



HSPcomplete

For My Control Panel Users

User's Guide

Release 3.1.0



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CHAPTER 1

Preface

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My Control Panel is an end-user self-management tool being provided for end-users from the customer companies that use HSPcomplete Control Panels. Using My Control Panel, end-user manages his/her personal information, configures e-mail auto-responders, configures the mail forwarding to an external address, sends/receives e-mail messages, uploads and manages the files in his/her home directory.

My Control Panel main menu includes three basic items: User Information, File Manager, and Mail Manager.

About This Guide

Feedback

If you spot a typo in this Guide, or if you have thought of a way to make this Guide better, we would love to hear from you!

If you have a suggestion for improving the documentation (or any other relevant comments), try to be as specific as possible when formulating it. If you have found an error, please include the section number and some of the surrounding text so we can find it easily.

Please submit a report by e-mail: userdocs@sw-soft.com.

Typographical Conventions

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

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

Formatting convention	Type of Information
Triangular Bullet(➤)	Step-by-step procedures. You can follow these instructions to complete a specific task.
Special Bold	Items you must select, such as menu options, command buttons, or items in a list.
<i>Emphasis</i>	Use to emphasize the importance of a point or for variable expressions such as parameters.
CAPITALS	Names of keys on the keyboard. for example, SHIFT, CTRL, or ALT.
KEY+KEY	Key combinations for which the user must press and hold down one key and then press another, for example, CTRL+P, or ALT+F4.
<code>Preformatted monospace</code>	Commands and code examples

Logging In to the HSPcomplete My Control Panel

After your customer administrator had registered you as a user of a server, you can log into the HSPcomplete My Control Panel.

The URL for HSPcomplete My Control Panel typically looks like:

```
http://Provider_site/mycp/
```

where `Provider_site` should be replaced with the hostname of your Hosting Service Provider server.

Your login should look like:

```
user@hostname,
```

where `user` is user name you are registered in the Control Panel as a user of a Virtuozzo Virtual Private Server (VPS), and `hostname` - the hostname of the VPS you are registered as a user.

As a password you should use your regular user password provided by your customer administrator.

CHAPTER 2

User Information

User Information includes **General Information** and **Change Password** tabs.

The **General Information** screen is being displayed first at the **User Information** screen.

➤ **To change User name (Full name):**

- 1 Click the **Edit** button;
- 2 Type new full user name into the **Full Name** field;
- 3 Click the **Save** button to submit changes. If you do not intend to change full name, click the **Cancel** button. In both cases you will be back to **General Information**.

➤ **To change your user password:**

- 1 Click the **Change Password** tab;
- 2 Type the current password;
- 3 Type and retype the new password;
- 4 If you do not intend to change password, click the **Cancel** button. Click the **OK** button to save changes. In both cases you will be back to the **General Information**.

CHAPTER 3

File Manager

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To manage files and directories in your home directory, click the **File Manager** link on the main menu.

File Manager screen shows you the list of files containing in your home directory. To change the sorting mode, you can click on appropriate link in the column heading. To select particular file/directory, check the checkbox at the file or directory name. To select all files (and directories) check the box in the right column heading.

➤ **To create a directory:**

- 1 Click **System** tab;
- 2 Select **File Manager**. The list of directories and files containing in the root directory appears on the screen.
- 3 If needed, browse to the directory you wish to create a subdirectory;
- 4 Click the **Make Directory** button. The **Make Directory** form appears on the screen;
- 5 Fill the form: type the directory name, select the correct set of permissions using checkboxes;
- 6 Click the **OK** button.

➤ **To upload a file:**

- 1 Click **System** tab;
- 2 Select **File Manager**. The list of directories and files containing in the root directory appears on the screen.
- 3 Browse to the directory you wish to upload the file;
- 4 Click the **Upload File** button. The **Upload File** form appears on the screen;
- 5 Fill the form:
 - a) Enter the file name and location on your local computer in the **File to Upload** textbox. Or click the **Browse...** button to locate the file;
 - b) You can rename the file on uploading. Type the new file name in the **New file name** textbox;
 - c) Select the correct set of permissions using checkboxes;

- 6 Click the **OK** button to upload a file.

The list of files and directories displays the following:

- **Name.** The name of a file or directory;
- **Size.** A file size;
- **Date.** The date a file or directory was modified the last time.

To select a specific directory or file, click the directory or file name. The path at the top of the list shows the current directory.

The buttons at the top of the files and directories list serve for the following actions:

- **Make Directory.** Add a new directory to your website under your current working directory;
- **Upload File.** Upload a file to your system;

To perform an action with a file or a directory, mark the checkbox at a file or directory name and use controls below the list:

- **Delete.** Remove a file or directory;
- **Properties.** Change system permissions on a file or directory. To change permissions on a file, do the following: select a file or directory, click **Properties**, select the permissions for the file or directory, and then choose whether to save these changes or discard these changes;

Note: If you are not sure about what permissions you need for a file or directory, then leave them alone. For more details about file (or directory) permissions, see below in this Guide.

