Web Hosting Platform

User Guide

EUnet

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1 INFO MENU

The “Info“ menu contains various options for accessing information about your hosting plan and resources such as disk quota, bandwidth quota, etc.

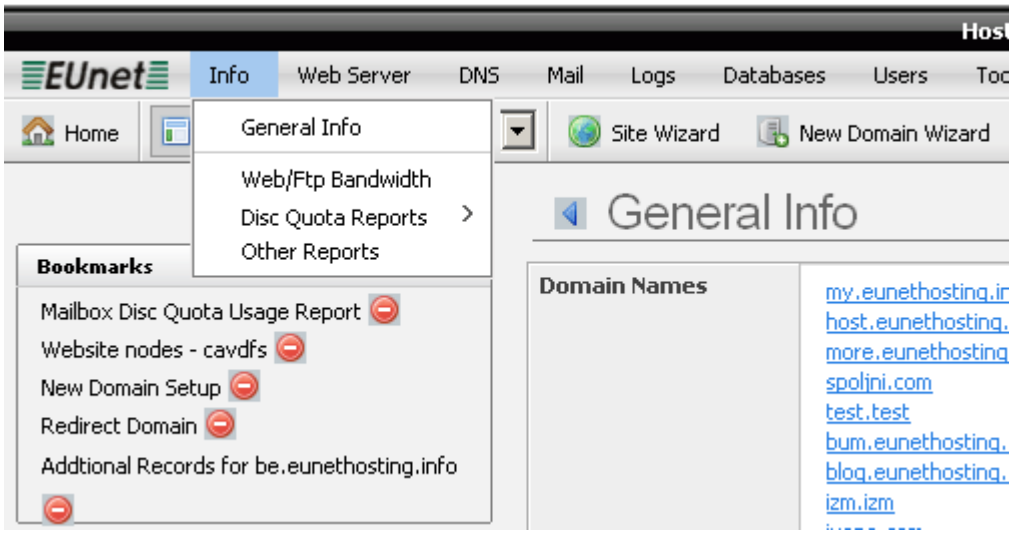

Figure 1: Info menu options

The following options and parameters are available inside the “Info” menu:

- **General Info**– use this option to access general information about your resources (see section 1.1)
- **Web/Ftp Bandwidth** – option for accessing information about the bandwidth (see section 1.2)
- **Disc Quota Reports**– option for accessing the disc quota reports (see section 1.3)
- **Other Reports** – option for accessing all other reports (see section 1.4)

1.1 General Info

In order to access general information about your system, choose option “General Info” from the “Info” menu.

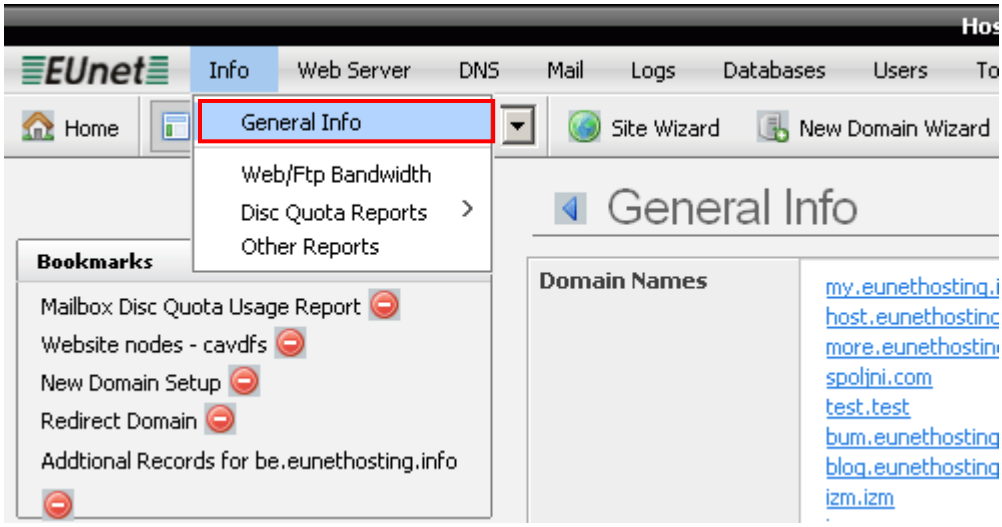

Figure 2: Choosing option “General Info”

The following screen will be displayed.

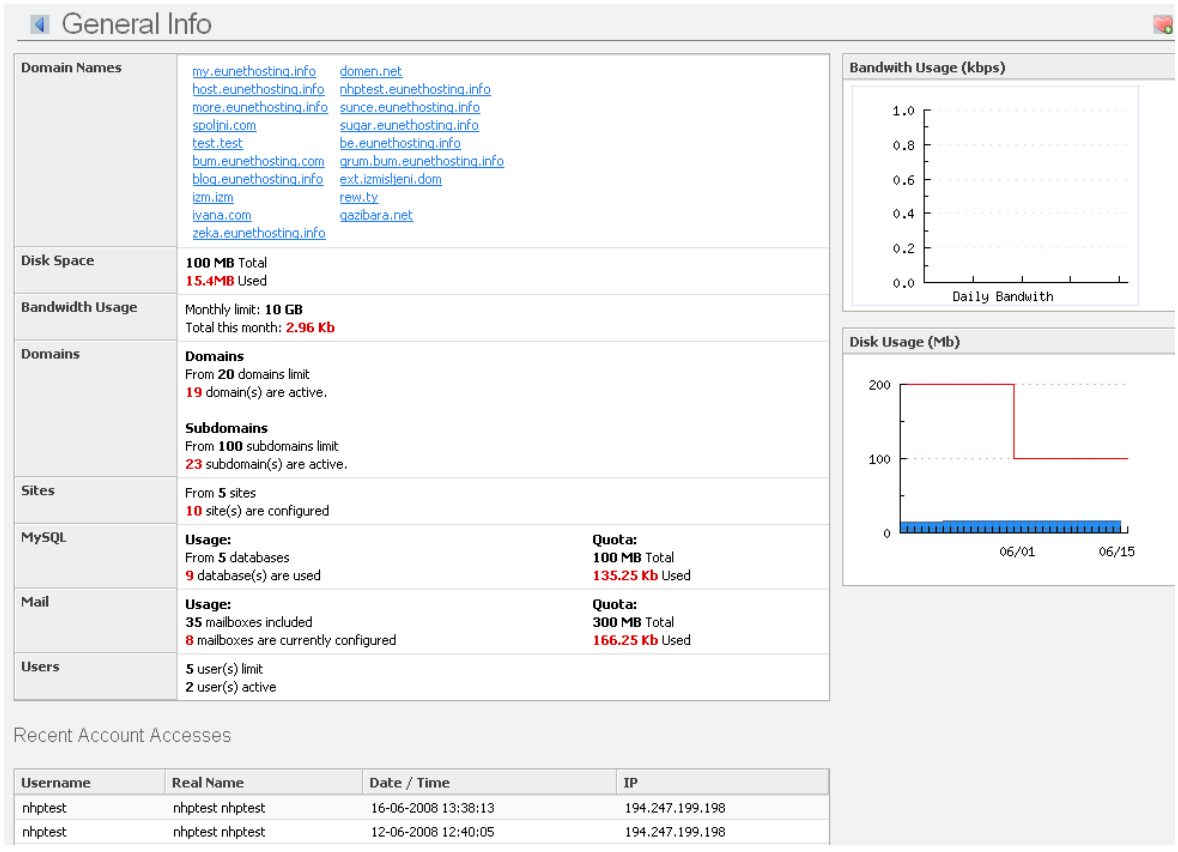

Figure 3: The general info page

The following options and parameters are available:

- **Domain Names** – the field displaying the names of your domains; each name is also a link towards the page with detailed information
- **Disk Space** – information about the current use of disk space i.e. total and used
- **Bandwidth Usage** – field displaying information about the bandwidth use

- **Domains** – information about the number or existing domains as well as sub domains which are currently being used and the remaining limit
- **Sites** –current number of sites and the available limit
- **MySQL**- information about the current MySQL database use
- **Mail** – information about the available number of mailboxes
- **Users** – information about the available and active users

1.2 Web/FTP Bandwidth

In order to view the report about the bandwidth, choose option “Web/FTP Bandwidth” from the “Info” menu.

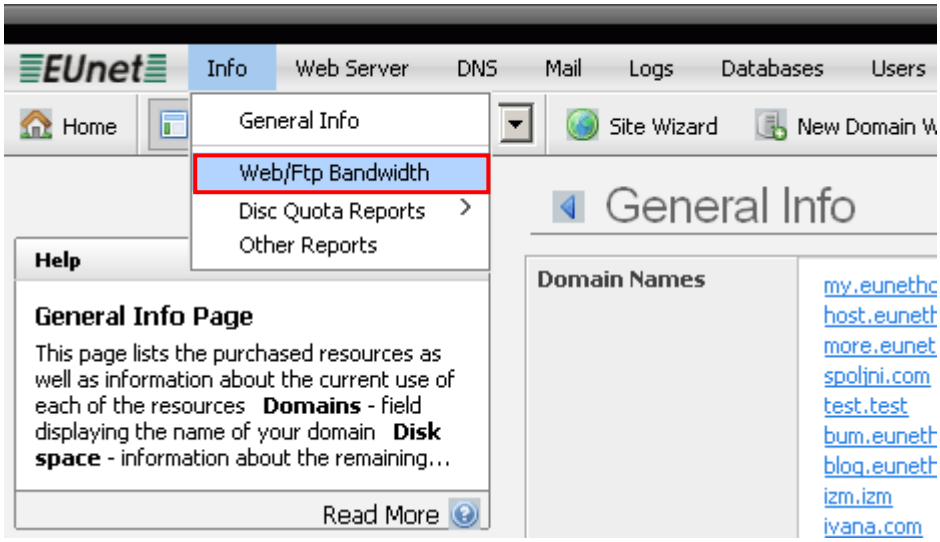

Figure 4: Choosing option "Web/FTP Bandwidth"

The following screen will be displayed.

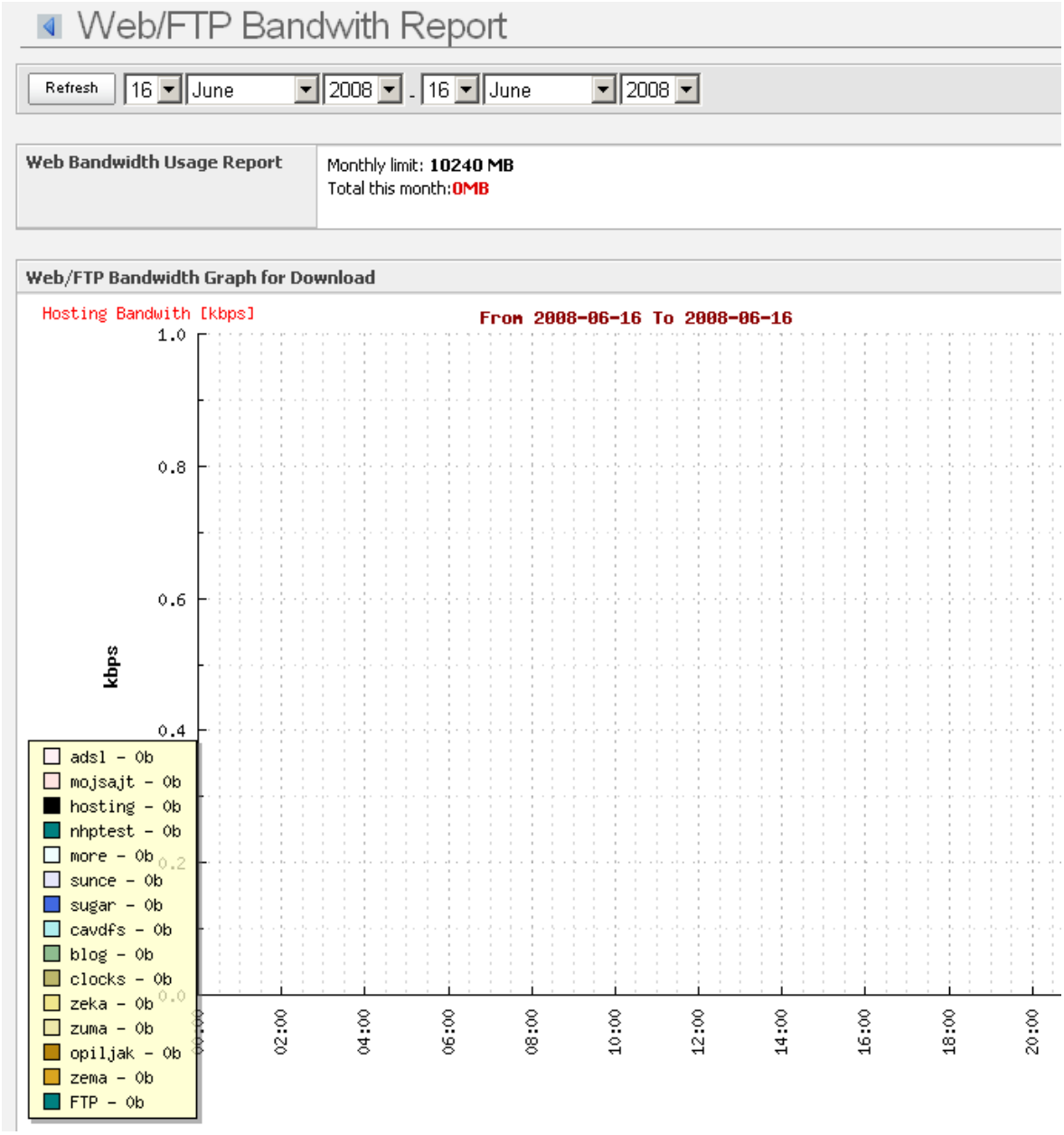

Figure 5: Viewing the bandwidth report

Use the drop down menus on top of the page to specify the desired time interval and click on the “Refresh” button to see the report.

1.3 Disc Quota Reports

In order to view the disc quota reports choose one of the available options from the Disc Quota Reports sub menu.

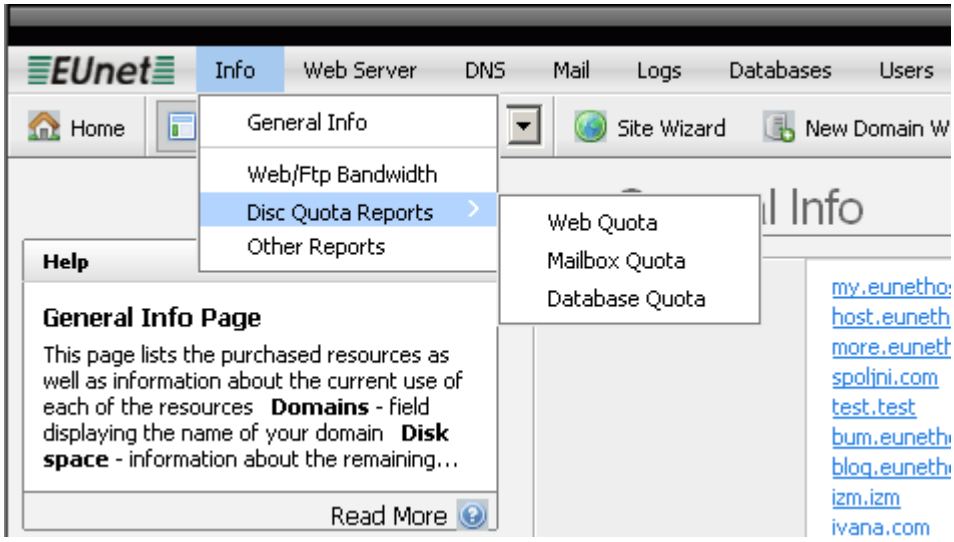

Figure 6: Available bandwidth reports

The following reports are available:

- **Web Quota** – see section 1.3.1
- **Mailbox Quota**– see section 1.3.2
- **Database Quota** – see section 1.3.3

1.3.1 Viewing Web Quota Report

In order to view the “Web Quota Report” choose that option from the “Disc Quota Reports” menu.

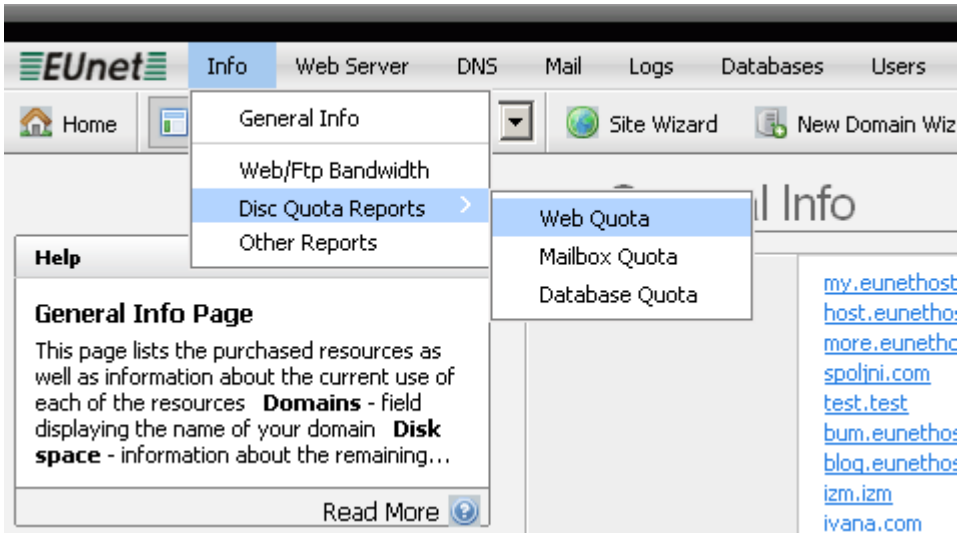

Figure 7: Viewing the “Web Quota” report

The following screen will be displayed.

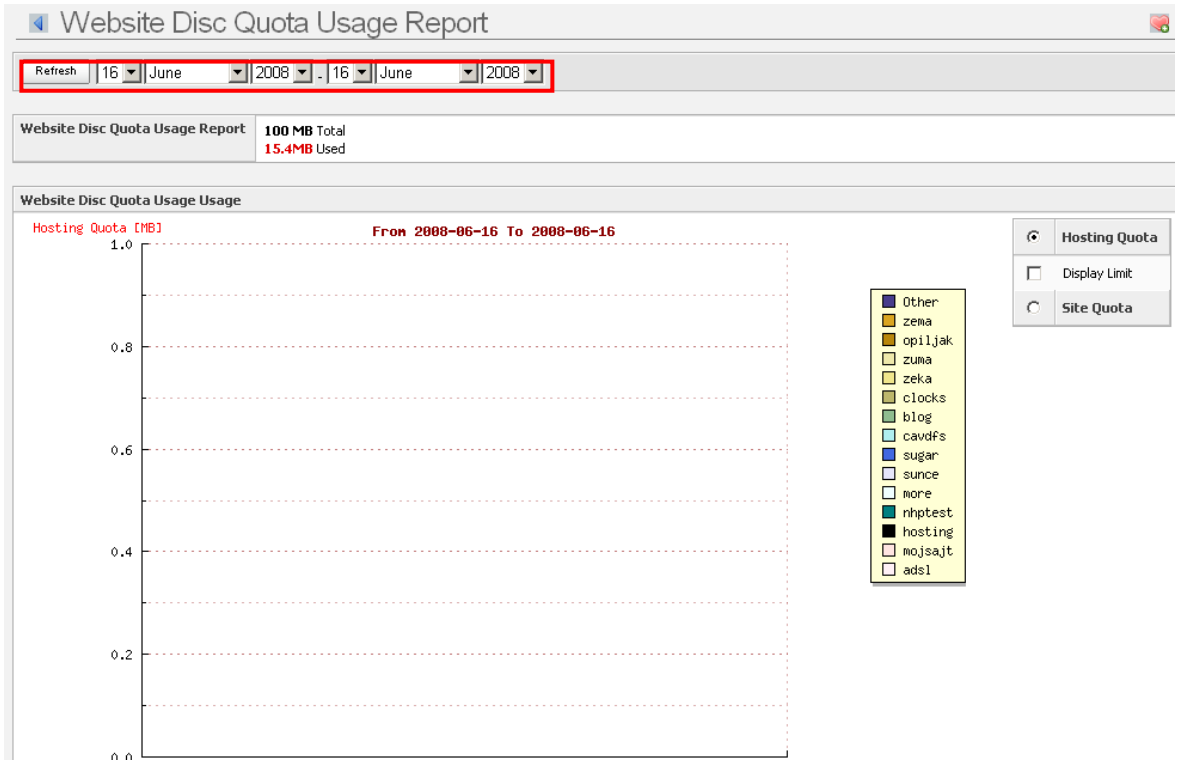

Figure 8: Viewing the disc quota report.

Use the pull down menus in the upper part of the screen to specify the desired time interval and then click on the “Refresh” button to generate the report.

1.3.2 Viewing the Mailbox Quota Report

In order to view the “Mailbox Quota” report, choose that option from the “Disc Quota Reports”.

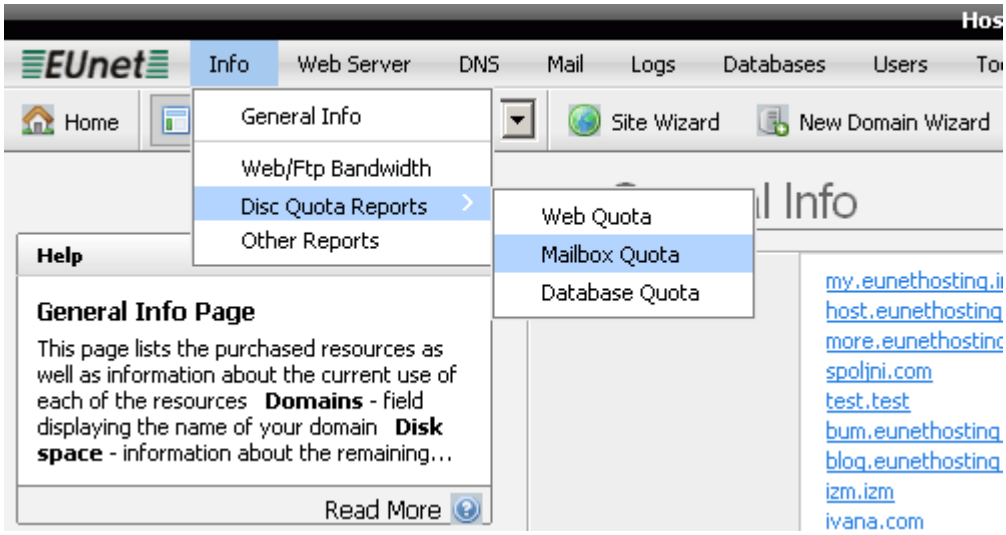

Figure 9: Viewing the mailbox quota report

The following screen will be displayed.

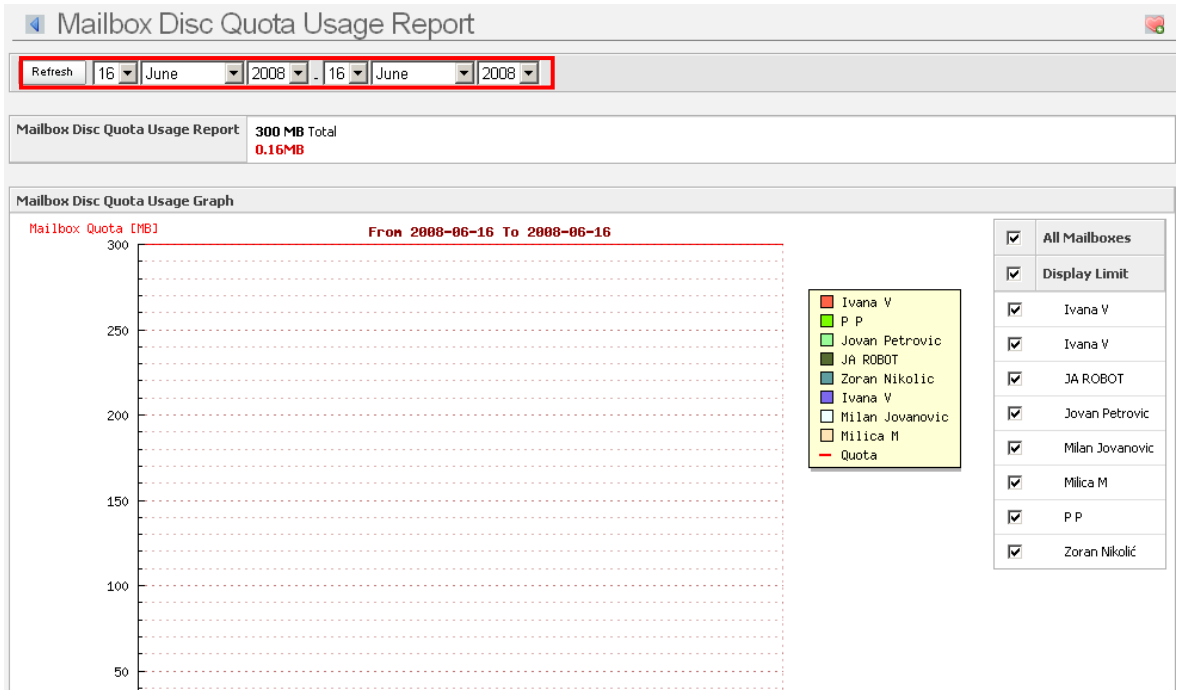

Figure 10: Viewing the mailbox disc quota report

Use the pull down menus in the upper part of the screen to specify the desired time interval and then click on the “Refresh” button to generate the report.

1.3.3 Viewing the Database Quota Report

In order to view the “Database Quota” report, choose that option from the “Disc Quota Reports” menu.

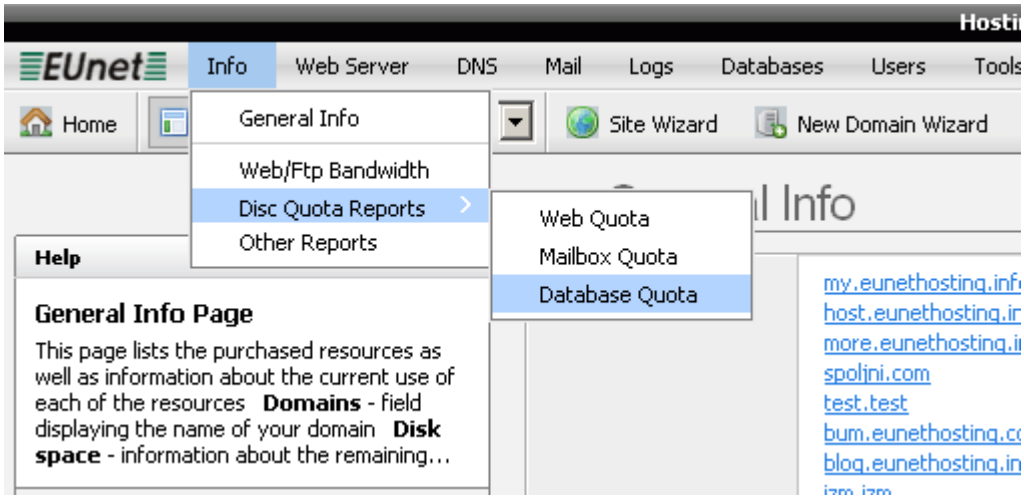

Figure 11: Viewing the “Database Quota” report

The following screen will be displayed.

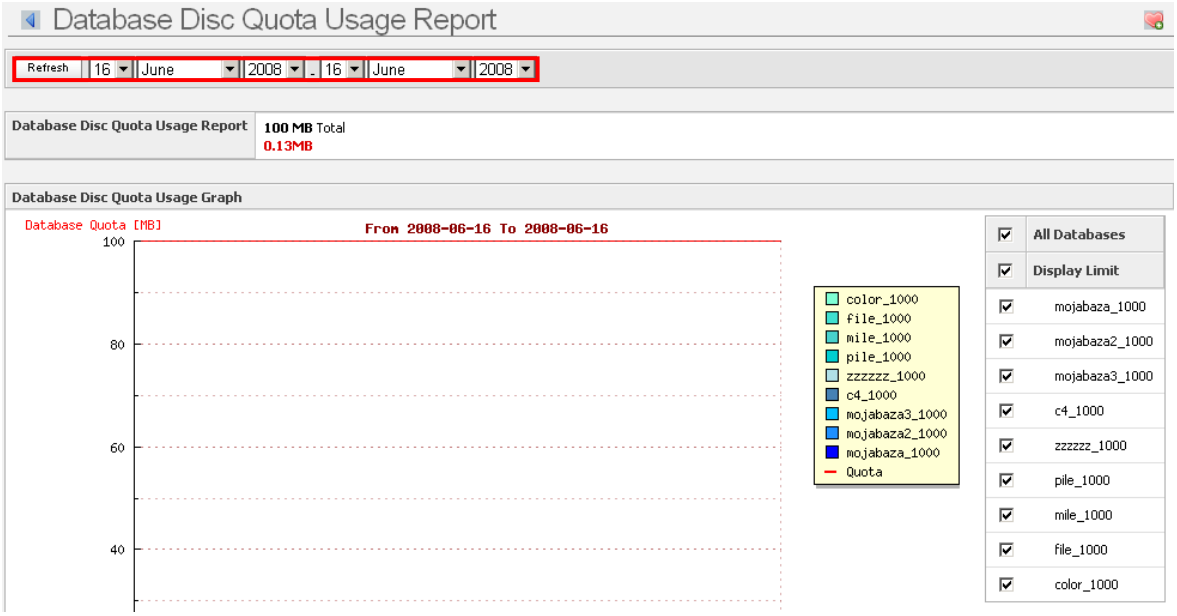

Figure 12: Viewing the Database Disc Quota report

Use the pull down menus in the upper part of the screen to specify the desired time interval and then click on the “Refresh” button to generate the report.

1.4 Other Reports

In order to view all other available reports, choose option „Other Reports” from the “Info” menu.

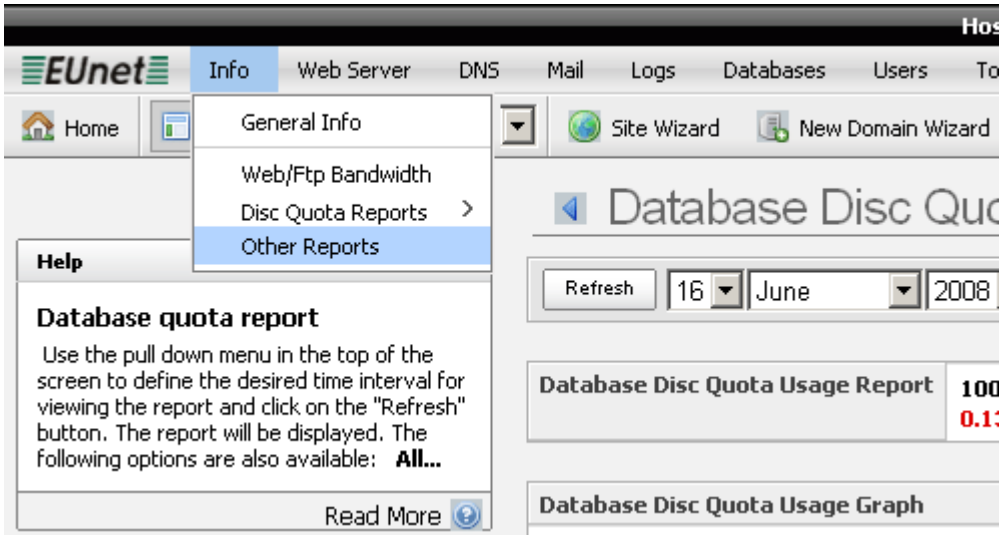

Figure 13: Viewing all other reports

The following screen will be displayed.

