

Parallels[®] Panel

Customer's Guide

Parallels Plesk Panel 11.0

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Preface

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Typographical Conventions

Before you start using this guide, it is important to understand the documentation conventions used in it.

The following kinds of formatting in the text identify special information.

Formatting convention	Type of Information	Example
Special Bold	Items you must select, such as menu options, command buttons, or items in a list.	Go to the System tab.
	Titles of chapters, sections, and subsections.	Read the Basic Administration chapter.
<i>Italics</i>	Used to emphasize the importance of a point, to introduce a term or to designate a command line placeholder, which is to be replaced with a real name or value.	The system supports the so called <i>wildcard character</i> search.
<code>Monospace</code>	The names of commands, files, and directories.	The license file is located in the <code>http://docs/common/licenses</code> directory.

Formatting convention	Type of Information	Example
Preformatted	On-screen computer output in your command-line sessions; source code in XML, C++, or other programming languages.	<pre># ls -al /files total 14470</pre>
Preformatted Bold	What you type, contrasted with on-screen computer output.	<pre># cd /root/rpms/php</pre>
CAPITALS	Names of keys on the keyboard.	SHIFT, CTRL, ALT
KEY+KEY	Key combinations for which the user must press and hold down one key and then press another.	CTRL+P, ALT+F4

Feedback

If you have found an error in this guide, or if you have suggestions or ideas on how to improve this guide, please send your feedback using the online form at <http://www.parallels.com/en/support/usersdoc/>. Please include in your report the guide's title, chapter and section titles, and the fragment of text in which you have found an error.

First Steps After Upgrading to Panel 11

This chapter is intended for hosting service customers who previously used Parallels Plesk Panel version 9 and earlier. It describes the most important changes in the Panel and addresses possible issues that the users might encounter after their accounts and sites are moved to Parallels Plesk Panel 11 during the Panel upgrade.

The most important concepts you should know

- *Domain is replaced by subscription.*
The concept of a domain has been replaced with a concept of a subscription - a hosting unit able to run multiple sites (domains and subdomains) over given resources and services. Multi-domain hosting within one subscription is limited to one IP address. Customers who need to host sites on different IP addresses are advised to obtain additional subscriptions.
- *Resources of a client are now resources of a subscription.*
Customers no longer need to redistribute their resources across domains or subscription: Each subscription is allocated a fixed set of resources according to a hosting plan.
- *SSL certificates are typically shared among all domains of a subscription.*
All sites in a subscription typically share the same SSL certificate. Customers who want to protect all sites in a subscription should consider purchasing a multi-domain (a wildcard) SSL certificate. It is also possible to have per-domain certificates in case Panel supports SNI.

Peculiarities of SiteBuilder upgrade

- *Panel 11 ships with Web Presence Builder (former SiteBuilder), but you can use SiteBuilder 4.5 as well.*
Parallels Web Presence Builder is a Panel component that allows fast and efficient creation of websites. When Plesk with SiteBuilder is upgraded to Parallels Plesk Panel 11, the SiteBuilder component is not actually upgraded. Instead, the new Web Presence Builder is installed on the server, and SiteBuilder 4.5 remains operable; however, operations on websites created in SiteBuilder 4.5 are limited to editing and publishing.
- *Transfer of websites from SiteBuilder 4.5 to Web Presence Builder is supported, with limitations.*
Web Presence Builder allows websites created in SiteBuilder 4.5 to be imported. However, this feature has certain limitations: some elements may be missing or corrupted in the imported website. We advise you to compare it with the original version and add the missing content manually.
See the section **Importing Sites from SiteBuilder 4.5** (on page 152) for more details on importing SiteBuilder 4.5 sites to Web Presence Builder.

Changes in storing secure content

- *httpdocs is the only allowed directory for storing web content accessed over secure SSL.*

The option to use a separate directory for storing web content that should be accessed over secure SSL connections is no longer available. All web content is now stored in a single directory - `httpdocs`.

The `httpsdocs` directory may remain in the webspace after upgrading to Parallels Plesk Panel 11, however, we recommend that you place all content in the `httpdocs` directory when uploading files to the webspace over FTP.

If you used the option to keep SSL-protected and all other content in separate directories, and had APS-packaged applications installed in the `httpsdocs` directory of a website, then after upgrade, the Panel will switch on the compatibility mode for that site. This will make the apps previously installed into `httpsdocs` directory accessible to the Internet users, but the apps will not be manageable through the Panel, and you will not be able to install new apps to the `httpsdocs` directory.

In such a case, if you have the necessary technical skills, you can do the following:

1. Back up all content from the `httpsdocs` directory and save it to another location. Do not move the files to `httpdocs` yet.
2. Back up databases used by applications installed in `httpsdocs` directory. You can do this with the help of the `mysqldump` utility.
3. Remove applications from the `httpsdocs` directory.
4. Switch off the compatibility mode through the Panel (at **Websites & Domains** tab > **domain name**).
5. Reinstall the required applications.
6. Upload the data you backed up on the step 1 to the `httpdocs` directory.
7. Restore the applications' databases by importing them to the MySQL database server.

If you are an inexperienced user, we recommend that you leave the previously installed applications and uploaded content in the `httpsdocs` directory, and host new applications on other websites. If you need to install apps on the site operating in compatibility mode, you can install them to the `httpdocs` (`http://`) location on that site.

Quick Start with Parallels Panel

According to the latest studies, the Internet has become the most popular source of information in the world, leaving far behind all traditional media such as TV or newspapers. Nowadays, the first thing people do when trying to find services is to searching for them on the web. Thus, a proper web presence is vital for every business. There are a number of ways you can present your company on the Web. A web presence may be as simple as a contacts page, or as complex as a large company website with access to an ERP system. In both cases, you should perform the same steps to get your business online.

Before proceeding any further, you will need to take the following two essential steps:

- *Purchase a customer account from a hosting provider.*
Your customer account provides access to the services that are vital for a web presence - Internet connectivity, disk space to store your website content, and so on. For more information about customer accounts in Panel, refer to the chapter **Customer Account Administration** (on page 36).
- *Register a domain name.*
This is the name people will use to access your site from their browsers. For example, `www.example.com`.

These two elements - an account for web hosting management and a domain name make up your *website*.

In this chapter, we will explain how to create your first website, fill it with content, create mailboxes for users of the site, and, finally, view the site visits statistics.

Advanced Hosting Features

Once you are comfortable with basic Panel capabilities, try out some advanced hosting features: Expand website functionality by installing web applications (on page 98), secure your sites with SSL certificates (on page 106), employ databases (on page 214), and much more. Note that hosting providers can turn off some of the advanced features to make your Control Panel look simple and user friendly. We have used the **(Advanced)** prefix to designate the sections about features that may be turned off. If you require one of the advanced options, contact your hosting provider.

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Set Up Your First Website

Now that you have a customer account and a domain name, the first thing you will want to do is create a website. The information about the possible ways to do it is provided in the section **1. Create Your Site** (on page 11)

When your site is ready, you may want to take a look at the result in your browser. Learn how to do it in the section **2. Preview your Site** (on page 14).

Even a perfectly designed site will not be effective if no one knows about it. When all the design work is done, you need to submit your site to popular search engines. The corresponding instruction is located in the section **3. Submit Your Sites to Search Engines** (on page 15).

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1. Create Your Site

There are three general ways to create a website:

- Employ a web design studio to create a site for you, and then you will just maintain its content.
- Create a site by yourself using *Web Presence Builder* - the powerful tool that allows you to create professional-looking websites in a few mouse clicks. Learn more in the section **Web Presence Builder** (on page 12).
- Create your website in a third-party *Content Management System* - an editor that allows you to easily create and edit website content such as pages, scripts, applications, and so on. To learn more about creating sites in third-party content management systems, see the section **Content Management Systems** (on page 12).

If you have purchased a ready-made site or created it by yourself, you should upload the site content to your account to make the site visible on the web. There are two ways to upload content:

- *Using FTP*. Learn more in the section **Uploading Content Using FTP** (on page 14).
- *Using an integrated <filemng>*. Learn more in the section **Uploading Content with <filemng>** (on page 14).

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Web Presence Builder

Web Presence Builder is a tool that enables users with no knowledge of HTML markup or graphic design skills to create professional-looking sites. This tool provides a simple visual editor and a huge set of templates for different websites. The editor allows you to create web pages, add content of different types (text, images, video, scripts), and edit website settings such as website name, keywords, icons, and so on.

To create websites in Web Presence Builder, ensure that your hosting subscription includes this option. If it does not, choose another way or upgrade your subscription.

➤ *To create a website with Web Presence Builder:*

1. Go to either the **Home** tab or the **Websites & Domains** tab, and click the link **Launch Web Presence Builder**.
2. Select a topic that best suits your website.
3. Edit the website:
 - a. *Structure*: add more pages, remove the predefined pages that you do not need.
 - b. *Content*: change the predefined content to your own, add text, images, videos, scripts, and other required elements.
 - c. *Design*: change the layout and color scheme.
4. Publish the website.

Find more information about creating websites with Web Presence Builder in the section **Building Websites with Web Presence Builder**.

Content Management Systems

Content Management Systems (or *CMS*) are applications that provide a graphical user interface for adding and editing website content: pages, scripts, files, multimedia content, and so on.

Before you can create a website in a third-party CMS, you should install the CMS on your hosting account. Note that you can install the CMS only if your hosting subscription allows it.

➤ *To create a website using a CMS:*

1. Go to the **Applications** tab.
2. Find the CMS you need in the list of available applications, and install it as described in the section **Using Website Applications (on page 98)**.
3. Create your website in the CMS. For information about creating websites with your CMS, refer to the relevant documentation.

Uploading Content

If you already have a website created by yourself or a web design studio, just upload the website files and folders to your provider's server. You can do this in one of the following ways:

- *Using FTP.* This way is better when several people manage a website's content because it does not require access to your customer account. You can just create FTP users for them. Learn more about this method in the section **Uploading Content Using FTP** (on page 14).
- *Using Control Panel File Manager.* This way is more convenient since it uses the Control Panel GUI and provides a set of useful features, for example, a visual HTML editor and a file permissions manager. Find more information on the features of content manager in the section **Uploading Content with File Manager** (on page 14).

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Uploading Content Using FTP

➤ *To publish a website using FTP:*

1. Connect to your webspace on the server with an FTP client program, using your FTP account username and password.

You can change your username and password in the Panel at the **Websites & Domains** tab > **Web Hosting Settings**.

The FTP address should be `ftp://your-domain-name.com`, where `your-domain-name.com` is your site's Internet address.

Enable the passive mode if you are behind a firewall.

2. Upload the files and directories of your site to the `httpdocs` directory. If you use CGI scripts, place them in the `cgi-bin` directory.
3. Close your FTP session.

You can also set up additional FTP accounts if you need to collaborate on website content with other users. For more information, see the section **Adding FTP Accounts** (on page 192).

Uploading Content with File Manager

To upload a website from your computer to Panel server with File Manager, open the **Files** tab of Control Panel and drag the website folder to the central area of this tab. You can also upload your website as a compressed ZIP file and then extract the contents using the archiver integrated in File Manager.

With File Manager, you can also do the following:


- Edit HTML files in the visual editor.
- Preview website pages.
- Edit files in the text editor.
- Manage the files' access permissions.

Learn more about uploading and editing website files and folders with File Manager in the section **Managing Website Content** (on page 90).

2. Preview Your Site

After you uploaded website files to the webspace, you can check how your site will look in a web browser, even before the information about the new site has spread in the Domain Name System.

➤ *To preview a site:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, select the required webspace in the **Subscription** menu at the top of the screen.
2. Click the **Websites & Domains** tab.
3. In the list of domain names at the bottom of the screen, locate the website that you want to preview and click the corresponding icon .

Your site will open in a new browser window.

Note: For sites created with Web Presence Builder, protected access to site pages can work incorrectly in Preview mode.

Sometimes, you may need to show your site to someone when your domain name is not registered yet. There are several ways to do it without giving a person access to your customer account. Learn more in the section **Previewing Websites** (on page 97).

3. Submit Your Sites to Search Engines

To gain more visitors and drive traffic to your site after you publish it on the Internet, you need to submit it to search engines. Before the site submission, you can improve the site ranking in search results by the following content optimizations:

- Include in the text contained in your web pages the frequently searched keyword phrases, which are relevant to the topic of your site. For example, mention your product or a topic of your interest several times in the text on a web page.
- Add relevant keywords to the `<title>` and `<meta>` tags. Some search engines look for keywords and descriptions in meta tags placed within web pages, and present these keywords in search results.

For example, if you are selling hosting automation software, then you can include the following tags in HTML pages of your website:

```
<HEAD>
<TITLE>Ordering hosting automation software
</TITLE>
<META name="keywords" content="order,hosting,software">
<META name="description" content="Ordering Hosting Automation Software">
</HEAD>
```

Separate the keywords with a comma without white spaces.

After you optimize the website and publish it to your customer account, submit it to search engines, such as Google, Yahoo, Bing, and other engines that you know to be popular in your country.

- To submit a site to Google, visit <http://www.google.com/addurl/>.
- To submit a site to Yahoo, visit <https://siteexplorer.search.yahoo.com/submit>.
- To submit a site to Bing, visit <https://ssl.bing.com/webmaster/SubmitSitePage.aspx>.

Set Up Mail Accounts

Once your website is ready, you can start creating mail accounts. You can choose, for example, to create mail accounts for all users within your organization. Note that the number and size of mailboxes is limited by your hosting plan.

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1. Create Mail Account

➤ *To create an e-mail address:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Click the **Mail** tab.
3. Click **Create E-mail Address**.
4. Type the left part of the e-mail address before the @ sign, and, if you have several domain names on your account, select the domain name under which the e-mail address will be created.
5. Leave the **Mailbox** checkbox selected.
Clearing this checkbox makes sense only if you want to use this address as a mail forwarder, which will forward all incoming mail to another address.
6. Specify the mailbox size or use the default size defined by the provider's policy or your service plan.
7. Specify a password consisting of five or more Latin characters.
8. Click **OK**.

2. Access Your Mailbox

There are two ways to access a mailbox for sending and receiving e-mail messages:

- Set up and use an e-mail client program on your computer. Typically, in such programs you should specify the following settings:
 - **Username.** In this field, specify your full e-mail address. For example, `johndoe@example.com`.
 - **Password.** Most likely, the password to your e-mail account.
 - **Mail server protocol.** This property defines whether you want to keep copies of messages on the server or not. To keep the copies on the server, select the **IMAP** option. If you do not want to keep them on the server, select **POP3**. Selecting IMAP will also allow you to train the SpamAssassin spam filter on e-mail messages you receive, if SpamAssassin is enabled on the server.
 - **Incoming mail server (POP3/IMAP).** Type your domain name. For example, `example.com`. The POP3 port is 110. The IMAP port is 143.
 - **Outgoing mail server (SMTP).** Type your domain name. For example, `example.com`. The SMTP port is 25. This server requires authentication.

To get detailed instructions on configuring popular e-mail clients to work with your mailbox, see subsections of this section.


- Use a web browser to connect to the webmail interface. Webmail interface is provided by Horde IMP Webmail software, which is installed by default. You can either use the default Horde IMP Webmail, or install Atmail Webmail Lite software.

Note: If you cannot access your mailbox following the instructions in this section, this might be caused by mail server settings. Contact your hosting provider to resolve the issue.

In this section:

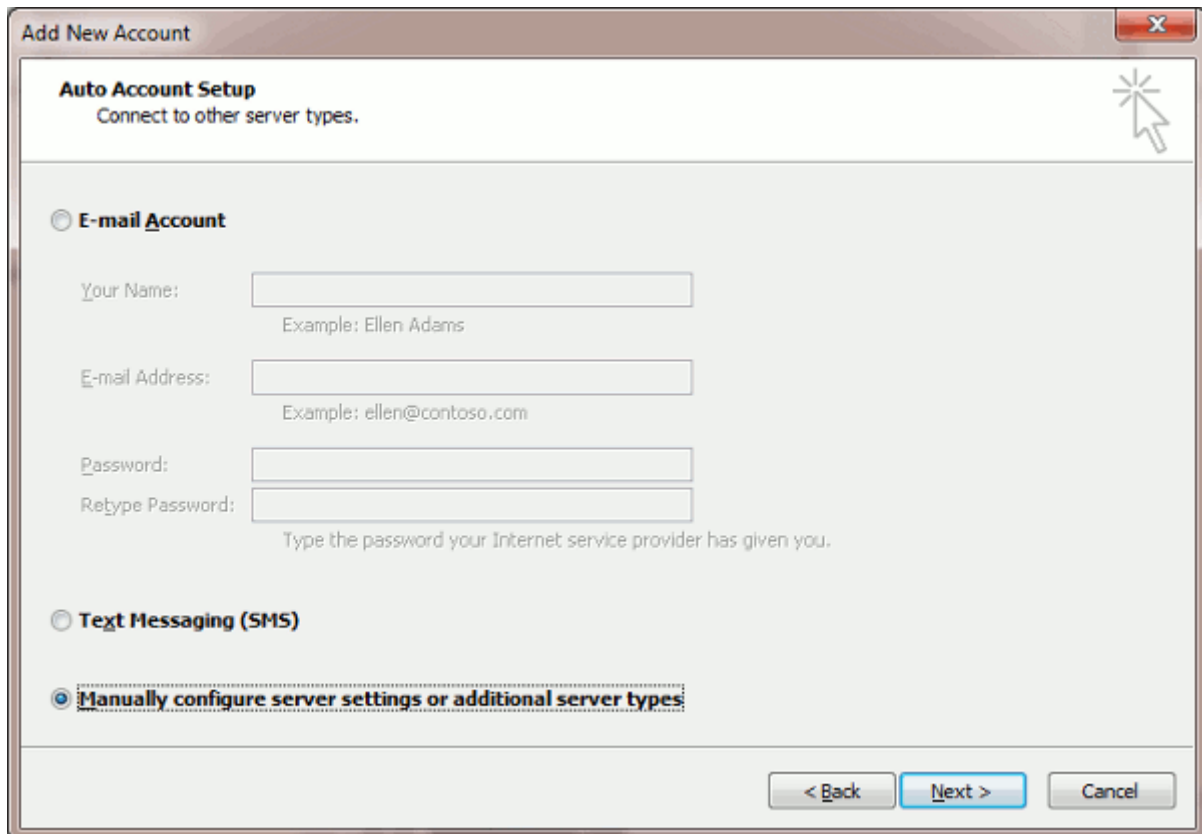
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Access from Webmail

- **To access your mailbox through webmail, do any of the following:**
 - In a Web browser, visit the URL `webmail.example.com`, where `example.com` is the Internet address of your website. When prompted, specify your full e-mail address as the username (for example, `mail@example.com`), and specify the password that you use for logging in to the Panel.
 - When logged in to the Panel, click the **Mail** tab, and in the list of e-mail addresses, click an icon  corresponding to the e-mail address you need.

Access from Microsoft Office Outlook

- **To set up Microsoft Office Outlook 2010:**
 1. Open Microsoft Office Outlook.
 2. Go to **File > Info > Add Account**.
 3. Select the checkbox **Manually configure server settings or additional server types**. Click **Next**.



Add New Account

Auto Account Setup
Connect to other server types.

☐ **E-mail Account**

Your Name:
Example: Ellen Adams

E-mail Address:
Example: ellen@contoso.com

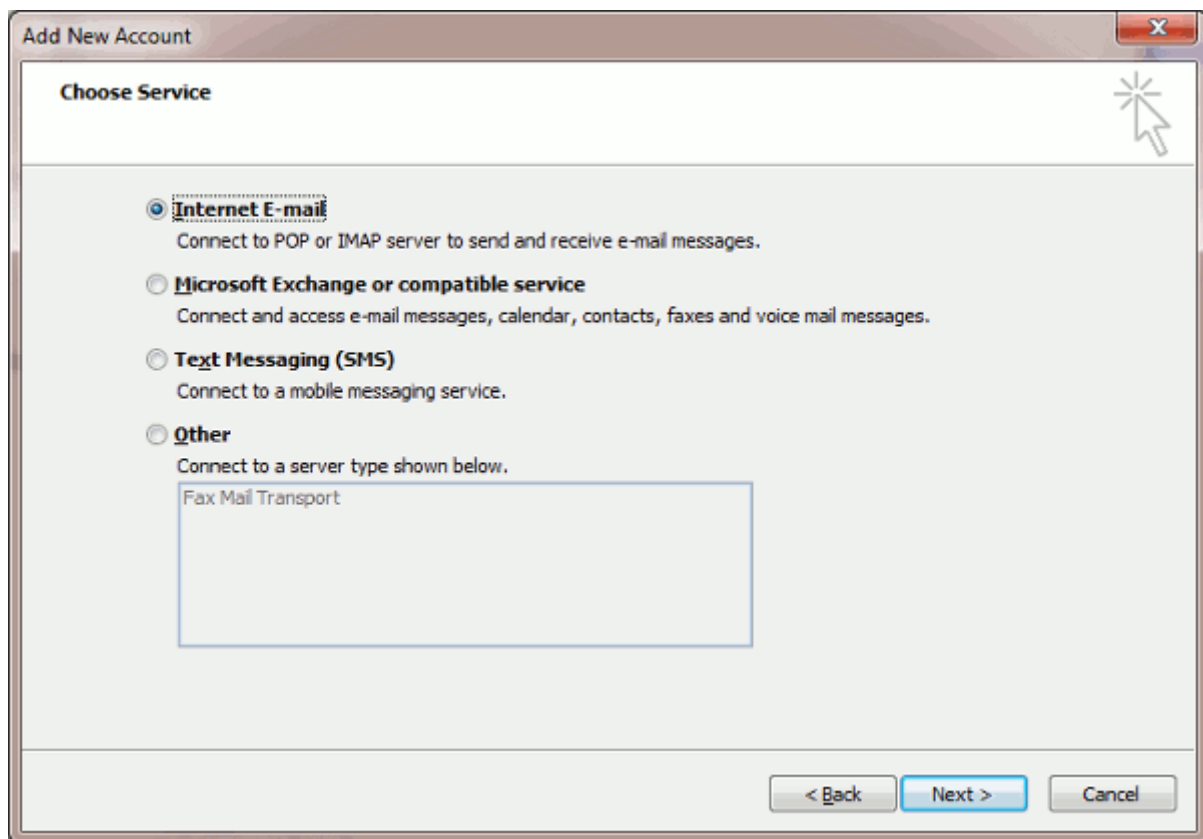
Password:
Retype Password:
Type the password your Internet service provider has given you.

☐ **Text Messaging (SMS)**

☒ **Manually configure server settings or additional server types**

< Back Next > Cancel

4. Select the **Internet E-mail** option and click **Next**.



5. Specify the following:

- Your name.
- Your e-mail address.
- **Account type.** If you want to keep copies of messages on the server, select the IMAP option. If you do not want to keep any messages on the server, select the POP3 option. Selecting IMAP will also allow you to train the SpamAssassin spam filter on e-mail messages you receive, if SpamAssassin is enabled on the server.
- Incoming mail server. Type your domain name. For example, example.com.
- **Outgoing mail server (SMTP).** Type your domain name. For example, example.com.
- **User Name.** Specify your full e-mail address. Example: johndoe@example.com.
- **Password.** Most likely, this password coincides with the password you use for logging in to Panel.
- **Require logon using Secure Password Authentication (SPA).** Leave this option cleared.

Add New Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: John Doe

E-mail Address: mail@example.com

Server Information

Account Type: POP3

Incoming mail server: example.com

Outgoing mail server (SMTP): example.com

Logon Information

User Name: mail@example.com

Password: *****

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

☒ Test Account Settings by clicking the Next button

Deliver new messages to:

☒ New Outlook Data File

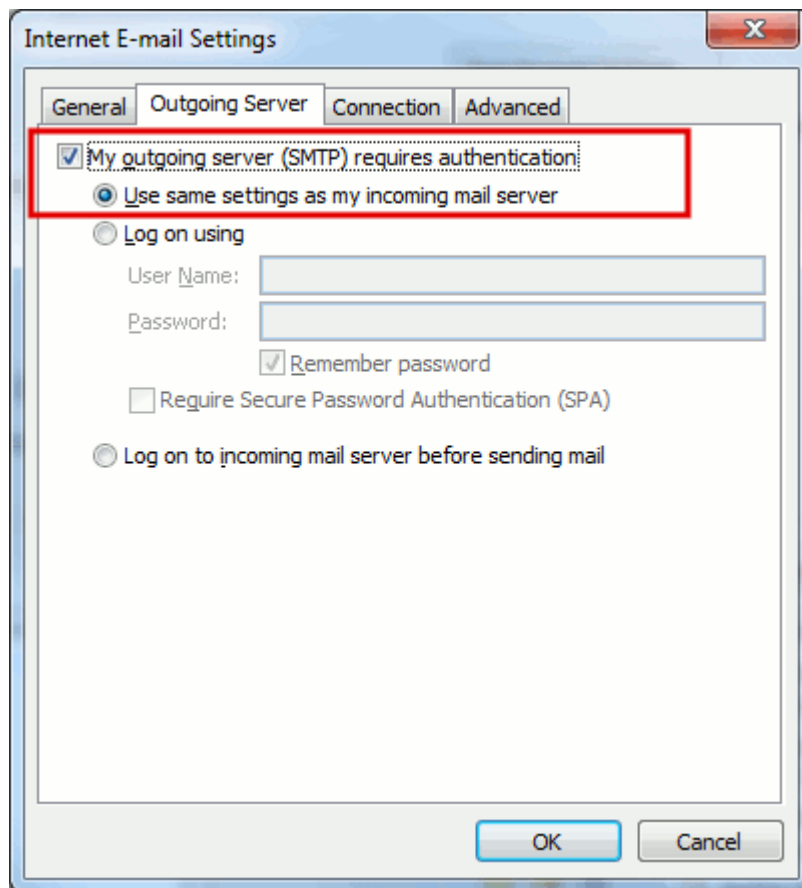
☐ Existing Outlook Data File

Browse

More Settings ...

< Back Next > Cancel

6. Click **More Settings**, open the **Outgoing Server** tab and check **My outgoing server (SMTP) requires authentication**.



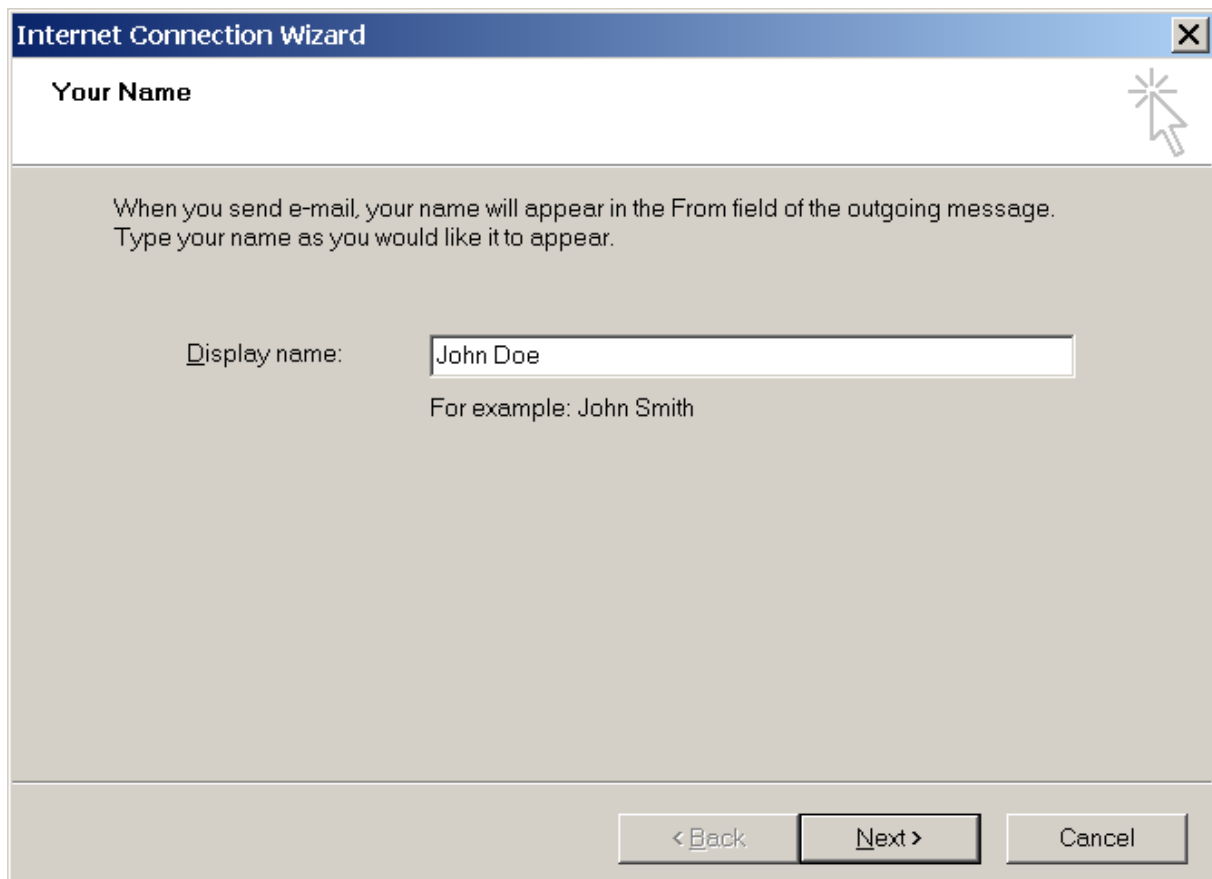
7. Click **Next**.
8. Click **Finish**.

Access from Microsoft Outlook Express

The instructions provided in this section were verified against Microsoft Outlook Express 6. They might not work with earlier or later versions of Microsoft Outlook Express.

➤ ***To set up Microsoft Outlook Express:***

1. Open Microsoft Outlook Express.
2. Go to **Tools > Accounts**.
3. Click the **Add** button and select the **Mail** item.
4. Enter your name as you want it to appear in any messages you send, and click **Next**.



Internet Connection Wizard

Your Name

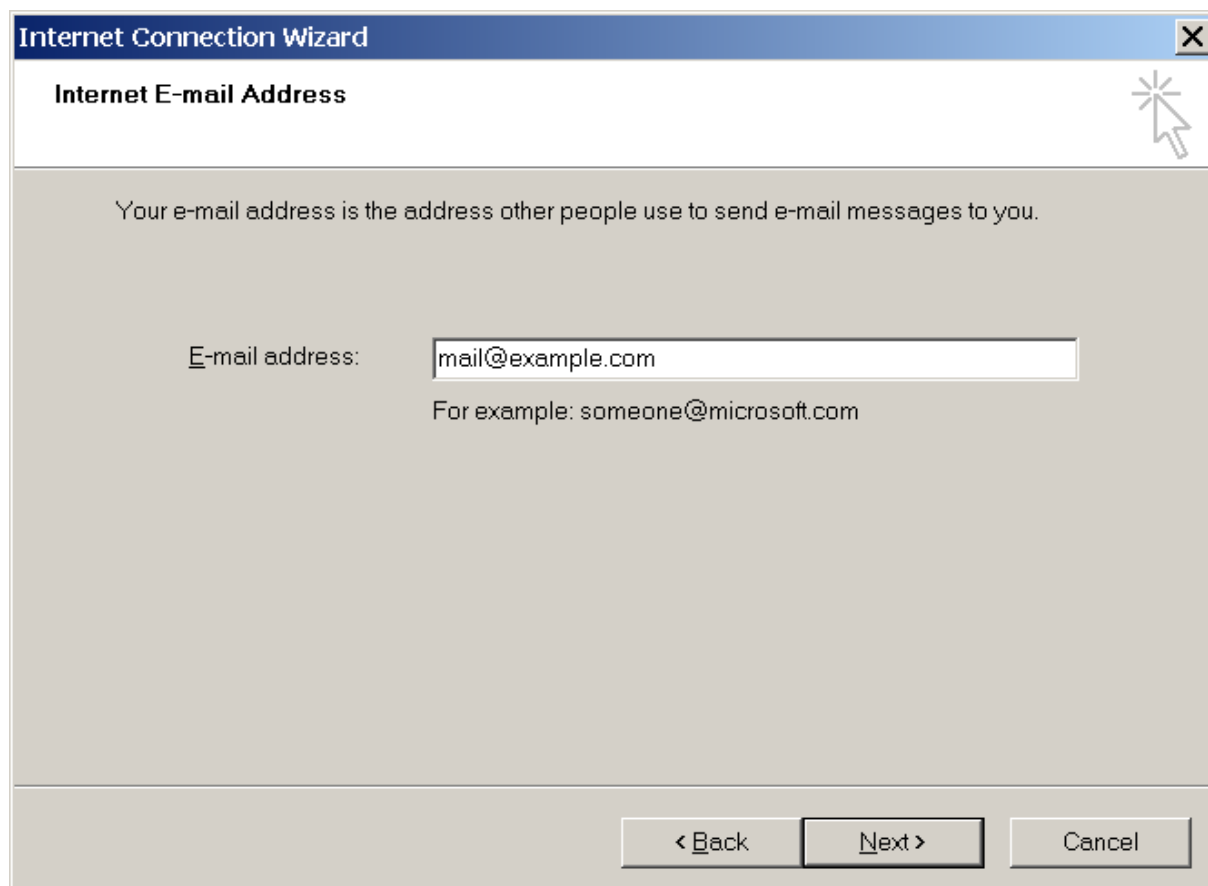
When you send e-mail, your name will appear in the From field of the outgoing message.
Type your name as you would like it to appear.

Display name:

For example: John Smith

< Back Next > Cancel

5. Type your e-mail address, and click **Next**.



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. Below the title bar, the subtitle "Internet E-mail Address" is displayed next to a wizard icon (a star with an arrow). The main area of the dialog contains the text: "Your e-mail address is the address other people use to send e-mail messages to you." Below this text is a label "E-mail address:" followed by a text input field containing "mail@example.com". Underneath the input field is a hint text: "For example: someone@microsoft.com". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

Internet Connection Wizard

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

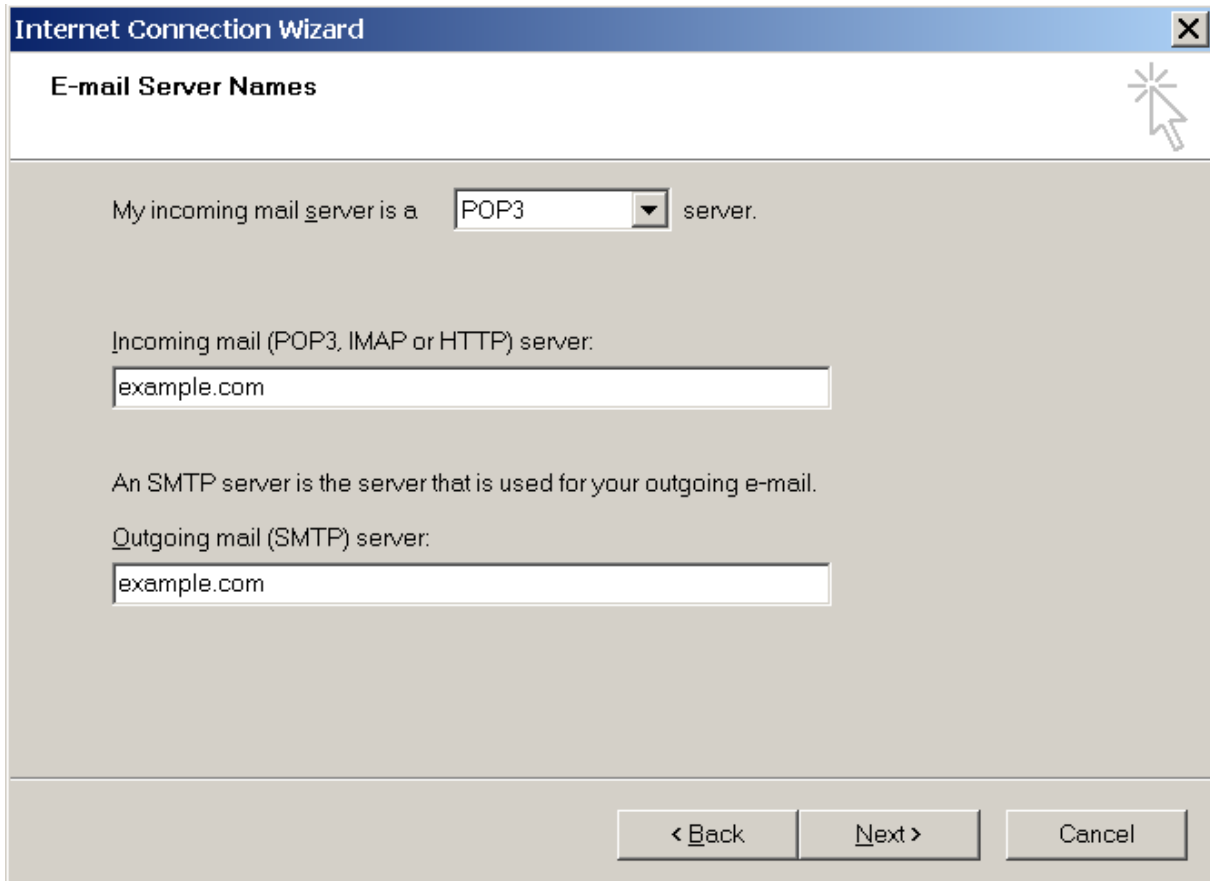
< Back Next > Cancel

6. Specify the following settings:

- Protocol of your incoming mail server.

If you want to keep copies of messages on the server, select the **IMAP** option. If you do not want to keep any messages on the server, select the **POP3** option. Selecting IMAP will also allow you to train the SpamAssassin spam filter on e-mail messages you receive, if SpamAssassin is enabled on the server.

