

# Production environment Go-Live Preparation

Steps to prepare go live environment:-

- Convert Prod instance to SandBox
- Reset the Sandbox
- Copy test instance without data to prod sandbox
- Convert sandbox to prod instance

## Step 1 :- Convert Prod instance to SandBox

- Navigate to Dynamics 365 Admin Center here (<https://port.crm.dynamics.com/G/instances/InstancePicker.aspx>)
- Choose Production Instance and click on edit button

Microsoft | Dynamics 365

Welcome

Office 365 Anusha Ande (usf)

There's a better way to manage your instances. Try the new Admin center

INSTANCES | UPDATES | SERVICE HEALTH | BACKUP & RESTORE | APPLICATIONS

Manage your Dynamics 365 instances

Region: North America (NA)  
Instance Type: All

NAME	STATE	REGION	INSTANCE TYPE
University of South Florida (def...	ready	North America (NA)	Default
University of South Florida-Prod	ready	North America (NA)	Production
USF DEV	ready	North America (NA)	Sandbox
USF Dev Sandbox	ready	North America (NA)	Sandbox
USF Test	ready	North America (NA)	Sandbox

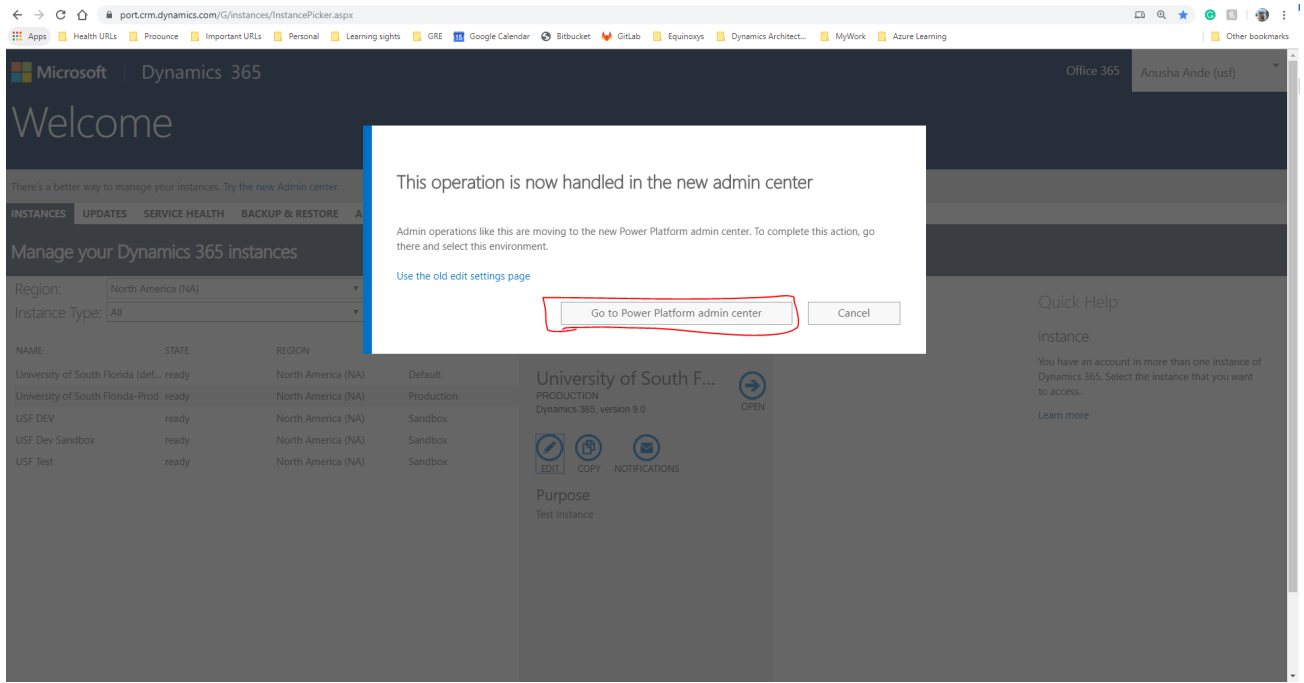
University of South F...  
PRODUCTION  
Dynamics 365, version 9.0  
OPEN

