



Web Hosting

User Guide

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1. Introduction

Business Class Web Hosting was previously operating on a Windows 2000 and UNIX platform. We are now offering Business Class Web Hosting on Windows 2003 and UNIX Signature-FreeBSD platforms, along with several aesthetic changes and functionality enhancements.

1.1 About This Guide

This guide is written for user/customer responsible for administering and maintaining the Business Class Web Hosting account. This guide provides an overview of Business Class Web Hosting and includes the following:

- Overview of Business Class Web Hosting
- How to navigate using the enhanced control panel
- Features and functionality of the Signature and Windows 2003 platforms

1.2 Document Command Conventions

This document uses the following conventions:

- Command buttons that you must click/select appear in Times New Roman, **underlined and in bold**.
- Field names on a window or screen are shown in “quotes”.

1.3 Hosting Packages

The eight plans are available based on the customer’s need for hosting their site. Many features found on the previous platform can be found on the newer platform with a new look and feel.

1.3.1 Windows 2003:

	Starter Windows	Advanced Windows	Premier Windows	Webmaster Windows
Bandwidth Transfer in GB	up to 200 GB	up to 400 GB	up to 500 GB	up to 1,000 GB
Web Disk Space in GB	up to 5 GB	up to 20 GB	up to 20 GB	up to 40 GB
MS SQL Space in MB	n/a	n/a	200	200
MultiDomain Hosting	Unlimited	Unlimited	Unlimited	Unlimited
Number of Independent Sites	2	2	2	29
Platform				
Microsoft Windows 2003 w/IIS 6.0	Yes	Yes	Yes	Yes
Control Panel	Yes	Yes	Yes	Yes
Raw log files	Yes	Yes	Yes	Yes
MS FrontPage Server Extensions	Yes	Yes	Yes	Yes
24/7 access via FTP	Yes	Yes	Yes	Yes
Urchin Web traffic reporting	Yes	Yes	Yes	Yes
Search Engines				

Search Engine Submission to 100+ Top Search Engines	1 URL	2 URLs	2 URLs	5 URLs
Spam FREE Submission	Yes	Yes	Yes	Yes
Automatic Resubmissions	No	No	No	Yes
Basic Google Submission	Yes	Yes	Yes	Yes
Search Engines Tools				
Optimization Wizard	Yes	Yes	Yes	Yes
Check Position	Yes	Yes	Yes	Yes
Check Link Popularity	Yes	Yes	Yes	Yes
Keyword Analysis	Yes	Yes	Yes	Yes
Keyword Popularity	Yes	Yes	Yes	Yes
Title Tag Checker	Yes	Yes	Yes	Yes
Meta Tag Checker	Yes	Yes	Yes	Yes
Bad Link Checker	Yes	Yes	Yes	Yes
Optimization Analysis	Yes	Yes	Yes	Yes
Alt Tag Checker	Yes	Yes	Yes	Yes
Robots.txt Checker	Yes	Yes	Yes	Yes
Check Existence	No	No	No	Yes
Meta Tag Generator	No	No	No	Yes
Ask an eMarketing Question	No	No	No	Yes
Marketing Tip of The Day	No	No	No	Yes
Banner Ads				
Banner Impressions	None	1,000 (One Time)	1,000 (One Time)	5,000 (One Time)
# Banners	None	1	1	5
Online Banner Creator/Wizard	NA	Yes	Yes	Yes
Banner Templates	None	15	15	100
Campaign Management/Reporting	NA	Yes	Yes	Yes
Over 100 Small Business Online Guides				
Mail Services (if Verio's proprietary email system is used, otherwise these functions are NA)				
E-mail Accounts/Mail Forwards/Auto Responders	Will Vary by Division	Will Vary by Division	Will Vary by Division	Will Vary by Division
WebMail	Yes	Yes	Yes	Yes
Email Defense Solution (if Verio's proprietary email system is used, otherwise these functions are NA)				
Spam Filtering	NA	NA	NA	NA
Virus Scanning	NA	NA	NA	NA
Whitelisting	NA	NA	NA	NA
Blacklisting	NA	NA	NA	NA
Web Services				
.NET Framework 2.0 (RTM)	Yes	Yes	Yes	Yes
ASP 3.0, ASPupload, ASP.NET	Yes	Yes	Yes	Yes
ADO.NET, XML, JScript, VB Script	Yes	Yes	Yes	Yes
PHP and PERL	Yes	Yes	Yes	Yes
CGI	Yes	Yes	Yes	Yes

Windows Media Services	Yes	Yes	Yes	Yes
Shared SSL Secure Server	Yes	Yes	Yes	Yes
SSL Site Certificate Available*	Yes	Yes	Yes	Yes
Databases				
MS SQL Database	No	No	Yes	Yes
ODBC data source supported	Yes	Yes	Yes	Yes
E-commerce				
Bring own compatible shopping cart	Yes	Yes	Yes	Yes
Verisign® Payflow Pro	Yes	Yes	Yes	Yes
* SSL certificates sold separately				
Website DIY Tool Add-On (refer to Easy Site Sheet for detailed Product Features)				
Easy Site LV Design Tool	Included	Included	NA	NA
Easy Site Plus Design Tool	Contact your local division	Contact your local division	Included	Included
E-Commerce				
Shopsite Shopping Cart - Starter	Contact your local division	Contact your local division	Contact your local division	Contact your local division
Shopsite Shopping Cart - Manager	Contact your local division	Contact your local division	Contact your local division	Contact your local division
Shopsite Shopping Cart - Pro	Contact your local division	Contact your local division	Contact your local division	Contact your local division

1.3.2 UNIX Signature / FreeBSD:

	Starter UNIX	Advanced UNIX	Premier UNIX	Webmaster UNIX
Bandwidth Transfer in GB	up to 200 GB	up to 400 GB	up to 500 GB	up to 1,000 GB
Disk Space in GB	up to 5 GB	up to 10 GB	up to 20 GB	up to 40 GB
Platform				
FreeBSD / Apache Web Server	Yes	Yes	Yes	Yes
MS FrontPage2002	No Longer Support	No Longer Support	No Longer Support	No Longer Support
Search Engine Submission				
Search Engine Submission to 100+ Top Search Engines	1 URL	2 URLs	2 URLs	5 URLs
Spam FREE Submission	Yes	Yes	Yes	Yes
Automatic Resubmissions	No	No	Yes	Yes
Basic Google Submission	Yes	Yes	Yes	Yes
Search Engine Optimization				
Optimization Wizard	Yes	Yes	Yes	Yes
Check Position	Yes	Yes	Yes	Yes
Check Link Popularity	Yes	Yes	Yes	Yes
Keyword Analysis	Yes	Yes	Yes	Yes

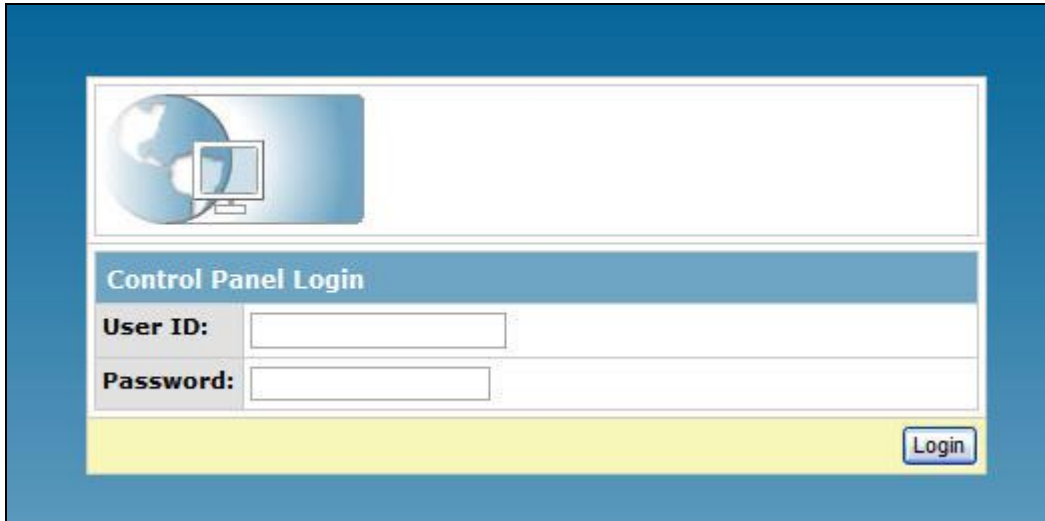
Keyword Popularity	Yes	Yes	Yes	Yes
Title Tag Checker	Yes	Yes	Yes	Yes
Meta Tag Checker	Yes	Yes	Yes	Yes
Bad Link Checker	Yes	Yes	Yes	Yes
Optimization Analysis	Yes	Yes	Yes	Yes
Alt Tag Checker	Yes	Yes	Yes	Yes
Robots.txt Checker	Yes	Yes	Yes	Yes
Check Existence	No	No	Yes	Yes
Meta Tag Generator	No	No	Yes	Yes
Ask an eMarketing Question	No	No	No	Yes
Marketing Tip of The Day	No	No	No	Yes
Banner Ads				
Banner Impressions	None	1,000 (One Time)	2,500 (One Time)	5,000 (One Time)
# Banners	None	1	2	5
Online Banner Creator/Wizard	NA	Yes	Yes	Yes
Banner Templates	None	15	25	100
Campaign Management/Reporting	NA	Yes	Yes	Yes
Over 100 Small Business Online Guides				
Mail Services				
E-mail Accounts/Mail Forwards/Auto Responders	Will Vary by location	Will Vary by location	Will Vary by location	Will Vary by location
WebMail	Yes	Yes	Yes	Yes
Web Hosting Services				
Podcasting Manager	Yes	Yes	Yes	Yes
Urchin from Google Web traffic reporting	Yes	Yes	Yes	Yes
Raw log files	Yes	Yes	Yes	Yes
SSH Access	No	No	Yes	Yes
Perl, PHP, Python, Ruby, GCC (GNU C Compiler)	No	Yes	Yes	Yes
SSL Secure Server	Yes	Yes	Yes	Yes
Multimedia (Shockwave Flash)	NA	NA	NA	NA
Website Additions				
Counter	Yes	Yes	Yes	Yes
Site Search tool (CGI Required)	No	Yes	Yes	Yes
Message Board (CGI Required)	No	Yes	Yes	Yes
Applications				
WordPress Blogging Software	No	Yes	Yes	Yes
Gallery 1 Photogallery (CGI Required)	No	Yes	Yes	Yes
Web Calendar (CGI Required)	No	Yes	Yes	Yes
PHP MyAdmin	No	Yes	Yes	Yes
Databases				
MySQL	No	Yes	Yes	Yes