- Incoming mail server. Specify your website's Internet address.
- Outgoing mail server. Specify your website's Internet address.



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. Below the title bar, the subtitle "E-mail Server Names" is displayed. The main area of the dialog contains the following text and input fields:

My incoming mail server is a server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.

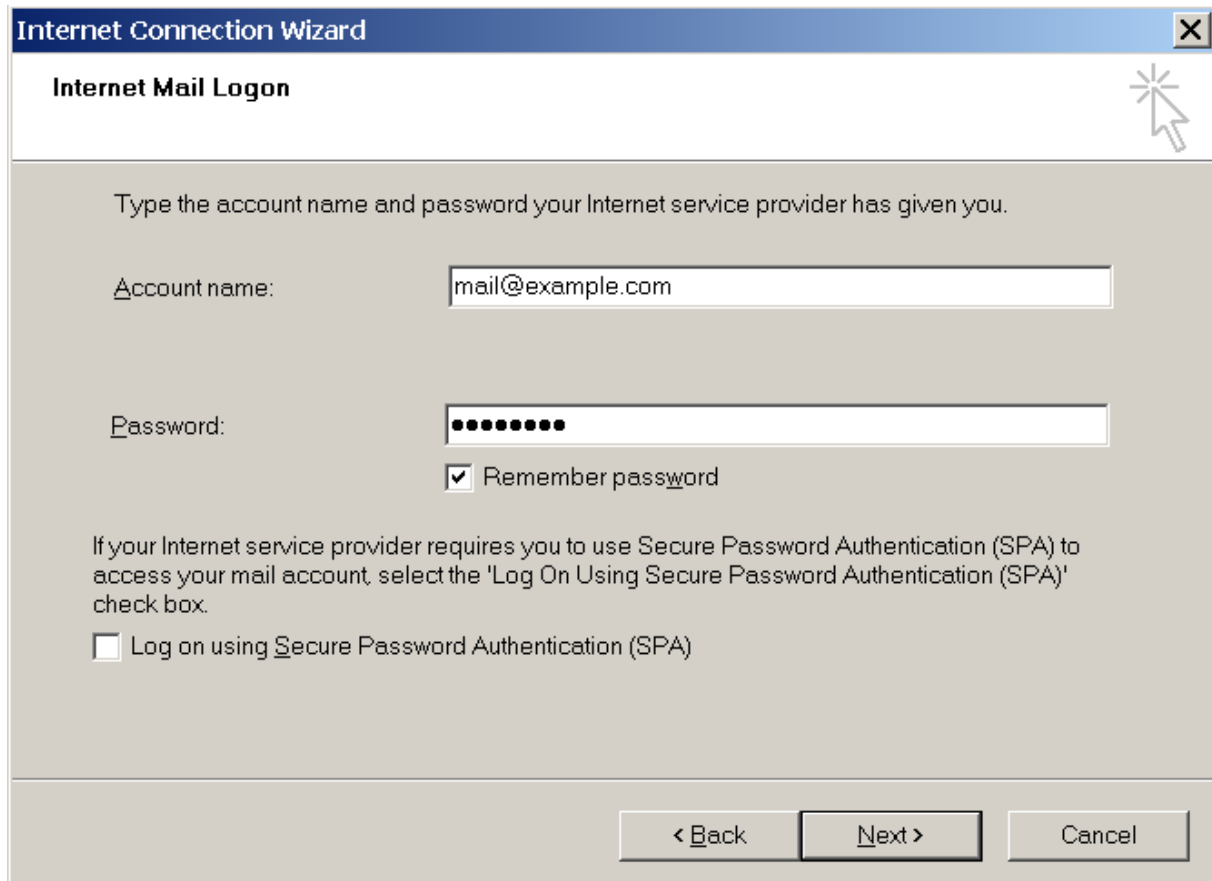
Outgoing mail (SMTP) server:

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

7. Click **Next**.

8. Specify the following:

- Your account name. Type your e-mail address in the **Account name** box.
- Your password. Most likely, this password coincides with the password you use for logging in to the Panel.
- **Remember password** checkbox. Leave it selected if you do not want to be prompted to enter password each time your e-mail program connects to the mail server to check for new mail, and click **Next**.



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this, there are two input fields: "Account name:" with the text "mail@example.com" and "Password:" with masked characters "••••••••". A checkbox labeled "Remember password" is checked. Below these fields, a paragraph states: "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box." This is followed by an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

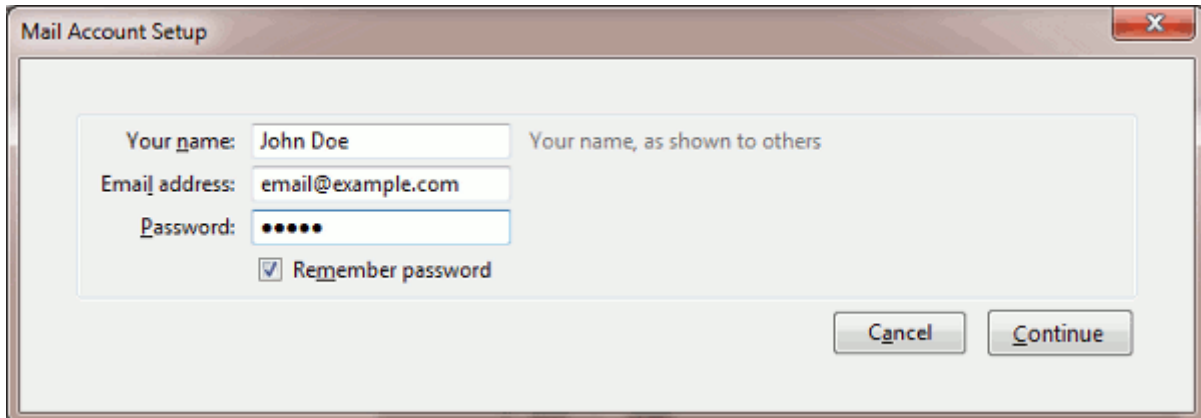
9. To complete setting up your e-mail program, click **Finish**.

Access from Mozilla Thunderbird

The instructions provided in this section were verified against Mozilla Thunderbird 12. They might not work with earlier or later versions of Mozilla Thunderbird.

➤ ***To set up Mozilla Thunderbird:***

1. Open Mozilla Thunderbird.
2. Go to **Tools > Account Settings > Account Actions > Add Mail Account**.
3. Specify the following:
 - Your name, as you want it to appear in any messages you send.
 - Your e-mail address and password.



The screenshot shows a 'Mail Account Setup' window. It has a title bar with a close button. Inside, there are three input fields: 'Your name' with the text 'John Doe', 'Email address' with 'email@example.com', and 'Password' with masked characters. To the right of the 'Your name' field is the text 'Your name, as shown to others'. Below the password field is a checked checkbox labeled 'Remember password'. At the bottom right are two buttons: 'Cancel' and 'Continue'.

4. Click **Continue**.
5. If Thunderbird fails to find the settings automatically, specify the following:
 - Account type. If you want to keep copies of messages on the server, select the **IMAP** option. If you do not want to keep any messages on the server, select the **POP3** option. Selecting IMAP will also allow you to train the SpamAssassin spam filter on e-mail messages you receive, if SpamAssassin is enabled on the server.

Mail Account Setup

Your name: John Doe Your name, as shown to others

Email address: email@example.com

Password: •••••

☒ Remember password [Start over](#)

Thunderbird failed to find the settings for your email account.

Username: email@example.com [Re-test Configuration](#)

Incoming: example.com POP 110 None

Outgoing: example.com SMTP 25 None

[Manual Setup...](#) [Cancel](#) [Create Account](#)

6. Click **Create Account**.

If you set up a mail account manually, please use the following typical combinations of connection security and authentication method settings. If the settings do not work for you, ask your hosting provider about the correct combination.

On Linux:

- **Connection security:** STARTTLS
- **Authentication method:** Encrypted password

On Windows, IMAP:

- **Connection security:** None
- **Authentication method:** Encrypted password

On Windows, POP3:

- **Connection security:** None
- **Authentication method:** Password, transmitted insecurely

Other parameters that you may need when configuring your account manually:

- **POP3 port:** 110
- **IMAP port:** 143
- **SMTP port:** 25
- **Username.** Your full e-mail address. For example: johndoe@example.com.
- **Incoming server address** (POP3/IMAP). Specify your website's Internet address. Example: *example.com*
- **Outgoing server address.** Specify your website's Internet address. Example: *example.com*

Access from Apple Mail

The instructions provided in this section were verified against Apple Mail 3.6 (Leopard). They might not work with earlier or later versions of Apple Mail.

➤ *To set up Apple Mail:*

1. Run Apple Mail.

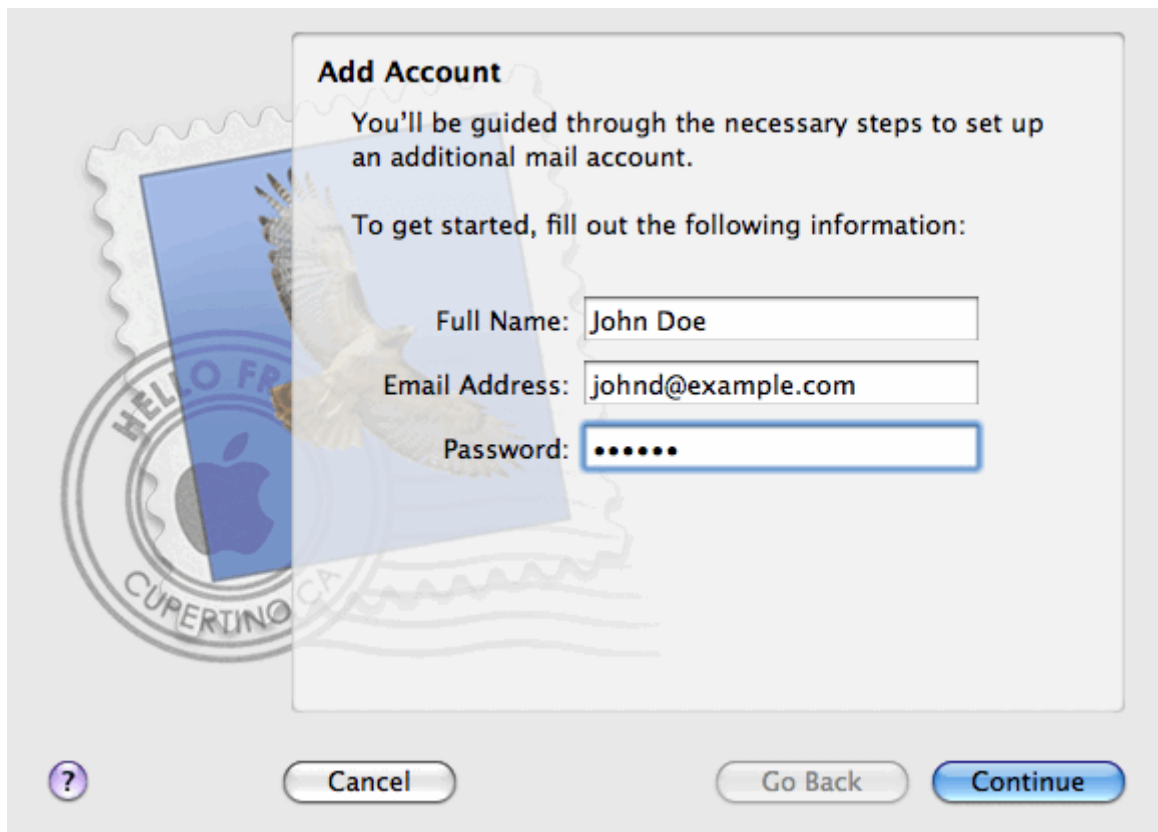
If you run it for the first time and do not have any mail accounts configured in it, skip the next step: Apple Mail will take you directly to creating one.

2. Open the Adding Mail Account wizard:

- a. Click **Mail > Preferences....**
- b. Select the **Accounts** tab.
- c. Click the **+** button at the bottom left corner.

3. Enter the account information:

- Your full name
- Your full e-mail address
- The password you use to log in to the Panel.



4. Click **Continue**.

5. Fill in the following incoming mail server information:

- **Account Type:** select whether you want to use IMAP or POP protocol.

We recommend selecting IMAP if you use SpamAssassin as a spam filtering solution: IMAP account is a requirement for SpamAssassin learning which messages are spam and which are not.

- **Incoming Mail Server:** type in the name of domain which serves your mail (which follows the @ sign in your e-mail address).
- **User Name:** enter your full e-mail address.
- **Password:** leave it auto-completed (Apple Mail takes it from the previous step).

Incoming Mail Server

Account Type:

Description:

Incoming Mail Server:

User Name:

Password:

? Cancel Go Back Continue

6. Click **Continue**.
7. (Optional) Specify the incoming mail security options:
 - a. Select the **Use Secure Sockets Layer (SSL)** checkbox.
 - b. Select the authentication method.

Keep the default method if you are not sure which to select.

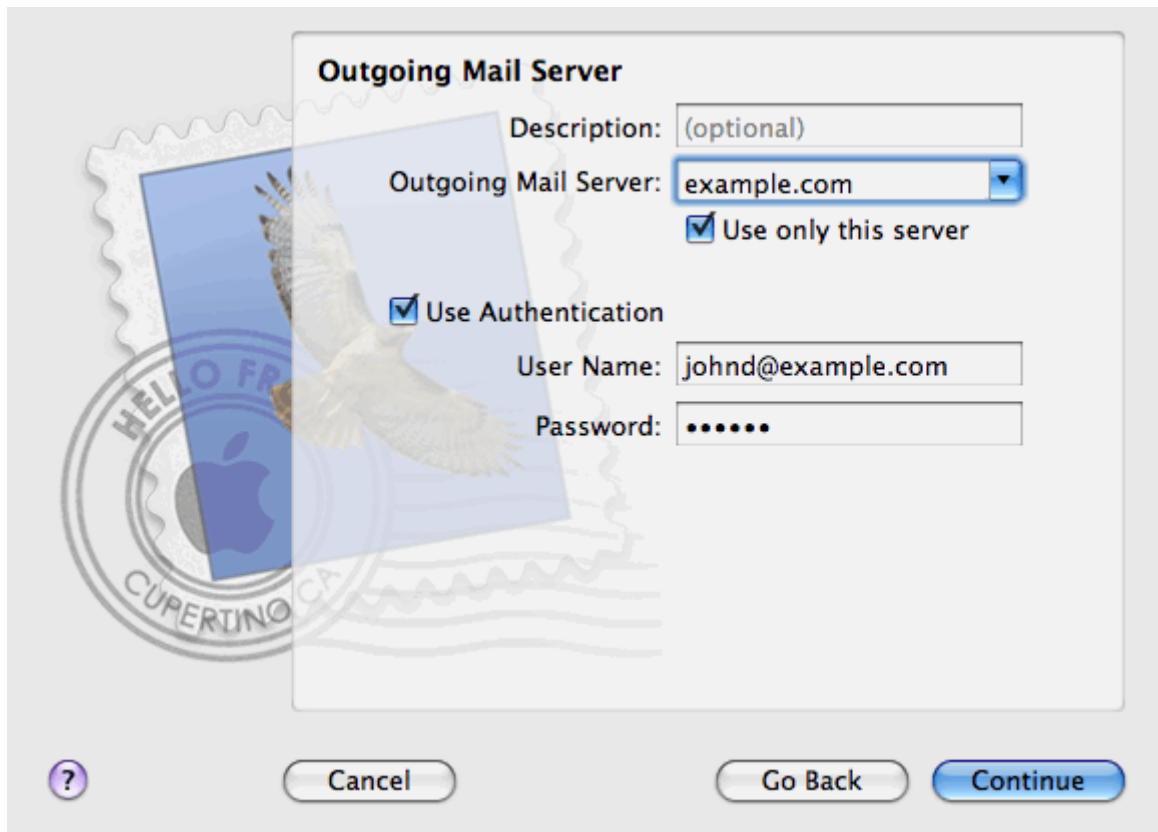
Apple Mail displays this setup screen only if a mail server bundled with Parallels Small Business Panel supports SSL for the selected account type (POP or IMAP).



8. Click **Continue**.

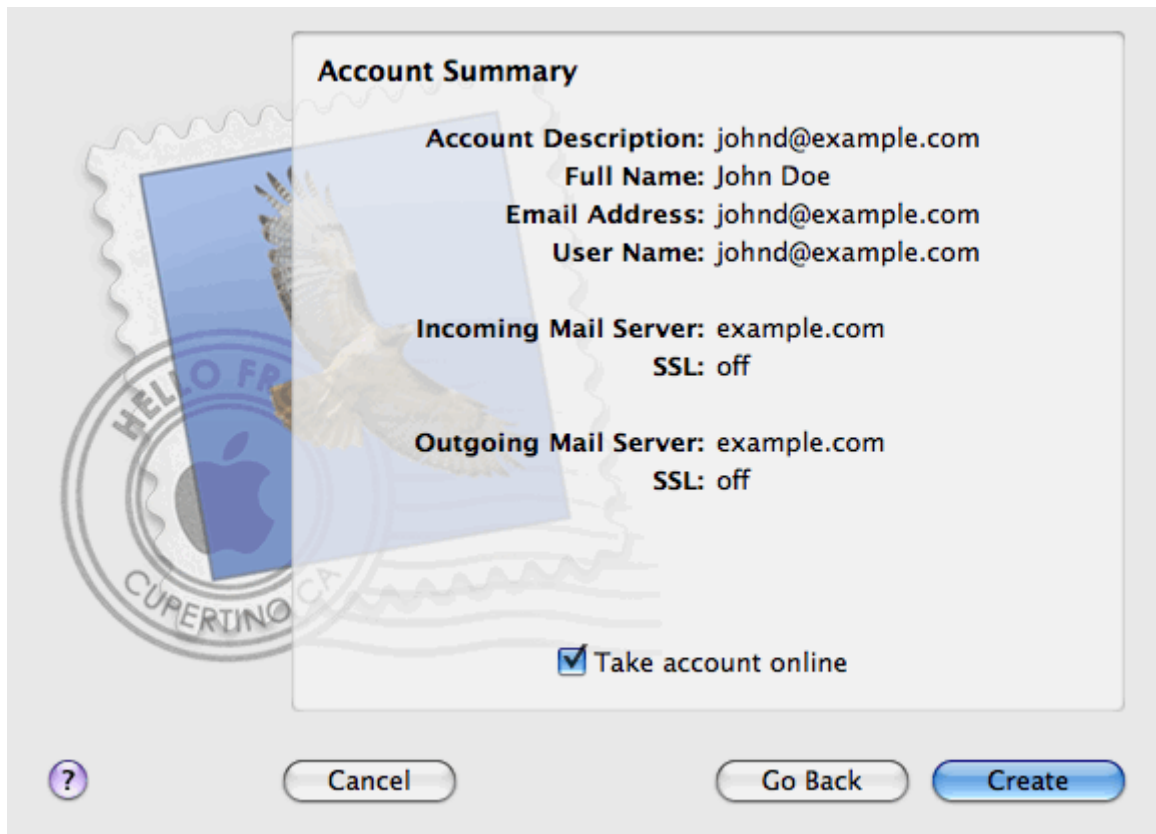
9. Fill in the following outgoing mail server information:

- **Outgoing Mail Server:** type in the name of domain which serves your mail (which follows the @ sign in your e-mail address).
- **Use only this server:** selected.
- **Use Authentication:** selected.
- **User Name:** enter your full e-mail address.
- **Password:** leave it auto-completed (Apple Mail takes it from the previous step).



10. Click Continue.

Apple Mail displays overall description of the mail account that is going to be created.

11. Select the Take account online checkbox and click Create.

View Site Visit Statistics

Finally, when your site works fine and search engines return it in search results, it is the best time to evaluate site efficiency by viewing the visits statistics.

➤ *To find out how many people visited a site, from what countries, and what pages of the site they viewed:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab > **Web Statistics**.
The site visitor statistics will show in a new browser window.
3. To view statistics for web pages viewed from the SSL-secured area of your site, select **SSL Web Statistics** in the menu.
4. To view statistics for files downloaded over the file transfer protocol (FTP), select **FTP Statistics** in the menu.

Alternately, you can view the visits statistics for a site by visiting the following URL: <https://your-domain.com/plesk-stat/webstat>. When prompted for username and password, specify your FTP account username and password.

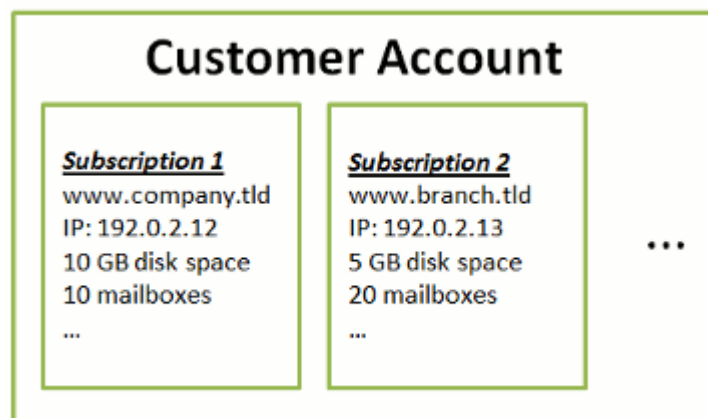
You have successfully completed the quick start part of the guide. Feel free to read about other features that are available to you in the Control Panel.

Customer Account Administration

As described in the section **Quick Start with Parallels Panel** (on page 10), the first step in establishing your company's web presence is signing up to the services provided by a hosting company (hosting provider). After you subscribe to a hosting plan, a *customer account* in Panel is created to enable you to log in to Panel and use the hosting services and resources like mailboxes, disk space, and bandwidth.

Customer Account and Multiple Subscriptions

Panel allows you to subscribe to as many hosting plans as you need. For example, if you do not want your main site to share hosting resources with a company's branch site you can subscribe to another hosting plan under the same customer account. In other words, a customer account is a personalized access to all your subscriptions (see the picture below).



Another reason for using multiple subscriptions is that subscription is limited to *only one IPv4 and one IPv6 address*. Thus, all domains within a subscription share the same IP address (v4 or v6). If you need to host sites on different IP addresses, you should additionally order the same plan for as many IP addresses as you need. This can be useful, for example, if you want to secure connections to each of your sites with a separate SSL certificate. For information on how to purchase an additional subscription, refer to the section **Ordering More Resources** (on page 50).

If you have multiple subscriptions under a single customer account, you can easily switch among them from the **Account** tab. To be more specific, the **Account** tab provides access to operations that apply to *all your subscriptions*. All other tabs (like **Mail**, **Users**, or **Domains & Websites**) are, on the contrary, *subscription-wide*. This means that to change mail settings on a particular subscription, *you should first switch to it* before clicking **Mail**.

Adding Resources to a Subscription

Purchasing a new subscription for extending hosting resources is not always necessary. You can always improve just one of your subscriptions. For example, add extra disk space or SSL support. This can be done by switching to another hosting plan or by purchasing hosting plan add-ons. Learn more in the section **Ordering More Resources** (on page 50).

Managing Customer Account

In Panel, you can perform a number of administrative operations on your customer account:

- Change an account password and personal information. Learn more in the section **Changing Your Password and Contact Information** (on page 39).
- View the list of services and resources provided by subscription on the **Account** tab. For detailed information about all subscription features, refer to the section **Viewing Subscription Summary** (on page 40).
- Make payments to renew your subscription. Learn more in the section **Managing Account Balance and Invoices** (on page 47).
- View statistics on your account: For example, disk space or traffic usage. Learn more in the section **Viewing Statistics** (on page 52).

Allow Other Users to Access Your Account

If the number of hosting maintenance operations is too large to be handled by one person, you can delegate some of them to other people. For this purpose, you can create auxiliary user accounts grouped by means of user roles. For example, you can create a group that is allowed to only upload content to websites. Users in this group will not be able to perform any operations except for managing website content. For more information about auxiliary users, refer to the section **(Advanced) Managing Auxiliary User Accounts** (on page 54).

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Changing Your Password and Contact Information

➤ *To change your password for access to Control Panel:*

1. Click a link with your name at the top of the screen.
2. Type a new password, and click **OK**.

➤ *To change a username or password that you use for connecting to your web space:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, select the required web space in the **Subscription** menu at the top of the screen.
2. Click the **Websites & Domains** tab.
3. Click **Web Hosting Settings**.
4. Type the new username or password, and click **OK**.

➤ *To change your contact information:*

1. Click a link with your name at the top of the screen.
2. Click the **Contact Details** tab.
3. Update your contact information and click **OK**.

Viewing Subscription Summary

When you subscribe to hosting services, a user account is created in the Panel to allow you to manage your websites and mailboxes on your own.

You can view the following information about your account:

- Current subscriptions to service plans.
You can be subscribed to a number of service plans at once, and, therefore, can have several subscriptions associated with your account. If a billing system is connected to the Panel, then you can also purchase additional subscriptions, upgrade or downgrade them, and pay your invoices.
- Allocated and consumed resources.
- Hosting features available for your websites.
- Operations you can perform in your Panel.
- Account balance, unpaid invoices, and monthly fee for your hosting package.

➤ ***To view the information about your account and your current subscriptions:***

1. Click the **Account tab.**

A list of your current subscriptions is shown.

2. If the billing system is integrated with the Panel, then the following information is shown:

- **Account credit balance.** This is how much money is available in your billing account.
- **Due invoices balance.** This is how much money you owe to your provider. Here, you can pay all invoices at once by clicking **Pay All Outstanding Invoices**, or pay one of invoices by clicking a **Pay Now** link in the list titled **Latest Outstanding Invoices**. You can also view all invoices by clicking the link **Show all invoices**, or print an invoice by clicking an invoice number and then clicking **Print**.
- **Latest to-do items.** This shows reminders from the system about the actions you need to take.
- List of all your subscriptions. You can use links in the list to perform the following operations:
 - View subscription properties by clicking a link with subscription name.
 - Select a subscription that you want to manage through the Control Panel by clicking the corresponding link **Switch to Subscription**.
 - Order an SSL certificate for a site by clicking **Request SSL Certificate**. This operation is described in the section **Ordering SSL Certificates**.
 - View properties of already ordered SSL certificates by clicking **Show Certificate Info**.
 - View or change domain information, contact information, and DNS settings specified at a registrar's site, by clicking **Show Domain Info**. These operations are described in the section **Registrar's DNS Settings in Panel** (on page 77).

3. To view detailed information about resource allotments, available hosting options, and permissions for operations, click a subscription's name.
4. Do any of the following:
 - To view a list of allocated and consumed resources, click the **Resources** tab.
 - To view a list of hosting features available for your account, click the **Hosting Options** tab.
 - To view a list of operations that you can perform in your Hosting Panel, click the **Permissions** tab.
 -

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Allocated and Consumed Resources

If you are subscribed to a number of service plans at once, then you have several subscriptions. For each subscription, the following types of allocated resources are listed in the Panel at the **Account** tab > *subscription name* > **Resources** tab:

- **Disk space.** This is the total amount of disk space allocated to your account with subscription. This amount includes all data related to your websites, e-mail accounts, applications, backups, and log files.
- **Traffic.** This is the total amount of data in megabytes that can be transferred monthly from all your websites.
- **Domains.** This is the number of websites that can have separate second-level domain names, such as, for example, example.com.
For information about setting up websites, refer to the sections **Set Up Your First Website** (on page 11) and **Adding Domains** (on page 63).
- **Subdomains.** This is the number of additional websites that can have third-level domain names, such as, for example, news.example.com.
For information about setting up subdomains, refer to the section **Adding Subdomains** (on page 65).
- **Domain aliases.** This is the number of additional domain names that can be set up to point to one of your sites. For example, example.fr and example.de can both point to example.com.
For information about setting up domain aliases, refer to the section **Adding Domain Aliases** (on page 67).
- **Mailboxes.** This is the number of mailboxes that can be created under all your websites.
For information about creating mailboxes, refer to the chapter **Mail** (on page 196).
- **Mailbox size.** This is the amount of disk space that can be occupied by a mailbox.
- **Total mailboxes quota.** This is the total amount of disk space that can be used by all mailboxes under all your domains. This option is available only on Windows-based customer accounts.
- **Mailing lists.** This is the total number of mailing lists that can be set up under all your websites. Note that there are mailing lists and mail groups, which serve the same purpose, but are slightly different in functionality. Mailing lists support archiving and pre-moderation of messages, while mail groups can only be used for sending one message to a number of recipients at once.
For information about setting up and using mailing lists, refer to the section **Using Mailing Lists** (on page 206).
- **Additional FTP accounts.** This is the number of FTP accounts that can be set up for accessing the webspace, in addition to the main FTP account that was created when your subscription was activated.
For information about setting up FTP accounts, refer to the sections **Changing FTP Access Credentials** (on page 191) and **Adding FTP Accounts** (on page 192).
- **Databases (Linux).** This is the number of databases that can be hosted for all your websites. Databases are a standard means of organizing data storage that allows dynamic websites, web applications, and their users to store, search, and retrieve information.

For information about working with databases, refer to the chapter **(Advanced) Using Databases** (on page 214).

- **MySQL databases and Microsoft SQL Server databases** (Windows). This is the maximum number of MySQL and Microsoft SQL Server databases respectively that can be created on the Panel database servers and used by the subscription's websites.
- **MySQL databases quota and Microsoft SQL databases quota** (Windows). This is the maximum amount of disk space (in megabytes) that the subscription's MySQL and Microsoft SQL Server databases respectively can occupy.
- **Java applications**. This is the number of Java applications packaged in WAR format that you can install on your sites.
- **Sites published with Web Presence Builder**. This is the number of sites that you can create and publish using Web Presence Builder, if Web Presence Builder option is included in your hosting package.
- **Mobile sites**. This is the total number of websites that you can host with the UNITY Mobile online service, which optimizes sites for viewing on mobile devices.
- **Web users**. This is the number of user accounts that you can create for hosting web pages for other users under your domains.
- **FrontPage accounts**. This is the number of Microsoft FrontPage user accounts that you can create for collaboration on site content using FrontPage. This option is available only for Windows-based customer accounts.
- **Shared SSL links**. This is the number of websites that you can secure with an SSL certificate shared by your provider. This option is available only for Windows-based customer accounts.
- **ODBC DSN connections**. This is the number of connections to external databases that you can create for web applications running on your customer account. This option is available only for Windows-based customer accounts.
- **ColdFusion DSN connections**. This is the number of connections to external databases that you can create for web applications written in Adobe ColdFusion, which are running on your customer account. This option is available only for Windows-based customer accounts.

Hosting Features Available for Your Websites

Depending on your service plan, the following hosting features may be available for your websites (listed at the **Account** tab > *subscription name* > **Hosting Options** tab):

- **SSL support.** This allows you to secure connections to websites with SSL encryption.
For information about securing sites with SSL, refer to the section **Securing Connections with SSL Certificates** (on page 106).
- **Web statistics.** This allows you to view website visits statistics presented in diagrams and charts.
For information about viewing website visits statistics, refer to the section **Viewing Statistics** (on page 52).
- **Custom error documents.** This allows you to create custom HTML pages and configure web server to show them instead of typical error messages, such as `404 Not Found`.
For information about setting up custom error documents, refer to the section **Setting Up Custom Error Pages** (on page 116).
- **Support for programming and scripting languages**, such as PHP, CGI, Perl, Python, Microsoft ASP, ASP.NET, Adobe ColdFusion, SSI.
- **Microsoft FrontPage support** and **Microsoft FrontPage over SSL support.** These allow you to use Microsoft FrontPage to create and edit website content. These options are available only for Windows-based customer accounts.
- **Remote Microsoft FrontPage authoring (Windows).** This allows you to use Microsoft FrontPage to create and edit website content directly on the server. This option is available only for Windows-based customer accounts.
- **Dedicated IIS application pool (Windows).** This provides isolation and improved stability for web applications working on sites.
- **Additional write/modify permissions (Windows).** This option allows the web applications to use a file-based database (like Jet) located in the root of `httpdocs` folder.
- **Allow web users to use scripts.** This allows scripting at web pages available at URLs like `http://example.com/~<username>/<webpage>`, where `<username>` refers to a web user. Web users are individuals who do not need their own domain names. This service is popular with educational institutions that host non-commercial personal pages of their students and staff.

The following is a list of permissions for operations that you can perform in your Panel (shown at the **Account** tab > *subscription name* > **Permissions** tab):

- **DNS zone management.** Manage resource records in the DNS zones of websites. DNS stands for Domain Name System. It is a service that enables web browsers to locate websites by domain names.
For information about configuring DNS settings for your websites, refer to the section **(Advanced) Configuring DNS for a Domain** (on page 70).
- **Hosting settings management.** Manage web hosting settings, such as support for scripting languages.

- **PHP safe mode management.** This option is available only for Linux-based customer accounts. It allows you to switch PHP safe mode on or off for websites. Safe mode is a security restriction that does not allow scripts written in PHP to perform potentially dangerous operations on the server. You might need to switch off the safe mode for PHP if you use some web applications written in PHP and if they do not function properly.
- **Management of access to the server over SSH and Management of access to the server over Remote Desktop.** Securely upload web content to the server through Secure Shell (Linux) or a Remote Desktop connection (Windows).
- **Anonymous FTP management.** Set up a folder on the server which should be accessible to the Internet users over FTP protocol. This folder can have an address like, for example, ftp://downloads.example.com. This feature is called anonymous FTP because the users will not need to specify a username and password to browse, download, or upload files. For information about setting up FTP folder with unrestricted access, refer to the section **Setting Up Anonymous FTP Access** (on page 194).
- **Scheduler management.** Schedule execution of programs or scripts in the server's operating system.
For information about scheduling tasks, refer to the chapter **Scheduling Tasks** (on page 207).
- **Spam filter management.** Set custom settings for protection from unsolicited commercial e-mail, also known as spam.
For information about setting up spam filtering, refer to the section **Protecting Mailboxes from Spam**.
- **Antivirus management.** Set custom settings for protection from viruses and other malicious software that spreads itself through e-mail.
For information about setting up virus protection, refer to the section **Protecting Mailboxes from Viruses**.
- **Data backup and restoration using the server repository.** Use the backup and restore functions of the Panel to back up and restore websites, mail accounts, settings, and keep your backup files on the server.
For information about backing up and restoring data, refer to the chapter **(Advanced) Back Up and Restore Data** (on page 221).
- **Data backup and restoration using a personal FTP repository.** Use the backup and restore functions of the Panel to back up and restore websites, mail accounts, settings, and save your backup files to an FTP folder on another server.
For information about backing up and restoring data, refer to the chapter **(Advanced) Back Up and Restore Data** (on page 221).
- **Web statistics management.** Set custom preferences for visitor statistics reports.
For information about configuring and viewing website visitor statistics, refer to the section **Viewing Statistics** (on page 52).
- **Log rotation management.** Set custom preferences for recycling (rotation) of web server logs. Web server records information about connections to your sites and errors occurred on attempts to retrieve missing files. You can use these log files for website debugging purposes.
For information about working with web server access logs, refer to the section **Log Files** (on page 53).
- **Access to Application Catalog.** View and install applications on websites. For information about applications, refer to the section **Employing Website Applications** (on page 98).

- **Setup of potentially insecure web scripting options that override provider's policy.** This allows you to override the hosting security policy, if it is applied by the provider.
- **Domain creation.** Set up and manage new websites.
For information about setting up websites, refer to the sections **Set Up Your First Website** (on page 11) and **Adding Domains** (on page 63).
- **Subdomains management.** Set up and manage new websites with addresses like forum.example.com.
For information about setting up subdomains, refer to the section **Adding Subdomains** (on page 65).
- **Domain aliases management.** Set up and manage additional domain names for a site.
For information about setting up domain aliases, refer to the chapter **Adding Domain Aliases** (on page 67).
- **Additional FTP accounts management.** Set up and manage additional FTP accounts. To enable collaboration on website content, you can set up FTP accounts for other users and specify which directories of the site should be accessible to them.
For information about setting up FTP accounts, refer to the section **Adding FTP Accounts** (on page 192).
- **Java applications management.** Install and manage Java applications distributed in WAR archives and obtained separately from third-party vendors or application developers.
For information about installing Java applications, refer to the section **Installing Java Applications**.
- **Mailing lists management.** Set up and manage mailing lists.
For information about setting up and using mailing lists, refer to the section **Using Mailing Lists** (on page 206).
- **Hosting performance settings management.** Limit the bandwidth and number of connections to websites.
For information about restricting bandwidth usage for sites, refer to the section **Limiting Bandwidth and Number of Connections to Websites** (on page 125).
- **IIS application pool management.** Set custom preferences for IIS application pool (available only on Windows-based customer accounts).
For information about setting up IIS application pool, refer to the section **Setting Up IIS Application Pool (Windows)** (on page 143).
- **Additional write/modify permissions management.** Set additional write/modify permissions for websites that use file-based databases (available only on Windows-based customer accounts).
- **Shared SSL management.** Secure connections to your sites with SSL protection by using an SSL certificate shared by your provider.
For more information, refer to the section **Using Shared SSL Certificates (Windows)** (on page 110).
- **Hard disk quota assignment.** Adjust hard quotas on disk space if that is supported by your customer account.
- **Database server selection.** Select a database server for creating databases, if multiple database servers are available.

Managing Account Balance and Invoices

The operations described below are available if your Control Panel is integrated with a billing system.

