

# Control Panel Reference Guide



[Help](#)



[Miva](#)



[Account Management](#)



[File Manager](#)



[Change Password](#)



[Billing History](#)



[Resource Meter](#)



[E-mail Support](#)



[Phone Support](#)



[Upgrade CP](#)



[Add Domain](#)



[Mail Manager](#)



[Site Statistics](#)



[Mailing List](#)



[MS Frontpage](#)



[Site Creation Tool](#)



[Counter](#)



[Protect Directories](#)



[Redirect URL](#)



[Search Engine](#)



[Formmail](#)



[PGP](#)



[Mime Types](#)



[AnonFTP](#)



[Archive Manager](#)



[PGPMail](#)



[SSH](#)



[Secure Server](#)



[MySQL Database](#)



[Shopping Cart](#)



[Virtual Name Server](#)



[Network trouble shooter](#)



[Newsletter](#)





































[Submit Site to Search Engines](#)

## THE CONTROL PANEL

### Overview

The Control Panel makes managing your web space fun and easy. This extraordinary interface offers you a way to quickly view account-related information and provides easy access to the wide variety of tools and utilities that come with your account. With the click of a mouse, you can administer your web space, e-mail accounts, directories, cgi-bin (program script storage area) and all the special features offered, including site statistics and shopping carts. You can even add additional features to your account whenever you need them. Gain control and flexibility to make changes within your own time frame and according to your own particular business needs.

Demo
For the Administrative Suite main menu click -> Administrative Suite

ACCOUNT GLANCE			OPTIONS																	
Domain Name: <b>user.com</b> Domain User: <b>user</b> Domain IP: <b>208.56.69.67</b> Package: <b>Professional</b> E-mail: <b>user@usermail.com</b> Contract Length: <b>12 Month(s)</b> Status: <b>Normal</b> Signup Date: <b>01/27/00</b>			 <a href="#">Help</a>	 <a href="#">Miva</a>	 <a href="#">Account Management</a>	 <a href="#">File Manager</a>	 <a href="#">Change Password</a>													
<b>RESOURCES AVAILABLE</b>			 <a href="#">Billing History</a>	 <a href="#">Resource Meter</a>	 <a href="#">E-mail Support</a>	 <a href="#">Phone Support</a>	 <a href="#">Upgrade CP</a>													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Unit</th> <th style="text-align: left;">Used</th> <th style="text-align: left;">Free</th> </tr> </thead> <tbody> <tr> <td><b>Disk Quota</b></td> <td>1</td> <td>199 M</td> </tr> <tr> <td><b>E-mail</b></td> <td>3</td> <td>97 Address</td> </tr> <tr> <td><b>Mailing List</b></td> <td>0</td> <td>20 List(s)</td> </tr> <tr> <td><b>Transfer</b></td> <td>0.8</td> <td>4999.2 MB</td> </tr> </tbody> </table>	Unit	Used	Free	<b>Disk Quota</b>	1	199 M	<b>E-mail</b>	3	97 Address	<b>Mailing List</b>	0	20 List(s)	<b>Transfer</b>	0.8	4999.2 MB	 <a href="#">Add Domain</a>	 <a href="#">Mail Manager</a>	 <a href="#">Site Statistics</a>	 <a href="#">Mailing List</a>	 <a href="#">MS Frontpage</a>
Unit	Used	Free																		
<b>Disk Quota</b>	1	199 M																		
<b>E-mail</b>	3	97 Address																		
<b>Mailing List</b>	0	20 List(s)																		
<b>Transfer</b>	0.8	4999.2 MB																		
<b>CONTROL PANEL LANGUAGE</b>			 <a href="#">Site Creation Tool</a>	 <a href="#">Counter</a>	 <a href="#">Protect Directories</a>	 <a href="#">Redirect URL</a>	 <a href="#">Search Engine</a>													
<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px;">English</div> <div style="font-size: 12px;">▼</div> </div> <div style="text-align: center; margin-top: 5px;"> <div style="background-color: #ccc; padding: 5px 20px; border: 1px solid #ccc; display: inline-block;">Change Language</div> </div>			 <a href="#">Formmail</a>	 <a href="#">PGP</a>	 <a href="#">Mime Types</a>	 <a href="#">AnonFTP</a>	 <a href="#">Archive Manager</a>													
			 <a href="#">PGPMail</a>	 <a href="#">SSH</a>	 <a href="#">Secure Server</a>	 <a href="#">MySQL Database</a>	 <a href="#">Shopping Cart</a>													
			 <a href="#">Virtual Name Server</a>	 <a href="#">Network trouble shooter</a>	 <a href="#">Newsletter</a>	 <a href="#">Submit Site to Search Engines</a>														

## Account Glance

The **Account Glance** section of the Control Panel allows you to view the following basic information about your account.

- **Domain Name:** Shows the domain name of the account that is being used.
- **Domain User:** Shows the username for the account that is being used.
- **Domain IP:** Shows the Internet Protocol (IP) address of the account that is being used. This domain IP address is equivalent to the alphabetical domain name.
- **Package:** Shows the package title under which this account is currently set up.
- **E-mail:** The e-mail address of the account owner.
- **Contract Length:** The duration of time in the contract for which you signed up.
- **Status:** Shows the current status of the account. The various statuses are Normal, Suspended and Grace Period. Occasionally, the status of Deleted is also used though not necessarily on this screen.
- **Signup Date:** Shows the date the contract and account were started.

---

---

## Resources Available

The **Resources Available** section of the Control Panel displays how many of your account's resources have been used and how many remain free. The following resource statistics are displayed here:

- **Disk Quota:** Displays the figure, in megabytes, of how much disk space your account has used and how much remains available to you.
- **E-Mail:** Displays the number of e-mail accounts you already have and the number that are still free for your use and set up.
- **Mailing List:** Displays the number of mailing lists you are currently maintaining and the number you can still set up.
- **Transfer:** Displays the amount of data that has been transferred via the current account.

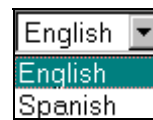
## Control Panel Language

The **Control Panel Language** setting allows you to switch among English and Spanish. Once you have changed this setting, all of the files in the Control Panel (all the tools, help pages, etc.) will be displayed in the new language. Simply reselect the other language to switch back.

Currently, the language options available are English and Spanish. (The additions of French and German are planned for the near future.)



### How To Change the Language Setting:



1. From the **Language** drop-down list, select the language for your Control Panel.



2. Select the **Change Language** button. The Control Panel reappears in the selected language.

## Control Panel Link







The **Control Panel Link** is permanently available from the top frame of the Control Panel no matter how deeply into the Control Panel options you move. Clicking on the link takes you directly back to the main Control Panel page. This link may be titled differently (e.g., **Administrative Suite**) but is located permanently in the upper right-hand corner.
















---

## Options

**Options** are the tools and utilities which give you true control over your account and web pages. There is a large selection of options available in the Control Panel. The package to which you subscribe determines which of the options are accessible to you.

The following table lists all of the possible options you may view in the Control Panel.

Icon	Option	Description
	Help	Provides a help page and a link to the <b>Getting Started</b> page that, much like this table, provides summary information about the Control Panel features.
	Miva	Installs Miva Empresa for the domain, a program that is necessary if the customer wants to operate the Miva Merchant Shopping Cart on their site.
	Account Management	Provides detailed information about your account. (More in-depth than the <b>Account Glance</b> feature of the Control Panel.)
	File Manager	Allows you to manipulate files on your web site.
	Change Password	Allows you to change the password for access to the Control Panel and FTP (Note: it does not change the password for your e-mail).
	Billing History	Shows the entire billing history and payment balance for your account.

	<b>Resource Meter</b>	Shows detailed disk space and transfer data statistics.
	<b>E-Mail Support</b>	Allows you to correspond via e-mail with your hosting company.
	<b>Phone Support</b>	Provides information needed to place a support phone call including information about your hosting company as well as about your account.
	<b>Upgrade CP</b>	Allows you to purchase new or expanded features for your account.
	<b>Add Domain</b>	Provides you with a way to add domains to your web site.
	<b>Mail Manager</b>	Allows you to manage all aspects of your e-mail accounts and mailing lists (once installed).
	<b>Site Statistics</b>	Allows you to view the web statistics for your site, such as hit count, transfer amount, etc.
	<b>Mailing List</b>	Allows you to install the Mailing List program for your account. Once installed, the only reason to use this tool again would be to uninstall the mailing list program.
	<b>MS FrontPage</b>	Allows you to install Microsoft FrontPage Extensions, which are necessary if you plan to use Microsoft FrontPage with your site. (Does NOT install Microsoft FrontPage.)
	<b>Site Creation Tool*</b>	Provides you with the ability to set up your web site, without any knowledge of HTML or the use of programs like FrontPage.
	<b>Counter</b>	Provides you with instructions for setting up a visitor counter on your web site if your domain has this feature installed.
	<b>Protect Directories*</b>	Allows you to password-protect specific directories within your account.
	<b>Redirect URL*</b>	Allows you to set up redirection of your site so that when visitors type in one web address (URL) they are sent to another URL you have chosen.
	<b>Search Engine</b>	Allows you to install and manage the WebGlimpse Search Engine which is a program that allows visitors to perform searches on your site.
	<b>Formmail</b>	Provides you with the option of using a form with which your visitors can send information you specify to an e-mail address.



### PGP

Allows you to set up your Pretty Good Privacy (PGP) encryption key on the server. PGP is a method for securing e-mail sent by a person or a form. You must have PGP installed on your computer before using this Option.



### Mime Types\*

Provides you with a way of setting certain programs to be used for files with specific extensions.



### AnonFTP

Sets up Anonymous FTP which allows users to upload and download files from your site.



### Archive Manager

Allows you to back up and compress files on your site.



### PGP Mail

Provides the same functionality as Formmail but encrypts mail with PGP before it is sent.



### SSH

If you have SSH (Secure Shell) software on your PC, you can use this option to telnet securely into your site's server (uses RSA authentication).



### Secure Server

Allows you to install a secure certificate (Verisign or Thawte) on your site. This certificate must be purchased in advance from either Verisign or Thawte. This option helps you generate a request for this certificate.



### MySQL Database

Allows you to create and manage a new MySQL database.



### Shopping Cart

Installs or removes the AlaCart Shopping Cart program on your site. Once installed, this tool allows you to manage your Shopping Cart.



### Virtual Name Server

Allows you to create Virtual Name Servers within your account.



### Network Trouble Shooter

Allows you to use the Traceroute utility which shows the path on the web that information travels in order to get from one location to another.



### Newsletter

Displays different issues of the company newsletter if it is in use.



### Submit Site to Search Engines

Submits your site to be listed in a number of publicly viewable search engines.

*\* These options are not available when MS FrontPage extensions have been installed on your site.*

## CONTROL PANEL HELP

### The Help Overview



#### How To Use the Help Icon:

1. Click on the **Help** icon in the Control Panel. The initial **Customer Support** page displays.

**Customer Support**

**Getting Started**

For information about getting started using the Control Panel, use the [Getting Started](#) Help Page. It has a brief description of all the different options available in the Control Panel.

YOUR HELP INFORMATION HERE

2. This help page displays your hosting company's help information (if any) at the notation "YOUR HELP INFORMATION HERE".
3. Select the **Getting Started** link to open a page of general help related to all of the icons on the control panel. The **Control Panel 'Getting Started' Page** displays a list of contents.

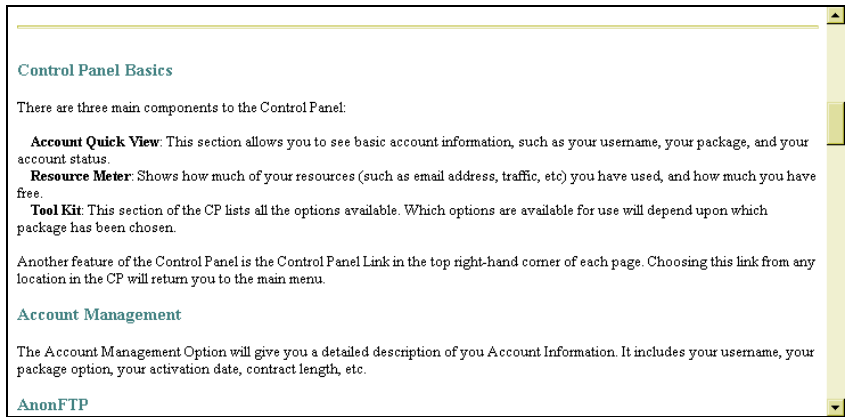
**Control Panel 'Getting Started' Page**

This page will help our customers get started with using their Control Panel. Note that not all of the features may be available to you. If an option is not available, you will be given the option to upgrade to a package which contains that feature.

**Contents**

- [Control Panel Basics](#)
- [Account Management](#)
- [AnonFTP](#)
- [Archive Manager](#)
- [Billing History](#)
- [Change Password](#)
- [Counters](#)
- [File Manager](#)
- [Formmail](#)
- [Help](#)
- [Mail Manager](#)

4. Either click on the topic which interests you or scroll down through the page to find the information.



**Control Panel Basics**

There are three main components to the Control Panel:

- Account Quick View:** This section allows you to see basic account information, such as your username, your package, and your account status.
- Resource Meter:** Shows how much of your resources (such as email address, traffic, etc) you have used, and how much you have free.
- Tool Kit:** This section of the CP lists all the options available. Which options are available for use will depend upon which package has been chosen.

Another feature of the Control Panel is the Control Panel Link in the top right-hand corner of each page. Choosing this link from any location in the CP will return you to the main menu.

**Account Management**

The Account Management Option will give you a detailed description of you Account Information. It includes your username, your package option, your activation date, contract length, etc.

**AnonFTP**

5. This **Help** page is a one-page document. The links in it are links to entries further down in the document. The information provided here serves as a very general explanation of the Control Panel options.

## ACCOUNT MANAGEMENT

### Account Management Overview

The **Account Management** option provides detailed information on different aspects of your account. Some of this information is summarized on the main Control Panel page in the **Account Glance** and **Resources Available** sections.



### How To Use the Account Management Option:

1. From the Control Panel, select the **Account Management** icon. The **Account Management** page displays.

Account Information				
User Name:	user			
Status:	Normal			
Package:	Professional			
Activation Date:	01/27/00			
Domain:	user.alabanza.com			
Home Directory Path:	/home/user			
IP:	208.56.69.67			
Hosting Server:	employee.alabanza.com			
Package Information				
Package Name	Contract Length	Start Date	Next Due Date	Discount
Professional	12	01/27/00	01/27/01	0.0000000000
Resource Information				
Disk Quota: 200 M				
E-mail: 100 Address				
Mailing List: 20 List(s)				
Transfer: 5000 MB				

Edit Billing Information and Off Network E-mail Address link

Edit Personal Information link

Billing Information				
Customer:	Customer Name			
Contract Length:	12 Months			
Last Billing:	01/27/00			
Next Billing:	01/27/01			
Payment Terms:	Check			
Invoice Delivery:	E-mail			
Edit Alarm Limit				
When my total data transfer exceeds	<input type="text" value="0"/>	megabytes:	<input type="radio"/> Send me an E-mail	<input checked="" type="radio"/> Don't bug me!
When my total disk space exceeds	<input type="text" value="0"/>	megabytes:	<input type="radio"/> Send me an E-mail	<input checked="" type="radio"/> Don't bug me!
<input type="button" value="submit"/>				
<a href="#">Edit Personal Information</a> <a href="#">Edit Billing Information and Off Network E-mail Address</a>				

2. A great deal of information is displayed here. Additionally, there are links at the bottom of the page, titled **Edit Personal Information** and **Edit Billing Information and Off Network E-mail Address**, which can be used to change certain aspects of your account information. The use of these links is covered in more detail in the pages that follow.

Section	Field Name	Explanation
Account Information	<b>User Name</b>	The user name of the person for whom the account has been set up.
	<b>Status</b>	The status of the current account, whether it is <b>Normal</b> , <b>Suspended</b> , <b>Grace Period</b> or <b>Deleted</b> .
	<b>Package</b>	This is the package for which you signed up. Packages can vary depending on your web hosting company, but generally are set up in grades, such as <i>Budget</i> , <i>Economy</i> , <i>Business</i> , or <i>Professional</i> . Different packages contain different quantities or combinations of features and tools.
	<b>Activation Date</b>	The date the account was started. In conjunction with your <b>Contract Length</b> , you can determine the amount of time before your current contract expires from this date.
	<b>Domain</b>	The domain name for your account (e.g., <i>yourname.companyname.com</i> ).
	<b>Home Directory Path</b>	The path to the home directory of your account on the server.
	<b>IP</b>	The IP number for your account, which is the actual address of your <b>Domain</b> on the internet.
Package Information	<b>Hosting Server</b>	The name of the server on which your site resides.
	<b>Package Name</b>	The package that you purchased.
	<b>Contract Length</b>	The duration of the contract agreement you have with your hosting company for this account.
	<b>Start Date</b>	The date the account was started.
	<b>Next Due Date</b>	The date by which you will need to renew your contract agreement with your hosting company.

Resource Information	<b>Discount</b>	The discount rate, if any, applied to your account by your hosting company.
	<b>Disk Quota</b>	The amount of disk space, in megabytes, that you are allowed to use under the terms of your contract agreement.
	<b>E-mail</b>	The number of e-mail address that you are allowed to have under the terms of your contract agreement.
	<b>Mailing List</b>	The number of mailing lists that you are allowed to have under the terms of your contract agreement.
	<b>Transfer</b>	The amount of data, in megabytes, that you are allowed to transfer using your account under the terms of your contract agreement.
Billing Information	<b>Customer</b>	The name of the customer to be billed for the account.
	<b>Contract Length</b>	The duration of the contract agreement you have with your hosting company for this account.
	<b>Last Billing</b>	The date of the last time you were billed for the account.
	<b>Next Billing</b>	The date the next payment for this account is due.
	<b>Payment Terms</b>	The method by which you pay for your account.
Edit Alarm Limit	<b>Invoice Delivery</b>	The method by which invoices for your account are delivered to you.
	<b>... data transfer...</b>	You can use this section of the Account Management Option to have an alarm sent to you if you exceed a specified amount of data transferred in your account. You specify the amount of data transferred required to trigger the alarm. To enable the alarm, select the <b>Send me an E-mail</b> option. To disable the alarm, select the <b>Don't bug me</b> option.
	<b>...disk space...</b>	You can also set up an alarm to tell you when you have used a specified amount of disk space. You specify the amount of disk space used required to trigger the alarm. To enable the alarm, select the <b>Send me an E-mail</b> option. To disable the alarm, select the <b>Don't bug me</b> option.

### Editing Personal Information

The **Edit Personal Information** tool allows you to change certain information relating your account. This information includes:

- *Start Date*: Note: This is only the start date for the client. Changing this will not change the start date for any domains owned by this client.
- *Owner Information*
  - First Name
  - Last Name
  - Company
  - E-mail Address
  - Street Address
  - City, State and Zip code
  - Country
  - Non-U.S. or Non-Canadian State
  - Phone Number
  - Fax Number
- *Billing Information*
  - Billing Same as Owner Option
  - *A repeat of all the fields listed above to be used if the Billing Information is different from the Owner Information. For example, if you want the bill for your account sent to an address different from the one listed in the Owner Information section, you would list that here.*



#### How To Edit Personal Information:

1. From the **Account Management** page, select the **Edit Personal Information** link (located near the bottom of the page). The **Add/Edit Client Information** page displays.

Add/Edit Client Information	
<b>Start Date</b>	
Start Date:	<input type="text" value="01-27-2000"/> <p><small>Note: This is only the start date of the client. Changing this will not change the start date for any domains owned by this client</small></p>
<b>Owner</b>	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Company:	<input type="text" value="na"/>
E-mail:	<input type="text"/>
Address:	<input type="text" value="na"/>
City, State, Zipcode:	<input type="text" value="na"/> <input type="text" value="Ohio"/> <input type="text" value="na"/>
Country:	<input type="text" value="United States"/>
Please input state if not the United States or Canada <input type="text"/>	
Phone:	<input type="text" value="111-1111"/>
Fax:	<input type="text"/>

Billing	
<input checked="" type="checkbox"/> Billing is the same as Owner	
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Company:	<input type="text"/>
E-mail:	<input type="text"/>
Address:	<input type="text"/>
City, State, Zipcode:	<input type="text"/> <input type="text"/> <input type="text"/>
Country:	<input type="text" value="United States"/>
Please input state if not the United States or Canada <input type="text"/>	
Phone:	<input type="text"/>
Fax:	<input type="text"/>
<input type="button" value="submit"/>	

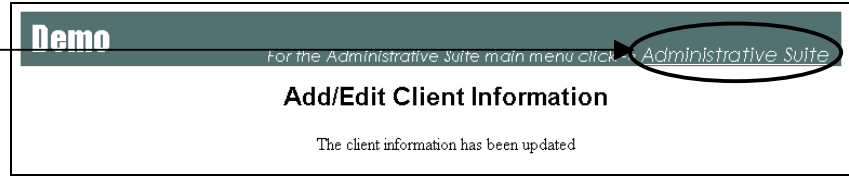
- Make any necessary changes to the information that is listed or provide additional information if so desired.



**Note:**

- If the billing information is the same as the owner information, you do not need to re-enter the information. Simply ensure that the checkbox beside the **Billing is the same as Owner** option is filled.
- Once your changes have been made (if any), select the **Submit** button to have the information in the account change.
  - A message appears stating, **"The client information has been updated"**.

Control Panel link



5. Once the message displays, you can use the Control Panel link to return to the main Control Panel page.



**Note:**

- The Control Panel link can be named something else (e.g., Administrative Suite), but it is always located in the upper right frame of your screen.

---

## Editing Billing Information and Off Network E-mail Address

The **Edit Billing Information and Off Network E-mail Address** tool allows you to change certain information relating to how your account is billed. These pieces of information are:

- *Payment Method Information*
  - Payment Method
  - Name of Credit Card
  - Cardholder Name
  - Credit Card Number
  - Credit Card Expiration Date
- *Off Network E-mail Address*



### How To Change your Payment Method Information:

1. From the Control Panel **Account Management** option, select the **Edit Billing Information and Off Network E-mail Address** link located near the bottom of the page.

**Update your credit card information here:**

Payment Method     Credit Card     Wire Transfer     Check

Name of Credit Card   

Cardholder Name   

Credit Card Number   

Credit Card Expiration Date     /

**Update your Off Network E-mail address here:**

2. In the **Update your credit card information here:** section of this page, make any necessary changes to your payment method. If you select the **Credit Card** option, you will need to complete the information in this section. If you select **Wire Transfer** or **Check**, the remaining information is not needed.
3. Once the changes or additions have been made, select the **Update Billing Information** button.
4. A page appears with the message **"Your payment information has been updated in our database"**.
5. Once the message is displayed, you can use the Control Panel link to return to the main Control Panel page.

The **Off Network E-mail Address** is a contact address for you which is not associated with your account. This can be a web-based e-mail account (e.g., Hot Mail or Yahoo Mail). It is used to contact you in the event of a problem.



### How To Change Your Off Network E-mail Address:

1. From the Control Panel **Account Management** option, select the **Edit Billing Information and Off Network E-mail Address** link located near the bottom of the page.
2. In the **Update your Off Network E-mail address here:** section of this page, change your Off Network e-mail address.
3. Once the changes or additions have been made, select the **Change Off Network E-mail** button.
4. A page appears with the message **"Your 'Off Network E-mail' address has been updated."**
5. Once the message is displayed, you can use the Control Panel link to return to the main Control Panel page.

FILE MANAGER

File Manager Overview

Similar to Microsoft Windows Explorer in function, the **File Manager** Option in the Control Panel allows you to perform file management tasks such as creating files and directories, setting the read, write or execute permissions on the files and directories in your site, renaming or deleting files or directories, and changing the password for directories that are password-protected.

Navigating in File Manager

The files in your site are stored in directories. Directories can hold other sub-directories. The result is a directory structure that can have many sub-levels. Any of those directories can contain files. How you organize your directory structure is up to you.



How To Navigate in File Manager:

1. From the Control Panel, select the **File Manager** icon. The **File Manager** window appears:

Current Directory Path

Listing of Files and Directories within the Current Directory

Sort Tool

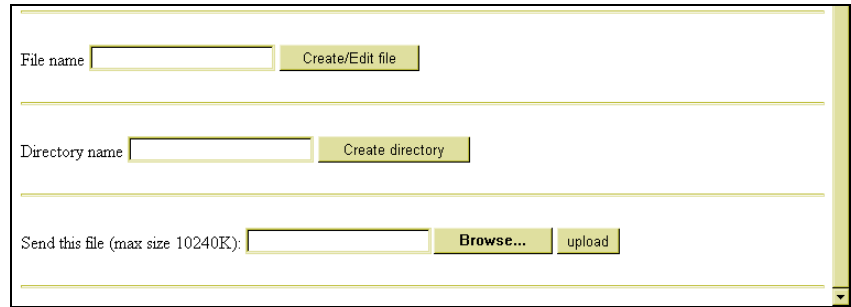
**File Manager**

Your current disk usage is 3,443K  
Your current disk quota is 200,000K

**Current Directory:/home/user**

Permission	Owner	Size	Date	File/Directory	Delete	Rename	Password
<a href="#">rwx r-x r-x</a>	root	1 kb	28-Jan-2000 01:45	<a href="#">user-logs</a>			
<a href="#">-w- rwx r-x --x</a>	user	1 kb	27-Jan-2000 10:17	<a href="#">user-mail</a>	<a href="#">[Delete]</a>	<a href="#">[Rename]</a>	
<a href="#">rwx r-x --x</a>	user	2 kb	28-Jan-2000 11:38	<a href="#">user-secure</a>	<a href="#">[Delete]</a>	<a href="#">[Rename]</a>	
<a href="#">rwx r-x --x</a>	user	2 kb	28-Jan-2000 11:38	<a href="#">user-www</a>	<a href="#">[Delete]</a>	<a href="#">[Rename]</a>	<a href="#">[Password]</a>
<a href="#">rwx r-x --x</a>	user	2 kb	28-Jan-2000 11:38	<a href="#">www</a>	<a href="#">[Delete]</a>	<a href="#">[Rename]</a>	

Sort files by



The screenshot shows a web-based File Manager interface. It features three main sections, each with a text input field and a corresponding button:

- File name:** A text input field followed by a "Create/Edit file" button.
- Directory name:** A text input field followed by a "Create directory" button.
- Send this file (max size 10240K):** A text input field followed by a "Browse..." button and an "upload" button.

2. Once the File Manager window has opened, you will see a listing of directories and files located in your **Current Directory**, the path of which is displayed in the listing above.



**Notes:**

- File Manager does not display hidden files (i.e., files whose names begin with a period (.), such as ".htaccess").
  - The **Permission**, **Delete**, **Rename**, and **Password** columns will be discussed later in this section.
3. Each directory and file within the listing will appear as a hypertext link. In the image above, links appear blue and underlined. Simply click on any link to drill down into that directory. In the case of a file, clicking on its link will open the file (if it can be opened by the browser).
  4. The image below shows what happens when you drill down into a directory. (In this case, the directory **user-logs** was opened.)



When in a directory that has a large number of files, the files are listed alphabetically by file name. Sometimes, it is desirable to see the listing of files sorted by the time (date) of their creation or by the size of the files, from largest to smallest.



### Note:

- The alphabetical sorting option is case-sensitive. This means that file names beginning with upper-case letters come before file names beginning with lower-case letters. The sort order is **A-Z**, then **a-z**. This means, for example, you could have a file named **WORDS.TXT** listed before a file named **a-plus.htm**.



### How To Use the Listing Sort Tool:

1. When in the **File Manager** screen, the **Sort Tool** is located at the bottom of the current file listing.
2. Click on the **Sort files by:** drop-down list to display a listing of sort options. These options are **Name**, **Size** and **Time**. Select the desired option.
3. Click on the **Sort** button. The screen reappears with the files and directories listed in the selected sort order.




### Note:

- Once a Sort order has been specified, it will be applied to all listings for the duration of your session. To change the sort order back, repeat the process described above, and choose a different sort option.

## Changing File and Directory Permissions

Permissions can be set for your directories and files. These permissions determine who can view, write to, and/or use the directories and folders in your site.

Permission Setting  
Link

<a href="#">rwx r-x --x</a>	user	2 kb	28-Jan-2000 11:38	 <a href="#">www</a>	<a href="#">[Delete]</a>
-----------------------------	------	------	----------------------	---	--------------------------

The permission settings are each comprised of nine letters (or characters) in a row that appear to the far left of the listing for each directory or file. Each letter represents a type of access, while the position in the nine-digit string dictates who has that type of access.

The characters displayed in these settings can be **r**, **w**, **x** or **-**.

- **r** stands for **read access**; whoever has this level of access can view the file or directory.
- **w** stands for **write access**; whoever has this level of access can overwrite existing files or write new files in the specified directory.
- **x** stands for **execute access**; whoever has this level of access can run executable files.
- **-** (the dash) indicates that no permission is given.

The first three positions in the nine-digit string are the permission settings for the **owner**. The second three digits are for any **groups** (if any groups are created), while the last three digits are the permission settings for **others** (anyone who is not the owner, or is not a part of a previously declared group).



## How To Change Permission Settings on Files and Directories:

1. From within the File Manager screen, click on any of the Permission Setting links for the desired file or directory. The **Change Permission** screen displays.

### File Manager

Change permission of user-mail

Owner			Group			Others		
r <input checked="" type="checkbox"/>	w <input checked="" type="checkbox"/>	x <input checked="" type="checkbox"/>	r <input checked="" type="checkbox"/>	w <input type="checkbox"/>	x <input checked="" type="checkbox"/>	r <input type="checkbox"/>	w <input type="checkbox"/>	x <input checked="" type="checkbox"/>

Press this button to

2. The **Change permission of *file or directory name*** message indicates which file or directory permissions you are changing. Once a directory's permissions are set, you can access specific sub-directories and files within the directory to alter the settings on an individual basis.
3. Notice in the **Change Permission** screen the nine-digit setting is split up into the groups that were discussed earlier: **Owner**, **Group** and **Others**.
4. As the owner of the file or directory, typically you should have full access, so all three settings **r**, **w**, **x** (**read**, **write**, **execute**) should be selected.

5. If you have set up groups (which involves the creation of a group and the addition of usernames into the group) select the appropriate permission settings.
  - If this group is a collection of people to which you are giving the ability to see and use files which you are otherwise denying to other people, then select the **read** and **execute** settings.
  - If this group is more of a workgroup, containing members who will be working with files and directories on your site, then it would be appropriate to select the **write** setting also.
6. The **Other** settings depend on how much access you want to give provide globally
  - Typically, both read and execute access are given to everyone while write access is denied. This allows people to view and use your site without being able to change it.
  - However, there may be items that you wish to keep hidden from globally, in which case you would disable the read and, depending on the file or directory, execute permissions.
7. When all of the settings are correct, select the **Submit** button to finalize the changes. The File Manager window reappears with the new settings.