Multiple Databases	No	Yes	Yes	Yes
Website DIY Tool Add-On (refer to EasySite Sheet for detailed Product Features)				
Easy Site LV Design Tool	Included	Included	NA	NA
Easy Site Plus Design Tool	\$ 2.50	\$ 2.50	Included	Included
E-Commerce				
Shopsite Shopping Cart - Starter	\$ 4.00	\$ 4.00	\$ 4.00	\$ 4.00
Shopsite Shopping Cart - Manager	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00
Shopsite Shopping Cart - Pro	\$ 20.00	\$ 20.00	\$ 20.00	\$ 20.00

2. Administering the Signature / Free BSD Platform

2.1 Accessing the Interface

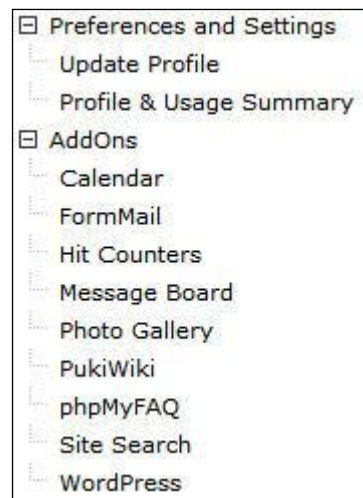
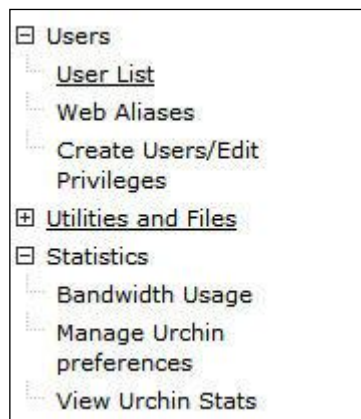
To access your Control Panel, go to www.your-domain.com/ControlPanel. “your-domain” will be the domain you have registered. You will be prompted with a login dialog.



Website Management will be your default view

The Signature platform has been divided into two management modules. There is **Website Management** and **Account Management**.

Signature uses icons to navigate around the website, but you can also navigate using the list menu on the left side of the page. You can expand and collapse the features you wish to access.



2.2 Managing Website


Upon logging into the interface, this will be your default view. Icons may vary pending on the level of access assigned to the account.












Home

Welcome!

 **Users**

 User List	 Web Aliases	 Create Users/Edit Privileges
--	--	---

 **Utilities and Files**

 All Files	 Shared Files	 File Restore	 Backups	 Schedule Tasks	 Digital Certificate	 Web Access	 Podcast
 Easy Site	 FrontPage Extensions	 PHP Version					

 **Databases**

 MySQL	 phpMyAdmin
--	---



Navigate to each feature by selecting/clicking on the respective icon.

2.2.1 Creating Web Access

You can limit the access of visitors to particular areas of your website by password protecting the web directories. Users will be required to login to access the respective folders.

Begin by selecting the [Web Access](#) icon to navigate to the settings. You will see the “**Directory Logins**” screen below.

Directory Logins

Overview: Limit access of online visitors to areas of your website by password protecting web directories. This option requires your visitors to log in to each directory you protect.

Instruction: View, create and manage login credentials. User IDs and passwords apply to the selected directory and all its contents.

Select Directory: htdocs ▾

Delete Disable Enable
Create Login

	User ID	Status	Actions
-- There are no records to display --			

Delete Disable Enable
Create Login

Select the directory by clicking the drop down menu for “**Select Directory**” and select the directory you wish to protect.

Then select **Create Login** to go to the login creation options.

Create Login

Instruction: Create login credentials to password protect the selected directory.

Directory: htdocs

User ID: testme

Password: ●●●●●●●●

Confirm Password: ●●●●●●●●

Save
Cancel

Confirm your changes by selecting **Save**.

Delete Disable Enable
Create Login

	User ID	Status	Actions
<input type="checkbox"/>	testme	Enabled	Delete Disable

Delete Disable Enable
Create Login

Once the user has been successfully created, it will appear in the list of User IDs as pictured.

2.3 Managing Users

This section explains how to add, modify, and delete user accounts. The users created in this section will have access to various features of the website.

2.3.1 Adding Users

All fields are required. The “**Privileges**” field controls the features that the user will be able to access upon logging in.



To add a user, select **Create Users/Edit Privileges** from the navigation menu.

User Attributes	
Instruction:	Fill out this form and submit it to create a new user for your system. The User Attributes are the User ID (what the person will be listed as in the system), the Full Name (the actual name of the user), and the Password you assign. The Privileges section contains features you enable for each user. Select the E-mail checkbox if you want to provide email access. Select the File Storage checkbox to let the user store files in Files section of your Control Panel. Select the Web checkbox if you want the user to upload content that can be displayed on your website.
User ID:	<input type="text"/>
Full Name:	<input type="text"/>
New Password:	<input type="text"/>
Confirm Password:	<input type="text"/>
Privileges:	<input checked="" type="checkbox"/> File Storage <input checked="" type="checkbox"/> Web
User Options	
Web Alias	http://huydobusinessclass.com/ <input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

You will be prompted to input a User ID, Full Name and Password for this user. Privileges can also be modified to allow access to certain functions of the website.

2.3.2 Modifying Users

Users >> User List

Search [] Reset [] View 5 per page 1-2 of 2 | First | Prev | Next | Last

<input type="checkbox"/>	User ID	Full Name	Account Status	File Storage	Web	Actions
<input type="checkbox"/>	catchall		Enabled			Edit Disable
<input type="checkbox"/>	huydob		Enabled	✓	✓	Edit

Status: 2 of 0 users configured.

Delete []

To modify an existing user, select **Edit** for the corresponding user you wish to edit. This will take you to the “**User Details**” screen that will allow you to modify passwords, aliases and privileges.

Save [] Cancel []

User Attributes

User ID: catchall@huydobusinessclass.com

Full Name: []

New Password: []

Confirm Password: []

Privileges:

- File Storage
- Web

User Options

Web Aliases

Web Alias	Actions
-- There are no records to display --	

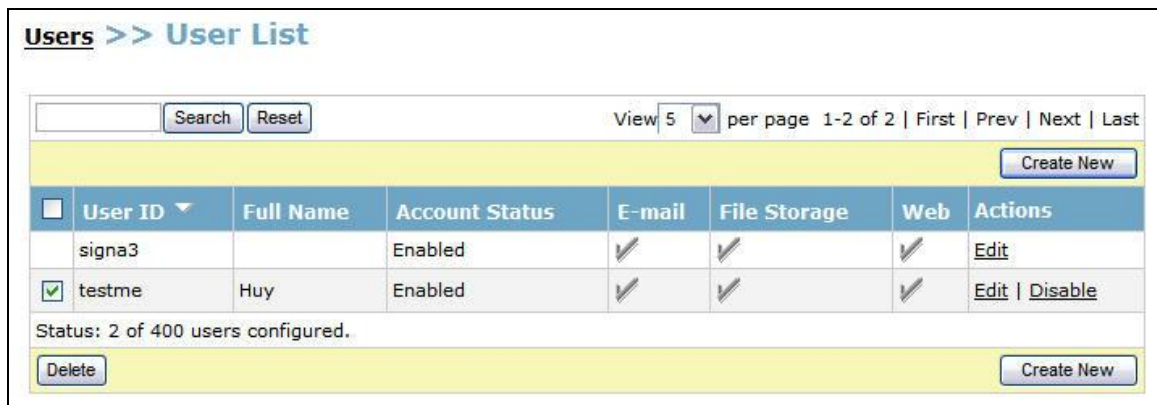
http://huydobusinessclass.com/ [] Add []

Save [] Cancel []

2.3.3 Deleting/Disable Users

Navigate to the “**User List**” screen.

Select the User you wish to delete/disable.



The screenshot shows the 'Users >> User List' interface. At the top, there is a search bar with 'Search' and 'Reset' buttons, and a 'View 5 per page' dropdown menu. Below the search bar is a 'Create New' button. The main content is a table with the following columns: User ID, Full Name, Account Status, E-mail, File Storage, Web, and Actions. The table contains two rows: one for 'signa3' and one for 'testme' (Huy). The 'testme' row is selected, and the 'Delete' button is visible at the bottom left. The status bar at the bottom indicates 'Status: 2 of 400 users configured.' and another 'Create New' button is at the bottom right.

<input type="checkbox"/>	User ID	Full Name	Account Status	E-mail	File Storage	Web	Actions
<input type="checkbox"/>	signa3		Enabled	✓	✓	✓	Edit
<input checked="" type="checkbox"/>	testme	Huy	Enabled	✓	✓	✓	Edit Disable

To disable a user, select **Disable** under the Actions column to disable the user. You will want to use this feature when you don't want to lose all the settings tied to that user.

To delete a user, select the checkbox next to the User ID to remove. After selecting the User IDs to be deleted, select the **Delete** button to proceed with the deletion. This will remove the user completely, and you will have to re-provision the user if you wish to create it again.

2.4 Directory Properties

To manage your file system, you will need to access the Directory Properties. Using this interface, you can Upload Files, Create Directories and Create Files. You can also control the access properties for each folder within this setting.

Begin by selecting the **All Files** icon on your Control Panel. This is the default view.