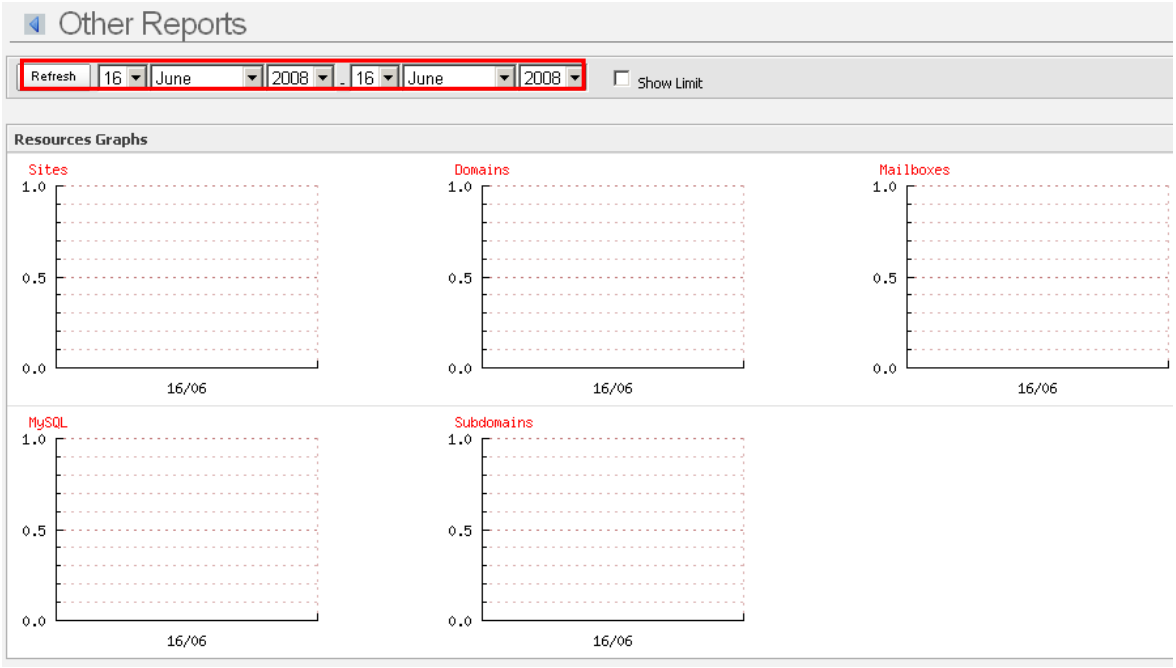

Figure 14: Viewing all other reports

Use the pull down menus in the upper part of the screen to specify the desired time interval and then click on the “Refresh” button to generate the report.

2 WEB SERVER INFORMATION

In order to access the section of the site for managing various web server options and information, choose one of the available options from the “Web Server” menu.

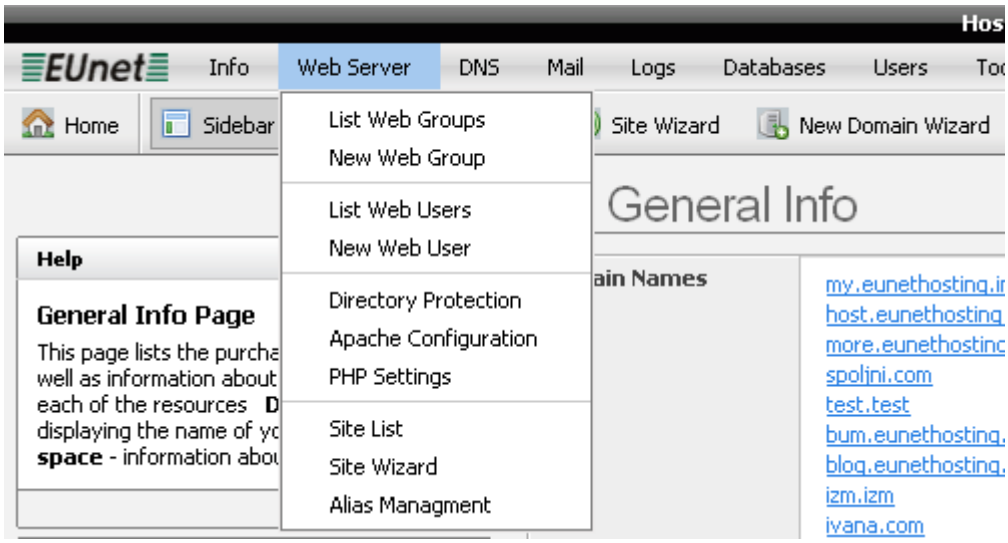

Figure 15: options within the “Web Server” menu

The following options and parameters are available:

- **List Web Groups** – option for viewing and managing the existing web groups (see section 2.1)
- **New Web Group** – option for creating a new web group (see section 2.2)
- **List Web users** – option for viewing an managing the existing web users (see section 2.3)
- **New Web User** – option for creating a new web user (see section 2.4)
- **Directory Protection** – option for protecting the web directories (see section 2.5)
- **Apache Configuration** – option for configuring the apache (see section 2.6)
- **PHP Settings** – option for managing various PHP settings (see section 2.7)
- **Site List** – option for viewing the list of existing sites (see section 2.8)
- **Site Wizard** – use the site wizard to create a new website easily (see section 2.9)
- **Alias Management** – option for managing aliases (see section 2.10)

2.1 Viewing and managing Web Groups

In order to view and manage the web groups, choose option “List Web Groups” from the “Web Server” menu.

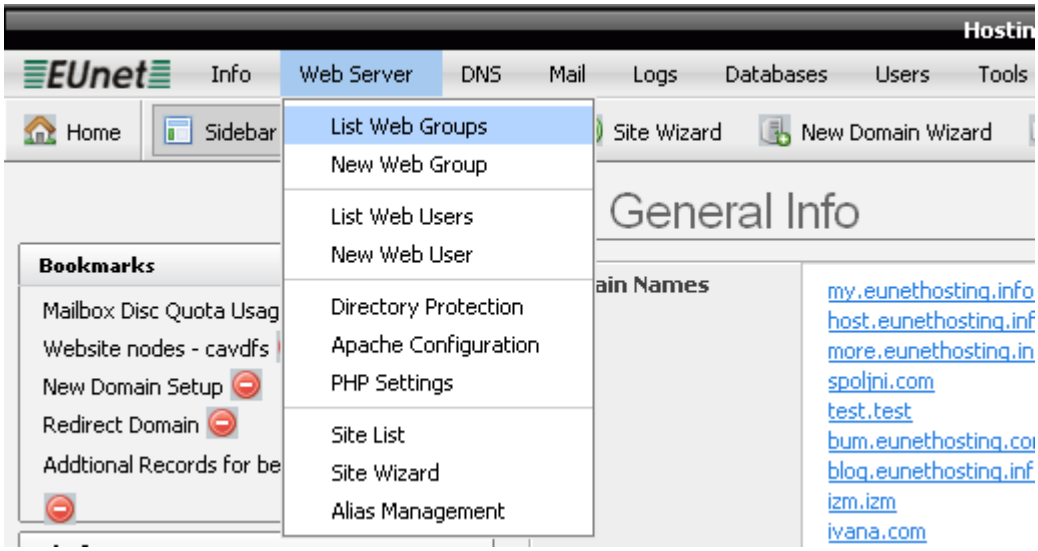

Figure 16: Choosing option “List Web Groups”

The following screen will be displayed.

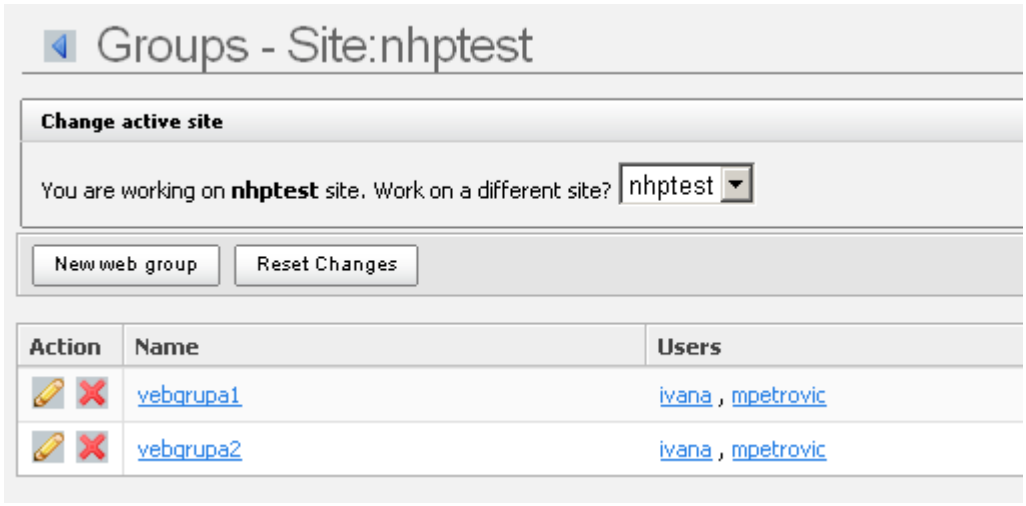

Figure 17: The existing web groups

The following options and parameters are available:

- **New Web Group** – option for creating a new web group (see section 2.2)
- - option for editing a web group (see section 2.2)
- - option for deleting a web group (see section 2.1.1)

2.1.1 Deleting a web group

In order to delete the desired web group, click this icon next to its name.

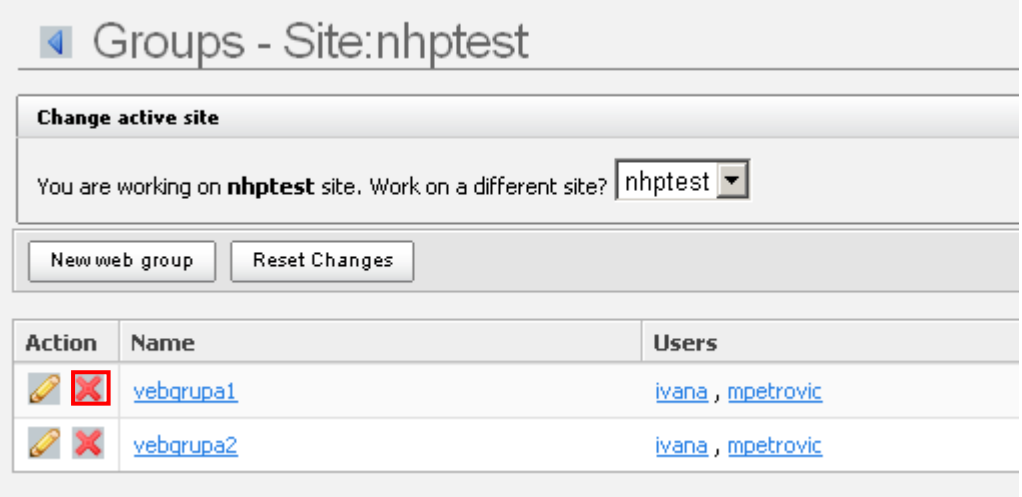

Figure 18: Deleting a web group (step 1/2)

The following screen will be displayed.

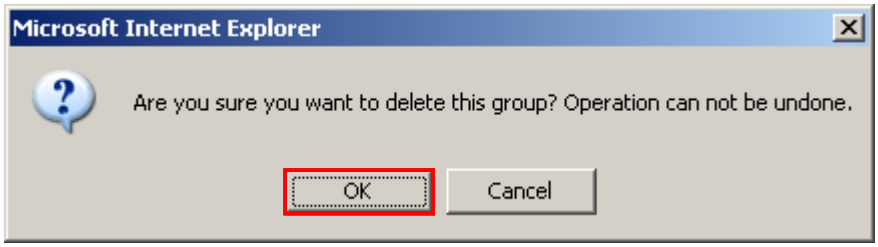

Figure 19: Deleting a web group (step 2/2)

Click the “OK” button and the group will be deleted.

2.2 Creating a new web group

In order to create a new web group, choose the “New Web Group” option from the “Web Server” menu.

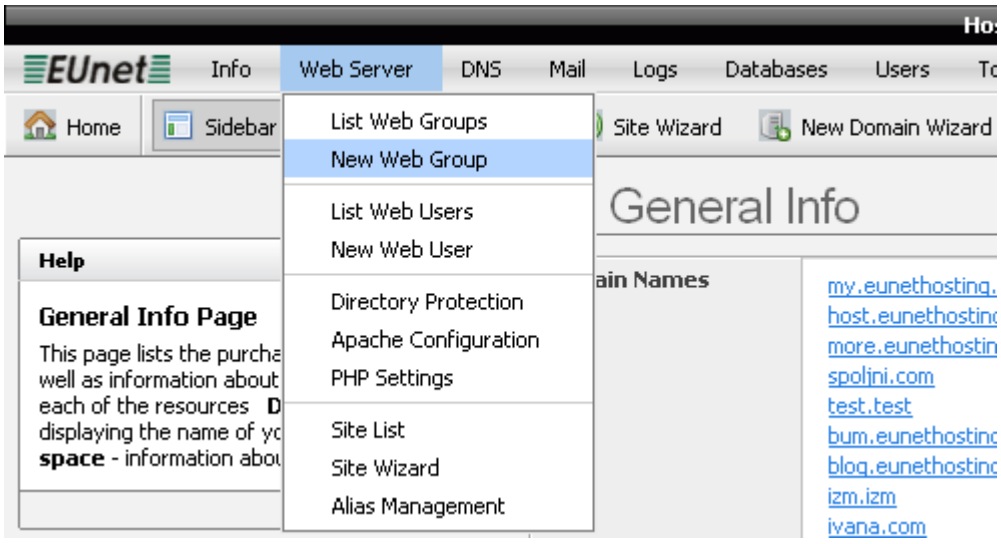

Figure 20: Creating a new web group (step 1/2)

The following screen will be displayed.

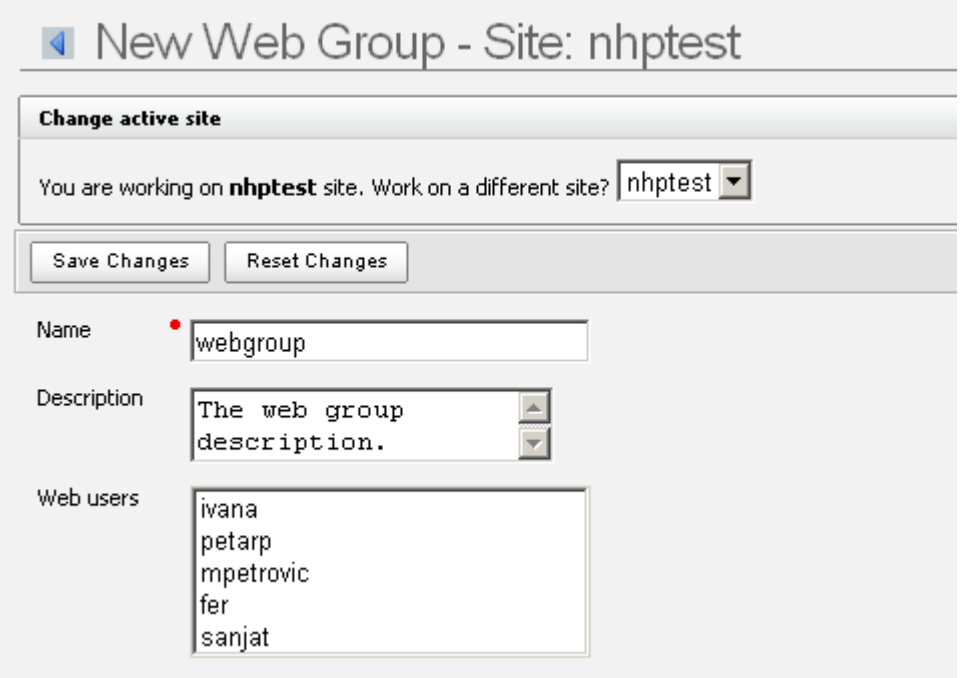

Figure 21: Creating a new web group (step 2/2)

The following options and parameters are available:

- **Name** – enter the name for the new web group
- **Description** – enter the description for the new group
- **Web Users** – select the users which will belong to the new web group

After setting the desired parameters, click the "Save Changes" button to complete the procedure of creating a new group.

2.3 Viewing and managing the existing web users

In order to view the list of existing web users, choose option “List Web Users” from the “Web Server” menu.

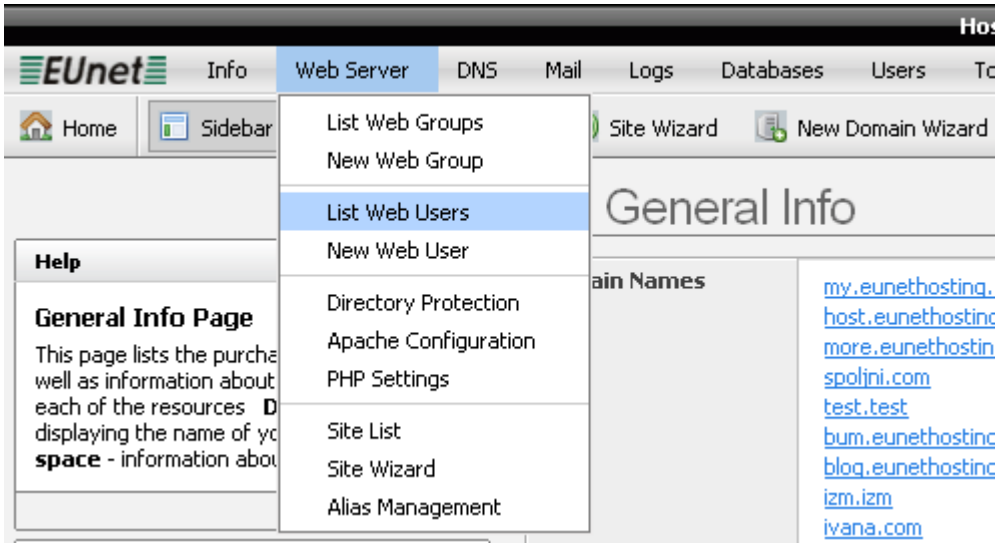

Figure 22: Viewing the existing web users (step 1/2)

The following screen will be displayed.

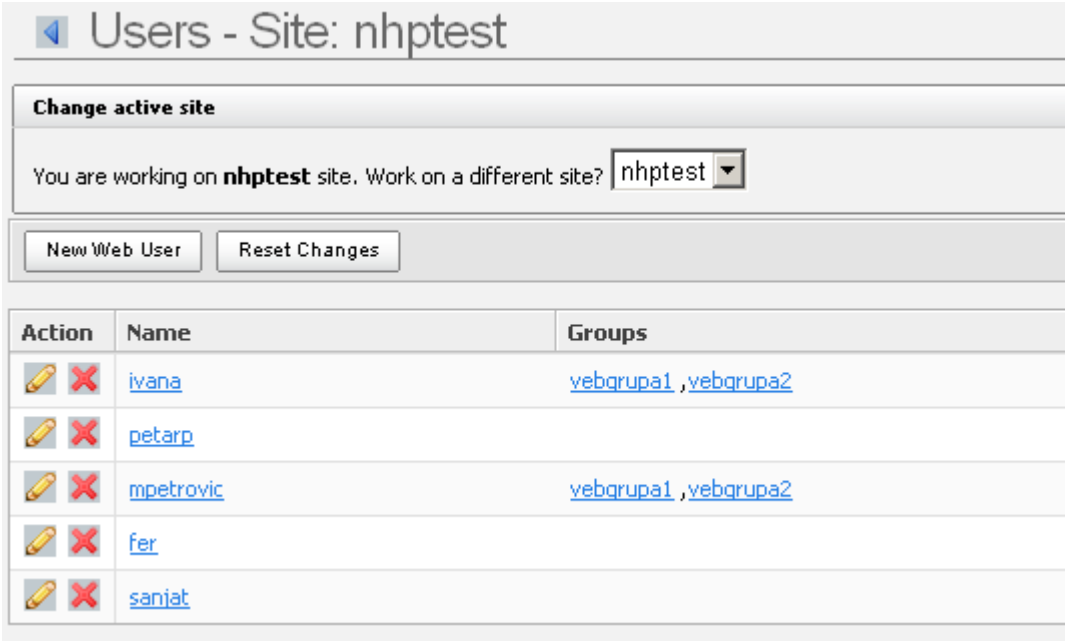

Figure 23: Viewing the existing web users (step 2/2)

The following options and parameters are available:

- **New Web User** – option for creating a new web user (see section 2.4)
- - option for editing the web user
- - option for deleting the web user (see section 2.3.1)

2.3.1 Deleting the web user

In order to delete the web user, click this icon next to his name.

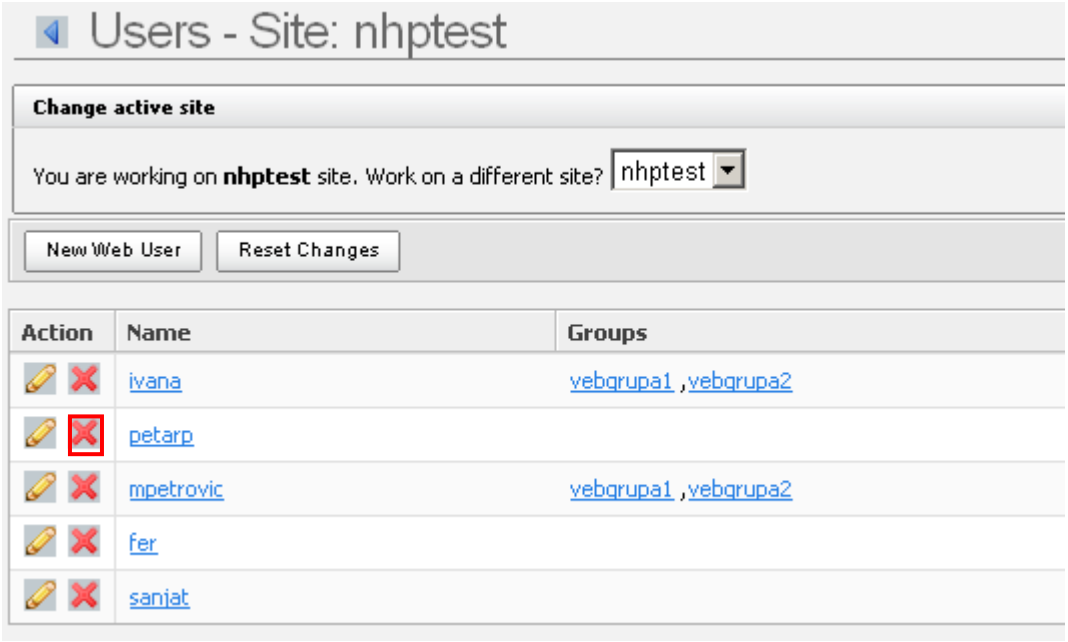

Figure 24: Deleting the web user (step 1/2)

The following screen will be displayed.

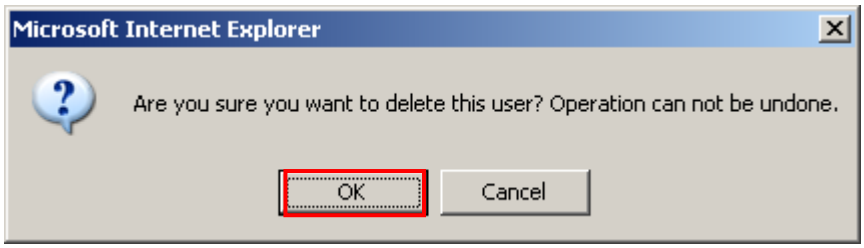

Figure 25: Deleting the web user (step 2/2)

Click the “OK” button to confirm and the web user will be deleted.

2.4 Creating a new web user

In order to create a new web user, choose option “New Web User” from the “Web Server” menu.

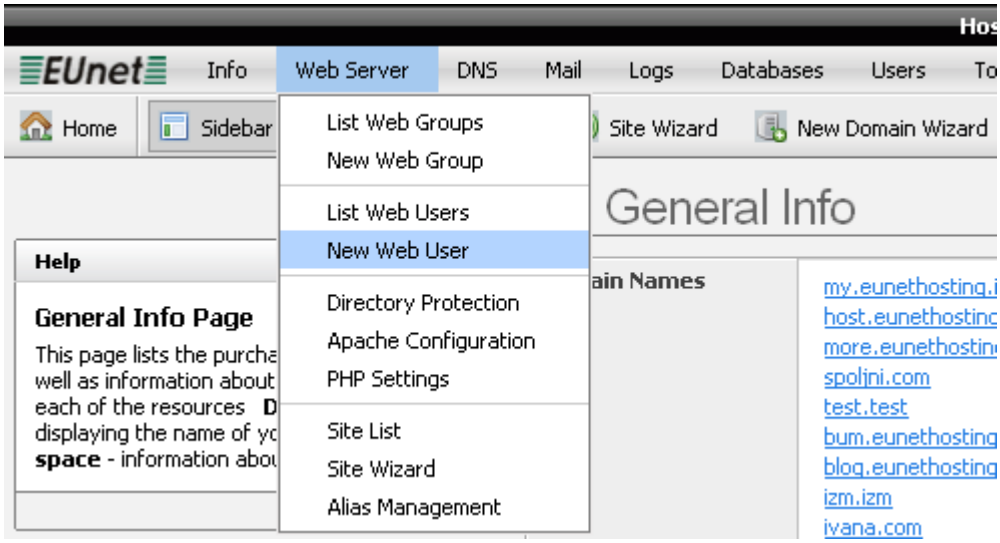

Figure 26: Creating a new web user (step 1/2)

The following screen will be displayed.

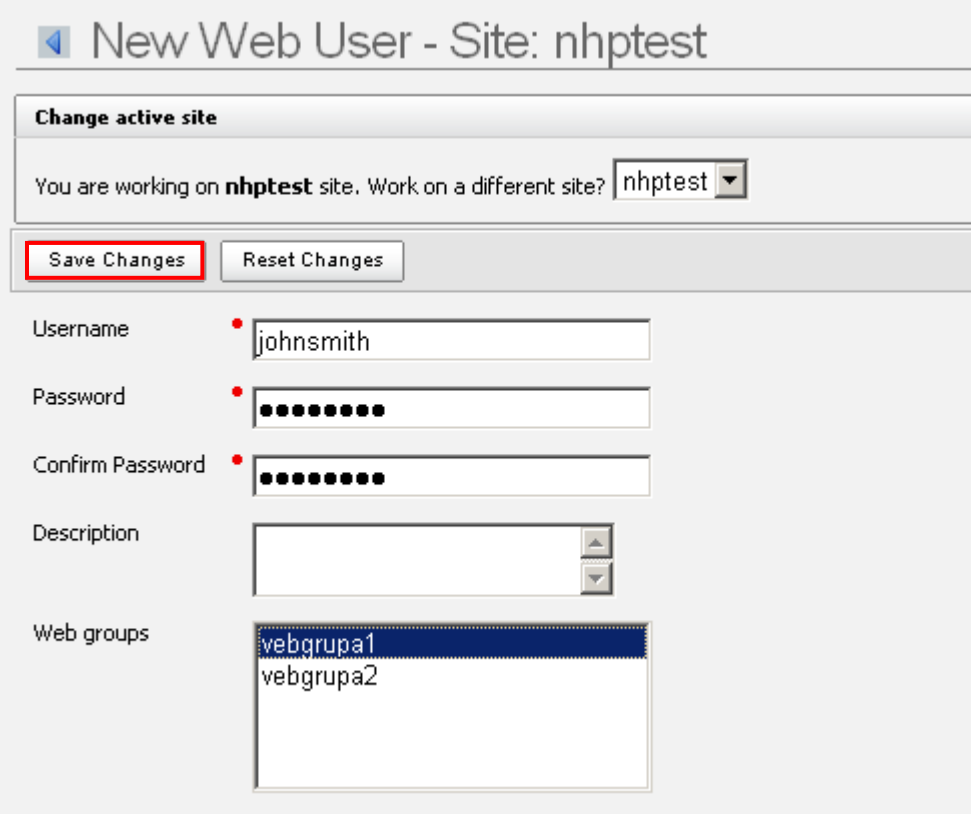

Figure 27: Creating a new web user (step 22)

The following options and parameters are available:

- **Username** – enter the desired username for the new web user
- **Password** – set the password for the web user
- **Confirm Password** – enter the password again to minimize the possibility of an error
- **Description** – enter a description for this user
- **Web groups** – select the groups this user will belong to

After setting the desired parameters, click on the "Save Changes" button to complete the procedure of creating a new web user.

Note:

- 1 web user can be a member of more than one groups
- further information on creating a new group is available in section 2.2

2.5 Protecting the directories

The option for protecting the directories is used in order to limit access to certain parts of the site to a specific web group or individual users. In other words, only those groups and/or individual users will be able to access the content within the protected directory.

This option is used in combination with the option for defining groups and users (see sections 2.2 and 2.3) as well as the “File Explorer” option.

Hence, before you begin protecting a directory you need to create it within the “docroot” directory, by using the “File Explorer” (**note:** only the contents of the docroots folder are visible on the internet).

After you have created the groups, users and the directory you wish to protect, choose option “Directory Protection” from the “Web Server” menu.

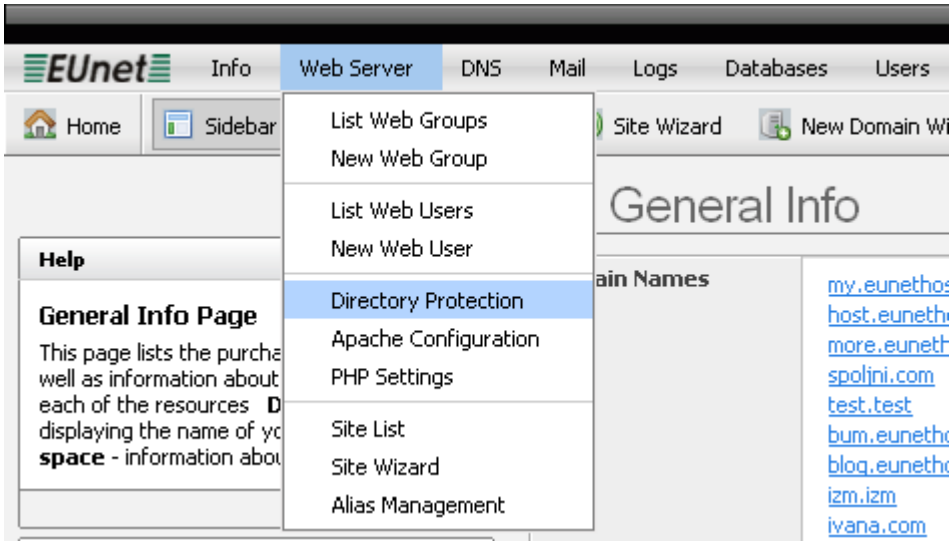

Figure 28: Protecting the directory (step 1/4)

The following screen will be displayed.

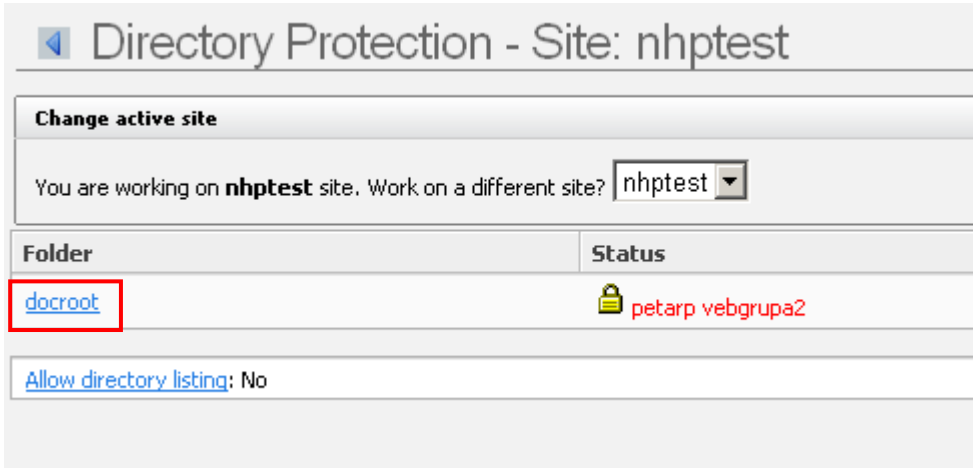

Figure 29: Protecting the directory (step 2/4)

Click on the “docroot” link to enter the main directory and navigate towards the directory you wish to protect. The following screen will be displayed.

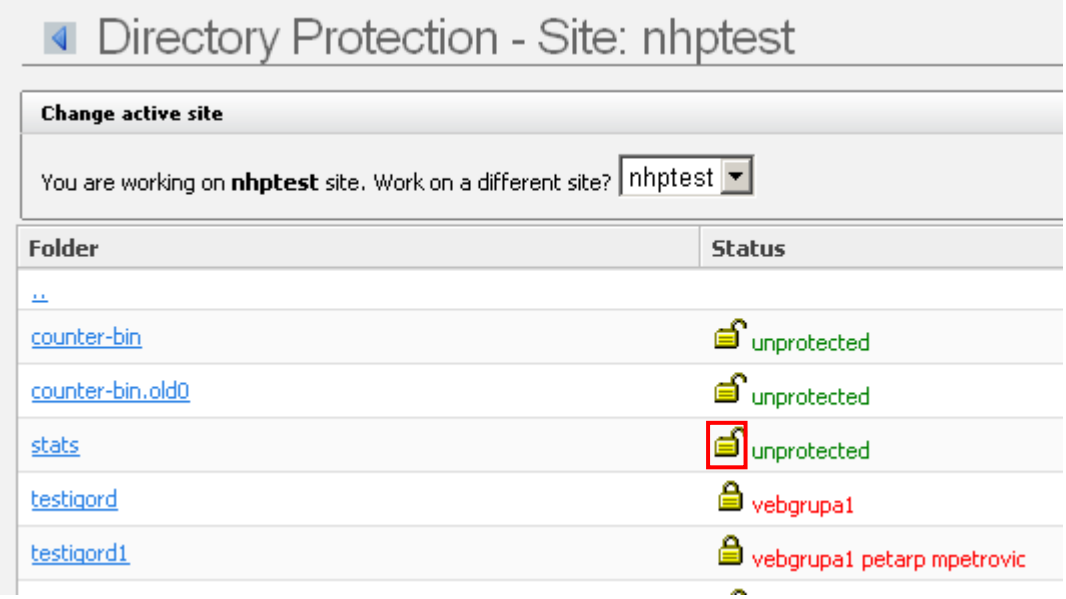

Figure 30: Protecting the directory (step 3/4)

Click this icon next to the name of the directory you wish to protect. The following screen will be displayed.