---

---

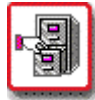
## Deleting Files and Directories

Specific files and directories can be deleted from your site using the File Manager option.



## Warning:

- Be sure to verify that the files and directories you select for deletion are indeed ones you want to delete.



## How To Delete Files and Directories:

1. From the File Manager, select the **Delete** link that corresponds to the file or directory you would like to delete. The **Delete Confirmation** page displays.

### File Manager

Delete directory **user-mail** and all files under it?



## Warning:

- Deleting a directory automatically deletes all files and subdirectories located within it.



## Note:

- When deleting a file, the Delete Confirmation page displays the message "**Delete File: *Filename?***"
2. If you are sure that you want to delete the file or directory, select the **Confirm** button.
  3. After Confirm has been selected, the File Manager reappears, open to the most recent directory.

## Renaming Files and Directories

Files and directories can each be renamed using the File Manager option.



### How To Rename Files and Directories:

1. From the File Manager, select the **Rename** link that corresponds to the file or directory you would like to rename. The **Rename Confirmation** page displays.

**File Manager**

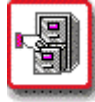
Rename directory **user-mail** to

2. If you are sure that you want to rename the file or directory, type the new name in the blank field and click the **Confirm** button.
3. After Confirm has been selected, the File Manager reappears, open to the most recent directory.

---

## The Directory Protection Manager

The Directory Protection Manager is also available from the File Manager page. This tool allows you to set password protection on specified directories. This tool is accessed by clicking the **Password** link for the directory to which you would like to apply password protection.



## How To Apply Password Protection to a Directory:

1. From the File Manager, select the **Password** link that corresponds to the directory to which you would like to apply password protection. The **Directory Protection Manager** page displays.

**Directory Protection Manager**

---

The Directory Protection Manager will allow you to setup user and password access to any directories on your site.

---

Choose the directory you would like to work with:

Directory:

*To work on another directory, just select a directory above and click Load.*

---

Add/Modify a user for directory : "/home/user/user-www/"

User ID

Password

---

2. In the section marked **Choose the directory you would like to work with**, the **Directory** field should display the desired directory. If it does not, select the appropriate directory by using the field's drop-down list and clicking the **Load** button.
3. In the **Add/Modify a user for directory: "*directory name*"**, type an existing or new user name in the **User ID** field.
4. Type a password for that user in the **Password** field. If you are creating a new user name, the password is created along with it. If you are modifying an existing user name, the original password is changed to whatever you enter.

- Once the information is entered, select the **Submit** button. The Directory Protection Manager page reappears with an additional option available.

**Choose the directory you would like to work with:**

**Directory:**

*To work on another directory, just select a directory above and click Load.*

---

**User list:**

passtest  
user

---

**Add/Modify a user for directory : "/home/user /user-www/passtest"**

User ID

Password

---

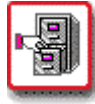
**Remove a user for directory : "user-www/passtest"**

User ID:

- Now, there is a section called **Remove a user for directory: *directory name***. Once there is a user set up with password access to the directory that user can be removed by selecting the user name from the **User ID** field then clicking on **Remove**.
- When finished, select the Control Panel link (it could have another name) in the right corner of the top frame to return to the Control Panel. There is no direct link straight back to the File Manager from here.

## Creating Files and Directories

Files and Directories can be created within File Manager.



### How To Create a Directory in File Manager:

1. From File Manager, click on the field called **Directory Name**.

Directory name	<input type="text"/>	Create directory
----------------	----------------------	------------------

2. Type the name of the directory you want to create in this field. Select the **Create Directory** button.
3. The File Manager reappears with the newly created directory in the listing.



### How To Create or Edit a File in File Manager:

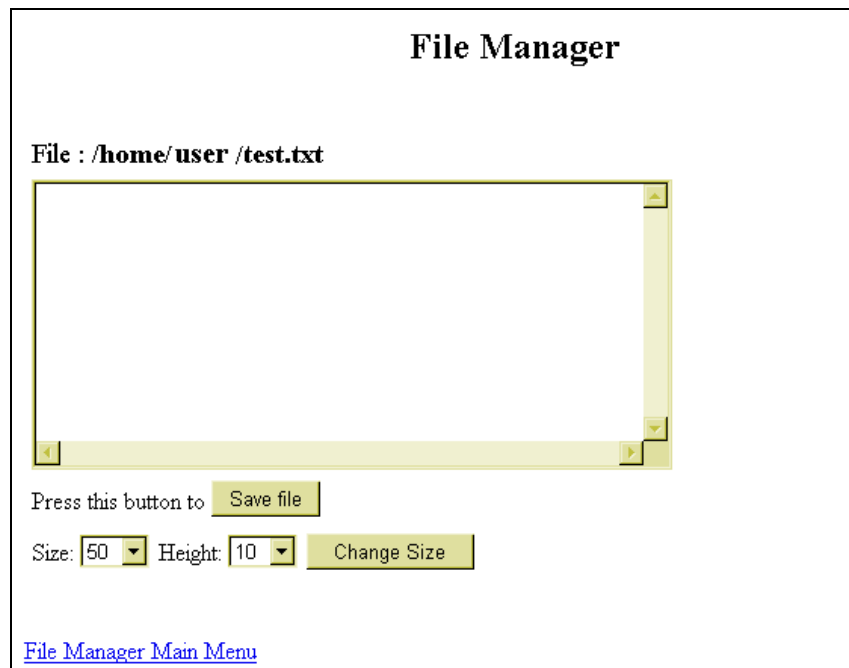
1. From the File Manager, move to the field entitled **File Name**.

File name	<input type="text"/>	Create/Edit file
-----------	----------------------	------------------

2. To edit an existing file, type the name of that file in the field shown above. To create a new file, type the new file name in the field shown above.
3. Select the **Create/Edit file** button. If creating a new file, the following screen appears. If working with an existing file, the file automatically opens, skipping the next step (4) in this procedure.



4. Select the **Confirm** button, which acknowledges that the file does not already exist and that you are creating a new file.
5. The File Manager File Screen opens. If you are creating a new file, an empty window appears. If you are editing an existing file, the file contents should display in this window.



6. Make any necessary changes or additions to the file.
7. If desired, you can change the size of the window in which the file is displayed. To do this, select a new **Size** or **Height** (or both) from their respective drop-down lists and click on the **Change Size** button.

- When all changes have been made, select the **Save File** button to save the file. The File Manager page reappears with the newly created file (if any) displayed in the listing.



**Note:**

- If you wish to leave this screen without saving the file (or saving changes to the file), select the **File Manager Main Menu** link.

---

## Uploading Files

You can upload files from your local computer to your site using File Manager.

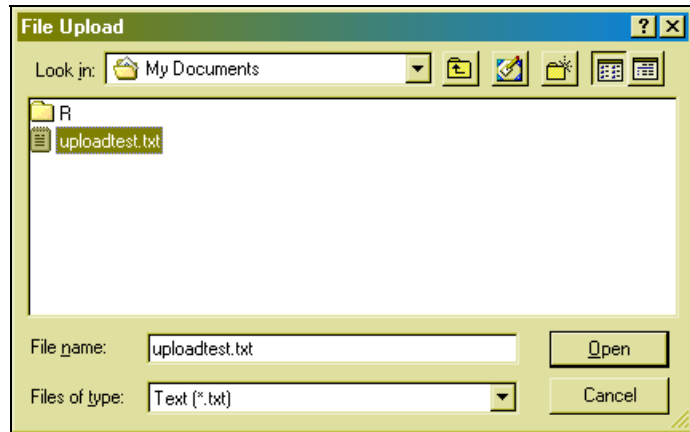


### How To Upload Files Using File Manager:

- In File Manager, move to the field near the bottom of the page entitled **Send this file**.

Send this file (max size 10240K):

- If you know the full path and filename for the file you would like to upload, type it into the field and skip the next step. If you do not, select the **Browse...** button.

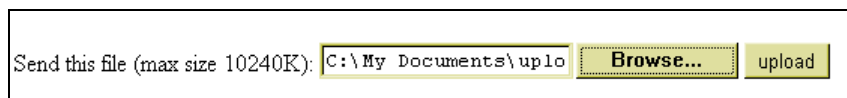


3. In the **File Upload** window, select the file that you would like to upload. You may have to change the **Files of type** field for your file to be displayed in this window. Select the file for uploading by double-clicking it or by highlighting it with a single click and selecting the **Open** button. The File Upload window closes and you return to the File Manager. The **Send this file** field now displays the full path and filename of the file you selected.



**Warning:**

- You cannot upload files larger than 10240 KB in size. This is approximately 10 Mb.



4. Select the **Upload** button. A new page displays informing you that the file you selected has been uploaded.
5. To return to File Manager, select the **File Manager Main Menu** link. To return to the main Control Panel page, select the **Control Panel** link located in the right corner of the top upper frame.

## CHANGE PASSWORD

### Change Password Overview

Using the **Change Password** option, you can change the password for your account. This affects Control Panel, FTP and SSH access, but does not affect the passwords for any e-mail accounts you set up.



### How To Change Your Account Password:

1. From the Control Panel, select the **Change Password** icon. The **Change Password** screen displays.

**Change Password**

To change the password for user `user` , you must do the following:

1) Enter your old password:

1) Enter your new password ( *It must be between 6 and 8 characters* ):

2) Enter the new password again (for confirmation):

To change your password click:

2. Enter your old password in the first field. Enter your new password in the second field. Re-enter the new password exactly the same way in the third field.
3. Select the **Submit** button. A message appears stating: **"Password Change Accepted. Password change will take effect within the next 10 minutes."**
4. To return to the main Control Panel page, select the **Control Panel** link located in the right corner of the top upper frame.

BILLING HISTORY

Billing History Overview

The Billing History Option allows you to view your entire billing history and account balance for your account.



How To View Your Billing History:

- 1. From the Control Panel, select the Billing History icon. The Billing History page displays.

**Billing History**

**Balance : \$0.00**

Billing History ( 1 - 2 of 2 )												
Ref#	Domain	Package	Type	Date	Notes	StartDate	Unit Price	Length	Discount	credit	Debit	Balance
55	user.user.com	EPRO	Professional	01/27/00	Free Domain	01/27/00	0.00/mo	12	0.00	0.00	-	0.00
56	-	EPCK	pay by check	01/27/00	place order payment by check	-	-	-	-	0.00	-	0.00

**Note:** To print a hard copy of an invoice, click on the date below and then use your browser to print the invoice. You will have to click your back button to return to this page after printing.

- 2. The table below describes various data fields that are displayed here.
- 3. To return to the Control Panel, select the Control Panel link located in the right corner of the upper frame.



### Note:

- The **Balance** field above the table indicates your actual, current balance. If you owe money, the figure will be negative. If you have money credited to you, the figure will be positive.
- The other **Balance** field, which appears within table may, but does not necessarily, reflect the negative or positive aspect of the balance.

Field	Description
Ref#	Reference number for use by your hosting company.
Domain	The domain(s) under the account.
Package	The package that applies to the domain. This is the package of options you bought from your hosting company.
Type	The type of account.
Date	The transaction date for the items listed on the account. These items can be the initial account setup, the addition or removal of packages, etc.
Notes	Special notes regarding the account.
Start Date	The date the domain account was activated.
Unit Price	The rate you pay for the account.
Length	The amount of time your contract with your hosting company lasts or until the contract expires.
Discount	Any discount rates you receive show here. Note: the rate displayed may be confusing. A discount rate of .9 is a 10% discount. (I.e., you pay 90% of the regular rate.)
Credit	Any credits (e.g., advanced payment) that can be applied to your account.
Debit	Any debits (e.g., late payment) that affect your account.
Balance	Total balance considering discounts, credits and debits for your account.

## RESOURCE METER

### Resource Meter Overview

The **Resource Meter** option provides a detailed view of disk space and transfer data statistics that are more detailed than those that show up in the Resources Available section of the Control Panel. The Option is a “view-only” one; no changes can be made to the information that is displayed.



#### How To Use the Resource Meter Option:

1. From the Control Panel, select the **Resource Meter** icon. The **Resource Meter** page displays. (This page is actually comprised of two separate frames, which may load at slightly different times from one another.)

#### Diskspace Usage

Your current disk usage is **1,003K**  
Your max disk limit is **200,000K**

#### Transfer Usage (02/2000)

2000-02-01: 98347, 674368  
Your max transfer limit is 5000M

Month: [1/2000](#), [2/2000](#)

This page shows you your current **Diskspace Usage**, and your monthly **Transfer Usage** statistics

2. To see the Transfer Usage statistics for a specific month, click on that month's link (e.g., [1/2000](#)). The monthly stats appear in the **Transfer Usage** frame.

### Transfer Usage (1-/2000)

2000-01-31: 20797, 260332  
2000-01-30: 28, 28  
2000-01-29: 28, 28  
2000-01-28: 271244, 1229793  
2000-01-27: 431375, 2459407  
Your max transfer limit is 5000M

3. Once done reviewing your statistics, you can return to the main Control Panel page by selecting the **Control Panel** link, located in the right corner of the upper frame.

## E-MAIL SUPPORT

### E-mail Support

You can correspond via e-mail with your hosting company by using the **E-mail Support** option. This option allows you to submit a form-based e-mail directly to your hosting company's support staff.



### How To Use the E-mail Support Page:

1. From the Control Panel, select the **E-mail Support** icon. The E-mail Support form displays.

**E-mail Support**

**For E-mail support, please follow the directions below.**

1) The Subject and Message field are required. Please fill them out before pressing submit.  
2) The answer from support will be sent to your E-mail address. If you would like to also have the message sent to another E-mail address , please enter the address in the "Additional E-mail" text box below.

**Fill in required fields below.**

**Subject**  
(Required)

**Additional E-mail**

**Description**  
(Required)

**Submit Message Below**

To send your request to support, click:

To reset the form and start over, click:

2. In the **Subject** field, type the title of your e-mail. Briefly and accurately describe the problem you are experiencing.

3. In the **Additional E-mail** field, type the e-mail address of any accounts to which you would like the support response sent. Support will automatically send their response to the e-mail account you have set up under your site account; if you do not check that e-mail account frequently, you should enter the address of a regularly used e-mail account. This field is optional.
4. In the **Description** field, type a detailed message explaining as thoroughly as possible, the exact nature of the problem for which you are requesting support.



**Note:**

- The **Subject** and **Description** fields are required. If not completed the e-mail will not be sent.
5. If at any time you would like to clear the entire form and start over again, you can do this by clicking on the **Clear** button near the bottom of the page.
  6. When you have filled in the required fields on this form, select the **Send Support E-mail** button. A message appears indicating the e-mail has been sent.

### E-mail Support

**Your E-mail has been sent to support.**

7. Once the e-mail is sent, you can return to the main Control Panel page by selecting the **Control Panel** link, located in the upper right corner of the top frame.

## UPGRADE CONTROL PANEL

### Upgrade Control Panel Overview

The **Upgrade Control Panel** option allows you to add additional features to your account. You can purchase the following using this option:

- more disk storage space for your account,
- increased amount of data transfer and
- additional e-mail addresses.

### Upgrade Disk Space



#### How To Upgrade the Disk Space for Your Account:

1. From the Control Panel, select the **Upgrade CP** icon. The **Upgrade Your Control Panel** page displays.

**Upgrade Your Control Panel**

**Base Package Upgrade**

The following base package upgrades are available for this package:

Currently, there are no upgrades that can be purchased for this package. To return to the main menu, click on the 'Control Panel' link above.

**Add Additional Package**

The following additional packages are available for your domain:

Package Name	Type of Unit	Number of Units	Setup Fee	Monthly Price
<a href="#">disk space</a>	M	20	\$10.00	\$5.00
<a href="#">transfer data</a>	MB	1000	\$0.00	\$40.00
<a href="#">email</a>	Address	10	\$0.00	\$4.00
			\$0.00	\$0.00

Click on the name of the additional package to go to the next step.

2. Any upgrades that are available for the package which you have purchased appear here.



**Note:**

- The price per unit and setup fee (if any) for the additional packages are shown on the **Add Additional Package** table.
3. Select the **disk space** link shown in the **Package Name** column of the **Add Additional Package** table. The **Add Additional Package** page displays, listing the information about the package you selected.

### Add an Additional Package

**Add an Additional Package**

To review the total price of the additional package you chose, please choose the contract length below and click 'Review Information'.

**Domain Name:** user.user.com

**Package Information:**

Package Name: disk space  
Unit: M  
Amount: 20  
Price: \$5.00  
Setup Fee: \$10.00

Choose contract length:

4. Choose the contract length for this additional package from the **Choose Contract Length** drop-down list. The possible options are **Monthly**, **Quarterly**, **Semi-Annually** or **Annually**. The option you select here determines the amount and due date of your bill for the additional package.
5. Select the **Review Information** button. The **Review Package Information** table displays.

### Add an Additional Package

**Review Package Information**

**Packages you have selected to add to the domain**

Package Name	Contract Length	Monthly Price	Setup Fee	Total Cost
disk space	Monthly	\$5.00	\$10.00	<b>\$15.00</b>

If you would like to buy the additional package listed above, please click 'Add Additional Package' below. The charge of \$15.00 will be added to your account.

6. Verify that the displayed information is correct. If you want to purchase the additional package for the price displayed, select the **Add Additional Package** button.
7. A message appears: **“The package has been added to your domain”**.
8. Return to the main Control Panel page by selecting the **Control Panel** link, located in the upper right corner of the top frame.

---

### Upgrade Transfer Data

The procedure for upgrading the Data Transfer Limit for your account is nearly identical to that of upgrading your Disk Space.



#### How To Upgrade the Data Transfer Limit for Your Account:

1. From the Control Panel, select the **Upgrade CP** icon. The **Upgrade Your Control Panel** page displays.
2. Any upgrades that are available for the package you have purchased from your hosting company appear here.



**Note:**

- The price per unit and setup fee (if any) for the additional packages are shown on **Add Additional Package** table.

3. Select the **data transfer** link shown in the **Package Name** column of the **Add Additional Package** table. The **Add Additional Package** page appears, listing the information about the package you selected.

### Add an Additional Package

Add an Additional Package

To review the total price of the additional package you chose, please choose the contract length below and click 'Review Information'.

Domain Name: user.user.com

**Package Information:**

Package Name: transfer data  
 Unit: MB  
 Amount: 1000  
 Price: \$40.00  
 Setup Fee: \$0.00

Choose contract length: Monthly ▾

Review Information

4. Choose the contract length for this additional package from the **Choose Contract Length** drop-down list. The possible options are **Monthly**, **Quarterly**, **Semi-Annually** or **Annually**. The option you select here determines the amount and due date of your bill for the additional package.
5. Select the **Review Information** button. The **Review Package Information** table displays.

### Add an Additional Package

Review Package Information

Packages you have selected to add to the domain				
Package Name	Contract Length	Monthly Price	Setup Fee	Total Cost
transfer data	Monthly	\$40.00	\$0.00	<b>\$40.00</b>

If you would like to buy the additional package listed above, please click 'Add Additional Package' below. The charge of \$40.00 will be added to your account.

Add Additional Package

6. Verify that the displayed information is correct. If you want to purchase the additional package for the price displayed, select the **Add Additional Package** button.

7. A message appears: “**The package has been added to your domain**”.
8. Return to the main Control Panel page by selecting the **Control Panel** link, located in the upper right corner of the top frame.

---

### Upgrade E-mail Addresses

The procedure for upgrading the amount of E-mail Addresses for your account is nearly identical to the previous two procedures explained in this section.



#### How To Upgrade the Data Transfer Limit for Your Account:

1. From the Control Panel, select the **Upgrade CP** icon. The **Upgrade Your Control Panel** page displays.
2. Any upgrades that are available for the package that you purchased from your hosting company appear here.



**Note:**

- The price per unit and setup fee (if any) for the additional packages are shown on **Add Additional Package** table.
3. Select the **email** link shown in the **Package Name** column of the **Add Additional Package** table. The **Add Additional Package** page appears, displaying the information about the package you selected.

### Add an Additional Package

Add an Additional Package

To review the total price of the additional package you chose, please choose the contract length below and click 'Review Information'.

Domain Name: user.user.com

**Package Information:**

Package Name: email  
 Unit: Address  
 Amount: 10  
 Price: \$4.00  
 Setup Fee: \$0.00

Choose contract length: Monthly

Review Information

4. Choose the contract length for this additional package from the **Choose Contract Length** drop-down list. The possible options are **Monthly**, **Quarterly**, **Semi-Annually** or **Annually**.
5. Select the **Review Information** button. The **Review Package Information** table displays.

### Add an Additional Package

Review Package Information

Packages you have selected to add to the domain				
Package Name	Contract Length	Monthly Price	Setup Fee	Total Cost
email	Monthly	\$4.00	\$0.00	<b>\$4.00</b>

If you would like to buy the additional package listed above, please click 'Add Additional Package' below. The charge of \$4.00 will be added to your account.

Add Additional Package

6. Verify that the displayed information is correct. If you want to purchase the additional package for the price displayed, select the **Add Additional Package** button.
7. A message appears: **"The package has been added to your domain"**.
8. You can now return to the main Control Panel page by selecting the **Control Panel** link, located in the upper right corner of the top frame.

### ADD DOMAIN

#### Add Domain Overview

Adding domains is one way of enhancing your site. For instance, if you were running your site on the domain "www.super-one.com", you might be able to increase traffic by setting up the domain "www.super-1.com". This way no matter which of the two addresses potential visitors used they would be certain to reach your site.

There are two different types of domains you can add: **Added Domains** and **Parked Domains**.

An **Added Domain** is an entirely new and separate domain which is added under a different user name than the main (original) domain. It has its own unique Control Panel and Package but is billed to the owner of the main (original) domain.

A **Parked Domain** is a domain name that serves as a "pointer" to another domain. When people visit this parked domain with their web browser, they are automatically sent or forwarded to the domain that the parked domain is pointing to. This concept is similar to the redirect URL option available in the Control Panel, where users who type in one URL are automatically sent to a different previously determined URL.



#### How To Add an Additional Domain:

1. From the Control Panel, select the **Add Domain** icon. The Add Domain screen displays, allowing you to choose between adding an **Additional Domain** or a **Parked Domain**.

There are two types of domains that can be added to an existing account, an Additional Domain, or a Parked Domain .

#### What is an Additional Domain

An additional domain is a new domain which is added under a different user name It comes with its own control panel and package, but is billed to the owner of the main domain.

#### What is a Parked Domain

A parked domain is a domain name that is pointed to the domain you place below as the master domain. Anyone going to this domain on the internet will go directly to the master domain below. It is registered with the Internic and allows two different names to point to the same site.

Please choose whether you would like to set up an Additional Domain or a Parked Domain.

Add Additional Domain

Add Parked Domain

2. Select the **Add Additional Domain** button. The **Account Information** screen appears. This screen is a form that you need to complete. The first part of this form appears below.

### Account Information

Domain names must consist of alpha characters, numeric characters, or the minus sign '-' Other characters are not accepted. Domain Names are not case sensitive. Do not enter 'www' in front of the domain name.

A domain which ends with .com, .net or .org can be registered automatically.

Domain registration for other countries will be done on our nameserver, but the client is responsible for contacting the NIC in the respective country to complete the registration for other countries.

[If you would like to sign up for a Virtual Domain, please check the availability of the domain here.](#)

**Master Domain:** www.user.com

**Domain Name:** www.

Choose a new domain below if you are registering the domain for the first time.

**Note:** If you are going to be using your own name servers for this domain, please choose the 'don't register me' option.

New Domain Registration  Transfer existing domain  Don't register me (I will handle my Domain Registration)

The user name must start with alpha characters and consist of alpha characters, numeric characters, the minus sign '-' or underline '\_'.

**User Name:**

\*\*\*New Registrations Only\*\*\*

Please select the number of years for which you would like your domain registered.

Are you a member of one of Network Solution's partner programs?

If so, please enter your identifier here:

**Domain Package:**

**Contract Length:**

3. First, check to see if the domain name is already registered. Select the link that begins: **If you would like to sign up for a Virtual Domain**. This link connects you to the InterNIC site, where you can research the domain name you would like.

4. Once you have returned to this form, complete the fields according to the instructions which are summarized below:
  - **Master Domain:** Select the master domain you would like to use from those available in the drop-down list.
  - **Domain Name:** Type the domain name you would like to add. Be sure to check that the domain name is not already taken using step three of this procedure. Do not include “www” as the first part of your domain name.
  - “Registration Option”: Choose one of the three options listed: **New Domain Registration**, **Transfer existing domain** or **Don’t register me**.
  - **User Name:** Type the user name you would like to use for this domain.
  - “Number of Years”: Select the number of years for which you want this domain registered from the drop-down list.
  - “Network Solution partner program member”: Indicate if you are a Network Solution partner program member by typing your identifier in this field.
  - **Domain Package:** The package for which you signed up. This package must be a reseller type package or you will not be able to add an additional domain.
5. Scroll down to the second part of the form.

### Owner Information

Name (first,last):

Company:

Address:

City, State, Zipcode:

Country:

State (if other than the United States or Canada):

Phone Number:

Fax:  (Optional)

E-mail:

Off Network E-mail:

### InterNIC Contact Information

Please do not change this section unless you would like to fill in specific Contact information for the InterNIC registration.

Use the information above for the Administrative Contact information.

Use the information above for the Billing Contact information.

Have us be your Technical Contact.

6. In the **Owner Identification** section, verify that all information is correct. If it is not, please change it accordingly.
7. Under the **InterNIC Contact Information** section, please leave all options selected unless you would like to use different contact information for the InterNIC registration of the domain.
8. Select the **Next** button. A screen displays, listing all the information you have provided. Verify that the information is correct. Billing information appears at the bottom of the screen.

<b>one year Contract Fee</b>	\$719.88
unit price: \$59.99/mo.	
<b>Setup Fee</b>	\$0.00
<hr/>	
<b>Total</b>	\$719.88
<b>Review Administrative Contact Information</b>	
The Administrative Contact information is the same as the Owner information.	
<b>Review Billing Contact Information</b>	
The Billing Contact information is the same as the Owner information.	
<b>Review Technical Contact Information</b>	
We are the Technical Contact.	
<input type="button" value="Place Order"/>	

9. Verify that you agree to the amounts you will be billed for the addition of this domain. Select the **Place Order** button to continue. A message displays indicating the order has been placed.

Your order has been placed.

You will receive your domain information via E-mail.

Thank you for your business!



### How To Add a Parked Domain:

1. From the Control Panel, select the **Add Domain** icon. The Add Domain screen displays, allowing you to choose between adding an **Additional Domain** and a **Parked Domain**.

There are two types of domains that can be added to an existing account, an Additional Domain, or a Parked Domain .

#### What is an Additional Domain

An additional domain is a new domain which is added under a different user name It comes with its own control panel and package, but is billed to the owner of the main domain.

#### What is a Parked Domain

A parked domain is a domain name that is pointed to the domain you place below as the master domain. Anyone going to this domain on the internet will go directly to the master domain below. It is registered with the Internic and allows two different names to point to the same site.

Please choose whether you would like to set up an Additional Domain or a Parked Domain.

Add Additional Domain

Add Parked Domain

2. Select the **Add Parked Domain** button. The **Account Information** screen displays. This screen is a form you need to complete. The first part of this form appears below.

### Account Information

Domain names must consist of alpha characters, numeric characters, or the minus sign '-' Other characters are not accepted. Domain Names are not case sensitive. Do not enter 'www' in front of the domain name.

A domain which ends with .com, .net or .org can be registered automatically.

Domain registration for other countries will be done on our nameserver, but the client is responsible for contacting the NIC in the respective country to complete the registration for other countries.

[If you would like to sign up for a Virtual Domain, please check the availability of the domain here.](#)

Master Domain:

Domain Name:

Choose a new domain below if you are registering the domain for the first time.

**Note:** If you are going to be using your own name servers for this domain, please choose the 'don't register me' option.

New Domain Registration  Transfer existing domain  Don't register me (I will handle my Domain Registration)

\*\*\*New Registrations Only\*\*\*

Please select the number of years for which you would like your domain registered.

Are you a member of one of Network Solution's partner programs?  
If so, please enter your identifier here:

Domain Package:

Contract Length:

3. First, check to see if the domain name is already registered. Select the link that begins: **If you would like to sign up for a Virtual Domain**. This link connects you to the InterNIC site, where you can research the domain name you would like.

4. Once you have returned to this form, complete the fields according to the instructions which are summarized below:
  - **Master Domain:** Select the master domain you would like to use from those available in the drop-down list.
  - **Domain Name:** Type the domain name you would like to add. Be sure to check that the domain name is not already taken using step three of this procedure. Do not include "www" as the first part of your domain name.
  - "Registration Option": Choose one of the three options listed: **New Domain Registration**, **Transfer existing domain** or **Don't register me**.
  - **User Name:** Type the user name you would like to use for this domain.
  - "Number of Years": Select the number of years for which you want this domain registered from the drop-down list.
  - "Network Solution partner program member": Indicate if you are a Network Solution partner program member by typing your identifier in this field.
5. Scroll down to the second part of the form.

Owner Information	
Name (first,last):	<input type="text" value="user"/> <input type="text" value="name"/>
Company:	<input type="text"/>
Address:	<input type="text" value="steubenville"/>
City, State, Zipcode:	<input type="text" value="steubenville"/> <input type="text" value="Ohio"/> <input type="text" value="43952"/>
Country:	<input type="text" value="United States"/>
State (if other than the United States or Canada):	<input type="text"/>
Phone Number:	<input type="text" value="888-888-8888"/>
Fax:	<input type="text"/> (Optional)
E-mail:	User@user.com
OffNetwork E-mail:	Runner419@aol.com

InterNIC Contact Information
Please do not change this section unless you would like to fill in specific Contact information for the InterNIC registration.
<input checked="" type="checkbox"/> Use the information above for the Administrative Contact information.
<input checked="" type="checkbox"/> Use the information above for the Billing Contact information.
<input checked="" type="checkbox"/> Have us be your Technical Contact.
<input type="button" value="Next"/>

- In the **Owner Identification** section, verify that all information is correct. If it is not, please change it accordingly.
- Under the **InterNIC Contact Information** section, please leave all options selected unless you would like to use different contact information for the InterNIC registration of the domain.
- Select the **Next** button. The **Review Order** Information screen displays. This screen includes the total amount your account will be billed for your selections. Please verify that all information on this screen is correct.
- Select the Place Order button. The following message appears on your screen:

**Your order has been placed.**

**You will receive your domain information via E-mail.**

**Thank you for your business!**

## MAIL MANAGER

### Mail Manager Overview

The **Mail Manager** option provides several ways of managing the mail accounts you set up on your account. Additionally, if Mailing Lists have been set up for your account, you can manage them using this tool.

