THE CONTROL PANEL

Index 1
Overview 3
Account Glance 4
Resources Available 4
Options 5
Change Password 7
Overview 7
How To Change Your Account Password 7
DNS Updation 8
Add an "A" record 8
Add a "CNAME" record 8
Add an "MX" record 8
Mail Manager 10
Overview 10
Creating New Mailboxes 10
How To Create a New Mailbox 10
Manage POP Accounts 11
How To Manage Mailboxes 11
How To Change the Password of an E-mail Account 11
How To Delete an E-mail Account 12
How To Change CatchAll Account 12
Install ASP Script 13
Overview 13
Formmail 13
ALIAS Admin 14
Overview 14
How to Create New Alias 14
Manage Alias 14
Site Statistics 15
Overview 15
How To View Your Site Statistics (with Navigation Window) 15
Forwarding Admin 16
Overview 16
How to Create New Forwarding 16
Manage Forwarding 16
Protect Directories 17
Overview 17
How To Protect Directories 17
Removing a User's Access to a Protected Directory 18
How To Remove a User's Access to a Protected Directory 18
Removing All Protection from a Directory 18

Auto Responder 19
How to Create New Auto Responder 19
Manage Auto Responder 19
MS-SQL Database 20
Overview 20
How To Install MS-SQL on Your Site 20
How To Manage MS-SQL 21
Network Trouble Shooter 22
Overview 22
How To Use the Network Trouble Shooter 22
File Manager 24
Overview 24
Navigating in File Manage 24
How To Navigate in File Manager 24
How To Use the Listing Sort Tool 25
Check the Size of file and Directory 25
Deleting Files and Directories 25
How To Delete Files and Directories 26
Renaming Files and Directories 26
How To Rename Files and Directories 26
Creating Files and Directories 27
How To Create a Directory in File Manager 27
How To Create or Edit a File in File Manager 27
Uploading Files 28
How To Upload Files Using File Manager 28
Archive Manager 29
Overview 29
How To Compress Files, Directories or Scripts 29
How To Extract Files, Directories or Scripts 30
Control Panel Help 31
Overview 31
How To Use the Help Icon 31
DSN Handling 32
Overview 32
How to create DSN 32
You can create DSN for 32
For Example (Creating DSN for MS-Access) 33
How to manage DSN 33
Logout 34

THE CONTROL PANEL

Overview

The Control Panel makes managing your web space fun and easy. This extraordinary interface offers you a way to quickly view account-related information and provides easy access to the wide variety of tools and utilities that come with your account. With the click of a mouse, you can administer your web space, e-mail accounts, directories, cgi-bin (program script storage area) and all the special features offered, including site statistics and shopping carts. You can even add additional features to your account whenever you need them. Gain control and flexibility to make changes within your own time frame and according to your own particular business needs.

Screenshot: 1

Account Glance

The **Account Glance** section of the Control Panel allows you to view the following basic information about your account.

Domain Name: Shows the domain name of the account that is being used.

Domain User: Shows the username for the account that is being used.

Domain IP: Shows the Internet Protocol (IP) address of the account that is being used. This domain IP address is equivalent to the alphabetical domain name.

Package: Shows the package title under which this account is currently set up.

E-mail: The e-mail address of the account owner.

Status: Shows the current status of the account. The various statuses are On, Normal, Suspended and Grace Period. Occasionally, the status of Deleted is also used though not necessarily on this screen.

Signup Date: Shows the date the contract and account were started.

.

Resources Available

The **Resources Available** section of the Control Panel displays how many of your account's resources have been used and how many remain free. The following resource statistics are displayed here:

No. Of POPs: Displays the number of e-mail accounts you already have and the number that are still free for your use and set up.

No. Of Aliases: Displays the number of Aliases you already have and the number that are still free for your use and set up.

No. Of Autoresponders: Displays the number of Autoresponders you already have and the number that are still free for your use and set up.

Mailing List: Displays the number of mailing lists you are currently maintaining and the number you can still set up.

Amount Of Total Space: Displays the figure, in kilobytes, of how much disk space your account has used and how much remains available to you.

Amount Of Traffic: Displays the figure, in kilobytes, of how much traffic your account has used and how much remains available to you.

Options

Options are the tools and utilities, which give you, true control over your account and web pages. There is a large selection of options available in the Control Panel. The package to which you subscribe determines which of the options are accessible to you. The following table lists all of the possible options you may view in the Control Panel.

ICON	OPTION	DESCRIPTION
	Change Password	Allows you to change the password for access to the Control Panel and FTP (**Note:** it does not change the password for your e-mail).
	DNS *Updation*	You can Update Your DNS entries here (NS, A, CNAME, MX Records).
	Mail Manager	Allows you to manage all aspects of your e-mail accounts and mailing lists (once installed).
	Install ASP Script	You can Install certain standard ASP scripts (Form mail).
	ALIAS Admin	You can Create and delete Alias accounts and also Modify them.
	Site Statistics	Allows you to view the web statistics for your site, such as hit count, transfer amount, etc.
	Forwarding Admin	Allows you to set up forwarding of your site so that when visitors type in one web address (URL) they are sent to another URL you have chosen.
	Protect Directories*	Allows you to password-protect specific directories within your account.
	Auto Responder	You can Create and delete auto responder accounts and also Modify them.
	MS-SQL Database	Allows you to create and manage a new MySQL database.
	Network Trouble Shooter	Allows you to use the Trace route utility which shows the path on the web that information travels in order to get from one location to another.
	File Manager	Allows you to manipulate files on your web sites.

	Archive Manager	Allows you to backup and compress files on your site.
	Help	Provides a help page and a link to the **Getting Started** page that, much like this table, provides summary information about the Control Panel features.
	DSN Handling	Allows you to create and manage your DSN.
	Logout	Logout: Logout to Logs You out of the control panel. Please see to it that you log yourself out of the control panel for SECURITY REASONS.

Change Password

Overview

Using the **Change Password** option, you can change the password for your account. This affects Control Panel, FTP access and Catchall Account (**postmaster**), but does not affect the passwords for any e-mail accounts you set up.

