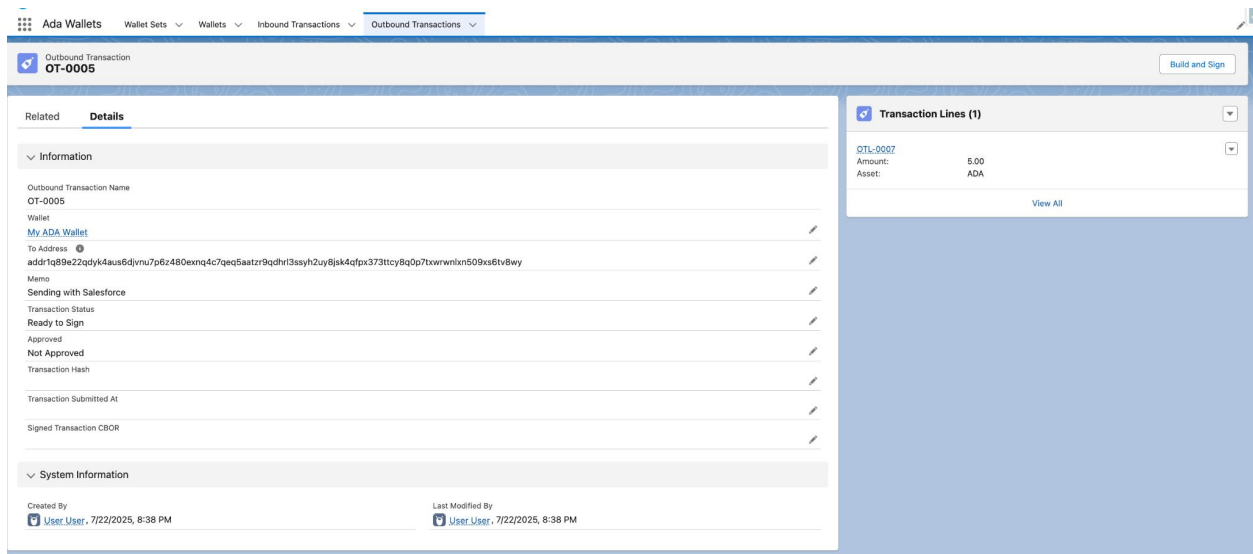
1. **Enter ADA Amount:** Input the ADA amount you want to send.
2. **Add Tokens:** Click **"Add Token"** to include additional assets.
3. **Select Token:** Choose a token from the dropdown and enter the amount.
4. **Send Maximum:** Use the **"Send Max"** buttons to send the maximum available amount.
5. **Remove Tokens:** Click the **"x"** button to remove tokens if needed.
6. **Create Transaction:** Click **"Create Transaction"** to build the transaction.



5.4 Create Transaction

To finalize the transaction, follow these steps:

1. **Transaction Creation:** The system will create an Outbound Transaction record.
2. **Transaction Lines:** Transaction lines will be created for each asset being sent.
3. **Initial Status:** The transaction will be in **"New"** status initially or **"Ready to Sign"** depending on approval status.



6. Managing UTXO Addresses

6.1 Open UTXO Addresses

To view UTXO addresses, follow these steps:

1. **Navigate to UTXO Addresses:** From your wallet record page, go to the **"UTXO Addresses"** related list.
2. **Access Component:** Click on the UTXO Addresses component.
3. **View Tabs:** You will see tabs for **"External"** (receiving) and **"Internal"** (change) addresses.

UTXO Addresses (External: 35)

Unused: 21

Generate New Address

Refresh UTXOs

Filter Addresses

Filter by Name, Path, or Address...

