



Account Manager Configuration Options

Account Information

The Account Information section contains all information related to the account. Contact and billing information, package information and upgrade information are all handled in this section.

Account Information: Account Manager

The account manager shows an overview of the most important account information. This information can only be changed by the site administrator.

Account Information: Billing Manager

The billing manager contains all billing information of the account. It can be changed by the client at all times to keep his billing information current. Any changes will automatically update the database, the old information will not be stored.

Account Information: Plan Manager

This plan manager contains out of four parts. The first part shows your current plan and the contract length.

The second part shows all available full packages to which you can upgrade / downgrade. If you want to upgrade, click on the package name to which you want to change. You will then be taken to a screen that shows you the changes that will be made to your account balance. When you press the Upgrade button, the upgrade will be performed immediately.

The third part allows you to add another domain (to this account) and to park a domain name. When you click on Add Additional Domain, a screen will show up asking you for information regarding the new domain. When you press Submit, the new domain will be scheduled for creation, waiting for system administrator approval. When you click on Add Parked Domain, it will ask you for the domain name to park and the contract length for this parking. Pressing the Submit button will schedule it for setup.

The fourth part allows you to add an additional package to the account, for example for additional disk space. When you click on the package of your choice, the exact features of the package will show up and it will ask you for the contract length for this package. Once you click on Get It!, the package will be added immediately.

Account Information: Add Domain

The Add Domain menu takes you to the exact same form as the Add Additional Domain and Add Parked Domain of the Plan Manager.



Email Manager

In the Email Manager you can take care of all email settings. Setting up POP3 account, email forwards, aliases and auto-responders.

Email Manager: POP3 Accounts

Although the menu only says POP3 Accounts, you can also setup email forwarding, aliases and auto-responders. We will show you how.

When you enter this section for the first time, you will see one email address listed. It has the form username@domainname.com. This is your catch-all email address, which means all email will be sent to this address if there are no other email addresses created.

When you click on this email address, you will see a few forms on the right side of the page. The first link allows you to change the password of this particular email address. You are asked to put in your new password twice (for verification). The new password will become active in approximately ten minutes. The second link allows you to delete this email address. Note: Do NOT delete your main email address as stated above! You will lose your catch-all functionality if you do so.

We will discuss the functions of the forms you see on this screen with the creation of a new email address. In the left bottom of this screen, you will see a link Create New. Clicking on this link will take you to a screen for the creation of a new email address / account. It asks you for the username (which is the part before the @) and the new password for this email. Once you click the Create button, the email address is created. A new form will show up which gives you the opportunity to setup email forwarding and / or an auto-responder message. If you want all email that is sent to this address, to be forwarded to any other email address(es), you select the forwarding option. (the box before Use forwarding for this address). In the large text box below, you place all email addresses to which the mail should be forwarded (one address per line!) If you wish to setup an auto-response / vacation message for the address, then you select the box that says Autoresponse for mail to email@address.com. In the large text box below this, you will type the message you want to use for this auto-response.

Do NOT forget to press the Update button to confirm forwarding / auto-response changes!

Website Manager: File Manager

The File Manager can be used as a replacement for FTP. It shows all your files, allows you to edit them online, change permissions, upload files and create directories / files.

When you click on File Manager you will see a table with all files and directories that you currently have in your account. If you click on the Permission of a certain file then you will be taken to a screen with nine checkboxes. You can check here which permissions you wish to grant to the file. Confirm your changes by clicking on Change.



Clicking on a file name, will take you to the content of the file. It will show up in a large text box which gives you all the room to make any changes. It even gives you the possibility to save the (changed) file under a different name. You have to click on Save to confirm any changes made.

The Copy, Move and Delete functions are self-explanatory. Simply enter the new file name or destination and press the button to confirm.

The five forms at the bottom of the File Manager have the following function.

