Versatel-Server XL User Manual

versatel

A service provided by Versatel GmbH & Co. KG

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Site Management

There are three types of users on the Server: the Server Administrator, Site Administrators and site users.

This chapter describes the functions that the Site Administrator normally performs. The Site Administrator accesses these functions from the **Site Management** screen on the Server. The **Site Management** screen has a green strip on the left side.

A Site Administrator can add or remove a site user, create a mailing list, manage disk space, back up and restore files and perform other virtual-site-related administrative tasks.

A Site Administrator can manage a virtual site using any standard Web browser. To access the **Site Management** screen for your site, type the URL http://<sitename>/siteadmin/ into your browser. The Server user interface (UI) promps you for your site administrator username and password.

Note: Ensure that you do not use any Proxy-Server in your Web browser.

Note: The **Site Management** screen can only be accessed using the fully qualified site name in the Web browser. The **Site Management** screen is not accessible if an incomplete or aliased site host name is specified.

The **Site Management** screen appears.

From this screen, you can access the Site Administrator functions; see Figure 1.

The User Management section appears when you first access the **Site Management** screen. The User List displays the site users by user name in ascending order.

1

Chapter 1

The User List has five columns which display information about the each site user, and allow the Server Administrator or Site Administrator to manage or remove a site.

- The first column displays the full name of the site user.
- The second column displays the user name of the site user.
- The third column displays the email alias(es) of the site user.
- The fourth column displays icons to indicate which services are enabled (telnet/shell access, FrontPage Server Extensions or Secure POP3 [APOP]), to indicate that a site user is the Site Administrator, or to indicate that a site user is suspended.
- The fifth column displays icons to manage a site user or the email settings for the site user, or to remove a site user.

For an explanation of the icons, see page 50

To access a section of the **Site Management** screen, click the section button along the left side of the screen. These functions are described in the following sections.

Site Management - test130.cobalt.com **T** User Manageme List Management 00 Set User Defaults Add User 00 ② User List (1 - 12 of 12) **Q** User Name ↓ 0 Full Name \$ Email Aliases alexandra.somers 096 Alexandra Somers asomers 1353 SSL Settings Dr. Adrian Sun asun adrian sun Alan Williams awilliams alan williams Ben Eiref 026 X Holly Hodges hhodges holly.hodges 1 000 Hailey Somers hsomers hailey.somers Jason Paez jason paez Server Management keaton.esch Kenny Lavineway kenny lavineway 1 000 klavineway Megan Holliday mholliday megan holliday 1 2000 Tara Sevareid tsevareid tara.sevareid

indicates the user is a site administrator. indicates user shell access indicates a user Front Page web. indicates a user with Secure POP3 (APOP).

Figure 1 Site management

User management

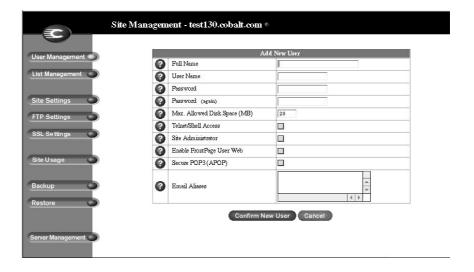
The User Management section on the **Site Management** screen allows you to perform administrative functions related to site users: setting the site user defaults, adding or removing users; entering and modifying user names and passwords; managing users' disk space allocations, telnet access, if it is enabled and email aliases.

Adding a site user

You can add or remove users for a virtual site, and assign a Site Administrator for the site.

Figure 2 shows the screen for adding a site user or Site Administrator.

Figure 2 Adding a site user



To add a site user or Site Administrator:

- 1. On the **Site Management** screen, click **Add User**. The Add New User table appears.
- 2. Enter the information for the site user.

Enter the site user's name and password, set the allocation of total disk space for the user, enable telnet/shell access (if appropriate), make them a Site Administrator (if appropriate), enable FrontPage user Web (if appropriate) and enable Secure POP3 (APOP) (if appropriate).

Note: The Server supports long passwords through the UI.

You can also enter email aliases for this user. (For more information, see "Entering user email settings and aliases" on page 6.)

3. Click Confirm New User.

Search and sort functions

The User List table offers a search function and a sort function. See Figure 1. These functions are useful if you have a large number of site users on your Server and you want to restrict the display to certain site users.

You can search the list of site users according to the following criteria:

- by user name, full name or email alias
- whether the user name, full name or email alias is equal to the search string, is contained in the search string or is not contained in the search string

The screen regenerates and the results of the search are displayed in a table with the same five columns. The heading of the table now states "Search Results (<x> Users found). To return to the full list of site users, click **User Management** on the left.

Note: Suspended users are listed in the search results.

You can sort the list of site users according to the following criteria:

- by full name, in ascending or descending order
- by user name, in ascending or descending order

Ascending order means from lowest value to the highest value (a–z or 1–9). Descending order means from highest value to the lowest value (z–a or 9–1). By default, the User List table is sorted by user name in ascending order.

The screen regenerates and the results are displayed in a table with the same five columns. In the heading of the column which has been sorted, a blue arrow icon points up (ascending order) or down (descending order). In the heading of the column which has not been sorted, a double-ended arrow indicates that the order for the column is random.

You can use the search and sort functions together to produce the display that you need. For example, you can search the list for all site users with "joe" in the full name, and sort the results of that search by email alias in ascending order.

To search the list of site users:

- 1. In the first field of the Search User List window, select "User Name", "Full Name" or "Email Alias" from the pull-down menu.
- 2. In the second field, select "is", "contains" or "does not contain" from the pull-down menu.
- 3. In the third field, enter the string of characters for which you want to search.
- 4. Click **Search**. The screen regenerates and displays the results in a table with the same five columns.

To sort the list of site users:

- To sort according to Full Name, click on the blue arrow icon in the heading of the Full Name column. To sort according to User Name, click on the blue arrow icon in the heading of the User Name column.
- 2. To sort in ascending (up arrow icon) or descending order (down arrown icon), click on the blue arrow icon so that it points in the correct direction.
- The screen regenerates and displays the results in a table with the same five columns.

Removing a site user

To remove a site user:

- 1. In the User List table on the **Site Management** screen, locate the site user that you want to remove.
- 2. Click the brown trashcan icon next to the site user. A confirmation dialog box appears.
- 3. Click **OK** to delete the site user's account and files.

POP before SMTP feature

Server administrators can now enable an option on their Versatel Server that allows Post Office Protocol (POP) authentication before Simple Mail Transfer Protocol (SMTP).