External

Internal

<input type="checkbox"/> UTXO Address Name	Path	Address	Is Used
<input type="checkbox"/> UTXO-0000	m/1852'/1815'/0'/0/0	addr1qx7cx74nnwxxae...09xsgzt4xw	✓
<input type="checkbox"/> UTXO-0001	m/1852'/1815'/0'/0/1	addr1qyc7hhuwsduh5cs...09xsp27p3t	✓
<input type="checkbox"/> UTXO-0002	m/1852'/1815'/0'/0/2	addr1q9sccwn2thkhkxa...09xsmiaqxe	✓
<input type="checkbox"/> UTXO-0003	m/1852'/1815'/0'/0/3	addr1q8prmpdw273khu...09xsn593ns	✓
<input type="checkbox"/> UTXO-0004	m/1852'/1815'/0'/0/4	addr1q95h7k0y5vxkly0...09xsw8ukz4	✓

View All

6.2 View Address Types

To understand address types, follow these steps:

1. **External Addresses:** These are used for receiving funds from others.
2. **Internal Addresses:** These are used for change from your own transactions.
3. **Address Details:** Each address shows its derivation path, full address, and usage status.
4. **Usage Status:** Addresses are marked as **"Used"** or **"Unused"** based on blockchain activity.

6.3 Derive New Receiving Address

To generate a new receiving address, follow these steps:

1. **Access External Tab:** Click on the **"External"** tab to view receiving addresses.
2. **Generate Address:** Click the **"Generate New Address"** button (requires seed phrase permission).
3. **System Actions:** The system will:
 - Derive the next available index for receiving addresses.
 - Generate private and public keys using BIP32 derivation.
 - Create a new Cardano address using the derived keys.
 - Save the address to the database.
 - Automatically sync assets and transactions for the new address.
4. **View New Address:** The new receiving address will appear in the list.

5. **Confirmation:** A success message will confirm the address was created.
6. **"ADA Wallet Payment"** permission set is required.

6.4 Derive New Change Address

To generate a new change address, follow these steps:

1. **Access Internal Tab:** Click on the **"Internal"** tab to view change addresses.
2. **Generate Address:** Click the **"Generate New Address"** button (requires seed phrase permission).
3. **System Actions:** The system will:
 - Derive the next available index for change addresses.
 - Generate private and public keys using BIP32 derivation.
 - Create a new Cardano address using the derived keys.
 - Save the address to the database.
 - Automatically sync assets and transactions for the new address.
4. **View New Address:** The new change address will appear in the list.
5. **Confirmation:** A success message will confirm the address was created.
6. **"ADA Wallet Payment"** permission set is required.

6.5 Refresh UTXOs (Sync All Addresses)

To sync all addresses in the wallet, follow these steps:

1. **Initiate Sync:** Click the **"Refresh UTXOs"** button.
2. **System Actions:** The system will:
 - Check all receiving and change addresses for blockchain activity.
 - Update **"Used"** status based on actual UTXO presence.
 - Sync asset balances for all addresses.
 - Sync transaction history for all addresses.
 - Update Inbound Transaction records.
 - Update UTXO Asset records.
3. **Confirmation:** A success message will appear when the sync is complete.
4. **Updated Data:** Address counts and usage status will be updated.
5. **Balance Update:** Asset balances will reflect the current blockchain state.
6. This might take some time to sync all UTXO Addresses for the Wallet.

UTXO Addresses (External: 35)

Unused: 21

Generate New Address

Refresh UTXOs

Filter Addresses

Filter by Name, Path, or Address...

External

Internal

<input type="checkbox"/> UTXO Address Name	Path	Address	Is Used
<input type="checkbox"/> UTXO-0000	m/1852'/1815'/0'/0/0	addr1qx7cx74nnwrxae...09xsgzt4xw	✓
<input type="checkbox"/> UTXO-0001	m/1852'/1815'/0'/0/1	addr1qyc7hhuwsduh5cs...09xsp27p3t	✓
<input type="checkbox"/> UTXO-0002	m/1852'/1815'/0'/0/2	addr1q9sccwn2thkhkxa...09xsmiaqxe	✓
<input type="checkbox"/> UTXO-0003	m/1852'/1815'/0'/0/3	addr1q8prmpdw273khu...09xsn593ns	✓
<input type="checkbox"/> UTXO-0004	m/1852'/1815'/0'/0/4	addr1q95h7k0y5vxkly0...09xsw8ukz4	✓