EDIT COPY NOTIFICATIONS

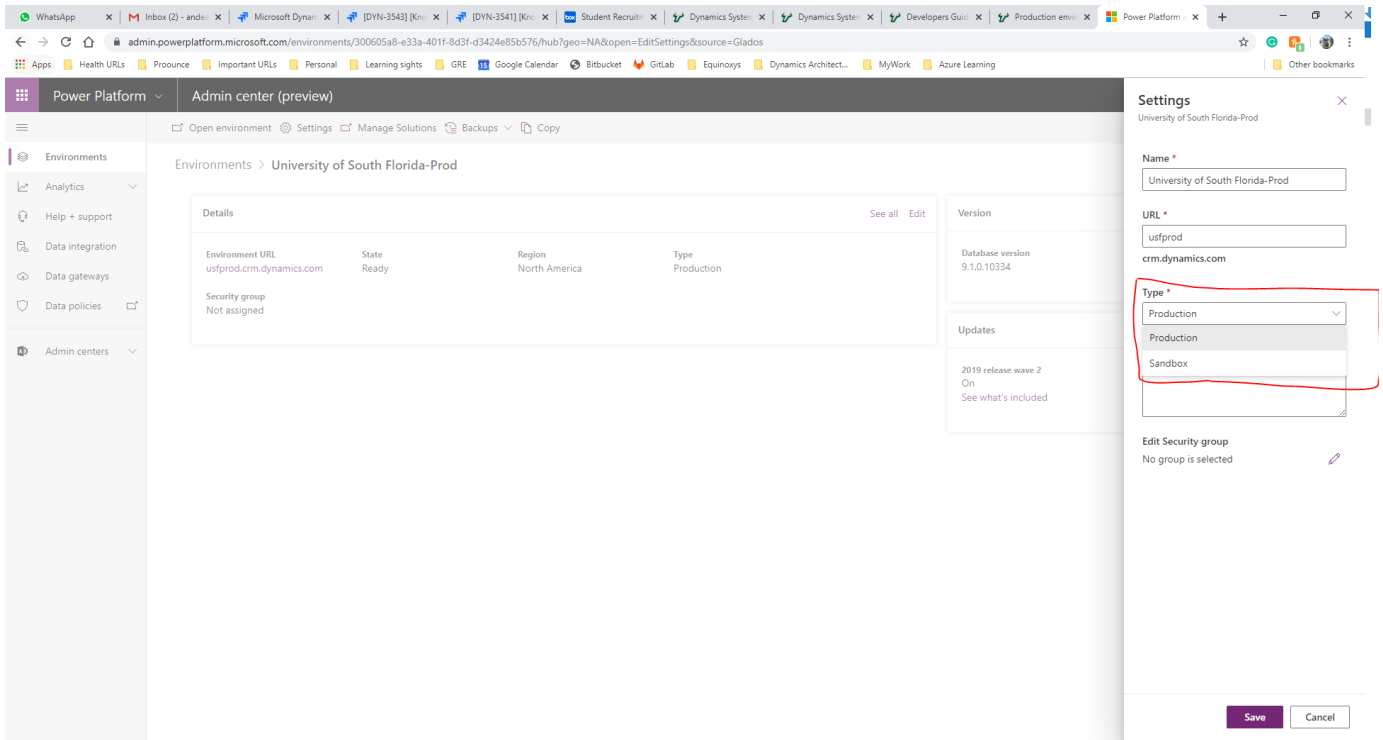
Purpose  
Test Instance

Quick Help  
instance  
You have an account in more than one instance of Dynamics 365. Select the instance that you want to access.  
[Learn more](#)

- You will be asked to navigate to Power Platform Admin Center. Click on that button.



- You will be navigated to Power Platform Admin center
- In settings, under type drop box, choose sandbox.



- Once Sandbox is selected, you will be able to see Administration Mode and Background operations.
- Enable Admin Mode and Disable Background Operations.