Normally, you only permit email relaying from within your own network. But some users travel and connect from other places (for example, sales people or field engineers) and you want to let those users relay email through your server. The way to allow this and still protect your Versatel server from being used to relay spam mail is to authenticate the user through POP before allowing an SMTP connection for that user's IP address.

When a user logs in for POP3 email, the Versatel server notes the IP address from which the connection was made and permits relays from that IP address for a limited time. Travelling users need only check their email to "unlock" the mail server; no changes to the client mail software are necessary.

The POP-before-SMTP implementation causes SMTP access for the IP address to expire after one hour.

Configuring the POP-before-SMTP feature

To configure the email parameters:

- 1. You must first install the POP-before-SMTP package on your Versatel server.
- 2. On the Administration Site, click **Control Panel** on the left. The "Service Settings" table appears.
- 3. Next to Email Server, click **Parameters**. The "Email Parameters" table appears.
- Near the bottom of the table, click to enable the check box "POP before SMTP Relaying".

5. To set the time duration for which a user remains authenticated, enter the number of minutes in the field "Relay Window (minutes)".

The default value for this field is 15 minutes.

6. Click **Save Changes** in the "Email Parameters" table.

Entering user email settings and aliases

Mail Forwarding and Vacation Reply

Individual site users can choose to have their Server email forwarded to another email account. Site users can also choose to enable a vacation-reply message that is automatically sent to each person who sends the user an email. This feature is useful when users know they will not be reading or responding to incoming email messages for a period of time

As the Site Administrator, you can enter these email settings for site users (at their request) as described in "Changing user settings" on page 8.

Note: A vacation-reply email is sent only once per week to each sender.

Email aliases

The Email Alias feature allows you to create an arbitrary e-mail addresses without creating a user account on the Server. An email message addressed to the alias is forwarded to an existing email address. For example, an email alias lets you setup a temporary or permanent alias email address such as sales@mycompany.com and automatically route messages to a specific email user's mailbox.

Each registered user on the Server must have a username that is unique across all virtual sites on the Server. You cannot create two users with the same name on different virtual sites because all users share the same password database file (/etc/passwd). For example, if there is a user with the username <mary> on virtual site abc.com, no other registered user on the Server can have the username <mary>.

Usernames can be similar: mary, maryb, mary1, mary2

A site user can have several email aliases that point to a unique username. For example, John Smith (username <john1>) can have john@abc.com, JS@abc.com, john.smith@abc.com, johnny@abc.com and corvette@abc.com which all point to his username of <john1> at abc.com.

The Server supports email for each virtual site on the host. It also supports email for entire domains (for example, www.mydomain.com). By default, there is one email account created on the Server with your username and the aliases info and webmaster and a catchall email account like @hostname.domainname.

domainname is either the official domain name that is registered with InterNIC (for example, versatel.de), or an intranet domain name specific to your network.

The Server will accept all email for your domain, for example versatel.de and each server alias like versatel.de unless you do not delete the entry @hostname.domainname.

For further information on catchall email accounts on a virtual site see "Catchall email account" on page 11.

In order to avoid spam email it could be useful to delete the entry @hostname.domainname.

If you do so, the Server will reject all emails that are adressed to other users than the listed. If there are no further users or email aliases you will only receive email adressed to info@domainname or webmaster@domainname (for example, info@versatel.de)

A Site Administrator can also set up aliases such as webmaster@abc.com, info@abc.com, sales@abc.com, comments@abc.com or support@abc.com that point to a specific username.

To add an email alias for a site user, see "modify email options for a site user" on page 9.

To create a catchall account on a virtual site, see "Catchall email account" on page 11.

Changing user settings

Modify settings for a site user



To modify the settings for a site user (to change the name, password, disk space allocation or telnet access for an existing user, to enable FrontPage web use or Secure POP3 [APOP], to make an existing user the Site Administrator or to suspend a site user), click the green pencil icon.

- 1. On the **Site Management** screen, click **User Management** on the left. The User List table appears.
- 2. Click the green pencil icon for the site user. The Modify User table appears. See Figure 3.
- 3. Enter the changes in the Modify User table.

Note: The Server supports long passwords through the UI.

3. Click Confirm Modify

Figure 3 shows the screen for modifying a site user.

Figure 3 Modifying a site user



Modify email options for a site user



To set up or modify the email options for a site user (to enter a forwarding email address, email aliases and an automatic vacation reply), click the blue envelope icon. These options are described in "Entering user email settings and aliases" on page 6.

- 1. On the **Site Management** screen, click **User Management** on the left. The User List table appears.
- 2. Click the blue envelope icon for the site user. The Email Settings table appears. See Figure 4.
- 3. To add a forwarding email address, enter the email address in the Forward Email To field.
- 4. To add an email alias, enter the additional names that the user will receive email as in the Email Aliases window. For example, for user <john1>, enter "john.smith", "johnny" and "corvette".

DO NOT add the domain name to the additional names. Since the site user is part of the virtual site, he or she automatically inherits the domain name of the virtual site. If you do add the domain name in the Email Aliases field (for example, johnny@abc.com), the software gets confused.

To add several aliases, enter each alias on a separate line.

- 5. To enable an automatic vacation reply, click the check box in the Vacation Message field and enter your message in the window.
- 6. Click Save Changes.

Figure 4 shows the screen for modifying a site user's email options.

Figure 4 Modifying a site user's email options



Catchall email account

A catchall email account receives emails addressed to former users or non-existent users on a virtual site. For example, if an email is adddressed to mary@xyz.com but the user name "mary" does not exist on that domain, the email is routed to the catchall account.

A Server Administrator or a Site Administrator can create a catchall email account. This involves simply creating a certain alias for a designated user on the virtual site; this user does not have to be the Site Administrator.

For the user on a virtual site who will receive the messages routed to the catchall account, the Server Admin creates an email alias of "@<hostname.domainname>". The <hostname.domainname> is the fully qualified domain name of the virtual site.

- 1. On the **Site Management** screen, click **User Management** on the left. The User List table appears.
- 2. Click the blue envelope icon for the site user who will receive the email for the catchall account.. The Email Settings table appears. See Figure 4.
- 3. Enter "@<hostname.domainname>" in the Email Aliases window. If there is already an alias in the window, add the new alias on a separate line.
- 4. Click **Save Changes**.

Remove a site user



To remove a site user, click the brown trashcan icon. See "Removing a site user" on page 6.

Mailing list management

In the List Management section of the Site Management screen, you can create and manage mailing lists for the virtual site.

