**Admin KT**

# Employee Management

* User creation/deletion
* Password reset
* Assigning the role
* Web Services User

# Token Based Authentication

* Web Services user creation/role assignment
* Generate Integration Name/Key
* Create access tokens
* TBA credentials sharing
* Responsible teams

# Bundles

* Creating a Bundle
* Setting bundle availability
* Installing a bundle
* Choosing actions while installing a bundle
* Update/Uninstall a bundle
* Script deployments & parameters.
* 3rd Party Bundles

# Roles & Permissions

* Creating a role
* Adding permissions
* Updating the roles
* Approval Hierarchy
* Role comparison

# NS Ticket & Refresh Activities

* Sandbox refresh
* Raising an NS ticket
* Sensitive data clean-up after refresh
* Cleaning ACH payment files
* NetSuite ticket management

# Other Activities

* Third Party Bundles
* Coordinating with respective owners of Bundles
* Keep all the Sandboxes in Sync
* Maintaining Configuration Sheet
* Forms Alignment & Workflow Validation

# Ticket Management

* Resolving JIRA tickets
* Resolving SNOW tickets
* Change Tickets
* Optimal hands on
* User Manager