Screenshot: 2

How To Change Your Account Password:

1. From the Control Panel, select the **Change Password** icon. The **Change Password** screen displays.
2. Enter your new password in **Enter your Password** field.
3. Select the **GO** button. It will change your Password.

DNS Updation:

Add an "A" record

1. DNS "A" or address records map a common name to an IP address. Common names are easier for people to remember than IP addresses, and allow for more than one host to exist on each IP address.
2. In the **first** form field enter the hostname you wish to add to your domain, for example: ”**domain.com.”** .
3. In the **second** list box select **“A”**
4. Leave the **third** form field **blank**.
5. In the **forth** form field enter the IP address of the server on which this host is located, for example: “**207.106.22.35”**
6. You are responsible for making sure the IP address is correct.
7. Click the "**Add**" button.

Add a "CNAME" record

1. DNS "CNAME" or common name records map one common name to another common or host name. These can be useful when you don't have control over the IP address of the hostname. One example would be cable modem users who's computer gets a dynamic IP address but the same hostname every time.
2. In the **first** form field enter the hostname you wish to add to your domain, for example: ”**www.domain.com.”** .
3. In the **second** list box select **“CNAME”**
4. Leave the **third** form field **blank**.
5. In the **forth** form field enter the **common name** of the server on which this host is located, for example: “**www.domain.com.”**
6. Click the "**Add**" button.

Add an "MX" record

1. DNS "MX" or mail exchange records control which server handles the email for a domain. The lower metric is tried first, if delivery to it fails the next highest metric is tried. If you have no entries here Global Dialog Internet's email server will do the mail queuing
2. In the **first** form field enter your hostname for example: ”**domain.com.”** .
3. In the **second** list box select **“MX”**
4. In the **third** form field enter the **priority** . The metrix with the lowest priority is tried first, if delivery to it fails the next highest metric is tried.
5. In the **forth** form field enter the hostname you wish to use for your email server, for example: “**mail**.**domain.com.”**
6. Click the "**Add**" button.
7. First click on the "**Add New "MX" Record**" button.
8. In the first form field enter the hostname you wish to use for your email server, for example: **mail**.
9. The select the MX metric, delivery is attempted to the lowest metric first.
10. Then enter the IP address of the server you're using for email, for example: **156.46.122.62**.
11. Click the "**Add Record**" button.
12. You will be asked for further instruction if the hostname has already been assigned to an IP address.

Screenshot: 3

Mail Manager:

Overview

The **Mail Manager** option provides several ways of managing the mail accounts you set up on your account. Additionally, if Mailing Lists have been set up for your account, you can manage them using this tool.

Creating New Mailboxes

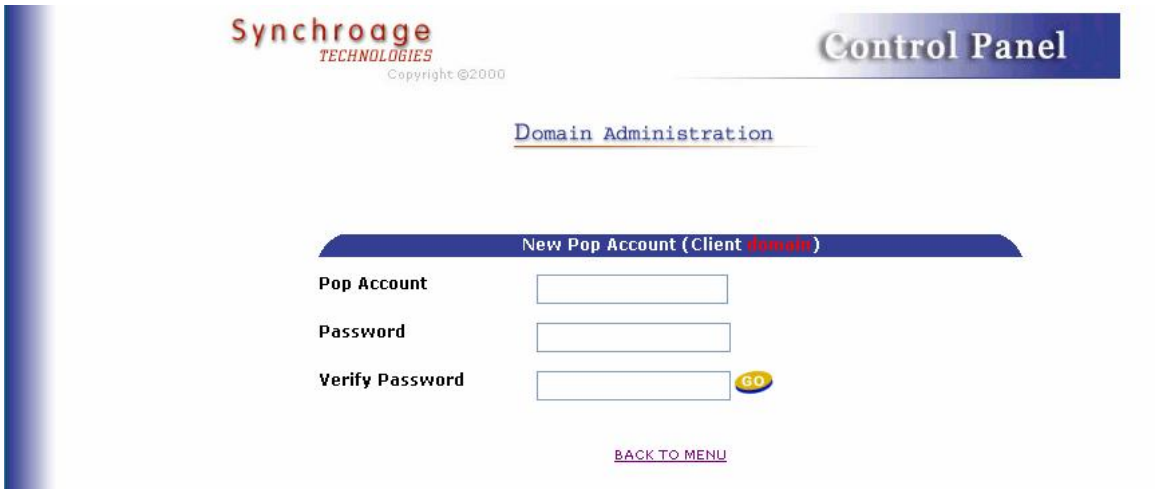
Mailboxes for individuals or groups can be set up using the Mail Manager option. The number of mailboxes allowable on your account depends on the package your purchased from your hosting company.

How To Create a New Mailbox:

1. From the Control Panel, select the **Mail Manager** icon. The Mail Manager displays

Screenshot: 4

2. Click on **Create New Pop Account.**



Screenshot: 5

3. Enter the user name in the **Pop Account** field. Enter the password in both the **Password** and **Verify Password** fields. Make sure that you type the password *exactly the same way* in both fields.
4. When completed, select the **GO** button.

Manage POP Accounts

The **Manage POP Accounts** option allows you to change catchall Account, delete e-mail accounts as well as change passwords for e-mail accounts.

How To Manage Mailboxes

1. Click on Manage POP Accounts. (As Shown in Screenshot: 4)
2. The **POP Accounts** Screen displays.

Screenshot: 6

How To Change the Password of an E-mail Account:

1. From the **POP Accounts** (Screenshot: 6), Click on button **Change Password** in front of desired e-mail account listed. The **Change Password** page displays.

Screenshot: 7

2. Type the new password in the **Password** and **Verify Password** fields. Be sure to type the password *exactly the same way* in both fields.
3. Select the **GO** button.

Note: The Mail Manager Change Password tool is different from the Change Password Option that is available from the Control Panel. This Mail Manager tool affects only the password for the e-mail addresses specified. The Control Panel Option affects the password for your account

How To Delete an E-mail Account:

From the **POP Accounts** (Screenshot: 6), select the desired e-mail account listed under the heading **POP Accounts.** Select the **Delete** link. (If you are sure you would like to delete the e-mail account, select the **Delete** button.)