A mailing list allows a discussion by email between a group of people; the email addresses of the people in the group make up the list. The mailing list is given a name, for example AlphaProject. The mailing list can include users on the Server as well as external users.

A message addressed to the name of the mailing list is delivered to each person on the list.

When replying to a mailing-list message, you can reply either to the original sender only or to the entire mailing list. This function depends on the email client that you are using.

Figure 5 shows the Mailing Lists table in the List Management section.

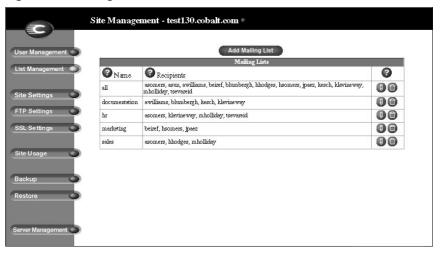


Figure 5 Mailing Lists table

Adding a mailing list

To add a mailing list on the Server:

- 1. On the **Site Management** screen, click **List Management**. The Mailing List table appears.
- 2. Click **Add Mailing List**. The Add Mailing List table appears. See Figure 6.
- 3. Enter a name for the mailing list.
- 4. Enter a password for the mailing list. You need the password for managing the mailing list.

Note: The Server supports long passwords through the UI.

- 5. The Allow user subscriptions to list option allows the individual users to subscribe to or unsubscribe from the mailing list. The user sends an email to **majordomo@<hostname.domainname>** with the words "subscribe listname" or "unsubscribe listname" in the body of the message. Replace the word listname with the name of the mailing list.
 - To enable this option, click the checkbox next to Allow user subscriptions to list
- 6. To accept email addressed to the mailing list from an email address that is not a member of the list, click the check box next to Allow unsubscribed posting to list.
- 7. Add recipients to the mailing list.
 - To add external recipients to the mailing list, enter the email addresses in the "External Recipients" field.
 - To include existing registered site users on the Server in the list, click the username in the scrolling window.
 - To select all the registered site users, click Select All.
 - To select individual recipients in the scrolling window, hold the down the Control key (Windows) or the Apple key (Macintosh) and click on the user names.
- 8. Click Confirm New Mailing List.

Chapter 1

Figure 6 shows the Add Mailing List table in the List Management section.

Figure 6 Add Mailing List table



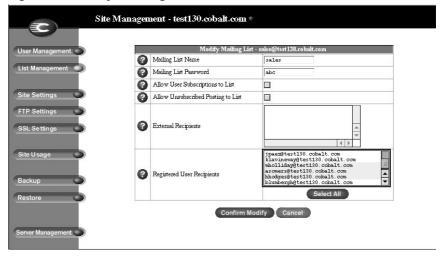
Modifying a mailing list

To modify a mailing list:

- 1. On the **Site Management** screen, click **List Management**. The Mailing List table appears.
- 2. Click the green pencil icon next to the mailing list you want to modify. The Modify Mailing List table appears. See Figure 7.
- 3. Modify the information as necessary (see the procedure for adding a new mailing list for the options).
- 4. Click Confirm Modify.

Figure 7 shows the Modify Mailing List table in the List Management section.

Figure 7 Modify Mailing List table



Removing a mailing list

To remove a mailing list:

- 1. On the **Site Management** screen, click **List Management**. The Mailing List table appears.
- 2. Click the brown trashcan icon next to the mailing list you want to delete. A confirmation dialog box appears.
- 3. Click **OK** to delete the mailing list.

Site settings

Only the Server Administrator can modify virtual site settings. For Site Administrators who are not the Server Administrator, the Site Settings section is a read-only status page.

In the Site Settings section of the **Site Management** screen, you can see:

- the IP address, host name and domain name of the virtual site
- Web Server aliases
- email Server aliases
- the maximum allowed disk space for the virtual site
- the number of site users on a virtual site
- access to telnet/shell accounts, CGI scripts, SSL, server side includes, FrontPage server extensions, Active Server Pages (ASP), PHP and Secure POP3 (APOP)

Common gateway interface (CGI) allows users to have Web sites run programs that dynamically generate HTML pages in response to specific user inputs. CGI scripts can be created on a user's desktop computer and then transferred to the Server with a file transfer protocol (FTP) application (as explained in Chapter 1). CGI scripts must have a .pl or .cgi filename extension.

If the "Accept email for domain" function is selected, site users can retrieve email using the address <username>@domain.com. For example, if the host name of the site is server1 and the domain name is abc.com, users can receive mail addressed to both <username>@server1.abc.com and <username>@abc.com.

PHP

The Server is prepared for usage of php-files. These files can be stored in any directory. They have to be executable and have to wear the

Suspend a site user

The Site Administrator can suspend a site user on a virtual site. The site user is denied access to telnet, FTP, POP3/IMAP/APOP services, as well as Web access to their files. The site user account however still receives email.

To suspend a site user:

- On the **Site Management** screen, click the green pencil icon next to the site user you want to suspend. The Modify User table appears.
- At the bottom of the Modify User table, click the Suspend User check box.

3. Click Confirm Modify.

The User List table appears. The entry for the suspended user shows a red X in the fourth column; the full name, the username and the email alias of the user are grayed-out.

FTP settings

Only the Server Administrator can modify virtual site settings. For Site Administrators, the FTP Settings section is a read-only status page.

The Server Administrator can enable the anonymous FTP server for the site, set limits on the size of files that can be uploaded and set the number of simultaneous anonymous users. This feature allows users without passwords to download and upload files via FTP, up to the specified disk-space limit.

You can only use anonymous FTP if you have a separate IP-Adresse for your virtual site. You can obtain this IP-adress optional by your ISP.

To download files via anonymous FTP, log on to the site with the username "guest" or "anonymous" — you do not need to enter a password. When you log on with one of these usernames, you enter the directory /home/sites/<sitename>/ftp/. The Site Administrator can post files here for downloading via FTP client software or a Web browser.

Site Administrators can access the anonymous FTP directory as "/ftp" during an FTP session.

To upload files, you must use FTP client software (for example, Fetch) and access the directory /home/sites/<sitename>/ftp/incoming/. Once you have uploaded a file, you (as a guest) cannot see it or access it on the FTP site. All registered site users with telnet/shell privileges can access the file, but only the Site Administrator can access the file through FTP.

The size limit specified for FTP uploads is the total amount of disk space allocated for FTP uploads. If this number is set to 0, a guest cannot upload to the FTP site.