➤ **To view your account balance and pay for hosting services:**

1. Click the **Account** tab.

2. The following information is shown:

- *Account credit balance.* This is how much money is available in your account.
- *(Optional) Usage charge.* If your subscription allows consuming hosting resources over the plan limit, this number shows how much money you should pay for these resources in addition to your subscription price. To view the detailed information about how much resources you used over limits, click the link **See details** below the charge amount. To learn how the system calculates usage charges, see the section **Calculating Usage Charges** (on page 49).
- *Due invoices balance.* This is how much money you owe to your provider. Here, you can pay all invoices at once by clicking **Pay All Outstanding Invoices**, or pay one of invoices by clicking a **Pay Now** link in the list titled **Latest Outstanding Invoices**.
- *Latest to-do items.* This shows reminders from the system about actions you need to take.
- *(Optional) Affiliate programs.* Your provider may let you earn money for promoting their plans. To start earning, you should join their *affiliate programs*. Here you can find the link to join affiliate programs or the info about your money you earn if you already joined the programs. To learn how to get profit from affiliate programs, see the section **Earning Credits for Promoting Provider's Plans** (on page 49).
- *List of all your subscriptions.* You can use links in the list to perform the following operations:
 - To view subscription properties, click a link with subscription name.
 - To select a subscription that you want to manage through the Control Panel, click the corresponding link **Switch to Subscription**.
 - To order an SSL certificate for a site, click **Order a Certificate**. For more information about this operation, see the section **Ordering SSL Certificates**.
 - To view properties of already ordered SSL certificates, click **Show Certificate Info**.
 - To view or change domain information, contact information, and DNS settings specified at a registrar's site, click **Show Domain Info**. For more information about these operations, see the section **Registrar's DNS Settings in Panel** (on page 77).

➤ ***To choose a payment method that you would like to use for paying for services:***

1. Go to the Account tab > Billing Accounts.

A record about the payment method that you used for purchasing the services for the first time is shown.

2. Do any of the following:

- To view or change settings for a billing account, click the corresponding link in the **Billing account name** column, specify the information about your bank card or account, and select the subscriptions that should be paid by it. Click **OK**.
- To add a new billing account, click **Add New Billing Account**, select the payment method, click **Next**, specify the required information about your bank card or account, and select the subscriptions that should be paid by it. Click **OK**.
- To remove a billing account, click the corresponding **Remove** link.

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Calculating Usage Charges

If the pay-as-you-go web hosting is allowed for a plan, Business Manager calculates *usage charges* - total costs of hosting resources overage - for the plan's subscribers basing on resource usage statistics that Business Manager collects from the connected Panels on a daily basis. No matter what billing mode and billing cycles you use, this happens on the first day of each month: The system finds the average daily overage of each resource except traffic and multiplies it by the month length and the monthly usage price of this resource.

Traffic

The traffic usage charge is calculated in the following way: Business Manager counts the total traffic overage for a month and multiplies it by the monthly traffic usage price. Say, if subscribers download 10 GB of files during a month while the plan limit is 5 GB, then the traffic overage is 5 GB. Assuming that the traffic usage price is \$1 for a 1 GB, such subscribers will pay $(10 \text{ GB} - 5 \text{ GB}) * \$1 = \$5$ traffic usage fee.

Other Resources

For calculation usage charges for other resources, Business Manager uses the average daily usage values. For example, if a customer uses 500 MB of disk space over the subscription quota for 15 days and then uses extra 700 MB for other 15 days, the average overage will be $(500 * 15 + 700 * 15) / 30 = 600 \text{ MB}$. If the disk space usage price is \$1 for 1 GB, then the customer will pay \$0.6 for disk space overage this month.

Calculating Usage with Add-ons

If a customer purchases additional resources in the middle of a month, then the system subtracts the resource amount provided by the add-on from the daily resource usage of each day starting from the add-on purchasing day.

For example, if a customer uses 500 MB of disk space over the plan limit for a whole month and purchases the add-on that provides an additional 1 GB of disk space on the 7th day of the month, then the usage charge will include the payment for only 7 days of 500 MB of disk space overage.

Earning Credits for Promoting Provider's Plans

Panel lets you earn money for promoting your provider's service plans. Particularly, you can get a certain commission for each order placed in the provider's online stores by people who signed up using your referral link.

Participants of affiliate programs (*affiliates*) distribute links to their provider's online stores. Each link is unique, so the system defines who brought a new customer and adds the commission to the link owner's *affiliate balance*. This commission is defined by the terms of the affiliate program and may vary depending on an online store. Affiliates can use money they earn only after the provider pays these money to their account credit balance. Normally, the provider pays out affiliates' commissions when they exceed the affiliate program's *payment threshold*. However, affiliates can ask the provider to pay out their commission before their balances exceed the threshold or, alternatively, delay payments and generate more credits.

Becoming an Affiliate

To start earning money, click the link **Become an Affiliate** on the **Account** tab. Once became an affiliate, you will get the access to the list of the provider's affiliate programs and your affiliate links. To see the programs list and your links, click the **Affiliate Programs** list on the **Account** tab.

Tracking Your Earnings

To see your current affiliate balance, go to the **Account** tab and find the balance in the **Affiliate Programs** group. If you want to see detailed information about your earnings, click the link **Revenue from Referrals**.

Example

For example, your provider offers you an affiliate program with 10% commission rate and \$20 payment threshold. You share your affiliate link with your friends, and three of them subscribe to a web hosting plan which costs \$50. The total commission that you get to your affiliate balance is $\$50 * 3 * 10\% = \15 . This amount is less than the program's payment threshold, so to receive credits, you should bring more customers to the online store with your link. When you do this and your balance exceeds the payment threshold which is \$20, the provider will add this balance to your credits. When you receive them, you can use them to pay for your subscriptions or subscribe to new services in the provider's online stores.

Participating in Multiple Programs

Your hosting provider may have multiple online stores with different currencies. If the provider offers affiliate programs for stores with different currencies, you will receive separate commissions in the corresponding currencies. For example, if you distribute links to stores with *USD* and *EUR* currencies, your affiliate balance contains two separate affiliate balances, one for each currency. Your provider pays out the commissions separately as well. For example, your affiliate balance is USD 50 and EUR 40 and the payment thresholds of the corresponding programs are USD 40 and EUR 45, your provider will pay out USD 50 to your credits and your affiliate balances will be USD 0 and EUR 40.

Ordering More Resources

The operations described below are available if your Control Panel is integrated with a billing system.

➤ *To add more resources to your subscription or upgrade to another service plan:*

1. Click the **Account** tab.
2. In the list of subscriptions, locate the subscription that you want to upgrade to another service plan, and click a link with the currently used plan's name.
3. Click **Upgrade**.

If there is no **Upgrade** link, then it means that you cannot upgrade to another hosting plan from your Control Panel, and you need to contact your provider.

4. Do any of the following:

- To add resources to your subscription without upgrading to another plan, select the options you would like to add and click **Adjust Add-ons**.
- To upgrade to another service plan, click **Order Upgrade**.

➤ ***To reduce the amounts of resources or downgrade to another service plan:***

1. Click the **Account tab.**

2. In the list of subscriptions, locate the subscription that you want to downgrade to another service plan, and click a link with the currently used plan's name.

3. Click **Downgrade.**

If there is no **Downgrade** link, then it means that you cannot downgrade to another hosting plan from your Control Panel, and you need to contact your provider.

4. Do any of the following:

- To reduce the amounts of allocated resources without downgrading to another plan, select the options you would like to reduce and click **Adjust Add-ons**.
- To downgrade to another service plan, click **Order Downgrade**.

➤ ***To subscribe to a hosting plan in addition to your main plan:***

1. Go to the **Account tab and click the **Add Subscription** link.**

2. Select the hosting plan to which you want to subscribe, and click **Buy Now. Follow the instructions on the screen to complete the order.**

Viewing Statistics

➤ *To view the reports on disk space and traffic usage by your account:*

1. If you have several subscriptions associated with your account, in the **Subscription** menu at the top of the screen, select the required subscription.
2. Click the **Statistics** tab.

The following information is presented in charts:

- Disk space used by websites, mail accounts, databases, and other files located in your webspace.
- Traffic used by FTP, web, and mail services during the current month.

FTP field shows the information about the total size of files transferred to and from the webspace over the file transfer protocol.

HTTP field shows the information about the total amount of data transferred from all of your websites over HTTP protocol, that is, retrieved by web browsers.

POP3/IMAP field shows the total amount of data received by all mail accounts under your domains.

SMTP field shows the total amount of data sent by all mail accounts under your domains.

3. Do any of the following:

- To view a report on the amount of data transferred to and from your sites over FTP, click **FTP Statistics**.
- To view a report on the amount of data transferred to and from your FTP directory, which is accessed without authorization, click **Anonymous FTP statistics**.
- To view a report on the amount of traffic used by services during a certain month, click **Data Transfer Statistics**, and select the required month from the menu.

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Log Files

All connections to the web server and requests for files that were not found on the server are registered in log files. These log files are analyzed by the statistics programs running on the server, which then present graphical reports on demand. You may want to download these log files to your computer for processing by third-party statistics programs, or view their contents for web server debugging purposes.

➤ ***To prevent these log files from growing too large, you should enable automatic cleanup and recycling of log files:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Websites & Domains** tab > **Logs** (in the **Advanced Operations** group) > **Log Rotation**.
3. Click **Switch On**. If you see only the **Switch Off** button there, this means that log recycling is already switched on.
4. Specify when to recycle log files and how many copies of each log file to store on the server. Also specify whether they should be compressed and sent to an e-mail address after processing.
5. Click **OK**.

➤ ***To view the contents of a log file or download it to your computer:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Websites & Domains** tab > **Logs** (in the **Advanced Operations** group). A list of log files opens.
3. Do any of the following:
 - To view all entries in a log file, click the log file name. If you want to view only a few last lines from the log file, type the number of lines into the input box under the **Settings** group, and then click the log file name.
 - To download a file to your computer, click the corresponding icon .
 - To remove a processed log file from the server, select the corresponding checkbox and click **Remove**. Confirm removal and click **OK**.

➤ **To download log files to your computer via FTP:**

1. Connect to the Panel server via FTP and log in using access credentials of the subscription logs of which you want to download.
2. Go to the `/statistics/logs` directory and copy the log files to you computer.

(Advanced) Managing Auxiliary User Accounts

If you want to allow other users to access the Panel for managing websites and installed applications, or to use e-mail services under your domains, then you need to create user accounts for them.

Auxiliary Users and User Roles

Auxiliary user accounts are created based on user roles. The roles include privileges to access certain areas of the Panel and perform operations in the Panel. There are several predefined user roles, namely: Accountant, Application User, Owner, and Webmaster. You can review and modify the Accountant, Application User, and Webmaster roles to suit your needs, or you can create your own custom roles. For more information on user roles and user account creation, refer to the sections **User Roles** (on page 55) and **Auxiliary User Accounts** (on page 57) correspondingly.

After auxiliary user accounts are created, the users will be able to log in to their accounts in Panel and use shortcuts in their Panels to access their mailboxes and work with applications. In addition, you can extend the list of links available to your auxiliary users with your custom links. These can be links to corporate resources, sites on the web, and so on. Learn more in **Custom Links** (on page 59).

Auxiliary Users and Multiple Subscriptions

Since Panel 10.4, if your customer account includes more than one subscription, you can allow auxiliary users to access only a specified subscription. If the **Access to subscriptions** property of a user account is set to a certain subscription, the user will always log in to this subscription and will not be able to switch to other subscriptions.

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User Roles

➤ *To create a user role:*

1. Go to the **Users** tab > **User Roles** tab > **Create User Role**.
2. Specify the following:
 - **User role name.**
 - **Access to Panel services.** Grant the required permissions for operations to the user:
 - **Manage users and roles.** Add, modify, and remove user accounts and roles. Note that even if this permission is not granted to a user, the user will be able to browse contact information of other users after logging in to the Panel.
 - **Create and manage sites.** Set up, modify, remove domain names and subdomains, host websites and change web hosting settings.
 - **Configure log rotation.** Manage settings for recycling of web server access and error log files. View, download, and remove log files.
 - **Configure anonymous FTP service.** Set up a directory accessible to all Internet users over FTP without authorization.
 - **Create and manage scheduled tasks.** Schedule execution of scripts or programs on your customer account.
 - **Configure spam filter.** Set up spam protection for mailboxes.
 - **Configure antivirus.** Set up virus protection for mailboxes.
 - **Create and manage databases.** Add, modify, and remove databases stored on your customer account.
 - **Configure and perform data backup and restoration.** Back up and restore data related to your customer account, websites, and mailboxes under your domains.
 - **View statistics.** View reports on disk space and traffic usage by your websites, and website visits.
 - **Install and manage applications.** Install applications on websites and manage them.
 - **Design sites in Web Presence Builder.** Create websites using Web Presence Builder.
 - **Upload and manage files.** Manage files and directories located in the webspace by using the Panel's file manager.
 - **Create and manage additional FTP accounts.** Set up additional FTP accounts for other users.
 - **Manage DNS settings.** Manage DNS settings for domains.
 - **Install and manage Java applications.** Install on websites third-party Java applications.
 - **Create and manage mail accounts.** Create, modify, and remove e-mail accounts.
 - **Create and manage mailing lists.** Create, modify, and remove mailing lists.
 - **Access to apps.** Select the applications that the user should be able to access and use. All web applications installed on the server are listed in this area.

For more information about installing applications and providing access to users, refer to the section **Granting Auxiliary Users Access to Apps** (on page 100).

3. Click **OK**.

➤ ***To modify user role properties:***

1. Go to the **Users** tab > **User Roles** tab.
2. Click a link with the role name that you want to change.
3. Change the role properties as required and click **OK**.

➤ ***To remove a user role:***

1. Go to the **Users** tab > **User Roles** tab.
2. Select a checkbox corresponding to the role you want to remove and click **Remove**. Note that it is impossible to remove the **Owner** role and other roles that are assigned to one or more users.
3. Click **Yes** to confirm the removal.

Auxiliary User Accounts

➤ *To create a user account:*

1. Go to the **Users** tab > **Create User Account**.
2. Specify the following:
 - **Contact name.**
 - **E-mail address.** The e-mail address will be used as a username for logging in to the Panel.
 - To create a new e-mail address for the user, select the option **Create an e-mail address under your account**,
type the desired left part of the address which goes before the @ sign, and, if you have a number of domains on your account, select the domain name under which the e-mail address should be created.
 - To associate with this user account an external e-mail address, select the option **Use an external e-mail address**, and specify an existing external e-mail address.
 - **User role.** Select the required user role from the menu.
 - **Access to subscriptions.** Allow a user to access only a specified subscription. The **All** value grants them access to all subscriptions within your customer account.
 - **Password.** Type the password for access to the Panel.
3. Leave the **User is active** checkbox selected. Otherwise, the user will not be able to access the Panel and use applications on your customer account.
4. Click **OK**.
5. Now, if you want to add contact information for the user, click a link with the user's name, and then click the **Contact Details** tab, and specify the user's contact information.
6. Click **OK**.

Now you can notify the user about creation of his or her account and ability to access the Panel. Provide the user with the address to open in his or her browser, the username (which is the user's e-mail address), and the password that you specified in the account settings.

➤ *To change user account properties:*

1. Click the **Users** tab.
2. Click a link with the user's name.
3. Make the required changes and click **OK**.

➤ ***To suspend or activate a user account:***

1. Click the **Users** tab.
2. Click a link with the user's name.
3. Do any of the following:
 - To suspend a user account, clear the **User is active** checkbox. The user will no longer be able to log in to the Panel and access applications.
 - To activate a user account, select the **User is active** checkbox.
4. Click **OK**.

➤ ***To remove a user account:***

1. Click the **Users** tab.
2. Select a checkbox corresponding to the user account you want to remove, and click **Remove**. Note that you cannot remove your own account.
3. Click **Yes** to confirm the removal.

Custom Links

You can add custom hyperlinks to the Panel and make them visible for your users. The links may lead to web resources, such as your corporate site, or to a web application that can process online requests and accept additional information about the users who click these links.

You can specify what information about users should be passed:

- Subscription ID.
- Primary domain name associated with a subscription.
- FTP account username and password.
- Customer's account ID, name, e-mail, and company name.

You can place the links in the following locations of the Control Panel, and decide who should be able to see them:

- On the **Home** page in the Control Panel, visible only to you. This is achieved by selecting the **Customer's Home page** option in the link properties.
- On the **Home** page in the Control Panel, visible to you and your users who are allowed to log in to the Control Panel. This is achieved by selecting the **Common access** option in the link properties.
- On the **Websites & Domains** tab in the Control Panel, visible to you and your users who are allowed to log in to the Control Panel. This is achieved by selecting the **Websites & Domains page of Subscription** option in the link properties.

➤ *To add a custom hyperlink to the Control Panel:*

1. Go to the **Account** tab > **Additional Services**, and click **Add Link to Service**.
2. Specify the following settings:
 - Type the text that will show on your button in the **Button label** box.
 - Choose the location for your button.
 - Specify the priority of the button. Your custom buttons will be arranged in the Panel in accordance with the priority you define: the lower the number, the higher the priority. Buttons are placed in the left-to-right order.
 - To use an image for a button background, type the path to its location or click **Browse** to browse for the desired file. It is recommended that you use a 16x16 pixels GIF or JPEG image for a button to be placed in the navigation pane, and 32x32 pixels GIF or JPEG image for buttons placed in the main frame or desktop.
 - Type the hyperlink of your choice to be attached to the button into the **URL** box.
 - Using the checkboxes, specify whether you want the customer information and other data to be transferred within the URL. These data can be used for processing by external web applications.
 - In the **Tooltip text** input field, type in the help tip that will be displayed when the users place the mouse pointer over the button.

- Select the **Open URL in Parallels Panel** checkbox if you want the destination URL to be opened in the main frame of the Panel, otherwise, leave this checkbox cleared to open the URL in a separate browser window or tab.
- If you want to make this button visible only to you, select the **Show to me only** checkbox.

3. Click **Finish** to complete creation.

➤ ***To remove a hyperlink button from the Panel:***

1. Go to the **Account** tab > **Additional Services**.
2. Select a checkbox corresponding to the link that you want to remove and click **Remove**.

Websites and Domains

As described in the chapter **Quick Start with Parallels Panel** (on page 10), creating your web presence always starts with purchasing a domain name. The *domain name* (or simply, *domain*) is the name people use to access your site from their browsers, for example, `www.example.com`. The domain registration is carried out by authorized companies - domain name registrars. Hosting providers often carry out this function. For detailed information about how to manage domains in Panel, refer to the section **Domains and DNS** (on page 62).

However, a domain is not a website. To make it accessible from the web and fill it with content, you should subscribe to hosting services (obtain a customer account). That is to supplement your domain with Internet connectivity, some disk space to store your content, mail services, and so on. Thus, *a website is a domain with provided hosting services*.

Panel provides a full range of operations in regard to domains and websites:

- Adding and removing domains, subdomains, and aliases.
- Managing the content of your websites.
- Installing various web apps.
- Securing connections to your websites and much more.

This chapter provides detailed information on all the possible operations on websites and domains in Panel. Note that some of these operations may be unavailable according to your hosting plan.

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Domains and DNS

As described above, a domain name is the name that people type in their browsers to access your website.

A domain name is hierarchical and may consist of a number of parts called labels:

- The label furthest to the right is called the *top-level domain*. For example, `com` is the top-level domain of `www.example.com`. The number of top-level domains is limited and all of them are managed by separate international authorities.
- *The second-level domain* is the label that we mainly use to imply the purpose of our website. In `www.example.com` it is the `example` part. The combination of the second-level and top-level domain names specifies the exact location of your website.
- Each label to the left is a subdomain of the domain to the right. For example, `www` is the subdomain of `example.com`. Subdomains can be convenient when you want to isolate some content from the main site, e.g. you can organize your personal blog on `myblog.example.com`. For information on how to add subdomains in Panel, refer to the section **Adding Subdomains** (on page 65).

If you want to host more than one website under your subscription, you can register more domains and add them to your subscription. Registering new domains may be available to you in the Control Panel if your hosting provider allows this. For information on how to purchase and add domains in Panel, refer to the section **Adding Domains** (on page 63).

In fact, domain names exist only for convenience; the real communication between browser and web servers uses IP addresses - the numerical host identifiers. For example, the real address of `www.example.com` may be `192.0.2.12` (IPv4). To resolve domain names into IP addresses, web hosts use DNS technology. For more details about how DNS is implemented in Panel, refer to the section **(Advanced) Configuring DNS for a Domain** (on page 70).

DNS allows several domains to be resolved into one IP address. Such additional names are called domain aliases. This is convenient when you have purchased several domains that you want to point to the same website. For information on how to add aliases to existing domains, refer to the section **Adding Domain Aliases** (on page 67).

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Adding Domains

If your hosting package includes more than one domain name (website), then you can easily add new domains to the server. Before you start adding a new domain that will use a second-level domain name, like *example.com*, be sure to register this domain name. If your hosting provider provides the domain name registration service, you can do this from the Control Panel as described below. Otherwise, you should register your domain name with another domain name registration authority.

You can set up the following types of site configurations through Panel:

- **Website addressed by a second-level domain name.** The following services are available for websites:
 - A unique Internet address (domain name), like *example.com*.
 - Additional domain names (domain aliases).
 - Subdomains - divisions of a site accessible by easy-to-remember addresses that are added to the main site, like *mail.example.com*.
 - Separate FTP accounts for collaboration on the site content. For every FTP account, you can specify which directories can be accessed.
 - Creating content using Web Presence Builder.
 - Simplified deployment of applications, such as content management systems, photo galleries, shopping carts, blogging platforms, and many more.
 - Secure data exchange implemented by SSL protocol. This requires that a site be hosted on a dedicated IP address, which is not shared among other users and sites.
 - Mailboxes and mailing lists.
 - Viewing statistics on site visits.
- **Website or a division of a website addressed by a third-level domain name (subdomain).** This is usually a division of an existing site. It has an Internet address comprising of three parts separated by dots. The following services are available for subdomains:
 - Separate document root from the main site. Document root is a directory on the server where web pages of a site are stored.
 - Access over FTP for content management.
 - Creating content using Web Presence Builder.
 - Simplified deployment of applications.
 - Secure data exchange implemented by SSL protocol.
 - Viewing statistics on site visits.

➤ *Adding More Domains*

➤ ***To host a new website with a second-level domain name:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, select the required webspace in the **Subscription** menu at the top of the screen.
2. Click the **Websites & Domains** tab, click **Add New Domain** and follow on-screen instructions.

Note: If you select the recommended option, you should connect the DNS settings related and your domain name with the domain name at the registrar's side. To achieve this, enter the Panel name server IP address into the respective NS record of the registrar. The instruction on how to obtain the IP is as follows: go to **Websites & Domains > DNS Settings**, find the NS record, and then find the A record corresponding to the NS record value.

For example, if your NS record is
example.com. NS ns.example.com,
find the A record with *ns.example.com*, say,
ns.example.com. A 192.0.2.12

The resulting value, *192.0.2.12*, is the Panel name server IP you need.

3. Click **OK**.

The new domain name is now shown in the list at the bottom of the screen.

4. If the operation of changing hosting settings is available for your account, then you can click the domain name of the new website to view or change the hosting settings, as described in the section **Changing Hosting Settings** (on page 80).

You can now start creating your website with Web Presence Builder or upload your web content to the webspace of the new website, as described in the section **Managing Website Content** (on page 90).

➤ ***Registering Domains***

If your service provider offers the domain name registration service as well as web hosting, you can initiate a domain registration directly from Panel. To register a domain name, add it as described above and then click the link **register it now** beside the new domain name in the domains list on the **Websites & Domains** tab. This will redirect you to the provider's online store where you can complete the registration.

After you register a domain name, it appears in the **Registered domain names** list on the **Websites & Domains** tab. To get information about a domain name registration, for example, the registration price and next renewal date, click the domain name in this list.

Removing Domains

When you delete a domain from Panel, all data related to the corresponding site are deleted from the server. The first domain name (default domain) that was created for your account cannot be deleted; however, it can be renamed.

➤ *To remove a domain:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, select the required workspace in the **Subscription** menu at the top of the screen.
2. Click the **Websites & Domains** tab.
3. In the list of domain names, select the domains or subdomains that you want to remove and click **Remove**.
4. Confirm removal and click **OK**.

Note: Removing domain names from the Control Panel does not cancel the registration of these names. If you registered these domains name, you still can use them for your websites.

Adding Subdomains

If your hosting package includes subdomains, which are additional third-level domain names, then you can use them to:

- Organize logically the structure of your site.
- Host additional websites or parts of a website on the same server without the need to pay for registration of additional domain names.

An example of using subdomains:

You have a website your-product.com dedicated to promoting and selling your product. For publishing information related to customer service and online order tracking, you can organize the subdomain "orders" so that your users will be able to access this information directly by visiting the Internet address "orders.your-product.com".

As subdomains have the same status with the additional domains, you can use the same set of tools and services for working with subdomains. For example, SSL protection, Web Presence Builder, web statistics, and so on.

➤ *To set up a subdomain for a site division or a separate site:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, select the required workspace in the **Subscription** menu at the top of the screen.
2. Click the **Websites & Domains** tab.
3. Click **Add New Subdomain**.

4. Specify the following:
 - a. In the **Subdomain name** box, type the portion of address that will be added to the domain name of your main site.
 - b. In the **Document root** box, type the desired location of the directory where all files and subdirectories of this site will be kept. You can use the default directory of the main site, called `httpdocs`, or specify another directory.
5. Click **OK**.

The new subdomain name is now shown in the list at the bottom of the screen.

You can now upload your web content to the subdomains webspace (directory on the server), as described in the section **Uploading Content over FTP**.

Wildcard Subdomains

If you enter the asterisk (*) symbol as a subdomain name, Panel will create a so-called *wildcard subdomain*. When site visitors enter *any* subdomain name that is not registered in Panel, they will be redirected to this wildcard subdomain. You can create wildcard subdomains on any domain name level. For example, you can create the **.mystore.example.com* subdomain. Learn more about wildcard subdomains in the section **Adding Wildcard Subdomains (Linux)** (on page 69).

Adding Domain Aliases

If you have registered with a domain name registrar several domain names that you would like to point to the same website that you host on this server, you should set up domain aliases.

➤ *To set up a domain alias:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab.
3. Click **Add New Domain Alias** above the list of domain names.
4. Type the desired domain alias name, for example alias.com.
Domain aliases can comprise letters, digits and hyphens. Each part of the domain alias between dots should not be longer than 63 symbols.
5. Select the **Synchronize DNS zone with the primary domain** checkbox if you want the domain alias to use the same DNS zone resource records as in primary domain. With this setting, any subsequent changes in resource records of the primary domain's zone will be applied to the DNS zone of this domain alias.
6. Select the **Mail service** checkbox, if you want e-mail directed at the e-mail addresses under the domain alias to be redirected to the e-mail addresses under your original domain name.
Example: You have an e-mail address mail@yourdomain.com. You have set up an alias for your domain name, for example, alias.com. If you want to receive mail to your mailbox mail@yourdomain.com when it is sent to mail@alias.com, select the **Mail service** checkbox.
7. Select the **Web service** checkbox. Otherwise, the web server will not serve the web content to users coming to your site by typing the domain alias in their browsers.
8. If you use hosting services based on a Linux platform, and you have Java applications installed on your site that you want to make accessible through the domain alias, select the **Java web applications** checkbox.
9. Click **OK**.

➤ *To change the properties of an alias:*

1. Go to the **Websites & Domains** tab.
2. In the list of domain names, click the alias name you need.

3. Click **Settings** in the **Tools** group.
4. Modify the domain alias properties as required and click **OK**.

➤ ***To modify resource records in the DNS zone of a domain alias:***

1. Go to the **Websites & Domains** tab.
2. In the list of domain names, click the alias name you need.
3. Click **DNS**.
4. Add, edit or remove the resource records as required:
 - To add a resource record to the zone, click **Add New Record**. Specify the required values and click **OK** to write the values to the zone.
 - To modify a resource record, under the **Host** column, click a hyperlink corresponding to the record you need.
 - To remove a record, select a checkbox corresponding to the record you wish to remove and click **Remove**.

➤ ***To remove an alias from a domain:***

1. Go to the **Websites & Domains** tab.
2. Select a checkbox corresponding to the domain alias that you want to remove.
3. Click **Remove**.
4. Confirm removal and click **OK**.

Adding Wildcard Subdomains (Linux)

Use wildcard subdomains to redirect visitors from *non-existent subdomains* to one of your websites, commonly, to your main website. The typical use cases of this feature are:

- Improve website organization and run marketing campaigns.
For example, you do not have the *vps-limited-offer* subdomain but wish to forward users from *limited-vps-offer.example.com* to *example.com*.
- Help users reach your website even if they mistyped a subdomain name.
It is a widespread mistake to mistype a website name if it has the leading *www* prefix (for example, typing *ww.example.com*).
- Finally, some website applications (WordPress) use wildcard subdomains to create dynamic subdomains for convenience and better user experience.

Note: Traffic to existent subdomains will not be affected in any way if you add a wildcard subdomain.

How to Add Wildcard Subdomains

You can add one wildcard subdomain per each of domain names under a subscription. For this, go to the **Websites & Domains** tab and add a new subdomain which name is "" to one of your domain names. Example: **.example.com*. If you wish this subdomain to have a custom set of scripts or website content, specify a custom document root for this subdomain.

Limitations of Wildcard Subdomains

Wildcard subdomains act like typical subdomains with the following exceptions:

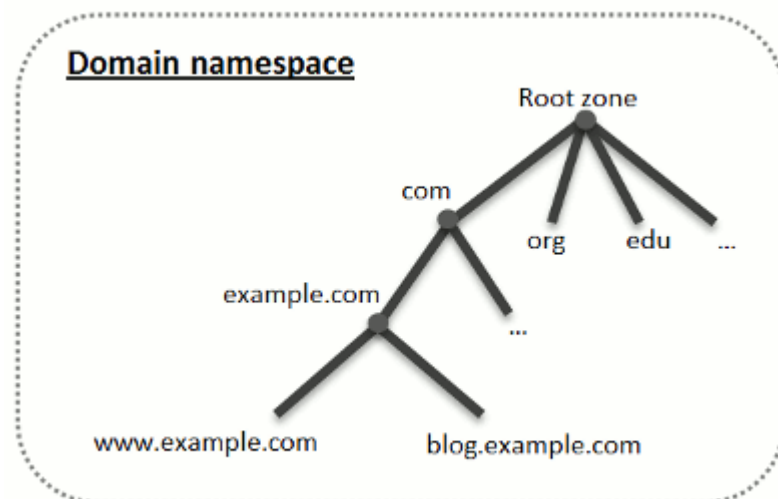
- *Linux-only feature.* Currently, wildcard subdomains are supported only on Panel for Linux.
- *Renaming is not available.* It is not possible to rename such subdomains.
- *No DNS zone.* This type of subdomains does not have own zone record in the Panel's DNS server. Instead, they have the A record that points to the IP address associated with a corresponding domain name.
- *Installation of APS apps is not allowed.* Panel users are unable to install APS apps to wildcard subdomains.
- *No Web Presence Builder sites.* Panel users are unable to edit and publish sites to these subdomains.

(Advanced) Configuring DNS for a Domain

The Domain Name System (DNS) is a hierarchical naming system that translates understandable domain names into the numerical identifiers (IP addresses) associated with web hosts. Such translation is called *resolving*. When you add a domain name (using **Websites & Domains > Add New Domain**), you should choose the role of Panel in resolving your resources: It can directly process all translation requests, be a backup server, or pass the translation requests to a remote server. This role can be changed for existing domain names (**Websites & Domains > click a domain name > DNS Settings**). We discuss details about each of the roles and provide instructions how to assign them next in this section.

DNS Name Resolving

DNS is based on a hierarchical tree structure called the domain namespace. This global namespace contains all possible domain names and is divided into logical parts - domain zones (see the picture below). A domain zone is a part of the namespace that contains the addresses of particular domains. Addresses are stored in a file on a separate name server with authority for that zone. For example, when a browser tries to access `www.example.com`, it gets the site's IP address from a server with authority for the `example.com` zone. For more information about how DNS works, refer to the respective documentation. You can find it in numerous sources on the Internet, for example, Microsoft TechNet.



When you purchase a domain, a registrar gives you access to the settings for the DNS zone responsible for your domain and its subdomains. You can either allow the registrar to manage the zone, or delegate the zone to Panel. The latter option gives you the ability to manage a zone directly from your customer account. For information about how to delegate your zone to the Panel, refer to the section **Panel as a Master DNS Server** (on page 72).

If you are an advanced user and already have a DNS server that you want to give authority for your zone, you can set up Panel to be a slave (also called secondary) DNS server. In this case, Panel just stores a copy of your zone and you do not have the option to manage it from the Control Panel. The Panel DNS server will be used only if your primary name server becomes inaccessible or inoperable. For information about how to make Panel act as a secondary DNS server, refer to the section **Panel as a Slave DNS Server** (on page 77).

If you decide *not* to use Panel as a DNS server, all zone management should be performed on a domain registrar's site. Some registrars provide support for remote DNS zone management. If your hosting provider uses this feature, you will still be able to modify the DNS zone from the Control Panel regardless of where your authoritative name server is located. For information about how to switch off the Panel's DNS server and manage your zone remotely, refer to the section **Registrar's DNS Settings in Panel** (on page 77).

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Panel as a Master DNS Server

For each new domain name, the Panel automatically creates a DNS zone in accordance with the settings configured by your service provider. The domain names should work fine with the automatic configuration, however, if you need to perform custom modifications in the domain name zone, you can do that through your Panel.

➤ ***To view the resource records in a DNS zone of a domain:***

1. Go to the **Websites & Domains** tab > **DNS Settings**.
2. If you have several domain names, select the domain name whose DNS settings you want to view.

A screen will show all resource records for a given domain.

➤ ***To add a new resource record to the zone:***

1. Go to the **Websites & Domains** tab > **DNS Settings**.
2. If you have several domain names, select the domain name whose DNS settings you want to manage.
3. Click **Add Record**.
4. Select a resource record type, and specify the appropriate data:
 - For an NS record, which specifies the domain name of a name server that is responsible for a DNS zone of a domain, you need to specify the domain name (or a subdomain), and then the corresponding name server's domain name. If you are defining an NS record for your main domain, then you should leave the domain name field empty. If you are defining a name server for a subdomain, then type the subdomain into the **domain name** field. After that, type the appropriate name server's domain name into the **name server** field. For example: ns1.mynameserver.com.
 - For A and AAAA records, which associate IP addresses with domain names, you need to specify the domain name and IP address. If you are simply defining a record for your main domain, then you should leave the **domain name** field empty. If you are defining a record for a name server, then type ns1 or ns2 into the **domain name** field. Then specify the appropriate IP address with which to associate the domain name.
 - For a CNAME record, which specifies which subdomains (or domain aliases that look like subdomains, for example, www) should be associated in the Domain Name System with the main domain address, you need to type the subdomain name or www alias, and then, the main domain name.

- For an MX record, which specifies the host name of the preferred mail server for the given domain, you need to specify the mail domain (or subdomain), the domain name of the mail exchange server responsible for receiving e-mail, and the server's priority. For the main domain, you would simply leave the available field blank. Then type the domain name of your mail server. If you are running a remote mail server named 'mail.myhostname.com', then simply type 'mail.myhostname.com' into the **Mail exchange server** field. After that, specify its priority: 0 is the highest and 50 is the lowest.
 - For a PTR record, which is required for reverse DNS lookup (an IP address is translated to domain name), you need to enter the IP address/mask, and then type the appropriate domain name for this IP address to be translated to.
 - For a TXT record, which is used for specifying arbitrary human-readable text, you can type an arbitrary text string, or an SPF record.
 - For an SRV record, which is used for specifying location of services other than mail, you will need to enter the service name, protocol name, port number, and target host. Service and protocol names should start with the underscore symbol. You can also specify the priority of the target host, and relative weight (for records with the same priority) in the appropriate fields.
4. Click **OK**, and then click **Update**.

➤ ***To modify the properties of a resource record:***

1. Go to the **Websites & Domains** tab > **DNS Settings**.
2. If you have several domain names, select the domain name whose DNS settings you want to manage.
3. Click the hyperlink in the **Host** column corresponding to the resource record you want to modify.
4. Modify the record as required, click **OK**, and then click **Update**.

In addition to the resource records described above, there is also a Start of Authority record. This record indicates that this DNS name server is responsible for the domain's DNS zone. It also contains settings that affect propagation of information about the DNS zone in the Domain Name System.

➤ ***To modify the entries in the Start of Authority (SOA) record for a domain:***

1. Go to the **Websites & Domains** tab > **DNS Settings**.
2. If you have several domain names, select the domain name whose DNS settings you want to manage.
3. Click **SOA Record**.

4. Specify the required values:

- **Refresh interval.** This is how often the secondary name servers check with the master name server to see if any changes have been made to the domain's zone file. The Panel sets the default value of three hours.
- **Retry interval.** This is the time a secondary server waits before retrying a failed zone transfer. This time is typically less than the refresh interval. The Panel sets the default value of one hour.
- **Expire interval.** This is the time before a secondary server stops responding to queries, after a lapsed refresh interval where the zone was not refreshed or updated. The Panel sets the default value of one week.
- **Minimum TTL.** This is the time a secondary server should cache a negative response. The Panel sets the default value of three hours.
- **Default TTL.** This is the amount of time that other DNS servers should store the record in a cache. The Panel sets the default value of one day.

5. Click **OK, and then click **Update**.**

Usage of serial number format recommended by IETF and RIPE is mandatory for many domains registered in some high-level DNS zones, mostly European ones. If your domain is registered in one of these zones and your registrar refuses your SOA serial number, using serial number format recommended by IETF and RIPE should resolve this issue.

The Panel-managed servers use UNIX timestamp syntax for configuring DNS zones. UNIX timestamp is the number of seconds since January 1, 1970 (Unix Epoch). The 32-bit timestamp will overflow by July 8, 2038.

RIPE recommends using YYYYMMDDNN format, where YYYY is year (four digits), MM is month (two digits), DD is day of month (two digits) and NN is version per day (two digits). The YYYYMMDDNN format will not overflow until the year 4294.