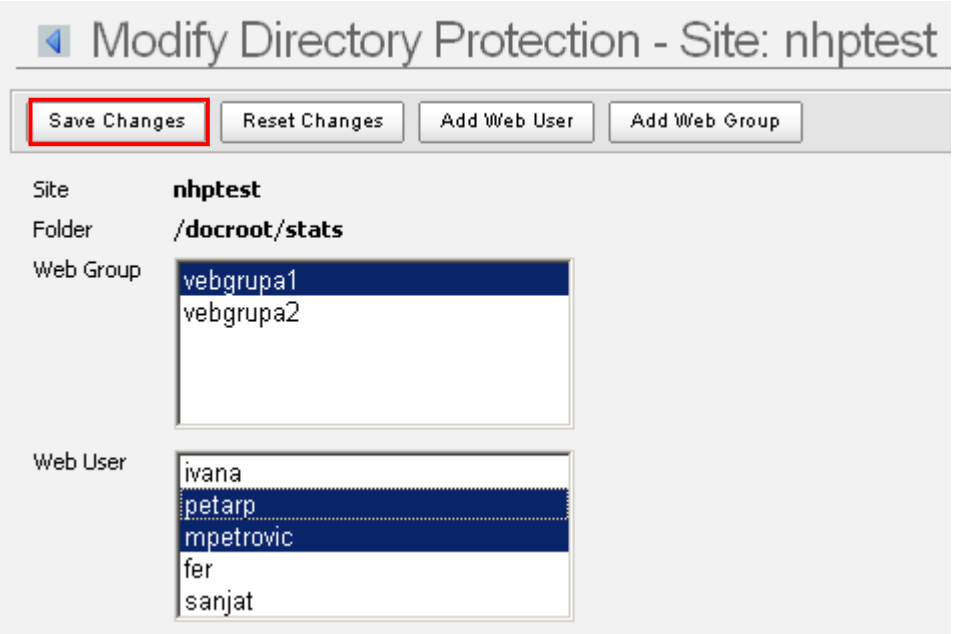

Figure 31: Protecting the directory (step 4/4)

The following options and parameters are available:

- **Save Changes** – the option for saving the changes
- **Reset Changes** – use this option to reset any changes you have made
- **Add Web User** – the option for adding a new user (see section 2.4)
- **Add Web Group** – the option for adding a new web group (see section 2.2)
- **Folder** – information about the folder the protection will be applied to

- **Web Group** – a menu for selecting a group or several groups which will be allowed access to the directory
- **Web User** - a menu for selecting a user or several users which will be allowed access to the directory

After defining the desired parameters, click on the “Save Changes” button and the procedure will be completed.

2.6 Configuring Apache

In order to start configuring the Apache, choose option “Apache Configuration” from the “Web Server” menu.

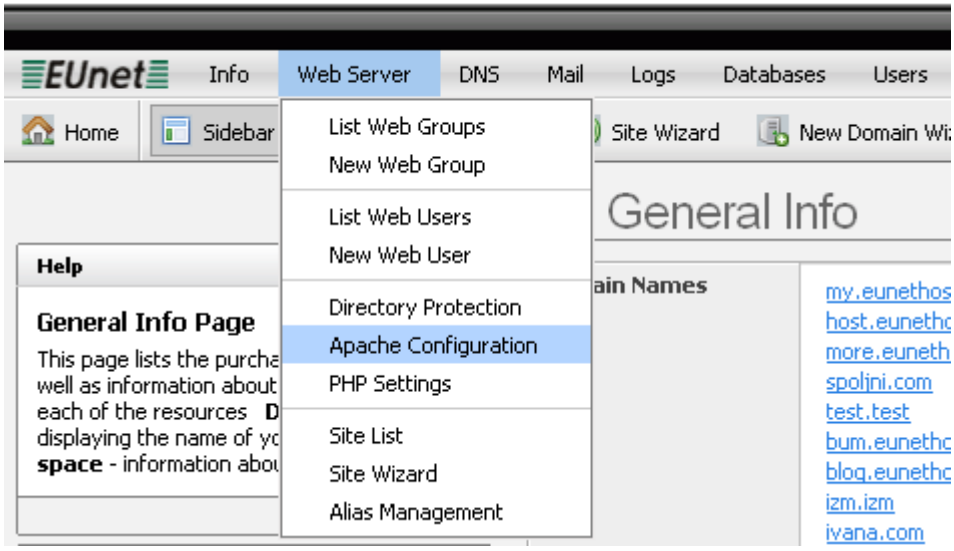

Figure 32: Configuring Apache

The following screen will be displayed.

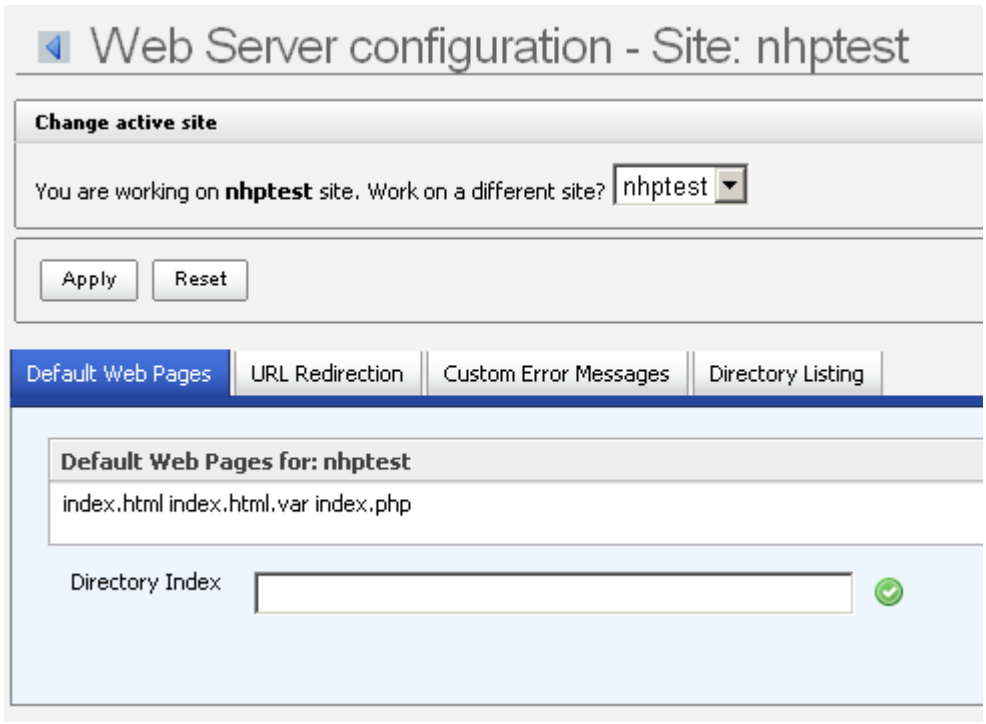

Figure 33: Configuring Apache

The following options and parameters are available:

- **Default Web page** – option for defining the default web pages within the directory i.e. those which will be displayed as a starting page (see section 2.6.1)
- **URL Redirection** – option for redirecting your visitors to some other URL (see section 2.6.2)
- **Custom Error Messages** – option for specifying the location of pages which contain your custom error messages (see section 2.6.3)
- **Directory Listing** – use this option to allow/disallow the users to list the contents of your directory (see section 2.6.4)

2.6.1 Defining default pages

The “Default Web Pages” option is used for defining pages which will be displayed as default (your server will automatically load those first) when the visitors try to access a certain directory on your site.

In other words, if your visitors try to access www.yoursite.com/directory/ even though they have not entered the specific name of the page, the page you have specified here will be displayed to them (**e.g.** index.html or index.php).

In order to define the default pages, enter the name of the page you wish to set as default and click this icon . It is necessary that at least one of the pages in the list actually exist in the system.

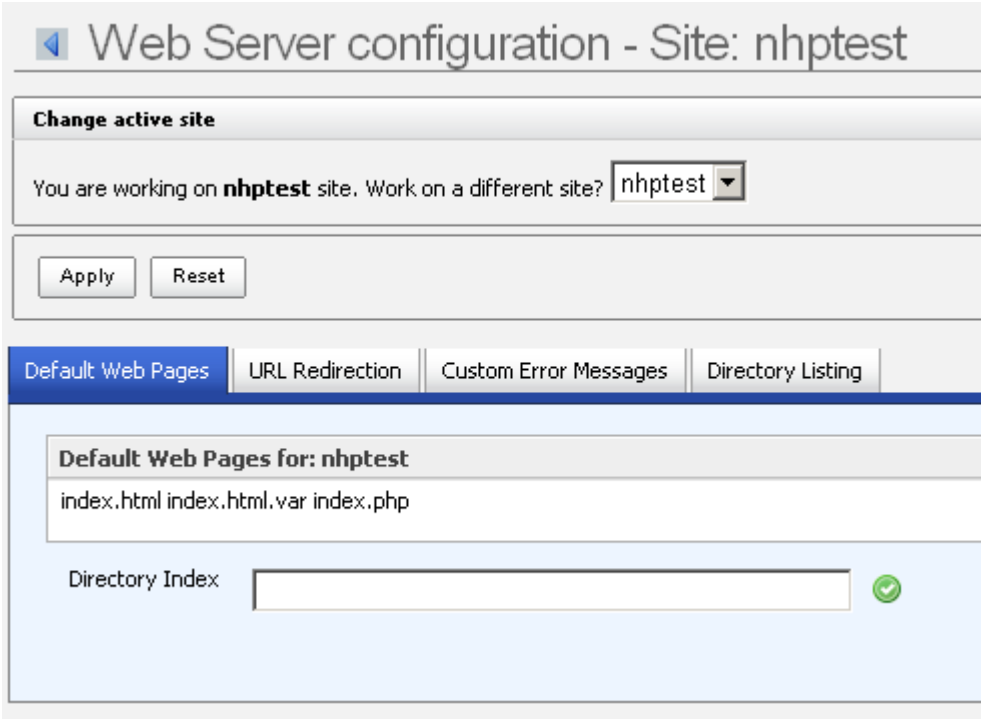

Figure 34: Specifying the default page

2.6.2 Redirecting your visitors to a different URL

This option is used for redirecting your visitors from one page on your website to another absolute address. In order to start setting up the redirection, click the “URL Redirection” tab.

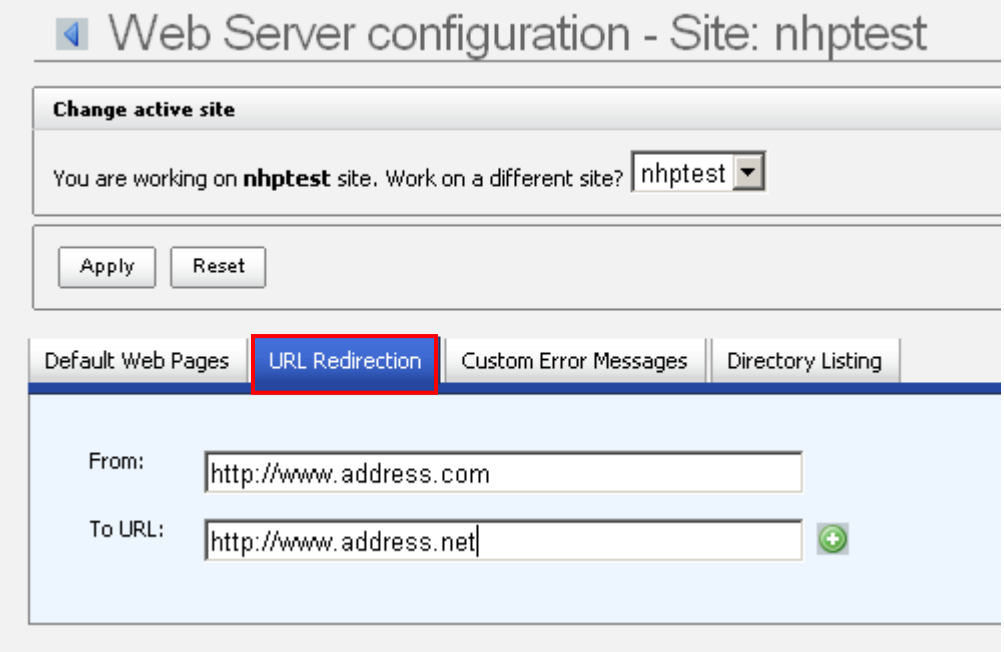

Figure 35: Redirecting your visitors to a different URL (step 1/2)

The following options and parameters are available:

- **From** – enter the address you wish to redirect your visitors from – it has to be relative and it has to begin with "/"
- **To URL** – enter the address you wish to redirect the users to – it has to be an absolute address beginning with HTTP

After setting the desired parameters, click this icon. The following screen will be displayed.

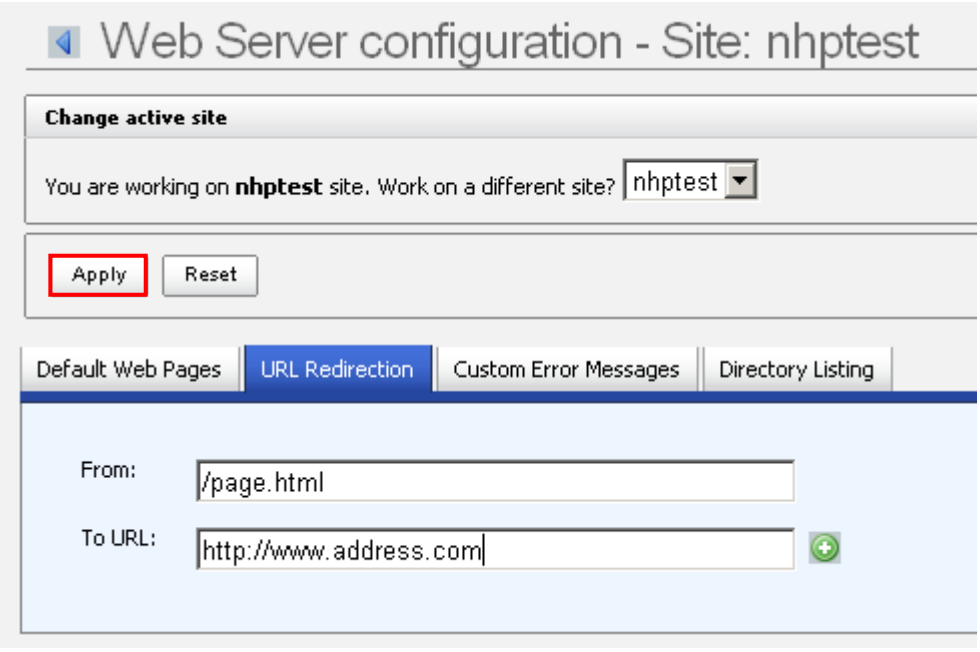

Figure 36: Redirecting your visitors to a different URL (step 2/2)

The last step in defining the redirection is clicking the “Apply” button in order to save the changes.

2.6.3 Defining custom error messages

The “Custom Error Messages” option is used for defining and changing the standard error messages displayed to the users. In order to start setting the custom error messages, click the “Custom Error Messages” tab within the menu.

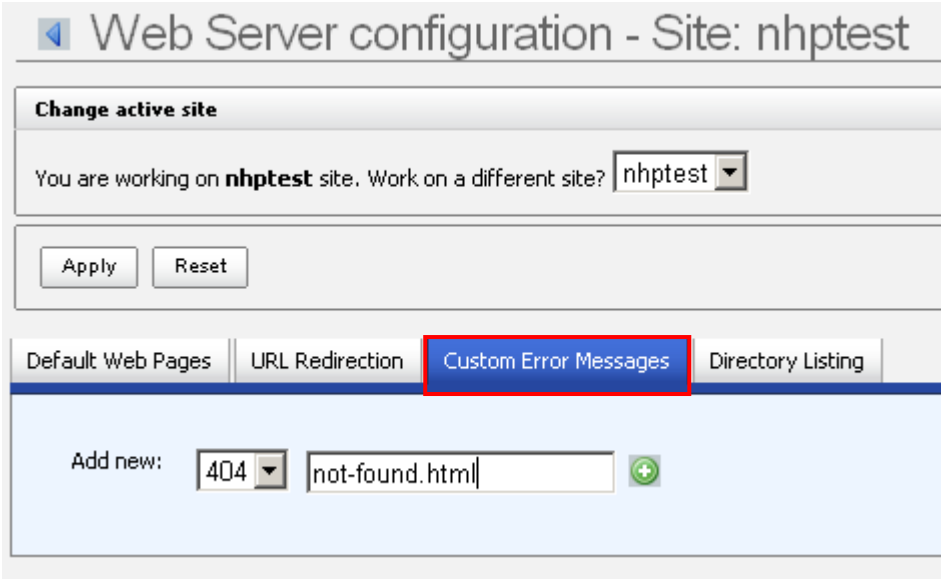

Figure 37: Defining custom error messages

The following options and parameters are available:

- **Add new** – the pull down menu for choosing the desired error (**e.g:** 404 for a “Page not found” error)
- **The field for setting the file location** – enter the address and the name of the file which will be displayed in case the error occurs

After setting the desired parameters, click on this icon . The following screen will be displayed.

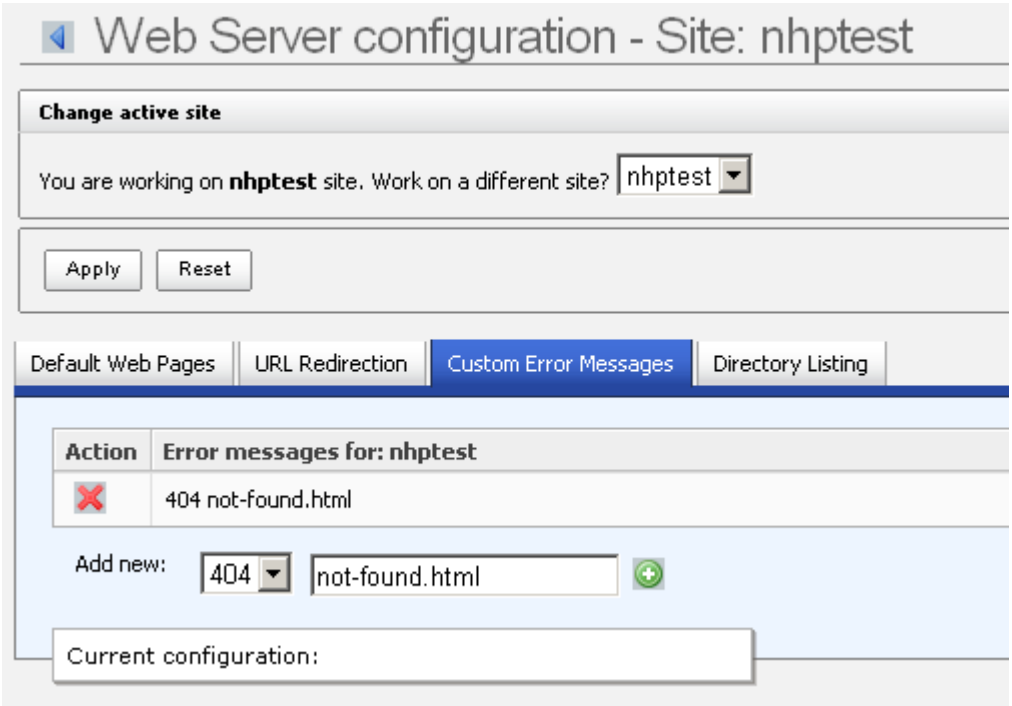

Figure 38: A custom error message has been successfully defined

Click on the “Apply“ button to save the changes and complete the procedure.

2.6.4 Directory Listing settings

The “Directory Listing” option is used for specifying if you wish to allow your visitors to list/view the contents of the folder in case the default page has not been defined. In other words, if there is no index.html page within the directory, by using this option you can either allow your visitors to see the contents anyway or forbid it.

To start using this option, click on “Directory Listing” tab. In the screen displayed next, choose “Yes” or “No” and then click on the ”Apply” button to save the changes.

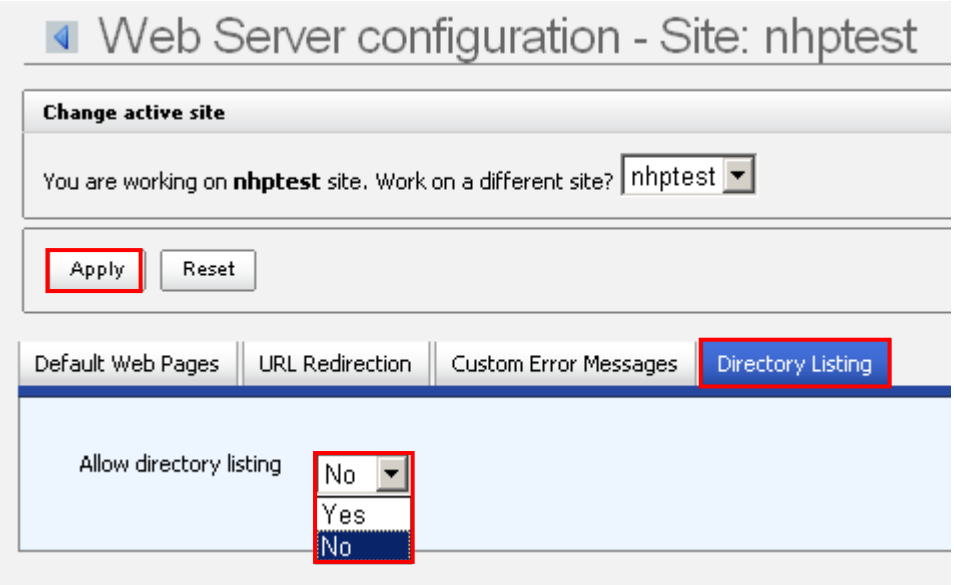

Figure 39: Directory Listing

2.7 Managing the PHP settings

In order to start managing the PHP settings, choose that option from the “Web Server” menu.

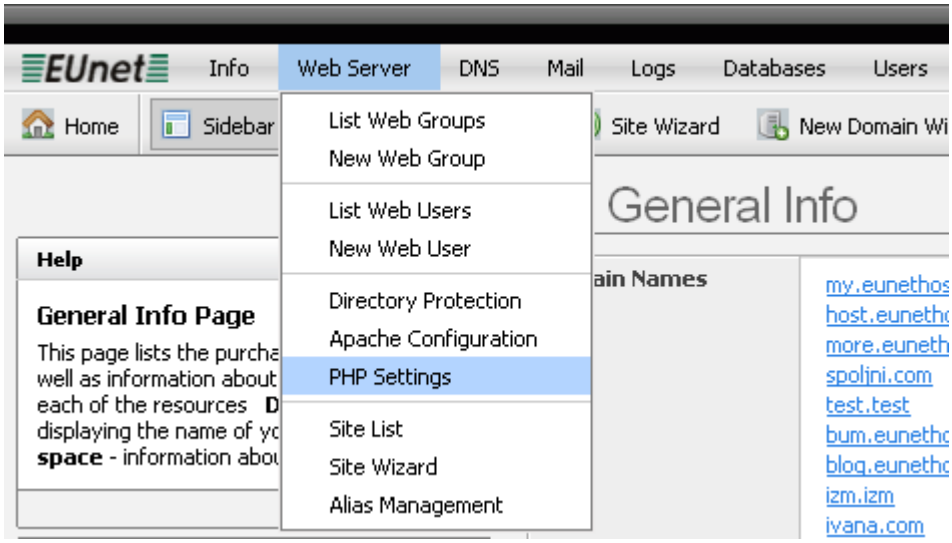

Figure 40: Managing the “PHP Settings”

The following screen will be displayed.

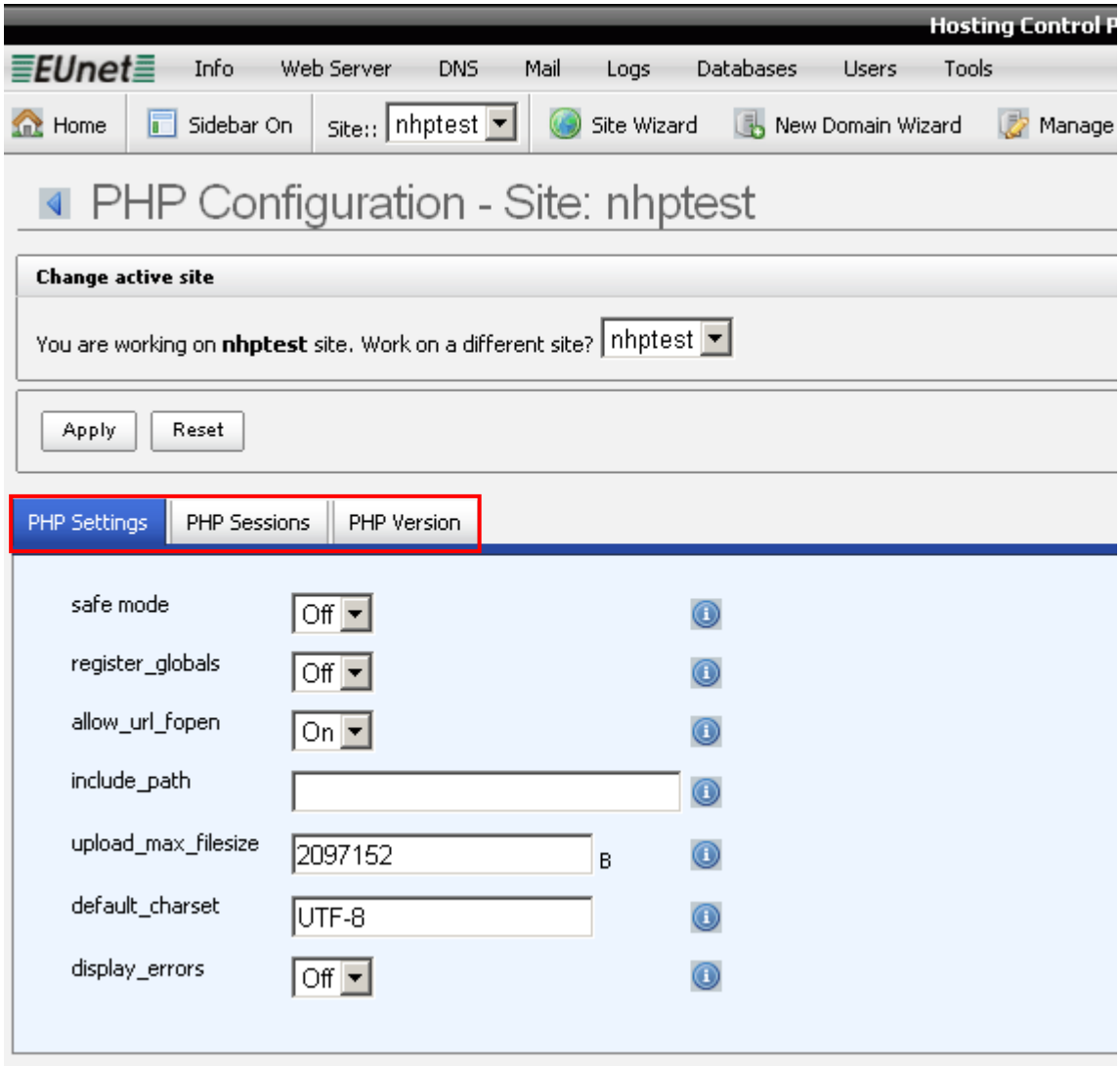

Figure 41: PHP settings

This page contains various parameters for managing the advanced PHP settings. The settings are divided in 3 categories:

- PHP Settings
- PHP Sessions
- PHP Version

Each of the parameters has the help icon which contains detailed information about the purpose of the parameter.

2.8 Viewing the list of sites

In order to view the list of sites, choose option “Site List” from the “Web Server” menu.

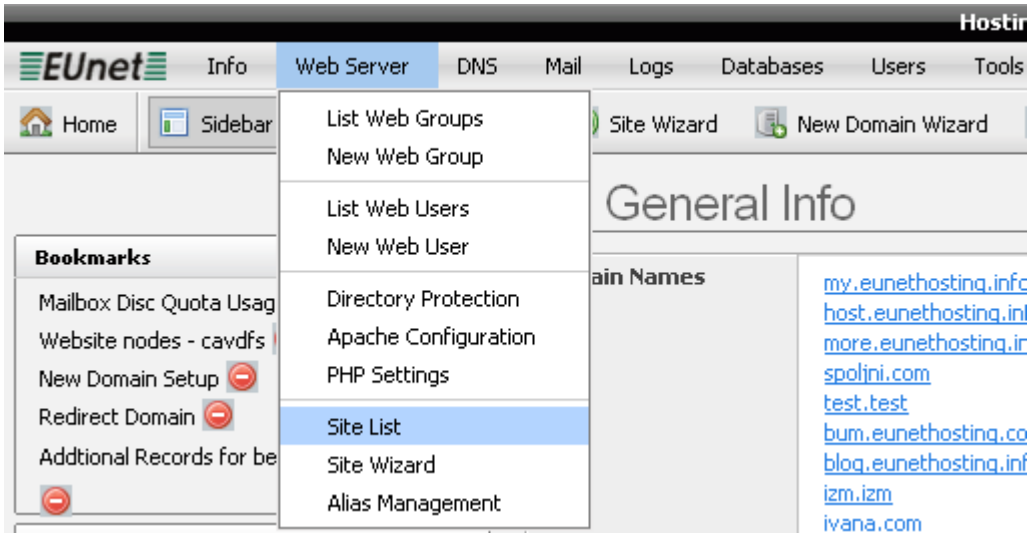

Figure 42: choosing option “Site List”

The following screen will be displayed.

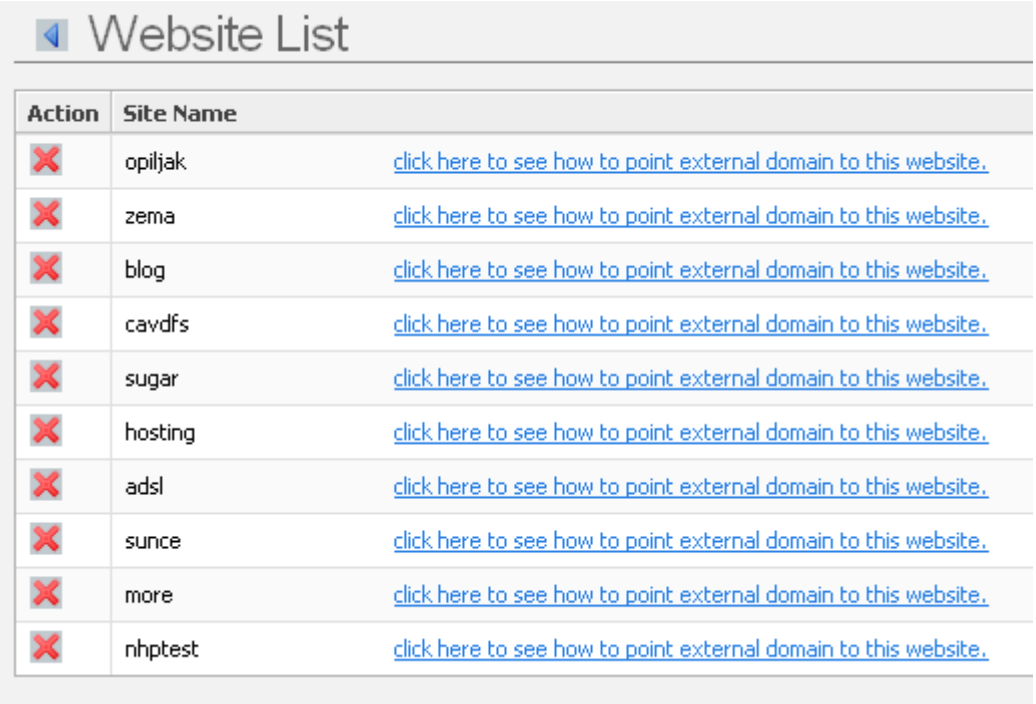

Figure 43: the list of sites

This page contains the list of sites with the option for deleting the desired site by using this icon . After you delete the site, the contents will be lost and you will not be able to retrieve it. Therefore, it is recommended that you create a backup of the contents you think you might need.