View All

6.6 View Address Details

To view detailed address information, follow these steps:

1. **Access Address Record:** Click on any address name to view the full address record.
2. **View Details:** See complete address information, including:
 - Full Cardano address
 - Derivation path
 - Payment key hash
 - Usage status
 - Associated assets and transactions
3. **Sync Data:** Use the **"Get UTXO Address Assets"** quick action to sync individual address data.

Ada Wallets

Wallet Sets

Wallets

Inbound Transactions

Outbound Transactions

UTXO Address

UTXO-0035

Sync Assets

Related

Details

UTXO Address Name

UTXO-0035

Path

m/1852'/1815'/0'/1/0

Address

addr1xt3wp6tk7q7pym85u0lep6w5k4877d9hw7cyn8y3ajwehri3ssyh2uy8pk4qpx373ttc
y8q0p7xwrwnxn509xxy823qs

Wallet

My ADA Wallet

Type

Change

Index

0

Public Key

UTXO Assets (1)

A-0000

Value: 4.885142

Asset: ADA

Name: Cardano

View All

Inbound Transactions (10+)

IT-0004

Transaction Hash: a48d6f9d0f5388ebdc4aca44ebf332f6cc6a0efc117c928011904...

Block:

IT-0005

Transaction Hash: a52ead69f0882aa9a6d2d8cf617a0412155875cd343d5cb6a187...

6.7 Filter and Search Addresses

To filter and search addresses, follow these steps:

1. **Use Filter Field:** Search addresses by name, path, or address using the filter field.
2. **View in Batches:** View addresses in batches (default 5, expandable to view all).
3. **Toggle Display:** Switch between **"View All"** and **"View Less"** to manage display.

4. **Sorting:** Addresses are sorted by index within each type.

7. Transaction Approval Process

7.1 Understanding Transaction Status

To understand transaction statuses, note the following:

1. **New:** New transactions start in "**New**" status.
2. **Prepared:** When prepared, they move to "**Prepared**" status.
3. **Pending Approval:** If approvals are enabled, they move to "**Pending Approval**" status.
4. **Ready to Sign:** After approval, they move to "**Ready to Sign**" status.
5. **Ready to Send:** After signing, they move to "**Ready to Send**" status.
6. **Sent and Confirmed:** Finally, they move to "**Sent**" and "**Confirmed**" status.


7.2 Build and Sign Transaction

To build and sign a transaction, follow these steps:

1. **Access Quick Action:** From the Outbound transaction record page, click the "**Build and Sign**" quick action.
2. This button is only visible to users with the "**ADA Wallet Payment**" permission set.
3. **Load Component:** The system will load the Prepare and Sign Transaction component.
4. **Initiate Signing:** Click the "**Build and Sign Transaction**" button.
5. **System Actions:** The system will:
 - Load wallet data and UTXOs.
 - Fetch current network parameters.
 - Build the transaction with proper fees.
 - Sign the transaction with your private keys.
 - Update the transaction with signed CBOR data.
6. **Status Update:** The transaction status will change to "**Ready to Send**".

OTL-0007

Build and Sign

 Transaction Lines (1)

OTL-0007

Amount: 5.00

Asset: ADA

[View All](#)

7.3 Transaction Submission

To submit a transaction, follow these steps:

1. **Automatic Submission:** Once signed, the transaction automatically submits to the blockchain if the Transaction Approval is **"Approved"**.
2. **API Submission:** The system sends the signed transaction to the Blockfrost API.
3. **Status Update:** The transaction status changes to **"Sent"**.
4. **Track Transaction:** You will receive a transaction hash for tracking.
5. **Confirmation:** The transaction will eventually show as **"Confirmed"** on the blockchain.