➤ ***To change the Start of Authority (SOA) serial number format to YYYYMMDDNN for a domain:***

- 1. Go to the **Websites & Domains** tab > **DNS Settings**.**
- 2. If you have several domain names, select the domain name whose DNS settings you want to manage.**
- 3. Click **SOA Record**.**
- 4. Select the **Use serial number format recommended by IETF and RIPE** checkbox.**

Note: See the sample of SOA serial number generated with the selected format. If the resulting number is less than the current zone number, the modification may cause temporary malfunction of DNS for this domain. Zone updates may be invisible to the Internet users for some time.

5. Click **OK, and then click **Update**.**

➤ ***To remove a resource record from the zone:***

1. Go to the **Websites & Domains** tab > **DNS Settings**.
2. If you have several domain names, select the domain name whose DNS settings you want to manage.
3. Select a checkbox corresponding to the record you want to remove.
4. Click **Remove**.
5. Confirm removal, click **OK**, and then click **Update**.

➤ ***To restore the original zone configuration in accordance with the default DNS template settings used on the server:***

1. Go to the **Websites & Domains** tab > **DNS Settings**.
2. If you have several domain names, select the domain name whose DNS settings you want to manage.
3. Click **Restore Defaults**.
4. In the **IP address** menu, select the IP address to be used for restoring the zone.
5. Specify whether a **www** alias is required for the domain.
6. Select the **Confirm the restoration of the DNS zone** checkbox, and click **OK**.

➤ ***To restore the default Start of Authority (SOA) serial number format (UNIX timestamp) for a domain:***

1. Go to the **Websites & Domains** tab > **DNS Settings**.
2. If you have several domain names, select the domain name whose DNS settings you want to manage.
3. Click **SOA Record**.
4. Clear the **Use serial number format recommended by IETF and RIPE** checkbox.

Note: See the sample of SOA serial number generated with the selected format. If the resulting number is less than the current zone number, the modification may cause temporary malfunction of DNS for this domain. Zone updates may be invisible to the Internet users for some time.

5. Click **OK**, and then click **Update**.

By default, transfer of DNS zones is allowed only for the name servers designated by NS records contained within each zone. If you are using a Windows-based account, then you can change zone transfer settings.

➤ ***If your domain name registrar requires that you allow transfer for all zones you serve:***

1. Go to the **Websites & Domains** tab > **DNS Settings**.
2. If you have several domain names, select the domain name whose DNS settings you want to manage.
3. Click **Zone Transfers**. A screen will show all hosts to which DNS zone transfers for all zones are allowed.
4. Specify the registrar's IP or network address and click **Add Network**.

Panel as a Slave DNS Server

If you host websites on your account and have a standalone DNS server acting as a primary (master) name server for your sites, you may want to set up the Panel's DNS server to function as a secondary (slave) name server.

➤ ***To make the Panel's DNS server act as a secondary name server:***

1. Go to the **Websites & Domains** tab > **DNS Settings**.
2. If you have several domain names, select the domain name whose DNS settings you want to manage.
3. Click **Switch DNS Service Mode**.
4. Click **Add Record**.
5. Specify the IP address of the primary (master) DNS server.
6. Click **OK**, and then click **Update**.
7. Repeat steps from 2 to 6 for each website that needs to have a secondary name server on your server.

➤ ***To make the Panel's DNS server act as a primary back:***

1. Go to the **Websites & Domains** tab > **DNS Settings**.
2. If you have several domain names, select the domain name whose DNS settings you want to manage.
3. Click **Switch DNS Service Mode**.

The original resource records for the zone will be restored.

Registrar's DNS Settings in Panel

If you have external primary and secondary name servers that are authoritative for some of your websites, switch off the Panel's DNS service for each of these sites.

➤ ***To switch off the Panel's DNS service for a site served by external name servers:***

1. Go to the **Websites & Domains** tab > **DNS Settings**.
2. If you have several domain names, select the domain name whose DNS settings you want to manage.
3. Click **Switch Off the DNS Service**.

Turning the DNS service off for the zone will refresh the screen, so that only a list of name servers remains. Note that the listed name server records have no effect on the system. They are only presented on the screen as clickable links to give you a chance to validate the configuration of the zone maintained on the external authoritative name servers.

4. If you want to validate the configuration of a zone maintained on authoritative name servers, do the following:
 - a. Add to the list the entries pointing to the appropriate name servers that are authoritative for the zone: Click **Add Record**, specify a name server, click **OK**, and then click **Update**.
 - b. Repeat the step a for each name server you would like to test. The records will appear in the list.
 - c. Click the records that you have just created.

The Panel will retrieve the zone file from remote name servers and will check the resource records to make sure that domain's resources are properly resolved. The results will be interpreted and displayed on the screen.

If your Control Panel is integrated with a billing system, then the following operations on domains might be available from the Panel:

- Setting a password for access to domain management panel at a registrar's site.
- Locking and unlocking domain name for transferring to another provider.
- Changing domain registrant and other contact information.
- Changing DNS settings for domain zones served by a domain registrar.
- Configure automatic renewal of the domain account at the domain name registration company.

➤ ***To set a new password for access to your domain management control panel at a registrar's site:***

1. Go to the **Account** tab.
2. Locate the domain name for which you want to change settings, and click the link **Show Domain Info** next to it.
3. Click **Change Domain Password**.
4. Type a new password and click **OK**.

➤ ***To lock or unlock domain name for transferring to another provider:***

1. Go to the **Account** tab.
2. Locate the domain name for which you want to change settings, and click the link **Show Domain Info** next to it.
3. Click **Change Registrar Lock Setting**.
4. To allow domain name transfer, clear the **Lock** checkbox and click **OK**.

➤ ***To change domain owner's contact, technical, administrative, or billing information:***

1. Go to the **Account** tab.
2. Locate the domain name for which you want to change settings, and click the link **Show Domain Info** next to it.
3. Click **Edit Contact Info**.
4. Make the necessary changes and click **OK**.

➤ ***To change DNS settings for a domain:***

1. Go to the **Account** tab.
2. Locate the domain name for which you want to change settings, and click the link **Show Domain Info** next to it.
3. Click **Edit DNS Settings**.
4. Specify the domain name servers that serve the DNS zone for your website and IP address of the server where the website is hosted.
5. If the DNS zone of your website is served by your domain name registrar, then you can also specify other resource records that affect how your website's services are accessible over the Internet.
6. To save your changes, click **OK**.

➤ ***To configure automatic renewal of the domain name:***

1. Go to the **Account** tab.
2. Locate the domain name for which you want to change settings, and click the link **Show Domain Info** next to it.
3. Click **Automatic Domain Renewal**.
4. To allow auto renewal of the domain registration, select the **Turn on auto renewal** checkbox and click **OK**.

Changing Hosting Settings

Panel allows you to manage a number of various hosting settings:

- *Basic settings*, like a domain name or hosting type.
- *Security settings*. To secure connections to your site with SSL certificates, you should activate the SSL support first.
- *Scripting settings*. You can specify what scripting languages your site will support. Learn more in the section **Web Scripting Settings (on page 82)**. Moreover, Panel supports custom per-site (per-subdomain) configuration for the PHP and ASP.NET languages. To learn more about the adjustable settings, see the sections **PHP Settings** and **ASP.NET Settings (Windows)** (on page 86).

➤ ***If you want to review the hosting settings or select the hosting features and scripting languages that should be supported on your site:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the web space where the website is hosted.
2. Click the **Websites & Domains** tab.
3. In the list of websites at the bottom of the screen, click the website address.
4. Review or change the following hosting settings and options:
 - **Hosting type**. The type of hosting configuration selected by default is website hosting, which means that the website is hosted on this server. You can also choose to redirect visitors to another website (this setup is also known as web forwarding); switch off web hosting service if you need to host only mailboxes and mailing lists under that domain; or suspend the website and all mailboxes and mailing lists hosted under the website's domain name.
 - If you want to redirect visitors to another site, click the **Change** link, select the **Forwarding** option, type the destination site address, select the forwarding scheme, and click **OK**.
 - If you want to switch off web service and use only e-mail services under that domain, click the **Change** link, select the **No web hosting** option, and click **OK**.
 - If you want to suspend the website and all services associated with it, including mail, click the **Suspend** link. When you need to bring that domain or website back online, return to the **Websites & Domains** tab > **domain name**, and click the **Activate** link.
 - **Document root**. The location of the directory where all files and subdirectories of the site will be kept. You can use the default directory called httpdocs or specify another directory.

- **Enable SSL support.** Secure Sockets Layer encryption is generally used for protecting transfer of sensitive data during online transactions on e-commerce websites that run on dedicated IP addresses. SSL certificates that participate in the encryption process are usually applied to a single domain name on a single IP address, therefore, each site that needs SSL protection must be hosted on a dedicated IP address. An exception to this is subdomains, which you can protect with a wildcard certificate. Installing an SSL certificate on a web server that hosts several websites with different domain names on a single IP address is technically possible, however, it is not recommended: the encryption will be provided, but users will get warning messages on attempt to connect to the secure site. To allow SSL encryption for the website, select the **Enable SSL support** checkbox.
 - **Scripting languages.** Specify which of the following programming and scripting languages should be supported by the web server: Active Server Pages (ASP), Microsoft ASP.NET, Server Side Includes (SSI), PHP hypertext preprocessor (PHP), Common Gateway Interface (CGI), Fast Common Gateway Interface (FastCGI), Perl and Python. By default, PHP is configured to operate in safe mode, with functional restrictions that strengthen hosting security. To learn more about PHP safe mode, refer to <http://php.net/features.safe-mode>.
 - **Microsoft FrontPage settings.** Microsoft FrontPage is a popular website authoring tool. To enable content creation and publishing through Microsoft FrontPage, select the options **Microsoft FrontPage support**, **Microsoft FrontPage over SSL support**, and **Remote FrontPage authoring allowed**.
 - **Web statistics.** Select the web statistics software that you want to use for viewing graphical reports and charts on website visitors. Also, select the corresponding checkbox if you want to be able to access the statistical reports by visiting the password-protected directory `http://your-website/plesk-stat/webstat`.
 - **Custom error documents.** When visitors coming to a site request pages that the web server cannot find, the web server generates and displays a standard HTML page with an error message. If you want to create your own error pages and use them on the web server, select the **Custom error documents** checkbox.
 - **Additional write and modify permissions** (available only for Windows hosting). This option is required if web applications on the site will be using a file-based database (like Jet) located in the root of `htdocs` directory. Note that selecting this option will seriously compromise the website security.
5. When finished with viewing or changing hosting settings, click **OK**.

The Location of the `cgi-bin` Directory

When creating a domain, you may see different possible locations of your `cgi-bin` directory (the CGI support checkbox). Let us discuss them on samples.

A typical domain files organization in Panel 11 is as follows:

- `/var/www/vhosts/webpace1.com/example1.com/`
- `/var/www/vhosts/webpace1.com/example2.com/`
- `/var/www/vhosts/webpace1.com/example3.com/`

Here `example` domains are created under the `webpace1.com` webpace.

If you specify that the cgi-bin directory for a domain example3.com is *the root directory of webspace*, its absolute path will be

```
/var/www/vhosts/webpace1.com/cgi-bin/
```

If you specify that the directory is *the document root of this domain*, its absolute path will be

```
/var/www/vhosts/webpace1.com/example3.com/cgi-bin/
```

If you specify *old-style root of this domain* (this option is available only after upgrading Panel from previous versions), the absolute path will be

```
/var/www/vhosts/domain3.com/cgi-bin
```

This option provides the compatibility with the obsoleted organization of domain files on the file system.

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Web Scripting Settings

For each website in your subscription you can specify which of the following programming and scripting languages should be supported by the web server: Active Server Pages (ASP), Microsoft ASP.NET, Server Side Includes (SSI), PHP hypertext preprocessor (PHP), Common Gateway Interface (CGI), Fast Common Gateway Interface (FastCGI), Perl and Python. Since Panel 10.4, you are able to configure PHP settings individually for each website (or subdomain) in your subscription. This is possible only if your subscription have the corresponding permissions. To get the details about custom PHP configuration, refer to the section **PHP Settings**.

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PHP Settings

PHP is one of the most popular scripting languages for creating dynamic web pages. The majority of today's websites and web applications are based on PHP scripts. Thus, site administrators should clearly understand how they can control the execution of PHP scripts.

There are two main aspects that completely define how PHP scripts will be executed for a certain website: The PHP handler type and values of PHP settings for the site. You can set up these parameters for a certain website by selecting the site from the list in **Websites & Domains**.

PHP Handler

When a visitor accesses a site based on PHP scripts, a web server interprets site scripts to generate a page that will be shown to the visitor. PHP handler calls PHP libraries needed for this interpretation. You can choose from a number of PHP handlers: ISAPI (Windows), Apache module (Linux), FastCGI, or CGI application. The decision on what PHP handler to choose should depend on a number of factors like security considerations, script execution speed, and memory consumption.

Choose one of the following PHP handlers at the **Websites & Domains** > select a website > **General** tab > **PHP support**:

	Performance	Memory Usage	Security
Apache module (Linux only)	High. Runs as a part of the Apache web server.	Low	<p>This handler (also known as mod_php) is the <i>least secure option</i> as all PHP scripts are executed on behalf of the <code>apache</code> user. This means that all files created by PHP scripts <i>of any plan subscriber</i> have the same owner (<code>apache</code>) and the same permission set. Thus, a user has a theoretical possibility to affect files of another user or some important system files.</p> <p>Note: You can evade some security issues by turning the PHP <code>safe_mode</code> option on. It disables a number of PHP functions that bring potential security risk. Note that this may lead to inoperability of some web apps. The <code>safe_mode</code> option is considered to be obsolete and is deprecated in PHP 5.3.</p>

ISAPI extension (Windows only, <i>not supported since PHP 5.3</i>)	High. Runs as a part of the IIS web server.	Low	The ISAPI extension can provide site isolation in case a dedicated IIS application pool is switched on for subscriptions. Site isolation means that sites of different customers run their scripts independently. Thus, an error in one PHP script does not affect the work of other scripts. In addition, PHP scripts run on behalf of a system user associated with a hosting account. Note: The ISAPI extension handler is not supported since PHP 5.3.
CGI application	Low. Creates a new process for each request and closes it once the request is processed.	Low	The CGI handler provides PHP script execution on behalf of a system user associated with a hosting account. On Linux, this behavior is possible only when the suEXEC module of the Apache web server is on (default option). In other case, all PHP scripts are executed on behalf of the <code>apache</code> user. We recommend that you use the CGI application handler only as a fall-back.
FastCGI application	High (close to Apache module and ISAPI extension). Keeps the processes running to handle further incoming requests.	High	The FastCGI handler runs PHP scripts on behalf of a system user associated with a hosting account.

Note: Switching PHP from **Apache module** to **FastCGI application** may break functionality of existing PHP scripts.

If you use Windows hosting, you can additionally choose a PHP version. Always use PHP 5.x except the cases when you need PHP 4.x to host some old PHP apps.

PHP Settings

PHP behavior is defined by a number of configuration settings. These settings specify various script execution aspects, like performance (for example, the amount of memory a script can use), security (for example, access to file system and services), and so on. You may adjust these settings for a number of reasons:

- Preventing a memory leak or server hang-up by poorly written scripts.
- Protecting data from malicious scripts.
- Meeting the requirements of a certain web app.
- Testing own scripts and other.

All customizable PHP settings are located in the Control Panel, **Websites & Domains** > select a website > **PHP Settings** tab. For convenience, all PHP settings are divided into three groups:

- **Performance settings.**
These settings define how scripts work with system resources. For example: Use the `memory_limit` parameter to limit the amount of memory for a script to prevent a memory leak. In addition, you can prevent scripts from tying up the server by limiting the maximum time scripts are allowed to run in `max_execution_time`.
- **Common settings.**
This group contains other commonly used PHP settings. Generally, these are: Security settings (for example, the PHP safe mode toggle or the permission to register global variables), error reporting settings (for example, the directive to log errors), and others.
- **Additional configuration directives.**
If you cannot find particular parameters among performance or common settings, add them to the **Additional configuration directives** field. All directives from that field will be included in the final PHP configuration. For example, if you want PHP to log errors to your own file, add the line: `error_log=/tmp/my_file.log`.

You can set the value of each parameter in **PHP Settings** either by selecting a value from a preset, typing a custom value, or leaving the **Default** value. In the latter case, *Panel uses the values defined by the server-wide php.ini file*. For information about certain PHP settings, refer to the respective documentation. For example, <http://php.net/manual/en/ini.list.php>.

It is possible to use three placeholders in parameter values:

- `{DOCROOT}` for the document root directory of a domain that gets custom PHP configuration.
- `{WEBSPACEROOT}` for the root directory of a subscription (webpace).
- `{TMP}` for the directory which stores temporary files.




Note: Custom PHP configuration of a website acts as a preset for all subdomains of this site. You can perform further per-subdomain PHP configuration in the same way as for the websites.

ASP.NET Settings (Windows)


➤ *To configure ASP.NET Settings for a site:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Websites & Domains** tab > **ASP.NET Settings** (in the **Advanced Operations** group).
3. Set up the strings that determine database connection data for ASP.NET applications that use databases. This option is available only for ASP.NET 2.0.x.

When you open the ASP.NET configuration screen for the first time, sample connection parameters with common constructions are displayed. You can delete them and specify your own strings.

- To add a string, enter the required data into the **Name** and **Connection Parameters** input fields and click  next to them.
 - To remove a string, click  next to it.
4. Set up custom error messages that will be returned by ASP.NET applications in the **Custom Error Settings** field:
 - To set the custom error messages mode, select an appropriate option from the **Custom error mode** menu:
 - **On** - custom error messages are enabled.
 - **Off** - custom error messages are disabled and detailed errors are to be shown.
 - **RemoteOnly** - custom error messages are displayed only to remote clients, and ASP.NET errors are shown to the local host users.
 - To add a new custom error message (which will be applied unless the **Off** mode was selected), enter the values in the **Status Code** and **Redirect URL** fields, and click .
 - **Status Code** defines the HTTP status code resulting in redirection to the error page.
 - **Redirect URL** defines the web address of the error page presenting information about the error to the client.

Due to possible conflicts, you cannot add a new custom error message with an error code that already exists, but you can redefine the URL for the existing code.

 - To remove a custom error message from the list, click  next to it.
 5. Configure compilation settings in the **Compilation and Debugging** field:
 - To determine the programming language to be used as default in dynamic compilation files, choose an entry from **Default web page language** list.

- To enable compiling retail binaries, leave the **Switch on debugging** checkbox empty.
- To enable compiling debug binaries, select the **Switch on debugging** checkbox. In this case, the source code fragments containing error will be shown in a diagnostic page message.

Note. When running applications in debug mode, a memory and/or performance overhead occurs. It is recommended to use debugging when testing an application and to disable it before deploying the application into production scenario.

6. Configure encoding settings for ASP.NET applications in the **Globalization Settings** section:

- To set an adopted encoding of all incoming requests, enter an encoding value into the **Request encoding** field (default is utf-8).
- To set an adopted encoding of all responses, enter an encoding value into the **Response encoding** field (default is utf-8).
- To set an encoding which must be used by default for parsing of `.aspx`, `.asmx`, and `.asax` files, enter an encoding value into the **File encoding** field (default is Windows-1252).
- To set a culture which must be used by default for processing incoming web requests, select an appropriate item from the **Culture** list.
- To set a culture which must be used by default when processing searches for a locale-dependent resource, select an appropriate item from the **UI Culture** list.

7. Set a code access security trust level for ASP.NET applications in the **Code Access Security** field.

CAS trust level is a security zone to which applications execution is assigned, defining what server resources the applications will have access to.

Important: When an assembly is assigned a trust level that is too low, it does not function correctly. For more information on the permissions levels see http://msdn.microsoft.com/library/en-us/dnnetsec/html/THCMCh09.asp?frame=true#c09618429_010.

8. Enable the usage of the auxiliary scripts in the **Script Library Settings** field. Specifying the script library settings is necessary if the validation web controls are used on your web site. This option is available only for ASP.NET 1.1.x.

- If you need to use auxiliary scripts (specifically, scripts implementing objects for validating input data), provide the settings for .NET framework script library. To do so, enter the path beginning with the domain root directory preceded by the forward slash into the **Path to Microsoft script library** field, or click the folder icon next to the **Path to Microsoft script library** field and browse for the required location.
- To initiate the auto-installation of files containing the scripts to the specified location, select the **Install** checkbox. If the files already exist there, they will be rewritten.

9. Set client session parameters in the **Session Settings** field:
 - To set up the default authentication mode for applications, select an appropriate item from the **Authentication mode** list. **Windows** authentication mode should be selected if any form of IIS authentication is used.
 - To set up time that a session can remain idle, type the number of minutes into the **Session timeout** box.
10. Click **OK** to apply all changes.

Suspending and Activating Websites

When a website is suspended, it becomes inaccessible over the Internet, and e-mail addresses under the site's domain name stop working.

➤ ***To suspend a website:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, select the required webspace in the **Subscription** menu at the top of the screen.
2. Click the **Websites & Domains** tab.
3. Click the domain name of the site that you want to suspend.
4. Click the **Suspend** link next to the **Hosting type** field.

➤ ***To activate a website:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, select the required webspace in the **Subscription** menu at the top of the screen.
2. Click the **Websites & Domains** tab.
3. Click the domain name of the site that you want to activate.
4. Click the **Activate** link next to the **Hosting type** field.

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Suspending Websites for Maintenance

If you want to shut down a site for maintenance and let your visitors know that it is temporarily unavailable and will be back online later, switch on the *site maintenance mode*. When a site is in the maintenance mode, the "503 Service Unavailable" error document is shown to website visitors instead of the actual site pages.

If your hosting plan provides the option to customize web server error documents (the "Custom error pages" option), then you can use File Manager to open and customize the error page: Instead of the "Service Temporarily Unavailable" message, you can write your own message like "The site is temporarily down for maintenance, it will be up soon."

When maintenance work is finished, switch the maintenance mode off for the site to make it available to the visitors.

➤ ***To switch on the maintenance mode for a website:***

1. Go to the **Websites & Domains** tab.
2. Click **Website Maintenance Mode** (in the **Advanced Operations** group).
3. If you have several websites, locate the site you want to temporarily suspend, and click the corresponding **Manage** link.
4. Select the **Switch on the maintenance mode for website** checkbox.
5. Click **OK**.

If the custom error documents option is switched on for the site, then you can edit the "503 Service Temporarily Unavailable" document to include your own text. For information about customizing error pages, refer to the section **Setting Up Custom Error Pages** (on page 116).

➤ ***To switch off the maintenance mode and put a site back online:***

1. Go to the **Websites & Domains** tab.
2. In the list of your websites, locate the website you want to put back online. It should be accompanied by the **Switched off for maintenance** status indicator.
3. Click the corresponding **Change** link.
4. Clear the **Switch on the maintenance mode for website** checkbox.
5. Click **OK**.

Managing Website Content

To create your website and fill it with the content you need (text, images, videos, and so on), use one of the methods provided by the Panel:

- Using website creation and management tools. If you do not have a website yet, consider setting one up by yourself with a tool for creating, editing, and publishing websites. You can do this even if you do not possess the necessary web programming and design skills. The best tools of this sort are the following:
 - *Web Presence Builder* - a website editor integrated with the Control Panel.
 - *Third-party Content Management Systems (CMS)* - web applications for creating and editing websites.
- Uploading existing websites to your hosting account using one of the following methods:
 - *FTP client program*. You can obtain a free FTP client from the Internet, or, if you are using Windows, use Windows Explorer. This enables you to access your directory on the hosting server and manage your files. If you collaborate with other people when managing your website (say, programmers or designers), you can provide them with access to your directory using FTP to let them edit the website by themselves.
 - *File Manager*. A tool for uploading and managing website files and directories through the Panel web interface.

Note: if you have a website created in Microsoft FrontPage editor, refer to the section **Working with Microsoft Frontpage Websites (Windows)** (on page 126) for details on managing this site in Panel.

Below you will find detailed descriptions of the ways to manage your content.

Web Presence Builder

Web Presence Builder is a great tool that enables users with no knowledge of HTML markup or graphic design skills to create professional-looking sites. Just pick a suitable page design and content template, add your text to the pages, and publish the site.

You can create and publish websites using Web Presence Builder if your hosting subscription provides this option. If it does not, or if you have already created and published the allowed number of sites, you still can create a new website with Web Presence Builder and edit it. However, to publish this website, you will need to upgrade your hosting plan.

To start creating a website using Web Presence Builder or edit an existing Web Presence Builder site, go to either the **Home** tab or the **Websites & Domains** tab, and click **Launch Web Presence Builder**. If you have several domain names or subdomains, click the corresponding link **Edit in Web Presence Builder**. Find more information on creating and editing websites in Web Presence Builder in the chapter **Building Websites with Web Presence Builder** (on page 147).

Third-Party Content Management Systems

To create and maintain a website, you can use third-party *Content Management Systems (CMS)* - web applications that let you easily edit a website's structure and content with a graphical user interface. Examples of such systems are *Drupal* and *Joomla*.

CMS are usually server applications, so to start using one of them you should install it on your hosting account. Hence, if you plan to use a CMS, ensure that your hosting subscription allows such applications to be installed.

➤ *To create a website using a CMS:*

1. Go to the **Applications** tab.
2. Find the CMS you need in the list of available applications, and install it as described in the section **Employing Website Applications (on page 98)**.
3. Create and edit your website in the CMS. For information on how to create websites with your CMS, refer to the relevant documentation.

Uploading Using FTP

If you already have all your website files and directories, consider uploading them to your hosting account using FTP. This is the quickest way for simple uploading of files when you do not need to edit or manage them on the server.


➤ *To upload files using FTP:*


1. Connect to your site's domain name with an FTP client program using your FTP access credentials. Learn how to configure these credentials in the section **Adding FTP Accounts (on page 192)**.
2. Copy the website files and directories to your directory on the server.

File Manager

Another way to publish a website created outside the Panel is File Manager - a tool that provides a set of file management functions through the web interface. File Manager is available from the **Websites & Domains** tab of the Control Panel.

To upload a website from your computer to Panel server with File Manager, go to the **Website & Domains > File Manager** page, click **Add New Directory**, and upload the directory containing your website to Panel. If your website is compressed to a ZIP file, you can upload this file by clicking **Add New File** and then extract it by clicking **Extract Files**.

If you want to edit pages of your website, you can do it in File Manager. It provides an HTML editor that allows visual editing of HTML pages (without needing to manually type HTML tags). To edit a file in the HTML editor, click the button  in the **Tools** column next to the file's name.

You can also edit files in File Manager's text editor if you like. To open a file in the text editor, click the corresponding button  in the **Tools** column.

If you have files or web pages that you want to make inaccessible on the Internet, change these files' access permissions in File Manager. To edit access permissions for a file or a directory, click the corresponding link in the **Permissions** column. To learn how to review and edit the permissions, refer to the sections **Setting File and Directory Access Permissions** (on page 93).

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Setting File and Directory Access Permissions



➤ ***To review or change the permissions set for files and directories on Linux systems:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, select the required web space in the **Subscription** menu at the top of the screen.
2. Click the **Websites & Domains** tab.
3. Click **File Manager**.




The permissions set for files and directories are shown in the **Permissions** column. They are represented as three sets of symbols, for example, 'rwx rwx r--'. The first set tells what the owner of the file or directory can do with it; the second tells what the user group, the file or directory belongs to, can do with the file or directory; the third set indicates what other users (the rest of the world, that is, Internet users visiting a site) can do with the file or directory. R means the permission to read the file or directory, W means the permission to write to the file or directory, and X means the permission to execute the file or look inside the directory.

4. Locate the file or directory for which you want to modify permissions and click a hyperlink in the **Permissions** column.
5. Modify the permissions as desired and click **OK**.

➤ ***To set access permissions for a file or directory on Windows systems:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required web space.
2. Go to the **Websites & Domains** tab > **File Manager**.
3. Locate the file or directory for which you want to set access permissions, and click the corresponding icon .
4. Do the following:
 - To make the file or folder inherit permissions from a parent folder (if it does not), select the checkbox **Allow inheritable permissions from the parent to propagate to this object and all child objects. Include these with entries explicitly defined here**.
 - To make the files and folders, which are contained in this folder, inherit the folder permissions you define, select the checkbox **Replace permission entries on all child objects with entries shown here that apply to child objects**.
 - To change or remove permissions from a group or a user, click the required name in the **Group or user names** list. If the group or user is not listed in the **Group or user names** list, select the required user or group name from the menu located above the list and click : the user/group appears in the list. Select it.

To allow or deny permissions to a selected group/user, select the **Allow** or **Deny** checkboxes corresponding to permissions listed under **Permissions for <user/group name>**. If the checkboxes in the **Allow** or **Deny** columns are shown in grey, it means that the corresponding permissions are inherited from a parent folder.

- To deny the permissions, which are inherited from a parent object as allowed, select the required checkboxes under **Deny**. This will override inherited permissions for this file/folder.
 - To allow the permissions, which are inherited from a parent object as denied, clear the **Allow inheritable permissions from the parent to propagate to this object and all child objects. Include these with entries explicitly defined here** checkbox: this removes the inherited permissions. Then select the required checkboxes under **Allow** and **Deny**.
 - To remove access permissions from a group or user, select the required name in the **Group or user names** list and click the icon  next to it.
5. If you need advanced fine-tuning of permissions, click the **Advanced** button, and do the following:
- To create a permission entry for a group or user, select the required name from the **Group or user names** list and click .
 - To set or change file/folder permissions for a group or user, select the required name from the **Group or user names** list, select the required **Allow** and **Deny** checkboxes corresponding to permissions listed under **Permissions for <user/group name>**.
 - To remove a permission entry for a group or user, select the required name from the **Group or user names** list and click .
 - To make child objects of a folder inherit its permissions defined under **Permissions for <user/group name>**, select the **Replace permission entries on all child objects with entries shown here that apply to child objects** checkbox, and select checkboxes in the **Apply to** list which correspond to the objects that must inherit the permissions.
6. Click **OK**.

(Advanced) Restricting Access to Content

If you have directories in a site that only authorized users should see, restrict access to these directories with password protection.

➤ ***To protect a directory in your site with a password and to specify authorized users:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab > **Password-protected Directories** (in the **Advanced Operations** group).
3. Click **Add Protected Directory**.
4. In the **Directory name** box, specify the path to the directory that you want to protect with a password.

This can be any directory existing in the site, for example: `/private`. If the directory that you would like to protect has not yet been created, specify the path and the directory name – the Panel will create it for you.
5. If you are using a Linux-based account, you can also protect your CGI scripts stored in the `cgi-bin` directory. To do this, leave `'/'` in the **Directory name** box and select the **cgi-bin** checkbox.
6. In the **Title of the protected area** box, type a resource description or a welcoming message that your users will see when they visit the protected area.
7. Click **OK**. The directory you specified will be protected.
8. To add authorized users, click **Add New User**.
9. Specify the username and password that will be used for accessing the protected area. The password should be from 5 to 14 symbols in length. Click **OK**.

➤ ***To add an authorized user of a protected directory:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab > **Password-protected Directories** (in the **Advanced Operations** group).
3. Click on the name of the directory you need.
4. Click the **Add New User** icon.

5. Specify the username and password that will be used for accessing the protected area. The password should be from 5 to 14 symbols in length.
6. Click **OK**.

➤ ***To change password for an authorized user of a protected directory:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab > **Password-protected Directories** (in the **Advanced Operations** group).
3. Click on the name of the directory you need. A list of authorized users will open.
4. Click on the user's name.
5. Specify the new password and re-type it for confirmation.
6. Click **OK**.

➤ ***To revoke a permission to access the protected directory from a user:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab > **Password-protected Directories** (in the **Advanced Operations** group).
3. Click on the name of the directory you need. A list of authorized users will open.
4. Select a checkbox corresponding to the user's name.
5. Click **Remove**. Confirm the operation and click **OK**.

➤ ***To remove password protection and make the resource available to the public:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab > **Password-protected Directories** (in the **Advanced Operations** group).
3. Select a checkbox corresponding to the name of the directory, from which you want to remove protection.
4. Click **Remove Protection**. The protection will be removed and the contents of the directory will be accessible to the public without restrictions.

Previewing Websites

After you purchase a domain, its registration can require some time. The reason for the delay is that name servers update their zone information periodically. Thus, until all name servers have received information about your zone, you will not be able to access your site by its domain name. Nevertheless, you can always access your site during domain name propagation using the button on the **Websites & Domains** tab.

During domain name propagation other people can access your site too. For this purpose, Panel registers your website as a subdomain of one of the provider's sites. For example, if your website is *my-domain.tld* and a provider has configured the preview service on *provider-domain.tld*, you can access your site on *my-domain.tld.192-0-2-12.provider-domain.tld*. Here *192-0-2-12* is the site's IP address where dots are replaced with dashes.

Note: If you do not have the site preview button on the **Websites & Domains** page, contact your hosting provider.

Using Website Applications

You can significantly increase your website functionality by using different web apps. Apps being installed on a website can perform a number of tasks. If you are an individual, you can, for example, present yourself with a blog or organize online storage of your media files. Companies can move part of their business online by using the e-commerce or CRM web apps. All these apps are available for installation right from your Control Panel, the **Applications** tab.

The list of available apps is governed by your hosting plan. For example, it might include only free apps or no apps at all. For more information on available apps, refer to your hosting provider.

App Types

There are two types of web apps:

- Apps that are installed directly on a website (say, the WordPress blogging platform or the Joomla! content management system).
- Apps installed on external servers and provided by third-parties.

Regardless of the installation type, apps can be either *free* or *commercial*. Commercial apps require you to provide a license key to start working with them, and in the **Applications** tab they are accompanied by the **Buy Now** button instead of **Install Now**. If you decide to use commercial apps, read the **Managing Commercial Apps Licenses** section (on page 101) to familiarize yourself with acquiring and managing app licenses.

App Installation and Maintenance

The process of installation does not require any specific skills. You just fill in app settings (such as, administrator credentials), and Panel installs the app for you. Further app management is also facilitated as you can update or remove apps directly in Panel. Moreover, you can access some functions that apps reveal to the Control Panel (without the need to log in to an app). For example, you can add SugarCRM user account right from your Control Panel. Such app functionality is a *service* provided by the app.

After you install an app, grant other auxiliary user accounts access to it if you want them to be able to use the app. To get started with managing apps, see the section **Managing Apps**.

Access to Apps

Make your apps available to certain auxiliary users by adjusting their permissions. Once you allow a user to access an app, a link to the app appears on their **Home** page. Note that *you can control app access only for user groups*, so you should either modify the permissions of an existing group or create a new one, and then assign users to it. For details on access to apps, refer to the section **Granting Auxiliary Users Access to Apps** (on page 100).

By default, the app administrator in Panel is a user with the **Owner** role. As well as accessing apps from the **Home** page, this user can also install and manage apps within a subscription. These administrative tools are found in the **Applications** tab which is available only to app administrators. You can grant access to these tools to other subscription users. For details on this operation, refer to the section **Granting Auxiliary Users Access to Apps** (on page 100).

Apps and Auxiliary User Accounts

Some apps let you create and manage user accounts directly in Panel. For example, the SugarCRM app allows you to add SugarCRM users without logging in to the app. All apps with such "account services" can associate their accounts with users of a Panel subscription (auxiliary users). To perform such an association, you should grant the auxiliary users access to that account service (in the same way as you grant access to apps). For details on account association, refer to the section **Linking Apps and Auxiliary (on page 100)User Accounts**.

You can install, configure, update, and remove apps right from the Control Panel.

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Configuring Apps

Generally, all apps allow the configuration of their main parameters directly in the Control Panel. You can access app settings by selecting the app from the list in **Applications > Manage Installed Applications**. After you select an app, you can configure the following:

- **General settings.**
These are basic app settings (say, administrator password) that can be changed with **Change Settings**.
- **Service settings.**
If an app provides a part of its functionality to Panel by means of services, you have the option to configure them. For example, the SugarCRM app allows the creation of user accounts and provides this ability as a service in the Control Panel. After you select this service in **Provided services**, you can view all app user accounts and create new ones.
For some apps, you can associate the app accounts with auxiliary user accounts. Learn more about account association in the section **Linking App and Auxiliary (on page 100)User Accounts**.

Granting Auxiliary Users Access to Apps

By default, after you install an app, only users with the **Owner** role can access it. To allow other subscription users to access the app:

- Grant permission to access the app to a certain user group in **Users > User Roles**.
- Be sure to add users of your choice to the group.

Once you allow users to access the app, a link to the app appears on their **Home** page.

By default, the app administrator is a subscription user with the **Owner** role. As well as accessing the apps from the **Home** page, this user can also install and manage apps within a subscription. For these purposes, their interface has the additional **Applications** tab. You can provide the same administrative privileges to other subscription users by granting the **Install and manage applications** permission to their role in **Users > User Roles**. This gives users full administrative access to *all* apps within a subscription. As well as the administrator, the users with this permission can install, configure, update, and remove apps through the **Applications** tab in their Control Panel.

Linking Apps and Auxiliary User Accounts

Some apps let you create and manage user accounts without logging in to the app. If an app provides such an *account service*, you can link users of a Panel subscription with accounts in the app. To perform such an association:

1. Organize the users into a certain group (**Users > User Roles**).
2. Grant one of these group permissions:
 - *Public access.*
If granted, all users in the group will have access to the app through the link on the **Home** page.
 - *Personal access.*
If granted, *the app will automatically create accounts* for all users in the group. After that, the users' **Home** page will contain an additional link that allows logging in to a personal account in the app. Note that if you deny the **Personal access** permission, *the app will automatically remove all accounts* associated with this group.

Updating Installed Apps

Basically, your service provider is in charge of app updates. If the update is available, your provider can get it for you, or you can do it, yourself. The last case is relevant if you want to review the changes available in the new version and decide whether to update the app or continue with the current version. The update link appears in **Applications > Manage Installed Applications**.