Utilities and Files >> All Files

Directory Properties: All Files

Name and Path: All Files

Last Modified: 06:42 PM 07/16/2008

Actions: [Restore](#)

Contents: 7 directories, 0 files, (0 shortcuts)

Options: Show Hidden Files

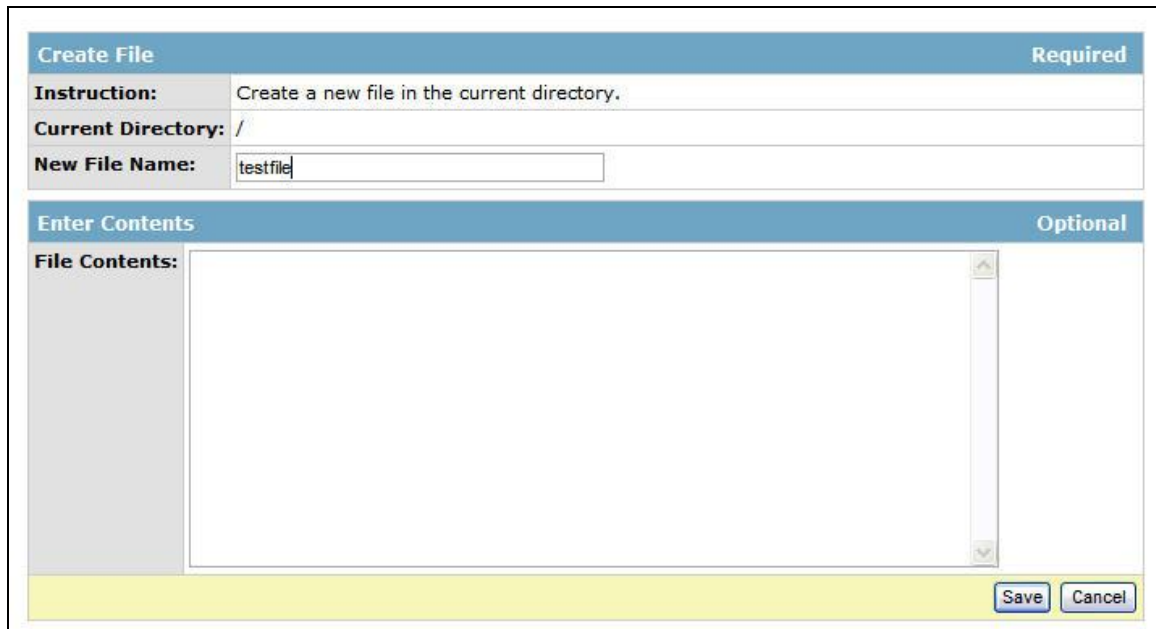
View Directory Contents in: UTF-8

<input type="checkbox"/>	Directory Contents	Last Modified	Size	Actions
<input type="checkbox"/>	backup	07/11/2007		Properties Copy Move Rename
	etc	07/09/2008		Properties Copy
<input type="checkbox"/>	ftp	07/11/2007		Properties Copy Move Rename
	tmp	07/09/2008		Properties Copy
	users	07/16/2008		Properties Copy
<input type="checkbox"/>	var	07/09/2008		Properties Copy Move Rename
	www	07/11/2007		Properties Copy

You can navigate between the directories by clicking on the corresponding link to the folder name.

2.4.1 Create / Delete / Move / Share / Rename / Upload Files

Create File – To create a file, select **Create File** from Directory Properties. Use the “Name and Path” field to determine in which folder you wish to create the file.



Create File		Required
Instruction:	Create a new file in the current directory.	
Current Directory:	/	
New File Name:	<input type="text" value="testfile"/>	

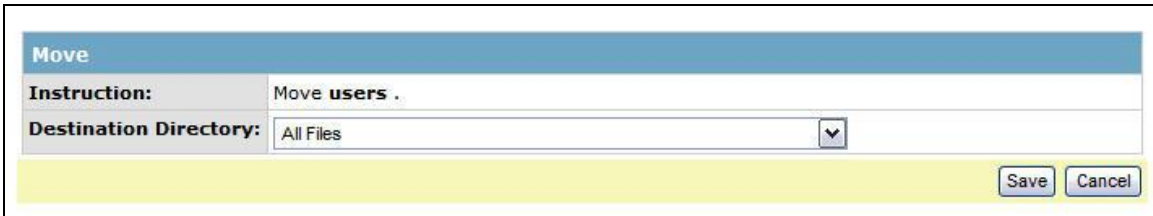
Enter Contents		Optional
File Contents:	<div style="border: 1px solid gray; height: 150px; width: 100%;"></div>	
		<input type="button" value="Save"/> <input type="button" value="Cancel"/>

The file name is required, but the file contents are an option field used for comments. To confirm your changes, select **Save**.

Delete File or Folder – To delete, use the checkbox corresponding to the file/folder you wish to delete. Select **Delete** and it will remove all of the selected Files and Folders. Before deleting, you will receive a confirmation.



Move File/Folder – To move the file/folder, select the file/folder you wish to move from the directory listing in the contents.



Move

Instruction: Move users .

Destination Directory: All Files

Save Cancel

You will be prompted to select the “**Destination Directory**”. Click the drop down menu to bring up a list of all the folders available and select the destination folder.

Confirm the move by selecting **Save**.

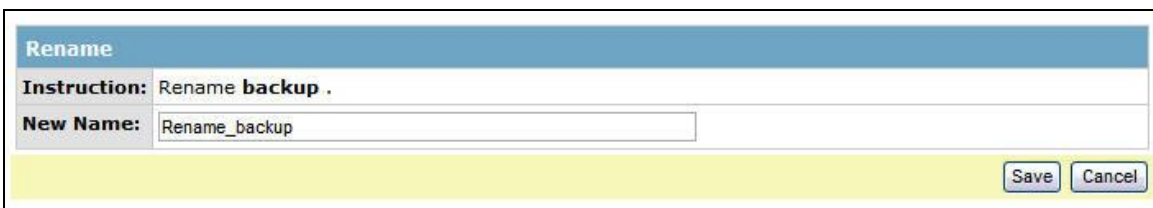
Share Files/Folder – To enable file sharing, select the directories you wish to share using the check box corresponding to the file or directory. Once you’ve designated which folders/files you wish to share, select the **Share** button to proceed with the changes.

Folders that are shared will have a hand at the bottom of the folder icon symbolizing that this folder is in a shared state.

<input type="checkbox"/>	Directory Contents	Last Modified	Size	Actions
<input type="checkbox"/>	 backup	07/16/2008		Properties Copy Move Rename
	 etc	07/09/2008		Properties Copy
<input type="checkbox"/>	 ftp	07/11/2007		Properties Copy Move Rename
	 tmp	07/09/2008		Properties Copy
	 users	07/16/2008		Properties Copy
<input type="checkbox"/>	 var	07/09/2008		Properties Copy Move Rename
	 www	07/11/2007		Properties Copy

Delete Compress Share

Rename File/Folder – To rename a file/folder, use the corresponding checkbox to select the file/folder you wish to rename then select rename from the “**Actions**” column. Type in the new name and select **Save**.



Rename

Instruction: Rename backup .

New Name: Rename_backup

Save Cancel

2.4.2 Directory Permissions

To modify the directory permissions, begin by selecting a folder from the **All Files** view. Upon selecting a folder, you will enable more options under the “**Actions**” row under **Directory Properties**.



Select **Edit Permissions**. This will display all the current access rights for the current folder.



The **Edit Permissions** tool allows users to set custom permissions on files or Directories. Permissions can be changed to Read, Write, and Execute privileges for the Owner, the Group, or the World (everyone) for a file.

Note: Giving Write and Execute privileges to files or directories means that persons other than yourself can alter your files. This could cause issues with your Website or hosting account. Be sure that you want to perform this action.

To Edit Permissions for a File or Directory:

1. Select **All Files**, or click **Utilities** and **Files-All Files**. The **All Files** window appears.
2. If the file/directory you want to change permissions for is located in the All Files directory, click **Properties** for the file/directory you want. The File Properties window appears.

Or

If the file/directory you want to change permissions for is located in another directory, click **Properties** for that directory; then click **Properties** again for the file/directory you want. The File Properties window appears.

3. Click **Edit Permissions**. The Edit Permissions window appears.
4. Change the permissions you want.

Click **Save**. The window refreshes with a message informing you that the permissions were changed.

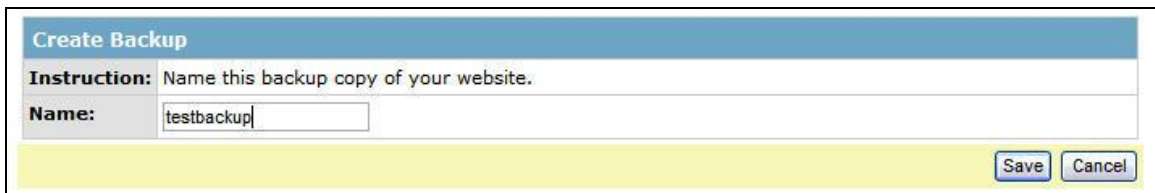
2.5 Maintaining the System

2.5.1 Creating / Restoring Backups

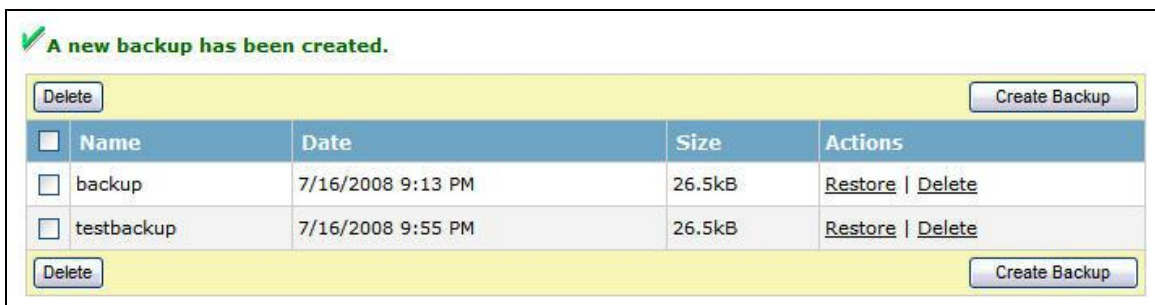
Navigate to the Backup module by selecting the **Backups** icon.