Ada Wallets

Wallet Sets

Wallets

Inbound Transactions

Outbound Transactions

Outbound Transaction

OT-0002

Related

Details

Information

Outbound Transaction Name

OT-0002

Wallet

[My ADA Wallet](#)

To Address

addr1q9lwey9hxaf6gwc4xzdkyhqg79g44kpv15ufkgf7rfexgud5r68cgml06h43mwv2q3d64up0329t5a76rchakrpznz4sm8sm84

Memo

Sending with Salesforce

Transaction Status

Sent

Approved

Approved

Transaction Hash

b245a1001d33cefbaa5cb1e857d52bcfd85758574368fae95160e29ae6b25c4b

Transaction Submitted At

7/21/2025, 8:37 AM

Signed Transaction CBOR

84a400d90102818258204481b97595b78d3132a3f03254a92c4ccf48e6529f32b7156671037b6cf9575e010182825839017eec90b73753a43b15309b625c08f1515ad82cfd389b213e1a726471b41e8f846fefd5eb1db98a045baaf02f8a8aba77da1e2fdb0c2298ab1a000f4240825839019717074bb781e09367a43effe43a752d53fbcdddddec126724732766e3fc61025d5c21e50b540909a3e8ad7821c0f0f96670dd3f9a74794d1a0074d7a6021a00029d2d075820d892b59a63d5cbfddc1a50115bbb5842e8550301e4e178aef3dd8009a52bcd8ca100d90102818258209d6462f8bb7bd84582e9ad83f0e951b80617d06872d5f4026f7763257d5e1f8c5840bff6ecdab31ee84d94966524d5448efffb8c163b56132ba1f125d91586fb892e7904215a0b51ae1a443c6aec408b09e5d63349a57cd032651fd0ef2dd75c7009f5a11902a2a1646d656d6f7753656e64696e6720776974682053616c6573666f726365