How To Change CatchAll Account:

1. From the **POP Accounts** (Screenshot: 6), select the desired e-mail account listed under the heading **POP Accounts.** Select the **Catchall Account** Button.
2. Default will appear in front of that. anything@domain.com will come to that POP account (Except existing once)

Install ASP Script

Overview

ASP Script (Formmail). Just click on the link and the scripts get installed in your own directory.

Screenshot: 8

Formmail:

Form Configuration:

The action of your form needs to point towards this script (obviously), and the method must be POST or GET in capital letters. Version 1.5 of FormMail offers many new ways to code your form to tailor the resulting HTML page and the way the script performs. Below is a list of form fields you can use and how to implement them.

Necessary Form Fields:

There is only one form field that you must have in your form, for FormMail to work correctly. This is the recipient field.

Field:Recipient

Description:This form field allows you to specify to whom you wish for your form results to be mailed. Most likely you will want to configure this option as a hidden form field with a value equal to that of your e-mail address.

Syntax:

<input type=”hidden” name="recipient" value=”email@your.host.com”>

ALIAS Admin

Overview

You can set up your Alias. The number of aliases allowable on your account depends on the package you have purchased from us.

Screenshot: 9

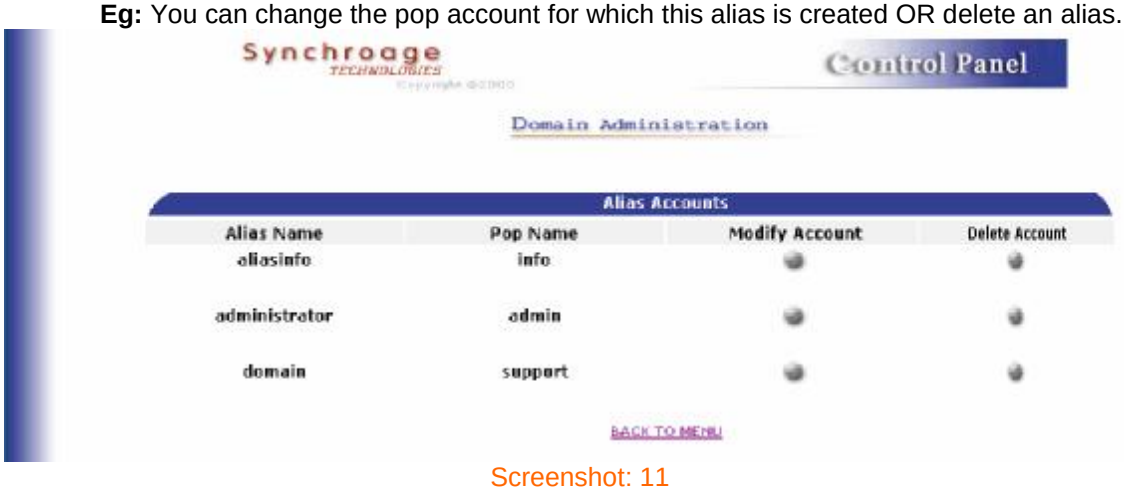
How to Create New Alias:

Eg: Consider creating an alias **aliasinfo.**
Select existing **pop account info while creating the alias.** Now all mails coming to alias **aliasinfo** will get stored in pop account **info.** And you can check all the mails coming to **aliasinfo** through your pop account **info.**

Screenshot: 10

Manage Alias:

Eg: You can change the pop account for which this alias is created OR delete an alias.



Screenshot: 11

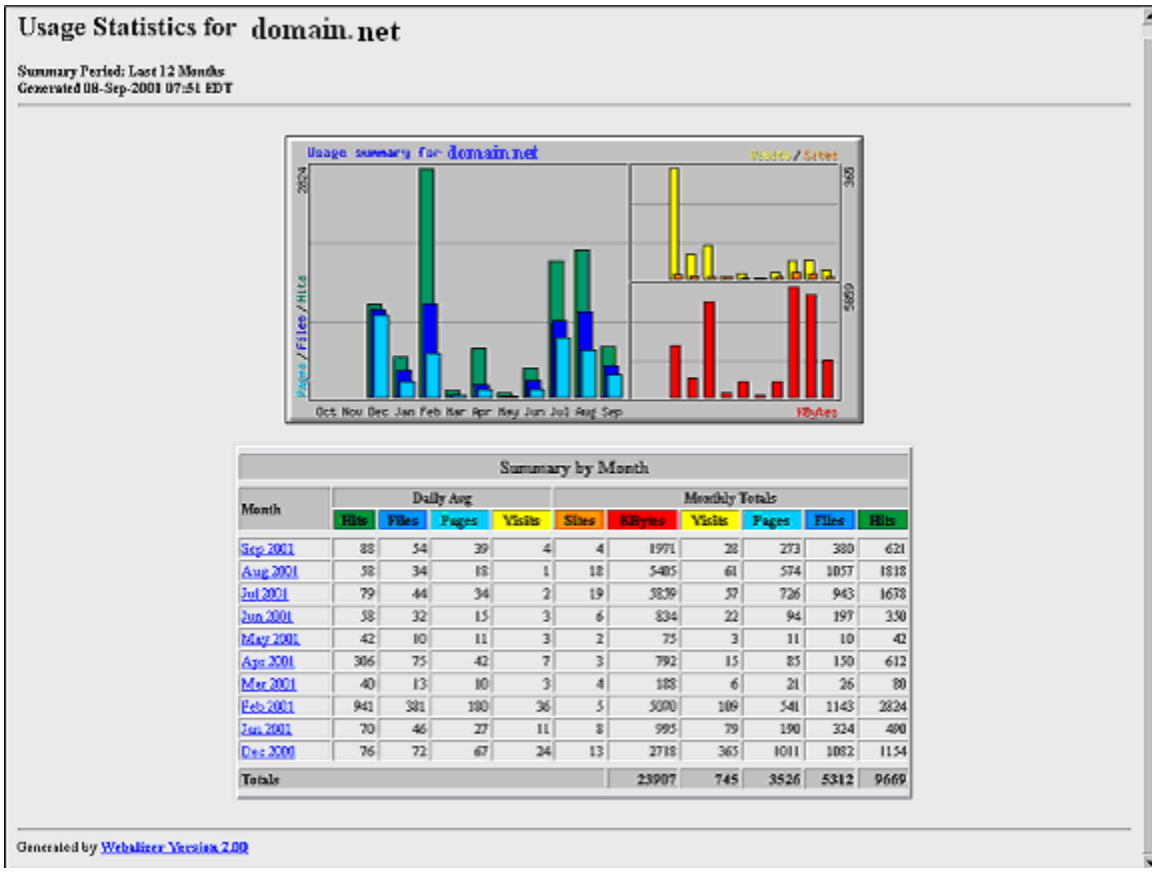
Site Statistics:

Overview

Many statistics about the usage of your web site are available through the **Site Statistics** option in the Control Panel. The statistics are generated by the **Webalizer Version 2.00**

How To View Your Site Statistics (with Navigation Window):

1. From the Control Panel, select the **Site Statistics** option. The **Usage Statistics for Domain** page displays.



Usage Statistics for domain.net

Summary Period: Last 12 Months
Generated 08-Sep-2001 07:51 EDT

Summary by Month

Month	Daily Avg				Monthly Totals					
	Hits	Files	Pages	Visits	Sites	KBytes	Visits	Pages	Files	Hits
Sep 2001	88	54	39	4	4	1971	28	273	380	621
Aug 2001	58	34	18	1	18	5485	61	574	1057	1818
Jul 2001	79	44	34	2	19	3839	37	726	943	1678
Jun 2001	38	32	15	3	6	834	22	94	197	350
May 2001	42	10	11	3	2	75	3	11	10	42
Apr 2001	306	75	42	7	3	792	15	85	150	612
Mar 2001	40	13	10	3	4	188	6	21	26	80
Feb 2001	941	381	180	36	5	5080	109	541	1143	2824
Jan 2001	70	46	27	11	8	995	79	190	324	490
Dec 2000	76	72	67	24	13	2718	365	1011	1082	1154
Totals						23907	745	3526	5312	9669

Generated by Webalizer Version 2.00

Screenshot: 12

2. There are a number of options available on this main statistics menu page:

Forwarding Admin

Overview

You can set up your Forwarding. The number of forwarding allowable on your account depends on the package you have purchased from us.

Screenshot: 13

How to Create New Forwarding:

Eg: Consider creating a forwarding **infoforward.**
Just put in an email address where all mails coming to **infoforward** should get forwarded to. Now all mails coming to forwarding **infoforward** will get forwarded to that email address**.**
Note: To forward your catch all account just put in [**nobody**] in the Forwarding Account Text Box.

Screenshot: 14

Manage Forwarding:

Eg: You can change the email address to which the account is forwarded OR delete the forwarding.

Screenshot: 15

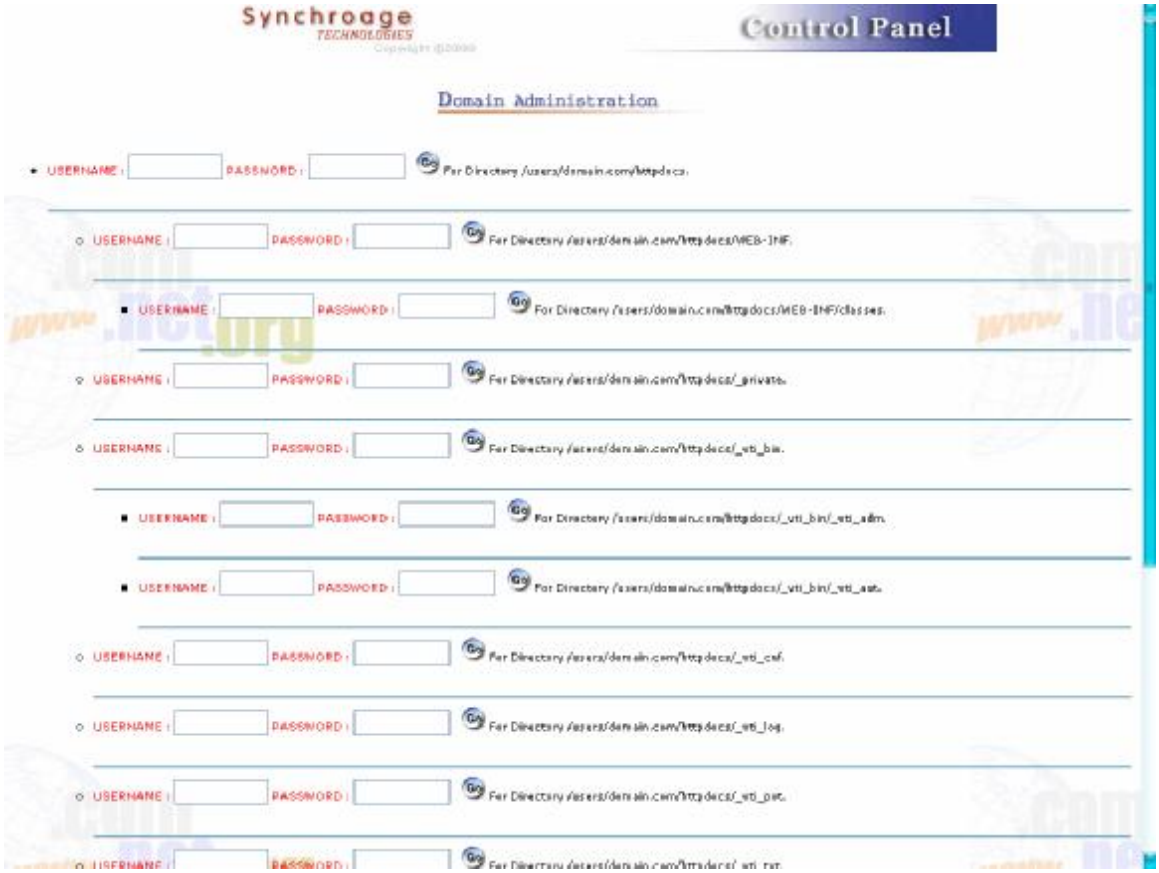
Protect Directories

Overview

Using the **Protect Directories** option, you can limit the amount of access users have to your site. You can specify a username and password for the directory you are protecting. Each protected directory can have multiple users (each with different passwords if you prefer) who have access to it. Additionally, the Protect Directories option can be used to remove a user's access from a protected directory