To begin creating a backup, click on the **Create Backup** button. You will be prompted to type in the name you want to assign to this backup.



Once you've named the backup, select **Save** to back up your website. Once complete, the name of your backup will show up in the listing.

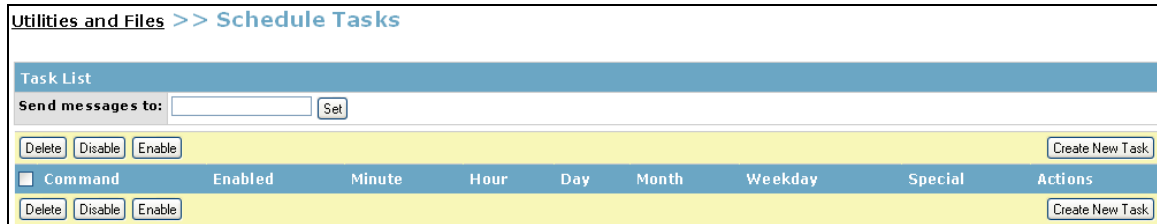


To restore any of the backups, simply click on the **Restore** action. You will be prompted to confirm to proceed with the restoration of data.



Note: This will replace ALL the existing data in your web directory with the backup contents.

2.5.2 Scheduling Tasks



The Schedule Tasks feature enables you to edit, delete, disable, create, and describe new tasks. You can also have server alerts sent to an email address you specify.

The Schedule Tasks feature is located in the Utilities section of your Control Panel.

To access your Schedule Tasks feature:

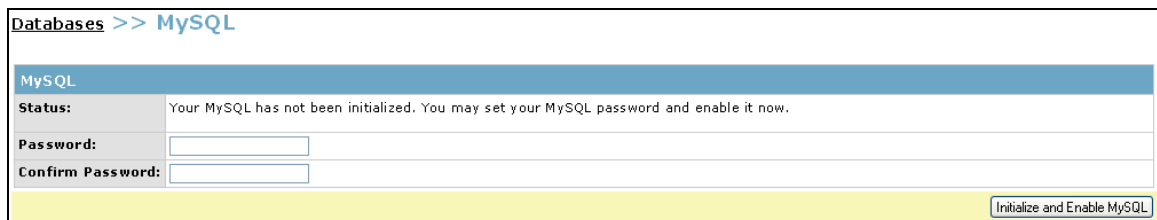
1. Click **Schedule Tasks** from the Utilities section of your Control Panel, or click **Utilities-Schedule Tasks**. The Schedule Tasks window appears.

In the Schedule Task window, you can do the following:

- Create Tasks
- Place New Tasks Into an Existing Task Group
- Delete Tasks
- Delete Task Descriptions
- Disable Tasks
- Edit Tasks
- Enable Tasks
- Change Email Address for Task Results
- Reset Email Address for Task Results to Default

2.5.3 Managing Databases

2.5.3.1 MySQL



By default, database functionality is not enabled. The **MySQL** tool allows the user to enable the MySQL database functionality.

To enable MySQL:

1. Click **MySQL**, or select **Databases-MySQL**. The **MySQL** window appears.
2. Type your password in the appropriate fields.
3. Click **Enable MySQL**. The window refreshes with a confirmation message.

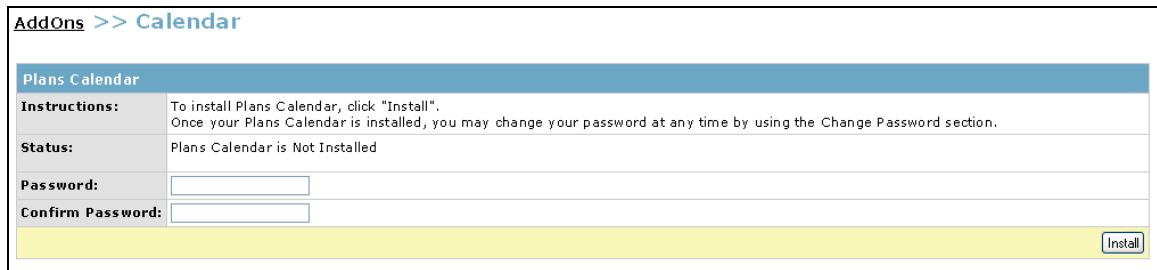
In the **MySQL** window, you can perform the following procedures:

- Disable MySQL
- Enable MySQL
- Change Your MySQL Password

2.6 Additional Tools

2.6.1 Calendar

The **Calendar Install Tool** allows for a Web Calendar installation. This Calendar application is a handy tool that enables you to create appointments and add events of interest so you can keep track of your schedule.



The screenshot shows a web interface for installing a calendar. At the top, it says 'AddOns >> Calendar'. Below that is a blue header 'Plans Calendar'. The main content area has a table-like structure with the following fields:

Instructions:	To install Plans Calendar, click "Install". Once your Plans Calendar is installed, you may change your password at any time by using the Change Password section.
Status:	Plans Calendar is Not Installed
Password:	<input type="text"/>
Confirm Password:	<input type="text"/>

At the bottom right of the form is an 'Install' button.

You can provide a link to others, so they also may see your schedule. If you wish, you can also provide them with your calendar password, and they can alter your calendar as well.

In the Calendar window, you can do the following:

- Install the Plans Calendar
- Un-Install the Plans Calendar
- Enable the Plans Calendar
- Disable the Plans Calendar
- Change the Plans Calendar Password
- View the Plans Calendar
- Log In To Your Plans Calendar
- Log Out of Your Plans Calendar

2.6.2 Podcasts

Manage your Podcast Channels

Use the following procedure to create a Podcast:

- 1: Create a podcast channel.
- 2: Add a podcast episode to the podcast channel.
- 3: Copy and paste the RSS feed (podcast channel link) into your homepage.

Description:
This is a list of all of your podcast channels. To view some of the important details about your channels and the existing episodes please click the expand arrow.
If you need to create a channel, please click "Create a New Channel".

View per page 0-0 of 0 | [First](#) | [Prev](#) | [Next](#) | [Last](#)

[Create a New Channel](#)

Channel Title	Episode Items	Actions
-- There are no records to display --		

[Create a New Channel](#)

“Podcasting” is a term that combines the words “iPod” and “broad casting.” It is a word used to describe a collection of technologies for automatically distributing audio and video programs over the Internet by using an index file called an RSS feed. The Podcast tool allows users to create a Podcast.

Below are a few things podcasts are used for:

- On-demand versions of radio shows
- Personal audio blogs
- Audio books
- Music shows
- Audio tour guides
- Marketing for musicians
- Storytelling
- Sports coverage
- Distributing/synchronizing audio and video files for business.

2.6.3 Digital Certificate

Your Signature control panel offers a simple way of acquiring a Signed Certificate. Signed Certificates are digital signatures that verify the website is secure and authentic. This is commonly used for electronic commerce.

To begin, select **Digital Certificate** from the “Utilities and Files” section.

Utilities and Files >> Digital Certificate

Digital Certificate List

Description: The Shared Certificate is installed on all accounts and is Active by default, until you install a Private Certificate.
There are three Status States a Certificate can be in:

- Active: A complete Certificate is installed and active.
- Inactive: A complete Certificate is installed and inactive.
- Awaiting Signed Cert: An incomplete and inactive Certificate waiting for the signature from a Certificate Authority to be complete and active.

We support SSL certificates that are supported in Internet Explorer 6, FireFox 1.5, and Safari 2.0 and later production versions. The following is a list of your current SSL Certificates:

Certificate Type	Expiration	Status	Actions
Shared (default)	N/A	Active	

Need to install a new private certificate?

Instructions: To install a new Private Certificate, follow these steps:

Step One: Click, Generate a CSR:

Step Two: Click, Install the Signed Cert:

Need to Install an EXISTING Private Certificate?

Instructions: To install a new Private Certificate, follow these steps:

Step One: Click, Install Existing Cert:

If you have already applied and obtained a Digital Certificate, skip to section 7.3.2

2.6.3.1 New Certificate

To start the digital certificate process, select the **Generate a CSR** button. CSR stands for Certificate Signing Request.

Step 1 of 3 - Generate a Certificate Signing Request (CSR)

Instruction: Generating a CSR is the first step in acquiring a Signed Certificate. Fill in the information below as it appears in your articles of incorporation, then click 'Proceed to step 2'. An SSL Certificate requires two keys to be complete: A Private Key, which is produced in the CSR Generation process. A Public Key, which is purchased from a CA.

Country:

State or Province:

City:

Company Name:

Department Name:

Domain Name: (www.example.com)

Email Address:

Populate the fields with your information. Once you've verified the information is accurate, select **Proceed to Step 2** to generate your CSR.