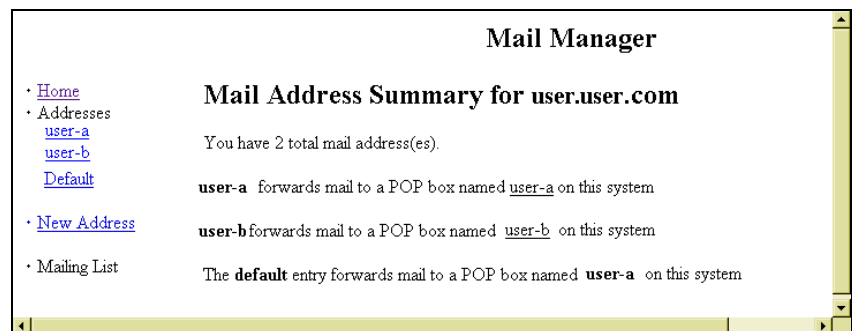
### Creating New Mailboxes

Mailboxes for individuals or groups can be set up using the Mail Manager option. The number of mailboxes allowable on your account depends on the package you purchased from your hosting company.



#### How To Create a New Mailbox:

1. From the Control Panel, select the **Mail Manager** icon. The Mail Manager displays

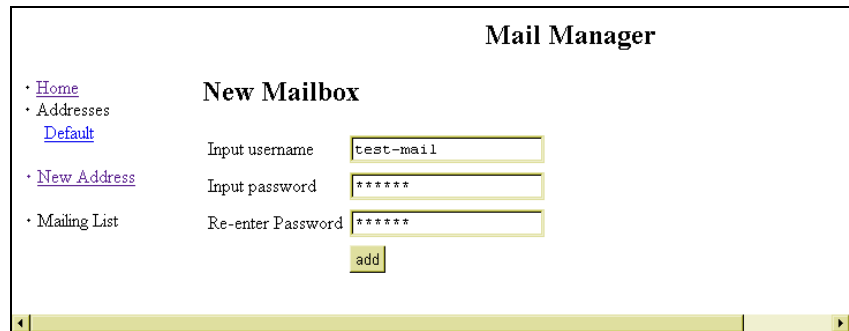


The screenshot shows the Mail Manager interface with the following content:

- Mail Manager**
- Mail Address Summary for user.user.com**
- You have 2 total mail address(es).
- user-a** forwards mail to a POP box named **user-a** on this system
- user-b** forwards mail to a POP box named **user-b** on this system
- The **default** entry forwards mail to a POP box named **user-a** on this system

Navigation links on the left include: Home, Addresses (with sub-links for user-a, user-b, and Default), New Address, and Mailing List.

2. Select the **New Address** link by single-clicking on it. The **New Mailbox** page displays



The screenshot shows the 'Mail Manager' interface with a navigation menu on the left containing links for Home, Addresses (Default), New Address, and Mailing List. The main content area is titled 'New Mailbox' and contains three input fields: 'Input username' with the value 'test-mail', 'Input password' with '\*\*\*\*\*', and 'Re-enter Password' with '\*\*\*\*\*'. A green 'add' button is positioned below the password fields.

3. Enter the user name in the **Input Username** field. Enter the password in both the **Input Password** and **Re-enter Password** fields. Make sure that you type the password *exactly the same way* in both fields.
4. When completed, select the **add** button. A message displays indicating that the user was added successfully.



The screenshot shows the 'Mail Manager' interface after a successful user addition. The navigation menu is on the left. The main content area displays a message: 'User '{User}' was added successfully' followed by a link: 'Click here to edit user [test-mail](#)'.

5. At this point, the new user mail account can be edited, or you can return back to the Mail Manager home. To return to the Mail Manager home, select the **Home** link. If you would like to return to the main Control Panel page, select the **Control Panel** link located in the upper right corner of the top frame. If you would like to edit the newly created account, click the link of the user name whose account you would like to edit and continue with the next procedure.

## Editing E-mail Accounts

E-mail accounts can be set up to forward to other mail accounts or to have automatic responses generated when mail is received by the original account. Additionally, Mail Manager allows you to delete e-mail accounts as well as change passwords for e-mail accounts.



### Note:

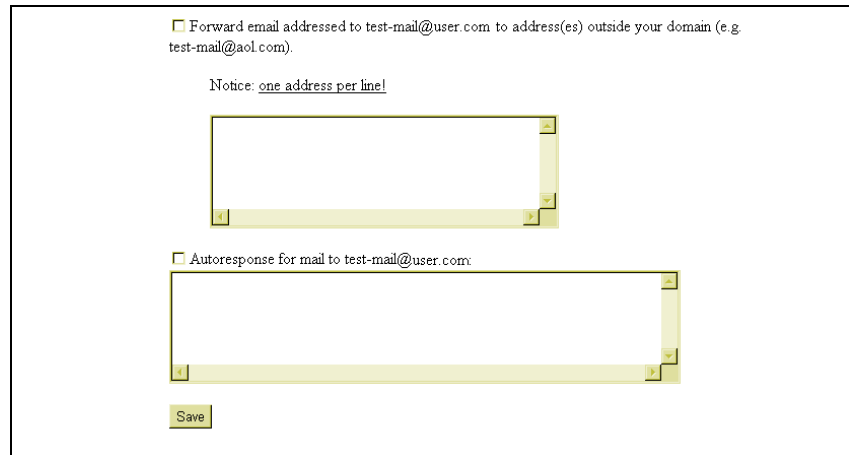
- The Mail Manager Change Password tool is different from the Change Password Option that is available from the Control Panel. This Mail Manager tool affects only the password for the e-mail addresses specified. The Control Panel Option affects the password for your account.



### How To Edit an Existing E-mail Account:

1. From the Mail Manager, select the desired e-mail account listed under the heading **Addresses** on the left-hand side of the screen. The **Mailbox Options** page displays for the specified e-mail account.

Mail Manager	
<a href="#">Home</a>	<b>Mailbox: test-mail</b>
• <a href="#">Addresses</a>	<a href="#">Change password for test-mail@user.com</a>
<a href="#">test-mail</a>	<a href="#">Delete test-mail@user.com</a>
<a href="#">Default</a>	
• <a href="#">New Address</a>	
• <a href="#">Mailing List</a>	<input checked="" type="checkbox"/> Forward email addressed to test-mail@user.com to the test-mail mailbox on the user.com server
	<input type="checkbox"/> Forward email addressed to test-mail@user.com to other address(es) within user.com
	You may select multiple addresses:
	<input type="checkbox"/> othermail
	<input type="checkbox"/> anothermail



Forward email addressed to test-mail@user.com to address(es) outside your domain (e.g. test-mail@aol.com).

Notice: one address per line!

Autoreponse for mail to test-mail@user.com:

2. The **Change Password** and **Delete** options are described in detail in the procedures that follow. Other options on this page deal with forwarding e-mail that is received by this account to other accounts. These options are explained here:

- Forwarding the e-mail sent to the original address to the same address on the specified server. This is for normal mail processing and is the default setting.
- Forwarding the e-mail sent to this address to another address on the same, specified server. If you select this option, you must also select the address (es) from the list of possible e-mail accounts on the server to which you would like to have the e-mail forwarded.
- Forwarding the e-mail sent to this address to another address on a different server. If you select this option, you must manually type the e-mail address to which you are having mail forwarded in the text entry box provided. This would be used if you had an existing account with another service to which you would like your mail forwarded.

3. After selecting the appropriate mail forwarding option, you may also manually type text in the auto-response text entry box. If you choose this, be sure to select the **Autoresponse for mail to...** option. Any text you type in the space provided will automatically be sent to anyone who sends e-mail to the address you are currently editing.
4. After all edits are completed, click on the **Save** button to apply the changes to the account. The message **"Done"** appears on your screen.
5. To return to the Mail Manager home, select the **Home** link. If you would like to return to the main Control Panel page, select the **Control Panel** link located in the upper right corner of the top frame.



## How To Change the Password of an E-mail Account:

1. From the Mail Manager, select the desired e-mail account listed under the heading **Addresses** on the left-hand side of the screen. The **Mailbox Options** page displays for the specified e-mail account.
2. Select the **Change Password for e-mail account** link. The **Change Password** page displays.

**Mail Manager**

• [Home](#)  
• [Addresses](#)  
    [test-mail](#)  
    [Default](#)  
• [New Address](#)  
• [Mailing List](#)

**Change Password**

Input password

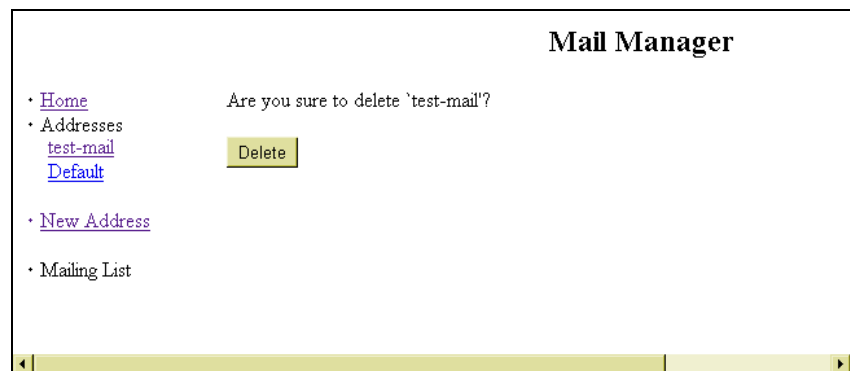
Re-enter Password

3. Type the new password in the **Input Password** and **Re-enter Password** fields. Be sure to type the password *exactly the same way* in both fields.
4. Select the **Change** button. A message displays indicating the password has been changed.
5. To return to the Mail Manager home, select the **Home** link. If you would like to return to the main Control Panel page, select the **Control Panel** link located in the upper right corner of the top frame.



### How To Delete an E-mail Account:

1. From the Mail Manager, select the desired e-mail account listed under the heading **Addresses** on the left-hand side of the screen. The **Mailbox Options** page displays for the specified e-mail account.
2. Select the **Delete e-mail account** link. A confirm deletion message displays.



3. If you are sure you would like to delete the e-mail account, select the **Delete** button. A message displays indicating the e-mail account has been deleted.

4. To return to the Mail Manager home, select the **Home** link. If you would like to return to the main Control Panel page, select the **Control Panel** link located in the upper right corner of the top frame.

---

---

## Sending and Receiving Mail

Sending and receiving mail is not executed in the Control Panel. The mail tools and utilities available in the Control Panel are merely ways of setting up mail accounts and lists on the server on which your account resides. To send or receive mail, use your normal mail client configured to retrieve mail from, and send mail through, your domain mail account.

Two popular e-mail programs are Eudora and MS Outlook Express. The two procedures that follow briefly describe how to configure these programs to work with your e-mail account. Once configured, you will be able to use these programs to send and receive mail.



### Warning:

- Before beginning any of the procedures below, you should know the following information. If you do not know it you can contact your hosting company.
  - Your e-mail address with the company.
  - Your Domain Name.
- Additionally, you should have the following information from your Internet Service Provider (ISP).
  - The ISP's SMTP (Simple Mail Transfer Protocol) mail server name.



### Note:

- In both of the mail programs being discussed, there are many different configuration options and settings you can change in order to customize the mail client for personal use. These additional features are not covered in the procedures below. For more information on these features, consult your mail program's documentation or help menus.



### How To Configure the Eudora Mail Program:

1. In Eudora, select **Tools** from the main menu, and then select **Options**. The **Options** dialog box opens.
2. Select the **Checking Mail** icon located in the **Category** list.
3. On the right side of the dialog box, enter your domain name (e.g., *mycompany.com*) in the **Mail Server** field. Enter your user name for that account in the **Login Name** field. Fill in any additional options you would like on this screen.
4. Select the **Incoming Mail** icon located in the **Category** list.
5. On the right side of the dialog box, select the **Server Configuration** type of **POP**. Fill in any additional options you would like on this screen.
6. Select the **Sending Mail** icon located in the **Category** list.

7. On the right side of the dialog box, enter your e-mail address for the account in **Return Address** field. Enter the name of your Internet Service Provider's (ISP) outgoing mail server in the **SMTP Server** field. If you do not know this, you will need to contact your ISP to provide you with the information. Fill in any additional options you would like on this screen.
8. Select **OK** to apply the changes and exit the dialog box.



### How To Configure the Outlook Express Mail Program:

1. In Outlook Express, select **Tools** from the main menu, and then select **Accounts**. The **Internet Accounts** dialog box opens.
2. Make sure the **Mail** tab is selected. Single-click on the **Add>** button, and then choose **Mail** from the pop-up list. The **Internet Connection Wizard** opens, displaying the **Your Name** page.
3. Type your name in the **Display Name** field. Select **Next>**. The **Internet E-mail Address** page displays.
4. Type the e-mail address you have set up on your account from your hosting company in the **E-Mail address** field. Make sure the option **I have an e-mail address that I'd like to use** is selected. Select **Next>**. The **E-mail Server Names** page opens.



#### *Note:*

- If Outlook Express is configured for other mail addresses, these fields may automatically be completed. If needed, this information can be deleted and replaced with the new information.

5. From the **Mail server type** drop-down list, choose **POP3**. Enter the name of your **Incoming Mail Server**: This is your domain name (e.g., *mycompany.com*). Enter the name of your **Outgoing Mail Server**: This is your Internet Service Provider's (ISP) outgoing mail server. If you do not know this, you will need to contact your ISP to provide you with the information.
6. When done, select **Next >** . The **Internet Mail Logon** page displays. Type the e-mail username and password for your e-mail account in the appropriate fields. Select **Next >** .
7. At the **Congratulations** screen, select **Finish** to complete the setup.

## SITE STATISTICS

### Site Statistics Overview

Many statistics about the usage of your web site are available through the **Site Statistics** option in the Control Panel. The statistics are generated by the **http-analyze** program, by **Rent-A-Guru**.



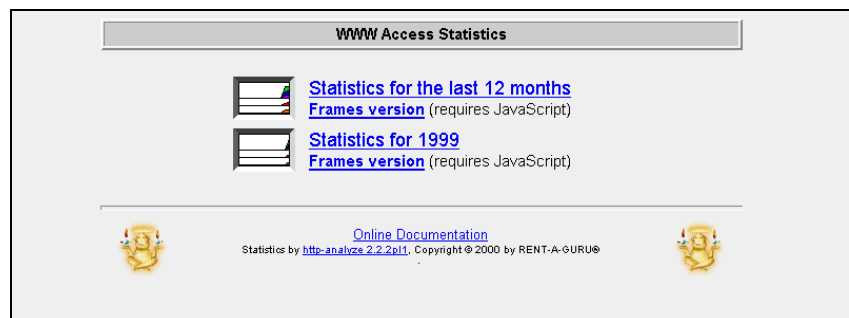
#### Note:

- Though this documentation provides an overview on using the Site Statistics option, it does not include detailed information regarding all of the statistics that you can view. For an in-depth explanation of these, please visit the **Http-Analyze** web site, located at <http://www.netstore.de/Supply/http-analyze/> and follow the link to **Documentation**.



#### How To View Your Site Statistics (with Navigation Window):

1. From the Control Panel, select the **Site Statistics** option. The **WWW Access Statistics** page displays.

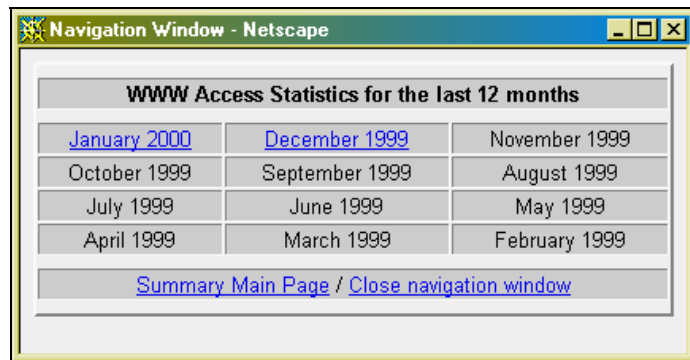


2. There are a number of options available on this main statistics menu page:

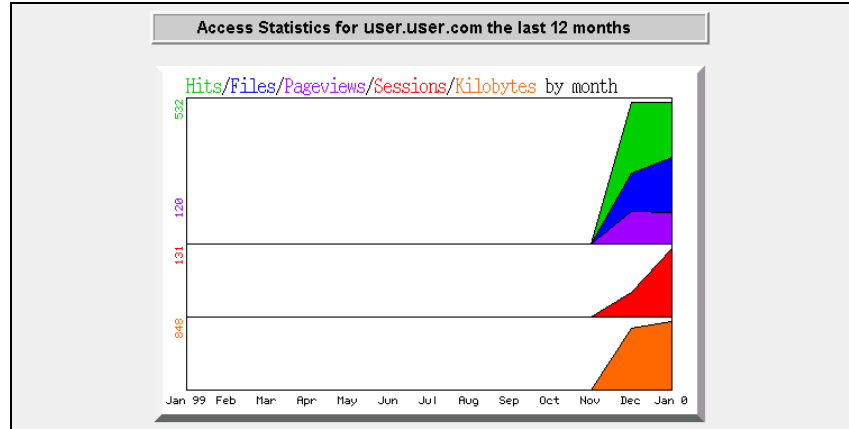
- **Statistics for the last 12 months:** Shows the web statistics for the 12-month period ending in the current month.
- **Statistics for <Year> :** Shows the web statistics for the given year.
- **Frames version:** Provides an alternate way of viewing statistics for users that prefer it.

(For this explanation, a non-frame example will be shown.)

3. Select the **Statistics for the last 12 months** link. First, a **Navigation Window** opens which provides a way for you to navigate through the different displays of statistics. It is here that you can determine which month you would like to focus on.



Also, in the existing browser window, a new page displays, which displays a chart and table of statistics for the current month.



Short statistics for January 2000 (updated more frequently)

Month	Hits	Files	Pageviews	Sessions	KBytes sent
<a href="#">January 2000</a>	481	290	106	119	767
<a href="#">December 1999</a>	532	265	120	46	757
November 1999	0	0	0	0	0
October 1999	0	0	0	0	0
September 1999	0	0	0	0	0
August 1999	0	0	0	0	0
July 1999	0	0	0	0	0
June 1999	0	0	0	0	0
May 1999	0	0	0	0	0
April 1999	0	0	0	0	0
March 1999	0	0	0	0	0
February 1999	0	0	0	0	0
<b>Total</b>	<b>1013</b>	<b>555</b>	<b>226</b>	<b>165</b>	<b>1524</b>
<b>Average</b>	<b>84</b>	<b>46</b>	<b>18</b>	<b>13</b>	<b>127</b>

[Frames version](#) (requires JavaScript)     
 [Back to the Main Page](#)     
 [3D model](#) (requires VRML)

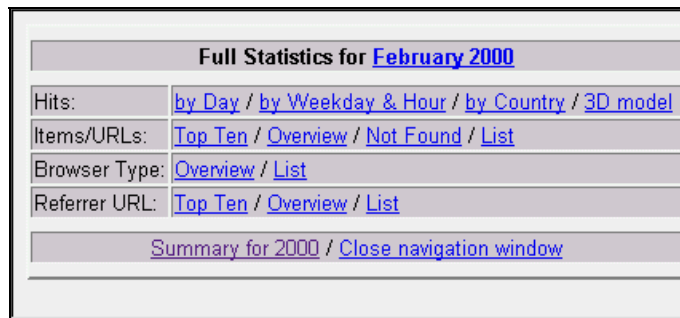
[http-analyze 2.2.2.pl1](#)      28/Jan/2000 02:00

4. The main statistics displayed on this page are:
- Hits:** The number of times your site is given a request for information from a web browser. (Note: a web page with two images would generate three "hits", one each for the images, and one for the page itself.)
  - Files:** The number of times a web browser requests a file and the server on which your site resides delivers that file.
  - Pageviews:** The number of times a web browser requests a text or html file, which shows a truer reflection of the actual documents requested from your site.

- **Sessions:** The number of unique hosts accessing the server during a given period of time.
- **Kbytes Sent:** The amount of data sent during the summary period as reported by the server.

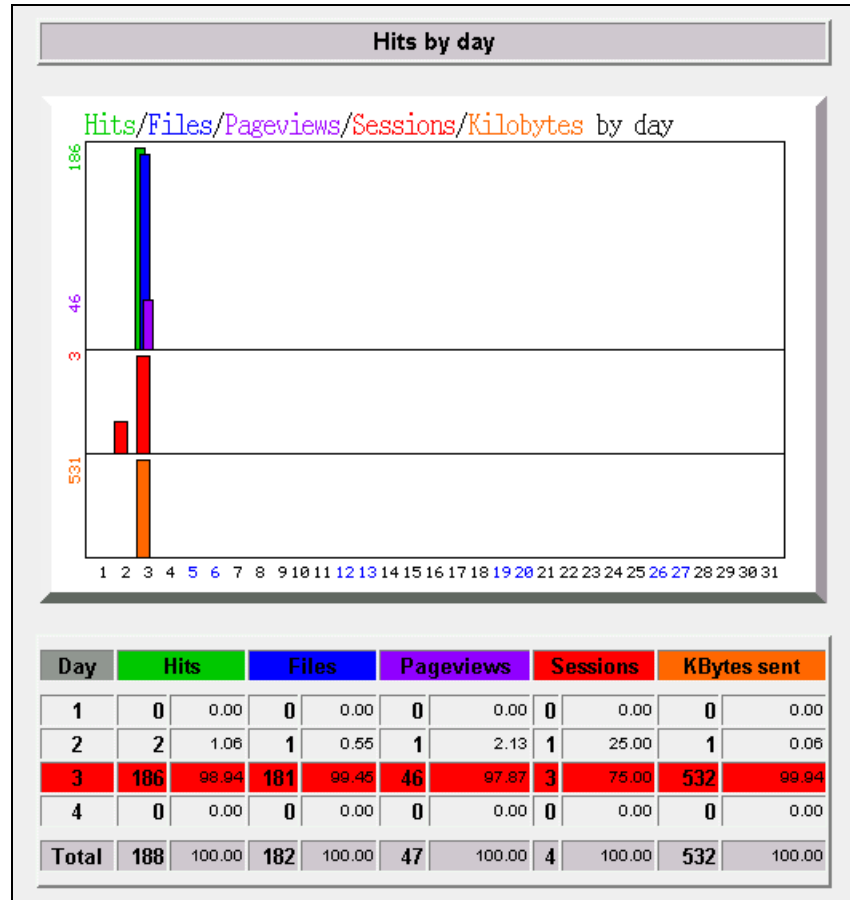
For more detailed explanations of these and many other statistical terms related to your site, please visit the **Http-Analyze** web site by clicking on the link in the bottom left corner of the Site Statistics screen. Once at the Http-Analyze site, follow the link for **Documentation**, then **Interpretation of the Results**.

5. Use the Navigation Window to select a specific month. Once you are at the month level of data, many more statistic options become available to you.



Full Statistics for <b>February 2000</b>	
Hits:	<a href="#">by Day</a> / <a href="#">by Weekday &amp; Hour</a> / <a href="#">by Country</a> / <a href="#">3D model</a>
Items/URLs:	<a href="#">Top Ten</a> / <a href="#">Overview</a> / <a href="#">Not Found</a> / <a href="#">List</a>
Browser Type:	<a href="#">Overview</a> / <a href="#">List</a>
Referrer URL:	<a href="#">Top Ten</a> / <a href="#">Overview</a> / <a href="#">List</a>
<a href="#">Summary for 2000</a> / <a href="#">Close navigation window</a>	

6. Selecting one of these statistical options in the Navigation window causes the statistics to be displayed in the main browser window. For instance, selecting the **Hits by Day** link results in the following (shown below).



- Each link in the navigation window will display a different set of statistics in the main window.



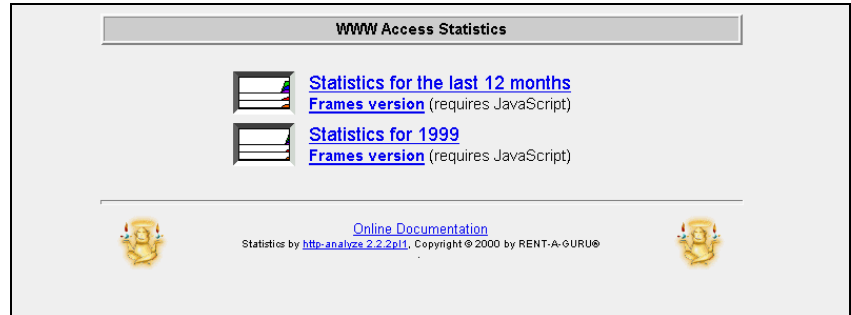
## Notes:

- At various times in the Site Statistics pages, you will have the opportunity to select a **Frames Version** of the statistics or a **3D Model** version.
- The **Frames Version** of this option will work with most newer versions of web browsers.
- The **3D Model Version** of this option requires special VRML (Virtual Reality Modeling Language) software to be installed on your computer before proceeding. For more information see, the **Http-Analyze** web site.

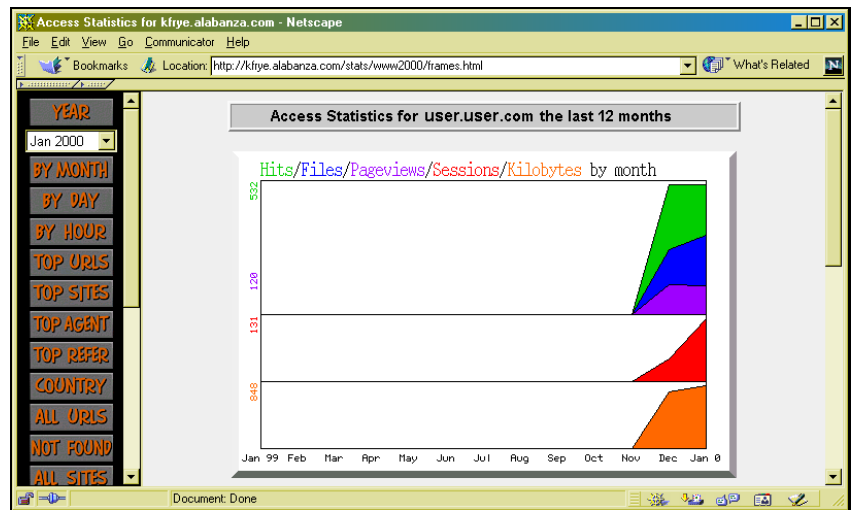


## How To View Your Site Statistics (Frames Version):

1. From the Control Panel, select the **Site Statistics** option. The **WWW Access Statistics** page displays.



2. Select the **Frames Version** link below the **Statistics for the last 12 months** text. The same summary chart and table appear in the main frame of the browser, but rather than having the statistic controls open in a new "Navigation Window", they appear instead in the control frame to the left.



3. The main statistics displayed on this page are the same as described in the previous section.

For more detailed explanations of these and many other statistical terms related to your site, please visit the **Http-Analyze** web site by clicking on the link in the bottom left corner of the Site Statistics screen. Once at the Http-Analyze site, follow the link for **Documentation**, then **Interpretation of the Results**.

4. Use the **Control Frame** to select a specific month. Then select the type of statistic you would like to see by clicking on the appropriate button in the Control Frame. The statistical information that you requested appears in the main frame.

## MAILING LIST

### Mailing List Overview

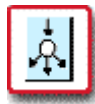
The **Mailing List** option, once installed, allows you to create and manage your own mailing lists, which is an efficient way of communicating with many people at one time.

---

---

### Installing Mailing List

You create and manage your mailing lists using the **Mail Manager** option. But you first need to install Mailing List on your site. You do this by using the **Mailing List** option.



#### How To Install Mailing List:

1. From the Control Panel, select the **Mailing List** option. The **Mailing List Manager** displays.

**Mailing List Manager**

The Mailing list manager has detected that no Mailing List program is currently installed on your domain. To install the Mailing List program, click the install button below. Once the Mailing List program is installed, you can use it through the Mail Manager Control Panel option. It will allow you to create and manage your mailing list.

To install a Mailing List, click:

2. Select the **Install Mailing List** button. A message appears indicating your mailing list will be set up in approximately ten minutes.

Operation submitted to the server for processing  
The operation will be completed within the next 10 minutes

## Creating a Mailing List

Once the Mailing List program is installed, use the **Mail Manager** option to create your mailing lists.

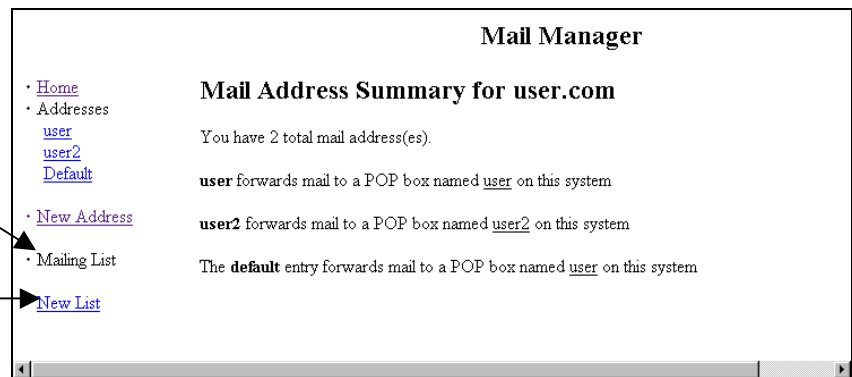


### How To Create a Mailing List:

1. From the Control Panel, select the **Mail Manager** Option. The **Mail Manager** opens, this time with the Mailing List links displayed.

Indicates Mailing List is installed

Use the New List link to create a new mailing list



**Mail Manager**

• [Home](#)  
• [Addresses](#)  
    [user](#)  
    [user2](#)  
    [Default](#)  
• [New Address](#)  
• [Mailing List](#)  
• [New List](#)

**Mail Address Summary for user.com**

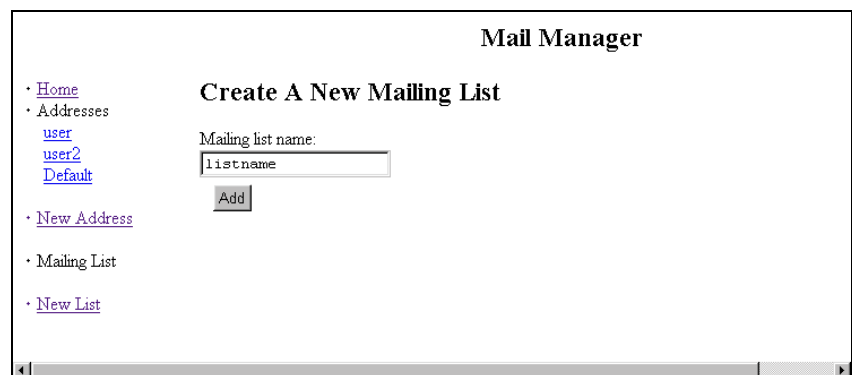
You have 2 total mail address(es).