Managing Commercial Apps Licenses

If you decide to buy an application license in the Control Panel and click the corresponding button on the **Applications** tab, you will be forwarded to *Storefront*, the online store where you complete your order. Actually it is not only a store, it also includes its own web interface to help you perform various operations with the licenses you own. For example, from this web interface you can renew a license, cancel it, change your payment methods and so on. This section explains how to carry out these operations.

Storefront Basics

When you order a first license in Storefront, it creates an *account* for you. This account contains your personal and financial information; if you log in to Storefront under this account, you will be able to do various operations with your licenses.

Each time you successfully check out in Storefront, a purchase *order* is generated. It is a document that lists the cart items you ordered. Storefront assigns different statuses to orders. These statuses explain the current state of your purchase - whether it is unpaid, canceled, or successfully delivered.

Storefront and Panel share the service plans business model. In Storefront, each application is presented by a separate *service plan*, and when you order an application license you *subscribe* to one of the service plans. In other words, each license you purchase is shown as a *subscription* in the web interface. For instance, if you would like to view a license price, terms, or an expiration date, you should open the corresponding subscription.

How to Get a License File or Key

After you order a license and pay for it, Storefront sends you an e-mail with your license file or key. We recommend that you keep the information in a safe place because there is no way to request it again or view it from the web interface. If you did not receive the e-mail with a license file or key, contact us at <https://support.parallels.com/>.

Available Operations

The operations you can carry out in Storefront fall into three groups:

- *Operations with your user account.* These operations include viewing and modifying your personal information and preferences and changing the password to your user account.
- *Operations with payments and payment methods.* This group comprises operations with your credit cards, payments, and orders.
- *Operations with subscriptions.* Use them to acquire new licenses, obtain information about your existing licenses, and check the subscription renewal method for a particular subscription.

Learn more about these operations in the subsections of this section.

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User Account

You can do the following operations with your user account.

View and Change Your Account Information

The system uses your account information to add your personal and financial details into invoices. If you see that you need to update your details, open the **My Contact Info** submenu on the Navigation menu and select **Account Info**.

View and Change Your Personal Information

Your personal information mostly duplicates the account information. It does not appear in financial documents, but some services use this information as technical contact details. For example, it is possible to order a domain name through Storefront, and if you do so, Storefront will send your personal information (as the technical contact) to a domain name registrar.

To view user personal information, open the **My Contact Info > Personal Info** menu on the left panel. Here you can also edit your personal information and change password to your Storefront account.

Configure e-mail notifications

E-mail notifications are sent on different events to your account contact e-mail address. They fall into a number of categories. For example, subscription renewal and expiration, your credit card(s) expiration, etc. You can select messages format for every group of messages and decide whether to send certain messages or not. To configure messages types to receive, open **My Contact Info > Notification Methods**.

Payments and Payment Methods

This section describes operations with payments and credit cards available to you in Storefront.

Registering a Credit Card

Before a credit card becomes available for making online payments, it is necessary to register it in Storefront. To register a credit card, open **Billing Manager > My Financial Info > Payment Methods** and click the appropriate button.

Configuring Automatic Payments

You can assign one of the registered credit cards to be used for paying orders automatically. In this case, you will not need to pay each order manually. If you assign a payment method to be used for automatic payments, the previous default one is unselected automatically. Thus, only one payment method can be used for automated payments.

To turn on automatic payments from a card, go to **Billing Manager > My Financial Info > Payment Methods**, select the card by clicking on its **ID** or **Type**, and, finally, enable automatic payments on the card properties screen.

Making a Payment

To add new payment, open the **Billing Manager > New Payment** link on the dashboard. The adding new payment wizard starts. The list of pending documents appears on the screen. If there are no pending documents, click **Cancel** to finish the wizard. Otherwise, walk through the wizard by providing the payment settings.

Viewing Open Orders

Your open orders are available in the **Billing Manager > My Financial Info > Open Orders** submenu.

Subscriptions

Storefront offers you a powerful and comprehensive mechanism of subscriptions (licenses) management, allowing you to perform the following operations.

Buying a Subscription

If you want to purchase one more app license or another service offered by Storefront, there is no need for you to go to the Control Panel. The Storefront web interface provides all facilities for making the purchase. To start the subscription ordering wizard, open **Billing Manager > Subscription Management** and click **Buy New Subscription**.

Renewing a Subscription Manually

If you did not configure the auto renewal feature, your subscription will expire unless you do not renew it manually. The auto renewal setup instructions are given later in this section. To renew a subscription manually, open **Billing Manager > Subscription Management > Renew Subscription** and follow the wizard steps.

Renewing Subscriptions Automatically

Configuring a subscription for auto renewal helps renewing your subscriptions in time. To allow the auto renewal, open **Billing Manager > Subscription Management > Renew Subscription**, click a subscription for which you want to turn the option on, and click **Turn On AutoRenew Option**. Clear the option to cancel the auto renewal.

Canceling a Subscription

A subscription cancelation results in termination of the subscription services and money refund. To cancel a subscription, open **Billing Manager > Subscription Management > Renew Subscription**, click a subscription you want to cancel, and start the cancelation wizard by clicking **Cancel Subscription**.

(Advanced) Securing Your Websites

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Securing Connections with SSL Certificates

If your website transfers private data, for example, visitors' credit card numbers, we recommend that you use the SSL secure channel for this website. To set up such a channel, you should purchase an SSL certificate for your website.

SSL certificates are used not only for establishing secure communication channels on the Internet but also for verifying a website's identity as well. When users visit your secure online store, they are notified that your website is really what it claims to be and that all sensitive data, such as credit card numbers, will be transferred over a secure channel.

SSL certificates are issued by specific organizations - *SSL certificate providers*. However, some hosting providers allow customers to purchase SSL certificates directly from Panel.

Purchasing SSL Certificates

Depending on your hosting provider, you can have the following ways of purchasing SSL certificates:

- *Order an SSL certificate from Panel.* This way is available to you if your provider configures the corresponding Panel settings. The links for purchasing SSL certificates from Panel may let you purchase certificates either from your provider in their online store or from Parallels in the MyPlesk outlet. To learn how to order an SSL certificate through Panel, see the section **Purchasing SSL Certificates through Panel** (on page 107).
- *Order an SSL certificate from the SSL certificate provider you like.* In this case, you should create a *certificate signing request (CSR)* for your website in Panel and submit it to an SSL certificate provider. To learn how to create such request and purchase a certificate with it, refer to the section **Generating Certificate Signing Requests** (on page 108).

Securing Websites

After you obtain a certificate for your website, you should secure the connection to the website with the certificate. The section **Securing Websites** (on page 109) explains how to do this.

Securing Websites with Shared SSL Certificates

On Windows systems, you may be able to secure your websites without purchasing your own SSL certificates. This feature is available to you if your hosting provider offers *shared SSL certificates*. The section **Using Shared SSL Certificates (Windows)** (on page 110) explains how to secure a website with a shared SSL certificate.

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Purchasing SSL Certificates Through Panel

The links for purchasing SSL certificates in Panel let you purchase either certificates from your provider if they offer their own certificates, or certificates from Parallels in the *MyPlesk outlet*. These links may also be unavailable to you if your provider decides so.

➤ **To purchase an SSL certificate through Panel:**

1. Open the corresponding subscription in the Control Panel
2. Go to the **Websites & Domains > Secure Your Sites** page.
3. Click **Add SSL Certificate**.
4. Specify the following certificate parameters:
 - *Certificate name*. This will help you identify this certificate in the repository.
 - *Encryption level*. Choose the encryption level of your SSL certificate. We recommend that you choose a value more than 1024 bit.
 - *Your location and organization name*. The values you enter should not exceed the length of 64 symbols.
 - *The domain name for which you want to purchase an SSL certificate*. This should be a fully qualified domain name. Example: *your-domain.com*.
 - *The website administrator's e-mail address*.
5. Make sure that all the provided information is correct and accurate, as it will be used to generate your private key.
6. Click **Buy SSL Certificate**.
7. Complete all steps of an SSL certificate purchase in the online store and you will receive your SSL certificate by e-mail.

Generating Certificate Signing Requests

If your hosting provider does not allow purchasing SSL certificates through Panel, you can create a certificate signing request and submit it to an SSL certificate provider. The provider will generate an SSL certificate for your website basing on this request.

➤ **To generate a certificate signing request:**

1. Open the corresponding subscription on the Control Panel
2. Go to the **Websites & Domains > Secure Your Sites page**.
3. Click **Add SSL Certificate**.
4. Specify the following certificate parameters:
 - *Certificate name*. This will help you identify this certificate in the repository.
 - *Encryption level*. Choose the encryption level of your SSL certificate. We recommend that you choose a value more than 1024 bit.
 - *Your location and organization name*. The values you enter should not exceed the length of 64 symbols.
 - *The domain name for which you want to purchase an SSL certificate*. This should be a fully qualified domain name. Example: *your-domain.com*.
 - *The website administrator's e-mail address*.
5. Make sure that all the provided information is correct and accurate, as it will be used to generate your private key.
6. Click **Request**. Panel will generate your private key and certificate signing request and add them to your certificates repository (**Websites & Domains > Secure Your Sites**).
7. In the list of certificates, click the name of the certificate you need.
8. Locate the **CSR** section on the page, and copy the text that starts with the line **-----BEGIN CERTIFICATE REQUEST-----** and ends with the line **-----END CERTIFICATE REQUEST-----** to the clipboard.
9. Visit the website of the certification authority from which you want to purchase an SSL certificate, and follow the links on their site to start a certificate ordering procedure. When you are prompted to specify CSR text, paste the data from the clipboard into the online form and click **Continue**. The certification authority will create an SSL certificate in accordance with the information you supplied.

Securing Websites

After you receive an SSL certificate for your website, secure the website with this certificate.

➤ ***To secure a website with an SSL certificate:***

1. Log in to the Control Panel and select the subscription that contains the website you want to secure in the **Subscriptions** menu at the top of the screen.
2. Go to the SSL certificates repository of the selected subscription (**Websites & Domains** tab > **Secure Your Sites**).
3. Upload the SSL certificate: Click **Browse** in the middle of the screen and navigate to the location of the saved certificate. Select it, and then click **Send File**.

This will upload and install the certificate against the corresponding private key.

4. To install the certificate on a site, return to the **Websites & Domains** tab, and click the domain name of the website that you want to secure.
5. To switch on SSL protection, select the **Enable SSL support** checkbox.
6. From the **SSL certificate** menu, select your SSL certificate and click **OK**.

Using Shared SSL Certificates (Windows)

If your hosting service provider offers shared SSL for securing access to sites, then you can switch on SSL encryption without purchasing your own SSL certificate.

➤ ***To secure connections to a site by using an SSL certificate shared by your provider:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab > **Shared SSL** (in the **Advanced Operations** group).
3. Select the domain name of the site that you want to secure.
4. Select the **Switch on shared SSL** checkbox.
5. Specify the virtual directory name in the corresponding input field. The virtual directory with the supplied name will be created under the domain whose SSL certificate is shared (called master SSL domain). This directory will be used for accessing your site through SSL.

For example, let us suppose that you have a domain named mydomain.com, the master SSL domain is defined as master_ssl_domain.com, and the virtual directory name you supplied is my_virtual_dir. In this case, to access your site through SSL, you need to use the following address: https://master_ssl_domain.com/my_virtual_dir.

Note: You cannot use your domain name (for example, mydomain.com) to access your site via SSL if you are using shared SSL.

6. Select the directory where protected content is located under your website. The documents within the specified directory will be accessible only through SSL.
7. To make your domain accessible via SSL only, select the checkbox **Make this website accessible only through secure connections**.
8. Click **OK**.

Protecting Sites from Hotlinking (Windows)

Hotlinking (also called file leeching, remote linking, direct linking, bandwidth stealing or bandwidth banditism) is a term used for describing a situation when a web page of one domain owner is directly linking to images (or other multimedia files) on the web pages of another domain owner, usually using an tag. If your domains are hotlinked, you may face the problem of excessive bandwidth usage.

➤ ***To protect a website from hotlinking:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Websites & Domains** tab > **Hotlink Protection** (in the **Advanced Operations** group).
3. Click **Switch On** to enable the protection from hotlinking.
4. Specify the extensions of files that you want to protect from hotlinking (for example, jpg, bmp, and so on) in the **Protected files extensions** field. When listing several file extensions, separate them with white spaces.
5. If you want to allow direct linking to your files from certain sites, type the website addresses into the **Addresses of friendly websites** field, and click **Add**.
6. Click **OK**.

(Advanced) Extended Website Management

Panel provides a number of operations on websites and domains for advanced users: Working with third-party applications and services, fine tuning of some system services, and much more. This section contains the detailed instructions on all these operations.

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Working with a Staging Site

If you have a production website and are planning major site changes, consider setting up a staging site — a separate location on the server where you can conveniently update and test a copy of the site before putting it into production.

We recommend that you work with a staging site in the following way:

1. Decide where you want to host the development copy and prepare the development environment. You can choose to host it in the same webspace, in a separate webspace on the same server, or upload it to an FTP account on another server.
If you choose the same webspace, then you first need to set up a new website by adding a domain or a subdomain.
2. (Optional step.) If you set up your development environment under your account in the Panel and your production site has APS applications installed via the Panel (at the **Applications** tab), install the desired site applications in your development environment in the same subdirectory as you have on your production site. This step is optional; however, it will help you avoid changing manually database connection settings in the application scripts.
3. Make a copy of the website and place it in the staging environment.
4. Make copies of the databases used by the site and deploy them in the staging environment.
5. Change database connection settings in the scripts to point at the databases in the staging environment.
6. (Optional step.) Complete APS applications setup. Go to the **Applications** tab for your development site, locate the application in the list of installed applications, open its **Settings** screen and re-save the parameters. With this operation, the APS scripts should stop pointing at the production database and reconnect the application to the database copy. This step is needed if your production site has APS apps installed via the Panel and you performed Step 2 of the current instruction.
7. Make the required changes to the site copy in the staging environment, and test them to make sure everything works as intended.
8. Publish the updated site. This is done by pointing the document root of the production site to the staging site location.

➤ *To set up a site for staging purposes:*

1. Go to the **Websites & Domains** tab.
2. Click either **Add New Domain** or **Add New Subdomain**.
We recommend that you use a subdomain for staging purposes.
3. Proceed as described in **Adding Domains** (on page 63) or **Adding Subdomains** (on page 65).

If you do not want your staging site to be accessible to the Internet users, do not register the newly added domain or subdomain name with a domain name registrar, or use an `.htaccess` file (on Linux hosting) to restrict access to it.

➤ ***To make a copy of website files:***

1. Go to the **Websites & Domains** tab.
2. Click **Website Copying** (in the **Advanced Operations** group).
3. If you have several websites, select the one you need and click **Manage**.
4. To copy website files to the document root of an existing site:
 - a. Select the option **Website in the Panel**.
 - b. Select the destination site from the **Site name** menu.
 - c. Specify what to do with the files that might already be present in the destination directory.
5. To copy website files to an FTP account on this or another server:
 - a. Select the option **FTP storage**.
 - b. Specify the server's host name and credentials for connecting to the FTP account.
 - c. In the **FTP connection method** field, leave the **Active mode** option selected. If the Panel fails to connect to the external FTP account, select the **Passive mode** option here.
6. Click **OK**.

If the site uses scripts that work with a database, copy the database to the staging environment:

- If the database is hosted on the same server managed by Panel 10, use the procedure below to copy it.
- If the database is hosted on a server which is not managed by Panel 10, use the `mysqldump` utility to export the database, move the resulting data dump file to the staging environment and deploy it there. Modify the site's scripts in the staging environment so that they connect to the copied database.

➤ ***To make a copy of a database from the Panel-managed server:***

1. Go to the **Websites & Domains** tab > **Databases** > *database name*.
2. Click **Make a Copy**.
3. Specify the following:
 - **Destination database server**. You can select the same Panel-managed database server, or a database server located elsewhere. For an external database server, specify the host name or IP address, and access credentials: the username and password of a database management system user authorized to create new databases and database tables.
 - **Destination database**. You can choose to create a new database or copy the data to an existing database.
 - **Create a full copy**. Leave this option selected to copy the database structure and all data.

4. Click **OK**.

The copy of the database will be deployed on the destination server.

5. Modify the site's scripts in the staging environment so that they connect to the copied database.

When the site copy in the staging environment is updated and ready to go live, publish it as described in the following steps.

➤ ***To publish the updated site to the production environment:***

1. Go to the **Websites & Domains** tab.
2. In the list of domain names, locate the address of your production site and click it.
3. In the **Document root** box, specify the document root directory of the staging site.
4. Click **OK**.

This will make the updated site copy in the staging site location accessible to visitors of your production site address.

Setting Up Mobile Sites

Your service plan may include the option to create website copies optimized for viewing on mobile devices. The copies are hosted with external UNITY Mobile online service.


Important: In Panel 10.4, if a customer ordered the Unity Express offering from the Applications tab, the system could confuse the offering with Unity One. If you faced this problem, we recommend that you remove the site created with Unity One and create the new one in order to get Unity Express.

➤ ***To create a copy of your website optimized for viewing on mobile devices, or set up a new mobile website:***

1. Go to **Websites & Domains** tab > **Mobile Websites**.
2. Click the corresponding **Create Mobile Site** link.
3. Specify an address for the mobile site.

If your site is accessible, for example, by domain name `example.com`, you can type a prefix like `mobile`, and then the optimized copy of your website will be accessible by the address `mobile.example.com`.

4. Click **OK**.
5. Click **Edit Site Content**. A UNITY Mobile site opens in a new browser window or tab, and you are logged on under your account.

6. In the **Import from the web** section showing your main website's domain name, click the button .

7. Complete the website import wizard by following instructions presented on the screen.

After the mobile site is created, you can add a link to it to your main site.

You can now perform the following operations on the mobile site using links in Control Panel:

- Open site editor.
- Remove mobile site.

Setting Up Custom Error Pages

When visitors coming to a site request pages that the web server cannot find, the web server generates and displays a standard HTML page with an error message. You may want to create your own error pages and use them for your sites or individual virtual directories. The following error messages are the ones customized most often:

- 400 Bad File Request. Usually means the syntax used in the URL is incorrect (for example, uppercase letter should be lowercase letter; wrong punctuation marks).
- 401 Unauthorized. Server is looking for some encryption key from the client and is not getting it. Also, wrong password may have been entered.
- 403 Forbidden/Access denied. Similar to 401; a special permission is needed to access the site – a password or username, if it is a registration issue.
- 404 Not Found. Server cannot find the requested file. File has either been moved or deleted, or the wrong URL or document name was entered. This is the most common error.
- 500 Internal Server Error. Could not retrieve the HTML document because of server configuration problems.
- 503 Service Temporarily Unavailable. The site is temporarily unavailable due to maintenance.

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Setting Up Custom Error Pages on Windows Servers

➤ *To configure the web server to show custom error pages for a site or a directory within a site:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Switch on support for custom error documents.
 - a. Go to the **Websites & Domains** tab and in the list of domains, click the domain name you need.
 - b. Select the **Custom error documents** checkbox.
 - c. Click **OK**.
3. Go to the **Websites & Domains** tab > **Virtual Directories** to see the list of error documents for the root web directory. Error documents located here are used for all web pages of the selected site. If you want to customize error pages for a specific virtual directory, navigate to that directory.
4. Click **Error Documents** tab and click the required error document in the list.
 - To use the default document provided by IIS for this error page, select **Default** in the **Type** menu.
 - To use a custom HTML document already located in the `error_docs` directory in the virtual host directory of the domain, select **File** in the **Type** menu and specify the file name in the **Location** field.
 - To use a custom HTML document located in a directory other than `error_docs` on a domain, select **URL** in the **Type** menu and enter the path to your document in the **Location** field. The path should be relative to the virtual host root (that is, `<vhosts>\<domain>\httpdocs`).

For example, you have created a file `forbidden_403_1.html` and saved it in the `my_errors` directory located in the `httpdocs`. To use this file as an error document, you need to type the following path into the **Location** field:
`/my_errors/forbidden_403_1.html`.

Note: You can use a connection over FTP or File Manager in the Panel to upload your custom error document to the server. By default, all error documents are stored in the `/vhosts/your-domain.com/error_docs/` directory (located in `C:\InetPub` by default).

5. Once the web server is restarted, it will start using your error documents.

Setting Up Custom Error Pages on Linux Servers

➤ *To configure the web server to show custom error pages for a site:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Switch on support for custom error documents.
 - a. Go to the **Websites & Domains** tab and in the list of domains, click the domain name you need.
 - b. Select the **Custom error documents** checkbox.
 - c. Click **OK**.
3. Connect to your FTP account, and go to the `error_docs` directory.
4. Edit or replace the respective files. Be sure to preserve the correct file names:
 - 400 Bad File Request - `bad_request.html`
 - 401 Unauthorized - `unauthorized.html`
 - 403 Forbidden/Access denied - `forbidden.html`
 - 404 Not Found - `not_found.html`
 - 405 Method Not Allowed - `method_not_allowed.html`
 - 406 Not Acceptable - `not_acceptable.html`
 - 407 Proxy Authentication Required - `proxy_authentication_required.html`
 - 412 Precondition Failed - `precondition_failed.html`
 - 414 Request-URI Too Long - `request-uri_too_long.html`
 - 415 Unsupported Media Type - `unsupported_media_type.html`
 - 500 Internal Server Error - `internal_server_error.html`
 - 501 Not Implemented - `not_implemented.html`
 - 502 Bad Gateway - `bad_gateway.html`
 - 503 Service Temporarily Unavailable - `maintenance.html`

The web server will start using your error documents in a few hours, after it is restarted.

Adding a Domain Forwarder

You can set up a new domain name or reconfigure an existing domain name so that it will redirect visitors to another website.

➤ *To add a new domain forwarder:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, select the required webspace in the **Subscription** menu at the top of the screen.
2. Click the **Websites & Domains** tab.
3. Click **Add New Domain**.
4. Specify the following:
 - a. In the **Domain name** box, type the domain name that you have registered with your service provider or a domain name registration company.
 - b. Under **DNS server configuration**, select the option **Keep master DNS zone on this server**.
 - c. Under **Hosting type**, select the **Forwarding** option.
 - d. In the **Destination address** box, type the Internet address to which you want to redirect visitors.
 - e. Under **Forwarding type**, select the preferred type of forwarding. With **standard forwarding**, a user is redirected to the site and the actual site's address is shown in the user's browser, so the user always knows that he or she is redirected to another address. With **frame forwarding**, a user is redirected to the site without knowing that the site actually resides at another location, therefore, frame forwarding should be preferred.
5. Click **OK**.

➤ *To reconfigure an existing domain and make it a domain forwarder:*

1. Go to **Websites & Domains** tab > domain name.
2. Click the **Change** link next to the **Hosting type** field.
3. Specify the following:
 - a. Under **Hosting type**, select the **Forwarding** option.
 - b. In the **Destination address** box, type the Internet address to which you want to redirect visitors.

- c. Under **Forwarding type**, select the preferred type of forwarding. With **standard forwarding**, a user is redirected to the site and the actual site's address is shown in the user's browser, so the user always knows that he or she is redirected to another address. With **frame forwarding**, a user is redirected to the site without knowing that the site actually resides at another location, therefore, frame forwarding should be preferred.
4. Click **OK**.

Using Google Services

Using links in the Panel, you can generate code for inserting a custom Google search engine into your site, submit your website to Google through Webmaster Tools area, enroll in the AdSense program, embed YouTube videos, Google Translate service, or other Google products into your site.

Google Custom Search is a search engine provided by Google. It adds search functions to your site and allows you to apply your website's look and feel to the search results page. It can be used for free on websites of individuals and non-profit organizations. Websites related to for-profit businesses can either use a Custom Search Engine that will show advertisements from Google, or purchase a subscription to Google Site Search service, which starts from \$100 per year. To learn more about Google Site Search and current prices, visit <http://www.google.com/sitesearch>.

Google Webmaster Tools allow webmasters to submit a website to Google and view search statistics. To learn more about Webmaster Tools, visit <http://www.google.com/support/webmasters/?hl=en>.

Google AdSense allows webmasters to earn money for displaying targeted Google ads on their websites. To learn more about AdSense, visit <https://www.google.com/adsense/login/en/>.

Google Web Elements allows webmasters to easily add their favorite Google products to websites. Embed content, such as news, maps, YouTube videos, and social conversations from Google Friend Connect to Web pages with simple cut-n-paste. To learn more about Google Web Elements, visit <http://www.google.com/webelements/>.

Before you start using Google services, you need to confirm acceptance of Google Terms of Services, and then confirm ownership for your sites.

➤ ***To confirm acceptance of Google terms of service and then confirm ownership of your sites:***

1. Go to either the **Home** tab or the **Websites & Domains** tab, and click the **Google Services for Websites** link.
2. Click the appropriate links in the Panel to open and read the Terms of Service documents.
3. To confirm that you accept the Terms of Service, select the checkbox and click **Confirm**.

Now you can do the following:

- Submit your site to Google and improve site visibility in search results by clicking **Google Webmaster Tools**.
- Add search functions to a site by clicking **Add New Custom Search Engine**.
- Enroll in the AdSense program by clicking **Google AdSense**.
- Embed Google products into your site by clicking **Google Web Elements**.

➤ ***To submit a site to Google:***

1. Go to either the **Home** tab or the **Websites & Domains** tab, and click the **Google Services for Websites** link.
2. Click **Google Webmaster Tools**.
The Google Webmaster Tools area opens in a new browser window or tab.
3. Create a *Sitemap* and submit it to Google by following instructions at <http://www.google.com/support/webmasters/bin/answer.py?hl=en&answer=156184>.

➤ ***To add a custom search engine to a site:***

1. Go to either the **Home** tab or the **Websites & Domains** tab, and click the **Google Services for Websites** link.
2. Click **Custom Site Search**.
3. Click **Add New Custom Search Engine**.
4. Type a search engine name and select the website you need.
5. Select the checkbox to confirm your acceptance of Terms of Service, and click **OK**.

The record corresponding to the new search engine is added to the Panel.

6. Click the corresponding **Get Code** link, copy the generated code to the clipboard and paste it into the source code of your website pages.

The other links in the list of Custom Search Engines will help you perform the following operations:

- **Make Money.** Connect your Custom Search Engine to a Google AdSense account. You make money when users click on an ad they see in your search results. If you have more than one Custom Search engine, all of your search engines will automatically be associated with the same AdSense account.
- **Manage.** Manage your Custom Search Engines.
- **Look and Feel.** Adjust the appearance of search box and search results page.
- **Upgrade.** Upgrade a Custom Search Engine to ads-free Google Site Search.
- **Statistics.** Review site search reports.
- **Delete.** Delete a Custom Search Engine.

➤ ***To participate in the Google AdSense program:***

1. Go to either the **Home** tab or the **Websites & Domains** tab, and click the **Google Services for Websites** link.
2. Click **Google AdSense**.

3. Click **Google AdSense** account.
4. Fill in all the required fields to create a new AdSense account, or select an existing account, and click **OK**.

A confirmation e-mail with further instructions will be sent to your e-mail address.

Hosting Personal Web Pages Under Your Domains

You can host on your web server personal web pages for users who do not need their own domain names. These pages usually have web addresses like `http://your-domain.com/~username`.

➤ *To accommodate a personal web page under your domain and set up an FTP account for publishing:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Websites & Domains** tab > **Web Users** (in the **Advanced Operations** group).
3. Click **Settings**.
4. If you want to allow execution of scripts embedded in personal web pages, select the **Allow web users to use scripts** checkbox.
5. Click **OK**.

The settings you have defined at the step 4 are common for all personal web pages you might host on your account. Therefore, you will not need to perform the steps from 3 to 5 next time you set up a new web user account.

6. Click **Add New Web User**.
7. Specify a username and a password that will be used for accessing the webspace through FTP and publishing the web pages.
You can use only lower-case alphanumeric, hyphen and underscore symbols in the username. The username should begin with an alphabet character. It cannot contain white spaces. The password cannot contain quotation marks, white space, username, and should be between 5 and 14 characters in length.
8. If you want to limit the amount of disk space that can be occupied by the web page content, type the desired value in megabytes into the **Hard disk quota** box.

When the specified limit is exceeded, the web page owner will not be able to add files to his or her webspace.

9. Specify the programming languages that should be supported for the web page.

For example, if the web page is written in PHP, select the **PHP support** checkbox.

10. If you use a Windows-based hosting account and this personal web page's applications need to use a file-based database (like Jet) located in the root of `httpdocs` directory, select the **Additional write/modify permissions** option. Note that selecting this option might seriously compromise the website security.

11. Click **OK**.

Now you can tell your user the FTP account credentials, so that he or she can publish their web page.

➤ ***To change FTP password for a web page owner:***

1. Go to the **Websites & Domains** tab > **Web Users**.
2. Click the user name you need.
3. Type the new password into the **New password** and **Confirm password** boxes.
4. Click **OK**.

➤ ***To allocate more disk space to the web page owner:***

1. Go to the **Websites & Domains** tab > **Web Users**.
2. Click the user name you need.
3. Type the amount of disk space in megabytes into the **Hard disk quota** box.
4. Click **OK**.

➤ ***To remove a web page owner's account together with their web page:***

1. Go to the **Websites & Domains** tab > **Web Users**.
2. Select a checkbox corresponding to the user account you want to remove and click **Remove**.
3. Confirm removal and click **OK**.

Limiting Bandwidth and Number of Connections to Websites

To avoid excessive usage of bandwidth, and protect your site from Denial Of Service attacks, you can limit bandwidth usage for a site and number of simultaneous connections.

➤ ***To limit bandwidth usage and number of connections to a site:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Websites & Domains** tab > **Bandwidth Limiting** (in the **Advanced Operations** group).
3. Select the **Switch on bandwidth limiting** checkbox.
4. In the **Maximum bandwidth usage (KB/S)** box, specify the maximum speed, measured in kilobytes per second, that a website can share among all its connections.
5. Select the **Switch on connections limiting** checkbox.
6. In the **Connections limited to** box, specify the maximum number of simultaneous connections to the site.
7. Click **OK**.

Working with Microsoft Frontpage Websites (Windows)

Microsoft FrontPage deals with two kinds of websites: disk-based and server-based. In short, a disk-based site is a FrontPage website you create on your local hard disk and then later publish to the server. A server-based site is one you create and work with directly on the server, without the extra step of publishing. This section provides you with instructions on publishing only disk-based websites.

You can publish disk-based websites either through FTP or HTTP. If your hosting server is running FrontPage Server Extensions, you would publish your site over HTTP. For example: <http://your-domain.com/MyWebSite>. If your hosting server supports FTP, you would publish to an FTP location. For example: <ftp://ftp.your-domain.com/myFolder>.

After publishing, you can manage your site through FrontPage Server Extensions.

➤ *To access FrontPage Server Extensions management interface:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Click the **Websites & Domains** tab.
3. In the **Advanced Operations** group, click **FrontPage**.
4. Do either of the following:
 - To manage a site over HTTP connection, click **Frontpage Webadmin**.
 - To manage a site over a secure SSL connection, if SSL support is enabled for the site, click **Frontpage SSL Webadmin**.
5. Type your FrontPage administrator's username and password, and click **OK**.

For instructions on using FrontPage server extensions, see online help (**Frontpage Webadmin > Help**) or visit Microsoft website.

The following FrontPage settings are changeable through the Panel:

- The use of Microsoft FrontPage IIS Index Server for building the full-text index of your website.
- SMTP mail server and sender's e-mail address. These options are applicable if you use FrontPage forms that submit information from your site by e-mail. By default, SMTP server specified in the domain's DNS zone is used for sending mail. If no SMTP server is specified in the zone, then FrontPage uses the mail service running on the server where the domain (site) is hosted.

➤ *To change any of these settings:*

1. Go to the **Websites & Domains** tab > **FrontPage** > **Settings**.
2. Make the required changes and click **OK**.

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Publishing FrontPage Websites

➤ *To publish files through FTP:*

1. Open your FrontPage program.
2. Open a FrontPage website: open **File** menu and select the **Open Site** item.
3. Go to **Remote Web site** view: click the **Web Site** tab, and then the **Remote Web Site** button at the bottom of the window.
4. Set up your Remote Web Site Properties:
 - Click the **Remote Web Site Properties** button in the upper-right corner of the window.
 - Select **FTP** as the remote Web server.
 - In the **Remote Web site location** box, type your host name (for example, ftp://ftp.your-domain.com)
 - In the **FTP directory** box, type your FTP directory if your hosting company provided one. Leave it blank if they did not specify one.
 - Select the **Use Passive FTP** check box if your computer or network is protected by a firewall.
5. Click **OK** to connect to the remote site.

The Remote Web site view will show files that you have in your local and remote sites.
6. Click the **Publish Web site** button in the lower-right corner of the window.

➤ *To publish files through HTTP on a server that supports FrontPage Server Extensions:*

1. Open your FrontPage program.
2. Open a FrontPage website: open **File** menu and select the **Open Site** item.
3. Go to **Remote Web site** view: click the **Web Site** tab, and then the **Remote Web Site** button at the bottom of the window.
4. Click the **Remote Web Site Properties** button in the upper-right corner of the window.
5. On the **Remote Web Site** tab, under **Remote Web server type**, click **FrontPage or SharePoint Services**.
6. In the **Remote Web site location** box, type the Internet address, including the protocol, of the remote website that you want to publish folders and files to, for example, http://www.your-domain.com, or click **Browse** to locate the site.

7. Do any of the following:

- To use Secure Sockets Layer (SSL) for establishing a secure communications channel to prevent the interception of critical information, click **Encryption connection required (SSL)**. To use SSL connections on your web server, the server must be configured with a security certificate from a recognized certificate authority. If the server does not support SSL, clear this check box. Otherwise, you will not be able to publish folders and files to the remote website.
- To remove specific types of code from web pages as they are being published, on the **Optimize HTML** tab, select the options you want.
- To change the default options for publishing, on the **Publishing** tab, select the options you want.

8. Click **OK** to connect to the remote site.

The **Remote Web site** view will show files that you have in your local and remote sites.

9. Click the **Publish Web site** button in the lower-right corner of the window.

Adding FrontPage Accounts

If you are using Microsoft FrontPage for collaborating on website content with other users, then you need to create additional Microsoft FrontPage accounts.

➤ ***To create an additional Microsoft FrontPage account:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Click the **Websites & Domains** tab.
3. In the **Advanced Operations** group, click **FrontPage**.
4. Click **Add New FrontPage Account**.
5. Specify the following:
 - Username and password for the account.
 - Limit on disk space. If you wish to limit the amount of disk space that can be used by this account, clear the **Unlimited** check box and type the desired value in megabytes into the **Hard disk quota** box.

When the specified limit is exceeded, the user will not be able to upload more files to the workspace.
6. Click **OK**.

➤ ***To change settings for an additional Microsoft FrontPage account:***

1. Go to the **Websites & Domains** tab > **FrontPage**.
2. Click the required account name in the list.
3. Adjust the settings as necessary and click **OK** to save changes.

➤ ***To remove an additional Microsoft FrontPage account:***

1. Go to the **Websites & Domains** tab > **FrontPage**.
2. Select the checkbox corresponding to the account you want to remove.
3. Click **Remove**.
4. Confirm the removal and click **OK**.

Using Virtual Directories (Windows)

A virtual directory is a link to an existing physical directory that is present on the server's hard disk. Virtual directories can have a number of specific settings like custom ASP.NET configuration, access permissions, and protection with a password.

Because any virtual directory can have its own settings, including customized ASP.NET configuration, virtual directories are very useful in setting up your web applications, especially those written in ASP.NET. For example, if you have three web applications that use ASP.NET version 1.1, and you need to install one web application that uses ASP.NET version 2.0, you can create a virtual directory for the ASP.NET 2.0 application, configure ASP.NET settings for this directory so as to enable support for version 2.0, and then successfully install the required application.

Virtual directories can also be used as aliases. For example, you have a web application installed on your domain "example.com" in the physical directory `"my_data/web_apps/forum"`. To access this web application, users need to type `"example.com/my_data/web_apps/forum"`, which is hard to remember and too long to type. You can create virtual directory called `forum` in the root of your virtual host, and link this virtual directory to `"my_data/web_apps/forum"`, so the users who want to access the web application will need to type `"example.com/forum"`, which is much shorter and easier to remember.

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Creating Virtual Directories

➤ *To create a virtual directory:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Websites & Domains** tab > **Virtual Directories** (in the **Advanced Operations** group). You are in your web site root now.
3. Navigate to the directory in which you want to create a new virtual directory.
4. Click **Create Virtual Directory**.

Note: To create a physical directory instead of virtual directory, click **Create Directory**, specify the name of the directory and click **OK**.

5. Specify the required parameters:
 - **Name** - specify the virtual directory name.
 - **Path** - specify the virtual directory path:
 - Select the **Create physical directory with the same name as virtual directory** checkbox to automatically create a physical directory with the same name as the virtual directory you are creating.
 - Clear the **Create physical directory with the same name as virtual directory** checkbox and specify the path in the field to select a physical directory that already exists.
 - **Script source access** - select this checkbox to allow users to access source code if either Read or Write permissions are set. Source code includes scripts in ASP applications.
 - **Read permission** - select this checkbox to allow users to read files or directories and their associated properties.
 - **Write permission** - select this checkbox to allow users to upload files and their associated properties to the virtual directory or to change content in a write-enabled file. Write access is allowed only if browser supports the PUT feature of the HTTP 1.1 protocol.
 - **Directory browsing** - select this checkbox to allow users to see a hypertext listing of the files and subdirectories in the virtual directory.
 - **Log visits** - select this checkbox if you want to store the information about visits of the virtual directory.
 - **Create application** - select this checkbox to make the directory an IIS application. The directory becomes logically independent from the rest of the website.
 - **Execute permissions** - select the appropriate program execution level allowed for the virtual directory.
 - **None** - allow access only to static files such as HTML or image files.
 - **Scripts only** - allow running scripts only, not executables.