In addition, within this page you can click on the link next to the site’s name in order to open a page with more detailed information about each of the sites.

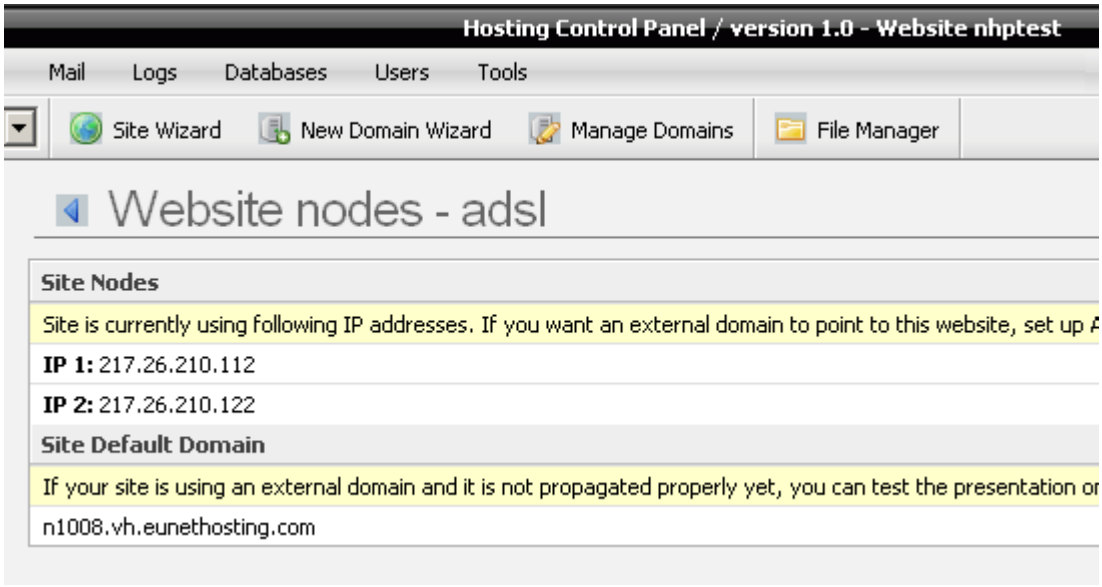

Figure 44: Additional information about the site

The following options and parameters are available:

- **Site Nodes** – these are the IP addresses currently used by your site; if you wish to redirect some external domain to your site, set the A records for that domain to point to these nods
- **Site Default Domain –** in case you site is using an external domain, which is still not available (not yet propagated) you can use this auxiliary domain in order to access and test your site

2.9 Using the Site Wizard

The “Site Wizard” option is a simple and useful tool for adding a new site or configuring the existing one. In order to start using this program, choose option “Site Wizard” from the “Web Server” menu.

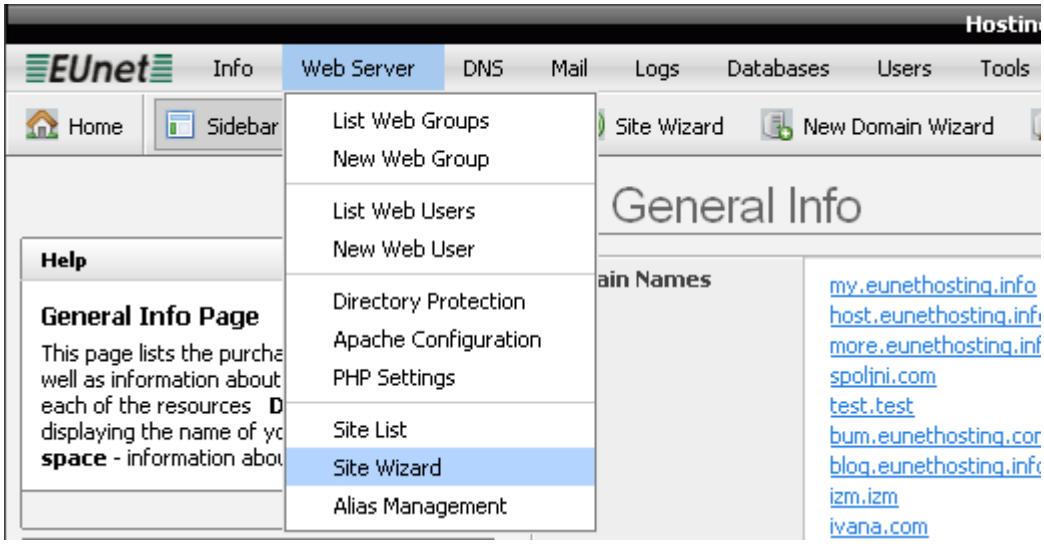

Figure 45: Choosing the “Site Wizard” option

The following screen will be displayed.

Figure 46: Using the site wizard

The following options and parameters are available:

- **Alias for existing site** – see section 2.9.1
- **New folder tree** – see section 2.9.2

2.9.1 Adding an alias for an existing site

In order to add an alias for an existing site, choose option “Alias for existing site”.

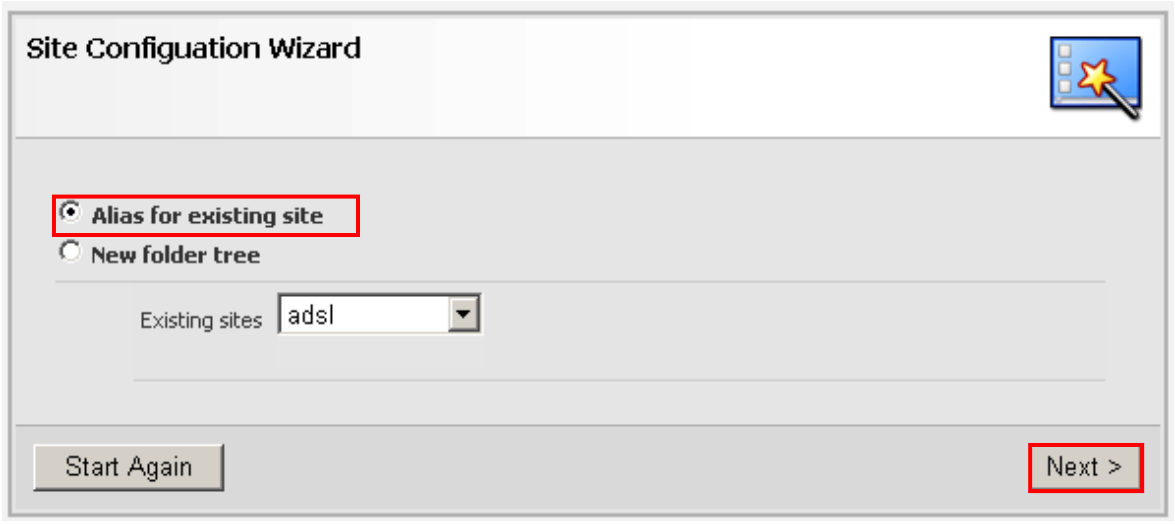

Figure 47: Adding an alias for an existing site

The page will be refreshed and will now contain a pull down menu for choosing the site you wish to add a new alias to. Choose the desired site and click on the “Next” button. The following screen will be displayed.

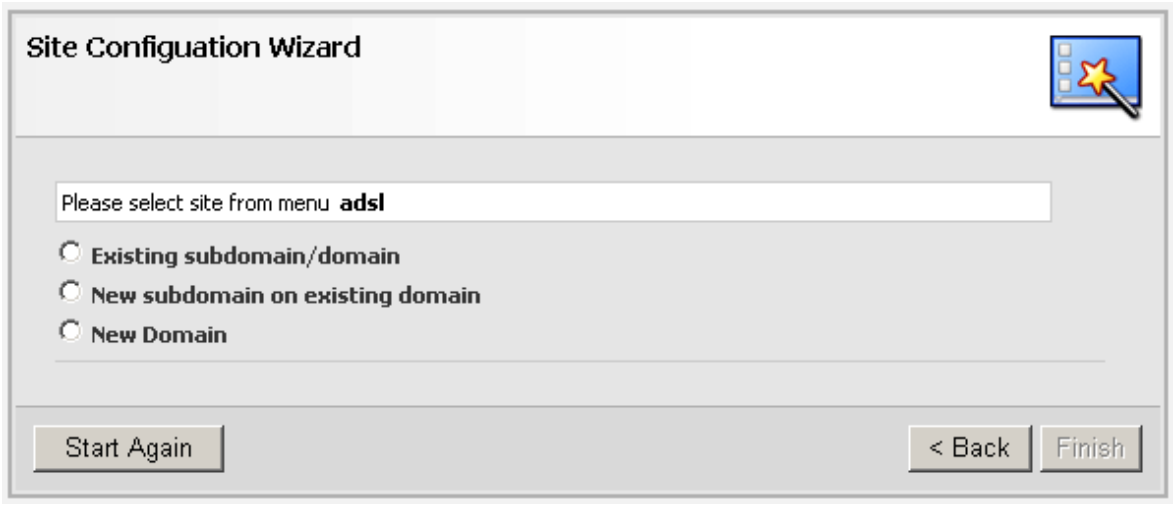

Figure 48: Choosing the desired option

The following options and parameters are available:

- **Existing subdomain/domain** – in case you select this option a pull down menu for selecting the desired subdomain or domain will be displayed; choose the desired domain and click on the “Finish” button to complete the procedure
- **New subdomain on existing domain** – if you choose this option the field for entering a name for the new subdomain will be displayed as well as the pull down menu for choosing the desired domain; select the domain and click on the “Finish’ button to complete the procedure
- **New Domain** – if you select this option the field for entering the a domain name for the new domain will be displayed; enter the desired domain name and click on the “Finish” button to complete the procedure

2.9.2 New folder tree

In order to create a new folder tree, select that option within the screen.

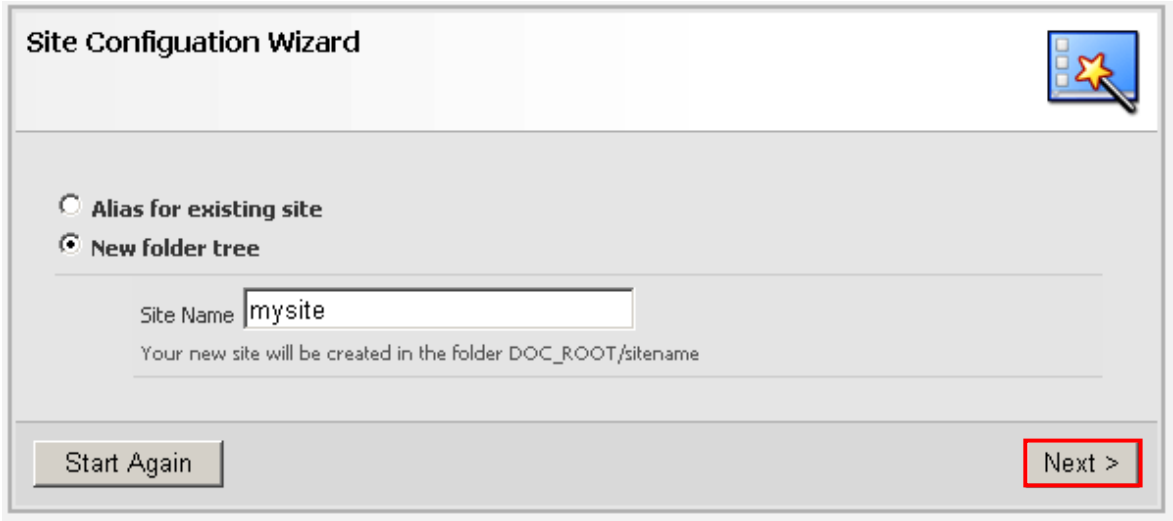

Figure 49: Creating a new folder

Enter the name for the new folder and click on the “Next” button. The following screen will be displayed.

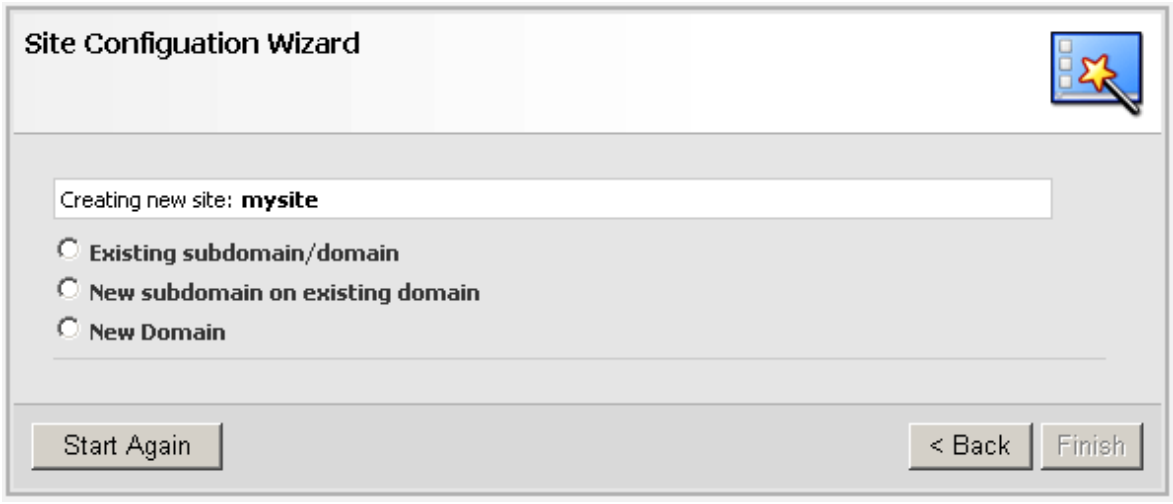

Figure 50: Additional options

The following options and parameters are available:

- **Existing subdomain/domain** – in case you select this option a pull down menu for selecting the desired subdomain or domain will be displayed; choose the desired domain and click on the “Finish” button to complete the procedure
- **New subdomain on existing domain** – if you choose this option the field for entering a name for the new subdomain will be displayed as well as the pull down menu for choosing the desired domain; select the domain and click on the “Finish’ button to complete the procedure
- **New Domain** – if you select this option the field for entering the a domain name for the new domain will be displayed; enter the desired domain name and click on the “Finish” button to complete the procedure

2.10 Managing aliases

Your site can have several different domain names (a new domain name is added by using the “New Domain’ option from the “DNS menu”. The purpose of this option is to allow you to define alternative names for the domains i.e. aliases as well as delete the existing ones.

In order to start managing the aliases, choose the “Alias Management” option from the “Web Server” menu.

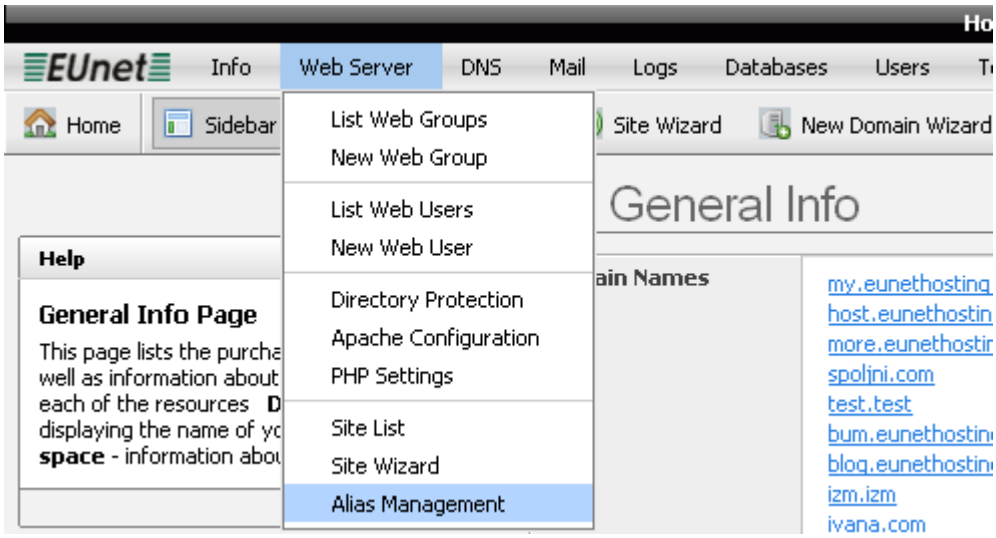

Figure 51: Choosing option “Alias Management”

The following screen will be displayed.

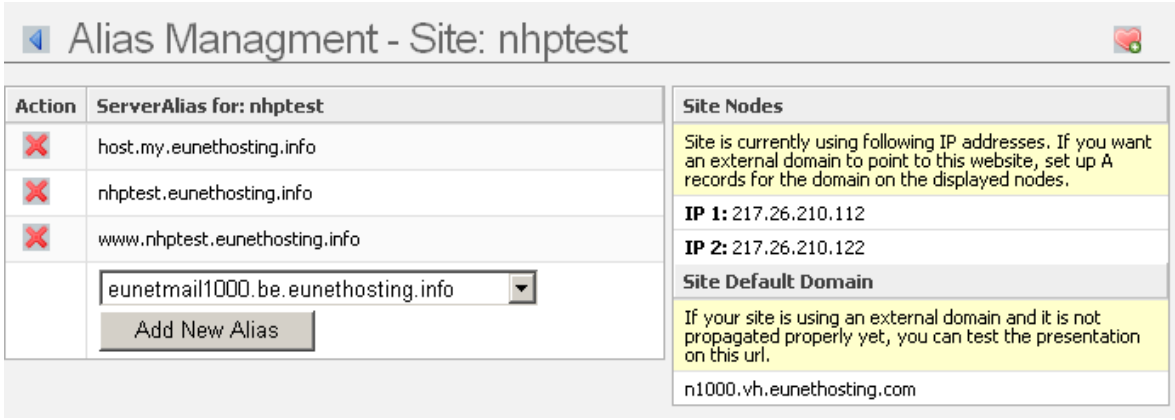

Figure 52: Managing aliases

In order to ad an alias to a desired domain, choose that domain from the pull down menu and click on the “Add New Alias” button.

You can delete an alias by using the delete icon next to the desired alias. In doing this, the site is divided from the domain. The actual domain is not deleted from the DNS.

3 MANAGING THE DNS SETTINGS

The “DNS” menu contains options for managing the DNS settings. In order to start managing DNS settings, choose the desired option from this menu.

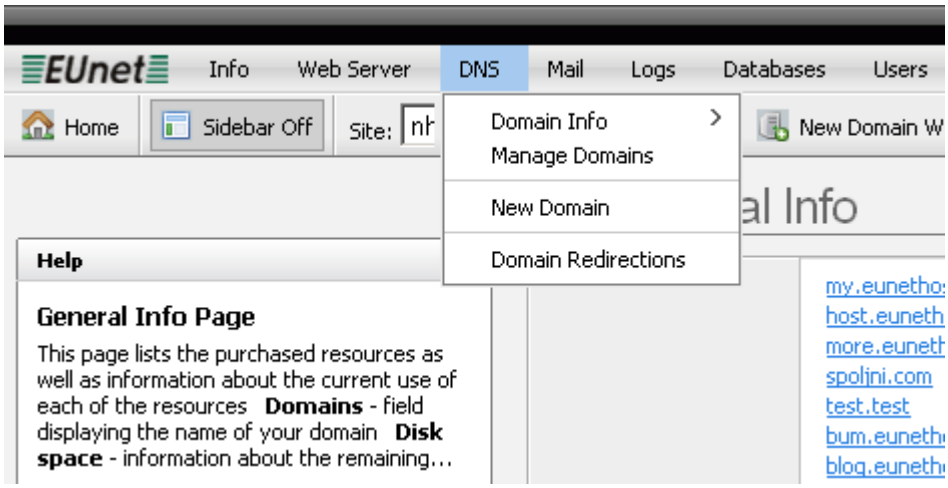

Figure 53: DNS menu items

The following options and parameters are available:

- **Domain Info** – see section 3.1
- **Manage Domains** – see section 3.2
- **New Domain** - see section 3.3
- **Domain Redirections** - see section 3.4

3.1 Viewing Domain Info

This option is used for viewing information about the desired domain as well accessing additional options.

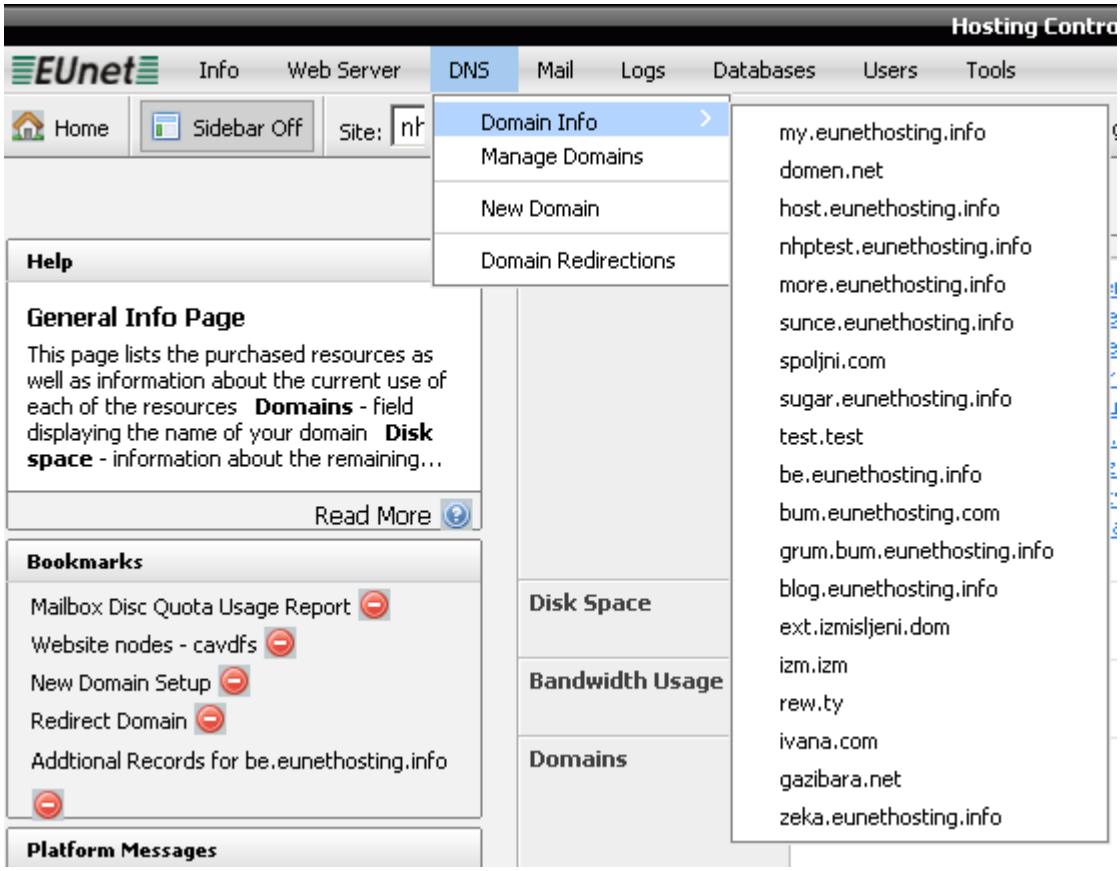

Figure 54: Choosing the desired domain

After selecting the desired domain, the following screen will be displayed.

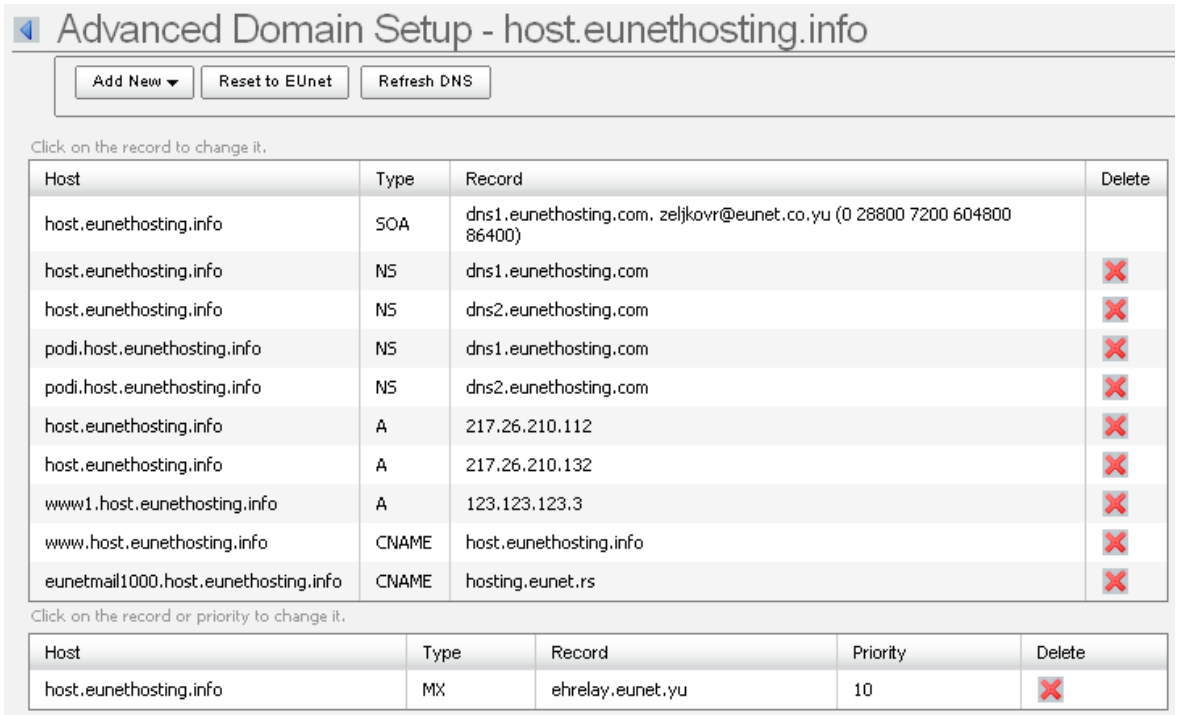

Figure 55: Advanced Domain Setup

This page is used for managing the advanced settings for the domain and is meant for the advanced users. The following options and parameters are available:

- **Add New**- option for adding a new DNS record
- **Reset to EUnet** – option for resetting all settings related to the domain and parking the domain to EunetHosting just like it was when first created
- **Refresh DNS** – option for refreshing the records from the database

3.2 Managing domains

In order to start managing the domains, choose that option from the “DNS” menu.

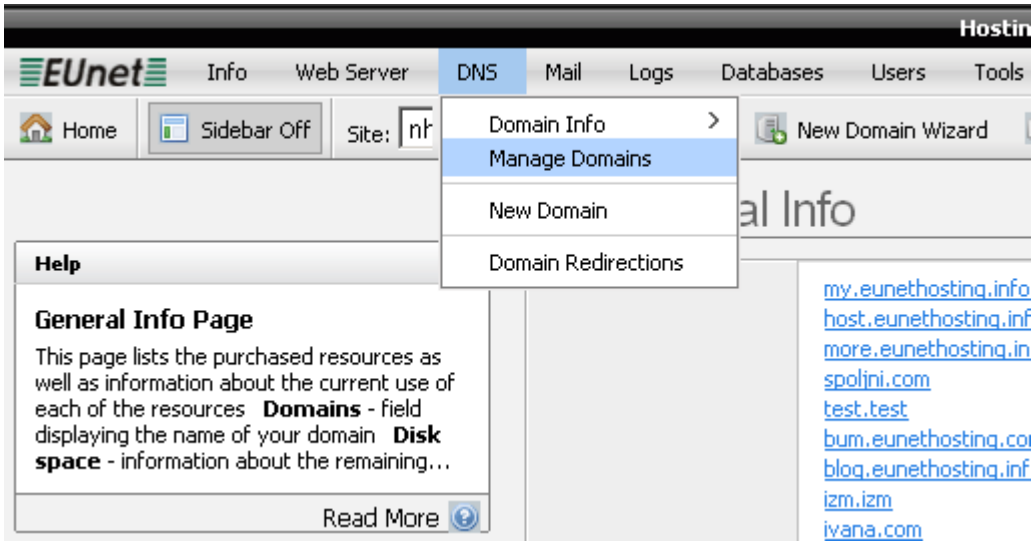

Figure 56: Choosing option “Manage Domains”

The following screen will be displayed.

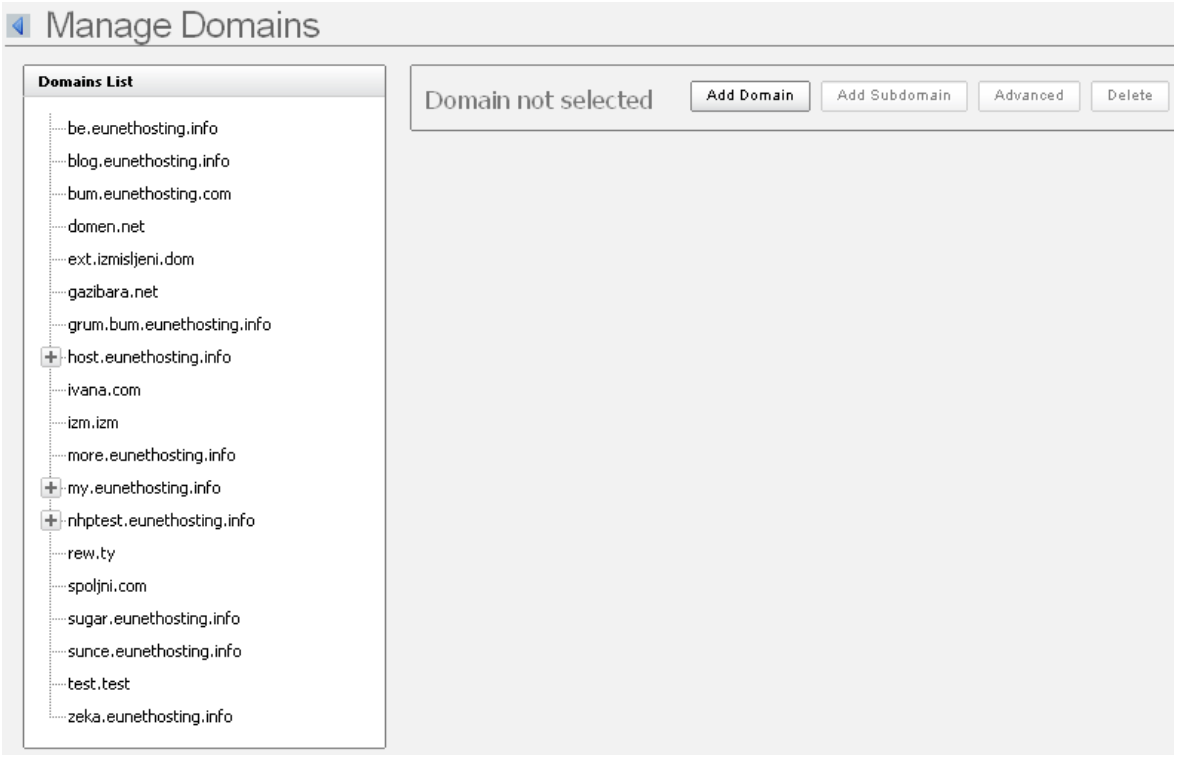

Figure 57: Options for managing the domains

The following options and parameters are available:

- **Add Domain** – click on this option to add a new domain
- **Add Subdomain** – option for adding a subdomain
- **Advanced** – option for managing the advanced domain settings
- **Delete** – option for deleting the domain

3.3 Adding a new domain

In order to add a new domain, choose option “New Domain” from the “DNS” menu.

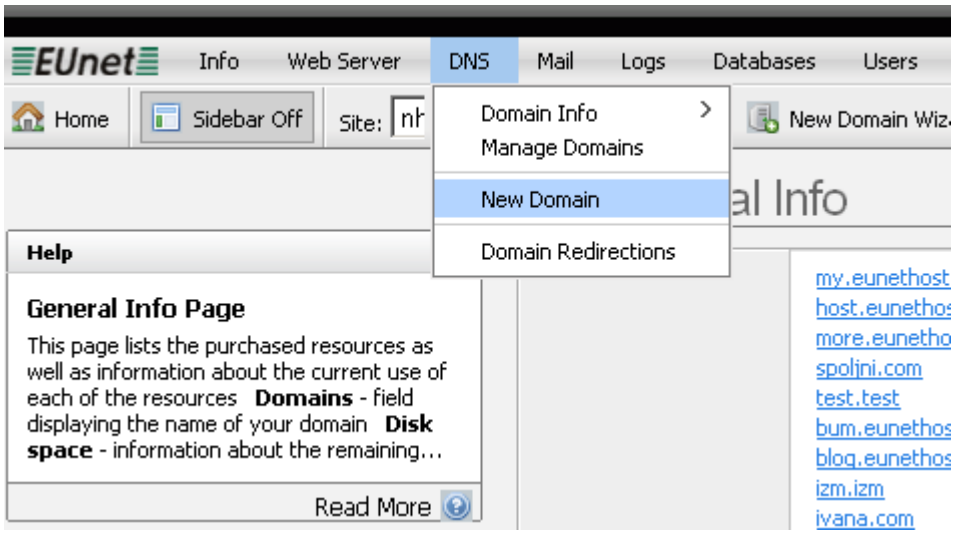

Figure 58: Choosing option “New Domain”

The following screen will be displayed.