**user** forwards mail to a POP box named **user** on this system

**user2** forwards mail to a POP box named **user2** on this system

The **default** entry forwards mail to a POP box named **user** on this system

2. Select the **New List** link. The **Create a New Mailing List** screen displays.



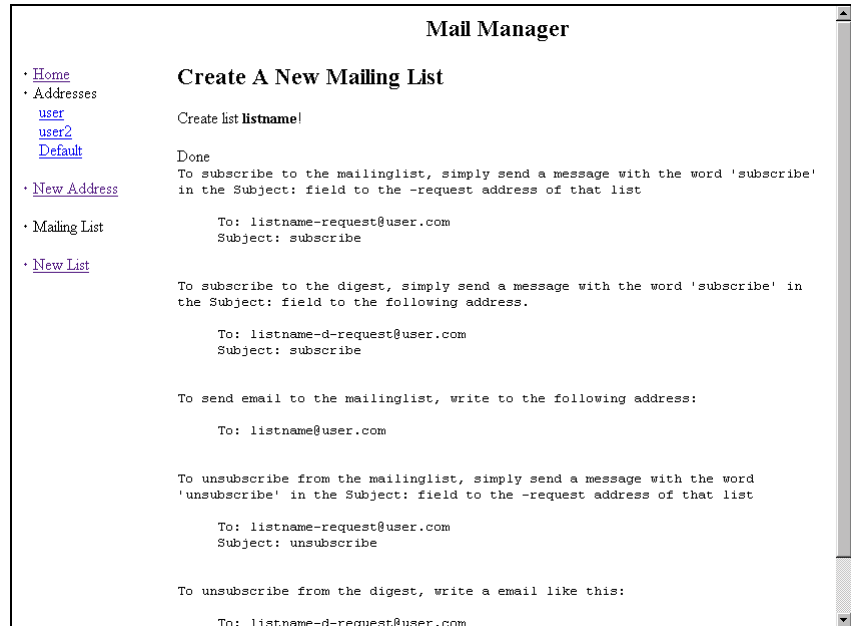
**Mail Manager**

• [Home](#)  
• [Addresses](#)  
    [user](#)  
    [user2](#)  
    [Default](#)  
• [New Address](#)  
• [Mailing List](#)  
• [New List](#)

**Create A New Mailing List**

Mailing list name:

3. In the **Mailing List Name**, type the name of your mailing list then click on the **Add** button. A new screen displays, indicating the list is created with instructions for subscribing to and unsubscribing from the mailing list.



4. Select the **Home** link. This opens the main Mail Manager page and refreshes the display so that the mailing list you just created appears on the left.

---

## Managing a Mailing List

Once a Mailing List is created, you need to set that list up within Mail Manager. The setup of a mailing list determines what kind of function it will serve, who will manage the list and specific information about the appearance of the list.

**Mail Manager**

- [Home](#)
- Addresses
  - [user](#)
  - [user2](#)
  - [Default](#)
- [New Address](#)
- Mailing List
  - [listname](#)
- [New List](#)

## Mail Address Summary for user.com

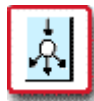
You have 2 total mail address(es).

**user** forwards mail to a POP box named user on this system

**user2** forwards mail to a POP box named user2 on this system

The **default** entry forwards mail to a POP box named user on this system

You also have listname total mailinglist(s): listname



## How To Manage a Mailing List:

1. From Mail Manager, under the Mailing List section, the name of your newly created list appears. Select the list by single-clicking on it. The **Edit Mailing List** page for the selected list displays.

**Mail Manager**

- [Home](#)
- Addresses
  - [user](#)
  - [user2](#)
  - [Default](#)
- [New Address](#)
- Mailing List
  - [listname](#)
- [New List](#)

## Edit Mailing List - listname

[Mailing List Manager](#)

[Administer listname](#) (Go here to make your list a newsletter, a subscriber-only list, or a moderated list)

[Delete listname](#)

Maintainer email address:

Maintainer's password:

The maximum number of emails that can be stored in archive:

2. There are several different options for editing the mailing list. Each will be covered separately in the following procedures. The remainder of this procedure will discuss the screen displayed above.
3. Enter the e-mail address of the person be in charge of maintaining the list in the **Maintainer's email address** field.
4. Enter a password for that person in the **Maintainer's password** field.
5. In the remaining field, enter the maximum number of messages allowed to be stored in the archive of the mailing list.



## How To Manage a Mailing List—Mailing List Manager:

1. From the Edit Mailing List page, select the **Mailing List Manager** link. A page titled **X Command** displays, and the name of the mailing list you are editing appears near the top of the screen.

**XCommand**

Enter the list name, maintainer email, and password below and then execute an X-command.

**Mailinglist:** listname-request@user.com

**Maintainer email:**

**Password:**

Show List of Subscribers  
 Show List Log  
 Wipe List Log

Search list of subscribers for a near match. Email:

You can directly subscribe/unsubscribe a user by filling out the info below:

Subscribe    Email:   
 Unsubscribe

Many of the fields on this screen are actually commands that you can perform on your mailing list. You simply select the command you would like to use, fill in the appropriate information and then select the **Execute Xcommand** button to make the change occur.

2. If you have not already set up the Maintainer e-mail and password on the **Edit Mailing List** page, enter that information in the appropriate fields on this page.
3. If you would like to have either the **list of subscribers** or the **list log** e-mailed to you (as the maintainer), enter the e-mail address in the **Maintainer e-mail** field and the maintainer password in the **password** field, then select either **Show List of Subscribers** or **Show List Log**. If you would like to clear out the list log, complete the **Maintainer e-mail** and **password** fields and select the **Wipe List Log**. Once your selections have been made, select the **Execute Xcommand** button to perform the action. An e-mail message will be sent to the e-mail address entered in the **Maintainer e-mail** field including the results of the action you selected.
4. To look up a specific e-mail address in the list of your mailing list subscribers, click on the **Select list of subscribers for a near match** option, enter the address for which you are searching, and select the **Execute Xcommand** button to perform the search. Results will be e-mailed to the address in the **Maintainer e-mail** field.
5. If you would like to directly subscribe or unsubscribe a user from the mailing list (rather than having the user do it), select either the **Subscribe** or **Unsubscribe** option, enter the desired user's e-mail address in the e-mail field and select the **Execute Xcommand** button. A confirmation message will be sent to the address listed in the **Maintainer e-mail** field.



## How To Manage a Mailing List—Administer the Mailing List:

1. From the Edit Mailing List page, select the **Administer mailinglist** link. A page titled **Administer Mailing list – mailinglistname** displays.

A screenshot of a web browser window showing the 'Mail Manager' interface. The title bar reads 'Mail Manager'. The main heading is 'Administer Mailing list - listname'. On the left side, there is a navigation menu with links: 'Home', 'Addresses' (with sub-links 'user', 'user2', 'Default'), 'New Address', 'Mailing List' (with sub-link 'listname'), and 'New List'. The main content area contains a form with the following elements: a text input field for 'Maintainer/Moderator Email Address:', a section titled 'Make listname a:' with three radio button options: 'Newsletter' (selected), 'Subscriber-Only List', and 'Moderated List', and a 'Change List' button. The browser's scrollbar is visible at the bottom.

2. Enter the maintainer's e-mail address in the **Maintainer/Moderator Email Address** field.
3. Select the option that accurately describes the purpose of your list. The choices are:
  - **Newsletter:** A Mailing List created as a Newsletter will only be usable by you as the moderator. Others will not be able to send mail to be distributed by the list. It is a good way to distribute one message to many of your mailing list subscribers.
  - **Subscriber-Only List:** Only people who deliberately subscribe to the mailing list can send mail to or receive mail from the list.
  - **Moderated List:** The mail from the list is screened and if appropriate edited or deleted before being allowed to be sent to all subscribers to the list.

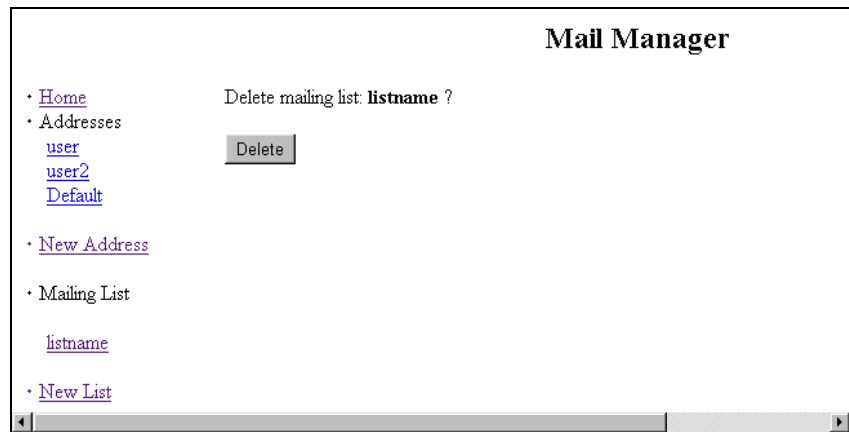
4. Select the **Change List** button. The following message displays.

Operation submitted to the server for processing  
The operation will be completed within the next 10 minutes



### How To Manage a Mailing List—Deletion:

1. From the Edit Mailing List page, select the **Delete Mailinglist** link.



2. Select the **Delete** button.
3. A message will display indicating that the mailing list was deleted.

---

## Uninstalling Mailing List

The **Mailing List** option can be removed from your site if you so wish.



### How To Remove the Mailing List Program:

1. From the Control Panel, select the **Mailing List** option. The **Mailing List Manager** displays indicating the Mailing List program is installed on your account.

#### Mailing List Manager

The Mailing list manager has detected that a Mailing List program has been installed on your domain. To create and run the mailing list. Go to the Mail Manager Control Panel Option in your Control Panel. If you would like to remove the Mailing List program, click the 'Remove Mailing List' button below.

If you would like to remove the mailing list program, click:

2. To uninstall the mailing list program, select the **Remove Mailing List** button. A message displays indicating the program will be removed within approximately ten minutes.

### MICROSOFT FRONTPAGE EXTENSIONS

#### Microsoft FrontPage Extensions Overview

If you are planning on using Microsoft's FrontPage as the web-development tool for your site, you will first need to enable FrontPage Extensions.



#### Note:

- Installing FrontPage extensions for your site *does not* install Microsoft FrontPage on your computer. FrontPage is a separate software application which you will need to purchase and install on your computer. (Note: Some computers come equipped with Microsoft FrontPage pre-installed.)



#### Warning:

- Turning on Microsoft FrontPage extensions disables utilities in the Control Panel. When you enable FrontPage extensions, you are telling the server that FrontPage will perform certain functions rather than the Control Panel Options. These options include:
  - Site Creation Tool
  - Redirect URL
  - Mime Types
  - Protect Directories



## How To Install Microsoft FrontPage Extensions:

1. From the Control Panel, select the **MS FrontPage** icon. The **Microsoft FrontPage Extension Manager** displays.

**Microsoft Front Page Extension Manager**

---

If you want to use Front Page on your site, you must install Front Page extensions on your domain. This will allow Microsoft Front Page to have all the functionality it is capable of on our servers.

**WARNING:** Front Page uses the same access file as Directory Protection. Use of Front Page and our Directory Protection could cause errors. If you are going to use Front Page, please use the directory protection it provides.

---

Front Page Extensions have not been installed on **user.alabanza.com**

To install Front Page Extensions, please click here: [Install Front Page](#)

2. To install the FrontPage Extensions, select the **Install FrontPage** button.



**Note:**

- Despite the name of the button in the screen above, this does not install the Microsoft FrontPage application on your computer. It installs Microsoft FrontPage Extensions on your site.
3. A message appears, indicating the extensions will be installed within approximately ten minutes.



## How To Verify that FrontPage Extensions are Installed:

1. From the Control Panel, select the **MS FrontPage** icon. The **Microsoft FrontPage Extension Manager** displays.

**Microsoft Front Page Extension Manager**

---

If you want to use Front Page on your site, you must install Front Page extensions on your domain. This will allow Microsoft Front Page to have all the functionality it is capable of on our servers.

**WARNING:** Front Page uses the same access file as Directory Protection. Use of Front Page and our Directory Protection could cause errors. If you are going to use Front Page, please use the directory protection it provides.

---

Front Page Extensions are installed for ryan.alabanza.com

**Verify Front Page Installation**  
Press this button to

**Remove Front Page Extensions**  
To Remove Front Page Extensions, click:

2. To verify the FrontPage Extensions installation, select the **Verify** button. A message displays, indicating the extensions have been installed.

**MS FrontPage Installation Verification**

Starting check, port: user.alabanza.com:80, web: "root web"

Created: 27 Jan 2000 16:19:58 -0000  
Version: 4.0.2.2717  
Port user.alabanza.com:80: Check completed.

[Back to Front Page Manager](#)



## How To Remove Microsoft FrontPage Extensions:

1. From the Control Panel, select the **MS FrontPage** icon. The **Microsoft FrontPage Extension Manager** displays.

**Microsoft Front Page Extension Manager**

---

If you want to use Front Page on your site, you must install Front Page extensions on your domain. This will allow Microsoft Front Page to have all the functionality it is capable of on our servers.

**WARNING:** Front Page uses the same access file as Directory Protection. Use of Front Page and our Directory Protection could cause errors. If you are going to use Front Page, please use the directory protection it provides.

---

Front Page Extensions are installed for ryan.alabanza.com

**Verify Front Page Installation**  
Press this button to

**Remove Front Page Extensions**  
To Remove Front Page Extensions, click:

2. To remove the FrontPage Extensions, select the **Remove FrontPage Extensions** button. A message appears indicating the extensions will be removed within approximately ten minutes.

Removal of FrontPage Extensions  
Operation submitted to the server for processing  
The operation will be completed within the next 10 minutes

## SITE CREATION TOOL

### Site Creation Tool Overview

The **Site Creation Tool** allows you to create your Web site quickly and easily. It is an alternative to using other applications, such as Microsoft FrontPage, Macromedia Dreamweaver or Netscape Composer. The tool is self-guided and self-explanatory, but some detailed instructions are provided in this section to help aid you in setting up your personalized site.



#### Note:

- In order to use the **Site Creation Tool** option, the **Microsoft FrontPage Extensions** option must be disabled. If it is enabled, then you must use your version of Microsoft FrontPage to create and manage your Web site. If the Microsoft FrontPage Extensions option is enabled, you will not have access to the Site Creation Tool option and will see the following message if you try to access it.

**Site Creation Tool Manager**

---

The Site Creation Tool Manager will allow you to do the following:

- 1) Create a web site using our systems Site Creation Tool.
- 2) Make the pages created by the Site Creation Tool your default pages.
- 3) It will allow you to view what your Site Creation Tool currently looks like without leaving the Control Panel.

---

1) Here is where you can create your site.  
To use the site creation tool, click:

2) The Site Creation Tool pages will be seen at either <http://user.user.com/maxpages> (the default) or <http://user.user.com>  
*Sorry, you cannot set the Site Creation Tool as your default site unless Front Page is not installed. To be able to set the Site Creation Tool as your default site, please uninstall Front Page Extensions first.*  
**Default not changed.**  
Currently, your pages created by the Site Creation Tool are seen at <http://user.user.com/maxpages>  
To set the Site Creation Tool pages as the default for visitors to view, click:



## How To Use the Site Creation Tool:

1. From the Control Panel, select the **Site Creation Tool** icon. The **Site Creation Tool Manager** displays.

**Site Creation Tool Manager**

---

The Site Creation Tool Manager will allow you to do the following:

- 1) Create a web site using our systems Site Creation Tool.
- 2) Make the pages created by the Site Creation Tool your default pages.
- 3) It will allow you to view what your Site Creation Tool currently looks like without leaving the Control Panel.

---

**1) Here is where you can create your site.**  
To use the site creation tool, click: [Site Creation Tool](#)

**2) The Site Creation Tool pages will be seen at either `http://user.user.com/maxpages` (the default) or `http://user.user.com`**  
Currently, your pages created by the Site Creation Tool are seen at `http://user.user.com/maxpages`  
To set the Site Creation Tool pages as the default for visitors to view, click:  
[Change Default to Site Creation Tool](#)

**3) Here is where you can view your site within the control panel.**  
To view the site currently setup with the Site Creation Tool, click: [View Site](#)

2. The Site Creation Tool Manager makes three options available. Each of these options is described in a separate procedure below. These three options are:
  - **Create Your Web site:** This option allows you to create and/or edit the web pages on your site.
  - **Change Default Pages:** This option allows you to set the home page which you create with the Site Creation Tool to be the default page for your site.
  - **View Your Site:** This option opens your site's home page in the current browser window.



## How To Create Your Web Site with the Site Creation Tool:

1. From the Site Creation Tool Manager, select the **Site Creation Tool** button. The **Page Title Prompt** screen appears.

The screenshot shows a web interface for entering a page title. At the top, a text box contains the instruction: "Page Title: Enter a title for your home page. When you are done click "Next >". Below this is a text input field with the text "Welcom to The User Pages" (note the typo). To the right of the input field is a button labeled "Next >". At the bottom of the screen is a button labeled "Cancel and Delete My Site".

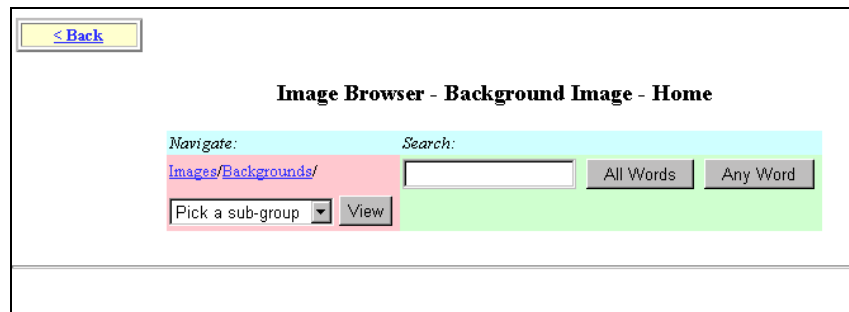


**Note:**

- At any time, you may exit the setup of your web site by clicking on the **Cancel and Delete My Site** button. This will delete any information you have provided.
2. Type the title you would like for your web site's home page in the field provided and select the **Next** button. The **Background Prompt** screen displays.

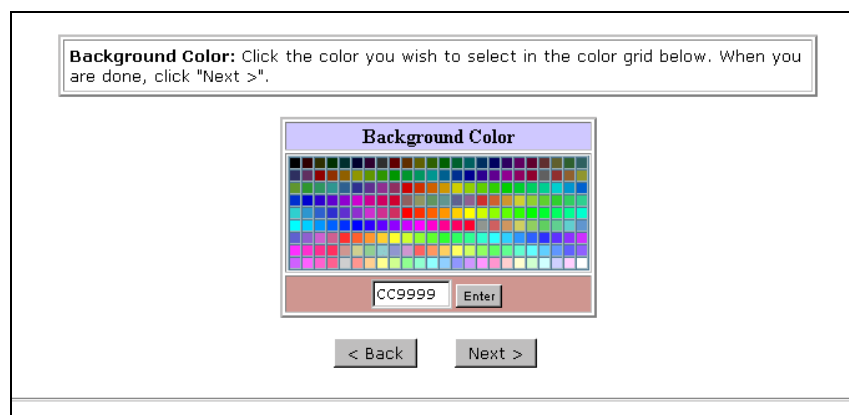
The screenshot shows a web interface for selecting a background type. At the top, a text box contains the instruction: "Background Type: You have a choice of either a background image or a solid background color for your page. Select one of these choices below." Below this are three buttons: "< Back", "Background Image >", and "Background Color >". At the bottom of the screen is a button labeled "Cancel and Delete My Site".

3. **Optional:** If you would like to have a background image displayed on your Web site's main page, select the **Background Image** button. The **Background Image Selector** displays:



Use the Navigation or Search tools to locate an image you would like to add. When completed, click on the **Back** button to return to the previous screen and select your background color.

4. If you would like to have a background color other than the default (white) on your web site, click on the **Background Color** button. The **Background Color Selector** displays:



Choose the desired color by single-clicking on it. Select the **Enter** button to apply it to your Web site. Click on the **Next** button to continue. The **Page Text** screen displays

**Page Text:** In the text area below enter the information you want to display on your page. When you are done click "Next >".

The User's Pages...  
All about your company

< Back    Next >

Cancel and Delete My Site

5. In the text box provided, type the text which will appear on your web site's home page. When completed, select the **Next** button. The **Text Color Selector** page displays.

**Text Color:** Click the color you wish to select in the color grid below. When you are done, click "Next >".

**Text Color**

Black	Dark Gray	Light Gray	White	Dark Blue	Medium Blue	Light Blue	Dark Green	Medium Green	Light Green	Dark Red	Medium Red	Light Red	Dark Purple	Medium Purple	Light Purple	Dark Yellow	Medium Yellow	Light Yellow	Dark Cyan	Medium Cyan	Light Cyan	Dark Magenta	Medium Magenta	Light Magenta
Black	Dark Gray	Light Gray	White	Dark Blue	Medium Blue	Light Blue	Dark Green	Medium Green	Light Green	Dark Red	Medium Red	Light Red	Dark Purple	Medium Purple	Light Purple	Dark Yellow	Medium Yellow	Light Yellow	Dark Cyan	Medium Cyan	Light Cyan	Dark Magenta	Medium Magenta	Light Magenta
Black	Dark Gray	Light Gray	White	Dark Blue	Medium Blue	Light Blue	Dark Green	Medium Green	Light Green	Dark Red	Medium Red	Light Red	Dark Purple	Medium Purple	Light Purple	Dark Yellow	Medium Yellow	Light Yellow	Dark Cyan	Medium Cyan	Light Cyan	Dark Magenta	Medium Magenta	Light Magenta
Black	Dark Gray	Light Gray	White	Dark Blue	Medium Blue	Light Blue	Dark Green	Medium Green	Light Green	Dark Red	Medium Red	Light Red	Dark Purple	Medium Purple	Light Purple	Dark Yellow	Medium Yellow	Light Yellow	Dark Cyan	Medium Cyan	Light Cyan	Dark Magenta	Medium Magenta	Light Magenta
Black	Dark Gray	Light Gray	White	Dark Blue	Medium Blue	Light Blue	Dark Green	Medium Green	Light Green	Dark Red	Medium Red	Light Red	Dark Purple	Medium Purple	Light Purple	Dark Yellow	Medium Yellow	Light Yellow	Dark Cyan	Medium Cyan	Light Cyan	Dark Magenta	Medium Magenta	Light Magenta

660000    Enter

< Back    Next >

6. Single-click on the color in the color-picker that you would like the text entered in the previous screen to be. If you know the RGB Hex code for the color, you may enter it in the field at the bottom of the box. Select the **Enter** button to apply the color. Select the **Next** button to continue.

**Image:** You have the option of displaying an image at the top of your page. To choose an image click "Pick Image >". If you don't want to show an image click "Skip Image >".

< Back    Pick Image >

Skip Image >

Cancel and Delete My Site

7. The **Image Selection** option works similarly to the Background image option. To have an image appear near the top of your Web site's main page, select the **Pick Image** button and follow the instructions. These are similar to the instructions in Step 3. If you do not want to add an image at this time (you can add one later if you like), select the **Skip Image** button. The **Site Completed** page displays.

**Congratulations!** You have just created the **Home** page for your Web site **user.com**. Welcome to the World Wide Web!

**Important:** You are about to enter the **Max Pages Site Editor**. There you will be able view your Home page, continue editing your Home page, create additional pages, select images and graphics, and describe your site for search engine promotion. From now on, whenever you login to Max Pages, you will enter the Site Editor. Using the Site Editor, you transform your site from a simple Home page into a real presence on the Web.

**Inside the Site Editor:**

1. To view your Home page, click **View Site**.
2. To edit your Home page, click **Home** in the page table.
3. To create a new page, click **Create Page**.
4. To select images to put into your pages, click **Image List**.
5. To prepare your site for search engine promotion, click **Classify Site**.

8. This page indicates that the **Home page** is created. Also listed here are instructions to continue on in the Site Creation Tool to the **Site Editor**. To open the Site Editor, click on the **Enter the Site Editor** button.

[View Site](#)

[Logout](#)

Site Editor:  
user.com

Select

[Site](#)

[Options](#)

[Create Page](#)

[Delete Page\(s\)](#)

[Categorize Pages](#)

[Classify Site](#)

[Image List](#)

[Upload/Import](#)

[Site Fields...](#)

[Help](#)

[Contents](#)

[Close](#)

To edit a page, select it from the table below:

Page Name	Visitors	Description
<a href="#">Home</a> ◀	0	Home page for user.com

[Name/Company](#)

[Street Address](#)

[City](#) [State](#) [Zip](#)

[Phone Number](#)

[Fax Number](#)

[Email Address](#)

[Powered by](#)  
[Max Pages](#)

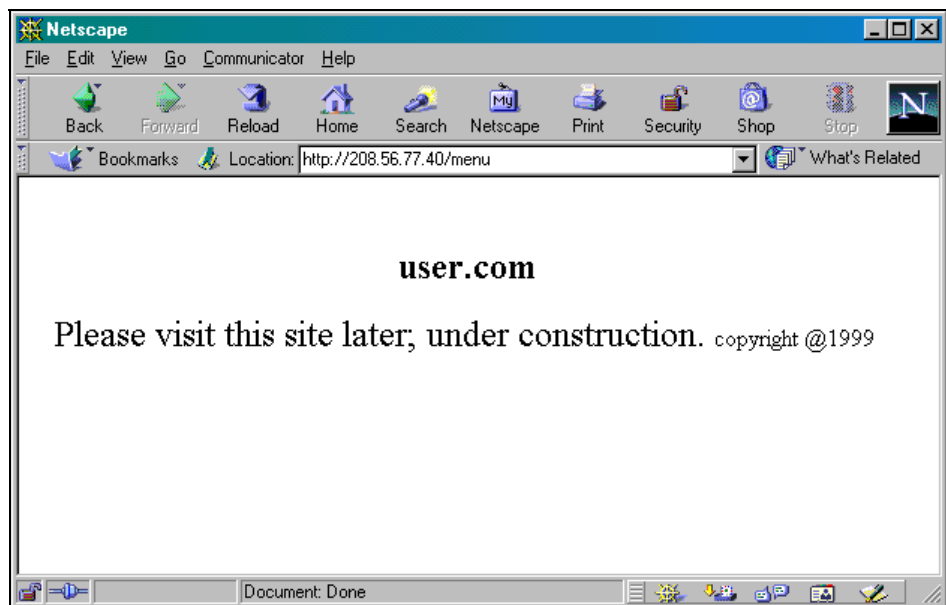
- The Site Editor offers ways for you to edit and add to the home page you just created. Additionally, you can add more pages from this tool. The Site Editor is explained in more detail in a later section of this document. The next two sections cover the remaining options available from the **Site Creation Tool Manager**.



**Note:**

- Once your home page is set up, there is no need to repeat the steps covered thus far in this section. Clicking on the Site Creation Tool button in the Site Creation Tool Manager will bypass the previous steps and open directly in the Site Editor as shown in the image above.
- To close the Site Editor and return to the Control Panel, select the **Logout** link, near the upper left corner of the screen.

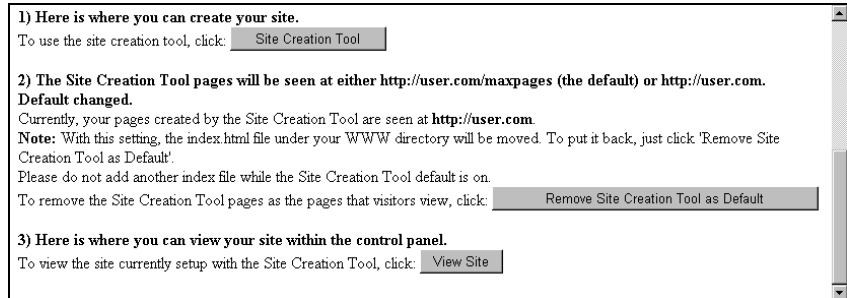
When your site is initially created, a plain message initially appears as your site's main page, similar to the one shown below.





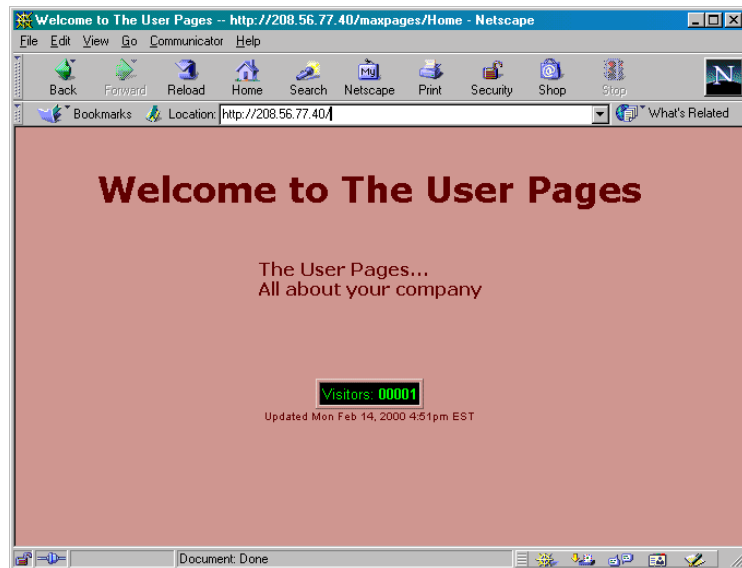
## How To Make Your Home Page from the Site Creation Tool the Default Page for Your Site:

1. From the Site Creation Tool Manager, select the **Change Default to Site Creation Tool** button. The page reappears.



Notice that the default page button has changed, allowing you the option of removing the site creation tool as the default page and restoring the default page to the basic one shown above.

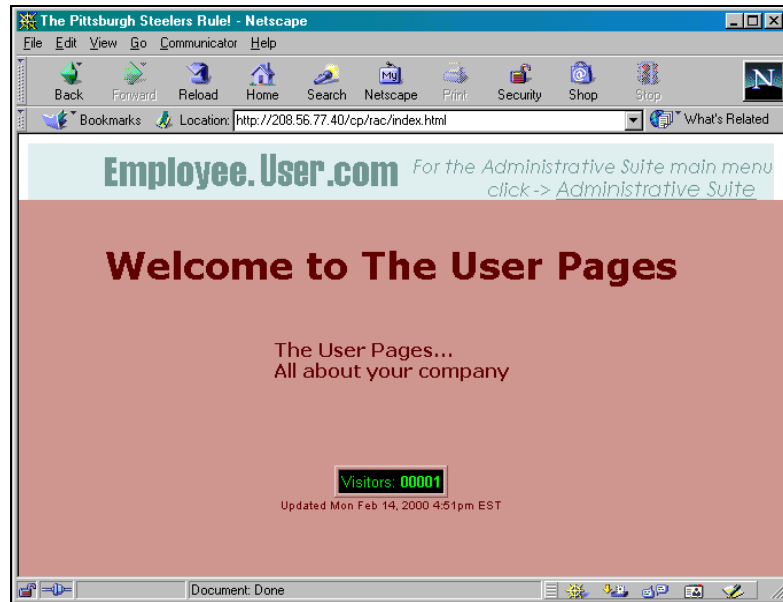
2. The default page will now reflect the changes you have made to the pages through the Site Creation Tool (and Site Editor). An example is shown below.