- **Scripts and Executables** - remove all restrictions so that all file types can be executed.
- **ASP Settings** - set specific settings for ASP-based web applications.
 - If you are using ASP-based applications that cannot operate correctly under data transfer restrictions currently set by IIS, clear the **Defined by parent directory** checkbox corresponding to the field you want to change and type in the required number.
 - If you want to enable debugging of ASP applications on the server side, clear the corresponding **Defined by parent directory** checkbox and select the **Enable ASP server-side script debugging** checkbox.
 - If you want to enable debugging of ASP applications on the client side, clear the corresponding **Defined by parent directory** checkbox and select the **Enable ASP client-side script debugging** checkbox.

Note that if you are trying to change ASP Settings for the root virtual directory, the default checkbox names will be **Defined by IIS** instead of **Defined by parent directory**.

6. Click **OK**.

➤ ***To remove a virtual directory:***




1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Websites & Domains** tab > **Virtual Directories** (in the **Advanced Operations** group).
3. Select the checkbox corresponding to the directory you want to remove.
4. Click **Remove**.
5. Confirm the removal and click **OK**.

Configuring ASP.NET for Virtual Directories


➤ *To configure ASP.NET settings for a virtual directory:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Websites & Domains** tab > **Virtual Directories** (in the **Advanced Operations** group).
3. Browse to the required directory and click a link with its name.
4. Click **ASP.NET Settings**.
5. Set up the strings that determine database connection data for ASP.NET applications that use databases. This option is available only for ASP.NET 2.0.x.

When you open the ASP.NET configuration page for the first time, sample connection parameters with common constructions are displayed. You can delete them and specify your own strings.

- To add a string, enter the required data into the **Name** and **Connection Parameters** input fields and click  next to them.
 - To remove a string, click  next to it.
6. Set up custom error messages that will be returned by ASP.NET applications:
 - To set the custom error messages mode, select an appropriate option from the **Custom error mode** menu:
 - **On** - custom error messages are enabled.
 - **Off** - custom error messages are disabled and detailed errors are to be shown.
 - **RemoteOnly** - custom error messages are displayed only to remote clients, and ASP.NET errors are shown to the local host.
 - To add a new custom error message (which will be applied unless the **Off** mode was selected), enter the values in the **Status Code** and **Redirect URL** fields, and click .
 - **Status Code** defines the HTTP status code resulting in redirection to the error page.
 - **Redirect URL** defines the web address of the error page presenting information about the error to the client.

Due to possible conflicts, you cannot add a new custom error message with an error code that already exists, but you can redefine the URL for the existing code.

- To remove a custom error message from the list, click  next to it.
7. Configure compilation settings in the **Compilation and Debugging** field:
 - To determine the programming language to be used as default in dynamic compilation files, choose an entry from the **Default web page language** menu.
 - To enable compiling of retail binaries, leave the **Switch on debugging** checkbox empty.

- To enable compiling of debug binaries, select the **Switch on debugging** checkbox. In this case, the source code fragments containing error will be shown in a diagnostic message.

Note: When running applications in debug mode, a memory and performance overhead occurs. We recommended that you use debugging when testing an application, and disable it before deploying the application into production scenario.

8. Configure encoding settings for ASP.NET applications in the **Globalization Settings section:**

- To set an adopted encoding of all incoming requests, enter an encoding value into the **Request encoding** field (default is utf-8).
- To set an adopted encoding of all responses, enter an encoding value into the **Response encoding** field (default is utf-8).
- To set an encoding which must be used by default for parsing of `.aspx`, `.asmx`, and `.asax` files, enter an encoding value into the **File encoding** field (default is Windows-1252).
- To set a culture which must be used by default for processing incoming web requests, select an appropriate item from the **Culture** list.
- To set a culture which must be used by default when processing searches for a locale-dependent resource, select an appropriate item from the **UI Culture** list.

9. Set a code access security trust level for ASP.NET applications in the **Code Access Security field.**

CAS trust level is a security zone to which applications execution is assigned, defining what server resources the applications will have access to.

Important: When an assembly is assigned a trust level that is too low, it does not function correctly. For more information on the permission levels, see http://msdn.microsoft.com/library/en-us/dnnetsec/html/THCMCh09.asp?frame=true#c09618429_010.

10. If you are using ASP.NET 1.1.x, then you can enable the usage of the auxiliary scripts in the **Script Library Settings field. Specifying the script library settings is necessary if the validation web controls are used on your web site.**

- If you need to use auxiliary scripts (specifically, scripts implementing objects for validating input data), provide the settings for .NET framework script library. To do so, enter the path beginning with the domain root directory preceded by the forward slash into the **Path to Microsoft script library** field, or click the folder icon next to the **Path to Microsoft script library** field and browse for the required location.
- To initiate installation of files containing the scripts to the specified location, select the **Install** checkbox. If the files already exist there, they will be rewritten.

11. Set client session parameters in the **Session Settings field:**

- To set up the default authentication mode for applications, select an appropriate item from the **Authentication mode** list. **Windows** authentication mode should be selected if any form of IIS authentication is used.
- To set up the allowed session idle time, enter appropriate number minutes into the **Session timeout** field.

12. Click **OK** to apply all changes.

Configuring PHP for Virtual Directories





To be able to use web applications that require PHP4 or PHP5, you can select the required PHP version for individual virtual directories.


➤ ***To select PHP version for a virtual directory:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required web space.
2. Go to the **Websites & Domains** tab > **Virtual Directories** (in the **Advanced Operations** group).
3. Browse to the required directory and click a link with its name.
4. In the **Tools** group, click **PHP Settings**.
5. Select the required version of PHP and click **OK**.

Setting Up Access to Virtual Directories

➤ *To set access permissions for a virtual directory:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Websites & Domains** tab > **Virtual Directories** (in the **Advanced Operations** group).
3. To set access permissions for the current virtual directory, in the **Tools** group, click **Directory Access Permissions**. If you want to set permissions for a subdirectory located within the current directory, click the corresponding icon .
4. Do the following:
 - To make the file/folder inherit permissions from a parent folder (if it does not), select the checkbox **Allow inheritable permissions from the parent to propagate to this object and all child objects. Include these with entries explicitly defined here**.
 - To make the files and folders, which are contained in this folder, inherit the folder permissions you define, select the checkbox **Replace permission entries on all child objects with entries shown here that apply to child objects**.
 - To change or remove permissions from a group or a user, click the required name in the **Group or user names** list. If the group or user is not listed in the **Group or user names** list, select the required user or group name from the menu located above the list and click : the user/group appears in the list. Select it.
 To allow or deny permissions to a selected group/user, select the **Allow** or **Deny** checkboxes corresponding to permissions listed under **Permissions for <user/group name>**. If the checkboxes in **Allow** or **Deny** columns are shown in grey, it means that the corresponding permissions are inherited from a parent folder.
 - To deny the permissions, which are inherited from a parent object as allowed, select the required checkboxes under **Deny**. This will override inherited permissions for this file/folder.
 - To allow the permissions, which are inherited from a parent object as denied, clear the **Allow inheritable permissions from the parent to propagate to this object and all child objects. Include these with entries explicitly defined here** checkbox: this removes the inherited permissions. Then select the required checkboxes under **Allow** and **Deny**.
 - To remove access permissions from a group or user, select the required name in the **Group or user names** list and click the icon  next to it.
5. If you need advanced fine-tuning of permissions, click the **Advanced** button, and do the following:
 - To create a permission entry for a group or user, select the required name from the **Group or user names** list and click .
 - To set or change file/folder permissions for a group or user, select the required name from the **Group or user names** list, select the required **Allow** and **Deny** checkboxes corresponding to permissions listed under **Permissions for <user/group name>**.

- To remove a permission entry for a group or user, select the required name from the **Group or user names** list and click .
- To make child objects of a folder inherit its permissions defined under **Permissions for <user/group name>**, select the **Replace permission entries on all child objects with entries shown here that apply to child objects** checkbox, and select checkboxes in the **Apply to** list which correspond to the objects that must inherit the permissions.

6. Click **OK**.

➤ ***To restrict access to files and directories located within a virtual directory:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Websites & Domains** tab > **Virtual Directories**.
3. Navigate to the directory you want to protect and click the **Protection** tab.
4. Click **Protect**.
5. To specify users who will be able to access the directory, click **Add User**, specify username and password, and click **OK**.
6. If you want to specify a title for the protected area that will be shown to users when they attempt to access the directory, click **Settings**, specify a title, and click **OK**.

➤ ***To revoke a permission to access a directory from a user:***


1. Go to the **Websites & Domains** tab > **Virtual Directories** > the **Protection** tab.
2. Select the checkbox corresponding to the user's name and click **Remove**.

➤ ***To remove protection from a directory and allow the general public to see the directory contents without restrictions:***

1. Go to the **Websites & Domains** tab > **Virtual Directories** > the **Protection** tab.
2. Click **Remove Protection**.
3. Click **OK** to confirm removal.

Changing Virtual Directory Settings

➤ *To change settings of a virtual directory:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab > **Virtual Directories** (in the **Advanced Operations** group).
3. Browse to the directory whose preferences you want to change, and click the corresponding icon , or click **Directory Properties** when inside the required directory.
4. Change the settings as required:
 - **Name** - specify virtual directory name.
 - **Path** - specify the path to the physical directory to which the virtual directory is linked.
 - **Script source access** - select this checkbox to allow users to access source code if either Read or Write permissions are set. Source code includes scripts in ASP applications.
 - **Read permission** - select this checkbox to allow users to read files or directories and their associated properties.
 - **Write permission** - select this checkbox to allow users to upload files and their associated properties to the virtual directory or to change content in a write-enabled file. Write access is allowed only if browser supports the PUT feature of the HTTP 1.1 protocol.
 - **Directory browsing** - select this checkbox to allow users to see a hypertext listing of the files and subdirectories in the virtual directory.
 - **Log visits** - select this checkbox if you want to store the information about visits to the virtual directory.
 - **Create application** - select this checkbox to make the web directory an IIS application. The directory becomes logically independent from the rest of the website.
 - **Execute permissions** - select the appropriate program execution level allowed for the virtual directory.
 - **None** - allow access only to static files such as HTML or image files.
 - **Scripts only** - allow running scripts only, not executables.
 - **Scripts and Executables** - remove all restrictions so that all file types can be executed.
 - **Allow to use parent paths** - select this checkbox to allow using double period in the path name when referring to a folder above the current directory. This enables users to move up the folder tree without knowing the folder name or the whereabouts in the hierarchy. If the option is selected, parent path directories should not have the **Execute permission** checkbox selected in their properties, so that applications do not have the ability of unauthorized running of programs in the parent paths.

- **Allow application execution in MTA (multi-threaded apartment) mode** - select this checkbox to allow the application execution in multi-threaded apartment (MTA) mode. Otherwise, the application will run in a single-threaded apartment (STA) mode. Using STA, each application pool is executed in a dedicated process. With MTA, several concurrent application pools are executed in one thread which can increase performance in some cases.
- **Use default documents** - select this checkbox to allow the use of default documents for the current directory. The default document is sent when users access the directory on the web without a specific file name (for example, using `http://www.example.com` as opposed to `http://www.example.com/index.html`). If this checkbox is cleared and the **Directory browsing** checkbox is selected, the web server returns a folder listing. If this checkbox is cleared and the **Directory browsing** checkbox is cleared as well, the web server returns an "Access Forbidden" error message.
- **Default documents search order** - specifies the order in which IIS searches for the default document, sending user the first available file it finds. If no match is found, IIS behaves as in the cases when the default content page is disabled.
- **Allow anonymous access** - select this checkbox if you want to make the directory public so that the Internet users could access it without authentication.
- **Require SSL** - select this checkbox to enable access to the folder only via SSL-encrypted connections.
- **ASP Settings** - set specific settings for ASP-based web applications.
 - If you are using ASP-based applications that cannot operate correctly under data transfer restrictions set by IIS, clear the **Defined by parent directory** checkbox corresponding to the field you want to change and type in the required number.
 - If you want to enable debugging of ASP applications on the server side, clear the corresponding **Defined by parent directory** checkbox and select the **Enable ASP server-side script debugging** checkbox.
 - If you want to enable debugging of ASP applications on the client side, clear the corresponding **Defined by parent directory** checkbox and select the **Enable ASP client-side script debugging** checkbox.

Note that if you are trying to change ASP Settings for the root directory, the default checkbox names will be **Defined by IIS** instead of **Defined by parent directory**.

5. Click **OK** to save changes.

Adding and Removing MIME Types

Multipurpose Internet Mail Exchange (MIME) types instruct a web browser or mail application how to handle files received from a server. For example, when a web browser requests an item on a server, it also requests the MIME type of the object. Some MIME types, like graphics, can be displayed inside the browser. Others, such as word processing documents, require an external application to be displayed.

When a web server delivers a web page to a client web browser, it also sends the MIME type of the data it is sending. If there is an attached or embedded file in a specific format, IIS also tells the client application the MIME type of the embedded or attached file. The client application then knows how to process or display the data being received from IIS.

IIS can only operate files of registered MIME types. These types could be defined both on the global IIS level and on the website or virtual directory level. Globally-defined MIME types are inherited by all websites and virtual directories while ones defined on the website main or virtual directory level are used only for the area where they are defined. Otherwise, if the web server receives request for a file with unregistered MIME type, it returns the 404.3 (Not Found) error.

➤ *To add a new MIME type for a virtual directory:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab > **Virtual Directories** (in the **Advanced Operations** group).
3. Navigate to the required virtual directory and click the corresponding link with its name.
4. Click the **MIME Types** tab.
5. Click **Add MIME Type**.
6. Specify the following:
 - Type the file name extension in the **Extension** field. File name extension should begin with a dot (.), or a wildcard (*) to serve all files regardless of file name extension.
 - Specify the file content type in the **Content** field.
 - You can either select the appropriate value from the list or define a new content type. To do this, select **Custom** and enter the content type in the input box provided.
7. Click **OK** to finish the creation.

➤ *To edit a MIME type for a virtual directory:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.

2. Go to the **Websites & Domains** tab > **Virtual Directories** (in the **Advanced Operations** group).
3. Navigate to the required virtual directory and click the corresponding link with its name.
4. Select the **MIME Types** tab.
5. Select the required MIME type in the list.
 - Type the file name extension in the **Extension** field. File name extension should begin with a dot (.), or a wildcard (*) to serve all files regardless of file name extension.
 - Specify the file content type in the **Content** field.
 - You can either select the appropriate value from the list or define a new content type. To do this, select **Custom** and enter the content type in the input box provided.
6. Click **OK** to save changes.

➤ ***To remove a MIME type for a virtual directory:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Websites & Domains** tab > **Virtual Directories** (in the **Advanced Operations** group).
3. Navigate to the required virtual directory and click the corresponding link with its name.
4. Select the **MIME Types** tab.
5. Select the checkbox corresponding to the MIME type you want to remove.
6. Click **Remove**.
7. Confirm removal and click **OK**.

Setting Up IIS Application Pool (Windows)

IIS Application Pool contains all web applications installed on your sites. If your service provider allocated a dedicated IIS application pool for your sites, then you can have a level of isolation between web applications used by your sites and web applications used by other hosting users who host their websites on the same server. Because each application pool runs independently, errors in one application pool will not affect the applications running in other application pools.

Once you switch on the application pool, all web applications on your websites will be using it.

➤ ***To switch on dedicated IIS application pool for your websites:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Websites & Domains** tab > **Dedicated IIS Application Pool for Your Websites** (in the **Advanced Operations** group).
3. Click **Switch On**.
4. To limit the amount of CPU resources that this application pool can use, select the **Switch on CPU monitoring** checkbox and type a number in percents into the **Maximum CPU use (%)** box.
5. Click **OK**.

➤ ***To stop all applications running in the application pool:***

1. Go to the **Websites & Domains** tab > **Dedicated IIS Application Pool for Your Websites** (in the **Advanced Operations** group).
2. Click **Stop**.

➤ ***To start all applications in the application pool:***

1. Go to the **Websites & Domains** tab > **Dedicated IIS Application Pool for Your Websites** (in the **Advanced Operations** group).
2. Click **Start**.

If you run applications that are known to have memory leaks or become unstable after working for a long time, then you might need to restart them from time to time.

➤ ***To restart all applications running in the application pool:***

1. Go to the **Websites & Domains** tab > **Dedicated IIS Application Pool for Your Websites** (in the **Advanced Operations** group).
2. Click **Recycle**.

➤ ***To switch off the dedicated IIS application pool for your websites:***

1. Go to the **Websites & Domains** tab > **Dedicated IIS Application Pool for Your Websites** (in the **Advanced Operations** group).
2. Click **Switch Off**.

Web Publishing with Web Deploy (Windows)

Web Deploy (Web Deployment Tool) is a Microsoft tool that significantly simplifies the migration, management, and deployment of your websites and web applications. More precisely, you can write a code in your local environment, for example, in *Visual Studio*® (IDE) or *WebMatrix*® (development tool), and then periodically publish the updates to your production server by means of Web Deploy.

Differences Between Visual Studio® and WebMatrix®

If you are looking for an environment that lets you seamlessly publish code updates to your account, it is likely you will choose between Visual Studio® and WebMatrix®.

- Visual Studio® is a classic integrated development environment (IDE) for writing .NET applications and sites of any scale. It has a variety of plugins that extend its basic functionality. However, to run and debug your applications in Visual Studio®, you should perform extra configuration (such as preparing a database and environment settings). Thus, this tool is more suitable for advanced users.
- With WebMatrix® you have a built-in set of application templates and even working applications (WordPress, Joomla) right out of the box. If you wish to instantly add an app to your customer account or run it, you just need to select the app from the list and WebMatrix® will transparently configure it for you. Moreover, you can promptly find and subscribe to a hosting plan for your project without leaving WebMatrix®. Summing up, this tool is suitable even for novice users and encourages fast development by using ready-to-run applications and templates. The details on how to install and use WebMatrix® are available at <http://www.microsoft.com/web/webmatrix/>.

It is up to you to decide which is better for your project.

How to Configure Web Publishing in Visual Studio® and WebMatrix®

Generally, to set up web publishing in your environment, you should open the publishing settings and specify the IP address of your customer account and the username and password you use to log in to the Control Panel.

In WebMatrix®, the publishing settings are found in **Home > Publish**. You can provide these settings either manually or as an XML file; Panel automatically generates it. To download the file for a certain website, click on a corresponding **Download** link in **Websites & Domains > Advanced Operations > Web Deploy Publishing Settings**. The settings are only available if Web Deploy is installed on the Panel server and is running. If you do not see these settings, contact your hosting provider.

For a step-by-step instruction on how to set up web publishing in WebMatrix®, see <http://www.microsoft.com/web/post/how-to-publish-a-web-application-using-webmatrix>.

To learn more about publication settings in Visual Studio®, see <http://msdn.microsoft.com/en-us/library/7z83t16a.aspx>.

Note: You can decide whether to transfer updates securely to your customer account by selecting the corresponding option in the publication settings. If your hosting provider does not have a valid SSL certificate, you will receive an error message on attempting publication. To resolve the problem, contact your hosting provider for assistance or avoid using the secure connection.

Securing WebMatrix® Publishing Settings

An XML file which keeps WebMatrix® publishing settings may include the password to a customer's account. Administrators have the option to configure Panel so that it excludes these passwords from the XML files. If the administrators wish to improve the security of the system and prevent stealing the passwords, they can specify to exclude the password from the XML file. The customers then will have to enter the password directly in WebMatrix®. The option is available on the **Tools & Settings > Server Settings** page.

Building Websites with Web Presence Builder

Parallels Web Presence Builder (also referred to as *editor*) is a visual editor that lets small business owners and individuals create their websites quickly and easily. With Web Presence Builder, you do not have to write code or configure servers to start a blog, open an online store, or set up any other form of website. You just add the content blocks that comprise your site (text, image gallery, online store) by dragging them to pages, fill these blocks with your content, and publish the result. That's it!

Start Creating a Website

When you start working on your website, you do not have to write text, search for the images, and adjust the site look. Just choose a topic that best suits your website, and Web Presence Builder will generate a site template that already contains a set of pages, pictures, and text relevant to the selected topic. Each time Web Presence Builder generates a website, it uses a random set of element designs, so you can be sure that your website design is never repeated.

Once you have selected the topic, you will be prompted to enter some additional information that Web Presence Builder will add to the website's pages, for example, your phone number, which will appear on the *Contact Us* page.

For more details on how to start creating your website, see the section **Creating a Website** (on page 151).

Import Websites Created in SiteBuilder 4.5

If you already have a website created with SiteBuilder 4.5 and hosted elsewhere, you can import your website to your new customer account. Learn how to move your SiteBuilder 4.5 website to Web Presence Builder in the section **Importing Sites from SiteBuilder 4.5** (on page 152).

Fill the Site with Content

As soon as Web Presence Builder creates your website, you can fill it with your content. Your main editing tool is the Web Presence Builder's main menu. You can do the following by using the menu:

- *Change the structure of your site:* Add or remove pages.
- *Edit the website design:* Change colors and layout.
- *Fill the site with your content:* Remove unused predefined content and add your own elements:
 - Text
 - Images and image galleries

- Videos
- Scripts
- Blogs
- Search boxes
- Other elements
- *Let your visitors share the information in your website in social media* such as Facebook or Twitter: Add the corresponding buttons to the pages of your site.

To learn more about actions available to you in the editor, refer to the section **Getting Familiar With the Web Presence Builder Editor** (on page 149).

Find instructions on managing website look and content in the section **Editing a Website** (on page 154).

Make the Site Available on the Internet

After you finish editing the website, make it available on the Internet. To let people see your site at your domain name, *publish* the website by clicking the corresponding button in the main menu. When you click this link, Web Presence Builder generates the static pages and scripts that comprise your website and places them in the appropriate locations on the server so that people see them when they enter your domain name in their browsers. Learn more about publishing websites in the section **Publishing a Website to the Internet** (on page 185).

You can also attract more visitors to your sites by placing a site copy on *Facebook* - a popular social network. Refer to the section **Publishing a Website Copy to Facebook** (on page 186) for detailed instructions on how to do this.

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Getting Familiar With Web Presence Builder

The interface of the Web Presence Builder editor has two main parts: your website and the main menu.

A website consists of a number of elements, or modules. Each module can be edited separately. Here we will familiarize you with the basic principles of website module editing. These are similar for all modules.

When adding a module to a page, you can choose whether it should be shown only on the current page (page-specific module) or on all pages of the site (site-wide module). The only exceptions are the **Search**, **Advertisement**, **Site Logo**, **Navigation**, and **Breadcrumbs** modules: when you add them, they are placed on all pages of the website.

To place a module only on the current page, select the module under the **Modules** tab, and drag it to any of the areas marked with the text **PAGE-SPECIFIC AREA**. Such areas are located within the main content block and near the top of each sidebar.

To place a module on all pages of the website, select the module under the **Modules** tab, and drag it to any of the areas marked with the text **SITE-WIDE AREA**. Such areas are located above and below the main content block, in sidebars, header, and footer.

To locate or edit a website module, hover the mouse pointer over the part of the website you want to change. A dotted frame will appear around the module. A control panel prompting you to move, edit, or remove the module will appear next to the dotted frame.

The dotted frame around page-specific modules is green, but around site-wide modules it is blue.

The editor's main menu offers website editing options grouped under five tabs:

- **Modules.** Here you can choose necessary modules and drag them to any place on the page to fill your website with content.
- **Design.** Here you can select the layout and general color scheme for your website, change colors of different elements, and select fonts and border style.
- **Pages.** Here you can add and delete pages, rename them, edit page meta information such as descriptions and keywords for use by search engines, or mark a page as hidden so that your visitors cannot access it from the site menu.
- **Documents.** Here you can upload documents, images, and other files in various formats to your hosting account. You can then easily insert links to these documents into your website pages. Or, you can just keep the files on the hosting account for your own needs.
- **Settings.** Here you can edit your website name, description and keywords for search engines, upload a site icon (favicon), optimize the ranking of your website in search engine results, connect your site to Google Analytics, and add a copy of your site to a Facebook page.

From the main menu, you can also do the following:

- Access the **Dashboard** to perform the following operations:
 - View statistics on website visits. The statistics are provided by Google Analytics.
 - View new comments left by site visitors on your website pages. The commenting functionality is provided by Disqus.
 - View new orders from customers visiting your online stores. The online store functionality is provided by Ecwid.
- Save and load copies of your website by using the **Save** and **Revert** options.
- Access **Web Presence Builder Getting Started** video tutorial, view **User's Guide**, or send us your feedback. To do this, select the corresponding option from the **Help** menu.
- Publish your website by using the **Publish** button.
- Discard any changes made to a site and start creating the site anew by selecting **More > Start Over**. This does not delete your already published site copy.
- Delete a current website draft from the editor by selecting **More > Remove Site**. This does not delete your already published site copy.

You can drag the main menu to any place on the page for your convenience, or minimize it.

You can also access all options of the main menu in the context menu at any place on the page. To open the context menu, click the right mouse button.

Creating a Website

To minimize your efforts when creating a website, Web Presence Builder offers you a set of predefined website topics. When you start creating a website, choose a topic that is most appropriate for you, and Web Presence Builder will generate a website with the content relevant to this topic. For example, it will include a price list template for a retail store or an image gallery for an artist's site. If you cannot find a suitable topic, you can contact your service provider to ask them to create the corresponding template and add it to the list of available topics.

When you start creating a website, Web Presence Builder also prompts you to provide information about yourself or your company. Web Presence Builder will automatically add this information to certain pages as appropriate, for example, to the *About Us* and *Contact Us* pages.

Note: Web Presence Builder will not store or use the information you provide anywhere except for your website pages. You can change or remove this information later.

➤ *To start creating a website in Web Presence Builder:*

1. Launch Web Presence Builder by clicking the corresponding link:
 - If you have only one domain name in the subscription, click **Launch Web Presence Builder** on the **Home** tab or the **Websites & Domains** tab.
 - If you have several domain names, click the corresponding link **Edit in Web Presence Builder** in the list of available domain names.
2. Select a website topic.
3. Type the website name and select website language.
4. Provide the information to pre-fill your website.
5. Click **Submit and Create Site**.

Importing Sites from SiteBuilder 4.5

If you have a site created with SiteBuilder 4.5, you can import it to Web Presence Builder.

Note: The import of sites from earlier versions of SiteBuilder or other content management systems is not supported.

If your site was created with an earlier version of SiteBuilder (4.4 or earlier), and you would like to transfer your site, you can do the following:

- Contact your hosting provider and ask them to upgrade your account to the latest version of Web Presence Builder.
- Transfer your site manually by copying and pasting the content.

During site import, most parts of the site structure and content can be transferred successfully. However, we cannot guarantee that all content will be transferred.

In most cases, the following elements are imported successfully:

- Site map.
- Static pages, including links and images in text modules. Note that text blocks exceeding 30 kilobytes may be cut; therefore, some parts of the text may be missing.
- Banner (if it is not a custom image).
- Slogan, site title.
- Logo (if it is not a custom image).
- Footer text.
- Meta info (keywords, description).

The other modules can be imported only as text widgets with static content, links and images. Buttons will not work. The image gallery structure can be imported without images.

➤ **To import a site from SiteBuilder 4.5:**

1. Open the Web Presence Builder editor, and on the topic selection screen, click **Import Site from SiteBuilder 4.5**.
2. Type the Internet address (domain name) of the site that you want to import. For example: `http://example.com`.
3. Select the checkbox to confirm that you are aware of possible import issues, and click **Import Site**.
4. After the site is imported, review and edit it as required (on page 154). You can compare the imported site version with your original site and add the missing information manually.
5. When finished with editing, publish the site to your customer account (on page 185).

If you are publishing your new site to the same webspace on which your site created with SiteBuilder 4.5 was hosted, the old site will be overwritten.

Editing Websites

In Web Presence Builder, you can change almost any element of your website. Most of the elements are changed in place - you open a page where the element is used, edit it and see the result right away. Site-wide elements, such as **Search** block and **Advertisement** block are changed in one place but the changes are applied to each page of your website.

Note: If you are using Internet Explorer, we strongly recommend that you avoid using browser zoom to change the size of text displayed in your browser window. Please note that websites in Web Presence Builder will perform and look best at normal zoom (100%).

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Structure: Pages and Navigation

This section describes how to add pages to a site, set their location in the site structure, and add navigation links.

In this section:

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Adding and Removing Pages

Your site can have two levels of nested pages.

➤ ***To add a new page to your website:***

1. Go to the **Pages** tab.
2. Click **Add page**. The new page appears highlighted in green.
3. Position the new page by dragging it to the right place or by clicking the arrows.
4. Specify the page title.
5. Give a concise description of the page content that will be displayed on search engine results pages and the keywords by which the page will be found by search engines.

Note: **Page name** and **Page link name** are required fields. **Description** and **Keywords** are optional fields. If you specify keywords for a page, they should be separated by commas without white spaces.

6. If you want to make the page invisible to your website visitors, select the **Hidden page** checkbox.
7. If you want to restrict access to the page with password authentication, select the **Protected page** checkbox and specify a username and a password.
8. Click **OK** to save changes.

➤ ***To change the location or properties of a page:***

1. Go to the **Pages** tab.
2. Select the page you want to edit.
3. Change the page position by dragging it to the right place or by clicking the arrows.
4. Edit the page title.
5. Edit or remove the concise description of the page content that will be displayed on search engine results pages and the keywords by which the page will be found by search engines.

Note: **Page name** and **Page link name** are required fields. **Description** and **Keywords** are optional fields. If you specify keywords for a page, they should be separated by commas without white spaces.

6. If you want to make the page invisible to your website visitors, select the **Hidden page** checkbox.

7. If you want to restrict access to the page with password authentication, select the **Protected page** checkbox and specify a username and a password.
8. Click **OK** to save changes.

➤ ***To delete a page from your website:***

1. Go to the **Pages** tab.
2. Select the page you want to delete.
3. Click **Delete page**.
4. Click **OK** to save changes.

Adding and Removing Navigation Links

By default, a horizontal navigation bar with links to site pages is inserted below or above the header of your site. It is automatically updated every time you add, change, move, or remove pages from the site.

If you use sidebars on the site, then the horizontal bar under the header includes only links to the first level pages, and the sidebars show the links of the second and third levels.

You can move navigation blocks by dragging them to other areas of the site.

For each navigation block, you can specify what levels of pages should be included in the menu, change menu alignment (for example, show it in the middle of the page instead of the default alignment to the left), and change the color, style, and size of the font used for the links. To change any of these settings, place the mouse pointer over a navigation block and click **Edit**.

If you occasionally remove a navigation block, you can re-insert it. To do this, go to the **Modules** tab, select **Navigation**, and drag the block to the area on the page where you want to add it. The navigation block will be inserted into all pages of the website.

For the convenience of your site visitors, you might also want to add breadcrumb navigation blocks. Breadcrumb navigation is a chain of links that represents the user's path from the site's main page to a current page. To add a breadcrumb navigation block, go to the **Modules** tab, select **Breadcrumbs**, and drag the module to the area on the page where you want to add it. The navigation block will be inserted into all pages of the website.

Design: Layout, Styles, Color Scheme, and Header

This section describes how to change the layout, color scheme, and header elements of the site.

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Changing Your Website Layout

The layout of your site can consist of the following elements:

- **Header.** This is the topmost area where a banner image and a company logo are usually placed. You can do the following to the header:
 - Move the banner image and logo from the header area to any place on the page.
 - Reduce the header height to 25 pixels by removing all elements from it.
 - Change the header width from the default size to 100 percent, so that it is expanded to fit the page width.
- **Content area.** This is the main part of a webpage where most of the content is placed. You can do the following to the content area:
 - Adjust the height of the content area.
 - Divide the content area into several columns. You can do this by dragging new modules to the left or right edge of the content area and inserting them.
 - Change location of the columns in the content area by moving the content to the left or to the right.
- **Sidebars.** These are vertical columns that can be used for placing all kinds of modules, site-wide and page-specific. You can do the following to sidebars:
 - Add one sidebar and place it to the left or to the right of the content area.
 - Add two sidebars. They will be placed to the left and to the right of the content area.
 - Adjust the height and width of the sidebars.
 - Move the sidebars to the top of the page and place them to the left or to the right of the header area.
 - Switch places of the sidebars.
- **Footer.** This is the lowest area where the company name, contact information, or a copyright notice are usually placed. You can do the following to the footer:
 - Reduce the footer height to 25 pixels by removing all elements from it.
 - Change the footer width from the default size to 100 percent, so that it is expanded to fit the page width.

➤ *To change the layout of your site:*

1. Go to the **Design** tab > **Layout** tab.
2. Select the number of sidebars: Under **Sidebars**, select **No**, **One**, or **Two**.
3. Select the locations of sidebars:
 - To move a sidebar to another side of your website, or to switch places of sidebars (if you have two sidebars on your site), click **Switch sidebars**.
 - To move the sidebars to the top of the page, click them in the layout model.

4. Set the size of page elements:

- To set the total width of the website pages, under **Website width**, select either of the following:
 - **Fixed layout**: your website will be of a specific size regardless of the size of the browser window viewing the page. In this case, specify your website width in pixels.
 - **Liquid layout**: based on percentages of the current browser window's size. In this case, specify your website width as a percentage of the browser window's size.
- To change the width of the header and footer areas to fit the page width, click the corresponding elements in the layout model.

- Under **Minimal column height in pixels**, specify the height of the main content area and each sidebar, if you have chosen to use them.

This value shows the height of your website elements without content. When you add content to the main content area and to the sidebars, they will stretch in height to fit the content.

- To ensure that the sidebars and the content area are vertically aligned, select the checkbox **Stretch the sidebars and the content area down to the footer**.
- If you use one or two sidebars, under **Sidebar width in pixels**, specify the width of each sidebar. The size of the main content area will be determined automatically.
- Under **Margin sizes in pixels**, specify the size of vertical and horizontal margins. A margin is the space between the edges of neighboring elements.

5. Click **OK** to save changes.

Selecting Website Colors, Fonts, and Styles for Borders and Corners

The general color scheme, or styleset, of your website comprises four colors. Each color is used for several website elements at once. You can adjust colors of individual elements on the **Design** tab > **Colors** tab.

➤ ***To select the general color scheme for your website:***

1. Go to the **Design** tab > **Scheme** tab.
2. Select the color scheme, or styleset, of your website in the menu.
You will see the four colors used in the color scheme of your website.
3. To adjust one of the colors of your website color scheme, click the respective color field and change the hexadecimal color code value or select a color with the color picker.

Note: These changes will override any previous changes of individual elements' colors made on the **Colors** tab.

4. Click **OK** to save changes.

➤ ***To select colors of individual website elements:***

1. Go to the **Design** tab > **Colors** tab.
2. Select the website element in the menu.
3. Adjust the element's background color by clicking the background color field and editing the hexadecimal color code value or by selecting a color with the color picker.
4. If you want to use gradient filling, select the **Gradient** option, and then select the pattern from the menu.
5. For an element with text, adjust font colors by clicking the respective color field and editing the hexadecimal color code value or by selecting a color with the color picker.

Note: Modifying the styleset on the **Scheme** tab will override the changes made on the **Color** tab.

6. Click **OK** to save changes.

➤ ***To select fonts for headings and body text of your website:***

1. Go to the **Design** tab > **Fonts** tab.
2. For each font type, select the font face and size in the menus.

3. For headings, select the font decoration. You can use bold (the **B** icon) and italics (the *I* icon).

Note: The settings made here define only general rules for your website fonts. You can always adjust fonts of individual elements in place.

4. Click **OK** to save changes.

➤ ***To select the shape of corners (square or rounded) for website elements:***

1. Go to the **Design** tab > **Corners** tab.
2. In the **Page area** menu, select the element whose corners you want to change.
3. Do any of the following:
 - To make rounded corners, select the corresponding checkboxes.
 - To make square corners, clear the corresponding checkboxes.
4. Click **OK** to save changes.

➤ ***To select borders for website elements:***

1. Go to the **Design** tab > **Borders** tab.
2. Select the border type for elements inside your website from the **Internal containers border** menu.
3. Select the elements that will have the border.

Note: You can select only one internal border type for all elements on your website, but you can select whether this border will be used for certain elements.

4. Select the external border for your website from the **External site border** menu.
5. Click **OK** to save changes.

Changing the Website Header Elements

The site header consists of the following elements:

- **Banner.** You can do the following to the banner:
 - Upload your own banner image.
 - Select and apply a banner from the Web Presence Builder library.
 - Remove the banner and use a background filled with a color or images.
 - Remove the banner and all other elements from the header area to reduce its height to 25 pixels.
 - Move the banner to the content area and insert it into a specific page or into all pages of the website.

Note: You can use only one banner per site. If you choose to insert it into a specific page, you will not be able to add it to other pages of the website. For this reason, we recommend that you place it into the site-wide areas.

- **Logo image.** You can do the following to the logo:
 - Upload your own logo image.
 - Move the logo from the header area to other parts of webpages, such as sidebars and content area.
 - Insert any number of logo images into the site-wide areas.
 - Remove the logo.
- **Site name.** This usually contains a company name or a brief site description like, for example, "John Doe's Recipes".
- **Site slogan.** This usually includes a description of your site or a company slogan.