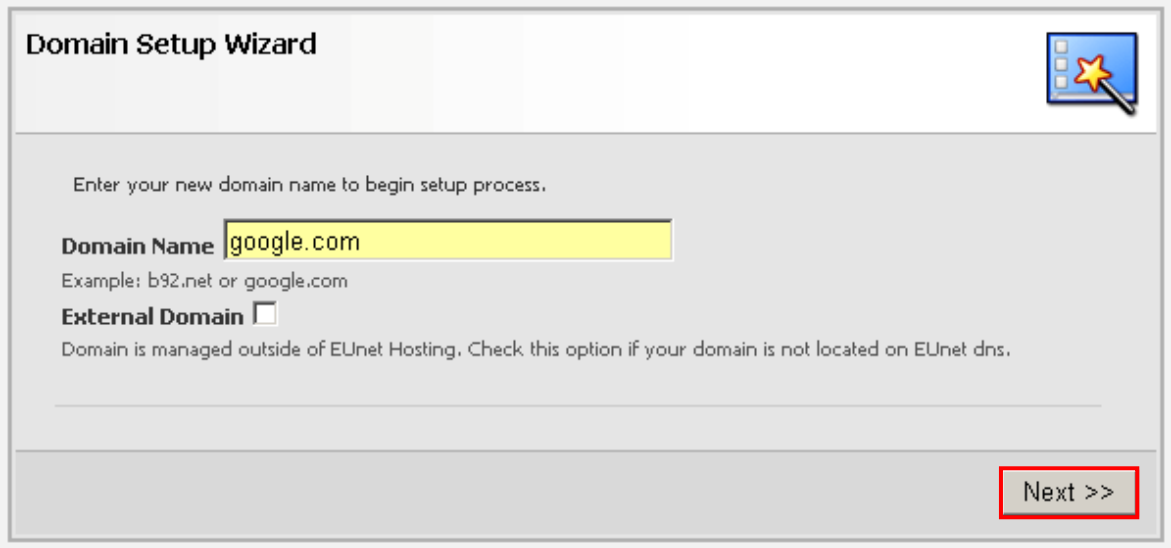

Figure 59: Creating a new domain (step 1/3)

Enter the name of the domain (**e.g.** domain.net) and click on the “Next” button. The following screen will be displayed.

Figure 60: Creating a new domain (step 2/3)

Within this page you can select if you wish **www** to be an alias for your domain or not and click on the “Next” button to continue. The following screen will be displayed.

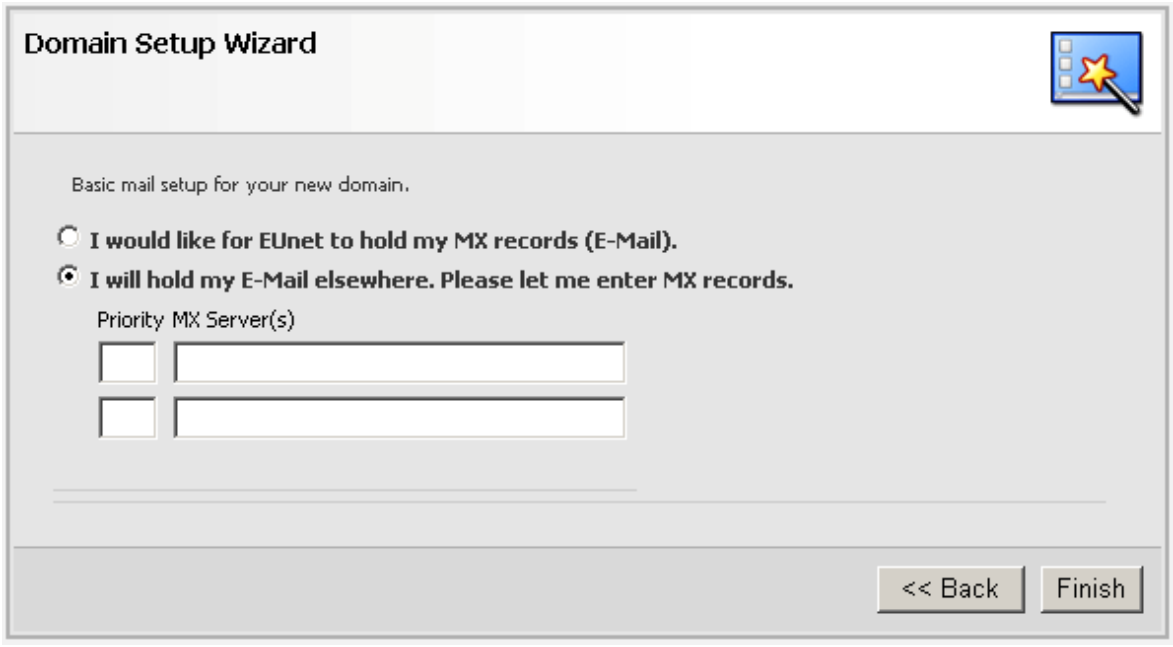

Figure 61: Creating a new domain (step 3/3)

Within this page you can select if you wish your MX (E-mail) records to be held with Eunet or on an external location.

In case you decide to hold the MX records somewhere else, you will be offered an option to define those MX records.

3.4 Managing Domain Redirections

This option is used for redirecting your site visitors from your domain to any other address. In order to start setting up this redirection, choose option “Domain Redirections” from the “DNS” menu.

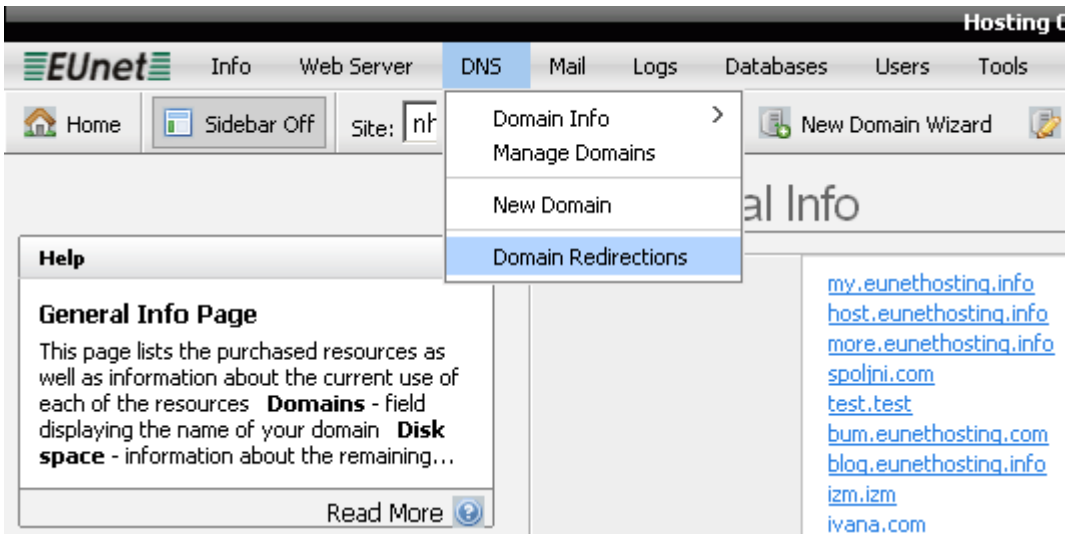

Figure 62: Choosing option “Domain Redirections”

The following screen will be displayed.

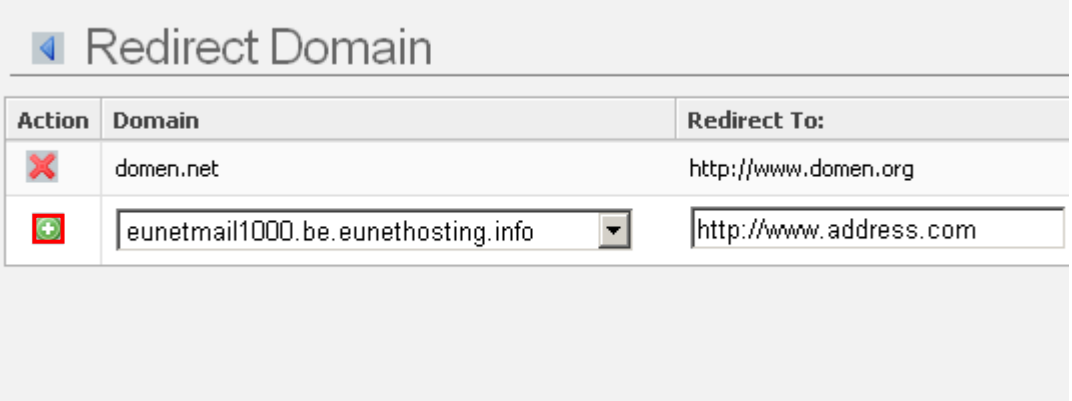

Figure 63: Defining the domain redirection

The following parameters are available:

- **Domain** – select the domain you wish to set the redirection for
- **Redirect to** – field for entering the URL your site visitors will be redirected to (**note:** you should enter an absolute address i.e. http://www.sajt.com)

After defining the address, click on this icon . The screen with the confirmation about successfully created redirection will be displayed.

4 MANAGING THE MAIL SETTINGS

The “Mail” menu contains various options for managing the mail settings.

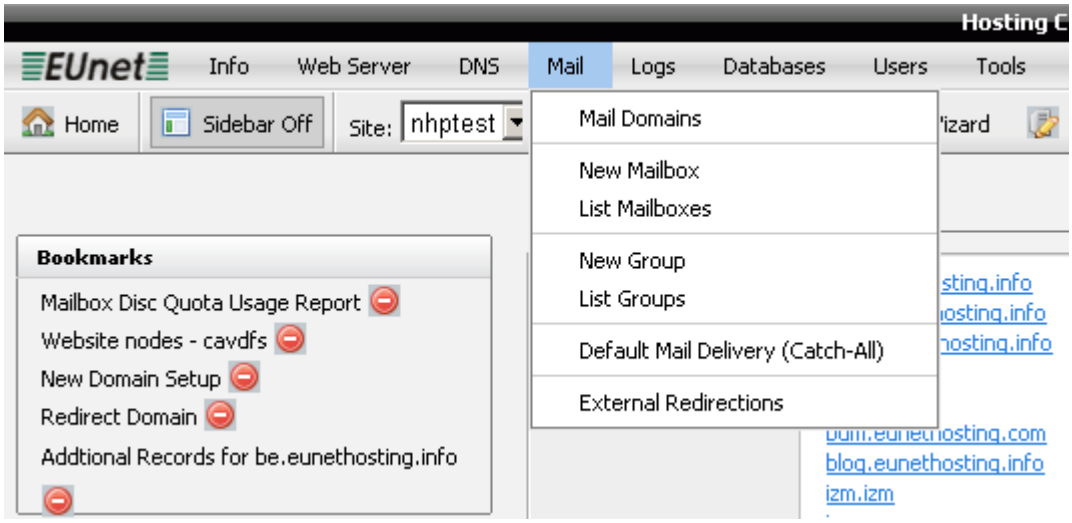

Figure 64: Mail menu

The following options are available within the “Mail” menu:

- **Mail Domains** – option for managing the mail domains (see section 4.1)
- **New Mailbox** – option for creating a new mailbox (see section 4.2)
- **List Mailboxes** – option for viewing the existing mailboxes (see section 4.3)
- **New Group** – option for creating a new mail group (see section 4.4)
- **Default mail Delivery (Catch-All)** – option for specifying an email address the server should use in order to forward all received emails sent to non existent email addresses (see section 4.6)
- **External Redirections** – see section 4.7

4.1 Managing Mail Domains

In order to start managing the Mail Domains, choose that option from the “Mail” menu.

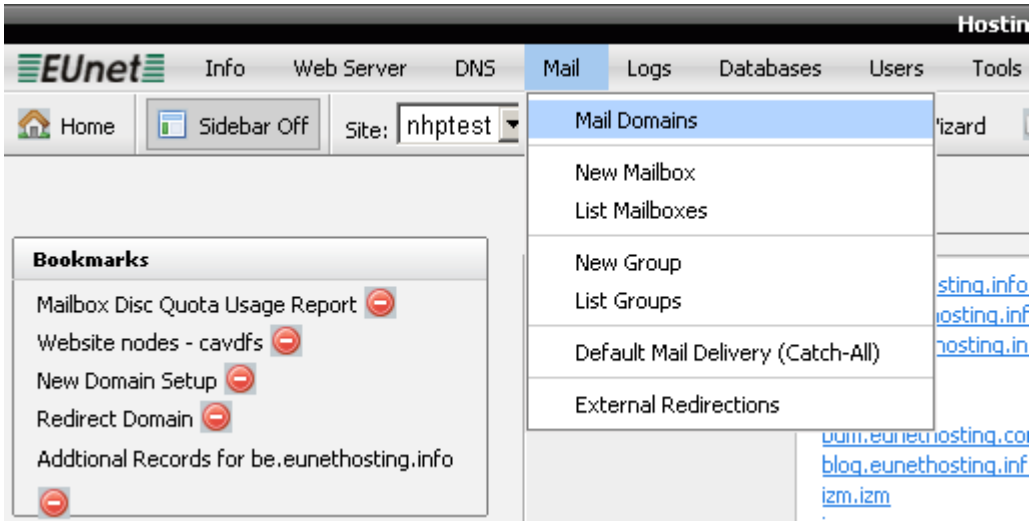

Figure 65: Managing mail domains (step 1/2)

The following screen will be displayed.

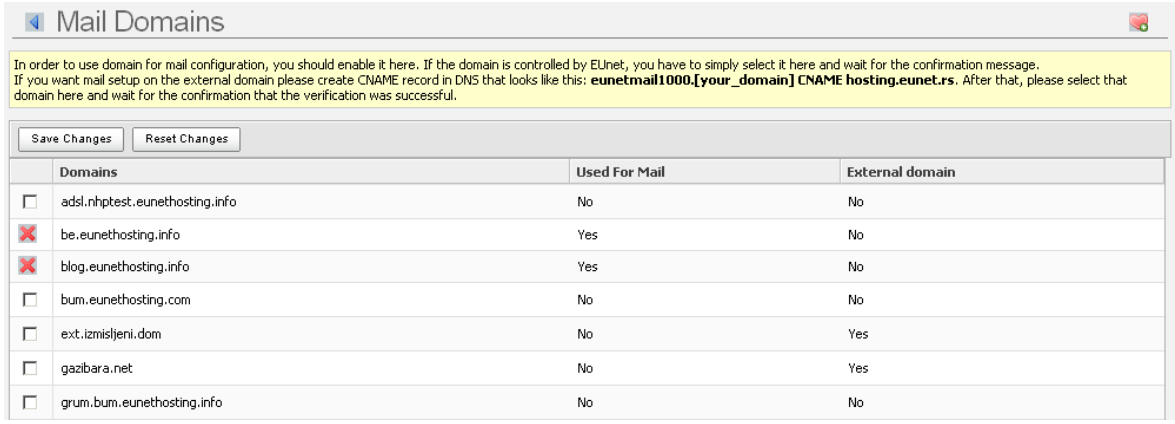

Figure 66: Managing mail domains (step 2/2)

In order to be able to use a domain in mail configuration, you need to select it within this page. In case Eunet hosting platform is set so that it controls your DNS records for the domain, select it and wait until you see the message about the completed procedure.

If you wish to use mail on an external domain, it is necessary to enter the CNAME record in your DNS which will look similar to this: **eunetmail1000.[your_domain] CNAME hosting.eunet.rs**. Once you have done that, select the domain in this page and wait for the message about successful verification.

4.2 Creating a new mailbox

In order to create a new mailbox, choose option “New Mailbox” from the “Mail” menu.

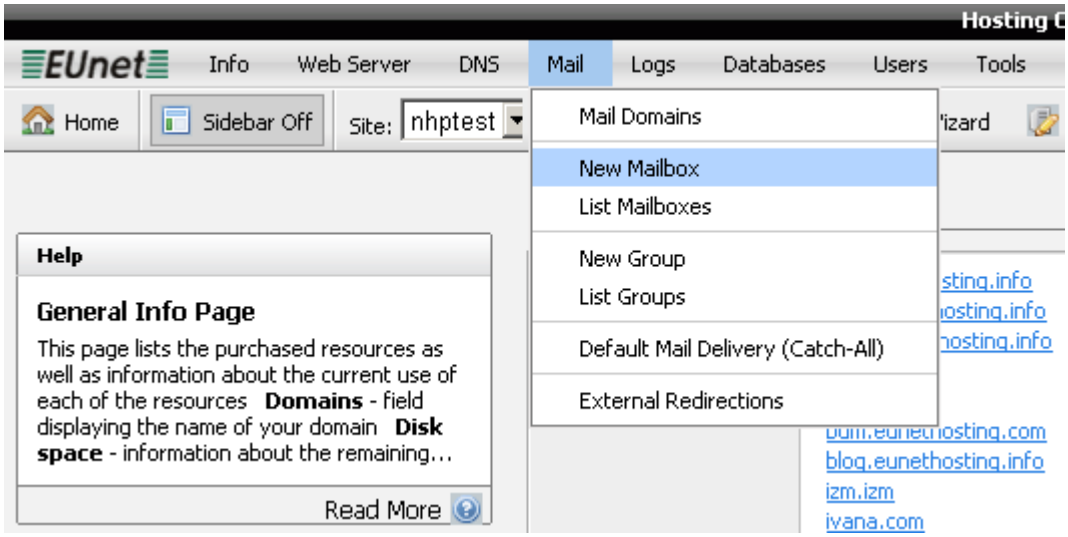

Figure 67: Creating a new mailbox (step 1/2)

The following screen will be displayed.

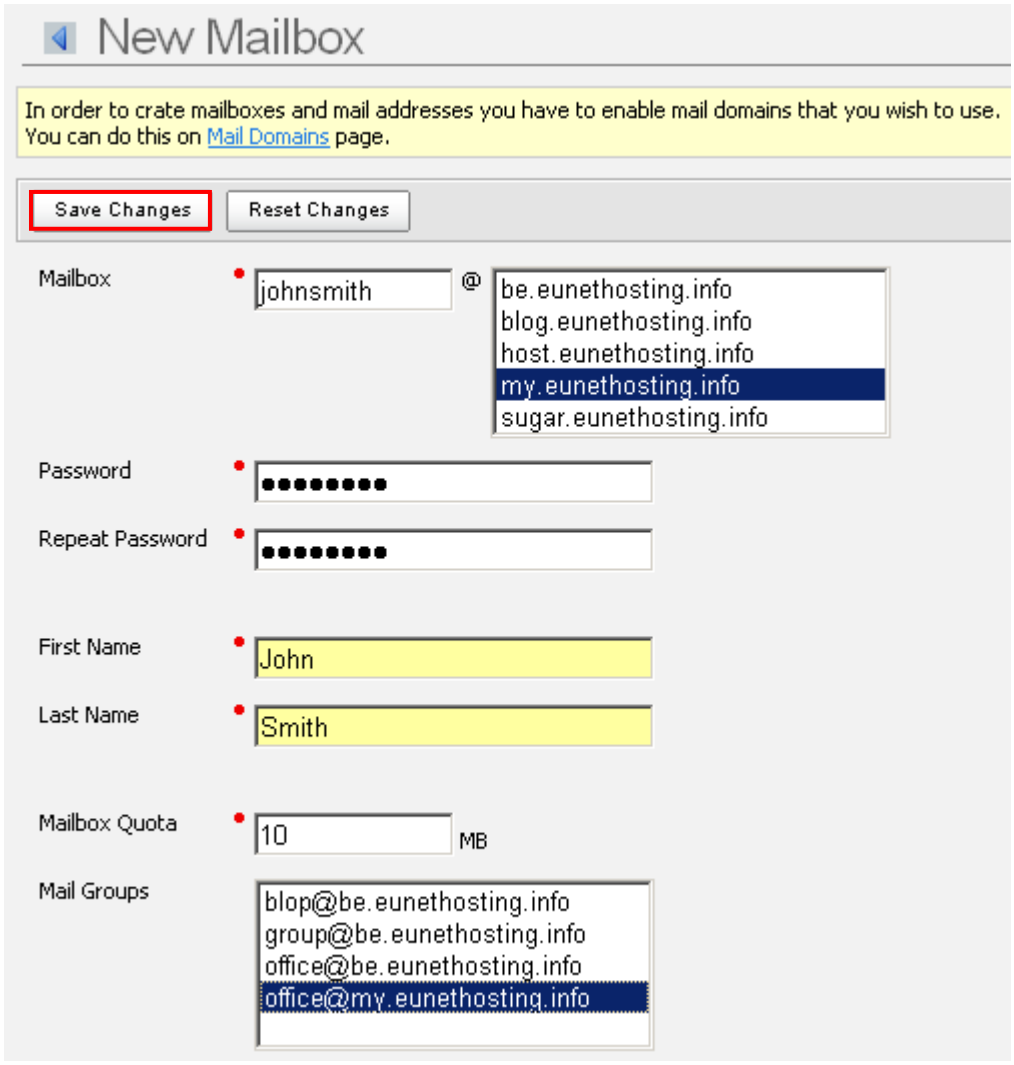

Figure 68: Creating a new mailbox (step 2/2)

The following options and parameters are available:

- **Mailbox** – enter the name of the mailbox
- **Password** – field for entering the password
- **Repeat password** – field for repeating the password
- **First name/Last name** – fields for defining the user's first name and last name
- **Mailbox Quota** – enter the desired mailbox quota inside this field (**e.g.** 20 mb)
- **Mail Groups** – select the mail group this mailbox will belong to

After setting the desired parameters, click on the "Save Changes" button and the new mailbox will be created.

4.3 Managing Mailboxes

In order to start viewing and managing the mailboxes, choose option „List Mailboxes" from the "Mail" menu.

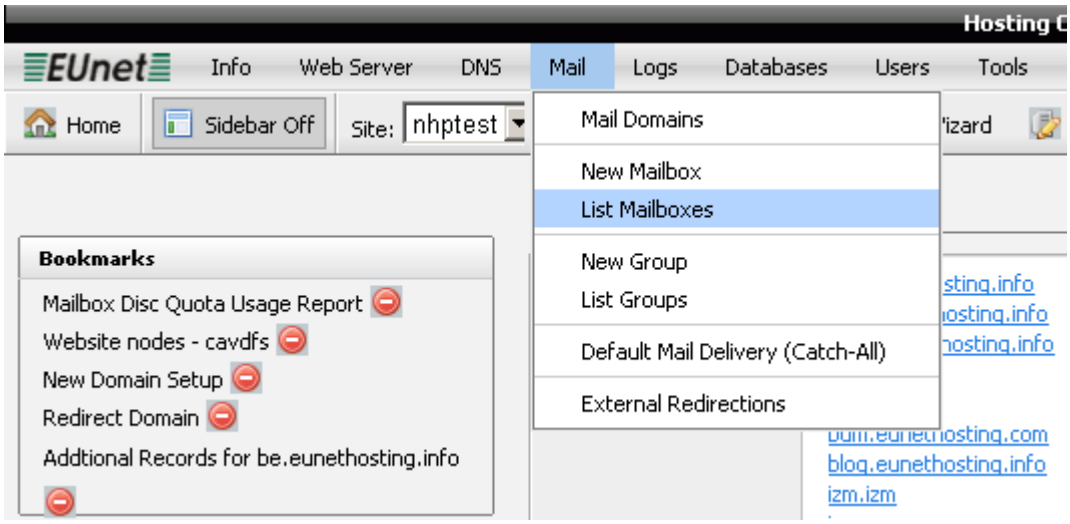

Figure 69: Viewing the list of mailboxes

The following screen will be displayed

Figure 70: Managing the mailboxes

The following options and parameters are available:

- - option for editing the mailbox
- - option for deleting the mailbox
- - click on this icon to see detailed information about the mailbox
- - option for adding an alias
- - option for adding a mail group
- - option for deleting an alias

4.4 Creating a new mailbox

This option is used for adding a new mail group. The mail groups allow you to organize your email traffic according to the sections within your company (or any other criteria).

This way, email traffic can be simplified so that the messages are only sent to the target group of users not everyone in the company.

In order to create a new mail group, choose option “New Group” from the “Mail” menu.

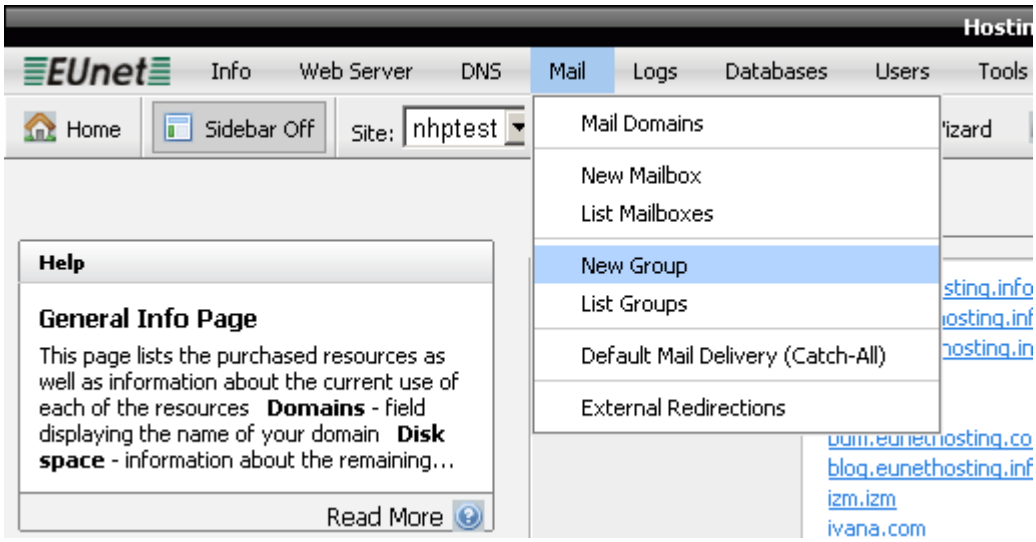

Figure 71: Creating a new mail group (step 1/2)

The following screen will be displayed.

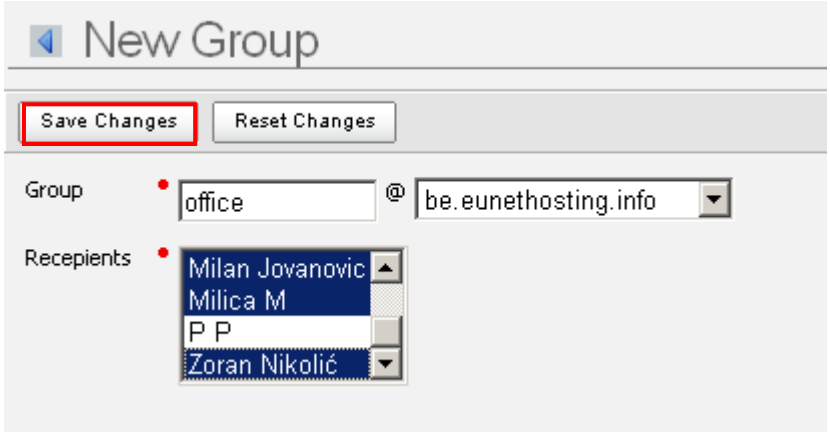

Figure 72: Creating a new mail group (step 2/2)

- **Group** – enter the name of the group and the domain name the group will be connected to (sales@mycompany.net)
- **Recipients** – select the users you wish to add to this group; these users will start receiving the emails sent to the group

After setting the desired parameters, click on the "Save Changes" button to complete the procedure of creating a new group.

4.5 Viewing the List of groups

This section is used for managing the mail groups. In order to start managing the groups, choose the “List Groups” option from the “Mail” menu.

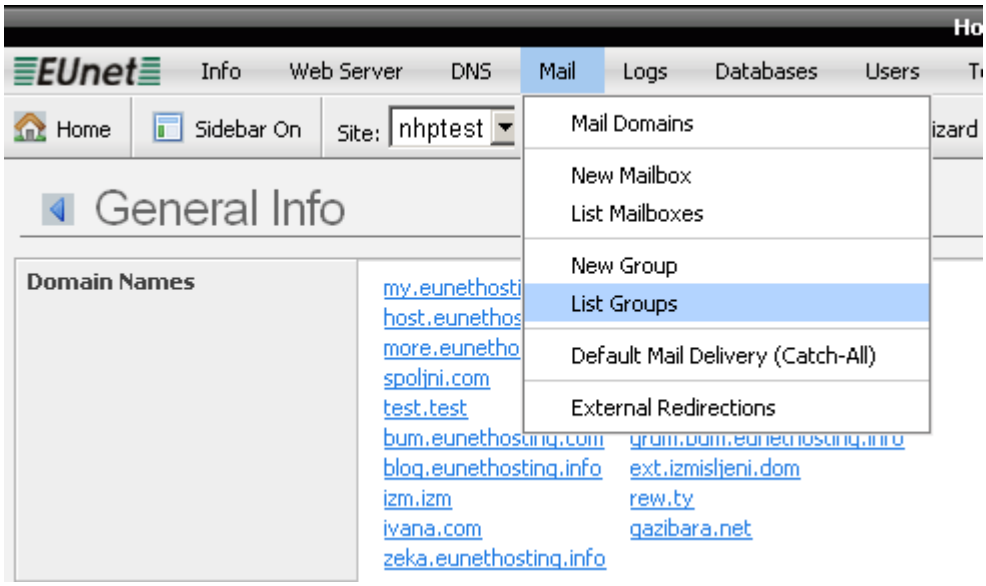

Figure 73: Managing the groups

The following screen will be displayed.

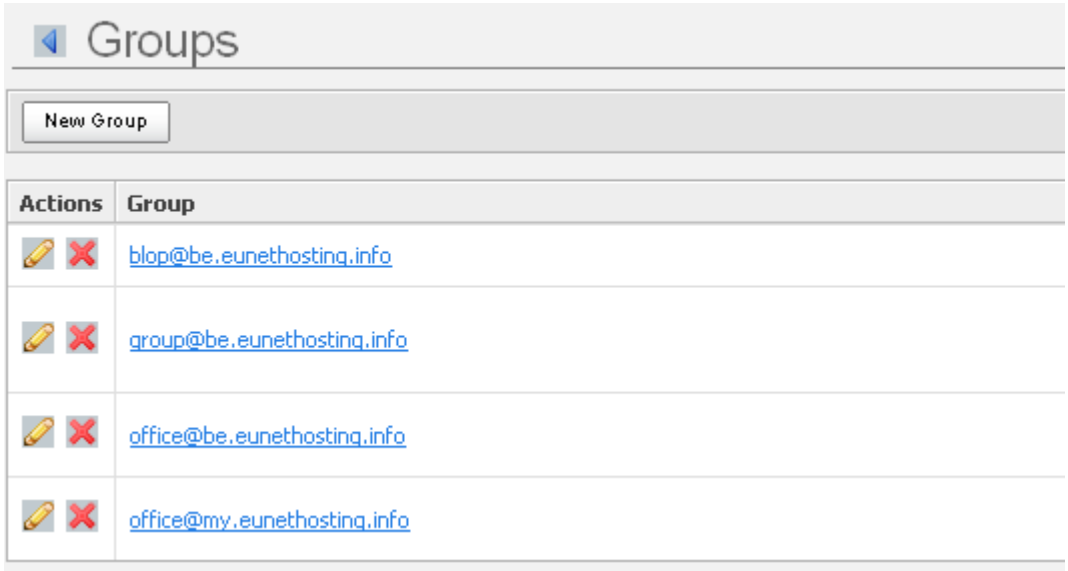

Figure 74: Managing mail groups

- **New Group** – click on this button to create a new mail group

- - click on this icon to edit the group members
- - click on this icon to delete the desired mail group

4.6 Default Mail Delivery (Catch-All)

The “Catch All” option is used for collecting all emails sent to your domain but to an incorrect or non existing email addresses.

In order to start setting up this functionality, choose option “Default Mail Delivery (Catch-All)” from the “Mail” menu.