WhatsApp | Inbox (2) - and... | Microsoft Dyna... | [DYN-3543] [K... | [DYN-3541] [K... | Student Recruit... | Dynamics System... | Dynamics System... | Developers Guic... | Production em... | Power Platform | +

admin.powerplatform.microsoft.com/environments/300605a8-e33a-401f-8d3f-d3424e85b576/hub?geo=NA&open=EditSettings&source=Glados

Power Platform | Admin center (preview)

Open environment | Settings | Manage Solutions | Backups | Copy

Environments > University of South Florida-Prod

Details | See all | Edit

Environment URL	State	Region	Type
usfprod.crm.dynamics.com	Ready	North America	Production

Security group  
Not assigned

Version

Database version  
9.1.0.10334

Updates

2019 release wave 2  
On  
See what's included

Settings

University of South Florida-Prod

Name \*

University of South Florida-Prod

URL \*

usfprod  
crm.dynamics.com

Type \*

Choose environment type

Purpose

Test Instance

Edit Security group

No group is selected

Administration mode

☒ Enabled

Background operations

☐ Disabled

Custom message

Write a custom message displayed to end users

Save Cancel

## Step 2 :- Reset the Sandbox

Once the production environment is changed to sandbox, click on reset button to reset the sandbox.

Power Platform | Admin center (preview)

Open environment | Settings | Manage Solutions | Backups | Copy | **Reset** | Delete

Environments > USF DEV

Details | See all | Edit

Environment URL	State	Region	Type
[REDACTED]	Ready	North America	Sandbox

Security group  
Not assigned

Version

Database version  
9.1.0.10334

Updates

2019 release wave 2  
On  
See what's included

Feedback

**Reset environment**

USF DEV

Deletes everything, including backups, and creates a new environment.

Name \*  
USF DEV

Type \*  
Sandbox

Purpose  
Production

Region \*  
North America  
This setting is permanent and cannot be reset.

URL \*  
usfdev  
crm.dynamics.com

Edit Security group  
No group is selected

Version \*  
9.1.0.10334

Language \*  
English (United States)

Reset Cancel

### Step3 :- Copy test instance without data to prod sandbox

**Copy environment**

USF DEV

Overwrite another environment with a copy of this one. Its existing resources including backups will be deleted. [Learn more](#)

Copy over \*

☐ Everything  
Includes all application data, customizations and schemas.

☒ Customizations and schemas only  
Doesn't include application data.

Select environment to overwrite \*  
USF Test

Don't see your environment?

Security group  
No group is selected

Edit details

Copy Cancel

### Step 4 :- Convert sandbox to prod instance

- Go to Dynamics Admin center, select Prod Instance and Click on "Edit"

Microsoft | Dynamics 365 Office 365 Anusha Ande (usf)

# Welcome

There's a better way to manage your instances. [Try the new Admin center](#)

INSTANCES | UPDATES | SERVICE HEALTH | BACKUP & RESTORE | APPLICATIONS

## Manage your Dynamics 365 instances

Region: North America (NA)  
Instance Type: All

NAME	STATE	REGION	INSTANCE TYPE
University of South Florida (def...	ready	North America (NA)	Default
University of South Florida-Prod	ready	North America (NA)	Production
USF DEV	ready	North America (NA)	Sandbox
USF Dev Sandbox	ready	North America (NA)	Sandbox
USF Test	ready	North America (NA)	Sandbox

### University of South F...

PRODUCTION  
Dynamics 365, version 9.0

EDIT COPY NOTIFICATIONS

Purpose  
Test Instance

OPEN

### Quick Help

instance

You have an account in more than one instance of Dynamics 365. Select the instance that you want to access.

[Learn more](#)

- Chose Production under type and click save

admin.powerplatform.microsoft.com/environments/179d28fc-cffa-4a0c-a902-432c677a000b/hub?geo=NA&open=EditSettings&source=Glados

Power Platform | Admin center (preview)

Open environment | Settings | Manage Solutions | Backups | Copy | Reset | Delete

Environments > [REDACTED]

### Details

Environment URL	State	Region	Type
[REDACTED]	Ready	North America	Sandbox

Security group  
Not assigned

### Version

Database version  
9.1.0.10334

### Updates

2019 release wave 2  
On  
[See what's included](#)

### Settings

Name \* [REDACTED]

URL \* [REDACTED]  
crm.dynamics.com

Type \*  
Sandbox  
Production  
Sandbox

Edit Security group  
No group is selected

Administration mode  
☐ Disabled

Save Cancel

Finally Production environment is ready without Data. Data needs to be imported once the environment is ready.