System Information

Created By

[User User](#), 7/21/2025, 8:24 AM

Last Modified By

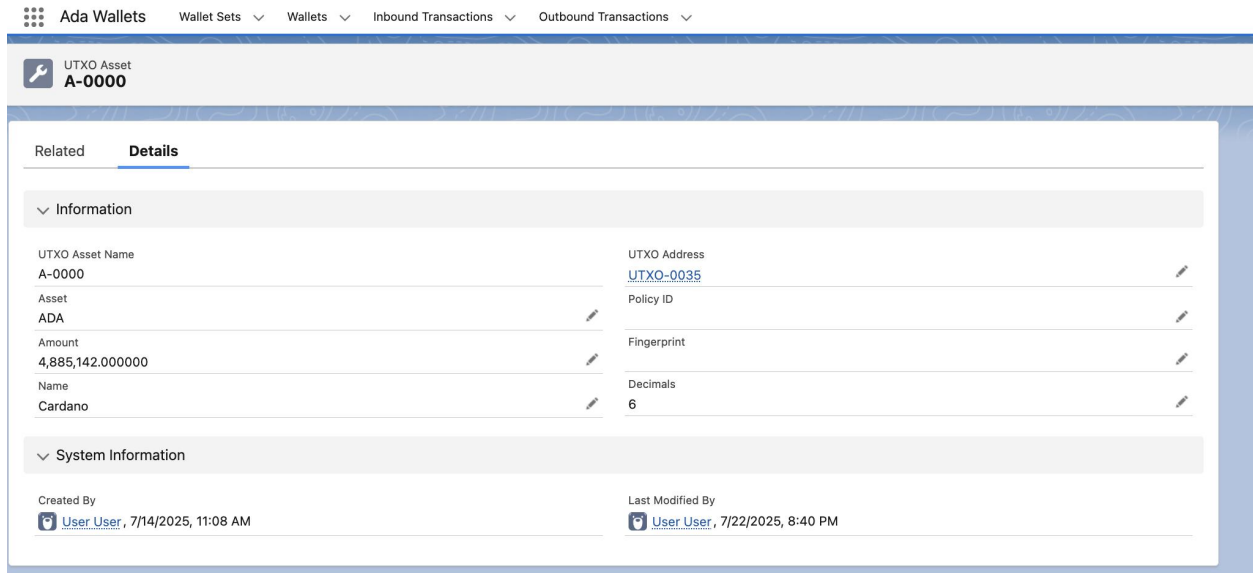
[User User](#), 7/21/2025, 8:37 AM

8. Managing Assets

8.1 View Asset Details

To view asset details, follow these steps:

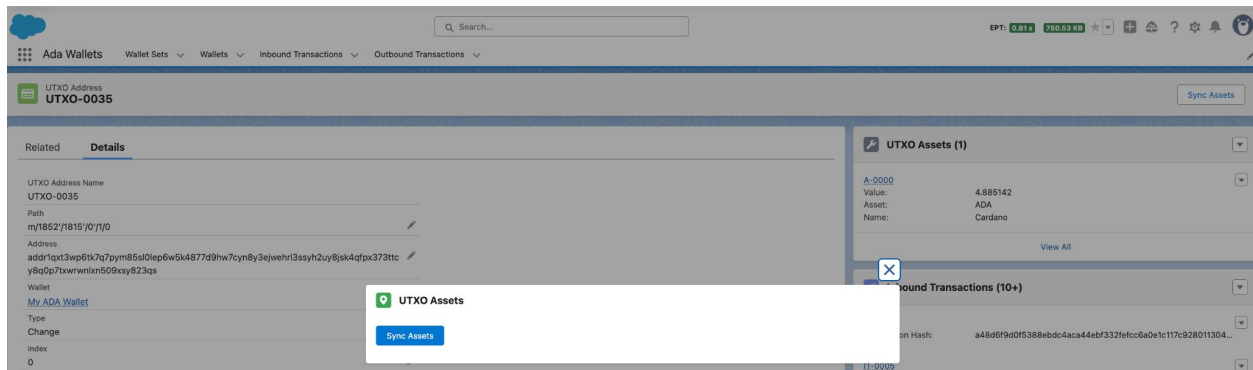
- Access Quick Action:** From any UTXO address record, click the **"Sync Assets"** quick action.
- Sync Data:** The system will sync assets and transactions for that address.
- View Details:** See detailed asset information, including amounts and metadata.
- Transaction History:** View the transaction history for the specific address.



8.2 Sync Asset Data

To sync asset data, follow these steps:

1. **Automatic Sync:** Asset data is automatically synced when addresses are created.
2. **Manual Sync:** Trigger manual sync from UTXO address records.
3. **Fetch Balances:** The system fetches current balances from the blockchain.
4. **Store Data:** Asset information is stored in UTXO Asset records.



9. Transaction History and Tracking

9.1 View Transaction Details

To view transaction details, follow these steps:

1. **Access Transaction:** Click on any transaction ID to view full details.
2. **View Information:** See transaction hash, status, amounts, and timestamps.

3. **Transaction Lines:** View transaction lines showing individual asset transfers.
4. **Blockchain Verification:** Access CardanoScan links for blockchain verification.

Screenshot: The transaction record, showing all details. *(To be replaced by user)*

9.2 Track Transaction Status

To track transaction status, follow these steps:

1. **Monitor Status:** Monitor transaction status changes in real-time.
2. **Check CardanoScan:** Use CardanoScan for blockchain confirmation.
3. **View Block Info:** See block information and confirmation count.
4. **Receive Notifications:** Get notifications when transactions are confirmed via Slack Workflows.