To verify that the CSR was successfully generated, you will see:

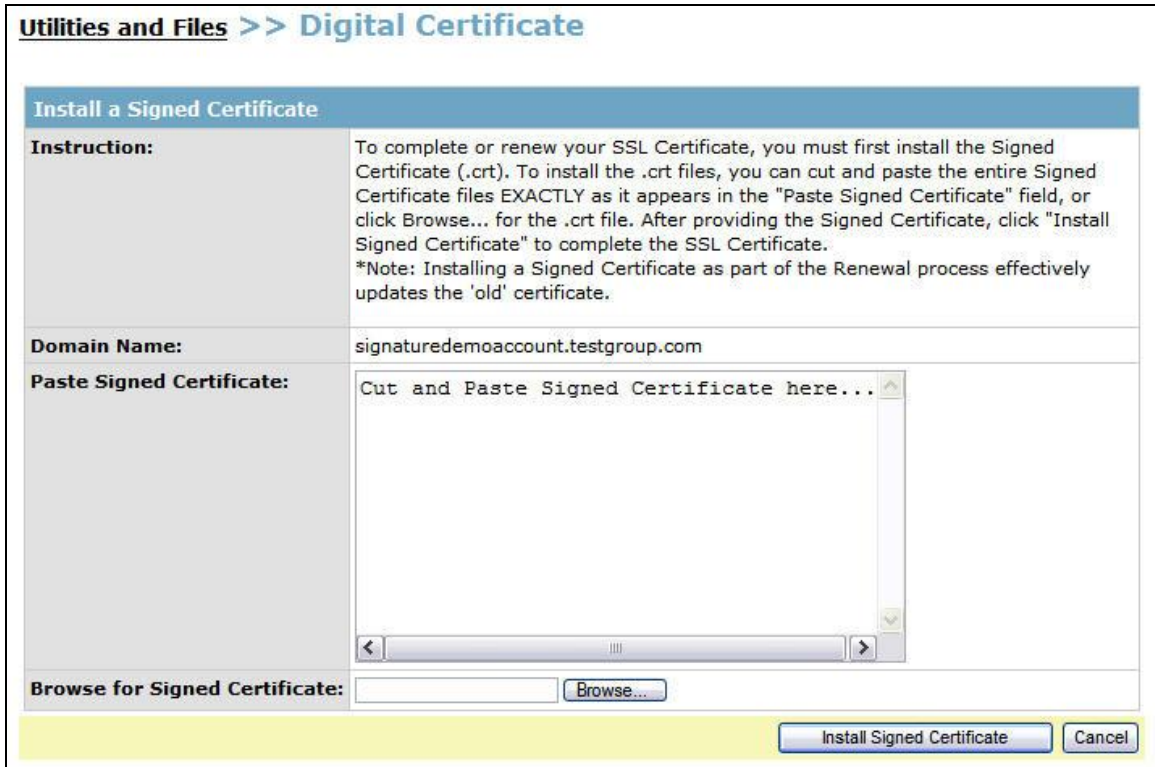


You can view your CSR in its entirety in the “**Generated Request (CSR)**” field. You can copy and paste it into a text editor or you can have a copy of it sent by entering an email address in the “**Email Address**” field then selecting **Email Copy of CSR**.

At this point, the next step is to select a Certificate Authority (CA). Common CAs are VeriSign and WebTrust. Once you determine your CA and obtain a Signed Certificate, you can now install it. Install by selecting **Install Signed Cert**.

Certificate Type	Expiration	Status	Actions
Shared (default)	N/A	Active	
Private (incomplete)	N/A	Awaiting Signed Cert	Install the Signed Certificate (same as step TWO below)
Need to install a new private certificate?			
Instructions:	To install a new Private Certificate, follow these steps:		
Step One:	Click, Generate a CSR: <input type="button" value="Generate a CSR"/> View the current CSR		
Step Two:	Click, Install the Signed Cert: <input type="button" value="Install the Signed Cert"/>		

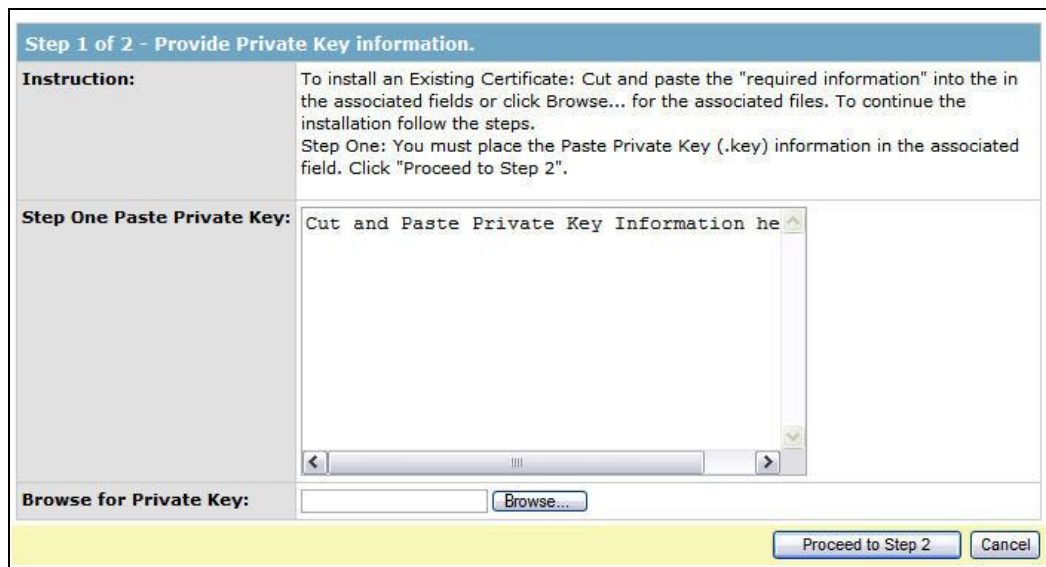
After clicking on **Install the Signed Cert.**, it will take you to the Install dialog.



You have two options to install your certificate; copy and pasting into the “**Paste Signed Certificate**” field or if the CA provided you with a .crt file, you can use the **Browse** button to locate the file and install it.

2.6.3.2 Existing Certificate

If you have already obtained your Digital Certificate, you can begin by selecting **Install Existing Cert.**



Once you insert the Private Key information, you can select **Proceed to Step 2**.

- Click **Proceed to Step 2**. The Install a Pre-existing Digital Certificate window refreshes, displaying Step 2.
- Upload your Signed Certificate into the Control Panel using one of the following methods:
 - Click **Browse...** to retrieve the Signed Certificate file from the secure directory.
 - Copy and paste the Signed Certificate into the “**Step Two Paste Signed Certificate: ***” field.

Important:

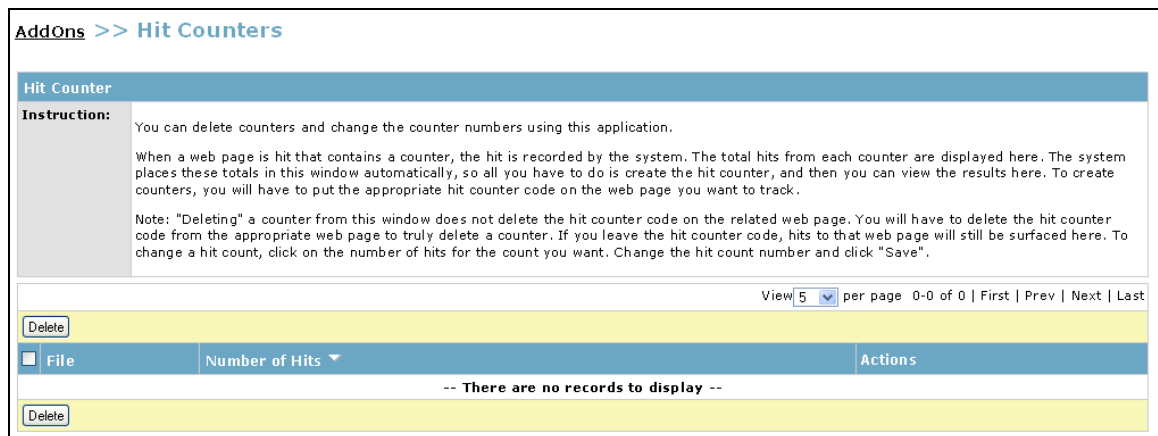
When you copy and paste your existing Signed Certificate, be sure to include the "BEGIN" and "END" lines.

- Click **Provide Signed Certificate Information**. The Digital Certificate window appears. Your Existing Digital Certificate is installed. The “**Status**” column displays the Private Digital Certificate as active and the Shared Digital Certificate as inactive.

Note: Clicking **Cancel** ends the existing Digital Certificate installation.

2.6.4 Hit Counters

The Hit Counter tool allows you to add a hit counter on any web page. This tool also allows you to delete and reset counters.



The screenshot shows the 'Hit Counters' control panel. At the top, it says 'AddOns >> Hit Counters'. Below this is a section titled 'Hit Counter' with an 'Instruction:' box. The instruction text reads: 'You can delete counters and change the counter numbers using this application. When a web page is hit that contains a counter, the hit is recorded by the system. The total hits from each counter are displayed here. The system places these totals in this window automatically, so all you have to do is create the hit counter, and then you can view the results here. To create counters, you will have to put the appropriate hit counter code on the web page you want to track. Note: "Deleting" a counter from this window does not delete the hit counter code on the related web page. You will have to delete the hit counter code from the appropriate web page to truly delete a counter. If you leave the hit counter code, hits to that web page will still be surfaced here. To change a hit count, click on the number of hits for the count you want. Change the hit count number and click "Save".' Below the instruction is a table with columns 'File', 'Number of Hits', and 'Actions'. The table is currently empty, displaying the message '-- There are no records to display --'. There are 'Delete' buttons above and below the table. At the bottom right of the table area, it says 'View 5 per page 0-0 of 0 | First | Prev | Next | Last'.

To Add a Hit Counter:

1. First, place a Hit Counter on the web page by inserting the hit counter code. For example, to place a Hit Counter on your home page, access your File Manager and browse to your index.html file. Click **Properties**, and the Properties window appears. Copy and paste the hit counter code where you want in the file:
2.

```
<p "center">

```

-
3. To place a Hit Counter on any other page, access your File Manager and browse to the page you want, then click **Properties** for that .html file. The Properties window appears.
 4. Place the counter where you want it, and click **Save**. The window refreshes with a confirmation message.
 5. Check the placement of the counter by clicking on the name of the file in **Utilities and Files**. The page appears with the Hit Counter displayed where you placed it.
 6. To view all of your counters, click **Hit Counters**, or select **AddOns-Hit Counters**. The Hit Counters window appears. Active counters appear in the Hit Counters window.
 7. After the Web page with the Hit Counter is accessed, a counter.dat file is created in your home directory.

To Reset a Hit Counter:

1. To reset one of your hit counters, click **Hit Counters**, or select **AddOns-Hit Counters**. The Hit Counters window appears.
2. Active counters appear in the Hit Counters window.
3. Click the hit total for the counter you want. A dialog box appears, displaying the number of hits all users see.
4. Change the hit total to a number you want, and click **Save**. The window refreshes with a confirmation message.