SSL settings



The Server Administrator can administer the Server through secure sockets layer (SSL). SSL is provided in 128-bit encryption code and offers a secure Web connection to the end user. The implementation of SSL on the Server is based on mod_ssl and BSAFE cryptographic software from RSA Security.

A secure connection means two things: encryption and authentication. Encryption ensures that no one can snoop the connection between the browser and the Server; authentication ensures the client, through a certificate, that the Server is who they say they are. The security is assured on two levels.

At the network level, the first time the browser connects to a Server, the browser stores the Server's certificate. This is the encryption part of the secure connection. Each time the browser "thinks" that it is communicating with this same Server, it verifies that this same certificate is used to assure the secure connection.

At a higher level, a server's certificate is "signed" by a trusted external authority that the browser knows about, such as VeriSign. This is the authentication part of the secure connection. The Server information (country, state, city, organization) is encoded into the certificate and certificate request. The external authority signs your request and guarantees that your Server information is legitimate.

For example, if a Web site sends a signed certificate saying that it comes from Cobalt Networks in Mountain View, California, United States, the end user can trust (due to the signed certificate from the external authority) that this Web site is indeed run by this company located in this city.

A self-signed certificate is a certificate that has not been signed by an external authority. A self-signed certificate simply ensures that an encrypted Web connection is in place; it does NOT provide authentication to a user that the Server is who they say they are.

Note: You can only use SSL on a virtual site if you have a separate IP-adress for that site.

Only the Server Administrator can enable SSL on a virtual site.

Generate a self-signed certificate

Once the Server Administrator has enabled SSL, the user must now create a self-signed certificate. The self-signed certificate can be signed later by an external authority.

- On the Site Management screen, click SSL Settings on the left side. The Certificate Subject Information table appears. See Figure 8.
- 2. Enter the following information:

Country Enter the two-letter country code (for example, AU for Australia or US for United States).

State Enter the name of the state (for example, New South Wales or California).

Locality Enter the city or locality (for example, Sydney or Toronto).

Organization Enter the name of the organization (for example, The Widgets Corporation).

Organizational Unit As an option, enter the name of a department (for example, Hardware Engineering).

- 3. Select **Generate self-signed certificate** from the pull-down menu at the bottom.
- 4. Click Save Changes.

The Server processes the information and regenerates the screen with the new self-signed certificate in the Certificate Request and Certificate windows. See Figure 9.

Figure 8 shows the certificate subject information table for for an SSL certificate.

Figure 8 Certificate subject information table for an SSL certificate

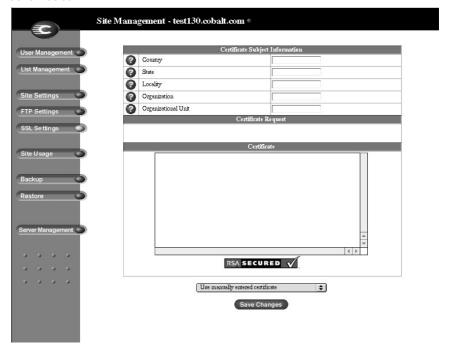


Figure 9 shows the processed information of a self-signed SSL certificate.

Figure 9 Processed information of a self-signed SSL certificate



Submit the information to an external certification authority

To submit the information from the self-signed certificate to an external certification authority:

- On the SSL settings screen, highlight and copy the information from the "Certificate Request" window of your self-signed certificate.
- 2. Open a new browser window and go to the Web site for one of the certification authorities (for example, VeriSign).
- 3. Paste the information from Step 1 in the window on the Web site of the certification authority. Follow the instructions on the Web site.

Receive the response from the external certification authority

The certification authority either sends you a certificate by email or returns the information on the browser screen.

Enter the information from the external certification authority

- 1. Highlight and copy the information received from the external certification authority.
- 2. On the **SSL settings** screen on your Server, highlight and remove the information currently in the "Certificate" window.



Caution: DO NOT choose **Delete certificate** from the pull-down menu at the bottom. This action deletes your SSL certificate and your private key, and you will then have to purchase a new SSL certificate from the external certification authority.

- 3. Paste the new certificate information that you copied in Step 1 into the "Certificate" window.
- 4. Select **Use manually entered certificate** from the pull-down menu at the bottom.
- 5. Click Save Changes.

The browser screen refreshes and the externally signed certificate appears. Figure 10 shows a sample certificate.

Figure 10 Sample of an externally signed certificate



Site Usage

The Site Usage feature allows the Site Administrator to monitor the amount of bandwidth consumed by Web, email and FTP traffic generated by a virtual site as well as disk usage for the virtual site.

The reports are generated each night at 4:00 a.m and the statistics are updated once daily for all services; the results are presented in tables.



Caution: With your Versatel Server XL, a Software called Webalizer is provided for additional graphic analysis of the servers log files. As a Siteadmin you can access this Software through this password protected adress: http://<sitename>/stats
At the Versatel Service-Site you can download a dokumentation

of the Webalizer. Please note that the Webalizer is provided "as is" **Versatel** does not provide any further Support.

You can find further Information on the Webalizer Homepage: http://www.mrunix.net/webalizer/

Figure 11 shows a sample summary of Web Usage on a virtual site.

Figure 11 Sample summary of Web Usage



The results are represented in bar charts and can be analysed according to the following criteria:

- 1. Hourly reports are generated by the datatransfer of the preceding daily.
- 2. Daily reports contain the average number of hits on each Monday for the length of the report.

- Weekly reports are produced by the datatransfer of the last six to eight weeks.
- 4. Monthly reports are produced by the datatransfer of the last twelve month.

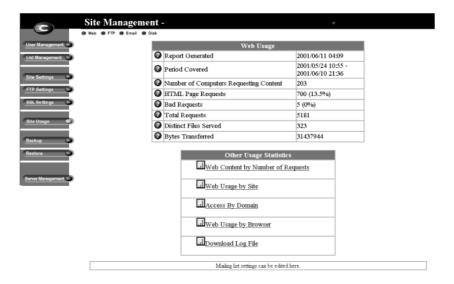


Caution: Since the log files rotate and are deleted in regular intervals, we recommend to you to backup at least every 4 weeks your log files. Otherwise these data will be unfortunately irrevocably lost.

Click left on (Site Usage). A recapitulatory table for the type of the statistics appears.

Figure 12 shows a sample summary of Web Usage on a virtual site.