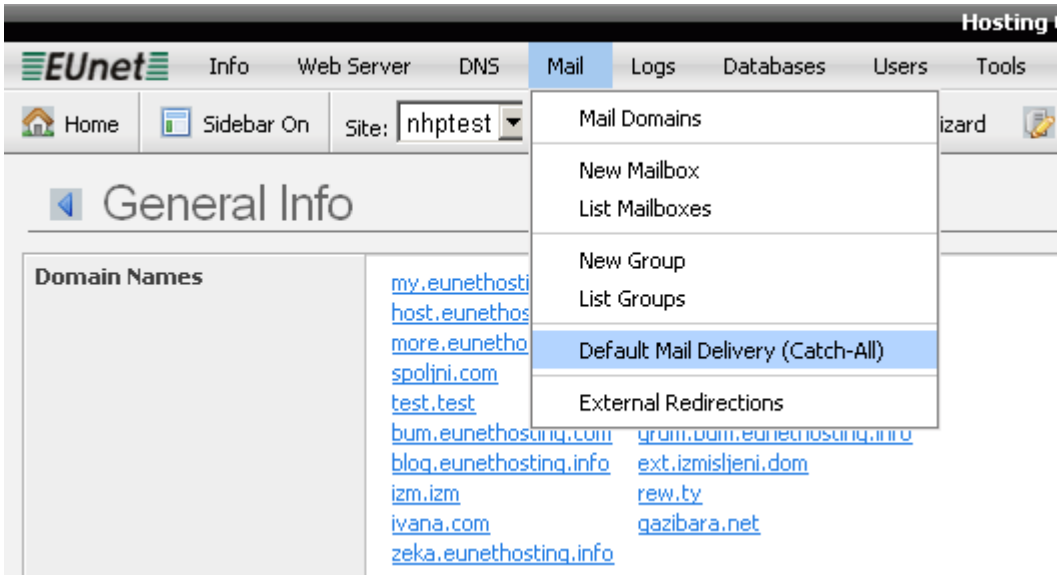

Figure 75: Choosing option “Default Mail Delivery (Catch-All)”

The following screen will be displayed

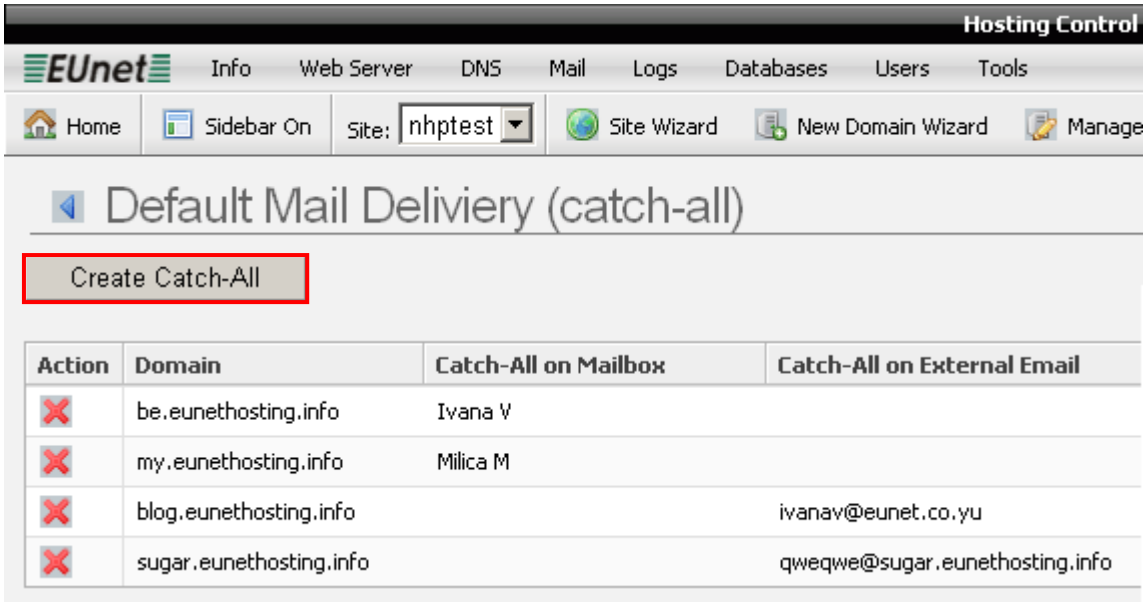

Figure 76: Creating the catch-all

Click the “Create Catch-All” button and the following screen will be displayed.

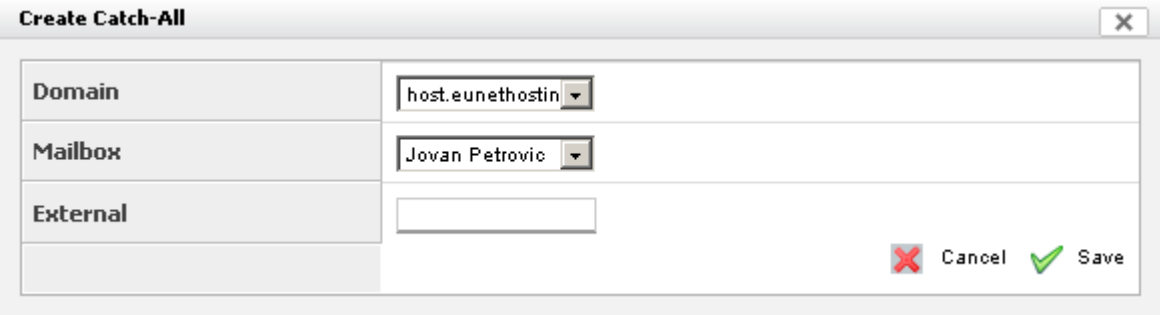

Figure 77: Specifying catch-all parameters

The following options and parameters are available:

- **Domain** – choose the domain this option will be applied to
- **Mailbox** – choose the mailbox all incoming email sent to non existing or incorrect email addresses will be forwarded to
- **External** – enter an external email address if you wish to forward the emails to such address

After setting the desired parameters, click on the "Save" link. The following screen will be displayed.

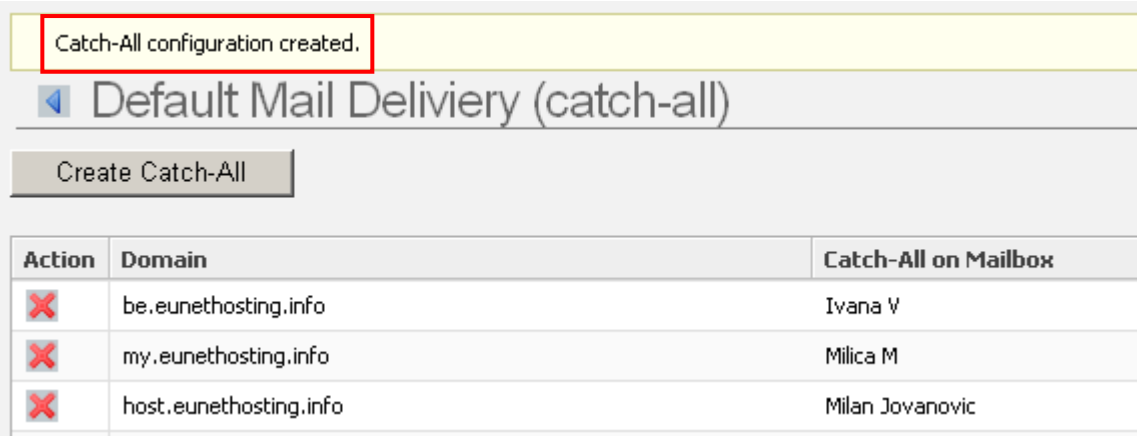

Figure 78: Catch all successfully configured

4.7 Managing the External Redirections

This option is used for redirecting email from one email address on the system to any other external email address you define. In order to start managing the external redirections, choose option “External Redirections” from the “Mail” menu.

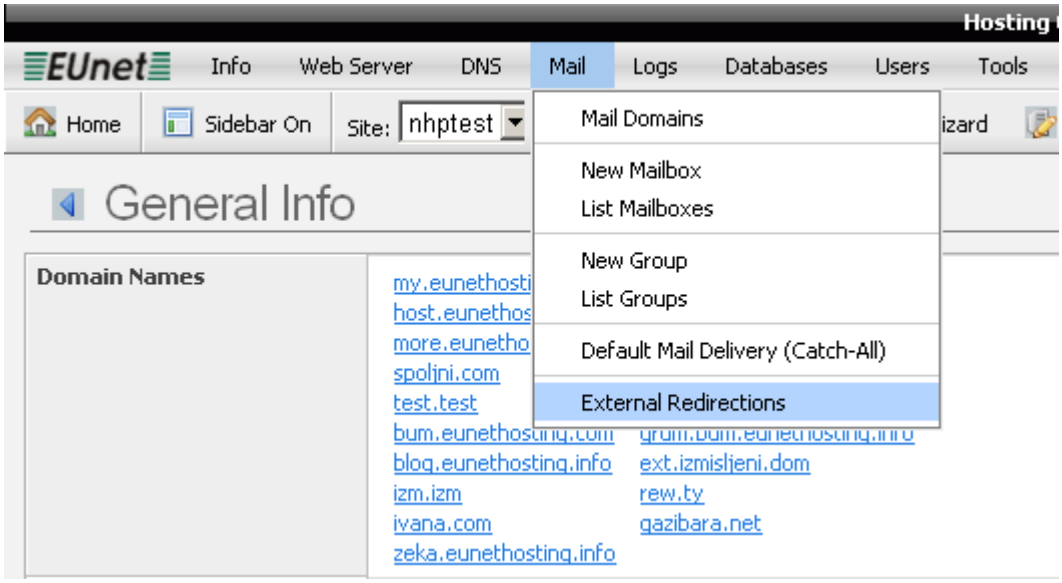

Figure 79: Choosing option external redirections

The following screen will be displayed.

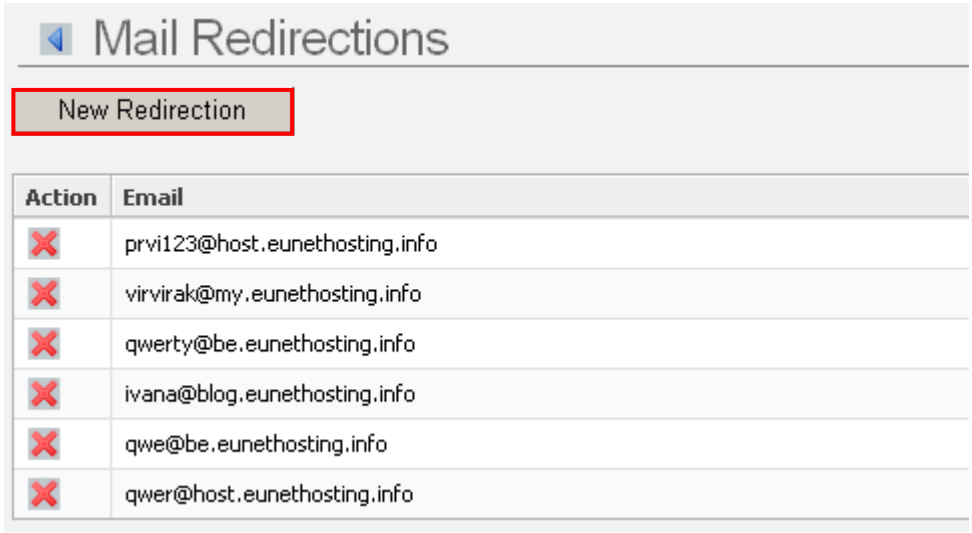

Figure 80: Defining the redirection

The following options and parameters are available:

- **New Redirection**- click on this button to begin defining the new redirection
  - **Email** – enter the email address you wish to redirect emails from
  - **External E**-mail – enter the external email address you wish to redirect emails to
- - click on this icon to deactivate the existing redirection

5 USING THE LOGS SECTION

In order to start using the logs section, choose one of the available options from the “Logs” menu.

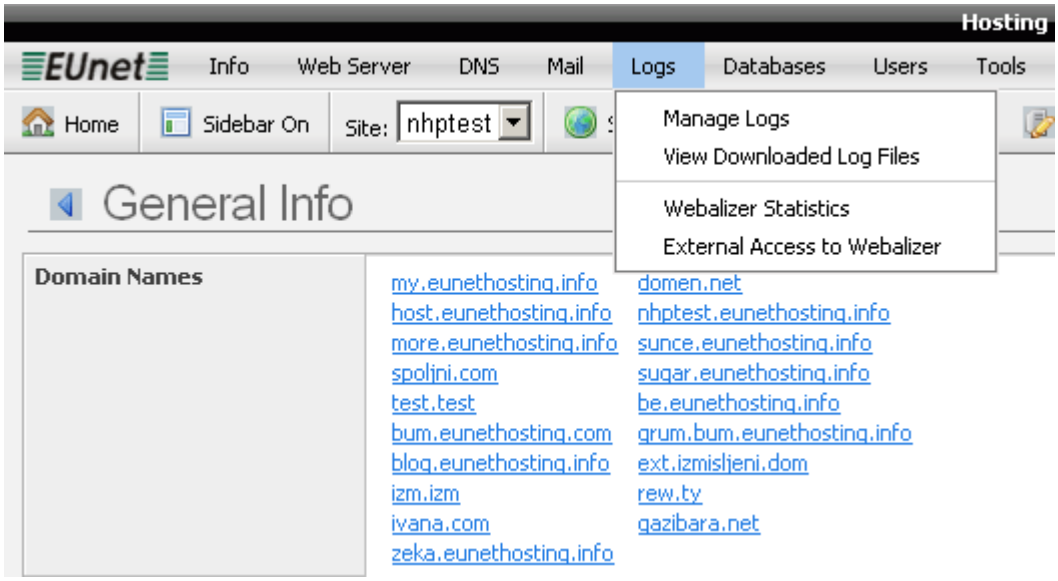

Figure 81: Available server logs

The following options are available within the menu:

- **Manage Logs** – see section 5.1
- **View Downloaded Log Files** – see section 5.2
- **Webalizer Statistics** – see section 5.3
- **External Access to Webalizer** – see section 5.4

5.1 Managing Server Logs

In order to start managing the server logs, choose that option from the “Log” menu.

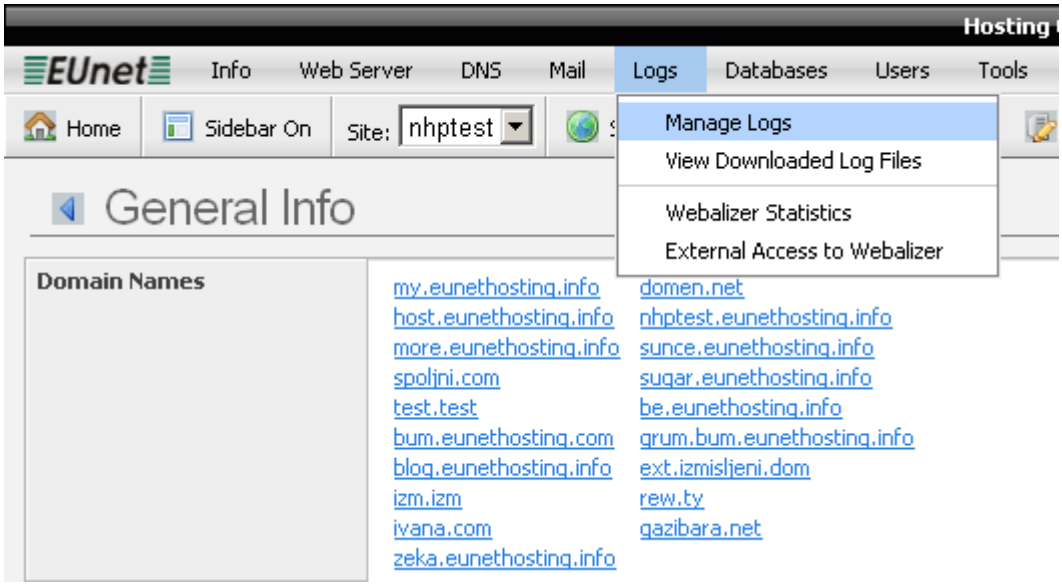

Figure 82: Choosing the “Manage logs” option

The following screen will be displayed.

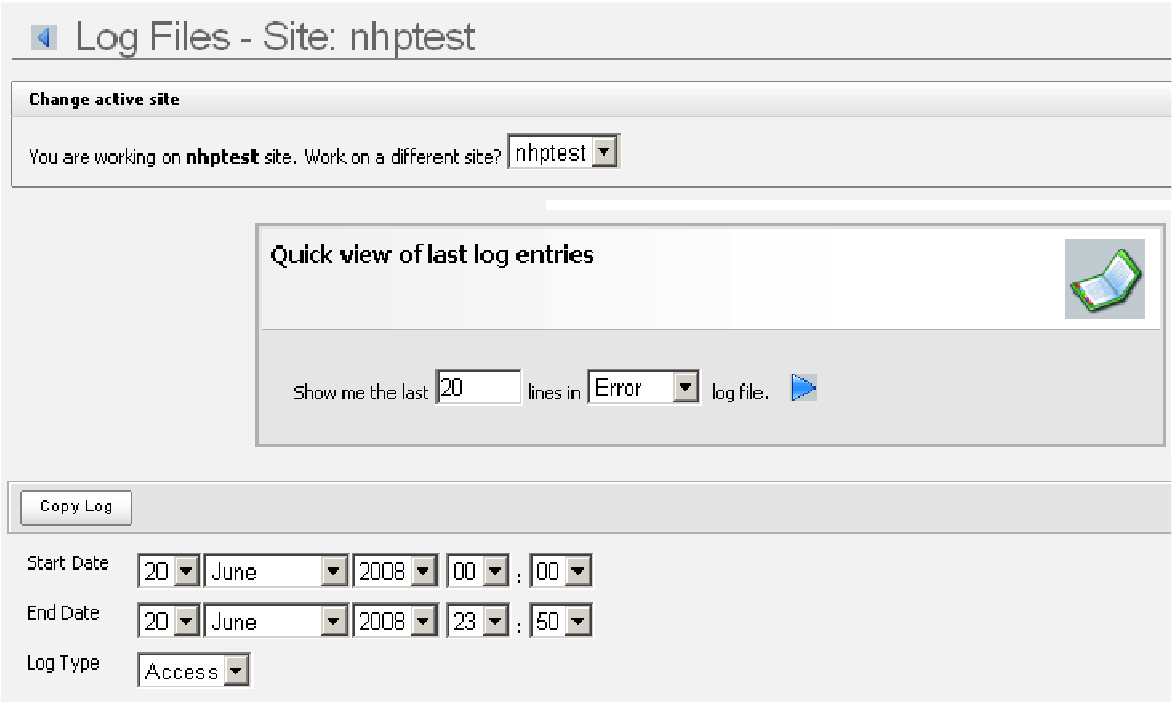

Figure 83: Options for managing the logs

The following options and parameters are available:

- **Show me the last** – choose the desired number of lines
- **Lines in** – choose the type of report

- **Access** – choose this type of log to see the report about all attempts of accessing the application
- **Error**– choose this option to see the error report
- - after setting the desired parameters, click on this button to generate the report
- **Copy Log** – click this button to create a copy of the report (**note**: the reports are not being stored in your hosting folder, so this option is used for creating a copy of the report in your hosting directory
- **Start Date/End Date** – set the desired time interval for the report
- **Log Type** – choose the type of log from this pull down menu

After copying the report, choose option “View Downloaded Log Files” in order to view the report (see section 5.2).

5.2 Viewing the downloaded log files

Note: in order to be able to view the downloaded log files, it is necessary to first copy them by using the option available inside the “Manage Logs” page (see section 5.1).

After you have copied the report, choose option “View Downloaded Log Files” from the “Logs” menu.

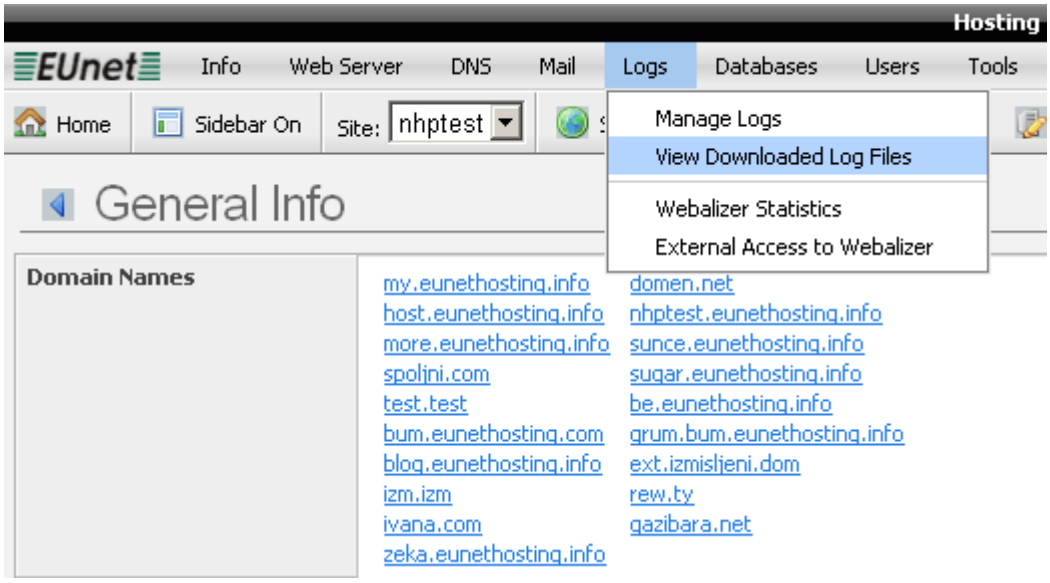

Figure 84: Choosing option “View Downloaded Log Files”

The following screen will be displayed.

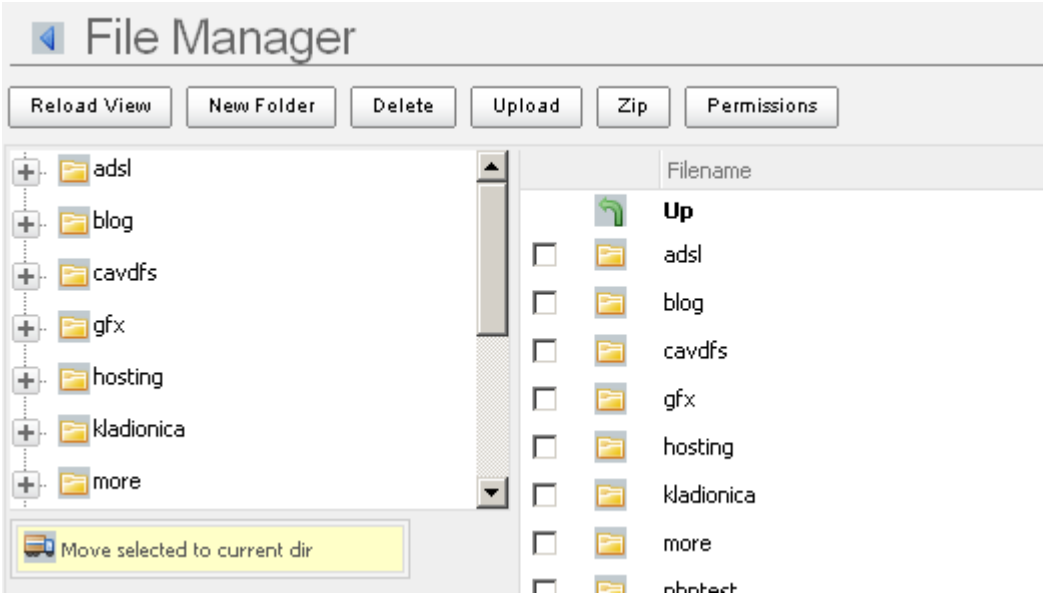

Figure 85: Viewing the logs

5.3 Viewing the Webalizer Statistics

In order to view the webalizer statistics for your site, choose that option from the “Logs” menu.

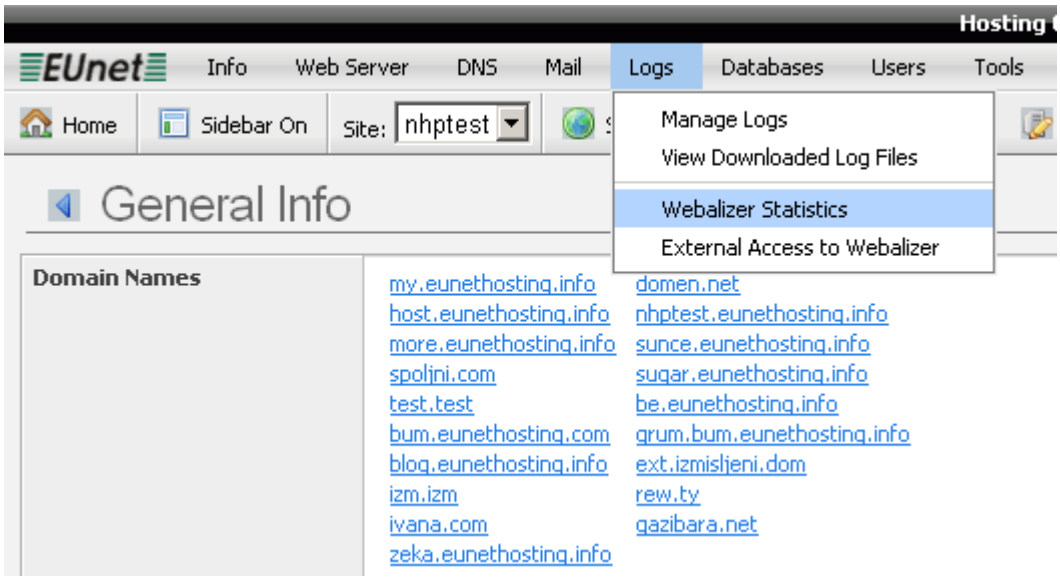

Figure 86: Choosing option Webalizer Statistics"

5.4 External Access to Webalizer

The “External Access to Webalizer” option is used in case you wish to allow someone to view the statistics of your site without forcing him to log in i.e. without a password.

Choose option “External Access to Webalizer” from the “Logs” menu.

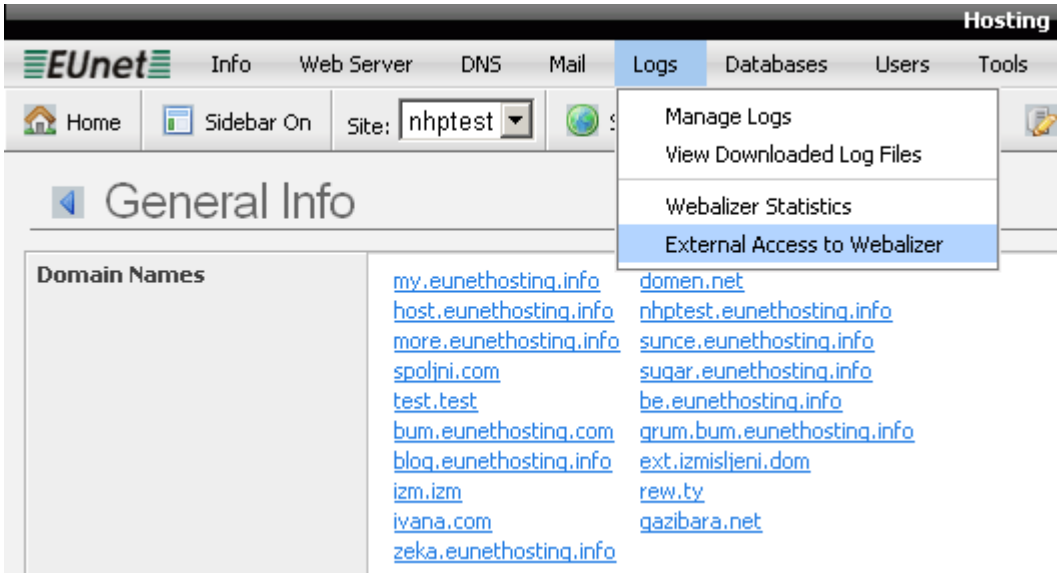

Figure 87: Choosing option “External Access to Webalizer”"

The following screen will be displayed.

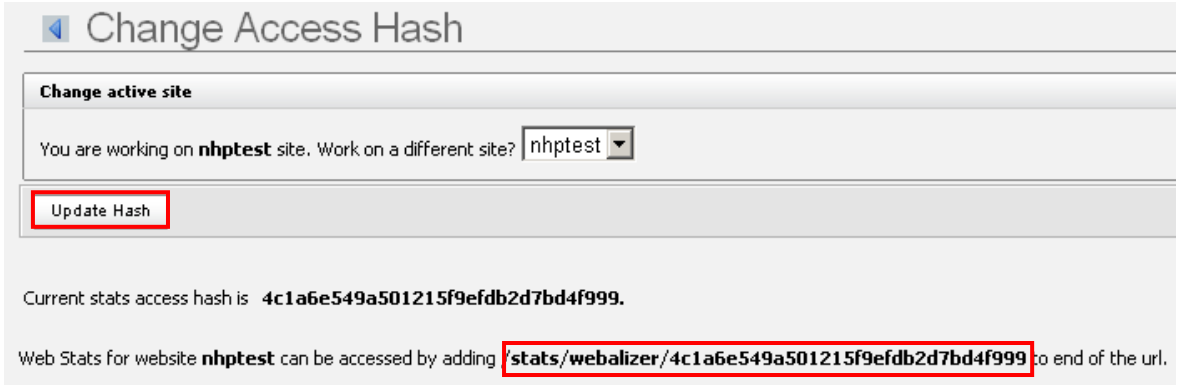

Figure 88: Copying the current hash value

The system automatically creates a hash value which you need to add the end of your site address. You can see an example of such code in the screenshot above:

/stats/webalizer/4c1a6e549a501215f9efdb2d7bd4f999.

An example of the address you would send to someone you want to allow access to your statistics would be http://www.mysiteaddress.com/stats/webalizer/4c1a6e549a501215f9efdb2d7bd4f999

This page also gives you an opportunity to create a new code by clicking on the “Update hash” button.

6 MANAGING DATABASES

The “Databases” section is used for managing the databases. The exact number of databases you will be able to create and use depends on the hosting plan you have chosen.

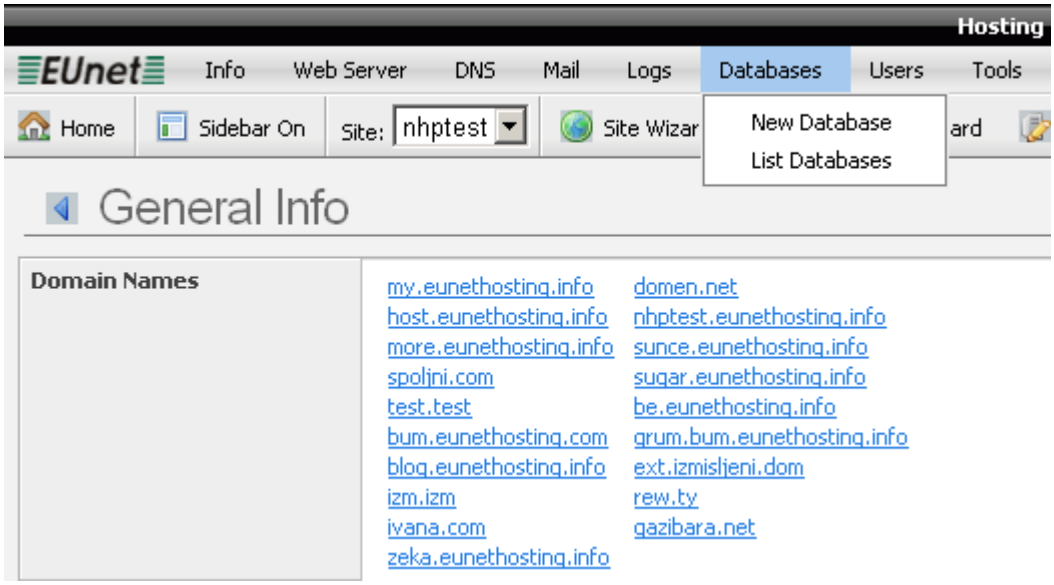

Figure 89: Managing the databases

The following options are available in the menu:

- **New Database**– option for creating a new database (see section 6.1)
- **List Databases** – option for listing the existing databases (see section 6.2)

6.1 Creating a new database

In order to create a new database, choose option “New Database” from the “Databases” menu.

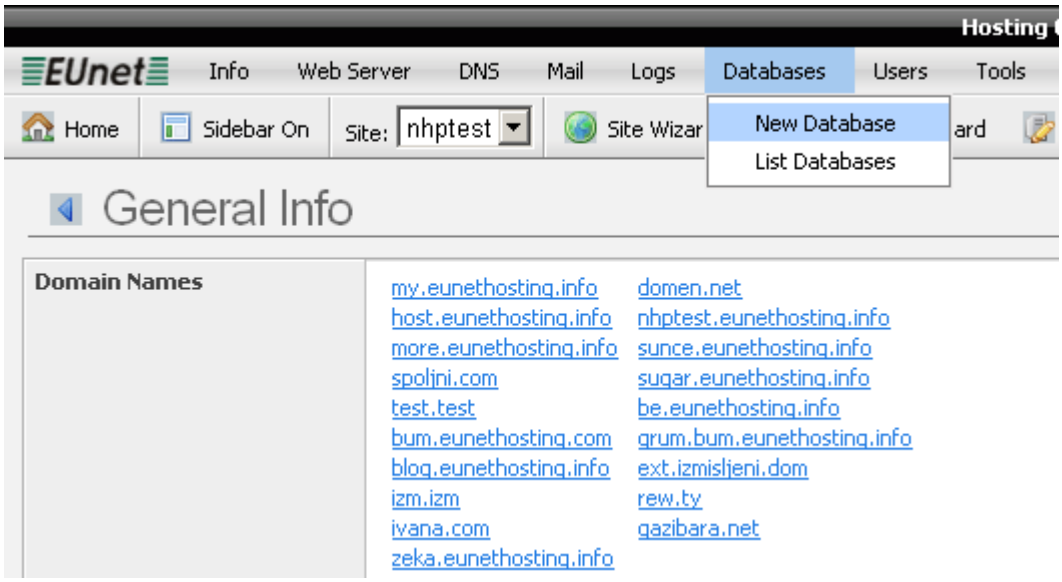

Figure 90: Creating a new database (step 1/3)

The following screen will be displayed.

