

# Automated Filing Services Web Hosting Quick Start Guide

This document will provide you, the site administrator, with an introduction to the web hosting resources and tools Automated Filing Services makes available to you.

## **Account Introduction**

Our web account provides the following set of web hosting tools and features:

### **General**

- 50 MB of storage space
- 1 Gigabyte/mo. of data transfer
- 10 site users (each has an email box and a web site)
- Self Administration tools
- Web statistics
- Mailing lists
- 24/7 FTP access
- Anonymous FTP
- Backup/restore features

### **Email**

- 10 POP/IMAP email boxes
- Unlimited e-mail aliases
- Auto responders
- Forwarding
- SPAM filtering
- Virus scanning
- Web mail

### **Security and Support**

- RAID disk redundancy
- UPS backup
- Daily data backups
- Telephone and email technical support

### **Development**

- Perl / Personal CGI bin / Server side includes
- Shared scripts
- PHP

- ASP
- FrontPage 2000 server extensions
- mySQL database

## **Users**

Using the self administration tools included with our hosting package, you can create up to 10 *site users* to your account. Site users are assigned a username and password, and can send and receive email using their own POP/IMAP email box, upload and download files using FTP, publish their own personal web site at <http://www.yourdomain.com/~username/>, and back up and restore their home directories. The site user has control only over the files located in his or her home directory (unless designated as a site administrator).

Through configuring each member of your organization as a site user you can easily provide a web presence (email account, web site address) for your entire company.

When we set up your account we will create one site user with a username and password as provided by you. This user will have *site administrator* status enabling access to all content under your domain.

## **Using the Self Administration Tools**

Your company has access to two different self administration tools. These tools are available online which means they can be accessed from any computer with an Internet connection.

### **Site Management Tool**

The site management tool is only accessible to those empowered as site administrators and is used to manage account options. It can be accessed at:

<http://www.yourdomain.com/siteadmin/>

Upon accessing the site you will be asked to log in. Use the site management tool to manage the following:

- Create and manage users (i.e. email boxes)
- Create and manage mailing lists
- Allocate your disk space amongst users
- Create and manage user email aliases
- Forward mail
- View statistics
- Use backup and restore features

- View site settings

If you cannot access this tool, give us a call or ensure the site user trying to log in has been set as a site administrator.

A complete set of documentation explaining how to use all aspects of the Site Management tool can be found at:

[http://www.sedaredgar.com/websites/site\\_management.pdf](http://www.sedaredgar.com/websites/site_management.pdf).

## **User Management**

The user management tool is accessible to all site users created under your domain name and is used to manage all site user account options. It can be accessed at:

<http://www.yourdomain.com/personal/>

Upon accessing the site you will be asked to log in. Use the user management tool to:

- Forward mail
- Set vacation messages
- Use backup and restore features
- View usage data
- Change account password

A complete set of documentation explaining how to use all aspects of the Site Management tool can be found at :

[http://www.sedaredgar.com/websites/user\\_management.pdf](http://www.sedaredgar.com/websites/user_management.pdf).

## **Configuring Email**

There are three ways to manage your email:

### **Using a Mail Client**

You can set up your email account in an email client program such as Outlook, Outlook Express, Eudora, Netscape Mail, etc. You will require the following information when adding your account:

- **POP/IMAP Server:** mail.atomation.com
- **SMTP Server:** mail.atomation.com

Please note that in order to send mail you will have to check your mail first. If you don't, you will receive a "Relaying Denied" error. To avoid this

completely, set your client program to automatically check email at a frequency less than 15 minutes.

## **Using Web Mail**

Web mail enables our clients the ability to manage email via a web browser, from any computer with an Internet connection. Simply load:

<http://www.yourdomain.com:1010/>

or

<http://www.sedaredgar.com:1010/>

to access our web mail system. Enter your email address and password to log in. If you have specific questions regarding the web mail system, please review the documentation at:

<http://www.sedaredgar.com:1010/webmail/help/>.

## **Configuring a Forwarding Address**

You can forward mail sent to your account with us to another existing account (such as a hotmail account). To do this, log into the User Management System at:

<http://www.yourdomain.com/personal/>

Once you log in click on the **Email** option. Then, simply type in the address to which you want your mail forwarded in the **Forward Email To** box and press **Save Changes**.