How To Protect Directories:

1. From the Control Panel, select the **Protect Directories** Option. The **Directory Protection Manager** displays.



Screenshot: 16

2. Choose the directory you would like to protect from the **Directory.**
3. Type the **Username** and **Password.**
4. Click **Go.**
5. Once user access has been established for the protected directory, you have the option of removing a specific user's access from this screen if you so choose.

Removing a User's Access to a Protected Directory

Once a directory has been protected for a particular user name/ password combination, that combination can be removed at any time from the list of usernames that have access to the directory.

How To Remove a User's Access to a Protected Directory:

1. From the Control Panel, select the **Protect Directories** option. The **Directory Protection Manager** displays.
2. Click on the appropriate user from the list. (Screenshot: 17)

Screenshot: 17

3. The screen reappears and the User ID you just removed is no longer on the **User List** section of the screen.

Removing All Protection from a Directory

To remove all protection from a specific directory, use the same procedure as above for every user name in the user list. Once all user names have been removed, the protection on the directory is removed as well.

Auto Responder

You can set up your Auto Responder. The number of auto responders allowable on your account depends on the package you have purchased from us.

Screenshot: 18

How to Create New Auto Responder:

Eg: Consider creating a autoresponder **infoautorespond.**
Just select a pop account for which you need an autoresponder. Now all mails coming to that pop account will get an auto responder**.** The text to be send with the autoresponder should be written in the text area provided(File Data).

Screenshot: 19

Manage Auto Responder: You can delete an autoresponder OR change the pop account and Responder Data for the autoresponder.

Screenshot: 20

MS-SQL Database

Overview

The **MS-SQL** option in the Control Panel allows the setup of a MS-SQL database on your site. This procedure shows you how to install MS-SQL and provides a basic overview of the screens you can expect to see within this option.

How To Install MS-SQL on Your Site:

1. From the Control Panel, select the **MS-SQL** icon. The following screen of Database display.

Screenshot: 21

2. Click on **Create Database** and enter Password in following screen.

Screenshot: 22

3. Click **GO.**

***Note*: Database name will be same as FTP User Name.**

How to Manage MS-SQL:

Once database created you can manage (Change Password / Delete Database) your database from control panel. Select the MS-SQL icon. The following screen of Database display.

Screenshot 23

To change password of your database click on change password.

To delete your database click on delete Database.

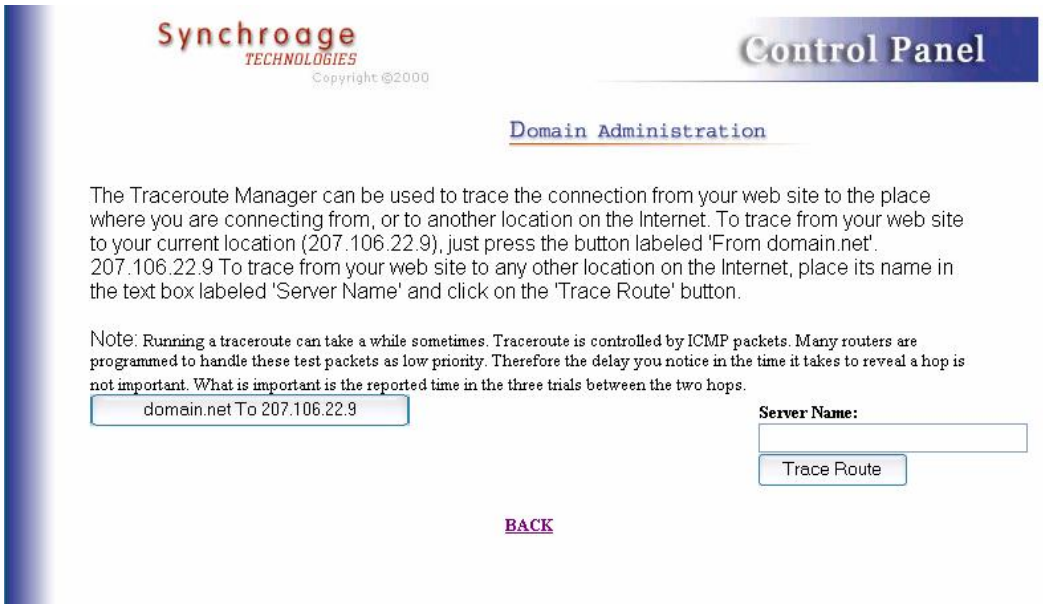
Network Trouble Shooter

Overview

The **Network Trouble Shooter** option provides you with access to a common network tracing utility named **Traceroute**. Traceroute does exactly what its name implies, tracing the route of data from your domain to the server you specify. The results of performing a Traceroute show you every server your packets of information are going to in order to connect to that server. The results can indicate if any of the servers along the way are causing connection problems by timing out or by slowing down the data flow. This is a good tool to use to help determine if a slow or downed connection is a problem on your server or someone else's server.

How To Use the Network Trouble Shooter:

1. From the Control Panel, select the **Network Trouble Shooter** Option. The **Traceroute Manager** displays.



Screenshot: 24

2. Directions for using Traceroute Manager appear on the screen. They are also summarized here.
3. To trace the connection from your web site to the place from which you are connecting, click on the **From *your domain* to *your IP number*** button. The results appear near the bottom of the Traceroute Manager screen.
4. To trace the connection from your website to any other location on the internet, type the name (or IP address) into the **Server Name** field, then select the **Trace Route** button. The results display near the bottom of the Traceroute Manager screen.
5. Check the next Screen.