- **Rename.** Rename and/or move file or directory. Select a file or directory and click **Rename**. Enter the path and name of the new location of the file or directory, and click **OK** to save changes;
- **Copy.** Select file(s) by selecting check-box to the left of file name. To select all files, select a check-box on the title bar. Then press **Copy**. The selected file or directory will be copied to the clipboard and you will be offered to select the destination and copying options.
- **Move.** Select file(s) by selecting check-box to the left of file name. To select all files, select a check-box on the title bar. Then press "Move". The selected file or directory will be moved to the clipboard and you will be offered to select the destination and moving options.
- **Pack.** Select file(s) by selecting check-box to the left of file name. To select all files, select a check-box on the title bar. Then press "Pack". You will be offered to select the packaging options.

Unpack. Select file(s) by selecting check-box to the left of file name. To select all files, select a checkbox on the title bar. Then press "Unpack". You will be offered to select the packaging options.

Setting Permission Attributes for a File or a Directory

All files (and directories) can be accessed by three types of users: the owner, the member of the group, and others. Files are given an owner and a group when they are created. Usually the owner is the current user and the group is the group of the directory the file is in. You can change the owner and group of a file.

Each type of users can access a file in three ways: by trying to read from, write to, or execute it. The file permissions determine what types of access the different types of users can have on a file.

There are three permission attributes for a plain file: read, write, and execute. 'Read' permission lets you read the data from a file. 'Write' permission lets you write new data to a file. 'Execute' permission let you use the file as a program or a shell script.

The same permission attributes are applicable for directories but they have a different meaning. If a directory has 'read' permission you can see what files are in the directory, 'write' permission to a directory means that you can add, remove or rename files in the directory. 'Execute' permission (also called the "search bit") allows you to use the directory name when accessing files inside that directory.

➤ **To set a file or a directory permissions:**

- 1 Click the **System** tab;
- 2 Select **File Manager**. The list of directories and files containing in the root directory appears on the screen;
- 3 Browse to the file or directory you want to set permissions for;
- 4 Select the needed directory (or a file) by marking the checkbox at the file or directory name;
- 5 Click the **Properties** button. The selected file (or directory) properties including system permissions appear on the screen;
- 6 Change permissions and ownership:
 - If you are setting permissions for a file, mark the relevant checkboxes in the **Permissions** section to set a file owner (both a user and a group) and for other users and groups. In **Ownership** section, you can change the file owner and/or group (select a new owner and/or a group from Owner and Group drop-down menus respectively). *For executable files*, you can change the identity of the user running the file to the owner of the file so that the user can perform privileged operations (mark the **Execute as user** checkbox); and you can also put files created in the directory into the same group as the directory, no matter what group the user who creates them is in (mark the **Execute as group** checkbox);
 - If you are setting permissions for a directory, mark the relevant checkboxes in **Permissions** section to set permissions for a directory owner (both a user and a group) and for other users and groups. You can prevent users from removing or renaming a file

in a directory unless they own the file or the directory; this is called the *restriction deletion flag* for the directory (mark the **Only owners can delete files** checkbox). In **Ownership** section, you can reassign a directory owner and set the execution attribute: select an owner user and/or a group from drop-down menu. You can also put files created in the directory into the same group as the directory, no matter what group the user who creates them is in (mark the **Files inherit group** checkbox). Finally, you can make one more general setting: mark the **Apply changes for files and directories recursively** checkbox to automatically apply changes made for a given directory to all files and subdirectories in this directory.

- 7 Click the **OK** button.

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Mail Manager

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Mail Manager allows you to configure both e-mail forwarding to an external address and e-mail auto-responder.

Setting Mail Forwarding

If you want to redirect the incoming mail for particular user to somewhere else, you need to set up forwarding.

➤ **To set mail forwarding**

- 1 Click the **Mail Manager** link on the left pane;
- 2 Select the **Mail Forwarding** tab. The list of all forwarding rules (if any) appears on the screen;
- 3 Click the **Edit** button;
- 4 Type the external e-mail addresses the incoming mail will be forwarded to, divided by commas;
- 5 Click **Save** to add a forwarding rule.

To cancel mail forwarding click the **Delete** button.

Setting Autoresponder for a Mailbox

Autoresponders are very handy. They allow you to instantly respond to any message with a stock reply.

➤ **To set mail autoresponder**

- 1 Click the **Mail Manager** link on the left pane and then select **Autoresponder** tab. Autoresponder settings appear on the screen;
- 2 To set autoresponder or edit autoresponder settings click the **Edit** button.
- 3 Edit the autoresponder settings:
 - a) Type the message that will be automatically sent in response to all incoming messages into the **Respond with a message** field.
 - b) You can configure rejection:
 - indicate the sender e-mail address not to respond to;
 - indicate the fragment of e-mail message subject that will cancel responding to such e-mail message;

Note: To enable an autoresponder, mark the **Turn on automatic responder** checkbox. You can configure an autoresponder and leave it turned off. Later, you can turn an autoresponder on.

- 4 Click the **Save** button.

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