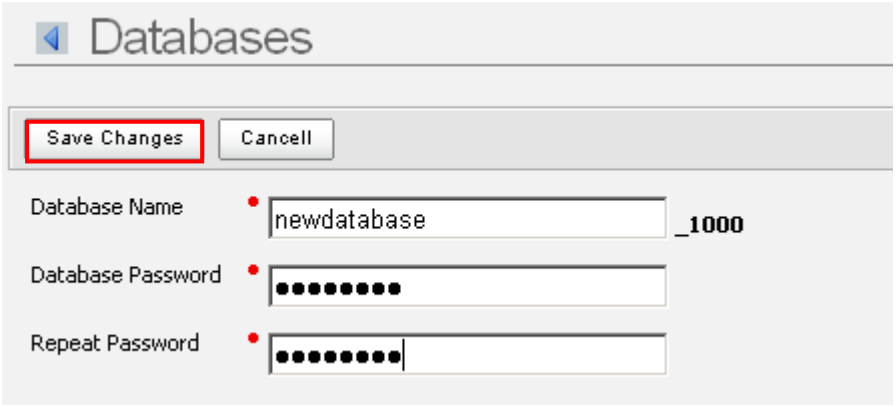

Figure 91: Creating a new database (step 2/3)

The following options and parameters are available:

- **Database Name** – the field for entering the name of the new database
- **Database Password** – enter the password for the database
- **Repeat Password** – repeat the password for the database

After setting the desired parameters, click on the "Save Changes" button and the screen with the confirmation message will be displayed.

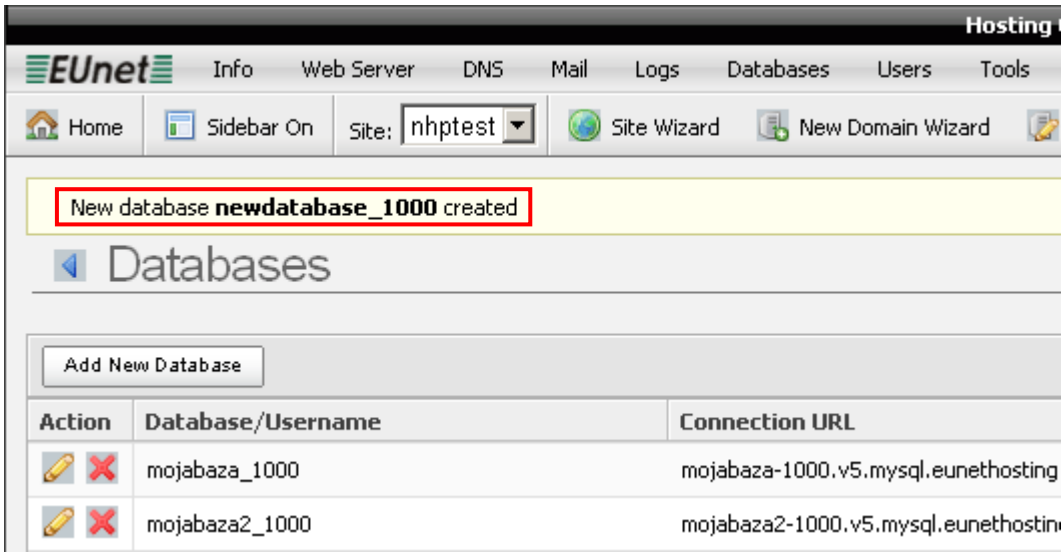

Figure 92: Creating a new database (step 3/3)

6.2 Viewing the list of databases

In order to view the list of existing databases, choose option “View Databases” from the “Databases” menu.

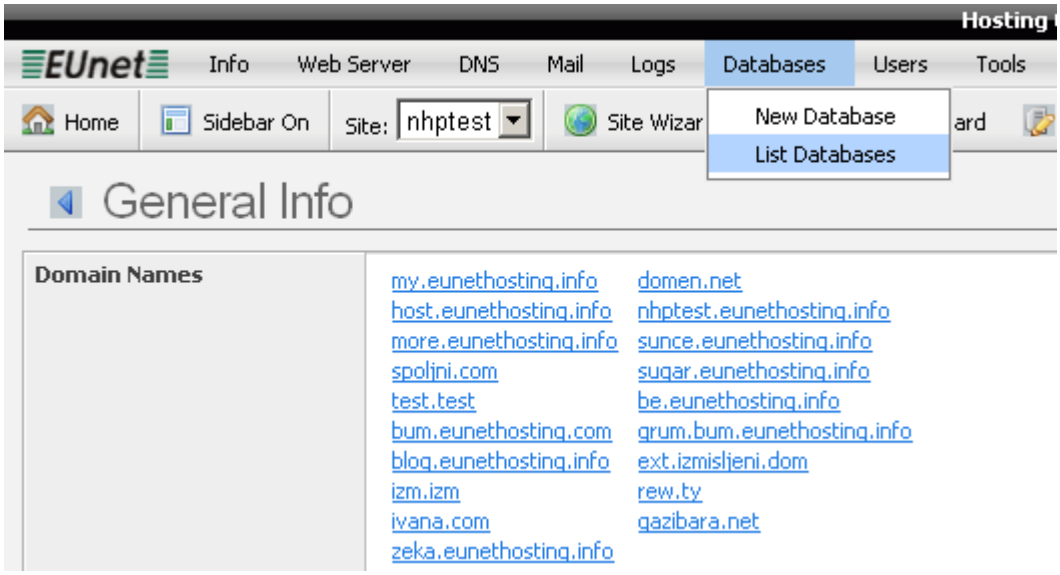

Figure 93: Choosing option “List databases”

The following screen will be displayed.

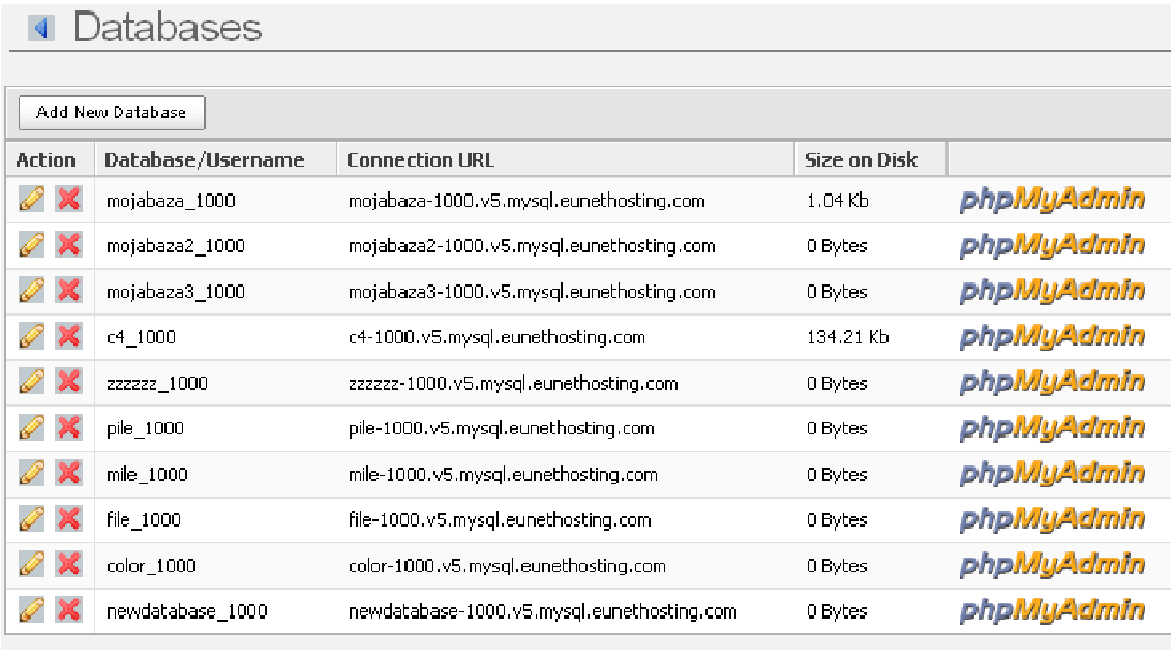

Figure 94: List of databases

The following options and parameters are available:

- **Add New Database** – click on this button to add a new database
- - click on this icon to start editing the information about the desired database
- - cilck on this icon to delete the database
- phpMyAdmin - click on this icon to access the **phpMyAdmin** application for the desired database

7 MANAGING USERS

In order to start managing the users, choose one of the available options inside the “Users” menu“.

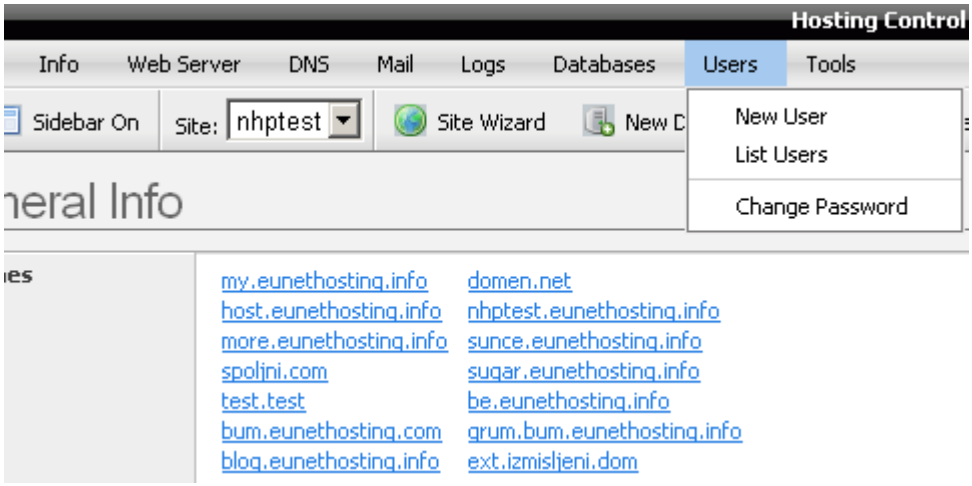

Figure 95: Options for managing the users

The following options and parameters are available:

- **New User** – option for creating a new user (see section 7.1)
- **List Users** – option for viewing the list of existing users (see section 7.2)
- **Change Password** – option for changing the password (see section 7.3)

7.1 Creating a new user

In order to start creating a new user, choose option “New User” from the “Users” menu.

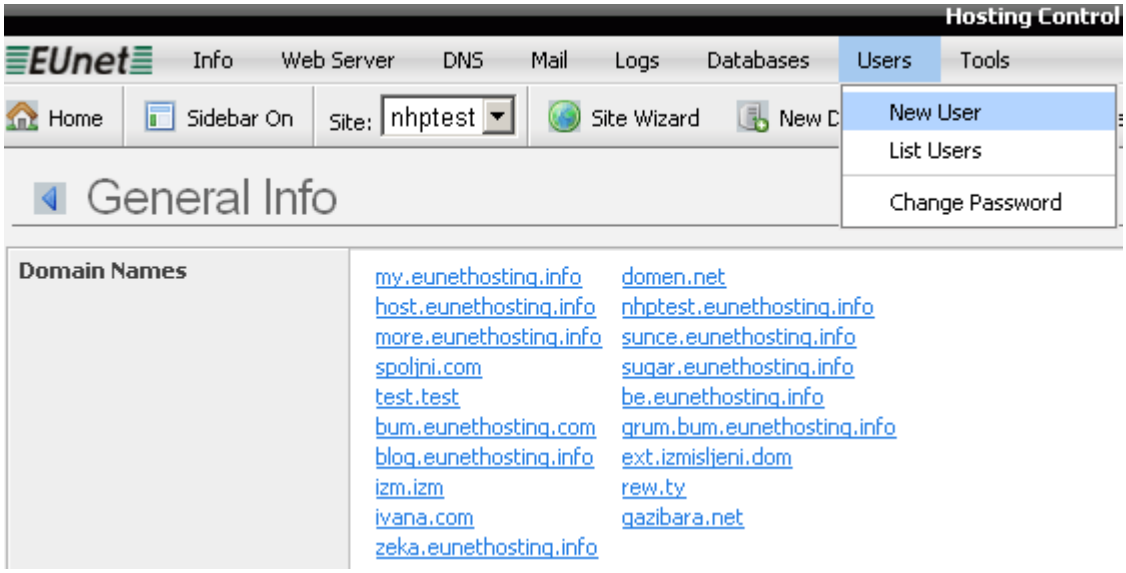

Figure 96: Creating a new user

The following screen will be displayed.

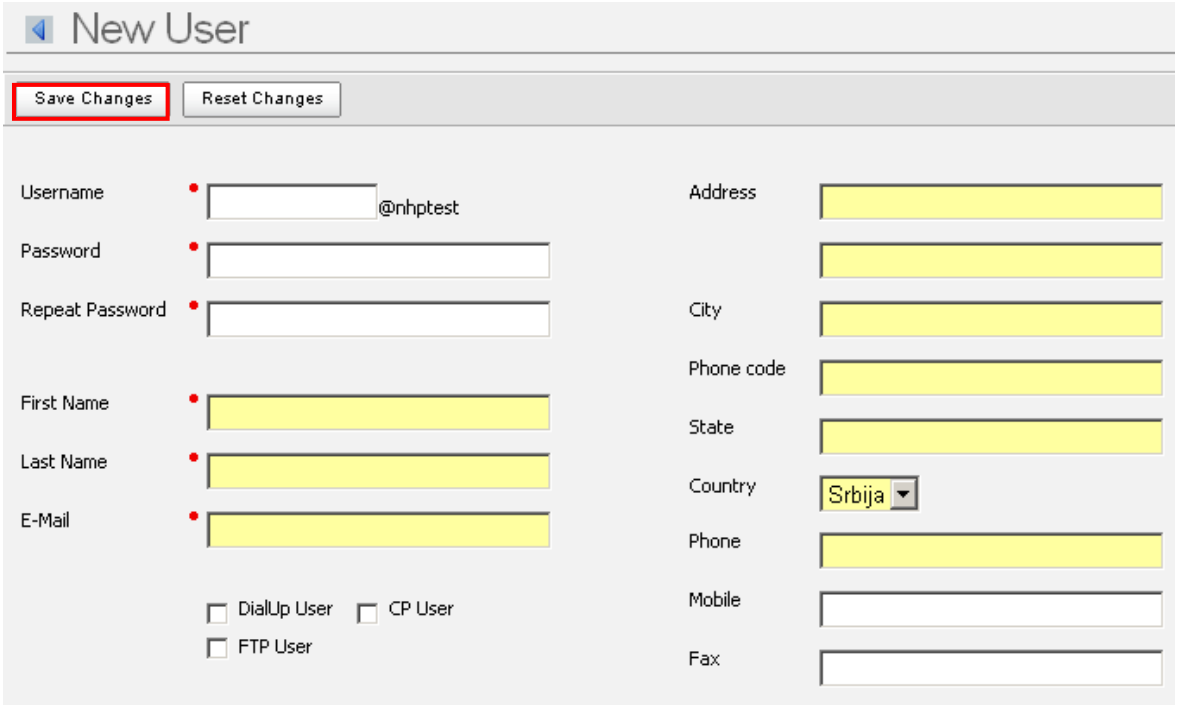

Figure 97: Setting the parameters for the new user

The following options and parameters are available:

- **Username** – enter the desired username
- **Password** – enter the desired password
- **Repeat Password** – repeat the password
- **First Name/Last Name** – enter the first name and the last name
- **E-Mail** – enter the email address
- **Address** – enter the address
- **City** – enter the city the user resides in
- **Phone code** – enter the user's phone code
- **State** - enter the state the user resides in
- **Country** – enter the country the user resides in
- **Phone number** – enter the user's phone number
- **Mobile number** – enter the user's mobile number
- **Fax number** – enter the user's fax number
- **FTP User** – select this checkbox if you wish to allow FTP access
- **DialUp User** - select this checkbox if you wish to allow dial up access
- **CP User** - select this checkbox if you wish to allow access to the Control panel

After setting the desired parameters, click on the "Save Changes" button to complete the procedure of creating a new user.

Note: the account is not immediately active; you will need to activate it by switching its status to "Active" inside the edit page.

7.2 Viewing the list of users

In order to view the list of all existing users which also contains additional options for managing those users choose option “List Users” from the “Users” menu.

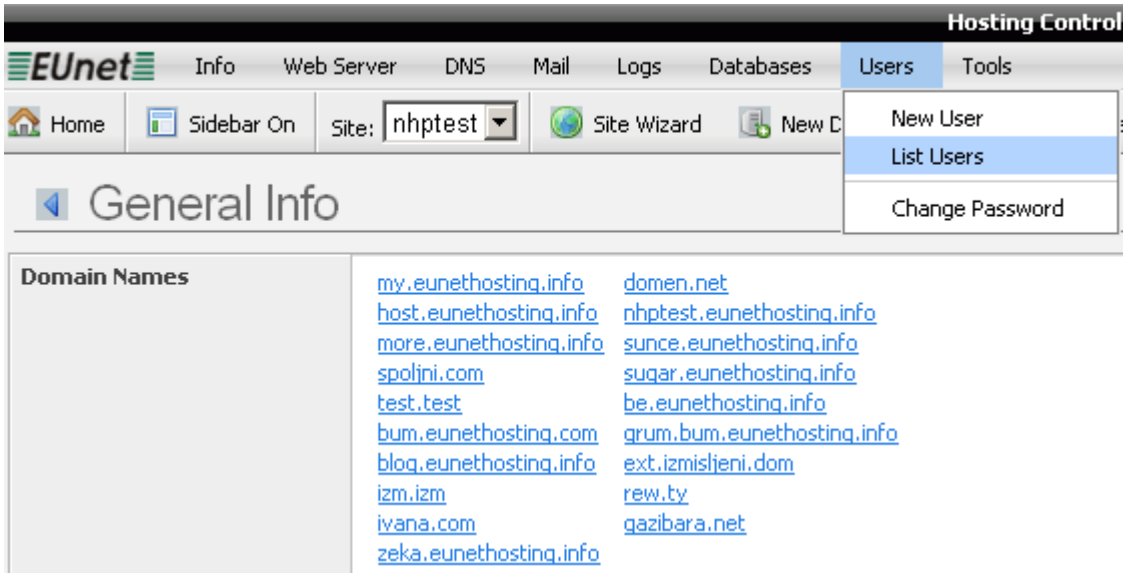

Figure 98: Viewing the list of users (step 1/2)

The following screen will be displayed.

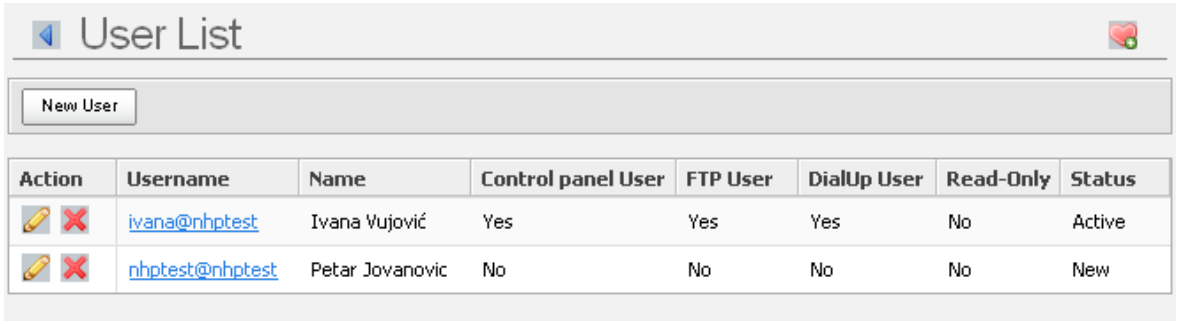

Figure 99: Viewing the list of users (step 2/2)

The following options and parameters are available:

- **New User** – the option for creating a new user (see section 7.1)
- - option for editing the user
- - option for deleting the user

7.2.1 Editing the user

In order to start editing the user, choose option “List Users” from the “Users” menu and then click on the edit icon next to the username of the desired user.

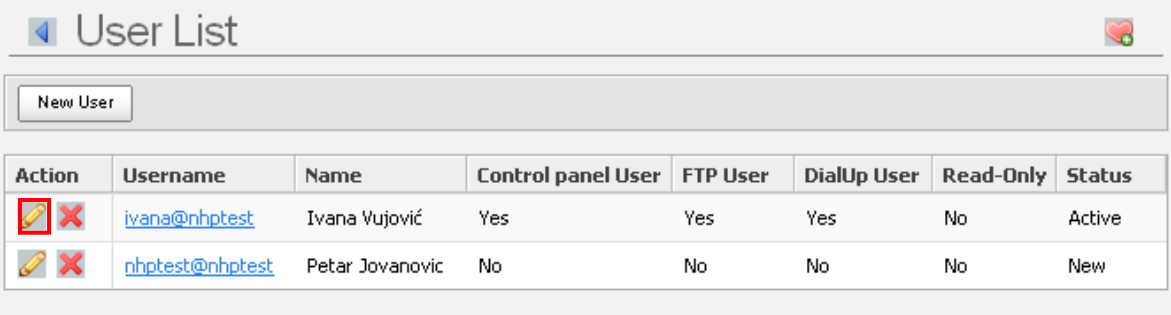

Figure 100: Editing the user

Once you click on the icon, the page with the parameters of that user will be displayed where you can make the desired changes.

7.2.2 Deleting the user

In order to delete the user, choose option “List Users” from the “Users” menu and then click on the delete icon ✖ next to the name of the desired user.

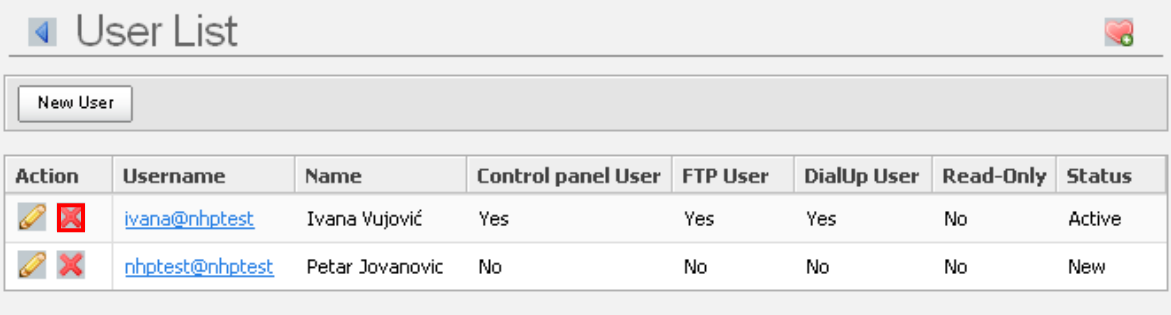

Figure 101: Deleting the user account

Once you click on the delete icon, the user account will be deleted.

7.3 Changing the password

In order to change your password for logging into the system, choose option “Change password” from the “Users” menu.

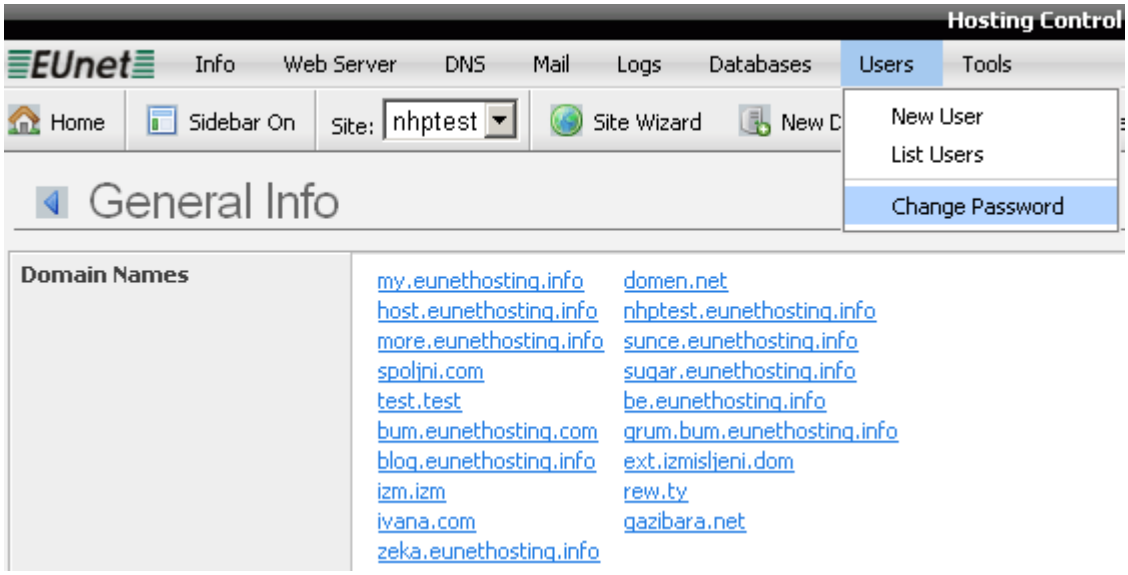

Figure 102: Changing the password (step 1/2)

The following screen will be displayed

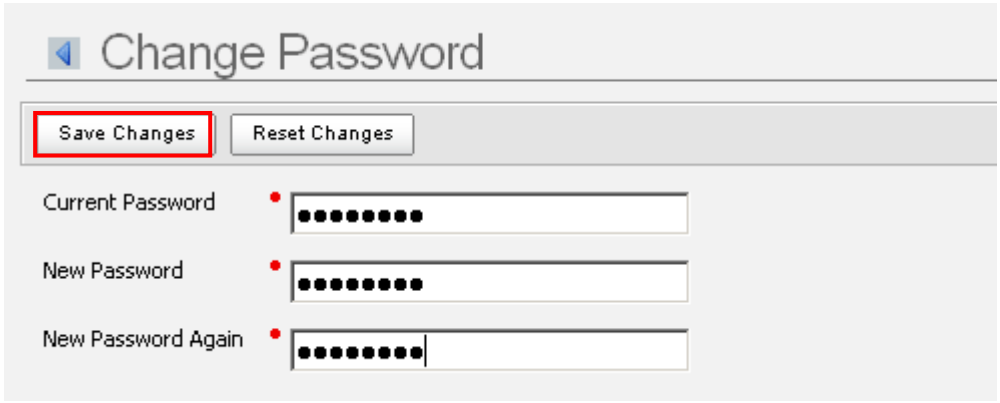

Figure 103: Changing the password (step 2/2)

The following options and parameters are available:

- **Current Password** – enter your current password
- **New Password** – enter the new password
- **New Password again** – enter the new password again

After setting the desired parameters, click on the "Save Changes" button in order to save the changes and complete the procedure.

8 USING THE FILE MANAGER

In order to start using the “File Manager”, choose that option from the toolbar.

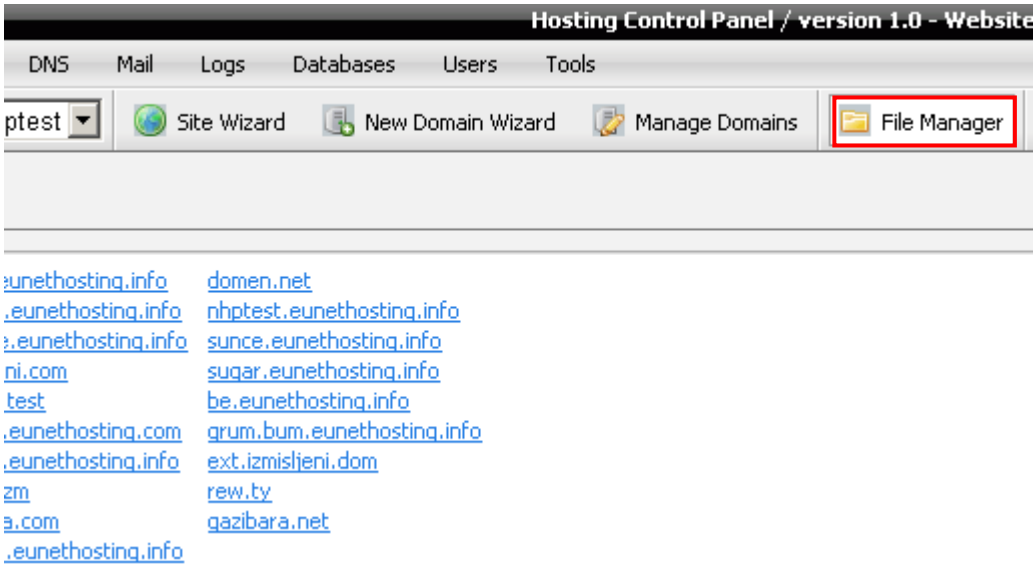

Figure 104: Choosing option “File Manager”

The following screen will be displayed.

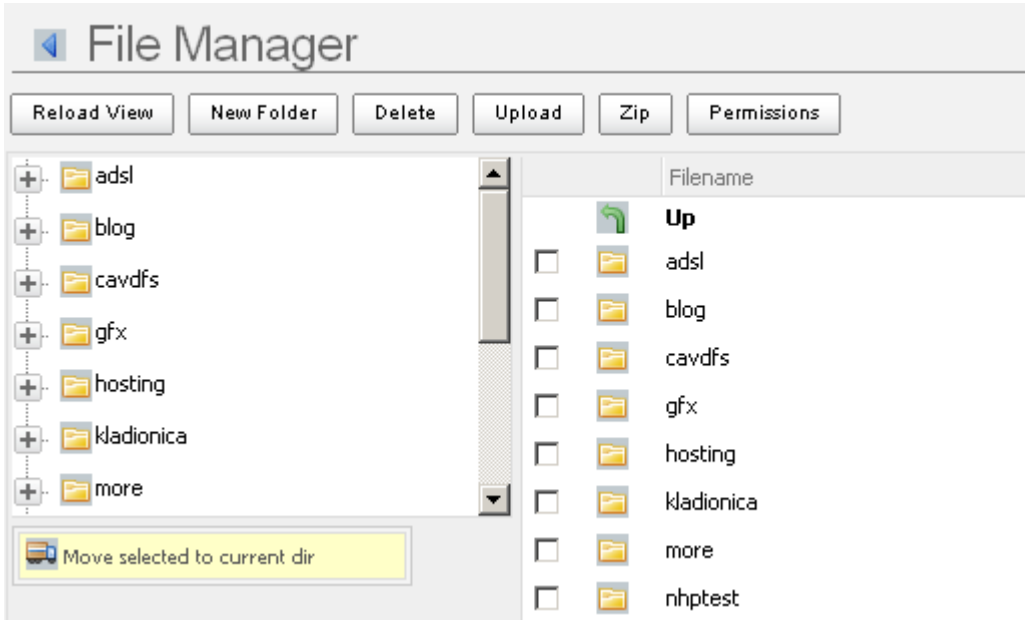

Figure 105: Using the “File Manager”

The following options and parameters are available:

- **Reload View** – option for refreshing the page
- **New Folder** – option for creating a new folder (see section 8.1.1)
- **Delete** – option for deleting the folder (see section 8.1.4)
- **Upload** – option for uploading a file to the system (see section 8.1.5)

- **Zip** – option for zipping/compressing the file (see section 8.1.3)
- **Permissions** – option for setting the desired access rights for the files (see section 8.1.5)

8.1.1 Creating a new directory

In order to create a new directory, navigate to the desired location in the file system and click the "New Folder" button. The dialog window for entering the folder name will be displayed.