Screenshot: 25

File Manager

Overview

Similar to Microsoft Windows Explorer in function, the **File Manager** Option in the Control Panel allows you to perform file management tasks such as creating files and directories, setting the read, write or execute permissions on the files and directories in your site, renaming or deleting files or directories, and changing the password for directories that are password-protected.

Navigating in File Manager

The files in your site are stored in directories. Directories can hold other sub-directories. The result is a directory structure that can have many sub-levels. Any of those directories can contain files. How you organize your directory structure is up to you.

How To Navigate in File Manager:

1. From the Control Panel, select the **File Manager** icon. The **File Manager** window appears:

Screenshot: 26

2. Once the File Manager window has opened, you will see a listing of directories and files located in your **Current Directory**, the path of which is displayed in the listing above.
3. Each directory and file within the listing will appear as a hypertext link. In the image above, links appear red and underlined. Simply click on any link to drill down into that directory.
4. Click on the Parent Directory Link to move “up” (or “back”) one directory.

When in a directory that has a large number of files, the files are listed alphabetically by file name. Sometimes, it is desirable to see the listing of files sorted by the time (date) of their creation or by the size of the files, from largest to smallest.

Note: The alphabetical sorting option is case-sensitive. This means that file names beginning with upper-case letters come before file names beginning with lower-case letters. The sort order is **A-Z**, then **a-z**. This means, for example, you could have a file named **TEST.TXT** listed before a file named **apple.htm.**

How To Use the Listing Sort Tool:

1. When in the **File Manager** screen, the **Sort Tool** is located at the bottom of the current file listing.
2. Click on the **Sort files by:** drop-down list to display a listing of sort options. These options are **Name, Date** and **Size**. Select the desired option.
3. Click on the **Sort** button. The screen reappears with the files and directories listed in the selected sort order.

Note: Once a Sort order has been specified, it will be applied to all listings for the duration of your session. To change the sort order back, repeat the process described above, and choose a different sort option.

Check the size of File and Directory:

You can check file or folder for how much space they are taking.

Screenshot: 27

The number displayed is the size of files under the folder (in Bytes)

Deleting Files and Directories

Specific files and directories can be deleted from your site using the File Manager option.

Warning: Be sure to verify that the files and directories you select for deletion are indeed ones you want to delete.

How To Delete Files and Directories:

1. From the File Manager, select the **Delete** link that corresponds to the file or directory you would like to delete. The **Delete Confirmation** page displays.

Screenshot: 28

Warning: Deleting a directory automatically deletes all files and subdirectories located within it.

2. When deleting a file, the Delete Confirmation page displays the message “Confirm Deletion of: Filename Path?” (Screenshot: 23)
3. If you are sure that you want to delete the file or directory, click the **GO** button.
4. After Confirm has been selected, the File Manager reappears, open to the most recent directory FILE MANAGER

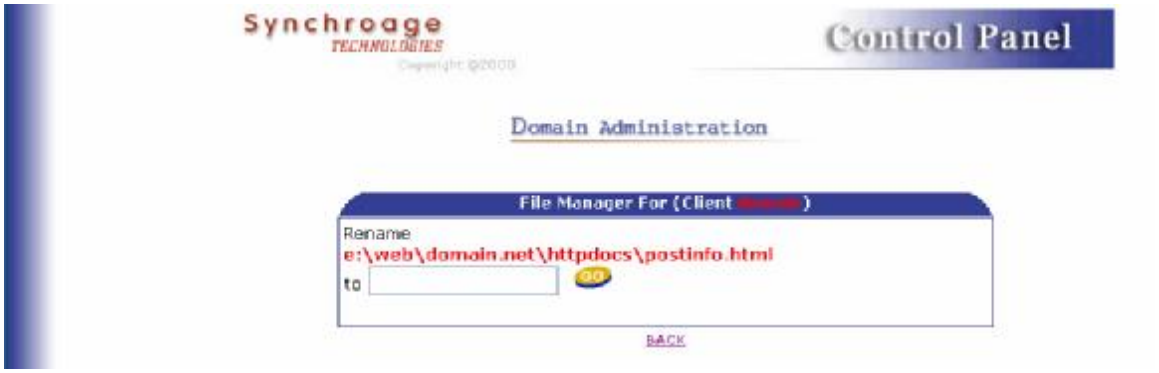
Note: If you are not sure to delete a file click on **Back** button to go back.

Renaming Files and Directories

Files and directories can each be renamed using the File Manager option.

How To Rename Files and Directories:

1. From the File Manager, select the Rename link that corresponds to the file or directory you would like to rename. The Rename Confirmation page displays.



Screenshot: 29

2. If you are sure that you want to rename the file or directory, type the new name in the blank field and click the **GO** button.
3. After Confirm has been selected, the File Manager reappears, open to the most recent directory.

Creating Files and Directories:

Files and Directories can be created within File Manager.

How To Create a Directory in File Manager:

1. From File Manager, click on the field called **Directory Name**.
2. Type the name of the directory you want to create in this field.
3. Select the **Create This Directory** button.
4. The File Manager reappears with the newly created directory in the listing.

How To Create or Edit a File in File Manager:

1. From the File Manager, move to the field entitled **File Name.**
2. To edit an existing file, type the name of that file in the field shown above. To create a new file, type the new file name in the field shown above.
3. Select the **Create/Edit file** button. If creating a new file, the following screen appears. If working with an existing file, the file automatically opens. (Screenshot:25)
4. The File Manager File Screen opens. If you are creating a new file, an empty window appears. If you are editing an existing file, the file contents should display in this window.

Screenshot: 30

5. Make any necessary changes or additions to the file.
6. Click **GO** to Close and Save the file. The File Manager page reappears with the newly created file (if any) displayed in the listing.

Note:

If you wish to leave this screen without saving the file (or saving changes to the file), select the Back Link

Uploading Files

You can upload files from your local computer to your site using File Manager.