### How To View Your Home Page from the Site Creation Tool Manager:

1. From the Site Creation Tool Manager, click on the **View Site** button. Your web site's home page opens, displayed within the Control Panel frame.



Once your home page is established, you will likely want to add more pages to your site. This can be managed through the Site Creation Tool's **Site Editor**. This section will provide an overview of the different options available to you in the Site Editor as well as some examples showing the use of the various tools.

The **View Site** link opens your home page.

The **Logout** link returns you to the Control Panel.

The site pages links open the **Page Editor** to edit existing pages.

The **Site** tools allow you to create and delete pages and set up guidelines to apply to your entire site.

This list of links allows you to add specific fields of information to your home page.

The **Site Fields** link opens a list of tools for adding information to your site.

**Help** is available from these links.

The **Delete Site** link deletes all of your web pages on the site.

The screenshot shows the Site Creation Tool interface. On the left is a vertical menu with links: View Site, Logout, Site Editor: user.com, Select, Site, Options, Create Page, Delete Page(s), Categorize Pages, Classify Site, Image List, Upload/Import, Site Fields..., Help, Contents, Close, Full Screen, and Delete Site... (highlighted in orange). On the right, there is a table for editing pages and a form for adding site fields. The table has columns for Page Name, Visitors, and Description, with a row for 'Home' (3 visitors, 'Home page for user.com'). The form includes fields for Name/Company, Street Address, City, State, Zip, Phone Number, Fax Number, and Email Address. A 'Powered by Max Pages' button is at the bottom right. Arrows point from the text on the left to the corresponding elements in the interface.

Page Name	Visitors	Description
<a href="#">Home</a>	3	Home page for user.com

**Name/Company**  
**Street Address**  
**City** **State** **Zip**  
**Phone Number**  
**Fax Number**  
**Email Address**

**Powered by Max Pages**

The Site Creation Tool used in the web site you create is Powered by Max Pages; indicating the company, Max Pages, is responsible for some of the technology used in the Site Creation Tool. You can visit the Max Pages web site by single-clicking on the **Powered by Max Pages** button near the bottom of the screen.

You can list company or personal information on your homepage using the Site Editor. The following information can be included automatically:

- **Name/Company**
- **Street Address**
- **City**
- **State**
- **Zip**
- **Phone Number**

- Fax Number
- E-mail address

To add information other than what is provided in the list above, you will need to manually enter it into your pages. Once the information is added, you can format it to your liking.

Any of the information can be changed the same way using the procedure below.



## How To Change Company Information on Your Home Page:

1. From the Site Editor, select the link for the type of information you would like to add or change. In the example shown below, the **Name/Company** link was selected.

When changing text attributes, a preview of the text appears here.

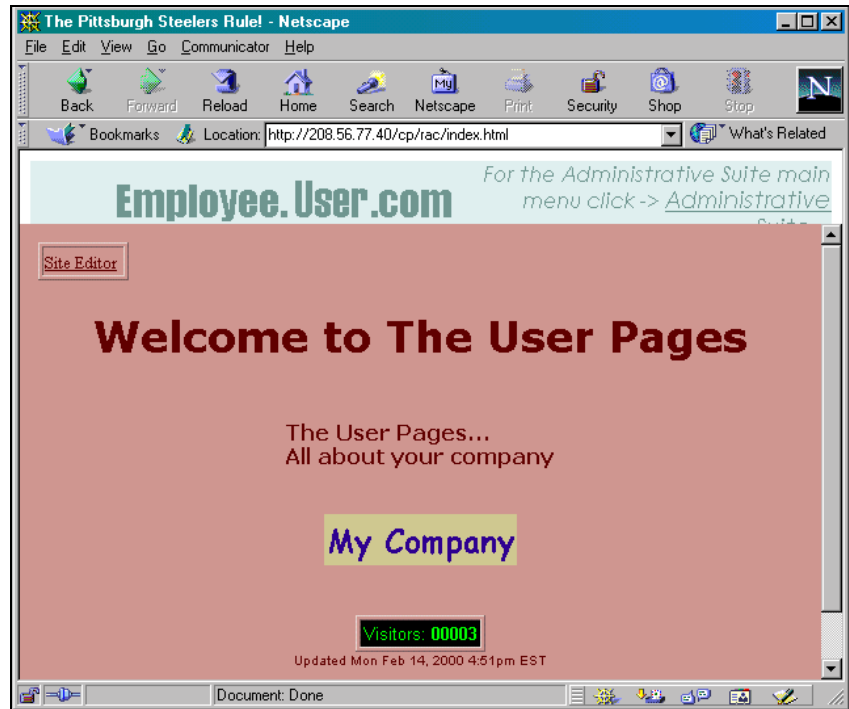
The screenshot shows the 'Site Editor' interface. At the top, there is a 'Name/Company' section with a text input field and an 'Update Text' button. Below this, an 'Important' note states: 'If you change the text, you must click **Update Text** before changing any of the attributes below.' An arrow points from this note to the formatting options. The formatting options are organized into four columns: 'Color' (with a color palette and a hex code input '000000'), 'Style' (with buttons for Bold, Italic, Underscore, Typewriter, Strikeout, and Blink), 'Size' (with buttons for Huge, Large, Big, Medium, Standard, Small, and Tiny), and 'Font' (with buttons for Default, Helvetica, Courier, Times, Script, Roman, Console, Printer, Universal, Lucida, Modern, Σymbol, and Comic). Below the Color and Style sections, there is a 'Background' section with a color palette and a hex code input 'FFFFFF'.

2. Type your name or company name in the text box provided. Click on the **Update Text** button.

3. Select the **Text Color** and **Page Background** color if desired. If you would like to use the colors that you selected when initially creating your home page, select the **Use Page Text Color** and **Use Page Background** links.
4. Select a text **Style** if you want something other than normal text.
5. Select a text **Size** if you want something other than standard text.
6. Select a text **Font**.
7. Select the **Site Editor** link (there is one at the top and one at the bottom of the page) to move back to the Site Editor. The text that you added or changed will be previewed where the old link to the text was located.



8. To preview how the text looks in place on your home page, select the **View Site** link in the Site Editor. The page displays in your browser.



9. To return to the Site Editor, select the **Site Editor** link, near the upper left corner of the page.



**Note:**

- The **Site Editor** link, which appears on this page, does not appear to users visiting your website. It only appears when editing your site and is provided as a quick way for you to get back to the Site Editor.



## How To Create Additional Web Pages:

1. To create a new page for your Web site, select the **Create Page** link listed under the **Site Tools** menu in the Site Editor. The **Create Page** form displays.

**Create Page**

Fill out the form below and click "Create Page".

Enter a page name (use letters, numbers, and spaces only):

Enter a page description. Include words someone might search on:

Select a page type:  
 General Text Page --  1 Panel  4 Panel  
 Product/Service Detail Page

Category	Sub-category	Copy From Page
Enter:	Enter:	Enter:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Or Select:	Or Select:	Or Select:
<input type="text" value="No Category"/>	<input type="text" value="No Sub-category"/>	<input type="text" value="No Copy"/>

[Site Editor](#)

2. In the first two text fields, enter a name for the page and a description.
3. Select the type of page you are creating: a **General 1 Panel Page**, a **General 4 Panel Page** or a **Product/Services Detail Page**.
4. If you have created categories or sub-categories for the types of pages on your web site in the Site Editor, you can specify which of those categories or subcategories you would like to locate the current page. Any existing categories or sub-categories would appear in the drop-down lists under each listing.
5. You may also elect to copy the new page from an existing page on your site using the existing page as a "template" into which you would enter new data or information. Select the page on which you would like to base the copy from the **Copy From Page** drop-down list.
6. Once all options are selected, select the **Create Page** button. The New Page opens in the **Page Editor**. The example below shows a newly created page which is of type **General/Text 1 Panel** and was copied from the Home Page.



The page that opens in the Page Editor appears identical to your home page. (That is because since it was copied from the home page it is identical, aside from the title and description of the page.) To change existing text, single-click on the text you would like to change. You will be given the option of typing new text and assigning new text attributes.

7. To exit the Page Editor and return to the Site Editor, single-click on the **Site Editor** link located in the upper left corner of the page.

While you use the Site Editor to manage the overall look of your site, you use the Page Editor to edit individual pages once they have been created. Below is a description of what some of these tools do.

The **Site Editor** link returns you to the Site Editor.

The **Logout** link returns you to the Control Panel.

The name of the page being edited.

The **Show Page** link opens the current page in the web browser.

This list of **Page** links allows you to edit specific pieces of the page.

This list of links allows you to add specific fields of information to your home page. This is the same as on the Site Editor. Changing information here affects all pages that show this information.

**Help** is available from these links.

The **Image List** link provides an easy way to manage images on your site.

The **Colors** link allows you to set the various colors for this page.

The **Bkgrnd Image** link allows you to set the background image.

The screenshot shows the Site Creation Tool interface. On the left is a vertical sidebar menu with the following items: Site Editor, Logout, Page Editor: Third Page, Show Page, a 'Select Page' section with a color palette icon, and a list of options: Options, Frame Style, Header Style, Body Style, Footer Style, Description, Rename, Help, Contents, Close, and Full Screen. The main content area has a top navigation bar with links for Image List, Colors, and Bkgrnd Image, and a help line with links for Image List, Links, and Guide. Below this is a large heading 'User Pages: #1241' and two buttons for Image and Subtitle. A paragraph of text reads 'The following User Pages Article was written by Alphonso Lorenzo.' Below the text is a form with fields for Name/Company, Street Address, City, State, Zip, Phone Number, Fax Number, and Email Address. At the bottom of the main area is another navigation bar with links for Image List, Colors, and Bkgrnd Image, and a help line with links for Image List, Links, and Guide. Arrows from the text on the left point to the corresponding elements in the screenshot.

Additional help for the Site Creation Tool is available at the Max Pages web site, at <http://maxpages.com/maxhelp>.

---

---

## COUNTER

### Counter Overview

The **Counter** option allows you to set up a hit counter on your site, which lets you determine how many times the page on which the counter resides has been visited. This counter is displayed on the page and can be viewed in various counter styles. Additionally, you can start the counter at any number you set, and it will count hits and add them to that number.

---

---

### Verify Counter Installation

Before performing any work with the counter on your site, first verify that it has been installed.



#### How To Verify the Counter has been Installed on Your Site:

1. From the Control Panel, select the **Counter** icon. The **Counter Manager** displays.

**Counter**

The Counter Manager will allow you to do the following:

- 1) Verify that the counter program has been installed correctly for your domain
- 2) Show the basic styles of counters that can be placed in your HTML page and how to place the counter in your HTML page
- 3) Allow you to change the number that will appear in your counter

To verify that the counter is setup for your domain, press 'Verify Install'. Verify Install

To view directions on 'How to Setup' up a counter, press 'View Directions'. View Directions

To change the hits on any counter, press 'Adjust Counter'. Adjust Counter

2. Select the **Verify Install** button. A message appears indicating that the counter utility has been installed for your domain.

**Counter**

Verify Passed: Counter installed for user.com.

[Back to Counter Manager.](#)

## Setting up the Counter

Instructions for setting up the counter on your site are available from the Counter Manager. To actually set up the counter on your site, follow the directions that are provided from the Control Panel.



### How To View Counter Setup Directions:

1. From the Control Panel, select the **Counter** icon. The **Counter Manager** displays.

**Counter**

The Counter Manager will allow you to do the following:

- 1) Verify that the counter program has been installed correctly for your domain
- 2) Show the basic styles of counters that can be placed in your HTML page and how to place the counter in your HTML page
- 3) Allow you to change the number that will appear in your counter

To verify that the counter is setup for your domain, press 'Verify Install'. Verify Install

To view directions on 'How to Setup' up a counter, press 'View Directions'. View Directions

To change the hits on any counter, press 'Adjust Counter'. Adjust Counter

2. Select the **View Directions** button. The **Counter Setup Directions** display.

**Counter**




### How do I setup a counter?

There are different types of counters you can setup on any of your web pages. Below are a few examples. To create the counter image, you need to do the following two things. Decide what type of counter you would like to use, and place the corresponding code in your web page (example code is under 'HTML Code' below).

You can place this code in your HTML page by using the **File Manager** in the control panel to edit your pages.

**Note:** Input your site specific data in place of **YourDomain.com-PageName.html** in the HTML tag below. Please be sure not to use strange characters like '/' in the name of your data file.

**Counter Examples:**

Image	HTML Code
	<code>&lt;img src="/cgi-sys/Count.cgi?df=YourDomain.com-PageName.html"&gt;</code>
	<code>&lt;img src="/cgi-sys/Count.cgi?df=YourDomain.com-PageName.html&amp;display=date"&gt;</code>
	<code>&lt;img src="/cgi-sys/Count.cgi?df=YourDomain.com-PageName.html&amp;display=clock"&gt;</code>

The complete directions are not shown in this section. However, the following is a list of topics covered by the setup directions:

- How do I set up a counter?
- How do I change the appearance of my counter?
  - Change the digit style.
  - Change the border of the counter.
  - What if I want to use more than one counter?

Additionally, there is a document of Frequently Asked Questions maintained by the author of the Counter program at

[http://www.fccc.edu/users/muquit/Count\\_FAQ.html](http://www.fccc.edu/users/muquit/Count_FAQ.html).

## Adjusting Your Counter

Once your counter is installed and set up, you can adjust the number that is displayed in your counter to any number you set.



### Warning:

- You cannot adjust your counter if it has not been installed and properly set up. If you attempt to use the **Adjust Counter** tool in Counter Manager, the following message appears:

The data file of your counter is listed here.

How do I adjust my counter?

Remember that the data files are created with the name you specified after the 'df=' in your HTML page. For example, if your counter tag was: `` you would select the file 'my\_domain\_name-index.html' for step 1.

1. Choose the data file you would like to modify:

[Back to Counter Manager.](#)

- If your counter has not been stalled and set up, the drop-down field for the question **Choose the data file you would like to modify** will have only one option: **No Data Files Exist**. This indicates that your counter has not been set up.



### How To Adjust Your Counter:

- From the Control Panel, select the **Counter** icon. The **Counter Manager** displays.

### Counter

The Counter Manager will allow you to do the following:

- 1) Verify that the counter program has been installed correctly for your domain
- 2) Show the basic styles of counters that can be placed in your HTML page and how to place the counter in your HTML page
- 3) Allow you to change the number that will appear in your counter

To verify that the counter is setup for your domain, press 'Verify Install'.

To view directions on 'How to Setup' up a counter, press 'View Directions'.

To change the hits on any counter, press 'Adjust Counter'.

2. Select the **Adjust Counter** button. The **How Do I Adjust My Counter** page displays.

### Counter

## How do I adjust my counter?

Remember that the data files are created with the name you specified after the 'df=' in your HTML page. For example, if your counter tag was: `` you would select the file 'my\_domain\_name-index.html' for step 1.

1. Choose the data file you would like to modify:
2. Enter the number you would like to change it to:
3. Press 'Submit Counter Change' to change counter number:

[Back to Counter Manager.](#)

This page offers step-by-step instructions for adjusting the counter display number.

3. From the drop-down list in field **1**, select the file which contains the counter you would like to change.
4. In field **2**, type the number that you would like your counter to show.



**Note:**

- The next time you view your the counter on your page, it will be one digit higher than what you specify here. For instance, if you choose 1000, when you return to the counter page, the counter will read 1001.
5. Select the **Submit** button to continue. A page displays indicating that the counter adjustment was successful.

**Counter**

**The file 808.56.77.40-index.html was edited successfully. Your counter is now set to 500.**

**Note:** When you go back to the page that contains your counter, it will be incremented by one. If it seems that your counter number has not changed, be sure your browser is not loading a cached counter image. With Netscape, hold down shift and click reload to clear the cache.

[Back to Counter Manager.](#)

6. You can now return to the page on which the counter resides to view the adjustment. As indicated on the screen above, if you are using Netscape, you need to hold down your shift key and simultaneously click on the **Reload** button for the change to take place.

**user.com**

Please visit this site later, under construction.

  
copyright @1999

## PROTECT DIRECTORIES

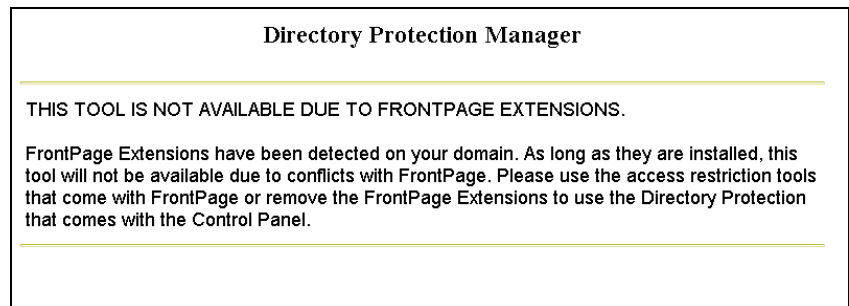
### Protect Directories Overview

Using the **Protect Directories** option, you can limit the amount of access users have to your site. You can specify a username and password for the directory you are protecting. Each protected directory can have multiple users (each with different passwords if you prefer) who have access to it. Additionally, the Protect Directories option can be used to remove a user's access from a protected directory.



#### Note:

- In order to use the **Protect Directories** option, the **Microsoft FrontPage Extensions** option must be disabled. If it is enabled, then you must use your version of Microsoft FrontPage to protect the directories. If the Microsoft FrontPage Extensions option is enabled, you will not have access to the Protect Directories option and will see the following message if you try to access it.



#### Example:

If you want to grant only select users access to a particular directory on your site, you can set up protection on that directory by using one user name and one password. Then, if someone requests access to files in that directory, you can give that user the corresponding user name and password.

Alternately, you can set up unique user names and passwords for each user who request access to the protected directory. Though more time consuming, this method would be more secure.

---

## Protecting Directories



### How To Protect Directories:

1. From the Control Panel, select the **Protect Directories** Option. The **Directory Protection Manager** displays.

**Directory Protection Manager**

---

The Directory Protection Manager will allow you to setup user and password access to any directories on your site.

---

Choose the directory you would like to work with:

Directory:

*To work on another directory, just select a directory above and click Load.*

2. Choose the directory you would like to protect from the **Directory** field drop-down list.
3. Make sure the correct directory is displayed. Select the **Load** button. The screen changes displaying additional available fields. If you have not previously added protection to the selected directory, then the following screen appears. However, if the directory you selected has already been protected, you may skip down to Step 6.

**Directory Protection Manager**

---

The Directory Protection Manager will allow you to setup user and password access to any directories on your site.

---

Choose the directory you would like to work with:

Directory:

*To work on another directory, just select a directory above and click Load.*

---

Add/Modify a user for directory : "/home/user/user-www/stats"

User ID

Password

---

- In the **Add/Modify** section of the screen, type the user name and password in the appropriate fields.



**Note:**

- If you are modifying the password for an existing user name (one who already has access to the protected directory), enter that user's ID and password in the **appropriate** fields.
- Select the **Submit** button. The Protect Directories Manager screen reappears.
  - Once user access has been established for the protected directory, you have the option of removing a specific user's access from this screen if you so choose.

---

## Removing a User's Access to a Protected Directory

Once a directory has been protected for a particular user name/ password combination, that combination can be removed at any time from the list of usernames that have access to the directory.



## How To Remove a User's Access to a Protected Directory:

1. From the Control Panel, select the **Protect Directories** option. The **Directory Protection Manager** displays.

**Directory Protection Manager**

---

The Directory Protection Manager will allow you to setup user and password access to any directories on your site.

---

Choose the directory you would like to work with:

Directory:

*To work on another directory, just select a directory above and click Load.*

2. Choose the directory you would like to protect from the **Directory** field drop-down list.
3. Make sure the correct directory is displayed. Select the **Load** button. The screen changes displaying additional available fields. The list of user ID's which currently have access to the protected directory are displayed in the **User List** section of the screen.

The Directory Protection Manager will allow you to setup user and password access to any directories on your site.

---

Choose the directory you would like to work with:

Directory:

*To work on another directory, just select a directory above and click Load.*

---

**User list:**

user

---

**Add/Modify a user for directory : "/home/user/user-www/stats"**

User ID

Password

---

**Remove a user for directory : "user-www/stats"**

User ID:

4. In the **Remove** section of the screen, choose the appropriate user from the **User ID** field drop-down list. Select the **Remove** button to remove the user.
5. The screen reappears and the User ID you just removed is no longer on the **User List** section of the screen.

---

### Removing All Protection from a Directory

To remove all protection from a specific directory, use the same procedure as outlined above (in the section entitled "Removing a User's Access to a Protected Directory") for every user name in the user list. Once all user names have been removed, the protection on the directory is removed as well.

## REDIRECT URL

### Redirect URL Overview

The **Redirect URL** option allows you to change the file that appears when a user enters a specific file's web address.

#### Example:

There are a number of old URLs for your site's home page that are no longer current, yet people still use them. You don't really want people going to those old URLs because either an outdated page will display or they'll get an error.

Set up redirection for these old URLs, so that when users enter them into their web browsers, the file at your current URL displays instead.



#### Note:

- In order to use the **Redirect URL** option, the **Microsoft FrontPage Extensions** option must be disabled. If it is enabled you must use your version of Microsoft FrontPage to protect the directories. If the Microsoft FrontPage Extensions option is enabled, you will not have access to the Redirect URL option; instead you will see the following message if you try to access it.

#### Directory Redirection Manager

THIS TOOL IS NOT AVAILABLE DUE TO FRONT PAGE EXTENSIONS.

Front Page Extensions have been detected on your domain. As long as they are installed, this tool will not be available due to conflicts with Front Page. Please use the redirection tools that come with Front Page or remove the Front Page Extensions to use the Redirection Manager that comes with the Control Panel.

## Adding URL Redirection



### How To Add URL Redirection:

1. From the Control Panel, select the **Redirect URL** option. The **Directory Redirection Manager** displays.

**Directory Redirection Manager**

---

The Redirection Manager will allow you to redirect pages on your site to other locations.

---

Choose the directory you would like to work with:

Directory:

*To work on another directory, just select a directory above and click Load.*

2. In the **Directory** field, select the Directory in which the file to which you would like to apply redirection resides.
3. Select the **Load** button. The Directory Redirection Manager reappears. Scroll down to the **List of Redirections** section of the screen.



#### **Note:**

- Instructions for setting up redirection for files are included in the Redirection Manager once it reappears.

**Redirecting allows you to send the user to, for example, 'new.html' when they attempt to access 'old.html'. Follow the directions below to place your redirects.**

1. Place the file you would like to redirect from in the box labeled 'From'.
2. Place the file you would like to be redirected to in the box labeled 'To'.
3. Click on 'Redirect' for your redirection to be placed in this directory.
4. You can delete any redirection by clicking the 'Delete' link next to the redirection you would like to delete.

**Note:** Be sure that in 'From' box below, you only specify the file you would like the redirection to occur from. In The 'To' box below, you place an actual URL address like 'http://Web-Page.com/Path'. Otherwise your redirect will not work

---

**List of Redirections:**

From http://user.com/  To

4. In the **From** field, type the name of the file you would like to redirect.
5. In the **To** field, type the filename (and path if in a different directory than the directory you initially selected at the start of this procedure) of the destination file of the redirected file.
6. Verify the correct filenames are listed in the appropriate fields and select the **Redirect** button.
7. The Redirection Manager screen reappears, listing the redirection you just added in the **List of Redirections** section of the screen.

**Redirecting allows you to send the user to, for example, 'new.html' when they attempt to access 'old.html'. Follow the directions below to place your redirects.**

1. Place the file you would like to redirect from in the box labeled 'From'.
2. Place the file you would like to be redirected to in the box labeled 'To'.
3. Click on 'Redirect' for your redirection to be placed in this directory.
4. You can delete any redirection by clicking the 'Delete' link next to the redirection you would like to delete.

**Note:** Be sure that in 'From' box below, you only specify the file you would like the redirection to occur from. In The 'To' box below, you place an actual URL address like 'http://Web-Page.com/Path'. Otherwise your redirect will not work

---

**List of Redirections:**

Redirect : [http://user.com/counter.html](#) To [index.html](#) [Delete](#)

From [http://user.com/](#)  To

8. Add redirection to other files by repeating this process.

---

## Removing URL Redirection

To remove redirection from a specific URL, open the Redirection Manager. Select the directory where the desired file is located. Then single-click on the **Delete** link located to the right of the file in the **List of Redirections** section of the screen. Redirection will be removed.

## SEARCH ENGINE

### Search Engine Overview

The **Search Engine** Options allows you to install the WebGlimpse Search Engine on your site. This tool allows users to perform searches for content on your site.

Once the search engine is installed, configured and indexed, it will be available on an HTML page located on your site. You will need to manually (using your web site creation tool of choice) create links to the WebGlimpse HTML page.

---

### Installing the Search Engine



#### How To Install WebGlimpse on Your Site:

1. From the Control Panel, select the **Search Engine** icon. If WebGlimpse is not installed on your site, the Search Engine Manager displays a message indicating that WebGlimpse is not yet installed.

**Search Engine Manager**

The Search Engine Manager will allow you to do the following:

1) Install or Remove Webglimpse from your site.

---

1) **Webglimpse is not installed.**  
To install Webglimpse on your domain, click: Install Webglimpse

2. Select the **Install WebGlimpse** button. A message appears indicating that WebGlimpse will be installed on your site within approximately ten minutes.

## Configuring the Search Engine for Your Site

The **Search Engine Manager** allows you to specify the types of files you would like to index on your site. It is common practice to have search engines only index content files; images and program files are typically not indexed.



### How To Configure the Search Engine:

1. From the **Search Engine Manager**, select the **Directory Administration** button. Instructions for changing the searchable directories on your site display.

#### Search Engine Manager

**How to change the searchable directories:**

Webglimpse is setup to search through any directory under `/home/user/user-www/`. To make sure that Webglimpse does not search any directories you would like kept private, add 'Deny' and the directory to deny '/Directory' to the `.wreindex-search` file below.

e.g. To stop the directory `/home/user/user-www/private` place 'Deny /private' in the file below.  
e.g. To do this for a sub directory `/home/user/user-www/private/sub` place 'Deny /private/sub' in the directory below.

---

**Edit the file here:**

```
Deny \.gif$
Deny \.jpeg$
Deny \.mpeg$
Deny \.jpg$
Deny \.au$
Deny \.wav$
Deny \.pdf$
Deny \.mov$
Deny \.gz$
Deny \.Z$
Deny \.tgz$
Deny \.zip$
Deny \.ps$
Deny \.exe$
Deny (^|/)windex\.html$
```

Press this button to

[Search Engine Main Menu](#)

2. You can eliminate specific types of files from being accessed by your search engine by including the following command in the **Edit the file here** text box: **Deny \.extension** where *extension* is the extension for the file type you want to prevent being indexed.

3. You can eliminate specific directories from being accessed by your search engine by including the following command in the **Edit the file here** text box: **Deny /*directoryname*** where *directoryname* is the name of the directory you want to prevent being indexed.
4. When all of your changes have been made, click on the **Save** button.
5. Select the **Search Engine Main Menu** link to return to the **Search Engine Manager**.

---

## Re-Indexing Your Site with the Search Engine

When you install WebGlimpse, it automatically creates an index of your site. If you make changes to your site (like adding pages), or change the configuration (as done in the above procedure) you will need to re-index the site so that all new changes are reflected in the WebGlimpse index. This helps to ensure that WebGlimpse returns accurate, up-to-date search results when users perform searches on your site.



### How To Re-Index Your Site:

1. From the Search Engine Manager, select the **ReIndex Web Pages** button. The web pages on your site will automatically be re-indexed and a page of the results from that re-indexing appears.

```
Search Engine Manager

Re-indexing web pages now.
You can view the output below.

-----

wgreindex

No search boxes used
Getting local files by directory...
Neighborhoods correspond to subdirectories
Use of uninitialized value at /home/user/user-www/lib/siteconf.pl line 111.
IndexDir /home/user/user-www/ as /

-----

Collected 5 local pages and 0 remote pages.
-----

No search boxes used
using working-directory '/home/user/user-www' to locate dictionaries

This is glimpseindex version 4.1, 1997.

Indexing "/home/user/user-www/.archives /.archives" ...
Indexing "/home/user/user-www/index.html /index.html" ...
Indexing "/home/user/user-www/949947165 /949947165" ...
Indexing "/home/user/user-www/.sitecache /.sitecache" ...
Indexing "/home/user/user-www/counter-test.html /counter-test.html" ...

Size of files being indexed = 1108 B, Total #of files = 4

Index-directory: "/home/user/user-www"
Glimpse-files created here:
```

2. Review the output. Select the **Back to Search Engine Manager** link at the bottom of the page.

---

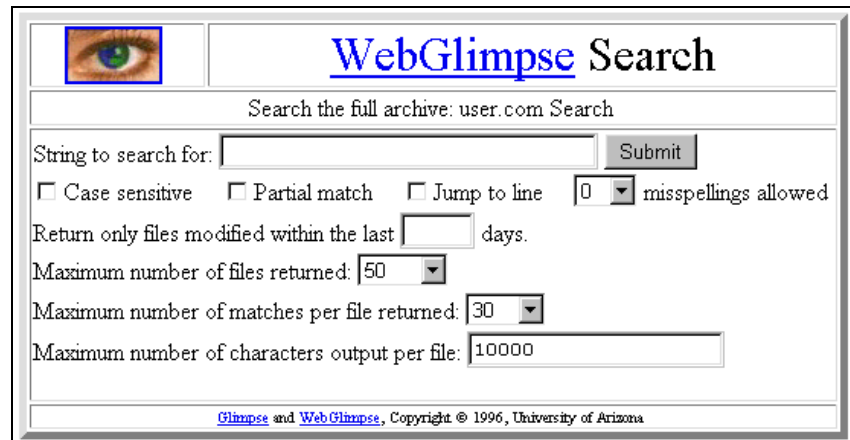
## Testing the Search Engine

Once the Search Engine has been installed and configured on your site, you may wish to test it to make sure it is functioning correctly.



### How To Test the Search Engine on Your Site:

1. From the Search Engine Manager, select the link to the file on your site under the section **4) Test using your new search engine**. A new page appears featuring the WebGlimpse search engine tool for your site.



String to search for:

Case sensitive    Partial match    Jump to line    misspellings allowed

Return only files modified within the last  days.