Figure 12 Sample summary of Web Usage



- **Web** displays the Web statistics for the virtual Web server. This option is activated according to standard (see Figure 11).
- **FTP** displays the ftp statistics for the virtual Web server.
- **Email** displays the email statistics for the virtual Web server.
- Disk displays information, which represents both the fixed disk use for the whole virtual Web server and the consumption of each individual user.

Click above on Web. A recapitulatory table (Web Usage) for the statistics appears.

- Report Generated displays the date of the recent created log file
- **Period Covered** displays the period, which is covered by the log file
- Number of Computer Requesting Content
 Number of individual computers, which took access to your pages
- **Bad Requests** displays the number of invalid site requests
- Total Requests displays the number of valid site requests
- **Distinct Files Served** displays the number of different files, which were transferred
- **Bytes Transferred** displays the volume of transferred bytes

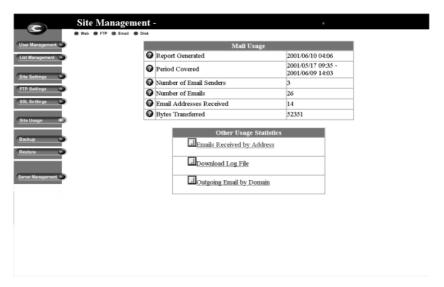
Click on one of the options of the second table (Other Usage Statistics), in order to get further detailed information.

- Web Content by Number of Request shows a weighted listing of the visited pages sorted by frequency
- **Web Usage by Site** shows a listing of the size of the most requested files, sorted according to the proportion of the total transmission rate
- Access by Domain shows a listing of the calling domains of the visitors of your pages
- Web Usage by Browser shows the frequency and differentiation of Browser of the visitors of your pages
- Download Log File here you can download the complete log file as
 *.log file, in order to analyse it e.g. on your local computer with a separate software

Click above on Email.. A recapitulatory table (Mail Usage) for the statistics appears.

Figure 13 shows an example summary of the Mail statistics on a virtual site.

Figure 13 Sample summary of Mail Usage



- Report Generated displays the date of the recent created log file
- **Period Covered** displays the period, which is covered by the log file
- Number of Email Senders displays the Number of users sending email
- Number of Emails displays the Number of dispatched emails
- Email Adresses Received displays the Number of different senders
- Bytes Transfered displays the volume of transferred bytes

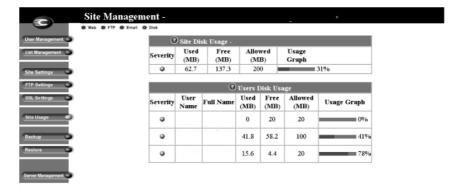
Click on one of the options of the second table (Other Usage Statistics), in order to get further detailed information.

- **Emails Received by Address** displays the number of emails sent to the different email users of the server
- Download Log File here you can download the complete log file as
 *.log file, in order to analyse it e.g. on your local computer with a separate software
- Outgoing Emails by Domain displays the number of emails sent sorted according to the domains

Click above on Disk. A table (Site Disk Usage) for the statistics appears.

Figure 14 displays an example summary of the Web statistics on a virtual Web server for the fixed disk allocation

Figure 14 Sample summary Site Disk Usage



The first table (Site Disk Usage) displays you how much fixed disk space for the entire Site is available, occupied and free.

The second table (Users Disk Usage) supplies the same data for each different users.

Click above on FTP. A recapitulatory table (FTP Usage) for the statistics appears.

Figure 15 displays an example summary of the Web statistics on a virtual Web server for ftp access

Figure 15 Sample summary of FTP Usage



- Report Generated displays the date of the recent created log file
- **Period Covered** displays the period, which is covered by the log file
- Number of Computers Requesting Content displays the number of individual computers, which took access to your pages by ftp
- Total Requests displays the number of FTP requests
- Distinct Files Served displays the number of different files, which were transferred by ftp
- Bytes Transferred displays the volume of transferred bytes

Click on one of the options of the second table (Other Usage Statistics), in order to get further detailed information.

- Most Transferred Files displays a weighted listing of the most frequently transferred files
- Download Log File here you can download the complete log file as
 *.log file, in order to analyse it e.g. on your local computer with a separate software

To use the Site Usage function:

- 1. On the **Site Management** screen, click **Site Usage** on the left. The Web Usage table appears.
 - Web displays the Web Usage table for the virtual site.
 - **FTP** displays the FTP Usage table for the virtual site.
 - **Email** displays the Email Usage table for the virtual site.
 - Disk displays information concerning the disk usage for the virtual site as a whole, as well as the disk usage for each site user.
- 2. The Web, FTP and Email options also display a table for Other Usage Statistics. Click on any of the links in the Other Usage Statistics table for more detailed information.

Backup

A Site Administrator can perform different types of backups.



Caution: A backup captures data only (for example, email messages stored on the Server or Web files). It does NOT back up the settings for virtual sites or users.



Caution: You can use Microsoft Internet Explorer 3.0 to back up a Server but not to restore a backup file. Upgrade to a later version of Internet Explorer or use a different browser software to restore the backup file.

Manual backup

A Site Administrator can manually back up data stored on the Server

- 1. On the **Site Management** screen, click **Backup**. The File Backup table appears. See Figure 16.
- 2. In "Data to Backup," select the type of backup:
 - All email, Web and user files on this site This option backs
 up the files for all the site users (including the administrator)
 and email, as well as the site Web and FTP data.
 - **Files and email of user** This option backs up the files and email in-box for a specific user on this site.
- 3. To back up all files or to back up files changed within a certain time frame, choose from the pull-down menu adjacent to "Backup files modified in the last."

You can choose "Backup all Files," 31 days, 14 days, 7 days, 2 days or 1 day.

- 4. Click Start Backup.
- 5. Assign a path and a file name on your computer for storing the backup data. Click **Save**.

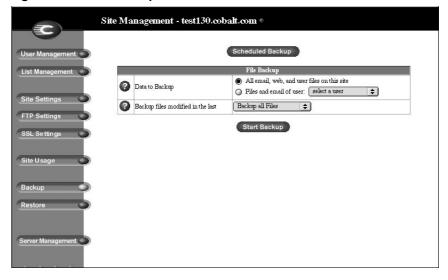
The file transfer takes several seconds to several minutes.



Caution: Do not interrupt or cancel the backup process. If you do, or if the file transfer fails for any other reason, delete the partial backup file stored on your personal computer and try again. If you attempt to use a partial file to restore data, you risk corrupting the data already stored on the Server.

Figure 16 shows the File Backup table for a virtual site.