How To Upload Files Using File Manager:

1. In File Manager, move to the field near the bottom of the page entitled **File to Upload** If you know the full path and filename for the file you would like to upload, type it into the field and skip the next step.
2. If you do not, select the Browse… button.
3. In the File Upload window, select the file that you would like to upload. Select the file for uploading by double-clicking it or by highlighting it with a single click and selecting the Open button. The File Upload window closes and you return to the File Manager.
4. The **File to Upload** field now displays the full path and filename of the file you selected.
5. Select the Upload button. The File Manager page reappears with the newly created file (if any) displayed in the listing.

Warning: You cannot upload files larger than 10240 KB in size. This is approximately 10 Mb.

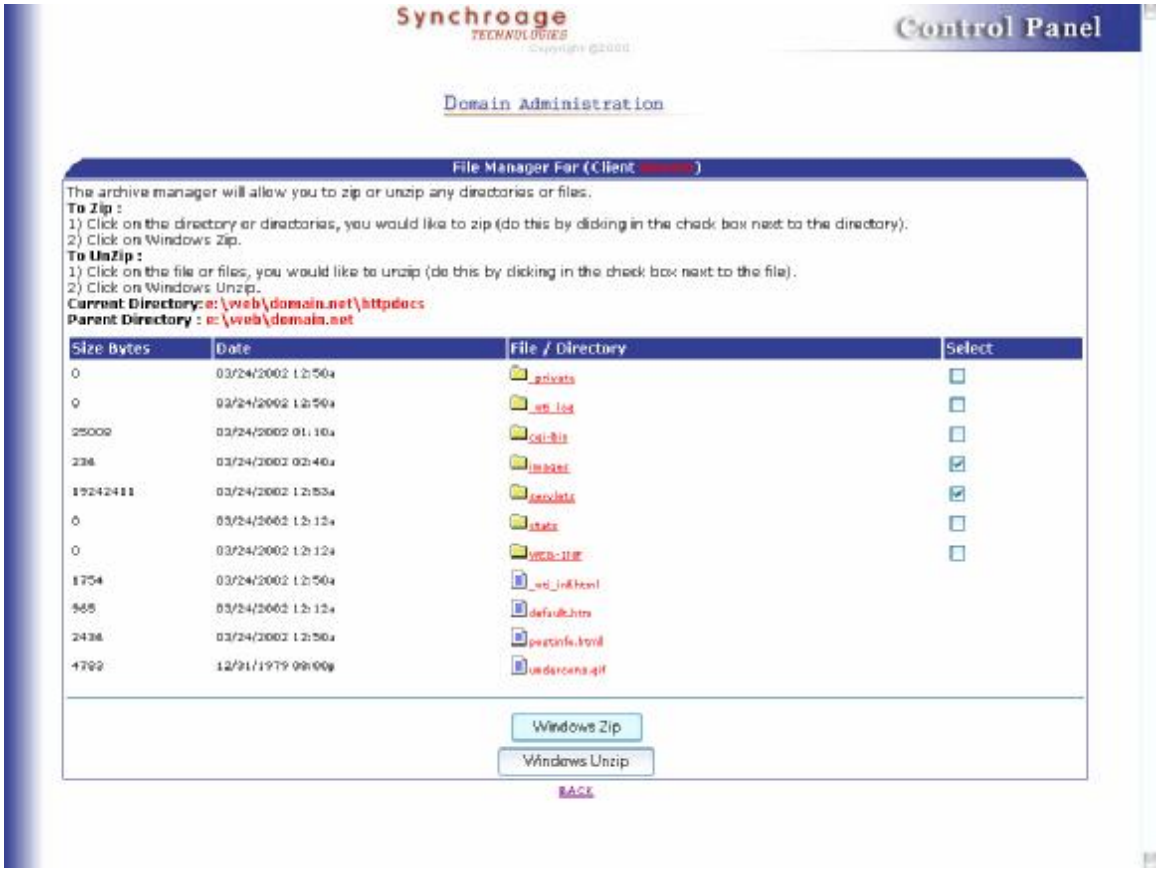
Archive Manager

Overview

The **Archive Manager** option provides a method of backing up files on your site by compressing them. It is always good practice to back up files in case damage should occur to original files. Compressing files allows you to reduce the amount of storage space your files take up, thus freeing more space for you to work with on your site.
You can get instructions on the screen also.

How To Compress Files or Directories:

1. From the Control Panel, select the **Archive Manager** icon. The **Archive Manager** displays.



Screenshot: 31

2. The Current Directory: section of the Archive Manager shows you which directory you are currently in and which sub-directories are available in that directory.
3. **Optional:** If you need to drill down into one of the sub-directories, simply single-click on the desired sub-directory name. The Archive Manager refreshes and the **Current Directory** text reflects that you have moved into another directory.
4. Select the directory you want to compress by single clicking in the small-box immediately to the left of the directory name.
5. Click on the **Windows Zip** button. The Archive Manager reappears, displaying the compressed Zip file of selected folders.

Note: If an error occurs, you will see a message indic ating it at top of the screen.

How To Extract Files, Directories:

1. From the Control Panel, select the **Archive Manager** icon. The **Archive Manager** displays.
2. The **Current Directory:** section of the Archive Manager shows you which directory you are currently in and which sub-directories are available in that directory.
3. **Optional:** To drill down into one of the sub-directories, single-click on the desired sub-directory name. The Archive Manager refreshes and the **Current Directory** text reflects that you have moved into another directory.
4. Select the compressed file you would like to extract by single clicking in the selection box to the immediate left of the file name.
5. Click on the **Windows Unzip** button. The Archive Manager reappears, listing of extracted file(s) you have selected to extract.