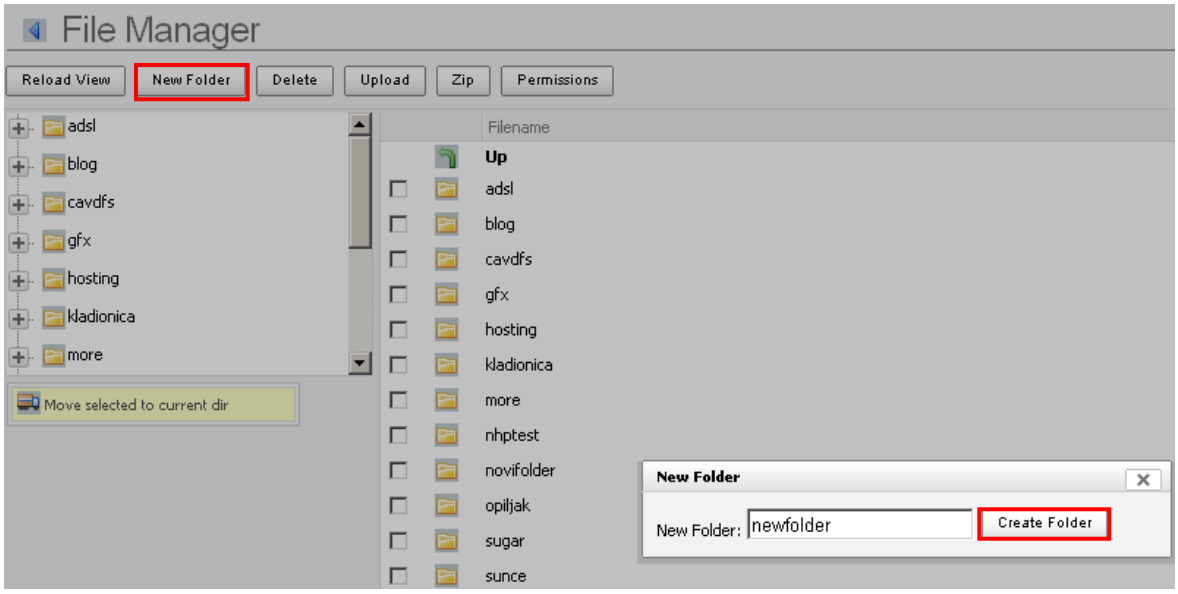

Figure 106: Creating a new folder

Enter the name of the folder and click on the "Create Folder" button to create the new folder.

8.1.2 Uploading a file

In order to upload a file to the system, navigate to the desired location in the file system and click on the “Upload” button. The dialog window for locating the desired file on your system will be displayed.

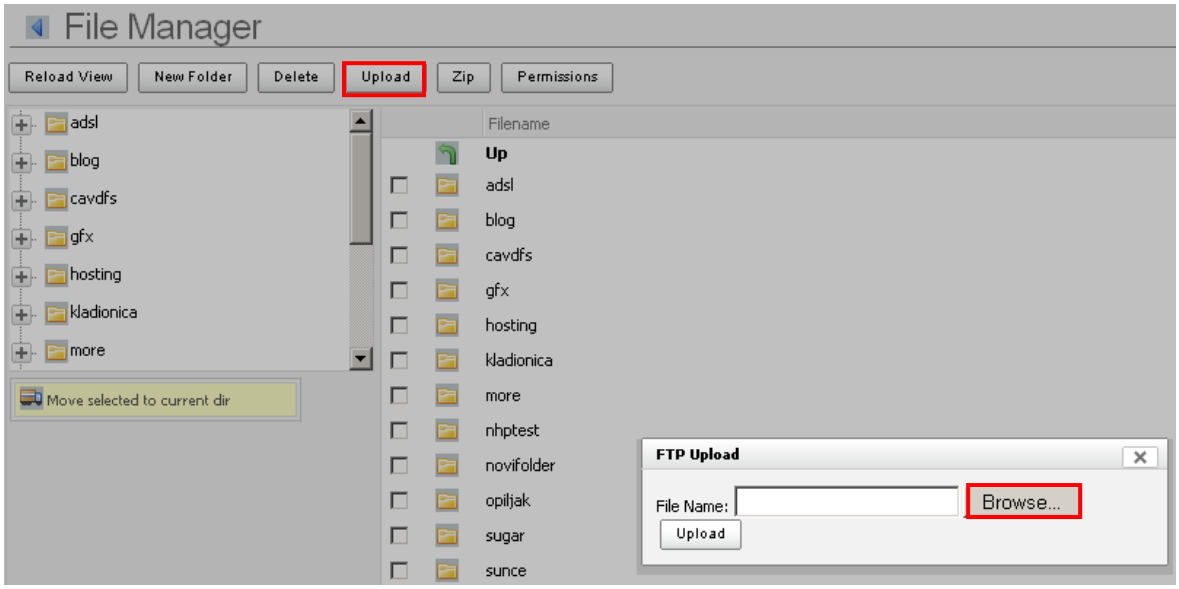

Figure 107: Uploading a file

Click on the “Browse” button to locate the file you wish to upload. The following screen will be displayed.

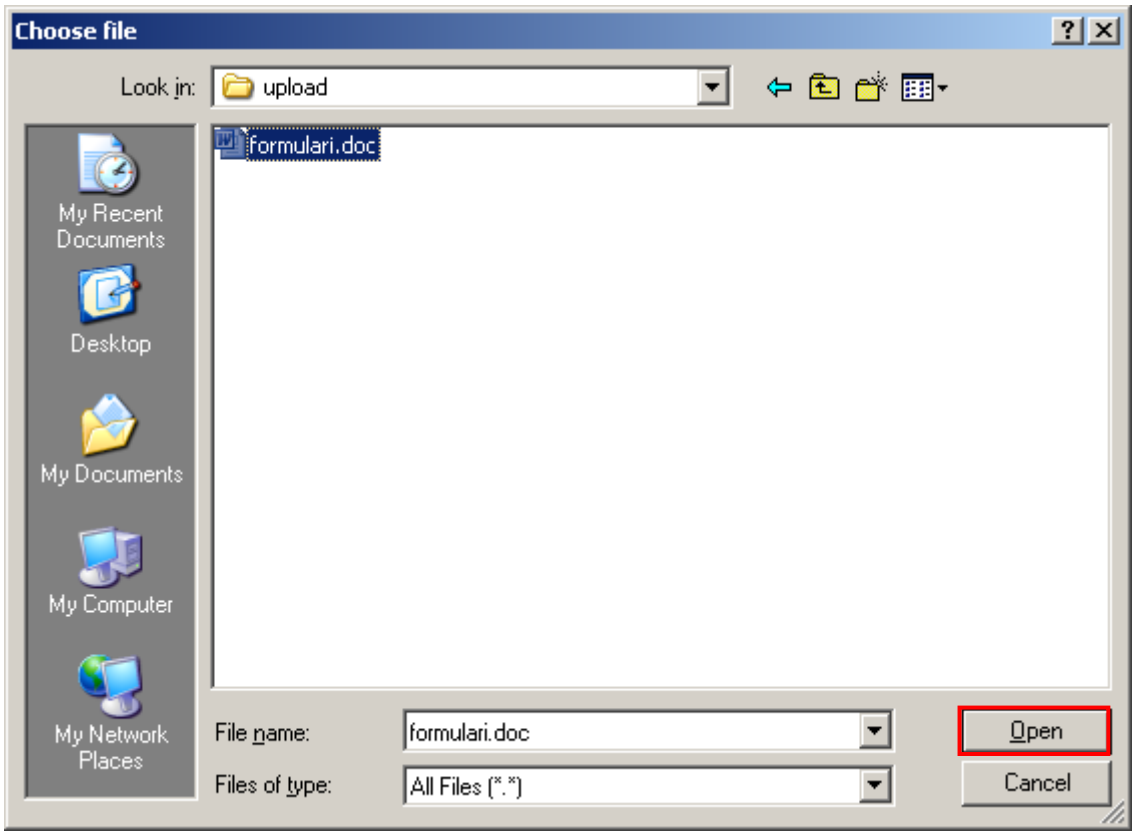

Figure 108: Choosing a file from the local system

Choose the desired file and click the “Open” button. The initial screen will be displayed again. Click on the “Upload” button to complete the procedure.

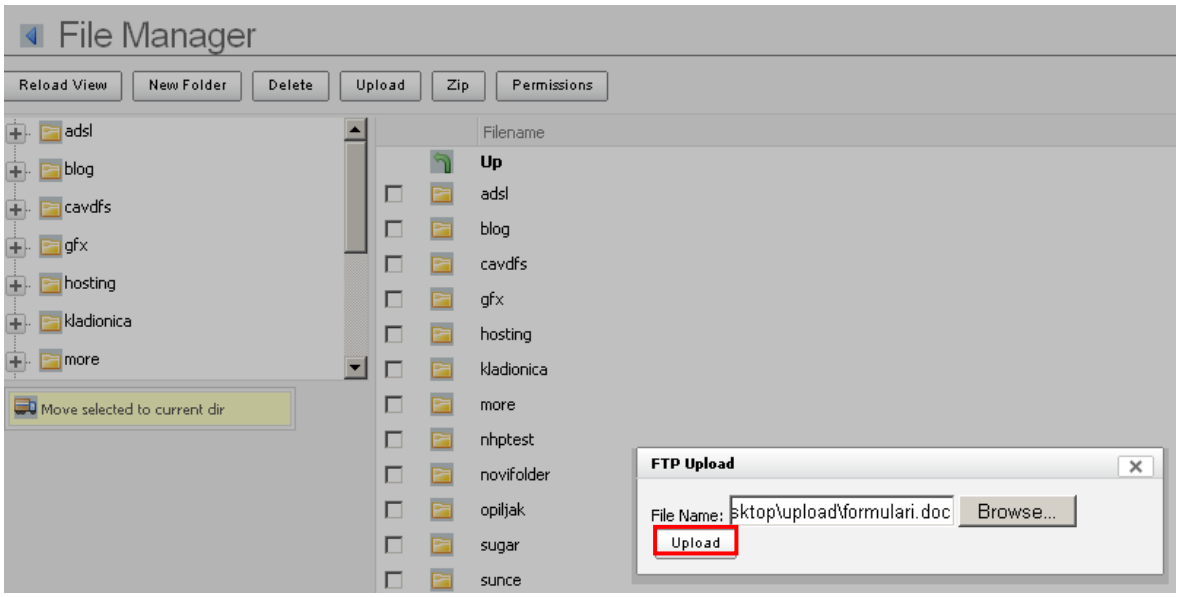

Figure 109: Uploading a file

8.1.3 Zipping a file

In order to zip a file, locate the desired file, select it and click on the “Zip” button.

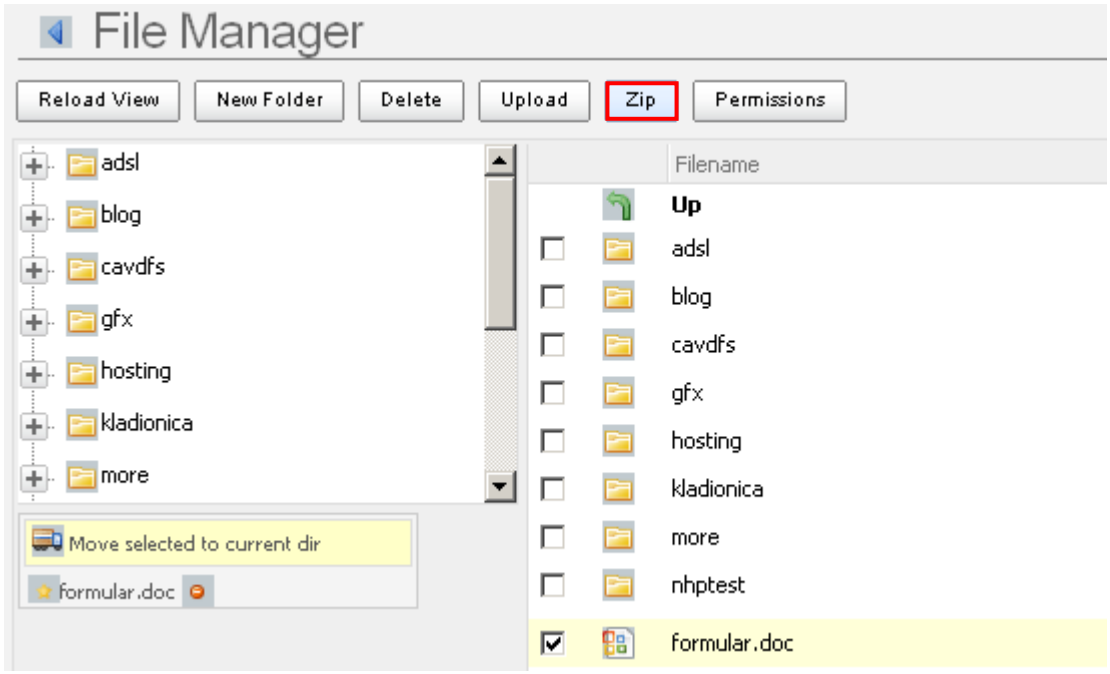

Figure 110: Zipping a file

Once you click on the “Zip” button the file will be compressed.

8.1.4 Deleting a file

In order to delete a file, select it in the list and click on the “Delete” button.

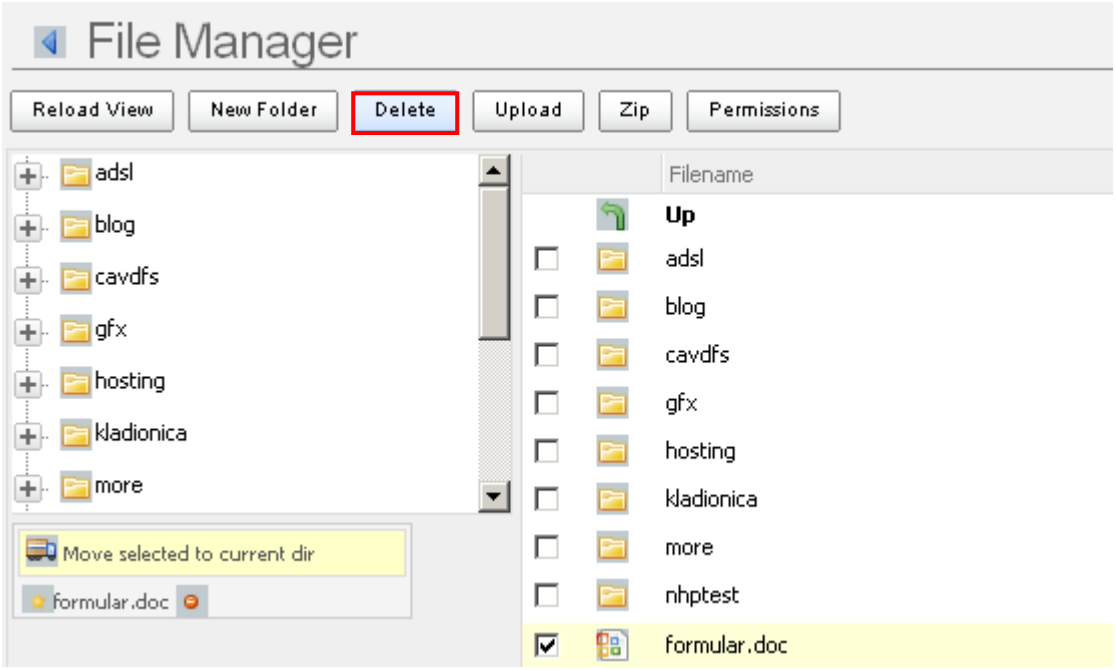

Figure 111: Deleting a file (step 1/2)

After you click on the “Delete” button the file will be deleted.

8.1.5 Setting the file permissions

In order to define the desired access rights for the file, locate the file, select it and click on the “Permissions” button.

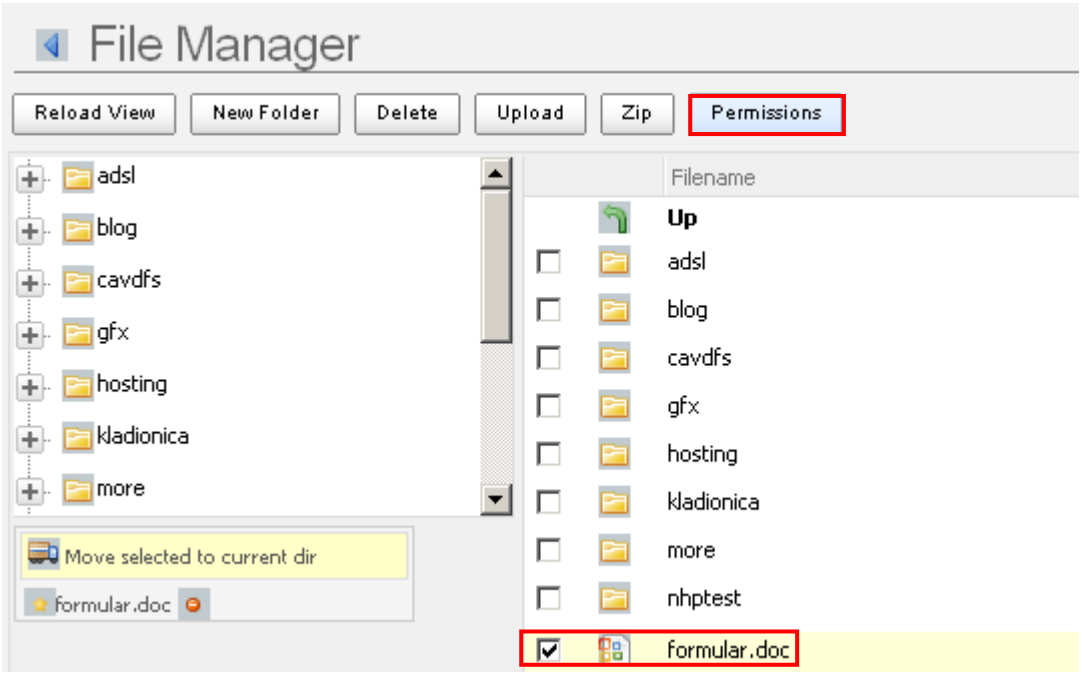

Figure 112: Setting the file permissions (step 1/2)

The following screen will be displayed.

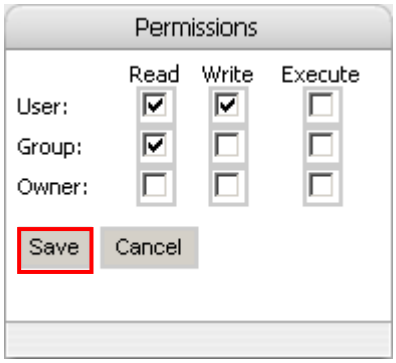

Figure 113: Setting the file permissions (step 2/2)

Set the desired permissions by selecting the appropriate checkboxes and click on the “Save” button to complete the procedure.

- **Read** – allow access to the file
- **Write** – allow changing of the file
- **Execute** – allow file/program execution
- **User** – the rule applies to the user
- **Group** - the rule applies to the group of users
- **Owner** - the rule applies to the file owner

9 MANAGING THE TOOLS

The “Tools” menu contains the options for installing a counter as well as the formmail functionality.

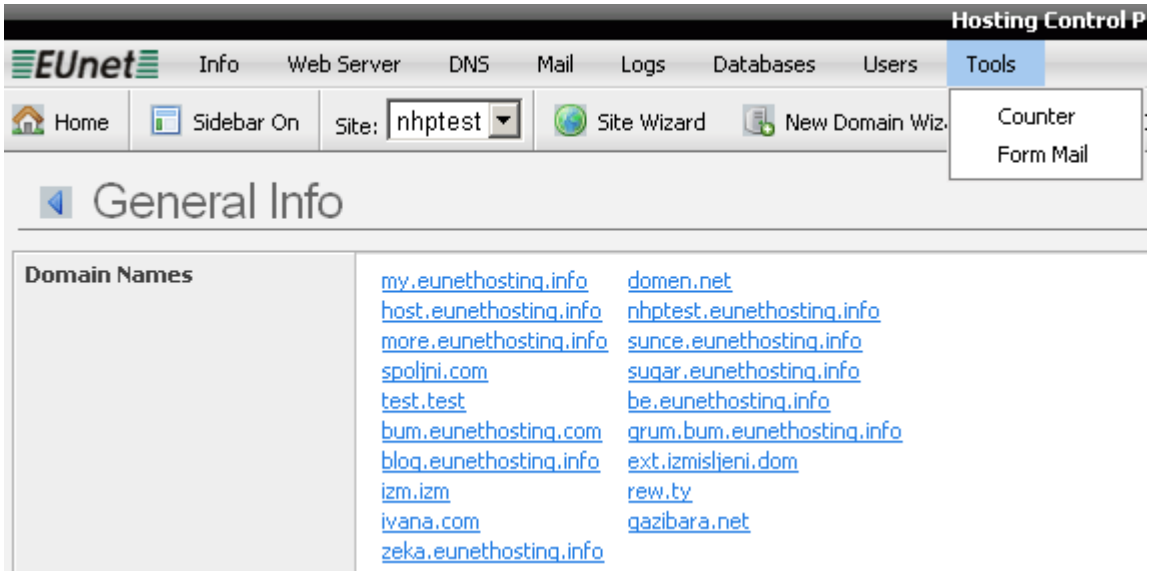

Figure 114: “Tools” menu

The following options are available:

- **Counter** – see section 9.1
- **Form Mail** – see section 9.2

9.1 Installing the counter

In order to start installing the counter choose option “Counter” from the “Tools” menu.

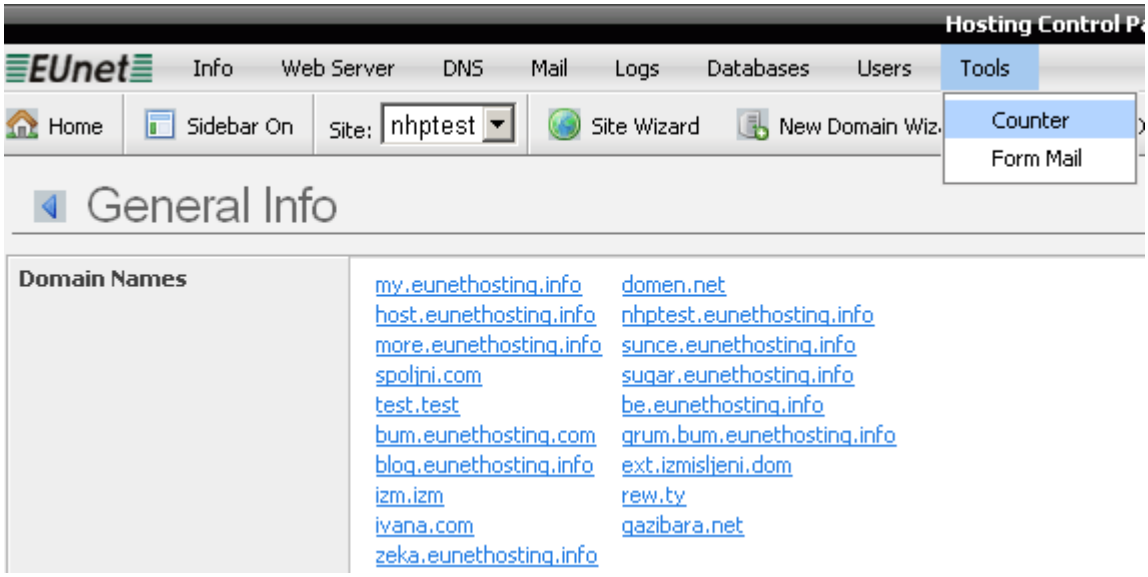

Figure 115: Installing the counter (step 1/2)

The following screen will be displayed.

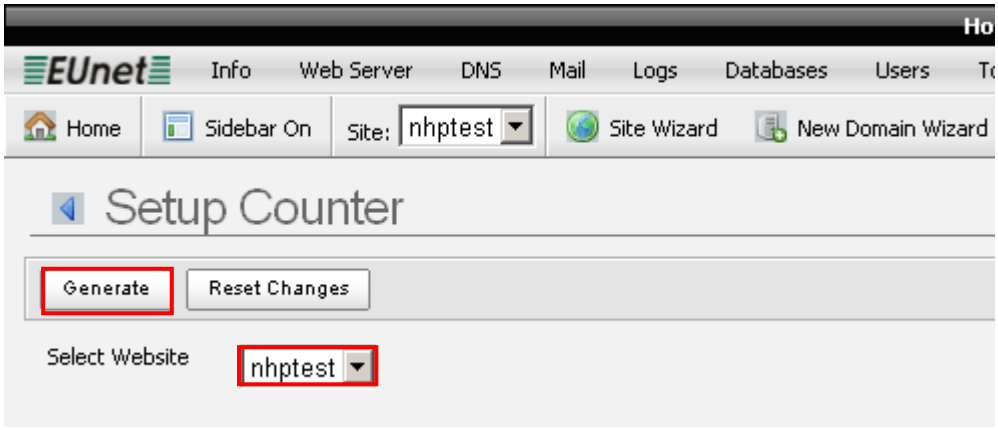

Figure 116: Installing a counter (step 2/2)

The first step in installing the counter is generating the necessary files. Choose the site you wish to install the counter for and click on the “Generate” button. The page will be refreshed and will contain information about the successfully installed counter.

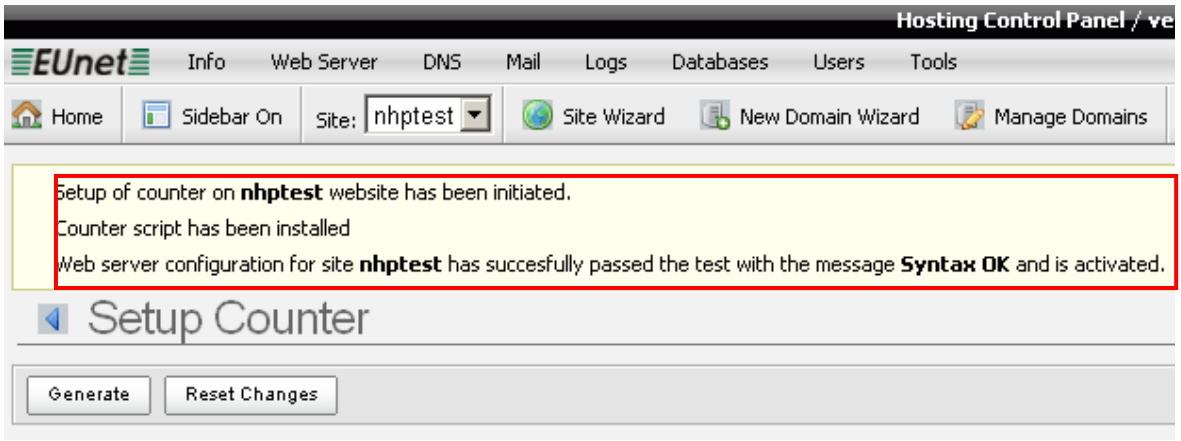

Figure 117: The counter successfully installed

The next step is placing the counter in the desired page. In order to place the counter in the desired page it is necessary to modify the page code by putting the tag image to the desired location within the page (**note:** basic HTML knowledge required). The image tag should be defined like this:

<img src="http://www.your-site.com/counter-bin/Count.cgi">

Where the “your-site.com” part should be replaced with the actual address of you site i.e. domainname. Further information about the advanced settings for the counter can be found here: http://www.eunet.rs/brojac-cgi-skript

9.2 Installing Form Mail

This option is used for downloading the zip file with PHP form mail script in case you wish to install it on your site. Choose potion “Form Mail” from the “Tools” menu.

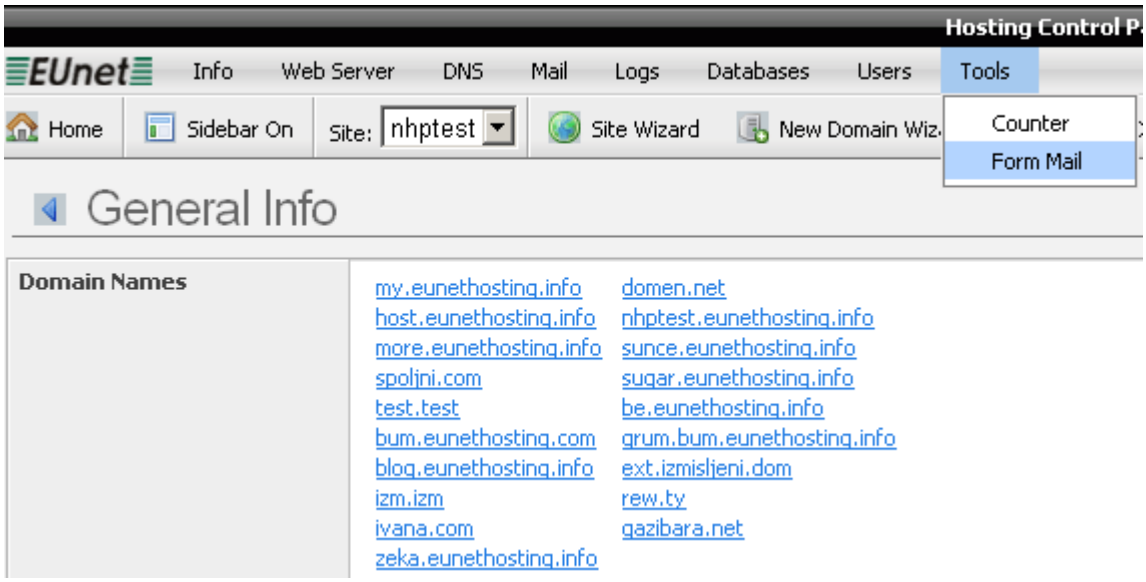

Figure 118: Choosing option “Form Mail”

The following screen will be displayed.

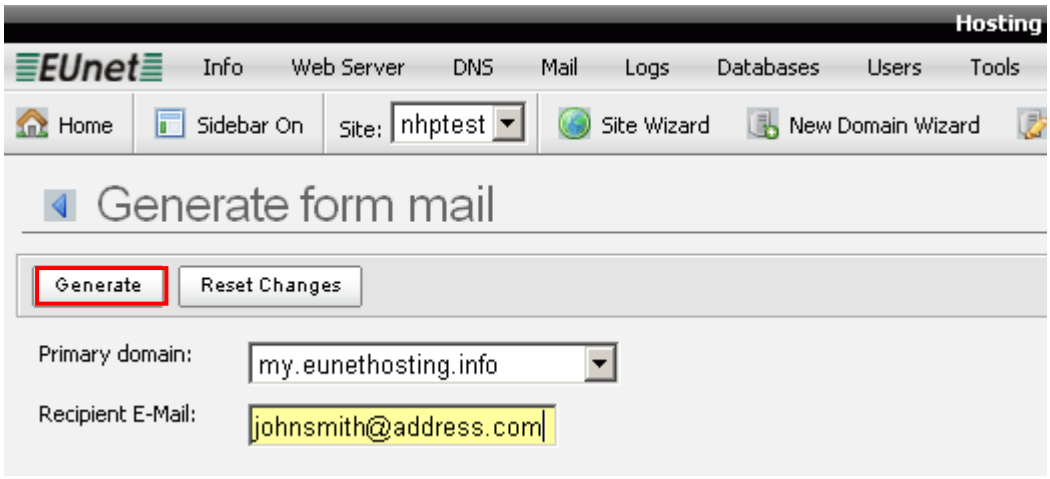

Figure 119: Options for defining the form mail

The following options and parameters are available:

- **Primary domain –** option for choosing the domain name which will be used for sending the emails from the form to
- **Recipient E-Mail** – the address of the recipient in case the domain is different from the domain chosen as a primary domain

After setting the desired parameters, click on the "Generate” button and the dialog window for downloading the formmail script will be displayed.

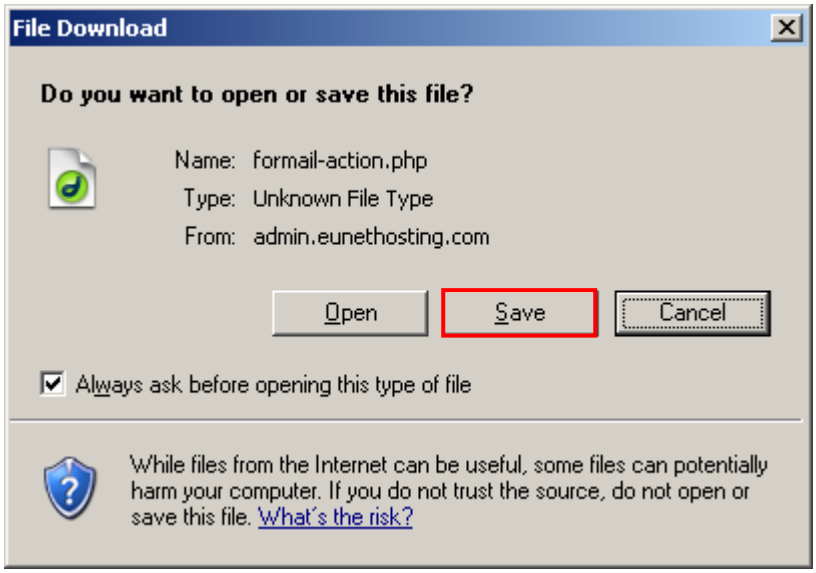

Figure 120: Downloading the form mail script

Note: the zip file contains the form as well as an example of the HTML form which you can put where ever you want on your website.