Figure 16 File Backup table for a virtual site



Scheduled backup

A Site Administrator can schedule regular automatic backups.

To schedule regular, automatic backups:

- 1. On the **Site Management** screen, click **Backup**. The File Backup table appears.
- 2. Click **Scheduled Backup**. The Scheduled File Backup table appears. See Figure 17.
- 3. Choose the frequency of the automatic backup:
 - **Daily** means nightly at 1 a.m.
 - Weekly means every Sunday morning at 1 a.m. (Saturday night going into Sunday morning)
 - **Monthly** means on the first of every month at 1 a.m.
- 4. In "Data to Backup," select the type of Backup, as described in step 2 in "Manual backup" on page 34.
- 5. To back up all files or to back up files changed within a certain time frame, choose from the pull-down menu adjacent to "Backup files modified in the last."
- 6. Choose a backup method.
 - **FTP Server** writes the backup file to an FTP server.
 - NFS places the backup file on a mountable NFS resource.
 - **SMB Server** (Windows File Sharing) places the backup file onto a directory shared from a Windows machine.
- 7. Enter a location for storing the backup data.
 - The location you specify depends in part on the backup method you select in step 6. See "Backup File Locations" below for an explanation of locations you can enter here.
- 8. If the backup destination associated with your method of backup requires a password for access, enter the password in this field. This field is ignored for the NFS and anonymous FTP methods. See "Backup file locations" on page 38.
- 9. Click **Save Changes**.

Figure 17 shows the Scheduled File Backup table for a virtual site.

Figure 17 Scheduled File Backup table for a virtual site



Backup file locations

For a backup by an **FTP Server**:

- A location of <username>@ftp.server.com puts the backup file in the initial login directory.
- A location of <username>@ftp.server.com/path/to/backups/ puts the backup file in the specified path on the Server, using <username> to login.

For a backup by **Anonymous FTP**:

- For an anonymous FTP connection, the file must be put in a directory where anonymous FTP users have write access. This is generally the /incoming/ directory.
- A location of ftp.server.com/incoming places the backup file on ftp.server.com under the /incoming/ directory.
- The "Password" field should contain the password for the specified user or be left blank for anonymous logins.

For a backup by **NFS Server**:

• This feature is not beeing supported yet.

For a backup by **SMB Server** (Windows File Sharing):

• This feature is not beeing supported yet.

For All Scheduled backups:

 Ensure the target location is available and has enough disk space to hold the backup archive. Failure to do this may result in zero-length or truncated archives.

Ask your ISP for additional ftp storage.

Restore

You must restore data from the same machine on which the data was backed up. Site Administrators can restore files only to their own site.



Caution: The system does not merge the current and backed up data. When data is restored, any changes made to les on the Server since the last backup are lost.



Caution: You can use Microsoft Internet Explorer 3.0 to back up a Server but not to restore a backup file. Upgrade to a later version of Internet Explorer or use a different browser software to restore the backup file.

Figure 18 shows the File Restore table for a virtual site.

Figure 18 File Restore table



To restore a backup file:

- 1. On the **Site Management** screen, click **Restore** on the left. The File Restore table appears. See Figure 18.
- 2. Enter the path and filename of the backup file, or click **Browse** and select the file to restore.

Note: If the file does not appear in the list and you are using Netscape 4.x or Internet Explorer 4.x, you might need to change "File Type" in the desktop to "All Files."

- If you want to restore only some of the files, click Selective Restore.
- 4. Click **Restore A Backup File** below the File Restore table.

Note: Restoring large backup archives can cause your Web browser to timeout. If you upload the ".raq" archive with FTP to the Administrator's home directory, it is selectable from a menu on the restore screen.

Archive restores are not possible with Microsoft Internet Explorer version 3. If you experience problems uploading an archive, use a later version of Internet Explorer or use a different browser software to restore the archive.

Do not interrupt an archive restore because this can corrupt data. If the restore process is interrupted, the user can try to restore again.

To restore a user home directory or a site, make sure the user or site already exists.

When data is restored, the Server and its corresponding parts (site, user and email) are returned to the exact state they were in prior to backup.

Server management

If you are the Server Administrator, you can return to the **Server Management** screen. On the **Site Management** screen, click **Server Management** on the left.

Publishing Web pages

For information on publishing Web pages on the Server, see "Developing Web pages" on page 51, "Publishing Web pages using FTP" on page 53 and "Publishing Web pages with FrontPage for User Webs only" on page 54.

Using Services on a Site

This chapter describes the functions that site users can perform on the Server. As a site user, you can change your user name and password, set email options, monitor the use of disk space in your directory, back up and restore your files, send and receive email, and create and upload Web pages and other files.

Managing Your Personal Profile

You manage your directory using any standard browser. Access your directory by typing the URL http://<sitename>/personal/ into your browser. You must enter your user name and password.

When you access your directory, the **Personal Profile** screen appears with the Modify User table; see Figure 19. The management functions available on the **Personal Profile** screen are described in the sections that follow.

Figure 19 Modify User table

Modify site user

You can change your full name and password. To modify your settings:

- 1. On the **Personal Profile** screen, click **Modify User**. The Modify User table appears. See Figure 19.
- 2. Change the settings.

Note: The Server supports long passwords through the UI.

3. Click Confirm Modify.

Email

The email section allows you to select email options.

Figure 20 shows the Email Settings table for a site user.

Figure 20 Email Settings table



To set your email options:

- 1. On the **Personal Profile** screen, click **Email** on the left. The Email Settings table appears. See Figure 20.
- 2. In the Email Settings table, select the options that are described in the next two sections.
- 3. Click **Save Changes**.

Forward email to

You can forward your Server email to another email account.

In the Email Settings table, enter the destination email address in the **Forward Email To** field. Click **Save Changes**.

Vacation reply

You can create a vacation-reply message that is automatically sent to each person who sends you email. This feature is useful when you know that you will not be reading or responding to incoming email messages for a period of time.

A vacation-reply email is sent only once a week to each sender.

To set up a vacation reply:

- 1. Click the Vacation Reply check box to enable the function.
- 2. In the scrolling field, type the text of the message you want to send to users while you are away.
- 3. Click Save Changes.

Usage data

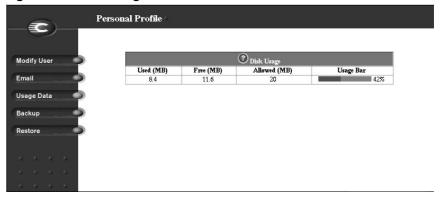
The Usage Data section displays a Disk Usage table showing information on your disk usage.