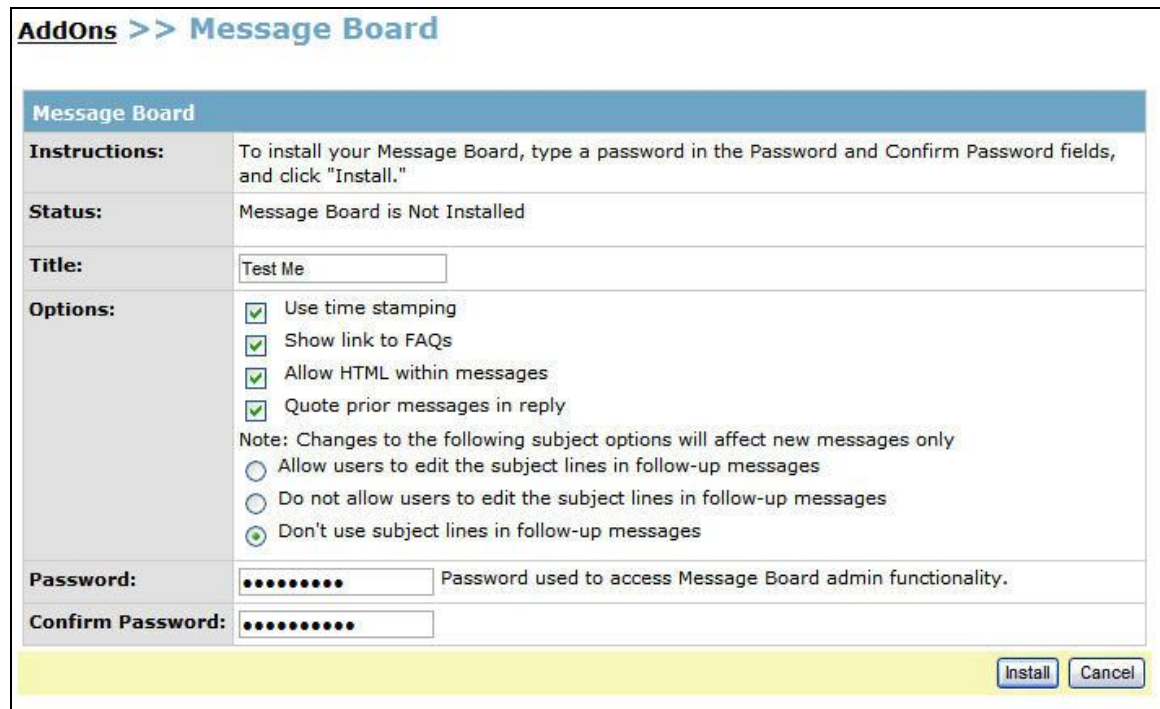
Deleting a Hit Counter from the Hit Counter Window

Note: When you remove a hit counter from the list in the Hit Counter window, you are not removing the counter from the file in which you placed it. The only way to delete the counter from a Web page is to access the directory holding the page and remove the counter code from the file.

1. To delete one or more hit counters, click **Hit Counters**, or select **AddOns-Hit Counters**. The Hit Counters window appears.
2. Active counters appear in the Hit Counters window.
3. Click the check boxes for the counter(s) you want to delete.
4. Click **Delete**. A dialog box appears, asking if you are sure you want to delete the counter.
5. Click **OK**. The window refreshes with a confirmation message.

2.6.5 Message Board

You can set basic options when you install your Message Board, or you can just create a password and activate the feature. This procedure describes how to set your options when you install your Message Board.



The screenshot shows a web-based configuration window titled "AddOns >> Message Board". The window has a blue header bar with the text "Message Board". Below the header, there are several sections:

- Instructions:** To install your Message Board, type a password in the Password and Confirm Password fields, and click "Install."
- Status:** Message Board is Not Installed
- Title:** A text input field containing "Test Me".
- Options:** A list of four checked checkboxes:
 - Use time stamping
 - Show link to FAQs
 - Allow HTML within messages
 - Quote prior messages in replyBelow these is a note: "Note: Changes to the following subject options will affect new messages only". There are three radio button options:
 - Allow users to edit the subject lines in follow-up messages
 - Do not allow users to edit the subject lines in follow-up messages
 - Don't use subject lines in follow-up messages
- Password:** A password input field with 8 dots, followed by the text "Password used to access Message Board admin functionality."
- Confirm Password:** A password input field with 8 dots.

At the bottom right of the window, there are two buttons: "Install" and "Cancel".

To Install Your Message Board:

1. Click **Message Board**, or select **AddOns-Message Board**. The Message Board window appears.
2. Type the name of the Message Board in the **"Title"** field.
3. Type the password you want in the **"Password"** and **"Confirm Password"** fields.
4. In the **"Options:"** section, select the following options:
 - **Use time stamping**—places a date and time on each Message Board post.
 - **Show link to FAQs**—enables posters to click on a link that contains Message Board Frequently Asked Questions.
 - **Allow HTML within messages**—allows posters to place hyperlinks in the body of their messages.
 - **Quote prior messages in reply**—enables users to click a button and automatically quote the message they are answering.
 - **Allow users to edit the subject lines in follow-up messages**—if someone replied to a post and included a subject line in the reply, the user can edit that subject line.
 - **Do not allow users to edit the subject lines in follow-up messages**—if a user replied to a post and included a subject line in the reply, the user cannot edit that subject line.
 - **Do not use subject lines in follow-up messages**—subject lines are not allowed in post replies.

-
- **Remove all messages and re-install the message board**—using this option makes re-installing the board easy, but can cause user disruption if all their posts suddenly disappear.
5. Click **Install**. The window refreshes with a confirmation message.

After you install the Message Board, you can reconfigure all of your options by first repeating this process, and then clicking **Update** instead of Install.

To Change the Message Board Password:

1. Click **Message Board**, or select **AddOns-Message Board**. The Message Board window appears.
2. Type a new Password in the “**Password**” and “**Confirm Password**” fields.
3. Click **Update**. The Message Board window refreshes with a confirmation message.

Note: If you change your password on the Message Board Admin Page, it is overwritten when you change the password or reinstall the Message Board from the Message Board window.

To Change Your Message Board Title:

1. Click **Message Board**, or select **AddOns-Message Board**. The Message Board window appears.
2. Type a new title name in the “**Title**” field.
3. Click **Update**. The Message Board window refreshes with a confirmation message.

To View the Message Board:

1. Click **Message Board**, or select **AddOns-Message Board**. The Message Board window appears.
2. Click **View my Message Board**.

To Back Up Your Message Board:

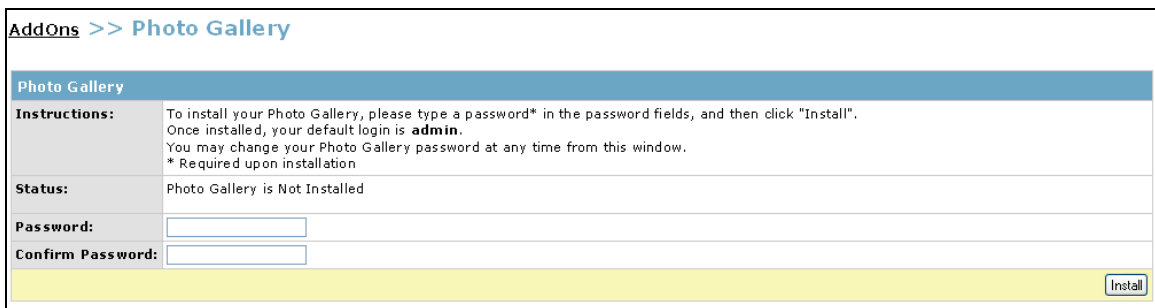
1. Click **All Files**, or select **Utilities** and **Files-All Files**. The All Files window appears.
2. Browse to the All Files / www / htdocs directory directory.
3. Find the wwwboard folder, and click **Rename**. The Rename window appears, with the wwwboard folder now named Rename_wwwboard.
4. Click **Save**. The www / htdocs window appears with a confirmation message.
5. Click **Message Board**, or select **AddOns-Message Board**. The Message Board window appears.
6. Type a password in the “**Password:**” and “**Confirm Password:**” fields, and click **Reinstall**. A warning message appears, stating that all messages will be removed when the Message Board is reinstalled.
7. Click **OK**. The window refreshes with a confirmation message.
8. Browse to the All Files / www / htdocs directory directory.
9. Select the checkbox next to the wwwboard folder, and click **Delete**. A message appears, asking if you are sure you want to delete the folder.
10. Click **OK**. The www / htdocs window refreshes.

11. Find the rename_wwwboard folder, and click **Rename**. The Rename window appears, with the wwwboard folder now named Rename_Rename_wwwboard.
12. Remove the Rename_Rename_ from the front of wwwboard, and click **Save**. The www / htdocs window appears with a confirmation message, showing the original folder name of wwwboard.

The new Message Board has been restored with the messages you had in your wwwboard folder.

2.6.6 Photo Gallery

You can use this option to install the Photo Gallery on your website. This is a simple tool which allows you to display a series of photos.



The screenshot shows a web interface for installing the Photo Gallery. At the top, it says "AddOns >> Photo Gallery". Below this is a blue header "Photo Gallery". The main content area contains the following information:

Instructions:	To install your Photo Gallery, please type a password* in the password fields, and then click "Install". Once installed, your default login is admin . You may change your Photo Gallery password at any time from this window. * Required upon installation
Status:	Photo Gallery is Not Installed
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>

At the bottom right of the form is an "Install" button.

To Install the Photo Gallery:

1. Click **Photo Gallery**, or select **AddOns-Photo Gallery**. The Photo Gallery window appears.
2. Type your password in the appropriate fields.
3. Click **Install**. The window refreshes with a confirmation message.

Note: Once you have installed your photo gallery, your default login is **admin**.

After you install the photo gallery:

- The **View my Photo Gallery** link is visible.
- The **"Change Password"** section is visible.