Sort by: Select the column by which you wish to sort the files by

Create / Edit file: Enter the name of the file you wish to create

Create directory: Enter the directory name you wish to create

Upload file: Click on Browse and select the file you want to place on the server

As: In combination with Upload file. Type the filename here and click on Upload

Website Manager: Subdomains

The Subdomains menu allows you to setup sub-domain redirects. Press the Add new one button to add a sub-domain. In the first field you enter the sub-domain (without .yourdomain.com). So if want to setup the sub-domain test.domain.com, you would enter only test In the second field you enter the full URL to which the sub-domain should be redirected. (In the form: http://www.anydomain.com/anydir/anyfile.html). Press the Submit button to confirm this sub-domain.

The Edit link works exactly like the Add new one button. Clicking the Delete button will instantly delete the sub-domain.

Note: If you wish to setup a fully working sub-domain, with its own email and FTP access, you need to add it through the Additional Domain form. You would enter sub.domain.com in the domain field.

Website Manager: FTP Manager

In the FTP Manager you can change your existing FTP account, add more FTP accounts and turn on anonymous FTP.

In the table for FTP Accounts you will see all currently active FTP accounts. You can click the Edit link behind each one to change the username and or password of it. To add a new FTP account, you click the Add new one button, enter a username plus password and click on the Submit button to confirm. This FTP account will be added by the system as soon as possible. To turn Anonymous FTP on or off, you can click on the link at the top of the FTP Manager that says Turn On or Turn Off respectively. Anonymous FTP allows everybody to access your FTP account using anonymous login. They do however only have restricted access to prevent abuse. This option is only valid if you have purchased an E-Commerce enabled package.



Website Manager: Web Statistics

The Web Statistics option shows the activity at your website. A program called Webalizer is used to display the results in a nice format. For explanation regarding the terminology, please visit the website of Webalizer at <http://www.mrunix.net/webalizer/>

Website Manager: FP Extensions

The FP Extensions section is probably the easiest one of all. It contains only one link. Turn FrontPage Extensions On or Turn FrontPage Extensions Off.

If the FP extensions are not enabled, you can click on the Turn On link to enable them. If you do no longer need them, you can click the Turn Off link. These actions are performed as soon as possible by the system.

Advanced Options

As the title already says, this section contains the Advanced Options for the more experienced clients. Tools such as Crontab, DNS, MySQL and SSL are gathered here.

Advanced Options: Crontab

The Crontab function is designed to easily add a cron job to run periodically. Click on Add new one to setup a crontab. The first five fields give you the possibility to specify at which times the cron should run. In the last field you can specify the command you wish to be run at these times.

Note: This function is only for experienced users. You are advised to contact technical support before adding any crons.

Advanced Options: DNS Records

When you click on DNS Records, a large text box will show up with all current DNS records in your file. You can add any additional records to this file, such as Cname records for external mail programs. Press the Update button when you are ready making your changes. The updates will be made immediately on the system, but might need some time to get into effect.

Note: You are advised to contact technical support before making any changes if you are not an experienced user.



Advanced Options : MySQL Manager

This tool may be used to add and remove tables from your database and perform SQL queries and functions. We are continually improving this tool so this screen will change often. If you have an specific questions about using this tool, please check the FAQ or contact support.

Note: You are advised to contact technical support before making any changes if you are not an experienced user.

Advanced Options : Error Pages

The Error Pages function allows you to replace those standard error pages and gives you the opportunity to direct the visitors back to your websites again. To add an Error Page, you click the Add new one button. A form will show up with two fields only. In the first field you put in the error code of the page you wish to replace (See the list below with the codes). In the second field you put in the full URL of the error page you have created. (I.e.: <http://www.mydomain.com/404error.html>) Press the Submit button to save it.

Advanced Options : SSL Setup

The SSL Setup menu is meant for those that wish to use their own secure certificate. When you click on this menu, you will see two fields. In the first field, your Private RSA key is displayed; you will need to give this to your certificate issuer. From your certificate issuer, you will then receive the code of the certificate. You have to paste this code into the second text field. Once you have done this, press the Install button and you are ready to go. This option is only valid if you have purchased an E-Commerce enabled package.