

LEGEND FOR MENU NAVIGATION

Menu | Structure [Buttons] **Tab or Sub-Tab** [Hyperlink](#) **Column Name, Checkbox, Radio button etc:** *Instruction*

SHAREPOINT

FEATURE	MENU NAVIGATION QUICK REFERENCE	COMMENT
Create a SharePoint Site	Hosting SharePoint Sites [Add New Site]	Must have a domain defined to assign the SharePoint hosting service.
View SharePoint Site Details	Hosting SharePoint Sites Site: Sharepointsite Name SharePoint SubTabs: General; Security; Application Pool	Select any of the Tabs for additional detail.
Delete a SharePoint Site	Hosting SharePoint Sites Chbx: Site Name [Delete]	Automatically updates billing for the service.
Add SharePoint User	Hosting SharePoint Users [Add New SharePoint User]	New User wizard allows you to select from existing users or create a new user.
Delete a SharePoint User	Hosting SharePoint Users Chbx: Service User Name [Delete]	Removes SharePoint access for the selected User.
Adding Administrators	My Account Users Login Name: Username Roles [Add Element] Ckbx: Account Administrator [Submit]	A SharePoint Admin may also automatically be created during initial creation of the SharePoint Site.

DOMAINS

FEATURE	MENU NAVIGATION QUICK REFERENCE	COMMENT
Purchase a New Domain	Billing Domain Management Register New <i>Complete wizard</i>	Domain(s) are purchased on your behalf. Apptix acts as the DNS host of record for the customer domain(s).
Add Existing Domain	Hosting Domain Overview Domain Administration [Add existing domain registered elsewhere]	Apptix becomes DNS host of record.
Add New Sub-domain (to Existing Domain)	Hosting Domain Overview Domain Administration [Add new sub-domain]	Creates a sub-domain typically for SharePoint or Webhosting use.
View Status of DNS Records	Hosting Domain Overview Domain Administration Domain Name: Domainname.com Summary	May edit DNS record details through this function.
Change DNS Hosting	Hosting Domain Overview Domain Administration Domain Name: Domainname.com DNS DNS Hosting [Change DNS Hosting to Internal/External]	Point where you want your DNS records hosted.
Add DNS Records	Hosting Domain Overview Domain Administration Domain Name: Domainname.com DNS DNS Records [Add new DNS record]	Update your DNS with specific information (A Record, MX Record, etc.).
View/Modify DNS Records	Hosting Domain Overview Domain Administration Domain Name: Domainname.com DNS DNS Records Host: Domain DNS Record	Modify current DNS Record settings.

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SERVICE USER

FEATURE	MENU NAVIGATION QUICK REFERENCE	COMMENT
Add Service User	Hosting Service Users [Add New Service User] <i>Follow wizard instructions</i>	Can add Service Users to Exchange and/or SharePoint through wizard setup.
Change Domain of Service Users	Hosting Service Users Chbx: Display Name [Change Domain] DropDown Menu: Domainname.com	The selected domain will be the PRIMARY domain for the Service User.
Modify Service User Details	Hosting Service Users Display Name: <u>ServiceUser Name</u> Tabs: General, Contact Info, Login History, Language, Exchange, SharePoint	Access the input fields within the Tabs as needed to modify the details associated with the Service User.

MY ACCOUNT

FEATURE	MENU NAVIGATION QUICK REFERENCE	COMMENT
Adding a User	My Account Users [Add New User] <i>Complete 5 Step Wizard</i>	Setup standard Users as billing, technical, admin contacts, etc.
Creating an Admin User	My Account Users Login Name: <u>Username</u> Roles [Add Element] Ckbx: Account Administrator [Submit]	An Admin has access to all features within the Control Panel and can setup services for the account.
Deleting an Admin User	My Account Users Login Name: <u>Username</u> Roles Ckbx: Account Administrator [Delete]	Each account must have at least one (1) Admin User. You may need to create a new Admin before deleting the original Admin User.

BILLING

FEATURE	MENU NAVIGATION QUICK REFERENCE	COMMENT
Purchase a New Domain	Billing Domain Management Register New <i>Complete wizard</i>	Domain(s) are purchased on your behalf. Aptix acts as the DNS host of record for the customer domain(s).
Transfer Existing Domain	Billing Domain Management Transfer Existing <i>Complete wizard</i>	Makes Aptix the host of your DNS records for the domain specified.
Renew Existing Domain	Billing Domain Management Renew Radio button: <u>Domain Name</u> [Renew] <i>Select Subscription Period</i>	Update current domains for a new subscription period (2 years recommended).
Renew a Subscription	Billing Subscription Management Renew Subscription Radio button: <u>Plan</u> [Renew] <i>Select Subscription Period</i>	Maintains active use of your hosted services.
Buy a New Subscription	Billing Subscription Management Buy New Subscription Radio button: Category Name [Choose Category] <i>Select Subscription Period</i>	Purchase a hosting service subscription plan for any customer-owned domains.
Add Resources to a Subscription Plan	Billing Upgrade Wizard Buy Additional Resources Plan: <u>Subscription Plan</u> Click Here to Buy: <u>Upgrade</u> <i>Finish Upgrade Wizard</i>	Use this to add mailboxes, storage, wireless devices, etc. to your hosting plan.
Update Payment Details	Billing My Financial Info Payment Methods Type: <u>Credit Card</u> <i>Edit as needed</i>	Use to change or update credit card information.