➤ ***To change the banner image or other elements of the header (logo, site name, or slogan):***

1. Click the banner image.
2. Do any of the following:
 - To use an image from the Web Presence Builder's library, select the option **Selection from our library**, and then select an image from the **Image list** menu. To help you find an appropriate image, select the **Recommended** option or type a keyword in the input box.
 - To use your own image, select the option **Selection from own file**, click **Browse**, and select the image you want to use. You should use only images in the GIF, JPEG, and PNG formats, preferably not wider than 900 pixels.
 - To remove an image, select the option **no image** and specify the height of the header block in pixels.
3. If you want to scale a banner to fit the header area, select the **Fit image size** checkbox.
4. Under **Show banner elements**, select the checkboxes corresponding to the elements that you want to show in the header.

5. If you want to remove a logo image or upload your own logo, click the logo image.
6. If you want to change the site name or slogan, click the corresponding fields on the header and change them as you want.

To make it easier to see the site name or slogan, select the **Outline** checkbox. This adds a black or white outline around text, one pixel in width. If the font color in site title or slogan is black, then the outline is white, and vice versa.

Note that you can freely move the blocks with website name, description, and logo within the header area.

If you occasionally remove the banner, you can re-insert it.

➤ *To insert a banner:*

Go to the **Modules** tab, select **Banner**, and drag the module to any of the site-wide areas on the page where you want to add it.

➤ *To insert a logo image:*

Go to the **Modules** tab, select **Site Logo**, and drag the module to any of the site-wide areas on the page where you want to add it. You can upload a new logo image and align it to the left, center, or right.

Content: Text, Tables, Images, Video, Forms, and Scripts

This section describes how to fill your site with content and enhance it with useful functions provided by the editor's modules.

When adding a module to a page, you can choose whether it should be shown only on the current page (page-specific module) or on all pages of the site (site-wide module). The only exceptions are the **Search**, **Advertisement**, **Site Logo**, **Navigation**, and **Breadcrumbs** modules: when you add them, they are placed on all pages of the website.

- To place a module only on the current page, select the module under the **Modules** tab, and drag it to any of the areas marked with the text **PAGE-SPECIFIC AREA**. Such areas are located within the main content block and near the top of each sidebar.
To divide the content area into columns and insert a module into one of them, drag the module to the left or right edge of the content area and then insert it. Note that sidebar areas cannot be divided into columns.
- To place a module on all pages of the website, select the module under the **Modules** tab, and drag it to any of the areas marked with the text **SITE-WIDE AREA**. Such areas are located above and below the main content block, in sidebars, header, and footer.

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Text, Tables, Hyperlinks, and Images

Before you start working on website content, we suggest that you select the appropriate website language in **Settings** tab > **Languages** > **Website language** menu.

The website language is a site-wide setting that defines the language in which you will be adding content to your website. It affects the following:

- The language in which certain website elements (in particular those provided by third-party services), such as Google Search and navigation buttons in image galleries, will be shown. Note that not all third-party services and modules provided by the editor support all available languages.
- The direction in which you will type text in the editor (from left to right or from right to left). If you select a right-to-left language, your website content and design will be RTL-enabled.

Note: Changing a website language does not reload the currently selected website topic in a different language. The topic language will remain unchanged, however, the text orientation will change.

➤ To add text, lists, tables, or images to a page:

1. Go to the **Modules** tab, select **Text & Images**, and drag the module to the page:

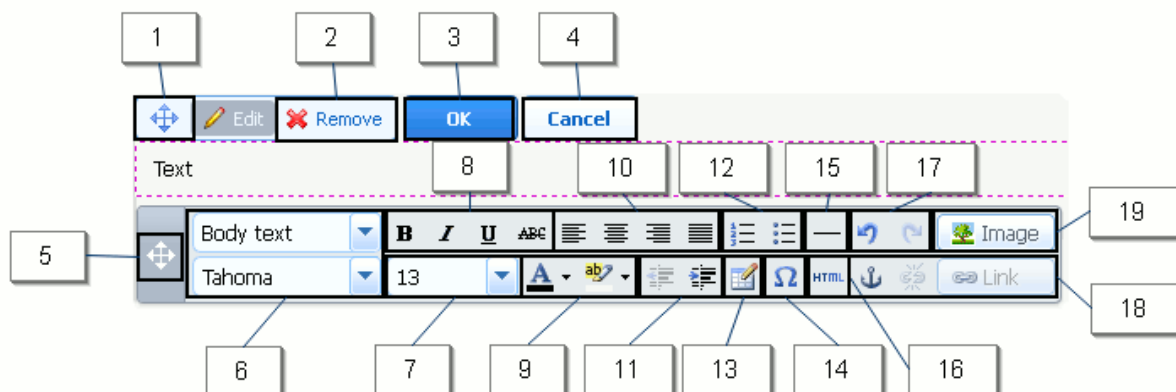
- To add a block with text and images to the current page, drag the module to any of the areas marked with the text **PAGE-SPECIFIC AREA**. Such areas are located within the main content block and near the top of each sidebar.

To divide the content area into columns and insert a block into one of them, drag the module to the left or right edge of the content area and then insert it. Note that sidebar areas cannot be divided into columns.

- To add a block with text and images to all pages of the site, drag the module to any of the areas marked with the text **SITE-WIDE AREA**. Such areas are located above and below the main content block, in sidebars, header, and footer.

2. Type the text on the screen and use the icons on the module's toolbar to format the text, add tables, hyperlinks, and images.

The toolbar of the **Text & Images** module provides access to the following tools and functions.



1. Move the text and image block within the webpage.
2. Remove the block with its contents.
3. Save changes.
4. Cancel the changes made.
5. Move the toolbar.
6. Select the paragraph style and font face.
7. Select the font size.
8. Select the font style: bold, italics, underlined, and strikethrough.
9. Select the text and background colors.
10. Select text alignment: left, center, right, or justified (aligned to both the left and right margins with added extra spaces between words).
11. Increase and decrease the indent level of the paragraph.
12. Start a numbered or bulleted list.
13. Insert a table and specify the number of rows and columns.
After you insert a table, a number of additional icons become accessible from the toolbar. Use them to change the properties of the table rows and cells, to insert and remove rows and columns, or to split and merge table cells.
14. Insert symbols that are not on your keyboard, such as copyright and trade mark signs, and other Unicode symbols.
15. Insert a horizontal line.
16. Edit the HTML source code of the page.
17. Undo and redo changes.
18. Add and remove hyperlinks to the pages of your website or external resources. Insert HTML anchors into particular sections of webpages so that you can link to them from other pages of your site.
19. Insert an image, adjust its size, specify an alternative text, and text wrapping. In browsers that do not support or are configured to not show images, the alternative text is shown instead of images.

If you want to insert many pictures into a single page, consider using the **Image Gallery** module instead of the **Text & Images** module. With **Image Gallery**, you can upload pictures from your local computer or use pictures published to the Picasa Web Albums photo sharing service.

➤ ***To add an image gallery to your site and upload pictures:***

1. Go to the **Modules** tab, select **Image Gallery**, and drag the module to the page.
2. In module settings, on the **Image Storage** tab, select where you want to keep pictures:
 - If you do not have a Picasa Web Albums account that you would like to use, leave the **Web Presence Builder** option selected. All images you use on your site will be kept on your customer account.

- If you have an account in Picasa Web Albums and want to use pictures that you store there on your site, do the following:
 - a. Select the **Picasa** option, click the link on the **Image Storage** tab to sign in to Google, and grant access to your albums from Web Presence Builder.
 - b. Select the album whose pictures you want to use or click **Create Album** to create a new album.
 - c. If you want Web Presence Builder to remove images from Picasa Web Albums when you remove them from the gallery, select the checkbox **Delete images when I remove them from gallery**.

When you upload images to an image gallery through the Web Presence Builder editor, they are automatically copied to your Picasa Web Albums account. When you remove images from the gallery, they are removed from Picasa Web Albums only if you have selected the option **Delete images when I remove them from gallery**.

3. (Optional step.) If you want to select the size of image thumbnails to be shown in the image gallery, click the **Gallery Properties** tab and select the size of thumbnails:

- Small (95 x 75 pixels).
- Normal (140 x 130 pixels). This is the default setting.
- Large (170 x 170 pixels).

4. To add images to the gallery, click the text **Click here to upload your images**, select the images that you want to upload, and click **OK**.

You can select and upload multiple images at once. Only images in GIF, JPEG, and PNG formats are supported.

We recommend that you use resized images that do not exceed 1024 x 768 pixels.

5. To change image title and description, click the corresponding thumbnail, click the title or description, and edit the text.

If you delete the default text entirely, it will not be shown on your published site; however, it will still be shown when you edit the site in the Web Presence Builder editor.

➤ **To remove an image from the gallery:**

Place the mouse pointer over the image thumbnail and click the icon [x].

➤ **To remove an image gallery with all pictures:**

Place the mouse pointer over the image gallery block and click **Remove**.

➤ **To insert a hyperlink or a link to an e-mail address into text:**

1. Select the text that you want to make a link.

2. On the toolbar of the **Text & Images** module, click the icon  .

3. Do any of the following:

- To add a link to another webpage on your site, select the option **A page of this site**. In the **Select page** menu, select the target webpage.
- To add a link to a webpage or a file located on another site, select the option **A webpage or file on the Internet**, and type the address. For example, `http://example.com`.
- To add a link to a document or another downloadable file that you have previously uploaded through the Document Manager (as described in Documents and Other Downloadable Files (on page 175)), select the option **A document on this site**, and select the target file.
- To add a link that will open a new e-mail message with a pre-filled destination e-mail address, select the option **A webpage or file on the Internet**, and type [`mailto:<address>`](mailto:<address>). For example, `mailto:postmaster@example.com`.

You can also:

- Predefine the message subject line. For example:
`mailto:postmaster@example.com?subject=My%20Subject`.
- Add recipients to CC and BCC lists. For example:
`mailto:postmaster@example.com?subject=My%20Subject&cc=address1@example.com&bcc=address2@example.com`.
- Predefine text to put in the message body. For example:
`mailto:postmaster@example.com?subject=My%20Subject&body=This%20is%20sent%20from%20your%20site!`

Note: You should replace white spaces with %20.

4. In the **Open link in** menu, select where you want to open the target page. You can choose to open it in the same or in a new browser window or tab.
5. In the **Title** box, type the description that should appear when users place the mouse pointer over the link.
6. Click **OK**.

Embedded Video

You can embed into website pages video clips located on popular video sharing sites, such as YouTube (youtube.com), Vimeo (vimeo.com), MySpace (myspace.com), and Dailymotion (dailymotion.com).

➤ *To insert a video into a webpage:*

1. Go to the **Modules** tab, select **Embedded Video**, and drag the module to the page.
2. Insert a link to the video or select the option **Embed code** if you have obtained a code from a file sharing site, and then paste the code.
3. Click **OK**.

➤ *To remove a video:*

Place the mouse pointer over the video and click **Remove**.

Contact Form

If you want your site visitors to be able to send you messages from your site, you can add a contact form.

➤ *To add a contact form:*

1. Go to the **Modules** tab, select **Contact Form**, and drag the module to the page.
2. On the **Settings** tab, specify the following:
 - Recipient's e-mail address. You can specify only one e-mail address.
 - Message subject.
 - Text to be shown on the button that sends the message.
3. If you want to add, move, or remove input fields from the form, or change their labels, click the **Fields** tab, and make the required changes.
4. If you want to change the default message "Your message was sent. Thank you." which is shown when a message is sent, click the **Reply** tab and type the new text.
5. Click **OK**.

➤ *To remove a contact form:*

Place the mouse pointer over the form and click **Remove**.

Blog

If you want to maintain an online diary on your site, or regularly publish articles on a subject and automatically present them in a chronological order, then you need a blog.

A blog module can be added only to the first-level pages that do not have subpages. Within blog posts, you can use text, images, embedded videos and scripts. Each blog post can have its distinctive page description and meta information to be used by search engines. Note that blog posts are not listed on the Pages tab (on page 155).

To let your visitors comment on your blog posts, you need to register with Disqus, a free third-party service that provides commenting functions for your sites and keeps all comments.

➤ *To add a blog to your webpage:*

1. Go to the **Modules** tab, select **Blog**, and drag the module to the page.
2. In the module properties, specify the following:
 - Number of blog posts to show on the page.
 - Specify whether the site visitors will be able to leave their comments.
3. Click **OK**.
4. To enable commenting, click the link **Click here to add a new blog post**.
5. Click within the gray information box at the bottom of the blank blog post.
6. To register with Disqus, click the **Register** button. A registration form will open in a new browser window or tab.
7. Specify the following:
 - Your site's URL, desired name and shortname (unique ID). You will need to specify this site ID (shortname) later in the Blog module settings to enable commenting.
 - Comment moderator's username, password, and e-mail address. A confirmation message will be sent to this e-mail address, so be sure that it is valid.
8. Click **Continue**.
9. Specify your language and other settings, and click **Continue**.
10. On the last step of the registration form, no further action is required. Just log out of the Disqus site.
11. Check your e-mail inbox for the confirmation message from Disqus. In this message, click the link to verify your address.
12. Return to the browser window where you have the Web Presence Builder editor with the Blog module properties opened.
13. In the box titled **Apply here the website ID (shortname) received during registration**, type or paste the site ID that you specified during registration with Disqus in step 7.

14. Click **Apply**.

15. Click **OK**.

Now your blog can accept comments from visitors, and you can make the first post.

➤ ***To add a blog post:***

1. Go to the website page containing a blog module.
2. Click the link **Click here to add a new blog post** (might also appear as **New Post Title**).
3. Type the post title and content.

If you want to change the date of posting, click within the field **Posted dd.mm.yy** and then select a date from the calendar.

If your post is lengthy and contains numerous text blocks, images, and embedded videos, you might want to show only a portion (beginning of the post) to site visitors in your blog's main page. To do this, while editing a blog post, move the divider element (containing the line ----- **Drag this above modules that should not appear in the list of posts** -----) to the desired area.

4. Click **OK**.
5. If you want to view, edit, or remove a concise description of the page that will be displayed on search engines results pages and the keywords by which the page will be found by search engines, click in a blank area to the right of the post title, and then click the **SEO Settings** tab.

Note: **Post link name** is a required field. **Meta description** and **Meta keywords** are optional fields. If you specify keywords for a page, they should be separated by commas without white spaces.

6. To return to the blog's main page, click the **Back** link below the post you have just created.

➤ ***To remove a blog post:***

1. Go to the website page containing a blog module.
2. Place the mouse pointer over the post title and click **Remove**.
3. Click **Yes** to confirm removal.

➤ ***To edit a blog post:***

1. Go to the website page containing a blog module.
2. Click the post title.
3. Make the required changes and click **OK**.

➤ ***To remove a blog with all posted content:***

1. Go to the website page containing a blog module.
2. Place the mouse pointer over the link **Click here to add a new blog post** and click **Remove**.
3. Click **Yes** to confirm removal.

Commenting

If you want to let your site visitors leave comments on webpages, you need to insert the Commenting module into those webpages.

The commenting functionality is powered by Disqus, a third-party service that stores and processes all comments. Before your visitors can leave comments, you need to register an account with Disqus and then specify a site ID in the Commenting module settings.

You can insert several Commenting modules into a single website. Because all Commenting modules on the site will use the same site ID, you will only need to specify the site ID once in the module settings, when inserting the first Commenting module.

➤ *To add commenting functions to a webpage:*

1. Go to the **Modules** tab, select **Commenting**, and drag the module to the page.
2. If you have not registered an account with Disqus yet, click the **Register** button. A registration form will open in a new browser window or tab.
3. Specify the following:
 - Your site's URL, desired name and shortname (unique ID). You will need to specify this site ID (shortname) later in the Commenting module settings to enable commenting.
 - Comment moderator's username, password, and e-mail address. A confirmation message will be sent to this e-mail address, so be sure that it is valid.
4. Click **Continue**.
5. Specify your language and other settings, and click **Continue**.
6. On the last step of the registration form, no further action is required. Just log out of the Disqus site.
7. Check your e-mail inbox for the confirmation message from Disqus. In this message, click the link to verify your address.
8. Return to the browser window where you have the Web Presence Builder editor with the Commenting module properties opened.
9. In the box titled **Apply here the website ID (shortname) received during registration**, type or paste the site ID that you specified during registration with Disqus in step 3.
10. Click **Apply**.
11. Click **OK**.

Now you can publish your website to the customer account and start receiving comments from your visitors.

In addition to adding and viewing comments, you can do the following:

- Edit comments.
- Delete comments.
- Mark comments as spam.
- Ban users (by e-mail or IP address) from posting comments on your site.
- Change the settings, such as appearance of comments, and remove the trackback URL. You can do this by logging in to your account at www.disqus.com, and going to the **Settings** tab.

➤ ***To moderate comments:***

1. Log in to Disqus as the site administrator. You can do this in either of the following ways:
 - Visit the Disqus site at www.disqus.com and log in there.
 - In the Web Presence Builder editor, go to the page where you have the Commenting module and click inside the **Add New Comment** field. Click the **Post as** button, click the **Disqus** link in the left navigation pane, type your username and password, and click **Login**.
2. After you are logged in to Disqus, you can moderate comments in either of the following ways:
 - On the Disqus site, use the items in the **Dashboard** and **Admin** areas.
 - In the Web Presence Builder editor or on the published site, go to the page where you have the Commenting module, place the mouse pointer over the comment you want to moderate, and use the **Moderate** link that will appear next to the comment.

Alternately, you can moderate comments by using links in the notification messages that Disqus sends you when someone leaves a comment on your site.

➤ ***To remove commenting functions from a webpage:***

1. In the Web Presence Builder editor, go to the website page containing the Commenting module.
2. Place the mouse pointer over the **Add New Comment** field and click **Remove**.
3. Click **Yes** to confirm removal.

Documents and Other Downloadable Files


The editor now provides a convenient control panel for working with files in your customer account. You can upload your documents, images, and other files in various formats to the editor (on the **Documents** tab), and then insert links to them in your website pages. Alternatively, you can just keep them in your customer account for your own needs.

➤ ***To upload a file to the customer account:***

1. Go to the **Documents** tab.
2. Click **Upload**.
3. Select the file and click **Open**.

Now, to let your site visitors download this file, you can insert a link to it in a webpage.

➤ ***To insert a link to file:***

1. Select the text that you want to make into a link.
2. On the **Text & Images** module's toolbar, click the icon .
3. Select the option **A document on this site**.
4. Select your file and click **OK**.

➤ ***To remove a file from the customer account:***

1. Go to the **Documents** tab.
2. Select the file and click **Remove**.
3. Confirm removal and click **OK**.

Buttons for Sharing on Social Networks

If you want to let your visitors easily share your content on social networks or online bookmarking services, you can insert a toolbar with buttons for sharing on Facebook, Twitter, Myspace, and other popular services.

➤ ***To add the Share on Social Media toolbar to a webpage:***

1. Go to the **Modules** tab, select **Social Sharing**, and drag the module to the page.
2. Select the appearance of the toolbar.
3. If you want to modify the list of social networks and sharing services shown on the toolbar, place the mouse pointer over the icon **[+]** and click the **Settings** link.

The changes you make to the list of services will be visible after you publish the site.

4. Click **OK**.

Note: When someone shares your content on Twitter by using the Tweet button, the counter of tweets is not increased immediately. It can take several hours for the counter to update.

➤ ***To remove the Social Media toolbar:***

Place the mouse pointer over the toolbar and click **Remove**.

Site Search

If you want to let your visitors search for information on your website, you can add a search bar to the site. After inserting the search bar into a webpage, it is automatically added to all pages of the site.

By default, the search bar is configured to use the Google search engine. If you want to use another search engine, you can obtain the search script code and insert it into the **Search** module.

➤ ***To add a search bar to the site:***

1. Go to the **Modules** tab, select **Search**, and drag the module to the page.
2. Do any of the following:
 - If you want to use the search service provided by Google, leave the **Google** option selected.
 - If you want to use another search engine, select **Other** and paste the code that you have obtained from that service.

Make sure that the code you insert is correct, as Web Presence Builder does not validate it.

3. Click **OK**.

The search bar will appear on your site after publishing.

➤ **To remove a search bar:**

Place the mouse pointer over the search bar and click **Remove**.

Online Store

If you want to sell products or services through your site, you can use the **Online Store** and **Shopping Cart** modules to add a fully functional online store to the site. You can add only one store per site.

The store functionality is provided by Ecwid - a third-party SaaS solutions provider that securely stores and processes all your data, including product catalogs, images, orders, and customers' payments.

➤ **To add an online store to your site:**

1. Go to the **Modules** tab, select **Online Store**, and drag the module to the page.
2. Create an account with Ecwid if you do not have one yet, or specify the ID of an existing store if you have previously created a store at Ecwid through Web Presence Builder and want to show it on your site.

If you do not have an account with Ecwid yet, do the following:

- a. In module settings, on the **General** tab, select the option **Register with Ecwid**.
- b. Type your name, e-mail address, and password. You will use the e-mail address and password to sign in to Ecwid and manage your store.
- c. Click **Send**. A confirmation message from Ecwid will be sent to your e-mail address. You will need to confirm that you own this e-mail address within three days, otherwise the online store will be deactivated.

If you already have an account with Ecwid, select the option **Enter an ID of an existing shop**, specify the store ID and e-mail address that you specified during account registration, and click **Apply**.

Note: If the online store was created directly at the Ecwid website without using Web Presence Builder, you can do the following: Create a new Ecwid account through WPB, log in to the previously existing Ecwid account, export all the goods to a CSV file. After that, log in to the new account and import the file.

3. (Optional step.) If you want to let your customers add items to the cart by dragging them to a shopping bag icon, go to the **Modules** tab, select the **Shopping Cart** module, and drag it to the page.

Note that the shopping bag icon will be inserted into all pages of your site. If you do not want that, do not use the **Shopping Cart** module. Your customers will still be able to add items to the cart and proceed to checkout by using the **Shopping Bag** link that appears at the top of the product catalog area.

4. (Optional step.) If you want to change the appearance of the product catalog, in module settings, go to the **View** tab.
5. To set up your store, fill the product catalog with items, and remove the default fruit and vegetable items added by Ecwid, click the **Manage** link on the module's toolbar.

The Ecwid control panel will open in a new browser window or tab.

6. After you have finished setting up the store in the Ecwid control panel, return to the Web Presence Builder editor and click the **Reload** link on the **Online Store** module's toolbar.

You must use the **Reload** link to synchronize the content of your online store with online store at Ecwid.

7. Click **OK** to finish setting up the store.

➤ ***To manage a store:***

Place the mouse pointer over the product catalog and click **Manage**. The Ecwid control panel will open in a new browser window or tab.

Note: After publishing your site, you can also view information about new orders on the Dashboard (on page 188).

➤ ***To remove a store:***

Place the mouse pointer over the product catalog and click **Remove**.

Custom Scripts

You can insert custom scripts written in PHP, JavaScript, or VBScript in any page of your website.

➤ ***To insert a script in a webpage:***

1. Go to the **Modules** tab, select **Script**, and drag the module to the page.
2. Paste the code into the input field.

For PHP, use the opening tag `<?php`. Make sure the code you insert into this field is correct, as Web Presence Builder does not validate it.

3. Click **OK**.

Your code will be active only on the published website.

➤ ***To remove a script:***

Place the mouse pointer over the script block and click **Remove**.

Advertisements

If you are participating in a banner exchange or other online advertising programs, you might want to add an advertisement block to your site. After inserting the block in a webpage, it will be automatically added to all pages of your site.

➤ *To add an advertisement block:*

1. Go to the **Modules** tab, select **Advertisement**, and drag the module to the page.
2. Paste the code provided by your advertising vendor into the input field.
Make sure that the code you insert into this field is correct, as Web Presence Builder does not validate it. With some advertising vendors, you will need to validate your account first.
3. Click **OK**.

Advertisements will appear on your website after publishing.

➤ *To remove an advertising block:*

Place the mouse pointer over the block and click **Remove**.

Settings and Tools for Webmasters

This section describes how to do the following:

- Change website name, description, and keywords.
- Upload a site icon (favicon) for your website.
- Make your website more visible in search results, and embed various search engine services.
- Prevent certain pages or areas of your website from being indexed by search engines and shown in search results.

➤ *To edit your website name, description, and keywords:*

1. Go to the **Settings** tab > **Basic** tab.
2. Specify the website name that your visitors will see as the title of their browser window when they visit your website.
3. To show both your website name and the current page name in the browser title window and to increase your website recognition in search engine results, select the **Add website name to page titles** checkbox.
4. Add short description (up to 255 symbols) of your website.
This will be used as the default description for new pages. It will be shown by search engines when people see your website in search results.
5. Provide a list of keywords that describe your website (10-15 keywords are recommended).
These keywords will be used as default keywords for new pages. Keywords are analyzed by search engines and are used for displaying your website when people search for these keywords.
6. Click **OK** to save changes.

A favicon is a small icon displayed in the browser's address bar when you visit a website, and also appears next to the website name in the list of favorite bookmarks. You can create a favicon using a variety of online tools and then upload your favicon through the Web Presence Builder editor. All your website visitors will see this favicon.

➤ *To upload a favicon for your website:*

1. Go to the **Settings** tab > **Basic** tab.
2. Click **Browse** and select the location of the favicon to upload. The favicon will be uploaded.
3. Click **OK** to save changes.

➤ ***To remove a favicon from your website:***

1. Go to the **Settings** tab > **Basic** tab.
2. Click **Remove** in the **Favicon** section. The favicon will be removed.
3. Click **OK** to save changes.

Most search engines require you to verify website ownership when you register your website or sign up for webmaster assistance services. Verification is typically done by uploading or creating a file with a specific file name.

➤ ***To verify website ownership:***

1. Go to the **Settings** tab > **Advanced** tab.
2. Provide the verification file:
 - If you know the name of the verification file requested by a search engine, provide the verification file name in the **Create verification file** field and click **OK**. Web Presence Builder will create it in the correct place.
 - If you have already downloaded your verification file from a search engine, upload the verification file to the **Upload verification file** field and click **OK**.
3. After the verification file is created or uploaded and your website is published, confirm your ownership on the search engine website.
4. Click **OK** to save changes.

➤ ***To edit the HTML <head> section of your website (for example, to add ownership verification meta code):***

1. Go to the **Settings** tab of the Web Presence Builder's main menu, then go to the **Advanced** subtab.
2. Click **Edit Metadata**.
3. Insert the code into the provided field and click **Add**.

Note: Only valid HTML tags permitted for <head> section by HTML standards are supported. Metadata changes will be available only after you publish your website.

4. Click **OK** to save changes.

Google Analytics is a tool that allows you to obtain information about your visitors. After you register with Google Analytics and acquire the required code, you can embed Google Analytics on your website.

➤ ***To embed Google Analytics:***

1. Register with the Google Analytics service and acquire the code.
2. Go to the **Settings** tab > **Advanced** tab.

3. Click **Embed Google Analytics**.
4. Insert the code you have received from Google Analytics into the provided field and click **Add**.

Note: Google Analytics will start working only after you publish your website.

5. Click **OK** to save changes.

Some search engines will ask you to provide your sitemap for analysis and optimization purposes. You can download your sitemap from the Web Presence Builder editor.

➤ ***To download your website sitemap:***

1. Go to the **Settings** tab > **Advanced** tab.
2. Click **Download Sitemap**.
3. Click **OK** to start downloading the `sitemap.xml` file.

To prevent search engines from indexing certain pages of your website, you can add the appropriate directives into the `robots.txt` file. This file is stored on the customer account to which your site is published.

➤ ***To prevent search engines from indexing certain areas of your website:***

1. Go to the **Settings** tab > **Advanced** tab.
2. Click the link **Edit robots.txt**.
3. Type your directives into the input field. Place each directive on a new line.

For example, to prevent all search engine robots and crawlers from indexing the contents of the directory `/private` and the file `/my_secret.html` on your customer account, add the following lines:

```
User-agent: *  
Disallow: /private/  
Disallow: /my_secret.html
```

For more information about the `robots.txt` file and directives you can use, refer to <http://www.robotstxt.org/robotstxt.html>.


Saving and Loading Copies of a Website

While working on the content and design of a website, you can save several copies of each site to the server and restore sites from the saved copies (also referred to as *snapshots*). Saving site copies can be useful in the following cases:

- You want to prepare several versions of the same website, so that you can later load them for review, choose the best designed or the most appropriate version, and publish it to the Internet.
- You want to make significant changes or experiment on the site design or content, but be sure that you can safely undo the changes should anything go wrong.

Note: Pictures from the **Image Gallery** modules are not saved in snapshots. Images are stored on your customer account or Picasa Web Albums (if you use that option).


➤ *To save the current design and content of a site:*

1. In the Web Presence Builder editor's main menu, click the icon  next to the **Save** option.

Note: If you click **Save**, a quick-save site copy will be saved under the name **auto-saved snapshot**. You will be able to restore a site from this copy later, by clicking **Revert** in the main menu.

2. In the list that opens, select a free saving slot, type a name for the backup copy, and click **Save**.



➤ *To restore a site from a saved copy:*

1. In the Web Presence Builder editor's main menu, click the icon  next to the **Revert** option.



Note: If you click **Revert**, a site will be restored from the quick-save copy that was made the last time you clicked **Save**.

2. In the list that opens, select a site copy and click **Load**.
3. Click **Yes** to confirm you want to restore.



➤ *To download a site copy:*

1. In the Web Presence Builder editor's main menu, click the icon  next to the **Save** option.
2. Locate the copy that you want to download and click the  (Download) icon.
3. Select the directory on your computer where you want to save the file and click **OK**.

➤ ***To upload a site copy:***

1. In the Web Presence Builder editor's main menu, click the icon  next to the **Revert** option.
2. Click the  (Upload) icon next to the slot to which you want to upload the copy.
3. Browse to the site snapshot file in the SSB format and select it.
4. If you want to restore a site from the uploaded snapshot, select it and click **Load**.

➤ ***To remove a site copy:***

1. In the Web Presence Builder editor's main menu, click the icon  next to the **Save** option.
2. Locate the site copy that you want to remove and click the corresponding  (Remove) icon.

Publishing a Website to the Internet

When your website design and content are ready to be published to the Internet, click **Publish** in the top right corner of the main menu. Web Presence Builder will publish your website automatically to the location specified by your hosting provider.

Publishing a Website Copy to Facebook

After publishing a site on the Internet, you can drive more visitors to it by publishing a site copy to the popular social network site - Facebook (www.facebook.com).

A site copy on Facebook will show most of the content from your site; however, the following changes will be applied to its design and layout:

- Headers, sidebars, and footers will not be shown.
- The navigation menu will be shown only at the top of the site pages.
- Page width will be limited to 520 pixels. For pages wider than 520 pixels, a horizontal scrollbar will be shown.
- The font face, size, and color will be changed to comply with the Facebook design, unless these font properties were specifically selected by the site owner in the Web Presence Builder editor.
- Image galleries, online store, and links for sharing on social media sites will not be shown.

➤ ***If you want to add a site copy to Facebook, do the following:***

1. In the main menu, click the **Settings** tab > **Social Media** tab.
2. Leave the checkbox **Show a copy of my site on Facebook** selected.
3. Click the link **Add your site copy to Facebook**. The Facebook home page opens in a new browser window or tab.
4. To log in to your Facebook account, type your e-mail address and password, and click **Log In**.
5. If you do not have a Facebook page where you want to show a site copy, create one. To do this, click **Create It Now**, and follow the onscreen guidelines. After your page is created, return to the **Parallels Web Presence Builder at Facebook** page, which is shown in another browser window or tab.
6. Click **Add Parallels Web Presence Builder Application**. This application provides synchronization between the website on your hosting account and its copy on Facebook.
7. To confirm that you want to add the application to your page, click **Add Parallels Web Presence Builder**.

Now your site copy is added. To see it, click the **Website** link in the Facebook navigation pane on your left.

Whenever you make changes to your site and republish it through the Web Presence Builder editor, your site copy on Facebook will be updated accordingly.

➤ *To remove a site copy from Facebook, do the following:*


1. In the Web Presence Builder editor's main menu, click the **Settings** tab > **Social Media** tab.
2. Clear the checkbox **Show a copy of my site on Facebook**.
3. Click **Yes** to confirm.
4. Go to your Facebook page and remove the Web Presence Builder application from there.

Viewing Site Visits Statistics, Comments, and New Orders on the Dashboard

After publishing a site, you can access the Dashboard from the Web Presence Builder's main menu to perform the following tasks:

- View statistics on website visits. The statistics are provided by Google Analytics and are available after you specify the code for Google Analytics in website settings, as described in the section *Settings and Tools for Webmasters* (on page 180).
- View new comments left by site visitors on your website pages. The comments are visible on the Dashboard after you set up the commenting functionality, as described in the sections *Blog* (on page 169) and *Commenting* (on page 173).
- View new orders from customers visiting your online stores. The new orders are visible on the Dashboard after you set up an online store, as described in the section *Online Store* (on page 177).

➤ *To view website visits statistics:*

1. On the main menu, click **Dashboard**.
2. If you access the dashboard for the first time, confirm association of your site with your Google Account:
 - a. Click **Log In to Google Analytics**.
 - b. Log in to your Google Account.
 - c. Confirm that you want to allow access to your account.
3. Under the **Website Visits Statistics** chart, click the link **See more charts**, or click the  icon.


The **Overview** section shows the following statistics for the past 30 days:

- A detailed chart for the metric currently selected under **Profile report**.
- The total number of visits during the past 30 days.
- The number of new visits.
- Average time spent on a site by users.
- The total number of page views.
- The number of page views per each visit.
- The percentage of new visits.


The **Traffic sources overview** section shows the addresses of websites from which your visitors were coming during the past 30 days. The **(direct)** item shows the percentage of visitors who accessed your site by typing its address directly in their browsers.

The **Visitors' locations** section shows the geographic locations of the visitors for the past 30 days.

➤ ***To view comments from your site visitors:***

1. On the main menu, click **Dashboard**.
2. Under **Comments**, click the link **See them**, or click the  icon.
3. To go to the webpage where the comment was left, click **Link to the comment**.
4. To go to the Disqus site for moderating the comments, click **Manage Comments**.

➤ ***To view orders submitted by the customers visiting your online stores:***

1. On the main menu, click **Dashboard**.
2. Under **Orders**, click the link **See them**, or click the  icon, and then click the **Orders** tab.
3. To go to the Ecwid site for processing the orders, click **Manage Orders**.

Deleting Websites

When you delete a site from the Web Presence Builder editor, only the current site draft opened in the editor and saved site copies (snapshots) are removed. The site copy published to your hosting account is not removed.

➤ ***To delete a current site copy from the editor:***

In the Web Presence Builder editor's main menu, select **More > Remove Site**.

FTP Access to Your Websites

One of the most convenient ways to update your website content is to upload it through FTP. FTP (File Transfer Protocol) is a standard network protocol that allows transferring files between two hosts (say, your computer and a Panel server). Panel acts as an FTP server, while users should use some FTP client to access the directories on the server. Panel provides all main FTP features:

- *Authorized access to the server.* Learn more in the section **Changing FTP Access Credentials** (on page 191).
- *Multiple user accounts* for collaborative work. Learn more in the section **Adding FTP Accounts** (on page 192).
- *Anonymous FTP access:* The access without authorization that may be used, for example, to share software updates. Learn more in the section **Setting Up Anonymous FTP Access** (on page 194).

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Changing FTP Access Credentials

➤ *To change FTP account username or password:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the webspace where the website is hosted.
2. Click the **Websites & Domains** tab.
3. Click **Web Hosting Settings**.
4. Type a new username or password.
5. Click **OK**.

Adding FTP Accounts

If you are working on your website together with someone else or host subdomains for other users, you might want to create separate FTP accounts for them.

➤ ***To create an additional FTP account:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Click the **Websites & Domains** tab.
3. Click **FTP Access**.
4. On the **Additional FTP Accounts** tab, click **Create Additional FTP Account**.
5. Specify the following:
 - **FTP account name.** Type an arbitrary name.
 - **Home directory.** Select the directory to which the user will be taken when he or she connects to the FTP account.
 - **FTP password.**
 - **Hard disk quota** (on Windows hosting). To limit the amount of disk space on the server that the FTP user can occupy, clear the **Unlimited** checkbox next to the **Hard disk quota** box, and type the amount of disk space in megabytes.
 - **Read permission** (on Windows hosting). To allow the FTP user to view the contents of the home directory and download files from it, select the **Read permission** checkbox.
 - **Write permission** (on Windows hosting). To allow the FTP user to create, view, rename and delete directories in the home directory, select the **Write permission** checkbox.

On Window hosting, if you do not grant any permissions, a connection to the FTP account will be made, but the contents of the home directory will not be shown to the user.
6. Click **OK**.

➤ ***To change the properties of an additional FTP account:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Click the **Websites & Domains** tab.
3. Click **FTP Access**.

4. On the **Additional FTP Accounts** tab, click the required FTP account name in the list.
5. Make the required changes and click **OK**.

➤ ***To remove an additional FTP account:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Click the **Websites & Domains** tab.
3. Click **FTP Access**.
4. On the **Additional FTP Accounts** tab, select the checkbox corresponding to the FTP account you want to remove and click **Remove**.
5. Confirm removal and click **OK**.

Setting Up Anonymous FTP Access

If your site is hosted on a dedicated IP address (not shared by other users or sites), you can set up a directory within the site, where other users will be able to anonymously download or upload files through FTP. Once anonymous FTP is switched on, the users will be able to log in to the directory at an address like `ftp://ftp.your-domain.com` with the "anonymous" username and any password.

➤ ***To allow anonymous FTP access:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Click the **Websites & Domains** tab.
3. Click **FTP Access**.
4. Click the **Anonymous FTP** tab.
5. Do the following:
 - a. To activate anonymous FTP service, click **Switch On**.
 - b. To set up a welcoming message to be displayed when users log in to FTP site, select the **Display login message** checkbox and type the message text in the input field as desired.