To Uninstall the Photo Gallery:

1. Click **Photo Gallery**, or select **AddOns-Photo Gallery**. The Photo Gallery window appears.
2. Click **Uninstall**. The window refreshes with a confirmation message.

To Change the Photo Gallery Password:

1. Click **Photo Gallery**, or select **AddOns-Photo Gallery**. The Photo Gallery window appears.
2. Type your password in the appropriate fields.
3. Click **Change Password**. The window refreshes with a confirmation message.

To View the Photo Gallery:

1. Click **Photo Gallery**, or select **AddOns-Photo Gallery**. The Photo Gallery window appears.
2. Click **View my Photo Gallery**. The Photo Gallery window appears.

To Log In To the Photo Gallery:

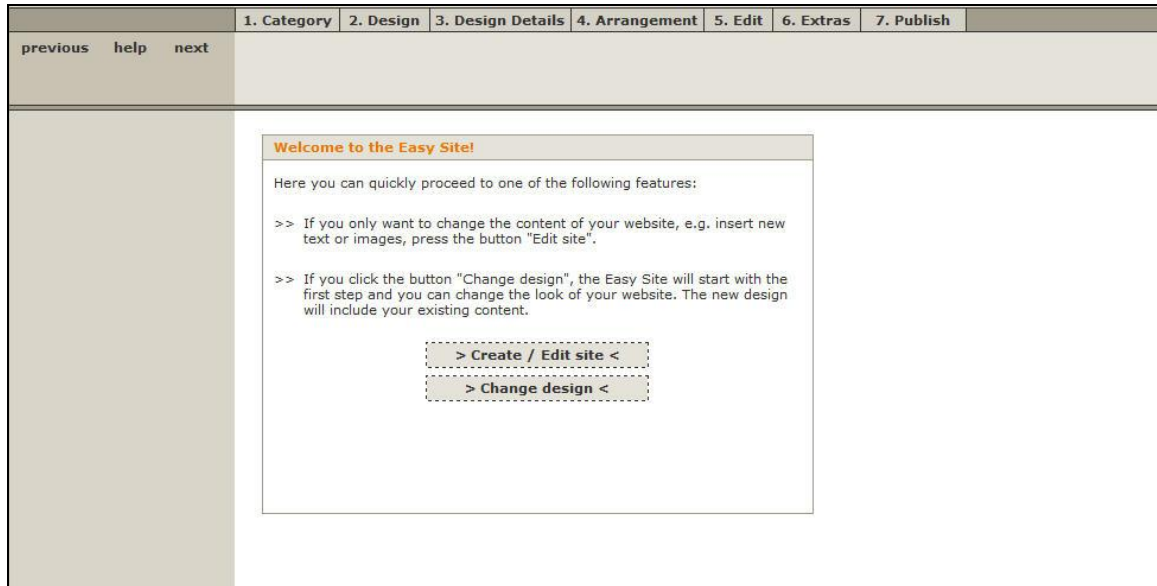
1. Click **Photo Gallery**, or select **AddOns-Photo Gallery**. The Photo Gallery window appears.
2. Click **View my Photo Gallery**. The Photo Gallery window appears.
3. Click **[login]**. The Login to admin Gallery window appears.
4. Type **admin** in the “**Username**” field.
5. Type your password in the “**Password**” field.
6. Click **Login**. The Gallery window refreshes, displaying the “**Gallery Welcome**” section and administrative links.

3. Easy Site

We offer a simple, comprehensive Web Site creation tool called Easy Site. This feature is available in both Windows 2003 and Unix (Signature) platforms.

To begin, you must enable Pop-Up Windows on your browser and select the **Easy Site** icon under “Utilities and Files”.



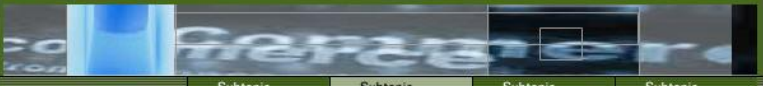

Note: This feature is available on certain hosting packages only. If you do not have it, please check with your Division representative.



To begin, select **Create / Edit Site** from the Welcome dialog box. This will prompt you to select a key industry first. Select **Ok** from the pop-up window. Then select the category of your website—this helps in selecting the correct template.

1. Main Category	2. Sub-Category
Automobile and Transportation Construction and Living Education and Tele-Learning Computer and Electronics Leisure, Entertainment, Cuisine and Going out Health Commerce and Services House and Garden Hotel and Travel Art and Culture Fashion and Clothing Sports and Recreation Non-Profit Organizations Personal Homepage Neutral Representation	Please select a branch of work from the left

Once you select your categories, Easy Site will generate several templates for you to choose from. This is the basic view:

1. Category	2. Design	3. Design Details	4. Arrangement	5. Edit	6. Extras	7. Publish	
previous	help	next	<p>Choose the style, the color and the main picture. In the left menu, click on the "design" links and in the left column, choose your design. Similarly for the color of the main page. If you wish to start again, you may do so at any later stage by following the "design", "color" and "main graphic" sequence. To continue, click the "Next" button in the top left corner or click on the next step.</p>				
> Design 1 > Color > Main graphic		2 	Topic Topic Topic Topic	Your company 	Subtopic Subtopic Subtopic Subtopic	Heading <p>Sample text: So that the final product and content can be pictured, here is an example with text. Of course, as this text is only an example, it will not appear later. The structure and the content of this design cannot be clicked on during this step; this takes place in the following steps. As shown here, this section deals with a paragraph, which contains graphic elements on the right. This picture is also an example and has no connection to the chosen design. If the color of design isn't satisfactory click left on "Color", more options are available here. The same applies to the main graphic, the photography used in this design. Just click "Main graphic" on the left and make your selection! By the way: links can also be simply integrated into your text.</p> 	Second Heading
<< 1-10 3 >>	☆ ☆ 4						

Understanding the Interface:


1. **Template Details:** For every template, you have three options.

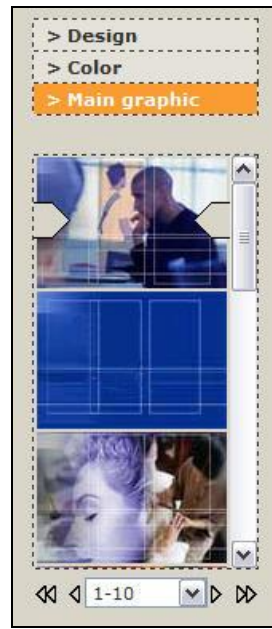
-
- a. **Design:** Selecting this option allows you review the selected template. You won't be able to edit any of the fields or headings from this menu.








- b. **Color:** Selecting this option allows you to modify the color scheme of the selected template. Once you select **Color** from the menu, your template selection area will change to different color schemes of the template you've selected. You can select any of the configurations and it will change the preview located in the right window.



- c. **Main Graphic:** Some of the templates have a “Main Graphic” that is distinctive to the template. If your template has an editable Main Graphic function, it will

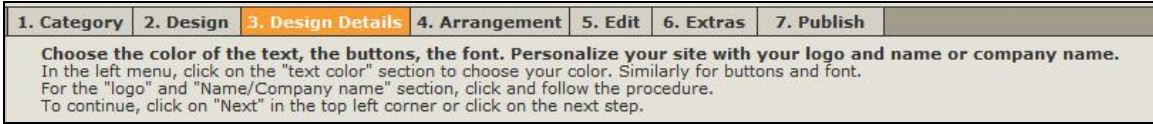
have this icon:  located in the bottom right of the template preview. You can select any of the pictures and it will apply to the preview pane on the right.



2. **Template Selection:** Easy Site offers several templates based on the industry you selected from the previous section. You can navigate and preview any of the templates by clicking on any of the pictures.
 - a. **Icons:** For each thumbnail of a template, the bottom right corner contains additional features to this template.
 - i. Editable logo - 
 - ii. Editable Main Graphic Option - 
 - iii. Flash Elements - 
 - iv. Favorite - 
3. **Template Pages:** Selecting the drop down menu allows you to select between pages of available templates.
4. **Favorites:** If you design multiple sites and like some of the templates, you can add them to your favorites list for future use.
 - a. To add, select the **Add to Favorites** icon - 
 - b. To manage all your favorites - 
 - c. To delete a favorite -  This will be in place of your Add button if it's already a favorite.

So now you can select a template you want to apply to your website. Once you've selected the template, you can edit the **Color** or the **Main Graphic** if they are available to your template.

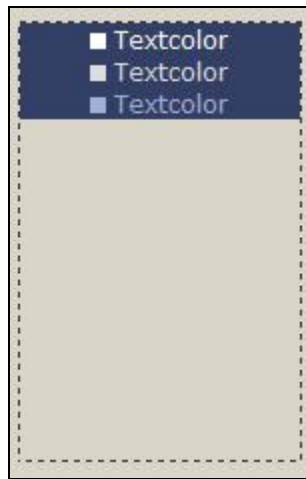
To navigate to the next section, select **Design Details** from the top bar.



Once you're in **Design Details** you will be able to define **Text Color, Font, Buttons (if available), Logo (if available), and Main Name**. Navigate to any of the sections by clicking on the respective title.



1. **Text Color:** The interface allows you to select from predefined text coloring. Upon selecting the Text Color option, the area below the menu will change to the available coloring options.