To view the Disk Usage table:

- 1. On the **Personal Profile** screen, click **Usage Data** on the left. The Disk Usage table appears. See Figure 21
- 2. The Disk Usage table displays the following information:
 - the amount of disk space used (MB)
 - the amount of disk space free (MB)
 - the amount of disk space allowed (MB)
 - a usage bar showing how much space has been used (percentage)

Figure 21 shows the Disk Usage table for a site user.

Figure 21 Disk Usage table



Backup

As a site user, you can back up your files. When you click "Backup My Files", your Web browser provides a default filename and path. This file contains all of your backup data, including your home directory files, your email inbox and your vacation autoresponder message. It does NOT back up the settings for your virtual site.

You can change the path or the filename, but the file MUST have the extension .raq in order for the Restore function to work properly.



Caution: A backup captures data only (for example, email messages stored on the Server or Web files). It does NOT back up the settings for virtual sites or users.



Caution: Do not interrupt or cancel the backup process. If you do, or if the file transfer fails for any other reason, delete the partial backup file stored on your personal computer and try again. If you attempt to use a partial file to restore data, you risk corrupting the data already stored on the Server.

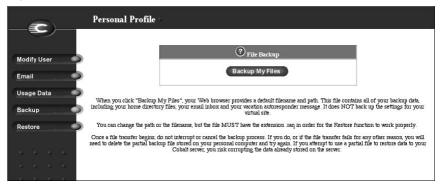
Chapter 2

To back up your files:

- 1. On the **Personal Profile** screen, click **Backup** on the left. The File Backup table appears. See Figure 18.
- 2. Follow the on-screen instructions. You can change the path or the filename, but the file MUST have the extension .raq in order for the Restore function to work properly.
- When you are ready to perform the backup, click **Backup My** Files.

Figure 18 shows the File Backup table for a site user.

Figure 18 File Backup table



Restore

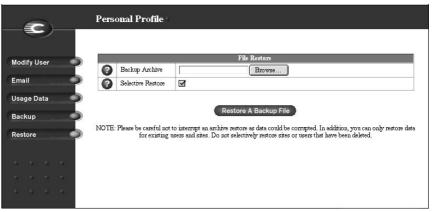
Restore allows you to restore all files and subdirectories in your home directory from a .raq backup file.



Caution: The system restores data only (for example, email messages stored on the Server or Web files). It does NOT restore virtual sites or site users to a Server.

Figure 19 shows the File Restore table for a site user.

Figure 19 File Restore table



Chapter 2

To restore the backed-up files (from your local disk to your server4 home directory):

- 1. On the **Personal Profile** screen, click **Restore** on the left. The File Restore table appears. See Figure 19.
- Click Browse and select the .raq backup file to restore onto the Server.
- If you want to restore only some of the files, check Selective Restore.
- 4. Click **Restore a Backup File**.

Archive restores are not possible with Microsoft Internet Explorer version 3. If you experience problems uploading an archive, use a newer version of browser.

Do not interrupt an archive restore because this can corrupt data. If the restore process is interrupted, the user can try to restore again.

Using email on the Server

To use all of the email capabilities on the Server, the email parameter settings must be correct. You must also configure your email application to send and retrieve email from the Server.

Ensure the following information is entered into your email program:

1. **Email address** The format is:

<username>@hostname.domainname

(for example, myname@server1.versatel.de) where:

- <username> is the user ID assigned to you (for example, myname)
- <hostname> is the name assigned to the Server (for example, server1)
- <domainname> is either the official domain name that is registered with InterNIC (for example, versatel.de), or an intranet domain name specific to your network. Obtain this information from your system administrator.
- 2. **SMTP server** The format is hostname.domainname (for example, server1.versatel.de).
- 3. **POP3 server** The format is hostname.domainname (for example, server1.versatel.de).
- 4. **IMAP server** The format is hostname.domainname (for example, server1.versatel.de).
- 5. **APOP server** The format is hostname.domainname (for example, server1.versatel.de).

Note: Occasionally, an email application asks for an "incoming" mail Server. The incoming mail Server is the POP3 Server.

Developing Web pages

You can create complex Web pages using any of the standard HTML editors and the HTML publishing capabilities of many popular desktop productivity applications.

You can create and link the Web pages on your desktop computer, and then move them to the appropriate subdirectory in the Server through a file transfer protocol (FTP) application; see "Publishing Web pages using FTP" on page 53.

CGI scripts

The Server supports common gateway interface (CGI) scripts, such as those written in Perl, C or other languages. If CGI is enabled for your site (see the Site Settings section of the **Site Management** screen), you can add CGI scripts to work with your Web content.

You can develop CGI scripts on your desktop machine and then transfer them to the Server by means of any FTP-based application that allows permission bits to be set to "Executable".

Use FTP to upload .cgi and .pl files; use ASCII mode to upload CGI files. Once the file is on the Server, use your FTP program to make the script executable. You can also use the telnet command: chmod 775 <filename>.cgi.

In order for users to add CGI files, CGI must be enabled for the user's virtual site (see the Site Settings section of the Site Management screen). CGI scripts must use .pl or .cgi lename extensions in order to be executed by the Web Server.

You can place your CGI directory and scripts anywhere within your site. Usually CGI sripts are placed in a cgi-bin directory which has to have the right permissions for owner, group and others.

You should set the permission for the CGI directory to 711 which means that the owner has read, write and execute permissions on that directory while group and others do only have permissions to "execute" this directory.

Thus visitors of your site wont't be able to "read" that directory which means they won't be able to see the contents of it.

In order to set the right permissions you may use any ftp based application that supports chmod for unix systems.

Important UNIX pathnames:

Path to the mail daemon: /usr/sbin/sendmail

Path to the date/time daemon: /bin/date

Path to the perl interpreter: /usr/bin/perl

Note to site administrators: To post Web pages for your site, you must upload to the directory

/home/sites/<sitename>/web. Only Site Administrators can upload to this directory. If you do not specify this directory, your Web pages are stored in your personal directory which is not accessible from the Web.

Server-side scripting languages

The Server supports both the Active Server Pages (ASP) and PHP scripting languages. These features are enabled on a per-site basis (see the Site Settings section of the **Site Management** screen).

Like CGI scripts, you can develop ASP and PHP scripts on your desktop machine and then transfer them to the Server by means of an FTP-based application. Unlike CGI scripts, ASP and PHP do not require execute permissions to work correctly. However, ensure that the Web Server process can read the scripts; you can use the telnet command: chmod 664 <filename>.asp or <filename>.php.