Note that not all FTP clients display welcoming messages.
 - c. To allow visitors to upload files to the `/incoming` directory, select the **Allow uploading to incoming directory** checkbox.
 - d. To allow users to create subdirectories in the `/incoming` directory, select the **Allow creation of directories in the incoming directory** checkbox.
 - e. To allow downloading files from the `/incoming` directory, select the **Allow downloading from the incoming directory** checkbox.
 - f. To limit the amount of disk space that can be occupied by uploaded files, clear the **Unlimited** checkbox corresponding to the **Limit disk space in the incoming directory** option, and specify the amount in kilobytes.

This is the hard quota: The users will not be able to add more files to the directory when the limit is reached.

- [illegible]

Mail

You can create and remove mail accounts right from the Control Panel, set up mail forwarding, protection from spam and viruses, and so on. For details on mail service configuration, refer to the section **Configuring Mail** (on page 198).

If you want to use some of your e-mail addresses to distribute news and promotions, or set up group discussions, consider setting up mailing lists. These are e-mail addresses to which a number of users are subscribed. Learn more in the section **Using Mailing Lists** (on page 206).

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Adding Mail Accounts

➤ *To create an e-mail address:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Click the **Mail** tab.
3. Click **Create E-mail Address**.
4. Type the left part of the e-mail address before the @ sign, and, if you have several domain names on your account, select the domain name under which the e-mail address will be created.
5. Leave the **Mailbox** checkbox selected.
Clearing this checkbox makes sense only if you want to use this address as a mail forwarder, which will forward all incoming mail to another address.
6. Specify the mailbox size or use the default size defined by the provider's policy or your service plan.
7. Specify a password consisting of five or more Latin characters.
8. Click **OK**.

➤ *To remove an e-mail address:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Click the **Mail** tab.
3. Select a checkbox corresponding to the e-mail address you want to remove and click **Remove**.
4. To confirm removal, click **Yes**.

Configuring Mail

Panel allows you to configure mail services on two levels:

- *Configuring mail account settings.* These settings affect mail account only. Say, where to forward received messages or what to do with potential spam. Learn more about possible operations on mail accounts in the section **Configuring Mail Account** (on page 199).
- *Configuring global mail settings.* These are subscription-wide settings that affect all mailboxes within a subscription. Say, what webmail system Panel should use, or what to do with mail sent to nonexistent users. These settings may be unavailable in your hosting plan. To get the details on how to change global mail settings, refer to the section **(Advanced) Configuring Global Mail Settings** (on page 205).

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Configuring Mail Account

If the provider's policy allows setting up mail accounts and services through the Control Panel, then you can set up and use the following types of e-mail services:

- Mailboxes associated with your domain names.
- E-mail aliases: additional e-mail addresses that are associated with a user's primary (or main) e-mail address. E-mail aliases can be used as temporary disposable addresses that can be published on the Internet. When spam starts coming to an address that was set up as an e-mail alias, you can remove that alias and create another one.
- E-mail forwarding: for each e-mail account, you can set up e-mail forwarding service that will send copies of all incoming messages to another e-mail address.
- Automatic response: for each e-mail account, you can switch on automatic response service, which will send a predefined e-mail message in reply to any incoming e-mail message. This is useful for sending "out of office" or "on vacation" notices when you are away.
- Protection from spam: for each e-mail account, you can set up checking of all incoming messages by antispam filter. In addition, you can specify what to do with messages identified as spam: Remove them, move to a special folder, or just add some text to the message subject.
- Protection from viruses: Panel can check all incoming and outgoing mail for viruses.

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Setting Up Mail Forwarding

➤ ***To set up e-mail forwarding for an e-mail address:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Mail** tab > **e-mail address** > **Forwarding** tab.
3. Select the **Switch on mail forwarding** checkbox.
4. Specify one or several e-mail addresses to which e-mail must be forwarded. When specifying e-mail addresses, separate them with white spaces, commas, semicolons, or type each of them on a new line.
5. Click **OK**.
6. If you do not want to keep copies of forwarded messages in the mailbox, go to the **Mail** tab > **e-mail address**, clear the **Mailbox** checkbox, and click **OK**.

➤ ***To switch off mail forwarding:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Mail** tab > **e-mail address** > **Forwarding** tab.
3. Clear the **Switch on mail forwarding** checkbox, and click **OK**.

Creating Mail Aliases

➤ ***To add or remove additional e-mail addresses (e-mail aliases) for a mail account:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Mail** tab > **e-mail address** > **E-mail Aliases** tab.
3. Do any of the following:
 - To add an address, type it into the **E-mail alias** box, and click **OK**.
 - To remove an address, click the **Remove** link to the right of the address you want to remove.

Setting Up Auto-Reply

➤ *To set up automatic reply for an e-mail address:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Mail** tab > **e-mail address** > **Auto-Reply** tab.
3. Select the **Switch on auto-reply** checkbox, and specify the following settings:
 - **Auto-reply message subject.**
 - **Message format.** We recommend that you leave the option Plain text selected because some of your recipients might be unable to see the text formatted with HTML.
 - **Encoding.** We recommend that you leave the UTF-8 encoding selected to ensure that the letters in your message are displayed properly.
 - **Message text.**
 - **Forwarding address.** If you want to forward incoming messages to another e-mail address, type an e-mail address in this box.
 - **Attached files.** If you want to attach a file to your message, click **Browse** and select a file.
4. Click **OK**.

➤ *To switch off automatic reply for an e-mail address:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Mail** tab > **e-mail address** > **Auto-Reply** tab.
3. To switch off automatic reply, clear the **Switch on auto-reply** checkbox, and click **OK**.

Protecting from Spam

➤ *To switch on spam filtering for a mailbox:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Mail** tab > **e-mail address** > **Spam Filter** tab.
3. Select the checkbox **Switch on spam filtering for this e-mail address**.
4. Specify what to do with messages classified as spam.
 - If you want to filter mail with the software on your local computer, select the option **Mark spam messages by adding the following text to message subject**, and then specify how spam filter should mark the messages recognized as spam. "X-Spam-Flag: YES" and "X-Spam-Status: Yes" headers are added to the message source by default, and if you want, the spam filter will also add a specific text string to the beginning of the subject line and to the message body.
 - If you are sure that your spam filter is accurate, you may want to set the filter to automatically delete all incoming messages recognized as spam. To do this, select the option **Delete all spam messages**.
 - If you are accessing your mailbox over IMAP protocol and want the spam filter to move all messages considered spam to the IMAP folder called Spam, select the option **Move spam to the Spam folder**.

Because all messages are automatically removed from the Spam folder after 30 days, you will need to review the contents of the Spam folder on a regular basis to make sure you do not miss any important messages, and move all non-spam messages back to the Inbox folder.

When the option **Move spam to the Spam folder** is selected, you can train the spam filter and improve its accuracy by moving spam messages from Inbox to Spam, and non-spam messages from Spam to Inbox.

5. If you want to adjust spam filter sensitivity, click **Show Advanced Settings**, and type a number of points that a message must score to be considered spam.

SpamAssassin performs a number of different tests on contents and subject line of each message. As a result, each message scores a number of points. The higher the number, the more likely a message is spam. For example, a message containing the text string "BUY VIAGRA AT LOW PRICE!!!" in subject line and message body scores 8.3 points. By default, the filter sensitivity is set so that all messages that score 7 or more points are classified as spam.

 - If you receive lots of spam messages with the current setting, to make filter more sensitive, try setting a lesser value in the **Spam filter sensitivity** box; for example, 6.
 - If you are missing your e-mails because your spam filter thinks they are junk, try reducing filter sensitivity by setting a higher value in the **Spam filter sensitivity** box.

Note: To further improve spam filter accuracy, you may want to train your spam filter on e-mail messages you receive, as described further in this section.

6. If you want to be sure that you will not miss e-mail from specific senders, type e-mail addresses or domain names into the **White list** field.

Place each address in one row, or separate addresses with a coma, a colon, or a white space. You can use an asterisk (*) as a substitute for a number of letters, and question mark (?) as a substitute for a single letter. For example: address@mycompany.com, user?@mycompany.com, *@mycompany.com. Specifying *@mycompany.com will add to the white list all e-mail addresses that are under the mycompany.com mail domain.

7. If you do not want to receive e-mail from specific domains or individual senders, type e-mail addresses or domain names into the **Black list** field.

Place each address in one row, or separate addresses with a coma, a colon, or a white space. You can use an asterisk (*) as a substitute for a number of letters, and question mark (?) as a substitute for a single letter. For example: address@spammers.net, user?@spammers.net, *@spammers.net. Specifying *@spammers.net will block the entire mail domain spammers.net.

8. If you use a Windows-based customer account, then you can also specify trusted languages and character sets. E-mail messages written in the specified languages and with the defined character sets will pass the spam filter and will not be marked as spam.
9. On Windows-based customer accounts, you can also specify IP addresses of computers or networks from which e-mail must always be accepted. When specifying network addresses, type an address and add a network mask after a slash. For example, 192.168.10.10/24.

10. Click OK.

You can improve accuracy of spam detection if SpamAssassin spam filter on the server is switched on for your account and you are accessing your mailbox over IMAP protocol.

➤ ***To improve accuracy of spam detection:***

1. Access your mailbox with webmail or a mail client program on your computer.
2. Review the messages in your **Inbox** folder. Move all spam messages to the **Spam** folder. This will make the SpamAssassin spam filter recognize spam more efficiently.

Protecting from Viruses

To defend your system from viruses, do not open suspicious e-mail attachments, enable antivirus protection on the server side, if this service is provided by your hosting company, and be sure to have a firewall and antivirus software installed on your personal computer. Also keep your operating system up-to-date and timely install security hot fixes and patches.

➤ *To switch on antivirus protection for a mailbox:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Mail** tab > **e-mail address** > **Antivirus** tab.
3. Select the checkbox **Switch on antivirus protection for this e-mail address**.
4. Choose the desired mail scanning mode. You can switch on scanning for incoming mail, outgoing mail, or both.
5. Click **OK**.

When an infected message comes, you will be notified by e-mail. If Kaspersky Antivirus is used by your provider, then you might be able to configure it at the **Mail** tab > **e-mail address** > **Antivirus** tab.

➤ *To switch off antivirus protection for a mailbox:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Mail** tab > **e-mail address** > **Antivirus** tab.
3. Clear the checkbox **Switch on antivirus protection for this e-mail address**.
4. Click **OK**.

(Advanced) Configuring Global Mail Settings

You can configure the following mail service settings that apply to all domains created under a subscription:

- Mail service status. You can switch the mail service on or off. If the mail service is switched off, then e-mail messages cannot be sent or received.
- Mail bounce settings. When somebody sends an e-mail message to an e-mail address that does not exist under your domain, the mail server, by default, accepts mail, processes it, and when it finds out that there is no such a recipient under the domain, it returns the mail back to sender with an error message. You can choose to:
 - Continue returning all such mail back to senders (**Bounce with message** option),
 - Forward all such mail to the specified e-mail address (**Forward to address** option),
 - Forward all such mail to another mail server with the specified IP address using the option **Redirect to external mail server with IP address** (available only for Windows hosting),
 - Reject such mail without accepting it and without notifying senders (**Reject** option).
- Webmail. If your service plan provides the option to choose which webmail program to use for your account, then you can select it in the global mail settings.

➤ *To configure the mail service settings:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Mail** tab, and then click **Change Settings**.
3. Select the required options, and click **OK**.

Using Mailing Lists

Mailing list is a group e-mail address to which a number of users are subscribed. Mailing lists are used for sending e-mail messages to multiple recipients at once. E-mail messages sent to mailing list subscribers can include anything from plain text to colorful newsletters and promotions with embedded images and links, and attached multimedia and presentation materials.

How it all works: you create a mailing list e-mail address in the Panel, and subscribe users to it. Then you send your message to the mailing list address, and all subscribers receive it.

➤ ***To set up a mailing list and subscribe users to it:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Mail** tab > **Mailing Lists** tab.
3. Click **Create Mailing List**.
4. Type the mailing list address and, if you have several websites, select the website under which the mailing list will be created.
5. To subscribe users to the mailing list, type their e-mail addresses, one address per line.
6. To notify the mailing list administrator about mailing list creation, select the checkbox **Notify administrator on the mailing list creation**.
7. Click **OK**.

➤ ***To subscribe or unsubscribe users:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Mail** tab > **Mailing Lists** tab.
3. Click the mailing list address.
4. Do any of the following:
 - To subscribe users to the mailing list, type their e-mail addresses into the **Subscribers** field, one address per line.
 - To unsubscribe users, remove their addresses from the **Subscribers** field.
5. Click **OK**.

➤ ***To remove a mailing list:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Mail** tab > **Mailing Lists** tab.
3. Select a checkbox corresponding to the mailing list you want to remove and click **Remove**.
4. To confirm removal, click **Yes**.

➤ ***To switch off the mailing lists service and all mailing lists created under the currently selected subscription:***

1. Go to the **Mail** tab > **Mailing Lists** tab.
2. Click **Switch Off the Service**.

➤ ***To switch on the mailing lists service for the currently selected subscription:***

1. Go to the **Mail** tab > **Mailing Lists** tab.
2. Click **Switch On the Service**.

Scheduling Tasks

If you need to run scripts on your hosting account at specific time, use the task scheduler in the Panel to make the system automatically run the scripts for you.

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Scheduling Tasks (Linux)

If you need to run scripts on your hosting account at specific time, use the task scheduler in the Panel to make the system automatically run the scripts for you.

During installation of the Panel, the following tasks are automatically created:

- `autoreport.php` – delivers daily, weekly and monthly reports on domains (three separate tasks)
- `backupmng` – initiates scheduled backing up of domains once every 30 minutes
- `statistics` – generates statistics on resource usage by domains
- `mysqldump.sh` - creates a backup copy of three MySQL databases: psadump, MySQL, and Horde databases

As all these tasks are related to statistics, databases, and reports, it is strongly recommended that you neither change nor remove them.

➤ *To schedule a task:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Websites & Domains** tab > **Scheduled Tasks** (in the **Advanced Operations** group).
3. Click **Schedule New Task**.
4. Leave the **Switched on** checkbox selected.
5. Specify when to run your command:
 - **Minute** - enter the value from 0 to 59
 - **Hour** - enter the value from 0 to 23
 - **Day of the month** - enter the value from 1 to 31
 - **Month** - enter the value from 1 to 12, or select the month from a drop-down box
 - **Day of the week** - enter the value from 0 to 6 (0 for Sunday), or select the day of the week from a menu.

You can schedule the time using the UNIX crontab entry format. In this format, you can:

- Enter several values separated by commas. Two numbers separated by a hyphen mean an inclusive range. For example, to run a task on the 4th, 5th, 6th, and 20th of a month, type 4-6,20.
- Insert an asterisk to specify all values allowed for this field. For example, to run a task daily, type * in the **Day of the month** text box.

To schedule the task to run every Nth period, enter the combination */N, where N is a value for this field (minute, hour, day, month). For example, */15 in the **Minute** field schedules the task to start every 15 minutes.

You can type the contracted names of months and days of the week, which are the first three letters: Aug, Jul, Mon, Sat, and so on. However, the contracted names cannot be separated with commas or used together with numbers.

6. Specify which command to run. Type it into the **Command** input box.

For example, if you want to run the backup creation task at the specified time and have the backup file sent to your e-mail, you need to specify the following command in the **Command** input box:

```
/usr/local/psa/admin/sbin/backupmng
```

7. Click **OK**.

➤ ***To receive notifications when the tasks are started:***

1. Go to the **Websites & Domains** tab > **Scheduled Tasks** (in the **Advanced Operations** group).
2. Click **Settings** and specify the notification policy.

➤ ***To temporarily suspend execution of a scheduled task:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab > **Scheduled Tasks** (in the **Advanced Operations** group).
3. Locate the task that you want to suspend and click the corresponding link in the **Command** column.
4. Clear the **Switched on** checkbox and click **OK**.

➤ ***To resume execution of a scheduled task:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab > **Scheduled Tasks** (in the **Advanced Operations** group).
3. Locate the task whose execution you want to resume and click the corresponding link in the **Command** column.
4. Select the **Switched on** checkbox and click **OK**.

➤ ***To cancel a task:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Websites & Domains** tab > **Scheduled Tasks** (in the **Advanced Operations** group).
3. Select a checkbox to the left of the task that you want to cancel and click **Remove**.
4. Confirm removal and click **OK**.

Scheduling Tasks (Windows)

If you need to run scripts on your hosting account at specific time, use the task scheduler in the Panel to make the system automatically run the scripts for you.

During installation of the Panel, the following tasks are automatically created:

- Update antivirus database – updates Parallels Premium Antivirus database.
- Statistics calculation - generates statistics on resource usage, such as traffic and disk space.

As all these tasks are related to site statistics, databases and reports, it is strongly recommended that you neither change nor remove them.

➤ *To schedule a task:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab > **Scheduled Tasks** (in the **Advanced Operations** group).
3. Click **Schedule New Task**.
4. Leave the **Switched on** checkbox selected if you want your scheduled task to be active immediately after the creation.
5. Type a name for your task in the **Description** field.
6. In **Scheduler notification**, specify whether the scheduler should notify you when it runs this task. The following options are available:
 - **Switched off** - do not notify you.
 - **Send to the default e-mail** - send the notification to your default e-mail address.
 - **Send to the e-mail I specify** - send the notification to the e-mail specified in the corresponding field. After selecting this option, you need to type the required e-mail address in the field on the right.
7. Specify which command or executable file to run. Type it into the **Path to executable file** input box. If you need to run the command with certain options, type them in the **Arguments** field.
 - For example, if you want to run the statistics calculation task to count disc space and see more detailed information for the example.com and example.net domains, you need to specify the following path in the **Path to executable file** input box:

```
C:\Program Files\Parallels\Parallels
Panel\admin\bin\statistics.exe
```

and the following options in the **Arguments** field:

```
--disk-usage --process-domains=example.com, example.net -  
verbose
```

- If you want to run your own PHP script using the task scheduler, you need to specify the following path in the **Path to executable file** input box:

```
C:\Program Files (x86)\Parallels\Parallels  
Panel\Additional\PleskPHP5\php.exe
```

and specify the script location in the **Arguments** field:

```
C:\Inetpub\vhosts\mydomain.tld\httpdocs\myscript.php
```

8. Select the appropriate priority in the **Task priority** field. Task priority can be set to **Low**, **Normal** or **High**.
9. Specify when to run your command by selecting the appropriate checkboxes in the **Hours**, **Days of month**, **Months** or **Days of week** fields.
10. Click **OK** to schedule the task or click **Run Now** to schedule the task and immediately run it.

➤ ***To temporarily suspend execution of a scheduled task:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab > **Scheduled Tasks** (in the **Advanced Operations** group).
3. Choose a task that you want to suspend and click the corresponding link in the **Description** column.
4. Clear the **Switched on** checkbox.
5. Click **OK**.

➤ ***To resume execution of scheduled task:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab > **Scheduled Tasks** (in the **Advanced Operations** group).
3. Choose a task whose execution you want to resume and click the corresponding link in the **Description** column.
4. Select the **Switched on** checkbox.
5. Click **OK**.

➤ ***To cancel a task:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Websites & Domains** tab > **Scheduled Tasks** (in the **Advanced Operations** group).
3. Select a checkbox to the left of the task that you want to cancel and click **Remove**.
4. Confirm removal and click **OK**.

(Advanced) Using Databases

If your website incorporates custom data processing applications or is designed to generate web pages dynamically, you will likely need a database for storing and retrieving data. You can either create a new database for your site or import the data from your previously backed up MySQL, PostgreSQL, or Microsoft SQL database. Note that when you install an application from the Applications Catalog, all required databases and database user accounts are created automatically.

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Managing Databases

Panel allows you to perform a number of database management operations:

- Create and remove databases.
- Import existing databases.
- Create additional database user accounts for collaborative work.

For the details on these operations, refer to the particular sections of this chapter.

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Creating Databases

Creating and Removing Databases

➤ ***To create a new database on a customer account:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Click the **Websites & Domains** tab.
3. Click **Databases** (in the **Advanced Operations** group).
4. Click **Add New Database**.
5. Enter a name for the database.
We recommend that you choose a name that starts with a Latin alphabet symbol and comprises only alphanumeric and underscore symbols (up to 64 symbols).
6. Select the database type that you are going to use: MySQL, PostgreSQL or Microsoft SQL Server. Click **OK**.
7. To set up database administrator's credentials, click **Add New Database User**.
8. Type a user name and a password that will be used for accessing the contents of the database.
9. Click **OK**.

➤ ***To remove a database with its contents:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Websites & Domains** tab > **Databases**.
3. Select a checkbox corresponding to the database that you want to remove.
If the required checkbox appears grayed out, this means that this database is used by a web application and you can remove it only by removing the respective application.
4. Click **Remove**.
5. Confirm removal and click **OK**.

Accessing Databases

After you created a database and assigned a database user to it, you can access it from Panel using the **Webadmin** link on the **Websites & Domains tab > Databases > database page**. In this case, Panel automatically uses the corresponding database user credentials.

If you want to access your database using some other tools (like SQL Server Management Studio) or to give some applications access to it, you will need to provide these tools and applications with the following:

- To connect to *MySQL* and *PostgreSQL*, you will need to provide the host name (or IP address) and the database user login and password.
- To connect to *Microsoft SQL Server*, you will also need to specify the Microsoft SQL Server instance. For *Microsoft SQL Server 2008*, Panel uses the `MSSQLSERVER2008` named instance. Therefore, the host can be specified as `mydomain.com\MSSQLSERVER2008` or `123.123.123.123\MSSQLSERVER2008`. For *Microsoft SQL Server 2005*, Panel uses the default instance (`MSSQL 2005`), and you do not need to specify the instance name.

Importing Databases

➤ *To import an existing database:*

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab > **Databases** (in the **Advanced Operations** group) > **Add New Database**.
3. Enter a name for the database. We recommend that you choose a name that starts with a Latin alphabet symbol and comprises only alphanumeric and underscore symbols (up to 64 symbols).
4. Select the database type that you are going to use: MySQL, PostgreSQL, or Microsoft SQL Server. Click **OK**.
5. To set up database administrator's credentials, click **Add New Database User**.
6. Type a user name and a password that will be used for accessing the contents of the database. Click **OK**.
7. Click the **Webadmin** icon in the **Tools** group. An interface to phpMyAdmin, phpPgAdmin, or ASPEnterpriseManager database management tool will open in a separate browser window. The database management tools allow to operate database user accounts and execute SQL queries through the web browser.

If you have a MySQL database:

- a. Click **Query window** in the left frame, click the **Import files** tab,
- b. Select the text file that contains the data and click **Go**.
- c. Click the **Insert data from a text file** link.

If you have a MS SQL database:

- a. Click the name of your database in the left frame
- b. Click **Query** (the magnifying glass button)
- c. Copy the text of your script into the text area and click **Run Query**.

To manage your databases and their contents, use your favorite MySQL, PostgreSQL, or Microsoft SQL Server client or the web-based database management tool accessible from the Panel (the **Websites & Domains** tab > **Databases** > *database name* > **Webadmin**).

Creating Database User Accounts

If you collaborate with other people on managing a website and wish to give them access to the database, you should create separate user accounts for them.

➤ ***To create a database user account:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab > **Databases** > **database name**, and click **Add New Database User**.
3. Type a user name and a password that will be used for accessing the contents of the database. Click **OK**.

➤ ***To change a password for a database user:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab > **Databases** > **database name** > **database user name**.
3. Type a new password and click **OK**.

➤ ***To specify whose user account credentials should be used by default for managing a database through the Webadmin tool:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab > **Databases** > **database name**.
3. Select a checkbox corresponding to the user account you need.
4. Click **Default for DB Webadmin**.

➤ ***To remove a database user account:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required workspace.
2. Go to the **Websites & Domains** tab > **Databases** > **database name**.

3. Select a checkbox corresponding to the user account that you want to remove.
4. Click **Remove**, then confirm removing and click **OK**.

Accessing External Databases (Windows)

If your applications need to access external databases for storing data, then you need to create ODBC connections through the Panel.

➤ ***To create an ODBC connection to an external database:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Websites & Domains** tab > **ODBC Data Sources** (in the **Advanced Operations** group).
3. Click **Add New ODBC DSN**.
4. Specify the ODBC connection name and description in the corresponding fields.
5. Select the required driver in the **Driver** field.
6. Click **OK**.
7. Choose the appropriate options on the driver configuration screen. Typically, you should specify the path to the database, user credentials and other connection options, depending on the selected driver.
8. Click **Test Connection** to check whether the connection will function properly with provided settings. Click **Finish** to complete the creation.

➤ ***To change settings of an ODBC connection:***

1. Go to the **Websites & Domains** tab > **ODBC Data Sources** (in the **Advanced Operations** group).
2. Click the required connection name in the list.
3. Change the settings as needed.
4. Click **Test Connection** to check whether the connection will function properly with new settings. Click **Finish** to save changes.

➤ ***To remove an ODBC connection:***

1. Go to the **Websites & Domains** tab > **ODBC Data Sources** (in the **Advanced Operations** group).
2. Select the checkbox corresponding to a connection you want to remove.
3. Click **Remove**, confirm the removal and click **OK**.

(Advanced) Backing Up and Restoring Data

Unfortunately, data loss events are quite common problem today. The reasons of these events may vary: Hardware failures, hacking attacks, and so on. To minimize the consequences of data loss, Panel provides the back up / restore feature. During the backup Panel saves your account configuration along with all websites content into a number of files. You can restore the backup at any time later to recover corrupted data, or just to return Panel to stable state.

This chapter describes how to perform the following operations in your Panel:

- Back up all data related to your account and sites. Learn more in the section **Backing Up Account and Websites** (on page 224).
- Back up databases (Windows). Learn more in the section **Backing Up Databases (Windows)** (on page 226).
- Schedule backups. Learn more in the section **Scheduling Backups** (on page 227).
- Restore data from backup archives. Learn more in the section **Restoring Data** (on page 230).

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Backing Up Data

Depending on your needs, Panel can perform two types of backup:

- *Customer account configuration.* Such backups have small size and are convenient for restoring account settings in case of configuration problems.
- *Customer account configuration and websites content.* This type of backup requires more disk space and system resources because the Panel also saves the content of all websites. Such full backups are the best way to prevent data loss.

You can perform backup manually at any time, or schedule it for a specific time. For example, make the full backup once a day at night time when the number of site visits is minimal. To get the details on scheduling backups, refer to the section **Scheduling Backups** (on page 227).

Storing Backups

There are two ways of storing backups in Panel:

- *On the Panel-managed hosting server.* All backup files are stored on your Panel server along with other account content. Note that in this case backup files occupy the disk space provided by your subscription.
- *On a remote FTP server.* All backup files are stored on a remote FTP repository. In this case, backup files do not occupy the disk space provided by your subscription. The instructions on how to configure Panel to save backups to an FTP account are provided below in this section.

Creating Password-protected Backups

Since Panel 11.0, you are able to secure sensitive data in your backups by protecting them with a password. Protection makes it impossible for an attacker to reveal backup data if the security of your external backup storage is compromised.

You can specify a backup password in the following circumstances:

- In your FTP repository settings (**Websites & Domains > Backup Manager > Personal FTP Repository Settings**).
- When downloading a backup file from the Panel internal repository to some external location.

When uploading these backups back to Panel and restoring them, you will be prompted to provide the password you used for protection.

Important:

If you forget the password you used for backup protection, it cannot be recovered. Therefore, it is strongly recommended to keep a list of your passwords and corresponding backup file names in a safe place.

Configuring Panel for Working with an FTP Repository

If you are going to use an FTP server for storing backup files, you should specify its settings in **Account tab > Back Up My Account and Websites > Personal FTP Repository**

Settings:

- FTP server's IP address or host name.
- Directory on the server where you want to store backup files.
- User name and password for access to the FTP account.
- Password that Panel will use for protecting backup files.

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Backing Up Account and Websites

➤ ***To back up all data related to your account and all your subscriptions:***

1. Go to the **Account** tab > **Back Up My Account and Websites** > **Back Up**.
2. Specify the following:
 - Backup file name prefix and description. You cannot specify an arbitrary file name, however, you can set the Panel to add a prefix to backup file names. Note that the Panel automatically adds the date and time of backup file creation (in Universal Time) to backup file names.
 - Splitting of the backup file. To create a multivolume backup, select the corresponding checkbox and specify volume size in megabytes.
 - Location where to store the backup file. Select the repository where you would like to store the backup file.
 - E-mail notification on backup completion. If you want to be notified of the backup completion, type your e-mail address.
 - What data to back up. You can back up only the account settings or account settings and all data.
 - **Suspend domains until backup task is completed.** Select this option to prohibit users from making changes to content or settings of websites while they are being backed up.

Note: If you select this option, then, after restoring the data from this backup file, you will need to manually switch on every domain alias for every site that needs to have domain aliases. This can be done at **Websites & Domains** tab > **domain alias name** > **Switch On**.

3. Click **Back Up**.

When backing up is finished, the backup file will be saved to the repository you selected.

➤ ***To back up all websites related to a subscription:***

1. If you are subscribed to several hosting packages and have access to several webspaces associated with your account, in the **Subscription** menu at the top of the screen, select the required webspace.
2. Go to the **Account** tab > **Back Up Websites** > **Back Up**.
3. Specify the following:
 - Backup file name prefix and description. You cannot specify an arbitrary file name, however, you can set the Panel to add a prefix to backup file names. Note that the Panel automatically adds the date and time of backup file creation (in Universal Time) to backup file names.
 - Splitting of the backup file. To create a multivolume backup, select the corresponding checkbox and specify volume size in megabytes.

- Location where to store the backup file. Select the repository where you would like to store the backup file.
- E-mail notification on backup completion. If you want to be notified of the backup completion, type your e-mail address.
- What data to back up. You can choose to back up:
 - Only settings of websites.
 - All settings and data with or without mail accounts and messages in mailboxes.
 - Only mail accounts with messages.
- **Suspend domains until backup task is completed.** Select this option to prohibit users from making changes to content or settings of websites while they are being backed up.

Note: If you select this option, then, after restoring the data from this backup file, you will need to manually switch on every domain alias for every site that needs to have domain aliases. This can be done at **Websites & Domains** tab > *domain alias name* > **Switch On**.

4. Click **Back Up**.

When backing up is finished, the backup file will be saved to the repository you selected.

Backing Up and Restoring Databases (Windows)

If you are using a Windows-based customer account, then you can back up and subsequently restore databases, database user accounts, and data used by your websites.

You can:

- Back up your domain databases with all data and user accounts.
- Restore databases from backup files.
- Download, upload and remove database backup files.
- Recover users who became orphaned after the restoration.

Important: Panel does not back up stored procedures, views, and triggers. The backup utility ignores them and, therefore, they cannot be restored.

➤ *To back up databases:*

1. Go to the **Websites & Domains** tab > **Backup Manager** > **Database Backup Repository**.
2. Using the **Database** menu, select the databases you want to back up.
3. Click **Back Up**.
4. Specify the name of the backup file and click **OK**.
5. If you want to download the resulting backup file, click the file name on the next page after the backup process was finished. Specify the location where you want to save the file and click **Save**.
6. Click **OK**.

➤ *To restore a database:*

1. Log in to Control Panel.
2. Go to **Websites & Domains** tab > **Backup Manager** > **Database Backup Repository**, select the checkbox corresponding to the backup file you want to restore and click **Restore**.

If you do not have the backup file on your server, you can upload the backup file to the server repository from your local machine.

3. Confirm the restoration by selecting the corresponding checkbox and click **OK**.

➤ ***To upload a backup file to a backup repository:***

1. Go to Control Panel > **Websites & Domains** tab > **Backup Manager** > **Database Backup Repository**, and click **Upload Backup File**.
2. In the **Database name** menu, select the database in whose repository you want to upload the backup file.
3. Click **Browse...** and select the required backup file.
4. Leave the **Restore database backup immediately upon uploading** check box selected if you want the database contents to be restored immediately after the backup file is uploaded.
5. Click **OK**.

The database backup file will be uploaded to the backup repository of the specified database.

Scheduling Backups

➤ ***To schedule backing up of data:***

1. Go to the **Account** tab > **Back Up My Account and Websites** > **Scheduled Backup Settings**.
2. Select the **Activate this backup task** checkbox and specify the following:
 - When and how often to run the backup.
 - A prefix that should be added to the backup file name.
 - Splitting of the backup file. To create a multivolume backup, select the respective checkbox and specify volume size in megabytes. Note that volume size cannot exceed 4095 megabytes.
 - Location where to store the backup file. Select the repository where you would like to store the backup file.
 - Maximum number of backup files stored in the repository. Type a number if you want to recycle backup files: When this limit is reached, the oldest backup files are removed.
 - E-mail notification on backing up errors. If you want to send an e-mail notice when something goes wrong during backing up, type the e-mail address you need.
 - What data to back up. You can back up only account settings, or account settings and all related data.
 - **Suspend domains until backup task is completed.** Select this option to prohibit users from making changes to content or settings of websites while they are being backed up.
3. Click **OK**.

Managing Backup Files

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Uploading and Downloading Backup Files

Downloading Backup Files from Panel

To download a backup file from the Panel repository, choose the corresponding backup file name in **Account** tab > **Back Up My Account and Websites** and specify the location for the file. Before starting the download, Panel will prompt you to enter the backup password.

Uploading Backup Files to Panel

To upload a backup file to the Panel repository, use the **Account** tab > **Back Up My Account and Websites** > **Upload Files to Server Repository** wizard. Before starting the upload, Panel will prompt you to enter the following backup parameters:

- *Backup file location.*
- *Password.*
This is the password that you used for protecting the backup data. If you did not use password-protection, leave the corresponding field blank.

Note: If the password you provide is incorrect, Panel will warn you, but will upload the backup to the server anyway. During the backup restoration, you will be prompted to enter the password again.

Removing Backup Files

To remove a backup file from the Panel repository, select a checkbox corresponding to the backup file you want to remove in **Account** tab > **Back Up My Account and Websites** and click **Remove**.


Uploading and Downloading Database Backup Files (Windows)

➤ *To upload a backup file to backup repository:*

1. Go to the **Websites & Domains** tab > **Backup Manager** > **Database Backup Repository** and click **Upload Backup File**.
2. Select the database in whose repository you want to upload the backup file to in the **Database name** menu.
3. Click **Browse...** and select the required backup file.
4. Leave the **Restore database backup immediately upon uploading** checkbox selected if you want the database contents to be restored immediately after the backup file is uploaded.
5. Click **OK**.

The database backup file will be uploaded to the backup repository of the specified database.

➤ *To download a backup file from backup repository:*

1. Go to the **Websites & Domains** tab > **Backup Manager** > **Database Backup Repository**.
2. In the **Database** menu, select the database whose backup files you want to browse. Leave **All domain databases** selected if you want to browse backup files of all databases on a domain.
3. Click the icon  corresponding to the database backup file you want to download.
4. Select the location where you want to save the backup file and click **Save**.

The backup file will be downloaded from the backup repository.

➤ *To remove a backup file from backup repository:*

1. Go to the **Websites & Domains** tab > **Backup Manager** > **Database Backup Repository**.
2. In the **Database** menu, select the database whose backup files you want to remove. Leave **All domain databases** selected if you want to browse backup files of all databases on a domain.
3. Select a checkbox corresponding to the database backup file you want to remove. Click **Remove**, confirm removal and click **OK**.

Restoring Data

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Restoring Backups

You can restore data from backup files kept in:

- *The Panel internal repository.*
To restore backup files from Panel repository, choose the backup file name you want to restore on the **Account** tab > **Back Up My Account and Websites** > **Server Repository** tab.
- *An external FTP repository.*
To restore backup files from Panel repository, choose the backup file name you want to restore on the **Account** tab > **Back Up My Account and Websites** > **Personal FTP Repository** tab.

After you choose the backup file, Panel will start the restoration wizard. You will be prompted to specify the following restoration parameters:

- **Types of data to be restored.**
- **Suspend website until restoration task is completed.** Select this if you want to avoid possible conflicts that may occur when users modify site content or settings while they are being restored.
- **Send an e-mail notice when restoration task is completed.** Type your e-mail address if you want the control panel to notify you when restoring is completed.
- **Conflicts resolution policy.** Specify what to do if any conflicts occur during restoration.
- **Backup security settings.** If the backup was protected with a password, enter the password into the **Password** field. Note that Panel is unable to check whether the password you enter is wrong: The backup will be successfully restored but the data will be corrupted.

If you wish to reset user passwords, clear the **Provide the passwords** option.

If any errors or conflicts occur during restoration of data, the wizard will prompt you to select an appropriate resolution. Follow the instructions provided on the screen to complete the wizard.

Restoring Databases (Windows)

➤ ***If the database already exists and you only need to restore its contents:***

1. Go to the **Websites & Domains** tab > **Backup Manager** > **Database Backup Repository**.

2. Select the required backup file from the list and click **Restore Selected**.

If you do not have the backup file on the server, you can upload the backup file to the server repository from your local machine. For more information, refer to the section *Uploading, Downloading, and Removing Database Backup Files*.

3. Confirm the restoration by selecting the corresponding checkbox and click **OK**.

If you are restoring an MS SQL database, there is a possibility that some database users will be orphaned. In order to provide the ability to access and use the database for these users, you need to repair them. For more information, refer to the section *Recovering Orphaned Database Users*.

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Post-Restoration Database Repair

If you are restoring an MS SQL database, there is a possibility that some database users will be orphaned. In order to provide the ability to access and use the database for these users, you need to repair them.

➤ ***To check if a database has orphaned users and to repair them:***

1. Go to **Websites & Domains** tab > **Databases** (in the **Advanced Operations** group) > **database name**.
2. If you see a warning saying that there are several orphaned users that should be repaired in order to function properly, you have orphaned users who need to be repaired.
3. To repair orphaned users, click the **Repair now** button corresponding to the users you want to repair.
4. Provide password for the users and click **Repair**.

If a user is supposed to be a system user without a password, run repair with empty password field.