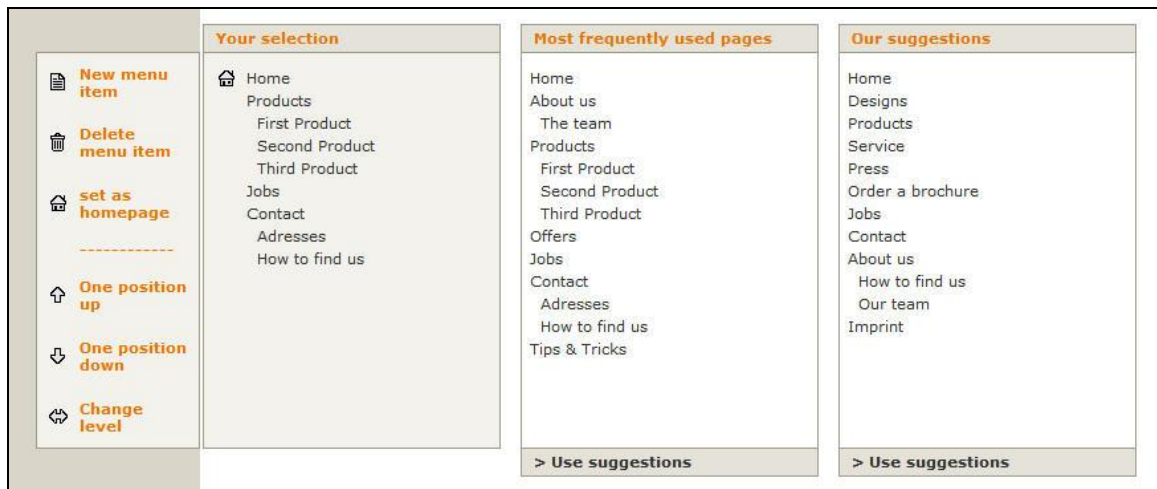


2. **Buttons:** Some templates will allow you to modify the navigation buttons, if the template has navigation buttons to modify then the **Buttons** option will not be grayed out.
3. **Logo:** Upload your own Logos using this function. Select **Logo** from the option menu. The area below will prompt you with three options.
 - a. **Upload:** Selecting this will prompt you to upload your own image.

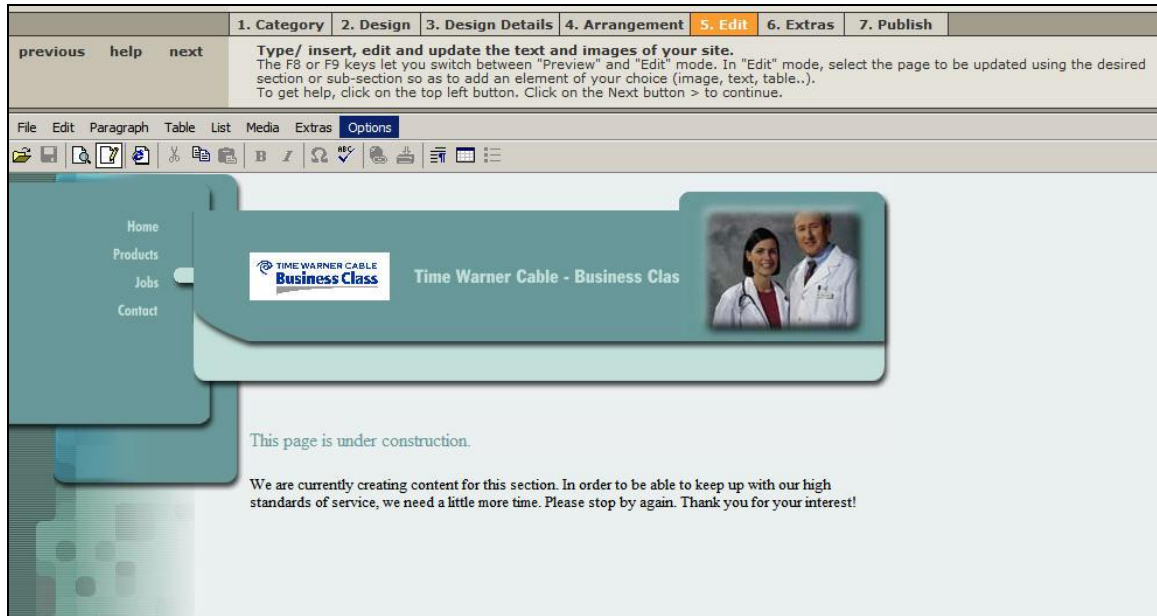
- b. **Download:** This gives you a sample background so that you can design your logo accordingly.
 - c. **Delete Logo:** In event you don't like the current logo and want to delete it.
4. **Main Name:** You can define the Main Name that appears at the top of your website. Selecting **Main Name** from the menu will allow you to apply a new name. Type the desired name into the dialog box then select **Apply**.



Now that you've edited the design of your template, you will now have to define your site map. To begin, select **Arrangement** from the top menu.



Once you've defined your site map, you can move onto editing the actual text of your website. To do so, select **Edit** from your top menu. This will load an HTML editor in your browser where you can edit all the text regions.



You can navigate to edit any of the other pages by clicking on the respective links on the page. This will take you to that webpage and allow you to edit the text regions.

To put the finishing touches on your site, Easy Site also offers a variety of extras to be implemented into your website. You can access these extras by selecting **Extras** from the top menu.



Flash introduction

A Flash introduction is an animation using Flash technology, allowing you to create a moving sequence composed of different elements about your business for a more attractive and professional-looking site. If you wish to use a Flash introduction, under Extras select the **“Flash-intro”** section, and in the next window, select **“Yes, I would like to use a flash intro for free.”** From the drop down menu, choose the desired design. The color will automatically adapt to your site design and color. Type your title and slogan or company objectives when prompted to do so. For the text to be taken into account, click **“Resume”**.

Counter

You can use a counter to monitor in real time the number of visitors to your site. This counter is free to use, and can be installed in a single click. You only need to select the corresponding check box, select a design and enter the number of digits for your counter. Then click on “**Resume**” and the counter will appear in your website the next time you publish. To make your counter invisible, select the design “**transparent**”. Make sure you select the number of digits. You'll be able to view the count via your Web Site Creator interface, stage 5 "Edit".

Guestbook

For your visitors to give their opinion about your site or service, you can open a guestbook, adapted to the design of your site. To enable your guestbook, click on “**Activate guestbook**”. This creates two pages in your site structure: “**Guestbook**” that lets your visitors enter their comments, and another one that opens you guestbook for viewing. You can add comments to your visitors' comments, or delete some of them.

You can, in step 4. “Arrangement” rename the guestbook and determine its place and level (section / subsection) in the site map.

Voting

To insert a voting capability in your site, in step 5 "Edit", select the "Extras" menu, and click on “**Insert Voting**”.

The common tasks linked to voting are carried out in step 6 "Extras", in the "Voting" section.

You can set up as many polls as you like. Select "Install new poll". Delete the sample text and enter your own question. Similarly for the reply choices, specify one reply per field. The visitor must have at least two replies to choose from.

You can add as many replies as you like by selecting the “**Add further options**”. To delete a reply option, click the “**delete**” button (next to the last reply created)

Note: Reply options cannot be modified once online. To delete a reply then, you would need to delete the whole poll, and set up a new one.

A poll is active by default. Once the poll is closed, the visitor can no longer vote but a graph illustrates the results of the poll.

You can activate, reactivate or close a poll by clicking the “**Active/ended**” option.

NOTE: to delete a poll, you needn't delete the whole webpage.

Forum

To set up a new discussion forum, in step 6, click the **“Forum”** section, and **“Open new forum”**. Type the name of the forum. Your forum can be inserted into any page of your site as a ready-to-use component in step 5, "Edit".

As owner of the site, it is your role to manage and update your forum via the site editing tool—you can read a message, reply to it or delete it using the appropriate icons.

Any new message constitutes the starting point to a "thread". If the first message of a thread is deleted, the whole subsequent thread is deleted too. This principle applies to any reply that would have generated further comments or replies.

Forums can be deactivated or deleted. When the forum is just deactivated (the "Active" box is unchecked), the forum is not deleted, and it is still possible to manage it. As long as it has not been reactivated, it is no longer visible on the site. By clicking on the trash icon called "delete forum", you delete the forum once and for all, from the site and from the site editing tool.

Use of the Forum

From the list of forums, select the forum you wish to edit and click **“Edit forum”**. You see a list of all the posts. To go back to the list of forums, click **“Select forum”**. To write a new message, click **“New thread”**. A form will open. Enter your name and email address as well as a "subject". Make sure the subject you've entered is as precise and informative as possible, since it will show in all the subsequent messages.

Type the text of your message in the text box. Once you've clicked on **“Reply”** the message is added to your forum. All new messages immediately appear online. You can start the procedure at any point by clicking **“Overview”**.

All the new posts and replies in the forum can be viewed and replied to via the online assistant. Select a forum and click on the reply from the list of posts. The full post or reply is shown. By clicking the relevant link, you can reply to or delete a post or its reply. A click on **“Overview”** lets you go back to the full list of posts and replies.

If you click on **“Use a quote”**, the post or reply you're replying to is added below your reply.

Photo album

Photo albums can serve professional or personal purposes. Businesses can use a photo album as a product gallery, or to introduce their team or company premises. Individuals can use a photo album to share pictures with family and friends, and share vacations, weddings, etc. All photo albums share the same structure—photographs are presented in a gallery. To enlarge a specific picture, just click on it. Photo albums can be accessed in step 6, "Extras", by clicking on **“Photo album”**.

Note: Additional Photo album help files can be found within Easy Site tool help files.

If you are satisfied with your site, you can then proceed to the next section to publish your site and make it live. Access the publishing screen by selecting **“Publish”** on your top menu.

1. Category	2. Design	3. Design Details	4. Arrangement	5. Edit	6. Extras	7. Publish
--------------------	------------------	--------------------------	-----------------------	----------------	------------------	-------------------

Congratulations !
Your site is ready to be published.
You just need to click on "Publish"

You have chosen a design and its details, selected how your information will appear and now you are ready to Publish.

> Publish <

After transferring your data, you can naturally return to any one of the preceding 6 steps to make changes and fine-tune your online presence. To leave the Easy Site, just close this browser window. Your data has already been stored.

Thank you for using the Easy Site!

You can navigate to any of the other previous sections by clicking on the respective links.

Select **“Publish”** when you are ready and the site will now be live. Easy Site will provide you with a Status as it publishes the site to your FTP server and once it is complete you will see:

Status:
Connected to FTP server.
9 of 9 pages published.
Pattern resources are published.
0 of 0 pictures published.

Publishing finished