Note: You can extract only ***.zip*** files in **Archive Manager.**

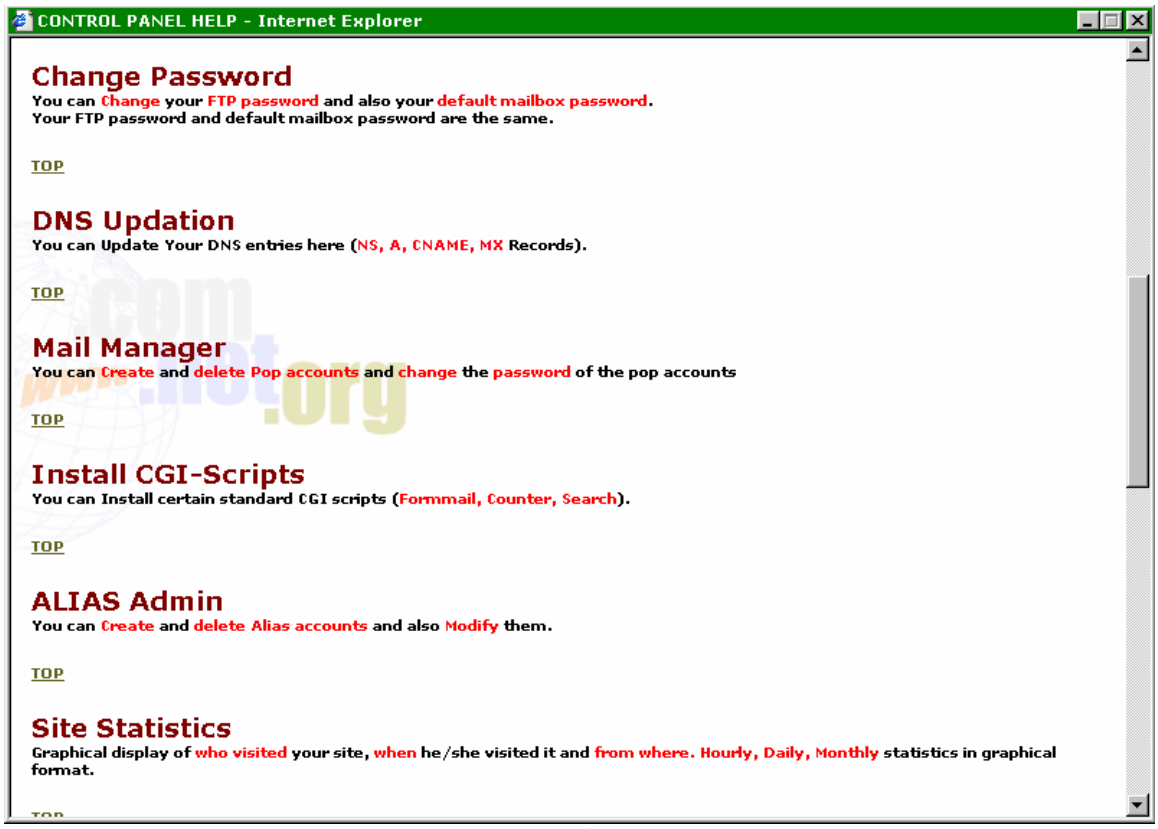
Control Panel Help

Overview

The Control Panel Menu provides you help for available icons on control panel Screen.

How To Use the Help Icon:

1. Click on the **Help** icon in the Control Panel. The initial **Customer Support** page displays.
2. Select any link to open a page of general help related to the icons on the control panel.
3. Either clicks on the Icon, which interests you or scroll down through the page to find the information.
4. This **Help** page is a one-page document. The links in it are links to entries further down in the document. The information provided here serves as a very general explanation of the Control Panel options.



Screenshot: 32

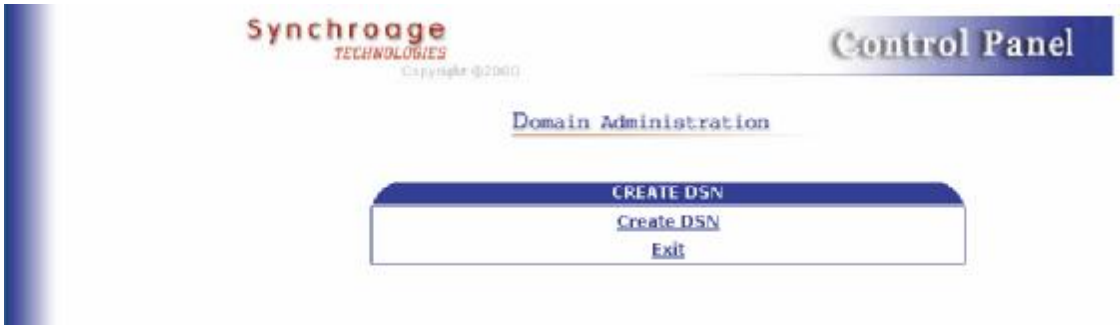
DSN Handling:

Overview:

The Control Panel Menu provides you DSN Handling. You can create DSN for your database.

How to create DSN:

1. From Control Panel Menu Screen Click on DSN Handling; Following Screen will appear.



Screenshot: 33

2. Click on Create DSN following Screen will appear:

Screenshot: 34

You can create DSN for

1. SQL Server,
2. Microsoft Access Driver (*.mdb),
3. Microsoft Text Driver (*.txt; *.csv),
4. Microsoft Excel Driver (*.xls),
5. Microsoft dbase Driver (*.dbf),
6. Microsoft Paradox Driver (*.db)

For Example (Creating DSN for Microsoft Access):

- **Choose DSN Type:** Choose Microsoft Access Driver (*.mdb)

- **Enter DSN Name:** Type DSN Name what you want to use.

- **Enter DSN UID:** Enter User ID for the DSN.
- **Enter DSN PWD:** Enter DSN Password what you want.

- **Enter DSN DBQ:** Enter the physical file name of your database. Or enter Absolute physical path of your Database file (If you have uploaded the file other then db folder)

NOTE: For convenience it is better to upload your database under db folder.

It will create your DSN.

How to Manage DSN:

Once you created DNS you can modify or delete that as per your requirement.

NOTE: You cannot modify DSN name.

To modify or delete once created DSN; Click on DSN Handling Icon in Control Panel Menu. It will provide u following screen.

Screenshot: 35

LOGOUT:

Click on Logout and it will log you out from Control Panel.

NOTE: IT IS VERY IMPORTANT TO LOG OUT FROM THE CONTROL PANEL FOR SECURITIES.

It will take you to the first screen from where you have started.

Screenshot: 36