## **Publishing Web Pages**

In order to publish pages you'll need an FTP program. FTP programs enable the transfer of files to and from a web server. If you do not have an FTP program, try downloading and installing [SmartFTP](#).

Once your FTP program is installed simply use the following information to connect to your site:

Hostname: [www.yourdomain.com](http://www.yourdomain.com)

Username: your\_username

Password: your\_password

Port: 21

The process of publishing web pages varies slightly depending on whether you've logged in using a user with site administrator privileges.

## **Publishing with administrator privileges**

When you log into FTP using site user designated as a site administrator, you will be able to access all folders under your domain. This includes your own folder, the root web folder, and the folders of other site users.

Upon successful login the following folder structure will be available to you:

- /certs
- /logs
- /users
  - /user\_1
    - /mail
    - /web
  - /user\_2
    - /mail
    - /web
  - ...
- /web (*the root web folder*)
  - /stats

Make note of the following folder descriptions:

- The **/certs** folder stores "digital certificate" information for e-business applications. This folder and its files should not be moved or deleted.
- The **/logs** folder stores raw log files for your site. This folder and its files should not be moved or deleted.
- The **/users** folder stores subfolders for all of the site users you created.
- The **/users/username/mail** folders contain mail information for the site users.
- The **/users/username/web** folders contain all of the web site files for site users. They can be accessed over the web via a web browser at <http://www.yourdomain.com/~username/>
- The **/web** folder (the root web folder) stores all web site files and is accessible at <http://www.yourdomain.com/>.
- The **/web/stats** folder contains statistical information for your site and should not be deleted or moved. You can view your stats at <http://www.yourdomain.com/stats>.

To publish web pages, upload any files you wish to be accessible at <http://www.yourdomain.com/~username/> to /users/username/web and any files you wish to be accessible at <http://www.yourdomain.com/> to /web (the root web folder). Please note:

- Upon logging in with FTP you will find yourself in your user web folder (i.e. /users/username/web). You'll have to back up a few levels to find the root web folder (i.e. /web) where content that should be accessible under <http://www.yourdomain.com/> is placed.
- While logged into FTP as a site administrator you should only publish pages to the root web folder (i.e. /web), or to your own personal web folder (i.e. /users/your\_username/web). If you publish pages to the web folders of other users you will most likely run into permission problems.

## **Publishing without administrator privileges**

When you log into FTP using a site user not designated as a site administrator, you will only be able to access the files belonging to that site user.

Upon successful login the following folder structure will be available to you:

- /mail
- /web

Make note of the following folder descriptions:

- The **/mail** folder contains all of the site users (your) mail data. This most often includes IMAP folder content as created in our web mail software.
- The **/web** folder contains all of the web pages for the site user (you). It can be accessed with a web browser via the Internet at <http://www.yourdomain.com/~username/>.

To publish web pages, upload any files you wish to be accessible at <http://www.yourdomain.com/~username/> to your /web folder.

## **Using Shared Scripts**

There are a variety of shared scripts that you and your site users may use on your pages. These scripts include a form mailer for emailing form content to an email address and a counter for placing access counters on a web page. Please visit our [documentation page](#) and to read the specifics on these tools.

## **Accessing Site Statistics**

To view site statistics, simply load <http://www.yourdomain.com/stats/>. There are also stats available in the site management system under the **Site Usage** option. Only those with *site administrator* access can view your site's statistics.

## **Managing Mailing Lists**

Mailing lists are a great way to encourage group discussion. You can create a mailing list via the Site Management tool by clicking on the **Manage Lists** option. Once created any mail set to [mailinglist-name@yourdomain.com](mailto:mailinglist-name@yourdomain.com) will send a copy of the message to all list members.

The mailing list tool in the Site Management system does not provide access to the many other options the mailing list system makes available. To read more about refining the configuration of your lists, please read the document regarding mailing lists on our [documentation page](#).

## **Using Backup and Restore Features**

Your entire site can be backed up by using the backup and restore options within the site management tool. Site users may also back up their accounts by using the backup and restore options in the user management tool.

The backup option creates an archive file of your site content. This file can be downloaded to a remote computer and then restored if needed at a later date.

This feature works best on sites containing less than 50 megs of data. Please also be aware that we back up our servers data daily and retain that data for a week.