Transaction Details

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Transaction Hash

b245a1001d33cefbba5cb1e857d52bcfd85758574368fae95160e29ae6b25c4b

Block

12154307

Assurance

High 6454 confirmations

Epoch / Slot

571 / 237167

Absolute Slot

161545967

Timestamp

Jul 21, 2025 11:37:38 AM (Confirmed within 18 secs)

Total Fees

0.171389 (\$0.15)

Total Output

8.657382 (\$7.66)

Certificates

0

ADA CASINO

PLAY WOLFBET

Stake ADA

Ad

BC.GAME 300% DEPOSIT BONUS
5000+ GAMES [JOIN NOW](#)

Summary

UTXOs

Metadata (1)

Metadata Hash

d892b59a63d5cbfddc1a50115bbb5842e8550301e4e178aef3dd8009a52bcd8c

Public Label

Value

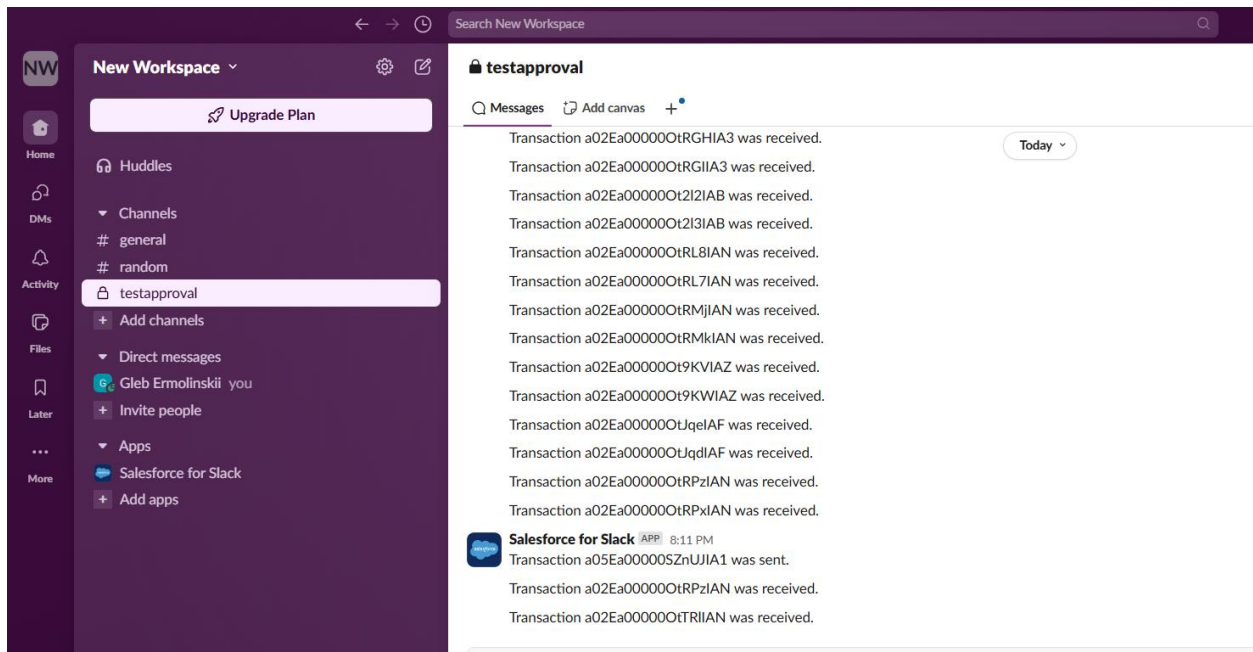
674

["memo":"Sending with Salesforce"]