Maximum number of files returned:

Maximum number of matches per file returned:

Maximum number of characters output per file:

[Glimpse](#) and [WebGlimpse](#), Copyright © 1996, University of Arizona

2. Try testing the utility by entering a search string for a piece of text you know to be in a file on your site. Click on the **Submit** button. A results page appears. You can try changing the various settings available in the WebGlimpse tool, then performing other searches to verify how those settings affect the search.

---

## Removing the Search Engine



### How To Remove WebGlimpse from Your Site:

1. From the Control Panel, select the **Search Engine** icon. If Web Glimpse is installed on your site, the Search Engine Manager displays indicating WebGlimpse is installed.

### Search Engine Manager

The Search Engine Manager will allow you to do the following:

- 1) Install or Remove Webglimpse from your site.
- 2) Update the contents of your Webglimpse search (do this after changing your site).
- 3) Configure the directories that you would like included in searches.
- 4) Test using your new search engine.

---

**1) Webglimpse is currently installed.**

To remove webglimpse from your domain, click:

**2) Re-index the contents of your Webglimpse search here.**

To re-index search pages click:

**3) Configure the directories that you would like included in searches.**

To configure Webglimpse searchable directories, click:

**4) Test using your new search engine.**

To test your webglimpse search click here: <http://user.com/wgindex.html>

2. Click on the **Remove WebGlimpse** button. A message appears indicating that WebGlimpse will be removed from your site within approximately ten minutes.

## FORMMAIL

## Formmail Overview

Formmail allows you to use a form to receive e-mail from your users. The **Formmail** option provides step-by-step instructions on how to set this up on your website, but it does not include an automated setup of a formmail form on your site.



### How To Use the Formmail Option:

1. From the Control Panel, select the **Formmail** icon. The directions for setting up Formmail on your website appear.

To use Formmail, you need to create a form on one of your web pages.

The form action line should be

```
<FORM ACTION = "/cgi-sys/formmail.pl" METHOD = "POST">
```

formmail.pl will do all the programming work for you. You alter the behavior of Formmail by using hidden fields in your form.

There is only one form field that you must have in your form for FormMail to work correctly. This is the recipient field.

**Field:** recipient

**Description:** This form field allows you to specify to whom you wish for your form results to be

2. Either use this screen as a guide when setting up formmail on your site or print the directions and work from the hardcopy.

---

---

## PGP

### PGP Overview

**PGP**, which stands for Pretty Good Privacy, is a method of encryption you can apply to scripts that run on your web site along with the e-mail you send through it.

PGP is software that you buy over the counter or on the web. Using this software, you generate your own PGP encryption "key". You must do this before you can make use of the PGP option in the Control Panel.

The PGP option in the Control Panel performs two functions:

- It provides you with instructions for using PGP on the web server on which your site resides, AND
- It allows you to add or delete your PGP key from that server.



### How To Use the PGP Option:

1. From the Control Panel, select the **PGP** icon. The **PGPMail Public Key Management** page displays.

### PGPMail Public Key Management

**PGPMail public key list for "user.com":**

No public keys available.

**To add a public key for PGPMail:**

1. Create a public key using your mail software (the software should have directions on how to do this).
2. Once the key is created, copy the public key information and paste it in the text area below labeled PGPMail Public key. The key should look something like:
 

```
-----BEGIN PGP PUBLIC KEY BLOCK-----
Version: PGPfreeware 5.0i for non-commercial use

mQGtBDZiwWERBADgftCC3ZrT1JHcK5gvSA7Tuw5CmU2c8NWrfzAywkARHh7niTFJ
sg1VfEi5ExsNDBVvmvr+vZD6Zq9eYto dkx1E41gJFZegGHZqya+WaiGknQ6zUVErn
gw9NGpLA2+iyR3FrGPG8Fq3MvF+8qNm9LGUVR6jjBwdERpRDkmmShg/QSQcG/87M
.....
tbzYRdmHzwGpR/Hvo7NKKhF0Z3Xu+5KeXsI8iQA+AwUYNmLbgGAlch3jE84DEQLI
IgcG5wk8RciT6SL5/hdg5QMb6h/n8e0Aii0k3+TFSGtLwdn+YOn6hkYnfSU=
=jZZO
-----END PGP PUBLIC KEY BLOCK-----
```
3. After pasting the text in the textarea below, click the **Add** button to add this new public key.

**This is the text area for the PGPMail public key:**

Any public keys that you install will be listed under the section **PGPMail public key list** on subsequent visits to this page.

2. Follow the instructions on the page for adding your PGPMail public key.

To remove any existing PGPMail keys, scroll down to the bottom of the screen. Select the desired key from the **To remove a PGPMail public key** section's drop-down list, and then click on the **Remove** button.

---

---

## MIME TYPES

### Mime Types Overview

**Mime Types** represent file types as presented to your web browser. The Mime Type option in the Control Panel allows you to specify which types of files you can open with your web browser.



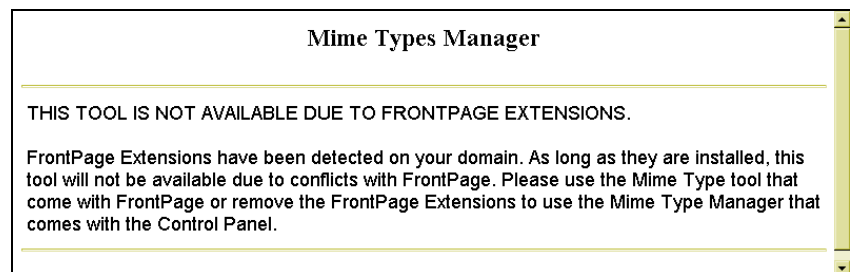
#### Warning:

- Regardless of the mime types you set up to be opened by your web browser, your browser can only open files of types that it supports, either in the program itself or through the use of plug-ins or other helper applications.



#### Notes:

- Adding Java file types does not enable Java on a domain.
- In order to use the **Mime Types** option, the **Microsoft FrontPage Extensions** option must be disabled. If it is enabled, then you must use your version of Microsoft FrontPage to handle mime types. If the Microsoft FrontPage Extensions option is enabled, you will not have access to the Mime Types option; instead, you will see the following message if you try to access it.





## How To Add or Change Mime Types:

1. From the Control Panel, select the **Mime Type** icon. The **Mime Types Manager** opens.

**Mime Types Manager**

---

The Mime Types Manager will allow new mime types to be added to your site.

---

Choose the directory you would like to work with:

Directory:

*To work on another directory, just select a directory above and click Load.*

2. From the **Directory** drop-down list, select the directory to which the mime type additions or changes are to be applied. All sub-directories under the selected directory will be affected.
3. Click on the **Load** button. The Mime Type Manager screen reappears with additional instructions.

The Mime Types Manager will allow new mime types to be added to your site.

---

Choose the directory you would like to work with:

Directory:

*To work on another directory, just select a directory above and click Load.*

---

**How to add a new Mime Type**

For a new mime type you need to add the following: Type, Subtype, and Extension. For example, if you wanted to be able to view text files with your browser, you would place the following below. In the box labeled 'Mime Type', write "text/plain"(type/subtype). In the box labeled 'Extension', type ".txt". For an extensive list of Mime Types, click [here](#)

---

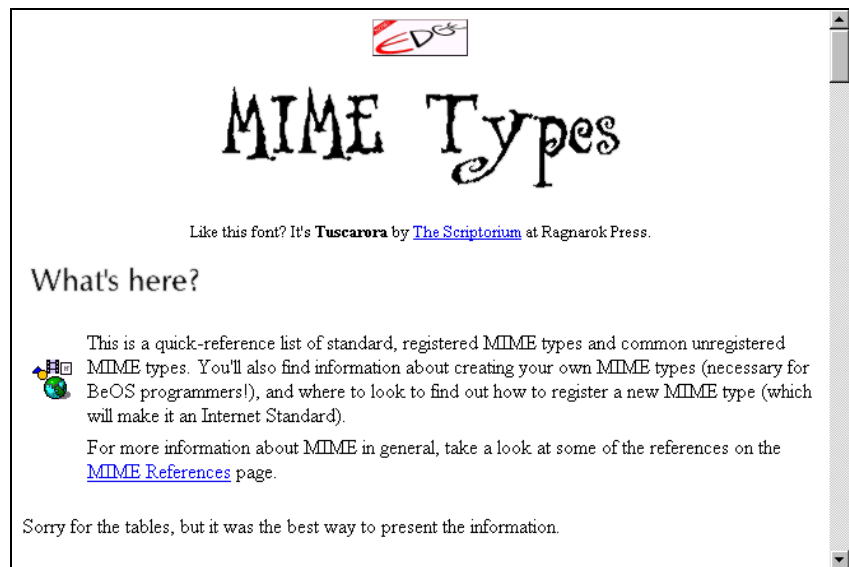
**List of Mime Types:**

Mime Type:  Extension:  (eg. **.txt**)



**Note:**

- For an additional explanation and listing of mime types select the **here** link located under the **How to add a new Mime Type** explanation. The following web site will appear, which, in addition to explaining and listing mime types, also provides access to other mime type resources.



4. From the **List of Mime Types** section of the **Mime Type Manager** screen, type the mime type and the file extension for that mime type in the appropriate fields.
5. Select the **Add** button. The **Mime Type Manager** reappears with the newly added mime type listed under the **List of Mime Types** section.
6. To change the file extension for an existing mime type, you must first use the **Delete** link located next to that mime type in the **List of Mime Types** section. Then enter the mime type and the new file extension for that type in the appropriate fields. Click on the **Add** button to continue.

## ANONYMOUS FTP

### Anonymous FTP Overview

Anonymous FTP (File Transfer Protocol) is a method by which your guests can upload content (files) to an incoming directory.

The **Anonymous FTP** option only allows you to install anonymous FTP for your site (if it is not already installed) or to remove it once it has been installed.

To make use of Anonymous FTP, your users would need to know the FTP utility included in their operating system, or use one of several available FTP programs, such as WS-FTP or Cute FTP.

---

---

### Installing Anonymous FTP



#### How To Install Anonymous FTP:

1. From the Control Panel, select the **AnonFTP** icon. The Anonymous FTP Manager displays.

#### Anonymous FTP Manager

Anonymous FTP has not been installed for your domain.

To install Anonymous FTP, please click: [Install AnonFTP](#)

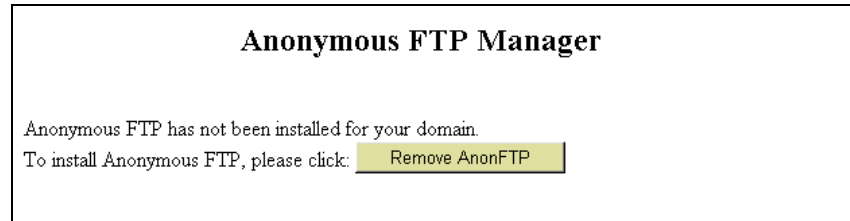
2. Select the **Install AnonFTP** button. A message displays indicating that Anonymous FTP will be installed within approximately ten minutes.

## Removing Anonymous FTP



### How To Remove Anonymous FTP:

1. From the Control Panel, select the **AnonFTP** icon. The Anonymous FTP Manager displays.



2. Select the **Remove AnonFTP** button. A message appears indicating Anonymous FTP will be removed within approximately ten minutes.

ARCHIVE MANAGER

Archive Manager Overview

The **Archive Manager** option provides a method of backing up files on your site by compressing them. It is always good practice to back up files in case damage should occur to original files. Compressing files allows you to reduce the amount of storage space your files take up, thus freeing more space for you to work with on your site.



**Note:**

- Compressed files cannot be opened within the Control Panel's **File Manager**, though they can be deleted and renamed here.



**How To Compress Files, Directories or Scripts:**

1. From the Control Panel, select the **Archive Manager** icon. The **Archive Manager** displays.

**Archive Manager**

---

The archive manager will allow you to compress and or extract any files within your home directory.

**To compress a script:**  
1) Click on the directory or directories, file or files, you would like to compress (do this by clicking in the check box next to the script).  
2) Click on compress.  
3) Choose the name you would like for the archive.

**To extract a script:**  
1) Choose the script to extract (do this by clicking in the check box next to the script).  
2) Click on Extract.

---

**Current Directory: /home/user /.**

- [user-logs](#)
- [user-mail](#)
- [user-secure](#)
- [user-www](#)
- [www](#)

The **Current Directory**: section of the Archive Manager shows you which directory you are currently in and which sub-directories are available in that directory.

2. **Optional:** If you need to drill down into one of the sub-directories, simply single-click on the desired sub-directory name. The Archive Manager refreshes and the **Current Directory** text reflects that you have moved into another directory.
3. Select the file or directory you to compress by single-clicking in the small-box immediately to the left of the file or directory name.
4. Click on the **Compress** button. The Archive Manager reappears, displaying the file/directory you have selected near the bottom of the screen.

**Compression**

Select the type of zip format you would like to use:  
 Unix(tar)  Windows(Winzip Compatible) **You have selected the following files:**  
 counter-test.html

Output file name: /home/user/

NOTE: To have the file written to another directory, add the directory to the 'Output file name' above and a slash before the file. e.g. 'yourdir/name.tgz'.  
You can add as many directories as you want, as long as they exist. e.g. 'yourdir/anotherdir/name.tgz'.

5. Choose either the **Unix (tar)** or **Windows (WinZip Compatible)** compression method.
6. In the **Output file name** field, type the name of the compressed file you want to create.



**Note:**

- To have the output file created in a different directory, follow the directions on the screen above the Submit and Clear buttons.



**Warning:**

- Do **NOT** type the file extension as part of the file name. This will cause an error to be generated.

7. Select the **Submit** button. The Archive Manager reappears.

**Compression**

Compression in progress (this may take a few minutes depending on the size of the files). The archive will be put in the directory it was created under when compression is complete.

**Compress done!**

Compress file is:  
-rw-r--r-- 1 user usergrp 303 Feb 8 14:22 /home/user/counter-arc.tar

[Back to Archive Manager.](#)

8. A message appears indicating that the file compression is in progress. For smaller files, you may also instantly see a message stating **Compress done!**, followed by file statistics concerning the newly created file.



**Notes:**

- If an error occurs, you will see a message indicating it at this point.

**Compression**

Compression in progress (this may take a few minutes depending on the size of the files). The archive will be put in the directory it was created under when compression is complete.

**Error: compress failed!**

[Back to Archive Manager.](#)

- Compression can fail if you add a file extension to the file name for your output file. Use the **Back to Archive Manager** link to try again.

9. If you would like to compress more files or directories, you can return to the Archive Manager by selecting the **Back to Archive Manager** link located near the bottom of the page.



## How To Extract Files, Directories or Scripts:

1. From the Control Panel, select the **Archive Manager** icon. The **Archive Manager** displays.

**Archive Manager**

---

The archive manager will allow you to compress and or extract any files within your home directory.

**To compress a script:**  
1) Click on the directory or directories, file or files, you would like to compress (do this by clicking in the check box next to the script).  
2) Click on compress.  
3) Choose the name you would like for the archive.

**To extract a script:**  
1) Choose the script to extract (do this by clicking in the check box next to the script).  
2) Click on Extract.

---

**Current Directory: /home/user /.**

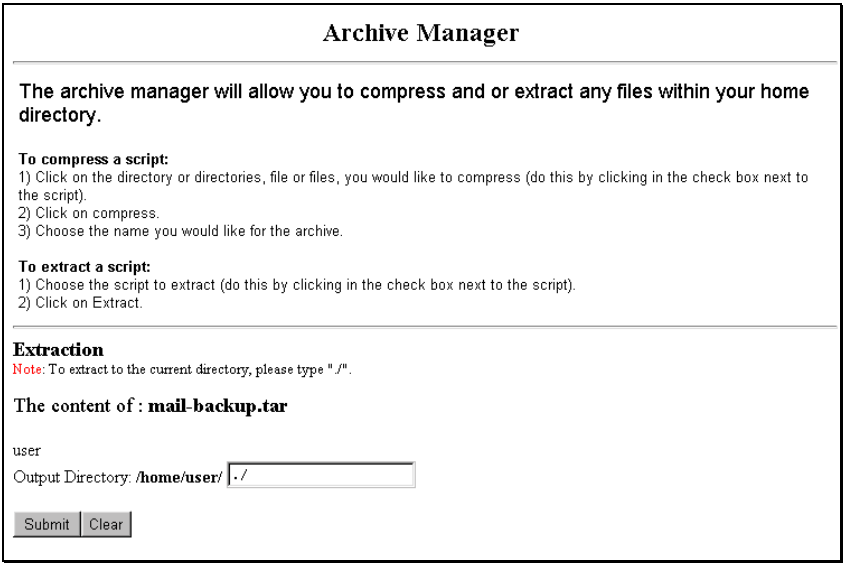
- [user-logs](#)
- [user-mail](#)
- [user-secure](#)
- [user-www](#)
- [www](#)

The **Current Directory:** section of the Archive Manager shows you which directory you are currently in and which sub-directories are available in that directory.

2. **Optional:** To drill down into one of the sub-directories, single-click on the desired sub-directory name. The Archive Manager refreshes and the **Current Directory** text reflects that you have moved into another directory.



- 3. Select the compressed file you would like to extract by single-clicking in the selection box to the immediate left of the file name.
- 4. Click on the **Extract** button. The Archive Manager reappears, listing the file(s) you have selected to extract near the bottom of the screen. The contents of the compressed file (all the files/directories that were compressed) are also shown where the message **“The content of:”** appears.



- 5. In the Output Directory field, type the name of the directory into which you would like to extract the compressed file. To extract to the current directory, type `"/` (Note: without the quotes).

- Click on the **Submit** button. The Archive Manager reappears. A message appears indicating file extraction is in progress. For smaller files, you may instantly see a message stating **Extraction Successful**, followed by a listing of the files that were just extracted.

```
Extraction  
Note: To extract to the current directory, please type "/".  
  
Extraction in progress (this may take a few minutes depending on the size of the files). The files in the archive will be placed under directory you chose for extraction.  
  
Extraction successful.  
  
The output is:  
total 9  
-rw-r--r-- 1 user usergrp 604 Feb 8 15:02 mail-backup.tar  
-rw-r--r-- 1 user usergrp 622 Feb 8 15:02 mail-backup.zip  
-rw----- 1 user usergrp 2039 Feb 4 14:30 user  
drwxr-xr-x 4 user usergrp 1024 Feb 8 11:02 user-anonftp  
drwxr-xr-x 3 root users 1024 Feb 8 01:45 user-logs  
drwxr-s--x 3 user usergrp 1024 Feb 4 16:02 user-mail  
lrwxrwxrwx 1 root users 8 Feb 2 15:09 user-secure -> user-www  
drwxr-x--x 10 user usergrp 2048 Feb 8 12:20 user-www  
lrwxrwxrwx 1 root users 8 Feb 2 15:09 www -> user-www  
  
Back to Archive Manager.
```

- If complete, select the **Back to Archive Manager** link to return to the main Archive Manager page.

PGP MAIL

PGP Mail Overview

The **PGP Mail** option provides you with instructions for using PGP Mail in forms on your site. This option should be used in conjunction with the **PGP** and **Formmail** options.



**How To Work With the PGP Mail Option:**

1. From the Control Panel, select the **PGP Mail** icon. The **PGP Mail Features** page displays.

**PGPMail Features**

---

You must upload your PGP Key before using PGPMail.

To use PGPMail, you need to create a form on one of your web pages.

The form action line should be

```
<FORM ACTION = "/cgi-sys/pgpmail.pl" METHOD = "POST">
```

pgpmail.pl will do all the programming work for you. You alter the behavior of PGPmail by using hidden fields in your form.

There are three form fields that you must have in your form for PGPMail to work correctly. This is the recipient, username, and keyname fields.

---

**Field:** recipient

Link to the **PGP** Option →

A brief description of Form mail →

Descriptions of Form fields begin here →

2. Instructions for using PGP Mail are included on this screen. To use this feature, you must have a mail form on your site. This form is made up of three required fields and whatever number of optional fields you decide to include. The following fields are described below (*\* indicates a required field*):

- **Recipient \***
- **Username \***
- **Keyname \***
- **Subject**
- **Email**
- **Realname**
- **Sort**
- **Redirect**
- **Required**
- **Env\_report** (Envelope Report inclusion)
- **Title**
- **Return\_link\_URL** (The URL of the return link)
- **Return\_link\_title** (The text that serves as the return link)
- **Background**
- **Bgcolor** (Background color)
- **Text\_color**
- **Link\_color**
- **Vlink\_color** (Visited link color)
- **Alink\_color** (Active link color)

---

---

## SSH

### SSH Overview

The **SSH** option allows you to manage secure telnet access to your account. Much of the functionality of telneting is handled through the File Manager option in the Control Panel. However, there are instances when telneting (outside the operation of the File Manager) is required to get the job done.

The only way to gain telnet access to your account is by using SSH secure telnet software that must be loaded on your computer. The recommended software is Van Dyke Technologies' **Secure CRT**. The website for this software is: <http://www.vandyke.com/products/securecrt/index.html>.

The SSH Option allows you to upload the RSA (Rivest, Shamir, Adleman) key generated on your computer by the SSH software to the server on which your site resides. Once completed, you will have secure telnet access to the site.



#### Note:

- You must be set up for SSH access to your account. If you are not and you use the SSH option from the Control Panel, the following message will display when the SSH Manager opens.

#### **SSH Manager**

**You are not set up for SSH.**

In order to receive permission to run SSH for access to the machine, please fax or street mail a copy of your driver's license, passport or other photo id to Customer Service

Once we receive this information, we will enable you to set up SSH at which time you will be able to install your SSH key

Once your hosting company has given you approval (using whatever criteria they deem necessary) to use a secure telnet connection to the server, you will be able to use the SSH Manager to set up your public (RSA) key on the server.

## The SSH Manager



### How To Use the SSH Manager:

1. From the Control Panel select the **SSH** icon. The **SSH Manager** appears.

**SSH Manager**

The SSH Manager will help you to setup SSH access to your domain. Follow the steps provided below to setup SSH access:

- 1) Create your RSA key. Your software will have directions on how to do this.
- 2) Input your key in the area below.
- 3) Submit your key.
- 4) Now log into **user.com** using your RSA identity. Be sure to choose RSA as the method of authentication.

Please input your RSA key here (should be in a file called something like identity.pub):  
Be sure not to change anything when you copy the key, if anything is changed, your key will not work.

Press this button to

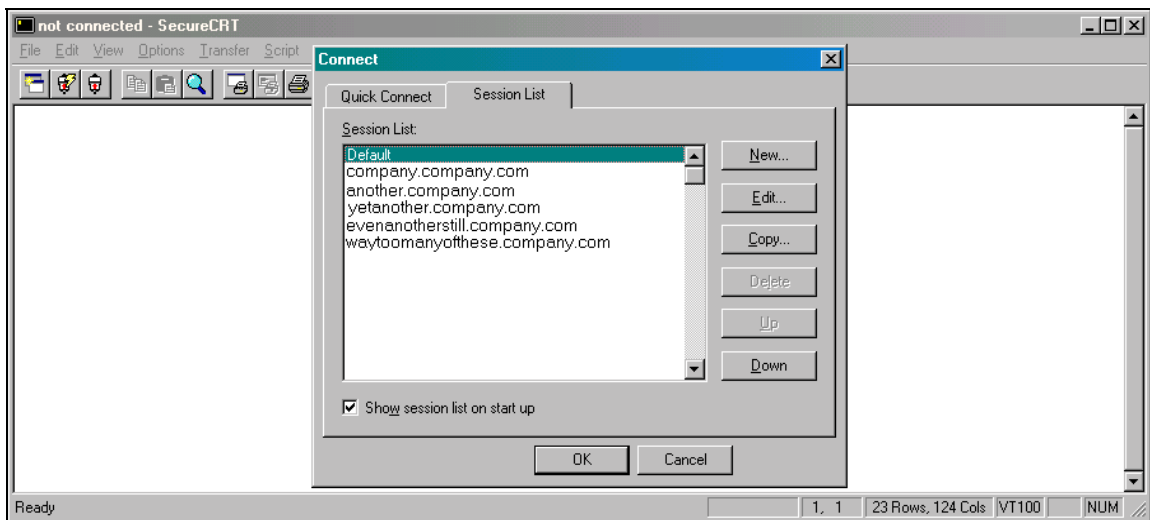
2. As illustrated above, the SSH Manager provides step-by-step instructions for transferring your public key to the server. The first step in this procedure is this: **Create your RSA key. Your software will have directions on how to do this.** The next procedure in this document shows, step-by-step, how to create this RSA key using the Secure CRT software.

## Creating an RSA (Public) Key

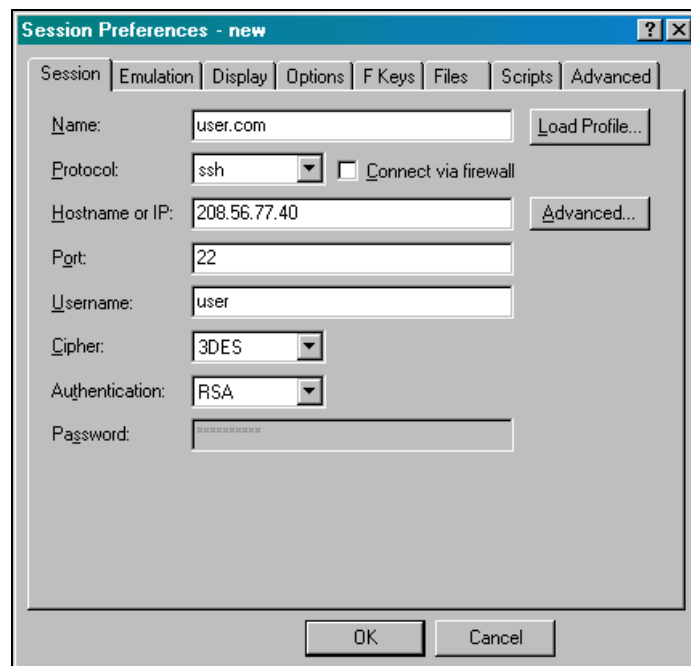


### How To Create an RSA Key with Secure CRT:

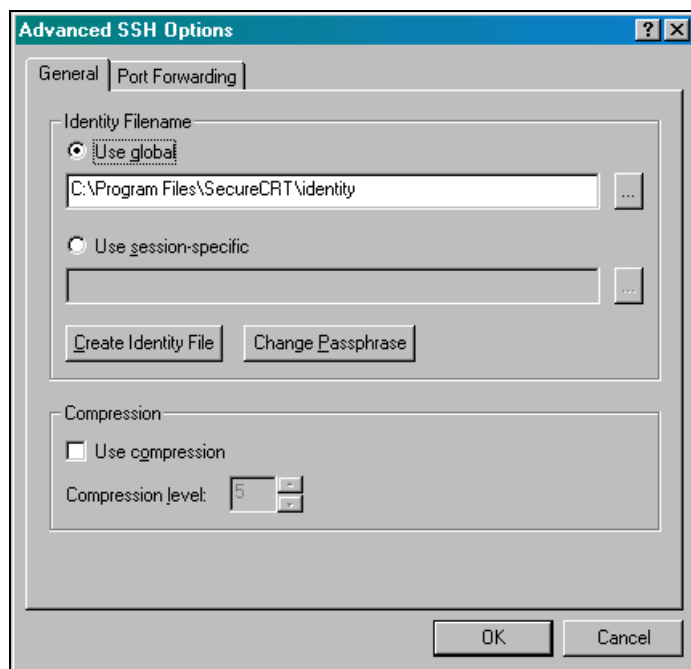
1. Launch the Secure CRT application. The application displays typically with the **Connect** dialog box open to the **Session List** tab.



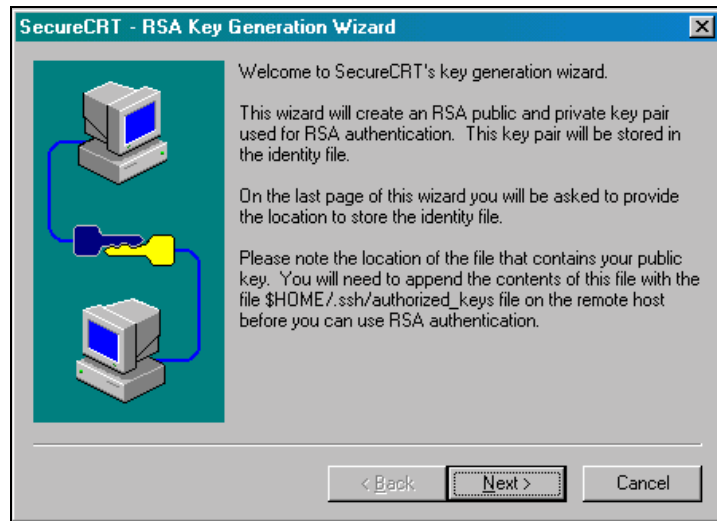
2. Select the **New** button to create a new session. The **Session Preferences – new** dialog box displays.



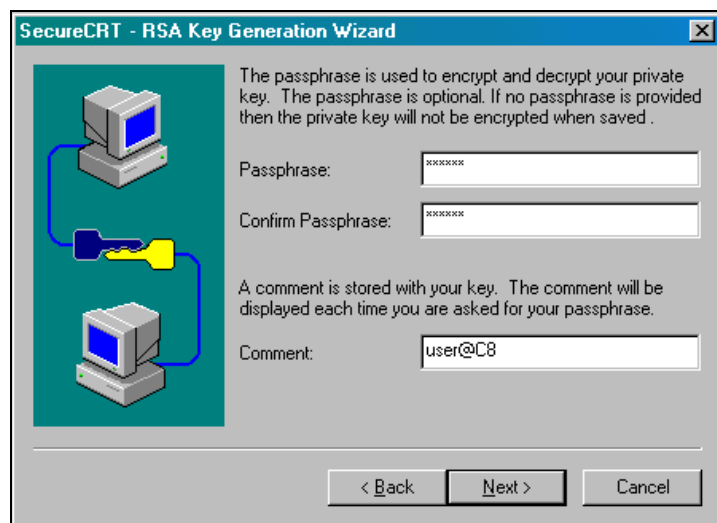
3. In the **Name** field, enter name of the session you are creating.
4. In the **Protocol** field, select **ssh** from the drop-down list.
5. In the **Hostname or IP** field, enter your domain name or the IP number for your domain.
6. Complete the rest of the fields on this screen with the appropriate information. Make sure to enter your domain user name in the **Username** field and to select **RSA** from the **Authentication** field's drop-down list.
7. Select the **Advanced** button. The **Advanced SSH Options** dialog box displays.



8. On the **General** tab, select the **Create Identity File** button from the **Identity Filename** section of the dialog box. The **SecureCRT – RSA Key Generation Wizard** displays.

