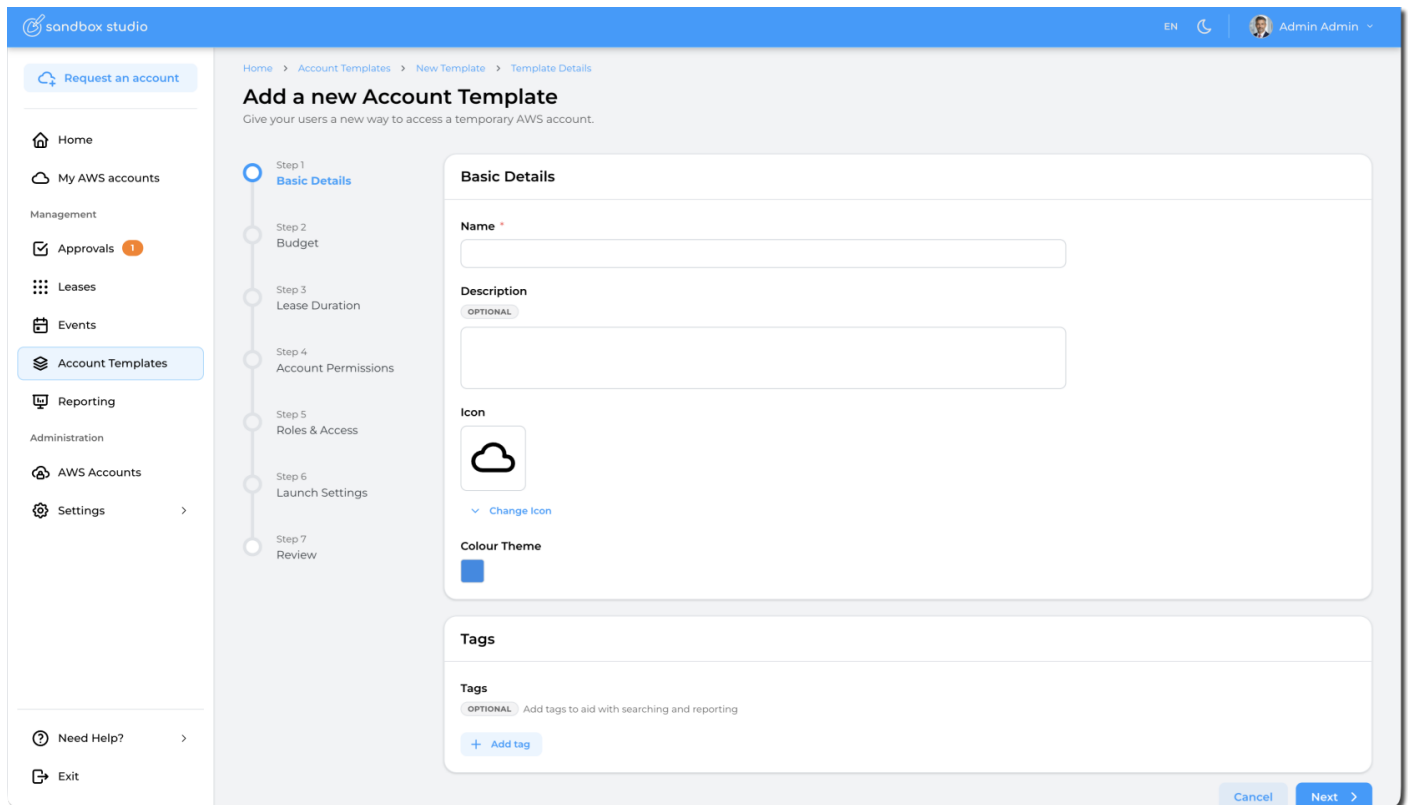


# Account template creation - Basic Details

On the **Add a new Account Template** page, complete the required fields in the **Basic Details** section.

- For **Name**, enter a descriptive name for your lease template so that you can easily keep track of it.
- *(Optional)* For the description, specify the intended purpose of the account type.
- Click on **Change Icon** if you want to change the icon associated with your template.
- Click on the **Colour Theme** selector to choose the colour of the icon and template theme.
- Lastly you have the option to add **Tags**, let's look at that in more detail below.



The screenshot shows the 'Add a new Account Template' page in the 'sandbox studio' interface. The page is titled 'Add a new Account Template' and includes a subtitle: 'Give your users a new way to access a temporary AWS account.' The page is divided into a left sidebar with navigation options (Home, My AWS accounts, Management, Approvals, Leases, Events, Account Templates, Reporting, Administration, AWS Accounts, Settings, Need Help?, Exit) and a main content area. The main content area is divided into a progress indicator on the left (Steps 1-7) and a 'Basic Details' form on the right. The 'Basic Details' form includes fields for 'Name', 'Description' (marked as optional), 'Icon' (with a 'Change Icon' link), and 'Colour Theme' (with a color selector). Below the 'Basic Details' form is a 'Tags' section, also marked as optional, with an 'Add tag' button. The page footer includes 'Cancel' and 'Next >' buttons.

**Tagging** accounts with parameters like "Department Name = Engineering" or "Cost Centre = M004" would enable users to gain granular insights into their AWS Sandbox Studio usage. This would allow for **precise cost allocation** and **chargebacks** to specific teams or projects, providing a clear understanding of spending patterns and resource consumption. It also facilitates better resource governance and optimisation by identifying areas of high expenditure or underutilised resources, leading to improved cost efficiency.

In the **Tags** section, users can either select from the options in the drop down, or create their own custom Tag names, by just typing into the **Name (1)** field. Once you have selected or entered a name, you can type in or select a corresponding **value (2)** e.g. Department Name = Engineering

**Tags**

**Tags**  
**OPTIONAL** Add tags to aid with searching and reporting

Name: Enter or select tag name **1**

- Cost Center
- Department
- Project
- Tag
- Team

Value: Enter or select tag value **2**

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Sandbox Studio does not include any predefined tags. The dropdown list is populated with tags that already exist in your environment.

You can add as many tags as needed to help you filter accounts as required. In the example below you can see 3 different tags

Launch Settings

Step 7  
Review

Change Icon

Colour Theme

**Tags**  
Optional - Add tags to aid with searching and reporting

Name	Value	
Department	Engineering	🗑️
Cost Center	M004	🗑️
Custom named tag	Experiment 54	🗑️

+ Add another tag

Cancel Next >

Having completed all the fields on the Basic Details page as needed, click on **Next** to move to [Account template creation - Budget](#)

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