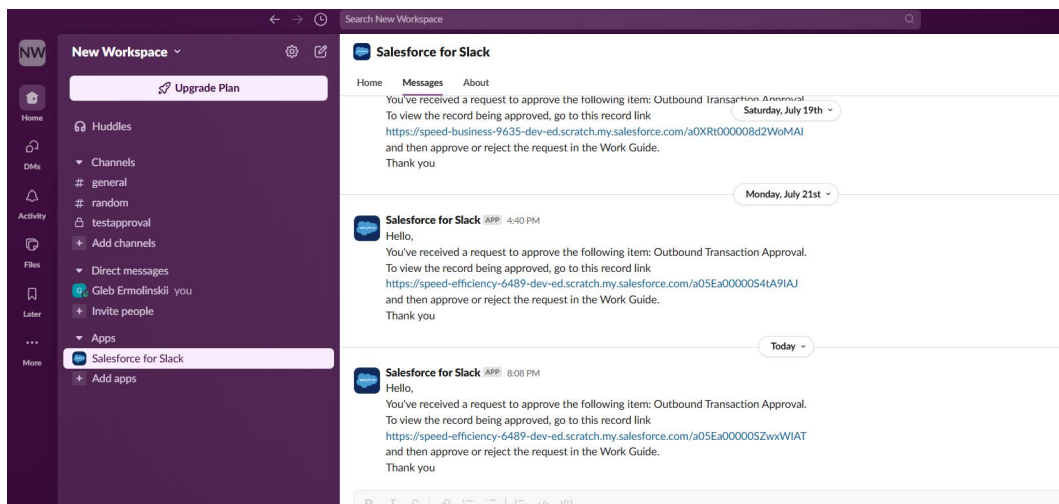
Templates for Salesforce Flows (Business Automation)

Slack on receiving a transaction. Slack on sending a transaction.

Each time a new inbound transaction is received or an outbound transaction is sent, you'll receive a notification in Slack in the channel specified in Slack Settings.

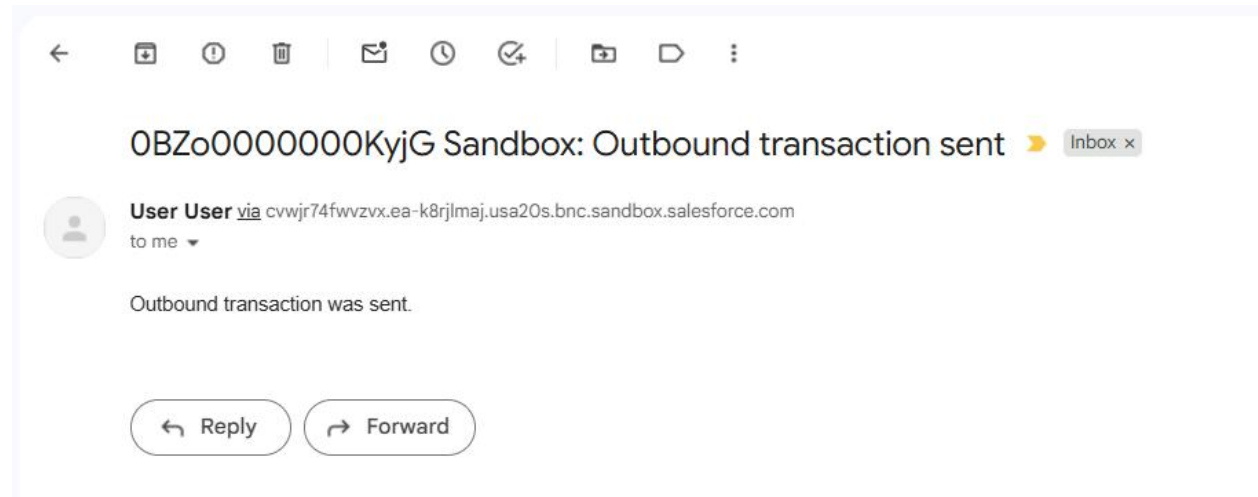


Request Approval via Slack for a transaction.



Whenever an approval is required, you'll receive a Slack message that includes a direct link to the record awaiting approval.

Email Accounting on sending a transaction.



Each time an outbound transaction is sent, you'll receive an email to the address specified in Email Settings.