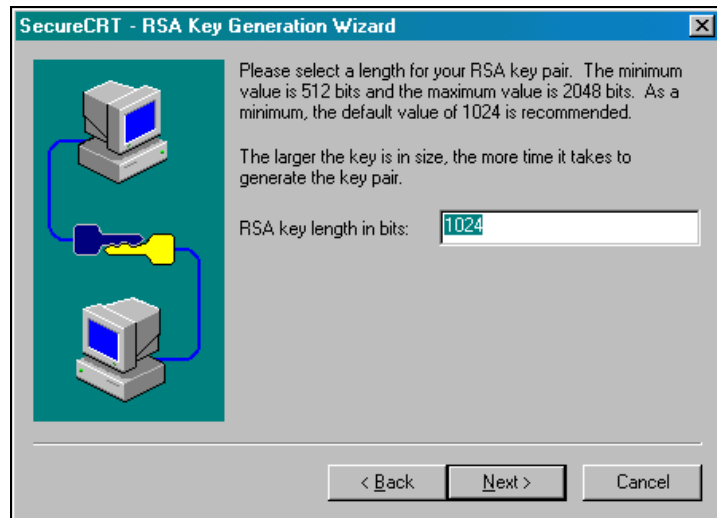


9. Click on the **Next >** button to proceed with the next step of the Wizard.

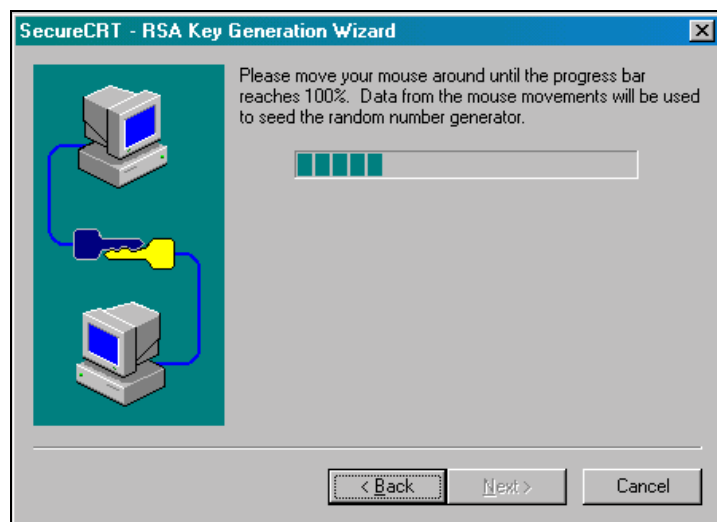


10. If you wish to use a passphrase as an added layer of security, enter the passphrase in the **Passphrase** and **Confirm Passphrase** fields. Be sure to enter it into both fields in exactly the same way. Don't forget to your passphrase handy. You will need it when establishing a connection to the server.
11. In the **Comment** field, either accept the default value or enter a new one. The comment will be your way of knowing when the application is prompting you for your passphrase.

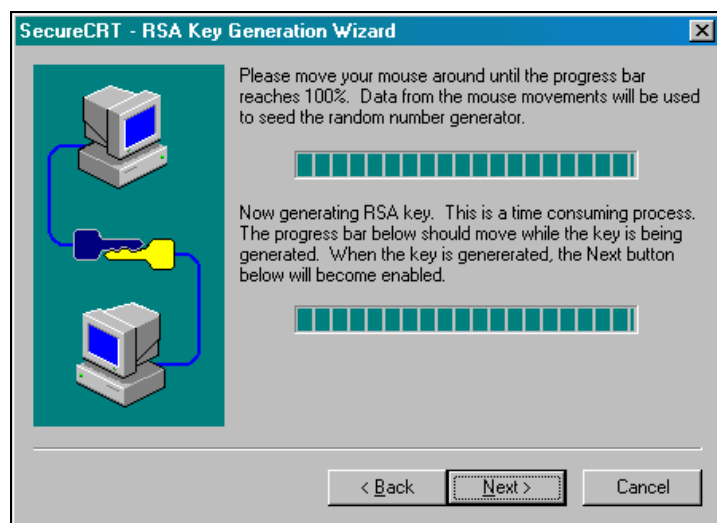
- Click on the Next > button to proceed to the next step. (Note: the < Back button can be used throughout this wizard to move back to the previous step and make changes if necessary.)



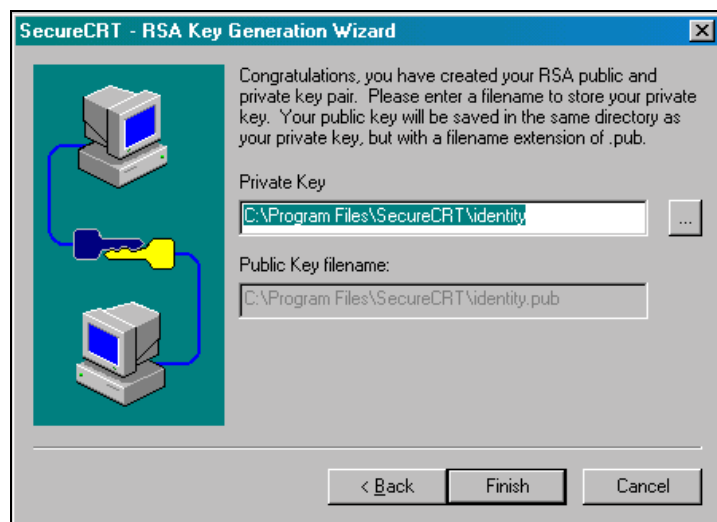
- You need to determine the length of your RSA key pair needs to be determined. It is recommended that you choose a value between **1024** and **2048** bits. 2048 bits is the maximum and will generate the most secure key, but it takes longer to generate a key of this size. 512 bits is the absolute minimum and is not recommended. Once you have entered a number, select **Next >** to proceed.



- As the instructions in the wizard indicate, you need to move your mouse around on the screen for the application to generate the key. The application uses a complex set of formulas to create the key out of a mathematical interpretation of your mouse's movements. When you have moved your mouse around sufficiently, the screen automatically changes and the key pair is generated. This is shown in the image below. You do not need to move your mouse around for this second part of the step.



- When both progress bars are "full", the **Next >** button becomes enabled. Select it to proceed.



16. Select the folder on your hard drive in which to store the key. You can accept the default, which is usually the **identity** sub-folder of the **SecureCRT** folder, located wherever you installed the application originally.
17. To complete the wizard, select the **Finish** button. The **Advanced SSH Options** dialog box reappears.
18. From there, select the **OK** button to close the dialog box. The **Session Preferences – new** dialog box reappears.
19. Select **OK** to apply the changes and end the procedure. Your newly created session will now appear at the bottom of the **Session List**.



## Warning:

- At this point you **cannot** yet connect to the server using Secure CRT. First, you must place the RSA key on the server using the SSH Manager in the Control Panel. This is explained in the next section.

---

## Placing the RSA Key on the Server with SSH Manager



### How To Place the RSA Key on the Server:

1. (If you left the SSH Manager open from earlier sections in this manual, you may skip this step.) From the Control Panel, select the **SSH** icon. Once again, the **SSH Manager** displays.

**SSH Manager**

The SSH Manager will help you to setup SSH access to your domain. Follow the steps provided below to setup SSH access:

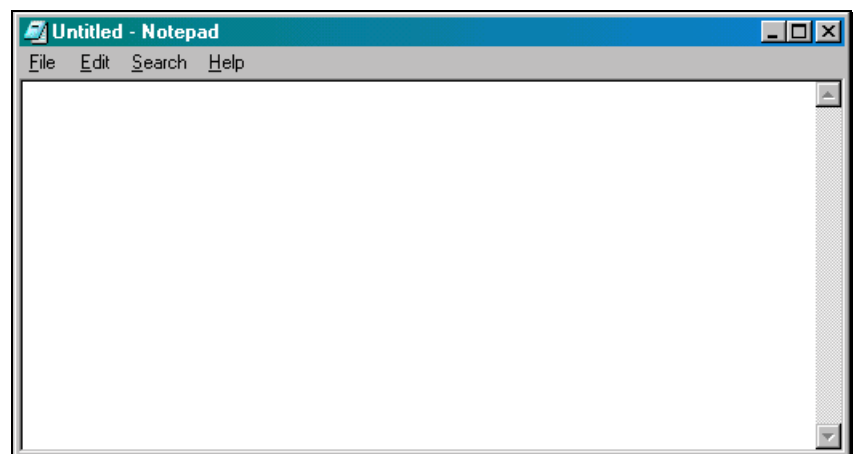
- 1) Create your RSA key. Your software will have directions on how to do this.
- 2) Input your key in the area below.
- 3) Submit your key.
- 4) Now log into **user.com** using your RSA identity. Be sure to choose RSA as the method of authentication.

Please input your RSA key here (should be in a file called something like identity.pub):  
Be sure not to change anything when you copy the key, if anything is changed, your key will not work.

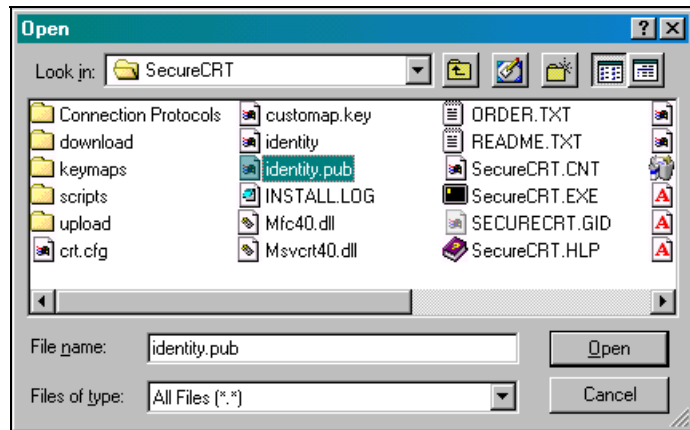
Press this button to

Place your key in the text box that is provided in the SSH Manager and submit it. (To do this, you must open the key in another application, copy it, and then paste it into this text box.)

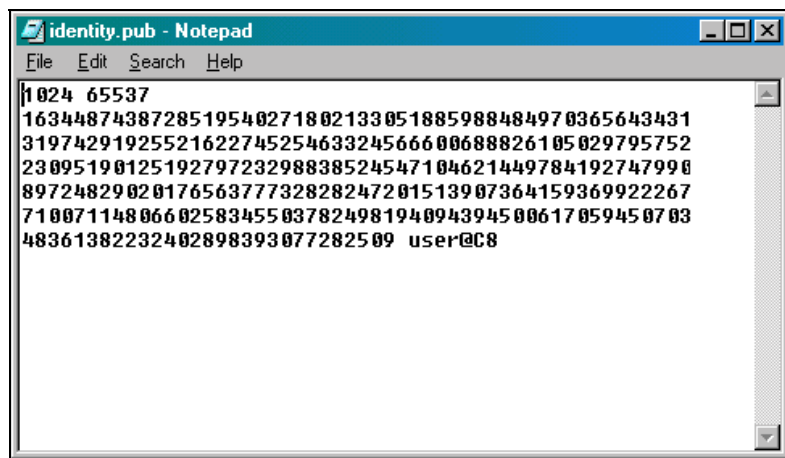
2. Launch any text-editor. On a Windows-based PC, **Notepad** will suffice. (This is available from the **Start** menu, under **Programs**, then **Accessories**.)



- From the Notepad File menu, select **Open**. The **Open** dialog box displays.



- Find the key file by switching the **Files of type** field to **All Files (\*.\*)**. Then, move through the directory structure to the location of your file, **identity.pub**. (The application stated where the file would be stored in the previous procedure.) When you located the file, double-click on it to open it in Notepad. (Note, the image below has been altered, so the key will not actually work.)



- Once the key is displayed in Notepad, highlight the entire key with your mouse. From the Edit menu, select **Copy**.

- Switch back to the **SSH Manager** and paste the key into the text box. You can do this by placing the cursor in the dialog box and either selecting **Edit** and then **Paste** from your browser's main menu or by using the key combination **[Ctrl] + [V]**. (Note: the image below has been altered. It is not a real key.)

Please input your RSA key here (should be in a file called something like identity.pub):  
Be sure not to change anything when you copy the key, if anything is changed, your key will not work.

```
1024 65537
163448743872851954027180213305188598848497036564343186993197429
622745254633245666006888261050297957527748230951901251927972329
547104621449784192747990822889724829020176563777328282472015139
936992226792507100711480660258345503782498194094394500617059450
48361382232402898393077282509 user@CB
```

Press this button to

- Select the **Submit** button. A new screen displays.

**SSH Manager**

Your SSH public key has been placed on the server. Before log into your domain using SSH, please setup your access addresses.

Address 1:

Address 2:

Address 3:

[Back to SSH Manager](#)

- Enter the IP address for any computers from which you will be accessing the server. You can get this information from your ISP (Internet Service Provider). Or, if you are currently at the computer you will be regularly using, you can find the IP address by opening a DOS prompt and typing the command, **ipconfig**.

9. After you have entered a number in at least one of the spaces provided, click on the **Next** button. A new screen displays.

**SSH Manager**

Are you sure your access this server from the following addresses  
**208.56.0.12**

If you confirm, please click this button to submit:

[Back to SSH Manager](#)

10. Make sure that the IP address listed is correct. Then select the **Submit** button. A message appears indicating that you will be able to access the server, via your SSH software (Secure CRT), from one of the addresses you listed within the next ten minutes.

Submit Access Address

Operation submitted to the server for processing  
The operation will be completed within the next 10 minutes

Once these steps have been performed, use the Secure CRT software as usual to establish a connection to your site on the server. You will be prompted for your passphrase when the connection is made. Once the connection is made, Secure CRT works similarly to other telnet utilities.

SECURE SERVER

Secure Server Overview

The **Secure Server** option provides you with instructions for setting up a Secure Server through Verisign or Thawte. Verisign and Thawte are companies that provide digital certificates used for secure transactions.

Step-by-step directions are provided within the Secure Server Manager.



**How To Set up Secure Server on Your Site:**

1. From the Control Panel, select the **Secure Server** option. The **Secure Server** manager displays.

The Secure Server Manager will allow you to install a secure certificate on your site. To setup a secure server you will have to purchase a secure certificate from Verisign or Thawte. This process needs to be done in 2 steps. One, Generate your Key and Certificate Request and two, install the certificate from Verisign or Thawte.

1. Before generating the request, view the directions below. Once you are ready to generate the certificate request for Verisign or Thawte, click [Generate Request](#).

You will be required to fill out some information before generating your secure certificate request. This information must be taken from the Internet. You can lookup that information on the Internet's [whois web interface](#). The private key which you will have to save until you receive the certificate from Thawte or Verisign will look something like (remember, you must save this on your computer for when you install the certificate which Thawte or Verisign will send):

```
-----BEGIN RSA PRIVATE KEY-----
Proc-Type: 4, ENCRYPTED
DER-Info: DES-EDE3-CBC, 882F170581AC18CA

xulVrmeoRovU3hf71176FK8=CmAFR3JvW82McGGLoV9UqPv9NGDagyz0Jp/EPi8
w8XGM/ohIKpCt+Coh4700QTCE0DRWpQ356nqb3a7ev4g1kEK6cDE6u61fTT
Te41AFKELRhuSeEP/2D1oA1BpCVt3Hf=mbh3kSPy2kshhFP7Wz=Zk4150c1r6
oyB0n0xih3pD0JROcnsGP4n0getal3Io0Hd4Lx3y32qbJE*Isu01Qna2Hunax
4cAcRfWvclhG2v6*4LwP6qWp0EcsPm4IoEkrYB1dJmpkBEV9Xv+30Kv6R6UsD I
672GH6bNokEKU241sB6I+h7ZUL43U9n0c250ED2/1bW3J0ADLEM9K909nTOH7a2
E8p38mByvLxAm8tLJ00nb474MvXbbaxJ2USgUEcn/blp/sQmgBLUhdaxSFPjMteJ
hE8sU20pFvtvBsb05QnTzXB71IX2BSubMn3uKLaCfA+nU0APC4pzm/ qb3rCVe0
CoE21j1+h0F9KEDRgh432af0a3R18BMLZwmb5pp2b3mL1Dh1U7e3Kcs49PKKs
znblvIn0c4tmGBACAsJ4Sg/+supj383cDRk3T3v4/U7ypT1FTh0v53+7aQPCh
R/UyUE4n64QEDsBtvuv2LLs+hIUSeovyf7/cua6iDsp479c566m2cH4U80SUCFtu
HDrxb02GUBsdgP/jc7shh82pHEMB1Iw0TU8ot1ACe0WF3GLy2InX4K7Wq0i+e37v
```

2. Setting up a secure server requires that you purchase a secure digital certificate from either Verisign or Thawte. This is a two-step process. Follow the steps outlined in the Secure Server Manager to complete the setup.



**Note:**

- To test the creation and installation of a secure certificate with “dummy” data, scroll down to the bottom of the screen and select the **Generate a Dummy Certificate** link in Step 3 of the on-screen procedure. Follow the instructions that are provided.

---

---

## MySQL

### MySQL Overview

The **MySQL** option in the Control Panel allows the setup of a MySQL database on your site. Once the database has been installed, there is documentation available within the MySQL Option for managing the database. This procedure shows you how to install MySQL and provides a basic overview of the screens you can expect to see within this option.

---

---

### Installing MySQL



#### How To Install MySQL on Your Site:

1. From the Control Panel, select the **MySQL** icon. The following instructions display.

Your database hasn't been created, press 'add' button to create your database **user\_com**.

Database **username** will be your Control Panel login name.

Database **password** will be your Control Panel password.

Beware if you have had another database on this server with the same user name, your old password will **not** be changed!

Add

2. Select the **Add** button. A message appears indicating your database will be installed within approximately ten minutes.

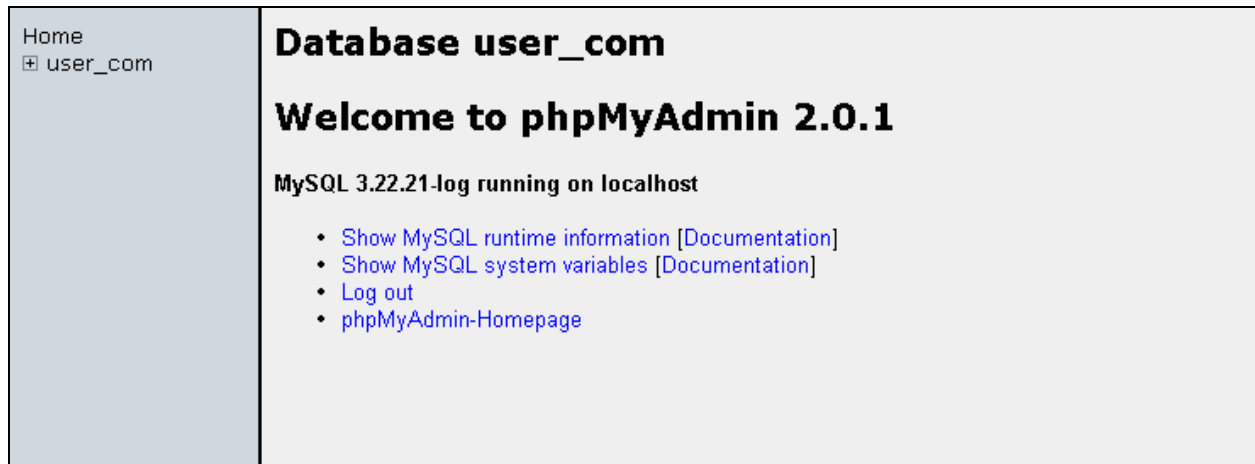
Install Mysql Database

Operation submitted to the server for processing

The operation will be completed within the next 10 minutes

## Main MySQL Screen

After your MySQL database has been installed, accessing the MySQL icon on the Control Panel will open the database. Your initial view of the database will appear similar to the following:



The left frame displays the names of the databases available to you.

The right frame welcomes you to **phpMyAdmin**, which is the name of the administrative tool you are now using to manage your MySQL database.

The link **Show MySQL runtime information** displays the following table of statistics about your database.



### Note:

- The image has been cropped for spacing purposes. Scroll down for more information.

**Database user\_com**

Showing records 0 - 30 (30 total)

Variable_name	Value
Aborted_clients	1
Aborted_connects	7
Created_tmp_tables	0
Delayed_insert_threads	0
Delayed_writes	0
Delayed_errors	0
Flush_commands	1
Handler_delete	5
Handler_read_first	11
Handler_read_key	698
Handler_read_next	13928
Handler_read_rnd	2401979
Handler_update	5

The link **Show MySQL system variables** displays the following table of statistics about your database.



**Note:**

- The image has been cropped for spacing purposes. Scroll down for more information.

**Database user\_com**

Showing records 0 - 30 (34 total)

Variable_name	Value
back_log	5
connect_timeout	5
basedir	/usr/local/mysql-3.22.21-pc-linux-gnu-i686/
datadir	/usr/local/mysql-3.22.21-pc-linux-gnu-i686/data/
delayed_insert_limit	100
delayed_insert_timeout	300
delayed_queue_size	1000
join_buffer	131072

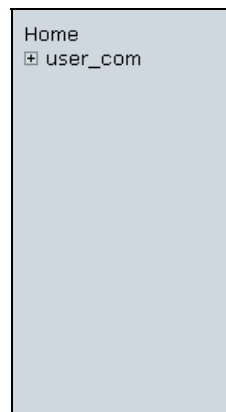
The **Log Out** link logs you out of the MySQL option.

The **phpMyAdmin-Homepage** link opens the phpMyAdmin homepage, an excellent resource of information related to the use of phpMyAdmin application.



## Setting Up MySQL Databases

When you initially install MySQL on your site, you essentially create a blank database. In order to work on your database, you must add tables to it.





## How To Add Tables to Your Database:

1. Single-click on the database name in the left frame of phpMyAdmin page.

**Database user\_com**

No tables found in database.

---

- Run SQL query/queries on database user\_com [\[Documentation\]](#):
- [Query by Example](#)
- View dump (schema) of database
  - Structure only  Add 'drop table'
  - Structure and data  send
- Create new table on database user\_com:
 

Name:

Fields:

2. Create a new table by entering the table name in the **Name** field. Enter the number of data fields which will be in the table in the **Fields** field. Select the **Go** button. The Field setup page displays.

**Database user\_com - table test\_table**

Field	Type	Length/Set	Attributes	Null	Default	Extra	Primary	Index	Unique
Ref #	INT	6		not null	Ref #	auto_increment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Name	TEXT	40		not null	Name		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Time	DATETIME	12		not null			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[\[Documentation\]](#)

3. Enter the appropriate information in the fields to describe the data fields you are creating. For help, select the **Documentation** link.

4. Once all the information has been added, select the **Save** button. The table page display, listing statistics about the table you just created and allowing a way of entering data into that table, or to change the table itself if needed.
5. Click on the **Home** link in the left frame to return to the **phpMyAdmin** page or the ***yourdatabase name*** link to return to the main page to administer your database.

---

## Working with existing tables

After you have added tables to your database, subtle differences to the main database page will appear on subsequent visits. More options will be available to you, all of them as a result of the fact that your database now has tables with which you can work.



For instance (as illustrated in the image above), if you single-click on the plus sign in the left frame beside your database name, a listing of all of the tables within your database appears.

Tables can be opened from this listing of tables. Single-click on the table name in the left frame to open the table in the right frame:

### Database user\_com - table table2

Field	Type	Attributes	Null	Default	Extra	Action
a	tinyint(5)		No	0		<a href="#">Change</a> <a href="#">Drop</a> <a href="#">Primary</a> <a href="#">Index</a> <a href="#">Unique</a>
b	tinyint(5)		No	0		<a href="#">Change</a> <a href="#">Drop</a> <a href="#">Primary</a> <a href="#">Index</a> <a href="#">Unique</a>
c	tinyint(5)		No	0		<a href="#">Change</a> <a href="#">Drop</a> <a href="#">Primary</a> <a href="#">Index</a> <a href="#">Unique</a>

Keyname	Unique	Field	Action
PRIMARY	Yes	a	<a href="#">Drop</a>
a	No	a	<a href="#">Drop</a>
a	No	b	<a href="#">Drop</a>
a	No	c	<a href="#">Drop</a>
a_2	Yes	a	<a href="#">Drop</a>

[\[Documentation\]](#)

- [Browse](#)
- [Select](#)
- [Insert](#)
- Add new field:
- [Insert textfiles into table](#)
- [View dump \(schema\) of table](#)

Structure only   
  Add 'drop table'

Notice that the fields and key of your table are listed along with various commands (appearing as blue text in the image above). These commands allow you to change or drop any field you choose and to perform other actions.

Underneath the Documentation link are tools for working with the fields including **Inserting** data into the fields.

Other tools used for working with your database are available from this page. (Note: not all appear in the image above.) Be sure to scroll down to see all possible options. Use the **Documentation** links for more information.

---

## Run Query and Query by Example

From the main database page, you can run queries against your database. When you query a database, you specify the criteria or description of that query. Then you send that information to the database and the database returns results from its data that match the criteria you set. This query box should only be used if you know how to write queries manually.

The **Query By Example** link allows you to create a request for information from your database using a form rather than typing the query from scratch.

The screenshot shows the MySQL Query By Example tool interface for the database 'user\_com'. The interface is organized into several sections:

- Field Selection:** A table with columns for 'Field', 'Sort', and 'Show'. Each row contains a dropdown menu for field selection, a dropdown for sorting, and a checkbox for showing the field.
- Criteria:** Two text input fields for defining search criteria.
- Logical Operators:** Radio buttons for 'And' and 'Or' to combine criteria.
- Modify:** A section with 'Or' and 'And' radio buttons, and 'Ins' and 'Del' checkboxes for modifying the query.
- Use Tables:** A vertical list of tables available in the database.
- SQL query on database user\_com:** A large text area where the generated SQL query is displayed.
- Buttons:** 'Update Query' and 'Submit Query' buttons at the bottom.

The query tool (shown above) allows for complex queries against your database.

## SHOPPING CART

### Shopping Cart Overview

The AlaCart **Shopping Cart** option is an easy-to-use e-commerce utility you can install on your site. It allows you to sell merchandise on your site and gives your customers a user-friendly way to quickly find and purchase merchandise. Additionally, new features for the AlaCart Shopping Cart are being developed which will further enhance the capabilities of this resourceful tool.

---

### Installing Shopping Cart



#### How To Install the AlaCart Shopping Cart:

1. From the Control Panel, select the **Shopping Cart** icon. The **AlaCart Manager** displays.

#### Alacart Manager

---

The AlaCart Manager will allow you to install or remove the AlaCart shopping program from your web site.

AlaCart has everything you need for a serious E-commerce solution:

- Graphical, easy-to-use, web-based Administration Suite
  - Built-in Credit Card Validation
  - Highly Customizable "Look and Feel"
  - Unlimited Product Categories and Sub-Categories
  - Automatic Shipping and Handling Charges, customized by you!
  - Automatic Tax Table, completely customizable
  - Product Search Capabilities
  - Secure Order Processing
  - Online Documentation
- 

Alacart is not currently installed on ryan.alabanza.com.

To install AlaCart for your domain, click: [Install AlaCart](#)

2. Select the **Install AlaCart** button. A message displays indicating that AlaCart will be installed within approximately ten minutes.

Install AlaCart  
Operation submitted to the server for processing  
The operation will be completed within the next 10 minutes

---

## Configuring the Shopping Cart

Once you have installed the AlaCart Shopping Cart, you will need to configure it for your site before you are able to administer and use it.



### How To Configure the AlaCart Shopping Cart:

1. From the Control Panel, select the **Shopping Cart** icon. The **AlaCart Manager** displays.

The AlaCart Manager will allow you to install or remove the AlaCart shopping program from your web site.

AlaCart has everything you need for a serious E-commerce solution:

- Graphical, easy-to-use, web-based Administration Suite
- Built-in Credit Card Validation
- Highly Customizable "Look and Feel"
- Unlimited Product Categories and Sub-Categories
- Automatic Shipping and Handling Charges, customized by you!
- Automatic Tax Table, completely customizable
- Product Search Capabilities
- Secure Order Processing
- Online Documentation

---

Alacart is currently installed on [ryan.alabanza.com](http://ryan.alabanza.com).

To remove AlaCart from your domain, click:

If you have not configured the system, you can configure the system here: [Setup Alacart Configuration](#).

If you have already configured the system and would like to work with your shopping cart, go here: [AlaCart Administration](#).

2. Near the bottom of the screen select the **Setup AlaCart Configuration** link. The **AlaCart Shopping Cart Program** displays at the **Start Screen** page.



 **AlaCart Shopping Cart Program**

[Shop Entrance](#) [Browse Catalog](#) [Search](#) [Basket Contents](#) [Checkout](#)

**Start Screen**

This series of screens will allow you to initialize the AlaCart Shopping Cart Program. It must be run before you will be able to use the Shopping Cart or the Administration Suite.

(1) Set up a Username and Password

**Change Password**

User Name:

New Password:

Enter New Password Again:

Copyright 1999

3. Enter your AlaCart user name in the **User Name** field. This can be a new user name; it does not have to be the same as your account user name. Enter a password for that user name in the **New Password** field. Re-enter the password, typed exactly the same way, in the **Enter New Password Again** field. If you make a mistake, select the **Reset** button to clear all fields, then re-enter the information.
4. Select the **Update Password** button. The **Change Paths** portion of the Start Page displays.



## AlaCart Shopping Cart Program

[Shop Entrance](#) [Browse Catalog](#) [Search](#) [Basket Contents](#) [Checkout](#)

### Start Screen

(2) Enter your Domain Name and Shopping Cart Path

- To do this, you need to enter your domain name (such as "yourdomain.com") in the "Your Domain Name" field. Do not include the "http://" at the beginning of your domain name. Also, you should then enter the path to the shopping cart relative to your main web directory. By default, this is usually just "s-cart", and should be left as that. After filling in this information, press the "Update Path" button.

#### Change Paths

Your Domain Name (i.e. domainname.com):

Path to Shopping Cart (usually 's-cart'):

Copyright 1999

5. Enter your domain name in the **Your Domain Name** field.



**Warning:**

- Remember that your domain name does not include "www". I.e., enter **mycompany.com** as opposed to **www.mycompany.com**.
6. The **Path to Shopping Cart** field defaults to **s-cart**. This is the directory location of the shopping cart program and all of its associated files on your site. Leave the default value as is unless you have a specific directory you would rather use.
  7. If you make a mistake, click on the **Reset** button to clear all fields, then re-enter the information. When completed, click on the **Update Path** button. A **Thank You** message appears indicating the configuration was successful.



### **AlaCart Shopping Cart Program**

[Shop Entrance](#) [Browse Catalog](#) [Search](#) [Basket Contents](#) [Checkout](#)

**Thank You!**

You may now begin using AlaCart.

To setup the Shopping Cart, go to:  
<http://user.com/s-cart/admin/index.phtml>

To run the Shopping Cart, go to:  
<http://user.com/s-cart/index.phtml>

Copyright 1999



**Note:**

- The Thank You message includes two links. One link moves you to the setup page for the shopping cart; the second link runs the shopping cart function. You may wish to write down these link addresses for future reference.
8. The Shopping Cart still needs to be administered (i.e., set up). Continue with the next section.