For the Web Server to run the scripts correctly, ASP scripts must use the .asp filename extension and PHP scripts must use the .php filename extension.

Publishing Web pages using FTP

After creating your Web pages, you can publish them on the Server using FTP.

Make sure you have the following information:

- the host name or the IP address of your Server
- your username and password
- a filename of your choice to save as your main page (the default is index.html)

Launch your FTP software and establish an FTP link to the Server Upload your HTML files. If you need help, consult the instructions for your FTP application.

By default, the files you upload using FTP are stored in your personal directory; the directory path is:

/home/sites/<sitename>/users/<username>

where <sitename> is the fully qualified domain name of your site and <username> is your user name.



Note to site administrators: To post Web pages for your site, you must upload to the directory

/home/sites/<sitename>/web. Only Site Administrators can upload to this directory. If you do not specify this directory, your Web pages are stored in your personal directory to which you first log on to.These pages won't be accessible from the Web!

This path /home/sites/<sitename>/web is also relevant if you want to use eg. htaccess where <sitename> is eg. www.versatel.de.

The Site Administrator can access and edit the site root content in the directory /web during an FTP session. The site web root is accessible on the Web at http://<sitename>/.

Site Administrators can edit their personal Web pages in the directory /users/<username>/web during an FTP session. Personal Web sites are accessible on the Web at

- http://<sitename>/users/<username>/
- http://<sitename>/~<username>/

Users who are not Site Administrators can edit their personal Web sites in the directory /web during an FTP session.

Publishing Web pages with FrontPage

If FrontPage Server Extensions are enabled on a site, a Site Administrator can open the site "root web" using Microsoft FrontPage software.

To publish a Web page using FrontPage:

- Using FrontPage Explorer on a personal computer, select Open FrontPage Web.
- 2. Select More Webs.
- 3. Type the exact virtual site host name into the Web Server field.
- 4. Click List Webs.
- Choose the web named root web.
- 6. Click OK.



Caution: When Frontpage Server Extensions are enabled a Frontpage user named **webmaster** is created with a password specified by the Server administrator.

Be sure to open the site Root Web as the user **webmaster**. Other Frontpage user accounts for the site Root Web may be managed using the Frontpage client.

User Webs can be accessed using user login names and their system passwords.

For FrontPage and FrontPage Web information and technical support, see http://www.microsoft.com/frontpage/ and http://www.rtr.com/ .

Publishing Web pages with FrontPage for User Webs only

If FrontPage Server Extensions are enabled on a site, a Site Administrator can enable FrontPage User Webs.

To publish a Web page using FrontPage:

- Using FrontPage Explorer on a personal computer, select Open Web.
- 2. In the Folder Name field, enter the following:

http://<exactvirtualsitename>/~<username>/

For example, the user Jason Paez would enter

http://test130.versatel.de/~jpaez/

- 3. Click **OK**. An authentication dialog appears.
- 4. Enter your user name and password assigned to you on the Server
- 5. Click OK.



Caution: When Frontpage Server Extensions are enabled a Frontpage user named **webmaster** is created with a password specified by the Server administrator.

Be sure to open the site Root Web as the user **webmaster**. Other Frontpage user accounts for the site Root Web may be managed using the Frontpage client.

User Webs can be accessed using user login names and their system passwords.

For FrontPage and FrontPage Web information and technical support, see http://www.microsoft.com/frontpage/ and http://www.rtr.com/ .

Telnet

For reasons of security telnet access is disabled.

Service and Support

Our telephone service guarantees technical availability and support with the setup and running of your internet content.

Versatel-Server-Hotline: 0190 / 55 10 12 (0,618 Euro/min.)

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Should you have suggestions for improvement, please send them to: info@versatel.de

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Table 1 Icons used in the manual and UI

| Icon | Description |
|------|--|
| 6 | WebServer Only in the Service Settings table of Control Panel on the Management Screen. WebServer is always on. |
| * | Simple Network Management Protocol (SNMP) Only in the Service Settings table of Control Panel on the Management Screen. |
| • | Legato/Arkeia file backup Only in the Service Settings table of Control Panel on the Management Screen. |
| DNS | Domain Name System (DNS) Only in the Service Settings table of Control Panel on the Management Screen. |
| EPT | FrontPage Server extensions In the Virtual Sites List on the Server Management screen; indicates that FrontPage server extensions are enabled on the virtual site. |
| P | Active Server Page (ASP) In the Virtual Sites List on the Server Management screen; indicates that Active Server Pages are enabled on the virtual site. |
| PP | PHP Embedded Scripting In the Virtual Sites List on the Server Management screen; indicates that PHPembedded scripting is enabled on the virtual site. |
| 4 | Telnet In the Virtual Sites List on the Server Management screen; indicates that telnet is enabled on the virtual site. |
| Ä | Bandwidth limit In the Virtual Sites List on the Server Management screen; indicates that a bandwidth limit is enabled on the virtual site. |
| 1 | Secure POP3 (APOP) In the Virtual Sites List on the Server Management screen; indicates that Secure POP3 is enabled on the virtual site. |

Table 1 Icons used in the manual and UI

| Icon | Description |
|----------|--|
| @ | Secure Sockets Layer (SSL) In the Virtual Sites List on the Server Management screen; indicates that SSL is enabled on the virtual site. |
| | Anonymous file transfer protocol (FTP) In the Virtual Sites List on the Server Management screen; indicates that Anonymous FTP is enabled on the virtual site. |
| 4 | Modify In the Virtual Sites List on the Server Management screen; used to modify the settings for a virtual site. |
| 0 | Modify In the Bandwidth Limits table on the Server Management screen; used to modify a bandwidth limit for an IP address. In the Users List on the Site Management screen; used to modify the settings for a site user. |
| a | Delete In the Virtual Sites List on the Server Management screen; used to delete a virtual site from a Server. In the Bandwidth Limits table on the Server Management screen; used to delete a bandwidth limit for an IP address. In the Users List on the Site Management screen; used to delete a site user from a virtual site. |
| | Email In the Users List on the Site Management screen; used to modify the email settings for a site user. |
| 빌 | Site Administrator In the Users List on the Site Management screen; indicates that the user is the Site Administrator for the virtual site. |
| × | Suspension In the Virtual Sites List on the Server Management screen; indicates that a virtual site has been suspended by the Server Administrator. In the Users List on the Site Management screen; indicates that a user has been suspended by the Site Administrator. |