

# Site Management

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There are three types of users on the RaQ 4: the RaQ 4 Administrator, Site Administrators and site users.

This chapter describes the functions that the Site Administrator normally performs. As the Site Administrator, you access these functions from the **Site Management** screen on the RaQ 4. The **Site Management** screen has a green strip on the left side.

You 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. (These functions can also be performed by the RaQ 4 Administrator.)

You 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 RaQ 4 user interface (UI) prompts you for your site administrator user name and password.



**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.

To access the **Site Management** screen, click **Site Management** on the **Server Management** screen. The **Site Management** screen appears. From this screen, you can access the Site Administrator functions; see Figure 36.

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.

The User List has five columns which display information about the each site user, and allow the RaQ 4 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 “Icons used on the UI and in the manual” on page 11.

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.

**Figure 36.** 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 and email aliases.

## Setting defaults for a site user

Before assigning the default values for a site user, you must decide on the needs of your users.

Both the Site Administrator and the RaQ 4 Administrator can configure the site user default settings.

Figure 37 shows the screen for configuring the default settings of a site user.

**Figure 37.** Default settings for a site user

The screenshot shows the 'Site Management - test130.cobalt.com' interface. On the left is a sidebar with navigation buttons: User Management, List Management, Site Settings, FTP Settings, SSL Settings, Site Usage, Backup, Restore, and Server Management. The main area displays the 'User Defaults' configuration table.

User Defaults	
Max. Allowed Disk Space (MB)	20
Telnet/Shell Access	<input type="checkbox"/>
Enable FrontPage User Web	<input type="checkbox"/>
Secure POP3 (APOP)	<input type="checkbox"/>
Number of Users to Display per Page	15
User Name Generation	<input checked="" type="radio"/> first initial plus last name. (e.g. jsmith) <input type="radio"/> last name. (e.g. smith) <input type="radio"/> first name. (e.g. jessica)

At the bottom of the table are two buttons: 'Save Changes' and 'Cancel'.

## Modifying the default user settings

To modify the default settings for a site user:

1. On the **Site Management** screen, click **Set User Defaults**. The User Defaults table appears.
2. Enter the information for the site. You can set the default value for
  - the maximum allowed disk space (MB) available to a newly created user for their file storage and Web pages
  - the number of sites users to display at one time in the user list on the screen



**Note:** If there are more site users on a virtual site than the value you enter here, navigation buttons for scrolling through the User List table become active at the top of the table.

- the format for generating user login names
  - initial plus last name
  - last name
  - first name

You can also enable or disable services for telnet/shell access, FrontPage User Web and Secure POP3 (APOP), if the RaQ 4 Administrator has enabled them for the virtual site.

3. Click **Save Changes**.

Once you have configured the default settings, you can adjust the settings for each site user that you add.

## Adding a site user

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



**Caution:** On the **Site Management** screen for the main site (for the main site, the trashcan icon is grayed-out, meaning that you cannot delete it), the user settings for the RaQ 4 Administrator can be modified, including name and password.

Make sure you remember the RaQ 4 Administrator password. If you forget the password, see “Resetting the RaQ 4 Administrator password” on page 51 for instructions on resetting the password.

Figure 38 shows the screen for adding a site user or Site Administrator.

**Figure 38.** Adding a site user

The screenshot shows the 'Site Management - test130.cobalt.com' interface. On the left is a navigation menu with options: User Management, List Management, Site Settings, FTP Settings, SSL Settings, Site Usage, Backup, Restore, and Server Management. The main content area is titled 'Add New User' and contains the following form fields:

Full Name	<input type="text"/>
User Name	<input type="text"/>
Password	<input type="password"/>
Password (again)	<input type="password"/>
Max. Allowed Disk Space (MB)	<input type="text" value="30"/>
Telnet/Shell Access	<input type="checkbox"/>
Site Administrator	<input type="checkbox"/>
Enable FrontPage User Web	<input type="checkbox"/>
Secure POPs (APOP)	<input type="checkbox"/>
Email Aliases	<input type="text"/>

At the bottom of the form are two buttons: 'Confirm New User' and 'Cancel'.

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 RaQ 4 supports long passwords through the UI. For guidelines on choosing a password, see “Password guidelines” on page 27.

You can also enter email aliases for this user. (For more information, see “Entering user email settings and aliases” on page 102.)

3. Click **Confirm New User**.

## Search and sort functions

The User List table offers a search function and a sort function; refer to Figure 36 on page 96. These functions are useful if you have a large number of site users on your RaQ 4 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.

## **Searching a list of site users**

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.

## **Sorting a list of site users**

To sort the list of site users:

1. 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 arrow icon), click on the blue arrow icon so that it points in the correct direction.
3. 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.

## Entering user email settings and aliases

### Mail Forwarding and Vacation Reply

Individual site users can choose to have their RaQ 4 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 104.



**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 RaQ 4. 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.

Each registered user on the RaQ 4 must have a user name that is unique across all virtual sites on the RaQ 4. You cannot create two users with the same name on different virtual sites because all users share the same password database file in the underlying operating system. For example, if there is a user with the user name <mary> on virtual site abc.com, no other registered user on the RaQ 4 can have the user name <mary>. However, user names can be similar: mary, maryb, mary1, mary2.

An email alias is a way to create an account so that more than one user can have the same email name on different virtual sites (<mary> on abc.com and <mary> on xyz.com). However, the underlying user name for each person must be unique.

For example, the Site Administrator of abc.com can give Mary Brown the user name <mary>; her email address is mary@abc.com. The Site Administrator of xyz.com (on the same RaQ 4 server) can give Mary Smith the user name <marys>; the Site Administrator for xyz.com can then set up an email alias mary@xyz.com for Mary Smith. The alias points her incoming messages to the unique user name of <marys> at xyz.com.

A site user can have several email aliases that point to a unique user name. For example, John Smith (user name <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 user name of <john1> at abc.com.

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

## **Adding an email alias**

To add an email alias for a site user, see “Modify email options for a site user” on page 105.

To create a catch-all account on a virtual site, see “Catch-all email account” on page 107.

## 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 39.
3. Enter the changes in the Modify User table.



**Note:** The RaQ 4 supports long passwords through the UI. For guidelines on choosing a password, see “Password guidelines” on page 27.

4. Click **Confirm Modify**.

Figure 39 shows the screen for modifying a site user.

**Figure 39.** Modifying a site user

Modify User	
Full Name	Fenny Lavinney
User Name	lavinney
Password	
Password (again)	
Max. Allowed Disk Space (MB)	20
Telnet/Shell Access	<input checked="" type="checkbox"/>
Site Administrator	<input type="checkbox"/>
Enable FrontPage User Web	<input checked="" type="checkbox"/>
Secure POP3 (APOP)	<input type="checkbox"/>
Suspend User	<input type="checkbox"/>

Confirm Modify Cancel

## 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 102.

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 40.
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”.

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



**Note:** 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.

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

**Figure 40.** Modifying a site user's email options



## Catch-all email account

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

A RaQ 4 Administrator or a Site Administrator can create a catch-all 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 catch-all account, the RaQ 4 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 catch-all account. The Email Settings table appears. See Figure 40.
3. Enter “@<hostname.domainname>” in the Email Aliases window.

If there is already an alias in the window, add this 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 102.