---

## Administering the Shopping Cart



**Note:**

- This document interchanges the phrases “Administer the Shopping Cart” and “Set up the Shopping Cart” to reflect the text seen in the Shopping Cart program.



## How To Administer the AlaCart Shopping Cart:

1. Follow the link provided in the final step of the previous procedure (located underneath the statement **To setup the Shopping Cart, go to:**). The link will contain the text: *s-cart/admin/index.phtml*. The **AlaCart Administration Suite** page displays.

Links to the Administration Suite "Tools"

Links to the Administration Suite "Tool" Help Files

**AlaCart Administration Suite**  
Admin Suite Home

["Look and Feel"](#)
[Categories](#)
[Products](#)
[Shipping](#)
[Tax](#)
[Order Options](#)

Thank you for using AlaCart.  
Please use the above links to personalize your Shopping Cart.

<a href="#">"Look and Feel"</a>	Edit the colors, logo, and other features of the Shopping Cart.
<a href="#">Categories</a>	Add/Edit/Delete the Categories in the Shopping Cart
<a href="#">Products</a>	Add/Edit/Delete the Products in the Shopping Cart
<a href="#">Shipping</a>	Edit the Shipping and Handling Charges.
<a href="#">Tax</a>	Edit the Sales Tax.
<a href="#">Order Options</a>	Edit Order Processing Information.

*Click the links in the table for a more thorough explanation of each item.*

[Alabanza, Inc.](#)

2. There are six tools available in the Administration Suite. The links across the top of the page link to the tools. The links in the table are help references for the use of these tools. Each of these tools is shown below. To make use of any of these administration tools, single-click the tool and follow the on-screen instructions.



### Note:

- Help is provided in the reference links in the Shopping Cart. For detailed information on any topic, consult that tool's help reference.

## The "Look and Feel" Tool:

The "Look and Feel" Tool allows you to control colors, text and images that appear on your Shopping Cart.

The Colors section applies the selected colors to the various forms of text in the Shopping Cart.

The Messages section allows you to personalize or remove the three text messages that appear in the Shopping Cart.

The Other section allows you to specify a background image, a personalized logo and a title for the Shopping Cart. This is where you specify your company's logo and background image.

**Colors:**

**Background:**       **Text:**

**Links:**       **Viewed Links:**

**Active Links:**       **Title:**

**Current Links:**

Changes to the following fields will only effect the actual shopping cart. You will not see the changes in the Admin Suite.

**Messages:**

**Welcome Message:**

**Footer Message:**

**Thank You Message:**

**Other:**

**Background Image:**

**Logo URL (path and name of logo on the server):**

**Shopping Cart Title:**

[Help](#)

Click on the **Submit** button to apply the changes you have made. Click on the **Reset** button to restore all of the settings to their default values. Single-click on the **Help** link for more information on using this tool.

## The Categories Tool:

The Categories Tool contains five main sections all shown in this section. These sections allow you to create, delete and edit the product categories within your Shopping Cart.

The main Category page offers five links, which are ways of working with product categories within your Shopping Cart. Note: A Category cannot be edited (or listed) until it has first been added.

As with all tools in the AlaCart Administration Suite, help on this tool is available by clicking on the Help link.

The List Existing Categories page displays all of the categories and sub-categories you have added to your Shopping Cart.

***AlaCart Administration Suite***  
[Admin Suite Home](#)

["Look and Feel"](#)   [Categories](#)   [Products](#)   [Shipping](#)   [Tax](#)   [Order Options](#)

**Category Menu**

1. [List Existing Categories](#)
2. [Add a Category](#)
3. [Delete a Category](#)
4. [Edit an Existing Category](#)
5. [Edit Category Fields](#)

[Help](#)

AlaCart Version 1.0

***AlaCart Administration Suite***  
[Admin Suite Home](#)

["Look and Feel"](#)   [Categories](#)   [Products](#)   [Shipping](#)   [Tax](#)   [Order Options](#)

<p style="text-align: center;"><b>Category Menu</b></p> <ol style="list-style-type: none"><li>1. <a href="#">List Existing Categories</a></li><li>2. <a href="#">Add a Category</a></li><li>3. <a href="#">Delete a Category</a></li><li>4. <a href="#">Edit an Existing Category</a></li><li>5. <a href="#">Edit Category Fields</a></li></ol> <p><a href="#">Help</a></p>	<p style="text-align: center;"><b><u>Existing Categories</u></b></p> <p><b>Software:</b> Utilities Productivity</p> <p><b>Peripherals:</b> Printers Scanners</p>
---	--

The Add a Category page allows you to create categories and subcategories. If creating a Category, you must specify if it is to hold products or sub-categories. If adding a Sub-Category, you must specify if it is to hold products or other sub-categories *and* you must select the Category to which it belongs.

## AlaCart Administration Suite

[Admin Suite Home](#)

["Look and Feel"](#)   [Categories](#)   [Products](#)   [Shipping](#)   [Tax](#)   [Order Options](#)

**Category Menu**

- [1. List Existing Categories](#)
- [2. Add a Category](#)
- [3. Delete a Category](#)
- [4. Edit an Existing Category](#)
- [5. Edit Category Fields](#)

[Help](#)

**Add a New Category**

Category Name:

Will this Category contain Products or SubCategories? Products

**Add a New SubCategory**

Category Name:

Will this SubCategory contain Products or SubCategories? Products

SubCategory of: Software

The Delete a category page allows you to remove product categories and subcategories from your Shopping Cart.

## AlaCart Administration Suite

[Admin Suite Home](#)

["Look and Feel"](#)   [Categories](#)   [Products](#)   [Shipping](#)   [Tax](#)   [Order Options](#)

**Category Menu**

- [1. List Existing Categories](#)
- [2. Add a Category](#)
- [3. Delete a Category](#)
- [4. Edit an Existing Category](#)
- [5. Edit Category Fields](#)

[Help](#)

**Delete a Category**

*(Warning! Deleting a Category will delete all products and subcategories in that Category!)*

Category Name: Software

The Edit a Category page changes the names of existing categories and sub-categories.

## AlaCart Administration Suite

[Admin Suite Home](#)

"Look and Feel" [Categories](#) [Products](#) [Shipping](#) [Tax](#) [Order Options](#)

### Edit a Category

#### Category Menu

1. [List Existing Categories](#)
2. [Add a Category](#)
3. [Delete a Category](#)
4. [Edit an Existing Category](#)
5. [Edit Category Fields](#)

Cat Number	Category Name	Action
1	<input type="text" value="Software"/>	<input type="button" value="Update"/>
3	<input type="text" value="Peripherals"/>	<input type="button" value="Update"/>
4	<input type="text" value="Peripherals, Printers"/>	<input type="button" value="Update"/>
5	<input type="text" value="Peripherals, Scanners"/>	<input type="button" value="Update"/>
6	<input type="text" value="Software, Productivity"/>	<input type="button" value="Update"/>
7	<input type="text" value="Software, Utilities"/>	<input type="button" value="Update"/>

To Edit Category Fields, you must first select the Category name with which to work. Continue to the next screen.

## AlaCart Administration Suite

[Admin Suite Home](#)

"Look and Feel" [Categories](#) [Products](#) [Shipping](#) [Tax](#) [Order Options](#)

### Edit Category Fields

#### Category Menu

1. [List Existing Categories](#)
2. [Add a Category](#)
3. [Delete a Category](#)
4. [Edit an Existing Category](#)
5. [Edit Category Fields](#)

[Help](#)

Category Name:

AlaCart Version 1.0

To Edit Category Fields, you can either add fields, other than the ones listed on the screen, or you can delete fields if you've already created them.

**AlaCart Administration Suite**  
[Admin Suite Home](#)

"Look and Feel"   [Categories](#)   [Products](#)   [Shipping](#)   [Tax](#)   [Order Options](#)

**Category "Software" Fields**  
*Add the extra descriptive fields (such as Author, Date, etc.) you will need for the products in this Category.  
Do NOT add products here.*

Currently, all Products in this Category have the following descriptive fields:

(1) Name
(2) Price
(3) Weight
(4) Picture URL

plus any descriptive fields you have added below:

Category Field Name	Action
<input type="text"/>	<input type="button" value="Add"/>

**Category Menu**

1. [List Existing Categories](#)
2. [Add a Category](#)
3. [Delete a Category](#)
4. [Edit an Existing Category](#)
5. [Edit Category Fields](#)

Single-click on the **Help** link (available from all of the pages within the Category Tool for more information on using different features).

## The Products Tool:

The Products Tool works similarly to the Category Tool, allowing you to enter products that to offer for sale in your Shopping Cart.

The Add a Product page allows you enter the product information for an item you are going to sell in your Shopping Cart. Fields are: Item number, Category, Item Name, Price, Weight, URL for the Picture.

### **AlaCart Administration Suite**

[Admin Suite Home](#)

["Look and Feel"](#) [Categories](#) [Products](#) [Shipping](#) [Tax](#) [Order Options](#)

#### Product Menu

- [1. List Existing Products](#)
- [2. Add a Product](#)
- [3. Delete a Product](#)
- [4. Edit an Existing Product](#)

[Help](#)

#### Add a Product

Item Number: *(must be unique)*

Category:

Item Name:

Price: \$

Weight:  lbs.

URL location for a picture of the Product:

If you created additional product fields when you set up your categories, you will be prompted to provide that information for any products you enter under the affected categories.

### **AlaCart Administration Suite**

[Admin Suite Home](#)

["Look and Feel"](#) [Categories](#) [Products](#) [Shipping](#) [Tax](#) [Order Options](#)

Product "Disk Sweeper" was added.

#### Product Menu

- [1. List Existing Products](#)
- [2. Add a Product](#)
- [3. Delete a Product](#)
- [4. Edit an Existing Product](#)

**Additional Fields for Product:**

Item Number: 11-00016

Price: \$45.00

Weight: 0.16 lbs.

Picture URL:

Product Field Name	Value	
Description	Cleans PC Hard Drives of unwanted clutter	<input type="button" value="Update"/>

The remaining options: Edit, Delete and List are all shown on the following page and work identically to their counterpart options in the Category Tool.

The **Edit a Product** Tool allows you to change information about an existing item already in your Shopping Cart.

## **AlaCart Administration Suite**

[Admin Suite Home](#)  
["Look and Feel!"](#) [Categories](#) [Products](#) [Shipping](#) [Tax](#) [Order Options](#)  
**Edit a Product**  
[Back to the Product Menu](#)  
[Help](#)

Item Number	Category	Name	Price	Weight	Picture URL	Action
11-00016	Software, Utilities	Disk Sweeper	\$45.00	0.16 lbs.		Update

The **List of Products** Tool shows you the products that are contained within your Shopping Cart. (Note: only one item appears in the screen below.)

## **AlaCart Administration Suite**

[Admin Suite Home](#)  
["Look and Feel!"](#) [Categories](#) [Products](#) [Shipping](#) [Tax](#) [Order Options](#)

**Product Menu**

- [1. List Existing Products](#)
- [2. Add a Product](#)

**List of Products**

Product ID	Category	Name	Price	Weight
11-00016	Software, Utilities	Disk Sweeper	\$45.00	0.16 lbs.

The **Delete a Product** Tool allows you to remove items from your cart one at a time.

**AlaCart Administration Suite**  
[Admin Suite Home](#)  
["Look and Feel!"](#) [Categories](#) [Products](#) [Shipping](#) [Tax](#) [Order Options](#)

**Delete a Product**

**Product Menu**

1. [List Existing Products](#)
2. [Add a Product](#)
3. [Delete a Product](#)
4. [Edit an Existing Product](#)

Product ID	Category	Name	Price	Weight	Action
11-00016	Software, Utilities	Disk Sweeper	\$45.00	0.16 lbs.	<input type="button" value="Delete"/>

## The Shipping Tool:

The Shipping tool allows you to set levels of shipping charges to apply to orders, as well as determine the method by which shipping charges will be calculated.

**AlaCart Administration Suite**  
[Admin Suite Home](#)  
["Look and Feel!"](#) [Categories](#) [Products](#) [Shipping](#) [Tax](#) [Order Options](#)

**Shipping Information**

How should the shipping charges be calculated?

**Shipping Charges**

		If Total Order is...		
Shipping Amount is:	Greater than or equal to:	and Less than	Action	
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	<input type="button" value="Add"/>	

[Help](#)

AlaCart Version 1.0

## The Tax Tool:

The Tax Charges tool allows you to set taxes by name and amount. Tax charges are to be added to orders placed via your Shopping Cart.

**AlaCart Administration Suite**  
[Admin Suite Home](#)  
["Look and Feel"](#) [Categories](#) [Products](#) [Shipping](#) [Tax](#) [Order Options](#)

**Tax Charges**

Tax Name	Tax Amount	Action
<input type="text"/>	<input type="text"/> %	<input type="button" value="Add"/>

[Help](#)  
 AlaCart Version 1.0

## The Order Options Tool:

The Orders Options tool is an important one. It lets you specify which credit cards your Shopping Cart will accept. Typically, you must supply an e-mail address and a secure server URL. If you do not provide an e-mail address here, you will not receive orders. Using a Secure URL protects your customer's credit card number.

**Credit Cards Accepted**

Card Name	Selected	Action	Action
American Express	<input checked="" type="checkbox"/>	<input type="button" value="Update"/>	
Check/Money Order	<input checked="" type="checkbox"/>	<input type="button" value="Update"/>	
MasterCard	<input checked="" type="checkbox"/>	<input type="button" value="Update"/>	
Novus/Discover	<input checked="" type="checkbox"/>	<input type="button" value="Update"/>	
Visa	<input checked="" type="checkbox"/>	<input type="button" value="Update"/>	
<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Add"/>	

**Order Processing**

Please enter the email address to which orders will be sent:

**Secure URL**

Please enter the secure URL:

[Help](#)

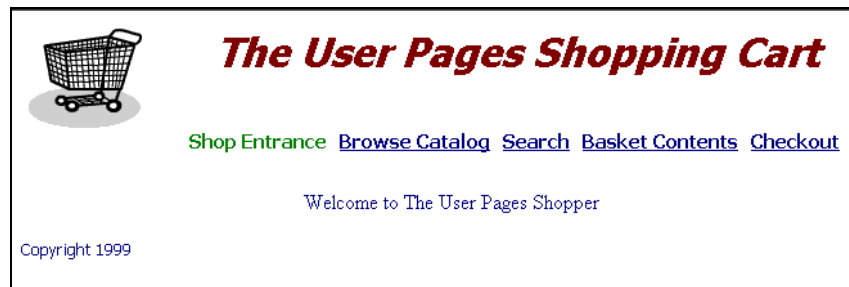
## Running the Shopping Cart

Once your site has been configured and administered, you can run the Shopping Cart. You may wish to do this periodically while setting up your site to verify that the setup is operating successfully.



### How To Run the Shopping Cart:

1. Follow the link provided in the final step of the Configuration procedure located under the statement: **To run the Shopping Cart, go to:**. The link will likely contain the text: *s-cart/index.phtml*. The **Your Shopping Cart's** Shop Entrance page displays.



The AlaCart Shopping Cart is similar to many e-commerce utilities now in use on the web. Essentially, your customer either browses the catalog or searches for an item until he/she finds the desired item. Once the item is found, your customer adds it to his/her "shopping basket". When ready to checkout, the customer confirms the items in the basket, and provides the method of payment.

2. To view products in various categories and sub-categories in your catalog, click on the **Browse Catalog** link. The catalog displays at the top category level. You can drill down into the various sub-categories.




## The User Pages Shopping Cart

[Shop Entrance](#) [Browse Catalog](#) [Search](#) [Basket Contents](#) [Checkout](#)

**Main Categories**  
[Software](#)  
[Peripherals](#)

**Sub-Categories in Category Software**  
[Utilities](#)  
[Productivity](#)

3. Once you reach a level beyond which there are no further sub-categories, the list of products in the last selected sub-category is displayed.



## The User Pages Shopping Cart

[Shop Entrance](#) [Browse Catalog](#) [Search](#) [Basket Contents](#) [Checkout](#)

**Product List**

Product ID	Category	Name	Price	Weight	Quantity	
11-00016	<a href="#">Software, Utilities</a>	<a href="#">Disk Sweeper</a>	\$45.00	0.16 lbs.	<input type="text" value="1"/>	<input type="button" value="Add to Basket"/>

---

## Removing Shopping Cart

The following procedure can only be used if the AlaCart Shopping Cart has already been installed on your site.



### How To Remove the AlaCart Shopping Cart:

1. From the Control Panel, select the **Shopping Cart** icon. The **AlaCart Manager** displays.

The AlaCart Manager will allow you to install or remove the AlaCart shopping program from your web site.

AlaCart has everything you need for a serious E-commerce solution:

- Graphical, easy-to-use, web-based Administration Suite
- Built-in Credit Card Validation
- Highly Customizable "Look and Feel"
- Unlimited Product Categories and Sub-Categories
- Automatic Shipping and Handling Charges, customized by you!
- Automatic Tax Table, completely customizable
- Product Search Capabilities
- Secure Order Processing
- Online Documentation

---

Alacart is currently installed on [ryan.alabanza.com](http://ryan.alabanza.com).

To remove AlaCart from your domain, click:

If you have not configured the system, you can configure the system here: [Setup Alacart Configuration.](#)

If you have already configured the system and would like to work with your shopping cart, go here: [AlaCart Administration](#).

2. Select the **Remove AlaCart** button. A message appears indicating that AlaCart will be removed from your site within approximately ten minutes.

## VIRTUAL NAME SERVER

### Virtual Name Server Overview

The **Virtual Name Server** option allows you to create virtual domains on the existing server. Typically, this is used to redirect traffic from one virtual domain to the regular domain. The virtual domain can be thought of as an alias for the regular domain.



### How To Set Up a Virtual Name Server for Your Account:

1. From the Control Panel, select the **Virtual Name Server** icon. The **Name Server Manager** displays:

**Name Server Manager**

Click the following 'Install' button to install the following name servers:

Primary Name Server:

Secondary Name Server:

2. In the **Primary Name Server** field, your primary name server will be listed. The Name Server Manager automatically enters the **Secondary Name Server** field as well. You can enter a new name in this field if you like.
3. Select the **Install** button. A message displays indicating that the name servers will be set up within one hour.

**Name Server Manager**

Your name servers will be setup within 1 hour, now you can click [here](#) to setup your domains.

- In the message that appears, select the **here** link to continue and set up your virtual domains. The **Name Server Manager** displays the two servers you just set up.

### Name Server Manager

Name Server Information:

Primary Name Server:	NS.USER.COM
Primary IP Address:	208.56.72.69
Secondary Name Server:	NS2.USERS.COM
Secondary IP Address:	208.56.74.233

**user.user.com** [\[View\]](#) [\[Edit\]](#) [\[Delete\]](#) [\[Send Registration\]](#)

To setup DNS for a domain, please click [here](#)

- You still need to set up DNS (Domain Name Server) for one of the domains you just set up. This lets you give a virtual name to the domain server.



**Note:**

- You may want to write down the IP addresses for the Primary and Secondary Name Servers listed on the screen. You will need them in the next step of the procedure.

To do this, click on the **here** link below the table. The **Name Server Manager** reappears.

### Name Server Manager

Please input the form to setup DNS for a domain:

Domain Name:

Domain IP:

6. Type the new domain name for this virtual domain in the **Domain Name** field. Type the IP address (either your primary or secondary) in the **Domain IP** field. For example, using the screen above, the secondary IP would be **208.56.74.233**, and the Domain Name would be something like **user2user.com**.
7. Click on the **Confirm** button. (At any time, you can clear the fields by clicking on the reset button.) A message displays that your virtual domains will be set up within one hour.

### Name Server Manager

Domain user2user.com will be added within 1 hour!

Your domain user2user.com 208.56.69.67 will be setup within 1 hour!

Please click [here](#) to go back.

8. Select the **here** link in the message to return to the main page of the **Name Server Manager**. Your changes will be reflected in the listing of domains.

### Name Server Manager

Name Server Information:

Primary Name Server:	NS.USER.COM
Primary IP Address:	208.56.72.69
Secondary Name Server:	NS2.USERS.COM
Secondary IP Address:	208.56.74.233

**user.user.com** [View](#) [Edit](#) [Delete](#) [Send Registration](#)

**user2user.com** [View](#) [Edit](#) [Delete](#) [Send Registration](#)

You can make changes to the new domain names using the **View**, **Edit**, **Delete** and **Send Registration** links.

## NETWORK TROUBLE SHOOTER

### Network Trouble Shooter Overview

The **Network Trouble Shooter** option provides you with access to a common network tracing utility named **Traceroute**. Traceroute does exactly what its name implies, tracing the route of data from your domain to the server you specify. The results of performing a Traceroute show you every server your packets of information are going to in order to connect to that server. The results can indicate if any of the servers along the way are causing connection problems by timing out or by slowing down the data flow. This is a good tool to use to help determine if a slow or downed connection is a problem on your server or someone else's server.



#### How To Use the Network Trouble Shooter:

1. From the Control Panel, select the **Network Trouble Shooter** Option. The **Traceroute Manager** displays.

**Traceroute Manager**

The Traceroute Manager can be used to trace the connection from your web site to the place where you are connecting from, or to another location on the Internet. To trace from your web site to your current location (208.56.0.8), just press the button labeled 'From user.user.com to 208.56.0.8'. To trace from your web site to any other location on the Internet, place its name in the text box labeled 'Server Name' and click on the 'Trace Route' button.

**Note:** Running a traceroute can take a while sometimes. Traceroute is controlled by ICMP packets. Many routers are programmed to handle these test packets as low priority. Therefore the delay you notice in the time it takes to reveal a hop is not important. What is important is the reported time in the three trials between the two hops.

---

From user.alabanza.com to your location, click here:  
From user.user.com to 208.56.0.8

Server Name:

Trace Route

---

2. Directions for using Traceroute Manager appear on the screen. They are also summarized here.

- To trace the connection from your web site to the place from which you are connecting, click on the **From your domain to your IP number** button. The results appear near the bottom of the Traceroute Manager screen.

Traceroute results

From user.com to your location, click here:  
From user.com to 208.56.0.34

Server Name:

Trace Route

---

From user.com to 208.56.0.34

1	eth.rtr.alabanza.com (209.239.32.1)	1.734 ms	1.163 ms	0.786 ms
2	balt.ohio.rtr.alabanza.com (209.239.32.3)	3.479 ms	ohio.balt.rtr.alabanza.com (208.56.0.1)	43.097 ms 43.236 ms
3	default.com (208.56.0.34)	44.073 ms	43.725 ms	44.015 ms

- To trace the connection from your website to any other location on the internet, type the name (or IP address) into the **Server Name** field, then select the **Trace Route** button. The results display near the bottom of the Traceroute Manager screen.

Traceroute results

From user.com to your location, click here:  
From user.com to 208.56.0.34

Server Name:

Trace Route

---

From user.com to yahoo.com

1	eth.rtr.alabanza.com (209.239.32.1)	1.471 ms	1.621 ms	1.110 ms
2	s3-1.cr1.BWI.gblx.net (209.143.255.25)	1.892 ms	1.262 ms	1.047 ms
3	s4-0-0.cr2.LGA.gblx.net (209.143.255.13)	5.438 ms	5.249 ms	5.217 ms
4	pos2-1-155M.cr1.NYC2.gblx.net (206.132.249.185)	70.629 ms	77.054 ms	80.731 ms
5	pos6-0-622M.cr1.SNV.gblx.net (208.48.118.1)	146.668 ms	146.562 ms	146.074 ms
6	pos0-0-2488M.hr8.SNV.gblx.net (206.132.254.37)	147.582 ms	150.424 ms	150.051 ms
7	bas1r-ge3-0-hr8.snv.yahoo.com (208.178.103.62)	67.804 ms	67.743 ms	67.774 ms
8	img3.yahoo.com (204.71.200.243)	152.392 ms	147.525 ms	152.425 ms

NEWSLETTER

Newsletter Overview

The **Newsletter** option is a repository for any messages that your hosting company may send to you as a Newsletter. Your hosting company should tell you in advance if they plan to communicate with you in this manner. If so, it is a good idea to check the Newsletter Option regularly.

If there are no Newsletters available, when you click on the Newsletter option in the Control Panel, the following message displays:



If there are any Newsletters available, then when you click on the Newsletter option, those Newsletters will be listed as shown below.



Simply single-click on any of the listed newsletters to read them.

### SUBMIT SITE TO SEARCH ENGINES

#### Submit Site to Search Engines Overview

The **Submit Site to Search Engines** option is a powerful tool that allows you to quickly list your web site on some of the most popular web search indexes. These web search indexes include:

- Infoseek
- Webcrawler
- Alta Vista
- Lycos
- Excite
- Hot Bot
- Infoseek Ultra
- Yahoo!
- Netfind
- Magellan
- What You Seek
- Infospace
- New Riders Yellow Pages

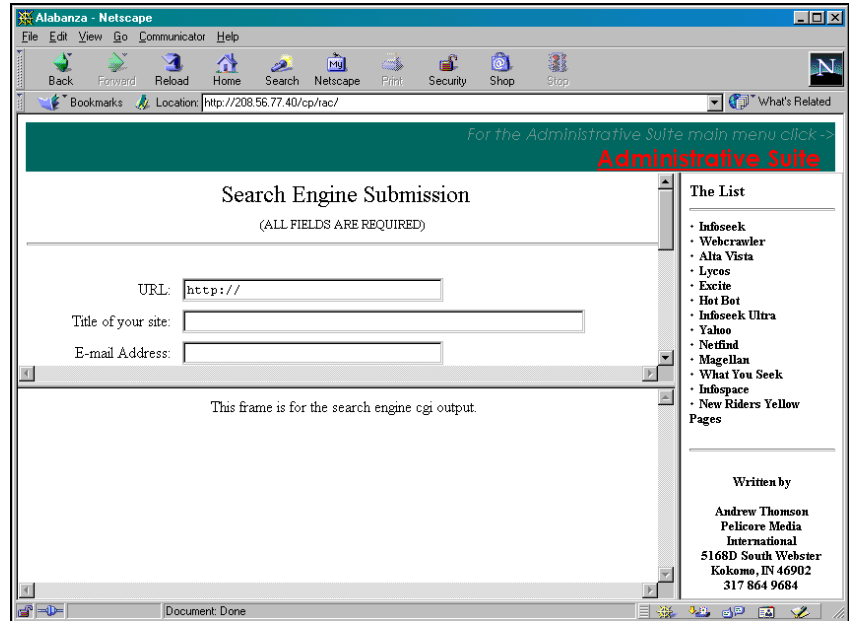
This is an effective way of ensuring that the site you create gets optimal audience and web traffic.

While you can submit your site to search engines without the aid of this option, it can be a very time consuming process. The Submit Site to Search Engines option makes the process a quick and easy one.



## How To Submit You Site to Search Engines:

1. From the **Control Panel**, select the **Submit Sites to Search Engines** icon. The **Search Engine Submission** tool displays.



2. Fill out the information in the form on the top left frame, beginning with **URL**, **Title of your site** and **E-mail Address**. All fields in this form must be completed.

Zip:

Country:

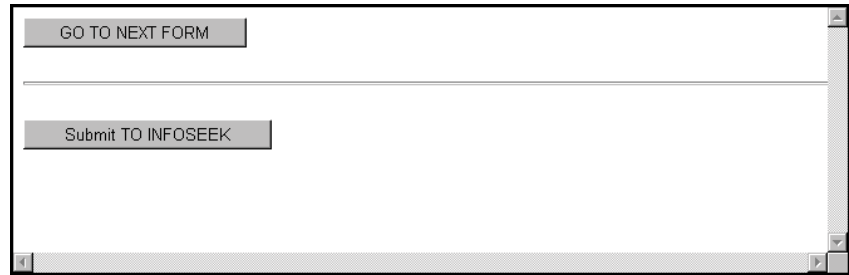
Contact name:

Phone Number:

FAX number:

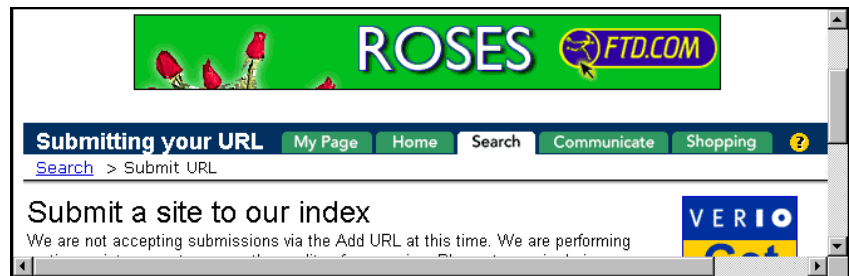
3. When you complete all the fields, click on the **Spool URL** button to continue. The top left frame displays two buttons.

## SUBMIT SITE TO SEARCH ENGINES



The bottom button reads **Submit TO *Search Engine*** (in this example, **Infoseek**).

4. If you wish to submit your site to the search engine named on the button, select the button. That search engine's submit site page displays in the in the bottom left frame.



5. Follow the instructions listed on the search engine's submit site page.

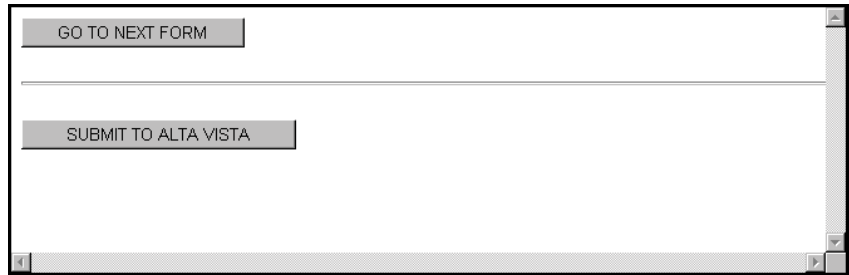


**Note:**

- Some search engines do not always accept submissions. Usually, this is a temporary situation. You may need to skip the search engine in error and go onto the next one.
6. When you have completed the requirements described on the search engine's submit page, click on the **Go To Next Form** button in the top left frame. You may also use this button if you would like to skip a particular search engine. A new site is listed on the **Submit to *Search Engine*** button.

## SUBMIT SITE TO SEARCH ENGINES

---



A screenshot of a web form interface. The form is contained within a rectangular frame with a thin black border. At the top left, there is a button labeled "GO TO NEXT FORM". Below this button is a horizontal line. Further down, there is another button labeled "SUBMIT TO ALTA VISTA". The form has a scroll bar on the right side, indicating it can be scrolled vertically. The background of the form is white.

7. Repeat this procedure until you have exhausted the list of all the search engines.

### ADDITIONAL HELP

If you have additional questions about any of the topics covered in this manual, contact your hosting company for assistance.